



General Government

Revenue
Administration
Building and Planning
Finance
Police
Municipal Court
Fire
Streets
Information Technology
Fleet Services
Non-Departmental
Debt Service
Other Financing Uses



Revenue

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
0010 General Fund					
00 Revenue					
Property Taxes					
311 . 001 Property Taxes - Real	\$2,050,588	\$2,148,712	\$2,195,010	\$2,330,000	\$2,500,000
311 . 003 Property Taxes - Vehicles	298,816	297,232	323,450	310,000	320,540
311 . 005 Prop Tax-Penalties & Cost	26,167	30,921	22,000	25,000	25,000
Total Property Taxes	<u>\$2,375,571</u>	<u>\$2,476,865</u>	<u>\$2,540,460</u>	<u>\$2,665,000</u>	<u>\$2,845,540</u>
Licenses And Permits					
321 . 001 Business Licenses	\$1,654,343	\$1,898,897	\$1,650,000	\$1,700,000	\$1,882,400
321 . 002 Business Lic - Penalties	18,985	17,842	20,000	15,000	20,000
322 . 001 Cable TV Franchise	45,677	48,343	44,000	48,000	48,000
322 . 002 S.C. Electric & Gas Co.	71,872	70,416	60,000	70,000	70,000
322 . 003 Tele Communications	500	218	1,000	500	500
323 . 001 Electrical Permits	2,253	2,705	2,500	2,500	5,000
323 . 002 Plumbing Permits	1,446	2,380	2,000	2,000	3,000
323 . 003 Gas Permits	276	640	350	600	500
323 . 004 Building Permits	39,353	23,874	30,000	50,200	60,000
323 . 005 Yard Sale Permits	126	77	100	100	100
323 . 006 Mobile Home Permits	275	85	100	100	200
323 . 007 Demolition & Clearance	8,480	3,540	5,000	6,835	10,000
323 . 008 Mechanical Permits	1,313	1,051	500	1,652	1,000
323 . 011 Plumbing Certifications	-	5	-	10	-
323 . 012 Electric Certifications	20	35	20	50	20
323 . 013 Burning Permit	100	-	100	100	100
323 . 014 Construct Parking Permit	560	750	300	100	200
341 . 001 Public Hearing Fees	1,565	2,310	-	3,000	2,500
364 . 000 Housing Authority FILOT	24,203	30,814	25,000	31,294	30,000
Total Licenses And Permits	<u>\$1,871,347</u>	<u>\$2,103,982</u>	<u>\$1,840,970</u>	<u>\$1,932,041</u>	<u>\$2,133,520</u>
Impact Fees					
324 . 008 Fire Impact Fee	\$28,573	\$14,095	\$15,000	\$50,000	\$75,000
Total Impact Fees	<u>\$28,573</u>	<u>\$14,095</u>	<u>\$15,000</u>	<u>\$50,000</u>	<u>\$75,000</u>
Fines And Forfeitures					
351 . 001 Police Fines	\$229,590	\$266,229	\$230,000	\$260,000	\$250,000
351 . 003 Parking Fines	6,097	4,575	3,500	4,500	4,000
351 . 005 Safe Street Fee	12,879	1,746	2,000	1,500	1,000
351 . 008 Victim's Asst. Fees-(%)	27,253	31,069	27,000	30,000	30,000
351 . 009 Victim's Asst. Flat Fees	12,070	13,155	11,000	12,000	13,000



Revenue (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
Total Fines And Forfeitures	\$287,889	\$316,774	\$273,500	\$308,000	\$298,000
Charges For Services					
344 . 004 IT Service Fees	\$-	\$-	\$-	\$-	\$51,510
Total Charges For Services	\$-	\$-	\$-	\$-	\$51,510
State Shared					
311 . 004 Inventory Tax	\$132,978	\$132,978	\$132,978	\$132,978	\$132,978
311 . 006 Homestead Exemption Tax	124,218	124,769	125,000	126,441	125,000
311 . 007 Manufacturer's Tax Reduce	2,973	7,844	-	14,308	-
311 . 008 Motor Carrier FILOT	6,250	5,660	7,000	7,000	7,000
335 . 001 Local Government Fund	232,686	242,351	244,540	244,000	263,000
351 . 007 Sunday Liquor Sales	6,300	9,100	5,000	2,000	2,000
Total State Shared	\$505,405	\$522,702	\$514,518	\$526,727	\$529,978
Local Grants					
332 . 008 Other Local Grants	\$33,216	\$49,824	\$100,112	\$55,765	\$54,177
Total Local Grants	\$33,216	\$49,824	\$100,112	\$55,765	\$54,177
State Grants					
332 . 000 State Grants	\$-	\$10,433	\$-	\$4,015	\$12,000
Total State Grants	\$-	\$10,433	\$-	\$4,015	\$12,000
Federal Grants					
331 . 000 Federal Grants	\$101,088	\$57,641	\$587,327	\$106,996	\$1,054,976
335 . 004 Fema Recovery	-	57,472	-	-	-
335 . 008 MASC-Ins Tax Collection	-	2,552	-	-	-
Total Federal Grants	\$101,088	\$117,665	\$587,327	\$106,996	\$1,054,976
Investment Earnings					
361 . 001 Investment Earnings	\$29,982	\$35,752	\$20,000	\$58,000	\$30,000
361 . 002 Invest Earnings-Restrict	792	680	-	600	600
Total Investment Earnings	\$30,774	\$36,432	\$20,000	\$58,600	\$30,600
Miscellaneous					
362 . 000 Rents And Royalties	\$28,196	\$30,317	\$30,000	\$30,000	\$30,000
367 . 001 Operating Contributions	350	(2,461)	-	11,859	25,000
368 . 000 Work Comp Reimbursement	5,858	1,750	1,000	1,500	1,500
369 . 000 Cash Over & Short	(680)	(287)	-	-	-
369 . 002 Miscellaneous Revenue	33,484	51,241	25,000	30,000	30,000
369 . 003 Insurance Proceeds	-	-	-	849,863	-
Total Miscellaneous	\$67,208	\$80,560	\$56,000	\$923,222	\$86,500



Revenue (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
Capital Contributions					
367 . 004 Donations-Winyah Aud	\$-	\$5,100	\$-	\$-	\$-
394 . 005 From Electric Retaind Ern	-	-	-	-	-
Total Capital Contributions	\$-	\$5,100	\$-	\$-	\$-
Operating Transfers In					
392 . 001 From Electric Fund	\$1,425,000	\$1,564,500	\$1,697,795	\$1,697,795	\$1,697,795
392 . 002 From Water Fund	192,000	192,000	192,000	192,000	192,000
392 . 003 From Accom Tax Fund	27,561	26,958	27,750	27,700	27,750
392 . 005 From Wastewater Fund	150,000	150,000	150,000	150,000	150,000
392 . 009 From Hospitality Fund	45,000	55,000	55,000	55,000	55,000
392 . 013 Non-Recurring Transfers	-	-	359,480	359,480	61,000
Total Operating Transfers In	\$1,839,561	\$1,988,458	\$2,482,025	\$2,481,975	\$2,183,545
Lease Purchase Proceeds					
393 . 002 Lease Purchase Proceeds	\$239,000	\$-	\$325,775	\$321,520	\$116,000
Total Lease Purchase Proceeds	\$239,000	\$-	\$325,775	\$321,520	\$116,000
Sale Of Assets					
391 . 001 Sale Of Assets	\$14,832	\$2,924	\$20,000	\$28,595	\$20,000
Total Sale Of Assets	\$14,832	\$2,924	\$20,000	\$28,595	\$20,000
Total Revenue	\$7,394,464	\$7,725,814	\$8,775,687	\$9,462,456	\$9,491,346



Administration

City Administrator

Policy Direction
 Capital Needs
 Personnel Activities
 Financial Condition
 Public Relations

Human Resources

Employee and Retiree Benefits
 Wage and Salary Administration
 Employment Law Compliance
 Employee Relations
 Reference Checking
 New-Hire Testing and Orientation
 Correspondence

City Judges

Render Judicial Decision
 Administer Law

City Clerk

City Council Agendas
 City Council Minutes
 Contracts
 Ordinances
 Resolutions
 Records

Risk Management

Risk Protection
 Loss Control
 Safety Programs
 Management of Insurance
 Property Claims/Liability
 Worker's Compensation

City Council

Enact Ordinances
 Enact Resolutions
 Review and Adopt Budget

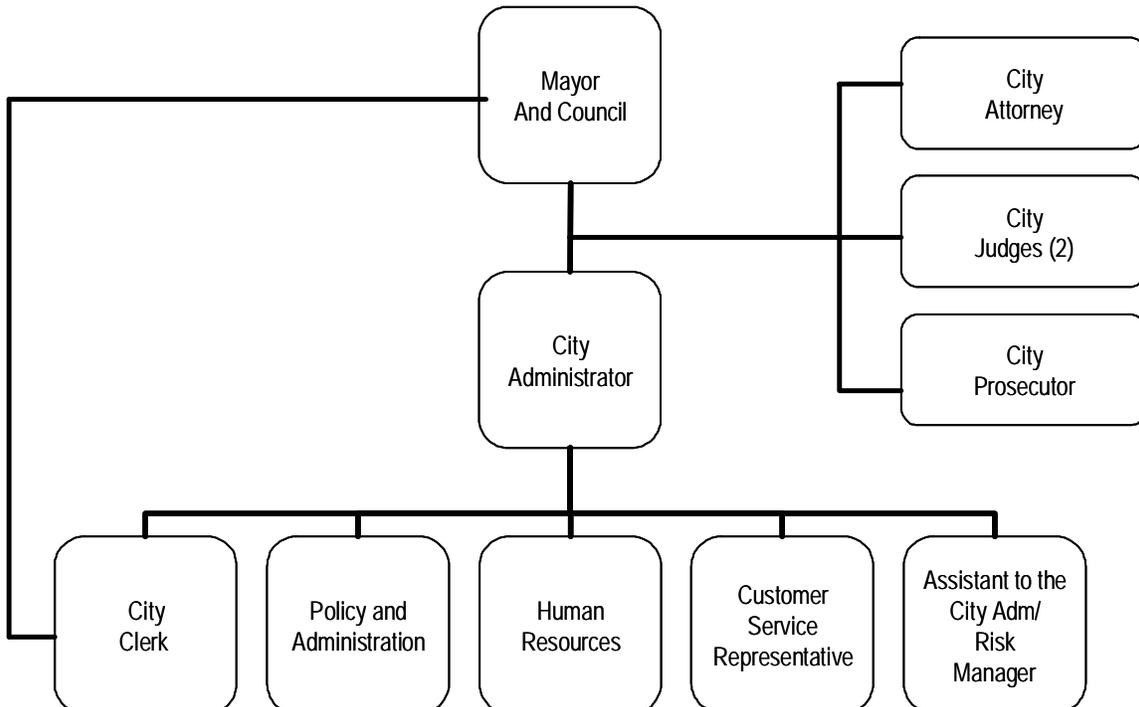
City Attorney

Legal Services
 Litigation
 Research Cases

City Prosecutor

Legal Services
 Research Cases
 Litigation
 Correspondences

Table of Organization





Administration (continued)

Department
Administration

Cost Center
0010-01 Administration
0010-01-02 Mayor and Council

Department Mission

To provide and oversee the coordination and management of day to day operations and activities of City government, ensuring delivery of effective and efficient quality municipal services to the citizens of Georgetown, in addition to the formulation, coordination, and implementation of goals, objectives, and policies set by City Council.

Fiscal Year 2005/2006 Accomplishments

- Revised personnel policies and added disclaimers
- Reimplementation of City Service Award Program and Safety Award Program
- Completed the successful hiring and transition of new City Administrator
- Awarded a \$500,000 CDBG grant for Front Street Streetscape Extension

Fiscal Year 2006/2007 Objectives

- Quarterly legal update to Mayor and Council
- Encourage and reaffirm customer service and satisfaction
- Ensure appropriate review of all City ordinances by the City Attorney
- Implement a City Council workshop on a regular/consistent basis
- Provide a weekly communiqué to Mayor and Council
- Develop policies to more effectively meet infrastructure needs
- Perform annual evaluations of all City employees
- Research ways to limit the Utility Fund transfers to the equivalent of a typical utility franchise fee
- Seek reinstatement of the pay for performance system
- Conduct annual safety inspection in all departments to assure OSHA compliance and SCMIRF's/SCMIT's minimum guideline assessment
- Respond swiftly to all liability/damage claims
- Develop accident database and distribute report to City Departments bi-annually
- Work with the Finance Department to enhance revenues
- Assist City Departments with hiring, evaluations, and disciplinary actions
- Achieve organizational efficiencies by identifying at least one area to consolidate services and/or staff
- Assist City Council in developing and refining policy direction to effectively manage City operations
- Create database for leases, franchises, rents, etc . . .



Administration (continued)

Performance Measures¹

- Meet 100% compliance credit on SCMIRF's minimum guideline assessment
- Meet 100% compliance credit on SCMIT's minimum guideline assessment
- Perform annual evaluations on 100% of City employees
- Conduct annual safety inspection in 100% of departments
- Conduct comprehensive exit interviews and analysis with 100% of departing employees

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Administration (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
0010 General Fund					
01 Administration					
Personal Services					
400 . 101 Regular Pay	\$305,103	\$262,045	\$243,600	\$266,190	\$298,990
401 . 103 Overtime	-	-	500	20,000	5,000
401 . 106 Contract Labor	-	111	-	2,363	-
405 . 114 Fica	21,564	18,722	18,670	21,890	23,250
406 . 116 Retirement	20,766	17,820	18,660	22,040	24,850
407 . 122 Life Insurance	577	526	194	485	300
407 . 124 Disability Insurance	575	393	676	620	1,020
408 . 125 Workers Compensation	2,457	2,419	2,810	3,800	3,100
410 . 001 Health Claims Cost LGAG	63,918	49,404	51,760	50,110	39,660
Total Personal Services	<u>\$414,960</u>	<u>\$351,440</u>	<u>\$336,870</u>	<u>\$387,498</u>	<u>\$396,170</u>
Supplies					
500 . 101 Office Supplies	\$3,307	\$3,678	\$4,000	\$4,000	\$2,700
500 . 103 Office Furniture	-	-	-	-	500
500 . 105 Office Printing	-	-	-	500	1,500
Total Supplies	<u>\$3,307</u>	<u>\$3,678</u>	<u>\$4,000</u>	<u>\$4,500</u>	<u>\$4,700</u>
Other Services & Charges					
610 . 111 Telephone	\$6,965	\$6,582	\$5,000	\$4,200	\$6,940
610 . 112 Postage	896	731	1,200	600	900
620 . 114 Advertising	144	2,670	1,200	1,500	2,500
640 . 124 Travel Expense	4,481	5,592	12,000	12,000	6,050
650 . 127 Electricity & Gas	7,782	9,855	11,350	8,260	8,370
650 . 1271 Electric Expense-Misc	-	-	-	265	200
650 . 128 Water	212	281	260	249	260
650 . 129 Wastewater Expense	306	345	370	338	350
650 . 130 Santation Expense	-	589	590	590	590
650 . 133 Stormwater Expense	150	238	240	-	290
650 . 134 Security Light Expense	-	1,966	1,890	1,890	1,890
660 . 139 Garage Expense	923	1,401	1,500	1,000	731
660 . 1391 Garage Labor	-	-	-	393	830
660 . 145 Gasoline & Oil Expense	887	1,276	1,200	1,382	1,250
670 . 156 Equipment Rental	2,075	1,461	4,000	3,000	2,350
685 . 180 Dues And Subscriptions	6,782	5,204	8,000	8,000	8,900
685 . 182 Other Operating Expenses	406	345	1,736	2,700	10,000
685 . 186 Training	2,802	2,612	4,500	4,000	2,260
686 . 189 Medical Expenses	-	107	-	45	-
686 . 195 Maint/Service Contracts	490	776	1,500	1,000	805



Administration (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
Total Other Services & Charges	\$35,301	\$42,031	\$56,536	\$51,412	\$55,466
Other Objects					
795 . 001 IT Internal Allocations	\$10,748	\$6,737	\$7,050	\$23,860	\$10,284
795 . 002 IT Billable Services	20,678	18,066	-	-	7,835
795 . 003 IT Equipment Rental	3,358	3,144	8,530	8,530	-
795 . 995 GF Cost Distribution	(201,000)	(201,000)	(201,000)	(201,000)	(207,834)
Total Other Objects	(\$166,216)	(\$173,053)	(\$185,420)	(\$168,610)	(\$189,715)
Total Administration	\$287,352	\$224,096	\$211,986	\$274,800	\$266,621
01 - 02 Admin-Mayor and Council					
Personal Services					
400 . 101 Regular Pay	\$-	\$-	\$-	\$-	\$96,400
405 . 114 Fica	-	-	-	-	7,370
406 . 116 Retirement	-	-	-	-	7,770
407 . 122 Life Insurance	-	-	-	-	490
407 . 124 Disability Insurance	-	-	-	-	1,860
408 . 125 Workers Compensation	-	-	-	-	3,000
410 . 001 Health Claims Cost LGAG	-	-	-	-	72,710
Total Personal Services	\$-	\$-	\$-	\$-	\$189,600
Supplies					
500 . 101 Office Supplies	\$-	\$-	\$-	\$-	\$500
500 . 105 Office Printing	-	-	-	-	1,750
Total Supplies	\$-	\$-	\$-	\$-	\$2,250
Other Services & Charges					
610 . 111 Telephone	\$-	\$-	\$-	\$-	\$6,750
610 . 112 Postage	-	-	-	-	520
640 . 124 Travel Expense	-	-	-	-	20,000
670 . 156 Equipment Rental	-	-	-	-	135
685 . 180 Dues And Subscriptions	-	-	-	-	855
685 . 182 Other Operating Expenses	-	-	-	-	4,000
685 . 186 Training	-	-	-	-	4,000
Total Other Services & Charges	\$-	\$-	\$-	\$-	\$36,260
Other Objects					
795 . 001 IT Internal Allocations	\$-	\$-	\$-	\$-	\$6,745
795 . 002 IT Billable Services	-	-	-	-	1,959
Total Other Objects	\$-	\$-	\$-	\$-	\$8,704



Administration (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
Total Admin-Mayor and Council	\$-	\$-	\$-	\$-	\$236,814
Total Administration	\$287,352	\$224,096	\$211,986	\$274,800	\$503,435



Building and Planning

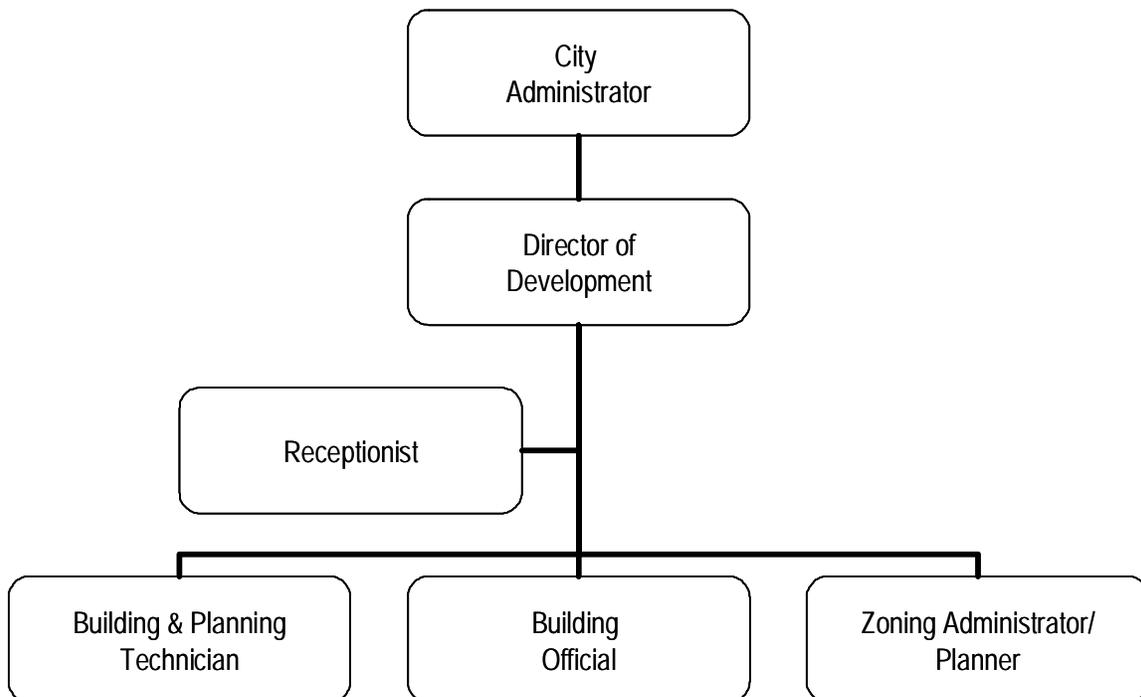
Director of Development
 Comprehensive Planning
 Plan Reviews
 Annexation
 Land Uses
 Ordinances
 Development and Subdivision Inquiries
 Develops Site Plans

Code Enforcement
 Overgrown Lots
 Junk Cars

Building Official
 Development and Subdivision Inquiries
 Inspection for all Construction Disciplines
 Building Code Questions
 Dilapidated Houses

Zoning Administrator/Planner
 Prepares Reports and Studies
 Zoning Enforcement
 Zoning Compliance
 Sign Approval and Permits

Table of Organization





Building and Planning (continued)

Department
Building and Planning

Cost Center
0010-03

Department Mission

Through implementation of the land use plan, zoning, and other development ordinances and building codes, the Building and Planning Department strives to assure the compatibility of many disparate uses, promote a high quality of life, and a positive business climate in the City of Georgetown.

Fiscal Year 2005/2006 Accomplishments

- Reinstated monthly reports to Mayor and Council
- Developed an ordinance to allow slum and blight designation
- Developed street naming/renaming procedures
- Began purchasing properties for CDBG Habitat for Humanity grant
- Through Waccamaw Regional Council of Governments, completed West End Housing Survey
- Drafted policy for economic incentives for affordable housing projects
- Began issuing permits along the Harborwalk based on blanket permit from COE and OCRM

Fiscal Year 2006/2007 Objectives

- Expand local Historic District
- Document complaints through use of on-line customer service program
- Begin revisions to the Comprehensive Plan
- Complete state required training for all staff and board members
- Regularly place board meeting minutes on the City web page
- Review annexation study for possible action areas
- Continue to participate in the FEMA Community Rating System Program and attempt to lower rating for flood insurance rates
- Computerize permitting process
- Apply for Preserve America Status
- Pursue scholarship for ARB member to attend the national conference
- Continue implementation of CDBG West End Habitat grant
- Pending funding, begin implementation of Grant Street Streetscape Phase II
- Implement changes to parking ordinance per Downtown Business Association recommendations
- Continue demolition of dilapidated structures as warranted
- Begin revision of the Zoning Ordinance
- Begin revision of the Land Development Regulation



Building and Planning (continued)

Performance Measures¹

- Scan 100% of previous years' building permits
- Resolve 80% of all over grown lot complaints
- Purchase and clear 5 sites related to the Habitat for Humanity Grant
- Reduce FEMA Community Rating from 8 to 7
- Resolve 80% of @ Your Request complaints within 1 week
- Demolish at least 5 dilapidated structures

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Building and Planning (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
03 Building & Planning					
Personal Services					
400 . 101 Regular Pay	\$144,346	\$123,404	\$135,460	\$153,780	\$186,850
401 . 103 Overtime	-	79	1,400	1,400	1,400
401 . 106 Contract Labor	-	2,749	1,400	354	-
405 . 114 Fica	10,967	8,601	10,470	11,760	14,400
406 . 116 Retirement	10,206	8,079	10,500	11,850	15,360
407 . 122 Life Insurance	185	155	195	185	240
407 . 124 Disability Insurance	575	549	680	650	850
408 . 125 Workers Compensation	1,031	1,016	1,480	2,000	3,800
410 . 001 Health Claims Cost LGAG	23,198	18,752	23,000	23,960	33,450
Total Personal Services	<u>\$190,508</u>	<u>\$163,384</u>	<u>\$184,585</u>	<u>\$205,939</u>	<u>\$256,350</u>
Supplies					
500 . 101 Office Supplies	\$1,884	\$2,058	\$2,000	\$3,500	\$2,500
500 . 102 Office Equipment	1,223	50	-	-	-
500 . 103 Office Furniture	146	-	200	600	575
500 . 106 Computer Software	-	-	500	-	1,000
515 . 124 Departmental Supplies	360	451	300	300	300
Total Supplies	<u>\$3,613</u>	<u>\$2,559</u>	<u>\$3,000</u>	<u>\$4,400</u>	<u>\$4,375</u>
Other Services & Charges					
610 . 111 Telephone	\$3,395	\$4,886	\$5,200	\$3,200	\$4,700
610 . 112 Postage	1,825	1,580	1,050	2,100	2,800
620 . 114 Advertising	2,095	2,862	2,150	3,200	4,000
640 . 124 Travel Expense	113	121	800	800	1,350
650 . 127 Electricity & Gas	5,188	5,712	6,490	4,720	4,760
650 . 1271 Electric Expense-Misc	-	-	-	153	140
650 . 128 Water	142	151	150	146	150
650 . 129 Wastewater Expense	204	199	210	194	200
650 . 130 Sanitation Expense	-	337	330	330	330
650 . 133 Stormwater Expense	90	136	135	136	170
650 . 134 Security Light Expense	-	1,080	1,080	1,080	1,080
660 . 139 Garage Expense	1,701	1,116	1,600	-	778
660 . 1391 Garage Labor	-	-	-	-	1,487
660 . 145 Gasoline & Oil Expense	885	772	1,300	1,260	1,150
670 . 156 Equipment Rental	1,170	1,372	1,200	-	1,200
685 . 180 Dues And Subscriptions	345	391	400	850	1,000
685 . 182 Other Operating Expenses	296	136	292	650	800
685 . 186 Training	320	830	800	800	1,900
686 . 187 Professional Services	1,203	1,225	1,900	1,900	7,500



Building and Planning (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
686 . 188 Engineering Services	-	8,210	-	-	-
686 . 189 Medical Expenses	-	46	-	150	50
686 . 191 Contract Services/Studies	-	-	10,000	-	12,500
686 . 193 Technical Asst. Contract	15,000	15,000	15,000	15,000	27,500
686 . 194 Special Contracts	9,550	8,700	10,300	112	10,300
686 . 195 Maint/Service Contracts	1,979	776	600	600	600
686 . 199 Internal Engineering	150	845	650	650	650
Total Other Services & Charges	<u>\$45,651</u>	<u>\$56,483</u>	<u>\$61,637</u>	<u>\$38,031</u>	<u>\$87,095</u>
Other Objects					
795 . 001 IT Internal Allocations	\$6,232	\$4,408	\$5,110	\$7,866	\$9,166
795 . 002 IT Billable Services	2,565	3,139	2,565	2,565	9,794
795 . 003 IT Equipment Rental	2,398	2,244	3,400	3,400	-
Total Other Objects	<u>\$11,195</u>	<u>\$9,791</u>	<u>\$11,075</u>	<u>\$13,831</u>	<u>\$18,960</u>
Total Building & Planning	<u><u>\$250,967</u></u>	<u><u>\$232,217</u></u>	<u><u>\$260,297</u></u>	<u><u>\$262,201</u></u>	<u><u>\$366,780</u></u>



Finance

Director of Finance

- Comprehensive Annual Financial Report
- Fiscal Budget
- Quarterly Council Reports
- Financial Analysis
- Performance Measurement
- Revenue/Expense Forecasts
- City Council Agenda Items
- Finance Related Ordinances
- Debt Management

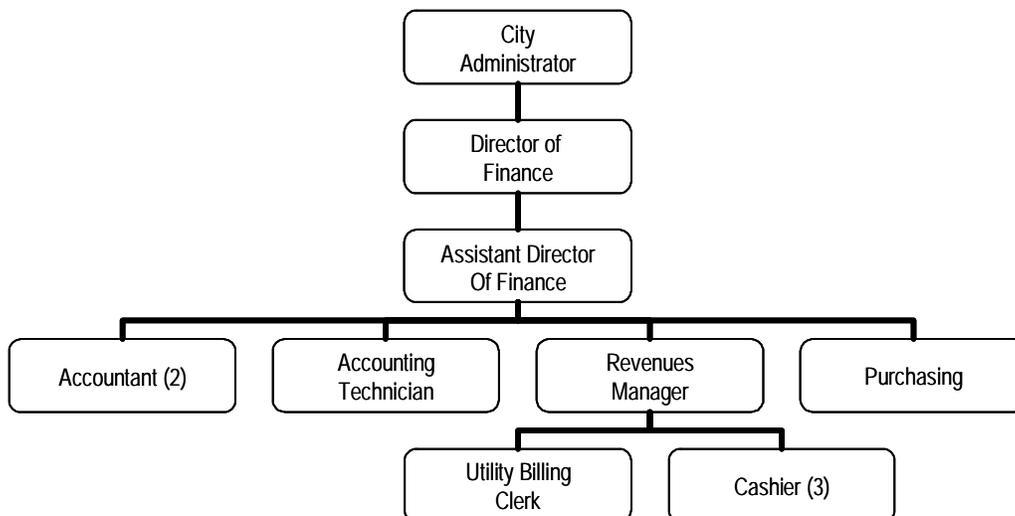
Assistant Director of Finance

- Oversees Accounting Staff
- General Ledger
- Payroll Administration
- Fixed Assets
- Cash Receipts/Management
- Accounts Payable
- Purchasing

Utility Billing

- Customer Service
- Generate Bills
- Customer Inquiries
- New Accounts
- Terminated Accounts
- Utility Payments
- Cash Receipts
- Business Licenses
- Delinquencies

Table of Organization





Finance (continued)

Department
Finance

Cost Center
0010-04

Department Mission

To ensure the sound financial management of the City's funds by planning and furnishing accountable financial data; including auditing, budgeting, purchasing, customer service, utility billing, collections, and delinquent collections.

Fiscal Year 2005/2006 Accomplishments

- Completed and submitted the FY 2004/2005 CAFR to GFOA by December 31, 2005
- Received the Certificate of Achievement for Excellence in Financial Reporting for the FY 2004/2005 CAFR
- Converted utility bills, direct deposits, regular paychecks, accounts payable checks, purchase orders, and business licenses to automated fold and seal documents
- Provided Mayor and Council with quarterly budget reports
- Began implementation of On-Line Billing and Account Inquiry
- Implemented credit card acceptance for many municipal payments
- Restructured the budget process and document to GFOA standards required to receive the Distinguished Budget Award
- Began transition to NAISC Business Code System

Fiscal Year 2006/2007 Objectives

- Initiate an RFP for Auditing Services
- Ensure that collected revenues are properly accounted for, safeguarded, and deposited
- Increase customer satisfaction through the delivery of customer focused initiatives
- Increase automated payment usage
- Provide monthly budget reports to Mayor and Council
- Complete all general ledger transactions and notify departmental users that monthly summary reports are available
- Work with independent auditors to complete audit and produce Comprehensive Annual Financial Report
- Receive the GFOA Distinguished Budget Presentation Award and the Certificate of Achievement Award for Excellence in Financial Reporting
- Implement Business License Auditing Program



Finance (continued)

Performance Measures¹

- Council Reports presented the second Council Meeting after the closing of the quarter 100% of the time
- CAFR produced by December 15, 2006
- Receive GFOA awards for the Budget/CAFR
- Complete monthly general ledger transactions by the 10th of the following month

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Finance (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
04 Finance					
Personal Services					
400 . 101 Regular Pay	\$395,382	\$361,590	\$389,140	\$387,690	\$396,924
401 . 103 Overtime	-	301	1,000	1,400	750
405 . 114 Fica	28,873	26,357	29,850	29,760	30,450
406 . 116 Retirement	26,971	24,548	29,920	29,960	32,490
407 . 122 Life Insurance	491	479	500	479	500
407 . 124 Disability Insurance	1,644	1,844	1,860	2,000	1,860
408 . 125 Workers Compensation	1,935	2,938	2,280	3,082	3,700
410 . 001 Health Claims Cost LGAG	65,671	57,597	63,250	63,620	72,710
Total Personal Services	\$520,967	\$475,654	\$517,800	\$517,991	\$539,384
Supplies					
500 . 101 Office Supplies	\$9,195	\$12,288	\$10,000	\$7,500	\$7,050
500 . 102 Office Equipment	1,477	3,639	3,000	2,425	3,200
500 . 103 Office Furniture	548	4,374	2,000	1,500	4,000
500 . 105 Office Printing	1,670	806	1,000	397	7,000
500 . 106 Computer Software	-	4,725	-	225	1,500
515 . 124 Departmental Supplies	232	284	400	400	600
515 . 126 Department Equipment	279	3	-	50	1,525
Total Supplies	\$13,401	\$26,119	\$16,400	\$12,497	\$24,875
Other Services & Charges					
610 . 111 Telephone	\$4,575	\$5,205	\$4,600	\$5,500	\$7,136
610 . 112 Postage	6,013	5,101	6,000	4,500	3,920
620 . 114 Advertising	2,625	1,523	200	1,400	2,000
640 . 124 Travel Expense	1,541	5,903	5,000	2,800	6,480
650 . 127 Electricity & Gas	7,782	8,568	9,730	7,150	7,165
650 . 1271 Electric Expense-Misc	-	-	-	228	175
650 . 128 Water	212	226	230	228	220
650 . 129 Wastewater Expense	306	299	320	320	310
650 . 130 Santation Expense	-	505	500	506	500
650 . 133 Stormwater Expense	130	204	205	204	250
650 . 134 Security Light Expense	-	1,620	1,620	1,620	1,620
660 . 134 Radio Repairs	-	-	100	-	100
660 . 145 Gasoline & Oil Expense	-	-	-	-	1,000
670 . 156 Equipment Rental	4,847	4,055	4,500	4,200	4,200
685 . 180 Dues And Subscriptions	3,124	2,725	2,670	2,766	2,850
685 . 182 Other Operating Expenses	1,397	709	784	1,000	1,600
685 . 184 Continuing Education	495	2,540	3,000	1,900	-
685 . 186 Training	275	2,054	2,092	3,000	4,205



Finance (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
686 . 187 Professional Services	-	35	-	15	3,800
686 . 189 Medical Expenses	46	46	-	46	50
686 . 195 Maint/Service Contracts	1,260	1,801	1,400	1,200	1,635
Total Other Services & Charges	<u>\$34,628</u>	<u>\$43,119</u>	<u>\$42,951</u>	<u>\$38,583</u>	<u>\$49,216</u>
Other Objects					
795 . 001 IT Internal Allocations	\$19,829	\$12,935	\$17,950	\$26,620	\$21,954
795 . 002 IT Billable Services	13,983	20,416	-	-	11,753
795 . 003 IT Equipment Rental	7,195	6,744	11,740	11,740	-
795 . 995 GF Cost Distribution	(421,800)	(421,800)	(421,800)	(421,800)	(436,141)
Total Other Objects	<u>(\$380,793)</u>	<u>(\$381,705)</u>	<u>(\$392,110)</u>	<u>(\$383,440)</u>	<u>(\$402,434)</u>
Capital Outlay					
900 . 4300 Other Equipment	\$-	\$-	\$-	\$-	\$6,975
Total Capital Outlay	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$6,975</u>
Total Finance	<u>\$188,203</u>	<u>\$163,187</u>	<u>\$185,041</u>	<u>\$185,631</u>	<u>\$218,016</u>



Police

Administration

Personnel Management
 Budget
 Technology

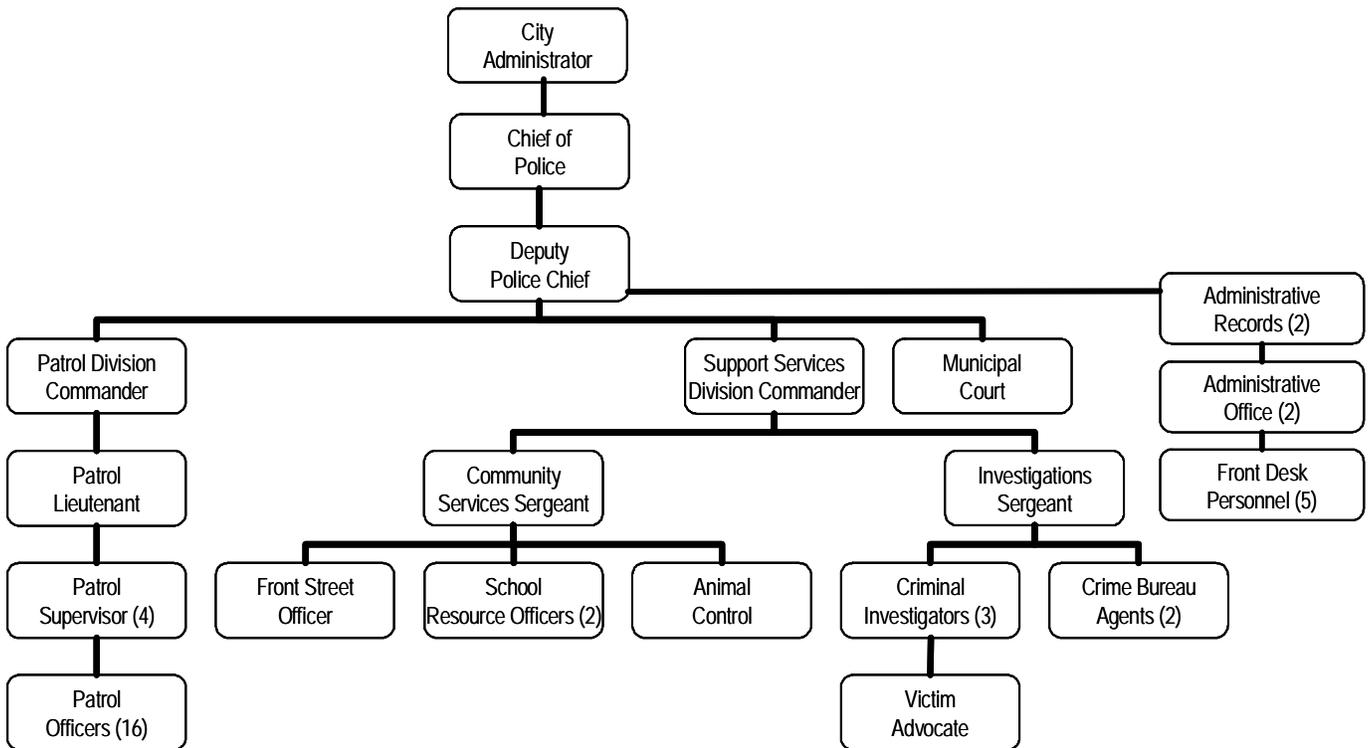
Patrol

Enforce Traffic Law
 Proactive Patrol
 Citizen Calls For Service
 Make Arrests
 Serve Warrants
 Investigate Motor Vehicle Accidents
 Animal Control

Investigation

General Sessions Investigations
 Crimes Against Persons
 Crimes Against Property
 Major Crime Scene Processing
 Narcotics/Drug Enforcement Unit
 Victim/Witness Program

Table of Organization





Police (continued)

Department Police

Cost Center

0010-05-05 Staff Services
0010-05-07 Victim/Witness Advocate
0010-05-28 Safe Streets
0010-05-26 Grants

Department Mission

Members of the City of Georgetown Police Department are dedicated to delivering high quality police services through the administration and enforcement of all Municipal and State laws in a fair, impartial, and professional manner with the objective of serving, protecting, and positively impacting the quality of life for all citizens of Georgetown.

Fiscal Year 2005/2006 Accomplishments

- Received CALEA accreditation-July 2005
- All marked police vehicles were equipped with video cameras
- All marked police vehicles were equipped with radar units
- All police officers were trained and equipped with tasers
- All police officers were trained in the use of personal protective gear
- Hosted the first academy based law enforcement training utilizing the new training room
- Began transferring all crime information from one shift to another at roll call briefings every day

Fiscal Year 2006/2007 Objectives

- To provide each officer with the best level of training possible
- To complete a career track on each officer that will assist in improving training
- To maintain CALEA accreditation for the second year
- To improve our technological capabilities whereby every officer is equipped with the best equipment available for the safety of the public and officer
- To assist in the beautification of the City of Georgetown by reducing the number of junk vehicles and vacant homes
- To reduce major crimes by analyzing past trends and anticipating the type of crime and location and placing a marked patrol car in those areas
- To reduce the overall number of traffic accidents and injuries by having a visible enforcement presence in those areas deemed appropriate, and by promoting the use of seat belts to motorists
- To provide the best possible safety net for officers by ensuring they receive all information relating to criminal activity
- To provide the highest level of service possible to the public



Police (continued)

Performance Measures¹

- Respond to 95% of 911 requests within five minutes of dispatch
- Fill personnel vacancies within 60 days of a position becoming vacant
- Maintain CALEA accreditation
- Train 100% of sworn officers with ongoing training

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Police (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
05 Police					
05 - 05 Police Staff Services					
Personal Services					
400 . 101 Regular Pay	\$1,440,733	\$1,328,120	\$1,407,300	\$1,350,050	\$1,465,020
401 . 103 Overtime	64,250	81,937	70,000	85,000	80,000
401 . 105 On-call pay	5,226	6,240	5,200	9,800	10,400
401 . 106 Contract Labor	14,812	500	14,000	15,512	14,420
405 . 114 Fica	109,716	103,642	113,400	110,530	118,990
406 . 116 Retirement	155,693	141,819	158,880	150,560	159,680
407 . 122 Life Insurance	1,982	1,763	1,860	1,690	1,910
407 . 124 Disability Insurance	6,766	6,060	7,270	7,270	7,440
408 . 125 Workers Compensation	48,189	48,904	52,180	71,990	86,020
410 . 001 Health Claims Cost LGAG	275,860	224,137	247,270	228,100	294,300
Total Personal Services	<u>\$2,123,227</u>	<u>\$1,943,122</u>	<u>\$2,077,360</u>	<u>\$2,030,502</u>	<u>\$2,238,180</u>
Supplies					
500 . 101 Office Supplies	\$6,933	\$7,979	\$8,000	\$8,500	\$8,500
500 . 102 Office Equipment	10,203	2,085	2,000	1,500	1,500
500 . 103 Office Furniture	15,310	533	1,000	1,000	2,000
500 . 106 Computer Software	-	95	-	-	-
501 . 101 Uniforms & Clothing	22,198	28,684	21,498	28,000	28,000
510 . 106 Cleaning & Sanitation Sup	2,308	2,542	3,000	3,000	3,000
515 . 122 Film & Developing	9	4	-	-	-
515 . 124 Departmental Supplies	1,795	7,769	7,500	5,000	5,000
515 . 126 Department Equipment	10,455	1,976	6,100	51,997	10,200
Total Supplies	<u>\$69,211</u>	<u>\$51,667</u>	<u>\$49,098</u>	<u>\$98,997</u>	<u>\$58,200</u>
Other Services & Charges					
610 . 111 Telephone	\$15,848	\$17,483	\$13,500	\$16,000	\$16,769
610 . 112 Postage	1,271	1,123	1,200	1,000	1,200
620 . 114 Advertising	880	1,812	1,000	9,000	2,500
640 . 124 Travel Expense	590	3,480	6,000	5,000	5,600
650 . 127 Electricity & Gas	31,599	24,726	30,300	33,765	32,830
650 . 1271 Electric Expense-Misc	-	-	-	1,011	900
650 . 128 Water	2,825	1,790	2,560	1,678	1,790
650 . 129 Wastewater Expense	2,093	1,595	2,390	1,548	1,620
650 . 130 Santation Expense	-	1,336	1,590	1,594	1,590
650 . 133 Stormwater Expense	10	660	645	646	800
650 . 134 Security Light Expense	-	3,044	2,570	2,570	2,570
660 . 133 Maint/Machine/Equipment	-	157	-	-	-
660 . 134 Radio Repairs	3,245	2,340	3,000	7,000	7,000



Police (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
660 . 139 Garage Expense	68,751	61,793	65,500	39,000	38,024
660 . 1391 Garage Labor	-	-	-	16,000	21,667
660 . 145 Gasoline & Oil Expense	46,511	52,457	68,900	70,082	62,500
662 . 140 Building Repairs	1,130	2,142	1,500	12,000	6,000
662 . 141 Department Repairs	1,566	1,004	1,500	1,500	1,500
670 . 156 Equipment Rental	7,923	8,511	7,500	7,500	7,500
682 . 172 Ground Maint. Expenses	8,111	3,130	4,000	4,000	4,000
682 . 1721 Prisoner Expenses	95,298	192,752	150,000	300,000	300,000
685 . 180 Dues And Subscriptions	1,759	2,295	2,300	2,300	2,300
685 . 182 Other Operating Expenses	2,962	2,974	5,092	5,000	5,000
685 . 184 Continuing Education	3,565	-	-	-	2,500
685 . 186 Training	2,457	5,849	8,690	8,690	8,220
685 . 1861 Law Enforce Accreditation	3,626	6,880	5,000	5,000	5,000
685 . 187 Special Projects	162	-	-	-	-
685 . 189 Reserve Program	2,711	3,367	3,000	3,000	3,000
686 . 187 Professional Services	-	575	-	90	-
686 . 189 Medical Expenses	931	2,645	3,000	3,000	3,000
686 . 190 Consulting Services	973	829	1,000	-	-
686 . 194 Special Contracts	2,700	2,822	-	-	-
686 . 195 Maint/Service Contracts	5,413	34,808	45,680	40,000	40,000
686 . 198 911 Service Contract	62,404	63,624	65,000	65,000	67,210
687 . 203 Contract Services	-	1,875	-	-	-
Total Other Services & Charges	\$377,314	\$509,878	\$502,417	\$662,974	\$652,590
Other Objects					
795 . 001 IT Internal Allocations	\$36,510	\$18,974	\$29,660	\$43,940	\$38,647
795 . 002 IT Billable Services	27,065	33,038	27,065	27,065	19,588
795 . 003 IT Equipment Rental	16,788	15,720	28,790	28,790	-
795 . 010 911 Expense Billing	-	-	(5,000)	-	-
Total Other Objects	\$80,363	\$67,732	\$80,515	\$99,795	\$58,235
Capital Outlay					
900 . 4100 Vehicles	\$-	\$-	\$163,333	\$119,836	\$69,000
900 . 4300 Other Equipment	239,000	4,620	-	-	-
Total Capital Outlay	\$239,000	\$4,620	\$163,333	\$119,836	\$69,000
Total Police Staff Services	\$2,889,115	\$2,577,019	\$2,872,723	\$3,012,104	\$3,076,205
05 - 07 Police-Victim Advocate					
Personal Services					
400 . 101 Regular Pay	\$30,203	\$31,035	\$31,920	\$32,547	\$27,190
401 . 103 Overtime	639	159	600	550	600



Police (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
405 . 114 Fica	2,226	2,258	2,480	2,510	2,120
406 . 116 Retirement	2,104	2,125	2,500	2,533	2,270
407 . 122 Life Insurance	44	44	45	45	45
407 . 124 Disability Insurance	148	155	170	170	170
408 . 125 Workers Compensation	499	513	600	811	970
410 . 001 Health Claims Cost LGAG	6,052	5,358	5,750	5,750	6,610
Total Personal Services	\$41,915	\$41,647	\$44,065	\$44,916	\$39,975
Supplies					
500 . 101 Office Supplies	\$1,967	\$407	\$1,000	\$500	\$500
501 . 101 Uniforms & Clothing	350	354	350	500	350
515 . 124 Departmental Supplies	-	-	350	-	350
515 . 126 Department Equipment	-	2,066	-	632	1,000
Total Supplies	\$2,317	\$2,827	\$1,700	\$1,632	\$2,200
Other Services & Charges					
610 . 111 Telephone	\$1,103	\$654	\$700	\$1,000	\$864
610 . 112 Postage	573	350	400	400	400
640 . 124 Travel Expense	309	837	700	700	700
660 . 134 Radio Repairs	289	-	300	300	300
660 . 139 Garage Expense	1,847	297	700	1,200	620
660 . 1391 Garage Labor	-	-	-	100	155
660 . 145 Gasoline & Oil Expense	1,322	1,742	1,300	3,004	2,700
670 . 156 Equipment Rental	723	416	500	750	750
685 . 180 Dues And Subscriptions	25	-	125	125	125
685 . 182 Other Operating Expenses	4	7	500	500	500
685 . 186 Training	240	250	500	500	500
685 . 187 Special Projects	536	404	500	500	500
686 . 189 Medical Expenses	-	-	250	250	100
Total Other Services & Charges	\$6,971	\$4,957	\$6,475	\$9,329	\$8,214
Other Objects					
795 . 001 IT Internal Allocations	\$337	\$228	\$880	\$880	\$1,479
795 . 002 IT Billable Services	642	750	642	642	1,959
795 . 003 IT Equipment Rental	959	948	1,280	1,280	-
Total Other Objects	\$1,938	\$1,926	\$2,802	\$2,802	\$3,438
Total Police-Victim Advocate	\$53,141	\$51,357	\$55,042	\$58,679	\$53,827
05 - 26 Grant Expense Sub Dept					
Supplies					
500 . 101 Office Supplies	\$386	\$-	\$700	\$150	\$700



Police (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
500 . 102 Office Equipment	5,364	11,435	-	357	250
501 . 101 Uniforms & Clothing	373	153	1,250	700	700
515 . 124 Departmental Supplies	826	49	1,375	700	700
515 . 126 Department Equipment	10,111	24,509	13,642	20,500	-
Total Supplies	\$17,060	\$36,146	\$16,967	\$22,407	\$2,350
Other Services & Charges					
610 . 111 Telephone	\$1,293	\$1,198	\$1,400	\$1,400	\$1,416
640 . 124 Travel Expense	841	-	1,600	1,600	1,400
660 . 134 Radio Repairs	118	-	2,752	2,752	1,600
660 . 139 Garage Expense	1,491	1,552	5,000	4,000	2,115
660 . 145 Gasoline & Oil Expense	1,665	1,483	1,950	2,656	2,400
670 . 156 Equipment Rental	122	106	200	-	-
685 . 180 Dues And Subscriptions	-	-	200	-	200
685 . 182 Other Operating Expenses	-	-	600	-	600
685 . 186 Training	210	-	1,200	-	1,200
Total Other Services & Charges	\$5,740	\$4,339	\$14,902	\$12,408	\$10,931
Capital Outlay					
900 . 3950 Computer Software	\$-	\$-	\$29,881	\$13,073	\$-
900 . 4300 Other Equipment	-	-	-	22,500	-
Total Capital Outlay	\$-	\$-	\$29,881	\$35,573	\$-
Total Grant Expense Sub Dept	\$22,800	\$40,485	\$61,750	\$70,388	\$13,281
05 - 28 Safe Streets					
Supplies					
500 . 101 Office Supplies	\$1,169	\$-	\$500	\$500	\$500
501 . 101 Uniforms & Clothing	-	-	1,000	500	1,000
515 . 124 Departmental Supplies	236	1,889	1,000	1,200	1,000
Total Supplies	\$1,405	\$1,889	\$2,500	\$2,200	\$2,500
Other Services & Charges					
685 . 182 Other Operating Expenses	\$-	\$118	\$1,500	\$600	\$1,500
685 . 187 Special Projects	1,468	3,240	5,000	5,000	5,000
Total Other Services & Charges	\$1,468	\$3,358	\$6,500	\$5,600	\$6,500
Total Safe Streets	\$2,873	\$5,247	\$9,000	\$7,800	\$9,000
Total Police	\$2,967,929	\$2,674,108	\$2,998,515	\$3,148,971	\$3,152,313



Municipal Court

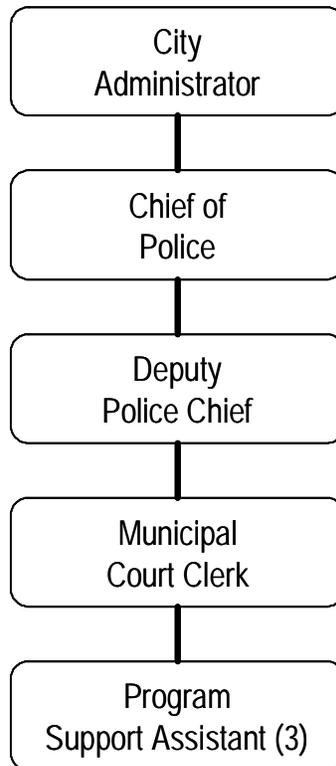
Court Clerk

Ensures Compliance
Maintains Jury Docket
Attends/Supervises Bench Trials
Caseload Management
Assists City Judges

Support Staff

Oversees Collections of Fees
Processes Tickets and Warrants
Processes Arrestees for Release
Attends Court Proceedings

Table of Organization





Municipal Court (continued)

Department

Municipal Court

Cost Center

0010-10 Court Administration

0010-10-06 Victim/Witness Advocate

Department Mission

To serve the public in the administration of law; to render judicial decisions fairly and impartially; and to administer the Municipal Court in a dignified, professional, customer focused, and efficient manner consistent with the expectations of the City of Georgetown.

Fiscal Year 2005/2006 Accomplishments

- Eliminated the 12 month backlog of reports to bring the financial reporting up-to-date
- Eliminated the 2 year backlog of fingerprint cards need to be submitted to SLED
- Provided supervisory training for designated personnel

Fiscal Year 2006/2007 Objectives

- Complete the transition to the Case Management System court software
- Develop Municipal Court Procedure Manual
- Produce local/state reports by or before the deadlines

Performance Measures¹

- Report all financial information for FY 2005/2006 audit using new software
- Submit all reports to Finance Department no later than 1 month after the close

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Municipal Court (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
10 Municipal Court					
Personal Services					
400 . 101 Regular Pay	\$101,135	\$96,761	\$146,520	\$137,380	\$109,870
401 . 103 Overtime	1,248	21,360	10,000	10,000	10,000
401 . 105 On-call pay	5,220	4,040	5,200	5,200	5,200
401 . 106 Contract Labor	5,470	11,505	-	-	-
405 . 114 Fica	7,533	8,759	12,290	11,670	9,520
406 . 116 Retirement	7,322	8,293	12,375	11,748	10,150
407 . 122 Life Insurance	175	171	170	245	178
407 . 124 Disability Insurance	248	197	650	650	680
408 . 125 Workers Compensation	1,606	1,074	1,250	1,773	1,020
410 . 001 Health Claims Cost LGAG	23,312	20,628	39,390	33,640	26,440
Total Personal Services	\$153,269	\$172,788	\$227,845	\$212,306	\$173,058
Supplies					
500 . 101 Office Supplies	\$3,625	\$3,665	\$4,500	\$3,000	\$3,500
500 . 102 Office Equipment	486	1,016	2,500	1,500	2,000
500 . 103 Office Furniture	-	1,037	3,250	3,250	1,200
510 . 106 Cleaning & Sanitation Sup	71	402	1,000	1,000	1,000
515 . 124 Departmental Supplies	201	104	1,000	700	1,100
Total Supplies	\$4,383	\$6,224	\$12,250	\$9,450	\$8,800
Other Services & Charges					
610 . 111 Telephone	\$1,726	\$1,015	\$2,000	\$2,000	\$1,728
610 . 112 Postage	1,065	838	1,300	800	1,100
620 . 114 Advertising	-	938	200	400	400
640 . 124 Travel Expense	(4)	948	1,000	1,000	2,500
650 . 127 Electricity & Gas	4,448	4,817	5,630	5,302	5,140
650 . 128 Water	306	251	480	255	253
650 . 129 Wastewater Expense	206	227	440	237	232
650 . 130 Santation Expense	-	109	110	111	110
650 . 133 Stormwater Expense	20	120	140	142	180
650 . 134 Security Light Expense	-	381	460	457	460
660 . 139 Garage Expense	844	379	1,500	1,000	87
660 . 1391 Garage Labor	-	-	-	500	266
660 . 145 Gasoline & Oil Expense	207	215	600	600	350
662 . 140 Building Repairs	-	717	2,000	2,500	1,600
670 . 156 Equipment Rental	1,351	1,371	3,200	2,500	2,700
682 . 172 Ground Maint. Expenses	-	-	-	800	800
685 . 180 Dues And Subscriptions	86	26	500	500	1,000
685 . 182 Other Operating Expenses	1,805	3,258	3,500	3,000	4,700



Municipal Court (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
685 . 186 Training	310	612	1,500	16,287	3,500
685 . 187 Special Projects	-	-	-	-	7,500
686 . 189 Medical Expenses	46	92	100	100	-
686 . 195 Maint/Service Contracts	550	-	-	1,500	12,400
687 . 203 Contract Services	-	863	-	-	-
Total Other Services & Charges	\$12,966	\$17,177	\$24,660	\$39,991	\$47,006
Other Objects					
795 . 001 IT Internal Allocations	\$14,967	\$12,332	\$12,280	\$17,575	\$8,573
795 . 002 IT Billable Services	8,383	8,979	8,383	8,383	9,794
795 . 003 IT Equipment Rental	1,439	1,344	2,890	2,890	-
Total Other Objects	\$24,789	\$22,655	\$23,553	\$28,848	\$18,367
Capital Outlay					
900 . 4000 Office Equipment	\$-	\$-	\$-	\$-	\$31,000
900 . 4300 Other Equipment	-	437	-	-	-
Total Capital Outlay	\$-	\$437	\$-	\$-	\$31,000
Total Municipal Court	\$195,407	\$219,281	\$288,308	\$290,595	\$278,231
10 - 06 Court-Victim Advocate					
Personal Services					
400 . 101 Regular Pay	\$5,523	\$5,993	\$5,940	\$5,940	\$-
405 . 114 Fica	435	489	450	440	-
406 . 116 Retirement	403	447	460	450	-
407 . 122 Life Insurance	7	7	7	7	-
407 . 124 Disability Insurance	25	27	30	30	-
408 . 125 Workers Compensation	26	29	30	40	-
410 . 001 Health Claims Cost LGAG	908	804	865	865	-
Total Personal Services	\$7,327	\$7,796	\$7,782	\$7,772	\$-
Total Court-Victim Advocate	\$7,327	\$7,796	\$7,782	\$7,772	\$-
Total Municipal Court	\$202,734	\$227,077	\$296,090	\$298,367	\$278,231



Fire

Administration

Personnel Management
 Budget
 Emergency Management

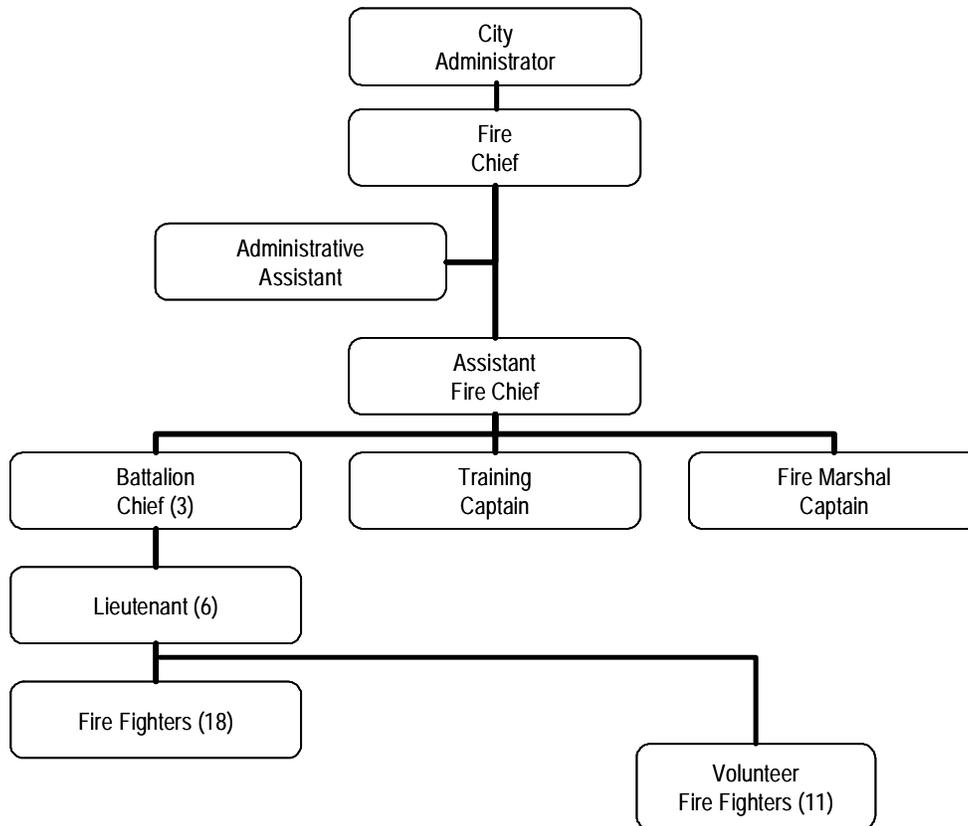
Fire Prevention/Inspection/Safety

Fire Code Enforcement
 Training programs for City Personnel
 Public Education
 Work Place Safety

Fire Fighting/Suppression

Fire Suppression
 Public Education
 Training
 CPR
 Water Rescue
 Industrial Accidents
 First Responder- Medical
 Hazardous Materials Response
 Confined Space Entry Response
 Equipment Maintenance

Table of Organization





Fire (continued)

Department
Fire

Cost Center
0010-11

Department Mission

The City of Georgetown Fire Department is dedicated to provide fire and life safety services to the citizens of our community by effective and efficient utilization of our personnel and equipment in the areas of public education, inspections, codes enforcement, hazardous materials, rescue, emergency medical care and fire suppression, while maintaining a high level of training and readiness to safely intervene in life threatening emergencies.

Fiscal Year 2005/2006 Accomplishments

- Received the Life Safety Achievement Award
- Initiated the First Officers Leadership Program that will enhance the leadership and management skill of personnel
- Purchased an additional ladder truck for the Maryville Station
- Purchased the chassis to refurbish Rescue 15
- Implemented a Training Achievement Award program
- Purchased 800 MHz radios to become compatible with County Emergency Services
- Aggressively continued Fire Prevention and Public Education Program
- Initiated an agreement with Columbia Southern University for our firefighters to obtain their degrees at a reduced cost
- Reduced ISO Rating from 4 to 3

Fiscal Year 2006/2007 Objectives

- Reduce ISO rating
- Rebuild or renovate Station #2 (Maryville Station)
- Continue Fire Prevention and Public Education Program
- Expand Officer Leadership Program

Performance Measures¹

- Reduce ISO rating from 3 to 2
- Respond to 100% of requests for emergency assistance
- Determine cause in 90% of fires investigated
- Keep number of civilian residential fire deaths at zero
- Bring 70% of violations into compliance within 30 days

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Fire (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
11 Fire					
Personal Services					
400 . 101 Regular Pay	\$936,781	\$905,119	\$968,245	\$987,760	\$1,052,480
401 . 103 Overtime	87,999	95,686	88,000	83,000	88,000
401 . 106 Contract Labor	-	4,091	-	-	-
402 . 111 Volunteer Employees	6,172	9,075	10,000	10,000	10,000
405 . 114 Fica	73,815	71,865	80,800	81,910	87,250
406 . 116 Retirement	109,559	104,647	117,210	113,881	119,383
407 . 122 Life Insurance	1,380	1,268	1,395	1,395	1,390
407 . 124 Disability Insurance	4,706	4,484	5,410	5,325	5,410
408 . 125 Workers Compensation	24,519	24,221	26,540	37,370	43,800
410 . 001 Health Claims Cost LGAG	193,657	157,610	181,140	176,350	211,520
Total Personal Services	\$1,438,588	\$1,378,066	\$1,478,740	\$1,496,991	\$1,619,233
Supplies					
500 . 101 Office Supplies	\$6,258	\$6,328	\$6,000	\$6,250	\$6,250
500 . 102 Office Equipment	937	-	-	-	2,650
500 . 103 Office Furniture	2,848	536	-	1,500	1,500
500 . 106 Computer Software	189	104	-	75	6,500
501 . 101 Uniforms & Clothing	23,962	18,461	18,000	18,000	18,000
510 . 106 Cleaning & Sanitation Sup	4,297	4,787	4,000	4,000	4,000
515 . 121 Safety Supplies	1,218	573	1,000	1,000	8,000
515 . 122 Film & Developing	64	236	250	200	250
515 . 123 Special Dept Supplies	10,107	4,114	3,000	6,000	3,000
515 . 124 Departmental Supplies	5,722	2,410	2,000	2,500	3,500
515 . 126 Department Equipment	18,826	9,536	10,936	10,000	38,000
515 . 128 Medical Supplies	-	-	8,400	8,400	11,000
531 . 140 Haz Mat Equipment	1,258	4,173	3,500	5,000	5,000
Total Supplies	\$75,686	\$51,258	\$57,086	\$62,925	\$107,650
Other Services & Charges					
610 . 111 Telephone	\$9,090	\$8,803	\$9,000	\$9,000	\$19,444
610 . 112 Postage	554	677	800	800	800
620 . 114 Advertising	52	4,156	2,500	1,000	2,500
630 . 121 Fire Prevention Materials	4,312	2,942	3,500	3,500	8,250
640 . 124 Travel Expense	976	3,244	1,500	2,000	4,314
650 . 127 Electricity & Gas	23,439	27,086	25,400	26,805	24,620
650 . 1271 Electric Expense-Misc	-	-	-	4,193	5,450
650 . 128 Water	1,609	1,875	1,610	1,627	1,800
650 . 129 Wastewater Expense	2,259	2,402	2,300	2,083	2,310
650 . 130 Sanitation Expense	-	810	800	797	1,010



Fire (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
650 . 133 Stormwater Expense	440	454	455	454	560
650 . 134 Security Light Expense	-	1,812	1,800	1,812	1,810
660 . 103 Emergency Preparedness	389	3,055	1,600	3,000	5,000
660 . 133 Maint/Machine/Equipment	12,945	13,784	12,000	12,000	12,000
660 . 134 Radio Repairs	891	2,120	1,969	1,969	1,500
660 . 139 Garage Expense	33,290	37,032	26,000	26,000	24,283
660 . 1391 Garage Labor	-	-	-	4,000	7,720
660 . 145 Gasoline & Oil Expense	11,024	15,459	13,000	22,685	20,150
662 . 140 Building Repairs	26,700	14,630	35,000	35,000	35,000
662 . 141 Department Repairs	3,555	105	-	-	-
670 . 156 Equipment Rental	7,009	2,685	4,000	3,500	4,000
682 . 169 Laundry & Linen	1,434	565	750	750	1,000
685 . 180 Dues And Subscriptions	5,884	1,178	1,300	1,300	4,100
685 . 182 Other Operating Expenses	5,550	3,424	3,092	3,000	3,000
685 . 184 Continuing Education	8,494	3,817	3,800	3,800	2,800
685 . 186 Training	3,808	3,708	2,500	2,500	10,000
686 . 189 Medical Expenses	16,759	21,192	12,600	12,600	18,350
686 . 195 Maint/Service Contracts	24,576	13,720	15,575	15,575	42,200
686 . 198 911 Service Contract	31,213	31,812	32,500	32,500	33,605
686 . 199 Internal Engineering	-	-	-	800	-
Total Other Services & Charges	<u>\$236,252</u>	<u>\$222,547</u>	<u>\$215,351</u>	<u>\$235,050</u>	<u>\$297,576</u>
Other Objects					
795 . 001 IT Internal Allocations	\$22,307	\$12,970	\$15,920	\$23,830	\$20,345
795 . 002 IT Billable Services	9,941	11,394	6,430	6,430	9,794
795 . 003 IT Equipment Rental	10,073	9,432	15,200	15,200	-
Total Other Objects	<u>\$42,321</u>	<u>\$33,796</u>	<u>\$37,550</u>	<u>\$45,460</u>	<u>\$30,139</u>
Capital Outlay					
900 . 3000 Buildings & Improvements	\$8,500	\$-	\$300,000	\$300,000	\$-
900 . 4100 Vehicles	-	-	956,674	894,185	23,000
900 . 4300 Other Equipment	18,572	12,500	151,575	151,575	-
Total Capital Outlay	<u>\$27,072</u>	<u>\$12,500</u>	<u>\$1,408,249</u>	<u>\$1,345,760</u>	<u>\$23,000</u>
Total Fire	<u>\$1,819,919</u>	<u>\$1,698,167</u>	<u>\$3,196,976</u>	<u>\$3,186,186</u>	<u>\$2,077,598</u>



Streets

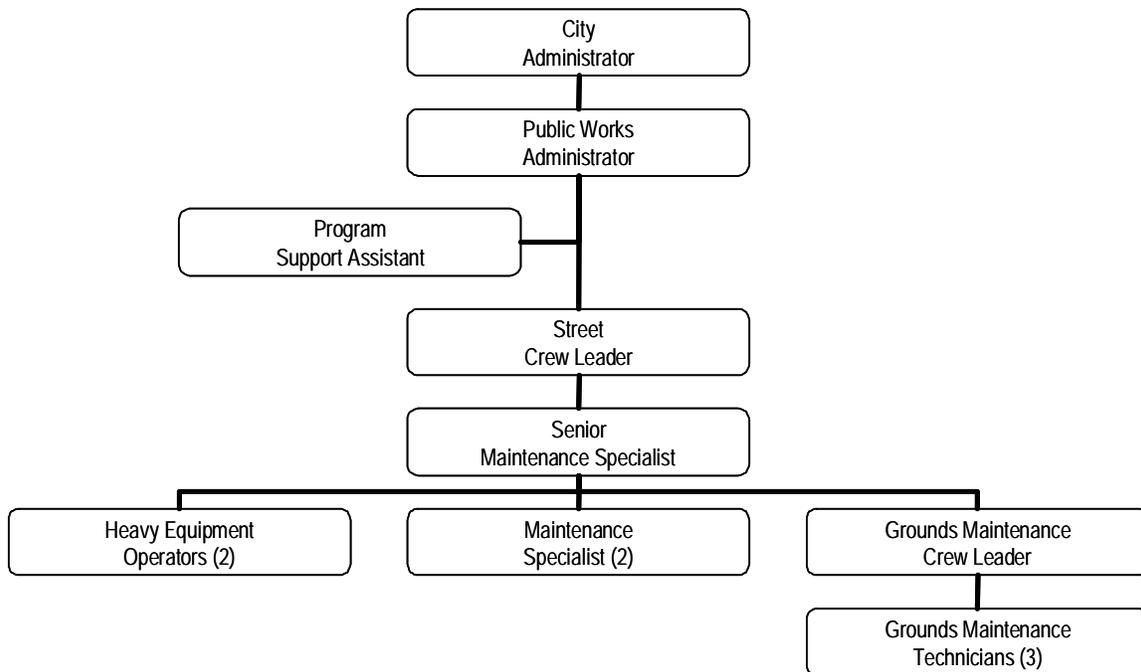
Administration

Work Order Management
Reporting
Personnel Management
Budget Management

Street Maintenance

Streets, Sidewalks, Curb, Gutter
Maintenance
Street/Parking Striping
Street Signs/Markers

Table of Organization





Streets (continued)

Department
Streets

Cost Center
0010-12 Streets
0010-12-23 Grounds Maintenance
0010-12-27 Tree Grant Program

Department Mission

To provide effective use of the City's streets, sidewalks, and curb and gutter by conducting regular maintenance and inspections in order to ensure a clean, safe, and healthy environment for it's residents.

Fiscal Year 2005/2006 Accomplishments

- Completed numerous road maintenance projects such as potholes and minor patches
- Completed many construction projects such as installing new driveways
- Ensured that all work order requests were performed in a timely manner
- Provided support to all special events such as Harborwalk, The Wooden Boat Show, etc. . . .

Fiscal Year 2006/2007 Objectives

- Ensure a smooth, comfortable, and safe ride for the public by keeping streets well maintained.
- Maintain visible signage and street markings for high degree of pedestrian and auto safety.
- Effectively maintain sidewalks, curbs, and gutters to eliminate hazards to the public.

Performance Measures¹

- Repair 90% of reported potholes within 5 working days
- Replace or repair damaged or missing street signs within 2 days of being reported
- Repair or replace 300 linear feet of sidewalk each year
- Repair or replace 100 feet of broken or damaged curbing each year
- Sweep 85% of all residential streets and major thoroughfares each month
- Respond to 80% of citizen complaints within 24 hours

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Streets (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
12 Streets					
Personal Services					
400 . 101 Regular Pay	\$210,259	\$209,132	\$216,255	\$202,470	\$227,790
401 . 103 Overtime	9,363	23,901	8,000	12,700	8,000
401 . 106 Contract Labor	13,469	29,423	10,000	22,000	10,000
405 . 114 Fica	15,581	16,678	17,150	16,460	18,030
406 . 116 Retirement	14,577	15,879	17,190	16,570	19,248
407 . 122 Life Insurance	285	286	325	280	330
407 . 124 Disability Insurance	989	1,038	1,135	1,135	1,185
408 . 125 Workers Compensation	9,177	7,774	8,990	13,455	14,600
410 . 001 Health Claims Cost LGAG	40,224	35,951	38,590	36,080	46,270
Total Personal Services	<u>\$313,924</u>	<u>\$340,062</u>	<u>\$317,635</u>	<u>\$321,150</u>	<u>\$345,453</u>
Supplies					
500 . 101 Office Supplies	\$1,034	\$861	\$1,000	\$1,323	\$1,000
500 . 102 Office Equipment	(514)	1,362	500	500	500
500 . 103 Office Furniture	-	287	200	200	1,000
500 . 105 Office Printing	-	-	-	150	150
501 . 101 Uniforms & Clothing	2,991	3,665	3,250	4,922	4,750
510 . 106 Cleaning & Sanitation Sup	854	1,000	500	1,435	900
512 . 108 Chemicals	1,695	1,052	2,200	1,198	2,200
513 . 111 Concrete/Masonry Supplies	422	75	300	300	300
513 . 112 Asphalt	2,749	-	3,500	2,303	3,500
515 . 121 Safety Supplies	1,914	1,184	2,500	1,997	2,500
515 . 124 Departmental Supplies	5,999	5,980	6,500	7,152	8,000
515 . 126 Department Equipment	-	942	-	112	4,000
532 . 148 Small Hand Tools	2,014	1,687	2,000	1,030	500
Total Supplies	<u>\$19,158</u>	<u>\$18,095</u>	<u>\$22,450</u>	<u>\$22,622</u>	<u>\$29,300</u>
Other Services & Charges					
610 . 111 Telephone	\$1,342	\$1,313	\$1,300	\$2,424	\$2,450
610 . 112 Postage	230	27	100	97	100
620 . 114 Advertising	572	885	500	1,734	1,000
640 . 124 Travel Expense	37	49	300	300	375
650 . 127 Electricity & Gas	739	864	810	1,024	830
650 . 1271 Electric Expense-Misc	-	-	-	27	30
650 . 128 Water	481	500	500	456	480
650 . 129 Wastewater Expense	674	615	620	566	610
650 . 130 Santation Expense	-	431	430	431	430
650 . 133 Stormwater Expense	150	231	235	231	290
650 . 134 Security Light Expense	-	534	535	534	535



Streets (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
660 . 134 Radio Repairs	155	226	500	500	500
660 . 139 Garage Expense	87,624	114,412	100,000	68,883	29,871
660 . 1391 Garage Labor	-	-	-	29,416	52,005
660 . 145 Gasoline & Oil Expense	17,480	28,010	22,100	27,272	21,950
662 . 140 Building Repairs	529	449	500	549	10,000
662 . 141 Department Repairs	-	88	-	-	-
663 . 142 Street Sign Maintenance	1,050	3,098	1,500	798	2,000
663 . 144 Sidewalk Repairs	5,400	6,399	12,500	6,620	12,500
663 . 148 Maint Of Parks/Boat Land	1,027	10,338	2,000	4,291	28,000
663 . 153 Gravel	1,525	1,131	2,200	3,100	2,500
670 . 156 Equipment Rental	1,027	1,684	900	649	2,400
682 . 172 Ground Maint. Expenses	336	218	-	64	-
685 . 180 Dues And Subscriptions	26	52	100	100	100
685 . 182 Other Operating Expenses	3,003	637	2,592	4,315	5,000
685 . 184 Continuing Education	466	1,863	1,600	608	1,800
685 . 186 Training	375	-	300	240	300
685 . 190 Tipping Fees	80	641	-	-	-
686 . 189 Medical Expenses	500	1,090	600	1,600	800
686 . 194 Special Contracts	-	28,854	1,000	850	1,000
686 . 195 Maint/Service Contracts	1,396	2,217	1,500	1,669	1,500
686 . 199 Internal Engineering	2,882	4,776	3,500	5,575	3,500
Total Other Services & Charges	\$129,106	\$211,632	\$158,722	\$164,923	\$182,856
Other Objects					
795 . 001 IT Internal Allocations	\$7,184	\$5,038	\$4,900	\$6,083	\$5,818
795 . 002 IT Billable Services	2,937	2,428	2,937	2,937	1,959
795 . 003 IT Equipment Rental	959	900	1,670	1,670	-
Total Other Objects	\$11,080	\$8,366	\$9,507	\$10,690	\$7,777
Capital Outlay					
900 . 1000 Infrastructure Improvemts	\$-	\$-	\$-	\$1,204	\$-
900 . 3000 Buildings & Improvements	-	-	25,000	-	-
900 . 4200 Heavy Equipment	-	-	68,952	68,952	-
900 . 4300 Other Equipment	14,635	-	27,000	27,000	7,000
Total Capital Outlay	\$14,635	\$-	\$120,952	\$97,156	\$7,000
Total Streets	\$487,903	\$578,155	\$629,266	\$616,541	\$572,386
12 - 23 Ground Maintenance					
Personal Services					
400 . 101 Regular Pay	\$100,757	\$100,001	\$101,810	\$88,760	\$122,958
401 . 103 Overtime	196	3,050	500	1,500	500



Streets (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
401 . 106 Contract Labor	24,294	15,559	15,000	15,000	-
405 . 114 Fica	7,155	7,397	7,820	6,900	9,440
406 . 116 Retirement	5,922	6,285	7,240	6,950	7,740
407 . 122 Life Insurance	150	148	150	110	180
407 . 124 Disability Insurance	495	516	570	460	680
408 . 125 Workers Compensation	3,471	4,830	3,950	5,340	6,400
410 . 001 Health Claims Cost LGAG	20,142	17,781	19,210	14,500	26,440
Total Personal Services	\$162,582	\$155,567	\$156,250	\$139,520	\$174,338
Supplies					
500 . 101 Office Supplies	\$36	\$42	\$150	\$150	\$150
501 . 101 Uniforms & Clothing	1,156	1,588	1,400	1,729	3,000
512 . 108 Chemicals	1,211	652	1,000	331	1,500
515 . 121 Safety Supplies	121	51	500	500	500
515 . 124 Departmental Supplies	630	189	500	500	500
515 . 126 Department Equipment	-	278	-	-	-
532 . 148 Small Hand Tools	514	657	650	650	650
Total Supplies	\$3,668	\$3,457	\$4,200	\$3,860	\$6,300
Other Services & Charges					
610 . 111 Telephone	\$589	\$349	\$400	\$400	\$400
640 . 124 Travel Expense	86	326	400	400	400
660 . 139 Garage Expense	8,801	5,336	8,500	1,500	1,809
660 . 1391 Garage Labor	-	-	-	3,310	3,988
660 . 145 Gasoline & Oil Expense	3,030	4,160	4,940	10,500	10,850
662 . 141 Department Repairs	-	1,960	2,200	2,200	7,000
670 . 156 Equipment Rental	219	681	500	500	500
682 . 172 Ground Maint. Expenses	6,895	6,280	5,500	6,945	-
685 . 182 Other Operating Expenses	751	742	500	500	500
685 . 186 Training	160	-	400	400	400
685 . 187 Special Projects	2,109	2,159	2,850	7,290	9,684
687 . 203 Contract Services	6,681	16,064	15,745	15,745	15,745
Total Other Services & Charges	\$29,321	\$38,057	\$41,935	\$49,690	\$51,276
Other Objects					
795 . 001 IT Internal Allocations	\$620	\$557	\$650	\$650	\$555
795 . 002 IT Billable Services	642	750	642	642	-
795 . 003 IT Equipment Rental	480	444	450	450	-
Total Other Objects	\$1,742	\$1,751	\$1,742	\$1,742	\$555
Capital Outlay					
900 . 4100 Vehicles	\$-	\$-	\$-	\$-	\$-



Streets (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
900 . 4300 Other Equipment	8,425	-	-	-	7,500
Total Capital Outlay	\$8,425	\$-	\$-	\$-	\$7,500
Total Ground Maintenance	\$205,738	\$198,832	\$204,127	\$194,812	\$239,969
12 - 27 Urban Forestry Grant 96U1					
Other Services & Charges					
620 . 114 Advertising	\$315	\$127	\$-	\$-	\$-
682 . 172 Ground Maint. Expenses	3,750	1,294	-	-	-
Total Other Services & Charges	\$4,065	\$1,421	\$-	\$-	\$-
Total Urban Forestry Grant 96U1	\$4,065	\$1,421	\$-	\$-	\$-
Total Streets	\$697,706	\$778,408	\$833,393	\$811,353	\$812,355



Information Technology

Information Technology Director

Contracts

Maintenance Agreements

Project Oversight

AS 400 Financial System Management

Troubleshooting

AS400 Training

Network Administration

Database Support

Data Center Operations

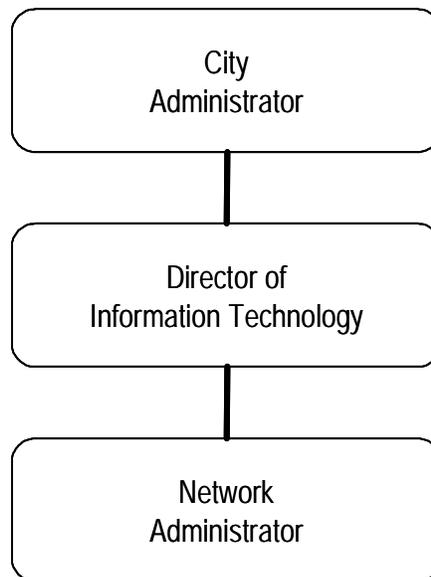
Network Services

End-User Support for PC's

Telecommunications Support

Network Application Training

Table of Organization





Information Technology (continued)

Department
Information Technology

Cost Center
0010-13

Department Mission

To develop and support strategic information planning, policies, and procedures; be proactive in assisting the City to accomplish its mission, goals and performance objectives; encourage and reward employees to display initiative, teamwork, creativity and high performance; deliver superior products and services; provide leadership in advancing the understanding of current technology developments through training, product demonstrations, and research and development activities; and to foster a citywide technical perspective through professional relationships with information technology leaders.

Fiscal Year 2005/2006 Accomplishments

- Implemented a desktop replacement program that standardized workstations, reduced acquisition costs by \$40.00 per computer, and created the first step in disaster recovery
- Reduced the number of domains throughout the City from 4 to 1
- Deployed LANDesk management suite to remotely manage any workstation from any workstation throughout the City
- Completed upgrade to virus management
- Deployed Dell PowerEdge 2850 with Exchange 2003 Server to replace existing antiquated mail server
- Deployed Window Server Update Services that protects the City's computer assets from discovered security deficiencies with Microsoft's operating systems
- Began implementation of DocMaestro Document Imaging Repository which provides a document repository for City documents and on-line work flow processes
- Implemented Lyles Online Customer Service (@ Your Request) which serves as a web based request system
- Began implementation of VC3 Online Customer Payments which provides customers with billing information, usage history, and credit card payment capability on the City's website
- Implemented WebSense Internet Management System which reduces internet usage liability and security issues through management software
- Worked with AIG Document Design to produce pressure sealed documents which afforded the City a significant cost savings-Documents designed including: utility bills, accounts payable checks, payroll checks, purchase orders, and business licenses
- Completed data center re-cabling and documentation project to improve power redundancy, equipment layout, and cable design



Information Technology (continued)

Fiscal Year 2006/2007 Objectives

- Continue roll-out of DocMaestro document imaging solutions to Finance and Police Departments
- Develop process for taking other payments on-line, such as court fines, business license fees, and permit fees
- Increase VOIP capabilities and implement Unified Messaging
- Develop plan for increased use of technology enhanced Council Chambers
- Pursue wireless solutions for City of Georgetown

Performance Measures¹

- Maintain 99% up-time for network and AS400 outside of normal maintenance windows
- Respond to Level I (non-emergency) service issues within 48 hours
- Respond to Level II (critical) service issues within 24 hours
- Respond to Level III (system down) service issues within 4 hours

¹Fiscal Year 2006/2007 is the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Information Technology (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
13 Information Technology					
Personal Services					
400 . 101 Regular Pay	\$-	\$-	\$-	\$-	\$127,110
401 . 103 Overtime	-	-	-	-	5,000
405 . 114 Fica	-	-	-	-	10,130
406 . 116 Retirement	-	-	-	-	10,830
407 . 122 Life Insurance	-	-	-	-	90
407 . 124 Disability Insurance	-	-	-	-	340
408 . 125 Workers Compensation	-	-	-	-	930
410 . 001 Health Claims Cost LGAG	-	-	-	-	13,220
Total Personal Services	\$-	\$-	\$-	\$-	\$167,650
Supplies					
500 . 101 Office Supplies	\$-	\$-	\$-	\$-	\$500
500 . 102 Office Equipment	-	-	-	-	3,850
500 . 103 Office Furniture	-	-	-	-	-
500 . 105 Office Printing	-	-	-	-	250
500 . 106 Computer Software	-	-	-	-	2,000
515 . 124 Departmental Supplies	-	-	-	-	500
515 . 126 Department Equipment	-	-	-	-	4,300
Total Supplies	\$-	\$-	\$-	\$-	\$11,400
Other Services & Charges					
600 . 110 Insurance/SCMIRF	\$-	\$-	\$-	\$-	\$969
610 . 111 Telephone	-	-	-	-	4,634
610 . 112 Postage	-	-	-	-	50
620 . 114 Advertising	-	-	-	-	200
640 . 124 Travel Expense	-	-	-	-	4,150
650 . 127 Electricity & Gas	-	-	-	-	2,690
650 . 1271 Electric Expense-Misc	-	-	-	-	38
650 . 128 Water	-	-	-	-	70
650 . 129 Wastewater Expense	-	-	-	-	100
650 . 130 Santation Expense	-	-	-	-	170
650 . 133 Stormwater Expense	-	-	-	-	80
650 . 134 Security Light Expense	-	-	-	-	540
670 . 156 Equipment Rental	-	-	-	-	27,998
685 . 180 Dues And Subscriptions	-	-	-	-	2,355
685 . 182 Other Operating Expenses	-	-	-	-	1,040
685 . 186 Training	-	-	-	-	5,205
686 . 189 Medical Expenses	-	-	-	-	100
686 . 191 Contract Services/Studies	-	-	-	-	27,260



Information Technology (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
686 . 195 Maint/Service Contracts	-	-	-	-	123,374
Total Other Services & Charges	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$201,023</u>
Other Objects					
795 . 001 IT Internal Allocations	\$-	\$-	\$-	\$-	(\$233,385)
795 . 002 IT Billable Services	-	-	-	-	(196,688)
Total Other Objects	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>(\$430,073)</u>
Capital Outlay					
900 . 4000 Office Equipment	\$-	\$-	\$-	\$-	\$38,000
900 . 4300 Other Equipment	-	-	-	-	12,000
Total Capital Outlay	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$50,000</u>
Total Information Technology	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>



Fleet Services

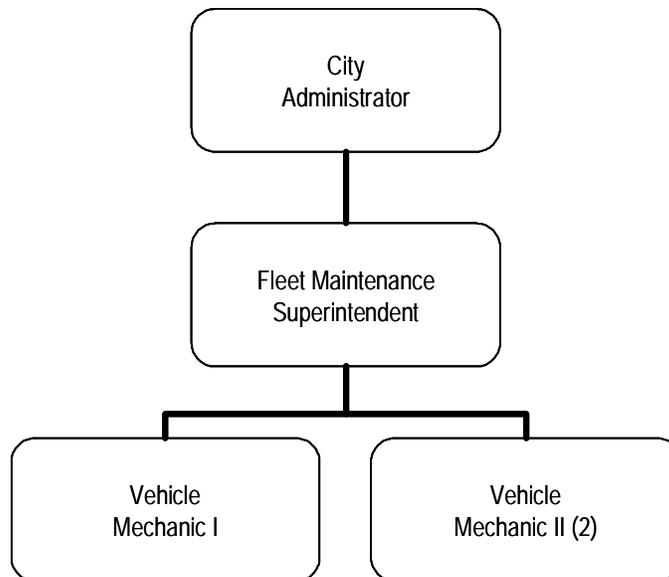
Fleet Director

Preventative Maintenance program
Monthly Billing
Managing Work Orders
Purchasing
Budget Control

Services

Vehicle Maintenance
Vehicle Safety Inspection
Fuel Inventory

Table of Organization





Fleet Services (continued)

Department
Fleet Services

Cost Center
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Department Mission

To ensure the safe and reliable use of City vehicles by providing quality, cost-effective fleet maintenance services.

Fiscal Year 2005/2006 Accomplishments

- Lowered labor rate from \$61.00 to \$55.00

Fiscal Year 2006/2007 Objectives

- Continue to lower parts cost
- Identify new ways to reduce labor rate
- Provide improved service

Performance Measures¹

- Ensure unscheduled down time per vehicle is no more than 7 hours
- Complete 96% of preventative maintenance with a down time of less than 2 hours
- Complete unscheduled repairs with a down time of less than 5 hours
- Complete 60% of preventative maintenance within the first week of a new month

¹Fiscal Year 2006/2007 if the first year that data will be captured in reference to the newly established performance measures. Therefore, for the purpose of this budget document they are listed for information only.



Fleet Services (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
14 Fleet Services					
Personal Services					
400 . 101 Regular Pay	\$-	\$-	\$-	\$-	\$126,960
401 . 103 Overtime	-	-	-	-	7,000
405 . 114 Fica	-	-	-	-	10,240
406 . 116 Retirement	-	-	-	-	10,940
407 . 122 Life Insurance	-	-	-	-	170
407 . 124 Disability Insurance	-	-	-	-	680
408 . 125 Workers Compensation	-	-	-	-	7,360
410 . 001 Health Claims Cost LGAG	-	-	-	-	26,440
Total Personal Services	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$189,790</u>
Supplies					
500 . 101 Office Supplies	\$-	\$-	\$-	\$-	\$150
501 . 101 Uniforms & Clothing	-	-	-	-	4,100
515 . 121 Safety Supplies	-	-	-	-	650
515 . 123 Special Dept Supplies	-	-	-	-	1,400
515 . 124 Departmental Supplies	-	-	-	-	3,400
532 . 148 Small Hand Tools	-	-	-	-	1,300
Total Supplies	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$-</u>	<u>\$11,000</u>
Other Services & Charges					
600 . 110 Insurance/SCMIRF	\$-	\$-	\$-	\$-	\$8,803
610 . 111 Telephone	-	-	-	-	1,700
610 . 112 Postage	-	-	-	-	150
620 . 114 Advertising	-	-	-	-	850
640 . 124 Travel Expense	-	-	-	-	1,075
650 . 127 Electricity & Gas	-	-	-	-	13,370
650 . 1271 Electric Expense-Misc	-	-	-	-	370
650 . 128 Water	-	-	-	-	500
650 . 129 Wastewater Expense	-	-	-	-	640
650 . 130 Santation Expense	-	-	-	-	420
650 . 132 Hazzardous Mat Disp Fee	-	-	-	-	1,200
650 . 133 Stormwater Expense	-	-	-	-	280
650 . 134 Security Light Expense	-	-	-	-	520
660 . 133 Maint/Machine/Equipment	-	-	-	-	9,100
660 . 139 Garage Expense	-	-	-	-	1,116
660 . 1391 Garage Labor	-	-	-	-	876
660 . 145 Gasoline & Oil Expense	-	-	-	-	1,300
662 . 140 Building Repairs	-	-	-	-	3,940
670 . 156 Equipment Rental	-	-	-	-	-



Fleet Services (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
685 . 180 Dues And Subscriptions	-	-	-	-	50
685 . 182 Other Operating Expenses	-	-	-	-	150
685 . 184 Continuing Education	-	-	-	-	1,900
685 . 186 Training	-	-	-	-	1,500
686 . 189 Medical Expenses	-	-	-	-	100
686 . 195 Maint/Service Contracts	-	-	-	-	4,230
Total Other Services & Charges	\$-	\$-	\$-	\$-	\$54,140
Other Objects					
735 . 122 Services Billed	\$-	\$-	\$-	\$-	(\$286,960)
795 . 001 IT Internal Allocations	-	-	-	-	4,312
795 . 002 IT Billable Services	-	-	-	-	3,918
Total Other Objects	\$-	\$-	\$-	\$-	(\$278,730)
Capital Outlay					
900 . 4100 Vehicles	\$-	\$-	\$-	\$-	\$23,800
Total Capital Outlay	\$-	\$-	\$-	\$-	\$23,800
Total Fleet Services	\$-	\$-	\$-	\$-	\$-



Non-Departmental

This department carries expenses that are considered general government in nature and not applicable to one specific department.

Personal Services

City Hall Cleaning Services
St Francis Humane Society Service Agreement

Capital Outlay

Front Street Streetscape (CDBG)
SCDOT Entryway Grant
Frontage Road Landscaping

Operations & Maintenance

Employee Recognition
City Hall Cleaning Supplies
Unemployment Claims
Insurance Bonds
City Hall Building Repairs
Audit Services

Cost Center

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Non-Departmental (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
20 Non-Departmental					
Personal Services					
400 . 101 Regular Pay	\$12,742	\$9,573	\$12,700	\$10,382	\$-
401 . 106 Contract Labor	25,205	70,160	70,160	68,760	18,160
401 . 108 Contract Labor-Humane Soc	-	-	-	-	53,000
405 . 114 Fica	1,011	746	970	790	-
406 . 116 Retirement	1,259	949	1,290	1,110	-
407 . 122 Life Insurance	16	7	11	15	-
407 . 124 Disability Insurance	54	25	42	42	-
408 . 125 Workers Compensation	-	-	110	150	-
410 . 001 Health Claims Cost LGAG	2,118	1,007	1,440	1,440	-
410 . 002 Health Claim Costs-Retire	156,294	168,496	178,270	178,270	204,910
Total Personal Services	\$198,699	\$250,963	\$264,993	\$260,959	\$276,070
Supplies					
500 . 102 Office Equipment	\$-	\$-	\$-	\$-	\$4,100
500 . 103 Office Furniture	-	-	5,000	-	5,000
510 . 106 Cleaning & Sanitation Sup	2,972	1,586	2,500	2,000	4,000
515 . 124 Departmental Supplies	120	-	150	-	-
Total Supplies	\$3,092	\$1,586	\$7,650	\$2,000	\$13,100
Other Services & Charges					
600 . 1051 Employee Wellness & Safety	\$4,298	\$6,617	\$8,600	\$8,600	\$11,300
600 . 1052 Unemployment Insurance	14,221	8,879	12,000	10,000	11,000
600 . 110 Insurance/SCMIRF	101,863	112,727	96,534	119,222	98,465
600 . 112 Survivors Health Ins	10,932	12,469	11,000	11,000	11,000
650 . 128 Water	3,957	2,989	2,750	2,347	2,670
650 . 133 Stormwater Expense	450	454	450	454	560
662 . 140 Building Repairs	3,079	3,726	3,500	6,500	8,475
670 . 156 Equipment Rental	-	-	-	-	800
685 . 181 Downtown Repairs	994	368	1,500	1,500	-
685 . 182 Other Operating Expenses	9,030	7,397	10,000	14,500	18,000
685 . 187 Special Projects	14,778	861,246	461,819	6,200	483,353
686 . 187 Professional Services	33,246	48,271	40,000	50,000	50,000
686 . 189 Medical Expenses	400	400	400	-	-
686 . 190 Consulting Services	-	5,848	10,000	5,000	10,000
686 . 192 Elections	1,892	408	3,800	3,495	-
686 . 199 Internal Engineering	845	1,367	1,500	-	-
687 . 196 United Way	1,000	1,000	1,000	1,000	1,000
Total Other Services & Charges	\$200,985	\$1,074,166	\$664,853	\$239,818	\$706,623



Non-Departmental (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
Other Objects					
795 . 001 IT Internal Allocations	\$273	\$153	\$200	\$-	\$19
795 . 002 IT Billable Services	-	9,200	23,106	23,106	-
795 . 995 GF Cost Distribution	(104,400)	(104,400)	(104,400)	(104,400)	(107,950)
Total Other Objects	<u>(\$104,127)</u>	<u>(\$95,047)</u>	<u>(\$81,094)</u>	<u>(\$81,294)</u>	<u>(\$107,931)</u>
Capital Outlay					
900 . 1000 Infrastructure Improvemts	\$61,080	\$-	\$5,000	\$47,500	\$542,500
900 . 2500 Land Improvements	-	1,556	50,000	-	50,000
900 . 3000 Buildings & Improvements	5,780	-	5,000	-	-
900 . 4300 Other Equipment	-	9,732	92,980	-	-
Total Capital Outlay	<u>\$66,860</u>	<u>\$11,288</u>	<u>\$152,980</u>	<u>\$47,500</u>	<u>\$592,500</u>
Total Non-Departmental	<u>\$365,509</u>	<u>\$1,242,956</u>	<u>\$1,009,382</u>	<u>\$468,983</u>	<u>\$1,480,362</u>



Debt Service

The expense of retiring such debts as loans, leases, and bond issues. It includes principal and interest payments, and administrative costs for paying agents, registrars, and escrow agents.

BB&T Leaf Vacuum Lease
BB&T Fire Truck Lease
BB&T Air Sweeper Lease
BB&T Motorola Radio Lease

First Citizens Ladder Truck Lease
BB&T Miscellaneous Vehicle Lease
BB&T Telephone Lease

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Debt Service (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
21 Debt Service					
Other Services & Charges					
681 . 100 Capital Lease Principal	\$246,525	\$314,840	\$290,708	\$290,708	\$411,387
681 . 120 Capital Lease Interest	72,554	20,109	21,884	21,884	38,051
681 . 142 Loan Interest Expense	-	-	-	-	-
681 . 145 Fire Stat2 Loan Principle	-	-	-	-	-
Total Other Services & Charges	<u>\$319,079</u>	<u>\$334,949</u>	<u>\$312,592</u>	<u>\$312,592</u>	<u>\$449,438</u>
Total Debt Service	<u>\$319,079</u>	<u>\$334,949</u>	<u>\$312,592</u>	<u>\$312,592</u>	<u>\$449,438</u>



Other Financing Uses

Other financing uses are disbursements of resources that are not expenditures. Examples include payments made by the General Fund to a Capital Projects Fund for the General Fund's share of the cost of constructing new facilities, and payments made by Special Revenue Funds to Debt Service Funds for the retirement of debt. Other financing uses are broken down by type of transfer to the budgetary unit.

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Other Financing Uses (continued)

	FY03/04 Actual	FY04/05 Actual	FY 05/06 Amended	FY 05/06 Projected	Council Approved
22 Other Financing Uses					
Other Objects					
750 . 127 Transfers to Waste Mgmt	\$510,000	\$270,900	\$270,900	\$270,900	\$38,210
750 . 134 Transfer to Storm Water	138,000	162,000	162,000	162,000	-
750 . 137 Trans to Unrsvd Fund Bal	-	-	-	-	62,108
Total Other Objects	<u>\$648,000</u>	<u>\$432,900</u>	<u>\$432,900</u>	<u>\$432,900</u>	<u>\$100,318</u>
Total Other Financing Uses	<u>\$648,000</u>	<u>\$432,900</u>	<u>\$432,900</u>	<u>\$432,900</u>	<u>\$100,318</u>
Total General Fund	<u><u>\$7,747,398</u></u>	<u><u>\$8,008,065</u></u>	<u><u>\$9,737,172</u></u>	<u><u>\$9,381,984</u></u>	<u><u>\$9,438,846</u></u>



Statement of Revenues, Expenditures, and Changes in Fund Balances

	FY 2004/2005 Actual	FY 2005/2006 Actual*	FY 2006/2007 Projected
Revenues			
Taxes	\$ 2,476,864	\$ 2,618,357	\$ 2,845,540
Licenses and permits	2,103,982	2,325,125	2,133,520
Fire impact fees	14,095	47,346	75,000
Fines and forfeitures	321,874	187,913	298,000
Intergovernmental	700,624	510,719	1,651,131
Investment earnings	36,432	36,021	30,600
Miscellaneous	80,558	928,443	254,010
Total Revenues	5,734,429	6,653,924	7,287,801
Expenditures			
Current			
General government	846,138	931,895	1,081,256
Public safety	4,355,157	4,702,459	5,385,142
Public works	778,412	665,090	797,855
Community development	-	-	-
Nondepartmental	1,231,873	421,546	887,862
Capital Outlay			
General government	437	11,112	6,975
Public safety	17,120	1,112,262	123,000
Public Works	-	89,677	14,500
Community development	-	-	-
Nondepartmental	11,287	25,967	666,300
Debt Service			
Principal	314,840	290,708	411,387
Interest	20,109	21,884	38,051
Fiscal charges	-	-	-
Total Expenditures	7,575,373	8,272,600	9,412,328
Excess (Deficiency) of Revenues Over Expenditures	(1,840,944)	(1,618,676)	(2,124,527)
Other Financing Sources (Uses)			
Proceeds from sale of capital assets	2,924	24,176	20,000
Transfers in	1,988,458	2,121,262	2,183,545
Transfers out	(432,900)	(432,900)	38,210
Donations	-	-	-
Total Other Financing Sources (Uses)	1,558,482	1,712,538	2,241,755
Net Change in Fund Balances	(282,462)	93,862	117,228
Fund Balances - Beginning of Year	2,451,963	2,169,501	2,263,363
Fund Balances - End of Year	\$ 2,169,501	\$ 2,263,363	\$ 2,380,591

* Unaudited