

# BIBB COUNTY, GEORGIA



## ANNUAL BUDGET

FOR THE FISCAL YEAR ENDING  
JUNE 30, 2012

**BIBB COUNTY, GEORGIA  
ANNUAL BUDGET**

**FOR THE  
FISCAL YEAR ENDING JUNE 30, 2012**

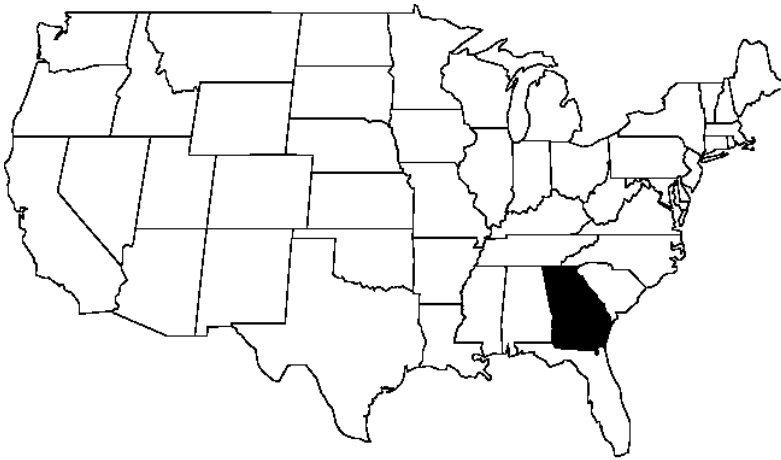
**COMPILED BY:  
BIBB COUNTY FINANCE OFFICE**

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FINANCE DIRECTOR**

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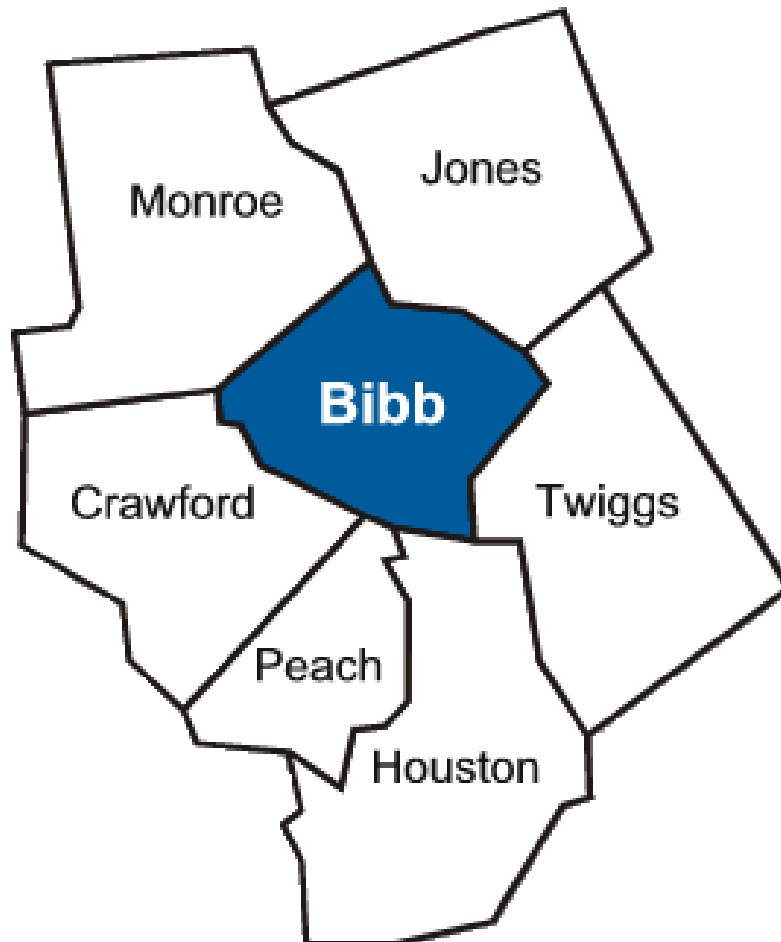
**ROOM 409 COURTHOUSE  
MACON, GEORGIA 31201**

# 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

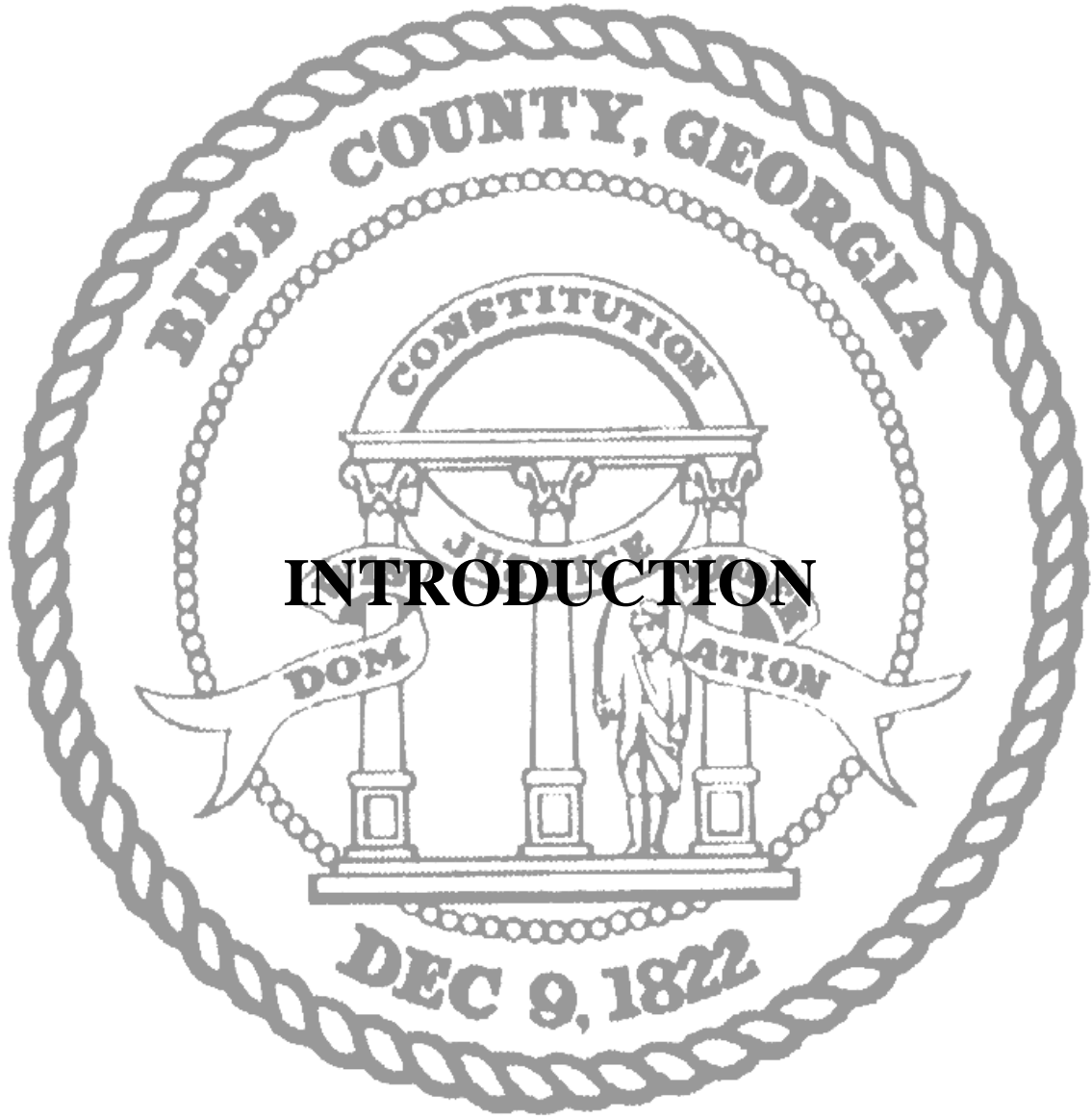
**July 1, 2010**

President

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 fiscal year beginning July 1, 2010. 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 the 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. (**E124-E168** Public Safety, **F1-F7** Special Fire District Fund-including Emergency Management)
- 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. (**E171-E199** Public Works)
- Promote a balanced response to environmental issues such as clean air, waste collection and recycling. (**E-200** Agricultural Resources- Extension Service, **I-6** Special Sanitation Fund, **E-212** County Supported Agencies- Conservation of Natural Resources)
- Support and strengthen programs of health and welfare. (**E-197** Public Works/ Health Department- Insect Control, **E-209** County Supported Agencies- Health and Welfare)
- Work to improve recreation facilities in the unincorporated areas and support cultural/recreational programs. (**E-211** County Supported Agencies- Culture, Recreation & Beautification, **I-1** Tobesofkee Recreation Area Fund)
- Actively promote economic development efforts. (**E-213** 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-95** 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 2011 and projected goals for fiscal year 2012, and are listed in each department's section of the Budget Document.

**Bibb County, Georgia**

**List of Principal Officials**

**July 1, 2011**

<b><u>Titles</u></b>	<b><u>Names</u></b>
<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>Greg Winters</b>
<b>Finance Director</b>	<b>Deborah R. Martin</b>
<b>Human Resources Director</b>	<b>Vacant</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 Decennial Census, Bibb County ranked 13<sup>th</sup> in the state with a population of 155,547 citizens<sup>1</sup>. Housing is available in a broad range from less than \$50,000 to well over \$200,000 with a median value of \$115,200<sup>2</sup> for an owner-occupied unit. There are over 69,662 housing units in Bibb County with 60,295 being occupied<sup>1</sup>. Total population per household is 2.23. The median citizen is 35.6 years old<sup>1</sup> and earns an income of \$21,269 per capita<sup>2</sup> with a median household income of \$38,207 annually<sup>2</sup>.

Sources: 1. U.S. Census Bureau, 2010 Decennial Census

2. U.S. Census Bureau, 2005 - 2009 American Community Survey

Year	Population
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
2010	155,547
* Estimate	
Source: U.S. Census Bureau	

## EMPLOYMENT

The unemployment rate for Bibb County (as shown on page A-5) is slightly higher than the 10.5 % rate for the State of Georgia.

Bibb County has seen a slow down just as the rest of the world has. However, prospects are still very interested in Macon due to several factors: central location, cohesive economic development team, strong support from our host governments and the growing trend of new companies coming to town. Since July 2010 seven (7) companies have located or expanded in Bibb County, creating or retaining 626 jobs with capital investments of approximately \$345 million. First Quality's expansion will create over 150 jobs and retain 222 jobs with an investment of \$200 million in its new 750,000 sq. ft. facility located on Avondale Mill Road. Additional information is provided under the Economic Condition and Outlook section of the transmittal letter.

<b>Largest Private Employers</b>	
	<u>Employees</u>
GEICO	4,184
Coliseum Health Systems	1,400
Mercer University	868
YKK (U.S.A.), Inc.	700
Georgia Farm Bureau	554
The Boeing Company	540
Graphic Packaging International	506
IKON Office Solutions	470

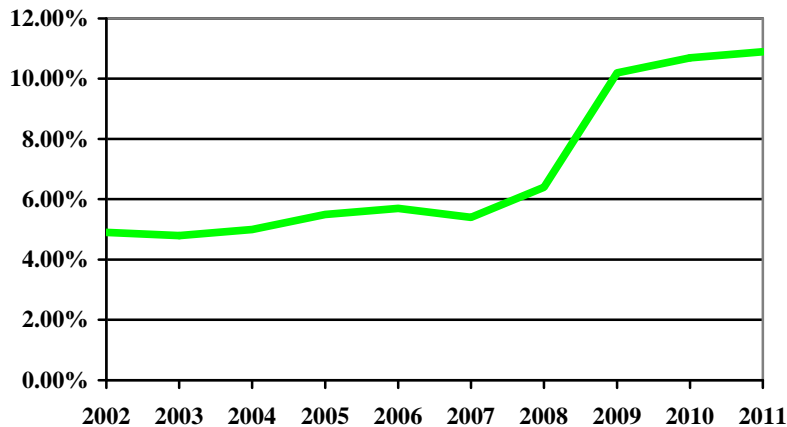
Robins Air Force Base, located in adjacent Houston County, continues to have a significant economic impact on Bibb County and the State of Georgia. Robins is the largest industrial complex in Georgia. Robins has an annual federal payroll of \$1.7 billion, annual expenditures of \$239 million, and a federal retiree payroll of \$620 million. Using the standard Air Force formula, the annual value of indirect jobs created was \$1.7 billion for a total economic impact of \$4.27 billion in fiscal 2010. The replacement value of Robins Air Force Base facilities is valued at \$7 billion.

<b>Largest Public Employers</b>	
	<u>Employees</u>
Medical Center of Central Georgia	5,300*
Bibb County Board of Education	3,614
City of Macon	1,200
Bibb County	770
United States Postal Services	521

\*Denotes previous year employee numbers.

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 39 schools, including 9 schools offering magnet programs. The School District also sponsors five America's Choice Schools, three at the elementary level and two at the middle school level, which allows 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 15.21. The average teacher salary is \$50,668 annually.

Bibb County has three (3) four-year colleges, plus several other institutions offering various technical degrees and certificates. The four-year colleges are Mercer University, Wesleyan College, and Macon State 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 8,236 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 (continued)

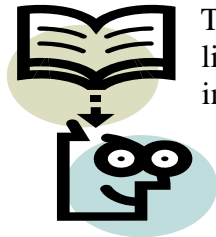


Wesleyan College, founded in 1836, was the first college in the world chartered to grant degrees to women. It is regarded as one of the nation's finest liberal arts colleges and is consistently recognized for academic excellence. Its campus is listed in the National Register of Historic Places as the Wesleyan College Historic District. Wesleyan has a present enrollment of 634 students enrolled in undergraduate programs for women. The co-ed graduate programs have a present enrollment of 62 students. In addition to 31 majors and 8 pre-professional programs, Wesleyan also offers a dual-degree program in engineering with the Georgia Institute of Technology in Atlanta, Auburn University in Auburn, AL, and Mercer University in Macon.



Macon State College, chartered in 1966 as part of the University System of Georgia, has more than 6,200 students attending classes at its two main campuses and an additional location on Robins Air Force Base. 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 southern Bibb County.

The Washington Memorial Library was updated using funding from Bibb County, The John S. and James L. Knight Foundation and the Macon Friends of the Library during Fiscal Year 2011. The renovations included a new computer lab, study rooms, children's computer area, teen center, and laptop computers for checkout. Wireless internet access and 85 new computers were installed. Basic computer classes were taught during the summer of 2011 with more than 300 students trained. The main reading room, original to the building, was totally updated and refurbished.

In addition, over 700,000 people entered the libraries and borrowed nearly 2,000,000 materials. The libraries fulfilled over 110,000 requests for computer sessions during the time period. The number of active library cards totals over 95,000.

The Macon-Bibb County Public Library collections consist of more than 528,000 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



## **PUBLIC LIBRARY (Continued)**

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 81.8°. Bibb County's average rainfall is 45.68" 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

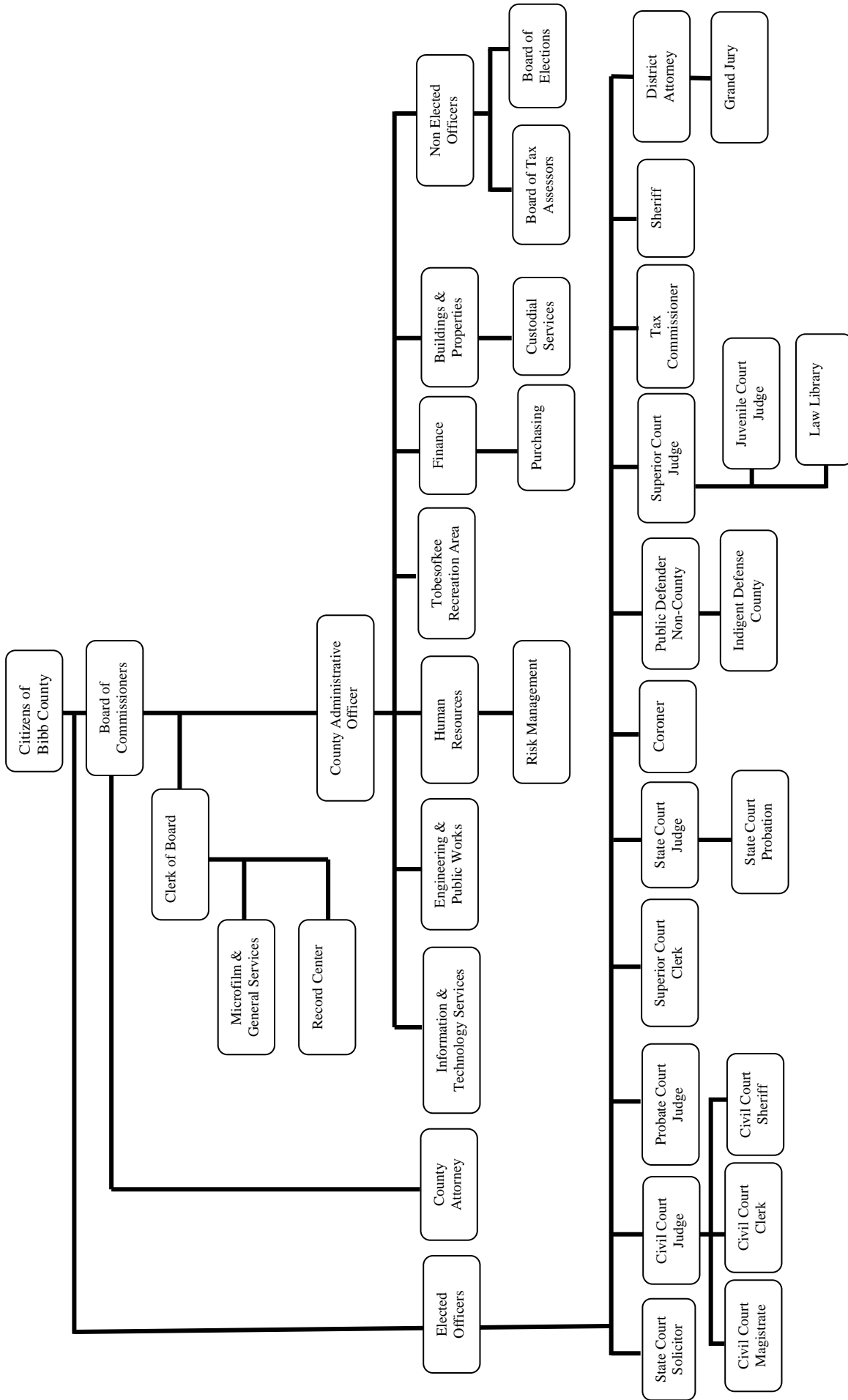


Macon-Bibb County Parks and Recreation Department offers a large and varied selection of sports and activities for the young at heart with 91 parks covering 784 acres. Recreation centers are in all sections of town and offer year-round programs for senior citizens, a program for handicapped persons and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

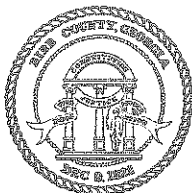
Bibb County was established on December 9, 1822, under the provisions of an Act of the General Assembly of Georgia. The County operates under a County Commission form of government. The Board consists of four (4) Commissioners elected by districts who serve part-time and one (1) Commissioner elected 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 783 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 Bivins, 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 2012 Budget

Submitted herewith are the FY 2012 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)

When combined, these elements define what Bibb County has done, what it plans to do and how it will accomplish its objectives. The FY 2012 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 2012. 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 2012

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;
- Provide sufficient funding to allow for implementation of a compensation study that is being completed for the County by the Regional Commission.

## FY 2012 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 2012 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 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.

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.

## FY 2012 OPERATING BUDGETS (continued)

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 2012 General Fund budget amounts to \$83,462,883 which is a \$13,992,225 or 14.4% decrease from the amended FY 2011 budget.

### General Fund Revenue

The FY 2012 General Fund property tax revenue amounted to \$50,770,455, an increase of \$7,368,538 from the prior year. The 2011 digest was not final and the millage rate had not been set when the FY 2012 budget was adopted. The final day for appeals was July 7, 2011 and the millage rate was adopted on August 16, 2011. The budget does include a two (2) mill increase. In tax year 2008 (FY 2009) the Board of Commissioners reduced the millage by two (2) mills and used excess SPLOST funds as an alternate source of income. Excess SPLOST funds were still available in tax year 2009 (FY 2010). The two mills were not added back in tax year 2010 and consequently approximately \$9 million of fund balance was budgeted in FY 2011 to balance the budget.

The FY 2012 local option sales tax revenue estimate amounted to \$12,900,000, an increase of \$815,000 or 6.7%. This increased revenue estimate is based on FY 2011 actual receipts. Additional information can be found on page D-6.

The total of all other revenue sources, other than general property and local option sales tax, amounted to \$17,380,399 a decrease of \$11,947,601 from FY 2011. Other revenue sources include but are not limited to intergovernmental revenue amounting to \$2,043,110, a decrease of \$30,594; charges for services revenue amounting to \$5,710,180, a decrease of \$104,215 and interfund transfers amounting to \$1,946,771, an increase of \$164,076. There was a decrease of \$11,500,063 in other financing sources which is totally due to a refunding bond issue done in FY 2011. There was also a decrease of \$10,481,957 in budgeted fund balance application. This decrease on dependence of fund balance was possible because of the two mill increase projected in property tax revenues.

The FY 2011 original budget included \$9,400,319 of fund balance as a revenue source. The revised budget included \$12,640,191. The majority of the \$3.2 million increase in FY 2011 was a supplemental appropriation in the amount of \$3.1 million as a transfer to the OPEB Trust Fund to meet the Annual Required Contribution for FY 2011.



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

In analyzing the \$13,992,225 decrease in the FY 2012 General Fund budget, reference is made to the following reconciliation which reflects the major expenditure changes:

Increase in Employee Insurance Costs	285,696
Decrease for frozen positions and department reorganizations	(960,690)
Increase in Retiree Insurance	120,880
Appropriation rollovers from FY 2010 not in original FY 2011 budget	(411,162)
Increase/(Decrease) in Agency Funding:	
Planning and Zoning	380,155
Medical Center Indigent Care	(250,000)
Economic Development	(250,000)
Other Agencies	<u>91,388</u>
Decrease in Refunding Bond Issue	(11,234,753)
Decrease in Emergency Management (Moved to Fire Fund)	(122,516)
Decrease in Operating request by Information/Technologies	(202,395)
Decrease in Transfer to 2002A Debt Service Fund	(175,273)
Decrease in Tick Control (Dis-continued Program)	(128,490)
Increase in Sheriff's Office Corrections	361,646
Increase in Capital Outlay Budget	378,969
Increase in Equipment Leasepool Debt Service	192,684
Increase in Contingencies	618,832
Increase in Transfer to Tobesofkee Fund	220,500
Decrease in transfer to OPEB Trust Fund	(3,100,000)
Other Increases	<u>192,304</u>
Net Decrease - General Fund	<u>(\$13,992,225)</u>

The fund balance is projected at \$27.2 million as of June 30, 2011, a decrease of \$2.9 million from the prior year.

<b>FIRE FUND BUDGET</b>
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The budget for this fund totals \$11,835,538; an increase of \$460,127 or 4%.

The ad valorem tax revenue budget increased by \$1,168,629. This is due to a projected one-half mill property tax increase in FY 2012 (tax year 2011). Insurance premium tax revenue decreased by \$74,000 or 2.7%.

The expenditure budget covering contract payments to the City of Macon amounted to \$8,940,583; an increase of \$787,912. There are two main factors in the increase. One factor is the increase in the Pension rate from 6% to 16.44% of covered payroll. The second factor is the increase in the Administrative Fee that the City will be charging the County. Based on the updated Service Delivery Strategy this budget projects an increase in the indirect cost fee that is charged on each billing from

## **FIRE FUND BUDGET (continued)**

4% to 9.24%. The City has issued a RFP for services to have an outside firm calculate an appropriate level of the indirect cost rate. Based on information provided from the Carl Vinson Institute of Government during the SDS negotiations 9.24% was used for budgeting purposes and will be adjusted once the new rate is provided.

The FY 2012 budget includes a \$50,000 transfer to the Capital Improvements Fund compared to \$1,637,258 for FY 2011. These funds are for the construction of a new fire station in North Bibb County. The reason for the decrease is that the SPLOST which will be on the November, 2011 ballot will include funds for the construction of this fire station in addition to one other in the County and one in the City. Based on the new Service Delivery Strategy the costs for both Emergency Management Services and 800 Mhz services were moved from the General Fund to the Fire Fund which receives property taxes only from the unincorporated area. The budgets for these services are \$395,621 and \$175,012 respectively. The County is billed by the City for these services. Emergency Services are billed at 50% of the cost to City. The cost for 800 Mhz consists of maintenance on the three towers. The billing for this is based on one half the cost of maintenance less any revenues generated from the towers. Also included in the SPLOST will be approximately \$8 million for upgrades to the entire 800 Mhz system.

The Special Fire District Fund balance at June 30, 2011, is projected at \$3,561,767; a decrease of \$2,277,222 from the prior year. The FY 2012 funding sources includes \$1,521,105 of reserves to balance the budget.

## **SANITATION DISTRICT FUND**

The budget for this fund totals \$2,916,456; an increase of \$203,142.

The current contract covering waste collection and disposal is effective for a term of July 1, 2009 through June 30, 2014. When this contract was awarded the monthly cost for residential waste collection decreased from \$11.40 to \$10.14 per resident for FY 2010 and increases each year with the cost for FY 2012 being \$10.77. The County has previously been able to maintain the rate established in July 2000 for residential customers which is \$9.75. This budget projects an increase to \$12.75 beginning January 1, 2012.

The Sanitation District Fund balance at June 30, 2011 is projected at \$225,031; a decrease of \$158,781. The FY 2012 funding sources does not include reserves to balance the budget.

## TOBESOFKEE ENTERPRISE FUND

The budget for this fund amounts to \$1,419,226; a decrease of \$628,272 or 31%. This decrease is due mainly to the completion of repairs and renovations that were done in both FY 2009 and FY 2010 as a result of the Mothers' Day tornado in May 2008. The FY 2011 budget included a total of \$563,860 reserved for projects being funded by insurance proceeds. This is not included in the FY 2012 budget. FY 2012 operating revenues amounted to \$618,362 a decrease of \$44,438.

The FY 2012 Capital Outlay budget for this fund amounted to \$93,995. The replacement of the water main that provides service to 46 campsites in the Claystone Camping Area is one of the capital projects at a cost of \$45,000. Operating expenses, including personnel cost, for FY 2012 amounted to \$1,178,758, a decrease of \$106,100. The main reason for the decrease was that FY 2011 included a rollover from FY 2010 of \$76,600 for the completion of a study to develop a Master Plan for the Lake Tobesofkee Area.

The Tobesofkee Recreation Area Fund began receiving 16.67% of the Hotel-Motel tax revenues collected in Bibb County in FY 2007. This revenue source has allowed for expansions and improvements to the facility. Beginning July 2012 the Tobesofkee Fund will also receive one-third of an additional penny that was voted in by the Legislator in calendar year 2010. The original purpose of the additional penny was that it be split equally between the Sports Hall of Fame, the Music Hall of Fame and the Douglas Theatre. The Music Hall of Fame lost State funding and closed in June of 2011 and Lake Tobesofkee will now receive this one-third penny. The FY 2012 budget includes \$355,721 in Hotel/Motel tax revenues which is an increase of \$92,906 over the prior year.

Prior to FY 2011 General Fund had transferred money to this fund for general operations. The need for the transfer was again projected in the FY 2012 budget and the amount budgeted is \$220,500.

## 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 2012 are summarized as follows:

Transportation Improvements	\$ 700,000
Public Health Complex – A/C Replacement	500,000
Ocmulgee Greenway Trails	55,825
New Fire Station	50,000
Upgrade of Tennis Courts	<u>12,630</u>
Total	<u>\$ 1,318,455</u>

The above-listed projects will be funded from interfund transfers of \$550,000 and application of fund balance in the amount of \$768,455.

## STRATEGIC PLANNING

### FIVE YEAR CAPITAL OUTLAY PLAN

The County's Five Year Capital Facilities Plan, covering the period FY 2012 – FY 2016 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. 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.

February 2010, the Board of Commissioners approved the Ninth (9<sup>th</sup>) Extension Agreement with Moreland Altobelli Associates, Inc. for program management of the Macon-Bibb County Road Improvement Program.

The fund balance for the Transportation Improvement Fund at June 30, 2011 was \$3 million. The remaining projects are Forest Hill Road and Jeffersonville Road. The right-of-way has been purchased for the three-lane portion of Forest Hill Road from Wimbish Road to Northside Drive. The Georgia Department of Transportation will take bids on the construction of this phase in the early part of 2012. The Jeffersonville Road project is in the last stage of Environmental Approval and is scheduled for right-of-way to be purchased in this fiscal year.

#### II. Washington Memorial Library

The Washington Memorial Library was updated using funding from Bibb County, The John S. and James L. Knight Foundation and the Macon Friends of the Library during Fiscal Year 2011. The renovations included a new computer lab, study rooms, children's computer area, teen center, and laptop computers for checkout. Wireless internet access and 85 new computers were installed. Basic computer classes were taught during the summer of 2011 with more than 300 students trained. The main reading room, original to the building, was totally updated and refurbished.

## FIVE YEAR CAPITAL OUTLAY PLAN (continued)

### III. Lake Tobesofkee

A new lighted handicap accessible fishing dock was constructed near the boat ramp in Arrowhead Park.

A multi-use trail in Arrowhead Park was completely rebuilt. Over five miles of trail was destroyed in the 2008 Mother's Day storm. A grant from the Department of Natural Resources paid for the repairs to the trail. The County is in the process of obtaining another DNR grant to add an additional five miles of trail.

Major improvements to the Arrowhead Pavilion were completed. Bathrooms were completely renovated and the entrances were moved to the interior of the building. A new metal roof was installed and the entire structure was painted. New electrical, water and sewer lines were installed and a stone chimney, grill and sink/table area was added. Public Works expanded the parking lot and improved the access road.

Major repairs to the Claystone Beach area were completed. Public Works employees installed drain pipes to correct major drainage problems. A steep hill leading from the parking area to the beach was filled in and covered with sod to allow for safer and easier access for visitors.

## ECONOMIC CONDITIONS AND OUTLOOKS

### Economic Development

The 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.

December 2010, Bibb County became a Certified Work Ready Community. This indicates that we met assessment goals set by the Governor (through the Governor's Office of Workforce Development) that means Bibb County has a skilled labor force, with 14% of the population at a college level. It also means that since working towards becoming certified in 2007, our high school graduation rate has increased 3% and continues to increase as these assessments are now being administered in the schools. This should be key to potential industries looking to locate to Bibb County as it validates our efforts as a community that we are working to provide a pipeline of skilled workers in various industries.

December 2010, The Board of Commissioners approved a Resolution regarding the execution and delivery by the County of an Intergovernmental Contract between Bibb County, City of Macon and the Bibb County Board of Education relating to the Second Street Corridor, Renaissance on the River and Bibb Mill Tax Allocation Districts.

## ECONOMIC CONDITIONS AND OUTLOOKS (continued)

August 2010, The Board of Commissioners approved funding to hire lobbyist firms at the State and Federal level – Cornerstone Communication Group and Holland and Knight respectively.

July 2010, Bibb County and the City of Macon were awarded \$1.5 million grant for Atlantic Cotton Mills Redevelopment Project.

Bibb County has committed monies for encroachment issues at Robins Air Force Base (RAFB). This is a joint effort with Houston County to save jobs at RAFB. Both counties have committed \$100,000 per year and are exploring opportunities through grants and a future SPLOST.

In August 2011, the Bibb County Board of Commissioners voted to accept the list of SPLOST projects and authorized the County Attorney to use the list to create the resolution and intergovernmental agreement necessary to call for a vote in an election to be held November 8, 2011.

June 2011- Graphic Packaging International, a Marietta, GA-based packaging giant will expand utilization of biomass energy in its Macon, GA paperboard mill with a \$140 million expansion. The project will include a high-efficiency biomass boiler and a 40 megawatt generator and other enhancements and improvements to the 506 employee mill. 66 new jobs will be created during the construction phase, and up to 58 new full-time positions after operations begin.

April 2011- Image X USA, a global leader in document management, content management, workflow and electronic filing systems will open a sales and marketing, customer service and technical support center in Macon. The California-based software company has signed an agreement with Bibb County to host their server and they will begin providing signature authorization services to county governments on the east coast. Image X USA is investing \$500,000 and creating 10 jobs.

April 2011- USA Discounters, the Virginia-based retailer serving the military and government employees since 1991 has leased 85,000 sq. ft. in the Saddlecreek Warehouse complex in Ocmulgee East Industrial Park for a new distribution center offering name brand quality furniture, home theater systems, computer systems, appliances, electronics, rims & tires. USA Discounters is investing \$1,500,000 and creating 10 jobs.

September 2010- TIMCO Macon has announced they have been awarded a contract to perform maintenance, repair and overhaul on the Boeing 767 wide-body aircraft. Work will begin fourth quarter 2010 at the facility located in the Airport Industrial Park adding 130 new jobs to the existing 140, with an investment of \$1 million.

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 222 jobs, add 153 new jobs and invest \$200 million in its new 750,000 sq. ft. facility located on Avondale Mill Road.

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

August 2010- North Coast Logistics, Inc., is a third party logistics provider based in Brook Park, OH offering warehouse, distribution and transportation services to a broad range of retail clients. The company has located in 75,000 sq. ft. in the Rooker Spec Building in the Ocmulgee East Industrial Park and will make a \$1 million investment and employ 20.

July 2010- Make Manufacturing has announced it is expanding its aerospace manufacturing operations. The company has purchased 5 acres in the Airport South Industrial Park. Make manufactures parts for the aerospace industry. The company is adding 15 jobs and making an investment of \$1 million.

December 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- Bombardier, a Canadian-based company, 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.

### **Downtown Development**

April 2011, the Board of Commissioners approved the issuance of \$5 million of bonds through the Development Authority of Bibb County for the NewTown Macon Downtown Redevelopment Project and agrees that payment of the bonds is guaranteed by Bibb County.

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

Recently opened 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
- Jack and Coat Men's Clothiers
- Milestone's Bridal
- On the Spot Advertising
- Yoga Moga
- Quantum Dynamics
- Readings by Michelle
- Killian's Coffee
- Robins Federal Credit Union
- Second Street Studio
- Stuckey Realty
- Joycine's Art, Attitude & Accessory Gallery (expansion)
- Larry Bush's Tire (expansion)
- Dolce Vita Café and Bar

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

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.

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 revaluations, employee health care funding, post-retirement benefit funding, expanded services requests, revenue sources, and service delivery.

The Service Delivery Strategy Agreement with the City of Macon was signed in March 2011. As of July 1, 2011, the County assumed responsibility for Cultural Services including the Citizens Advocacy, Keep Macon-Bibb Beautiful, Macon Arts Alliance, Museum of Arts and Sciences and the Tubman African American Museum. The County also assumed responsibility for GIS, Industrial and Economic Development Services, Mapping and Planning and Zoning. The County will assume responsibility for Recreation if the SPLOST passes in November 2011.

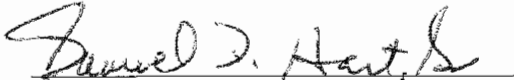
SPLOST – Special Purpose Local Option Sales Tax – if it passes on November 8, 2011, will accomplish the following:

- Raise approximately \$187 million
- Create approximately 500 jobs for workers who work directly on the jobsites
- Help construct a Juvenile Justice Center
- Build and Renovate Recreation Centers
- Upgrade Emergency Communications
- Build a new Animal Control Center
- Make improvements to the Courthouse and other County buildings
- Purchase Police/Sheriff cars and other emergency equipment
- Build three (3) new fire stations
- Make Infrastructure improvements such as storm drainage and resurfacing/repairing streets and roads
- Promote Economic Development by providing funding for the acquisition of property for BRAC, Downtown Corridor Development, Centreplex Upgrades, Acquisition of land and improvements to infrastructure
- Retire County and City Debt
- Provide funding to the Cultural Arts & Bowden Golf Course

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.

  
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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, 2011, AND ENDING JUNE 30, 2012, 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 \$83,462,883 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012 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 \$2,226,298 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 \$843,049 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 \$1,143,221 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending

June 30, 2012, 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 \$732,104 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 \$70,016 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 \$11,835,538 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 \$1,925,000 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 \$368,290 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 Law Enforcement Center Commissary Fund budget in the amount of \$476,200 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 support of the Bibb County Law Enforcement Center. The Bibb County Board of Commissioners hereby commits the resources of the Commissary Fund to support of Bibb County Law Enforcement. Committed Fund Balance represents resources whose uses are constrained by limitations that the government imposes upon itself and that remain binding unless removed in the same manner.

Section 11. The Law Enforcement Confiscated Fund budget in the amount of \$136,304 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 law enforcement service in Bibb County.

Section 12. The Drug Abuse Treatment and Education Fund budget in the amount of \$273,081 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, to provide drug treatment services in Bibb County.

Section 13. The Alternative Dispute Resolution Fund budget in the amount of \$200,216 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012 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 speedy, efficient and inexpensive resolution of disputes and prosecutions in Bibb County.

Section 14. The Crime Victims Assistance Fund budget in the amount of \$213,025 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 crime victims assistance in Bibb County.

Section 15. The Juvenile Court Supervision Fund budget in the amount of \$18,250 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 juvenile supervision services in Bibb County.

Section 16. The Law Library Fund budget in the amount of \$81,567 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, as hereto attached as Exhibit "P" 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 17. The Tobesofkee Recreation Area Fund budget in the amount of \$1,419,226 County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, as hereto attached as Exhibit "Q" 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 18. The Special Sanitation Fund budget in the amount of \$2,916,456 County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 sanitation services in the unincorporated areas of Bibb County.

Section 19. The Workers' Compensation Fund budget in the amount of \$1,047,450 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 purpose of paying workers' compensation claims.

Section 20. The Capital Improvements Fund budget in the amount of \$736,316 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 construction of major capital facilities in Bibb County.

Section 21. The Special Local Option Sales Tax Transportation Improvement Fund budget in the amount of \$1,124,063 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 transportation improvements in Macon and Bibb County.

Section 22. The Series 2002 Law Enforcement Center Project Fund budget in the amount of \$175,000 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 constructing, operating and staffing of the Bibb County Jail.

Section 23. The Ocmulgee Greenway Trail Fund budget in the amount of \$55,825 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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 the development of Gateway Park in Bibb County.

Section 24. The Sponsored Programs Fund budget in the amount of \$876,844 for Bibb County, Georgia, covering the fiscal year beginning July 1, 2011, and ending June 30, 2012, 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, to account for programs sponsored in whole or in part by other intergovernmental agencies.

Section 25. 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 26. 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 27. 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 28. As defined in the Financial Policies approved by the Bibb County Board of Commissioners, the County's Stabilization Fund is used to accumulate resources to mitigate the impact of significant economic downturns, emergencies or other exigent circumstances that are not expected to occur routinely. The Bibb County Board of Commissioners hereby commits the following resources as Stabilization Funds for the fiscal year beginning July 1, 2011 and ending June 30, 2012: a General Fund Stabilization Fund equivalent to 45 days of normal operating expenditures and other financing uses, totaling \$10,289,970; a Fire District Fund Stabilization Fund equivalent to 60 days of normal operating expenditures and other financing uses, totaling \$1,945,620. Stabilization Funds are an element of Committed Fund Balance whose uses are constrained by limitations that the government imposes upon itself and that remain binding unless removed in the same manner.

Section 29. 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 30. All resolutions or parts thereof in conflict herewith are hereby repealed.

## BUDGET PROCESS

The 2012 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 began in October, 2010 when the Board of Commissioners began holding monthly meetings with agendas dealing specifically with budget issues. The Finance Director presented information on issues that both she and the Commissioners felt would be key in the development of the FY 2012 budget. Some of the issues discussed were the level of funding for outside agencies such as museums, the implementation of a pay plan in FY 2012, a policy on take home vehicles, possibly changing the amortization period for the Pension Plan and the funding of OPEB. All meetings were open to the public and were attended by various Department Heads and Elected Officials.

The budgetary process with the departments/offices began in December, 2010 when personnel from the Finance Department began to meet with representatives from all County Departments/Offices and work with them on the expanded Capital Improvements Program which was implemented in FY 2012. The Commissioners approved the implementation of the Program at the November monthly meeting. Finance Office personnel held training sessions with all County departments to familiarize them with both the concepts and mechanics of the Program. There were five (5) training sessions held in the month of December and one (1) makeup session held in January, 2011. All departments were given a disk containing all of the forms they would need and all submissions for capital outlay were required to be in electronic format. The forms were designed with ease of use in mind and have drop down menus included. The training sessions enabled the departments to be more prepared to complete their request when in January, 2011 the Finance Department sent the capital outlay request packages to the various departments and agencies. Additional discussion on the Capital Improvements Program can be found on pages H8-H11 of this document.

The budget packets for operating line items were sent to the various departments and County-supported agencies on March 1, 2011. County Department Heads, 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 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

## **BUDGET PROCESS (continued)**

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 requests were presented to the Commissioners as they were originally turned in.

In March the Chairman of the Board of Commissioners sent a letter to each Commissioner in which he stated that he felt like the monthly meetings that had been held had shown both the need for and the desire of the Commissioners to become more involved in the decisions that would need to be made during the development of the FY 2012 budget. To this end, he requested that each Commissioner (himself included) meet with the departments which fell under the Committees which they chaired. Any departments that did not fall under a specific Committee were assigned to a Commissioner. He asked that they then bring specific recommendations for line item, personnel, capital outlay or program cuts to the budget hearing for that particular department.

On May 13<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 2012 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 requests by individual departments/agencies and to meet with any that they chose to prior to the budget hearings.

The budget hearings were conducted from May 23<sup>rd</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 8<sup>th</sup> a budget work session was held. At this time the decision was made that there would be a two (2) mill increase in the M&O millage and a one-half mill increase in the Fire District millage for tax year 2011. There were additional cuts made which included freezing vacant positions, cutting several capital outlay projects and financing the purchase of several automobiles and other equipment through the State Lease Pool. Most departments and the Sheriff's Office which has both the largest budget of all elected officials and the largest budget for the County were at this meeting. All those present were helpful in finding ways to balance the budget without exceeding the two (2) mill increase and without taking an excessive amount from fund balance. Some of the larger capital projects that were cut such as construction of the new fire station in North Bibb County will be placed in the SPLOST which will be on the ballot in November, 2011. After the above additional cuts were made the decision was made to budget \$2.4 million of fund balance for the FY 2012 budget. The consensus

## **BUDGET PROCESS (continued)**

was that since this was a conservative budget from both a revenue and expense side that positive variances should at least come close to offsetting this. 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 13, 2011. At this time a summary of the budget was made available for public inspection. This summary reflected departmental totals for both FY 2011 and FY 2012, 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.

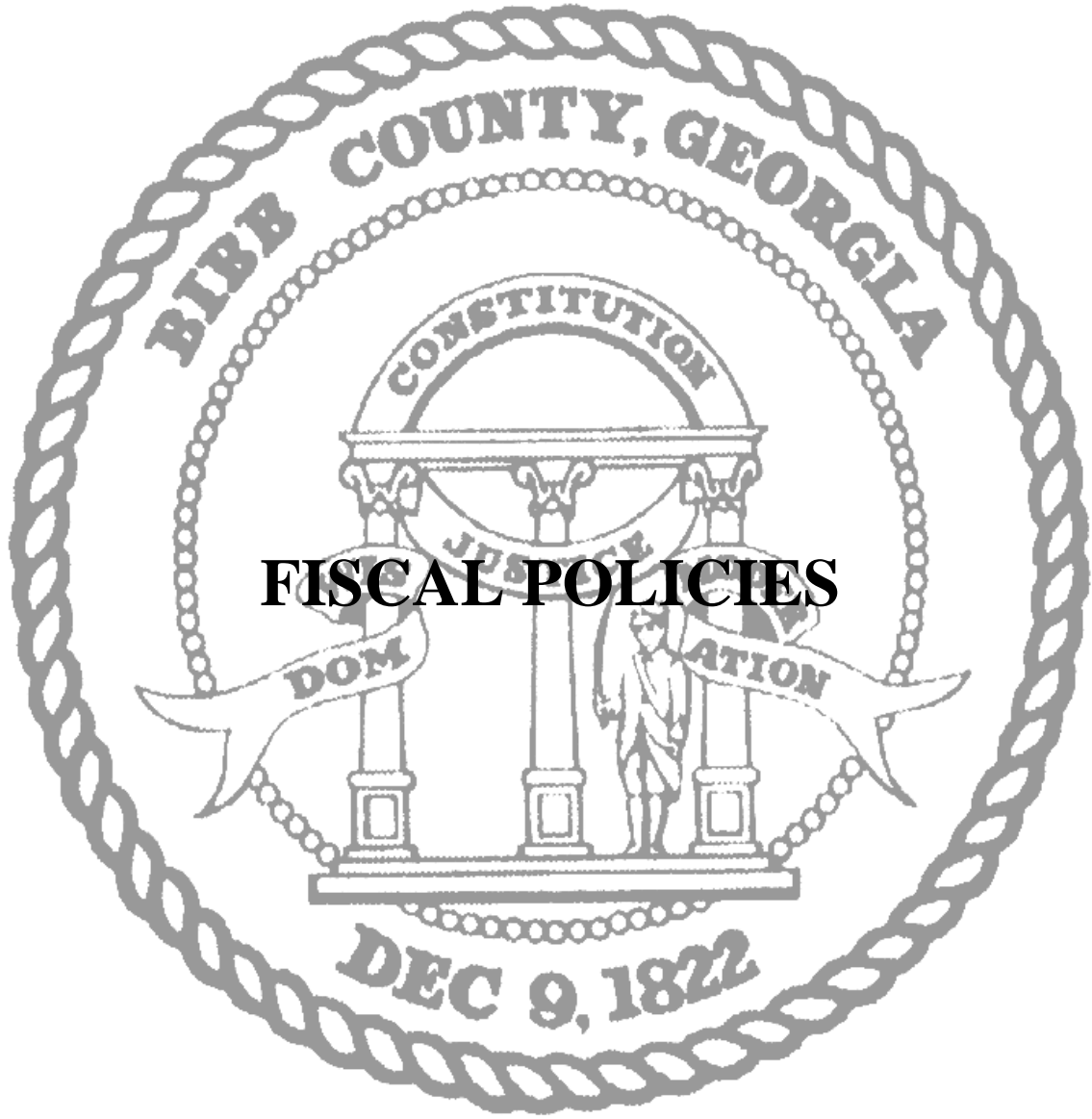
The public hearing was conducted on June 21, 2011. Copies of the aforementioned budget summary report were passed out to the members of the public that were present. The Chairman of the County Commissioners conducted the hearing and afforded the public the opportunity to ask questions and make statements relating to the budget as presented. All members of the Board of Commissioners were present.

The budget was adopted on June 28, 2011. 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 2012 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 19
  - (b) Deadline for requests for capital outlay February 11
  - (c) Printing of budget request forms by Finance Office February 28
  - (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 15
- III. Finance Director reviews budget requests April 18 - May 12
- IV. Retreat with Commissioners and Finance Director to review budget totals May 13
- V. Budget hearings - departments and agencies May 23 - 26
- VI. Preparation of revised budget by Finance Office May 27 - June 7
- VII. Budget work session June 8
- VIII. Public hearing and advertising schedule:
  - (a) Advertisement of public hearing appears in newspaper June 13
  - (b) Public hearing - proposed budget June 21
- 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 Finance 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 not accounted for and reported in another fund.



## FISCAL POLICIES

### FUND ACCOUNTING (continued)

Special Revenue Funds - The Special Revenue Funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.

Debt Service Funds - The Debt Service Funds are used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.

Capital Project Funds - The Capital Project Funds are used to account for all financial resources restricted, committed or assigned to expenditures for capital outlay.

#### 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.

### 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. Expenditures are generally

## FISCAL POLICIES

### BASIS OF ACCOUNTING (continued)

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, accrued interest on investments, and intergovernmental revenue.

Sales taxes, licenses and permits, charges for services, 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.

### 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.

## FISCAL POLICIES

### PURCHASING POLICY (continued)

#### §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.

#### §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.

## FISCAL POLICIES

### PURCHASING POLICY (continued)

(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.

(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 unless 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.

## **FISCAL POLICIES**

### **FINANCIAL POLICIES**

During fiscal year 2011 the Finance Department developed and the Board of Commissioner's adopted a formal set of policies covering the following areas: (1) Budget Process (2) Capital Assets (3) Debt (4) Expenditures (5) Fund Balance (6) General Ledger (7) Investments (8) Payroll and (9) Revenues. Many of the policies adopted followed what had been standard procedures of the County over a number of years but both the Board of Commissioners and the Finance Department recognized the need to have the policies formalized in a document and officially adopted by the Board of Commissioners. Below are highlights of each of these policies and/or specific page references are provided for additional information.

#### **BUDGET PROCESS FINANCIAL POLICIES**

The budget process is discussed in detail beginning on page A-32.

#### **CAPITAL ASSETS FINANCIAL POLICIES**

The Capital Assets Policies adopted encompass all land, buildings, equipment, infrastructure, and related capital assets owned by the County. The policy includes the development and use of an extensive five-year Capital Improvement Planning Program which will be discussed further beginning on page H-8. As the County considers methods of funding capital projects including current revenues, utilization of fund equity and debt issuance the useful life will be one of the considerations. Debt issuance for significant capital projects with long useful lives will be considered in an effort to ensure intergenerational equity. These projects will be financed for a period not to exceed the useful life of the project.

Whenever existing equipment is replaced, the user notifies the Purchasing Agent, who is in charge of County surplus, and arrangements are made to transfer the replaced equipment to the storage facility for surplus equipment. The various methods of disposal include electronic auction, public auction utilizing the services of an auctioneer or transfer to another County department. The purchasing agent has the authority to determine when there is sufficient accumulated surplus to justify a sale. The purchasing agent also has the authority to declare as salvage and dispose of accordingly any items that are determined to have no value.

Surplus firearms which have previously been in official use by Bibb County law enforcement shall not be sold but may be offered as trade-in to licensed law enforcement equipment dealers for the exclusive purpose of acquiring new firearms and related equipment for use by Bibb County law enforcement. A surplus firearm assigned to a sworn law enforcement officer as his/her duty weapon may be offered by the County to the law enforcement officer upon retirement, as long as the sworn law enforcement officer is eligible for retirement under the Bibb County Pension Plan.

The depreciable base for all assets is the total capitalized acquisition cost. All assets are depreciated using the Straight Line Method of depreciation with depreciation beginning the month the asset is placed in service.

#### **DEBT FINANCIAL POLICIES**

The Debt Policies encompass any use of long-term debt proceeds by any fund of the County. The

## **FISCAL POLICIES**

<b>FINANCIAL POLICIES (continued)</b>
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proceeds from long term debt financing shall only be used for capital improvements that cannot be financed with current revenues and/or fund equity and shall not be used for current, ongoing operations. The use of any revenue anticipation borrowing shall be avoided except under extreme, extenuating circumstances and if such borrowing becomes imperative, the debt shall be retired fully by December 31<sup>st</sup> of the same calendar year.

The Finance Director and financial advisor shall monitor the municipal bond markets for opportunities to obtain interest savings by refunding outstanding debt. As a general rule, the present value savings of a particular refunding should exceed 3.0% of the refunded maturities.

The County may choose to issue loans between funds within its reporting entity and the interest rate for interfund loans shall be the applicable rate of the pooled cash account.

Additional information on the County's debt policies can be found on page G-12.

### **EXPENDITURE FINANCIAL POLICIES**

The expenditure policies include all County funds and are designed to ensure fiscal stability and the effective and efficient delivery of services. Expenditures are budgeted and monitored so as not to exceed budgeted revenues plus the planned use of fund balance accumulated through prior year savings. Expenditures projected to exceed original budget require additional funding, either through a transfer or supplemental appropriation.

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 provided 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.

Several of the areas covered in these policies are described in more detail under the title Purchasing Policy which begins on page B-3 of this section.

### **FUND BALANCE FINANCIAL POLICIES**

The Fund Balance policies encompass all governmental and proprietary funds of the County and guide the County to establish and maintain adequate levels of fund balance to provide for sound financial management and promote the County's long-range financial stability. While the Finance Department did use the guidance of the Government Finance Officer's Association's recommended practice "Appropriate Level of Unrestricted Fund Balance in the General Fund" we also looked at Bibb County's own specific circumstances.

Stabilization funds are a part of Committed Fund Balance which are accumulated resources to mitigate the impact of significant economic downturns, emergencies or other exigent circumstances

## **FISCAL POLICIES**

<b>FINANCIAL POLICIES (continued)</b>
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that are not expected to occur routinely. These funds are constrained by limitations that the government imposes upon itself at its highest level of authority and that remain binding unless removed in the same manner. The level of resources committed as Stabilization Funds for both the General Fund and the Fire Fund can be found in Section 28 of the Budget Resolution on page A-31 of this document.

### **GENERAL LEDGER FINANCIAL POLICIES**

The General Ledger and Financial Reporting policies encompass all funds within the County's reporting entity. The policies are designed to ensure compliance with generally accepted accounting principles and governmental accounting standards and to address the efficiency and effectiveness of the County's financial reporting to the public. The policy outlines the Fund Accounting system by which Bibb County organizes its accounts and the Basis of Accounting applied to the different fund types. Additional discussion on these topics can be found beginning on page B-1.

### **INVESTMENT FINANCIAL POLICIES**

The Investment policies for Bibb County fall into two separate categories, one for all funds other than Employee Benefit Trust Funds and one for Employee Benefit Trust Funds.

All investments for funds other than Employee Benefit Trust Funds comply with the provisions of Georgia Code 36-83-4 and all local ordinances and statutes. Investments related to bond issues which have specific investment policies contained within the bond resolutions and official statements are adhered to. The primary objectives, in priority order, of the Bibb County investment program are legality, safety, liquidity and yield or return on investment. The management responsibility for the investment program is delegated to the Director of Finance who maintains detail records of investment activities and provides a quarterly report to the Board of Commissioners.

All investments for funds held in the Employee Benefit Trust Funds comply with the provisions of Georgia Code Article 7 of Chapter 20 "Public Retirement Systems Investment Authority Law" and all local ordinances and statutes. The Board of Trustees, made up of the Board of Commissioners, has the responsibility of establishing and maintaining broad policies and objectives for aspects of the Trusts' operation. The Chief Administrative Officer is responsible for planning, organizing, and administering the operations of the Trust under the broad policy guidance and direction of the Board of Trustees. The Board has retained the services of investment consultants to provide services such as conducting performance reviews, asset allocation, manager reviews and investment research. External money managers are employed to select, buy, sell and loan specific securities pursuant to Bibb County's investment policy and the guidelines contained in the contractual agreements. The consultants provide the Board of Trustees with quarterly reporting and commentary on total portfolio performance, performance by asset class and individual manager performance. The Finance Director maintains detail records of investment activities received from the custodians of the Trust assets and the office of the Clerk of the Board of Commissioners maintains performance reports received from the external investment consultants and managers.

## FISCAL POLICIES

### FINANCIAL POLICIES (continued)

#### PAYROLL FINANCIAL POLICIES

The payroll and employee benefits policies set forth procedures to ensure that the payment of wages, salaries and benefits for County employees are in accordance with applicable legal requirements and that employee benefit programs are adequately funded and operated for the exclusive benefit of the participants and their beneficiaries.

The Human Resources Department is responsible for placement and salary administration of personnel. Bibb County does not advance salary and wage payments and does not pay wages in cash. Along with applicable statutory tax deductions the County also withholds court-ordered garnishments or levies and other deductions, such as charitable contributions, as are specifically authorized by employees.

Loans to employees and governing body members are prohibited.

An actuarial review, including a calculation of the annual required contribution, is performed on an annual basis for the pension plan and a biannual basis for the OPEB Trust Fund. Both reports are provided to the Board of Commissioners for review.

#### REVENUE FINANCIAL POLICIES

The County's primary objective is to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired County services.

For services that benefit specific users, the County shall establish and collect fees to recover the costs of services. The County Commissioners determine the appropriate cost recovery level and establish the fees.

The County applies only for grants that are consistent with the objectives and needs identified by the Board of Commissioners. The Grant Resources Administrator serves as the liaison between the applicant and the Board of Commissioners. The Board's evaluation of any potential grant includes consideration of match expenditure requirements and the potential for additional ongoing operating expenditures. The sources of funding for cash match obligations are identified and verified through a letter of commitment from the funding source prior to the grant application submission. These policies require that an outside agency that receives grant proceeds as a result of Bibb County's agreement to serve as fiscal agent must maintain financial records documenting the use of grant proceeds and compliance with grant requirements. These records must be maintained for a minimum of five years after the end of the fiscal year in which the grant is closed or for a longer period if required by the grantor agency.

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



## FISCAL POLICIES

<b>FINANCIAL POLICIES (continued)</b>
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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.



**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 783 budgeted full-time and over 150 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 2012 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 53% of the total General Fund budget for FY 2012. 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' and retirees' 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	\$151.64
Base Employee Premium, POS	138.64
Wellness Discount	(55.00)
Non-Tobacco Use Discount	(50.00)
Dental Coverage	18.24
Vision Coverage	5.42

In FY 2012, Bibb County will contribute \$8,064 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. Employees hired prior to May 1, 2011 receive life insurance of twice the employee's annual salary, up to a maximum of \$100,000, rounded to the next highest \$1,000. Those employees hired on or after May 1, 2011 receive \$25,000 of life insurance coverage. Bibb County pays the cost of this life insurance benefit: \$.255 per \$1,000 of coverage (including AD&D). Coverage is also provided for retirees with the benefit being dependent upon the year of retirement. The cost to the County is \$2.00 per \$1,000 of coverage. All employees retiring January 1, 2003 or

## BIBB COUNTY PERSONNEL ADMINISTRATION

### SALARY AND BENEFITS (continued)

after receive a benefit equal to pre-retirement annual earnings with a minimum benefit of \$8,000 and a maximum benefit of \$50,000. 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 \$2.00 per \$1,000 of coverage. There is no life insurance benefit after retirement for employees hired May 1, 2011 and after. Life insurance for these employees is portable and the employee may keep the coverage by paying the portable premium.

#### **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 formulas:

Employees hired prior to May 1, 2011:

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.

Employees hired on or after May 1, 2011:

One and a half percent (1.5%) 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.

## **BIBB COUNTY PERSONNEL ADMINISTRATION**

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

A General Plan participant hired prior to May 1, 2011 may retire at age 60 or 30 years of service.

A General Plan participant hired on or after May 1, 2011 may retire at age 65 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 2012 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 the same since FY 2010. 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 \$14,520 to provide this service to all employees in FY 2012.

#### **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.

## BIBB COUNTY PERSONNEL ADMINISTRATION

### SALARY AND BENEFITS (continued)

#### PAY ADJUSTMENT

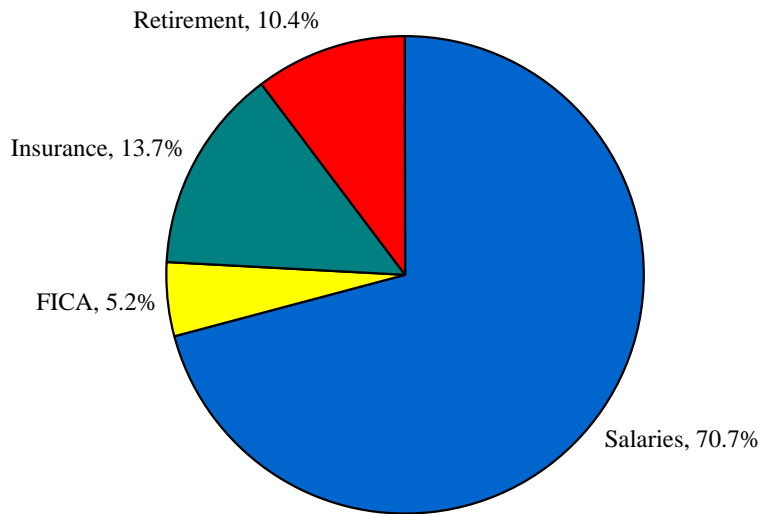
The FY 2012 budget does include \$500,000 in a “Contingency” line item for the purpose of implementing all or a part of a compensation plan that is currently being developed. The intention is to implement the plan at some point during FY 2012 with the likely implementation date being January, 2012.

#### NEW POSITIONS

There were no new positions budgeted for FY 2012. The hiring freeze implemented for FY 2010 has been continued and a total of 24 positions were frozen and not funded in this budget. This included 16 full time positions from various departments, two (2) supplements paid to positions funded by entities other than the County and six (6) Deputy Sheriff positions in the Correction’s Division of the Sheriff’s Office. 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 2012 PERSONAL SERVICES BUDGET**

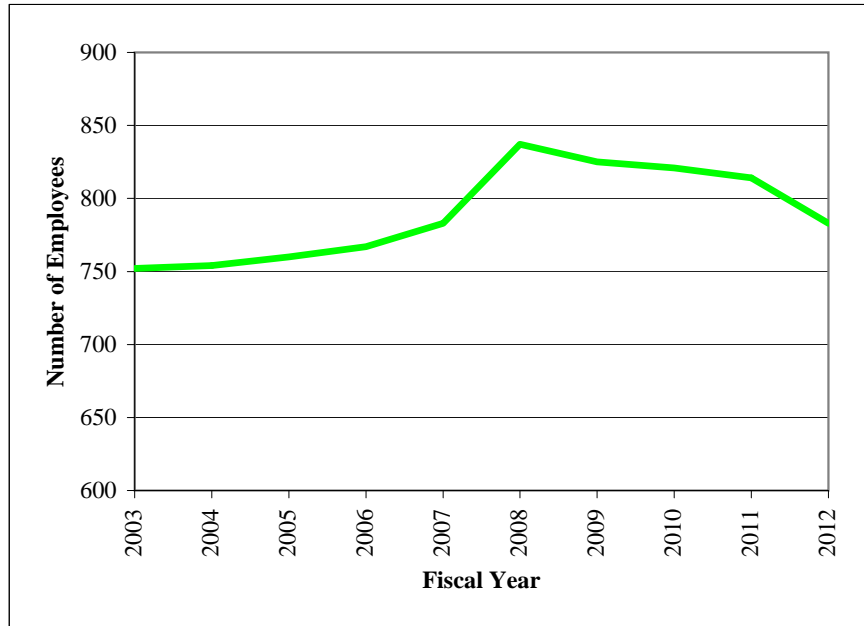


<b>FUND</b>	<b>SALARIES</b>	<b>FICA</b>	<b>INSURANCE</b>	<b>RETIREMENT</b>	<b>TOTAL</b>
General Fund	\$ 31,114,297	\$ 2,287,069	\$ 5,998,609	\$ 4,601,270	\$ 44,001,245
Special Revenue Funds	207,750	13,835	38,009	31,131	290,725
Enterprise Fund	582,361	37,735	132,404	80,008	832,508
<b>TOTAL</b>	<b>\$ 31,904,408</b>	<b>\$ 2,338,639</b>	<b>\$ 6,169,022</b>	<b>\$ 4,712,409</b>	<b>\$ 45,124,478</b>



## BIBB COUNTY PERSONNEL ADMINISTRATION

### FULL TIME BUDGETED POSITIONS TEN YEAR ANALYSIS

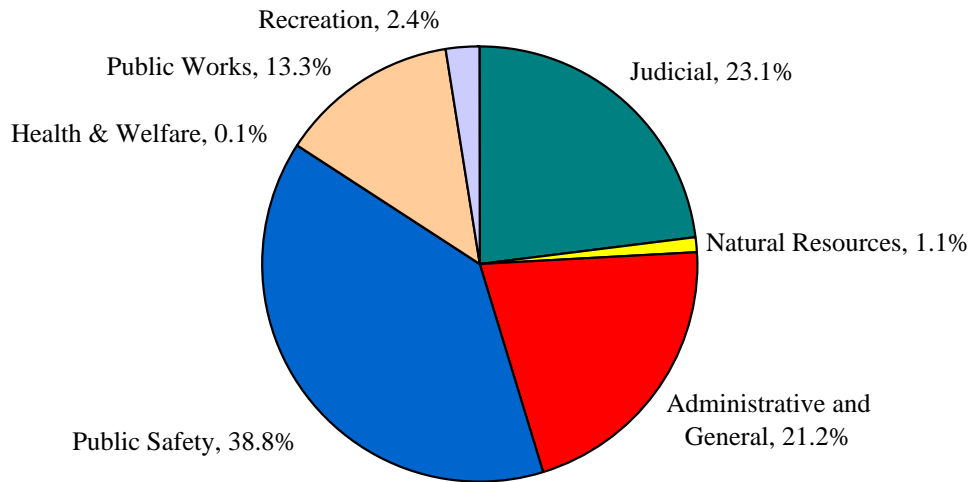


DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Judicial	174	176	176	179	180	183	184	183	181	176
Administrative and General	159	158	159	161	160	159	151	155	149	140
Public Safety	292	294	298	300	316	367	362	361	362	354
Public Works	100	99	100	101	101	102	102	96	96	90
Health & Welfare	1	1	1	1	1	1	1	1	1	0
Conservation of Natural Resources	8	8	8	8	8	8	8	8	8	7
Tobesofkee Recreation Area	18	18	18	17	17	17	17	17	17	16
<b>GRAND TOTAL</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>814</b>	<b>783</b>

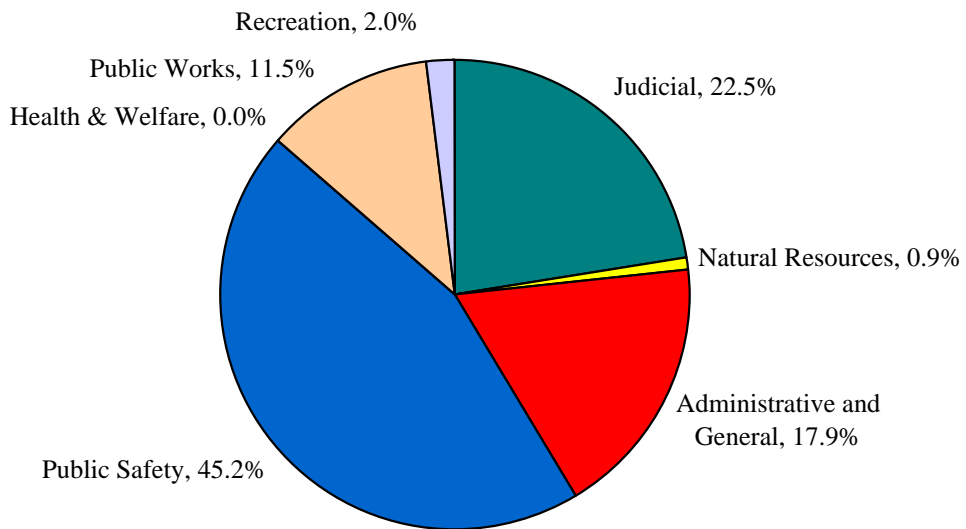
**BIBB COUNTY PERSONNEL ADMINISTRATION**

**FULL TIME BUDGETED POSITIONS BY DEPARTMENT**

**2003**

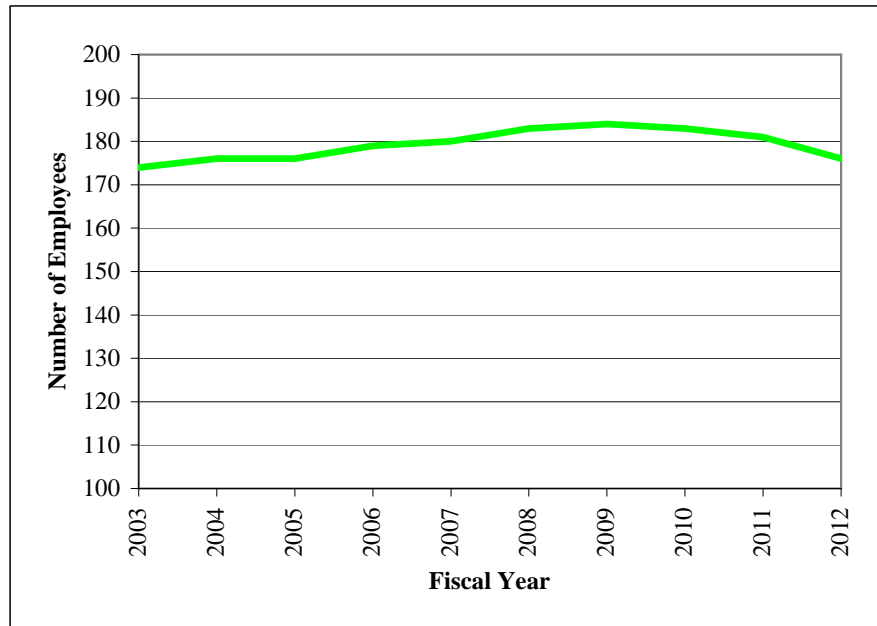


**2012**



## BIBB COUNTY JUDICIAL

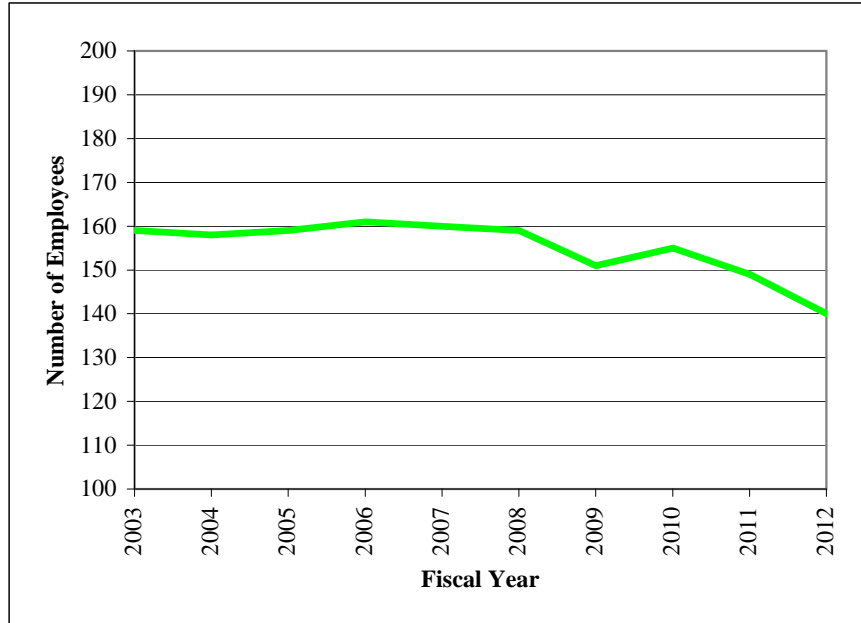
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Superior Court	14	14	14	15	14	16	17	16	15	13
Alternative Dispute Resolution	0	1	1	2	2	2	2	2	2	2
Indigent Defense	5	5	5	0	0	0	0	0	0	0
Public Defender	0	0	0	3	3	3	3	3	3	3
District Attorney	42	42	42	43	43	43	43	43	42	41
State Court	11	11	11	11	11	11	11	11	11	11
State Court Probation	11	11	11	11	12	12	12	12	12	12
State Court Solicitor	9	9	9	9	9	10	10	10	10	10
Civil Court	29	29	29	29	29	29	29	29	29	28
Juvenile Court	11	11	11	12	13	13	13	13	13	13
Probate Court	13	13	13	14	14	14	14	14	14	13
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	25	25	25	25	25	25	25	25	25
<b>TOTAL</b>	174	176	176	179	180	183	184	183	181	176
<b>TOTAL COUNTY</b>	752	754	760	767	783	837	825	821	814	783
<b>% OF TOTAL COUNTY</b>	23.1%	23.3%	23.1%	23.3%	23.0%	21.9%	22.3%	22.3%	22.2%	22.5%

## BIBB COUNTY ADMINISTRATIVE AND GENERAL

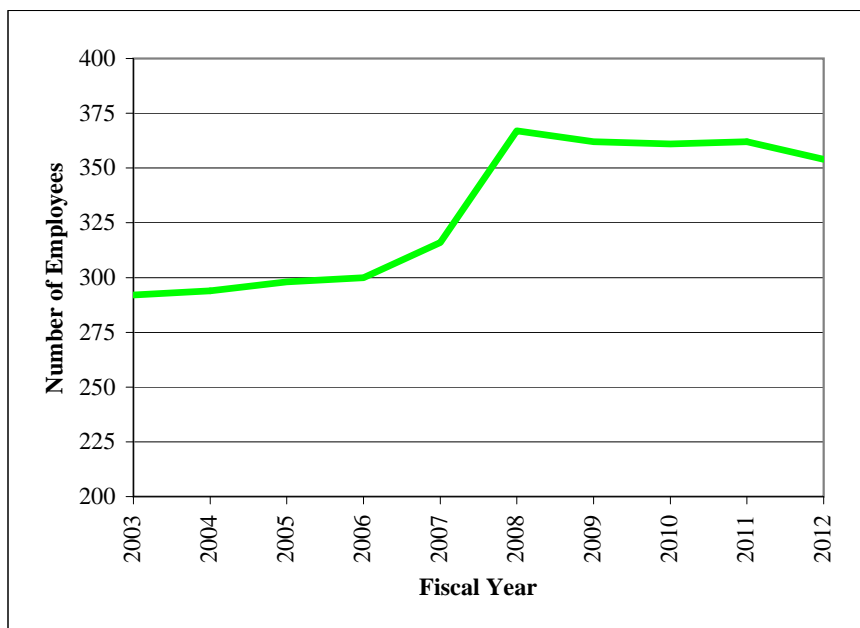
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Board of Commissioners	6	6	7	8	8	8	7	7	7	6
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	0	0	0	0	0	0	0	0	0
Finance	17	18	18	18	18	17	17	18	18	17
Computer Center GIS	1	1	1	1	1	1	1	1	1	1
Tax Assessors	29	29	29	30	29	29	27	26	26	26
Tax Commissioner	43	43	43	43	43	44	42	44	40	39
Information & Technology	20	19	20	20	20	19	19	21	20	15
Gov't Buildings & Property	9	9	9	9	9	9	9	9	9	9
Human Resources	6	6	6	6	8	8	8	9	8	8
Custodial Services	16	16	16	16	16	16	13	13	13	12
Risk Management	3	3	3	3	2	2	2	1	1	1
Purchasing	0	0	0	0	0	0	0	0	0	0
Data Management	2	2	1	1	0	0	0	0	0	0
<b>TOTAL</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>140</b>
<b>TOTAL COUNTY</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>814</b>	<b>783</b>
<b>% OF TOTAL COUNTY</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>	<b>17.9%</b>

## BIBB COUNTY PUBLIC SAFETY

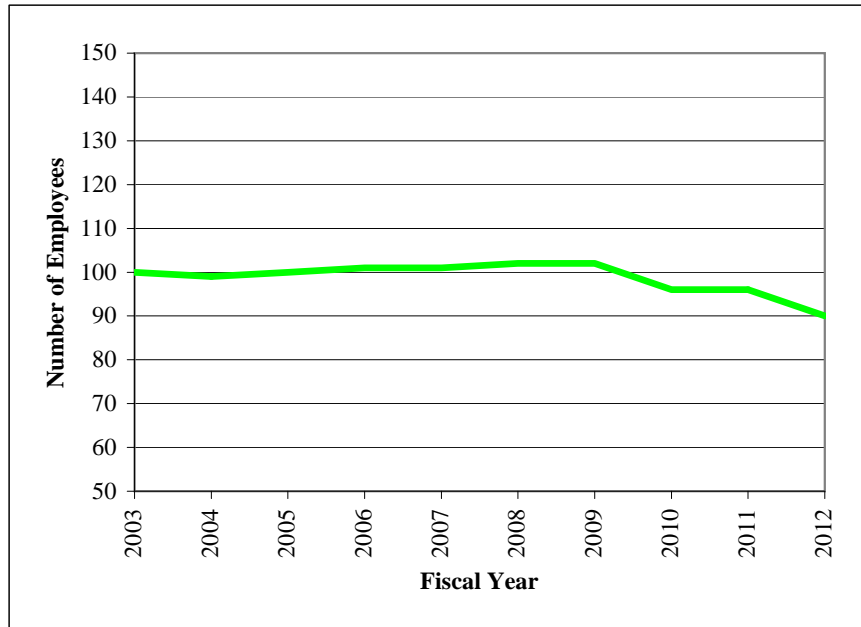
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



DEPARTMENT	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Sheriff:										
Administration	9	10	12	12	13	13	14	13	13	13
Criminal Investigation	17	15	16	16	16	16	15	15	15	15
County Patrol	75	76	76	77	82	81	78	77	78	74
Civil/Central Records	8	8	8	8	8	10	10	10	10	10
Warrants	9	10	10	11	10	7	7	7	7	7
Communications	14	14	14	15	16	16	16	16	16	16
Forensics/Crime Analysis	3	4	4	3	4	5	6	8	9	10
Evidence & Property	0	0	0	0	1	1	1	1	1	1
Crime Prevention	2	2	2	2	3	3	3	3	3	3
Custody of Prisoners	118	116	118	118	126	175	172	174	173	169
LEC Building Maintenance	4	4	4	4	4	6	6	5	5	5
Police Training	3	3	4	4	4	4	4	3	3	4
Drug Investigation	12	15	13	12	12	12	15	15	15	15
Multi-Drug Task Force	3	3	2	3	2	3	0	0	0	0
Animal Control	2	2	2	2	2	2	2	2	2	0
Courthouse Services	13	12	13	13	13	13	13	12	12	12
<b>TOTAL</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>362</b>	<b>354</b>
<b>TOTAL COUNTY</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>814</b>	<b>783</b>
<b>% OF TOTAL COUNTY</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>44.5%</b>	<b>45.2%</b>

## BIBB COUNTY PUBLIC WORKS

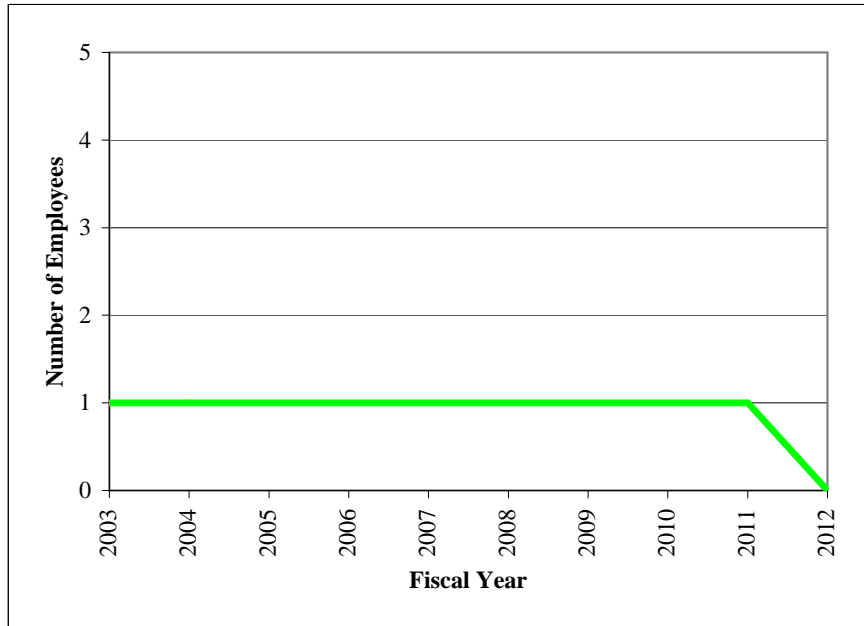
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



<b>DEPARTMENT</b>	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Public Works										
Administration	13	13	13	13	13	13	14	15	15	13
Street Maintenance	65	65	65	65	65	65	65	61	61	59
Shop Repair Service	8	7	8	8	8	8	8	8	8	7
Mapping/GIS	3	3	3	4	4	5	5	5	5	5
Engineering	9	9	9	9	9	9	8	5	5	4
Stormwater Management	1	1	1	1	1	1	1	1	1	1
Code Enforcement	1	1	1	1	1	1	1	1	1	1
<b>TOTAL</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>90</b>
<b>TOTAL COUNTY</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>814</b>	<b>783</b>
<b>% OF TOTAL COUNTY</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>	<b>11.5%</b>

## BIBB COUNTY HEALTH & WELFARE

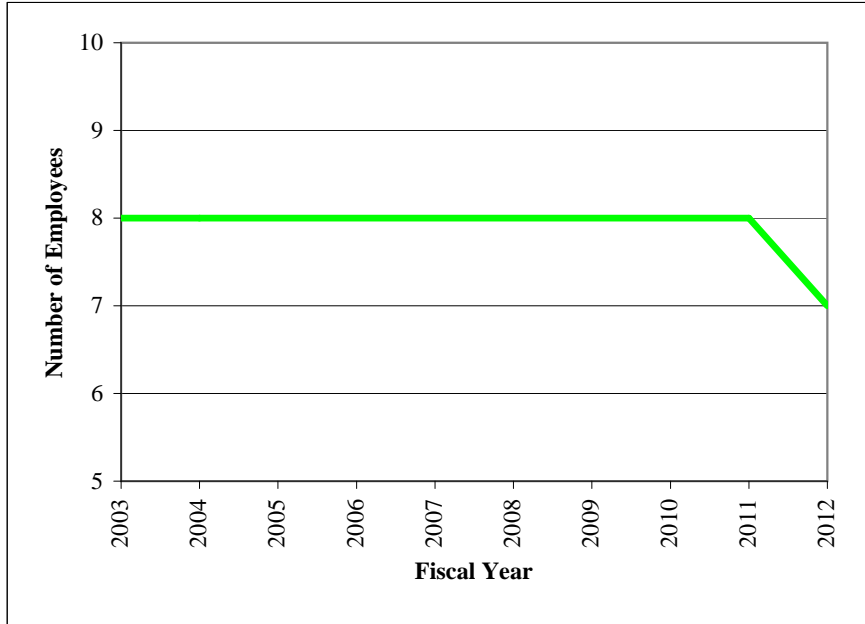
### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



<b>DEPARTMENT</b>	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Health and Welfare	1	1	1	1	1	1	1	1	1	0
<b>TOTAL</b>	1	1	1	1	1	1	1	1	1	0
<b>TOTAL COUNTY</b>	752	754	760	767	783	837	825	821	814	783
<b>% OF TOTAL COUNTY</b>	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.0%

**BIBB COUNTY CONSERVATION OF NATURAL RESOURCES**

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

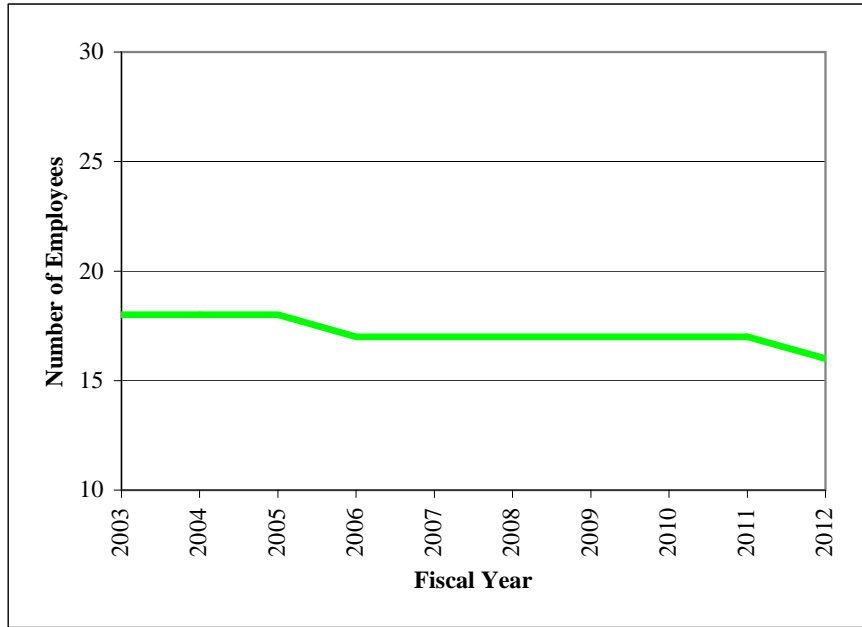


<b>DEPARTMENT</b>	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Agricultural Resources	8	8	8	8	8	8	8	8	8	7
<b>TOTAL</b>	8	8	8	8	8	8	8	8	8	7
<b>TOTAL COUNTY</b>	752	754	760	767	783	837	825	821	814	783
<b>% OF TOTAL COUNTY</b>	1.1%	1.1%	1.1%	1.1%	1.0%	1.0%	1.0%	1.0%	1.0%	0.9%



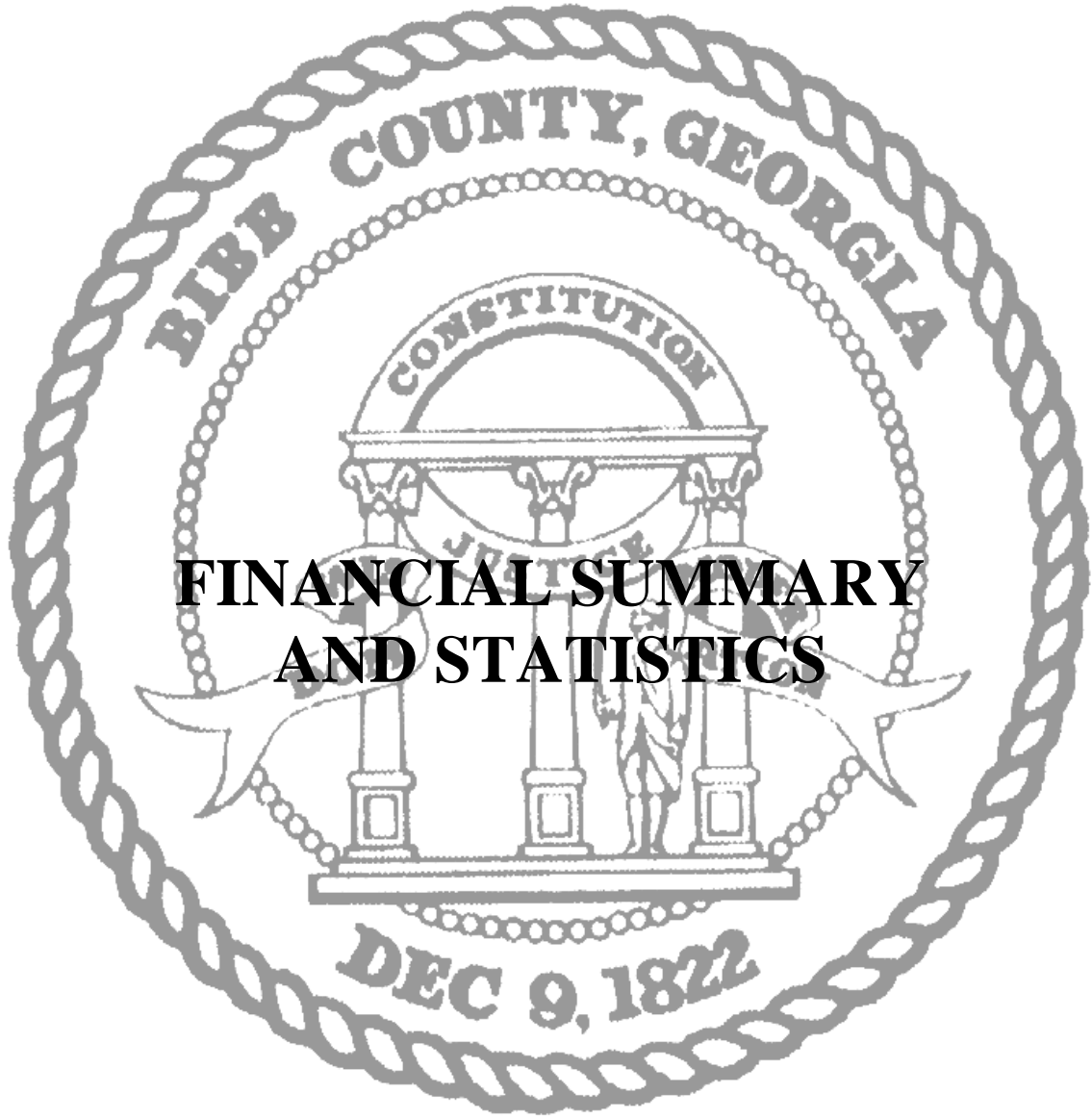
## BIBB COUNTY TOBESOFKEE RECREATION AREA

### TEN YEAR ANALYSIS OF FULL TIME BUDGETED POSITIONS



<b>DEPARTMENT</b>	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Tobesofkee Recreation Area	18	18	18	17	17	17	17	17	17	16
<b>TOTAL</b>	18	18	18	17	17	17	17	17	17	16
<b>TOTAL COUNTY</b>	752	754	760	767	783	837	825	821	814	783
<b>% OF TOTAL COUNTY</b>	2.4%	2.4%	2.4%	2.2%	2.2%	2.0%	2.1%	2.1%	2.1%	2.0%





**FINANCIAL SUMMARY  
AND STATISTICS**

## FINANCIAL SUMMARY

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

	ACTUAL FY 2009	ACTUAL FY 2010	ESTIMATED ACTUAL FY 2011	ADOPTED BUDGET FY 2012
<b>FUND BALANCE - BEGINNING</b>	\$ 76,962,268	\$ 74,425,388	\$ 56,977,849	\$ 48,935,946
<b>SOURCES</b>				
Taxes, Penalties and Interest	\$87,341,493	\$68,576,312	\$73,020,839	\$78,275,078
Licenses and Permits	1,065,016	1,050,220	998,577	1,037,000
Intergovernmental Revenue	6,966,901	3,910,791	3,351,294	3,685,532
Charges for Services	8,656,643	8,782,135	9,681,259	9,515,448
Fines and Forfeitures	2,828,750	2,989,985	2,828,391	2,816,270
Other	43,628,734	25,414,022	20,273,629	10,055,937
<b>Total Sources</b>	<b>\$ 150,487,537</b>	<b>\$ 110,723,465</b>	<b>\$ 110,153,989</b>	<b>\$ 105,385,265</b>
<b>USES</b>				
General Government	\$43,659,156	\$38,161,587	\$34,192,467	\$34,884,833
Public Safety	35,194,544	34,614,260	39,340,038	41,263,688
Public Works	17,335,879	12,331,134	10,076,578	11,060,671
Health and Welfare	7,522,743	4,622,878	4,077,375	3,492,983
Culture, Recreation and Beautification	7,325,853	6,926,752	6,895,570	6,237,301
Conservation of Natural Resources	239,188	246,925	240,229	242,625
Public Transit	851,888	991,200	847,507	810,000
Planning and Zoning	350,789	360,695	324,625	818,515
Industrial & Urban Development	4,122,240	898,726	1,121,023	1,053,479
Debt Service	14,714,510	6,130,495	15,374,929	4,409,045
Other	21,707,627	22,886,352	5,705,551	7,764,428
<b>Total Uses</b>	<b>\$ 153,024,417</b>	<b>\$ 128,171,004</b>	<b>\$ 118,195,892</b>	<b>\$ 112,037,568</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 74,425,388</b>	<b>\$ 56,977,849</b>	<b>\$ 48,935,946</b>	<b>\$ 42,283,643</b>

## FINANCIAL SUMMARY

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

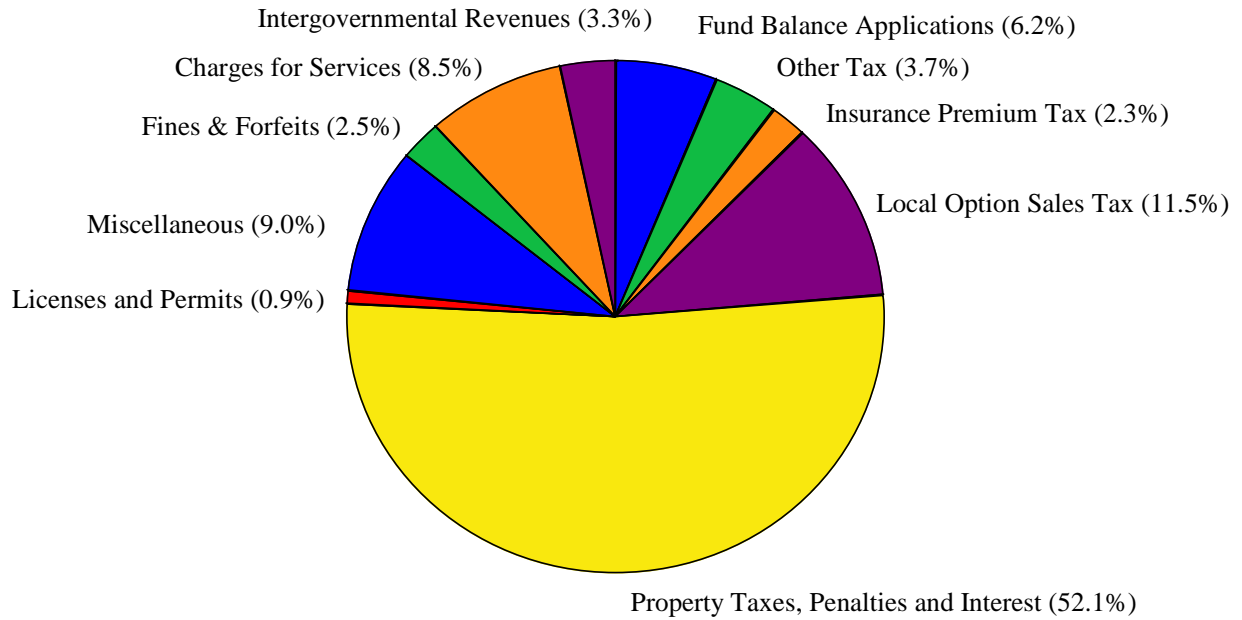
	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	AMOUNT INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Property Taxes	\$ 50,517,646	\$ 58,550,078	\$ 8,032,432	15.9%
Sales Tax	12,179,600	12,900,000	720,400	5.9%
Insurance Premium Tax	2,706,000	2,632,000	(74,000)	-2.7%
Other Taxes	4,032,000	4,193,000	161,000	4.0%
Licenses and Permits	1,058,800	1,037,000	(21,800)	-2.1%
Intergovernmental Revenue	3,979,855	3,685,532	(294,323)	-7.4%
Charges for Services	9,287,433	9,515,448	228,015	2.5%
Fines and Forfeitures	2,905,341	2,816,270	(89,071)	-3.1%
Miscellaneous	21,189,216	10,055,937	(11,133,279)	-52.5%
<b>Total Revenues</b>	<b>107,855,891</b>	<b>105,385,265</b>	<b>(2,470,626)</b>	<b>-2.3%</b>
<b>FUND BALANCE APPLICATION</b>	<b>20,525,639</b>	<b>6,970,957</b>	<b>(13,554,682)</b>	<b>-66.0%</b>
<b>SUB-TOTAL</b>	<b>\$ 128,381,530</b>	<b>\$ 112,356,222</b>	<b>\$ (16,025,308)</b>	<b>-12.5%</b>
<b>INTERFUND ACTIVITY</b>	<b>(11,151,162)</b>	<b>(7,764,428)</b>	<b>3,386,734</b>	<b>-30.4%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 117,230,368</b>	<b>\$ 104,591,794</b>	<b>\$ (12,638,574)</b>	<b>-10.8%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 45,776,908	\$ 45,149,003	\$ (627,905)	-1.4%
Operating Expenditures	75,360,119	61,707,293	(13,652,826)	-18.1%
Capital Outlay	7,244,503	5,499,926	(1,744,577)	-24.1%
<b>SUB-TOTAL</b>	<b>\$ 128,381,530</b>	<b>\$ 112,356,222</b>	<b>\$ (16,025,308)</b>	<b>-12.5%</b>
<b>INTERFUND ACTIVITY</b>	<b>(11,151,162)</b>	<b>(7,764,428)</b>	<b>3,386,734</b>	<b>-30.4%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 117,230,368</b>	<b>\$ 104,591,794</b>	<b>\$ (12,638,574)</b>	<b>-10.8%</b>

## FY 2012 OPERATING BUDGET - REVENUES BY SOURCE

FUND	TAXES	LICENSES AND PERMITS	INTER-GOVERNMENTAL	CHARGES FOR SERVICES	FINES AND FORFEITS	OTHER FINANCING & MISC.	TOTAL
General Fund	\$ 67,276,720	\$ 1,037,000	\$ 2,043,110	\$ 5,710,180	\$ 2,237,570	\$ 5,158,303	\$ 83,462,883
General Debt Service Fund						2,226,298	2,226,298
1992 Public Building Debt Service Fund						843,049	843,049
2000 Public Facilities Debt Service Fund			375,594			767,627	1,143,221
2002-A Public Facilities Debt Service Fund			370,799			361,305	732,104
SPLOST Debt Service Fund			82,000			70,016	70,016
Fire District Fund	9,073,358					2,680,180	11,835,538
Hotel/Motel Tax Fund	1,925,000						1,925,000
Special Street Light District Fund				300,250		68,040	368,290
Law Enforcement Commissary Fund					50,000	476,200	476,200
Law Enforcement Confiscation Fund					42,200	86,304	136,304
Drug Abuse Treatment & Education Fund			61,000		163,300	169,881	273,081
Alternative Dispute Resolution Fund					153,300	36,916	200,216
Crime Victims Assistance Fund					16,000	59,725	213,025
Juvenile Court Supervision Fund					23,900	2,250	18,250
Law Library Fund						57,667	81,567
Sponsored Programs Fund			753,029			123,815	876,844
2002 LE Center Project Fund					130,000	45,000	175,000
Tobesofkee Recreation Area Fund				618,362		800,864	1,419,226
Special Sanitation District Fund				2,886,656		29,800	2,916,456
Workers' Compensation Fund						1,047,450	1,047,450
Capital Improvements Fund						736,316	736,316
SPLOST Transportation Fund						1,124,063	1,124,063
Ocmulgee Greenway Trail Fund						55,825	55,825
<b>SUB-TOTAL</b>	<b>\$ 78,275,078</b>	<b>\$ 1,037,000</b>	<b>\$ 3,685,532</b>	<b>\$ 9,515,448</b>	<b>\$ 2,816,270</b>	<b>\$ 17,026,894</b>	<b>\$ 112,356,222</b>
<b>LESS: INTERFUND ACTIVITY</b>							<b>(7,764,428)</b>
<b>OPERATING BUDGET TOTAL</b>							<b>\$ 104,591,794</b>

**FY 2012 BUDGET ALL FUNDS**

**SOURCES (REVENUE) OF FUNDS**

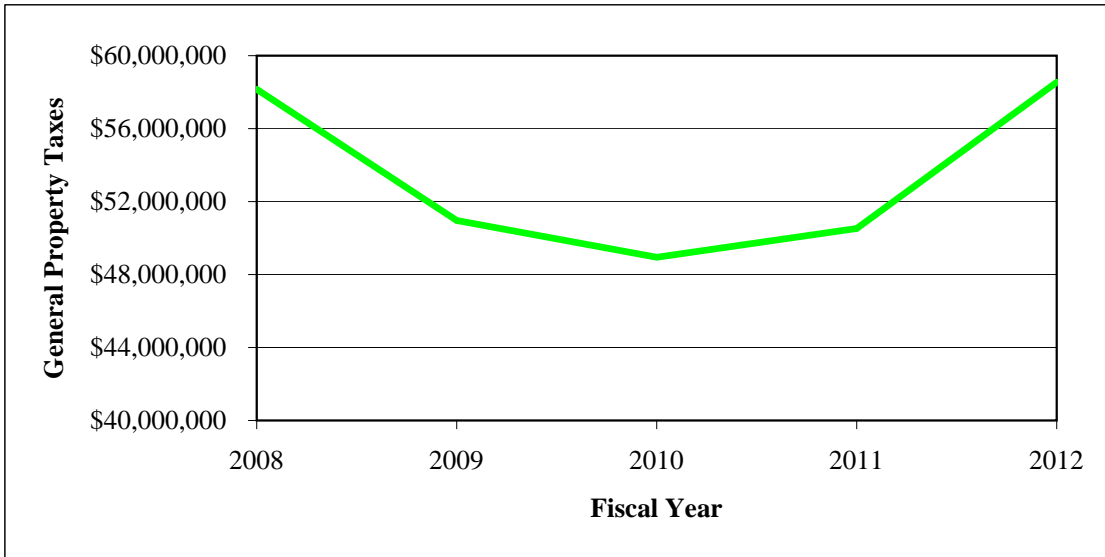


<b>REVENUE SOURCE</b>	
Property Taxes, Penalties and Interest	52.1%
Local Option Sales Tax	11.5%
Insurance Premium Tax	2.3%
Other Tax	3.7%
Licenses & Permits	0.9%
Intergovernmental Revenue	3.3%
Charges for Services	8.5%
Fines & Forfeits	2.5%
Miscellaneous	9.0%
Fund Balance Applications	6.2%
<b>TOTAL</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.



**HISTORY & PROJECTION**

FY 2008 Actual	\$ 58,156,894
FY 2009 Actual	50,959,240
FY 2010 Actual	48,944,848
FY 2011 Revised Budget	50,517,646
FY 2012 Budgeted	58,550,078

**ASSUMPTIONS**

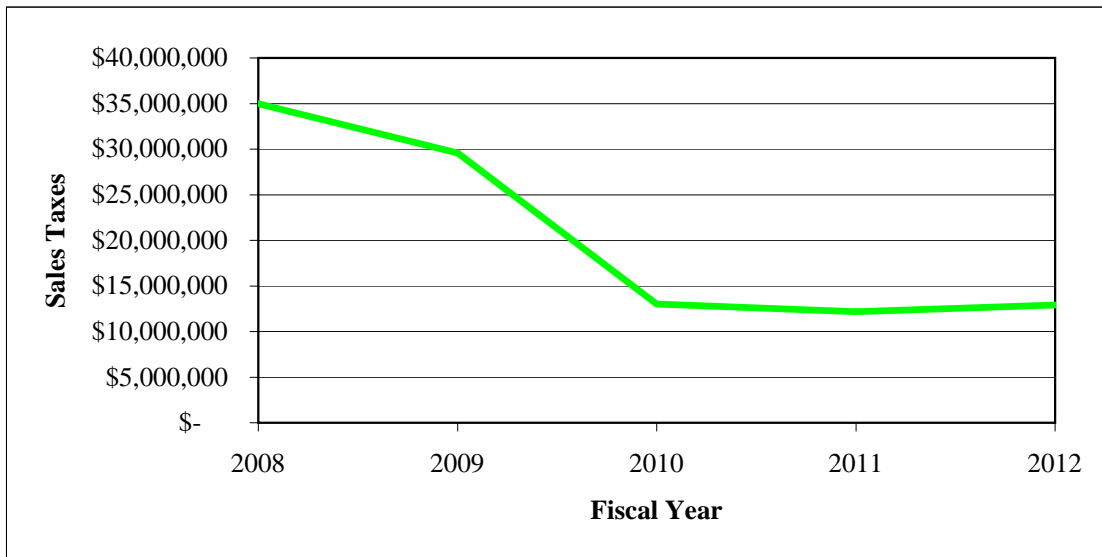
The millage rate for FY 2009 was rolled back two (2) mills and these revenues replaced with excess SPLOST which had been collected. This rollback continued in FY 2010 along with the additional rollback to make the tax year 2009 revaluation revenue neutral. The millage rate remained the same in FY 2011. The budget for FY 2012 does include a projected two (2) mill increase. A new law requiring that all property owners receive a notice of their property values along with a projected amount of taxes due, based on prior year millage rates, is expected to result in an increase in the number of appeals. At the time the budget was adopted, the appeal period had not ended and the number of appeals nor the value of parcels appealed was known. The property tax projections do take into account an estimate of both value decline due to appeals and uncollectibles. The millage rate will be set in August, 2011 following the required three public hearings.



**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 2008 Actual	\$ 34,988,593
FY 2009 Actual	29,583,991
FY 2010 Actual	13,005,869
FY 2011 Revised Budget	12,179,600
FY 2012 Budgeted	12,900,000

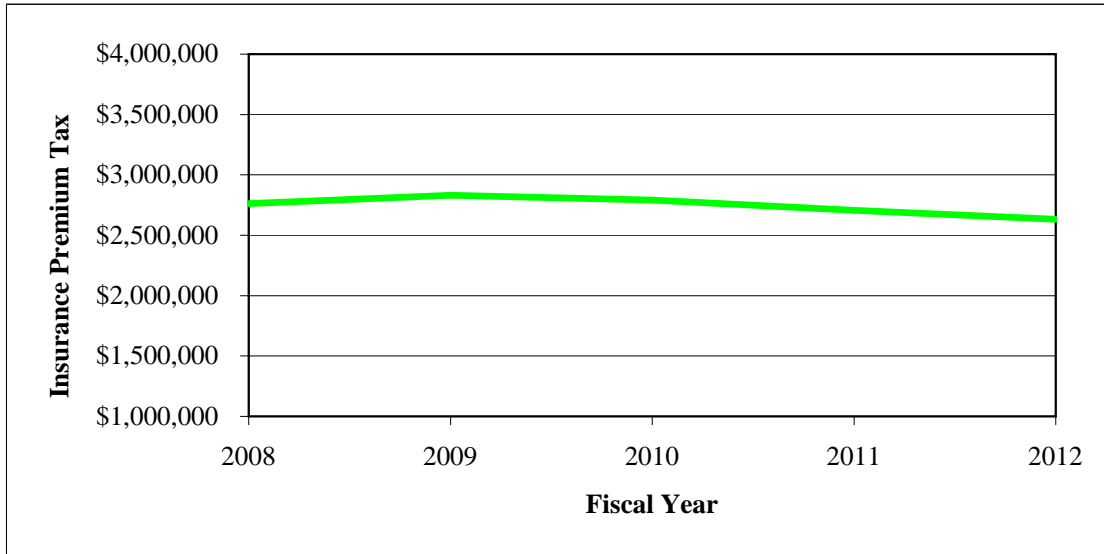
**ASSUMPTIONS**

The FY 2012 projection of \$12,900,000 is based on the estimated actual for the twelve month period ending 06/30/11. The FY 2011 LOST proceeds were very volatile ranging from a 40.8% positive variance to a 15.2% negative variance from the same period in the prior year. During the last four months of the fiscal year the positive variances over the prior year were consistent with the June receipts being \$402,000 over June 2010. The \$815,000 projected increase for LOST in FY 2012 is partially offset by a projected decrease of \$94,600 in SPLOST proceeds for FY 2012. In keeping with a conservative approach to budgeting revenues, the budgeted amount for FY 2012 is approximately \$500,000 below the FY 2011 actual.

**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, emergency management services and 800 Mhz services in the unincorporated areas.



**HISTORY & PROJECTION**

FY 2008 Actual	\$ 2,763,435
FY 2009 Actual	2,830,792
FY 2010 Actual	2,790,203
FY 2011 Revised Budget	2,706,000
FY 2012 Budgeted	2,632,000

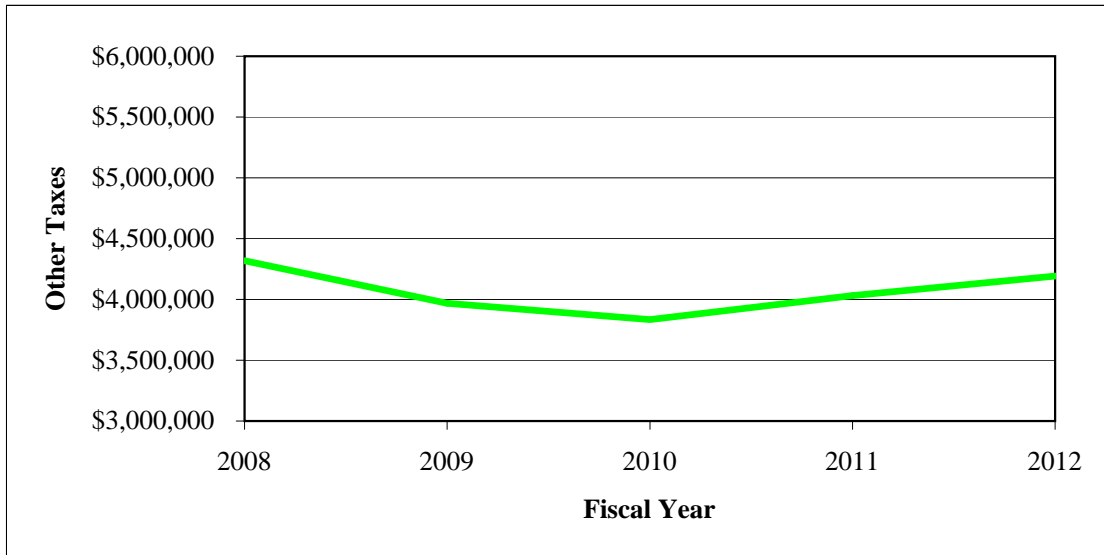
**ASSUMPTIONS**

The FY 2012 revenue projection is based on the actual revenues received in FY 2011. Fiscal year 2010 decreased \$40,589 and FY 2011 was \$76,529 below FY 2010. These decreases were considered in the FY 2012 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 2008 Actual	\$ 4,319,603
FY 2009 Actual	3,967,470
FY 2010 Actual	3,835,392
FY 2011 Revised Budget	4,032,000
FY 2012 Budgeted	4,193,000

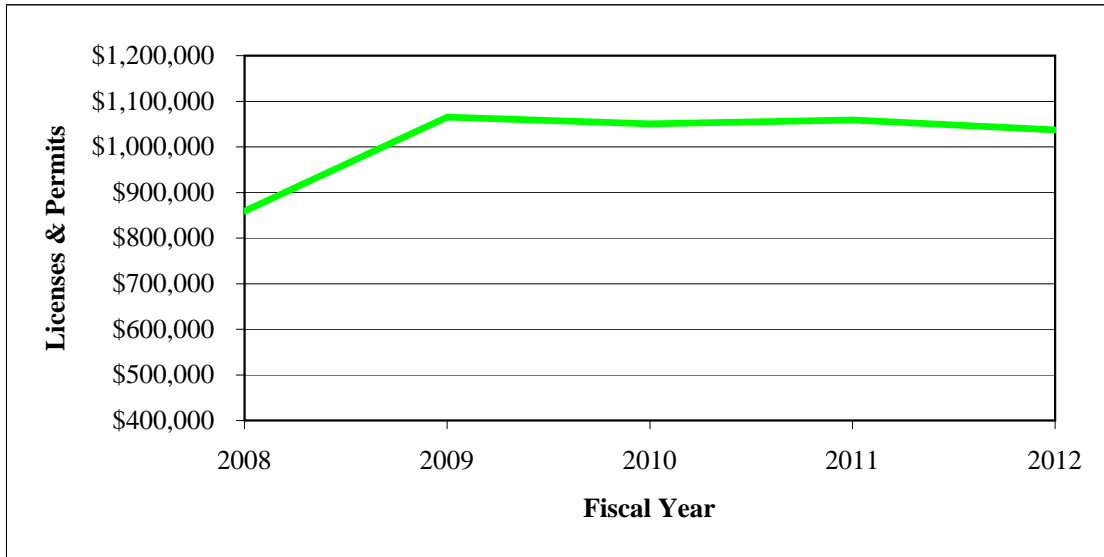
**ASSUMPTIONS**

Current economic indicators along with trend analysis are used to forecast this category of revenue. The increase of \$161,000 in this revenue category is partly attributable to an increase of \$36,000 in Franchise fees. This is due to an audit that was performed during FY 2011 which showed that franchise fees should be paid on additional services by the cable company and this would impact the FY 2012 receipts. There were also increases of \$70,000 in Intangible Recording Tax and \$57,000 in Financial Gross Receipts. There was a slight increase in Hotel/Motel tax revenue and a small decrease in the tax on beer and liquor sales.

**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 2008 Actual	\$ 859,207
FY 2009 Actual	1,065,016
FY 2010 Actual	1,050,220
FY 2011 Revised Budget	1,058,800
FY 2012 Budgeted	1,037,000

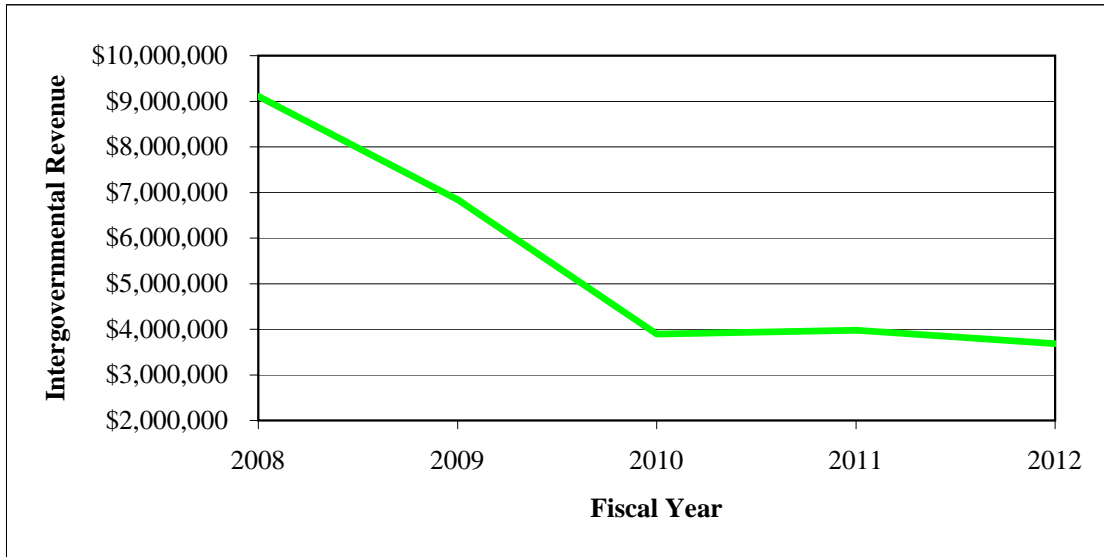
**ASSUMPTIONS**

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 decreased by \$21,800 for FY 2012 based on actual receipts for both business license and alcohol license being less than the FY 2011 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 2008 Actual	\$ 9,112,176
FY 2009 Actual	6,843,292
FY 2010 Actual	3,894,307
FY 2011 Revised Budget	3,979,855
FY 2012 Budgeted	3,685,532

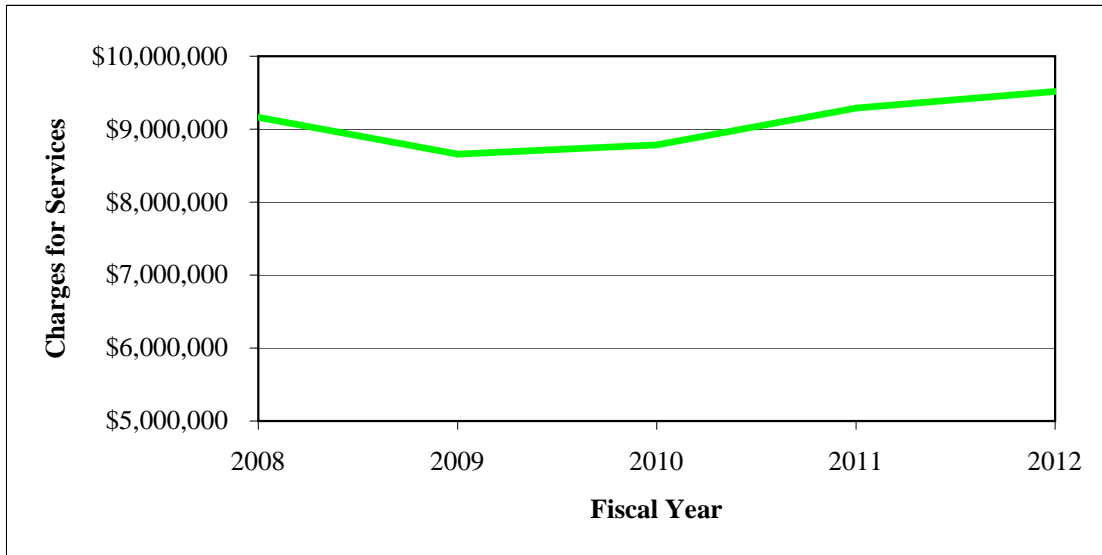
**ASSUMPTIONS**

The revenue estimates for this category are based on grant applications as well as various contracts. A major portion of the decrease in FY 2012 is the reduction of \$146,140 in USDA funding for the Summer Feeding Program. The County worked closely with the local School District who will run the program County wide beginning in FY 2012. Also, the Byrne Jag Grant which was ARRA funds decreased by \$165,076. These were stimulus 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. The Adult Mental Health Court grant also reduced by \$118,249. This is a three year reimbursement grant and the 2012 projection is based on anticipated expenditures. These reductions are partially offset by the net increase of \$202,112 in two EIP grants for economic development.

**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 2008 Actual	\$ 9,162,347
FY 2009 Actual	8,656,642
FY 2010 Actual	8,783,509
FY 2011 Revised Budget	9,287,433
FY 2012 Budgeted	9,515,448

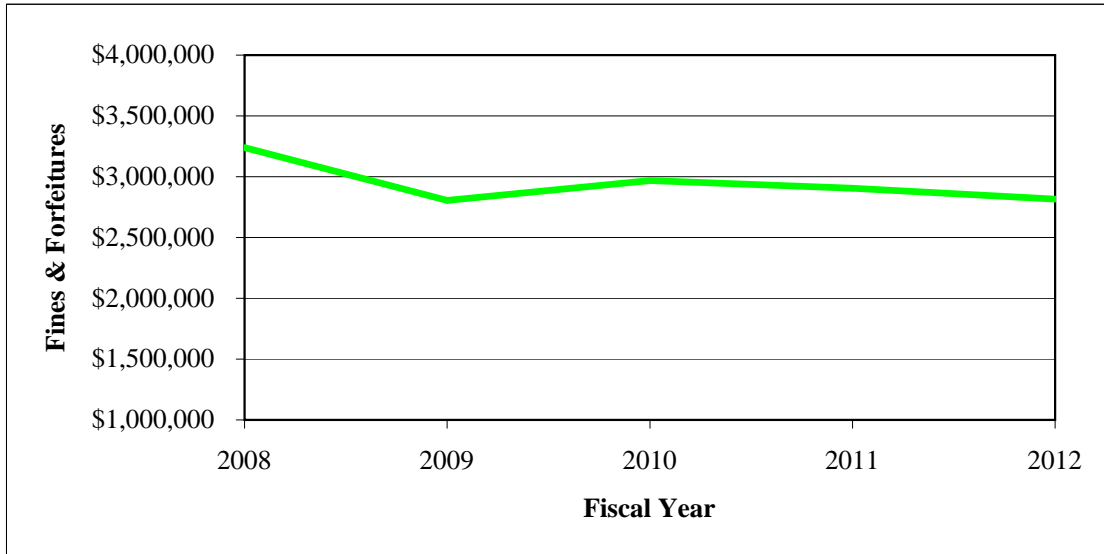
**ASSUMPTIONS**

The majority of the \$228,015 increase is in the Special Sanitation Fund. This increase is due to a projected increase of \$3.00 per month for rollout containers beginning January 1, 2012. This increase was partially offset by a decrease of \$104,215 in General Fund. There was a decrease in fees for mapping resulting from a change in the Service Delivery Strategy between the City and the County. Bibb County will dis-continue the Tick Spraying Program in FY 2012 resulting in a decrease of \$40,000 in projected revenues. An increase of \$79,300 in Civil Court revenues helped to minimize the effect of these General Fund decreases. This is partially due to House Bill 1055 which last year increased the amounts charged for select services provided by the courts and the Sheriff's Office. There was a small increase in the Street Light District Fund offset by a decrease in the Tobesofkee Recreation Area Fund.

**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 2008 Actual	\$ 3,238,256
FY 2009 Actual	2,804,750
FY 2010 Actual	2,969,661
FY 2011 Revised Budget	2,905,341
FY 2012 Budgeted	2,816,270

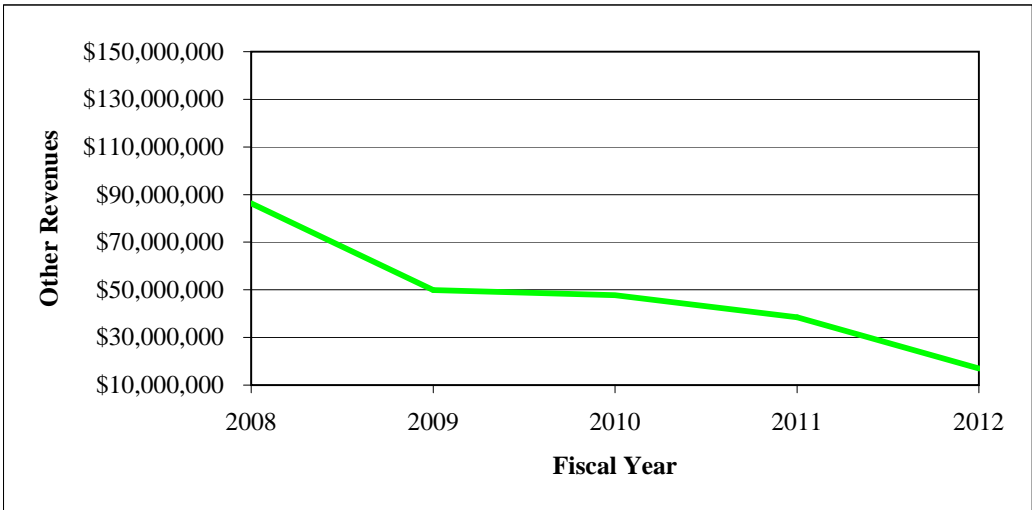
**ASSUMPTIONS**

This revenue projection is based on average actual receipts from prior years. The majority of the \$89,071 decrease was in General Fund because of a projected decrease in State Court Fines of \$95,000. The 2011 projections for State Court increased significantly because of HB 1055 which increased the charges for State Court Services included in this revenue source. These increases did not occur. Also, some of the increases set forth in HB 1055 were later reduced. The projection for the LEC Project Fund increased by \$25,000 based on the actual for FY 2011 being in excess of \$36,000 higher than budgeted. 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 2008 Actual	\$ 86,301,551
FY 2009 Actual	49,964,024
FY 2010 Actual	47,807,783
FY 2011 Revised Budget	38,474,983
FY 2012 Budgeted	17,026,894

**ASSUMPTIONS**

The majority (\$18.3 million) of the \$21.4 million decrease is in General Fund. In FY 2011 General Fund recorded \$11.5 in Bond Proceeds resulting from a refunding issue. Also, there is a two (2) mill tax increase budgeted in General Fund which allowed the projected application of fund balance to decrease by \$7 million. Tobesofkee Fund also decreased use of fund balance by \$940,000 because in 2011 the Fund was still using insurance proceeds from the 2009 Mother's Day storm. Tobesofkee Fund also has an increase of \$362,000 in transfers which is largely a transfer from General Fund to cover daily operations. The General Debt Service Fund projected an increase of \$1.3 million largely due to an increase in the equipment being financed through the GMA leasepool for both the General Fund and the Fire Fund.



## FY 2011 - FY 2012 EXPENDITURE SUMMARY

<b>EXPENDITURE BY FUND TYPE</b>
---------------------------------

	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	AMOUNT INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
I. GENERAL FUND	\$ 97,455,108	\$ 83,462,883	\$ (13,992,225)	-14.4%
II. DEBT SERVICE FUNDS				
General Debt Service Fund	\$ 877,032	\$ 2,226,298	\$ 1,349,266	153.8%
1992 Public Building Debt Service Fund	621,696	843,049	221,353	35.6%
2000 Public Facilities Debt Service Fund	1,233,260	1,143,221	(90,039)	-7.3%
2002-A Public Facilities Debt Service Fund	901,114	732,104	(169,010)	-18.8%
SPLOST Debt Service Fund	94,600	70,016	(24,584)	-26.0%
TOTAL DEBT SERVICE FUNDS	\$ 3,727,702	\$ 5,014,688	\$ 1,286,986	34.5%
III. SPECIAL REVENUE FUNDS				
Fire District Fund	\$ 11,375,411	\$ 11,835,538	\$ 460,127	4.0%
Hotel/Motel Tax Fund	1,896,210	1,925,000	28,790	1.5%
Street Light District Fund	346,374	368,290	21,916	6.3%
Summer Youth Feeding Program Fund	146,140	-	(146,140)	-100.0%
Law Enforcement Commissary Fund	764,114	476,200	(287,914)	-37.7%
Law Enforcement Confiscation Fund	145,874	136,304	(9,570)	-6.6%
Drug Abuse Treatment & Education Fund	300,481	273,081	(27,400)	-9.1%
Alternative Dispute Resolution Fund	183,676	200,216	16,540	9.0%
Crime Victims Assistance Fund	361,880	213,025	(148,855)	-41.1%
Sponsored Programs Fund	947,348	876,844	(70,504)	100.0%
Juvenile Court Supervision Fund	41,500	18,250	(23,250)	-56.0%
2002 LE Center Project Fund	135,075	175,000	39,925	29.6%
Law Library Fund	90,992	81,567	(9,425)	-10.4%
TOTAL SPECIAL REVENUE FUNDS	\$ 16,735,075	\$ 16,579,315	\$ (155,760)	-0.9%
IV. ENTERPRISE FUNDS				
Tobesofkee Recreation Area Fund	\$ 2,047,498	\$ 1,419,226	\$ (628,272)	-30.7%
Special Sanitation District Fund	2,713,314	2,916,456	203,142	7.5%
TOTAL ENTERPRISE FUNDS	\$ 4,760,812	\$ 4,335,682	\$ (425,130)	-8.9%
V. INTERNAL SERVICE FUND				
Workers' Compensation Fund	\$ 1,138,817	\$ 1,047,450	\$ (91,367)	-8.0%
TOTAL OPERATING FUNDS	\$ 123,817,514	\$ 110,440,018	\$ (13,377,496)	-10.8%
VI. CAPITAL PROJECTS FUNDS				
Capital Improvements Fund	\$ 2,480,452	\$ 736,316	\$ (1,744,136)	-70.3%
SPLOST Transportation Improvements Fund	1,480,518	1,124,063	(356,455)	-24.1%
2002-A Public Facilities Project Fund	547,306	-	(547,306)	-100.0%
Ocmulgee Greenway Trail Fund	55,740	55,825	85	0.2%
TOTAL CAPITAL PROJECTS FUNDS	\$ 4,564,016	\$ 1,916,204	\$ (2,647,812)	-58.0%
GROSS BUDGET	\$ 128,381,530	\$ 112,356,222	\$ (16,025,308)	-12.5%
LESS: INTERFUND ACTIVITY	(11,151,162)	(7,764,428)	(3,386,734)	-30.4%
GRAND TOTAL	\$ 117,230,368	\$ 104,591,794	\$ (12,638,574)	-10.8%

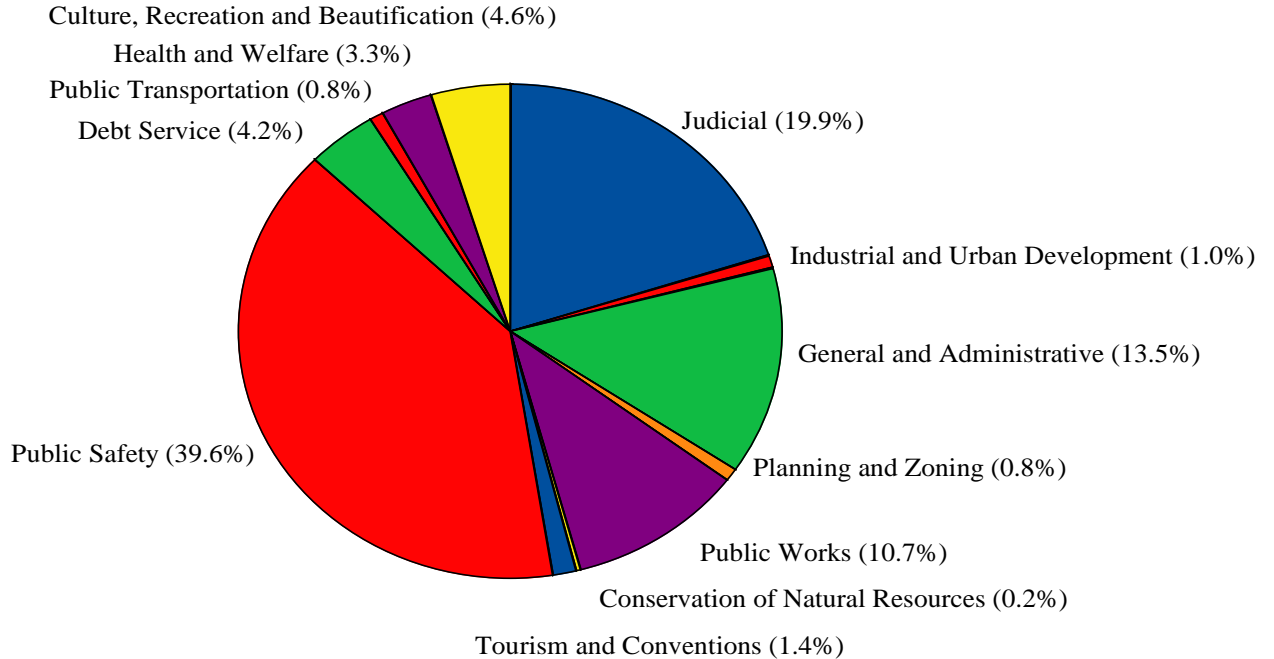
**FY 2012 OPERATING BUDGET - DEPARTMENT/FUND BY FUNCTION**

Department/Fund	General Government	Public Safety	Public Works	Health and Welfare	Culture, Recreation & Beautification	Conservation of Natural Resources	Public Transit	Planning and Zoning	Industrial and Urban Development	Debt Service	Transfers	Fund Balance	Reservation	Total Uses
General Fund:														
Court Systems	14,116,019													14,116,019
Coroner	298,490													298,490
Board of Commissioners	1,028,410													1,028,410
Board of Elections	763,293													763,293
General Services	14,920													14,920
Finance/ Purchasing	1,401,975													1,401,975
Audit Services	98,900													98,900
Tax Assessors	1,900,777													1,900,777
Tax Commissioner	2,597,802													2,597,802
Records Management	78,070													78,070
County Attorney	730,000													730,000
Human Resources/ Risk Management	768,882													768,882
Buildings & Properties	2,130,106													2,130,106
Information & Technology Services	2,033,813													2,033,813
Miscellaneous	4,880,800													4,880,800
Sheriff's Department/ Animal Control		29,329,614												29,329,614
Public Works			7,086,267											7,086,267
Agency Appropriations				3,219,902	3,387,512	242,625	810,000	818,515	488,373					8,906,927
Interfund Transfers										3,415,475				3,415,475
Debt Service										1,822,343				1,822,343
General and Other Debt Service Funds										2,586,702				5,014,688
Fire District Fund		11,449,358									386,180			11,835,538
Hotel/ Motel Tax Fund					1,511,529						413,471			1,925,000
Street Light District Fund			308,000								50,914	9,376		368,290
Law Enforcement Commissary Fund		202,672									166,600	106,928		476,200
Law Enforcement Confiscation Fund		133,804									2,500			136,304
Drug Abuse Treatment & Education Fund				273,081										273,081
Alternate Dispute Resolution Fund	189,831													189,831
Crime Victims Assistance Fund														200,216
Juvenile Court Supervision Fund	81,567													81,567
Law Library Fund	160,498													160,498
Sponsored Programs Fund		148,240												148,240
2002 Law Enforcement Center Project Fund									565,106					565,106
Tobesofkee Area Recreation Fund														175,000
Sanitation District Fund			2,665,604		1,282,435									3,948,039
Workers' Compensation Fund	1,047,450													1,047,450
Capital Improvements Fund	563,230													563,230
SPLOST Transportation Improvements Fund			1,000,800											1,000,800
Ocmulgee Greenway Trail Fund					55,825									55,825

Total \$ 34,884,833 \$ 41,263,688 \$ 11,060,671 \$ 3,492,983 \$ 6,237,301 \$ 242,625 \$ 810,000 \$ 818,515 \$ 1,053,479 \$ 7,764,428 \$ 318,654 \$ 112,356,222

## FY 2012 EXPENDITURES

### BY FUNCTION - ALL FUNDS

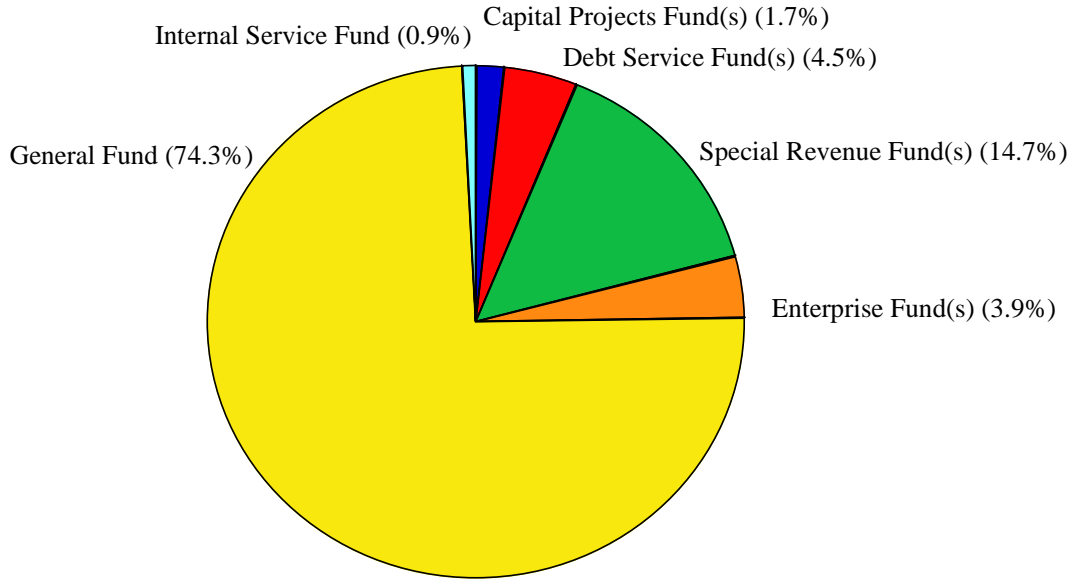


FUNCTION	AMOUNT	% OF TOTAL
Judicial	\$ 20,768,814	19.9%
General and Administrative	(1) 14,116,019	13.5%
Public Safety	(2) 41,370,616	39.6%
Public Works	(3) 11,157,750	10.7%
Public Transportation	810,000	0.8%
Health and Welfare	(4) 3,492,983	3.3%
Culture, Recreation and Beautification	(5) 4,840,419	4.6%
Conservation of Natural Resources	242,625	0.2%
Planning and Zoning	818,515	0.8%
Industrial and Urban Development	1,053,479	1.0%
Tourism and Conventions	1,511,529	1.4%
Debt Service	4,409,045	4.2%
<b>TOTAL</b>	<b>\$ 104,591,794</b>	<b>100.0%</b>

(1) Includes capital project expenditures of	\$ 119,698
(2) Includes capital project expenditures of	330,000
(3) Includes capital project expenditures of	700,800
(4) Includes capital project expenditures of	500,000
(5) Includes capital project expenditures of	113,455

## FY 2012 EXPENDITURES

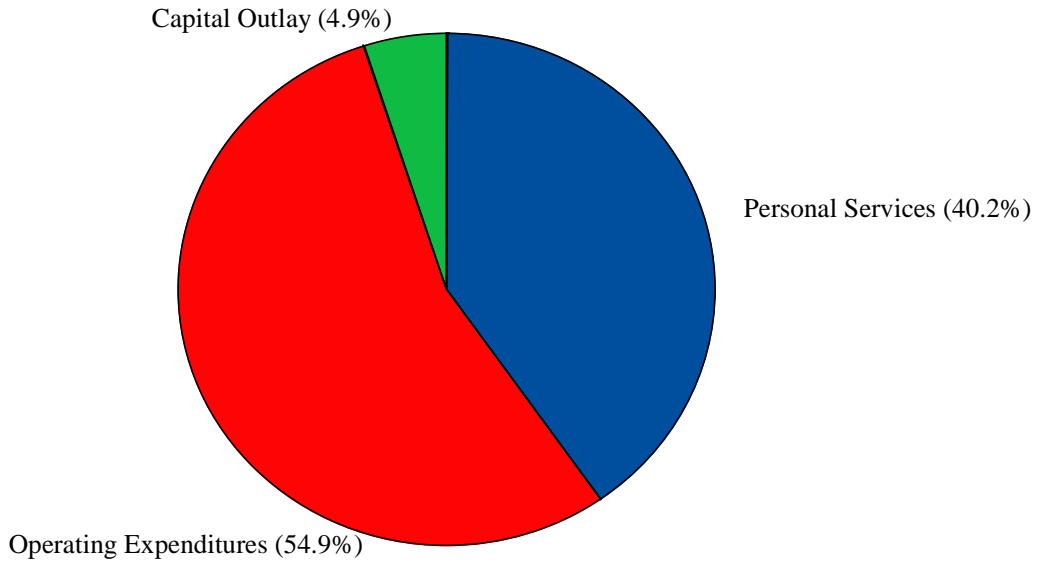
### BY FUNDS - ALL FUNDS



FUND TYPE	AMOUNT	% OF TOTAL
General Fund	\$ 83,462,883	74.3%
Special Revenue Fund(s)	16,579,315	14.7%
Capital Projects Fund(s)	1,916,204	1.7%
Debt Service Fund(s)	5,014,688	4.5%
Enterprise Fund(s)	4,335,682	3.9%
Internal Service Fund(s)	1,047,450	0.9%
<b>SUBTOTAL</b>	<b>\$ 112,356,222</b>	<b>100.0%</b>
Interfund Activity	(7,764,428)	
<b>TOTAL</b>	<b>\$ 104,591,794</b>	

## FY 2012 EXPENDITURES

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



CATEGORY	AMOUNT	% OF TOTAL
Personal Services	\$ 45,124,478	40.2%
Operating Expenditures	61,731,818	54.9%
Capital Outlay	5,499,926	4.9%
<b>SUBTOTAL</b>	<b>\$ 112,356,222</b>	100.0%
Interfund Activity	(7,764,428)	
<b>TOTAL</b>	<b>\$ 104,591,794</b>	

## FY 2012 OPERATING BUDGETS

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

FUND	PERSONAL SERVICES	OPERATING	CAPITAL OUTLAY	TOTAL
General Fund	\$ 44,001,245	\$ 37,654,789	\$ 1,806,849	\$ 83,462,883
General Debt Service Fund		2,226,298		2,226,298
1992 Public Building Debt Service Fund		843,049		843,049
2000 Public Facilities Debt Service Fund		1,143,221		1,143,221
2002-A Public Facilities Project Debt Service Fund		732,104		732,104
SPLOST Debt Service Fund		70,016		70,016
Fire District Fund		9,838,016	1,997,522	11,835,538
Hotel/Motel Tax Fund		1,925,000		1,925,000
Street Light District Fund		368,290		368,290
Law Enforcement Commissary Fund		313,163	163,037	476,200
Law Enforcement Confiscation Fund		26,500	109,804	136,304
Drug Abuse Treatment & Education Fund		272,581	500	273,081
Alternative Dispute Resolution Fund	123,600	67,652	8,964	200,216
Crime Victims Assistance Fund		213,025		213,025
Juvenile Court Supervision Fund		18,250		18,250
Law Library Fund	55,375	26,192		81,567
Sponsored Programs Fund	111,750	765,094		876,844
2002 LE Center Project Fund		175,000		175,000
Tobesofkee Recreation Fund	832,508	492,723	93,995	1,419,226
Sanitation District Fund		2,916,456		2,916,456
Workers' Compensation Fund		1,047,450		1,047,450
Capital Improvements Fund		173,686	562,630	736,316
SPLOST Transportation Improvements Fund		423,263	700,800	1,124,063
Ocmulgee Greenway Trail Fund			55,825	55,825
SUB-TOTAL	<u>\$ 45,124,478</u>	<u>\$ 61,731,818</u>	<u>\$ 5,499,926</u>	<u>\$ 112,356,222</u>
INTERFUND ACTIVITY				(7,764,428)
TOTAL EXPENDITURES				<u>\$ 104,591,794</u>

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

FUND	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
General Fund	\$ 89,267,738	\$ 103,236,078	\$ 84,031,150	\$ 97,455,108	\$ 83,462,883
General Debt Service Fund	7,262,513	3,646,326	792,849	877,032	2,226,298
1992 Public Building Debt Service Fund	421,566	621,566	339,869	621,696	843,049
2000 Public Facilities Debt Service Fund	2,025,080	1,358,082	1,230,138	1,233,260	1,143,221
2002-A Public Facilities Debt Service Fund	620,320	612,174	726,276	901,114	732,104
2002-B Riverside Drive Debt Service Fund	109,622	107,375	-	-	-
2002 LE Center Project Debt Service Fund	34,590,431	-	-	-	-
SPLOST Debt Service Fund	37,710,958	17,197,342	15,527,529	94,600	70,016
Fire District Fund	8,351,087	8,557,062	7,465,417	11,375,411	11,835,538
Selective Sales & Use Tax Fund	1,111,650	1,145,051	-	-	-
Hotel/Motel Tax Fund	1,700,164	1,650,323	1,655,002	1,896,210	1,925,000
Street Light District Fund	293,790	299,064	316,293	346,374	368,290
Summer Youth Feeding Program Fund	133,297	137,923	96,426	146,140	-
Law Enforcement Commissary Fund	897,989	525,778	326,368	764,114	476,200
Law Enforcement Confiscation Fund	161,966	178,082	173,800	145,874	136,304
Drug Abuse Treatment & Education Fund	268,778	227,761	226,970	300,481	273,081
Alternative Dispute Resolution Fund	184,439	177,859	169,719	183,676	200,216
Crime Victims Assistance Fund	213,471	241,687	259,942	361,880	213,025
Multi-Jurisdiction Drug Task Force Fund	378,357	23,392	-	-	-
Juvenile Court Supervision Fund	9,700	14,829	2,025	41,500	18,250
Law Library Fund	82,431	87,975	88,268	90,992	81,567
Sponsored Programs Fund	-	-	503,191	947,348	876,844
2002 LE Center Project Fund	3,028,630	164,932	110,098	135,075	175,000
Tobesofkee Recreation Area Fund	3,190,047	2,142,068	1,600,150	2,047,498	1,419,226
Sanitation District Fund	2,763,060	2,879,538	2,584,156	2,713,314	2,916,456
Workers' Compensation Fund	1,428,187	2,741,608	1,032,355	1,138,817	1,047,450
Capital Improvements Fund	3,990,305	6,327,184	4,300,392	2,480,452	736,316
2000 Public Facilities Project Fund	664,111	-	-	-	-
SPLOST Transportation Improvements Fund	7,995,401	7,730,147	3,503,277	1,480,518	1,124,063
2002-A Public Facilities Project Fund	38,595	190,144	1,250	547,306	-
Bass Pro Shop Project Fund	6,114	104,835	104,835	-	-
Ocmulgee Greenway Trail Fund	2,265	777	-	55,740	55,825
<b>TOTALS</b>	<b>\$ 208,902,062</b>	<b>\$ 162,326,962</b>	<b>\$ 127,167,745</b>	<b>\$ 128,381,530</b>	<b>\$ 112,356,222</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, 2011 amounted to \$27,200,062. This fund balance is broken down as follows:

Nonspendable	
Inventory and prepaid items	\$ 174,789
Restricted for Debt Service	323,953
Committed	
Stabilization fund	10,289,970
Assigned	
FY 2012 Budget	2,412,029
Risk Management Reserve	613,663
Capital Maintenance	365,035
Encumbrances	297,479
Unrestricted, unassigned	<u>12,723,144</u>
Total	<u>\$27,200,062</u>

### EXPLANATION OF FUND BALANCE

The \$174,789 "Inventory and prepaid items" represents the inventory and prepaid items on hand at June 30, 2011, to be used or expensed in FY 2012.

The \$323,953 "Restricted 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 \$10,289,970 "Committed for Stabilization fund" represents an accumulation of resources to mitigate the impact of significant economic downturns, emergencies or exigent circumstances that are not expected to occur routinely. It is the policy of the Board of Commissioners to maintain a 45 day Stabilization fund.



## FINANCIAL SUMMARY AND STATISTICS

### GENERAL FUND (continued)

The \$2,412,029 “Assigned for FY 2012 Budget” represents the amount of fund balance budgeted to use in FY 2012.

The \$613,663 “Assigned for Risk Management” represents the amount maintained to fund liability claims for which the County has no insurance coverage.

The \$365,035 “Assigned for Capital Maintenance” represents the amount accumulated for repairs and maintenance on buildings owned by Bibb County and rented to outside parties.

The \$297,479 “Assigned for Encumbrances” represents the amount of purchase orders on hand at June 30, 2011 to be paid in FY 2012.

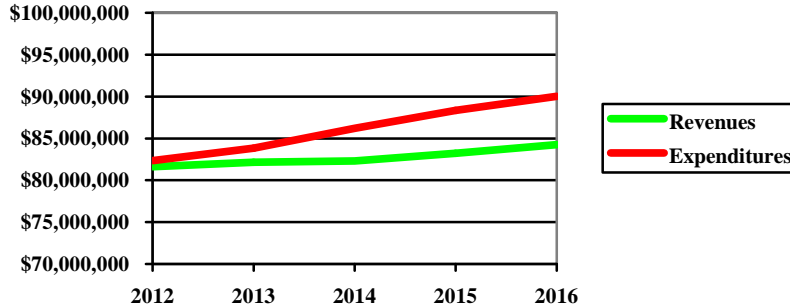
The \$12,723,144 “Unrestricted, unassigned” is available for future appropriations to cover operating or capital expenditures.

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 2011 digest and millage rate. Based on recent history, there is a 1% decrease projected for FY 2013 and then FY 2014 remains the same. There is a 1% growth factor included for each following year. This projection assumes no new revenue sources but does include a 1% increase in sales tax for 2014 and 2015 and a 1.5% increase for FY 2016. Departmental revenues do not include an increase for 2013 and 2014 but do include a 1.5% increase for 2015 and 2016.

Funding for operating and capital expenditures includes services which were previously provided by the City of Macon but which based on the latest Service Delivery Strategy will be provided by Bibb County and funded through General Fund beginning July 1, 2012. These include City Engineering, Traffic Engineering, Building Inspection and Fees and County-wide Animal Control. There will be \$1.5 million added to the FY 2012 budget to build out space in the County Engineering Building to accommodate personnel for the City Engineering. Historical data, some of which was obtained from the City of Macon, was used to project these additional costs for FY 2013. In the following years increases for these costs were calculated the same as other County operating costs. The County has previously paid one-half the cost of Traffic Engineering and a per animal cost (calculated to cover the cost of animal control in the County) to the City so this will not all be additional cost for the County. In anticipation of implementing a new compensation plan a 3% increase in personnel cost is projected for FY 2013, 2% for FY 2014, 2.5% for 2015 and 2% for 2016. During the last two fiscal years several positions have been frozen. Some of these are key positions including the Human Resources Director and the Information and Technologies Director. These projections do include additional funds ranging from \$300,000 in FY 2013 to \$500,000 in FY 2016 for new employees. The need for additional employees will not only result from the previously frozen positions but also because of the additional services the County will take on. The projection includes a 1.5% increase in FY 2013 and 2% for each of the following years for operating cost. The FY 2013 and 2014 capital outlay cost is based on a 5 year average with a 2% increase for both 2014 and 2016. These increases assume that even providing the same level of services will result in increased costs. These projections do not include funding for 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.

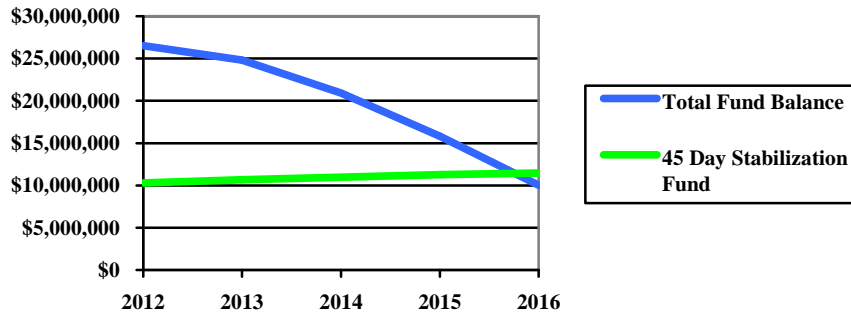


Table 2 illustrates that the above assumptions will result in a decrease in fund balance of \$17.2 million over the next five-year period. The fund balance of \$10 million at 06/30/2016 is \$1.4 million less than the 45-day stabilization fund, which will amount to approximately \$11.4 million.

There is one large factor which is not considered in the above analysis. In November, 2011 the voters will decide on a SPLOST for Macon and Bibb County. The main categories of SPLOST projects include public safety, recreation, infrastructure and debt. The passage of the SPLOST would add in excess of \$12 million to fund balance through debt relief alone for the years 2013 through 2016. There is \$12 million included for infrastructure and storm drainage which will allow the County to do several projects that are needed and will reduce the need for repairs funded through General Fund each year. There is \$2.5 million included for the purchase of sheriff cars and other emergency equipment which would otherwise need to be funded through General Fund. As discussed above beginning in FY 2013 the County will take over animal control county wide which

## FINANCIAL SUMMARY AND STATISTICS

### GENERAL FUND (continued)

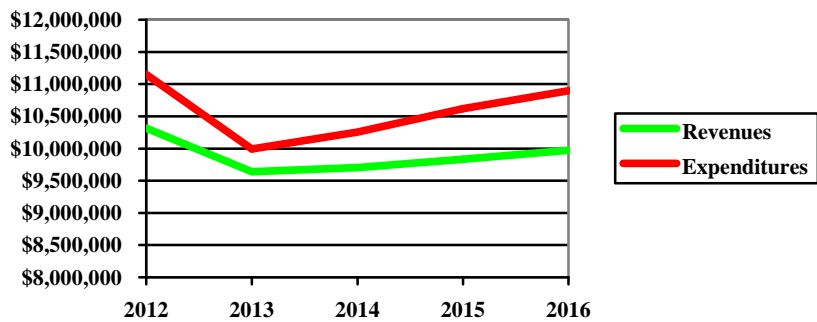
will include managing and maintaining the animal control shelter. The SPLOST includes \$3 million for construction of a new animal control shelter. Having a new shelter will both minimize repair cost

and allow the County to incorporate factors such as energy efficiencies in the new structure which will reduce normal operating costs. As this brief analysis demonstrates, passage of this SPLOST is important for Macon and Bibb County. These proceeds will provide relief for the General Fund budget, while at the same time allowing the County to proceed with projects which are truly needed in the community but are not possible to fund with normal operating revenues.

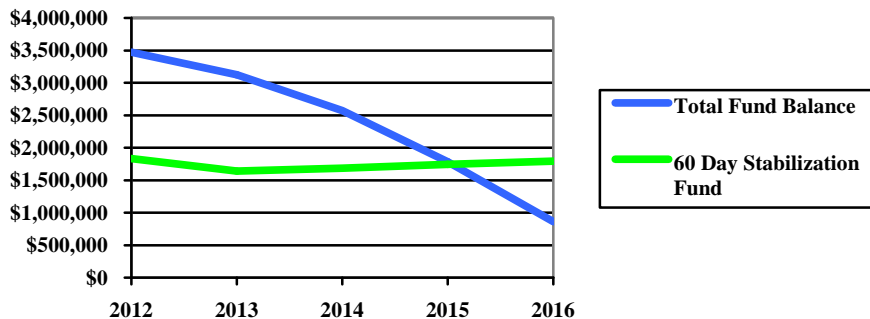
## FINANCIAL SUMMARY AND STATISTICS

### FIRE DISTRICT FUND

The revenues accounted for in this fund are used to provide funding for fire services, emergency management services and maintenance of the 800 Mhz system for citizens in the unincorporated area. The County contracts with the City of Macon for each of these services. Prior to FY 2012 the costs for emergency management and 800 Mhz system maintenance had been paid from the County General Fund. This change is a result of the new Service Delivery Strategy Agreement signed in May, 2011. There are eight (8) fire stations located in the unincorporated area where the County owns the buildings and equipment and contracts with the City to man the stations. Two new stations (to be constructed with SPLOST proceeds) are projected to come on line; one in FY 2013 and one in FY 2015. When the new stations are operational there will be an increase in cost for manpower and operating supplies and these increases are projected in the following forecast. The 2013 overall costs do go down because the capital outlay purchases in future years are based on a five year average cost with the large equipment for the new stations to be purchased from SPLOST funds. Also, there are higher capital costs in FY 2012 for emergency management which include upgrades to equipment/facilities that will not be recurring costs.



The Fire Fund will end FY 2011 with a projected fund balance of \$4,312,345. A portion of this, \$1,833,130 is needed to maintain a 60 day stabilization fund which would be used to meet obligations and continue to operate in the event of a catastrophe. Table 2 illustrates that in FY 2016 the total fund balance of \$863,000 will be below the 60 day stabilization fund amount of \$1.8 million.



## FINANCIAL SUMMARY AND STATISTICS

### FIRE DISTRICT FUND

As the above tables illustrate, the costs of providing fire services plus the addition of the costs of emergency management and 800 Mhz services will deplete the current fund balance over the next five years. The current revenue sources with the minimal growth of 1 to 1.5% growth projected for property taxes can not adequately fund these increased services. These projections do not include a millage increase. The passage of the November, 2011 referendum for the SPLOST will have a substantial impact on the Fire Fund. The two new fire stations discussed above will need to be built regardless of the outcome of the vote. They are necessary in order to maintain the County ISO rating and to provide adequate protection for citizens. The land has been purchased and the plans substantially completed for the station that is scheduled to open in 2013. Should the referendum not pass, another revenue source will need to be found to complete both this station and others which are needed in the near future. Another project included in the SPLOST is \$8 million for the upgrade of the 800 Mhz system. This project is another which will have to be done with alternative revenue sources should the SPLOST referendum fail. These projects are not included in the above projections.

## 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 2011 fiscal year with a fund balance of \$5,660,300. The debt requirements for the next five (5) years are summarized as follows:

FY 2012	\$623,735
FY 2013	\$274,095
FY 2014	\$136,046
FY 2015	\$ 84,904
FY 2016	\$ 23,420

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
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
2011	12.00	0	0	12.00	0.25	12.25	2.65	14.90

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.

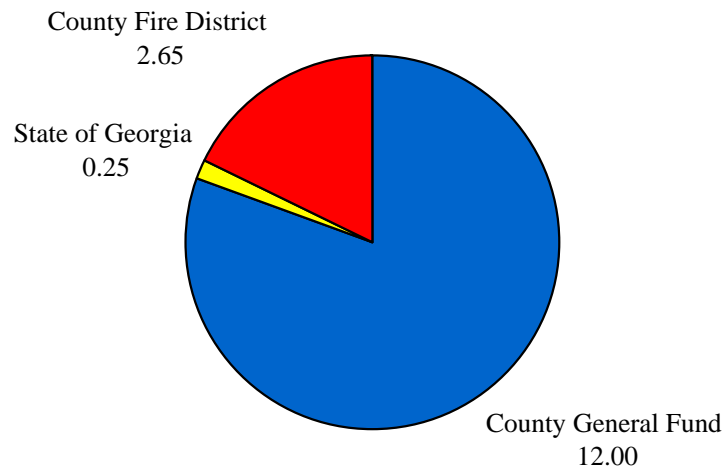
The County contracted with an outside firm, Tyler Technologies, Inc. to perform a property revaluation for tax year 2009. The rollback rate required to make the revaluation revenue neutral was 10.00 for County operations and 2.15 for the Fire District. The Board of Commissioners adopted the 2009 tax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

The millage decrease which was took effect with the 2008 tax year levy was maintained through tax year 2010. During this three year period both excess SPLOST proceeds and fund balance were used as alternative revenue sources.

The tax year 2011 levy was adopted on June 28, 2011. The two mills were added back to the general maintenance and operations budget and there was a 1/2 mill increase to the Special Fire District millage.

## BIBB COUNTY MILL RATES

**INCLUDING UNINCORPORATED AREA 2011**

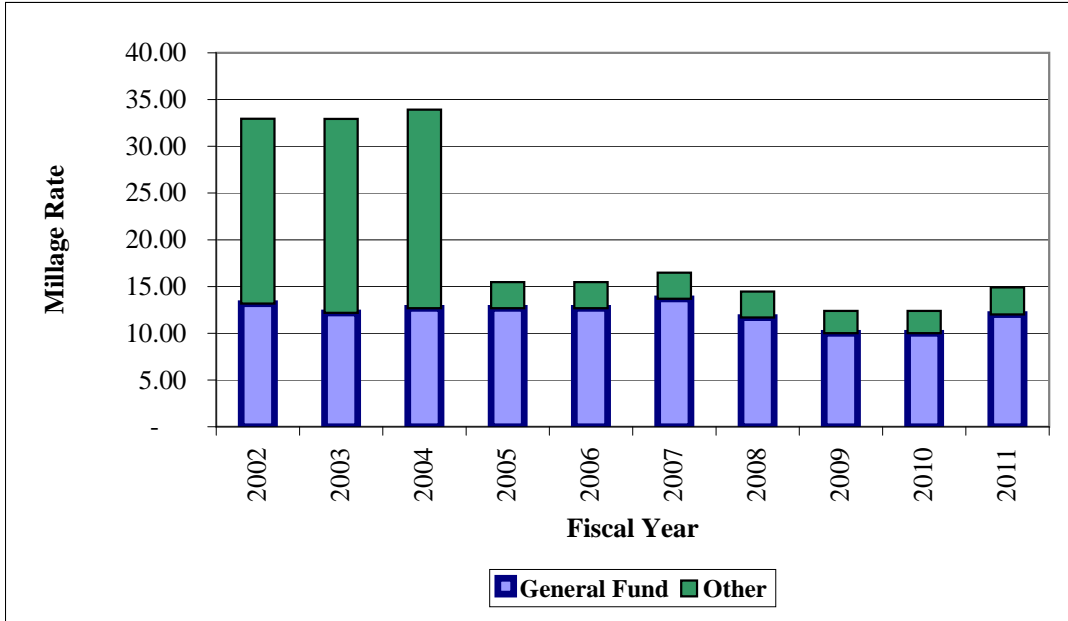


<b>CATEGORY</b>	<b>MILLS</b>
County General Fund	12.00
Georgia	0.25
County Fire District	2.65
<b>TOTAL MILLAGE</b>	<b>14.90</b>



## TOTAL PROPERTY TAX MILLAGE RATES

**FOR THE LAST TEN YEARS**



DEPARTMENT	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
General Fund	13.17	12.17	12.67	12.67	12.67	13.67	11.67	10.00	10.00	12.00
Other	19.77	20.76	21.26	2.81	2.81	2.81	2.80	2.40	2.40	2.90
<b>TOTAL</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>	<b>14.90</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 2009	ACTUAL FY 2010	ESTIMATED ACTUAL FY 2011	ADOPTED BUDGET FY 2012
<b>FUND BALANCE - BEGINNING</b>	\$ 31,551,441	\$ 26,392,295	\$ 30,057,290	\$ 27,200,063
<b>SOURCES</b>				
Taxes, Penalties and Interest	59,781,979	57,463,673	63,013,224	67,276,720
Licenses and Permits	830,401	827,014	998,577	1,037,000
Intergovernmental Revenue	2,603,076	1,645,478	1,704,080	2,043,110
Charges for Services	5,482,288	5,400,578	6,265,406	5,710,180
Fines and Forfeitures	2,131,190	2,246,828	2,259,619	2,237,570
Other	27,299,269	20,112,574	14,826,362	2,746,274
<b>Total Sources</b>	98,128,203	87,696,145	89,067,268	81,050,854
<b>USES</b>				
General Government	39,635,960	35,661,778	32,640,021	33,889,655
Public Safety	26,832,447	26,660,340	27,974,427	28,522,060
Public Works	6,801,768	6,295,371	6,158,899	6,846,817
Health and Welfare	7,156,421	4,168,485	3,432,826	3,219,902
Culture, Recreation and Beautification	3,925,149	3,977,103	3,385,375	3,387,512
Conservation of Natural Resources	239,188	246,925	240,229	242,231
Public Transit	851,888	991,200	847,507	810,000
Planning and Zoning	350,789	360,695	324,625	818,515
Industrial & Urban Development	4,122,240	898,726	1,121,023	488,373
Debt Service	8,908,558	1,323,597	12,809,794	2,634,714
Operating Transfers	4,462,941	3,446,930	2,989,769	2,603,104
<b>Total Uses</b>	103,287,349	84,031,150	91,924,495	83,462,883
<b>FUND BALANCE - ENDING</b>	\$ 26,392,295	\$ 30,057,290	\$ 27,200,063	\$ 24,788,034

## GENERAL FUND

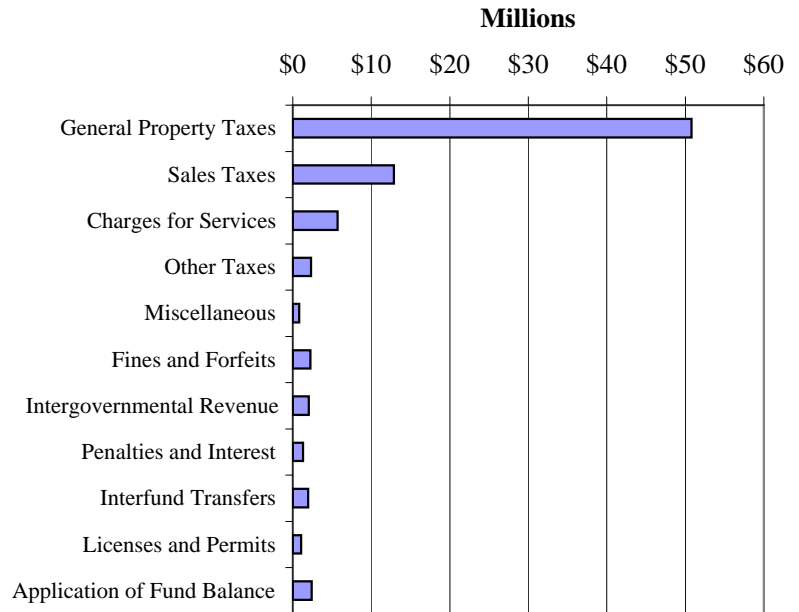
### REVENUES AND EXPENDITURES

	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	AMOUNT INCREASE/ (DECREASE)	% INCREASE/ (DECREASE)
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
General Property Taxes	\$ 43,471,917	\$ 50,822,455	\$ 7,350,538	16.9%
Penalties and Interest	1,773,000	1,286,265	(486,735)	-27.5%
Sales Taxes	12,085,000	12,900,000	815,000	6.7%
Other Taxes	2,136,000	2,268,000	132,000	6.2%
Licenses and Permits	1,058,800	1,037,000	(21,800)	-2.1%
Intergovernmental Revenues	2,073,704	2,043,110	(30,594)	-1.5%
Charges for Services	5,814,395	5,710,180	(104,215)	-1.8%
Fines and Forfeitures	2,306,355	2,237,570	(68,785)	-3.0%
Other Revenues	12,313,051	799,503	(11,513,548)	-93.5%
Interfund Transfers	1,782,695	1,946,771	164,076	9.2%
Total Revenues	84,814,917	81,050,854	(3,764,063)	-4.4%
FUND BALANCE	12,640,191	2,412,029	(10,228,162)	100.0%
TOTAL REVENUES AND SOURCES	\$ 97,455,108	\$ 83,462,883	\$ (13,992,225)	-14.4%
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 44,501,758	\$ 44,001,245	\$ (500,513)	-1.1%
Operating Expenditures	51,473,812	37,654,789	(13,819,023)	-26.8%
Capital Outlay	1,479,538	1,806,849	327,311	22.1%
Total Expenditures	97,455,108	83,462,883	(13,992,225)	-14.4%
TOTAL EXPENDITURES AND USES	\$ 97,455,108	\$ 83,462,883	\$ (13,992,225)	-14.4%

**FY 2012 SOURCES OF FUNDS  
REVENUES**

**REVENUES**

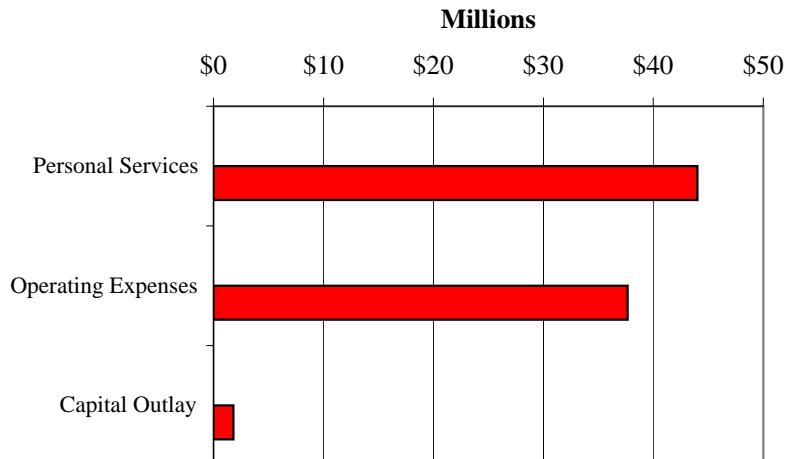
General Property Taxes	\$	50,770,455
Sales Taxes		12,900,000
Charges for Services		5,710,180
Other Taxes		2,320,000
Miscellaneous		799,503
Fines and Forfeits		2,237,570
Intergovernmental Revenue		2,043,110
Penalties and Interest		1,286,265
Interfund Transfers		1,946,771
Licenses and Permits		1,037,000
<b>Subtotal Revenues</b>		<b>81,050,854</b>
Application of Fund Balance		2,412,029
<b>Total</b>	<b>\$</b>	<b>83,462,883</b>



**FY 2012 USES OF FUNDS  
EXPENDITURES**

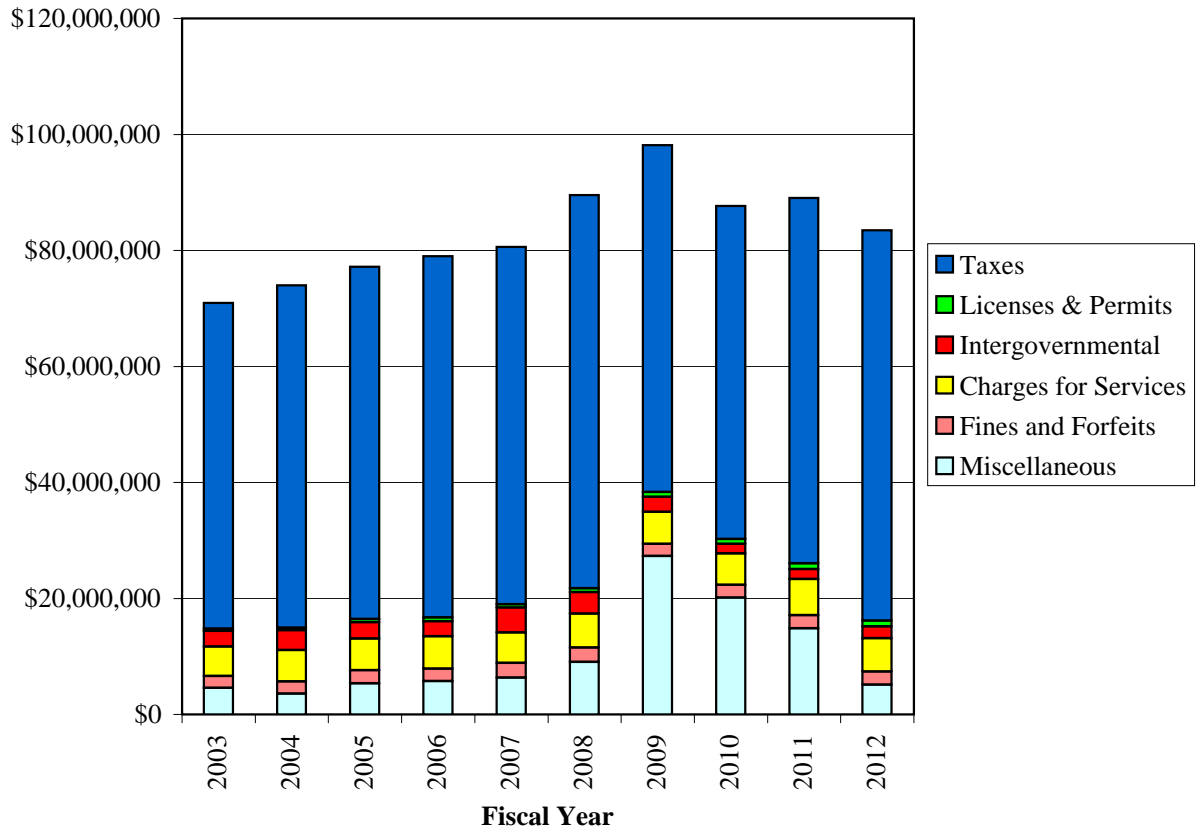
**EXPENDITURES**

Personal Services	\$	44,001,245
Operating Expenses		37,654,789
Capital Outlay		1,806,849
<b>Total</b>	<b>\$</b>	<b>83,462,883</b>



## GENERAL FUND

### REVENUE COMPARISON FOR THE LAST TEN YEARS

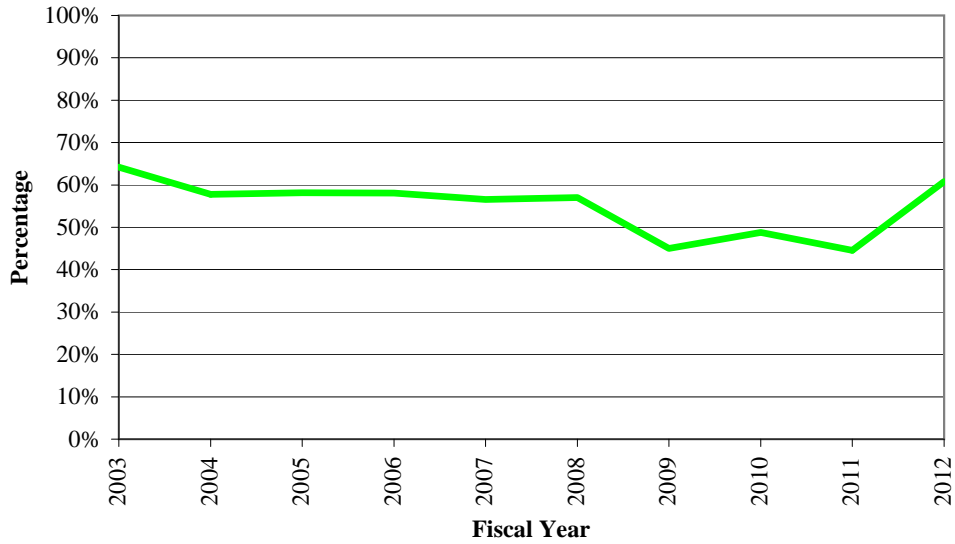


Fiscal Year	Taxes	Licenses & Permits	Intergovernmental	Charges for Services	Fines and Forfeits	Miscellaneous	Total
2003	56,149,867	369,440	2,735,587	5,041,912	2,048,909	4,583,262	70,928,977
2004	59,025,403	407,756	3,441,848	5,391,685	2,133,436	3,568,159	73,968,287
2005	60,776,079	545,975	2,812,411	5,470,061	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	59,781,979	830,401	2,603,076	5,482,288	2,131,190	27,299,269	98,128,203
2010	57,463,673	827,014	1,645,478	5,400,578	2,246,828	20,112,578	87,696,149
2011	63,013,224	998,577	1,704,080	6,265,406	2,259,619	14,826,362	89,067,268
2012	67,276,720	1,037,000	2,043,110	5,710,180	2,237,570	5,158,303	83,462,883

Total taxes represent 80.6% of General Fund revenue in the FY 2012 budget, compared to 79.2% in FY 2003.

## GENERAL FUND

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



This chart reflects a 16% increase in Bibb County's dependence on property taxes in FY 2012. 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 possible because of the availability of excess SPLOST proceeds in both years. The rollback was continued in FY 2011 but with fund balance being the alternate revenue source because excess SPLOST funds had been depleted. The large increase in FY 2012 is the result of two factors. First FY 2011 includes \$11.5 million in bond proceeds from a refunding issue which drove total revenues up and consequently tax revenues were a smaller percentage of the whole. The second factor is that FY 2012 projections include a reinstatement of the two mills that were rolled back in FY 2009.

Fiscal Year	General Property Taxes	Total General Fund Revenue	Percent
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	87,562,620	49%
2011	43,401,917	97,455,108	45%
2012	50,770,455	83,462,883	61%



**BIBB COUNTY GENERAL FUND**

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

SOURCE	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>TAXES</b>			
Real and Personal Property	\$ 38,874,848	\$ 39,835,481	\$ 46,449,433
Motor Vehicle Tax	3,850,451	3,566,436	4,321,022
Recording Intangibles	508,209	455,000	525,000
Gross Receipts Tax			
Financial Institutions	181,376	176,000	233,000
Franchise Taxes	607,026	609,000	645,000
Railroad Equipment Tax	67,380	70,000	52,000
Interest and Penalties			
Tag Penalties	253,533	248,000	268,120
Tax Penalties	213,902	750,000	378,400
Interest	456,963	775,000	639,745
Local Option Sales Tax	12,321,078	12,085,000	12,900,000
Sales Tax - Beer	-	739,000	695,000
Sales Tax - Liquor	-	157,000	170,000
<b>TOTAL TAXES</b>	<b>\$ 57,334,766</b>	<b>\$ 59,465,917</b>	<b>\$ 67,276,720</b>
<b>LICENSES and PERMITS</b>			
Business Licenses	\$ 827,014	\$ 820,000	\$ 800,000
Alcohol Licenses	-	238,800	237,000
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>\$ 827,014</b>	<b>\$ 1,058,800</b>	<b>\$ 1,037,000</b>
<b>INTERGOVERNMENTAL REVENUE</b>			
Federal Grants			
Drug Free Communities- DHHS	\$ 39,821	\$ -	\$ -
Department of Justice	21,881	30,202	21,775
FEMA Storm Damage	406	-	-
Department of Transportation	79,540	15,524	305,600
State Grants			
Other State Grants	17,113	-	-
GEMA Storm Damage	74	-	-
DOT Reimbursements	-	307,517	342,577

## BIBB COUNTY GENERAL FUND

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

SOURCE	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>INTERGOVERNMENTAL REVENUE (continued)</b>			
District Attorney			
Victim Witness Program	\$ 28,521	\$ 48,009	\$ 38,887
State Court			
Victim Witness Program	26,735	38,295	31,019
Judicial Council of Georgia	110,542	110,542	110,542
Real Estate Transfer Tax	128,907	125,130	100,000
City of Macon			
Board of Elections - 50%	275,958	405,529	60,784
GIS Program - 33 1/3%	40,382	48,771	-
Condemned Funds- District Attorney 10%	3,627	-	-
Traffic Control Center	15,598	10,200	-
Board of Education			
Payment In-Lieu-Of Taxes - Wachovia Building	62,820	56,318	46,440
Board of Elections	40,853	-	-
Peach County			
Public Defender - Adm.	243,919	236,182	243,104
Prosecutor	157,324	157,324	118,780
Crawford County:			
Public Defender - Adm.	142,286	137,773	141,811
Prosecutor	10,832	10,832	8,176
Macon Housing Authority			
Payment In-Lieu-Of Taxes	17,225	40,000	31,000
Bond Swamp - National Refuge	18,630	12,000	15,000
Industrial Authority Property			
Payment In-Lieu-Of Taxes	220,364	221,691	372,837
Macon Water Authority GIS	40,382	48,887	40,942
Other	14,161	12,978	13,836
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$ 1,757,901</b>	<b>\$ 2,073,704</b>	<b>\$ 2,043,110</b>

**BIBB COUNTY GENERAL FUND**

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

SOURCE	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Sheriff - Costs & Fees	\$ 204,590	\$ 344,000	\$ 245,000
Sheriff - ID Investigation	39,825	-	40,900
Sheriff - Other	80,949	78,000	74,000
Jail - Housing Prisoners			
City of Macon	260,287	366,000	295,000
State of Georgia	334,302	175,000	250,000
Federal	121,000	60,000	23,000
General Government			
Civil Court	820,318	1,035,700	1,115,000
Superior Court Clerk	464,330	432,480	441,000
Clerk Authority Website	29,993	15,000	20,000
Superior Court Clerk- E Commerce	-	56,100	33,770
Juvenile Court	8,590	6,800	8,200
Probate Court	227,272	268,000	290,000
Mapping Service	138,604	133,500	11,600
ITS (Computer Center)	4,450	3,500	6,760
Tax Commissioner - Costs, Commissions and Fees	2,616,971	2,785,315	2,839,950
Public Works			
Driveway and Sidewalk Repairs	4,410	5,000	7,000
Development- Permit Fees	6,282	8,000	5,000
Other	4,653	2,000	4,000
Health			
Tick Control Fees	33,752	40,000	-
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 5,400,578</b>	<b>\$ 5,814,395</b>	<b>\$ 5,710,180</b>
 <b>FINES AND FORFEITURES</b>			
State Court	\$ 1,522,052	\$ 1,625,000	\$ 1,530,000
State Court Probation	481,274	453,000	485,000
State Court Youth Offenders	24,346	24,000	26,500
Superior Court	85,663	86,680	82,320
Restitution for Public Defenders	63,872	54,000	56,000
Child Support Recovery Fees	30,539	31,500	23,850
Other	21,082	32,175	33,900
<b>TOTAL FINES AND FORFEITURES</b>	<b>\$ 2,228,828</b>	<b>\$ 2,306,355</b>	<b>\$ 2,237,570</b>

**BIBB COUNTY GENERAL FUND**

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

SOURCE	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>MISCELLANEOUS</b>			
Interest Earnings	\$ 191,583	\$ 225,000	\$ 75,000
Rents - County-Owned Buildings	420,400	434,688	570,528
Insurance Claims and Damages	74,255	15,000	15,000
Sales of County-Owned Vehicles/Equipment/Property	34,352	55,000	40,000
Qualifying Fees	6,776	15,000	16,000
Miscellaneous	147,588	68,300	82,975
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 874,954</b>	<b>\$ 812,988</b>	<b>\$ 799,503</b>
<b>INTERFUND TRANSFERS</b>			
Selective Sales & Use Tax Fund	\$ 1,108,094	\$ -	\$ -
Law Enforcement Commissary Fund	100,000	200,000	166,600
Hotel/Motel Fund	49,650	56,886	57,750
Special Street Light District Fund	50,240	50,240	50,914
Law Enforcement Confiscation Fund	9,548	2,500	2,500
SPLOST Transportation Improvements Fund	152,638	152,638	123,263
Crime Victims Assistance Fund	165,270	226,730	213,025
Special Sanitation District Fund	165,085	165,085	163,149
Sponsored Programs	-	58,252	3,000
Summer Food Fund	6,010	6,882	-
Alternate Dispute Resolution Fund	10,857	10,857	10,385
Fire District Fund	77,525	77,525	83,183
Capital Improvements Fund	1,126,245	255,500	173,086
General Debt Service Fund	424,521	325,000	654,900
Tobesofkee Recreation Area Fund	55,367	-	-
2002 LEC Project Fund	110,000	100,000	175,000
SPLOST Debt Service Fund	15,527,529	94,600	70,016
<b>TOTAL INTERFUND TRANSFERS</b>	<b>\$ 19,138,579</b>	<b>\$ 1,782,695</b>	<b>\$ 1,946,771</b>
<b>OTHER FINANCING SOURCES</b>			
Issuance of Bonds	\$ -	\$ 11,500,063	\$ -
<b>SUB TOTAL</b>	<b>\$ 87,562,620</b>	<b>\$ 84,814,917</b>	<b>\$ 81,050,854</b>
Application of Fund Balance	-	12,640,191	2,412,029
<b>GRAND TOTAL</b>	<b>\$ 87,562,620</b>	<b>\$ 97,455,108</b>	<b>\$ 83,462,883</b>

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
--

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>JUDICIAL</b>			
Superior Court	\$ 1,256,828	\$ 1,169,775	\$ 1,161,204
Public Defender	2,051,608	2,094,918	2,155,897
Clerk of Superior Court	1,614,213	1,588,513	1,700,045
District Attorney	3,247,242	2,990,896	2,837,710
District Attorney Victim Witness Program	90,208	108,388	68,125
District Attorney Violence Against Women	84,900	90,575	84,850
Grand Jury	31,650	38,097	36,597
Juvenile Court	1,012,322	1,041,004	1,047,763
Juvenile Court State Insurance	13,875	20,000	8,064
State Court Victim Witness Program	53,554	58,470	56,270
State Court	890,514	917,875	916,475
State Court Probation	638,016	650,380	654,910
State Court Solicitor	692,746	692,725	685,420
Civil Court	1,862,127	1,840,132	1,754,913
Probate Court	848,376	866,658	823,279
Coroner	297,544	331,545	298,490
<b>Total Judicial</b>	<b>\$ 14,685,723</b>	<b>\$ 14,499,951</b>	<b>\$ 14,290,012</b>
<b>ADMINISTRATIVE AND GENERAL</b>			
Board of Commissioners	\$ 1,487,308	\$ 1,041,112	\$ 1,028,410
Board of Elections	570,180	808,225	758,573
General Services	14,213	15,532	14,920
Finance Office	966,646	999,110	1,004,310
Audit Services	90,200	105,000	98,900
Risk Management	165,131	141,935	145,948
Tax Assessors	1,914,941	1,791,738	1,880,792
Tax Commissioner	2,546,143	2,600,750	2,581,251
Purchasing	389,528	401,349	397,665
Records Management	67,342	67,908	78,070
County Attorney	495,884	730,000	730,000
Human Resources	955,784	760,612	622,934
Buildings & Properties	1,426,058	1,496,462	1,478,110
Custodial Services	624,293	662,450	630,906
Information & Technology Services	1,650,823	1,988,053	1,530,379
Telephone Service Center	221,915	221,024	220,000
GIS	116,465	144,968	92,826

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
--

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>ADMINISTRATIVE AND GENERAL (continued)</b>			
Presort Postage	\$ 10,615	\$ 15,000	\$ 15,000
Employee Assistance Service	12,823	13,398	14,520
Insurance - Blanket Bond	2,281	2,395	2,395
Serial Bond Fees	2,515	10,875	11,367
Insurance - Retirees	2,347,005	2,600,000	2,720,880
Employee Parking	41,100	41,100	41,100
Judgments and Losses	284,433	450,000	450,000
Employees on LTD	-	10,000	10,000
Contingencies	417,341	248,878	1,174,538
Contingencies - Capital Outlay	-	269,498	1,806,849
Military & Armories	4,500	-	-
Unemployment Compensation	27,419	25,000	25,000
Employees on WC - Salaries & Benefits	121	18,000	18,000
Other	16,367	17,176	16,000
<b>Total Administrative &amp; General</b>	<b>\$ 16,869,374</b>	<b>\$ 17,697,548</b>	<b>\$ 19,599,643</b>
 <b>PUBLIC SAFETY</b>			
<b>Sheriff's Department</b>			
Administration	\$ 1,131,722	\$ 1,155,170	\$ 1,150,272
Civil/ Central Records	652,052	701,500	694,684
Courthouse Services & Security	813,906	978,474	898,989
Criminal Investigations	1,101,374	1,134,723	1,142,167
Warrants	502,796	539,108	528,132
Patrol	4,751,652	5,044,295	4,886,922
Forensics/ Identification/ Crime Analysis	620,220	719,930	709,665
Crime Prevention	262,931	238,263	250,325
Corrections	11,832,776	12,772,926	12,938,136
Communications	700,783	865,934	803,329
LEC Building Maintenance	543,650	661,475	601,440
Detention	1,506,674	1,577,693	1,595,184
Evidence & Property	102,532	88,162	87,424
Police Training	393,305	454,975	449,358
Drug Investigation	1,020,666	1,128,291	1,163,033
Incentive Pay	498,351	502,200	523,000
Emergency Management	104,098	123,566	-
Animal Control	124,775	127,051	100,000
<b>Total Public Safety</b>	<b>\$ 26,664,263</b>	<b>\$ 28,813,736</b>	<b>\$ 28,522,060</b>

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
--

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>PUBLIC WORKS</b>			
Highways & Streets Administration	\$ 1,056,674	\$ 1,076,867	\$ 994,308
Shop	637,052	727,590	685,400
Mapping	257,469	264,500	268,410
Street & Road Maintenance & Construction	3,133,458	3,352,454	2,864,699
Engineering	343,601	348,955	359,100
Storm Water Management	101,606	130,460	103,025
Mosquito Spraying	67,712	114,200	42,375
Traffic Safety	268,196	1,055,675	1,180,000
Code Enforcement	52,712	53,650	56,800
Bridge Safety	-	20,000	-
Prison Work Detail	117,189	119,250	119,250
Waste Disposal	23,559	50,000	20,000
Traffic Engineering	143,379	141,525	153,450
Total Public Works	\$ 6,202,607	\$ 7,455,126	\$ 6,846,817
<b>PUBLIC TRANSPORTATION</b>			
Transit Authority	\$ 991,200	\$ 847,507	\$ 810,000
<b>HEALTH AND WELFARE</b>			
Mosquito & Tick Control	\$ 110,894	\$ 128,490	\$ -
DFACS	906,844	850,000	850,000
DFACS Building	291,202	332,035	460,280
Mental Health	741,459	425,000	425,000
Physical Health	663,817	663,817	633,817
Citizens Advocacy	4,950	4,455	4,455
Food Bank	8,100	8,100	8,100
Medical Center Indigent Care	1,000,000	750,000	500,000
Adult Literacy Program	228,285	200,000	200,000
Meals on Wheels	48,056	43,250	43,250
Economic Opportunity Office	44,030	38,074	38,074
EOC Minor Home Repair	8,010	6,926	6,926
Drug Free Communities	37,821	-	-
Burial Services - Paupers	52,102	51,600	50,000
Total Health & Welfare	\$ 4,145,570	\$ 3,501,747	\$ 3,219,902

## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
--

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>CULTURE, RECREATION &amp; BEAUTIFICATION</b>			
Tubman African American Museum	\$ 314,041	\$ 250,000	\$ 250,000
Museum of Arts & Sciences	314,041	250,000	250,000
Macon Arts Alliance	48,000	43,200	37,000
Grand Opera House-Utilities and Insurance	7,712	8,750	8,750
Library	3,228,494	2,785,319	2,784,262
Henderson Stadium	4,700	10,000	5,000
Bibb County Sports Complex	-	10,000	5,000
Clean Community Commission	60,115	50,000	47,500
<b>Total Culture, Recreation &amp; Beautification</b>	<b>\$ 3,977,103</b>	<b>\$ 3,407,269</b>	<b>\$ 3,387,512</b>
<b>CONSERVATION OF NATURAL RESOURCES</b>			
Agricultural Resources	\$ 244,797	\$ 236,722	\$ 235,274
Forest Resources	2,783	7,000	6,957
<b>Total Conservation of Natural Resources</b>	<b>\$ 247,580</b>	<b>\$ 243,722</b>	<b>\$ 242,231</b>
<b>PLANNING &amp; ZONING</b>			
Planning & Zoning Commission	\$ 360,695	\$ 360,695	\$ 740,850
Middle GA Regional Development Commission	76,855	76,855	77,665
<b>Total Planning &amp; Zoning</b>	<b>\$ 437,550</b>	<b>\$ 437,550</b>	<b>\$ 818,515</b>
<b>INDUSTRIAL &amp; URBAN DEVELOPMENT</b>			
Urban Development Authority	\$ 29,840	\$ 27,340	\$ 25,973
Land Bank Authority	100,000	100,000	102,400
Macon Economic Development Commission	80,000	80,000	-
Economic Development	350,000	600,000	350,000
Macon/Bibb Industrial Authority	252,031	226,828	-
New Town Macon	10,000	10,000	10,000
<b>Total Industrial &amp; Urban Development</b>	<b>\$ 821,871</b>	<b>\$ 1,044,168</b>	<b>\$ 488,373</b>
<b>INTERFUND TRANSFERS</b>			
1992 Public Building Debt Service Fund	\$ 69,008	\$ 69,008	\$ 69,008
2000 Public Facilities Debt Service Fund	804,080	806,120	747,745
2002A Public Facilities Debt Service Fund	363,915	362,878	187,605
2002B Riverside Drive Project			
Debt Service Fund	105,233	-	-
Tobesofkee Recreation Area Fund	333,333	-	220,500
Worker's Compensation Fund	956,205	1,123,817	1,032,450
Special Sanitation Fund	23,370	26,000	26,500
OPEB Trust Fund	4,000,000	3,100,000	-

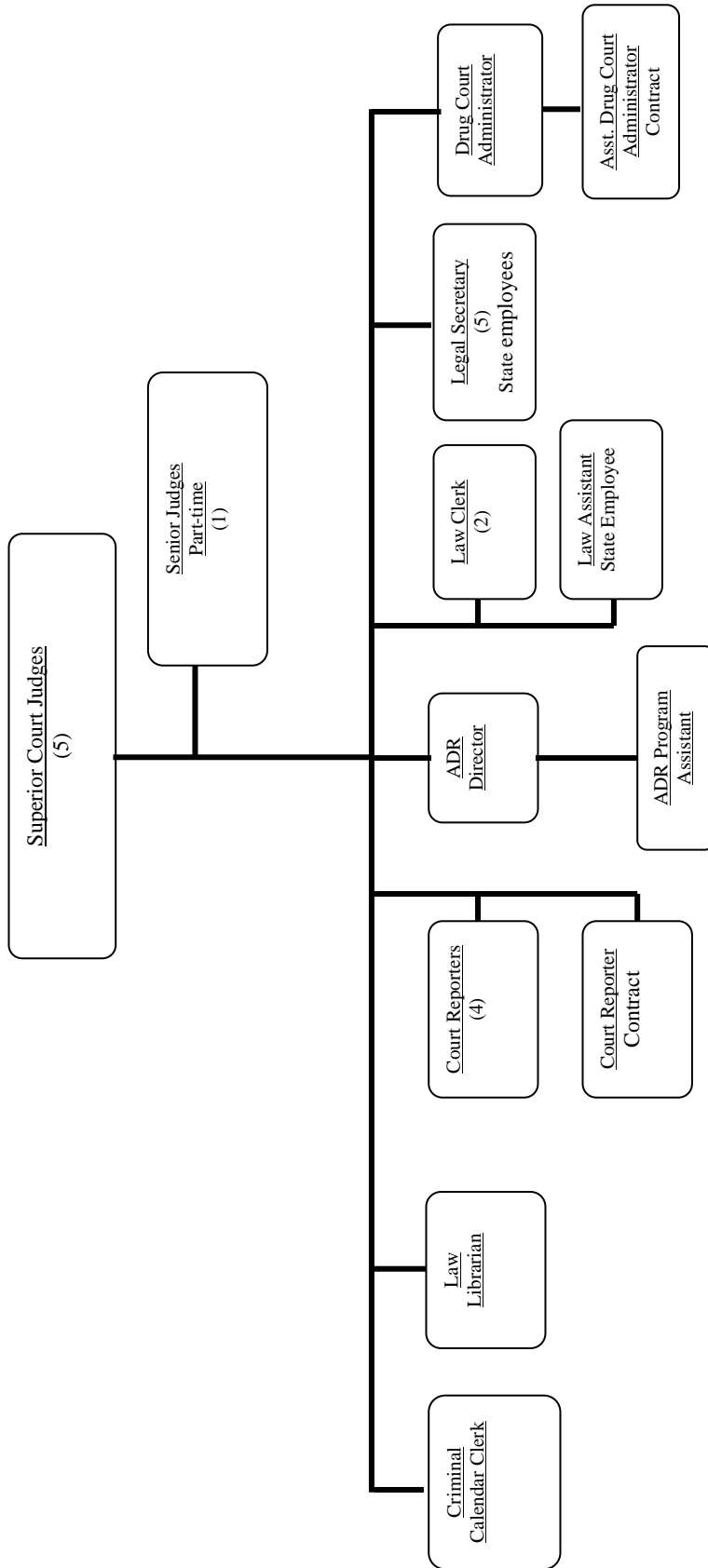


## BIBB COUNTY GENERAL FUND

<b>DEPARTMENTS AND AGENCY EXPENDITURE TOTALS</b>
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	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET
<b>INTERFUND TRANSFERS (continued)</b>			
Capital Improvements Fund	37,888	4,200	-
Group Insurance Fund	16,902	-	-
Sponsored Programs Fund	62,509	78,616	114,315
General Debt Service Fund			
Law Library Fund	60,000	62,000	55,000
Drug Abuse Treatment & Education Fund	83,000	157,481	149,981
Total Interfund Transfers	\$ 6,915,443	\$ 5,790,120	\$ 2,603,104
<b>DEBT SERVICE</b>			
Bass Pro Shop Debt Issue			
Principal	\$ 300,000	\$ 300,000	\$ 300,000
Interest	59,989	329,270	160,000
Macon/BibbUrban Dev Library Issue			
Principal	110,000	115,000	-
Interest	26,758	20,710	-
2002B RiverFront Project Debt Service			
Principal	-	45,000	50,000
Interest	-	61,838	59,100
2006 Capital Improvements Loan Debt Service			
Principal	300,000	315,000	330,000
Interest	181,688	170,156	158,063
2009 Capital Improvements Loan Debt Service			
Principal	-	235,000	240,000
Interest	209,644	250,738	243,688
2010 Refunding Issue			
Refunding Costs	-	11,234,753	-
Principal	-	-	233,512
Interest	-	-	28,467
GA Land Conservation			
Principal	15,567	16,040	16,528
Interest	3,946	3,472	2,985
Equipment Lease Pool			
Principal	531,487	619,687	812,371
Total Debt Service	\$ 1,739,079	\$ 13,716,664	\$ 2,634,714
<b>SUB TOTAL</b>	\$ 83,697,363	\$ 97,455,108	\$ 83,462,883
Reservation of Fund Balance	3,865,257	-	-
<b>GRAND TOTAL</b>	\$ 87,562,620	\$ 97,455,108	\$ 83,462,883

# 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 Judge 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

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

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Criminal Felony Cases Filed	1,743	1,158	1,830	1,922
Misdemeanor Cases Filed	-	-	-	-
Unified Appeals Filed	-	1	-	-
Probation Revocations Filed	1,096	940	1,151	1,209
General Civil Cases Filed	2,221	1,161	2,332	2,449
Domestic Relations Cases Filed	3,669	4,867	3,852	4,045
<b>Total Cases Filed</b>	<b>8,729</b>	<b>8,127</b>	<b>9,165</b>	<b>9,625</b>

<b>FY 2011 ACCOMPLISHMENTS</b>
--------------------------------

In 2007, the Bibb County Mental Health Court was created in order to serve the mentally ill population of the Bibb County Jail and divert them away from prison. The average length an individual participates in this program can be anywhere from 12 to 24 months. Currently the Bibb County Mental Health Court is serving 38 individuals who have a mental illness with or without a co-occurring substance abuse disorder.

The following is a snapshot of the success our Mental Health Court has had since its inception:

- **31** individuals have entered the program and failed to complete (for whatever reason – noncompliant with treatment, recommitting crime)
- **30** individuals have graduated from MHC since the courts inception
  - Prior to entering MHC the graduates had a lifetime total of 266 arrests
  - While in MHC had 9 arrests including sanctions
  - Since graduation, they have had 5 arrests
  - When reviewing two years of arrests prior to them entering MHC, it was found that they spent 4,036 days in Bibb LEC
  - While in the MHC program they spent 91 days in jail, this included sanctions
  - Since graduating from MHC they have spent 22 days in jail
  - Cost of being in jail is \$52.00 a day, so two years prior to MHC these individuals cost the county \$209,872.00
  - Since graduating from MHC these individuals have cost the county \$1,144.00

**A cost savings of \$208,728.00**

\*These figures are based on Bibb County Law Enforcement Center records.

## SUPERIOR COURT JUDGES

### FY 2011 ACCOMPLISHMENTS (continued)

The Bibb County Adult Drug Court program entered its 16<sup>th</sup> year of providing accountability and counseling to defendants with a substance abuse problem. The minimum length of participation in the program is eighteen months. When a participant graduates from the program his or her likelihood of being rearrested decreases significantly compared to those who do not received this treatment. The participants reenter the work force and become responsible members of the community. An anticipated beneficial effect has been the birth of a number of drug-free babies to women enrolled in the drug court 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.

Currently the Adult Drug Court program has enrolled 116 participants this year. Twenty-five participants have successfully completed and graduated from the program this year. Four babies were born healthy and drug free this year due to the mothers' participation in the drug court program. The percentage of graduates that have been rearrested within the last three years is 16.1%.

The following is a snapshot of the success of our Adult Drug Court program since it inception:

- 2,663 non-violent substance abusing offenders have entered Bibb County Adult Drug Court Program
- 766 participants have successfully completed and graduated from drug court
- The percentage of successful graduates is 28.7%
- Forty drug free babies were born to previously addicted female participants since the program started

At present the cost for imprisonment of an individual in the Bibb County Law Enforcement Center is \$52.00 per day. Since the beginning of the Drug Court Program persons arrested for simple possession of various illegal drugs and obtaining prescription drugs by fraudulent means are released within four hours of arrest on their own recognizance with a date certain to appear in court. This date is within 10 days of arrest. This process results in substantial savings.

Assuming that the sentence for a person convicted of the above crimes is only 30 days, then it is fair to say that since 766 persons avoided jail time by participating and graduating from the program over the last 16 years, a conservative estimate of savings is:  $766 \times \$52.00 = \$39,832 \times 30 = \$1,194,960.00$

**A cost savings of \$1,194,960.00**

## SUPERIOR COURT JUDGES

### FY 2011 ACCOMPLISHMENTS (continued)

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 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 drastically reduced all funds for the use of Senior Superior Court Judges, the Court has sought very little funds 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.

The Court continues to work with the State's Child Support Services to expedite and facilitate the collection of child support for minor children. The Macon Office of C.S.S. distributed \$18.9 million in child support in FY 2010. The Macon Circuit has 12,110 active child support cases which represents 20,150 children. The large majority of these cases are in Bibb County.

## SUPERIOR COURT JUDGES

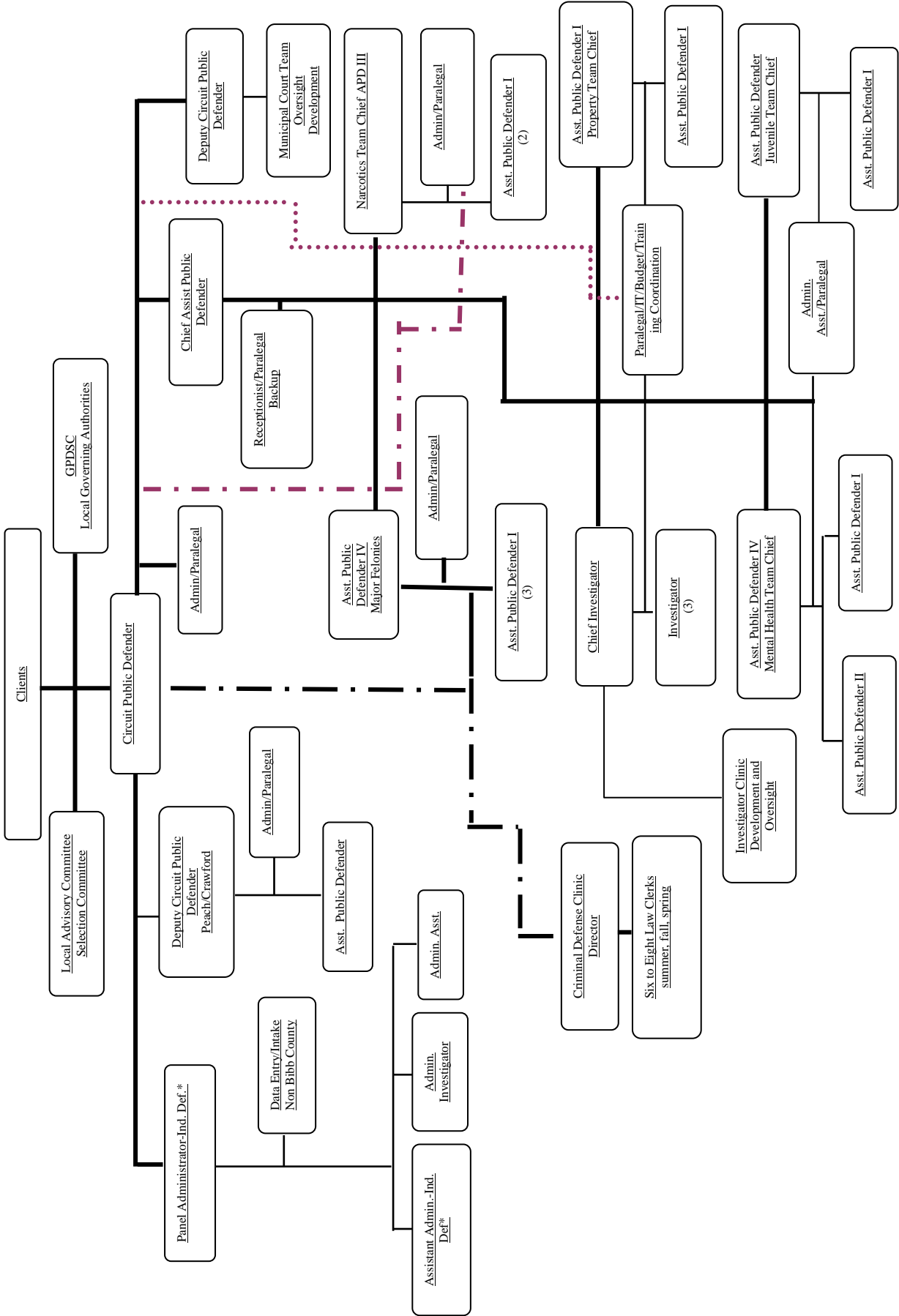
<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>19</u>	<u>18</u>	<u>16</u>
Expenditures			
Personal Services	\$ 901,856	\$ 804,194	\$ 796,267
Operating Expenditures	354,972	354,346	364,937
Capital Outlay	-	11,235	-
Total	<u>\$ 1,256,828</u>	<u>\$ 1,169,775</u>	<u>\$ 1,161,204</u>

<b>FY 2012 BUDGET ISSUES</b>
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The budget for Superior Court Judges represents a 1.0% decrease for personal services and a 3.0% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 68.6% is appropriated for personal services and 31.4% for operating expenditures. See appendices for information on capital outlay.

# OFFICE OF THE CIRCUIT PUBLIC DEFENDER MACON JUDICIAL COURT





## **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 developed a strategic plan in 2004. While that plan has enabled us to establish and maintain a model office we must plan for the next five years. We will seek funding for a planning session. 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, 2011.
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.
Collaborate with District Attorney.	Present joint proposal.
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 2012.
Identify minority candidates for positions.	Interview minority candidates.

### FY 2011 ACCOMPLISHMENTS

- **Performance Objectives Accomplished FY 2011**
  - Hired two exceptionally qualified APDs.
  - All new attorneys completed required training.
  - In-house mentor program maintained.
  - GPDSC performance evaluations completed.
  - Obtained grant funding for State furlough days.
  - Identified Savannah as an importable early intervention program.
  - District Attorney agrees to collaborate on early intervention program.
- **Other Accomplishments FY 2011**
  - Mercer third-year law students are participating in third-year practice act.
  - Funding provided by GPDSC for Criminal Defense Clinic.
  - Secured grant from ACCG for intern.
  - Received from Mercer MBA Practicum group a design for early intervention program.

**CIRCUIT PUBLIC DEFENDER**

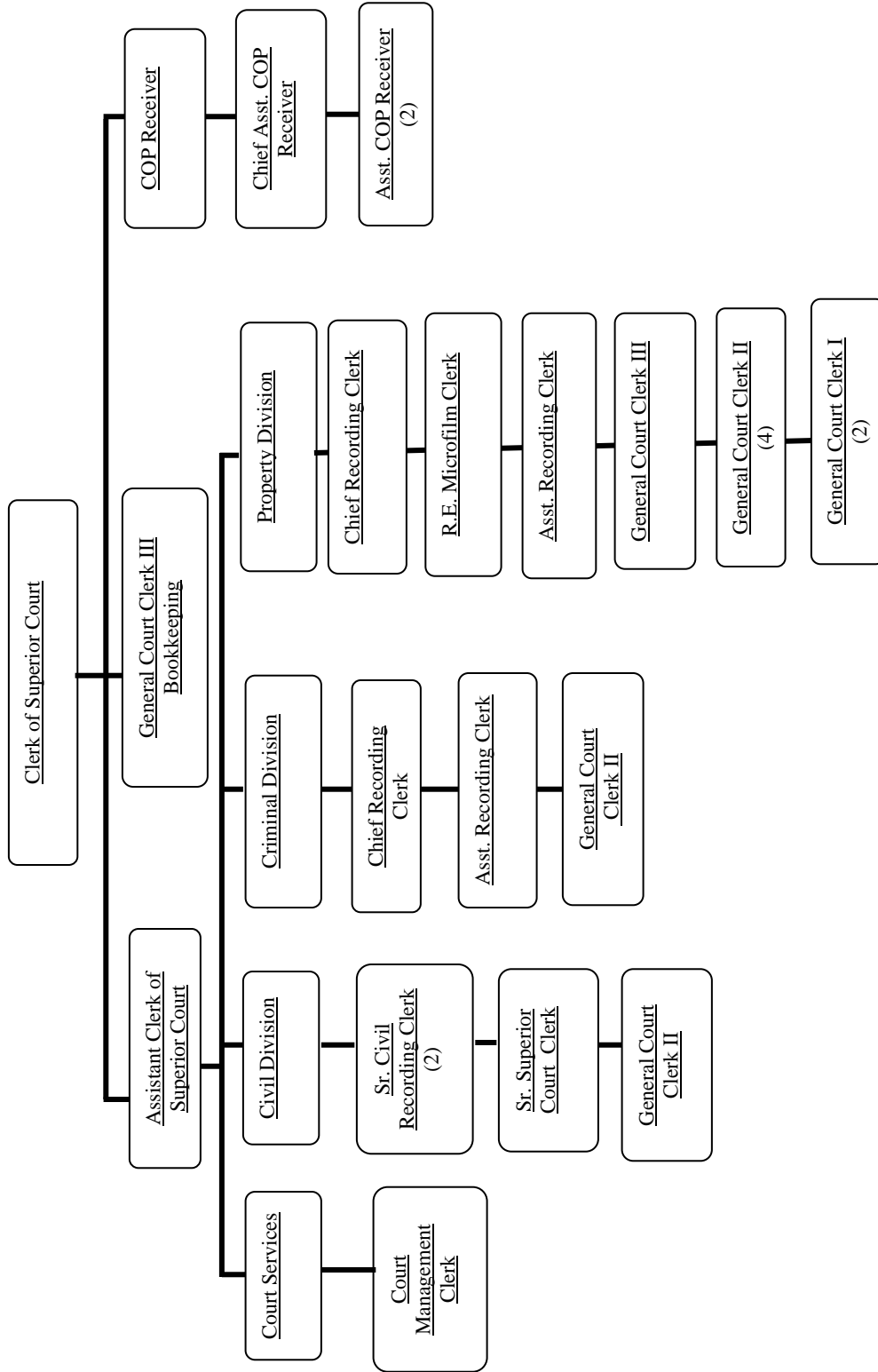
**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>3</u>	<u>3</u>	<u>3</u>
Expenditures			
Personal Services	\$ 211,847	\$ 214,903	\$ 214,500
Operating Expenditures	1,822,224	1,878,985	1,941,397
Capital Outlay	<u>17,537</u>	<u>1,030</u>	<u>-</u>
Total	<u>\$ 2,051,608</u>	<u>\$ 2,094,918</u>	<u>\$ 2,155,897</u>

**FY 2012 BUDGET ISSUES**

The budget for the Circuit Public Defender represents a 0.2% decrease for personal services and a 3.3% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 9.9% is appropriated for personal services and 90.1% 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 records, Notary Public, Uniform Commercial Code, Veterans' Discharge, 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.

To oversee the work of the Board of Equalization in a lawful 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.

## CLERK OF SUPERIOR COURT

### PROGRAM DESCRIPTION (continued)

Another highly visible function of the Clerk's office is that of Court Receiver. The Court Receiver Unit receives and disburses over \$2.8 million annually in child support, fines and restitution payments.

The Georgia Legislature has placed with the Superior Court Clerks the duty of overseeing the Board of Equalization, beginning January 1, 2011.

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.

### GOALS

- 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.
- To administer the Board of Equalization in compliance with law for the benefit of the citizens of Bibb County.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Criminal Cases	1,660	1,158	1,220	1,220
Adoptions	75	72	55	55
Trade Name Affidavits	106	108	106	106
Notary Public Commissions	651	564	442	442
Military Discharges Filed	21	24	12	18
Civil Appeals to Appellate Courts	21	20	10	20
(Court of Appeals & Supreme Court)				
Criminal Appeals to Appellate Courts	20	14	13	15
(Court of Appeals & Supreme Court)				
Criminal Documents	16,396	25,499	22,254	22,000
Civil Documents	28,122	37,859	14,895	15,000
Child Support Documents	43,484	56,056	59,535	59,000
Civil Cases	N/A	1,161	866	866
Domestic Cases	N/A	4,795	4,131	4,131

**CLERK OF SUPERIOR COURT**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)**

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

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Civil, RE, & trade name filing fees	\$ 413,280	\$ 400,607	\$ 389,924	\$ 390,000
Criminal fines and fees	192,422	152,953	136,499	136,500
Photocopy Fees	30,000	24,837	41,014	42,000
Law Library	7,177	9,304	6,420	6,400
Real Estate Transfer Tax	138,134	128,907	109,400	110,000
RE Transfer Tax Collection Fee	1,172	1,127	958	1,000
Interest on bank accounts	816	75	-	-
Child Support Collection Fee	34,807	30,049	26,254	26,200
Deed Images Purchased by Authority	Unknown*	9,102	Unknown*	Unknown*
Internet Prints @ Clerks' Authority	14,701	24,264	46,547	46,500
New Online Fees	14,025	3,003	22,581	25,000
Intangible Taxes	607,573	508,209	672,515	670,000
<b>Total funds collected</b>	<b>\$ 1,454,107</b>	<b>\$ 1,292,437</b>	<b>\$ 1,452,112</b>	<b>\$ 1,453,600</b>

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

**Funds Collected and Disbursed Elsewhere:**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Child Support	\$ 2,628,293	\$2,484,817	\$2,242,118	\$2,000,000
Restitution	234,267	225,634	197,589	190,000
Sheriff Service Fee	20,195	20,908	33,520	33,000
Indigent Defense	35,826	34,380	30,480	30,000
Real Estate Transfer Tax to City, Board of Education and State	181,105	168,179	152,545	150,000
Clerks' Retirement Fund	17,276	18,857	18,531	18,500
Sheriffs' Retirement Fund	2,276			
Notary Public Fees	1,282	2,822	1,928	1,900
Intangible Tax to City, Board of Education and State	705,688	614,069	768,135	765,000
Real Estate Filing Fees	91,512	78,877	81,490	81,000
Children's Trust Fund	2,395	1,255	210	300
<b>Total Funds Disbursed</b>	<b>\$ 3,920,115</b>	<b>\$3,649,798</b>	<b>\$3,526,546</b>	<b>\$3,269,700</b>



## CLERK OF SUPERIOR COURT

### FY 2011 ACCOMPLISHMENTS

- Frequent email memoranda are sent to keep the whole department updated on all changes and other announcements. This eliminates paper memos and most staff meetings.
- Our e-filing project with the Child Support Enforcement department continues.
- We have a full index of real estate documents online going back to 1949, and images back to 1985. 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!
- Our newest accomplishment for FY 2011 has been placing our civil, domestic and criminal files online. For a reasonable monthly fee, attorneys and others can have immediate online access to all Superior Court cases and documents, with printing included. This service is extremely popular with the legal community and the public.

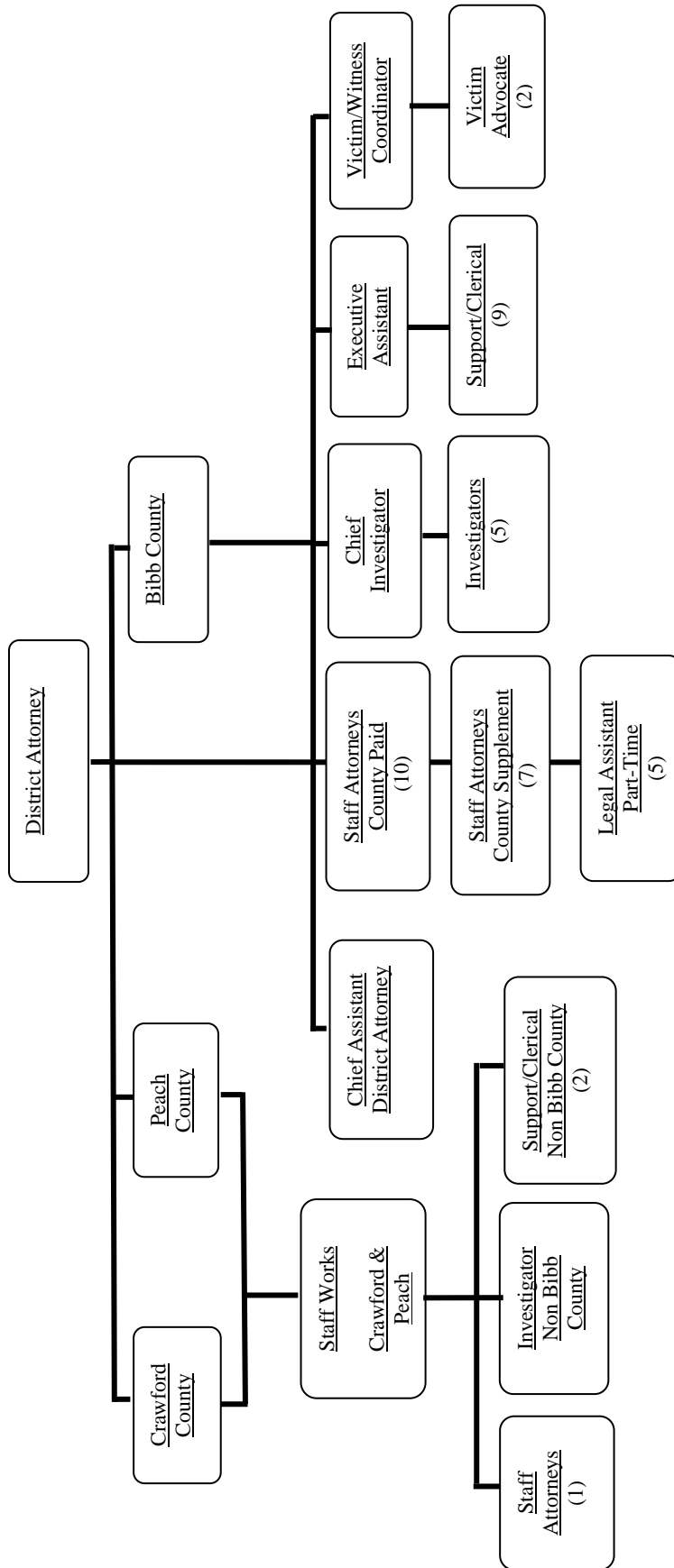
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	25	25	25
Expenditures			
Personal Services	\$ 1,432,006	\$ 1,412,071	\$ 1,431,500
Operating Expenditures	171,904	175,679	268,545
Capital Outlay	10,303	763	-
Total	<u>\$ 1,614,213</u>	<u>\$ 1,588,513</u>	<u>\$ 1,700,045</u>

### FY 2012 BUDGET ISSUES

The budget for Clerk of Superior Court represents a 1.4% increase for personal services and a 52.9% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 84.2% is appropriated for personal services and 15.8% 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 consult 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**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Accusations	1,322	1,276	1,548	1,440
Cases Filed	2,506	2,636	2,901	2,760
Dispositions	2,616	2,730	2,943	2,800
Defendants	2,967	3,136	3,506	3,200

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Indictments	599	601	622	615
Homicide Cases		41	*	

\*From July 1, 2010 through February 10, 2011, Bibb County has had 16 homicides.

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
*Victim Services Provided	1,260	1,047	1,200	1,275

\*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.

**FY 2011 ACCOMPLISHMENTS**

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

## DISTRICT ATTORNEY

### FY 2011 ACCOMPLISHMENTS (continued)

#### **VICTIM WITNESS ASSISTANCE**

The Victim-Witness Assistance Program's Coordinator and one Advocate maintained their certification with the National Advocate Credentialing Program. The Victim-Witness Assistance Program partnered with other agencies, organizations and the faith-based community in a number of victim awareness related events in FY-2011. The partnerships included joint events with Crisis Line & Safe House of Middle Georgia, Central Georgia Council on Family Violence, and Lizzie Chapel Baptist Church. VWAP will continue in its efforts to promote victims' rights awareness in the Bibb County-Macon community.

#### **VIOLENCE AGAINST WOMEN**

In addition to the specialization of serving victims of Domestic Violence, during FY-2011 the Special Agent Domestic Violence Investigator conducted several domestic violence workshops and presentations to middle school students of the Macon Judicial Circuit, civic and faith-based community of the Macon Judicial Circuit. The 2010 focus was on teen dating violence, which is on the rise. The Special Agent Domestic Violence investigator will continue in his efforts to promote victims' rights awareness in the Bibb County-Macon community and the entire Macon Judicial Circuit.

#### **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 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>DISTRICT ATTORNEY</b>			
Authorized Positions	41	40	39
Expenditures			
Personal Services	\$ 2,804,758	\$ 2,803,320	\$ 2,648,420
Operating Expenditures	405,868	182,212	189,290
Capital Outlay	36,616	5,364	-
Total	\$ 3,247,242	\$ 2,990,896	\$ 2,837,710
 <b>VICTIM WITNESS PROGRAM</b>			
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 52,481	\$ 69,988	\$ 60,000
Operating Expenditures	10,063	38,400	8,125
Capital Outlay	27,664	-	-
Total	\$ 90,208	\$ 108,388	\$ 68,125
 <b>VIOLENCE AGAINST WOMEN</b>			
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 83,798	\$ 84,200	\$ 84,600
Operating Expenditures	83	6,375	250
Capital Outlay	1,019	-	-
Total	\$ 84,900	\$ 90,575	\$ 84,850
 <b>GRAND JURY</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 2,983	\$ 4,597	\$ 4,597
Operating Expenditures	28,667	33,500	32,000
Capital Outlay	-	-	-
Total	\$ 31,650	\$ 38,097	\$ 36,597

## **DISTRICT ATTORNEY**

### **FY 2012 BUDGET ISSUES**

#### **DISTRICT ATTORNEY**

The budget for District Attorney represents a 5.5% decrease for personal services and a 3.9% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 93.3% is appropriated for personal services and 6.7% for operating expenditures. See appendices for information on capital outlay.

#### **VICTIM WITNESS PROGRAM**

The budget for Victim Witness Program represents a 14.3% decrease for personal services and a 78.8% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 88.1% is appropriated for personal services and 11.9% for operating expenditures. See appendices for information on capital outlay.

#### **VIOLENCE AGAINST WOMEN**

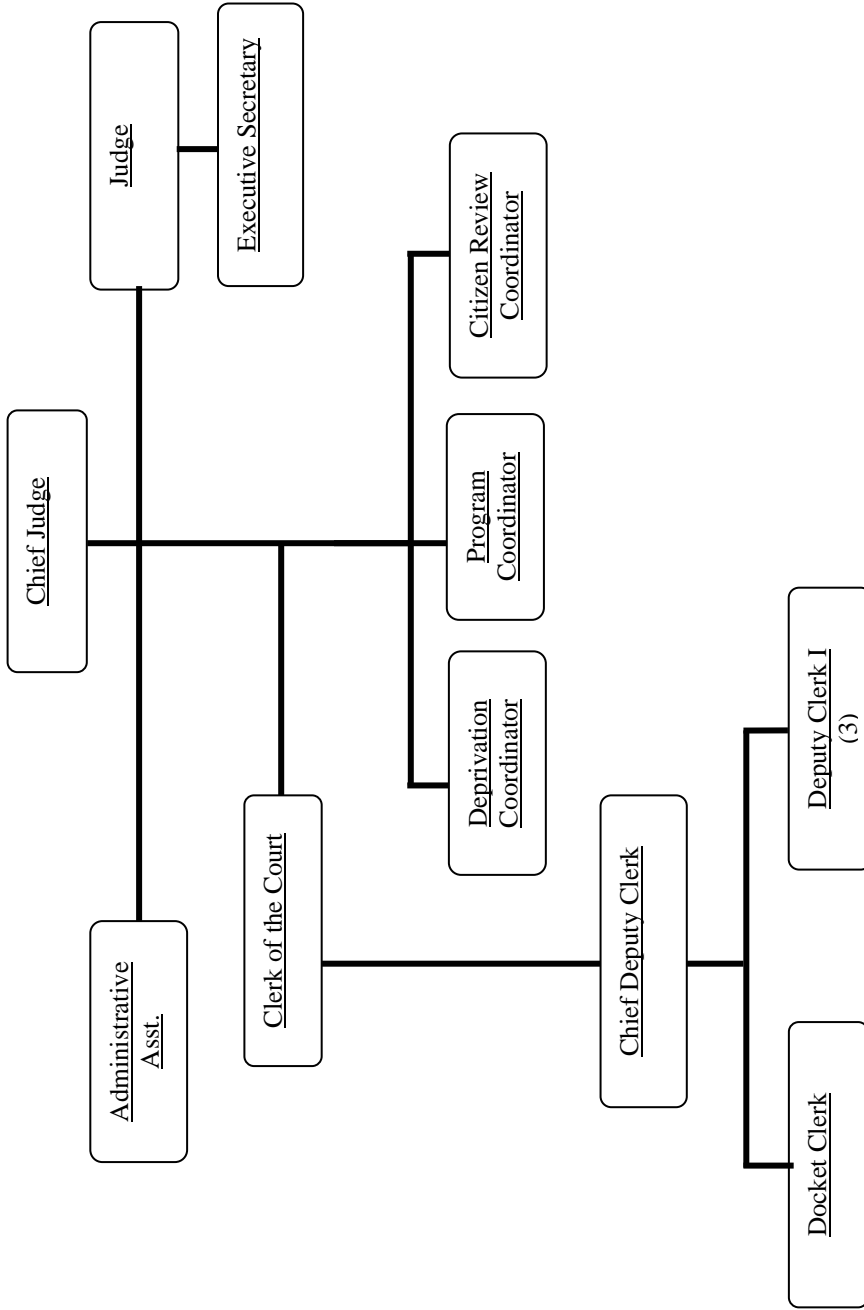
The budget for Violence Against Women represents a 0.5% increase for personal services and a 96.1% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 99.7% is appropriated for personal services and 0.3% for operating expenditures. See appendices for information on capital 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 and had a 4.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 12.6% is appropriated for personal services and 87.4% is operating expenditures.



# 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; two days 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 in court orders and recording. 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 DFACS 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. The court also administers a Symbolic Restitution Program to provide community service opportunities for delinquent offenders. This program also requires restitution of certain offenders, so that victims might be repaid their loss.

Juvenile Court is in its ninth 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. The court is 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. The court will continue to partner with River Edge, and expect that will increase services to the children and simultaneously decrease expense to the county.

The court will continue efforts to connect 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 DFACS 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Delinquent	2,307	1,778	1,867	1,960
Unruly	597	396	416	437
Traffic	130	81	85	89
Deprived	1,574	1,014	1,065	1,118
Custody	-	-	-	-
Other	36	46	48	50
<b>Total</b>	<u>4,644</u>	<u>3,315</u>	<u>3,481</u>	<u>3,654</u>

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Cases Disposed:				
Delinquent	2,854	1,399	1,469	1,542
Unruly	652	340	357	375
Traffic	165	55	58	61
Deprived	1,429	914	960	1,008
Custody	-	-	-	-
Other	27	39	41	43
<b>Total</b>	<u>5,127</u>	<u>2,747</u>	<u>2,885</u>	<u>3,029</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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Participants in DJJ programs	406	603	633	665
Panel Reviews	506	125	131	138
Cases to Drug Court	23	58	61	64
Cases to Family Counseling	85	191	201	211
Cases to Anger Management	51	189	198	208

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Cases assigned to CASA	243	78	82	86

<b>FY 2011 ACCOMPLISHMENTS</b>
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- 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.
- Coordination and cooperation with the Commissioners in the creation of the new Juvenile Court Campus.

## JUVENILE COURT

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	13	13	13

#### JUVENILE COURT

##### Expenditures

Personal Services	\$ 826,959	\$ 852,188	\$ 858,703
Operating Expenditures	177,098	188,255	189,060
Capital Outlay	8,265	561	-
Total	<u>\$ 1,012,322</u>	<u>\$ 1,041,004</u>	<u>\$ 1,047,763</u>

#### JUVENILE COURT STATE INS

##### Expenditures

Operating Expenditures	\$ 13,875	\$ 20,000	\$ 8,064
Total	<u>\$ 13,875</u>	<u>\$ 20,000</u>	<u>\$ 8,064</u>

### FY 2012 BUDGET ISSUES

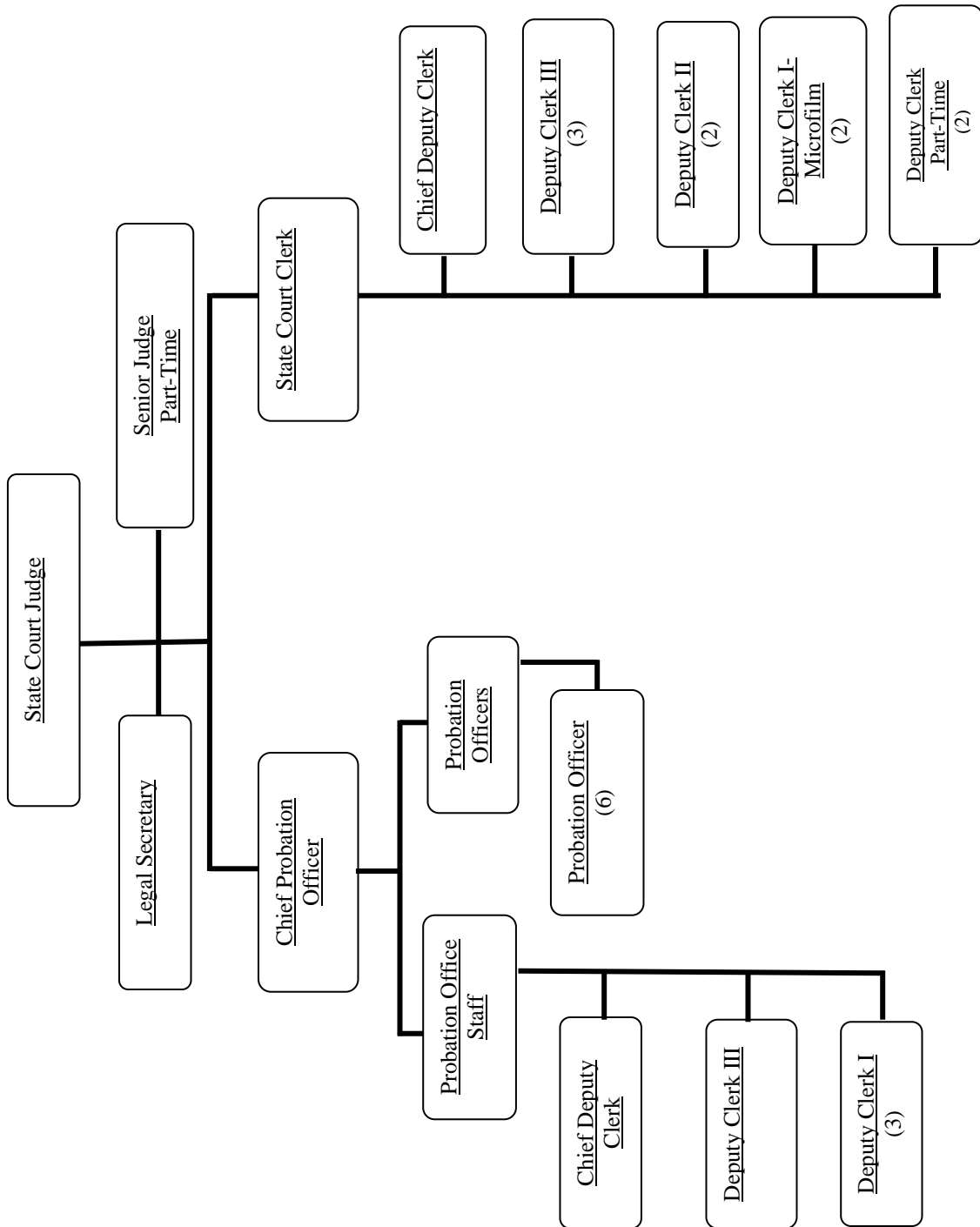
#### JUVENILE COURT

The budget for Juvenile Court represents a 0.8% increase for personal services and a 0.4% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 82.0% is appropriated for personal services and 18.0% for operating expenditures. See appendices for information on capital outlay.

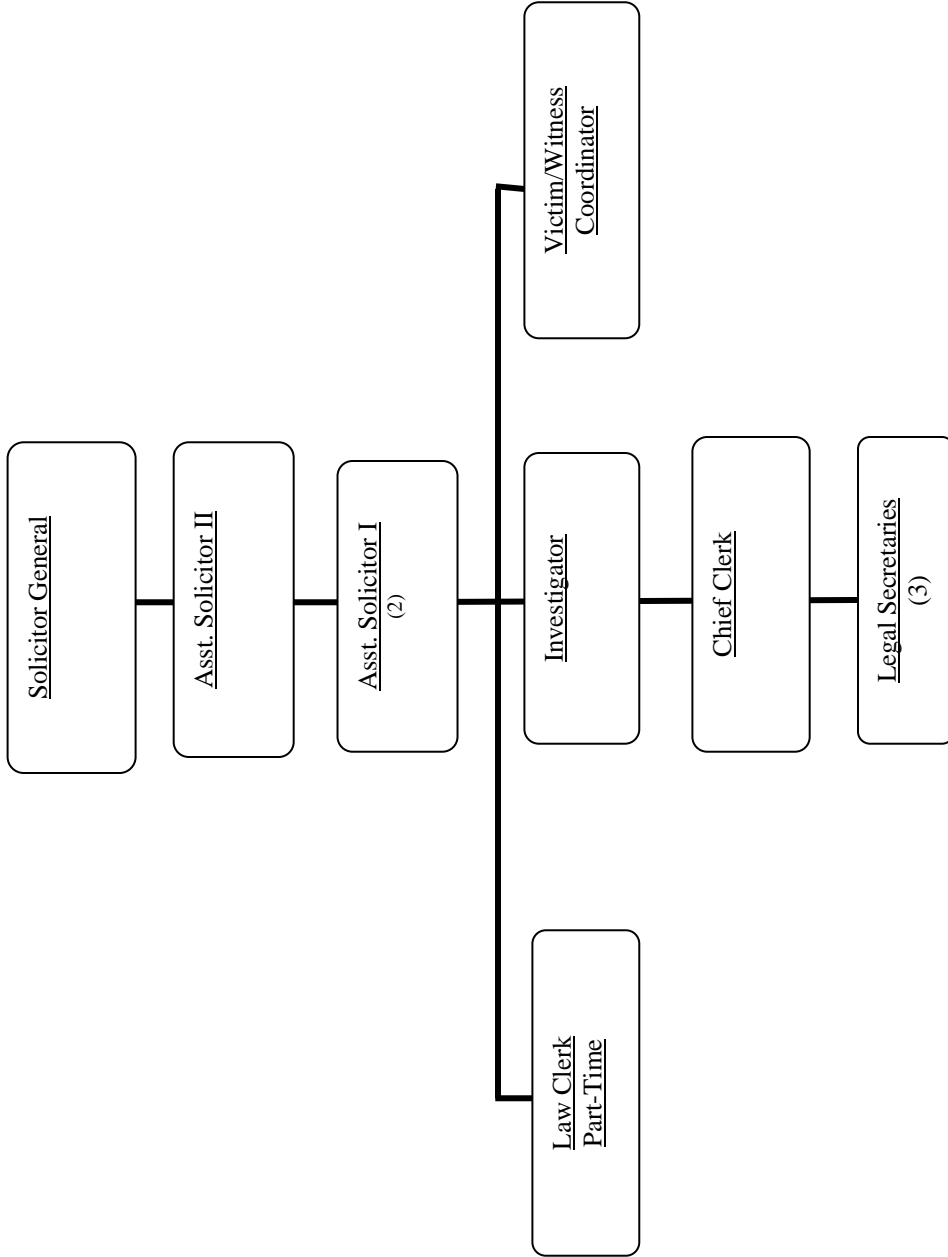
#### JUVENILE COURT STATE INS

The budget for Juvenile Court State Insurance represents a 59.7% decrease from FY 2011. Of the total FY 2012 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Civil Filings	4,200	4,103	1,800	1,800
Civil Cases Disposed	3,600	3,618	1,500	1,550
Criminal Filings Solicitor Caseload	14,400	13,161	13,500	13,750
Criminal Cases Disposed	14,200	16,816	15,000	15,000
State Court Probation Caseload	6,000	5,473	6,000	6,500

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Civil costs and fees	\$ 240,000	\$ 245,128	\$ 175,000	\$ 175,000
Criminal fines and fees	2,000,000	2,330,996	2,000,000	2,000,000
Total funds disbursed	\$ 2,240,000	\$ 2,576,124	\$ 2,175,000	\$ 2,175,000

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Victims Served	1,500	1,007	1,100	1,100

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Cases nolle prossed	3,000	2,294	3,000	3,000

**5. To serve witness subpoenas.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Witness Subpoenas Served	2,500	2,403	2,450	2,450

## STATE COURT

### FY 2011 ACCOMPLISHMENTS

#### STATE COURT

- Continued proficient handling of all civil and criminal files as well as all jury trials.
- 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. 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 with a specially-set two-week term in March 2011, to aid in disposing the heavy caseload. An additional separate jail calendar is held every Friday.
- The State Court Investigator continue to provide much needed support to attorneys. He assisted in 174 assigned cases and served 2,403 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 1,007 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>
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	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>STATE COURT</b>			
Authorized Positions	11	11	11
Expenditures			
Personal Services	\$ 706,996	\$ 729,125	\$ 729,425
Operating Expenditures	183,518	185,100	187,050
Capital Outlay	-	3,650	-
Total	\$ 890,514	\$ 917,875	\$ 916,475
<b>STATE COURT PROBATION OFFICE</b>			
Authorized Positions	12	12	12
Expenditures			
Personal Services	\$ 622,108	\$ 627,500	\$ 632,450
Operating Expenditures	15,908	22,460	22,460
Capital Outlay	-	420	-
Total	\$ 638,016	\$ 650,380	\$ 654,910
<b>STATE COURT SOLICITOR</b>			
Authorized Positions	9	9	9
Expenditures			
Personal Services	\$ 649,160	\$ 664,200	\$ 656,600
Operating Expenditures	24,663	28,525	28,820
Capital Outlay	18,923	-	-
Total	\$ 692,746	\$ 692,725	\$ 685,420
<b>VICTIM WITNESS ASSISTANCE</b>			
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 52,138	\$ 55,000	\$ 53,400
Operating Expenditures	1,416	3,470	2,870
Capital Outlay	-	-	-
Total	\$ 53,554	\$ 58,470	\$ 56,270

## STATE COURT

### FY 2012 BUDGET ISSUES

#### **STATE COURT**

The budget for State Court represents a 0.0% increase for personal services and a 1.1% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 79.6% is appropriated for personal services and 20.4% for operating expenditures. See appendices for information on capital outlay.

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

The budget for State Court Probation Office represents a 0.8% increase for personal services and a 0.0% increase for operating expenditures from FY 2011. Of the total FY 2012 budget 96.6 % is appropriated for personal services and 3.4% for operating expenditures. See appendices for information on capital outlay.

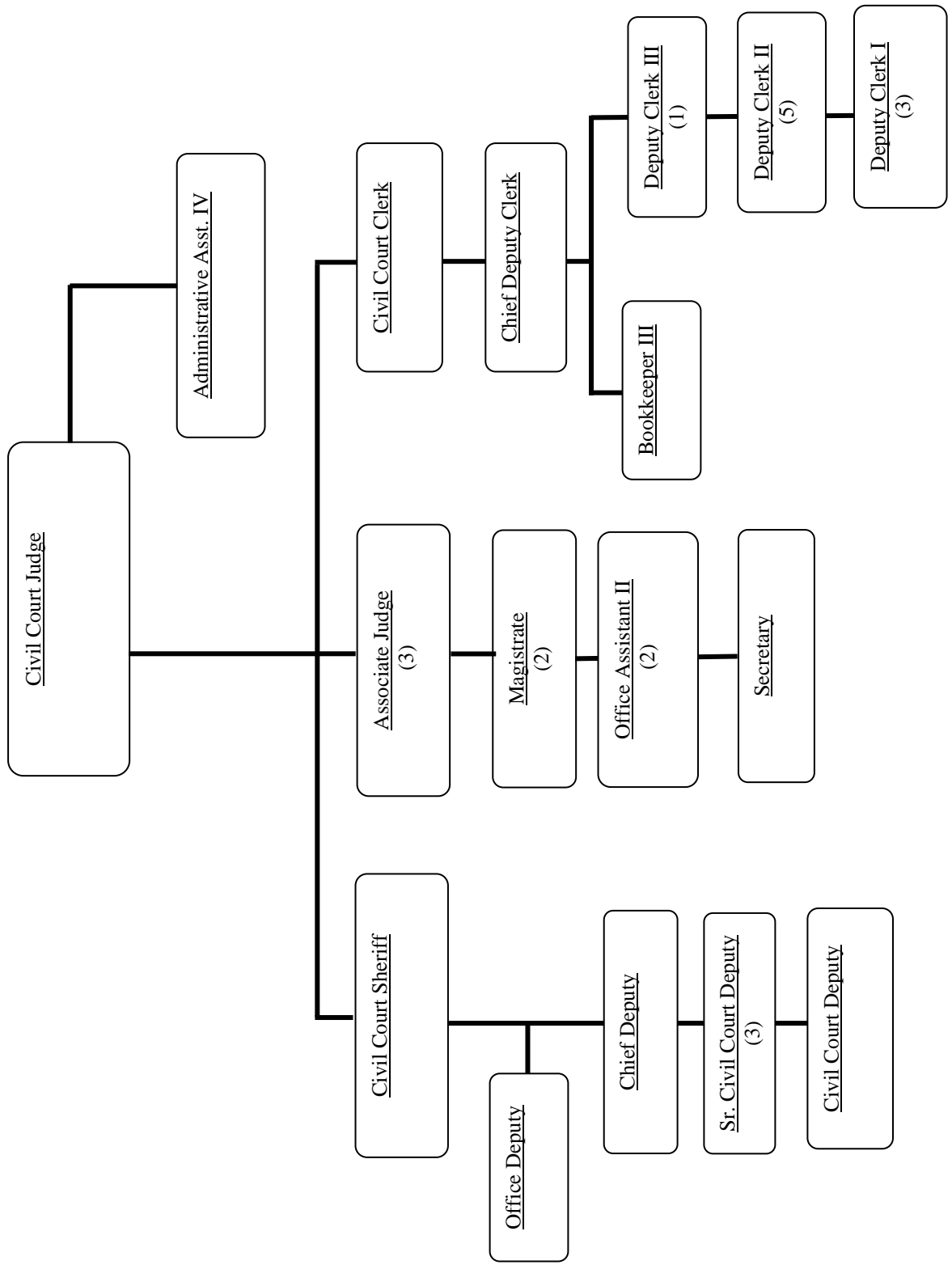
#### **STATE COURT SOLICITOR GENERAL**

The budget for State Court Solicitor represents a 1.1% decrease for personal services and a 1.0% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 95.8% is appropriated for personal services and 4.2% for operating expenditures. See appendices for information on capital outlay.

#### **VICTIM WITNESS ASSISTANCE**

The budget for State Court Victim Witness Assistance Program represents a 2.9% decrease for personal services and a 17.3% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 94.9% is appropriated for personal services and 5.1% 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 (the front counters are the only space to work in the dockets and to wait on customers) and the Court's need for file and storage space. Due to increase in filings of new cases from many plaintiffs/attorneys switching from State and Superior Courts to Magistrate Court the court is running out of file space, but does not have any space to put new file cabinets.

## CIVIL AND MAGISTRATE COURT

<b>GOALS (continued)</b>
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- To complete a history tape program to the mainframe. This would free up space and assist the public and attorneys in locating old records.
- To continue to reduce the cost for both court systems by more use of e-mails and faxes of case information.
- To continue to reduce the number of old outstanding cases on the balancing report whereby the monthly report can be balanced with the computer report of all money held in the registry of the court on all cases.
- To increase the salaries of the Clerk, Chief Deputy Clerk and Deputy Clerks.
- 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.

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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### **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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Complaints	3,296	4,030	4,700	5,300
Dispossessories	6,050	7,300	8,100	8,500
Foreclosures	225	225	280	410
Good Behavior Warrants	5	2	4	8
Evictions	950	1,029	1,205	1,325
Subpoenas	85	624	710	815
Citations	325	241	275	304
Bench Warrants	10	-	2	4
Levies	40	4	80	95
Fi Fa's	100	74	110	150
Garnishments	3,000	2,389	3,000	3,500
Public Sales	2	-	2	3

**CIVIL AND MAGISTRATE COURT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**CLERK OF CIVIL/MAGISTRATE COURT**

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Total New Cases Filed	13,255	12,457	12,500	13,025
Claims Filed	3,800	3,119	4,075	4,225
Garnishments Filed	3,200	2,973	2,475	2,600
Garnishments Answers	7,600	7,438	5,780	5,930
Disbursements Processed	4,275	4,228	3,375	3,445
Dispossessories Filed	6,025	6,134	5,650	5,875
Foreclosures Filed	230	261	300	325
Dispossessory & Foreclosure Judgements & Writs	2,475	2,464	2,500	2,550
Evictions	950	978	990	1,000
Fi Fa's Issued	2,690	2,273	2,300	2,350
Pleadings Filed	3,200	2,548	2,575	2,600
Abandoned Motor Vehicle Liens	525	491	475	490
Online Filings	1,960	1,913	2,200	2,325
Subpoenas Issued	350	211	80	85

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Civil costs	\$ 1,059,773	\$ 1,089,919	\$ 1,308,840	\$ 1,400,500
Criminal fees	530	340	700	600
Citation Fines and Fees	58,187	53,929	43,863	38,363
<b>Total funds disbursed</b>	<u><u>\$ 1,118,490</u></u>	<u><u>\$ 1,144,188</u></u>	<u><u>\$ 1,353,403</u></u>	<u><u>\$ 1,439,463</u></u>

**CIVIL AND MAGISTRATE COURT**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**MAGISTRATE’S OFFICE, CRIMINAL WARRANTS**

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Criminal Warrants Issued	7,410	7,413	7,460	7,500
Good Behavior Warrants	6	-	4	5
Search Warrants	235	285	295	300
1st Appearance Hearings	3,880	4,941	4,950	4,960
Commitment Hearings	1,120	1,159	1,170	1,180
Good Behavior Hearings	6	-	6	5
Pre-Warrant Hearings	5	1	6	6
Deposit Account Fraud Hearings	430	117	130	140
Deposit Account Fraud citations	550	382	395	410
Failure to Appear Warrants (Checks)	20	20	20	20

<b>FY 2011 ACCOMPLISHMENTS</b>
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**CLERK OF CIVIL/MAGISTRATE COURT**

- A majority of old outstanding checks have been cleared up and their numbers continue to be reduced.
- A web site has been created for the court that includes various forms that can be printed off line, instructions for filing and a case search program whereby the plaintiff/defendant can access their case information. This site has reduced the number of phone calls, the cost of mailing and in office traffic.
- Reduced the cost of our postage by adding the cost of certified mail to the appellant/appellee’s cost bill. This cost plus requiring the accrued cost to be paid in advance has cut down on the number of frivolous filings.
- Set up mailboxes in office so that plaintiff/attorney can pick up court work (receipts, sheriff’s entries of service and checks) cutting out cost of mailing.

**CIVIL/MAGISTRATE COURT SHERIFF’S OFFICE**

- 1,428 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.

**CIVIL AND MAGISTRATE COURT**

**FY 2011 ACCOMPLISHMENTS (continued)**

- 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 16 years.

**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.

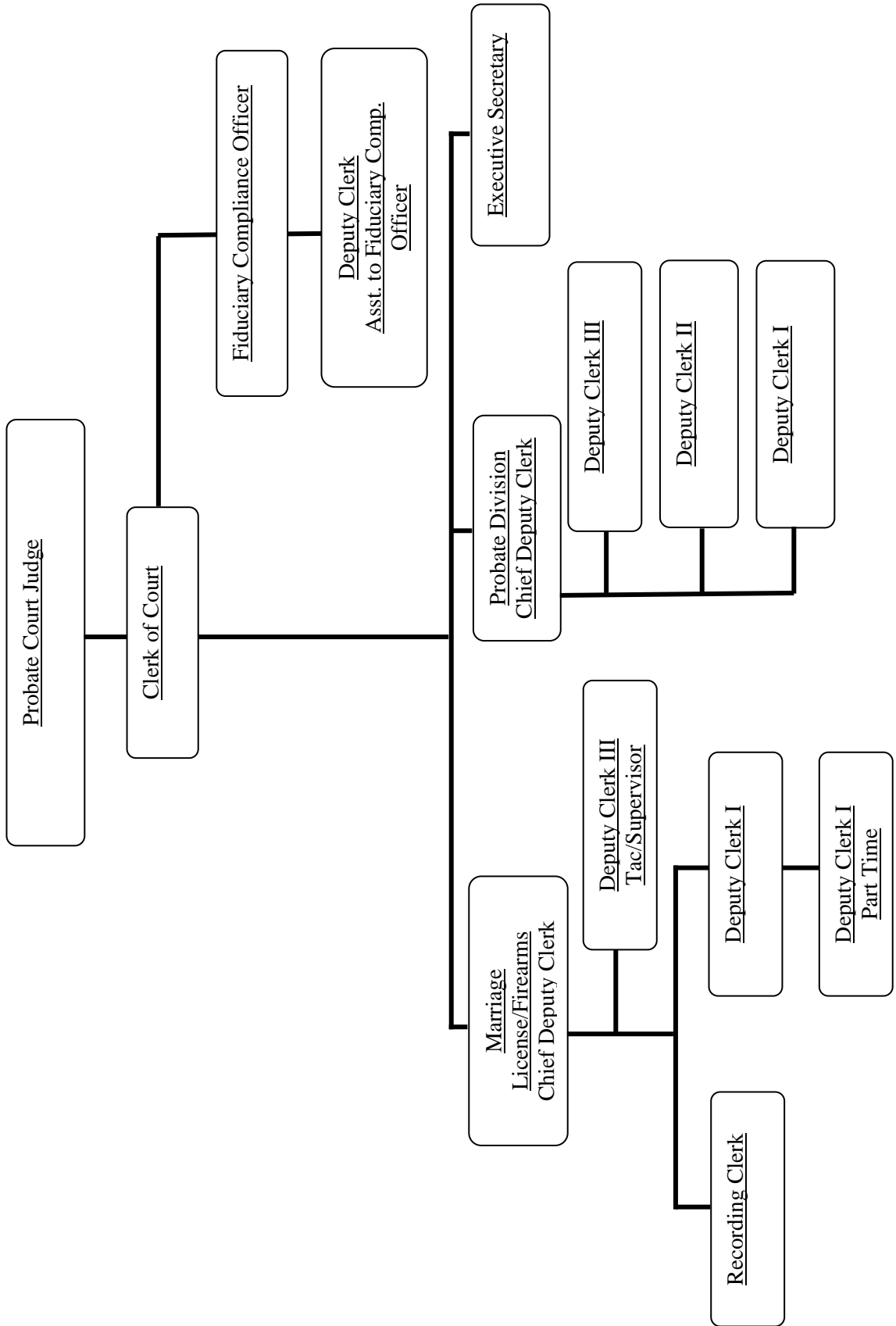
**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>29</u>	<u>29</u>	<u>28</u>
Expenditures			
Personal Services	\$ 1,695,077	\$ 1,668,834	\$ 1,607,759
Operating Expenditures	131,614	155,551	147,154
Capital Outlay	35,436	15,747	-
Total	<u>\$ 1,862,127</u>	<u>\$ 1,840,132</u>	<u>\$ 1,754,913</u>

**FY 2012 BUDGET ISSUES**

The budget for the Civil/Magistrate Court represents a 3.7% decrease for personal services and a 5.4% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 91.6% is appropriated for personal services and 8.4% 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>
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**1. Establish estates for minors, incapacitated adults, and decedents. Matters concerning mental health and the issuing of firearms and marriage licenses.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Decedent Estate: Administration	140	126	130	130
Decedent Estate: Probate	400	424	435	435
Decedent Estate: Year's Support	60	39	60	60
Decedent Estate: No Admin. Necessary	13	10	10	10
Guardianship: Minor and Incapacitated Adult	180	96	110	110
Leave to Sell or Encumber	20	31	30	30
Citations against Personal Representative/Guardian	5	3	10	10
Misc. Estate/Guardianship Proceedings	600	571	600	600
Estate/Guardian required reports	360	332	350	350
Mental Health/Court Orders to apprehend	65	27	20	20
Marriage Licenses issued	1,200	1,162	1,200	1,200
Firearms Licenses issued	2,200	1,350	1,400	1,400

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Total Case Load	5,243	4,171	4,355	4,355

## PROBATE COURT

### OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Court Operations-Court Cost Collected	\$ 209,527	\$ 227,272	\$ 250,000	\$ 250,000
Miscellaneous Fees-Designated Funds	40,531	44,456	45,000	45,000
Total funds disbursed	<u>\$ 250,058</u>	<u>\$ 271,728</u>	<u>\$ 295,000</u>	<u>\$ 295,000</u>

### FY 2011 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

### FY 2011 ACCOMPLISHMENTS (continued)

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).

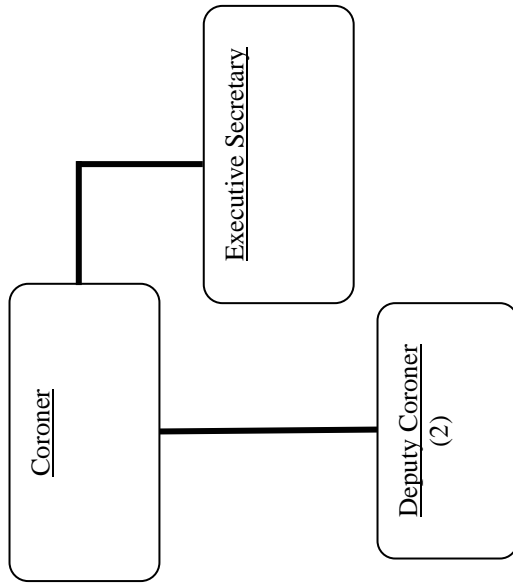
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	14	14	13
Expenditures			
Personal Services	\$ 813,161	\$ 809,356	\$ 771,354
Operating Expenditures	33,820	55,045	51,925
Capital Outlay	1,395	2,257	-
Total	\$ 848,376	\$ 866,658	\$ 823,279

### FY 2012 BUDGET ISSUES

The budget for Probate Court represents a 4.7% decrease for personal services and a 5.7% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 93.7% is appropriated for personal services and 6.3% 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 Fatality Review Committee 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>
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**1. To provide necessary investigative services.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Cases Reported	1,000	994	1,000	1,010
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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Training attended (hours)	240	185	200	200

<b>FY 2011 ACCOMPLISHMENTS</b>
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- In support of the County's efforts to "go green" we have converted the Coroner's office to a totally computerized system.
- 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**

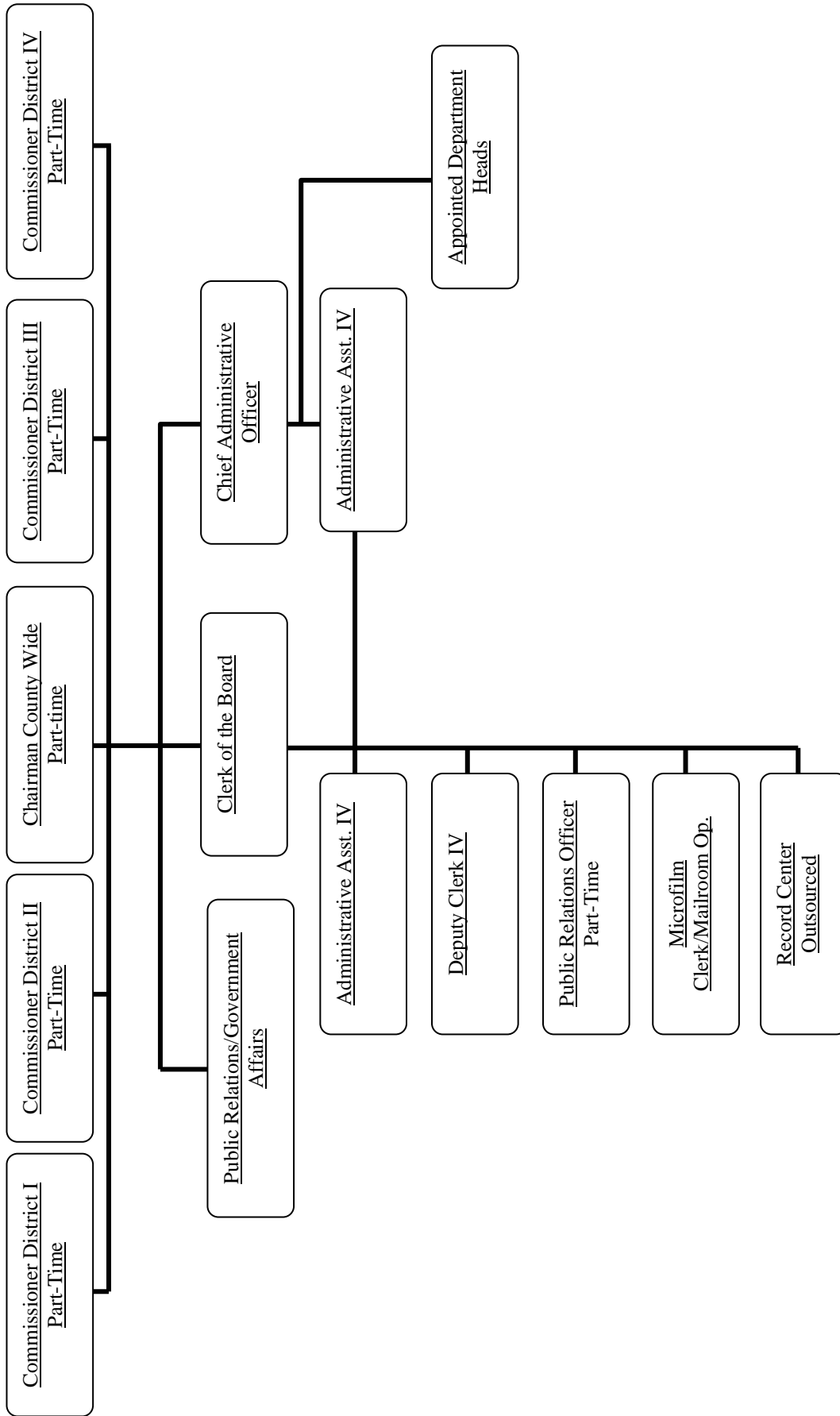
**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>4</u>	<u>4</u>	<u>4</u>
Expenditures			
Personal Services	\$ 240,157	\$ 244,700	\$ 228,100
Operating Expenditures	56,868	68,450	70,390
Capital Outlay	519	18,395	-
Total	<u>\$ 297,544</u>	<u>\$ 331,545</u>	<u>\$ 298,490</u>

**FY 2012 BUDGET ISSUES**

The budget for the Coroner's Office represents a 6.8% decrease for personal services and a 2.8% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 76.4% is appropriated for personal services and 23.6% 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; Information Technology 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 2012 Budget on or before June 30, 2011.
- 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Commission Meetings	24	17	24	24
Work Sessions (Committee Meetings)	140	124	216	140
Miscellaneous Meetings	500	1,046	1,000	1,050

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Public Hearings	3	-	3	3

**FY 2011 ACCOMPLISHMENTS**

- A Resolution was approved in February 2011 authorizing Bibb County to become a member of the Middle Georgia Clean Air Coalition and delegating the MGCAC the air quality agenda set out in the Articles of Incorporation.
- Efforts have been made to move toward a fast paced community education project, as an initiative that will connect the community to Bibb County Government. Partnerships with City government, local businesses and schools will allow a well-rounded multi-media campaign to educate the Bibb County community through educational films, documentaries, and other media projects creating a well-informed and insightful community.
- Bibb County, along with the Macon Water Authority and Macon Housing Authority has joined forces by establishing and investing in an Intergovernmental Business Opportunity Center (IBOC) locally. The intent of the IBOC is to assist small business, including those that are minority and women owned, with navigating the process of doing business with these participating governments. The IBOC would serve as a coordinating clearinghouse, providing a “one stop” shop for local businesses to receive government bid information.
- 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 facing Macon and Bibb County.
- The Middle Georgia Regional Commission, the City of Macon’s Chief Administrative Officer, Bibb County’s Chief Administrative Officer, along with finance directors from the City and County are meeting regularly to implement a Service Delivery Strategy.
- 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*”.

**BOARD OF COMMISSIONERS**

**FY 2011 ACCOMPLISHMENTS (continued)**

- 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. The Master Plan has been completed and presented to Bibb County officials for consideration of implementation. With insurance proceeds and FEMA funding, bathhouses at Sandy Beach, the Campground and Pavilion at Claystone Park have been rebuilt.
- Courthouse renovations are complete. 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.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>7</u>	<u>7</u>	<u>6</u>
Expenditures			
Personal Services	\$ 630,968	\$ 640,850	\$ 612,530
Operating Expenditures	170,726	392,738	415,880
Capital Outlay	685,614	7,524	-
Total	<u>\$ 1,487,308</u>	<u>\$ 1,041,112</u>	<u>\$ 1,028,410</u>

**FY 2012 BUDGET ISSUES**

The budget for Board of Commissioners represents a 4.4% decrease for personal services and a 5.9% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 59.6% is appropriated for personal services and 40.4% 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 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, this service became cost 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 accordance 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 government. 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 or designee.
- 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Capacity - Cubic Feet	10,000	10,000	10,000	10,000
Record Requests	1,000	1,220	1,250	1,250
Re-Files	1,000	1,079	1,100	1,100
Interfiles	350	1,068	1,200	1,200
Boxes Transferred	850	887	950	1,000

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Cubic Feet Destroyed	1,500	1,016	1,500	1,800

### FY 2011 ACCOMPLISHMENTS

The Bibb County Records Management Program is nearing the end of its 17th fiscal year of operation. FY 2011 has been a productive year for the program with more than 1000 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 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.

## RECORDS MANAGEMENT PROGRAM

### FY 2011 ACCOMPLISHMENTS (continued)

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 offsite 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. In March 2010, we began utilizing Laservault Imaging, a web-based document imaging solution that allows us to scan, index, store and retrieve documents with the touch of a single key, to increase efficiency and protect legal rights. Various factors determine whether electronic records can be used to meet one or both of these responsibilities. Electronic records offer many advantages over paper and microfilm including rapid and easy access, almost limitless duplication and instant distribution over networks.

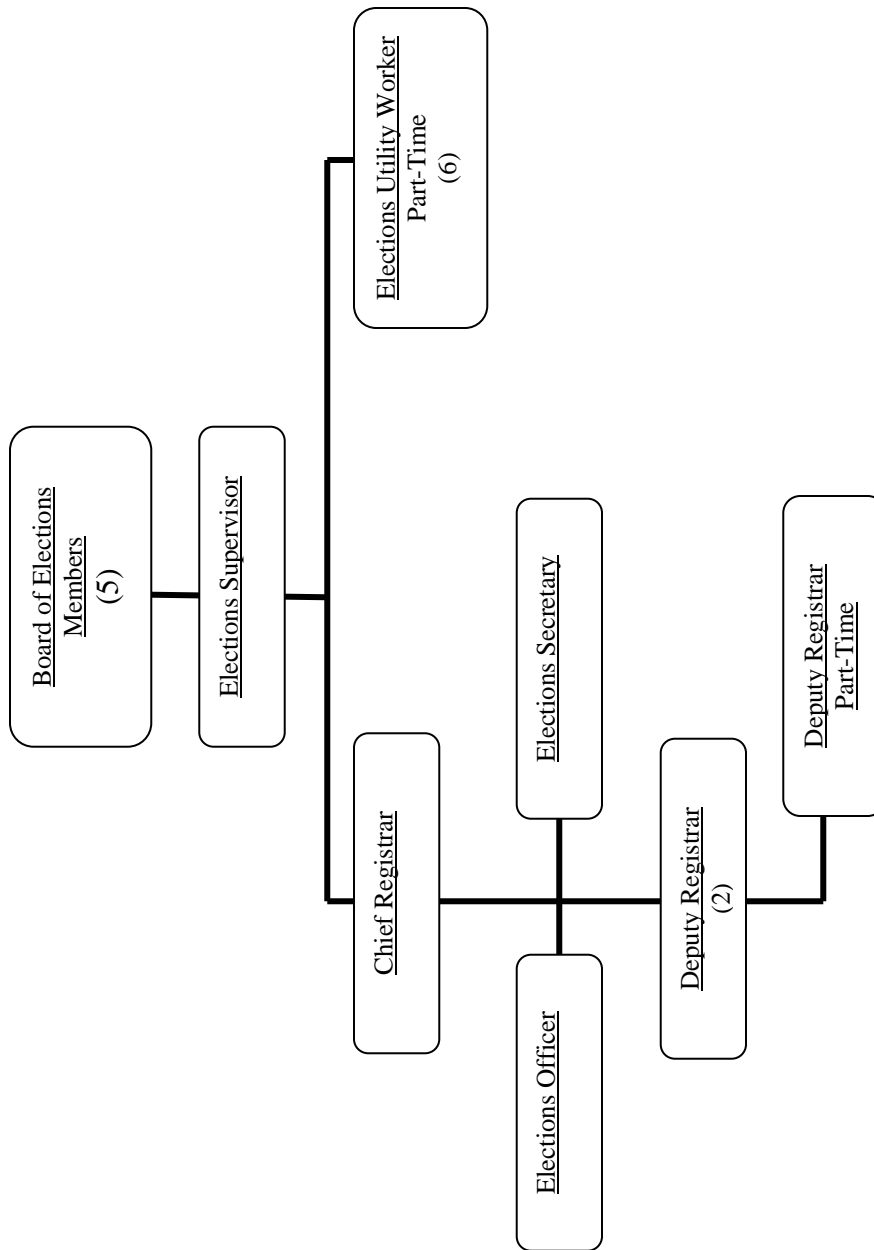
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Expenditures			
Operating Expenditures	\$ 67,342	\$ 67,908	\$ 78,070
Capital Outlay	-	-	-
Total	\$ 67,342	\$ 67,908	\$ 78,070

### FY 2012 BUDGET ISSUES

The budget for Records Management represents a 15.0% increase over FY 2011. 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. 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 7/19/11 City Primary, 8/16/11 Runoff, 11/8/11 City General/Consolidation, February 2012 Presidential Preference Primary, and the July 2012 General Primary Elections.
- To proof the election program built by Kennesaw State University and make sure any errors found are corrected before the programs are shipped to this office for uploading into the GEMS System before each election.
- To proof the absentee paper ballots 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 and scanners 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 21 days before the city elections and 45 days before federal/state/county 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 register, delete, change names and/or addresses for 21,000 persons, which amounts to 25% of 83,194 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 7,500 National Change of Address (NCOA) Confirmation Notices due to be mailed twice yearly, 6,000 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).
- To begin the process of district line changes that will result from the 2010 Census figures.

## BOARD OF ELECTIONS

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To conduct scheduled elections in accordance with state and federal laws.**

	FY 2010 <u>Projected</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Projected</u>
Elections conducted	1	1	4	4
Campaign/Financial disclosures received	88	76	56	-
New voters registered	4,453	2,169	2,969	6,003
Produce Master Voter List	94,000	80,400	328,324	332,776

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

	FY 2010 <u>Projected</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Projected</u>
Programming of Memory Cards	381	243	1,050	926
Program Encoders & Flash Cards	84	84	378	352
Logic & Accuracy Testing on Voting Booths & Express Poll Units	465	243	850	1,308
Certification of Poll Workers	500	164	650	466

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

	FY 2010 <u>Projected</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Projected</u>
Maintenance on Voting Booths and Express Poll Units	465	327	876	1,278
Training Sessions for Poll Workers	20	10	18	22
Annual Mass Mailings/NCOA/ & No Contact	11,870	5,358	7,500	7,500
Weekly Voter ID Cards	18,248	12,889	13,150	21,000

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

	FY 2010 <u>Projected</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Projected</u>
Enter Absentee Voters	10,126	1,088	45,000	15,140
Data Entry Transactions	16,204	14,548	16,500	15,000
District & Precinct Changes	2,000	-	2,000	2,000
Annual Transfer of Voters from Inactive To Delete Status	5,000	3,301	3,500	7,000

## BOARD OF ELECTIONS

### FY 2011 ACCOMPLISHMENTS

- The elections held in this year were the July 20, 2010 Primary, August 10, 2010 Runoff, November 2, 2010 General, November 30, 2010 Runoff and the February 15, 2011 Special.
- Ordered and prepared all required election supplies by the Friday before the elections.
- Proofed and approved the programs built by Kennesaw State University for the elections.
- Proofed and approved the absentee paper ballot produced by the printer before the elections.
- Conducted logic and accuracy testing on 926 touch screen units for the elections.
- Conducted logic and accuracy testing and conducted Bulk upload of voter history into 352 Express Poll Units.
- Conducted training for 466 poll workers for the elections.
- Had all required precinct locations operational on the Election Days 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 elections held.
- Had absentee ballots available in the office in accordance with law to conduct Early/Advance voting before each election.
- Mailed out, assisted to prepare, received and inspected 76 Financial Disclosure Statements and Campaign Contribution Disclosure Reports.
- Registered, deleted, changed names and/or addresses for 13,150 persons which amounts to 16% of 83,194 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 5,358 NCOA Confirmation notices and processed all changes generated by the returned notices.
- Processed 17,670 Early/Advance voters in our main office.
- Mailed and processed 5,917 absentee ballots.
- Scanned 45,000 voter registration cards into a county program.

## BOARD OF ELECTIONS

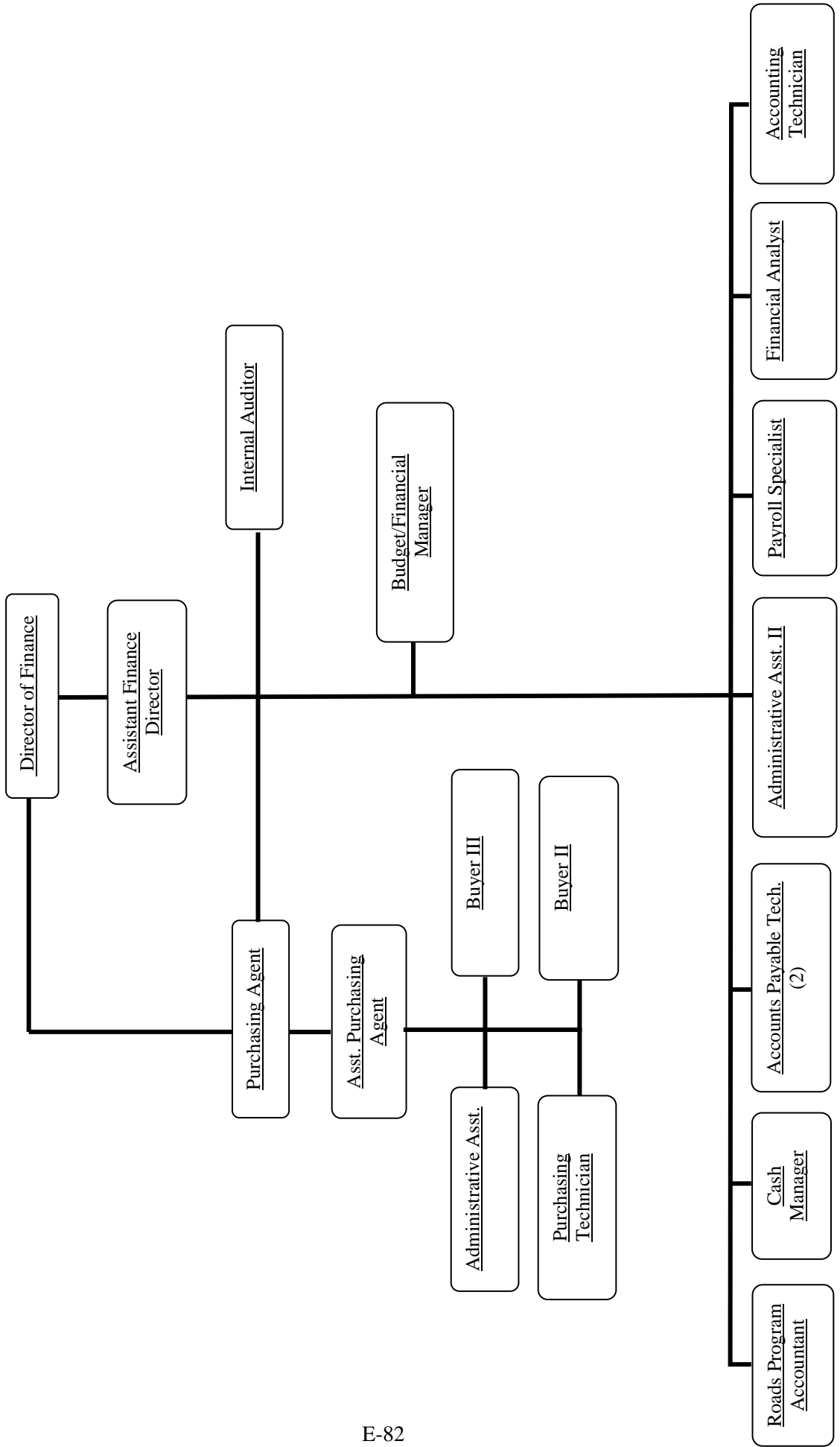
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>6</u>	<u>6</u>	<u>6</u>
Expenditures			
Personal Services	\$ 338,535	\$ 387,751	\$ 379,771
Operating Expenditures	223,131	390,194	378,802
Capital Outlay	8,514	30,280	-
Total	<u>\$ 570,180</u>	<u>\$ 808,225</u>	<u>\$ 758,573</u>

### FY 2012 BUDGET ISSUES

The budget for Board of Elections represents a 2.1% decrease for personal services and a 2.9% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 50.1% is appropriated for personal services and 49.9% 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 Department. 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 2012 County budget process, beginning March 1, 2011.
- Produce the FY 2012 Budget Document and submit to GFOA for consideration of FY 2012 Budget Award by October 30, 2011.
- Coordinate and complete FY 2011 closeout process by September 1, 2011.
- Work with auditors in completing the FY 2011 Audit by November 30, 2011.
- Monitor FY 2012 budgeted expenditures & revenue collections throughout FY 2012.
- Increase the professional background of the Finance and Purchasing staff through professional training seminars to be offered throughout FY 2012.
- 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**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

**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.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Budget Revisions	800	791	800	825
Bank Reconciliations	240	276	281	288
Fund Transfers	260	268	280	285
Journal Transactions	55,000	54,909	55,000	55,100
Monthly interim financial reports	120	120	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.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
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	27	27	28	29
Total Federal Dollars of Grants Maintained	\$ 738,458	\$ 738,458	\$ 837,050	\$ 952,020

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
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	21	21	22	23

**FINANCE DEPARTMENT**

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Paychecks Issued	26,808	26,804	26,900	27,000
% Payroll meeting deadlines	100%	100%	100%	100%
Pension benefit checks issued	3,945	3,962	3,975	3,985
% Pension benefit checks meeting deadlines	100%	100%	100%	100%
Tax deposits processed	145	152	150	150
% Tax deposits processed within guidelines	100%	100%	100%	100%

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Automated A/P Checks Issued	15,400	14,095	15,000	15,100
Requisitions Processed	4,500	4,361	4,300	4,400
Term Contract Bids Let	40	35	35	40
Sealed/Written Bids	50	45	35	40
Purchase Orders Issued	4,500	4,378	4,100	4,300
Purchasing Card Transactions	1,500	1,584	1,701	1,800

<b>FY 2011 ACCOMPLISHMENTS</b>
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- The County received the "Certificate of Achievement for Excellence in Financial Reporting" award for the FY 2010 Audited Financial Statements.
- The County received the "Distinguished Budget Presentation" award for the FY 2011 budget document.
- Completed a 6-month update for Board of Commissioners as of December 31, 2010.



**FINANCE DEPARTMENT**

**FY 2011 ACCOMPLISHMENTS (continued)**

- Completed and submitted annual billing to City of Macon for Inmate Housing at the Bibb County Corrections Facility.
- Made the June 30, 2010 Comprehensive Annual Financial Report and the June 30, 2011 Annual Budget Document available on the Finance Department's website.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>FINANCE OFFICE</b>			
Authorized Positions	12	12	12
Expenditures			
Personal Services	\$ 932,261	\$ 949,300	\$ 955,000
Operating Expenditures	34,385	49,810	49,310
Capital Outlay	-	-	-
Total	<u>\$ 966,646</u>	<u>\$ 999,110</u>	<u>\$ 1,004,310</u>
<b>PURCHASING</b>			
Authorized Positions	6	6	5
Expenditures			
Personal Services	\$ 377,693	\$ 380,300	\$ 380,515
Operating Expenditures	11,835	20,450	17,150
Capital Outlay	-	599	-
Total	<u>\$ 389,528</u>	<u>\$ 401,349</u>	<u>\$ 397,665</u>

## **FINANCE DEPARTMENT**

### **FY 2012 BUDGET ISSUES**

The budget of the Finance Office represents a 0.6% increase for personal services and a 1.0% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 95.1% is appropriated for personal services and 4.9% 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 16.1% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 95.7% is appropriated for personal services and 4.3% 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 Atlanta Presort, Inc., d/b/a Mailsort-Macon. By using Pre-Sort, the County saves approximately nine 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Presort Mail	67,200	57,865	100,000	115,000
Regular Mail	50,338	120,135	125,000	135,000

### FY 2011 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.

**GENERAL SERVICES**

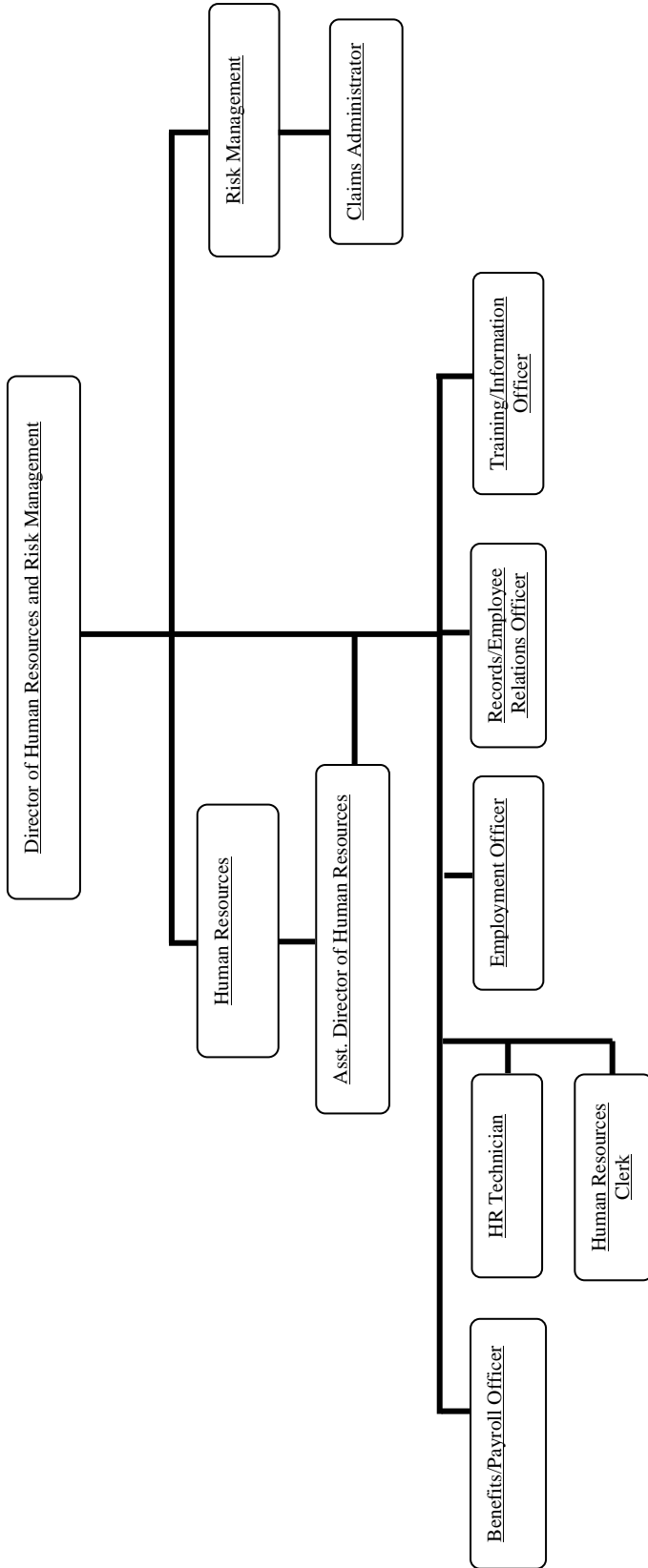
**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Expenditures			
Operating Expenditures	\$ 14,213	\$ 15,532	\$ 14,920
Capital Outlay	-	-	-
Total	<u>\$ 14,213</u>	<u>\$ 15,532</u>	<u>\$ 14,920</u>

**FY 2012 BUDGET ISSUES**

The budget for General Services represents 3.9% decrease for operating expenditures from FY 2011. 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
- Compliance with Employment laws and regulations

### GOALS

- Continue to provide employee benefits which are both cost effective and meet the needs of Bibb County employees.
- Work with ITS to develop 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 continue to focus on an effective Wellness & Care Management Program.
- Continue to work with the community and state resources to continue to enhance Wellness programs for Bibb County employees.
- Continue to maintain up-to-date Job Descriptions for all positions to align with the compensation pay ranges.

## HUMAN RESOURCES DEPARTMENT

<b>GOALS (continued)</b>
--------------------------

- Continue to offer Supervisory Development and Management/Leadership classes throughout the year.
- Continue to monitor and make adjustments to comply with changing Health Care Laws and regulations.
- Continue to monitor and make necessary adjustments to comply with changing employment laws and regulations.
- Continue ACCG's Intern programs for both college level and high-school level students.
- Continue to 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Positions Vacancy Referrals:	150	150	150	150
New Hires, Promotions (Part-Time, Seasonal & Full-Time):	250	148	150	155
Total # of Applicants	1,200	992	1,200	1,200

- 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Tests Administered (Clerical/Deputy Sheriff)	750	495	400	400
Eligibility Roster-Sheriff	75	60	60	65
Employees Trained	273	141	187	150
Employment Verifications	700	738	750	775
Separations/Terminations (Part-Time & Full-Time)	100	129	120	120

## HUMAN RESOURCES DEPARTMENT

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

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Retirement Calculation Requests	50	56	55	55
Retirements (Actual) Active & Vested	12	20	18	18

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Personnel Transactions*	15,500	15,957	16,000	16,000
Surveys Conducted (salary, overtime, health, etc.)	5	3	3	3
Special Studies	4	4	4	4

\*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, grievances, disciplinary actions, health care enrollment, dependent verification, etc.

<b>FY 2011 ACCOMPLISHMENTS</b>
--------------------------------

Successfully accomplished the following:

- Conducted RFP for Third Party Administrator of the Health plan – Blue Cross Blue Shield of Georgia was selected.
- Successfully conducted Open Enrollment for employee’s healthcare program. Planned a simplified system and developed a web application to help employee with the enrollment.
- Planned and conducted both a Bank Information Fair and an Education Information Fair to coincide with Open Enrollment – with a great turnout.
- Implemented the Patient Protection and Affordable Care Act (PPACA) changes into the employee’s healthcare plan.
- Provided Health Screenings through Macon Occupational for all employees and retirees participating in Bibb County’s 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 changes and the Wellness program.
- Continue to provide Wellness program for all Bibb County employees.
- Received grants from ACCG to offset costs of Wellness programs – one for \$4,000 and one from Blue Cross Blue Shield of \$10,000.
- Completed Pension Study to include determining the estimated costs for a Defined Contribution Plan and Cash Balance Plan.



**HUMAN RESOURCES DEPARTMENT**

**FY 2011 ACCOMPLISHMENTS (continued)**

- Successfully conducted Supervisory Development Training program through the Georgia Employers Association.
- 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
  - PPACA
  - GINA
  - COBRA
  - FMLA
  - SAVE
  - ADEAA
- Arranged for free flu shots to be provided for Bibb County Government employees.
- Worked with Civil Service Board and Bibb County Sheriff’s Office to continue to refine 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.
- 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.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>9</u>	<u>8</u>	<u>8</u>
Expenditures			
Personal Services	\$ 498,347	\$ 460,233	\$ 433,484
Operating Expenditures	457,437	298,514	189,450
Capital Outlay	-	1,865	-
Total	<u>\$ 955,784</u>	<u>\$ 760,612</u>	<u>\$ 622,934</u>

**FY 2012 BUDGET ISSUES**

The budget for Human Resources represents a 5.8% decrease for personal services and a 36.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 69.6% is appropriated for personal services and 30.4% for operating expenditures. See appendices for information on capital outlay.

## **RISK MANAGEMENT DEPARTMENT**

### **MISSION**

To prevent and manage all risk 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 at least twice a year.
- Implement a Comprehensive Safety Program.
- Maintain Safety Committee Meetings and Safety Review Board meetings quarterly.
- Explore a Workers' Comp managed care system to reduce costs and exercise more control.
- 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.
- 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.

## RISK MANAGEMENT DEPARTMENT

<b>GOALS (continued)</b>
--------------------------

- 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.

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

**1. To effectively manage workers' compensation and property claims administration.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Workers' Compensation Claims	100	100	65	65
Automobile/Property Damage Claims	50	66	75	75
All Other Claims	30	46	35	35

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Number of Employees Trained:				
Defensive Driving	135	137	50	75
New Hire Safety Orientation	250	148	150	150
Safety Review Board Meetings	4	4	8	4
Safety Committee Meetings	1	1	2	3
Safety Inspections	2	2	1	1
CPR/First Aid Class	20	-	20	20
Supervisor Safety Training Back Training	15	-	15	15
Fire Drills	2	1	2	2
Actual Evacuations	1	-	1	1
Drug Awareness for Supervisors	20	-	10	-
Confined Space Entry	-	-	-	15
State Board of Workers' Comp Conf.	1	1	1	1
Ergonomic Training/Handout	-	-	1	-
Georgia Workplace Safety & Health Conf.	-	-	-	1
Flagger Safety	-	-	17	-

## RISK MANAGEMENT DEPARTMENT

### FY 2011 ACCOMPLISHMENTS

- Researched property insurance for accuracy pertaining to property values and to increase the deductible.
- 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.
- Completed walk through inspections with ACCG for safety/code inspections to receive discount on premium.
- Successfully worked 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.
- Researched County-Owned vehicles to determine policy issues.
- The Claims Committee has reviewed/investigated 46 claims to determine liability.
- Random drug/alcohol tests for all safety sensitive positions were 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 \$76,023.60 for calendar year 2010.
- Investigated and collected \$36,201.45 in subrogation payments against at-fault insurance companies for reimbursement.
- Received payments for salvage and overpayments in the amount of \$7,041.00.
- Held 4 Defensive Driving Courses for Bibb County employees.
- Successfully checked all motor vehicle records for all County employees that drive a County vehicle.
- Risk staff successfully completed training necessary to receive discount on premiums.
- Risk staff attended Safety Coordinator II and Accident Investigation Training given by ACCG.
- Work with attorney to settle one Workers' Comp claim.
- Attended three day NIMS Training at the Fire Department.
- Met with BB&T to get info to conduct/prepare Risk Assessment for Bibb County.
- Met with evacuation leaders to discuss roles in tornado and fire drills.
- Intern for Risk Management started in September to work on and assist in gathering information on safety issues, fire and tornado drills.
- Re-established Safety Committee, outlined goal-setting process to be used to get input from the members and the departments they represent.

## RISK MANAGEMENT DEPARTMENT

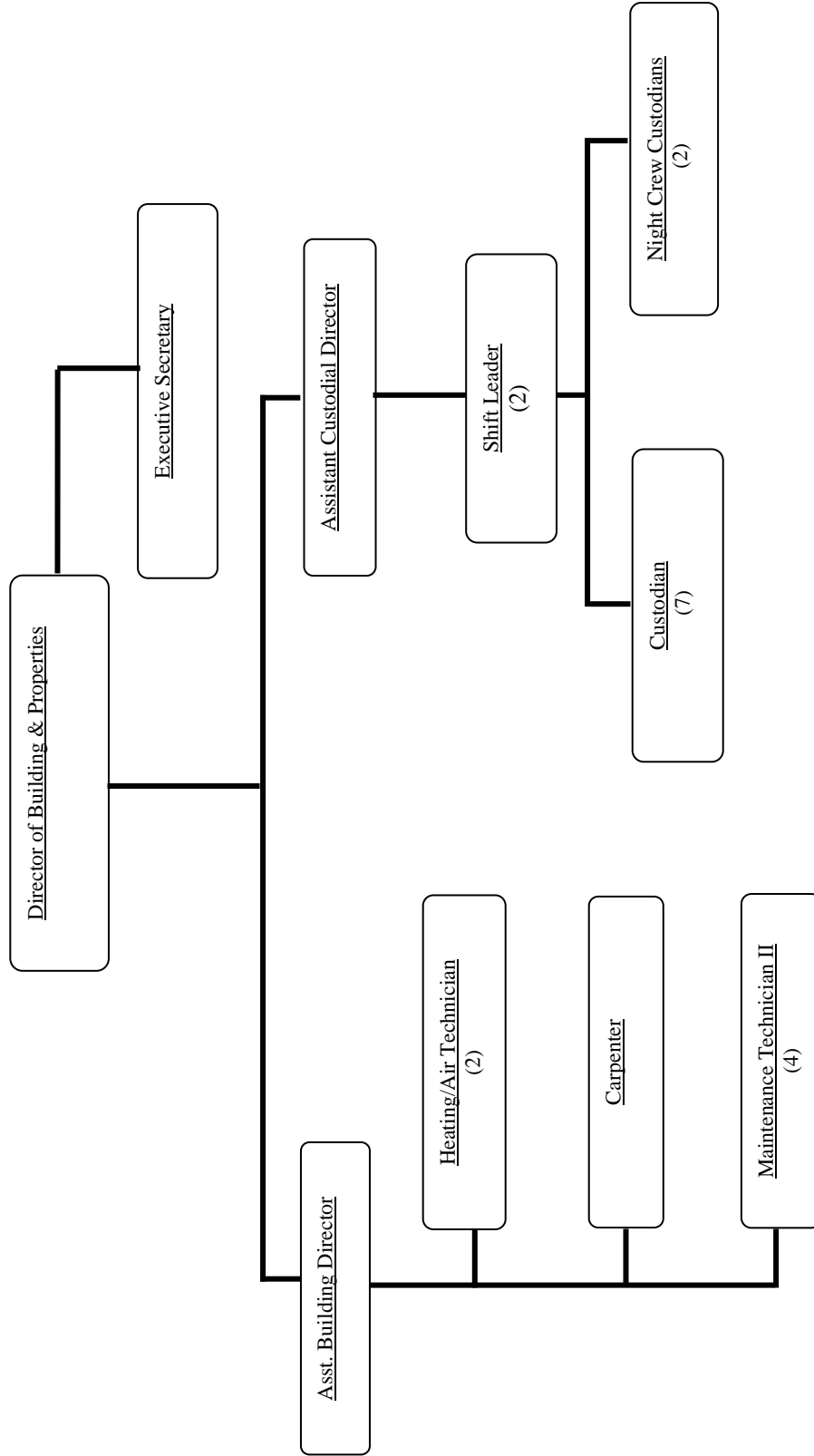
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>1</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services	\$ 69,642	\$ 70,400	\$ 70,800
Operating Expenditures	93,543	71,535	75,148
Capital Outlay	1,946	-	-
Total	<u>\$ 165,131</u>	<u>\$ 141,935</u>	<u>\$ 145,948</u>

### FY 2012 BUDGET ISSUES

The budget for Risk Management represents a 0.6% increase for personal services and a 5.1% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 48.5% is appropriated for personal services and 51.5% 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 improve Energy Efficiency Program.
- To perform Energy Audits on all County Facilities (30% complete).
- To perform lighting retrofits at County Facilities.
- To improve “Go Green” committee and initiatives.
- To replace access system at Traffic Center.
- To maintain countywide Backflow Prevention and Certification Program.
- To maximize control of pneumatic devices through digital migration in Courthouse.
- To install heating and cooling coils in Health Dept. Energy Wheels. (in bid phase)

## BUILDINGS AND PROPERTIES

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Service requests	5,300	5,500	5,500	5,500
Percent of requests completed	100%	100%	100%	100%

### FY 2011 ACCOMPLISHMENTS

- 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.
- Completed carpet projects – Courthouse – Capital Outlay.
- First department to become 100% Certified Work Ready.
- Renovations to Arrowhead pavilion, handicap pier and horse arena.
- Restriped parking lot – Henderson Stadium.
- Repaint Health Plaza – including River Edge, DHR, RC, and Records Room.
- Created database for online utility usage tracking.
- Complete lighting retrofits at Engineering Complex, Randall Building and Public Works – with an annual savings of 15%.
- Improved energy efficiency in Courthouse by more than 15% - with an annual savings of nearly \$100,000.00.
- Improved Bibb County publicity and awareness through Green Team competitions.
- Founding member and current chair of USGBC Central Ga Chapter.
- Over 80 hours of Certified Energy Manager training documented.
- Completed all daily requests/work orders from departments – 100% completed.



## BUILDINGS AND PROPERTIES

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>9</u>	<u>9</u>	<u>9</u>
Expenditures			
Personal Services	\$ 500,806	\$ 552,800	\$ 553,600
Operating Expenditures	883,475	925,662	924,510
Capital Outlay	41,777	18,000	-
Total	<u>\$ 1,426,058</u>	<u>\$ 1,496,462</u>	<u>\$ 1,478,110</u>

### FY 2012 BUDGET ISSUES

The budget for Buildings and Properties represents a 0.1% increase for personal services and a 0.1% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 37.5% is appropriated for personal services and 62.5% 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.
- Continue to provide the best possible customer service to all County Departments.
- Assist in maintaining surplus items.
- Coordinate recycling program.
- Assume lawn care responsibilities for Courthouse Complex.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Service requests	4,500	4,000	3,500	3,200
Percent of requests completed	100%	100%	100%	100%

## CUSTODIAL SERVICES

### FY 2011 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.
- New floor refurbishing program initiated.
- 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.

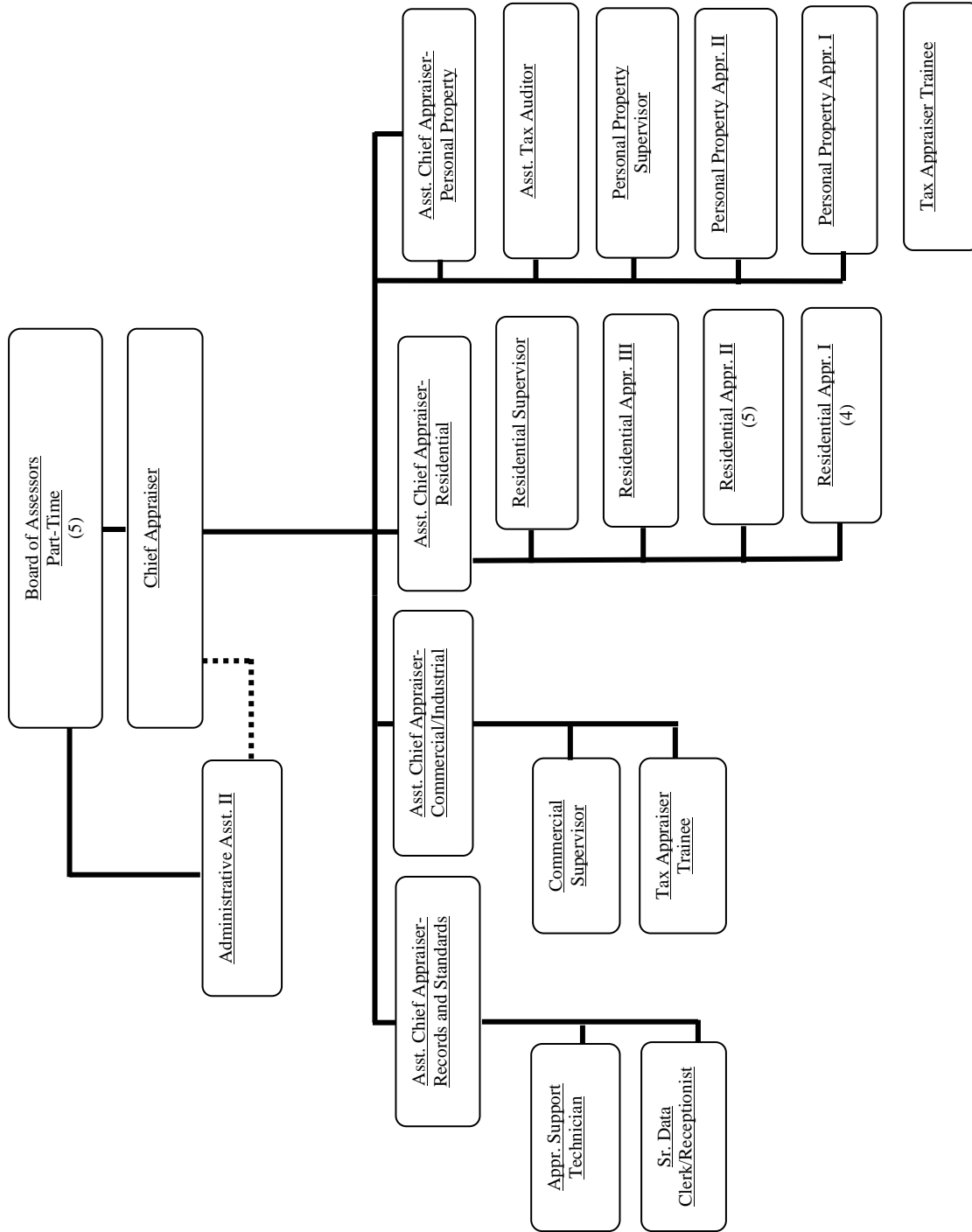
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	13	13	12
Expenditures			
Personal Services	\$ 475,498	\$ 500,350	\$ 474,520
Operating Expenditures	148,795	162,100	156,386
Capital Outlay	-	-	-
Total	<u>\$ 624,293</u>	<u>\$ 662,450</u>	<u>\$ 630,906</u>

### FY 2012 BUDGET ISSUES

The budget for Custodial Services represents a 5.2% decrease for personal services and a 3.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 75.2% is appropriated for personal services and 24.8% 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 11,500 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 69,000 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, 2009 and 2010 appeals at Superior Court level.
- 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.
- Hire/promote position of Sales Analyst to review sales on a weekly basis.
- Hire position of GIS/Mapping Coordinator.
- Request for Mapping to be responsibility and function of the Tax Assessors Office (this function is under the Tax Assessors Office in most Georgia counties); Mapping is the crucial starting point for the foundation of the Tax Assessors Office; Mapping is currently 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
<b>Personal Property</b>				
Process Returns	12,000	12,170	14,000	14,000
Review Audit	5,000	4,600	6,000	6,000
Field Checks	2,000	1,000	2,500	2,500
Detailed Audits	650	186	800	800
On-Site Review	50	10	50	50
<b>Residential</b>				
Process Permits	1,600	4,673	4,000	4,000
Returns	1,200	1,421	1,500	1,500
Revalue Parcels	19,000	11,171	12,000	12,000
Sales Review	500	962	500	500
Process Appeals	3,000	799	20,000	20,000
Value Manufactured Homes	2,400	1,412	2,269	2,375
On-Site Review	2,000	2,311	4,620	4,000
List New Mfg. Homes	25	32	35	35
<b>Commercial</b>				
Process Permits	300	370	400	400
Returns	300	400	400	400
Revalue Parcels	2,000	1,500	1,500	1,500
Sales Review	100	250	300	300
Process Appeals	500	700	2,000	2,000
On-Site Review	300	200	400	400
<b>Records and Standards</b>				
Process Deeds	8,500	6,800	7,800	9,000
New Parcels	250	175	200	250

## TAX ASSESSORS

### FY 2011 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, neighborhood analysis and assessment notices in preparation for submitting the 2011 digest.
- Completed appraisal work valuing all manufactured homes using NADA guidelines through the Wingap appraisal software for tax year 2011.
- Created numerous reports in Wingap for appraisal analysis.
- Submitted 2010 Tax Digest to the Tax Commissioners Office.
- Completed 2010 audits of Personal Property accounts.
- Processed all appropriate deeds and map split changes received from Mapping Dept.
- Processed 2011 personal property and real property returns in preparation for 2011 digest utilizing Wingap software.
- Continue to maintain and update the Policies and Procedures Manual for the Tax Assessors Office.
- Successfully completed 2009 Revaluation Project which was statistically acceptable by the Department of Revenue.
- Completed work on approximately 17,000 appeals in the 2009 Revaluation project.
- Completed work on approximately 1,200 appeals associated with the 2010 digest.

### AUTHORIZED POSITIONS AND EXPENDITURES

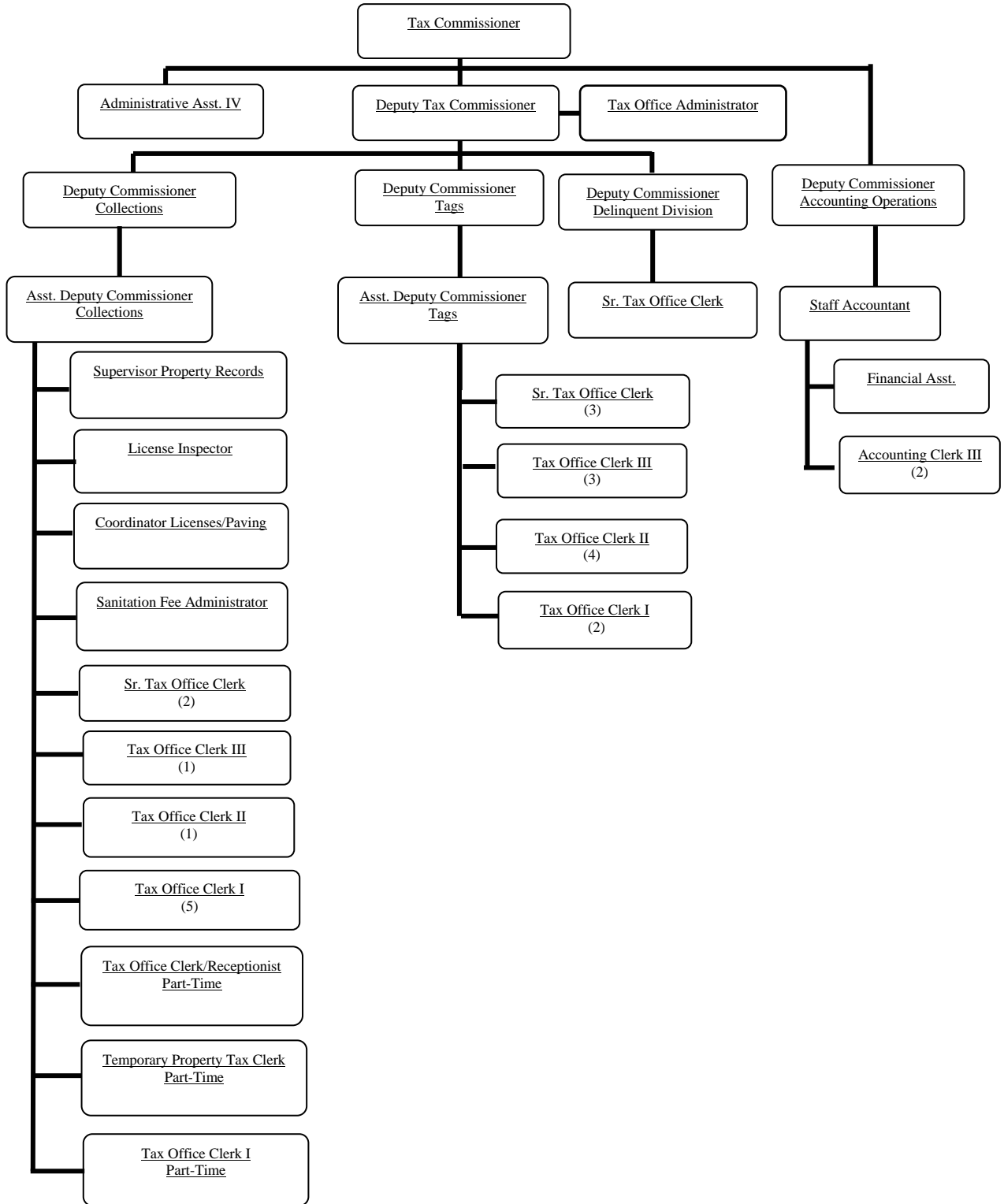
	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	26	26	26
<i>* excludes 5 part-time assessors</i>			
Expenditures			
Personal Services	\$ 1,365,583	\$ 1,390,333	\$ 1,521,600
Operating Expenditures	518,975	399,029	359,192
Capital Outlay	30,383	2,376	-
Total	\$ 1,914,941	\$ 1,791,738	\$ 1,880,792

### FY 2012 BUDGET ISSUES

The budget for the Tax Assessors Office represents a 9.4% increase for personal services and a 10.0% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 80.9% is appropriated for personal services and 19.1% 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, issues executions for non payment of Lake Tobesofkee dock permit fees and issues executions for demolition costs for county nuisance abatement properties.

The Tax Commissioner's Office is currently organized into four divisions - (1) Courthouse Division, (2) Accounting Division, (3) Branch Office Division and (4) Delinquent 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
<u>Motor Vehicle Division:</u>				
Regular mail within 5 days	98%	99%	99%	99%
Internet renewals within 5 days	98%	99%	99%	99%
<u>Property Tax Division:</u>				
Regular mail within 5 days	98%	98%	98%	98%
Mortgage company payments within 5 days	98%	99%	99%	99%

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
<u>Motor Vehicle Division:</u>				
Calls returned within 1 day	99%	98%	98%	98%
<u>Property Tax Division:</u>				
Calls returned within 1 day	99%	98%	98%	98%

**3. Improve collection rates.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Percentage of property taxes collected for billing year	99%	99%	99%	99%

**FY 2011 ACCOMPLISHMENTS**

- Created electronic notification system to notify taxpayers of important deadlines and information.
- Increased electronic payments to include property taxes, license plate renewals, county sanitation fees and city sanitation fees.

**TAX COMMISSIONER**

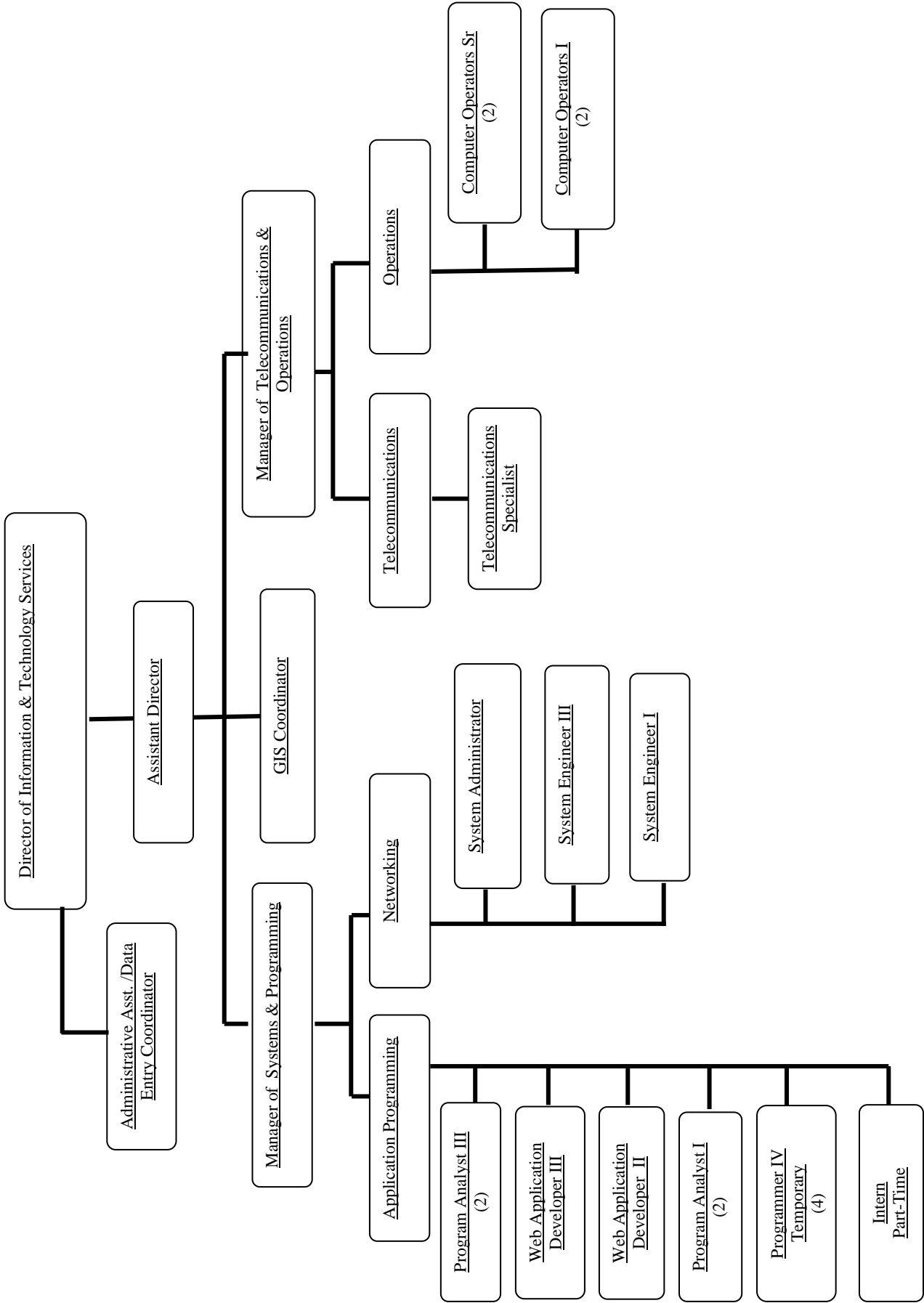
**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	44	40	39
Expenditures			
Personal Services	\$ 2,004,323	\$ 2,088,600	\$ 2,047,261
Operating Expenditures	450,607	512,150	533,990
Capital Outlay	91,213	-	-
Total	<u>\$ 2,546,143</u>	<u>\$ 2,600,750</u>	<u>\$ 2,581,251</u>

**FY 2012 BUDGET ISSUES**

The budget for the Tax Commissioner represents a 2.0% decrease for personal services and a 4.3% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 79.3% is appropriated for personal services and 20.7% 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

- Document all IT systems.
- Develop a Document Information Directory that inventories information, Information Sharing Agreements and Privacy Impact Assessments.
- Inventory all information on the four computer platforms and include in the Document Information Directory.
- Review and update Disaster Recovery (Business continuity) plan.
- Review and update all Security Policies.
- Update Ten Year plan to include new technologies.
- Establish Promotion Policy for IT.
- 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.
- Continue to provide excellent customer service.
- Continue to research all current mainframe systems for possible conversion to web applications.
- Continue to update the entire network infrastructure in county.
- 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Program Executions	400,000	421,000	400,000	400,000
On-Line Transactions	75,000,000	74,810,000	75,000,000	75,000,000
Pages Printed	4,950,000	4,785,000	3,900,000	3,900,000
Programming Requests	1,500	11,760	1,500	1,500
Telephone Service Requests	700	1,100	1,000	1,000
PC Service Requests	2,000	3,800	4,000	4,000

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Web Page Hits	17,000,000	1,770,000	2,100,000	2,500,000

<b>FY 2011 ACCOMPLISHMENTS</b>
--------------------------------

- Developed and implemented online credit card payment system for Tax Commissioner's Ad Valorem Tax bills.
- Provided real time results in four (4) elections over the County's website. No other County in Georgia is providing real time results.
- Provided excellent customer service.
- With our Green Initiative we have saved over 1,000,000 sheets of computer paper.
- Deployed our new and improved website.
- Automated Fife Filing for Superior Court Clerk which saved the need of employing four new employees.
- Installed and deployed our new Microsoft Exchange Email System.
- Pushed out Document Management for five (5) new applications.
- Researched and reported on the need to update our 800 Mhz system and estimated cost for a 3 year deployment.
- Set up new LEC Drug Lab and Admin building for the BSO.
- Assisted with and completed the new CAD system at the LEC.
- Completed a Green Printing Policy and a new Printer Policy for Bibb County.
- Completed 4900 work orders county-wide.
- Devised and wrote Ten Year Plan for IT.
- Presented IT Policy to Commission.

## INFORMATION & TECHNOLOGY SERVICES

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	21	20	15
Expenditures			
Personal Services	\$ 1,303,054	\$ 1,332,400	\$ 1,217,729
Operating Expenditures	284,771	400,374	312,650
Capital Outlay	62,998	255,279	-
Total	<u>\$ 1,650,823</u>	<u>\$ 1,988,053</u>	<u>\$ 1,530,379</u>

### FY 2012 BUDGET ISSUES

The budget for Information and Technology Services represents a 8.6% decrease for personal services and a 21.9% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 79.6% is appropriated for personal services and 20.4% 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.
- Improve the GIS centerline file.
- Establish a Collaboration Portal for Service Request.
- Write and adopt Governance Policy and Bylaws for GIS Committee.
- Establish regular meetings for GIS Committee.
- Improve all aspects of GIS team.
- Build a strong cohesive GIS team.
- Convert GIS thinking for Maps and Data to a Bibb County GIS business.
- Obtain Commission approval for a new GIS Data Sharing Agreement.

## GEOGRAPHIC INFORMATION SYSTEMS

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

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

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
GIS system users	80	85	85	85
Internet capability	Yes	Yes	Yes	Yes
Data elements provided	1,500	1,650	1,650	1,650

### FY 2011 ACCOMPLISHMENTS

- Provided technical support for GIS Community.
- Updated GIS Property Ownership website to decrease response time.
- Completed conversion GIS Server to ArcGIS 10.0.
- Re-established GIS Committee and GIS Users Committee.
- Trained Angela Tribble for promotion to GIS Coordinator.
- Established a better rapport with all GIS users.
- Provided excellent customer service.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	1	1	1
Expenditures			
Personal Services	\$ 92,801	\$ 93,375	\$ 59,610
Operating Expenditures	23,664	51,593	33,216
Capital Outlay	-	-	-
Total	\$ 116,465	\$ 144,968	\$ 92,826

### FY 2012 BUDGET ISSUES

The budget for the GIS Coordinator represents a 36.2% decrease for personal services and a 35.6% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 64.2% is appropriated for personal services and 35.8% 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

### PROGRAM DESCRIPTION (continued)

#### **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.

### **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**

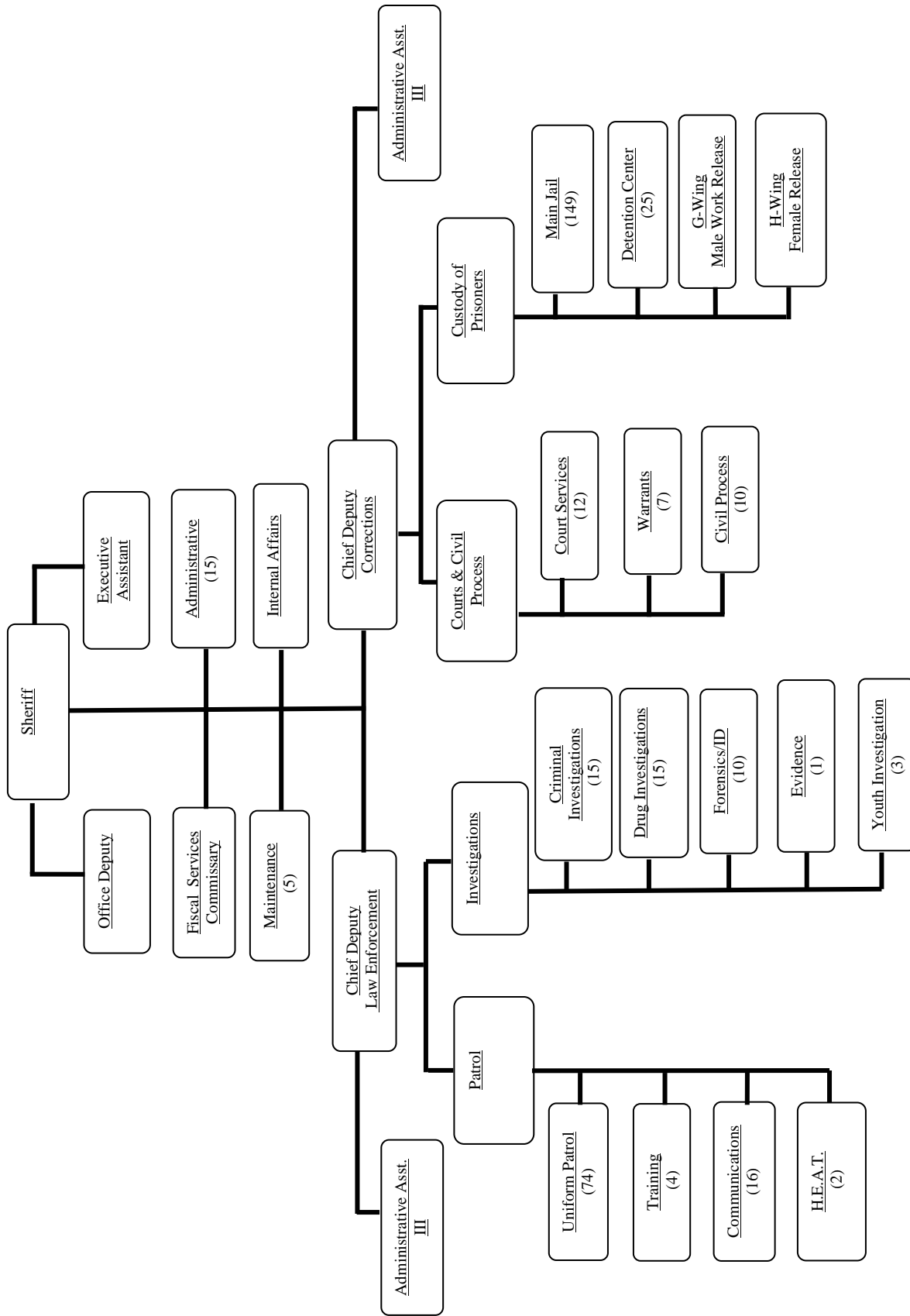
This appropriation is used to reduce substance use and abuse among youth and enhance coordination and strength collaboration among law enforcement, state and local governments, mental health agencies and community service providers to prevent substance use and abuse.

**NON-DEPARTMENTAL**

<b>AUTHORIZED EXPENDITURES</b>
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	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Telephone service center	\$ 221,915	\$ 221,024	\$ 220,000
Audit services	90,200	105,000	98,900
Law - county attorney	495,884	730,000	730,000
Presort postage	10,615	15,000	15,000
Employee assistance program	12,823	13,398	14,520
Insurance/ blanket bond	2,281	2,395	2,395
Paying agent fees	367	1,176	-
Insurance - retirees	2,347,005	2,600,000	2,720,880
Employee parking	41,100	41,100	41,100
Judgements and losses	284,433	450,000	450,000
LTD - employee benefits	-	10,000	10,000
Contingencies	417,341	248,878	1,174,538
Contingencies - Capital Outlay	-	269,498	1,806,849
Military and armories	4,500	-	-
Unemployment compensation	27,419	25,000	25,000
Employees on workers' comp	121	18,000	18,000
Other	18,515	26,875	27,367
Henderson Stadium	4,700	10,000	5,000
Bibb County Sports Complex	-	10,000	5,000
New Town Macon, Inc.	10,000	10,000	10,000
Burial Services	52,102	51,600	50,000
Drug Free Communities	37,821	-	-
<b>Total</b>	<b>\$ 4,079,142</b>	<b>\$ 4,858,944</b>	<b>\$ 7,424,549</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 a Patrol substation in Northwest 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>
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- 1. To ensure the safety of the staff and public by providing appropriate resources to fill open positions and provide training.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Applicants Processed	150	102	125	125
Personnel Hired	40	46	50	50
Promotions	10	-	10	10

- 2. To enhance public safety by prompt response to citizen complaints and inquiries.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Complaints filed	50	55	50	50
Internal Investigations completed	35	26	35	35

- 3. To administer public safety grant programs in accordance with federal and state requirements.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Grant revenues administered	\$ 92,010	\$ 71,456	\$ 110,992	\$ 55,206

**SHERIFF – ADMINISTRATION**

**FY 2011 ACCOMPLISHMENTS**

- Continued a management review system over the use of overtime in all divisions, to assure that appropriate overtime limitations are observed.
- Continued conducting background investigations and interviews on applicants in an attempt to fill existing vacancies in order to maximize efficiency and effectiveness of services.
- Identified a site for and proceeded to establish a Patrol substation for South Bibb County.
- Total Sheriff’s Office General Fund expenditures came in at 7% under the original budget, thus over \$2 million of appropriated funds went back into fund balance.
- 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.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>13</u>	<u>13</u>	<u>13</u>

**SHERIFF ADMINISTRATION**

Expenditures			
Personal Services	\$ 1,046,328	\$ 1,047,800	\$ 1,039,100
Operating Expenditures	83,253	100,113	111,172
Capital Outlay	2,141	7,257	-
Total	<u>\$ 1,131,722</u>	<u>\$ 1,155,170</u>	<u>\$ 1,150,272</u>

**INCENTIVE PAY**

Expenditures			
Personal Services	\$ 498,351	\$ 502,200	\$ 523,000
Total	<u>\$ 498,351</u>	<u>\$ 502,200</u>	<u>\$ 523,000</u>

**FY 2012 BUDGET ISSUES**

The budget for Sheriff’s Administration represents a 0.8% decrease for personal services and a 11.0% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 90.3% is appropriated for personal services and 9.7% for operating expenditures. See appendices for information on capital outlay.

The budget for the Sheriff’s Incentive Pay Division represents a 4.1% increase for personal services over FY 2011.

## 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 and Central Records 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 (\$50,000 above needs to be approved by Chiefs or Sheriff) and handles all the Security Deeds.

Central Records is a Unit of the Sheriff's Office with two (2) Office Deputies and (1) Bailiff. 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Civil Papers and Bonds Entered/Handled	19,750	17,231	17,750	18,000
Central Records Reports Entered/Handled	11,500	12,622	12,800	13,000
Civil Process Service Fees Collected	\$180,000	\$ 233,288	\$ 260,000	\$ 270,000
Central Records Service Fees Collected	\$ 3,900	\$ 8,011	\$ 8,400	\$ 8,600

## SHERIFF - CIVIL PROCESS/CENTRAL RECORDS SECTION

### FY 2011 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 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	10	10	10
Expenditures			
Personal Services	\$ 610,529	\$ 637,050	\$ 643,650
Operating Expenditures	41,523	45,978	51,034
Capital Outlay	-	18,472	-
Total	<u>\$ 652,052</u>	<u>\$ 701,500</u>	<u>\$ 694,684</u>

### FY 2012 BUDGET ISSUES

The budget for Sheriff's Civil Process/Central Records Division represents a 1.0% increase for personal services and an 11.0% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 92.7% is appropriated for personal services and 7.3% 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 in bringing inmates to and from the courts and the jail through technology and additional personnel in critical area.
- Improve and increase training for Deputies and Bailiffs to enhance a high level of security to eliminate all courthouse disturbances that result from high level of traffic in the courthouse.
- Security coverage of all the courthouse and adjoining building, exterior and interior, through the placement of additional cameras, monitors, and access control door readers.
- Camera monitoring of all employees who have been provided access cards to enter the Courthouse at all entrances other than the security covered main entrance 24/7.

**SHERIFF - COURT SERVICES AND SECURITY**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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- 1. To provide a safe working atmosphere for judges, attorneys, court personnel, jurors, prisoners, and other persons having business in the Courthouse.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
<u>Personnel Provided (Work hours):</u>				
Court Services & Prisoner Transport				
Superior Court	1,550	1,500	1,035	1,135
State Court	425	372	397	425
Civil & Magistrate Court	185	175	135	165
Juvenile Court	29	252	395	455
Grand Jury (D.A.)	29	21	25	29

- 2. To provide security for the transporting of prisoners to and from the Bibb County Law Enforcement Center to the Courthouse.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
<u>Prisoners Transported</u>				
Superior Court	4,100	4,035	4,350	4,500
State Court	1,500	1,435	1,550	1,600
State Court Probation	330	287	330	365
Civil & Magistrate Court	28	22	28	35
Grand Jury (D.A.)	35	15	35	45
Juvenile Court	1,550	1,318	1,355	1,420

- 3. Serve Prisoner Meals at the Courthouse.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Juvenile	750	722	935	1,050
Adults	2,050	2,020	2,498	2,575



**SHERIFF - COURT SERVICES AND SECURITY**

**FY 2011 ACCOMPLISHMENTS**

- Transported more than seven (7) thousand prisoners from the Jail to the various courts without an incident or an escape.
- Over one hundred thousand (100,000) individuals have come into the courthouse in the past year with no serious incidents. Prescreening has resulted in the confiscation of over five hundred (500) items from individuals that range from knives to scissors to box cutters.
- Installed new main entrance exterior and interior doors with security systems to enhance security, and save energy thus lowering heating and air costs.
- Provide courthouse security during Courthouse renovations over most of fiscal year during normal business hours, evenings, and weekends with no incidents occurring.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>12</u>	<u>12</u>	<u>12</u>
Expenditures			
Personal Services	\$ 728,968	\$ 875,091	\$ 842,897
Operating Expenditures	43,733	65,573	56,092
Capital Outlay	41,205	37,810	-
Total	<u>\$ 813,906</u>	<u>\$ 978,474</u>	<u>\$ 898,989</u>

**FY 2012 BUDGET ISSUES**

The budget Sheriff’s Court Services and Security represents a 3.7% decrease for personal services and a 14.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 93.8% is appropriated for personal services and 6.2% 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 of 47% for property crimes and crimes against persons.
- Conduct annual audit of all stale dated arrest warrants in an effort to have the appropriate courts prosecute at least 90% of these within 12 months.

## SHERIFF - CRIMINAL INVESTIGATION

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To investigate criminal activity in order to provide a safe, secure environment for the public.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Armed Robberies	35	27	25	30
Robberies (Other)	12	11	12	15
Arson	8	8	10	10
Assaults (Simple Battery)	27	12	15	15
Sexual Assaults (Including Rape)	35	36	34	35
Auto Thefts	150	151	140	145
Entering Autos	260	300	275	280
Burglaries:				
Forced Residence	250	305	300	305
No Forced Residence	25	21	25	30
Forced Business	85	86	90	95
No Forced Business	27	-	-	-
Other Burglaries	10	8	10	12
Homicide	6	3	7	10
Shoplifting	25	75	80	80
Forgeries	100	75	80	80
Family Violence	120	102	115	120
Stalking	15	12	15	20
Bomb Threats	13	10	10	10
Runaways/Missing Persons	120	84	90	120
Death Investigation/Suicide	60	31	35	40

**2. To provide proper training to help reduce injuries to officers, prisoners and the general public while executing duties.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Training attended (hours)	1,200	1,250	1,300	1,300

## SHERIFF - CRIMINAL INVESTIGATION

### FY 2011 ACCOMPLISHMENTS

- Accurate records of 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.
- Conducted an annual audit of all stale dated arrest warrants with notification to the appropriate courts requesting prosecution within twelve months of such notification.
- Achieved an arrest rate that is 5% higher than the National average of 47% for law enforcement agencies on crimes against persons and property.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	15	15	15
Expenditures			
Personal Services	\$ 1,006,640	\$ 1,029,925	\$ 1,014,025
Operating Expenditures	94,734	104,400	128,142
Capital Outlay	-	398	-
Total	<u>\$ 1,101,374</u>	<u>\$ 1,134,723</u>	<u>\$ 1,142,167</u>

### FY 2012 BUDGET ISSUES

The budget for the Sheriff's Criminal Investigation Division represents a 1.5% decrease for personal services and a 22.7% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 88.8% is appropriated for personal services and 11.2% 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Warrants served	10,425	1,934	2,500	3,100
Warrants received	12,500	13,943	14,250	14,500
Fugitives transported	950	622	1,050	1,150

## SHERIFF - WARRANTS

### FY 2011 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 handled and in a timelier manner with an 11% increase over FY 2009.
- Court documents are on file to ensure that all purged warrants are in compliance with state law.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>7</u>	<u>7</u>	<u>7</u>
Expenditures			
Personal Services	\$ 429,701	\$ 484,588	\$ 484,636
Operating Expenditures	45,727	53,252	43,496
Capital Outlay	27,368	1,268	-
Total	<u>\$ 502,796</u>	<u>\$ 539,108</u>	<u>\$ 528,132</u>

### FY 2012 BUDGET ISSUES

The budget for Sheriff's Warrants Division represents a 0.0% decrease for personal services and an 18.3% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 91.8% is appropriated for personal services and 8.2% 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 without 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 20% reduction in overall activity.
- Effective February 2011 we have opened and staffed a Patrol substation in South Bibb County where rapid commercial and residential growth continues to provide an on-site law enforcement presence with the expectation of a 20% 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Traffic				
Accidents	2,550	3,945	4,000	4,040
Citations-Arrests/Warnings	30,000	15,890	16,500	17,000
DUI Arrests	700	685	725	750
Other Arrests	1,500	1,285	1,300	1,375

**2. To provide legal services to contribute to a safe, secure community.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Paper Server				
Warrants-Attempted/Served	900	1,100	1,175	1,200
Civil Papers	110	190	200	225
Search Warrants	50	60	70	80
Investigations				
Entering & Stolen Autos	350	382	400	425
Burglaries	500	660	700	730
Property Thefts	1,150	1,198	1,250	1,300
Drug Cases	300	344	375	400
Other Investigations	1,900	2,214	2,300	2,375
Forwarded to Juvenile Court	250	300	350	375

**3. Create public awareness of the hazards of drinking, using drugs, and driving under the influence of alcohol.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Community education programs	85	100	125	150
Click-it-or-Ticket Program	75	85	100	110



**SHERIFF – PATROL**

**FY 2011 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 2011 are examples.
- Implementation of software modules for incident reports and citations will streamline and expedite the entire process and allow retrieval as needed of information. Efficiency, effectiveness, and accuracy will be the benefit from the new software modules.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
	<u>77</u>	<u>78</u>	<u>74</u>
Authorized Positions			
Expenditures			
Personal Services	\$ 3,914,899	\$ 4,101,478	\$ 4,111,870
Operating Expenditures	586,442	676,011	775,052
Capital Outlay	250,311	266,806	-
Total	<u>\$ 4,751,652</u>	<u>\$ 5,044,295</u>	<u>\$ 4,886,922</u>

**FY 2012 BUDGET ISSUES**

The budget for the Sheriff's Patrol Division represents a 0.3% increase for personal services and a 14.7% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 84.1% is appropriated for personal services and 15.9% for operating expenditures. See appendices for information on capital outlay.

## 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. 300 sex offenders registered as of February 24, 2011.
  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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Crime Scenes/Evidence				
Processed Crime Scenes	200	160	168	177
Evidence Collected and Processed	1,500	1,973	2,072	2,176
Latent Prints				
Latent Prints Developed and Collected	2,500	1,744	1,831	1,923
Latent Fingerprints Compared by AFIS	650	595	625	656
One to One Comparisons	6,500	8,892	9,337	9,804
Identifications Made	150	121	127	133
Criminal Background Checks	11,000	9,064	9,517	9,992

**2. To increase public awareness of crime scene processing.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Public presentations on crime scene processing, including explanations of crime scene techniques and success stories	10	10	10	10

<b>FY 2011 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 177 crime scenes and processed 2,176 pieces of recovered evidence.
- Operators using A.F.I.S. (Automated Fingerprint Identification System) compared over 9,804 fingerprints for identification with 133 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 2011 ACCOMPLISHMENTS (continued)**

- Processed 9,992 criminal history background checks with generated revenue of over \$69 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 2010.
- Obtained updated tracking equipment to better protect those Bibb Citizens with memory related disabilities.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>8</u>	<u>9</u>	<u>10</u>
Expenditures			
Personal Services	\$ 529,509	\$ 610,702	\$ 615,175
Operating Expenditures	69,613	89,417	94,490
Capital Outlay	21,098	19,811	-
Total	<u>\$ 620,220</u>	<u>\$ 719,930</u>	<u>\$ 709,665</u>

**FY 2012 BUDGET ISSUES**

The budget for Sheriff’s Forensics/Identification/Crime Analysis Division represents a 0.7% increase for personal services and a 5.7% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 86.7% is appropriated for personal services and 13.3% 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 7,500 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 personal safety, drug awareness, gang awareness, bicycle safety, gun safety, 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 114 Neighborhood Watch groups in unincorporated Bibb and over 2,700 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 200 students in the Defensive Driving Program.
- Procure additional state of the art fingerprinting / ID 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 2,700 to 3,200 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.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
School /NW Programs	9	9	9	9
Number of Constituents Reached	11,000	14,000+	16,000+	17,000+
Civic Events (Information Booths)	100	75	80	85
Defensive Driving Programs	400	150	175	200

### FY 2011 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.
- Acquired a state of the art fingerprinting and ID system that records fingerprints and video of the child then produces a printed and CD version of the information for the parents' records.
- Continued ongoing search for new materials. Obtained updated Defensive Driving Class manuals and teaching aids. Obtained programmable LED displays for more effective presentations to constituents of all ages. The established library of videos was updated and VHS formats converted to DVD using a recently obtained converter. A state of the art multimedia projector was purchased and used in educational presentations in addition to Defensive Driving Classes.
- A new outdoor shelter and portable display table were purchased and used to enhance the professional image of the Bibb County Sheriff's Office at heavily attended outdoor venues.
- Driving Simulators were made available and used by students at public and private schools in Bibb County as a supplement to the Defensive Driving Classes. This program is designed to teach and encourage students to drive safely and defensively.
- 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 program by 12 additional groups to the current 114 groups and Email Update memberships by nearly 800 to the present 2,700 plus. This significantly enhanced the working crime prevention relationship between the Bibb County Sheriff's Office and the citizens of Bibb County. The Bibb Sheriff's Email Update program generated over 1,000,000 email "handshakes" with the constituency in 2010 and provided assistance in solving several felony cases.

## SHERIFF – CRIME PREVENTION

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2010 <u>Actual</u>	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>3</u>	<u>3</u>	<u>3</u>
Expenditures			
Personal Services	\$ 208,601	\$ 195,750	\$ 200,650
Operating Expenditures	33,674	41,245	49,675
Capital Outlay	20,656	1,268	-
Total	<u>\$ 262,931</u>	<u>\$ 238,263</u>	<u>\$ 250,325</u>

<b>FY 2012 BUDGET ISSUES</b>
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The budget for Sheriff's Crime Prevention Unit represents a 2.5% increase for personal services and a 20.4% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 80.2% is appropriated for personal services and 19.8% 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.

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.
- Review inmate skills to select inmates to do work to save taxpayer dollars for the City of Macon and Bibb County.

**SHERIFF - DETENTION CENTER**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To provide alternative sentencing for qualifying inmates.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Persons Booked In	1,800	1,890	2,000	2,050
Persons Released	1,750	1,759	1,850	1,950

**2. To utilize qualifying inmates to perform community services, thereby reducing the local governments' needs for hiring of full-time personnel.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Community Service Hours Performed				
Bibb County (2,796 details)	130,000	106,155	125,000	135,000
City of Macon (1,772 details)	30,000	54,088	55,000	60,000

<b>FY 2011 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 offices and building on the Law Enforcement Center complex.
- Provided inmate labor and tools to clear debris from public right of ways that resulted from storms throughout the past year.
- Provided inmate labor for general custodial work in offices at the Law Enforcement Center complex.
- Met increased demand for community service for inmate labor.
- Assisted inmates without jobs to gain meaningful employment that helped pay fines.

**SHERIFF – DETENTION CENTER**

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Authorized Positions	25	25	25
Expenditures			
Personal Services	\$ 1,327,352	\$ 1,356,759	\$ 1,384,800
Operating Expenditures	179,322	220,316	210,384
Capital Outlay	-	618	-
Total	<u>\$ 1,506,674</u>	<u>\$ 1,577,693</u>	<u>\$ 1,595,184</u>

**FY 2012 BUDGET ISSUES**

The budget for Sheriff's Detention Center represents a 2.1% increase for personal services and a 4.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 86.8% is appropriated for personal services and 13.2% 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 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 capacity to hold 966 inmates, though at times, inmate population has exceeded 1,000. The newly expanded facility, completed in July 2007, has contributed in meeting the growing demands of the Jail. Currently, 148 employees are assigned to the Corrections Division.

The facility includes a fully operational infirmary that is staffed by 22 full-time nurses, 2 part-time nurses and a part-time physician. It also has one full-time nurse practitioner, a full-time Director of Nursing, 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 Facilities in Georgia. 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 Facilities in Atlanta, Augusta, Columbus, Savannah, LaGrange, Milledgeville 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.
- Provide training for officer to obtain a CDL license to drive a bus for mass transport of inmates.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. To provide a secure detention center environment through adequate staffing, appropriate training, and supervision of inmates.

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Persons Booked In	12,500	12,006	12,188	12,373
Bailiff Days	2,800	1,885	2,000	2,300

2. To provide for basic needs of inmates.

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Meals Served	1,023,250	1,022,403	1,050,492	1,078,581
Inmate Transports	2,000	1,333	1,353	1,373

## SHERIFF - CORRECTIONS

### FY 2011 ACCOMPLISHMENTS

- 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.
- 100% completion of all Deputies on Defensive Tactical Training.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	149	148	144
Expenditures			
Personal Services	\$ 6,743,273	\$ 7,200,756	\$ 7,398,648
Operating Expenditures	5,088,220	5,569,950	5,539,488
Capital Outlay	1,283	2,220	-
Total	<u>\$ 11,832,776</u>	<u>\$ 12,772,926</u>	<u>\$ 12,938,136</u>

### FY 2012 BUDGET ISSUES

The budget for the Sheriff's Correction Division represents a 2.7% increase for personal services and a 0.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 57.2% is appropriated for personal services and 42.8% 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 of 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

- 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%.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

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

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
New items received	1,950	2,476	2,605	2,735
Items disposed of	1,500	675	776	882
Weapons disposed of (Guns, Knives)	75	61	65	68

## SHERIFF - EVIDENCE AND PROPERTY

### FY 2011 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.
- All Evidence and Property have been moved from the Special Operations building to the new Sheriff's Office Crime Lab.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>1</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services	\$ 72,632	\$ 72,750	\$ 73,300
Operating Expenditures	10,447	11,923	14,124
Capital Outlay	19,453	3,489	-
Total	<u>\$ 102,532</u>	<u>\$ 88,162</u>	<u>\$ 87,424</u>

### FY 2012 BUDGET ISSUES

The budget for the Sheriff's Evidence and Property Division represents a 0.8% increase for personal services and an 18.5% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 83.8% is appropriated for personal services and 16.2% 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Radio Traffic	275,000	508,464	550,000	575,000
Telephone Calls for Assistance	380,500	353,500	380,500	390,000
Case Numbers Generated That Required Law Enforcement	56,000	50,138	56,000	58,000
Warrant Validation	8,000	6,000	6,000	6,000

- 2. To provide appropriate training to public safety personnel to enhance their ability to provide prompt, efficient response to public safety issues.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Training Hours	500	490	500	560
Deputies/Civilian Trained	18	18	18	24

<b>FY 2011 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 as an effective initial training area for deputies leaving the Corrections Division and being assigned to the 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 that has resulted in a 20% increase in radio traffic and an 8% increase in total call volume over the past year.

## SHERIFF - COMMUNICATIONS

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>16</u>	<u>16</u>	<u>16</u>
Expenditures			
Personal Services	\$ 640,122	\$ 772,584	\$ 747,886
Operating Expenditures	44,885	79,757	55,443
Capital Outlay	15,776	13,593	-
Total	<u>\$ 700,783</u>	<u>\$ 865,934</u>	<u>\$ 803,329</u>

<b>FY 2012 BUDGET ISSUES</b>
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The budget for Sheriff Communications Division represents a 3.2% decrease for personal services and a 30.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 93.1% is appropriated for personal services and 6.9% 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.

### GOALS

- Oversight of roof replacement at Jeffersonville Road East Substation.
- Continue refurbishment of several areas of the existing Jail to include Master Control, Library, Chapel, Entrance to Jail, and others.
- Replace tile with carpet at Higgins Investigation Building at 651 Hazel Street.
- 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 with storage area in the back of the building.

**SHERIFF - BUILDING MAINTENANCE**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

**1. To provide safe, secure facilities to ensure the safety of the staff, inmates and public.**

	FY 2010 <u>Projected</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Projected</u>
Plumbing Repairs	19,500	13,850	19,000	19,500
Building Repairs	361	336	450	500
Electrical Repairs	1,625	990	1,750	1,800
Mechanical Repairs	313	275	425	500
Communications Repairs	38	30	35	40
Kitchen Equipment Repairs	638	450	750	800
Lighting Repairs	1,925	950	2,000	2,200
Miscellaneous Repairs	506	397	560	600
Procurement Pickup Trips	450	289	350	375

**FY 2011 ACCOMPLISHMENTS**

- Replaced flat roofs at Crime Lab, 1019 Second Street and Corrections & Courts Adm. Bldg. at 634 Oglethorpe Street.
- Completed replacement of all flooring in the Patrol Administration Offices at 668 Oglethorpe Street.
- Replaced heating and air units at Higgins Investigation Bldg. at 651 Hazel St.
- Established Sheriff's Office Memorial for slain law enforcement officers on first floor of Law Enforcement Center at 668 Oglethorpe Street.
- Replace Jail F-Wing Light Fixtures.
- Replacement of old main building generator with new unit.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 <u>Actual</u>	FY 2011 <u>Revised Budget</u>	FY 2012 <u>Adopted Budget</u>
Authorized Positions	5	5	5
Expenditures			
Personal Services	\$ 248,374	\$ 262,500	\$ 264,300
Operating Expenditures	285,592	325,234	337,140
Capital Outlay	9,684	73,741	-
<b>Total</b>	<b><u>\$ 543,650</u></b>	<b><u>\$ 661,475</u></b>	<b><u>\$ 601,440</u></b>

## **SHERIFF - BUILDING MAINTENANCE**

### **FY 2012 BUDGET ISSUES**

The budget for the Sheriff's Building and Maintenance Division represents a 0.7% increase for personal services and a 3.7% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 43.9% is appropriated for personal services and 56.1% 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 361 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>
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- 1. To provide training to public safety personnel in order to provide effective, efficient public safety services, and meets annual required training standards.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Total Personnel Served	8,324	6,645	5,320	5,900
New applicants tested	95	69	40	75
Courses Taught:				
In-Service (Deputies)	4,900	3,559	2,634	3,480
In-Service (Hours)	24,850	16,368	13,360	17,650
Out-of-Town (Deputies)	135	396	385	405
Out-of-Town (Hours)	-	9,204	8,945	9,140

- 2. To provide training resources to other agencies to enhance public safety through community education.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Total Agencies Served	50	50	55	55

<b>FY 2011 ACCOMPLISHMENTS</b>
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- In-Service In-House training for 3,559 Deputy Attendees for 16,368 hours of training.
- Specialized out of town training for 396 Deputy Attendees for 9,204 hours of training.
- Firearms training for 442 Deputy Attendees for 1,976 hours of firearms training.
- Trained 642 mandate students from adjacent Mid-Georgia area for 4,464 hours of firearms training.
- Completed defensive driver training consisting of classroom and practical driver training for 116 Deputies for 696 hours of training.
- Qualified 280 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. 393 attendees trained for 748 hours.



## SHERIFF - POLICE TRAINING

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>3</u>	<u>3</u>	<u>4</u>
Expenditures			
Personal Services	\$ 220,858	\$ 272,446	\$ 283,575
Operating Expenditures	132,061	146,915	165,783
Capital Outlay	40,386	35,614	-
Total	<u>\$ 393,305</u>	<u>\$ 454,975</u>	<u>\$ 449,358</u>

### FY 2012 BUDGET ISSUES

The budget for Sheriff's Police Training Division represents a 4.1% increase for personal services and a 12.8% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 63.1% is appropriated for personal services and 36.9% 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.
- Detect and destroy a minimum of 10 meth labs per year.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

#### 1. To detect and apprehend known violators of drug and vice statutes.

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Defendants Arrested	315	325	350	400
Cases Made By Arrest	650	575	600	625
Cases Made Other Than Arrest	N/A	85	90	95
Search Warrants Executed	90	125	135	150
Street Value of Drugs Seized	\$1.6 Million	\$1.7 Million	\$1.8 Million	\$1.9 Million
Actual Cash Seizures	\$ 180,000	\$ 190,000	\$ 195,000	\$ 200,000

## SHERIFF – DRUG INVESTIGATION

### FY 2011 ACCOMPLISHMENTS

- Active use of K-9 drug dog. This dog has successfully detected drugs in houses, vacant land, and in vehicles resulting in numerous arrests, seizures of drugs, money, and weapons.
- Continued to provide ongoing drug awareness programs to all public and private schools in Bibb County in an effort to discourage drug activity among teens.
- Conducted two Title III wiretaps.
- Continued drug eradication law enforcement activities within the City of Macon, providing over 90% of drug eradication law enforcement within the City of Macon.

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	15	15	15
Expenditures			
Personal Services	\$ 839,993	\$ 936,718	\$ 930,225
Operating Expenditures	144,472	187,147	232,808
Capital Outlay	36,201	4,426	-
Total	<u>\$ 1,020,666</u>	<u>\$ 1,128,291</u>	<u>\$ 1,163,033</u>

### FY 2012 BUDGET ISSUES

The budget for Sheriff's Drug Abuse Investigation represents a 0.7% decrease for personal services and a 24.4% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 80.0% is appropriated for personal services and 20.0% for operating expenditures. See appendices for information on capital outlay.

## 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.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Animals Picked Up	1,900	1,562	1,261	1,411
Animal Calls Answered	1,800	1,784	1,836	1,800
Bites	70	77	94	85

## ANIMAL CONTROL

### FY 2011 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.
- 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.

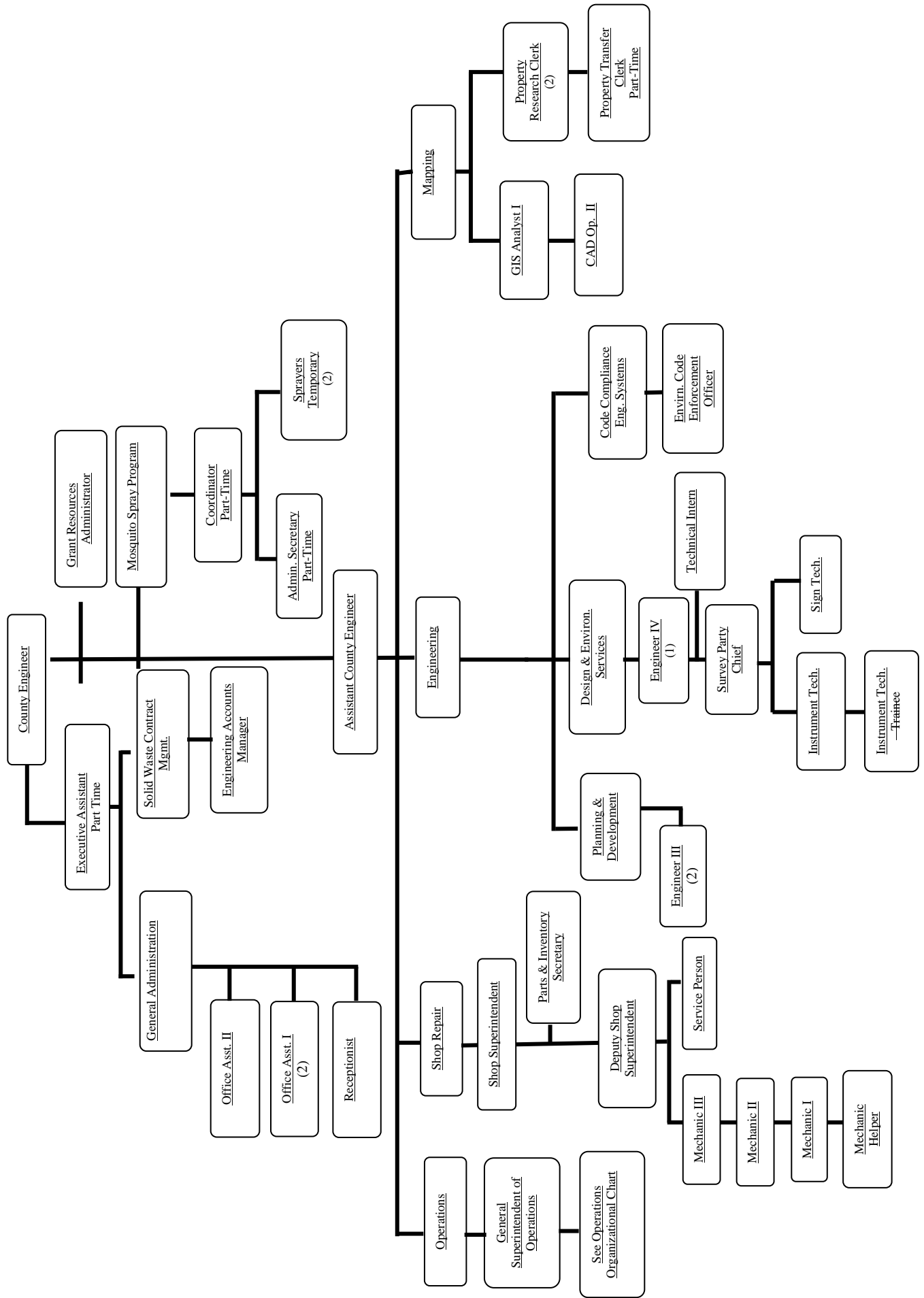
### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	2	2	-
Expenditures			
Personal Services	\$ 91,131	\$ -	\$ -
Operating Expenditures	33,644	127,051	100,000
Capital Outlay	-	-	-
Total	\$ 124,775	\$ 127,051	\$ 100,000

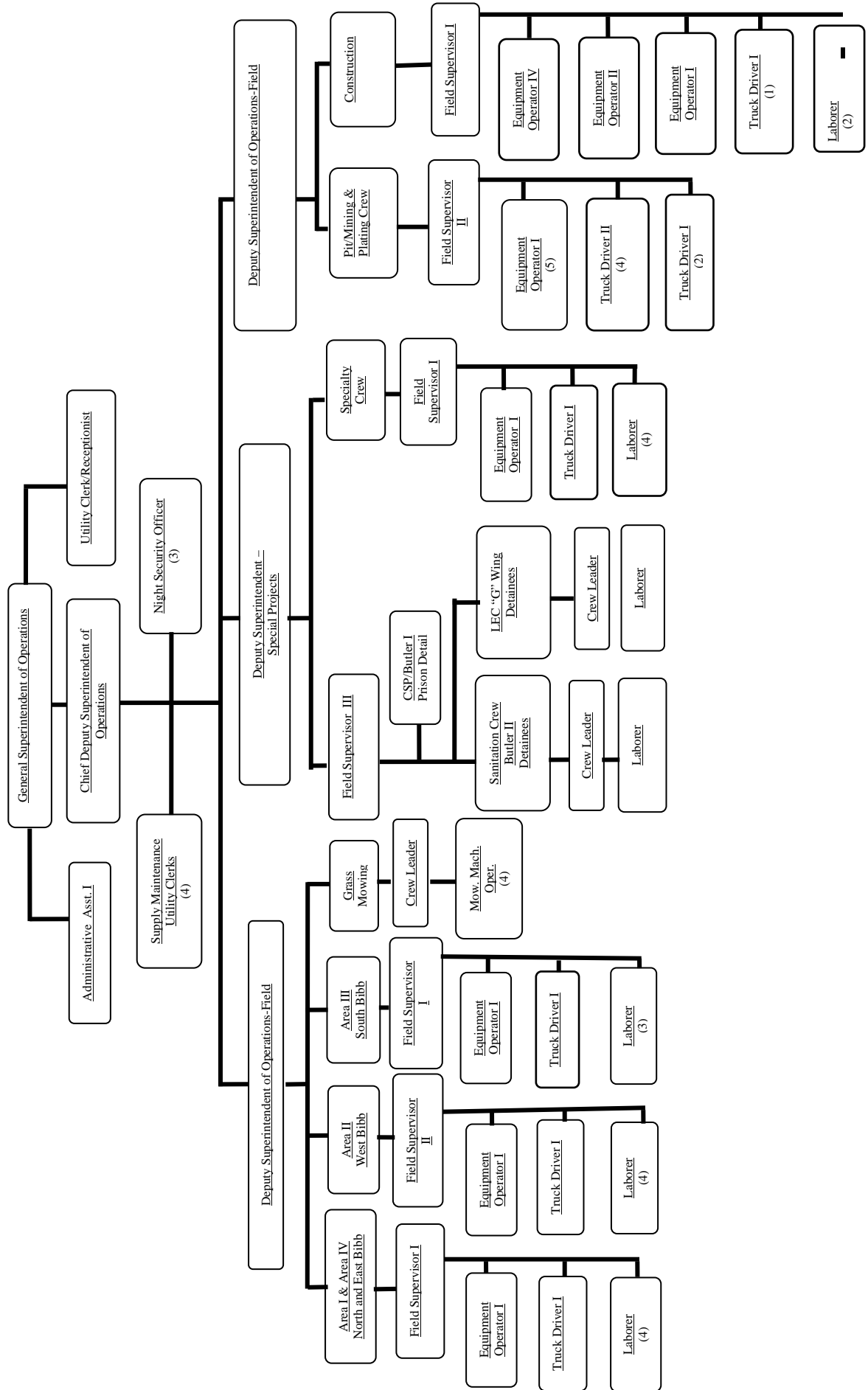
### FY 2012 BUDGET ISSUES

The budget for Animal Control represents a 0.0% increase for personal services and a 21.3% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 0.0% is appropriated for personal services and 100.0% 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>
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**1. To provide direction, support and coordination to all Engineering and Public Works operating divisions.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Service requests written	650	623	700	700
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	1,000	1,000	1,000	1,000
Road Improvement Program Administration (hrs)	1,000	1,640	1,640	1,300
Administration/Supervisory Support to Mapping (hrs)	2,000	2,000	2,000	2,000
No. of positions in Engineering/Public Works	109	103	103	103
Average Number of Vacancies	10	10	10	10

**2. To monitor planning and development needs for the highway infrastructure system.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Meetings attended	650	650	700	700
Plans reviewed and approved	25	30	20	25
Plats reviewed and approved	25	22	18	24
Total single-family dwellings in County	19,650	19,685	19,900	20,100
New residential lots developed	100	158	363	300
New residential roads developed	10	8	20	15
Miles of new roads developed	3	1	4	4

<b>FY 2011 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 FY2011, a substantial number of hours were devoted to managing and coordinating various projects for Lake Tobesofkee.
- Completed NIMS Training through the local Emergency Management Agency.
- Continued to promote in-house recycling for white paper, printer cartridges, batteries, aluminum cans and plastic bottles.

**HIGHWAYS AND STREETS - ADMINISTRATION**

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Authorized Positions	15	15	13
Expenditures			
Personal Services	\$ 995,213	\$ 1,009,230	\$ 927,528
Operating Expenditures	60,396	65,958	66,780
Capital Outlay	1,065	1,679	-
Total	<u>\$ 1,056,674</u>	<u>\$ 1,076,867</u>	<u>\$ 994,308</u>

**FY 2012 BUDGET ISSUES**

The budget for Highways and Streets - Administration represents an 8.1% decrease for personal services and a 1.2% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 93.3% is appropriated for personal services and 6.7% 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.
- Continue to monitor fuel usage and develop departmental policies and procedures for conservation.

### 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Gallons Gas Purchased/Regular	90,000	89,221	90,000	90,000
Gallons Diesel Fuel Purchased	115,000	119,491	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

## SHOP REPAIR SERVICE

### FY 2011 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.
- Continue to promote fuel conservation by posting guidelines in buildings and vehicles.

### AUTHORIZED POSITIONS AND EXPENDITURES

	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Authorized Positions	8	8	7
Expenditures			
Personal Services	\$ 409,652	\$ 430,350	\$ 425,500
Operating Expenditures	227,400	296,505	259,900
Capital Outlay	-	735	-
Total	<u>\$ 637,052</u>	<u>\$ 727,590</u>	<u>\$ 685,400</u>

### FY 2012 BUDGET ISSUES

The budget for Shop Repair Service represents a 1.1% decrease for personal services and a 12.3% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 62.1% is appropriated for personal services and 37.9% 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.

### 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.

### 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.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Title Transfers Processed	8,700	9,070	9,000	9,000
Map Changes to Tax Assessor	300	349	350	350

### FY 2011 ACCOMPLISHMENTS

- Ongoing quality control process to upgrade GIS maps.
- Met transfer deadlines to support Tax Assessor.
- Provide custom plots and data files to customers.

## MAPPING DEPARTMENT

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>5</u>	<u>5</u>	<u>5</u>
Expenditures			
Personal Services	\$ 247,644	\$ 251,400	\$ 255,350
Operating Expenditures	9,825	13,100	13,060
Capital Outlay	-	-	-
Total	<u>\$ 257,469</u>	<u>\$ 264,500</u>	<u>\$ 268,410</u>

### FY 2012 BUDGET ISSUES

The budget for the Mapping Department represents a 1.6% increase for personal services and a 0.3% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 95.1% is appropriated for personal services and 4.9% 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 major 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.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Total number of unpaved roads	230	229	229	228
Total miles of unpaved roads	55	55	54	54
Miles paved per year (assessment paving)	1	1	1	1
Miles of registered roads paved	566	534	536	540
Miles of registered roads unpaved	23	23	22	22
Miles of State Highways	65	65	65	65
Miles of road resurfaced	5	2	9	5

**2. To maintain the County's bridges in a safe and efficient manner to provide safe usage by the general public.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Total Bridges in County	46	46	46	46
Bridges Needing Repair	1	1	3	10

**3. To provide prompt, efficient response to citizen requests for assistance with issues regarding highway, bridge and drainage safety.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Service requests responded to	600	610	700	700
Drainage requests processed	350	416	500	500
Curb & gutter installed (lin. ft.)	-	-	-	-
Storm drain pipe installed (lin. ft.)	1,000	482	750	1,000
Driveways installed	5	6	8	10



**HIGHWAY & BRIDGE MAINTENANCE & CONSTRUCTION**

**FY 2011 ACCOMPLISHMENTS**

In addition to the normal workload required of the Maintenance & Construction Division during FY 2011, 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.
- 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.

**AUTHORIZED POSITIONS AND EXPENDITURES**

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>STREET &amp; ROAD MAINTENANCE</b>			
Authorized Positions	61	61	59
Expenditures			
Personal Services	\$ 2,260,879	\$ 2,346,700	\$ 2,228,399
Operating Expenditures	441,850	673,359	636,300
Capital Outlay	430,729	332,395	-
Total	<u>\$ 3,133,458</u>	<u>\$ 3,352,454</u>	<u>\$ 2,864,699</u>

## HIGHWAY & BRIDGE MAINTENANCE & CONSTRUCTION

### AUTHORIZED POSITIONS AND EXPENDITURES (continued)

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>BRIDGE MAINTENANCE</b>			
Expenditures			
Operating Expenditures	\$ -	\$ 20,000	\$ -
Total	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>

### FY 2012 BUDGET ISSUES

The budget for Highway & Bridge Maintenance and Construction represents a 5.0% decrease for personal services and a 5.5% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 77.8% is appropriated for personal services and 22.2% 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.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Road Design (hrs)	200	500	100	100
Surveying Activity (hrs)	4,000	4,000	4,000	4,000
Development Inspection (hrs)	1,200	1,225	1,100	1,200
Utility Permits Issued	20	15	20	20
Land Disturbing Permits Issued	16	23	15	15
NPDES Permits Issued	15	19	14	14
Flood Plain Permits Issued	1	-	1	1

## ENGINEERING

### FY 2011 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 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>5</u>	<u>5</u>	<u>4</u>
Expenditures			
Personal Services	\$ 318,306	\$ 320,900	\$ 322,300
Operating Expenditures	23,321	27,300	36,800
Capital Outlay	1,974	755	-
Total	<u>\$ 343,601</u>	<u>\$ 348,955</u>	<u>\$ 359,100</u>

### FY 2012 BUDGET ISSUES

The budget for Engineering represents a 0.4% increase for personal services and a 34.8% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 89.8% is appropriated for personal services and 10.2% 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 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	110	116	116	118
Number of catch basins	3,227	3,454	3,454	3,464
Number of detention ponds	394	239	239	242
Number of detention ponds inspected	50	50	50	50
Number of Industrial Facilities	24	23	23	23
Number of Ind. Facilities inspected	5	5	5	5
Number of Dry Weather Sites	38	38	38	38
Miles of ditches	871	860	860	859

## STORMWATER MANAGEMENT

### FY 2011 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 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>1</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services	\$ 96,467	\$ 96,825	\$ 97,225
Operating Expenditures	3,120	33,635	5,800
Capital Outlay	2,019	-	-
Total	<u>\$ 101,606</u>	<u>\$ 130,460</u>	<u>\$ 103,025</u>

### FY 2012 BUDGET ISSUES

The budget for Stormwater Management represents a 0.4% increase for personal services and an 82.8% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 94.4% is appropriated for personal services and 5.6% 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
<b>TRAFFIC ENGINEERING</b>				
Maintain traffic signal timing				
Number of traffic signals reviewed	50	22	50	50
Review development site plans				
Number of site plans reviewed	150	115	150	150
<b>TRAFFIC SAFETY</b>				
# of intersections with traffic signals	51	45	45	46
# of intersections with flashing beacons	24	22	22	23
# of school flashers	26	24	26	26
# of intersections with street lights	540	542	544	546
New intersection street lights installed	7	2	2	2
# of district street lights (subdivisions)	1,243	1,253	1,280	1,310
New district street lights installed (subdivision)	30	10	25	30
# of street light districts	135	136	139	141
New street light districts established	2	1	3	2
# of Interchanges with High Mast Lighting	4	1	2	5
New signs installed and replaced	1,650	1,500	1,500	1,500
Miles road line striped	40	30	15	15

**2. To provide prompt, efficient response to citizen requests for review of traffic improvements.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Service requests for traffic improvements				
Number of locations investigated for traffic improvements	150	96	150	135



## TRAFFIC ENGINEERING AND SAFETY

<b>FY 2011 ACCOMPLISHMENTS</b>
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- 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.
- Performed an inventory of all intersection street lights.
- 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.

<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>TRAFFIC ENGINEERING</b>			
Expenditures			
Operating Expenditures	\$ 143,379	\$ 141,525	\$ 153,450
Capital Outlay	-	-	-
Total	\$ 143,379	\$ 141,525	\$ 153,450
 <b>TRAFFIC SAFETY</b>			
Expenditures			
Operating Expenditures	\$ 268,196	\$ 1,055,675	\$ 1,180,000
Capital Outlay	-	-	-
Total	\$ 268,196	\$ 1,055,675	\$ 1,180,000

<b>FY 2012 BUDGET ISSUES</b>
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The budget for Traffic Engineering represents an 8.4% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 100% is appropriated for operating expenditures. See appendices for information on capital outlay.

The budget for Traffic Safety represents an 11.8% increase for operating expenditures over FY 2011. Of the total FY 2012 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 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Complaints Received - Scrap Tire	10	10	25	30
Inspections Performed – Scrap Tires	130	50	55	55
# Scrap Tire Generators – County	50	43	50	50
# Scrap Tire Generators – City	95	n/a	n/a	n/a
Complaints Received - Solid Waste	165	120	165	165
Inspections Performed – Solid Waste	165	150	170	170
Complaints Received - litter ordinance	90	75	110	115
Inspections Performed - litter ordinance	90	75	100	110
Complaints Received - nuisance ordinance	35	20	35	35
Inspections Performed - nuisance ordinance	100	115	125	130
Complaints Received – Other	15	15	15	20
Unsafe bldgs demolished by County	10	6	6	7
Unsafe bldgs demolished/repared by owner	10	5	10	10

<b>FY 2011 ACCOMPLISHMENTS</b>
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- Continued to investigate ways to accelerate the process of demolishing unsafe buildings and clearing blighted properties.

## ENVIRONMENTAL CODE ENFORCEMENT

### AUTHORIZED POSITIONS AND EXPENDITURES

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Authorized Positions	<u>1</u>	<u>1</u>	<u>1</u>
Expenditures			
Personal Services	\$ 49,856	\$ 50,200	\$ 50,800
Operating Expenditures	2,856	3,450	6,000
Capital Outlay	-	-	-
Total	<u>\$ 52,712</u>	<u>\$ 53,650</u>	<u>\$ 56,800</u>

### FY 2012 BUDGET ISSUES

The budget for Environmental Code Enforcement represents a 1.2% increase for personal services and a 73.9% increase for operating expenditures over FY 2011. Of the total FY 2012 budget, 89.4% is appropriated for personal services and 10.6% 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**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS</b>
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**1. To utilize prison labor for the maintenance of sidewalks, roadside beautification projects and grounds at all County-owned buildings.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Levee Maintenance (miles)	4	4	4	4
Brush Cutting (right-of-way miles)	350	340	350	350
Litter Pick (right-of-way miles)	250	250	250	250
Miscellaneous Work, Including Lawn Maintenance (man hours)	3,000	3,100	3,000	3,000
Sidewalk Maintenance (miles)	26	26	27	28
Number of Probationers Used Per Week (Average)	20	24	24	24
Number of Man Hours Per Week	800	960	960	960

**2. To continue to keep the unincorporated areas clean of litter and unsafe objects, such as fallen trees and limbs.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Tons of trash taken to city landfill*	1,000	829	500	500
Tons of trash taken to private landfills	-	-	-	-
Tons of residential solid waste collected by contractor	19,500	18,788	20,193	20,000
Tons of recyclables from curbside collector	775	725	774	775
Tons of yard trash collected by contractor	2,500	1,997	1,897	2,000
Tons reported by Swift Creek Landfill	205,000	184,577	160,000	170,000
Tons of storm debris collected by contractor	-	-	-	-
Tons of storm debris collected by Public Works crews	100	100	100	100

**PUBLIC WORKS NON-DEPARTMENTAL**

**FY 2011 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 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>PRISON WORK DETAIL</b>			
Operating Expenditures	<u>\$ 117,189</u>	<u>\$ 119,250</u>	<u>\$ 119,250</u>
<b>TRASH DISPOSAL</b>			
Operating Expenditures	<u>\$ 23,559</u>	<u>\$ 50,000</u>	<u>\$ 20,000</u>

**FY 2012 BUDGET ISSUES**

The budget for Prison Work Detail represents no increase over FY 2011. Operating expenditures are the only expenditures budgeted for FY 2012.

The budget for Trash Disposal represents a 60.0% decrease for operating expenditures from FY 2011. Operating expenditures are the only expenditures budgeted for FY 2012.

## 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 mosquito-borne diseases.

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

- 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.

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

1. **To protect the health and safety of the citizens of Bibb County by reducing the threat of mosquito-borne disease.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
<b>MOSQUITO SPRAYING</b>				
No. of Trucks/Sprayers Used	2	2	2	2
Gallons of Chemical Used	1,200	1,544	1,500	750
No. of Rounds Made	8	8	8	4
Man Hours Per Round	150	150	150	150
Customer Service (hours)	1,500	1,500	1,000	500



## INSECT CONTROL

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**2. To improve customer service.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
No. of "DO NOT SPRAY" Requests	50	34	35	35
No. of "NOTIFY BEFORE SPRAYING" Requests	210	188	200	200
Telephone Calls Handled	200	158	150	75

<b>FY 2011 ACCOMPLISHMENTS</b>
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**MOSQUITO PROGRAM**

- The Macon-Bibb County Health Department has taken 14 complaints and conducted 14 mosquito related investigations.
- Zero bird's tested positive for West Nile virus. One horses tested positive for Eastern Equine Encephalitis. There was one confirmed human case of WNV.
- Ten workshops/health fairs and nine presentations on West Nile Virus, Mosquito Control and Personal Protection and Prevention information have been given to homeowners and civic organizations.
- 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.
- Over 195,942 pieces of literature were distributed thru mass email and physical distribution with 155,647 persons being impacted.
- The amount of larvicide distributed to the public (free) was 16 cases.

**TICK PROGRAM**

- The projected number of yards sprayed in FY 2011 was 500. The actual number sprayed was approximately 420. The 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

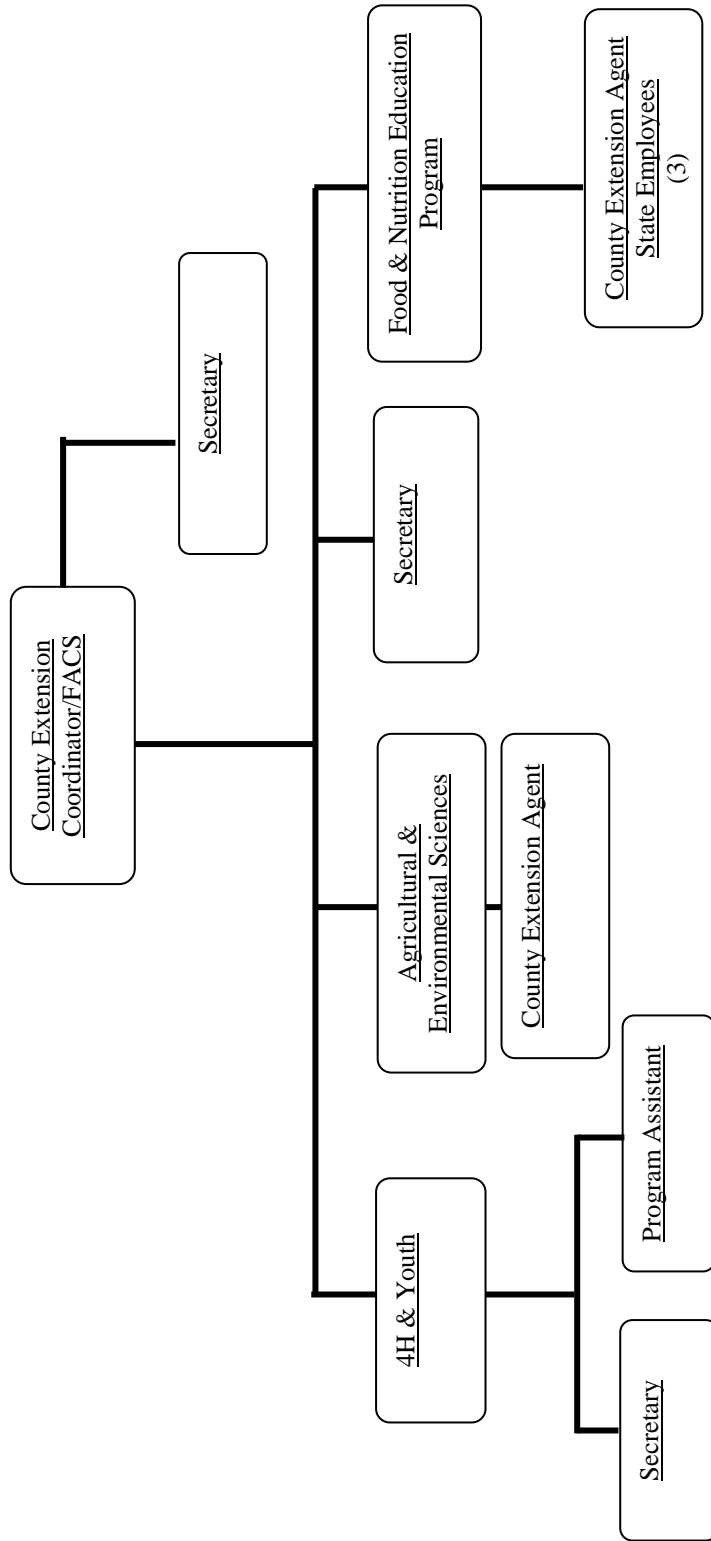
<b>AUTHORIZED POSITIONS AND EXPENDITURES</b>
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	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
<b>MOSQUITO &amp; TICK CONTROL</b>			
Authorized Positions	1	1	-
Expenditures			
Personal Services	\$ 46,872	\$ 46,500	\$ -
Operating Expenditures	64,022	81,990	-
Capital Outlay	-	-	-
Total	<u>\$ 110,894</u>	<u>\$ 128,490</u>	<u>\$ -</u>
<b>MOSQUITO SPRAYING</b>			
Authorized Positions	-	-	-
Expenditures			
Personal Services	\$ 35,548	\$ 45,213	\$ 19,875
Operating Expenditures	32,164	59,000	22,500
Capital Outlay	-	9,987	-
Total	<u>\$ 67,712</u>	<u>\$ 114,200</u>	<u>\$ 42,375</u>

<b>FY 2012 BUDGET ISSUES</b>
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The budget for Insect Control represents a 78.3% decrease for personal services and a 84.0% decrease for operating expenditures from FY 2011. Of the total FY 2012 budget, 46.9% is appropriated for personal services and 53.1% 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, exhibits 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 Extension trained Master Gardeners, agent recommendations on urban gardening and problem solving on issues outside the home; in homes through agent classes and recommendations on nutrition and health issues, child development, housing and financial issues, our virtual walk of Georgia encouraging exercise through Walk Georgia, in nature by helping residents gain knowledge to protect our environment; and national certification for food service managers and classes for food handlers.

“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, youth and families through one-on-one contact, phone calls, site visits, educational programs, exhibits and mass media.
- To increase the knowledge of food handlers and the general public on food safety practices for a safer food supply.
- To enhance the Bibb County Extension through the use of trained Master Gardeners as volunteers.
- To provide educational, enriching alternatives for youth ages 9-19 that promote their personal development through classes on social skills, leadership and citizenship growth, health and wellness, community service projects, and camping experiences.
- To increase nutrition knowledge to improve nutritional behavior of limited resource families.

## 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, youth and families through one-on-one contact, phone calls, site visits, educational programs, exhibits and mass media.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Phone contacts	2,400	2,575	2,500	2,500
Educational sessions	330	294	285	285
Total participation	17,000	22,737	17,000	17,000
Educational contact hours	20,000	10,350	12,000	15,000
Newsletter/contacts	16,980	12,632	12,000	12,000
Number developed	30	40	40	40
Newspaper articles written	75	80	75	75
Minutes on TV	45	25	25	25
Minutes on radio	100	231	50	50
Other (exhibits/materials/ etc.):				
Number developed	20	26	20	20
Number of contacts	11,000	161,240	11,000	11,000
Soil samples	425	427	430	430
Water Samples	10	10	10	10
Volunteers	700	436	450	450

**2. To increase the knowledge of food handlers and the general public on food safety practices for a safer food supply.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Food service workers attended				
Operation EATERY	55	31	30	30
Food service managers attended				
ServSafe for Managers	160	113	90	85
Consumers learned how to keep their food safe	1,000	1,155	150	150
News articles written on food safety	8	12	10	10

**AGRICULTURE RESOURCES – EXTENSION SERVICE**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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**3. To increase the Bibb County Extension through use of Master Gardener trained volunteers.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Volunteers	52	47	50	50
Hours contributed	3,500	4,325	3,700	3,700
Value of hours contributed*	\$ 68,000	\$ 84,294	\$ 80,000	\$ 75,000
Personal contacts	6,500	6,466	6,400	6,300
Telephone contacts	700	421	450	500
Miles traveled	18,000	19,720	19,000	18,000
Value of miles traveled**	\$ 9,000	\$ 10,846	\$ 10,000	\$ 10,000

\*The hourly value of volunteer time as determined by Independent Sector ([www.independentsector.org](http://www.independentsector.org)) is \$19.75/hour

\*\*Mileage valued at \$ .050/mile

**4. To provide educational, enriching alternatives for youth ages 9-19 that promote their personal development through classes on social skills, leadership and citizenship growth and responsibility.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Students enrolled in 4-H	1,200	1,000	900	900
Schools participating in 4-H	22	25	17	15
Additional clubs	3	4	4	4
District Project Achievement participants	50	33	40	40
Cotton Boll/Consumer Jamboree participants	28	22	20	20
Awards presented to 4-H'ers	260	459	385	385
Summer campers	45	50	45	45
4-H special trips participants	55	69	50	50

**AGRICULTURE RESOURCES – EXTENSION SERVICE**

**OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)**

**5. To increase the nutrition knowledge of limited-resource families.**

	FY 2010 Projected	FY 2010 Actual	FY 2011 Projected	FY 2012 Projected
Food and Nutrition Education Program				
Youth and Preschool	550	622	500	500
Adults enrolled in program	225	327	250	250
Graduated Adults	175	139	150	150

**FY 2011 ACCOMPLISHMENTS**

*COUNTY EXTENSION AGENTS EDUCATE BIBB COUNTY RESIDENTS*

Extension Agents educate residents in agriculture and horticulture, health & wellness, food safety, nutrition for low income families and work with 4-H youth to become productive citizens. The agriculture agent taught classes on pond management, review sessions and testing for landscaper certification for landscapers to legally apply pesticides, the Master Gardener Series, and the Master Naturalist program.

The Family and Consumer Sciences agent has taught food safety education to consumers and certification training for food service managers and food handlers, diabetes nutrition education (50 participants in three classes), general nutrition, weight control classes which emphasize the importance of nutrition and exercise for weight loss in classes taught to Bibb County employees and Macon State College employees, and encouraged physical activity through Walk Georgia. The 4-H program reached more than 1,000 youth in 25 4-H clubs. The 4-H youth participated in District Project Achievement, Cotton Boll Consumer Jamboree Competition, 4-H camps, field trips and community service projects.

The Expanded Food and Nutrition Education Program (EFNEP) staff taught a six lesson nutrition education program, Food Talks, to limited resources families. They taught also low income youth in summer programs and TeenAge MomS nutrition education.

*BIBB COUNTY MASTER GARDENERS BENEFIT BIBB COUNTY*

The Bibb County Master Gardener program facilitated by our agriculture agent continues to grow and impact our county. Local Master Gardeners completed the successful transition of the native plant garden from Wesleyan College to the Museum of Arts and Sciences. They built trails, installed irrigation signs and assisted with irrigation installation. They provided teachers for NewTown Macon’s Amerson Water Works Ranger program. These teachers taught Bibb County seventh grade students about archeology, water monitoring, and native plants. Six months during the year, the Bibb County Master Gardeners set-up an ‘Ask a Master Gardener’ booth where they answer gardening questions for farmer’s market visitors. Approximately 350 homeowners have received information and assistance from Bibb County Master Gardeners who contributed more than 65 hours in helping homeowners.

## AGRICULTURE RESOURCES – EXTENSION SERVICE

### FY 2011 ACCOMPLISHMENTS (continued)

#### *WALK-A-WEIGH*

Bibb County employees participated in a seven week program in conjunction with the county wellness program to learn how to lose weight through good nutrition practices and exercise. The 50 participants lost a total of 197 pounds and 51 inches during the series. The weight loss did not end at the conclusion of the classes as participants continue to report weight loss. Recent updates revealed that one participant has lost more than 40 pounds and another lost more than 50 pounds. Weight loss and better health continues as a result of the program.

#### *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 643 Bibb County residents to walk the equivalent of 109,171 miles. Two recognition events were held to recognize the top walkers. The School Vertical Team Challenge Cup motivated staff and faculty in 11 schools to become physically active.

#### *4-H YOUTH INVOLVEMENT*

Bibb County 4-H'ers develop leadership skills by participating in numerous community service activities each year. Activities 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", Optimist Club Junior Olympic Games volunteers, March of Dimes Team Walk and Fundraising Campaign, and the opportunity to serve as Legislative Pages. A group of 4-H'ers participate in the Georgia 4-H Ambassadors Program, they received a grant to conduct scrap book workshops for "Operation: Military Kids" (OMK) which is an initiative dedicated to supporting children of military members belonging to the National Guard and Army Reserve. A total of 8 Senior 4-H'ers completed the Teen Leadership program. A Bibb County Senior 4-H'er serves on the District 4-H Board.

#### *NUTRITION PRACTICES IMPROVE AMONG BIBB COUNTY FAMILIES*

At 22%, Bibb County's 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 2009-10 school year, 622 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 327 adults enrolled in the Food Talk curriculum, 139 of them completed requirements for graduation.



**AGRICULTURE RESOURCES – EXTENSION SERVICE**

**AUTHORIZED POSITIONS AND EXPENDITURES**

	<u>FY 2010 Actual</u>	<u>FY 2011 Revised Budget</u>	<u>FY 2012 Adopted Budget</u>
Authorized Positions	8	8	7
Expenditures			
Personal Services	\$ 165,045	\$ 156,675	\$ 155,436
Operating Expenditures	76,273	79,768	79,838
Capital Outlay	3,479	279	-
Total	<u>\$ 244,797</u>	<u>\$ 236,722</u>	<u>\$ 235,274</u>

**FY 2012 BUDGET ISSUES**

The budget for Agricultural Resources – Extension Service represents a 0.8% decrease for personal services and a 0.1% increase for operating expenditures from FY 2011. Of the total FY 2012 budget, 66.1% is appropriated for personal services and 33.9% 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.

#### **MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY – 2010 SERIES**

The \$11,175,000 Macon-Bibb County Urban Development Authority debt is to be paid from General Fund revenues. The proceeds of this issue were used to redeem the outstanding Macon-Bibb County Urban Development Authority Series 1993, 1996 and 2000 issues.

#### **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 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
Macon-Bibb County Urban Development Authority - 1996 Series			
Library Project			
Principal	\$ 110,000	\$ 115,000	\$ -
Interest	26,758	20,710	-
Macon-Bibb County Industrial Authority			
Bass Pro Shop Project			
Principal	300,000	300,000	300,000
Interest	47,409	215,269	110,000
Bass Pro Refunding/Sofkee Park			
Issue Cost	12,580	114,001	50,000
Macon-Bibb County Urban Development Authority-2002B Series			
RiverFront Project			
Principal	-	45,000	50,000
Interest	-	61,838	59,100
Macon-Bibb County Urban Development Authority-2006 Series			
Capital Improvements			
Principal	300,000	315,000	330,000
Interest	181,688	170,156	158,063
Macon-Bibb County Urban Development Authority-2009 Series			
Capital Improvements			
Principal	-	235,000	240,000
Interest	209,644	250,738	243,688
Macon-Bibb County Urban Development Authority-2010 Series Refunding Issue			
Refunded Bonds Redeemed	-	10,735,000	-
Bond Issue Cost	-	499,753	-
Principal	-	-	233,512
Interest	-	-	28,467
Georgia Land Conservation			
Principal	15,566	16,040	16,528
Interest	3,947	3,472	2,985
Equipment Lease Pool Payment	531,487	619,687	812,371
Total Debt Service	\$1,739,079	\$ 13,716,664	\$ 2,634,714

## 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.

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION (continued)

#### HEALTH & WELFARE (continued)

##### **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

### PROGRAM DESCRIPTION (continued)

#### HEALTH & WELFARE (continued)

##### **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

##### **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.

##### **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.

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION (continued)

#### CULTURE, RECREATION & BEAUTIFICATION (continued)

##### **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.

#### 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.

## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION (continued)

#### 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.

##### **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.



## COUNTY SUPPORTED AGENCIES

### PROGRAM DESCRIPTION (continued)

#### INDUSTRIAL AND URBAN DEVELOPMENT (continued)

##### 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>
--------------------------------

	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>PUBLIC TRANSPORTATION</b>			
Macon-Bibb County Transit Authority	\$ 991,200	\$ 847,507	\$ 810,000
<b>HEALTH AND WELFARE</b>			
Bibb County Department of Family and Children Services	\$ 1,198,046	\$ 1,182,035	\$ 1,310,280
River Edge Behavioral Health Center	741,459	425,000	425,000
Macon-Bibb County Board of Health	663,817	663,817	633,817
Macon-Bibb County Citizens Advocacy	4,950	4,455	4,455
Middle Georgia Community Food Bank	8,100	8,100	8,100
Medical Center of Central Georgia	1,000,000	750,000	500,000
Central Georgia Technical College	228,285	200,000	200,000
Meals on Wheels of Macon & Bibb County	48,056	43,250	43,250
Macon-Bibb County Economic Opportunity Council	52,040	45,000	45,000
 Total	 \$ 3,944,753	 \$ 3,321,657	 \$ 3,169,902
<b>CULTURE, RECREATION &amp; BEAUTIFICATION</b>			
Tubman African American Museum	\$ 314,041	\$ 250,000	\$ 250,000
Grand Opera House	7,712	8,750	8,750
Museum of Arts and Sciences	314,041	250,000	250,000
Macon Arts Alliance	48,000	43,200	37,000
Middle Georgia Regional Library	3,228,494	2,785,319	2,784,262
Keep Macon-Bibb Beautiful Commission	60,115	50,000	47,500
 Total	 \$ 3,972,403	 \$ 3,387,269	 \$ 3,377,512
<b>CONSERVATION OF NATURAL RESOURCES</b>			
Georgia Forestry Commission	\$ 2,783	\$ 7,000	\$ 6,957

**COUNTY SUPPORTED AGENCIES**

<b>AUTHORIZED EXPENDITURES (continued)</b>
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	FY 2010 Actual	FY 2011 Revised Budget	FY 2012 Adopted Budget
<b>PLANNING AND ZONING</b>			
Macon-Bibb County Planning and Zoning Commission	\$ 360,695	\$ 360,695	\$ 740,850
Middle Georgia Regional Commission	76,855	76,855	77,665
Total	\$ 437,550	\$ 437,550	\$ 818,515
<b>INDUSTRIAL AND URBAN DEVELOPMENT</b>			
Macon-Bibb County Urban Development Authority	\$ 29,840	\$ 27,340	\$ 25,973
Macon-Bibb County Land Bank Authority	100,000	100,000	102,400
Macon Economic Development Commission	80,000	80,000	-
Macon-Bibb County Industrial Authority	252,031	226,828	-
Economic Development	350,000	600,000	350,000
Total	\$ 811,871	\$ 1,034,168	\$ 478,373





**SPECIAL REVENUE FUNDS**



## SPECIAL REVENUE FUNDS

The **SPECIAL FIRE DISTRICT FUND** is utilized to account for tax monies received from the special tax district to provide fire services, emergency management services and 800 Mhz services through contracts 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, Georgia Sports Hall of Fame, Douglass Theatre and Lake Tobesofkee Recreation Area.

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 **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.

The **2002 LAW ENFORCEMENT CENTER PROJECT FUND** is utilized to account for additional court fees established for jail operations and staffing.

**SPECIAL FIRE DISTRICT FUND**

<b>CHANGES IN FUND BALANCE</b>
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	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 4,893,924	\$ 5,243,971	\$ 5,838,989	\$ 3,561,767
<b>SOURCES</b>				
Taxes	8,026,439	8,017,207	8,047,080	9,073,358
Interest Earnings	95,282	18,496	10,000	5,000
Intergovernmental	7,265	4,963	25,000	82,000
Transfer from Debt Service Fund				1,154,075
Proceeds from Sale of Assets	405,917	-	-	-
Other Revenues	22,159	19,769	712	-
<b>Total Sources</b>	<b>8,557,062</b>	<b>8,060,435</b>	<b>8,082,792</b>	<b>10,314,433</b>
<b>USES</b>				
Fire Prevention Services				
Contract Services	6,927,832	6,921,060	8,429,384	8,940,583
Other Operating Expenditures	147,583	166,106	180,749	247,100
Capital Outlay	1,028,270	277,160	1,235,660	1,691,042
Emergency Management Services				
Other Operating Expenditures	-	-	-	164,153
Capital Outlay	-	-	-	231,468
800 Mhz Services				
Other Operating Expenditures	-	-	-	100,000
Capital Outlay	-	-	-	75,012
Transfer to Sanitation Fund	2,223	2,223	2,300	2,300
Transfer to 2000 Public Facilities				
Debt Service Fund	23,562	21,343	21,397	19,882
Transfer to Capital Improvements Fnd	-	-	412,999	50,000
Transfer to Debt Service Fund	-	-	-	230,815
Transfer to General Fund	77,545	77,525	77,525	83,183
<b>Total Uses</b>	<b>8,207,015</b>	<b>7,465,417</b>	<b>10,360,014</b>	<b>11,835,538</b>
<b>FUND BALANCE - ENDING</b>	\$ 5,243,971	\$ 5,838,989	\$ 3,561,767	\$ 2,040,662

**SPECIAL FIRE DISTRICT FUND**

<b>REVENUES AND EXPENDITURES</b>
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	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
General Property Taxes				
Real/Personal Property	\$ 4,760,773	\$ 4,848,678	\$ 5,918,530	22.1%
Motor Vehicle	466,231	424,051	522,828	23.3%
Insurance Premium Tax	2,790,203	2,706,000	2,632,000	-2.7%
Transfer from Debt Service Fund	-	-	1,154,075	100.0%
Intergovernmental Revenue	4,963	38,000	82,000	115.8%
Interest Earnings	18,496	10,000	5,000	-50.0%
Other Revenues	19,769	-	-	0.0%
<b>Total Revenues</b>	<b>8,060,435</b>	<b>8,026,729</b>	<b>10,314,433</b>	<b>28.5%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>3,348,682</b>	<b>1,521,105</b>	<b>-54.6%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 8,060,435</b>	<b>\$ 11,375,411</b>	<b>\$ 11,835,538</b>	<b>4.0%</b>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Fire Prevention Services				
Operating Expenditures				
Contract Services-City of Macon	\$ 6,921,060	\$ 8,152,671	\$ 8,940,583	9.7%
Other Operating Expenditures	166,106	248,600	247,100	-0.6%
Capital Outlay	277,160	1,235,660	1,691,042	36.9%
Emergency Management Services				
Operating Expenditures	-	-	164,153	100.0%
Capital Outlay	-	-	231,468	100.0%
800 Mhz Services				
Operating Expenditures	-	-	100,000	100.0%
Capital Outlay	-	-	75,012	100.0%
Transfer to Sanitation Fund	-	2,300	2,300	0.0%
Transfer to 2000 Public Facilities				
Debt Service Fund	21,343	21,397	19,882	-7.1%
Transfer to Debt Service Fund	-	-	230,815	100.0%
Transfer to Capital Improvements Fund	2,223	1,637,258	50,000	-96.9%
Transfer to General Fund	77,525	77,525	83,183	7.3%
<b>Total Expenditures</b>	<b>7,465,417</b>	<b>11,375,411</b>	<b>11,835,538</b>	<b>4.0%</b>
<b>RESERVATION OF FUND BALANCE</b>	<b>595,018</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 8,060,435</b>	<b>\$ 11,375,411</b>	<b>\$ 11,835,538</b>	<b>4.0%</b>



## **SPECIAL FIRE DISTRICT FUND**

### **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.

### **FIRE SERVICES**

### **PROGRAM DESCRIPTION**

The Special Fire District Fund was originally established to account for the fire services provided to the residents of unincorporated Bibb County and the ordinance restricted the use of proceeds of this special tax levy to the operation of a fire department. The Service Delivery Strategy between Bibb County and the City of Macon which was adopted in May, 2011 resulted in additional services being funded through this special tax district. June 21, 2011 the Board of Commissioners adopted an Ordinance which changed Section 17-174 of the Code of Bibb County, Georgia. This change allowed the proceeds of this tax levy to also be used to fund the County's obligations with respect to emergency management services and the County's portion of the cost of providing 800Mhz service. Previously these costs had been paid from the County General Fund.

The millage rate for the Special Fire District Fund was 2.649 for tax year 2011. This is a half mill increase over the 2010 millage. A county-wide revaluation was done for tax year 2009 and in order to make the revaluation revenue neutral the millage rolled back to 2.149. This rate was maintained for tax year 2010.

### **GOAL**

To continue to provide a very efficient level of service to the residents of unincorporated Bibb County.

### **FY 2012 BUDGET ISSUES**

- The FY 2012 budget decreased by \$110,506 or 1.0%.
- The budget covering contract payments to the City of Macon increased by \$787,912 or 9.7%. This increase was offset in part by the \$1,587,258 decrease in Transfer to Capital Improvements Fund for the construction of a new Fire Station that was not re-budgeted for FY 2012 in anticipation of the passage of a SPLOST in November 2011.
- The appropriation for capital outlay amounted to \$1,691,042, an increase of \$455,382.

## SPECIAL FIRE DISTRICT FUND

### EMERGENCY MANAGEMENT SERVICES

<b>PROGRAM DESCRIPTION</b>
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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.

<b>GOALS</b>
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- 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.

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

1. **To provide effective emergency management services through training and education of staff and volunteers.**

	FY 2010 <u>Projected</u>	FY 2010 <u>Actual</u>	FY 2011 <u>Projected</u>	FY 2012 <u>Projected</u>
NIMS: Comprehensive and Progressive Training Program	300 hrs	300 hrs	300 hrs	300 hrs
Train new Administrative Assistant and Technical Administrative Officer	400 hrs	400 hrs	400 hrs	400 hrs
Complete/Maintain Certification	500 hrs	500 hrs	500 hrs	500 hrs
CEM/MCEM, Rescue, 1st Aid/CPR Refresher and new initiative training	400 hrs	400 hrs	400 hrs	400 hrs

**SPECIAL FIRE DISTRICT FUND**

**EMERGENCY MANAGEMENT SERVICES**

<b>OBJECTIVES AND PERFORMANCE MEASUREMENTS (continued)</b>
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- 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
Attend local, area and state meetings	200 hrs	200 hrs	300 hrs	300 hrs
Maintain administrative program initiatives	500 hrs	500 hrs	500 hrs	500 hrs
Maintain NWS StormReady Designation	100 hrs	100 hrs	100 hrs	100 hrs
Maintain operational program initiatives	300 hrs	300 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 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
One full scale every four years Two exercises per fiscal year (drill, tabletop or functional).	700 hrs	700 hrs	700 hrs	700 hrs

- 4. Establish and or maintain memberships and affiliations for expanded regional collaborations.**

	<u>FY 2010 Projected</u>	<u>FY 2010 Actual</u>	<u>FY 2011 Projected</u>	<u>FY 2012 Projected</u>
EMAG (EM Association of GA)	200 hrs	200 hrs	200 hrs	200 hrs
IAEM (Int'l Assoc of EM)	100 hrs	50 hrs	100 hrs	100 hrs
Petroleum COOP & LEPC	300 hrs	300 hrs	200 hrs	200 hrs
Exchange Club	-	-	-	150 hrs

## **SPECIAL FIRE DISTRICT FUND**

### **EMERGENCY MANAGEMENT SERVICES**

#### **FY 2011 ACCOMPLISHMENTS**

- Participated in a Full Scale exercise in conjunction with multiple counties.
- 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.
- 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/RIA (Rapid Impact Assessment Training).
- Implemented a new badging system for EMA Staff and volunteers.
- Continued to expand and train citizens for the CERT program.
- Co-sponsored National Night Out revealing how disasters increase crime.
- Updated the LEOP.
- Upgraded the EOC (Operations, Training and Policy rooms).
- Recertified Macon-Bibb as a Storm Ready community.
- Reorganized EOC Essential Support Functions (ESFs).
- Re-established ARES program which includes ARRL club.

#### **FY 2012 BUDGET ISSUES**

This budget was previously included in General Fund. Of the total FY 2012 budget, 41.5% is appropriated for operating expenditures and 58.5% for capital expenditures.

**SPECIAL FIRE DISTRICT FUND**

**800 Mhz SERVICES**

**PROGRAM DESCRIPTION**

This radio system is the means by which first responders and emergency services in the Macon/Bibb County area communicate with each other. This also allows for the interoperability between Macon/Bibb County and other county's in the middle Georgia region. The City of Macon will maintain and make necessary upgrades to the system and bill Bibb County for one half of the net cost associated with the maintenance and operations.

**GOALS**

To provide and maintain certain essential goods and services as required for the successful operation of the radio/communication systems for Macon/Bibb County.

**FY 2012 BUDGET ISSUES**

Of the total FY 2012 budget, 57.1% is appropriated for operating expenditures and 42.9% for capital expenditures.

## HOTEL/MOTEL TAX FUND

<b>CHANGES IN FUND BALANCE</b>
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	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ -	\$ -	\$ -	\$ -
<b>SOURCES</b>				
Hotel/Motel Tax	1,650,173	1,654,956	1,896,000	1,925,000
Interest Earnings	150	46	210	-
<b>Total Sources</b>	1,650,323	1,655,002	1,896,210	1,925,000
<b>USES</b>				
Macon-Bibb County				
Convention & Visitors Bureau	1,189,939	1,193,312	1,171,858	1,189,649
Cherry Blossom Festival	144,073	144,481	141,893	144,048
Georgia Music Hall of Fame	-	20,000	87,586	-
Georgia Sports Hall of Fame	-	-	87,586	88,916
Douglass Theatre	-	-	87,586	88,916
Transfer to Tobesofkee Recreation				
Area Fund	266,802	247,559	262,815	355,721
Transfer to General Fund	49,509	49,650	56,886	57,750
<b>Total Uses</b>	1,650,323	1,655,002	1,896,210	1,925,000
<b>FUND BALANCE - ENDING</b>	\$ -	\$ -	\$ -	\$ -

## HOTEL/MOTEL TAX FUND

### REVENUES AND EXPENDITURES

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Hotel/Motel Tax	\$ 1,654,956	\$ 1,896,000	\$ 1,925,000	1.5%
Interest Earnings	46	210	-	-100.0%
Total Revenues	<u>1,655,002</u>	<u>1,896,210</u>	<u>1,925,000</u>	<u>1.5%</u>
TOTAL REVENUES AND SOURCES	<u>\$ 1,655,002</u>	<u>\$ 1,896,210</u>	<u>\$ 1,925,000</u>	<u>1.5%</u>

### EXPENDITURES AND USES

<b>EXPENDITURES</b>				
Macon-Bibb County				
Convention & Visitors Bureau	\$ 1,193,312	\$ 1,171,858	\$ 1,189,649	1.5%
Cherry Blossom Festival	144,481	141,893	144,048	1.5%
Georgia Music Hall of Fame	20,000	87,586	-	-100.0%
Georgia Sports Hall of Fame	-	87,586	88,916	1.5%
Douglass Theatre	-	87,586	88,916	1.5%
Transfer to Tobesofkee Recreation Area Fund	247,559	262,815	355,721	35.4%
Transfer to General Fund	49,650	56,886	57,750	1.5%
Total Expenditures	<u>1,655,002</u>	<u>1,896,210</u>	<u>1,925,000</u>	<u>1.5%</u>
TOTAL EXPENDITURES AND USES	<u>\$ 1,655,002</u>	<u>\$ 1,896,210</u>	<u>\$ 1,925,000</u>	<u>1.5%</u>

## HOTEL-MOTEL TAX FUND

### MISSION

The Macon-Bibb County Convention and Visitors Bureau (CVB) 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.

### PROGRAM DESCRIPTION

The Hotel-Motel Tax Fund was established to account for Hotel-Motel Tax proceeds. The Bibb County Tax Commissioner collects the 7% 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 2011 to provide the following distribution percentages: Bibb County General Fund 3% for administration, Macon-Bibb County Convention and Visitors Bureau 61.8%, Macon, GA Cherry Blossom Festival 7.483%, Georgia Sports Hall of Fame 4.619%, Douglass Theatre 4.619%, and the Lake Tobesofkee Recreation Area 18.479%. The Board of Commissioners has the authority to reallocate funds for other purposes from the portion of taxes distributed to Lake Tobesofkee.

Destination marketing organizations (DMOs), 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 the destination experts for the city. As an unbiased resource, DMOs can serve as a broker or an official point of contact for meeting planners, tour operators and visitors.

#### **Macon CVB Management Focus: 2011/2012**

The Macon-Bibb County Convention and Visitors Bureau is committed to marketing and selling Macon-Bibb County as a major tourism destination within the state of Georgia and the Southeastern region. The CVB will focus on efforts to facilitate increased economic prosperity for Macon-Bibb County businesses and residents by generating a positive economic impact through:

- Increasing the focus on convention sales and partnerships with the sales teams at our local hotels and motels
- Maximizing opportunities to drive revenue 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

### GOALS

- Initiate and maintain an aggressive, pro-active convention sales, convention services and group tour sales effort
- Increase the awareness of Macon-Bibb County as a leisure and meetings destination via marketing, advertising, social media, internet, and communication efforts
- Utilize visitor center operations to promote Macon-Bibb County tourism products and increase partner referrals and reservations
- Clearly communicate the CVB goals, strategies and results to the community and strengthen tourism product promotion amongst our community partners and stakeholders
- Prepare for the research and development of an updated Macon-Bibb County destination brand



## HOTEL-MOTEL TAX FUND

### OBJECTIVES AND PERFORMANCE MEASUREMENTS

- Book conventions, meetings, conferences, sports events, and reunions representing 18,600 room nights
- Confirm group tour bookings for Macon resulting in 1,000 room nights
- Create 5 unique Macon tourism packages to be promoted and tracked on local & state websites
- Increase visitor center referrals and reservations by 5%
- Generate an additional \$1,500 in revenue through souvenir sales and online bookings
- Complete the redesign and launch of a new CVB website [www.visitmacon.org](http://www.visitmacon.org) and increase both user and search engine traffic to the website and mobi sites
- Increase CVB membership commitments to 120 partners

### FY 2011 ACCOMPLISHMENTS

- Booked 30 conventions, meetings, sports events and conferences YTD representing 10,623 room nights; this is on pace to reach the goal of 12,600 room nights
- Confirmed 65 group tour bookings YTD for Macon resulting in 439 room nights; this is on pace to reach the goal 800 room nights
- Created 3 unique Macon tourism packages for promotion on the CVB website social media outlets
- Initiated a new advertising and social media plan to increase destination awareness for Macon-Bibb County with both leisure travelers and meeting planners
- Exceeded FY advertising goals of 1 million gross meeting planner impressions and 13 million gross leisure traveler impressions through paid print and online media
- Implemented a new advertising-supported Official Visitor Guide for 2011-2012 in order to save more than \$30,000 on creative and printing fees
- Transitioned the packaged tour sales to the house museums, which represents a cost savings of over \$25,000
- Transitioned the mailing and brochure fulfillment services back to the Antebellum Trail Assn. and the Historic Heartland Assn., which represents a costs savings of over \$40,000

### FY 2012 BUDGET ISSUES

The FY 2012 budget represents an increase of \$28,790 from FY 2011.

**SPECIAL STREET LIGHT DISTRICT FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 344,611	\$ 329,302	\$ 335,984	\$ 323,914
<b>SOURCES</b>				
Charges for Services	224,252	263,128	266,900	300,250
Administrative Fees	55,317	59,085	62,210	68,040
Interest Earnings	4,186	762	580	-
<b>Total Sources</b>	<u>283,755</u>	<u>322,975</u>	<u>329,690</u>	<u>368,290</u>
<b>USES</b>				
Operating Expenditures	262,724	266,053	291,520	308,000
Transfer to General Fund	36,340	50,240	50,240	50,914
<b>Total Uses</b>	<u>299,064</u>	<u>316,293</u>	<u>341,760</u>	<u>358,914</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 329,302</u>	<u>\$ 335,984</u>	<u>\$ 323,914</u>	<u>\$ 333,290</u>

**SPECIAL STREET LIGHT DISTRICT FUND**

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Charges for Services	\$ 263,127	\$ 265,490	\$ 300,250	13.1%
Administrative Fees	59,086	62,000	68,040	9.7%
Interest Earnings	762	900	-	-100.0%
<b>Total Revenues</b>	<b>322,975</b>	<b>328,390</b>	<b>368,290</b>	<b>12.2%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>17,984</b>	<b>-</b>	<b>-100%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 322,975</b>	<b>\$ 346,374</b>	<b>\$ 368,290</b>	<b>6.3%</b>
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 266,053	\$ 296,134	\$ 308,000	4.0%
Transfer to General Fund	50,240	50,240	50,914	1.3%
<b>Total Expenditures</b>	<b>316,293</b>	<b>346,374</b>	<b>358,914</b>	<b>3.6%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	6,682	-	9,376	100.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 322,975</b>	<b>\$ 346,374</b>	<b>\$ 368,290</b>	<b>6.3%</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 2012 BUDGET ISSUES**

The FY 2012 budget represents a \$21,916 or 6.3% increase over FY 2011.

**LAW ENFORCEMENT COMMISSARY FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 179,072	\$ 394,439	\$ 547,609	\$ 275,880
<b>SOURCES</b>				
Commissary Revenue	518,954	478,255	486,640	475,000
Interest Earnings	6,794	1,283	1,200	1,200
Other Revenues	30	-	-	-
<b>Total Sources</b>	<b>525,778</b>	<b>479,538</b>	<b>487,840</b>	<b>476,200</b>
<b>USES</b>				
Personal Services	18,252	18,820	17,580	18,535
Operating Expenditures	35,964	13,774	19,210	21,100
Capital Outlay	82,801	193,774	522,779	163,037
Transfer to General Fund	173,394	100,000	200,000	166,600
<b>Total Uses</b>	<b>310,411</b>	<b>326,368</b>	<b>759,569</b>	<b>369,272</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 394,439</b>	<b>\$ 547,609</b>	<b>\$ 275,880</b>	<b>\$ 382,808</b>

**LAW ENFORCEMENT COMMISSARY FUND**

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Commissary Revenue	\$ 478,255	\$ 460,000	\$ 475,000	3.3%
Interest Earnings	1,283	1,500	1,200	-20.0%
<b>Total Revenues</b>	<b>479,538</b>	<b>461,500</b>	<b>476,200</b>	<b>3.2%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>302,614</b>	<b>-</b>	<b>-100.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 479,538</b>	<b>\$ 764,114</b>	<b>\$ 476,200</b>	<b>-37.7%</b>

**EXPENDITURES AND USES**

<b>EXPENDITURES</b>				
Personal Services	\$ 18,820	\$ 18,535	\$ 18,535	0.0%
Operating Expenditures	13,774	18,872	21,100	11.8%
Capital Outlay	193,774	526,707	163,037	-69.0%
Transfer to General Fund	100,000	200,000	166,600	-16.7%
<b>Total Expenditures</b>	<b>326,368</b>	<b>764,114</b>	<b>369,272</b>	<b>-51.7%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	153,170	-	106,928	100.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 479,538</b>	<b>\$ 764,114</b>	<b>\$ 476,200</b>	<b>-37.7%</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 continue profitability of Inmate Commissary Operations through innovative efforts to allow funds to be received (i.e. Internet, Kiosk)
- Outsource vending machines operation, thus removing the need for a staffer to service machines.
- Continue recycling efforts where all aluminum cans, and plastic bottles are recycled and not put into dumpsters, thus savings funds and environmental advantages.

### FY 2011 ACCOMPLISHMENTS

- Inmate prescription requests through the Jail are now charged to the inmate account.
- Kiosks in place to allow funds to be deposited to inmate accounts on site.
- Debit cards to replace inmate checks are scheduled for implementation by the vendor as soon as the demonstration site in use is thoroughly checked out.
- Recycling plan in third full year of operation that has resulted in a minimum of over 50 boxes of plastic bottles and aluminum cans not going in dumpsters where weight factors into cost and not going into local landfills.

### FY 2012 BUDGET ISSUES

The FY 2012 budget reflects a \$287,914 or 37.7% decrease from FY 2011.

## LAW ENFORCEMENT CONFISCATION FUND

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 125,538	\$ 193,057	\$ 198,055	\$ 111,308
<b>SOURCES</b>				
Confiscated Funds	136,517	172,318	37,717	50,000
Intergovernmental Revenue				
Interest Earnings	5,373	1,193	729	200
Other Revenues	13,680	5,287	13,012	-
Transfer from Multi-Jurisdictional Task Force Grant Fund	22,512	-	-	-
<b>Total Sources</b>	178,082	178,798	51,458	50,200
<b>USES</b>				
Operating Expenditures	20,693	20,950	22,491	24,000
Capital Outlay	85,696	140,283	113,214	109,804
Transfer to Sponsored Programs Fund	-	3,019	-	-
Transfer to General Fund	4,174	9,548	2,500	2,500
<b>Total Uses</b>	110,563	173,800	138,205	136,304
<b>FUND BALANCE - ENDING</b>	\$ 193,057	\$ 198,055	\$ 111,308	\$ 25,204



## LAW ENFORCEMENT CONFISCATION FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Confiscated Funds	\$ 172,318	\$ 75,000	\$ 50,000	-33.3%
Interest Earnings	1,193	1,000	200	-80.0%
Other Revenues	5,287	-	-	0.0%
<b>Total Revenues</b>	<b>178,798</b>	<b>76,000</b>	<b>50,200</b>	<b>-33.9%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>69,874</b>	<b>86,104</b>	<b>23.2%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 178,798</b>	<b>\$ 145,874</b>	<b>\$ 136,304</b>	<b>-6.6%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 20,950	\$ 30,160	\$ 24,000	-20.4%
Capital Outlay	140,283	113,214	109,804	-3.0%
Transfer to Sponsored Programs Fund	3,019	-	-	0.0%
Transfer to General Fund	9,548	2,500	2,500	0.0%
<b>Total Expenditures</b>	<b>173,800</b>	<b>145,874</b>	<b>136,304</b>	<b>-6.6%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	4,998	-	-	0.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 178,798</b>	<b>\$ 145,874</b>	<b>\$ 136,304</b>	<b>-6.6%</b>

<b>PROGRAM DESCRIPTION</b>
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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 2012 BUDGET ISSUES</b>
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The FY 2012 budget represents a \$9,570 or 6.6% decrease from FY 2011.

**DRUG ABUSE TREATMENT AND EDUCATION FUND**

<b>CHANGES IN FUND BALANCE</b>
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	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 64,202	\$ 58,138	\$ 19,985	\$ 19,985
<b>SOURCES</b>				
Court Fines	46,688	52,587	39,515	42,200
Grant Funds	40,386	52,000	61,750	61,000
Interest Earnings	277	70	-	-
Other Revenues	23	-	-	-
Transfer from General Fund	129,899	83,000	117,278	149,981
Transfer from Juvenile Court Supervision Fund	4,424	1,160	3,365	14,250
<b>Total Sources</b>	<b>221,697</b>	<b>188,817</b>	<b>221,908</b>	<b>267,431</b>
<b>USES</b>				
Operating Expenditures				
Adult Program	222,250	225,810	217,793	258,331
Juvenile Program	4,424	1,160	4,115	14,250
Capital Outlay	1,087	-	-	500
<b>Total Uses</b>	<b>227,761</b>	<b>226,970</b>	<b>221,908</b>	<b>273,081</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 58,138</b>	<b>\$ 19,985</b>	<b>\$ 19,985</b>	<b>\$ 14,335</b>

## DRUG ABUSE TREATMENT AND EDUCATION FUND

### REVENUES AND EXPENDITURES

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 52,587	\$ 47,000	\$ 42,200	-10.2%
Grant Funds	52,000	61,000	61,000	0.0%
Interest Revenue	70	-	-	0.0%
Transfer from General Fund	83,000	157,481	149,981	-4.8%
Transfer from Juvenile Court Supervision Fund	1,160	35,000	14,250	-59.3%
<b>Total Revenues</b>	<b>188,817</b>	<b>300,481</b>	<b>267,431</b>	<b>-11.0%</b>
<b>FUND BALANCE</b>	<b>38,153</b>	<b>-</b>	<b>5,650</b>	<b>100.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 226,970</b>	<b>\$ 300,481</b>	<b>\$ 273,081</b>	<b>-9.1%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures				
Adult Program	\$ 225,810	\$ 265,481	\$ 258,331	-2.7%
Juvenile Program	1,160	35,000	14,250	-59.3%
Capital Outlay-Adult Program	-	-	500	100.0%
<b>Total Expenditures</b>	<b>226,970</b>	<b>300,481</b>	<b>273,081</b>	<b>-9.1%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 226,970</b>	<b>\$ 300,481</b>	<b>\$ 273,081</b>	<b>-9.1%</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 2012 BUDGET ISSUES

The FY 2012 budget represents a \$27,400 or 9.1% decrease from FY 2011.

**ALTERNATIVE DISPUTE RESOLUTION FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 304,329	\$ 328,875	\$ 331,461	\$ 329,135
<b>SOURCES</b>				
Court Fines	173,666	171,440	159,290	163,300
Interest Earnings	4,193	865	712	-
Other Revenues	-	-	5,954	6,350
<b>Total Sources</b>	<b>177,859</b>	<b>172,305</b>	<b>165,956</b>	<b>169,650</b>
<b>USES</b>				
Personal Services	115,005	122,093	122,501	123,600
Operating Expenditures	32,811	36,769	34,924	57,267
Capital Outlay	5,497	-	-	8,964
Transfer to General Fund	-	10,857	10,857	10,385
<b>Total Uses</b>	<b>153,313</b>	<b>169,719</b>	<b>168,282</b>	<b>200,216</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 328,875</b>	<b>\$ 331,461</b>	<b>\$ 329,135</b>	<b>\$ 298,569</b>

**ALTERNATIVE DISPUTE RESOLUTION FUND**

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 171,440	\$ 170,900	\$ 163,300	-4.4%
Interest Earnings	865	-	-	0.0%
Other Revenues	-	-	6,350	100.0%
Total Revenues	<u>172,305</u>	<u>170,900</u>	<u>169,650</u>	<u>-0.7%</u>
<b>FUND BALANCE</b>	<u>-</u>	<u>12,776</u>	<u>30,566</u>	<u>139.2%</u>
<b>TOTAL REVENUES AND SOURCES</b>	<u>\$ 172,305</u>	<u>\$ 183,676</u>	<u>\$ 200,216</u>	<u>9.0%</u>

**EXPENDITURES AND USES**

<b>EXPENDITURES</b>				
Personal Services	\$ 122,093	\$ 122,800	\$ 123,600	0.7%
Operating Expenditures	36,769	50,019	57,267	14.5%
Capital Outlay	-	-	8,964	100.0%
Transfer to General Fund	10,857	10,857	10,385	-4.3%
Total Expenditures	<u>169,719</u>	<u>183,676</u>	<u>200,216</u>	<u>9.0%</u>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	<u>2,586</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
<b>TOTAL EXPENDITURES AND USES</b>	<u>\$ 172,305</u>	<u>\$ 183,676</u>	<u>\$ 200,216</u>	<u>9.0%</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 2012 BUDGET ISSUES**

The FY 2012 budget represents a \$16,540 or 9.0% increase over FY 2011.

**CRIME VICTIMS ASSISTANCE FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 386,962	\$ 305,899	\$ 203,869	\$ 62,998
<b>SOURCES</b>				
Court Fines	154,747	157,280	151,160	153,300
Interest Earnings	4,953	632	231	-
Other Revenues	924	-	-	-
<b>Total Sources</b>	<b>160,624</b>	<b>157,912</b>	<b>151,391</b>	<b>153,300</b>
<b>USES</b>				
Operating Expenditures	121,097	94,672	104,900	-
Transfer to General Fund	120,590	165,270	180,107	213,025
Transfer to Sponsored Program Fund	-	-	7,255	-
<b>Total Uses</b>	<b>241,687</b>	<b>259,942</b>	<b>292,262</b>	<b>213,025</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 305,899</b>	<b>\$ 203,869</b>	<b>\$ 62,998</b>	<b>\$ 3,273</b>

## CRIME VICTIMS ASSISTANCE FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 157,280	\$ 160,250	\$ 153,300	-4.3%
Interest	632	250	-	-100.0%
Total Revenues	157,912	160,500	153,300	-4.5%
FUND BALANCE	102,030	201,380	59,725	-70.3%
TOTAL REVENUES AND SOURCES	\$ 259,942	\$ 361,880	\$ 213,025	-41.1%

### EXPENDITURES AND USES

<b>EXPENDITURES</b>				
Operating Expenditures	\$ 94,672	\$ 125,000	\$ -	-100.0%
Transfer to General Fund	165,270	226,730	213,025	-6.0%
Transfer to Sponsored Program Fund	-	10,150	-	-100.0%
Total Expenditures	259,942	361,880	213,025	-41.1%
TOTAL EXPENDITURES AND USES	\$ 259,942	\$ 361,880	\$ 213,025	-41.1%

<b>PROGRAM DESCRIPTION</b>
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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>
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To continue to provide valuable assistance to victims of crime.

<b>FY 2012 BUDGET ISSUES</b>
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The FY 2012 budget represents a \$148,855 or 41.1% decrease from FY 2011.



## JUVENILE COURT SUPERVISION FUND

<b>CHANGES IN FUND BALANCE</b>
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	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 34,539	\$ 42,444	\$ 58,461	\$ 65,690
<b>SOURCES</b>				
Court Fines	14,277	17,878	15,000	16,000
Interest Earnings	552	164	94	-
<b>Total Sources</b>	<b>14,829</b>	<b>18,042</b>	<b>15,094</b>	<b>16,000</b>
<b>USES</b>				
Operating Expenditures	2,500	865	500	-
Transfer to Drug Abuse Treatment And Education Fund	4,424	1,160	3,365	14,250
Transfer to Sponsored Program Fund	-	-	4,000	4,000
<b>Total Uses</b>	<b>6,924</b>	<b>2,025</b>	<b>7,865</b>	<b>18,250</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 42,444</b>	<b>\$ 58,461</b>	<b>\$ 65,690</b>	<b>\$ 63,440</b>

## JUVENILE COURT SUPERVISION FUND

### REVENUES AND EXPENDITURES

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	%
				VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 17,878	\$ 16,368	\$ 16,000	-2.2%
Interest Earnings	164	200	-	-100.0%
Total Revenues	18,042	16,568	16,000	-3.4%
FUND BALANCE	-	24,932	2,250	-91.0%
TOTAL REVENUES AND SOURCES	\$ 18,042	\$ 41,500	\$ 18,250	-56.0%
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 865	\$ 2,500	\$ -	-100.0%
Transfer to Drug Abuse Treatment And Education Fund	1,160	35,000	14,250	-59.3%
Transfer to Sponsored Program Fund	-	4,000	4,000	0.0%
Total Expenditures	2,025	41,500	18,250	-56.0%
RESERVATION OF FUND BALANCE				
Unallocated Reserve	16,017	-	-	0.0%
TOTAL EXPENDITURES AND USES	\$ 18,042	\$ 41,500	\$ 18,250	-56.0%

### 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.

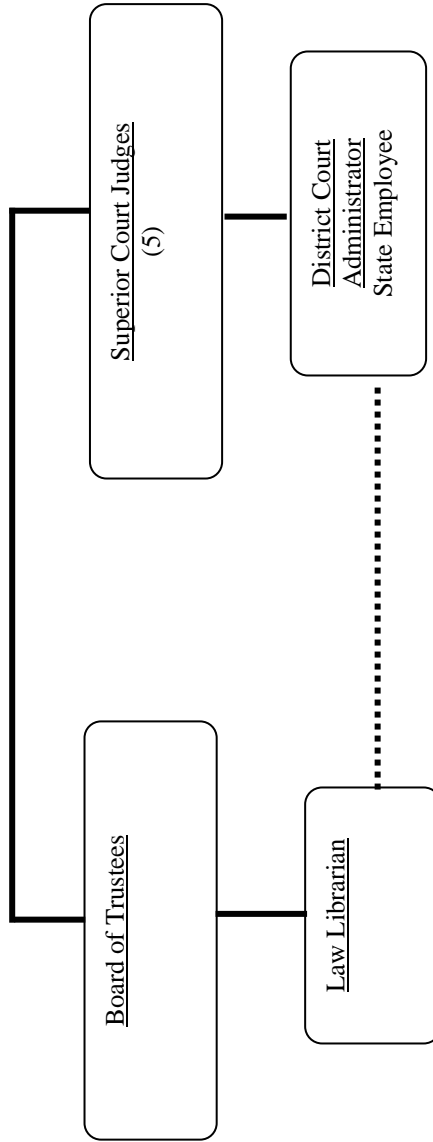
### GOALS

To continue to provide valuable services to Juvenile Court programs.

### FY 2012 BUDGET ISSUES

The FY 2012 budget represents a \$23,250 or 56.0% decrease from FY 2011.

# LAW LIBRARY



## LAW LIBRARY FUND

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 2,710	\$ 1,485	\$ 5,920	\$ 2,740
<b>SOURCES</b>				
Court Fines	31,598	32,703	21,720	23,900
Interest Earnings	44	-	-	-
Other Revenues	108	-	-	-
Transfer from General Fund	55,000	60,000	62,000	55,000
<b>Total Sources</b>	86,750	92,703	83,720	78,900
<b>USES</b>				
Personal Services	62,526	64,293	64,490	55,375
Operating Expenditures	25,449	23,975	22,410	26,192
<b>Total Uses</b>	87,975	88,268	86,900	81,567
<b>FUND BALANCE - ENDING</b>	\$ 1,485	\$ 5,920	\$ 2,740	\$ 73

## LAW LIBRARY FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 32,703	\$ 24,468	\$ 23,900	-2.3%
Transfer from General Fund	60,000	62,000	55,000	-11.3%
Total Sources	92,703	86,468	78,900	-8.8%
FUND BALANCE	-	4,524	2,667	-41.0%
TOTAL REVENUES AND SOURCES	\$ 92,703	\$ 90,992	\$ 81,567	-10.4%
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 64,293	\$ 64,800	\$ 55,375	-14.5%
Operating Expenditures	23,975	26,192	26,192	0.0%
Total Expenditures	88,268	90,992	81,567	-10.4%
RESERVATION OF FUND BALANCE	4,435	-	-	0.0%
TOTAL EXPENDITURES AND USES	\$ 92,703	\$ 90,992	\$ 81,567	-10.4%

## **LAW LIBRARY FUND**

### **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 2011 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.

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 2012 BUDGET ISSUES**

The FY 2012 budget for the Law Library represents a \$9,425 or 10.4% decrease from FY 2011.

**SPONSORED PROGRAMS FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ -	\$ -	\$ (5,976)	\$ (11,956)
<b>SOURCES</b>				
Intergovernmental	-	437,663	675,880	753,029
Other	-	-	-	5,500
Transfer from General Fund	-	62,509	72,986	114,315
Transfer from Crime Victims Assistance Fund	-	-	7,255	-
Transfer from Juvenile Court Supervision Fund	-	-	4,000	4,000
Transfer from Law Enforcement Confiscation Fund	-	3,019	-	-
<b>Total Sources</b>	<b>-</b>	<b>503,191</b>	<b>760,121</b>	<b>876,844</b>
<b>USES</b>				
Personal Services	-	132,049	127,960	111,750
Operating Expenditures	-	181,290	590,651	762,094
Capital Outlay	-	195,828	-	-
Transfer to General Fund	-	-	47,490	3,000
<b>Total Uses</b>	<b>-</b>	<b>509,167</b>	<b>766,101</b>	<b>876,844</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ (5,976)</b>	<b>\$ (11,956)</b>	<b>\$ (11,956)</b>

**SPONSORED PROGRAMS FUND**

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Intergovernmental	\$ 437,663	\$ 854,582	\$ 753,029	-11.9%
Othe	-	-	5,500	100.0%
Transfer from General Fund	62,509	78,616	114,315	45.4%
Transfer from Crime Victims Assistance Fund	-	10,150	-	-100.0%
Transfer from Juvenile Court Supervision Fund	-	4,000	4,000	0.0%
Transfer from Law Enforcement Confiscation Fund	3,019	-	-	0.0%
<b>Total Revenues</b>	<b>503,191</b>	<b>947,348</b>	<b>876,844</b>	<b>-8.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 503,191</b>	<b>\$ 947,348</b>	<b>\$ 876,844</b>	<b>-8.0%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Personal Services	\$ 132,049	\$ 131,315	\$ 111,750	-14.9%
Operating Expenditures	175,314	757,781	762,094	0.6%
Capital Outlay	195,828	-	-	0.0%
Transfer to General Fund	-	58,252	3,000	-94.8%
<b>Total Expenditures</b>	<b>503,191</b>	<b>947,348</b>	<b>876,844</b>	<b>-7.4%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 503,191</b>	<b>\$ 947,348</b>	<b>\$ 876,844</b>	<b>-7.4%</b>



## 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 Commissioners. Following are the programs and budget amounts for fiscal years 2011 and 2012.

	FY 2011	FY 2012
Adult Mental Health Court Program	\$ 198,429	\$ 80,000
Bibb County Wellness Program	10,486	5,500
Big Brothers/Big Sisters Mentoring Service Program	15,748	-
Crisis Line Safe House Program	22,479	-
District Attorney's Office Furlough Prevention Program	64,790	-
Drug Free Coalition Drug Free Communities Program	15,000	-
Employment Incentive Program	362,994	565,106
Family Counseling Center Unruly Program	27,674	27,075
Governor's Office of Highway Safety H.E.A.T. Program	150,290	148,240
Juvenile Court Assessment Program	2,000	2,000
Juvenile Court Boy's Program	1,000	5,000
Juvenile Court Girl's Program	5,000	5,000
Juvenile Court Psychologicals Program	24,000	17,925
Juvenile Court Refreshments for various programs	500	500
Juvenile Court Summer Life Series Program	1,000	1,000
Juvenile Offenders Anger Management Program	14,000	15,000
Mentor's Project Youth Mentoring Service Program	14,959	-
Public Defender's Office Furlough Prevention Program	4,498	4,498
Volunteer Macon Service Learning Program	12,501	-
	\$ 947,348	\$ 876,844

<b>GOAL</b>
-------------

To continue to provide services through approved programs based on sponsor funding.

<b>FY 2012 BUDGET ISSUES</b>
------------------------------

The FY 2012 budget represents a \$70,504 or 7.4% decrease from FY 2011.

**2002 LAW ENFORCEMENT CENTER PROJECT FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 24,791	\$ 14,932	\$ 43,827	\$ 88,206
<b>SOURCES</b>				
Court Fines	140,067	138,951	144,370	130,000
Interest Earnings	74	42	9	-
<b>Total Sources</b>	<b>140,141</b>	<b>138,993</b>	<b>144,379</b>	<b>130,000</b>
<b>USES</b>				
Operating Expenditures	-	98	-	-
Transfer to General Fund	150,000	110,000	100,000	175,000
<b>Total Uses</b>	<b>150,000</b>	<b>110,098</b>	<b>100,000</b>	<b>175,000</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 14,932</b>	<b>\$ 43,827</b>	<b>\$ 88,206</b>	<b>\$ 43,206</b>

## 2002 LAW ENFORCEMENT CENTER PROJECT FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Court Fines	\$ 138,951	\$ 105,000	\$ 130,000	23.8%
Interest Earnings	42	-	-	0.0%
Total Revenues	138,993	105,000	130,000	23.8%
<b>FUND BALANCE</b>	-	30,075	45,000	49.6%
<b>TOTAL REVENUES AND SOURCES</b>	\$ 138,993	\$ 135,075	\$ 175,000	29.6%
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Transfer to General Fund	\$ 110,000	\$ 100,000	\$ 175,000	75.0%
Operating Expenditures	98	-	-	0.0%
Total Expenditures	110,098	100,000	175,000	75.0%
<b>RESERVATION OF FUND BALANCE</b>				
Reserve Court Fines for Law Enforcement Center Operating Expenditures	28,895	35,075	-	-100.0%
<b>TOTAL EXPENDITURES AND USES</b>	\$ 138,993	\$ 135,075	\$ 175,000	29.6%

<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.

<b>FY 2012 BUDGET ISSUES</b>
------------------------------

The FY 2012 budget represents a \$39,925 or 29.6% increase from FY 2011.



**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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 4,919,949	\$ 5,158,897	\$ 5,322,152	\$ 5,598,092
<b>SOURCES</b>				
General Property Taxes	1,947	767	275	-
Interest Earnings	3,106	671	350	-
Interest Earnings - leasepool	370,471	415,835	368,328	368,328
Transfer from General Fund	487,689	531,487	592,971	812,371
Transfer from Fire Fund	-	-	-	230,815
Transfer from SPLOST Debt Service Fund	2,783,113	-	-	-
Transfer from Tobesofkee Recreation Fund	-	7,344	7,344	17,144
<b>Total Sources</b>	3,646,326	956,104	969,268	1,428,658
<b>USES</b>				
2003 Refunding GO Series 1993				
Principal	2,730,000	-	-	-
Interest	53,113	-	-	-
Lease Pool	368,328	368,328	368,328	368,328
Bond Issue Expense	227	-	-	-
Transfer to General Fund	218,988	424,521	325,000	654,900
Transfer to Fire Fund	-	-	-	1,154,075
Transfer to Tobesofkee Recreation Fund	36,722	-	-	48,995
<b>Total Uses</b>	3,407,378	792,849	693,328	2,226,298
<b>FUND BALANCE - ENDING</b>				
Reserved for GMA Leasepool	5,158,897	5,322,152	5,598,092	4,800,452
<b>Total Fund Balance - Ending</b>	\$ 5,158,897	\$ 5,322,152	\$ 5,598,092	\$ 4,800,452

## GENERAL DEBT SERVICE FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
General Property Taxes				
Real/Personal Property	\$ 742	\$ -	\$ -	0.0%
Motor Vehicle	25	-	-	0.0%
Interest Earnings - leasepool	416,506	250,000	368,328	47.3%
Transfer from General Fund	531,487	619,687	812,371	31.1%
Transfer from Fire Fund	-	-	230,815	100.0%
Transfer from Tobesofkee Recreation Fund	7,344	7,345	17,144	133.4%
Total Revenues	956,104	877,032	1,428,658	62.9%
<b>FUND BALANCE</b>	-	-	797,640	100.0%
<b>TOTAL REVENUES AND SOURCES</b>	\$ 956,104	\$ 877,032	\$ 2,226,298	153.8%
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Lease Pool	\$ 368,328	\$ 368,328	\$ 368,328	0.0%
Transfer to General Fund	424,521	325,000	654,900	101.5%
Transfer to Fire Fund	-	-	1,154,075	100.0%
Transfer to Tobesofkee Recreation Fund	-	-	48,995	100.0%
Total Expenditures	792,849	693,328	2,226,298	221.1%
<b>RESERVATION OF FUND BALANCE</b>				
Reserve for GMA Leasepool Principal	163,255	183,704	-	-100.0%
<b>TOTAL EXPENDITURES AND USES</b>	\$ 956,104	\$ 877,032	\$ 2,226,298	153.8%

## **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, 2011. 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 2012 BUDGET ISSUES**

The FY 2012 budget represents a \$1,349,266 or 153.8% increase from FY 2011.



**1992 PUBLIC BUILDING DEBT SERVICE FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 744,912	\$ 1,010,505	\$ 1,285,070	\$ 1,476,892
<b>SOURCES</b>				
Rental Income	542,688	542,687	542,688	542,688
Interest Earnings	9,870	2,739	2,500	-
Transfer from General Fund	69,008	69,008	69,008	69,008
<b>Total Sources</b>	<u>621,566</u>	<u>614,434</u>	<u>614,196</u>	<u>611,696</u>
<b>USES</b>				
Debt Service				
Principal	230,000	230,000	240,000	250,000
Interest	117,258	109,869	101,874	93,049
Transfer to Capital Improvements Fund	8,715	-	80,500	500,000
<b>Total Uses</b>	<u>355,973</u>	<u>339,869</u>	<u>422,374</u>	<u>843,049</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 1,010,505</u>	<u>\$ 1,285,070</u>	<u>\$ 1,476,892</u>	<u>\$ 1,245,539</u>

## 1992 PUBLIC BUILDING DEBT SERVICE FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Rental Income	\$ 542,687	\$ 542,688	\$ 542,688	0.0%
Interest Earnings	2,739	10,000	-	-100.0%
Transfer from General Fund	69,008	69,008	69,008	0.0%
<b>Total Revenues</b>	<b>614,434</b>	<b>621,696</b>	<b>611,696</b>	<b>-1.6%</b>
<b>FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>231,353</b>	<b>100.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 614,434</b>	<b>\$ 621,696</b>	<b>\$ 843,049</b>	<b>35.6%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Debt Service				
Principal	\$ 230,000	\$ 240,000	\$ 250,000	4.2%
Interest	109,869	101,874	93,049	-8.7%
Transfer to Capital Improvements Fund	-	232,700	500,000	114.9%
<b>Total Expenditures</b>	<b>339,869</b>	<b>574,574</b>	<b>843,049</b>	<b>46.7%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	274,565	47,122	-	-100.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 614,434</b>	<b>\$ 621,696</b>	<b>\$ 843,049</b>	<b>35.6%</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 2012 BUDGET ISSUES</b>
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The FY 2012 budget represents a \$221,353 or 35.6% increase over FY 2011.

**2000 PUBLIC FACILITIES DEBT SERVICE FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 668,839	\$ 776	\$ 778	\$ 778
<b>SOURCES</b>				
Interest Earnings	2,424	2	-	-
State Reimbursement	446,809	404,715	362,750	375,594
Transfer from General Fund	217,224	804,080	720,150	747,745
Transfer from Fire District Fund	23,562	21,343	19,119	19,882
<b>Total Sources</b>	<b>690,019</b>	<b>1,230,140</b>	<b>1,102,019</b>	<b>1,143,221</b>
<b>USES</b>				
Debt Service				
Principal	745,000	650,000	685,000	896,488
Interest	611,882	578,938	415,819	245,533
Paying Agent Fees	1,200	1,200	1,200	1,200
<b>Total Uses</b>	<b>1,358,082</b>	<b>1,230,138</b>	<b>1,102,019</b>	<b>1,143,221</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 776</b>	<b>\$ 778</b>	<b>\$ 778</b>	<b>\$ 778</b>

**2000 PUBLIC FACILITIES DEBT SERVICE FUND**

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 2	\$ -	\$ -	0.0%
State Reimbursement	404,715	405,743	375,594	-7.4%
Transfer from General Fund	804,080	806,120	747,745	-7.2%
Transfer from Fire District Fund	21,343	21,397	19,882	-7.1%
<b>Total Revenues</b>	<b>1,230,140</b>	<b>1,233,260</b>	<b>1,143,221</b>	<b>-7.3%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 1,230,140</b>	<b>\$ 1,233,260</b>	<b>\$ 1,143,221</b>	<b>-7.3%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Debt Service				
Principal	\$ 650,000	\$ 685,000	\$ 896,488	30.9%
Interest	578,938	547,060	245,533	-55.1%
Paying Agent Fees	1,200	1,200	1,200	0.0%
<b>Total Expenditures</b>	<b>1,230,138</b>	<b>1,233,260</b>	<b>1,143,221</b>	<b>-7.3%</b>
<b>RESERVATION OF FUND BALANCE</b>				
Unallocated Reserve	2	-	-	0.0%
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 1,230,140</b>	<b>\$ 1,233,260</b>	<b>\$ 1,143,221</b>	<b>-7.3%</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 2012 BUDGET ISSUES</b>
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The FY 2012 budget represents a \$90,039 or 7.3% decrease from FY 2011.

**2002-A PUBLIC FACILITIES DEBT SERVICE FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 300	\$ 300	\$ 300	\$ 174,000
<b>SOURCES</b>				
State Reimbursement	252,793	362,361	364,536	370,799
Transfer from General Fund	359,381	363,915	362,878	187,605
Transfer from 2002A Public Facilities Project Fund	-	-	173,700	-
<b>Total Sources</b>	<u>612,174</u>	<u>726,276</u>	<u>901,114</u>	<u>558,404</u>
<b>USES</b>				
Debt Service				
Principal	275,000	400,000	415,000	435,000
Interest	337,174	326,276	312,414	297,104
<b>Total Uses</b>	<u>612,174</u>	<u>726,276</u>	<u>727,414</u>	<u>732,104</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 300</u>	<u>\$ 300</u>	<u>\$ 174,000</u>	<u>\$ 300</u>

**2002-A PUBLIC FACILITIES DEBT SERVICE FUND**

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
State Reimbursement	\$ 362,361	\$ 364,536	\$ 370,799	1.7%
Transfer from General Fund	363,915	362,878	187,605	-48.3%
Transfer from 2002A Public Facilities Project Fund	-	173,700	-	-100.0%
<b>Total Revenues</b>	<u>726,276</u>	<u>901,114</u>	<u>558,404</u>	<u>-38.0%</u>
<b>FUND BALANCE</b>	<u>-</u>	<u>-</u>	<u>173,700</u>	<u>100.0%</u>
<b>TOTAL REVENUES AND SOURCES</b>	<u>\$ 726,276</u>	<u>\$ 901,114</u>	<u>\$ 732,104</u>	<u>-18.8%</u>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Debt Service				
Principal	\$ 400,000	\$ 415,000	\$ 435,000	4.8%
Interest	326,276	312,414	297,104	-4.9%
<b>Total Expenditures</b>	<u>726,276</u>	<u>727,414</u>	<u>732,104</u>	<u>0.6%</u>
<b>RESERVATION OF FUND BALANCE</b>	<u>-</u>	<u>173,700</u>	<u>-</u>	<u>-100.0%</u>
<b>TOTAL EXPENDITURES AND USES</b>	<u>\$ 726,276</u>	<u>\$ 901,114</u>	<u>\$ 732,104</u>	<u>-18.8%</u>

<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 2012 BUDGET ISSUES</b>
------------------------------

The FY 2012 budget represents a \$169,010 or 18.8% decrease from FY 2011.

**SPLOST DEBT SERVICE FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 9,632,160	\$ 14,939,039	\$ 100,006	\$ 70,016
<b>SOURCES</b>				
Sales Tax	17,109,344	684,791	64,535	-
Interest	87,998	3,705	75	-
Total Sources	<u>17,197,342</u>	<u>688,496</u>	<u>64,610</u>	<u>-</u>
<b>USES</b>				
Transfer to General Fund	9,107,350	15,527,529	94,600	70,016
Transfer to General Debt Service Fund	2,783,113	-	-	-
Total Uses	<u>11,890,463</u>	<u>15,527,529</u>	<u>94,600</u>	<u>70,016</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 14,939,039</u>	<u>\$ 100,006</u>	<u>\$ 70,016</u>	<u>\$ -</u>

**SPLOST DEBT SERVICE FUND**

**REVENUES AND EXPENDITURES**

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	%
				VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Sales Tax	\$ 684,791	\$ 94,600	\$ -	-100.0%
Interest	3,705	-	-	0.0%
Total Revenues	<u>688,496</u>	<u>94,600</u>	<u>-</u>	<u>-100.0%</u>
FUND BALANCE	<u>14,839,033</u>	<u>-</u>	<u>70,016</u>	<u>100.0%</u>
TOTAL REVENUES AND SOURCES	<u>\$ 15,527,529</u>	<u>\$ 94,600</u>	<u>\$ 70,016</u>	<u>-26.0%</u>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Transfer to General Fund	\$ 15,527,529	\$ 94,600	\$ 70,016	-26.0%
Total Expenditures	<u>15,527,529</u>	<u>94,600</u>	<u>70,016</u>	<u>-26.0%</u>
TOTAL EXPENDITURES AND USES	<u>\$ 15,527,529</u>	<u>\$ 94,600</u>	<u>\$ 70,016</u>	<u>-26.0%</u>

**PROGRAM DESCRIPTION**

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.

**FY 2012 BUDGET ISSUES**

The FY 2012 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>
-----------------------------

### 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	\$4,545,607,252
Plus Exempt Property	<u>182,691,184</u>
Assessed Valuation of Property for Bonds	\$ 4,728,298,436
10% Debt Limit	\$ 472,829,844
Less G.O. Bonds Outstanding (06-30-11)	<u>-0-</u>
Legal Debt Margin	<u>\$ 472,829,844</u>

It should be noted that at June 30, 2011, 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 \$41,787,020 at June 30, 2011, 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 1.2% of this debt service is reimbursed to Bibb County from other sources.

## DEBT SERVICE

<b>CONTRACTUAL DEBT AMORTIZATION REQUIREMENTS</b>
---

	1993 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 6-30-10	\$ 500,000	\$ 430,000	\$ 10,605,000	\$ 8,865,000
Issue FY 2011	-	-	-	-
Requirements FY 2011	(500,000)	(430,000)	(10,605,000)	(655,000)
Balance 6-30-11	\$ -	\$ -	\$ -	\$ 8,210,000

Fiscal Year Requirements	(Principal & Interest)			
2012	-	-	-	1,075,153
2013	-	-	-	1,073,990
2014	-	-	-	1,076,875
2015	-	-	-	1,073,750
2016	-	-	-	1,077,078
2017	-	-	-	1,066,794
2018	-	-	-	1,074,091
2019	-	-	-	709,750
2020	-	-	-	587,625
2021	-	-	-	363,000
2022	-	-	-	363,125
2023	-	-	-	362,500
2024	-	-	-	361,125
2025	-	-	-	363,875
2026	-	-	-	-
2027	-	-	-	-
2028	-	-	-	-
2029	-	-	-	-
2030	-	-	-	-
	-	-	-	10,628,731
Less Interest	-	-	-	2,418,731
Principal Balance	\$ -	\$ -	\$ -	\$ 8,210,000

## DEBT SERVICE

<b>CONTRACTUAL DEBT AMORTIZATION REQUIREMENTS</b>
---

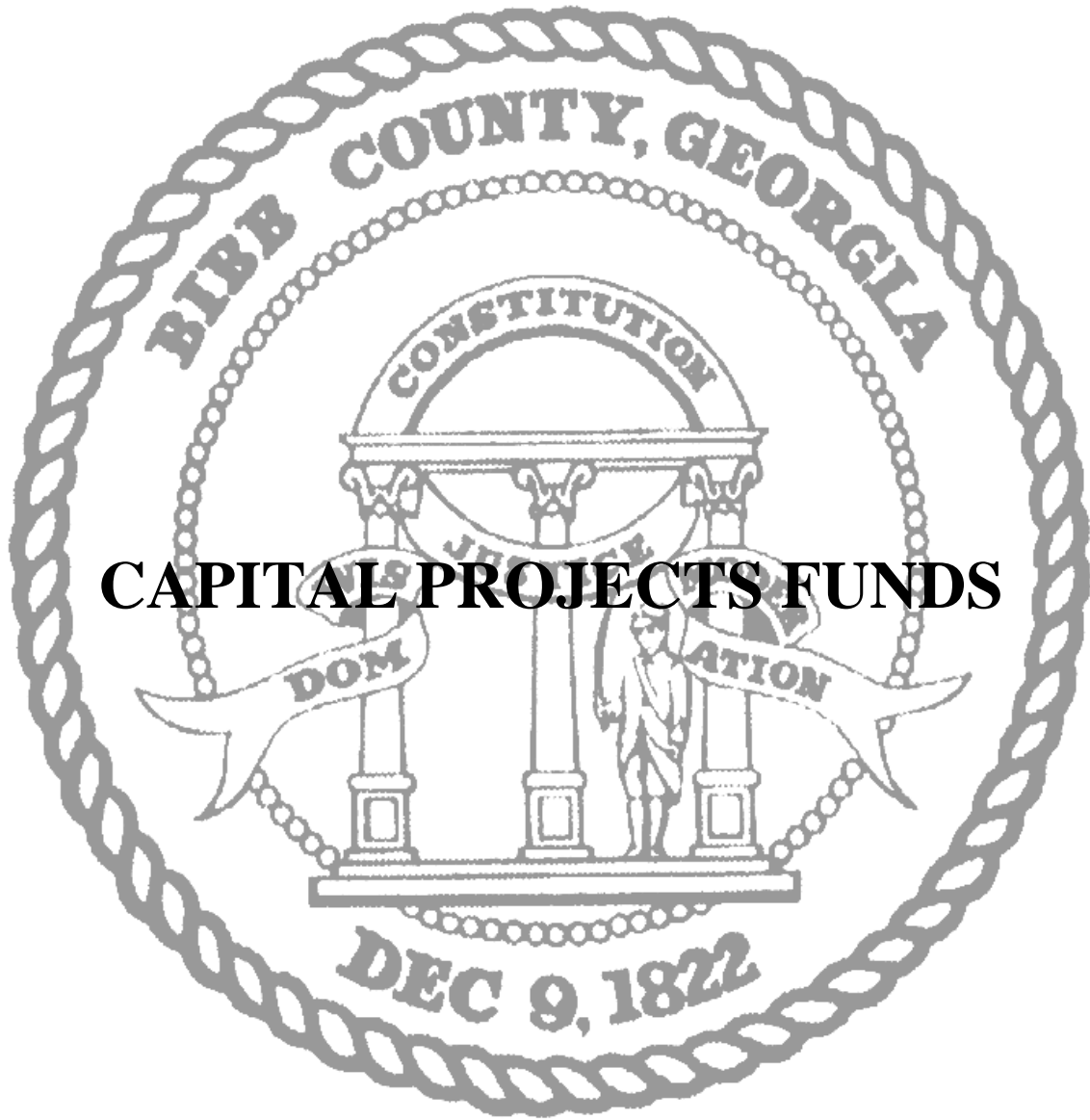
	2002B Issue MBC Urban Development Authority Riverside Drive	2006 Issue MBC Urban Development Authority Public Projects	2009 Issue MBC Industrial Authority Bass Pro and Sofkee Park	2009 Issue MBC Urban Development Authority Public Projects
Balance 6-30-10	\$ 1,055,000	\$ 4,695,000	\$ 11,200,000	\$ 6,240,000
Issue FY 2011	-	-	-	-
Requirements FY 2011	(45,000)	(315,000)	(300,000)	(235,000)
Balance 6-30-11	<u>\$ 1,010,000</u>	<u>\$ 4,380,000</u>	<u>\$ 10,900,000</u>	<u>\$ 6,005,000</u>

Fiscal Year Requirements	(Principal & Interest)			
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>1,487,300</u>	<u>5,343,375</u>	<u>13,451,167</u>	<u>8,702,788</u>
Less Interest	477,300	963,375	2,551,167	2,697,788
Principal Balance	<u>\$ 1,010,000</u>	<u>\$ 4,380,000</u>	<u>\$ 10,900,000</u>	<u>\$ 6,005,000</u>

## DEBT SERVICE

<b>CONTRACTUAL DEBT AMORTIZATION REQUIREMENTS</b>
---

	2010 Issue MBC Urban Development Authority Refunding	Georgia Environmental Facilities Authority	Total
Balance 6-30-10	\$ -	\$ 123,060	\$ 43,713,060
Issue FY 2011	11,175,000	-	11,175,000
Requirements FY 2011	-	(16,040)	(13,101,040)
Balance 6-30-11	<u>\$ 11,175,000</u>	<u>\$ 107,020</u>	<u>\$ 41,787,020</u>
Fiscal Year Requirements			
2012	1,404,000	19,512	4,200,221
2013	1,188,350	19,512	3,965,776
2014	1,189,450	19,512	4,554,199
2015	1,200,050	19,512	4,637,736
2016	1,185,300	19,512	4,588,358
2017	1,086,675	19,513	4,547,336
2018	1,078,925	-	4,582,090
2019	1,075,500	-	4,314,781
2020	1,076,250	-	3,222,046
2021	1,076,100	-	2,810,308
2022	1,075,050	-	2,832,162
2023	314,650	-	1,590,947
2024	-	-	1,286,586
2025	-	-	1,357,932
2026	-	-	942,431
2027	-	-	991,216
2028	-	-	1,002,499
2029	-	-	846,048
2030	-	-	408,062
	<u>12,950,300</u>	<u>117,073</u>	<u>52,680,734</u>
Less Interest	1,775,300	10,053	10,893,714
Principal Balance	<u>\$ 11,175,000</u>	<u>\$ 107,020</u>	<u>\$ 41,787,020</u>



**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, re-construction, 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 **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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 3,464,201	\$ 5,895,705	\$ 1,642,963	\$ 1,091,671
<b>SOURCES</b>				
Interest Earnings	14,683	2,749	1,645	750
Interest Earnings - 2006 Loan Proceeds	28,651	2,337	435	100
Interest Earnings - 2009 Loan Proceeds	-	4,676	475	200
Intergovernmental Revenue	-	-	36,150	-
Bond Proceeds	6,240,000	-	-	-
Transfer from General Fund	35,135	37,888	-	-
Transfer from Fire District Fund	-	-	412,999	50,000
Transfer from 1992 Public Building Debt Service Fund	8,715	-	80,500	500,000
<b>Total Sources</b>	6,327,184	47,650	532,204	551,050
<b>USES</b>				
Bond Fees	229,722	600	1,250	600
Transfer to General Fund	2,548,230	1,126,245	255,500	173,086
Capital Outlay	1,117,728	3,173,547	826,746	562,630
<b>Total Uses</b>	3,895,680	4,300,392	1,083,496	736,316
<b>FUND BALANCE - ENDING</b>	\$ 5,895,705	\$ 1,642,963	\$ 1,091,671	\$ 906,405

## CAPITAL IMPROVEMENTS FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 2,749	\$ 2,800	\$ 750	-73.2%
Interest Earnings-2006 Loan Proceeds	2,337	750	100	-86.7%
Intergovernmental Revenue	-	36,150	-	100.0%
Interest Earnings-2009 Bond Proceeds	4,676	500	200	-60.0%
Transfer from General Fund	37,888	4,200	-	-100.0%
Transfer from Fire District Fund	-	1,637,258	50,000	-96.9%
Transfer from 1992 Public Building Debt Service Fund	-	232,700	500,000	114.9%
<b>Total Revenues</b>	<b>47,650</b>	<b>1,914,358</b>	<b>551,050</b>	<b>-71.2%</b>
<b>FUND BALANCE</b>	<b>4,252,742</b>	<b>566,094</b>	<b>185,266</b>	<b>-67.3%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 4,300,392</b>	<b>\$ 2,480,452</b>	<b>\$ 736,316</b>	<b>-70.3%</b>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Bond Fees	\$ 600	\$ 600	\$ 600	0.0%
Transfer to General Fund	1,126,245	255,500	173,086	-32.3%
Courthouse Improvements	2,142,237	29,017	-	-100.0%
Juvenile Complex	117,652	-	-	0.0%
Judicial Center	564,692	-	-	0.0%
Parking Deck	323,057	-	-	0.0%
Health Department Complex				
HVAC Controls/AC Units	-	232,700	500,000	114.9%
Randall Building	-	36,150	-	-100.0%
Public Works				
Heaters/AC	-	4,200	-	-100.0%
Fire Station	-	1,904,923	50,000	-97.4%
Tennis courts	-	12,630	12,630	0.0%
Computer Equipment	25,909	4,732	-	-100.0%
<b>Total Expenditures</b>	<b>4,300,392</b>	<b>2,480,452</b>	<b>736,316</b>	<b>-70.3%</b>
<b>TOTAL EXPENDITURES AND USES</b>	<b>\$ 4,300,392</b>	<b>\$ 2,480,452</b>	<b>\$ 736,316</b>	<b>-70.3%</b>

<b>PROGRAM DESCRIPTION</b>
----------------------------

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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 11,531,697	\$ 6,916,179	\$ 4,168,193	\$ 3,018,531
<b>SOURCES</b>				
Intergovernmental	2,963,510	719,575	73,387	-
Interest Earnings	150,946	35,716	7,500	7,500
Other Revenues	173	-	19	-
<b>Total Sources</b>	<b>3,114,629</b>	<b>755,291</b>	<b>80,906</b>	<b>7,500</b>
<b>USES</b>				
Operating Expenditures	337,018	371,700	325,000	300,000
Capital Outlay	7,246,989	2,978,939	752,930	700,800
Transfer to General Fund	146,140	152,638	152,638	123,263
<b>Total Uses</b>	<b>7,730,147</b>	<b>3,503,277</b>	<b>1,230,568</b>	<b>1,124,063</b>
<b>FUND BALANCE - ENDING</b>	<b>\$ 6,916,179</b>	<b>\$ 4,168,193</b>	<b>\$ 3,018,531</b>	<b>\$ 1,901,968</b>

**SPECIAL LOCAL OPTION SALES TAX TRANSPORTATION IMPROVEMENTS FUND**

**REVENUES AND EXPENDITURES**

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	%
				VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Intergovernmental Revenue	\$ 719,575	\$ -	\$ -	0.0%
Interest Earnings	35,716	35,000	7,500	-78.6%
Total Revenues	<u>755,291</u>	<u>35,000</u>	<u>7,500</u>	<u>-78.6%</u>
FUND BALANCE	<u>2,747,986</u>	<u>1,445,518</u>	<u>1,116,563</u>	<u>-22.8%</u>
TOTAL REVENUES AND SOURCES	<u>\$ 3,503,277</u>	<u>\$ 1,480,518</u>	<u>\$ 1,124,063</u>	<u>-24.1%</u>
<b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Operating Expenditures	\$ 371,700	\$ 325,000	\$ 300,000	-7.7%
Capital Outlay	2,978,939	1,002,880	700,800	-30.1%
Transfer to General Fund	152,638	152,638	123,263	-19.2%
Total Expenditures	<u>3,503,277</u>	<u>1,480,518</u>	<u>1,124,063</u>	<u>-24.1%</u>
TOTAL EXPENDITURES AND USES	<u>\$ 3,503,277</u>	<u>\$ 1,480,518</u>	<u>\$ 1,124,063</u>	<u>-24.1%</u>

**PROGRAM DESCRIPTION**

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.

**OCMULGEE GREENWAY TRAIL FUND**

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

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>FUND BALANCE - BEGINNING</b>	\$ 54,593	\$ 55,370	\$ 55,525	\$ 55,675
<b>SOURCES</b>				
Interest Earnings	777	155	150	150
Total Sources	<u>777</u>	<u>155</u>	<u>150</u>	<u>150</u>
<b>USES</b>				
Capital Outlay	-	-	-	55,825
Total Uses	<u>-</u>	<u>-</u>	<u>-</u>	<u>55,825</u>
<b>FUND BALANCE - ENDING</b>	<u>\$ 55,370</u>	<u>\$ 55,525</u>	<u>\$ 55,675</u>	<u>\$ -</u>

## OCMULGEE GREENWAY TRAIL FUND

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

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Interest Earnings	\$ 155	\$ 200	\$ 150	-25.0%
Total Revenues	155	200	150	-25.0%
<b>FUND BALANCE</b>	-	55,540	55,675	0.2%
<b>TOTAL REVENUES AND SOURCES</b>	\$ 155	\$ 55,740	\$ 55,825	0.2%
 <b>EXPENDITURES AND USES</b>				
<b>EXPENDITURES</b>				
Capital Outlay	\$ -	\$ 55,740	\$ 55,825	0.2%
Total Expenditures	-	55,740	55,825	0.2%
<b>RESERVATION OF FUND BALANCE</b>	155	-	-	0.0%
<b>TOTAL EXPENDITURES AND USES</b>	\$ 155	\$ 55,740	\$ 55,825	0.2%

<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 2012 - 2016

## 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. This program was expanded beginning with FY 2012 to better capture all capital costs associated with a project, as well as any related effects the project would have on operating expenditures or revenues. Capital expenditures include any major non-recurring expenditure, or physical facility improvement having an estimated useful life in excess of one year and having a cost in excess of \$5,000. Each year the five year Capital Improvements Program will be updated. With each update, the first year of the CIP will include approved capital outlay items costing less than \$5,000 for budgetary control purposes.

Examples of CIP projects having a cost in excess of \$5,000 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 some 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. Since this time, new forms and procedures have been developed in order to make the Capital Improvements Program a more comprehensive planning tool. On December 7, 2010, the Board of Commissioners approved the operating objectives of the new Capital Improvements Program to begin with the FY 2012 budget process.

### PURPOSE

The major purposes of the Capital Improvements Program are 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.

## CAPITAL IMPROVEMENTS PROGRAM

### PURPOSE (continued)

- Provide information regarding the projects' effects on the operating budget.
- Allow projects to be scheduled over a five-year period which offers time for the investigation of financing and implementing measures.

### METHODOLOGY

Beginning with FY 2012, the Capital Improvements Program was prepared from CIP Project Request Forms submitted electronically by the various County departments/offices and certain County-supported agencies. These forms include statements concerning project descriptions, explanations as to why and when each project is needed, and who will be served by the project. There is a cost estimate section which includes the project cost, the impact the project will have on operating expenditures and/or operating revenues and any known revenue sources. Replacement information is also provided if the asset will replace one currently owned by the County. The CIP Project Requests were reviewed, compiled and assigned a rating score by the Finance Office. A separate work session was held to present the Capital Improvements Program requests to the Board of Commissioners as part of the annual budget process. The Board then had the opportunity to discuss project requests with departments/offices during their individual budget hearings. All FY 2012 projects that were approved by the Board of Commissioners, both capital outlay requests under \$5,000 and Capital Improvements Program projects, were funded at the time the overall County budget was adopted. The remaining four years of the Capital Improvements Program were approved, but not budgeted, by the Board of Commissioners at a separate meeting prior to the beginning of the new fiscal year.

The Capital Improvements Program expenditures are broken down into the following categories:

- Equipment
- Vehicles
- Facilities
- 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.

## CAPITAL IMPROVEMENTS PROGRAM

### METHODOLOGY (continued)

- 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.

### IMPACT ON OPERATING EXPENDITURES

The impact on operating expenditures was 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 2012 budget includes \$193,000 for replacement of large equipment including three dump trucks and a tractor mower for the Public Works Department. 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 19 vehicles for the Sheriff's Office with eight of these being in the Patrol Division is included in the FY 2012 budget. During FY 2012 Bibb County should acquire seven hybrid vehicles which are partially funded by a grant from the Federal Department of Transportation. Bibb County has had a history of replacing equipment as discussed above. Because of this, the impact on the operating budget is not as much a matter of reducing the current year budget as it is avoiding an increase for repair and maintenance cost. The exception to this is of course the anticipated acquisition of the seven hybrid vehicles. The estimated impact on operating cost is \$360,000.

As discussed briefly in the Introduction Section, Bibb County deferred the majority of capital projects and did not include them in the FY 2012 budget. The two areas where there were larger capital expenditures involved efficiency of operations and safety for the Sheriff's Office.



## CAPITAL IMPROVEMENTS PROGRAM

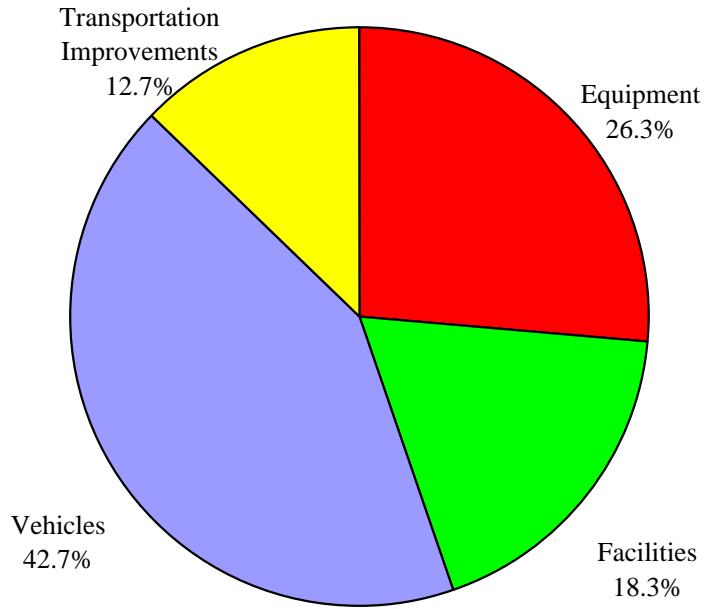
### IMPACT ON OPERATING EXPENDITURES (continued)

Network infrastructure upgrades, additional servers and desktop systems totaling \$161,000 was budgeted for the Information and Technology Department. There was approximately \$152,000 budgeted for bullet proof vests, shields, vehicle video cameras and car computers. While it is extremely difficult to measure the effect that increased efficiency has on the operating budget we feel confident that there is a positive impact.

One of the larger capital projects included in the SPLOST to be voted on in November, 2011 is a new fire station in North Bibb County. Assuming passage of the SPLOST this project will have the most immediate impact on operating cost. The land has been purchased and the plans have been completed for this station and completion and staffing should occur in FY 2013. The estimated impact on operating expenses is between \$450,000 and \$480,000 per year. Unlike some projected SPLOST projects this is one that because of its implications for the City and County ISO ratings will have to be done either with SPLOST proceeds or alternate methods of financing.

## CAPITAL IMPROVEMENTS PROGRAM

<b>SUMMARY OF CAPITAL OUTLAY FY 2012</b>
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CATEGORY	AMOUNT	% OF TOTAL
Equipment	\$1,447,563	26.3%
Facilities	1,005,970	18.3%
Vehicles	2,345,593	42.7%
Transportation Improvements	700,800	12.7%
<b>TOTAL</b>	<b>\$5,499,926</b>	<b>100.0%</b>

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 EXPENDITURES</b>
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	Equipment	Vehicles	Facilities	Transportation Improvements
General Fund	\$ 586,041	\$ 1,165,218	\$ 55,590	\$ -
Special Revenue Funds				
Fire District Fund	530,222	1,180,375	286,925	-
Law Enforcement Commissary Fund	163,037	-	-	-
Law Enforcement Confiscation Fund	109,804	-	-	-
Drug Abuse Treatment and Education Fund	500	-	-	-
Alternative Dispute Resolution Fund	8,964	-	-	-
Enterprise Fund				
Tobesofkee Recreation Area Fund	48,995	-	45,000	-
Capital Projects Funds				
Capital Improvements Fund	-	-	562,630	-
Ocmulgee Greenway Trail Fund	-	-	55,825	-
Special Local Option Sales Tax Transportation Fund	-	-	-	700,800
<b>Totals</b>	<b>\$ 1,447,563</b>	<b>\$ 2,345,593</b>	<b>\$ 1,005,970</b>	<b>\$ 700,800</b>

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	\$ 1,806,849	\$ 13,887,598	\$ 5,169,636	\$ 1,688,597	\$ 1,862,496
Special Revenue Funds					
Fire District Fund	1,997,522	70,500	592,830	657,580	612,900
Law Enforcement Commissary Fund	163,037	-	-	-	-
Law Enforcement Confiscation Fund	109,804	-	-	-	-
Drug Abuse Treatment and Education Fund	500	-	-	-	-
Alternative Dispute Resolution Fund	8,964	-	-	-	-
Enterprise Fund					
Tobesofkee Recreation Area Fund	93,995	856,000	62,000	96,000	40,000
Capital Project Funds					
Capital Improvements Fund	562,630	2,052,090	-	2,250,000	-
Ocmulgee Greenway Trail Fund	55,825	-	-	-	-
Special Local Option Sales Tax Transportation Fund	700,800	-	-	-	-
Total - All Funds	\$ 5,499,926	\$ 16,866,188	\$ 5,824,466	\$ 4,692,177	\$ 2,515,396

<b>FY 2012 - FY 2016 SUMMARY BY CATEGORY</b>
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Equipment	\$ 1,447,563	\$ 1,269,696	\$ 2,159,416	\$ 404,597	\$ 483,406
Vehicles	2,345,593	1,640,445	1,711,550	1,634,580	1,691,990
Facilities	1,005,970	13,706,047	1,703,500	2,403,000	90,000
Transportaion Improvements	700,800	250,000	250,000	250,000	250,000
Total - All Funds	\$ 5,499,926	\$ 16,866,188	\$ 5,824,466	\$ 4,692,177	\$ 2,515,396

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
<b>General Fund</b>					
Agriculture Agent					
Equipment	\$ 394	\$ -	\$ -	\$ -	\$ -
Facilities	-	27,765	-	-	-
Board of Commissioners					
Equipment	-	6,120	-	-	-
Board of Elections					
Equipment	4,720	-	36,250	-	-
Buildings and Properties					
Facilities	21,090	128,400	278,500	55,000	-
Civil Court Sheriff					
Vehicles	-	-	20,000	-	20,000
District Attorney					
Equipment	1,940	-	-	-	-
Vehicles	-	23,000	26,000	-	-
D.A. Victim Witness Program					
Equipment	2,475	-	-	-	-
Grants Administration					
Vehicles	105,000	-	-	-	-
Facilities	-	10,357,792	-	-	-
Information & Technology Services					
Equipment	160,608	39,000	39,000	-	19,500
Information & Technology Services - Communications					
Equipment	-	225,000	1,491,400	-	-
Information & Technology Services - GIS					
Equipment	30,000	-	-	-	-

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Juvenile Court					
Equipment	-	-	12,000	-	-
Probate Court					
Equipment	53,000	51,000	-	-	-
Public Defender					
Equipment	4,303	-	-	-	-
<b>Public Works:</b>					
Administration					
Equipment	950	-	-	-	-
Vehicles	-	52,500	35,000	-	52,500
Facilities	-	60,000	-	-	-
Bridge Maintenance					
Transportation Improvements	-	250,000	250,000	250,000	250,000
Construction & Maintenance					
Equipment	42,600	376,500	56,500	36,500	61,500
Vehicles	183,000	415,000	297,500	327,500	327,500
Facilities	-	250,000	-	-	-
Engineering					
Equipment	-	-	-	-	12,000
Vehicles	-	60,500	-	25,000	-
Environmental Code Enforcement					
Vehicles	-	25,000	-	-	-
Mapping					
Equipment	6,900	-	20,000	-	-
Vehicles	-	17,500	-	-	-
Mosquito Spraying Program					
Equipment	-	11,500	-	11,500	-
Vehicles	-	17,500	17,500	17,500	17,500

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Shop Repair					
Equipment	6,000	-	-	-	-
Vehicles	-	-	35,000	17,500	60,000
Facilities	-	30,000	85,000	25,000	90,000
Stormwater Management					
Vehicles	-	-	-	27,000	-
Traffic Safety					
Equipment	-	165,000	169,000	173,000	192,000
Total Public Works	\$ 239,450	\$ 1,731,000	\$ 965,500	\$ 910,500	\$ 1,063,000

**Sheriff's Department:**

Administration					
Equipment	6,210	-	-	-	-
Vehicles	-	-	-	33,379	30,100
Building Maintenance					
Facilities	30,000	-	-	-	-
Civil Process/Central Records					
Equipment	1,964	-	-	-	-
Vehicles	-	-	-	27,900	28,500
Communications					
Equipment	9,044	140,000	140,000	-	-
Vehicles	-	-	27,300	-	-
Facilities	4,500	-	-	-	-
Corrections (Jail)					
Equipment	-	6,777	7,000	7,000	7,200
Vehicles	42,600	56,700	30,600	31,250	-
Court Services & Security					
Equipment	19,951	38,175	-	-	-
Vehicles	44,817	-	-	-	-

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Criminal Investigations					
Equipment	6,554	-	-	-	-
Vehicles	48,485	68,130	104,280	106,350	108,450
Detention					
Vehicles	-	21,850	57,900	-	23,300
Facilities	-	-	1,300,000	-	-
Drug Unit					
Equipment	22,055	-	-	-	-
Vehicles	66,843	43,700	44,600	53,021	57,140
Forensics/Identification/Crime Analysis					
Equipment	3,681	63,100	63,626	72,621	-
Vehicles	32,800	-	34,000	-	35,400
Patrol					
Equipment	69,928	55,610	55,610	45,376	57,850
Vehicles	333,114	345,365	387,120	259,200	330,400
Police Training					
Equipment	25,550	-	-	-	-
Vehicles	-	-	27,300	27,900	-
Warrants					
Vehicles	31,559	64,400	-	-	-
Crime Prevention					
Equipment	7,899	-	-	-	-
Vehicles	-	-	21,650	22,100	36,000
<b>Total Sheriff's Department</b>	<b>\$ 807,554</b>	<b>\$ 903,807</b>	<b>\$ 2,300,986</b>	<b>\$ 686,097</b>	<b>\$ 714,340</b>
State Court Solicitor					
Equipment	1,180	-	-	-	-
Vehicles	-	-	-	20,000	-
State Court Victim Witness Assistance					
Equipment	1,970	-	-	-	-



## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Superior Court Clerk Equipment	28,355	-	-	-	-
Superior Court Judges Equipment	31,274	23,214	-	-	-
Tax Assessors Equipment	19,985	6,500	-	-	-
Vehicles	-	17,000	-	17,000	-
Tax Commissioner Equipment	16,551	-	-	-	45,656
Hybrid Vehicles & Retrofits Vehicles	277,000	348,000	-	-	-
<b>Total General Fund</b>	<b>\$ 1,806,849</b>	<b>\$ 13,887,598</b>	<b>\$ 5,169,636</b>	<b>\$ 1,688,597</b>	<b>\$ 1,862,496</b>
<b>General Fund</b>					
Equipment	\$ 586,041	\$ 1,207,496	\$ 2,090,386	\$ 345,997	\$ 395,706
Vehicles	1,165,218	1,576,145	1,165,750	1,012,600	1,126,790
Facilities	55,590	10,853,957	1,663,500	80,000	90,000
Transportation Improvements	-	250,000	250,000	250,000	250,000
<b>Total General Fund</b>	<b>\$ 1,806,849</b>	<b>\$ 13,887,598</b>	<b>\$ 5,169,636</b>	<b>\$ 1,688,597</b>	<b>\$ 1,862,496</b>

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
<b>Special Revenue Funds:</b>					
<b>Fire Fund</b>					
Fire Department					
Equipment	\$ 314,754	\$ -	\$ 19,630	\$ 31,000	\$ 20,000
Vehicles	1,164,375	43,300	545,800	598,980	565,200
Facilities	286,925	-	-	-	-
Emergency Management Agency					
Equipment	215,468	27,200	27,400	27,600	27,700
Vehicles	16,000	-	-	-	-
Total Fire Fund	\$ 1,997,522	\$ 70,500	\$ 592,830	\$ 657,580	\$ 612,900
<b>Law Enforcement Commissary Fund</b>					
Equipment	\$ 163,037	\$ -	\$ -	\$ -	\$ -
Total Law Enforcement Commissary Fund	\$ 163,037	\$ -	\$ -	\$ -	\$ -
<b>Law Enforcement Confiscation Fund</b>					
Equipment	\$ 109,804	\$ -	\$ -	\$ -	\$ -
Total Law Enforcement Confiscation Fund	\$ 109,804	\$ -	\$ -	\$ -	\$ -
<b>Drug Abuse Treatment and Education Fund</b>					
Equipment	\$ 500	\$ -	\$ -	\$ -	\$ -
Total Drug Abuse Treatment and Education Fund	\$ 500	\$ -	\$ -	\$ -	\$ -
<b>Alternative Dispute Resolution Fund</b>					
Equipment	\$ 8,964	\$ -	\$ -	\$ -	\$ -
Total Alternative Dispute Resolution Fund	\$ 8,964	\$ -	\$ -	\$ -	\$ -

## CAPITAL IMPROVEMENTS PROGRAM

<b>FY 2012 - FY 2016 SUMMARY BY DEPARTMENT/FUND</b>
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	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
<b>Enterprise Fund:</b>					
<b>Tobesofkee Recreation Area Fund</b>					
Equipment	\$ 48,995	\$ 35,000	\$ 22,000	\$ -	\$ 40,000
Vehicles	-	21,000	-	23,000	-
Facilities	45,000	800,000	40,000	73,000	-
Total Tobesofkee Recreation Area Fund	\$ 93,995	\$ 856,000	\$ 62,000	\$ 96,000	\$ 40,000
<b>Capital Projects Funds:</b>					
<b>Capital Improvements Fund</b>					
Facilities	\$ 562,630	\$ 2,052,090	\$ -	\$ 2,250,000	\$ -
Total Capital Improvements Fund	\$ 562,630	\$ 2,052,090	\$ -	\$ 2,250,000	\$ -
<b>Special Local Option Sales Tax Fund</b>					
Transportation Improvements	\$ 700,800	\$ -	\$ -	\$ -	\$ -
Total Special Local Option Sales Tax Fund	\$ 700,800	\$ -	\$ -	\$ -	\$ -
<b>Ocmulgee Greenway Trail Fund</b>					
Facilities	\$ 55,825	\$ -	\$ -	\$ -	\$ -
Total Ocmulgee Greenway Trail Fund	\$ 55,825	\$ -	\$ -	\$ -	\$ -
<b>ALL FUNDS</b>					
Equipment	\$ 1,447,563	\$ 1,269,696	\$ 2,159,416	\$ 404,597	\$ 483,406
Vehicles	2,345,593	1,640,445	1,711,550	1,634,580	1,691,990
Facilities	1,005,970	13,706,047	1,703,500	2,403,000	90,000
Transportation Improvements	700,800	250,000	250,000	250,000	250,000
<b>TOTAL ALL FUNDS</b>	<b>\$ 5,499,926</b>	<b>\$ 16,866,188</b>	<b>\$ 5,824,466</b>	<b>\$ 4,692,177</b>	<b>\$ 2,515,396</b>



**ENTERPRISE FUNDS**

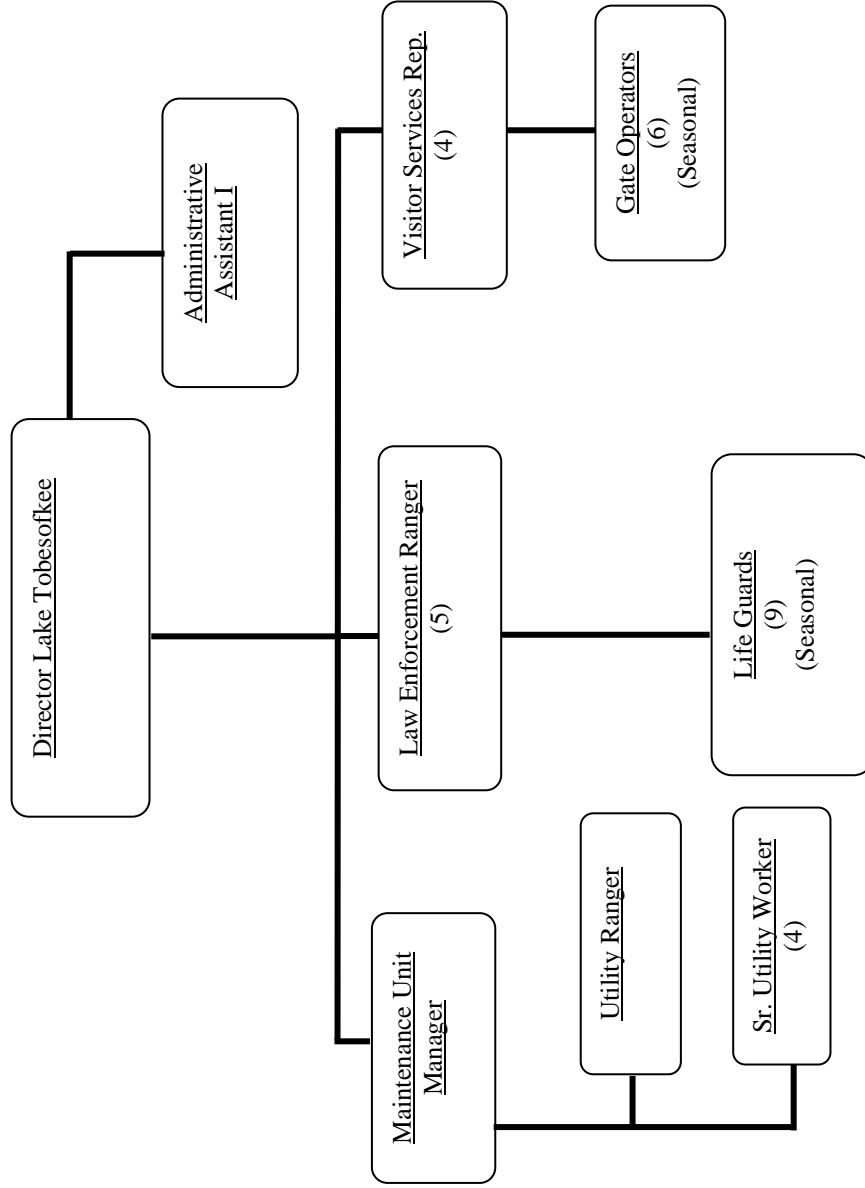


### **ENTERPRISE FUNDS**

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>
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	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>NET ASSETS - BEGINNING</b>	\$ 5,568,816	\$ 5,667,031	\$ 5,280,603	\$ 4,888,506
<b>SOURCES</b>				
Admission Charges	443,040	544,808	585,419	584,862
Other Charges	37,457	37,304	35,142	33,500
Interest Earned	20,396	72	-	-
Intergovernmental Revenue	299,165	50,646	54,196	-
Insurance Recovery	-	-	-	-
Gain on Disposal of Assets	17,451	-	-	-
Transfer from Hotel Motel Tax Fund	266,802	247,559	262,815	355,721
Transfer from Debt Service Fund	36,722	-	-	48,995
Transfer from General Fund	733,545	333,333	-	220,500
<b>Total Sources</b>	<b>1,854,578</b>	<b>1,213,722</b>	<b>937,572</b>	<b>1,243,578</b>
<b>USES</b>				
Personal Services	823,090	833,334	790,223	832,508
Operating Expenses	208,607	272,641	455,232	346,250
Interest Expense	19,382	16,395	13,089	9,682
Capital Outlay	705,284	415,069	63,781	93,995
Transfer to				
General Debt Service Fund	-	7,344	7,344	17,144
General Fund	-	55,367	-	-
Workers Compensation Fund	-	-	-	5,000
<b>Total Uses</b>	<b>1,756,363</b>	<b>1,600,150</b>	<b>1,329,669</b>	<b>1,304,579</b>
<b>NET ASSETS - ENDING</b>	\$ 5,667,031	\$ 5,280,603	\$ 4,888,506	\$ 4,827,505

**TOBESOFKEE RECREATION AREA FUND**

<b>REVENUES AND EXPENSES</b>
------------------------------

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	%
				VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Admission Charges				
Admission People	249,355	\$ 240,000	255,000	6.3%
Admission Boats	27,423	37,000	29,400	-20.5%
Admission Campers	153,641	210,000	182,262	-13.2%
Shelter Reservations	35,204	40,000	30,000	-25.0%
Annual Permits	79,185	100,000	88,200	-11.8%
Concessions	4,089	6,800	4,500	-33.8%
Rent and Lease Revenue	33,215	29,000	29,000	0.0%
Interest Earned	72	-	-	0.0%
Federal and State Grant Revenue	50,646	-	-	0.0%
Transfer from Debt Service	-	-	48,995	100.0%
Transfer from Hotel Motel Tax Fund	247,559	262,815	355,721	35.4%
Transfer from General Fund	333,333	-	220,500	100.0%
<b>Total Revenues</b>	<b>1,213,722</b>	<b>925,615</b>	<b>1,243,578</b>	<b>34.4%</b>
<b>NET ASSETS</b>	<b>907,724</b>	<b>1,121,883</b>	<b>175,648</b>	<b>-84.3%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 2,121,446</b>	<b>\$ 2,047,498</b>	<b>\$ 1,419,226</b>	<b>-30.7%</b>
<b>EXPENSES AND USES</b>				
<b>EXPENSES</b>				
Personal Services	\$ 833,334	\$ 897,200	\$ 832,508	-7.2%
Operating Expenses	272,641	387,658	346,250	-10.7%
Interest Expense	16,395	13,089	9,682	-26.0%
Capital Outlay	415,069	62,106	93,995	51.3%
Transfer to				
General Debt Service Fund	7,344	7,345	17,144	133.4%
General Fund	55,367	-	-	0.0%
Workers Compensation Fund	-	5,000	5,000	0.0%
<b>Total Expenditures</b>	<b>1,600,150</b>	<b>1,372,398</b>	<b>1,304,579</b>	<b>-4.9%</b>
<b>RESERVATION OF NET ASSETS</b>				
Reserve for Debt Service	107,934	111,240	114,647	3.1%
Reserve for Insured Projects		388,385	-	-100.0%
Reserve for Capital Improvements	413,362	175,475	-	-100.0%
<b>TOTAL EXPENSES AND USES</b>	<b>\$ 2,121,446</b>	<b>\$ 2,047,498</b>	<b>\$ 1,419,226</b>	<b>-30.7%</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. Flintrock 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>
6/30/12 Projected	85,000	9,800	6,800	700
6/30/11 Projected	82,000	9,500	6,500	650
6/30/10	81,436	9,141	6,104	627
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

## TOBESOFKEE RECREATION AREA FUND

### FY 2011 ACCOMPLISHMENTS

- The department conducted or hosted several special events: 16<sup>th</sup> Annual “Sparks Over The Parks” July 4<sup>th</sup> Fireworks Event, 8<sup>th</sup> Annual Half Ironman Triathlon, 2<sup>nd</sup> Annual Dragon Boat Festival, the 9<sup>th</sup> Annual Special Olympics Sailing Regatta and several Boy Scout events. Jet Ski races were once again held at Sandy Beach after several years’ absence.
- The Department planted over 500 trees inside the parks to replace some of the trees destroyed by the Mother’s Day storm of 2008.
- A Master Plan for all parks was completed and presented to the Board of Commissioners for approval. The Department began planning to implement some of the recommended projects.
- The Department partnered with Central Correctional Institute to construct wooden picnic tables for pavilions and shelters inside the three parks. This resulted in a savings of over \$20,000 for the county.
- 
- Improvements to the Claystone Beach Area were completed. Lifeguard stands were repaired and painted. Showers were installed and a retaining wall was constructed to control erosion problems.
- 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 Rangers completed a minimum of forty (40) hours of POST required in-service training including CPR, First Aid and AED Training. Rangers also qualified with the county issued 40 caliber pistols.
- 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 2012 BUDGET ISSUES

The budget for the Tobesofkee Recreation Enterprise Fund represents a \$628,272 decrease from FY 2011. Of the total FY 2012 budget, 58.7% is appropriated for personal services, 24.4% for operating expenses, 6.6% for capital outlay, and 10.0% for debt service. See appendices for information on capital outlay.

**SPECIAL SANITATION DISTRICT FUND**

<b>CHANGES IN NET ASSETS</b>
------------------------------

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>NET ASSETS - BEGINNING</b>	\$ 776,367	\$ 403,153	\$ 383,812	\$ 225,031
<b>SOURCES</b>				
Garbage Fee Collections	2,184,256	2,231,522	2,194,803	2,671,656
Landfill Fees	203,863	184,585	165,717	150,000
Other Charges	85,510	122,371	167,872	65,000
Interest Earned	7,073	744	548	1,000
Transfer from General Fund	23,399	23,370	23,370	26,500
Transfer from Fire District Fund	2,223	2,223	2,223	2,300
<b>Total Sources</b>	<b>2,506,324</b>	<b>2,564,815</b>	<b>2,554,533</b>	<b>2,916,456</b>
<b>USES</b>				
Operating Expenditures	2,687,380	2,419,071	2,548,229	2,665,604
Transfer to General Fund	192,158	165,085	165,085	163,149
<b>Total Uses</b>	<b>2,879,538</b>	<b>2,584,156</b>	<b>2,713,314</b>	<b>2,828,753</b>
<b>NET ASSETS - ENDING</b>	<b>\$ 403,153</b>	<b>\$ 383,812</b>	<b>\$ 225,031</b>	<b>\$ 312,734</b>

## SPECIAL SANITATION DISTRICT FUND

<b>REVENUES AND EXPENSES</b>
------------------------------

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Garbage Fee Collections	\$ 2,231,522	\$ 2,279,748	\$ 2,671,656	17.2%
Landfill Fees	184,585	200,000	150,000	-25.0%
Other Charges	122,371	65,000	65,000	0.0%
Interest Earned	744	1,000	1,000	0.0%
Transfer from General Fund	23,370	26,000	26,500	1.9%
Transfer from Fire District Fund	2,223	2,300	2,300	0.0%
<b>Total Revenues</b>	<b>2,564,815</b>	<b>2,574,048</b>	<b>2,916,456</b>	<b>13.3%</b>
<b>NET ASSETS</b>	<b>19,341</b>	<b>139,266</b>	<b>-</b>	<b>-100.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 2,584,156</b>	<b>\$ 2,713,314</b>	<b>\$ 2,916,456</b>	<b>7.5%</b>
<b>EXPENSES AND USES</b>				
<b>EXPENSES</b>				
Operating Expenditures	\$ 2,419,071	\$ 2,548,229	\$ 2,665,604	4.6%
Transfer to General Fund	165,085	165,085	163,149	-1.2%
<b>Total Expenditures</b>	<b>2,584,156</b>	<b>2,713,314</b>	<b>2,828,753</b>	<b>4.3%</b>
<b>RESERVATION OF NET ASSETS</b>				
Reserve for Future Expenditures	-	-	87,703	100.0%
<b>TOTAL EXPENSES AND USES</b>	<b>\$ 2,584,156</b>	<b>\$ 2,713,314</b>	<b>\$ 2,916,456</b>	<b>7.5%</b>

**SPECIAL SANITATION DISTRICT FUND**

**MISSION**

To promote a clean community by providing efficient and effective waste collection and disposal services.

**PROGRAM DESCRIPTION**

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.

**OBJECTIVES AND PERFORMANCE MEASUREMENTS**

- To provide efficient waste collection services to the residents in the unincorporated area of Bibb County.**

	<u>FY 2010 Charge</u>	<u>FY 2011 Charge</u>	<u>FY 2012 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 2010 Actual # Units Monthly Average</u>	<u>FY 2011 Projected # Units Monthly Average</u>	<u>FY 2012 Projected # Units Monthly Average</u>
Type of Service:			
Push Carts	19,560	19,606	19,911
4 Yd Dumpster	14	14	14
8 Yd Dumpster	23	23	23
30 Yd Dumpster	1	1	1

**SPECIAL SANITATION DISTRICT FUND**

**FY 2012 BUDGET ISSUES**

The FY 2012 budget represents a \$203,142 increase from FY 2011. The cost to residents will remain at \$9.75 per month for FY 2012.



**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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ESTIMATED	FY 2012 ADOPTED BUDGET
<b>NET ASSETS - BEGINNING</b>	<u>\$ 704,404</u>	<u>\$ 279,529</u>	<u>\$ 295,067</u>	<u>\$ 295,066</u>
<b>SOURCES</b>				
Insurance Claims	32,199	83,315	29,577	-
Interest Earnings	39,248	8,373	7,357	10,000
Transfer from General Fund	2,245,286	956,205	871,844	1,032,450
Transfer from Tobesofkee Recreation Fund	-	-	-	5,000
Total Sources	<u>2,316,733</u>	<u>1,047,893</u>	<u>908,778</u>	<u>1,047,450</u>
<b>USES</b>				
Claims and Judgments	2,741,608	1,032,355	908,779	1,047,450
Total Uses	<u>2,741,608</u>	<u>1,032,355</u>	<u>908,779</u>	<u>1,047,450</u>
<b>NET ASSETS - ENDING</b>	<u>\$ 279,529</u>	<u>\$ 295,067</u>	<u>\$ 295,066</u>	<u>\$ 295,066</u>

## WORKERS COMPENSATION FUND

<b>REVENUES AND EXPENSES</b>
------------------------------

	FY 2010 ACTUAL	FY 2011 REVISED BUDGET	FY 2012 ADOPTED BUDGET	% VARIANCE
<b>REVENUES AND SOURCES</b>				
<b>REVENUES</b>				
Insurance Claims	\$ 83,315	\$ -	\$ -	0.0%
Interest Earnings	8,373	10,000	10,000	0.0%
Transfer from General Fund	956,205	1,123,817	1,032,450	-8.1%
Transfer from Tobesofkee Recreation Fund	-	5,000	5,000	0.0%
<b>Total Revenues</b>	<b>1,047,893</b>	<b>1,138,817</b>	<b>1,047,450</b>	<b>-8.0%</b>
<b>TOTAL REVENUES AND SOURCES</b>	<b>\$ 1,047,893</b>	<b>\$ 1,138,817</b>	<b>\$ 1,047,450</b>	<b>-8.0%</b>
<b>EXPENSES AND USES</b>				
<b>EXPENSES</b>				
Medical Claims	\$ 649,355	\$ 740,000	\$ 680,000	-8.1%
Weekly Benefits	78,953	65,700	61,450	-6.5%
Assessments	84,034	97,617	55,000	-43.7%
Settlements	16,500	-	-	0.0%
Consulting	6,000	-	6,000	100.0%
Payments to ACCG	190,524	220,500	240,000	8.8%
Legal	6,989	15,000	5,000	-66.7%
<b>Total Expenditures</b>	<b>1,032,355</b>	<b>1,138,817</b>	<b>1,047,450</b>	<b>-8.0%</b>
<b>RESERVATION OF NET ASSETS</b>				
Reserve for Future Settlements	15,538	-	-	0.0%
<b>TOTAL EXPENSES AND USES</b>	<b>\$ 1,047,893</b>	<b>\$ 1,138,817</b>	<b>\$ 1,047,450</b>	<b>-8.0%</b>

## **WORKERS' COMPENSATION FUND**

### **MISSION**

To account for workers' compensation benefits of the employees of Bibb County.

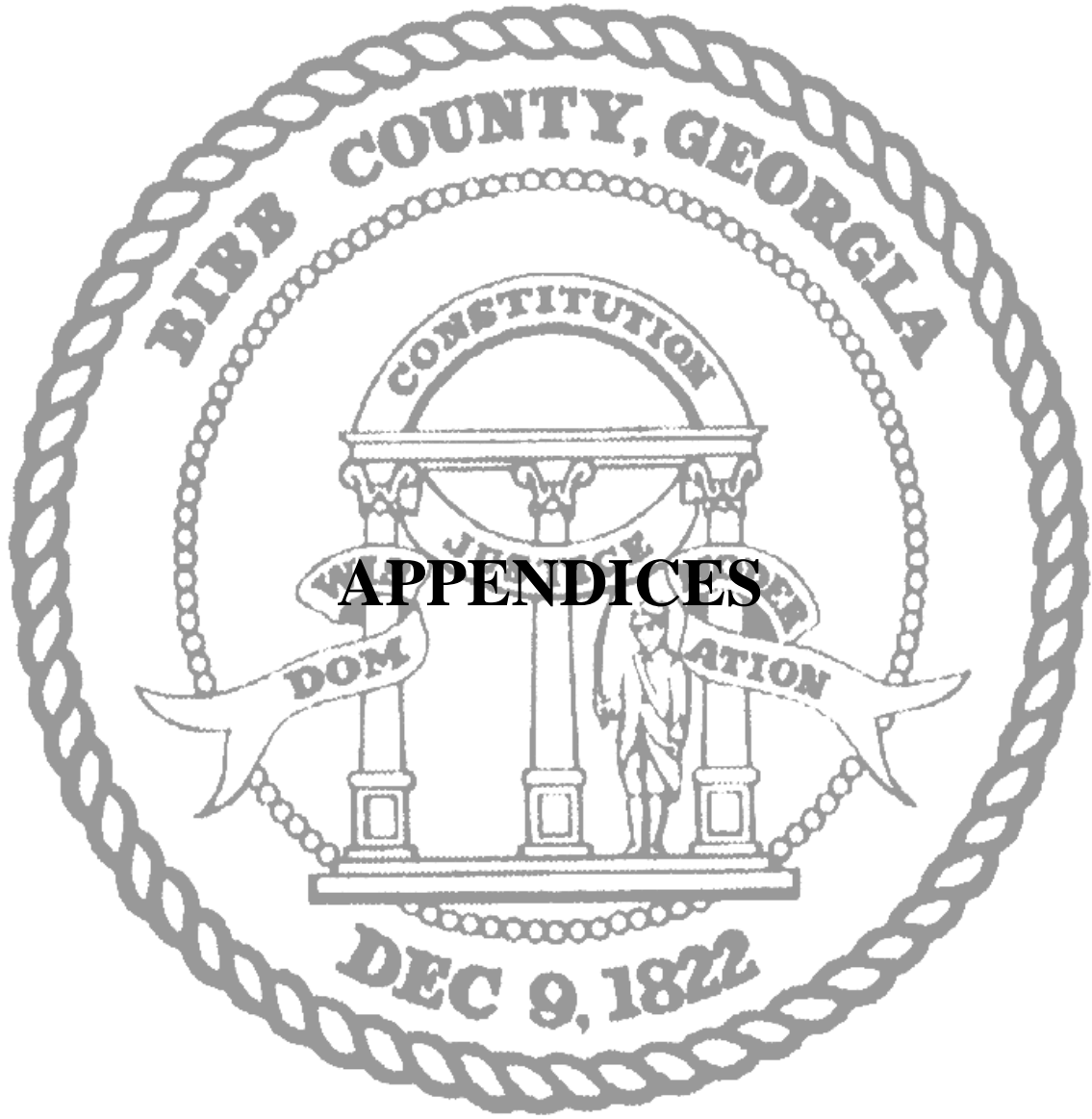
### **PROGRAM DESCRIPTION**

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 2012 BUDGET ISSUES**

The FY 2012 budget represents a \$91,367 or 8.0% decrease from FY 2011. 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 2012**

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 2012**

<b>GENERAL FUND</b>
---------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>Agriculture Resources</b>			
1 Ergonomic Task Chair in cloth with expanding arms	394	394	
<b>Agriculture Resources Total</b>			<b>394</b>
<b>Board of Elections</b>			
6 Optical Scan Unit Battery Power Supply	29	174	
60 AV-TS R6 Battery, Lead Acid, 12 V, 7.2ah	27	1,620	
19 Express Poll 4000 Battery Pack	154	2,926	
<b>Board of Elections Total</b>			<b>4,720</b>
<b>Buildings &amp; Properties</b>			
1 Replace VVT Control System-Commissioners area	10,750	10,750	
1 Replace A/C Unit - 3rd fl Courthouse	10,340	10,340	
<b>Buildings &amp; Properties Total</b>			<b>21,090</b>
<b>Clerk of Superior Court</b>			
2 Time clock with date	650	1,300	
1 Reiner 322 Numbering Machine	900	900	
1 Desk and Return	995	995	
1 ITC Card Controller	25,160	25,160	
<b>Clerk of Superior Court Total</b>			<b>28,355</b>
<b>District Attorney</b>			
1 Heavy Duty Shredder	1,940	1,940	
<b>District Attorney Total</b>			<b>1,940</b>
<b>District Attorney-Victim Witness Assistance</b>			
1 Desktop system w/CDRW	950	950	
1 MS Office Professional	325	325	
1 Laser Printers 15+PPM	1,200	1,200	
<b>District Attorney-Victim Witness Assistance Total</b>			<b>2,475</b>
<b>Grants Administration</b>			
10 Electric Golf Carts	10,500	105,000	
7 Hybrid Vehicles	30,000	210,000	
26 Retrofits for Hybrid Grant	2,576	67,000	
<b>Grants Administration Total</b>			<b>382,000</b>

**CAPITAL OUTLAY  
FY 2012**

<b>GENERAL FUND</b>
---------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>Information &amp; Technology Services</b>			
1 Network Infrastructure Upgrade	56,608	56,608	
6 Servers/ Storage	6,500	39,000	
50 Desktop System w/CDRW/ MS Office/ Other	1,300	65,000	
<b>Information &amp; Technology Services Total</b>			<b>160,608</b>
<b>Geographic Information Systems</b>			
1 Aerial Photography & Road Centerline Correction	30,000	30,000	
<b>Geographic Information Systems Total</b>			<b>30,000</b>
<b>Probate Court</b>			
1 Upgrade software	2,000	2,000	
1 Records Storage	45,000	45,000	
1 File Storage (Removal)	6,000	6,000	
<b>Probate Court Total</b>			<b>53,000</b>
<b>Public Defender</b>			
1 Digital Camera - 14.1 MP, 3" LCD, 7" Optical Zoom, 2x Digital, Sony W370	200	200	
1 Memory Stick - 8GB, Sony, MS-MT8G	45	45	
1 Camcorder - 80GB HD, 2.7" LCD, Panasonic SDR-H85K	340	340	
2 Vertical File - 5-drawer, letter-size, gray	412	824	
1 Lateral File - 4-drawer, letter-size, gray	599	599	
3 Headset w/ lifter & charger- Plantronics CS70N	250	750	
1 Stack-on Storage, HON 94000 Series	725	725	
1 DVD Burner - 8x external, USB 2.0, dbl layer	100	100	
1 Chair - black, leather, w/ arms, adjustable	400	400	
1 Chair - task w/ arms, 828	320	320	
<b>Public Defender Total</b>			<b>4,303</b>
<b>PW-Highways &amp; Street Administration</b>			
2 Desk Chairs	300	600	
1 Fire Arm - Shot Gun with Cleaning Kit	350	350	
<b>PW-Highways &amp; Street Admin. Total</b>			<b>950</b>
<b>PW-Mapping</b>			
4 GIS Workstations	1,725	6,900	
<b>PW-Mapping Total</b>			<b>6,900</b>
<b>PW-Shop</b>			
1 Lubricant Distribution System	6,000	6,000	
<b>PW-Shop Total</b>			<b>6,000</b>

**CAPITAL OUTLAY  
FY 2012**

<b>GENERAL FUND</b>
---------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>PW-Street/Road Maint &amp; Construction</b>			
1 Cabguard/Chain Rack	2,000	2,000	
3 Chain Saws	500	1,500	
2 Back Pack Blowers	300	600	
2 Commercial Push Mowers	500	1,000	
1 Pallet Jack	1,000	1,000	
2 Tractor Mower (18391 & 18393)	18,250	36,500	
1 One Ton Dump Truck w/Hydraulic Lift Gate (50876)	36,500	36,500	
2 5 Yard Dump Trucks (20072 & 50847)	60,000	120,000	
1 4-Wheel Drive Pick Up Truck 1/2 Ton Regular Cab (50831)	26,500	26,500	
<b>PW-Street/Road Maint &amp; Construction Total</b>			<b>225,600</b>
<b>Total Public Works/ Engineering</b>			<b>239,450</b>
 <b>Sheriff-Administration</b>			
1 Multifunctional Ergonomic Task Chair	250	250	
1 Electronic badging system for L.E.C.	5,960	5,960	
<b>Sheriff-Administration Total</b>			<b>6,210</b>
 <b>Sheriff-Building Maintenance</b>			
1 Heating & Air Unit - Higgins Investigation Bldg.	20,000	20,000	
1 Replace Heating & Air Unit at Training Range	10,000	10,000	
<b>Sheriff-Building Maintenance Total</b>			<b>30,000</b>
 <b>Sheriff-Civil Process/Central Records</b>			
4 Managerial Mid-Back Chair	365	1,460	
4 Steel Frame Reception Chairs w/ Arms	126	504	
<b>Sheriff-Civil Process/Central Records Total</b>			<b>1,964</b>
 <b>Sheriff-Communications</b>			
1 Motorola XTS2500 800MH	3,100	3,100	
2 Desk chair w/rollers and arms	350	700	
4 5-Drawer vertical file cabinets	436	1,744	
1 Modular office desk system	3,500	3,500	
1 Expansion of office area taking out a half bath to enlarge office area for TAC of	4,500	4,500	
<b>Sheriff-Communications Total</b>			<b>13,544</b>
 <b>Sheriff-Corrections</b>			
1 Replace Vehicle (50923)	18,600	18,600	
1 15 Passenger Van (50988)	24,000	24,000	
<b>Sheriff-Corrections Total</b>			<b>42,600</b>



**CAPITAL OUTLAY  
FY 2012**

<b>GENERAL FUND</b>
---------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>Sheriff-Court Services &amp; Security</b>			
3 Handheld Super Scanners	125	375	
1 Desk Chair	374	374	
2 Side Chairs	236	472	
3 Defibrillators and Trauma Bags	1,436	4,308	
6 Advanced Tasers	1,097	6,582	
100 ASP Hinged Handcuffs (pink)	46	4,600	
5 ASP Rigid Cuffs	68	340	
25 Belly Chains	71	1,775	
25 Leg Irons	45	1,125	
1 Ford Fusion (20269)	18,600	18,600	
1 Vehicle Set-up	2,217	2,217	
1 15 Passenger Van	24,000	24,000	
<b>Sheriff-Court Services &amp; Security Total</b>			<b>64,768</b>
<b>Sheriff-Crime Prevention</b>			
1 Portable Child ID Kit (laptop, printer, camera, fingerprint reader)	3,999	3,999	
1 Panasonic Toughbook (car computer) requested to replace Motorola which is m	3,500	3,500	
1 Digital Camera	400	400	
<b>Sheriff-Crime Prevention Total</b>			<b>7,899</b>
<b>Sheriff-Criminal Investigation</b>			
5 Tasers W/Holster	900	4,500	
1 Desk	995	995	
3 Filing Cabinets - 4-Drawer Legal	353	1,059	
1 Video Equipment	485	485	
2 Police Package Vehicles-Unmarked (Ford Taurus) ( 20293 & 50873)	24,000	48,000	
<b>Sheriff-Criminal Investigation Total</b>			<b>55,039</b>
<b>Sheriff-Drug Investigation</b>			
4 Pro-Tech Ballist Shields	2,200	8,800	
2 Digital Cannon EOS Rebel XSI SLR Camera	1,000	2,000	
2 Steel Storage Cabinets - lockable	525	1,050	
13 Thigh Holsters with/Light Option	135	1,755	
11 Pro-Tech Helmets	450	4,950	
7 Pro-Tech Face Shields	500	3,500	
2 Vehicle # (20245 & 50834)	18,600	37,200	
1 Vehicle (23208)	24,000	24,000	
1 Vehicle Set-up	5,643	5,643	
<b>Sheriff-Drug Investigation Total</b>			<b>88,898</b>

**CAPITAL OUTLAY  
FY 2012**

<b>GENERAL FUND</b>
---------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>Sheriff-Forensics/ID/Crime Analysis</b>			
1 Desktop System w/CDRW	1,856	1,856	
1 MS Office Professional	325	325	
1 Mapping License	1,500	1,500	
1 Vehicle Replacement (23256)	25,000	25,000	
1 Vehicle Set-up	7,800	7,800	
<b>Sheriff-Forensics/ID/Crime Analysis Total</b>			<b>36,481</b>
<b>Sheriff-Patrol</b>			
3 XTS2500 762-870MHZ//MODEL 2	3,500	10,500	
20 VHF MOBILE RADIOS	670	13,400	
12 Bullet proof vests	565	6,780	
11 Car computers	3,500	38,500	
2 Desk chairs	374	748	
8 Police Package Vehicles-Marked (50969,50910,50822,50856,50970,50981, 509	24,000	192,000	
8 Vehicle Set-up	6,500	52,000	
17 Vehicle Video Cameras	5,242	89,114	
<b>Sheriff-Patrol Total</b>			<b>403,042</b>
<b>Sheriff-Police Training</b>			
1 Projector	900	900	
50 Semi-Automatic Pistols	366	18,300	
50 Gun Holsters	127	6,350	
<b>Sheriff-Police Training Total</b>			<b>25,550</b>
<b>Sheriff-Warrants</b>			
1 Police Package Vehicle-Unmarked (50862)	24,000	24,000	
1 Vehicle Set-up	7,559	7,559	
<b>Sheriff-Warrants Total</b>			<b>31,559</b>
<b>Total Sheriff's Office</b>			<b>807,554</b>
<b>State Court Solicitor</b>			
1 Taser X26E with XDPM	915	915	
10 XP Taser Air Cartridge	24	240	
1 Dual Cartridge Holder	25	25	
<b>State Court Solicitor Total</b>			<b>1,180</b>
<b>State Court Victim Witness Assistance</b>			
1 Fujitsu Scan Snap S1500 Instant PDF Sheet-Fed Scanner	495	495	
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	
1 Corel WordPerfect Professional	200	200	
<b>State Court Victim Witness Assistance Total</b>			<b>1,970</b>

**CAPITAL OUTLAY  
FY 2012**

<b>GENERAL FUND</b>
---------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>Superior Court Judges</b>			
5 Courtroom Printers	550	2,750	
1 Courtroom to LEC Video Teleconferencing Equip	11,906	11,906	
1 Evidence Presentation System-Courtroom D	5,654	5,654	
1 Evidence Presentation System-Courtroom E	5,654	5,654	
1 Evidence Presentation System-Courtroom C	5,310	5,310	
<b>Superior Court Judges Total</b>		<b>31,274</b>	
<b>Tax Assessors</b>			
1 Epson EX5200 Multimedia Projector	700	700	
6 Digital Cameras-Kodak Easyshare M580	160	960	
1 Office Chairs-True Innovations High Back Recycled Bonded Leather Chair Bla	200	200	
1 SQL Software	3,000	3,000	
1 Dell Precision T3500	2,300	2,300	
1 MS Office Professional	325	325	
1 WinGap Server	12,500	12,500	
<b>Tax Assessors Total</b>		<b>19,985</b>	
<b>Tax Commissioner</b>			
3 Industrial Steel Shelving - # 438248 (Staples)	233	699	
6 Post Kits for shelving units	103	618	
1 Lateral File Cabinet - 6 Drawer (Staples # 343360)	725	725	
1 5 drawer filing cabinets - #392643 (Staples) Locking Optional	550	550	
1 19" 3D Interlace LCD Video Monitor	600	600	
7 Desk Chairs Ga Correctional Industries	419	2,933	
3 Ultra Sharp Monitors 23"	320	960	
5 Desktop Systems Thin	750	3,750	
5 MS Office Professional	325	1,625	
5 Mainframe Terminal Emulation	100	500	
1 Pitney Bowes Mail Opener	2,609	2,609	
1 Handtrucks - (Staples #758523)	182	182	
2 Laminator - (Staples Venus bl 125-681906)	350	700	
1 Digital Camera - Nikon Coolpix	100	100	
<b>Tax Commissioner Total</b>		<b>16,551</b>	
 <b>Total General Fund</b>			<b>\$ 1,806,849</b>

**CAPITAL OUTLAY  
FY 2012**

<b>FIRE FUND</b>
------------------

	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
<b>Fire Department</b>			
1 COMPUTER SOFTWARE CONTRACT (38%)	405	405	
1 AUTOMATIC SPRINKLER SYSTEM	400	400	
1 AWNING OVER GRILL AND PICNIC TABLE	450	450	
28 TURNOUT GEAR	1,570	43,960	
6 SCBA EQUIPMENT & CYLINDERS	4,975	29,850	
30 1.75" FIRE HOSE (100' SECTIONS COUPLED)	205	6,150	
25 2.5" FIRE HOSE (50' SECTIONS COUPLED)	265	6,625	
20 4" FIRE HOSE (100' SECTIONS COUPLED)	535	10,700	
6 1.75" NOZZLES	605	3,630	
4 2.5" NOZZLES	910	3,640	
3 SOFAS	1,030	3,090	
6 PORTABLE DIGITAL 800 MHz RADIOS	4,145	24,870	
6 TABLE CHAIRS	35	210	
1 GAS GRILL	450	450	
1 OFFICE CHAIR	150	150	
4 MATTRESSES	275	1,100	
1 TELEVISION	800	800	
1 REPAIR REAR DRIVEWAY	3,800	3,800	
1 REMODEL OFFICE	1,500	1,500	
2 MATTRESSES	275	550	
1 COUCH	1,100	1,100	
3 TELEPHONE	50	150	
2 EXTERIOR DOORS FOR STATION	400	800	
8 KITCHEN CHAIRS	35	280	
5 MATTRESS SETS	275	1,375	
10 KITCHEN CHAIRS	35	350	
2 LIVING ROOM CHAIRS	700	1,400	
1 REPAIR DRIVEWAY	3,800	3,800	
1 FIRE DEPARTMENT SERVER	3,800	3,800	
7 DIESEL EXHAUST SYSTEM REPAIR/REPLACE	500	3,500	
3 STATION LANDSCAPING	1,625	4,875	
3 STATION LANDSCAPING	1,625	4,875	
1 STATION LANDSCAPING	1,625	1,625	
24 OVERHEAD DOOR REPAIR/REPLACE	200	4,800	
4 THERMAL IMAGING CAMERA BATTERIES	100	400	
8 AED BATTERIES	159	1,272	
12 PORTABLE RADIO BATTERIES	55	660	
1 AERIAL #37 FIRE APPARATUS	820,000	820,000	
1 AERIAL #37 TRUCK EQUIPMENT	59,075	59,075	

**CAPITAL OUTLAY  
FY 2012**

<b>FIRE FUND</b>
------------------

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
1 DRIVEWAY STATION #101	4,000	4,000	
2 BATTALION COMMAND VEHICLES (50912, 50914 & 2 @ 38%)	16,088	32,175	
1 STATION #110 BUILDING	250,000	250,000	
1 LAWN MAINTENANCE EQUIPMENT	5,200	5,200	
2 COMMAND STAFF VEHICLES - SHARED 38%	16,100	32,200	
1 HEAVY-DUTY RESCUE SERVICE COMPANY #105 APPARATUS	250,000	250,000	
1 HEAVY-DUTY RESCUE SERVICE COMPANY #105 EQUIPMENT	25,000	25,000	
1 EVO DRIVING RANGE	6,000	6,000	
1 Hybrid Replacement #23271 (approved during FY2009)	30,000	30,000	
<b>Fire Department Total</b>			<b>1,691,042</b>
 <b>Emergency Management Agency</b>			
9 Upgrade Sirens	447	4,023	
9 Upgrade Sirens (Telinterfaceboard)	1,000	9,000	
9 Labor for (9) sirens upgrade to VHF	340	3,060	
22 Radio for sirens upgrade	474	10,428	
20 Converter for sirens	74	1,480	
20 Controllers for sirens	330	6,600	
20 Misc-prt	365	7,300	
22 Labor for (22) sirens upgrade to VHF	464	10,208	
9 Adapter	42	378	
9 Connector	4	36	
1 Base radio	1,850	1,850	
1 Duplexer, UHF	690	690	
1 Preselector, UHF	250	250	
1 VHF Power	1,700	1,700	
1 Backup mobile for siren	1,123	1,123	
1 FRU wireline	200	200	
1 Cab 30/rails	175	175	
1 Computers for EOC	29,820	29,820	
1 Phone Switch	78,008	78,008	
1 Web EOC Software	22,500	22,500	
1 Vehicle (Replacement of 50% cost shared vehicle, City #17086)	16,000	16,000	
1 Radio Replace	5,000	5,000	
1 Siren Replacement	21,639	21,639	
<b>Emergency Management Agency Total</b>			<b>231,468</b>
 <b>Telephone Service Center</b>			
76 County Fire Department 800Mhz Radios	987	75,012	
<b>Telephone Service Center Total</b>			<b>75,012</b>
 <b>Total Fire Fund</b>		<b>Total Cost</b>	<b>\$ 1,997,522</b>

**CAPITAL OUTLAY  
FY 2012**

<b>LAW ENFORCEMENT COMMISSARY FUND</b>
--

	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Department Request</b>
<b>Sheriff-Corrections</b>			
10 Wall Mounted Cases for the MSA Breathing Apparatus	425	4,250	
20 Duty Station Chairs	499	9,980	
1 Mirror Tinted Windows (Fine Line Trim Shop)	3,048	3,048	
70 Stab & Bullet Proof Vest	370	25,900	
25 E Z Bunks	200	5,000	
3 Desktop System w/CDRW	950	2,850	
3 MS Office Professional	325	975	
2 Laminator	575	1,150	
1 Desk Chair	374	374	
10 19 Inch Color Televisions	200	2,000	
1 Heavy Duty Shredder	3,000	3,000	
1 Vehicle Set-up	7,559	7,559	
1 Vehicle Set-up	5,400	5,400	
1 Digital Video Recorder - Player	31,381	31,381	
1 Food Warmers	6,777	6,777	
<b>Sheriff-Corrections Total</b>		<b>109,644</b>	<b>109,644</b>
<b>Sheriff-Court Services &amp; Security</b>			
1 Sofa	550	550	
10 Walkie-Talkies	3,675	36,750	
1 Desk w/Left Bridge & Credenza-Hutch	1,300	1,300	
1 Vehicle Set-up	9,643	9,643	
<b>Sheriff-Court Services &amp; Security Total</b>		<b>48,243</b>	<b>48,243</b>
<b>Sheriff-Detention</b>			
2 32 Inch Televisions	350	700	
<b>Sheriff-Detention Total</b>		<b>700</b>	<b>700</b>
<b>Sheriff-Warrants</b>			
2 Desktop System w/CDRW	950	1,900	
2 MS Office Professional	325	650	
5 Secretarial Task Chairs	380	1,900	
<b>Sheriff-Warrants Total</b>		<b>4,450</b>	<b>4,450</b>
<b>Total Law Enforcement Commissary Fund</b>			<b>\$ 163,037</b>

**CAPITAL OUTLAY  
FY 2012**

<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>			
14 Bulletproof Vests	1,295	18,130	
2 Vehicle Set-up	9,379	<u>18,758</u>	
<b>Sheriff-Criminal Investigation Total</b>			<u><u>36,888</u></u>
<b>Sheriff-Drug Investigation</b>			
11 Tazers with Holsters	900	9,900	
1 Stereo Microscope	1,000	1,000	
11 Pro-Tech Bullet Proof Vests	1,256	13,816	
2 Vehicle Set-up	2,800	<u>5,600</u>	
<b>Sheriff-Drug Investigation Total</b>			<u><u>30,316</u></u>
<b>Contingency for Computers</b>		<u>42,600</u>	<u><u>42,600</u></u>
<b>Total Commissary Fund</b>			<u><u>\$ 109,804</u></u>

**CAPITAL OUTLAY  
FY 2012**

<b>TOBESOFKEE RECREATION FUND</b>
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		<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
1	Bush hog for skid steer	4,995	4,995	
1	Tractor	35,000	35,000	
1	Replace water system in Claystone Camping Area (water main and service to 46 campsites)	45,000	45,000	
1	60" Zero Turn Mower(20878)	9,000	<u>9,000</u>	
<b>Total Tobesofkee Recreation Fund</b>				<b><u>\$ 93,995</u></b>



**CAPITAL OUTLAY  
FY 2012**

<b>ALTERNATIVE DISPUTE RESOLUTION FUND</b>
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	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
1 Document Presentation System	475	475	
1 Conference Telephone	600	600	
1 Conference Table	695	695	
14 Conference Chairs	189	2,646	
4 Office Chairs	159	636	
1 Conference Table	319	319	
1 Reception Area End Table	179	179	
1 Reception Desk	379	379	
1 File Cabinet	589	589	
4 Two-Line corded Integrated Telephone System	99	396	
1 Color Desk Jet Printer	125	125	
1 Desktop System w/CDRW	950	950	
1 MS Office Professional	325	325	
1 Mainframe Terminal Emulation	100	100	
1 HP Laser Jet P3015DN Printer	550	<u>550</u>	
<b>Total Alternative Dispute Resolution Fund</b>			<u><u>\$ 8,964</u></u>

**CAPITAL OUTLAY  
FY 2012**

<b>DRUG ABUSE TREATMENT &amp; EDUCATION FUND</b>
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	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Department Request</u>
1 Secretarial Task Chair	500	<u>500</u>	
<b>Total Drug Abuse Treatment &amp; Education Fund</b>			<b>\$ <u>500</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.

**ACCG:** Association County Commissioners of Georgia

**APD:** Assistant Public Defender

**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.

**AD VALOREM TAX:** Tax levied on the assessed value of real and personal property.

**ADOPTED BUDGET:** Appropriation of funds approved by the Board of Commissioners at the beginning of each fiscal year.

**AMORTIZATION:** The reduction of debt by regular payments of interest and principle sufficient to pay off a loan by maturity.

**APPRAISED VALUE:** The anticipated fair-market value of property.

**APPROPRIATION:** An authorization made by the Bibb County Commission which permits the County to incur obligations and to make expenditures of resources.

**ASSESSED VALUE:** The value placed on property as a basis for levying taxes. The County assesses real and personal property at forty percent (40%) of the appraised fair market value in accordance with Georgia law.

**BALANCED BUDGET:** A budget for which expenditures are equal to income.

**BOND:** A certificate of debt issued by a government to finance a capital expenditure or other liability, in which payment of the original investment (plus interest) is guaranteed by a specified future date.

**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.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**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.

**CAFR:** Comprehensive Annual Financial Report

**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 IMPROVEMENT PROGRAM (CIP):** A five year plan used to identify new and/or additional capital items or projects with an estimated cost of \$5,000 or more.

**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.

**CASA:** Court Appointed Special Advocate

**CHARGES FOR COUNTY SERVICES:** Fees collected for services by various county departments. The fees are governed by ordinance, state laws and contracts and include recreation fees, garbage fees, streetlights, court costs, housing of prisoners and Tax Commissioner fees.

**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.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**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.

**DFCS:** Department of Family and Children Services

**DJJ:** Department of Juvenile Justice

**800 MHz:** A radio system which allows the county, participating municipalities and other agencies to communicate directly with each other as well as with the E911 Center.

**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.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

**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.

**FINES & FORFEITURES:** A category of revenue that consists primarily of fines imposed by the various courts of Bibb County and monies received from bond forfeitures.

**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.

**GAAP:** Generally Accepted Accounting Principals

**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.

**GENERAL PROPERTY TAXES:** A category of revenue that includes real and personal property taxes, public utility taxes, motor vehicle taxes and railroad equipment taxes.

**GFOA:** Government Finance Officers Association of the United States and Canada

**GIS:** Geographic Information System - a relational model of geographic objects and associated information used to access data related to infrastructure, facility management, and socioeconomic characteristics.

**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.

**INSURANCE PREMIUM TAX:** A tax based on 2 ½% of premiums collected by insurers doing business in unincorporated areas of the County. The tax is applicable to all premiums other than life insurance.

**INTERFUND TRANSFERS:** Contributions and operating transfers made to another fund of the County.

**INTERGOVERNMENTAL REVENUE:** Revenue received from federal, state or other local governments or other local agencies.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**INTERNAL SERVICE FUND:** A proprietary fund used to account for the financing of goods or services provided by one department or fund to other departments or funds on a cost-reimbursement basis.

**LEASE PURCHASE:** A method of acquiring high cost equipment or property and spreading the payments over a specified period of time.

**LEVY:** To impose taxes, special assessments or service charges for the support of governmental activities.

**LEC:** Law Enforcement Center

**LICENSES & PERMITS:** A category of revenue that is derived primarily from privilege and business licenses sold in unincorporated areas 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.

**NCOA:** National Change of Address (voter confirmation notices)

**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.

**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.



## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**OTHER BOND COSTS:** Expenses incurred in the issuance and management of bond issues.

**OTHER FINANCING SOURCES:** Non-operating revenue received to assist with financing county operations such as interest earnings on investments, insurance recoveries, sale of fixed assets and paving assessments.

**OTHER POST-EMPLOYMENT BENEFITS (OPEB):** Medical, dental, vision and life insurance benefits provided to retired employees and their dependents.

**OTHER TAXES:** A category of revenue that includes Intangible Recording Tax, Franchise Tax, Gross Receipts Tax, Excise Tax and Hotel/Motel Tax.

**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.

**PENALTIES & INTEREST:** Fees collected for violations or delinquent payments.

**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.

**REFUNDING BOND:** A certificate of debt, issued by a government, which is used to pay the principal and interest on existing debt. The new debt proceeds are placed in a trust with a fiscal agent and used specifically to satisfy the scheduled interest payments and maturity/call date of the refunded debt.

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**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.

**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.

**SALES TAX:** A category of revenue that consists of two types of sales tax receipts – local option sales tax (LOST) and special purpose local option sales tax (SPLOST).

**SPECIAL DISTRICT:** An independent unit of local government organized to perform a single or restricted number of related functions. Special districts usually have the power to incur debt and levy taxes.

**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.