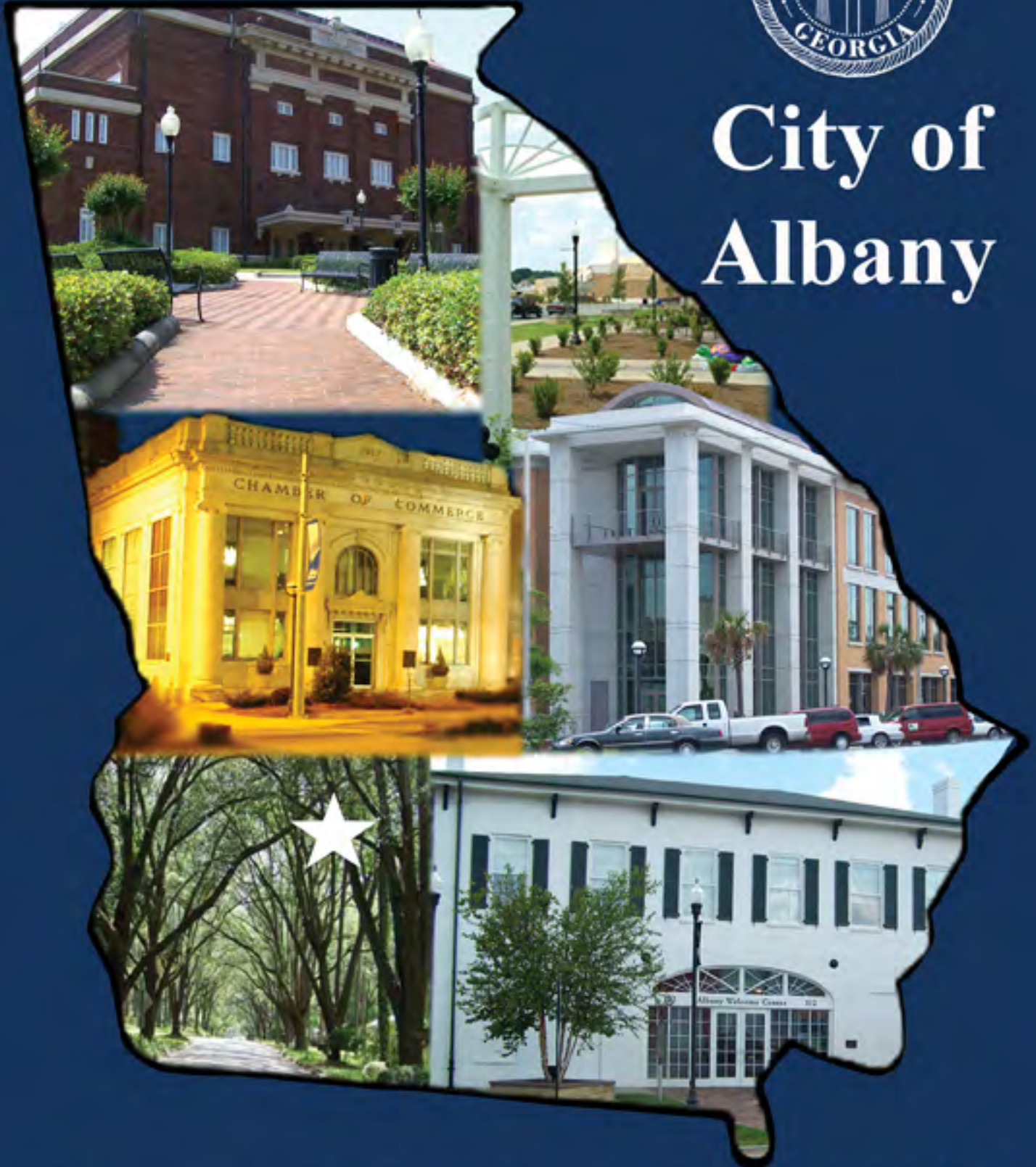




City of Albany



Annual Budget FY 2010



City of Albany

Preface

Annual Budget FY 2010

**CITY OF ALBANY
ANNUAL BUDGET
For The
Fiscal Year
Ending June 30, 2010**

CITY OF ALBANY

Mayor and Board of City Commissioners

Dr. Willie Adams - Mayor

Jon B. Howard - Commissioner Ward I

Dorothy Hubbard – Mayor Pro Tem/Commissioner Ward II

Morris Gurr - Commissioner Ward III

Roger B. Marietta - Commissioner Ward IV

Robert B. Langstaff, Jr. - Commissioner Ward V

Tommie Postell - Commissioner Ward VI

Alfred D. Lott - City Manager

James Taylor - Assistant City Manager for Public Service

Wes Smith - Assistant City Manager for Customer Service & Support

Budget Preparation Staff

Krista Newton - Director of Finance

Larry L. Johnson - Management/Budget Officer

Victoria Bowman - Management/Budget Analyst

Andrea Brown - Management/Budget Analyst

Finance Department Staff

Paula M. Schmitt - Print Shop Supervisor

John E. Carr - Printer

Winnie Hart - Composing and Layout Coordinator

Community Information

Origin and Growth

Situated in the Plantation Trace region, Albany is the primary trade center for Southwest Georgia. It is the county seat for Dougherty County, Georgia. The city lies at the head of the Flint River, 182 miles south of Atlanta. Incorporated in 1841, the city was laid out in 1836 by Alexander Shotwell and named for Albany, New York. The City of Albany was originally incorporated by an Act of the General Assembly of Georgia on December 27, 1838.

The chief farm products are cotton, peanuts, corn, and tobacco, and to a lesser extent, paper-shell pecans, and forest products. Albany has developed a diversified industrial economy, which includes companies such as Procter & Gamble, Miller Coors, and Master Foods USA-a Mars Incorporated Company. Since 1994 over \$800 million has been invested in Albany by local industries. Also, the Marine Corps Logistics Base (MCLB) in Albany is a shining star within the Department of Defense and has established itself as a leader in the adoption of private sector business strategies to accomplish its mission.

The nation's top corporate and economic development publications are talking about Albany, Georgia as well. In 2007, Albany was voted one of the Top 10 Best Places to Retire, by Retire in Georgia Magazine. Inc. Magazine ranked Albany, Georgia 129th in its 2005 list of "Best Places" and as the #19 Small Metro Areas in its 25 Cities for Doing Business in America in 2004. The Forbes & Milken Institute placed Albany in its "Top 96 Small Metro Areas".

Government and Organization

The City of Albany has operated under the Commission-Manager form of government since January 14, 1924. The seven-member commission consists of a Mayor elected at large and six Commissioners elected on a ward basis. The Commission appoints the City Manager, City Clerk, Assistant City Clerk, City Attorney, Municipal Court Judge, City Solicitor, and Public Defender. The City

Manager is the City's Chief Executive Officer, and is charged with the enforcement of the laws and ordinances passed by the Commission. The Commission also appoints members to various Boards, Authorities, and Commissions.

Educational Facilities

For higher education, Albany has four hometown colleges, a progressive technical college, and a job corps center. Albany State University is a senior unit of the University System of Georgia. With more than 40 major fields of study, the college offers undergraduate and graduate degree programs. The university maintains flexible scheduling for the growing number of non-traditional students. Darton College is a two-year unit of the University System of Georgia. Students can pursue 73 two-year transfer and career associate degrees. Lagrange College and Troy State University maintain satellite campuses. Albany Technical College is a unit of the Georgia Department of Technical and Adult Education. Turner Job Corps Center also serves the Albany area as a fully accredited Vocational Education Institute, providing high quality academic and vocational training programs to prepare students (ages 16-24) to take their places in today's technical work force. Turner has over 20 vocational trades from which the 930-member student body may choose. The City is also served by 15 public elementary schools, 10 public secondary schools, 1 public alternative school and a number of private schools.

Source: Albany Chamber of Commerce

DEMOGRAPHICS**GENDER**

Male	46.3%
Female	53.7%

AGE COMPOSITION (2008 Estimate)

Under 5 Years	9.9%
Under 18 Years	20.9%
18 - 24 Years	1.4%
25 - 44 Years	31.0%
45 - 64 Years	17.2%
64 - 74 Years	6.1%
75+ Years	3.6%

RACE/ ETHNIC ORIGIN (2008 Estimate)

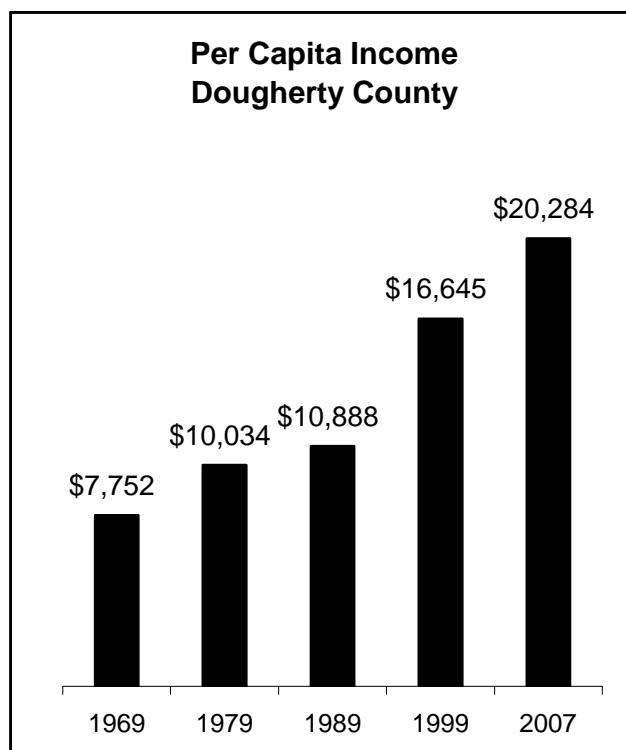
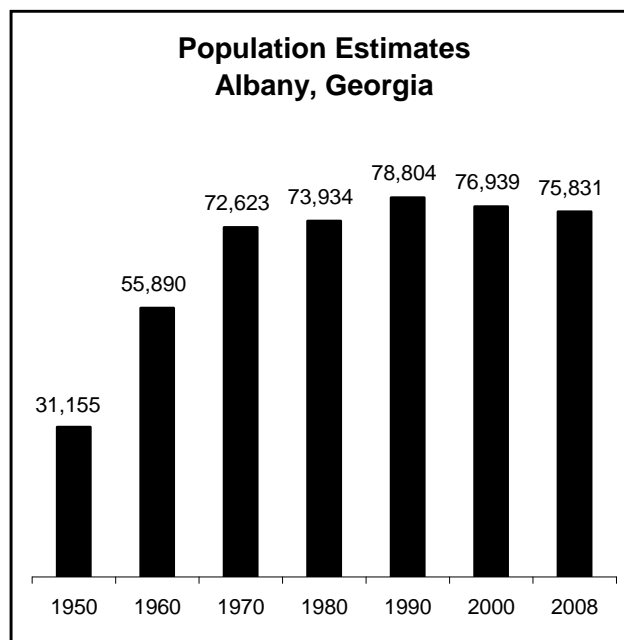
Black	64.2%
White	32.3%
Hispanic	1.5%
Asian/American	1.3%
Indian/Hawaiian	
Other7%

AREA

Land Area	57 square miles
Elevation	212 ft above sea level
Rainfall	48.5 inches
Avg. Annual Temp.....	66° F

OCCUPATIONAL COMPOSITION

Manufacturing	17%
Transp./ Public Util.	5.5%
Construction	5%
Wholesale Trade	5.5%
Finance & Real Estate	2.9%
Services	32.5%
Agr., Forestry, etc.	2.2%
Retail Trade	17.6%



Source: U.S. Census Bureau, Population Estimation Program,
<http://factfinder.census.gov>,

COMMUNITY INFORMATION**MUNICIPAL SERVICES**

Fire Protection ...	11 stations; 188 fire personnel and officers
Police Protection	235 city officers 42 county officers 230 member sheriff's department provides protection outside the city limits
Garbage	Services provided by the City's Solid Waste division

RECREATIONAL FACILITIES

Public tennis courts	40
Parks	70
Area golf courses	7
Municipal swimming pools	1
Country clubs	2
Playgrounds	44
Community centers	8
Boat ramps	4
Municipal gymnasiums	7

CITY FACILITIES & SERVICES

Miles of Streets	550
Number of Street Lights	10,472

EDUCATION

No. of Elementary Schools + Pre-K(1)	16
No. of Elementary School + Pre-K(17) Instructors	570
No. of Secondary Schools	11
No. of Secondary School Instructors	579
Number of area colleges	
(Lagrange College & Troy State Univ. maintain satellite campuses)	5

SCENIC ATTRACTIONS

Albany Museum of Art
Theater Albany
Weatherbee Planetarium
Parks at Chehaw
Thronateeska Heritage Foundation Museum
Albany Civil Rights Museum
Quail hunting preserves
Flint Riverquarium
Riverfront Park

HEALTH

Hospitals	2 (690 beds)
MD's	506
Dentists	49
Nursing homes	3 (509 beds)

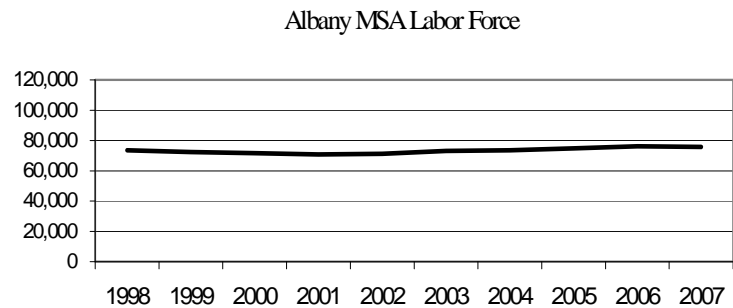
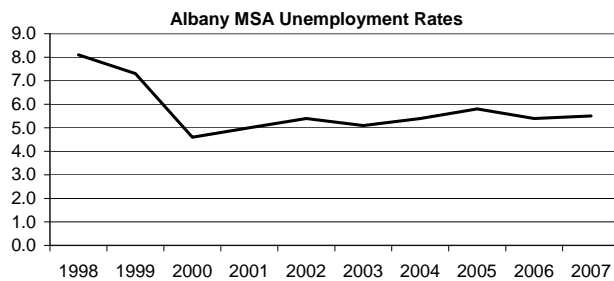
Source: Georgia Dept. of Industry, Trade & Tourism

LOCAL ECONOMY

TEN LARGEST EMPLOYERS

<u>Company</u>	<u>Sector</u>	<u># of Employees</u>
Phoebe Putney Memorial Hospital	Healthcare	3,804
U.S.M.C. Logistics Base	Federal Government	3,081
Dougherty County Board of Ed.	Education	2,934
Proctor & Gamble	Paper Goods	1,394
City of Albany	Municipal Government	1,387
Dougherty County	Municipal Government	669
MillerCoors	Beverage	650
Albany State University	Education	550
Teleperformance USA	Technical Support	474

Source: Albany Chamber of Commerce



Source: Georgia Dept. of Labor

TRANSPORTATION

Motor Freight Carriers	5 interstate
.....	24 inter/ intrastate
.....	6 terminals
.....	Overnight service to Atlanta, Birmingham, Charlotte, Chattanooga, Columbia, Jacksonville and Knoxville
Rail	Norfolk Southern piggyback service (local)
.....	Norfolk Southern rail service (local)
.....	Atlantic and Georgia Great Southern (local)
Water	Navigable River, Flint (9 ft channel depth)
Air	Commercial Service by Atlantic Southeast
	5 air cargo companies; UPS's Boeing 757 "mini-hub" service

Source: Georgia Dept. of Industry, Trade & Tourism

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Albany
Georgia**

For the Fiscal Year Beginning

July 1, 2008

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to **The City of Albany, Georgia** for its annual budget for the fiscal year beginning **July 1, 2008**.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

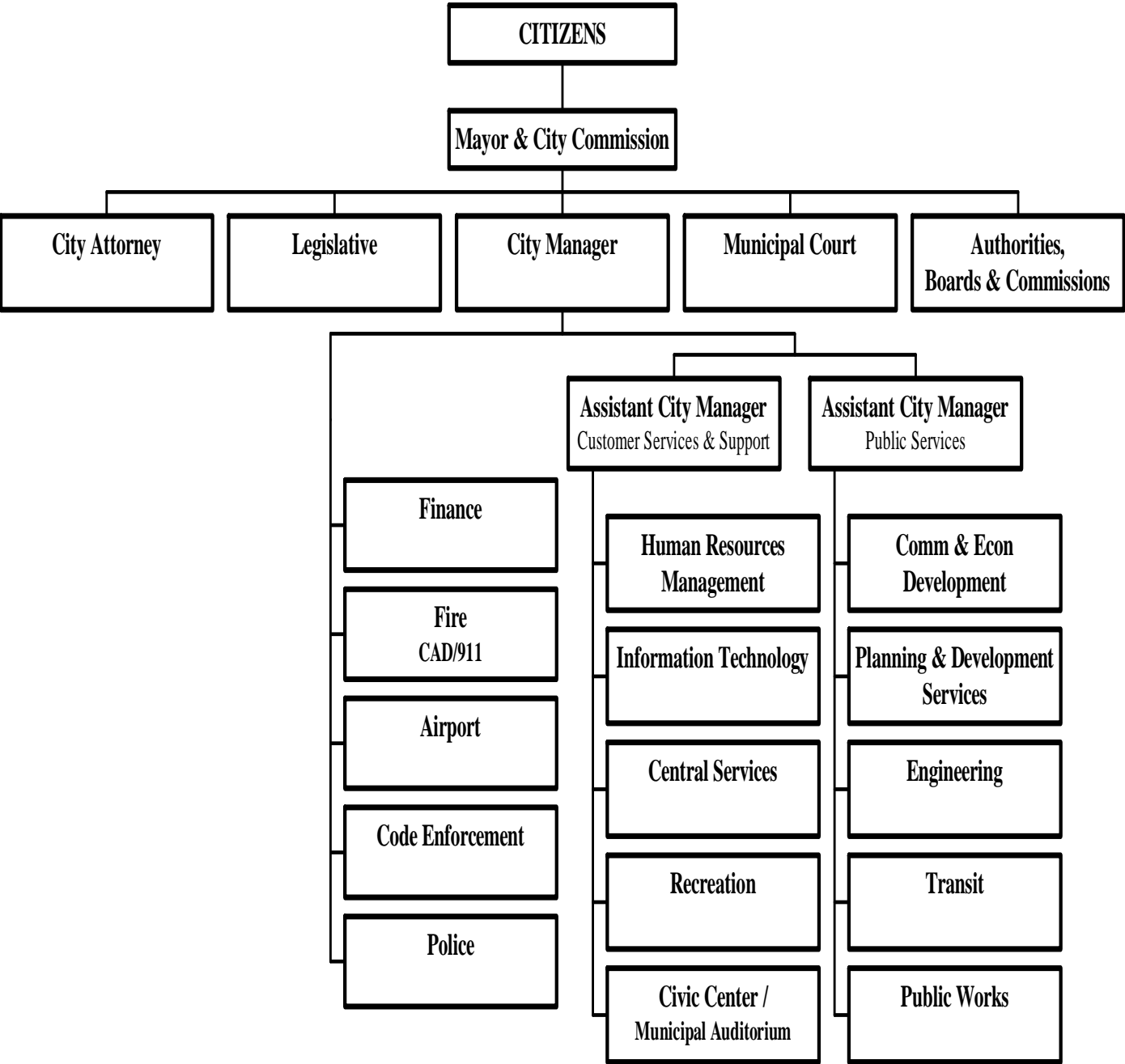
MISSION STATEMENT

City of Albany

The City of Albany strives for excellence to improve the overall quality of life for our citizens. To accomplish our mission, it is essential to:

- Provide a safe, secure, and vital community environment;
- Provide the highest quality customer services to the community with equality, fairness, and respect;
- Embrace diversity;
- Attract and retain highly motivated and qualified employees committed to fulfilling community expectations;
- Encourage innovation;
- Provide responsible stewardship of the public trust;
- Create an atmosphere that promotes, develops, retains and encourages economic development;
- Encourage a sense of community through civic partnerships and citizen involvement.

CITY OF ALBANY



The City of Albany was originally incorporated by an Act of the General Assembly of Georgia on December 27, 1838 and has operated under the Commission - Manager Form of government since January 14, 1924. The seven member Commission consists of a Mayor, elected at large, and six Commissioners, elected on a ward basis. The Commission appoints members to various Boards, Authorities and Commissions. The Commission also appoints the City Manager, City Clerk, City Attorney and Municipal Court Judge. The City Manager, as the City's Chief Administrative Officer, is responsible for the enforcement of laws and ordinances and the implementation of policies passed by the Commission. The City Manager appoints department heads to assist him/her with these responsibilities.

GENERAL GOVERNMENT

Alfred D. Lott - City Manager
James Taylor - Assistant City Manager for Public Service
Wes Smith - Assistant City Manager for Customer Service & Support
Sonja Tolbert - City Clerk
C. Nathan Davis - City Attorney
Willie Weaver - Municipal Court Judge

DEPARTMENT HEADS

Mary Lamont - Director of Human Resources Management
Stephen Collier - Director of Central Services
Krista Newton - Director of Finance
John Antoniewicz - Director of Information Technology
Michael Tilson - Director of Code Enforcement
John Proctor - Police Chief
James Carswell - Fire Chief
Howard Brown - Director of Planning & Development
Latoya Cutts - Director of Community & Economic Development
Kenneth Maples - Director of Engineering
Phil Roberson - Director of Public Works
Susanne Davis - Director of Recreation
Yvette Aehle - Director of Airport
Nedra Woodyatt - General Manager of Transit Services
John Mazzola - Director of Albany Civic Center / Municipal Auditorium

BUDGET GUIDE

There are nineteen (19) departments, which are divided into nine sections. These sections include General Government, Public Safety, Public Works, Recreation, Airport, Municipal Auditorium/Civic Center, Transit, Community Development, and the Enterprise Funds.

The 2009 - 2010 Annual Budget is divided into fourteen (14) sections whose contents are explained below. This Budget Guide is provided to summarize the information contained in each section and to assist the reader in finding information.

Section I - City Manager's Message

This section includes the City Manager's transmittal letter, the strategic plan, and the adopted budget ordinance. Also included in this section are the revenue and expenditure recaps for the General Fund, Special Funds, Sanitary Sewer Fund, Solid Waste Fund, and the Non-Major Enterprise Funds.

Section II - Policies and Procedures

This section outlines the policies used to guide the preparation and management of the City's annual budget. This section also provides detailed information on budget development, budget adoption, the accounting policies and procedures for Fund Accounting, Governmental Funds, Debt Services, Central Services, and Revenue and Expenditure policies. In addition, this section includes FY 09/10 budget calendar and budget hearings.

Section III - Revenue and Expenditures

This section begins with a chart showing the relationship between funds, in addition to a chart showing the percentages of expenditures as it relates to personal services, operating expenses, and capital improvement. Included in this section is a summary of the revenue sources and expenditure categories for the 2009 - 2010 budget. This information is categorized by the following fund accounts:

- General/Special Funds
- Sanitary Sewer Fund
- Solid Waste Fund
- Non-Major Enterprise Funds

Section IV - Supplemental Information

Pertinent information is reported in this section on the budget that analyzes trends and outlines the recent policy decisions that have impacted the City's budget, and its financial position. This section provides the reader with an overview of the current budget using charts and graphs on revenue/expenditures, main revenue sources, and general fund information.

Section V - General Fund Expenditure Detail

The General Fund is the City's major operating fund. It accounts for all financial resources and expenditures that are not accounted for in specific purpose funds. The General Fund finances most of the regular day-to-day operations and accounts for approximately 53% or \$53,473,768

of the budgeted appropriation. It consists of the following departments: Legislative, City Manager's Office, City Attorney, Municipal Court, Human Resources, Central Services, Finance, Enforcement, Information Technology, Planning, Police, Fire, Engineering, Recreation, and Public Works. It also contains appropriations to independent agencies. This section contains the approved program and line item expenditure plan for each department.

The General Fund depends on revenues generated from such sources as property taxes, sales taxes, Water, Gas & Light transfer, service charges, business licenses and permits, insurance taxes, and other revenue to cover its operating costs.

Section VI - Special Fund Expenditure Detail

About 18% or \$17,978,302 of the FY 10 Budget is allocated to Special Fund activities. The approved program and line item expenditure plan is recorded in this section. Included in the Special Funds are CAD 911, Hotel/Motel, Community & Economic Development, and SPLOST Funds. The Albany Chamber of Commerce/Convention and Visitors Bureau receive 50% of prior year's actual Hotel/Motel tax revenue to promote tourism and growth in Albany.

Also housed under Special Funds are the Debt Fund and Capital Improvement Fund. These funds receive revenues from the General Fund in order to make debt payments and to finance the Capital Improvement Program.

Section VII - Sanitary Sewer Fund Expenditure Detail

The Sanitary Sewer Fund is an Enterprise Fund and is self-supporting. It is projected to generate \$15,488,444 in revenue primarily through user fees. This fund represents about 15% of the total budget.

Included under the Sanitary Sewer Fund are Wastewater Treatment, Wastewater Treatment/Lift Station, Wastewater Sampling, and Sanitary Sewer Maintenance. This Division of Public Works is responsible for the treatment of the City's wastewater and for disposal of sewage sludge in accordance with Environmental Protection Division's guidelines. This division is also responsible for the maintenance of all sanitary and storm sewers and for the installation of new taps and sewer extensions within the city limits of Albany.

Section VIII - Solid Waste Fund Expenditure Detail

The Solid Waste Fund is another Enterprise Fund that is self-supporting. It is expected to generate \$8,953,527 in revenue through service charges. This fund represents about 9% of the total budget.

Included under the Solid Waste Fund are Solid Waste Administration, Solid Waste Removal/Residential East, Solid Waste Removal/Residential West, Solid Waste Removal/Commercial and Street Sweeping. This division is responsible for collecting and properly disposing of solid waste and recyclables generated by both residential and commercial customers. This division

serves approximately 13,071 residential customers. A private contractor is also used who serves approximately 11,939 residential customers.

Section IX - Non-Major Enterprise Funds

The approved program and expenditure plan is recorded in this section for the Non-Major Enterprise funds which include: Airport, Municipal Auditorium, Albany Civic Center, and the Transit System. These funds are not self-supporting and receive subsidy from the General Fund.

Section X - Capital Improvement Program

This section includes all of the approved FY 2010 Capital Outlay/Improvement requests for the General/Special Funds, the Sanitary Sewer Fund, and the Solid Waste Fund. The capital outlay expenditure plan is listed by Department/Division. Also included in this section are the Georgia Municipal Association Lease Pool (GMA) capital requests.

Section XI - SPLOST V

The Special Purpose Local Option Sales Tax (SPLOST) V is a referendum approved by voters on November 2004 that allows for an extra penny in sales tax to fund a diverse list of community projects. It is not an additional tax; Georgia law allows local jurisdictions to use SPLOST proceeds to fund capital improvement projects that would otherwise be paid for with General Fund and property tax revenues.

Section XII - Sponsored Operations

These are Special Funds that have been established to carry out projects or programs that are not funded through the normal operating & capital budget process. These funds are used to account for resources received from outside agencies and are restricted for a specific purpose. This section includes Federal & State Grants.

Section XIII - Utilities/WG&L Commission

This section includes the budget for the City's utility operation - Water, Gas & Light Commission. A five-member Commission, appointed by the Board of City Commissioners, oversees its operation, ensures the effective delivery of services, and appoints a General Manager. The budget format used in this section varies from the program style presented in the rest of the City budget.

Section XIV - Appendix

This section contains a glossary of terms that may be useful in assisting the individual to interpret the budget.



City of Albany

City Manager's Message

Annual Budget FY 2010



City of Albany

POST OFFICE BOX 447

Albany, Georgia

31702-0447

ALFRED D. LOTT
ICMA-CM, CPM
CITY MANAGER

OFFICE: 229.431.3234
FAX: 229.431.3223
Website: www.albany.ga.us

September 14, 2009

The Honorable Mayor and
Board of City Commissioners
City of Albany
Post Office Box 447
Albany, GA 31702-0447

Dear Mayor, Commissioners, and Citizens:

Transmitted herewith is the Fiscal Year 2010 Adopted Budget for the period of July 1, 2009 through June 30, 2010. This budget, which totals \$101,515,000, represents a decrease of one-tenth of 1% or (\$100,648) from the Fiscal Year 2009 Amended Budget of \$ 101,615,648.

We have incorporated what we believe is the best plan to meet the operational needs of the City for the coming year. This budget incorporates a Gang Unit to help mitigate the rising gang activities Rather than increasing the millage rate .71 mills to fund the Gang Unit, reductions in other expenditures balanced the budget. Code Enforcement efforts continue to improve the City beautification, with emphasis on downtown to improve economic development and long-term growth, as well as other major components of the Board's top priorities.

The City, like other local governments across the nation, faced critical challenges in preparing this year's budget in this uncertain economy. Incorporated in the FY 2010 Adopted Budget is several one-time alternative funding options totaling approximately \$3 million that will not be available again in fiscal year 2011. Alternative revenue sources must be identified and or a millage rate increase passed to continue our service delivery at the current levels in future budgets.

Overall, the City is in good fiscal condition. Our fund balance is healthy and we have an adequate amount of cash in our cash stabilization fund. I commend all department directors for

their commitment to fiscal responsibility. However, our second Quarterly Financial Review (QFR), for fiscal year 2009 revealed that General Fund expenditures were outpacing revenue collections. Indications were that slow revenue collections were a result of the global economic downturn.

The City could not wait until this challenge became a crisis. In general, departments were controlling spending. They were within their authorized appropriations but, due to the recessed economy, measures were put into place to reduce expenditures. Consequently, I executed a corrective action plan to help mitigate the effects of the recession for the remainder of fiscal year 2009. With uncertainty still looming, the directive challenged all departments to look for cost efficiencies and set a goal of 25% reduction in non-essential spending. Thus, the following steps were implemented: a hiring freeze for all non-public safety positions, a freeze on tuition reimbursements not currently approved, a hold on all planned non-essential capital expenditures, and a close review of overtime.

Because of the corrective action plan, the Unaudited FY 2009 figures reveals approximately \$.5 million surplus in the General Fund and not the \$3.5 million deficit that was anticipated due to the economy.

Meanwhile, significant measures were taken to balance the 2010 recommended budget. Managers were challenged to employ the Third-Rail concept in seeking spending cuts. Envision, if you will, an electric-powered subway system, there are two rails to guide the train and a third rail that carries the power to make the train move. While this third rail is powerful and necessary, riders are cautioned not to approach or touch it due to the risk of a potentially fatal shock. During especially challenging times, as these are, we must be willing to open our imaginations to possible solutions that are uncomfortable for us. I challenged the finance staff to seek out these “third rail” options and present them for consideration to mitigate an \$8 million dollar shortfall. The options presented included reductions in programs, service levels, in frequency of Transit routes, Pension changes and the closure or the sale of some facilities.

I pride myself in retaining a quality work force; therefore, the primary goal was to ensure employees were protected from a reduction in force (RIF) and furloughs. While citizens continues to enjoy another year without a tax increase or a reduction in services.

To accomplish these reductions, as previously stated, we took advantage of several one-time alternative funding options that will not be available in FY 2011. Transfers and subsidies to other funds accounted for \$1.6 million in savings. Eighteen vacant positions provided \$1.2 million in savings. Changing actuarial assumptions in our pension fund resulted in \$2.0 million savings. The biggest increase in revenue came from MEAG Power credits through our utility department as new revenue stream for the next 10 years for approximately \$2.9 million per year. MEAG Power is one of the top 15 suppliers of megawatt sales out of 2,000 companies that supply public power. The remaining \$0.3 million resulted from miscellaneous reductions.

This budget includes:

- No Cost of Living Allowance (COLA)
- \$151,170 Pay Study Implementation beginning January 2010
- Reduction in funding Workers Compensation

Mayor and Board of City Commissioners

September 14, 2009

- Risk Management Reserve Contribution at 50%
- Increased funding for Street Lights
- Increased Maintenance and Printing rates
- \$150,000 for Demolition
- Decreased subsidies to Non-Major Enterprise Funds
- 4.2 CPI rate increase plus DOCO landfill rate increase for Solid Waste
- 4.2 CPI rate increase for Sanitary Sewer
- Additional \$750,000 from WG&L
- \$212,400 for ADICA Bond Debt Payment (\$2 million for 1 year at 6.75%)
- \$75,700 for SWAT Team
- \$275,000 subsidy for RiverQuarium

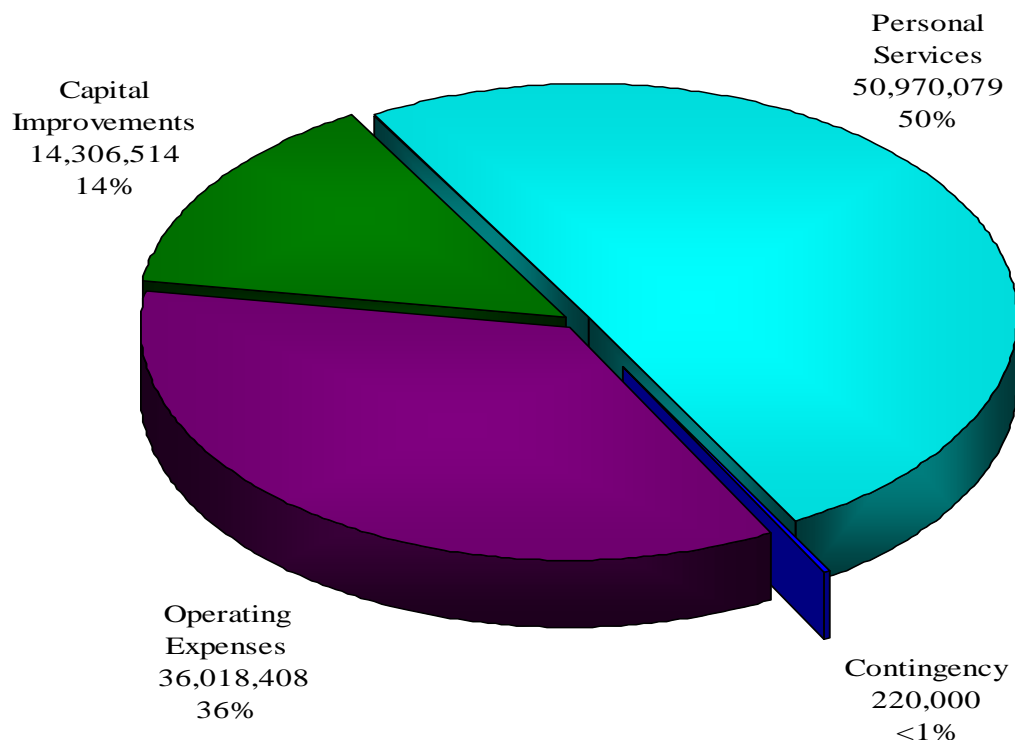
The total number of Full Time Equivalents, or FTE's, decreased from 919 to 917, with the addition of one FTE and the elimination of three vacant positions:

- New Position
 - Information Technology (1) 311 Manager
- Eliminated Position
 - Recreation (1) Groundskeepers
 - (1) Customer Services Specialist
 - (1) Crew Supervisor

Additionally, a reduction in funding for vacant FTE has affected the General Fund as well as the Enterprise Funds with 10 and 8 positions respectively.

Revenues – In preparing revenue projections, staff analyzed five years of historical trends, the FY 2009 operating budget, the state of the National, State and local economies, and other changes that might affect the City's revenue sources. Revenues fell short by \$100,648 of the FY 2009 Amended Budget revenues of \$101,615,648. Additionally, a small natural growth in the tax digest and a reduction in help from the General Fund reserves are the major reasons for the decrease in revenues.

Budget Overview - The chart below shows the total operating budget of \$101,515,000 by category:



Personal Services – These services are the largest expenditures of the overall budget and represent \$50,970,079 or 50%, of the total budget. Due to the recessed economy, a Cost of Living Adjustment (COLA) was not approved. However, jobs were safeguarded from a RIF or furloughs. Additionally, a pay study was conducted and phase one implementation will began January 2010. This phase will bring positions identified as below minimum up to the market minimum.

Operating Expenditures - This is the City's second largest expenditure and represents 36%, or \$36,018,408, of the total budget. Departments took a 10% reduction across the board to adhere with budget requirements.

Contingency – A total of \$220,000 has been set aside in the General Fund contingency account. This dollar amount is set aside for unbudgeted emergencies. These funds are used at the City Manager's discretion.

Capital Improvement Program (CIP) –A portion of the total budget, \$14,306,514, has been allocated for capital, equipment, and system improvements. The Capital Improvement Program (CIP) is a five-year planning instrument used by the City of Albany to identify needed capital projects. The CIP accounts for expenditures that exceed \$5,000 and have a useful life of one year or more. The General and Non-Major Enterprise Funds capital projects are funded from 7.88% of sales tax revenue and \$325,000, from Water, Gas & Light (WG&L). The Enterprise Funds' capital needs are funded through budgeted capital replacement.

The CIP is reviewed and updated each year to reflect the changing priorities of the organization. The City's 10% matching local shares for Transit and the Airport are usually housed under the CIP as well; however, the Airport Fund's 10% matching local share will be funded through Passenger Facility Charge (PFC) funds in FY'10, and Transit 10% local match will increase to 20% due to the State cutting their 10% funding share. The CIP program has a direct impact on operating budgets. The acquisition of replacement assets initially reduces expenditures while new assets such as a building increase operational expenditures. The impact is anticipated and incorporated in the operating budget.

Debt Service Fund – This fund was established to comply with the Uniform Chart of Accounts and totals \$700,000. This fund accounts for debt service payments for the GMA lease pool agreement. In 1998, the City entered into a lease agreement with Georgia Municipal Association (GMA) for \$9,000,000 to be spent over 5 years. Through the lease pool, the City has been able to upgrade its information technology infrastructure and replace outdated rolling stock. The City has appropriated \$700,000, or 8%, of sales tax revenue to fund the annual GMA debt payment. The Civic Center debt payment is scheduled for retirement in fiscal year 2011 as part of the most recent Special Purpose Local Option Sales Tax series approved by the Citizens of Albany. The GMA lease pool has provided the flexibility to renew assets and decrease operational expenditures for all participants. The savings are repurposed and sometimes used to offset the debt payment.

House Bill (HB) 489 – The City continues its delineation of service agreement (HB 489) initiatives with Dougherty County. This initiative includes funding from Dougherty County for the following City departments: Fire, Information Technology, Planning, Traffic Engineering, Central Services, Code Enforcement, Emergency Management and Recreation. Through these joint agreements, the City anticipates receiving \$4,608,578 from Dougherty County.

Risk Management Program – The Mayor and Board of City Commissioners voted that the City of Albany would become self-funded for liability beginning May 1, 2005. Both the City Attorney's office and the Human Resource Management Department's Risk Management Division manage the City's Risk Management Program. These two units work together to contain costs associated with liability issues for the City. This coverage includes airport liability, automobile liability, automobile physical damage, boiler and machinery, crime, electronic data processing, fiduciary liability, general liability, law enforcement liability, property damage, public officials' liability, extended reporting period, travel accident, and unlicensed equipment. The Risk Management Division's budget includes \$411,300 to cover expenses associated with the City of Albany's Liability Reserve program.

Workers' Compensation Fund – The City's Workers' Compensation fund continues to be a viable and solvent fund. Through aggressive claims management, the number of claims continues to decline. Due to the high level of reserves in this fund, departments were not charged for additional funding for FY 2010. The City's main objective continues to be: (1) to assure that the injured employee gets the best and most efficient medical care available, and (2) to get the injured worker whole and back to work as quickly as possible.

General Fund – Accounting for 52.7% of the City's total budget, this is the City's largest fund. The General Fund for FY 2010 totals \$53,473,768, an increase of approximately 0.52%, or \$276,360, from FY 2009's General Fund Amended budget of \$53,197,408. Additionally, a small natural growth in the tax digest and help from the General Fund reserves are the major

reasons for the overall increase. The City of Albany is reviewing all fee structures to realign rates with the cost of providing services. The General Fund finances the operations of General Government, Public Safety, Recreation & Parks, Engineering, Planning Services, Independent Agencies, Public Works Administration, and Public Works Street Maintenance.

Special Funds – Collectively, the City's Special Funds are the second largest fund. Altogether, they total \$18,543,528, or 18.3% of the FY 2010 Budget. However, this amount is a decrease of \$705,309 from the FY 2009 Amended Special Funds total of \$19,248,845. Included in this category are CAD 911, Hotel/Motel, Community & Economic Development, and SPLOST Funds. Additionally, the Debt and Capital Improvement Fund are included and receive funding from the General Fund to cover their costs. More detail about some of the funds included in the Special Funds category follows.

Community Development – Community Development is a special revenue fund, totaling \$2,567,691; it has no change in appropriations from the FY 2009 budget of \$2,567,691. The funds allocated to the City by the U. S. Department of Housing and Urban Development (HUD) and income received from repayment of loans, rents, etc., represent this fund's revenue sources. Community Development is designed to expand economic opportunities, to provide decent housing for and to meet the other needs of persons of low-to-moderate income.

Hotel/Motel Fund- This fund is a Special Fund that was established to comply with the Uniform Chart of Accounts. This fund totals \$600,000. The Hotel/Motel Fund decreased by \$99,428, or 16.5%, compared to fiscal year 2009's budget of \$699,428. These funds are allocated annually to the Chamber of Commerce and the Albany Convention and Visitors Bureau to promote tourism, conventions, and trade shows.

Sponsored Operations – The Grant Fund is a special revenue fund that provides for the administrative accounting for funds received from local, state, and federal sources for entitlement programs and discretionary projects. The fund totals \$565,227, which is \$267,450 less than the amended fund total of \$832,677 in fiscal year 2009. This substantial decrease is attributable to completion of grants for capital projects. The appropriations for grant projects do not lapse at the end of each fiscal year, but remain in force for the life of the grant by means of re-appropriations contained in this budget document.

Special Purpose Local Option Sales Tax V – The City of Albany and Dougherty County entered into an intergovernmental sales tax agreement. In November 2004, voters approved the referendum to continue the 1% Special Purpose Local Option Sales Tax (SPLOST). The amount slated for collected from the sales and use tax, between April 1, 2005 and March 31, 2011 is \$108,000,000. Sixty-two percent, or \$65,873,200, of those funds are scheduled for City administered projects and non-profit organizations. The budgetary impact is determined as the projects come online and is incorporated in the operating budget. The City of Albany projects funded through SPLOST V are listed in the SPLOST V section of this document. These estimated collections are subject to change due to the fluctuations in taxable sales in the area.

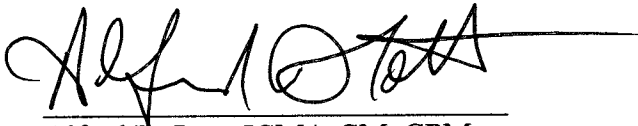
Enterprise Funds – Sanitary Sewer System and Solid Waste are the two major Enterprise Funds. As the third and fourth largest funds, the funds are self-supporting since they generate enough revenue through service charges to cover their costs. The City increased rates for both of these funds by 4.2% for its residential customers in FY 2010 effective July 1, 2009. Management for these funds is making a concerted effort to control expenditures in order to maintain its rate structure. However, due to the economy and changing fuel and petroleum costs,

rates had to be increased to defray costs. The Sanitary Sewer System, which totals \$15,488,444, represents a minor increase of 3.1% over the FY 2009 adopted Sanitary Sewer System revenue of \$15,006,000. The Solid Waste Fund totals \$8,953,527, an increase of 4% from the FY 2009 Adopted Budget of \$8,591,195.

Non-Major Enterprise Funds –These enterprise funds do not generate enough revenue to cover their operational costs; therefore, the General Fund subsidizes these funds collectively 46%. The Transit System, Municipal Auditorium, Civic Center, and Airport Fund are not self-supporting and receive \$2,320,897, or 4.3% assistance from the total General Fund revenues. This is decrease of \$739,867, over FY 2009 allocation of \$3,060,754. These funds only cover 54% of their cost.

The adopted FY 2010 budget communicates the leadership, vision, and mission of our Mayor and Board of Commissioners. It is with great pride and appreciation for everyone's efforts and contribution in crafting this budget. We have defined our current opportunities and anticipate meeting the future challenges in delivering the highest level of service possible to our citizens.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Alfred D. Lott', with a long horizontal line extending to the right.

Alfred D. Lott, ICMA-CM, CPM
City Manager

STRATEGIC PLAN UPDATE 2010

The City of Albany, under the leadership of the City Manager and the Board of City Commissioners, has committed itself to continually improving the efficiency and effectiveness of the organization. How does city government improve the services it provides to its citizens, while maintaining responsible control of revenues and spending? How, in other words, can we continue to do more for less without sacrificing quality customer service? These are challenging questions faced by cities and towns everywhere.

When he began his tenure in Albany, City Manager Alfred Lott elected to incorporate a combination of proven measurement and management tools that will provide some of the answers to the questions above. Like all major changes in thinking, these new methodologies will take time, training, and commitment to become part of the culture of the organization. However, Albany's management team and its employees have taken up the challenge and have begun the process of learning to manage strategically.

In July of 2006, the City Manager made a commitment to the Commission that we would update the City's five-year strategic plan. Not only would we update the plan but, unlike Albany's first strategic plan, we would use only the City's existing staff to accomplish the task. The year before, the City had hired an outside consulting firm to create its first five-year plan, with mixed results. This was to be an internal effort that relied upon the expertise that already existed in the management team and within each department. In August of 2008, the City's existing staff once again undertook the task of updating the City's Five Year Strategic Plan. The highlighted results of that process are displayed here.

The staff reviewed the strength, weakness, opportunities, and threats (SWOT) analysis created in the FY 2006 Strategic Plan. External opportunities and external threats refer to economic, social, cultural, demographic, environmental, political, legal, governmental, technological, and competitive trends and events that could significantly benefit or harm an organization in the future. Internal strengths and internal weaknesses are an organization's controllable activities that are performed especially well or poorly.

Strengths:

- Strong planning
- Fire protection
- Economic strength
- Top management
- Internal communications
- Many shared services
- Focus on wellness of employees
- Public utilities
- Responsive to requests
- Dependable

Weaknesses:

- Accessibility
- Productivity
- Lack of communication
- Politics
- Declining tax base
- Attracting/retaining qualified employees
- Rapidly/frequently changing priorities
- Public perception
- Inefficiencies
- Accurate and available data

Opportunities:

Improved infrastructure
Consolidation
Education
Grow educational opportunities
State & federal funding
Communication
Growth & revitalization
Improve services
More jobs – economic development

Threats:

Industries closing
High health care costs
Decreasing Federal funding
Laws and legislation
Unfunded mandates

Staff then used the SWOT's to help identify possible strategies as follows:

- Build on strengths
- Resolve weaknesses
- Exploit opportunities
- Avoid threats

After considering the SWOT factors, staff began a brainstorming session to develop a list of five overall City goals and a brief description of their thinking in selecting those goals. Most authors refer to these as "long-term objectives". However, for most organizations, especially those new to strategic planning, one-third or more of the objectives are actually short-term, i.e. 6-18 months. That does not make them any less strategic; it just makes them shorter than long-term objectives with timeframes of 3-5 years or more. For that reason, we agreed to call them simply strategic objectives.

These are the five goals set by staff on August 15, 2008:

GOAL #1: TO ATTRACT AND RETAIN QUALIFIED EMPLOYEES

- To develop a career track for all employees
- To establish and maintain a wellness program for employees
- To develop employee incentives for performance
- To establish competitive comparisons for pay and benefits
- To provide adequate professional training for all employees
- To establish and reinforce SMART standards for employees (specific, measurable, attainable, realistic, and timely)

GOAL #2: TO IMPROVE THE PERCEPTION OF CITY GOVERNMENT IN THE COMMUNITY

- To develop/centralize the communication function
- To conduct a citizen survey periodically
- To develop and implement plans to encourage employees to act as ambassadors for the City
- To reduce bureaucracy and red tape
- To develop innovative communication methodologies, such as kiosks or a 311 service

GOAL #3: TO CREATE AND MAINTAIN CUSTOMER SERVICE AWARENESS

- To establish minimum expectation service standards
- To identify our customers
- To find ways to more effectively serve our customers
- To develop and establish a standard operating procedure for every function
- To maintain an internal customer service training program
- To create an internal bulletin board or intranet for employee communications
- To provide for communication linkage between related departments
- To educate citizenry of services provided and the importance and value of those services

GOAL #4: TO PROVIDE AN ATMOSPHERE THAT SUPPORTS ECONOMIC DEVELOPMENT AND REVITALIZATION

- To extend and maintain the City's physical infrastructure
- To extend and maintain the City's technology infrastructure
- To develop and practice a "business-friendly" atmosphere
- To develop and maintain minimum design standards
- To improve downtown Albany revitalization efforts

GOAL # 5: TO DEVELOP A HEALTH-CONSCIOUS ATMOSPHERE

- To establish and maintain a wellness program for employees
- To educate employees as health-care consumers
- To provide "brown-bag" education opportunities on topics related to physical and emotional health
- To provide wellness rewards and incentives
- To create opportunities and incentives to employees for healthy habits
- To encourage volunteerism, especially for health-related causes

Measurement

Strategy implementation requires establishing annual objectives, devise policies, motivate employees, and allocate resources so that formulated strategies can be executed. This is often called the action stage of strategic planning because implementation means mobilizing employees and managers to put strategies into action. The best, most-analytical, well-documented strategic plan is useless if it is not put into action throughout the organization. To accomplish the action stage, the City has adopted two tools for use by all departments that will help to put the plans into action and assist in allocating tasks and responsibilities to the work units and to the employees who will carry out the plans. These two tools, Microsoft Project (the “PMO tool”) and Performance Pro, have been gradually adopted throughout the organization. Training has been ongoing for both tools, and employees are steadily becoming more proficient and comfortable using them.

Performance Pro is a computer-based tool in which each employee has job factors and goals designed specifically for him/her. These goals reflect their regular duties and other assignments that will move the employee’s work unit toward the successful completion of its objectives. The objectives set forth in the Strategic Plan “trickle down” through the organization, with each department, division, team, and employee contributing their efforts toward the larger goals.

Microsoft Project is the tool first introduced by the consultants during their management review and strategic planning. MS Project is a computer tool that allows us to monitor the progress of all of the City’s large projects and initiatives. As objectives are identified through the strategic plan, they can be entered and tracked using Project so that every user in the organization can review the progress made toward completion. The City’s management team has made tremendous strides toward mastering the Project tool since City staff has taken over management from the consultants.

In order to measure our progress toward our organizational goals, semi-annual evaluations are made in Performance Pro of every employee’s progress toward completion of their individual goals. The annual budget process and regular financial analysis will both provide monetary measurements of our achievement. After measuring, staff is better able to make corrections that will enable us to stay on course toward our goals. In much the same way, the MS Project tool, along with the monthly In Progress Reviews, is used to help evaluate the progress staff is making on our capital projects and major initiatives.

AN ORDINANCE
ENTITLED *09-121*
AN ORDINANCE ADOPTING BUDGET AND
APPROPRIATIONS FROM THE PERIOD OF
JULY 1, 2009, THROUGH JUNE 30, 2010;
REPEALING PRIOR ORDINANCES IN
CONFLICT AND FOR OTHER PURPOSES.

WHEREAS, a proposed budget has heretofore been submitted to the Board of Commissioners of the City of Albany, Georgia for their study and review;

WHEREAS, said proposed budget has been carefully considered by the Board of Commissioners;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Albany, Georgia, and it is hereby ordained by authority of same:

SECTION 1. The proposed budget and appropriations for the period July 1, 2009, through June 30, 2010, are hereby adopted, and the estimated receipts of expenditures therein contained are approved. A copy of said budget is on file in the office of the City Clerk and a summary of same is attached hereto in the form of a budget summary marked Exhibit "A" and made a part of this Ordinance and incorporated herein by reference as fully as if set forth verbatim. The sums of money set out in the budget are hereby appropriated to be paid out of the respective funds of the City of Albany designated in the exhibit for the Fiscal Year beginning July 1, 2009, through June 30, 2010. The Finance Director is hereby authorized and directed to issue her warrants for the same as the several items shall respectively become due.

SECTION 2. All Ordinances, or parts of Ordinances, in conflict herewith are repealed.


MAYOR

ATTEST:


CITY CLERK

Adopted: *June 23, 2009*

Introduced By Commissioner: *Hubbard*
Date(s) read: *June 23, 2009*

EXHIBIT A
FY 2009 / 2010 BUDGET

**REVENUE & EXPENDITURE RECAP
FISCAL YEAR 2009/2010**

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
REVENUE			
GENERAL & SPECIAL FUNDS:			
General Fund	49,900,761	53,197,408	53,473,768
Public Improvement	2,268,159	1,297,438	1,014,500
Debt/Sinking Fund	7,972	700,000	700,000
CAD 911	1,669,262	1,728,886	1,746,111
Hotel/Motel Fund	689,206	699,428	600,000
Community & Economic Development	6,393,479	2,567,691	2,567,691
Grant Fund	626,041	832,677	565,227
SPLOST	<u>12,378,322</u>	<u>11,422,725</u>	<u>11,350,000</u>
General & Special Funds Subtotal:	73,933,202	72,446,253	72,017,297
ENTERPRISE FUNDS:			
Sanitary Sewer Enterprise	13,645,694	15,006,000	15,488,444
Solid Waste Enterprise	8,180,968	8,591,195	8,953,527
Airport	5,008,598	1,356,948	1,280,820
Municipal Auditorium	410,112	93,657	73,703
Albany Civic Center	1,913,879	1,558,882	1,518,047
Transit System	<u>4,516,735</u>	<u>2,562,713</u>	<u>2,183,162</u>
Enterprise Funds Subtotal:	33,675,986	29,169,395	29,497,703
TOTAL GENERAL/SPECIAL & ENTERPRISE FUNDS:	<u>107,609,189</u>	<u>101,615,648</u>	<u>101,515,000</u>
EXPENDITURE			
GENERAL & SPECIAL FUNDS:			
General Fund	51,607,566	53,197,408	53,473,768
Public Improvement	2,407,781	1,297,438	1,014,500
Debt/Sinking Fund	7,950	700,000	700,000
CAD 911	1,408,306	1,728,886	1,746,111
Hotel/Motel Fund	689,206	699,428	600,000
Community & Economic Development	6,203,041	2,567,691	2,567,691
Grant Fund	779,127	832,677	565,227
SPLOST	<u>13,537,331</u>	<u>11,422,725</u>	<u>11,350,000</u>
General & Special Funds Subtotal:	76,640,308	72,446,253	72,017,297
ENTERPRISE FUNDS:			
Sanitary Sewer Enterprise	9,760,194	15,006,000	15,488,444
Solid Waste Enterprise	8,110,308	8,591,195	8,953,527
Airport	2,138,643	1,356,948	1,280,820
Municipal Auditorium	160,429	93,657	73,703
Albany Civic Center	1,807,239	1,558,882	1,518,047
Transit System	<u>2,930,032</u>	<u>2,562,713</u>	<u>2,183,162</u>
Enterprise Funds Subtotal:	24,906,845	29,169,395	29,497,703
TOTAL GENERAL/SPECIAL & ENTERPRISE FUNDS:	<u>101,547,153</u>	<u>101,615,648</u>	<u>101,515,000</u>

MAJOR REVENUE SOURCE SUMMARY

The General Fund estimated \$53,473,768 revenue accounts for 53% of the total FY 2010 estimated revenue of \$101,515,000. It represents a decrease of approximately \$276,360, of the previous year's Amended General Fund Revenue. These estimates are based on historical revenue collection trends as well as current economic trends in the national, state, and local economies. Due to the current economic downturn the revenue and expenditure estimates are conservative and assume no growth.

This general operating fund for the City is used to account for all financial resources traditionally associated with governmental functions that are not legally required or by sound financial management required to be accounted for in another fund. The most significant General Fund revenue components are property taxes, sales taxes, and the Water, Gas & Light transfer. Trends for these revenue sources are highlighted in the following section.

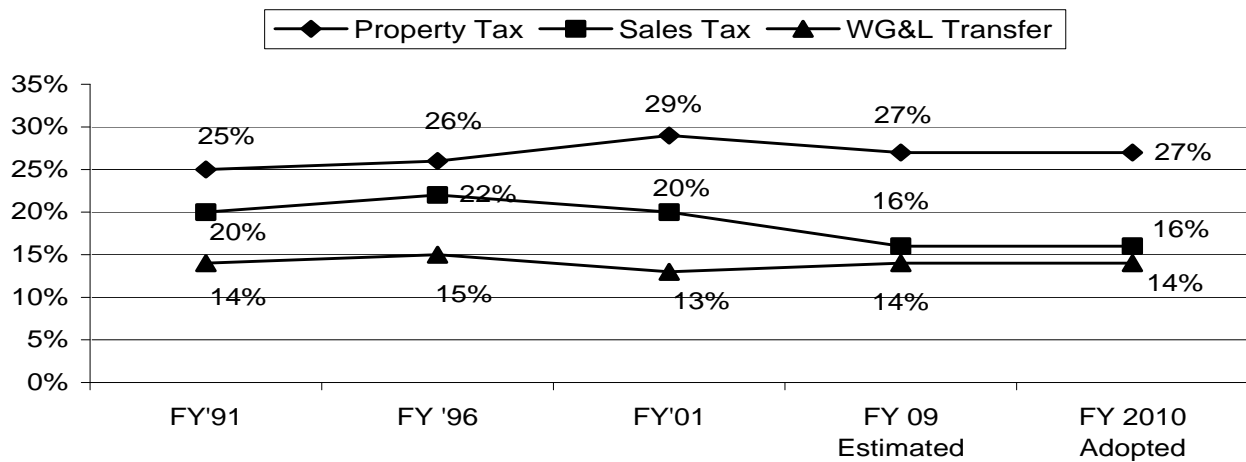
Property Taxes - Property Taxes are the largest and the most significant source of revenue to the City. Current taxes provide \$14,288,256, approximately 27% of the General Fund Revenue. The FY10 projected revenue is slightly decreased from the FY09 projected revenue of \$14,342,103. The decrease projection is based on decreased home sales due to the current recession and the increase in foreclosures due to job losses in Dougherty County.

Property taxes are calculated using a state approved tax digest at millage rates set by the Mayor and Board of Commission. Presently the millage rate for the City of Albany is 9.157. One mill represents one dollar of tax for every \$1,000 of taxable value.

Sales Tax - Sales Tax is the second largest revenue source, with estimated revenue of \$8,750,000, or 16% of the General Fund Revenue. Sales Taxes are projected based on economic indicators and are collected at 1% of the State sales taxes. The Sales and Use Tax Rate in Dougherty County is presently 7%, and is distributed as follows: 4% State, 1% Local Option Sales Tax, 1% Special Purpose Local Option Sales Tax, and 1% Education Local Option Sales Tax. The City shares sales tax revenue with the County on a 60:40 basis of countywide collections. The State of Georgia limits jurisdiction to one cent for general purpose.

Water, Gas & Light Transfer (WG&L) - This is the third largest revenue source for the City of Albany and is estimated at \$7,467,193, or 14% of General Fund Revenue. In July of 1993, the City of Albany and WG&L Commission entered into an agreement whereby an amount equal to 7.5% of total metered revenue for the preceding year will be transferred to the City of Albany on an annual basis. The transfer includes an additional \$750,000 over the amount established in that agreement, which approximates 7.5% of unmetered revenue.

The chart on page A-15 illustrates trends for the General Fund's three major revenue sources. Property taxes, Sales tax, and the WG&L transfer have not experienced major growth over prior years. This demonstrates that the City is becoming increasingly dependent on other taxes, licenses, and user fees.



The Sanitary Sewer Enterprise Fund is a division of the Public Works Department. It represents approximately 15% of the City of Albany's FY 2010 Adopted Budget. This fund is projected to generate \$15,488,444 in FY 2010. User fees comprise 96% of that revenue, which is expected to increase moderately due to an increase in user fee rates. City Ordinance 97-154 allows the Sanitary Sewer Enterprise Fund annual user fee rate increases based on the Consumer Price Index. The increase for FY 2010 is 4.2%.

The Solid Waste Enterprise Fund is a division of the Public Works Department. This division is responsible for generating approximately 9% or \$8,953,527 of the City's FY 2010 revenue. User fees comprising of residential garbage collection represent about 96% of this fund's projected revenue. The user fees increased based on the Consumer Price Index of 4.2%.

GENERAL FUND REVENUE & EXPENDITURES

FY 2010
GENERAL FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Sales Tax	9,718,537	9,100,000	8,750,000
Property Tax			
Current Taxes	14,390,622	14,342,103	14,288,256
Prior Taxes	176,426	120,000	75,000
State of Georgia-Railroad Eq	10,111	0	0
Intangible Tax	144,188	130,000	115,990
Penalties and Interest	43,674	30,000	34,232
Other Taxes			
Real Estate Transfer Tax	45,074	45,000	38,530
Payment in Lieu of Taxes	120,952	130,000	120,000
Licenses and Taxes			
Occupational Taxes	1,454,983	1,500,000	1,500,000
Admin-Do. Co. HB 489	15,950	22,000	15,000
Alltell	18,344	18,344	18,733
Motor Vehicle License and Permits	350	0	0
Bell South License	524,294	550,000	525,000
Georgia Power	519,376	470,000	520,000
Alcohol Beverage License	315,295	318,000	315,337
Training - Alcohol to Minors	5,530	0	0
Liquor and Wine Tax	267,905	220,000	270,000
Beer Tax	1,073,154	1,062,000	1,082,000
Mixed Drink Tax	116,065	102,158	117,084
Alcoholic I/D Cards	19,244	11,000	15,000
Casualty Insurance	77,234	85,000	79,553
Insurance Taxes	4,218,975	4,390,000	4,526,000
Franchise Fees			
Cable Television	843,480	787,263	850,000
Haulers Fee	198,495	297,600	204,003
Fines and Forfeitures			
Fines and Forfeitures	900,700	1,242,315	915,000
Animal Control Fines	310	2,852	500
Municipal Court	99,110	90,838	72,524
Permits and Fees			
Building Permits	380,310	270,000	229,500
Electrical Permits	39,442	33,550	28,518
Plumbing Permits	30,435	26,299	26,299
Gas Permits	3,855	4,850	4,123

FY 2010
GENERAL FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
HVAC Permits	33,881	26,000	26,000
Gas Certificates	720	150	150
Reinspection Fees	0	200	1,000
Plan Review	30,586	20,000	20,000
Zoning Fees	19,822	52,382	12,456
Planning Misc Fees	5,730	2,000	2,000
Vacant Bldg. Registration Fee	1,200	0	8,000
Boarding Permit Fee	350	0	1,350
Charges for Services			
Recreation			
Green Fees	82,911	110,000	119,449
Annual Memberships	68,757	69,020	71,820
Golf Merchandise	9,140	15,000	8,130
Golf Concessions	18,812	23,000	15,000
Hand Carts	52	300	50
Power Rentals	109,535	127,330	79,503
Golf Miscellaneous	23	0	0
Range Ball	2,607	2,000	1,200
Rental Club	767	450	120
Beer Sales	7,937	9,000	8,016
James H Gray Sr Center	20,000	0	20,000
Carver Pool Concessions	0	300	0
Carver Pool Admissions	28	0	0
Basketball, Adult	200	6,300	4,900
Football	9,860	10,000	14,700
Baseball	5,550	0	0
Dixie League Baseball	26,675	0	20,000
Softball, Adult	15,200	19,825	25,200
Ceramic Supplies	1,503	0	0
Softball, Youth	25	1,950	3,750
Cheerleading	1,570	1,500	2,500
Flag Football - Adult	4,950	5,400	5,400
Recreation Rentals	2,308	2,100	2,500
George Ort Banquet Hall	10,508	10,175	10,175
South Coast League	38,074	0	0
Gordon Complex Concessions	0	500	300
Blaylock Concessions	0	650	300
Highland Concessions	0	0	300
Special Events	45	500	500
Ceramics	307	2,455	350
Centers/Gyms Membership Fee	0	0	0
Youth Summer Golf Clinic	0	0	350
Basketball, Youth	0	0	5,625

FY 2010
GENERAL FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Other Charges			
Garnishment Fees	0	3,000	0
Attorney Fees	5,620	5,000	5,000
Cemetery			
Graves	100,549	118,250	114,400
Lots	31,556	16,500	13,200
INTER GOVERNMENTAL REVENUE			
Federal Government			
AFD Sprinkler Permit	4,200	3,000	3,583
AFD Re-inspection Fee	750	300	750
AFD Tank Removal & Install Fee	1,670	300	1,600
AFD Commercial Burn Permit	800	2,700	776
Highway Maintenance Contract	148,960	141,230	149,196
Dougherty County			
Emergency Management	26,858	26,858	26,858
Police - SWAT	0	11,700	29,445
Code Enforcement	0	32,531	43,000
GIS Maintenance Contracts	48,343	0	0
Fire Protection	2,767,949	2,848,219	2,945,059
Information Technology	539,992	538,766	729,599
Planning & Development	408,180	401,388	498,825
Traffic Engineering	9,885	45,000	45,000
Central Services	86,627	111,450	107,801
Emergency Management	18,792	38,385	28,668
Recreation	154,128	154,123	154,123
Other Governments			
Indirect Cost Allocation	2,007,090	1,713,616	1,500,322
TRANSFERS FROM WG&L	7,191,839	7,088,128	7,467,193
Transfer From WG&L _MEAG	0	1,440,000	2,880,000
Other Revenues			
Mutual Aid Reimb-Americus	33,823	0	0
Interest Income/GMA Lease	154,789	100,000	100,000
Interest Income-Certificate of Deposit	593,190	250,000	250,000
Comm Dev Finance Employees	(74,147)	0	0
Keep Alb-Do Beautiful	10,000	0	0
Gasoline Sales	5,306	5,000	3,900
Shop Charges-Labor	578,794	556,730	976,000
Shop-Outside Repairs	(6,849)	18,002	0
Printing & Reproduction-Internal	158,689	170,775	182,000
Code Book Resale	152	0	0
Gains Loss on Sales	106,738	100,000	100,000
Proceeds/Sale of Asset	102,463	50,000	100,000

FY 2010
GENERAL FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Ins. Reimb. Prop. Damage	100,006	0	0
Discounts Earned	807	0	0
Election Qualifying Fees	1,788	0	1,500
Risk Management	117,671	100,290	84,249
Land Rental	1,000	0	0
Sediment/Erosion Control	4,387	0	0
Miscellaneous Revenue	(24,747)	15,000	0
Handling Fee (Returned Check)	1,378	0	0
Timber Sales	98	0	0
Miscellaneous Police Receipts	22,003	0	0
Penalty Lot Cleaning	8,345	0	0
False Alarms/CAD	42,308	60,000	40,000
Miscellaneous Assessments	0	1,200	0
Transfer from Fund Balance	0	3,081,567	0
General Fund Rev. Subtotal:	51,793,833	55,168,666	53,809,321
Transfers to General Fund			
Hotel Motel Fund	689,205	699,428	600,000
Capital Improvement Fund	645,205	645,205	700,000
CAD 911	0	0	685,343
Transfer to General Fund Subtotal:	1,334,411	1,344,633	1,985,343
Subtotal	53,128,244	56,513,299	55,794,664
Transfers from General Fund			
Municipal Auditorium	(49,576)	(75,882)	(56,578)
Civic Center	(1,116,313)	(1,266,841)	(1,233,502)
Transit System	(851,630)	(1,160,349)	(509,631)
Public Improvement Fund	(684,307)	(255,138)	0
Airport Fund	(525,653)	(557,682)	(521,186)
Workers Comp Fund	0	0	0
Debt/Sinking Fund	0	0	0
Transfers from General Fund Subtotal	(3,227,479)	(3,315,892)	(2,320,897)
GENERAL FUND REVENUE:	49,900,761	53,197,408	53,473,768

**FY 2010
GENERAL FUND EXPENDITURES**

Description	Audited 2007/2008	Amended 2008/2009	Adopted 2009/2010
Legislative	251,346	269,531	317,390
Elected Officials	139,232	194,957	200,623
City Manager	901,949	1,186,024	1,161,377
City Attorney	377,730	546,151	496,910
Municipal Court	516,110	546,258	600,692
Human Resources	4,784,466	2,581,823	1,831,509
Risk Management	941,279	522,290	495,549
Central Services - Administrative/Procurement	633,144	656,951	512,380
Central Services - Printing Division	236,696	209,696	207,794
Central Services - Material Management Div.	236,169	284,555	275,870
Central Services - Fleet Management	792,073	883,746	896,811
Central Services - Fleet Pool Management	5,044	10,000	8,200
Finance - Administration & Accounting	1,036,388	1,010,071	920,162
Finance - Office of Management/Budget	201,629	210,430	217,280
Finance - Treasurer	585,635	655,936	645,191
Enforcement - Administration	644,602	874,242	917,630
Enforcement - Services	251,156	383,977	382,958
Information Technology (IT)	1,130,718	1,535,032	1,641,404
Planning & Development Services	1,106,455	1,445,688	1,371,668
Police - Administration	2,363,221	2,677,015	2,666,616
Police - Uniform	8,332,866	7,768,881	7,899,219
Police - Support Services	1,666,263	1,819,112	1,765,578
Police - Investigative	2,392,481	2,461,455	2,573,191
Police - Gang Unit	0	487,417	1,066,493
Police - COP	297,645	309,905	293,600
Police - SWAT	0	30,000	75,700
Fire - Administration	405,901	448,661	469,262
Fire - Suppression	9,039,431	9,499,870	10,024,060
Fire - Prevention	327,611	393,701	399,453
Fire - Training	244,486	329,813	347,842
Fire -Emergency Management	84,402	104,335	105,327
Fire - Communications	663,512	653,391	689,387
Engineering	3,439,362	3,767,438	3,695,751
PW Administration	316,974	268,249	233,408
PW Street Maintenance	181,001	212,050	189,260
PW Street Maintenance - Right of Way	757,469	879,536	777,849
PW Street Maintenance - Asphalt/Concrete	296,018	366,724	357,760
PW Street Maintenance - Grading/Construction	689,659	715,372	762,880
PW Street Maintenance - Tree Maintenance	207,380	315,640	0
Recreation - Administration	324,337	305,216	337,842
Recreation - Centers & Gyms	837,696	805,587	710,601
Recreation - Parks/Playgrounds	56,001	80,352	0
Recreation - Aquatics	110,335	113,621	0
Recreation - Athletics	540,766	561,172	421,008
Recreation - Flint River Golf	391,110	420,806	420,217
Recreation - Parks Maintenance	646,506	802,952	657,876
Recreation - Cemeteries	273,185	307,989	259,609
Recreation - Special Services	87,615	96,791	0
Recreation - Park Development & Management	72,093	310,092	671,499
Recreation - Health & Wellness	0	0	542,375
Independent Agencies	1,790,423	1,876,907	1,958,707
Total General Fund Expenditure:	51,607,570	53,197,408	53,473,768

SPECIAL FUNDS REVENUE & EXPENDITURES

FY 2010

PUBLIC IMPROVEMENT FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Dougherty County Computer Equipment	11,631	0	0
GMA Lease Pool-Proceeds	289,947	645,205	700,000
GA Fund One (LGIP)	9,752	0	0
Miscellaneous Revenue	79,418	0	0
Tree Ordinance: Construction	(2,960)	0	0
Transfers from WG&L	319,450	325,000	325,000
Transfers In	1,856,304	255,138	0
Transfers (Out)	(645,205)	(645,205)	(700,000)
Sales Tax	349,822	717,300	689,500
	=====	=====	=====
PUBLIC IMPROVEMENT REVENUE	2,268,159	1,297,438	1,014,500
	=====	=====	=====

FY 2010
DEBT SERVICE/SINKING FUND
REVENUE:

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
--------------------	-----------------------------	------------------------------	------------------------------

Revenues

Sales Tax	1,179,947	700,000	700,000
Interest Income	22	0	0
Other Revenue	0	0	0
Operating Transfer Out	(1,856,304)	0	0
Operating Transfers In	684,307	0	0
	=====	=====	=====

DEBT SERVICE/SINKING FUND
REVENUE:

7,972	700,000	700,000
=====	=====	=====

FY 2010
911 CAD REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Interest Income	67,510	65,000	40,000
Dougherty County Revenue	72,881	91,717	73,000
911 Fees	1,528,872	1,572,169	1,555,603
Transfer IN from Fund Balance	0	0	762,851
Transfer OUT from Fund Balance	0	0	(685,343)
	=====	=====	=====
911 CAD REVENUE:	1,669,262	1,728,886	1,746,111
	=====	=====	=====

FY 2010
HOTEL/MOTEL FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Hotel/Motel Tax	1,378,411	1,398,856	1,200,000
Operating Transfers Out	(689,206)	(699,428)	(600,000)
	=====	=====	=====
HOTEL/MOTEL FUND REVENUE:	689,206	699,428	600,000
	=====	=====	=====

FY 2010

COMMUNITY DEVELOPMENT REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Operating Revenue			
Grant Revenue CDBG	934,990	1,140,328	1,140,328
Grant Revenue Enterprise Comm.	1,563	0	0
Grant Revenue Weatherization	108,263	0	0
Grant Revenue Home	907,423	593,026	593,026
Grant Revenue Housing Counsel	39,125	0	0
Grant Revenue OwnHome	3,240	0	0
Grant Revenue ESGP	58,207	0	0
Grant Revenue EDI	6,801	0	0
Grant Revenue Continuum of Care	64,705	0	0
Income-Rental Properties	878,355	471,609	471,609
Income-Late Payment Fees	0	0	0
Income-Sale of Properties	2,047,212	0	0
Income-Own Home Program	0	0	0
Income-Misc.	20,995	0	0
Proceeds/Sale of Asset	4,596	0	0
Note Rev-CDBG AHOP	7,143	11,003	11,003
Note Rev-HS	14,447	32,728	32,728
Note Rev-Redevelopment	513,759	140,000	140,000
Note Rev-Heat Assistance	2,397	4,523	4,523
Note Rev-Flood	400,155	174,474	174,474
Note Rev Enterprise Comm	0	0	0
Note Rev Revolving	238,027	0	0
Note Rev Home	23,742	0	0
Note Rev Rental Rehab	1,963	0	0
Note Rev DCA	11,999	0	0
Income BTC	99,111	0	0
Interest Income	5,263	0	0
	=====	=====	=====
COMMUNITY DEVELOPMENT REVENUE:	6,393,479	2,567,691	2,567,691
	=====	=====	=====

FY 2010
SPLOST FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Special Local Option Sales Tax	11,541,868	11,422,725	11,000,000
Bond Proceeds	0	0	0
Interest Income	836,453	0	350,000
	=====	=====	=====
SPLOST FUND	12,378,322	11,422,725	11,350,000
	=====	=====	=====

FY 2010
GRANTS FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
DOT PL Grant	128,106	127,650	192,906
Sect. #8 FTA Grant	74,104	52,377	62,321
Police Grants and Sponsored Events	105,791	70,000	70,000
Traffic Safety Grants	245,312	30,400	150,000
Red Light Running Camera	0	0	0
Slapppy Signal System Upgrade	0	0	0
Traffic Controller Center	0	0	0
Storm Drainage Improvements	0	433,000	0
Recreation Grants	67,900	119,250	90,000
Interest Income	3,107	0	0
EDA/Hazard Mitigation Grants	0	0	0
Miscellaneous	1,721	0	0
	=====	=====	=====
GRANTS FUND REVENUE:	626,041	832,677	565,227
	=====	=====	=====

FY 2010
SPECIAL FUNDS EXPENDITURES

Description	Audited 2007/2008	Amended 2008/2009	Adopted 2009/2010
Public Improvement	2,407,781	1,297,438	1,014,500
Debt/Sinking Fund	7,950	700,000	700,000
CAD 911	1,408,306	1,728,886	1,746,111
Hotel/Motel Fund	689,206	699,428	600,000
Community & Economic Development	6,203,041	2,567,691	2,567,691
SPLOST Fund	13,537,331	11,422,725	11,350,000
Grant Fund	779,127	832,677	565,227
TOTAL SPECIAL FUNDS:	25,032,742	19,248,845	18,543,529
Total General/Special Funds	76,640,312	72,446,253	72,017,297

SANITARY SEWER FUND REVENUE & EXPENDITURES

FY 2010
SANITARY SEWER FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Charges for Services			
Tap Fees	32,152	32,000	32,000
Septic Tank Dumps	42,200	40,000	40,000
Maint. A.S.U. Pump Station	2,500	2,500	2,500
Sanitary Sewer Fees City	14,516,218	14,350,000	14,894,444
Sanitary Sewer Fees MCLB	192,575	180,000	192,000
Industrial Sampler Fees	189,928	200,000	150,000
Annual Permit Fees	950	800	1,500
Income Local Gov't	398,786	10,000	10,000
Penalties on Assessments	20	0	0
Interest on Assessments	0	200	500
Miscellaneous Assessments	0	0	0
Interest Income	3,243	4,000	3,000
Sewer Bad Debt Recov.	885	1,500	0
Miscellaneous Revenue	3,614	5,000	2,500
Net Book Value	(233,720)	0	0
Proceeds/Sale of Asset	0	0	0
Insurance Reimb. Property Damage	5,324	0	0
Development Fees	97,915	80,000	60,000
Capital Contributions	266,820	0	0
Operating Transfers In (WG&L)	100,000	100,000	100,000
Operating Transfers Out	(1,973,716)	0	0
	=====	=====	=====
SANITARY SEWER REVENUE:	13,645,694	15,006,000	15,488,444
	=====	=====	=====

FY 2010
SANITARY SEWER FUND EXPENDITURES

Description	Audited 2007/2008	Amended 2008/2009	Adopted 2009/2010
Wastewater Treatment	4,412,786	4,599,496	4,855,950
Wastewater Treatment/Lift Station	550,174	720,900	805,000
Wastewater Sampling & Utility Location	353,099	429,820	480,804
Sanitary Sewer Administration	650,828	5,692,009	5,313,997
Sewer Maintenance	1,378,794	1,274,084	1,503,540
Sewer Construction	808,527	807,843	864,788
Review and Inspect	171,708	164,721	185,403
Sweepings	728,969	913,401	1,060,687
Storm Maintenance	660,616	403,726	418,275
TOTAL SANITARY SEWER:	9,715,501	15,006,000	15,488,444

SOLID WASTE FUND REVENUE & EXPENDITURES

FY 2010
SOLID WASTE FUND REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Solid Waste Fees - City	7,974,208	8,282,693	8,673,527
Tipping Fees	117,820	130,000	125,000
Roll Off	0	53,502	50,000
Landfill (Street Division)	0	20,000	0
Special Pickups - Trash	62,973	5,000	5,000
Garbage Bad Debt	856	0	0
Demolition Cost	931	0	0
Miscellaneous Revenue	426	0	0
Capital Contribution	12,886	0	0
Operating Transfers In (WG&L)	100,000	100,000	100,000
Gain/Loss on Sales	(89,133)	0	0
	=====	=====	=====
SOLID WASTE FUND REVENUE:	8,180,968	8,591,195	8,953,527
	=====	=====	=====

FY 2010
SOLID WASTE FUND EXPENDITURES

Description	Audited 2007/2008	Amended 2008/2009	Adopted 2009/2010
Solid Waste Administration	748,498	688,000	722,499
Solid Waste Residential East	3,653,603	3,814,285	3,845,663
Solid Waste Residential West	2,647,139	2,773,844	2,960,812
Solid Waste Commercial	901,653	1,126,297	1,240,377
Solid Waste Street Sweeping	159,414	188,769	184,176
TOTAL SOLID WASTE:	8,110,308	8,591,195	8,953,527

**NON-MAJOR
ENTERPRISE FUNDS
REVENUE & EXPENDITURES**

FY 2010
AIRPORT REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
ASA	115,023	115,224	99,556
Non-Scheduled	9,598	11,280	5,400
United Parcel Service	187,263	187,250	178,299
Landmark	75,784	93,000	62,345
Avis	83,247	93,000	85,023
CARS (Hertz) Rentals	70,965	70,000	72,423
Thrifty Car Rental	2,436	2,000	600
Enterprise Car Rental	56,848	54,000	54,874
Budget Car Rentals	51,158	52,000	58,127
FAA Rental	10,580	10,580	10,580
Airport Parking	100,841	85,000	75,000
Hawthorne Aviation	23,789	0	0
Airport Lounge	3,100	2,500	1,500
Airport Miscellaneous	4,781	4,110	4,110
House Rental	6,577	4,500	6,000
Concessions Revenue	946	2,000	120
Interspace Advertising	3,878	3,918	3,600
TSA Rental	9,149	8,904	42,077
Federal Grants	3,589,123	0	0
State of Georgia	20,164	0	0
PFC Revenue Earned	50,884	0	0
CFC Revenue Earned	0	0	0
Interest Earned PFC2	1,671	0	0
Interest Earned PFC 3	5,097	0	0
Interest Earned CFC	9,358	0	0
Proceeds/ Sale of Asset	(9,350)	0	0
Miscellaneous Revenue	35	0	0
Operating Transfers In	525,653	557,682	521,186
	=====	=====	=====
AIRPORT REVENUE	5,008,598	1,356,948	1,280,820
	=====	=====	=====

FY 2010
MUNICIPAL AUDITORIUM REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Operating Revenue			
Auditorium Rent	23,227	11,250	11,250
Artscape Admissions	3,045	0	0
Parking Income	1,696	375	0
Box Office Income	4,655	1,125	1,000
Novelty Sales	150	375	375
Miscellaneous Income	(94)	150	0
Other Direct Cost Reimbursement	(416)	0	0
Misc. Rental & Services	10,125	4,500	4,500
Interest Income	85	0	0
Capital Contributions	318,064	0	0
Transfer from General Fund	49,576	75,882	56,578
	=====	=====	=====
MUNICIPAL AUDITORIUM REVENUE:	410,112	93,657	73,703
	=====	=====	=====

FY 2010
ALBANY CIVIC CENTER REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Operating Revenue			
Arena Rent	102,898	97,500	127,850
Amphitheater	250	750	0
Meeting Room Rent	1,365	7,875	7,000
Concession Income	44,528	50,000	0
Parking Income	19,971	30,000	19,000
Box Office Income	48,156	24,541	39,695
Agency Fees	6	375	0
Program/T-shirts & Novelties	5,642	7,500	5,500
Miscellaneous Income	2,122	2,250	0
Staffing Reimbursement	0	26,250	25,000
Advertising	8,555	0	5,000
Other Direct Costs	10,395	0	0
Ticket Master Fees	1,300	0	0
Miscellaneous Rentals/Service	37,589	45,000	40,500
Capital Contribution	514,124	0	15,000
Transfers (In)	1,116,313	1,266,841	1,233,502
Interest Income	666	0	0
	=====	=====	=====
ALBANY CIVIC CENTER REVENUE:	1,913,879	1,558,882	1,518,047
	=====	=====	=====

FY 2010
TRANSIT SYSTEM REVENUE

Description	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
Revenues			
Operating Revenue			
Bus Fares	373,954	408,912	493,292
Bus Paratransit	35,037	33,816	44,176
Net Book Value	(171,579)	0	0
Proceeds/Sale of Asset	25,073	0	0
Ins. Reimb. Prop. Damage	13,959	0	0
Private Advertising Fees	20,704	20,004	20,704
State Grants-Operating Assistance	859,632	859,632	815,359
State Grants-Capital Improvement	1,411,422	80,000	300,000
Capital Contributions	1,096,903	0	0
Transfers (In)	851,630	1,160,349	509,631
	=====	=====	=====
TRANSIT SYSTEM REVENUE:	4,516,735	2,562,713	2,183,162
	=====	=====	=====

FY 2010**NON-MAJOR ENTERPRISE FUND EXPENDITURES**

Description	Audited 2007/2008	Amended 2008/2009	Adopted 2009/2010
Airport	2,138,643	1,356,948	1,280,820
Municipal Auditorium	160,429	93,657	73,703
Albany Civic Center	1,807,239	1,558,882	1,518,047
Transit Fund	2,930,032	2,562,713	2,183,162
TOTAL NON-MAJOR ENTERPRISE FUNDS	7,036,343	5,572,200	5,055,732
GRAND TOTAL	101,502,464	101,615,648	101,515,000



City of Albany

Policies and Procedures

Annual Budget FY 2010

POLICIES AND PROCEDURES

The development and management of the City of Albany's annual budget is governed by both formal policies and by accepted practices. A number of pertinent policies and practices are outlined in this section. In addition, this section includes summary information that was provided to the City Commission during the annual budget process.

BUDGET DEVELOPMENT AND ADOPTION

The budget process began in January 2009 with the Office of Management/Budget (OMB) preparing the FY 2009/2010 revenue projections and updating the budget request forms and the instructions to be used by City departments. The zero-based budgeting format (ZBB), introduced by the City Manager in 2007, was used during the budget process. ZBB typically require departments to make three expenditure estimates for each service or program: one for a reduced service estimate, a second for maintaining the status quo, and a third for an enhanced level of service. The minimum services package was defined as that level of service that would meet only the most urgent needs. Due to the Global economic downturn the City departments did not submit funding requests for an enhanced level of services.

Once these tasks were completed, the annual budget meeting was held in February 2009 and each department was given its FY 2010 budget package. The City Manager conducted budget hearings with each department head to review all budget requests and to prioritize each department's requests. The budget process included an opportunity for department heads to make a presentation to the Mayor and Board of City Commissioners highlighting their FY 2010 budgetary needs. These presentations provided the Mayor and the Board of Commissioners with a great deal of insight as to how priorities might be met.

After the Commission/Department Head budget hearings were completed, the City Manager again reviewed and analyzed each request to formulate his recommended budget. Recommendations were based on historical data, a stagnant revenue base, justification of budgetary needs as provided by the department heads, input from the Mayor and Board of Commissioners, and special circumstances that were anticipated to occur during the fiscal year. In addition, the City Manager's recommendations were based on what was reasonable and necessary for departments to operate efficiently and effectively and to maintain the current level of service.

The recommended budget was submitted to the Mayor and Board of City Commissioners on June 23rd for approval. In order to promote citizen participation, a public hearing for the budget was advertised and held May 26th. This hearing was designed to allow public input into the FY 2010 budget before its adoption.

After extensive work by the City Manager and the budget preparation staff, the FY 2010 budget was adopted on June 23, 2009. Notification of the budget adoption was advertised in the local newspaper and a copy was placed on file in the City Clerk's office as required by State law. The approved budget, which is controlled and maintained by the Office of Management/Budget, was then added to the computerized budgetary and actual financial reporting system on June 30, 2009. The new fiscal year began July 1, 2009.

BUDGET MANAGEMENT PROCESS

Monthly Revenue and Expenditure reports are emailed to the City's Department Heads. These reports are also published on the City of Albany's website. During Fiscal year 2008 the Finance Department began publishing Quarterly Financial Reviews (QFR). The QFR compares the City's budget to actual expenditures. Expenditures are projected to fiscal year end, which helps management determine if their current spending trends need to be modified, in order to change their departments' projected outcome.

Since a budget is an estimated financial plan, the existing budgetary process also allows for amendments to the budget throughout the year. This process is handled through budget transfers. It is the responsibility of each department/division to control expenditures and expend funds only for items that have been budgeted; however, due to unforeseen emergencies, a system is in place to accommodate changing needs.

BASE BUDGETING

Annual budgets are legally adopted for the General Fund, Special Funds, Internal Services Fund, and Enterprise Funds. This budget is balanced in accordance to Georgia law (OCGA 36-81-3(B) (3)) that states that, "a budget ordinance or resolution is balanced when the sum of estimated revenues and appropriated fund balances is equal to appropriation." Department and division expenditures are summarized as personal services and operating expenses. All budgets begin with the basic cost to maintain personal services while preserving the current level of service. Operating expenses and capital outlay are then allocated to departments for delivery of service.

FUND ACCOUNTING

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that 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 Fund is the general operating fund of the City. It is used to account for all financial resources, except those with other fund accounting requirements.

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.

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

Capital Projects Funds - 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). Capital is defined as any one asset valued at \$5,000 or more and has a useful life of more than one year.

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 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 of other purposes.

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

BASIS OF ACCOUNTING

The budgeting and basis of accounting policies of the City of Albany 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. 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 of 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.

Proprietary Fund Types and the Pension Trust Fund 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.

BASIS OF BUDGETING

The City of Albany employs the cash plus encumbrance method as its basis of budgeting for governmental funds. Revenue for the governmental funds is recognized when it is actually received in cash and encumbered amounts are treated as expenditures under this method. The City uses the accrual method as its basis of budgeting for proprietary funds. Under this method, revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they occur. The City deviates from Generally Accepted Accounting Principles (GAAP), and its basis of accounting stated in its audited financial statements, in the following areas as well:

- The fair value of investments is not treated as adjustments to revenue
- Some component units are excluded in this budget document- Albany-Dougherty Inner City Authority (ADICA) and Chehaw Wild Animal Park (CWAP) Authority
- Some funds are excluded in this budget document- the Gortatowsky Special Revenue Fund, Self Administered Insurance Program Fund, Long Term Disability Fund, and Workers' Compensation Fund
- The Sanitary Sewer Fund's debt service payment is included in the fund's operation
- The Non-Major Enterprise funds which include: Airport, Municipal Auditorium, Albany Civic Center, and the Transit System do not budget for depreciation.

BUDGET AMENDMENT

The City of Albany's budget amendment/budget transfer process is regulated by the Official Code of Georgia (OCGA 36-81-3(d)(1)) and local policies. The level of control, or level at which expenditures may not legally exceed the budget, is at the department level in the State of Georgia (OCGA 36-81-2(14)). Any increase in appropriation in any department of local government, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, requires the approval of the governing authority (OCGA 36-81-3(d)(1)).

BUDGET TRANSFERS

The Management/Budget Officer can approve budget transfers up to \$10,000 without the City Manager's approval among various accounts within a department/division with the following exceptions:

1. No budget transfers are to be made between the Personal Services Budget and the Operations Budget.
2. No budget transfer will be made into or out of Capital Improvement Fund.

Otherwise, any increase in appropriations in any fund for a department or through a budget transfer of appropriation among departments shall require the approval of the City Manager for amounts over \$10,000.

All budget transfers must be signed and justified by the Department Head. Requests will be considered based on the justification. All requests are to be submitted to the Management/Budget Officer who will forward requests to the City Manager, if necessary.

Appropriations lapse at fiscal year-end except for Capital Improvement Projects, which are carried forward until such time as the project is completed.

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a five-year program that details anticipated expenditures as well as the proposed sources of funding. The General & Special Funds capital requests are defined as any one asset valued at \$5,000 or more and have a useful life of more than one year, and they are funded through:

- (a) 7.88 % transfer of total sales tax
- (b) \$325,000 transfer from WG&L
- (c) CAD 911 sets aside funds for its capital needs.

The capital requests for Enterprise Funds - Sanitary Sewer and Solid Waste - are funded by the amount budgeted for their depreciation. The first year of the CIP is incorporated into the annual budget. The subsequent or outlying years are updated and revised each year to reflect the changing needs and priorities of the department heads.

Vehicles for the City are purchased through the Capital Improvement Fund. Most are purchased with the funds on hand. If financing is necessary, vehicles can be purchased through a lease pool agreement with the Georgia Municipal Association (GMA). The GMA offers a program to governmental entities whereby they can borrow funds from the Bank of New York to finance rolling stock equipment for a maximum of five years. This pool covers new equipment purchases and does not offer reimbursements for previously purchased equipment. Items other than rolling stock may be approved by submitting an application to the Bank of New York prior to requesting funds. The City of Albany is currently participating in the 1998 GMA Lease Pool Agreement.

DEBT SERVICE POLICY

The City of Albany has not established a formal debt service policy; however, its debt service practices have been governed by State of Georgia restrictions on local government debt.

Specifically, the City of Albany has utilized both general obligation and revenue bonds to finance capital improvements too large to be financed from current revenues. Recent bond issues have sold with an "A2" rating from Moody's.

While information furnished by Moody's shows that Albany's debt is not excessive, community concern exists about the growing level of debt the City became responsible for over the past decade. In response to this concern, the adopted budget placed an emphasis on a "pay as you go" approach, with the exception of the financing required to fund the Combined Sewer Overflow Project.

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. Section 4, paragraphs 8 and 14 of the City Charter gives the City Manager the authority to make and execute all lawful contracts for operations under his/her supervision. It provides that all purchases of \$5,000 and above and all repair and maintenance expenditures of \$10,000 must be formally bid. It further states that the City Commission must approve all purchases above \$40,000, except as may be otherwise provided by law or by ordinance.

Section 2.287 of the City Code gives the City Manager the authority to make purchases up to \$40,000 and repair and maintenance expenditures of up to \$40,000. Over this amount, the City Commission must grant approval. This section of the code also gives the City Manager the authority to sell surplus property up to \$5,000. The sale of surplus property valued over that amount requires prior Commission approval.

REVENUE AND EXPENDITURE POLICIES

An accepted but informal policy, which was put in place with the adoption of the fiscal year 1992 budget, was that each component of the City's overall budget should be independent and self-sufficient. While recognizing that many Non-Major Enterprise Funds activities, such as the Transit System, Civic Center, Municipal Auditorium, and Airport, would traditionally need some revenue subsidy from the General Fund, it was determined that interfund dependency should be avoided between the General/Special Funds, the Sanitary Sewer Fund, and the Solid Waste Fund.

In 1993, an informal policy was formulated which stated that revenue and expenditures should be accounted for in the budget just as they would be set forth in the year-end audit. The result of this policy was to include non-cash revenue and expenditure items previously not included in adopted budgets but included in year-end audits. Included in this category are the Water, Gas & Light non-cash transfer and related expense for streetlights in the General Fund, and recorded depreciation expenses for Sanitary Sewer and Solid Waste Enterprise Fund. An exception to this informal policy was that there was not a change in the past practice for including depreciation for Non-Major Facilities. In the fiscal year 1999 budget even though the audit for several years has expensed depreciation, staff determined that budgeting depreciation for these facilities is not appropriate in the Non-Major Enterprise Funds, as these funds are heavily subsidized by the General Fund.

CASH STABILIZATION POLICY

The scope of the cash stabilization policy is to establish a separate Cash Stabilization Fund by setting aside funds equal to 25% (or three months) of the previous years audited General Fund expenditures. The goal is to maintain at least three months operating cost in liquid form. These reserve funds are a prudent way of maintaining a level of financial resources necessary to protect against short term borrowing for cash flow purposes and to have adequate funds available in the event of an emergency or catastrophe. Also, credit rating agencies carefully monitor the level of fund balances and unreserved fund balances in a government's general fund when evaluating that government creditworthiness.

These reserve funds shall be secured in a manner that is consistent with the following principles, in the order listed:

1. Legality – all investments comply with state and local laws
2. Safety – principal is protected from loss with secure investment practices and collateralization
3. Liquidity – investments are readily converted to cash when needed without losses.
4. Yield or Return on Investment – earnings are maximized without diminishing the other principles.

Funds may be transferred from the cash stabilization account to the City's General Fund operating account to provide working capital only with the prior approval of the City Manager. No withdrawals from the cash stabilization fund shall be made without the written approval of the City Manager, who will notify the Commission at the next available opportunity. The cash stabilization fund will be replenished from property tax revenues no later than December 31 of the year in which the funds are withdrawn.

FY 2009/2010 BUDGET HEARINGS

Budget Activity	Action By	Completion Date
1. Revenue Projections	Finance Department	January 16
2. Budget Issues and Concerns	City Manager/Office of Mgmt & Budget	January 29
3. Budget Planning Session (Rm 100)	City Manager/Office of Mgmt & Budget	February 13
4. Completion of Budget Requests	Department/Division Heads	February 27
5. Verification & Audit of Departmental Requests	Office of Mgmt & Budget	March 13
6. Review Analysis of Departmental Requests with Departmental Officials Wrap up	City Manager/Office of Mgmt & Budget	March 18-25
7. Budget Overview Presentation (Rm 120)	City Manager/Finance Committee	April 7
8. Review Analysis of Departmental Requests with Departmental Officials (Rm 120)	City Manager/ Mayor/City Commission/Office of Mgmt & Budget	April 14, 21, 28, May 5
9. Budget Discussion (Rm 120)	City Manager/ Mayor/City Commission/Office of Mgmt & Budget	May 12 (Optional) May 26
10. Submit Revised Recommended Budget to Mayor/Commission	City Manager	May 19
11. Public Notices of: a. Hearing of Proposed Budget b. Meeting to Adopt Budget	City Clerk	May 10 June 7
12. Public Hearing of Proposed Budget (Room 100)	Mayor/City Commission/City Clerk	May 26
13. Preparation of Budget Ordinance, Incorporating Final Changes by Mayor and City Commission	City Attorney	June 09
14. Adoption of 2009/2010 Budget	Mayor/City Commission	June 23

FY 2009/2010 BUDGET HEARINGS

Department	Staff Review	Commission Review
General Government	March 18, 2009	
Legislative	9:00	
City Manager	9:30	
City Attorney	10:00	
Municipal Court	10:30	
Human Resources Management	11:00	
Administration	March 18, 2009	
Central Services	2:00	
Information Technology (IT)	2:30	
Finance	3:00	
Public Works	March 20, 2009	
General Operations	8:00	
Sanitary Sewer (Enterprise Fund)	8:30	
Solid Waste (Enterprise Fund)	9:30	
Public Safety	March 20, 2009	
Fire	1:30	
Police	2:30	
Transportation	March 23, 2009	
Airport	9:00	
Transit	9:30	
Leisure/Convention Services	March 23, 2009	
Recreation	10:00	
City Auditorium/Civic Center	11:00	
Planning & Development	March 23, 2009	
Planning & Development	2:00	
Engineering	2:30	
Enforcement	3:00	
Community Development	3:30	
Other	March 25, 2009	
Debt Service/ Contingency	10:00	
Wrap Up	March 25, 2009	

FY 2009/2010 BUDGET HEARINGS

Department	Staff Review	Commission Review
Budget Overview (Room 120)		April 7, 8:30 am
Review Analysis of Departmental Requests with Departmental Officials		April 14, 21, 28 May 5
Budget Discussions (Room 120)		May 12 (Optional) May 26 (Optional)
Public Hearing (Room 100)		May 26, 2009 8:00 pm
Commission Consideration & Vote (Room 100)		June 23, 2009 8:00 pm



City of Albany

Revenues and Expenditures

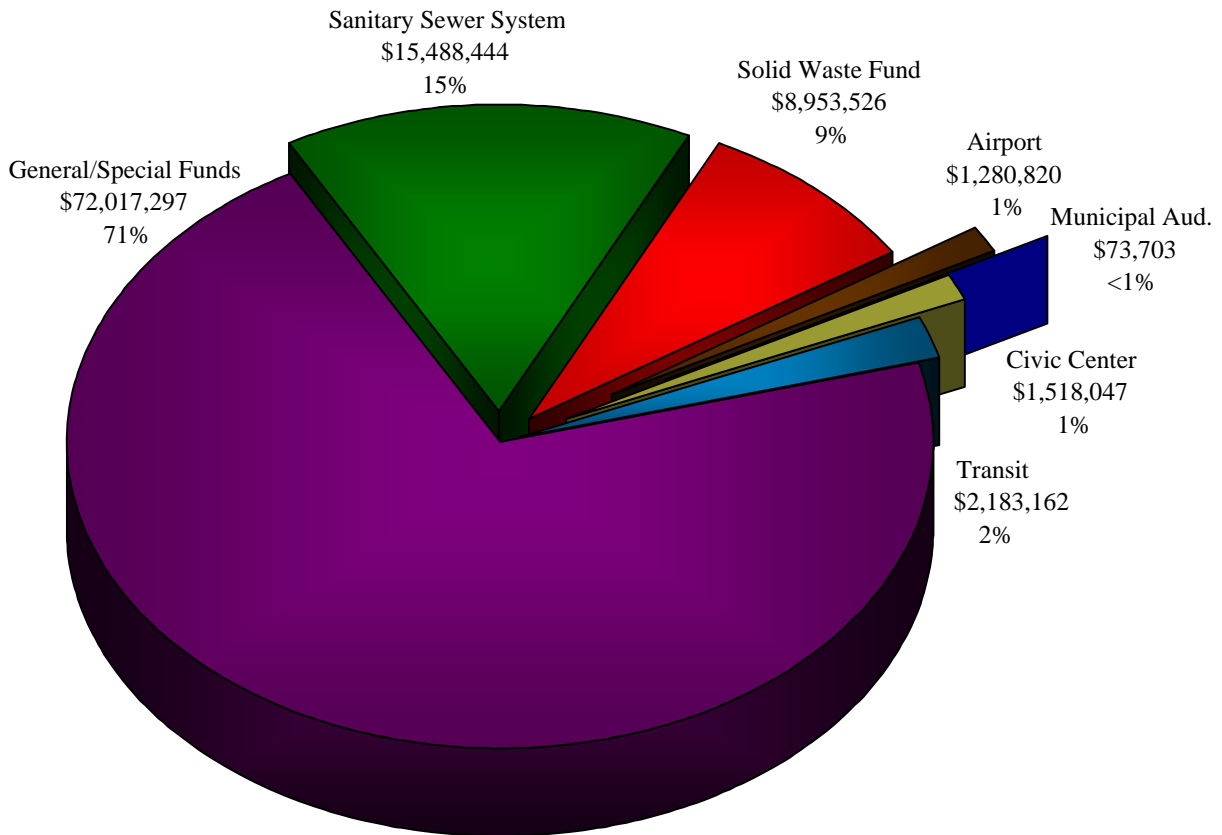
Annual Budget FY 2010

City of Albany

FY 2010

Adopted Operating Budget

	FY 2010 Budget	% of Total Budget
General/Special Funds	72,017,297	71%
Sanitary Sewer System	15,488,444	15%
Solid Waste Fund	8,953,526	9%
Airport	1,280,820	1%
Municipal Auditorium	73,703	<1%
Civic Center	1,518,047	1%
Transit	2,183,162	2%
TOTAL	101,515,000	100%



Total Budget \$101,515,000

CITY OF ALBANY

FY 2010

Estimated Revenues

	General/Special Funds		Enterprise Funds			Total
	General Fund	Special Funds	Sanitary Sewer Fund	Solid Waste Fund	Non Major Funds	
Property Tax	14,513,478					14,513,478
Other Taxes	6,248,167	1,199,999				7,448,166
Sales Taxes	8,750,000	1,389,500				10,139,500
Business License & Taxes	3,213,019					3,213,019
Federal & State Grants	176,054	2,298,581			1,115,359	3,589,994
Service Charges	3,118,818	1,746,111	15,320,944	8,853,527	700,362	29,739,762
Fines & Forfeitures	988,024					988,024
Rentals & Franchises	1,147,501	1,171,609			890,004	3,209,114
Miscellaneous Revenues	725,549	362,728	67,500		29,110	1,184,887
WG&L Transfers/MEAG	10,347,193	325,000	100,000	100,000		10,872,193
Charges For Services Dougherty County	4,581,520					4,581,520
Special Purpose Local Option Sales Tax		11,350,000				11,350,000
Transfer In	1,985,343				2,320,897	4,306,240
Transfer Out	(2,320,897)	(1,300,000)				(3,620,897)
Totals	53,473,768	18,543,528	15,488,444	8,953,527	5,055,732	101,515,000
	General/Special Funds		Enterprise Funds			
	72,017,297		29,497,703			

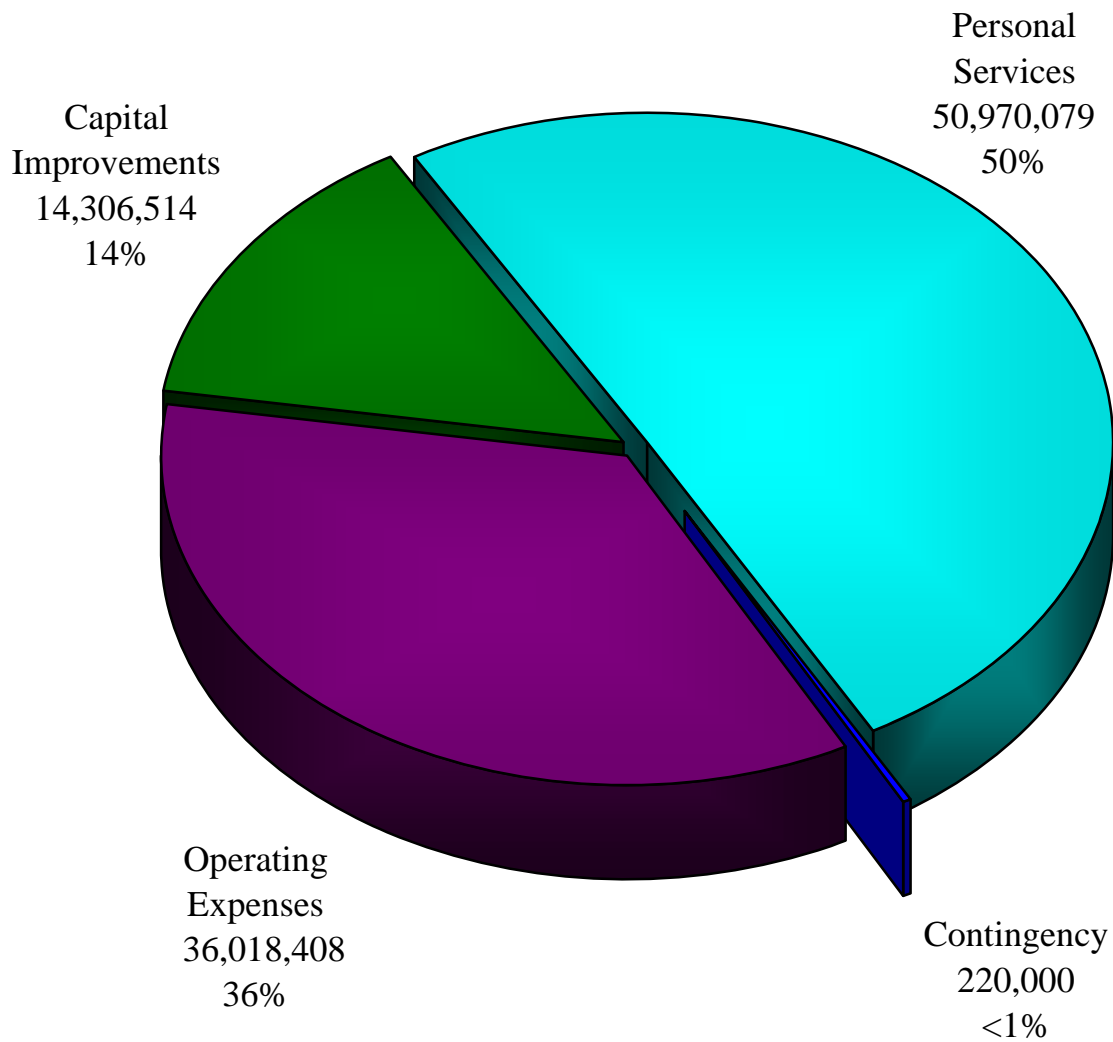
CITY OF ALBANY

FY 2009

Estimated Expenditures

	General/Special Funds		Enterprise Funds			Total
	General Fund	Special Funds	Sanitary Sewer Fund	Solid Waste Fund	Non Major Funds	
General Government		18,543,529	15,488,444	8,953,526	5,055,732	48,041,231
Legislative	518,013					518,013
City Manager	1,161,377					1,161,377
City Attorney	496,910					496,910
Municipal Court	600,692					600,692
Human Resource Mgmt	2,327,058					2,327,058
Central Services	1,901,055					1,901,055
Finance	1,782,633					1,782,633
Information Technology	1,641,404					1,641,404
Engineering	3,695,751					3,695,751
Public Safety						
Police	16,340,397					16,340,397
Fire	12,035,331					12,035,331
Enforcement	1,300,588					1,300,588
Planning & Development Svc	1,371,668					1,371,668
Public Works						
P.W. Administration	233,408					233,408
Street Maintenance	2,087,749					2,087,749
Recreation	4,021,027					4,021,027
Other Appropriations						
Independent Agencies	1,958,707					1,958,707
Totals	53,473,768	18,543,529	15,488,444	8,953,526	5,055,732	101,515,000
	General/Special Funds		Enterprise Funds			
	72,017,297		29,497,702			

City of Albany FY 2009/2010 Total Operating Budget



Total Budget
\$101,515,000

**FY 2009/2010
ADOPTED BUDGET**

DEPARTMENT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL IMPROVEMENT	TOTAL
Legislative	140,327	177,063	0	317,390
City Commission	145,623	55,000	0	200,623
City Manager	639,346	522,031	0	1,161,377
City Attorney	394,270	102,640	0	496,910
Municipal Court	266,926	333,766	0	600,692
Human Resources	1,558,842	272,667	0	1,831,509
Risk Management	34,433	461,116	0	495,549
Central Services-Procurement	413,344	99,036	0	512,380
Central Services-Printing	141,230	66,564	0	207,794
Central Services-Material Mgmt.	244,065	31,805	0	275,870
Central Services-Fleet Maint.	783,111	113,700	0	896,811
Central Services-Fleet Pool Maint.	0	8,200	0	8,200
Finance-Administration & Acctg.	676,765	243,397	0	920,162
Finance-Office of Mgmt./Budget	204,206	13,074	0	217,280
Finance-Treasurer	234,122	411,069	0	645,191
Enforcement-Administration	643,380	274,250	0	917,630
Enforcement-Services	319,463	63,495	0	382,958
Information Technology (IT)	873,419	767,985	0	1,641,404
Planning & Development Services	1,059,049	312,619	0	1,371,668
Police-Administration	1,742,596	924,020	0	2,666,616
Police-Uniform	7,052,419	846,800	0	7,899,219
Police-Support Services	1,536,428	229,150	0	1,765,578
Police-Investigative	2,423,741	149,450	0	2,573,191
Police-Gang Unit	825,204	241,289	0	1,066,493
Police-COP	33,372	260,228	0	293,600
Police-SWAT	1,000	74,700	0	75,700
Fire-Administration	410,219	59,043	0	469,262
Fire-Suppression	9,608,070	415,990	0	10,024,060
Fire-Prevention	376,953	22,500	0	399,453
Fire-Training	328,242	19,600	0	347,842
Fire-Emergency Management	76,697	28,630	0	105,327
Fire-Communications	650,018	39,369	0	689,387
Engineering	1,711,339	1,984,412	0	3,695,751
Public Works-Administration	203,102	30,306	0	233,408
Public Works-Street Maintenance	151,360	37,900	0	189,260
Public Works-Right of Way	545,249	232,600	0	777,849
Public Works-Asphalt/Concrete	268,960	88,800	0	357,760
Public Works-Grading/Construction	497,680	265,200	0	762,880
Recreation-Administration	286,698	51,144	0	337,842
Recreation-Centers & Gyms	483,734	226,867	0	710,601
Recreation-Athletics	215,230	205,778	0	421,008
Recreation-Flint River Golf	288,642	131,575	0	420,217
Recreation-Parks Maintenance	534,974	122,902	0	657,876
Recreation-Cemeteries	217,623	41,986	0	259,609
Recreation-Park Dev. & Mgmt.	439,103	232,396	0	671,499
Recreation-Health & Wellness	396,611	145,764	0	542,375
Independent Agencies	0	1,958,707	0	1,958,707
SUBTOTAL GENERAL FUND	40,077,185	13,396,583	0	53,473,768

**FY 2009/2010
ADOPTED BUDGET**

DEPARTMENT	PERSONAL SERVICES	OPERATING EXPENSES	CAPITAL IMPROVEMENT	TOTAL
Capital Improvement Fund	0	0	1,014,500	1,014,500
Debt/Sinking Fund	0	700,000	0	700,000
CAD 9-1-1	1,197,054	549,057	0	1,746,111
Hotel/Motel Fund	0	600,000	0	600,000
Community & Economic Development	413,468	2,154,223	0	2,567,691
SPLOST Fund	0	0	11,350,000	11,350,000
Grant Fund	0	565,227	0	565,227
Subtotal, Special Funds	1,610,522	4,568,507	12,364,500	18,543,529
TOTAL, GENERAL/SPECIAL FUNDS	41,687,707	17,965,090	12,364,500	72,017,297
Sewer Systems-Wastewater Treatment	960,926	3,351,888	543,135	4,855,950
Waste Water Treatment-Lift Station	0	605,000	200,000	805,000
Sewer Systems-Administration	397,946	4,544,229	371,822	5,313,997
Sewer Systems-Maintenance	854,368	649,172	0	1,503,540
Sewer Systems-Construction	505,525	266,000	93,263	864,788
Sewer Systems-Review & Inspect - Eng. Dept.	153,323	32,080	0	185,403
Sewer Systems-Street Sweeping	456,276	387,631	216,781	1,060,687
Sewer Systems-Storm Maintenance	46,620	361,624	10,032	418,275
Wastewater Sampling & Utility Location	287,962	192,842	0	480,804
Subtotal, Sanitary Sewer Systems	3,662,946	10,390,466	1,435,033	15,488,444
Public Works-Solid Waste Administration	465,972	250,236	6,290	722,498
Solid Waste-Residential East	1,411,632	2,051,732	382,300	3,845,664
Solid Waste-Residential West	0	2,960,812	0	2,960,812
Solid Waste-Commercial	312,177	716,546	211,654	1,240,377
Solid Waste-Special Services	117,305	66,871	0	184,176
Subtotal, Solid Waste Fund	2,307,086	6,046,197	600,244	8,953,527
Airport	991,556	289,264	0	1,280,820
Municipal Auditorium	2,153	71,550	0	73,703
Albany Civic Center	862,659	655,388	0	1,518,047
Transit System	1,455,972	727,190	0	2,183,162
Enterprise Funds Subtotal	9,282,372	18,180,055	2,035,277	29,497,703
Grand Total	50,970,079	36,145,145	14,399,777	101,515,000



City of Albany

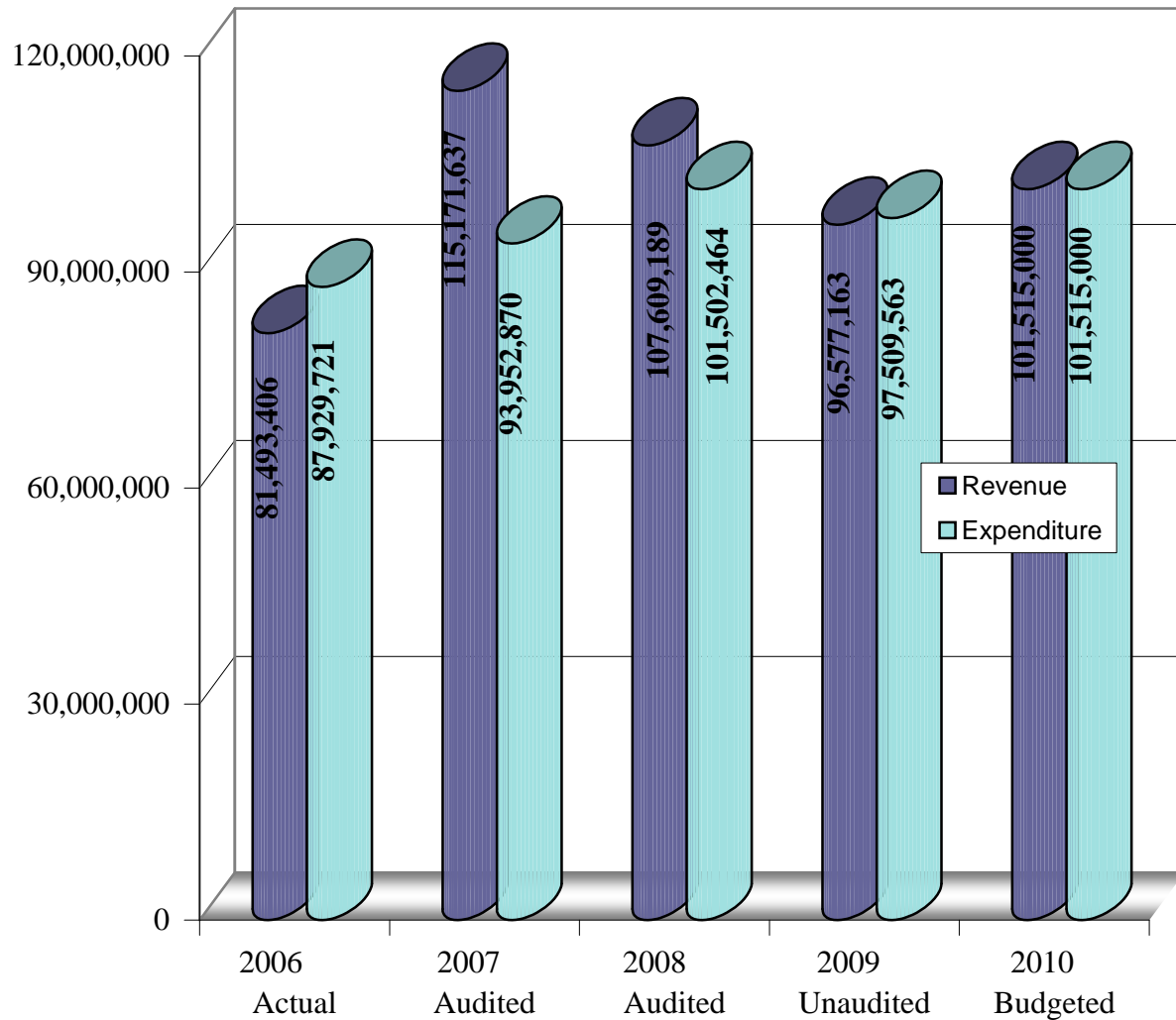
Supplemental Information

Annual Budget FY 2010

City Of Albany

FY 2006 - FY 2010

Revenue / Expenditure Trends



HISTORICAL TRENDS / REVENUE & EXPENDITURE ANALYSIS

Information is provided in this Supplemental Information section to give the reader an overview of the current year's budget as well as to present historical trends on the City's budget. Also included are graphs and charts on revenue/expenditures, fund balances for all funds, property tax information, WG&L transfers, debt and tax digest information, and other pertinent information about the City of Albany.

In light of the current economic downturn, the City, like other governments across the nation, faced critical challenges in preparing this year's budget. Several one-time alternative funding options were exercised. Eighteen vacant positions were not funded in FY10 and most of the City's departments reduced their operating budget by 10 percent in order to balance the budget. The reductions made by the City's Department Heads were instrumental in balancing the budget without increasing the millage rate .71 mills to fund the Gang Unit, which the Board of Commissioners originally committed to doing when the Gang Unit was formed in October 2008. Alternative revenue resources must be identified and/or a millage rate increase adopted to continue our service delivery at the current level in future budgets. A brief synopsis of revenues and expenditures from FY 2006 through FY 2010 is discussed below:

- The FY 2006 budget totaled \$79,429,340, an increase of \$1,978,340 over the FY 2005 budget of \$79,429,340. That budget included a 2% Cost of Living Adjustment (COLA) for all regular, full time employees effective 7/01/05; a 2.5% Merit increase effective 1/01/06; pay raises to bring parity to grossly underpaid employees (Public Works, Recreation, Transit, Police civilian staff, and various clerical support staff employees); a small decrease in the millage rate from 10.80 to 10.792; 50% reduction in funding the Workers' Compensation Fund; cutting operating budgets by approximately 10% across the board; cross-charging approx. \$170,000 of Engineering salaries to SPLOST; un-funding of 7 Police positions; a 10% health insurance premium increase for all categories effective 7/01/05; budgeting \$1,400,000 for retiree health insurance; moving Street Sweeping from the General Fund to the Sanitary Sewer Fund; moving Storm Maintenance from the General Fund to the Sanitary Sewer Fund; a \$750,000 additional contribution to the WG&L transfer; and establishing a self-funded liability program.

The FY 2006 budget had an audited year-end surplus of \$34,476,818 for all funds. Of that amount, \$21,644,116 is related to Capital contributions in the Enterprise Funds. General Fund, the largest fund, had a surplus of \$3,829,682 compared to FY 2005 audited surplus of \$3,079,663. Transit, Municipal Auditorium, Civic Center, and Airport, which are considered Non-Major Enterprise Funds for budgetary purposes, had a combined audited year-end surplus of \$353,171. The Sanitary Sewer Fund has an audited year-end surplus of \$18,983,181. The Solid Waste Enterprise Fund has an audited year-end surplus of \$656,470.

- The FY 2007 budget totaled \$93,505,490, an increase of \$11,730,384, or 11%, over the FY 2005/2006 amended budget of \$81,775,106. This increase was largely due to: a 3% Cost of Living Adjustment (COLA) for all 877 authorized budgeted positions effective 10/01/06; budgeting for SPLOST V; additional Grants; increases in the Sanitary Sewer and Solid Waste rates; and a increase in Hotel/Motel Fund. Other factors that contributed to the 11% increase were: budgeting the Police Departments Personal Services at 100%; a pay increase for Public Safety employees effective 10/01/06; increased requests for GMA funding; increase in fuel costs; \$25,000 funding for the James H. Gray Senior Citizen Center; funding for the on-going maintenance of Downtown Beautification Projects; and the establishment of an Arborist position. The millage rate decreased from 10.792 to 10.777.

HISTORICAL TRENDS / REVENUE & EXPENDITURE ANALYSIS

The FY 2007 budget had an audited year-end surplus of approximately \$21,218,767 for all funds. The General Fund, the largest fund, has a surplus of \$2,537,991 compared to FY 2006 audited surplus of \$3,829,682. Transit, Municipal Auditorium, Civic Center, and Airport, which are considered Non-Major Enterprise Funds for budgetary purposes, had a combined audited year-end surplus of \$3,944,337. The surplus was due to the Federal Grant Revenue in the Airport fund. The Sanitary Sewer Fund has an audited year-end surplus of \$2,509,916. The Solid Waste Enterprise Fund had an audited year-end surplus of \$764,404.

- The FY 2008 budget totaled \$98,528,638, representing an increase of 4% (\$4,296,658) over the FY 2007 Amended Budget of \$94,231,980. This increase was largely due to several factors which include: a 3% COLA effective July 2007; 1% pay increase for Public Safety Employees effective January 2008; additional 3% funding for Public Safety pension and an elected Officials pay increase effective January 2008. Other expenditures that contributed to the increase were: funding for Downtown Beautification; additional funding for Arborist; increased fuel costs; CAD 911 rate increase; additional funding for Albany Tomorrow; funding for a Downtown Manager; funding for a state lobbyist; Position Classification Study; new positions (Enforcement Director, Accountant, Secretary, three Airport Safety Officers, eight CAD 911 Tele-communicators, Public Relations/ Media Manager for the Albany Police Department, and a GIS Manager); raise for Municipal Court Appointed Officials; Municipal Court improvements.

The FY 2008 has an audited year-end surplus of \$6,106,725 for all funds. The General Fund, the largest fund, has a deficit of \$1,706,809. This deficit can be attributed to the following items: a property tax millage rate roll-back resulting in a \$1,635,813 dollar loss in revenue, Group Health Plan shortfall of \$2,489,889, a labor audit resulting in back pay of \$514,201 in wages and benefits to employees of various departments, \$300,000 subsidy to the Flint RiverQuarium, increased fuel costs and demolition expenditures. A budget amendment was adopted on June 25th. The amendment included reducing the appropriations for thirteen departments by \$1,827,198 to partially compensate for the additional expenditures. The remainder of the shortfall came from the City's Unreserved Fund Balance. The Sanitary Sewer Fund had an audited year-end surplus of \$3,930,193. The Solid Waste Enterprise Fund had an audited year-end surplus of \$70,660.

- The FY 2009 budget totals \$100,648,000, representing an increase of approximately 2% (\$2,119,361) over the FY 2008 Amended Budget. This increase was due to several factors which included: a 3% COLA effective July 2008, 15% Group Health Plan contribution increase for employees, increased fuel costs, new positions (Administrative Assistant to the Downtown Manager, Assistant City Attorney, two System Analysts, two Code Enforcement Officers, two Housing/Code Inspectors, three Groundskeepers, and a Customer Service Specialist), \$150,000 for demolition costs, \$50,000 for GIS site license, \$50,000 in operating and promotional funding for downtown development efforts, and 2.9 rate increases for Solid Waste and Sanitary Sewer.

The FY 2009 budget has an unaudited year-end deficit of \$932,400 for all funds. The General Fund, the largest fund, has a surplus of \$1,947,202. This surplus is due to the receipt of an additional \$1,465,914 of MEAG revenue that was not budgeted for in FY09. MEAG, (Municipal Electric Authority of Georgia) was created as a public power entity by an Act of the Georgia General Assembly on March 18, 1975. The formation of MEAG Power gave cities an option and enabled local governments to control their energy decision-making. Forty nine

HISTORICAL TRENDS / REVENUE & EXPENDITURE ANALYSIS

Georgia communities have joined MEAG Power. The revenue that is being disbursed to participants stems from two accounts that were apart of the Municipal Competitive Trust. An amendment was proposed in 2005 that would provide less restrictive access rights to the Reserve and Credit Support Accounts after January 1, 2009. These accounts were set up in anticipation of full electric deregulation after 2008. However, deregulation was not implemented in Georgia. Therefore, the funds in these two accounts are being applied as a reduction in the participants' wholesale power costs over a period from 2009 through 2018. The decision to account for the additional revenue in the General Fund was not made until fiscal year end. This particular portion of MEAG revenue will not be used for General Fund operating costs and is shared with the Water, Gas, and Light Commission and is currently held with Morgan Keegan.

The two funds that contribute to the un-audited deficit are the Public Improvement Fund and the SPLOST fund. The Public Improvement Fund has an un-audited deficit of \$3,111,223. This is due to the fact that the City intends to pay for capital projects for FY09 using Fund Balance. The City is also allowing approved capital projects to rollover into the next fiscal year without expiring if they are not complete by year end. The SPLOST fund has an un-audited deficit of \$3,128,323. A \$14 million dollar bond was issued for SPLOST projects so that all projects could begin at once and not have to wait on revenue collections. The deficit in this fund reflects fiscal year project expenditures versus actual SPLOST revenue collections. It does not include the bond revenue that the SPLOST projects are actually being funded through. The Sanitary Sewer Enterprise Fund had an unaudited year end surplus of \$1,141,423. The Solid Waste Enterprise Fund had an unaudited year end surplus of \$86,387.

- The FY 2010 budget totals \$101,515,000, and represents an decrease of <1% or (\$100,648) from the FY 2009 Amended Budget of \$101,615,648; however it is a \$867,000 increase over the FY 2009 adopted budget. This increase is due to several factors: the most significant being funding of the Gang Unit at \$1,066,493 without raising the millage rate, \$151,170 pay study implementation, 4.2 % CPI rate increases for Solid Waste and Sanitary Sewer and, \$212,400 ADICA bond debt payment. The increase appears to be modest because of the following factors: the City elected not to implement a COLA for employees, deferred Workers Compensation funding, reduced the Risk Management Reserve contribution, decreased subsidies for the Non-Major Enterprise Funds, and elected not to fund eighteen vacant positions.

Fund Balances/Equities for All Budgeted Funds

Included in the following section is a five-year history of fund balance/fund equity for General and Special Funds, Sanitary Sewer Fund, Solid Waste Fund, Hotel/ Motel Fund, Grant Fund, and Community & Economic Development. These fund balances and fund equities are carried forward from the previous fiscal year. Fund balance/equity usually consists of two basic components; cash carried forward and contributed capital carried forward. Currently, the largest source of fund equity carried forward comes from Sanitary Sewer Fund which was audited at \$ 61,315,921 for fiscal year ending 2008. The audited fund balance for the General Fund for fiscal year ending 2008 was \$ 22,512,789. A positive number ensures that the City's cash exceeds its obligations, and this "positive cash flow" is always enough to meet payroll, fulfill contracts, and pay expenses.

GENERAL FUND REVENUES, EXPENDITURES, AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

	2006	2007	2008	2009	2010
	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ESTIMATED
REVENUES:					
Property Taxes	14,581,340	14,794,429	14,776,748	13,971,085	14,513,478
Sales Taxes	9,201,702	9,177,213	9,718,537	8,393,944	8,750,000
Other Taxes	7,269,409	6,691,046	8,033,496	5,947,606	6,184,530
Licenses & Permits	2,318,314	2,320,724	2,434,916	3,311,566	3,317,103
Intergovernmental	5,308,381	5,390,208	6,236,660	6,481,377	6,264,604
Charges for Services	514,679	530,157	599,982	448,105	552,738
Fines, Forfeitures & Penalties	917,565	776,268	901,009	1,109,204	988,024
Rentals & Franchise	415,623	1,140,268	0	1,110,757	1,054,003
Miscellaneous/Other	1,629,767	2,084,317	1,821,327	1,234,354	1,637,649
WG&L Transfer	7,138,566	7,085,674	7,191,839	10,243,698	10,347,193
Proceeds from sale of assets	111,318	68,404	104,339	154,023	200,000
Transfer In/(Out)	(3,389,548)	(1,910,470)	(2,345,080)	(1,331,983)	(335,554)
TOTAL	46,017,116	48,148,238	49,473,773	51,073,734	53,473,768
EXPENDITURES:					
General Government	4,020,261	4,248,756	5,364,369	5,641,565	10,950,414
Human Resources Mangement	2,201,564	3,252,110	4,784,466	2,374,337	2,327,058
Finance	3,197,063	3,258,085	2,620,767	1,628,142	1,782,633
Public Safety	23,449,711	24,439,671	27,246,456	31,665,636	32,071,479
Public Works	4,150,883	5,916,288	6,532,464	2,523,604	2,321,157
Parks & Recreation	4,681,306	4,118,046	4,341,644	3,532,600	4,021,027
Community Service	272,044	341,999	336,411	1,760,468	0
TOTAL	41,972,832	45,574,955	51,226,577	49,126,352	53,473,768
EXCESS (DEFICIENCY) OF REVENUE					
OVER EXPENDITURES	4,044,284	2,573,283	(1,752,804)	1,947,382	0
FUND BALANCE					
Beginning of year July 1,	<u>17,648,026</u>	<u>21,692,310</u>	<u>24,265,593</u>	<u>22,512,789</u>	<u>24,460,171</u>
FUND BALANCE					
End of year June 30,	<u>21,692,310</u>	<u>24,265,593</u>	<u>22,512,789</u>	<u>24,460,171</u>	<u>24,460,171</u>

SPECIAL FUND REVENUES, EXPENDITURES AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
CAPITAL IMPROVEMENT					
REVENUES:					
Sales Tax	372,955	358,369	349,822	783,514	689,500
Interest Income	414,975	281,309	379,117	15,438	0
Intergovernmental	414,832	587,233	331,081	96,857	0
Transfers In	1,329,251	1,274,924	1,856,304	318,000	325,000
Transfers Out		0	(645,205)	(645,205)	0
Net Proceeds from Capital Leases	0	0	0	0	0
TOTAL	2,532,013	2,501,836	2,271,119	568,604	1,014,500
EXPENDITURES:					
Cap. Outlay	1,812,217	3,367,036	2,410,742	3,679,827	1,014,500
TOTAL	1,812,217	3,367,036	2,410,742	3,679,827	1,014,500
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	719,796	(865,200)	(139,623)	(3,111,223)	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	<u>8,289,536</u>	<u>9,009,332</u>	<u>8,144,132</u>	<u>8,004,509</u>	<u>4,893,286</u>
FUND BALANCE (DEFICIT)					
End of year June 30,	<u>9,009,332</u>	<u>8,144,132</u>	<u>8,004,509</u>	<u>4,893,286</u>	<u>4,893,286</u>
	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
DEBT SERVICE FUND					
REVENUES:					
Sales Tax	1,142,443	1,098,501	1,179,947	765,617	700,000
Interest	75,015	15	22	25	0
Intergovernmental	0	25,000	0	0	0
Transfers In	1,515,771	176,589	684,307	0	0
Transfers Out	(2,655,214)	(1,274,925)	(1,856,304)	0	0
TOTAL	78,015	25,180	7,972	765,642	700,000
EXPENDITURES:					
Principal	75,000	25,000	0	0	700,000
Interest		75	0	0	0
Other	3,000	90	7,950	3,000	0
TOTAL	78,000	25,165	7,950	3,000	700,000
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	15	15	22	762,642	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	<u>6,730</u>	<u>6,745</u>	<u>6,760</u>	<u>6,782</u>	<u>769,424</u>
FUND BALANCE (DEFICIT)					
End of year June 30,	<u>6,745</u>	<u>6,760</u>	<u>6,782</u>	<u>769,424</u>	<u>769,424</u>

SPECIAL FUND REVENUES, EXPENDITURES AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

CAD911

REVENUES:

Charges for Services	1,470,104	1,479,169	1,601,752	1,667,742	1,668,603
Other	60,018	86,612	67,510	34,047	77,508

TOTAL	1,530,122	1,565,781	1,669,262	1,701,790	1,746,111
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EXPENDITURES:

Personal Services	727,725	701,760	941,732	998,090	1,197,054
Operating Expense	509,940	508,037	466,574	422,885	549,057
Non-Operating Expense	20,100	254,945	0	0	0
Depreciation & Amortization	0	0	0	0	0

TOTAL	1,257,765	1,464,743	1,408,306	1,420,975	1,746,111
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**EXCESS (DEFICIENCY) OF REVENUE
OVER EXPENDITURES**

272,357	101,038	260,956	280,815	0
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FUND BALANCE (DEFICIT)

Beginning of year July 1,	<u>1,381,548</u>	<u>1,653,905</u>	<u>1,754,943</u>	<u>2,015,899</u>	<u>2,296,713</u>
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FUND BALANCE (DEFICIT)

End of year June 30,	<u>1,653,905</u>	<u>1,754,943</u>	<u>2,015,899</u>	<u>2,296,713</u>	<u>2,296,713</u>
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2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
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HOTEL/MOTEL FUND

REVENUES:

Hotel/Motel Tax	895,252	1,307,342	1,378,411	1,311,461	1,200,000
Operating Transfers Out	(461,862)	(590,780)	(689,206)	(699,428)	(600,000)

TOTAL	433,390	716,562	689,205	612,033	600,000
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EXPENDITURES:

Operating Expense	458,021	653,671	689,205	655,730	600,000
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TOTAL	458,021	653,671	689,205	655,730	600,000
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**EXCESS (DEFICIENCY) OF REVENUE
OVER EXPENDITURES**

(24,631)	62,891	0	(43,698)	0
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FUND BALANCE (DEFICIT)

Beginning of year July 1,	<u>227,832</u>	<u>203,201</u>	<u>266,092</u>	<u>266,092</u>	<u>222,394</u>
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FUND BALANCE (DEFICIT)

End of year June 30,	<u>203,201</u>	<u>266,092</u>	<u>266,092</u>	<u>222,394</u>	<u>222,394</u>
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SPECIAL FUND REVENUES, EXPENDITURES AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
COMMUNITY AND ECONOMIC DEVELOPMENT					
REVENUES:					
Intergovernmental	2,875,117	1,564,680	2,124,317	1,943,695	0
Charges for Services	90,021	136,681	122,368	0	834,337
Other	2,699,075	2,858,201	2,647,295	1,471,878	1,733,354
TOTAL	5,664,213	4,559,562	4,893,980	3,415,573	2,567,691
EXPENDITURES:					
Personal Services	561,150	630,871	576,642	688,517	413,468
Operating Expense	5,098,974	3,457,492	4,126,899	2,941,524	2,154,223
Depreciation & Amortization	0			0	0
TOTAL	5,660,124	4,088,363	4,703,541	3,630,041	2,567,691
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	4,089	471,199	190,439	(214,468)	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	<u>2,833,541</u>	<u>2,837,630</u>	<u>3,308,829</u>	<u>3,499,268</u>	<u>3,284,801</u>
FUND BALANCE (DEFICIT)					
End of year June 30,	<u>2,837,630</u>	<u>3,308,829</u>	<u>3,499,268</u>	<u>3,284,801</u>	<u>3,284,801</u>
	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
GRANT FUND					
REVENUES:					
Intergovernmental	2,670,579	1,642,415	622,934	454,577	565,227
Other	2,464	3,317	3,108	0	0
TOTAL	2,673,043	1,645,732	626,042	454,577	565,227
EXPENDITURES:					
Personal Services	0	0	0	0	565,227
Operating Expense	2,782,535	1,473,066	779,127	887,515	0
TOTAL	2,782,535	1,473,066	779,127	887,515	565,227
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(109,492)	172,666	(153,085)	(432,938)	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	<u>(259,505)</u>	<u>(368,997)</u>	<u>(196,331)</u>	<u>(349,416)</u>	<u>(782,354)</u>
FUND BALANCE (DEFICIT)					
End of year June 30,	<u>(368,997)</u>	<u>(196,331)</u>	<u>(349,416)</u>	<u>(782,354)</u>	<u>(782,354)</u>

SPECIAL FUND REVENUES, EXPENDITURES AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

	2006	2007	2008	2009	2010
	ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ESTIMATED
SPLOST					
REVENUES:					
Sales Tax	16,792,123	12,380,536	12,132,254	10,274,243	11,350,000
Other	214,508	613,051	836,457	438,436	0
Transfers In	0	0	0	0	0
Transfers Out	(1,475,591)	(1,323,306)	0	0	0
Issuance of Bond	0	14,000,000	0	0	0
Premium on Bond Issuance	0	236,362	0	0	0
TOTAL	15,531,040	25,906,643	12,968,711	10,712,679	11,350,000
EXPENDITURES:					
Cap. Outlay	7,025,729	15,626,588	11,918,933	13,841,002	11,350,000
Principal	0	0	1,150,000	0	0
Interest	0	198,333	778,500	0	0
Bond Issuance Cost	0	216,642	0	0	0
TOTAL	7,025,729	16,041,563	13,847,433	13,841,002	11,350,000
EXCESS (DEFICIENCY) OF REVENUE					
OVER EXPENDITURES	8,505,311	9,865,080	(878,722)	(3,128,323)	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	<u>2,239,545</u>	<u>10,744,856</u>	<u>20,609,936</u>	<u>19,731,214</u>	<u>16,602,891</u>
FUND BALANCE (DEFICIT)					
End of year June 30,	<u><u>10,744,856</u></u>	<u><u>20,609,936</u></u>	<u><u>19,731,214</u></u>	<u><u>16,602,891</u></u>	<u><u>16,602,891</u></u>

ENTERPRISE FUND REVENUES, EXPENDITURES AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
SANITARY SEWER FUND					
REVENUES:					
Charges for Services	13,784,756	14,211,264	15,074,458	14,910,130	15,312,444
Other	528,553	751,635	647,699	208,858	76,000
Transfers In / (Out)	100,000	100,000	100,000	(4,107,940)	100,000
TOTAL	14,413,309	15,062,899	15,822,157	11,011,048	15,488,444
EXPENDITURES:					
Personal Services	3,163,744	2,990,259	3,360,422	3,348,639	3,662,946
Operating Expense	4,497,083	4,494,399	4,905,906	5,739,175	10,390,466
Non-Operating Expense	2,288,939	2,495,331	2,022,114	0	0
Depreciation & Amortization	3,711,566	3,449,587	3,213,099	781,811	1,435,032
TOTAL	13,661,332	13,429,576	13,501,541	9,869,625	15,488,444
EXCESS (DEFICIENCY) OF REVENUE					
OVER EXPENDITURES	751,977	1,633,323	2,320,616	1,141,423	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	36,148,139	56,218,856	58,728,485	61,315,921	62,457,344
Contributed Capital	19,318,740	876,306	266,820	0	0
FUND BALANCE (DEFICIT)					
End of year June 30,	<u>56,218,856</u>	<u>58,728,485</u>	<u>61,315,921</u>	<u>62,457,344</u>	<u>62,457,344</u>

	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	2009 UNAUDITED	2010 ESTIMATED
SOLID WASTE FUND					
REVENUES:					
Charges for Services	7,673,397	8,144,050	8,155,002	7,962,814	8,853,527
Other	2,133	67,857	(86,918)	0	0
Transfers In / (Out)	100,000	100,000	100,000	100,000	100,000
TOTAL	7,775,530	8,311,907	8,168,084	8,062,814	8,953,527
EXPENDITURES:					
Personal Services	1,943,332	2,132,361	2,224,165	2,121,123	2,307,086
Operating Expense	4,776,434	5,031,338	5,493,237	5,537,445	6,046,197
Non-Operating Expense	50,455	8,765	3,712	0	0
Depreciation & Amortization	348,836	374,940	389,195	317,859	600,243
TOTAL	7,119,057	7,547,404	8,110,309	7,976,427	8,953,527
EXCESS (DEFICIENCY) OF REVENUE					
OVER EXPENDITURES	656,473	764,503	57,775	86,386	0
FUND BALANCE (DEFICIT)					
Beginning of year July 1,	1,967,252	2,623,725	3,388,228	3,458,889	3,545,275
Contributed Capital	0	0	12,886	0	
FUND BALANCE (DEFICIT)					
End of year June 30,	<u>2,623,725</u>	<u>3,388,228</u>	<u>3,458,889</u>	<u>3,545,275</u>	<u>3,545,275</u>

NON-MAJOR ENTERPRISE FUND REVENUE, EXPENDITURES, AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

2006	2007	2008	2009	2010
ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ESTIMATED

MUNICIPAL AUDITORIUM

REVENUES:

Charges for Services	34,693	26,732	42,388	55,763	17,125
Other	87	89	85	0	0
Transfers In	49,442	24,862	49,576	55,509	56,578
TOTAL	84,222	51,683	92,049	111,272	73,703

EXPENDITURES:

Personal Services	28,130	3,614	0	0	2,153
Operating Expense	62,747	42,541	40,832	57,458	71,550
Non-Operating Expense	0	0	0	0	0
Depreciation & Amortization	114,583	114,583	119,598	126,533	0
TOTAL	205,460	160,738	160,430	183,991	73,703

EXCESS (DEFICIENCY) OF REVENUE

OVER EXPENDITURES	(121,238)	(109,055)	(68,381)	(72,719)	0
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FUND BALANCE (DEFICIT)

Beginning of year July 1,	<u>2,987,394</u>	<u>2,866,156</u>	<u>2,885,007</u>	<u>3,134,690</u>	<u>3,061,971</u>
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Contributed Capital	<u>0</u>	<u>127,906</u>	<u>318,064</u>	<u>0</u>	<u>0</u>
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FUND BALANCE (DEFICIT)

End of year June 30,	<u><u>2,866,156</u></u>	<u><u>2,885,007</u></u>	<u><u>3,134,690</u></u>	<u><u>3,061,971</u></u>	<u><u>3,061,971</u></u>
----------------------	-------------------------	-------------------------	-------------------------	-------------------------	-------------------------

2006	2007	2008	2009	2010
ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ESTIMATED

CIVIC CENTER

REVENUES:

Charges for Services	419,460	446,822	282,776	487,292	284,545
Other	(14)	2,087	666	0	0
Transfers In	723,575	896,654	1,116,313	1,108,854	1,233,502
TOTAL	1,143,021	1,345,563	1,399,755	1,596,146	1,518,047

EXPENDITURES:

Personal Services	692,314	709,792	379,876	716,919	862,659
Operating Expense	537,184	582,979	710,126	606,795	655,388
Non-Operating Expense	0	0	0	0	0
Depreciation & Amortization	410,499	418,055	417,237	0	0
TOTAL	1,639,997	1,710,826	1,507,239	1,323,714	1,518,047

EXCESS (DEFICIENCY) OF REVENUE

OVER EXPENDITURES	(496,976)	(365,263)	(107,484)	272,432	0
--------------------------	------------------	------------------	------------------	----------------	----------

FUND BALANCE (DEFICIT)

Beginning of year July 1,	<u>10,567,927</u>	<u>11,226,270</u>	<u>10,945,894</u>	<u>11,352,534</u>	<u>11,624,966</u>
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Contributed Capital	<u>1,155,319</u>	<u>84,887</u>	<u>514,124</u>	<u>0</u>	<u>0</u>
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FUND BALANCE (DEFICIT)

End of year June 30,	<u><u>11,226,270</u></u>	<u><u>10,945,894</u></u>	<u><u>11,352,534</u></u>	<u><u>11,624,966</u></u>	<u><u>11,624,966</u></u>
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NON-MAJOR ENTERPRISE FUND REVENUE, EXPENDITURES, AND FUND BALANCES
FISCAL YEAR ENDED JUNE 30TH

2006	2007	2008	2009	2010
ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ESTIMATED

TRANSIT

REVENUES:

Charges for Services	417,598	436,988	429,695	442,728	558,172
Other	858,069	1,922,289	2,138,507	959,636	1,115,359
Transfers In	1,106,954	851,410	851,630	1,160,349	509,631
TOTAL	2,382,621	3,210,687	3,419,832	2,562,713	2,183,162

EXPENDITURES:

Personal Services	1,438,909	1,487,307	1,524,372	1,491,934	1,455,972
Operating Expense	1,299,751	1,376,228	1,397,497	1,070,779	727,190
Non-Operating Expense	23,361	11,987	6,811	0	0
Depreciation & Amortization	290,440	325,011	374,264	0	0
TOTAL	3,052,461	3,200,533	3,302,944	2,562,713	2,183,162

EXCESS (DEFICIENCY) OF REVENUE

OVER EXPENDITURES	(669,840)	10,154	116,888	0	0
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FUND BALANCE (DEFICIT)

Beginning of year July 1,	2,002,211	1,810,004	1,820,158	3,033,949	3,033,949
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Contributed Capital	477,633	0	1,096,903	0	0
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FUND BALANCE (DEFICIT)

End of year June 30,	<u>1,810,004</u>	<u>1,820,158</u>	<u>3,033,949</u>	<u>3,033,949</u>	<u>3,033,949</u>
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2006	2007	2008	2009	2010
ACTUAL	ACTUAL	ACTUAL	UNAUDITED	ESTIMATED

AIRPORT FUND

REVENUES:

Charges for Services	713,386	757,547	812,117	746,007	759,634
Other	2,184,052	3,660,823	3,666,948	2,327,332	0
Transfers In	305,668	412,375	525,652	557,682	521,186
TOTAL	3,203,106	4,830,745	5,004,717	3,631,021	1,280,820

EXPENDITURES:

Personal Services	747,121	739,527	881,633	923,931	991,556
Operating Expense	352,581	377,067	438,668	424,689	289,264
Non-Operating Expense	0	0	865,348	0	0
Depreciation & Amortization	693,903	447,727	0	664,184	0
TOTAL	1,793,605	1,564,321	2,185,649	2,012,804	1,280,820

DEFICIENCY OF REVENUE

OVER EXPENDITURES	1,409,501	3,266,424	2,819,068	1,618,217	0
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FUND BALANCE (DEFICIT)

Beginning of year July 1,	11,719,741	13,821,666	21,529,789	24,348,857	25,967,074
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Contributed Capital	692,424	4,441,699	0	0	0
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FUND BALANCE (DEFICIT)

End of year June 30,	<u>13,821,666</u>	<u>21,529,789</u>	<u>24,348,857</u>	<u>25,967,074</u>	<u>25,967,074</u>
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CITY OF ALBANY, GEORGIA
PROPERTY TAX RATES
DIRECT AND OVERLAPPING GOVERNMENTS
LAST TEN FISCAL YEARS ENDED JUNE 30

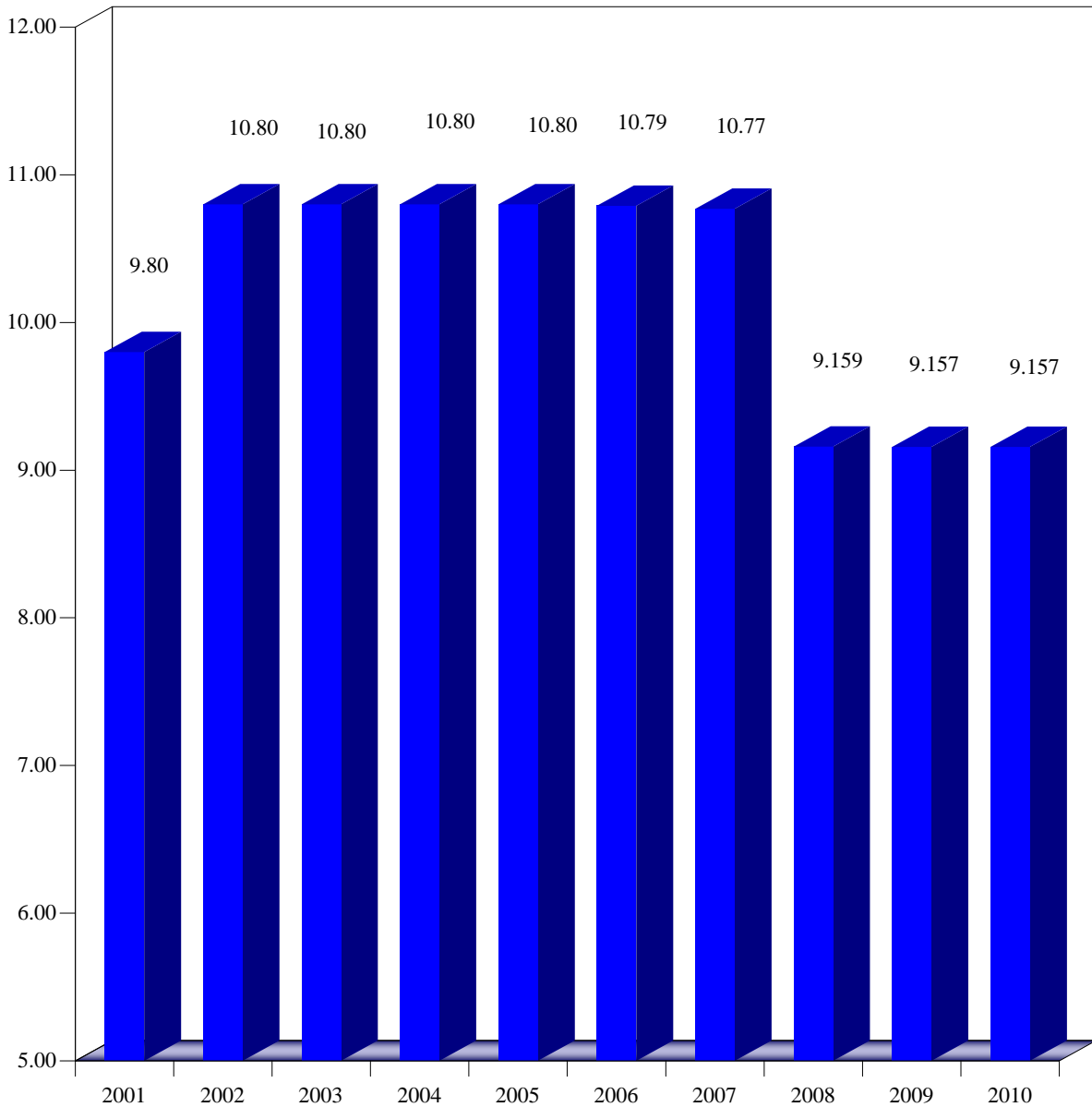
FISCAL YEAR	CITY OF ALBANY MILLAGE*			DOUGHERTY COUNTY MILLAGE*			BOARD OF EDUCATION MILLAGE*			OTHER (STATE OF GA)	TOTAL
	OPERATING	DEBT SERVICE	TOTAL CITY	OPERATING	DEBT SERVICE	TOTAL COUNTY	OPERATING	DEBT SERVICE	TOTAL SCHOOL		
2001	9.800	0.00	9.800	11.100	0.00	11.10	17.700	0.00	17.700	0.25	38.850
2002	10.800	0.00	10.800	11.100	0.00	11.10	17.700	0.00	17.700	0.25	38.850
2003	10.800	0.00	10.800	10.658	0.00	10.658	17.550	0.00	17.550	0.25	39.258
2004	10.800	0.00	10.800	10.658	0.00	10.658	19.000	0.00	19.000	0.25	40.708
2005	10.800	0.00	10.800	13.158	0.00	13.158	19.000	0.00	19.000	0.25	43.208
2006	10.790	0.00	10.790	13.158	0.00	13.158	19.000	0.00	19.000	0.25	43.198
2007	10.777	0.00	10.777	13.147	0.00	13.147	18.984	0.00	18.984	0.25	43.158
2008	9.159	0.00	9.159	11.897	0.00	11.897	18.450	0.00	18.450	0.25	39.756
2009	9.157	0.00	9.157	11.894	0.00	11.894	18.445	0.00	18.445	0.25	39.746
2010	9.157	0.00	9.157	11.894	0.00	11.894	18.445	0.00	18.445	0.25	39.746

*ONE MILL IS EQUAL TO \$1.00 PER \$1,000 OF ASSESSED VALUE

City Of Albany

FY 2001 - FY 2010

Property Tax Millage Rates



1 Mill = Approximately \$1,625,201

CITY OF ALBANY
Water, Gas and Light Support
Years Ended, June 30

	2006*	2007*	2008*	2009*	2010*
Transfer (cash & street lighting)	7,058,771	7,165,657	7,266,277	7,088,128	7,467,193
Prior Calendar Year Metered Revenue	84,750,330	86,394,726	87,942,716	88,628,008	91,033,737
Transfer Expressed as % of Revenue	7.5	7.5	7.5	7.5	7.5
Net Income (after Transfer)	(66,060)	1,719,179	182,343	275,439	1,021,384

In July 1993, the City of Albany and the Water, Gas & Light Commission entered into an agreement whereby an amount equal to 7.5% of total metered revenue for the proceeding year will be transferred to the City of Albany on an annual basis

*Includes \$750,000 of unmetered revenue

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, City's tax digest, and information on the largest taxpayers.

Principal and Interest Requirements on City's General Obligation Debt and Revenue Bonds

Following are the estimated principal and interest requirements on the City's outstanding revenue bonds and the previously issued outstanding general obligation bonds of the City for the fiscal years ending June 30, 2009 and thereafter.

Series 2002 Bonds (Civic Center)

FYE June 30th	Principal	Interest	Total
2010	1,240,000	98,720	1,338,720
2011	1,290,000	51,600	1,341,600
	<hr/>	<hr/>	<hr/>
	\$ 2,530,000	\$ 150,320	\$ 2,680,320

This bond series is scheduled to be retired using proceeds from Special Local Option Sales Tax V.

Series 2007 Bonds (SPLOSTV)

Period Ending	Principal	Interest	Total
12/01/2009		201,663	201,663
06/01/2010	4,655,000	201,663	4,856,663
12/01/2010		102,531	102,531
06/01/2011	4,825,000	102,531	4,927,531
	<hr/>	<hr/>	<hr/>
	\$ 9,490,000	\$ 608,388	\$ 10,088,388

Long-Term Lease Payments

The following table sets forth by fiscal year ending on and after June 30, 2009 the annual payments for the City's capitalized leases.

FYE	Total
2010	2,257,947
2011	1,821,035
2012	1,125,554
2013	442,584
2014	399,449
	<u>\$ 6,046,568</u>

Debt Limitation

The present constitutional limit on direct general obligation debt for the City is equivalent to ten percent of assessed valuation of taxable property for debt service purposes. The unused legal debt margin for the City after the issuance of the bonds is computed below for FY 2008 (in thousands):

Assessed Value of Taxable Property	\$1,600,741	
Add Back Exempt Property	103,518	\$1,704,259
	=====	=====
Debt Limit--10% of Assessed Value (Article IX, Section VII of the Constitution of Georgia)		\$170,426
Amount of Debt applicable to Constitutional Debt Limit, Total General Obligation Bond Debt	\$ 3,720	
Less: Assets Available for Bond Service ⁽¹⁾	<u>7</u>	<u>\$ 3,713</u>
Legal Debt Margin pursuant to Article IX, Section III of the Constitution of Georgia		\$ 166,713
		=====
Percent of Debt Limit Used		2.18%
		=====

The constitutional debt limitation applies to all direct general obligation bonds authorized. Additional general obligation bonds may be issued if so approved by a majority of those voting in an election held for that purpose. Other than the general obligation bonds described above under the caption, "Principal and Interest Requirements on City's General Obligation Debt", the City has no general obligation bonds authorized but not issued. A constitutional debt limitation of ten percent is imposed upon Dougherty County and a separate ten percent limit is imposed upon the Dougherty County School System.

(1) Source: City of Albany 2008 Comprehensive Annual Financial Report (CAFR), p. 152

Assessed and Estimated Fair Market Taxable Property Values

2009	Estimated Fair Market Value of Taxable Property	\$ 4,063,003,460
2009	Net Assessed Valuation of Taxable Property for Bond Purposes	\$ 1,625,201,384

**Computation of Direct and Overlapping Bonded Debt
General Obligation Bonds Tax Digest**

<u>Jurisdiction</u>	<u>Net General Obligation Bond Debt Outstanding 6/30/08</u>	<u>Percentage Applicable to City of Albany</u>	<u>Amount Applicable to City of Albany</u>
Direct			
City of Albany (1)	2,680,320	100.00%	\$2,680,320
Overlapping:			
Board of Education	0	0.00%	0
	-----	-----	-----
Total	<u>\$2,680,320</u>		<u>\$2,680,320</u>

 (1) These bonds are direct general obligations of the City of Albany, either directly or through leases with ADICA. Principal and interest are payable from an ad valorem tax upon all city property. Included here are bonds for Municipal Auditorium and Civic Center.

Debt and Assessed Value per Capita

Total City Debt per Capita (2)	\$ 35
Total City and Overlapping Debt per Capita (3)	\$ 28
Fair Market Value of City Taxable Property per Capita	\$53,580

 (2) Based on estimated 2008 census population of 75,831 for the City

(3) Based on estimated 2008 census population of 95,754 for the County.

Tax Collection Procedure

The Dougherty County Tax Commissioner collects ad valorem taxes that have been levied by the City. Real and personal taxes are generally billed in October of each year and are due on December 20. Interest of one percent per month is imposed on taxes not paid by their due date. Additionally, a ten percent penalty is imposed on all taxes delinquent after 90 days. Public utilities are billed in October and are due on December 20. The Tax Commissioner follows State law as it pertains to the advertisement and sale of property where taxes have been delinquent for an extended period of time. Mobile home taxes are due January 1 of each year and are payable without penalty between January 1 and May 1. Motor vehicle taxes are due on the taxpayer's birthday. As tax payments are received and properly credited by the Tax Commissioner, the applicable portion is transferred to the City.

Largest Taxpayers

The following table lists the ten largest taxpayers based on their 2008 assessed value in the City of Albany and their respective percentage of the City's total assessed valuation.

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2008 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation (1)</u>
1. Miller Coors	Brewery	53,481,660	3.32 %
2. Bell South	Utility	19,689,654	1.22 %
3. M & M Mars-Div Mars Inc	Confectioner	15,610,112	0.97 %
4. Palmyra Medical Center	Hospital	14,893,650	0.93 %
5. Albany Mall LLC/Aronov	Mall Developer	14,455,405	0.90 %
6. Bassford N L Jr	Warehousing	7,337,519	0.46 %
7. Yancy Brothers	Heavy Equipment	7,139,920	0.44 %
8. Lowe's of Albany	Retailer	6,650,954	0.41 %
9. Sam's Real Estate/Walmart	Retailer	6,187,778	0.38 %
10. Coats & Clark	Textile	6,096,579	0.38 %

(1) Based on 2008 estimated net tax digest for maintenance and operation purposes of \$ 1,608,814,644

SOURCE: Dougherty County Tax Department

Property Tax Digest Trend

The property tax digests of the City for the calendar years 2003 through 2008 are outlined on the following table. Values for real property represent all real estate less the exempt property in the city, and personal property includes motor vehicles, bank shares, inventories, aircraft, pleasure boats, industrial machinery, fixtures and equipment, farm machinery and equipment, livestock, mobile homes and public utilities. State law requires that all property assessments be at a uniform 40 percent of current market value.

Property Type	<u>2009</u>	<u>2008</u>	<u>2007</u>
Real & Personal	1,581,556,531	1,578,624,817	1,567,126,321
Motor Vehicles	139,047,600	135,044,160	131,387,780
Mobile Homes	4,638,591	4,924,971	5,386,164
Timber - 100%	0	0	63,230
Heavy Duty Equipment	<u>901,396</u>	<u>1,063,930</u>	<u>295,125</u>
Gross Digest	1,726,144,118	1,719,657,878	1,704,258,620
less:			
Exemptions (1)	<u>100,942,734</u>	<u>110,843,234</u>	<u>103,518,178</u>
Net Digest:	1,625,201,384	1,608,814,644	1,600,740,442
Property Type	<u>2006</u>	<u>2005</u>	<u>2004</u>
Real & Personal	1,313,189,390	1,289,459,081	1,261,840,820
Motor Vehicles	128,298,840	133,040,960	138,322,290
Mobile Homes	5,367,064	5,338,255	5,484,171
Timber - 100%	144,317	0	111,646
Heavy Duty Equipment	<u>1,240,984</u>	<u>1,729,718</u>	<u>524,263</u>
Gross Digest	1,448,240,595	1,429,568,014	1,323,796,748
less:			
Exemptions (1)	<u>99,744,927</u>	<u>85,823,728</u>	<u>82,486,442</u>
Net Digest:	1,348,495,668	1,343,744,286	1,323,796,748

(1) Includes certain homestead and tangible personal property exemptions. In November, 1987 voters in Dougherty County approved the exemption of certain intangible property from ad valorem taxation. Property subject to exemption primarily consists of manufacturing inventory and was phased in over 5 years. Presently, 100 percent of such property is exempt.

Source: Dougherty County Tax/Tag Office

Ad Valorem Tax Collections

The following table summarizes ad valorem tax levies and collections in the City for the fiscal years ended 1999 through 2008 (in thousands).

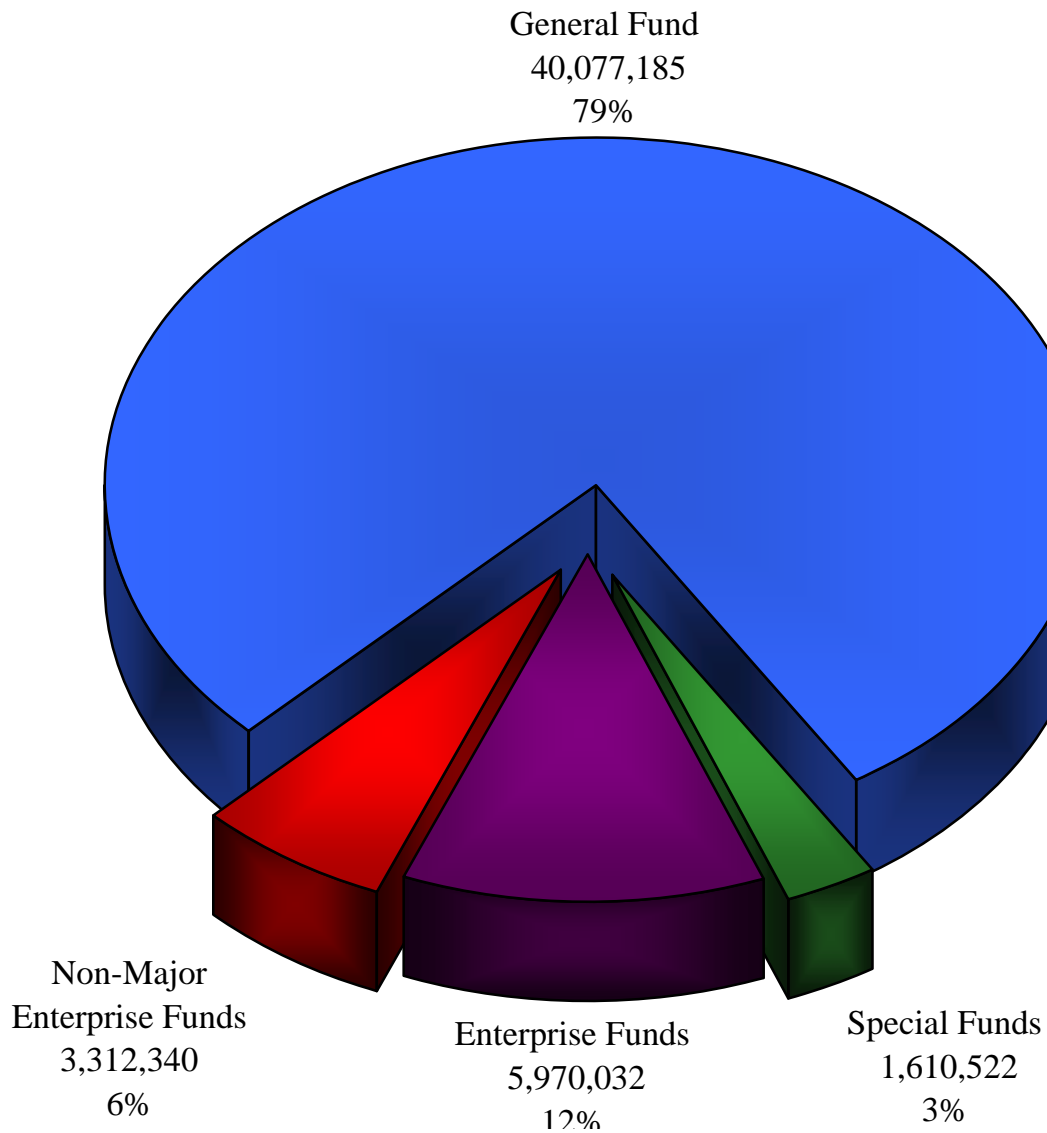
Fiscal Year	Total Tax Levy	Current Tax Collections	Delinquent Tax Collection	Total Tax Collections	Ratio of Total Tax Collections to Total Levy %
2008	\$ 13,164	\$ 12,872	0	\$ 12,872	97.78 %
2007	\$ 13,077	\$ 12,901	\$ 157	\$ 12,901	98.65 %
2006	\$ 12,988	\$ 12,791	\$ 95	\$ 12,791	98.48 %
2005	\$ 12,736	\$ 12,505	\$ 123	\$ 12,627	99.14 %
2004	\$ 12,684	\$ 12,535	\$ 63	\$ 12,596	99.31 %
2003	\$ 12,750	\$ 11,616	\$ 109	\$ 11,724	91.95 %
2002	\$ 12,261	\$ 11,896	\$ 152	\$ 12,048	98.26 %
2001	\$ 10,836	\$ 10,886	\$ 91	\$ 10,977	101.30 %
2000	\$ 10,533	\$ 10,498	\$ 93	\$ 10,591	100.55 %
1999	\$ 10,369	\$ 10,185	\$ 152	\$ 10,337	99.69 %

Source: City of Albany 2008 CAFR, Statistical Section

City Of Albany

FY 2010

Personal Services



Total Personal Services
\$50,970,079

FY 2010 Personal Services

The City of Albany's number one priority is to provide the most effective and efficient services to the citizens of Albany. The City has a dedicated work force, which consists of 917 full-time budgeted positions. Through these dedicated and motivated employees, the City provides a wide range of quality services to all citizens in our community.

The City is aware of the importance of maintaining a well-trained motivated work force and strives toward offering its employees a competitive benefit package. The City's total benefit package includes the following:

Salaries & Wages	Social Security (FICA)
Retirement Plan with Pension and Vesting Benefits	Workers' Compensation
Deferred Compensation Plan	Sick and Vacation Pay
Health and Dental Insurance	Employee Assistance Program
Life Insurance	Tuition Reimbursement Program
Cafeteria Plan	Paid Holidays

Salaries & Wages

Salaries and fringe benefits account for approximately 50% of the total operating budget. Included in the salary account are overtime pay, holiday pay, and part time help.

Retirement Plan with Pension and Vesting Benefits

A retirement plan is provided for all regular, full-time employees. All general employees contribute 4% of their gross income to the plan and the city contributes 8.9% on their behalf to the pension plan. Public Safety employees contribute 7% of their gross salary to the pension plan and the city contributes 11.9% on their behalf to the pension plan. Full-time employees are eligible for this coverage effective with their date of employment, and are also eligible for vested benefits upon completion of 10 years of service.

Deferred Compensation Plan

The City provides employees with the choice of participating in two deferred compensation plans. These plans allow an employee to make tax deferred contributions into a retirement savings account.

Health and Dental Insurance

The City of Albany allows full-time employees the opportunity to buy into a health plan, which offers health and dental insurance. The employee's coverage will start on the first day of the month following completion of one month's premium deduction from the employee's paycheck. The City pays 75% and the employee pays 25% of the monthly premium for this coverage.

Life Insurance

For full-time employees who choose to participate in the life insurance program, the City provides basic life insurance and accidental death/dismemberment (AD&D) insurance. The City pays \$.53 per \$1,000 of coverage for the life and AD&D insurance. Employees may also purchase additional life insurance coverage for which the employee pays 100% of the cost. The premium for this coverage is based on the age of the employee.

Cafeteria Plan

The City provides a Cafeteria Plan to its employees, which allows for pre-tax deductions for group insurance premiums and dependent care expenses.

Social Security (FICA)

All employees are enrolled in the Social Security Act. The City contributes the employer share of 7.65% (6.20% of an employee's salary to a maximum salary of \$102,000 for Social Security and 1.45% of all earnings for employees for Medicare).

Workers' Compensation

The City provides a self-funded Workers' Compensation program. Benefits are paid as prescribed under the State of Georgia Workers' Compensation Law. Medical care is provided through a panel of physicians selected by the City.

Sick and Vacation Pay

Sick Leave and Vacation Leave are accrued only by full-time employees in budgeted positions. All employees receive the same amount of sick leave accrual each pay period (12 days per year). Vacation leave accumulation per week is dependent upon the employees' exempt or non-exempt status along with the length of employment.

Employee Assistance Program

The City has an Employee Assistance Program for its employees and their families. The program provides free counseling services for employees and their families who are experiencing legal, emotional, financial, or other problems which may affect their job performance.

Tuition Reimbursement Program

The Tuition Reimbursement Program of the City of Albany is designed to encourage employees of the City to improve their job-related knowledge, skills, and abilities through training and/or education. Reimbursement for education that is job related shall be on a tuition reimbursable basis each year, not to exceed \$1,500 per academic year.

Paid Holidays

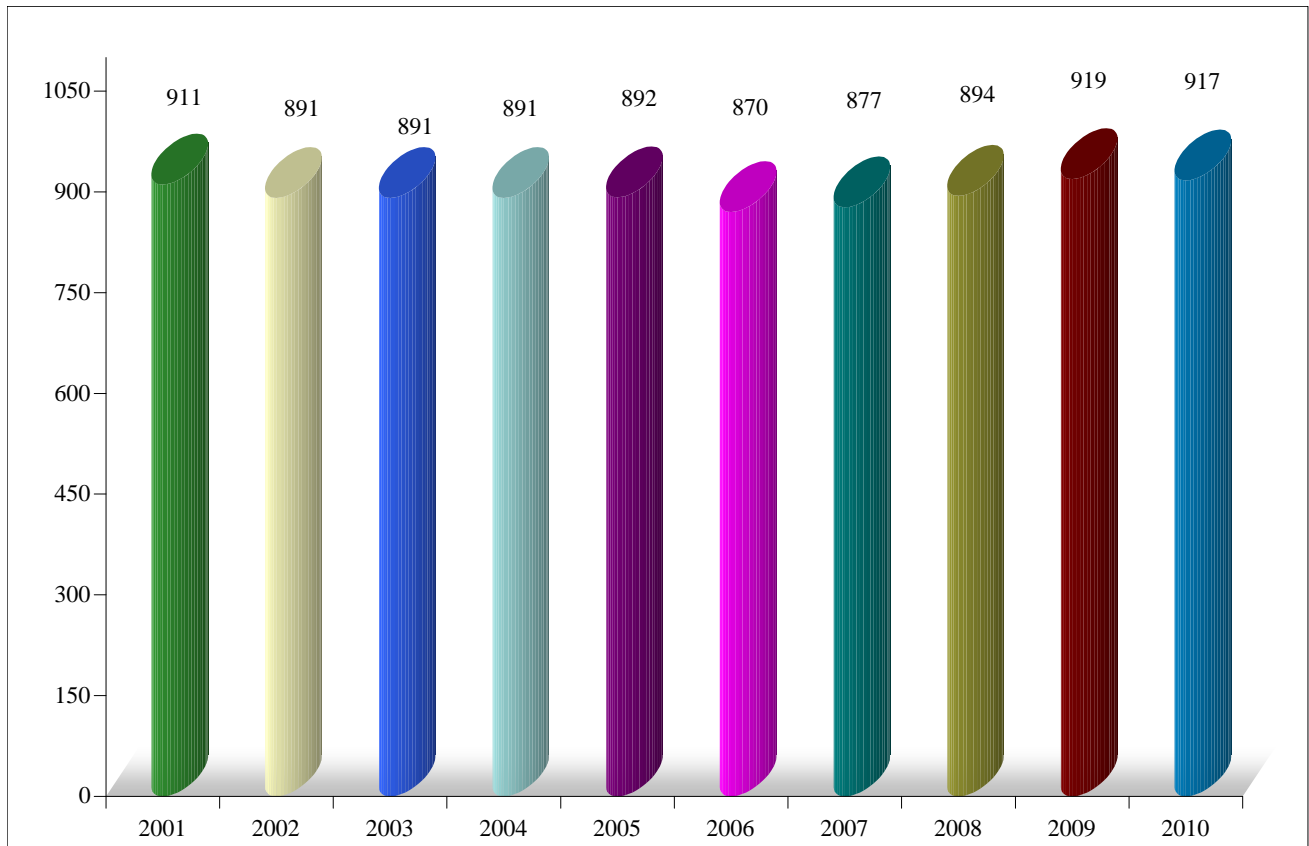
The City of Albany provides ten paid holidays each year to regular, full-time employees with benefits. These holidays include; New Year's Day (1); Martin Luther King Jr. Day (1); Memorial Day (1); Independence Day (1); Labor Day (1); Thanksgiving Day and the day after (2); Christmas Eve (1); Christmas Day (1); and one floating holiday (1).

Source: City of Albany, Human Resources Management

City Of Albany

FY 2001 - FY 2010

Summary Of Personnel Positions



PERSONNEL SUMMARY

FY 2001 - FY 2010

DEPARTMENT	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
General Government	7	7	7	7	7	5	8	8	9	9
City Attorney/Municipal Court	6	6	6	6	8	11	11	11	12	12
Human Resources Mgmt	12	12	12	12	12	11	11	11	12	12
Central Services Department	70	65	65	64	65	67	35	35	35	35
Finance	18	17	17	18	18	21	23	21	20	20
Information Technology Dept.	17	17	17	14	14	14	14	14	16	17
Police	245	234	234	234	235	222	222	223	235	235
Fire	162	174	174	174	172	172	204	212	212	212
Planning & Development Svc.	32	28	28	24	22	20	20	22	22	22
Code Enforcement	0	0	0	6	7	8	10	14	19	19
Engineering	35	31	31	32	32	31	31	31	31	31
Public Works	166	164	164	165	165	160	160	160	160	154
Recreation	61	60	60	60	60	57	57	57	60	63
Airport	17	18	18	17	17	14	14	17	17	17
Municipal Aud./Civic Center	17	17	17	17	17	16	16	17	17	17
Transit	33	29	29	29	29	29	29	29	30	30
Community & Economic Dev.	13	12	12	12	12	12	12	12	12	12
Total	911	891	891	891	892	870	877	894	919	917
Population (Estimate) *	76,711	76,326	76,103	75,758	75,630	75,374	75,799	75,831	75,831	75,831
Employees/1000	11.9	11.6	11.7	11.8	11.8	11.5	11.5	11.8	12.1	12.1

General Government consists of:

City Manager's Office	5	5	5	5	5	3	6	6	7	7
City Clerk's Office	2	2	2	2	2	2	2	2	2	2

* Source: Population Estimates Program, Population Division, U.S. Census Bureau, Washington, DC 22023, <http://www.census.gov/popest/cities/cities.html>

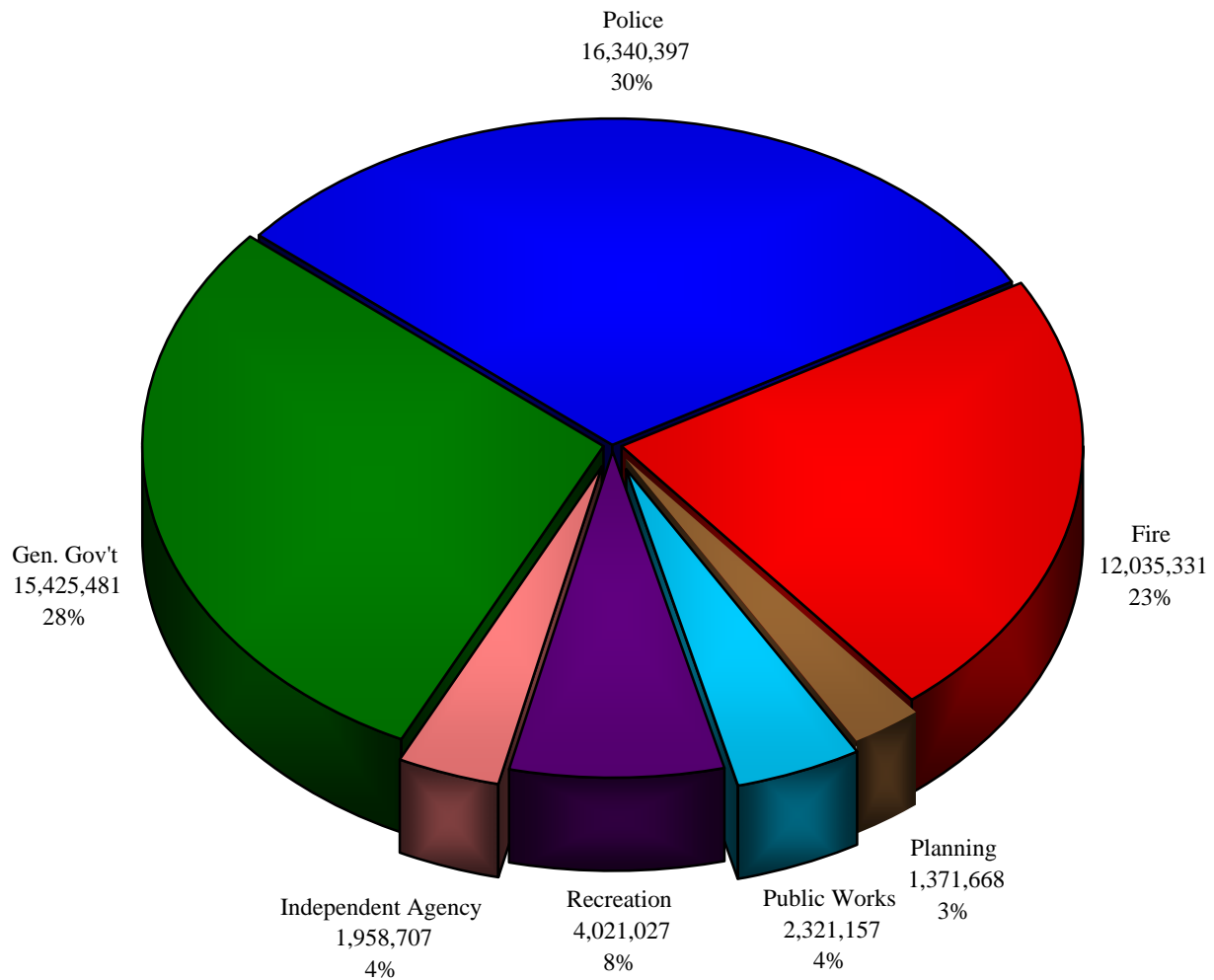


City of Albany

General Fund

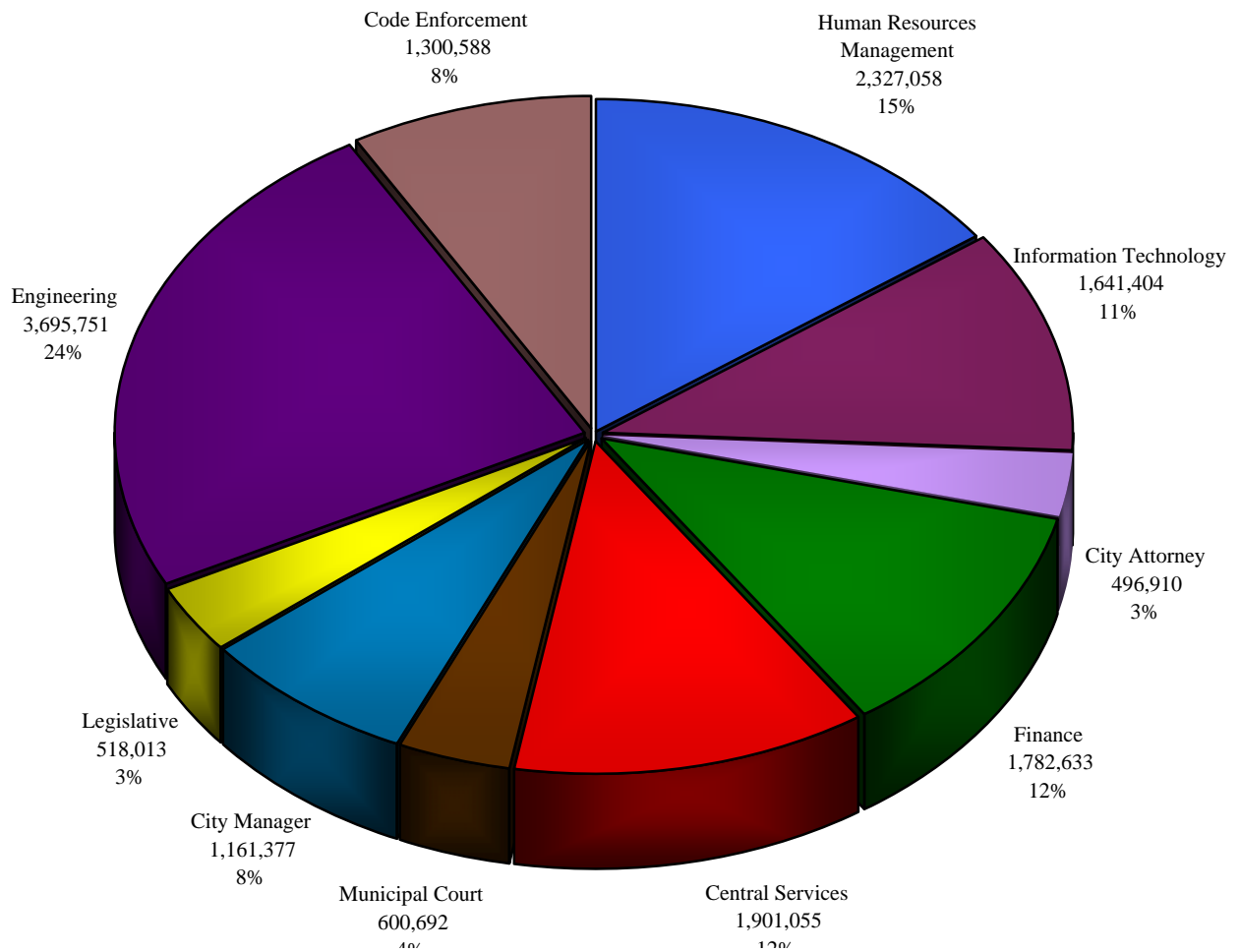
Annual Budget FY 2010

City of Albany FY 2010 General Fund Expenditures



Total General Fund Expenditures
\$53,473,768

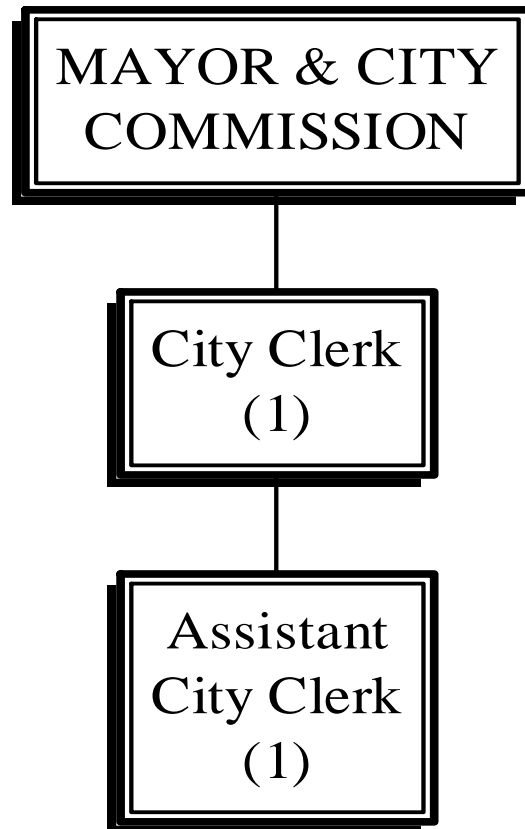
City of Albany FY 2010 General Government



Total Expenditures
\$15,425,481

Legislative

Dept 1



LEGISLATIVE*DESCRIPTION*

The City Clerk's principal duty is to keep and maintain an index of the original ordinances and resolutions adopted by the Board of City Commissioners on file. The City Clerk attends all of the Board of City Commissioners' meetings to keep the minutes and records. The City Commission meets on the fourth Tuesday of the month at 8:00 p.m. in Room 100. All meetings are held in the Government Center at 222 Pine Avenue, Albany, Georgia. This office also has custody and charge of all records, books, and papers belonging to the City. The Clerk attests to and affixes the City's Official Seal to all deeds, leases, and other instruments executed by the Board.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	119,367	140,856	140,327
OPERATING EXPENSE	131,979	128,675	177,063
CAPITAL OUTLAY	0	0	0
TOTAL	251,346	269,531	317,390
FULL TIME POSITIONS	2	2	2

Class Title

City Clerk	1	1	1
Assistant City Clerk	1	1	1
TOTAL	2	2	2

LEGISLATIVE				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
100				
7110	Regular Wages	89,821	91,850	91,850
7130	Temporary Help	0	20,280	16,250
7210	W/C Insurance	293	0	0
7220	Tuition Reimbursement	0	1,500	0
7260	FICA Matching	6,755	8,578	8,270
7270	Pension Matching	7,995	8,174	8,176
7280	Insurance Matching	14,503	10,474	15,781
7510	Professional Services	52,345	15,500	74,080
7512	Technical Services	1,500	13,000	16,100
7550	Communications	2,981	3,500	3,200
7570	Advertising	1,969	4,000	2,500
7600	Travel	6,767	6,500	6,500
7630	Train/Cont. Education	3,979	2,000	2,000
7880	Maint: Mach/Imp/Tools	1,519	3,500	2,000
7990	Dues and Fees	22,398	33,000	30,500
8010	Supplies	6,106	8,000	6,500
8016	Small Equipment	3,371	5,000	3,500
8017	Printing	828	2,500	1,500
8018	Books & Subscriptions	432	500	500
8020	Photography	855	500	500
8052	Rent	22,570	25,175	22,683
8150	Food	4,359	6,000	5,000
	TOTAL, GENERAL FUND:	251,346	269,531	317,390

CITY COMMISSION

DESCRIPTION

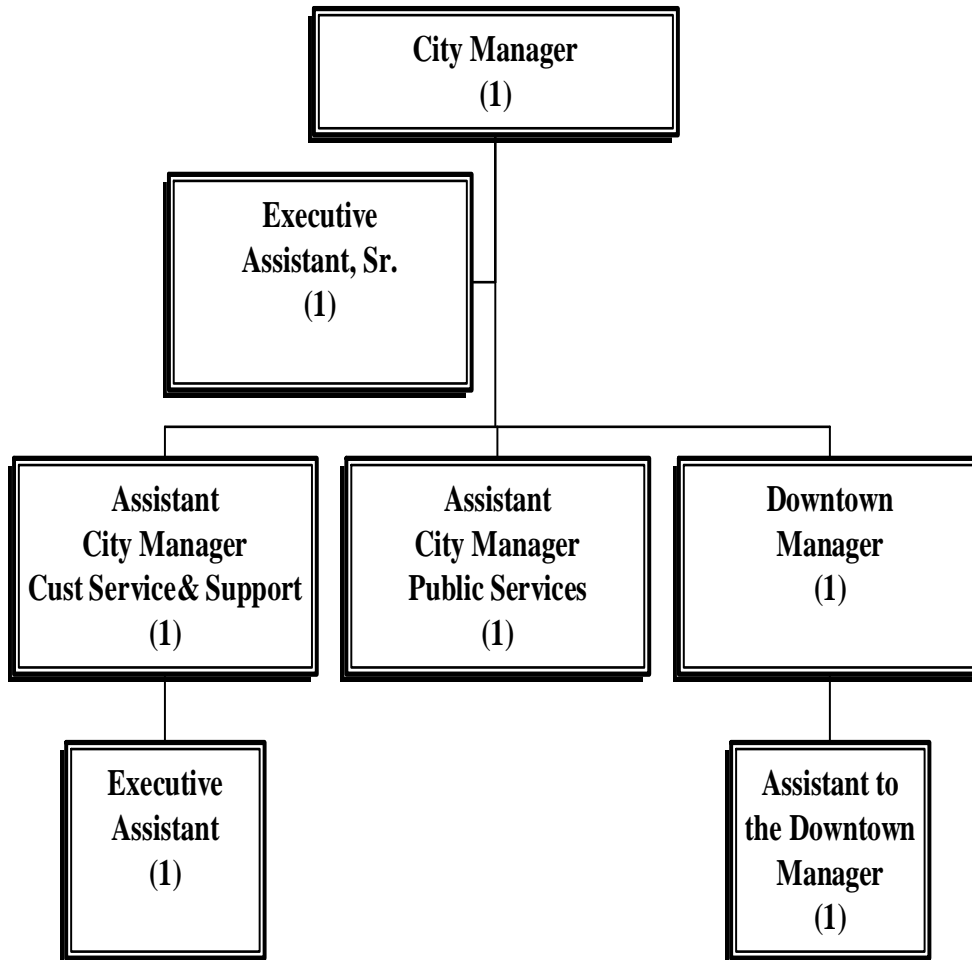
The Board of City Commissioners consists of seven elected members, a Mayor and six Commissioners. The Mayor is elected at-large while the Commissioners are elected by wards. The City Commission makes policy decisions concerning all City Departments, passes ordinances and resolutions, and raises revenue as necessary. The Commission meets in work sessions on the first and third Tuesdays of the month at 8:30 a.m. to consider agenda items. Recommendations from these work sessions are sent to the entire City Commission for consideration. The City Commission meets on the fourth Tuesday of the month at 8:00 p.m. in Room 100. All meetings are held in the Government Center at 222 Pine Avenue, Albany, Georgia.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	104,697	139,957	145,623
OPERATING EXPENSE	34,535	55,000	55,000
CAPITAL OUTLAY	0	0	0
TOTAL	139,232	194,957	200,623
FULL TIME POSITIONS	0	0	0

CITY COMMISSION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
101				
7132	Elected Officials	82,678	115,000	115,000
7210	W/C Insurance	277	0	0
7260	FICA Matching	5,803	0	8,798
7280	Insurance Matching	15,939	24,957	21,825
7999	Comm. Exp Allocation	34,535	55,000	55,000
	TOTAL, GENERAL FUND:	139,232	194,957	200,623

City Manager's Office

Dept 2



CITY MANAGER'S OFFICE

DESCRIPTION

The City Manager is responsible for the management and direction of all activities of the City Government as outlined in the City Charter, Code of Ordinances, and as directed by the Board of City Commissioners. The City Manager is also responsible for the preparation, implementation, and control of the annual budget. In addition to the management of the Departments and Agencies of the City, the City Manager coordinates areas of common concern with other governmental units and community interest groups. The duties and responsibilities of the office are set forth in Section IV of the City Charter.

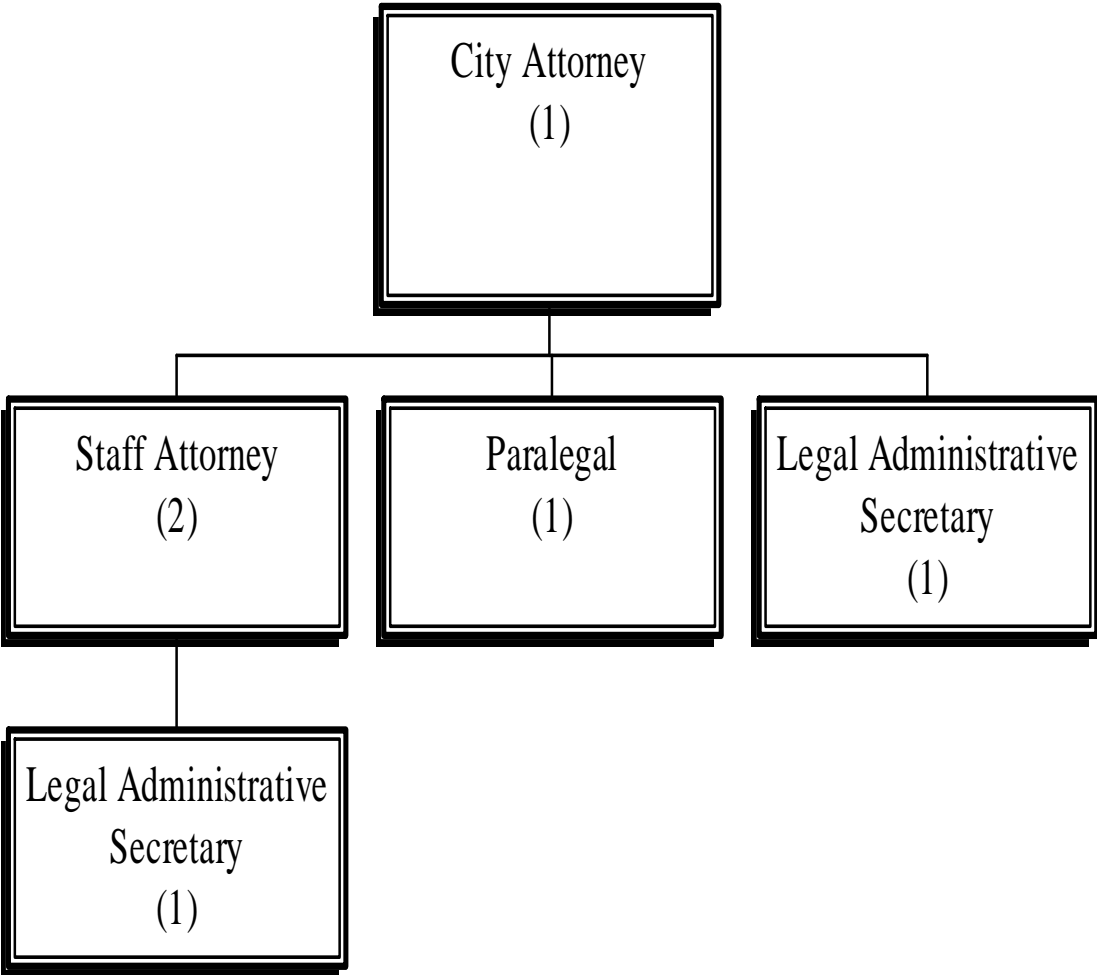
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	494,982	607,528	639,346
OPERATING EXPENSE	406,968	578,496	522,031
CAPITAL OUTLAY	0	0	0
TOTAL	901,950	1,186,024	1,161,377
FULL TIME POSITIONS	5	7	7

Class Title

City Manager	1	1	1
Asst. City Manager, Customer Service & Support	1	1	1
Asst. City Manager, Public Services	1	1	1
Executive Assistant, Sr.	1	1	1
Executive Assistant	1	1	1
Assistant to the Downtown Manager	0	1	1
Downtown Manager	0	1	1
TOTAL	5	7	7

CITY MANAGER'S OFFICE				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
201.				
7110	Regular Wages	403,285	495,012	516,146
7120	Overtime	33	0	0
7130	Temporary Help	5,169	0	0
7210	W/C Insurance	1,343	0	0
7260	FICA Matching	29,353	37,868	39,485
7270	Pension Matching	35,571	44,056	45,937
7280	Insurance Matching	20,228	30,592	37,778
7510	Professional Services	154,632	171,150	182,817
7550	Communications	9,120	6,250	6,250
7570	Advertising	2,926	1,000	0
7600	Travel	11,932	4,880	4,880
7610	Mileage	0	0	9,100
7630	Train/Cont. Education	2,875	2,500	2,000
7860	Maint: Buildings	64,313	35,000	35,560
7880	Maint: Mach/Imp/Tools	8,188	8,000	6,100
7990	Dues and Fees	5,023	6,565	6,565
7995	Contingency	113,885	300,000	220,000
8009	Licenses (CDL,CPA,Etc.)	0	2,300	2,300
8010	Supplies	1,995	4,500	3,000
8016	Small Equipment	4,272	1,500	500
8017	Printing	3,581	8,136	4,136
8018	Books and Subscriptions	668	540	540
8052	Rent	22,570	25,175	37,683
8150	Food	988	1,000	600
	TOTAL, GENERAL FUND:	901,950	1,186,024	1,161,377

City Attorney
Dept 3



CITY ATTORNEY

DESCRIPTION

To promote and protect the interests of the City of Albany by providing quality legal services to the Mayor and Board of Commissioners as well as to the City Manager and Department Heads. The City Attorney is available to review and/or draft contracts, leases, ordinances, resolutions, to conduct real estate closings, and to handle condemnations and annexations. In May 2005, Ordinance 06-103 began to apply a new State Law on nuisance abatements. Those matters are now part of the City Attorney's Office.

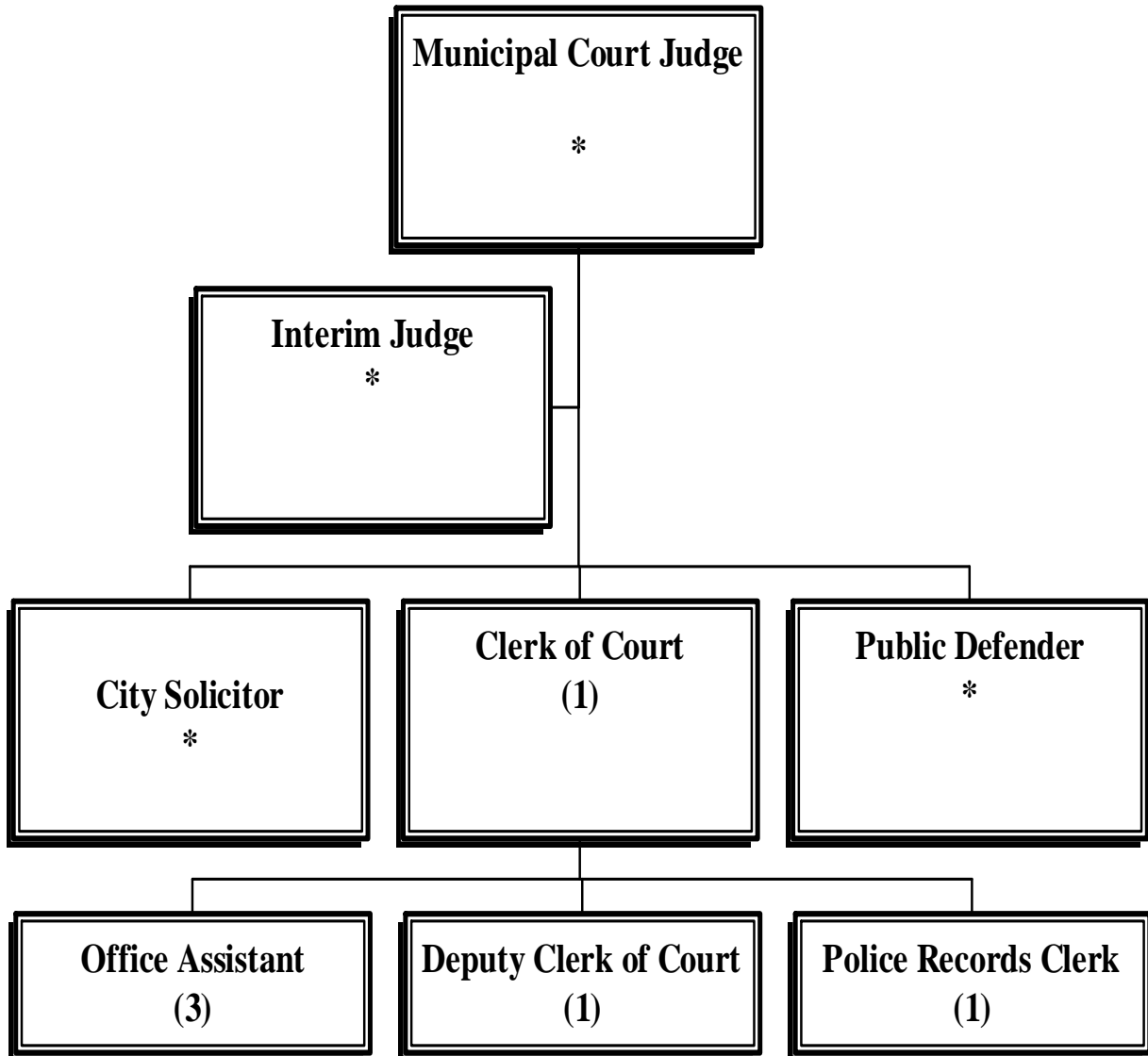
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	338,218	431,776	394,270
OPERATING EXPENSE	39,514	114,375	102,640
CAPITAL OUTLAY	0	0	0
TOTAL	377,732	546,151	496,910
FULL TIME POSITIONS	5	6	6

Class Title

City Attorney	1	1	1
Staff Attorney	1	2	2
Paralegal	1	1	1
Legal Administrative Secretary	2	2	2
TOTAL	5	6	6

CITY ATTORNEY				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
300.				
7110	Regular Wages	276,927	345,317	318,945
7210	W/C Insurance	708	0	0
7220	Tuition Reimbursement	160	2,000	0
7260	FICA Matching	20,893	26,417	24,399
7270	Pension Matching	24,514	30,733	28,386
7280	Insurance Matching	15,016	27,309	22,540
7510	Professional Services	8,305	40,000	45,000
7512	Technical Services	3,728	2,500	8,500
7550	Communications	1,921	4,000	4,000
7570	Advertising	3,787	4,000	4,000
7600	Travel	2,069	10,000	7,000
7610	Auto Allowance	2,400	2,400	2,400
7630	Train/Cont. Education	2,754	7,000	6,000
7880	Maint: Mach/Imp/Tools	1,540	4,000	3,000
7990	Dues and Fees	1,815	5,000	3,000
8010	Supplies	2,149	4,000	4,000
8016	Small Equipment	2,694	21,735	7,000
8017	Printing	164	1,500	1,500
8018	Books and Subscriptions	6,109	8,000	7,000
8150	Food	79	240	240
	TOTAL, GENERAL FUND:	377,732	546,151	496,910

**MUNICIPAL COURT OFFICE
DEPT 4**



* Appointed

MUNICIPAL COURT

DESCRIPTION

The Municipal Court is a misdemeanor court that has jurisdiction over City Ordinance violations and State and Local traffic offenses. Specific type cases handled by the court include routine traffic offenses, driving under the influence of alcohol, possession and consumption by a minor, truancy and curfew violations, possession of marijuana less than an ounce, firearms violations, nuisance and abatement cases, animal control citations, false alarm, and lot cleaning cases. The court is also responsible for entering citations and case dispositions and forwarding entries to the Department of Public Safety. Court sessions begin at 8:30 a.m. and are held Monday, Wednesday, Thursday, and Friday. Animal Control, Lot Cleaning, and False Alarm Cases are held on the fourth Tuesday of each month. Nuisance and Abatement dockets are heard on the fourth Thursday of each month. Jail arraignments are held on Monday, Wednesday, and Friday at 7:30 a.m. at the Dougherty County Jail. The court contracts with a probation office to supervise programs on probation that require probation revocation hearings, signing of arrest warrants, and probation violation petitions.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	213,184	223,461	266,926
OPERATING EXPENSE	302,925	322,797	333,766
CAPITAL OUTLAY	0	0	0
TOTAL	516,109	546,258	600,692
FULL TIME POSITIONS	6	6	6

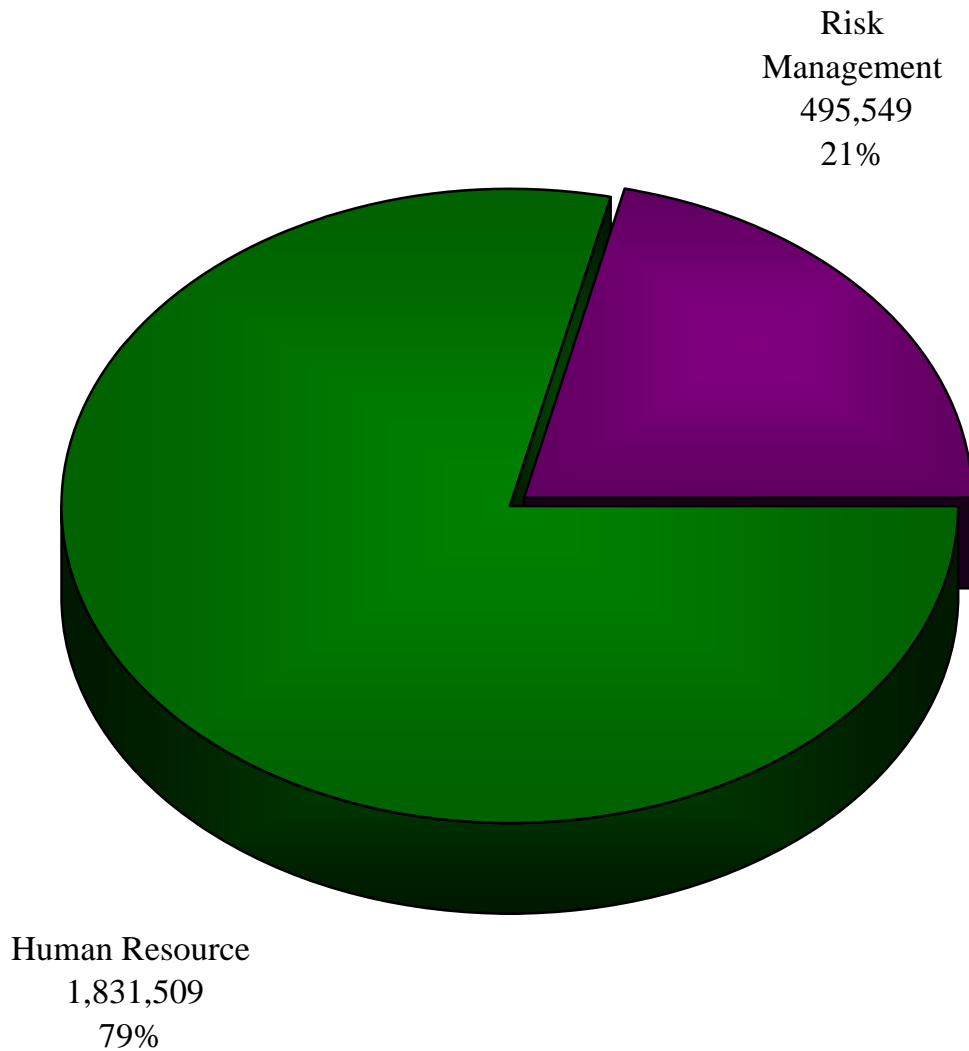
Class Title

Municipal Court Clerk	1	1	1
Deputy Clerk of Court	1	1	1
Police Records Clerk	1	1	1
Office Assistant	3	3	3
TOTAL	6	6	6

MUNICIPAL COURT				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
400.				
7110	Regular Wages	138,977	144,216	144,973
7120	Overtime Wages	12,387	5,000	9,000
7130	Temporary Help	0	5,850	13,105
7210	W/C Insurance	495	0	0
7220	Tuition Reimbursement	0	1,000	0
7260	FICA Matching	11,008	11,863	12,781
7270	Pension Matching	12,504	12,834	13,704
7280	Insurance Matching	37,813	42,698	73,363
7510	Professional Services	145,113	167,005	160,000
7513	Administrative Services	95,670	96,449	110,000
7550	Communications	628	2,500	2,000
7570	Advertising	0	1,000	1,000
7600	Travel	998	3,860	2,000
7630	Train/Cont. Education	515	1,810	2,000
7880	Maint: Mach/Imp/Tools	13,871	7,970	8,000
7990	Dues and Fees	30	500	600
8010	Supplies	4,351	4,000	4,500
8016	Small Equipment	14,703	4,000	4,000
8017	Printing	998	2,000	3,000
8018	Books & Subscription	0	200	600
8052	Rent	25,921	31,338	35,941
8110	Fuel	0	40	0
8150	Food	127	125	125
	TOTAL, GENERAL FUND:	516,109	546,258	600,692

City Of Albany
Adopted Budget
FY 2010

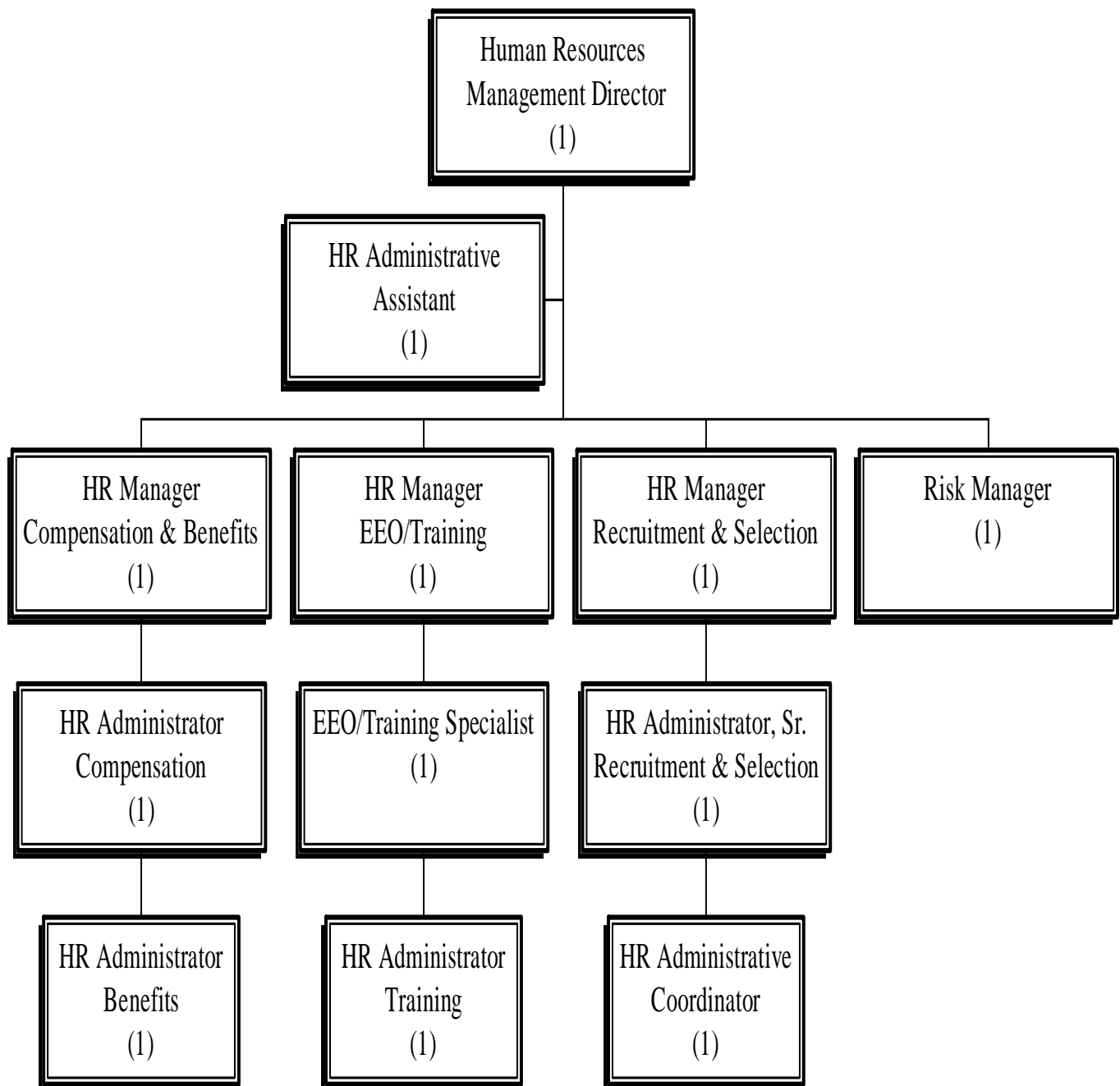
Human Resource Management Department



Total Expenditures
\$2,327,058

Human Resources Management Department

Dept 10



HUMAN RESOURCES MANAGEMENT DEPARTMENTAL SUMMARY

DESCRIPTION

The Human Resources Management Department is a centralized unit which formulates, maintains, administers, implements, and monitors the Human Resources Management System (HRMS) which governs the Policies and Procedures affecting all employees and retirees of the City of Albany. The Risk Management Department is governed by the Human Resource Director and managed by a Risk Manager. This department plans, organizes, implements, and monitors a comprehensive loss control program for the City of Albany.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,655,297	1,877,468	1,593,275
OPERATING EXPENSE	4,070,447	1,626,645	733,783
CAPITAL OUTLAY	0	0	0
TOTAL	5,725,744	3,504,113	2,327,058
FULL TIME POSITIONS	12	12	12

HUMAN RESOURCES MANAGEMENT

DESCRIPTION

The Human Resources Management Department is a centralized unit which formulates, maintains, administers, implements, and monitors the Human Resources Management System (HRMS) which governs the Policies and Procedures affecting all employees and retirees of the City of Albany. This department provides organizational support, training, counseling, advisement, and administrative assistance in the areas of Recruitment & Selection, Compensation and Benefits, and Organization & Employee Development. The specific responsibilities of this department include recruitment, pre-screening and applicant referral, equal employment compliance reviews, salary and wage administration, maintenance and security for all official human resources files and records, health and life insurance, and other benefits for employees and retirees, providing training and career development opportunities, and the administration of the Human Resources Management System.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,611,064	1,837,037	1,558,842
OPERATING EXPENSE	3,173,402	744,786	272,667
CAPITAL OUTLAY	0	0	0
TOTAL	4,784,466	2,581,823	1,831,509
FULL TIME POSITIONS	11	11	11

Class Title

Director, Human Resources Management	1	1	1
HR Manager, Compensation & Benefits	1	1	1
HR Manager, Recruitment & Selection	1	1	1
EEO/Training Specialist	0	1	1
Human Resources Administrator Training	1	1	1
Human Resources Administrative Coordinator	2	2	2
Human Resources Administrator (Comp)	1	1	1
Human Resources Administrator (Benefits)	1	1	1
HR Manager, EEO/Training	1	1	1
Human Resources Administrator, Sr. (R&S)	1	1	1
Human Resources Technician	1	0	0
TOTAL	11	11	11

HUMAN RESOURCES MANAGEMENT				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1000				
7110	Regular Wages	479,556	491,587	482,782
7120	Overtime	42	0	1,500
7130	Temporary Help	4,314	12,480	0
7210	W/C Insurance	1,591	0	0
7220	Tuition Reimbursement	4,433	3,000	50,000
7260	FICA Matching	34,461	38,561	37,048
7270	Pension Matching	42,910	43,751	43,101
7275	Retiree Insurance	915,097	1,100,000	800,000
7280	Insurance Matching	66,094	75,658	72,411
7285	LTD Insurance Matching	62,566	72,000	72,000
7510	Professional Services	165,969	77,140	35,600
7513	Admin Services	20,696	33,600	33,600
7514	Contract Labor	0	0	10,000
7550	Communications	4,474	10,940	5,500
7570	Advertising	0	2,500	1,000
7600	Travel	3,297	6,840	6,840
7630	Train/Cont. Education	5,123	11,900	11,900
7640	Training Development	21,407	27,000	3,000
7700	Insurance	2,893,870	500,000	100,000
7870	Maintenance: Motor Equipment	872	1,200	1,400
7880	Maint: Mach/Imp/Tools	11,283	10,081	10,081
7990	Dues & Fees	1,950	1,525	1,525
8010	Supplies	6,628	17,000	10,000
8016	Small Equipment	2,750	4,500	4,100
8017	Printing and Binding	842	2,000	2,000
8018	Books and Subscriptions	997	1,500	1,500
8052	Rent	32,309	34,010	32,821
8110.01	Motor Fuel - Gasoline	787	400	800
8150	Food	148	2,650	1,000
TOTAL, GENERAL FUND:		4,784,466	2,581,823	1,831,509

RISK MANAGEMENT*DESCRIPTION*

Plans, organizes, implements, and monitors a comprehensive loss control program for the City. Identifies, analyzes, and evaluates risks and potential losses to the City as they relate to insurance, safety, and claims. Recommends and assists in the negotiation and selection of insurance programs for the City. Negotiates the adjustment of all insured and uninsured losses. Monitors the safety program of the City to ensure its uniform application and shall make recommendations as needed. Participates in the investigation of accidents and injuries and prepares material and evidence for use by the City in hearings, lawsuits, and insurance investigations. Inspects City facilities to assess existing or potential accident and health hazards and recommends corrective or preventive measures as needed.

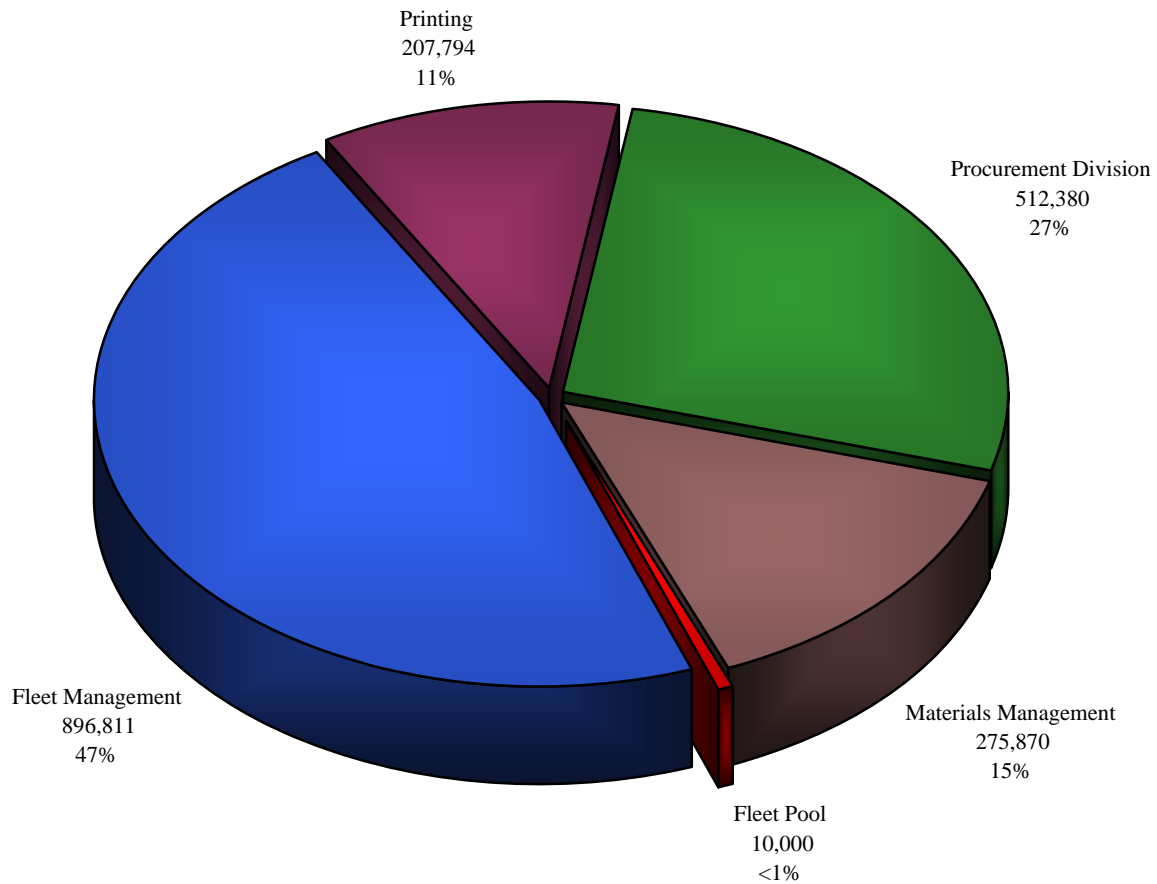
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	44,233	40,431	34,433
OPERATING EXPENSE	897,045	881,859	461,116
CAPITAL OUTLAY	0	0	0
TOTAL	941,278	922,290	495,549
FULL TIME POSITIONS	1	1	1

Class Title

Risk Manager	1	1	1
TOTAL	1	1	1

RISK MANAGEMENT				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1003				
7110	Regular Wages	34,807	30,676	25,468
7260	FICA Matching	4,314	2,347	1,948
7270	Pension Matching	3,069	2,730	2,267
7280	Insurance Matching	1,854	4,678	4,750
7510	Professional Services	23,485	156	4,156
7550	Communications	2,646	1,990	1,990
7600	Travel	2,778	1,800	1,800
7630	Train/Cont. Education	2,745	3,650	3,650
7700	Insurance	822,000	822,600	411,300
7870	Maint: Motor Equipment	352	300	450
7880	Main: Mach/Imp/Tools	8,667	3,465	3,465
7990	Dues and Fees	2,060	2,820	2,820
8009	Licenses	0	30	30
8010	Supplies	13,560	19,000	8,900
8016	Small Equipment	0	1,500	1,500
8017	Printing	317	250	550
8018	Books and Subscriptions	0	481	481
8052	Rent	17,520	19,717	17,424
8110	Motor Fuel	336	600	600
8150	Food	579	3,500	2,000
TOTAL, GENERAL FUND:		941,278	922,290	495,549

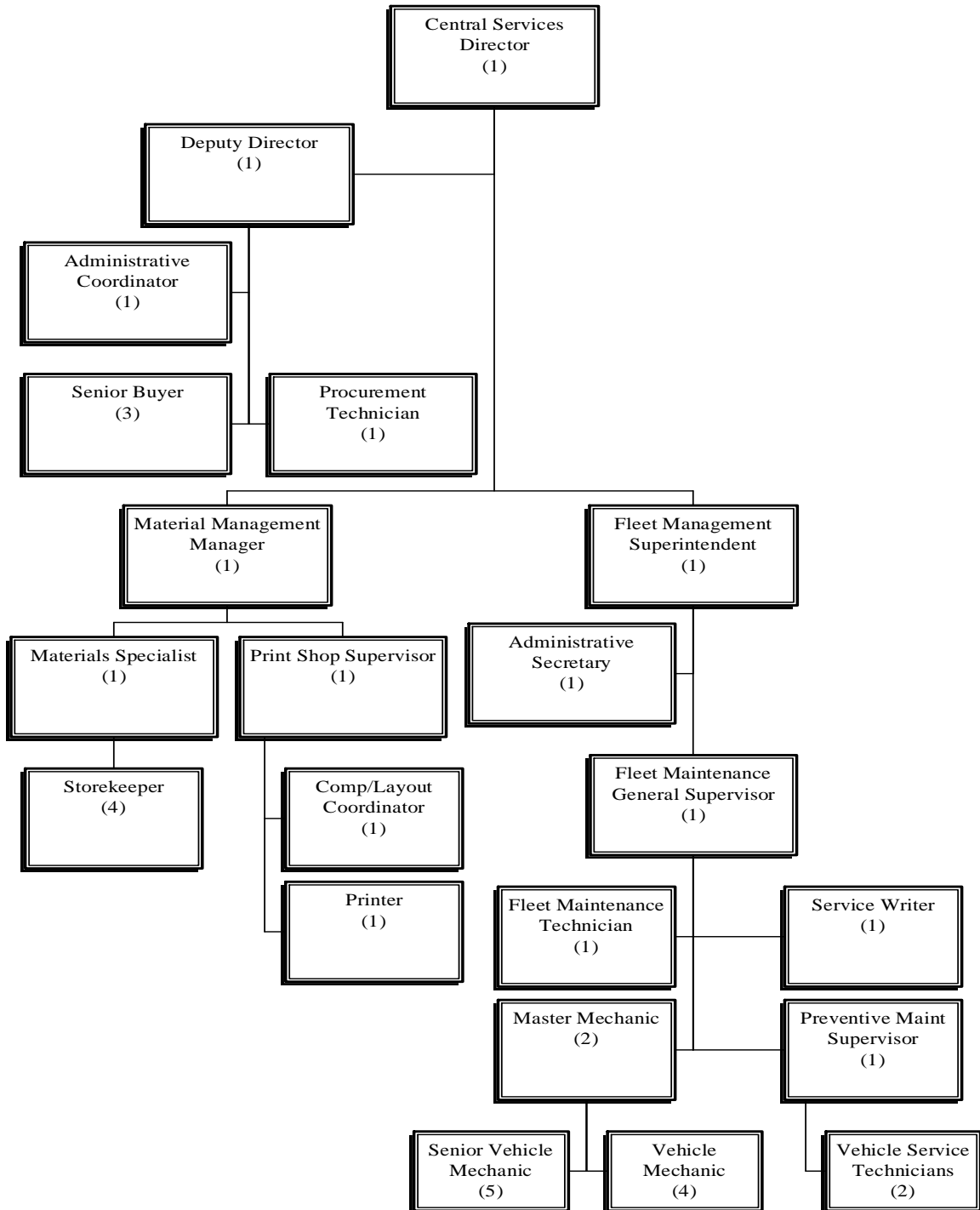
City of Albany
Adopted Budget
FY 2010
Central Services Department



Total Expenditures
\$1,901,055

Central Services Department

Dept 11



CENTRAL SERVICES DEPARTMENTAL SUMMARY

DESCRIPTION

The Central Services Department provides support services to all City departments, and to Dougherty County departments as requested. The Department is responsible for the acquisition, storekeeping, and disposal of supplies and equipment; printing operations; fleet management and maintenance. Central Services is comprised of three divisions: **Procurement**, which houses Administrative employees; **Materials Management**, which includes the General Storeroom, Auto Parts Storeroom, Surplus, and Printing; and **Fleet Management**, which includes Pool Vehicles.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,441,109	1,581,895	1,581,750
OPERATING EXPENSE	467,063	463,053	319,305
CAPITAL OUTLAY	0	0	0
TOTAL	1,908,172	2,044,948	1,901,055
FULL TIME POSITIONS	35	35	35

PERFORMANCE MEASURES

See individual divisions for performance measures.

CENTRAL SERVICES DEPARTMENT
ADMINISTRATION AND PROCUREMENT DIVISION

MISSION

To provide centralized procurement of all equipment, supplies and services necessary for the operation of the City; to initiate and administer all contracts; to support all City departments with product/service information, specifications and standards; and to advise on all procedures, policies and laws (codes, rules and regulations relevant to procurement). To advise management on trends, developments and problems related to goods and services that may affect the various departments of the City.

Goals And Objectives

Goal 1: Acquire quality goods, services and materials in a timely manner.

Objective 1: Process 85% of purchase requisitions received within 3 days.

Objective 2: Increase standardization of repetitive items.

Goal 2: Acquire quality goods, services and materials at the best cost.

Objective 3: Provide contracts for large usage pricing (economy of scale.)

Objective 4: Obtain formal and informal bids/proposals as appropriate to achieve optimum cost effectiveness.

Goal 3: Enhance customer service delivery.

Objective 5: Provide yearly policies & procedures training for user departments

Objective 6: Conduct yearly Open House event to educate vendors, user departments, and the general public about our operation.

CENTRAL SERVICES DEPARTMENT
ADMINISTRATION AND PROCUREMENT DIVISION

Performance Measures

	FY '08		FY '09		FY '10
<u>Workload Measures</u>	Adopted	Actual	Adopted	Projected	Base
❑ Value of all purchase orders (millions)	32	32	30	15	15
❑ Value of formal bid awards (millions)	12	14	15	10	10
❑ Quantity bid invitations sent to DBE vendors	570	1349	1400	800	800
❑ Quantity purchase requisitions completed	1,000	1330	1000	1000	1000
<u>Efficiency Measures</u>					
❑ Quantity purchase orders issued by Procurement	1,500	898	1500	1000	1000
❑ Quantity blanket PO usage	11,500	9793	8600	6000	6000
❑ Quantity field PO usage	2,300	2230	1800	2500	2500
❑ Quantity formal bid requests issued	80	81	70	65	65
❑ Average time in days to complete purchase requisition	4	5	4	5	5
❑ Quantity DBE vendor response	40	108	80	70	70
<u>Effectiveness Measures</u>					
❑ Estimated savings from formal bidding (millions)	2.0	1.6	1.5	3.0	3.0
❑ Quantity of contracts in force	350	235	235	233	100
❑ Purchase requisition completion time:					
Percentage 3 days or less	80	81	85	85	85
Percentage 10 days or less	90	87	93	93	93
❑ Quantity DBE vendor bid awards	22	34	18	16	16

CENTRAL SERVICES - ADMINISTRATION / PROCUREMENT DIVISION

DESCRIPTION

Administration directs and furnishes support for the three service divisions by planning, implementing policies and procedures, budgeting and staff assistance. The function of the Procurement Division is to provide centralized purchasing of all equipment supplies and services necessary to operate the City; initiate and administer all contracts; support all departments with product/service information, specifications, standards, and advise on procedures, policy and law; advise management on trends, developments and problems related to goods and services that may affect the various departments of the City.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	407,326	422,878	413,344
OPERATING EXPENSE	225,817	234,073	99,036
CAPITAL OUTLAY	0	0	0
TOTAL	633,143	656,951	512,380
FULL TIME POSITIONS	7	7	7

Class Title

Director, Central Services	1	1	1
Deputy Director, Central Services	1	1	1
Administrative Coordinator	1	1	1
Buyer, Senior	3	3	3
Procurement Technician	1	1	1
TOTAL	7	7	7

CENTRAL SERVICES - ADMINISTRATION / PROCUREMENT DIVISION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1100				
7110	Regular Wages	313,305	318,664	315,529
7210	W/C Insurance	1,968	0	0
7260	FICA Matching	22,875	24,378	24,138
7270	Pension Matching	26,936	28,361	28,082
7280	Insurance Matching	42,242	51,475	45,595
7510	Professional Services	18	100	100
7512	Technical Services	441	2,500	0
7513	Administrative Services	167,812	169,981	40,000
7514	Contract Labor	3,227	0	0
7550	Communications	4,325	4,000	4,000
7570	Advertising	800	3,000	1,500
7600	Travel	1,933	3,500	3,500
7630	Train/Cont. Education	2,275	4,200	4,200
7880	Maint: Mach/Imp/Tools	3,374	3,700	3,700
7990	Dues and Fees	1,500	1,335	1,335
8009	Licenses	1,870	400	2,150
8010	Supplies	1,587	2,000	2,000
8016	Small Equipment	738	1,000	1,000
8017	Printing and Binding	540	400	500
8018	Books and Subscriptions	187	200	200
8052	Rent	33,102	36,557	33,651
8110	Gasoline	149	200	200
8150	Food	1,939	1,000	1,000
	TOTAL, GENERAL FUND	633,143	656,951	512,380

CENTRAL SERVICES PRINTING DIVISION**MISSION**

The primary function of the Printing Division is to do quality printing for all City and County Departments and a few independent agencies at an economical price and in a timely manner. This includes layout and design of brochures, forms, letterheads, and registered color work. Time and materials are charged out for each job, thereby generating revenue to offset these expenditures.

Goals and Objectives

Goal 1: To continue to provide services to the City and County at a reduced cost while maintaining quality and turnaround time.

Objective 1: To economically produce high quality printed materials with a turn-around time of 2 to 7 working days.

Objective 2: Conduct cost-effectiveness survey with area print shops.

Goal 2: To attend training seminars, shows and classes.

Objective 3: To insure that personnel are kept updated on technological advances in the printing industry.

Goal 3: To insure the health and safety of the Printing Division personnel.

Objective 4: Insure safety of personnel by following proper work procedures and through the use of safety equipment.

CENTRAL SERVICES PRINTING DIVISION**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Average number of jobs produced per month	100	95	100	95	95
❑ New forms designed	1,050	1115	1050	905	905
❑ Press reproductions (millions)	2.1	1.9	2.1	2.0	2.0
❑ Ikon 1050 reproductions	800,000	947,759	850,000	804,963	804,963
❑ Color copies	30,780	18,239	20,000	20,714	20,714
❑ Punched 3 hole / 2 hole	153,537	191,221	154,000	188,345	160,000
❑ Collated by hand or machine	68,000	147,149	75,000	75,000	75,000
❑ Xante Negatives	150	81	80	83	80

Efficiency Measures

❑ Average number of days to complete job	3	3	3	3	3
❑ Computer training classes attended	4	4	3	2	0

Effectiveness Measures

❑ Percentage of jobs completed by deadline	100	100	100	100	100
❑ Number of work-related accidents	0	0	0	0	0
❑ Cost Comparison vs. Private Sector Results of survey % lower	5	5	6.5	7.9	2

CENTRAL SERVICES - PRINTING DIVISION*DESCRIPTION*

The primary function of the Printing Division is to do quality printing for all City and County Departments and a few independent agencies at an economical price and in a timely manner. This includes layout and design of brochures, forms, letterheads, and registered color work. Time and materials are charged out for each job thereby generating revenue to offset these expenditures.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	135,240	139,332	141,230
OPERATING EXPENSE	101,457	70,364	66,564
CAPITAL OUTLAY	0	0	0
TOTAL	236,697	209,696	207,794
FULL TIME POSITIONS	3	3	3

Class Title

Print Shop Supervisor	1	1	1
Composing & Layout Coordinator	1	1	1
Printer	1	1	1
TOTAL	3	3	3

CENTRAL SERVICES - PRINTING DIVISION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1102.				
7110	Regular Wages	105,472	108,271	109,566
7210	W/C Insurance	1,520	0	0
7260	FICA Matching	7,784	8,283	8,382
7270	Pension Matching	9,354	9,635	9,751
7280	Insurance Matching	11,110	13,143	13,531
7510	Professional Services	54	150	150
7550	Communications	208	400	300
7600	Travel	417	1,030	1,000
7630	Train/Cont. Education	795	1,500	1,500
7880	Maint: Mach/Imp/Tools	12,971	17,306	15,820
7990	Dues and Fees	207	240	240
8009	Licenses	557	0	0
8010	Supplies	1,598	500	500
8016	Small Equipment	441	3,487	1,500
8018	Books and Subscriptions	199	225	225
8050	Rental of Equipment	16,558	19,050	19,050
8052	Rent	21,131	26,476	26,279
8080	Supplies for Resale	46,321	0	0
TOTAL, GENERAL FUND:		236,697	209,696	207,794

CENTRAL SERVICES MATERIALS MANAGEMENT DIVISION**MISSION**

To maintain supplies, tools and auto parts for all departments of the City, as well as for Dougherty County and Water, Gas and Light, when requested. Provide oversight of the Print Shop. Receive and store surplus materials and equipment. Prepare and operate the City's annual auction and monitor expendable inventory throughout the City.

Goals and Objectives

Goal 1: Provide prompt, efficient service.

Objective 1: Satisfy customer demands in a timely manner.

Goal 2: Stock appropriate materials and parts.

Objective 2: Have high demand items in stock when required by users.

Goal 3: Acquire materials and parts at best quantity and best cost.

Objective 3: Order stock at appropriate re-order point.

Objective 4: Purchase stock at best quantity to receive best pricing for users.

Goal 4: Properly manage surplus property.

Objective 5: Maintain, redistribute or dispose of surplus vehicles, equipment, tools and furnishings in a manner that best benefits the City.

CENTRAL SERVICES MATERIALS MANAGEMENT DIVISION**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Number of tickets – Auto Parts	13,527	12,234	11,218	12,479	12,479
❑ Number of tickets – Storeroom	1,425	1,470	1,514	1,499	1,499
❑ Number of line items issued – Auto Parts	13,527	12,234	11,218	12,479	12,479
❑ Number of line items issued – Storeroom	3,586	3,570	3,705	3,641	3,641
❑ Number of surplus items sold	50	47	50	60	60

Effectiveness Measures

❑ Number of items stocked – Auto Parts	16,660	14,435	1,199	14,146	14,146
❑ Number of items stocked – Storeroom	209	205	207	200	200
❑ Value of items stocked – Auto Parts (thousands)	149	104	129	101	101
❑ Value of items stocked - Storeroom (thousands)	56	49	54	48	48
❑ Value of surplus sold (thousands)	380	107	330	110	110

CENTRAL SERVICES - MATERIALS MANAGEMENT DIVISION*DESCRIPTION*

The Materials Management Division maintains supplies and tools for all Departments of the City, as well as Dougherty County and Water, Gas and Light, when requested. Maintains fuel dispensing system records for all city vehicles, ice machines, and fork lifts. Receives, stores and disposes of surplus materials and equipment. Monitors expendable inventory throughout the City.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	212,270	249,805	244,065
OPERATING EXPENSE	23,899	34,750	31,805
CAPITAL OUTLAY	0	0	0
TOTAL	236,169	284,555	275,870
FULL TIME POSITIONS	6	6	6

Class Title

Materials Manager	1	1	1
Storekeeper	4	4	4
Materials Specialist	1	1	1
TOTAL	6	6	6

CENTRAL SERVICES - MATERIALS MANAGEMENT DIVISION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1104.				
7110	Regular Wages	151,122	171,576	174,527
7120	Overtime Wages	0	2,000	2,000
7210	W/C Insurance	3,710	0	0
7230	Uniforms	1,705	2,000	2,000
7260	FICA Matching	10,930	13,279	13,504
7270	Pension Matching	13,335	15,448	15,711
7280	Insurance Matching	31,468	45,502	36,323
7510	Professional Services	305	500	500
7550	Communications	2,154	4,000	3,000
7600	Travel	0	1,000	1,000
7630	Train/Cont. Education	403	2,100	1,000
7860	Maint: Buildings	213	1,000	1,000
7870	Maint: Motor Equipment	6,538	8,000	8,000
7880	Maint: Mach/Imp/Tools	1,425	3,950	3,300
7900	Utilities	4,662	6,000	5,500
7990	Dues and Fees	0	0	205
8009	Licenses	742	0	800
8010	Supplies	1,415	2,300	1,600
8016	Small Equipment	1,200	200	200
8110	Motor Fuel	4,193	5,000	5,000
8150	Food	649	700	700
	TOTAL, GENERAL FUNI	236,169	284,555	275,870

CENTRAL SERVICES FLEET MANAGEMENT DIVISION - MAINTENANCE**MISSION**

Fleet Management provides total fleet management services to the entire city with the exception of the Transit Department and the Water, Gas, and Light Commission. In addition, Fleet Management provides limited support services to Dougherty County. The division is responsible for evaluating and writing specifications for new equipment and vehicles. The division is also responsible for assuring the safety and serviceability of over 1,000 units of vehicles and equipment. The units are entered into our Fleet Management Software System upon delivery and monitored to determine their useful life span.

Goals and Objectives

Goal 1: To provide better communication between Fleet Management and all other departments.

Objective 1: This will allow Fleet to better understand the tasks performed by other departments and help in understanding specific needs of all involved when purchasing equipment and supplying reports.

Goal 2: Cross training of all personnel.

Objective 2: To require personnel training in various tasks so Fleet Management can continue to operate efficiently when faced with unseen factors. (i.e. sickness, loss of personnel)

Goal 3: The Division will continue to attach the quality control tags on vehicles serviced. This will allow the customer to become more familiar with the personnel in the shop, therefore putting names with faces.

Objective 3: This will continue to show vehicles were handled with pride, so if a problem should occur, the mechanic servicing a vehicle is ready to assist the customer. The mechanic also assumes more responsibility in the customer satisfaction process. This should help to maintain at least 90% satisfaction rate.

Goal 4: Continue our working relations with Procurement on techniques for applying value points to service history on bid evaluations.

Objective 4: This will benefit the City of Albany, by helping to ensure the purchase of quality equipment and service

Goal 5: Continue to work with IT Department to develop an accurate, user-friendly Fleet Software System.

Objective 5: To provide more detailed, accessible, easily read reports, and to assist other departments in their budget process. To become efficient with the new E-1 software system.

Goal 6: Provide a quarterly report to all departments on the condition of the vehicles they utilize. This will help identify patterns of possible misuse.

Objective 6: This should help identify possible misuse of a particular unit so the department can take action to help reduce unnecessary repair costs.

CENTRAL SERVICES FLEET MANAGEMENT DIVISION - MAINTENANCE**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Number of repairs	8,000	6,632	6,000	7,051	6,000
❑ Number of outside repairs	2,000	1,298	1,520	1,382	2,000
❑ Number of performed P. M's.	1,500	779	1,200	1,134	1,500
❑ Number of service calls	180	307	280	502	400
<u>Efficiency Measures</u>					
❑ Average down-time of vehicles (minutes)	60	45	45	45	60
❑ Average billable hours per day per mechanic (4.0 hours)	5	4.6	5	5.7	5
❑ Average time per service call (minutes)	60	60	45	60	60
❑ Number of unscheduled repairs	6,000	5,200	5,400	5,500	5,000
❑ In house labor savings in dollars	225,000	406,539	293,000	511,430	300,000
❑ Total billable hours (dollars)	450,000	650,208	560,000	825,925	900,000
❑ Outside repair cost	400,000	877,732	396,000	433,500	400,000

CENTRAL SERVICES - FLEET MANAGEMENT DIVISION - MAINTENANCE*DESCRIPTION*

The primary function of the Fleet Management Division is to provide high quality specifications for all vehicle and equipment purchases and assure the safety and serviceability of over 1,000 vehicles and equipment to support City operational efforts in a cost-effective manner. Responsibilities include preparing a variety of reports, processing invoices, monitoring compliance with vendor contracts associated with fleet maintenance, inspecting and generating specifications for new vehicles, evaluating vehicle usage, scheduling and performing preventive maintenance and repairs to all city vehicles. Duties also include stocking and maintaining the fuel management system which consists of two sites that deliver several thousands of gallons of fuel monthly and tracks our preventive maintenance; maintaining a motor pool of vehicles for use by other departments or divisions; and responding to emergency situations twenty-four hours a day.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	686,273	769,880	783,111
OPERATING EXPENSE	105,802	113,866	113,700
CAPITAL OUTLAY	0	0	0
TOTAL	792,075	883,746	896,811
FULL TIME POSITIONS	19	19	19

Class Title

Vehicle Service Technician	2	2	2
Vehicle Mechanic	4	4	4
Vehicle Mechanic, Sr.	6	5	5
Master Vehicle Mechanic	1	2	2
Preventive Maintenance Supervisor	1	1	1
Administrative Secretary	1	1	1
Fleet Maintenance General Supervisor	1	1	1
Fleet Management Superintendent	1	1	1
Service Writer	1	1	1
Fleet Management Technician	1	1	1
TOTAL	19	19	19

CENTRAL SERVICES - FLEET MANAGEMENT DIVISION - MAINTENANCE				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1107.				
7110	Regular Wages	511,605	587,604	604,339
7120	Overtime Wages	1,085	1,800	1,800
7130	Temporary Help	101	0	0
7210	W/C Insurance	17,159	0	0
7230	Uniforms	6,193	8,000	6,000
7220	Tuition Assistance	0	2,000	0
7260	FICA Matching	37,567	45,089	46,370
7270	Pension Matching	45,544	52,457	53,946
7280	Insurance Matching	67,019	72,930	70,656
7510	Professional Services	332	1,066	900
7514	Contract Labor	333	0	0
7550	Communications	4,379	4,000	4,000
7600	Travel	2,417	2,000	2,000
7630	Train/Cont.Education	3,978	6,000	6,000
7860	Maint: Buildings	8,702	9,000	9,000
7870	Maint: Motor Equipment	2,344	4,000	4,000
7880	Maint: Mach/Imp/Tools	18,452	22,000	22,000
7900	Utilities	20,040	20,000	20,000
7990	Dues and Fees	480	1,000	1,000
8009	Licenses	1,384	0	0
8010	Supplies	8,238	8,800	8,800
8016	Small Equipment (\$1,000 Max)	25,885	25,000	25,000
8017	Printing	687	900	900
8018	Books & Subscriptions	557	600	600
8110	Motor Fuel	6,124	8,000	8,000
8150	Food	1,470	1,500	1,500
TOTAL, GENERAL FUND:		792,075	883,746	896,811

CENTRAL SERVICES - FLEET MANAGEMENT DIVISION - POOL CARS

DESCRIPTION

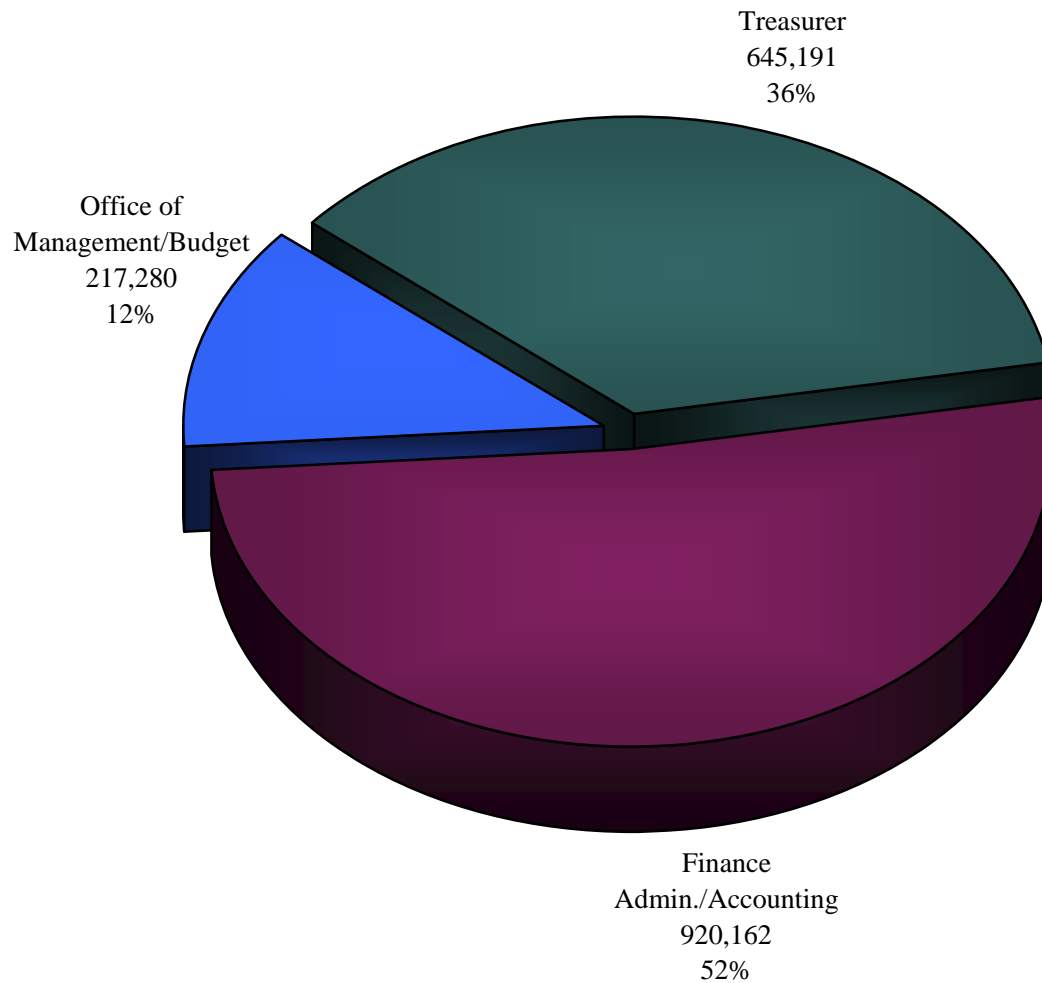
The Motor Vehicle Pool's function is to provide the City with a centrally located pool of vehicles and equipment for special or occasional use including out-of-town travel, special projects, and programs.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	5,044	10,000	8,200
CAPITAL OUTLAY	0	0	0
TOTAL	5,044	10,000	8,200
FULL TIME POSITIONS	0	0	0

CENTRAL SERVICES - FLEET MANAGEMENT DIVISION - POOL CARS

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1108.				
7870	Maint: Pool Vehicle	2,598	5,000	5,700
8110	Motor Fuel	2,446	5,000	2,500
	TOTAL, GENERAL FUND:	5,044	10,000	8,200

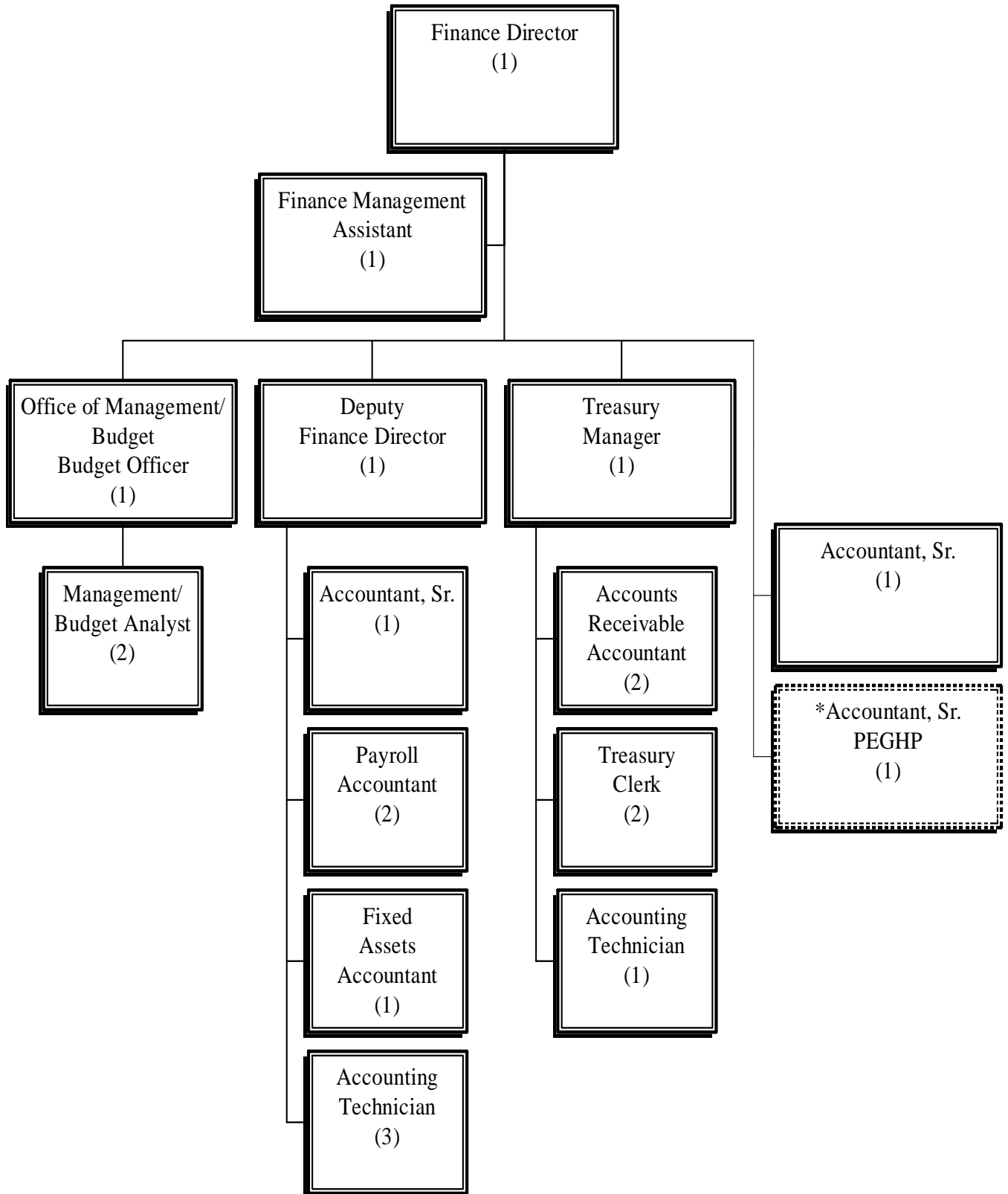
City of Albany
Adopted Budget
FY 2010
Finance Department



Total Expenditures
\$1,782,633

Finance Department

Dept 15



*Accountant, Sr. PEGHP is housed in the PEGHP fund

FINANCE DEPARTMENTAL SUMMARY

DESCRIPTION

The Finance Department is responsible for safeguarding the fiscal integrity of the City of Albany through the development and implementation of sound financial policies and practices. The Finance Department is responsible for three divisions - the Administration and Accounting Division, the Office of Management and Budget (OMB), and the Treasurer Division.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	965,851	1,144,559	1,115,094
OPERATING EXPENSE	860,192	731,878	667,540
CAPITAL OUTLAY	0	0	0
TOTAL	1,826,043	1,876,437	1,782,634
FULL TIME POSITIONS	20	21	21

FINANCE/ ADMINISTRATION-ACCOUNTING DIVISION

DESCRIPTION

This division supervises, coordinates, and directs all the financial operations of the City Government. These operations include: the accounting for all disbursements coordinated with the City Manager, the preparation and administration of the annual budget, administering the retirement system and the Public Employees Group Health Plan. This department also serves as advisor to the City Manager and City Commission on matters related to finance. This office coordinates audits performed by Independent Certified Public Accountants, and Federal and State Auditors.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	560,563	689,425	676,765
OPERATING EXPENSE	475,824	320,646	243,397
CAPITAL OUTLAY	0	0	0
TOTAL	1,036,387	1,010,071	920,162
FULL TIME POSITIONS	11	13	13

<u>Class Title</u>			
Finance Director	1	1	1
Deputy Finance Director	1	1	1
Finance Management Assistant	1	1	1
Accounting Technician, Sr.	1	2	2
Accounting Technician	1	2	2
Internal Auditor	1	0	0
Accountant, Sr.	2	1	2
Accountant	1	2	2
Accounting Manager - City	1	1	0
Accountant , Sr. PEGHP*	1	1	1
Fixed Assets Accountant	0	1	1
TOTAL	11	13	13

* Partially funded by PEGHP

FINANCE/ ADMINISTRATION-ACCOUNTING DIVISION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1501.				
7110	Regular Wages	424,571	507,322	504,947
7120	Overtime Wages	8,972	4,160	6,000
7130	Temporary Help	6,766	16,000	8,000
7210	W/C Insurance	1,442	0	0
7220	Tuition Reimbursement	810	3,000	0
7260	FICA Matching	31,727	40,352	39,699
7270	Pension Matching	36,873	45,522	45,475
7280	Insurance Matching	49,402	73,069	72,644
7510	Professional Services	116,364	123,000	118,000
7512	Technical Services	675	0	0
7513	Administrative Services	21,620	54,500	40,000
7514	Contract Labor	21,915	13,600	3,000
7550	Communications	10,166	5,000	6,000
7570	Advertising	290	0	0
7600	Travel	3,062	3,000	2,000
7630	Train/Cont. Education	5,257	10,000	7,000
7870	Maint: Motor Equipment	2,919	1,800	2,000
7880	Maint: Mach/Imp/Tools	10,494	9,000	10,000
7990	Dues and Fees	224,939	40,000	2,000
8010	Supplies	10,970	10,000	10,000
8016	Small Equipment	6,902	8,000	3,500
8017	Printing	2,445	3,000	3,200
8018	Books & Subscriptions	303	500	500
8050	Equipment Rental	4,183	2,336	2,500
8052	Rent	30,745	34,010	31,197
8110	Motor Fuel	499	900	500
8150	Food	2,076	2,000	2,000
TOTAL, GENERAL FUND:		1,036,387	1,010,071	920,162

FINANCE/ OFFICE OF MANAGEMENT/BUDGET

DESCRIPTION

The Office of Management/Budget (OMB), a division of the Finance Department, administers broad responsibilities in two critical areas: budget and management analysis with the overall objective of enhancing departmental productivity and performances. The OMB assists the City Manager in the preparation and administration of the annual operating budget. This includes developing budget procedures, analyses of all departmental budget requests, monitoring revenue collection and departmental spending. To improve operational effectiveness and efficiency, the OMB also conducts various types of operational analysis and appraisals including operational reviews, staffing studies, research and, work on special projects as designated by the City Manager.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	189,128	194,239	204,206
OPERATING EXPENSE	12,500	16,191	13,074
CAPITAL OUTLAY	0	0	0
TOTAL	201,628	210,430	217,280
FULL TIME POSITIONS	4	3	3

<u>Class Title</u>			
Management/Budget Officer	1	1	1
Management/Budget Analyst, Sr	1	0	0
Management/Budget Analyst	1	2	2
Property Control Officer	1	0	0
TOTAL	4	3	3

FINANCE/ OFFICE OF MANAGEMENT/BUDGET				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1502				
7110	Regular Wages	140,468	140,639	142,532
7130	Temporary Help	4,716	0	0
7210	W/C Insurance	478	0	0
7220	Tuition Assistance	0	4,500	0
7260	FICA Matching	10,337	10,759	10,904
7270	Pension Matching	12,360	12,516	12,685
7280	Insurance Matching	20,769	25,825	38,085
7510	Professional Services	38	1,141	1,000
7512	Technical Services	2,401	0	0
7550	Communications	1,198	1,050	1,000
7600	Travel	2,582	2,000	2,000
7630	Train/Cont. Education	1,777	4,500	1,500
7990	Dues and Fees	260	600	700
8010	Supplies	895	1,500	1,500
8016	Small Equipment	0	900	600
8017	Printing	2,898	4,500	4,774
8018	Books and Subscriptions	451	0	0
TOTAL, GENERAL FUND:		201,628	210,430	217,280

FINANCE/ TREASURER DIVISION*DESCRIPTION*

The primary function of the Treasurer Division of the Finance Department is the collection of all funds due to the City from taxes, street and sewer improvement assessments, occupational taxes, alcohol I.D. cards, taxi permits, solicitors permits, adult entertainment permits, bonds and fines, lot cleaning billings, special pickups, Community Development loans and rental collections, delinquent revenue accounts, and miscellaneous income. All departments/divisions of the City submit their daily monetary reports to this office, where the reports are categorized and become part of the overall Treasurer's daily report. All receipts are processed for accounting and bank deposits are made daily. County business license fees and street improvement assessments are also collected by this division

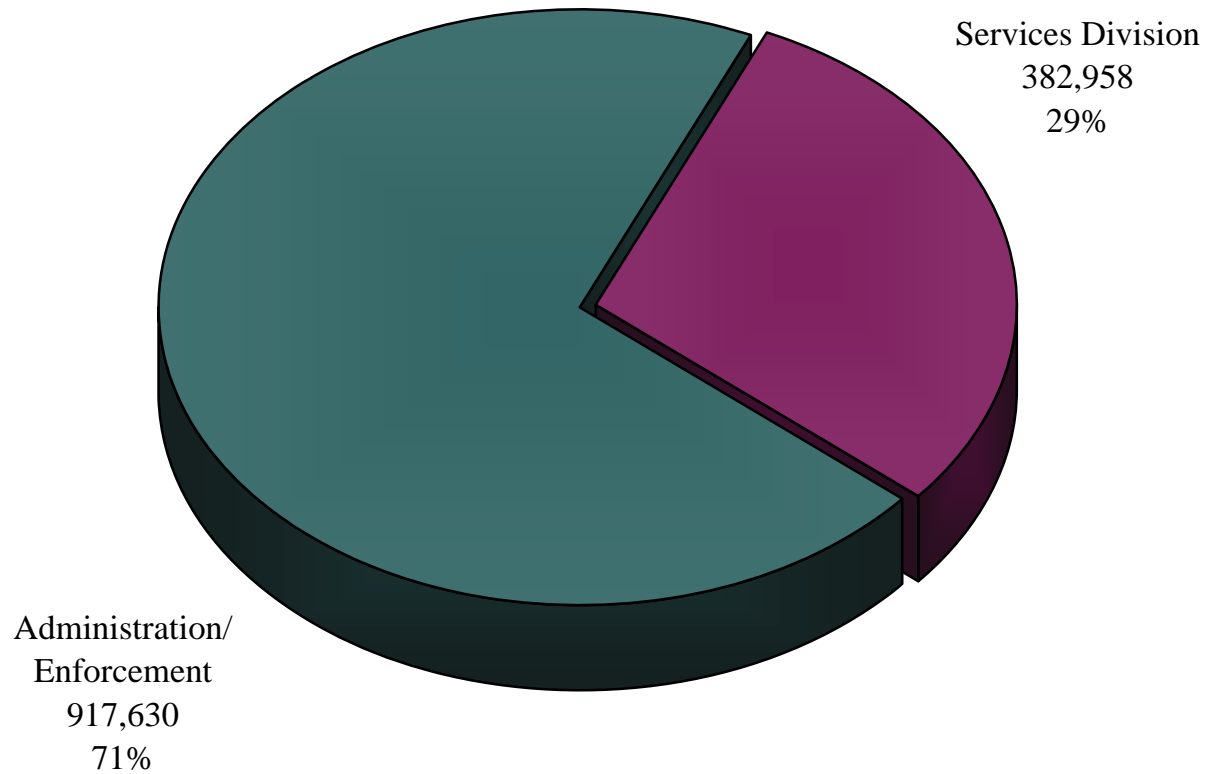
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	216,160	260,895	234,122
OPERATING EXPENSE	371,868	395,041	411,069
CAPITAL OUTLAY	0	0	0
TOTAL	588,028	655,936	645,191
FULL TIME POSITIONS	5	5	5

Class Title

Accountant	2	2	2
Treasurer Clerk	2	2	2
Accounting Manager - City	1	1	1
TOTAL	5	5	5

FINANCE/ TREASURER DIVISION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1504.				
7110	Regular Wages	156,031	183,809	175,784
7120	Overtime Wages	924	1,500	2,500
7130	Temporary Help	10,784	14,040	5,000
7210	W/C Insurance	551	0	0
7220	Tuition Assistance	1,050	1,500	0
7260	FICA Matching	11,455	15,250	14,021
7270	Pension Matching	13,287	16,493	15,867
7280	Insurance Matching	22,078	28,303	20,950
7510	Professional Services	144	0	0
7512	Technical Services	8,021	4,400	15,000
7513	Administrative Services	280,653	305,648	321,014
7550	Communications	9,409	7,500	4,000
7570	Advertising	495	0	0
7600	Travel	169	1,000	1,000
7630	Train/Cont. Education	25	3,500	3,500
7700	Insurance	100	100	100
7860	Maint: Bldg	68	0	0
7880	Maint: Mach/Imp/Tools	6,370	7,000	9,000
7960	Bad Debt	28,812	25,000	20,000
7990	Dues and Fees	2,083	2,000	2,500
8010	Supplies	5,190	5,000	5,000
8016	Small Equipment	3,565	0	3,000
8017	Printing	1,541	3,000	3,000
8018	Books & Subscriptions	432	500	350
8050	Equipmental Rental	6,012	5,000	5,800
8052	Rent	18,779	25,393	17,805
8495	Cash Over/Short	(2,392)	0	0
TOTAL, GENERAL FUND:		585,636	655,936	645,191

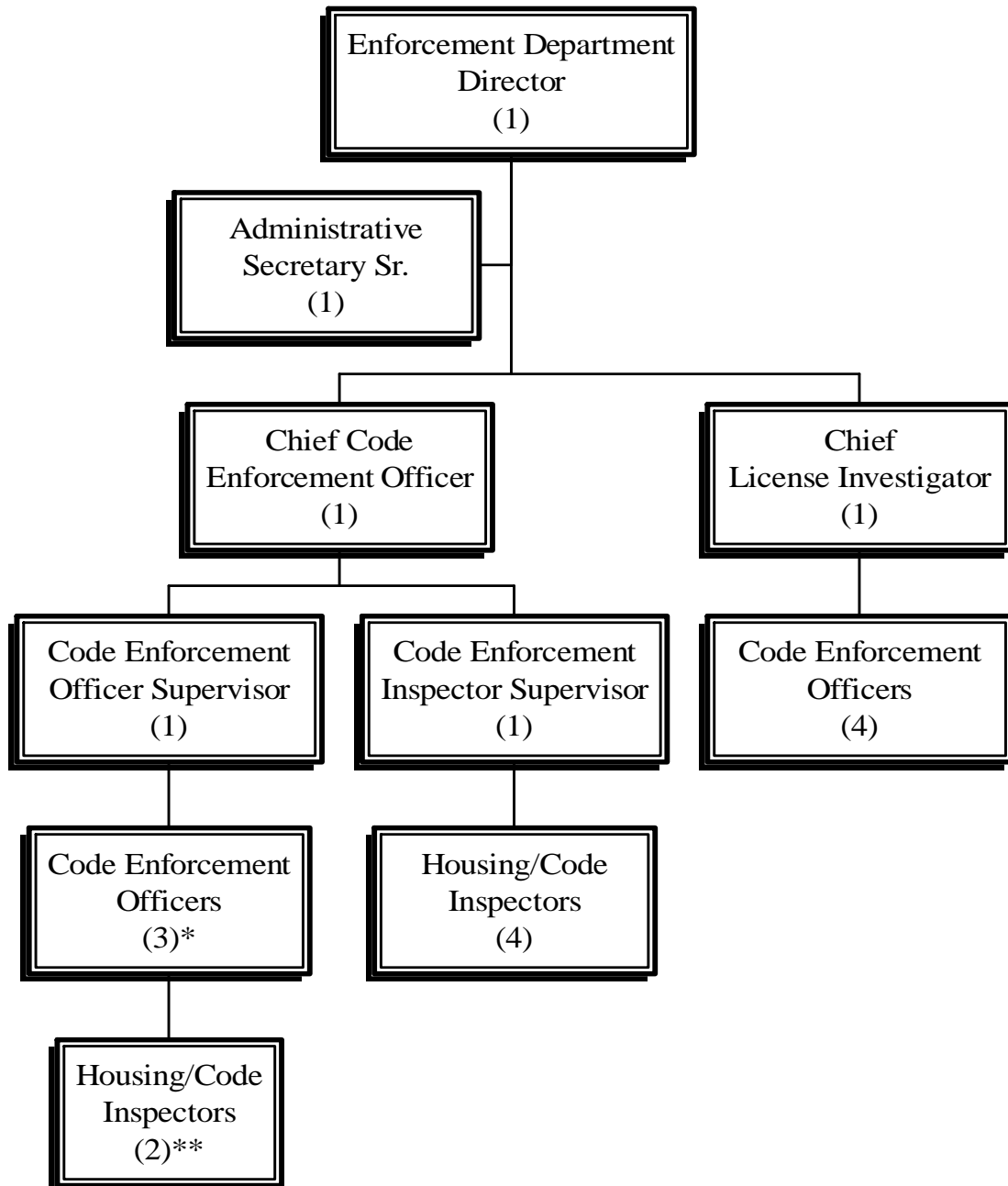
City Of Albany
Adopted Budget
FY 2010
Code Enforcement Department



Total Expenditures
\$1,300,588

Code Enforcement Department

Dept 17



*Two positions funded by the Solid Waste Fund

**One position funded by Dougherty County

ENFORCEMENT DEPARTMENTAL SUMMARY

DESCRIPTION

The Administration/Enforcement Division of the Albany Code Enforcement Department is responsible for the life-safety, general health, and welfare of the public within the boundaries of the City of Albany and Dougherty County as they relate to the construction, occupancy and maintenance of buildings, structures and property. The Services Division is primarily responsible for maintaining the best interest of the citizens of Albany as it relates to conducting business.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	715,523	956,072	962,843
OPERATING EXPENSE	180,235	302,147	337,745
CAPITAL OUTLAY	0	0	0
TOTAL	895,758	1,258,219	1,300,588
FULL TIME POSITIONS	11	19	19

* Two of the Code Enforcement Officer positions are paid for by the Solid Waste Enterprise Fund.

**One Code Enforcement Officer is reimbursed by the County at 100%

ADMINISTRATION/ ENFORCEMENT DIVISION*DESCRIPTION*

The Administration/Enforcement Division of the Albany Code Enforcement Department is responsible for the life-safety, general health and welfare of the public within the boundaries of the City of Albany and Dougherty County as they relate to the construction, occupancy and maintenance of buildings, structures and property. This is accomplished by the enforcement of Georgia State adopted building codes, laws and the local ordinances of the City of Albany and Dougherty County. The primary duties include the prevention, identification, correction or abatement of violations of all applicable laws, codes and ordinances. All functions of this Division require frequent communication and interaction with other local, state and federal

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	508,620	640,719	643,380
OPERATING EXPENSE	135,981	233,523	274,250
CAPITAL OUTLAY	0	0	0
TOTAL	644,601	874,242	917,630
FULL TIME POSITIONS	11	13	14

Class Title

Director, Enforcement	1	1	1
Administrative Secretary, Sr.	0	1	1
Chief Code Enforcement Officer	1	1	1
*Code Enforcement Officer	4	4	3
Housing/Code Enforcement Inspector Sr	3	3	0
**Housing/Code Enforcement Inspector	1	3	6
Housing/Code Enforcement Inspector Supervisor	0	0	1
Housing/Code Officer Supervisor	0	0	1
Secretary	1	0	0
TOTAL	11	13	14

* Two of the Code Enforcement Officer positions are housed and paid for by the Solid Waste Enterprise Fund.

**One Housing/Code Inspector is paid for by Dougherty County

ADMINISTRATION/ENFORCEMENT DIVISION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1700				
7110	Regular Wages	373,377	469,185	487,111
7120	Overtime	12,823	4,000	4,000
7130	Temporary Help	725	0	0
7210	W/C	13,137	0	0
7220	Tuition Reimbursement	0	4,500	0
7230	Uniforms	3,981	7,000	7,000
7260	FICA Matching	28,464	36,199	37,570
7270	Pension Contributions	38,265	49,507	58,442
7280	Insurance Matching	37,848	70,328	49,257
7510	Purchased Professional Services	198	500	1,134
7512	Technical Svcs	2,130	960	2,000
7512.01	Demolition Costs	60,945	150,000	150,000
7512.03	Mowing/Lot Cleaning	0	0	30,000
7514	Contract Labor	576	0	0
7550	Communications	14,891	18,400	23,084
7600	Travel	3,444	3,900	5,100
7630	Training and Development	2,933	4,254	3,475
7860	Maint: Bldgs & Other Structures	935	1,000	400
7870	Maint: Motor Equipment	5,539	7,300	8,700
7880	Maint: Mach/Imp/Tools	3,232	4,540	13,222
7990	Dues and Fees	250	480	2,488
8009	Licenses	50	0	0
8010	Supplies	4,274	3,070	3,430
8016	Small Equipment	10,026	10,499	1,155
8017	Printing & Binding	2,018	1,800	2,000
8018	Books & Subscriptions	675	1,230	230
8052	Rent	13,917	13,920	14,892
8110	Motor Fuel	9,452	11,000	12,440
8150	Food	496	670	500
TOTAL, GENERAL FUND:		644,601	874,242	917,630

SERVICES DIVISION*DESCRIPTION*

The Services Division is primarily responsible for maintaining the best interest of the citizens of Albany as it relates to conducting business. Those in the Division investigate and regulate permitted events, all alcohol establishments and businesses. They ensure that those conducting business are in possession of an Occupational Tax Certificate for the City of Albany, and Dougherty County and when appropriate, an alcohol license. They also enforce the sign ordinance to stop the proliferation of illegal signs; inspect all vehicles for hire to ensure safe transportation for the public; perform training to area merchants in hope to prevent the sale of alcohol to persons underage; and administer the false alarm reduction program. This Division also transports city funds, serves tax levies, and oversees the collection of bad checks written to the city. Additionally, the division is responsible for security during judicial hearings of the Municipal Court, and the delivery of summons & warrants issued by that court, and awaiting person wanted by the Municipal Court.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	206,903	315,353	319,463
OPERATING EXPENSE	44,254	68,624	63,495
CAPITAL OUTLAY	0	0	0
TOTAL	251,157	383,977	382,958
FULL TIME POSITIONS	3	5	5

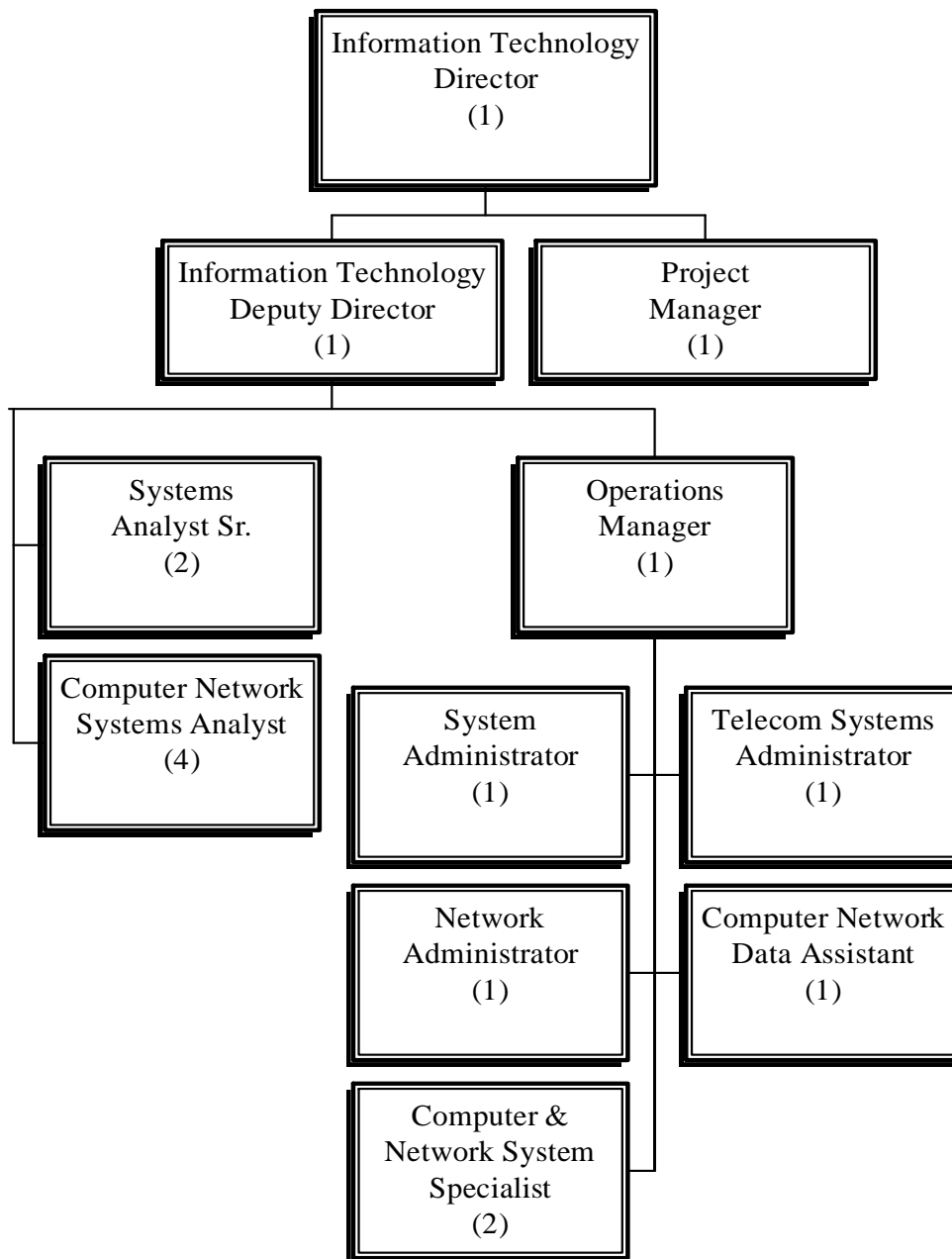
Class Title

Chief License Investigator	1	1	1
Code Enforcement Officer	2	4	4
TOTAL	3	5	5

SERVICES DIVISION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1701				
7110	Regular Wages	144,358	218,235	216,993
7120	Overtime	5,757	1,950	1,950
7210	Insurance - W/C	5,480	0	0
7220	Tuition Reimbursement	1,388	1,500	0
7230	Uniforms	3,894	7,020	6,250
7260	FICA Matching	11,032	16,844	16,749
7270	Pension Contributions	15,076	26,202	26,054
7280	Insurance Matching	19,918	43,602	51,467
7510	Professional Services	11,000	12,195	13,557
7514	Contract Labor	16,800	38,100	30,084
7550	Communications	341	100	0
7600	Travel	3,007	1,356	750
7630	Training and Development	1,203	965	850
7870	Maint: Motor Equipment	3,361	1,900	1,900
7880	Maint: Mach/Imp/Tools	0	2,733	2,174
7990	Dues and Fees	300	500	250
8010	Supplies	2,561	4,275	4,275
8016	Small Equipment	879	1,000	3,255
8017	Printing & Binding	554	1,200	1,200
8018	Books and Subscriptions	0	200	200
8110	Motor Fuel	4,248	4,100	5,000
TOTAL, GENERAL FUND:		251,157	383,977	382,958

Information Technology Department

Dept 18



INFORMATION TECHNOLOGY DEPARTMENT

MISSION

Establish, maintain and enhance the City and County end-users' ability to access on-line information and to share information with others. This will be done in a secure, reliable, simple and managed way using the Department's central computing systems, telecommunications systems, data communications networks, applications and human resources.

Goals and Objectives

GOAL #1: TO ATTRACT AND RETAIN QUALIFIED EMPLOYEES

G1.1 Identify Training Goals in support of the technology changes

GOAL #2: TO IMPROVE THE PERCEPTION OF CITY GOVERNMENT IN THE COMMUNITY

G2.1 Enhance the capability of the City/County Website

G2.2 Enhance the capability of channel 16

G2.3 Enhance network infrastructure to provide wireless "Guest Access"

GOAL #3: TO CREATE AND MAINTAIN CUSTOMER SERVICE AWARENESS

G3.1 Research and Implement CRM Software for City/County/WGL

G3.2 Create an Intranet for improving employee communications

G3.3 Define the technology and methodology to streamline the use of enterprise servers

GOAL #4: TO PROVIDE AN ATMOSPHERE THAT SUPPORTS ECONOMIC DEVELOPMENT AND REVITALIZATION

G4.1 Define a mass storage solution

GOAL # 5: TO DEVELOP A HEALTH-CONSCIOUS ATMOSPHERE

G5.1 Use ergonomic equipment for city and county staff

INFORMATION TECHNOLOGY DEPARTMENT**Performance Measures**

<u>Workload Measures:</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Active City and County CIP and System Enterprise Projects	6	9	20	50	50
❑ Application development project to be completed	6	4	3	13	15
❑ Application maintenance projects to be completed	6	20	6	20	24
❑ Trouble calls reported	2949	2894	2161	3529	3882
❑ Computer installations to be completed	411	210	195	160	112
❑ Computer moves to be completed	50	50	60	70	80
❑ Telephone adds, moves & changes to be completed	0	20	0	30	20
❑ Major telephone installation projects to be performed	4	4	4	4	3
❑ Infrastructure projects to be performed	1	10	2	18	21
❑ Help Desk calls received	2949		2161	3700	3750
❑ Work stoppage ticket requests	174	977	977	757	606
❑ PC's supported	1200	1294	1400	994	1020
❑ Servers supported	44	54	61	72	80
❑ Telephone defined devices supported	994	1200	1200	1100	1200
❑ IT training hours provided	3000	1000	100	100	200

Efficiency Measures:

❑ Development projects completed on time	1	6	8	12	15
❑ Maintenance projects completed on time	1	10	13	18	24
❑ Trouble calls handled in a timely manner	95%	85%	80%	65%	70%
❑ Computer installations completed on time	90%	82%	70%	80%	85%
❑ Telephone projects completed in time	1	2	3	3	2
❑ Major infrastructure projects completed on time	1	5	5	8	11
❑ Average PC install time	5.2 days	10	14	11	12
❑ Help Desk calls resolved while on the phone	1200	1200	900	900	1100

Effectiveness Measures:

❑ Number of A+ Technicians	0	1	8	1	2
❑ Number of MCP Technicians	0	1	8	0	1
❑ Number of MCSE Technicians	4	2	2	1	1
❑ Number of PMP Certification	0	0	0	0	0
❑ Number of CCNA Certification	0	0	0	1	1

*N/A=No data or included in another line item.

INFORMATION TECHNOLOGY

DESCRIPTION

The IT department operates, administers, and maintains computing systems that service the information processing needs of the City and County. The Department administers and maintains the City and County integrated telephone system servicing the Judicial Building, Government Center, Central Square, City Public Works Compound, Transit, Local Law Enforcement Center, and Albany Dougherty Drug Unit. The Department administers and maintains the City and County government's converged voice and data network. The Department integrates and maintains City and County software applications. The Department plans and budgets for City and County information technology requirements in coordination with the City and County Departments.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	724,943	927,602	873,419
OPERATING EXPENSE	405,777	607,430	767,985
CAPITAL OUTLAY	0	0	0
TOTAL	1,130,720	1,535,032	1,641,404
FULL TIME POSITIONS	14	16	16

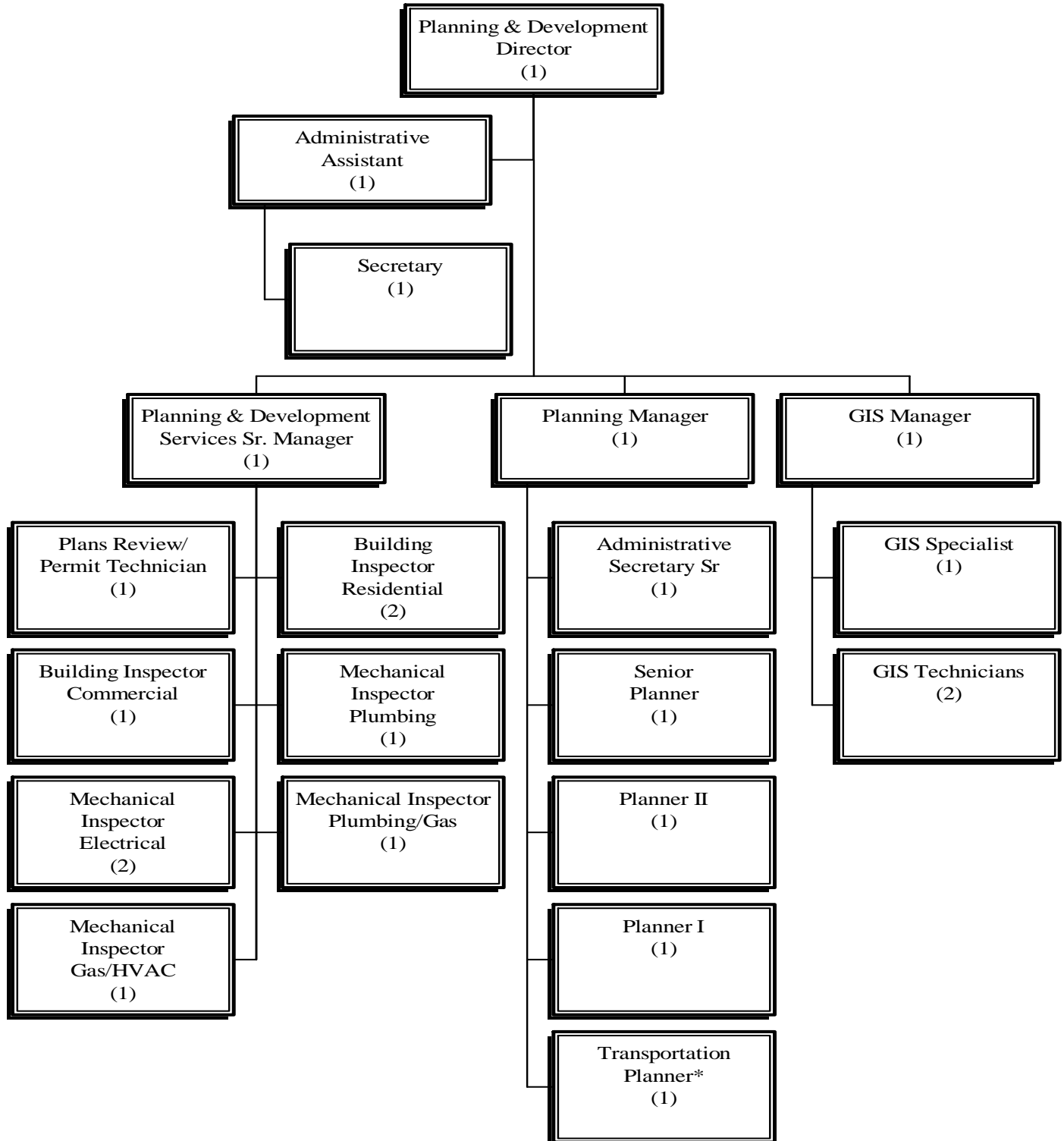
Class Title

Director of Information Technology	1	1	1
Deputy Director, IT	0	1	1
Project Manager, IT	1	1	1
Applications Support Manager	1	0	0
Operations Manager	1	1	1
Computer & Network Sys. Analyst	2	2	4
Systems Analyst/Programmer	0	2	0
Systems Analyst/Programmer Sr.	2	2	2
IT Systems Administrator	1	1	1
Telecommunications System Admin.	1	1	1
Computer & Network Systems Spec.	2	2	2
Computer & Network Sys. Data Asst.	1	1	1
Local Area Network (LAN) Adm.	1	1	1
TOTAL	14	16	16

INFORMATION TECHNOLOGY				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
1800.				
7110	Regular Wages	550,191	695,264	665,325
7120	Overtime Wages	10,307	0	6,000
7130	Temporary Help	12,049	14,040	0
7210	W/C Insurance	1,885	0	0
7220	Tuition Reimbursement	261	1,500	0
7260	FICA Matching	41,976	54,262	51,356
7270	Pension Matching	48,986	61,878	59,748
7280	Insurance Matching	59,288	100,658	90,990
7510	Professional Services	201	650	450
7512	Technical Services	42,062	122,500	110,100
7513	Administrative Services	0	0	72,300
7514	Contract Labor	30,913	12,480	36,280
7550	Communications	31,952	56,000	54,147
7600	Travel	3,075	16,320	6,500
7630	Train/Cont. Education	3,675	16,090	11,542
7870	Maint: Motor Equipment	1,027	2,000	1,800
7880	Maint: Mach/Imp/Tools	216,645	302,900	404,700
7990	Dues and Fees	(680)	2,300	1,030
8010	Supplies	9,859	10,000	9,800
8016	Small Equipment	32,335	26,300	17,400
8017	Printing & Binding	359	100	400
8018	Books & Subscriptions	998	1,125	720
8052	Rent	30,810	35,765	38,316
8110	Motor Fuel	715	1,300	1,300
8150	Food	1,831	1,600	1,200
TOTAL, GENERAL FUND:		1,130,720	1,535,032	1,641,404

Planning & Development Services

Dept 21



* Grant Funded Position

PLANNING & DEVELOPMENT SERVICES**MISSION**

The Planning and Development Services Department is comprised of three Divisions: Planning & Zoning, Development Services (Inspection), and GIS. We are dedicated to promoting the improvement, conservation and revitalization of Albany and Dougherty's physical and social environment.

- Goal 1:** Zoning Ordinance Revisions and Update the Subdivision Regulations
- Objective 1:** Amend the Zoning Ordinance that supports the vision of the Comprehensive Plan
 - Objective 2:** Adopt Subdivision Regulations that promote good planning practice; ensure orderly growth and development; and protect the public health, safety and general welfare of the citizens of Albany Dougherty County
- Goal 2:** GIS Development and Implementation
- Objective 1:** Purchase and install hardware. Configure ArcGIS Server Application
 - Objective 2:** Transition from flat file based GIS to browser based GIS utilizing Microsoft SQL as the database
 - Objective 3:** Develop and implement GIS web maps for intranet/internet
 - Objective 4:** Train GIS staff to operate and maintain ArcGIS Server
 - Objective 5:** Train City/County users
- Goal 3:** Business First Program
- Objective 1:** Create a business friendly atmosphere through new program
 - Objective 2:** Continue to look for new and innovative ways to stream line the development process and decrease the time it takes to do business with the City and County through providing accurate and complete first step information
 - Objective 3:** To have Planning and Development Staff facilitate meetings to assist aspiring or existing businesses with doing business with the city of Albany and Dougherty County using resource providers and governmental agencies
- Goal 4:** Manage Re-Codification
- Objective 1:** Review work already performed and provide assessment
 - Objective 2:** Serve as Program Manager and coordinate with Municode Consultant
 - Objective 3:** Work with Executive Team consisting of the offices of City Clerk and City Attorney to finalize codification

PLANNING & DEVELOPMENT SERVICES**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
❑ Number of rezoning applications processed	28	26	27	15	22
❑ Number of special approval applications	11	12	11	7	10
❑ Number of other (site plans, sign variances, variances, historic, etc.)	30	30	39	70	49
❑ Number of subdivisions processed	97	45	93	33	55
❑ Number of preview/site plan applications	135	312	135	323	255
❑ Number of building plan applications	1,200	1,200	1,900	1,039	1,900
❑ Number of permits requiring inspections	5,700	5,700	5,700	3,189	5,000
❑ Number of inspections performed	1,600	1,600	1,700	2,150	2,200
❑ Number of commercial building reviews	360	360	400	362	400

Efficiency Measures (man hours)

❑ Time spent processing preview/site plan applications	374	1,248	374	1,292	501
❑ Time spent processing building plan apps	125	2,600	125	2,600	1,918
❑ Time spent per inspection	4,000	6,240	1,560	6,240	4,680
❑ Time spent issuing a permit	300	3,120	5,460	3,120	3,900

Effectiveness Measures

❑ Accuracy & completeness of rezoning, special approvals, subdivisions, variances, site plans and historic application files	100%	98%	100%	98%	98%
❑ Accuracy & completeness in process preview, site plans, building , permits, inspections	100%	98%	100%	98%	98%

PLANNING & DEVELOPMENT SERVICES*DESCRIPTION*

The Planning and Development Services Department is comprised of three Divisions: Planning & Zoning, Development Services (Inspection), and Geographic Information System (GIS).

Planning and Zoning is responsible for the governing of all land usage and developments within the city limits of Albany and the unincorporated limits of Dougherty County. This Division is also responsible for the administration of the Comprehensive Land Use Plan, Zoning Ordinance, Floodplain Management Ordinances, and Sign Ordinances; and provision of staff support for several citizen boards, including Historic Preservation, Greenspace, and Transportation.

Inspection provides quality public service while ensuring compliance with the Georgia State building code, local codes, and ordinances. We provide information for our residents, design professionals, contractors, builders and developers to ensure that all construction is maintained in a safe, energy efficient, and accessible manner.

GIS, a computer technology, combines geographic data (the locations of man-made and natural features on the earth's surface) and other types of information (names, classifications, addresses, and much more) to generate visual maps and reports. The GIS division currently maintains more than fifty GIS layers including aerial photos, parcels, street centerlines, zoning, and flood information.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	939,099	1,112,771	1,059,049
OPERATING EXPENSE	167,357	332,917	312,619
CAPITAL OUTLAY	0	0	0
TOTAL	1,106,456	1,445,688	1,371,668
FULL TIME POSITIONS	23	23	23

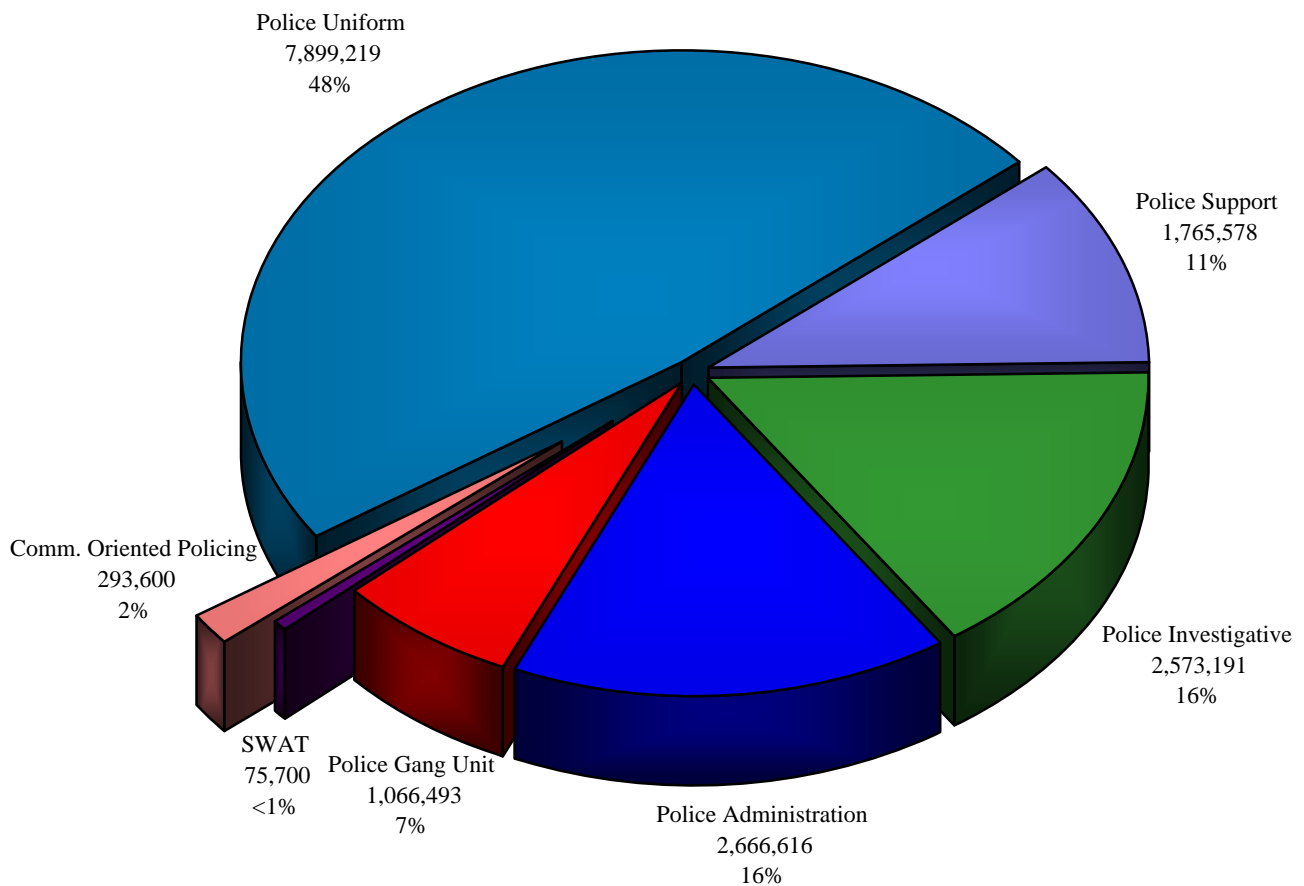
Class Title

Administrative Assistant	1	1	1
Building Inspector	3	3	3
GIS Manager	1	1	1
GIS Specialist	1	1	1
GIS Technician	2	2	2
Mechanical Inspector - Electric	2	2	2
Mechanical Inspector - Gas/HVAC	1	1	1
Mechanical Inspector - Plumbing	1	1	1
Mechanical Inspector - Plumbing/Gas	1	1	1
P & D Services Sr. Manager	1	1	1
Planner I	1	1	1
Planner II	1	1	1
Senior Planner	1	1	1
Planning Manager	1	1	1
Plans Review / Permit Technician	1	1	1
Secretary	1	1	1
Administrative Secretary, Sr.	1	1	1
Transportation Planner*	1	1	1
Director of Planning	1	1	1
TOTAL	23	23	23

* Administered in Grant Fund

PLANNING & DEVELOPMENT SERVICES				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2100.				
7110	Regular Wages	700,963	789,012	789,344
7120	Overtime	5,896	10,000	5,000
7130	Temporary Help	4,959	0	0
7210	W/C Insurance	16,649	0	0
7220	Tuition Reimbursement	1,500	3,000	0
7230	Uniforms	3,359	5,181	4,950
7260	FICA Matching	50,943	68,774	60,767
7270	Pension Matching	60,761	80,013	70,697
7280	Insurance Matching	94,069	156,791	128,291
7510	Professional Services	20,533	112,906	95,220
7512	Purchased Technical Services	0	15,000	0
7514	Contract Labor	9,318	0	0
7550	Communications	8,098	7,102	7,600
7570	Advertising	15,260	9,364	9,850
7600	Travel	11,697	17,500	16,609
7630	Train/Cont. Education	5,752	14,360	31,395
7870	Maint: Motor Equipment	9,470	9,561	9,561
7880	Maint: Mach/Imp/Tools	10,225	61,112	61,277
7990	Dues and Fees	2,339	3,409	4,073
8009	Licenses	0	825	825
8010	Supplies	10,292	10,903	11,700
8016	Small Equipment	6,406	8,000	8,000
8017	Printing	1,954	2,878	3,000
8018	Books & Subscriptions	2,728	3,681	3,166
8052	Rent	38,093	40,562	38,093
8110	Motor Fuel	14,517	14,700	12,250
8150	Food	675	1,054	0
TOTAL, GENERAL FUND:		1,106,456	1,445,688	1,371,668

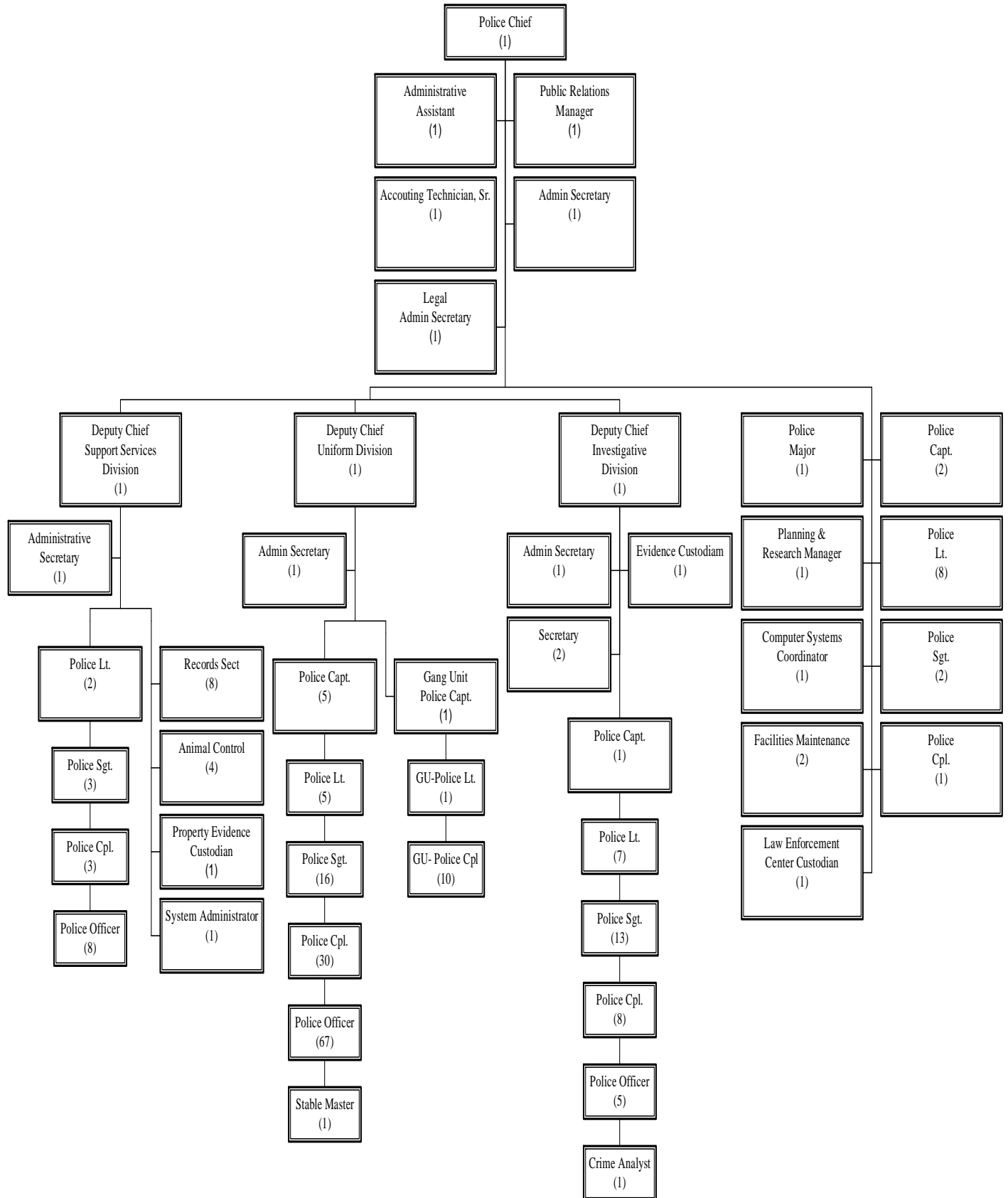
City of Albany Adopted Budget FY 2010 Police Department



Total Expenditures
\$16,340,397

Police Department

Dept 22



POLICE DEPARTMENTAL SUMMARY*DESCRIPTION*

The Albany Police Department is responsible for safeguarding lives and property in the City of Albany. The Department is responsible for the enforcement of laws, prevention of crime, promotion of safety, education and implementation of programs to reduce crimes, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder. In our endeavoring efforts to accomplish these mandates the Albany Police Department has embraced the philosophies of "Community Oriented Policing". The goal of Community Oriented Policing is the reduction of crime and disorder by carefully examining the characteristics of problems in the neighborhoods, and then applying appropriate problem-solving remedies. The "Community" for which a patrol officer is given responsibility is a small, well defined geographical area. Beats are configured in a manner that preserves, as much as possible, the unique geographical and social characteristics of neighborhoods while still allowing efficient service. Effective community policing is generated by optimizing positive daily contacts between our citizens and the police. Assignment of officers to "Districts" enable them to work long term assignments in the same areas, thus becoming familiar figures to community members and enabling them to stay aware of the day-to-day working of their community.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	12,765,188	13,012,472	13,614,759
OPERATING EXPENSE	2,287,285	2,541,313	2,725,637
CAPITAL OUTLAY	0	0	0
TOTAL	15,052,473	15,553,785	16,340,397
FULL TIME POSITIONS	223	235	235

*The Police Department's FY09 and FY10 budget includes the appropriation for Albany/Dougherty Metro SWAT. This unit is under the direct supervision of a Dougherty County Unit Commander. The governing authority of this body of Officers is derived through the Albany/Dougherty Metro SWAT Board of Directors. The SWAT budget has been included in the summary totals above; however, it is independent of the City of Albany's Police Departments budget.

POLICE DEPARTMENT**MISSION**

The mission of the Albany Police Department is to provide professional law enforcement services, to protect and serve the citizens, to enhance the quality of life in partnership with the community, to reduce crime, and the fear of crime through joint prevention and crime reduction strategies.

Goals and Objectives

Goal 1: To attract and retain qualified employees.

Objective 1: Enhance the interpersonal skills of managers through training.

Objective 2: Increase the academy success rate of recruits through skill enhancement training in firearms, emergency vehicle maneuvers and criminal law.

Goal 2: Continue applying problem solving strategies to address crime and quality of life issues:

Objective 1: Identify crime trends and patterns through weekly reviews of crime statistics (CompStat).

Objective 2: Develop and initiate tactical plans based upon CompStat.

Objective 3: Engage the community in collaborative problem solving through Scanning, Analyzing, Responding, and Assessment, (SARA).

Goal 3: To Create and Maintain Customer Service Awareness.

Objective 1: Provide human relations training to all employees of the department.

Objective 2: Increase opportunities for citizen feedback and interaction by setting future Community Oriented Policing meetings at times that is convenient for citizens.

Goal 4: Improve law enforcement operations.

Objective 1: Initiate implementation of 30% of the management study recommendations.

Objective 2: Provide additional in-service legal training.

Goal 5: To provide an atmosphere that supports growth and revitalization.

Objective 1: Review and enhance the Department's emergency response preparedness for terrorism and natural disasters.

Goal 6: To develop a Health - Conscious Atmosphere.

Objective 1: Establish a wellness program that promotes healthy living and well being for all employees.

POLICE DEPARTMENT**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
❑ Total Revenue Generated/Fines & Forfeitures	\$1,700,000	1,346,756	1,700,000	639,980	\$1,700,000
❑ Citizen Assisted Calls	130,000	138,243	130,000	155,027	\$130,000
❑ Neighborhood Watch Group Meetings Attended	290	242	290	250	290
❑ Non-moving Traffic Violations	14,000	5,216	14,000	13,000	14,000
❑ Total Violations (Moving & Non)	20,000	5,416	20,000	15,000	20,000
❑ Municipal Warrants	1,000	856	1000	611	1,000
❑ State Warrants	2,200	1,358	2,200	1,222	2,200
❑ Search Warrants Executed	N/A	85	N/A	80	90
❑ Investigations Assigned (CID)	N/A	6,102	N/A	5,453	6,410
❑ Assigned Cases With Arrest (CID)	N/A	1,054	N/A	1,011	1,110
❑ Juvenile Arrests	1,000	626	1000	932	1,000
❑ Total Felony Arrest	N/A	1,884	N/A	2,214	2,000
❑ Total Misdemeanor Arrest	N/A	4,798	N/A	4,607	5,100
❑ Total Part I Crimes (Calendar Yr.)	5,700	6,718	6000	7,290	6,000
❑ Total Narcotics Arrests	680	670	700	575	700
❑ Total Narcotics Cases	1,050	748	1100	749	1,100
❑ Animal Control Citations Issued	350	138	300	219	300
❑ Animals to the Humane Society	2,500	2,526	2000	3,341	2,000

Efficiency Measures

❑ Clearance rate (Part I UCR Offenses) (%). (Calendar Yr.)	5%	18.40%	10%	18%	10%
❑ Violent Crime Reduction (%) (Calendar Yr.)	10%	14.2%	10%	55%	10%
❑ Property Crime Reduction (%) (Calendar Yr.)	6%	4.2%	10%	.79%	10%

Effectiveness Measures

❑ Number of Citizen's Academy attendees that graduate. (Calendar Yr.)	12	4	10	22	10
❑ Reduction in Customer Service Complaints (Calendar Yr.)	10%	5%	10%	10%	10%
❑ Reduction in sworn turnover rate/excluding retirements (%) (Calendar Yr.)	6%	4%	6%	5%	6%

POLICE ADMINISTRATION*DESCRIPTION*

The Administrative Division directs all police operations and provides guidance, leadership and integrity over all branches of the Police Department. This is done through the planning and coordination of all activities by the implementation of policy and procedures. The Administrative Division oversees all functions of budgetary matters and procedures. The Planning and Research Section provides up-to-date data and techniques used to plan the operation of the Police Department including the securing of various grant funds. The Office of Professional Standards is comprised of Internal Affairs, Recruitment and Training. The Recruitment Unit insures that candidates for the position of Police Officer are capable, knowledgeable and reflect the goals and objectives of the Police Department and the City of Albany. The Training Section acts as a facilitator and mentor, managing new recruits to insure proper training is provided to each officer hired. It is also responsible for providing updated and advanced in-service training to officers currently on the force. The Internal Affairs section protects the Police Department, the City of Albany, and the officers themselves through the development and enhancement of skills, knowledge, procedures and the constitutional rights afforded equally to all citizens of this community.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,489,887	1,749,175	1,742,596
OPERATING EXPENSE	873,331	927,840	924,020
CAPITAL OUTLAY	0	0	0
TOTAL	2,363,218	2,677,015	2,666,616
FULL TIME POSITIONS	30	27	26

Class Title

Police Chief	1	1	1
Public Relations Manager	1	1	1
Assistant Police Chief	1	0	0
Deputy Chief	0	1	1
Police Major	1	1	1
Police Captain	2	2	2
Police Lieutenant	8	8	8
Police Sergeant	3	3	2
Police Corporal	5	2	1
Administrative Assistant	0	0	1
Planning & Research Manager	1	1	1
Legal Administrative Secretary	1	1	1
Administrative Secretary, Sr	1	0	0
Administrative Secretary	1	1	1
Accounting Technician, Sr	1	1	1
Facilities Maintenance Mechanic	0	1	1
Facilities Maintenance Superintendent	1	1	1
Computer Systems Coordinator	1	1	1
Law Enforcement Center Custodian	1	1	1
TOTAL	30	27	26

POLICE ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2201.				
7110	Regular Wages	1,007,954	1,220,768	1,220,901
7120	Overtime Wages	77,784	45,946	48,900
7130	Temporary Help	7,935	6,240	6,819
7210	W/C Insurance	29,018	0	0
7220	Tuition Reimbursement	6,000	0	0
7230	Uniforms	22,477	14,850	14,550
7260	FICA Matching	80,657	97,381	97,661
7270	Pension Matching	120,854	150,739	151,106
7280	Insurance Matching	137,208	213,251	202,658
7510	Professional Services	67,586	76,500	57,800
7512	Technical Services	229,822	215,428	249,500
7514	Contract Labor	0	20,000	44,000
7550	Communications	24,490	17,500	17,250
7570	Advertising	2,472	2,400	1,500
7600	Travel	16,909	17,300	3,700
7630	Training/Cont. Education	7,738	8,370	1,000
7700	Insurance	0	100	100
7860	Maint: Buildings	421	0	0
7870	Maint: Motor Equipment	16,270	12,500	14,400
7880	Maint: Mach/Imp/Tools	49,360	20,856	36,100
7980	Metro Drug Squad	157,031	154,870	154,870
7981	Dougherty County Jail	243,158	325,000	292,500
7990	Dues and Fees	305	2,646	2,300
7995	Contingency	0	500	0
8009	Licenses	19,509	25,000	20,900
8010	Supplies	17,936	15,860	14,400
8016	Small Equipment	1,520	0	0
8018	Books & Subscriptions	1,689	710	710
8110	Motor Fuel	14,475	11,400	11,900
8150	Food	2,640	900	1,090
TOTAL, GENERAL FUND:		2,363,218	2,677,015	2,666,616

POLICE UNIFORM*DESCRIPTION*

The Uniform Division is the largest of the Four (4) divisions which comprise the Albany Police Department. It presently patrols four (4) districts, each with a Community Policing Center. The Uniform Division is committed to serving our community, to enhancing quality of life and to nurturing public trust by holding itself to the highest standards of performance and ethics. These officers are determined to serve as a deterrent to crime, develop relationships with community groups, residential and business organizations and promote an environment receptive to all who visit or live in our city. We embrace a Community Oriented Policing Philosophy and rely heavily upon community input and collaborative problem solving strategies. It is through this move of heightened community involvement in public safety matters that the Uniform Division will effectively address the future of policing and perception of crime in our city.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	7,527,924	6,947,655	7,052,419
OPERATING EXPENSE	804,942	821,226	846,800
CAPITAL OUTLAY	0	0	0
TOTAL	8,332,866	7,768,881	7,899,219
FULL TIME POSITIONS	123	125	126

Class Title			
Police Major	1	0	0
Deputy Chief	0	1	1
Police Captain	4	5	5
Police Lieutenant	6	5	5
Police Sergeant	16	17	16
Police Corporal	25	34	30
Police Officer	69	61	67
Administrative Secretary	1	1	1
Secretary	0	0	0
Stable Master	1	1	1
TOTAL	123	125	126

POLICE UNIFORM

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2202.				
7110	Regular Wages	4,782,824	4,667,455	4,734,605
7120	Overtime Wages	687,746	280,000	355,000
7130	Temporary Help	55,280	0	53,400
7210	W/C Insurance	194,669	0	0
7220	Tuition Reimbursement	4,386	10,500	0
7230	Uniforms	38,972	38,994	35,095
7260	FICA Matching	402,471	378,480	393,440
7270	Pension Matching	616,698	588,747	605,663
7280	Insurance Matching	744,878	983,478	875,216
7285	LTD Insurance Matching	0	0	0
7510	Professional Services	9,722	9,500	8,550
7512	Technical Services	2,820	3,150	4,050
7550	Communications	10,316	6,776	6,000
7860	Maint: Buildings	126	0	0
7870	Maint: Motor Equipment	346,853	340,000	409,300
7880	Maint: Mach/Imp/Tools	6,065	17,555	16,900
7900	Utilities	281	0	0
7990	Dues and Fees	441	750	900
8010	Supplies	8,368	9,250	9,400
8016	Small Equipment	654	0	0
8018	Books & Subscriptions	0	245	200
8050	Rental of Equipment	65	0	0
8110	Motor Fuel	413,893	429,000	386,100
8150	Food	5,338	5,000	5,400
TOTAL, GENERAL FUND:		8,332,866	7,768,881	7,899,219

POLICE SUPPORT SERVICES*DESCRIPTION*

The Support Services Division is comprised of units that provides a "behind the scene support" to other segments for the police department. This support service includes: 1) Records Section - inputs/ manage incident reports and tickets, 2) Information Desk / Telephone Incident Reporting System (TIRS) - provides general information and assistance to citizens, vendors, media, and other government agencies. TIRS also generates incident reports for victims that walk-in or call-in to report crimes, 3) Computer System Analyst - analyzes computer problems and use computer technology to meet the needs of an organization, 4) Georgia Crime Information Center (GCIC)/National Crime Information Center (NCIC) Operator - enters and removes Hot-File information pertaining to stolen/recovered property, missing and wanted persons; provides vehicle identification numbers to local Wrecker Services; compiles, tabulates, enters, and disseminate monthly and annual crime statistics to the Georgia Crime Information Center, 5) Quartermaster/Supply Section - orders, receives, manages, and issues police duty equipment/property, 6) Vehicle Maintenance - oversees the maintenance and up-keep of all department's vehicles, 7) Animal Control Unit - rescues and impound animals, provide impound/shelter care, educate the public about the realities of pet overpopulation and responsible pet ownership, and prosecute individuals who abuse animals.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,447,731	1,572,720	1,536,428
OPERATING EXPENSE	218,534	246,392	229,150
CAPITAL OUTLAY	0	0	0
TOTAL	1,666,265	1,819,112	1,765,578
FULL TIME POSITIONS	31	31	31

Class Title

Deputy Chief	1	0	0
Police Lieutenant	2	2	2
Police Sergeant	3	3	3
Police Corporal	6	4	3
Police Officer	4	7	8
Police Systems Administrator	1	1	1
Administrative Secretary	1	1	1
Police Records Supervisor	1	1	1
Animal Control Superintendent	1	1	1
Police Records Clerk	7	7	7
Animal Control Agent	3	3	3
Property Evidence Custodian	0	1	1
Quartermaster	1	0	0
TOTAL	31	31	31

POLICE SUPPORT SERVICES

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2203.				
7110	Regular Wages	937,713	1,013,776	1,043,845
7120	Overtime Wages	89,685	35,000	39,000
7130	Temporary Help	4,698	20,812	7,300
7210	W/C Insurance	25,747	0	0
7230	Uniforms	79,393	98,780	85,000
7260	FICA Matching	75,800	89,473	83,396
7270	Pension Matching	105,636	136,705	128,859
7280	Insurance Matching	129,059	178,174	149,028
7510	Professional Services	2,948	4,100	3,700
7550	Communications	6,454	6,500	5,800
7600	Travel	27,388	18,740	23,000
7630	Training/Cont. Education	25,187	16,365	9,000
7700	Insurance	(328)	0	0
7860	Maint: Buildings	392	0	0
7870	Maint: Motor Equipment	7,190	8,780	11,600
7880	Maint: Mach/Imp/Tools	14,475	12,000	10,800
7990	Dues and Fees	150	0	0
8010	Supplies	60,985	73,040	68,300
8016	Small Equipment	21,858	25,000	22,500
8017	Printing	31,768	44,000	44,000
8018	Books & Subscriptions	0	492	450
8020	Photography	6,113	13,300	12,000
8110	Motor Fuel	13,482	24,075	18,000
8150	Food	472	0	0
TOTAL, GENERAL FUND:		1,666,265	1,819,112	1,765,578

POLICE INVESTIGATIVE*DESCRIPTION*

The primary function of the Investigative Division is to identify, investigate, and prosecute individuals or groups involved in crimes against persons or property and / or participants in organized crime. This is done through identification and collection of data and evidence, assembling facts, collection of information, interviewing witnesses and suspects, engaging in the pursuit of leads and information, and through exchange of information with other police agencies. A close liaison with the other agencies involved in similar activities is maintained. We conduct security surveys and surveillance details. The Investigative Division assists in investigations when and wherever needed to maintain files of criminal activity and prosecute violators of all Federal, State and Local statutes. Included under this division are the Family Protection Unit, the Gang Task Force, the Polygraph Unit, the Special Detail Unit, the Forensics Section, the Property Management Section and the Domestic Violence Response Unit.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	2,273,448	2,313,424	2,423,741
OPERATING EXPENSE	119,031	148,031	149,450
CAPITAL OUTLAY	0	0	0
TOTAL	2,392,479	2,461,455	2,573,191
FULL TIME POSITION	39	40	40

Class Title

Police Major	1	0	0
Deputy Chief	0	1	1
Police Captain	2	1	1
Police Lieutenant	6	7	7
Police Sergeant	13	13	13
Police Corporal	11	5	8
Police Officer	1	8	5
Police Crime Analyst	1	1	1
Administrative Secretary	1	1	1
Secretary	2	2	2
Evidence Custodian	1	1	1
TOTAL	39	40	40

POLICE INVESTIGATIVE

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2204.				
7110	Regular Wages	1,400,505	1,535,238	1,628,912
7120	Overtime Wages	223,551	100,000	118,000
7130	Temporary Help	19,423	31,325	8,600
7210	W/C Insurance	52,603	0	0
7220	Tuition Reimbursement	10,209	6,000	0
7230	Uniforms	34,318	36,500	22,850
7260	FICA Matching	120,827	131,317	134,297
7270	Pension Matching	182,195	200,544	207,883
7280	Insurance Matching	229,817	272,500	303,200
7512	Technical Services	81	6,050	5,400
7550	Communications	12,536	18,290	15,000
7600	Travel	762	4,950	4,000
7630	Training/Cont. Education	125	4,650	4,000
7860	Maint: Buildings	65	0	0
7870	Maint: Motor Equipment	48,713	42,000	49,000
7880	Maint: Mach/Imp/Tools	6,304	11,136	10,500
7990	Dues and Fees	885	815	900
7995	Contingency	7,000	1,500	6,300
8010	Supplies	12,355	12,665	11,400
8018	Books & Subscriptions	0	500	450
8110	Motor Fuel	30,205	45,475	42,500
TOTAL, GENERAL FUND:		2,392,479	2,461,455	2,573,191

POLICE GANG UNIT*DESCRIPTION*

The primary function of the Gang Unit is to assess the nature and scope of illegal gang activities, once identified penetrate and dismantle the criminal activities with a proactive investigative effort. The unit focuses on intelligence gathering and establish/implement a database; Ensure subordinate officers are trained and expected to provide quality customer services to all citizens; Ensure that personnel provide proficient and prompt law enforcement services; Establish and communicate general and specific department rules, regulations, policies and procedures; Maintain current knowledge of changes in laws, new methods of enforcement, and other trends and development in the suppression of gang activities; Evaluate subordinate officers by completing performance appraisals; review subordinate supervisor appraisals of officers and staff personnel; Meet and coordinate with other law enforcement professionals to seek solutions to regional and statewide gang problems and issues; Maintain oversight on expenditures; Ensure that laws and ordinances are enforced; Perform special studies, research, and investigations and conducts special assignments. This unit is committed to educating the public about different types of gang activities and awareness.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	386,262	825,204
OPERATING EXPENSE	0	101,155	241,289
CAPITAL OUTLAY	0	0	0
TOTAL	0	487,417	1,066,493
FULL TIME POSITIONS	0	12	12

Class Title

Police Captain	0	1	1
Police Lieutenant	0	1	1
Police Corporal	0	10	10
TOTAL	0	12	12

POLICE GANG UNIT

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2208				
7110	Regular Wages	0	160,853	471,700
7120	Overtime Wages	0	47,835	95,000
7130	Temporary Help	0	0	0
7210	W/C Insurance	0	1,830	0
7220	Tuition Reimbursement	0	3,000	0
7230	Uniforms	0	71,484	43,000
7260	FICA Matching	0	27,440	43,353
7270	Pension Matching	0	42,684	67,437
7280	Insurance Matching	0	31,136	104,714
7510	Professional Services	0	3,000	0
7512	Technical Services	0	0	7,000
7550	Communications	0	7,060	14,120
7570	Advertising	0	0	6,278
7600	Travel	0	5,000	10,000
7630	Training/Cont. Education	0	7,000	13,000
7700	Insurance	0	0	0
7860	Maint: Buildings	0	0	0
7870	Maint: Motor Equipment	0	7,200	49,000
7880	Maint: Mach/Imp/Tools	0	0	7,500
7980	Metro Drug Squad	0	0	0
7981	Dougherty County Jail	0	0	0
7990	Dues and Fees	0	2,100	2,100
7995	Contingency	0	0	6,500
8009	Licenses	0	0	3,391
8010	Supplies	0	5,000	24,000
8016	Small Equipment	0	44,495	25,600
8020	Photography	0	0	6,000
8060	Laundry	0	7,800	6,800
8110	Motor Fuel	0	12,500	60,000
TOTAL, GENERAL FUND:		0	487,417	1,066,493

POLICE BUILDINGS*DESCRIPTION*

Having adopted the Community Oriented Policing philosophy the Albany Police Department operates four Community Policing Centers, which are strategically located within each of our four geographical Community Policing Districts. These centers give the citizens a sense of public safety presence within "their" communities and fosters positive relationships between them and their police department. The buildings serve a variety of purposes such as holding neighborhood watch meetings, town hall style meetings for City Commissioners, public access to needed law enforcement services as well as facilitating officers in the districts with functions that used to require them to commute to the main Police Department (report writing, telephone calls, investigations, etc.). Also included here are expenses for the operation of the Albany Police Department Law Enforcement Center, Mounted Patrol and Firearms Range facilities.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	26,198	41,236	33,372
OPERATING EXPENSE	271,447	268,669	260,228
CAPITAL OUTLAY	0	0	0
TOTAL	297,645	309,905	293,600
FULL TIME POSITIONS	0	0	0

POLICE BUILDINGS

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2211.				
7110	Regular Wages	323	0	0
7130	Temporary Help	23,939	38,262	31,000
7210	W/C Insurance	80	0	0
7260	FICA Matching	1,856	2,974	2,372
7512	Technical Services	100	576	518
7550	Communications	17,881	15,663	14,100
7860	Maint: Buildings	64,257	60,000	54,000
7870	Maint: Motor Equipment	9	0	0
7880	Maint: Mach/Imp/Tools	0	4,200	3,800
7900	Utilities	172,301	171,000	171,000
8009	Licenses	100	100	100
8010	Supplies	15,604	16,150	15,000
8018	Books & Subscriptions	178	980	1,710
8050	Rental of Equipment	54	0	0
8110	Motor Fuel	963	0	0
TOTAL, GENERAL FUND:		297,645	309,905	293,600

ALBANY - DOUGHERTY SWAT TEAM*DESCRIPTION*

It is the policy and intent of the Albany/Dougherty Metro SWAT Team to provide the community with a reservoir of skilled law enforcement personnel who are capable of identifying and implementing a high level response to special threats with minimal risk to personnel and citizens. The role of law enforcement in all cases, including riotous activity, insurrection, barricaded subjects, execution of narcotics warrants, arrest of dangerous felons, and the rescue of hostages or endangered persons, is the protection of lives and property. The Albany/Dougherty Metro SWAT is a team of specially trained police officers from participating political subdivisions, which will respond to any incident where special weapons and tactics are needed within the member jurisdictions. The unit consist of a maximum of twenty five highly trained personnel with specific skills in the areas of marksmanship, tactical response and containment, and the deployment of chemical munitions. The Albany/Dougherty Metro SWAT is under the direct supervision of a unit Commander with the governing authority derived through the Albany/Dougherty Metro SWAT Board of Directors.

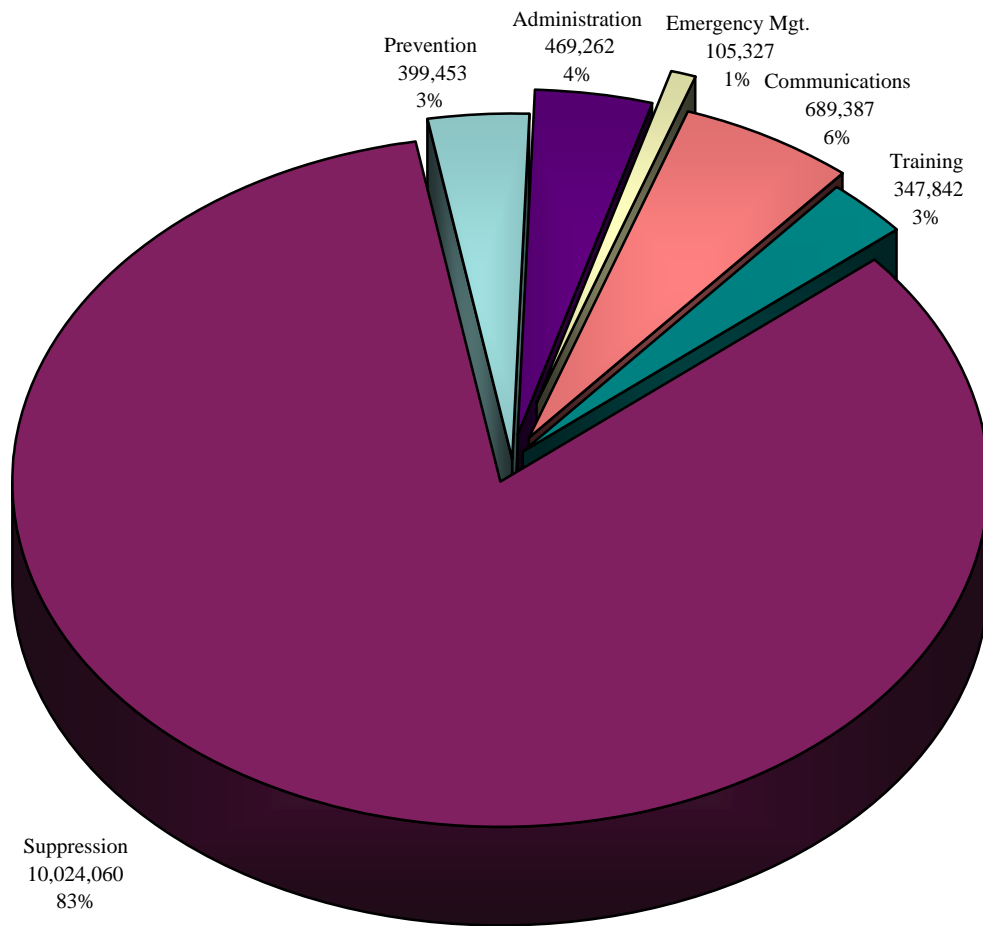
MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	2,000	1,000
OPERATING EXPENSE	0	28,000	74,700
CAPITAL OUTLAY	0	0	0
TOTAL	0	30,000	75,700
FULL TIME POSITIONS	0	0	0

City employees assigned to the SWAT Team are housed in APD cost centers.

ALBANY - DOUGHERTY SWAT TEAM

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
205				
7230	Uniforms	0	2,000	1,000
7550	Communications	0	0	500
7600	Travel	0	1,000	1,500
7630	Training and Development	0	3,500	6,000
7870	Maint: Motor Equipment	0	2,000	2,000
7880	Maint: Mach/Imp/Tools	0	0	1,500
7990	Dues & Fees	0	0	300
8010	Supplies	0	6,500	15,500
8016	Small Equipment	0	15,000	47,000
8017	Printing & Binding	0	0	200
8018	Books & Subscriptions	0	0	200
	TOTAL, GENERAL FUND:	0	30,000	75,700

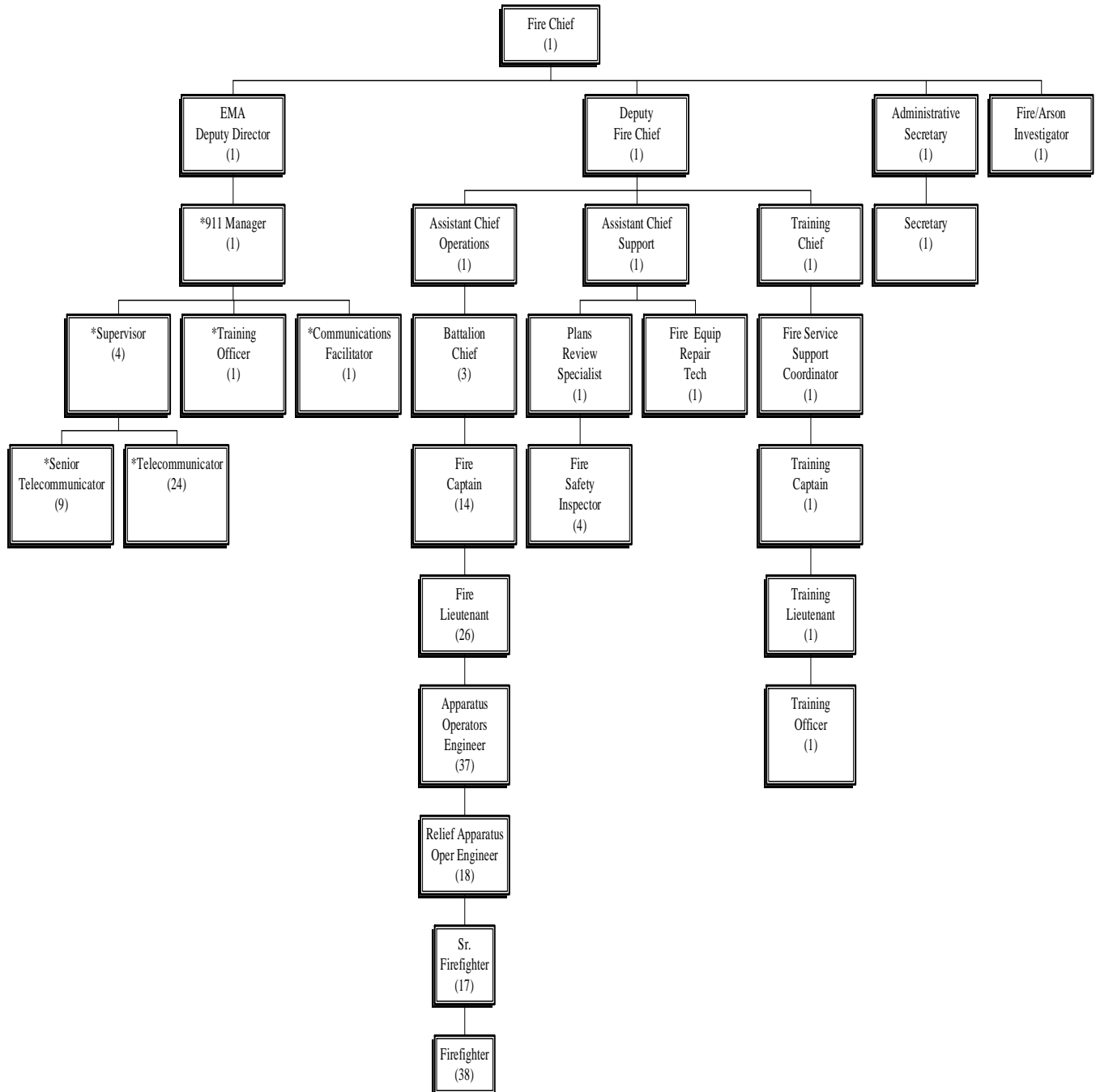
City of Albany
Adopted Budget
FY 2010
Fire Department



Total Expenditures
\$12,035,331

Fire Department

Dept 23



*Funded through CAD 911

(However, 4 Senior and 12 Telecommunicators are housed in cost center 2307)

FIRE DEPARTMENTAL SUMMARY

DESCRIPTION

The Fire Department's primary function is to save lives and property by fighting and preventing fires through fire prevention efforts such as inspections, code enforcement, education, as well as arson investigation and prosecution. The Fire Department's responsibilities are defined in the City Charter and State Statutes. This department consists of seven divisions - Administration, Fire Fighting, Fire Prevention, Fire Training, Emergency Management, Public Safety Communications, and CAD 911. CAD 911's expenditures are budgeted separately and is located in the Special Funds section.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	10,250,588	10,894,513	11,450,198
OPERATING EXPENSE	514,755	535,259	585,132
CAPITAL OUTLAY	0	0	0
TOTAL	10,765,343	11,429,772	12,035,331
FULL TIME POSITION(S)	188	188	188

PERFORMANCE MEASURES

See individual divisions for performance measures.

FIRE ADMINISTRATION**MISSION**

Under the direction of the Fire Chief, the Administrative Division of the Albany Fire Department, as required by the City Charter and Code of City Ordinances, directs the everyday operations of the department. This includes administration, personnel management, maintenance, repair purchasing, receiving, supply safety, and fiscal affairs management.

Goals and Objectives

Goal 1: Attract and retain qualified employees.

Objective 1: Improve overall recruitment, training and employee development.

Goal 2: To provide an atmosphere that supports growth and revitalization.

Objective 2: Lower the City's ISO rating to stimulate the local economy.

Goal 3: Ensure that all Divisions of the Fire Department complete their goals and objectives in a timely manner.

Objective 3: Prepare a comprehensive budget in order to obtain the necessary resources to complete all goals of the department.

Goal 4: To obtain maximum team performance.

Objective 4: Develop a strong working rapport with other employees. Promote harmony within the department.

Performance Measures

	FY '08		FY '09		FY '10
<u>Workload Measures</u>	Adopted	Actual	Adopted	Projected	Base
❑ Monthly Reports	36	36	36	37	36
❑ Payroll processing	26	26	26	26	26
❑ Tours/Programs	150	152	200	200	100
❑ Processing Invoices/Requisitions	750	844	750	800	700
<u>Effectiveness Measures</u>					
❑ High quality, quantity, and error free	100%	100%	100%	100%	100%
❑ Meet deadlines	100%	100%	100%	100%	100%
❑ High productivity	95%	97%	100%	100%	100%
❑ Timeliness	100%	100%	100%	100%	100%

FIRE ADMINISTRATION*DESCRIPTION*

Under the direction of the Fire Chief, the Administrative Division of the Albany Fire Department, as required by the City Charter and Code of the City Ordinances, directs the everyday operations of the department. This includes administration, personnel management, maintenance, repair, purchasing, receiving, supply, safety and fiscal affairs management.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	360,141	409,291	410,219
OPERATING EXPENSE	45,759	39,370	59,043
CAPITAL OUTLAY	0	0	0
TOTAL	405,900	448,661	469,262
FULL TIME POSITIONS	5	6	6

Class Title

Deputy Fire Chief	1	1	1
Administrative Secretary, Sr.	1	1	1
Fire Equipment Repair Technician	1	1	1
Fire Chief	1	1	1
Secretary	1	1	1
Arson Investigator	0	1	1
TOTAL	5	6	6

FIRE ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2300.				
7110	Regular Wages	278,520	313,894	310,729
7120	Overtime	1,026	0	0
7210	W/C Insurance	3,971	0	0
7220	Tuition Assistance	90	0	0
7260	FICA Matching	20,607	24,013	23,771
7270	Pension Matching	29,539	37,353	36,977
7280	Insurance Matching	26,388	34,031	38,742
7510	Professional Services	120	0	0
7550	Communications	4,158	3,570	3,676
7600	Travel	4,274	3,650	3,650
7630	Train/Cont. Education	2,249	3,650	3,650
7870	Maint: Motor Equipment	28	0	0
7880	Maint: Mach/Imp/Tools	4,824	8,200	8,200
7990	Dues and Fees	410	1,000	1,000
8010	Supplies	3,410	6,000	6,000
8017	Printing	565	1,000	1,000
8052	Rent	25,222	11,800	31,367
8150	Food	499	500	500
TOTAL, GENERAL FUND:		405,900	448,661	469,262

FIRE SUPPRESSION**MISSION**

To contribute to the overall mission of the Fire Department by responding to and mitigating all calls for service in Albany/Dougherty County in a timely and effective manner.

Goals and Objectives

Goal 1: Achieve minimum response times.

Objective 1: Respond to calls in corporate city limits in 5 minutes or less. Respond to calls outside city limits in 12 minutes or less.

Goal 2: Inspect all fire hydrants in Albany/Dougherty County two times per year for serviceability.

Objective 2: Inspect and test 4467 fire hydrants two times per year.

Performance Measures

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
<input type="checkbox"/> Respond to calls in Albany/Dougherty County	3,600	3,703	3,600	3,600	3,600
<input type="checkbox"/> Inspect and test fire hydrants in Albany/Dougherty County X2	4,467	8,934	8,934	8,934	8,934

Effectiveness Measures

<input type="checkbox"/> Calls under 5 minutes	75%	100%	80%	100%	80%
<input type="checkbox"/> Members completing (hours)	99%	99%	100%	100%	100%
<input type="checkbox"/> Hydrants tested	100%	100%	100%	100%	100%

FIRE SUPPRESSION*DESCRIPTION*

The firefighting division performs the very visible function of fire suppression, rescue and related services within the City of Albany and the rest of the County as provided for by contract. The mandates for these functions fall within the provisions of the City Charter, the Code of City Ordinances and OCGA, title 25-12. These duties are accomplished from eleven fire stations utilizing one hundred fifty-four assigned personnel.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	8,636,887	9,117,580	9,608,070
OPERATING EXPENSE	402,542	382,290	415,990
CAPITAL OUTLAY	0	0	0
TOTAL	9,039,429	9,499,870	10,024,060
FULL TIME POSITIONS	157	154	154

Class Title

Apparatus Operator Engineer	40	37	37
Battalion Chief - 56	3	3	3
Fire Captain	15	14	14
Fire Lieutenant	28	26	26
Firefighter	39	38	38
Senior Firefighter	18	17	17
Relief Apparatus Oper. Engineer	13	18	18
Assistant Chief Operations	1	1	1
TOTAL	157	154	154

FIRE SUPPRESSION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2301.				
7110	Regular Wages	5,720,461	5,943,095	6,224,619
7120	Overtime Wages	531,086	658,237	790,428
7130	Temporary Help	44,317	0	0
7210	W/C Insurance	137,778	0	0
7220	Tuition Assistance	0	1,500	0
7230	Uniforms	65,483	90,000	90,000
7260	FICA Matching	455,441	489,702	536,651
7270	Pension Matching	738,354	761,118	834,791
7280	Insurance Matching	943,967	1,173,928	1,131,581
7510	Professional Services	30,386	31,490	31,490
7512	Technical Services	897	0	0
7514	Contract Labor	8,712	0	0
7550	Communications	9,984	11,300	11,300
7860	Maint: Buildings	14,783	19,000	19,000
7870	Maint: Motor Equipment	104,011	92,000	125,700
7880	Maint: Mach/Imp/Tools	9,131	10,000	10,000
7900	Utilities	79,378	90,000	90,000
7990	Due and Fees	5	0	0
8010	Supplies	16,342	16,500	16,500
8016	Small Equipment	21,622	15,000	15,000
8017	Printing	303	1,000	1,000
8018	Books & Subscriptions	264	0	0
8030	Janitorial Supplies	2,851	3,000	3,000
8060	Laundry	8,571	10,000	10,000
8110	Motor Fuel	95,302	83,000	83,000
TOTAL, GENERAL FUND:		9,039,429	9,499,870	10,024,060

FIRE PREVENTION**MISSION**

Provide for a fire safe environment for our citizens and visitors who live, work, and shop in Albany/Dougherty County.

Goals and Objectives

Goal 1: Provide for a fire safe environment for our citizens to live, work, and shop.

Objective 1: Perform fire safety inspections.

Goal 2: Educate the citizens of Albany/Dougherty County on fire safety.

Objective 2: Provide fire safety training to the citizens of Albany/Dougherty County.

Goal 3: Increase the overall effectiveness of fire prevention personnel by providing educational opportunities.

Objective 3: Providing 40 hours of continuing education for each employee.

Performance Measures

	FY '08		FY '09		FY '10
<u>Workload Measures</u>	Adopted	Actual	Adopted	Projected	Base
<input type="checkbox"/> Perform annual inspections	4,000	3843	4,000	4,000	4,792
<input type="checkbox"/> Perform business licenses inspections	800	592	800	800	800
<input type="checkbox"/> Perform plans review	300	297	300	300	300
<input type="checkbox"/> Number of kids attending fire prevention	8,200	7414	8,200	8,200	8,200
<u>Effectiveness Measures</u>					
<input type="checkbox"/> Percentage of employees completing 40 hrs of outside training	100%	100%	100%	100%	100%

FIRE PREVENTION**DESCRIPTION**

This division has the overall responsibility for administering/conducting annual fire safety compliance inspections in each business in Albany/Dougherty County; additionally, its personnel performs all fire/life safety compliance inspections on new business licensing, new construction and renovations, to include plans review of all new construction. The division is responsible for investigating all fires of suspicious, incendiary or undetermined fires with a high dollar loss or fatality. Division personnel are also responsible for fire safety education to all the citizens of Albany/Dougherty County.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	313,973	371,201	376,953
OPERATING EXPENSE	13,638	22,500	22,500
CAPITAL OUTLAY	0	0	0
TOTAL	327,611	393,701	399,453
FULL TIME POSITIONS	6	6	6

Class Title

Assistant Chief - Support	1	1	1
Plans Review Specialist	1	1	1
Fire Safety Inspector	4	4	4
TOTAL	6	6	6

FIRE PREVENTION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2302.				
7110	Regular Wages	218,092	263,766	267,583
7120	Overtime Wages	1,714	4,500	4,500
7210	W/C Insurance	9,620	0	0
7260	FICA Matching	17,371	20,522	20,814
7270	Pension Matching	28,811	31,897	32,378
7280	Insurance Matching	38,365	50,516	51,678
7550	Communications	1,696	1,500	1,500
7600	Travel	(894)	3,000	3,000
7630	Training and Development	0	2,000	2,000
7880	Maint: Mach/Imp/Tools	250	500	500
8010	Supplies	7,119	8,000	8,000
8016	Small Equipment	4,770	5,000	5,000
8017	Printing	302	1,500	1,500
8018	Books & Subscriptions	395	1,000	1,000
TOTAL, GENERAL FUND:		327,611	393,701	399,453

FIRE TRAINING**MISSION**

The Albany Fire Department Training Division is committed to contributing to the over all mission of the Fire Department by the planned and systematic development, implementation and delivery of training programs and drills and to insure the effectiveness and competence of all suppression division members.

Goals and Objectives

Goal 1: Meet all state-mandated training requirements.

Objective 1: 24 continuing education training hours per certified firefighter annually.

Goal 2: Meet all ISO mandated training requirements.

Objective 2: 240 hours in-service training hours per individual annually.

Conduct eight 3-hour company drills annually.

Performance Measures

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Total continuing education hours State required (per firefighter)	20,200	20,200	20,200	20,200	***0
❑ Total in-service hours ISO required (per firefighter)	40,400	43,242	37,680	37,680	37,680
❑ Total drill hours ISO required (per firefighter)	3,600	2,911	3,600	3,600	3,600
❑ Total continuing education hour State required (24 hours per firefighter for recertification)	4,008	4,008	4,008	4,008	4,008

*** State only requires 24 hours per non core exempt firefighter and 40 hours for core exempt. There is no longer dual hours needed.

Effectiveness Measures

❑ Members completing continuing education hours (% of hours)	100	100	100	100	100
❑ Members completing in-service hours ISO required (% of hours)	100	98	100	98	98
❑ Members completing ISO drill hours (%)	100	98	100	98	100

FIRE TRAINING*DESCRIPTION*

This division provides planned course content and direction for the on-going study of fire fighting responsibilities. The responsibility of training new recruits for fire fighting, rescue functions and other related tasks, as well as providing direction for increased skills and abilities through knowledge for suppression personnel is assigned to the Training Division. Testing, evaluating, and recommendations of all new hires and promotions within the department. Records and reports on all department training activities.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	239,969	310,213	328,242
OPERATING EXPENSE	4,518	19,600	19,600
CAPITAL OUTLAY	0	0	0
TOTAL	244,487	329,813	347,842
FULL TIME POSITIONS	3	5	5

Class Title

Fire Captain	1	1	1
Fire Lieutenant	1	1	1
Training Officer	0	1	1
Support Coordinator	0	1	1
Training Chief	1	1	1
TOTAL	3	5	5

FIRE TRAINING				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2303.				
7110	Regular Wages	181,947	231,754	237,109
7120	Overtime	843	0	0
7210	W/C Insurance	2,689	0	0
7260	FICA Matching	13,423	17,729	18,139
7270	Pension Matching	20,692	27,556	28,216
7280	Insurance Matching	20,375	33,174	44,778
7510	Professional Services	254	0	0
7550	Communications	534	1,500	1,500
7600	Travel	0	3,000	3,000
7630	Training and Development	0	2,000	2,000
7880	Maint: Mach/Imp/Tools	0	2,500	2,500
7900	Utilities	347	5,000	5,000
7990	Dues and Fees	15	0	0
8010	Supplies	1,183	2,500	2,500
8017	Printing	1,251	1,400	1,400
8018	Books and Subscriptions	934	1,700	1,700
TOTAL, GENERAL FUND:		244,487	329,813	347,842

FIRE/EMERGENCY MANAGEMENT*DESCRIPTION*

The Emergency Management organization has the responsibility for the development and continuous review and update of plans designed to provide for the continuity of local government prior to and/or during times of high stress, emergencies, or disasters. This responsibility includes (without limitation): the necessary coordination, training, resources and guidelines needed to enable the city and county departments, volunteers or other agencies to operate as a total organization during periods of high stress or emergency/disaster situations and support such operations with manpower, supplies and equipment as economically as possible. This division has been tasked with the management of the 911 Communications Division.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	74,106	76,405	76,697
OPERATING EXPENSE	10,298	27,930	28,630
CAPITAL OUTLAY	0	0	0
TOTAL	84,404	104,335	105,327
FULL TIME POSITIONS	1	1	1

Class Title

Emergency Management Deputy Director	1	1	1
TOTAL	1	1	1

FIRE/EMERGENCY MANAGEMENT

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2305.				
7110	Regular Wages	61,715	63,610	63,610
7210	W/C Insurance	203	0	0
7260	FICA Matching	4,702	4,866	4,866
7270	Pension Matching	7,346	7,570	7,570
7280	Insurance Matching	140	359	651
7550	Communications	2,237	9,130	9,130
7870	Maint: Motor Equipment	1,631	0	700
7880	Maint: Mach/Imp/Tools	3,211	13,200	13,200
7990	Dues and Fees	125	500	500
8010	Supplies	1,338	1,500	1,500
8016	Small Equipment	466	600	600
8110	Motor Fuel	892	2,000	2,000
8150	Food	398	1,000	1,000
TOTAL, GENERAL FUND:		84,404	104,335	105,327

FIRE – ALBANY PUBLIC SAFETY COMMUNICATIONS DIVISION

MISSION

To enhance the quality of life of every person in the City of Albany and Dougherty County, Georgia by receiving and processing 9-1-1 emergency calls and by dispatching emergency response units in a prompt, efficient and professional manner. Also, maintain and enhance the 9-1-1 Public Safety Communications System to better serve the needs of the community and the emergency response units.

Goals and Objectives

Goal 1: To provide quality service to our citizens.

Objective 1: To complete call-intake/response review, three calls per employee per Quarter.

Objective 2: Dispatch all received fire calls within two minutes or less, 95% of the time.

Objective 3: Dispatch all received EMS calls within two minutes or less, 90% of the time.

Objective 4: Review three EMD calls per month for quality assurance.

Objective 5: Reduce the amount of time from “call receive” to “call dispatch” for the Police Department to two minutes or less.

Goal 2: Improve the performance of employees.

Objective 6: Ensure each Telecommunicator receives forty hours of training per year.

Objective 7: Ensure each Telecommunicator receives EMD Certification or Re-Certification as required/needed through the newly implemented EMD Training Program.

FIRE – ALBANY PUBLIC SAFETY COMMUNICATIONS DIVISION**Performance Measures**

	FY '08		FY '09		FY '10
<u>Workload Measures:</u>	Adopted	Actual	Adopted	Projected	Base
❑ Number of dispatches completed	217,524	212,588	196,150	212,588	212,588
❑ Number of EMS dispatches completed	23,027	22,522	22,507	22,522	22,522
❑ Number of Fire dispatches completed	6,225	6,871	6,221	6,871	6,871
❑ Number of Police dispatches completed	188,272	183,195	167,422	183,195	183,195
❑ Number of 911 calls received	124,086	129,919	139,633	129,919	129,919
<u>Efficiency Measures:</u>					
❑ Complete call intake and response review per quarter (%)	95	95	95	95	95
❑ Review fire calls dispatched (%)	95	95	95	95	95
❑ Review EMS calls dispatched (%)	95	95	95	95	95
❑ Review EMD preformed calls (%)	95	95	95	95	95
❑ Track employee-training (%)	100	100	100	100	100
<u>Effectiveness Measures:</u>					
❑ Percentage of acceptable call intake response reviewed by Shift Supervisor	95	95	95	95	95
❑ Percentage of dispatched fire calls within two minutes	95	95	95	95	95
❑ Percentage of dispatched EMS calls within two minutes	95	95	95	95	95
❑ Percentage of approved/reviewed EMD calls by EMD Committee	95	95	95	95	95

FIRE - PUBLIC SAFETY COMMUNICATIONS DIVISION*DESCRIPTION*

The Albany Public Safety Communications Division of the Albany Fire Department is responsible for the dispatching of the appropriate Public Safety entity to calls for assistance from the citizens of Albany and Dougherty County. This division actively monitors 15 Public Safety frequencies in and around Albany. This includes Emergency Medical Dispatch. This division receives requests for EMS and dispatches Emergency Medical Units when necessary. One of the requirements for this EMD is that all dispatchers be certified. By providing this service to the public, the dispatcher can give possible life saving pre-arrival instructions while EMS is en route. This division also monitors federal, state and local criminal information systems. It is also responsible for broadcasting severe weather reports affecting Dougherty County when needed. This division also recently obtained the responsibility of dispatching for the Dougherty County Police Department.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	625,512	609,822	650,018
OPERATING EXPENSE	38,000	43,569	39,369
CAPITAL OUTLAY	0	0	0
TOTAL	663,512	653,391	689,387
FULL TIME POSITIONS	16	16	16

Class Title

Telecommunicator, Sr*	5	4	4
Telecommunicator	11	12	12
TOTAL	16	16	16

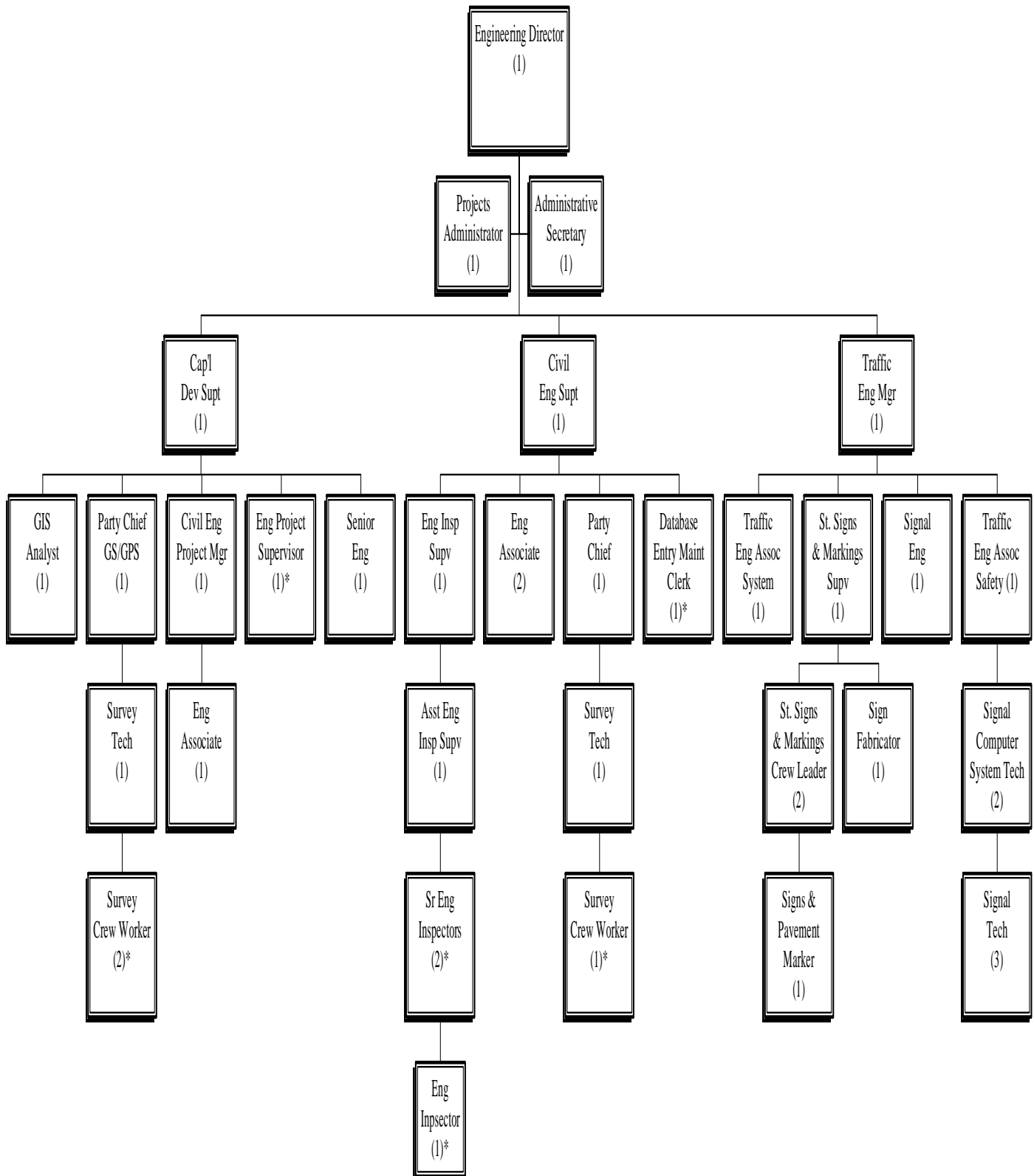
*Moved to Special Fund, CAD 911.

FIRE - PUBLIC SAFETY COMMUNICATIONS DIVISION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2307				
7110	Regular Wages	384,537	439,293	443,582
7120	Overtime Wages	80,156	0	0
7210	W/C Insurance	1,441	0	0
7230	Uniforms	(10)	0	0
7260	FICA Matching	33,093	33,606	33,934
7270	Pension Matching	55,155	52,276	52,786
7280	Insurance Matching	71,140	84,647	119,716
7550	Communications	191	0	0
8010	Supplies	10	0	0
8052	Rent	37,799	43,569	39,369
	TOTAL, GENERAL FUND:	663,512	653,391	689,387

Engineering Department

Dept 24



* Positions funded by SPLOST

ENGINEERING DEPARTMENT**MISSION**

To provide design, inspection and project management services for the citizens of Albany and other city departments (particularly Public Works) to maintain and improve the city's infrastructure; to provide SPLOST expenditure tracking; and to develop maximum traffic and pedestrian safety with minimum congestion on streets and highways in Albany/Dougherty County for the benefit of the public.

Goals and Objectives

Goal 1: To provide sound engineering design for SPLOST projects (storm drainage and alley paving); to provide technical support to other city departments; to respond to requests from the public concerning drainage problems and engineering issues; and to perform administrative services in coordinating use of SPLOST funds.

Objective 1: To provide continuous flow of design plans and specifications for construction by contractors and city forces.

Objective 2: To assist departments with meeting technical goals in a cost- effective manner and to enable their operations to be minimally affected.

Objective 3: To provide SPLOST expenditure tracking.

Goal 2: To improve the city's infrastructure by promoting thorough and consistent review of developmental site plans; and to maintain safe and effective standards of construction throughout the city.

Objective 1: To review site plans and respond to Planning & Development requests for engineering review.

Objective 2: To provide timely and consistent inspection of all city roads, storm and sanitary sewers and other infrastructure projects.

Goal 3: Ongoing installation and maintenance programs for all traffic control devices, roadway markings and street name signs throughout the city and county to ensure safety for both motorists and pedestrians.

Objective 1: Respond to calls concerning malfunction of signals or problems with traffic signs as quickly as feasible along with performing routine maintenance on all traffic control devices throughout the city and county twice each year.

Objective 2: Install new traffic signals as needed and maintain timings on all signals to insure they are properly coordinated for effective traffic flow.

Objective 3: Lower the accident rate per 100 million vehicle miles to under 500.

ENGINEERING DEPARTMENT**Performance Measures**

	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
<u>Workload Measures</u>					
<input type="checkbox"/> Provide plans and specifications for alleys	6	6	6	6	6
<input type="checkbox"/> Provide plans and specs for Sales Tax III, Holloway VI	0	0	0	0	0
<input type="checkbox"/> Storm Drainage NPDES Annual Report			1	1	1
<input type="checkbox"/> Provide plans, specs and project management of EPA grant	1	1	1	0	0
<input type="checkbox"/> Project Management of Capital Development Projects (above ground)	23	23	23	23	23
<input type="checkbox"/> Administration of Sales Tax Projects	45	45	45	45	45
<input type="checkbox"/> Requests for Service processed	245	245	245	275	245
<input type="checkbox"/> Signs/Pavement Markings installed/maintained including roadway miles striped	50,000	50,000	50,000	50,000	50,000
<input type="checkbox"/> Signs fabricated	1425	1425	1425	1088	1100
<input type="checkbox"/> Traffic sign service calls	616	616	616	631	625
<input type="checkbox"/> Traffic signal service calls	644	644	644	595	600
<input type="checkbox"/> Traffic signal installations/upgrades	17	17	17	25	25
<input type="checkbox"/> Project Management of Transportation Projects	7	7	7	7	7
State Mandated Utility Locates	4704	4704	5080	4744	4744
<u>Efficiency Measures</u>					
<input type="checkbox"/> Response to citizen requests/inspection of sites and Public Works' requests for assistance within 24 hours	40	40	40	40	40
<input type="checkbox"/> Trouble call response – traffic signals/signs (percentage within 30 min.)	90/80	90/80	90/80	90/80	90/80
<input type="checkbox"/> Response to citizen requests (traffic) % w/in 1 wk.	47	47	47	48	47
<input type="checkbox"/> Complete site plan review (average response time in days)	10	10	10	10	10
<input type="checkbox"/> Submit Contract Documents for Agency review (percentage of times agency deadlines met)	100%	100%	100%	100%	100%
<input type="checkbox"/> Inspection of traffic control devices to meet standards set by MUTCD (times per year)	2	2	2	2	2
<input type="checkbox"/> Project contracts/no more than 1 change order (%)	80	80	80	85	80
<input type="checkbox"/> Projects/no claims filed against contractor (%)	100	100	100	100	100
<input type="checkbox"/> Projects/no liquidation damages charged (%)	100	100	100	100	100
<input type="checkbox"/> Projects completed within schedule established (%)	100	100	100	100	100
<u>Effectiveness Measures</u>					
<input type="checkbox"/> Providing plans for alley construction (million)	\$1	\$1.2	\$1	\$1.5	\$1.5
<input type="checkbox"/> Providing plans to maintain a steady flow of construction projects funded by Sales Tax III & IV/EPA/General Fund/Transit (million)	\$2	\$1.5	\$1	\$1	\$1.5
<input type="checkbox"/> Maintenance of acceptable Level of Service for our community (of 46 signalized intersections, 43 equal level "C" or above)	32	32	Level "C"	38	28
<input type="checkbox"/> Accident rate per 100 million vehicle miles	508.6		Under >500	Under >500	Under >500

ENGINEERING*DESCRIPTION*

The Engineering Department Civil and Project Management Divisions have the responsibility for providing the necessary design, inspection and project management for the City of Albany. The department is an information repository for Albany's existing infrastructure to be utilized by the private sector for future development and by the City forces for maintenance. This department provides a vital function by providing information about the infrastructures to guide and help promote development without causing undue financial or physical hardship on the taxpayers. This is accomplished by carefully reviewing, approving and inspecting development projects to ensure compliance with local, state, and federal laws, as well as sound engineering principles. The Engineering Department Traffic Division is responsible for installation and maintenance of all traffic control devices together with conducting studies for implementing necessary modifications to improve the flow of traffic. This department also coordinates activities with the utility companies, the GA D.O.T., Dougherty County, state and federal agencies, and other engineers relative to long range planning.

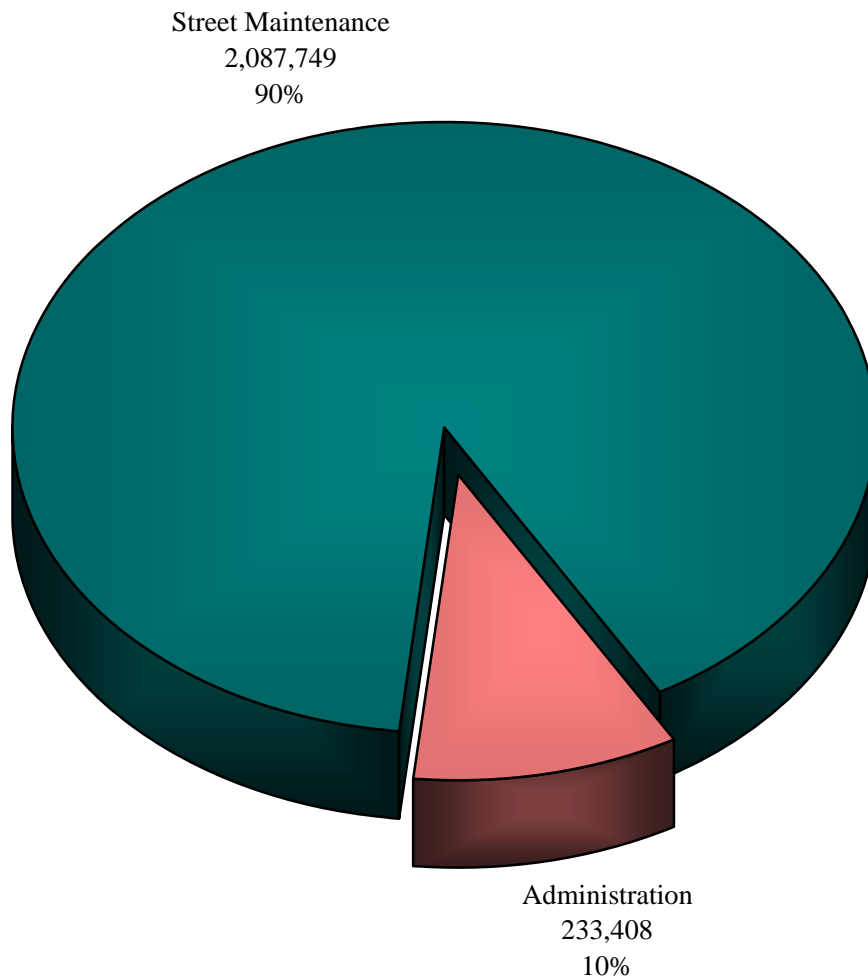
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,626,998	1,874,143	1,711,339
OPERATING EXPENSE	1,812,364	1,893,295	1,984,412
CAPITAL OUTLAY	0	0	0
TOTAL	3,439,362	3,767,438	3,695,751
FULL TIME POSITIONS	31	31	31

Class Title

Projects Administrator	1	1	1
Traffic Engineering Manager	1	1	1
Signs & Pavement Marker	1	1	1
Sign Fabricator	1	1	1
Signal Computer System Technician	2	2	2
Engineering Associate	6	5	5
Signal Technician	3	3	3
St/Signs/Mark Crew Leader	2	2	2
St/Signs & Mark Supervisor	1	1	1
Director of Engineering	1	1	1
Signal Engineer	1	1	1
Administrative Secretary Sr	1	1	1
GIS Analyst	0	1	1
Surveying Technician	2	2	2
Engineering Inspection Supervisor	1	1	1
Party Chief	2	2	2
Assistant Engineering Inspection Supervisor	1	1	1
Senior Engineer	1	1	1
Capital Development Supt.	1	1	1
Civil Eng. Superintendent	1	1	1
Civil Engineering Projects Manager	1	1	1
TOTAL	31	31	31

ENGINEERING				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2400				
7110	Regular Wages	1,154,175	1,308,632	1,209,339
7120	Overtime Wages	29,037	32,000	32,000
7130	Temporary Help	36,930	42,120	31,475
7210	W/C Insurance	42,747	0	0
7220	Tuition Reimbursement	0	6,000	0
7230	Uniforms	10,155	12,000	10,000
7260	FICA Matching	86,988	105,781	97,370
7270	Pension Matching	102,036	119,316	110,479
7280	Insurance Matching	164,930	248,294	220,676
7510	Professional Services	41,038	90,000	121,000
7512	Technical Services (Surveys, DP)	3,575	4,500	5,500
7514	Contract Labor	0	500	0
7550	Communications	25,812	27,000	21,550
7570	Advertising	3,957	500	300
7600	Travel	7,552	7,650	5,500
7630	Train/Cont. Education	14,273	12,500	8,940
7860	Maint: Buildings	2,818	3,000	2,000
7870	Maint: Motor Equipment	54,657	50,000	67,700
7880	Maint: Mach/Imp/Tools	21,426	42,300	40,850
7900	Utilities	7,912	7,800	7,800
7910	Street Lights	1,370,338	1,390,000	1,435,030
7990	Dues and Fees	835	1,860	2,845
8009	Licenses (CDL, CPA, Etc.)	0	250	400
8010	Supplies	121,924	106,150	137,400
8016	Small Equipment	27,777	25,900	19,698
8017	Printing (Not Std Forms)	287	1,000	800
8018	Books and Subscriptions	1,039	1,115	545
8020	Photography	26	200	100
8030	Janitorial Supplies	0	300	0
8050	Equipmental Rental	315	400	400
8052	Rent	55,354	69,370	55,354
8110	Motor Fuel	49,978	50,000	50,000
8150	Food	1,471	1,000	700
	TOTAL, GENERAL FUND:	3,439,362	3,767,438	3,695,751

City of Albany
Adopted Budget
FY 2010
Public Works Department
(General Operations)



Total Expenditures
\$2,321,157

PUBLIC WORKS DEPARTMENTAL SUMMARY

DESCRIPTION

The Public Works Department consists of two (2) General Fund Divisions and two (2) Enterprise Fund Divisions. The Enterprise Divisions are budgeted separately. The General Fund Divisions are Public Works Administration and Street Maintenance.

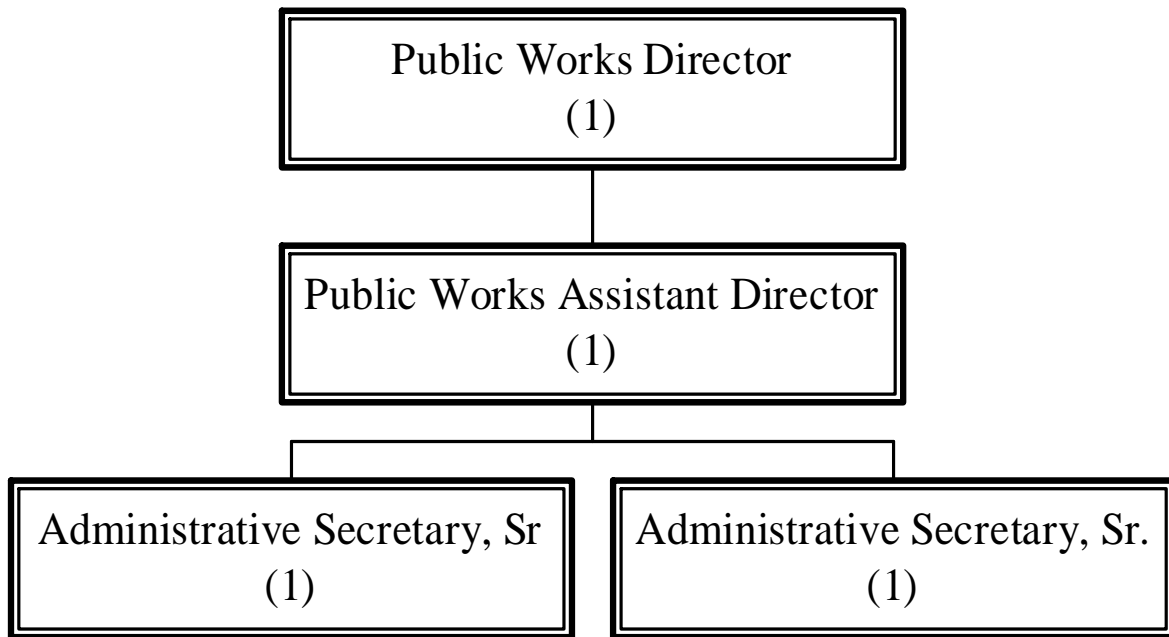
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,732,365	1,886,237	1,666,351
OPERATING EXPENSE	716,236	871,334	654,806
CAPITAL OUTLAY	0	0	0
TOTAL	2,448,601	2,757,571	2,321,157
FULL TIME POSITIONS	37	42	36

PERFORMANCE MEASURES

See individual divisions for performance measures.

Public Works - Administration

Dept 30



PUBLIC WORKS DEPARTMENT/ADMINISTRATION DIVISION

MISSION

To meet the needs of the Public by providing a safe, quality service, and to provide general overall administrative support to all Public Works divisions. We will instill a sense of pride in our work and a commitment to excellence in the method and delivery of service to our customers.

Goals and Objectives

Goal 1: To establish and maintain an excellent level of Customer Service.

“Service Is the Life Blood of Any Organization, Everything Flows From It and Is Nourished By It. Customer Service Is Not A Department ... It’s An ATTITUDE.”

Objective 1: Rapid Response

Objective 2: Quality Service Delivery

Objective 3: Turning complaints into compliments

Goal 2: Be proactive in the PREVENTION of Accidents

Objective 1: To lower the rate of Personal Injuries

Objective 2: To lower the rate of Vehicular Incidents

Objective 3: To lower the rate of Property Damage.

PUBLIC WORKS DEPARTMENT/ADMINISTRATION DIVISION**Performance Measures**

<u>Workload Measures:</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Number of Work Orders generated from distribution to completion (Int./Ext.)	16,125	13,517	12,300	12,473	13,000
❑ CMO Requests	26	10	20	20	20
❑ Customer Service Initiative W/O Tracking Report	52	52	52	52	52
❑ Chargeable Personal Injury/Vehicular Accident/ Property Damage Tracking Report	12	21	20	20	20

Efficiency Measures:

❑ Total Department W/O Closed (Int./Ext)	16,000	13,517	12,200	12,473	13,000
❑ Total Department W/O Open	100	8	1,044	372	400
❑ Number of Customers Called Back	3,550	6,888	5,078	5,851	6,000
❑ Number Unable to Contact	1,550	2,271	1,600	1,405	1,405
❑ Number Satisfied Customers	3,485	6,883	5,075	5,500	5,500
❑ Number Dissatisfied Customers	88	5	3	5	5

Effectiveness Measures:

❑ Percentage of W/O Closed (Int./Ext.)	99%	100%	98%	97%	98%
❑ Percentage of Customer Callbacks	23%	62%	54%	54%	59%
❑ Percentage Satisfied Customers	98%	98%	99%	99%	99%
❑ Percentage Dissatisfied Customers	2%	2%	1%	1%	1%

Efficiency/Effectiveness Measures:

❑ Total Department W/O Closed External	9,250	13,455	10,434	12,411	12,938
❑ Total Do Not Call Back (DNC)	4,715	2,844	2,006	2,276	2,500
❑ Total Actual Dept. External W/O's	4,535	11,978	11,472	12,600	13,000
❑ Number of Customers Called Back	3,500	6,888	5,078	5,851	6,000
❑ Percentage of Customer Callbacks	78%	62%	49%	54%	59%

PUBLIC WORKS ADMINISTRATION*DESCRIPTION*

The Administration Division provides general overall administrative support to all Public Works Divisions. This division prepares and coordinates correspondence, maintains files, and personnel records. In addition, this division coordinates the department's training program, safety program, awards program, and oversees the preparation of accident and/or injury reports and maintains all pertinent documentation. This division receives the vast majority of incoming phone calls and directs them to the appropriate personnel. The division also provides mail delivery service and general errand service as well as ordering of supplies and materials as required. The division coordinates with local utility companies to insure utilities are located as required for all departmental maintenance and construction work.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	271,730	217,993	203,102
OPERATING EXPENSE	45,244	50,256	30,306
CAPITAL OUTLAY	0	0	0
TOTAL	316,974	268,249	233,408
FULL TIME POSITION	5	4	4

Class Title

Administrative Secretary, Sr	2	2	2
Public Works Director	1	1	1
Arborist	1	0	0
Assistant to Public Works Director	1	1	1
TOTAL	5	4	4

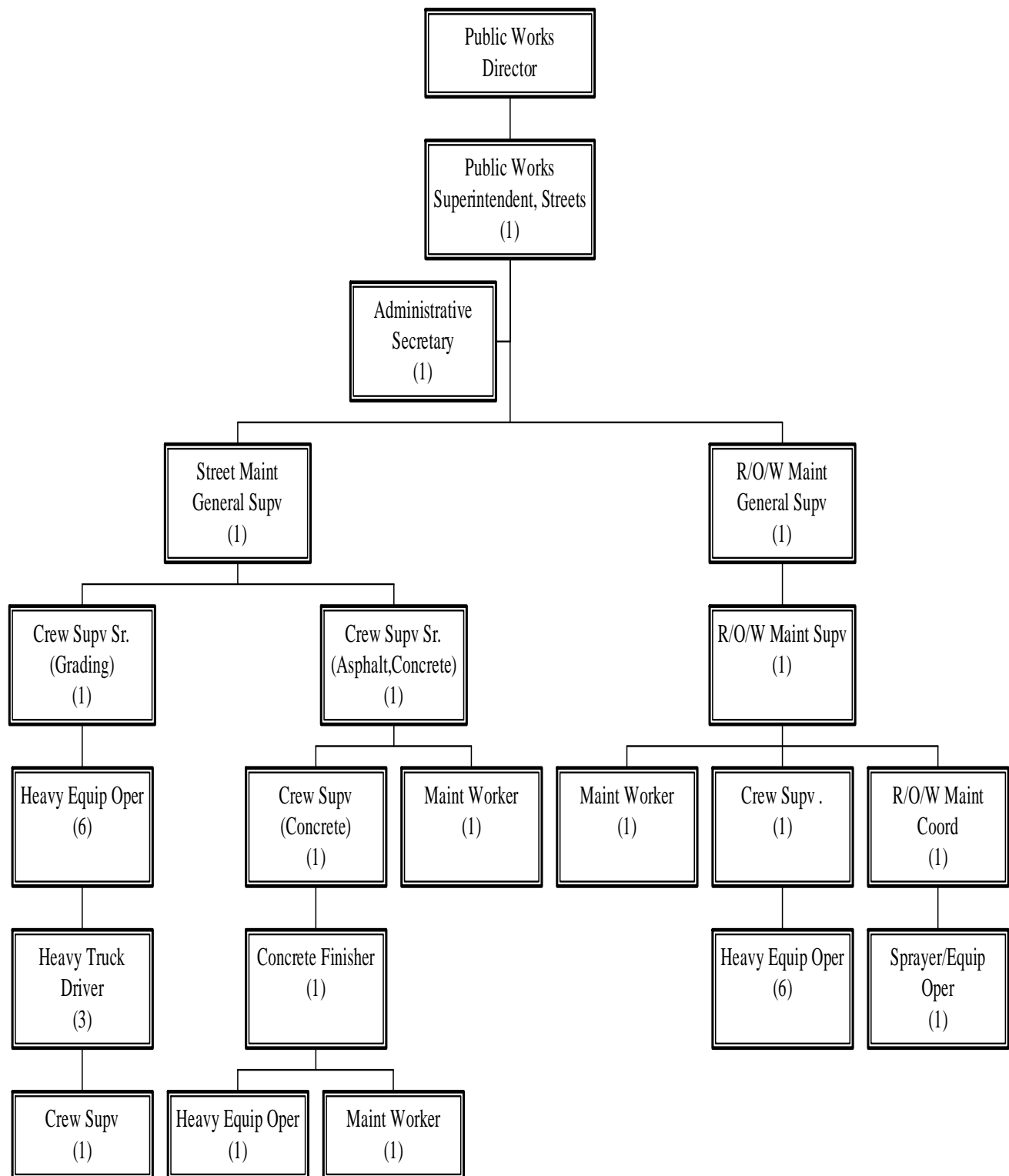
*Assistant to Public Works Director
Salary charged to 3409

PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3000.				
7110	Regular Wages	208,123	155,449	155,449
7120	Overtime Wages	0	500	500
7210	W/C Insurance	7,073	0	0
7260	FICA Matching	15,474	11,930	11,930
7270	Pension Matching	18,659	13,879	13,879
7280	Insurance Matching	22,401	36,234	21,343
7510	Professional Services	30	580	580
7550	Communications	3,064	4,900	4,900
7600	Travel	1,046	2,526	2,000
7630	Train/Cont. Education	149	645	0
7860	Maint: Buildings	10,030	10,750	0
7870	Maint: Motor Equipment	2,548	2,500	3,300
7880	Maint: Mach/Imp/Tools	2,653	3,000	3,000
7900	Utilities	11,612	10,000	0
7990	Dues and Fees	1,125	750	750
8009	Licenses	270	1,000	1,000
8010	Supplies	4,031	3,161	4,572
8016	Small Equipment	61	1,740	1,500
8017	Printing & Binding	182	200	0
8018	Books & Subscriptions	242	200	200
8030	Janitorial Supplies	4,644	4,804	5,004
8110.01	Motor Fuel	2,889	3,000	3,000
8150	Food	669	500	500
	TOTAL, GENERAL FUND:	316,974	268,249	233,408

Public Works - Street Maintenance

Dept 33



PUBLIC WORKS/STREET MAINTENANCE - SUMMARY*DESCRIPTION*

The responsibility of the Street Division is to assure proper maintenance and construction of streets, alleys, sidewalks and other City property such as parks, ball fields, etc. This division is also responsible for sidepark and R.O.W. maintenance, including mowing and herbicide application. Other functions include: street installation, street and alley paving, including base preparation and asphalt placement. The division also handles concrete construction, holding pond maintenance and driveway installations.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,460,635	1,668,244	1,463,249
OPERATING EXPENSE	670,992	821,328	624,500
CAPITAL OUTLAY	0	0	0
TOTAL	2,131,627	2,489,572	2,087,749
FULL TIME POSITIONS	37	38	32

PERFORMANCE MEASURES

See individual divisions for performance measures.

Personal Services and Operating Expenses for Tree Maintenance (cost center 3305) have been moved to Recreation and is housed in cost center 6110

PUBLIC WORKS DEPARTMENT / STREET MAINTENANCE DIVISION

MISSION

To provide for the citizens of Albany paved streets and sidewalks that are safe and defect free; driving lanes that provide a clean all-weather surface; to maintain rights of ways, unpaved streets and alleys passable and free of uncontrolled vegetation.

Goals and Objectives

Goal 1: To provide a superior level of customer service.

Objective 1: Respond to customer complaints within 24 hours

Objective 2: Reduce the number of repeat complaints by 25%

Goal 2: Reduce the potential for accidents, injuries and related litigation by keeping potholes, road defects, sidewalks and utility cuts repaired in a timely manner.

Objective 3: Respond to emergency defect notification within 4 hours

Respond to priority complaints within 24 hours

Objective 4: Repair 100% of the potholes within 2 working days of customer complaint.

Objective 5: Install sidewalks designated by the City Commission

Goal 3: To improve the condition and appearance of city owned and maintained alleys.

Objective 6: Develop innovative programs with non-traditional manpower to augment existing work force.

Objective 7: Develop alley rehabilitation program for alleys not slated for paving under the SPLOST Alley Paving Program.

Objective 8: Install storm sewer and pave alleys designated as high maintenance or drainage problems.

Goal 4: To improve the condition and appearance of City-owned rights of way and side parks.

Objective 9: Reduce undesirable weeds and improve service delivery of side park and ROW mechanical mowing.

PUBLIC WORKS DEPARTMENT / STREET MAINTENANCE DIVISION**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Projected	
❑ Number of citizen Request	1,800	943	1,500	1,000	1,000
❑ Number of repeat citizen complaints	4	2	2	2	3
❑ Number of accidents related to defects in pavement, sidewalks, ROW, etc.	5	0	0	0	
❑ Number of pothole repairs	1,910	1,024	1,000	1,100	1,100
❑ Number of alleys cleared	1,700	1,305	1,350	1,500	1,500
❑ Number of sidewalk sites repaired	9	17	10	11	11
❑ Number of new sidewalk sites installed under SPLOST IV	0	0	0	0	0
❑ Utility cuts repaired	105	141	100	150	150
❑ ROW mowed (in acres)	5,850	5,850	5,850	5,850	5,850
❑ Number of trees trimmed	2,482	3,274	3,000	2,850	2,850
❑ Number of handicap ramps installed for ADA	0	0	0	0	0

Efficiency Measures

❑ Avg. time (hours) spent per citizen complaint	2.5	2	2.5	2.5	2.5
❑ Cost per pothole repaired	\$74	80	100	100	100
❑ Cost per alley cleared	\$212	300	300	400	400
❑ Cost per alley repaired	\$933	975	1000	1,000	1,000
❑ Cost per utility cut repaired	\$488	520	520	600	600
❑ Cost per sidewalk repaired	\$340	420	420	620	620
❑ Cost per acre ROW mowed	\$310	200	200	200	200
❑ Cost per block of trees trimmed	\$3,730	3,730	4000	3,000	3,000

Effectiveness Measures

❑ Percentage of citizen complaints resolved within 24 hrs.	85	90	90	95	95
❑ Percentage of potholes repaired within 2 working days	100	0	98	98	98
❑ Percentage of repeat customer complaints	2	0	2	1	1
❑ Percentage of high maintenance alleys	10	0	10	10	10
❑ Percentage of damaged sidewalks	70	0	65	55	55
❑ Percentage of City trees trimmed	1	0	25	30	30

STREET ADMINISTRATION*DESCRIPTION*

This administration section of the Street Maintenance Division is responsible for supervising all aspects of the Street Maintenance Division, while assisting other divisions within Public Works.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	141,385	150,385	151,360
OPERATING EXPENSE	39,616	61,665	37,900
CAPITAL OUTLAY	0	0	0
TOTAL	181,001	212,050	189,260
FULL TIME POSITION	2	2	2

Class Title

Administrative Secretary	1	1	1
PW Superintendent, Street	1	1	1
TOTAL	2	2	2

STREET ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3300.				
7110	Regular Wages	94,448	98,437	101,812
7120	Overtime Wages	173	500	200
7210	W/C Insurance	5,404	0	0
7220	Tuition Reimbursement	0	3,000	0
7230	Uniforms	14,424	17,100	17,100
7260	FICA Matching	6,914	7,569	7,804
7270	Pension Matching	8,481	8,805	9,079
7280	Insurance Matching	11,543	14,974	15,365
7510	Purchased Professional Services	680	1,500	1,500
7550	Communications	4,195	6,000	6,000
7600	Travel	70	500	500
7630	Training and Development	585	1,000	1,000
7860	Maint: Buildings	13,994	25,500	500
7870	Maint: Motor Equipment	1,019	650	1,200
7880	Maint: Mach/Imp/Tools	330	2,600	2,600
7900	Utilities	9,448	13,000	13,000
7990	Dues and Fees	178	250	500
8009	Licenses	1,695	1,800	1,800
8010	Supplies	2,462	3,000	3,200
8017	Printing	0	65	0
8020	Photography	0	200	200
8110	Motor Fuel	4,585	5,200	5,500
8150	Food	375	400	400
TOTAL, GENERAL FUND:		181,001	212,050	189,260

STREET MAINTENANCE - RIGHT OF WAY

DESCRIPTION

The Right-of-Way Maintenance unit is responsible for herbicide application, mowing and grassing (when applicable) of all rights of way, sideparks, holding ponds, and City maintained ditches within the City. The unit also provides litter control of downtown area and major routes throughout the City with full-time employees and community service workers. The ROW maintenance unit also participates in numerous unfunded projects and requests such as Keep Albany-Dougherty Beautiful Cleanup Events, barricades, traffic control, and cleanup for Christmas Parade, Commission requests for cleanup and beautification of various areas, etc.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	470,923	513,216	545,249
OPERATING EXPENSE	286,546	366,320	232,600
CAPITAL OUTLAY	0	0	0
TOTAL	757,469	879,536	777,849
FULL TIME POSITION	12	12	12

Class Title

Heavy Equipment Operator	6	6	6
R/O/W Maintenance Supervisor	1	1	1
R/O/W Maintenance Coordinator	1	1	1
Sprayer/Equipment Operator	1	1	1
Crew Supervisor	1	1	1
PW General Supervisor	1	1	1
Maintenance Worker	1	1	1
TOTAL	12	12	12

STREET MAINTENANCE - RIGHT OF WAY				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3301.				
7110	Regular Wages	338,556	374,496	396,854
7120	Overtime Wages	8,917	3,000	3,000
7210	W/C Insurance	16,949	0	0
7260	FICA Matching	25,461	28,878	30,589
7270	Pension Matching	30,277	33,597	35,587
7280	Insurance Matching	50,764	73,244	79,219
7510	Purchased Professional Service	340	0	0
7600	Travel	120	0	0
7630	Train/Cont. Education	400	500	500
7870	Maint: Motor Equipment	155,887	167,960	128,600
7880	Maint: Mach/Imp/Tools	13,168	35,000	20,000
7995	Contingency	0	25,000	0
8009	Licences	50	0	0
8010	Supplies	68,053	82,360	42,000
8016	Small Equipment	728	1,500	1,500
8110	Motor Fuel	47,800	54,000	40,000
	TOTAL, GENERAL FUND:	757,469	879,536	777,849

STREET MAINTENANCE - ASPHALT/CONCRETE*DESCRIPTION*

The primary duties of the Asphalt crew include pothole repairs, asphalt overlays, and shoulder repairs on paved streets. The concrete crews excavate and repair utility. These crews also handle new street, sidewalk, curb, gutter and driveway installation and maintenance. The concrete and asphalt crews also participate in street and alley paving and other special projects.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	221,614	291,457	268,960
OPERATING EXPENSE	74,404	75,267	88,800
CAPITAL OUTLAY	0	0	0
TOTAL	296,018	366,724	357,760
FULL TIME POSITIONS	7	7	7

Class Title

Concrete Finisher	1	1	1
Heavy Equipment Operator	1	1	1
PW General Supervisor	1	1	1
Maintenance Worker	1	1	1
Crew Supervisor Sr.	1	1	1
Crew Supervisor	1	1	1
Maintenance Worker, Sr.	1	1	1
TOTAL	7	7	7

STREET MAINTENANCE - ASPHALT/CONCRETE

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3303.				
7110	Regular Wages	154,427	201,066	184,208
7120	Overtime Wages	3,141	1,000	1,000
7210	W/C Insurance	10,366	0	0
7260	FICA Matching	11,134	15,458	14,168
7270	Pension Matching	13,649	17,984	16,484
7280	Insurance Matching	28,896	55,949	53,100
7510	Professional Services	359	1,500	1,500
7870	Maint: Motor Equipment	27,347	30,100	38,300
7880	Maint: Mach/Imp/Tools	152	1,000	1,000
8010	Supplies	38,324	27,667	30,000
8012	Supplies: Driveways	(3,475)	0	0
8050	Rental of Equipment	0	0	0
8110	Motor Fuel	11,696	15,000	18,000
TOTAL, GENERAL FUND:		296,018	366,724	357,760

STREET MAINTENANCE - GRADING/CONSTRUCTION

DESCRIPTION

The Grading/Construction Section is responsible for the construction and maintenance of dirt alleys, ditches, holding ponds, shoulders and easements within the city. This section maintains and installs driveways and storm pipes. This section provides a key support role for the entire local government with loaders, dump trucks, motor graders, dozers, and other equipment.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	457,540	455,888	497,680
OPERATING EXPENSE	232,119	259,484	265,200
CAPITAL OUTLAY	0	0	0
TOTAL	689,659	715,372	762,880
FULL TIME POSITION	11	11	11

Class Title

Heavy Equipment Operator	5	6	6
Heavy Truck Operator	4	3	3
Crew Supervisor	1	1	1
Crew Supervisor, Sr.	1	1	1
TOTAL	11	11	11

STREET MAINTENANCE - GRADING/CONSTRUCTION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3304.				
7110	Regular Wages	333,544	344,970	375,564
7120	Overtime Wages	11,580	3,000	2,000
7210	W/C Insurance	15,026	0	0
7260	FICA Matching	25,232	26,620	28,884
7270	Pension Matching	29,180	30,969	33,603
7280	Insurance Matching	42,977	50,329	57,629
7510	Professional Services	24	1,500	1,500
7870	Maint: Motor Equipment	115,504	134,000	126,700
8010	Supplies	48,452	51,844	52,000
8017	Printing	209	140	0
8110	Motor Fuel	67,930	72,000	85,000
TOTAL, GENERAL FUND:		689,659	715,372	762,880

STREET MAINTENANCE -TREE MAINTENANCE*DESCRIPTION*

The Tree Maintenance section is responsible for the maintenance of trees on city property, including street and alley right of ways, parks, holding ponds, recreation sites and cemetery. The type of work done by this section consists of tree trimming, tree removal, doctoring and stump removal. This section is also responsible for maintaining the city's Urban Tree Inventory, contributes to the enforcement and implementation of the City Tree Ordinance, work as a liaison with the Keep Albany/Dougherty Beautiful to answer tree related concerns of this community and plan all tree planting work. The functions and responsibilities shall also include the planning and implementation of all tree planting work and also landscape enhancement throughout Albany to include designated gateways, special projects, parks, and other high visibility areas. In FY 2010, this department moved to Recreation Cost Center 6110.

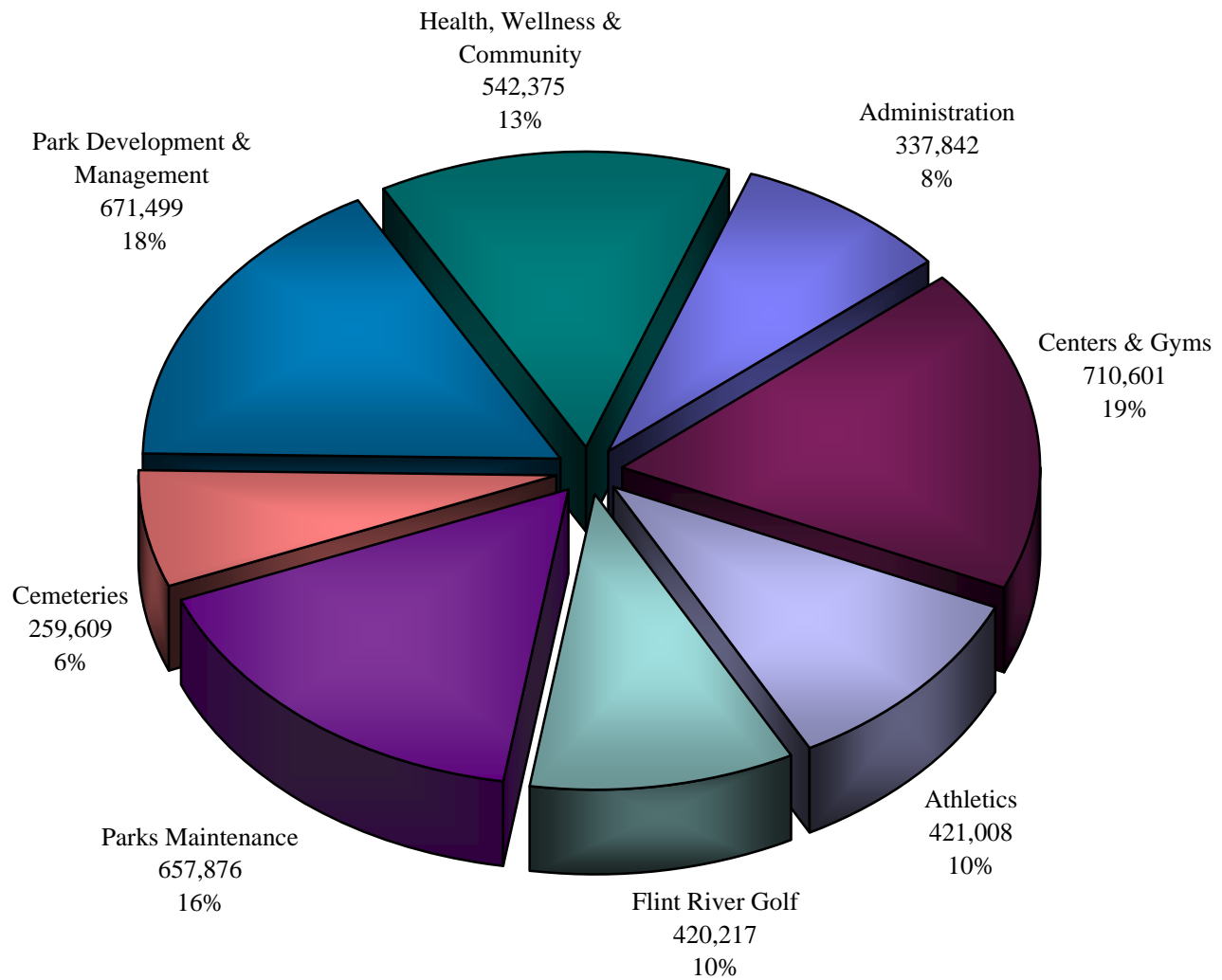
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	169,073	257,298	0
OPERATING EXPENSE	38,307	58,592	0
CAPITAL OUTLAY	0	0	0
TOTAL	207,380	315,890	0
FULL TIME POSITION	5	6	0

<u>Class Title</u>			
Maintenance Worker Sr.	1	1	0
Tree Trimmer	3	3	0
Senior Crew Supervisor	1	1	0
Arborist	0	1	0
TOTAL	5	6	0

Personal Services and Operating Expenses for Tree Maintenance have been moved to Recreation Cost Center 6110

STREET MAINTENANCE -TREE MAINTENANCE				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3305.				
7110	Regular Wages	118,178	191,784	0
7120	Overtime Wages	2,002	1,000	0
7210	W/C Insurance	5,006	0	0
7260	FICA Matching	8,504	14,748	0
7270	Pension Matching	10,550	17,158	0
7280	Insurance Matching	24,833	32,608	0
7510	Professional Services	136	1,500	0
7550	Communications	0	600	0
7630	Train/Cont. Education	0	500	0
7870	Maint: Motor Equipment	17,832	27,100	0
7880	Maint: Mach/Imp/Tools	1,125	3,150	0
7990	Dues and Fees	0	250	0
8009	Licenses	50	732	0
8010	Supplies	1,841	3,500	0
8016	Small Equipment	374	1,200	0
8018	Books & Subscriptions	0	200	0
8110	Motor Fuel	16,950	19,860	0
	TOTAL, GENERAL FUND:	207,380	315,890	0

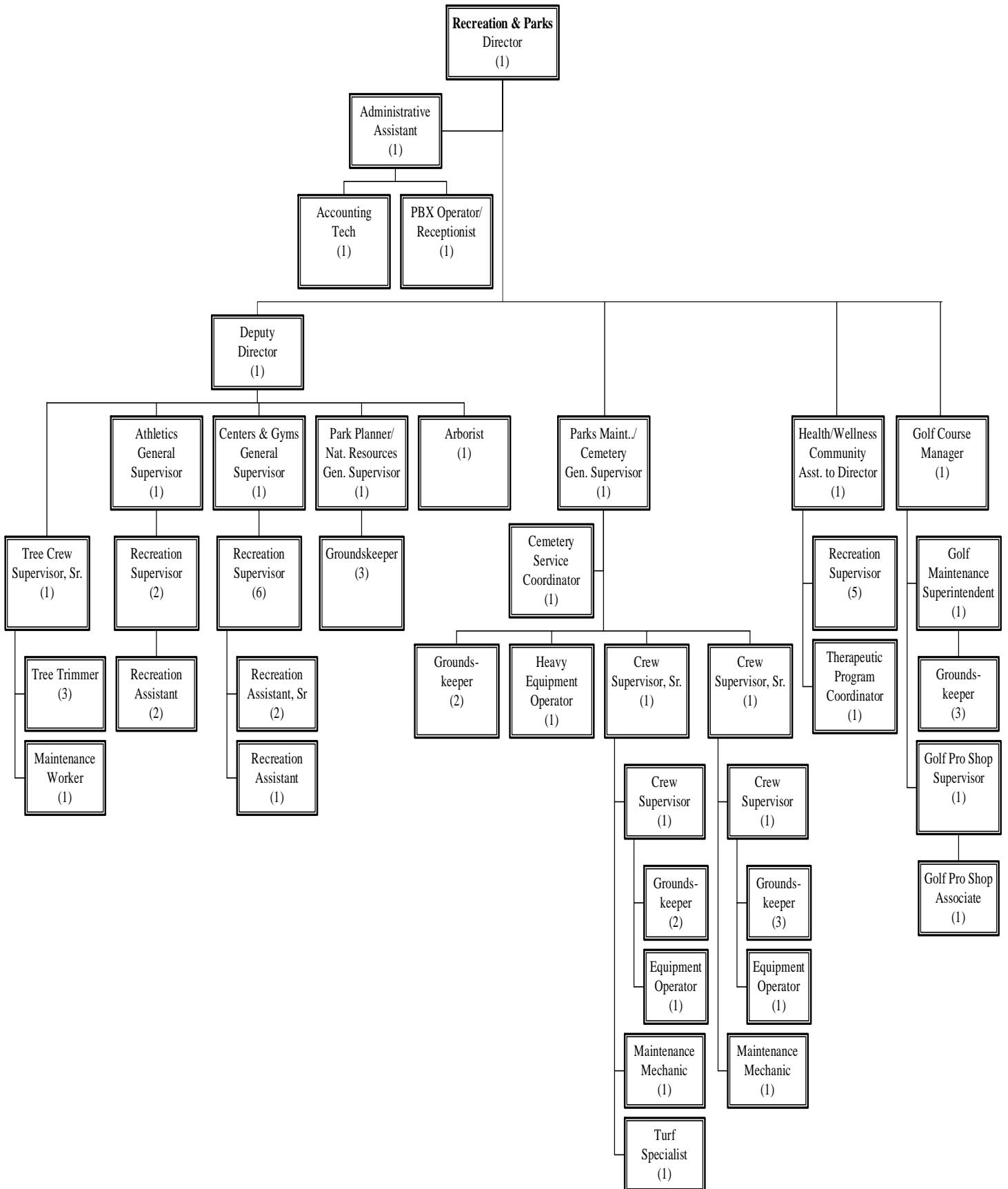
City of Albany
Adopted Budget
FY 2010
Recreation Department



Total Expenditures
\$4,021,027

Recreation & Parks Department

Dept 61



RECREATION DEPARTMENTAL SUMMARY

DESCRIPTION

The Recreation Department is responsible for the development, coordination, and promotion of the recreational facilities and leisure opportunities within the City of Albany. The department develops immediate and long-range plans to meet recreational needs of all age groups. The Recreational Department is comprised of the following divisions: Administration, Centers & Gyms, Athletics, Flint River Golf Course, Parks Maintenance, Cemeteries, Park Planning/Natural Resources and Health/Wellness & Community.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	2,194,606	2,694,629	2,862,615
OPERATING EXPENSE	1,144,425	1,109,949	1,158,412
TOTAL	3,339,033	3,804,578	4,021,027
FULL TIME POSITIONS	57	60	63

PERFORMANCE MEASURES

See individual divisions for performance measures.

Net increase of positions resulted in transfer of Personnel from Public Works Street Division to Recreation

RECREATION DEPARTMENT / ADMINISTRATION

MISSION

The Administrative Division of Recreation and Parks is committed to providing executive support to the department and to serve as a liaison between the customer, city officials, and the public sector.

Goals and Objectives

Goal 1: Provide effective and efficient internal and external communication to improve customer service.

Objective 1.1: Ensure public information is accurate, time sensitive and relevant.

Objective 1.2: Promote collaborative events with various news media and corporations.

Objective 1.3: Implement customer service training to all staff.

Goal 2: Enhance the security and safety at ARPD facilities and parks.

Objective 2.1: Develop and implement site safety plans for ARPD facilities and parks for improved participant safety.

Goal 3: Enhance employee moral & interdepartmental collaborations.

Objective 3.1: Host quarterly full-staff meetings.

Objective 3.2: Assist various divisions with inter-divisional and inter-departmental events.

Objective 3.3: Submit departmental award nominations to local and professional organizations

RECREATION DEPARTMENT / ADMINISTRATION**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
❑ Host division manager & full-staff meetings to maintain accurate communication (total hours per year)	80	80	0	76	80
❑ Host weekly division manager's meeting to maintain accurate communication (# of meetings per year)	48	48	52	52	52
❑ Host quarterly staff in-service risk management & staff development training opportunities	4	3	4	4	4

Efficiency Measures

❑ Percentage of average time spent for Administrative Staff processing reports, paperwork, invoices and payroll, etc.	60%	60%	60%	90%	90%
❑ Percentage of time spent for Administrative Staff processing customer calls.	40%	40%	40%	10%	10%

RECREATION ADMINISTRATION**DESCRIPTION**

The Recreation & Parks Administrative division provides administrative services for the department by serving employees, citizens, other City departments, other sports related organizations, participants (youth and adult), parents, volunteers, coaches and officials in regards to all departmental information, employment issues, fiscal reporting, and purchasing.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	231,872	241,706	286,698
OPERATING EXPENSE	92,465	63,510	51,144
CAPITAL OUTLAY	0	0	0
TOTAL	324,337	305,216	337,842
FULL TIME POSITION	5	5	5
<u>Class Title</u>			
Accounting Technician	1	1	1
Deputy Director	0	0	1
Assistant to Director, Recreation *	1	1	0
Director, Recreation	1	1	1
PBX Operator/Receptionist	1	1	1
Administrative Assistant	1	1	1
TOTAL	5	5	5

* Assistant to Director moved to 6111

RECREATION ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6100.				
7110	Regular Wages	178,545	189,839	219,504
7120	Overtime Wages	31	0	250
7210	W/C Insurance	587	0	0
7230	Uniforms	711	625	625
7260	FICA Matching	12,843	14,523	16,811
7270	Pension Matching	15,970	16,896	19,558
7280	Insurance Matching	23,185	19,584	29,950
7510	Professional Services	26,143	240	575
7513	Administrative Services	24	0	0
7550	Communications	7,077	7,889	4,505
7600	Travel	2,350	1,525	1,525
7630	Train/Cont. Education	1,456	710	710
7860	Maint: Buildings	11,173	6,734	6,454
7870	Maint: Motor Equipment	5,251	1,000	3,000
7880	Maint: Mach/Imp/Tools	5,928	6,600	6,000
7900	Utilities	9,004	14,600	12,000
7990	Dues and Fees	5,485	1,890	1,485
8009	License	0	5,838	2,316
8010	Supplies	8,090	5,800	5,800
8016	Small Equipment	5,082	3,000	2,000
8017	Printing	1,319	500	500
8018	Books and Subscriptions	171	274	274
8020	Photography	0	300	0
8030	Janitorial Supplies	474	500	500
8050	Equipment Rental	248	0	0
8110	Motor Fuel	2,794	4,000	2,000
8150	Food	397	2,350	1,500
TOTAL, GENERAL FUND:		324,337	305,216	337,842

RECREATION / CENTERS AND GYMS - 6101

MISSION

The Centers and Gyms division provides citizens year-round quality indoor leisure service and recreation through organized and supervised programs for youth and adults.

Goals and Objectives

Goal 1: Continue to provide quality programs for participants of all ages.

Objective 1.1: Schedule a minimum of 6 senior adult specific programs at various gyms and/or community centers

Objective 1.2: Provide ongoing activities at the gyms & centers to include after school care and various athletic leagues.

Goal 2: Increase community awareness of programs offered by ARPD Gyms & Centers Division

Objective 2.1: Implement one new collaborative recreational program with an outside agency or business at each center.

Goal 3: Provide a variety of intergenerational offerings in an effort to develop positive mentoring relationships.

Objective 3.1: Generate a better relationship between ARPD participants of all ages.

Objective 3.2: Provide various historical and educational intergenerational trips/events in an effort to develop mentoring possibilities.

Objective 3.3: Host an event with a professional athlete or distinguished professional in the business field, who will come and speak with youth and adults about pursuing obtainable goals.

RECREATION / CENTERS AND GYMS - 6101**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
❑ Number of events/ special programs offered for all ages	75	43	50	43	50
❑ Number of classes/workshops/seminars offered for seniors	0	6	6	4	4
❑ Number of teen specific programs/events offered	0	16	20	20	10
❑ Number of female specific/specialized programs and events offered	1	1	6	4	4
<u>Efficiency Measures</u>					
❑ Total Number of staff training hours performed	13	30	25	25	25
<u>Effectiveness Measures</u>					
❑ Total youth participation (total daily attendance)	98,000	60,727	75,000	64,488	75,000
❑ Total adult – over 18 - participation (total daily attendance)	0	37,434	40,000	51,657	40,000

RECREATION/CENTERS AND GYMS

DESCRIPTION

The Centers and Gyms division provides citizens indoor leisure service and recreation needs through organized and supervised programs, including educational, cultural, and art for youth and adults in the community.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	569,933	605,937	483,734
OPERATING EXPENSE	267,762	199,650	226,867
CAPITAL OUTLAY	0	0	0
TOTAL	837,695	805,587	710,601
FULL TIME POSITION	13	13	10

Class Title

Recreation Assistant	2	1	1
Recreation Assistant, Sr.	1	2	2
Recreation General Supervisor	1	1	1
Recreation Supervisor*	8	8	6
Therapeutic Program Coordinator*	1	1	0
TOTAL	13	13	10

* 2 Supervisors and Therapeutic Program Coordinator moved to 6111

RECREATION/CENTERS AND GYMS

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6101.				
7110	Regular Wages	350,520	375,756	297,549
7120	Overtime Wages	2,215	0	1,500
7130	Temporary Help	77,701	69,347	71,480
7210	W/C Insurance	8,481	0	0
7260	FICA Matching	30,958	34,050	28,345
7270	Pension Matching	30,597	33,442	26,615
7280	Insurance Matching	69,460	93,341	58,244
7510	Professional Services	40,451	25,690	50,950
7514	Contract Labor	3,874	0	3,000
7550	Communications	4,264	3,550	6,330
7600	Travel	834	2,200	500
7630	Train/Cont. Education	255	1,750	900
7860	Maint: Buildings	40,372	32,000	32,000
7870	Maint: Motor Equipment	425	1,500	2,100
7880	Maint: Mach/Imp/Tools	1,015	3,700	3,000
7900	Utilities	118,679	78,000	84,400
7990	Dues and Fees	1,487	700	55
8009	Licenses	0	0	1,302
8010	Supplies	17,446	25,080	17,600
8016	Small Equipment	11,785	3,500	3,500
8017	Printing	763	800	1,100
8018	Books and Subscriptions	0	600	0
8020	Photography	0	200	0
8030	Janitorial Supplies	9,025	3,480	3,480
8050	Rental of Equipment	0	0	250
8052	Rental of Office Space	15,600	14,400	14,400
8060	Laundry	0	500	0
8110	Motor Fuel	474	2,000	2,000
8150	Food	1,015	0	0
8495	Cash Over/Short	(1)	0	0
	TOTAL, GENERAL FUND:	837,695	805,587	710,601

RECREATION/PARKS AND PLAYGROUNDS

DESCRIPTION

This division provides leisure services and activities through a city-wide parks and playgrounds program. The playground program, which focuses on health, wellness, and educational enrichment, is implemented through supervised seasonal playground sites throughout the city. The playground program provides free lunches to youth and individuals with disabilities through the USDA/Bright from the Start Summer Lunch Program. In FY 2010, this division moved to cost center 6111.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	15,731	32,295	0
OPERATING EXPENSE	40,270	48,057	0
CAPITAL OUTLAY	0	0	0
TOTAL	56,001	80,352	0
FULL TIME POSITION	0	0	0

All Costs related to 6102 have been moved to 6111

RECREATION/PARKS AND PLAYGROUNDS				
ACCT.	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6102.				
7120	Overtime	151	0	0
7130	Temporary Help	13,915	30,000	0
7210	W/C Insurance	588	0	0
7260	FICA Matching	1,076	2,295	0
7550	Communications	420	257	0
7570	Advertising	0	1,000	0
7600	Travel	0	200	0
7630	Training & Development	0	200	0
7860	Maint: Buildings	834	10,000	0
7870	Maint: Motor Equipment	95	100	0
7880	Maint: Mach/Imp/Tools	72	0	0
7900	Utilities	19,916	12,000	0
8010	Supplies	18,236	20,800	0
8017	Printing	0	200	0
8020	Photography	0	600	0
8030	Janitorial Supplies	697	500	0
8150	Food	0	2,200	0
	TOTAL, GENERAL FUND:	56,001	80,352	0

RECREATION/AQUATICS*DESCRIPTION*

The Aquatics Division provides aquatics programs for children, youth and adults which meet the needs and interests of the community. This division also provides water safety education programs/activities and open swim activities on a seasonal basis. In FY 2010, this division was moved to cost center 6111.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	61,762	73,561	0
OPERATING EXPENSE	48,573	40,060	0
CAPITAL OUTLAY	0	0	0
TOTAL	110,335	113,621	0
FULL TIME POSITION	1	1	0

Class Title

Recreation Supervisor*	1	1	0
TOTAL	1	1	0

* Recreation Supervisor moved to Cost Center 6111
All Costs associated to 6103 have been moved to 6111

RECREATION/AQUATICS				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6103.				
7110	Regular Wages	32,653	31,388	0
7120	Overtime	81	2,000	0
7130	Temporary Help	17,792	27,770	0
7210	W/C Insurance	880	0	0
7230	Uniforms	199	275	0
7260	FICA Matching	3,648	4,679	0
7270	Pension Matching	2,748	2,972	0
7280	Insurance Matching	3,762	4,478	0
7510	Purchased Professional Ser	255	355	0
7514	Contract Labor	7,060	6,500	0
7550	Communications	683	535	0
7600	Travel	60	300	0
7630	Train/Cont. Education	700	470	0
7860	Maint: Buildings	24,030	15,000	0
7880	Maint: Mach/Imp/Tools	0	50	0
7900	Utilities	8,558	6,000	0
7990	Dues and Fees	45	150	0
8010	Supplies	5,054	9,700	0
8016	Small Equip (\$1000.Max)	1,145	250	0
8017.01	Print (Carver Pool))	235	500	0
8018	Books & Subscriptions	132	0	0
8020	Photography	0	50	0
8030	Janitorial Supplies	617	200	0
	TOTAL, GENERAL FUND:	110,335	113,621	0

RECREATION / ATHLETICS

MISSION

The Athletics division provides and coordinates with outside agencies seasonal team based athletic programs and leagues for youth and adults.

Goals and Objectives

Goal 1: Provide well maintained recreation athletic facilities.

Objective 1.1: Allocate budgeted monies to improve safety at sites.

Objective 1.2: Facilitate staff and outside user groups to use and care for facility.

Goal 2: Increase collaborative program offerings for youth and adults.

Objective 2.1: Develop collaborative partnerships and programs with other agencies within the community.

Goal 3: Increase the number of specialty athletic clinic and programs.

Objective 3.1: Collaborate with agencies and individuals to develop specific skill-based clinics.

Goal 4: Implement standards/guidelines for youth sport organizations using city facilities.

Objective 4.1: Complete standard/guidelines handbook.

RECREATION / ATHLETICS**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
❑ Number of programs offered	18	18	18	8	10
❑ Number of participants	3000	3000	3000	1692	1700
<u>Efficiency Measures</u>					
❑ Average youth participant registration cost per program	\$22	\$22	\$22	\$22	\$35
❑ Average adult team registration cost per program	\$343	\$343	\$343	\$365	\$375
❑ Average youth program cost per participant	N/A	N/A	\$32	\$32	\$32
❑ Average adult program cost per participant	N/A	N/A	\$35	\$35	\$35
<u>Effectiveness Measures</u>					
❑ Number of Customer Service Surveys per program	75	75	75	50	100

RECREATION/ATHLETICS

DESCRIPTION

The Athletic Division plans, organizes and implements team based sports programs, leagues and activities for the citizens of our community. Additionally, the division hosts tournaments, facilitates the use of athletic facilities for use by local parent run volunteer organizations and trains volunteer coaches.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	278,459	307,653	215,230
OPERATING EXPENSE	262,308	253,519	205,778
CAPITAL OUTLAY	0	0	0
TOTAL	540,766	561,172	421,008
FULL TIME POSITION	7	7	6

Class Title

Recreation Assistant	2	2	2
Recreation General Supervisor	1	1	1
Recreation Supervisor*	3	3	2
Groundskeeper	1	1	1
TOTAL	7	7	6

*Supervisor moved to 6111

RECREATION/ATHLETICS				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6104.				
7110	Regular Wages	182,147	198,347	147,016
7120	Overtime	504	2,400	1,000
7130	Temporary Help	32,123	35,750	15,950
7210	W/C Insurance	4,994	0	0
7230	Uniforms	0	450	300
7260	FICA Matching	15,572	18,092	12,543
7270	Pension Matching	15,928	17,866	13,173
7280	Insurance Matching	27,191	34,747	25,247
7510	Professional Services	198	250	420
7514	Contract Labor	70,233	43,500	41,450
7550	Communications	2,844	6,378	4,810
7570	Advertising	0	500	500
7600	Travel	1,728	1,900	500
7630	Train/Cont. Education	449	600	145
7860	Maint: Buildings	45,022	35,000	29,500
7870	Maint: Motor Equipment	7,135	1,300	2,500
7880	Maint: Mach/Imp/Tools	3,803	1,000	1,000
7900	Utilities	98,722	130,000	100,000
7990	Dues and Fees	1,076	3,970	915
8009	Licenses	0	371	930
8010	Supplies	24,202	19,750	17,858
8016	Small Equipment	1,217	500	500
8017	Printing	1,345	500	1,000
8030	Janitorial Supplies	1,669	2,100	1,000
8050	Equipment Rental	57	250	250
8080	Supplies for Resale	0	1,000	0
8110	Motor Fuel	2,588	1,700	2,500
8150	Food	0	200	0
8710	Special Events	0	2,750	0
	TOTAL, GENERAL FUND:	540,766	561,172	421,008

RECREATION / FLINT RIVER GOLF COURSE

MISSION

The Flint River Golf division provides a challenging, well-manicured golf course that offers a quality golfing experience as well as excellent customer services to its clientele.

Goals and Objectives

Goal 1: Expand turf grass maintenance internship program.

Objective 1.1: To assist golf maintenance division with turf grass maintenance and development through internship program with Turner Job Corps and various other collegiate entities.

Goal 2: Host youth golf development events.

Objective 2.1: Participate in PGA national event: Take Your Daughter to Golf

Objective 2.2: Provide instructional golf development program with Gyms & Centers Division during summer parks program.

Goal 3: To offer special purchase items and seasonal promotions on golf apparel.

Objective 3.1: To increase revenue and reduce inventory on merchandises sold.

Goal 4: To increase golf rounds played by out-of-town guests and businesses.

Objective 4.1: Establish golf packages, specific for out-of-town visitors, in coordination with local hotels and businesses.

Goal 5: Increase banquet room revenue through additional rentals targeted to members and the public.

Objective 5.1: To make the banquet room available to the community for personal usage with their caterer.

RECREATION / FLINT RIVER GOLF COURSE**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
❑ Conduct youth golf clinics	3	3	3	3	3
❑ Number of special population participants	2	2	2	2	2
❑ Number of hotels informed	3	2	3	3	2
❑ Number of student participants	420	300	110	200	200

Efficiency Measures

❑ Number of clinics	3	3	3	3	3
❑ Cost of clinics	\$1,200	\$1,200	\$1,000	\$1,200	\$1,200
❑ Cost for participants	0	0	0	0	0
❑ Percentage of hotels participating	3	3	3	3	3
❑ Percentage of students completing program	100%	100%	100%	100%	100%

Effectiveness Measures

❑ Total number of clinics conducted	3	3	3	3	3
❑ Number of participants	100	100	110	200	200
❑ Total number of rounds played	25,000	25,250	25,250	25,000	25,000
❑ Number of students	100	100	110	120	120

RECREATION/FLINT RIVER GOLF COURSE*DESCRIPTION*

Flint River Golf Course is a well maintained 18-hole public golf facility. Clinics, tournaments, and various special events are offered throughout the year. A Pro Shop, with various resale items, and Concessions are available for purchase. Flint River Golf Course also offers a banquet facility.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	223,390	283,069	288,643
OPERATING EXPENSE	167,719	137,737	131,575
CAPITAL OUTLAY	0	0	0
TOTAL	391,109	420,806	420,217
FULL TIME POSITION	7	7	7

Class Title

Golf Course Manager	1	1	1
Greenskeeper	3	3	3
Golf Course Maintenance Supt	1	1	1
Golf Pro Shop Associate	1	1	1
Golf Pro Shop Supervisor	1	1	1
TOTAL	7	7	7

RECREATION/FLINT RIVER GOLF COURSE

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6105.				
7110	Regular Wages	152,046	182,978	189,533
7120	Overtime Wages	66	2,500	1,500
7130	Temporary Help	14,675	29,632	21,866
7210	W/C Insurance	4,640	0	0
7230	Uniforms	1,125	3,000	1,840
7260	FICA Matching	11,959	16,455	16,287
7270	Pension Matching	13,312	16,508	17,002
7280	Insurance Matching	25,568	31,996	40,614
7510	Professional Services	72	120	225
7514	Contract Labor	1,204	0	0
7550	Communications	1,911	2,700	2,706
7570	Advertising	0	500	500
7600	Travel	1,033	2,500	1,000
7630	Train/Cont. Education	630	1,100	1,000
7860	Maint: Buildings	32,208	45,000	45,000
7870	Maint: Motor Equipment	7,775	5,000	4,200
7880	Maint: Mach/Imp/Tools	727	1,500	1,500
7900	Utilities	36,602	35,000	35,000
7990	Dues and Fees	5,202	2,000	1,575
8009	Licenses (CDL, CPA, etc)	0	1,042	894
8010	Supplies	12,682	7,500	5,500
8016	Small Equipment	462	1,500	1,500
8017	Printing (not standard forms)	180	300	0
8018	Books and Subscriptions	0	200	0
8030	Janitorial Supplies	534	300	300
8050	Equipment Rental	36,397	475	175
8070	Concession for Resale	8,041	10,000	10,000
8080	Supplies for Resale	7,531	10,000	10,000
8110	Motor Fuel	12,049	9,000	9,000
8150	Food	2,473	2,000	1,500
8495	Cash Over/ Short	5	0	0
TOTAL, GENERAL FUND:		391,109	420,806	420,217

RECREATION / PARKS MAINTENANCE

MISSION

The Park Maintenance division maintains safe and attractive grounds, facilities, and parks for the enjoyment of all citizens.

Goals and Objectives

Goal 1: Development and implement a vehicle, equipment and tool Management Program.

Objective 1.1: Create a check in/out form and a computer database to monitor and track all equipment and tools for usage and accountability.

Goal 2: Increase citizen knowledge of available park resources.

Objective 2.1: Establish park photograph database for growth, planning and replacement, and serve as a documented tool for park amenities.

Goal 3: Address all baseball fields, softball fields, t-ball fields to conform to industry and league standards.

Objective 3.1: Encourage tournament play by presenting ball fields that meet the standards of the specific organization (ie. Dixie, Legion).

Goal 4: Develop tracking, scheduling, and reporting system for park maintenance work orders to enhance efficiency.

Objective 4.1: Determine if employees and equipment are being utilized efficiently and effectively for the Park Maintenance Division.

RECREATION / PARKS MAINTENANCE**Performance Measures**

<u>Workload Measures</u>	FY '08	FY '09	FY '10
	Adopted Actual	Adopted Projected	Base
<input type="checkbox"/> Park Inspections performed	52 53	50 38	50
<input type="checkbox"/> Acres mowed	250 1,300	1,300 1,178	1,300
<input type="checkbox"/> Positions filled successfully	2 0	0 2	0
<input type="checkbox"/> Number of work orders received	850 686	745 459	800
<u>Efficiency Measures</u>			
<input type="checkbox"/> Average number of hours per work order	2.0 2.5	2 2.5	2.0
<input type="checkbox"/> Man hours per inspection	1 1	1 1	1
<input type="checkbox"/> Man hours spent mowing per month	800 800	725 683	800
<input type="checkbox"/> Percent of work orders closed per month	79% 59%	68% 57%	68%
<u>Effectiveness Measures</u>			
<input type="checkbox"/> Number of acres mowed per month	500 400	479 450	500
<input type="checkbox"/> Number of vacancies	2 5	5 3	3

RECREATION/PARKS MAINTENANCE

DESCRIPTION

The function of this division is to provide maintenance services to all parks, recreation facilities, equipment, playgrounds, and to provide assistance with special events.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	482,679	681,216	534,974
OPERATING EXPENSE	163,827	121,736	122,902
CAPITAL OUTLAY	0	0	0
TOTAL	646,506	802,952	657,876
FULL TIME POSITION	16	16	16

Class Title

Equipment Operator	3	3	3
Groundskeeper	5	5	5
Maintenance Mechanic	2	2	2
Crew Supervisor, Sr.	2	2	2
Turf Management Specialist	1	1	1
Crew Supervisor	3	3	3
TOTAL	16	16	16

RECREATION/PARKS MAINTENANCE

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6106.				
7110	Regular Wages	298,340	417,969	342,144
7120	Overtime Wages	6,598	2,000	2,000
7130	Temporary Help	36,734	58,000	45,000
7210	W/C Insurance	15,512	0	0
7230	Uniforms	4,923	8,000	8,000
7260	FICA Matching	24,549	36,565	29,769
7270	Pension Matching	27,031	37,377	30,629
7280	Insurance Matching	68,992	121,305	77,432
7510	Professional Services	797	228	395
7513	Adm. Svcs (Finance, Mgt)	53	0	0
7514	Contract Labor	70	0	0
7550	Communications	3,638	2,640	2,280
7570	Advertising	500	0	0
7600	Travel	0	200	0
7630	Train/Cont. Education	0	200	0
7860	Maint: Buildings	15,027	5,136	5,136
7870	Maint: Motor Equipment	66,085	55,811	68,200
7880	Maint: Mach/Imp/Tools	18,793	14,200	4,500
7900	Utilities	9,419	7,000	7,000
7990	Dues & Fees	113	494	100
8009	Licenses	0	740	744
8010	Supplies	12,793	9,440	8,900
8016	Small Equipment	1,980	1,980	1,980
8017	Printing	5	50	50
8050	Rental of Equipment	160	250	250
8110	Motor Fuel	34,394	23,367	23,367
TOTAL, GENERAL FUND:		646,506	802,952	657,876

RECREATION /CEMETERIES

MISSION

The Cemetery division provides internment services and performs all maintenance functions necessary for the operation of the city-owned cemeteries.

Objectives

Goal 1: Explore potential funding sources to offset the existing budget impact.

Objective 1.1: Examine through websites/internet resources whereby, potential grants and/or partnership programs to obtain funding.

Goal 2: Install a central name signage at each of the three entrances to our cemetery complex.

Objective 2.1: Signage will serve as directional knowledge for visitors to our various sections of the Riverside/Oakview Cemetery complex.

Goal 3: Develop a web page for Riverside/Oakview Cemeteries which can be linked to/from our departmental existing web site.

Objective 3.1: Web site will serve as both a marketing and promotional tool for the cemetery division.

RECREATION /CEMETERIES**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Number of burial services arranged	179	236	200	98	208
❑ Number of supplement labor programs established	2	1	1	1	1
❑ Monitoring of expenditures for accuracy (weekly)	51	50	51	35	51
❑ Analyze methods of increasing revenue annually	1	0	1	1	1
<u>Efficiency Measures</u>					
❑ Increase in part-time staff	1%	0	50%	1	1
❑ Enhance participation in cemetery management and team building.	5%	50%	65%	53	60
❑ Quantity of personnel for supplement labor programs	5	3	2	2	3
<u>Effectiveness Measures</u>					
❑ Percentage of customer satisfaction from surveys.	85%	89%	80%	78%	80%

RECREATION/CEMETERIES*DESCRIPTION*

The Cemetery Division performs the functions necessary for the operation of approximately 80 acres known as the Riverside and Oakview Cemeteries. This operation includes all facets of cemetery management such as lot sales, burial records, grave excavation, funeral, arrangements, and grounds maintenance.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	230,608	273,598	217,623
OPERATING EXPENSE	42,577	34,396	41,986
CAPITAL OUTLAY	0	0	0
TOTAL	273,185	307,994	259,609
FULL TIME POSITIONS	6	6	5

Class Title

Cemetery Manager	1	1	1
Coordinator-Cemetery Services	1	1	1
Groundskeeper	2	2	2
Heavy Equipment Operator	1	1	1
Crew Supervisor	1	1	0
TOTAL	6	6	5

RECREATION/CEMETERIES				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6107.				
7110	Regular Wages	137,991	172,218	141,231
7120	Overtime Wages	15,167	1,800	2,000
7130	Temporary Help	11,429	21,789	11,310
7210	W/C Insurance	5,794	0	0
7230	Uniforms	1,680	2,000	2,000
7260	FICA Matching	11,886	14,979	11,822
7270	Pension Matching	13,617	15,488	12,748
7280	Insurance Matching	33,045	45,324	36,512
7510	Professional Services	24	330	275
7514	Contract Labor (Temp.)	70	0	0
7550	Communications	1,100	2,260	1,910
7600	Travel	362	100	500
7630	Train/Cont. Education	45	100	300
7860	Maint: Buildings	2,298	3,950	2,500
7870	Maint: Motor Equipment	8,462	10,750	12,000
7880	Maint: Mach/Imp/Tools	3,839	3,000	2,750
7900	Utilities	6,825	3,500	6,500
7990	Dues and Fees	52	100	100
8009	Licenses	0	186	186
8010	Supplies	2,975	1,821	2,821
8016	Small Equipment	1,368	1,994	1,994
8017	Printing(Not Std. Forms)	0	50	150
8052	Rent	4,816	0	0
8110	Motor Fuel	10,341	6,000	10,000
8150	Food	0	250	0
TOTAL, GENERAL FUND:		273,185	307,994	259,609

RECREATION - SPECIAL SERVICES*DESCRIPTION*

The Special Services Division provides the citizens of Albany with community oriented special events through supervised programs including but not limited to cultural arts, educational offerings, festivals, and fireworks. The Special Services Division also coordinates all marketing efforts for the Albany Recreation & Parks Department, including the Leisure Guide and monthly newsletter. In FY 2010, this division was moved to cost center 6111.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	34,321	34,735	0
OPERATING EXPENSE	53,293	62,056	0
CAPITAL OUTLAY	0	0	0
TOTAL	87,615	96,791	0
FULL TIME POSITION	1	1	0

Class Title

Recreation Supervisor*	1	1	0
TOTAL	1	1	0

Recreation Supervisor and costs moved to 6111

RECREATION - SPECIAL SERVICES

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6109				
7110	Regular Wages	28,717	29,363	0
7210	W/C Insurance	233	0	0
7230	Uniforms	0	175	0
7260	FICA Matching	2,658	2,246	0
7270	Pension Matching	2,566	2,613	0
7280	Insurance Matching	148	337	0
7510	Professional Services	0	20	0
7550	Communications	215	325	0
7570	Advertising	6,733	4,000	0
7600	Travel	725	500	0
7630	Train/Cont. Education	105	650	0
7870	Maint: Motor Equipment	46	400	0
7880	Maint: Mach/Imp/Tools	0	1,000	0
7990	Dues and Fees	225	225	0
8009	License	0	186	0
8010	Supplies	1,367	450	0
8016	Small Equipment	0	300	0
8017	Printing	709	1,000	0
8040	Fireworks	40,532	50,000	0
8110	Motor Fuel	239	500	0
8710	Special Events	2,396	2,500	0
	TOTAL, GENERAL FUND:	87,615	96,791	0

RECREATION DEPARTMENT / PARKS PLANNING AND NATURAL RESOURCES**MISSION**

The Parks Planning & Natural Resource Division provides planning, development services, arboriculture, and beautification to all parks, playgrounds, and recreation facilities.

Goals and Objectives

Goal 1: Work with Albany Public Works and Keep Albany/Dougherty Beautiful on projects pertaining to urban forestry, environmental stewardship and landscaping/facility beautification projects.

Objective 1.1: To protect the interests and health of the urban forest infrastructure and improve the quality of landscape beautification projects.

Objective 1.2: To develop collaborative efforts that enhances the quality of life and livability of the City of Albany.

Goal 2: To provide quality parks, with user friendly safe amenities.

Objective 2.1: To repair, replace, and/or remove park equipment and amenities through biannual inspections.

Objective 2.2: To be proactive in addressing problems, that not only affect appearance, but also the comfort and safety of park users.

Goal 3: To provide quality management and cultivation of city owned trees.

Objective 3.1: To ensure that tree canopy is maintained and inventoried using best cultural practices.

Performance Measures

	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
Number of playground inspections taken on a biannual basis	90	90	90	90	90
Number of collaborative beautification events/ projects.	0	2	12	15	15
Number of park adoptions/adoption renewals.	2	2	4	2	2

RECREATION/PARKS PLANNING AND NATURAL RESOURCES

DESCRIPTION

The Parks Planning & Natural Resource Division provides planning, development, and management services to all parks, playgrounds, and recreation facilities. This division also coordinates all park beautification programs, environmental education programs, landscape enhancement projects, and community park clean-up events. This division is also responsible for the maintenance of trees on city property, including street and alley right-of-ways, parks, holding ponds, recreation sites and cemeteries, as well as maintaining the city's Urban Tree Inventory and implementing the City Tree Ordinance.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	66,462	160,864	439,103
OPERATING EXPENSE	5,631	149,228	232,396
CAPITAL OUTLAY	0	0	0
TOTAL	72,093	310,092	671,499
FULL TIME POSITIONS	1	4	10

Class Title

Park Planner	1	1	1
Arborist*	0	0	1
Maintenance Workers Sr.*	0	0	1
Tree Trimmer*	0	0	3
Senior Crew Supervisor*	0	0	1
Groundskeeper	0	3	3
TOTAL	1	4	10

Personal Services and Operating costs for Tree Maintenance Crew transferred from Cost Center 3305

RECREATION/PARKS PLANNING AND NATURAL RESOURCES				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6110				
7110	Regular Wages	50,849	109,873	314,105
7120	Overtime Wages	0	0	1,950
7130	Temporary Help	0	0	9,048
7210	W/C Insurance	1,244	0	0
7230	Uniforms	363	485	2,200
7260	FICA Matching	3,655	8,405	24,870
7270	Pension Matching	4,526	9,779	28,129
7280	Insurance Matching	5,825	32,322	58,801
7510	Professional Services	770	31,860	39,410
7550	Communications	101	732	1,932
7600	Travel	190	850	850
7630	Training/Cont. Education	285	1,350	1,000
7860	Maint: Buildings	588	31,700	56,700
7870	Maint: Motor Equipment	683	2,000	42,000
7880	Maint: Mach/Imp/Tools	128	4,900	6,050
7900	Utilities	290	11,300	38,000
7990	Dues and Fees	172	625	875
7995	Contingency	0	30,000	0
8009	Licenses	0	186	1,704
8010	Supplies	456	14,400	14,500
8016	Small Equipment	769	16,200	8,200
8017	Printing(Not Std. Forms)	27	0	500
8018	Books & Subscriptions	0	0	250
8020	Photography	0	50	0
8030	Janitorial Supplies	0	225	225
8050	Rental of Equipment	0	0	700
8110	Motor Fuel	1,173	2,800	19,500
8150	Food	0	50	0
	TOTAL, GENERAL FUND:	72,093	310,092	671,499

RECREATION / HEALTH, WELLNESS AND COMMUNITY - 6111

MISSION

The Health, Wellness, and Community Events division provides opportunities and programs which promote, create, and enhance healthy and active lifestyles for the participants.

Goals and Objectives

Goal 1: Coordinate recreational opportunities for participants in the specific program areas of health, wellness, family oriented special events, teen and pre-teen specific programs, therapeutics and aquatics.

Objective 1.1: Schedule programs, events and activities in five core areas that reflect the needs and desires of the community.

Objective 1.2: Enhance the lives of children and individuals with disabilities through proper nutritional offerings.

Goal 2: Contribute to the reduction of pre-teen and teen crime rates.

Objective 2.1: Enhance pre-teen and teen programming through innovative after school and weekend events which include mentoring, intergenerational programming, and educational/skill development.

Goal 3: Provide valuable and professional marketing to improve community relations and collaborative partnerships.

Objective 3.1: Ensure public information is accurate, time sensitive and relevant.

RECREATION / HEALTH, WELLNESS AND COMMUNITY - 6111**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
<input type="checkbox"/> Marketing - Average # of monthly press releases on events and projects (per month)	N/A	N/A	N/A	10	12
<input type="checkbox"/> Number of special events and cultural arts programs offered.	N/A	N/A	N/A	6	4
<input type="checkbox"/> Number of enrichment, health and wellness classes/workshops/seminars offered	N/A	N/A	N/A	7	21
<input type="checkbox"/> Number of teen and pre-teen specific programs/events offered	N/A	N/A	N/A	17	25
<input type="checkbox"/> Number of Therapeutic specific/specialized programs and events offered	N/A	N/A	N/A	6	8
<input type="checkbox"/> Number of aquatic specific programs and events offered	N/A	N/A	N/A	0	5
<input type="checkbox"/> Number of Summer Food Service Program sites offered	N/A	N/A	N/A	44	35
<u>Effectiveness Measures</u>					
<input type="checkbox"/> Marketing - Average # of yearly media coverage of the Recreation Department's projects/events	N/A	N/A	N/A	30	15
<input type="checkbox"/> Total special events program (total estimated attendance)	N/A	N/A	N/A	45,000	70,000
<input type="checkbox"/> Total enrichment, health and wellness classes/workshops/seminars programs (total yearly attendance)	N/A	N/A	N/A		612
<input type="checkbox"/> Total teen and pre-teen specific programs/events programs (total yearly attendance)	N/A	N/A	N/A	1030	1292
<input type="checkbox"/> Total Therapeutic specific/specialized programs and events yearly attendance. (non DCSS program)	N/A	N/A	N/A	10	100
<input type="checkbox"/> Total attendance at aquatic specific programs and events	N/A	N/A	N/A	1000	1750
<input type="checkbox"/> Total participants receiving Summer Food Service Program meals	N/A	N/A	N/A	45,797	55,580

RECREATION/HEALTH, WELLNESS AND COMMUNITY

DESCRIPTION

The Health, Wellness, and Community Events division includes marketing, special events, cultural arts, summer playground activities, teen and pre-teen programs, therapeutic sports programs and activities, aquatics facilities and programs, and a health and wellness facility. This division is responsible for the USDA/Bright from the Start Summer Food Service Program.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	396,611
OPERATING EXPENSE	0	0	145,764
CAPITAL OUTLAY	0	0	0
TOTAL	0	0	542,375
FULL TIME POSITION	0	0	7

Class Title *

Assistant to the Director	0	0	1
Recreation Supervisor	0	0	5
Therapeutic Program Coordinator	0	0	1
TOTAL	0	0	7

* Personnel transferred from Recreation cost centers 6100, 6101, 6103, 6104, 6109

RECREATION/HEALTH, WELLNESS AND COMMUNITY

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
6111				
7110	Regular Wages	0	0	226,654
7130	Temporary Help	0	0	83,176
7230	Uniforms	0	0	500
7260	FICA Matching	0	0	23,702
7270	Pension Matching	0	0	20,172
7280	Insurance Matching	0	0	42,407
7510	Professional Services	0	0	1,170
7512	Purchased Technical Services	0	0	924
7514	Contract Labor	0	0	6,500
7550	Communications	0	0	4,364
7570	Advertising	0	0	3,100
7600	Travel	0	0	3,015
7630	Train/Cont. Education	0	0	1,360
7860	Maint: Buildings	0	0	23,800
7870	Maint: Motor Equipment	0	0	200
7880	Maint: Mach/Imp/Tools	0	0	2,000
7900	Utilities	0	0	35,000
7990	Dues and Fees	0	0	2,615
8009	Licenses	0	0	1,616
8010	Supplies	0	0	20,200
8016	Small Equipment	0	0	2,000
8017	Printing	0	0	2,500
8030	Janitorial Supplies	0	0	2,050
8040	Fireworks	0	0	25,000
8050	Rental of Equipment	0	0	4,050
8150	Food	0	0	1,800
8710	Special Events	0	0	2,500
	TOTAL, GENERAL FUND:	0	0	542,375

INDEPENDENT AGENCIES

DESCRIPTION

The Board of City Commissioners funds a number of independent agencies involved in enhancing the quality of live in Albany. The services provided by the Agencies range from the Boys' Club for youth, the Chamber of Commerce and Economic Development Commission for marketing and promotion of the City, to the Chehaw Park and the Albany Dougherty Inner City Authority (ADICA) for the development of Georgia's "Good Life City". These agencies play an integral part of involving many necessary services to our citizenry.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	1,790,423	1,876,907	1,958,707
CAPITAL OUTLAY	0	0	0
TOTAL	1,790,423	1,876,907	1,958,707
FULL TIME POSITION	0	0	0

INDEPENDENT AGENCIES				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7100.				
7999.70	Boys Club	40,000	40,000	40,000
7999.74	ADICA	300,000	250,000	487,400
7999.75	Albany Area Arts Council	50,000	50,000	45,000
7999.78	Keep Albany-Dougherty Beautiful	7,660	6,000	5,400
7999.82	Sowega RDC	38,751	38,907	38,907
7999.92	Albany/Dougherty Economic Development	200,000	250,000	250,000
7999.93	National Youth Sports Program (NYSP)	0	15,000	15,000
7999.94	Albany Tomorrow	152,013	150,000	0
7999.96	Chehaw Park	1,002,000	1,002,000	1,002,000
7999.00	Thronateeska	0	0	75,000
7999.105	Community Improvement Task Force	0	75,000	0
TOTAL, GENERAL FUND:		1,790,423	1,876,907	1,958,707

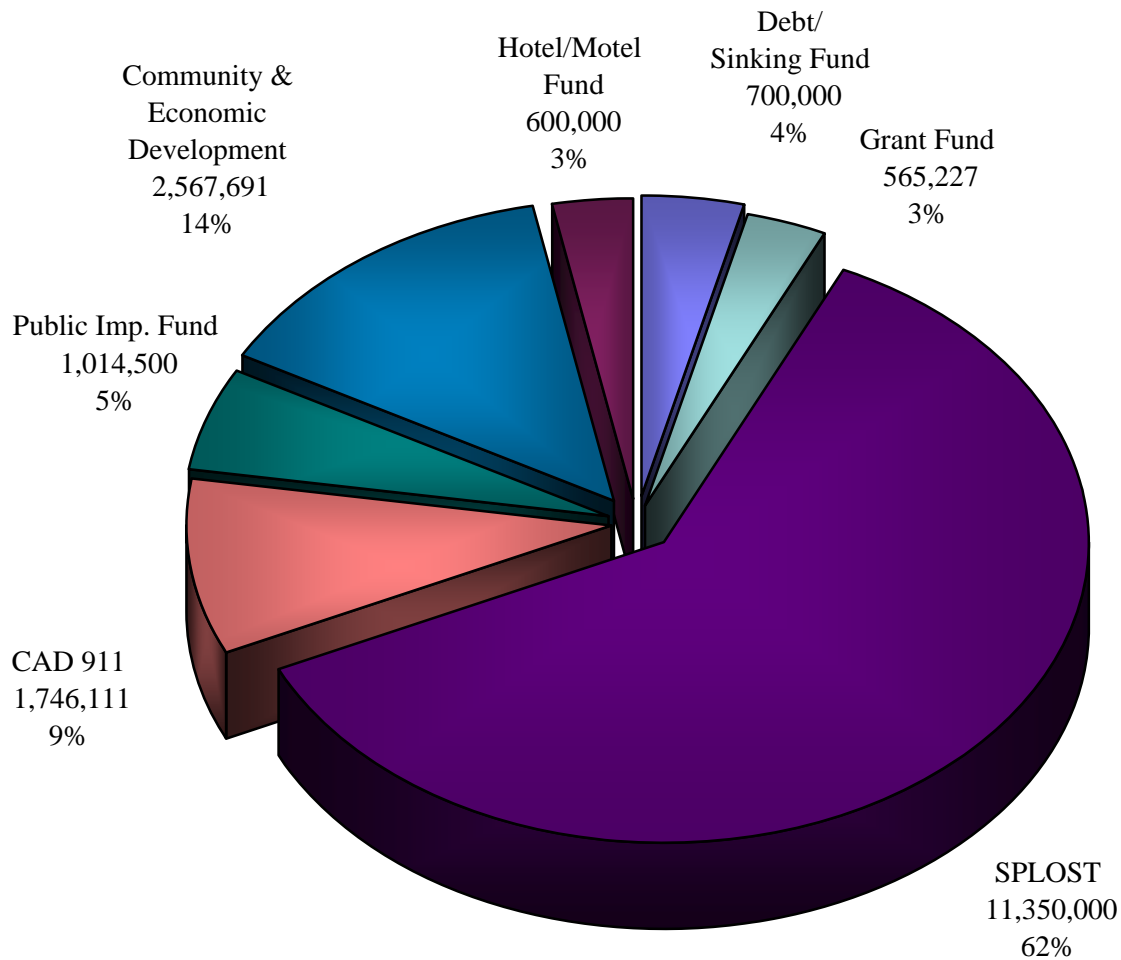


City of Albany

Special Funds

Annual Budget FY 2010

City of Albany Adopted Budget FY 2010 Special Funds



Total Expenditures
\$18,543,529

COMMUNITY DEVELOPMENT

The City of Albany is an entitlement community, which means that it qualifies as a metropolitan city with a population of at least 50,000. Entitlement communities automatically receive an annual allocation under the Community Development Block Grant Program. Since May 1975, the City of Albany has participated in this program.

The Department of Community Development manages the Community Development Block Grant (CDBG) funds received by the City. The funding provided can be utilized to carry out a wide range of community development activities directed toward community facilities and services. Each activity undertaken must meet one of the three national objectives, which are:

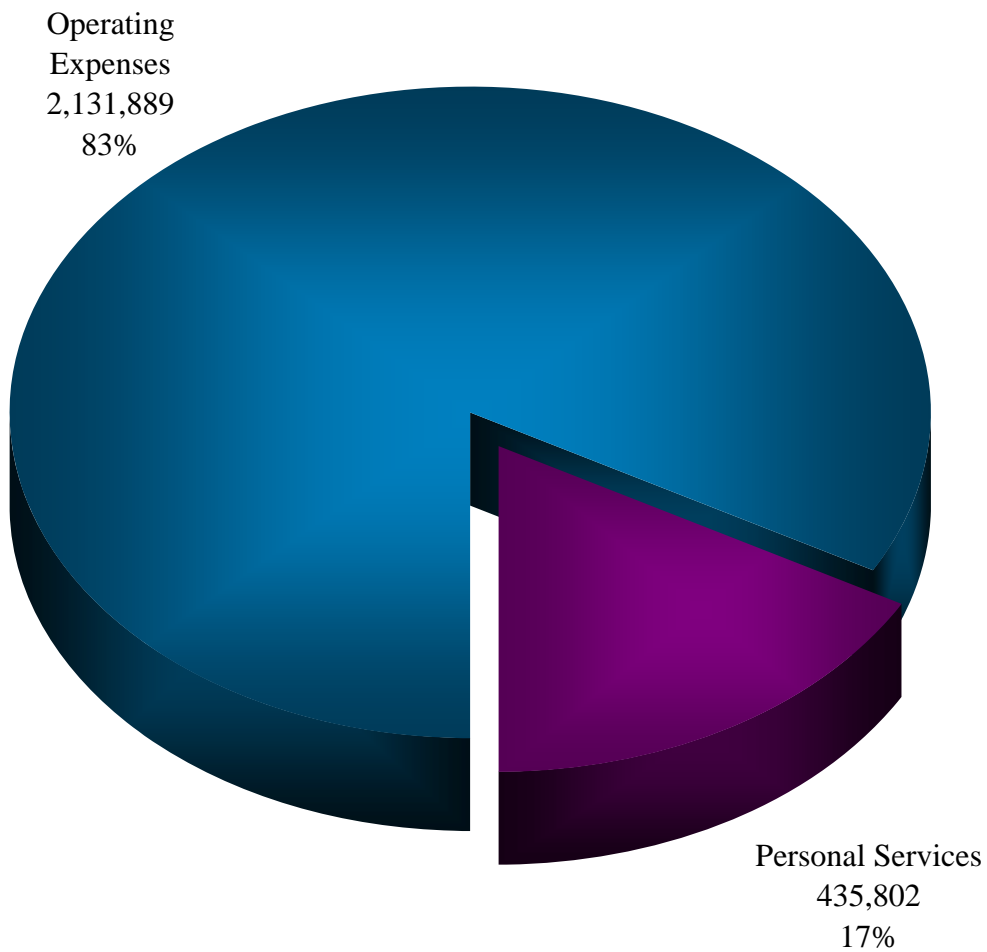
1. The activity must principally benefit low and moderate income persons. The principal benefit test is met when at least 70% of all expenditures during a fiscal year benefits persons who qualify as low to moderate-income based on their annual income and family size.
2. The activity must address an urgent need within the community, which is urgent because the existing conditions pose a serious or immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.
3. The activity aids in the preparation or elimination of slums and blight.

The City has also administered a Weatherization Program since 1988, with funding provided by the State of Georgia's Environmental Facilities Authority Division of Energy Resources. This program provides repairs that make the home more energy efficient and targets very low-income persons.

A Rental Rehabilitation Program is also administered by the City with funds provided by a grant from the U.S. Department of Housing and Urban Development (HUD). This program was created by HUD, to increase the supply of decent, sanitary and affordable housing available to low and moderate-income renters.

The City administers the HOME Program through funding received from HUD. The HOME Program was created to increase home ownership and affordable housing opportunities for low and very low-income persons.

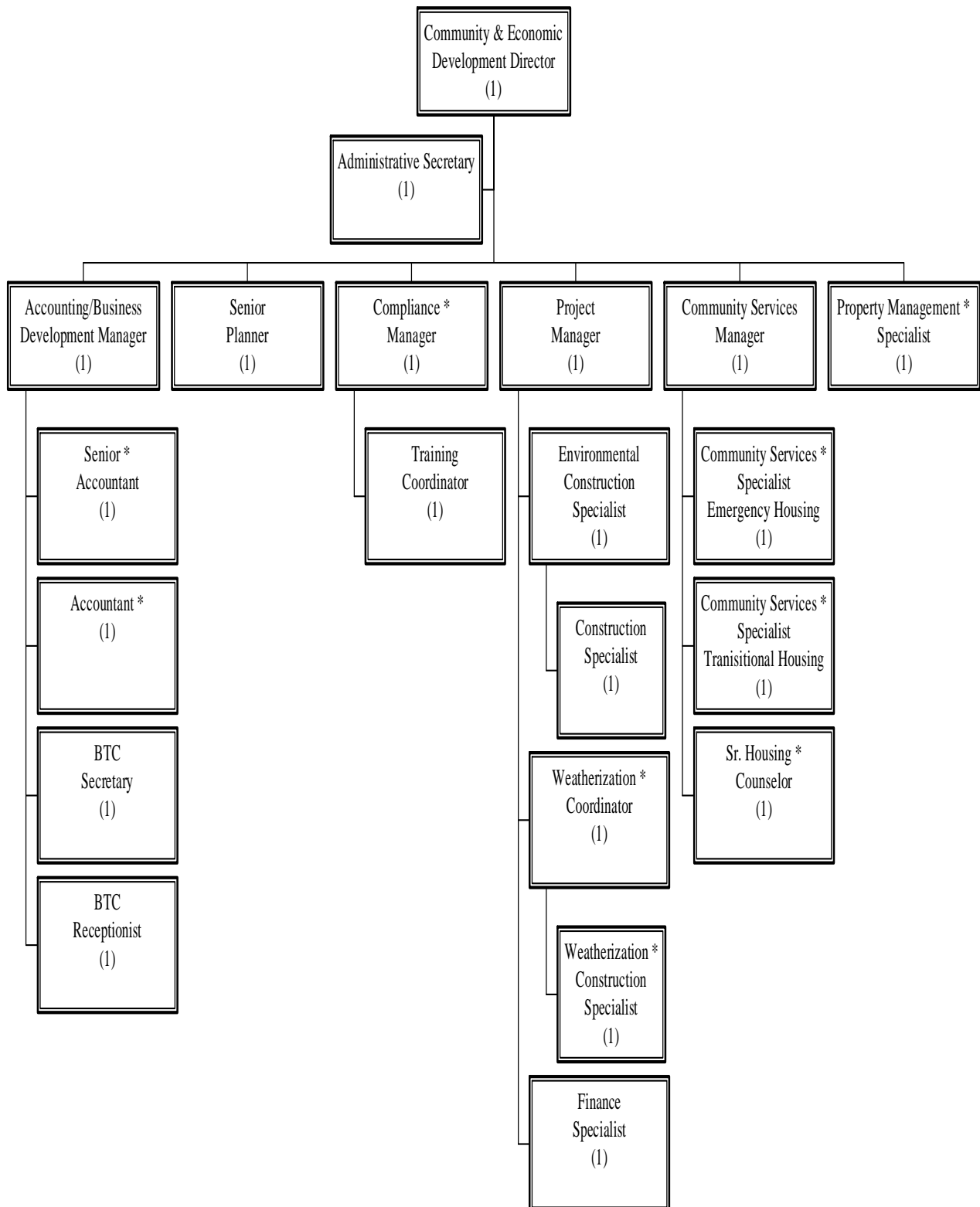
City of Albany
FY 2010
Adopted Budget
Community
Development



Total Budget
\$2,567,691

Community Development

Dept 76



* Positions are not part of authorized FTE head count

COMMUNITY DEVELOPMENT

DESCRIPTION

The Community Development Program is funded through the U.S. Department of Housing and Urban Development's Community Development Block Grant Entitlement funds. The primary objectives of the program are to provide for the development of a variable urban community by providing decent housing and a suitable living environment, expanding economic opportunities, and meeting the needs of persons of low and moderate income. This program is in compliance with the Housing and Urban Rural Recovery Act of 1983. The program is responsible for the reversal of the physical deterioration and aids in the elimination of the adverse influences that now threaten the targeted areas.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	337,709	381,216	381,215
OPERATING EXPENSE	3,225,286	1,690,763	1,690,763
CAPITAL OUTLAY	34,972	0	0
TOTAL	3,597,967	1,951,978	1,951,977
FULL TIME POSITIONS	12	12	12

<u>Class Title</u>			
Accounting Manager- City	1	0	0
Dir., Comm & Economic Development	1	1	1
Community Development Manager	1	1	1
Community Development Planner	1	1	1
Manager, Community Services	1	1	1
Compliance Monitor	0	1	0
Receptionist	0	1	1
Construction Specialist	0	2	2
Accounting and Business Development Mgr.	1	1	1
Community Services Technician	1	0	0
Finance Specialist	1	1	1
Minority Procurement Coordinator	1	0	0
Training Coordinator	0	0	1
Secretary	1	1	1
Administrative Secretary	2	1	1
TOTAL	12	12	12

COMMUNITY DEVELOPMENT				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7603.				
7110	Regular Wages	266,850	288,661	288,661
7120	Overtime Wages	129	1,200	1,200
7130	Temporary Help	3,634	8,000	8,000
7210	W/C Insurance	1,555	0	0
7260	FICA Matching	20,273	21,032	21,032
7270	Pension Matching	20,661	24,469	24,469
7280	Insurance Matching	24,607	36,836	36,836
7285	LTD Insurance Matching	0	1,017	1,017
7510	Professional Services	27,267	14,015	14,015
7512	Technical Services	1,048	1,200	1,200
7514	Administrative Services	14,919	0	0
7520	Advertising(Public Info)	7,501	6,900	6,900
7550	Communications	50,953	19,500	19,500
7560	Postage	0	6,300	6,300
7600	Travel	9,437	15,000	15,000
7630	Train/Cont. Education	2,116	2,400	2,400
7630.99	Job Training Program	0	100,000	100,000
7860	Maint: Buildings	58,257	60,000	60,000
7870	Maint: Motor Equipment	8,823	7,200	7,200
7880	Maint: Machinery/Tools	6,081	7,200	7,200
7900	Utilities	62,817	60,000	60,000
7990	Dues and Fees	3,354	2,600	2,600
7995	Contingency	3,407	3,119	3,119
7999.GMA	GMA Purchases	5,271	0	0
8010	Supplies	16,809	14,400	14,400
8016	Small Equipment	11,653	12,000	12,000
8017	Printing & Binding	1,040	1,260	1,260
8018	Books & Subscriptions	710	660	660
8030	Janitorial Supplies	1,336	1,200	1,200
8050	Rentals	11,454	12,000	12,000
8110	Motor Fuel	5,076	6,600	6,600
8200.02	CDBG - Loan Servicing	53,135	0	0
8211	Home Owner Rehab	129,099	300,000	300,000
8218	Relocation	80,593	12,000	12,000
8219	Beautification	3,545	6,000	6,000
8220	Acquisition	33,451	0	0
8221	Demolition	0	100,000	100,000
8226	Public Facilities	59,183	0	0
8228	Disposition	64,186	66,000	66,000
8320	CDBG-Public Services	237,603	120,000	120,000
8320.05	Technical Assistance	0	5,000	5,000
8320.25	Emergency Housing	0	75,000	75,000
8320.59	Housing Counseling	0	40,000	40,000
8408	CDBG - Economic Development	1,499,500	0	0
8410	Loan Program	175,746	27,500	27,500
8411	Albany Comm. Together	22,370	40,000	40,000
8420	Job Training/Apprentice	0	0	0
8425	Section 108 Interest/Loan	557,544	545,709	545,709
8511	Cap. O/Lay: Computers	7,267	0	0
8512	Cap. O/Lay: Office Equip	27,706	0	0
	TOTAL, COM. DEV. FUND:	3,597,967	1,951,978	1,951,978

COMMUNITY DEVELOPMENT / HOME PROGRAM

DESCRIPTION

The HOME Investment Partnerships Act Program is funded through the U.S. Department of Housing and Urban Development. This program was created by the National Affordable Housing Act (NAHA) of 1990.

The primary objectives of the program are to provide for the development and rehabilitation of affordable rental and owner housing for persons of low and moderate income. At least fifteen percent (15%) of the formula allocation must be spent on a certified Community Housing Development Organization (CHDO).

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	75,046	54,586	54,586
OPERATING EXPENSE	943,216	561,127	561,127
CAPITAL OUTLAY	0	0	0
TOTAL	1,018,262	615,713	615,713
FULL TIME POSITIONS	0	0	0

COMMUNITY DEVELOPMENT / HOME PROGRAM				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7620				
7110	Regular Wages	58,402	42,495	42,495
7120	Overtime	75	0	0
7210	W/C Insurance	936	0	0
7260	FICA Matching	4,896	3,251	3,251
7270	Pension Matching	5,131	3,782	3,782
7280	Insurance Matching	5,604	4,901	4,901
7285	LTD Insurance Matching	0	157	157
7510	Professional Services	0	1,280	1,280
7512	Technical Services	0	1,000	1,000
7600	Travel	0	1,000	1,000
7630	Train/Cont. Education	0	250	250
7995	Contingency	0	2,643	2,643
8200	Other Costs	524	0	0
8211.002	Home Owner Rehab	227,745	465,000	465,000
8218	Jefferson Street Housing	343,551	0	0
8220	Home Acquisitions	27,000	0	0
8450	CHDO	344,396	88,954	88,954
	TOTAL, COM. DEV. FUND	1,018,262	615,713	615,713

FIRE - PUBLIC SAFETY COMMUNICATIONS DIVISION**CAD 9-1-1***DESCRIPTION*

The CAD 9-1-1 Fund consists of moneys collected from the citizens of Albany/Dougherty County via telephone charges (\$1.50 per wired line per month and \$1.50 per cellular phone line per month). This collection was approved by the citizens by referendum. These funds are collected and controlled by the Albany Public Safety Communications Division of the Albany Fire Department. This fund is used solely for the upgrade and enhancement of the Albany Public Safety Communications Division. Some of the enhancements to date are the addition of the computer aided dispatch (CAD) system, upgrades to the 911 Call Center to provide dispatching for Dougherty County Police, training for the 911 dispatchers to dispatch the EMS Teams, the purchase of uninterruptible power supply equipment of the 911 Call Center and the purchase of a replacement system for Enhanced 911 call handling.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	941,733	1,165,098	1,197,054
OPERATING EXPENSE	466,574	563,788	549,057
CAPITAL OUTLAY	0	0	0
TOTAL	1,408,307	1,728,886	1,746,111
FULL TIME POSITIONS	16	24	24

Class Title

Communications Facilitator	1	1	1
Communications Manager	1	1	1
Communications Training Officer	1	1	1
Communications Shift Supervisor	4	4	4
Telecommunicator, Senior	6	5	5
Telecommunicator	3	12	12
TOTAL	16	24	24

FIRE - PUBLIC SAFETY COMMUNICATIONS DIVISION

		CAD 9-1-1		
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
22				
7110	Regular Wages	619,289	760,569	772,002
7120	Overtime Wages	80,628	85,620	86,000
7130	Temporary Help	34,256	59,701	60,270
7210	W/C Insurance	2,334	0	0
7230	Uniforms	(50)	0	0
7260	FICA Matching	53,834	69,301	70,248
7270	Pension Matching	81,282	100,696	102,102
7280	Insurance Matching	70,160	86,711	106,432
7285	LTD Insurance Matching	0	2,500	0
7510	Purchased Professional Services	2,459	6,600	4,000
7514	Contract Labor	0	0	14,000
7550	Communications	263,059	295,247	285,000
7600	Travel	1,786	6,500	5,000
7630	Train/Cont. Education	2,842	6,754	5,000
7860	Maint: Buildings	0	1,500	1,000
7870	Maint: Motor Equipment	841	500	900
7880	Maint: Machinery, Imp & Tools	169,417	202,391	201,000
7900	Utilities	8,941	10,491	11,000
7990	Dues and Fees	535	610	600
8010	Supplies	7,576	10,000	8,000
8016	Small Equipment	5,307	17,495	9,656
8017	Printing & Binding	702	2,200	1,000
8018	Books & Subscriptions	471	500	500
8110	Motor Fuel	823	500	900
8150	Food	1,815	2,500	1,501
	TOTAL CAD FUND:	1,408,307	1,728,886	1,746,111

HOTEL/MOTEL FUND*DESCRIPTION*

Under the provisions of the Local Hotel/Motel Tax O.C.G.A. s 48-13-51(4.5) municipalities may elect to levy a tax at the rate of seven percent for supporting Conference center facilities owned/operated by local government for convention/trade show purposes. This is the election made by the City of Albany. All proceeds of the hotel/motel tax which exceed 3.5 percent are required to be spent to promote tourism, conventions and trade shows. The Chamber of Commerce and The Albany Convention and Visitors Bureau are granted these funds annually to promote tourism, conventions and trade shows.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	689,205	699,428	600,000
CAPITAL OUTLAY	0	0	0
TOTAL	689,205	699,428	600,000
FULL TIME POSITIONS	0	0	0

HOTEL/MOTEL FUND				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
2902				
7999.77	Chamber of Commerce	689,205	699,428	600,000
	TOTAL, GENERAL FUND:	689,205	699,428	600,000

PUBLIC/CAPITAL IMPROVEMENT FUND

DESCRIPTION

Each year, a portion of the City of Albany's overall budget is allocated for capital, equipment, and system improvements. The Capital Improvement Program (CIP) is a five-year planning instrument used by the City of Albany to identify needed capital projects. CIP accounts for expenditures that exceed \$5,000 and have a useful life of one year or more. The General/Special Funds CIP is funded from 3% sales tax revenue and \$325,000 from Water, Gas & Light.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	0	0	0
CAPITAL OUTLAY	2,407,781	1,297,438	1,014,500
TOTAL	2,407,781	1,297,438	1,014,500
FULL TIME POSITION	0	0	0

PUBLIC/CAPITAL IMPROVEMENT FUND				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
32				
8550	Cap O/L: Other	2,407,781	1,297,438	1,014,500
	TOTAL, PUB/CIP FUND:	2,407,781	1,297,438	1,014,500

DEBT SERVICE FUND*DESCRIPTION*

The Debt Service fund was established to be in compliance with the Uniform Chart of Accounts. In FY 09, it accounts for debt service payments for the the GMA lease pool.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	7,950	700,000	700,000
CAPITAL OUTLAY	0	0	0
TOTAL	7,950	700,000	700,000
FULL TIME POSITION	0	0	0

DEBT SERVICE FUND				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
62				
7511.98GMA	GMA Principal	0	700,000	700,000
7530	Paying Agents Fee	7,950	0	0
TOTAL, DEBT SERVICE FUND:		7,950	700,000	700,000

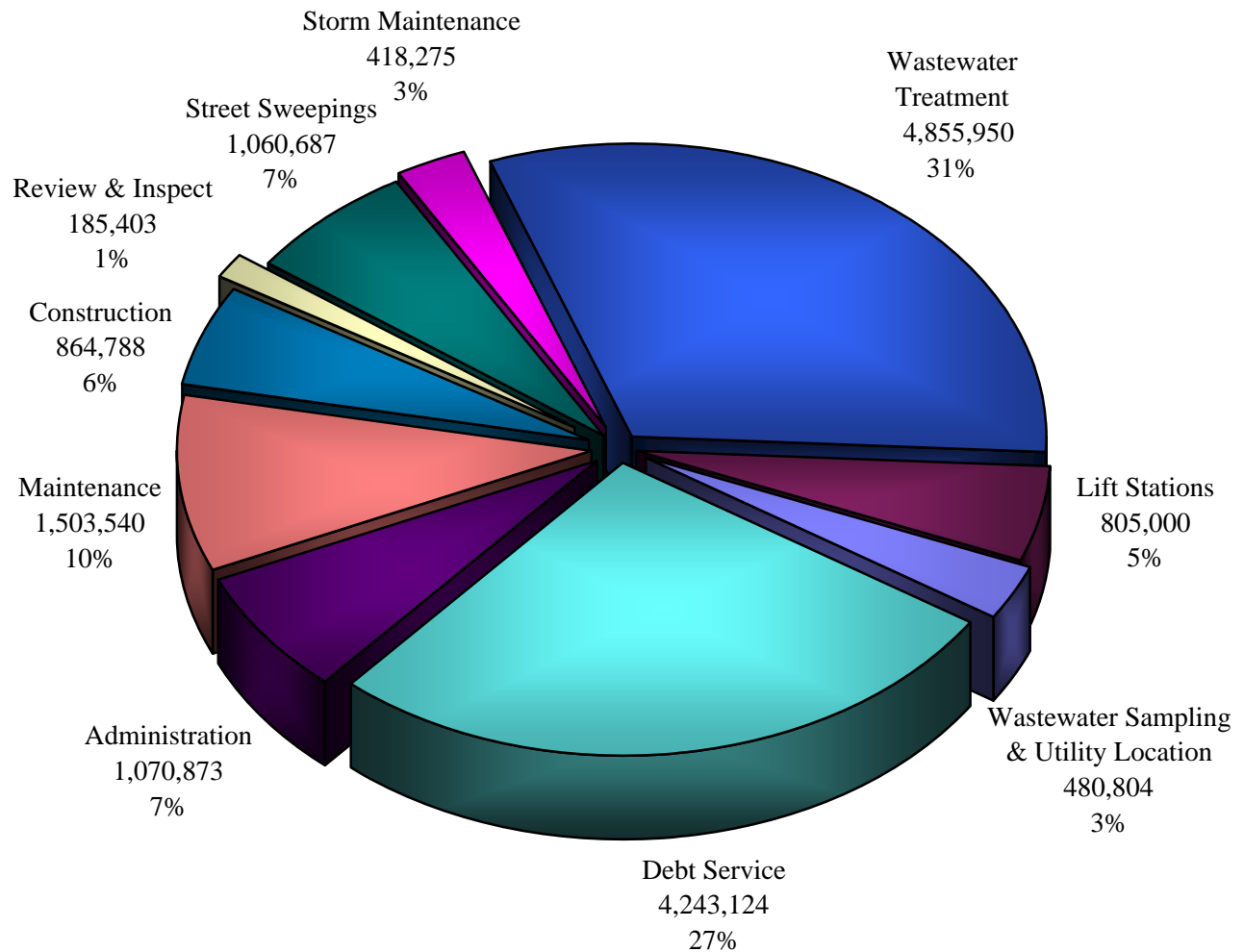


City of Albany

Sanitary Sewer Fund

Annual Budget FY 2010

City of Albany
Adopted Budget
FY 2010
Sanitary Sewer System

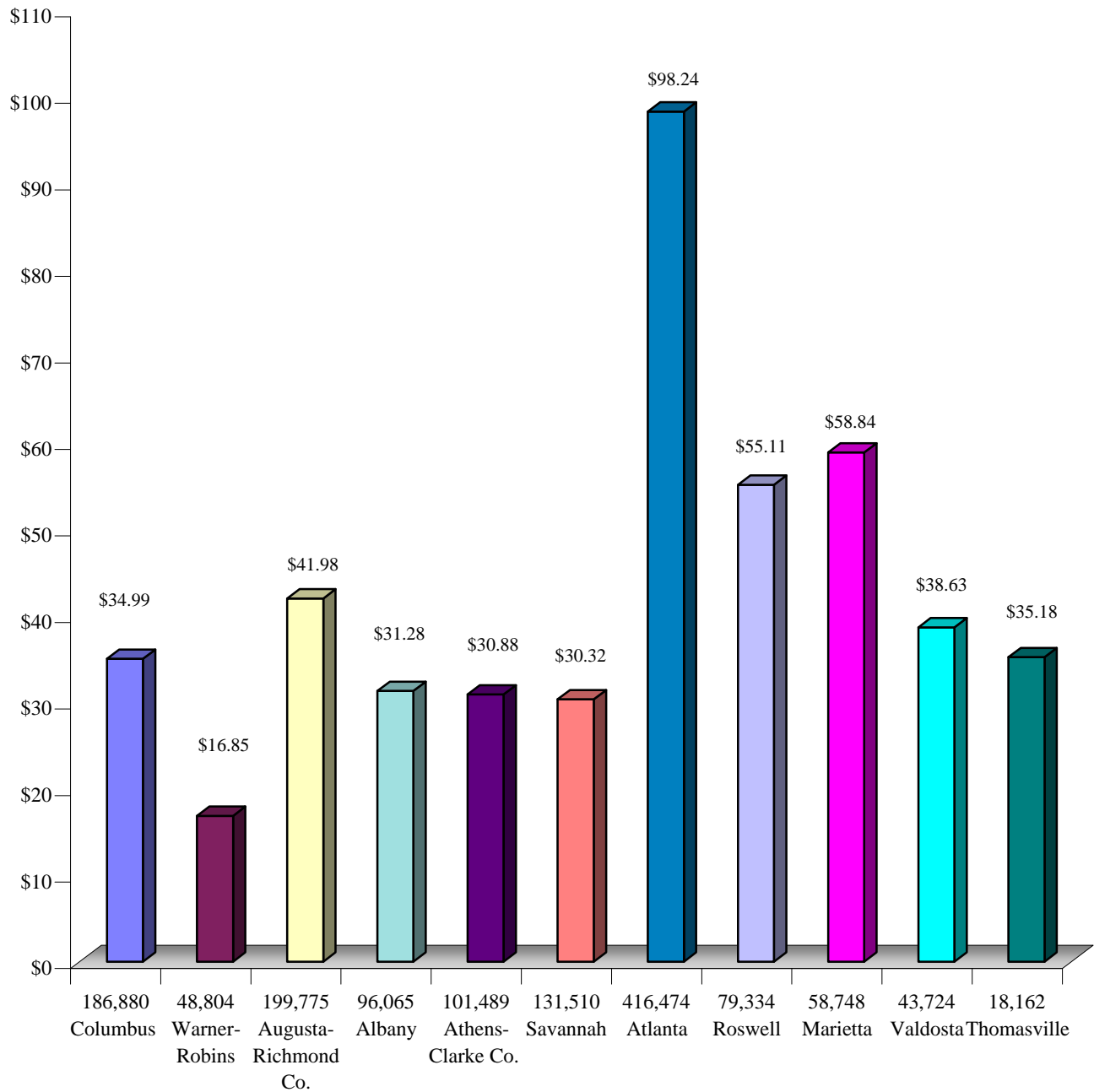


Total Expenditures
\$15,488,444

City of Albany

FY 2010

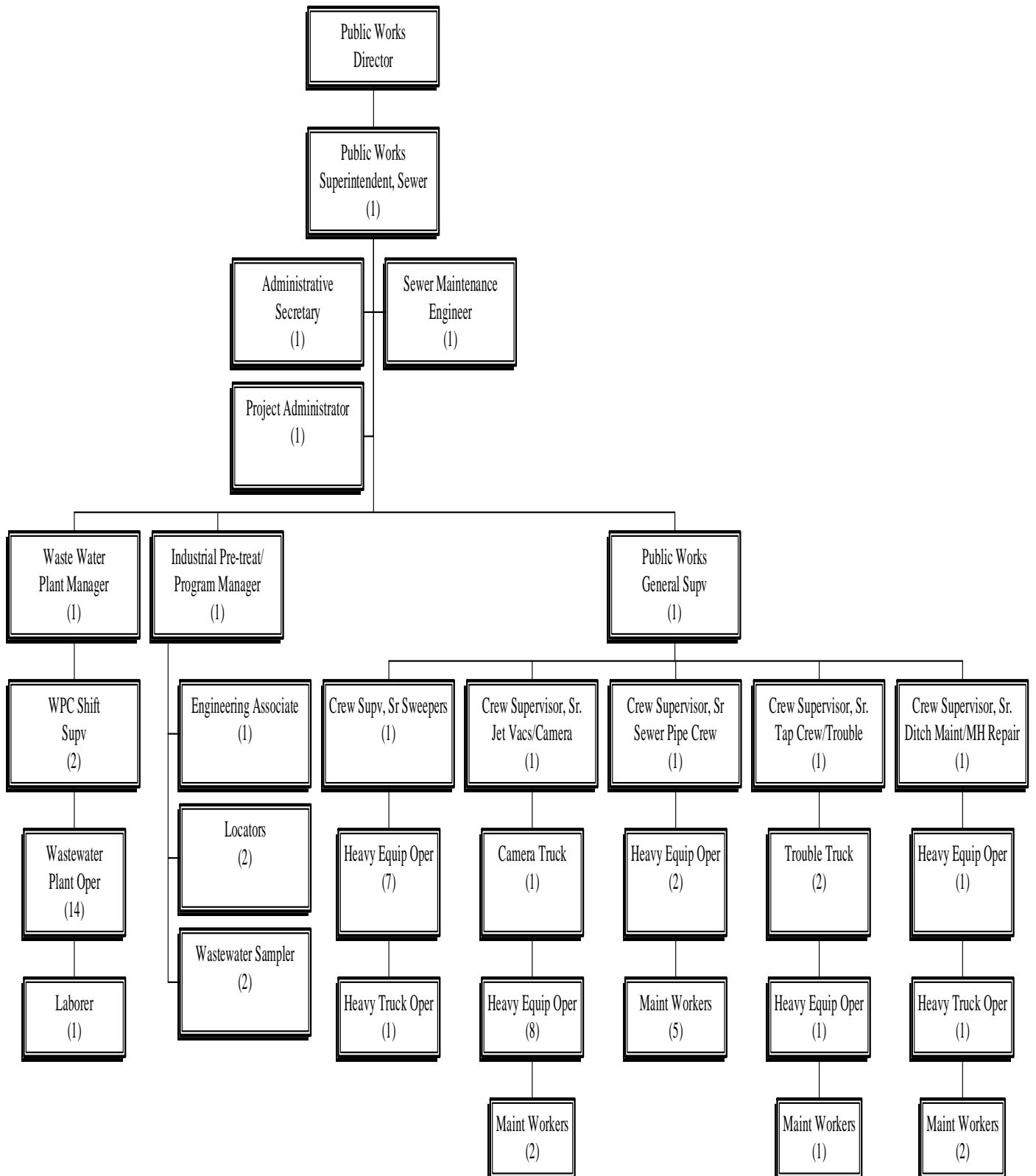
Sewer Rate Comparison Survey



Monthly Rate (\$9,000 Gal.)

Public Works - Sewer Systems

Dept 34



SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS DIVISION SUMMARY

DESCRIPTION

The Sewer Systems Division operates and maintains the Wastewater Treatment Plant, Sanitary Sewer Lift Stations, Storm Stations, Wastewater Sampling Program, Utility Locates, Street Sweeping Program, and the Sanitary Sewer Maintenance and Construction Sections. The Sewer Systems Division, which is a part of the Public Works Department, is responsible for the maintenance of all Sanitary Sewers and Storm Sewers within the City of Albany Sewer System and for the operation of the main Water Pollution Control Plant and 100 Pump/Lift Stations.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	3,341,617	3,652,783	3,662,946
OPERATING EXPENSE	4,845,307	10,099,296	10,483,728
CAPITAL OUTLAY	1,528,580	1,253,921	1,341,770
TOTAL	9,715,504	15,006,000	15,488,444
FULL TIME POSITIONS	68	68	68

SANITARY SEWER ENTERPRISE FUND**MISSION**

The Sanitary Sewer Enterprise Fund Budget supports the maintenance and construction of sewer infrastructure, monitors industrial wastewater discharges, and provides safe, effective treatment of the City's wastewater. A joint mission of Sewer Systems Division is to monitor, collect, convey, treat and dispose of the City's wastewater in a manner which prevents the treated wastewater from adversely impacting public health, the environment or wildlife.

Goals and Objectives**Goal 1:** Maintain customer service program

Objective 1: Provide courteous and efficient service to customers

Objective 2: Continue to implement the "repeat call" program to improve on customer service.

Goal 2: Implement a proactive system for completing necessary maintenance and repair.

Objective 1: Schedule and complete all major construction projects in a safe, timely and cost effective manner.

Objective 2: Provide accurate utility "locates" in a timely manner.

Objective 3: Maintain the Jet-Vac Sanitary and Storm line cleaning program.

Goal 3: Improve employee qualifications and performance

Objective 1: Maintain the Public Works Strategic Plan Initiative to help train and retain experienced employees.

Objective 2: Provide safety training and job improvement skill programs for all personnel.

Objective 3: Cross-train employees within the Division.

Objective 4: Continue with the Wastewater Collector Certification program

Goal 4: Safely, efficiently and cost-effectively monitor, collect, convey, treat and dispose of wastewater to avoid harm to public health, wildlife or environment

Objective 1: Continue to meet all NPDES permit limits at WPC.

Objective 2: Complete and submit all required reports to EPD/EPA.

Goal 5: Develop a working inventory of sewer infrastructure to assist with the timely replacement of high maintenance items.

Objective 1: Reduce unnecessary labor repairing worn out or defective equipment.

Objective 2: Reduce utility costs and reduce potential safety hazards.

SANITARY SEWER ENTERPRISE FUND**Performance Measures**

	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
<u>Workload Measures</u>					
❑ Volume (MGD) of wastewater collected, conveyed and treated	18.0	15.96	17.0	15.80	16.0
❑ Quantity (in wet tons) of bio-solids removed	19,000	15,692	17,000	15,080	16,000
❑ Number of quantitative samples to evaluate treatment efficiency (TSS and BOD)	600	580	600	620	620
❑ Number of sewer trouble calls received	3,000	2,893	3,000	3,086	3,000
❑ Number of sewer locates requested	7,100	7,081	7,000	5,798	6,500
❑ Number of Watershed Assessment samples	1,400	1,400	1,400	1,400	1,400
<u>Efficiency Measures</u>					
❑ Job-related training (hours/ yr) completed by employees	600	1,250	800	800	600
❑ Gauging public perception of Sewer Systems Division professionalism and efficiency as a result of public interactions (per year)	3,800	3,360	3,800	3,900	3,800
❑ Number of emergency sewer locates completed	600	573	600	504	500
❑ Percentage of sewer locates completed within time limit	99%	99%	99%	98%	98%
<u>Effectiveness Measures</u>					
❑ Per gallon cost of wastewater collected and treated	\$.0025	\$.0025	\$.0028	\$.0026	\$.0027
❑ Percentage of applicable employees receiving job-related training	100%	100%	100%	100%	100%

**SANITARY SEWER ENTERPRISE FUND
WASTEWATER TREATMENT**

DESCRIPTION

The 32 MGD Joshua Street Wastewater Treatment Plant provides treatment of the municipal wastewater to ensure that all State and Federal Pollution guidelines and discharge permit limits are met. The process ensures that the treated wastewater which is discharged into the receiving stream will not pose any threat to users of those waters. Proper, efficient wastewater treatment includes physical and biological treatment of sewage and proper disinfection of the final effluent prior to its discharge into the receiving stream to prevent the possible spread and multiplication of potential life threatening, disease causing bacteria. As better water pollution control is achieved, public health protection is

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	819,752	966,855	960,926
OPERATING EXPENSE	2,695,048	3,089,503	3,351,888
CAPITAL OUTLAY	897,987	543,135	543,135
TOTAL	4,412,786	4,599,493	4,855,950
FULL TIME POSITIONS	18	18	18

Class Title

Laborer	1	1	1
Wastewater Plant Manager	1	1	1
Wastewater Plant Operator	12	12	14
Wastewater Plant Operator, Sr.	2	2	0
WPC Shift Supervisor	2	2	2
TOTAL	18	18	18

SANITARY SEWER ENTERPRISE FUND
WASTEWATER TREATMENT

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3200.				
7110	Regular Wages	574,398	660,492	672,902
7120	Overtime Wages	25,062	43,800	40,000
7210	W/C Insurance	14,235	0	0
7230	Uniforms	5,798	6,000	6,400
7260	FICA Matching	42,948	53,878	54,537
7270	Pension Matching	53,261	62,682	63,448
7280	Insurance Matching	104,049	137,559	123,639
7285	LTD Insurance	0	2,444	0
7510	Professional Services	54,387	74,041	60,000
7512	Technical Services	1,359,010	1,770,000	1,751,515
7550	Communications	2,666	3,500	3,500
7600	Travel	450	800	2,725
7630	Training and Development	7,485	2,500	2,435
7860	Maint: Buildings	28,886	45,000	45,000
7870	Maint: Motor Equipment	3,857	6,000	12,000
7880	Maint: Mach/Imp/Tools	292,167	238,400	292,000
7900	Utilities	590,901	620,000	634,000
7990	Dues and Fees	1,830	2,400	2,200
8009	Licenses	0	1,050	500
8010	Supplies	201,083	314,315	335,000
8016	Small Equipment	0	5,000	11,800
8017	Printing	387	1,000	1,431
8018	Books & Subscription	0	150	150
8050	Rental of Equipment	2,921	1,000	3,000
8110	Motor Fuel	2,287	4,000	8,500
8150	Food	43	350	350
8900	Depreciation	897,987	500,000	500,000
8925	Capital Replacement/GMA	0	43,135	43,135
8951	Indirect Cost	146,688	0	185,782
	TOTAL, W/W TREATMENT:	4,412,786	4,599,496	4,855,950

SANITARY SEWER ENTERPRISE FUND
WASTEWATER TREATMENT/LIFT STATIONS

DESCRIPTION

Operates and maintains (82) combination and sanitary sewer lift stations located throughout the City that provide a means of moving wastewater to the Treatment Plant.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	511,041	520,900	605,000
CAPITAL OUTLAY	39,134	200,000	200,000
TOTAL	550,174	720,900	805,000
FULL TIME POSITIONS	0	0	0

SANITARY SEWER ENTERPRISE FUND
WASTEWATER TREATMENT/LIFT STATIONS

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3201.				
7514	Contract Labor	6,734	8,000	0
7860	Maint: Buildings	8,376	40,000	40,000
7880	Maint: Mach/Imp/Tools	167,095	151,400	200,000
7900	Utilities	301,625	300,000	340,000
7995	Contingency	0	0	0
8010	Supplies	11,419	19,500	25,000
8016	Small Equipment	14,243	0	0
8030	Janitorial Supplies	0	0	0
8050	Rental of Equipment	1,548	2,000	0
8900	Depreciation	39,134	200,000	200,000
	TOTAL, W/W LIFT STATIONS:	550,174	720,900	805,000

**SANITARY SEWER ENTERPRISE FUND
WASTEWATER SAMPLING & UTILITY LOCATION**

DESCRIPTION

The Industrial Wastewater Sampling and Utility Location Section monitors industry to insure compliance with the City's Comprehensive Solid Waste, Wastewater and Sewer Pretreatment Ordinance and takes necessary action to correct violations. The Section also checks on reported violations, inspects each Industry to insure all reported chemicals are stored properly to protect City collection and treatment systems, and monitors POTW for priority pollutants as required by EPD. This Section has also handles the grease monitoring program, CSO inspections, the Watershed Protection program as required by the State and all sewer utility "locates" within the City of Albany as required by the Utility Protection Center.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	220,997	284,739	287,962
OPERATING EXPENSE	129,150	145,081	192,842
CAPITAL OUTLAY	2,952	0	0
TOTAL	353,099	429,820	480,804
FULL TIME POSITIONS	5	6	6

Class Title

Ind. Sampling Manager	1	1	1
Engineering Associate	0	1	1
Wastewater Sampler	2	2	2
Locate Technicians	2	2	2
TOTAL	5	6	6

**SANITARY SEWER ENTERPRISE FUND
WASTEWATER SAMPLING & UTILITY LOCATION**

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3600.				
7110	Regular Wages	163,957	209,180	226,213
7120	Overtime Wages	5,640	3,800	1,500
7210	W/C Insurance	4,018	0	0
7260	FICA Matching	12,289	16,293	17,420
7270	Pension Matching	14,732	18,955	20,266
7280	Insurance Matching	20,361	35,737	22,562
7285	LTD Insurance	0	774	0
7510	Professioanl Services	0	3,950	0
7512	Technical Services	73,033	99,131	92,000
7870	Maint: Motor Equipment	3,133	3,000	7,500
7880	Maint: Mach/Imp/Tools	440	2,000	2,000
8010	Supplies	1,915	9,000	7,000
8016	Small Equipment	284	16,000	11,500
8110	Motor Fuel	8,844	12,000	13,500
8900	Depreciation	2,952	0	0
8951	Indirect Cost	41,500	0	59,342
	TOTAL, SS/SAMPLING:	353,099	429,820	480,804

SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS/ADMINISTRATION

DESCRIPTION

The Sewer Systems Administration Section is responsible for scheduling all work tasks for the Division, monitoring expenditures, preparing and administering the budget, preparing weekly and monthly reports, maintaining permit compliance, scheduling training programs and completing all other administrative duties as necessary. Debt service and GMA payments for maintenance and construction equipment are also included within this cost center.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	424,111	395,380	397,946
OPERATING EXPENSE	179,861	5,012,656	4,544,229
CAPITAL OUTLAY	46,856	283,973	371,822
TOTAL	650,827	5,692,009	5,313,997
FULL TIME POSITIONS	5	5	5

Class Title

Administrative Secretary, Senior	1	1	1
PW General Supervisor	1	1	1
PW Sewer Superintendent	1	1	1
Sewer Maintenance Engineer	1	1	1
Project Administrator	1	1	1
TOTAL	5	5	5

SANITARY SEWER ENTERPRISE FUND

SEWER SYSTEMS/ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3400.				
7110	Regular Wages	290,186	288,812	290,119
7120	Overtime Wages	210	800	500
7210	W/C Insurance	14,085	0	0
7220	Tuition Reimbursement	0	675	0
7230	Uniforms	16,333	17,200	18,518
7260	FICA Matching	20,297	22,155	22,232
7270	Pension Matching	519	25,775	25,865
7280	Insurance Matching	82,481	38,893	40,712
7285	LTD Insurance Matching	0	1,069	0
7510	Professional Services	55,615	73,804	60,000
7512	Technical Services	2,242	5,000	14,550
7550	Communications	9,819	11,500	11,500
7600	Travel	836	2,500	3,150
7630	Training and Development	5,898	10,500	7,920
7860	Maint: Buildings	1,488	5,000	15,000
7870	Maint: Motor Equipment	6,106	9,000	6,500
7880	Maint: Mach/Imp/Tools	2,962	5,200	7,000
7900	Utilities	10,228	9,000	25,000
7960	Reserve for Debt	0	4,207,940	4,201,234
7970	GEFA Loan	2,473	41,890	41,890
7990	Dues and Fees	438	1,200	1,400
7995	Contingency	0	40,000	25,000
8009	Licenses	200	950	500
8010	Supplies	2,040	7,550	12,500
8016	Small Equip	3,632	8,000	20,500
8017	Printing	912	3,000	5,000
8018	Subscriptions	457	200	200
8020	Photography	7	750	750
8110	Motor Fuel	2,580	1,000	8,000
8150	Food	869	900	900
8900	Depreciation	46,856	0	0
8925	Capital Replacement Fund	0	283,973	371,822
8951	Indirect Cost	71,060	567,772	75,735
	TOTAL, SS ADMINISTRATION:	650,827	5,692,009	5,313,997

SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS - MAINTENANCE

DESCRIPTION

The Maintenance Section is responsible for general sewer system maintenance including: installing and repairing taps; repairing WG&L cuts; repairing breaks in small sewer lines; repairing catch basins; cleaning and removing grease, roots, and sand from sewer structures and pipes; televising lines to locate problems; and providing 24-hr trouble truck assistance for City infrastructure problems or overflows.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	820,178	845,701	854,368
OPERATING EXPENSE	464,866	428,383	649,172
CAPITAL OUTLAY	93,751	0	0
TOTAL	1,378,794	1,274,084	1,503,540
FULL TIME POSITIONS	18	17	17

Class Title

Maintenance Worker Sr.	2	0	0
Maintenance Worker	2	3	3
Crew Supervisor, Senior	2	2	2
TV Truck Technician	1	1	1
Jet Vac Operator	8	0	0
Sewer Systems Operator	2	2	2
Heavy Equipment Operator	1	9	9
TOTAL	18	17	17

SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS/SEWER MAINTENANCE

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3404.				
7110	Regular Wages	538,051	560,600	586,883
7120	Overtime Wages	55,491	50,000	50,000
7210	W/C Insurance	29,502	0	0
7260	FICA Matching	42,052	46,711	48,722
7270	Pension Matching	50,503	54,343	56,683
7280	Insurance Matching	104,579	131,973	112,081
7285	LTD Insurance	0	2,074	0
7510	Professional Services	0	26,133	0
7512	Technical Services	55,380	69,500	73,800
7550	Communications	461	0	0
7514	Contract Labor	0	8,000	9,000
7870	Maint: Motor Equipment	84,285	80,000	136,000
7880	Maint: Mach/Imp/Tools	12,720	14,500	12,000
8010	Supplies	64,064	104,000	102,400
8016	Small Equipment	1,777	6,250	0
8110	Motor Fuel	100,938	120,000	150,000
8900	Depreciation	93,751	0	0
8951	Indirect Cost	145,240	0	165,972
	TOTAL, SS MAINT:	1,378,794	1,274,084	1,503,540

SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS - CONSTRUCTION

DESCRIPTION

The Construction Section is responsible for installing and repairing the larger sanitary, combination and storm sewer lines located throughout the City. This section is also responsible for the clearing and grading of large ditch sections and the maintenance of sewer right-of-ways.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	476,460	504,964	505,525
OPERATING EXPENSE	276,413	302,879	359,263
CAPITAL OUTLAY	55,654	0	0
TOTAL	808,527	807,843	864,788
FULL TIME POSITIONS	13	13	13

<u>Class Title</u>			
Heavy Equipment Operator	3	3	3
Heavy Truck Driver	1	1	1
Maintenance Worker Sr	3	0	0
Maintenance Worker	4	7	7
Crew Supervisor Sr	2	2	2
TOTAL	13	13	13

**SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS - CONSTRUCTION**

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3408.				
7110	Regular Wages	335,679	365,920	352,877
7120	Overtime Wages	13,862	6,800	5,000
7210	W/C Insurance	20,827	0	0
7260	FICA Matching	24,928	28,513	27,378
7270	Pension Matching	29,825	33,172	31,851
7280	Insurance Matching	51,338	69,205	88,419
7285	LTD Insurance	0	1,354	0
7510	Professional Services	0	19,179	0
7514	Contract Labor	0	3,000	0
7870	Maint: Motor Equipment	89,400	110,000	83,000
7880	Maint: Mach/Imp/Tools	5,231	4,000	4,000
8010	Supplies	51,755	112,000	108,000
8016	Small Equipment	5,690	8,700	0
8050	Rental of Equipment	145	1,000	1,000
8110	Motor Fuel	38,659	45,000	70,000
8900	Depreciation	55,654	0	0
8951	Indirect Cost	85,533	0	93,263
	TOTAL, SS CONSTRUCTION:	808,527	807,843	864,788

SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS/ASSESSMENT & INSPECTION

DESCRIPTION

This Section is responsible for supporting a dedicated sanitary sewer construction inspector and the sewer assessment program.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES*	144,571	160,539	153,323
OPERATING EXPENSE	27,137	4,182	32,080
CAPITAL OUTLAY	0	0	0
TOTAL	171,708	164,721	185,403
FULL TIME POSITIONS	0	0	0

* Postion resides in Cost Center 3000 but salary charged to 3409

SANITARY SEWER ENTERPRISE FUND
SEWER SYSTEMS/ASSESSMENT & INSPECTION

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3409.				
7110	Regular Wages	70,622	135,000	121,641
7110.01	Salaries Engineering Svcs.	37,900	0	0
7120	Overtime Wages	1,820	900	500
7210	W/C Insurance	2,056	0	0
7260	FICA Matching	7,866	10,396	9,344
7270	Pension Matching	9,637	12,095	10,871
7280	Insurance Matching	14,670	1,648	10,967
7285	LTD Insurance	0	500	0
7510	Professional Service	0	3,882	0
8010	Supplies	136	300	250
8951	Indirect Cost	27,001	0	31,830
	TOTAL, ASSESS & INSPECT:	171,708	164,721	185,403

SANITARY SEWER ENTERPRISE FUND - STREET SWEEPING

DESCRIPTION

The Street Sweeping Section is responsible for sweeping all publicly owned curbed streets within the Albany city limits. The purpose is to ensure public safety and facilitate removal of debris to prevent entry into storm sewer system.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	429,717	447,911	456,276
OPERATING EXPENSE	263,490	248,709	387,631
CAPITAL OUTLAY	35,762	216,781	216,781
TOTAL	728,969	913,401	1,060,687
FULL TIME POSITIONS	9	9	9

Class Title

Heavy Equipment Operator	7	7	7
Heavy Truck Operator	1	1	1
Crew Supervisor, Sr.	1	1	1
TOTAL	9	9	9

SANITARY SEWER - STREET SWEEPING

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3410				
7110	Regular Wages	292,486	302,950	312,079
7120	Overtime Wages	9,368	6,000	5,000
7210	W/C Insurance	12,290	0	0
7260	FICA Matching	20,469	23,635	24,257
7270	Pension Matching	25,136	27,497	28,220
7280	Insurance Matching	69,967	86,709	86,720
7285	LTD Insurance Matching	0	1,121	0
7510	Professional Services	0	11,709	0
7870	Maint:Motor Equipment	87,346	110,000	128,000
7880	Maint: Mach/Imp/Tools	24,318	30,000	25,000
8010	Supplies	157	2,000	2,000
8110	Motor Fuel	77,806	95,000	150,000
8900	Depreciation	35,762	0	0
8925	Capital Replacement	0	216,781	216,781
8951	Indirect Cost	73,864	0	82,631
	TOTAL, STREET SWEEPINGS:	728,969	913,401	1,060,687

SANITARY SEWER ENTERPRISE FUND/ STORM MAINTENANCE

DESCRIPTION

The Storm Maintenance Section maintains all storm pump stations, flood control structures, drainage ditches, drainage easements and holding ponds under the review of the City. During storm events Sewer System Division employees assist Public Works and Emergency personnel to protect citizens from flash flooding. The maintenance staff also provides assistance to the Street and Solid Waste Divisions with cleaning, removing of storm debris and the hauling of dirt and sand in conjunction with the various work programs.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	5,831	46,694	46,620
OPERATING EXPENSE	298,301	347,000	361,624
CAPITAL OUTLAY	356,484	10,032	10,032
TOTAL	660,616	403,726	418,275
FULL TIME POSITIONS	0	0	0

SANITARY SEWER STORM MAINTENANCE

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3411				
7110	Regular Wages	3,799	20,000	20,000
7120	Overtime Wages	418	20,000	20,000
7210	W/C Insurance	250	0	0
7260	FICA Matching	306	3,060	3,060
7270	Pension Matching	367	3,560	3,560
7280	Insurance Matching	690	0	0
7285	LTD Insurance	0	74	0
7512	Technical Services	198,916	200,000	200,000
7860	Maint: Building	48	12,000	11,200
7870	Maint: Motor	173	0	0
7880	Maint: Mach/Imp/Tools	20,259	25,000	35,000
7900	Utilities	71,607	95,000	100,000
8010	Supplies	6,266	15,000	5,000
8900	Depreciation	356,484	0	0
8925	Capital Replacement/GMA	0	10,032	10,032
8951	Indirect Cost	1,032	0	10,424
	TOTAL, STORM MAINT:	660,616	403,726	418,275

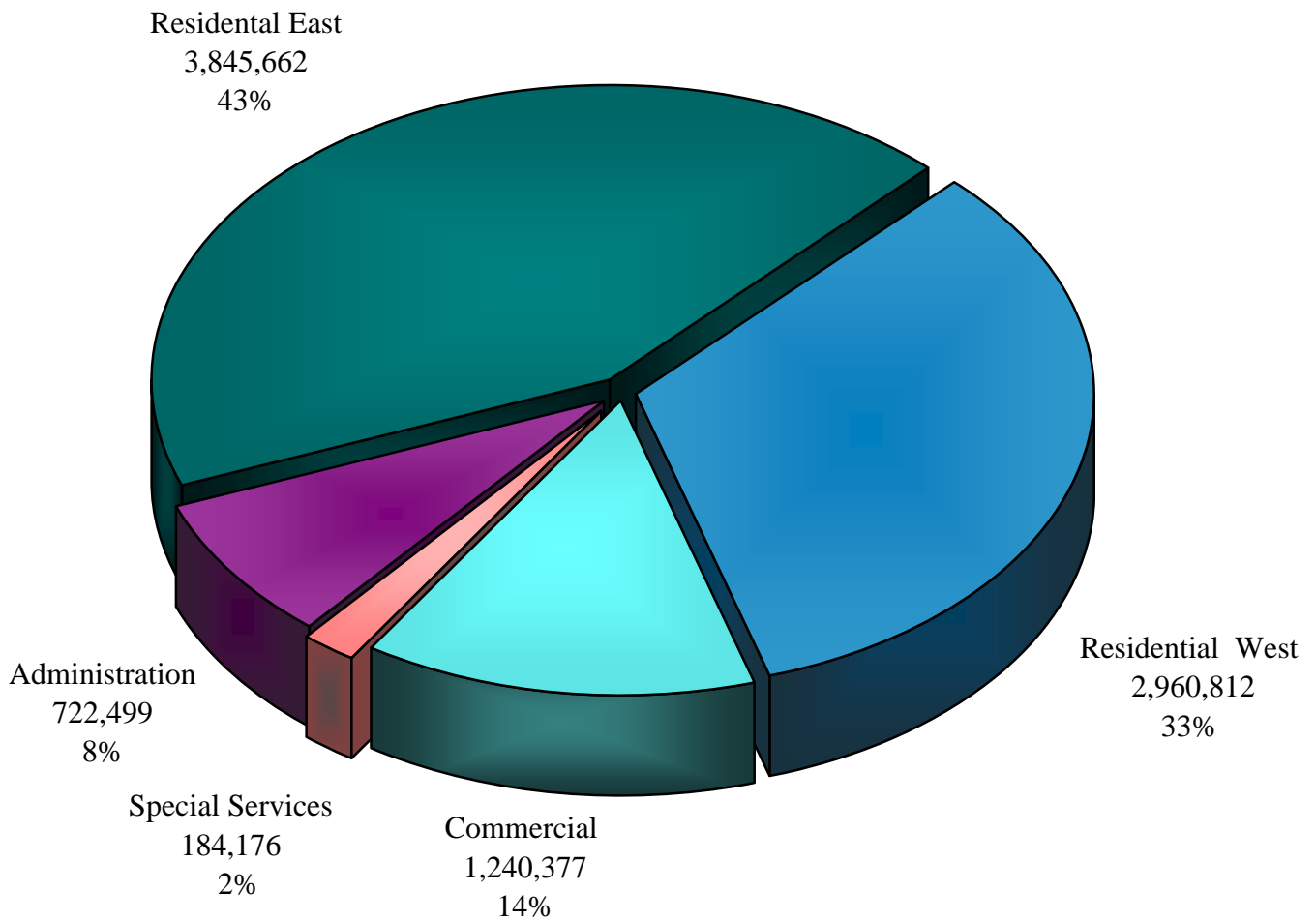


City of Albany

Solid Waste Fund

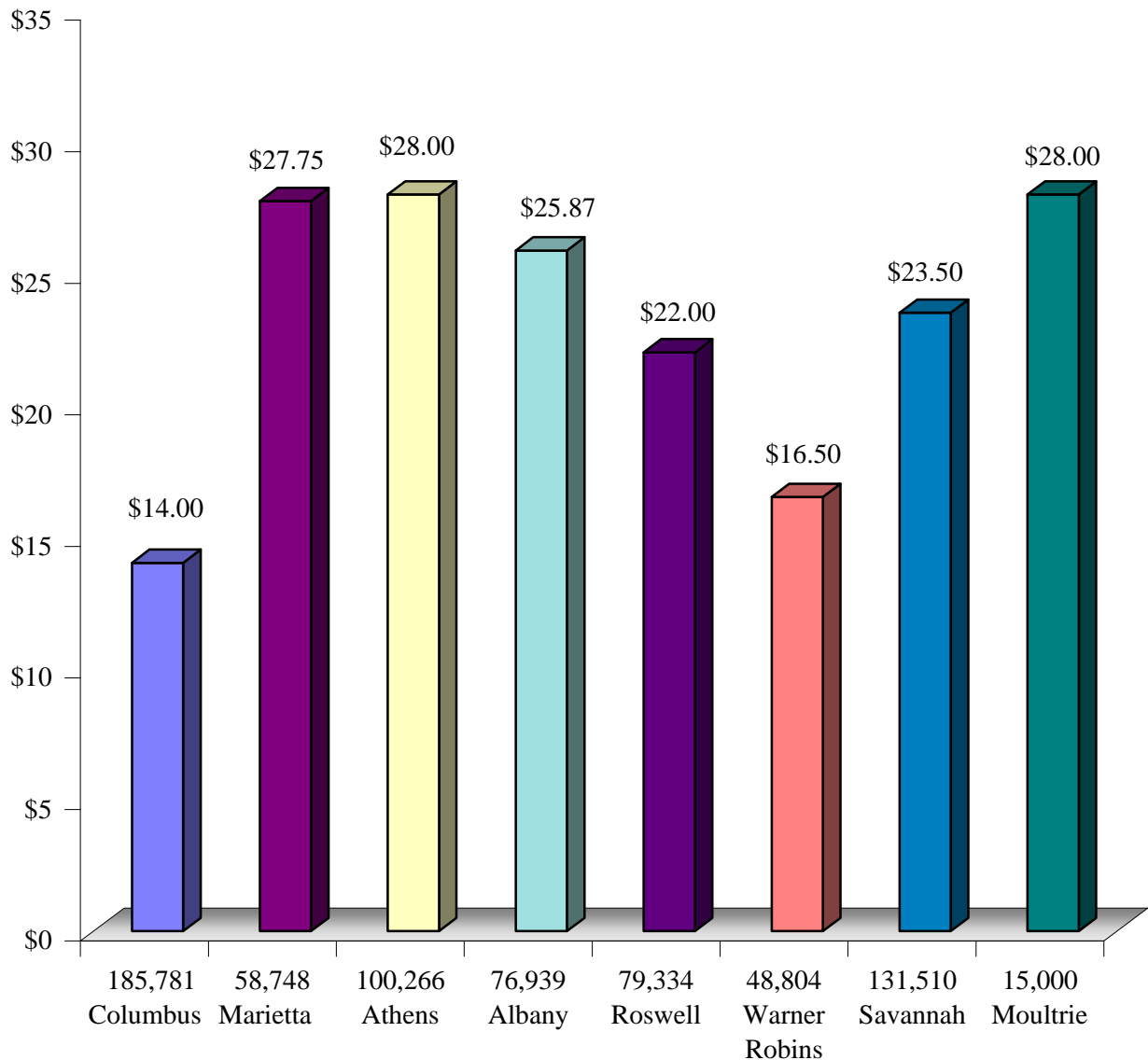
Annual Budget FY 2010

City of Albany
Adopted Budget
FY 2010
Solid Waste Fund



Total Expenditures
\$ 8,953,527

City of Albany FY 2010 Garbage Rate Comparison Survey

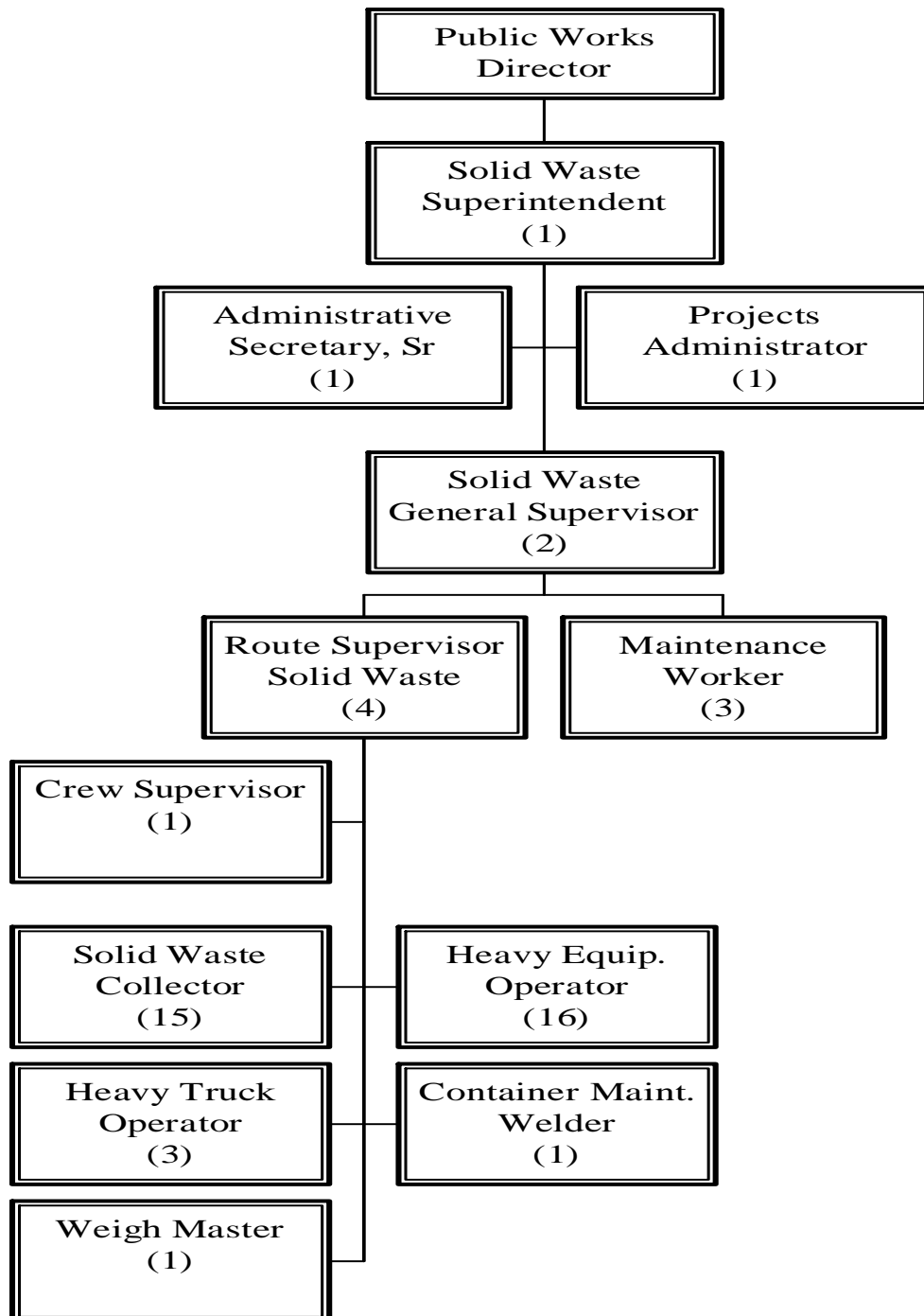


Monthly Garbage Rate

The charges above relate to different levels of service provided

Public Works - Solid Waste

Dept 39



PUBLIC WORKS - SOLID WASTE SUMMARY

DESCRIPTION

The Solid Waste Division, which is part of the Public Works Department, ensures that solid waste generated by both residential and commercial customers is collected and disposed of properly. The division also performs special clean-up projects, removing garbage, trash and litter from public property, streets and rights-of-way. In addition, the division provides support for neighborhood clean-up projects. The division is comprised of five sections - Administration, Residential East, Residential West, Commercial, and Street Sweeping Disposal.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	2,224,165	2,493,863	2,307,086
OPERATING EXPENSE	5,496,948	5,507,878	6,046,197
CAPITAL OUTLAY	389,195	589,453	600,243
TOTAL	8,110,308	8,591,194	8,953,527
FULL TIME POSITIONS	49	49	49

PERFORMANCE MEASURES

See individual divisions for performance measures.

PUBLIC WORKS DEPARTMENT / SOLID WASTE DIVISION

MISSION

The Solid Waste Division of the Public Works Department ensures that solid waste generated within the corporate limits of the City of Albany is collected and disposed of properly, in an efficient and cost-effective manner, while minimizing impacts on the environment.

Goals and Objectives

Goal 1: To provide collection services in accordance with local, state and federal laws.

Objective 1: To maintain the collection and disposal process during peak and off-peak seasons.

Goal 2: To provide refuse collection within the parameters established by the City Board of Commissioners.

Objective 2: To ensure all routes are collected once per week for municipal solid waste, twice per month for yard trimmings, and bulk items and white goods on call.

Goal 3: To provide adequate education on the benefits of recycling and encourage the usage of drop-off recycling sites.

Objective 3: To ensure that all drop-off sites are conveniently located, accessible and meet the recycling needs of the community.

Goal 4: Maintain a refuse collection fleet in excellent condition to sustain the useful life of the vehicle.

Objective 4: To utilize GMA funding to ensure the replacement of worn-out equipment under the five-year replacement program.

Goal 5: To replace unsafe metal containers throughout the corporate limits of the City of Albany to increase the overall appearance.

Objective 5: To identify damaged containers and reduce the number of containers failing to comply with safety and health restrictions.

Goal 6: Provide the City Board of Commissioners with the ability to increase community involvement for litter control.

Objective 6: To establish areas to be designated for clean-up projects and to utilize manpower and equipment to provide a cleaner environment.

PUBLIC WORKS DEPARTMENT / SOLID WASTE DIVISION**Performance Measures**

<u>Workload Measures</u>	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Projected	Base
❑ Number of Work orders Received	8,200	9,324	8,500	8,500	8,500
❑ Number of Commission/City Manager requests	20	19	20	20	20
❑ Tonnage reports of Drop off sites	500	127	200	150	150
❑ Container replacement program	400	103	500	300	300
❑ Number of Households serviced	25,000	25,202	26,000	25,500	25,500
❑ Annual Commercial Tonnage Collected	10,000	10,275	10,000	10,300	10,300

Efficiency Measures

❑ Average time spent per citizen follow-up (minutes)	5	5	5	5	5
❑ Cost for recycling disposal	39,000	18,984	20,000	20,000	20,000
❑ Cost analysis on fleet maintenance (downtime)	90,000	90,000	90,000	90,000	90,000
❑ Cost per container rebuilt	150	225	250	225	225
❑ Cost per container painted	50	92	100	100	100
❑ Community clean-up project cost analysis	15,000	9,942	10,000	10,000	10,000

Effectiveness Measures

❑ Percentage of increase in recyclable materials	13%	8%	2%	2%	2%
❑ Reduction of overtime	5%	1%	2%	2%	2%
❑ Percentage of container rebuilt	18%	15%	18%	18%	18%

SOLID WASTE ADMINISTRATION

DESCRIPTION

The Solid Waste Administration section provides administrative support for the other sections and ensures that all functions of the Division are coordinated and carried to completion. This section prepares and tracks correspondence, receives and resolves customer complaints, tracks the division budget, prepares the payroll, and performs many other administrative duties as required.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	406,546	442,219	465,972
OPERATING EXPENSE	238,829	239,491	250,236
CAPITAL OUTLAY	103,123	6,290	6,290
TOTAL	748,498	688,000	722,499
FULL TIME POSITIONS	7	8	8

Class Title

Administrative Secretary, Sr.	1	1	1
PW General Supervisor	2	2	2
Solid Waste Superintendent	1	1	1
Maintenance Worker	1	3	3
Maintenance Worker Sr.	2	0	0
Projects Administrator	1	1	1
Total	8	8	8

SOLID WASTE ADMINISTRATION				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3902.				
7110	Regular Wages	289,560	316,080	337,977
7120	Overtime Wages	6,802	6,100	3,000
7210	W/C Insurance	17,430	0	0
7220	Tuition Assistance	1,440	750	0
7230	Uniforms	1,800	2,187	18,000
7260	FICA Matching	21,687	24,647	26,085
7270	Pension Matching	25,985	28,674	30,347
7280	Insurance Matching	41,842	62,876	50,564
7285	LTD Matching	0	905	0
7510	Professional Services	100,068	118,080	105,000
7550	Communications	3,892	5,178	4,500
7570	Advertising	0	1,250	1,250
7600	Travel	1,511	2,500	2,000
7630	Train/Cont. Education	575	2,500	2,000
7700	Insurance	0	1,250	0
7860	Building Maintenance	320	0	0
7870	Maint: Motor Equipment	1,382	4,600	3,720
7880	Maint: Mach/Imp Tools	108	4,110	3,300
7900	Utilities	10,189	10,000	10,000
7955	Interest Expense	3,712	0	0
7990	Dues and Fees	43	0	500
8010	Supplies	3,853	3,006	3,000
8016	Small Equipment	2,741	1,500	1,500
8018	Books & Subscriptions	261	0	0
8110	Motor Fuel	2,357	6,664	3,500
8900	Depreciation	103,123	0	0
8925	Capital Replacement Funding	0	6,290	6,290
8951	Indirect Cost	107,816	78,853	109,966
	TOTAL, SW/ADMINISTRATION:	748,498	688,000	722,499

SOLID WASTE/RESIDENTIAL EAST*DESCRIPTION*

The Solid Waste Residential East Section ensures the health and well-being of citizens east of Slappey Blvd. of the City of Albany by collecting and properly disposing solid waste generated by residential customers.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,438,961	1,617,796	1,411,632
OPERATING EXPENSE	1,975,184	1,790,455	2,051,732
CAPITAL OUTLAY	239,458	406,034	382,299
TOTAL	3,653,603	3,814,285	3,845,662
FULL TIME POSITIONS	36	35	35

<u>Class Title</u>			
Heavy Equipment Operator	12	12	12
Heavy Truck Driver	3	3	3
Solid Waste Route Supervisor	3	3	3
Weigh Master	1	1	1
Solid Waste Collector	11	15	15
Solid Waste Collector Sr.	5	0	0
Crew Supervisor	1	1	1
TOTAL	36	35	35

SOLID WASTE/RESIDENTIAL EAST				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3903.				
7110	Regular Wages	832,728	964,115	863,376
7120	Overtime Wages	194,508	200,000	200,000
7210	W/C Insurance	69,973	0	0
7230	Uniforms	9,977	13,000	0
7260	FICA Matching	75,922	89,055	81,348
7270	Pension Matching	90,871	103,606	94,640
7280	Insurance Matching	164,982	244,508	172,267
7285	LTD Insurance	0	3,512	0
7510	Professional Services	45,034	75,575	81,553
7512	Technical Services	387,289	400,000	477,500
7514	Contract Labor	351,235	261,003	300,000
7550	Communications	576	0	0
7570	Advertising	435	0	0
7630	Training & Development	3,712	2,000	0
7700	Insurance	0	17,075	0
7860	Building Maintenance	3,441	5,900	5,000
7870	Maint: Motor Equipment	488,540	344,311	513,990
7880	Maint: Mach/Imp/Tools	6,835	9,000	9,000
7965	Debt Payment (Land Fill)	0	16,753	0
8009	Licenses	1,765	500	250
8010	Supplies	28,389	14,682	13,500
8016	Small Equipment	1,403	7,500	7,500
8050	Rental of Equipment	440	0	0
8110	Motor Fuel	281,943	300,000	300,000
8150	Food	440	500	500
8900	Depreciation	239,458	0	0
8925	Capital Replacement Funding	0	406,034	382,299
8951	Indirect Cost	373,708	335,656	342,939
	TOTAL, SW/RES. EAST:	3,653,603	3,814,285	3,845,662

SOLID WASTE/RESIDENTIAL WEST*DESCRIPTION*

The Solid Waste Residential West Section ensures the health and well-being of citizens west of Slappey Blvd. of the City of Albany by collecting and properly disposing solid waste generated by residential customers.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	2,647,139	2,773,844	2,960,812
CAPITAL OUTLAY	0	0	0
TOTAL	2,647,139	2,773,844	2,960,812
FULL TIME POSITIONS	0	0	0

SOLID WASTE/RESIDENTIAL WEST				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3904.				
7510	Profesional Services	2,647,139	2,734,756	2,960,812
7965	Debt Payment (Land Fill)	0	39,088	0
	TOTAL, SW/RES. WEST:	2,647,139	2,773,844	2,960,812

SOLID WASTE/COMMERCIAL*DESCRIPTION*

The Solid Waste Commercial Section collects and disposes of solid waste generated by commercial customers.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	256,744	316,029	312,177
OPERATING EXPENSE	598,296	633,138	716,546
CAPITAL OUTLAY	46,614	177,129	211,654
TOTAL	901,653	1,126,297	1,240,377
FULL TIME POSITIONS	6	6	6

Class Title

Container Maintenance Welder	1	1	1
Heavy Equipment Operator	4	4	4
Solid Waste Route Supervisor	1	1	1
TOTAL	6	6	6

SOLID WASTE/COMMERCIAL

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3905.				
7110	Regular Wages	154,207	190,450	202,095
7120	Overtime Wages	33,903	36,900	35,000
7210	W/C Insurance	8,937	0	0
7230	Uniforms	1,733	3,237	0
7260	FICA Matching	13,755	17,392	18,138
7270	Pension Matching	16,259	20,234	21,101
7280	Insurance Matching	27,950	47,105	35,843
7285	LTD Insurance	0	711	0
7510	Professional Services	184	2,901	500
7512	Technical Services	256,856	300,000	330,000
7630	Train/Cont. Education	0	500	0
7700	Insurance	0	6,975	0
7870	Maint: Motor Equip	143,455	129,260	157,819
7880	Maint: Mach/Imp/Tools	6,124	9,500	8,500
8009	Licenses	35	0	0
8010	Supplies	3,530	6,000	3,000
8016	Small Equipment	22,519	0	27,561
8017	Printing	680	300	0
8110	Motor Fuel	96,479	112,702	112,702
8900	Depreciation	46,614	0	0
8925	Capital Replacement Funding	0	177,129	211,654
8951	Indirect Cost	68,435	65,000	76,464
TOTAL, SW/COMMERCIAL:		901,653	1,126,297	1,240,377

SOLID WASTE/SPECIAL SERVICES*DESCRIPTION*

This section is responsible for the enforcement of the Solid Waste Ordinance and for a litter detail for the collection of litter on the City's right-of-way.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	121,914	117,819	117,305
OPERATING EXPENSE	37,500	70,950	66,871
CAPITAL OUTLAY	0	0	0
TOTAL	159,414	188,769	184,176
FULL TIME POSITION	0	2	2

Class Title

*Code Enforcement Officers	0	2	2
Total	0	2	2

**Positions accounted for in Enforcement Department*

SOLID WASTE/SPECIAL SERVICES

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
3906.				
7110	Regular Wages	80,479	83,331	84,250
7120	Overtime Wages	6,349	0	0
7210	W/C Insurance	3,222	0	0
7230	Uniforms	1,072	800	1,100
7260	FICA	6,320	6375	6,445
7270	Pension Matching	10,191	7,416	10,026
7280	Insurance Matching	14,282	19,507	15,484
7285	LTD Insur Matching	0	390	0
7510	Professional Services	37,500	69,950	39,500
8010	Supplies	0	1,000	200
8951	Indirect Cost	0	0	27,171
	TOTAL, SW/SWEEPING	159,414	188,769	184,176

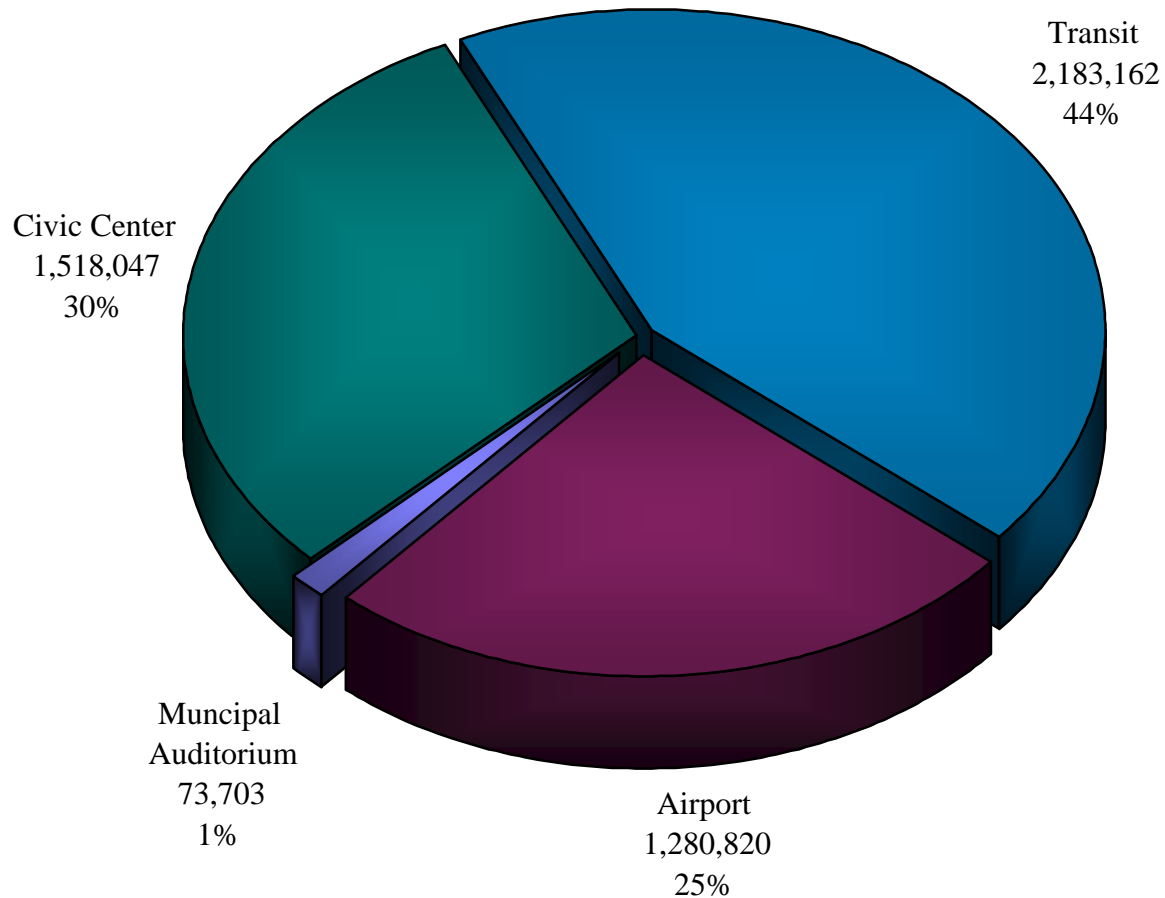


City of Albany

Non-Major Enterprise Funds

Annual Budget FY 2010

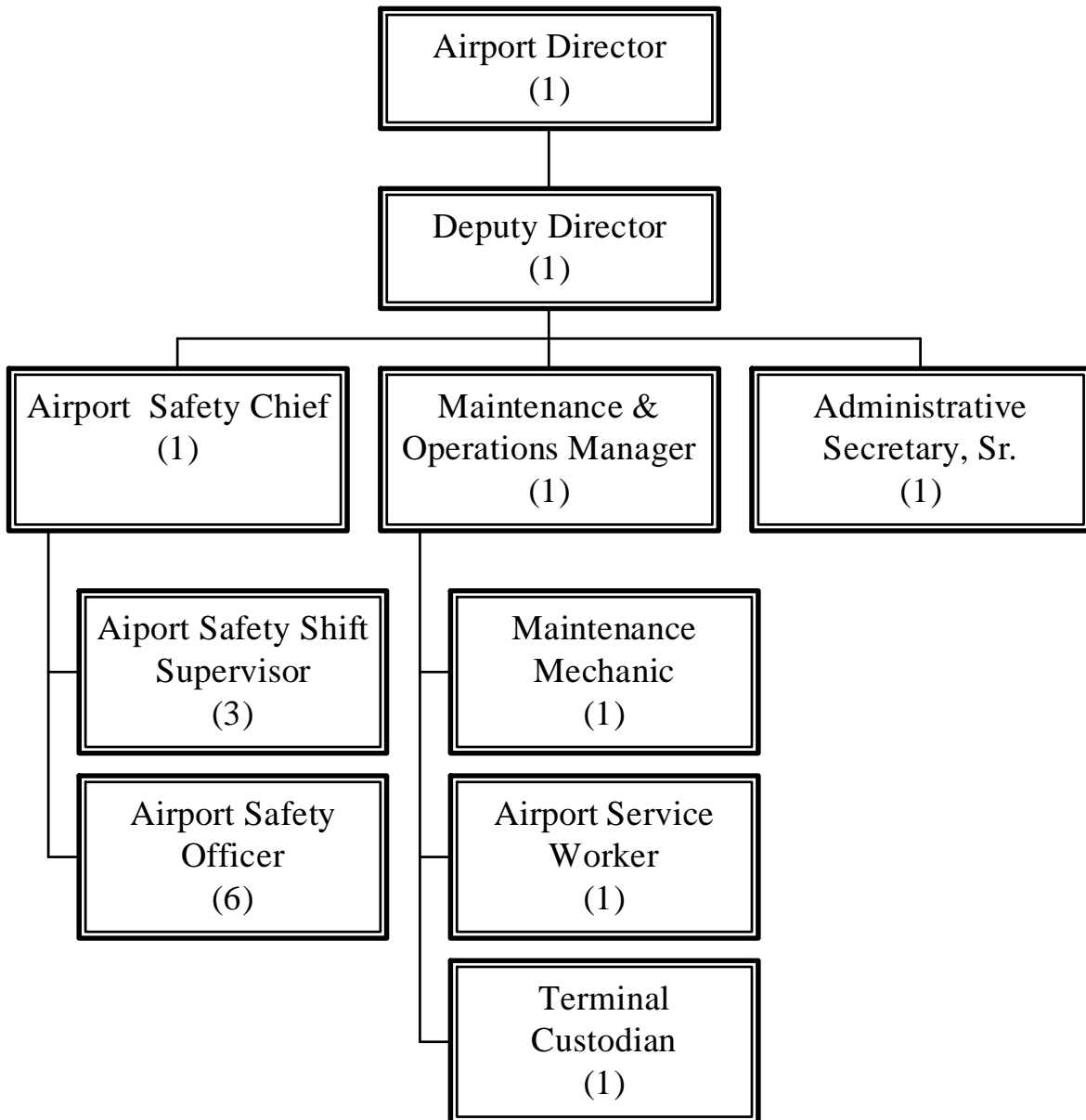
City of Albany
Adopted Budget
FY 2010
Non Major Enterprise Funds



Total Expenditures
\$5,055,732

Southwest GA Regional Airport

Dept 70



SOUTHWEST GEORGIA REGIONAL AIRPORT

MISSION

To provide a safe and secure environment to all air travelers in Southwest Georgia and provide users a level of service exceeding liked-sized airports and communities. The ultimate intent of this facility is to provide the environment described above while continuing to provide the best customer service possible within budget constraints.

Goals and Objectives

Goal 1: Provide safe and secure travel environment.

Objective 1: Promptly respond to all accidents/incidents on airport.

Objective 2: Close any work order within 30 days.

Objective 3: Complete signage, lighting and electrical improvements to lighting vault, rotating beacon, and airfield.

Goal 2: Increase capacity of Airport facilities.

Objective 5: Complete construction on a new rental car vehicle wash facility.

Objective 6: Begin environmental and Master Planning process to design and engineer a more user-friendly terminal.

Goal 3: Strive to improve passenger enplanements which in turn will increase federal participation on Airport Improvement Program (AIP) projects.

Objective 7: Continue to monitor Albany's fare structure with Delta revenue management team and notifying them of fares that seem to be higher than surrounding communities.

Objective 8: Utilize local media to advertise the convenience of using the Airport.

SOUTHWEST GEORGIA REGIONAL AIRPORT
Performance Measures

<u>Workload Measures</u>	FY '08		FY '09		FY '10 Base
	Adopted	Actual	Adopted	Actual	
❑ Number of accidents/alerts	50	13	50	6	10
❑ Number of work orders	300	262	300	165	300
❑ Number of passenger enplanements	38,760	42,558	38,400	37,500	40,000
❑ Number of aircraft operations	50,000	33,466	40,000	32,000	30,000

Efficiency Measures

❑ Appropriate response to accidents/alerts (min)	2-3	2-3	2-3	2-3	2-3
❑ Average time work orders are open (days)	7-10	5-8	4-5	4-5	4-5
❑ Capacity projects completed on-time, under budget	1	1	1	1	1

Effectiveness Measures

❑ Response times to accidents/alerts less than 5 minutes.	95%	100%	99%	100%	99%
❑ Average number of work orders open under 30 days per month.	20	20	20	20	20
❑ Passenger Facility Charges Collected (hundreds of thousands of dollars)	1	1.4	1.4	1.4	1.2
❑ Federal Grants Obtained (millions of dollars)	1.25	1.3	2.	2	2

AIRPORT FUND*DESCRIPTION*

The Albany - Dougherty County Aviation Commission, through City Ordinance, is charged with the responsibility for planning, directing, organizing and controlling the operation, maintenance and capital improvements at Southwest Georgia Regional Airport. The Aviation Commission coordinates capital improvements through the FAA and Georgia DOT for grant-in-aid assistance for eligible projects, based upon FAA approved Airport Master Plan. The Aviation Commission sets policies and procedures to effect appropriate coordination with agencies providing guidelines to provide for the safety and well-being of the traveling public.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	887,868	941,331	991,556
OPERATING EXPENSE	385,427	415,617	289,264
CAPITAL OUTLAY	865,348	0	0
TOTAL	2,138,643	1,356,948	1,280,820
FULL TIME POSITION	14	17	17

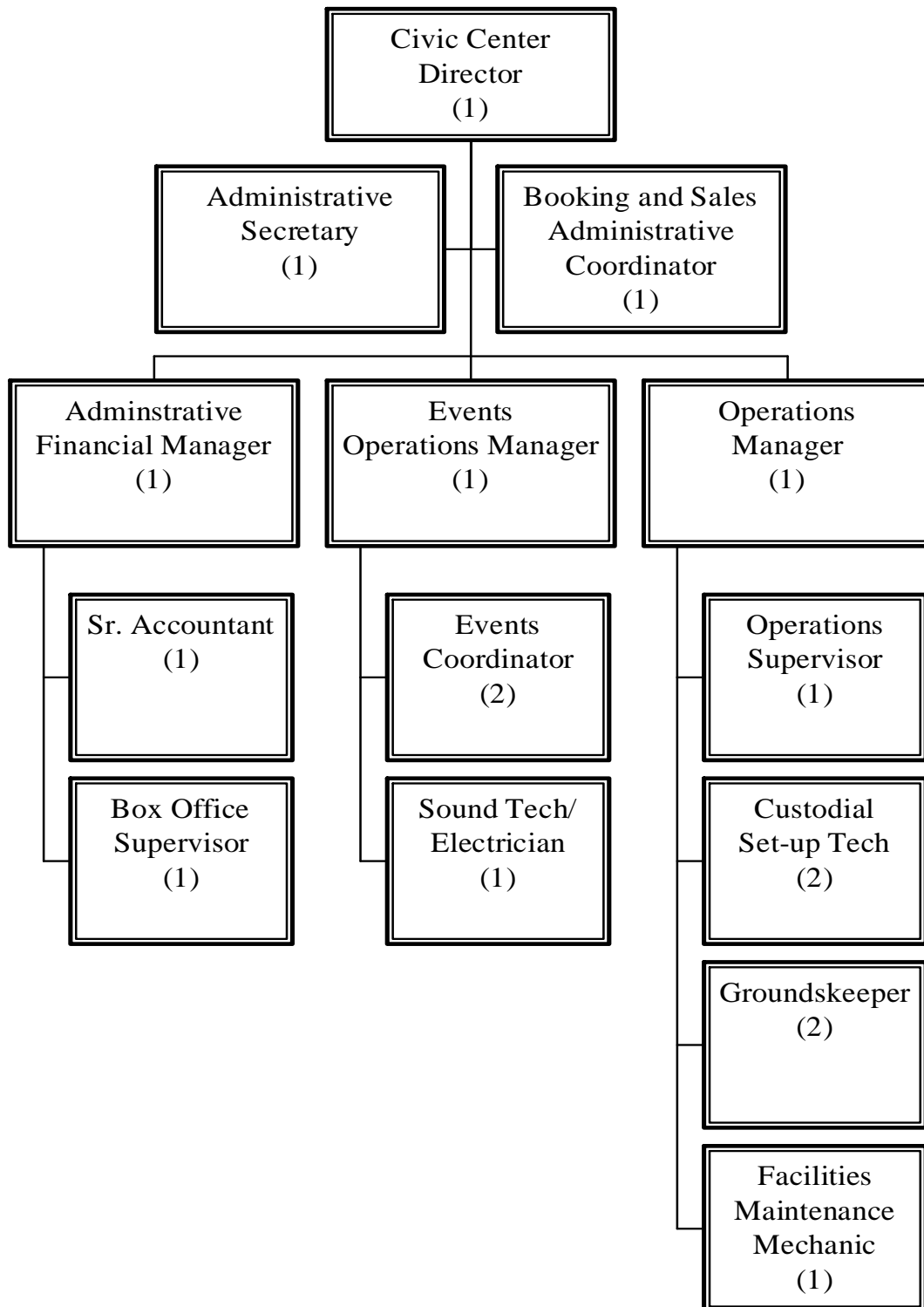
Class Title

Administrative Secretary Sr	1	1	1
Airport Maintenance Supervisor	1	1	1
Director, Airport	1	1	1
Airport Safety Officer	3	6	6
Airport Serviceworker	1	1	1
Airport Safety Shift Supervisor	3	3	3
Airport Safety Chief	1	1	1
Maintenance Mechanic	1	1	1
Airport/Management Assistant	1	0	0
Deputy Director, Airport	0	1	1
Airport Custodian	1	1	1
TOTAL	14	17	17

AIRPORT FUND				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7003				
7110	Regular Wages	605,723	654,887	659,579
7120	Overtime Wages	52,405	25,000	68,635
7130	Temporary Help	7,545	20,498	10,249
7210	W/C Insurance	16,758	0	0
7230	Uniforms	6,234	8,412	4,162
7260	FICA Matching	48,758	52,011	55,708
7270	Pension Matching	69,753	70,878	75,916
7280	Insurance Matching	80,690	107,967	115,629
7285	LTD Insurance Matching	0	1,677	1,677
7510	Professional Services	2,594	6,975	1,836
7550	Communications	12,057	13,140	11,010
7570	Advertising	2,826	6,000	0
7600	Travel	5,197	4,000	500
7630	Train/Cont. Education	2,343	6,625	100
7700	Insurance	0	30,000	30,000
7860	Maint: Buildings	29,793	30,000	10,000
7870	Maint: Motor Equipment	18,176	33,295	20,100
7880	Maint: Mach/Imp/Tools	17,722	32,490	13,840
7900	Utilities	82,693	83,000	80,000
7990	Dues and Fees	1,925	3,380	1,745
7995	Contingency	0	5,000	0
8009	Licenses	0	1,800	0
8010	Supplies	4,951	7,880	6,810
8016	Small Equipment	669	2,300	1,000
8017	Printing	60	360	300
8030	Janitorial Supplies	4,632	5,800	5,909
8050	Rental of Equipment	0	100	100
8110	Motor Fuel	15,394	17,676	15,908
8150	Food	2,334	2,100	235
8900	Depreciation	865,348	0	0
8951	Indirect Cost	182,062	123,696	89,871
TOTAL, AIRPORT FUND:		2,138,643	1,356,948	1,280,820

Civic Center Complex

Dept 73



CIVIC CENTER**MISSION**

Provide citizens of Albany and the surrounding areas with a variety of events to be presented throughout the year, to enhance the economical growth of the community, while simultaneously promoting safe, user friendly and well-maintained facilities, supported by a skilled and experienced staff with the highest quality of customer service.

Goals and Objectives

Goal 1: To attract and retain qualified part-time employees.

Objective 1: Build Part-time employee Patron Service Staff team roster through approved contract vendor.

Objective 2: Create and provide an in-house orientation and training program for patron service staff.

Goal 2: To improve the perception of city government in the community.

Objective 1: Continue to expand on existing brand awareness for Civic Center Arena and Municipal Auditorium.

Objective 2: Create and produce informational handouts for use by Patron Service Staff during Pre-Event briefings.

Goal 3: To create and maintain customer service awareness at Civic Center Events.

Objective 1: Renovate upstairs box office as visual operational points of sales.

Goal 4: To provide an atmosphere that supports growth and revitalization.

Objective 1: Enhance existing concert and events in the Municipal Auditorium.

Objective 2: Identify & contact regional business, trade and agribusiness Meeting planners to promote 1 day programs.

Objective 3: Request entertainment/promotional fund of \$205,000 from City Commission with approval of City Manager.

Goal 5: To Develop a health-conscious atmosphere.

Objective 1: Research, identify & present a stress management program for full time staff then a follow-up with short course and day retreat meeting.

CIVIC CENTER**Performance Measures**

	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
<u>Workload Measures</u>					
❑ Total Events	N/A	103	N/A	130	130
❑ Number of event days	N/A	132	N/A	150	150
❑ Number of Pre-Production to advance requirements meetings for all events	N/A	45	N/A	48	50
<u>Efficiency Measures</u>					
❑ % Admin time spent processing reports, invoices and paperwork	N/A	55%	N/A	60%	70%
❑ % of Admin time spent per Activity Event	N/A	45%	N/A	40%	30%
<u>Effectiveness Measures</u>					
❑ Quantity of Contracts	N/A	103	N/A	120	130
❑ Quantity of Promoters inquiring on rentals	N/A	100	N/A	200	200
❑ Attendance	N/A	149,962	N/A	150,000	160,000
❑ Direct Economic Impact	N/A	\$6,551,840	N/A	\$ 6,553,500	\$ 6,990,400

CIVIC CENTER*DESCRIPTION*

The Civic Center is responsible for entering into promotion agreements and/or contracts with groups, individuals, and firms for the presentation of performances in a manner that promotes the interest of the City from a financial and marketing/public relations standpoint.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	679,876	959,363	862,659
OPERATING EXPENSE	710,126	599,519	655,388
CAPITAL OUTLAY	417,237	0	0
TOTAL	1,807,239	1,558,882	1,518,047
FULL TIME POSITION	17	17	17

Class Title

Senior Accountant	1	1	1
Administrative Financial Manager	1	1	1
Box Office Supervisor	1	1	1
Director, Civic Center	1	1	1
Sales & Booking Assistant	1	1	1
Events Coordinator	2	2	2
Groundskeeper	2	2	2
Operations Supervisor	1	1	1
Operations Manager	1	1	1
Administrative Secretary	1	1	1
Housekeeping/Set-up	2	2	2
Sound Technican/Electrician	1	1	1
Facilities Maintenance Mechanic (Aud)	1	1	1
Events Manager	1	1	1
Promotion/Mrkting Mgr	0	0	0
TOTAL	17	17	17

CIVIC CENTER				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7303.				
7110	Regular Wages	462,227	635,326	597,555
7120	Overtime Wages	24,413	16,500	5,150
7130	Temporary Help	17,047	68,000	42,300
7210	W/C Insurance	10,353	0	0
7220	Tuition Reimbursement	0	1,500	0
7230	Uniforms	1,641	6,500	3,500
7260	FICA Matching	42,571	55,067	49,343
7270	Pension Matching	44,473	58,013	53,641
7280	Insurance Matching	77,151	118,458	111,170
7510	Professional Services	675	700	600
7512	Technical Services	720	800	600
7514	Contract Labor (Temp)	1,270	8,000	166,206
7520	Advertising Expense	198	373	0
7550	Communications	17,329	25,000	20,000
7570	Advertising	19,378	15,000	12,000
7600	Travel	2,153	6,500	2,000
7630	Training/Cont. Education	1,591	2,000	1,000
7860	Maint: Buildings	40,232	64,000	61,000
7870	Maint: Motor Equipment	20,753	15,000	15,000
7880	Maint: Mach/Imp/Tools	0	10,000	6,000
7900	Utilities	167,375	186,000	183,000
7990	Dues and Fees	6,824	8,730	6,000
7995	Bad Debt Expense	5,178	1,500	500
8009	Licenses	0	2,250	250
8010	Supplies	9,169	13,408	13,500
8016	Small Equipment (\$1,000 max)	12,820	11,602	8,400
8017	Printing	1,671	2,000	3,000
8018	Books & Subscriptions	1,040	1,500	1,500
8020	Promotional	4,848	5,000	27,983
8030	Janitorial Supplies	8,492	10,000	8,000
8050	Rental of Equipment	891	2,500	2,000
8052	Rent	13,200	13,200	6,600
8110	Motor Fuel	6,683	7,500	7,000
8150	Food	710	500	500
8495	Cash Over/Short	197	0	0
8900	Depreciation	417,237	0	0
8951	Indirect Cost	366,729	186,456	102,749
	TOTAL, CIVIC CENTER FUND:	1,807,239	1,558,882	1,518,047

MUNICIPAL AUDITORIUM

DESCRIPTION

The Municipal Auditorium is a cultural entertainment center of the City of Albany. It serves people of Southwest Georgia and it is home for the Albany Arts Council groups. The goals are to increase income and attendance by providing a well-rounded calendar of events to be presented throughout the year at affordable prices.

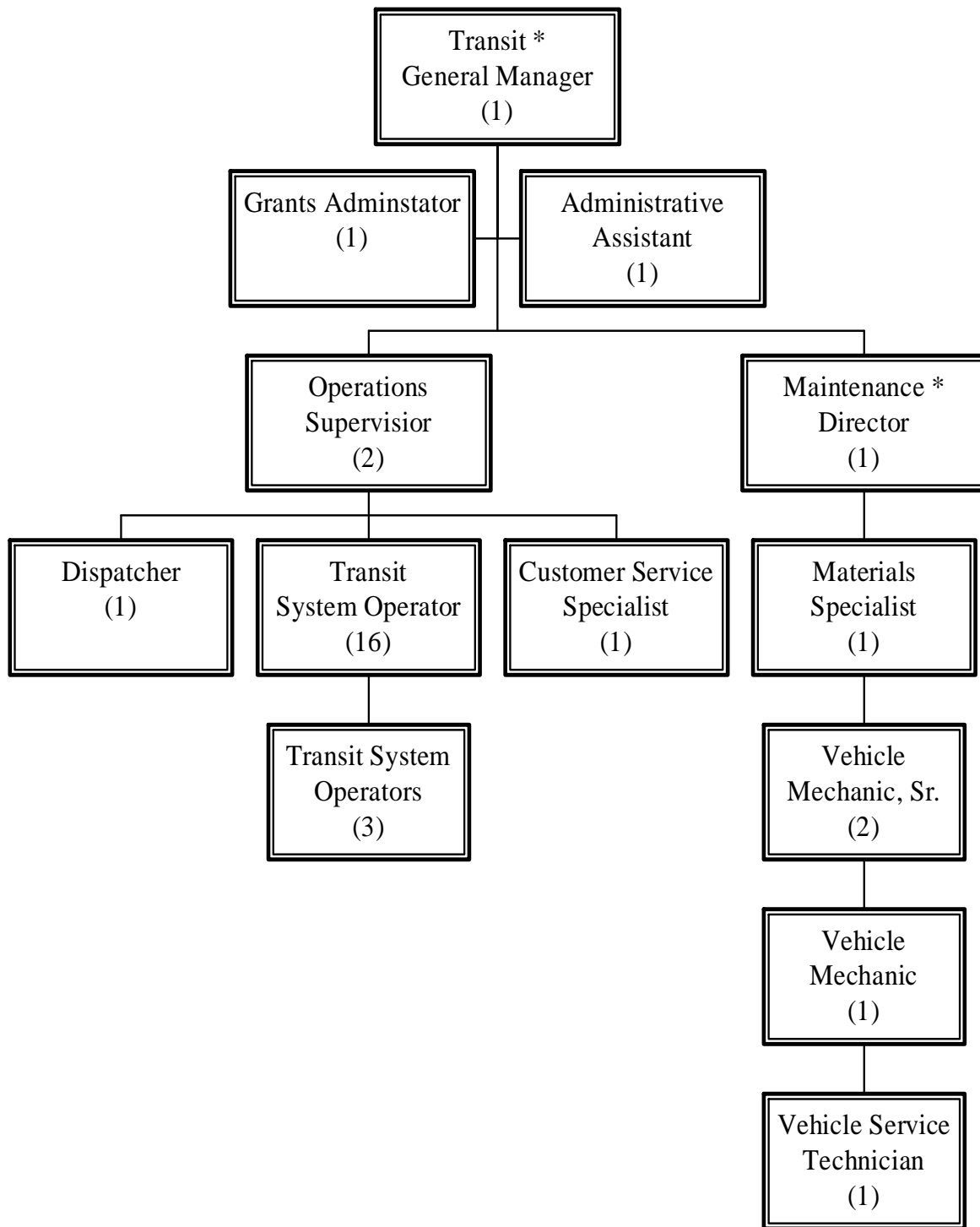
Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	0	5,705	2,153
OPERATING EXPENSE	40,832	87,952	71,550
CAPITAL OUTLAY	119,598	0	0
TOTAL	160,429	93,657	73,703
FULL TIME POSITION	0	0	0

MUNICIPAL AUDITORIUM

ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7202.				
7130	Temporary Help	0	5,300	2,000
7260	FICA Matching	0	405	153
7550	Communications	883	5,000	4,600
7570	Advertising	252	500	500
7630	Train/Cont. Education	0	150	150
7860	Maint: Buildings	6,854	35,000	32,000
7880	Maint: Mach/Imp/Tools	0	800	800
7900	Utilities	26,251	29,100	29,100
7990	Dues and Fees	812	0	0
7995	Bad Debt Expense	1,886	0	0
7995	Bad Debt Expense	127	0	0
8010	Supplies	0	1,400	1,000
8016	Small Equipment	2,902	2,750	2,500
8017	Printing	210	100	100
8020.ART	Artscape	500	0	0
8030	Janitorial Supplies	168	800	600
8050	Rental of Equipment	0	200	200
8495	Cash Over/Short	(13)	0	0
8900	Depreciation	119,598	0	0
8951	Indirect Cost	0	12,152	0
TOTAL, MUN. AUDITORIUM:		160,429	93,657	73,703

Albany Transit System

Dept 77



*Contract Positions

TRANSIT SYSTEM

MISSION

To ensure access to quality of life for City of Albany residents by providing safe, reliable and cost efficient public transportation.

Goals and Objectives

Goal 1: Provide a safe environment for our passengers, employees and the public

Objective 1: To provide weekly safety bulletins and notices

Objective 2: To provide passenger newsletters & employee safety newsletters

Objective 3: To provide safety training for all new vehicle operators

Objective 4: To serve on the City Safety Committee

Goal 2: Provide reliable transportation for our passengers

Objective 5: To provide on-time schedule adherence

Objective 6: To eliminate missed trips within our control

Objective 7: To implement the Transit Development Plan

Objective 8: To implement the Strategic Plan

Goal 3: Provide cost efficient public transportation

Objective 6: Operate at a cost per mile that meets or exceeds the approved budget

Objective 7: To annually review the passenger fare structure

Objective 8: Maintain a vehicle preventative maintenance program

TRANSIT SYSTEM**Performance Measures**

	FY '08		FY '09		FY '10
	Adopted	Actual	Adopted	Actual	Base
<u>Workload Measures</u>					
Number of road checks reported	2,000	2,000	2,000	1,348	2000
Number of road calls performed	95	43	50	25	30
Number of accidents/incidents reviewed	100%	100%	100%	100%	100%
<u>Efficiency Measures</u>					
Vehicles serviced on schedule	100%	90%	100%	97%	95%
Operators in refresher training	30	30	100%	NA*	NA
Number of Safety Committee meetings	12	10	6	NA*	NA
Number of company safety meetings	4	4	4	NA*	NA
Safety training for new operators	NA	NA	NA	NA	100%
Attend City Safety Committee meetings	NA	NA	NA	NA	100%
Number of weekly safety bulletins	NA	NA	NA	NA	52
<u>Effectiveness Measures</u>					
Chargeable complaints	10	10	10	5	10
Miles between road calls	8,500	8,143	8,000	10,984	12,000
Provide Transit Time via radios	8 x per day	10 x per day	10 x per day	12 x per day	12 x per day
Provide passenger & employee safety newsletters	4	4	4	6	6

*These performance measures were not implemented in FY 2008/2009 due to budget constraints

TRANSIT SYSTEM*DESCRIPTION*

It is the responsibility of the Albany Transit System (AT) to provide safe, reliable and economical transportation to the citizens of Albany. AT will provide this service at the least possible cost to the city without sacrificing quality of service. AT provides fixed route transit and paratransit services.

Major Object of Expenditure	Actual 2007/2008	Amended 2008/2009	Adopted 2009/2010
PERSONAL SERVICES	1,524,189	1,491,934	1,455,972
OPERATING EXPENSE	1,031,579	1,070,779	727,190
CAPITAL OUTLAY	374,264	0	0
TOTAL	2,930,032	2,562,713	2,183,162
FULL TIME POSITION	29	29	30

Class Title

Materials Specialist	1	1	1
Grants Administrator	1	1	1
Dispatcher - Transit	1	1	1
Vehicle Mechanic, Sr.	1	1	2
Vehicle Mechanic	2	2	1
Vehicle Service Technician	1	1	1
Administrative Assistant	1	1	1
Transit Operations Supervisor	2	2	2
Transit System Operator I	5	4	3
Transit System Operator Sr.	14	15	16
Customer Service Specialist	0	0	1
TOTAL	29	29	30

TRANSIT SYSTEM				
ACCOUNT NUMBER	ACCOUNT NAME	ACTUAL 2007/2008	AMENDED 2008/2009	ADOPTED 2009/2010
7702.				
7110	Regular Wages	823,284	846,690	860,642
7120	Overtime Wages	208,455	123,601	118,105
7130	Temporary Help	100,772	131,191	114,176
7210	W/C Insurance	49,620	0	0
7230	Uniforms	14,240	16,500	14,241
7260	FICA Matching	81,768	84,263	83,609
7270	Pension Matching	88,792	86,356	87,108
7280	Insurance Matching	157,259	203,333	178,091
7510	Professional Services	2,334	2,350	2,350
7512	Technical Services	700	2,750	1,750
7513	Administrative Services	167,536	193,161	180,851
7550	Communications	9,344	8,182	8,149
7570	Advertising	1,696	1,000	1,000
7600	Travel	1,187	4,330	1,000
7630	Train/Cont. Education	0	2,000	1,000
7700	Insurance - Accident Repair	0	10,000	10,000
7860	Maint: Buildings	7,452	9,000	7,500
7870	Maint: Motor Equipment	26,432	20,000	16,000
7880	Maint: Mach/Imp/Tools	9,538	15,000	9,538
7900	Utilities	21,509	21,000	19,965
7990	Dues and Fees	0	1,350	0
8009	Licenses	50	4,031	4,031
8010	Supplies	3,835	4,310	3,816
8016	Small Equipment	3,261	2,600	3,202
8017	Printing	6,750	12,000	11,000
8018	Books & Subscriptions	0	325	0
8030	Janitorial Supplies	6,075	7,461	6,000
8110	Motor Fuel	447,175	460,000	392,355
8150	Food	284	1,750	250
8495	Cash/ Over Short	(3)	0	0
8900	Depreciation	374,264	0	0
8951	Indirect Cost	316,423	288,179	47,433
	TOTAL, SPECIAL FUND:	2,930,032	2,562,713	2,183,162



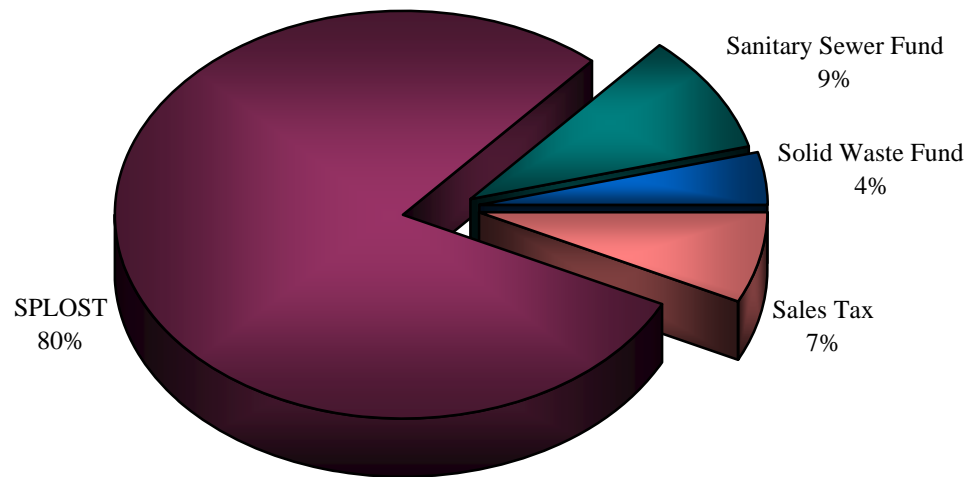
**City of
Albany**

**Capital Improvement
Program**

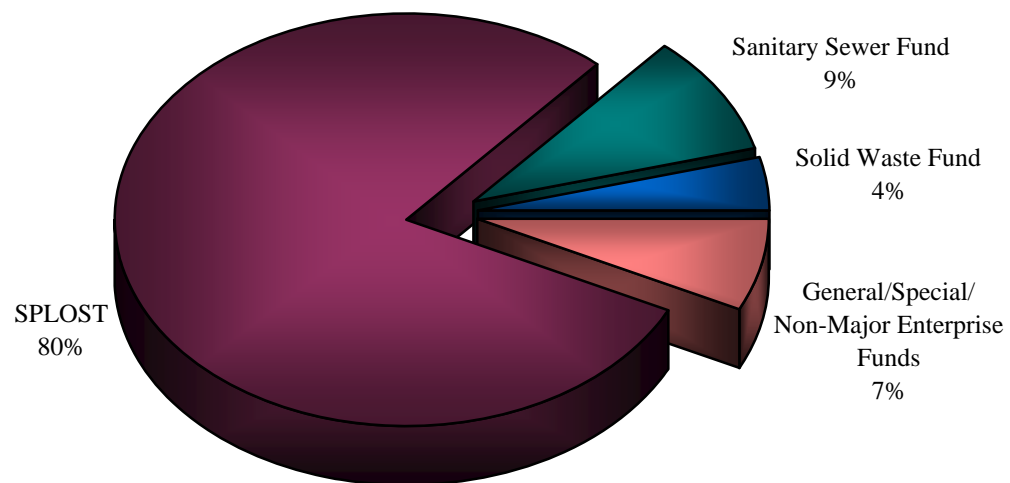
Annual Budget FY 2010

City of Albany FY 2010 Capital Improvement Program

All Funds: Where The Money Comes From . . .



Where The Money Goes...



Total \$ 14,306,514

FY 2010 CAPITAL BUDGET
AND
CAPITAL IMPROVEMENT PROGRAM
FY 2010- 2014

The Capital Improvement Program (CIP) is a multi-year planning instrument used by the City of Albany to identify needed capital projects and to coordinate the financing and timing of these projects to enhance the development of facilities and the provision of services. Capital projects will be undertaken to: (a) preserve infrastructure and public facilities; (b) promote economic development and enhance the quality of life; (c) improve the delivery of services; (d) preserve community and historical assets; and (e) improve economically depressed areas and those areas with low and moderate income households. For purposes of budgeting and accounting, a "capital project" is defined as a major expenditure for an individual asset or project in excess of \$5,000 and which has an estimated useful life of one or more years.

The first year of the Capital Improvement Program is the "Capital Budget". When adopted by the Mayor and Board of City Commissioners, the capital budget formally authorizes the expenditure of funds for the capital projects. Projects included in the remaining four years of the Capital Improvement Program are approved for planning purposes only and are not authorized until included in the Capital Budget. Appropriations for Capital Budget Projects are retained from one fiscal year to the next until the appropriation is expended, the project is completed, or the budget is amended.

The CIP will be funded through the following sources:

1. General/Special Funds – A 7.88% designation of sales tax revenue and \$325,000 transfer from Water, Gas and Light for capital improvement funds.
2. Enterprise Funds - Monies provided for in the Sewer Fund and Solid Waste Fund as depreciation or capital replacement expenses.
3. SPLOST V – Revenue generated by the SPLOST V Referendum

Requests for this year's Capital Budget totaled over \$8,000,000. Of this amount, \$1,014,500 was approved for the General/Special/Non-Major Enterprise Funds. Sanitary Sewer and Solid Waste, the City's largest two Enterprise Funds, are allocating \$1,341,770 and \$600,243 respectively for capital replacement expenses including their participation in the debt payment for GMA Lease Pool Funds. The proposed Capital Improvement Program for FY 2010 has a total cost of \$4,547,228. Some capital projects will be added and deleted as we proceed. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. This Budget provides the total resources and projects for each fund. A summary of the FY 2010 Capital Budget by Fund and a summary of the five-year Capital Improvement Program are listed on the following pages.

FY 2009/2010
CAPITAL BUDGET
AND FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
General/Special/Non-Major Enterprise Funds

SOURCES/ACCOUNT NOS.

31.5100
31.5220

Local Option Sales Tax
Public Improvement Fund
FY 2009/2010 Approved Funds

689500
325000
\$1,014,500

Department	Description	Justification(s)	Total Project Cost	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014
City Manager's Office								
	Carnegie Library - Window Replacement	Rotton and need to be replacement	50,000	50,000	0	0	0	0
		Total City Manager's Office	50,000	50,000	0	0	0	0
Central Services								
	Graphic Whizard, GW6000, Numbering, Perfig, Slitting System	Replaces outdated equipment and streamlines perfig and numbering into one complete operation	9,500	9,500	0	0	0	0
	Roland Versa CAMM SP-540V Inkjet Printer Cutter	To have the ability to print fleet graphics and vinal signage	17,500	0	17,500	0	0	0
	Paint Booth	In-house body work, OSHA compliance	30,000	30,000	0	0	0	0
	Front Building Facia	Rotton, falling down	35,000	35,000	0	0	0	0
		Total Central Services	92,000	74,500	17,500	0	0	0
Finance								
	Rehabilitation of Storeroom	Rotton and need to be replacement	70,000	70,000	0	0	0	0
		Total Finance	70,000	70,000	0	0	0	0
Information Technology								
	Name Server/Gov't Center	Server Replacement	8,600	8,600	0	0	0	0
	One Step (CORE) Application Server	Server Replacement	8,600	8,600	0	0	0	0
	Cisco Infrastructure Manager	Server Replacement	8,600	8,600	0	0	0	0
	Name Server/LEC Building	Server Replacement	8,600	8,600	0	0	0	0
	Utility Server (Computer Image Server)	Server Replacement	8,600	8,600	0	0	0	0
	HCP Server	Server Replacement	8,600	8,600	0	0	0	0
	APPSCORE1 Application Server	Server Replacement	8,600	8,600	0	0	0	0
	DC CORE/ Infrastructure Server	Server Replacement	8,600	8,600	0	0	0	0
	Backup Servers	Server Replacement	17,200	17,200	0	0	0	0
	ASA(VPN) Server	Server Replacement	15,000	15,000	0	0	0	0
	AS400 Upgrade Migration	Server Replacement	13,100	13,100	0	0	0	0
	Rack/KBM	Additional Storage for Servers	7,000	7,000	0	0	0	0
	Replacement File Server	Fiber Replacement	8,600	8,600	0	0	0	0
	Project Management Server	Backup/Open Records Act Software	8,600	8,600	0	0	0	0
	Gov't Center Infrastructure Improvments	Improve throughput/alleviate network congestion	9,000	9,000	0	0	0	0
	Webmail Server	Server for Software	8,600	8,600	0	0	0	0
	Wireless Public Space	Strategic Goal - 4 units	2,400	2,400	0	0	0	0
	Uplink Ports	Segment Each Floors Network - 15 Units	9,000	9,000	0	0	0	0
	Avaya Phone System Upgrade	Needed for 311roll out	33,000	33,000	0	0	0	0
		Total IT	200,300	200,300	0	0	0	0
Code Enforcement								
	Cubicles w/ethernet & phones	Relocate False Alam Admin and support pt clerical Position	7,804	7,804				
		Total Code Enforcement	7,804	7,804	0	0	0	0

FY 2009/2010
CAPITAL BUDGET
AND FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
General/Special/Non-Major Enterprise Funds

SOURCES/ACCOUNT NOS.

31.5100
31.5220

Local Option Sales Tax
Public Improvement Fund
FY 2009/2010 Approved Funds

689500
325000
\$1,014,500

Department	Description	Justification(s)	Total Project Cost	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014
Planning & Development Srv.								
	Digital Network Copier	Replace	11,000	0	11,000	0	0	0
		Total Planning & Development	11,000	0	11,000	0	0	0
Fire								
	HVAC Station #2	End of Life expectancy	20,000	20,000	0	0	0	0
	HVAC Station #3	End of Life expectancy	20,000	0	0	0	20,000	0
	Replace Shed Doors Station #3	End of Life expectancy	16,500	0	0	16,500	0	0
	Replace Shed Doors Station #7	End of Life expectancy	16,500	0	16,500	0	0	0
		Total Fire	73,000	20,000	16,500	16,500	20,000	0
Police								
	Wood Fence/Mt. Patrol	To provide better horse environment	10,000	10,000	0	0	0	0
	New Roof District 3	Roof Repair	10,000	10,000	0	0	0	0
	New Roof Horse Stable	Roof Repair	5,000	5,000	0	0	0	0
	Mobile Data Radio Modem	Server Upgrade for LEC	16,986	16,986	0	0	0	0
	APC UPS Server	Replacement of worn server for LEC	10,217	10,217	0	0	0	0
	Network Digital Copier	Gang Unit	7,600	7,600	0	0	0	0
		Total Police	59,803	59,803	0	0	0	0
Civic Center								
	AUD Curtains	Exisiting curtains have become dry rot and brittle, fireproof rating has diminished, and curtains are falling	50,000	0	50,000	0	0	0
	AUD Furniture and Equipment	Replace dressing rooms furniture due to wear and tear.	10,000	0	5,000	5,000	0	0
	Theater Projector	To create/draw different shows in Business Theatre & Entertainment	59,000	0	0	59,000	0	0
	Parking Lot Lights	Safety needed install additional lights for safety reasons	150,000	0	150,000	0	0	0
	Civic Center Telephone System	Upgrade and interface with other City departments	26,000	26,000	0	0	0	0
	Refurbish Aisle and seating	Life Safety/Precaution/Reduce exposure for liability	5,000	0	0	0	0	5,000
	Arena Curtain Replacement	Drape is twenty five years old and dry rotted/has large holes in it.	31,000	0	31,000	0	0	0
	Arena Curtain Upgrade	Additional Drape & replace new trusses that are failing	176,320	0	176,320	0	0	0
	Concourse Acoustical Ceiling	Grids and tiles are falling down	110,000	0	110,000	0	0	0
	Enhance Concourse Lighting	Lighting system needs upgrading	55,000	0	0	55,000	0	0
	Resurface Parking lot	Cracked concrete, pot holes, becoming a safety hazard	655,500	0	100,000	255,500	200,000	100,000
	Resurface Arena Floor	Concrete is cracked and broken-liability	110,000	0	0	0	110,000	0
	800 amps 3-phase show disconnect	Additional power needed to accommodate arena events	155,000	0	0	155,000	0	0
		Total Civic Center	1,592,820	26,000	622,320	529,500	310,000	105,000

FY 2009/2010
CAPITAL BUDGET
AND FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
General/Special/Non-Major Enterprise Funds

SOURCES/ACCOUNT NOS.

31.5100
31.5220

Local Option Sales Tax
Public Improvement Fund
FY 2009/2010 Approved Funds

689500
325000
\$1,014,500

Department	Description	Justification(s)	Total Project Cost	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014
Recreation								
	Weight/ Fitness Equipment for Turner Gym	equipment is over 15 years old and repair cost are more than replacement	30,000		15,000	0	15,000	0
	NEOs for Bill Miller and Carver Teen Center	Increased youth & teen programming to assist with the reduction in obesity and reduction in juvenile crime	60,000	0	30,000	30,000	0	0
	Participant Registration & Registration Tracking Software	Record program and facility participation in accordance to HB489	24,000	0	24,000	0	0	0
	Paint Exterior and Interior (Carver Gym), renovate and install new interior wall with safety pad, install new exterior security lighting	Modernize facility to include safety equipment	30,000	30,000	0	0	0	0
	Walking Trail (Bill Miller & Thorton)	Increase community fitness opportunities	20,000	0	0	0	10,000	10,000
	Upgrade Facilities - athletic sites/Dixie and Little League fields	Upgrade Fencing to meet league standards, upgrade concession stands to meet health dept. standards	105,000	25,000	15,000	25,000	15,000	25,000
	Paul Eames Park - Roof Replacement	Roofs at 5 buildings, excluding main scorebooth, shingles have exceeded life expectancy and are weathered	40,000	40,000	0	0	0	0
	Lighting Eames Field	Meet programs/facility needs	150,000	0	0	150,000	0	0
	Bleacher replacement	Existing bleachers in poor condition, rusted and	110,000	0	35,000	25,000	25,000	25,000
	Chemical/vehicle washing station	clean vehicles, tractors, chemical sprayer/wash	20,000	0	20,000	0	0	0
	Entrance Driveway 801 Gains	Install storm water drains and concrete driveway	20,000	20,000	0	0	0	0
	create 2nd floor level for Cemetery Shed	additional storage	15,000	0	15,000	0	0	0
	Rehab old crew building	renovate existing building for staff, needs roof, AC and	19,000	0	0	19,000	0	0
	Cemetery Expansion	cemetery design and layout of remaining existing space	25,000	0	25,000	0	0	0
		Total Recreation	716,000	115,000	227,000	249,000	65,000	60,000
Transit								
	Purchase Office Furniture	Replace Worn Furniture	85,000	5,000	20,000	20,000	20,000	20,000
	Purchase Computer Equipment	Replacement/Upgrade/Software	145,000	25,000	30,000	30,000	30,000	30,000
	Purchase Office Equipment	Replace Various Office Equipment	46,000	5,000	20,000	6,000	7,000	8,000
	Facility Modification	Enhance & Upgrade Facility	342,910	192,910	50,000	50,000	50,000	0
	Multi-Modal Facility	AE&D and Construction	3,108,358	608,358	1,250,000	1,250,000	0	0
	Multi-Modal Facility Lease	Interim Facility Lease	262,000	84,000	89,000	89,000	0	0
	Bus Amenities	Purchase Bus Shelters/Benches/Sign/etc.	191,000	51,000	35,000	35,000	35,000	35,000
		Total Transit	4,180,268	971,268	1,494,000	1,480,000	142,000	93,000
		Transit (20%) -City match for grants	836,054	194,254	298,800	296,000	28,400	18,600
Contingency								
	Unbudgeted capital expenses	Emergencies	196,839	196,839	0	0	0	0
		Total Contingency	196,839	196,839	0	0	0	0
		TOTAL GENERAL/SPECIAL/Non-MAJOR	3,848,620	1,014,500	1,175,620	1,091,000	423,400	183,600

FY 2009/2010 CAPITAL BUDGET
AND FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
General/Special/Non-Major Enterprise Funds
Series 1998 GMA Lease Pool Funds

SOURCES

2010 GMA Lease Pool Funds \$1,590,715
FY 2009/2010 Approved Funds \$1,590,715

Department	Description	Justification(s)	Total Project Cost	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014
Central Services								
	Small Truck	Rotate full size truck to other Dept	15,000	15,000	0	0	0	0
		Total Central Services	15,000	15,000	0	0	0	0
Code Enforcement								
	small truck	Replacement (wrecked vehicle)	15,000	15,000	0	0	0	0
	Midsize Interceptor	Replacement - High Milage/worn out	25,000	25,000	0	0	0	0
		Total Code Enforcement	40,000	40,000	0	0	0	0
Police								
	Crown Vic Interceptor (Pursuit)	Replacement (15)	450,000	450,000	0	0	0	0
	Interceptors(/Admin)	Replacement (6)	180,000	180,000	0	0	0	0
	Midsize Detective Vehicle	Replacment (5)	125,000	125,000	0	0	0	0
	Midsize Admin Vehicle	Replacement (3)	69,000	69,000	0	0	0	0
		Total Police	824,000	824,000	0	0	0	0
Engineering								
	Ride On Line Striper	Replacement	11,500	11,500	0	0	0	0
	Small truck	Replacement	15,000	15,000	0	0	0	0
	4 door mid-size sedan	Replacement	20,000	20,000	0	0	0	0
		Total Engineering	46,500	46,500	0	0	0	0
PW - Street Department								
	4 door F150 crew-cab	Replacement - High Milage/worn out	25,000	25,000	0	0	0	0
	spray tractor	Replacement - Worn out	60,000	60,000	0	0	0	0
	F - 350 flat bed dump truck	Replacement - High Milage/worn out	32,000	32,000	0	0	0	0
	F-150	Replacement - High Milage/worn out	20,000	20,000	0	0	0	0
	14 yard dump truck	Replacement - Vehicle already surplussed	95,000	95,000	0	0	0	0
	air compressor	Replacement - Worn out	15,000	15,000	0	0	0	0
	asphalt trailer	Replacement - Worn out	20,000	20,000	0	0	0	0
	7400 International dump truck	Replacement - High Milage/worn out	95,000	95,000	0	0	0	0
		Total Street Department	362,000	362,000	0	0	0	0
Recreation								
	(4) 60 inch and (4)50 inch mowers	Rotation (8)	64,000	64,000	0	0	0	0
	Mid-size Van	Replacement	25,000	25,000	0	0	0	0
	Mid-size car	Replacement - Vehicle already surplussed	20,000	20,000	0	0	0	0
	Tiller	Older unit was surplused	6,000	6,000	0	0	0	0
	Enclosed trailer	Older unit was surplused in 2008(2)	10,000	10,000	0	0	0	0
	F-150 Crew Cab	Replacement	20,000	20,000	0	0	0	0
	F-250 Crew Cab	Replacement - High Milage/worn out	25,000	25,000	0	0	0	0
	Gator	Replacement - High Milage/worn out	10,000	10,000	0	0	0	0
	Tree-Chipper	Replacement - Worn Out	50,000	50,000	0	0	0	0
	small truck	New to fleet	15,000	15,000	0	0	0	0
	Carry-all for trash pick-up	New to fleet	6,000	6,000	0	0	0	0
		Total Recreation	251,000	251,000	0	0	0	0
Transit								
	Support Vehicles	Replacement Transportation Van	52,215	52,215				
		Total Transit	52,215	52,215	0	0	0	0
		Total GENERAL FUND	1,590,715	1,590,715	0	0	0	0

**FY 2009/2010 CAPITAL BUDGET
AND FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Enterprise Funds**

SOURCES/ACCOUNT NOS.

Sanitary Sewer Capital Replacement Funds 1,341,770
Solid Waste Capital Replacement Funds \$600,244
FY 2009/2010 Approved Funds **\$1,942,014**

Department	Description	Justification(s)	Total Project Cost	FY 2009/2010	FY 2010/2011	FY 2011/2012	FY 2012/2013	FY 2013/2014
P/W Sanitary Sewer								
	Air Sweeper	Rotation	180,000	180,000	0	0	0	0
	F-250 Crew Cab	Replacement	22,000	22,000	0	0	0	0
	F-250 Truck	Replacement (2)	40,000	40,000	0	0	0	0
	Generator	Replacement - Worn out	15,000	15,000	0	0	0	0
	Flat bed truck	Replacement	40,000	40,000	0	0	0	0
	Sewer Division Storage Building	To Store and secure sewer equipment	150,000	150,000	0	0	0	0
	GMA Debt Payment	Debt Reserve	2,090,576	709,535	622,495	443,031	179,325	136,190
	Unbudgeted capital expenses	Emergencies	222,226	185,235	0	0	0	0
		GRANDTOTAL - P/W Sanitary Sewer	2,537,576	1,341,770	622,495	443,031	179,325	136,190
P/W Solid Waste								
	P/W Solid Waste							
	Front loader garbage truck	Replacement Schedule	200,000	0	200,000	0	0	0
	D-6Dozier	Replacement Schedule	300,000	0	300,000	0	0	0
	Rearloader garbage truck	Replacement Schedule	540,000	0	540,000	0	0	0
	Limb loader truck	Replacement Schedule	180,000	0	180,000	0	0	0
	Sway car trailer	Replacement Schedule	50,000	0	50,000	0	0	0
	Side loader gabage truck	Replacement Schedule	600,000	0	600,000	0	0	0
	GMA Debt Payment	Debt Reserve	1,666,968	600,244	580,674	236,222	124,914	124,914
	Unbudgeted capital expenses	Emergencies						
		GRANDTOTAL - P/W Solid Waste	1,870,000	600,244	2,450,674	236,222	124,914	124,914
Total Enterprise Funds			4,407,576	1,942,014	3,073,169	679,253	304,239	261,104



**City of
Albany**

**Special Local Option
Sales Tax (SPLOST)**

Annual Budget FY 2010

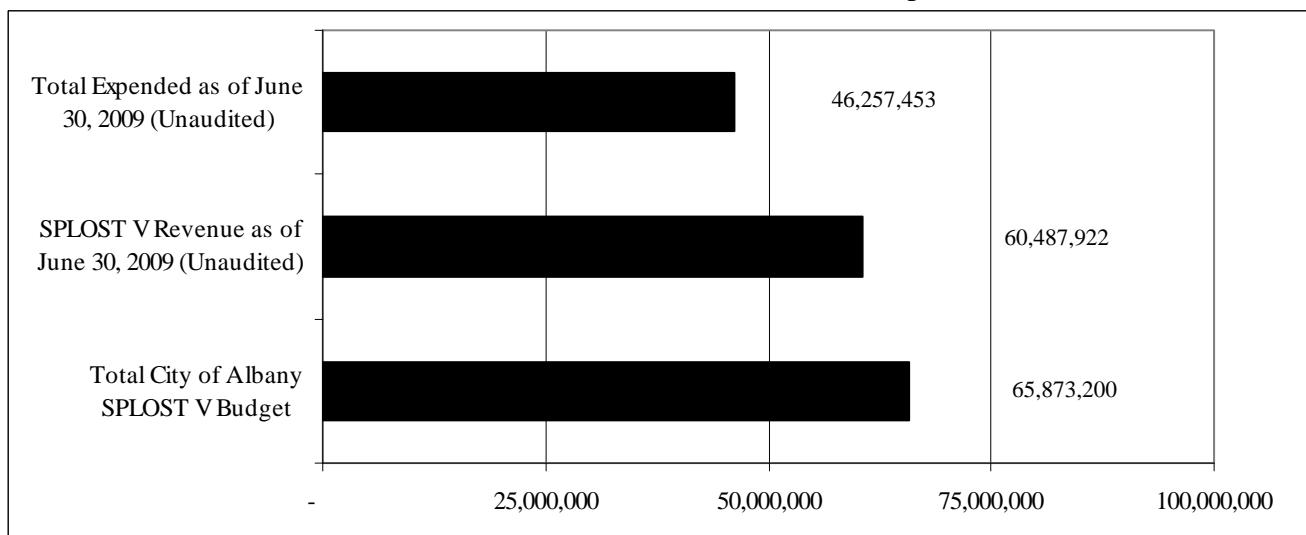
SPECIAL PURPOSE LOCAL OPTION SALES TAX V PROJECTS

On November 2, 2004, Dougherty County voters approved the SPLOST (Special Purpose Local Option Sales Tax) V referendum that allowed for the continuation of a one-cent sales tax to fund a diverse list community projects.

A listing of projects being funded through the City of Albany's allocation of SPLOST proceeds is below:

1.	Engineering & Traffic Improvements	13,850,000
2.	Riverfront Development Projects	8,650,000
3.	Sidewalk improvements	1,000,000
4.	Street resurfacing	2,810,000
5.	Alley improvements	3,000,000
6.	800 MHz Radio Upgrade, Tower	6,800,000
7.	Civic Center Debt Retirement	5,500,000
8.	Recreation- Gordon Sports Complex improvements	3,143,000
9.	Recreation- Master plan & implementation	1,857,000
10.	Civil Rights Museum Expansion	3,750,000
11.	Thronateeska Improvements	3,500,000
12.	Civic Center Complex Improvements	2,560,000
13.	Chehaw Park Improvements	2,000,000
14.	Airport Cargo facility site improvements	1,000,000
15.	Airport Cargo roadway improvements	703,200
16.	Fire Department (Aerial truck and pumper apparatus replacement)	1,500,000
17.	Fire Training Facility	1,500,000
18.	GPS/ GIS Information Infrastructure mapping	1,500,000
19.	GIS/ Aerial Photography	750,000
20.	Disparity Study	350,000
21.	Public Safety Communication Equipment	150,000

The information below exhibits how much of these funds have been expended as of June 30, 2009:



FY 2010 SPLOST V Revenue: \$11,350,000

FY 2010 SPLOST V Expenses: \$11,350,000



City of Albany

Sponsored Operations

Annual Budget FY 2010

SUMMARY OF SPONSORED OPERATIONS REVENUE

DESCRIPTION

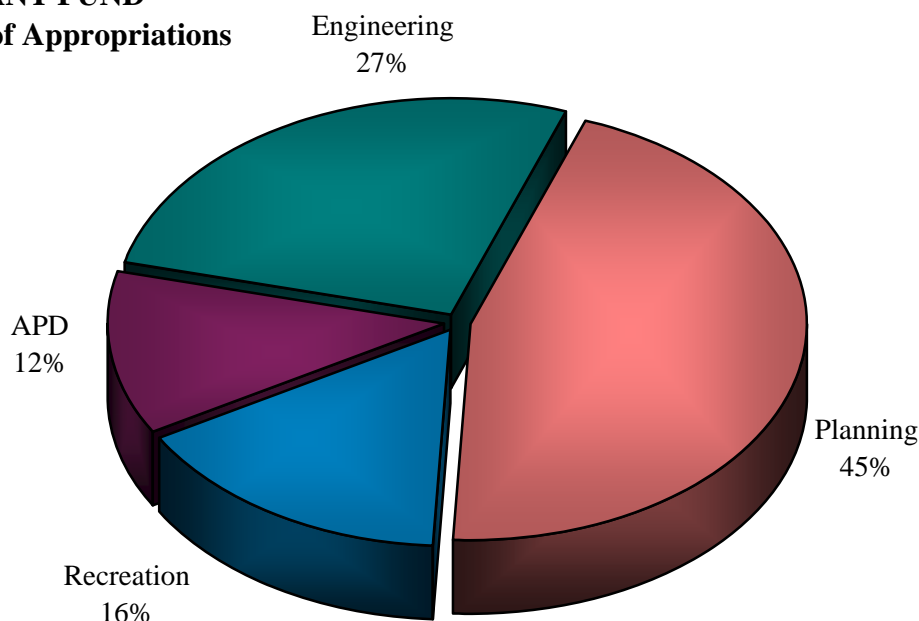
The Grants Fund is a special revenue fund that provides for the administrative accounting of funds received from State and Federal sources for some entitlement programs and discretionary projects. The Grants Fund consists of Federal, State and local funding. Local funding includes contracts for reimbursed services, which are considered sponsored operations. The Police Department is the primary recipient of reimbursed services.

This budget is used to account for grant programs awarded to the City. The appropriations for grant projects do not lapse at the end of each fiscal year, but remain in force for the life of the grant by means of re-appropriations contained in this budget unit.

Major Object of Expenditure	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
Planning	233,030	180,027	255,227
Recreation	168,737	119,250	90,000
APD	128,585	70,000	70,000
Engineering	249,173	463,400	150,000
TOTAL	779,527	832,677	565,227

WORK ACTIVITY DATA

GRANT FUND
Summary of Appropriations



SUMMARY OF SPONSORED OPERATIONS REVENUE

ACCOUNT NUMBER	ACCOUNT NAME	AWARDED 2009/2010
2702		
5806	PL Grant	192,906
5807	Sect #8 FTA Grant	62,321
5811.01	Summer Lunch Bag Program	90,000
5819	Police Grants	70,000
5820.01	Safe Communities/Traffic Safety	150,000
TOTAL, GRANT FUND:		565,227

PL Grant*DESCRIPTION*

The Metropolitan Transportation Planning Services contract (or PL Grant) is an agreement between the City of Albany's Planning & Development Services department, the Georgia Department of Transportation (GDOT) and the U. S. Department of Transportation (DOT) to provide cooperative, comprehensive, and continuing transportation planning in carrying out the provisions of the Intermodal Surface Transportation Efficiency Act of 1991. Both state and federal governments reimburse the City for work done according to the agreement- 80% federal and 10% state. The City of Albany provides 10% of the funding for projects outlined in the agreement.

Major Object of Expenditure	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	27,114	40,686	40,686
OPERATING EXPENSE	149,028	86,964	152,220
CAPITAL OUTLAY	0	0	0
TOTAL	176,142	127,650	192,906
FULL TIME POSITION	1	1	1

Class Title

Transportation Planner	1	1	1
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FTA GRANT*DESCRIPTION*

The City of Albany's Planning & Development Services department has entered into an agreement with the Georgia Department of Transportation (GDOT) and the Federal Transit Administration (FTA) to assist in transportation planning that has a profound impact upon the development of the total organized transportation services in the State of Georgia. Both state and federal governments reimburse the City for work done according to the agreement- 80% federal and 10% state. The City of Albany provides 10% of the funding for assisting these two entities in transportation planning.

Major Object of Expenditure	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	56,888	52,377	62,321
CAPITAL OUTLAY	0	0	0
TOTAL	56,888	52,377	62,321
FULL TIME POSITION	0	0	0

RECREATION GRANTS

DESCRIPTION

The City of Albany participates in the Summer Lunchbag Program sponsored by the Georgia Office of School Readiness. The program provide nutritious meals (lunch) to needy children 18 years of age and under (or persons 19 and over who are mentally or physically disabled and participating in a public or private nonprofit school program for the mentally or physically disabled). The program ensures that low-income children continue to receive nutritious meals during the summer months from May through September when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children at approved SFSP (Summer Food Service Program) sites in Albany areas with significant concentrations of low-income children.

This program has 19 City Recreation sites and 24 other approved sites throughout the Albany area serving 1200 to 1500 meals daily.

Major Object of Expenditure	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	5,772	0	0
OPERATING EXPENSE	162,965	119,250	90,000
CAPITAL OUTLAY	0	0	0
TOTAL	168,737	119,250	90,000
FULL TIME POSITION	0	0	0

DOMESTIC VIOLENCE*DESCRIPTION*

The Domestic Violence Response Teams provides for follow-up services for victims of domestic violence and sexual assault incidents. These personnel provide needed resource information for the victim to assure they have access to all the resources that are available to them. They also act as a liaison between the victim and the Criminal Justice System. This unit is funded by statutorily mandated add ons to bonds and fines.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	49,678	0	0
OPERATING EXPENSE	215	0	0
CAPITAL OUTLAY	0	0	0
TOTAL	49,893	0	0
FULL TIME POSITIONS	1	1	1

Class Title

Crisis Response Specialist, Sr	1	1	1
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Note: The positions are sponsored and are not considered authorized budgeted positions.

GOHS H.E.A.T. Grant*DESCRIPTION*

The Governor's Office of Highway Safety (GOHS) Highway Enforcement Aggressive Traffic Team (H.E.A.T.) grant is designed to educate the public and enforce laws related to impaired and aggressive driving by increasing Albany Police Department's traffic enforcement by conducting highly visible and highly publicized traffic enforcement tactics and strategies to reduce highway safety crashes, injuries, and fatalities, especially those related to impaired driving, speeding, and occupant safety.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	26,145	0	0
OPERATING EXPENSE	0	0	0
CAPITAL OUTLAY	0	0	0
TOTAL	26,145	0	0
FULL TIME POSITION	2	0	0

Class Title

Police Officer	1	0	0
Police Corporal	1	0	0
TOTAL	2	0	0

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT 2005*DESCRIPTION*

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. JAG replaces the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that will simplify the administration process for grantees.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	1,299	0	0
CAPITAL OUTLAY	0	0	0
TOTAL	1,299	0	0
FULL TIME POSITION	2,598	0	0

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT 2006*DESCRIPTION*

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. JAG replaces the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that will simplify the administration process for grantees.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	12,795	0	0
CAPITAL OUTLAY	0	0	0
TOTAL	12,795	0	0
FULL TIME POSITION	0	0	0

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT 2007*DESCRIPTION*

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. JAG replaces the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that will simplify the administration process for grantees.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	29,045	0	0
CAPITAL OUTLAY	0	0	0
TOTAL	29,045	0	0
FULL TIME POSITION	0	0	0

AMERICORP*DESCRIPTION*

The mission of the Albany Police Department AmeriCorp Cadet Program is designed to provide an exemplary level of service, ensuring a safe and a peaceful life to low income families. This program will help maintain the bridge already established by the Albany Police Department of true partnership with our fellow citizens to enhance the quality of life in the city. It will enhance public safety, reduce the fear of crime through police presence and increase civic responsibility at the neighborhood level.

MAJOR OBJECT OF EXPENDITURE	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	0	0	70,000
OPERATING EXPENSE	0	0	0
CAPITAL OUTLAY	0	0	0
TOTAL	0	0	70,000
FULL TIME POSITION	0	0	10

Class Title

Police Cadet	1	0	10
TOTAL	0	0	10

SAFE COMMUNITIES GOVERNOR'S OFFICE OF HIGHWAY SAFETY GRANT

DESCRIPTION

Albany Safe Communities is a traffic safety program, sponsored by the Governor's Office of Highway Safety, and administered through the Engineering Department/Traffic Division. Safe Communities is a program created to help communities address their own traffic safety concerns and programs.

Major Object of Expenditure	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	43,333	18,215	0
OPERATING EXPENSE	5,495	12,185	150,000
CAPITAL OUTLAY	0	0	0
TOTAL	48,828	30,400	150,000
FULL TIME POSITION	1	1	1
<u>Class Title</u>			
Safe Communities Coordinator*	1	1	1

* This position is sponsored and is not considered an authorized budgeted position. The position is administered in Engineering Department.

SIGNAL SYSTEM UPGRADE*DESCRIPTION*

The City of Albany entered into an agreement with the Georgia Department of Transportation (GDOT) to upgrade traffic signals in the City of Albany. Funding for this project was used to install fiber optic cable(s) to interconnect several existing traffic signals within the City of Albany. This project also upgraded the signals at eleven locations. This grant included Preliminary Engineering costs associated with the design and plans development as well as construction costs associated with inspection, materials, certifications, and materials testing during construction.

Major Object of Expenditure	Actual 2007/2008	Projected 2008/2009	Awarded 2009/2010
PERSONAL SERVICES	0	0	0
OPERATING EXPENSE	0	0	0
CAPITAL OUTLAY	190,395	0	0
TOTAL	190,395	0	0
FULL TIME POSITION	0	0	0



City of Albany

Utilities/Water Gas & Light Commission

Annual Budget FY 2010

WATER GAS & LIGHT COMMISSION
TOTAL SYSTEM
2009 - 2010 BUDGET
Approved by the Board of Commissioners
May 28, 2009

DESCRIPTION	BUDGET 2008 - 2009	BUDGET 2009 - 2010	INCREASE (DECREASE)
Estimated Revenues	\$106,211,139	\$105,803,063	-0.38%
Less Estimated Expenses			
Cost of Sales	70,831,781	69,757,563	-1.52%
Operating & Maintenance Expenses	12,955,540	12,137,982	-6.31%
G & A Expenses (Net)	9,127,361	9,348,369	2.42%
Depreciation Departments	4,083,519	4,193,359	2.69%
Depreciation G & A	1,724,514	1,312,079	-23.92%
Total Expenses	98,722,715	96,749,352	-2.00%
NET INCOME	7,488,424	9,053,711	20.90%
Transfer to City of Albany	7,831,738	7,988,110	2.00%
Transfer to other agencies	44,217	44,217	0.00%
Total transfers	7,875,955	8,032,327	1.99%
Net income after transfer	(387,531)	1,021,384	-363.56%
Add back depreciation	5,808,033	5,505,438	-5.21%
Cash available for capital expenditures	5,420,502	6,526,822	20.41%
Subtract Vehicles & Equipment	1,896,106	1,333,852	-29.65%
Subtract Vehicles & Equipment G & A	726,730	786,451	8.22%
Subtract Improvements	2,977,000	3,556,000	19.45%
Subtract Principal Payments - Bonds	985,000	1,020,000	3.55%
Subtract Principal Payments	1,094,642	968,809	-11.50%
Subtract Cleanup for Manufactured Gas Plant	100,000	100,000	0.00%
Add Draw Down Reserves	396,005	1,298,290	0.00%
H.O.P.E. program (Helping Others Pay Essentials)	0	60,000	
Add Propane Gas Sales	2,000,000	0	-100.00%
Funds available to transfer to reserves	\$37,029	\$0	-100.00%

**WATER GAS & LIGHT COMMISSION
DISTRIBUTION OF TRANSFERS TO OTHER AGENCIES
2009 - 2010 BUDGET**

Transfer to City of Albany	2008 - 2009	2009 - 2010
City of Albany General Fund	\$5,475,821	\$5,652,193
City of Albany Street and Traffic Lights	1,055,000	1,055,000
City of Albany Christmas Decorations	25,000	5,000
City of Albany Eternal Flame	5,000	5,000
Total based on metered revenue	6,560,821	6,717,193
City of Albany - Addition to transfer by agreement	750,000	750,000
City of Albany Capital Improvement Fund	320,917	320,917
City of Albany Sewer and Garbage Billing	200,000	200,000
Total other transfers to City of Albany	1,270,917	1,270,917
Total contributions to the City of Albany	7,831,738	7,988,110
Transfers to Others		
Dougherty County Street and Traffic Lights	22,117	22,117
Payroll Development Authority	22,100	22,100
Total to Other agencies	44,217	44,217
TOTAL TRANSFER TO OTHER AGENCIES	\$7,875,955	\$8,032,327

WATER GAS & LIGHT COMMISSION
DISTRIBUTION OF TRANSFERS TO OTHER AGENCIES
2009 - 2010 BUDGET

Calendar Year 2007	Metered Revenue				
	Water	Transport Gas	Gas	Light	Total
Month of January	\$642,760	\$95,609	\$947,677	\$5,428,003	\$7,114,049
Month of February	609,259	99,019	1,123,721	6,012,469	7,844,468
Month of March	631,307	89,199	842,250	4,974,943	6,537,699
Month of April	631,062	86,988	564,874	5,379,734	6,662,658
Month of May	730,400	82,905	455,464	5,163,423	6,432,192
Month of June	821,382	81,042	284,222	6,829,559	8,016,205
Month of July	830,529	79,070	291,742	7,834,947	9,036,288
Month of August	883,971	78,522	273,972	7,772,613	9,009,078
Month of September	622,075	81,459	474,175	7,380,306	8,558,015
Month of October	759,362	79,634	297,867	6,116,694	7,253,557
Month of November	733,097	80,716	474,311	5,470,565	6,758,689
Month of December	640,126	82,583	980,727	6,107,403	7,810,839
Total	8,535,330	1,016,746	7,011,002	74,470,659	91,033,737
Subtract amts greater than \$80 million	(1,034,524)	(123,235)	(849,768)	(9,026,210)	(11,033,737)
Transfer % for amts up to \$80 million	7,500,806 7.5%	893,511 7.5%	6,161,234 7.5%	65,444,449 7.5%	80,000,000 7.5%
Transfer on first \$80 million	562,560	67,013	462,093	4,908,334	6,000,000
Amounts greater than \$80 million	1,034,524	123,235	849,768	9,026,210	11,033,737
Transfer % for amts greater than \$80 million	6.5%	6.5%	6.5%	6.5%	6.5%
Transfer on amts greater than \$80 million	67,244	8,010	55,235	586,704	717,193
Total transfer based on percentage	629,805	75,024	517,327	5,495,037	6,717,193
Other City Transfers	120,507	0	98,986	1,051,424	1,270,917
Total Transfers to City	750,312	75,024	616,313	6,546,461	7,988,110
Other Transfers	4,193	0	3,444	36,581	44,217
Total Transfers	\$754,504	\$75,024	\$619,757	\$6,583,042	\$8,032,327

**WATER GAS & LIGHT COMMISSION
WATER DEPARTMENT
2009 - 2010 BUDGET**

DESCRIPTION	BUDGET 2008 - 2009	BUDGET 2009 - 2010	INCREASE (DECREASE)
Estimated Revenues	<u>\$10,176,914</u>	<u>\$10,593,015</u>	4.09%
Less Estimated Expenses			
Cost of Sales	570,347	651,213	14.18%
Operating & Maintenance Expenses	5,124,913	4,616,744	-9.92%
G & A Expenses (Net)	2,281,840	2,337,092	2.42%
Depreciation Water Department	2,160,000	2,210,740	2.35%
Depreciation G & A	<u>431,128</u>	<u>328,020</u>	-23.92%
Total Expenses	<u>10,568,228</u>	<u>10,143,810</u>	-4.02%
NET INCOME	(391,314)	449,205	214.79%
Transfer to City of Albany	781,376	750,312	-3.98%
Transfer to other agencies	<u>4,457</u>	<u>4,193</u>	-5.93%
Total transfers	<u>785,833</u>	<u>754,504</u>	-3.99%
Net income after transfer	(1,177,147)	(305,299)	74.06%
Add back depreciation	<u>2,591,128</u>	<u>2,538,760</u>	-2.02%
Cash available for capital expenditures	1,413,981	2,233,461	57.96%
Subtract Vehicles & Equipment	687,500	499,667	-27.32%
Subtract Vehicles & Equipment G & A	181,683	196,613	8.22%
Subtract Improvements	600,000	1,124,000	87.33%
Principal Payments	1,258,660	1,262,202	0.28%
Add Draw Down Reserves	<u>0</u>	<u>0</u>	0.00%
Funds available to transfer to reserves	<u><u>(\$1,313,862)</u></u>	<u><u>(\$849,021)</u></u>	35.38%

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WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

WATER DEPARTMENT INCOME	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Residential Sales	\$5,425,389	\$5,721,412	\$6,435,439	\$6,210,739	\$4,614,842	\$6,153,123	\$7,402,481	120.30%
Commercial Sales	2,193,597	2,711,051	2,342,563	2,342,375	1,756,463	2,341,951	2,817,472	120.30%
Miscellaneous Sales	10,916	17,809	41,569	6,265	8,573	11,431	11,431	100.00%
Laboratory Sales	103,865	104,062	106,503	76,927	68,965	91,953	91,953	100.00%
Miscellaneous Income	40,630	1,426	(518)	531	58	77	77	100.00%
Tapping Fees	684,223	473,535	329,591	458,629	197,775	263,700	263,700	100.00%
Rental Income	6,000	6,000	6,000	5,500	4,500	6,000	5,900	98.33%
Total Water Income	\$8,464,620	\$9,035,295	\$9,261,146	\$9,100,965	\$6,651,177	\$8,868,236	\$10,593,015	119.45%

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WATER, GAS & LIGHT COMMISSION

WATER DEPARTMENT

Calculation of Revenues and Cost of Sales

2009 - 2010 BUDGET

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	BUDGET MGAL	AVG SALES PRICE	BUDGET \$	AVG COST TO PUMP	TOTAL COGS	PUMPING ELECTRIC	CHEMICALS	PUMPING GAS
July-09	478,000	2.00	\$956,000	\$0.12860	\$61,469	\$58,141	\$3,299	\$30
August-09	490,000	2.00	980,000	0.12860	63,012	59,600	3,382	30
September-09	444,000	2.00	888,000	0.12860	57,097	54,005	3,064	28
October-09	436,000	2.00	872,000	0.12860	56,068	53,032	3,009	27
November-09	412,000	2.00	824,000	0.12860	52,982	50,113	2,843	26
December-09	375,000	2.00	750,000	0.12860	48,224	45,612	2,588	23
January-10	375,000	2.00	750,000	0.12860	48,224	45,612	2,588	23
February-10	331,000	2.00	662,000	0.12860	42,565	40,261	2,284	21
March-10	336,000	2.00	672,000	0.12860	43,208	40,869	2,319	21
April-10	394,000	2.00	788,000	0.12860	50,667	47,923	2,719	24
May-10	463,000	2.00	926,000	0.12860	59,540	56,316	3,195	29
June-10	530,000	2.00	1,060,000	0.12860	68,156	64,466	3,658	33
TOTALS	5,064,000		\$10,128,000		\$651,213	\$615,950	\$34,948	\$315

Projected Sales Volume 5,064,000
Average Cost to Pump 0.12860

Cost of Water Sold

MGAL sold for last 9 months 3,569,000
Cost of Sales for last 9 months 458,961

Average Cost to Pump 0.12860

Prior five year history at a glance....

F.Y.E.	mgal	REVENUE
2009 budget	5,064,000	\$10,128,000
Last 12 mos.	4,758,124	8,602,670
2008	5,119,801	8,630,040
2007	5,130,268	8,796,808
2006	5,265,907	8,150,104
2005	4,862,231	7,701,595
2004	4,920,614	6,616,167
5 Yr. Average	4,035,804	\$6,252,935

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

WATER DEPARTMENT COST OF SALES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Pumping Electric	\$522,764	\$505,084	\$517,681	\$513,833	\$401,604	\$535,472	\$615,950	115.03%
Natural Gas	339	341	326	354	261	348	315	90.34%
Chemicals	65,573	59,917	75,264	61,894	57,096	76,128	34,948	45.91%
TOTAL COST OF SALES	<u>\$588,676</u>	<u>\$565,343</u>	<u>\$593,271</u>	<u>\$576,081</u>	<u>\$458,961</u>	<u>\$611,948</u>	<u>\$651,213</u>	<u>106.42%</u>

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**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

WATER DEPARTMENT OPERATING EXPENSES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Salaries and Wages								
Department Supervision	\$95,270	\$128,425	\$167,329	\$196,471	\$239,948	\$319,931	\$319,931	100.00%
Service and Trouble	175,177	174,238	134,393	114,079	43,833	58,444	58,444	100.00%
Meter Shop	968	210	84,088	205,838	100,556	134,075	134,075	100.00%
Operations	12,449	3,961	16,635	21,985	102,363	136,511	136,511	100.00%
Jury Duty	3,500	258	1,007	1,321	1,315	1,753	1,753	100.00%
Bad Weather / Rain	728	110	483	20,950	7,107	9,476	9,476	100.00%
Accident on Duty	298	2,547	627	128	614	819	819	100.00%
Training / School	9,141	8,439	17,324	13,679	12,124	16,165	16,165	100.00%
Conference	606	765	717	363	119	158	158	100.00%
Holiday	59,819	69,168	75,979	70,861	66,841	91,786	91,786	100.00%
Compensated Absences	98,945	110,225	127,886	117,341	107,576	143,434	143,434	100.00%
Sick Leave	80,105	54,103	141,249	95,221	74,009	98,679	98,679	100.00%
Other Labor	1,191	9,349	2,977	7,797	8,470	11,293	11,293	100.00%
Lab	208,947	4,786	35,599	3,631	49	66	66	100.00%
Total salaries and wages	\$747,144	\$566,583	\$806,296	\$869,666	\$766,943	\$1,022,591	\$1,022,591	100.00%
Other Expenses								
Small Hand Tools	\$13,653	\$34,716	\$17,403	\$15,197	\$11,193	\$14,924	\$14,924	100.00%
Uniform Rental and Expense	16,799	13,224	16,347	17,556	16,546	22,061	22,061	100.00%
Street Repair - Maintenance	20,424	48,371	31,651	22,479	11,051	14,735	14,735	100.00%
Motor Vehicle Repairs	35,425	58,944	56,301	63,618	36,158	48,211	48,211	100.00%
Motor Vehicle Expenses - Fuel	82,690	89,591	68,809	105,220	68,986	91,982	91,982	100.00%
Motorized Equipment Repairs	57,382	22,658	36,958	52,346	17,703	23,604	23,604	100.00%
Motorized Equipment Expenses	8,669	14,030	14,732	30,322	12,425	16,567	16,567	100.00%
Lab Test	115,097	131,889	148,166	78,097	70,884	94,512	94,512	100.00%
Wells	18,344	184	22,544	31,003	29,061	38,747	36,747	100.00%
Equipment	30,191	91,663	43,469	48,666	28,827	38,435	38,435	100.00%
Mains	9,912	1,160	13,945	10,069	27,629	36,838	36,838	100.00%
Service Lines	9,334	12,040	50,903	60,342	39,436	52,581	52,581	100.00%
Employee Group Insurance	289,104	328,227	379,139	439,642	244,941	326,587	326,587	100.00%
Damage Claim Expense	1,707	1,586	(29,436)	(16,300)	(2,976)	(3,967)	0	0.00%
Company Pension Plan Expense	150,719	212,409	173,679	167,234	106,158	141,544	141,544	100.00%
Payroll Tax Expense	107,278	131,959	151,466	133,097	85,021	113,361	113,361	100.00%
Company LTD Plan	25,086	14,516	5,750	5,438	1,539	2,052	2,052	100.00%
Office Supplies and Expense	10,538	35,737	8,190	17,789	5,132	6,842	6,842	100.00%
Seminars and Continuing Education	14,979	8,287	8,579	9,177	7,989	10,652	10,652	100.00%
Professional Services Other	45,797	137,849	113,337	41,852	8,723	11,631	11,631	100.00%
US Geological Survey	83,124	83,124	120,550	133,250	102,000	62,500	62,500	100.00%
Interest Expense Bonds	1,013,657	873,440	807,518	1,098,742	811,800	1,063,050	725,682	68.26%
Investment (Mgmt fee) Expense	2,603	70	110	89	0	0	0	0.00%
Water Bond Issue Expense	26,813	49,533	65,762	65,762	49,321	65,762	65,762	100.00%
Utilities	23,883	252,317	185,902	172,560	132,923	177,230	177,230	100.00%
Communications	9,599	8,590	11,409	9,397	793	1,057	1,057	100.00%
Building Repairs and Maintenance	13,915	7,436	45,554	64,182	32,230	42,973	42,973	100.00%
Miscellaneous Expense	11,520	9,026	14,583	25,637	78,891	105,188	105,188	100.00%
Other Supplies	10,197	2,875	5,411	7,769	5,316	7,086	7,086	100.00%
Dues and Subscriptions	2,916	2,169	2,155	4,035	22,040	29,387	29,387	100.00%
Lab Expenses	121,258	47,662	114,042	219,021	87,914	117,219	117,219	101.25%
Total Other Expenses	\$2,382,611	\$2,725,281	\$2,704,928	\$3,133,289	\$2,149,653	\$2,773,354	\$2,439,953	87.98%
Total Operating Expenses less Depreciation	3,129,755	3,291,864	3,511,224	4,002,955	2,916,596	3,795,945	3,462,545	91.22%
Depreciation Expense	2,045,643	2,089,654	2,071,541	2,105,888	1,609,762	2,146,350	2,210,740	103.00%
TOTAL OPERATING EXPENSE	\$5,175,398	\$5,381,518	\$5,582,765	\$6,108,843	\$4,526,359	\$5,942,295	\$5,673,285	95.47%

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

WATER DEPARTMENT MAINTENANCE EXPENSES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
<u>Salaries</u>								
Building	\$1,178	\$2,112	\$39,204	\$5,261	\$16,038	\$21,383	\$21,383	100.00%
Equipment	435,863	653,628	543,918	464,018	163,580	218,107	218,107	100.00%
Service Lines	132,198	166,298	149,029	71,193	37,523	50,031	50,031	100.00%
Valves	52,804	50,120	100,690	38,139	44,013	58,684	58,684	100.00%
Mains	30,599	15,093	35,797	54,668	64,103	85,471	85,471	100.00%
Meters	218,002	215,604	173,136	288,969	124,952	166,603	166,603	100.00%
Wells	0	0	98,321	2,269	1,551	2,068	2,068	100.00%
Street Repair	47,704	67,584	63,092	52,143	64,801	86,402	86,402	100.00%
Total	\$918,349	\$1,170,440	\$1,203,188	\$976,661	\$516,561	\$688,748	\$688,748	100.00%
<u>Materials and other maintenance</u>								
Meters	\$16,941	\$42,296	\$38,694	\$8,563	\$2,133	\$2,844	\$2,844	100.00%
Street Repair	18,654	17,818	30,326	42,242	40,527	54,036	54,036	100.00%
Maint of Structures - Materials & Equipment	147,889	184,704	650	2,175	1,485	1,980	1,980	100.00%
Miscellaneous Maint - Materials	64,125	60,856	27,841	6,800	2,697	3,597	3,597	100.00%
Service Lines	52,823	40,518	55,403	56,996	38,904	51,872	51,872	100.00%
Valves	7,930	29,065	18,283	49,777	51,978	69,304	69,304	100.00%
Building Repair and Maintenance	20,494	314	6,100	856	62,988	83,984	83,984	100.00%
Miscellaneous	1,956	461	6,954	96,728	148,377	197,836	197,836	100.00%
Total	\$330,813	\$376,031	\$184,252	\$264,138	\$349,089	\$465,452	\$465,452	100.00%
TOTAL MAINTENANCE EXPENSE	\$1,249,163	\$1,546,470	\$1,387,440	\$1,240,799	\$865,650	\$1,154,200	\$1,154,200	100.00%
<u>Salaries and Wages - Water Department</u>								
Operating Expense Salaries & Wages	\$747,144	\$566,583	\$806,296	\$869,666	\$766,943	\$1,022,591	\$1,022,591	100.00%
Maintenance Expense Salaries & Wages	918,349	1,170,440	1,203,188	976,661	516,561	688,748	688,748	100.00%
Improvement Salaries & Wages	376,395	401,501	344,192	460,235	543,631	924,000	924,000	100.00%
Total Salaries and Wages	\$2,041,889	\$2,138,524	\$2,353,676	\$2,306,562	\$1,827,135	\$2,635,339	\$2,635,339	100.00%

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WATER GAS & LIGHT COMMISSION
WATER DEPARTMENT
Vehicles, Equipment, Buildings & Other 2009 - 2010

Vehicles		
1 - 2.5 Ton boom truck (replaces #228 with 63800 miles)		\$110,000
1 - Replace 1998 2-Ton Chemical Truck (#209 with 148,000 miles)		45,000
1 - Replace 1999 1/2 Ton pick-up truck(#273 with 84,000 miles)		
Total Vehicle		<u><u>\$155,000</u></u>
Buildings/Other		
15 - Up-Date Well Houses to Meet GaEPD Minimum Standards		\$176,000
M/R Systems programing and hardware up-grades @ distribution wells and Water plant		154,667
10 - Fencing for Distribution Well Sites		10,000
Plug doublegate well # 1		4,000
Total Buildings & Other		<u><u>\$344,667</u></u>
Grand Total Vehicle, Equipment, Buildings & Other		<u><u>\$499,667</u></u>

Improvements 2009 - 2010

Other Items:	<u>Labor</u>	<u>Material</u>	<u>Total</u>
Rehabilitate Wells	\$200,000	\$100,000	\$300,000
New Services	\$724,000	\$100,000	\$824,000
Total Other			<u><u>\$1,124,000</u></u>

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**WATER GAS & LIGHT COMMISSION
GAS DEPARTMENT
2009 - 2010 BUDGET**

DESCRIPTION	BUDGET 2008 - 2009	BUDGET 2009 - 2010	INCREASE (DECREASE)
Estimated Revenues	<u>\$17,065,083</u>	<u>\$11,902,634</u>	-30.25%
Less Estimated Expenses			
Cost of Sales	13,503,622	7,365,222	-45.46%
Operating & Maintenance Expenses	1,572,031	1,550,098	-1.40%
G & A Expenses (Net)	1,825,472	1,869,674	2.42%
Depreciation Gas Department	199,935	207,525	3.80%
Depreciation G & A	<u>344,903</u>	<u>262,416</u>	-23.92%
Total Expenses	<u>17,445,963</u>	<u>11,254,934</u>	-35.49%
NET INCOME	(380,880)	647,699	-270.05%
Transfer to City of Albany	647,066	691,337	6.84%
Transfer to other agencies	3,235	3,444	6.46%
Total transfers	<u>650,301</u>	<u>694,781</u>	6.84%
Net income after transfer	(1,031,181)	(47,081)	-95.43%
Add back depreciation	<u>544,838</u>	<u>469,941</u>	-13.75%
Cash available for capital expenditures	(486,343)	422,860	-186.95%
Subtract Vehicles & Equipment	181,000	194,185	7.28%
Subtract Vehicles & Equipment G & A	145,346	157,290	8.22%
Subtract Improvements	50,000	105,000	110.00%
Principal Payments	218,928	193,762	-11.50%
Add Propane Gas Sales	2,000,000	0	0.00%
Add Draw Down Reserves	<u>0</u>	<u>0</u>	0.00%
Funds available to transfer to reserves	<u>\$918,383</u>	<u>(\$227,378)</u>	-124.76%

WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

GAS DEPARTMENT INCOME	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Residential Sales	\$4,039,251	\$3,580,857	\$3,373,365	3,982,277	3,070,019	3,446,327	\$3,757,938	109.04%
Commercial Sales	2,813,737	4,395,484	3,412,472	3,134,889	1,139,638	1,706,170	3,267,014	191.48%
Large Industrial Sales	1,566,805	1,324,980	1,324,980	89,961	990,778	1,209,549	270,573	22.37%
Purchase Gas Adjustment	4,695,306	7,498,633	5,183,819	4,702,302	4,499,391	5,908,273	3,455,610	58.49%
BTU Adjustment	203,590	204,642	202,849	168,110	140,788	-	0	0.00%
Miscellaneous Sales	11,002	8,058	5,734	1,173,227	556,076	741,435	8,000	1.08%
Miscellaneous Income	48,285	40,615	49,582	33,686	18,475	24,634	24,634	100.00%
Gas transported for others (Transport Fees)	1,029,883	1,073,214	1,072,371	1,055,949	747,151	996,201	996,201	100.00%
Capacity Release Credit	372,429	136,398	212,105	126,480	58,248	77,664	77,664	100.00%
Tapping Fees	46,473	47,686	15,795	41,440	84,064	112,086	45,000	40.15%
Gain (Loss) - Sale of Fixed Assets	2,100	0	0	0	0	0	0	0.00%
TOTAL INCOME	\$14,828,862	\$18,310,567	\$14,853,073	\$14,508,321	\$11,304,629	\$14,222,338	\$11,902,634	83.69%

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WATER, GAS & LIGHT COMMISSION
GAS DEPARTMENT
Calculation of Budgeted Revenues
2009 - 2010 BUDGET

	RESIDENTIAL			COMMERCIAL			INDUSTRIAL			PGA			TOTAL			Total Cost of Sales	Gross Profit
	Volume	Unit Price	Monthly Revenue	Volume	Unit Price	Monthly Revenue	Volume	Unit Price	Monthly Revenue	Volume	Unit Price	Monthly Revenue	Volume	Unit Price	Monthly Revenue		
July-09	6,701	\$15.285	\$102,428	25,427	\$7.263	\$184,669	2,284	\$5.594	\$12,776	34,412	\$2.110	\$72,622	34,412	\$10.825	\$372,496	\$276,329	\$96,167
Aug-09	6,892	14.860	102,416	26,140	7.077	184,989	2,644	5.585	14,768	35,676	2.233	79,682	35,676	10.703	381,855	285,868	95,987
Sept-09	6,948	14.237	98,892	28,016	7.022	196,711	2,380	5.614	13,362	37,342	2.305	86,084	37,342	10.579	395,048	295,493	99,555
Oct-09	15,968	11.890	189,867	33,357	6.912	230,570	2,640	5.610	14,808	51,966	2.439	126,727	51,966	10.814	561,972	434,206	127,766
Nov-09	48,500	8.130	394,289	44,728	6.855	306,596	4,289	5.578	23,925	97,517	3.095	301,847	97,517	10.528	1,026,657	687,488	329,169
Dec-09	72,000	7.851	565,240	52,954	6.913	366,064	6,715	5.587	37,513	131,669	3.803	500,771	131,669	11.161	1,489,588	963,624	506,064
Jan-09	86,451	7.887	681,811	59,486	6.928	412,096	8,717	5.596	48,777	154,654	4.203	650,072	154,654	11.592	1,792,756	1,158,224	634,532
Feb-09	87,321	7.876	687,733	58,791	6.925	407,126	6,406	5.637	36,110	152,518	4.142	631,704	152,518	11.557	1,762,672	1,135,569	627,103
Mar-09	53,942	8.324	449,017	46,314	6.942	321,504	3,631	5.669	20,585	103,887	4.101	426,020	103,887	11.716	1,217,126	835,484	381,642
April-10	24,293	9.563	232,314	36,469	6.957	253,720	3,465	5.638	19,536	64,227	3.937	252,838	64,227	11.808	758,408	515,232	243,176
May-10	11,571	12.497	144,594	30,239	6.997	211,597	2,826	5.591	15,801	44,636	3.988	176,005	44,636	12.322	549,997	402,490	147,507
June-10	7,638	14.320	109,338	26,500	7.222	191,371	2,258	5.586	12,611	36,393	4.101	149,239	36,393	12.710	462,558	357,814	104,744
Budget	428,220	\$8.78	\$3,757,938	468,420	\$6.97	\$3,267,014	48,255	\$5.61	\$270,573	944,895	\$3.66	\$3,455,610	944,895	\$11.38	\$10,751,135	\$7,357,721	\$3,393,413
Apr - March	439,593	\$7.61	\$3,343,167	459,623	\$6.01	\$2,761,501	76,307	\$4.58	\$349,279	1,002,292	\$6.22	\$6,233,597	1,002,292	\$12.66	\$12,687,544	\$9,819,014	\$2,868,530

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

GAS DEPARTMENT COST OF SALES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Natural Gas	\$11,302,261	\$13,613,833	\$9,182,899	\$9,410,650	\$7,898,476	\$10,551,817	\$7,081,721	67.11%
Peak Shaving, Pumping	9,027	4,796	8,601	6,630	5,625	7,500	7,500	100.00%
ANR Transportation NG	0	0	0	0	0	0	0	0.00%
ANR Storage	0	0	0	0	0	0	0	0.00%
CSS Storage Charges	275,095	275,300	277,805	250,696	134,869	179,825	276,000	153.48%
Other (agency fee)	0	0	0	0	0	0	0	0.00%
TOTAL COST OF SALES	\$11,586,383	\$13,893,928	\$9,469,304	\$9,667,977	\$8,038,970	\$10,739,142	\$7,365,222	68.58%

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WATER, GAS & LIGHT COMMISSION
GAS DEPARTMENT
Calculation of Cost of Sales
2009 - 2010 BUDGET

	Sales Volume MCF	Purchases Gas loss 1.5% mmbtu	Futures Cost	Commodity Cost	Fee	Total Commodity Cost	SNG Transportation & Storage	Total Cost of Sales
July-09	34,412	35,836	\$3.86	\$138,329	\$3,000	\$141,329	\$135,000	\$276,329
Aug-09	35,676	37,153	3.98	147,868	3,000	150,868	135,000	285,868
Sept-09	37,342	38,887	4.05	157,493	3,000	160,493	135,000	295,493
Oct-09	51,966	54,116	4.18	226,206	3,000	229,206	205,000	434,206
Nov-09	97,517	101,553	4.82	489,488	3,000	492,488	205,000	697,488
Dec-09	131,669	137,119	5.51	755,524	3,000	758,524	205,000	963,524
Jan-09	154,654	161,055	5.90	950,224	3,000	953,224	205,000	1,158,224
Feb-09	152,518	158,830	5.84	927,569	3,000	930,569	205,000	1,135,569
Mar-09	103,887	108,187	5.80	627,484	3,000	630,484	205,000	835,484
April-10	64,227	66,885	5.64	377,232	3,000	380,232	135,000	515,232
May-10	44,636	46,483	5.69	264,490	3,000	267,490	135,000	402,490
June-10	36,393	37,899	5.80	219,814	3,000	222,814	135,000	357,814
	<u>944,895</u>	<u>984,004</u>		<u>\$5,281,721</u>	<u>\$36,000</u>	<u>\$5,317,721</u>	<u>\$2,040,000</u>	<u>\$7,357,721</u>
						Gas cost and transportation		\$7,081,721
						Storage		<u>276,000</u>
								<u>\$7,357,721</u>

WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

GAS DEPARTMENT OPERATING EXPENSES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
<u>Salaries and Wages</u>								
Department Supervision	\$59,125	\$58,445	\$56,227	\$62,393	\$60,469	\$80,625	\$80,625	100.00%
Service and Trouble	15,094	20,405	15,896	14,660	11,323	15,097	15,097	100.00%
Meter Shop	74,834	83,632	94,878	90,306	69,265	92,354	92,354	100.00%
Operations	35,363	32,785	36,747	52,628	36,690	48,920	48,920	100.00%
Jury Duty	255	500	362	99	504	672	672	100.00%
Bad Weather / Rain	11,443	6,364	5,922	11,585	7,853	10,471	10,471	100.00%
Accident on Duty	0	0	0	0	0	0	0	0.00%
Compensated Absences	95,767	104,335	106,198	110,189	79,984	106,645	106,645	100.00%
Charts	13,376	13,962	14,102	28,454	12,383	16,510	16,510	100.00%
Conference	853	672	1,406	1,931	1,363	1,818	1,818	100.00%
Sick Leave	40,846	36,957	66,030	47,527	46,332	61,776	61,776	100.00%
Other Labor	479	1,008	7,581	3,793	10,404	13,872	13,872	100.00%
Directors / Managers	67,797	70,593	69,669	75,848	50,880	67,840	67,840	100.00%
Total salaries and wages	\$415,230	\$429,661	\$475,018	\$499,413	\$387,450	\$516,600	\$516,600	100.00%
<u>Other Expenses</u>								
Small Hand Tools	\$15,410	\$9,506	\$7,885	\$9,887	\$12,586	\$16,782	\$16,782	100.00%
Uniform Rental and Expense	8,314	6,104	7,507	9,018	4,473	5,964	5,964	100.00%
Motor Vehicle Expenses	7,090	41,084	16,536	28,645	15,604	20,805	20,805	100.00%
Motor Vehicle - Fuel	27,882	14,357	20,975	64,681	84,489	112,652	65,489	58.13%
Motorized Equipment Repairs	13,990	5,192	9,731	19,288	1,344	1,792	1,792	100.00%
Motorized Equipment Expenses	7,386	3,452	4,408	5,968	5,844	7,792	7,792	100.00%
Meter Expenses	6,237	38,884	10,049	448	21,671	28,895	28,895	100.00%
Operation Supplies	2,516	8,456	13,243	8,236	5,491	7,321	7,321	100.00%
Equipment	(27)	3,453	540	0	460	613	613	100.00%
Service Lines	37,334	9,087	3,620	971	4,679	6,239	6,239	100.00%
Employee Group Insurance	143,770	157,510	150,187	182,835	101,892	135,855	135,855	100.00%
Company Pension Plan Expense	72,826	124,137	86,762	90,105	65,357	87,143	87,143	100.00%
Payroll Tax Expense	61,349	71,882	70,851	71,515	56,573	75,430	75,430	100.00%
Company LTD Plan	7,080	7,786	3,076	2,985	1,236	1,648	1,648	100.00%
Office Supplies and Expense	7,763	6,043	11,209	8,034	3,648	4,864	4,864	100.00%
Seminars and Continuing Education	0	3,615	1,410	3,045	310	413	413	100.00%
Legal Fees	27,627	6,200	3,900	7,230	2,086	2,781	2,781	100.00%
Professional Services Other	6,937	22,186	33,973	7,355	5,516	7,355	7,355	100.00%
Utilities	5,779	7,572	10,659	12,897	8,650	11,533	11,533	100.00%
Communications	19,539	12,057	0	5,631	2,012	2,682	2,682	100.00%
Building Repairs and Maintenance	133	0	39,722	10,511	3,559	4,745	4,745	100.00%
Miscellaneous	10,798	2,669	7,634	1,317	2,139	2,852	2,852	100.00%
Dues and Subscriptions	540	540	565	762	696	928	928	100.00%
Total Other Expenses	\$490,274	\$561,771	\$514,440	\$551,363	\$410,313	\$547,084	\$499,922	91.38%
Total Operating Expenses less Depreciation	905,503	991,432	989,458	1,050,776	797,763	1,063,684	1,016,522	95.57%
Depreciation Expense	177,864	178,514	187,532	197,530	151,111	201,481	207,525	103.00%
TOTAL OPERATING EXPENSE	\$1,083,367	\$1,169,946	\$1,176,989	\$1,248,306	\$948,874	\$1,265,165	\$1,224,047	96.75%

WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

GAS DEPARTMENT	F.Y.E.	F.Y.E.	F.Y.E.	F.Y.E.	9 Months	Projected	BUDGET	% of
MAINTENANCE EXPENSES	06/30/2005	06/30/2006	06/30/2007	06/30/2008	Ending	F.Y.E.	06/30/2010	Budget to
					03/31/2009	06/30/2009		Projected
Salaries								
Cathodic Protection	\$56,378	\$39,852	\$48,686	\$54,346	\$53,216	\$70,955	\$70,955	100.00%
Equipment	3,617	2,945	4,751	5,264	938	1,251	1,251	100.00%
L.P. Plant 1	825	1,650	776	6,384	0	0	0	0.00%
L.P. Plant 2	1,019	250	1,515	1,243	0	0	0	0.00%
Service lines	70,220	80,506	70,170	109,819	66,692	88,922	88,922	100.00%
Mains	228,902	270,831	233,056	238,382	167,342	223,123	223,123	100.00%
Meters	102,513	114,991	162,556	108,141	80,112	106,816	106,816	100.00%
Total	\$463,475	\$511,024	\$521,510	\$523,579	\$368,300	\$491,067	\$491,067	100.00%
Materials and other maintenance								
Meter Expenses	\$11,679	\$19,334	(\$28,191)	\$3,148	\$191	\$254	\$254	100.00%
Tools and Implements	7,415	204	76	6,414	0	0	0	0.00%
Valves & Regulators	10,991	0	5,264	0	2,861	3,815	3,815	100.00%
Miscellaneous Maint - Materials	90	4,686	722	0	18,849	25,132	25,132	100.00%
Freight	0	0	0	0	0	0	0	0.00%
Mains	0	336	14,417	1,936	0	0	0	0.00%
Service Lines	24,994	30,389	16,436	23,087	9,981	13,308	13,308	100.00%
Building Repair and Maintenance	1,188	0	0	0	0	0	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0.00%
Total	\$56,357	\$54,950	\$8,724	\$34,585	\$31,882	\$42,510	\$42,510	100.00%
TOTAL MAINTENANCE EXPENSE	\$519,832	\$565,974	\$530,234	\$558,164	\$400,182	\$533,576	\$533,576	100.00%
Salaries and Wages - Gas Department								
Operating Expense Salaries & Wages	\$415,230	\$429,661	\$475,018	\$499,413	\$387,450	\$516,600	\$516,600	100.00%
Maintenance Expense Salaries & Wages	463,475	511,024	521,510	523,579	368,300	491,067	491,067	100.00%
Improvement Salaries & Wages	25,180	10,901	14,334	22,142	62,760	80,000	80,000	100.00%
Total Salaries and Wages	\$903,885	\$951,585	\$1,010,862	\$1,045,135	\$818,510	\$1,087,667	\$1,087,667	100.00%

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**WATER GAS & LIGHT COMMISSION
GAS DEPARTMENT
Vehicles, Equipment, Buildings & Other 2009 - 2010**

Vehicles

No new vehicles requested

Total Vehicle

\$0

Other:

Replace 1988 Leroic compressor (Air Compressor #100)	\$13,000
Replace 1995 Ditch Witch Trencher (Trencher #109)	15,544
90 # Air Hammer Paving Cutter	1,475
5/8" Drill Press for Shop	556
1/2" Hand Drill Set of Bits	227
5 - Hi Frequency Pipe Horn Locator	6,000
6 - Model 325 Reynolds Instruments	7,200
3 - Mercury Model 704-12"-0-50 # Recorder	2,700
2 - Mooney 4" Regulators w/pilot flanged steel body 100% s.s. trim	7,748
2 - Kerotest 4" flanged strainers	2,600
2 - Sensis 6" MKZ Turbine Meters	7,200
New Services 20 Residential @ 820/each	16,400
New Services 15 Commercial @ 3569	53,535
Cathodic Protection	10,000
Regulator Stations & Peak Plants Maintenance or Improvement	50,000

\$194,185

Grand Total Vehicle, Equipment & Other

\$194,185

Improvements 2009 - 2010

New Services:

Total Improvements

Labor

Material

Total

\$80,000

\$25,000

\$105,000

**WATER GAS & LIGHT COMMISSION
LIGHT DEPARTMENT
2009 - 2010 BUDGET**

DESCRIPTION	BUDGET 2008 - 2009	BUDGET 2009 - 2010	INCREASE (DECREASE)
Estimated Revenues	<u>\$77,873,650</u>	<u>\$82,053,570</u>	5.37%
Less Estimated Expenses			
Cost of Sales	56,483,570	61,386,670	8.68%
Operating & Maintenance Expenses	5,308,765	4,981,734	-6.16%
G & A Expenses (Net)	5,020,049	5,141,603	2.42%
Depreciation Light Department	1,420,330	1,420,331	0.00%
Depreciation G & A	<u>948,483</u>	<u>721,644</u>	-23.92%
Total Expenses	<u>69,181,197</u>	<u>73,651,982</u>	6.46%
NET INCOME	8,692,453	8,401,588	-3.35%
Transfer to City of Albany	6,403,296	6,546,461	2.24%
Transfer to other agencies	<u>36,525</u>	<u>36,581</u>	0.15%
Total transfers	<u>6,439,821</u>	<u>6,583,042</u>	2.22%
Net income after transfer	2,252,632	1,818,546	-19.27%
Add back depreciation	<u>2,368,813</u>	<u>2,141,974</u>	-9.58%
Cash available for capital expenditures	4,621,445	3,960,521	-14.30%
Subtract Vehicles & Equipment	909,000	490,000	-46.09%
Subtract Vehicles & Equipment G & A	399,702	432,548	8.22%
Subtract Improvements	2,000,000	2,000,000	0.00%
Principal Payments	602,053	532,845	-11.50%
Add Draw Down Reserves	<u>0</u>	<u>0</u>	0.00%
Funds available to transfer to reserves	<u>\$710,690</u>	<u>\$505,128</u>	-28.92%

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

LIGHT DEPARTMENT INCOME	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Sales - Light Department	\$53,377,749	\$66,033,936	\$66,217,790	\$66,965,460	\$49,707,205	\$66,276,273	\$66,892,554	100.93%
Power Purchase Adjustment	7,495,640	83,813	1,216,582	2,637,236	5,025,038	6,700,050	10,029,984	149.70%
Demand Component	6,235,194	4,187,419	4,240,468	4,180,735	3,202,203	4,269,604	4,502,822	105.46%
Miscellaneous Sales	321,022	626,302	669,708	540,089	428,960	571,947	571,947	100.00%
Temporary Service Fees	8,550	7,915	6,600	6,300	4,050	5,400	5,400	100.00%
Security Lights - Installation	46,598	19,580	120,180	17,093	50,878	67,837	50,863	74.98%
TOTAL INCOME	\$67,484,753	\$70,958,965	\$72,471,327	\$74,346,914	\$58,418,334	\$77,891,112	\$82,053,570	105.34%

Prior five year history at a glance....

F.Y.E.	kWh	REVENUE
2010 budget	1,030,023,274	\$81,425,360
Last 12 mos.	1,016,280,180	75,751,507
2008	1,024,713,966	73,783,431
2007	1,019,851,265	71,399,816
2006	1,010,435,249	70,166,050
2005	968,757,646	67,152,458
2004	949,376,017	65,457,183
5 Yr. Average	994,626,829	\$69,591,788

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WATER, GAS & LIGHT COMMISSION

LIGHT DEPARTMENT

Power Sales

2009 - 2010 BUDGET

	Residential kWh	General kWh	Large Industrials kWh	Water Plant kWh	Propane Plant kWh	Traffic Signals kWh	Street Lights kWh	Security Lights kWh	Unmetered kWh	Sub Total kWh	Line loss kWh	Required Purchases kWh
July-09	44,333,265	41,674,498	15,364,484	775,951	4,150	117,619	905,000	508,500	105,786	103,789,253	3,632,624	107,421,877
August-09	45,617,169	42,150,368	14,235,028	693,544	4,150	117,619	905,000	508,500	105,788	104,337,184	3,651,801	107,988,985
September-09	38,272,217	38,159,904	13,094,167	590,548	4,150	117,619	905,000	508,500	105,786	91,757,891	3,211,526	94,969,418
October-09	31,088,666	32,695,923	14,053,826	602,877	4,150	117,619	905,000	508,500	105,786	80,082,347	2,802,882	82,885,229
November-09	26,157,405	30,795,282	14,668,548	588,126	4,150	117,619	905,000	508,500	105,786	73,880,416	2,585,115	76,465,530
December-09	34,046,028	31,683,214	12,244,127	624,526	4,150	117,619	905,000	508,500	105,786	80,238,949	2,808,363	83,047,312
January-10	36,933,225	30,977,494	13,237,384	598,042	4,150	117,619	905,000	508,500	105,786	83,387,201	2,918,552	86,305,753
February-10	32,827,987	27,691,930	12,757,233	455,201	4,150	117,619	905,000	508,500	105,786	75,373,407	2,838,069	78,011,477
March-10	33,773,455	26,626,760	12,632,162	554,633	4,150	117,619	905,000	508,500	105,786	75,228,065	2,632,982	77,861,047
April-10	27,634,138	29,524,084	13,501,857	687,560	4,150	117,619	905,000	508,500	105,786	72,988,694	2,554,604	75,543,298
May-10	32,033,550	37,773,221	14,927,923	832,906	4,150	117,619	905,000	508,500	105,786	87,208,655	3,052,303	90,260,958
June-10	38,976,531	40,768,322	14,947,970	826,880	4,150	117,619	905,000	508,500	105,786	97,160,758	3,400,627	100,561,385
Total kWh	421,693,654	410,521,000	165,664,708	7,840,794	49,800	1,411,428	10,860,000	6,102,000	1,269,436	1,025,412,821	35,689,449	1,061,302,270

	Residential Revenue D	General Revenue H	Large Industrials H	Water Plant Revenue	Propane Plant Revenue	Traffic Signals Revenue	Street Lights Revenue	Security Lights Revenue	Unmetered Revenue	Total Revenue		
July-09	4,171,098	3,253,333	779,579	56,877	454	8,116	103,623	63,105	10,758	\$8,446,943	Sales	\$66,892,554
August-09	4,253,597	3,183,145	721,246	50,837	454	8,116	103,623	63,105	10,758	8,394,880	PPA	10,029,984
September-09	3,569,121	2,868,263	665,062	43,287	454	8,116	103,623	63,105	10,758	7,331,789	Demand	4,502,822
October-09	2,528,413	2,581,386	741,732	44,191	454	8,116	103,623	63,105	10,758	6,081,778		
November-09	2,184,543	2,508,096	766,552	43,843	454	8,116	103,623	63,105	10,758	5,689,089	Total	\$81,425,360
December-09	2,786,229	2,832,978	649,512	45,776	454	8,116	103,623	63,105	10,758	6,500,553		
January-10	2,984,812	2,633,722	716,532	43,837	454	8,116	103,623	63,105	10,758	8,565,057		
February-10	2,634,964	2,338,927	684,339	33,366	454	8,116	103,623	63,105	10,758	5,857,653		
March-10	2,768,411	2,431,344	688,725	40,655	454	8,116	103,623	63,105	10,758	6,115,190		
April-10	2,314,475	2,507,022	694,068	50,398	454	8,116	103,623	63,105	10,758	5,752,019		
May-10	2,671,702	3,053,479	803,450	61,052	454	8,116	103,623	63,105	10,758	6,775,738		
June-10	3,632,435	3,251,972	783,598	60,610	454	8,116	103,623	63,105	10,758	7,914,671		
Total Revenue	\$36,499,900	\$33,443,668	\$8,674,395	\$574,730	\$5,448	\$97,389	\$1,243,470	\$757,258	\$129,102	\$81,425,360		

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WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

LIGHT DEPARTMENT	F.Y.E.	F.Y.E.	F.Y.E.	F.Y.E.	9 Months	Projected		% of
COST OF SALES	06/30/2005	06/30/2006	06/30/2007	06/30/2008	Ending	F.Y.E.	BUDGET	Budget to
					03/31/2009	06/30/2009	06/30/2010	Projected
Cost of Sale - MEAG Supplemental	(\$1,851,277)	(\$1,909,834)	(\$1,362,902)	(\$1,732,635)	\$989,085	\$1,318,780	(\$936,448)	-71.01%
Cost of Sale - MEAG Project No. 1	29,496,693	32,194,578	32,212,901	33,236,114	24,298,612	32,398,149	37,247,473	114.97%
Cost of Sale - MEAG Project No. 2	4,584,394	5,515,582	5,989,907	6,094,961	4,085,342	5,447,122	6,124,429	112.43%
Cost of Sale - MEAG Project No. 3	6,068,619	6,607,860	7,646,117	6,893,223	5,772,220	7,696,294	9,441,842	122.68%
Cost of Sale - MEAG Project No. 4	7,415,366	7,252,710	7,370,945	7,249,204	5,212,196	6,949,595	8,049,628	115.83%
Cost of Sale - SEPA	4,587,902	4,493,360	5,047,236	6,294,827	5,135,031	6,846,707	5,035,626	73.55%
MEAG -Yr end stimnt & TEA sale marg	(4,276,981)	(3,621,195)	(3,041,240)	(4,542,259)	(1,467,781)	(2,857,041)	(3,575,880)	125.16%
TOTAL COST OF SALES	\$46,024,716	\$50,533,061	\$53,862,962	\$53,493,434	\$44,024,705	\$57,799,607	\$61,386,670	106.21%

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WATER, GAS & LIGHT COMMISSION
LIGHT DEPARTMENT
Power Cost of Sales
2009 - 2010 BUDGET

	Total Electric Revenue	Total Power Costs	Electric Gross Profit	MEAG Budget	SEPA	Total Power Costs	Off-System Sales Margins	Supplemental (Sales) Pur
July-09	\$8,446,943	\$5,842,456	\$2,604,487	\$5,428,776	\$413,680	\$5,842,456	(\$261,352)	\$331,429
August-09	8,394,880	5,986,544	2,408,336	5,559,614	426,930	5,986,544	(174,964)	211,223
September-09	7,331,789	5,292,768	2,039,021	4,883,914	408,854	5,292,768	(282,410)	14,137
October-09	6,081,778	5,098,572	983,206	4,696,177	402,395	5,098,572	(56,713)	294,638
November-09	5,689,089	4,607,580	1,081,509	4,207,516	400,064	4,607,580	(75,228)	16,372
December-09	6,500,553	4,572,566	1,927,987	4,169,694	402,872	4,572,566	(354,574)	(284,933)
January-10	6,565,057	4,788,402	1,776,655	4,357,863	430,539	4,788,402	(263,479)	(446,018)
February-10	5,857,653	4,831,521	1,026,132	4,404,799	426,722	4,831,521	(154,450)	(493,241)
March-10	6,115,190	5,283,726	831,464	4,851,755	431,971	5,283,726	(59,866)	(191,568)
April-10	5,752,019	4,885,378	866,641	4,452,655	432,723	4,885,378	(288,168)	(167,779)
May-10	6,775,738	5,275,712	1,500,026	4,845,283	430,429	5,275,712	(386,952)	(230,657)
June-10	7,914,671	5,921,445	1,993,226	5,492,998	428,447	5,921,445	(217,724)	9,949
	<u>\$81,425,360</u>	<u>\$62,386,670</u>	<u>\$19,038,690</u>	<u>\$57,351,044</u>	<u>\$5,035,626</u>	<u>\$62,386,670</u>	<u>(\$2,575,880)</u>	<u>(\$936,448)</u>

Last Years Budget \$77,336,632 \$58,733,570 \$18,603,062

Last 12 Months Actual (WO YE Settlement) \$76,148,663 \$58,206,380 \$17,942,283

Last 12 months revenue	Actual	Rate Increase	Adjusted Revenue	Current Budget	Difference
July-08	\$7,340,217	5%	\$7,707,228	\$8,446,943	(\$739,715)
August-08	7,617,902	5%	7,998,797	8,394,880	(396,083)
September-08	7,380,306	5%	7,749,321	7,331,789	417,532
October-08	6,116,694	5%	6,422,529	6,081,778	340,750
November-08	5,503,022	5%	5,778,173	5,689,089	89,084
December-08	6,107,403	5%	6,412,773	6,500,553	(87,780)
January-09	6,341,019	5%	6,658,070	6,565,057	93,013
February-09	5,863,851	0%	5,863,851	5,857,653	6,198
March-09	5,826,291	0%	5,826,291	6,115,190	(288,899)
April-08	5,061,294	10%	5,567,423	5,752,019	(184,595)
May-08	5,681,241	10%	6,249,365	6,775,738	(526,373)
June-08	7,309,423	10%	8,040,365	7,914,671	125,694
	<u>\$76,148,663</u>		<u>\$80,274,187</u>	<u>\$81,425,360</u>	<u>(\$1,151,173)</u>

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

LIGHT DEPARTMENT OPERATING EXPENSES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
<u>Salaries and Wages</u>								
Department Supervision	\$66,871	\$71,676	\$64,206	\$64,919	\$34,521	\$46,028	\$46,028	100.00%
Service and Trouble	203,344	328,034	309,197	233,929	208,986	278,648	278,648	100.00%
Meter Shop	96,884	108,649	113,361	90,981	79,887	106,516	106,516	100.00%
Operations	59,767	67,440	17,465	19,658	22,690	30,253	30,253	100.00%
Jury Duty	1,922	2,350	3,590	3,283	2,343	3,125	3,125	100.00%
Bad Weather / Rain	6,261	2,855	1,916	6,298	0	0	0	0.00%
Accident on Duty	3,130	0	289	710	961	1,281	1,281	100.00%
Training / Schools	3,631	4,238	4,570	9,318	7,195	9,593	9,593	100.00%
Conference	671	504	1,878	4,037	6,003	8,003	8,003	100.00%
Holiday	85,663	85,607	93,028	94,301	76,380	101,840	101,840	100.00%
Compensated Absences	141,500	149,095	143,969	173,528	120,986	161,314	161,314	100.00%
Sick Leave	99,014	122,128	88,890	218,048	90,314	120,418	120,418	100.00%
Other	4,289	0	0	1,198	292	390	390	100.00%
Directors / Managers	61,607	59,389	66,107	50,779	27,961	37,281	37,281	100.00%
Primary Lines	379	1,045	3,091	1,667	31,650	42,201	42,201	100.00%
Total salaries and wages	\$834,932	\$1,003,011	\$911,558	\$972,655	\$710,168	\$946,891	\$946,891	100.00%
<u>Other Expenses</u>								
Small Hand Tools	\$16,449	\$41,295	\$62,125	\$9,923	\$31,894	\$42,525	\$42,525	100.00%
Office Supplies and Expense	17,329	15,007	39,807	55,118	48,057	64,077	64,077	100.00%
Uniform Rental and Expense	25,107	21,679	17,584	18,747	12,502	16,669	16,669	100.00%
Computer Equipment Maintenance	6,671	1,479	3,354	310	0	0	0	0.00%
Equipment Rental	3,564	22,221	25,008	24,786	386	515	515	100.00%
Building Repairs and Maintenance	20,431	13,473	9,721	3,535	25,963	34,617	34,617	100.00%
Motor Vehicle Repairs	89,979	86,924	97,565	134,141	133,105	177,473	177,473	100.00%
Motor Vehicle - Fuel	64,869	81,696	125,144	98,583	102,369	136,492	136,492	100.00%
Motor Vehicle - Other	31,900	30,939	23,089	5,853	4,829	6,438	6,438	100.00%
Motorized Equipment Repairs	46,332	35,554	21,919	34,830	33,139	44,185	44,185	100.00%
Motorized Equipment Expenses	6,660	3,452	233,651	28,880	12,093	16,124	16,124	100.00%
System Control	33,036	13,103	11,699	6,819	11,599	15,465	15,465	100.00%
Employee Group Insurance	367,298	422,586	456,926	461,537	424,430	565,906	565,906	100.00%
Company Pension Plan Expense	204,031	205,692	210,487	200,107	176,416	235,222	235,222	100.00%
Payroll Tax Expense	150,552	153,713	163,507	166,873	131,332	175,110	175,110	100.00%
Company LTD Plan	36,224	36,050	15,673	16,888	5,634	7,512	7,512	100.00%
Seminars and Continuing Education	400	12,406	24,803	24,595	5,615	7,487	7,487	100.00%
Legal Fees	19,236	7,500	0	6,539	13,304	17,738	17,738	100.00%
Professional Services Other	8,992	7,098	15,291	125,770	8,174	10,899	10,899	100.00%
Utilities	38,451	38,559	46,634	42,659	48,661	64,882	64,882	100.00%
Communications	31,354	32,676	22,913	32,314	16,051	21,401	21,401	100.00%
Loss on Disposals	0	193,300	1,302	1,336	7,258	0	0	0.00%
Marketing & Distribution - MEAG	176,756	144,172	152,675	191,160	144,054	192,072	192,072	100.00%
Tools and Implements	7,993	22,532	17,128	46,403	44,764	59,685	59,685	100.00%
Total Other Expenses	\$1,403,613	\$1,643,106	\$1,798,005	\$1,737,505	\$1,441,629	\$1,912,495	\$1,912,495	100.00%
Total Operating Expenses less Depreciation	2,238,545	2,646,116	2,709,563	2,710,160	2,151,798	2,859,386	2,859,386	100.00%
Depreciation Expense	1,139,779	1,212,206	1,297,252	1,386,234	1,034,222	1,378,962	1,420,331	103.00%
TOTAL OPERATING EXPENSE	\$3,378,324	\$3,858,322	\$4,006,815	\$4,096,394	\$3,186,019	\$4,238,348	\$4,279,717	100.98%

WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

LIGHT DEPARTMENT MAINTENANCE EXPENSES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
<u>Salaries</u>								
Equipment	\$0	\$1,935	\$3,998	\$14,996	\$21,290	\$28,386	\$28,386	100.00%
Load Control	1,668	0	486	2,362	27,154	36,205	36,205	100.00%
Poles	34,862	2,544	0	0	79,701	106,268	106,268	100.00%
Service Lines	62,461	906	1,533	0	47,179	62,905	62,905	100.00%
Primary Lines	659,801	645,453	825,445	1,004,047	866,138	1,154,851	1,154,851	100.00%
Secondary Lines	171,228	168,335	156,178	70,691	79,750	106,333	106,333	100.00%
Street Lights	114,804	114,895	149,152	110,726	130,766	174,355	174,355	100.00%
Transformers	131,379	166,798	143,293	123,691	1,913	2,551	2,551	100.00%
Total	\$1,176,202	\$1,100,865	\$1,280,087	\$1,326,513	\$1,253,890	\$1,671,854	\$1,671,854	100.00%
<u>Materials and other maintenance</u>								
Meter Expenses	\$18,820	\$2,711	\$22,425	\$18,159	\$16,221	\$21,629	\$21,629	100.00%
Street Repair - Maintenance	402	1,864	2,320	0	0	0	0	0.00%
Maint Station Equip - Materials	3,171	1,381	2,625	130	0	0	0	0.00%
Tools & Implements	1,116	1,418	3,346	13,986	0	0	0	0.00%
Equipment	5,095	13,805	680	0	0	0	0	0.00%
Load Control	43,321	39,407	93,679	44,163	25,608	34,144	34,144	100.00%
Poles	86,321	86,419	73,816	51,229	22,274	29,698	29,698	100.00%
Primary Lines - Overhead	140,905	135,486	72,697	46,359	20,518	27,357	27,357	100.00%
Secondary Lines - Overhead	72,322	60,864	51,986	37,122	28,907	38,542	38,542	100.00%
Service Lines - Overhead	30,792	51,102	45,879	38,752	34,137	45,516	45,516	100.00%
Primary Lines - Underground	718,352	453,833	182,516	83,630	23,025	30,699	30,699	100.00%
Secondary Lines - Underground	2,652	8,481	(1,205)	1,038	1,374	1,832	1,832	100.00%
Service Lines - Underground	19,039	441	2,053	171	95	127	127	100.00%
Transformers	171,547	115,457	158,735	67,949	54,075	72,100	72,100	100.00%
Maint of Street Lights - Materials	136,861	416	144,717	141,456	84,798	113,063	113,063	100.00%
Security Lights - Materials	29,575	34,394	54,933	30,833	26,839	35,786	35,786	100.00%
Miscellaneous Maint - Materials	633	10,606	994	9,373	0	0	0	0.00%
Miscellaneous	468	1,080	3,278	0	0	0	0	0.00%
Total	\$1,481,392	\$1,019,164	\$915,474	\$584,350	\$337,871	\$450,494	\$450,494	100.00%
TOTAL MAINTENANCE EXPENSE	\$2,657,594	\$2,120,029	\$2,195,561	\$1,910,862	\$1,591,761	\$2,122,348	\$2,122,348	100.00%
<u>Salaries and Wages - Light Department</u>								
Operating Expense Salaries & Wages	\$834,932	\$1,003,011	\$911,558	\$972,655	\$710,168	\$946,891	\$946,891	100.00%
Maintenance Expense Salaries & Wages	1,176,202	1,100,865	1,280,087	1,326,513	1,253,890	1,671,854	1,671,854	100.00%
Improvement Salaries & Wages	902,463	1,044,108	686,616	535,944	708,876	945,000	945,000	100.00%
Total Salaries and Wages	\$2,913,596	\$3,147,984	\$2,878,261	\$2,835,111	\$2,672,935	\$3,563,745	\$3,563,745	100.00%

WATER GAS & LIGHT COMMISSION
LIGHT DEPARTMENT
Vehicles, Equipment, Buildings & Other 2009 - 2010

Vehicles

Replace 1990 GMC 2 ton bucket truck #14 - Material Handling (98,941 miles)	\$150,000
Replace 1989 GMC 1 ton bucket truck #44 (58,709 miles)	115,000
	150,000

Total Vehicle	<u>\$415,000</u>
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Equipment

Replace 1995 John Deere backhoe (4,175 hours)	60,000
Air compressor	15,000

Total Equipment	<u>\$75,000</u>
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Total Vehicle & Equipment	<u>\$490,000</u>
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**WATER GAS & LIGHT COMMISSION
LIGHT DEPARTMENT
Improvements 2009 - 2010**

	<u>Labor</u>	<u>Material</u>	<u>Total</u>
Total Improvements	<u>\$945,000</u>	<u>\$1,055,000</u>	<u>\$2,000,000</u>

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**WATER GAS & LIGHT COMMISSION
TELE-COMMUNICATIONS DEPARTMENT
2009 - 2010 BUDGET**

DESCRIPTION	BUDGET 2008 - 2009	BUDGET 2009 - 2010	INCREASE (DECREASE)
Estimated Revenues	<u>\$1,095,492</u>	<u>\$1,253,844</u>	14.45%
Less Estimated Expenses			
Cost of Sales	274,243	354,458	29.25%
Operating & Maintenance Expenses	691,763	731,338	5.72%
G & A Expenses	258,068	258,067	0.00%
Depreciation Tel-Com Department	<u>303,254</u>	<u>354,762</u>	16.99%
 Total Expenses	 <u>1,527,328</u>	 <u>1,698,625</u>	 11.22%
 NET INCOME	 (431,836)	 (444,781)	 3.00%
 Add back depreciation	 <u>303,254</u>	 <u>354,762</u>	 16.99%
 Cash available for capital expenditures	 (128,582)	 (90,019)	 -29.99%
 Subtract Vehicles & Equipment	 118,606	 150,000	 26.47%
Subtract Improvements	<u>327,000</u>	<u>327,000</u>	0.00%
 Funds available to transfer to reserves	 <u>(\$574,188)</u>	 <u>(\$567,019)</u>	 -1.25%

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WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

TELE-COM DEPARTMENT INCOME	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Non-reoccurring	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Reoccurring	<u>1,389,295</u>	<u>1,561,980</u>	<u>942,789</u>	<u>823,110</u>	<u>997,480</u>	<u>1,253,844</u>	<u>125.70%</u>
TOTAL INCOME	<u>\$1,389,295</u>	<u>\$1,561,980</u>	<u>\$942,789</u>	<u>\$823,110</u>	<u>\$997,480</u>	<u>\$1,253,844</u>	<u>125.70%</u>

<u>Customer</u>	<u>Monthly</u>	<u>Annually</u>
DCSS	\$31,376	\$376,512
Other Customers	51,283	615,396
Internal	11,828	141,936
Growth	<u>10,000</u>	<u>120,000</u>
Total	<u>\$104,487</u>	<u>\$1,253,844</u>

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

TELE-COM DEPARTMENT COST OF SALES	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Cost of Sales	<u>\$137,532</u>	<u>\$247,294</u>	<u>\$252,468</u>	<u>\$265,844</u>	<u>\$354,458</u>	<u>\$354,458</u>	<u>100.00%</u>
TOTAL COST OF SALES	<u><u>\$137,532</u></u>	<u><u>\$247,294</u></u>	<u><u>\$252,468</u></u>	<u><u>\$265,844</u></u>	<u><u>\$354,458</u></u>	<u><u>\$354,458</u></u>	<u><u>100.00%</u></u>

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WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

TELE-COM DEPARTMENT OPERATING EXPENSES	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
Salaries and Wages							
Department Supervision	\$56,536	\$56,780	\$64,771	\$50,404	\$67,205	\$67,205	100.00%
Accident on Duty	0	0	0	0	0	0	0.00%
Training/Schools	(2,454)	0	0	1,508	2,011	2,011	100.00%
Holiday	15,192	14,424	14,193	14,672	19,563	19,563	100.00%
Compensated Absences	27,500	24,650	24,828	14,042	18,723	18,723	100.00%
Telecommunications	245,248	214,754	217,158	200,048	266,731	266,731	100.00%
Sick Leave	7,500	15,755	12,374	10,137	13,516	13,516	100.00%
Directors / Managers	66,355	68,425	70,200	49,933	66,578	66,578	100.00%
Total salaries and wages	\$415,876	\$394,790	\$403,524	\$340,744	\$454,326	\$454,326	100.00%
Other Expenses							
Small Hand Tools	\$1,346	\$879	\$280	\$1,834	\$2,446	\$2,446	100.00%
Uniform Rental and Expense	1,690	1,542	1,228	1,572	2,096	2,096	100.00%
Pole Attachment Fee	4,944	4,944	4,944	0	4,944	4,944	100.00%
Computer Equipment Maintenance	2,063	0	0	1,200	1,600	1,600	100.00%
Motor Vehicle Repairs	3,414	5,966	20,415	6,012	8,015	8,015	100.00%
Motor Vehicle - Fuel	2,693	12,049	28,824	14,552	19,403	19,403	100.00%
Motor Vehicle - Other	1,809	353	7,924	1,182	1,577	1,577	100.00%
Motorized Equipment Expense	6,965	3,528	633	2,077	2,770	2,770	100.00%
Operational Supplies	2,485	711	4,400	1,726	2,302	2,302	100.00%
Buildings	0	1,694	6,472	0	0	0	0.00%
Tools and Implements	0	1,279	2,065	0	0	0	0.00%
Equipment	417	3,903	0	0	0	0	0.00%
Fiber Optic	6,100	1,156	7,183	10,620	14,160	14,160	100.00%
Miscellaneous Maint - Materials	1,299	0	0	11,486	15,315	15,315	100.00%
Freight	683	505	725	340	454	454	100.00%
G&A Management & Admin Fee	120,000	120,000	120,000	90,000	120,000	120,000	100.00%
Employee Group Insurance	58,542	60,920	74,148	57,546	76,727	76,727	100.00%
Injuries and Damages	514	300	1,101	608	811	811	100.00%
Company Pension Plan	41,480	34,255	35,530	29,870	39,826	39,826	100.00%
Payroll Taxes	30,737	29,927	27,999	24,251	32,335	32,335	100.00%
Company LTD Plan	3,593	991	1,242	525	700	700	100.00%
Office Supplies	7,211	13,502	6,171	5,039	6,718	6,718	100.00%
Other Professional Service	1,271	3,136	3,304	4,706	6,274	6,274	100.00%
G&A Interest expense	189,825	189,683	211,863	190,944	254,592	138,067	54.23%
Utilities	3,307	6,110	7,761	5,360	7,147	7,147	100.00%
Communications	35,684	76,143	40,744	19,606	26,141	26,141	100.00%
Building Repair & Maintenance	3,855	6,226	7,374	2,616	3,488	3,488	100.00%
Total Other Expenses	\$531,927	\$579,703	\$622,329	\$483,673	\$649,841	\$533,316	82.07%
Total Operating Expenses less Depreciation	947,803	974,492	1,025,854	824,417	1,104,167	987,642	89.45%
Depreciation Expense	214,034	284,967	309,920	258,322	344,429	354,762	103.00%
TOTAL OPERATING EXPENSE	\$1,161,837	\$1,259,459	\$1,335,773	\$1,082,739	\$1,448,596	\$1,342,404	92.67%

**WATER GAS & LIGHT COMMISSION
TELE-COMMUNICATIONS DEPARTMENT
Vehicles, Equipment, Buildings & Other 2009 - 2010**

Vehicle & Equipment

2 - Lucent DMX Metro High Cap Shelf for new Transport Building	\$112,000
1-Marelli Generator Set with 200 amp Transfer Switch for new Precast Old Castle building at the new site locations	38,000
Total Vehicle & Equipment	<u>\$150,000</u>

Improvements 2009 - 2010

	<u>Labor</u>	<u>Material</u>	<u>Total</u>
Total Improvements	<u>\$81,750</u>	<u>\$245,250</u>	<u>\$327,000</u>

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**WATER GAS & LIGHT COMMISSION
GENERAL & ADMINISTRATIVE DEPARTMENT
2009 - 2010 BUDGET**

DESCRIPTION	BUDGET 2008 - 2009	BUDGET 2009 - 2010	INCREASE (DECREASE)
Estimated Revenues	<u>\$3,523,204</u>	<u>\$3,628,037</u>	2.98%
Less Estimated Expenses			
Cost of Sales	0	0	0.00%
Operating Expenses	12,650,565	12,976,406	2.58%
Depreciation G & A	<u>1,724,514</u>	<u>1,312,079</u>	-23.92%
Total Expenses	<u>14,375,079</u>	<u>14,288,485</u>	-0.60%
NET INCOME	(10,851,875)	(10,660,449)	-1.76%
Transfer to City of Albany	0	0	0.00%
Transfer to other agencies	0	0	0.00%
Total transfers	<u>0</u>	<u>0</u>	0.00%
Net income after transfer	(10,851,875)	(10,660,449)	-1.76%
Add back depreciation	<u>1,724,514</u>	<u>1,312,079</u>	-23.92%
Net G & A Expenses	<u>(9,127,361)</u>	<u>(9,348,369)</u>	2.42%
Water Department Portion (25%)	(2,281,840)	(2,337,092)	2.42%
Gas Department Portion (20%)	(1,825,472)	(1,869,674)	2.42%
Light Department Portion (55%)	<u>(5,020,049)</u>	<u>(5,141,603)</u>	2.42%
	(9,127,361)	(9,348,369)	2.42%
Subtract Vehicles & Equipment G & A	<u>726,731</u>	<u>786,451</u>	8.22%
Subtract Cleanup for Manufactured Gas Plant	<u>500,000</u>	<u>500,000</u>	
Total G & A transferred to departments	<u>(\$10,354,092)</u>	<u>(\$10,634,820)</u>	2.71%

WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

G & A DEPARTMENT INCOME	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 08/30/2010	% of Budget to Projected
Miscellaneous Sales	\$5,516	\$7,538	\$4,232	\$2,707	\$3,803	\$5,071	\$5,071	100.00%
Miscellaneous Income	328,537	281,917	1,523,011	214,783	149,034	198,713	198,713	100.00%
Tele-Com Management & Admin Inc	120,000	120,000	120,000	120,000	90,000	120,000	120,000	100.00%
Maintenance shop income	0	46,171	231,341	235,796	161,417	215,223	236,745	110.00%
Misc. Income - Sales Tax Vendor	23,673	25,040	17,891	25,389	20,676	27,568	27,568	100.00%
Gain (loss) Sale of Fixed Assets	1,500	233	0	0	0	0	0	0.00%
Pulled Meter Charge	3,710	10,275	9,500	9,075	7,180	9,573	9,573	100.00%
Late Fees	614,211	614,040	635,998	681,041	530,558	707,411	707,411	100.00%
Bad Check Charge	97,500	108,000	94,575	111,675	99,275	132,367	132,367	100.00%
New Customer Charge	269,424	282,474	314,763	285,368	208,199	277,599	277,599	100.00%
Cut - off Work Orders / Penalty	1,061,633	1,101,888	1,124,415	1,220,382	1,015,632	1,354,177	1,354,177	100.00%
Meter Test	60	95	120	140	220	293	293	100.00%
Relocate Meter Fee	14,972	8,947	1,620	16,898	3,075	4,100	4,100	100.00%
Upgrade Meter Fee	16,079	24,759	7,600	11,817	3,035	4,047	4,047	100.00%
Underground Service Fee	492,137	20,700	15,050	11,550	33,375	44,499	44,499	100.00%
Deposit & Small Balance Forfeitures	8	(109)	(550)	(396)	(480)	(641)	(641)	100.00%
Interest Income - Customer Deposits	7,682	66,867	14,616	16,165	8,989	11,986	11,986	100.00%
Interest Income - General Fund	177,016	189,825	255,143	242,852	207,375	276,500	276,500	100.00%
Interest Income - Water Bonds	19,825	172	260	31	0	0	0	0.00%
Cash over (short)	(3,720)	(4,222)	(3,054)	3,389	(1,216)	(1,621)	(\$1,621)	100.00%
Miscellaneous Income	4,111	21,857	15,644	17,851	27,486	38,649	38,649	100.00%
Total G & A Income	3,253,874	2,926,467	4,382,175	3,206,511	2,567,635	3,423,513	3,445,035	100.63%
Interest Income from MEAG	13,077	16,305	21,149	38,034	12,296	16,395	16,395	100.00%
Interest Income from Reserves	112,761	210,278	222,324	223,561	124,955	166,606	166,606	100.00%
Grand Total G & A Income	3,379,713	3,153,050	4,625,648	3,468,107	2,704,886	3,608,514	3,628,037	100.60%
Grand Total G & A Expenses	11,465,400	12,226,773	12,697,772	12,652,467	9,631,997	12,842,662	12,976,406	101.04%
Net G & A Expenses	8,085,687	9,073,722	8,072,125	9,184,361	6,927,111	9,238,148	9,348,369	101.22%
Water Department Portion (25%)	2,021,422	2,268,431	2,018,031	2,296,090	1,731,778	2,309,037	2,337,092	101.22%
Gas Department Portion (20%)	1,617,137	1,814,744	1,614,425	1,836,872	1,385,422	1,847,230	1,869,674	101.22%
Light Department Portion (55%)	4,447,128	4,990,547	4,439,669	5,051,398	3,809,911	5,079,881	5,141,603	101.22%
Net G & A Expenses	\$8,085,687	\$9,073,722	\$8,072,125	\$9,184,361	\$6,927,111	\$9,236,148	\$9,348,369	101.22%

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WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET

G & A DEPARTMENT OPERATING EXPENSES	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
<u>Salaries and Wages</u>								
General Managers Office	\$319,562	\$346,927	\$384,259	\$399,497	\$306,423	\$408,565	\$408,565	100.00%
Energy Control	371,866	364,923	380,890	400,181	291,905	389,207	389,207	100.00%
Director of Fiscal Affairs	129,702	136,103	138,935	147,126	110,357	147,142	147,142	100.00%
Accounting	245,097	259,861	269,281	260,666	192,845	257,126	257,126	100.00%
Engineering	501,938	553,332	600,518	574,253	431,807	575,742	575,742	100.00%
Safety Loss Control	27,613	25,088	22,535	104,930	108,921	145,228	145,228	100.00%
Administrative	100,140	105,310	140,609	168,855	127,494	169,992	169,992	100.00%
Tellers	232,171	250,882	268,045	283,763	206,590	275,453	275,453	100.00%
Special Services	199,390	240,339	230,975	250,853	223,388	297,851	297,851	100.00%
Service Technicians	697,633	748,462	731,105	779,317	584,670	779,560	779,560	100.00%
Customer Service	303,151	255,561	266,855	283,657	186,037	248,050	248,050	100.00%
Mailroom	19,864	16,294	15,782	16,066	11,532	15,377	15,377	100.00%
Audit Control	146,981	153,778	145,137	146,004	119,193	158,924	158,924	100.00%
Meter Readers	307,269	314,416	272,696	251,089	189,514	252,686	252,686	100.00%
Data Processing	336,362	307,619	302,998	350,311	178,307	237,742	237,742	100.00%
Purchasing	325,976	350,556	368,230	384,315	288,777	385,035	385,035	100.00%
Investigations	109,267	115,951	120,390	126,698	95,193	126,924	126,924	100.00%
Collections	86,434	91,432	80,044	88,151	66,280	88,373	88,373	100.00%
Maintenance	326,532	446,054	558,648	604,199	366,017	488,023	488,023	100.00%
Total Salaries and Wages	\$4,786,947	\$5,082,888	\$5,297,933	\$5,619,931	\$4,085,250	\$5,447,000	\$5,447,000	100.00%

**WATER GAS & LIGHT COMMISSION
2009 - 2010 BUDGET**

G & A DEPARTMENT OPERATING EXPENSES (Continued)	F.Y.E. 06/30/2005	F.Y.E. 06/30/2006	F.Y.E. 06/30/2007	F.Y.E. 06/30/2008	9 Months Ending 03/31/2009	Projected F.Y.E. 06/30/2009	BUDGET 06/30/2010	% of Budget to Projected
<u>Other expenses</u>								
Small Hand Tools	\$15,114	\$10,841	\$11,779	\$8,818	7,132	\$9,509	\$9,509	100.00%
Uniform Rental	23,948	25,958	27,104	25,362	22,126	29,502	29,502	100.00%
Computer Equipment Maintenance	253,668	162,602	150,013	298,853	314,659	419,546	419,546	100.00%
Computer Equipment Supplies	8,605	9,277	2,251	11,575	3,467	4,622	4,622	100.00%
Equipment Rental	61,545	3,162	3,024	19,848	4,728	6,304	6,304	100.00%
Motor Vehicle Repairs	23,358	41,878	76,044	39,331	53,856	71,808	71,808	100.00%
Motor Vehicle - Fuel	63,755	76,614	62,475	66,037	50,030	66,707	66,707	100.00%
Motor Vehicle - Other	45,595	49,327	138,249	176,486	131,911	175,882	175,882	100.00%
Motorized Equipment Repairs	22,785	3,605	29,791	6,415	13,364	17,819	17,819	100.00%
Motorized Equipment Expense	7,152	18,758	35,581	43,207	21,963	29,284	29,284	100.00%
Contract Labor	-	800	0	0	0	0	0	0.00%
Meter Expense	49,308	183,516	257,886	107,459	172,591	230,121	230,121	100.00%
Misc. Maintenance - Materials	2,718	4,718	9,434	22,864	15,995	21,326	21,326	100.00%
Employee Group Insurance	842,672	1,133,078	1,146,768	1,191,198	720,879	961,172	961,172	100.00%
Property, Liability & WC Insurance	1,617,204	1,527,631	1,423,096	1,342,752	900,895	1,201,193	1,201,193	100.00%
Injuries and Damages	11,508	2,641	3,486	186	(6,259)	(8,345)	(8,345)	100.00%
Company Pension Plan Expense	483,174	438,354	448,036	478,320	347,885	463,846	463,846	100.00%
Payroll Tax Expense	340,009	353,807	375,720	390,893	286,549	382,066	382,066	100.00%
Company LTD Plan Expense	78,337	50,244	15,276	16,109	6,648	8,864	8,864	100.00%
Office Supplies and Expense	147,257	139,371	123,022	122,143	105,256	140,342	140,342	100.00%
Data Processing Supplies	600	13,549	1,057	7,476	5,778	7,704	7,704	100.00%
Postage	169,389	146,858	166,584	164,041	126,742	168,990	168,990	100.00%
Custodial Supplies	30,860	35,165	60,137	55,334	14,251	19,001	19,001	100.00%
Office Machines Maintenance & Expense	8,016	24,199	16,807	25,724	17,853	23,804	23,804	100.00%
Seminars and Continuing Education	5,277	27,532	21,347	8,284	10,853	14,470	14,470	100.00%
Legal and Accounting Fees	86,534	46,445	148,803	81,371	11,841	15,787	15,787	100.00%
Other Professional Services	308,488	384,581	238,425	135,806	236,386	315,181	315,181	100.00%
Bad Debt Expense	514,187	586,199	669,458	611,720	608,096	808,128	808,128	100.00%
Collection Expense	86,692	92,489	113,348	132,263	100,954	134,605	134,605	100.00%
Interest Expense	392,209	530,655	529,063	361,907	248,365	331,153	331,153	100.00%
Remote Collection Expense	30,988	59,920	109,534	84,089	93,841	125,121	125,121	100.00%
Pest Control Expense	4,698	3,628	3,990	3,990	4,038	5,384	5,384	100.00%
Utilities Expense	80,932	82,703	106,170	126,543	99,313	132,417	132,417	100.00%
Communications	55,109	102,241	124,073	149,610	112,321	149,761	149,761	100.00%
Building Repairs and Maintenance	64,270	72,405	78,077	30,023	31,399	41,866	41,866	100.00%
Miscellaneous Expense	72,139	169,028	170,488	104,281	58,197	77,596	77,596	100.00%
Accts Pay Finance Service Charge	1,489	884	894	504	5,344	7,126	7,126	100.00%
DCFCS Reimbursement	20,780	12,188	0	0	0	0	0	0.00%
Misc. Exp Gen Construction Fund	0	0	0	0	0	0	0	0.00%
Misc. Exp Emergency Reserve Fund	0	0	0	0	0	0	0	0.00%
Misc. Exp Sys Imp / Ren Fund	0	0	(35)	0	0	0	0	0.00%
Misc. Exp Working Capital Fund	60	120	65	0	0	0	0	0.00%
MEAG & GPW Telecom	608,470	498,105	483,840	548,051	574,692	766,256	900,000	117.45%
Dues and Subscriptions	19,087	20,809	20,880	33,887	11,809	15,746	15,746	100.00%
Equipment & Supplies - Investigations	22,487	0	0	0	3,000	4,000	4,000	0.00%
Total Other Expenses	6,678,452	7,143,885	7,399,840	7,032,537	5,546,746	7,395,662	7,529,406	101.81%
Total Operating Expense less Depreciation	11,465,400	12,228,773	12,697,772	12,652,467	9,831,997	12,842,662	12,976,406	101.04%
Depreciation Expense	1,158,092	1,328,156	1,300,349	1,274,779	955,397	1,273,863	1,312,079	103.00%
Total Operating Expense	\$12,623,492	\$13,556,929	\$13,998,122	\$13,927,247	\$10,587,394	\$14,116,525	\$14,288,485	101.22%

**WATER GAS & LIGHT COMMISSION
G & A DEPARTMENT
Asset Additions 2009 - 2010**

Administrative Services:

Replace truck # 184 with 136,000 miles	\$15,000	
Replace truck # 187 with 117,000 miles	15,000	
Replace truck # 193 with 114,088 miles	15,000	
Toshiba Voice Mail system in a 2U MAS	12,321	
ACS/SCADA System, hardware & software(have not upgraded since 1990)	72,770	<u>\$130,091</u>

Teller Department

Replace the "open and closed" signs at the drive thru window (unreadable to customers)	\$5,000	<u>\$5,000</u>
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Special Services Department

1 - Ford Explorer for Sr. Field Customer Service Tech (replaces Van #352)	\$20,000	<u>\$20,000</u>
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Investigations Department

2009 Chevrolet Impala Police 4 dr Sdn 9C3 unmarked Police Package Vehicle	\$19,000	<u>\$19,000</u>
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MIS

Ventyx time & materials estimate for migrating Utility Billing to verison 4.x	\$380,000	
Cisco 3825 router	6,800	
50KVA UPS System	69,900	
Replace 2 MIS Laptop computer @ 2,600.00 ea.	5,200	
Replace 30 older Desk Top PC's @ 1,682.00 ea.	50,460	<u>\$512,360</u>

Maintenance

Equipment and Material		<u>\$100,000</u>
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Grand Total General & Administrative Asset Additions

		<u><u>\$786,451</u></u>
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Water Department Portion (25%)	196,613	
Gas Department Portion (20%)	157,290	
Light Department Portion (55%)	432,548	<u></u>



City of Albany

Appendix

Annual Budget FY 2010

CITY OF ALBANY
ANNUAL BUDGET - 2009/2010
GLOSSARY OF TERMS USED IN THIS BUDGET

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.

APD – Albany Police Department

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.

APPROPRIATION ORDINANCE – The formal budgetary document enacted by the legislative body, which contains all approved appropriations for the fiscal year.

ASSESSED VALUATION – A valuation set upon real estate or other property by a government as a basis for levying taxes.

BALANCED BUDGET – A budget in which the estimated current expenditures are equal to or less than the estimated current revenues.

BASE BUDGET – The base budget consists of personal services only. Price and quantity changes are reflected in the base budget but only to the extent that they are in support of personal services. Program and/or capital improvements are not included in the base budget.

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.

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

BONDED DEBT – That portion of indebtedness represented by outstanding bonds.

BUDGET – A service plan for a given period embodying estimated expenditures for providing services and the proposed means of financing them. A balanced budget limits expenditures to available resources.

BUDGET ADJUSTMENT – A revision to the adopted budget that occurs during the affected fiscal year as approved by the Board of Commissioners via an amendment or a transfer.

BUDGET CALENDAR – The schedule of key dates that a government follows in the preparation and adoption of its budget.

BUDGET MESSAGE – A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body.

BUDGETARY BASIS – This refers to the basis of budgeting used to estimate financing sources and uses in the budget.

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.

CAD 911 – Computer Aided Dispatch 911-call handling.

CAFR – Comprehensive Annual Financial Report

CAPITAL IMPROVEMENTS/ASSETS– Construction, renovation, physical improvement projects, vehicles or tangible items such as tools, desks, machinery and equipment costing more than \$5000 each and having a use-life of more than one year.

CDBG – Community Development Block Grant

CIP – Capital Improvement Program

COLA – Cost of Living Adjustment

COMBINED SEWER OVERFLOW PROJECT (CSO) – A \$38 million project mandated by the state and federal governments requiring Albany to separate its storm drainage and sanitary sewer systems.

COMPLEXITY OF WORK PROCESS/ACTIVITIES – Measures of levels of difficulty associated with work process or activities.

CONTINGENCY – Those funds included in the base budget for the purpose of providing a means to cover minor unexpected costs during the budget year.

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. **A 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 amount of debt that a municipality is permitted by law to incur – also known as “Debt Ceiling.”

DEBT SERVICE – Payment of principal and interest to lenders or creditors on outstanding debt.

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 to perform 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 enterprises . . . 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.

ENTITLEMENT – The amount of payment to which a state or local government is entitled as determined by the federal government.

EQUITY AND AVAILABILITY OF SERVICE TO USERS – Measures referring to fair or equitable distribution of service in different locations or populations.

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.

EXTERNAL CUSTOMER SATISFACTION – measures of quality from external sources.

FINANCIAL INDICATORS – Comparison of planned vs. actual expenditures, cost, obligations, receipts, allocations or losses.

FISCAL YEAR –The twelve month period to which the annual operating budget applies and at the end of which the city government determines its financial position and the results of its operations.

In Albany, the fiscal year runs from July 1 to June 30 of the following year.

FIXED ASSETS – Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

FUND – Governmental accounting systems are organized and operated on a fund basis. 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 within 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 – This is the unencumbered balances of appropriation from the prior fiscal year.

GASB – Governmental Accounting Standards Board.

GENERAL FUND – The General Fund provides general-purpose governmental services such as Police, Fire, and Street Maintenance. 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.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) – The accounting rules and procedures adopted by the accounting profession to facilitate uniformity in preparing financial statements.

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 an Enterprise Fund is contributed to another non-

enterprise fund, such as the General Fund, the amount transferred constitutes general revenue to the government.

GFOA – Georgia Finance Officers Association.

GIRMA – Georgia Interlocal Risk Management Agency.

GMA – Georgia Municipal Association.

GOALS – A longer-term broader statement of intent.

GOHS – Governor’s Office of Highway Safety

INTERNAL MEASURES OF QUALITY OF PRODUCT SERVICES – Measures of quality from internal sources.

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.

JOB FAMILY – Occupational categories that group together positions that have certain common characteristics. Treatment of groups of jobs in this manner provides a more concise and accurate method of evaluating individual jobs.

LEVY – To impose taxes, special assessments of service charges for the support of governmental activities.

LONG-TERM DEBT – Debt with a maturity of more than one year after the date of issuance.

MSA – Metropolitan Statistical Area

MISSION – The reason or purpose for the organizational unit’s existence.

MODIFIED ACCRUAL ACCOUNTING – Basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due..

NET INCOME – Proprietary fund in excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating expenses and operating transfers-out.

OBJECTIVES – The specified end result expected and can include the time at which it will be achieved.

OMB – Office of Management and Budget.

OPERATING EXPENSES – Proprietary fund expenses that are directly related to the fund's primary service activities.

OPERATING INCOME – The excess of proprietary fund operating revenues over operating expenses.

OPERATING RATIOS – Efficiency measures such as cost per unit, productivity measures and ratios of direct to indirect cost.

OPERATING REVENUES – Proprietary fund revenues that are directly related to the fund's primary service activities. They consist primarily of user charges for services.

OUTCOMES OF PRODUCT OR SERVICE – Direct results achieved through the provision of goods and services by the City.

OUTPUTS OR FINAL PRODUCTS – Products or services produced, distributed or provided to clients.

PENSION TRUST FUND – The trust fund used to account for public employee retirement systems. Pension trust funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

PERFORMANCE INDICATORS – A particular value or characteristic used to measure efficiency or effectiveness.

PERFORMANCE MEASUREMENT – The regular collection and reporting of a range of data useful in the management and operation of programs.

PROGRAM BUDGET – A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class.

REVENUES – The income attributable to a designated fiscal accounting period that will affect the balance (surplus) or deficit resulting from the operations of that period.

SAIP – Self-Administered Insurance Program

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.

SPLOST IV – Special Local Option Sales Tax, the fourth implementation of a one percent sales tax for special projects to help build and maintain the City's infrastructure.

TAX DIGEST – The total assessed value of all real estate property, motor vehicles, mobile homes, timber and heavy-duty equipment in the city of Albany, Georgia.

TAX LEVY ORDINANCE – An ordinance by means of which taxes are levied.

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 – 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.

WG&L – Water, Gas and Light

WORK/ACTIVITY LEVEL – Work measure that assesses intermediate steps in producing outputs.

WORKLOAD – The amount of work compared to capability.