

# BIBB COUNTY, GEORGIA



## ANNUAL BUDGET

FOR THE FISCAL YEAR ENDING  
JUNE 30, 2011

**BIBB COUNTY, GEORGIA  
ANNUAL BUDGET**

**FOR THE  
FISCAL YEAR ENDING JUNE 30, 2011**

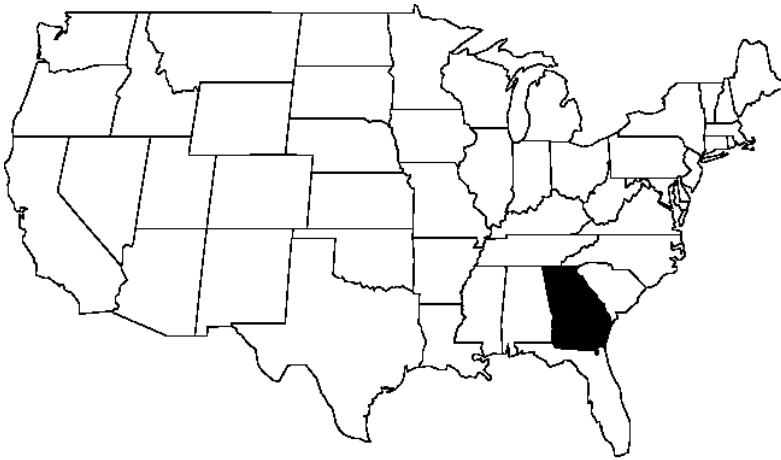
**COMPILED BY:  
BIBB COUNTY FINANCE OFFICE**

**DEBORAH R. MARTIN  
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**CHRISTY W. IULIUCCI  
ASSISTANT FINANCE DIRECTOR**

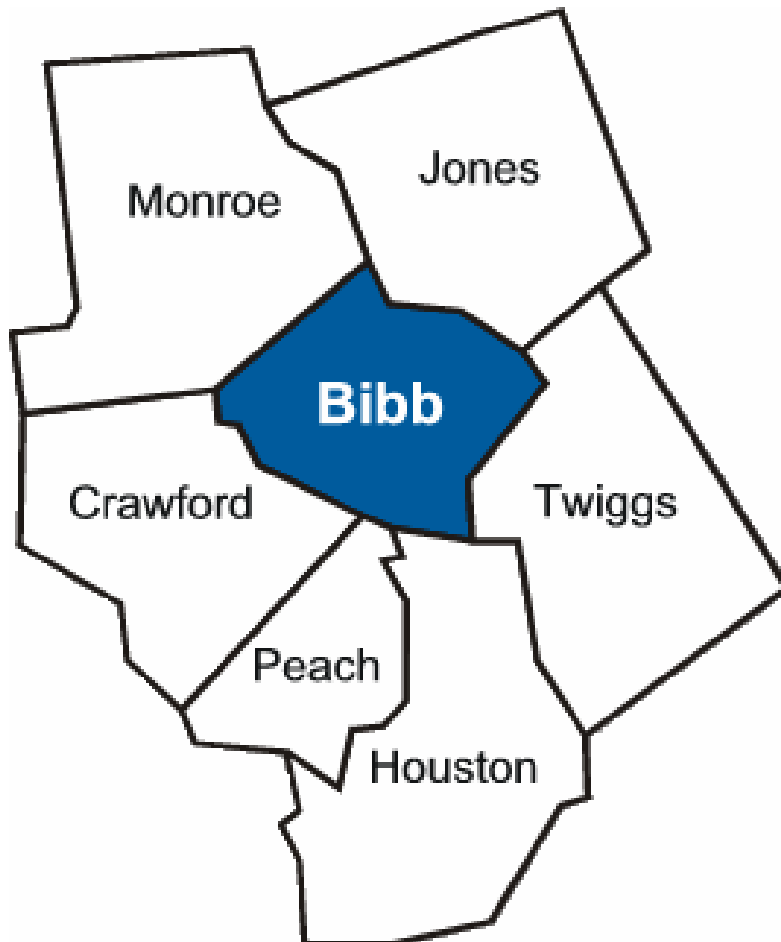
**ROOM 409 COURTHOUSE  
MACON, GEORGIA 31201**

# Location Map



Georgia and the United States

Bibb County and Georgia



Bibb County

# Board of Commissioners Bibb County, Georgia

Chairman



**Samuel F. Hart, Sr.**

Vice Chairman



**Joe O. Allen**  
DISTRICT FOUR



**Lonzy Edwards**  
DISTRICT ONE



**Elmo A. Richardson, Jr.**  
DISTRICT THREE



**Bert Bivins, III**  
DISTRICT TWO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Bibb County  
Georgia**

For the Fiscal Year Beginning

**July 1, 2009**

A handwritten signature in black ink, appearing to be 'HR'.

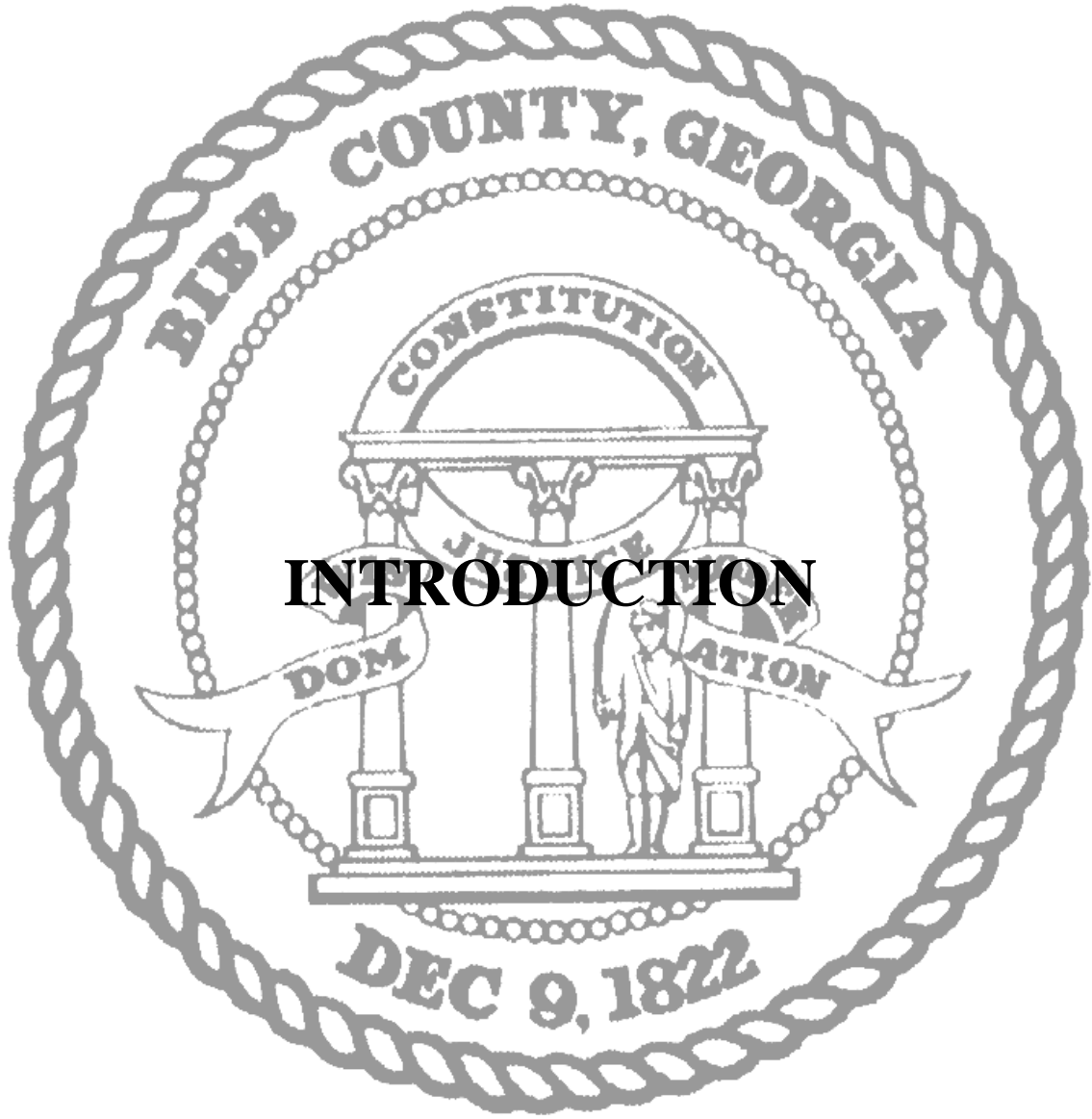
President

A handwritten signature in black ink, appearing to be 'Jeffrey R. Erwin'.

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Bibb County, Georgia for its annual budget for the fiscal year beginning July 1, 2009. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award 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.



# INTRODUCTION

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## MISSION, GOALS AND MEASURES

### MISSION STATEMENT

Bibb County's mission is to provide responsible and responsive services to its citizens, in order to protect and enhance the quality of life in the community.

### ORGANIZATIONAL GOALS

The organizational goals guide the County in the development of appropriate policies and procedures, and form the basis of each year's Budget and Performance Measures. The departments/ county supported agencies responsible for the implementation of the Organizational Goals are referenced. Refer to the budget details for activities / performance measurements & objectives in support of these goals.

- Protect the lives and well-being of citizens through law enforcement and fire protection. (**E125-E174** Public Safety, **E175-E179** Emergency Management, **F-1** Fire District Fund)
- Provide an effective road and highway system for the transportation needs of Bibb County and the public infrastructure of the sanitation systems of the unincorporated county. (**E182-E208** Public Works)
- Promote a balanced response to environmental issues such as clean air, waste collection and recycling. (**E-214** Agricultural Resources- Extension Service, **I-6** Special Sanitation Fund, **E-227** County Supported Agencies- Conservation of Natural Resources)
- Support and strengthen programs of health and welfare. (**E-209** Public Works/ Health Department- Insect Control, **E-223** County Supported Agencies- Health and Welfare)
- Work to improve recreation facilities in the unincorporated areas and support cultural/recreational programs. (**E-225** County Supported Agencies- Culture, Recreation & Beautification, **I-1** Tobesofkee Recreation Area Fund)
- Actively promote economic development efforts. (**E-227** County Supported Agencies- Planning & Zoning, Industrial & Urban Development)
- Improve the cost efficiency of County services and proactively plan for the financial future of Bibb County. (**E-82** Finance, **E-73** Records Management, **E-96** Risk Management)

### PERFORMANCE MEASURES

Performance measures are developed for each departmental budget. These measures are specific and quantifiable statements of major accomplishments in fiscal year 2010 and projected goals for fiscal year 2011, and are listed in each department's section of the Budget Document.

**Bibb County, Georgia**

**List of Principal Officials**

**July 1, 2010**

<u><b>Titles</b></u>	<u><b>Names</b></u>
<b>Commissioner, Chairman</b>	<b>Samuel F. Hart, Sr.</b>
<b>Commissioner, District 1</b>	<b>Lonzy F. Edwards</b>
<b>Commissioner, District 2</b>	<b>Bert Bivins, III</b>
<b>Commissioner, District 3</b>	<b>Elmo A. Richardson, Jr.</b>
<b>Commissioner, District 4</b>	<b>Joe O. Allen</b>
<b>Board of Tax Assessors, Chairman</b>	<b>William C. Vaughn, II</b>
<b>Board of Elections, Supervisor</b>	<b>Elaine Carr</b>
<b>Buildings &amp; Properties Supervisor</b>	<b>Samuel L. Kitchens</b>
<b>Chief Administrative Officer</b>	<b>Steve H. Layson</b>
<b>Circuit Public Defender</b>	<b>William Lee Robinson</b>
<b>Civil Court Judge</b>	<b>William Randall</b>
<b>Clerk of Board</b>	<b>Shelia Thurmond</b>
<b>Clerk of Superior Court</b>	<b>Dianne Brannen</b>
<b>Coroner</b>	<b>Marion Leon Jones</b>
<b>County Attorney</b>	<b>Virgil L. Adams</b>
<b>County Engineer</b>	<b>Kenneth H. Sheets</b>
<b>District Attorney</b>	<b>Acting- Wayne G. Tillis</b>
<b>Finance Director</b>	<b>Deborah R. Martin</b>
<b>Human Resources Director</b>	<b>Marilu Cowan</b>
<b>Information &amp; Technology Services</b>	<b>Interim- Grant Faulkner</b>
<b>Juvenile Court Judge</b>	<b>Thomas J. Matthews</b>
<b>Juvenile Court Judge</b>	<b>Quintress J. Gilbert</b>
<b>Probate Court Judge</b>	<b>William J. Self, II</b>
<b>Sheriff</b>	<b>Jerry M. Modena, Sr.</b>
<b>State Court Judge</b>	<b>William P. Adams</b>
<b>State Court Solicitor</b>	<b>Otis Scarbary</b>
<b>Superior Court Judge</b>	<b>Martha Christian</b>
<b>Superior Court Judge</b>	<b>Tilman E. Self, III</b>
<b>Superior Court Judge</b>	<b>Lamar W. Sizemore</b>
<b>Superior Court Judge</b>	<b>Edward W. Ennis Jr.</b>
<b>Superior Court Judge</b>	<b>S. Phillip Brown</b>
<b>Tax Commissioner</b>	<b>Thomas W. Tedders, Jr.</b>
<b>Tobesofkee Director</b>	<b>Doug Furney</b>

## GENERAL INFORMATION



The area we refer to today as Bibb County sits on the Fall Line where the Piedmont Region meets the Coastal Plains and was once the home of the Creek Indians and their predecessors for as many as 12,000 years before the arrival of the white man. From the earliest known cultures until present, this area has continued to prosper largely because of the modest temperatures all year long.

Once the Creek ceded their lands east of the Ocmulgee River in 1806, trading began with the main crop being cotton. This crop along with other crops was hauled along the river until 1843 when the first railroad brought another form of transportation and therefore greater prosperity.

In 1822, the Georgia legislature created Bibb County, naming it in honor of Dr. William Wyatt Bibb. Dr. Bibb was a politician, physician, and planter, born October 1, 1781, in Amelia County, Virginia and died in Autauga County, Alabama. Upon arrival to Georgia in 1789 his family settled in Elbert County, Georgia where he would later serve in the House of Legislature and U. S. Senate.

Sherman spared this region on his "March to the Sea." With the local people prepared to fight, Sherman feared the Confederate states had joined forces against him and in his haste to get to the sea, stormed the Capital, then located in Baldwin County, and bypassed Bibb County.

Today you will find Bibb County nestled in the "Heart of Georgia" some 80 miles south of Atlanta on Interstate 75, the major link of the South to the upper mid-west industrial area. The scenic view has not changed much since our first inhabitants. You will still find the rolling hills and soft pinewood entwined with the rivers, creeks and warm temperature. With all of the beauty you can see why Bibb residents understand the statement, "there's no place like home."

According to the 2010 Georgia County Guide, as of 2008, Bibb County ranked 13<sup>th</sup> in the state with an estimated population of 155,216 citizens. Housing is available in a broad range from less than \$50,000 to well over \$200,000 with a median value of \$115,200 for an owner-occupied unit. There are over 71,627 housing units in Bibb County with 59,170 being occupied. Total population per household is 2.50. The median citizen is 35.8 years old and earns an income of \$22,014 per capita with a median household income of \$38,843 annually.

Year	Population
2000	153,887
2001	153,549
2002	153,549
2003	154,287
2004	155,170
2005	154,918
2006	154,903
2007	154,709
2008	155,216
2009	156,060

*Source: U.S. Census Bureau*

*Source: Middle Georgia Regional Development Center, 2010 Georgia County Guide,  
U.S. Census Bureau & 2006-2008 American Community Survey*

## EMPLOYMENT

The unemployment rate for Bibb County (as shown on page A-5) is slightly higher than the 10.3 % rate for the State of Georgia.

Located in the center of the state with two interstate highway systems within its boundaries, Bibb County is experiencing steady economic development activity. Over the past twelve months, four (4) new companies have located in Bibb County, creating or retaining 175 jobs with capital investments of approximately \$6.25 million. One existing industry expansion created 20 new jobs with a capital investment of \$1 million. Additional information is provided under the Economic Condition and Outlook section of the transmittal letter.

With an annual federal payroll of \$1.6 billion, annual local expenditures of \$282 million, and a federal retiree payroll of \$616.9 million, Robins Air Force Base, located in adjacent Houston County, is the largest industrial complex in Georgia. Robins has a significant economic impact on Bibb County and Middle Georgia. In 2009, Robins Air Force Base had a total economic impact of \$4.1 billion in Georgia.

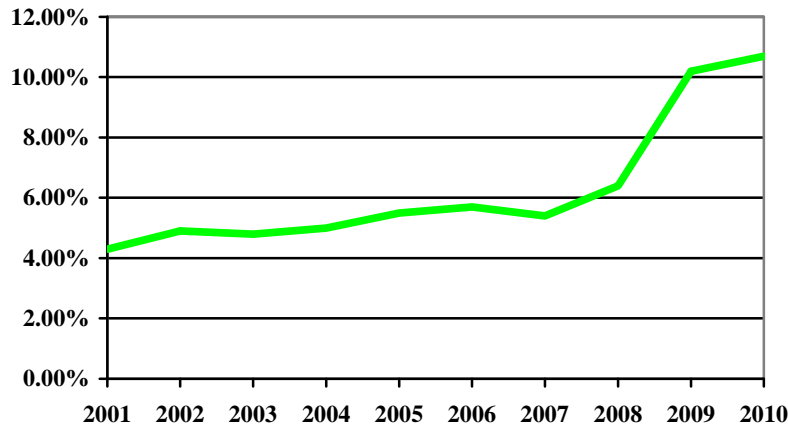
Private contracts at Robins generated \$9.2 million of value for Bibb County. Approximately 2,000 Bibb County residents are employed at Robins and over 4,700 residents receive federal retiree annuity pay totaling \$116.4 million.

<b>Largest Private Employers</b>	
	Employees
GEICO	3,936
Coliseum Medical Centers	1,263
Mercer University	871
YKK (U.S.A.), Inc.	725
Georgia Farm Bureau	570
Graphic Packaging International	520
The Boeing Company	500
IKON Office Solutions	500

<b>Largest Public Employers</b>	
	Employees
Medical Center of Central Georgia	5,300
Bibb County Board of Education	3,300
City of Macon	1,494
Bibb County	893
United States Postal Services	600

Source: Macon-Bibb County Industrial Authority

## UNEMPLOYMENT RATE FOR BIBB COUNTY



Source: Georgia Department of Labor

## SCHOOLS



The Bibb County School District serves PreK-12<sup>th</sup> grade students and has three levels composed of elementary (K-5), middle school (6-8) and high school (9-12) with approximately 25,000 students enrolled in 40 schools, including 8 schools offering magnet programs. The School District also sponsors four America's Choice Schools, two at the elementary level and two at the middle school level, which allow for family choice based on student interests, talent and need. In addition to the School District, the County has several parochial schools and private schools along with the Academy for the Blind, which is ranked among the finest state-operated institutions in America.

The Bibb County School District is governed by an 8-member Board of Education, all of whom are elected. The School District employs over 1,800 classroom teachers and has an average student teacher ratio of 15.10. The average teacher salary is \$50,222 annually.

Bibb County has three (3) four-year colleges and a technical institution. They are Wesleyan College, Mercer University, Macon State College, and Central Georgia Technical College. In addition, Georgia College and State University offers graduate programs through their new center in downtown Macon.



Mercer University, a liberal arts college, was founded in 1883, and has a present enrollment of 8,072 students. This university has one of the most respected Law Schools (Walter F. George) in the South. Also located on the campus are the Stetson School of Business and Economics, a School of Medicine, and the School of Engineering. Mercer also has a campus in Atlanta where the Southern School of Pharmacy is located.

## SCHOOLS



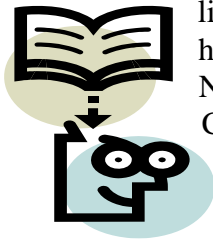
Wesleyan College, founded in 1836, was the first college in the world chartered to grant degrees to women. It has a present enrollment of 607 students enrolled in undergraduate programs for women. The co-ed graduate programs have a present enrollment of 81 students. Its campus is listed in the National Register of Historic Places as the Wesleyan College Historic District. Wesleyan is classified as a Liberal Arts college and is ranked as a national, rather than regional, college. The Princeton Review names it as one of "The Best Colleges," and also claims it is one of the nation's "Best Value Private Colleges".



Macon State College, chartered in 1966 as part of the University System of Georgia, has more than 6,600 students attending classes at the main campus and several off campus locations. Macon State offers "Degrees That Work" in some of the hottest fields in the nation, including Business, Communications, and Applied Science. Macon State's degree programs are designed to enhance the economic vitality of the Central Georgia region.

## PUBLIC LIBRARY

The Macon-Bibb County Public Library operates a main library and four branch libraries. The main library, Washington Memorial Library (56,000 sq. ft.), is located in the downtown historic district. Three branch libraries are located in shopping centers in the Northern, Eastern, and Western sections of Bibb County. The fourth branch, Bibb County's newest library, the Charles A. Lanford, M.D. Library is located in South Bibb County.



During Fiscal Year 2010, more than 675,000 people entered the libraries and borrowed nearly 2,000,000 materials. All libraries offer Internet access. The libraries fulfilled over 110,000 requests for computer sessions during the time period. The number of active library cards totals over 89,000.

The Macon-Bibb County Public Library collections consist of more than 525,000 items including books, audio books in MP3 and CD formats, and DVDs. The Public Library subscribes to over 200 magazines and newspapers. The Washington Memorial Library's Genealogy Room holds over 36,000 volumes and is considered one of the outstanding genealogy collections in the country. In addition, an African-American Collection with 9,800 volumes complements the reference collection at the Washington Memorial Library.

The Macon-Bibb County Public Library is the headquarters for the Middle Georgia Regional Library System. This Regional Library is an affiliation of the 14 public libraries in the following six counties: Bibb, Crawford, Jones, Macon, Twiggs, and Wilkinson. The benefits of the Regional Library include centralized purchasing, cataloging, and information technology management. Other benefits include in-depth reference services, a Library for the Blind and Physically Handicapped, and administrative-consultant services.

Additional services include bookmobile service to the area's nursing homes and senior citizen apartment complexes, programs for children, voter registration, large print books, online database searching capabilities, and computers for the public to access the Internet.



## CHURCHES



Bibb County plays host to more than 240 churches of every Protestant denomination, as well as Catholic and Jewish faiths.

## HEALTHCARE



Bibb County has some 500 practicing physicians using three full service and two psychiatric hospitals totaling more than 1,150 beds. Included is the Medical Center of Central Georgia, a county-funded agency. MCCG is a regional acute care, full service hospital serving a 50-county area. Additionally, there are eight urgent care centers with one that addresses the pediatric needs after normal working hours. There is a medical school with a health care center, several orthopedic and rehabilitation centers and varied, specific services offered by the different hospitals and the Macon-Bibb County Health Department.

## ARTS



The Grand Opera House, one of the most prized possessions we have, is one of twenty-five places listed on the National Register of Historical Places in Bibb County. Built in 1884 as the Academy of Music and restored in 1969, this superb theater has been the scene of countless musical and theatrical events. The stage is one of the largest in the Southeast. Trap doors installed for the Great Houdini can still be seen in the stage floor.

Located in North Bibb County, the Macon Little Theatre has been active in the arts for more than half a century. In addition to its plays and summer musicals, MLT sponsors the Macon Youth Theatre to encourage participation in the performing stage arts by students.

Other cultural interests of the arts include Theatre Macon and the Community Children's Theatre. The Macon Symphony Orchestra performs classical and pop concerts and the Jazz Festival held annually in May is also a popular event. The Tubman African American Museum sponsors programs and historical learning exhibits for the Afro-American culture. The Museum of Arts and Sciences, Georgia's largest museum devoted to the arts and sciences, has been a community resource for over fifty years.

## CLIMATE



The climate here is relatively moderate all year long. The highest temperature on record was 108° on July 13, 1980 and the lowest was 6° below zero on January 21, 1985. The average January temperature is 45.5° with July being 81.1°. Bibb County's average rainfall is 45.0" and snowfall of a trace or less per year. Speaking of snow, in the 90+ years of record keeping there has been no snow, not even a trace, on Christmas Day.

## RECREATION

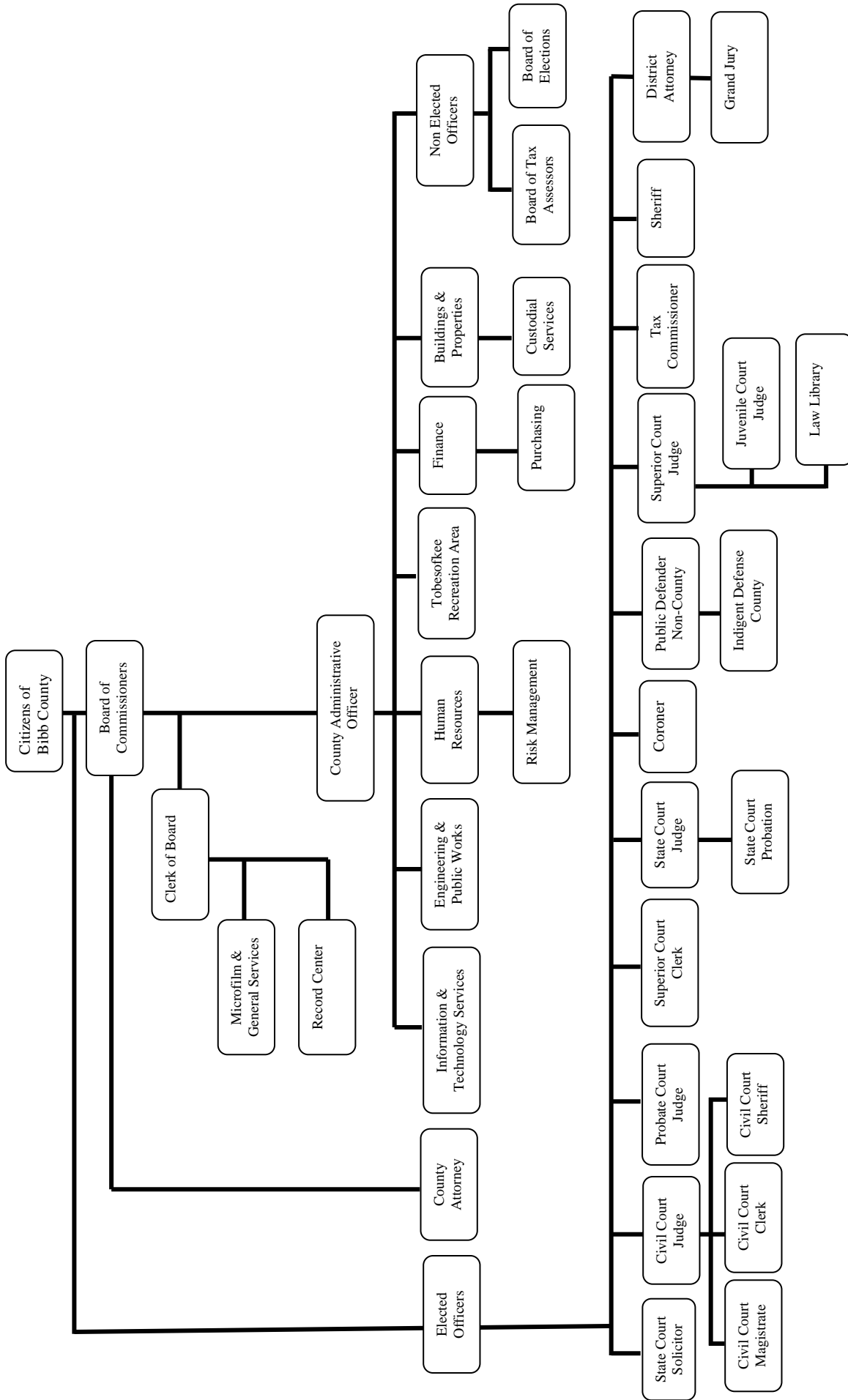


Macon-Bibb County Parks and Recreation Department offers a large and varied selection of sports and activities for the young at heart with 91 parks covering 784 acres. Recreation centers are in all sections of town and offer year-round programs for senior citizens, a program for handicapped persons and summer program for children.

Located on the outskirts of Bibb County, you can relax on a man-made beach covering nearly 1,800 acres with a 35-mile shoreline, better known as Lake Tobesofkee. Four parks offer swimming, fishing, boating, water skiing, camping, and sailing. Two of the parks offer campsites with all modern conveniences.

Kicking off springtime recreation in Bibb County is the Cherry Blossom Festival, which is held the third week in March each year and generates tourism from all around the world. Bibb County boasts more than 160,000 Yoshino cherry trees, which is more than Washington, D.C. or Japan. This festival ranks among the top 20 events in North America and invites the entire community to get personally involved.

# BIBB COUNTY ORGANIZATIONAL CHART



## **GENERAL INFORMATION**

### **GOVERNMENTAL STRUCTURE**

Bibb County was established on December 9, 1822, under the provisions of an Act of the General Assembly of Georgia. The County operates under a County Commission form of government. The Board consists of four (4) Commissioners elected by districts who serve part-time and one (1) Commissioner elected Countywide, who serves as part-time Chairman. The Chief Administrative Officer is responsible for the day-to-day operations of the County.

### **SERVICE DELIVERY**

Bibb County provides the following services as authorized by State Law:

- Public Safety (law enforcement and fire),
- Highways and streets,
- Sanitation,
- Health and Welfare,
- Culture-Recreation,
- Public Improvements,
- Planning and Zoning,
- Industrial and Urban Development, and
- General Administrative Services.

The County has 812 full-time budgeted positions.



**BIBB COUNTY  
BOARD OF COMMISSIONERS**

601 Mulberry Street • P.O. Box 4708  
Macon, Georgia 31208-4708  
(478) 621-6345 FAX (478) 621-6329

**Samuel F. Hart, Sr.**  
Chairman  
**Steve H. Layson**  
Chief Administrative Officer  
**Shelia M. Thurmond**  
Clerk of the Board  
**Virgil L. Adams**  
County Attorney

**Joe O. Allen**  
Vice-Chairman  
**Lonzy Edwards**  
District One  
**Bert Bruns, III**  
District Two  
**Elmo A. Richardson, Jr.**  
District Three

**TRANSMITTAL LETTER**

**TO:** Board of Commission Members and Bibb County Citizenry  
**FROM:** Samuel F. Hart, Sr., Chairman  
**SUBJECT:** FY 2011 Budget

Submitted herewith are the FY 2011 budgets for the various funds of Bibb County. This document has evolved through a dynamic process involving detailed input from County departments and agencies, opinions from citizens, and input from the Commission. Throughout this process, a conscientious effort was made to evaluate all budget requests and set priorities covering those proposals which could be judiciously undertaken within the available funding.

**PROPOSED BUDGET OVERVIEW**

Budget Format

Government budget documents should provide sufficient, meaningful and useful information to elected officials and the public. To that end, we have developed a budget document that serves as a:

1. Policy Document
2. Financial Plan
3. Operations Guide
4. Communications Device

## PROPOSED BUDGET OVERVIEW (continued)

Where combined, these elements define what Bibb County has done, what it plans to do and how it will accomplish its objectives. The FY 2011 budget is a plan that links developed organizational goals and objectives with the financial resources necessary to fund them. Contained within each department is a mission statement and goals for FY 2011. Using these and the "Workload Indicators" in each department, one should be able to gain some understanding of the function of each department within the County, along with what it is trying to accomplish. The allocation of money and personnel becomes increasingly important as more demands are placed on limited resources. It is important for all Commissioners to fully understand the services provided by each department and agency, and how these services can be integrated in order to provide our "taxpayers" with a top-quality product.

## BUDGETARY GOALS FOR FY 2011

Certain basic parameters guided the development of this proposed budget and enabled the achievement of these important goals:

- Provide a budget that will promote the continued strong fiscal position of Bibb County Government;
- Maintain the County's contribution to the Employee Pension Plan 16.85% of covered payroll;
- Continue the current levels of service, with some ability to provide for service level increases in response to service demand;
- Provide the current level of healthcare and post-retirement benefits to County employees and retirees in the most economical way for both employees and tax payers;
- Adhere to prior commitments.

## FY 2011 OPERATING BUDGETS

The County's budget is structured on the basis of individual funds. This approach represents the financial structure of the County and is consistent with accounting requirements (also known as Generally Accepted Accounting Principles) promulgated by the Governmental Accounting Standards Board, whereby each fund represents a distinct financial entity with its own revenues and expenditures. A brief explanation of the major operating funds follows below.

The *General Fund* is the general operating fund of the County. This fund accounts for general purpose services, such as judicial, administrative, law enforcement, public works and health and welfare. It contains the revenues and expenditures for general governmental services.

**FY 2011 OPERATING BUDGETS (continued)**

The General Obligation Debt Service Fund is used to account for the activity of the Georgia Local Government 1998 A Grantor Trust Certificates of Participation.

The 1992 Public Building Debt Service Fund is used to account for the accumulation of resources for the payment of debt for the 1992 Macon-Bibb County Urban Development Authority Bond Issue.

The Series 2000 Public Facilities Projects Debt Service Fund is used to account for the accumulation of resources for the payment of debt for the 2000 Macon-Bibb County Urban Development Authority Bond Issue.

The 2002A Public Facilities Project Debt Service Fund is used to account for the accumulation of resources for the payment of debt for the 2002-A Macon-Bibb County Urban Development Authority Bond Issue.

The SPLOST Debt Service Fund is used to account for the accumulation of SPLOST proceeds for the payment of debt.

The Fire District Fund is the accounting structure set up to maintain a separation of revenue and expenditures for the County fire protection services that are provided in the unincorporated area of the County.

The Law Library Fund is used to account for resources received from the various courts and other sources for the operation of the Law Library in accordance with State Law.

The Hotel/Motel Tax Fund is used to account for hotel/motel taxes collected in the unincorporated area of the County.

The Street Light District Fund is used to account for fees received from certain citizens in the unincorporated area of the County for street lights.

The Summer Youth Feeding Program is used to account for grant proceeds to sponsor a summer youth feeding program.

The Law Enforcement Commissary Fund is used to account for monies collected by the L.E.C. commissary.

The Law Enforcement Confiscation Fund is used to account for funds confiscated from certain criminal activity.

The Drug Abuse Treatment and Education Fund is used to account for court fees, grant funds and General Fund transfers to provide drug treatment and education services to defendants as specified by the Bibb County Superior Court and the Bibb County Juvenile Court.

The Alternative Dispute Resolution Fund is used to account for court fees collected to provide a speedy, efficient and inexpensive resolution of disputes and prosecution in Bibb, Crawford, Houston and Peach Counties.

## FY 2011 OPERATING BUDGETS (continued)

The Crime Victims Assistance Fund is used to account for resources received from the various courts of Bibb County for assistance to victims of crime.

The Juvenile Court Supervision Fund is used to account for resources received from the Juvenile Court of Bibb County for alternative juvenile programs.

The Sponsored Programs Fund is used to account for special programs funded through grant revenue, intergovernmental contracts and transfers from General Fund.

The Tobesofkee Recreation Area Fund is set up as an Enterprise Fund and accounts for park revenues and expenses.

The Sanitation District Fund is used to account for waste collection and disposal services provided to the residents of the unincorporated area of the County.

The Workers' Compensation Fund is used to pay casualty and liability claims against the County.

## GENERAL OPERATING FUND

The FY 2011 General Fund budget amounts to \$82,362,427 which is a \$8,457,148 or 9.3% decrease from the amended FY 2010 budget.

### General Fund Revenue

The FY 2011 General Fund property tax revenue amounted to \$43,401,917, a decrease of \$3,151,401 from the prior year. The 2009 tax digest was not final and the millage rate had not been set when the FY 2010 budget was adopted. The delay was the result of the county-wide property revaluation and the number of appeals this generated. The revenue projection for property taxes for FY 2010 was based on the assumption that when the digest was finalized the millage rate would be set at a rate to produce the budgeted amount of tax revenue. Following the required three (3) public hearings the Board of Commissioners voted to adopt the millage at the rollback rate basically making the revaluation revenue neutral. The revenue budget was not adjusted but expenditure line items were decreased and some projects eliminated or scaled back for FY 2010. The net digest values for tax year 2010 did decrease, mainly because additional appeals were settled after the 2009 digest was finalized. Another factor in the FY 2011 revenue decrease is that for tax year 2009 motor vehicle taxes were billed at the higher 2008 rate because of the timing of the bills and the fact that the millage for 2009 was not set until March of 2010. The motor vehicle tax millage for tax year 2010 will also be at the roll back rate.

The FY 2011 local option sales tax revenue estimate amounted to \$12,085,000, an increase of \$875,628 or 7.8%. This increased revenue estimate is based on FY 2010 actual receipts. Additional information can be found on page D-6.

The total of all other revenue sources, other than general property and sales taxes, amounted to \$26,875,510 a decrease of \$6,635,369 from FY 2010. Other revenue sources include but are not limited to intergovernmental revenue amounting to \$1,738,661, a decrease of \$277,743 or 13.8%;



<b>GENERAL OPERATING FUND (continued)</b>
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General Fund Revenue (continued)

charges for services revenue amounting to \$5,814,395, an increase of \$484,558 ; interfund transfers amounting to \$1,764,992, a decrease of \$17,318,981 or 90.7% and application of fund balance amounting to \$9,400,319. The decrease in interfund transfers is mainly due to two factors. The first is a decrease of \$15,432,929 in the transfer from the SPLOST Debt Service Fund. This transfer for FY 2009 and FY 2010 was funded with excess SPLOST funds and the purpose was to provide property tax relief for taxpayers. FY 2010 included both the two (2) mill decrease that was put in place for the 2008 tax year (FY 2009) and additional funds to cover the cost of debt service for FY 2010 and Economic Development cost such as appropriations to the Industrial Authority. The excess SPLOST has basically been depleted and the transfer in FY 2011 is budgeted at \$94,600. The second factor is the decrease of \$1,170,400 in transfer from the Selective Sales and Use Tax Fund. This transfer represented both alcohol license fees and sales tax on beer and liquor. This fund has been deleted and these revenues now go directly to General Fund and are recorded as sales tax and alcohol license fees. The increase in fund balance application basically covers the two (2) mill rollback which was covered by excess SPLOST proceeds for the past two years. The Board of Commissioners chose to use this revenue source as an alternative to raising property taxes to balance the FY 2011 budget.

General Fund Expenditures

In analyzing the \$8,457,148 decrease in the FY 2011 General Fund budget, reference is made to the following reconciliation which reflects the major expenditure changes:

Increase in Employee Insurance Costs		143,424
Appropriation rollovers from FY 2009 not in original FY 2010 budget		(371,768)
Increase/(Decrease) in Agency Funding:		
Mental Health	(317,369)	
Medical Center Indigent Care	(250,000)	
Library	(445,543)	
Economic Development	(250,000)	
Other Agencies	<u>(299,042)</u>	
		(1,561,954)
Decrease in Tax Assessor's Office		(564,559)
Decrease in Board of Commissioner's Office		(562,136)
Decrease in Public Safety Expenditures		(646,134)
Decrease in Public Works Street and Road Maintenance		(502,436)
Decrease in District Attorneys' Office		(468,392)
Increase in Debt Service		452,245
Decrease in Transfer to Tobesofkee Fund		(333,334)
Increase in transfer to Worker's Compensation Fund		122,817
Decrease in transfer to OPEB Trust Fund		(4,000,000)
Other Decreases		<u>(164,921)</u>
Net Decrease - General Fund		<u>(\$8,457,148)</u>

## **GENERAL OPERATING FUND (continued)**

Additional information on the increases/decreases can be found on pages D-21 and D-22.

The fund balance is projected at \$29.9 million as of June 30, 2010, an increase of \$3.6 million from the prior year. This increase along with the previously strong fund balance allowed the use of fund balance for the FY 2011 budget as previously discussed.

## **FIRE FUND BUDGET**

The budget for this fund totals \$11,375,411; an increase of \$1,341,788 or 13.4%.

The ad valorem tax revenue budget decreased by \$31,689. Insurance premium tax revenue decreased by \$153,000 or 5.4%.

The expenditure budget covering contract payments to the City of Macon amounted to \$8,152,671; an increase of \$472,196. This increase is mainly due to an increase in personnel at some of the County stations and the addition of a Heavy Duty Rescue Service Company. These additions were made as a result of the last ISO ratings review.

The FY 2011 budget includes a \$1,637,258 transfer to the Capital Improvements Fund for the construction of a new fire station in North Bibb County. The construction, originally planned to begin in FY 2007 has been delayed due to problems with finding and acquiring the site location for the station. The Capital Outlay budget increased by \$868,075. The FY 2011 capital outlay includes a replacement engine for station 102 at a cost of \$480,000 and a heavy duty rescue vehicle at a cost of \$300,000. The FY 2010 budget did not include any new or replacement fire or rescue trucks.

The Special Fire District Fund balance at June 30, 2010, is projected at \$6,066,201; an increase of \$822,230 over the prior year. The FY 2011 funding sources includes \$3,348,682 of reserves to balance the budget.

## **SANITATION DISTRICT FUND**

The budget for this fund totals \$2,719,420; an increase of \$86,775.

The contract covering waste collection and disposal was bid and a new contract was awarded to Southland Waste Systems for the term July 1, 2009 through June 30, 2014. The monthly cost for residential waste collection decreased from \$11.40 to \$10.14 per resident for FY 2010 and is \$10.45 for FY 2011. The County has been able to maintain the rate established in July 2000 for residential customers which is \$9.75.

The Sanitation District Fund balance at June 30, 2010 is projected at \$466,541; an increase of \$63,388. The FY 2011 funding sources includes \$145,372 of reserves to balance the budget.

## TOBESOFKEE ENTERPRISE FUND

The budget for this fund amounts to \$2,022,510; a decrease of \$605,826 or 23%. This decrease is due mainly to the repairs and renovations that were done in both FY 2009 and FY 2010 as a result of the Mothers' Day tornado in May 2008. These costs were covered by both FEMA/GEMA proceeds and insurance payments. FY 2011 operating revenues amounted to \$662,800 an increase of \$25,800.

The FY 2011 Capital Outlay budget for this fund amounted to \$49,000. Operating expenses for FY 2011 amounted to \$1,220,276; a decrease of \$221,995. The reserve for capital improvements decreased by \$265,026. This was a direct result of insurance and FEMA/GEMA proceeds being received in FY 2009 and the work being completed in FY 2010.

Beginning January 1, 2006, the Tobesofkee Recreation Area Fund began receiving 16.67% of the Hotel-Motel tax revenues collected in Bibb County. This revenue source has allowed for expansions and improvements to the facility. The FY 2011 budget includes \$257,111 in Hotel/Motel tax revenues.

May 11, 2008 Bibb County was hit by a tornado that resulted in extensive damage throughout the County. Lake Tobesofkee was one of the hardest hit areas in the County. There was damage to both the parks and residences in the area. The County received \$1.4 million in insurance proceeds and some FEMA/GEMA proceeds for the Lake Tobesofkee area. This has allowed for repairs and upgrades to different parks at Lake Tobesofkee. As these repairs and upgrades were completed and the parks re-opened operating revenues have increased and exceeded amounts for FY 2008 prior to the storm damage.

## CAPITAL PROJECTS

Reference is made to the "Capital Projects" section of this document regarding a summary of Bibb County's five-year Capital Improvement Program.

The Capital Projects appropriations for FY 2011 are summarized as follows:

Transportation Improvements	\$ 1,152,880
New Fire Station	1,904,923
NewTown Macon	544,306
Public Health Complex - Repairs	185,000
Ocmulgee Greenway Trails	55,740
Upgrade of Tennis Courts	12,630
Total	<u>\$ 3,855,479</u>

The above-listed projects will be funded from interfund transfers of \$1,822,258 and application of fund balance in the amount of \$2,033,221.

## STRATEGIC PLANNING

### FIVE YEAR CAPITAL OUTLAY PLAN

The County's Five Year Capital Facilities Plan, covering the period FY 2011 – FY 2015 addresses future needs and provides a very important source of information to facilitate the financial planning process. The following comments are made regarding the County's major capital projects:

#### I. Jail Expansion and Renovation

Bibb County's 192 bed Detention Center was completed in May 2006 and began housing inmates in June 2006. Through a coordinated effort of the Bibb County Commission, the Sheriff's office, the general contractor, Facilities Program Management, Inc., and the architect, Dunwody-Beeland, the jail expansion was completed ahead of schedule. The Sheriff's Office took possession of the building on July 14, 2007. The expansion included a new kitchen, a new infirmary and a new laundry and all are in full use. Inmate capacity is up by more than 65% to 966 compared to previous capacity of 585. Current occupancy is 99% of capacity. Bibb County issued bonds totaling \$34,895,000 (including capitalized interest) to finance the jail expansion and renovation. On June 21, 2005 a SPLOST referendum was approved and proceeds from this SPLOST were used to satisfy both the principal and interest payments on this debt.

The former Georgia Bureau of Investigation building, located on Oglethorpe Street was purchased for the use of office space and is being renovated to become the Bibb County Sheriff's office crime lab.

#### II. Transportation Improvements

Bibb County voters approved a \$130 million five (5) year Special Purpose Local Option Sales Tax on November 8, 1994 to fund transportation improvements countywide. The County has received SPLOST proceeds totaling \$127 million and interest earnings of approximately \$23.8 million.

Local SPLOST funds are used to match State and Federal grant funds which reached approximately \$18 million. Approximately \$2 million was used for capital outlay covering mass transit and four entrance signs to Bibb County were constructed with these SPLOST funds. The remainder has been targeted for roads, streets and bridge improvements.

The fund balance for the Transportation Improvement Fund at June 30, 2010 was approximately \$7.6 million. The Houston Avenue project totaling approximately \$18 million will be the final large project financed from the SPLOST proceeds and interest earnings. The FY 2010 Capital Projects budget covering this fund is \$4,404,500.

## FIVE YEAR CAPITAL OUTLAY PLAN (continued)

### III. Library Renovations

Washington Library received renovations in the amount of \$450,200. The renovations consisted of the removal of asbestos flooring, replacing carpet, painting the interior of the building and replacing lighting with energy efficient fixtures and bulbs.

June 14, 2010, the Charles A. Lanford, M.D. Library held its grand opening at its new location, 6504 Houston Road Macon, GA 31216. The land was donated by Sheryl Lanford in honor of her husband Dr. Charles A. Lanford. The project had been worked on for about ten years, and finally opened its doors after receiving funding from the state and a match by the Bibb County Board of Commissioners.

### IV. Courthouse Relocation/Renovations (Energy Efficiency)

Bibb County will have comprehensive energy audits on all county owned property. The results of these audits will allow Bibb County to move forward with recommendations in order to conserve energy, reduce our demands and ultimately increase savings.

Listed below are proven ways to save energy and increase savings:

- Install Building Automation Systems to regulate schedules for heating, cooling and lighting systems to minimize “peak time” usage. We currently have several buildings with BAS installed.
- Create and initiate a more comprehensive preventive maintenance program.
- If money is not available to complete entire building projects, replace inefficient equipment with high efficiency equipment as they fail.
- Lighting retrofits of all county buildings to energy efficient T8 or T5 systems with electronic ballasts; install LED lighting where applicable; install dimmable ballasts where applicable; install PIR (passive infra-red) sensors to minimize light usage. Use daylight harvesting where possible.
- Upgrade building envelopes to reduce energy loss; replace windows and doors with Low E type, replace door seals where needed, add foam insulation in roofs where needed, replace roofs with energy efficient roofing systems.
- Replace plumbing fixtures with low flow devices as they fail; add metering devices to cooling towers and high use equipment.
- Study rate structures for each building to identify possible load shifting or demand shifting for cost savings.

## FIVE YEAR CAPITAL OUTLAY PLAN (continued)

### V. Lake Tobesofkee

The construction of a bathroom and lower pavilion were completed at Sandy Beach Park for a total cost of \$341,026.

Improvements were made to the interior of the pavilion at Claystone Park. These improvements included new flooring, new bathrooms, new kitchen cabinets and counter tops. There were also improvements made to the exterior drainage in the parking lot. The total cost of this project was \$55,866.

Claystone camping area received several improvements. Campsites were leveled up, new grills and picnic tables were installed. Drainage to the area was improved.

The Bibb County Board of Commissioners is partnering with Wood+Partners Inc., a Landscape Architects and Land Planners company. The company has been hired to come up with a Master Plan for the future of Lake Tobesofkee and is currently working on the project.

## ECONOMIC CONDITIONS AND OUTLOOKS

### Shoppes at River Crossing

The Shoppes at River Crossing opened in 2008. The 750,000 square foot open air shopping, dining and entertainment destination is a regional attraction in middle Georgia. Two large department stores anchor the shopping complex. Five mid-size anchor stores, numerous fine restaurants and more than 40 specialty retailers complete the shopping area. This development serves a 22 county area and continues to spur other commercial development in this area.

### Ocmulgee Heritage Trail

The Ocmulgee Heritage Trail is a successful partnership with NewTown Macon. Gateway Park is on land donated by Bibb County and the County has assisted with matching grants which has helped NewTown accomplish their goals. The Levee trail from Central City Park will connect existing trails. Plans are in place to improve and extend trails in Riverside Cemetery, link Gateway Park to Ocmulgee National Monument, extend the trail northwest from Riverside Cemetery to Amerson Water Works Park and to complete Riverfront trail northwest from Rotary Park to Spring Street on Riverside Drive property. Amerson Water Works Park is open and fully functional with a handicapped playground.

## ECONOMIC CONDITIONS AND OUTLOOKS (continued)

### Downtown Development

Georgia College & State University purchased 40,000 square feet at 433 Cherry Street and renovated the space with \$8.9 million of improvements. The space houses the new GCSU Macon Center for Graduate and Professional Learning.

Redevelopment plans for the northside of Riverside Drive are progressing. The Macon-Bibb County Urban Development Authority entered into agreements with a development group to construct commercial office and residential space in this area.

Demolition of the old Transit Authority Building has been completed. The Authority is now housed at the Terminal Station where the City of Macon is making improvements and has created a state of the art Transportation Hub making it easier for transit riders to transfer from one location to another.

Capricorn Centre development is an ongoing project. The \$26 million 4.2 acre mixed use development includes a 30 unit town home community, a five story mixed-use residential and retail/commercial building and an 85 room boutique hotel. The development is located on Martin Luther King, Jr. Boulevard and will include adaptive reuse of the Macon Rescue Mission building and the Capricorn Recording Studio.

Capital City Bank's new downtown location at the corner of Fifth Street and Martin Luther King, Jr. Boulevard will be the Bank's headquarters for Central Georgia. This branch of Capital City Bank opened early 2010. The building features three stories serving as the sixth CCB location in Macon and Bibb County.

Marriott Center City Hotel is a 220 room convention hotel adjacent to the Macon Centreplex Conference Center. The hotel opened its doors on September 8, 2009 and the \$36 million dollar project is expected to draw major meetings to the middle Georgia area.

Recently Open Businesses in Downtown Macon Include but are not limited to:

- Amanda Jane Salon
- US Census Bureau
- Downtown Scrubzz Store
- Greek Corner Deli
- Join Military Development Services
- Midtown Key Club
- Lemongrass: a Thai bistro
- Macon Medical Group Nephrology & Hypertension
- Milestone's Bridal
- On the Spot Advertising
- Yoga Moga
- Quantum Dynamics
- Readings by Michelle
- Robins Federal Credit Union
- Second Street Studio
- Stuckey Realty
- Joycine's Art, Attitude & Accessory Gallery (expansion)
- Larry Bush's Tire (expansion)
- Jack and Coat Men's Clothiers
- Dolce Vita Café and Bar
- Killian's Coffee

## ECONOMIC CONDITIONS AND OUTLOOKS (continued)

### Economic Development

The local Macon Economic Development Commission officials and Bibb County Commissioners began an intense campaign in 2004, seeking new economic development successes to strengthen the economy and job market in Macon-Bibb County.

Bass Pro Shops' first Distribution Center outside of their Springfield, Missouri headquarters was built in north Bibb County. This leading outdoor recreation company also constructed a 125,000 square foot Sportsman Paradise retail center attached to the 450,000 square foot distribution center with an investment of \$43 million and creating 400 new jobs.

Nichiha USA, a manufacturer of fiber cement panels used in commercial, residential and multi-family properties built a \$100 million manufacturing facility in Bibb County, their first facility in the United States. They have 11 manufacturing plants throughout Japan and two in China. They hired over 100 employees.

Kumho Tire Company is the latest large manufacturer to announce their first United States manufacturing plan to be built in Macon. The one million square foot facility will employ 450 people with an investment of over \$240 million. Kumho is one of the world's leading tire companies. Although recent economic conditions have delayed the project, all indications are that it is still a viable project. Georgia Governor Sonny Perdue assisted in recruiting efforts and attended the ground breaking ceremony. It is estimated a production of 3 million tires annually.

Air Supply General, Inc, with offices in both Valdosta and Cairo, Georgia has purchased a 19 acre parcel in the Airport South Industrial Park with plans to construct a 12,000 square foot heating and air conditioning distribution center. The company will invest approximately \$1,000,000 and create 5 new jobs.

July 2009

Bolts & Nuts, Inc. is a Tennessee based company that has leased 6,000 square feet of warehouse space in the Ocmulgee East Industrial Park. They will supply product to Fort Valley's Blue Bird Body Company, investing \$250,000 and creating 5 new jobs.

December 2009

The Canadian- based Bombardier has leased 60,000 square feet of hangar space at the former ASA facility in Macon's Airport Industrial Park for its Southeastern US MRO operation. The company will invest \$4,000,000 and retain 120 jobs at the facility.

December 2009

BLC Hardwoods has announced the addition of a third production line for wood liquidators. The company is located in the Airport Industrial Park and will be adding a third shift with 20 new employees and will make an investment of over \$1,000,000.

December 2009



## ECONOMIC CONDITIONS AND OUTLOOKS (continued)

Make Manufacturing expanded its aerospace manufacturing operations with the addition of 5 acres of land at the Airport Industrial Park. The manufacturing facility makes parts for the aerospace industry. The company will add 15 jobs and will make an investment of \$1,000,000.  
July 2010

North Coast Logistics, Inc. is a third party logistics provider based in Brook Park, Ohio offering warehouse, distribution and transportation services to a broad range retail market. The company has located in the Ocmulgee East Industrial Park in the Rooker Spec Building and will make a \$1,000,000 investment and hire 20 employees.  
August 2010

First Quality, a Great Neck, New York based manufacturer of absorbent hygiene products has announced the expansion of its manufacturing presence in Bibb County. The company will retain 175 jobs and add 200 new jobs, while it invests \$200,000,000 in its new facility located in the Airport Industrial Park on Avondale Mill Road.  
August 2010

TIMCO Macon has announced that they have been awarded a contract to perform maintenance, repair and overhaul on a major airline. Work has already begun at the facility located in the Airport Industrial Park retaining 250 jobs and adding 130 new jobs with an investment of \$1,000,000.  
September 2010

Bibb County's Economic Development Commission has been active and successful in recruiting despite the economic downturn experienced nationwide. A local developer has purchased 49 acres on Jeffersonville Road to construct a 1,300 square foot office building and an 850 square foot truck shed for a specialty steel recycling business with an investment of \$1 million. KT recycling will handle ferrous scrap, primarily from demolition firms in the area.

Through cooperation with the Georgia Department of Economic Development, two new industries started up in Bibb County in 2009. The first, Spectrum Macon Industries has leased 30,000 square feet of existing warehouse space. Spectrum will invest \$1 million and will create up to 45 new jobs. Also, Excess Incorporated has purchased a 90,000 square foot warehouse and anticipates six employees within the first six months with an investment of approximately \$1.5 million. Excess is in the business of new parts inventory liquidation and export related to the transportation sector.

## **ECONOMIC CONDITIONS AND OUTLOOKS (continued)**

While Bibb County's Economic Development Commission team has been extremely successful in recruiting new industry to our community they have also encouraged and supported existing businesses to expand their operations. Two examples are the Boeing Company and YKK AP America.

The Boeing Company was awarded a contract to manufacture parts for the Air Force A-10 Thunderbolt II. The A-10 Thunderbolt II is the first USAF aircraft to provide close air support (CAS) of ground forces. This contract will create 75 new jobs.

YKK AP America is a subsidiary of YKK Corporation of America, which has operated YKK USA Inc., the zipper manufacturer in Ocmulgee East Industrial Park since 1974. The new operation, residential window and door manufacturing, will begin operations in a vacant building owned by the company. The initial investment of \$10 million for this new operation will add 60 new jobs.

The coalition between the Chamber of Commerce, the Macon Economic Development Commission, the Industrial Authority and Bibb County has been successful in developing the economic base of Bibb County.

## **FUTURE PLANS**

### Financial Stability

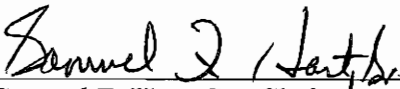
Bibb County's record of fiscal responsibility is strong due to sound management practices, careful scrutiny and practical financial planning.

There are, however, tremendous challenges facing Bibb County such as accurate property valuations and appeals to recent valuations, operating costs associated with the LEC expansion, employee health care funding, post-retirement benefit funding, requests for expanded services, relocation and renovation costs, revenue sources, and service delivery.

Our economic outlook is bright because of the commitment Bibb County officials and MEDC staffs have demonstrated in bringing new industry, jobs and growth to Macon and Bibb County. Our inventory of industrial property, strategic location, rail, sea and air-freight facilities and our water and waste water capacity all are positive factors in our future economic growth.

## EXPRESSION OF APPRECIATION

A special note of gratitude and appreciation goes to my fellow Commissioners: Vice Chairman Joe Allen, Finance Chairman Elmo A. Richardson, Jr., Commissioner Lonzy Edwards and Commissioner Bert Bivins, III for their commitment, time and effort in developing Bibb County's fiscal year 2011 budget. The Finance Director, Deborah Martin, her staff and the other department heads and their staff are to be commended for their involvement and input in preparing this document.

  
\_\_\_\_\_  
Samuel F. Hart, Sr., Chairman  
Bibb County Board of Commissioners



## BUDGET RESOLUTION

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF BIBB COUNTY, GEORGIA, ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011, COVERING THE VARIOUS FUNDS OF BIBB COUNTY, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES; ADOPTING SEVERAL ITEMS OF REVENUE ANTICIPATIONS; PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS; PROHIBITING EXPENDITURES TO EXCEED ACTUAL FUNDING AVAILABLE; AND FOR OTHER PURPOSES.

BE IT RESOLVED by the Board of Commissioners of Bibb County, Georgia, as follows:

Section 1. The General Fund budget in the amount of \$82,362,427 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "A" and by reference made a part hereto, is hereby approved and adopted as the budget for Bibb County, Georgia, for general operating purposes.

Section 2. The General Debt Service Fund budget in the amount of \$877,032 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "B" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for Debt Service purposes.

Section 3. The 1992 Public Building Project Debt Service Fund budget in the amount of \$621,696 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "C" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the payment of debt service on the 1992 Public Building Project revenue bond issue.

Section 4. The Series 2000 Public Facilities Project Debt Service Fund budget in the amount of \$1,233,260 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending

June 30, 2011, as hereto attached as Exhibit “D” and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the payment of debt service on the 2000 Public Facilities Project revenue bond issue.

Section 5. The Series 2002-A Public Facilities Project Debt Service Fund budget in the amount of \$727,414 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit “E” and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the payment of debt service on the Series 2002-A Public Facilities Project revenue and refunding bond issue.

Section 6. The SPLOST Debt Service Fund budget in the amount of \$94,600 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "F" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the payment of debt approved on the June 21, 2005, ballot.

Section 7. The Special Fire District Fund budget in the amount of \$11,375,411 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "G" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the provision of fire services in the unincorporated areas of Bibb County.

Section 8. The Hotel/Motel Tax Fund budget in the amount of \$1,590,050 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "H" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for encouragement, development and expansion of the tourist industry and attraction of conventions to Bibb County.

Section 9. The Special Street Light District Fund budget in the amount of \$346,374 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "I" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the provision of street light services in the unincorporated areas of Bibb County.

Section 10. The Summer Food Services Program budget in the amount of \$146,140 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "J" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the purpose of providing Summer Food Services for the youth of Bibb County.

Section 11. The Law Enforcement Center Commissary Fund budget in the amount of \$553,825 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "K" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the support of the Bibb County Law Enforcement Center.

Section 12. The Law Enforcement Confiscated Fund budget in the amount of \$136,177 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "L" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the support of law enforcement service in Bibb County.

Section 13. The Drug Abuse Treatment and Education Fund budget in the amount of \$300,481 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "M" and by reference made a part hereof, is hereby

approved and adopted as the budget for Bibb County, Georgia, to provide drug treatment services in Bibb County.

Section 14. The Alternative Dispute Resolution Fund budget in the amount of \$183,676 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "N" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, to provide speedy, efficient and inexpensive resolution of disputes and prosecutions in Bibb County.

Section 15. The Crime Victims Assistance Fund budget in the amount of \$291,730 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "O" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia to provide crime victims assistance in Bibb County.

Section 16. The Juvenile Court Supervision Fund budget in the amount of \$37,500 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "P" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia to provide juvenile supervision services in Bibb County.

Section 17. The Law Library Fund budget in the amount of \$90,992 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "Q" and by reference made apart hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the support of a centralized law library.

Section 18. The Tobesofkee Recreation Area Fund budget in the amount of \$2,022,510 County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "R" and by reference made a part hereof, is hereby approved and adopted



as the budget for Bibb County, Georgia, for the provision of the maintenance and operations and Debt Service of the Tobesofkee Recreation Area.

Section 19. The Special Sanitation Fund budget in the amount of \$2,719,420 County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "S" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the provision of sanitation services in the unincorporated areas of Bibb County.

Section 20. The Workers' Compensation Fund budget in the amount of \$1,138,817 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "T" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the purpose of paying workers' compensation claims.

Section 21. The Capital Improvements Fund budget in the amount of \$2,367,585 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "U" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for construction of major capital facilities in Bibb County.

Section 22. The Special Local Option Sales Tax Transportation Improvement Fund budget in the amount of \$1,480,518 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "V" and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for transportation improvements in Macon and Bibb County.

Section 23. The Series 2002-A Public Facilities Project Fund budget in the amount of \$547,306 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit "W" and by reference made a part hereof, is hereby

approved and adopted as the budget for Bibb County, Georgia, for redeeming Series 1992 Bonds and construction of major capital facilities in Bibb County.

Section 24. The Series 2002 Law Enforcement Center Project Fund budget in the amount of \$135,075 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit “X” and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for construction of major capital facilities in Bibb County.

Section 25. The Ocmulgee Greenway Trail Fund budget in the amount of \$55,740 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit “Y” and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, for the development of Gateway Park in Bibb County.

Section 26. The Sponsored Programs Fund budget in the amount of \$361,289 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2010, and ending June 30, 2011, as hereto attached as Exhibit “Z” and by reference made a part hereof, is hereby approved and adopted as the budget for Bibb County, Georgia, to account for programs sponsored in whole or in part by other intergovernmental agencies.

Section 27. The several items of revenue shown on the respective exhibits attached hereto in the amounts anticipated are hereby adopted. The sums shown as expenditures attached hereto are hereby obligated and appropriated for the several purposes indicated respectively, and expenditure thereof up to the several sums shown is hereby authorized.

Section 28. The expenditures shall not exceed the appropriations authorized by this budget or amendments thereto provided; however, that the expenditures for the fiscal year shall not exceed actual funding sources.

Section 29. Within the overall budget limitations, authority is hereby delegated to the Finance Director to transfer funds from one budget line-item to the other within a department, provided the line-items affected by said transfer are within the same budgetary category. For purposes of this provision, the budget categories will be Personal Services, Operating Expenditures and Capital Outlay. For departments such as Law Enforcement and Public Works, that have separate budgets for each departmental division, the above-mentioned authority will be confined to each respective division budget. Transfers, from one budget category to another, cannot be made without the approval of the appropriate committee. The Finance Director is authorized to transfer funds from the line item Capital Outlay Contingency to Capital Outlay line items in all General Fund departments provided the amounts are within the not-to-exceed limits set for each line item. No increase in the overall budget can be made without the approval of the Board of Commissioners and amendment to the budget.

Section 30. Notwithstanding any other provision thereof, the Board of Commissioners of Bibb County expressly reserve the right to alter and amend this resolution so as to alter or vary the amounts appropriated, and this shall be so whether such alteration or amendment results in an increase or decrease in authorized expenditures for one or more specific purposes.

Section 31. All resolutions or parts thereof in conflict herewith are hereby repealed.

## BUDGET PROCESS

The 2011 budget for Bibb County is the financial plan for the operation of the County. The budget process exist for the purpose of providing a professional management approach to the establishment of priorities and the implementation of work programs while providing an orderly means for control and evaluation of the financial position of the County. The Budget Committee for Bibb County is composed of all five (5) county commissioners.

The budgetary process started in January, 2010, when the Finance Department sent the capital outlay request forms to the various departments and agencies.

The budget packets for operating line items were sent to the various departments and County-supported agencies on March 1, 2010. County Departments, elected officials and outside agencies were made aware that due to the current economic climate that this would be a tight budget year and were asked to keep budget request increases to a minimum. Finance Office personnel worked with the departments and agencies and provided whatever assistance was needed in preparing their requests. The Finance Director projected the salary budgets which did not include merit increases but did include an increase for the health insurance contribution rate of approximately 2.5%. There was no change to contribution rate to the Bibb County Pension Plan.

The Finance Office then reviewed the budget requests and formulated the budget books that contained all the necessary information (including revenue estimates) needed for the Budget Committee and Finance Director to conduct the budget hearings. The Finance Director met with larger departments such as the Sheriff's Office and Public Works and reviewed their budgets and discussed preliminary changes including both reductions and increases in some line items such as energy costs. The Finance Director also had telephone conversations with other departments and discussed any questions and/or proposed changes concerning their budgets. Although some changes were agreed to prior to the actual budget hearings the budget request were presented to the Commissioners as they were originally turned in.

On May 7<sup>th</sup>, the Finance Director, the Board of Commissioners, and the CAO held a retreat at Lake Tobesofkee at which the Finance Director presented the preliminary budget numbers. These numbers consisted of the request by departments and agencies along with revenue projections prepared by the Finance Office. This meeting gave the commissioners an overall picture of the FY 2011 needs and request. The Commissioners were also provided with the information provided by departments and agencies which gave detail of their requests on a line item basis. The retreat was held over a week before the meetings with the individual departments and this allowed the Commissioners the opportunity to more closely review the request by individual departments and agencies prior to the budget hearings.

Prior to the budget hearings the Chairman of the Board of Commissioners, the County CAO and the Finance Director met with all of the County elected officials. The purpose of the meetings was to make sure that everyone was aware of the budget challenges that the County was facing and also for County elected officials to voice what they felt were the specific challenges facing their respective offices. The Chairman also met with all appointed department heads for the same purpose. The meetings did prove very productive with everyone expressing a willingness to try and cut operating

## **BUDGET PROCESS (continued)**

cost as much as possible in an attempt to avoid either furloughs or layoffs. All outside agencies which receive County funding were advised by letter to be prepared to discuss a 10% cut to their prior year appropriation and how this would effect their operations.

The budget hearings were conducted from May 19<sup>th</sup> through May 26<sup>th</sup>. At this time the Finance Director outlined the changes that had been discussed in her prior conversations with department heads, elected officials and agency officials. Preliminary budget adjustments were made that included both those previously discussed and those requested by Board of Commission members. Operating line item increases were minimal and were approved where justification was shown.

Following the budget hearings the Finance Office formulated a draft copy of the revised budget which included the changes that resulted from the hearings. On June 7<sup>th</sup> a budget work session was held. At this time the decision was made that there would not be a millage increase for tax year 2010. There were additional cuts made to some outside agencies and an appropriation of \$4 million to fund the FY 2011 OPEB liability was removed from the budget. The decision was made to balance the FY 2011 budget using approximately \$9.4 million of fund balance. All final changes were made and the budget was finalized on this date.

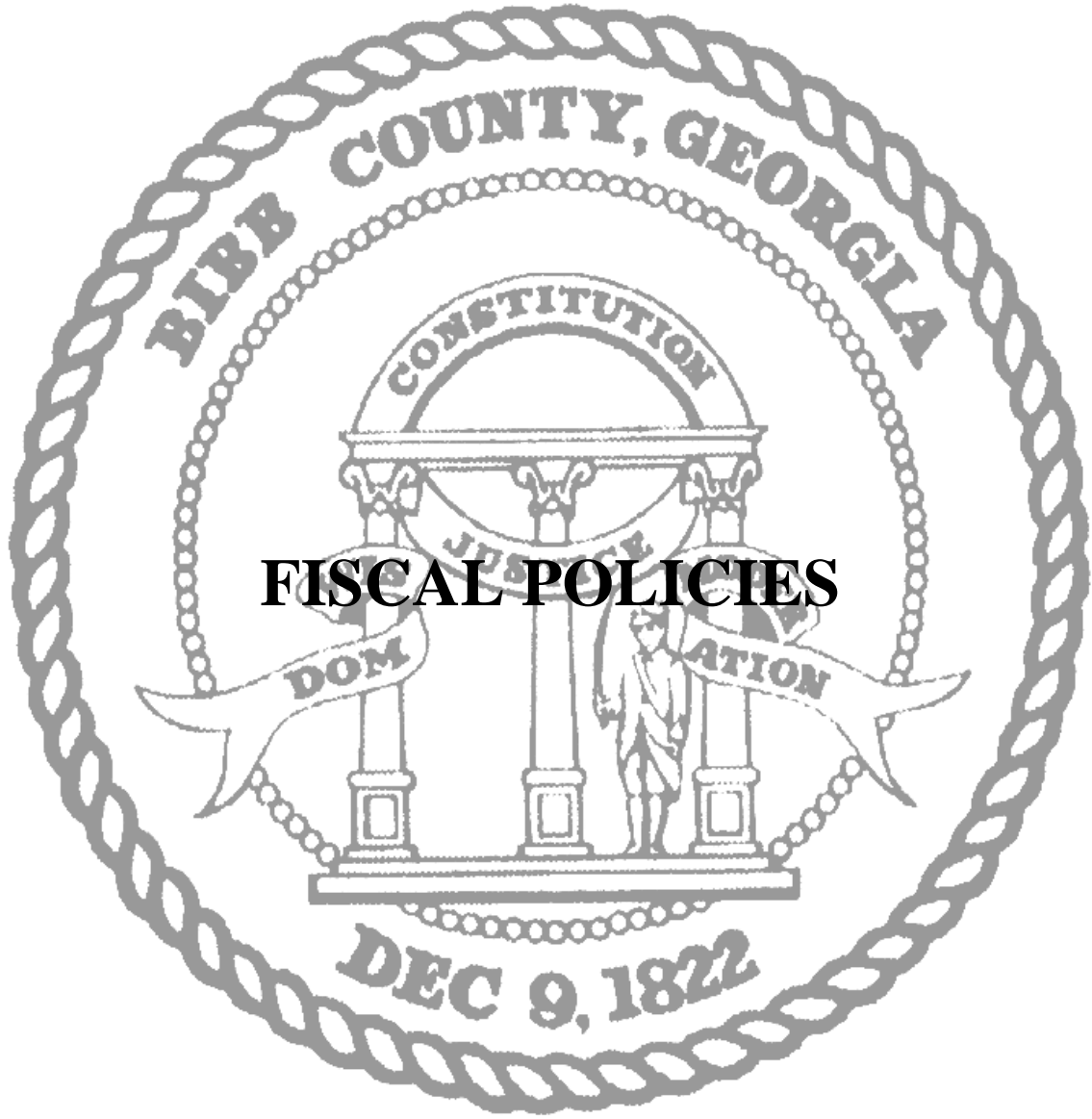
The notice of the public hearing for the budget was advertised in the newspaper on June 11, 2010. At this time a summary of the budget was made available for public inspection. This summary reflected departmental totals for both FY 2010 and FY 2011, as well as amounts and percentages of increases or decreases for each department. This report also contained a summary of the major increases or decreases.

The public hearing was conducted on June 17, 2010. Copies of the aforementioned budget summary report were passed out to the members of the public that were present. The Chairman of the County Commissioners conducted the hearing and afforded the public the opportunity to ask questions and make statements relating to the budget as presented. All members of The Board of Commissioners were present.

The budget was adopted on June 28, 2010. The budget was then loaded into the County's financial accounting system and is controlled and maintained by the Finance Office for the entire fiscal year.

<b>FY 2011 BUDGET PREPARATION SCHEDULE</b>
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- I. Budget Preparation By Department:
  - (a) Request forms for capital outlay sent to departments and agencies January 25
  - (b) Deadline for requests for capital outlay February 12
  - (c) Printing of budget request forms by Finance Office February 26
  - (d) Budget packets for operating line items sent out by Finance Office March 1
  - (e) Preparation of revenue projections and budget requests by departments and agencies March 2 - 15
  - (f) Deadline for submission of revenue projections and budget requests to Finance Office March 15
- II. Finance Office reviews requests and prepares budget books March 16 – April 16
- III. Finance Director reviews budget requests April 19 - May 6
- IV. Retreat with Commissioners and Finance Director to review budget totals May 7
- V. Budget hearings - departments and agencies May 19 - 26
- VI. Preparation of revised budget by Finance Office May 27 - June 4
- VII. Budget work session June 7
- VIII. Public hearing and advertising schedule:
  - (a) Advertisement of public hearing appears in newspaper June 9
  - (b) Public hearing - proposed budget June 17
- IX. Formal adoption of budget June 28



**FISCAL POLICIES**

## FISCAL POLICIES

### BUDGETARY BASIS

All budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), except that encumbrances are treated as budgeted expenditures in the year the commitment to purchase is incurred. This basis is consistent with the basis used in Bibb County's Comprehensive Annual Financial Report (CAFR).

### BUDGET CONTROL GUIDELINES

It is the responsibility of each department to control expenditures and expend funds only for items that have been budgeted. The Budget Resolution stipulates that expenditures shall not exceed the appropriation authorized by the budget. The Budget Resolution also delegates to the Finance Director the authority to transfer funds from one budget line-item to the other within a department provided the line-items affected by said transfer are within the same budgetary category. For purposes of this provision, the budget categories will be Personal Services, Operating Expenditures, and Capital Outlay. For departments such as Law Enforcement and Public Works, that have separate budgets for each departmental division, the above-mentioned authority will be confined to each respective division budget. Transfers from one budget category to another cannot be made without the approval of the appropriate committee. All funds appropriated for capital outlay in General Fund and Fire Fund are budgeted in one line item called "contingency capital outlay". The departments are given a list of the items that were approved but no funds are budgeted in the individual departments. When items are ordered and final prices known, an amount equal to the cost is transferred from capital outlay contingency to the individual department's capital outlay line item. The Finance Director is authorized by the Budget Resolution to transfer these funds provided the amounts are within the not-to-exceed limit for each item. No increase in the overall budget can be made without the approval of the Board of Commissioners and amendment to the budget.

### FUND ACCOUNTING

The accounts of the County are organized on the basis of funds or 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 balance/retained earnings, revenues, and expenditures/expenses. The following fund types are used by the County:

#### GOVERNMENTAL FUND TYPES

Governmental Funds are those through which most governmental functions of the County are financed. The acquisition, use and balances of the County's expendable financial resources, and the related liabilities, (except those accounted for in proprietary funds) are accounted for through governmental funds. The measurement focus is based upon determination of changes in financial position rather than upon net income determination. The following are the County's Governmental Fund types:

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



## FISCAL POLICIES

### FUND ACCOUNTING (continued)

Special Revenue Funds - The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than Capital Project and Trust Funds) that are legally restricted to expenditures for specified purposes.

Debt Service Funds - The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Project Funds - The Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds).

#### **PROPRIETARY FUND TYPES**

The Proprietary Funds are used to account for the County's ongoing activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income. The following are the County's Proprietary Fund types:

Enterprise Funds - The Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or 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 County, or other governments, on a cost-reimbursement basis.

#### **FIDUCIARY FUND TYPES**

The Fiduciary Funds are used to account for assets held by the County in a trustee capacity, or as an agent for individuals, private organizations, other governmental units, and/or other funds.

Pension and OPEB Trust Funds - These Funds are accounted for in the same manner as Proprietary Funds. The County does not budget for these Funds.

Agency Funds - The Agency Funds are used to account for assets held by the County as custodian or agent for individuals, other governmental units, and non-public organizations. Agency funds are custodial in nature (assets equal liabilities) and do not include the measurement of results of operations. The County does not budget for agency funds.

## **FISCAL POLICIES**

### **BASIS OF ACCOUNTING**

The modified accrual basis of accounting is followed in all governmental funds. Under this method, revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized when the obligation is incurred, with the exception of principal and interest on general long-term debt which is recognized when due.

Revenues which have been considered measurable and available, and accrued, are property, motor vehicles and intangible taxes, garbage fees, accrued interest on investments, and intergovernmental revenue.

Sales taxes, licenses and permits, charges for services, (other than garbage fees), fines and forfeits, and miscellaneous revenues are recorded as revenues when received because they are not generally measurable until actually received.

All Proprietary Funds, Private Purpose Funds, Agency Funds and Trust Funds are accounted for using the accrual basis of accounting; whereby, revenues are recognized when earned and expenses are recognized when incurred.

### **REVENUE MONITORING**

Department heads and elected officials submit revenue estimates to the Finance Office during the budget process. The Finance Director uses this information along with historical data and other information to project revenues.

The Finance Office is responsible for monitoring the County's revenue collections. Data is compiled monthly that compares actual revenues collected to budgetary amounts. This information is analyzed to distinguish between actual variances and variances created by cyclical or seasonal revenue streams. The Finance Director discusses any significant variances with the department head or elected official and if necessary brings the variance(s) to the attention of the Commissioners.

### **EXPENDITURE CONTROLS & MONITORING**

An operational control of departmental or activity budgets is maintained by preliminary check of funds availability on a line-item basis. Bibb County's computerized purchasing system assures budget availability prior to the issuance of purchase orders. Budgetary expenditure printouts are submitted to the departments on a monthly basis.

Each month the Finance Director prepares a summary of budget to actual expenditures for each department/division at the budget category level. Any variance greater than 5% is researched by line item and discussed with the department head or elected official if necessary. A report covering all General Fund expenditures is provided to the Board of Commissioners on a monthly basis.

## FISCAL POLICIES

### PURCHASING POLICY

Encumbrances are established on the basis of issuance of purchase orders. In the event of insufficient funds within the account, purchase orders are not issued until an interdepartmental budget transfer is approved or until additional funds are made available by the Board of Commissioners.

The County has a Purchasing Department that was established by Section §2-351 of the Bibb County Code. The policy provisions, as contained in the Code, are summarized as follows:

#### §2-352. Purpose of Purchasing Policy; Local Preference

The purchasing practices and procedures prescribed by this Code shall control the purchase of materials, supplies, equipment and contractual services of the County. They are designed to ensure maintenance of high ethical standards for all officers and employees of the County and to procure for the County required supplies and services of a high quality and at the lowest possible cost, on a timely basis. The County reserves the right to award bids to County businesses and merchants whose bid is within two percent (2%) of the lowest responsive and responsible bid that conforms to the invitation to bid.

#### §2-353. Purchase from Employees

The Board of Commissioners of the County shall refuse to pay for any material, supplies, equipment or premiums hereafter purchased by any individual, committee or board from any person or business in which there is an employee of the County, connected either by appointment or election.

#### §2-354. Unauthorized Purchases

(a) No person shall order the purchase of any materials or supplies, or make any contract for materials or supplies or for services to be paid for from County funds, except as provided by this Code. The County will not be responsible for the payment of any bills submitted for unauthorized purchases.

(b) No purchases of materials, supplies, equipment and services shall be made in the name of the County or one of its departments, or through its Purchasing Division of the Finance Office, except such as are required for official use by the County or one of its departments. Purchases in the name of the County or a department for personal use by an individual or for other than official use are prohibited, and no County funds will be expended or advanced therefore.

#### §2-355. Open Market Purchases

Except in cases of emergency, no order shall be issued for the delivery of a contract or open market purchases until it has been determined that there exists a sufficient unencumbered appropriation balance for the budget line-item to be charged.

## FISCAL POLICIES

### PURCHASING POLICY (continued)

#### §2-356. Emergency Purchases

Emergency purchases may be made by a County department to protect the public health of citizens or when immediate repair is necessary to prevent further damage to public property, machinery, or equipment. The need to expedite a purchase, due to lack of planning, overlooked requirements, inaccurate usage history, and inadequate forecasting, shall not constitute a bona fide emergency purchase.

After receiving oral justification from user department, the Purchasing Division may approve an emergency purchase with written justification forwarded the next working day.

#### §2-357. Forms

The Purchasing Division of the Finance Office shall prescribe and maintain such forms as may be necessary for the administration of County purchasing practices.

#### §2-358. Designation of Authority To Contract

(a) When the sum involved is \$50,000.00 or more, the contract shall be awarded by the Board of Commissioners upon receipt of written sealed bids to the lowest responsive and responsible bidder whose bid conforms to the invitation for bid; or it may delegate the Chairman of the Board the power to award the contract.

(b) When the sum involved is \$25,000.00 but does not exceed \$49,999.99, the contract may be awarded by the Chief Administrative Officer upon receipt of written sealed bids, to the lowest responsive and responsible bidder whose bid conforms to the invitation for bid. The bid must be within budget and recommended by the user.

(c) When the sum involved is \$2,500.00 but does not exceed \$24,999.99 the contract may be awarded by the Purchasing Director upon receipt of written quotes when the goods to be purchased are of the type generally on the open market and may be purchased at prevailing market prices or less.

(d) When the sum involved is less than \$2,500.00 the purchase of supplies, materials, equipment and services may be made by the Purchasing Director upon receipt of verbal quotes or where such supplies, materials, equipment and services are not available on County contracts, by utilizing the State of Georgia Purchasing Card Program.

(e) All bids that are required to be sealed and in writing, shall be opened in public at the time and place specified in the invitation for bid and shall be witnessed and certified by the Purchasing Director.

(f) In all cases where sealed bids are either unbudgeted, not within budget, or not recommended by the user, the bid shall be submitted to the Board of Commissioners for approval.

## FISCAL POLICIES

### PURCHASING POLICY (continued)

(g) Generally, no contract will be awarded unless there are at least two (2) responsive quotes or bids. In appropriate cases, contracts may be awarded to other than the lowest bidder in a case where the lowest bidder is found not qualified to perform.

#### §2-359. Solicitation of Bids

Unless an emergency is involved, sole source procurement is necessary, the order is for goods already bid on a requirements basis or less otherwise excused, all purchases shall be made only after solicitation of a reasonably broad range of suppliers through the issuance of an invitation to bid specifying the nature of the purchase or contract and allowing reasonable time for the receipt of written responses. In every case, the County reserves the right to reject any and all bids and to waive informalities.

### COUNTY-SUPPORTED AGENCIES - ACCOUNTABILITY

Bibb County funds twenty-two (22) outside agencies. The agencies are required to maintain adequate accounting records which properly reflect their financial transactions. Agencies are required to submit monthly financial statements to the County Finance Office. Agencies receiving \$5,000 or more in funding from Bibb County are also required by County Ordinance to submit audit reports and management letters to the County no later than one-hundred-twenty (120) days following the end of the fiscal year for reporting agencies having expenditures of less than \$3,000,000 and one-hundred-eighty (180) days following the end of the fiscal year for reporting agencies having expenditures in excess of \$3,000,000. Agencies receiving less than \$5,000 in funding from Bibb County are required to submit a compilation. The County's Internal Auditor also conducts periodic audits on the various agencies.

### WORKING CAPITAL RESERVE

Bibb County has established the policy of maintaining a 45-day working capital reserve in the County General Fund for use only in the event of extreme emergencies. At June 30, 2010, this reserve amounted to \$10,154,272.

### DEBT MANAGEMENT

Because of its conservative basis of accounting for tax revenues, Bibb County is not required to borrow money for operations.

The County's Revenue Bond requirements are handled through the General Fund. A breakdown of

## FISCAL POLICIES

### DEBT MANAGEMENT (continued)

the various bond issues is shown in the “Debt Service” section of this document. Bibb County’s bonds are rated AA/A-1+ by Standard and Poor’s Corporation and Aa-3 by Moody’s Investors Service.

The following objectives are employed by Bibb County in managing its debt:

- Long-term debt will be confined to capital improvements that cannot be financed from current revenues.
- The pay-back period of the debt will not exceed the expected useful life of the project.
- The total general obligation debt will not exceed ten percent (10%) of the assessed valuation of taxable property.
- Long-term debt will not be used for operations.
- The County will maintain good communications with bond-rating agencies about its financial condition and will follow a policy of full disclosure on every financial report and bond prospectus.

Reference is made to the “Debt Service” section of this document for additional information regarding Bibb County’s debt service requirements.





**PERSONNEL SUMMARY**



## BIBB COUNTY PERSONNEL ADMINISTRATION

### SUMMARY

Bibb County's number one priority is to provide the most effective and efficient service to its citizens. Such high quality service is delivered daily through 812 budgeted full-time and over 144 part-time/temporary employees. These employees who comprise Bibb County's work force are dedicated to providing the highest quality of service possible to each and every citizen in our community.

The FY 2011 Personal Services budget funds the salary and fringe benefit package offered to those employees. Also the Human Resources Department budget reflects the funds appropriated to implement a human resource system with its primary goal being to establish an environment which affords each employee to be the most productive he or she can be. This goal is met through human resource planning, recruitment and selection, orientation and induction training and development, employee services, benefits administration, affirmative action programs, performance appraisal, wage and salary administration, employee health and safety programs, vehicle safety programs, communication and pension plan administration.

The Bibb County benefit package for its employees includes:

- Salaries
- Healthcare Insurance
- Prescription Card Service
- Life Insurance
- Social Security
- Retirement and Pension Plan
- Employee Assistance Program
- Deferred Compensation Plan
- Cafeteria Plan
- Workers' Compensation

The main role of the Human Resource Department is to create an environment in which a contented, healthy, skilled and committed Bibb County work force can operate with the prospect of increased rewards through increased efficiency and effectiveness.

## BIBB COUNTY PERSONNEL ADMINISTRATION

### SALARY AND BENEFITS

#### SALARIES

Bibb County's employee salaries and fringe benefits equal 54% of the total General Fund budget for FY 2011. Bibb County's salaries conform to all State and Federal guidelines. The salary package includes pay for holidays, annual leave and sick leave. The Sheriff's Department also has an Incentive Pay Plan. As customary, salary accounts include regular salaries, overtime salaries and part-time salaries.

#### HEALTHCARE INSURANCE

Bibb County provides comprehensive healthcare for all full-time employees and for retirees. Bibb County also contributes toward healthcare for the employees' dependents. Coverage begins 30 days after the day of initial hire. Participants may choose either a Preferred Provider Plan (PPO) or a Point of Service Plan (POS). Premium discounts are available to employees based on participation in the Wellness Program which consist of an annual biometric screening and the completion/update of a health risk analysis. An additional discount is given to each employee whose household is tobacco free. Employees hired prior to March 1, 2006 are grandfathered and are not required to have a smoke free household to obtain this discount. In addition to medical coverage, Bibb County offers dental and vision coverage. Monthly premiums are as follows:

Base Employee Premium, PPO	\$151.67
Base Employee Premium, POS	138.67
Wellness Discount	(55.00)
Non-Tobacco Use Discount	(55.00)
Dental Coverage	18.24
Vision Coverage	5.42

In FY 2011, Bibb County will contribute \$7,680 annually for each employee and each retiree who are enrolled in the healthcare coverage plan. The County healthcare coverage is a self-insured plan administered by Blue Cross/Blue Shield of Georgia as third party administrator (TPA).

#### LIFE INSURANCE (AD&D)

Bibb County provides to all full-time employees, life insurance and accidental death and dismemberment insurance of twice the employee's annual salary, up to a maximum of \$100,000, rounded to the next highest \$1,000. Bibb County pays the cost of this life insurance benefit: \$.24 per \$1,000 of coverage (including AD&D). Coverage is also provided for retirees with the benefit being dependent upon the year of retirement. There are currently four (4) different classes of life insurance for retirees. For all employees retiring January 1, 2003 or after the benefit is an amount equal to pre-retirement annual earnings with a minimum benefit of \$8,000 and a maximum benefit of \$50,000.

## **BIBB COUNTY PERSONNEL ADMINISTRATION**

### **SALARY AND BENEFITS (continued)**

The benefit does reduce with age and the final reduction is at age 80 when the benefit reduces to 20% of the original benefit. The cost to the County is \$1.75 per \$1,000 of coverage.

#### **SOCIAL SECURITY (FICA)**

All full-time employees are enrolled in the Social Security Act. Bibb County contributes the employer's share of 6.2% of earnings up to a maximum of \$106,800 and 1.45% of total earnings. Part-time, seasonal and temporary employees are provided with an Omnibus Budget Reconciliation Act of 1990 (OBRA) Deferred Compensation Plan in place of Social Security. Participation in the defined contribution plan is mandatory. The County makes no contribution to the plan. Employees are required to contribute 7.5% of gross salary, which is excluded from taxable income. Medicare coverage is provided to all employees. Employees are required to contribute 1.45% of total earnings. Bibb County contributes the employer's matching share of 1.45% of total earnings.

#### **RETIREMENT AND PENSION PLAN**

A retirement and pension plan is provided to all full-time employees through employer contributions on behalf of each employee into a retirement and pension fund. Two plans are offered, a General Plan and a Law Enforcement Plan. No payroll deduction is required by the employee (effective since October 1, 1981). Both plans offer early, normal and disability retirement options, as well as survivor benefits.

Retirement benefits for both plans are calculated according to the following formula:

Two percent (2%) of employee's average monthly salary for the highest three (3) calendar years, multiplied by years of service. Early retirement is calculated by subtracting 2% for each year early retirement precedes the normal retirement date.

A General Plan participant may retire at age 60, or 30 years of service.

A Law Enforcement Plan participant may retire at age 55 or 25 years of service. Only the Bibb County Sheriff's Department, Civil Court Sheriff's Department, Juvenile Court Probation Officers, District Attorney Investigators and Lake Tobesofkee Law Enforcement Rangers are eligible for the Law Enforcement Plan.

In FY 2011 the County will contribute 16.85% of covered payroll to the Pension Plan. Based on an experience study performed by the actuaries for the four year period ending July 1, 2008 there were demographic assumption changes made in regard to the Bibb County Pension Plan valuation. These changes which included a change to the retirement decrements to match experience and lower rates of salary increases to better match experience were the key factors in the contribution rate remaining

## **BIBB COUNTY PERSONNEL ADMINISTRATION**

### **SALARY AND BENEFITS (continued)**

the same for FY 2011. Based on the unfunded accrued liability and the funding ratio resulting from these new assumptions the County could have reduced its annual required contribution rate. The Board of Commissioners made the decision to leave the contribution rate at the level in place prior to the assumption changes. The thought was that this would allow consistency, at least for a few years, in the contribution rate and would also allow for an increase to retiree benefits without creating the need to increase the contribution rate.

#### **EMPLOYEE ASSISTANCE PROGRAM**

Bibb County provides an Employee Assistance Program to all County employees and their families at no cost to the employee. The County budgeted \$14,000 to provide this service to all employees in FY 2011.

#### **DEFERRED COMPENSATION PLAN**

Bibb County provides a Deferred Compensation Plan for its employees to supplement its pension plan. The County does not contribute to this plan.

#### **CAFETERIA PLAN**

Bibb County provides a Cafeteria Plan to its employees to defer premiums for dependent health insurance, vision insurance premiums and dental insurance premiums before taxes. Other costs included under this plan are unreimbursed medical expenses, child care, cancer insurance, hospital intensive care insurance, direct-cash hospital indemnity insurance and income security plus insurance.

#### **PAY ADJUSTMENT**

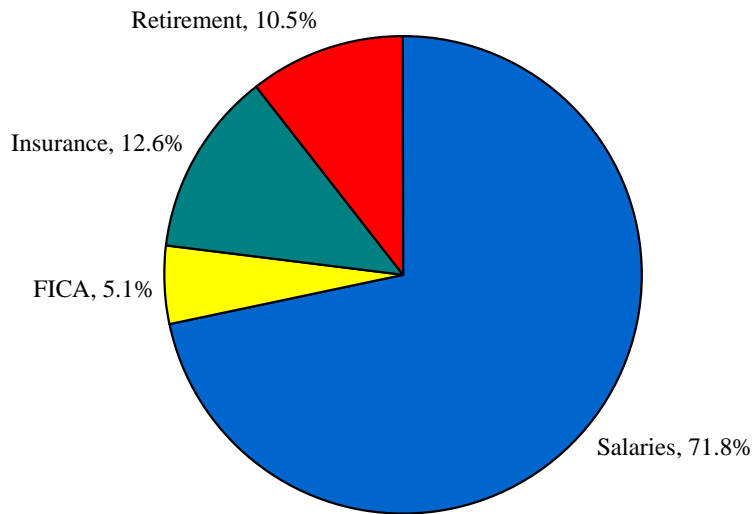
The FY 2011 budget does not include the cost of a merit increase for employees nor an increase for retirees.

#### **NEW POSITIONS**

There were no new positions budgeted for FY 2011. The hiring freeze implemented for FY 2010 has been continued and only vacancies related to Public Safety will be filled. All departments/offices which have vacancies occur during the year will be required to come before the Finance Committee and obtain the permission of the Board of Commissioners prior to filling those vacant positions. This does not apply to deputies and/or corrections officers in the Sheriff's Office.

**BIBB COUNTY PERSONNEL ADMINISTRATION**

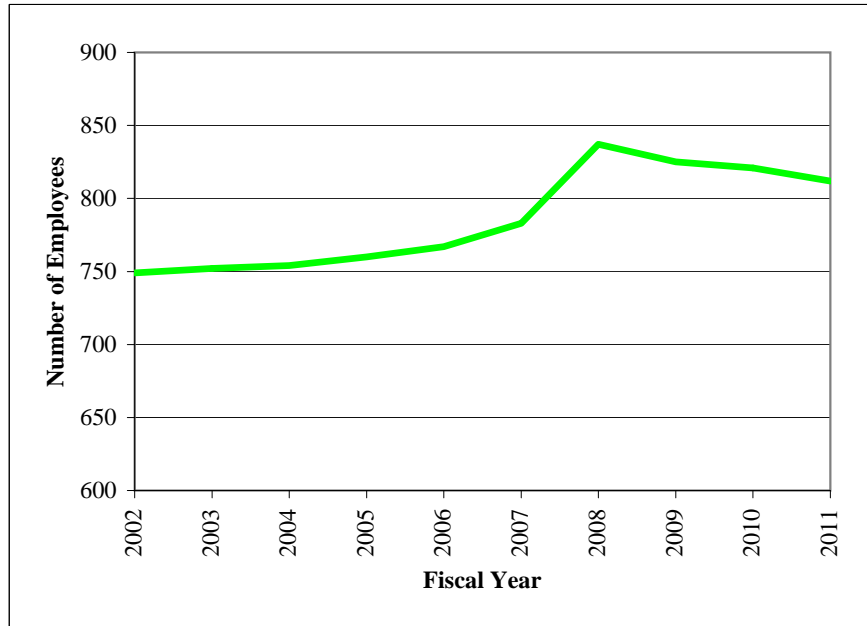
**FY 2011 PERSONAL SERVICES BUDGET**



<b>FUND</b>	<b>SALARIES</b>	<b>FICA</b>	<b>INSURANCE</b>	<b>RETIREMENT</b>	<b>TOTAL</b>
General Fund	\$ 32,226,154	\$ 2,302,756	\$ 5,622,075	\$ 4,700,444	\$ 44,851,429
Special Revenue Funds	265,940	16,720	39,857	34,968	357,485
Enterprise Fund	632,200	43,645	133,503	87,852	897,200
<b>TOTAL</b>	<b>\$ 33,124,294</b>	<b>\$ 2,363,121</b>	<b>\$ 5,795,435</b>	<b>\$ 4,823,264</b>	<b>\$ 46,106,114</b>

## BIBB COUNTY PERSONNEL ADMINISTRATION

### FULL TIME BUDGETED POSITIONS TEN YEAR ANALYSIS

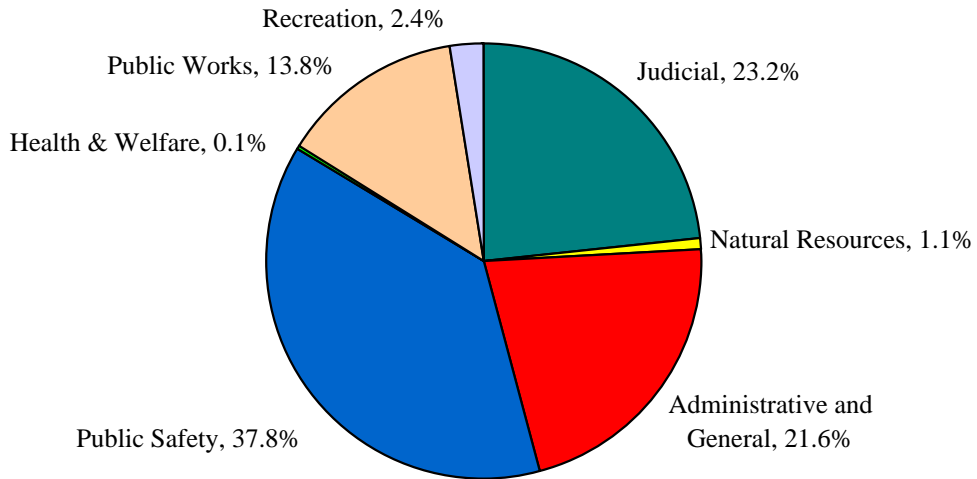


DEPARTMENT	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Judicial	174	174	176	176	179	180	183	184	183	181
Administrative and General	162	159	158	159	161	160	159	151	155	149
Public Safety	283	292	294	298	300	316	367	362	361	360
Public Works	103	100	99	100	101	101	102	102	96	96
Health & Welfare	1	1	1	1	1	1	1	1	1	1
Conservation of Natural Resources	8	8	8	8	8	8	8	8	8	8
Tobesofkee Recreation Area	18	18	18	18	17	17	17	17	17	17
<b>GRAND TOTAL</b>	<b>749</b>	<b>752</b>	<b>754</b>	<b>760</b>	<b>767</b>	<b>783</b>	<b>837</b>	<b>825</b>	<b>821</b>	<b>812</b>

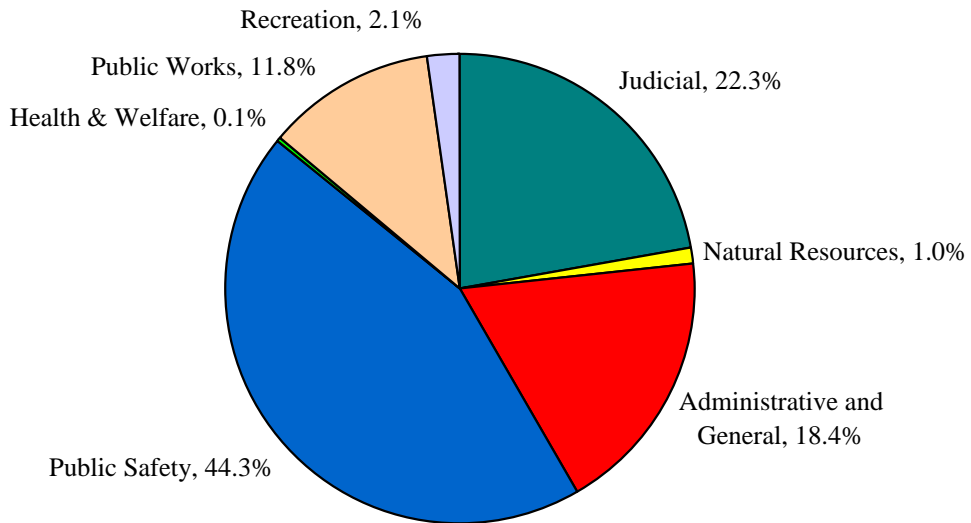
**BIBB COUNTY PERSONNEL ADMINISTRATION**

**FULL TIME BUDGETED POSITIONS BY DEPARTMENT**

**2002**

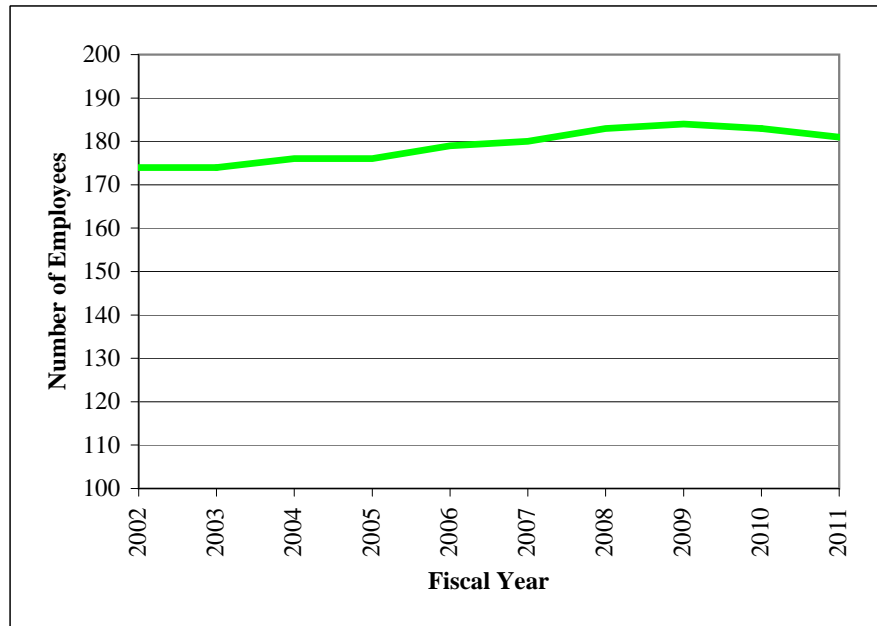


**2011**



## BIBB COUNTY JUDICIAL

### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS

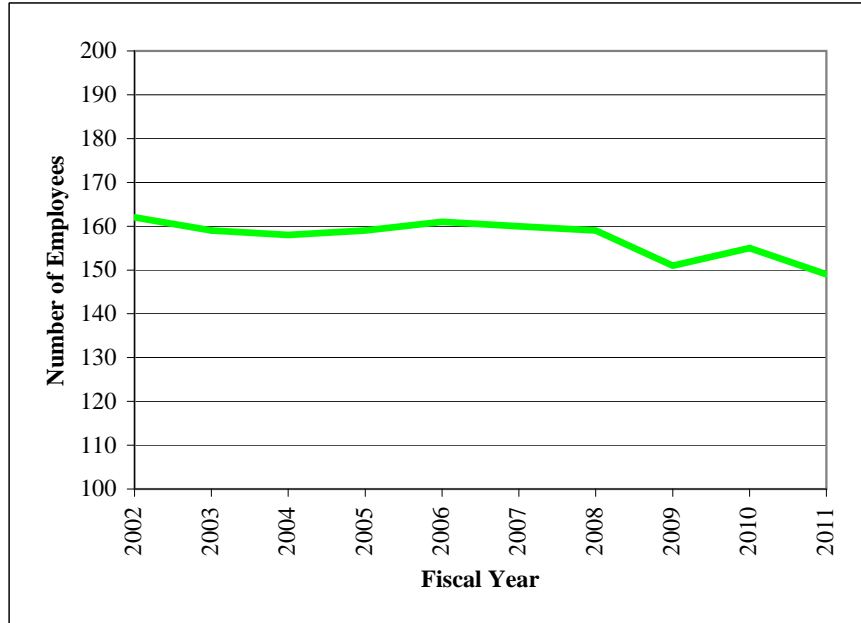


DEPARTMENT	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Superior Court	16	14	14	14	15	14	16	17	16	15
Alternative Dispute Resolution	0	0	1	1	2	2	2	2	2	2
Indigent Defense	5	5	5	5	0	0	0	0	0	0
Public Defender	0	0	0	0	3	3	3	3	3	3
District Attorney	39	42	42	42	43	43	43	43	43	42
State Court	10	11	11	11	11	11	11	11	11	11
State Court Probation	12	11	11	11	11	12	12	12	12	12
State Court Solicitor	8	9	9	9	9	9	10	10	10	10
Civil Court	31	29	29	29	29	29	29	29	29	29
Juvenile Court	11	11	11	11	12	13	13	13	13	13
Probate Court	13	13	13	13	14	14	14	14	14	14
Law Library	1	1	1	1	1	1	1	1	1	1
Coroner	4	4	4	4	4	4	4	4	4	4
Clerk of Superior Court	24	24	25	25	25	25	25	25	25	25
<b>TOTAL</b>	<b>174</b>	<b>174</b>	<b>176</b>	<b>176</b>	<b>179</b>	<b>180</b>	<b>183</b>	<b>184</b>	<b>183</b>	<b>181</b>
<b>TOTAL COUNTY</b>	<b>749</b>	<b>752</b>	<b>754</b>	<b>760</b>	<b>767</b>	<b>783</b>	<b>837</b>	<b>825</b>	<b>821</b>	<b>812</b>
<b>% OF TOTAL COUNTY</b>	<b>23.2%</b>	<b>23.1%</b>	<b>23.3%</b>	<b>23.1%</b>	<b>23.3%</b>	<b>23.0%</b>	<b>21.9%</b>	<b>22.3%</b>	<b>22.3%</b>	<b>22.3%</b>



## BIBB COUNTY ADMINISTRATIVE AND GENERAL

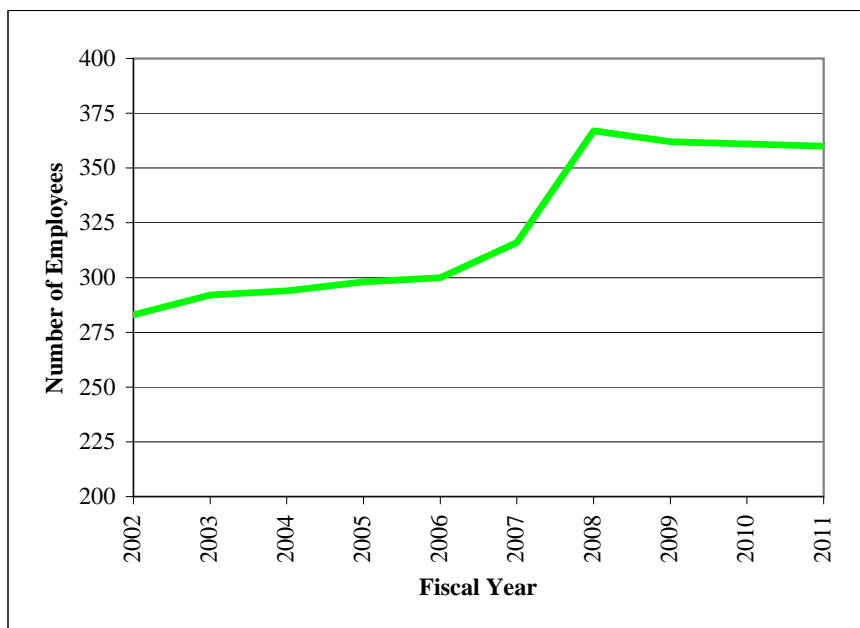
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



DEPARTMENT	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Board of Commissioners	6	6	6	7	8	8	8	7	7	7
Public Relations	0	0	0	0	0	0	0	0	0	0
Board of Elections	6	6	6	6	6	6	6	6	6	6
General Services	1	1	0	0	0	0	0	0	0	0
Finance	17	17	18	18	18	18	17	17	18	18
Computer Center GIS	1	1	1	1	1	1	1	1	1	1
Tax Assessors	32	29	29	29	30	29	29	27	26	26
Tax Commissioner	43	43	43	43	43	43	44	42	44	40
Information & Technology	20	20	19	20	20	20	19	19	21	20
Gov't Buildings & Property	10	9	9	9	9	9	9	9	9	9
Human Resources	7	6	6	6	6	8	8	8	9	8
Custodial Services	15	16	16	16	16	16	16	13	13	13
Risk Management	3	3	3	3	3	2	2	2	1	1
Purchasing	0	0	0	0	0	0	0	0	0	0
Data Management	1	2	2	1	1	0	0	0	0	0
<b>TOTAL</b>	<b>162</b>	<b>159</b>	<b>158</b>	<b>159</b>	<b>161</b>	<b>160</b>	<b>159</b>	<b>151</b>	<b>155</b>	<b>149</b>
<b>TOTAL COUNTY</b>	<b>749</b>	<b>752</b>	<b>754</b>	<b>760</b>	<b>767</b>	<b>783</b>	<b>837</b>	<b>825</b>	<b>821</b>	<b>812</b>
<b>% OF TOTAL COUNTY</b>	<b>21.6%</b>	<b>21.2%</b>	<b>21.0%</b>	<b>20.9%</b>	<b>21.0%</b>	<b>20.4%</b>	<b>19.0%</b>	<b>18.3%</b>	<b>18.9%</b>	<b>18.4%</b>

## BIBB COUNTY PUBLIC SAFETY

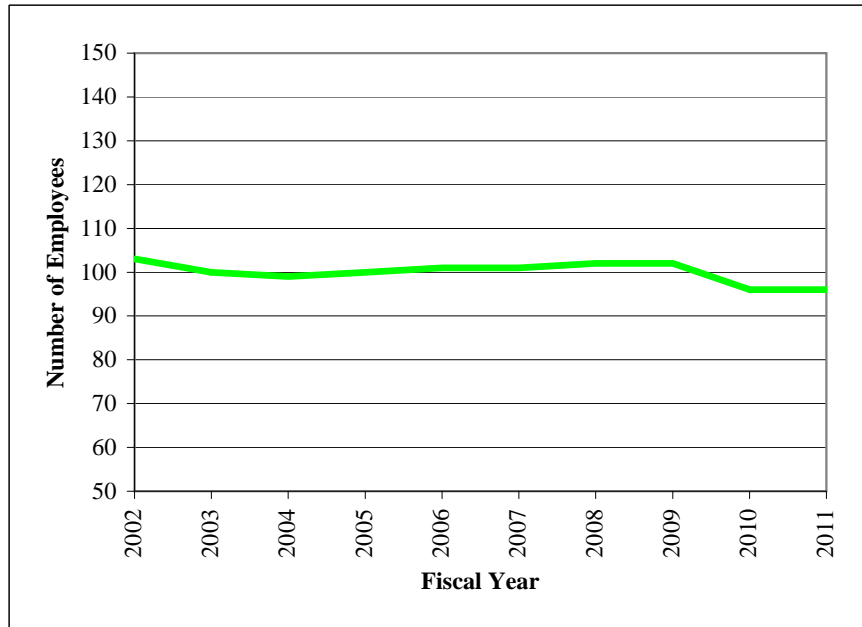
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



DEPARTMENT	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Sheriff:										
Administration	9	9	10	12	12	13	13	14	13	13
Criminal Investigation	23	17	15	16	16	16	16	15	15	15
County Patrol	71	75	76	76	77	82	81	78	77	76
Civil/Central Records	8	8	8	8	8	8	10	10	10	10
Warrants	0	9	10	10	11	10	7	7	7	7
Communications	15	14	14	14	15	16	16	16	16	16
Forensics/Crime Analysis	3	3	4	4	3	4	5	6	8	9
Evidence & Property	0	0	0	0	0	1	1	1	1	1
Crime Prevention	2	2	2	2	2	3	3	3	3	3
Custody of Prisoners	115	118	116	118	118	126	175	172	174	173
LEC Building Maintenance	3	4	4	4	4	4	6	6	5	5
Police Training	3	3	3	4	4	4	4	4	3	3
Drug Investigation	12	12	15	13	12	12	12	15	15	15
Multi-Drug Task Force	3	3	3	2	3	2	3	0	0	0
Animal Control	2	2	2	2	2	2	2	2	2	2
Courthouse Services	14	13	12	13	13	13	13	13	12	12
<b>TOTAL</b>	<b>283</b>	<b>292</b>	<b>294</b>	<b>298</b>	<b>300</b>	<b>316</b>	<b>367</b>	<b>362</b>	<b>361</b>	<b>360</b>
<b>TOTAL COUNTY</b>	<b>749</b>	<b>752</b>	<b>754</b>	<b>760</b>	<b>767</b>	<b>783</b>	<b>837</b>	<b>825</b>	<b>821</b>	<b>812</b>
<b>% OF TOTAL COUNTY</b>	<b>37.8%</b>	<b>38.8%</b>	<b>39.0%</b>	<b>39.2%</b>	<b>39.1%</b>	<b>40.4%</b>	<b>43.8%</b>	<b>43.8%</b>	<b>43.9%</b>	<b>44.3%</b>

## BIBB COUNTY PUBLIC WORKS

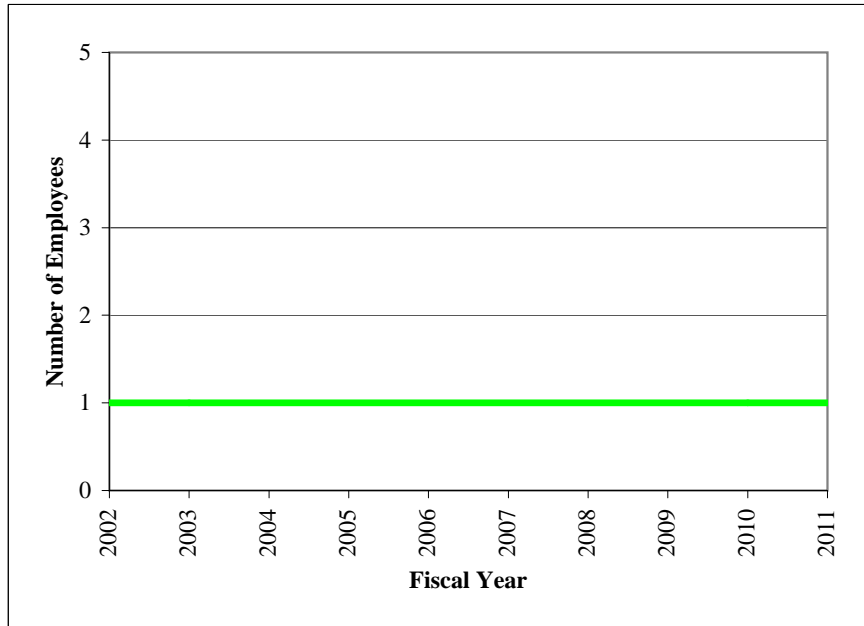
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



<b>DEPARTMENT</b>	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Public Works										
Administration	13	13	13	13	13	13	13	14	15	15
Street Maintenance	67	65	65	65	65	65	65	65	61	61
Shop Repair Service	8	8	7	8	8	8	8	8	8	8
Mapping/GIS	5	3	3	3	4	4	5	5	5	5
Engineering	9	9	9	9	9	9	9	8	5	5
Stormwater Management	1	1	1	1	1	1	1	1	1	1
Code Enforcement	0	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>	<b>103</b>	<b>100</b>	<b>99</b>	<b>100</b>	<b>101</b>	<b>101</b>	<b>102</b>	<b>102</b>	<b>96</b>	<b>96</b>
<b>TOTAL COUNTY</b>	<b>749</b>	<b>752</b>	<b>754</b>	<b>760</b>	<b>767</b>	<b>783</b>	<b>837</b>	<b>825</b>	<b>821</b>	<b>812</b>
<b>% OF TOTAL COUNTY</b>	<b>13.8%</b>	<b>13.3%</b>	<b>13.1%</b>	<b>13.2%</b>	<b>13.2%</b>	<b>12.9%</b>	<b>12.2%</b>	<b>12.4%</b>	<b>11.7%</b>	<b>11.8%</b>

## BIBB COUNTY HEALTH & WELFARE

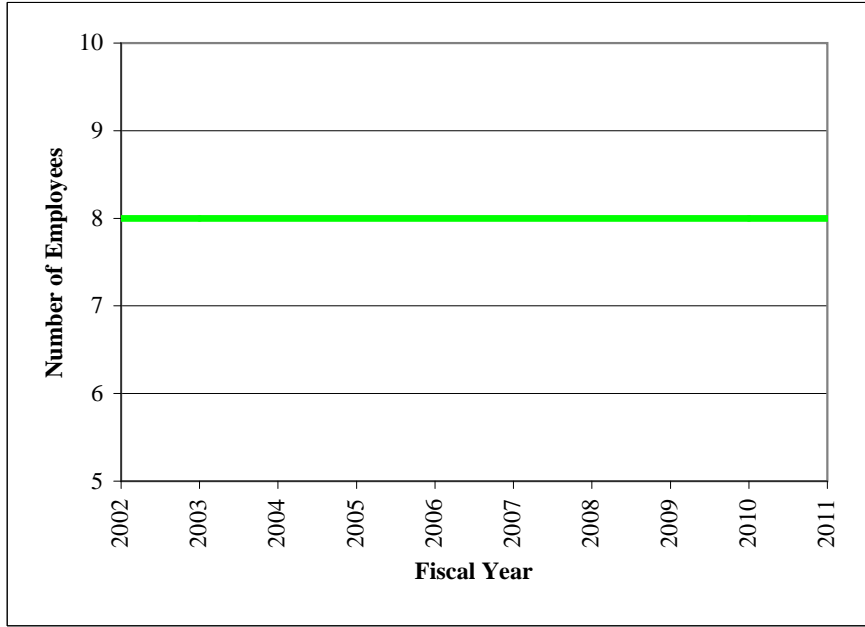
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



<b>DEPARTMENT</b>	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Health and Welfare	1	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>	1	1	1	1	1	1	1	1	1	1
<b>TOTAL COUNTY</b>	749	752	754	760	767	783	837	825	821	812
<b>% OF TOTAL COUNTY</b>	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%

**BIBB COUNTY CONSERVATION OF NATURAL RESOURCES**

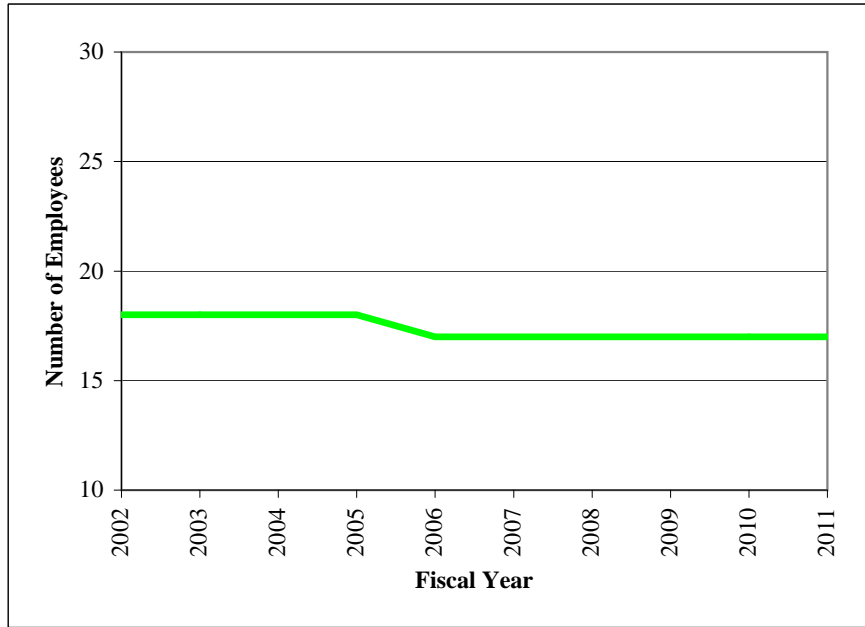
**TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS**



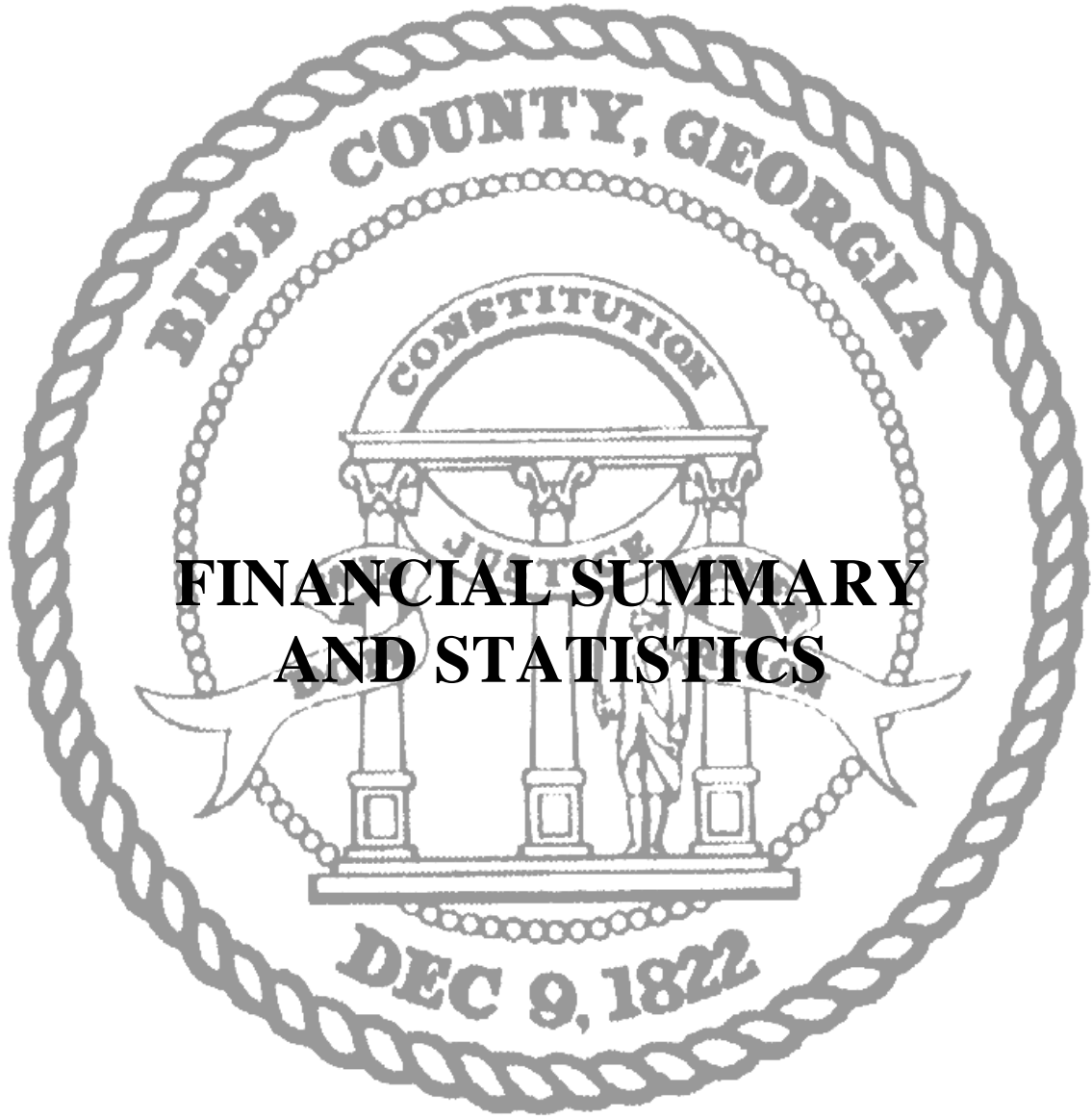
<b>DEPARTMENT</b>	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Agricultural Resources	8	8	8	8	8	8	8	8	8	8
<b>TOTAL</b>	8	8	8	8	8	8	8	8	8	8
<b>TOTAL COUNTY</b>	749	752	754	760	767	783	837	825	821	812
<b>% OF TOTAL COUNTY</b>	1.1%	1.1%	1.1%	1.1%	1.1%	1.0%	1.0%	1.0%	1.0%	1.0%

## BIBB COUNTY TOBESOFKEE RECREATION AREA

### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



<b>DEPARTMENT</b>	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Tobesofkee										
Recreation Area	18	18	18	18	17	17	17	17	17	17
<b>TOTAL</b>	18	18	18	18	17	17	17	17	17	17
<b>TOTAL COUNTY</b>	749	752	754	760	767	783	837	825	821	812
<b>% OF TOTAL COUNTY</b>	2.4%	2.4%	2.4%	2.4%	2.2%	2.2%	2.0%	2.1%	2.1%	2.1%



**FINANCIAL SUMMARY  
AND STATISTICS**

## FINANCIAL SUMMARY

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	ACTUAL FY 2008	ACTUAL FY 2009	ESTIMATED ACTUAL FY 2010	ADOPTED BUDGET FY 2011
<b>FUND BALANCE - BEGINNING</b>	\$ 96,424,806	\$ 76,962,268	\$ 74,425,388	\$ 55,655,984
<b>SOURCES</b>				
Taxes, Penalties and Interest	\$100,228,524	\$87,341,493	\$67,789,090	\$69,129,246
Licenses and Permits	859,210	1,065,016	827,014	1,058,800
Intergovernmental Revenue	9,131,674	6,966,901	5,677,777	3,036,753
Charges for Services	9,162,072	8,656,643	8,812,876	9,287,433
Fines and Forfeitures	3,241,105	2,828,750	2,883,160	2,912,341
Other	23,655,155	43,628,734	25,346,155	9,423,036
<b>Total Sources</b>	\$ 146,277,740	\$ 150,487,537	\$ 111,336,072	\$ 94,847,609
<b>USES</b>				
General Government	\$32,255,188	\$43,659,156	\$39,634,292	\$33,754,512
Public Safety	36,238,515	35,194,544	35,201,255	40,890,772
Public Works	19,920,528	17,335,879	15,682,269	11,530,480
Health and Welfare	5,606,107	7,522,743	4,600,156	3,939,587
Culture, Recreation and Beautification	10,042,086	7,325,853	6,804,165	6,565,113
Conservation of Natural Resources	244,011	239,188	246,925	256,718
Public Transit	957,731	851,888	991,200	810,000
Planning and Zoning	394,145	350,789	360,695	437,550
Industrial & Urban Development	484,164	4,122,240	898,726	794,168
Debt Service	8,856,371	14,714,510	3,989,458	4,533,100
Other	50,741,432	21,707,627	21,696,335	7,218,210
<b>Total Uses</b>	\$ 165,740,278	\$ 153,024,417	\$ 130,105,476	\$ 110,730,210
<b>FUND BALANCE - ENDING</b>	\$ 76,962,268	\$ 74,425,388	\$ 55,655,984	\$ 39,773,383



## FINANCIAL SUMMARY

<b>SOURCES AND USES OF FUNDS</b>
----------------------------------

	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	AMOUNT INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Property Taxes	\$ 53,372,736	\$ 50,517,646	\$ (2,855,090)	-5.3%
Sales Tax	11,809,372	12,179,600	370,228	3.1%
Insurance Premium Tax	2,859,000	2,706,000	(153,000)	-5.4%
Other Taxes	3,997,000	3,726,000	(271,000)	-6.8%
Licenses and Permits	976,829	1,058,800	81,971	8.4%
Intergovernmental Revenue	6,272,278	3,036,753	(3,235,525)	-51.6%
Charges for Services	8,755,803	9,287,433	531,630	6.1%
Fines and Forfeitures	2,732,900	2,912,341	179,441	6.6%
Miscellaneous	27,685,808	9,423,036	(18,262,772)	-66.0%
<b>Total Revenues</b>	<b>118,461,726</b>	<b>94,847,609</b>	<b>(23,614,117)</b>	<b>-19.9%</b>
<b>FUND BALANCE APPLICATION</b>	<b>25,773,378</b>	<b>16,949,436</b>	<b>(8,823,942)</b>	<b>-34.2%</b>
<b>SUB-TOTAL</b>	<b>\$ 144,235,104</b>	<b>\$ 111,797,045</b>	<b>\$ (32,438,059)</b>	<b>-22.5%</b>
<b>INTERFUND ACTIVITY</b>	<b>(28,841,259)</b>	<b>(7,218,210)</b>	<b>21,623,049</b>	<b>-75.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 115,393,845</b>	<b>\$ 104,578,835</b>	<b>\$ (10,815,010)</b>	<b>-9.4%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 46,760,089	\$ 46,106,114	\$ (653,975)	-1.4%
Operating Expenditures	83,390,408	58,709,053	(24,681,355)	-29.6%
Capital Outlay	14,084,607	6,981,878	(7,102,729)	-50.4%
<b>SUB-TOTAL</b>	<b>\$ 144,235,104</b>	<b>\$ 111,797,045</b>	<b>\$ (32,438,059)</b>	<b>-22.5%</b>
<b>INTERFUND ACTIVITY</b>	<b>(28,841,259)</b>	<b>(7,218,210)</b>	<b>21,623,049</b>	<b>-75.0%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 115,393,845</b>	<b>\$ 104,578,835</b>	<b>\$ (10,815,010)</b>	<b>-9.4%</b>

**FY 2011 OPERATING BUDGET - REVENUES BY SOURCE**

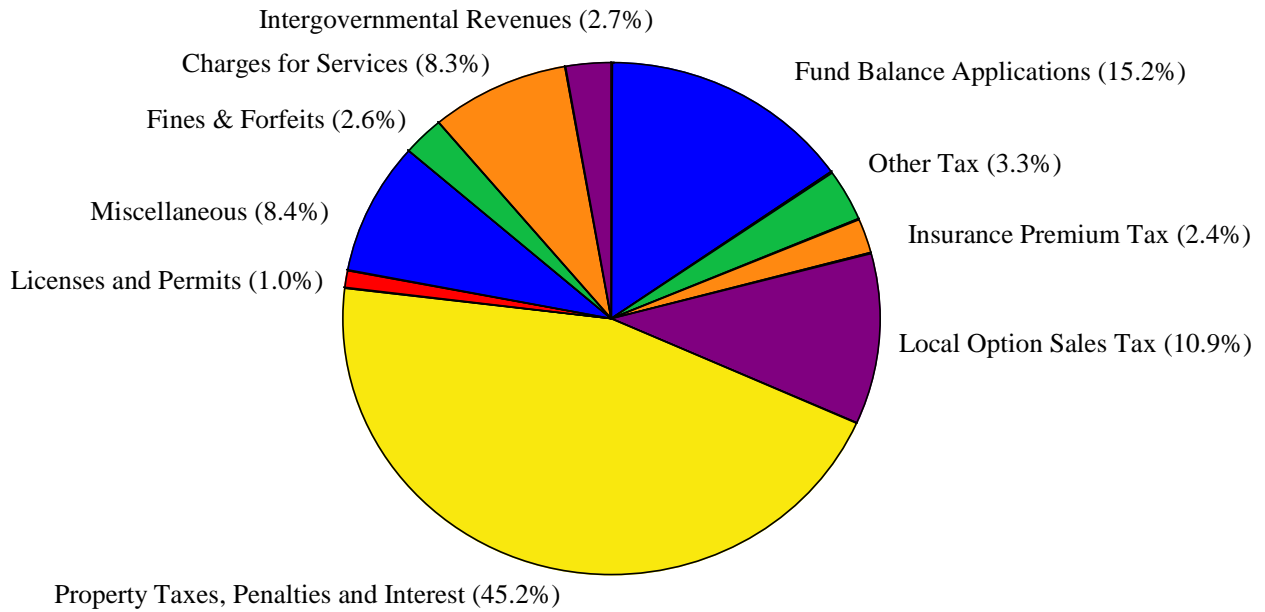
FUND	TAXES	LICENSES AND PERMITS	INTER-GOVERNMENTAL	CHARGES FOR SERVICES	FINES AND FORFEITS	OTHER FINANCING & MISC.	TOTAL
General Fund	\$ 59,465,917	\$ 1,058,800	\$ 1,738,661	\$ 5,814,395	\$ 2,306,355	\$ 11,978,299	\$ 82,362,427
General Debt Service Fund						877,032	877,032
1992 Public Building Debt Service Fund						621,696	621,696
2000 Public Facilities Debt Service Fund			405,743			827,517	1,233,260
2002-A Public Facilities Debt Service Fund			364,536			362,878	727,414
SPLOST Debt Service Fund	94,600						94,600
Fire District Fund	7,978,729		38,000			3,358,682	11,375,411
Hotel/Motel Tax Fund	1,590,000			265,490		50	1,590,050
Special Street Light District Fund			146,140			80,884	346,374
Summer Youth Feeding Program Fund							146,140
Law Enforcement Commissary Fund						553,825	553,825
Law Enforcement Confiscation Fund					75,000	61,177	136,177
Drug Abuse Treatment & Education Fund			61,000		47,000	192,481	300,481
Alternative Dispute Resolution Fund					170,900	12,776	183,676
Crime Victims Assistance Fund					160,250	131,480	291,730
Juvenile Court Supervision Fund					16,368	21,132	37,500
Law Library Fund					31,468	59,524	90,992
Sponsored Programs Fund			282,673			78,616	361,289
Tobesofkee Recreation Area Fund				662,800		1,359,710	2,022,510
Special Sanitation District Fund				2,544,748		174,672	2,719,420
Workers' Compensation Fund						1,138,817	1,138,817
Capital Improvements Fund						2,367,585	2,367,585
SPLOST Transportation Fund						1,480,518	1,480,518
2002-A Public Facilities Project Fund					105,000	547,306	652,306
2002 LE Center Project Fund						30,075	30,075
Ocmulgee Greenway Trail Fund						55,740	55,740
<b>SUB-TOTAL</b>	<b>\$ 69,129,246</b>	<b>\$ 1,058,800</b>	<b>\$ 3,036,753</b>	<b>\$ 9,287,433</b>	<b>\$ 2,912,341</b>	<b>\$ 26,372,472</b>	<b>\$ 111,797,045</b>

LESS: INTERFUND ACTIVITY  
**OPERATING BUDGET TOTAL**

(7,218,210)  
**\$ 104,578,835**

**FY 2011 BUDGET ALL FUNDS**

**SOURCES (REVENUE) OF FUNDS**

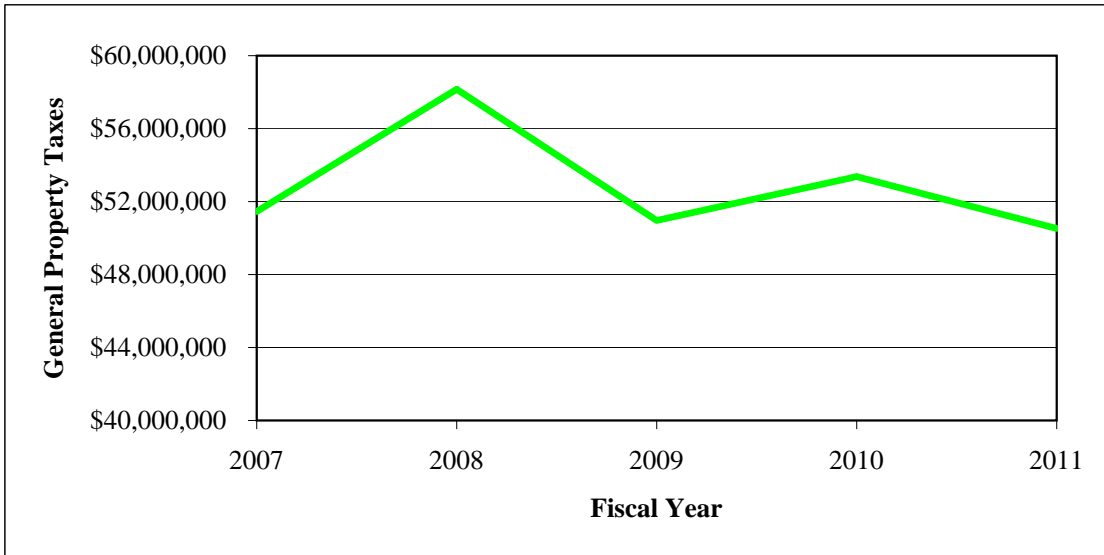


<b>REVENUE SOURCE</b>	
Property Taxes, Penalties and Interest	45.2%
Local Option Sales Tax	10.9%
Insurance Premium Tax	2.4%
Other Tax	3.3%
Licenses & Permits	1.0%
Intergovernmental Revenue	2.7%
Charges for Services	8.3%
Fines & Forfeits	2.6%
Miscellaneous	8.4%
Fund Balance Applications	15.2%
<b>TOTAL</b>	<b>100.0%</b>

**REVENUE SOURCES:  
GENERAL PROPERTY TAXES, PENALTIES AND INTEREST**

**DEFINED**

This category of revenue includes real and personal property taxes, public utility taxes, motor vehicle taxes and railroad equipment taxes. All of these categories are calculated at a 100% collection rate.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 51,455,606
FY 2008 Actual	58,156,894
FY 2009 Actual	50,959,240
FY 2010 Revised Budget	53,372,736
FY 2011 Budgeted	50,517,646

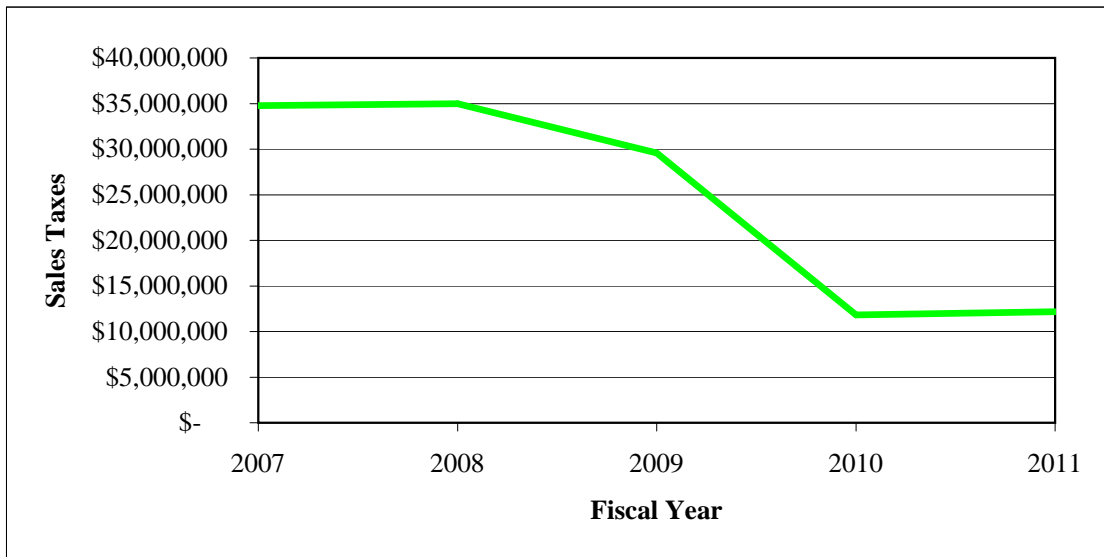
**ASSUMPTIONS**

The property tax revaluation done for tax year 2009 was not complete when the FY 2010 budget was set. The budget was based on the assumption that the County would not roll back all of the gain from the revaluation. After three public hearings the millage was rolled back all the way to make the revaluation revenue neutral. While the revenue budget was not reduced, several budgeted expenditures were reduced or eliminated to cover the expected revenue shortfall. The FY 2011 budget is based on the millage rate for property taxes remaining the same from tax year 2009 to tax year 2010. The millage for motor vehicles did decrease in FY 2011 from 11.67 to 10.00. The millage rate for motor vehicles was not rolled back in tax year 2009 (FY 2010). This rate was set prior to the end of calendar year 2009 to prepare the billings that would begin in January 2010 for the next calendar year. The tax year 2009 millage was not set until March 2010 because of the large number of appeals which had resulted from the revaluation.

**REVENUE SOURCES:  
SALES TAXES**

**DEFINED**

This revenue category consists of local option sales tax receipts for two purposes. The first is a countywide 1% local option sales tax of which Bibb County receives 40%. These revenues are deposited in the General Fund. The second is a 1% special purpose local option sales tax which was approved by the voters in June 2005 for the purpose of the retirement of debt. The County received 67% of these SPLOST proceeds. This tax ended March 31, 2009 with the final full month of proceeds being received in May 2009.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 34,785,647
FY 2008 Actual	34,988,593
FY 2009 Actual	29,583,991
FY 2010 Revised Budget	11,809,372
FY 2011 Budgeted	12,179,600

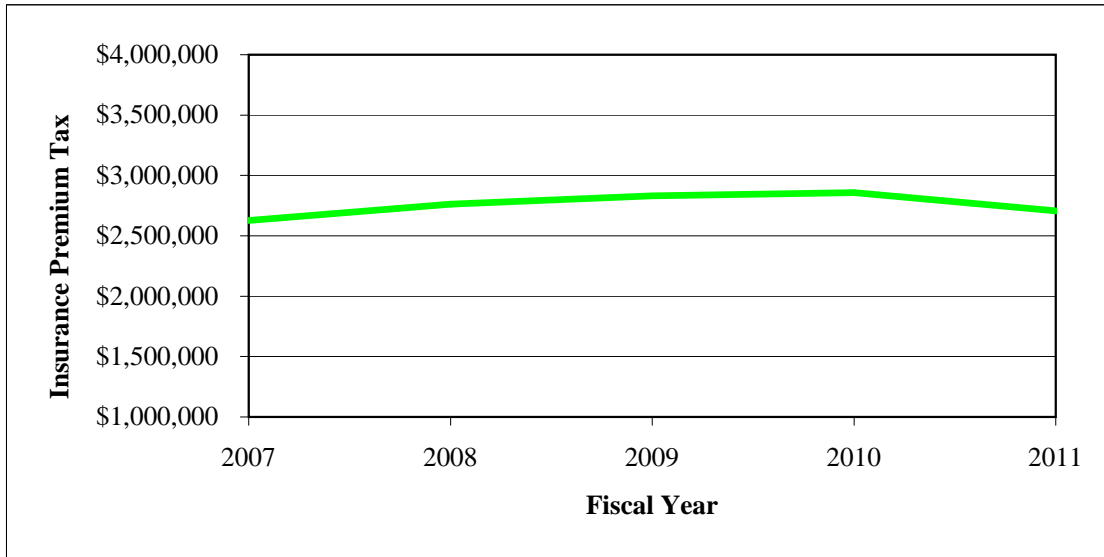
**ASSUMPTIONS**

The FY 2011 projection of \$12,179,600 is based on the estimated actual for the twelve month period ending 06/30/10. The FY 2010 LOST proceeds were very volatile ranging from a 43.2% positive variance to a 29.4% negative variance from the same period in the prior year. The \$875,628 projected increase for LOST in FY 2011 is partially offset by a projected decrease of \$505,400 in SPLOST proceeds for FY 2011.

**REVENUE SOURCES:  
INSURANCE PREMIUM TAX**

**DEFINED**

This tax is based on 2 1/2% of premiums collected by insurers doing business in unincorporated areas of the County. The tax is applicable to all premiums other than life insurance. This tax is used to rollback property taxes levied for fire protection in the unincorporated areas.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 2,628,056
FY 2008 Actual	2,763,435
FY 2009 Actual	2,830,792
FY 2010 Revised Budget	2,859,000
FY 2011 Budgeted	2,706,000

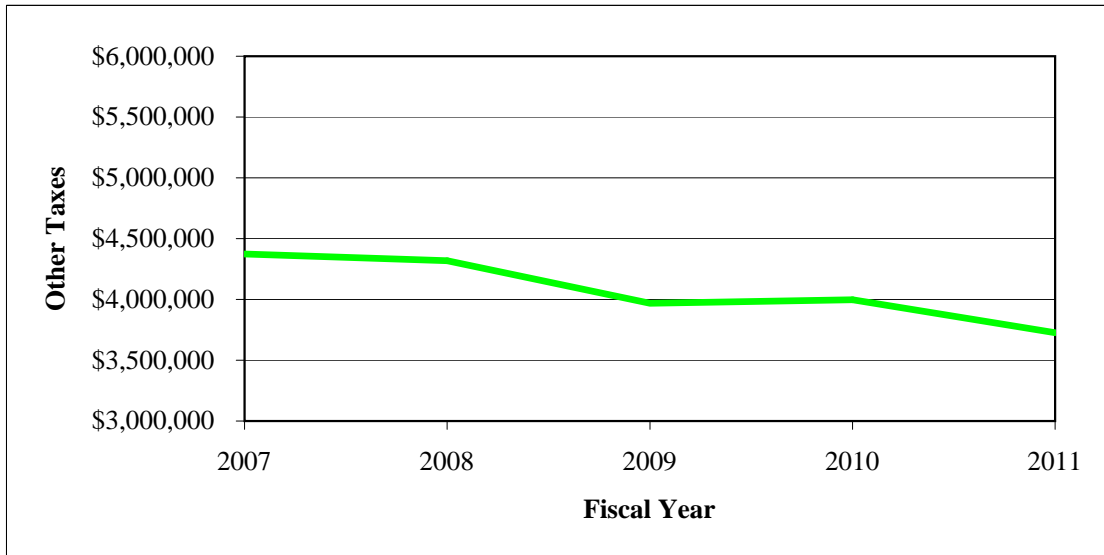
**ASSUMPTIONS**

The FY 2011 revenue projection is based on the actual revenues received in FY 2010. The FY 2010 actual was \$68,797 below budget and below the FY 2009 actual. The decrease from FY 2009 was considered in the FY 2011 projections.

**REVENUE SOURCES:  
OTHER TAXES**

**DEFINED**

This class of revenue includes Intangible Recording Tax, Franchise Tax, Gross Receipt Tax, Excise Tax and Hotel/Motel Tax. With the exception of the Intangible Tax, these taxes are calculated as a percentage of sales and this enables this source of revenue to automatically keep up with expanding sales and price increases.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 4,372,585
FY 2008 Actual	4,319,603
FY 2009 Actual	3,967,470
FY 2010 Revised Budget	3,997,000
FY 2011 Budgeted	3,726,000

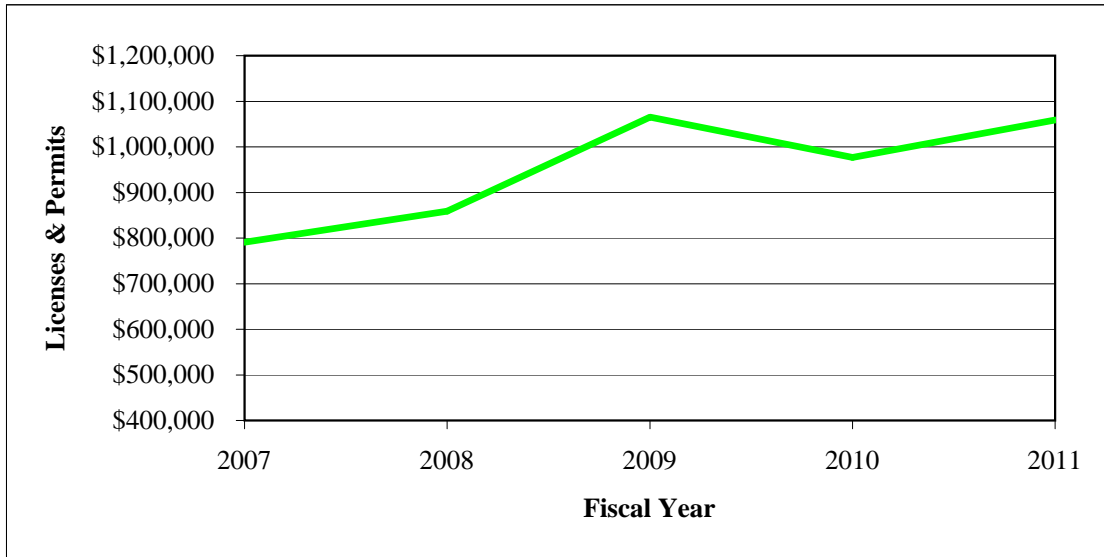
**ASSUMPTIONS**

Current economic indicators along with trend analysis are used to forecast this category of revenue. The decrease of \$271,000 in this revenue category is partly attributable to a decrease of \$115,000 in Intangible Recording Tax, \$85,000 in Hotel/Motel Tax and \$59,000 in Sales and Use Tax on Beer and Liquor. There was a slight increase of \$27,000 in Franchise Tax revenue, which is paid by the two cable companies that serve Bibb County. Gross Receipts Tax varied only slightly from the prior year.

**REVENUE SOURCES:  
LICENSES & PERMITS**

**DEFINED**

Revenue in this category is derived primarily from privilege and business licenses sold in unincorporated areas of the County. The fees are set by the Board of Commissioners as a function of regulatory and code enforcement provisions.



**HISTORY & PROJECTION**

FY 2007 Actual	\$	790,754
FY 2008 Actual		859,207
FY 2009 Actual		1,065,016
FY 2010 Revised Budget		976,829
FY 2011 Budgeted		1,058,800

**ASSUMPTIONS**

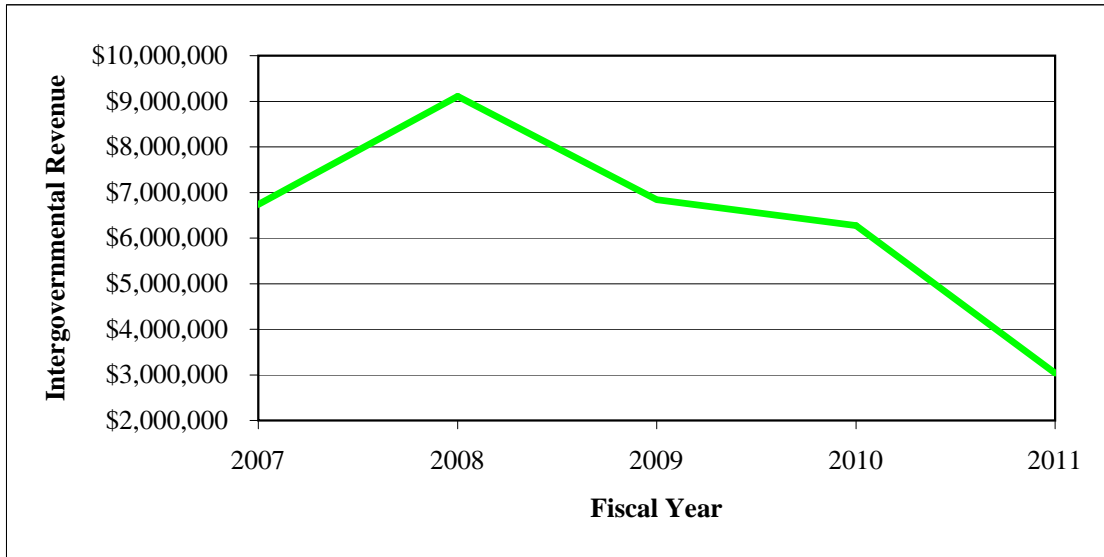
Current economic indicators along with current year actual receipts are used to forecast this revenue. The County increased both the rate per employee and the administrative charge for business licenses beginning January 2009 which accounted for the large increase in FY 2009. The projection for this revenue source increased by \$82,000 for FY 2011 based on actual receipts for both business license and alcohol license being greater than the FY 2010 budget.



**REVENUE SOURCES:  
INTERGOVERNMENTAL REVENUE**

**DEFINED**

Intergovernmental revenue consists of Federal, State and Local government or agency reimbursements and/or funding for local and statewide programs. This category includes numerous reimbursements from the City of Macon and various surrounding counties covering joint projects.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 6,738,289
FY 2008 Actual	9,112,176
FY 2009 Actual	6,843,292
FY 2010 Revised Budget	6,272,278
FY 2011 Budgeted	3,036,753

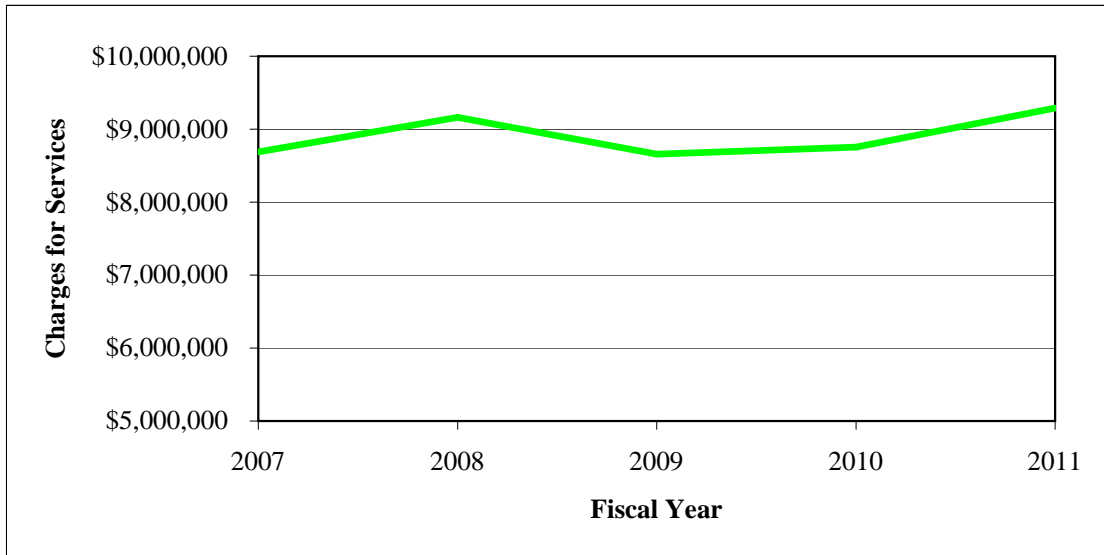
**ASSUMPTIONS**

The revenue estimates for this category are based on grant applications as well as various contracts. A major portion of the decrease in FY 2011 is the reduction of \$2,495,700 in DOT reimbursements in the SPLOST Transportation Fund. As projects from this 1995 SPLOST are completed the matching grant funds are declining. The grant revenue for the Drug Abuse Program also declined by \$192,800. This FY 2010 amount was larger than normal because of one-time appropriations of stimulus funds that were received. The Byrne Jag Grant revenue in the Sponsored Programs Fund decreased by \$113,000 in FY 2011. Fiscal Year 2010 included \$300,500 of ARRA funds for which Bibb County was the fiscal agent and both Bibb County Departments and outside agencies such as Volunteer Macon were the recipient of the funds.

**REVENUE SOURCES:  
CHARGES FOR COUNTY SERVICES**

**DEFINED**

Fees collected for services by various County Departments are budgeted in this category of revenue. Some examples of the types of fees collected are recreation fees, garbage fees, streetlights, court costs, housing of prisoners and Tax Commissioner fees. The fees are governed by ordinance, state laws and contracts.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 8,687,387
FY 2008 Actual	9,162,347
FY 2009 Actual	8,656,642
FY 2010 Revised Budget	8,755,803
FY 2011 Budgeted	9,287,433

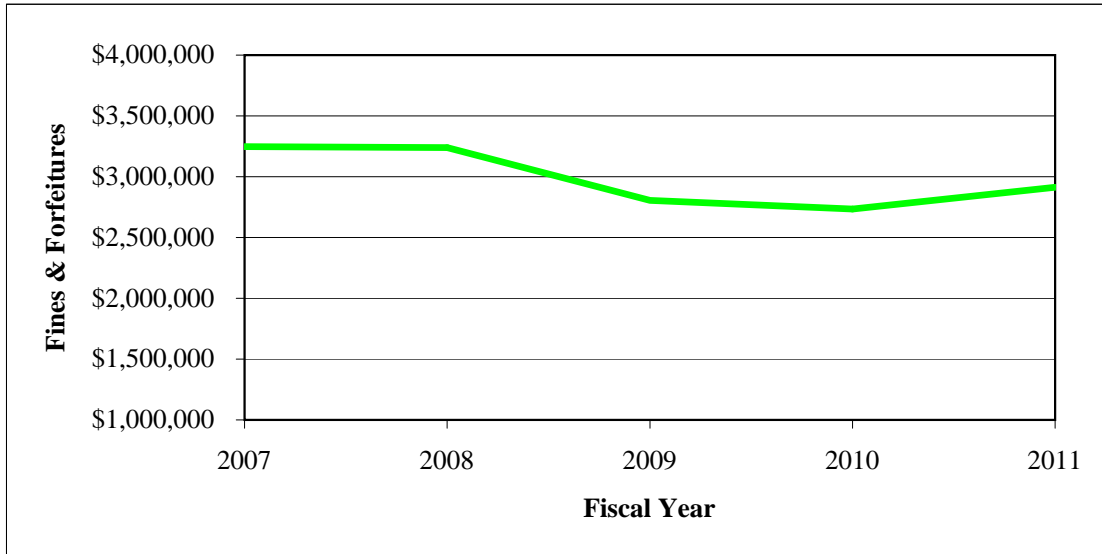
**ASSUMPTIONS**

The majority of the \$531,630 increase is in General Fund. House Bill 1055 increased the amounts charged for select services provided by the courts and the Sheriff's Office, and this resulted in approximately \$298,000 of the projected increase. Some of the increases are remitted to the State, and some are retained by the County. Also, the projection for Tax Commissioner Fees increased partly due to an increase in the millage set by the Board of Education (for which the Tax Commissioner earns a commission for collecting) and the projection of other fees based on the FY 2010 actual revenues.

**REVENUE SOURCES:  
FINES AND FORFEITURES**

**DEFINED**

This revenue class consists primarily of fines imposed by the various courts of Bibb County and monies collected by forfeited bonds.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 3,246,142
FY 2008 Actual	3,238,256
FY 2009 Actual	2,804,750
FY 2010 Revised Budget	2,732,900
FY 2011 Budgeted	2,912,341

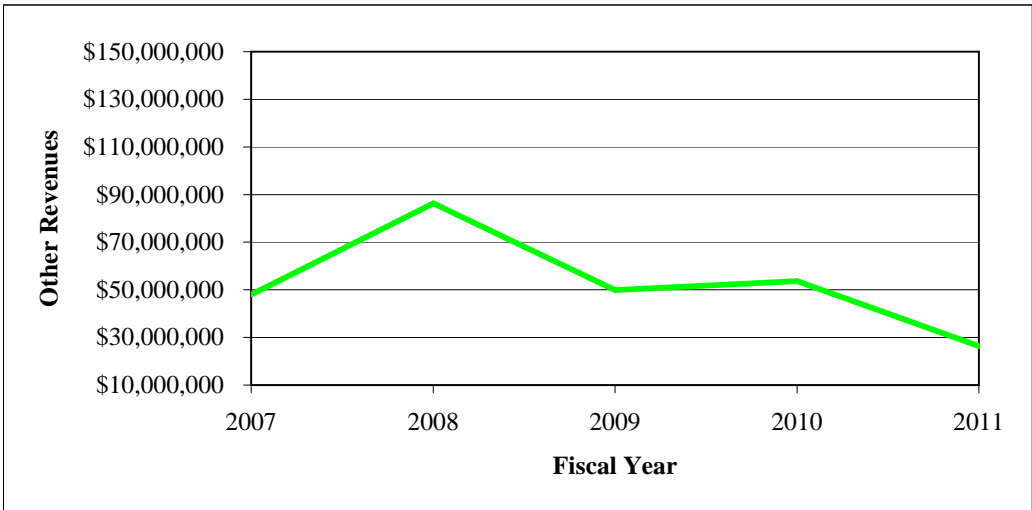
**ASSUMPTIONS**

This revenue is based on average actual receipts from prior years. The majority of the \$179,441 increase was in General Fund because of a projected increase in State Court Fines of \$195,000. The 2009 State Court revenues decreased by \$338,399 because of a combination of persons being late in the payment of fines or possibly doing community service or serving jail time in lieu of fines. There was an increase in FY 2010 and HB 1055 also increased the charges for State Court Services included in this revenue source, in particular the cost of filing appeals. There were minor increases/decreases in other funds with this revenue source.

**REVENUE SOURCES:  
OTHER FINANCING SOURCES & MISCELLANEOUS**

**DEFINED**

The major contributions to Other Financing Sources are interfund transfers and appropriations from Fund Balance. These financing sources are highly erratic from year to year. The Other Financing Sources revenue category also includes interest earnings on investments, insurance recoveries, sale of fixed assets and paving assessments.



**HISTORY & PROJECTION**

FY 2007 Actual	\$ 48,064,333
FY 2008 Actual	86,301,551
FY 2009 Actual	49,964,024
FY 2010 Revised Budget	53,652,962
FY 2011 Budgeted	26,372,472

**ASSUMPTIONS**

The majority of the \$27.3 million decrease is the result of transfers decreasing by \$17.8 million from FY 2010 to FY 2011. General Fund transfers decreased by \$17.3 million mainly due to the decrease of \$15.4 million in the transfer from the SPLOST Debt Service Fund. The past two fiscal years included a transfer of excess SPLOST proceeds to cover a 2 mill roll back in property taxes. These excess funds were basically depleted in FY 2010. The application of fund balance also decreased by \$8.7 million. The two largest components of this decrease were a decrease of \$14.9 million in the SPLOST Debt Service Fund and a decrease of \$3.9 million in the Capital Improvements Fund. The decrease in the Capital Improvements Fund was because bonds were sold at the end of FY 2009 and these proceeds were used in FY 2010 for the purchase of land and renovations to the Courthouse. These decreases were partially offset by an increase of \$9.4 million

## FY 2010 - FY 2011 EXPENDITURE SUMMARY

### EXPENDITURE BY FUND TYPE

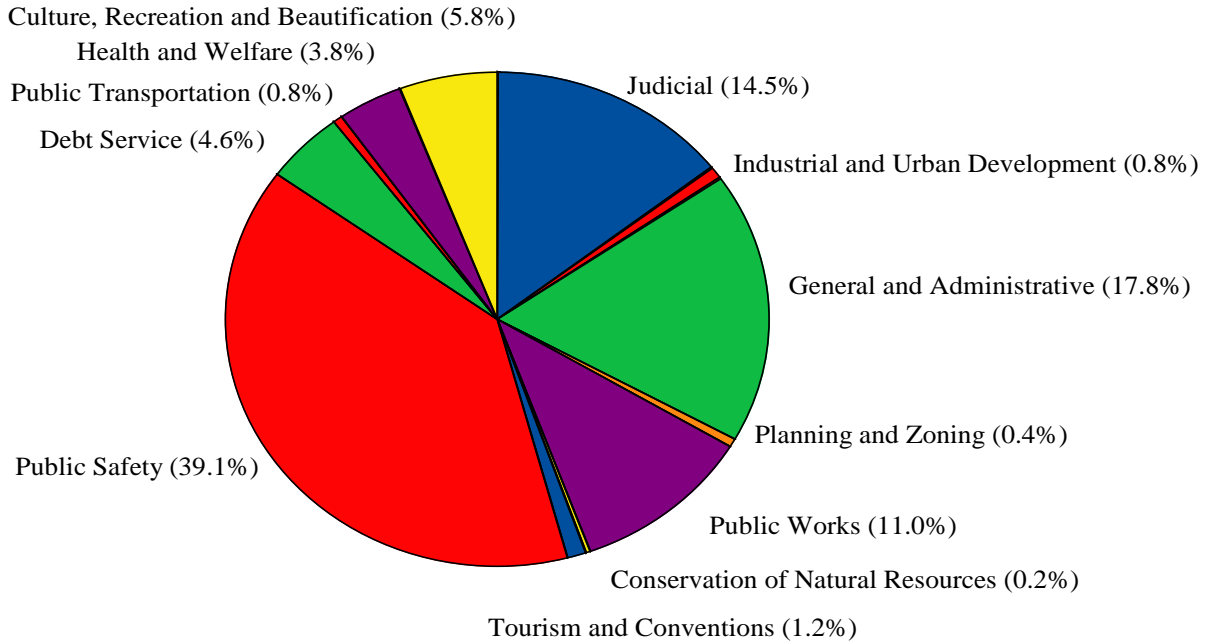
		FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	AMOUNT INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
I.	GENERAL FUND	\$ 91,273,569	\$ 82,362,427	\$ (8,911,142)	-9.8%
II.	DEBT SERVICE FUNDS				
	General Debt Service Fund	\$ 880,435	\$ 877,032	\$ (3,403)	-0.4%
	1992 Public Building Debt Service Fund	621,696	621,696	-	0.0%
	2000 Public Facilities Debt Service Fund	1,230,138	1,233,260	3,122	0.3%
	2002-A Public Facilities Debt Service Fund	726,276	727,414	1,138	0.2%
	2002-B Riverside Drive Project Debt Service Fund	105,235	-	(105,235)	-100.0%
	SPLOST Debt Service Fund	15,527,529	94,600	(15,432,929)	-99.4%
	TOTAL DEBT SERVICE FUNDS	\$ 19,091,309	\$ 3,554,002	\$ (15,537,307)	-81.4%
III.	SPECIAL REVENUE FUNDS				
	Fire District Fund	\$ 10,033,623	\$ 11,375,411	\$ 1,341,788	13.4%
	Selective Sales & Use Tax Fund	1,170,400	-	(1,170,400)	-100.0%
	Hotel/Motel Tax Fund	1,675,000	1,590,050	(84,950)	-5.1%
	Street Light District Fund	325,320	346,374	21,054	6.5%
	Summer Youth Feeding Program Fund	165,490	146,140	(19,350)	-11.7%
	Law Enforcement Commissary Fund	453,500	553,825	100,325	22.1%
	Law Enforcement Confiscation Fund	188,053	136,177	(51,876)	-27.6%
	Drug Abuse Treatment & Education Fund	472,862	300,481	(172,381)	-36.5%
	Alternative Dispute Resolution Fund	183,518	183,676	158	0.1%
	Crime Victims Assistance Fund	324,025	291,730	(32,295)	-10.0%
	Sponsored Programs Fund	603,642	361,289	(242,353)	100.0%
	Juvenile Court Supervision Fund	37,500	37,500	-	0.0%
	Law Library Fund	91,253	90,992	(261)	-0.3%
	TOTAL SPECIAL REVENUE FUNDS	\$ 15,724,186	\$ 15,413,645	\$ (310,541)	-2.0%
IV.	ENTERPRISE FUNDS				
	Tobesofkee Recreation Area Fund	\$ 2,628,336	\$ 2,022,510	\$ (605,826)	-23.0%
	Special Sanitation District Fund	2,632,645	2,719,420	86,775	3.3%
	TOTAL ENTERPRISE FUNDS	\$ 5,260,981	\$ 4,741,930	\$ (519,051)	-9.9%
V.	INTERNAL SERVICE FUND				
	Workers' Compensation Fund	\$ 1,041,000	\$ 1,138,817	\$ 97,817	9.4%
	TOTAL OPERATING FUNDS	\$ 132,391,045	\$ 107,210,821	\$ (25,180,224)	-19.0%
VI.	CAPITAL PROJECTS FUNDS				
	Capital Improvements Fund	\$ 6,358,951	\$ 2,367,585	\$ (3,991,366)	-62.8%
	SPLOST Transportation Improvements Fund	4,732,138	1,480,518	(3,251,620)	-68.7%
	2002-A Public Facilities Project Fund	588,036	547,306	(40,730)	-6.9%
	2002 LE Center Project Fund	139,934	135,075	(4,859)	-3.5%
	Ocmulgee Greenway Trail Fund	25,000	55,740	30,740	123.0%
	TOTAL CAPITAL PROJECTS FUNDS	\$ 11,844,059	\$ 4,586,224	\$ (7,257,835)	-61.3%
	GROSS BUDGET	\$ 144,235,104	\$ 111,797,045	\$ (32,438,059)	-22.5%
	LESS: INTERFUND ACTIVITY	(28,841,259)	(7,218,210)	(21,623,049)	-75.0%
	GRAND TOTAL	\$ 115,393,845	\$ 104,578,835	\$ (10,815,010)	-9.4%

**FY 2011 OPERATING BUDGET - DEPARTMENT/FUND BY FUNCTION**

Department/ Fund	General Government	Public Safety	Public Works	Health and Welfare	Culture, Recreation & Beautification	Conservation of Natural Resources	Public Transit and Zoning	Industrial and Urban Development	Debt Service	Transfers	Fund Balance	Reservation	Total Uses
General Fund:													
Court Systems	14,164,542												14,164,542
Coroner	305,150												305,150
Board of Commissioners	976,180												976,180
Board of Elections	811,927												811,927
General Services	14,920												14,920
Finance/ Purchasing	1,403,424												1,403,424
Audit Services	105,000												105,000
Tax Assessors	1,792,680												1,792,680
Tax Commissioner	2,601,550												2,601,550
Records Management	68,520												68,520
County Attorney	730,000												730,000
Human Resources/ Risk Management	835,602												835,602
Buildings & Properties	2,201,162												2,201,162
Information & Technology Services	2,398,988												2,398,988
Miscellaneous	3,491,242												3,491,242
Sheriff's Department/ Emergency Mgt.		28,711,126											28,711,126
Public Works			7,347,931		3,407,269	256,718	810,000	794,168					9,237,452
Agency Appropriations				3,531,747						3,302,807			3,302,807
Interfund Transfers									1,862,224				1,862,224
Debt Service									2,670,876				2,670,876
General and Other Debt Service Funds										604,600			604,600
Fire District Fund		9,636,931								1,738,480			11,375,411
Hotel/ Motel Tax Fund					1,285,237								1,285,237
Street Light District Fund			296,134										296,134
Summer Youth Feeding Program Fund				139,840									139,840
Law Enforcement Commissary Fund		353,825											353,825
Law Enforcement Confiscation Fund		133,677											133,677
Drug Abuse Treatment & Education Fund	300,481												300,481
Alternate Dispute Resolution Fund	172,819									10,857			183,676
Crime Victims Assistance Fund	65,000									226,730			291,730
Juvenile Court Supervision Fund	2,500									35,000			37,500
Law Library Fund	90,992												90,992
Sponsored Programs Fund	77,684	150,290		83,000									361,289
Tobesofree Area Recreation Fund					1,256,931								1,256,931
Sanitation District Fund			2,554,335										2,554,335
Workers' Compensation Fund	1,138,817												1,138,817
Capital Improvements Fund	5,332	1,904,923	4,200	185,000	12,630					255,500			2,367,585
SPLOST Transportation Improvements Fund			1,327,880							152,638			1,480,518
2002-A Public Facilities Project Fund					547,306								547,306
2002 Law Enforcement Center Project Fund										100,000			100,000
Ocmulgee Greenway Trail Fund					55,740								55,740
Total	\$ 33,754,512	\$ 40,890,772	\$ 11,530,480	\$ 3,939,587	\$ 6,565,113	\$ 256,718	\$ 810,000	\$ 794,168	\$ 4,533,100	\$ 7,218,210	\$ 1,066,835	\$ 35,075	\$ 111,797,045

## FY 2011 EXPENDITURES

### BY FUNCTION - ALL FUNDS

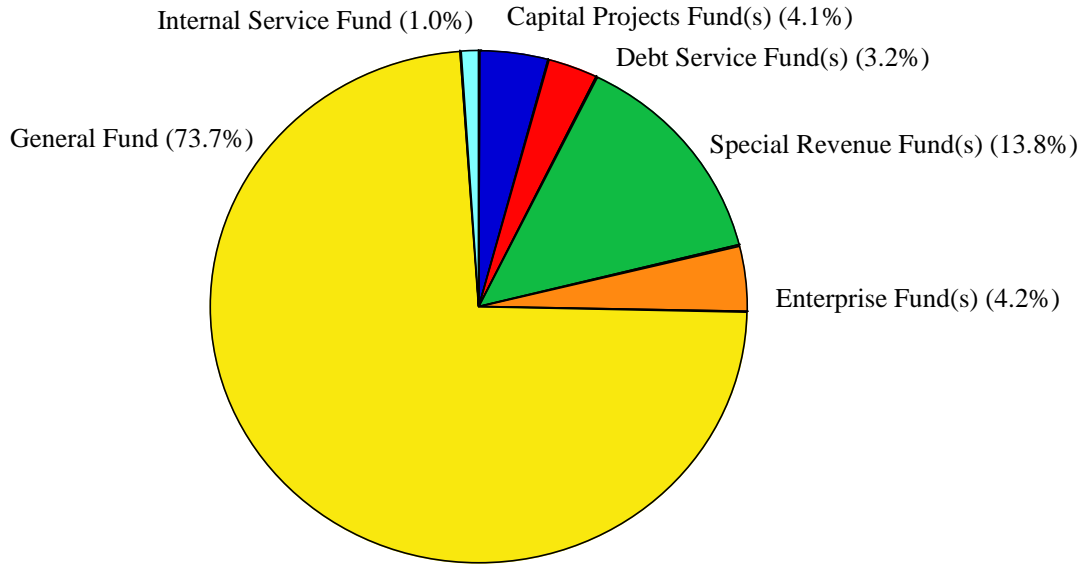


FUNCTION	AMOUNT	% OF TOTAL
Judicial	\$ 15,179,168	14.5%
General and Administrative	18,575,344	17.8%
Public Safety	(1) 40,925,847	39.1%
Public Works	(2) 11,530,480	11.0%
Public Transportation	810,000	0.8%
Health and Welfare	(3) 3,939,587	3.8%
Culture, Recreation and Beautification	(4) 6,033,110	5.8%
Conservation of Natural Resources	256,718	0.2%
Planning and Zoning	437,550	0.4%
Industrial and Urban Development	794,168	0.8%
Tourism and Conventions	1,285,237	1.2%
Debt Service	4,811,626	4.6%
<b>TOTAL</b>	<b>\$ 104,578,835</b>	<b>100.0%</b>

(1) Includes capital project expenditures of	\$ 1,904,923
(2) Includes capital project expenditures of	1,767,915
(3) Includes capital project expenditures of	185,000
(4) Includes capital project expenditures of	612,676

## FY 2011 EXPENDITURES

<b>BY FUNDS - ALL FUNDS</b>
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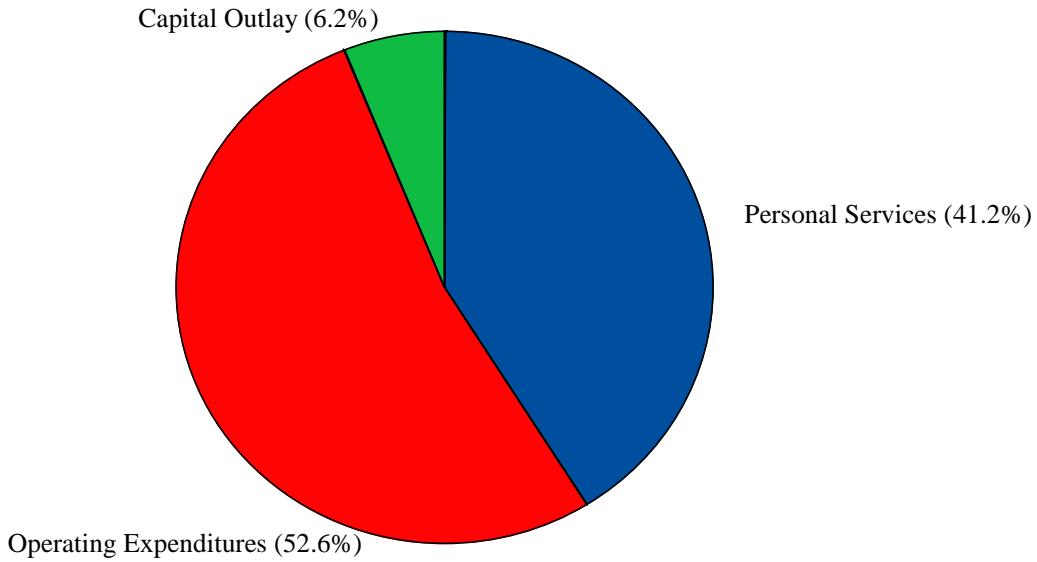


FUND TYPE	AMOUNT	% OF TOTAL
General Fund	\$ 82,362,427	73.7%
Special Revenue Fund(s)	15,413,645	13.8%
Capital Projects Fund(s)	4,586,224	4.1%
Debt Service Fund(s)	3,554,002	3.2%
Enterprise Fund(s)	4,741,930	4.2%
Internal Service Fund(s)	1,138,817	1.0%
<b>SUBTOTAL</b>	<b>\$ 111,797,045</b>	100.0%
Interfund Activity	(7,218,210)	
<b>TOTAL</b>	<b>\$ 104,578,835</b>	



## FY 2011 EXPENDITURES

<b>BY CATEGORY - ALL FUNDS</b>
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CATEGORY	AMOUNT	% OF TOTAL
Personal Services	\$ 46,106,114	41.2%
Operating Expenditures	58,709,053	52.5%
Capital Outlay	6,981,878	6.2%
<b>SUBTOTAL</b>	<b>\$ 111,797,045</b>	100.0%
Interfund Activity	(7,218,210)	
<b>TOTAL</b>	<b>\$ 104,578,835</b>	

**FY 2011 OPERATING BUDGETS**

<b>EXPENDITURE BUDGET BY CATEGORY</b>
---------------------------------------

FUND	PERSONAL SERVICES	OPERATING	CAPITAL OUTLAY	TOTAL
General Fund	\$ 44,851,429	\$ 36,098,058	\$ 1,412,940	\$ 82,362,427
General Debt Service Fund		877,032		877,032
1992 Public Building Debt Service Fund		621,696		621,696
2000 Public Facilities Debt Service Fund		1,233,260		1,233,260
2002-A Public Facilities Project Debt Service Fund		727,414		727,414
SPLOST Debt Service Fund		94,600		94,600
Fire District Fund		10,139,751	1,235,660	11,375,411
Hotel/Motel Tax Fund		1,590,050		1,590,050
Street Light District Fund		346,374		346,374
Summer Youth Feeding Program Fund	40,500	105,640		146,140
Law Enforcement Commissary Fund	18,535	221,100	314,190	553,825
Law Enforcement Confiscation Fund		30,500	105,677	136,177
Drug Abuse Treatment & Education Fund		300,481		300,481
Alternative Dispute Resolution Fund	122,800	60,876		183,676
Crime Victims Assistance Fund		291,730		291,730
Juvenile Court Supervision Fund		37,500		37,500
Law Library Fund	64,800	26,192		90,992
Sponsored Programs Fund	110,850	250,439		361,289
Tobesofkee Recreation Fund	897,200	1,076,310	49,000	2,022,510
Sanitation District Fund		2,719,420		2,719,420
Workers' Compensation Fund		1,138,817		1,138,817
Capital Improvements Fund		256,100	2,111,485	2,367,585
SPLOST Transportation Improvements Fund		327,638	1,152,880	1,480,518
2002-A Public Facilities Project Fund		3,000	544,306	547,306
2002 LE Center Project Fund		135,075		135,075
Ocmulgee Greenway Trail Fund			55,740	55,740
SUB-TOTAL	<u>\$ 46,106,114</u>	<u>\$ 58,709,053</u>	<u>\$ 6,981,878</u>	<u>\$ 111,797,045</u>
INTERFUND ACTIVITY				(7,218,210)
TOTAL EXPENDITURES				<u><u>\$ 104,578,835</u></u>

**FIVE-YEAR EXPENDITURE HISTORY BY FUND FY 2007 - 2011**

FUND	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
General Fund	\$ 81,040,252	\$ 89,267,738	\$ 103,236,078	\$ 91,273,569	\$ 82,362,427
General Debt Service Fund	4,751,167	7,262,513	3,646,326	880,435	877,032
1992 Public Building Debt Service Fund	344,699	421,566	621,566	621,696	621,696
2000 Public Facilities Debt Service Fund	1,354,184	2,025,080	1,358,082	1,230,138	1,233,260
2002-A Public Facilities Debt Service Fund	617,204	620,320	612,174	726,276	727,414
2002-B Riverside Drive Debt Service Fund	106,416	109,622	107,375	105,235	-
2002 LE Center Project Debt Service Fund	2,106,527	34,590,431	-	-	-
SPLOST Debt Service Fund	6,329,866	37,710,958	17,197,342	15,527,529	94,600
Fire District Fund	8,157,313	8,351,087	8,557,062	10,033,623	11,375,411
Selective Sales & Use Tax Fund	1,082,563	1,111,650	1,145,051	1,170,400	-
Hotel/Motel Tax Fund	1,526,906	1,700,164	1,650,323	1,675,000	1,590,050
Street Light District Fund	237,850	293,790	299,064	325,320	346,374
Summer Youth Feeding Program Fund	135,890	133,297	137,923	165,490	146,140
Law Enforcement Commissary Fund	601,007	897,989	525,778	453,500	553,825
Law Enforcement Confiscation Fund	109,458	161,966	178,082	188,053	136,177
Drug Abuse Treatment & Education Fund	235,194	268,778	227,761	472,862	300,481
Alternative Dispute Resolution Fund	144,624	184,439	177,859	183,518	183,676
Crime Victims Assistance Fund	113,157	213,471	241,687	324,025	291,730
Multi-Jurisdiction Drug Task Force Fund	452,822	378,357	23,392	-	-
Juvenile Court Supervision Fund	12,249	9,700	14,829	37,500	37,500
Law Enforcement Block Grant Fund	32,632	-	-	-	-
Law Library Fund	80,186	82,431	87,975	91,253	90,992
Sponsored Programs Fund	-	-	-	603,642	361,289
Tobesofkee Recreation Area Fund	1,233,799	3,190,047	2,142,068	2,628,336	2,022,510
Sanitation District Fund	2,603,667	2,763,060	2,879,538	2,632,645	2,719,420
Workers' Compensation Fund	767,100	1,428,187	2,741,608	1,041,000	1,138,817
Capital Improvements Fund	2,800,737	3,990,305	6,327,184	6,358,951	2,367,585
2000 Public Facilities Project Fund	396,183	664,111	-	-	-
SPLOST Transportation Improvements Fund	6,409,216	7,995,401	7,730,147	4,732,138	1,480,518
2002-A Public Facilities Project Fund	883,587	38,595	190,144	588,036	547,306
2002-B Riverside Drive Project Fund	-	-	-	-	-
Bass Pro Shop Project Fund	2,277,867	6,114	104,835	-	-
2002 LE Center Project Fund	14,522,471	3,028,630	164,932	139,934	135,075
Ocmulgee Greenway Trail Fund	2,252	2,265	777	25,000	55,740
<b>TOTALS</b>	<b>\$ 141,469,045</b>	<b>\$ 208,902,062</b>	<b>\$ 162,326,962</b>	<b>\$ 144,235,104</b>	<b>\$ 111,797,045</b>

## FINANCIAL SUMMARY AND STATISTICS

### FINANCIAL CONDITION

The financial condition of a local government, within the context of Georgia State Law, is judged on four key measurements or abilities:

1. The ability of the local governing authority to provide funding for its operations on a pay-as-you-go basis,
2. The ability to provide general governmental services to its citizens,
3. The ability to provide for timely payment of incurred debt, and
4. The ability to provide necessary capital to meet future service requirements.

Within Bibb County government there are three areas that are primarily examined to determine the financial strength of the County. These include the General Fund, the Fire District Fund and the Debt Service Fund.

### GENERAL FUND

Bibb County's projected total General Fund balance at June 30, 2010 amounted to \$29,956,017. This fund balance is broken down as follows:

Reserve for Encumbrances	\$ 215,981
Reserved for Debt Service	333,155
Inventory and prepaid items	121,882
Designated Fund Balance:	
45-Day Working Capital Reserve	10,154,272
Risk Management Reserve	612,570
FY 2011 Budget	9,811,481
Undesignated Fund Balance	<u>8,706,676</u>
Total	<u>\$29,956,017</u>

### EXPLANATION OF FUND BALANCE

The \$215,981 "Reserve for Encumbrances" represents purchase orders on hand at June 30, 2010, to be paid in FY 2011.

The \$333,155 "Reserve for Debt Service" represents the amount remaining in capitalized interest from the 2009 Industrial Authority Bond Issue. This amount will not be depleted until FY 2013.

The \$121,882 "Inventory and prepaid items" represents the inventory and prepaid items on hand at June 30, 2010 that will be used or expensed in FY 2011.

The \$10,154,272 "Working Capital Reserve" is designated to meet the County's obligations and continue to operate for 45 days in the event of a catastrophe.

The \$612,570 "Risk Management Reserve" is maintained to fund liability claims for which the County has no insurance coverage.

## FINANCIAL SUMMARY AND STATISTICS

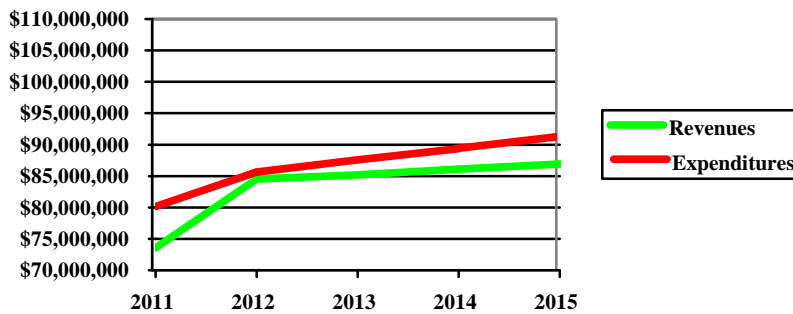
### GENERAL FUND (continued)

The \$9,811,481 “FY 2011 Budget” designation represents \$411,162 of unexpended FY 2010 appropriations rolled over to FY 2011 and \$9,400,319 of fund balance budgeted for use in FY 2011.

The \$8,706,676 “Undesignated Fund Balance” is available for future appropriations to cover operating or capital expenditures.

A financial forecast of revenues and expenditures in the General Fund was developed and is presented below in Table 1. The five-year view of the future was based on minimum expected growth rates and historical expenditure increases. The property tax projections are based on the 2010 digest and millage rate. The analysis includes a 2.5 mill increase in FY 2012 to restore the two mill decrease which was done to give the taxpayers the advantage of the excess SPLOST proceeds plus ½ mill to cover the increasing cost of providing services. There is a 1% growth factor included for each following year. This projection assumes no new revenue sources but does include a 1.5% increase in sales tax for 2014 and 1% for 2015. Departmental revenues do not include an increase for 2012 and 2013 but includes a 1% increase for 2014 and 2015.

The funding level for operating and capital expenditures is based on the current level of services. In anticipation of implementing a new compensation plan a 3% increase in personnel cost is projected for FY 2012 and 2.5% for following years. The projection includes a 2% increase for operating cost and 2% increase for capital outlay items for the years 2014 and 2015. These increases assume that even providing the same level of services will result in increased costs. Included in the forecast is \$4 million per year for fiscal years 2012 and 2013 and \$3.5 million per year for fiscal years 2014 and 2015 for partial funding of the County’s OPEB liability.



## FINANCIAL SUMMARY AND STATISTICS

### GENERAL FUND (continued)

The projected General Fund year-end fund balance, based upon the above mentioned assumptions, is presented in Table 2.

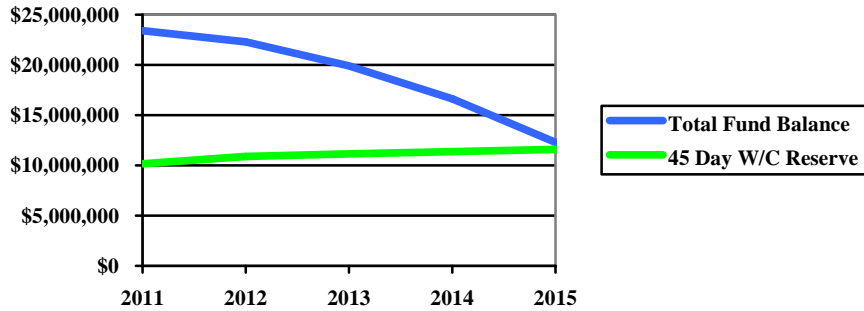
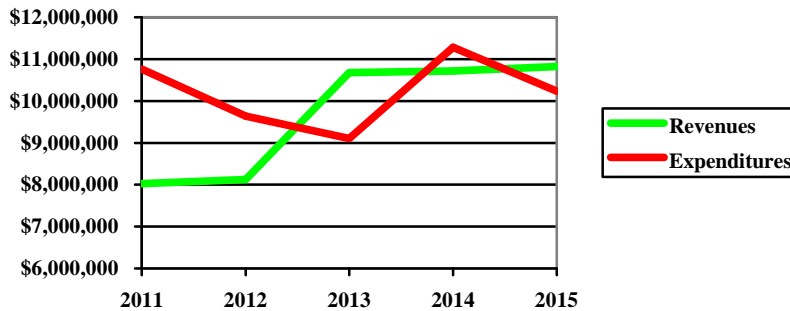


Table 2 illustrates that the above assumptions will result in a decrease in fund balance of \$17.6 million over the next five-year period. The fund balance of \$12.3 million at 06/30/2015 is only \$682,000 greater than the 45-day working capital reserve, which will amount to approximately \$11.6 million.

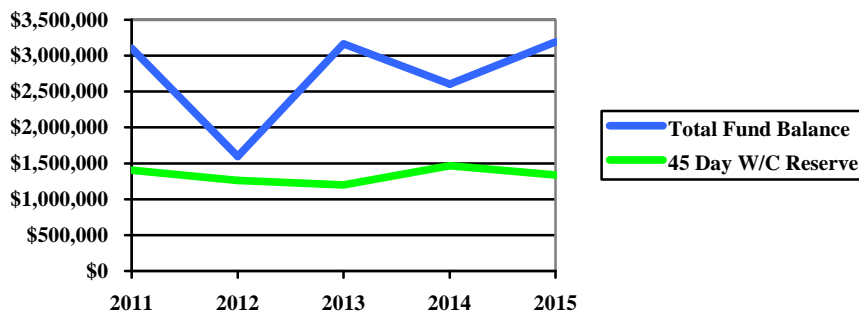
## FINANCIAL SUMMARY AND STATISTICS

### FIRE DISTRICT FUND

The County contracts with the City of Macon to man the eight (8) fire stations located in the unincorporated area. The County owns the buildings and the equipment. The FY 2011 and 2014 expenditure amounts include \$1.6 million and \$2 million respectively to be used for the construction of two new fire stations. When the new stations are operational there will be an increase in cost for manpower, operating supplies and capital outlay and these increases are projected beginning in 2012 with an additional increase in 2015. The 2012 and 2015 overall costs do go down because the construction costs are included in 2011 and 2014. Capital outlay cost for 2012 and 2015 are increased to \$1.5 million to cover cost of equipment for the new stations. The five year average cost of capital outlay is used for 2013 and 2014. The projections illustrated in Table 1 are based on a 1% tax digest growth for 2012 and a one mill increase in FY 2013. The insurance premium tax includes only minimal increases with the highest being 1.5% in FY 2014. This is a conservative estimate based on the prior five year history.



The Fire Fund will end FY 2010 with a projected fund balance of \$5,838,989. The two largest components of this total are \$1,402,448 which is set aside to meet a policy of maintaining a 45-Day Working Capital Reserve to meet obligations and continue to operate in the event of a catastrophe and \$3,348,682 which is designated for the FY 2011 budget. The Undesignated Fund Balance at the end of FY 2010 is projected at \$1,087,859. Table 2 illustrates that in FY 2012 the total fund balance will be only slightly higher than the 45-Day Reserve.



## FINANCIAL SUMMARY AND STATISTICS

<b>DEBT SERVICE FUND</b>
--------------------------

By Georgia Law, Bibb County is authorized to issue general obligation debt not to exceed ten percent (10%) of the assessed value of the property rated in the County. Currently, the County has no outstanding General Obligation Debt.

The Debt Service Fund ended the 2010 fiscal year with a fund balance of \$5,322,152. The debt requirements for the next five (5) years are summarized as follows:

FY 2011	\$538,831
FY 2012	\$538,831
FY 2013	\$189,191
FY 2014	\$ 51,142
FY 2015	\$ -0-

On June 21, 2005, the voters approved a referendum for a 1% Special Purpose Local Option Sales Tax to be used for the payment of debt. Bibb County received 67% of the SPLOST proceeds which were used to pay off the G.O. School Bonds Series 2003, Law Enforcement Center Project Bonds Series 2002 and 2005, and GMA lease payments. Only those GMA lease payments which were outstanding when the SPLOST passed were paid with SPLOST proceeds. There is currently no tax levy designated exclusively for debt service. The total amount of the debt requirements are for GMA lease payments. Future debt service payments will be reimbursed to the Debt Service Fund from General Fund and Tobesofkee Recreation Fund. At the maturity of the lease June 1, 2028, the accumulated fund balance consisting of principal reimbursements and interest earnings should be sufficient to payoff the leasepool balance of \$7,152,000.



## TOTAL PROPERTY MILLAGE RATES

<b>BIBB COUNTY - LAST TEN YEARS</b>
-------------------------------------

(Per \$1,000 of Assessed Value)

Year	County Operations	Operations of Schools	Debt Service	Total County	State	Total County Millage Incorp. Area	Special Fire District Unincorp. Area	Total County Millage Unincorp. Area
2001	11.67	15.80	1.16	28.63	0.25	28.88	2.57	31.45
2002	13.17	15.80	1.15	30.12	0.25	30.37	2.57	32.94
2003	12.17	16.80	1.15	30.12	0.25	30.37	2.56	32.93
2004	12.67	17.30	1.15	31.12	0.25	31.37	2.56	33.93
2005	12.67	0	0	12.67	0.25	12.92	2.56	15.48
2006	12.67	0	0	12.67	0.25	12.92	2.56	15.48
2007	13.67	0	0	13.67	0.25	13.92	2.56	16.48
2008	11.67	0	0	11.67	0.25	11.92	2.55	14.47
2009	10.00	0	0	10.00	0.25	10.25	2.15	12.40
2010	10.00	0	0	10.00	0.25	10.25	2.15	12.40

Notes:

The Bibb County Board of Education was granted taxing authority in a referendum approved by the voters in November 2004. The passage of a SPLOST in June 2005 for the purpose of the payment of debt eliminated the 1.15 mills previously levied for Debt Service.

The Bibb County Board of Commissioners voted for a two mill decrease for tax year 2008 for County operations. The millage decrease was the result of excess funds that were collected from the SPLOST which was approved by the voters on June 21, 2005. The SPLOST had an expiration date of March 31, 2009 and raised a total of \$109,506,968 through that date. The County's portion of these funds was \$73,369,668.

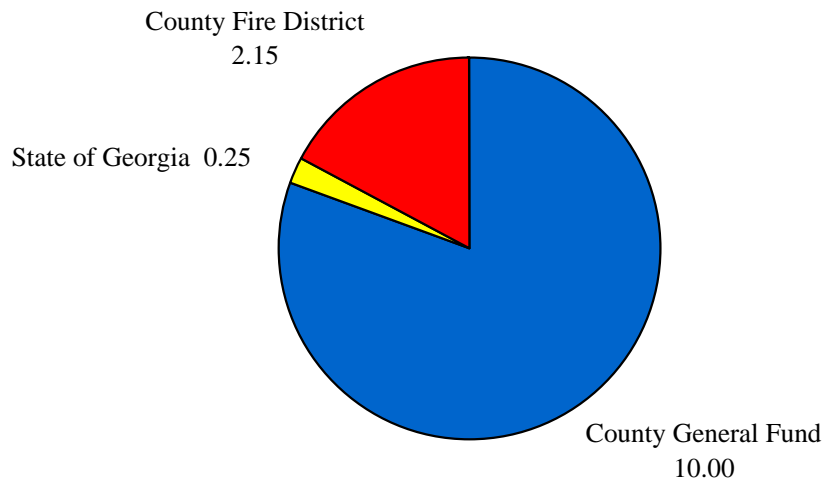
The County contracted with an outside firm, Tyler Technologies, Inc. to perform a property revaluation for tax year 2009. The rollback rate required to make the revaluation revenue neutral was 10.00 for County operations and 2.15 for the Fire District. The Board of Commissioners adopted the 2009 tax levy at the rollback rates.

The tax year 2010 levy will be adopted on August 26, 2010 and will remain at the same rates as 2009 for both County operations and the Fire District. The FY 2011 General Fund budget included the projected use of \$9,400,319 of fund balance.

The excess SPLOST proceeds which were the revenue source that funded the two mill roll back have been depleted and these two mills have not been added back to the millage rate.

## BIBB COUNTY MILL RATES

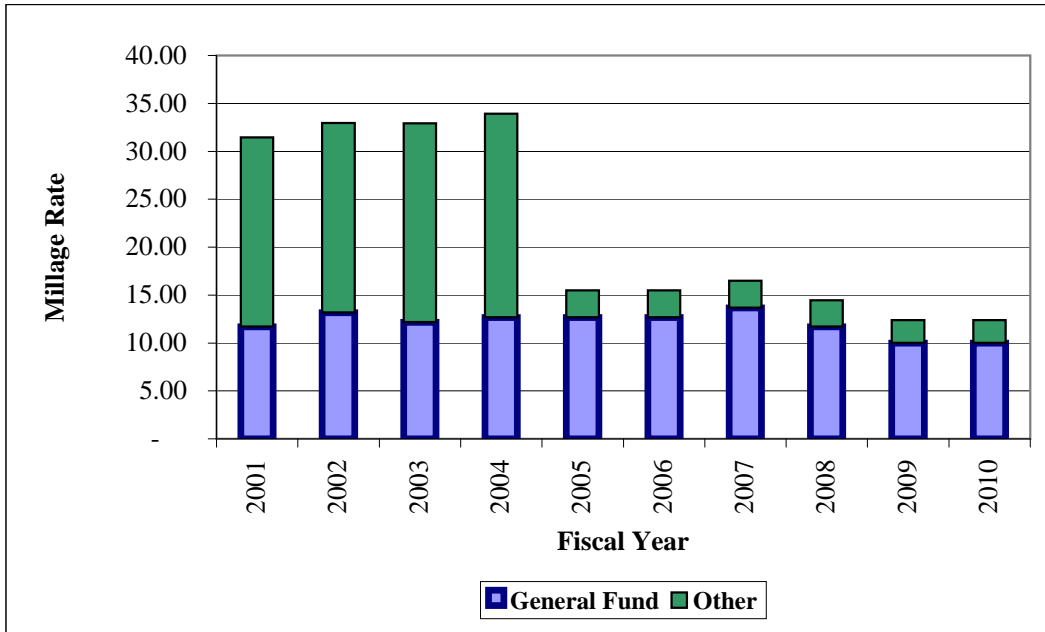
**INCLUDING UNINCORPORATED AREA 2010**



CATEGORY	MILLS
County General Fund	10.00
Georgia	0.25
County Fire District	2.15
<b>TOTAL MILLAGE</b>	<b>12.40</b>

## TOTAL PROPERTY TAX MILLAGE RATES

**FOR THE LAST TEN YEARS**



<b>DEPARTMENT</b>	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
General Fund	11.67	13.17	12.17	12.67	12.67	12.67	13.67	11.67	10.00	10.00
Other	19.78	19.77	20.76	21.26	2.81	2.81	2.81	2.80	2.40	2.40
<b>TOTAL</b>	<b>31.45</b>	<b>32.94</b>	<b>32.93</b>	<b>33.93</b>	<b>15.48</b>	<b>15.48</b>	<b>16.48</b>	<b>14.47</b>	<b>12.40</b>	<b>12.40</b>



**GENERAL FUND**



## **GENERAL FUND**

The General Fund is utilized to account for the revenues and expenditures necessary to carry out the basic governmental activities of Bibb County. The budget categories are broken down as follows:

- Judicial
- Administrative and General
- Public Safety
- Public Works
- Public Transportation
- Health and Welfare
- Culture, Recreation and Beautification
- Conservation of Natural Resources
- Planning and Zoning
- Industrial and Urban Development
- Debt Service-Revenue Bonds and Other

Revenues are derived from taxes, licenses and permit fees and service charges. The expenditures incurred are for current day-to-day expenses and operating equipment.

## GENERAL FUND

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	ACTUAL FY 2008	ACTUAL FY 2009	ESTIMATED ACTUAL FY 2010	ADOPTED BUDGET FY 2011
<b>FUND BALANCE - BEGINNING</b>	\$ 25,437,384	\$ 31,551,441	\$ 26,392,295	\$ 30,071,777
<b>SOURCES</b>				
Taxes, Penalties and Interest	67,772,701	59,781,979	57,463,673	59,465,917
Licenses and Permits	654,478	830,401	827,014	1,058,800
Intergovernmental Revenue	3,712,822	2,603,076	1,645,478	1,738,661
Charges for Services	5,841,484	5,482,288	5,400,578	5,814,395
Fines and Forfeitures	2,488,795	2,131,190	2,246,828	2,306,355
Other	9,054,098	27,299,269	20,112,574	2,577,980
<b>Total Sources</b>	89,524,378	98,128,203	87,696,145	72,962,108
<b>USES</b>				
General Government	30,122,497	39,635,960	35,661,778	32,858,515
Public Safety	25,975,102	26,832,447	26,660,340	28,110,348
Public Works	9,262,912	6,801,768	6,280,884	6,991,481
Health and Welfare	5,263,210	7,156,421	4,168,485	3,531,747
Culture, Recreation and Beautification	3,887,531	3,925,149	3,977,103	3,407,269
Conservation of Natural Resources	244,011	239,188	246,925	256,318
Public Transit	957,731	851,888	991,200	810,000
Planning and Zoning	394,145	350,789	360,695	437,550
Industrial & Urban Development	484,164	4,122,240	898,726	794,168
Debt Service	1,604,143	8,908,558	1,323,597	2,683,120
Operating Transfers	5,214,875	4,462,941	3,446,930	2,481,911
<b>Total Uses</b>	83,410,321	103,287,349	84,016,663	82,362,427
<b>FUND BALANCE - ENDING</b>	\$ 31,551,441	\$ 26,392,295	\$ 30,071,777	\$ 20,671,458

## GENERAL FUND

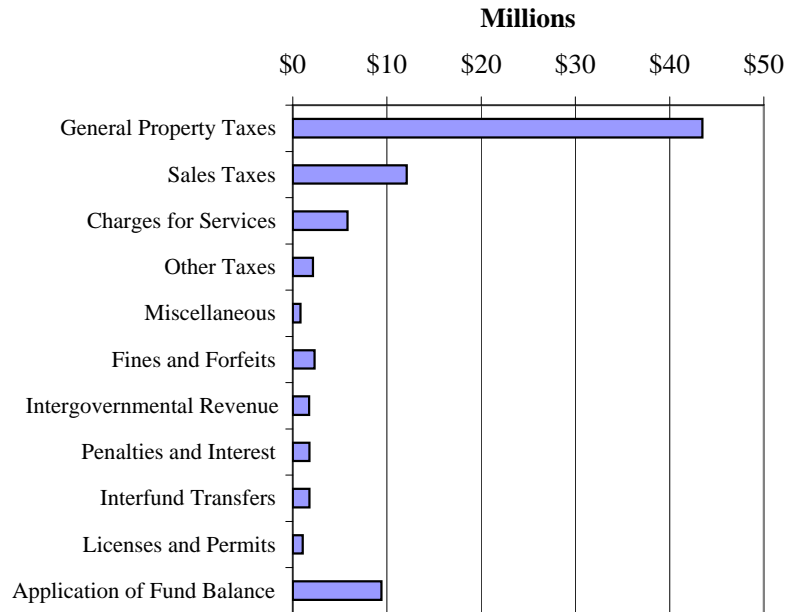
<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	AMOUNT INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
General Property Taxes	\$ 46,623,318	\$ 43,471,917	\$ (3,151,401)	-6.8%
Penalties and Interest	1,445,000	1,773,000	328,000	22.7%
Sales Taxes	11,209,372	12,085,000	875,628	7.8%
Other Taxes	1,367,000	2,136,000	769,000	56.3%
Licenses and Permits	761,829	1,058,800	296,971	39.0%
Intergovernmental Revenues	2,016,404	1,738,661	(277,743)	-13.8%
Charges for Services	5,329,837	5,814,395	484,558	9.1%
Fines and Forfeitures	2,119,300	2,306,355	187,055	8.8%
Other Revenues	1,317,536	812,988	(504,548)	-38.3%
Interfund Transfers	19,083,973	1,764,992	(17,318,981)	-90.8%
<b>Total Revenues</b>	<b>91,273,569</b>	<b>72,962,108</b>	<b>(18,311,461)</b>	<b>-20.1%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>9,400,319</b>	<b>9,400,319</b>	<b>100.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 91,273,569</b>	<b>\$ 82,362,427</b>	<b>\$ (8,911,142)</b>	<b>-9.8%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 45,514,008	\$ 44,851,429	\$ (662,579)	-1.5%
Operating Expenditures	42,541,311	36,098,058	(6,443,253)	-15.1%
Capital Outlay	2,764,256	1,412,940	(1,351,316)	-48.9%
<b>Total Expenditures</b>	<b>90,819,575</b>	<b>82,362,427</b>	<b>(8,457,148)</b>	<b>-9.3%</b>
<b>RESERVATION OF FUND BALANCE</b>	<b>453,994</b>	<b>-</b>	<b>(453,994)</b>	<b>-100.0%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 91,273,569</b>	<b>\$ 82,362,427</b>	<b>\$ (8,911,142)</b>	<b>-9.8%</b>

## FY 2011 SOURCES OF FUNDS REVENUES

### REVENUES

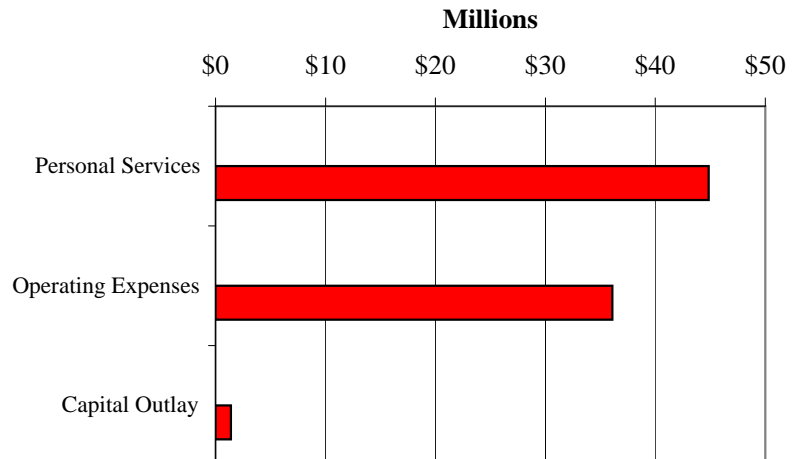
General Property Taxes	\$ 43,471,917
Sales Taxes	12,085,000
Charges for Services	5,814,395
Other Taxes	2,136,000
Miscellaneous	812,988
Fines and Forfeits	2,306,355
Intergovernmental Revenue	1,738,661
Penalties and Interest	1,773,000
Interfund Transfers	1,764,992
Licenses and Permits	1,058,800
<b>Subtotal Revenues</b>	<b><u>72,962,108</u></b>
Application of Fund Balance	9,400,319
<b>Total</b>	<b><u><u>\$ 82,362,427</u></u></b>



## FY 2011 USES OF FUNDS EXPENDITURES

### EXPENDITURES

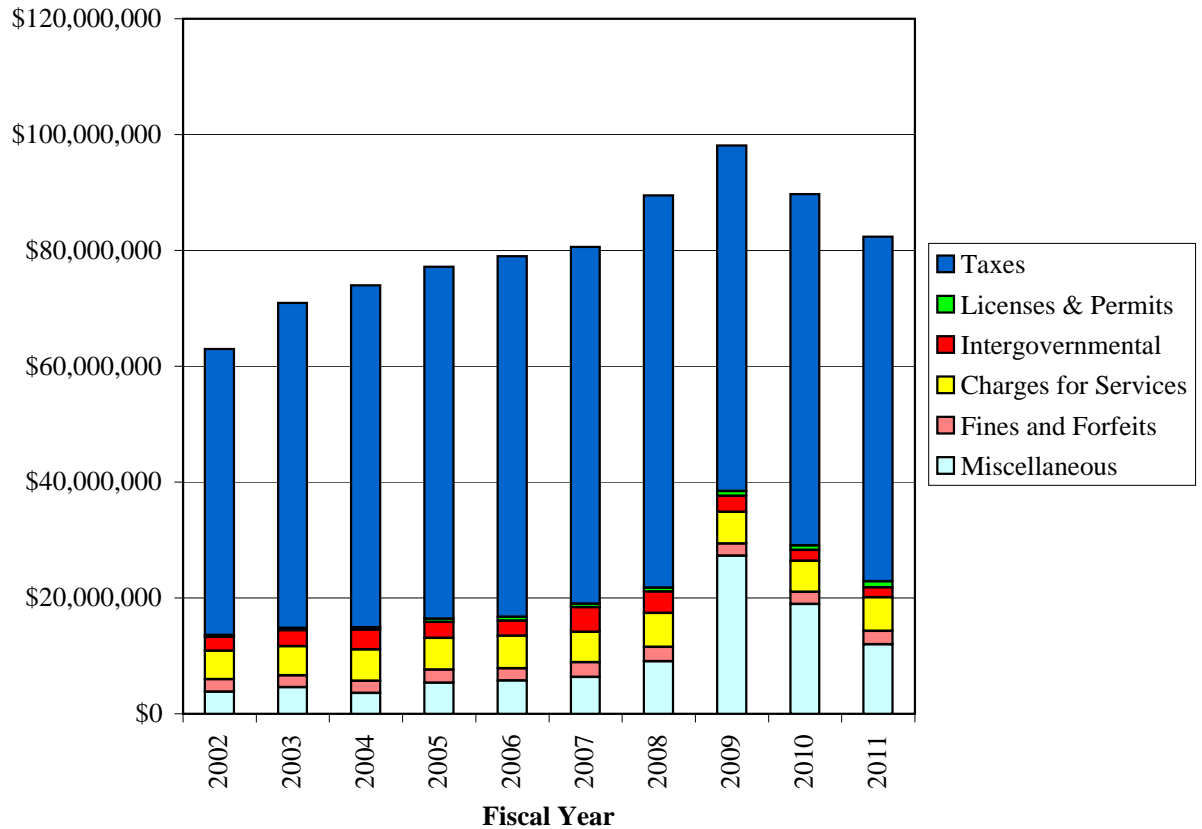
Personal Services	\$ 44,851,429
Operating Expenses	36,098,058
Capital Outlay	1,412,940
<b>Total</b>	<b><u><u>\$ 82,362,427</u></u></b>





## GENERAL FUND

### REVENUE COMPARISON FOR THE LAST TEN YEARS

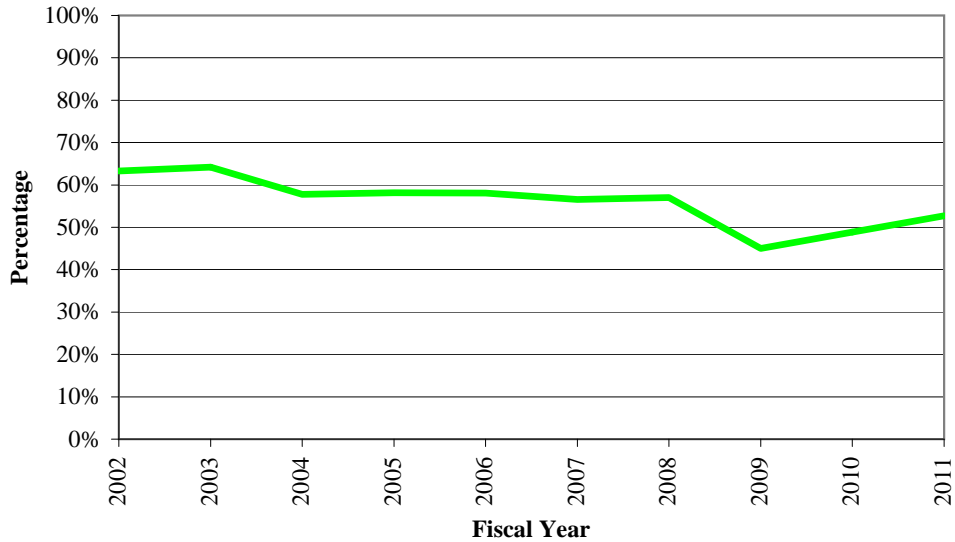


Fiscal Year	Taxes	Licenses & Permits	Intergovernmental	Charges for Services	Fines and Forfeits	Miscellaneous	Total
2002	49,393,623	343,542	2,354,643	4,914,046	2,178,639	3,795,788	62,980,281
2003	56,149,867	369,440	2,735,587	5,041,912	2,048,909	4,583,262	70,928,977
2004	59,025,403	407,756	3,441,848	5,391,685	2,133,436	3,568,159	73,968,287
2005	60,776,079	545,975	2,812,411	5,470,061	2,250,624	5,347,249	77,202,399
2006	62,303,570	648,086	2,589,465	5,607,740	2,125,988	5,746,085	79,020,934
2007	61,589,695	583,488	4,261,528	5,254,406	2,523,856	6,368,301	80,581,274
2008	67,772,701	654,478	3,712,822	5,841,484	2,488,795	9,054,098	89,524,378
2009	59,643,845	830,401	2,737,318	5,482,288	2,107,190	27,299,269	98,100,311
2010	60,644,690	761,829	1,890,931	5,329,837	2,119,300	18,957,120	89,703,707
2011	59,465,917	1,058,800	1,738,661	5,814,395	2,306,355	11,978,299	82,362,427

Total taxes represent 72.2% of General Fund revenue in the FY 2011 budget, compared to 78.4% in FY 2002.

## GENERAL FUND

### PROPERTY TAXES AS A PERCENTAGE OF GENERAL FUND REVENUE



This chart reflects a 4% increase in Bibb County's dependence on property taxes in FY 2011. The large decrease in FY 2009 resulted from an \$11.5 million bond issue, which decreased the percentage of property taxes to total revenues. FY 2009 and FY 2010 were effected by a 2 mill roll back implemented in FY 2009 and continued in FY 2010. The rollback was due to using excess SPLOST proceeds to reduce property taxes. This revenue is shown as a transfer and not included in property taxes. The FY 2011 increase is due mainly to a decrease in total revenues. There was not an increase in the millage rate, and the transfer of excess SPLOST proceeds was basically eliminated. There was some offset to this reduction by the use of fund balance projected for FY 2011.

Fiscal Year	General Property Taxes	Total General Fund Revenue	Percent
2002	39,838,502	62,980,281	63%
2003	45,514,413	70,928,977	64%
2004	42,724,112	73,968,287	58%
2005	44,878,237	77,202,399	58%
2006	45,882,139	79,020,934	58%
2007	45,602,980	80,581,274	57%
2008	51,063,064	89,524,378	57%
2009	44,088,641	97,962,173	45%
2010	42,725,299	87,385,466	49%
2011	43,401,917	82,362,427	53%

**BIBB COUNTY GENERAL FUND**

<b>COMPARATIVE REVENUE ESTIMATES</b>
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SOURCE	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>TAXES</b>			
Real and Personal Property	\$ 39,696,823	\$ 42,221,612	\$ 39,835,481
Motor Vehicle Tax	4,391,818	4,331,706	3,566,436
Recording Intangibles	607,573	570,000	455,000
Gross Receipts Tax			
Financial Institutions	217,200	215,000	176,000
Franchise Taxes	582,778	582,000	609,000
Railroad Equipment Tax	81,011	70,000	70,000
Interest and Penalties			
Tag Penalties	264,696	250,000	248,000
Tax Penalties	664,985	600,000	750,000
Interest	662,314	595,000	775,000
Local Option Sales Tax	12,474,647	11,209,372	12,085,000
Sales Tax - Beer	-	-	739,000
Sales Tax - Liquor	-	-	157,000
<b>TOTAL TAXES</b>	<b>\$ 59,643,845</b>	<b>\$ 60,644,690</b>	<b>\$ 59,465,917</b>
<b>LICENSES and PERMITS</b>			
Business Licenses	\$ 830,401	\$ 761,829	\$ 820,000
Alcohol Licenses	-	-	238,800
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 830,401</b>	<b>\$ 761,829</b>	<b>\$ 1,058,800</b>
<b>INTERGOVERNMENTAL REVENUE</b>			
Federal Grants			
Drug Free Communities- DHHS	\$ 95,381	\$ 39,822	\$ -
Department of Justice	21,141	12,124	18,200
FEMA Storm Damage	604,896	6,092	-
Department of Transportation	-	64,000	-
State Grants			
CYCC- Unruly	15,335	-	-
Other State Grants	1,915	2,318	-
GEMA Storm Damage	110,898	1,117	-
H.E.A.T. Grant	104,331	-	-
Elections Grant	187	-	-
DOT Reimbursements	16,484	342,576	-
Pass through grants	20,000	-	-

**BIBB COUNTY GENERAL FUND**

<b>COMPARATIVE REVENUE ESTIMATES</b>
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SOURCE	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>INTERGOVERNMENTAL REVENUE (continued)</b>			
District Attorney			
Project Safe Neighborhood	\$ 11,933	\$ -	\$ -
Victim Witness Program	27,368	29,889	48,009
State Court			
Victim Witness Program	39,496	36,169	38,295
Judicial Council of Georgia	110,543	110,542	110,542
Juvenile Court - Work Detail	5,870	-	-
Real Estate Transfer Tax	138,134	135,000	125,130
City of Macon			
Board of Elections - 50%	420,760	313,753	405,529
GIS Program - 33 1/3%	47,329	41,245	48,771
Condemned Funds- District Attorney 10%	4,510	-	-
Traffic Control Center	6,410	5,760	10,200
Board of Education			
Payment In-Lieu-Of Taxes - Wachovia Building	57,628	52,000	56,318
Peach County			
Public Defender - Adm.	241,235	240,347	236,182
Prosecutor	157,774	162,511	157,324
Crawford County:			
Public Defender - Adm.	140,720	140,203	137,773
Prosecutor	10,863	11,189	10,832
Macon Housing Authority			
Payment In-Lieu-Of Taxes	27,585	25,000	40,000
Bond Swamp - National Refuge	17,849	11,655	12,000
Industrial Authority Property			
Payment In-Lieu-Of Taxes	173,218	173,275	221,691
Macon Water Authority GIS	47,329	41,245	48,887
Other	18,572	18,572	12,978
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$ 2,695,694</b>	<b>\$ 2,016,404</b>	<b>\$ 1,738,661</b>

**BIBB COUNTY GENERAL FUND**

<b>COMPARATIVE REVENUE ESTIMATES</b>
--------------------------------------

SOURCE	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Sheriff - Costs & Fees	\$ 183,320	\$ 181,125	\$ 344,000
Sheriff - ID Investigation	42,960	45,000	-
Sheriff - Other	110,930	110,000	78,000
Jail - Housing Prisoners			
City of Macon	419,025	500,000	366,000
State of Georgia	181,331	125,000	175,000
Federal	26,400	25,000	60,000
General Government			
Civil Court	854,717	900,000	1,035,700
Superior Court Clerk	445,754	422,000	432,480
Clerk Authority Website	17,494	8,000	15,000
Superior Court Clerk- E Commerce	-	-	56,100
Juvenile Court	6,664	5,000	6,800
Probate Court	246,404	246,000	268,000
Mapping Service	137,002	134,331	133,500
ITS (Computer Center)	10,510	9,700	3,500
Tax Commissioner - Costs, Commissions and Fees	2,740,120	2,551,381	2,785,315
Public Works			
Driveway and Sidewalk Repairs	9,860	10,000	5,000
Development- Permit Fees	9,726	15,000	8,000
Other	3,068	2,300	2,000
Health			
Tick Control Fees	37,003	40,000	40,000
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 5,482,288</b>	<b>\$ 5,329,837</b>	<b>\$ 5,814,395</b>
 <b>FINES AND FORFEITURES</b>			
State Court	\$ 1,445,101	\$ 1,430,000	\$ 1,625,000
State Court Probation	434,534	440,000	453,000
State Court Youth Offenders	23,500	24,000	24,000
Superior Court	90,718	85,000	86,680
Restitution for Public Defenders	52,190	51,000	54,000
Child Support Recovery Fees	35,080	35,500	31,500
Other	26,067	53,800	32,175
<b>TOTAL FINES AND FORFEITURES</b>	<b>\$ 2,107,190</b>	<b>\$ 2,119,300</b>	<b>\$ 2,306,355</b>

**BIBB COUNTY GENERAL FUND**

<b>COMPARATIVE REVENUE ESTIMATES</b>
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SOURCE	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>MISCELLANEOUS</b>			
Interest Earnings			
Finance Office	\$ 684,907	\$ 550,000	\$ 214,000
Tax Commissioner	-	11,000	11,000
Other Departments	880	-	-
Bond Proceeds	11,500,000	-	-
Rents - County-Owned Buildings	56,251	433,173	434,688
Special Assessments - Paving	58,548	31,000	-
Insurance Claims and Damages	441,271	15,000	15,000
Sales of County-Owned Vehicles/Equipment/Property	70,924	100,207	55,000
Board of Elections	7,966	22,000	15,000
Miscellaneous	307,704	155,156	68,300
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 13,128,451</b>	<b>\$ 1,317,536</b>	<b>\$ 812,988</b>
<b>INTERFUND TRANSFERS</b>			
Selective Sales & Use Tax Fund	\$ 1,145,051	\$ 1,170,400	\$ -
Law Enforcement Commissary Fund	173,394	100,000	200,000
Hotel/Motel Fund	49,509	50,250	47,702
Special Street Light District Fund	36,340	50,240	50,240
Law Enforcement Confiscation Fund	4,174	12,021	2,500
SPLOST Transportation Improvements Fund	146,140	152,638	152,638
Crime Victims Assistance Fund	120,590	184,244	226,730
Special Sanitation District Fund	192,158	165,085	165,085
Sponsored Programs	-	-	50,315
Summer Food Fund	-	6,300	6,300
Alternate Dispute Resolution Fund	-	10,857	10,857
Fire District Fund	77,545	77,525	77,525
Capital Improvements Fund	2,548,230	1,025,884	255,500
General Debt Service Fund	218,988	441,000	325,000
Bass Pro Shop Project Fund	104,835	-	-
2002 LEC Project Fund	150,000	110,000	100,000
SPLOST Debt Service Fund	9,107,350	15,527,529	94,600
<b>TOTAL INTERFUND TRANSFERS</b>	<b>\$ 14,074,304</b>	<b>\$ 19,083,973</b>	<b>\$ 1,764,992</b>
<b>SUB TOTAL</b>	<b>\$ 97,962,173</b>	<b>\$ 91,273,569</b>	<b>\$ 72,962,108</b>
Application of Fund Balance	-	-	9,400,319
<b>GRAND TOTAL</b>	<b>\$ 97,962,173</b>	<b>\$ 91,273,569</b>	<b>\$ 82,362,427</b>

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
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	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>JUDICIAL</b>			
Superior Court	\$ 1,298,304	\$ 1,285,428	\$ 1,158,540
Public Defender	2,067,783	2,118,624	2,093,888
Clerk of Superior Court	1,560,543	1,697,592	1,548,513
District Attorney	3,074,247	3,493,924	3,025,532
District Attorney Victim Witness Program	54,016	115,681	108,388
District Attorney Violence Against Women	79,429	91,825	90,575
Grand Jury	19,509	38,097	38,097
Juvenile Court	1,011,597	1,049,431	1,040,443
Juvenile Court Work Detail	11,771	-	-
Juvenile Court Unruly Program	19,000	-	-
Juvenile Court State Insurance	15,009	20,000	20,000
State Court Victim Witness Program	54,009	58,370	58,470
State Court	874,090	911,893	917,875
State Court Probation	637,017	649,960	649,960
State Court Solicitor	678,295	733,188	692,725
Civil Court	1,862,175	1,919,106	1,824,385
Probate Court	857,317	884,648	864,401
Coroner	281,012	300,097	305,150
<b>Total Judicial</b>	<b>\$ 14,455,123</b>	<b>\$ 15,367,864</b>	<b>\$ 14,436,942</b>
<b>ADMINISTRATIVE AND GENERAL</b>			
Board of Commissioners	\$ 3,238,283	\$ 1,537,066	\$ 974,930
Board of Elections	806,855	627,471	784,052
General Services	14,143	15,450	14,920
Finance Office	937,266	982,749	1,001,810
Audit Services	85,150	105,000	105,000
Risk Management	284,130	222,499	141,935
Tax Assessors	3,247,610	2,353,921	1,789,362
Tax Commissioner	2,505,809	2,890,434	2,600,750
Purchasing	378,366	403,702	400,750
Records Management	69,834	68,450	68,520
County Attorney	550,441	830,000	730,000
Human Resources	648,068	984,000	692,077
Buildings & Properties	1,348,039	1,576,328	1,478,462
Custodial Services	627,293	685,574	671,950
Information & Technology Services	1,680,501	1,778,182	1,737,325
Telephone Service Center	231,410	213,097	220,000
GIS	136,527	123,734	144,968

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
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	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>ADMINISTRATIVE AND GENERAL (continued)</b>			
Presort Postage	\$ 9,105	\$ 17,000	\$ 15,000
Employee Assistance Service	14,000	14,000	12,276
Insurance - Blanket Bond	2,281	2,395	2,395
Serial Bond Fees	5,000	10,875	10,875
Insurance - Retirees	2,249,640	2,600,000	2,600,000
Employee Parking	41,100	41,100	41,100
Judgments and Losses	563,195	450,000	450,000
Employees on LTD	-	10,000	10,000
Contingencies	-	197,626	250,000
Contingencies - Capital Outlay	-	211,831	1,412,940
Contingencies - Insurance Recovery	-	117,527	-
Military & Armories	4,500	4,500	-
Unemployment Compensation	9,016	27,500	25,000
Employees on WC - Salaries & Benefits	-	18,000	18,000
Other	10,000	16,558	17,176
<b>Total Administrative &amp; General</b>	<b>\$ 19,697,562</b>	<b>\$ 19,136,569</b>	<b>\$ 18,421,573</b>
<b>PUBLIC SAFETY</b>			
Sheriff's Department			
Administration	\$ 1,189,069	\$ 1,155,231	\$ 1,148,572
Civil/ Central Records	618,678	706,796	683,428
Courthouse Services & Security	768,849	848,856	898,764
Criminal Investigations	1,157,758	1,116,885	1,135,151
Patrol	4,847,033	5,236,656	4,845,327
Forensics/ Identification/ Crime Analysis	534,110	621,098	683,441
Crime Prevention	230,844	328,915	236,995
Corrections	11,663,210	12,678,014	12,668,032
Communications	747,927	834,528	822,178
LEC Building Maintenance	564,451	604,874	577,884
Detention	1,407,880	1,589,138	1,590,993
Police Training	383,357	402,629	369,442
Drug Investigation	1,110,597	1,176,977	1,076,338
H.E.A.T. Grant	138,945	-	-
Warrants	550,573	586,024	538,188
Evidence & Property	81,760	104,392	83,848
Incentive Pay	485,196	489,800	502,200
Emergency Management	113,372	148,592	122,516
Animal Control	118,209	127,077	127,051
<b>Total Public Safety</b>	<b>\$ 26,711,818</b>	<b>\$ 28,756,482</b>	<b>\$ 28,110,348</b>



## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
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	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>PUBLIC WORKS</b>			
Highways & Streets Administration	\$ 1,809,919	\$ 1,087,957	\$ 1,082,058
Shop	660,160	667,803	667,450
Mapping	253,480	268,662	264,500
Street & Road Maintenance & Construction	3,044,527	3,470,436	2,968,000
Engineering	334,367	378,496	344,700
Mosquito Spraying	74,543	99,869	104,213
Storm Water Management	100,605	136,395	130,460
Traffic Safety	355,130	958,000	1,055,675
Bridge Safety	-	50,000	-
Prison Work Detail	114,404	119,250	119,250
Code Enforcement	50,735	53,776	53,650
Waste Disposal	9,229	25,000	60,000
Traffic Engineering	144,897	139,995	141,525
Total Public Works	\$ 6,951,996	\$ 7,455,639	\$ 6,991,481
<b>PUBLIC TRANSPORTATION</b>			
Transit Authority	\$ 851,888	\$ 991,201	\$ 810,000
<b>HEALTH AND WELFARE</b>			
Mosquito & Tick Control	\$ 113,788	\$ 129,304	\$ 158,490
DFACS	807,091	906,844	850,000
DFACS Building	545,760	332,035	332,035
Mental Health	664,369	742,369	425,000
Physical Health	678,947	663,817	663,817
Citizens Advocacy	4,950	4,950	4,455
Food Bank	8,100	8,100	8,100
Crisis Line	8,100	-	-
Medical Center Indigent Care	3,900,000	1,000,000	750,000
Adult Literacy Program	228,285	228,285	200,000
Meals on Wheels	42,770	48,056	43,250
Economic Opportunity Office	44,030	44,030	38,000
EOC Minor Home Repair	8,010	8,010	7,000
Drug Free Communities	91,381	37,822	-
Other	10,750	2,318	-
Burial Services - Paupers	23,005	52,000	51,600
Total Health & Welfare	\$ 7,179,336	\$ 4,207,940	\$ 3,531,747

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
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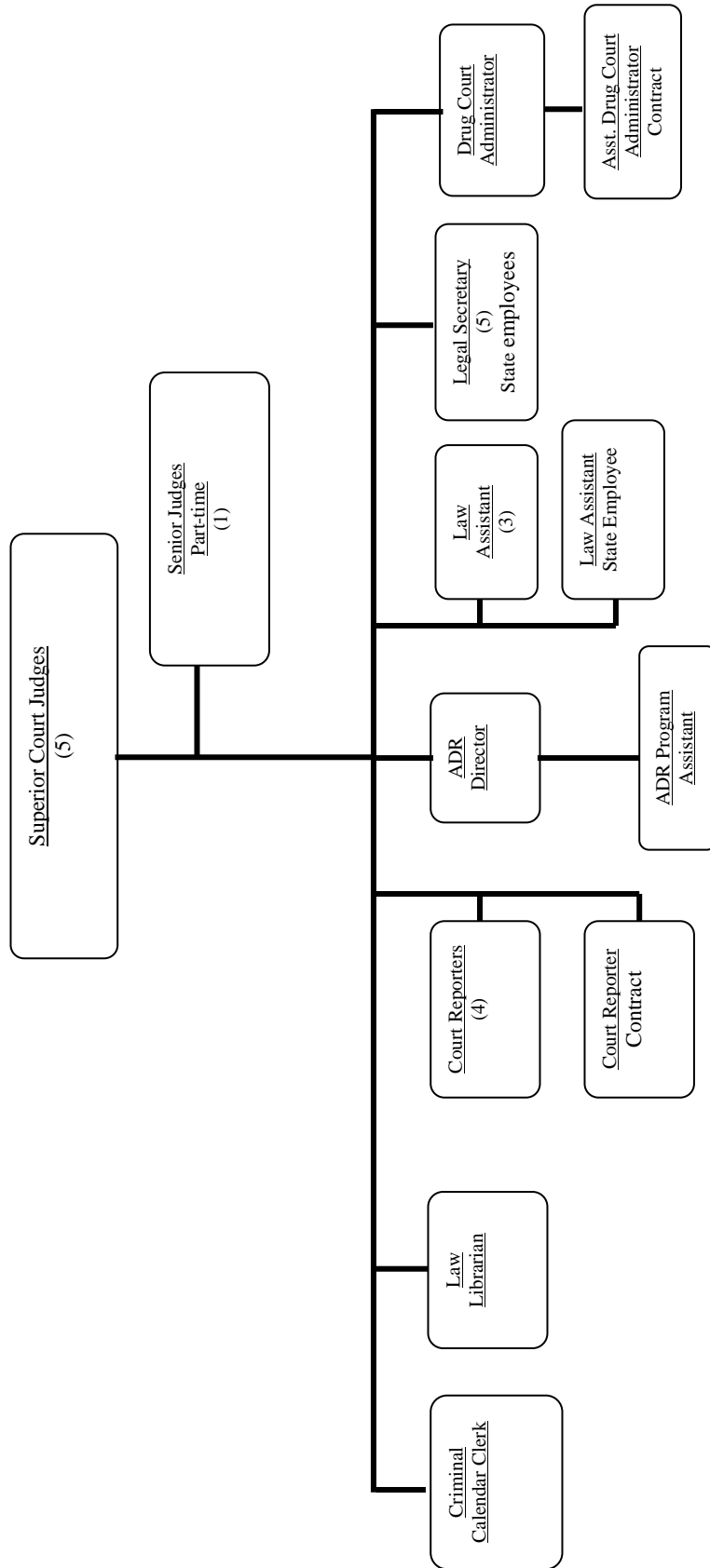
	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>CULTURE, RECREATION &amp; BEAUTIFICATION</b>			
Booker T. Washington Center	\$ -	\$ 14,818	\$ -
Tubman African American Museum	314,041	314,041	250,000
Museum of Arts & Sciences	314,041	314,041	250,000
Macon Arts Alliance	48,060	48,000	43,200
Grand Opera House-Utilities and Insurance	7,306	8,750	8,750
Library	2,780,976	3,230,862	2,785,319
Henderson Stadium	84,443	14,700	10,000
Bibb County Sports Complex	316,167	10,000	10,000
Clean Community Commission	60,115	60,115	50,000
<b>Total Culture, Recreation &amp; Beautification</b>	<b>\$ 3,925,149</b>	<b>\$ 4,015,327</b>	<b>\$ 3,407,269</b>
<b>CONSERVATION OF NATURAL RESOURCES</b>			
Agricultural Resources	\$ 235,777	\$ 252,698	\$ 249,318
Forest Resources	3,411	2,783	7,000
<b>Total Conservation of Natural Resources</b>	<b>\$ 239,188</b>	<b>\$ 255,481</b>	<b>\$ 256,318</b>
<b>PLANNING &amp; ZONING</b>			
Planning & Zoning Commission	\$ 350,789	\$ 360,695	\$ 360,695
Middle GA Regional Development Commission	76,855	76,855	76,855
<b>Total Planning &amp; Zoning</b>	<b>\$ 427,644</b>	<b>\$ 437,550</b>	<b>\$ 437,550</b>
<b>INDUSTRIAL &amp; URBAN DEVELOPMENT</b>			
Urban Development Authority	\$ 28,778	\$ 29,840	\$ 27,340
Land Bank Authority	95,870	100,000	100,000
Macon Economic Development Commission	90,000	80,000	80,000
Economic Development	350,000	600,000	350,000
Macon/Bibb Industrial Authority	252,031	252,031	226,828
Sofkee Park	3,218,706	-	-
New Town Macon	10,000	10,000	10,000
<b>Total Industrial &amp; Urban Development</b>	<b>\$ 4,045,385</b>	<b>\$ 1,071,871</b>	<b>\$ 794,168</b>
<b>INTERFUND TRANSFERS</b>			
1992 Public Building Debt Service Fund	\$ 69,008	\$ 69,008	\$ 69,008
2000 Public Facilities Debt Service Fund	217,224	804,080	806,120
2002A Public Facilities Debt Service Fund	359,381	363,915	362,878
2002B Riverside Drive Project			
Debt Service Fund	107,375	105,235	-
Tobesofkee Recreation Area Fund	733,545	333,334	-
Worker's Compensation Fund	2,245,286	1,001,000	1,123,817

**BIBB COUNTY GENERAL FUND**

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
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	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET
<b>INTERFUND TRANSFERS (continued)</b>			
Special Sanitation Fund	23,399	25,000	26,000
OPEB Trust Fund	5,500,000	4,000,000	-
Capital Improvements Fund	35,135	57,762	4,200
Group Insurance Fund	-	16,902	-
Sponsored Programs Fund	-	126,687	78,616
General Debt Service Fund	487,689	-	-
Law Library Fund	55,000	60,000	55,000
Drug Abuse Treatment & Education Fund	129,899	131,062	157,481
Total Interfund Transfers	\$ 9,962,941	\$ 7,093,985	\$ 2,683,120
 <b>DEBT SERVICE</b>			
Bass Pro Shop Debt Issue			
Principal	\$ 200,000	\$ 300,000	\$ 300,000
Interest	298,336	341,263	329,270
Macon/BibbUrban Dev Library Issue			
Principal	110,000	110,000	115,000
Interest	32,588	26,758	20,710
2002B RiverFront Project Debt Service			
Principal	-	-	45,000
Interest	-	-	61,838
Bass Pro Refunding/ Sofkee Park			
Issue Costs	240,299	-	-
Refunded Bonds Redeemed	7,700,000	-	-
2006 Capital Improvements Loan Debt Service			
Principal	-	300,000	315,000
Interest	187,313	181,688	170,156
2009 Capital Improvements Loan Debt Service			
Principal	-	-	235,000
Interest	-	217,354	250,738
GA Land Conservation			
Principal	15,107	15,567	16,040
Interest	4,405	3,946	3,472
Equipment Lease Pool			
Principal	-	533,090	619,687
Total Debt Service	\$ 8,788,048	\$ 2,029,666	\$ 2,481,911
 GRAND TOTAL	 \$ 103,236,078	 \$ 90,819,575	 \$ 82,362,427

# SUPERIOR COURT



## SUPERIOR COURT JUDGES

### MISSION

To apply the law to specific controversies; to resolve disputes between individuals, legal entities and government units; and to protect the rights of citizens.

### PROGRAM DESCRIPTION

The Superior Court is the State of Georgia's trial court of general jurisdiction. The Constitution of the State of Georgia gives the Superior Court exclusive original jurisdiction, except when the defendant is a juvenile, in all felony cases as well as cases involving divorce, equity and title to land. The Superior Court also has exclusive jurisdiction in such matters as declaratory judgments, habeas corpus, mandamus, quo warranto, and prohibition. With the exception of certain juvenile and probate matters, the Superior Court also has concurrent jurisdiction with local limited jurisdiction trial courts such as the Magistrate/Civil Court, the Probate Court, the Juvenile Court, and the State Court.

The Bibb Superior Court is a part of the Macon Judicial Circuit. The Macon Judicial Circuit is comprised of Bibb, Crawford, and Peach Counties. There are five (5) elected Superior Court Judges and one (1) active Senior Judges in the Circuit. All five active judges maintain their principal office in the Bibb County Courthouse.

### GOALS

- To establish and maintain strict time standards for the processing of all cases filed in the Court in accordance with accepted principles of judicial administration and pursuant to the requirements of law and the Uniform Rules for the Superior Court of the State of Georgia.
- To operate the Court in as efficient a manner as possible and to maximize the utilization of available facilities, funding, and judicial manpower.
- To manage the Court's use of trial jurors in a sound and cost-effective fashion.
- To establish and utilize appropriate alternative dispute resolution mechanisms in the management of civil and domestic relations cases.
- To employ, where appropriate, available sentencing alternatives in criminal matters.

## SUPERIOR COURT JUDGES

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### 1. To process, file, and record work in a timely manner as prescribed by law.

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Criminal Felony Cases Filed	1,470	1,660	1,743	1,830
Misdemeanor Cases Filed				
Unified Appeals Filed	-	-	-	-
Probation Revocations Filed	1,138	1,044	1,096	1,151
General Civil Cases Filed	800	2,115	2,221	2,332
Domestic Relations Cases Filed	5,500	3,494	3,669	3,852
Total Cases Filed	8,908	8,313	8,729	9,165

### FY 2010 ACCOMPLISHMENTS

Mental Health Court was created in 2007 and continues to operate with very little cost to the County. This program is designed to address the needs of persons arrested but suffering from mental health problems. The program coordinates the activities of several other agencies to focus on stabilizing the person through counseling and prescribed medications. Since its inception, the Court has admitted 66 persons and currently has 29 participants. This program has saved the County thousands of dollars in jail cost and cost of psychotropic medications.

The Drug Court Program entered its 15th year of providing accountability and counseling to defendants with a substance abuse problem. When a participant graduates from the program his or her likelihood of being rearrested decreases significantly compared to those who do not receive this treatment. The participants re-enter the work force and become responsible members of the community. In the last year, four babies have been born healthy and drug free as a result of the mothers' participation in this Program. The Drug Court Program continues to save the County thousands of dollars in jail cost and the positive effect on families and the community is immeasurable.

The Superior Courts are also concerned about local jail overcrowding. Judges and staff monitor the jail population to assure that criminal cases are processed in an expeditious manner. The

## SUPERIOR COURT JUDGES

### FY 2010 ACCOMPLISHMENTS (continued)

Court is continuing its usage of sentencing alternatives when dealing with criminal cases. Since the reinstatement of the Probation Options Management Act the Court is, in cooperation with the Department of Corrections, once again using the Act. This Act allows certain probation violators to receive court sanctions without having to be booked into the jail or appear before the court. This program is operated in conjunction with the Macon Day Reporting Center which adds another sentencing alternative from which the Court may choose. Again, being in this Program increases the probability that these people will remain drug free and will not commit any more criminal offenses. The Drug Court procedure also allows many defendants to be released from jail on an "OR" bond, with notice to be in court within ten days of release, which significantly decreases the amount of time they are in the jail.

The Judges have also continued to take advantage of the Houston and Macon Judicial Circuit Alternative Dispute Resolution Program. This results in a savings to the county when costly jury trials can be averted. The ADR Program is self-funding and does not rely on the County for any part of its budget needs. Since the beginning of FY 2010, the ADR Office has managed over 453 cases, with a 25% increase over FY 2009. The Office has seen a 36% increase in cases that involve domestic violence and has worked with the Bibb County Sheriff's office to establish safety plans and protocols for conducting domestic violence mediation sessions.

While the State has eliminated all funds for the use of Senior Superior Court Judges, the Court has sought funds very little from the County to pay for temporary Judges when the Court has needed the assistance of a substitute or temporary Judge. The Court has also used state dollars to partially reimburse the County for drug testing associated with the Drug Court Program. The Drug Court Program continues to seek grant funds from state and Federal governments. In addition, the Drug Court continues to require participants to pay a fee before they can graduate from the Program.

The Court continues to absorb the additional time associated with complying with the new child support guidelines, which became law in 2007 and the new custody procedures which went into effect in January of 2008. While these new laws require more paperwork and review by the Judges' staff, the Court has not, at this time asked for more personnel to assist with this additional work.

## SUPERIOR COURT JUDGES

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>17</u>	<u>16</u>	<u>15</u>
Expenditures			
Personal Services	\$ 953,922	\$ 879,755	\$ 804,194
Operating Expenditures	307,553	405,673	354,346
Capital Outlay	36,829	-	-
Total	<u>\$ 1,298,304</u>	<u>\$ 1,285,428</u>	<u>\$ 1,158,540</u>

<b>FY 2011 BUDGET ISSUES</b>
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The budget for Superior Court Judges represents an 8.6% decrease for personal services and a 12.7% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 69.4% is appropriated for personal services and 30.6% for operating expenditures. See appendices for information on capital outlay.





## **CIRCUIT PUBLIC DEFENDER**

### **MISSION**

To provide quality criminal defense to each client whose cause has been entrusted to the Macon Judicial Circuit Public Defender through an organization that combines innovation, efficacy, efficiency, aggressive advocacy, and compassion with zealous and ethical legal representation delivered in a cost efficient manner.

### **PROGRAM DESCRIPTION**

An organization providing quality criminal defense to those who could not otherwise afford legal representation through a structure of competent and talented trial attorneys supported by equally competent and talented administrators, investigators, and paralegals working as a team to promote customer service, innovation, effectiveness, and efficiency.

The Circuit Public Defender's Office, a state agency created by statute, is funded through a partnership between the Georgia Public Defender Standards Council (GPDSC) and the governing authorities of Bibb, Peach, and Crawford Counties. We completed our first three-year strategic plan and will be seeking funding again for a strategic planning conference this fiscal year to plan for the next three years. We will be requesting two additional APDs, one investigator, one additional administrative assistant and a receptionist.

### **GOALS**

- Provide quality criminal defense.
- Provide quality and meaningful training.
- Retain quality attorneys and staff.
- Establish early intervention program.
- Increase diversity within the office.

## CIRCUIT PUBLIC DEFENDER

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### **GOAL: Provide quality criminal defense.**

<b>Objective:</b>	<b>Performance Measurement:</b>
Identify and hire talented committed and compassionate attorneys and staff.	Hire two additional APDs, one additional administrative assistant, and a receptionist.
Increase investigator resources available to APDs.	Hire one additional investigator.
Make the services of the public defender's office available at the earliest possible time.	Make services available to more than 95% of potential clients within 72 hours of arrest.

#### **GOAL: Provide quality and meaningful training.**

<b>Objective:</b>	<b>Performance Measurement:</b>
Host regional training event.	Conduct one regional training event in support of GPDSC training division.
All new attorneys complete new attorney training provided by Georgia Public Defender Standards Council (GPDSC).	100% of new (Level I and Level II) attorneys will have satisfactorily completed training.
Maintain in-house mentor program.	All Level I attorneys will be paired with senior attorneys and successfully complete in-house mentor program.

#### **GOAL: Retain quality attorneys and staff.**

<b>Objective:</b>	<b>Performance Measurement:</b>
Establish merit-based reward program.	Prepare GPDSC Performance Evaluation forms for all employees no later than July 30, 2010.
Provide competitive salary and benefits.	APD salaries equal to or greater than salary provided to ADA in Macon Judicial Circuit.
Maintain value-based office environment.	Review values as part of strategic planning process and publish consensus values.
Instruct attorneys on federal loan forgiveness process.	Partner with Mercer University to conduct training and assist in loan forgiveness application.

## CIRCUIT PUBLIC DEFENDER

### OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)

#### **GOAL: Establish early intervention program.**

<b>Objective:</b>	<b>Performance Measurement:</b>
Identify importable program.	Visit at least one additional circuit.
Develop Macon Circuit program.	Program reduced to writing.
Get district attorney buy in.	Present program to DA.
Get judicial buy in.	Present program to chief judge.
Start program.	Set beginning date and launch program.

#### **GOAL: Increase diversity within the office.**

<b>Objective:</b>	<b>Performance Measurement:</b>
Identify minority placement agencies.	Contact at least two agencies.
Request two additional APDs, one investigator, one administrative assistant and receptionist.	Positions budgeted in FY 2011.
Identify minority candidates for positions.	Interview minority candidates.

### FY 2010 ACCOMPLISHMENTS

- **Performance Objectives Accomplished FY 2010**
  - Hired two exceptionally qualified APDs.
  - All new attorneys completed required training.
  - In-house mentor program maintained.
  - GPDSC performance evaluations completed by July 30, 2009.
  - Obtained grant funding for State furlough days.
  - Identified Savannah as an importable early intervention program.
- **Other Accomplishments FY 2010**
  - Mercer third-year law students are participating in third-year practice act.
  - Funding provided by GPDSC for Criminal Defense Clinic.
  - Established domestic violence court.

**CIRCUIT PUBLIC DEFENDER**

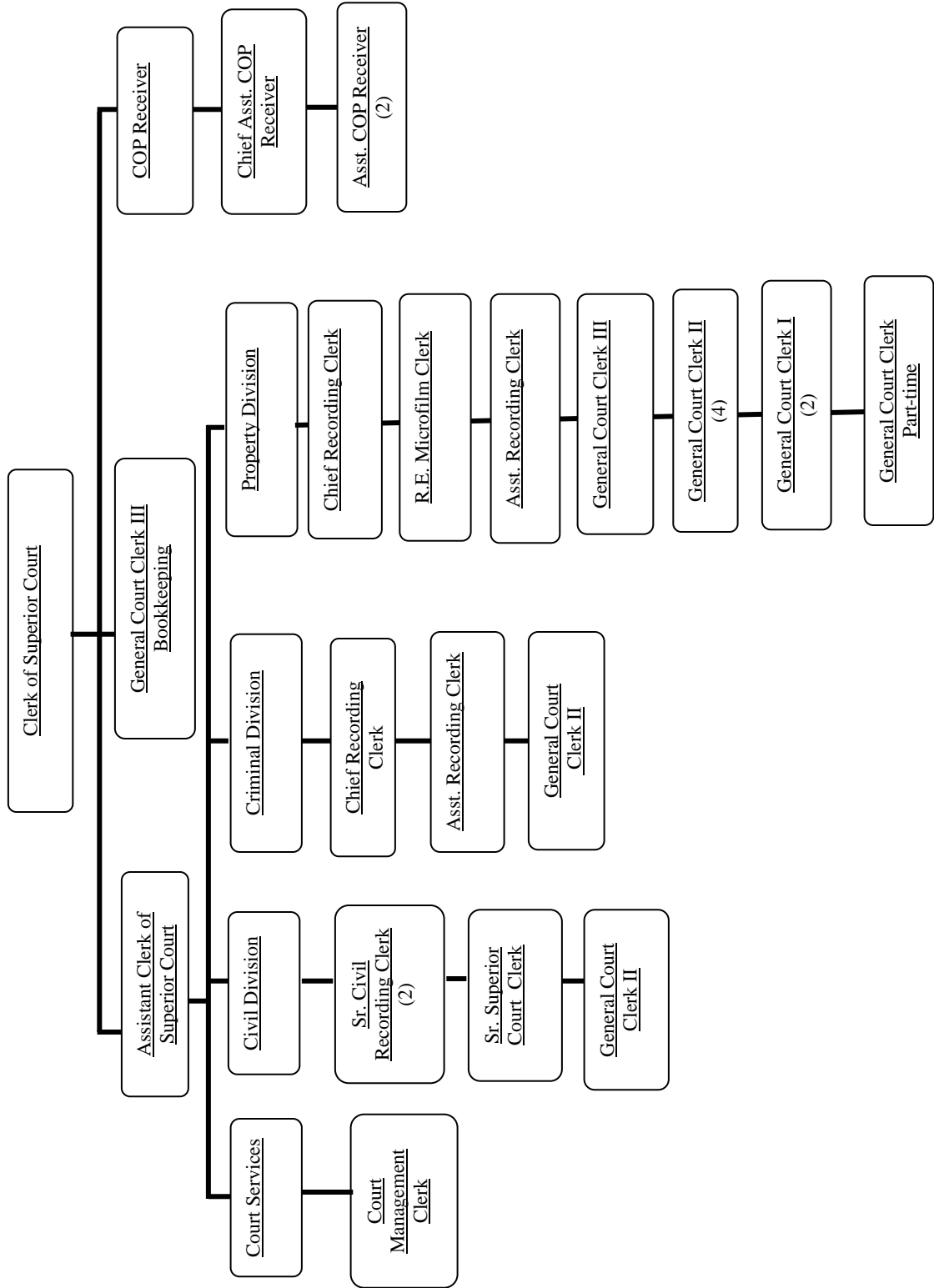
**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Authorized Positions	3	3	3
Expenditures			
Personal Services	\$ 210,008	\$ 213,074	\$ 213,150
Operating Expenditures	1,856,555	1,887,996	1,880,738
Capital Outlay	1,220	17,554	-
Total	<u>\$ 2,067,783</u>	<u>\$ 2,118,624</u>	<u>\$ 2,093,888</u>

**FY 2011 BUDGET ISSUES**

The budget for the Circuit Public Defender represents a 0% increase for personal services and a 0.4% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 10.2% is appropriated for personal services and 89.8% for operating expenditures. See appendices for information on capital outlay.

# SUPERIOR COURT CLERK'S OFFICE



## CLERK OF SUPERIOR COURT

### MISSION

To efficiently maintain and protect the integrity and accuracy of the judicial records of the Bibb County Superior Court, and the land and other records of Bibb County; to collect and disburse the taxes, fees, fines and child support funds entrusted to us, and to assist and inform the public and the legal community in a courteous, professional and timely manner.

### PROGRAM DESCRIPTION

The primary functions of the Superior Court Clerk are to maintain accurate and complete records of all court proceedings and all other documents as required by law and to attend to the needs of the Court. The Clerk must issue and sign every summons, writ, execution, process, order, or other paper under authority of the Court and attach seals thereto when necessary. The Clerk shall be authorized to issue and sign, under authority of the Court, any order to show cause in any pending litigation and any other order in the nature of a rule nisi, where no injunctive or extraordinary relief is granted. The Clerk is required to keep the following dockets and books: a civil docket, a criminal docket, a general execution docket, a lis pendens docket, a docket file or series of files, books or series of books, microfilm or electronic data records for recording all deeds, liens or other documents concerning title to real property and an attachment docket. In addition, the Clerk must keep a book of final records concerning all civil and criminal cases, attesting deeds and other written instruments for registration, administering all oaths required by law or as necessary appertaining to the Office of Clerk of Superior Court.

The Clerk serves as the jury administrator for the Court, orienting the jurors on an almost-weekly basis, providing jury panels to courtrooms as needed, paying the jurors, and answering their inquiries.

The Clerk issues Court process in the form of bench warrants, executions on judgments, abstracts, attachments, garnishments and subpoenas.

Another of the Clerk's most visible functions is to keep records pertaining to all real estate in Bibb County, including warranty deeds, security deeds, liens, and cancellations of security deeds and liens.

Financial records are an important element of court cases. The Clerk administers funds paid into the Court for judgments, interpleaders, fines, restitution, court ordered attorney fees, and child support (see below).

The Clerk is required to keep all books, papers, dockets and records belonging to the office with care and security and to keep the papers filed, arranged, numbered and labeled, so as to be of easy reference.

Another highly visible function of the Clerk's office is that of Court Receiver. The Court Receiver Unit receives and disburses over \$3.2 million annually in child support, fines and restitution payments.

## CLERK OF SUPERIOR COURT

<b>PROGRAM DESCRIPTION (continued)</b>
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The program description, other than Court Ordered, will remain the same and can be modified only by legislation enacted by the General Assembly, or by Order of the Court.

<b>GOALS</b>
--------------

- To provide adequate staffing to keep all public records current, while keeping individual workloads to a reasonable level.
- To utilize state-of-the-art, automated and/or computerized record-keeping systems within the guidelines of the policies and standards as set down by the General Assembly of the State of Georgia and the Uniform Superior Court Rules of Georgia.
- To use technology and good management to make our office more “user-friendly” in any way we can.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To process, file, and record work in a timely manner as prescribed by law.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Criminal Cases	1,178	1,660	1,660	1,660
Adoptions	57	75	75	75
Trade Name Affidavits	96	106	106	106
Notary Public Commissions	750	651	651	651
Military Discharges Filed	15	21	21	21
Civil Appeals to Appellate Courts	20	21	21	21
(Court of Appeals & Supreme Court)				
Criminal Appeals to Appellate Courts	20	20	20	20
(Court of Appeals & Supreme Court)				
Criminal Documents	Not counted	16,396	16,396	16,396
Civil Documents	Not counted	28,122	28,122	28,122
Child Support Documents	Not counted	43,484	43,484	43,484



## CLERK OF SUPERIOR COURT

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
--

### 2. To collect and disburse appropriate costs, fees, fines, and other monies collected.

#### Funds Collected and Received by Bibb County:

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Civil, RE, & trade name filing fees	\$ 415,162	\$ 413,280	\$ 413,280	\$ 413,280
Criminal fines and fees	199,920	192,422	192,422	192,422
Photocopy Fees	27,223	32,754	30,000	30,000
Law Library	7,350	7,177	7,177	7,177
Real Estate Transfer Tax	162,733	138,134	138,134	138,134
RE Transfer Tax Collection Fee	1,570	1,172	1,172	1,172
Interest on bank accounts	3,560	816	816	816
Child Support Collection Fee	36,000	34,807	34,807	34,807
Deed Images Purchased by Authority	N/A	8,619	Unknown*	Unknown*
Internet Prints @ Clerks' Authority	Unknown	14,701	14,701	14,701
New Online Fees	N/A	N/A	14,025	56,100
Intangible Taxes	733,490	607,573	607,573	607,573
<b>Total funds collected</b>	<b>\$ 1,587,008</b>	<b>\$ 1,451,455</b>	<b>\$ 1,454,107</b>	<b>\$ 1,496,182</b>

\*Unknown whether Clerks' Authority will purchase more deed images in upcoming years.

#### Funds Collected and Disbursed Elsewhere:

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Child Support	\$ 2,505,600	\$2,628,293	\$2,628,293	\$2,628,293
Restitution	199,763	234,267	234,267	234,267
Sheriff Service Fee	19,000	20,195	20,195	20,195
Indigent Defense	36,000	35,826	35,826	35,826
Real Estate Transfer Tax to City, Board of Education and State	246,900	181,105	181,105	181,105
Clerks' Retirement Fund	18,290	17,276	17,276	17,276
Sheriffs' Retirement Fund	2,258	2,276	2,276	2,276
Notary Public Fees	1,354	1,282	1,282	1,282
Intangible Tax to City, Board of Education and State	950,985	705,688	705,688	705,688
Real Estate Filing Fees	106,025	91,512	91,512	91,512
Children's Trust Fund	2,700	2,395	2,395	2,395
<b>Total Funds Disbursed</b>	<b>\$ 4,088,875</b>	<b>\$3,920,115</b>	<b>\$3,920,115</b>	<b>\$3,920,115</b>

## CLERK OF SUPERIOR COURT

### FY 2010 ACCOMPLISHMENTS

- Staff meetings are held as needed.
- Frequent email memoranda are sent to keep the whole department updated on all changes and other announcements.
- Our e-filing project with the Child Support Enforcement department continues to be a success.
- We have completed our project to scan all plats in our office in order to preserve them and allow us to "retire" the older plats before they disintegrate due to age. They are digitized and are available online for the use of the public.
- We have online information for the benefit of the public, including juror information, a complete filing fee schedule, and instructions for pro se filers, as well as a warning against a scam being perpetrated concerning jurors.
- We have a full index of real estate documents online going back to 1949, and images back to 1987. With our new scanning clerk, we believe we will have images back to 1980 by the end of the year, allowing for a 30-year title search online. This will make our new online access even more valuable!

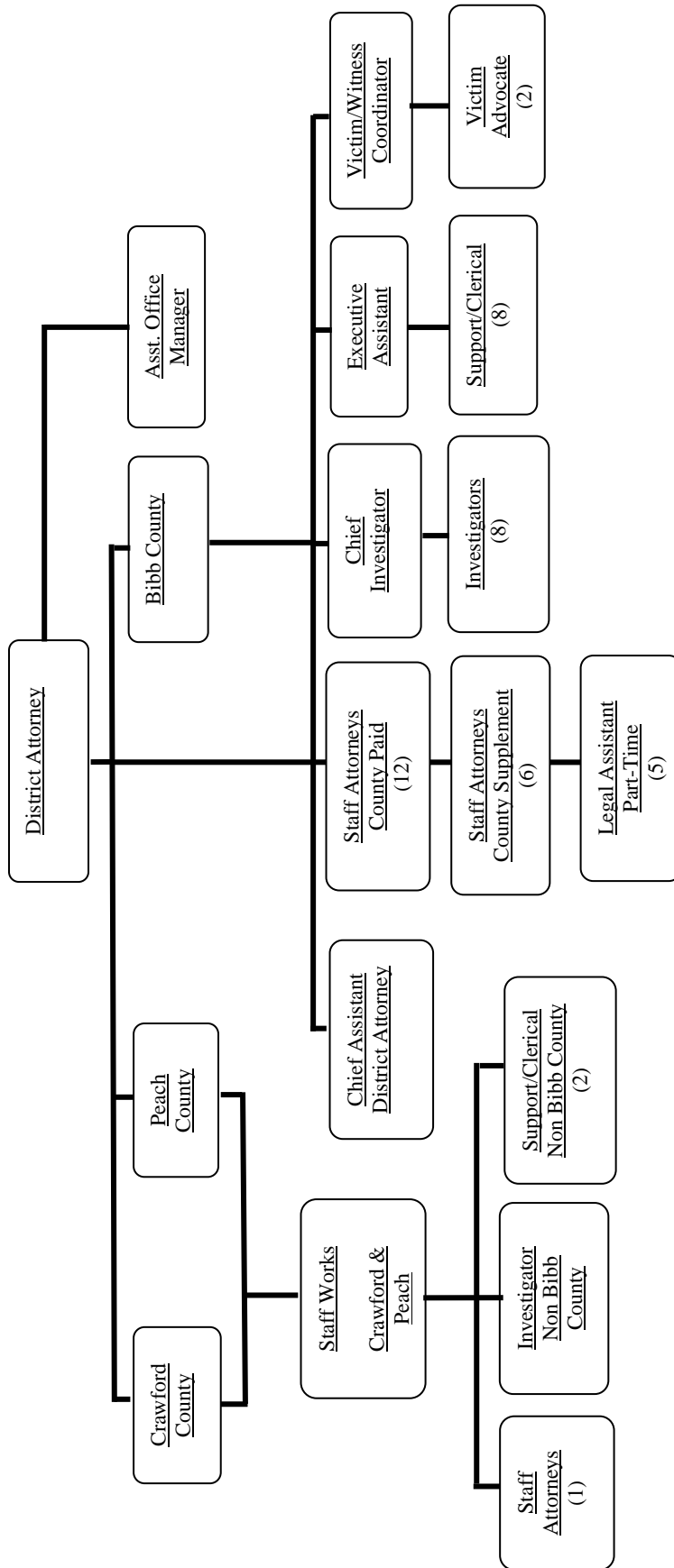
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	25	25	25
Expenditures			
Personal Services	\$1,442,367	\$1,485,366	\$ 1,412,071
Operating Expenditures	103,299	201,578	136,442
Capital Outlay	14,877	10,648	-
Total	<u>\$1,560,543</u>	<u>\$ 1,697,592</u>	<u>\$ 1,548,513</u>

### FY 2011 BUDGET ISSUES

The budget for Clerk of Superior Court represents a 4.9% decrease for personal services and a 32.3% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 91.2% is appropriated for personal services and 8.8% for operating expenditures. See appendices for information on capital outlay.

**MACON JUDICIAL CIRCUIT COURT OF THE DISTRICT ATTORNEY**



## **DISTRICT ATTORNEY**

### **MISSION**

The mission of the District Attorney's Office is to represent the citizens of the State of Georgia in criminal cases, beginning at the grand jury indictment level and throughout trial and appeal.

### **PROGRAM DESCRIPTION**

#### **DISTRICT ATTORNEY**

The District Attorney represents the citizens of the State of Georgia in criminal cases, beginning at the Grand Jury indictment level and throughout trial and appeal. The duties and functions of the District Attorney and his staff include the following:

- The prosecution of all felony cases in Superior Court, including jury trials, non-jury trials, pleas of guilty, and pre-trial matters, such as motions and bonds.
- Advise and consultation with state, federal, and local law enforcement agencies concerning legal and constitutional issues on investigations of criminal activity.
- Prosecution of felony and misdemeanor cases in Juvenile Court.
- Preparation of appellate briefs and oral arguments in the Georgia Court of Appeals and the Supreme Court of Georgia.
- The prosecution of probation violations.

#### **VICTIM WITNESS ASSISTANCE PROGRAM**

The Victim-Witness Assistance Program (VWAP) provides victim and witness services to the residents of Bibb County, Georgia and non-residents who are victimized while in Bibb County. As required by law [O.C.G.A. §17-17-6(b)], the VWAP provides a number of services to victims and witnesses which include the following: provide case status and information, provide information about the Crime Victims Compensation Program, inform victims of victims' rights, and make referrals to other agencies when necessary. Other services not required by law include travel arrangements and hotel accommodations for victims and witnesses.

#### **GRAND JURY**

The function of the Grand Jury is to hear evidence in criminal cases and decide whether there is sufficient evidence to warrant a trial. If so, the Grand Jury returns a true bill of indictment. If not, the Grand Jury returns a no bill.

The Grand Jury also has the responsibility to investigate, monitor, and report on the activities of the county governing authorities.

## DISTRICT ATTORNEY

### PROGRAM DESCRIPTION (continued)

#### VIOLENCE AGAINST WOMEN

Initially, the Violence Against Women Act Grant funded the Special Agent-Domestic Violence Investigator position. The grant had a four year limit and was terminated in 2005. Currently, this position is fully funded with 5% fine funds. The investigator is based in the District Attorney's Office 100%. The investigator's duties and responsibilities include assisting two Assistant District Attorneys, follow-up, collection of evidence, and victim location.

### GOALS

The District Attorney is the chief law enforcement prosecution officer for Bibb County. Under the Constitution and Laws of Georgia, he is responsible for the prosecution of all felonies in Bibb County.

The goal of the Bibb County District Attorney's Office is to provide fair, effective, professional, and expeditious investigation and prosecution of criminal offenses within Bibb County.

- To protect this community by prosecuting violent, dangerous offenders who are endangering the lives and safety of Bibb County citizens.
- To represent the people in all appeals, legal motions, and special proceedings relating to the prosecution of criminals in Bibb County.
- To vigorously prosecute crimes involving gang violence, organized crime, narcotics, and racketeering.
- To serve the needs for crime victims and their families, especially where someone has been murdered.
- To vigorously prosecute and bring to justice those who abuse women, children, and the elderly.
- To investigate and prosecute public servants, and others who violate the public trust and public integrity.
- To serve law enforcement officers by assisting them and enabling them to better serve and protect the community.
- To represent the citizens of Bibb County with fairness, integrity, professionalism, and honor.

**DISTRICT ATTORNEY**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To represent the people in all appeals, legal motions, and special proceedings relating to the prosecution of criminals in Bibb County.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Accusations	1,345	1,629	1,322	1,500
Cases Filed	3,288	3,092	2,506	2,942
Dispositions	2,346	2,769	2,616	2,700
Defendants	3,828	3,714	2,967	3,245

**2. To protect this community by prosecuting violent, dangerous offenders who are endangering the lives and safety of Bibb County citizens.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Indictments	682	769	599	620
Homicide Cases		37	*	

\*From July 1, 2009 through January 25, 2010, Bibb County has had 25 homicides.

**3. To serve the needs of crime victims and their families.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
*Victim Services Provided	1,365	1,244	1,260	1,300

\*There are ten plus service components of the Crime Victim's Bill of Rights. The main components are victim notification and the victim's compensation program. The actual and projected figures above reflect the number of victims who were mailed the Crime Victim's Bill of Rights, which explains all components of the victim's rights.

<b>FY 2010 ACCOMPLISHMENTS</b>
--------------------------------

**DISTRICT ATTORNEY**

- There have been significant prosecutions and convictions for the numerous homicides which continue to plague Macon and Bibb County. Our experienced prosecutors have achieved an excellent record of success in these cases.
- Repeat offenders and career criminals continue to be a primary focus of the District Attorney's Office. Bibb County prosecutors have been called upon to prosecute numerous sex offenders, many of whom have molested and abused children. We have maintained an aggressive policy to give these cases high priority.
- We continue to have an excellent record of success with our Drug Court Program.

## DISTRICT ATTORNEY

### FY 2010 ACCOMPLISHMENTS (continued)

- We have continued to maintain a heavy caseload in Juvenile Court. Juvenile crime remains a serious problem in Bibb County.

#### **VICTIM WITNESS ASSISTANCE**

The Victim-Witness Assistance Program's Coordinator and one Advocate were recertified as advocates by the National Advocate Credentialing Program. The VWAP now has two nationally certified advanced advocates.

#### **VIOLENCE AGAINST WOMEN**

The Special Agent-Domestic Violence Investigator is now based in the District Attorney's Office 100% and specializes in crimes of domestic/family violence. The Special Agent Investigator spearheaded and sponsored for the District Attorney's Office a two day Domestic Violence Conference in 2004 and 2005. Because of its success and the positive feedback from the attendees, it has been requested that the Special Agent Investigator sponsor a conference in 2008. In addition, the Special Agent Investigator initiated a round table meeting involving all entities of the community involved with domestic violence. The round table plays a vital role in and is supported by the Central Georgia Council on Family Violence.

#### **GRAND JURY**

The Grand Jury continues to make every effort to screen cases and reach a suitable pre-trial conclusion in all cases that are conducive to such treatment, i.e., those in which monetary restitution to the victim is of prime importance.

**DISTRICT ATTORNEY**

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
--

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>DISTRICT ATTORNEY</b>			
Authorized Positions	43	43	42
Expenditures			
Personal Services	\$ 2,906,048	\$ 2,826,958	\$ 2,803,320
Operating Expenditures	166,360	630,349	222,212
Capital Outlay	1,839	36,617	-
Total	<u>\$ 3,074,247</u>	<u>\$ 3,493,924</u>	<u>\$ 3,025,532</u>
<b>VICTIM WITNESS PROGRAM</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 49,591	\$ 50,006	\$ 69,988
Operating Expenditures	4,425	38,010	38,400
Capital Outlay	-	27,665	-
Total	<u>\$ 54,016</u>	<u>\$ 115,681</u>	<u>\$ 108,388</u>
<b>VIOLENCE AGAINST WOMEN</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 79,276	\$ 84,329	\$ 84,200
Operating Expenditures	153	6,477	6,375
Capital Outlay	-	1,019	-
Total	<u>\$ 79,429</u>	<u>\$ 91,825</u>	<u>\$ 90,575</u>
<b>GRAND JURY</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 4,439	\$ 4,597	\$ 4,597
Operating Expenditures	15,070	33,500	33,500
Capital Outlay	-	-	-
Total	<u>\$ 19,509</u>	<u>\$ 38,097</u>	<u>\$ 38,097</u>



## **DISTRICT ATTORNEY**

<b>FY 2011 BUDGET ISSUES</b>
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### **DISTRICT ATTORNEY**

The budget for District Attorney represents a 0.8% decrease for personal services and a 64.7% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 92.7% is appropriated for personal services and 7.3% for operating expenditures. See appendices for information on capital outlay.

### **VICTIM WITNESS PROGRAM**

The budget for Victim Witness Program represents a 40.0% increase for personal services and a 1.0% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 64.6% is appropriated for personal services and 35.4% for operating expenditures. See appendices for information on capital outlay.

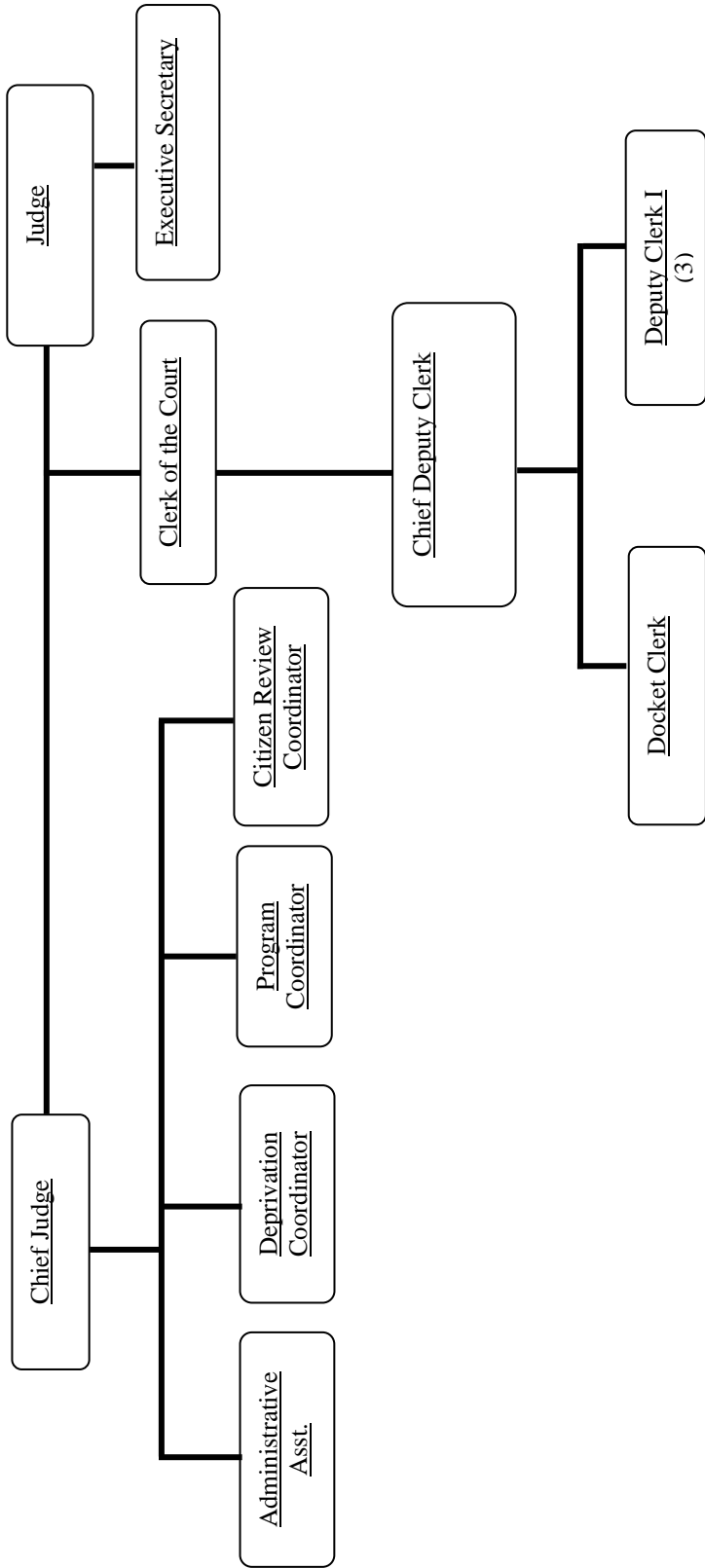
### **VIOLENCE AGAINST WOMEN**

The budget for Violence Against Women represents a 0.2% decrease for personal services and a 1.6% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 93.0% is appropriated for personal services and 7.0% for operating expenditures. See appendices for information on capital outlay.

### **GRAND JURY**

The Grand Jury has no full-time employees and is staffed by bailiffs when the Grand Jury is in session. The majority of the operating expenditures are for jurors' per diem when the Grand Jury is in session.

# JUVENILE COURT



## JUVENILE COURT

### MISSION

The mission of the Juvenile Court is to exercise jurisdiction over all juveniles within the county who are alleged to be delinquent, unruly, traffic offenders, or deprived children, as well as children who are subjects of custody disputes.

### PROGRAM DESCRIPTION

#### JUVENILE COURT

The Juvenile Court of Bibb County is authorized by Chapter 11 of Title 15 of the Official Code of Georgia. Jurisdiction includes delinquency, unruliness, deprivation, traffic offenses, custody, and guardianship cases, with the court always seeking the “best interests of the child.” In all of these categories, except deprivation and unruly, jurisdiction ends at age 17. Juvenile Court’s jurisdiction over custody matters is secondary to Superior Court, which handles all the custody matters in this circuit.

#### COURT FUNCTIONS:

1. **Judicial.** The two judges of Juvenile Court split their time handling the following court duties: preliminary delinquency hearings three days a week; one day or more of deprivations, which include petitions to terminate parental rights, new deprivation petitions, motions to extend, motions to modify, and permanency hearings; one day a week of juvenile delinquency trials and pleas; one day a week of juvenile delinquency arraignment and pleas; and one afternoon every month of juvenile traffic offenses. Also, one judge has responsibility for Peach and Crawford County juvenile matters involving five days a month for trials and numerous other preliminary hearings as required, plus some administrative duties.
2. **Administrative and clerical.** The clerk's office's primary duty involves the day-to-day processing of numerous petitions, motions, supplemental information, and other data, preparing calendars, notifying lawyers, preparing and filing orders and performing other duties connected with the prompt and efficient flow of business. One employee, combining casework and clerical duties, coordinates deprivation cases, including calendaring, filing, order preparation and coordination of cases.

### GOALS

In March, 2006, with the help of the Georgia Council of Juvenile Court Judges, we (finally) re-instituted our Citizens Review Panel, which had been decommissioned a decade or more ago. This allows panels of ordinary citizens to review reunification efforts and permanency plans on behalf of hurt and neglected children. There is no more important task being done out of this courthouse. The determination to get this done has, however, come at significant cost to our manpower resources.

## JUVENILE COURT

### GOALS (continued)

The program currently has sufficient volunteers to review all cases of children in DFCS custody with nine panels. The volunteers have a minimum one year commitment, thus the program's need for ongoing training, at least twice per year. It has been through the good work of Karen Warren, the assistant of the Council of Juvenile Court Judges, and the countless hours dedicated by citizen volunteers that this significant addition to the well being of children has been accomplished.

Additionally the court maintains and administers a Driver Improvement School for traffic offenders; a Symbolic Restitution Program to provide community service from delinquent offenders; and requires restitution of certain offenders, so that victims might be repaid their loss.

Juvenile Court is in its eighth year of operating a Special Drug Court, basing it upon the success of the drug court operated by Superior Court for several years. This program gives hope to children who use illegal drugs and alcohol. We are now operating at a volume of about forty children per year. Many of the children have "co-occurring morbidities," meaning serious emotional and behavioral issues, and we must focus on the wellness of the family as a whole. To that end, we are currently working to establish a Juvenile Mental Health Court, working the court's mental health services providers and the grants resources administrator to make this goal possible. We continue to partner with River Edge, and expect that will increase services to the children and simultaneously decrease expense to the county.

We will continue our efforts to connect Juvenile Court with other resources for children in the community, so that other agencies and this court may work together rather than apart in the best interests of children. Two such efforts underway are the Macon Re-Entry Coalition, in which services are provided to juveniles upon their release from detention centers, and community partners working to revitalize and expand the Bibb County Afterschool program with the assistance of a four-million dollar grant obtained by DFCS through DHR.

**JUVENILE COURT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

- 1. To process and hear all complaints, petitions, motions, and actions filed concerning juvenile delinquency, deprivation, juvenile traffic, juvenile status offenses for Bibb County.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Delinquent	2,307	1,670	2,307	2,422
Unruly	597	467	597	627
Traffic	130	94	130	136
Deprived	1,574	1,142	1,574	1,653
Custody	-	-	-	-
Other	36	48	36	38
<b>Total</b>	<u>4,644</u>	<u>3,421</u>	<u>4,644</u>	<u>4,876</u>

- 2. To maintain prompt and expedient disposition of cases.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Cases Disposed:				
Delinquent	2,854	1,577	2,854	2,997
Unruly	652	387	652	685
Traffic	165	82	165	173
Deprived	1,429	1,111	1,429	1,500
Custody	-	-	-	-
Other	27	49	27	28
<b>Total</b>	<u>5,127</u>	<u>3,206</u>	<u>5,127</u>	<u>5,383</u>

## JUVENILE COURT

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
--

- 3. To increase efforts to intervene early to deter first offenders from becoming repeat, serious offenders.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Participants in DJJ programs	525	398	406	414
Panel Reviews	506	442	506	532
Cases to Drug Court	23	12	23	24
Cases to Family Counseling	85	40	85	89
Cases to Anger Management	38	50	51	52

- 4. To expand the Court Appointed Special Advocate Program and other assistance to deprived children.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Cases assigned to CASA	183	238	243	248

<b>FY 2010 ACCOMPLISHMENTS</b>
--------------------------------

- Increased usage of alternative options and procedures for less serious offenders, including citizenship and informal adjustment programs; mediation; citations; CASA; and other programs seeking to maximize and coordinate community resources to address and prevent problems in juvenile justice.
- Continued efforts to achieve permanency for deprived children.
- Improved coordination between this court and DJJ.
- Improved coordination between this court and DFACS.
- Improved filing and maintenance of records within the Clerk's office.
- Improved coordination of case flow management; less wait time among parents and youth.
- Improvements in morale, motivation, and education among staff.
- Better coordination and communication between Juvenile Court and Law Enforcement.
- The commissioners' approval for the initial planning stage of our Juvenile Court Assessment Center.

**JUVENILE COURT**

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
--

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	13	13	13

**JUVENILE COURT**

Expenditures			
Personal Services	\$ 832,263	\$ 850,143	\$ 852,188
Operating Expenditures	174,417	190,955	188,255
Capital Outlay	4,917	8,333	-
Total	\$ 1,011,597	\$ 1,049,431	\$ 1,040,443

**JUVENILE COURT WORK DETAIL**

Expenditures			
Operating Expenditures	\$ 11,771	\$ -	\$ -
Total	\$ 11,771	\$ -	\$ -

**JUVENILE COURT STATE INS**

Expenditures			
Operating Expenditures	\$ 15,009	\$ 20,000	\$ 20,000
Total	\$ 15,009	\$ 20,000	\$ 20,000

<b>FY 2011 BUDGET ISSUES</b>
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**JUVENILE COURT**

The budget for Juvenile Court represents a 0.2% increase for personal services and a 1.4% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 81.9% is appropriated for personal services and 18.1% for operating expenditures. See appendices for information on capital outlay.

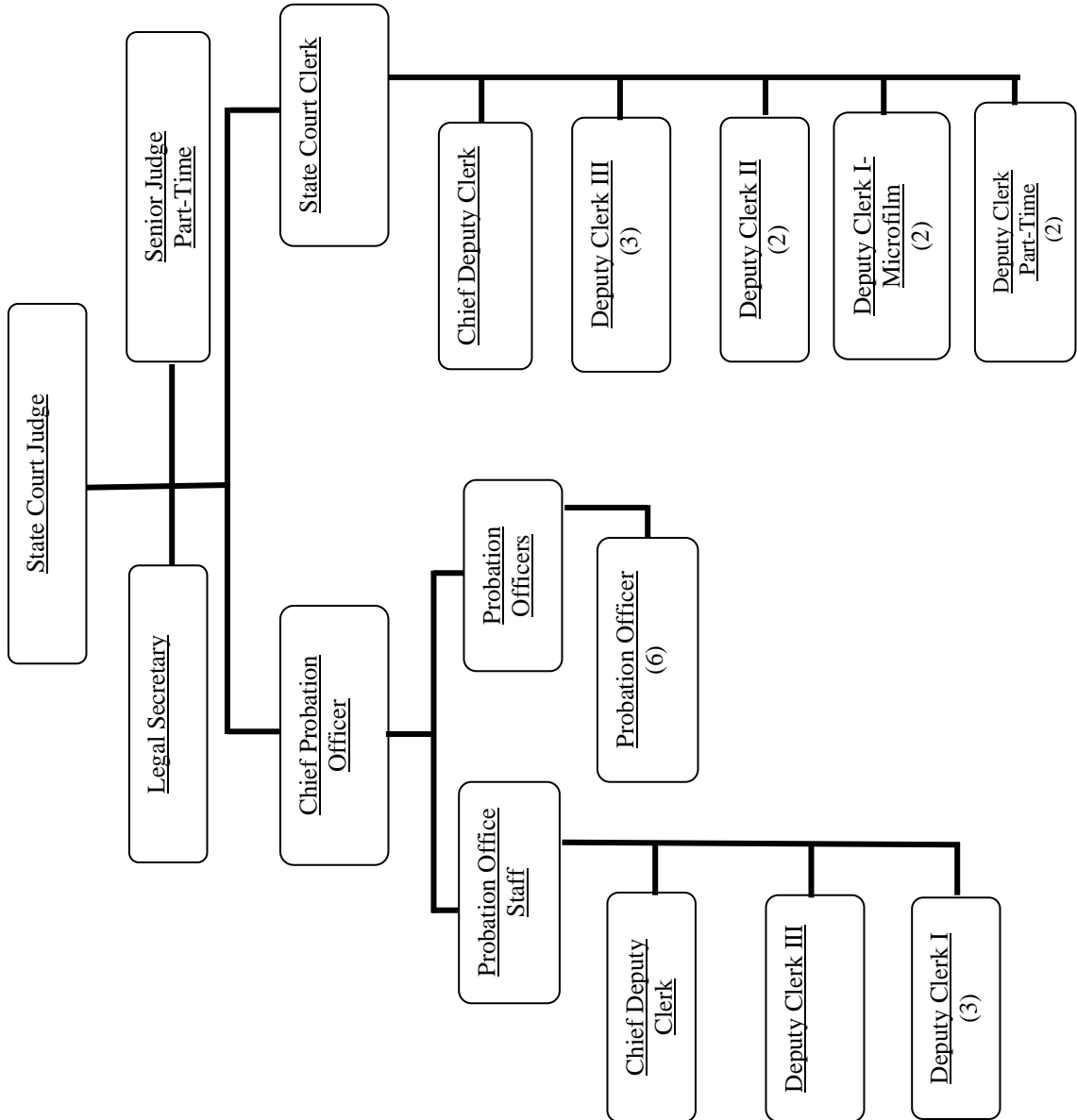
**JUVENILE COURT WORK DETAIL**

The budget for Juvenile Court Work Detail is included in the Sponsored Programs Fund effective FY 2010.

**JUVENILE COURT STATE INS**

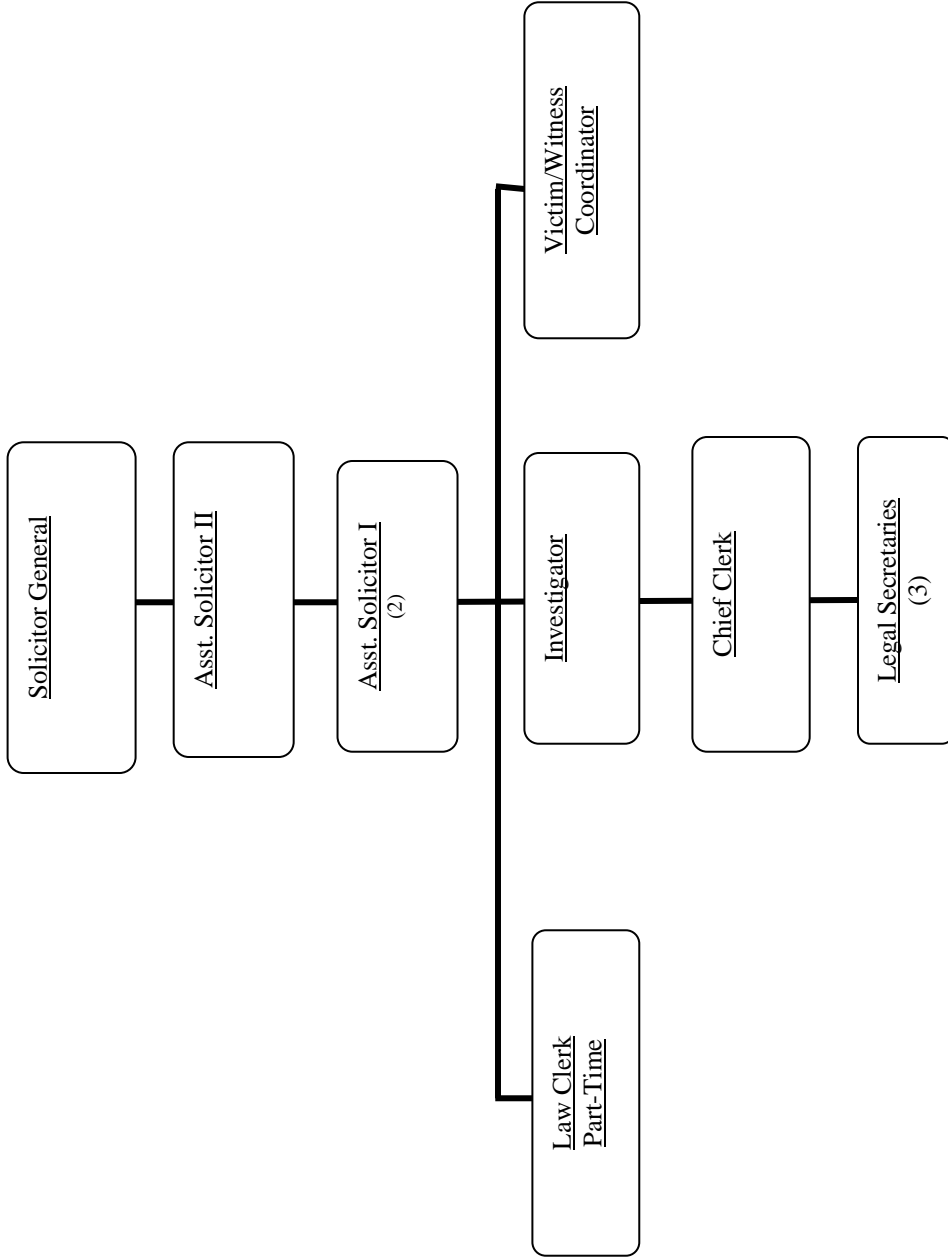
The budget for Juvenile Court State Insurance represents a 0% increase over FY 2010. Of the total FY 2011 budget, 100% is appropriated for operating expenditures.

# STATE COURT





**STATE COURT SOLICITOR**



## STATE COURT

### MISSION

The mission of the State Court is to serve the citizens and community of Bibb County by seeking justice in civil and criminal matters brought before the court.

### PROGRAM DESCRIPTION

#### STATE COURT

The State Court is a court of record having unlimited civil jurisdiction, except in those actions in which exclusive jurisdiction is vested in other courts. It also has jurisdiction over all criminal misdemeanor cases and County Ordinance violations and serves as an Appellate Court for the Magistrate Court.

The Clerk is a specialized position which requires comprehensive knowledge of the State Court operation, as well as court procedures and civil and criminal law. The Clerk is responsible for maintaining and preserving accurate and complete records of the court; collecting forfeitures, court fees and other monies due the court and timely disbursement of same.

#### STATE COURT PROBATION OFFICE

The State Court Probation Office is a division of the State Court of Bibb County under the direct supervision of the State Court Judge. It is the function of this office to see that all criminal sentences issued by the Judge are enforced and that all defendants given probation for criminal violations follow the rules of probation as established by the Court. The State Court Probation Office is responsible for the collection of all money paid into the Court for fines in criminal and traffic cases. Criminal cases include both probation and non-probation cases.

#### STATE COURT SOLICITOR GENERAL

The Office of Solicitor-General is primarily responsible for the prosecution of all criminal misdemeanor offenses prosecuted in the State Court. These cases arrive from several law enforcement agencies, courts and other offices including the Bibb County Magistrate Court, Bibb Sheriff's Department, Macon Police Department, Mercer Police Department, Georgia State Patrol, Georgia Department of Natural Resources, Lake Tobesofkee Patrol, District Attorney's Office, Department of Transportation and Bibb County Animal Control. The office endeavors to protect victims of misdemeanor crimes, aid law enforcement, and seek equal justice.

#### VICTIM WITNESS ASSISTANCE

The Victim-Witness Assistance Program in the Office of the Solicitor-General guides victims through the criminal justice processes, assists victims in exercising their rights, establishes connections between victims and community resources, educates victims in matters such as preparing safety plans, swearing out warrants, securing protective orders and seeking family counseling.

## STATE COURT

<b>GOALS</b>
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### STATE COURT CLERK

- Continue providing first-rate customer service to all.
- Maintenance of court records and timely destruction of same according to law.
- Conserve the county's resources.

### STATE COURT PROBATION OFFICE

- Endeavor once more to establish a work release program in the jail that will allow for an inmate to maintain employment while serving time in jail for mandatory sentencing or for violation of probation. This will require the assistance of the Sheriff's Department.
- Enhance our probation case management system under the new mainframe environment which will allow for better case count reporting and provide better management reports for the State Court Judge.

### STATE COURT SOLICITOR GENERAL

- Exercise sound discretion in performance of duties using the highest standards of professional conduct.
- Timely review, investigation and arraignment of cases.
- Speedy resolution of cases with particular emphasis on jury and non-jury trials.
- Assign cases in need of additional investigation to Investigator.
- Earlier service of witness subpoenas by Investigator.
- Clear the evidence locker of confiscated weapons and other contraband, as needed.
- Purge old files, including bench warrants and dismissed matters, as needed.

### VICTIM WITNESS ASSISTANCE

- Make initial contact with each victim as case file is received by the Solicitor-General's Office to verify essential information.
- Timely contact victims with information on case progress and disposition.
- Provide each victim with an understanding of criminal justice proceedings, compensation information, and make referrals to appropriate community resources.
- Attend all hearings in State Court and as needed in Magistrate and Superior Courts.

**STATE COURT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To process, file and record work in a timely manner as prescribed by law.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Civil Filings	4,046	4,014	4,200	4,400
Civil Cases Disposed	3,558	3,513	3,600	3,700
Criminal Filings Solicitor Caseload	18,278	14,134	14,400	14,600
Criminal Cases Disposed	18,350	13,805	14,200	14,400
State Court Probation Caseload	8,600	6,030	6,000	6,000

**2. To collect and disburse appropriate costs, fees, fines and other collections.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Civil costs and fees	\$ 231,564	\$ 238,702	\$ 240,000	\$ 242,000
Criminal fines and fees	2,350,000	2,189,589	2,000,000	2,000,000
Total funds disbursed	<u>\$ 2,581,564</u>	<u>\$ 2,428,291</u>	<u>\$ 2,240,000</u>	<u>\$ 2,242,000</u>

**3. To facilitate notification and service to misdemeanor crime victims.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Victims served	1,900	1,383	1,500	1,600

**4. To purge old files to free storage space.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2010 <u>Projected</u>
Cases nolle prossed	3,595	2,800	3,000	3,100

**5. To serve witness subpoenas.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Witness Subpoenas Served	2,506	2,467	2,500	2,600

## STATE COURT

### FY 2010 ACCOMPLISHMENTS

#### STATE COURT

- Continued proficient handling of all civil and criminal files as well as all jury trials.
- Completed new audio/video/wiring upgrade in Courtroom A which is working very well.
- Processed more work with the same number of people.

#### STATE COURT SOLICITOR GENERAL

- Timely arraignment and disposition of all cases.
- Court is held at the Bibb LEC every Tuesday for defendants unable to make bond, and regular court sessions are held every Friday. Pleas, arraignments and non-jury trials are handled during these sessions. Additional non-jury trial days are scheduled by the judge (from 1-4 per month) and jury trials are scheduled six terms per year.
- The State Court Investigator continue to provide much needed support to attorneys. He assisted in 147 assigned cases and served 2,467 subpoenas throughout the calendar year.
- Old files were purged and dismissed which freed much needed space for storage of more recent files. The evidence locker was cleaned of old weapons and other evidence no longer needed in the prosecution of cases.

#### VICTIM WITNESS ASSISTANCE

- Personal contact with approximately 1,332 misdemeanor crime victims.
- Good working relationship with Magistrate's Office allows intervention with victims.
- Staff works closely with other departments in the Court and has a good working relationship with the District Attorney's Office Victim Witness Program.
- Staff works closely with Salvation Army Safehouse Administration in order to place victims in protected environment and with the Central Georgia Council on Family Violence to enhance relationships with other victim advocates in the community.

#### STATE COURT PROBATION

- The State Court Probation Office continues to support the Mental Health Court and provides supervision for defendants participating in Mental Health Court as pre-adjudication cases.

**STATE COURT**

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
--

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>STATE COURT</b>			
Authorized Positions	11	11	11
Expenditures			
Personal Services	\$ 690,103	\$ 726,293	\$ 729,125
Operating Expenditures	172,521	185,600	188,750
Capital Outlay	11,466	-	-
Total	\$ 874,090	\$ 911,893	\$ 917,875
<b>STATE COURT PROBATION OFFICE</b>			
Authorized Positions	12	12	12
Expenditures			
Personal Services	\$ 623,128	\$ 626,500	\$ 627,500
Operating Expenditures	13,066	23,460	22,460
Capital Outlay	823	-	-
Total	\$ 637,017	\$ 649,960	\$ 649,960
<b>STATE COURT SOLICITOR</b>			
Authorized Positions	10	10	10
Expenditures			
Personal Services	\$ 648,807	\$ 685,699	\$ 664,200
Operating Expenditures	25,515	28,565	28,525
Capital Outlay	3,973	18,924	-
Total	\$ 678,295	\$ 733,188	\$ 692,725
<b>VICTIM WITNESS ASSISTANCE</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 52,421	\$ 54,900	\$ 55,000
Operating Expenditures	1,588	3,470	3,470
Capital Outlay	-	-	-
Total	\$ 54,009	\$ 58,370	\$ 58,470

## STATE COURT

### FY 2011 BUDGET ISSUES

#### **STATE COURT**

The budget for State Court represents a 0.4% increase for personal services and a 1.7% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 79.4% is appropriated for personal services and 20.6% for operating expenditures. See appendices for information on capital outlay.

#### **STATE COURT PROBATION OFFICE**

The budget for State Court Probation Office represents a 0.2% increase for personal services and a 4.3% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget 96.5% is appropriated for personal services and 3.5% for operating expenditures. See appendices for information on capital outlay.

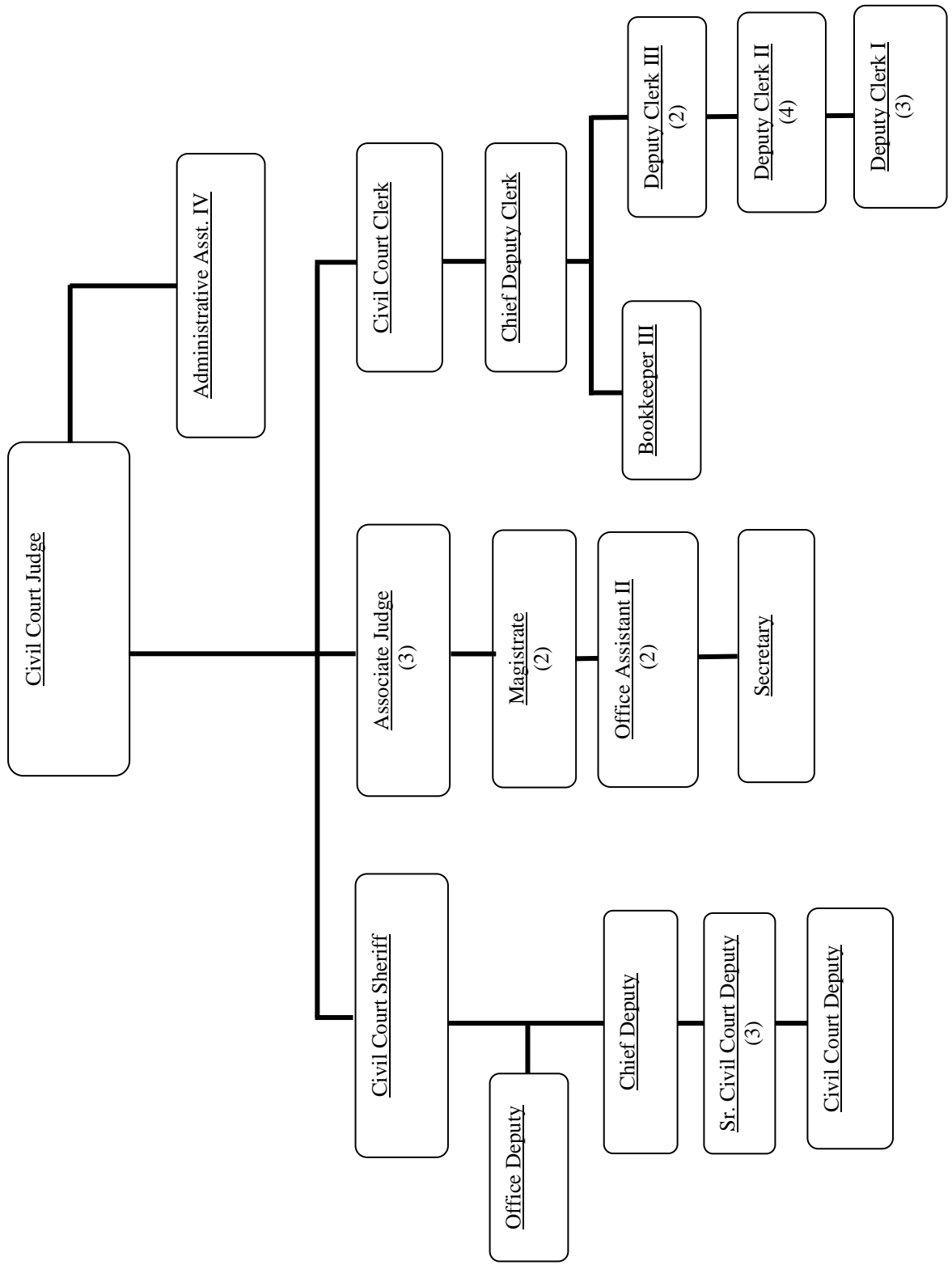
#### **STATE COURT SOLICITOR GENERAL**

The budget for State Court Solicitor represents a 3.1% decrease for personal services and a 0.1% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 95.9% is appropriated for personal services and 4.1% for operating expenditures. See appendices for information on capital outlay.

#### **VICTIM WITNESS ASSISTANCE**

The budget for State Court Victim Witness Assistance Program represents a 0.2% increase for personal services and a 0% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 94.1% is appropriated for personal services and 5.9% for operating expenditures.

# CIVIL/MAGISTRATE COURT





## **CIVIL AND MAGISTRATE COURT**

### **MISSION**

To apply the law to specific controversies; to resolve disputes between individuals, legal entities and government units, and to protect the rights of citizens and to stay informed and up to date on the Civil and Criminal Laws to better enable our court to apply these laws to the best of our ability in order to serve our community.

### **PROGRAM DESCRIPTION**

#### **CIVIL AND MAGISTRATE COURT SHERIFF'S OFFICE**

The Civil Court Sheriff's Office serves Civil Processes, Good Behavior Warrants, Check Citations, and Warrants. This office picks up prisoners for other counties close to Bibb County. The department also makes levies, handles foreclosures and conducts evictions and public sales. These same duties are performed for the Magistrate Court in addition to the Civil Court.

#### **CIVIL AND MAGISTRATE COURT CLERK'S OFFICE**

Filing and docketing of Complaints, Garnishments, Dispossessories, Foreclosures, Judgments and Writs for Dispossessories and Foreclosures, Abandoned Motor Vehicle Liens, Judgments (by Default, Hearings, Jury and Non Jury), Pleadings, (Answers on Complaints and Garnishments, Motions, Interrogatories and Traverses) and Bookkeeping (Disbursing Funds to Plaintiffs, Defendants, Bibb County Finance Department and other Judicial Agencies).

Entering all data of Civil and Magistrate Courts into computer and on dockets and indexes. Maintaining records on all funds paid into the Civil and Magistrate Court. This consists of all civil and criminal cases by entering all monies into cash registers and balancing twice daily with the computer and making bank deposits daily.

Reconciling with the bank daily and monthly, disbursing all court costs to the Board of Commissioners and other judicial agencies and balancing weekly with NCourt online filings. Compiling financial reports for the Finance Department and other judicial agencies monthly and quarterly. Assisting attorneys and the public in the office and by telephone.

## CIVIL AND MAGISTRATE COURT

### PROGRAM DESCRIPTION (continued)

#### **MAGISTRATE'S OFFICE, CRIMINAL WARRANTS/DEPOSIT ACCOUNT FRAUD**

The Criminal Warrant Division issues Criminal Arrest Warrants, Good Behavior Warrants, Fugitive Warrants, and Search Warrants for the Macon Police Department, Bibb County Sheriff's Office, Medical Center Police Department, Bibb County Board of Education Police, Georgia Bureau of Investigation, and other law enforcement offices in Bibb County and surrounding counties. Interviews are conducted with individuals in the office to determine probable cause for arrest warrants. Warrants are given a docket number and entered in docket book, signed, copied and sent to the appropriate office for an arrest to be made. First Appearance Hearings and Commitment Hearings are held at the Bibb Law Enforcement Center six days a week. First Appearance Hearings may also be held in the Magistrate's Offices during business hours to accommodate officers. Magistrate Judges are on call after hours to sign Arrest Warrants and Search Warrants for Officers. The Deposit Account Fraud Division accepts and processes bad check citations from the merchants and public. Defendants may pay all restitution, fines and fees on court day or may be entered into a Pretrial Diversion Program or placed on probation. Arrest warrants are issued for those who fail to appear for scheduled court dates or violate terms of probation.

### GOALS

#### **CIVIL COURT SHERIFF'S OFFICE**

- To obtain a pay increase for the ranks of Civil Court Deputy and Senior Civil Court Deputy Sheriffs. This would bring the department's pay in line with other Law Enforcement Agencies as well as the Civil Division of the Bibb County Sheriff's Department. It would also allow this Department to become more competitive with other Law Enforcement Agencies in hiring new deputies.
- Continue high level of performance to the citizens of Bibb County.
- To provide more office space as our duties continue to expand.
- Continue to increase training in the Civil Court Sheriff's Department.

#### **CLERK OF CIVIL/MAGISTRATE COURT**

- To have more space for the Clerk's Office. The Civil and Magistrate Courts are two (2) separate courts with different laws, dockets and forms. The Magistrate Court is almost 90% pro se and requires a lot of time helping customers. The Magistrate Court is the only court that has to provide this kind of service. This would also help with the growing need for space for the public and attorneys to work and the Court's need for file and storage space. This would also provide space for badly needed additional (2) employees. Although the number of new case filings have gone down, the number of garnishments, pleadings and garnishment answers have gone up. The decrease in dispossessories is partly due to a new federal law that will remain in effect until December 31, 2012 which limits the success of having a tenant evicted. Claims have decreased partly due to more dispossessory hearings with money judgments rendered. This eliminates the need to file a complaint, thus the

## CIVIL AND MAGISTRATE COURT

### GOALS (continued)

increase in garnishments. Also Consent Judgments are up, this stops other actions from taking place. Another reason is that more cases are being sent to mediation for settlement.

- To complete a history tape program and to make cases accessible on the internet by the end of FY 2010. This would assist the public and attorneys in addition to helping employees locate old records and the demand from credit reporting companies to access our records.
- To continue to maintain a balancing program whereby the monthly bank statement is balanced with a computer statement of all money held in court on all cases.
- To continue to serve the public in an efficient manner.
- To continue to find ways to reduce cost.

### MAGISTRATE'S OFFICE, CRIMINAL WARRANTS

- To continue to study the Criminal and Civil Laws and to stay updated of any changes.
- To serve the public and Law Enforcement Offices as efficiently as possible.
- To implement new and more efficient office procedures.
- To continue to conduct all hearings in a judicial and professional manner.
- To continue to hold timely bond hearings in order to assist in relieving over crowding at the Law Enforcement Center.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### CIVIL/MAGISTRATE COURT SHERIFF'S OFFICE

1. To provide legal process services in order to contribute to the swift adjudication of civil and criminal cases.

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Complaints	6,650	3,354	3,296	3,180
Dispossessories	7,750	6,012	6,050	6,100
Foreclosures	240	217	225	230
Good Behavior Warrants	6	4	5	6
Evictions	1,125	892	950	975
Subpoenas	80	81	85	86
Citations	450	317	325	300
Bench Warrants	10	4	10	8
Levies	90	46	40	35
Fi Fa's	145	97	100	125
Garnishments	2,500	2,771	3,000	3,200
Public Sales	6	1	2	1

**CIVIL AND MAGISTRATE COURT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
--

**CLERK OF CIVIL/MAGISTRATE COURT**

**1. To process, file and record work in a timely manner, as prescribed by law.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Total New Cases Filed	14,100	13,208	13,255	13,140
Claims Filed	4,600	3,932	3,800	3,750
Garnishments Filed	2,850	3,134	3,200	3,250
Garnishments Answers	7,200	7,507	7,600	7,700
Disbursements Processed	4,350	4,177	4,275	4,350
Dispossessories Filed	6,500	5,937	6,025	5,900
Foreclosures Filed	200	205	230	240
Dispossessory & Foreclosure Judgements & Writs	2,781	2,404	2,475	2,500
Evictions	1,125	892	950	975
Fi Fa's Issued	3,300	2,846	2,690	2,715
Pleadings Filed	3,100	3,133	3,200	3,275
Abandoned Motor Vehicle Liens	770	576	525	550
Online Filings		2,136	1,960	1,900
Subpoenas Issued	260	339	350	375

**2. To collect and disburse appropriate cost, fees, fines and other monies collected.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Civil costs	\$ 1,198,000	\$ 1,129,773	\$ 1,059,773	\$ 1,024,800
Criminal fees	760	671	530	390
Citation Fines and Fees	89,167	74,202	58,187	42,187
Total funds disbursed	<u>\$ 1,287,927</u>	<u>\$ 1,204,646</u>	<u>\$ 1,118,490</u>	<u>\$ 1,067,377</u>

## CIVIL AND MAGISTRATE COURT

### OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)

#### MAGISTRATE'S OFFICE, CRIMINAL WARRANTS

1. To provide legal process services in order to contribute to swift adjudication of criminal cases.

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Criminal Warrants Issued	7,800	7,356	7,410	7,460
Good Behavior Warrants	6	5	6	7
Search Warrants	250	210	235	250
1 <sup>st</sup> Appearance Hearings	3,600	3,830	3,880	3,930
Commitment Hearings	1,060	1,071	1,120	1,170
Good Behavior Hearings	6	5	6	7
Pre-Warrant Hearings	5	4	5	6
Deposit Account Fraud Hearings	350	407	430	445
Deposit Account Fraud Citations	700	568	550	555
Failure to Appear Warrants (Checks)	35	18	20	20
Probation Warrants (Checks)	100	65	75	80

### FY 2010 ACCOMPLISHMENTS

#### CIVIL/MAGISTRATE COURT SHERIFF'S OFFICE

- 1,571 lawsuits were served in the office at \$25.00 each. Bibb County received \$39,275.00 for this service.
- After expenses the Civil & Magistrate Court received \$32,136.00 for the 2,472 lawsuits that were served by a private process server.
- Complaints concerning evictions have been reduced to a minimum as the deputies now film some parts of the process.
- There has been no increase in personnel in the past 15 years.
- More Civil & Magistrate Court forms have been created and combined in office on the computer and copies to reduce the cost of having them printed.
- Have continued to reduce the number of old outstanding checks and continue to follow steps as recommended by the auditors in balancing accounts and records.
- More cases are being settled thru Court Ordered Mediation.

## CIVIL AND MAGISTRATE COURT

### FY 2010 ACCOMPLISHMENTS (continued)

#### MAGISTRATE'S OFFICE, CRIMINAL WARRANTS

- Pre-trial Diversion Program has been successful and used as a model for other county courts.
- Representative now meets with The Macon Bibb County Criminal Justice Systems Coordinating Council to keep the court informed and aware to better serve the community.
- The Police Department's cooperation with the court in the willingness to investigate and execute Family Violence warrants has been vital in the safety of victims.
- Court has increased bond hearings to six days a week to assist in relieving over crowding at the Bibb County Law Enforcement Center.

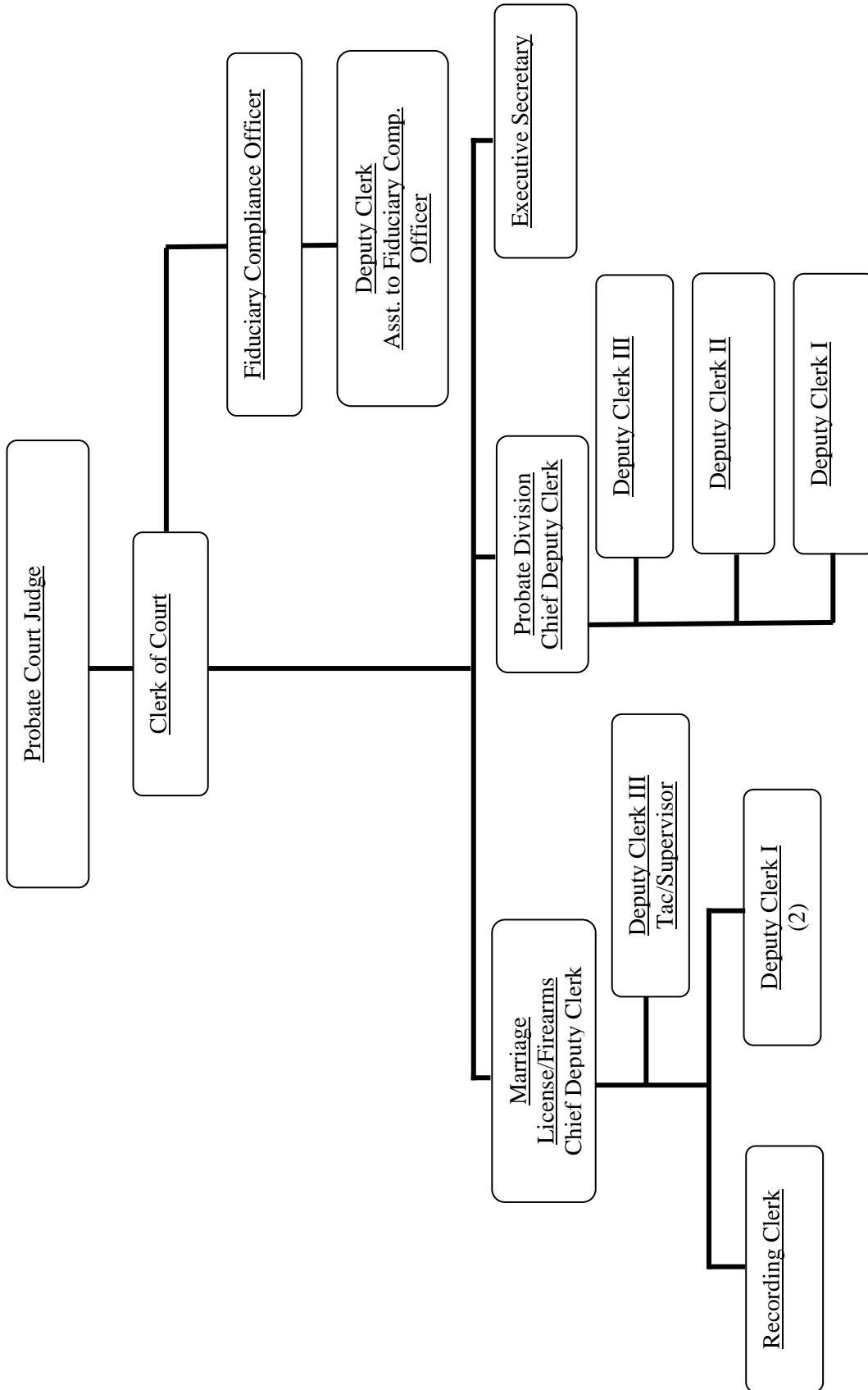
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	29	29	29
Expenditures			
Personal Services	\$ 1,678,554	\$ 1,715,219	\$ 1,668,834
Operating Expenditures	165,976	168,448	155,551
Capital Outlay	17,645	35,439	-
Total	<u>\$ 1,862,175</u>	<u>\$ 1,919,106</u>	<u>\$ 1,824,385</u>

### FY 2011 BUDGET ISSUES

The budget for the Civil/Magistrate Court represents a 2.7% decrease for personal services and a 7.7% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 91.5% is appropriated for personal services and 8.5% for operating expenditures. See appendices for information on capital outlay.

# PROBATE COURT



## PROBATE COURT

### MISSION

It is the Mission of the Probate Court of Bibb County to serve the citizens of this county in an effective, efficient, professional, and courteous manner, as we process all proceedings concerning the estates of decedents, adult and minor guardianships and conservatorships, civil commitments, and all other matters within the jurisdiction of the court; process all applications for licenses issued by this office; and carry out all ministerial and administrative duties assigned to the court by law.

### PROGRAM DESCRIPTION

The Probate Court is the one court with which most citizens will have, at some time, direct or indirect involvement. It is responsible for providing a wide and diverse range of services to the general public and all citizens of Bibb County. The Court has exclusive, original jurisdiction over the probate of wills; the granting of letters testamentary and of administration and the repeal or revocation of same; all controversies in relation to the right of executorship or administration; the sale and disposition of the property belonging to, and the distribution of, deceased persons estates; the appointment and removal of guardians and/or conservators of minors and adult persons who are incapacitated due to mental illness or mental retardation; all controversies as to the right of guardianship; the auditing and passing of returns of all executors, administrators and guardians and conservators; the discharge of former sureties and the requiring of new sureties from administrators and guardians and conservators; the court-ordered assessment, evaluation and treatment of mentally ill persons, alcoholics and drug abusers under Title 37; all other matters and things as appertain or relate to estates of deceased persons and to persons who are incompetent; and all other matters conferred by law. In addition, the Probate Court performs other judicial and ministerial functions, including, but not limited to: maintenance and upkeep of all public records and minutes of proceedings in the Probate Court; acceptance and maintenance of funds, as custodian, for missing heirs and minors without guardians; issuance of marriage licenses; issuance of firearms permits; issuance of residency certificates; issuance of licenses to conduct business by veterans; issuance of permits to perform fireworks displays in public; filling vacancies in certain public offices; administering oaths to public officials; acceptance, approval and recording of bonds of certain public officials; issuance of warrants and holding of commitment hearings.

Additionally, the Probate Court of Bibb County is an Article 6 Probate Court in which the Judge has (and is required by law to have) the same qualifications as a judge in the superior courts. As such, the Probate Court has expanded jurisdiction equivalent to superior courts in *de novo* appeals in other counties and additional concurrent jurisdiction with the Superior Court of Bibb County. Litigants in the Probate Court are entitled to trial by jury and final disposition, with appeal only to the Court of Appeals or the Supreme Court.



## PROBATE COURT

### PROGRAM DESCRIPTION (continued)

The Probate Court maintains an accurate and current recording system for all proceedings and minutes and maintains an accessible record room for the use and benefit of the Court's staff, attorneys and the general public. We utilize and are gaining good experience with Criminal Justice Technology, a relational, manipulative court management and data base software, on a networked system under the supervision of the Information & Technology Department. This allows for instantaneous retrieval of file information, production of reports and indices, and calendaring.

### GOALS

The Probate Court of Bibb County is and expects to continue as one of the best probate courts in this state. The entire staff takes the responsibilities of this office seriously and dedicate themselves to performing in an exemplary and well-above-average manner. It is our collective intent to perform all of the statutory duties incumbent upon probate courts, to do so in an atmosphere of professionalism and congeniality, and to offer the citizens of Bibb County and all others having occasion to enter this court the highest and best level of services. To that end, it is our objective:

- To timely process all petitions and applications in a consistent manner as required by law.
- To conduct all Court matters courteously, efficiently and in full accordance with applicable law, equally, without bias or prejudice, and in a non-partisan manner.
- To issue all licenses and permits properly and promptly, to maintain proper documentation and records thereof, and to furnish reports of same to such governmental and non-governmental agencies as may be required by law.
- To maintain minutes of all court proceedings as required by law, to establish and maintain information systems and statistical data, and to preserve and protect the records of this court in accordance with the State mandated records retention schedules; to maintain as confidential all records exempted from the Open Records Act and to allow public inspection and copying of all records covered by the Open Records Act.
- To properly supervise and monitor, to the extent contemplated and as required by law, temporary administrators, personal representatives, guardians, conservators and trustees; to enforce reporting requirements set by law upon all to whom they may apply; to receive, review and audit the inventories and returns required to be filed with the court; and to assure that bonds with proper sureties and of sufficient amount are maintained in all applicable cases.
- To provide a designated employee, the Probate Court Fiduciary Compliance Officer, to act as liaison between the Court and its other staff and all guardians, conservators, wards, administrators, executors, trustees and other fiduciaries under the jurisdiction of the Court; to audit the returns filed; to receive and investigate complaints made by, on behalf of, or regarding incapacitated adults, including residential visits to nursing facilities and personal care homes; and to receive and respond to inquiries which might otherwise result in a prohibited *ex parte* communication with the judge.

## PROBATE COURT

<b>GOALS (continued)</b>
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- To maintain, secure, audit and distribute custodial accounts; to maintain an accounts receivable and payable system approved by the County Commission and County Auditors; to maintain accurate receipts and financial records; and to timely and properly pay over to the County Treasury, as and when appropriate and in accordance with law, funds collected by the court.
- To operate, maintain and update, with the assistance of the IT Department, a Web site for the Probate Court of Bibb County to provide to the public over the Internet valuable information concerning the Court, its location and hours of operation, its staff and contact information, its jurisdiction, Georgia probate proceedings, license and permit requirements, and other matters of interest, including links to other helpful sites on the Web.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. Establish estates for minors, incapacitated adults, and decedents. Matters concerning mental health and the issuing of firearms and marriage licenses.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Decedent Estate: Administration	140	140	140	145
Decedent Estate: Probate	360	413	400	400
Decedent Estate: Year's Support	40	62	60	60
Decedent Estate: No Admin. Necessary	15	13	13	13
Guardianship: Minor and Incapacitated Adult	200	175	180	180
Leave to Sell or Encumber	20	19	20	20
Citations against Personal Representative/Guardian	10	0	5	5
Misc. Estate/Guardianship Proceedings	600	594	600	600
Estate/Guardian required reports	420	340	360	360
Mental Health/Court Orders to apprehend	30	70	65	65
Marriage Licenses issued	1,300	1,166	1,200	1,200
Firearms Licenses issued	2,200	2,423	2,200	2,200

**2. Apply and resolve issues concerning estates, guardianships, mental health and the issuing of licenses.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Total Case Load	5,335	5,415	5,243	5,248

## PROBATE COURT

### OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)

#### 3. Collect and disburse appropriate costs and fees as required.

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Court Operations-Court Cost Collected	\$ 246,000	\$ 246,409	\$ 209,527	\$ 210,000
Miscellaneous Fees-Designated Funds	88,000	48,054	40,531	42,000
Total funds disbursed	<u>\$ 334,000</u>	<u>\$ 294,463</u>	<u>\$ 250,058</u>	<u>\$ 252,000</u>

### FY 2010 ACCOMPLISHMENTS

The Probate Court is achieving its goals and objectives for fiscal year 2010. The Probate Court of Bibb County continues to be one of the best probate courts in this State and enjoys a reputation as such. The Judge and staff of this Court are consulted often by judges and clerks from other counties, seeking our assistance and recommendations on matters of probate law, office operations, and the use of technology.

The Probate Court continues to use technology in the court's operations. The implementation and use of technology have allowed us to continue to operate effectively and efficiently without an increase in the staffing level. We have begun scanning all records of the Court, creating an electronic file as the "recorded" record for all new cases. As time and staffing permits, we also scan older records. By recording all matters on electronic media, we will be able to provide public access to files and documents at computer terminals. Finally, as the technology is advanced and security is assured, public records will become available over the Internet.

We have installed an electronic fingerprint scanner in the License Division, which now allows us to fingerprint most firearms license applicants electronically. The fingerprints are then transmitted electronically to the GBI, which transmits them to the FBI. When scanned prints are used, the turnaround time for the receipt back of the criminal/mental records has been reduced from 3 – 6 months to a matter of days.

The Judge and staff continue to timely process all petitions and applications in a consistent manner, properly and promptly issue all licenses and permits, and efficiently and courteously conduct all court matters.

The staff of the Probate Court attends annual training sessions (with one-half of the staff attending each of two sessions) offered through the Institute for Continuing Judicial Education. These classes offer updates on matters of probate law, review legislation-affecting probate courts and probate law

## PROBATE COURT

<b>FY 2010 ACCOMPLISHMENTS (continued)</b>
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passed during the most recent session of the General Assembly, review changes to any of the Georgia Probate Court Standard Forms, and serve to allow probate court clerks to share and compare office procedures and methods. Judge Self and Sherri Lanford, Clerk, often serve as faculty for these sessions.

The Probate Court maintains and offers to the public a series of pamphlets authored by Judge Self on probate court issues. These are: "Alternatives to Guardianship," "Proceeding Pro Se in Probate Court," "Georgia Probate Proceedings," and "Georgia Probate Courts." Additionally, we provide to every executor or administrator not represented by counsel a copy of a brochure entitled "Duties of Personal Representatives of Decedents' Estates in Georgia" and to every guardian and conservator a copy of, as appropriate, a "Handbook for Guardians and Conservators of Adults in Georgia" or a "Handbook for Conservators for Minors in Georgia," (both authored by Judge Self).

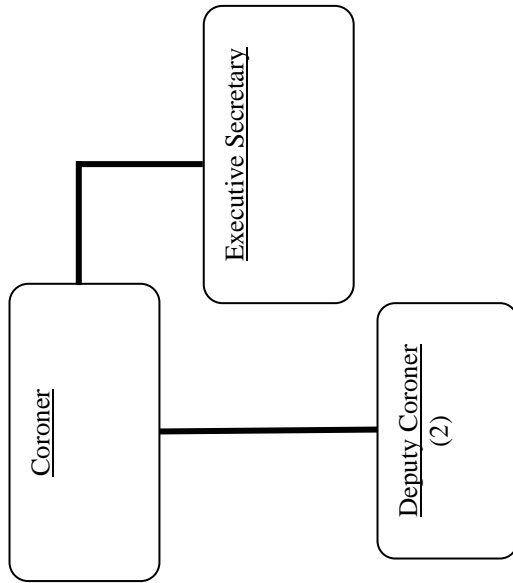
<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	14	14	14
Expenditures			
Personal Services	\$ 816,985	\$ 823,355	\$ 809,356
Operating Expenditures	37,759	59,897	55,045
Capital Outlay	2,573	1,396	-
Total	\$ 857,317	\$ 884,648	\$ 864,401

<b>FY 2011 BUDGET ISSUES</b>
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The budget for Probate Court represents a 1.7% decrease for personal services and an 8.1% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 93.6% is appropriated for personal services and 6.4% for operating expenditures. See appendices for information on capital outlay.

**CORONER'S OFFICE**



## **CORONER'S OFFICE**

### **MISSION**

To provide investigations into all deaths requiring a public inquiry, and to determine and record the cause and manner of death in order to affix responsibility and protect public health and safety.

### **PROGRAM DESCRIPTION**

The Coroner's Office is responsible for the accurate recording of Coroner's cases for Bibb County and, in some cases, adjoining counties. Also, it is responsible for the complete investigation of suicides, homicides and accidents, which includes visiting the site, taking pictures, drawing diagrams, talking with witnesses and law enforcement personnel and documenting all findings. The responsibility of personal notification of next of kin is also included. Files are maintained on each case, including personal information on the decedent, along with other pertinent information, such as autopsy reports, medical reports, law enforcement reports, death certification copies, newspaper reports, etc.

The Coroner conducts inquests and reviews evidence that may be relevant to the case and subsequent trial. An inquest is a hearing in which the public and other interested parties (Courts, D.A.'s Office, families, etc.) are able to learn where and how the decedent died. The inquest has the power of judicial review and of questioning suspects. The Coroner may recommend to the District Attorney arrest or detainment based on the outcome of the inquest. This Coroner's Office is unique in respect to other Coroners in that we continue to study why some deaths occur, how they might be prevented in the future, and how steps can be taken to implement changes.

### **GOALS**

- To not only keep efficient, accurate death records and statistical material through computerization of records, but also to carry on complete investigations of all suspected deaths in which individuals are not being cared for by a physician.
- There seems to be an ever-growing influence of drugs and drug-related crimes and deaths, thus making it more and more important for the Coroner's Office to be made up of well-trained, educated individuals who are dedicated to investigating all suspected deaths and completing acceptable reports, as well as working with law enforcement agencies, the District Attorney's Office and Child Abuse Protocol Committee in studying the facts having to do with all deaths as to their cause and manner. It continues to be very important that everyone in this office attend Educational Seminars to keep abreast of the new advances in Death Investigation.
- Although the death rate has increased approximately 200 cases since 2004, the Coroner's budget has not increased significantly. This is due to efficient computerized record keeping and well trained investigators.

## CORONER'S OFFICE

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide necessary investigative services.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Cases Reported	1,000	936	1,000	1,000
Inquests	3	-	3	3

Note: Number of cases is based on a calendar year.

**2. To promote juvenile awareness of the dangers of drinking and driving through the utilization of community education opportunities.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Speaking at schools and other organizations	2000+	2000+	2000+	2000+

**3. To provide well-trained, educated individuals who are dedicated to performing investigative duties in an efficient, effective manner.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Training attended (hours)	200	220	240	250

<b>FY 2010 ACCOMPLISHMENTS</b>
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- We have accomplished our tasks of obtaining death records and nationwide statistical data through computerization. Our goal has been reached with the Georgia Police Academy in developing an up-to-date base of statistical information statewide and to tie into statewide communications to keep abreast of new developments and strategies in the study of death investigations.
- In the area of death prevention, the Coroner's Office continues to take an active part in finding danger areas in Bibb County. Communication is maintained with elected officials and the Department of Transportation to increase awareness of Bibb County's needs.
- The Coroner's Office continues to work closely with the Judicial System and with Law Enforcement Officials, and the U.S. Attorney's Office to prevent juvenile killings and ways to keep juvenile offenders out of the State Prison System.
- The Coroner's Office works with the Bibb County School System and other Civic Organizations, by providing speakers for programs, such as Drinking and Driving, Gun Safety and Drug Prevention.

**CORONER'S OFFICE**

**AUTHORIZED POSITIONS AND EXPENDITURES**

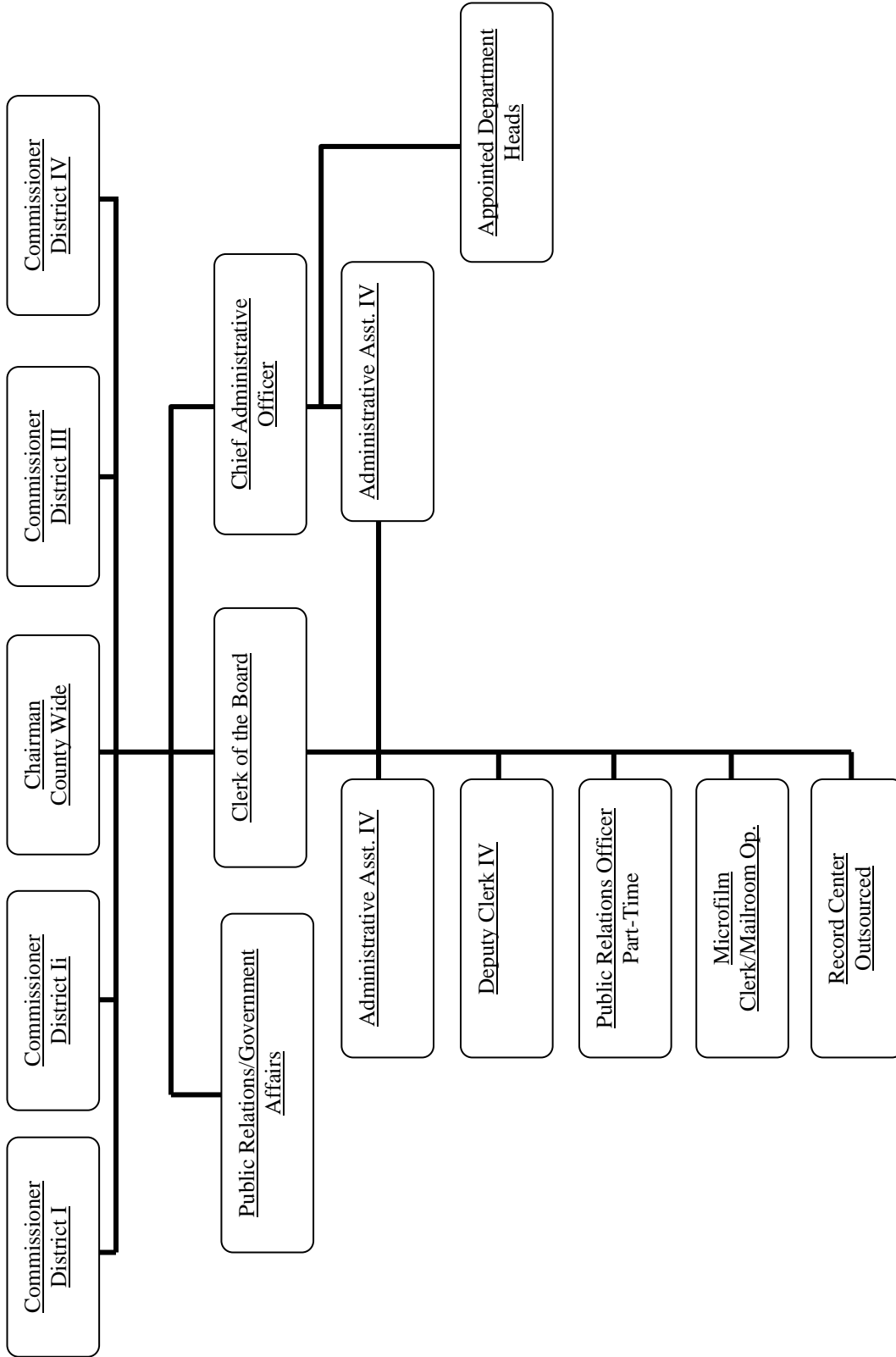
	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Authorized Positions	4	4	4
Expenditures			
Personal Services	\$ 229,557	\$ 241,677	\$ 244,700
Operating Expenditures	48,459	57,900	60,450
Capital Outlay	2,996	520	-
Total	<u>\$ 281,012</u>	<u>\$ 300,097</u>	<u>\$ 305,150</u>

**FY 2011 BUDGET ISSUES**

The budget for the Coroner's Office represents a 1.3% increase for personal services and a 4.4% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 80.2% is appropriated for personal services and 19.8% for operating expenditures. See appendices for information on capital outlay.



# BOARD OF COMMISSIONERS



## **BOARD OF COMMISSIONERS**

### **MISSION**

To exercise the powers, duties and responsibilities vested in and imposed upon it as the duly constituted governing authority of Bibb County.

### **PROGRAM DESCRIPTION**

The Board of Commissioners of Bibb County consists of five (5) elected officials, with four Commissioners representative of their resident district (District 1, District 2, District 3, and District 4) and a part-time Chairman elected Countywide. The Board is responsible for devising and establishing policies for the County government, which are designed for the benefit of all citizens of Bibb County.

The Board operates under a committee form of government with each of the four (4) District Commissioners serving as Chairman of one of the following committees: Finance, Tax & Revenue; Engineering/Public Works; Human Resources and Information Services; and Properties. Other committees that the Commissioners either chair or serve as a member include: License & Tax; Ordinances and Resolutions; Risk Management and Public Safety, and Tobesofkee. The Chairman is an ex-officio member of all committees. The committees establish policies, subject to approval of the full Board. Policies are then implemented by the departments' personnel. Striving to improve the quality of life for all Bibb County citizens, the Board establishes immediate and long-range goals and projects and makes available all such public information necessary to enable their constituency to better understand the operation of County government. All Commissioners strive to perform their duties in an efficient, prudent and economical manner.

### **GOALS**

- Establish policies and continue funding for basic services that are in the best interest of Bibb County, as well as approve funding for those programs that enhance the quality of life that people desire and are willing to finance.
- Establish, by ordinance or resolution, rules and regulations respecting persons or property and all other matters deemed requisite and proper for the security, welfare, and health of the people of Bibb County.
- Review and adopt the County FY 2011 Budget on or before June 30, 2010.
- Under the direction of the Board, staff will work with departments to resolve citizen complaints efficiently and effectively.
- The Chief Administrative Officer will continue to keep the Board apprised of any problems, as well as possible solutions, so as to minimize the effects on County government and the citizens of Bibb County.

**BOARD OF COMMISSIONERS**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

**1. To monitor the administration of public policy and provide a mechanism for communicating policy to the citizenry.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Commission Meetings	24	23	24	24
Work Sessions (Committee Meetings)	192	103	140	140
Miscellaneous Meetings	500	419	500	500

**2. To address concerns raised by the citizenry.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Public Hearings	5	2	3	3

**FY 2010 ACCOMPLISHMENTS**

- Chairman Samuel F. Hart, Sr's **THINK COMMUNITY** initiative has been successful with three committees meeting regularly to address the areas identified as major needs for our community. Public Safety, Government Efficiency, and Image and Perception committees have completed in-depth studies in these critical areas. A follow-up retreat is scheduled for March 2010.
- As a result of the renewed interest in government efficiency, Chairman Sam Hart and Mayor Robert Reichert meet on a regular basis to facilitate a dialogue on issues.
- The Middle Georgia Regional Commission, the City of Macon's Chief Administrative Officer, Bibb County's Chief Administrative Officer, along with finance directors from both entities are meeting regularly to implement a Service Delivery Strategy.
- Ordinances have been passed by both City and County governments to consolidate Animal Control Services.
- Other departments have been targeted for consolidation including Engineering, Human Resources, Purchasing and Recreation.
- Last year ordinances were adopted to assist in clearing titles of 300+ properties in Bibb County. Most had absentee or deceased owners. The CAO coordinated an innovative procedure, using the services of a local attorney and a local auction firm. The auction was successful in disposing all of the properties and recovering \$70,000 after expenses. The real benefit is returning the properties to the tax rolls as well as creating a local economic stimulus as the new property owners improved the properties purchased and some even built houses on the formerly abandoned real estate.
- Local ordinances were strengthened this past year to assist in demolition of unsafe and abandoned houses. Challenges before the Board this year are to find funding to implement these ordinances.

## BOARD OF COMMISSIONERS

### FY 2010 ACCOMPLISHMENTS (continued)

- After a Court Order from local Judges concerning the safety and security of the existing Courthouse, the Commission employed a firm to evaluate the existing Courthouse and review potential sites. The result was a recommendation to build a new Courthouse on the Mulberry Street site, renovate the existing Courthouse, build a parking facility and eventually develop a Juvenile Judicial Center on the Oglethorpe Street site. The estimated cost is \$83,573,592.
- The property tax revaluation was completed within the 5% goal. For the first time in several years, Bibb County was not fined for its valuation.
- Bibb County's GREEN TEAM continues its work with emphasis on employee and departmental energy efficiency measures. Many simple operational changes have resulted in significant money savings. Bibb County competed in a NACO survey, placing 7<sup>th</sup> in the nation in the "CHANGE THE WORLD, START WITH ENERGY STAR" competition and 5<sup>th</sup> place in the "DRIVE SMARTER CHALLENGE." The Green Team has expanded membership and is making great strides in its Mission Statement of "*employees working together to preserve our environment, conserve energy, promote eco-friendly products and create public awareness to build a better future for Bibb County.*"
- While the Mother's Day Tornadoes of 2008 caused tremendous damage, the devastation brought renewed interest in Lake Tobesofkee. The Commission hired a company to complete a Master Plan for the entire park area. With insurance proceeds and FEMA funding, bathhouses at Sandy Beach, the Campground and Pavilion at Claystone Park have been rebuilt.
- Courthouse renovations are nearing completion. Lighting retrofits have exceeded the payback expectation. New windows, new roof and new doors are all energy efficient and will reap benefits in energy savings over the years.
- The Commission endorsed an additional one cent Hotel-Motel Tax to help fund the Georgia Music and Sports Halls of Fame and the Douglass Theatre. Bibb County, as a partner of the Macon Economic Development Commission (MEDC) and the Macon-Bibb County Industrial Authority, has played an integral role in economic development in Bibb County. Since 2004, 4,042 new jobs with more than \$629 million in new investments and over 5 million square feet of space have been added to our economic development inventory. The most recent announcement that Bombardier will assume the operation and ownership of the former ASA Airline attests to efforts to not only acquire new industry but to maintain existing operations.

**BOARD OF COMMISSIONERS**

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>7</u>	<u>7</u>	<u>7</u>
Expenditures			
Personal Services	\$ 630,938	\$ 629,994	\$ 640,850
Operating Expenditures	131,536	203,458	334,080
Capital Outlay	2,475,809	703,614	-
Total	<u>\$ 3,238,283</u>	<u>\$ 1,537,066</u>	<u>\$ 974,930</u>

**FY 2011 BUDGET ISSUES**

The budget for Board of Commissioners represents a 1.7% increase for personal services and a 64.2% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 65.7% is appropriated for personal services and 34.3% for operating expenditures. See appendices for information on capital outlay.

## **RECORDS MANAGEMENT PROGRAM**

### **MISSION**

To provide responsive, comprehensive and quality services in the area of records management in order to assist department heads, elected officials and the general public in accessing information.

### **PROGRAM DESCRIPTION**

Bibb County's Records Management Program began operations in April of 1994. Prior to this date, the County stored its records at a private storage facility that provided records retrieval and storage service only. The County was charged based on the number of cubic feet in storage plus retrieval fees. As cubic feet and retrieval activity increased, due to normal record growth, the cost of this service became prohibitive. These concerns prompted Bibb County officials to implement an in-house Records Management Program that would maximize Records Center efficiency and provide a wider range of services for less cost.

The Records Center is located approximately one mile from the Bibb County Courthouse and is closed to the general public. The program provides record storage, retrieval and delivery, destruction, and departmental consultation on records management issues. Inactive records are stored for a legal retention period based on approved State Retention Schedules that are in concurrence with federal, state, and local laws. When records enter the Records Center for storage, a retention period is assigned using the common retention schedules for county governments. After records have met their legal retention requirements and the department head approves destruction, the records are shredded by an outside document management company. This systematic destruction of records saves valuable County resources by reducing the need for added storage facilities and additional time spent to process unneeded records.

The records that have not met their retention requirements are stored on movable shelving units that are operated electrically. Records are stored in one cubic foot boxes that are accessed using box numbers and shelf location numbers that are linked to a computer database. The database can sort using the box number, location number, description, or destruction date.

For reference requests, records can be viewed at the Records Center or records can be delivered to the requestor. To ensure security, only Bibb County departmental requests are accepted for record reference. Urgent record requests can be delivered in approximately 20-30 minutes. The program is very flexible to the service needs of County departments as well as the Courts. In addition, the Records Management Contractor is available to consult with any department to enhance departmental operations.

## RECORDS MANAGEMENT PROGRAM

### GOALS

- To provide the efficient storage, retrieval, and delivery of records.
- To carry out the destruction of records which have met their legal retention requirements in conjunction with a signature approval of the department head.
- To provide departmental guidance on records management operations and issues.
- To utilize micrographics, scanning and other records management technologies based on administrative and historical need.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

**1. To provide efficient records management services.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Capacity - Cubic Feet	10,000	10,000	10,000	10,000
Record Requests	2,000	843	1,000	1,500
Re-Files	1,000	506	1,000	1,500
Interfiles	250	266	350	350
Boxes Transferred	1,200	733	850	1,075

**2. To purge old files to free storage space.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Cubic Feet Destroyed	900	1,268	1,500	2,000

### FY 2010 ACCOMPLISHMENTS

The Bibb County Records Management Program is nearing the end of its 16th fiscal year of operation. FY 2010 has been a productive year for the program with more than 1200 cubic feet of records being transferred to the Records Center.

All record requests, deliveries, re-files, and interfiles are conducted as quickly and efficiently as possible. All transactions are fully documented to provide organization to the above activities. A retention period is assigned to all new record transfers and records are routed for destruction once this period is met. All boxes are labeled to show the box number and the corresponding

**RECORDS MANAGEMENT PROGRAM**

**FY 2010 ACCOMPLISHMENTS (continued)**

shelf location number. Box labeling decreases the chance of box misplacement. All boxes and book series are organized and are on a computer database for quick access and analysis.

The Records Management Center will continue to pursue all avenues toward an efficient and effective Records Management Program for the benefit of the citizens of Bibb County.

The primary focus of the Microfilm division is to produce quality microfilm for the security and preservation of Bibb County records. State Court, Civil Court, and Juvenile Court all utilize the Microfilm Office. After departments film their records, the microfilm clerk then sends the film off for processing, testing, and ultimately stores the microfilm in a climate-controlled vault for the above-mentioned user groups. A copy of the film is also stored in the State of Georgia Archives facility in Atlanta, Georgia, as an extra precaution against record loss. The film is available for viewing and/or printing by employees and the public. The centralized microfilm operation provides Bibb County with the required microfilm quality-control measures and economy of scale benefits. All equipment is in one area and periodic maintenance provides for quality microfilm. The Division is committed to the preservation of Bibb County’s records with quality filming, processing, and inspection procedures.

**AUTHORIZED POSITIONS AND EXPENDITURES**

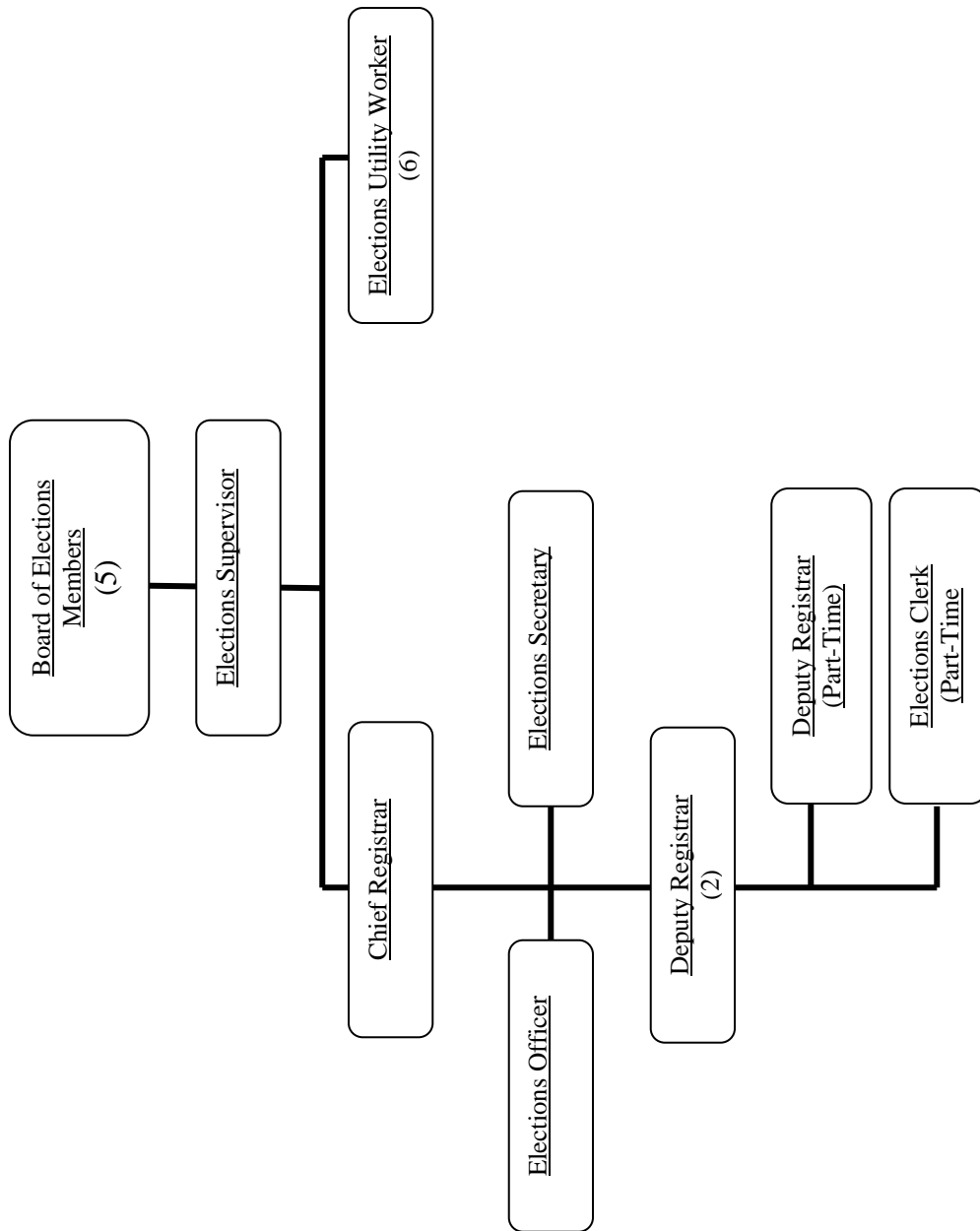
	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Expenditures			
Operating Expenditures	\$ 69,834	\$ 68,450	\$ 68,520
Capital Outlay	-	-	-
Total	<u>\$ 69,834</u>	<u>\$ 68,450</u>	<u>\$ 68,520</u>

**FY 2011 BUDGET ISSUES**

The budget for Records Management represents a 0.1% increase from FY 2010. See appendices for information on capital outlay.



# BOARD OF ELECTIONS



## **BOARD OF ELECTIONS**

### **MISSION**

To provide access to the electoral process for citizens and candidates.

### **PROGRAM DESCRIPTION**

The Registration Section provides satellite voter registration locations, as well as the main office, for the residents of Bibb County and the City of Macon to register to vote. The Section also maintains a current voter registration list, updating it as necessary by removing unqualified voters, convicted felons, incapacitated adults, deceased persons, and persons who have moved out of the County/State. The voter list is available, at a cost, to anyone using the information for campaign purposes. Individual voter precinct cards are provided to each voter and certified copies of voter data is available at a cost. We are now equipped to supply a voter picture ID (VIC) at no cost to the voter. Absentee ballots are prepared and mailed to those who qualify to receive an absentee ballot by mail. Voters are now allowed to vote by "Early/Advance Voting" in our main office 45 days before each election cycle without meeting any requirements. Voting precincts are divided to accommodate population growth and new voting locations are found for voter convenience. Election districts are re-drawn after census and legislative changes and all involved voters are notified. There is a constant review to assure that each voter is correctly assigned to the proper precinct and to all election districts which represent that voter. Mass mailings of "Non-Contact" confirmation notices are mailed in the odd numbered year; "National Change of Address (NCOA)" confirmation notices are mailed twice each year to ensure up-to-date voter records. Voters that have been in the "inactive" status in the State system for at least two general elections are placed in the "deleted" status. In March of each year, a list of each voter put in this status is supplied to us, at which time the voter registration cards are pulled from the active file and re-filed in the deleted file.

The Elections Section conducts all Federal, State, County, City and Special Elections for Bibb County, the City of Macon, and Payne City. All voting equipment is purchased, inventoried, charged, cleaned, and stored according to applicable Federal and State laws. Logic and Accuracy testing is conducted on each DRE Touch Screen Unit and Express Poll Unit utilized in each election. Downloading and programming of the number of memory cards and flash cards required is conducted before each election. Bulk upload of absentee voters onto Express Poll flash cards is performed before each election. Poll workers are recruited, trained, and paid for their services. Official notices, voter information, and U.S. Justice Department submissions are provided for each election. Qualifications of candidates are scheduled, announced, and received. Campaign filing reports are received and assistance is provided to assure they are correct and timely. Elections are officially certified with the Secretary of State and stored in compliance with State laws. Election results are made available for news media and the public by hard copy or it may be viewed on the county website.

## BOARD OF ELECTIONS

### GOALS

- To order and prepare all required election supplies for the 7/20/10 General Primary, 8/10/10 Runoff, 11/2/10 General, 11/30/10 Runoff, and the July 2011 City Primary Elections.
- To proof the election program built by Kennesaw State University and make sure any errors found are corrected before the program is shipped to this office for uploading into the GEMS System before each election.
- To proof the absentee paper ballot for accuracy and make sure any errors are corrected before ballots are printed for the elections and shipped to this office.
- To program memory cards and assign flash cards required for the elections, keeping us in compliance with O.C.G.A. §183-1-12.02.
- To conduct logic and accuracy testing of touch screen units for the elections, keeping us in compliance with O.C.G.A. §183.1.12.02.
- To conduct logic and accuracy testing of the express poll units for the elections.
- To conduct poll workers training before the elections, targeting attendance of 100% which will keep us in compliance with O.C.G.A., §21-2-99.
- To conduct voter education of the touch screen units before the elections in compliance with State laws and regulations.
- To have the absentee ballots available in the office 45 days before the elections, keeping us in compliance with O.C.G.A. §21-2-384 (a).
- To train temporary office staff required to assist with the “Early/Advance” voters.
- To mail out, assist to prepare, to receive and inspect Financial Disclosure Statement reports from public officers.
- To mail out, assist to prepare, to receive and inspect Campaign Contribution Disclosure Reports from public officers.
- To register, delete, change names and/or addresses for 16,204 persons, which amounts to 20% of 82,081 active registered voters.
- To receive and process death notices, felony convictions, and judgments of mental incapacity on a monthly basis when reports are provided by the Secretary of States office.
- To make contact (by fax) quarterly, with 13 high schools (public and private), Mercer University, Macon College, Wesleyan College, and the Central Georgia Technical College to ensure that voter registration is being conducted in the schools as prescribed by law. (O.C.G.A. §21-2-215{g}).
- To complete the mailing of 8,870 National Change of Address (NCOA) Confirmation Notices due to be mailed twice yearly, 3,000 Non-Contact Notices mailed in each odd numbered year, and process changes generated by the notices returned.
- To scan each voter registration card into a county program. This process will make signatures of voters more readily available for comparison to voter’s signature on the absentee ballot application and the “Oath of Elector” on the absentee envelope as required in O.C.G.A. 21-2-386(a)(1)(A).

## BOARD OF ELECTIONS

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To conduct scheduled elections in accordance with state and federal laws.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Elections conducted	3	4	1	4
Campaign/Financial disclosures received	174	154	88	96
New voters registered	9,775	9,535	4,453	2,969
Produce Master Voter List	340,294	162,613	94,000	328,324

**2. To monitor compliance of election procedures with state and federal laws.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Programming of Memory Cards	1,181	1,043	381	1,050
Program Encoders & Flash Cards	328	378	84	378
Logic & Accuracy Testing on Voting Booths & Express Poll Units	876	1,421	465	850
Certification of Poll Workers	1,005	691	500	650

**3. To provide an efficient process for voters.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Maintenance on Voting Booths and Express Poll Units	876	876	465	76
Training Sessions for Poll Workers	34	26	20	18
Annual Mass Mailings/NCOA/ & No Contact	11,000	7,737	11,870	7,500
Weekly Voter ID Cards	12,000	25,492	18,248	13,150

**4. To receive and process voter information and election results in an efficient and timely manner.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Enter Absentee Voters	48,627	50,310	10,126	45,000
Data Entry Transactions	22,658	16,850	16,204	16,500
District & Precinct Changes	8,284	4,012	2,000	2,000
Annual Transfer of Voters from Inactive To Delete Status	5,091	3,266	5,000	3,500

## BOARD OF ELECTIONS

### FY 2010 ACCOMPLISHMENTS

- The election held in this year was the November 3, 2009 Special SPLOST Election for the Bibb County Board of Education.
- Ordered and prepared all required election supplies by the Friday before the election.
- Proofed and approved the programs built by Kennesaw State University for the election.
- Proofed and approved the absentee paper ballot produced by the printer before the election.
- Conducted logic and accuracy testing on 381 touch screen units for the election.
- Conducted logic and accuracy testing and conducted Bulk upload of voter history into 84 Express Poll Units.
- Conducted training for 164 poll workers for the election.
- Had all required precinct locations operational on the Election Day between the hours of 7:00 AM and 7:00 PM in compliance with all Federal/State/City laws and regulations.
- Completed the official list of registered voters for the election held.
- Had absentee ballots available in the office 21 days and conducted Early/Advance voting before the election.
- Mailed out, assisted to prepare, received and inspected 88 Financial Disclosure Statements and Campaign Contribution Disclosure Reports.
- Registered, deleted, changed names and/or addresses for 16,850 persons which amounts to 21% of 82,081 active registered voters.
- Received and processed death notices, felony convictions and judgments of mental incapacity on a monthly basis when reports are provided by the Secretary of States office.
- Contacted (by fax) quarterly, 13 high schools (public and private), and local colleges, to ensure that voter registration had been conducted in the educational institutions as prescribed by law. (O.C.G.A. §21-2-215{g}).
- Completed the mailing of 1,769 NCOA Confirmation notices and processed all changes generated by the returned notices.
- Processed 594 Early/Advance voters in our main office.
- Scanned 35,971 voter registration cards into a county program.

## BOARD OF ELECTIONS

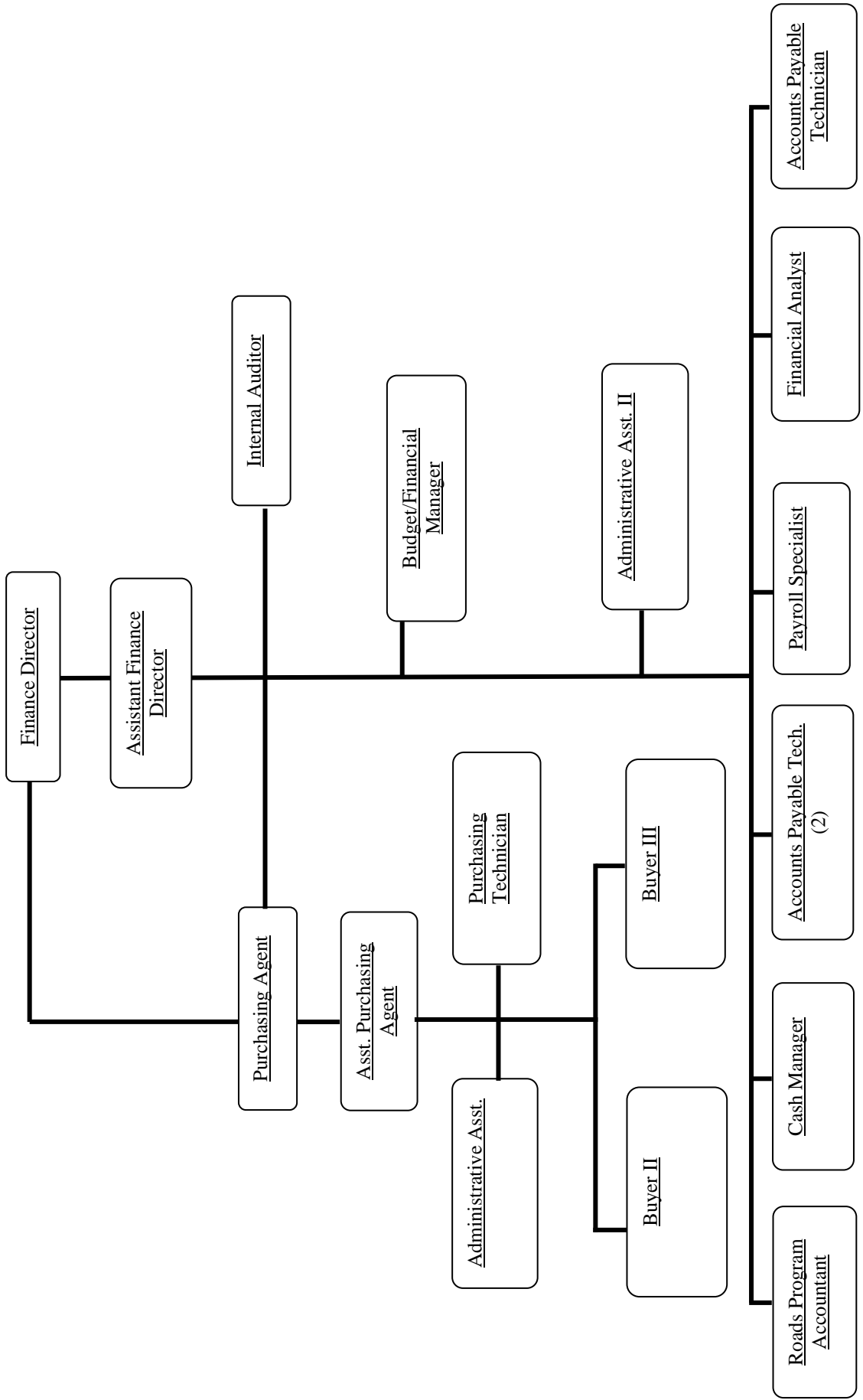
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>6</u>	<u>6</u>	<u>6</u>
Expenditures			
Personal Services	\$ 320,367	\$ 343,695	\$ 387,751
Operating Expenditures	449,141	275,260	396,301
Capital Outlay	<u>37,347</u>	<u>8,516</u>	<u>-</u>
Total	<u>\$ 806,855</u>	<u>\$ 627,471</u>	<u>\$ 784,052</u>

### FY 2011 BUDGET ISSUES

The budget for Board of Elections represents a 12.8% increase for personal services and a 44.0% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 49.5% is appropriated for personal services and 50.5% for operating expenditures. See appendices for information on capital outlay.

# FINANCE



## **FINANCE DEPARTMENT**

### **MISSION**

To manage the fiscal affairs of Bibb County on behalf of its citizens and the Board of Commissioners and to prepare, monitor, analyze and implement a sound financial plan for balancing projected revenues with proposed expenditures in order to maintain fiscal integrity and accountability and to support effective decision making.

### **PROGRAM DESCRIPTION**

The Bibb County Finance Department, under the direction of the Finance Director, is responsible for all financial, purchasing and internal auditing services required by the entire County government. The responsibilities of the department specifically include: measuring and reporting on financial position, financial stability, financial liquidity, financial growth, projecting and managing revenues, projecting and monitoring expenditures, payroll preparation, planning for the short- and long-term financial needs of the County and administering the purchasing policies and procedures of Bibb County. Additionally, Finance is responsible for managing the County debt, and providing accurate, relevant financial/operational information to the various County departments. The County's internal audit program is also a division of the Finance Office. Not only does the Finance Department serve the needs of other County departments, but it also serves the Board of Commissioners and the general public. The department operates under established management principles and adheres to generally accepted accounting principles (GAAP).

### **GOALS**

- Coordinate the FY 2011 County budget process, beginning March 1, 2010.
- Produce the FY 2011 Budget Document and submit to GFOA for consideration of FY 2011 Budget Award by October 30, 2010.
- Coordinate and complete FY 2010 closeout process by September 1, 2010.
- Work with auditors in completing the FY 2010 Audit by November 30, 2010.
- Monitor FY 2011 budgeted expenditures & revenue collections throughout FY 2011.
- Increase the professional background of the Finance and Purchasing staff through professional training seminars to be offered throughout FY 2011.
- Accountability and control of centralized purchasing in order to obtain the best product at the best price for all County departments operating within a budget.
- Give all vendors equal opportunity to do business with Bibb County.
- Coordinate specifications and source of supply library on equipment and services for utilization by County departments and purchasing staff.



**FINANCE DEPARTMENT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide timely and accurate financial information to the Board of Commissioners and County Administration, thereby enhancing decision making and promoting long-term integrity.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Budget Revisions	900	905	950	980
Bank Reconciliations	276	232	240	235
Fund Transfers	240	280	260	250
Journal Transactions	54,000	56,611	56,700	56,800
Monthly interim financial reports	84	100	120	120

**2. To prepare for a successful and timely year-end audit and production of the Comprehensive Annual Financial Report with Single Audit Report.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Completed within 180 days	Yes	Yes	Yes	Yes
Unqualified Opinion	Yes	Yes	Yes	Yes
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
Number of consecutive years Bibb County has earned certificate	26	26	27	28
Total Federal Dollars of Grants Maintained	\$ 1,324,051	\$ 1,324,051	\$ 1,094,548	\$ 550,000

**3. To prepare Annual Budget Document for submission.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Completed by October 30th	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes
Number of consecutive years Bibb County has earned award	20	20	21	22

**FINANCE DEPARTMENT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**4. To maintain a superior bond rating.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
GO Bond Rating: General Obligation Debt				
Standard & Poor's	AA	AA	AA	AA
Moody's Investor's Service	Aa-3	Aa-3	Aa-3	Aa-3

**5. To coordinate an accurate and timely payroll for the Bibb County workforce and retirees and remittance of all third party deductions and withholdings within stated guidelines and standards.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Paychecks Issued	27,853	28,668	26,808	27,076
% Payroll meeting deadlines	100%	100%	100%	100%
Pension benefit checks issued	3,893	3,888	3,945	3,984
% Pension benefit checks meeting deadlines	100%	100%	100%	100%
Tax deposits processed	140	153	145	145
% Tax deposits processed within guidelines	100%	100%	100%	100%

**6. To efficiently process purchasing requests.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Automated A/P Checks Issued	16,000	15,180	15,400	15,500
Requisitions Processed	5,000	4,891	4,800	5,000
Term Contract Bids Let	36	36	40	40
Sealed/Written Bids	75	68	50	60
Purchase Orders Issued	5,000	4,902	4,800	5,000
Purchasing Card Transactions	1,500	1,653	1,500	1,500

<b>FY 2010 ACCOMPLISHMENTS</b>
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- The County received the "Certificate of Achievement for Excellence in Financial Reporting" award for the FY 2009 Audited Financial Statements.
- The County received the "Distinguished Budget Presentation" award for the FY 2010 budget document.

**FINANCE DEPARTMENT**

**FY 2010 ACCOMPLISHMENTS (continued)**

- Completed a 6-month update for Board of Commissioners as of December 31, 2009.
- Completed and submitted annual billing to City of Macon for Inmate Housing at the Bibb County Corrections Facility.
- Made the June 30, 2009 Comprehensive Annual Financial Report and the June 30, 2010 Annual Budget Document available on the Finance Department's website.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>FINANCE OFFICE</b>			
Authorized Positions	11	12	12
Expenditures			
Personal Services	\$ 897,491	\$ 931,564	\$ 949,300
Operating Expenditures	39,775	51,185	52,510
Capital Outlay	-	-	-
Total	<u>\$ 937,266</u>	<u>\$ 982,749</u>	<u>\$ 1,001,810</u>
<b>PURCHASING</b>			
Authorized Positions	6	6	6
Expenditures			
Personal Services	\$ 361,659	\$ 380,052	\$ 380,300
Operating Expenditures	16,707	23,650	20,450
Capital Outlay	-	-	-
Total	<u>\$ 378,366</u>	<u>\$ 403,702</u>	<u>\$ 400,750</u>

## **FINANCE DEPARTMENT**

### **FY 2011 BUDGET ISSUES**

The budget of the Finance Office represents a 1.9% increase for personal services and a 2.6% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 94.8% is appropriated for personal services and 5.2% for operating expenditures. See appendices for information on capital outlay.

The budget for the Purchasing Office represents a 0.1% increase for personal services and a 13.5% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 94.9% is appropriated for personal services and 5.1% for operating expenditures. See appendices for information on capital outlay.

## GENERAL SERVICES

### MISSION

To provide quality postal processing services to Bibb County employees, operating departments and elected officials in order to facilitate the provision of services to the public.

### PROGRAM DESCRIPTION

General Services is responsible for the mailroom and the processing of all County government correspondence to include proper postage and packaging for pickup by a pre-sort company. By using Pre-Sort, the County saves approximately two cents per letter.

### GOALS

- Continue to encourage all departments to use Pre-Sort mailing, and giving instructions to department personnel regarding the procedures for using pre-sort mailing when applicable.
- Continue operating the DM 1000 Automatic Mail Machine with Budget Manager, producing monthly reports as required.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To provide cost-efficient, effective postal services to County employees, departments and elected officials.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Presort Mail	134,057	94,060	67,200	158,000
Regular Mail	142,574	70,432	50,338	118,000

## GENERAL SERVICES

### FY 2010 ACCOMPLISHMENTS

- Membership in the Postal Council Commission has broadened the base of knowledge of available postal methods and services. Established daily log of user departments to encourage the advantages of pre-sort mailing.
- The installation of the DM 1000 Automatic Mail Machine with Budget Manager mail system eliminates the individual price weighing by user department personnel, saving the departments' employee time spent daily in the mailroom. The daily and monthly reports produced by the system furnish departments' current postage used.

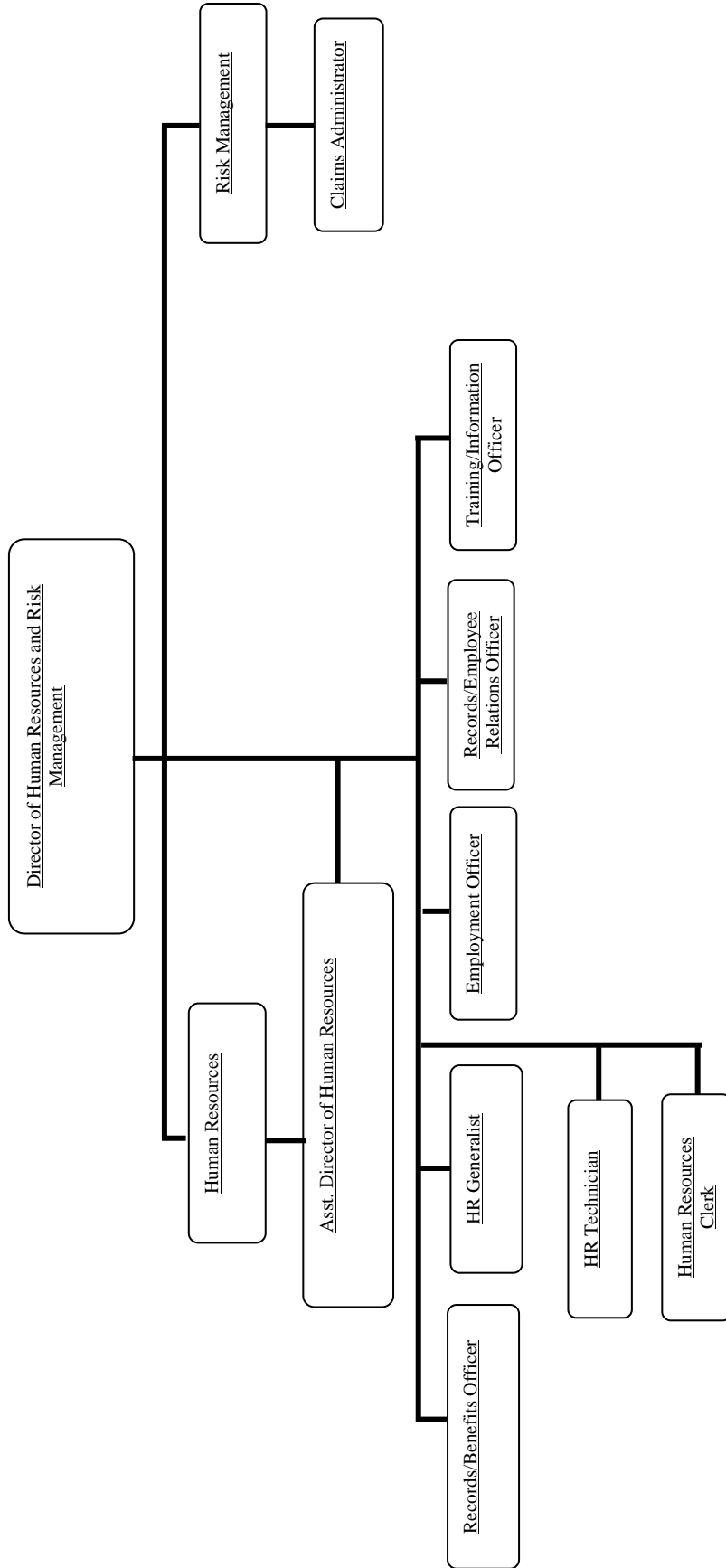
### AUTHORIZED POSITIONS AND EXPENDITURES

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Expenditures			
Operating Expenditures	\$ 14,143	\$ 15,450	\$ 14,920
Capital Outlay	-	-	-
Total	<u>\$ 14,143</u>	<u>\$ 15,450</u>	<u>\$ 14,920</u>

### FY 2011 BUDGET ISSUES

The budget for General Services represents 3.4% decrease for operating expenditures from FY 2010. See appendices for information on capital outlay.

# HUMAN RESOURCES



## HUMAN RESOURCES DEPARTMENT

### MISSION

The mission of Bibb County Government Human Resources is to provide services for Managers and Employees in the areas of hiring, orientation, benefits, compensation, personnel policies, training, performance management, disciplinary action and grievances.

Our Goal is to provide accurate and timely information to Managers and Employees, assist them in performing functions which relate to Human Resource issues, and in promoting a bond between the Manager and the Employee.

### PROGRAM DESCRIPTION

The staff in the Bibb County Government Human Resources provides support to all Bibb County Departments. Areas of support include:

- Recruiting and Selection
- Orienting New Employees into Bibb County Government
- Maintaining Human Resource Information on all Employees
- Maintaining Personnel Policies and Employee Handbook
- Administering Employee Benefits Programs
- Administering Compensation Program
- Administering Pension Program
- Performance Appraisal and Management
- Employee Problem Solving
- Investigations/Grievances
- Corrective Action and Discipline
- Training and Development
- Employee Activities and Communication
- Employee Recognition and Rewards

### GOALS

- Track Healthcare costs to determine ways to save the taxpayer dollars while providing excellent healthcare coverage to Bibb County Government employees.
- Explore feasibility of implementing In-House Pharmacy and/or In-House Clinic to provide accessible care for employees, and to cut costs to taxpayers.
- Procure and install a Human Resource Information System which allows for more efficient and accurate recordkeeping of Human Resources and employee data.
- Develop and implement an electronic personnel filing system for employee records to reduce the amount of paper required.
- Develop and implement a Wellness website for Wellness information and to allow employees to log in their Wellness Activities.
- Work with community and state resources to continue to enhance Wellness programs for Bibb County employees.



## HUMAN RESOURCES DEPARTMENT

<b>GOALS (continued)</b>
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- Work with City of Macon Human Resources department to continue to align Human Resources programs which would facilitate combination of departments between the County and the City.
- Maintain up-to-date Job Descriptions for all positions to align with the compensation pay ranges.
- Develop a Performance Appraisal system for all positions to deliver meaningful, effective evaluation of employees' performance.
- Continue to offer Supervisory Development and Management/Leadership classes throughout the year.
- Finalize personnel policy manual and employee handbook; maintain with up-to-date information.
- Monitor and make necessary adjustments to comply with changing employment laws and regulations.
- Implement ACCG's Intern programs for both college level and high-school level students.
- Review all services utilized by Human Resources – current and planned – to determine which should be sent out for bid.
- Attract highly qualified individuals for employment at Bibb County Government by effective advertising and recruitment, by professional processing of applications, and by reducing time-to-fill for vacancies.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

- 1. To enable other departments to maintain an efficient level of service by providing prompt response and appropriate resources to fill open positions and provide training.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Positions Vacancy Referrals:	250	75	150	175
New Hires, Promotions (Part-Time, Seasonal & Full-Time):	195	222	250	255
Total # of Applicants	960	1,589	1,200	1,000

## HUMAN RESOURCES DEPARTMENT

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
--

- 2. To ensure the County appropriately selects and monitors employees for the duties they are to perform by monitoring compliance with personnel policies and assessing skills and training of applicants and current employees.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Tests Administered (Clerical/Deputy Sheriff)	400	725	750	725
Eligibility Roster-Sheriff	100	60	75	100
Employees Trained	200	177	273	285
Employment Verifications	800	663	700	720
Separations/Terminations (Part-Time & Full-Time)	150	122	100	100

- 3. To provide assistance to current and future retirees in the planning and administration of their retirement benefits.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Retirement Calculation Requests	56	52	50	54
Retirements (Actual) Active & Vested	22	17	12	14

- 4. To provide additional resources to current, prior and future employees, regarding benefits and personnel policies.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Personnel Transactions*	15,000	14,930	15,500	16,050
Surveys Conducted (salary, overtime, health, etc.)	6	4	5	6
Special Studies	5	3	4	5

\*New Hires, Terminations, Pay Changes, Promotions, Retirements, Garnishments, Deaths, Merit Increases, Payroll, LTD Claims, Child Support, Bankruptcies, Exit Interviews, Charitable Contributions, Address Changes, Tax Forms, Leave Donations, Premium changes, Life Insurance, etc.

## HUMAN RESOURCES DEPARTMENT

### FY 2010 ACCOMPLISHMENTS

Successfully accomplished the following:

- Re-designed and implemented employee healthcare program.
- Provided Health Screenings through Macon Occupational for all employees participating in Bibb County's employee healthcare plan.
- Updated all Summary Plan Descriptions of employee benefits programs and provided them to employees.
- Conducted numerous meetings to make employees aware of their healthcare benefits and to explain the changes and the Wellness program.
- Developed and implemented Wellness program for all Bibb County employees.
- Received two grants from ACCG to offset costs of Wellness programs – one for \$4,000 and one for \$8,700.
- Began publishing a quarterly newsletter for Bibb County employees.
- Completed Compensation study, worked with other departments to develop recommendations, and presented new pay scale. The recommendations reflected the efforts to attain internal and external equity in pay for Bibb County employees over the next three years.
- Completed Pension Study to include determining the costs for a Defined Contribution Plan. Provided fiduciary training for Commissioners (Pension Committee).
- Worked with City of Macon to align healthcare benefits for facilitating combination of departments between the County and the City.
- Developed Supervisory Development Training program; delivered program to 118 employees.
- Reviewed and produced draft of updated personnel policy manual and employee handbook.
- Developed a pilot study for new Performance Appraisal Form.
- Developed and implemented compliance systems and communication for updates of several employment laws and regulations:
  - HIPAA
  - GINA
  - COBRA
  - FMLA
  - SAVE
  - ADEAA
- Human Resources staff member worked with Information Systems to develop a pension calculator which allows employees to go on-line and calculate estimates of their retirement at their desk.
- Planned and implemented flu prevention program for Bibb County Government.
- Arranged for free flu shots to be provided for Bibb County Government employees.
- Conducted several internal audits of Human Resources information:
  - I-9 Compliance
  - Bond and Oath Requirements
  - Personnel File Contents
- Developed written procedures for many of the Human Resources administrative functions.

**HUMAN RESOURCES DEPARTMENT**

**FY 2010 ACCOMPLISHMENTS (continued)**

- Worked with Civil Service Board and Bibb County Sheriff’s Office to re-design the interview process, including testing, tightening minimum requirements for application, streamlining application process, for applicants for Deputy Sheriff and for Promotion to Ranked Positions of Deputy Sheriffs.
- Worked with Attorneys and Civil Service Board to settle a long-standing law suit which allowed promotion interviews to continue.
- Conducted a successful sign-up for promotion in the Bibb County Sheriff’s Office.
- Civil Service interviewed all qualified candidates and provided the Bibb County Sheriff’s Office with a current Promotion Roster.
- Worked with Bibb County Sheriff and Civil Service Board to develop the position of Correction Officer. With Commission approval, this was implemented and has been successful.
- Developed and delivered Customer Service Training Program for Lake Tobesofkee employees.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>8</u>	<u>9</u>	<u>8</u>
Expenditures			
Personal Services	\$ 443,434	\$ 498,943	\$ 460,545
Operating Expenditures	201,967	485,057	231,532
Capital Outlay	2,667	-	-
Total	<u>\$ 648,068</u>	<u>\$ 984,000</u>	<u>\$ 692,077</u>

**FY 2011 BUDGET ISSUES**

The budget for Human Resources represents a 7.7% decrease for personal services and a 52.3% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 66.5% is appropriated for personal services and 33.5% for operating expenditures. See appendices for information on capital outlay.

## RISK MANAGEMENT DEPARTMENT

### MISSION

To prevent and manage all risks associated with Bibb County Government through proactive safety awareness and training, a comprehensive workers' compensation program, and property claims management services.

### PROGRAM DESCRIPTION

Established in 1991, the Risk Management Department minimizes financial losses to the County as a result of vehicular accidents, property damage, work-place injuries, fraud, criminal acts on the part of the employees, and injury to persons and property arising out of the County's operation. Through a systematic effort to identify exposure to losses, the Risk Management Department analyzes exposures in terms of frequency and severity, measures those losses against appropriate standards, develops an appropriate mix of risk control and risk financing techniques, and monitors the effectiveness of the program. Employee safety and compliance with Federal and State mandated safety regulations are managed and monitored through safety standards and training. The Risk Management Department oversees the Workers' Compensation Fund, Employee Accidents, Claims against the County, Safety Training, Safety Committee, Safety Review Board and the Judgment and Losses Account.

### GOALS

- Develop plan for comprehensive Risk Assessment.
- Develop safety and first aid program for all Bibb County facilities.
- Conduct random Fire/Tornado Drills.
- Do cost analysis to determine whether we need to prepare RFP for Work Comp TPA.
- Do cost analysis to determine whether we need to prepare RFP for Inmate Medical Care.
- Audit the Risk Management function and benchmark our costs to other Counties' cost.
- Explore a Workers' Comp managed care system to reduce costs and exercise more control.
- Get two targeted Workers Comp claims settled.
- Do a safety audit and determine ways to reduce the most common safety problems.
- Continue to reduce the number of on-the-job injuries, property losses and associated costs.
- Continue to investigate and review all loss reports to determine cause of accidents/incidents and provide recommendations for loss prevention and control.
- Implement a Comprehensive Safety Program.
- Continue to utilize Safety Review Board for all motor vehicle accidents.
- On case-by-case basis, develop transitional job descriptions based on the employee's physical ability to return to work.
- Adjust all claim payments.
- Continue to implement Defensive Driving Training for all employees that drive County vehicles.
- Continue to submit appropriate Workers' Compensation claims to the Subsequent Injury Trust Fund to be accepted for reimbursement.
- Aggressively monitor claims against the County.
- Continue to seek ways for lowering cost with external vendors.

## RISK MANAGEMENT DEPARTMENT

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To effectively manage workers' compensation and property claims administration.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Workers' Compensation Claims	100	115	100	100
Automobile/Property Damage Claims	80	72	50	75
All Other Claims	30	27	30	30

**2. To promote employee safety awareness through training, committee meetings and inspections.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Number of Employees Trained:				
Defensive Driving	100	32	135	40
New Hire Safety Orientation	150	143	-	-
Safety Review Board Meetings	6	4	4	4
Safety Committee Meetings	4	4	1	2
Safety Inspections	2	2	2	2
CPR/First Aid Class	50	49	20	20
Chainsaw Safety Training	50	60	-	60
Supervisor Safety Training Back Training	50	19	15	15
Fire Drills	2	2	2	2
Actual Evacuations	3	3	1	2
Drug Awareness for Supervisors	50	28	20	20
Unexploded Ordinance Class	23	23	-	25
Utility Damage Prevention Class	56	56	-	30
Confined Space Entry	15	15	-	15
Workers' Compensation Fundamentals	1	1	-	1
State Board of Workers' Comp Conf.	1	1	1	1

## RISK MANAGEMENT DEPARTMENT

### FY 2010 ACCOMPLISHMENTS

- Awarded Property Insurance to Travelers.
- Updated insured property and equipment listing to make sure they were covered.
- Continue to obtain discounts on inmate medical cost through contract with Blue Cross Blue Shield of Georgia and ACCG.
- Refined process for inmate Health coverage to resolve payment issues.
- Increased Excess Inmate Medical Stop loss coverage to \$100k to lowered premiums.
- Completed walk through inspections with Travelers and ACCG for safety/code inspections.
- Provide whatever Risk Management Services are needed in evaluating the building needs.
- Researched County-Owned vehicles to determine policy issues.
- Sent out annual vehicle justification form to employees with take home county vehicles, updated spreadsheet and forwarded to Finance.
- Successfully work with ACCG's adjusters and nurse case managers to manage Bibb County's Workers' Compensation Claims and return employees to work.
- Received 7.5% discount on annual Workers' Compensation premium by meeting all of ACCG's safety requirements.
- The Claims Committee has reviewed/investigated 22 claims in calendar year 2009 to determine liability.
- Random drug/alcohol tests for all safety sensitive positions are performed.
- Post-accident drug testing for work-related injuries are required.
- Monitored and verified Judgment & Losses account payments.
- Recoveries from Subsequent Injury Trust Fund claims have been successful this year with a recovery of \$28,181.07 for calendar year 2009.
- Investigated and collected \$43,482.34 in subrogation payments against at-fault insurance companies for reimbursement.
- Held 5 Defensive Driving Courses for Bibb County employees.
- Risk staff successfully completed training necessary to receive discount on premiums.
- Risk staff attended Advanced Work Comp workshop and GSIA conference for legal update of Work Comp laws.
- Work with attorney to settle one Workers' Comp claim.
- Successfully checked all motor vehicle records for all County employees that drive a County vehicle.
- Initiated survey of other counties as to how they handle getting money from the County offices to the bank.
- Researched issues related to inmate liability.
- Researched issues related to County records retention and liability.

## RISK MANAGEMENT DEPARTMENT

### AUTHORIZED POSITIONS AND EXPENDITURES

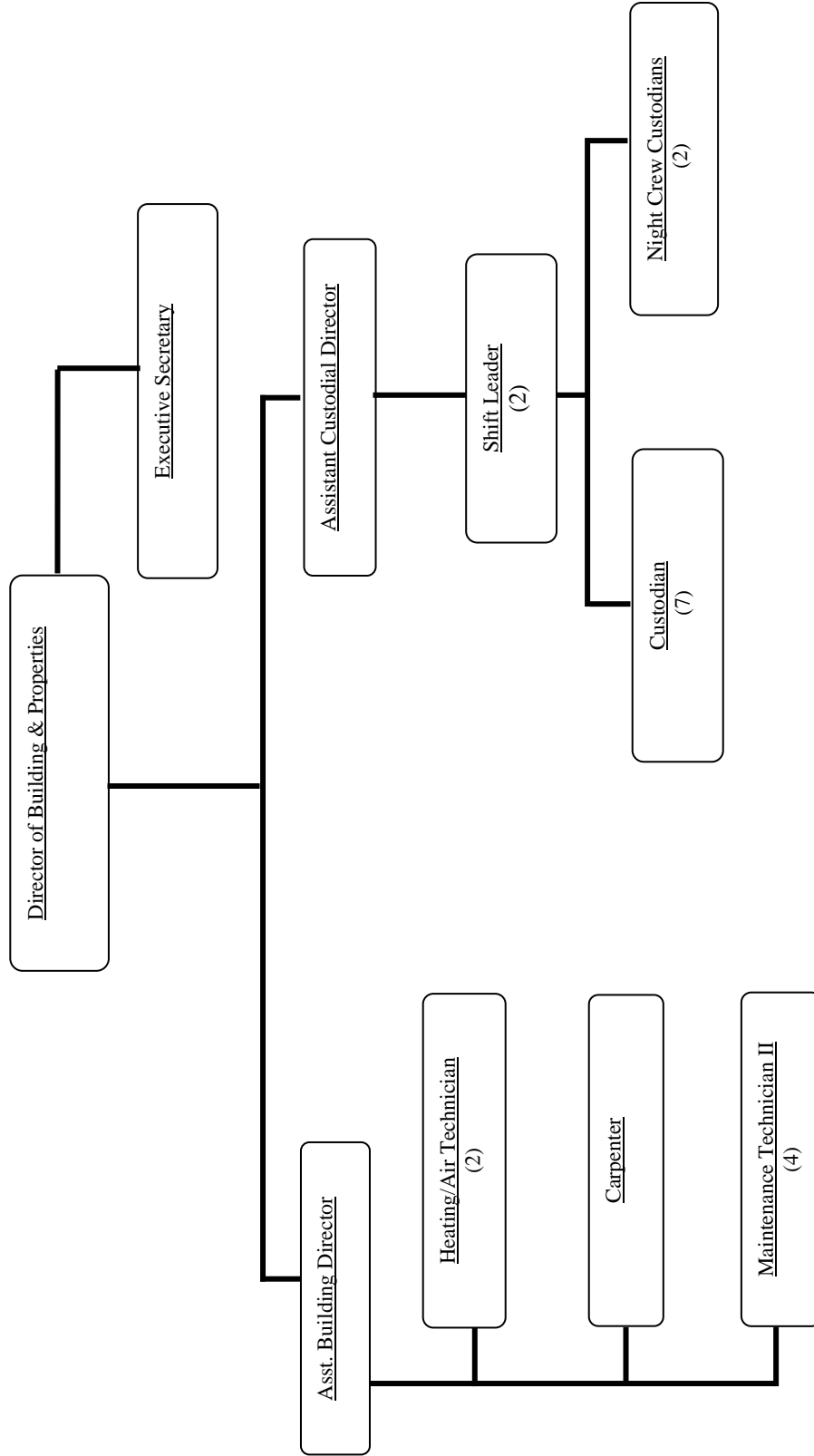
	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>2</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services	\$ 129,221	\$ 70,252	\$ 70,400
Operating Expenditures	154,909	150,300	71,535
Capital Outlay	-	1,947	-
Total	<u>\$ 284,130</u>	<u>\$ 222,499</u>	<u>\$ 141,935</u>

### FY 2011 BUDGET ISSUES

The budget for Risk Management represents a 0.2% increase for personal services and a 52.4% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 49.6% is appropriated for personal services and 50.4% for operating expenditures. See appendices for information on capital outlay.



# BUILDING & PROPERTIES/CUSTODIAL SERVICES



## **BUILDINGS AND PROPERTIES**

### **MISSION**

To provide fiscally responsible capital facilities so county departments may successfully achieve their missions in a safe, efficient environment.

### **PROGRAM DESCRIPTION**

The Buildings and Properties Department has the responsibility for maintaining, improving and expanding all facilities owned and occupied by the Bibb County government. This department has the responsibility to promote and provide the highest utilization of monies set aside for operation during the fiscal year.

### **GOALS**

- Provide maintenance for the Courthouse, Annex, Grand Building, William P. Randall Government Center, D.F.A.C.S. Building, County Engineering Office, Engineering Annex, Engineering Road Department Shop, Traffic Engineering Building, Board of Elections, County Extension Office, Crisis Stabilization, River Edge Recovery Center, River Edge Behavioral Health Center consisting of Physical Health and Mental Health, 7 County Fire Stations, Tag Office at the Farmers Market, the Regional Development Center, Department of Human Resources and County Records Storage.
- Complete various small projects as designated by budget and needs.
- To complete Courthouse Environmental Preservation/ Renovations Program. (in bid process)
- To improve Energy Efficiency Program
- To improve “Go Green” committee and initiatives
- To replace access system at Traffic Center
- To maintain countywide Backflow Prevention and Certification Program
- To install heating and cooling coils in Health Dept. Energy Wheels. (in Engineering phase)

## BUILDINGS AND PROPERTIES

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide safe, efficient facilities for the use of employees and the public.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Service requests	\$ 5,000	\$ 5,000	\$ 5,300	\$ 5,500
Percent of requests completed	100%	100%	100%	100%

<b>FY 2010 ACCOMPLISHMENTS</b>
--------------------------------

- Routine maintenance of heating/air-conditioning systems for County departments has been completed on a regular basis.
- Various small projects, as designated by budget and needs, have been 100% completed.
- Installed Chillers Courthouse Complex, 4 main building pumps, new pneumatic controls, air compressors, new valves and piping - 100% completed.
- Completed Fire Alarm System Upgrades for Courthouse, Grade Building and Annex – 100% completed.
- Completed replacement of card readers and access control system – Courthouse Complex.
- Completed inspections and repairs at all County Fire Stations – 100% completed.
- Replaced carpet Courtroom C, Public Works, Probate Court, State Court, Probation, Tag Office, Tag office mailroom, Purchasing hallway - 100% completed.
- Replaced cabinets/countertops at F.S. #101, #106 and #107 – 100% completed.
- Certified Backflow devices at each County Building and in each park area at Lake Tobesofkee - 100% completed.
- Replaced A/C units – Operations Dept., Claystone Pavillion – 100% completed.
- Completed replacement of windows and air locks – Courthouse - 100% completed.
- Improved energy efficiency in Courthouse by more that 15% - with an annual savings of nearly \$100,000.00.
- Improved Bibb County publicity and awareness through Green Team competitions.
- Completed all daily requests/work orders from departments – 100% completed.

## BUILDINGS AND PROPERTIES

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>9</u>	<u>9</u>	<u>9</u>
Expenditures			
Personal Services	\$ 501,808	\$ 547,036	\$ 552,800
Operating Expenditures	838,525	966,193	925,662
Capital Outlay	7,706	63,099	-
Total	<u>\$ 1,348,039</u>	<u>\$ 1,576,328</u>	<u>\$ 1,478,462</u>

### FY 2011 BUDGET ISSUES

The budget for Buildings and Properties represents a 1.1% increase for personal services and a 4.2% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 37.4% is appropriated for personal services and 62.6% for operating expenditures. See appendices for information on capital outlay.

## CUSTODIAL SERVICES

### MISSION

To provide responsive, comprehensive quality services in the area of facilities management in order to facilitate the provision of services and maintain a pleasant work environment for employees of the County.

### PROGRAM DESCRIPTION

The Custodial Services Department performs repetitive cleaning work in the buildings, offices, and yard areas. Work is generally performed in accordance with established procedures, but specific instructions may be given on unusual jobs or problems. Work is subject to inspection by a superior for compliance with established standards of cleanliness and compliance with instructions. Duties include sweep and mop floors; receive freight and parcel post; dust woodwork, furniture and other objects; collect recyclable paper and rubbish; varnish, shellac, and polish floors, furniture and brass; run errands, deliver packages and messages; and set up rooms for conferences and meetings.

### GOALS

- To continue to keep all areas clean and safe.
- To work with all departments on any problem areas needing special attention.
- To maintain MSDS on all chemicals used to ensure safety.
- To monitor all areas daily and throughout the day to ensure all areas are covered.
- Continue to respond quickly to all service requests.
- Assist in Courthouse renovations and moves.
- Continue to provide the best possible customer service to all County Departments.
- Assist in maintaining surplus items.
- Coordinate recycling program.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### 1. To provide clean, efficient facilities for the use of employees and the public.

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Service requests	4,850	4,850	4,500	4,500
Percent of requests completed	100%	100%	100%	100%

## CUSTODIAL SERVICES

### FY 2010 ACCOMPLISHMENTS

- Worked with all departments on any problem area that needed special attention. This was done daily. For all departments, maintained quarterly schedule of full-scale cleaning.
- Assisted in Courthouse renovation plans and departmental move schedules.
- Developed consistent plan for County facilities outside Courthouse Complex.
- Developed a system that would assist Custodial Services in providing excellent customer service to all County Departments.

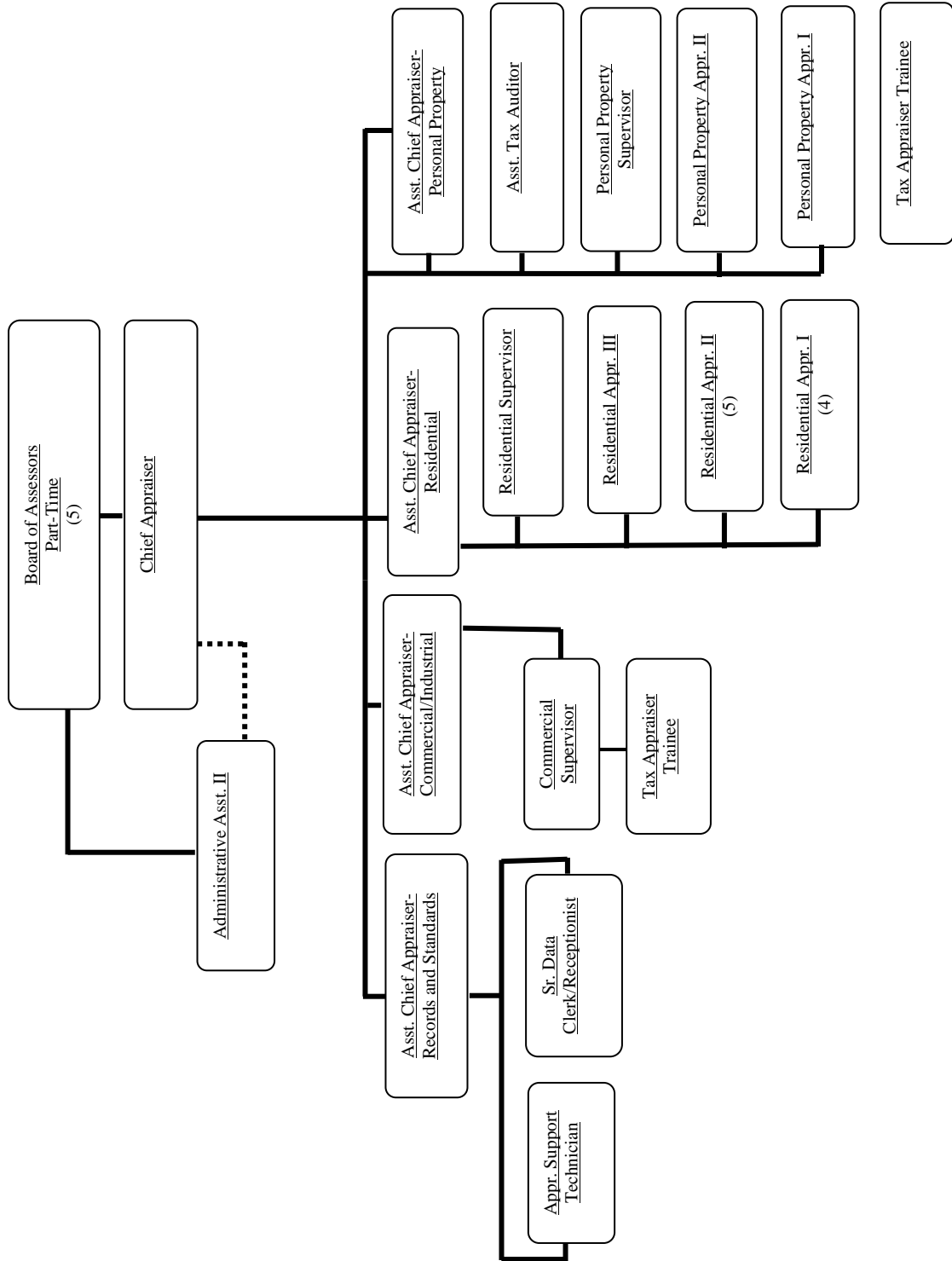
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	13	13	13
Expenditures			
Personal Services	\$ 478,351	\$ 524,024	\$ 509,850
Operating Expenditures	148,942	161,550	162,100
Capital Outlay	-	-	-
Total	<u>\$ 627,293</u>	<u>\$ 685,574</u>	<u>\$ 671,950</u>

### FY 2011 BUDGET ISSUES

The budget for Custodial Services represents a 2.7% decrease for personal services and a 0.3% increase for operating expenditures from FY 2010. Of the total FY 2011 budget, 75.9% is appropriated for personal services and 24.1% for operating expenditures. See appendices for information on capital outlay.

# BIBB COUNTY TAX ASSESSORS



## **TAX ASSESSORS**

### **MISSION**

The mission of the Macon-Bibb County Tax Assessors' Office is to appraise, at fair market value, all tangible real and personal property in Macon and Bibb County by utilizing uniform methods.

### **PROGRAM DESCRIPTION**

The Macon-Bibb County Board of Tax Assessors is responsible for the valuation of all real and tangible personal property in the County for taxation purposes. The office produces a tax digest on a yearly basis that represents the sum of fair market value of all taxable properties as of January 1, of each year. The board is comprised of five part-time members.

As part of the valuation process, the office maintains individual records on all taxable real and tangible personal property in the County.

The department has five divisions, which are:

- Administration
- Commercial, Industrial Real Property
- Records and Standards
- Personal Property
- Residential Real Property.

The guidelines under which the department operates are established by the General Assembly and recorded in the Official Code of Georgia, Annotated, Volume 36, Title 48, Revenue and Taxation, along with Rules, Regulations and Appraisal Procedures as promulgated by the Georgia Department of Revenue.

### **GOALS**

- Appraise approximately 11,300 personal property accounts. These personal property accounts consist of Aircraft, Boats, Inventory, Furniture, Fixtures, Machinery and Equipment. The valuation process encompasses the mailing of personal property returns to owners of record, data entry of the returned completed forms, preparation of assessment notices and the processing and resolution of appeals. As part of the valuation process, approximately five percent (5%) of the accounts are selected for random and industry audits.



## TAX ASSESSORS

### GOALS (continued)

- Physically inspect all personal property accounts that are flagged for concern during processing.
- Digitally capture all written appeals and attach to the personal property accounts.
- Appriase approximately 68,000 real property accounts. These real property accounts consist of Residential, Agricultural, Historic, Preferential, Conservation, Forest Land Protection, Commercial, Industrial and Public Utility. The valuation process encompasses on-site inspections, the listing of improvement characteristics, maintaining cost schedules, market analysis, data entry, preparation of assessment notices and the processing and resolution of appeals.
- Continue the development, utilization and interface of the GIS System with the Wingap appraisal software.
- Completion of the remaining 2008 and 2009 appeals.
- Help maintain website database- [www.assessors.bibb.ga.us](http://www.assessors.bibb.ga.us)
- Continue WinGap appraisal software updates and training.
- Review all new applications for exempt status and conduct physical inspection of all new exempt property applications.
- List characteristics of improved properties stratified as exempt and maintain these properties in our database at market value.
- Analyze and implement changes warranted by new legislation affecting taxation.
- Continue to monitor and measure staff production.
- Hire appraisers to fill vacancies (currently 5 vacant positions)
- Hire/promote position of Sales Analyst to review sales on a weekly basis.
- Hire position of GIS/Mapping Coordinator Position.
- In the works toward consolidation of City and County – to work toward getting mapping to be the responsibility of the Tax Assessors Office which is currently a regulation by the Department of Revenue (currently mapping is maintained by Engineering and funded in part by the City of Macon).

## TAX ASSESSORS

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To ensure accuracy and timeliness in creation of the County's Digest.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Personal Property				
Process Returns	9,000	9,300	12,000	14,000
Review Audit	6,000	4,600	5,000	6,000
Field Checks	3,700	1,800	2,000	2,500
Detailed Audits	800	400	650	800
On-Site Review	50	25	50	50
Residential				
Process Permits	1,850	1,993	1,600	1,600
Returns	230	186	1,200	1,200
Revalue Parcels	50,000	58,900	19,000	19,000
Sales Review	500	434	500	500
Process Appeals	20,000	13,700	3,000	3,000
Value Manufactured Homes	2,500	2,357	2,400	2,400
On-Site Review	2,000	1,963	2,000	2,000
List New Mfg. Homes	35	37	25	25
Commercial				
Process Permits	800	331	300	400
Returns	200	115	300	300
Revalue Parcels	6,500	6,500	2,000	2,000
Sales Review	100	100	100	100
Process Appeals	3,000	3,300	500	500
On-Site Review	1,600	1,000	300	300
Records and Standards				
Process Deeds	8,000	8,202	8,500	9,000
New Parcels	1,500	225	250	300

## TAX ASSESSORS

### FY 2010 ACCOMPLISHMENTS

- Continued to maintain and upgrade Wingap appraisal software.
- Made updates to website using Wingap appraisal software.
- All appraisal staff attended training necessary to remain certified.
- Completed fieldwork for 2009 appeals associated with the 2009 Revaluation project.
- Completed appraisal work valuing all manufactured homes using NADA guidelines through the Wingap appraisal software for tax year 2010.
- Created numerous reports in Wingap for appraisal analysis.
- Submitted 2009 Tax Digest (2009 Revaluation Project) to the Tax Commissioners Office.
- Processed all appropriate deeds and map split changes received from Mapping Dept.
- Processed 2010 personal property and real property returns in preparation for 2010 digest utilizing Wingap software.
- Continue to maintain and update the Policies and Procedures Manual for the Tax Assessors Office.
- Upgraded security – built wall and installed push button door on second floor.
- Compiled a Conservation Use brochure to assist taxpayers in understanding this exemption.
- Conducted approximately 7000 Board of Equalization hearings to date.
- Worked approximately 17,000 appeals in the 2009 Revaluation project.

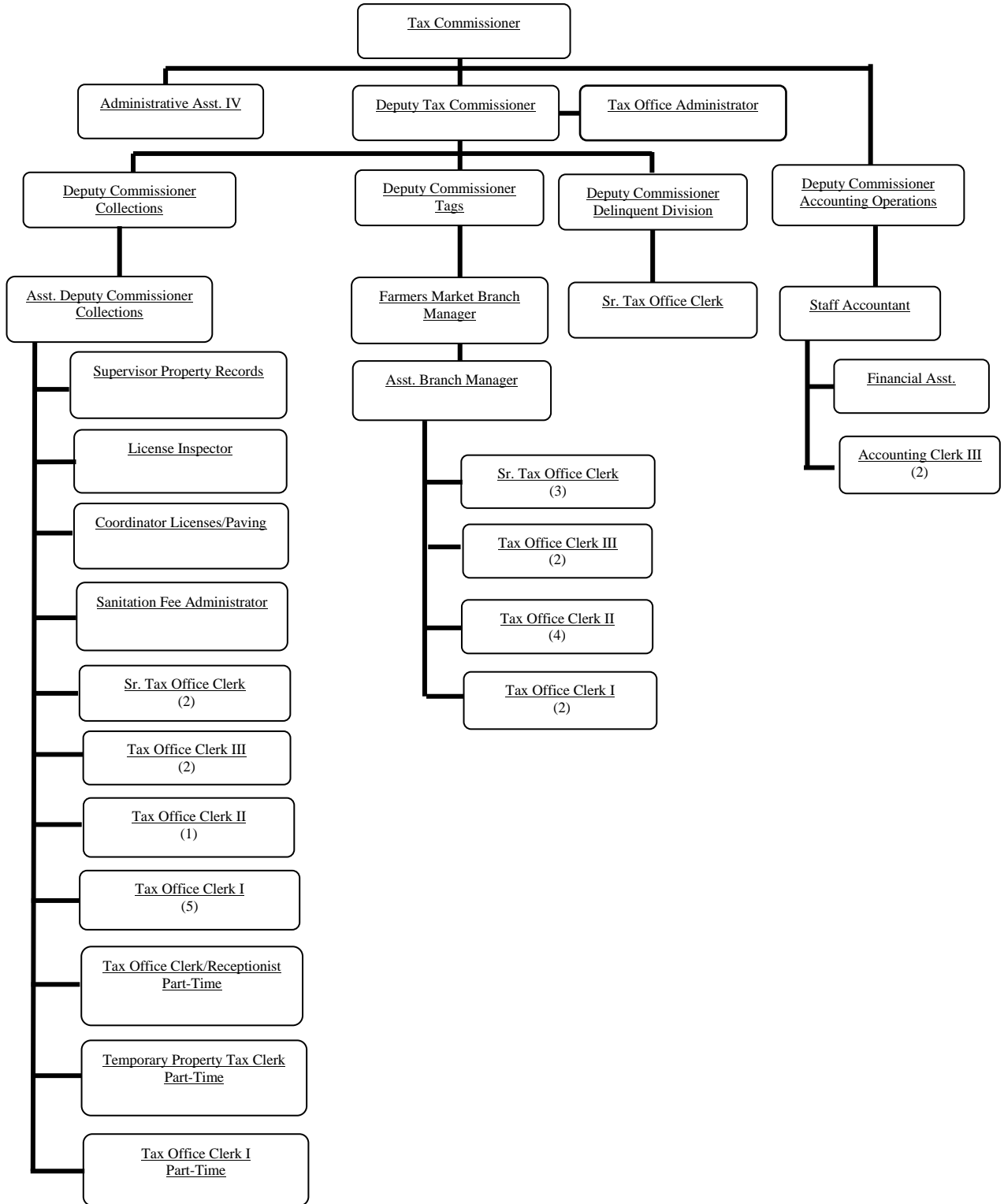
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	27	26	26
<i>* excludes 5 part-time assessors</i>			
Expenditures			
Personal Services	\$ 1,546,713	\$ 1,483,449	\$ 1,530,600
Operating Expenditures	1,695,231	840,087	258,762
Capital Outlay	5,666	30,385	-
Total	\$ 3,247,610	\$ 2,353,921	\$ 1,789,362

### FY 2011 BUDGET ISSUES

The budget for the Tax Assessors Office represents a 3.2% increase for personal services and a 69.2% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 85.5% is appropriated for personal services and 14.5% for operating expenditures. See appendices for information on capital outlay.

# TAX COMMISSIONER



## **TAX COMMISSIONER**

### **MISSION**

To provide tag and tax services that are accessible and responsive to the needs of its citizens and to administer the collection of tax funds and the distribution of those funds to the appropriate taxing jurisdictions.

### **PROGRAM DESCRIPTION**

The office of the Tax Commissioner is responsible for every phase of collecting property taxes (including delinquent taxes), from processing returns and five different types of homestead exemption applications, to preparation of the digest through billing, accounting, and disbursements. Property taxes include those assessed on real estate, as well as personal property (tangible and intangible), and ad valorem on motor vehicles and mobile homes. In addition, the office must submit detailed daily, weekly, and monthly reports of these collections to State, County and City governments.

The Tax Commissioner's Office serves as the basic foundation for the entire Motor Vehicle Division of the State Department of Revenue. As its tag agent, the Tax Commissioner administers and enforces all regulations mandated by the State agency, selling motor vehicle tags, decals, and transacting title applications. The Tax Commissioner also serves as Ex-Officio Sheriff which entails serving fi fas, property title searching, and the execution and administering of tax deeds. The Tax Commissioner's Office is responsible for administration of City taxes and City sanitation fees also. In addition to the above duties, it also collects, for Bibb County, sanitation service fees, street light fees, paving assessments, Hotel-Motel occupancy tax, alcohol tax, alcohol and business license fees, occupation tax, and timber tax.

The Tax Commissioner's Office is currently organized into three divisions - (1) Courthouse Division, (2) Accounting Division, and (3) Branch Office Division.

### **GOALS**

- Implement newer technologies to improve productivity and efficiency.
- Continue to maintain collection ratio of 98% or better.
- Continue to improve quality of customer service.

**TAX COMMISSIONER**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

**1. Improve timely processing of payments.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
<u>Motor Vehicle Division:</u>				
Regular mail within 5 days	98%	100%	98%	98%
Internet renewals within 5 days	98%	100%	98%	98%
<u>Property Tax Division:</u>				
Regular mail within 5 days	98%	99%	98%	98%
Mortgage company payments within 5 days	99%	99%	98%	98%

**2. Improve response rate to citizens.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
<u>Motor Vehicle Division:</u>				
Calls returned within 1 day	99%	99%	99%	99%
<u>Property Tax Division:</u>				
Calls returned within 1 day	99%	99%	99%	99%

**3. Improve collection rates.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Percentage of property taxes collected for billing year	98%	98%	99%	99%

**FY 2010 ACCOMPLISHMENTS**

- Started accepting electronic payments by credit card online for property taxes.
- Improved collection ratio of sanitation fees for City of Macon.

**TAX COMMISSIONER**

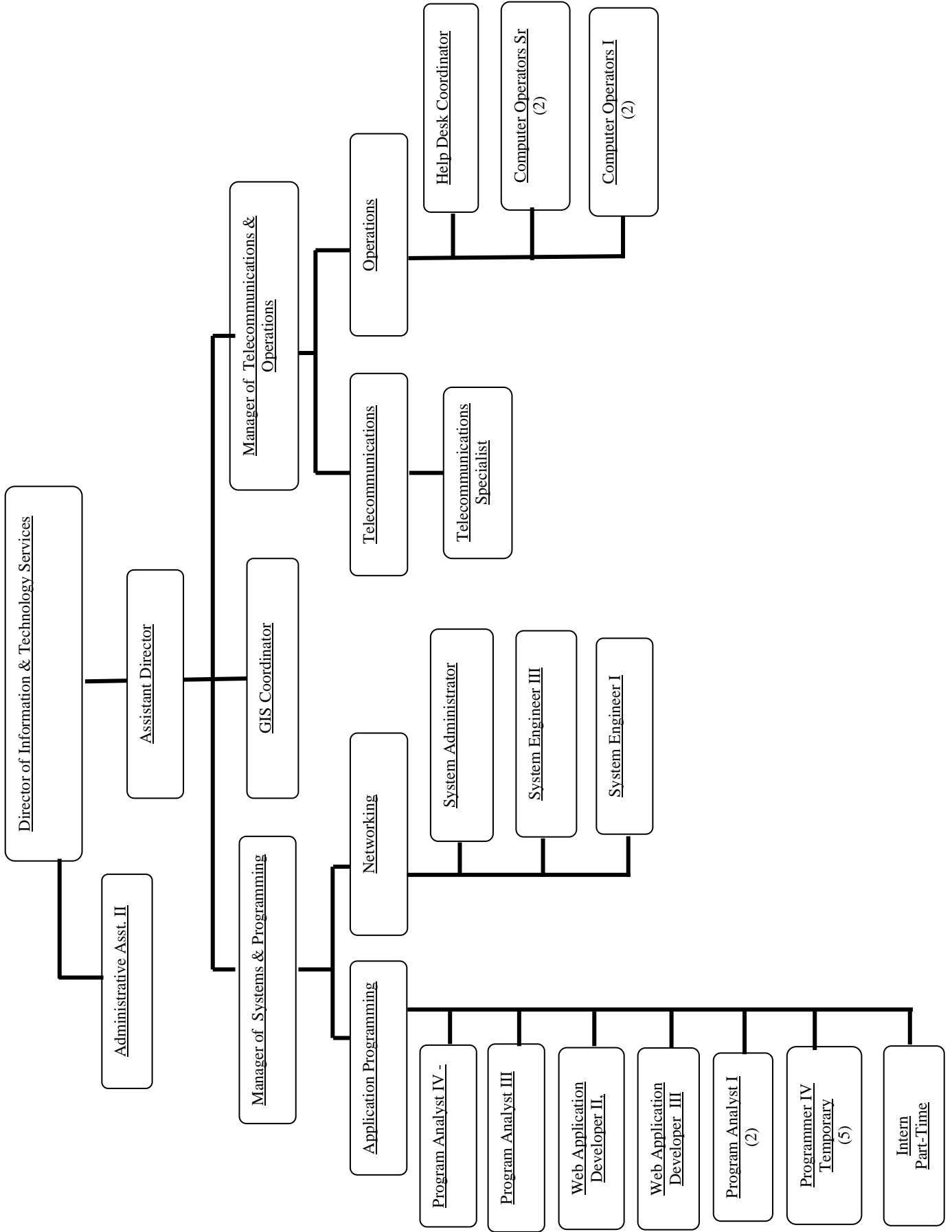
**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	42	44	40
Expenditures			
Personal Services	\$ 2,108,867	\$ 2,211,075	\$ 2,088,600
Operating Expenditures	350,620	582,559	512,150
Capital Outlay	46,322	96,800	-
Total	<u>\$ 2,505,809</u>	<u>\$ 2,890,434</u>	<u>\$ 2,600,750</u>

**FY 2011 BUDGET ISSUES**

The budget for the Tax Commissioner represents a 5.5% decrease for personal services and a 12.1% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 80.3% is appropriated for personal services and 19.7% for operating expenditures. See appendices for information on capital outlay.

# INFORMATION & TECHNOLOGY SERVICES





## INFORMATION & TECHNOLOGY SERVICES

### MISSION

To provide responsive, comprehensive quality services in the areas of information and technology services to Bibb County employees, departments, elected officials and the general public in order to facilitate the provision of services.

### PROGRAM DESCRIPTION

Information & Technology Services (ITS) is responsible for the development, evaluation and deployment of information processing and data/voice communication technology. The department operates a twenty-four (24) hour per day data center which provides information processing capability for a full scope of applications residing on four (4) different computer platforms.

Technical personnel assist departments in the analysis and the resolution of business and management problems. The department receives hundreds of calls per week requesting assistance with various software, hardware and communication issues. Data communication services are provided to 800+ users in 25+ locations throughout the County. In addition, ITS also serves as the local data communication agent for the Georgia Bureau of Investigation and the Federal Bureau of Investigation.

### GOALS

- Continue development of and deploy “Virtual One Stop Shop” system for the Bibb County business community.
- Continue to develop HRIS system for the Human Resources Department.
- Continue to implement Countywide Document Management System.
- Develop and deploy new Civil/Magistrate Court webpage.
- Continue to provide excellent customer service.
- Research all current mainframe systems for possible conversion to web applications.
- Install new network core switch.
- Update the entire network infrastructure in county.
- Deploy new county website.
- Continue to work our Green Initiative saving paper and energy.

## INFORMATION & TECHNOLOGY SERVICES

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide professional, dedicated, efficient technology support.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Program Executions	360,000	397,782	400,000	405,000
On-Line Transactions	66,000,000	73,500,000	75,000,000	76,000,000
Pages Printed	7,000,000	5,950,000	4,950,000	3,500,000
Programming Requests	250	1,900	1,500	2,000
Telephone Service Requests	800	600	700	750
PC Service Requests	2,800	1,500	2,000	2,000

**2. To enhance service and information delivery via the County's web site and other means.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Web Page Hits	13,000,000	14,900,000	17,000,000	20,000,000

<b>FY 2010 ACCOMPLISHMENTS</b>
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- Converted all Blackberry plans to 4MB plan resulting in savings of \$3,500.00 per year.
- Developed and implemented online credit card payment system for Tax Commissioner's Garbage and Street Light bills.
- Installed Digital Recording System in four separate courtrooms.
- Deployed new antivirus software on over 600 PC's
- Developed and deployed Pawn Shop System which provides next day results for Law Enforcement.
- Developed and deployed Vehicle Impound System which provides next day results on impounded vehicles for Law Enforcement.
- Deployed Incident Report Imaging system for the Macon Police Department. This system is deployed throughout departments in Bibb County.
- Provided real time results in two (2) elections over the County's website. No other County in Georgia is providing real time results.
- Developed and implemented dynamic web site applications for various County departments.
- Completed approximated 1500 PC hardware/software service request, 600 telephone requests and 1900 programming request for various departments and agencies.
- Completed approximated 1200 PC hardware/software service request, 500 telephone request.
- Provided excellent customer service.
- Identified and turned off 13 T-1 lines that were not needed, saving the county \$46,000/year.
- With our Green Initiative we have saved over 1,000,000 sheets of computer paper.
- Deployed a new campground reservation system for Lake Tobesofkee.

**INFORMATION & TECHNOLOGY SERVICES**

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
--

	FY 2009 <u>Actual</u>	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	19	21	20
Expenditures			
Personal Services	\$ 1,405,292	\$ 1,399,362	\$ 1,362,400
Operating Expenditures	243,877	315,026	374,925
Capital Outlay	31,332	63,794	-
Total	<u>\$ 1,680,501</u>	<u>\$ 1,778,182</u>	<u>\$ 1,737,325</u>

<b>FY 2011 BUDGET ISSUES</b>
------------------------------

The budget for Information and Technology Services represents a 2.6% decrease for personal services and a 19.0% increase for operating expenditures from FY 2010. Of the total FY 2011 budget, 78.4% is appropriated for personal services and 21.6% for operating expenditures. See appendices for information on capital outlay.

## **GEOGRAPHIC INFORMATION SYSTEMS**

### **MISSION**

To provide Macon/Bibb County administrators, other city/county departments, and planners with graphic and data analysis tools for decision making and presentations. Also, to provide user-friendly internet access to the GIS data by the general public.

### **PROGRAM DESCRIPTION**

The Geographic Information Systems Department (GIS) provides support services for the users of the GIS. The system provides a means for developing and maintaining maps, database information, orthophotography, and other information related to Macon/Bibb County.

The GIS Coordinator manages the computer operating systems, applications, attribute tables and interagency sharing of data and map elements. This involves considerable interaction, cooperation, and collaboration with managers and officials of other public agencies, city and county departments. To ensure state of the art database management and technology through coordinating the work of the departments which utilizes Relational Database Management Systems (RDBMS) and ArcGIS software. Responsible for formulating the GIS applications to satisfy request for products or services, including translating application specifications into programs, scripts, queries, user menus, and macro-level commands.

### **GOALS**

- Allow public access to high-resolution color photography over the internet.
- Increase number of active users of internal GIS System.
- Train and provide a backup person for GIS Coordinator.
- Increase the number of layers of information for the public.
- Update sales information on a weekly basis.
- Continue to provide excellent customer service.

## GEOGRAPHIC INFORMATION SYSTEMS

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

**1. To enhance service and information delivery via use of technology.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
GIS system users	60	68	80	90
Internet capability	Yes	Yes	Yes	Yes
Data elements provided	1,200	1,400	1,500	1,600

### FY 2010 ACCOMPLISHMENTS

- Provided technical support for GIS Community including CLT contractors.
- Updated GIS Property Ownership website to allow search by map/route.
- Installed new ARCIMS internet server.
- Completed conversion to ArcGIS 9.2 and new map format.
- Designed and implemented internet website for Bibb County Health Department.
- Provided excellent customer service.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 90,822	\$ 93,184	\$ 93,375
Operating Expenditures	22,897	30,550	51,593
Capital Outlay	22,808	-	-
Total	\$ 136,527	\$ 123,734	\$ 144,968

### FY 2011 BUDGET ISSUES

The budget for the GIS Coordinator represents a 0.2% increase for personal services and a 68.9% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 64.4% is appropriated for personal services and 35.6% for operating expenditures. See appendices for information on capital outlay.

## NON-DEPARTMENTAL

### PROGRAM DESCRIPTION

This budget is established to account for those revenue and expenditure transactions that are not directly associated with or controlled by a specific departmental operating budget. This budget also serves as a vehicle for one-time or short-term program appropriations.

#### **TELEPHONE SERVICE CENTER**

The Telephone Service Center budget was established to account for the cost of all telephone service, with the exception of long distance calls, which are billed directly to each department. This account is administered by the Computer Center, which is responsible for maintaining and updating of software, and capital outlay expenditures.

#### **AUDIT SERVICES**

Bibb County contracts with a local CPA firm to audit the financial records as required by §2-1023 of the County Code, to perform special audits as needed, and to consult with the Board of Commissioners on special projects.

#### **LAW - COUNTY ATTORNEY**

The County Attorney is retained to handle all legal matters connected with the operation of Bibb County. He serves as a legal advisor to the Board of Commissioners and other County departments. The primary functions are to handle litigation, rendering of legal opinions, preparation of contracts, ordinances, and resolutions, collection of debts owed to the County, handling of all claims against the County, and attending Commission meetings.

#### **PRE-SORT POSTAGE**

This budget contains the cost of utilizing Macon Presort to process the daily mail. The savings is \$.02 cents per first class letter.

#### **EMPLOYEE ASSISTANCE PROGRAM**

This account was established to account for the cost of contracting with an outside firm to offer employees counseling in areas such as job related problems, family problems, financial problems, or emotional problems. This is a confidential service offered to employees.

#### **INSURANCE/BLANKET BOND**

This budget accounts for the cost of insurance coverage covering losses sustained by Bibb County as a result of employee dishonesty.

#### **PAYING AGENT FEES/DEBT SERVICE**

Funds are appropriated to pay administrative expenses to various agents to administer debt service accounts.

#### **INSURANCE/RETIREES**

This budget accounts for the cost of medical and life insurance for retired Bibb County employees.

## NON-DEPARTMENTAL

<b>PROGRAM DESCRIPTION (continued)</b>
--

### **EMPLOYEE PARKING**

This account was established to ease overcrowding in the County-owned parking lot which only allows 175 autos to park legally. Space for an additional 72 vehicles is paid for monthly in parking lots near the Courthouse.

### **JUDGMENTS AND LOSSES**

Since Fiscal Year 1999 an effort has been made to charge all loss expenditures, other than Worker's Compensation, to this account to reflect a true cost of risk. These losses are being analyzed, and efforts are being undertaken to implement the necessary controls to reduce the frequency and severity of such losses. This account is administered by the Department of Risk Management.

### **LTD EMPLOYEE BENEFITS**

This appropriation covers employee benefit costs for County employees on long-term disability.

### **CONTINGENCIES**

A Contingency line-item is budgeted to fund various projects that arise throughout the budget year that were unforeseen at budget time. Transfers are made from the Contingency line-item to the affected department budget as a budget adjustment.

### **CONTINGENCIES - CAPITAL OUTLAY**

All funds appropriated for capital outlay in General Fund are budgeted in one line item called "contingency capital outlay". The departments are given a list of the items that were approved but no funds are budgeted in the individual departments. When items are ordered and final prices known, an amount equal to the cost is transferred from capital outlay contingency to the individual department's capital outlay line item.

### **MILITARY AND ARMORIES**

This budget includes an appropriation for one National Guard Armory to cover routine maintenance and certain other operating costs. The National Guard provides emergency services to the citizens of Bibb County in time of need.

### **UNEMPLOYMENT COMPENSATION**

Funds appropriated to pay any unemployment claims that arise during the fiscal year.

### **EMPLOYEES ON WORKERS' COMPENSATION**

This appropriation covers employee salary and benefit costs for County employees on extended Workers' Compensation.

### **OTHER**

This appropriation covers non-recurring expenditures that are non-departmental in nature and immaterial in regard to the General Fund Budget.

## NON-DEPARTMENTAL

<b>PROGRAM DESCRIPTION (continued)</b>
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### **HENDERSON STADIUM**

This appropriation covers the County's obligation for its share of the annual net operating expenditures of Henderson Stadium per its contract with the Bibb County Board of Education.

### **PASS-THROUGH GRANTS**

This appropriation covers grant expenditures for miscellaneous grants from various agencies for which Bibb County serves as fiscal agent. Grant funds are passed through to sub-recipients.

### **BIBB COUNTY SPORTS COMPLEX**

This appropriation covers the County's obligation for its share of the annual net operating expenditures of the Sports Complex per its contract with the Bibb County Board of Education.

### **NEWTOWN MACON, INC.**

This appropriation covers the County's dues for participating in this organization which has responsibility for revitalization of downtown Macon.

### **BURIAL SERVICES – PAUPER**

Under state law, the County is responsible for pauper burials. Indigents are certified by the Department of Family and Children Services, and Bibb County works with local funeral homes on arrangements for paupers. The County pays up to \$700 per burial.

### **DRUG FREE COMMUNITIES**

This appropriation is used to reduce substance use and abuse among youth and enhance coordination and strength collaboration among law enforcement, state and local governments, mental health agencies and community service providers to prevent substance use and abuse.

### **JUVENILE COURT – UNRULY PROGRAM**

This appropriation covers grant expenditures of the Unruly Program administered by Juvenile Court.

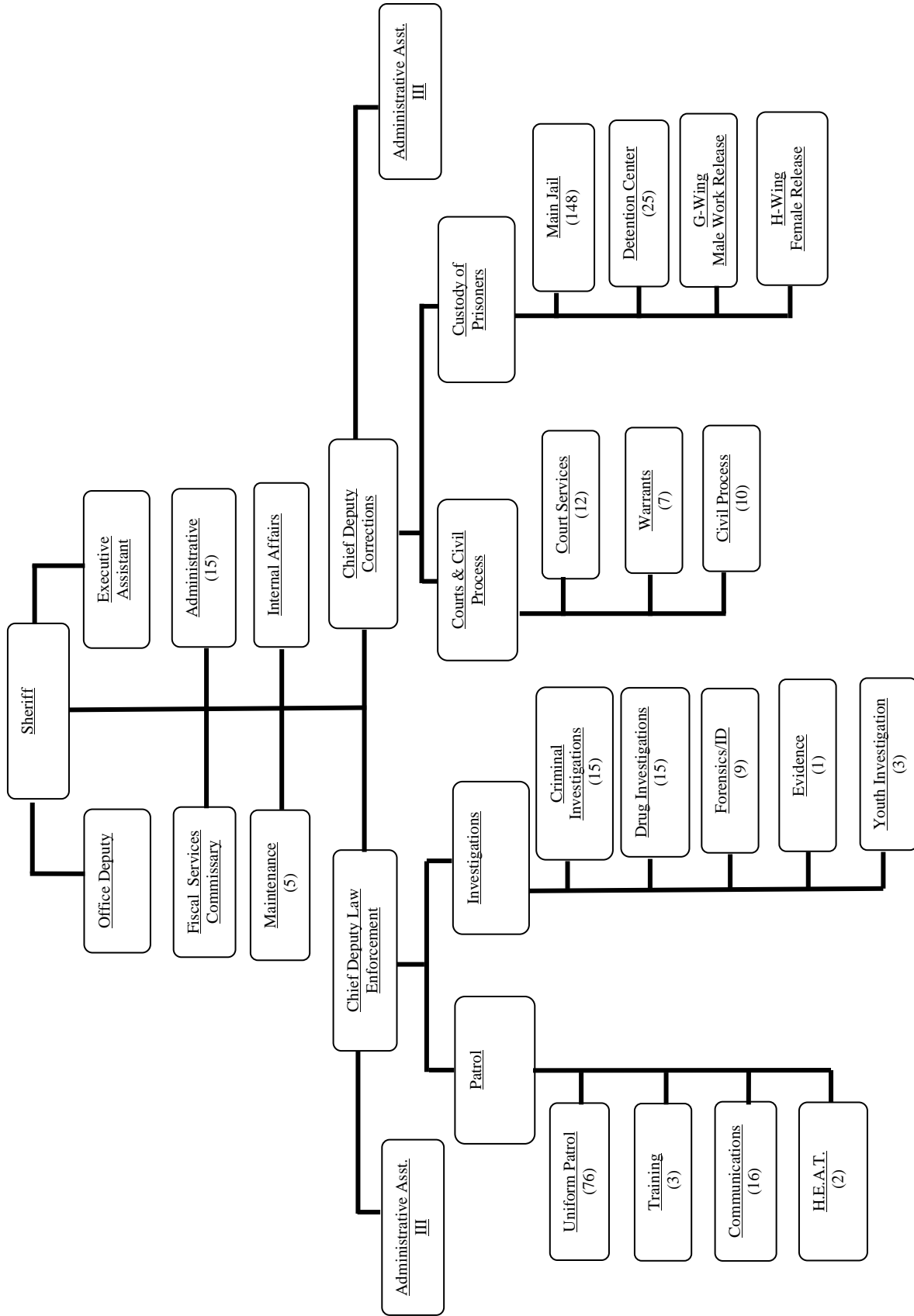


**NON-DEPARTMENTAL**

<b>AUTHORIZED EXPENDITURES</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Telephone service center	\$ 231,410	\$ 213,097	\$ 220,000
Audit services	85,150	105,000	105,000
Law - county attorney	550,441	830,000	730,000
Presort postage	9,105	17,000	15,000
Employee assistance program	14,000	14,000	12,276
Insurance/ blanket bond	2,281	2,395	2,395
Paying agent fees	-	558	1,176
Insurance - retirees	2,249,640	2,600,000	2,600,000
Employee parking	41,100	41,100	41,100
Judgements and losses	563,195	450,000	450,000
LTD - employee benefits	-	10,000	10,000
Contingencies	-	315,153	250,000
Contingencies - Capital Outlay	-	211,831	1,412,940
Military and armories	4,500	4,500	-
Unemployment compensation	9,016	27,500	25,000
Employees on workers' comp	-	18,000	18,000
Other	5,000	26,875	26,875
Henderson Stadium	84,443	14,700	10,000
Pass-through Grants	20,000	-	-
Bibb County Sports Complex	316,167	10,000	10,000
NewTown Macon, Inc.	10,000	10,000	10,000
Burial Services	23,005	52,000	51,600
Drug Free Communities	91,381	37,822	-
Juvenile Court - Unruly Program	19,000	-	-
<b>Total</b>	<b>\$ 4,328,834</b>	<b>\$ 5,011,531</b>	<b>\$ 6,001,362</b>

# BIBB COUNTY SHERIFF'S OFFICE



## SHERIFF - ADMINISTRATION

### MISSION

To provide public safety through the administration of financial and personnel resources; to encourage public safety awareness through cooperation, communication, and interaction with the public.

### PROGRAM DESCRIPTION

#### ADMINISTRATION

Sheriff's Administration is a division of the Sheriff's Office. Its principal functions are:

- Management and administration of the Sheriff's Office.
- Requisitioning, interviewing and hiring personnel for all vacancies within the agency; conducting background investigations on applicants considered for hire; communicating with the Bibb County Civil Service Board on all matters pertaining to law enforcement personnel.
- Management of all promotions, transfers, disciplinary actions and terminations within the Sheriff's Office.
- Final approval of all requisitions, receiving reports and invoices regarding purchases under the agency's annual operating and capital budget.
- Receive, file and investigate all citizens' complaints.
- Investigate and coordinate with the County Attorney any and all civil litigations filed against the Sheriff or his agents.
- Coordinate the Risk Management Program of the Sheriff's Office to prevent and control losses resulting from injuries, property damage and abuse, wasted time and resources, and injury to the public.
- Conducts on-the-scene investigations of all fatalities, major injuries, major property damage and significant crime losses within the Sheriff's Office.
- Initiate, administer, and evaluate programs funded using federal and state grant money and donated government surplus items.

#### INCENTIVE PAY PLAN

The intent of the Incentive Pay Plan is to strengthen, upgrade, and attract competent, highly qualified individuals for professional careers in the Bibb County Sheriff's Office. Also, the plan is intended for the purpose of retaining the well-qualified and experienced professional law enforcement officers employed by the Bibb County Sheriff's Office. Through such an Incentive Pay Plan enacted by the Bibb County Board of Commissioners, the professional, competent, and highly qualified individuals retained and attracted will ensure the County's overall purpose of providing maximum protection and safety to the citizens of and visitors to Bibb County.

## SHERIFF - ADMINISTRATION

<b>GOALS</b>
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- Initiate the process to put Patrol substations, one for Northwest Bibb County, and one for South Bibb County, into operation.
- Seek new locales to provide more office space for an increasing law enforcement operation to meet demands for services.
- Find innovative ways to recruit qualified personnel for vacant positions, keeping the vacancy rate to less than 3% for all approved positions.
- Annual promotions of qualified personnel for vacant positions based on qualifications and past performance of eligible candidates.
- Protect the ethical and professional standards set by the agency by thoroughly and objectively investigating all allegations of misconduct made against Sheriff's Office personnel, with an allegation dismissal rate of 95%.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

- 1. To ensure the safety of the staff and public by providing appropriate resources to fill open positions and provide training.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Applicants Processed	100	139	150	150
Personnel Hired	40	35	40	40
Promotions	10	22	10	10

- 2. To enhance public safety by prompt response to citizen complaints and inquiries.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Complaints filed	40	59	50	50
Internal Investigations completed	35	37	35	35

- 3. To administer public safety grant programs in accordance with federal and state requirements.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Grant revenues administered	\$ 105,000	\$ 100,937	\$ 92,010	\$ 90,000

## SHERIFF – ADMINISTRATION

### FY 2010 ACCOMPLISHMENTS

- Replaced ten (10) law enforcement officers assigned to the Jail with civilian personnel, a move which should lower operating costs and increase the speed and accuracy of our record keeping responsibilities.
- Continued a management review system over the use of overtime in all divisions, to assure that appropriate overtime limitations are observed.
- Total Sheriff's Office General Fund expenditures came in at 5% under the original budget, thus \$1.361 million of appropriated funds went back into fund balance.
- A third sub-station was opened in south Bibb County, increasing the visibility and availability of our law enforcement personnel to the public they serve and protect, with plans put into place for opening a fourth sub-station in north Bibb County.
- All allegations made against Sheriff's Office personnel over the past twelve months, including violations of departmental policy as outlined in the Sheriff's Office Operations manual, were investigated or are in the investigation process, with no decisions being overturned.

## SHERIFF - ADMINISTRATION

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	14	13	13

#### SHERIFF ADMINISTRATION

Expenditures			
Personal Services	\$ 1,048,210	\$ 1,050,310	\$ 1,047,800
Operating Expenditures	114,377	100,155	100,772
Capital Outlay	26,482	4,766	-
Total	<u>\$ 1,189,069</u>	<u>\$ 1,155,231</u>	<u>\$ 1,148,572</u>

#### INCENTIVE PAY

Expenditures			
Personal Services	\$ 485,196	\$ 489,800	\$ 502,200
Total	<u>\$ 485,196</u>	<u>\$ 489,800</u>	<u>\$ 502,200</u>

### FY 2011 BUDGET ISSUES

The budget for Sheriff's Administration represents a 0.2% decrease for personal services and a 0.6% increase for operating expenditures from FY 2010. Of the total FY 2011 budget, 91.2% is appropriated for personal services and 8.8% for operating expenditures. See appendices for information on capital outlay.

The budget for the Sheriff's Incentive Pay Division represents a 2.5% increase for personal services over FY 2010.

## SHERIFF - CIVIL PROCESS/CENTRAL RECORDS SECTION

### MISSION

To promote a safe and secure environment through the provision of prompt, efficient, civil process services in a centralized location.

To provide accurate reports in a timely manner to the public, and to provide accurate statistics and other information to the State of Georgia.

### PROGRAM DESCRIPTION

Civil Process is a Section of the Sheriff's Office. Its principal functions are as follows:

- Fiscal management of the Civil Process Section to include the Capital Outlay and Operations Budget for this office.
- General accounting of checks and money received through the Civil Process Section, including civil process service fees, nulla bona fees, fi fa fees and other miscellaneous money coming through the Civil Process Section and accounted for in the Sheriff's ledger.
- Evaluate and authorize acceptance of large real estate based appearance bonds and keep a file of all security deeds placed as security against bonds.
- Operation of the Civil Process Section, which enters and serves papers related to writs, fi fas, nulla bonas, lawsuits, TPO's, divorce matters, child support and child custody matters, Probate matters and subpoenas that are issued by the Juvenile, State and Superior Courts of Bibb County, as well as paperwork issued by any other Court in the United States that need to be served on Bibb County residents. Civil Process also conducts Court Ordered levies and the legal sales of levied property.

There are currently seven (7) officers assigned to the Civil Process Section. One (1) officer serves in a dual capacity by serving papers and entering/clearing data as needed. There is also one (1) Office Deputy/Secretary and one (1) Bailiff (also assists Central Records when needed), who both handle all of the entering and clearing of document information into a computer. The Supervisor in charge is responsible for seeing that the day-to-day activities run without problems and handling any problems that arise. The officer in charge also authorizes bonds for any amount over \$25,000 to \$50,000 from the jail, and handles Security Deeds for amounts over \$25,000.

Central Records is a Unit of the Sheriff's Office with two (2) Office Deputies. Their principal duties are:

- Collects, files, distribute copies of incident/accident reports to the public and other agencies.
- Enters data into a computer and scans documents.
- Provide statistics on crimes that have occurred in Bibb County.
- Provide accurate Uniform Crime Reporting (UCR) figures to the Georgia Criminal Information Center (GCIC).

## SHERIFF - CIVIL PROCESS/CENTRAL RECORDS SECTION

### GOALS

#### Civil Process Section:

- Maintain the proper records of civil papers and subpoenas received and executed by Civil Process in a manner that will allow for 90% retrieval for review within 5 business days at a 95% minimum accuracy rate.
- Ensure the service fees financial records are maintained to allow for every receipt to be identified by date, source, purpose and amount.
- Assure that all inmate property bonds in excess of \$25,000 have a lien placed on the property through the Superior Court Clerk's Office.

#### Central Records Unit:

- Ensure that 95% of all accident/incident reports received are scanned and entered into jail software system within 2 days of receipt.
- Provide and maintain all crime figures at a 95% minimum accuracy rate on a monthly basis.
- Ensure the service fees financial records are maintained to allow for every receipt to be identified by date, source, purpose and amount.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To provide civil services, reports and crime statistics in order to promote a safe, secure environment for the citizens of the community.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Civil Papers and Bonds Entered/Handled	19,750	19,693	19,750	19,900
Central Records Reports Entered/Handled	11,500	11,302	11,500	11,600
Civil Process Service Fees Collected	\$167,250	\$ 179,112	\$ 180,000	\$ 18,500
Central Records Service Fees Collected	\$ 3,000	\$ 3,528	\$ 3,900	\$ 4,000



## SHERIFF - CIVIL PROCESS/CENTRAL RECORDS SECTION

### FY 2010 ACCOMPLISHMENTS

- Continued to maintain proper records of all the civil papers, subpoenas and bonds received and executed by Civil Process and incident/accident reports by Central Records.
- Implemented Civil Process – Incidents software module to improve and for reporting purposes all incident reports submitted.
- Continued 100% adherence to established procedure on inmate property bonds over \$25,000 and above.
- Maintained proper records of the Civil Process Section and Central Records Unit, and the execution of all papers in the manner as prescribed by law.
- A minimum of two attempts to serve Civil Process papers are made before returning any papers to the courts. Approximate success rate of 65% on serving civil papers and 90% success rate serving subpoenas.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	10	10	10
Expenditures			
Personal Services	\$ 579,218	\$ 660,151	\$ 639,550
Operating Expenditures	37,100	46,645	43,878
Capital Outlay	2,360	-	-
Total	<u>\$ 618,678</u>	<u>\$ 706,796</u>	<u>\$ 683,428</u>

### FY 2011 BUDGET ISSUES

The budget for Sheriff's Civil Process/Central Records Division represents a 3.1% decrease for personal services and a 5.9% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 93.6% is appropriated for personal services and 6.4% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - COURT SERVICES AND SECURITY**

### **MISSION**

To provide safe, secure facilities for elected officials, county employees, court personnel, prospective jurors, selected jurors on cases in progress, prisoners, and all who enter the Courthouse.

### **PROGRAM DESCRIPTION**

The Sheriff's Court Services and Security Division is divided into four main units. They are: Administrative, Court Services, Prisoner Transport, and Complex Security.

#### **ADMINISTRATIVE**

The Administrative Unit oversees the entire Court Services and Security Division and handles all clerical duties, including scheduling and payroll for all personnel in this Division.

#### **COURT SERVICES**

The Court Services Unit provides personnel for the operation of Superior Court, State Court, Civil and Magistrate Court, Juvenile Court, Probate Court, Grand Jury, Coroner's Office and the Tax Commissioner's Office. The main objective is to provide a safe working atmosphere for judges, attorneys, court personnel, jurors, prisoners, and other persons having business in the Courthouse Complex.

#### **PRISONER TRANSPORT**

The Prisoner Transport Unit is responsible for transporting prisoners from the L.E.C. and the R.Y.D.C. to the Courthouse and back for hearings and trials. Juveniles are also transported by this unit from the R.Y.D.C. to doctor's appointments, the Health Department for examinations, to and from Central State Hospital in Milledgeville and other correctional facilities throughout the State as ordered by the Court. While at the courthouse, these personnel also move prisoners to their respective hearings and trials and guard them while at these court proceedings.

#### **COMPLEX SECURITY**

The Complex Security Unit is staffed by six uniformed access control officers, four uniformed deputies, and four uniformed security officers. The main objective is to provide security for the courts, and all County offices within the County Complex (Courthouse, Annex, Grand Building, and employee parking areas). Security is provided for all judges, courtroom personnel, courtroom participants and spectators, all County offices as needed, and to respond to any disturbance within the Complex. This unit also has the responsibility for Complex Security during all non-working hours. Under the security system, known as "Perimeter Security", this unit handles all major emergencies (fire, bomb threats, storms, hostage situations and medical emergencies) from the Central Security Control Room located on the second floor of the Courthouse.

## SHERIFF - COURT SERVICES AND SECURITY

### PROGRAM DESCRIPTION (continued)

#### COMPLEX SECURITY (continued)

The present Bailiff and Courthouse Security Division is made up of three parts:

- Bailiffs - Those personnel who work in the courtrooms with the judges, assisting with witnesses and jurors in trials, assisting with defendants who come before the court to plead guilty and assisting in domestic and civil trials and hearings. These are Bar Bailiffs (judges' aides) and Jury Bailiffs, who call witnesses and attend the jury.
- Prisoner Transport and Security Bailiffs - Those personnel who transport prisoners from the Law Enforcement Center to the Courthouse and guard that prisoner while he or she goes before the judge to be tried or to plead guilty, or for motion hearing or other hearing. These are prisoner transport and security bailiffs.
- Courthouse Security - Those uniformed personnel who are assigned daily to certain locations in the Courthouse to respond to emergencies and other situations. Those personnel are assigned to different floors during normal hours of operation and after hours at the Annex entrance.

### GOALS

- Streamline the process in the areas of safety and efficiency in bringing inmates to and from the courts and the jail.
- Install additional security equipment in the courtrooms to protect the presiding judge and court reporter.
- Enhance exterior security through cameras and round-the-clock monitoring of cameras covering all sides of the Courthouse Complex to discourage potential threats.
- Control and monitor all employees who are provided access cards to the Courthouse.

**SHERIFF - COURT SERVICES AND SECURITY**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

- 1. To provide a safe working atmosphere for judges, attorneys, court personnel, jurors, prisoners, and other persons having business in the Courthouse.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
<u>Personnel Provided (Work hours):</u>				
Court Services & Prisoner Transport				
Superior Court	1,550	1,450	1,550	1,700
State Court	350	372	425	500
Civil & Magistrate Court	170	175	185	200
Grand Jury (D.A.)	-	22	29	35
Coroner	-	252	325	350
Stand By Court Officer	100	167	200	210

- 2. To provide security for the courts, all County offices within the County Complex (Courthouse, Annex, Grand Building, and employee parking areas).**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
<u>Personnel Provided (Work hours):</u>				
Courthouse	415	415	415	415
Evening Entrance	200	200	200	200

- 3. To provide security for the transporting of prisoners to and from the Bibb County Law Enforcement Center to the Courthouse.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
<u>Prisoners Transported</u>				
Superior Court	4,000	4,035	4,100	4,300
State Court	1,200	1,435	1,500	1,550
State Court Probation	180	287	330	365
Civil & Magistrate Court	40	22	28	35
Grand Jury (D.A.)	35	15	35	45
Juvenile Court	1,400	1,318	1,550	1,600

**SHERIFF - COURT SERVICES AND SECURITY**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)**

**4. Serve Prisoner Meals at the Courthouse.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Juvenile	650	722	750	800
Adults	1,800	2,020	2,050	2,075

**FY 2010 ACCOMPLISHMENTS**

- Transported over 7 thousand prisoners from the Jail to the various courts without an incident or an escape.
- Over 100 thousand individuals have come into the courthouse in the past year with no serious incidents. Prescreening has resulted in the confiscation of over 500 items from individuals that range from knives to scissors to box cutters.
- New Fire Alarm system installed throughout the courthouse. Test evacuations of the system have been smooth and all tests have gone as planned.
- Electric door locks have been added to a key side entrance to allow for stopping anyone from using the doors in the case of an emergency to not allow anyone to leave the Courthouse.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Authorized Positions	13	12	12
Expenditures			
Personal Services	\$ 708,901	\$ 742,973	\$ 818,958
Operating Expenditures	33,543	54,517	79,806
Capital Outlay	26,405	51,366	-
Total	<u>\$ 768,849</u>	<u>\$ 848,856</u>	<u>\$ 898,764</u>

## **SHERIFF - COURT SERVICES AND SECURITY**

### **FY 2011 BUDGET ISSUES**

The budget Sheriff's Court Services and Security represents a 10.2% increase for personal services and a 46.4% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 91.1% is appropriated for personal services and 8.9% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - CRIMINAL INVESTIGATION**

### **MISSION**

To provide a safe community through the investigation of criminal activity and prosecution of criminal activity through the judicial system.

### **PROGRAM DESCRIPTION**

The Criminal Investigation Division investigates crimes that occur, such as murder, robbery, rape, burglary, forgery, theft, etc., and makes arrests and processes those charged through the judicial system.

### **GOALS**

- Continue to maintain a recovery rate of stolen goods at 90% or higher, with documentation on file to track such recovery.
- Execution of all arrest orders within twenty-four (24) hours of receipt.
- Achieve an arrest success rate that exceeds the national arrest rate per crime category.
- Partnership with all other law enforcement agencies along with specialized training work to maintain a zero crime increase rate when compared to the previous fiscal year.

**SHERIFF - CRIMINAL INVESTIGATION**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To investigate criminal activity in order to provide a safe, secure environment for the public.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Armed Robberies	35	30	35	40
Robberies (Other)	12	10	12	15
Arson	7	6	8	10
Assaults (Simple Battery)	25	23	27	30
Sexual Assaults (Including Rape)	30	30	35	38
Auto Thefts	220	143	150	160
Entering Autos	260	251	260	270
Burglaries:				
Forced Residence	200	228	250	260
No Forced Residence	20	20	25	30
Forced Business	80	80	85	90
No Forced Business	20	25	27	30
Other Burglaries	10	9	10	11
Homicide	5	4	6	8
Shoplifting	30	18	25	30
Forgeries	150	85	100	125
Family Violence	100	115	120	125
Stalking	10	10	15	15
Bomb Threats	10	12	13	15
Runaways/Missing Persons	120	100	120	125
Death Investigation/Suicide	70	50	60	70

**2. To provide proper training to help reduce injuries to officers, prisoners and the general public while executing duties.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Training attended (hours)	1,200	1,200	1,200	1,200



## SHERIFF - CRIMINAL INVESTIGATION

### FY 2010 ACCOMPLISHMENTS

- Exceeded the national percentage in most crime categories on success rate of apprehension.
- Accurate records or all arrests are on file within 24 hours, and in a review friendly format.
- All sworn personnel met the Sheriff mandate of 40 hours of public safety training in calendar year 2010.
- Annual audit conducted of all stale dated arrest warrants in an effort to reduce these with a goal of prosecution of at least 50% of these.
- Crime rate in unincorporated Bibb County decreased from previous calendar year.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	15	15	15
Expenditures			
Personal Services	\$ 1,016,079	\$ 1,005,243	\$ 1,029,925
Operating Expenditures	96,837	111,642	105,226
Capital Outlay	44,842	-	-
Total	<u>\$ 1,157,758</u>	<u>\$ 1,116,885</u>	<u>\$ 1,135,151</u>

### FY 2011 BUDGET ISSUES

The budget for the Sheriff's Criminal Investigation Division represents a 2.5% increase for personal services and a 5.7% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 90.7% is appropriated for personal services and 9.3% for operating expenditures. See appendices for information on capital outlay.

## SHERIFF - WARRANTS

### MISSION

Transport prisoners, as directed by the Courts, to and from other jurisdictions, both in-state and out of state. Serve and file warrants as provided by the Courts.

### PROGRAM DESCRIPTION

The Warrant Division transports fugitives to and from other jurisdictions both in-state and out of state. The Warrant Division serves all types of warrants countywide, and has arrest powers.

Validate, enter, and clear warrants. Provide information to the courts, attorneys, other law enforcement agencies, and the public on warrants as necessary and requested. Provide updated information to sworn personnel to ensure prompt serving of warrants.

### GOALS

- Validate files to ensure that all out-of-date warrants are purged in compliance with legally sanctioned removal dates.
- Economize prison transports to free up Deputies time to serve warrants with a goal to increase warrant serving by 20% over last year. This is an ongoing goal.
- Use the installed Warrants Module software to ensure capturing all outstanding warrants on all individuals brought into the Jail. Before this was a manual operation.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **Provide legal process services in order to contribute to swift adjudication of civil and criminal activity.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Warrants served	10,200	10,350	10,425	11,300
Warrants received	10,800	11,200	12,500	12,750
Fugitives transported	800	900	950	975

## SHERIFF - WARRANTS

### FY 2010 ACCOMPLISHMENTS

- Thorough and accurate files exist for all warrants entered, thus making the judicial process easier, resulting in time savings on all levels.
- Increase in Bailiff staffing resulted in more warrants being entered and in a timelier manner with a 2% increase in warrants being served.
- Court documents on file to ensure that all purged warrants are in compliance with state law.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>7</u>	<u>7</u>	<u>7</u>
Expenditures			
Personal Services	\$ 494,105	\$ 491,059	\$ 476,236
Operating Expenditures	54,802	67,504	61,952
Capital Outlay	1,666	27,461	-
Total	<u>\$ 550,573</u>	<u>\$ 586,024</u>	<u>\$ 538,188</u>

### FY 2011 BUDGET ISSUES

The budget for Sheriff's Warrants Division represents a 3.0% decrease for personal services and a 8.2% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 88.5% is appropriated for personal services and 11.5% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - PATROL**

### **MISSION**

To protect the lives and property of the citizens and visitors of Bibb County by detection and prevention of criminal activity.

### **PROGRAM DESCRIPTION**

The Bibb County Sheriff's Patrol has the responsibility to protect the lives and property of the residents of Bibb County and all visitors within the jurisdiction of Bibb County. The patrol will actively work to prevent and detect all violators of City and County ordinances, along with State and Federal statutes.

The Patrol Division is in the fourth funding year from a grant from the Georgia Governor's Office of Highway Safety called Highway Enforcement of Aggressive Traffic (H.E.A.T.). This grant purchased specialized identified vehicles and funded equipment and supplies for the purpose of improving safety on community roadways, as well as paying 60% of all eligible operating costs for two additional deputies.

The Sheriff's Patrol also provides a variety of other related services that improve and enhance the quality of life of all citizens and ensures peace and tranquility within our neighborhoods and our commercial area. Some of these services include a Special Weapons and Tactical Team (SWAT), an Explosive Ordinance Unit (EOD), a Hostage Negotiation Unit, and a Crime Prevention Unit. The Sheriff's Patrol also serves as a source of information, providing lectures and programs to community groups, civic associations and to school children from kindergarten through the twelfth grade.

### **GOALS**

- Increase public awareness programs through Public Service Announcements (PSA), through personal contact with the public, and through community education programs about the dangers of driving impaired from alcohol and drugs and the use of seat belts. The goal is at least five (5) community education programs, with targeted media announcements, and billboards.
- Fair and objective enforcement of the DUI/drug traffic laws across jurisdictional lines in an effort to reduce accidents, injuries, and potential deaths. The goal is an accident increase rate of less than 5% over the previous year with a reduction in deaths and serious injuries.
- Partnership with the City of Macon to provide support for a reduction in criminal activity in targeted high crime areas within the City of Macon as approved by the Sheriff of Bibb County.
- Target defined areas of criminal activity and/or high accident rates through increased patrols with the Power Squad and with a goal of a 25% reduction in overall activity.
- Open and staff a Patrol substation in north Bibb County where rapid commercial and residential growth continues to provide an on-site law enforcement presence with the expectation of a 25% reduction in the current accident and incident rate.

**SHERIFF - PATROL**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To enhance public safety by enforcing DUI/drug traffic laws.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Traffic				
Accidents	2,500	2,480	2,550	3,000
Citations-Arrests/Warnings	30,000	25,156	30,000	35,000
DUI Arrests	625	666	700	725
Other Arrests	1,100	1,312	1,500	1,750

**2. To provide legal services to contribute to a safe, secure community.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Paper Server				
Warrants-Attempted/Served	98	875	900	950
Civil Papers	100	75	110	150
Search Warrants	40	45	50	55
Investigations				
Entering & Stolen Autos	425	292	350	400
Burglaries	575	436	500	530
Property Thefts	1,250	983	1150	1,275
Drug Cases	175	210	300	350
Other Investigations	1,875	1,883	1900	1,925
Forwarded to Juvenile Court	225	233	250	265

**3. Create public awareness of the hazards of drinking, using drugs, and driving under the influence of alcohol.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Community education programs	55	76	85	100
Click-it-or-Ticket Program	40	55	75	95

**SHERIFF – PATROL**

**FY 2010 ACCOMPLISHMENTS**

- Continued to increase patrol through the specialized Power Squad to targeted areas with a reduction in criminal activity and traffic violations being the result. Examples are I-475 & Eisenhower Parkway Corridor and the Lake Wildwood area in Bibb County.
- Continue to use directed patrol to reduce accidents and crime in Bibb County. Using computer programs and other sources, the patrol was able to more specifically locate problem areas and concentrate on these areas with a reduction in accidents and serious injuries. The H.E.A.T. Unit is an example of the directed patrol efforts.
- Continued to use public service announcements and personal contacts with the public to reduce crime and accidents. Public awareness from programs at shopping centers and similar public locales where literature was passed out have been of major benefit in the documented crime rate reduction where only one year since calendar year 2000 has been lower.
- Activated Armed Robbery Detail during the holiday shopping season to assist and protect both shoppers at local retail centers and residences.
- Implemented incident command during bad weather occurrences with 100% coverage of all impacted areas to provide traffic control and assistance to residents and businesses. The two winter weather occurrences in January and February 2010 are examples.
- Implementation of software modules for incident reports are citations will streamline and expedite the entire process and allow retrieval as needed of information. Efficiency, effectiveness, and accuracy will benefit from the new software modules.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 <u>Actual</u>	FY 2010 Revised <u>Budget</u>	FY 2011 Adopted <u>Budget</u>
<b>Patrol:</b>	78	77	76
Authorized Positions			
Expenditures			
Personal Services	\$ 3,842,749	\$ 4,240,481	\$ 4,113,467
Operating Expenditures	669,393	745,405	731,860
Capital Outlay	334,891	250,770	-
Total	<u>\$ 4,847,033</u>	<u>\$ 5,236,656</u>	<u>\$ 4,845,327</u>
<b>H.E.A.T. Units:</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 106,999	\$ -	\$ -
Operating Expenditures	31,946	-	-
Capital Outlay	-	-	-
Total	<u>\$ 138,945</u>	<u>\$ -</u>	<u>\$ -</u>

## **SHERIFF – PATROL**

### **FY 2011 BUDGET ISSUES**

The budget for the Sheriff's Patrol Division represents a 3.0% decrease for personal services and a 1.8% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 84.9% is appropriated for personal services and 15.1% for operating expenditures. See appendices for information on capital outlay.

The budget for the Sheriff's Patrol H.E.A.T. Division is included in the Sponsored Programs Fund effective FY 2010.

## SHERIFF – FORENSICS/IDENTIFICATION/CRIME ANALYSIS

### MISSION

To provide timely, accurate information to assist in the arrest and prosecution of criminals. This process will be aided by a forensics component which collects evidence and helps to identify those involved in criminal activities, a crime analysis component which analyses crime trends, an intelligence officer who records the activities of targeted criminals, and a Public Information Officer.

### PROGRAM DESCRIPTION

**The Sheriff's Forensics/Identification/Crime Analysis/ Section** is responsible for all crime scenes processing and investigating. It is responsible for the proper cataloging and transporting of forensic evidence from major crime scenes in the county. The Forensics/Identification/Crime Analysis Section is responsible for maintaining accurate and complete criminal records for the Sheriff's Office and Bibb County.

**The Identification Section** processes criminal history applications for private individuals, churches, as well as the Macon Housing Authority, Bibb County Board of Education, Mercer University, and other governmental and private firms in Bibb County.

**The Crime Analysis Unit** records statistics pertaining to crimes committed in Bibb County, Georgia. The stats are used to plot crime patterns, show high crime areas and direct different divisions within the Sheriff's Office to these areas.

**The Sex Offender Registry Unit** maintains accurate records of all sex offenders located in Bibb County including but not limited to residence checks, employment checks and tracking of sexual predators.

**Public Information Officer** In this capacity, the officer distributes information to the media and public to inform the citizens of Bibb County of the programs and services provided by the Sheriff's Office. Information distributed by the Public Information Officer includes but is not limited to crimes, incidents, accidents and arrests of interest to the public and various accomplishments by the Sheriff's Office. The Public Information Officer also responds to multiple open records requests daily that are submitted by various members of the media.

The officer responsible for the public information functions of this unit has distributed 100's of press releases to the media since being assigned to the position. There have been several public presentations produced by the Public Information Officer to inform citizens about the Sheriff's Office functions.

The Public Information Officer continues to operate and update the Sheriff's Office website [www.bibbsheriff.org](http://www.bibbsheriff.org)



## SHERIFF – FORENSICS/IDENTIFICATION/CRIME ANALYSIS

### GOALS

- Have crime scene technicians conduct 3 training classes to Sheriff's Office personnel on proper crime scene processing, with an additional 4 public presentations on crime scene processing techniques on sites and audiences to be determined.
- Furnish at least 90 presentations to Sheriff's Office personnel of detailed current crime information of all reported incidents by assigned sectors to include location, time, type, victim and description.
- Continue to maintain and update the local sex offender registry as follows.
  1. Register offender's current residence, employment, and any schools attended by all offenders within Bibb County. 314 sex offenders registered as of February 10, 2009.
  2. Photograph and fingerprint all sex offenders registered in Bibb County.
  3. Place a monitoring device on any sex offender classified as a sexual predator, and track his/her movements on a daily basis.
  4. Random residence and employment checks on registered sex offenders on a daily basis.
  5. Issuance of arrest warrants for sex offenders who fail to comply with the registration requirements set forth by the State of Georgia.
  6. Maintain and update a local website of all sex offenders residing in Bibb County for public access.
  7. Maintain written records of all sex offenders in Bibb County and forward copies to state and local agencies.
  8. Notify a new jurisdiction when a sex offender moves from Bibb County to that jurisdiction.
  9. Serve on a sex offender registration task force with the Georgia Sheriff's Association to act as a liaison for this region.
- Provide criminal intelligence information on persons identified by investigators as being involved in illegal activities and who may face prosecution for those charges.
- Present an annual Crime Prevention fair in Macon and Bibb County.

**SHERIFF – FORENSICS/IDENTIFICATION/CRIME ANALYSIS**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To assist in the provision of proper legal services by providing proper processing and investigation of evidence.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Crime Scenes/Evidence				
Processed Crime Scenes	200	185	200	250
Evidence Collected and Processed	1,300	1,433	1,500	1,550
Latent Prints				
Latent Prints Developed and Collected	1,800	2,300	2,500	2,550
Latent Fingerprints Compared by AFIS	600	609	650	700
One to One Comparisons	7,800	6,943	6,500	6,550
Identifications Made	200	145	150	200
Criminal Background Checks	13,000	10,189	11,000	11,050

**2. To increase public awareness of crime scene processing.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Public presentations on crime scene processing, including explanations of crime scene techniques and success stories	10	10	10	10

<b>FY 2010 ACCOMPLISHMENTS</b>
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- Officers in Forensics/Identification continue to attend specialized schools on a regular basis. This training keeps them up to date on processing crime scenes and teaches proper techniques on photography and fingerprint comparison and archiving.
- Forensics officers examined 185 crime scenes and processed 1,433 pieces of recovered evidence.
- Operators using A.F.I.S. (Automated Fingerprint Identification System) compared over 6,900 fingerprints for identification with 145 identifications made.
- Computerized mug shot photo system files photographs on the County’s mainframe computer system for retrieval when needed by our office or any other law enforcement agency. Capabilities added so that photos can be e-mailed to requesting agencies or organizations.
- Increased number of arrests in Macon and Bibb County resulted in implemented up-to-date classification and filing techniques.

**SHERIFF – FORENSICS/IDENTIFICATION/CRIME ANALYSIS**

**FY 2010 ACCOMPLISHMENTS (continued)**

- Processed almost 10 thousand criminal history background checks with generated revenue of over \$72 thousand
- Established nearly 648 instances of contact with media representatives thereby contributing to more than 485 news items mentioning the Bibb County Sheriff’s Office or an employee there of in 2009.
- Obtained updated tracking equipment to better protect those Bibb Citizens with memory related disabilities.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>6</u>	<u>8</u>	<u>9</u>
Expenditures			
Personal Services	\$ 445,626	\$ 527,404	\$ 595,350
Operating Expenditures	59,738	72,472	88,091
Capital Outlay	28,746	21,222	-
Total	<u>\$ 534,110</u>	<u>\$ 621,098</u>	<u>\$ 683,441</u>

**FY 2011 BUDGET ISSUES**

The budget for Sheriff's Forensics/Identification/Crime Analysis Division represents a 12.9% increase for personal services and a 21.6% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 87.1% is appropriated for personal services and 12.9% for operating expenditures. See appendices for information on capital outlay.

## SHERIFF – CRIME PREVENTION

### MISSION STATEMENT

Youth Services – To establish an early rapport with the youth of Bibb County in order to communicate to them the hazards of gangs, drug violence, peer pressure, and traffic awareness, through real life situations and solutions.

Neighborhood Watch – To provide constituents with advice, information and training thereby establishing a crime prevention partnership between the Bibb County Sheriff's Office and the communities it serves.

### PROGRAM DESCRIPTION

The Youth Investigations officers are responsible for presenting a format of programs to over 6,000 of Bibb County's school-age and pre-school age children in both the public and private schools and day care facilities. The officers in this unit give presentations to youth of various ages on drug awareness, bicycle safety, gun safety, crime scene investigating, civic responsibility, and law enforcement issues. They also conduct a defensive driving program for aspiring teen age drivers in all Bibb County high schools. This course uses classroom lecture and computerized simulators to give students an overview of the situations they may encounter while sharing the roadways. This training enhances the safety of all motorists who travel Bibb County's roads. Youth Investigation Officers also provide child fingerprinting services to over 1,000 Bibb County parents each year. The Bibb County Sheriff's Office Neighborhood Watch program has increased in participation by several hundred percent in the last few years. Its effectiveness continues to grow with new ideas such as the Email Update program. There are currently 102 Neighborhood Watch groups in unincorporated Bibb and over 2,000 Email Update members.

### GOALS

#### YOUTH SERVICES - NEIGHBORHOOD WATCH

- Communicate with at least 7,500 young people about the value of character and morality as well as the hazards of drugs, firearms, and association with gangs.
- Teach at least 400 students in the Defensive Driving Program.
- Procure state of the art fingerprinting equipment and organize events which will enhance the ability of Youth Investigations officers to fingerprint and record children's vital information for parents' use in the event of an emergency.
- Increase the membership of the Bibb Sheriff's Email Update program from 2,000 to 3,000 members.
- Facilitate the establishment of at least 12 new Neighborhood Watch groups in Bibb County.

## SHERIFF – CRIME PREVENTION

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To provide a safe community by providing community education programs to youth, citizens and visitors of Bibb County.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
School /NW Programs	9	7	9	10
Number of Constituents Reached	7,200	10,000	11,000	12,000
Civic Events (Information Booths)	185	130	100	110
Defensive Driving Programs	125	300	400	400

### FY 2010 ACCOMPLISHMENTS

- Interacted with youth at public and private schools and daycares throughout Bibb County through the Junior Deputy Program and other school presentations during the year.
- Continued ongoing search for new materials, videos and displays are more effective in presentations to young people. The established library of videos was updated and enlarged. Displays were used that assisted in the visual display of the information needed to attract young people.
- Driving Simulation was made available and presented to students at public and private schools in Bibb County. This program is designed to teach and encourage students to be safe and make sensible choices as it relates to driving.
- Made improvements to the confiscated PT Cruiser which serves to attract the attention of youth.
- Continued to increase membership in the Bibb Sheriff's Neighborhood Watch and Email Update programs making possible the exchange of vital information with the public on a daily basis.

## SHERIFF – CRIME PREVENTION

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>3</u>	<u>3</u>	<u>3</u>
Expenditures			
Personal Services	\$ 196,013	\$ 263,579	\$ 195,750
Operating Expenditures	34,831	44,670	41,245
Capital Outlay	-	20,666	-
Total	<u>\$ 230,844</u>	<u>\$ 328,915</u>	<u>\$ 236,995</u>

### FY 2011 BUDGET ISSUES

The budget for Sheriff's Crime Prevention Unit represents a 25.7% decrease for personal services and a 7.7% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 82.6% is appropriated for personal services and 17.4% for operating expenditures. See appendices for information on capital outlay.

## SHERIFF - DETENTION CENTER

### MISSION

To provide alternative detention arrangements for qualifying inmates while ensuring the safety of the public through appropriate supervision of these inmates with staffing and training of personnel.

### PROGRAM DESCRIPTION

The Bibb County Sheriff's Office Detention Center is a work release center and community service center for men and women.

The male detention center presently houses approximately 192 work release and community service inmates. The female detention center houses 12 female beds for the work release program. The purpose of the work release centers is to allow the detainees to continue to work in the private sector in order to pay off fines and restitutions ordered by the court. This program lessens the burden of the taxpayer of having to bear the cost of what it would take to house these persons on a full-time basis. However, this burden could be lessened even more if the detainees were required to pay a room and board fee while in the work release program. Implementation of a room and board fee, though delayed, is still planned.

The remainder of detainees housed at the detention center performs various community service hours as ordered by the court. The hours that the detainees perform are presently saving the City of Macon and Bibb County in excess of \$1 million a year that normally would be contracted out to other businesses or individuals in the private sector.

### GOALS

- Ongoing clean up and regular maintenance of abandoned cemetery located in the City of Macon and/or Bibb County, these areas must be 501 (c) (3) under the IRS code. Area currently being assisted is Linwood with 100% periodic cleaning from March through October.
- Offsetting City of Macon and Bibb County work force needs using inmate services in order to reduce by at least 20% the cost of hiring people to fulfill these needs (i.e., Public Works, Lake Tobesofkee, Parks and Recreation, Macon Centreplex, Land Fill, Courthouse).
- Provide assistance during emergencies, such as bad weather, to clear public facilities and assist where needed through the use of inmate labor supervised by Deputies.
- Manage the Inmate Work Release Program by ensuring that all participating inmates report to their job site on time, making timely payments to the Courts, and monitoring their work by visits to the inmate job sites.
- Implement a program where inmates participating in the community service program receive vocational training and certificates for the hours worked in landscaping, custodial maintenance, painting and auto detail.

**SHERIFF - DETENTION CENTER**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To provide alternative sentencing for qualifying inmates.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Persons Booked In	2,000	1,676	1,800	1,850
Persons Released	1,300	1,584	1,750	1,800

**2. To utilize qualifying inmates to perform community services, thereby reducing the local governments' needs for hiring of full-time personnel.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Community Service Hours Performed				
Bibb County (2,796 details)	145,000	128,663	130,000	133,000
City of Macon (1,772 details)	45,000	28,496	30,000	35,000

<b>FY 2010 ACCOMPLISHMENTS</b>
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- Recycled scrap metal, aluminum cans, and plastic bottles resulting in less refuse for pickup, thus less costs, and revenue from recycled sold items.
- Continued ongoing landscaping for all Sheriff's Office properties within the Law Enforcement Center complex.
- Provided and supervised inmate labor to operate the in-house car wash for day and evening, thus a savings of having to hire an employee, thus a saving in excess of \$20 thousand per year.
- Continued to provide labor for mowing and upkeep of qualifying publicly owned cemetery in Macon, resulting in thousands of equipment and labor dollars in savings to the City of Macon.
- Picked up and delivered evidence for Patrol, Investigation and Civil Divisions.
- Provided inmate labor for litter pickup for city and county roadways.
- Provided inmate labor for Cherry Blossom Festival.
- Provided inmate labor for the renovation of the donated GBI Building into the Sheriff's Crime Lab, thus savings of thousands of dollars in labor costs.
- Provided inmate labor for the clearing of the Family and Children Service warehouse.
- Provided inmate labor and tools to clear debris from public right of ways that resulted from storms throughout the past year.



**SHERIFF – DETENTION CENTER**

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Authorized Positions	25	25	25
Expenditures			
Personal Services	\$ 1,246,397	\$ 1,396,095	\$ 1,369,559
Operating Expenditures	159,690	193,043	221,434
Capital Outlay	1,793	-	-
Total	<u>\$ 1,407,880</u>	<u>\$ 1,589,138</u>	<u>\$ 1,590,993</u>

**FY 2011 BUDGET ISSUES**

The budget for Sheriff's Detention Center represents a 1.9% decrease for personal services and 14.7% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 86.1% is appropriated for personal services and 13.9% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - CORRECTIONS**

### **MISSION**

To promote a safe and secure facility by providing an appropriate correctional center environment to house those arrested for criminal activity.

### **PROGRAM DESCRIPTION**

The Bibb County Corrections Facility incarcerates both male and female inmates 17 years of age and older. Inmates under age 17 are incarcerated if by court order. Inmates incarcerated either have been charged or convicted of misdemeanors or felony crimes.

The Bibb County Corrections Division has grown from holding 585 inmates to now having the space to hold 966 inmates. The newly expanded facility, completed in July 2007, has contributed in meeting the growing demands of the Jail. Currently, 133 employees are assigned to the Corrections Division.

The facility includes a fully operational infirmary that is staffed by 16 full-time nurses, 1 part-time nurse and a part-time physician. It also has 1 part-time nurse practitioner and one full time administrator. Also included are an in-house dialysis and a contract for portable chest x-rays and ultra sound and scan that allows many of the medical needs of inmates to be met within the facility. The facility also provides mental health treatment through River Edge Behavioral Clinic. There is one full-time mental health counselor and one part-time counselor. There is also a part-time psychiatrist to handle drug and alcohol abuse inmates, as well as those needing mental health.

The facility includes a fully-equipped kitchen where meals are prepared for the inmates. In July 2007, all meals started being handled through a contractual arrangement with a private contractor. Supervised inmates handle all building maintenance, laundry, cleaning, etc., in-house.

The Bibb County Sheriff's Office is responsible for the transportation of all persons that have been certified as needing mental evaluation. These patients are then transported to the State Mental Unit in Milledgeville. These transports occur around the clock, (24 hours a day), 7 days a week. By law, deputies pick up the patient(s) and arrange for their safe and secure transportation to the State Mental Units in Atlanta, Augusta, Savannah, and Rome, Georgia. Since 1992, the Sheriff's Office has had the responsibility of transporting prisoners to the Crisis Stabilization Unit on Fulton Mill Road.

Our operational objective is to maintain a safe and secure environment for pre-trial and post-trial detainees; to provide for inmates' basic needs of food, clothing, shelter, mental health care and medical care; to ensure the security of the jail from escapes, supervise inmates' day-to-day activities, i.e., feeding, cleaning, court appearances, medical appointments, visitations, library calls, religious services, outside recreations, GED instruction, addiction services; to maintain accurate records of inmates and their possessions.

## SHERIFF - CORRECTIONS

### PROGRAM DESCRIPTION (continued)

To prepare and transport inmates to courts, provide inmates for attorney and court official visits; transport inmates to and from the various jails and prisons throughout the State; to provide proper and current training to all officers assigned to the jail, and to provide backup to various Divisions in the Sheriff's Office when other units are not available.

### GOALS

- Mandated in-service training of 40 hours by 100% of assigned Jail deputies by attending classes at the Georgia Public Safety Training Center and the Law Enforcement Center.
- Staff a full time transportation unit to take care of 100% of inmate transports as this requirement has expanded in scope and numbers due to Georgia Department of Corrections funding reductions.
- Implement a work release program for inmates where a minimum of 25% of housing and foods costs are reimbursed by the housed inmates.
- Continuation of an ongoing review with the objective to keep the inmate population at 900 or less 80% of the time to allow cell space for situations that may require additional cells along with keeping food and medical costs lower.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To provide a secure detention center environment through adequate staffing, appropriate training, and supervision of inmates.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Persons Booked In	14,000	12,089	12,500	13,000
Bailiff Days	2,800	2,600	2,800	2,800

2. **To provide for basic needs of inmates.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Meals served	950,000	1,026,630	1,023,250	1,040,000
Inmate Transports	3,000	1,417	2,000	2,500

## SHERIFF - CORRECTIONS

<b>FY 2010 ACCOMPLISHMENTS</b>
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- All personnel certified for CPR and First Aid.
- 100% completion of Sheriff mandated 40-hours of law enforcement training by all fulltime sworn deputies employed all 12 months of the fiscal year.
- Upgraded further the entire camera and security system with additional cameras to allow monitoring of all areas at all times thus reducing the need for additional personnel.
- Certified a Deputy to teach Crisis Team intervention. First Crisis Team classes held.

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>147</u>	<u>149</u>	<u>148</u>
Expenditures			
Personal Services	\$ 6,775,008	\$ 7,483,601	\$ 7,397,298
Operating Expenditures	4,877,642	5,192,735	5,270,734
Capital Outlay	10,560	1,678	-
Total	<u>\$ 11,663,210</u>	<u>\$ 12,678,014</u>	<u>\$ 12,668,032</u>

<b>FY 2011 BUDGET ISSUES</b>
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The budget for the Sheriff's Correction Division represents a 1.2% decrease for personal services and a 1.5% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 58.4% is appropriated for personal services and 41.6% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - EVIDENCE AND PROPERTY**

### **MISSION**

The storage and handling of items taken in as evidence as well as other property by the Bibb County Sheriff's Office and other local agencies as prescribed by policies and procedures. The evidence is kept until the case has been adjudicated or until after a predetermined amount of time. After the adjudication or time lapse, the evidence/property is disposed or in accordance to policies and procedures.

### **PROGRAM DESCRIPTION**

The Evidence & Property Section of the Sheriff's Office is responsible for the receiving, handling and storage of any evidence/property taken in by the Bibb County Sheriff's Office personnel during the course of their duties. The items are stored until needed for court as evidence in the case. If removed from the evidence/property room, the item is signed for and computer logged until it is returned showing chain of custody. Any item not stored as evidence remains stored until it is no longer required to be kept by law and then disposed of after a superior court judge signs off on the disposal. Other duties include the storage of DVD's turned in by patrol units and the downloading of these DVD's for DUI prosecution in State Court.

### **GOALS**

- To finalize the move to the new Bibb County Sheriff's Office Crime Lab that will result in increased storage space for the evidence/property taken in as well as increased security for the evidence/property stored and evidence turn in 24 hours per day, 7 days per week.
- Increase disposition time by 15% of evidence/property of closed cases.
- Move all adjudicated paperwork cases filed as "Active Cases" to the "Closed Cases" files at least 25% faster than currently.
- To continue to utilize Property Bureau for the sale of surplus items with a goal of a revenue increase of 10%.

**SHERIFF - EVIDENCE AND PROPERTY**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

**1. To process, file and record work in a timely manner as prescribed by law.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
New items received	2,000	1,867	1,950	2,000
Items disposed of	800	1,472	1,500	1,600
Weapons disposed of (Guns, Knives)	150	83	75	200

**FY 2010 ACCOMPLISHMENTS**

- Continued to use Property Bureau for the Pick up and sale via the internet of evidence/property determined to be surplus with revenue in excess of \$5 thousand in the past year.
- Took all weapons eligible for legal destruction to Macon Iron and witnessed their destruction.
- Conducted an annual inventory of all items held as evidence or found property.
- Drugs eligible for legal destruction were taken to the GBI Crime Lab in Atlanta for disposition by burning.
- Began moving the Evidence and Property Room from the Special Operations building to the new Sheriff's Office Crime Lab.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 70,274	\$ 72,904	\$ 72,750
Operating Expenditures	10,305	12,034	11,098
Capital Outlay	1,181	19,454	-
Total	<u>\$ 81,760</u>	<u>\$ 104,392</u>	<u>\$ 83,848</u>

## **SHERIFF – EVIDENCE AND PROPERTY**

### **FY 2011 BUDGET ISSUES**

The budget for the Sheriff's Evidence and Property Division represents a 0.2% decrease for personal services and a 7.8% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 86.8% is appropriated for personal services and 13.2% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - COMMUNICATIONS**

### **MISSION**

To provide responsive, comprehensive, quality service in the area of communication to law enforcement agencies and other emergency service agencies in order to facilitate the provision of public safety services.

### **PROGRAM DESCRIPTION**

- The Sheriff's Office Communications area is the backbone of the Law Enforcement Services Function of the Bibb County Sheriff's Office. Its principal functions are:
- To assist the officers of the Bibb County Sheriff's Office in carrying out their duties in a safe and effective manner.
- To provide a communication link between the citizens of Bibb County and the Sheriff's Office units in the field.
- To dispatch emergency units when and as needed and to coordinate their activities.
- To provide vital information via radio or telephone to Sheriff's Office units during investigations and arrests.
- To provide a 24-hour communications link between the Bibb County Sheriff's Office and other law enforcement agencies throughout the State of Georgia and the Nation.
- To enter missing persons, stolen items and lookouts into the GCIC system; verify with other agencies the recovery of the same and clear these entries from GCIC when recovered.

### **GOALS**

- Training selected dispatchers through the Communications Training Course at the Georgia Public Safety Training Center in Forsyth (GPTSC). This course instructs the certified Communications Officer on how to train new communications officers, thus allowing local training with less funds spent on out of town training. The goal is for every certified Communications Officer to have this course.
- Mandate training of an annual minimum of 40 hours for every sworn deputy in Communications.
- Ensure dispatcher training at 100% on CAD System upgrades.
- Utilize Communications as a training platform prior to any deputy being assigned to the Patrol Division so every deputy will have day to day operational knowledge of the communications system.



## SHERIFF - COMMUNICATIONS

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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- 1. To provide effective communication technology to assist with prompt, appropriate response to public safety issues.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Radio Traffic	190,500	230,000	275,000	310,000
Telephone Calls for Assistance	375,000	378,000	380,500	390,000
Case Numbers Generated That Required Law Enforcement	57,421	51,836	56,000	58,000
Warrant Validation	8,500	7,200	8,000	8,800

- 2. To provide appropriate training to public safety personnel to enhance their ability to provide prompt, efficient response to public safety issues.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Training Hours	400	490	500	560
Deputies/Civilian Trained	17	18	18	24

<b>FY 2010 ACCOMPLISHMENTS</b>
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- The Communication Section of the Sheriff's Office continues to send operators to schools and training classes with all public safety personnel achieving a minimum of 40 hours of public safety training.
- Communication continues to be an effective initial training area for deputies leaving Corrections and being assigned to Patrol Division.
- All Operators have been or are trained on the new Computer Assisted Dispatch (CAD) System and new deputies that are sent to Communications Section are also trained on the CAD.
- Satisfactory handling of all calls and radio communications continues, factoring in the continuing residential and commercial growth in unincorporated North and South Bibb County, and a 20% increase in radio traffic and an 8% increase in call volume over the past year.

## SHERIFF - COMMUNICATIONS

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>16</u>	<u>16</u>	<u>16</u>
Expenditures			
Personal Services	\$ 676,207	\$ 757,180	\$ 757,836
Operating Expenditures	69,557	61,571	64,342
Capital Outlay	2,163	15,777	-
Total	<u>\$ 747,927</u>	<u>\$ 834,528</u>	<u>\$ 822,178</u>

### FY 2011 BUDGET ISSUES

The budget for Sheriff Communications Division represents a 0.1% increase for personal services and a 4.5% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 92.2% is appropriated for personal services and 7.8% for operating expenditures. See appendices for information on capital outlay.

## SHERIFF - BUILDING MAINTENANCE

### MISSION

To provide safe, secure capital facilities to ensure the safety of the Bibb County employees, inmates and public.

### PROGRAM DESCRIPTION

Building Maintenance is a non-sworn division of the Bibb County Sheriff's Office. The Superintendent, three maintenance technicians and a Janitorial supervisor staff this division. Assistance is provided by jail inmate trustees. The principal function is to provide maintenance and repairs for the Law Enforcement Complex, which includes the Administration Building and the Jail at 668 Oglethorpe Street, the Higgins Investigation Building at 651 Hazel Street, the Detention Building at 645 Hazel Street, the Carver Facility at 652 Hazel Street now used for storage and a laundry, the Special Operations Building at 704 Hawthorne Street, the Bass Building at 1131 Second Street, the Corrections and Courts Administrative Offices at 633 Oglethorpe Street, and the three (3) Patrol substations scattered across unincorporated Bibb County, with a fourth Patrol substation planned for North Bibb County.

#### General Maintenance

- Routine maintenance on all the facilities, plus, where feasible, enhancements.
- Adjustment and lubrication of all mechanical and electrical locking systems in the Jail.
- Repairs to any and all facilities damaged by inmate behavior.

#### Plumbing Maintenance:

- Supply fresh water, hot and cold, to the entire Law Enforcement Center Complex.
- Drainage maintenance for inmate cells, jail kitchen, laundry, and restrooms throughout the facility.
- Maintain the car wash facility, including the federally mandated water separator.

#### Electrical Maintenance:

- Maintain jail security systems, locks and control panels, and light replacements throughout the facility.
- Maintenance of the electric generator.
- Maintenance of the entire Law Enforcement Center electrical wiring systems.

#### Mechanical Maintenance:

- Routine maintenance and all repairs to the Law Enforcement Complex heating and cooling systems.
- Adjustment and lubrication of air-handling blower units and filtration systems.

## SHERIFF - BUILDING MAINTENANCE

### GOALS

- Coordinate roof repairs at the Patrol West Substation, the Crime Lab at 1019 Second Street, and the Corrections and Courts Administrative Offices at 633 Oglethorpe Street.
- Continue refurbishment of several areas of the existing Jail to include Master Control, Library, Chapel, Entrance to Jail, and others.
- Replace ceiling tile in front lobby of Ray Wilkes Administration Building. Ceiling tile in place now is almost 30 years old, and is worn and nasty in appearance.
- Demolish old kitchen in the original jail and turn it into usable office space.
- Renovate currently unfinished space at 1121 Second Street building housing Civil Process-Central Services section to add offices and a conference room.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

**1. To provide safe, secure facilities to ensure the safety of the staff, inmates and public.**

	FY 2009 <u>Projected</u>	FY 2009 <u>Actual</u>	FY 2010 <u>Projected</u>	FY 2011 <u>Projected</u>
Plumbing Repairs	14,239	15,600	19,500	20,475
Building Repairs	325	289	361	379
Electrical Repairs	1,113	1,300	1,625	1,706
Mechanical Repairs	288	250	313	328
Communications Repairs	56	30	38	39
Kitchen Equipment Repairs	425	510	638	669
Lighting Repairs	1,013	1,540	1,925	2,021
Miscellaneous Repairs	394	405	506	532
Procurement Pickup Trips	238	360	450	473

### FY 2010 ACCOMPLISHMENTS

- Installed new generator for Special Operations Center in order to maintain the fiber optics loop for Bibb County Courthouse connectivity.
- Replaced all flooring in the Patrol Administration Offices at 668 Oglethorpe Street.
- Installed steps from West Parking Lot to Hawthorne Street across from the Special Operations Center to shorten distance between buildings.
- Refurbished donated property at 1019 Second Street into the Sheriff's Crime Lab.
- Refurbished 633 Oglethorpe Street property into Corrections and Courts Administrative Offices.
- Structural repairs to the floor of the Armory at the Training Range at Confederate Drive. Work also corrected flaws in construction of the floor.

## SHERIFF - BUILDING MAINTENANCE

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>6</u>	<u>5</u>	<u>5</u>
Expenditures			
Personal Services	\$ 263,874	\$ 264,962	\$ 262,500
Operating Expenditures	297,182	330,212	315,384
Capital Outlay	3,395	9,700	-
Total	<u>\$ 564,451</u>	<u>\$ 604,874</u>	<u>\$ 577,884</u>

### FY 2011 BUDGET ISSUES

The budget for the Sheriff's Building and Maintenance Division represents a 0.9% decrease for personal services and a 4.5% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 45.4% is appropriated for personal services and 54.6% for operating expenditures. See appendices for information on capital outlay.

## **SHERIFF - POLICE TRAINING**

### **MISSION**

To administer training services and resources to the Sheriff's Office, in order to ensure public safety employees are appropriately equipped to perform their duties.

### **PROGRAM DESCRIPTION**

Sheriff's Training is an important operation of the Sheriff's Office. Without constant practice, proven concepts and procedures may be forgotten. At the same time, there must be an infusion of new and modern techniques, procedures and ideas. Without these aspects, a department will soon become stagnant and unable to function properly. Training is essential to prevent this from happening. The principal functions of training are:

- To properly orient and train entry-level deputies.
- To provide consistent instruction, supervision and research into the use of firearms for deputies.
- To provide annual in-service training for all department employees in new laws, techniques and procedures.
- To provide training to other Bibb County agencies. (Safety Driving Course for all County drivers, various enforcement courses for Civil Court Deputies and Tobesofkee Rangers.)
- To oversee and administer the mandatory 20 hours annual training required by the State of Georgia to keep our officers certified. Sheriff requires additional 20 hours of annual training.
- To maintain the buildings, firing ranges (2), rappeling tower and test course located at the Sheriff's Training Range.
- To administer and monitor all new applicant's testing for the Department and Physical Agility Test for certified deputies.

### **GOALS**

- Provide training for 366 staff personnel to meet 100% requirements of Sheriff and statutory training of 40 hours per fiscal year. Peace Officers & Standard Training only requires 20 hours.
- Driver training program, annually, on the Driving Simulator and/or Cone Course for 100% of personnel who are required to drive a Sheriff's Office vehicle as directed and scheduled by the Sheriff and/or Chief Deputy.
- Continue to provide Firearms training to all deputies mandated by Peace Officers and Training Council (P.O.S.T.) as Deputies are required to pass the qualifications course of the State of Georgia, plus additional qualifications required by the Sheriff. The goal is 100% qualifications.
- Mandate Firearms Training Simulator class attendance for all Deputies to enhance their shooting abilities. This is inclusive of new Deputies.

**SHERIFF - POLICE TRAINING**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

- 1. To provide training to public safety personnel in order to provide effective, efficient public safety services, and meets annual required training standards.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Total Personnel Served	6,000	8,147	8,324	8,600
New applicants tested	190	82	95	100
Courses Taught:				
In-Service (Deputies)	3,320	4,466	4,900	4,925
In-Service (Hours)	16,550	22,603	24,850	25,000
Out-of-Town (Deputies)	290	132	135	130

- 2. To provide training resources to other agencies to enhance public safety through community education.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Total Agencies Served	55	50	50	55

<b>FY 2010 ACCOMPLISHMENTS</b>
--------------------------------

- In-Service In-House training for 4,466 Deputy Attendees for 22,603 hours of training.
- Specialized out of town training for 274 Deputy Attendees for 8,111 hours of training.
- Firearms training for 398 Deputy Attendees for 1,099 hours of firearms training.
- Trained 1,379 mandate students from adjacent Mid-Georgia area for 10,258 hours of firearms training.
- Completed defensive driver training consisting of classroom and practical driver training for 101 Deputies for 313 hours of training.
- Qualified 394 Deputies on firearms training course with a 100% pass rate with a minimum passing score of 80 or above.
- Provided community service firearms training for civilians who chose to take advantage of the opportunity. 476 attendees trained for 1,204 hours.
- Increased in-house training resulted in a 48% decrease in hours for out of town training.

## SHERIFF - POLICE TRAINING

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>4</u>	<u>3</u>	<u>3</u>
Expenditures			
Personal Services	\$ 220,147	\$ 226,712	\$ 223,225
Operating Expenditures	127,697	135,520	146,217
Capital Outlay	35,513	40,397	-
Total	<u>\$ 383,357</u>	<u>\$ 402,629</u>	<u>\$ 369,442</u>

### FY 2011 BUDGET ISSUES

The budget for Sheriff's Police Training Division represents a 1.5% decrease for personal services and a 7.9% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 60.4% is appropriated for personal services and 39.6% for operating expenditures. See appendices for information on capital outlay.



## **SHERIFF – DRUG INVESTIGATION**

### **MISSION**

To provide a safe community through the investigation of crimes involving narcotics and vice.

### **PROGRAM DESCRIPTION**

The Sheriff Drug Abuse Division is composed of County officers engaged in intelligence, narcotics and vice. The primary responsibility of this unit is investigating organized crime, narcotic violations, vice-related crimes, and the gathering and dissemination of intelligence. The Intelligence Unit gathers, documents, and disseminates intelligence; identifies violators, patterns of violations, and connection between violators; and maintains interstate and intrastate intelligence connections. The Narcotics and Vice Unit initiates and conducts narcotics and vice investigations; arrests violators; prepares documentation for courtroom use; identifies and targets narcotic violations; executes warrants; seizes contraband, monies and properties connected with criminal violations; and petitions courts for specific type investigations, such as wire taps. The Clerical and Administrative sections handle the normal day-to-day operations and paperwork.

### **GOALS**

- Gather information for the apprehension of drug-vice offenders in Bibb and adjacent areas through solicitation of public, Crime Stoppers, Homeland Security meetings participation and interaction, and communication with adjacent law enforcement agencies.
- Detect and apprehend known violators of drug and vice statutes through use of electronic surveillance, aircraft, and informant information in an effort to increase arrests by a continued minimum of over 10% annually that will result in confiscating goods and money through case adjudication that may be used to purchase law enforcement equipment to further fight drug crime, and lessen the burden on the County General Fund.
- Continue partnership with other area resources for assistance in combating local drug crime by juveniles through drug avoidance talks and displays in the schools, with the goal to reach all public and private high schools in Bibb County every year.
- Deter computer crimes that are on increase in this area through the forensics lab.

## SHERIFF – DRUG INVESTIGATION

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### 1. To detect and apprehend known violators of drug and vice statutes.

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Defendants Arrested	300	310	315	325
Cases Made By Arrest	550	643	650	655
Cases Made Other Than Arrest	N/A	52	N/A	N/A
Search Warrants Executed	135	73	90	95
Street Value of Drugs Seized	\$1.5 Million	\$1.0 Million	\$1.6 Million	\$1.7 Million
Actual Cash Seizures	\$ 165,000	\$ 203,630	\$ 180,000	\$ 190,000

### FY 2010 ACCOMPLISHMENTS

- Active use of K-9 drug dog. This dog has successfully detected drugs in hidden areas, and in vehicles resulting in numerous arrests, seizures of drugs, money, and weapons.
- Continued to target upper level drug dealers through aerial reconnaissance of the Georgia National Guard.
- Multi-agency interdiction programs continue with efforts to expand to combine resources to address illegal drug activity in Bibb and surrounding counties, resulting in search warrants across several counties followed by arrests for illegal drug activity.
- Continue to provide Drug Awareness to all public and private schools in an effort to discourage juveniles from illegal drug activities.
- Computer forensics lab now in use to address to further illegal drug activity in an effort to tackle high level drug dealers, with several local drug leaders arrested.

**SHERIFF – DRUG INVESTIGATION**

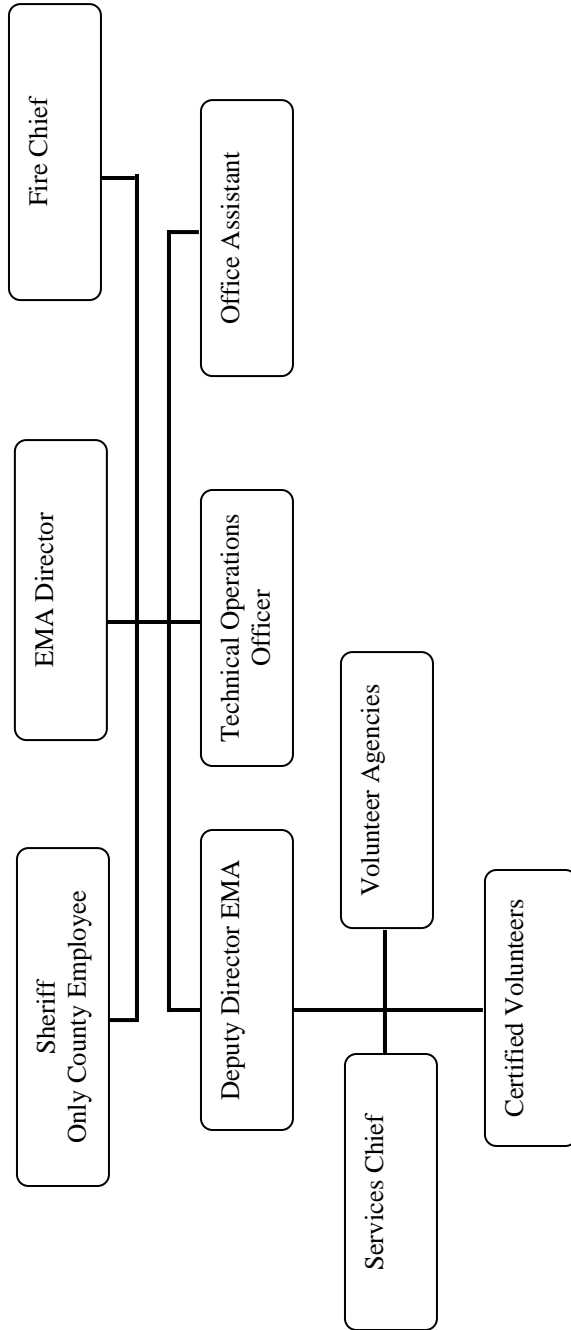
**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Authorized Positions	15	15	15
Expenditures			
Personal Services	\$ 907,575	\$ 976,583	\$ 918,893
Operating Expenditures	146,882	164,192	157,445
Capital Outlay	56,140	36,202	-
Total	<u>\$ 1,110,597</u>	<u>\$ 1,176,977</u>	<u>\$ 1,076,338</u>

**FY 2011 BUDGET ISSUES**

The budget for Sheriff's Drug Abuse Investigation represents a 5.9% decrease for personal services and a 4.1% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 85.4% is appropriated for personal services and 14.6% for operating expenditures. See appendices for information on capital outlay.

# EMERGENCY MANAGEMENT SERVICES



Note: Sheriff is full time County Employee.  
All others are jointly paid by Bibb County and City of Macon

## **EMERGENCY MANAGEMENT AGENCY**

### **MISSION**

To protect and save lives, assets and the environment by engaging the principles of Emergency Management (mitigation, preparedness, response and recovery) prior to, during and following any emergency or disaster affecting the local jurisdiction.

### **PROGRAM DESCRIPTION**

Macon-Bibb Emergency Management Agency is intended to prevent, prepare for, respond to, and recover from a host of potential hazards and threats that affect the citizens of Macon-Bibb County. In so doing, this agency follows the framework established in the Local Emergency Operations Plan and in accordance with plans, procedures and policies set forth by the local, state and federal governing bodies. Macon-Bibb EMA serves as the central coordinating entity for Emergency Support Function agencies such as but not limited to the Bibb County Sheriff's Office, Macon Police Department, Macon-Bibb Fire Department, and Bibb County Public Schools. Emergency management is accomplished through education and awareness, preparedness activities such as training and exercises, program initiatives, emergency response and recovery to a state of normalcy.

### **GOALS**

- To establish the greatest level of readiness through the use of innovative technological solutions.
- To provide continuous information in matters of safety and preparedness through the utilization of media outlets, public lectures and printed materials.
- To create a culture of preparedness by empowering each citizen with the knowledge of personal preparedness.
- To sustain the momentum of a multi-tiered Warning and Notification system that will benefit all Macon-Bibb citizens.

**EMERGENCY MANAGEMENT AGENCY**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide effective emergency management services through training and education of staff and volunteers.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
NIMS: Comprehensive and Progressive Training Program	200 hrs	240 hrs	300 hrs	300 hrs
Train new Administrative Assistant and Technical Administrative Officer	400+ hrs	200 hrs	400 hrs	400 hrs
Complete/Maintain Certification CEM/MCEM, Rescue, 1st Aid/CPR	2500 hrs	300 hrs	500 hrs	500 hrs
Refresher and new initiative training	400 hrs	100 hrs	400 hrs	400 hrs

**2. Meet GEMA work plan requirements/recommendations to maintain eligibility for funding assistance through state and federal government initiatives such as the Performance Partnership Agreement (PPA).**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Attend local, area and state meetings	100 hrs	60 hrs	200 hrs	300 hrs
Maintain administrative program initiatives	100 hrs	100 hrs	500 hrs	500 hrs
Maintain NWS StormReady Designation	100 hrs	100 hrs	100 hrs	100 hrs
Maintain operational program initiatives	300 hrs	150 hrs	300 hrs	300 hrs

**3. Meet HSEEP exercise requirements and establish/maintain resolutions, agreements and written plans to maintain rating as qualified emergency management agency and enhancement of Area 4 Regional Strategic Plan.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
One full scale every four years Two exercises per fiscal year (drill, tabletop or functional).	700+ hrs	500 hrs	700 hrs	700 hrs

## EMERGENCY MANAGEMENT AGENCY

### OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)

#### 4. Establish and or maintain memberships and affiliations for expanded regional collaborations.

	<u>FY 2009</u> <u>Projected</u>	<u>FY 2009</u> <u>Actual</u>	<u>FY 2010</u> <u>Projected</u>	<u>FY 2011</u> <u>Projected</u>
EMAG (EM Association of GA)	200 hrs	200 hrs	200 hrs	200 hrs
IAEM (Int'l Assoc of EM)	100 hrs	100 hrs	100 hrs	100 hrs
Petroleum COOP & LEPC	300 hrs	300 hrs	300 hrs	300 hrs

### FY 2010 ACCOMPLISHMENTS

- Conducted a Full Scale exercise in conjunction with local Public Health for response to Pandemic Influenza.
- Participated in the nationwide Severe Weather Awareness Initiative activities.
- Hosted several preparedness events within the community for National Preparedness Month initiative.
- Assisted in the completion of the Pre-Disaster Mitigation Plan update for FY 2011.
- Facilitated 20+ education and awareness site visits and public lectures within the community.
- Supported more than 30 civic events, law enforcement details and emergency response details with 1200+ man-hours rendered.
- Established and or renewed Memoranda of Agreement with partner agencies such as ARC, United Way 211 and MCCG.
- Appointed to serve on the Clear Channel Multimedia Advisory board and the Emergency Food & Shelter board.
- Joined the Macon Section of American Society of Safety Engineers and established a partnership to form an LEPC (Local Emergency Planning Committee) for FY 2011.
- Facilitated the first Preliminary Damage Assessment Training for the implementation of PDA teams.

**EMERGENCY MANAGEMENT AGENCY**

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
Expenditures			
Personal Services	\$ 41,322	\$ 91,082	\$ 91,082
Operating Expenditures	18,617	33,423	31,434
Capital Outlay	53,433	24,087	-
Total	<u>\$ 113,372</u>	<u>\$ 148,592</u>	<u>\$ 122,516</u>

**FY 2011 BUDGET ISSUES**

The budget for Emergency Management represents a 0% increase for personal services and a 6.0% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 74.3% is appropriated for personal services and 25.7% for operating expenditures.



## ANIMAL CONTROL

### MISSION

To promote and protect the health and safety of the citizens of Bibb County by enforcing County ordinances regarding animals.

### PROGRAM DESCRIPTION

Bibb County has signed an intergovernmental agreement with the City of Macon to provide Animal Control services to all residents of Bibb County. The agreement went into effect July 1, 2010. The City of Macon will bill Bibb County monthly based on a per animal rate that will change each year based on actual cost of the prior year.

### GOALS

- Continue response time of thirty minutes from request in picking up stray animals, both domestic and wild in Bibb County.
- Ongoing coordination with Health Department and others to diminish animal cruelty by at least 10%, including the monitoring of tethering devices in use.
- Uniform monitoring and enforcement of leash ordinance violations, with a goal to increase stray pickups by 20%.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To promote and protect the health and safety of the citizens of Bibb County by monitoring and enforcing the codes regarding animals in the community.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Animals Picked Up	1,900	1,956	1,900	2,000
Animal Calls Answered	1,800	1,807	1,800	1,900
Bites	70	67	70	75

## ANIMAL CONTROL

### FY 2010 ACCOMPLISHMENTS

- Continued monitoring unincorporated Bibb County to detect and decrease leash ordinance violations.
- The two Animal Control Officers worked diligently during the fiscal year to detect, and where appropriate, cite the violators of county ordinances. Animal bites decreased by 3 from the previous year.
- Timely pick-up of all call-ins for stray and dead animals in unincorporated Bibb County. This was in line with the goal of a 30 minute response time.

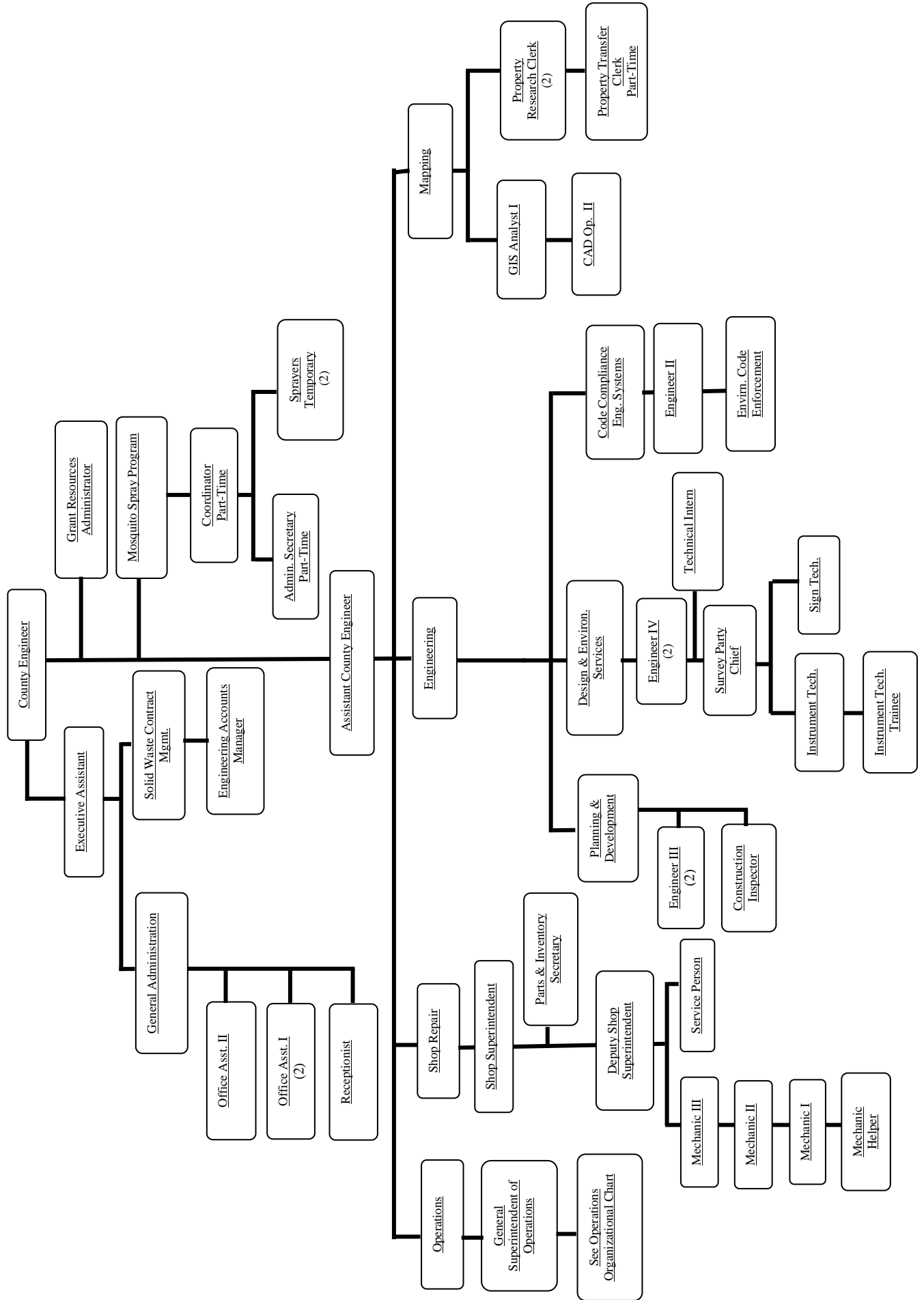
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>2</u>	<u>2</u>	<u>2</u>
Expenditures			
Personal Services	\$ 84,181	\$ 89,087	\$ 89,400
Operating Expenditures	34,028	37,990	37,651
Capital Outlay	-	-	-
Total	<u>\$ 118,209</u>	<u>\$ 127,077</u>	<u>\$ 127,051</u>

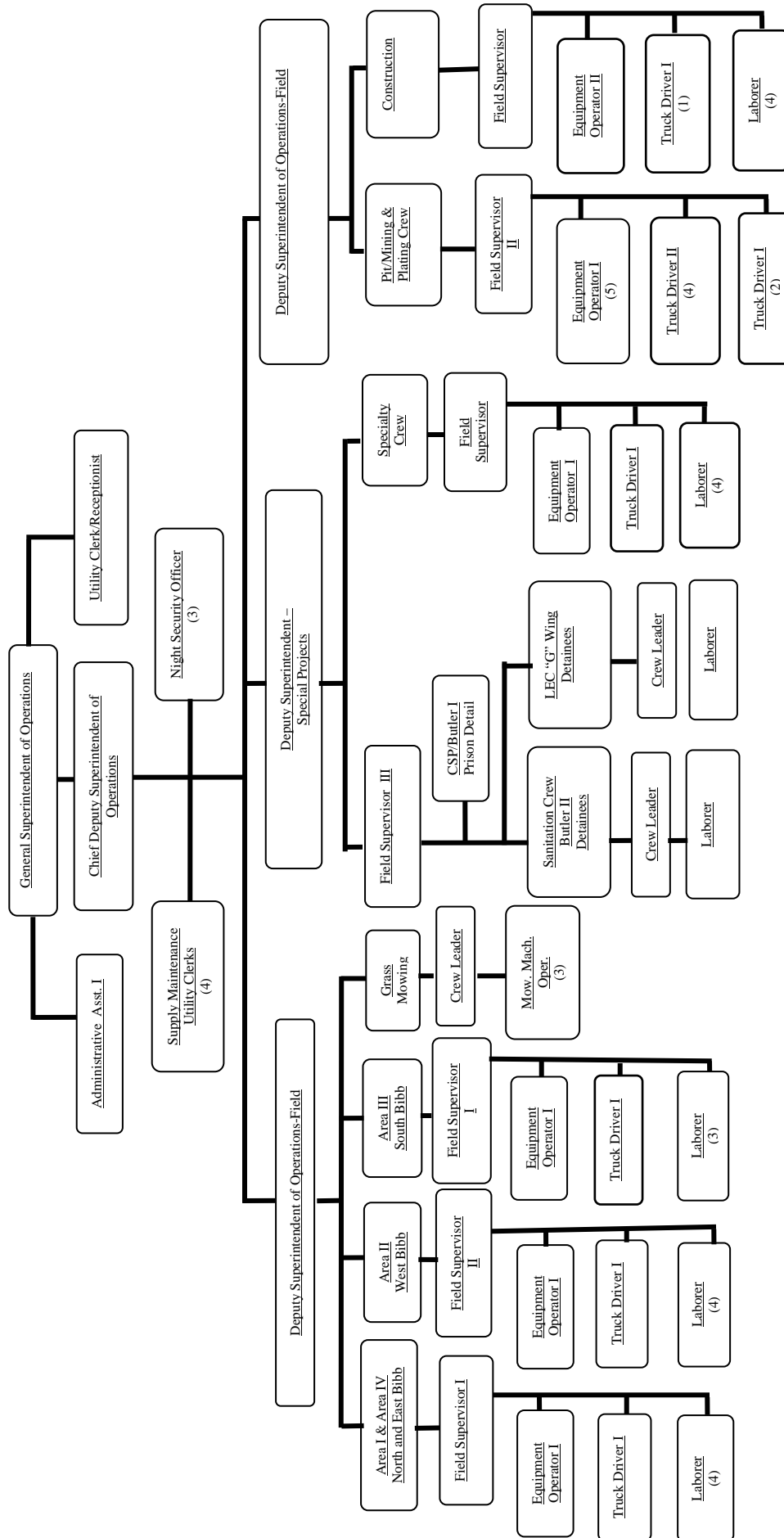
### FY 2011 BUDGET ISSUES

The budget for Animal Control represents a 0.4% increase for personal services and a 0.9% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 70.4% is appropriated for personal services and 29.6% for operating expenditures. See appendices for information on capital outlay.

# ENGINEERING/PUBLIC WORKS



# PUBLIC WORKS-OPERATIONS



## HIGHWAYS AND STREETS - ADMINISTRATION

### MISSION

To provide direction, support and coordination to all Engineering and Public Works operating divisions, facilitating their delivery of a safe, efficient and environmentally sound transportation and infrastructure system.

### PROGRAM DESCRIPTION

The Administrative Division is charged with the overall responsibility of recognizing, planning and implementing all phases of transportation system needs for the County and all other Public Works departments that come under the direct supervision of Administration. Some of the primary functions are coordination of County, State and Federal projects, complaint management, public relations, planning and development coordination, direct purchasing support for all divisions, solid waste contract administration, Engineering/Public Works committee support and general administrative support to all divisions of Public Works.

### GOALS

- Continue to compile and analyze data submitted by field personnel as it relates to man-hour usage in each category of work.
- Continue to monitor project scheduling.
- Continue to monitor overall development process.
- Continue to analyze budget expenditures and revenue for all divisions.
- Continue to provide excellent customer service.

## HIGHWAYS AND STREETS - ADMINISTRATION

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide direction, support and coordination to all Engineering and Public Works operating divisions.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Service requests written	750	551	650	650
Financial Administration (hrs)	1,800	1,800	1,800	1,800
Solid Waste Administration (hrs)	3,500	3,500	3,500	3,500
Contract Management	1,500	1,500	1,000	1,000
Road Improvement Program Administration (hrs)	1,200	1,200	1,000	1,000
Administration/Supervisory Support to Mapping (hrs)	2,000	2,000	2,000	2,000
No. of positions in Engineering/Public Works	109	109	109	109
Average Number of Vacancies	10	10	10	10

**2. To monitor planning and development needs for the highway infrastructure system.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Meetings attended	650	650	650	650
Plans reviewed and approved	40	47	25	30
Plats reviewed and approved	25	23	25	25
Total single-family dwellings in County	19,325	19,383	19,650	19,750
New residential lots developed	370	445	100	150
New residential roads developed	30	45	10	15
Miles of new roads developed	6	9	3	5

<b>FY 2010 ACCOMPLISHMENTS</b>
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- The Administrative Division also provides support to all special projects assigned to the Engineering Division and Maintenance & Construction Division, and provides administrative and supervisory support to the Macon-Bibb County Mapping Department.
- The Administrative Division continues daily coordination of the Road Improvement Program and seasonal coordination of the Mosquito Spraying Program.
- During FY2010, a substantial number of hours were devoted to managing and coordinating the rebuilding of Arrowhead Park at Lake Tobesofkee.

## HIGHWAYS AND STREETS - ADMINISTRATION

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	14	15	15
Expenditures			
Personal Services	\$ 981,816	\$ 1,013,324	\$ 1,016,100
Operating Expenditures	828,014	73,568	65,958
Capital Outlay	89	1,065	-
Total	<u>\$ 1,809,919</u>	<u>\$ 1,087,957</u>	<u>\$ 1,082,058</u>

### FY 2011 BUDGET ISSUES

The budget for Highways and Streets - Administration represents a 0.3% increase for personal services and a 10.3% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 93.9% is appropriated for personal services and 6.1% for operating expenditures. See appendices for information on capital outlay.

## **SHOP REPAIR SERVICE**

### **MISSION**

To enable county departments to have adequate resources to perform their duties by providing and monitoring fuel usage, and maintaining vehicles and heavy equipment.

### **PROGRAM DESCRIPTION**

The Shop Repair Service is responsible for the maintenance and repair of all Public Works vehicles and heavy equipment. Other County departments are also served. In addition, the division is charged with the fuel distribution system for the entire department.

### **GOALS**

- Continue to monitor vehicle utilization for optimum use.
- Continue to provide timely maintenance and fuel reports.
- Continue to provide computerized inventory and preventive maintenance program.



## SHOP REPAIR SERVICE

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. To enable departments to have adequate resources to perform their duties by providing and monitoring fuel usage, and maintaining vehicles and heavy equipment.

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Gallons Gas Purchased/Regular	90,000	96,834	90,000	90,000
Gallons Diesel Fuel Purchased	130,000	112,219	115,000	115,000
Total Inventory of Vehicles/ Heavy Equipment/Attachments	128	128	128	128
Total No. Light Duty Vehicles	43	43	43	43
Total No. Medium Duty Vehicles	7	7	7	7
Total No. Dump Trucks, Buses, etc	21	21	21	21
Total No. Heavy Equipment	35	35	35	35

### FY 2010 ACCOMPLISHMENTS

- Continued to streamline inventory needs by purchasing vehicles with compatible parts, tire size, etc.
- Continued to replace gas-burning dump trucks with more efficient diesel engine dump trucks with air brakes and air conditioners.
- Continue the process of retrofitting several pieces of diesel powered equipment in accordance with an environmental grant to provide hybrid vehicles to the County's fleet.

## SHOP REPAIR SERVICE

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	8	8	8
Expenditures			
Personal Services	\$ 389,952	\$ 418,203	\$ 423,350
Operating Expenditures	267,487	249,600	244,100
Capital Outlay	2,721	-	-
Total	<u>\$ 660,160</u>	<u>\$ 667,803</u>	<u>\$ 667,450</u>

### FY 2011 BUDGET ISSUES

The budget for Shop Repair Service represents a 1.2% increase for personal services and a 2.2% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 63.4% is appropriated for personal services and 36.6% for operating expenditures. See appendices for information on capital outlay.

## **MAPPING DEPARTMENT**

### **MISSION**

To maintain and provide accurate map and property ownership information in a convenient, efficient manner to private businesses, government agencies and the general public.

### **PROGRAM DESCRIPTION**

The Macon-Bibb County Mapping Department, created in 1959, is responsible for creating and maintaining the Bibb County Tax Maps and Property Ownership Books. These maps and records serve as useful information to attorneys, real estate companies, various government agencies and the general public as well. This information is the foundation of the Bibb County Tax Digest. The Mapping Department is in the process of total conversion to a GIS system.

### **GOALS**

- Further develop GIS system for City and County use.
- Network GIS information.
- Provide new base maps for taxation and topographic maps for land development.
- Continue to convert all daily mapping operations to the new ArcInfo system.
- Create and maintain with parcel all associated databases.
- Create new layers for flood plain, wetlands and storm sewers.

## MAPPING DEPARTMENT

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To maintain and provide accurate map and property ownership information in a convenient, efficient, manner to private business, government agencies and the general public.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Total GIS Map Updates	375	258	240	240
Number of Plots Generated	150	135	135	150
Number of Custom Data Files Generated	30	49	49	60
Title Transfers Processed	12,000	8,612	8,700	8,800
Map Changes to Tax Assessor	300	311	300	300

### FY 2010 ACCOMPLISHMENTS

- Completed the conversion process from hard copy to computer generated maps.
- Met transfer deadlines to support Tax Assessor.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	5	5	5
Expenditures			
Personal Services	\$ 240,704	\$ 249,762	\$ 251,400
Operating Expenditures	12,776	18,900	13,100
Capital Outlay	-	-	-
Total	\$ 253,480	\$ 268,662	\$ 264,500

### FY 2011 BUDGET ISSUES

The budget for the Mapping Department represents a 0.7% increase for personal services and a 30.7% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 95.0% is appropriated for personal services and 5.0% for operating expenditures. See appendices for information on capital outlay.

## HIGHWAY & BRIDGE MAINTENANCE & CONSTRUCTION

### MISSION

To maintain, preserve and protect the County's infrastructure in the most efficient and effective manner possible to provide for a safe and reliable transportation and storm water system.

### PROGRAM DESCRIPTION

The Maintenance and Construction Division is generally responsible for the construction, maintenance, safety and appearance of all County roads and bridges. Maintenance activities comprise the "housekeeping" tasks associated with Public Works maintenance and repair. More specifically, these responsibilities are construction of paving, drainage and other appurtenances within the Bibb County road system; maintenance and resurfacing of existing pavements and bridges and/or appurtenances; maintenance of major drainage systems and their appurtenances along County roads; clearing of litter along all rights-of-way and cutting of grass and brush along all rights-of-way.

Bridge Maintenance is also responsible for coordinating the inspection of all bridges within the County by the State Department of Transportation and following up on repairs and maintenance. All repairs are done on a contract basis.

### GOALS

- Monitor all roads, drainage structures and bridges and assess maintenance needs.
- Continue to work to eliminate duplications of functions and consolidate programs where feasible.
- Monitor "workable" at-work-site safety program.
- Continue to inspect all bridges bi-annually (by GDOT).
- Continue to schedule timely repairs/replacements.
- Assist other County departments when feasible to reduce contract costs.

## HIGHWAY & BRIDGE MAINTENANCE & CONSTRUCTION

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To monitor and maintain safe, efficient highway and bridge infrastructure systems.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Total number of unpaved roads	234	232	230	230
Total miles of unpaved roads	57	56	55	55
Miles paved per year (assessment paving)	1	1	1	-
Miles of registered roads paved	555	564	566	570
Miles of registered roads unpaved	25	24	23	23
Miles of road resurfaced*	5.20	5.20	5.00	5.00

\*resurfacing mileage for FY09 includes LARP only

**2. To maintain the County's bridges in a safe and efficient manner to provide safe usage by the general public.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Total Bridges in County	46	46	46	46
Bridges Needing Repair	-	1	1	3

**3. To provide prompt, efficient response to citizen requests for assistance with issues regarding highway, bridge and drainage safety.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Service requests responded to	750	525	600	600
Drainage requests processed	500	350	350	350
Curb & gutter installed (lin. ft.)	1,800	1,800	-	-
Storm drain pipe installed (lin. ft.)	1,200	1,332	1,000	1,000
Driveways installed	15	8	5	10

## HIGHWAY & BRIDGE MAINTENANCE & CONSTRUCTION

### FY 2010 ACCOMPLISHMENTS

In addition to the normal workload required of the Maintenance & Construction Division during FY 2010, work was performed on the following special projects:

- Neighborhood clean ups in Kings Park, North Park Manor and Hill-n-Dale Subdivisions.
- Fenley Ryther Dam - Lake Tobesofkee.
- Site work for the rebuilding of Arrowhead Park camp grounds.
- Assist Lake Tobesofkee in various projects throughout the year as needed.
- Assistance to the Industrial Authority on various projects as needed.
- Assist Board of Education with various projects related to their athletic fields.
- Demolition of houses in violation of county code.
- Support Sheriff's Department as needed.
- Support Fire Department as needed.
- Support to DFACS as needed.
- Support for the care and maintenance of grounds around County-owned facilities.
- Support for various functions of Keep Macon-Bibb Beautiful Commission.
- Support of Macon-Bibb County Road Improvements Program, as needed.
- We have continued to inspect all bridges as required and schedule repairs as needed.

**HIGHWAY & BRIDGE MAINTENANCE & CONSTRUCTION**

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2009 <u>Actual</u>	FY 2010 <u>Revised Budget</u>	FY 2011 <u>Adopted Budget</u>
<b>STREET &amp; ROAD MAINTENANCE</b>			
Authorized Positions	65	61	61
Expenditures			
Personal Services	\$ 2,232,763	\$ 2,452,356	\$ 2,353,700
Operating Expenditures	587,945	587,350	614,300
Capital Outlay	223,819	430,730	-
Total	<u>\$ 3,044,527</u>	<u>\$ 3,470,436</u>	<u>\$ 2,968,000</u>
 <b>BRIDGE MAINTENANCE</b>			
Expenditures			
Operating Expenditures	\$ -	\$ 50,000	\$ -
Total	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>

<b>FY 2011 BUDGET ISSUES</b>
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The budget for Highway & Bridge Maintenance and Construction represents a 4.0% decrease for personal services and a 4.6% increase for operating expenditures from FY 2010. Of the total FY 2011 budget, 79.3% is appropriated for personal services and 20.7% for operating expenditures. See appendices for information on capital outlay.



## ENGINEERING

### MISSION

To provide quality assurance, environmental protection and sound engineering guidance in order to provide Bibb County with a safe and reliable transportation system while maintaining a cost effective balance.

### PROGRAM DESCRIPTION

The Engineering Division provides engineering services for the entire Public Works/Engineering Department including the design of assessment paving projects and drainage improvements. The division provides various engineering services to other county departments, public agencies and the general citizenry as it relates to transportation and development activity. This includes general engineering design, computer-aided drafting with related cost estimates and surveying activities. The division also reviews development plans for conformance with local and state ordinances and regulations and issues permits in association with the development, as well as providing construction inspection for conformity with the approved site development plans.

### GOALS

- Continue to inspect all Public Works projects (private and public).
- Continue to develop utility coordinating system.
- Continue to monitor soil erosion and sedimentation practices on all construction sites, both residential and commercial.
- Submit required reports to state agencies in a timely manner.
- Provide support to the general public for flood plain information.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To monitor the maintenance and development of the county's transportation and infrastructure systems in order to enhance the safety of the general public**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Road Design (hrs)	200	200	200	100
Surveying Activity (hrs)	4,000	4,000	4,000	4,000
Development Inspection (hrs)	1,500	1,350	1,200	1,400
Utility Permits Issued	30	20	20	25
Land Disturbing Permits Issued	35	29	16	22
NPDES Permits Issued	30	26	15	20
Flood Plain Permits Issued	6	1	1	3

## ENGINEERING

### FY 2010 ACCOMPLISHMENTS

- Complied with the implementation of the NPDES permitting regulations.
- Researched and compiled data for the Bibb/Monroe County Line delineation.
- Various surveys and plan preparation to support Lake Tobesofkee, Industrial Authority and other special projects.
- Maintained certification in Erosion & Sediment Control as required by EPD.
- Continued Flood Plain administration and regulation.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	8	5	5
Expenditures			
Personal Services	\$ 313,434	\$ 349,407	\$ 320,900
Operating Expenditures	19,432	27,100	23,800
Capital Outlay	1,501	1,989	-
Total	<u>\$ 334,367</u>	<u>\$ 378,496</u>	<u>\$ 344,700</u>

### FY 2011 BUDGET ISSUES

The budget for Engineering represents a 8.2% decrease for personal services and a 12.2% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 93.1% is appropriated for personal services and 6.9% for operating expenditures. See appendices for information on capital outlay.

## STORMWATER MANAGEMENT

### MISSION

To provide a safe and environmentally sound community by sampling and monitoring storm water outfalls and by carrying out activities related to stream water quality and environmental issues.

### PROGRAM DESCRIPTION

Stormwater Management is responsible for testing, monitoring and evaluating the flow of all dry weather streams and drainage outfalls in unincorporated Bibb County. The expenditures are to support the continued annual monitoring and testing of these streams for contaminants and to provide the necessary data and reports, as required by the Environmental Protection Division.

### GOALS

- To monitor and evaluate hydraulic basins.
- To provide necessary reports to EPD.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### 1. To provide a safe community by monitoring streams and outfalls for contaminants.

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Area of County in sq. miles	196	196	196	196
Area of City in sq. miles	55	55	55	55
Number of Test Sites	1	1	1	1
Number of outfalls	172	102	110	118
Number of catch basins	3,520	3,177	3,227	3,277
Number of detention ponds	278	384	394	404
Number of detention ponds inspected	34	50	50	50
Number of Industrial Facilities	38	23	24	25
Number of Ind. Facilities inspected	15	5	5	5
Number of Dry Weather Sites	32	35	38	42
Miles of ditches	871	871	871	871

## STORMWATER MANAGEMENT

### FY 2010 ACCOMPLISHMENTS

- Continued effort to compile storm structure inventory.
- Implemented a program to inspect detention ponds as required by EPD.
- Re-applied for NPDES, Phase I, Part 2, a 5-year permit.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>1</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services	\$ 95,287	\$ 96,601	\$ 96,825
Operating Expenditures	3,817	37,775	33,635
Capital Outlay	1,501	2,019	-
Total	<u>\$ 100,605</u>	<u>\$ 136,395</u>	<u>\$ 130,460</u>

### FY 2011 BUDGET ISSUES

The budget for Stormwater Management represents a 0.2% increase for personal services and a 11.0% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 74.2% is appropriated for personal services and 25.8% for operating expenditures. See appendices for information on capital outlay.

## TRAFFIC ENGINEERING AND SAFETY

### MISSION

To optimize the movement of people, goods and services throughout the community while accentuating safety and maintaining the quality of life within neighborhoods.

Traffic Engineering Mission Statement: "Our mission is to provide the City of Macon and Bibb County with effective and efficient traffic control systems and devices that maximize safety, quality, reliability, and comfort. Our goal is to minimize travel time, inconvenience, air quality, and associated expenses for the traveling public and the taxpayers."

### PROGRAM DESCRIPTION

#### TRAFFIC ENGINEERING

The Traffic Engineering Department plans, operates, and maintains traffic control devices in the City of Macon and Bibb County. The department maintains signal timing at 243 signalized intersections of which 51 are in the unincorporated Bibb County. In addition, the department reviews development projects involving ingress/egress, Parking Regulation to include Handicap Parking, Transportation Modeling, and area-wide Transportation Studies.

Traffic Engineering is jointly funded by Bibb County and the City of Macon. The City Engineering Department budgets for the expenditures and bills Bibb County quarterly for one-half of the expenditures. The City and County Engineering Departments work together to solve traffic problems.

#### TRAFFIC SAFETY

Traffic Safety is a non-departmental function, with each department of Public Works working directly with Traffic Safety. Administration manages the budget, Engineering coordinates the installation and maintenance of traffic signs, signals, and other traffic control devices along the County road system, and all other departments report on needs and conditions as they arise.

### GOALS

#### TRAFFIC ENGINEERING

- Identify and investigate locations for needed traffic improvements.
- Perform detailed traffic studies (signal, speed, safety, parking, etc.) as required, to achieve department objectives.
- Prepare work orders as necessary to accomplish department functions.
- Review and coordinate all public and private development plans for compatibility with existing and planned street system. This effort to be accomplished by review of all development plans submitted to Planning and Zoning Commission and participation in all activities of M.A.T.S.
- Improve traffic flow and reduce fuel and other related costs to motoring public through planning, design and construction of computerized traffic signal systems.

**TRAFFIC ENGINEERING AND SAFETY**

<b>GOALS (continued)</b>
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**TRAFFIC SAFETY**

- Continue to review all reports of fatalities occurring in Bibb County.
- Monitor traffic count system for all major County roads.
- Continue to conduct safety studies of all roads.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To monitor and maintain safe, efficient traffic flow systems.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
<b>TRAFFIC ENGINEERING</b>				
Maintain traffic signal timing				
Number of traffic signals reviewed	55	36	50	35
Review development site plans				
Number of site plans reviewed	131	190	150	150
<b>TRAFFIC SAFETY</b>				
# of intersections with traffic signals	51	50	51	51
# of intersections with flashing beacons	24	24	24	24
# of school flashers	26	24	26	28
# of intersections with street lights	526	533	540	545
New intersection street lights installed	5	7	7	5
# of district street lights (subdivisions)	1,299	1,213	1,243	1,293
New district street lights installed (subdivision)	50	11	30	50
# of street light districts	138	133	135	137
New street light districts established	6	-	2	2
# of Interchanges with High Mast Lighting	2	2	4	4
New signs installed and replaced	1,600	1,523	1,650	1,750
Miles road line striped	20	-	40	20

**2. To provide prompt, efficient response to citizen requests for review of traffic improvements.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Service requests for traffic improvements				
Number of locations investigated for traffic improvements	135	90	150	125

**TRAFFIC ENGINEERING AND SAFETY**

**FY 2010 ACCOMPLISHMENTS**

- Continued to monitor traffic counts and accident histories on rapidly growing areas of the County.
- Continued to improve the quality of our line striping by using thermoplastic on major roads.
- Implemented a program to comply with new federal standards for retro reflectivity of traffic signs.
- Continue review of site plans to ensure developers are in compliance with existing County standards in terms of traffic control, ingress/egress, and ADA standards.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2009 Actual</u>	<u>FY 2010 Revised Budget</u>	<u>FY 2011 Adopted Budget</u>
<b>TRAFFIC ENGINEERING</b>			
Expenditures			
Operating Expenditures	\$ 144,897	\$ 139,995	\$ 141,525
Capital Outlay	-	-	-
Total	<u>\$ 144,897</u>	<u>\$ 139,995</u>	<u>\$ 141,525</u>
<b>TRAFFIC SAFETY</b>			
Expenditures			
Operating Expenditures	\$ 345,581	\$ 958,000	\$ 1,055,675
Capital Outlay	9,549	-	-
Total	<u>\$ 355,130</u>	<u>\$ 958,000</u>	<u>\$ 1,055,675</u>

**FY 2011 BUDGET ISSUES**

The budget for Traffic Engineering represents a 1.1% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 100% is appropriated for operating expenditures. See appendices for information on capital outlay.

The budget for Traffic Safety represents an 10.2% increase for operating expenditures over FY 2010. Of the total FY 2011 budget, 100% is appropriated for operating expenditures. See appendices for information on capital outlay.

## ENVIRONMENTAL CODE ENFORCEMENT

### MISSION

To promote and protect the health and safety of the citizens of Bibb County by enforcement and education of environmental issues.

### PROGRAM DESCRIPTION

#### ENVIRONMENTAL CODE ENFORCEMENT

The Environmental Code Enforcement Division began in 2002 with a grant from DNR to regulate scrap tire generators in Bibb County and the City of Macon. Even though the grant was discontinued in 2004, the Bibb County Board of Commissioners made a commitment to continue the enforcement component of the program. In addition to responsibilities related to scrap tires, the Environmental Code Enforcement Officer answers complaints and performs inspections to insure compliance with Bibb County Code related to unsafe buildings, overgrown lots, solid waste and other environmental issues.

### GOALS

#### ENVIRONMENTAL CODE ENFORCEMENT

- Perform inspections of all scrap tire generators in Bibb County, including the City of Macon.
- Provide required reports to EPD.
- Respond to all complaints received and follow through in a timely manner to insure compliance with County Code.



## ENVIRONMENTAL CODE ENFORCEMENT

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To provide a safe community through the monitoring and enforcement of environmental issues.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Complaints Received - Scrap Tire	73	10	10	12
Inspections Performed – Scrap Tires	80	135	130	133
# Scrap Tire Generators – County	50	43	50	50
# Scrap Tire Generators – City	80	92	95	98
Complaints Received - Solid Waste	100	150	165	165
Inspections Performed – Solid Waste	125	150	165	165
Complaints Received - litter ordinance	n/a	75	90	90
Inspections Performed - litter ordinance	n/a	75	90	90
Complaints Received - nuisance ordinance	n/a	20	35	35
Inspections Performed - nuisance ordinance	n/a	88	100	105
Complaints Received – Other	40	15	15	20
Unsafe bldgs demolished by County	-	6	10	25
Unsafe bldgs demolished/repared by owner	-	5	10	10

<b>FY 2010 ACCOMPLISHMENTS</b>
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- Six houses in violation of the Unsafe Buildings Code were demolished by public works crews.

## ENVIRONMENTAL CODE ENFORCEMENT

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	<u>1</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services			
Operating Expenditures	\$ 48,397	\$ 49,806	\$ 50,200
Capital Outlay	<u>2,338</u>	<u>3,970</u>	<u>3,450</u>
Total	<u>\$ 50,735</u>	<u>\$ 53,776</u>	<u>\$ 53,650</u>

### FY 2011 BUDGET ISSUES

The budget for Environmental Code Enforcement represents a 0.8% increase for personal services and a 13.1% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 93.6% is appropriated for personal services and 6.4% for operating expenditures. See appendices or information on capital outlay.

## **PUBLIC WORKS NON-DEPARTMENTAL**

### **MISSION**

To provide efficient cleaning, maintenance and disposal services in order to provide a safe, clean community.

### **PROGRAM DESCRIPTION**

#### **PRISON WORK DETAIL**

The Prison Work Detail is a program in which State prison labor is utilized in the sparsely populated areas of the County for the purpose of cleaning out tail ditches, and performing all hand labor in the maintenance of the Levee. Public Works contracts with Central Corrections and Western Probation to supply one prison guard for each detail and Bibb County reimburses the State for his salary.

#### **TRASH DISPOSAL**

Trash Disposal expenditures are for landfill use by the County in the unincorporated areas. Bibb County contracts with the City of Macon for use of their landfill. The major types of trash are limbs and trees from storm damage, debris from the clearing of rights-of-way during road construction, roadside litter, and debris from the maintenance of County-owned properties.

### **GOALS**

- Continue to develop and monitor ditch cleaning of major drainage outfalls in County.
- Continue to keep road rights-of-way clean of brush and litter.
- Continue to utilize prison labor for the maintenance of sidewalks, roadside beautification projects and grounds at all County-owned buildings.
- Continue to keep the unincorporated areas clean of litter and unsafe objects, such as fallen trees and limbs.
- Study other methods of trash disposal in order to extend the life of our landfill facilities.

**PUBLIC WORKS NON-DEPARTMENTAL**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

**1. To utilize prison labor for the maintenance of sidewalks, roadside beautification projects and grounds at all County-owned buildings.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Levee Maintenance (miles)	4	4	4	4
Brush Cutting (right-of-way miles)	350	325	350	350
Litter Pick (right-of-way miles)	350	200	250	250
Miscellaneous Work, Including Lawn Maintenance (man hours)	3,200	3,000	3,000	3,000
Sidewalk Maintenance (miles)	25	25	26	27
Number of Probationers Used Per Week (Average)	20	20	20	20
Number of Man Hours Per Week	800	800	800	800

**2. To continue to keep the unincorporated areas clean of litter and unsafe objects, such as fallen trees and limbs.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Tons of trash taken to city landfill*	250	290	1,000	1,000
Tons of trash taken to private landfills	-	-	-	-
Tons of residential solid waste collected by contractor	21,000	19,247	19,500	19,750
Tons of recyclables from curbside collector	800	760	775	800
Tons of yard trash collected by contractor	3,000	2,103	2,500	2,800
Tons reported by Swift Creek Landfill	225,000	203,863	205,000	210,000
Tons of storm debris collected by contractor	72,656	-	-	-
Tons of storm debris collected by Public Works crews	-	100	100	100

\*tonnage for FY 2010 and 2011 includes 500 tons estimated from demolition of unsafe buildings

**PUBLIC WORKS NON-DEPARTMENTAL**

**FY 2010 ACCOMPLISHMENTS**

- We have continued to utilize the Prison Work Details to clean major outfall ditches, maintain the Macon Levee, remove litter from road rights-of-way, cut bushes on road rights-of-way, along with special projects such as the Gateways on SR247 and Emery Highway, I-75/Riverside Drive Interchange enhancements and maintenance of other landscaped areas within the right-of-way.
- With the installation of additional sidewalks through the Road Improvement Program projects, we have experienced a dramatic increase in demand for finished mowing and edging along these rights-of-way.
- Continued to perform lawn and landscape maintenance at all County-owned facilities.
- Continued to study ways of reducing the amount of trash taken to landfills.

**AUTHORIZED POSITIONS AND EXPENDITURES**

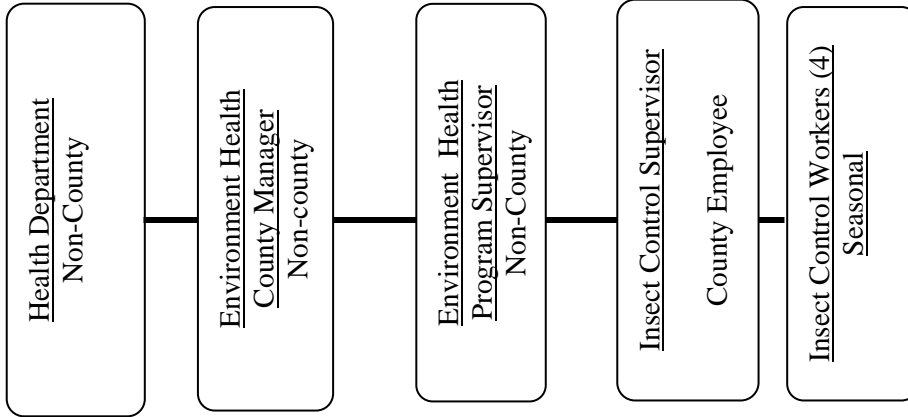
	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>PRISON WORK DETAIL</b>			
Operating Expenditures	<u>\$ 114,404</u>	<u>\$ 119,250</u>	<u>\$ 119,250</u>
<b>TRASH DISPOSAL</b>			
Operating Expenditures	<u>\$ 9,229</u>	<u>\$ 25,000</u>	<u>\$ 60,000</u>

**FY 2011 BUDGET ISSUES**

The budget for Prison Work Detail represents no increase over FY 2010. Operating expenditures are the only expenditures budgeted for FY 2011.

The budget for Trash Disposal represents a 140.0% increase for operating expenditures over FY 2010. Operating expenditures are the only expenditures budgeted for FY 2011.

# INSECT CONTROL



## INSECT CONTROL

### MISSION

To promote and protect the health and safety of the citizens of Bibb County by reducing the threat of tick and mosquito-borne disease.

### PROGRAM DESCRIPTION

A Countywide program designed to improve the quality of life for the residents of Bibb County, and to reduce the threat of tick and mosquito-borne diseases.

The Macon-Bibb County Health Department's Environmental Health Division in conjunction with the department's health educator provides education on how to control mosquitoes and awareness of the health issues which might accompany the presence of mosquitoes. This includes the submitting of dead birds for the West Nile Virus program and tracking positive cases if they occur. Also under mosquito control is the larvacide program which provides larvacide to the public, free of charge, to treat areas known to hold water for extended periods of time.

The tick spraying program occurs seasonally (April-September) and is responsible for the spraying of pesticides in the City of Macon and Bibb County on a request basis only. The property owner requests the spraying and is then billed for the services rendered.

The Mosquito Spraying Division is seasonal (April-October) and is responsible for the spraying of pesticides in the City of Macon and Bibb County in an effort to control the mosquito population and prevent the spread of disease.

### GOALS

#### MOSQUITO PROGRAM

Under Macon-Bibb County Health Department Direction:

- To apply larvacide to areas known to hold water for extended periods of time. Provide larvacide to the public free of charge.
- With our Health Educator, educate the public on means of reducing mosquito breeding on a person's property. Increase contact with the public to bring about awareness in regards to West Nile Virus & other arthropod borne diseases, including the collection of bird specimens, assessing complaints from the public regarding mosquitoes and providing information on how they can reduce their risk of exposure.
- Increase awareness of health issues associated with mosquitoes and the diseases they may carry.

## INSECT CONTROL

<b>GOALS (continued)</b>
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### MOSQUITO PROGRAM

Under Bibb County Public Works Direction:

- Spray all 30 geographic areas of the City and County on a timely basis.
- Provide information to the general public regarding spraying schedules and respond to their concerns regarding the program.
- Provide reports to environmental agencies as required.

### TICK PROGRAM

Under Macon-Bibb County Health Department:

- To spray individual private premises on a request basis.
- To educate the public on means of reducing tick population by eliminating overgrown areas.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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- 1. To protect the health and safety of the citizens of Bibb County by reducing the threat of mosquito-borne disease.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
<b>MOSQUITO SPRAYING</b>				
No. of Trucks/Sprayers Used	2	2	2	2
Gallons of Chemical Used	1,800	1,138	1,200	1,200
No. of Rounds Made	10	8	8	8
Man Hours Per Round	150	150	150	150
Customer Service (hours)	1,500	1,500	1,500	1,500
Animals/birds tested (MBCHD)	10	4	5	5
Larvacide distributed case (MBCHD)	20	21	20	20

Note: In prior years, testing of birds has been at no cost. The availability of free testing has been reduced and may be eliminated in FY2010.

- 2. To protect the health and safety of the citizens of Bibb County by reducing the threat of tick borne disease.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
<b>TICK CONTROL</b>				
No. of Trucks/Sprayers Used (MBCHD)	2	2	2	2
Gallons of Chemicals Used (MBCHD)	27,000	24,375	25,000	25,000
Yards Sprayed (MBCHD)	500	468	500	500



## INSECT CONTROL

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**3. To improve customer service.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
No. of "DO NOT SPRAY" Requests	125	45	50	50
No. of "NOTIFY BEFORE SPRAYING" Requests	225	204	210	210
Telephone Calls Handled	200	174	200	200

**4. To promote public awareness of insect-borne diseases through community education programs.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Presentations/community education (MBCHD)	8	5	8	8
Health Fairs/Workshops given (MBCHD)	8	7	8	8

<b>FY 2010 ACCOMPLISHMENTS</b>
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**MOSQUITO PROGRAM**

- In FY 2009, the Macon-Bibb County Health Department has taken 36 complaints and conducted 28 investigations.
- For FY 2009, 0 bird's tester positive, 0 horses tested positive for West Nile Virus. There was one suspected human case of WNV, which has not been confirmed.
- Five presentations on West Nile Virus, Mosquito Control and Personal Protection and Prevention information have been given to homeowners and civic organizations.
- In FY 2009, four public service announcements were sent to all local news, radio and TV media, addressing West Nile Virus. As mosquito season is approaching additional public service announcements are planned.
- For FY 2009, over 13,032 pieces of literature were distributed with 325,022 persons being impacted.
- In FY 2009, the amount of larvacide distributed to the public (free) was 21 cases.

**TICK PROGRAM**

- The projected number of yards sprayed in FY 2009 was 500. The actual number sprayed was approximately 468. The actual number of individuals requesting to be sprayed has decreased. All persons requesting to be sprayed were sprayed. All persons requesting a second or third spraying were also sprayed.

## INSECT CONTROL

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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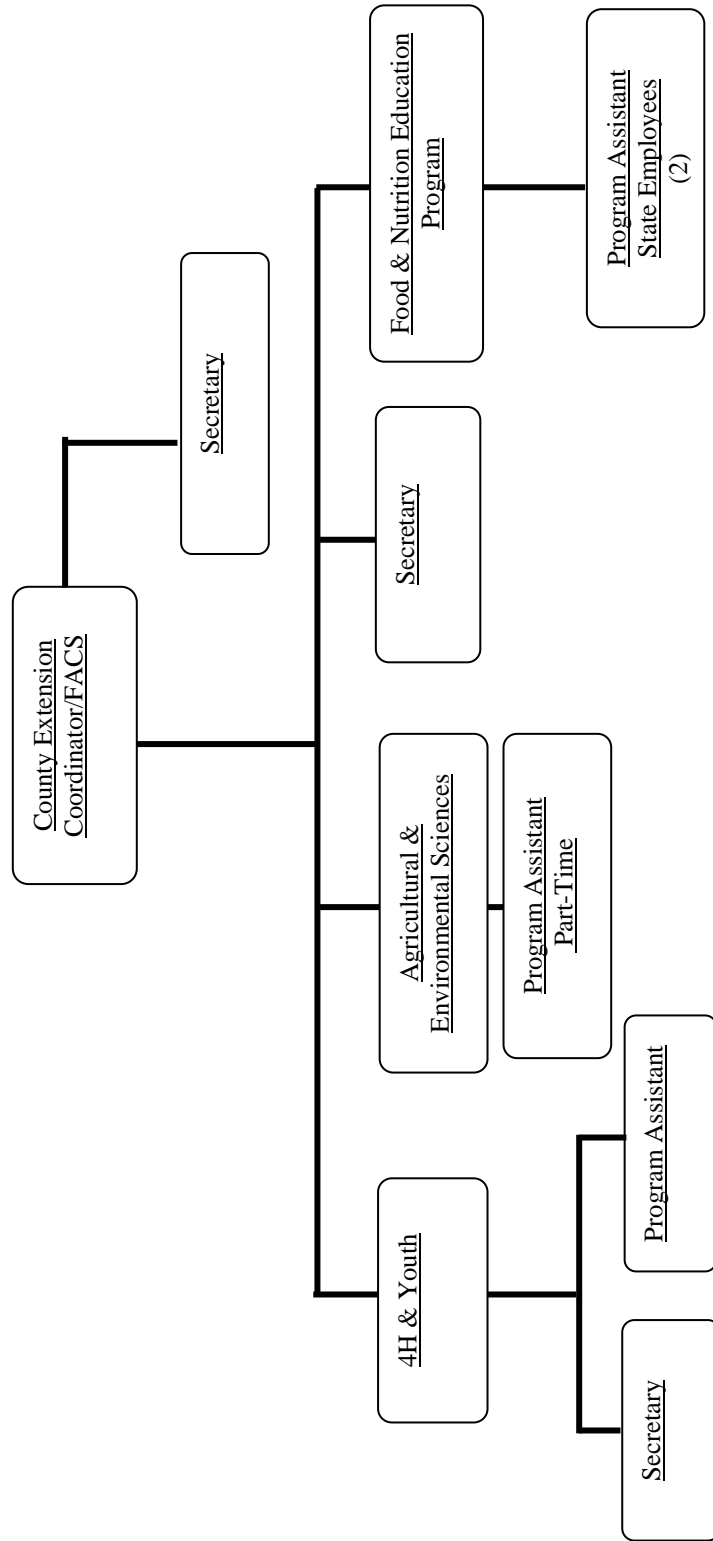
	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>MOSQUITO &amp; TICK CONTROL</b>			
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 46,085	\$ 46,314	\$ 46,500
Operating Expenditures	67,703	82,990	111,990
Capital Outlay	-	-	-
Total	\$ 113,788	\$ 129,304	\$ 158,490
<b>MOSQUITO SPRAYING</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 24,963	\$ 40,869	\$ 45,213
Operating Expenditures	49,580	59,000	59,000
Capital Outlay	-	-	-
Total	\$ 74,543	\$ 99,869	\$ 104,213

<b>FY 2011 BUDGET ISSUES</b>
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The budget for Insect Control represents a 0.4% increase for personal services and a 34.9% increase for operating expenditures from FY 2010. Of the total FY 2011 budget, 29.3% is appropriated for personal services and 70.7% for operating expenditures. See appendices for information on capital outlay.

The budget for Mosquito Spray represents a 10.6% increase for personal services from FY 2010. Of the total FY 2011 budget, 43.4% is appropriated for personal services and 56.6% for operating expenditures. See appendices for information on capital outlay.

# AGRICULTURAL RESOURCES EXTENSION SERVICE



## **AGRICULTURE RESOURCES – EXTENSION SERVICE**

### **MISSION**

To extend lifelong learning to Bibb County citizens through unbiased, research-based education in agriculture, the environment, communities, youth and families.

### **PROGRAM DESCRIPTION**

Through cooperative funding from federal, state and county governments Bibb County Cooperative Extension delivers information from the University of Georgia a land grant university to all residents. The department is organized into four program areas including Horticulture and Agriculture, Family and Consumer Sciences, 4-H and Youth, and the expanded Food and Nutrition Education Program. Education is provided to residents through formal programming, telephone consultation, office consultation, site visits, newsletters, news articles, TV, radio and collaboration with community agencies. Educational publications and laboratory services are other delivery methods for education and information to citizens. Programs/services are offered free of charge or for a minimal fee.

Extension educational opportunities abound for residents of Bibb County: in schools through 4-H; in business, industry and homes through Master Gardeners and urban gardening; in homes through nutrition, child development, housing and financial information; in nature by helping residents protect the environment; and in the food service industry through food handling and preparation information and trainings.

“Learning for Life” is the department motto.

### **GOALS**

- To extend lifelong learning to Bibb County residents through unbiased, research-based education in agriculture, the environment, communities, youth and families through one-on-one contact, phone calls, site visits, educational programs and mass media.
- To enhance the Bibb County Extension through the use of trained Master Gardeners as volunteers.
- To increase the knowledge of food handlers and the general public on food safety practices for a safer food supply.
- To increase nutrition knowledge to improve nutritional behavior of limited resource families.
- To provide educational, enriching alternatives for youth ages 9-19 that promote their personal development through social skills, leadership and citizenship growth and responsibility.

**AGRICULTURE RESOURCES – EXTENSION SERVICE**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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- 1. To extend lifelong learning to Bibb County citizens through unbiased, research-based education in agriculture, environment, communities, youth and families through one-on-one contact, phone calls, site visits, educational programs and mass media.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Phone contacts	2,200	2,381	2,400	2,400
Educational sessions	300	325	330	330
Total participation	16,500	16,833	17,000	17,000
Educational contact hours	49,000	18,353	20,000	20,000
Newsletter/contacts	13,000	16,980	16,980	16,980
Number developed	35	30	30	30
Newspaper articles written	75	77	75	75
Minutes on TV	15	58	45	45
Minutes on radio	10	231	100	10
Other (exhibits/materials/ etc.):				
Number developed	15	20	20	20
Number of contacts	11,000	132,657	11,000	11,000
Soil samples	475	425	425	425
Water Samples	10	10	10	10
Volunteers	735	695	700	700

- 2. To increase the knowledge of food handlers and the general public on food safety practices for a safer food supply.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Food service workers attended				
Operation EATERY	60	53	55	55
Food service managers attended				
ServSafe for Managers	200	203	160	150
Consumers learned how to keep their food safe	1,000	1,000	1,000	1,000
News articles written on food safety	8	8	8	8

**AGRICULTURE RESOURCES – EXTENSION SERVICE**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**3. To increase the nutrition knowledge of limited-resource families.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Food and Nutrition Education Program				
Youth and Preschool	400	668	550	600
Adults enrolled in program	125	220	225	230
Graduated Adults	110	153	175	180

**4. To provide educational, enriching alternatives for youth ages 9-19 that promote their personal development through social skills, leadership and citizenship growth and responsibility.**

	<u>FY 2009 Projected</u>	<u>FY 2009 Actual</u>	<u>FY 2010 Projected</u>	<u>FY 2011 Projected</u>
Students enrolled in 4-H	1,500	1,188	1,200	1,200
Schools participating in 4-H	24	22	22	22
Additional clubs	2	3	3	3
District Project Achievement participants	55	53	50	50
Cotton Boll/Consumer Jamboree participants	25	28	28	28
Awards presented to 4-H'ers	270	250	260	260
Summer campers	40	43	45	45
4-H special trips participants	50	51	55	55
Special events	850	845	800	800

**AGRICULTURE RESOURCES – EXTENSION SERVICE**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)**

**5. To enhance the Bibb County Extension through use of Master Gardener trained volunteers.**

	FY 2009 Projected	FY 2009 Actual	FY 2010 Projected	FY 2011 Projected
Volunteers	42	42	52	60
Hours contributed	2,600	2,987	3,500	4,000
Value of hours contributed*	\$ 48,802	\$ 58,216	\$ 68,000	\$ 76,000
Personal contacts	6,100	6,440	6,500	6,800
Telephone contacts	900	597	700	900
Miles traveled	12,000	16,320	18,000	19,000
Value of miles traveled**	\$ 6,060	\$ 8,976	\$ 9,000	\$ 9,500

\* The hourly value of volunteer time as determined by Independent Sector ([www.independentsector.org](http://www.independentsector.org)) is \$19.49/hour

\*\*Mileage valued at \$ .055/mile

**FY 2010 ACCOMPLISHMENTS**

*WALK GEORGIA MOTIVATES RESIDENTS TO BECOME ACTIVE*

According to the Georgia Department of Human Resources, only 42% of adults are active regularly. A community task force was developed to market Walk Georgia in Bibb County to motivate residents to increase their physical activity and develop a habit of exercising on a regular basis. Walk Georgia encourages participants to become active to reduce their risk of chronic disease. The two 8-week events motivated 582 Bibb County residents to walk the equivalent of 91,023 miles. Two recognition events were held to recognize the top walkers and the 219 participants who had walked at least 80 miles during the event.

*DIABETES EDUCATION*

In 2006, approximately 608,000 adults in Georgia reported that they had been diagnosed with diabetes. That same year Bibb County reported 45 deaths due to diabetes. The Family and Consumer Sciences Agent secured funding to offer the three lesson Right Bite Diabetic Cooking School free. More than 50 adults received 230 educational hours on diabetic nutrition and food preparation. Other Bibb residents received diabetic education through articles written for the Telegraph and special programs for persons with diabetes.

## AGRICULTURE RESOURCES – EXTENSION SERVICE

### FY 2010 ACCOMPLISHMENTS (continued)

#### *4-H YOUTH INVOLVEMENT*

Bibb County 4-H'ers develop leadership skills through participating in numerous community service activities each year, some of which include: "Pop Tab Collection for the Ronald McDonald House", Salvation Army "Kettle Bell Ringers" and "Toy & Joy Shop" volunteers, Community-wide Christmas Tree recycling Event – "Bring One for the Chipper", Cherry Blossom Festival Presentations, Optimist Club Junior Olympic Games volunteers, March of Dimes Team Walk and Fundraising Campaign, and the opportunity to serve as Legislative Pages. During the year a group of 4-H'ers joined forces with a staff member to participate in the Georgia 4-H Ambassadors Program wherein they chose a community issue to work. They chose to work on "Operation: Military Kids" (OMK) which is an initiative dedicated to supporting children of military members belonging to the National Guard and Army Reserve. One of the support elements for OMK is the Hero Packs Project. Backpacks are filled by non-military youth with mementos and items designed to help connect children with their deployed parent. Hero Packs are a way to hand-deliver a salute to military children for their strength and sacrifices while parents are deployed. Bibb County 4-H'ers in conjunction with other community groups assembled over 300 Hero Packs for children in the Middle Georgia area with a deployed parent in the 48<sup>th</sup> Brigade.

#### *NUTRITION PRACTICES IMPROVE AMONG BIBB COUNTY FAMILIES*

At 18%, Bibb County's child poverty rate is above the state and national average. Children from low-income families are at greater risk of developing illnesses than their counterparts. Poor nutrition habits lead to greater difficulties in schools and often behavior problems. During the 2008-09 school year, 668 Bibb County youth participated in an EFNEP-sponsored nutrition class or organized Food and Nutrition Club. They learned how to improve their diet, develop skills which complement school objectives by learning to read recipes, measure ingredients and recognize the importance of certain nutrients for human nutrition. Of the 220 adults enrolled in the Eating Right Is Basic program, 153 of them completed requirements for graduation while influencing 643 family members. Participant families saved an average of \$35.58 monthly on groceries after completing EFNEP.

#### *ARBOR DAY TREE GIVEAWAY*

To commemorate the 2009 Arbor Day, Extension staff and volunteers worked with the Macon Tree Commission, Georgia Power, Keep Macon-Bibb Beautiful, and several other community groups to distribute over 400 tree seedlings to local residents. While all Bibb County residents were encouraged to request free seedlings (which included redbuds, dogwoods and shumard oaks), efforts were focused in the May 2008 tornado damaged areas.



**AGRICULTURE RESOURCES – EXTENSION SERVICE**

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2009 <u>Actual</u>	FY 2010 Revised Budget	FY 2011 Adopted Budget
Authorized Positions	8	8	8
Expenditures			
Personal Services	\$ 158,182	\$ 168,541	\$ 169,550
Operating Expenditures	74,878	80,648	79,768
Capital Outlay	2,717	3,509	-
Total	<u>\$ 235,777</u>	<u>\$ 252,698</u>	<u>\$ 249,318</u>

<b>FY 2011 BUDGET ISSUES</b>
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The budget for Agricultural Resources – Extension Service represents a 0.6% increase for personal services and a 1.1% decrease for operating expenditures from FY 2010. Of the total FY 2011 budget, 68.0% is appropriated for personal services and 32.0% for operating expenditures. See appendices for information on capital outlay.

## DEBT SERVICE

### PROGRAM DESCRIPTION

This program is established to account for debt service expenditures.

#### **MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY - 1996 SERIES**

The \$1,845,000 Macon-Bibb County Urban Development Authority (Library Project) debt is to be paid from General Fund revenues. The proceeds of this issue were used to pay certain costs to expand the Riverside Branch Library and add a branch library in Northwest Bibb County.

#### **MACON-BIBB COUNTY INDUSTRIAL AUTHORITY - BASS PRO SHOP PROJECT**

The \$7,900,000 Macon-Bibb County Industrial Authority (Bass Pro Shop) debt is to be paid from General Fund Revenues. The proceeds of this issue were used for the purpose of financing property acquisition and improvements for the location of retail and warehouse facilities.

#### **MACON-BIBB COUNTY INDUSTRIAL AUTHORITY - BASS PRO REFUNDING - SOFKEE PARK**

The \$11,500,000 Macon-Bibb County Industrial Authority debt is to be paid from General Fund revenues. The proceeds of this issue were used to redeem the outstanding Macon-Bibb County Industrial Authority Taxable Adjustable Mode Revenue Bonds (Bass Pro Shops Project) Series 2005 and to assist in the acquisition of land and improvements for the development of tire manufacturing facilities for Kumho Tire Georgia, Inc. at Sofkee Industrial Park.

#### **MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY- 2002B SERIES**

The \$1,210,000 M Macon-Bibb County Urban Development Authority debt is to be paid from General Fund revenues. The proceeds of this issue were used to retire three bank loans by the Authority the proceeds of which were used to acquire properties for the Riverside Drive Project.

#### **MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY- 2006 SERIES**

The \$4,995,000 Macon-Bibb County Urban Development Authority-2006 Series debt is to be paid from General Fund revenues. Of the proceeds, \$2.5 million was used as a match to grant funds for a new library in South Bibb County. The remaining funds are to be used for various capital improvement projects including renovations to the Bibb County Courthouse.

#### **MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY- 2009 SERIES**

The \$6,240,000 Macon-Bibb County Urban Development Authority debt is to be paid from General Fund revenues. The proceeds of this issue were used to finance renovations to the courthouse for Bibb County, reimburse the costs to the County for the acquisition of land to be used for its governmental, proprietary and administrative purposes and to pay architectural and other fees and expenses related to the location and development of a new justice center.

#### **GEORGIA LAND CONSERVATION**

The loan of \$168,394 from the Clean Water State Revolving Fund was to assist Bibb County in the purchase of land along Tobesofkee Creek. The balance of the purchase price was paid by a grant from the Georgia Land Conservation Trust Fund.

#### **EQUIPMENT LEASE POOL**

This appropriation represents principal and interest payments covering purchase of heavy equipment for Public Works Department.

**DEBT SERVICE**

<b>AUTHORIZED EXPENDITURES</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
Macon-Bibb County Urban Development Authority - 1996 Series			
Library Project			
Principal	\$ 110,000	\$ 110,000	\$ 115,000
Interest	32,588	26,758	20,710
Macon-Bibb County Industrial Authority			
Bass Pro Shop Project			
Principal	200,000	300,000	300,000
Interest	298,336	226,951	215,269
Bass Pro Refunding/Sofkee Park			
Issue Cost	240,299	114,312	114,001
Refunded Bonds Redeemed	7,700,000	-	-
Macon-Bibb County Urban Development Authority-2002B Series			
RiverFront Project			
Principal	-	-	45,000
Interest	-	-	61,838
Macon-Bibb County Urban Development Authority-2006 Series			
Capital Improvements			
Principal	-	300,000	315,000
Interest	187,313	181,688	170,156
Macon-Bibb County Urban Development Authority-2009 Series			
Capital Improvements			
Principal	-	-	235,000
Interest	-	217,354	250,738
Georgia Land Conservation			
Principal	15,107	15,567	16,040
Interest	4,405	3,946	3,472
Equipment Lease Pool Payment	-	533,090	619,687
Total Debt Service	\$8,788,048	\$ 2,029,666	\$ 2,481,911

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION

This program is established to account for funding provided by Bibb County to other local governments or nonprofit agencies. These agencies support the goals and objectives of the County by providing essential services to the community. These services support the functions of public transportation; health and welfare; culture, recreation and beautification; conservation of natural resources; planning and zoning; and industrial and urban development.

### PUBLIC TRANSPORTATION

#### **MACON-BIBB COUNTY TRANSIT AUTHORITY**

Public transportation is provided by the Macon-Bibb County Transit Authority via fixed route service covering nine different areas of the County and City. Service is provided on eleven routes, six days a week, from 5:30 a.m. to 11:00 p.m. ADA federal mandated Para-Transit service is provided with services contracted to the Older Americans Council.

### HEALTH & WELFARE

#### **BIBB COUNTY DEPARTMENT OF FAMILY AND CHILDREN SERVICES**

The Bibb County Department of Family and Children Services receives joint funding from federal, state and local sources. The state provides the majority of the funding and exercises control over salaries and other expenses. Services are rendered in four major categories: welfare administration, general assistance (direct care), food stamp issuance, and child welfare (direct care). Bibb County appoints a local board to oversee the operations of this agency. This agency disburses welfare payments and manages other social service programs within the corporate limits of Bibb County. Bibb County provides building security during work hours.

#### **RIVER EDGE BEHAVIORAL HEALTH CENTER**

River Edge provides comprehensive services to mentally ill, mentally retarded, and chemically dependent residents of Bibb, Jones, Monroe and Twiggs counties. An array of services is provided to each group, all designed to improve the health and quality of life in the least restrictive environment consistent with the individual's condition.

#### **MACON-BIBB COUNTY BOARD OF HEALTH - PHYSICAL HEALTH**

The Macon-Bibb County Board of Health provides a full range of physical health services to the citizens of Bibb County. Those services include vital records, environmental health, dental health, health education, early intervention, and a full range of nursing services, encompassing child health, immunizations, infectious diseases, women's health, family planning, perinatal case management, pregnancy-related services and outreach services.

#### **CRISIS LINE AND SAFE HOUSE OF CENTRAL GEORGIA, INC.**

The Crisis Line of Middle Georgia, Inc. provides free services to victims of family violence and sexual assault. The agency assists the victims of violent crime, which includes rape, domestic violence, and homicide, by providing services including crisis counseling, legal advocacy, emergency shelter, transportation, assistance in filing claims, information and referral and crime-victim support groups.

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION

#### HEALTH & WELFARE

##### **MACON-BIBB COUNTY CITIZENS ADVOCACY, INC.**

Macon-Bibb County Citizens Advocacy, Inc. is a private, non-profit corporation governed and led by a voluntary board of directors consisting of concerned citizens, community leaders and people with developmental disabilities. The program was established in 1978 and has served the community continuously since that time. The purpose of the program is to prove that the community can and will embrace all of its members, including citizens with developmental disabilities, with fairness and justice for the good of all. It accomplishes its purpose by matching ordinary resourceful citizens with citizens with developmental disabilities and then supporting the advocacy relationship.

##### **MIDDLE GEORGIA COMMUNITY FOOD BANK**

The Middle Georgia Community Food Bank solicits, transports, sorts, stores, and distributes food and food products through a network of 501(c)(3) participating agencies serving the needy, elderly, children, poverty households, and homeless in 24 middle Georgia counties. The pre-approved participating agencies receive services based on the total pounds of donated food and food products the participating agencies receive from the Middle Georgia Community Food Bank.

##### **MEDICAL CENTER OF CENTRAL GEORGIA - INDIGENT CARE**

The Medical Center of Central Georgia, Inc. was formed on October 1, 1995 through a lease agreement with Macon-Bibb County Hospital Authority and provides health care services to citizens of the Middle Georgia area and the general public. The Medical Center of Central Georgia, Inc. Board makes an annual request to the Bibb County Commissioners for monies to cover the cost of providing services to indigent residents of Bibb County. The Medical Center of Central Georgia, Inc. Board has complete responsibility for reviewing and signing contracts, hiring key management, controlling facilities and properties, and funding deficits and use of surplus funds.

##### **CENTRAL GEORGIA TECHNICAL COLLEGE - ADULT LITERACY PROGRAM**

The Central Georgia Technical College Adult Learning Center provides instruction in adult basic education and secondary education, GED preparation, English literacy/Civics programs for individuals who speak English as a second language, Health Literacy, Workplace Literacy, Family Literacy and Corrections Programs instruction. All of these programs are available to adults, 16 years and older, at no charge to the student. To ensure that services meet the needs of our citizens, classes are offered Monday-Saturday, mornings, afternoons, and evenings throughout the County.

##### **MEALS ON WHEELS OF MACON AND BIBB COUNTY, INC.**

Meals on Wheels of Macon & Bibb County, Inc. provides home delivered meal services and homemaker visits to enable the homebound elderly and disabled citizens to remain safely in their own homes. Hot meals are delivered five days a week by volunteers or staff drivers who make sure each client is well and safe. The meals are planned by a dietician and contain a minimum of one-third of the USDA dietary requirements.

## COUNTY SUPPORTED AGENCIES

<b>PROGRAM DESCRIPTION</b>
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### HEALTH & WELFARE

#### **MACON-BIBB COUNTY ECONOMIC OPPORTUNITY COUNCIL, INC.**

The Macon-Bibb County Economic Opportunity Council, Inc. is funded mostly by Federal and State funds. The agency is separated into the following categories: Administrative, Head Start Program, Community Services Block Grant, Foster Grandparents Program, VISTA Program, Community Services Program, Emergency Food Assistance Program, Low Income Energy Assistance Program, and HUD Homeless and Housing Assistance.

### CULTURE, RECREATION & BEAUTIFICATION

#### **BOOKER T. WASHINGTON COMMUNITY CENTER, INC.**

Booker T. Washington Community Center, Inc. provides a holistic approach for the academic, social, health, economic and recreational needs of very low to moderate-income families. Services include a pre-school, Safe Haven (an after school, evening and weekend program for low-income children), Visual and Performing Arts, Job Training and Placement, 25-station full service computer lab and training, and a full-time summer day camp program.

#### **TUBMAN AFRICAN AMERICAN MUSEUM**

The Tubman African American Museum is Georgia's largest African American museum and one of the largest in the Southeast. Over the years, a singular purpose has evolved and is the cornerstone of all museum activities: to educate people about African American art, history and culture. The Museum now contains 15 galleries, with exhibition space including the Grassman Gallery, Bobby Jones Entrance Gallery, Contemporary Collection Gallery, Folk Art Gallery and Mural Gallery, a gallery devoted to the Noel Collection of African Art, as well as four galleries devoted to changing exhibitions. Additional space is reserved for the Resource Center, which contains over 1,000 books and videos pertaining to African American art, history and culture.

#### **GRAND OPERA HOUSE**

The Grand Opera House, under the direction of the Macon Arts Council, Inc., is a Georgia non-stock, not-for-profit organization, organized to promote the cultural arts in the Middle Georgia area. Bibb County owns the Grand Opera House building, which is 110 years old and is listed on the National Register of Historic Places. On October 3, 1995, a 20-year lease was executed between Bibb County and Mercer University whereby Mercer operates the facility for performing arts and for other educational and community service purposes.

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION

#### CULTURE, RECREATION & BEAUTIFICATION

##### **MUSEUM OF ARTS AND SCIENCES**

The Museum of Arts and Sciences is a regional educational resource center for lifelong learning and enrichment. The Museum presents cultural and educational programs that enrich the life of its community by enhancing education through scientific, cultural and artistic literacy, by increasing appreciation for diverse perspectives and technological possibilities, and by stimulating creativity and curiosity. The Museum utilizes a \$5 million facility on 18.5 acres on Forsyth Road, and an outdoor education center at Brown's Mount, a 189-acre satellite location. The 50,000 sq. ft. main building on Forsyth Road includes a large lobby, four galleries for changing exhibits, a permanent, hands-on Discovery House with an adjoining nature center of indoor habitats, a planetarium and an observatory, classroom, auditorium and collection storage vault. There is a recently restored nature trail, historic Kingfisher Cabin and a caboose on the grounds. More than 5,000 cultural objects are preserved in the permanent collection.

##### **MACON ARTS ALLIANCE**

The Macon Arts Alliance was formed in 1985 after a Greater Macon Chamber of Commerce Quality of Life Committee identified the need. The mission of the Macon Arts Alliance is to ensure involvement in and access to the arts, in its many forms, to the Macon and Middle Georgia community through funding, advocacy, coordination and education. The agency services an 8-county region and a combined population of more than 350,000. The agency supports more than 30 arts non-profits, 2 state-run Halls of Fame, 3 fine arts magnet schools, the art departments at 4 colleges and universities and a burgeoning Downtown Arts District.

##### **MIDDLE GEORGIA REGIONAL LIBRARY**

The mission of the Middle Georgia Regional Library is to improve and enhance the educational, cultural and recreational life of the community. To achieve this mission, the goal of the Library Board of Trustees is to make available for all citizens of Bibb County basic and specialized public library services. These services include collections of books, internet access and a workforce of trained librarians. To maximize the effectiveness in providing library services, the strategy is to identify and target the following six areas of library services: reference library, popular materials library, pre-schoolers door to learning, homework support center, research center for genealogy and local history, and library for the blind and physically handicapped.

##### **KEEP MACON-BIBB BEAUTIFUL COMMISSION**

The Keep Macon-Bibb Beautiful Commission has five divisions: education, litter prevention, beautification and community involvement, solid waste minimization, and Cherry Blossom Festival. The mission of the agency is to promote public interest in the general improvement of the environment of the Macon and Bibb County community by planning, directing and coordinating programs for litter control, beautification, recycling and waste minimization; therefore, encouraging individuals to accept responsibility for the improvement of life within the community.

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION

#### CONSERVATION OF NATURAL RESOURCES

##### **GEORGIA FORESTRY COMMISSION**

The Georgia Forestry Commission, under state law, assesses each county on a quarterly basis an amount equal to 4 cents per acre of privately owned forest land within the county for forest fire protection. Bibb County is assessed for 90,742 acres, and that amount will remain constant for approximately ten years. Every ten years, the Georgia Forestry Commission re-surveys all timberland and the acreage changes at that time.

#### PLANNING & ZONING

##### **MACON-BIBB COUNTY PLANNING AND ZONING COMMISSION**

The Macon-Bibb County Planning and Zoning Commission was established by City ordinance and County resolution on November 4, 1952. The Commission has two primary functions: land development regulation and planning. The land development function administers and enforces the zoning and platting regulations. The planning function provides the technical expertise for the Macon Area Transportation Study (MATS) and the Department of Community Affairs (DCA) Comprehensive Planning Process, as well as special planning activities for the City of Macon and Bibb County.

##### **MIDDLE GEORGIA REGIONAL COMMISSION**

The Middle Georgia Regional Commission (RC) was founded in 1965 and serves Bibb County and ten surrounding counties forming the region. The purpose of the RC is to work with the 11-county area in Middle Georgia to further the total development of the human, economic and natural resources available. The RC provides services to local governments in a wide variety of fields including: economic development, solid waste planning, transportation planning, grantsmanship programs on behalf of local governments, financing for private sector businesses, planning and delivery of services to the elderly (Area Agency on Aging), review process, and general technical assistance to governments in personnel, budget, finance, and related matters. In addition, the RC provides graphic design and printing capabilities to its member governments on virtually any issue or need.

#### INDUSTRIAL AND URBAN DEVELOPMENT

##### **MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY**

The Authority was created in 1974 by a local constitutional amendment approved by the Georgia General Assembly and ratified by the voters of Macon and Bibb County. Its purpose is to plan and carry out a program of revitalization of the downtown/center city area of the community. Administrative funding has been provided by the city and county on a 50-50 basis. The Authority, in cooperation with the City, County, NewTown Macon, the Downtown Council and other groups, is the focal point to facilitate needed downtown improvements and provide support for key development projects. The Authority staff works full time to locate and assist new businesses and investors in downtown.



## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION

#### INDUSTRIAL AND URBAN DEVELOPMENT

##### **MACON-BIBB COUNTY LAND BANK AUTHORITY**

The Authority was formed for the public purpose of returning non-tax generating properties to a productive use; specifically, providing land to be used in the production of affordable housing and the creation of jobs for low- to moderate-income citizens of the City of Macon and Bibb County. The Authority's revitalization program will focus its efforts in communities that are economically depressed, disenfranchised and demonstrate a significant need for affordable housing, economic development and community enhancement.

##### **MACON ECONOMIC DEVELOPMENT COMMISSION**

The Macon Economic Development Commission (MEDC) is a partnership between government and the private sector. MEDC has as its mission the responsibility for recruitment of business, industry and new investment to Macon and Bibb County. MEDC is also responsible for the existing industry program of the Greater Macon Chamber of Commerce. MEDC works with our existing industries and companies to encourage expansion in our community. MEDC also participates in efforts to market Central Georgia.

##### **MACON-BIBB COUNTY INDUSTRIAL AUTHORITY**

The Authority was created by an Act of the General Assembly in 1962 and is governed by a 6 member board and has a staff of 4. The Act charged the Authority with the responsibility of creating jobs and increasing the tax base of Macon-Bibb County. It issues Industrial Revenue Bonds for financing of economic development projects and provides incentives to new or expanding industry. These incentives can be funded through Authority resources or through other sources with the Authority acting as the vehicle to provide the incentives. The Authority develops industrial parks. It also owns and leases manufacturing, warehousing and office space at Allied Industrial Park.

##### **ECONOMIC DEVELOPMENT**

During FY 2007, Bibb County invested \$318,120 when they partnered with the Public Service Commission and Nichiha USA for the installation of a new gas line required for the operation of Nichiha. The facility is expected to bring over 100 new jobs to the Bibb County Area.

The Water and Sewerage Authority 1977 Bond Issue was paid off in FY 2008. The debt service on the bonds had been approximately \$341,000 per year. Beginning in FY 2009, the Bibb County Board of Commissioners entered into a 20 year contract with the Macon-Bibb County Industrial Authority whereby the County agrees to pay the Industrial Authority \$350,000 per year. The funds will be used for the acquisition and development of properties for industrial and commercial growth.

**COUNTY SUPPORTED AGENCIES**

<b>AUTHORIZED EXPENDITURES</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>PUBLIC TRANSPORTATION</b>			
Macon-Bibb County Transit Authority	\$ 851,888	\$ 991,201	\$ 810,000
<b>HEALTH AND WELFARE</b>			
Bibb County Department of Family and Children Services	\$ 1,352,851	\$ 1,238,879	\$ 1,182,035
River Edge Behavioral Health Center	664,369	742,369	425,000
Macon-Bibb County Board of Health	678,947	663,817	663,817
Crisis Line & Safe House of Central Georgia	8,100	-	-
Macon-Bibb County Citizens Advocacy	4,950	4,950	4,455
Middle Georgia Community Food Bank	8,100	8,100	8,100
Medical Center of Central Georgia	3,900,000	1,000,000	750,000
Central Georgia Technical College	228,285	228,285	200,000
Meals on Wheels of Macon & Bibb County	42,770	48,056	43,250
Macon-Bibb County Economic Opportunity Council	52,040	52,040	45,000
Pandemic Flu Committee	750	2,318	-
Total	\$ 6,941,162	\$ 3,988,814	\$ 3,321,657
<b>CULTURE, RECREATION &amp; BEAUTIFICATION</b>			
Booker T. Washington Community Center	\$ -	\$ 14,818	\$ -
Tubman African American Museum	314,041	314,041	250,000
Grand Opera House	7,306	8,750	8,750
Museum of Arts and Sciences	314,041	314,041	250,000
Macon Arts Alliance	48,060	48,000	43,200
Middle Georgia Regional Library	2,780,976	3,230,862	2,785,319
Keep Macon-Bibb Beautiful Commission	60,115	60,115	50,000
Total	\$ 3,524,539	\$ 3,990,627	\$ 3,387,269
<b>CONSERVATION OF NATURAL RESOURCES</b>			
Georgia Forestry Commission	\$ 3,411	\$ 2,783	\$ 7,000

**COUNTY SUPPORTED AGENCIES**

<b>AUTHORIZED EXPENDITURES – (continued)</b>
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	FY 2009 Actual	FY 2010 Revised Budget	FY 2011 Adopted Budget
<b>PLANNING AND ZONING</b>			
Macon-Bibb County Planning and Zoning Commission	\$ 350,789	\$ 360,695	\$ 360,695
Middle Georgia Regional Commission	76,855	76,855	76,855
Total	\$ 427,644	\$ 437,550	\$ 437,550
<b>INDUSTRIAL AND URBAN DEVELOPMENT</b>			
Macon-Bibb County Urban Development Authority	\$ 28,778	\$ 29,840	\$ 27,340
Macon-Bibb County Land Bank Authority	95,870	100,000	100,000
Macon Economic Development Commission	90,000	80,000	80,000
Macon-Bibb County Industrial Authority	252,031	252,031	226,828
Economic Development	350,000	600,000	350,000
Sofkee Park	3,218,706	-	-
Total	\$ 4,035,385	\$ 1,061,871	\$ 784,168





**SPECIAL REVENUE FUNDS**



## SPECIAL REVENUE FUNDS

The **SPECIAL FIRE DISTRICT FUND** is utilized to account for tax monies received from the special tax district established to provide fire services through a contract with the City of Macon to citizens in the unincorporated areas of Bibb County.

The **HOTEL-MOTEL TAX FUND** is utilized to account for funds collected from the Hotel-Motel Tax and disbursed to the Convention and Visitors Bureau, Macon Cherry Blossom Festival and Macon Coliseum Authority.

The **SPECIAL STREET LIGHT DISTRICT FUND** is utilized to account for fees received from special districts located in the unincorporated residential area of the County to provide for street light services.

The **SUMMER YOUTH FEEDING PROGRAM FUND** is utilized to account for funds received from USDA to sponsor a summer feeding program.

The **LAW ENFORCEMENT COMMISSARY FUND** is utilized to account for the funds collected by the commissary located at the Bibb County Law Enforcement Center.

The **LAW ENFORCEMENT CONFISCATION FUND** is utilized to account for the funds confiscated from criminal activity and their expenditure in compliance with State Law.

The **DRUG ABUSE TREATMENT AND EDUCATION FUND** is utilized to account for court fees collected, grant funds received and General Fund transfers to provide drug treatment services.

The **ALTERNATIVE DISPUTE RESOLUTION FUND** is utilized to account for court fees collected to provide speedy, efficient and inexpensive resolution of disputes and prosecutions in Bibb, Crawford, Houston, and Peach Counties.

The **CRIME VICTIMS ASSISTANCE FUND** is utilized to account for resources received from the various courts of Bibb County for assistance to victims of crime.

The **JUVENILE COURT SUPERVISION FUND** is utilized to account for resources received from the Juvenile Court of Bibb County for alternative juvenile programs.

The **LAW LIBRARY FUND** is utilized to account for resources received from the various courts and other sources for the operation of the law library in accordance with State Law.

The **SPONSORED PROGRAMS FUND** is utilized to account for special programs funded through grant revenue, intergovernmental contracts and transfers from General Fund.

**SPECIAL FIRE DISTRICT FUND**

<b>CHANGES IN FUND BALANCE</b>
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	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 5,014,504	\$ 4,893,924	\$ 5,243,971	\$ 6,066,201
<b>SOURCES</b>				
Taxes	7,880,612	8,026,439	8,149,805	7,978,729
Interest Earnings	289,906	95,282	22,330	10,000
Intergovernmental	57,852	7,265	-	38,000
Proceeds from Sale of Assets	-	405,917	-	-
Other Revenues	2,138	22,159	454	-
<b>Total Sources</b>	<b>8,230,508</b>	<b>8,557,062</b>	<b>8,172,589</b>	<b>8,026,729</b>
<b>USES</b>				
Contract Services	7,038,195	6,927,832	6,719,123	8,152,671
Other Operating Expenditures	168,553	147,583	162,483	248,600
Capital Outlay	1,041,047	1,028,270	367,585	1,235,660
Transfer to Sanitation Fund	2,223	2,223	2,300	2,300
Transfer to 2000 Public Facilities				
Debt Service Fund	23,525	23,562	21,343	21,397
Transfer to Capital Improvements Fund	-	-	-	1,637,258
Transfer to General Fund	77,545	77,545	77,525	77,525
<b>Total Uses</b>	<b>8,351,088</b>	<b>8,207,015</b>	<b>7,350,359</b>	<b>11,375,411</b>
<b>FUND BALANCE - ENDING</b>	\$ 4,893,924	\$ 5,243,971	\$ 6,066,201	\$ 2,717,519

**SPECIAL FIRE DISTRICT FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
General Property Taxes				
Real/Personal Property	\$ 4,706,080	\$ 4,796,063	\$ 4,848,678	1.1%
Motor Vehicle	489,567	508,355	424,051	-16.6%
Insurance Premium Tax	2,830,792	2,859,000	2,706,000	-5.4%
Intergovernmental Revenue	7,265	40,000	38,000	-5.0%
Interest Earnings	95,282	25,000	10,000	-60.0%
Proceeds from Sale of Assets	405,917	-	-	0.0%
Other Revenues	22,159	-	-	0.0%
<b>Total Revenues</b>	<b>8,557,062</b>	<b>8,228,418</b>	<b>8,026,729</b>	<b>-2.5%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>1,805,205</b>	<b>3,348,682</b>	<b>85.5%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 8,557,062</b>	<b>\$ 10,033,623</b>	<b>\$ 11,375,411</b>	<b>13.4%</b>

**EXPENDITURES AND USES**

<b>EXPENDITURES</b>				
Operating Expenditures				
Contract Services-City of Macon	\$ 6,927,832	\$ 7,680,475	\$ 8,152,671	6.1%
Other Operating Expenditures	147,583	247,137	248,600	0.6%
Capital Outlay	1,028,270	367,585	1,235,660	236.2%
Transfer to Sanitation Fund	2,223	2,300	2,300	0.0%
Transfer to 2000 Public Facilities				
Debt Service Fund	23,562	21,343	21,397	0.3%
Transfer to Capital Improvements Fund	-	1,637,258	1,637,258	0.0%
Transfer to General Fund	77,545	77,525	77,525	0.0%
<b>Total Expenditures</b>	<b>8,207,015</b>	<b>10,033,623</b>	<b>11,375,411</b>	<b>13.4%</b>
<b>RESERVATION OF FUND BALANCE</b>	<b>350,047</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 8,557,062</b>	<b>\$ 10,033,623</b>	<b>\$ 11,375,411</b>	<b>13.4%</b>



## **SPECIAL FIRE DISTRICT FUND**

### **PROGRAM DESCRIPTION**

The Special Fire District Fund was established to account for the fire services provided to the residents of unincorporated Bibb County. There are eight (8) fire stations located in the unincorporated area. The buildings, as well as the fire fighting equipment, are owned by the County. The County contracts with the City of Macon to staff the stations.

The fire district currently has a Class 3 ISO rating.

### **GOAL**

To continue to provide a very efficient level of service to the residents of unincorporated Bibb County.

### **FY 2011 BUDGET ISSUES**

- The FY 2011 budget increased by \$1,341,788 or 13.4%.
- The budget covering contract payments to the City of Macon increased by \$472,196 or 6.1%.
- The appropriation for capital outlay amounted to \$1,235,660, an increase of \$868,075.
- The millage rate for the Special Fire District Fund was 2.149 mills for year 2010.
- A county-wide property revaluation was done for tax year 2009. In order to make the revaluation revenue neutral, the Board of Commissioners rolled back the millage to the rollback rate for tax year 2009. The tax year 2010 tax levy which will be adopted on August 26, 2010 will remain at this rate of 2.149.

## HOTEL/MOTEL TAX FUND

<b>CHANGES IN FUND BALANCE</b>
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	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ -	\$ -	\$ -	\$ -
<b>SOURCES</b>				
Hotel/Motel Tax	1,698,338	1,650,173	1,590,000	1,590,000
Interest Earnings	1,826	150	50	50
<b>Total Sources</b>	1,700,164	1,650,323	1,590,050	1,590,050
<b>USES</b>				
Macon-Bibb County				
Convention & Visitors Bureau	1,225,875	1,189,939	1,146,426	1,146,426
Cherry Blossom Festival	148,424	144,073	138,811	138,811
Georgia Music Hall of Fame	-	-	20,000	-
Transfer to Tobesofkee Recreation				
Area Fund	274,860	266,802	237,111	257,111
Transfer to General Fund	51,005	49,509	47,702	47,702
<b>Total Uses</b>	1,700,164	1,650,323	1,590,050	1,590,050
<b>FUND BALANCE - ENDING</b>	\$ -	\$ -	\$ -	\$ -

## HOTEL/MOTEL TAX FUND

### REVENUES AND EXPENDITURES

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Hotel/Motel Tax	\$ 1,650,173	\$ 1,675,000	\$ 1,590,000	-5.1%
Interest Earnings	150	-	50	100.0%
Total Revenues	<u>1,650,323</u>	<u>1,675,000</u>	<u>1,590,050</u>	<u>-5.1%</u>
TOTAL REVENUES AND SOURCES	<u>\$ 1,650,323</u>	<u>\$ 1,675,000</u>	<u>\$ 1,590,050</u>	<u>-5.1%</u>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Macon-Bibb County				
Convention & Visitors Bureau	\$ 1,189,939	\$ 1,207,674	\$ 1,146,426	-5.1%
Cherry Blossom Festival	144,073	146,228	138,811	-5.1%
Georgia Music Hall of Fame	-	20,000	-	-100.0%
Transfer to Tobesofkee Recreation Area Fund	266,802	250,848	257,111	2.5%
Transfer to General Fund	49,509	50,250	47,702	-5.1%
Total Expenditures	<u>1,650,323</u>	<u>1,675,000</u>	<u>1,590,050</u>	<u>-5.1%</u>
TOTAL EXPENDITURES AND USES	<u>\$ 1,650,323</u>	<u>\$ 1,675,000</u>	<u>\$ 1,590,050</u>	<u>-5.1%</u>

## HOTEL-MOTEL TAX FUND

### PROGRAM DESCRIPTION

The Hotel-Motel Tax Fund was established to account for Hotel-Motel Tax proceeds. The Bibb County Tax Commissioner collects the 6% Hotel-Motel Tax revenues and remits the proceeds to the Bibb County Finance Office. The Finance Office distributes the Hotel-Motel Tax revenues in compliance with state law and County ordinances. The County ordinances were revised in 2006 to provide the following distribution percentages: Bibb County General Fund 3% for administration, Macon-Bibb County Convention and Visitors Bureau 72.1%, Macon-Bibb Cherry Blossom Festival 8.7%, and the Lake Tobesofkee Recreation Area 16.2%. The Board of Commissioners has the authority to reallocate funds for other purposes from the portion of taxes distributed to Lake Tobesofkee.

Subsequent to the adoption of the FY 2011 budget, the legislature approved an increase to the County's Hotel-Motel Tax from 6% to 7%. The revised distribution percentages are as follows: Bibb County General Fund 3% for administration, Macon-Bibb County Convention and Visitors Bureau 61.8%, Macon-Bibb Cherry Blossom Festival 7.483%, the Lake Tobesofkee Recreation Area 13.86%, Georgia Music Hall of Fame 4.619%, Georgia Sports Hall of Fame 4.619%, and the Douglass Theatre 4.619%. The Board of Commissioners has the authority to reallocate funds for other purposes from the portion of taxes distributed to Lake Tobesofkee. The new Hotel-Motel Tax rate is effective September 1, 2010.

The Macon-Bibb County Convention and Visitors Bureau is the destination marketing organization (DMO) of Macon and Bibb County. Established in 1980, the Macon-Bibb County CVB is a nonprofit agency created exclusively to market Macon and Bibb County regionally, domestically, and internationally to both groups and individuals, in order to enhance the economy and increase employment.

DMAI (Destination Marketing Association International) defines a DMO as:

Destination marketing organizations, often called convention and visitor bureaus, are not-for-profit organizations charged with representing a specific destination and helping the long-term development of communities through a travel and tourism strategy. Destination marketing organizations are usually membership organizations bringing together businesses that rely on tourism and meetings for revenue.

For visitors, DMOs are like a key to the city. As an unbiased resource, DMOs can serve as a broker or an official point of contact for convention and meeting planners, tour operators and visitors. They assist planners with meeting preparation and encourage business travelers and visitors alike to visit local historic, cultural and recreational sites.

#### **Macon CVB Management Focus: 2010/2011**

- ❑ Energizing local hotel and motel sales efforts
- ❑ Maximizing opportunities to drive sales and build attendance at hotels, museums, attractions, restaurants and retail outlets through creative, collaborative packaging and referrals
- ❑ Assisting the marketing efforts of tourism partners in reaching out-of-town audiences

## HOTEL-MOTEL TAX FUND

### GOALS

- Book conventions, meetings, sports events and conferences representing 12,600 room nights with documented client evaluation of experience
- Position Macon as a meetings destination. Showcase Macon to clients via 36 site visits per year
- Establish relationships with third-party booking agencies to prospect for convention business suitable for our city
- Continue and maintain involvement in industry organizations, such as Meeting Professionals International (MPI), Georgia Society of Association Executives (GSAE) and Society of Government Meeting Professionals (SGMP) to network and prospect for new business
- Confirm group tour bookings for Macon resulting in 800 room nights
- Increase awareness of Macon's group tour product to tour operators and group leaders through maintaining frequent contact with clients and prospects, participation in motor coach network and association marketplaces, hosting of familiarization tours and partnering with other Georgia cities to build multi-city itineraries and greater awareness of the State's group tour product
- Create unique and measurable promotion of Macon tourism product for the domestic and international travel industry and consumer through packages promoted on local & state website
- Promote availability of all attractions and events on-line to boost overnight accommodation numbers and to increase visitation to attractions, with special emphasis on Lake Tobosofkee and Ocmulgee National Monument for ecotourism initiative
- Promote leisure sales to key market segments through exhibition at consumer shows and colleges & universities to increase destination awareness
- Redesign CVB website [www.visitmacon.org](http://www.visitmacon.org) and drive more user and search engine traffic to web & mobi sites
- Integrate mobile marketing with website, social media and traditional marketing campaigns
- Reach more meeting planners, leisure travelers and social media followers than prior year through targeted advertising efforts

### FY 2011 BUDGET ISSUES

The FY 2011 budget represents a decrease of \$84,950 from FY 2010.

**SPECIAL STREET LIGHT DISTRICT FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 324,614	\$ 344,611	\$ 329,302	\$ 348,808
<b>SOURCES</b>				
Charges for Services	225,908	224,252	270,640	265,490
Administrative Fees	55,326	55,317	63,070	62,000
Interest Earnings	12,556	4,186	940	900
<b>Total Sources</b>	<u>293,790</u>	<u>283,755</u>	<u>334,650</u>	<u>328,390</u>
<b>USES</b>				
Operating Expenditures	237,453	262,724	264,904	296,134
Transfer to General Fund	36,340	36,340	50,240	50,240
<b>Total Uses</b>	<u>273,793</u>	<u>299,064</u>	<u>315,144</u>	<u>346,374</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 344,611</u>	<u>\$ 329,302</u>	<u>\$ 348,808</u>	<u>\$ 330,824</u>

**SPECIAL STREET LIGHT DISTRICT FUND**

<b>REVENUES AND EXPENDITURES</b>
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	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Charges for Services	\$ 224,252	\$ 261,070	\$ 265,490	1.7%
Administrative Fees	55,317	62,000	62,000	0.0%
Interest Earnings	4,186	2,250	900	-60.0%
<b>Total Revenues</b>	<b>283,755</b>	<b>325,320</b>	<b>328,390</b>	<b>0.9%</b>
<b>FUND BALANCE</b>	<b>15,309</b>	<b>-</b>	<b>17,984</b>	<b>100%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 299,064</b>	<b>\$ 325,320</b>	<b>\$ 346,374</b>	<b>6.5%</b>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 262,724	\$ 275,080	\$ 296,134	7.7%
Transfer to General Fund	36,340	50,240	50,240	0.0%
<b>Total Expenditures</b>	<b>299,064</b>	<b>325,320</b>	<b>346,374</b>	<b>6.5%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 299,064</b>	<b>\$ 325,320</b>	<b>\$ 346,374</b>	<b>6.5%</b>

## **SPECIAL STREET LIGHT DISTRICT FUND**

### **PROGRAM DESCRIPTION**

This fund was established to account for the fees received from certain citizens in the unincorporated residential areas of the County for street light services. It is the policy of the County to assist the residents and participating utilities in the creation, establishment and maintenance of lighting districts in the unincorporated residential areas with the cost thereof being borne by those receiving the services. The creation and maintenance of such a district is accomplished only upon request of the citizens owning at least 75% of the front footage of property in a district.

The total cost of capital expenditures required shall be aggregated and charged to each property owner in accordance with a fraction, the numerator of which is the front footage owned and the denominator of which is the total front footage in the district.

The capital cost is paid 100% prior to the establishment of the district. The periodic maintenance and operating costs (utilities, collection costs, etc.) are determined by the County and allocated as provided for capital costs. Fees for operational costs are billed quarterly, payable at the beginning of the quarter.

### **GOALS**

- To increase the number of street lighting districts.
- To continue to provide an efficient level of service.

### **FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$21,054 or 6.5% increase over FY 2010.



**SUMMER YOUTH FEEDING PROGRAM FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 1,654	\$ 32,763	\$ 75,975	\$ 87,359
<b>SOURCES</b>				
USDA Grant Revenue	132,648	137,671	144,934	146,140
Interest Earnings	649	252	43	-
Transfer from General Fund	-	-	-	-
<b>Total Sources</b>	<b>133,297</b>	<b>137,923</b>	<b>144,977</b>	<b>146,140</b>
<b>USES</b>				
Food and Operating Expenditures	93,922	85,743	112,398	122,120
Administration	8,266	8,968	15,185	17,720
Transfer to General Fund	-	-	6,010	6,300
<b>Total Uses</b>	<b>102,188</b>	<b>94,711</b>	<b>133,593</b>	<b>146,140</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 32,763</b>	<b>\$ 75,975</b>	<b>\$ 87,359</b>	<b>\$ 87,359</b>

**SUMMER YOUTH FEEDING PROGRAM FUND**

<b>REVENUES AND EXPENDITURES</b>
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	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
USDA Grant Revenue	\$ 137,671	\$ 165,490	\$ 146,140	-11.7%
Interest Earnings	252	-	-	0.0%
<b>Total Revenues</b>	<b>137,923</b>	<b>165,490</b>	<b>146,140</b>	<b>-11.7%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 137,923</b>	<b>\$ 165,490</b>	<b>\$ 146,140</b>	<b>-11.7%</b>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Food and Operating Expenditures	\$ 85,743	\$ 139,786	\$ 122,120	-12.6%
Administration	8,968	19,404	17,720	-8.7%
Transfer to General Fund	-	6,300	6,300	0.0%
<b>Total Expenditures</b>	<b>94,711</b>	<b>165,490</b>	<b>146,140</b>	<b>-11.7%</b>
<b>RESERVATION OF FUND BALANCE</b>	<b>43,212</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 137,923</b>	<b>\$ 165,490</b>	<b>\$ 146,140</b>	<b>-11.7%</b>

## **SUMMER YOUTH FEEDING PROGRAM FUND**

### **PROGRAM DESCRIPTION**

The Summer Youth Feeding Program Fund was established to account for proceeds received from the United States Department of Agriculture, Food Nutrition Service to sponsor a summer youth feeding program.

### **GOALS**

- To provide nutritious meals to children during the summer.
- To increase the number of meals served.
- To increase the number of service sites.

### **FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$19,350 or 11.7% decrease from FY 2010. The County plans to actively solicit new sites that can be served so that more children will benefit from this program.

**LAW ENFORCEMENT COMMISSARY FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 497,304	\$ 179,072	\$ 394,439	\$ 519,732
<b>SOURCES</b>				
Commissary Revenue	555,148	518,954	469,150	460,000
Interest Earnings	24,609	6,794	1,170	1,500
Other Revenues	-	30	-	-
<b>Total Sources</b>	<u>579,757</u>	<u>525,778</u>	<u>470,320</u>	<u>461,500</u>
<b>USES</b>				
Personal Services	18,110	18,252	18,110	18,535
Operating Expenditures	1,306	35,964	15,420	21,100
Capital Outlay	758,573	82,801	211,497	314,190
Transfer to General Fund	120,000	173,394	100,000	200,000
<b>Total Uses</b>	<u>897,989</u>	<u>310,411</u>	<u>345,027</u>	<u>553,825</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 179,072</u>	<u>\$ 394,439</u>	<u>\$ 519,732</u>	<u>\$ 427,407</u>

**LAW ENFORCEMENT COMMISSARY FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Commissary Revenue	\$ 518,954	\$ 450,000	\$ 460,000	2.2%
Interest Earnings	6,794	3,500	1,500	-57.1%
Other Revenues	30	-	-	0.0%
<b>Total Revenues</b>	<b>525,778</b>	<b>453,500</b>	<b>461,500</b>	<b>1.8%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>92,325</b>	<b>100.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 525,778</b>	<b>\$ 453,500</b>	<b>\$ 553,825</b>	<b>22.1%</b>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 18,252	\$ 18,535	\$ 18,535	0.0%
Operating Expenditures	35,964	16,000	21,100	31.9%
Capital Outlay	82,801	288,286	314,190	9.0%
Transfer to General Fund	173,394	100,000	200,000	100.0%
<b>Total Expenditures</b>	<b>310,411</b>	<b>422,821</b>	<b>553,825</b>	<b>31.0%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	215,367	30,679	-	-100.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 525,778</b>	<b>\$ 453,500</b>	<b>\$ 553,825</b>	<b>22.1%</b>

## LAW ENFORCEMENT COMMISSARY FUND

### PROGRAM DESCRIPTION

The Commissary Trust Fund was established to account for certain funds collected through the inmate commissary operations located at the Bibb County Law Enforcement Center.

The proceeds from the inmate commissary operation are used to pay operating expenses of the Commissary Fund, as well as identified and mutually agreed upon operating and capital outlay costs of the Jail.

### GOALS

- Ensure continued profitability of Inmate Commissary Operations through review of current provider contract as it nears expiration. The goal is to match or exceed the current \$135 annual commission.
- Ongoing review of inmate services provided to ensure that all allowable services, such as medical-dental are being charged in accordance with Federal and State law, as well as that all damages or losses by inmates are charged in line with the repair or replacement cost.
- Ensure that vending machine prices of products are sufficient to provide a standard profit margin on the sale of vending items.
- Continue recycling efforts where all aluminum cans, and plastic bottles are recycled and not put into dumpsters. Review the possibility of recycling paper.

### FY 2010 ACCOMPLISHMENTS

- Net Inmate Commissary revenue up 4% over last year and 7% over two years ago.
- Generated over \$13 thousand from inmates through in-place debt system to collect for bond fees not paid at time of booking, and for inmate damages to the facility.
- Reviewing feasibility of inmates ordering Commissary through kiosks located in Jail Day Rooms.
- Consideration of a debit card, as opposed to a check for inmates when released from Jail.
- Recycling plan in second full year of operation that resulted in continued savings of over \$7 thousand, or more than 20%, due to less refuse disposal from pre-recycling fiscal years.

### FY 2011 BUDGET ISSUES

The FY 2011 budget reflects a \$100,325 or 22.1% increase over FY 2010.

## LAW ENFORCEMENT CONFISCATION FUND

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 147,523	\$ 125,538	\$ 193,057	\$ 116,292
<b>SOURCES</b>				
Confiscated Funds	131,145	136,517	84,454	75,000
Intergovernmental Revenue				
Interest Earnings	6,214	5,373	723	1,000
Other Revenues	2,622	13,680	5,242	-
Transfer from Multi-Jurisdictional Task Force Grant Fund	-	22,512		-
<b>Total Sources</b>	139,981	178,082	90,419	76,000
<b>USES</b>				
Operating Expenditures	23,426	20,693	19,594	28,000
Capital Outlay	126,387	85,696	138,715	105,677
Transfer to Sponsored Programs Fund	-	-	3,019	-
Transfer to General Fund	12,153	4,174	5,856	2,500
<b>Total Uses</b>	161,966	110,563	167,184	136,177
<b>FUND BALANCE - ENDING</b>	\$ 125,538	\$ 193,057	\$ 116,292	\$ 56,115

## LAW ENFORCEMENT CONFISCATION FUND

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Confiscated Funds	\$ 136,517	\$ 75,000	\$ 75,000	0.0%
Interest Earnings	5,373	2,000	1,000	-50.0%
Other Revenues	13,680	-	-	0.0%
Transfer from Multi-Jurisdictional Task Force Grant Fund	22,512	-	-	0.0%
<b>Total Revenues</b>	<b>178,082</b>	<b>77,000</b>	<b>76,000</b>	<b>-1.3%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>111,053</b>	<b>60,177</b>	<b>-45.8%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 178,082</b>	<b>\$ 188,053</b>	<b>\$ 136,177</b>	<b>-27.6%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 20,693	\$ 22,647	\$ 28,000	23.6%
Capital Outlay	85,696	150,366	105,677	-29.7%
Transfer to Sponsored Programs Fund	-	3,019	-	-100.0%
Transfer to General Fund	4,174	12,021	2,500	-79.2%
<b>Total Expenditures</b>	<b>110,563</b>	<b>188,053</b>	<b>136,177</b>	<b>-27.6%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	67,519	-		0.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 178,082</b>	<b>\$ 188,053</b>	<b>\$ 136,177</b>	<b>-27.6%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The Law Enforcement Confiscation Fund was established to account for funds confiscated from criminal activity and their expenditures in compliance with State Law.

<b>FY 2011 BUDGET ISSUES</b>
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The FY 2011 budget represents a \$51,876 or 27.6% decrease from FY 2010, due to significant capital outlay purchases budgeted in FY 2010 as compared to FY 2011.



**DRUG ABUSE TREATMENT AND EDUCATION FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 36,133	\$ 64,202	\$ 58,138	\$ 58,138
<b>SOURCES</b>				
Court Fines	61,970	46,688	45,880	47,000
Grant Funds	126,755	40,386	53,911	61,000
Interest Earnings	-	277	75	-
Other Revenues	-	23	-	-
Transfer from General Fund	76,000	129,899	131,062	157,481
Transfer from Juvenile Court Supervision Fund	4,053	4,424	4,660	35,000
<b>Total Sources</b>	<b>268,778</b>	<b>221,697</b>	<b>235,588</b>	<b>300,481</b>
<b>USES</b>				
Operating Expenditures				
Adult Program	235,144	222,250	230,928	265,481
Juvenile Program	4,053	4,424	4,660	35,000
Capital Outlay	1,512	1,087	-	-
<b>Total Uses</b>	<b>240,709</b>	<b>227,761</b>	<b>235,588</b>	<b>300,481</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 64,202</b>	<b>\$ 58,138</b>	<b>\$ 58,138</b>	<b>\$ 58,138</b>

**DRUG ABUSE TREATMENT AND EDUCATION FUND**

**REVENUES AND EXPENDITURES**

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 46,688	\$ 53,000	\$ 47,000	-11.3%
Grant Funds	40,386	253,800	61,000	-76.0%
Transfer from General Fund	129,899	131,062	157,481	20.2%
Transfer from Juvenile Court Supervision Fund	4,424	35,000	35,000	0.0%
<b>Total Revenues</b>	<b>221,697</b>	<b>472,862</b>	<b>300,481</b>	<b>-36.5%</b>
<b>FUND BALANCE</b>	<b>6,064</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 227,761</b>	<b>\$ 472,862</b>	<b>\$ 300,481</b>	<b>-36.5%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures				
Adult Program	\$ 222,250	\$ 265,612	\$ 265,481	0.0%
Juvenile Program	4,424	35,000	35,000	0.0%
Capital Outlay-Adult Program	1,087	-	-	0.0%
<b>Total Expenditures</b>	<b>227,761</b>	<b>300,612</b>	<b>300,481</b>	<b>0.0%</b>
<b>RESERVATION OF FUND BALANCE</b>	<b>-</b>	<b>172,250</b>	<b>-</b>	<b>-100%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 227,761</b>	<b>\$ 472,862</b>	<b>\$ 300,481</b>	<b>-36.5%</b>

**PROGRAM DESCRIPTION**

The Drug Abuse Treatment and Education Fund was established to account for court fees and grant funds used to provide drug treatment and education services to certain defendants as specified by Bibb County Superior Court and Juvenile Court.

**GOAL**

To provide efficient, effective drug treatment and education services.

**FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$172,381 or 36.5% decrease from FY 2010.

**ALTERNATIVE DISPUTE RESOLUTION FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 245,471	\$ 304,329	\$ 328,875	\$ 332,193
<b>SOURCES</b>				
Court Fines	174,209	173,666	171,100	170,900
Interest Earnings	10,230	4,193	1,040	-
<b>Total Sources</b>	<b>184,439</b>	<b>177,859</b>	<b>172,140</b>	<b>170,900</b>
<b>USES</b>				
Personal Services	96,483	115,005	122,090	122,800
Operating Expenditures	29,098	32,811	34,430	50,019
Capital Outlay	-	5,497	1,445	-
Transfer to General Fund	-	-	10,857	10,857
<b>Total Uses</b>	<b>125,581</b>	<b>153,313</b>	<b>168,822</b>	<b>183,676</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 304,329</b>	<b>\$ 328,875</b>	<b>\$ 332,193</b>	<b>\$ 319,417</b>

**ALTERNATIVE DISPUTE RESOLUTION FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 173,666	\$ 170,900	\$ 170,900	0.0%
Interest Earnings	4,193	-	-	0.0%
Total Revenues	<u>177,859</u>	<u>170,900</u>	<u>170,900</u>	<u>0.0%</u>
FUND BALANCE	-	12,618	12,776	1.3%
TOTAL REVENUES AND SOURCES	<u>\$ 177,859</u>	<u>\$ 183,518</u>	<u>\$ 183,676</u>	<u>0.1%</u>

**EXPENDITURES AND USES**

<b>EXPENDITURES</b>				
Personal Services	\$ 115,005	\$ 122,360	\$ 122,800	0.4%
Operating Expenditures	32,811	48,856	50,019	2.4%
Capital Outlay	5,497	1,445	-	-100.0%
Transfer to General Fund	-	10,857	10,857	0.0%
Total Expenditures	<u>153,313</u>	<u>183,518</u>	<u>183,676</u>	<u>0.1%</u>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	24,546	-	-	0.0%
TOTAL EXPENDITURES AND USES	<u>\$ 177,859</u>	<u>\$ 183,518</u>	<u>\$ 183,676</u>	<u>0.1%</u>

## **ALTERNATIVE DISPUTE RESOLUTION FUND**

### **PROGRAM DESCRIPTION**

The Alternative Dispute Resolution Fund was established to account for court fees collected to provide resolution of disputes and prosecution in Bibb, Crawford, Houston and Peach Counties.

Effective July 1, 2003, the counties in the Macon Circuit which include Bibb, Peach and Crawford Counties withdrew from the Third District Program and established the Macon Judicial Circuit ADR Program. Through FY 2003 all revenue collected was remitted to the Third District Program. Effective July 1, 2004, Houston County joined the Macon Judicial Circuit ADR Program. Revenues and expenditures for the four-county program are accounted for in this fund.

### **GOAL**

To provide speedy, efficient and inexpensive resolution of disputes and prosecution in Bibb, Crawford, Houston and Peach Counties.

### **FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$158 or 0.1% increase over FY 2010.

**CRIME VICTIMS ASSISTANCE FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 403,718	\$ 386,962	\$ 305,899	\$ 231,645
<b>SOURCES</b>				
Court Fines	180,284	154,747	158,970	160,250
Interest Earnings	16,431	4,953	580	250
Other Revenues	-	924	-	-
<b>Total Sources</b>	<b>196,715</b>	<b>160,624</b>	<b>159,550</b>	<b>160,500</b>
<b>USES</b>				
Operating Expenditures	103,572	121,097	93,368	65,000
Transfer to General Fund	109,899	120,590	140,436	226,730
<b>Total Uses</b>	<b>213,471</b>	<b>241,687</b>	<b>233,804</b>	<b>291,730</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 386,962</b>	<b>\$ 305,899</b>	<b>\$ 231,645</b>	<b>\$ 100,415</b>

## CRIME VICTIMS ASSISTANCE FUND

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 154,747	\$ 156,300	\$ 160,250	2.5%
Interest	4,953	2,500	250	-90.0%
Other Revenues	924	-	-	0.0%
<b>Total Revenues</b>	<b>160,624</b>	<b>158,800</b>	<b>160,500</b>	<b>1.1%</b>
<b>FUND BALANCE</b>	<b>81,063</b>	<b>165,225</b>	<b>131,230</b>	<b>-20.6%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 241,687</b>	<b>\$ 324,025</b>	<b>\$ 291,730</b>	<b>-10.0%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 121,097	\$ 139,781	\$ 65,000	-53.5%
Transfer to General Fund	120,590	184,244	226,730	23.1%
<b>Total Expenditures</b>	<b>241,687</b>	<b>324,025</b>	<b>291,730</b>	<b>-10.0%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 241,687</b>	<b>\$ 324,025</b>	<b>\$ 291,730</b>	<b>-10.0%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The Crime Victims Assistance Fund was established to account for resources received from the various courts of Bibb County for assistance to victims of crime.

<b>GOAL</b>
-------------

To continue to provide valuable assistance to victims of crime.

<b>FY 2011 BUDGET ISSUES</b>
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The FY 2011 budget represents a \$32,295 or 10.0% decrease from FY 2010.

## JUVENILE COURT SUPERVISION FUND

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 29,292	\$ 34,539	\$ 42,444	\$ 56,432
<b>SOURCES</b>				
Court Fines	8,110	14,277	18,458	16,368
Interest Earnings	1,590	552	190	200
<b>Total Sources</b>	9,700	14,829	18,648	16,568
<b>USES</b>				
Operating Expenditures	400	2,500	-	2,500
Transfer to Drug Abuse Treatment And Education Fund	4,053	4,424	4,660	35,000
<b>Total Uses</b>	4,453	6,924	4,660	37,500
<b>FUND BALANCE - ENDING</b>	\$ 34,539	\$ 42,444	\$ 56,432	\$ 35,500



## JUVENILE COURT SUPERVISION FUND

### REVENUES AND EXPENDITURES

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 14,277	\$ 8,500	\$ 16,368	92.6%
Interest Earnings	552	600	200	-66.7%
Total Revenues	14,829	9,100	16,568	82.1%
FUND BALANCE	-	28,400	20,932	-26.3%
TOTAL REVENUES AND SOURCES	\$ 14,829	\$ 37,500	\$ 37,500	0.0%
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
Transfer to Drug Abuse Treatment And Education Fund	4,424	35,000	35,000	0.0%
Total Expenditures	6,924	37,500	37,500	0.0%
RESERVATION OF FUND BALANCE				
Unallocated Reserve	7,905	-	-	0.0%
TOTAL EXPENDITURES AND USES	\$ 14,829	\$ 37,500	\$ 37,500	0.0%

### PROGRAM DESCRIPTION

The Juvenile Court Supervision Fund was established to account for resources received from the Juvenile Court of Bibb County for alternative juvenile programs.

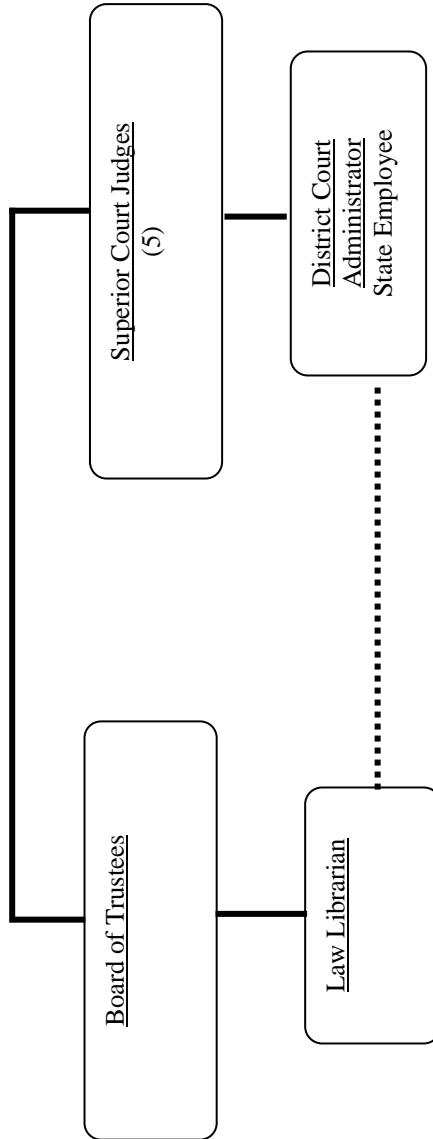
### GOALS

To continue to provide valuable services to Juvenile Court programs.

### FY 2011 BUDGET ISSUES

The FY 2011 budget represents a 0% increase over FY 2010. In FY 2011, these funds will be used as partial funding for the Juvenile Drug Court program.

# LAW LIBRARY



## LAW LIBRARY FUND

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 9,592	\$ 2,710	\$ 1,485	\$ 5,955
<b>SOURCES</b>				
Court Fines	30,682	31,598	32,470	31,468
Interest Earnings	78	44	-	-
Other Revenues	80	108	-	-
Transfer from General Fund	44,708	55,000	60,000	55,000
<b>Total Sources</b>	75,548	86,750	92,470	86,468
<b>USES</b>				
Personal Services	59,309	62,526	64,330	64,800
Operating Expenditures	23,121	25,449	23,670	26,192
Capital Outlay	-	-	-	-
<b>Total Uses</b>	82,430	87,975	88,000	90,992
<b>FUND BALANCE - ENDING</b>	\$ 2,710	\$ 1,485	\$ 5,955	\$ 1,431

## LAW LIBRARY FUND

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 31,598	\$ 29,900	\$ 31,468	5.2%
Interest Earnings	44	(90)	-	100.0%
Other Revenues	108	-	-	0.0%
Transfer from General Fund	55,000	60,000	55,000	-8.3%
<b>Total Sources</b>	<b>86,750</b>	<b>89,810</b>	<b>86,468</b>	<b>-3.7%</b>
<b>FUND BALANCE</b>	<b>1,225</b>	<b>1,443</b>	<b>4,524</b>	<b>213.5%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 87,975</b>	<b>\$ 91,253</b>	<b>\$ 90,992</b>	<b>-0.3%</b>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 62,526	\$ 64,572	\$ 64,800	0.4%
Operating Expenditures	25,449	26,681	26,192	-1.8%
<b>Total Expenditures</b>	<b>87,975</b>	<b>91,253</b>	<b>90,992</b>	<b>-0.3%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 87,975</b>	<b>\$ 91,253</b>	<b>\$ 90,992</b>	<b>-0.3%</b>

## **LAW LIBRARY**

### **PROGRAM DESCRIPTION**

The laws of the State of Georgia create for each county a County Law Library. These libraries are governed by a board of trustees consisting of the Chief Judge of the Superior Court, the Judge of the Probate Court, the Senior Judge of the State Court, if any, and two practicing attorneys named by the other members of the board. The trustees are authorized to collect fees for the operation of the library; to select appropriate books, reports, texts, and periodicals; to make the necessary rules and regulations governing the use of the library; to keep records of all its meetings and proceedings; and to exercise other powers necessary for the proper administration of the library. Additionally, the trustees are authorized by law to name a secretary-treasurer; designate a librarian and set that individual's compensation; make purchases for the library; and manage the fees received for the operation of the library. Law Library fees are set by the Chief Superior Court Judge. Purchases made by the trustees become the property of the County. County appropriations for the operation of the Bibb County Law Library are under the administrative supervision of the Superior Court Judges.

### **GOALS**

- To continue to meet the statutory requirements for the operation of the Bibb County Law Library.
- To provide appropriate legal research resources to the general public and legal community.

### **FY 2010 ACCOMPLISHMENTS**

Once again the Bibb County Law Library has served as the public law library in order to provide legal information for the residents of Bibb County. The reference material (printed and electronic) is used on a daily basis by the general public, students, attorneys, judges and government officials. It is open Monday through Friday from 9:00 am until 5:00 pm. Additionally, electronic access through Westlaw is available at the Washington Street Library seven days per week.

We continue to provide free internet access to Westlaw through computers located in the Law Library and the Washington Street Library. Law books and other forms of media are constantly updated by the law librarian.

### **FY 2011 BUDGET ISSUES**

The budget for the Law Library represents a \$261 or 0.3% decrease from FY 2010.

**SPONSORED PROGRAMS FUND**

<b>CHANGES IN FUND BALANCE</b>
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	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ -	\$ -	\$ -
<b>SOURCES</b>			
Intergovernmental	-	265,101	282,673
Transfer from General Fund		69,434	78,616
Transfer from Law Enforcement Confiscation Fund		3,019	-
<b>Total Sources</b>	<b>-</b>	<b>337,554</b>	<b>361,289</b>
<b>USES</b>			
Personal Services	-	124,545	110,850
Operating Expenditures	-	154,204	200,124
Capital Outlay	-	58,805	-
Transfer to General Fund	-	-	50,315
<b>Total Uses</b>	<b>-</b>	<b>337,554</b>	<b>361,289</b>
<b>FUND BALANCE - ENDING</b>	\$ -	\$ -	\$ -

## SPONSORED PROGRAMS FUND

### REVENUES AND EXPENDITURES

	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>			
REVENUES			
Intergovernmental	\$ 473,936	\$ 282,673	-40.4%
Transfer from General Fund	126,687	78,616	-37.9%
Transfer from Law Enforcement Confiscation Fund	3,019	-	-100.0%
Total Revenues	<u>603,642</u>	<u>361,289</u>	<u>-40.1%</u>
TOTAL REVENUES AND SOURCES	<u>\$ 603,642</u>	<u>\$ 361,289</u>	<u>-40.1%</u>
<b>EXPENDITURES AND USES</b>			
EXPENDITURES			
Personal Services	\$ 169,800	\$ 110,850	-34.7%
Operating Expenditures	375,020	200,124	-46.6%
Capital Outlay	58,822	-	-100.0%
Transfer to General Fund	-	50,315	100.0%
Total Expenditures	<u>603,642</u>	<u>361,289</u>	<u>-40.1%</u>
TOTAL EXPENDITURES AND USES	<u>\$ 603,642</u>	<u>\$ 361,289</u>	<u>-40.1%</u>

## SPONSORED PROGRAMS FUND

<b>PROGRAM DESCRIPTION</b>
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The Sponsored Programs Fund was established to account for resources received for programs sponsored by other intergovernmental agencies in addition to those with approved support from Bibb County Board of Commissioner. Following are the programs and budget amounts for fiscal years 2010 and 2011.

	Revised Budget FY 2010	Adopted Budget FY 2011
Volunteer Macon Service Learning Program	25,000	14,000
District Attorney's Office Furlough Prevention Program	59,000	50,315
Drug Free Coalition Drug Free Communities Program	30,000	15,000
Juvenile Court Psychologicals Program	45,000	12,000
Big Brothers/Big Sisters Mentoring Service Program	30,000	18,000
Family Counseling Center Unruly Program	98,888	30,184
Mentor's Project Youth Mentoring Service Program	26,500	14,000
Public Defender's Office Furlough Prevention Program	-	12,000
Crisis Line Safe House Program	40,000	22,000
Juvenile Offenders Anger Management Program	5,000	14,000
Juvenile Court Diversion Prevention Program	2,000	-
Juvenile Court Girl's Program	5,000	5,000
Juvenile Court Boy's Program	5,000	-
Juvenile Court BARJ (Balance and Restorative Justice) Program	3,000	-
Juvenile Court Restitution Program	-	1,000
Juvenile Court Assessment Program	4,000	2,000
Juvenile Court Summer Life Series Program	-	1,000
Juvenile Court Refreshments for various programs	500	500
Bibb County Wellness Program	4,000	-
Bibb County Open Enrollment Guide	8,777	-
Governor's Office of Highway Safety H.E.A.T. Program	153,155	150,290
JAG Program Equipment Purchase	58,822	-
	\$ 603,642	\$ 361,289

<b>GOAL</b>
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To continue to provide services through approved programs based on sponsor funding.

<b>FY 2011 BUDGET ISSUES</b>
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The FY 2011 budget represents a \$242,353 or 40.1% decrease from FY 2010.







**DEBT SERVICE FUNDS**



## **DEBT SERVICE FUNDS**

The **GENERAL DEBT SERVICE FUND** is utilized to account for the accumulation and disbursement of monies needed to comply with the interest and principal redemption requirements of the General Obligation Bond Issue of Bibb County.

The **1992 PUBLIC BUILDING DEBT SERVICE FUND** is utilized to account for accumulation of resources for the payment of debt principal and interest for the 1992 Macon-Bibb County Urban Development Authority Bond Issue.

The **2000 PUBLIC FACILITIES DEBT SERVICE FUND** is utilized to account for accumulation of resources for the payment of debt principal and interest for the 2000 Macon-Bibb County Urban Development Authority Bond Issue.

The **2002A PUBLIC FACILITIES DEBT SERVICE FUND** is utilized to account for accumulation of resources for the payment of debt principal and interest for the 2002A Macon-Bibb County Urban Development Authority Bond Issue.

The **SPLOST DEBT SERVICE FUND** is utilized to account for the accumulation of SPLOST proceeds for the payment of debt principal and interest on the GO School Bonds Series 2003, the 2002 and 2005 Law Enforcement Center Project Bonds and the GMA lease payments.

## GENERAL DEBT SERVICE FUND

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 6,445,015	\$ 4,919,949	\$ 5,158,897	\$ 5,126,597
<b>SOURCES</b>				
General Property Taxes	17,410	1,947	622	-
Interest Earnings	10,531	3,106	625	-
Interest Earnings - leasepool	355,871	370,471	236,950	250,000
Transfer from General Fund	349,640	487,689	531,487	619,687
Transfer from SPLOST Debt Service Fund	5,003,994	2,783,113	-	-
Transfer from Tobesofkee Recreation Fund	-	-	7,344	7,345
<b>Total Sources</b>	5,737,446	3,646,326	777,028	877,032
<b>USES</b>				
2003 Refunding GO Series 1993				
Principal	4,265,000	2,730,000	-	-
Interest	190,200	53,113	-	-
Lease Pool	368,328	368,328	368,328	368,328
Bond Issue Expense	539	227	-	-
Transfer to General Fund	2,438,445	218,988	441,000	325,000
Transfer to Tobesofkee Recreation Fund	-	36,722	-	-
<b>Total Uses</b>	7,262,512	3,407,378	809,328	693,328
<b>FUND BALANCE - ENDING</b>				
Reserved for GMA Leasepool	4,919,949	5,158,897	5,126,597	5,310,301
<b>Total Fund Balance - Ending</b>	\$ 4,919,949	\$ 5,158,897	\$ 5,126,597	\$ 5,310,301

## GENERAL DEBT SERVICE FUND

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
General Property Taxes				
Real/Personal Property	\$ 1,928	\$ -	\$ -	0.0%
Motor Vehicle	19	-	-	0.0%
Interest Earnings	3,106	-	-	0.0%
Interest Earnings - leasepool	370,471	340,000	250,000	-26.5%
Transfer from General Fund	487,689	533,090	619,687	16.2%
Transfer from SPLOST Debt Service Fund	2,783,113	-	-	0.0%
Transfer from Tobesofkee Recreation Fund	-	7,345	7,345	0.0%
<b>Total Revenues</b>	<b>3,646,326</b>	<b>880,435</b>	<b>877,032</b>	<b>-0.4%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 3,646,326</b>	<b>\$ 880,435</b>	<b>\$ 877,032</b>	<b>-0.4%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
2003 Refunding GO Series 1993				
Principal	\$ 2,730,000	\$ -	\$ -	0.0%
Interest	53,113	-	-	0.0%
Lease Pool	368,328	368,328	368,328	0.0%
Paying Agent Fees	227	-	-	0.0%
Transfer to General Fund	218,988	441,000	325,000	-26.3%
Transfer to Tobesofkee Recreation Fund	36,722	-	-	0.0%
<b>Total Expenditures</b>	<b>3,407,378</b>	<b>809,328</b>	<b>693,328</b>	<b>-14.3%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Reserve for GMA Leasepool Principal	238,948	71,107	183,704	158.3%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 3,646,326</b>	<b>\$ 880,435</b>	<b>\$ 877,032</b>	<b>-0.4%</b>

## **GENERAL DEBT SERVICE FUND**

### **PROGRAM DESCRIPTION**

The Debt Service Fund was originally established to account for the County's Bond Tax levied against real and personal property for the retirement of the County's general obligation debt. A special referendum passed by the voters in June 2005 allowed for the collection of a 1% special purpose local option sales tax for the payment of debt. The millage rate of 1.1520 mills previously levied for debt payment was not levied for tax year 2005 forward.

The County had no outstanding G.O. debt as of June 30, 2010. Included in the Debt Service Fund is the cost to the County for its participation in the lease pool agreement with the Georgia Municipal Association (GMA). The County's participation totals \$7,152,000 on which we pay interest at a fixed rate of 5.15% per year. This cost is partially offset by the interest earnings on the portion of the \$7,152,000 not being used by the County.

### **FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$3,403 or .4% decrease from FY 2010.

**1992 PUBLIC BUILDING DEBT SERVICE FUND**

<b>CHANGES IN FUND BALANCE</b>
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	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 667,277	\$ 744,912	\$ 1,010,505	\$ 1,284,532
<b>SOURCES</b>				
Rental Income	328,349	542,688	542,688	542,688
Interest Earnings	24,209	9,870	2,200	10,000
Transfer from General Fund	69,008	69,008	69,008	69,008
<b>Total Sources</b>	421,566	621,566	613,896	621,696
<b>USES</b>				
Debt Service				
Principal	220,000	230,000	230,000	240,000
Interest	123,931	117,258	109,869	101,874
Paying Agent Fees				
Transfer to Capital Improvements Fund	-	8,715	-	185,000
<b>Total Uses</b>	343,931	355,973	339,869	526,874
<b>FUND BALANCE - ENDING</b>	\$ 744,912	\$ 1,010,505	\$ 1,284,532	\$ 1,379,354

**1992 PUBLIC BUILDING DEBT SERVICE FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
REVENUES				
Rental Income	\$ 542,688	\$ 542,688	\$ 542,688	0.0%
Interest Earnings	9,870	10,000	10,000	0.0%
Transfer from General Fund	69,008	69,008	69,008	0.0%
Total Revenues	621,566	621,696	621,696	0.0%
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 621,566</b>	<b>\$ 621,696</b>	<b>\$ 621,696</b>	<b>0.0%</b>
<b>EXPENDITURES AND USES</b>				
EXPENDITURES				
Debt Service				
Principal	\$ 230,000	\$ 230,000	\$ 240,000	4.3%
Interest	117,258	109,869	101,874	-7.3%
Transfer to Capital Improvements Fund	8,715	185,000	185,000	0.0%
Total Expenditures	355,973	524,869	526,874	0.4%
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	265,593	96,827	94,822	-2.1%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 621,566</b>	<b>\$ 621,696</b>	<b>\$ 621,696</b>	<b>0.0%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The 1992 Public Building Debt Service Fund was established to account for the accumulation of resources for the payment of debt principal and interest for the 1992 Macon-Bibb County Urban Development Authority Bond Issue.

<b>FY 2011 BUDGET ISSUES</b>
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The FY 2011 budget represents a 0% increase over FY 2010.



**2000 PUBLIC FACILITIES DEBT SERVICE FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 857	\$ 668,839	\$ 776	\$ 776
<b>SOURCES</b>				
Interest Earnings	3,871	2,424	-	-
State Reimbursement	446,090	446,809	404,715	405,743
Transfer from 2000 Public Facilities Project Fund	664,111	-	-	-
Transfer from General Fund	887,483	217,224	804,080	806,120
Transfer from Fire District Fund	23,525	23,562	21,343	21,397
<b>Total Sources</b>	<u>2,025,080</u>	<u>690,019</u>	<u>1,230,138</u>	<u>1,233,260</u>
<b>USES</b>				
Debt Service				
Principal	710,000	745,000	650,000	685,000
Interest	645,898	611,882	578,938	547,060
Paying Agent Fees	1,200	1,200	1,200	1,200
<b>Total Uses</b>	<u>1,357,098</u>	<u>1,358,082</u>	<u>1,230,138</u>	<u>1,233,260</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 668,839</u>	<u>\$ 776</u>	<u>\$ 776</u>	<u>\$ 776</u>

**2000 PUBLIC FACILITIES DEBT SERVICE FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 2,424	\$ -	\$ -	0.0%
State Reimbursement	446,809	404,715	405,743	0.3%
Transfer from General Fund	217,224	804,080	806,120	0.3%
Transfer from Fire District Fund	23,562	21,343	21,397	0.3%
<b>Total Revenues</b>	<b>690,019</b>	<b>1,230,138</b>	<b>1,233,260</b>	<b>0.3%</b>
<b>FUND BALANCE</b>	<b>668,063</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 1,358,082</b>	<b>\$ 1,230,138</b>	<b>\$ 1,233,260</b>	<b>0.3%</b>

**EXPENDITURES AND USES**

<b>EXPENDITURES</b>				
Debt Service				
Principal	\$ 745,000	\$ 650,000	\$ 685,000	5.4%
Interest	611,882	578,938	547,060	-5.5%
Paying Agent Fees	1,200	1,200	1,200	0.0%
<b>Total Expenditures</b>	<b>1,358,082</b>	<b>1,230,138</b>	<b>1,233,260</b>	<b>0.3%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 1,358,082</b>	<b>\$ 1,230,138</b>	<b>\$ 1,233,260</b>	<b>0.3%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The 2000 Public Facilities Debt Service Fund was established to account for the accumulation of resources for the payment of debt principal and interest for the 2000 Macon-Bibb County Urban Development Authority Bond Issue.

<b>FY 2011 BUDGET ISSUES</b>
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The FY 2011 budget represents a \$3,122 or 0.3% increase over FY 2010.

**2002-A PUBLIC FACILITIES DEBT SERVICE FUND**

<b>CHANGES IN FUND BALANCE</b>
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	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 300	\$ 300	\$ 300	\$ 300
<b>SOURCES</b>				
State Reimbursement	256,051	252,793	362,361	364,536
Transfer from General Fund	364,268	359,381	363,915	362,878
Transfer from 2002A Public Facilities Project Fund	1	-	-	-
<b>Total Sources</b>	<u>620,320</u>	<u>612,174</u>	<u>726,276</u>	<u>727,414</u>
<b>USES</b>				
Debt Service				
Principal	275,000	275,000	400,000	415,000
Interest	345,320	337,174	326,276	312,414
<b>Total Uses</b>	<u>620,320</u>	<u>612,174</u>	<u>726,276</u>	<u>727,414</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 300</u>

**2002-A PUBLIC FACILITIES DEBT SERVICE FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
State Reimbursement	\$ 252,793	\$ 362,361	\$ 364,536	0.6%
Transfer from General Fund	359,381	363,915	362,878	-0.3%
<b>Total Revenues</b>	<b>612,174</b>	<b>726,276</b>	<b>727,414</b>	<b>0.2%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 612,174</b>	<b>\$ 726,276</b>	<b>\$ 727,414</b>	<b>0.2%</b>

**EXPENDITURES AND USES**

<b>EXPENDITURES</b>				
Debt Service				
Principal	\$ 275,000	\$ 400,000	\$ 415,000	3.8%
Interest	337,174	326,276	312,414	-4.2%
<b>Total Expenditures</b>	<b>612,174</b>	<b>726,276</b>	<b>727,414</b>	<b>0.2%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 612,174</b>	<b>\$ 726,276</b>	<b>\$ 727,414</b>	<b>0.2%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The 2002-A Public Facilities Debt Service Fund was established to account for the accumulation of resources for the payment of debt principal and interest for the 2002-A Macon-Bibb County Urban Development Authority Bond Issue.

<b>FY 2011 BUDGET ISSUES</b>
------------------------------

The FY 2011 budget represents a \$1,138 or 0.2% increase over FY 2010.

**SPLOST DEBT SERVICE FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 24,998,832	\$ 9,632,160	\$ 14,939,039	\$ -
<b>SOURCES</b>				
Sales Tax	21,953,416	17,109,344	584,990	94,600
Interest	390,870	87,998	3,500	-
<b>Total Sources</b>	<u>22,344,286</u>	<u>17,197,342</u>	<u>588,490</u>	<u>94,600</u>
<b>USES</b>				
Transfer to General Fund	218,612	9,107,350	15,527,529	94,600
Transfer to General Debt Service Fund	5,003,994	2,783,113	-	-
Transfer to 2002 Law Enforcement Center Project Debt Service Fund	32,488,352	-	-	-
<b>Total Uses</b>	<u>37,710,958</u>	<u>11,890,463</u>	<u>15,527,529</u>	<u>94,600</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 9,632,160</u>	<u>\$ 14,939,039</u>	<u>\$ -</u>	<u>\$ -</u>

**SPLOST DEBT SERVICE FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Sales Tax	\$ 17,109,344	\$ 600,000	\$ 94,600	-84.2%
Total Revenues	<u>17,197,342</u>	<u>600,000</u>	<u>94,600</u>	<u>-84.2%</u>
<b>FUND BALANCE</b>	-	14,927,529	-	-100.0%
<b>TOTAL REVENUES AND SOURCES</b>	<u>\$ 17,197,342</u>	<u>\$ 15,527,529</u>	<u>\$ 94,600</u>	<u>-99.4%</u>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Transfer to General Fund	\$ 9,107,350	\$ 15,527,529	\$ 94,600	-99.4%
Transfer to General Debt Service Fund	2,783,113	-	-	0.0%
Total Expenditures	<u>11,890,463</u>	<u>15,527,529</u>	<u>94,600</u>	<u>-99.4%</u>
<b>RESERVATION OF FUND BALANCE</b>	<u>5,306,879</u>	-	-	0.0%
<b>TOTAL EXPENDITURES AND USES</b>	<u>\$ 17,197,342</u>	<u>\$ 15,527,529</u>	<u>\$ 94,600</u>	<u>-99.4%</u>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The SPLOST Debt Service Fund was established to account for the accumulation of resources for the payment of debt principal and interest. The revenues accumulated in this fund have been used for the repayment of debt associated with the G.O. School Bond Series 2003, the 2002 and 2005 Law Enforcement Center Project Bonds and the equipment purchased through the GMA Lease Pool in FY 2005. Taxes collected above that needed to retire these debt issues have been used for property tax relief.

<b>FY 2011 BUDGET ISSUES</b>
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The FY 2011 budget is based on the projected excess taxes collected which will be transferred to General Fund for property tax relief.

## DEBT SERVICE FUNDS

<b>DEBT SERVICE SUMMARY</b>
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### LEGAL DEBT MARGIN

Bibb County is very conservative in its approach to long-term debt. The Georgia State Constitution provides that the debt incurred by any county can never exceed 10% of the assessed value of all taxable property (tax digest) within said county. Bibb County's legal debt margin is computed below.

Net Assessed Value	\$4,575,394,653
Plus Exempt Property	<u>170,995,877</u>
Assessed Valuation of Property for Bonds	\$ 4,746,390,530
10% Debt Limit	\$ 474,639,053
Less G.O. Bonds Outstanding (06-30-10)	<u>-0-</u>
Legal Debt Margin	<u>\$ 474,639,053</u>

It should be noted that at June 30, 2010, Bibb County had no General Obligation Debt outstanding. This means that the County has reserved 100% of its General Obligation Debt issuance capacity for future projects.

### GENERAL OBLIGATION BOND RATINGS

Moody's Investor Service, Aa-2

Standard & Poor's Corporation, AA/A-1+

The 'A-1+' rating which Bibb County was given in June, 2009 has allowed the County to issue variable-rate demand obligations without liquidity support from an outside source. This does require the County to be subject to ongoing analysis including monthly surveillance of the portfolio holdings.

### EXPLANATION OF CONTRACTUAL DEBT

The Contractual Debt, totaling \$43,713,060 at June 30, 2010, represents Revenue Bond Debt issued by various authorities in Bibb County, whereby the bonds are guaranteed by the taxing power of the Bibb County government through contracts. Approximately 1.1% of this debt service is reimbursed to Bibb County from other sources.

## DEBT SERVICE

<b>CONTRACTUAL DEBT AMORTIZATION REQUIREMENTS</b>
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	1994 Issue MBC Urban Development Authority Refunding	1996 Issue MBC Urban Development Authority Public Libraries	2000 Issue MBC Urban Development Authority Public Buildings	2002A Issue MBC Urban Development Authority Public Facilities
Balance 6-30-09	\$ 585,000	\$ 540,000	\$ 11,255,000	\$ 9,495,000
Issue FY 2010	-	-	-	-
Requirements FY 2010	(85,000)	(110,000)	(650,000)	(630,000)
Balance 6-30-10	<u>\$ 500,000</u>	<u>\$ 430,000</u>	<u>\$ 10,605,000</u>	<u>\$ 8,865,000</u>
Fiscal Year Requirements	(Principal & Interest)			
2011	116,500	135,710	1,232,060	1,069,288
2012	116,730	153,790	1,242,735	1,075,153
2013	116,695	24,548	1,162,725	1,073,990
2014	116,395	23,693	1,162,240	1,076,875
2015	115,830	22,838	1,168,990	1,073,750
2016	-	21,983	1,163,100	1,077,078
2017	-	21,128	1,168,725	1,066,794
2018	-	25,130	1,160,875	1,074,091
2019	-	23,990	1,155,688	709,750
2020	-	22,850	1,157,750	587,625
2021	-	21,710	1,156,788	363,000
2022	-	20,567	1,152,800	363,125
2023	-	-	421,274	362,500
2024	-	-	-	361,125
2025	-	-	-	363,875
2026	-	-	-	-
2027	-	-	-	-
2028	-	-	-	-
2029	-	-	-	-
2030	-	-	-	-
	<u>582,150</u>	<u>517,937</u>	<u>14,505,750</u>	<u>11,698,019</u>
Less Interest	<u>82,150</u>	<u>87,937</u>	<u>3,900,750</u>	<u>2,833,019</u>
Principal Balance	<u>\$ 500,000</u>	<u>\$ 430,000</u>	<u>\$ 10,605,000</u>	<u>\$ 8,865,000</u>



## DEBT SERVICE

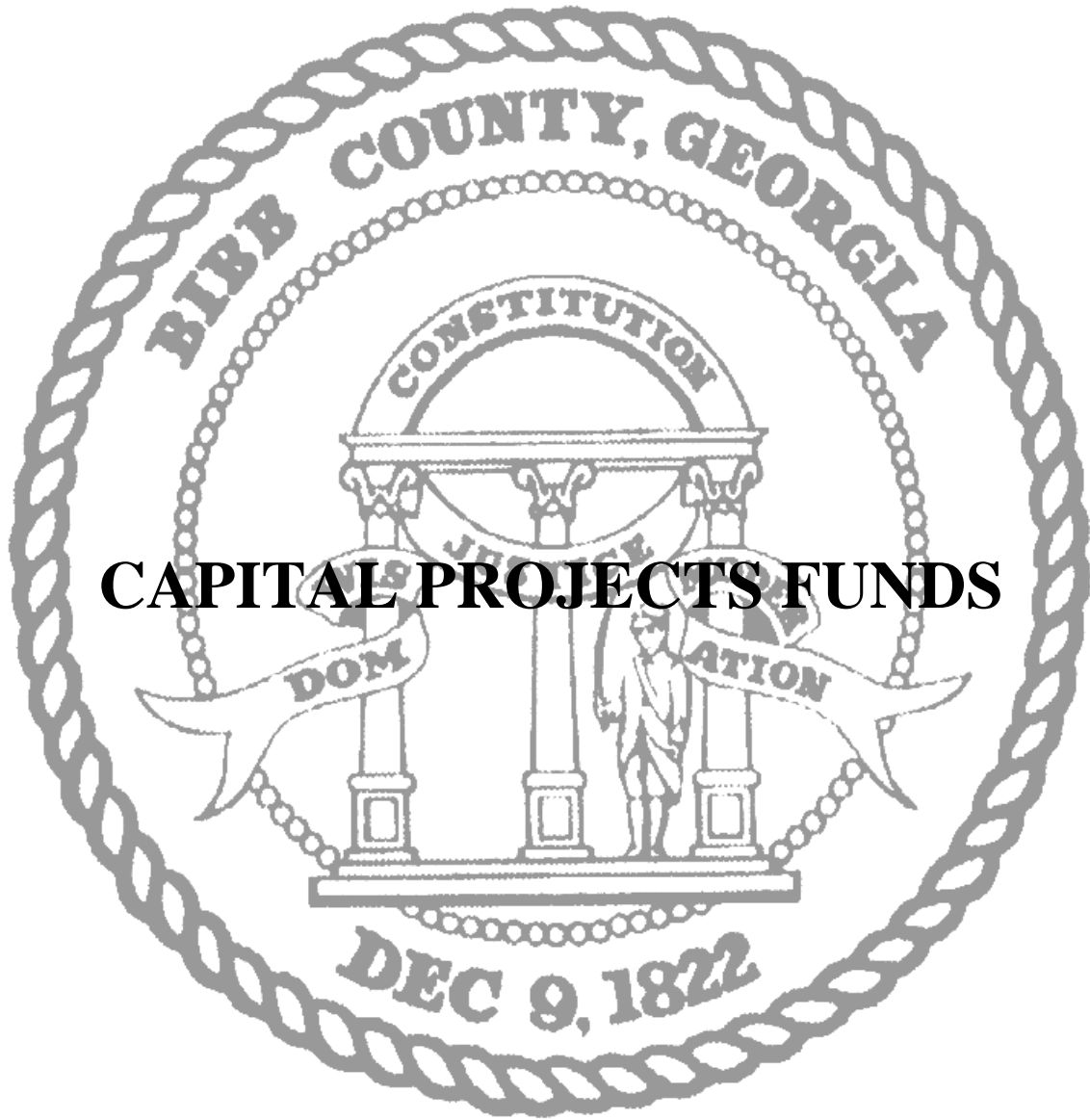
<b>CONTRACTUAL DEBT AMORTIZATION REQUIREMENTS</b>
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	2002B Issue MBC Urban Development Authority Riverside Drive	2006 Issue MBC Urban Development Authority Public Projects	2009 Issue MBC Industrial Authority Bass Pro and Sofkee Park	2009 Issue MBC Urban Development Authority Public Projects
Balance 6-30-09	\$ 1,095,000	\$ 4,995,000	\$ 11,500,000	\$ 6,240,000
Issue FY 2010	-	-	-	-
Requirements FY 2010	(40,000)	(300,000)	(300,000)	-
Balance 6-30-10	<u>\$ 1,055,000</u>	<u>\$ 4,695,000</u>	<u>\$ 11,200,000</u>	<u>\$ 6,240,000</u>
Fiscal Year Requirements	(Principal & Interest)			
2011	106,838	485,156	629,269	485,737
2012	109,100	488,063	620,706	483,687
2013	106,100	485,500	610,837	481,487
2014	107,950	487,469	1,188,805	484,138
2015	109,500	488,875	1,259,562	486,487
2016	105,900	484,813	1,229,867	485,888
2017	107,150	485,281	1,297,035	484,888
2018	108,100	485,188	1,352,298	483,488
2019	108,750	484,531	1,453,457	482,793
2020	104,250	483,313	485,014	485,594
2021	104,600	486,438	297,376	482,794
2022	104,650	483,904	320,839	484,594
2023	104,400	-	328,603	480,794
2024	103,850	-	340,905	480,706
2025	103,000	-	406,076	484,981
2026	-	-	459,512	482,919
2027	-	-	506,016	485,200
2028	-	-	521,424	481,075
2029	-	-	364,773	481,275
2030	-	-	408,062	-
	<u>1,594,138</u>	<u>5,828,531</u>	<u>14,080,436</u>	<u>9,188,525</u>
Less Interest	539,138	1,133,531	2,880,436	2,948,525
Principal Balance	<u>\$ 1,055,000</u>	<u>\$ 4,695,000</u>	<u>\$ 11,200,000</u>	<u>\$ 6,240,000</u>

## DEBT SERVICE

<b>CONTRACTUAL DEBT AMORTIZATION REQUIREMENTS</b>
---

	Georgia Environmental Facilities Authority	Total
Balance 6-30-09	\$ 138,626	\$ 45,843,626
Issue FY 2010	-	-
Requirements FY 2010	(15,566)	(2,130,566)
Balance 6-30-10	\$ 123,060	\$ 43,713,060
Fiscal Year Requirements		
2011	19,512	4,280,070
2012	19,512	4,309,476
2013	19,512	4,081,394
2014	19,512	4,667,077
2015	19,512	4,745,344
2016	19,512	4,588,141
2017	19,512	4,650,513
2018	-	4,689,170
2019	-	4,418,959
2020	-	3,326,396
2021	-	2,912,706
2022	-	2,930,479
2023	-	1,697,571
2024	-	1,286,586
2025	-	1,357,932
2026	-	942,431
2027	-	991,216
2028	-	1,002,499
2029	-	846,048
2030	-	408,062
	136,584	58,132,070
Less Interest	13,524	14,419,010
Principal Balance	\$ 123,060	\$ 43,713,060



**CAPITAL PROJECTS FUNDS**



## CAPITAL PROJECTS FUNDS

The **CAPITAL IMPROVEMENTS FUND** is utilized to account for the purchase or construction of major capital facilities within Bibb County which are to be funded with the general tax revenue.

The **SPECIAL LOCAL OPTION SALES TAX TRANSPORTATION IMPROVEMENTS FUND** is utilized to account for the cost of carrying out a program for the construction, reconstruction, modification and other public work in connection with the roads, streets, and bridges of the City and County, together with the capital outlay for the Public Transportation System.

The **2002A PUBLIC FACILITIES PROJECT FUND** is utilized to account for the cost of various capital improvement projects funded by the 2002A Macon-Bibb County Urban Development Authority Bond Issue.

The **2002 LAW ENFORCEMENT CENTER PROJECT FUND** is utilized to account for the cost of the renovation and expansion of the Bibb County Law Enforcement Center.

The **OCMULGEE GREENWAY TRAIL FUND** is utilized to account for expenditures for the development of Gateway Park.

## CAPITAL IMPROVEMENTS FUND

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 5,096,552	\$ 3,464,201	\$ 5,895,705	\$ 1,527,843
<b>SOURCES</b>				
Interest Earnings	43,976	14,683	2,800	2,800
Interest Earnings - 2006 Loan Proceeds	155,236	28,651	2,300	750
Interest Earnings - 2009 Loan Proceeds	-	-	4,550	500
Intergovernmental Revenue	2,097,242	-	-	-
Bond Proceeds	-	6,240,000	-	-
Transfer from General Fund	61,500	35,135	37,888	4,200
Transfer from Fire District Fund	-	-	-	1,637,258
Transfer from 1992 Public Building Debt Service Fund	-	8,715	-	185,000
<b>Total Sources</b>	2,357,954	6,327,184	47,538	1,830,508
<b>USES</b>				
Bond Fees	500	229,722	600	600
Transfer to General Fund	187,313	2,548,230	1,144,246	255,500
Capital Outlay	3,802,492	1,117,728	3,270,554	2,111,485
<b>Total Uses</b>	3,990,305	3,895,680	4,415,400	2,367,585
<b>FUND BALANCE - ENDING</b>	\$ 3,464,201	\$ 5,895,705	\$ 1,527,843	\$ 990,766

**CAPITAL IMPROVEMENTS FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 14,683	\$ 6,000	\$ 2,800	-53.3%
Interest Earnings-2006 Loan Proceeds	28,651	10,000	750	-92.5%
Interest Earnings-2009 Bond Proceeds	-	-	500	100.0%
Bond Proceeds	6,240,000	-	-	0.0%
Transfer from General Fund	35,135	57,762	4,200	-92.7%
Transfer from Fire District Fund	-	1,637,258	1,637,258	0.0%
Transfer from 1992 Public Building Debt Service Fund	8,715	185,000	185,000	0.0%
<b>Total Revenues</b>	<b>6,327,184</b>	<b>1,896,020</b>	<b>1,830,508</b>	<b>-3.5%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>4,462,931</b>	<b>537,077</b>	<b>-88.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 6,327,184</b>	<b>\$ 6,358,951</b>	<b>\$ 2,367,585</b>	<b>-62.8%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Bond Fees	\$ 500	\$ 600	\$ 600	0.0%
Transfer to General Fund	2,548,229	1,025,884	255,500	-75.1%
Courthouse				
Architect Fees	-	178,311	-	-100.0%
HVAC	61,500	-	-	0.0%
Lighting Retrofit	118,700	-	-	0.0%
Carpet	140,247	85,762	-	-100.0%
Security System	5,756	-	-	0.0%
Courthouse Improvements	299,392	1,834,074	-	-100.0%
Juvenile Complex	-	114,938	-	-100.0%
Judicial Center	-	557,943	-	-100.0%
Parking Deck	-	323,058	-	-100.0%
Health Department Complex				
HVAC Controls/AC Units	-	185,000	185,000	0.0%
Building Improvements	8,715	-	-	0.0%
Grand Building				
Air Conditioning	265,200	14,800	-	-100.0%
Public Works				
Heaters/AC	-	4,200	4,200	0.0%
Fire Station	15,006	1,904,923	1,904,923	0.0%
Library - South Bibb	142,169	86,673	-	-100.0%
Detox Center	35,135	-	-	0.0%
Tennis courts	-	12,630	12,630	0.0%
Computer Equipment	25,909	30,155	4,732	-84.3%
<b>Total Expenditures</b>	<b>3,895,680</b>	<b>6,358,951</b>	<b>2,367,585</b>	<b>-62.8%</b>
<b>RESERVATION OF FUND BALANCE</b>				
For Capital Projects	2,431,504	-	-	0.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 6,327,184</b>	<b>\$ 6,358,951</b>	<b>\$ 2,367,585</b>	<b>-62.8%</b>

<b>PROGRAM DESCRIPTION</b>
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The Capital Improvements Fund was established for the accounting of major capital improvements. The revenue for this fund consists of transfers from the General, Debt Service and Special Revenue Funds.

**SPECIAL LOCAL OPTION SALES TAX TRANSPORTATION IMPROVEMENTS FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 16,968,215	\$ 11,531,697	\$ 6,916,179	\$ 2,836,787
<b>SOURCES</b>				
Intergovernmental	1,800,298	2,963,510	2,754,273	-
Interest Earnings	625,288	150,946	35,000	35,000
Transfer from Road Enhancement Trust Fund	-	-	-	-
Other Revenues	133,297	173	-	-
<b>Total Sources</b>	<b>2,558,883</b>	<b>3,114,629</b>	<b>2,789,273</b>	<b>35,000</b>
<b>USES</b>				
Operating Expenditures	174,673	337,018	169,536	175,000
Capital Outlay	7,674,588	7,246,989	6,552,989	1,152,880
Transfer to General Fund	146,140	146,140	146,140	152,638
<b>Total Uses</b>	<b>7,995,401</b>	<b>7,730,147</b>	<b>6,868,665</b>	<b>1,480,518</b>
<b>FUND BALANCE - ENDING</b>	\$ 11,531,697	\$ 6,916,179	\$ 2,836,787	\$ 1,391,269

**SPECIAL LOCAL OPTION SALES TAX TRANSPORTATION IMPROVEMENTS FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Intergovernmental Revenue	\$ 2,963,510	\$ 2,495,700	\$ -	-100.0%
Interest Earnings	150,946	90,000	35,000	-61.1%
<b>Total Revenues</b>	<b>3,114,456</b>	<b>2,585,700</b>	<b>35,000</b>	<b>-98.6%</b>
<b>FUND BALANCE</b>	<b>4,615,691</b>	<b>2,146,438</b>	<b>1,445,518</b>	<b>-32.7%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 7,730,147</b>	<b>\$ 4,732,138</b>	<b>\$ 1,480,518</b>	<b>-68.7%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 337,018	\$ 175,000	\$ 175,000	0.0%
Capital Outlay	7,246,989	4,404,500	1,152,880	-73.8%
Transfer to General Fund	146,140	152,638	152,638	0.0%
<b>Total Expenditures</b>	<b>7,730,147</b>	<b>4,732,138</b>	<b>1,480,518</b>	<b>-68.7%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 7,730,147</b>	<b>\$ 4,732,138</b>	<b>\$ 1,480,518</b>	<b>-68.7%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

The Special Local Option Sales Tax Transportation Improvements Fund was established to account for proceeds of a County 1% sales tax.

The authority of Bibb County to impose the sales tax came in February 1985, when the General Assembly enacted House Bill 281, allowing Bibb County to call for a referendum. On November 8, 1994, the Bibb County voters approved the \$130 million sales tax to begin on April 1, 1995 and end on March 31, 2000.



**2002-A PUBLIC FACILITIES PROJECT FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 874,671	\$ 902,623	\$ 717,090	\$ 717,787
<b>SOURCES</b>				
Interest Earnings	32,995	4,611	1,947	3,000
Total Sources	32,995	4,611	1,947	3,000
<b>USES</b>				
Operating Expenditures	5,043	2,602	1,250	3,000
NewTown Macon	-	187,542	-	544,306
Total Uses	5,043	190,144	1,250	547,306
<b>FUND BALANCE - ENDING</b>	\$ 902,623	\$ 717,090	\$ 717,787	\$ 173,481

## 2002-A PUBLIC FACILITIES PROJECT FUND

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 4,611	\$ 35,000	\$ 3,000	-91.4%
Total Revenues	4,611	35,000	3,000	-91.4%
FUND BALANCE	185,533	553,036	544,306	-1.6%
TOTAL REVENUES AND SOURCES	\$ 190,144	\$ 588,036	\$ 547,306	-6.9%
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 2,602	\$ 7,000	\$ 3,000	-57.1%
NewTown Macon	187,542	581,036	544,306	-6.3%
Total Expenditures	190,144	588,036	547,306	-6.9%
TOTAL EXPENDITURES AND USES	\$ 190,144	\$ 588,036	\$ 547,306	-6.9%

<b>PROGRAM DESCRIPTION</b>
----------------------------

The 2002-A Public Facilities Project Fund was established to account for expenditures of the 2002-A Macon-Bibb County Urban Development Authority Revenue Bond Issue providing for the expansion of the Bibb County Department of Family and Children Services Facilities, development and re-development projects in the urban, central city and downtown areas and redeeming the Authority's Macon-Bibb County Urban Development Authority Revenue Bonds Series 1992.

## 2002 LAW ENFORCEMENT CENTER PROJECT FUND

### CHANGES IN FUND BALANCE

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 2,793,980	\$ 24,791	\$ 14,932	\$ 30,075
<b>SOURCES</b>				
Court Fines	164,891	140,067	125,000	105,000
Interest Earnings	94,550	74	143	-
<b>Total Sources</b>	<b>259,441</b>	<b>140,141</b>	<b>125,143</b>	<b>105,000</b>
<b>USES</b>				
Capital Outlay	672,902	-	-	-
Transfer to General Fund	275,000	150,000	110,000	100,000
Transfer to 2002 Law Enforcement Center Debt Service Fund	2,080,728	-	-	-
<b>Total Uses</b>	<b>3,028,630</b>	<b>150,000</b>	<b>110,000</b>	<b>100,000</b>
<b>FUND BALANCE - ENDING</b>	\$ 24,791	\$ 14,932	\$ 30,075	\$ 35,075

**2002 LAW ENFORCEMENT CENTER PROJECT FUND**

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 140,067	\$ 120,000	\$ 105,000	-12.5%
Interest Earnings	74	-	-	0.0%
Total Revenues	140,141	120,000	105,000	-12.5%
FUND BALANCE	24,791	19,934	30,075	50.9%
TOTAL REVENUES AND SOURCES	\$ 164,932	\$ 139,934	\$ 135,075	-3.5%
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Transfer to General Fund	150,000	\$ 110,000	\$ 100,000	-9.1%
Total Expenditures	150,000	110,000	100,000	-9.1%
 <b>RESERVATION OF FUND BALANCE</b>				
Reserve Court Fines for Law Enforcement Center Operating Expenditures	14,932	29,934	35,075	17.2%
TOTAL EXPENDITURES AND USES	\$ 164,932	\$ 139,934	\$ 135,075	-3.5%

<b>PROGRAM DESCRIPTION</b>
----------------------------

The 2002 Law Enforcement Center Project Fund was originally established to account for expenditures of the 2002 Macon-Bibb County Urban Development Authority Revenue Bond Issue providing for the renovation and expansion of the Bibb County Law Enforcement Center which was completed in FY 2008. The fund is now used to account for the 10% add on fees to be used for operations and staffing of the jail. The Resolution imposing these additional penalties was adopted by the Board of Commissioners October, 2004.

**OCMULGEE GREENWAY TRAIL FUND**

<b>CHANGES IN FUND BALANCE</b>
--------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 52,328	\$ 54,593	\$ 55,370	\$ 55,540
<b>SOURCES</b>				
Interest Earnings	2,265	777	170	200
Total Sources	<u>2,265</u>	<u>777</u>	<u>170</u>	<u>200</u>
<b>USES</b>				
Capital Outlay	-	-	-	55,740
Total Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>55,740</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 54,593</u>	<u>\$ 55,370</u>	<u>\$ 55,540</u>	<u>\$ -</u>

## OCMULGEE GREENWAY TRAIL FUND

<b>REVENUES AND EXPENDITURES</b>
----------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 777	\$ 400	\$ 200	-50.0%
Total Revenues	777	400	200	-50.0%
FUND BALANCE	-	24,600	55,540	125.8%
TOTAL REVENUES AND SOURCES	\$ 777	\$ 25,000	\$ 55,740	123.0%
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Capital Outlay	\$ -	\$ 25,000	\$ 55,740	123.0%
Total Expenditures	-	25,000	55,740	123.0%
RESERVATION OF FUND BALANCE	777	-	-	0.0%
TOTAL EXPENDITURES AND USES	\$ 777	\$ 25,000	\$ 55,740	123.0%

<b>PROGRAM DESCRIPTION</b>
----------------------------

The Ocmulgee Greenway Trail Fund was established to account for expenditures related to the construction of multi-use trails and the development of Gateway Park.



FIVE YEAR  
CAPITAL IMPROVEMENTS  
PROGRAM

FY 2011 - 2015



## **CAPITAL IMPROVEMENTS PROGRAM**

### **INTRODUCTION**

Bibb County is faced with the task of providing essential services to the public while also facing limited financial resources. To provide improved and expanded services and equipment needs on a continuing basis, the County has developed a Capital Improvements Program for projecting future needs and establishing priorities for Capital expenditures. Capital expenditures include basically any major non-recurring expenditure, or physical facility improvement having an estimated useful life in excess of one year and involving a cost in excess of \$5,000.

Examples of CIP projects are:

- Construction of new public facilities having a useful life of more than one (1) year.
- Large scale rehabilitation or replacement of existing facilities.
- Acquisition of real property.
- The cost of engineering or architectural studies and services relative to Capital Improvement.
- Purchase of furnishings or equipment for any building or facility when first erected or acquired.
- The acquisition of vehicles for County use.
- The replacement of office equipment.
- The purchase of geographic information system.
- Street and road improvements.

Capital Improvements Programming is a tool of financial management. By proper programming and budgeting, it is possible to make the most of limited financial resources. Since August 1, 2009 the Finance Office has had a person in a full time position working on the Capital Improvements Program. Previously this was a part time position and the Capital Improvements Program was only a part of the duties for this position. It was the feeling of the Board of Commissioners and the Finance Office that the importance of a workable and meaningful Capital Improvements Program warranted additional resources being dedicated to its further development and sustainability.

### **PURPOSE**

The major purpose of the Capital Improvements Program is to:

- Provide a means of coordinating and consolidating various departmental requests.
- Provide a mechanism for coordinating County projects with projects of other governmental agencies in Bibb County and the City of Macon.
- Establish a system whereby the various needs of County departments can be examined and prioritized.
- Provide an important instrument for the implementation of comprehensive plan elements.
- Allow projects to be scheduled over a five-year period which offers time for the investigation of financing and implementing measures.

## CAPITAL IMPROVEMENTS PROGRAM

### METHODOLOGY

Each year the Capital Improvements Program is prepared from a list of projects and needed expenditures submitted by the various functional County departments and certain County-supported agencies. The list includes statements concerning project descriptions, cost estimates and explanations as to why and when each project is needed. The requests were reviewed and compiled by the Finance Office and presented to the Bibb County Board of Commissioners as part of the annual budget process. At that time, the FY 2011 Capital Improvements budget was established and priorities were set covering the requests for Fiscal Years 2011 through 2015. The Capital Outlay expenditures are broken down into the following categories:

- Facilities
- Equipment
- Transportation Improvements

The funding resources for Capital Improvements budgets are summarized as follows:

- General Fund - Appropriations which are budgeted in the General Fund.
- Special 1% Sales and Use Tax - Proceeds from special 1% sales tax imposed for a limited period of time.
- Grant Proceeds - Proceeds from State and Federal grant awards.
- Capital Improvements Reserve - Funds budgeted in prior years as a reserve for future Capital Improvements.
- Fire Fund Tax - Taxes levied in Special Fire District in unincorporated areas.
- Confiscated Drug Funds - Funds confiscated by Bibb County Law Enforcement officials.
- Commissary Funds - Funds generated by the Commissary at the Bibb County Law Enforcement Center.
- Tobesofkee Recreation Area Enterprise Fund - Fees generated by Tobesofkee Recreation Area.
- Bond Proceeds - Proceeds of revenue bonds.
- Proceeds from the Georgia Local Government 1998A Grantor Trust Certificates of Participation.

## CAPITAL IMPROVEMENTS PROGRAM

### IMPACT ON OPERATING EXPENDITURES

The impact on operating expenditures is assessed for each project based on whether the project would increase or decrease personnel and/or operating and maintenance costs.

The replacement of vehicles and equipment reduces the General Fund operating budget in the area of vehicle and equipment maintenance. This savings is most evident in the Public Works Department where equipment, such as dump trucks and tractors, have high maintenance cost and the Sheriff's Office Patrol Division where vehicles must be kept in safe operating condition. In July 2007 the County replaced \$1.7 million of Public Works Equipment such as motor graders, excavators and earth movers. The impact of this is being felt in both the lower maintenance cost and less down time for employees when equipment is not working. The County replaces this equipment on a five year cycle and July 2012 will be the next replacement. The FY 2011 budget includes \$290,000 for replacement of large equipment including three dump trucks and a hydraulic boom mower. Vehicles for the Sheriff's department are also replaced on a regular cycle with most being replaced when they reach approximately 150,000 miles. The replacement of ten vehicles for the Sheriff's Office with eight of these being in the Patrol Division is included in the FY 2011 budget. There are also nine vehicles being replaced for the Sheriff's Office through other funding sources such as Confiscated Funds. This impact on the operating budget is estimated at \$325,000 or higher for FY 2011. During FY 2011 Bibb County should acquire four hybrid vehicles which are partially funded by a grant from the Federal Department of Transportation.

The \$544,306 budgeted for NewTown Macon is for development and re-development projects in the urban, central city and downtown areas. Though this will have no direct impact on the ongoing costs of the County, the development of the downtown area is expected to have a positive impact on the marketing of the City and the County for future industry growth.

The \$30 million jail expansion and renovation was totally completed during FY 2008 and the expanded capacity continues to result in higher operating cost. The operating cost for the jail has increased by \$2,148,739 from FY 2008 to the budget for FY 2011. The average daily jail population correlates with this increase. In June 2007 the average daily population was 703 and in July 2010 it was 992. The majority of the cost increase have been the result of increases in personnel cost and healthcare cost for inmates. These increases are partially offset by increased revenues in the Commissary Fund resulting from an increased prison population. As these revenues increase more funds are available to help cover the cost that would normally be covered by General Fund. The FY 2011 budget includes a transfer of \$200,000 to General Fund from the Commissary Funds to help cover the increased cost of medical care for inmates. The Sheriff's Office has been very cooperative in the fact that as unexpected situations come up during the year they have been willing to transfer additional Commissary funds to cover the costs.

## CAPITAL IMPROVEMENTS PROGRAM

### IMPACT ON OPERATING EXPENDITURES (continued)

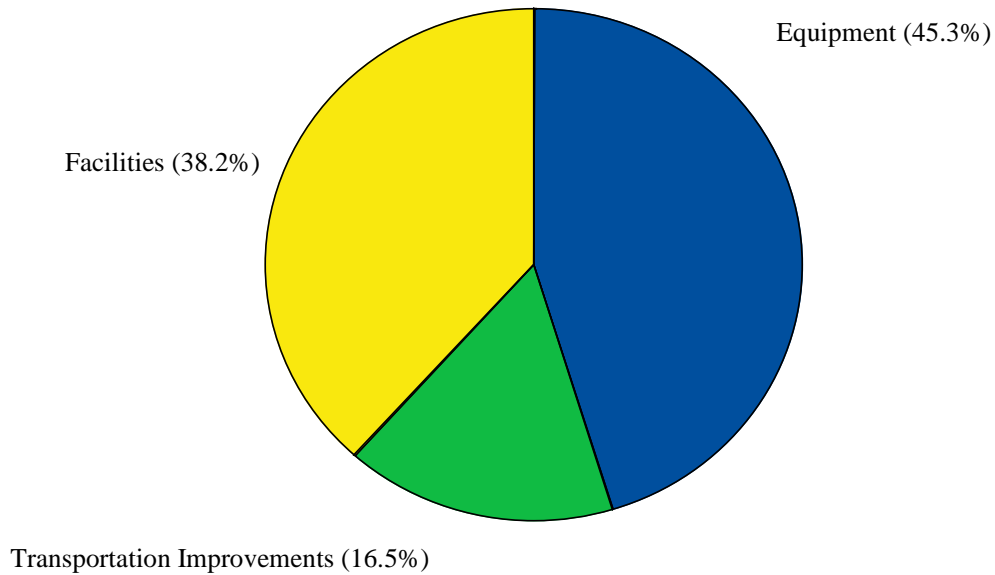
The Capital Improvements Fund includes \$1.9 million for the construction of a new fire station in North Bibb County. The new fire station will likely not be completed before the end of FY 2011 because of problems in locating the appropriate site for the station. Based on recommendations received from the most recent ISO review there will need to be two additional stations, one in East Bibb county and one in West Bibb County, within the next three years. When completed and fully staffed for operations each new station will impact operating expenditures by an increase of approximately \$1million. As with all cost associated with fire services in the County this cost will be paid from the Fire District Fund which is supported by a special tax levy which was set at 2.149 mills for tax year 2010.

The FY 2010 Capital Improvements Fund included approximately \$2 million for Courthouse improvements which were completed in June 2010. These improvements included but were not limited to repairs to the roof and the replacement of all windows with ones having a .49 thermal factor which will enhance the energy efficiency of the building. The savings from these upgrades will be seen for many years to come. A lighting retrofit project was completed in FY 2008 and the combined savings from this and the above project is estimated to have been \$58,352 in electricity cost for FY 2010. These savings will continue to increase as the costs of utilities continue to rise.

The Bibb County Board of Commissioners have long recognized the need for and have been ordered by the Superior Court Judges to provide a new and or more secure facility to house the courts of Bibb County. In addition to security issues the current facility also no longer meets the space requirements as the size of County government has grown. During FY 2009 the Commissioners contracted with an Architectural Firm to do a needs assessment and based on this information to recommend a site for the Center. The recommendation decided on by the Commissioners was to build a new Judicial Center next to the current Courthouse and a separate Juvenile facility still in the downtown area but a few miles from the current Courthouse. The plan was that the current facility would then be renovated to house the administrative offices of the County. The funding source was to be SPLOST proceeds. The SPLOST referendum went to the voters July 20, 2010 and was defeated. Although the SPLOST vote failed both the security and space issues still exist and will have to be planned for and dealt with in the near future.

## CAPITAL IMPROVEMENTS PROGRAM

<b>SUMMARY OF CAPITAL OUTLAY FY 2011</b>
--



CATEGORY	AMOUNT	% OF TOTAL
Equipment	\$3,163,979	45.3%
Facilities	2,665,019	38.2%
Transportation Improvements	1,152,880	16.5%
<b>TOTAL</b>	<b>\$6,981,878</b>	<b>100.0%</b>

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 EXPENDITURES</b>
-----------------------------

	Equipment	Facilities	Transportation Improvements
General Fund	\$ 1,272,940	\$ 140,000	\$ -
Special Revenue Funds			
Fire District Fund	1,223,110	12,550	-
Law Enforcement Commissary Fund	314,190	-	-
Law Enforcement Confiscation Fund	98,177	7,500	-
Alternative Dispute Resolution Fund	-	-	-
Enterprise Fund			
Tobesofkee Recreation Area Fund	49,000	-	-
Capital Projects Funds			
Capital Improvements Fund	206,562	1,904,923	-
Ocmulgee Greenway Trail Fund	-	55,740	-
Special Local Option Sales Tax Transportation Fund	-	-	1,152,880
2002-A Public Facilities Project Fund	-	544,306	-
<b>Totals</b>	<b>\$ 3,163,979</b>	<b>\$ 2,665,019</b>	<b>\$ 1,152,880</b>

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY FUND</b>
--

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
General Fund	\$ 1,412,940	\$ 2,757,635	\$ 1,991,619	\$ 1,476,080	\$ 1,767,418
Special Revenue Funds					
Fire District Fund	1,235,660	1,037,015	1,022,855	715,280	1,202,455
Law Enforcement Commissary Fund	314,190	-	-	-	-
Law Enforcement Confiscation Fund	105,677	-	-	-	-
Drug Abuse Treatment and Education Fund	-	-	1,400	-	-
Alternative Dispute Resolution Fund	-	4,216	1,572	-	4,100
Law Library Fund	-	-	-	-	-
Enterprise Fund					
Tobesofkee Recreation Area Fund	49,000	103,000	19,400	41,000	28,100
Capital Project Funds					
Capital Improvements Fund	2,111,485	1,272,690	-	1,322,690	-
Ocmulgee Greenway Trail Fund	55,740	-	-	-	-
Special Local Option Sales Tax Transportation Fund	1,152,880	-	-	-	-
2002-A Public Facilities Project Fund	544,306	-	-	-	-
Total - All Funds	\$ 6,981,878	\$ 5,174,556	\$ 3,036,846	\$ 3,555,050	\$ 3,002,073

<b>FY 2011 - FY 2015 SUMMARY BY CATEGORY</b>
--

Equipment	\$ 3,163,979	\$ 3,228,366	\$ 2,577,346	\$ 1,819,860	\$ 2,594,073
Facilities	2,665,019	1,696,190	195,500	1,457,190	116,000
Transportaion Improvements	1,152,880	250,000	264,000	278,000	292,000
Total - All Funds	\$ 6,981,878	\$ 5,174,556	\$ 3,036,846	\$ 3,555,050	\$ 3,002,073

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
<b>General Fund</b>					
Agriculture Agent Equipment	\$ 400	\$ 6,875	\$ 6,000	\$ 1,400	\$ 1,925
Board of Commissioners Equipment	1,250	750	-	800	-
Board of Elections Equipment	27,875	53,704	29,556	6,444	8,203
Buildings and Properties Equipment	25,000	-	-	3,485	-
Facilities	25,000	215,000	135,000	125,000	25,000
Civil Clerk Court Equipment	-	5,940	4,150	4,350	3,630
Civil Court Judge Equipment	-	8,500	20,000	2,700	3,500
Facilities	-	500	1,000	1,500	-
Civil Court Magistrate Warrant Division Equipment	260	8,248	5,700	2,550	950
Civil Court Sheriff Equipment	16,025	4,000	25,000	73,000	34,061
Coroner Equipment	-	2,025	2,500	2,050	2,500
Custodial Services Equipment	750	300	750	300	750
District Attorney Equipment	5,482	45,500	2,550	25,325	22,775
D.A. Victim Witness Program Equipment	-	-	-	4,950	2,475



## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Emergency Management Equipment	49,375	25,700	26,200	26,700	41,700
Human Resources Equipment	1,590	2,200	1,475	-	-
Information & Technology Services Equipment	296,695	20,000	20,000	20,000	20,000
Juvenile Court Equipment	700	7,000	5,425	5,425	-
Middle Georgia Regional Libraries Equipment	-	40,000	29,500	-	-
Probate Court Equipment	5,127	49,200	44,425	10,150	3,475
Public Defender Equipment	1,298	-	9,660	-	7,755
<b>Public Works:</b>					
Administration Equipment	2,900	27,000	28,000	29,000	30,000
Facilities	-	60,000	-	-	-
Engineering Equipment	2,000	60,000	27,000	12,000	-
Environmental Code Enforcement Equipment		25,000	-	-	-
Maintenance & Construction Equipment	339,600	771,000	480,000	525,000	516,000
Mapping/GIS Equipment	-	170,000	-	-	-

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Mosquito Spraying Program					
Equipment	11,000	17,500	11,500	18,500	12,000
Shop Repair					
Equipment	950	40,000	-	-	60,000
Facilities	-	25,000	30,000	-	85,000
Stormwater Management					
Equipment	-	27,000	-	-	10,000
Traffic Safety					
Transportation Improvements	-	250,000	264,000	278,000	292,000
Total Public Works	\$ 356,450	\$ 1,472,500	\$ 840,500	\$ 862,500	\$ 1,005,000
Purchasing					
Equipment	864	4,950	4,950	4,950	4,950
<b>Sheriff's Department:</b>					
Administration					
Equipment	4,465	4,325	-	-	4,000
Building Maintenance					
Equipment	-	-	1,275	-	-
Facilities	115,000	10,000	-	-	-
Civil Process/Central Records					
Equipment	20,217	1,375	20,217	1,375	-
Communications					
Equipment	13,420	2,550	6,170	6,375	4,895
Corrections (Jail)					
Equipment	2,914	4,600	4,332	4,000	6,057
Court Services & Security					
Equipment	33,358	36,480	65,980	65,980	29,500
Criminal Investigations					
Equipment	3,150	31,700	28,950	29,875	29,875

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Detention					
Equipment	450	-	28,500	-	29,500
Drug Unit					
Equipment	4,935	53,375	53,375	57,975	57,975
Evidence & Property					
Equipment	4,125	-	-	1,700	1,275
Forensics/Identification/Crime Analysis					
Equipment	21,592	205,927	114,602	9,385	-
Patrol					
Equipment	304,157	26,210	309,166	-	326,766
Police Training					
Equipment	37,570	25,705	23,150	23,150	22,500
Warrants					
Equipment	1,275	24,500	1,275	-	-
Crime Prevention					
Equipment	1,275	-	-	32,500	-
<b>Total Sheriff's Department</b>	<b>\$ 567,903</b>	<b>\$ 426,747</b>	<b>\$ 656,992</b>	<b>\$ 232,315</b>	<b>\$ 512,343</b>
State Court Probation					
Equipment	809	3,800	30,700	2,850	-
State Court Solicitor					
Equipment	-	3,000	3,000	3,000	3,000
Superior Court Clerk					
Equipment	-	9,876	23,226	3,676	20,226
Facilities	-	-	-	8,000	-
Superior Court Judges					
Equipment	3,049	14,375	14,375	4,075	1,500

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
Tax Assessors					
Equipment	3,318	31,510	25,110	27,510	25,110
Tax Commissioner					
Equipment	800	40,435	18,875	6,075	11,590
Telephone Service Center					
Equipment	-	255,000	5,000	5,000	5,000
Hybrid Vehicles & Retrofits					
Equipment	22,920	-	-	-	-
<b>Total General Fund</b>	<b>\$ 1,412,940</b>	<b>\$ 2,757,635</b>	<b>\$ 1,991,619</b>	<b>\$ 1,476,080</b>	<b>\$ 1,767,418</b>
<b>General Fund</b>					
Equipment	\$ 1,272,940	\$ 2,157,135	\$ 1,532,119	\$ 1,063,580	\$ 1,365,418
Facilities	140,000	350,500	195,500	134,500	110,000
Transportation Improvements	-	250,000	264,000	278,000	292,000
Total General Fund	<b>\$ 1,412,940</b>	<b>\$ 2,757,635</b>	<b>\$ 1,991,619</b>	<b>\$ 1,476,080</b>	<b>\$ 1,767,418</b>
<b>Special Revenue Funds:</b>					
<b>Fire Fund</b>					
Equipment	\$ 1,223,110	\$ 1,037,015	\$ 1,022,855	\$ 715,280	\$ 1,202,455
Facilities	12,550	-	-	-	-
Total Fire Fund	<b>\$ 1,235,660</b>	<b>\$ 1,037,015</b>	<b>\$ 1,022,855</b>	<b>\$ 715,280</b>	<b>\$ 1,202,455</b>
<b>Law Enforcement Commissary Fund</b>					
Equipment	\$ 314,190	\$ -	\$ -	\$ -	\$ -
Total Law Enforcement Commissary Fund	<b>\$ 314,190</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Law Enforcement Confiscation Fund</b>					
Equipment	\$ 98,177	\$ -	\$ -	\$ -	\$ -
Facilities	7,500	-	-	-	-
Total Law Enforcement Confiscation Fund	<b>\$ 105,677</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
<b>Drug Abuse Treatment and Education Fund</b>					
Equipment	\$ -	\$ -	\$ 1,400	\$ -	\$ -
Total Drug Abuse Treatment and Education Fund	\$ -	\$ -	\$ 1,400	\$ -	\$ -
<b>Alternative Dispute Resolution Fund</b>					
Equipment	\$ -	\$ 4,216	\$ 1,572	\$ -	\$ 4,100
Total Alternative Dispute Resolution Fund	\$ -	\$ 4,216	\$ 1,572	\$ -	\$ 4,100
<b>Enterprise Fund:</b>					
<b>Tobesofkee Recreation Area Fund</b>					
Equipment	\$ 49,000	\$ 30,000	\$ 19,400	\$ 41,000	\$ 22,100
Facilities	-	73,000	-	-	6,000
Total Tobesofkee Recreation Area Fund	\$ 49,000	\$ 103,000	\$ 19,400	\$ 41,000	\$ 28,100
<b>Capital Projects Funds:</b>					
<b>Capital Improvements Fund</b>					
Equipment	\$ 206,562	\$ -	\$ -	\$ -	\$ -
Facilities	1,904,923	1,272,690	-	1,322,690	-
Total Capital Improvements Fund	\$ 2,111,485	\$ 1,272,690	\$ -	\$ 1,322,690	\$ -
<b>Special Local Option Sales Tax Fund</b>					
Transportation Improvements	\$ 1,152,880	\$ -	\$ -	\$ -	\$ -
Total Special Local Option Sales Tax Fund	\$ 1,152,880	\$ -	\$ -	\$ -	\$ -
<b>2002-A Public Facilities Project Fund</b>					
Facilities	\$ 544,306	\$ -	\$ -	\$ -	\$ -
Total 2002-A Public Facilities Project Fund	\$ 544,306	\$ -	\$ -	\$ -	\$ -

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2011 - FY 2015 SUMMARY BY DEPARTMENT/FUND</b>
---

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
<b>Ocmulgee Greenway Trail Fund</b>					
Facilities	\$ 55,740	\$ -	\$ -	\$ -	\$ -
Total Ocmulgee Greenway Trail Fund	\$ 55,740	\$ -	\$ -	\$ -	\$ -
<b>ALL FUNDS</b>					
Equipment	\$ 3,163,979	\$ 3,228,366	\$ 2,577,346	\$ 1,819,860	\$ 2,594,073
Facilities	2,665,019	1,696,190	195,500	1,457,190	116,000
Transportation Improvements	1,152,880	250,000	264,000	278,000	292,000
<b>TOTAL ALL FUNDS</b>	\$ 6,981,878	\$ 5,174,556	\$ 3,036,846	\$ 3,555,050	\$ 3,002,073





**ENTERPRISE FUNDS**



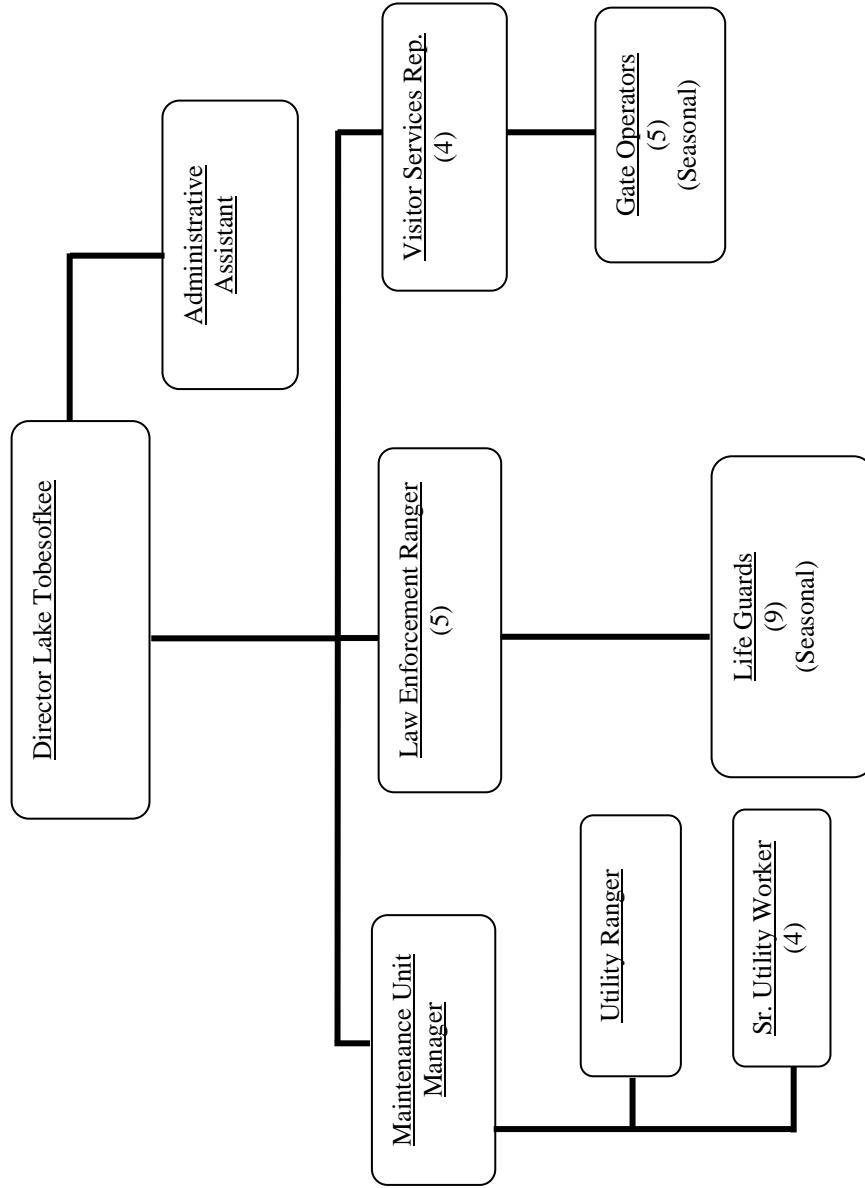


### **ENTERPRISE FUNDS**

The **TOBESOFKEE RECREATION AREA FUND** is utilized to account for the operations and maintenance of a recreation facility on Lake Tobesofkee in the County.

The **SPECIAL SANITATION DISTRICT FUND** is utilized to account for the Garbage Fees received from citizens in the unincorporated areas for waste removal. This service is provided by a private contractor.

# LAKE TOBESOFKEE



**TOBESOFKEE RECREATION AREA FUND**

<b>CHANGES IN NET ASSETS</b>
------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>NET ASSETS - BEGINNING</b>	\$ 3,785,714	\$ 5,568,816	\$ 5,667,031	\$ 5,281,364
<b>SOURCES</b>				
Admission Charges	461,821	443,040	488,075	627,000
Other Charges	33,085	37,457	37,600	35,800
Interest Earned	35,503	20,396	379	-
Intergovernmental Revenue	204,152	299,165	47,004	-
Insurance Recovery	1,443,726	-	-	-
Gain on Disposal of Assets	3,346	17,451	-	-
Transfer from Hotel Motel Tax Fund	274,860	266,802	237,111	257,111
Transfer from Debt Service Fund		36,722	-	
Transfer from General Fund	733,545	733,545	333,333	-
<b>Total Sources</b>	<b>3,190,038</b>	<b>1,854,578</b>	<b>1,143,502</b>	<b>919,911</b>
<b>USES</b>				
Personal Services	789,052	823,090	819,339	897,200
Operating Expenses	412,536	208,607	515,235	297,642
Interest Expense	22,715	19,382	16,395	13,089
Capital Outlay	182,633	705,284	170,856	49,000
Transfer to				
General Debt Service Fund	-		7,344	7,345
Workers Compensation Fund	-		-	5,000
<b>Total Uses</b>	<b>1,406,936</b>	<b>1,756,363</b>	<b>1,529,169</b>	<b>1,269,276</b>
<b>NET ASSETS - ENDING</b>	<b>\$ 5,568,816</b>	<b>\$ 5,667,031</b>	<b>\$ 5,281,364</b>	<b>\$ 4,931,999</b>

**TOBESOFKEE RECREATION AREA FUND**

**REVENUES AND EXPENSES**

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	%
				VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Admission Charges				
Admission People	203,114	\$ 235,000	240,000	2.1%
Admission Boats	26,940	35,000	37,000	5.7%
Admission Campers	106,457	200,000	210,000	5.0%
Shelter Reservations	29,055	38,000	40,000	5.3%
Annual Permits	77,474	95,000	100,000	5.3%
Concessions	5,690	5,000	6,800	36.0%
Rent and Lease Revenue	31,767	29,000	29,000	0.0%
Interest Earned	20,396	-	-	0.0%
Federal and State Grant Revenue	299,165	59,872	-	-100.0%
Gain on Disposal of Assets	17,451	-	-	0.0%
Transfer from Debt Service	36,722	-	-	0.0%
Transfer from Hotel Motel Tax Fund	266,802	250,848	257,111	2.5%
Transfer from General Fund	733,545	333,334	-	-100.0%
<b>Total Revenues</b>	<b>1,854,578</b>	<b>1,281,054</b>	<b>919,911</b>	<b>-28.2%</b>
<b>NET ASSETS</b>	<b>287,490</b>	<b>1,347,282</b>	<b>1,102,599</b>	<b>-18.2%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 2,142,068</b>	<b>\$ 2,628,336</b>	<b>\$ 2,022,510</b>	<b>-23.0%</b>
<b>EXPENSES AND USES</b>				
<b>EXPENSES</b>				
Personal Services	\$ 823,090	\$ 835,664	\$ 897,200	7.4%
Operating Expenses	208,607	577,867	297,642	-48.5%
Interest Expense	19,382	16,395	13,089	-20.2%
Capital Outlay	705,284	171,111	49,000	-71.4%
Transfer to				
General Debt Service Fund	-	7,345	7,345	0.0%
Workers Compensation Fund	-	5,000	5,000	0.0%
<b>Total Expenditures</b>	<b>1,756,363</b>	<b>1,613,382</b>	<b>1,269,276</b>	<b>-21.3%</b>
<b>RESERVATION OF NET ASSETS</b>				
Reserve for Debt Service	104,946	107,934	111,240	3.1%
Reserve for Insured Projects	-	466,519	466,519	0.0%
Reserve for Capital Improvements	280,759	440,501	175,475	-60.2%
<b>TOTAL EXPENSES AND USES</b>	<b>\$ 2,142,068</b>	<b>\$ 2,628,336</b>	<b>\$ 2,022,510</b>	<b>-23.0%</b>

## TOBESOFKEE RECREATION AREA FUND

### MISSION

To provide a safe, clean and family-oriented environment for recreational use.

### PROGRAM DESCRIPTION

Lake Tobesofkee is a 1,750-acre, man-made lake with 35 miles of shoreline. The county operates five (5) park areas that are located around the lake shoreline. Claystone and Arrowhead Parks both have campgrounds, picnic areas, playgrounds, swimming beaches, boat ramps, and rental picnic shelters. Flint Rock and the Duck Ponds are other day-use areas with limited facilities. Sandy Beach Park is a summer seasonal area that has facilities that include: swimming beach, playground, rental picnic shelters, and large parking areas. This park is a favorite for company outings and special events.

### GOALS

- Continue to repair, rebuild and improve facilities in all parks.
- Continue to develop, attract, and maintain new and annual special events.
- Continue to maintain and improve the maintenance on all facilities.
- Continue to improve employee training opportunities.
- Continue to provide a safe, family-oriented atmosphere at all of the parks on the lake.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### 1. To provide a safe, clean and family-oriented environment for recreational use.

<u>Fiscal Year</u>	<u>Individual Admission Tickets Sold</u>	<u>Boat Admission Tickets Sold</u>	<u>Camping Permits Sold</u>	<u>Annual Permits Sold</u>
6/30/11 Projected	68,000	8,500	7,000	800
6/30/10 Projected	65,500	8,000	6,500	750
6/30/09	55,709	8,981	5,100	610
6/30/08	53,900	9,017	8,361	671
6/30/07	69,925	10,200	11,316	721
6/30/06	75,046	10,509	11,119	702
6/30/05	64,434	9,248	9,249	720
6/30/04	67,000	9,900	9,292	738
6/30/03	63,111	9,191	9,264	693

## TOBESOFKEE RECREATION AREA FUND

### FY 2010 ACCOMPLISHMENTS

- Arrowhead Park was completely rebuilt and opened to the public. Fifty-eight (58) paved campsites were constructed with 30 and 50 amp electrical service. These new campsites include seventeen (17) sewer connected sites and eleven (11) pull-through sites. The two bathhouses were completely renovated and major landscaping was completed.
- Renovations on the Claystone camping area were begun. New picnic tables and grills were installed. All ditches were piped and covered to allow for easier access and major erosion problems were addressed.
- A new bathhouse was completed at Sandy Beach Park. The new bathhouse, replacing the one destroyed by the storm of May 2008, was relocated to an area that is more accessible to the public.
- Major repairs and improvements to all parks continued.
- A company was hired to complete a Master Plan of all parks and public areas.
- The department conducted or hosted several special events: 15<sup>th</sup> Annual “Sparks Over The Park” July 4<sup>th</sup> Fireworks Event, 9<sup>th</sup> Annual “Relay for Life” Cancer Fundraiser Event, 7<sup>th</sup> Annual Half Ironman Triathlon, a series of Bass Fishing Tournaments, Boy Scout Events, Special Olympics Sailing Events and a Dragon Boat Festival. Pavilions and shelters were also used for family reunions and company picnics.
- Sandy Beach was utilized as a training site for several Air Force units stationed at Robins Air Force Base.
- The Department utilized county inmates and community service workers along with excellent cooperation and assistance from Engineering / Public Works to maintain and improve all facilities.
- All Law Enforcement personnel completed CPR, First Aid and AED Training, qualified with the county issued 40 caliber pistols and completed 40 hours of POST in-service training.
- The Department continued its excellent working relationship with the Department of Natural Resources, the Bibb County Sheriff’s Office and other county departments. Their continued support was very beneficial to the Department and our visitors.

### FY 2011 BUDGET ISSUES

The budget for the Tobesofkee Recreation Enterprise Fund represents a \$1,330,685 decrease from FY 2009. Of the total FY 2010 budget, 32.0% is appropriated for personal services, 13.8% for operating expenses, 2.3% for capital outlay, 4.1% for debt service and 46.7% is reserved for future expenditures. See appendices for information on capital outlay.

**SPECIAL SANITATION DISTRICT FUND**

<b>CHANGES IN NET ASSETS</b>
------------------------------

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>NET ASSETS - BEGINNING</b>	\$ 886,684	\$ 776,367	\$ 403,153	\$ 466,541
<b>SOURCES</b>				
Garbage Fee Collections	2,244,638	2,184,256	2,279,351	2,279,748
Landfill Fees	224,750	203,863	195,077	200,000
Other Charges	130,386	85,510	141,555	65,000
Interest Earned	27,201	7,073	853	1,000
Transfer from General Fund	23,545	23,399	23,370	26,000
Transfer from Fire District Fund	2,223	2,223	2,223	2,300
<b>Total Sources</b>	<u>2,652,743</u>	<u>2,506,324</u>	<u>2,642,429</u>	<u>2,574,048</u>
<b>USES</b>				
Operating Expenditures	2,570,902	2,687,380	2,413,956	2,554,335
Transfer to General Fund	192,158	192,158	165,085	165,085
<b>Total Uses</b>	<u>2,763,060</u>	<u>2,879,538</u>	<u>2,579,041</u>	<u>2,719,420</u>
<b>NET ASSETS - ENDING</b>	<u>\$ 776,367</u>	<u>\$ 403,153</u>	<u>\$ 466,541</u>	<u>\$ 321,169</u>

## SPECIAL SANITATION DISTRICT FUND

<b>REVENUES AND EXPENSES</b>
------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Garbage Fee Collections	\$ 2,184,256	\$ 2,242,896	\$ 2,279,748	1.6%
Landfill Fees	203,863	225,000	200,000	-11.1%
Other Charges	85,510	60,000	65,000	8.3%
Interest Earned	7,073	15,000	1,000	-93.3%
Transfer from General Fund	23,399	25,000	26,000	4.0%
Transfer from Fire District Fund	2,223	2,300	2,300	0.0%
<b>Total Revenues</b>	<b>2,506,324</b>	<b>2,570,196</b>	<b>2,574,048</b>	<b>0.1%</b>
<b>NET ASSETS</b>	<b>373,214</b>	<b>62,449</b>	<b>145,372</b>	<b>132.8%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 2,879,538</b>	<b>\$ 2,632,645</b>	<b>\$ 2,719,420</b>	<b>3.3%</b>
<b>EXPENSES AND USES</b>				
<b>EXPENSES</b>				
Operating Expenditures	\$ 2,687,380	\$ 2,467,560	\$ 2,554,335	3.5%
Transfer to General Fund	192,158	165,085	165,085	0.0%
<b>Total Expenditures</b>	<b>2,879,538</b>	<b>2,632,645</b>	<b>2,719,420</b>	<b>3.3%</b>
<b>TOTAL EXPENSES AND USES</b>	<b>\$ 2,879,538</b>	<b>\$ 2,632,645</b>	<b>\$ 2,719,420</b>	<b>3.3%</b>



**SPECIAL SANITATION DISTRICT FUND**

<b>MISSION</b>
----------------

To promote a clean community by providing efficient and effective waste collection and disposal services.

<b>PROGRAM DESCRIPTION</b>
----------------------------

This fund was established to account for waste collection and disposal services provided to the residents in the unincorporated area of Bibb County. The County contracts with a private contractor to collect and dispose of the waste. Residents are required to push the garbage carts to the street. The contractor provides once-per-week pickup.

The fees are collected by the Bibb County Tax Commissioner and remitted to the County Finance Office.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
--

**1. To provide efficient waste collection services to the residents in the unincorporated area of Bibb County.**

	<u>FY 2009 Charge</u>	<u>FY 2010 Charge</u>	<u>FY 2011 Charge</u>
Type of Service:			
Push Carts (per month)	\$9.75	\$9.75	\$9.75
4 Yd Dumpster (per pickup)	12.90	12.90	12.90
8 Yd Dumpster (per pickup)	18.61	18.61	18.61

	<u>FY 2009 Actual # Units Monthly Average</u>	<u>FY 2010 Projected # Units Monthly Average</u>	<u>FY 2011 Projected # Units Monthly Average</u>
Type of Service:			
Push Carts	19,019	19,300	19,606
4 Yd Dumpster	14	14	14
8 Yd Dumpster	23	23	23
30 Yd Dumpster	1	1	1

**SPECIAL SANITATION DISTRICT FUND**

**FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$86,775 increase from FY 2010. The cost to residents will remain at \$9.75 per month for FY 2011.



**INTERNAL SERVICE FUND**



### **INTERNAL SERVICE FUND**

The **WORKERS' COMPENSATION FUND** is utilized to account for the Workers' Compensation Insurance Program for the benefit of the employees of Bibb County.

## WORKERS COMPENSATION FUND

### CHANGES IN NET ASSETS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED BUDGET
<b>NET ASSETS - BEGINNING</b>	\$ 1,006,037	\$ 704,404	\$ 279,529	\$ 433,310
<b>SOURCES</b>				
Insurance Claims	28,744	32,199	29,568	-
Interest Earnings	127,810	39,248	8,615	10,000
Transfer from General Fund	970,000	2,245,286	1,096,959	1,123,817
Transfer from Tobesofkee Recreation Fund	-	-	-	5,000
Total Sources	1,126,554	2,316,733	1,135,142	1,138,817
<b>USES</b>				
Claims and Judgments	1,428,187	2,741,608	981,361	1,138,817
Total Uses	1,428,187	2,741,608	981,361	1,138,817
<b>NET ASSETS - ENDING</b>	\$ 704,404	\$ 279,529	\$ 433,310	\$ 433,310

## WORKERS COMPENSATION FUND

<b>REVENUES AND EXPENSES</b>
------------------------------

	FY 2009 ACTUAL	FY 2010 REVISED BUDGET	FY 2011 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Insurance Claims	\$ 32,199	\$ -	\$ -	0.0%
Interest Earnings	39,248	35,000	10,000	-71.4%
Transfer from General Fund	2,245,286	1,001,000	1,123,817	12.3%
Transfer from Tobesofkee Recreation Fund	-	5,000	5,000	0.0%
<b>Total Revenues</b>	<b>2,316,733</b>	<b>1,041,000</b>	<b>1,138,817</b>	<b>9.4%</b>
<b>NET ASSETS</b>	<b>424,875</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 2,741,608</b>	<b>\$ 1,041,000</b>	<b>\$ 1,138,817</b>	<b>9.4%</b>
<b>EXPENSES AND USES</b>				
<b>EXPENSES</b>				
Medical Claims	\$ 2,375,884	\$ 710,000	\$ 740,000	4.2%
Weekly Benefits	75,545	75,000	65,700	-12.4%
Assessments	82,168	50,000	97,617	95.2%
Settlements	28,045	-	-	0.0%
Consulting	-	6,000	-	-100.0%
Payments to ACCG	169,268	185,000	220,500	19.2%
Legal	10,698	15,000	15,000	0.0%
<b>Total Expenditures</b>	<b>2,741,608</b>	<b>1,041,000</b>	<b>1,138,817</b>	<b>9.4%</b>
<b>TOTAL EXPENSES AND USES</b>	<b>\$ 2,741,608</b>	<b>\$ 1,041,000</b>	<b>\$ 1,138,817</b>	<b>9.4%</b>

## **WORKERS' COMPENSATION FUND**

### **MISSION**

To account for workers' compensation benefits of the employees of Bibb County.

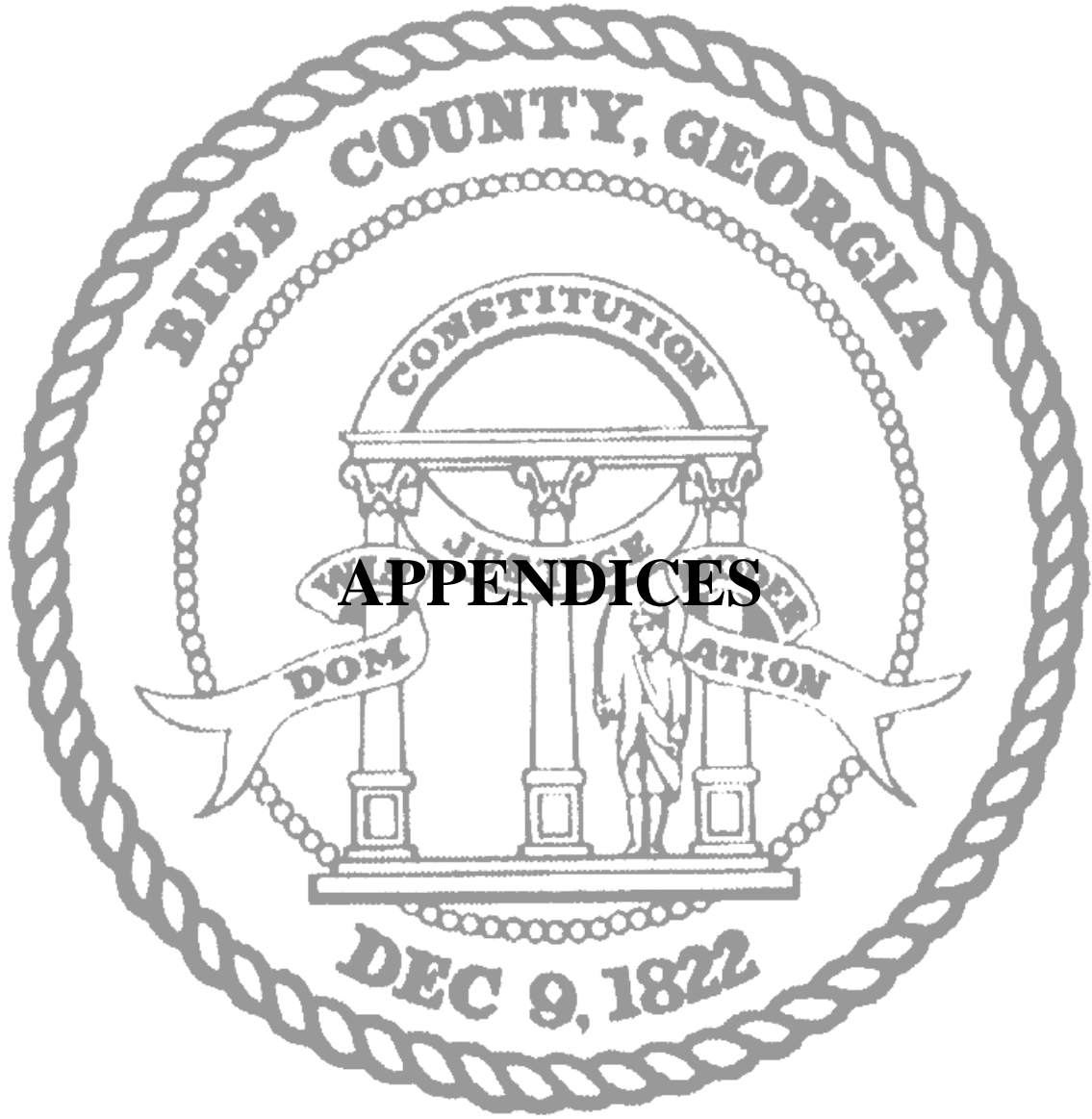
### **PROGRAM DESCRIPTION**

This program is set forth under the Laws of the State of Georgia and the program must be administered under those parameters. The program is administered by the Bibb County Department of Risk Management. The rising cost of medical care, of which we have no control, has a direct impact on this fund. The implementation of the new federal ADA law in January, 1992, will continue to directly impact workers' compensation.

Workers' Compensation represents only a segment of the County's overall Risk Management Program. Its objectives and accomplishments, therefore, are set forth under the Risk Management Department.

### **FY 2011 BUDGET ISSUES**

The FY 2011 budget represents a \$97,817 or 9.4% increase over FY 2010. Bibb County continues to make efforts to settle old cases while at the same time using education and training to help prevent future claims.



**APPENDICES**



## **CAPITAL OUTLAY**

**FY 2011**

All funds appropriated for capital outlay in General Fund are budgeted in one line item called "contingency capital outlay". The departments are given a list of the items that were approved but no funds are budgeted in the individual departments. When items are ordered and final prices known, an amount equal to the cost is transferred from capital outlay contingency to the individual department's capital outlay line item. The Finance Director is authorized by the Budget Resolution to transfer these funds provided the amounts are within the not-to-exceed limit for each item.

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Agricultural Agent:</b>			
<b><u>Additional:</u></b>			
1 Task Chair with arms (ergonomic, fabric)	400	400	
<b>Grand Total for Agricultural Agent</b>			<b>400</b>
 <b>Board of Commissioners:</b>			
<b><u>Additional:</u></b>			
1 Lateral File Credenza (4 drawer)	1,250	1,250	
<b>Grand Total for Board of Commissioners</b>			<b>1,250</b>
 <b>Board of Elections:</b>			
<b><u>Replacement:</u></b>			
2 Color DeskJet Printer	559	1,118	
1 BTV Security Monitor (LCD 15)	677	677	
1 Accuvote TSX Battery	55	55	
1 Gems Back up Battery (Model RBC7)	190	190	
5 Large Voting Machine Custom Cart Covers	129	645	
85 Express Poll 4000 Battery	154	13,090	
<b><u>Additional:</u></b>			
2 Optical Scan Units-Accuvote	6,050	12,100	
<b>Grand Total for Board of Elections</b>			<b>27,875</b>
 <b>Building &amp; Properties:</b>			
<b><u>Additional:</u></b>			
1 Small Projects	25,000	25,000	
1 Green Initiatives	25,000	25,000	
<b>Grand Total for Building &amp; Properties</b>			<b>50,000</b>
 <b>Civil Court Sheriff:</b>			
<b><u>Replacement:</u></b>			
4 Mobile radios	3,205	12,820	
1 Base radio	3,205	3,205	
			<b>16,025</b>
 <b>Magistrate Court Warrant Division:</b>			
<b><u>Replacement:</u></b>			
2 Secretarial Task Chair	130	260	
<b>Grand Total for Civil Court</b>			<b>16,285</b>
 <b>Custodial Services:</b>			
<b><u>Replacement:</u></b>			
2 Vacuum Cleaners	375	750	
<b>Grand Total for Custodial Services</b>			<b>750</b>

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>District Attorney:</b>			
<b>    <u>Replacement:</u></b>			
4 Desktop System W/CDRW (DVD/CD option)	950	3,800	
4 MS Office Professional	325	1,300	
1 High Back Chair	182	182	
<b>    <u>Additional:</u></b>			
1 Filing Cabinet - Lateral 2 drawer	200	200	
<b>    Grand Total for District Attorney</b>			<b>5,482</b>
 <b>Emergency Management Agency:</b>			
<b>    <u>Replacement:</u></b>			
1 Tornado Warning Siren	21,000	21,000	
3 MS Office Professional	325	975	
1 1/2 of EMA Director Vehicle (Replaces #42116-City vehicle)	16,500	16,500	
1 800 MHz Two-Way Radio	4,700	4,700	
<b>    Grand Total for Emergency Management Agency</b>			<b>43,175</b>
 <b>Human Resources:</b>			
<b>    <u>Replacement:</u></b>			
1 Heavy Duty Shredder	1,590	1,590	
<b>    Grand Total for Human Resources</b>			<b>1,590</b>
 <b>Information &amp; Technology Services:</b>			
<b>    <u>Replacement:</u></b>			
1 Core Network Switch Upgrade	120,000	120,000	
1 Network Infrastructure Upgrade	175,000	175,000	<b>295,000</b>
 <b>Geographic Information Systems:</b>			
<b>    <u>Additional:</u></b>			
1 True Pulse Laser Range Finder	1,695	1,695	<b>1,695</b>
<b>    Grand Total for Information &amp; Technology Services</b>			<b>296,695</b>
 <b>Juvenile Court:</b>			
<b>    <u>Additional:</u></b>			
1 Rapid Print Time/Date Stamp Machine	700	700	
<b>    Grand Total for Juvenile Court</b>			<b>700</b>
 <b>Probate Court:</b>			
<b>    <u>Replacement:</u></b>			
3 Laser Printer 15+ PPM	559	1,677	
4 Steno Chair (Ergonomic)	300	1,200	
1 Blackberry	250	250	
<b>    <u>Additional:</u></b>			
1 Upgrade Software	2,000	2,000	
<b>    Grand Total for Probate Court</b>			<b>5,127</b>

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Public Defender:</b>			
<b>    <u>Replacement:</u></b>			
2 Task Chairs	154	308	
<b>    <u>Additional:</u></b>			
1 Presidential Bookcase (1023)	310	310	
2 LCD Portable DVD Player	200	400	
2 Desktop Cassette Player	50	100	
2 Micro cassette Players	40	80	
1 Mainframe Terminal Emulations	100	100	
<b>    Grand Total for Public Defender</b>			<b>1,298</b>
<b>Public Works - Administration:</b>			
<b>    <u>Replacement:</u></b>			
50 Chairs for staging area @ OPS	50	2,500	
2 Desk Chairs	200	400	
			<b>2,900</b>
<b>Public Works - Engineering:</b>			
<b>    <u>Replacement:</u></b>			
1 Work Area Matting-Sign Shop	2,000	2,000	
			<b>2,000</b>
<b>Public Works - Maint. &amp; Const.:</b>			
<b>    <u>Replacement:</u></b>			
1 12 Yard Dump Truck #50850	85,000	85,000	
2 5 Yard Dump Trucks #20072 & #20251	60,000	120,000	
1 Crew Cabs #50884 & #50845	35,000	35,000	
2 Hand held radios with chargers	3,000	6,000	
1 Hydraulic Boom Mower #18378	85,000	85,000	
1 Hedge Trimmer	400	400	
1 Tamp	1,700	1,700	
2 Push Mowers	200	400	
5 Mesh work area signs (5 sets)	1,000	5,000	
<b>    <u>Additional:</u></b>			
1 Hedge Trimmer	400	400	
1 Mud Hog Water Pump with hoses	700	700	
			<b>339,600</b>
<b>Public Works - Mosquito Sprayers:</b>			
<b>    <u>Replacement:</u></b>			
1 ULV Sprayer w/Radar	11,000	11,000	
			<b>11,000</b>
<b>Public Works - Shop Repair Service:</b>			
<b>    <u>Replacement:</u></b>			
1 5 ton Floor Jack	650	650	
2 2 1/2 ton Floor Jack	150	300	
<b>    Grand Total for Public Works</b>			<b>950</b>
			<b>356,450</b>

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Purchasing:</b>			
<u>Replacement:</u>			
2 Chair	432	864	
<b>Grand Total for Purchasing</b>		864	
<b>Sheriff - Administration:</b>			
<u>Additional:</u>			
1 Laptop System w/CDRW	1,300	1,300	
1 MS Office Professional	325	325	
1 Mainframe Terminal Emulation	100	100	
1 DVD Recorder System	1,300	1,300	
1 Closed Circuit Camera System with Audio and External Microphone	800	800	
1 Lateral File Cabinet 5-Drawer	640	640	4,465
<b>Sheriff-Building Maintenance:</b>			
<u>Replacement:</u>			
1 Repair Damaged Roof-West Substation	15,000	15,000	
1 Repair Gravel Roof at 1019 Second Street Crime Lab	75,000	75,000	
Repair flat Gravel Roof at 633 Oglethorpe St Corrections & Court			
1 Administrative Offices	25,000	25,000	115,000
<b>Sheriff - Civil Process/Central Records:</b>			
<u>Replacement:</u>			
1 Police Package Vehicle (Fusion) #20181 (Unmarked)	18,000	18,000	
1 Vehicle Setup	2,217	2,217	20,217
<b>Sheriff-Communications:</b>			
<u>Replacement:</u>			
10 VHF Portable Radios	255	2,550	
10 Headsets	107	1,070	
<u>Additional:</u>			
1 VHF Repeater	9,800	9,800	13,420
<b>Sheriff-Corrections:</b>			
<u>Replacement:</u>			
1 Vacuum Cleaner	207	207	
<u>Additional:</u>			
1 Vital Signs Machine	2,200	2,200	
1 Vertical File Cabinet	300	300	
1 Vacuum Cleaner	207	207	2,914

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Sheriff - Court Services &amp; Security:</b>			
<b>    <u>Replacement:</u></b>			
10 Walkie Talkies	3,123	31,230	
<b>    <u>Additional:</u></b>			
1 Trauma Bag	408	408	
1 Heart Defibrillator	1,720	1,720	<b>33,358</b>
<b>Sheriff - Criminal Investigation:</b>			
<b>    <u>Additional:</u></b>			
1 Refrigerator (14.8 cu. Ft)	400	400	
5 VHF Radios	550	2,750	<b>3,150</b>
<b>Sheriff- Detention:</b>			
<b>    <u>Additional:</u></b>			
1 File Cabinet	450	450	<b>450</b>
<b>Sheriff-Drug Unit:</b>			
<b>    <u>Replacement:</u></b>			
5 Ballistic Face Shields	473	2,365	
2 Ballistic Helmets	435	870	
2 Bullet Proof Vests	850	1,700	<b>4,935</b>
<b>Sheriff - Evidence &amp; Property:</b>			
<b>    <u>Replacement:</u></b>			
1 Color Deskjet Printer	125	125	
<b>    <u>Additional:</u></b>			
1 Drug Vault Filtration System	4,000	4,000	<b>4,125</b>
<b>Sheriff- Forensics and Identification:</b>			
<b>    <u>Replacement:</u></b>			
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	
1 Mainframe Terminal Emulation	100	100	
1 Police Package Vehicle-Ford Fusion (#20228)	18,000	18,000	
1 Police Package Vehicle Set-up-Ford Fusion (#20228)	2,217	2,217	<b>21,592</b>

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Sheriff - Patrol:</b>			
<b>    <u>Replacement:</u></b>			
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	
1 Mainframe Terminal Emulation	100	100	
40 Bullet Proof Vests	564	22,560	
5 In-Car Video Cameras-Watchguard	5,242	26,210	
8 Police Package Marked Vehicle (#50860,50909,50820,50915,50855,50842, 50861, 50918)	22,000	176,000	
8 Police Package Marked Vehicle Set up ( #50860,50909,50820,50915,50855,50842,50861,50918)	8,500	68,000	
<b>    <u>Additional:</u></b>			
8 Bullet Proof Vests	564	4,512	
10 VHF Mobile Radios (In Car) with Antennas	550	5,500	<b>304,157</b>
<b>Sheriff-Training:</b>			
<b>    <u>Replacement:</u></b>			
50 Semi-Automatic Pistols	366	18,300	
50 Gun Holsters	97	4,850	
<b>    <u>Additional:</u></b>			
4 Sub-Machine Guns	1,605	6,420	
1 Firearms Training Robot	8,000	8,000	<b>37,570</b>
<b>Sheriff - Warrants:</b>			
<b>    <u>Additional:</u></b>			
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	<b>1,275</b>
<b>Sheriff - Youth Investigation (Crime Prevention):</b>			
<b>    <u>Replacement:</u></b>			
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	<b>1,275</b>
<b>    Grand Total for Sheriff Department</b>			<b>567,903</b>
<b>State Court Probation:</b>			
<b>    <u>Replacement:</u></b>			
1 Chair	250	250	
1 Laser Printer	559	559	
<b>    Grand Total for State Court Probation</b>			<b>809</b>
<b>Superior Court Judges:</b>			
<b>    <u>Additional:</u></b>			
1 Executive Desk	1,600	1,600	
1 Credenza	1,249	1,249	<b>2,849</b>

**CAPITAL OUTLAY  
FY 2011**

<b>GENERAL FUND</b>
---------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Drug Court:</b>			
<u>Replacement:</u>			
1 Task Chair	200	200	200
<b>Grand Total for Superior Court Judges</b>			<b>3,049</b>
 <b>Tax Assessors Office:</b>			
<u>Replacement:</u>			
6 Kodak Digital Camera	160	960	
<u>Additional:</u>			
3 File Cabinet, Heavy Duty, 5 Drawer, Letter size	436	1,308	
3 Lateral File Cabinets	350	1,050	
<b>Grand Total for Tax Assessors Office</b>			<b>3,318</b>
 <b>Tax Commissioner:</b>			
<u>Additional:</u>			
2 Electronic signature pad (Topaz 1x5 SIGLITE HID-USB ROHS)	400	800	
<b>Grand Total for Tax Commissioner</b>			<b>800</b>
 <b>Hybrid Grant: (20% Match)</b>			
1 Tax Commissioner #20242	5,480	5,480	
1 Tax Assessor #20187	5,480	5,480	
2 Unassigned	5,480	10,960	
20 Retrofits (estimated at \$1,800)	360	7,200	
			<b>29,120</b>
 <b>Total General Fund</b>			<b>\$ 1,412,940</b>



**CAPITAL OUTLAY  
FY 2011**

<b>FIRE FUND</b>
------------------

		<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
	<b><u>Replacement:</u></b>			
1	Hybrid Replacement #23271	5,480	5,480	
1	Engine #102	480,000	480,000	
1	Heavy Duty Rescue Service Company #104	300,000	300,000	
1	Fuel Truck (38% of original price) (#15641)	38,000	38,000	
28	Turn-Out Gear	1,525	42,700	
10	SCBA & Spare Cylinders	4,030	40,300	
30	1 3/4" Fire Hose (100' Section Coupled)	200	6,000	
25	2 1/2" Fire Hose (50' Section Coupled)	255	6,375	
20	4" Fire Hose (100' Sections Coupled)	520	10,400	
4	6" Hard Suction Hose (10' Section Coupled)	500	2,000	
6	1 3/4" Nozzles	590	3,540	
4	2 1/2" Nozzles	885	3,540	
1	Automatic External Defibrillators (AEDs)	2,200	2,200	
2	Akron High-Riser Deck Gun	4,200	8,400	
2	Piston Intake Valve	1,100	2,200	
1	Extrication Equipment	18,000	18,000	
Various	Diesel Exhaust System Repair/Replace Parts (Assortment)	5,000	5,000	
Various	Fire Hydrants Maintenance Supplies (Assortment)	2,500	2,500	
1	Replace Apparatus Floor	12,550	12,550	
Various	Replace/Repair Overhead Doors w/Remotes	5,000	5,000	
3	Gas Grill	535	1,605	
1	Microwave	200	200	
19	Twin Mattress Sets (Box Spring and Mattress)	260	4,940	
1	Roll-A-Way Bed/w Mattress (heavy duty)	400	400	
2	Sofas	1,000	2,000	
1	42"LED Television	800	800	
4	End Tables	150	600	
2	Lamps (for end tables)	75	150	
10	Kitchen Chairs (Heavy Duty)	90	900	
20	Bed Covers	50	1,000	
Various	Window Treatment	800	800	
1	Rio Grande Chain Link Fence	4,000	4,000	
4	Portable Digital 800 MHz Radios for non-flash programmable	3,050	12,200	
9	Control Base Station Radio XTL 2500 700/800 MHz	3,525	31,725	
15	Mobile Radios XTL 2500 700/800 MHz	3,330	49,950	
1	Computer Software Contract - 38% (Renewal)	400	400	
1	Fax Machine	200	200	
2	Gated Wyes (4" to 2 1 1/2 - 2 1 3/4)	2,100	4,200	
	<b><u>Additional:</u></b>			
4	Emergency Command Incident Vehicles (38%)	11,400	45,600	
4	Emergency Command Incident Vehicles - Vehicle Setup (38% )	2,755	11,020	
2	K12 Saw and Blades/w Cases	1,400	2,800	
5	Fire Hydrants	1,925	9,625	
3	Remote Area Lighting System w/Accessories	1,400	4,200	
2	Window A/C with Heater System	750	1,500	

**CAPITAL OUTLAY  
FY 2011**

<b>FIRE FUND</b>
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		<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
2	Commercial Hedge Trimmer (gas powered)	230	460	
1	Commercial Ice Machine	2,800	2,800	
Various	Assorted Cardiovascular Exercise Equipment	2,000	2,000	
1	Office Desk and Work Station (for computer and files)	900	900	
2	Communications Speaker in Office	500	1,000	
4	Portable Digital 800 MHz Radios	4,025	16,100	
20	Upgrade Existing Portable Digital 800 MHz Radios (flash upgrade)	400	8,000	
Various	Station Yard Beautification/Landscaping Supplies	5,000	5,000	
2	Super Heavy Duty Floor Machine (1.5 hp/175rpm) w/2 cases of Pads	700	1,400	
2	Thermal Imaging Camera	6,500	<u>13,000</u>	
<b>Total Fire Fund</b>				<u><u>\$ 1,235,660</u></u>

**CAPITAL OUTLAY  
FY 2011**

<b>LAW ENFORCEMENT COMMISSARY FUND</b>
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	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Sheriff-Building Maintenance:</b>			
<b><u>Replacement:</u></b>			
1 Hot Water Heater-Jail F-Wing	4,500	4,500	
<b><u>Additional:</u></b>			
1 Wire Welder	700	700	5,200
<b>Sheriff-Corrections:</b>			
<b><u>Replacement:</u></b>			
1 Laptop System w/CDRW	3,500	3,500	
1 MS Office Professional	325	325	
1 Mainframe Terminal Emulation	100	100	
1 DeskJet Printer	125	125	
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	
1 Copier, Printer, Fax Machine	300	300	
1 Copier, Printer, Fax Machine	450	450	
10 Duty Station Chairs	400	4,000	
2 15 Passenger Vans ( #20223 & #50832)	24,000	48,000	
2 Vehicle Set-Up (#20223 & #50832)	5,400	10,800	
<b><u>Additional:</u></b>			
2 Laptop System w/CDRW	3,500	7,000	
2 MS Office Professional	325	650	
1 Mini-Van for Transport	18,500	18,500	
1 Vehicle Set-Up	5,900	5,900	100,925
<b>Sheriff - Court Services &amp; Security:</b>			
<b><u>Replacement:</u></b>			
1 15-Passanger Van (#20241)	24,000	24,000	
1 Vehicle Set-up (#20241)	5,400	5,400	
<b><u>Additional:</u></b>			
6 Tasers	875	5,250	34,650
<b>Sheriff- Detention:</b>			
<b><u>Replacement:</u></b>			
1 Laptop System w/CDRW	1,300	1,300	
1 MS Office Professional	325	325	
2 Floor Buffer	900	1,800	
2 Industrial Use Washer	25,000	50,000	
2 Industrial Use Dryers	12,000	24,000	
3 Food Warmers (Carriers)	350	1,050	
1 Crew Cab Pickup Truck (#50938)	25,000	25,000	
1 Setup for Crew Cab Pickup Truck (#50938)	7,870	7,870	
<b><u>Additional:</u></b>			
1 Vehicle Setup Only for Ford F-150 Crew Cab Truck (#50771)	7,870	7,870	119,215
<b>Sheriff - Warrants:</b>			
<b><u>Replacement:</u></b>			
1 Desk Chair-Ergonomic	300	300	
1 Police Package Vehicle, unmarked (#20179)	22,000	22,000	
1 Police Package Vehicle Setup, unmarked (#20179)	2,500	2,500	
1 Van-15 Passenger (#20124)	24,000	24,000	
1 Van-15 Passenger Setup[ (#20124)	5,400	5,400	54,200
<b>Total Law Enforcement Commissary Fund</b>			<b>\$ 314,190</b>

**CAPITAL OUTLAY  
FY 2011**

<b>LAW ENFORCEMENT CONFISCATION FUND</b>
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	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Sheriff - Criminal Investigation:</b>			
<b><u>Replacement:</u></b>			
2 Secretarial Chairs	300	600	
3 4-Drawer File Cabinets	450	1,350	
1 Police Package Vehicle, unmarked (#50863)	22,000	22,000	
1 Vehicle Set-Up, unmarked (#50863)	2,500	2,500	
<b><u>Additional:</u></b>			
1 Heavy Duty shredder	4,000	4,000	<b>30,450</b>
<b>Sheriff-Drug Unit:</b>			
<b><u>Replacement:</u></b>			
1 I P Camera Surveillance Platform (Pole Camera)	3,000	3,000	
4 Video-Audio DVR	265	1,060	
1 Police Package Vehicle (#50950)	22,000	22,000	
1 Police Package Vehicle Setup (#50950)	2,500	2,500	
<b><u>Additional:</u></b>			
2 I P Camera Surveillance Platform (Pole Camera)	3,000	6,000	
1 Cellebrite UFED Charging Tip Kit	700	700	
1 Cellebrite UFED Physical Pro	4,000	4,000	<b>39,260</b>
<b>Sheriff - Patrol:</b>			
<b><u>Additional:</u></b>			
1 Renovation of Existing Space	7,500	7,500	<b>7,500</b>
<b>Sheriff-Training:</b>			
<b><u>Replacement:</u></b>			
1 Public Address System	1,500	1,500	
3 Portable Radio Headset Transmitter Receiver	275	825	
3 Ballistic Helmets	275	825	
1 Police Package Vehicle-Ford Fusion (#20270)	18,000	18,000	
1 Police Package Vehicle Setup-Ford Fusion (#20270)	2,217	2,217	
<b><u>Additional:</u></b>			
2 Portable Radio Headset Transmitter Receiver	275	550	
2 Ballistic Helmets	275	550	<b>24,467</b>
<b>Sheriff - Crime Prevention:</b>			
<b><u>Additional:</u></b>			
1 Fingerprinting Kits System	4,000	4,000	<b>4,000</b>
<b>Total Law Enforcement Confiscation Fund</b>			<b>\$ 105,677</b>

**CAPITAL OUTLAY  
FY 2011**

<b>TOBESOFKEE RECREATION AREA FUND</b>
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	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b><u>Replacement:</u></b>			
1			
Replace water system in Claystone Camping Area (water main and service to 46 campsites)	45,000	45,000	
<b><u>Additional:</u></b>			
2			
Automatic External Defibrillator	2,000	<u>4,000</u>	
<b>Total Tobesofkee Recreation Area Fund</b>			<b><u>\$ 49,000</u></b>



**GLOSSARY OF BUDGETARY  
AND  
FINANCIAL TERMINOLOGY**

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

The County's Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Budget Document in understanding these items, a glossary of budgetary and financial terminology has been included in the document.

**ACCRUAL BASIS:** Accounting method whereby revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

**AMORTIZATION:** The reduction of debt by regular payments of interest and principle sufficient to pay off a loan by maturity.

**APPROPRIATION:** An authorization made by the Bibb County Commission which permits the County to incur obligations and to make expenditures of resources.

**BALANCED BUDGET:** A budget for which expenditures are equal to income.

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

**BUDGET ADJUSTMENT:** A legal procedure utilized by County staff to revise a budget appropriation. The Finance Director has the authority to adjust expenditures within or between departmental budgets according to budget policy, but no increase in the total budget can occur without the approval of the Commission.

**BUDGET CALENDAR:** The schedule of key dates or milestones which the County follows in the preparation, adoption and administration of the budget.

**BUDGET DOCUMENT:** The instrument used to present a comprehensive financial program to the County Commission.

**BUDGET RESOLUTION:** The official enactment by the County Commission legally authorizing County officials to obligate and expend resources.

**BUDGETARY CONTROL:** The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL ASSET:** Land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

**CAPITAL OUTLAY:** An expenditure for the acquisition of, or addition to, a capital asset.

**CAPITAL OUTLAY CONTINGENCY:** Funds set aside for the purchase of capital outlay items approved as part of the fiscal year budget.

**CAPITAL PROJECTS FUND:** A fund used to account for financial resources used for the acquisition or construction of major capital facilities.



## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**CONTINGENCY:** Funds set aside for future appropriation with the approval of the Board of Commissioners.

**DEBT SERVICE:** Interest and principal payments associated with bond issues.

**DEBT SERVICE FUND:** A fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**DEBT SERVICE REQUIREMENT:** The amount of money necessary for scheduled payment of outstanding debt, both principal and interest becoming due during the fiscal period, and contributions which may be required to accumulate monies for the future retirement of term bonds.

**DEFEASANCE:** The process whereby through the deposit of funds, repayment agreements or covenants to pay other costs are released from loan documents or other debt agreements.

**DEPARTMENT:** A major administrative division of the County which indicates overall management responsibility for an operation or a group of related operations within a functional area.

**DEPRECIATION:** A noncash expense that reduces the value of a limited life asset as a result of wear and tear, age or obsolescence.

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

**ENTERPRISE FUND:** A proprietary fund type in which the services provided are financed and operated similarly to those of a private business. The intent of the governing body is to support the activities by charging a user fee to recover all or a portion of the necessary expenditures.

**FEDERAL INSURANCE CONTRIBUTION ACT TAX (FICA):** A United States payroll (or employment) tax imposed on both employees and employers TO FUND Social Security and Medicare.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA):** An agency of the United States Government tasked with disaster mitigation, preparedness, responses and recovery planning.

**FISCAL YEAR:** The time period designated by the County signifying the beginning and ending period for recording financial transactions. Bibb County has specified July 1 to June 30 as its fiscal year.

**FRINGE BENEFITS:** Employer's share of F.I.C.A. and Medicare taxes, hospitalization, dental, workman's compensation, unemployment and retirement contributions made on behalf of County employees.

**FUND:** A fiscal and accounting entity which is comprised of a self-balancing set of accounts which reflect all assets, liabilities, equity, revenue and expenditures (or expenses) necessary to disclose financial position and the results of operations. Funds are established as individual entities in order to segregate financial records for purposes of legal compliance, different natures of the activities performed, measurement of different objectives and to facilitate management control.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**FUND BALANCE:** Refers to the excess of assets over liabilities and is therefore also known as surplus funds.

**GEORGIA EMERGENCY MANAGEMENT AGENCY (GEMA):** An agency of the State of Georgia whose mission is to protect life and property and to prevent and/or reduce the negative impact of natural and man-made events in Georgia.

**GENERAL FUND:** The general operating fund of the County. It is used to account for all financial resources except those required to be accounted for in another fund.

**GENERAL OBLIGATION BOND:** Bonds issued to benefit the County as a whole, and thereby an obligation of a general nature applicable to countywide resources. Approval by a referendum vote is required for general obligation bonds to be issued.

**GOVERNMENTAL FUNDS:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

**GRANT:** A contribution by a government or other organization to support a particular function.

**INSURANCE:** Premium expense for all insurance bought by the County other than that insurance provided to employees through the payroll system.

**INTERFUND TRANSFERS:** Contributions and operating transfers made to another fund of the County.

**LINE-ITEM BUDGET:** A budget that lists each expenditure category (salary, materials, services, etc.)

**LOCAL OPTION SALES TAX (LOST):** State legislation allows local governments to levy an additional sales tax within its jurisdiction. Bibb County currently receives 40% of proceeds based on a 1% approved local option. Use of these funds is unrestricted.

**MILLAGE RATE:** The ad valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value. One mill is equal to one dollar per thousand.

**MODIFIED ACCRUAL:** Accounting method whereby revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred.

**NET ASSETS:** A fund equity account which reflects accumulated net earnings (or losses) of a proprietary fund.

**NON-DEPARTMENTAL:** Functions and accounts that are not directly related to a department's primary service activities, or which are separate from departmental operations for control purposes.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**OMNIBUS BUDGET RECONCILIATION ACT OF 1990 (OBRA):** Applies to employees not eligible to participate in the employer retirement program and includes part-time, seasonal or temporary employees. This is a Deferred Compensation Plan in place of Social Security and employees are required to contribute 7.5% of gross salary with no contribution by the employer.

**OPERATING EXPENDITURES & SERVICES:** The costs for materials and services, excluding personal services and capital outlay, that are required for a department to function.

**OTHER BOND COSTS:** Expenses incurred in the issuance and management of bond issues.

**OTHER POST-EMPLOYMENT BENEFITS (OPEB):** Medical, dental, vision and life insurance benefits provided to retired employees and their dependents.

**PAYMENT IN-LIEU-OF TAXES (PILOT):** Payment that a property owner, not subject to taxation, makes to a government to compensate it for services that the property owner receives that normally are financed through property taxes.

**PENSION BENEFITS:** Retirement income that is provided through a defined benefit pension plan to plan members and beneficiaries after they meet the requirements set forth in the Bibb County Pension Code.

**PERFORMANCE MEASURE:** Special quantitative and qualitative measure of work performed as an objective of a department.

**PERSONAL PROPERTY:** Tangible property other than land and buildings and motor vehicles, including primarily business equipment, inventory, and machinery.

**PERSONAL SERVICES:** Expenditures for salaries, wages and fringe benefits for personnel.

**PROJECTED:** Estimation of revenues and expenditures based on past trends, current and expected economic conditions, and future financial forecasts.

**PROPERTY TAX:** A tax levied on the assessed value of real, public utility and personal property. Generally, assessed value is 40% of fair market value.

**PUBLIC HEARING:** The portion of open meetings held to present evidence and provide information on both sides of an issue.

**REAL PROPERTY:** Land, buildings, and applicable improvements.

**RESERVED FUND BALANCE:** An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**REVENUE:** Funds that the County receives as income. It includes such items as taxes, licenses, user fees, service charges, fines and penalties and grants.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**REVENUE BONDS:** Bonds where principal and interest are payable from pledged revenue sources, and which are not legally backed by the full faith and credit of the County.

**REVISED BUDGET:** Original approved budget plus any increases/decreases during the fiscal year.

**SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST):** A voter-approved 1% sales tax used for a specified purpose, such as Capital Improvement Projects or repayment of debt. The tax is imposed for a specific period of time not to exceed five years.

**SPECIAL REVENUE FUNDS:** Funds that are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

**TAX DIGEST:** Official list of all property owners, the assessed value of the property (40% of fair market value), and the tax due on the property.

**TAX LEVY:** Total amount of revenue expected from tax, determined by multiplying the tax rate (millage) by the tax base.

**TAX RATE:** Amount of tax applied to the tax base. Property tax rates may be expressed in cents or millage rates, where one mill equals one-tenth of a cent. Other taxes, such as sales or income taxes, may be expressed as a percentage of the tax base.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by Bibb County are approved by the Board of Commissioners and are within limits determined by the State.

**WORKING CAPITAL:** Current assets minus current liabilities. A portion of the fund balance of General Fund is designated for working capital and this amount represents the funds required to conduct the daily business of the County for a specified number of days.