

PROPOSED BUDGET

Fiscal Year
July 1, 2009 to June 30, 2010

William F. Floyd, Mayor
James A. Baskett, Mayor pro tem
Fred C. Boykin, Commissioner
Kecia A. Cunningham, Commissioner
Mary Alice Kemp, Commissioner



**PROPOSED BUDGET
FISCAL YEAR 2009-2010**

TABLE OF CONTENTS

BUDGET MESSAGE	Message
DEPARTMENT NARRATIVES	Narrative
FUND BALANCE SUMMARY	
All Funds	Summary 1
General Fund	Summary 3
GENERAL FUND	
Revenue Summary	4
Expenditure Summary	6
Position Summary	9
Revenue Detail	13
Department Directory	19
Expenditure Detail	22
OTHER FUNDS	
Capital Projects Fund	61
Cemetery Capital Improvements Fund	65
Debt Service Fund	66
Emergency Telephone System (E911) Fund	67
Children & Youth Services Fund	68
Solid Waste Fund	70
Stormwater Utility Fund	72
Conference Center/Parking Deck Fund	73

OTHER FUNDS (continued)

Economic Development Fund	74
Hotel/Motel Tax Fund	75
Greenspace Trust Fund	76
Confiscated Drug Fund	77
Community Grants Fund	78
Downtown Development Authority & School Fund	79

APPENDIX A - GLOSSARY

APPENDIX B - BUDGET GUIDE AND ORGANIZATIONAL CHART

APPENDIX C - POSITION CLASSIFICATION PLAN

APPENDIX D - DEMOGRAPHIC AND STATISTICAL INFORMATION

APPENDIX E - FINANCIAL POLICIES



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Decatur
Georgia**

For the Fiscal Year Beginning

July 1, 2008

President

Executive Director

Award of Distinguished Budget Presentation

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

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

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

DEPARTMENT NARRATIVES

PROPOSED BUDGET

FY 2009-2010

*The City of Decatur will assure a high quality of life for its residents,
businesses and visitors both today and in the future.*

- Strategic Plan 2000



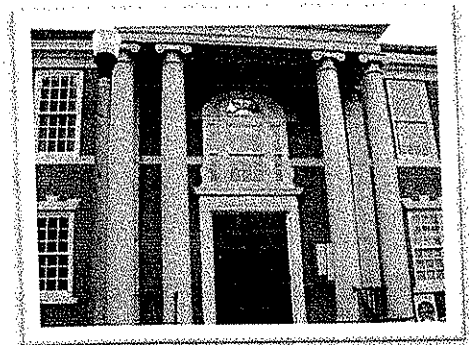


FISCAL YEAR 2009-2010 BUDGET NARRATIVES

About Decatur

The City of Decatur, first chartered as a municipality by the State of Georgia in 1823, provides a full range of municipal services. These services include public safety (police and fire protection, inspections, housing codes enforcement, etc.), public works (streets and sidewalk construction and maintenance, storm drainage construction and maintenance, refuse collection, street sweeping, etc.), municipal court, parks and recreation, municipal cemetery, and community and economic development. In addition, the City owns a 280-space parking facility and a 25,000 square foot conference center.

The City of Decatur currently occupies a land area of approximately 4.25 square miles and serves an estimated population of 20,000. The City of Decatur is empowered to levy a property tax on both real and personal properties located within its boundaries.



The City of Decatur is the seat of DeKalb County, a large, urban county in the Atlanta metropolitan area. With its central location within the county and as the location of county offices and the court system, Decatur's economy is primarily a service economy. Legal, banking, medical, insurance, accounting, governmental and educational services are the mainstay of this economy. The essential nature of these services provides a solid basis for the City's economic well-being.

Downtown Decatur is surrounded by beautiful, historic neighborhoods reflecting a variety of architectural styles. New buildings, including a number of downtown residential developments, surround a vibrant retail center and a courthouse square that provides a link to the City's history. These new downtown residents have helped create a new neighborhood and contribute to the economic vitality of the downtown commercial district. Smaller neighborhood commercial centers also contribute to the sense of community and vibrancy of the neighborhoods by providing opportunities for residents to walk to a variety of shopping and dining prospects.

The tree-lined streets, strong sense of community and nationally recognized public school system continue to draw young families to the City. The City of Decatur has evolved into a vibrant small city that values its history and enjoys the sophistication and excitement of a college town along with all the benefits of living in a major metropolitan area.

History

Decatur retains a strong connection to its history, while preparing for the future with managed growth and responsible development.

Decatur was incorporated December 10, 1823, and named after Stephen Decatur, a U.S. Naval hero. Decatur is the second oldest municipality in the Atlanta metropolitan area and the seat of DeKalb County. Decatur adjoins Atlanta's city limits six miles east of Atlanta's central business district.

The courthouse square in downtown Decatur is located on a rise of land where two Indian trails once crossed. Historically, the courthouse square served as the community gathering place. Today it continues to be the focus of festivals and special events, and serves as the heart of the community. The historic commercial district is a successful example of transit-oriented development that is surrounded by traditional historic single family neighborhoods.

Government

The City of Decatur operates under the commission-manager form of government. There are five City Commissioners, elected in nonpartisan elections, for overlapping four-year terms. At



its organizational meeting in January of each year, the City Commission elects one of its members to be the Mayor/Chair of the City Commission. Bill Floyd has served as Mayor since 1999 and has been a member of the City Commission since 1992. At that same meeting the City Commission also elects a Mayor pro tem/Vice-Chair. Jim Baskett currently serves as Mayor pro tem. The other Commissioners are Fred Boykin, Kecia Cunningham and Mary Alice Kemp. It is the responsibility of the Mayor to preside at all meetings of the City Commission.

The Mayor has no veto power but retains the right to vote on all matters brought before the City Commission.

The City Commission appoints a professional administrator known as the City Manager who serves at its pleasure. The City Manager serves as the Chief Executive Officer & Chief Administrative Officer and is responsible for carrying out the policies and ordinances of the City Commission, for overseeing the day-to-day operations of the government and the appointment of all employees except that the appointment of department heads is subject to confirmation by the City Commission. The current City Manager, Peggy Merriss, has served as manager since May, 1993 and has been employed with the City since 1983.

Vision

Successful organizations need to have a clear vision of where they are going and how they intend to achieve their mission.

In 2000, the City of Decatur engaged in a community-driven strategic planning process which resulted in the City of Decatur Strategic Plan 2000. The plan is a vision for the City from 2000 through 2010 that combines physical and economic planning with the social goals of the community. The plan continues to provide a framework for decision-making and guidance to the City Commission and community.

During the community input and data gathering process, the City's vision statement was developed:

The City of Decatur will assure a high quality of life for its residents, businesses and visitors both today and in the future.

Principles, goals and projects that support the vision were developed through a collaboration of residents, government, business and institutional leaders.

The City Commission holds a working retreat annually to reflect on past achievements, identify future goals, discuss challenges to those goals and determine the City Commission's vision for the City in the context of the overarching strategic plan.



In 2007, the City Commission's vision was articulated by the following statement:

Decatur - a vibrant city that is clean, green, active & attractive.

Goals in support of the statement include:

- Identify new forms of revenue to help relieve the property tax burden
- Expand streetscapes plan citywide and promote 'campus style' development throughout the City including integrated development and open spaces
- Incorporate Leadership in Energy and Environmental Design (LEED) principles in new construction
- Develop a plan to maintain the City's aesthetics and overall cleanliness
- Encourage affordability in housing and retail markets
- Support existing and future arts and cultural facilities

- Consider the aging population in future planning efforts
- Create opportunities for active and healthy living

The City Commission envisions the City of Decatur of the future as a regional destination with design-oriented development within a community that is attractive, clean and environmentally sound and fiscally responsible. Cultural opportunities including public art will abound and be enjoyed by a diverse population. Citizens will be able to travel throughout the City using a variety of transportation modes including public and private motorized and non-motorized wheeled vehicles and by foot. Travel paths, including roads and sidewalks, will be maintained for safety and cleanliness. All persons in the community will experience a feeling of safety.



Sustainability

Sustainability is often defined as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” In an effort to ensure the long-term vitality of the community, the City Commission and staff strive to incorporate the principles of sustainability as they develop and implement public policy. The department overviews provide specific examples of how departments are taking steps to support sustainability in the areas of the environment, economy, civic organization and social equity.

The Athenian Oath was recited by the citizens of Athens, Greece over 2,000 years ago. It continues to represent the ideals embraced by elected officials and City of Decatur employees who share the goal of making the City a better place for current and future citizens.

The Athenian Oath

We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws, and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive increasingly to quicken the public's sense of civic duty. Thus in all these ways we will transmit this City, not only not less, but greater and more beautiful than it was transmitted to us.

Performance Measures

In addition to developing and following a vision, a successful organization needs to know how well it is doing towards achieving the vision. As a result, the City has developed quantifiable measures for determining how efficiently and effectively the City is meeting its goals. Over the next fiscal year, the City will continue its participation in the International City/County Management Association's (ICMA) Comparative Performance Measurement Program which provides performance measures in 15 service areas for the City to use to evaluate existing services, to benchmark results with other communities and exchange best practices within a consortium of participating jurisdictions, including a consortium of Metro Atlanta communities. Additional information on the quality of services provided by the City is gauged through a biennial citizen survey.

The City conducted a citizen survey in March and April 2008 to gauge citizens' satisfaction with the community and local government services. This was the City's second citizen survey. The full report can be found on the city's website at www.decaturga.com. A third citizen survey will be administered in FY 2009-2010.

Budget

The annual budget serves as the foundation for the City's financial planning and control. All agencies of the City are required to submit departmental budget requests by the first week of March. These requests are the starting point for developing the proposed budget. Once the requests are submitted, the department heads meet to review the requests collectively.



The proposed budget is presented to the City Commission on the third Monday in May. The operating budget includes the proposed expenditures and the means for

financing them. The City publishes a summary of the proposed budget in the official legal organ, makes copies available to the residents of the City and posts the proposed budget on the City's website. Public hearings on the proposed budget are held during the month of June. The budget is then legally enacted through passage of a resolution by the City Commission normally on the third Monday in June but no later than June 30th, the close of the fiscal year.

The budget document is a written plan that provides the basis for implementing the organizations' vision and related goals. It represents the departments' best efforts at achieving the vision within an environment of competing goals and limited resources.

The following pages highlight each department's mission, functions, accomplishments and goals for the future. The department budgets include strategic linkages which identify how the

department budgets are aligned with the strategic plan. More information on the budget and the budget process can be found in the Budget Guide under Appendix B.

City Organization Mission

Our mission is to work with the citizens of Decatur to meet the needs of the community while serving all with respect and integrity. We strive to do so with **Competence, Accessibility, Responsiveness, and Excellence. We Care!**

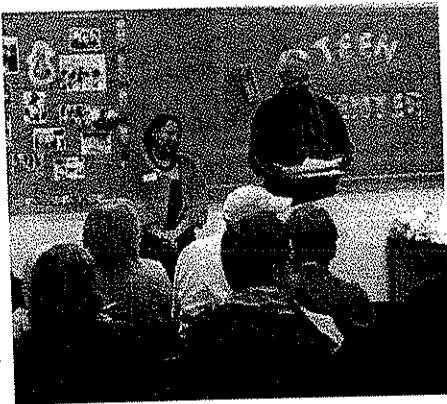
To CARE is to value:

- Honesty and integrity
- Competence and skill
- Dependability
- Respect for other people
- Commitment
- Teamwork and cooperation

General Government Department- City Commission and City Manager's Office

Department Overview and Mission

Decatur has operated under a commission-manager form of government since 1920. The Charter of the City of Decatur establishes the City Commission as the governing and legislative authority of the City government.



In the commission-manager form, the elected officials are the community leaders and policy makers who establish a vision for their city, town, or county, and who hire the City Manager to carry out adopted policies and ensure that services are being equitably provided. The City Manager coordinates the work of department heads and other employees, who help ensure the smooth and efficient delivery of services.

The City Manager serves at the pleasure of the Commission and has responsibility for preparing the budget, directing day-to-day operations, hiring and firing personnel, and serving as the Commission's chief policy advisor.

The City Commission's budget includes resources that support developing goals and policy objectives as well as supporting all other volunteer boards and commissions. The City Commission budget also provides limited funding to the DeKalb History Center and the DeKalb Library System.

In addition to general management services, the City Manager's budget includes expenses related to organizational emergency management services, capital construction and legal services. Emergency management oversees the coordination of all available city resources and skills to mitigate and plan for likely catastrophic events, to reduce the probability and impact of extreme circumstances and to bring about quick restoration of city services after a disaster. A comprehensive emergency management plan has been created as a general framework to plan for, respond to, recover from, and mitigate the likely hazards that face the City of Decatur. Emergency management includes coordinating our efforts with other community partners including the school system, public and private institutions, DeKalb County, the State of Georgia and the United States government.





The Deputy City Manager serves as the project manager for all capital construction projects, which are primarily funded through proceeds from the general bond issue approved by voters in 2006. Activities are described in more detail on Narrative pages 44-50.

The City Attorney reviews contracts and agreements, provides legal opinions, defends the City's interests in legal proceedings and serves as a resource for all City legal matters.

Accomplishments

Accomplishments are made possible by the support of the entire City organization.

City Commission

- Supported a tax equity study of the funding and cost of services provided by DeKalb County under the municipal special tax district legislation.
- Engaged the services of a third party independent community facilitator who led two community work sessions regarding development of property at 315 West Ponce de Leon Avenue.
- Provided grant funding match that allowed the City to hold a very successful "This Old House Fair" which provided educational and technical resources to owners of historic homes.
- Funded a city-wide historic resources survey.
- Established the Active Living Board and the Environmental Sustainability Board.

City Manager's Office

- Named one of Georgia Trend Magazine's "2009 Best Places to Work."
- Received GFOA's Distinguished Budget Presentation Award for FY 2008-2009.
- Secured grant funding to install severe weather sirens throughout the City.
- Installed and maintained AED Units in City facilities.
- Offered CPR & First Aid certification for all staff.
- Initiation of formal performance measurement metrics through the Center for Performance Measurement.
- Initiated the "Open City Hall" public engagement project on the City's website.
- Numerous capital improvement projects, including:
 - Fire Station Number 2
 - Rebuilding of Glenlake Park Pool Bathhouse
 - Sidewalks
 - Demolition of four flood-prone houses and restoration of the area as floodplain.

Budget Summary and Priorities FY 09-10

The City Commission budget includes funding for a facilitated strategic visioning session for the City Commission and members of all volunteer Boards and Commissions.

The City Manager's Office budget includes priority funding for a third citizen satisfaction survey and for participation in the Center for Performance Measurement. The Deputy City Manager will continue to oversee the development and construction of projects included in the capital bond program. Upcoming activities also include the incorporation of electronic media strategies to increase the opportunities for information and communication exchange between the City of Decatur and its residents, business owners and visitors.

In the coming fiscal year, emergency management services will be enhanced through implementation of a severe weather warning system including CodeRed Weather Warning and the installation of four severe weather sirens, additional training and development for all response team staff and management team members through scenario planning and drills.

Commitment to Sustainability

Economic. The City Manager's Office continues to engage in fiscally responsible budgeting practices.

Community. The City Commission participated in the third annual Georgia Rides to the Capitol bicycle awareness campaign and provided significant financial support for the preservation and protection of The Woodlands. The City Manager's Office became an inaugural member of the Decatur Agriculture Alliance.

Environmental. The City Commission supported an application to Atlanta Regional Commission's "Green Communities" designation, as well as provided reusable water bottles to all volunteers at the MLK, Jr. Day Service Project. The City Manager's Office served as project manager for the construction on Fire Station No. 2 as a LEED-certified building and design of Fire Station No. 1 as a LEED-certified Silver building. It also initiated an "Anti-Idling" policy for all city vehicles, and participated in the Georgia Organics Conference at Agnes Scott College.

Organizational/Institutional. The City Manager's Office coordinated presentations on economic, community, environmental and institutional/organizational sustainability.

Community and Economic Development Department

Department Mission

To assure a high quality of life within the City of Decatur by promoting balanced growth, viable commercial districts, a strong sense of community, active citizen participation and accurate and accessible citizen communication options.

Department Overview

The Community and Economic Development department has two distinct areas of focus. Community Development is responsible for programs related to maintaining a strong sense of community, providing accurate and accessible communication tools and providing opportunities for community interaction. Economic Development programs focus on the implementation the City's long-range plans for the redevelopment of the city's commercial districts and the recruitment and retention of retail, restaurant and service businesses. The department also includes the Active Living Division, Children and Youth Services and the Planning, Zoning and Inspections Division. Their activities are covered separately in this budget document.

Community Development: Quality of life programs are often cited by residents as their reason for moving to and remaining in the City of Decatur. References to the importance of these programs are included in the Strategic Plan and received high marks in the last citizen satisfaction survey. In fact, the benchmark numbers included in the citizen satisfaction survey clearly show that the City of Decatur is well ahead of its peers in citizen rankings for quality of life and sense of community. During the past year as the economic crisis grew, some might assume that fear and uncertainty would cause individuals to stay home and isolate themselves from community. Instead, we found that attendance at community events went up and the number of volunteers for community events increased. As we learned after September 11th, people find comfort in community during times of stress making our investment in quality of life programs more important than ever.



The Volunteer!Decatur program benefitted from this need to feel connected during the Spirit of Giving Season when, in spite of an increase in the number of children and senior citizens needing assistance during the holiday season and a dramatic downturn in the economy that many feared would reduce the number of citizens able to provide assistance, the program

ended up adopting out all who needed assistance two weeks earlier than in previous years. The same support was felt during the popular MLK, Jr. Weekend Service event. In 2008, a record number of 800 volunteers participated over the three-day weekend but in 2009, over 1,000 volunteers participated. Repair work was completed on the homes of 13 senior citizens and the extra volunteers enabled program organizers to complete needed yard work at an additional 17 homes.

Decatur continues to offer a full calendar of festivals and special events that help bring the community together. Many of these events are offered in partnership with the Decatur Business Association or with other local non-profit organizations like the Decatur Arts Alliance and the Community Center of South Decatur. Corporate sponsorships have become increasingly difficult to secure but event organizers are finding creative ways to raise funds, trim budgets and keep these important activities on the schedule. Holiday activities earlier this year reported record numbers of participants.

A commitment to developing an educated and connected citizenry has made the Decatur 101 program and the Decatur Focus popular and effective tools for communicating with residents and businesses in the City of Decatur. The 2009 Decatur 101 class was the largest in the program's 10 year history and we continue to have a waiting list for the class. Residents report a high satisfaction level with the Decatur Focus newsletter and value it as a communication tool.



We are always looking for ways to use new technology to improve communication tools. During 2008-2009 the City launched a test of the "Open City Hall" program providing another way to engage citizen discussion and gather opinions around a wide variety of topics. Several other

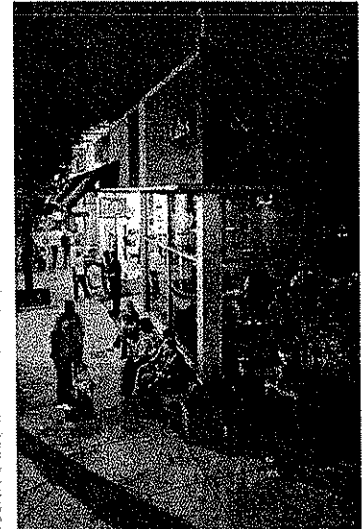
cities across the country participated in this trial program but Decatur's participation level exceeded that of the other cities. We made improvements to the City's website making it easier to navigate and completed a needed independent audit of the website that identified specific problems that will be corrected as part of a continued website update next year. We also expanded our e-newsletter capabilities and introduced a Facebook page, blog and Twitter account.

Economic Development: Our economic development program continued to respond to specific elements of Decatur's Strategic Plan and focused on the implementation of Decatur's various planning documents. The City's development strategy is based upon a commitment to higher density mid-rise development within clearly defined commercial districts centered on transit stations and an adherence to the tenets of Smart Growth within these districts and throughout the community:

- Higher Density Development is limited within clearly defined central business districts and districts oriented around transit .
- Mix of Uses within these commercial districts to encourage pedestrian activity and alternative transportation.
- Mix of housing types throughout the community to encourage diversity and respond to life cycle housing needs.
- Connected street networks.
- Range of transportation options.
- Protected greenspace by focusing higher density development within existing commercial districts and underutilized surface parking lots and out of single family neighborhoods.

In spite of recent controversy related to proposed redevelopment projects in the downtown commercial district, the City continues to be used as one of the few examples in metro-Atlanta for true Smart Growth. A review of important factors indicates that the City's long-term commitment to Smart Growth strategies is producing the desired results. The number of downtown residential units has increased, traffic counts on major corridors have decreased, foot traffic counts are up and the values of new developments added to the tax base and allowed the City to see a moderate increase in its tax digest when other local governments are experiencing downturns in property values.

While two additional mixed-use projects were approved for the downtown district, we anticipate that the tightening financial market will make it unlikely that we will see any construction starts in calendar year 2009. This slow-down allows us time to absorb the few remaining condominiums and focus on business retention efforts targeting existing retail and restaurant businesses. In addition, we will implement several marketing strategies targeting office tenants using the information we gathered during the Brand Articulation Study that identified Decatur's perceived strengths and weaknesses as a business center.



Our staff members continue to look for ways to improve community outreach, strengthen program offerings and actively interact with citizens as cost effectively as possible. Our staff continues to be our best asset.

Accomplishments

- Recruited over 1,000 volunteers to participate in the MLK, Jr. Service Day project in January 2009.
- Successfully launched the Open City Hall project.

- Completed the Brand Articulation Study and the Website Audit gathering important data needed to focus marketing strategies and website updates.
- Completed Communication Plan that identifies goals for the city's communication efforts, articulates existing programs as they relate to these goals, and identifies new projects and programs needed to accomplish these goals.
- Completed first phase of website revision.
- Registered the highest number of participants for Decatur 101 for the program's 10th year.
- Completed year-long negotiations for a residential development on the 315 W. Ponce project and successfully adopted a set of interim standards to address the transitional design standards in the downtown commercial district.
- Had a net gain of one retail/restaurant business in spite of the down economy including the opening of five new restaurants in the downtown district.
- Successful relocation of the Art Institute of Atlanta and DeVry Institute into the W. Court Square building absorbing the vacancies in this downtown commercial building.
- Raised \$75,000 to fund a Cultural Arts Master Plan.
- Completed the Green Festival Brochure including a strategy to make all of our festivals and special events more environmentally sustainable.

Budget Summary FY 09-10

The creation of a Tourism Bureau to access the City's hotel/motel tax provides funding for programs specifically targeted at bringing visitors to the City through this funding mechanism and reduce expenditures from the City's general fund. We have worked to find opportunities to leverage matching funds through the City's Downtown Development Authority to support specific downtown improvement projects including landscaping that will also make the area more attractive to tourists.

We propose to follow up on recommendations gathered through studies completed during the current fiscal year to upgrade the City's website which is based on five year-old architecture making it cumbersome and difficult to navigate. The goal will be to make the website more intuitive, easier to navigate and more relevant to our primary user groups. Marketing and advertising efforts have been carefully delineated to allow programs specifically designed to attract visitors to be funded through the Tourism Bureau. Special focus will be given to developing marketing and advertising projects targeted at retaining existing retail and restaurant businesses and will be jointly funded in partnership with the Decatur Downtown Development Authority.

We anticipate that 2009 will continue to be a difficult year for our existing retail and restaurant businesses and plan to give our attention to finding opportunities to support the businesses currently located here. As a cost saving measure, we eliminated plans in the current fiscal year

to complete an updated retail market analysis and will use web-based data services and internal assessments to provide our businesses with updated information on the market. Again, our primary focus this year will be to support existing businesses and help them find creative, cost effective ways to attract customers and survive the current economic downturn.

We have been testing new technology on 54 parking meters in the downtown district that allows us to better monitor how parking spaces are used, manage enforcement and collections and provide alternative payment options through the cell phone payment program. Further study is required to determine the feasibility of expanding the smart meter program.



Budget Priorities

Priority One: Complete the Update of the City's Website. We completed phase one of the website update making changes in drop down menus to provide easier access to frequently used information. Phase two utilizes an independent audit of the existing site to replace outdated structure, develop a more intuitive navigation of the site and fix problems with the existing search engine.

Priority Two: Partner with the Tourism Bureau and the Decatur Downtown Development Authority to target advertising and marketing to attract visitors, support programs to retain existing retail and restaurant businesses and maintain clean, attractive and inviting commercial districts. The new Tourism Bureau allows us to share advertising, marketing, landscaping and decorating costs between the CED Department, the Tourism Bureau and the Decatur Downtown Development Authority and reduce the amount of funding from the City's general fund to support these activities.

Priority Three: Develop A Community Arts Master Plan. In recent years, a number of organizations, institutions and individuals have raised the issue of the need for expanded arts facilities within the City of Decatur. With the completion of the new performing arts facility at Decatur High School, the proposed redevelopment of the Decatur Recreation Center, the possibility of the redevelopment of the Beacon Hill complex and plans by Agnes Scott College to conduct a comprehensive assessment of the arts facilities, this is an appropriate time to undertake a comprehensive plan to coordinate all of these activities. A comprehensive arts master plan would catalog existing facilities, determine current needs for additional arts facilities and identify the appropriate partners to file those needs. This effort would be similar to the Community Athletic Facilities Master Plan that was completed five years ago. This effort would bring together a partnership including the Agnes Scott College, the Decatur Arts Alliance,

the City Schools of Decatur and local arts groups. We have received pledges of financial support for this effort as follows: Agnes Scott College \$25,000; Decatur Downtown Development Authority \$15,000, Decatur Business Association \$5,000; Decatur Beer Festival \$5,000; Decatur Arts Alliance \$5,000. We are requesting \$20,000 from the City of Decatur to allow us to issue a Request for Proposals and get this project underway. Agnes Scott received grant funding to complete a campus master plan in preparation for expanding and improving their campus arts facilities. They want to make certain that this campus effort is coordinated with a community-wide assessment to assure that their plans incorporate community arts needs and identify possible opportunities for developing joint-use facilities off of their campus.

Priority Four: Purchase new vehicle for Parking Enforcement. Over the past ten years, we have relied on recycled vehicles from the City's inventory to provide equipment for parking meter coin collection, meter maintenance and to move supplies for the various festivals and special events between the warehouse and the event location. Recently we were notified that our old truck is beyond repair and no suitable vehicles exist in the remaining inventory. We are currently using an older city-owned sedan but it is not reliable and does not provide the secure storage for equipment and coins. We included a lease purchase option for a small pickup truck in our last budget but found that the availability of an all-electric vehicle option to meet our needs now exists. Therefore, we postponed our purchase to allow us to gather additional information and asked this item be moved to the next fiscal year. We propose to purchase a small, electric truck with a utility box option through a five year lease program.

Commitment to Sustainability

Economic. We do not anticipate much activity on the development front and therefore do not anticipate any new additions to the City's tax digest. Our primary focus will be on retaining existing retail and restaurant businesses through marketing and advertising efforts targeted at growing our customer base.

Community. As described in our narrative, we have seen an increase in participation in special events and volunteer activities in response to the economic uncertainty in our country. We will continue to find ways to improve and expand special events, festivals and volunteer opportunities by partnering with non-profit organizations and private sector sponsors to assure that important community connection opportunities are provided.

Environmental. We will implement the Green Festival initiative developed during the current fiscal year and work to assure that all festivals and special events find ways to recycle and reduce waste. We will be working with local restaurants to develop a local "Sustainable Restaurant" designation for those that have a commitment to buy locally grown food, recycle cooking oil and other waste, and eliminate the use of Styrofoam containers.

Organizational/Institutional. We will launch the City's new Tourism Bureau to ensure that the City can access hotel/motel tax to help support a number of marketing and advertising programs.

Active Living Division

Department Mission

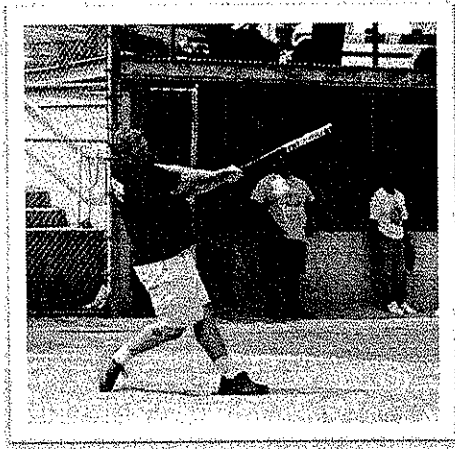
To create and support a place where residents and visitors can readily participate in everyday physical activity, regardless of physical limitations, in addition to offering traditional recreation programming.

Division Overview

The Active Living Division is focused on providing opportunities for Decatur's citizens to live healthy, active lives. To achieve this goal, the division provides a traditional range of recreational activities including youth and adult athletic programs and a wide variety of sports camps, classes and programs for audiences from pre-school to senior citizens. The division is responsible for the City's parks including the operation of three outdoor swimming pools and a number of athletic fields located throughout the City of Decatur.



In addition to the traditional recreational programs, the division is developing a broad range of non-traditional programs designed to help citizens become more active in their daily lives. These efforts include support for the Safe Routes to School program that encourages parents and students in the City's three elementary schools and the fourth and fifth grade academy to walk or ride their bicycles to school. With the appointment of the Active Living Advisory board, the department plans to expand its efforts to create a city-wide fitness challenge and encourage walking and cycling as well as partner with federal, state and county agencies to encourage healthy lifestyles.



The division works closely with the City Schools of Decatur on programs to share city facilities and athletic fields. The division also has partnerships with Agnes Scott College, the DeKalb County Parks Department and private sector businesses that support a number of projects and facilities. Division staff members work closely with other departments to assure that as the network of sidewalks and bicycle lanes are expanded that programs to encourage the use of these facilities are expanded. In addition, they coordinate their

efforts with the Public Works Department to provide safe and secure public parks and recreation facilities throughout the City of Decatur.

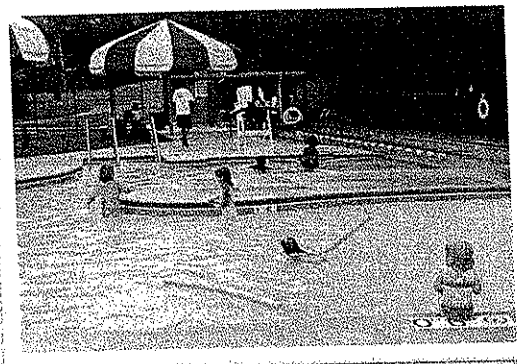
Accomplishments

- Assumed primary responsibility for the Safe Routes to School program. Department staff worked with parent volunteers, school staff, and Bicycle South to hold a number of regularly scheduled events and special events.
- A significant increase in the number of participants for the youth swim team program.
- Established a partnership with DeKalb County Parks Department and Renewal Construction for improving Dearborn Park including several public clean up days to remove invasive plant materials and open up the trail system.
- Completed the fencing at the Adair Dog Park to provide a safer environment for pets, their owners and other park patrons.
- Established a partnership with the College Heights Early Childhood Learning Center for a shared garden.
- Launched a new Active Living blog. <http://decaturactiveliving.blogspot.com>

Budget Summary FY 09-10

Active Living staff continues to assess regular operations to identify opportunities for cost savings. We work to reduce costs where possible while assuring that routine maintenance and replacement costs are in place to maintain the City's infrastructure investments in recreational facilities and parks. The division will work with the Children and Youth Services Division to find more efficient ways options for large program registration events to reduce the number of staff members required during weekend hours. The division will continue to look for ways to reduce paper and office supplies by incorporating technology throughout all division functions.

The division will continue to look for partner opportunities to share costs. The Sears pool contract has been reduced significantly to better reflect needed staffing levels at each pool. While an increase in the field maintenance contract is necessary to cover maintenance at two new fields being added at Glenlake Park, and to add better on-going field maintenance practices such as aerating and top dressing at the other city athletic fields. This increase allows us to maintain these fields in a consistently good condition, protect the City's investment in these fields and avoid large expenditures to every few years to repair poorly maintained fields.



Budget Priorities

Priority One: Storage building with restroom for Ebster Field. Ebster Field is currently the most used athletic field. There is a need for a secure storage building to store all the various equipment for soccer, lacrosse, softball, baseball, high school teams, camps, special events, etc. There is also a need for a restroom for participants and spectators. A restroom on the field has been requested by a large number of parents of our youth participants.

Priority Two: Fencing for the small softball field at Oakhurst Park and a bin for special infield dirt material for both Oakhurst softball fields. The current fencing of the Oakhurst small softball field is damaged in certain sections. More importantly, the fencing has gaps and is only four foot high in the outfield, so dog users have been bringing their pets onto the field; damaging the turf and leaving dog



excrement on the field. For both the newly renovated large softball field and the small field, a large bin is needed for specialized infield dirt material, which is engineered for proper drainage of a softball field. The bin needs to be locked and secured.

Priority Three: Re-paint and fix cracks at the heavily used basketball courts at Oakhurst Park, Ebster Park, and Mead Road Park. The City outdoor basketball courts are heavily used. The

Glenlake Park outdoor court will be re-painted and repaired as part of the Glenlake Park renovation project. Outdoor basketball courts should be re-painted approximately every five years and the City's courts have not been re-painted in over ten years. The outdoor basketball courts are used by city residents of all ages, including aftercare and summer camp programs.

Priority Four: New fencing at the McKoy Skate Park. The current fencing needs repair in multiple areas. The fencing is a lightweight gauge, and cannot sustain the wear and tear provided by skaters who bang or bump into the fencing as part of normal skateboarding activity. Also, the fence is unsecured in some locations, providing access to the skate park even when the entrance gate is locked.

Commitment to Sustainability

Community. The Active Living Division maintain facilities and equipment for use by residents of all ages as well as provide opportunities that encourage all citizens to lead healthy, active lifestyles.

Environmental. The Active Living Division preserves and promotes an appreciation for greenspace.

CHILDREN AND YOUTH SERVICES DIVISION

Children and Youth Services Mission

With community partners we will provide Decatur's children with safe, enriching and fun opportunities to spend out-of-school hours through award-winning after school programs and specialty camp offerings.

Division Overview



The Children and Youth Services (CYS) Division has three major components: after school programs, summer day camps and special interest camps. The after-school program is provided in partnership with the City Schools of Decatur and is available in all three of the City's elementary schools, Glennwood Academy and at Renfroe Middle School. An after-school program is also provided at the Decatur Recreation Center. The summer day camp sessions offer parents the flexibility and reassurance of a safe, fun experience for their children that can be scheduled around family vacation and other summer activities. Specialty camps allow children to explore a variety of learning activities from art camps to clownology to film making and Spanish.

Division staff members are dedicated to providing the highest quality programs and providing Decatur's children with opportunities to learn, grow and thrive in a safe, healthy environment.

Accomplishments

- Participated in Dole 5 A Day, C.A.T.C.H. and CANFIT's P.H.A.T. programs that address childhood obesity and focus on the development of healthy eating habits.
- Hosted accreditation visits by National Afterschool Association (NAA) Endorsers at Glennwood Academy and at Winnona Park Elementary School.
- Used program assessment tools to measure outcomes and assure that programs are meeting division goals.

- Received funding for afterschool programs through the United Way and the Georgia Department of Human Resources. Carry-over funding from previous programs allowed CYS to cover funding cuts in FY08-09 and to provide future funding for program sustainability. City Schools of Decatur provided funding for tutorial services this year.



Budget Summary and Priorities FY 09-10

The CYS Division will continue to work towards accreditation for all after school programs. In 2007, CYS achieved accreditation at Clairemont Elementary. Oakhurst Elementary was accredited in 2008. NAA Endorsers visited Winnona Park Elementary and Glennwood Academy this spring. Notification of accreditation will be received this summer. Renfroe Middle School is currently working with the Georgia School Age Care Association on plans to seek accreditation in 2010 from the Council on Accreditation. Areas evaluated include human relationships, environment, activities, safety, health and nutrition, and administration.



The CYS division will continue to work closely with the Active Living Division and the City Schools of Decatur to implement physical activity and nutrition curricula (Dole 5 A Day, C.A.T.C.H. and CANFIT's P.H.A.T.) and other strategies that will establish a pattern of healthy eating and physical fitness at an early age. CYS will partner with other health/wellness organizations in providing services, provide on-going staff training in the health and wellness curricula and continue to host

"Family Play Dates" to introduce families to a variety of physical activities they may enjoy together. CYS will also participate in the Clean Air Campaign and submission of a Healthy Kids grant, through the Robert Wood Johnson Foundation in collaboration with the Planning, Zoning & Inspections and Active Living divisions.

In 2008, training was focused on physical activity and nutrition. Training plans for 2009-10 include project based learning and how to better incorporate the children's voices in planning activities and projects. Training will be lead by staff of YouthLearn. YouthLearn is an initiative of the Education Development Center, Inc. The Division management team will continue working



with the Centre for Strategic Management to help plan for the future of CYS and how to improve performance and program delivery. This team will continue to focus on recruitment strategies to help improve the quality of applicants and finalize a succession plan in anticipation of the upcoming retirement of key members of the CYS staff.

The staff will continue to work to improve marketing, communication and outreach programs to encourage participation in after school, summer day camps and specialty camps. The RecTrac software program will be upgraded and efforts to streamline program registration and expand electronic registration capability will be developed in partnership with the Active Living Division.

The CYS division will continue to seek out grants and other funding opportunities to continue and enhance after school and camp programs. Also, CYS will expand the fundraising efforts for the Decatur Youth Fund. The Decatur Youth Fund provides low-income Decatur children with opportunities to participate in youth sports, swim lessons and swim team, specialty camps, dance and other enrichment activities. This year, the Youth Fund was supported by the Decatur Holiday Tour of Homes, the Wine Fest, and The BBQ and Blues Festival. With more funding needed to support children who are attending after school and summer camp programs, fundraising efforts are another priority for the Division in the upcoming year.

During 2009-2010, CYS plans to operate the following specialty interest camps and programs during the summer and breaks from school: African Art, Beekeeping, Clownology 101, Filmmaking, and Cartooning just to name a few.

Commitment to Sustainability

Community. CYS supports Decatur families and helps children grow into healthy, active adults by providing high quality after school care, summer day camp programs and a variety of specialty camps.

Planning, Zoning, and Inspections Division

Division Mission

The Planning, Zoning, and Inspections (PZI) division is responsible for ensuring that the physical development of the community is accomplished according to the codes, ordinances, and plans adopted by the City Commission.

Division Overview

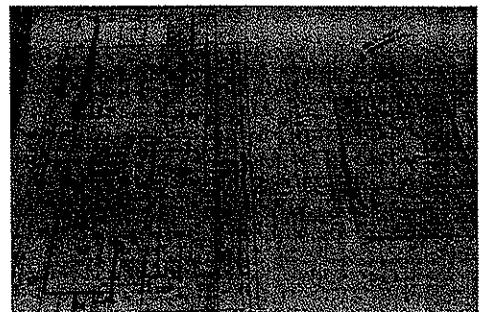
The PZI division provides plan review, permitting, inspections, and general planning services. It also provides staff support for several resident boards and commissions. The division uses in-house staff and consultants to assist with plan review, ordinance revisions, and major planning efforts, like the Community Transportation Plan. This division works closely with the Engineering Division, Community & Economic Development Department, the Active Living Division, and Codes Enforcement to ensure that the City's physical environment is well built and maintained.



Accomplishments

In FY 2008-09, the division initiated the creation of a “one stop shop” for permitting and inspections. New building permit software was brought online that allows all city staff working on a development project to communicate with each other in a seamless manner. The division will continue its work to provide a more streamlined approach to permitting and inspections through cross training and a shared file system. Additional accomplishments include:

- Hosted the first Decatur Old House Fair.
- Adoption of a bicycle parking ordinance.
- Adoption of a new Mixed Use zoning district.
- Publishing plan review checklists and sample plan submittals.
- Implementation of the Community Development Partner software.
- Shared parking study utilizing a Georgia Institute of Technology graduate intern.



Budget Summary and Priorities FY 09-10



The work plan for this fiscal year is focused on improving the level of customer service provided by the division, implementing adopted plans and projects, and supporting the City's efforts in sustainability. The operating costs for the division are not significantly different from past fiscal years. In addition to funding general operating costs, the proposed expenditures continue to support staff training and the use of professional services for special projects. There will be a special emphasis this year on records management of historic and current records kept by the department, as well as lead a

a strategic planning process with an emphasis on land development. Each of the areas described below require a high level of inter-departmental coordination and collaboration through the management team, technology committee, and capital improvements committee.

Commitment to Sustainability

Economic. This division directly sustains the tax base of the City through ensuring that new construction and renovations are built according to the codes and plans adopted by the City Commission. Poorly constructed buildings or a lack of planning can lead to a decline in the city's tax base. Special attention is given to the City's local historic districts, which have been identified as needing a higher level of protection from insensitive development.

Institutional. The division seeks to remain financially sustainable by keeping its operating expenses in line with the revenue collected through permit and plan review fees. As a full service municipality, this requires highly trained staff that is capable of responding to a variety of service needs, whether it is commercial building inspections, zoning certification, or residential plan review. It also requires a willingness and flexibility to adjust staff levels through the use of outside service providers when there are special projects or the workload of the department changes dramatically.

Environmental. The division continues to tackle environmental concerns through adjusting its operating processes and updating the land development codes. The division is researching its ability to become as paperless as possible and to better utilize electronic records. Staff is also working with the Planning Commission and Environmental Sustainability Board to identify land development ordinances that should be updated like the tree ordinance, green building ordinance, and parking requirements. Historic preservation efforts are great for the environment because the greenest building is one that is already built!

Community. This division works with the Decatur Preservation Alliance to issue permits and review plans for the houses that are repaired during the Martin Luther King, Jr. Service Project. PZI staff donate hours of their personal time to ensure that these homes can be upgraded to current building code standards and lead volunteer teams to fix the houses. Homeowners can also learn more about their historic home by searching through historic building permits and the Sanborn maps at City Hall. There is nothing like knowing the history of your home to give you a sense of place in your community.

Administrative Services Department

Department Mission

In collaboration with City departments, the Administrative Services Department will provide exceptional and sound financial, human resources, court and technology management services consistent with City values.

Department Overview

The Administrative Services Department provides financial services including revenue collection, accounting, financial reporting and budget preparation. The department bills and collects for real and personal property taxes, occupation licenses, and commercial sanitation fees. Payroll for all city employees is processed bi-weekly and all accounts payable are processed weekly. The department accounts for all financial transactions involving public funds. Employees of this department also provide general information services, oversee city elections and maintain city records.

The department provides general human resources functions for all departments including recruiting and hiring qualified employees, providing employee relations support, training and professional development, managing workers' compensation, health insurance and employee benefits programs, leading new employee orientation and staffing the City retirement board.



The City contracts with a private company for all technology support services. The contract is managed within the Administrative Services Department. Additionally, the City's technology committee governs the overall direction of technology policy.

The Municipal Court operation is included in the Administrative Services Department. The City has three full-time court clerks. Additionally, there are four regular judges serving in a part-time capacity as well as two substitute judges, all of whom are appointed by the City Commission.

Accomplishments

A number of accomplishments and milestones have been achieved throughout this past year. These accomplishments were focused on achieving the established vision, mission and strategic goals of the city:

- Received the "Certificate of Achievement for Excellence in Financial Reporting" awarded for 2007 annual audit from the Government Finance Officers Association.
- Implemented automated tax payment processing to replace the time-consuming manual posting process.
- In the Court system, credit card payment processing was transferred to the company, nCourt, which will save the City thousands of dollars annually in credit card processing fees.
- In an effort to improve customer service, the department began accepting credit cards for non-tax payments such as building permits and other fees.
- Implemented citizen request management software which became accessible to the public in FY 2008-2009.
- Completed the final phase of the City's wireless network extending from downtown and the Agnes Scott College campus into the City's neighborhoods.
- Partnered with the City Schools of Decatur to implement the "Connecting Families" program which provided computer training, a refurbished laptop and free wi-fi access to 15 low-income families using proceeds from the Decatur Beer Tasting Festival grant.
- Worked with the Police Department to significantly streamline the police officer selection process in conjunction with an innovative marketing campaign.
- Completed a comprehensive assessment of the City's information technology program.
- Developed executive recruitment strategy to hire the City's new Fire Chief.
- Launched Beta site for employee intranet, DecaturNet.



Budget Summary FY 09-10

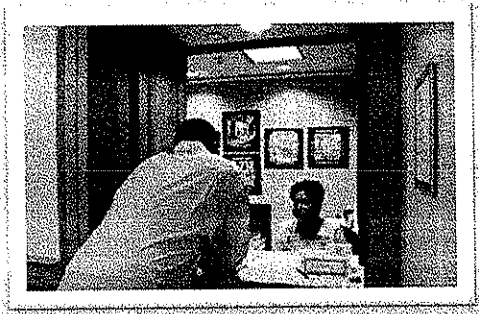
The FY 2009-2010 Administrative Services Department budget supports the continuation of existing services and programs while improving customer service to other City departments and the public as well as enhancing efficiencies through the use of technology.

Customer Service

In an effort to improve customer service for its internal and external customers, the department is embarking on a strategic planning process. Through this process, the department will identify the needs of its stakeholders and develop cost-effective ways to meet those needs. We feel that it is especially important to undergo this planning process during financially challenging times so that the department can concentrate on ways to operate more efficiently and reduce costs.

High-tech and High-touch

In the interest of fiscal responsibility and long-term fiscal sustainability, the City is always looking for more efficient and cost-effective ways of doing business. The City has been successful at making deliberate and selective technology improvements that streamline operations and enhance service to our citizens. For example, we have software in place for financial reporting, recreation registration and police records that have improved internal operations as well as allowed us to improve customer service. However, we know that human interaction remains as important as ever. We believe that technology should not replace the ability for citizens to interact with city employees in person or on the phone. Technology is often just another option we are able to offer. Hence, we strive to take advantage of technology (high-tech) but remain accessible (high-touch).



An exciting project that has endless possibilities and potential for dramatically changing the way geographic data is maintained, shared and presented is the proposal for an enterprise geographic information system (GIS). Geographic data will be made available to the public through the Internet as well as across departments. For example, maps will be made available of government facilities, places of interest, historic resources, streets, sidewalks, zoning, flood zones, bike and pedestrian pathways, parks and greenspace, easements, and stormwater infrastructure, to name a few. These maps can be used internally for emergency response and emergency preparedness. Once the base data is completed, the maps can be used for future development planning and even visualizing the impact of future developments within the City.

Other software improvements that will be in either the research or implementation phase include municipal court software, budgeting software and human resources management system including payroll processing. The purchase of the HR/payroll software is requested in the FY 2009-2010 budget. Advantages of the new software include a dramatic reduction in the amount of paper processed by the City including the elimination of paper timesheets and the availability of online application processing. Additionally, the proposed system provides

information and functionality not currently available to employees including online evaluations, personal payroll related data such as paychecks and W2s, and benefits information such as a benefits statement and online open enrollment.

The Personnel office will be developing training programs for new employees and supervisors. Personnel will also be reviewing and updating the entire recruitment, hiring and evaluation process to ensure that the process aligns with the City's core values. The Personnel office also anticipates working with the Active Living division on the development of an employee wellness program.



The Revenue division will continue to make improvements with the new billing software including the ability to view tax information online and to post payments electronically. In addition to providing more information online, the Revenue division will undertake more public outreach and education activities.

The Accounting division will be responsible for meeting new, strict auditing standards related to internal controls. Additionally, this division is taking the lead in archiving and indexing old and historic records and storing many of these records electronically. It is anticipated that an archivist will assist all departments with their records management needs and will develop a citywide records management program.

Commitment to Sustainability

Organizational/Institutional. The department is striving to provide a higher level and quality of customer service through the use of technology, training, and public information while upholding the integrity of the City's finances.

Fire and Rescue Department

Mission

The mission of the City of Decatur Fire Department is to assure the preservation of life and property in the City of Decatur.

Department Overview

The Decatur Fire Department is a multifaceted proactive organization committed to delivering the highest quality of safety services. The department staff consists of 39 sworn employees and operates two stations which are strategically located within the city. The department is responsible for fire suppression, emergency medical services, rescue services, hazardous emergency response, enforcement of fire and life safety codes, environmental protection and investigation of fire cause, arson and other emergency events for cause and origin. The department obtained an ISO 2 Classification and is one of only 8 fire departments in Georgia and 374 nationwide to achieve this rating. This rating allows residents and businesses to receive lower insurance premiums.



Accomplishments

- Continued the Automated External Defibrillator Program (AED) throughout City facilities.
- Continued funding for successful CPR program that has provided life saving skills to City staff and Residents.
- Implemented the File of Life program which provided residents with medical data forms that can be given to EMT personnel.
- Received GEMA grant for hazardous material equipment and response vehicle.
- Older Self Contained Breathing Apparatus were overhauled to provide additional life expectancy and provide additional years of service.

Budget Summary FY09-10

The Fire Department's number one goal is readiness and response. To meet this goal, the department must anticipate the needs of the community during emergencies and assure that trained personnel and necessary equipment are available to meet these needs and assure that we are meeting our standards of operation and professional service. Our proposed budget focuses on improvements in four primary areas.



A major program included in the proposed budget is upgrading our level of medical service from First Responder status to Basic Life Support. This upgrade requires the acquisition of additional equipment and supplies. It also requires that the department contract with a local physician to serve as the Medical Director to provide mandatory medical oversight. This upgrade in medical service offers a direct benefit to our citizens and responds to demographic projections that show continued growth in our older population. The Fire Department will

continue to maintain Automated External Defibrillators located in all city facilities and provide regular CPR and first aid training to city employees, residents and business employees.

In the area of administration and staffing, the department will analyze emergency operations and restructure the organization to meet the current needs for fire protection and safety. It will utilize key personnel to oversee and coordinate projects to provide staff development opportunities and continue to provide training in the following areas: supervision, officer development, computer skills, disaster operations, fire prevention, public education and specialized training. In partnership with other City departments, the Fire and Rescue department will assist in the removal of signs, identify damage to street signs, report street potholes and graffiti removal to facilitate a safe and attractive environment.

We want to assure that we are using available technology to assure the effective use of available staff, meet the current needs of the community, provide the best possible service to the community and work towards becoming a paperless organization. We will upgrade our 5" hose to adapt the connections to a swivel fitting which will increase operations and provide for safer operation. This project will be phased in, purchasing hose over the next two fiscal years. We will enhance the current Firehouse software program to add the record management system and continue to upgrade technology in our two fire stations by adding additional desktop computers. We will continue to work closely with the Deputy City Manager on plans for the renovation of Fire Station No. 1 to assure that it is upgraded to include much needed technology improvements.



Finally, our proposed budget includes Fire Prevention and Public Education programs designed to reduce the number of fire events in the community and allow our department to respond quickly to emergency situations. We will continue the development of a Community Emergency Response Team (CERT) program for the community to develop a trained group of

citizen volunteers capable of assisting our department during an emergency. We will implement the File of Life Program, a life saving informational program, which allows emergency responders easy access to critical information about an individual. We have applied for grant funding to allow us to establish a comprehensive public education program.

FY 2009-2010 Budget Priorities

Priority One: Increase level of medical service to Basic Life Support (BLS). Requires the acquisition of equipment, supplies and a contracted Medical Director. Recurring costs will be significantly less in the following years which will include the cost of the Medical Director and supply restocking.

Priority Two: Upgrade hose connections. Upgrade of the 5" hose that will adapt the connections to a swivel fitting which will increase operations and provide a safer operation. Quint 1, Engine 2 and Engine 1 will be completed in this year's budget. Engine 3 will be proposed in the next budget.

Priority Three: Training. Training will address supervision/management, officer development, computer skills, disaster operations, fire prevention/public education and specialized training.

Commitment to Sustainability

Economic. This budget has been developed to meet current economic restrictions, while continuing to provide the highest level of critical emergency services.

Environmental. We have assured that the new Station No. 2 and the planned renovation of Fire Station No. 1 will meet LEED certification as environmentally sustainable buildings.

Organizational/Institutional. The budget was developed to assist the department in maintaining the current level of service needed to serve and protect the citizens of Decatur.

Police Department

Department Mission

The mission of the Police Department is to promote the quality of life in Decatur by providing police services with integrity and with a spirit of excellence, in cooperation with the community.

Department Overview

The Decatur Police Department is responsible for providing protection and police services to the Decatur Community. The Decatur Police Department is a full-service law enforcement agency. The Police Department is comprised of 47 full-time sworn officers, 15 full-time non-sworn employees, 1 part-time sworn officer and 21 part-time non-sworn employees, for a total workforce of 84 employees. The department is organized into four divisions. The four divisions include the General Administration Division, the Uniform Patrol Division, the Criminal Investigations & Special Patrol Division, and the Support Services Division. The Decatur Police Department maintained its level and quality of service to members of the community, in spite of critical staffing shortages. Our incidents of Part I crimes remained low and our clearance rates remained significantly above national averages.



We continued to develop strong relationships with members of the community. In particular, we continued our C.A.P.S. (Citizens Assisting Public Safety) program this year. The C.A.P.S. program involves members of our community in service to their neighbors. The C.A.P.S. volunteers assist the police and fire departments in many ways including:

- Traffic direction at special events
- Staffing the mobile incident command trailer at special events
- Augmenting Fire Department First Aid duties at special events
- Goodwill ambassadors on the Square
- Permit fingerprint processing
- Child safety seat technicians

During the last several fiscal years staffing has remained a constant concern of the department. Over the past year, we have had as many as fourteen vacant police officer positions. We currently have five vacant police officer positions. While this is still a critical issue for us, we have achieved some success in this area. The police department has actively worked to address this problem and the success we have achieved was brought about through several initiatives:

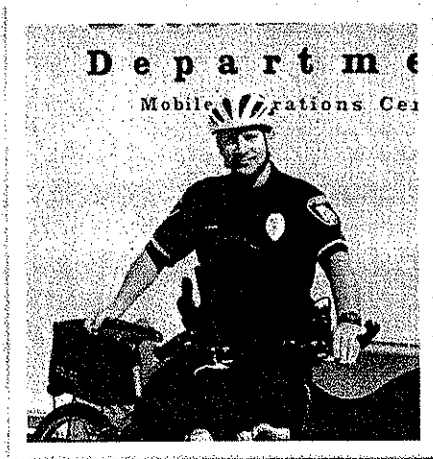
- Marketed the department through traditional media such as the Atlanta Journal/Constitution and internet based sites
- Created a multi-media marketing campaign for the police department
- Established a relationship with the Georgia Department of Veterans Affairs, which has allowed us to attend job fairs at military bases

Accomplishments

- Hired 10 new officers this past budget year.
- Created a traffic unit utilizing two officers operating a motorcycle unit and a Dodge Charger.
- Conducted promotions for Lieutenant and Sergeant positions.
- Part 1 Crimes remained low.
- Cleared April 2008 homicide within 12 hours.
- Experienced little or no turnover within the department in spite of being short staffed.
- Continued to maintain high standards and great customer service by being very responsive to problems and concerns of the community.

FY 09-10 Budget Summary

The Police Department's goal when developing the FY 2009-2010 budget request was to secure funding that would allow us to address staff recruitment and retention, facilitate the implementation of our five year plan and continue to provide excellent service while holding the line on expenditures.



We want to maintain an adequate work force to allow us to continue providing excellent services to our community. The recruitment of qualified personnel continues to be a major emphasis in the department. Our ability to implement many other strategies is contingent on having adequate staffing. We will continue our marketing and recruitment campaign, which was begun in FY 2008-2009 using targeted media outlets that have proven to be successful in attracting the type of individual we are seeking.

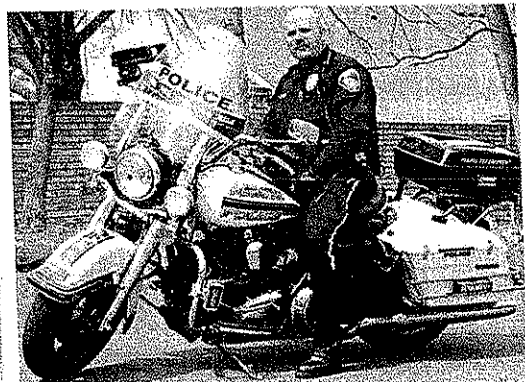
Our budget request also includes funding to allow us to continue to implement elements of the 5 year strategic plan the department adopted in 2007. The plan focused on providing customer service and developing a high level of professionalism. It identified areas where we excel but included areas that needed improvement in order to meet the high level of standards that we set for our department. The department will continue to emphasize training of personnel and seek

professional instructors to provide in-house training to allow all personnel to participate in critical training.

As part of our strategic plan, we have identified several areas where we can expand our current community education programs. Our Citizen's Public Safety Academy remains one of our most successful programs. We recently conducted our 17th session and are already in the planning stages for the 18th. We intend to create a "Junior Police Academy" (JPA) in FY 2009-2010. This will be a shortened course targeted towards young people from 12-16 years of age. The JPA will be conducted during the summer school vacation. Additionally, we have partnered with the City Schools of Decatur in the "Dual Enrollment" program. This program allows students to take specialized career training course and receive both high school and college credit. Decatur PD personnel are currently serving as instructors in this course and will continue to do so in FY 2009-2010.

We will also be conducting community education programs targeted towards the elderly population. Possible topics include identity theft and fraud prevention.

The police department and the community have identified pedestrian safety as a growing concern. With increased residential and commercial development in downtown, pedestrian safety is a primary concern. The department has implemented a traffic safety unit with the leasing of a Harley Davidson motorcycle. We intend to address this issue through education programs and enforcement actions.



We will continue to operate under the belief that addressing *small problems or quality of life issues* can have a larger impact on crime prevention than major endeavors geared towards *real crime*. In FY 2009-2010, we will expand on our efforts to address quality of life issues. We recognize the tremendous work done by many members of the city staff and our community to rejuvenate and beautify our downtown area. We are dedicated to ensuring these efforts have not been in vain. We are developing operational plans and strategies to address quality of life issues such as littering, noise violations, graffiti, panhandling, and improper usage of public facilities. We are also committed to assisting in the drafting of ordinances to address these issues. We wish to add an additional officer to patrol the downtown area. This is one of those initiatives that is dependent upon adequate staffing, but we recognize the need for an additional officer, as soon as feasible.

This budget reflects an effort to reduce expected expenditures in both supplies and services. However, personnel costs are expected to rise during FY 2009-2010 and the savings in supplies and services will not entirely negate that increase.

Budget Priorities

Priority One: Computers for patrol vehicles, the traffic motorcycle and the roll call room.

Priority Two: Mobile video cameras to replace old VHS cameras.

Priority Three: Continued Marketing and Recruiting Efforts. Recruit marketing maintenance plan.

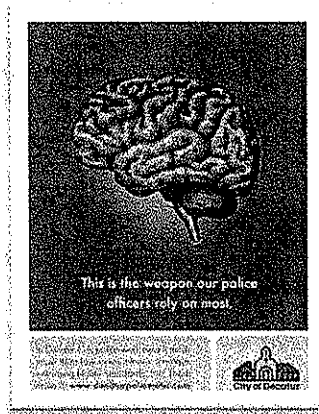
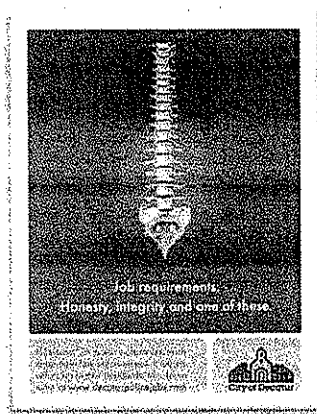
Priority Four: Crime Reporting Software. The department has contracted with "Crime Reports.com" to track and report current crime reports and analyze data to better predict future crimes.

Commitment to Sustainability

Environmental. The non-patrol vehicle requested in this budget will be a hybrid vehicle to supplement the two hybrid vehicles already in the fleet.

Economic. The architects of the Police Department's budget endeavored to produce a workable financial request, which would not exceed the current fiscal year's budget. We were able to produce a budget request, which was lower than the current year except in the area of personnel costs.

Community. One of the biggest challenges faced by the Police Department both in the current fiscal year and the upcoming one, is the ability to maintain our current level of service. The department has implemented several new services this fiscal year, which will be continued in the upcoming year. These services are criminal background checks for citizens, teaching criminal justice classes at Decatur High School, and the creation of a traffic enforcement unit. Our goal remains fixed at maintaining or even increasing our current levels.



Public Works Department

Mission

To provide the highest quality service to the community and other City departments in a responsible and efficient manner and maintain a cost effective operation through the prudent use of resources, technology, innovation, teamwork and coordination with other departments and community partners.

Department Overview

The Public Works department includes buildings and grounds maintenance, fleet maintenance, and operation of the Decatur Cemetery. The department also includes the engineering division which provides streets maintenance, oversees construction and maintenance of public facilities and operates the stormwater utility. The goals and budgets for the Engineering Division and the Stormwater Division are covered in greater detail in separate summaries.

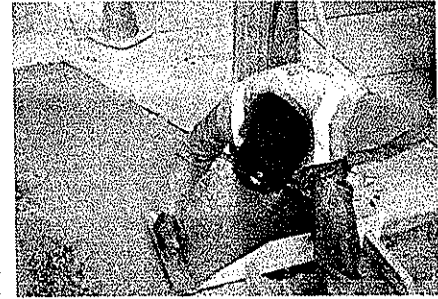


The Public Works department also includes the Solid Waste division which is made up of four different operations: residential, commercial, recycling collection and street sweeping. Our goal is to collect solid waste from residential and commercial properties at the least possible cost and still provide the best service to all of our customers. The Solid Waste Division provides services to all residential properties and many of the commercial properties in Decatur. Effective July 1, 2008, the city contracted with a new firm for the residential recycling services as the result of a competitive bidding process. The process resulted in a collection fee of \$49.50 per ton for the collection of comingled recyclables which represents a \$65.50 reduction. In addition to the contract savings, the new contract required the collection of all plastics #1-7.



The nation's economy and market for recycling was strong at the time the residential recycling services were bid which accounted for the marked decrease in the per ton fee. Since that time, the recession and an overabundance of available recyclables has resulted in a dramatic reduction of market value of the recycled materials. Public Works staff will continue to seek ways to ensure high quality recycling services at a reasonable cost to the residents of Decatur.

The street sweeping efforts have resulted in the annual removal of 579 tons of leaves and other debris from our roadways and storm water inlets. Our sweeping efforts reduce the amount of contaminants entering the City's storm water system, as well as contribute to a cleaner and attractive streetscape which adds to the beauty of the community. In turn, the City is more attractive and inviting to those wishing to be active outdoors.



In addition to our efforts to operate in an environmentally responsible manner, the Public Works Department is also committed to the City's vision of promoting active living. The buildings and grounds staff coordinate with Active Living Division staff to make sure all parks and recreational facilities are clean, safe, and accessible to all segments of our community. The Engineering Division/Streets Section assists with active living activities through sidewalk maintenance and repairs and sidewalk installation projects funded by the Bond Fund.

Accomplishments

- Awarded and transitioned to a new residential recycling hauler which has resulted in financial savings.
- Continued the very successful Electronics Recycling program.
- Implemented the Georgia "Away from Home" Recycling Trailer.
- Continued to work with multi-dwelling properties to provide recycling services to the residents of those properties.
- Purchased a new rear yard collection vehicle that is providing reliable service to the solid waste division.
- Implemented zero waste in city facilities.
- Installed waterless urinals which save approximately 40,000 gallons of water per unit per year.
- Continued to research and purchase environmentally friendly cleaning supplies.
- Implemented the use of environmentally friendly herbicides made from regular household ingredients.
- Implemented the use of online citizen request management software which allows for citizens and other city departments to report facility repairs or other requests 24 hours a day, 7 days a week.
- Conducted a cemetery marker restoration and preservation project in the historic portion of the Decatur Cemetery for badly damaged markers.
- Filled staff vacancies in order to continue providing a high level of service in all areas of the city.

Budget Summary and Priorities FY09-10

During FY 2009-2010, the Public Works Department will continue to research and implement best practices in the area of environmental, financial, and social sustainability. The staff of the Public Works Department is committed to learning about and embracing sustainable concepts in order to keep Decatur a model community in all areas especially sustainability. Every division has been challenged to keep fiscal spending under tight control while maintaining the expected



high level of service in all areas. Our focus this year will be improving our overall customer service and responsiveness through a dedicated effort to best utilize the tools and resources which are already available to us. The Public Works Department will seek training opportunities to increase its staff's efficiencies in using the Citizen Request Management software application.

Despite the economic uncertainty, the City of Decatur Public Works Department will continue to provide the highest quality public works services to the community and other City departments, while maintaining a cost effective operation. This economic downturn will challenge our creativity and methods of providing these services in a sustainable manner but the staff is committed to meeting this challenge. We will leverage existing resources by seeking grants, by enhancing volunteerism and by partnering with community groups.

This year the Public Works Department will strive to continue to complete projects, which are directed at maintaining safe and reliable infrastructure that protects and enhances public health, safety, welfare, and quality of life and focuses on environmental sustainability for our present and future citizens. The department will continue to support the concepts of active living through clean, well-maintained, and accessible streets, trees, sidewalks, parks, and facilities. We will foster collaborative opportunities with other departments, citizens, and other local assets such as the City Schools of Decatur, Agnes Scott College and Emory University on initiatives such as urban farming, cooperative procurement, and composting.

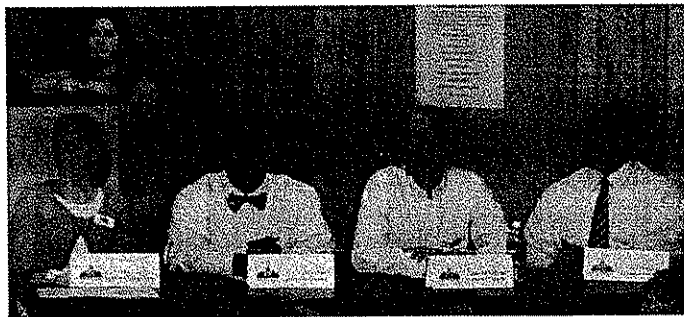
The Public Works Department will seek training opportunities to increase its staff's proficiency in using the Citizen Request Management software application. In addition to providing staff with software training, the Public Works Department will provide training in areas such as Ethics, Stress Management, and Financial Planning. The training objectives will seek to provide staff with the tools to manage personal and professional stresses magnified by the current economic conditions. Public Works staff members represent the City every day while carrying out their responsibilities and it is important that we help them manage personal challenges to assure that they continue to provide quality service to our citizens.

Due to a lower collection volume and the drop in market prices for recyclables, Latham Home Sanitation, the City's single family residential recycling hauler, has requested a review of the current contract in order to renegotiate a recycling fee that will continue to allow them to provide the service in the City. We are reviewing their request and are currently working to develop a recommendation which ensures high quality recycling services to the residents at the lowest possible cost. Regardless of the eventual outcome of the contract negotiations, our review of overall estimated sanitation costs and service delivery expenses, together with recognition of current economic conditions, we recommended reducing the single-family residential fee from \$235 per unit to \$225 per unit in the 2009 Residential Sanitation fee billing. In order to expand recycling opportunities in the City of Decatur, we will work with and assist homeowners associations and the management staff at the City's multi-dwelling residential properties to implement our multi-dwelling recycling program. Doing so will allow for education of the entire residential community in order to better serve them, move to reduce the amount of solid waste, and increase the amount of recyclables collected from these properties.



This year's budget request includes funding to continue our proactive crosswalk striping efforts. We have received positive community feedback regarding the level to which the City maintains striped crosswalks as well as the installation of a stamped brick crosswalk on East Ponce de Leon Avenue. Additional crosswalks are scheduled to receive the new crosswalk treatment during this upcoming year. The new crosswalks are being installed to increase their visibility to motorists in the high pedestrian traffic areas of the city.

In FY 2009-2010, the Facility Maintenance Section will continue to retro-fit restroom facilities with water and energy saving fixtures such as dual function flush handles, waterless urinals and motion sensor light switches. In addition to the water conservation component of our facility



maintenance operation, we are continuing to research environmentally friendly cleaning products and janitorial supplies. This effort will have a positive impact on the environment by reducing the amount of harmful chemicals released into our surrounding work environments and improve the indoor air quality in all city facilities. Ensuring

that all city facilities are clean and safe for employees and citizens is a priority of the Public Works Department. We are also practicing financial sustainability in our efforts to be green. As environmentally friendly products come into the market place, we continue to make sure that

we are purchasing the best products at the lowest price possible. We will also continue to apply environmentally friendly herbicides and pesticides to ensure that our city parks and other green spaces are safe as possible.

During FY 2009-2010, Sanitation Services needs to replace the Department's 1999 Volvo front loader that has exceeded its projected 7-year operational expectancy. This vehicle is needed to continue our level of service for commercial and multi-family solid waste collection. Over the past two years, \$47,560 has been spent repairing the 1999 Crane Carrier.

The Public Works Department takes the environment very seriously. That's why, as part of our recently renewed commitment to making Decatur clean, green, active and attractive we are actively pursuing new and environmentally responsible ways to meet our collection needs. The new 2010 model year diesel vehicles have improved emission systems, which significantly reduce exhaust emissions, which are harmful to our environment. In addition to the improved emission systems, we are researching the possibility of fueling our diesel fleet with bio-diesel fuel, which will also reduce exhaust emissions with a small impact on our current fuel cost.

Commitment to Sustainability

Economic. The Solid Waste Division reduced the residential sanitation billing fee for 2009.

Environmental. Public Works staff has continued the practice of purchasing earth friendly products for cleaning and dining. Public Works also promotes water conservation by installing water urinals at the Leveritt Public Works building and using rain water to wash City vehicles.

Engineering Division

Mission

To provide the best possible public facilities at the lowest possible cost; construct & maintain public facilities that are safe, convenient and attractive; and, assure that city building regulations and standards are enforced.

Division Overview

The Engineering Division takes great pride in providing superior customer service to all citizens and agencies that seek our input and services in a timely, effective and efficient manner every day throughout the year. These services include but may not be limited to:

- Site development review
- Right-of-way and soil erosion & sedimentation permitting and inspections
- support to the Stormwater Management Engineer for detention system and commercial/industrial site inspections
- Street and sidewalk facilities repair and maintenance
- Coordination of the Community Rating System program for floodplains and development impacts and assistance to the citizens on how the floodplain affects their property
- Traffic engineering design and analysis and the undertaking of special design and construction assignments as required for street right-of-way and pedestrian route improvements.



Due to increased requirements from the State for expanded soil erosion control inspections and an interdepartmental effort of inspection support services between Engineering and the Planning, Zoning & Inspections Divisions the workload and level of service has increased in the past year. This increase is covered by assigning Engineers to support the full-time inspector as required. The Engineering Division will also continue to support the various street and pedestrian improvement projects planned through the Bond issue over the next several years.

Accomplishments

- Initial planning and field evaluation for Phase 2 of the Bond Issue sidewalk improvement program for both new and replacement sidewalk throughout the City.
- Milling, repair and resurfacing of Driftwood Terrance, Ferndale Drive, Lamont Drive and Springdale Street west of Hillcrest Avenue with assistance from the State LARP program.
- Completed the acquisition and demolition through a FEMA grant for the removal of four flood prone properties on Westchester Drive along Peavine Creek Tributary.
- A citizen response sidewalk repair request program was introduced in the FOCUS and advertised on the City website to better address sidewalk repair needs.



Budget Summary and Priorities FY09 -10

The Senior Engineer will continue to handle and address all matters directed to or the primary responsibility of the Engineering Division and will provide assistance and support to the Stormwater Management Engineer and staff. The Project Civil Engineer position has been eliminated from the Engineering Division and transferred to the Planning, Zoning & Inspections Division.

The Engineering budget contains several funding requests proposed by the Street Section supervisor to aid in improved maintenance and upkeep of the City's streets and for more efficient and timely repair operations for sidewalks and other concrete surfaces.

During FY 2009-2010, the Streets Division plans to replace a 1994 Chevrolet Kodiak Dump Truck. This vehicle has exceeded its useful life based on annual repair and maintenance expenditures and the fact that it has been out of service since the Fall 2008 for a differential repair that has an estimated cost of over \$5,000.00. The Streets Superintendent has researched and evaluated a replacement unit for this vehicle.

Commitment to Sustainability

Economic. The Division directly benefits its citizens and customers through a proactive stewardship of the budgeted resources provided for staff, materials, equipment and supplies to meet the basic needs of the City for sustaining present-day quality of life while striving to enhance the constructed longevity of the projects, both public and private, and infrastructure the Department is associated with over time.

Stormwater Division

Mission

To minimize the degradation of the environment through the enforcement of environmental regulations and to oversee the implementation of the City's storm water master plan.

Division Overview

Acting on a commitment to promote environmental sustainability, the City of Decatur hired a Stormwater Management Engineer two years ago. This new position allowed the Engineering Department to more directly focus on storm water problems and address infrastructure and environmental sustainability.



This past year, the Stormwater Division moved forward to achieve several program goals. The Environmental Sustainability Board was created and the Stormwater Management Engineer is one of the City's representatives on the Board. The overall charge of this Board is to promote sustainability within the City. The Stormwater Management Engineer will assure that the Stormwater Master Plan becomes an integral part of this Board's work program. The goals of the Storm Water Master

Plan are to promote cleaner water quality, reduce soil erosion, eliminate localized flooding problems, and upgrade decaying stormwater infrastructure. All of these goals lead to cleaner water and help sustain cleaner environments.

Accomplishments

- Creation of the Environmental Sustainability Board
- Completion of the Decatur High School new stadium and football field which included a complete upgrade of the property's storm sewer system. This included brand new 60" storm sewer lines to replace undersized and old storm sewer lines, two new stormwater detention systems and multiple water quality systems.
- The funding of a citizen group project for Peavine Creek. This group is taking action to study the Peavine Creek area and improve the water quality.
- Utilizing State 319(h) Grant money to improve the South Fork Peachtree Creek Tributary in Glenlake Park with stream bank restoration and water quality systems.

Budget Summary and Priorities FY 09-10

The funding requests in this year's budget aim to aid in improving the City's storm water infrastructure and help provide more efficient repair operations and routine cleanings. The work plan for the Stormwater Division maintains the same goals and objectives for those of the Engineering Department with an additional focus on implementing the Storm Water Master Plan and to improve the downtown stormwater infrastructure over the next several years. The State regulations related to stormwater continue to increase and the Stormwater Division will continue to adjust to ensure the City is in compliance. The budget request for this year includes a capital outlay request for a storm sewer camera. This piece of equipment will greatly improve the Division's ability to monitor, maintain and repair the City's old and decaying stormwater infrastructure.



Currently we have no way of inspecting storm sewer lines unless they are large enough to enter them which is extremely dangerous. The City's storm sewer infrastructure is extremely old and we have many areas that need to be upgraded. A storm sewer camera will enable us to quickly and inexpensively detect system failures.

Commitment to Sustainability

Environmental. The Stormwater Division is responsible for improving and maintaining water quality in the City's watershed system by enforcing Georgia stormwater regulations.

Economic. There are many projects on the horizon for storm system upgrades and the request storm sewer camera will help to quickly locate the source of the problems. The Stormwater Division gets many calls from residents regarding storm lines on their property or in nearby right of ways and we would better serve them with this equipment.

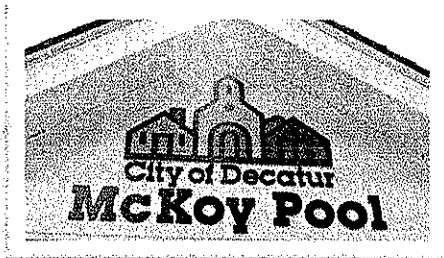
Capital Bond Projects

In September 2006, Decatur voters approved a bond referendum that provided the City of Decatur with \$16.4 million for much-needed capital improvement projects and provided the City Schools of Decatur with \$16.5 million to support major capital needs at Decatur High School and Renfroe Middle School. This is the first general obligation debt for the City since 1955 and for the school system since the late 1950s.

Accomplishments

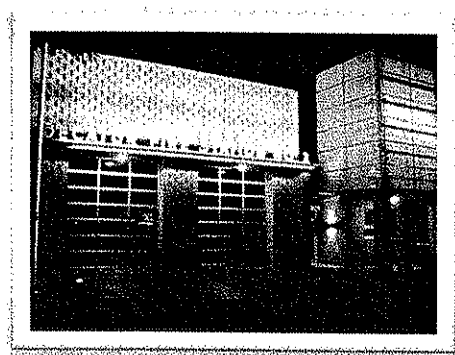
McKoy Pool and Bathhouse

McKoy Pool and Bathhouse opened for Memorial Day weekend in May, 2008. McKoy Pool incorporates a zero entry (beach entry) access pool making it easier for elderly and handicapped residents to use, bubbler features to entertain younger swimmers and dedicated lap lanes that can be scheduled for adult-only lap swimming in the mornings and afternoons while providing general swimming for summer campers and older children during busy summer days. The project includes a new bathhouse that is fully accessible as well as both hard surface decking and grass lounging areas. Funding for this included about \$750,000 from the Capital Projects Bond Fund and \$250,000 from the DeKalb County Community Development Department. McKoy Pool and Bathhouse was designed by Lyman Davidson Dooley Architects of Marietta. The general contractor was Swim-Pro Pools of Statesboro.



Decatur Fire Station No. 2

Construction is nearing completion on the new Decatur Fire Station No. 2 at 356 West Hill Street. The 4,500 square foot building includes 2 engine bays and living and sleeping quarters for 5 firefighters. It is designed as a high-performance "green building" to comply with LEED (Leadership in Energy and Environmental Design) standards and includes efficient plumbing, heating and air conditioning systems, solar hot water heaters, and other energy saving features. The total project budget of \$1,800,000 was provided by the Capital Projects Bond Fund. Fire Station No. 2 was designed by LP3 Architects of Decatur. The general contractor was Ward General Contractors of Kennesaw.



Greenspace Acquisition and Improvement

Decatur's inventory of greenspace received several additions in 2008-2009. Four flood-prone dwellings on Westchester Drive were purchased and demolished, along with the purchase of a vacant property on North Parkwood Road, providing about 4 acres of permanently reserved open space to Hidden Cove Park. These acquisitions were made using funds from the Capital Bond Fund (\$440,000) and grants from the Federal Emergency Management Administration (\$1,174,000) and the U.S. Department of the Interior's Land and Water Conservation Fund (\$50,000).



Work commenced on a master plan for Hidden Cove Park and a new foot bridge was built in the Glenn Creek Nature Preserve. The City accepted a donation of 2.3 acres of property on Midway Road to add to Dearborn Park.

Sidewalk Improvement Program

Almost one mile of new sidewalks were been built during Phase 1 of the sidewalk improvement program at a cost of \$300,000. Sidewalk improvements were planned considering priorities from the Community Transportation Plan, providing logical connections and reducing gaps in the sidewalk system, providing sidewalks where there is a substantial amount of existing pedestrian traffic, and providing sidewalks in areas with high volumes of vehicular traffic.

Phase 2 of the sidewalk improvement program is funded with \$1.2 million from the Capital Bond Fund and should be underway during the latter months of 2009. Phase 2 will include over 3½ miles of new sidewalks.

Glenlake Park Improvements

A master plan of improvements to Glenlake Park was approved by the City Commissioners in February, 2008, after an extensive public involvement process. Construction began on a new bathhouse in late 2008. Work on the rest of Phase 1 of the park improvements started in March, 2009.

This is a major undertaking and is the first comprehensive improvement to Glenlake Park in the last 50 years. New walking trails, pedestrian bridges, a new multi-purpose pavilion, improved



Narrative

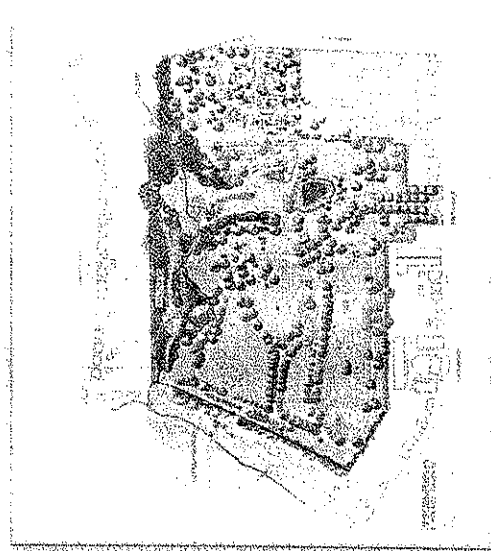
dog park, and renovated athletic fields will provide a wide variety of activities in the park and enhance active living opportunities for Decatur residents. A restored stream corridor and several new storm drainage improvements will improve water quality, help reduce downstream flooding and allow the stream to become an integral part of the park experience. Construction is scheduled to be completed by the end of 2009. The total project budget is \$3 million from the Capital Bond Fund. The Glenlake Park Improvements were designed by jB+a Landscape Architects of Atlanta. The general contractor for the Glenlake Bathhouse is Georgia Development Partners of Atlanta. The general contractor for the Glenlake Park Improvements is Sports Turf Company of Whitesburg.

Wayfinding System

Work was completed in 2008 on Phase 1 of a new city-wide Wayfinding System, a series of sign improvements to help residents and visitors locate public and community facilities, commercial and retail centers like downtown Decatur and Oakhurst Village, parking facilities and retail establishments throughout Decatur. The total project budget was \$270,000, with \$100,000 from the Capital Bond Fund, \$125,000 from the Decatur Downtown Development Authority, \$35,000 from the Decatur Business Association, and \$10,000 from Decatur Beer Festival. The Decatur Wayfinding System was designed by Sky Design of Atlanta and fabricated by Architectural Signage, Inc. of Norcross.

Decatur Cemetery Improvements

The Decatur Cemetery is the City's largest publicly-owned open space and is adjacent to Glenlake Park, the City's largest public park. The City Commissioners approved a master plan for the Decatur Cemetery in September, 2008, after a comprehensive public planning effort. The master plan includes a landscape improvement and tree replacement program, improvements to the storm water system, walkways, drives and other infrastructure elements, with an emphasis on pedestrian amenities, a "pond side" park, repairs to the historic Old Cemetery and a maintenance plan to address erosion, restoration of the undeveloped 10-acre "woodland" section of the Cemetery property behind Glendale Avenue, including pedestrian bridges, removal of kudzu and other invasive plants, and stream bank protection, and beautification of the Cemetery's main entrance at Bell and Church Streets.

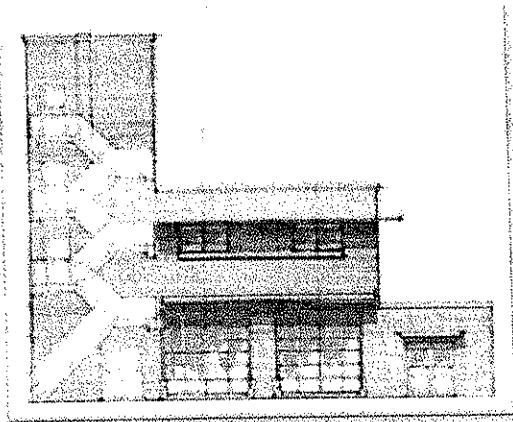


Trees Atlanta has begun a 5-year restoration program of the woodland section of the Cemetery. The master plan was prepared by the firm of Edward L. Daugherty, FASLA. Construction of other master plan improvements should begin by early 2010.

The approved budget for the first phase of improvements is \$1.81 million from a number of sources, including the Capital Bond Fund, Cemetery lot sales revenues, the Tree Bank Fund and the Storm Water Utility.

Fire Station No. 1

Design plans have been completed and construction funds are being sought for a full restoration and small addition to Decatur's Fire Station No. 1 at 230 East Trinity Place. Built in the mid-1950's, Fire Station No. 1 is a 2-story concrete frame and masonry building of about 12,000 square feet with 3 engine bays, offices, day room and kitchen, bunker gear and hose storage room, dormitory area, and restrooms.



Proposed improvements include replacement of roof, gutter and downspouts, replacement of windows and overhead doors, upgrading of mechanical and electrical systems to current code requirements, kitchen renovation with new cabinetry, new privacy partitions in dormitory area, and renovation of all locker, toilet and bathing rooms to current standards for "coed" use. Like Fire Station No. 2, it is designed as a high-performance "green building" to comply with LEED (Leadership in Energy and Environmental Design)

standards and will feature geothermal mechanical equipment, a grey water system to reduce water usage and other energy saving features. A construction budget of \$3 million is anticipated. The Fire Station No. 1 Improvements were designed by Smith Dalia Architects of Atlanta.

Decatur Recreation Center

A master plan for comprehensive improvements to the Decatur Recreation Center has been completed. The present building was built in the mid-1950's. The building presently is used for a variety of recreational and athletic activities including crafts, fitness and dance classes, youth activities, meetings, and recreational athletic play, but will no longer be used for high school athletics after mid-2009.

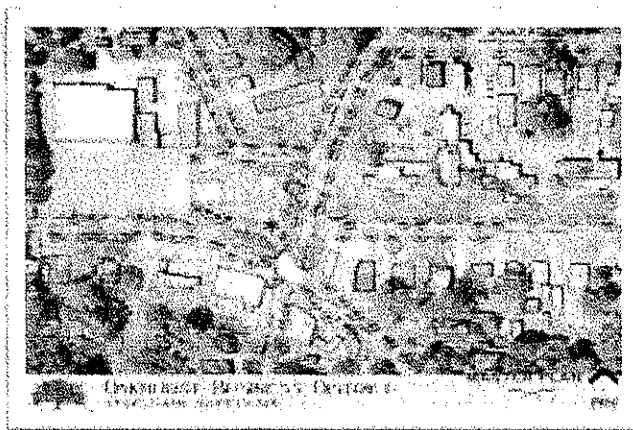
Proposed improvements include a new climbing wall and elevated track in the gym, new multi-purpose exercise and dance studio, institutional kitchen, new meeting rooms and lounge areas, additional staff office space, new plumbing and electrical systems, and new interior finishes. Proposed improvements are planned to be LEED certified. A construction budget of \$5 million is anticipated. Master planning and design services were provided by LP3 Architects of Decatur.

West Ponce de Leon-West Trinity Place Bicycle Lanes

Design plans for the West Ponce de Leon-West Trinity Place Bicycle Lanes have been completed and are under review by the Georgia Department of Transportation. The bicycle lanes would run along West Ponce de Leon Avenue and West Trinity Place from the western City limits near East Parkwood Road to North McDonough Street in downtown Decatur.

The plan also provides traffic calming elements along West Ponce de Leon Avenue between West Trinity Place and the western City limits. There is a reduction from 2 vehicle lanes to 1 vehicle travel lane in each direction, with a bike lane in each direction, "bulb outs" with crosswalks at intersections, and on-street parking permitted on both sides of the street. The total project budget is \$437,000, with \$175,000 provided by the Capital Projects Bond Fund and \$262,000 from the Georgia Department of Transportation's Transportation Enhancement Program. The project was designed by Kimley-Horn and Associates of Atlanta.

Oakhurst Streetscape Improvements



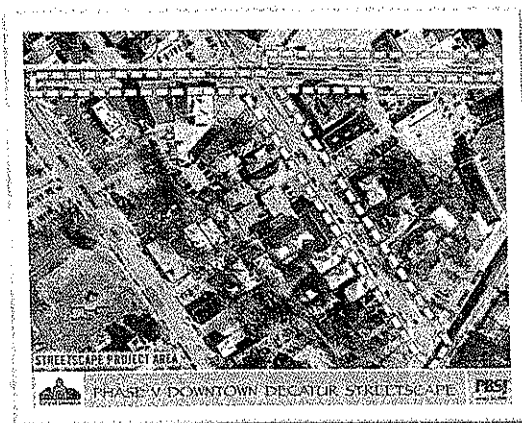
Design plans for the Oakhurst Streetscape Improvements have been completed and are under review by the Georgia Department of Transportation. Major goals of the project include improving pedestrian accessibility and safety throughout Oakhurst Village, with wider sidewalks and outdoor seating areas, improved crosswalks, additional on-street parking, new street lights and street trees, additional benches, bicycle racks and litter containers. Harmony Park would be

improved by replacing the existing drive-through parking lot at its southern boundary with additional park space. These parking spaces will be relocated to off-street angled parking near the retail shops adjacent to the park. The total project budget is \$1.5 million, with \$1 million provided by the Capital Projects Bond Fund and \$500,000 from the Georgia Department of Transportation's Transportation Enhancement Program. The project was designed by PBS&J of Atlanta.

Downtown Decatur Streetscape Improvements – Phase V

The Phase V project area includes the south side of East Trinity Place from North McDonough Street to Church Street, both sides of East Trinity Place from Church Street to just past the Fire Station, and Church Street from East Trinity Place south to East Howard Avenue. The purpose of the project is to improve accessibility and safety for pedestrians and to reduce conflicts between pedestrians and motorists. Proposed improvements will be located in the public right of way and will include new sidewalks, crosswalks, curb ramps, street trees, pedestrian scale

lights, benches, signage and trash receptacles. The streetscape improvements will be very similar to the earlier phases in downtown Decatur. A major improvement to the City's storm drainage system in this area also is being planned, including replacement of undersized and deteriorated facilities in Church Street and East Maple Street.



The total project budget is \$1.2 million, with \$400,000 provided by the Capital Projects Bond Fund and about \$800,000 from the Georgia Department of Transportation's Transportation Enhancement Program. Additional funding for storm drainage improvements will be provided by the City's storm water utility. The project is being designed by PBS&J of Atlanta.

Railroad Crossing Improvements

The Railroad Crossing Improvements at Candler and McDonough Streets is a plan of physical improvements designed to improve pedestrian accessibility and safety around and across two CSX railroad crossings in the central area of the City of Decatur. These crossings are located at the intersections of College Avenue and Howard Avenue with Candler Street and McDonough Street. Measures to implement a quiet zone in the railroad corridor will also be considered. The project is based on the elements of Decatur's Community Transportation Plan. The total project budget is \$1.85 million, with \$370,000 provided by the Capital Projects Bond Fund and about \$1.48 million from the Georgia Department of Transportation's Transportation Enhancement Program. A design consultant will be selected by in the summer of 2009.

Public Works Building

Decatur has outgrown its existing public works building and needs a new facility. The current building houses both engineering and sanitation operations and is located at the intersection of Talley Street and Sams Street in the heart of the evolving East Decatur Station / Avondale LCI project area.

The City is working to identify relocation options for Public Works that would include space for current public works operations and additional space to allow incorporation of the current Building Permit and Building Inspections operation to create a one-stop operation and improved customer service for residents, developers and contractors requiring plan review and permits. The new facility also would incorporate expanded storage capabilities and room to accommodate a variety of city vehicles, public works equipment and activities.

Future Capital Improvements

Additional planned capital improvements awaiting funding decisions include the following projects:

- Pedestrian Safety Improvements at Clairemont Avenue and Commerce Drive
- Pedestrian Safety Improvements at Church Street and Commerce Drive
- Church Street Bicycle Lanes
- Atlanta Avenue Railroad Crossing Improvements
- Decatur Police Department Improvements
- Downtown Decatur Streetscape Improvements – Phase IV

FUND BALANCE
SUMMARY
PROPOSED BUDGET
FY 2009-2010

The City of Decatur has a responsibility to act in a way that sustains the community, the organization and the people within the organization.



This page left blank to preserve double-page layouts.



All Funds
Fiscal Year 2009-2010
Revenues and Expenditures

Fund Balance, beginning of year	Governmental Funds						
	General Fund	Capital Improvement Fund	Cemetery Capital Improvement Fund	Debt Service Fund	E911 Fund	Children & Youth Services Fund	Economic Development Fund
	\$6,606,748	\$12,266,124	\$263,492	\$1,199,702	\$247,245	\$893,640	\$134,481
REVENUES							
Taxes	15,010,000	1,100,000		1,700,000			
Licenses and permits	362,600						
Fines and forfeitures	824,500						
Interest income	100,000	250,000		15,000			5,000
Charges for services	1,110,550		50,000		575,000		
Intergovernmental	421,650	1,409,200				697,650	
Contributions	0	0				76,450	
Miscellaneous	91,000	2,600,000	2,000				10,000
Transfers In	1,220	0					
Current Year Revenues	\$17,921,520	\$5,359,200	\$52,000	\$1,715,000	\$575,000	\$774,100	\$15,000
Fund balance appropriation - Use of Reserves	702,000						
Total Revenues	\$18,623,520	\$5,359,200	\$52,000	\$1,715,000	\$575,000	\$774,100	\$15,000

	Governmental Funds						
	General Fund	Capital Improvement Fund	Cemetery Capital Improvement Fund	Debt Service Fund	E911 Fund	Children & Youth Services Fund	Economic Development Fund
EXPENDITURES							
Personnel Services	13,348,200				719,670	1,087,592	
Other Services and Charges	3,262,580	287,200	10,000	1,441,770	101,180	312,860	25,000
Supplies	1,913,740	225,100			20,300	157,370	
Capital Outlay	99,000	11,017,150	15,000				
Indirect Costs							
Debt Services		793,960					
Lease Payments					37,500		
Depreciation/Amortization							
Bond Principal and Interest				275,000			
Transfers				0			
Total Expenditures	\$18,623,520	\$12,323,410	\$25,000	\$1,716,770	\$878,650	\$1,557,822	\$25,000

Excess (deficiency) of revenues over (under) expenditures	-	(\$6,964,210)	\$27,000	(\$1,770)	(\$303,650)	(\$783,722)	(\$10,000)
---	---	---------------	----------	-----------	-------------	-------------	------------

Other Financing Sources (Uses)							
Proceeds from Capital Lease		372,500					
Transfers In					225,000	783,722	
Transfers Out		149,000					
Reserved for Bond Projects		4,032,216					
Total Other financing Sources	\$0	\$521,500	\$0	\$0	\$225,000	\$783,722	\$0

Fund Balance, end of year	\$5,904,748	\$5,525,414	\$290,492	\$1,197,932	\$168,595	\$893,640	\$124,481
---------------------------	-------------	-------------	-----------	-------------	-----------	-----------	-----------

All Funds
Fiscal Year 2009-2010
Revenues and Expenditures

				Proprietary Funds			Fiduciary Funds		Totals
\$81,994	\$500	\$31,674	\$3	\$3,114,714	\$2,465,174	(\$142,457)	\$0	\$0	
Hotel/Motel Tax Fund	Greenspace Trust Fund	Confiscated Drug Fund	Grant Fund	Conference/Parking Deck Fund	Stormwater Utility Fund	Solid Waste Enterprise Fund	Board of Education Fund	Downtown Development Authority Fund	Total Revenues
							20,300,000	431,000	\$38,883,000.00
342,000						10,000			\$362,600.00
									\$834,500.00
		140							\$370,140.00
				72,000	982,000	2,280,000			\$5,069,550.00
					0				\$2,528,500.00
									\$76,460.00
				4,000					\$2,707,000.00
									\$1,220.00
\$342,000	\$0	\$140	\$0	\$76,000	\$982,000	\$2,290,000	\$20,300,000	\$431,000	\$50,832,960.00
\$342,000	\$0	\$140	\$0	\$76,000	\$982,000	\$2,290,000	\$20,300,000	\$431,000	\$702,000.00
\$342,000	\$0	\$140	\$0	\$76,000	\$982,000	\$2,290,000	\$20,300,000	\$431,000	\$51,534,960

				Proprietary Funds			Fiduciary Funds		Total Expenditures
Hotel/Motel Tax Fund	Greenspace Trust Fund	Confiscated Drug Fund	Grant Fund	Conference/Parking Deck Fund	Stormwater Utility Fund	Solid Waste Enterprise Fund	Board of Education Fund	Downtown Development Authority Fund	
					444,330	965,860			\$16,565,652
				165,000	244,980	661,390			\$6,646,660
97,700	35,000	2,000			46,200	322,250			\$2,684,960
					816,000	210,000			\$12,157,150
					269,320	181,400			\$793,960
									\$271,980
					11,440	223,040			\$640,000
				400,000	100,000	140,000			\$275,000
				0					\$20,975,200
244,200			0				20,300,000	431,000	\$61,461,282
\$341,900	\$35,000	\$2,000	\$0	\$565,000	\$1,932,270	\$2,703,940	\$20,300,000	\$431,000	

	(\$35,000)	-	\$0	(\$489,000)	(\$950,270)	(\$413,940)	-	-	
	35,000			97,700		210,000			
						214,540			
\$0	\$35,000	\$0	\$0	\$97,700	\$0	\$424,540	\$0	\$0	
\$62,094	\$500	\$29,814	\$3	\$2,723,414	\$1,514,904	(\$131,857)	\$0	\$0	

**General Fund
Revenue and Expenditures
2009-2010 Fiscal Year**

<i>Estimated Beginning Unreserved Fund Balance:</i>	\$6,606,748
---	--------------------

	FY 06-07 ACTUAL	FY 07-08 APPROVED	FY 07-08 ACTUAL	FY 08-09 REVISED	FY 09-10 PROPOSED
REVENUES					
Taxes	\$13,329,970	\$14,169,050	\$14,658,490	\$14,464,500	\$15,010,000
Licenses and permits	\$498,400	\$513,580	\$758,230	\$401,200	\$362,600
Fines and forfeitures	\$790,000	\$840,000	\$479,460	\$779,500	\$824,500
Interest income	\$300,000	\$300,000	\$310,160	\$90,000	\$100,000
Charges for services	\$973,650	\$1,359,500	\$1,431,390	\$1,078,900	\$1,110,550
Intergovernmental	\$279,110	\$317,190	\$267,180	\$320,870	\$421,650
Contributions	\$37,640	\$0	\$0	\$0	\$0
Miscellaneous	\$99,290	\$85,200	\$170,200	\$95,300	\$91,000
Transfers In	\$144,800	\$99,420	\$233,160	(\$17,640)	\$1,220
Current Year Revenues	\$16,452,860	\$17,683,940	\$18,308,270	\$17,212,630	\$17,921,520
Fund balance appropriation - Use of Reserves	\$327,000	\$203,340	(\$925,390)	\$607,000	\$702,000
Total Revenues	\$16,779,860	\$17,887,280	\$17,382,880	\$17,819,630	\$18,623,520
EXPENDITURES					
Governmental Control	\$99,770	\$107,790	\$86,910	\$154,120	\$129,480
General Government	\$1,354,460	\$1,426,100	\$961,600	\$1,241,700	\$1,426,850
Community and Economic Development	\$812,430	\$871,340	\$901,430	\$1,015,320	\$1,058,270
Planning, Zoning & Inspections	\$546,810	\$404,230	\$587,200	\$412,520	\$573,460
Administrative Services	\$2,335,920	\$2,430,990	\$2,544,610	\$2,651,380	\$2,769,030
Police	\$4,022,330	\$4,514,170	\$4,052,640	\$4,491,730	\$4,732,360
Fire	\$3,016,860	\$3,059,510	\$3,287,610	\$3,326,790	\$3,291,280
Sanitation & Facilities Maintenance	\$2,188,980	\$2,427,170	\$2,369,750	\$2,502,240	\$2,563,670
Engineering	\$623,090	\$700,580	\$606,050	\$683,820	\$717,340
Active Living	\$1,779,210	\$1,945,400	\$1,985,080	\$1,340,010	\$1,361,780
Total Expenditures	\$16,779,860	\$17,887,280	\$17,382,880	\$17,819,630	\$18,623,520

<i>Estimated Ending Unreserved Fund Balance:</i>	\$5,904,748
--	--------------------

* Recreation split into Active Living and Children & Youth Services in 2007-2008.
CYS no longer accounted for in the General Fund.

SUMMARY
OF
GENERAL FUND
REVENUES AND EXPENDITURES
PROPOSED BUDGET
FY 2009-2010

City of Homes, Schools and Places of Worship
- City Motto



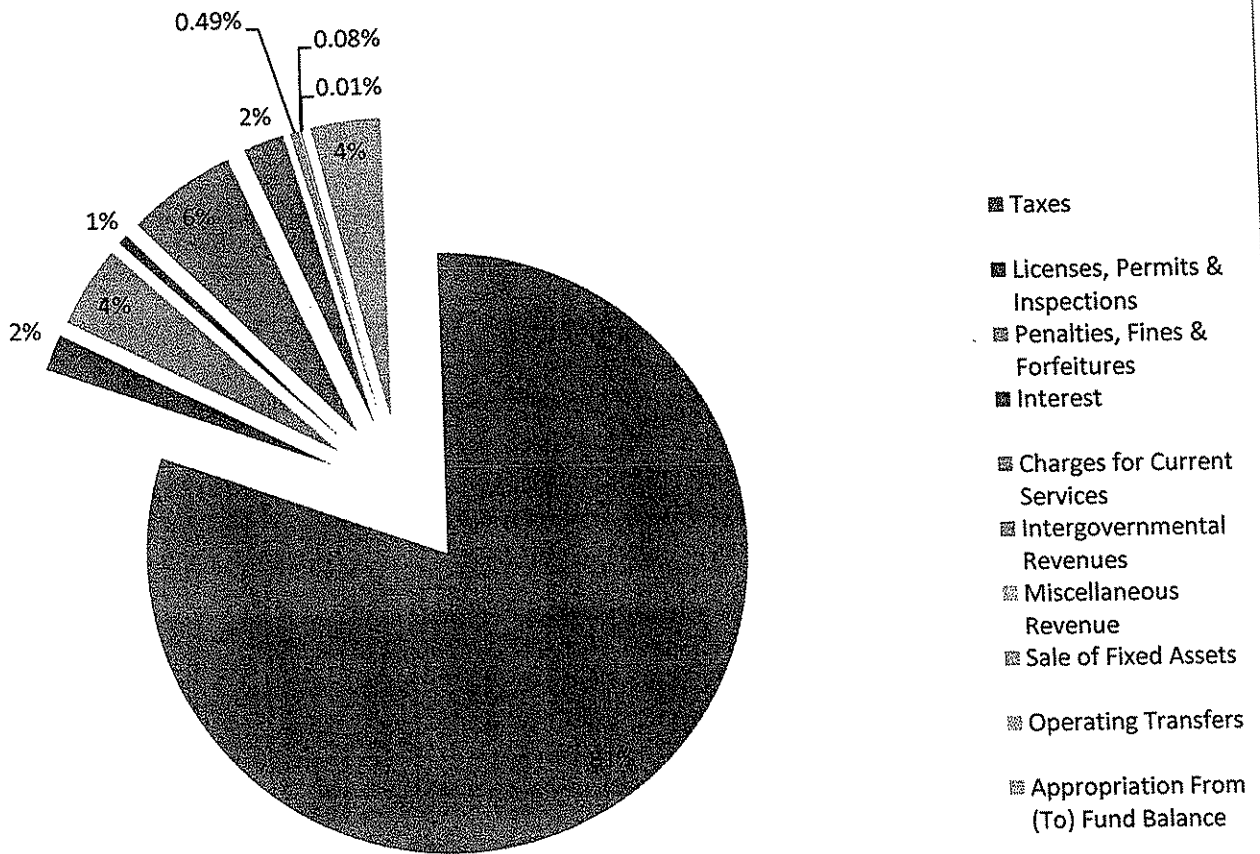
This page left blank to preserve double-page layouts.



CITY OF DECATUR
2009-2010 PROPOSED BUDGET
General Fund-Summary of Revenues

		ACTUAL REVENUE 2004-2005	ACTUAL REVENUE 2005-2006	ACTUAL REVENUE 2006-2007	ACTUAL REVENUE 2007-2008	BUDGET ESTIMATE 2008-2009	REVISED ESTIMATE 2008-2009	BUDGET ESTIMATE 2009-2010
311110	PUBLIC UTILITY TAXES	188,578	260,572	190,212	170,000	170,000	205,000	170,000
311190	PAYMENT IN LIEU OF TAXES	60,000	60,000	60,000	60,000	60,000	60,000	60,000
311200	REAL PROPERTY TAXES	7,950,024	8,403,085	9,278,058	9,811,729	10,036,000	9,865,000	10,805,000
311300	HOMEOWNERS TAX RELIEF GRANT	349,398	351,159	363,679	373,522	373,600	391,500	0
311300	MOTOR VEHICLE /RAILROAD EQUIPMENT TAXES	433,270	462,743	492,111	492,756	510,000	510,000	520,000
311400	BUSINESS PERSONAL PROPERTY TAXES	209,686	122,772	159,648	173,107	174,000	174,000	177,000
311600	OTHER TAXES	260,808	285,010	322,442	231,206	150,000	185,000	192,000
311700	FRANCHISE TAXES	1,067,250	1,254,130	1,226,971	1,354,353	1,315,000	1,358,000	1,365,000
314000	SALES & EXCISE TAXES	250,341	244,724	238,651	276,018	260,000	290,000	290,000
316100	OCCUPATIONAL TAXES	406,932	453,256	543,507	405,350	405,000	411,000	411,000
316200	OTHER TAXES - INSURANCE	844,773	909,240	951,125	991,895	992,000	1,015,000	1,020,000
319100	PENALTY & INTEREST	290,857	462,009	321,315	317,982	260,000	260,000	260,000
321000	ALCOHOLIC BEVERAGE LICENSES & PERMITS	94,324	112,302	115,056	125,279	119,500	130,900	126,500
322100	CONSTRUCTION PERMITS & FEES	260,170	612,516	494,013	629,111	497,100	270,300	236,100
330000	GRANT REVENUE - INTERGOVERNMENTAL	241,239	279,471	259,110	260,179	319,650	320,870	421,650
351000	PENALTIES & FINES	522,826	628,457	571,465	479,461	660,000	519,500	564,500
361000	INTEREST	106,612	246,365	339,908	310,163	300,000	90,000	100,000
371500	PRIVATE GRANTS	36,132	20,630	0	43,724	0	0	0
341000	MISCELLANEOUS FEES	31,196	16,903	13,394	13,333	10,700	10,100	10,800
342000	PUBLIC SAFETY FEES & CHARGES	310,309	356,870	388,571	604,817	637,050	613,300	614,950
344100	SANITATION FEES	41	0	0	0	0	0	0
347000	RECREATION FEES	428,013	522,268	552,272	680,994	442,600	378,600	408,600
349000	CHARGES FOR OTHER SERVICES	81,425	82,412	81,364	97,550	87,000	87,000	87,000
371000	GIFTS & CONTRIBUTIONS	14,507	14,992	5,020	37,433	0	0	0
381000	USE OF PROPERTY	96,073	96,031	84,058	95,056	83,000	75,000	80,000
389000	MISCELLANEOUS REVENUES	22,778	33,087	24,467	40,089	200	10,200	200
	GENERAL FUND CURRENT REVENUE	14,527,561	16,291,006	17,076,418	18,075,109	17,862,400	17,230,270	17,920,300
	FIXED ASSETS	7,665	22,481	610	6,837	15,000	12,000	15,000
	TRANSFERS & OTHER	0	0	0	0	0	0	0
	Operating Transfer From D'town Dev. Auth. Fund	0	0	0	0	0	0	0
	Operating Transfer from Solid Waste Fund	256,500	172,940	177,500	136,100	173,700	152,930	181,400
	Operating Transfer from Storm Water Utility Fund	226,900	230,000	246,800	260,600	275,200	261,430	269,320
	Operating Transfer From (To) Capital Improvement Fund	(150,000)	(600,000)	0	116,624	145,000	145,000	149,000
	Transfer from (to) Greenspace Fund	(50,000)	(50,000)	(50,000)	(22,000)	0	0	(35,000)
	Transfer (to) from E911 Fund	(323,000)	(285,000)	(248,000)	(265,000)	(270,000)	(220,000)	(225,000)
	Transfer (to) from Hotel/Motel Tax Fund	0	0	0	0	80,000	81,000	146,500
	Transfer (to) from Children & Youth Services Fund	0	0	0	0	(620,000)	(450,000)	(500,000)
	TOTAL OTHER	(31,935)	(509,579)	126,910	233,161	(201,100)	(17,640)	1,220
	From (To) Fund Balance	125,140	154,953	(754,704)	(925,392)	480,860	607,000	702,000
	GENERAL FUND OTHER REVENUE - TOTAL	100,870	(354,626)	(627,794)	(692,231)	279,760	589,360	703,220
	GENERAL FUND TOTAL REVENUES	14,628,431	15,936,380	16,448,624	17,382,878	18,142,160	17,819,630	18,623,520

General Fund Revenues FY 09-10 Proposed Budget "Where the Money Comes From"



CITY OF DECATUR
2009-2010 PROPOSED BUDGET
General Fund - Summary of Expenditures

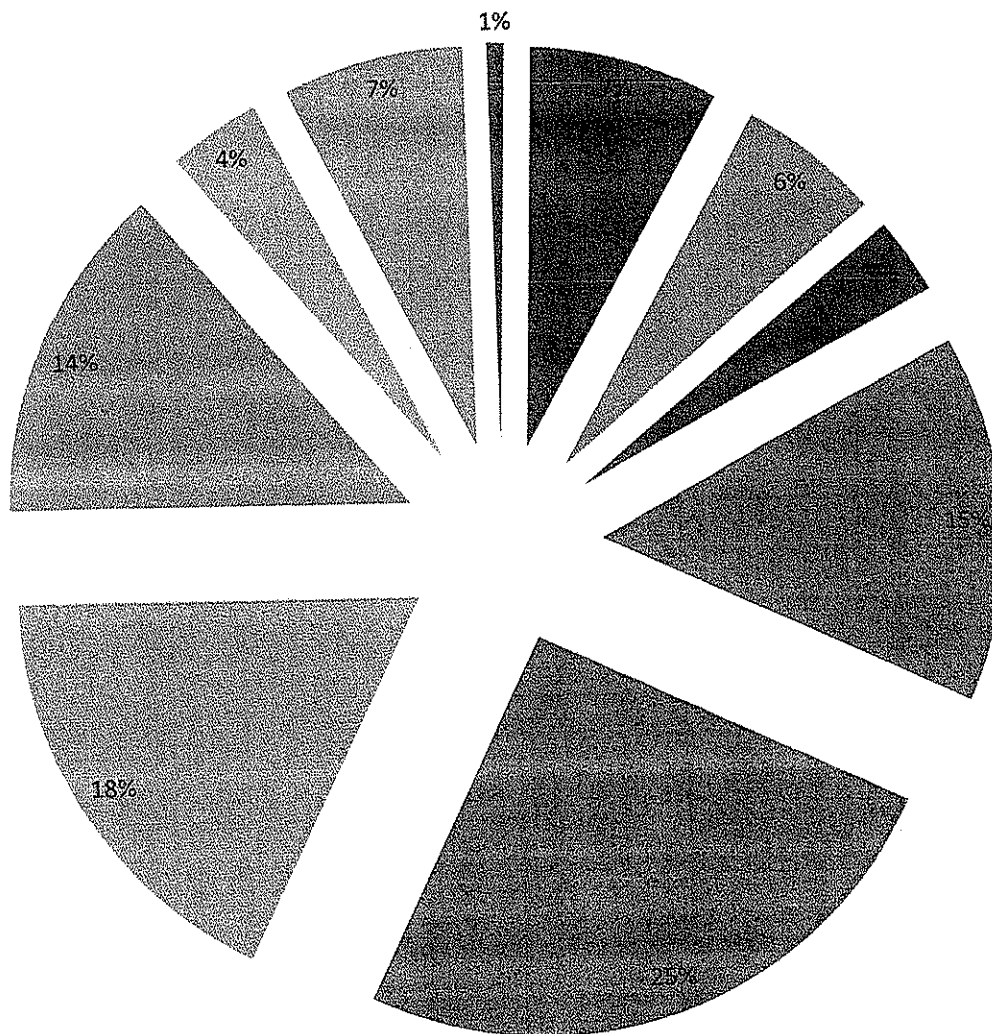
	ACTUAL EXPENDITURE 2004-05	ACTUAL EXPENDITURE 2005-06	ACTUAL EXPENDITURE 2006-07	ACTUAL EXPENDITURE 2007-2008	BUDGET ESTIMATE 2008-09	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2009-10
DEPARTMENT							
GOVERNMENTAL CONTROL	169,303	76,293	99,833	86,907	146,920	154,120	129,480
GENERAL GOVERNMENT	954,759	1,162,708	1,130,638	961,595	1,539,100	1,241,700	1,485,670
COMMUNITY & ECONOMIC DEVELOPMENT	688,307	752,833	810,402	901,429	999,290	1,015,320	1,058,270
PLANNING, ZONING AND INSPECTIONS	461,499	476,634	520,562	587,202	407,480	412,520	514,640
ADMINISTRATIVE SERVICES	1,886,866	2,126,130	2,408,853	2,544,608	2,686,300	2,651,380	2,769,030
PUBLIC SAFETY*	6,494,606	0	0	0	0	0	0
POLICE	0	3,968,604	4,050,029	4,052,643	4,539,560	4,491,730	4,732,960
FIRE	0	2,876,220	3,013,084	3,287,610	3,214,260	3,326,790	3,291,280
SANITATION & FACILITIES MAINTENANCE	2,240,137	2,190,875	2,086,903	2,369,760	2,502,340	2,502,240	2,563,670
ENGINEERING	581,097	648,163	576,088	606,052	782,540	683,820	717,340
ACTIVE LIVING	1,524,720	1,655,920	1,752,232	1,985,082	1,324,370	1,340,010	1,361,780
CHILDREN & YOUTH SERVICES	0	0	0	0	0	0	0
NON-DEPARTMENT EXPENSES	0	0	0	0	0	0	0
MISCELLANEOUS & TRANSFER ACCOUNTS	(372,863)	0	0	0	0	0	0
GENERAL FUND TOTAL EXPENDITURES	14,628,431	15,936,380	16,448,624	17,382,878	18,142,160	17,819,630	18,623,520
OTHER FUNDS							
CAPITAL PROJECTS-CAPITAL IMPROVEMENT (35)	1,288,502	7,792,805	5,511,945	4,785,127	16,402,200	5,787,530	12,323,410
CAPITAL PROJECTS-CEMETERY CAP. IMP. (355)	26,500	3,500	16,905	0	25,000	25,000	25,000
CHILDREN & YOUTH SERVICES FUND (225)**	0	0	0	0	1,613,720	1,510,910	1,557,822
COMMUNITY GRANTS FUND	1,120,737	692,953	820,062	610,592	757,000	1,052,200	0
CONFERENCE CTR/PARKING DECK FUND (555)	1,304,763	1,316,918	1,262,684	1,280,100	1,319,700	1,301,700	565,000
DEBT SERVICE FUND (410)	600,000	700,000	550,000	1,883,801	2,141,770	2,141,770	1,716,770
DRUG FUND (210)	22,400	34,572	4,480	7,934	2,000	6,800	2,000
ECONOMIC DEVELOPMENT FUND (260)	26,467	21,882	6,780	30,000	60,000	63,000	25,000
EMERGENCY TELEPHONE (E911) (240)	740,550	867,539	667,624	735,477	895,640	830,345	878,550
GREENSPACE TRUST FUND (230)	211,204	50,167	57,403	20,134	20,000	52,000	35,000
HOTEL MOTEL TAX FUND (275)	0	307,848	340,065	360,000	379,100	343,000	341,900
SOLID WASTE ENTERPRISE (540-4520)	2,348,475	2,469,520	2,380,603	2,518,061	2,551,710	2,374,750	2,703,940
STORMWATER UTILITY FUND (505)	973,781	1,046,084	884,015	977,234	1,932,860	1,901,900	1,932,270
OTHER FUNDS TOTAL EXPENDITURES	8,663,378	15,303,789	12,502,566	13,208,460	28,100,700	17,390,905	22,106,762
TOTAL EXPENDITURES	23,291,809	31,240,168	28,951,190	30,591,338	46,242,860	35,210,535	40,730,282

* Public Safety split into Police and Fire in FY 05-06

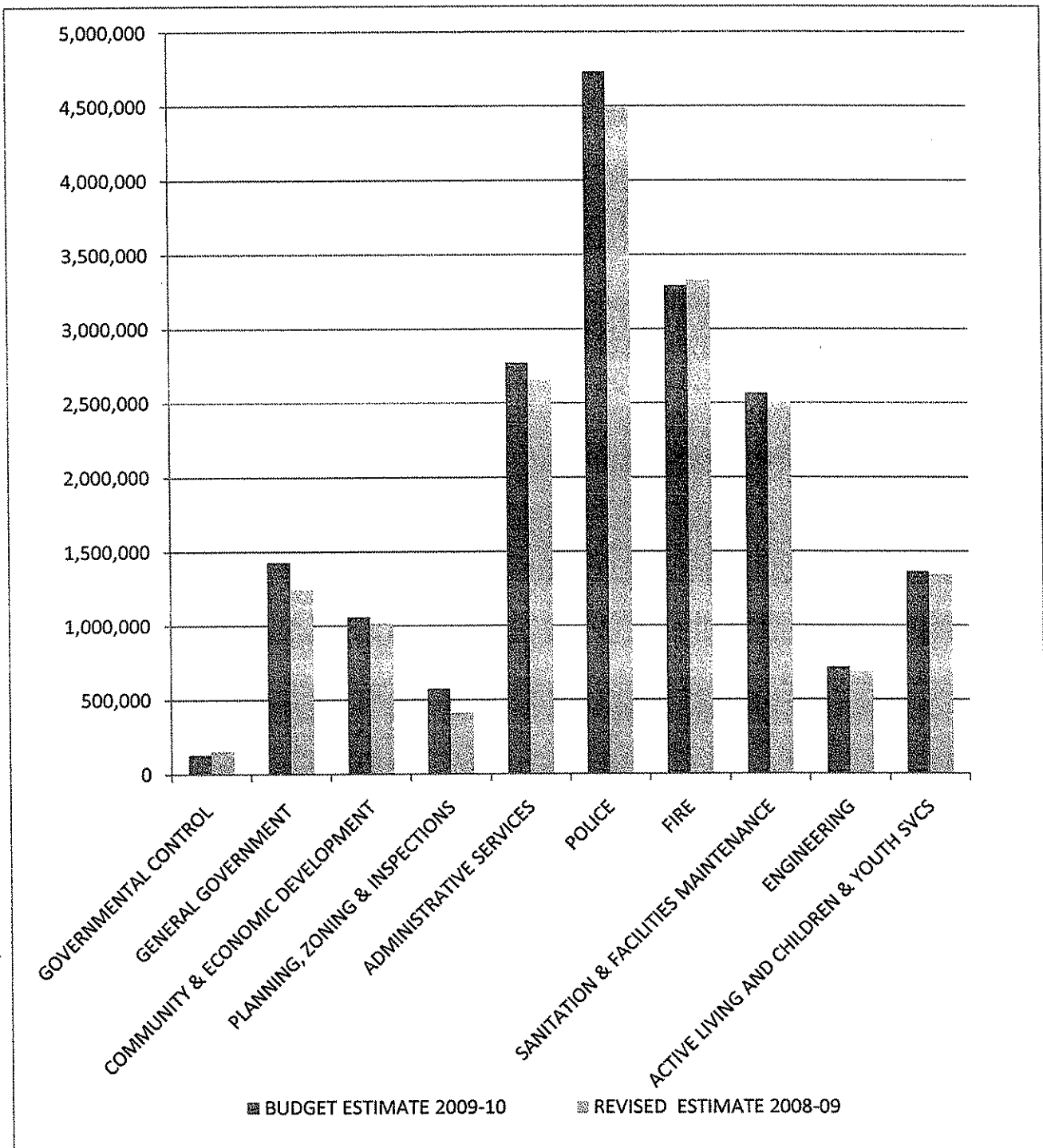
**Children & Youth Services moved from General Fund to C&YS Fund in FY 08-09.

Departmental Expenditures **FY 09-10 Proposed Budget** **"Where the Money Goes"**

- GOVERNMENTAL CONTROL
- COMMUNITY & ECONOMIC DEVELOPMENT
- ADMINISTRATIVE SERVICES
- FIRE
- ENGINEERING
- GENERAL GOVERNMENT
- PLANNING, ZONING & INSPECTIONS
- POLICE
- SANITATION & FACILITIES MAINTENANCE
- ACTIVE LIVING



Departmental Expenditures FY 2008-09 and 2009-10 Budget Comparison



**Personnel Position Summary
FY 2009-2010**

	FY 2007-2008	FY 2008-2009	FY 09-10 Changes	FY 2009-2010
<i>Governmental Control</i>				
City Manager's Office (1320)	7	7	(1.00)	6
	7	7	(1.00)	6
<i>Community & Economic Development</i>				
Administration (7510)	4	4		4
Downtown Development Authority (7550)	2	2		2
Marketing/PR (1570)	0	0		0
Parking Management (3230)	1	2		2
Active Living (6110, 6121, 6122, 6124, 6126, 6130)	8	8		8
Children & Youth Services (6135)	9	11		11
Planning, Zoning & Inspections (7310, 7200)	4	4		4
	28	31		31
<i>Administrative Services</i>				
Administration (1510)	1	1	2.00	3
Accounting (1512)	3	3		3
Revenue Collections (1514)	4	4		4
Municipal Court (2650)	3	3		3
	11	11	2.00	13
<i>Emergency Services</i>				
Police (3210, 3800, 3223, 3221)	62	62		62
Fire & Rescue (3500)	39	39.5	(0.50)	39
	101	101.5	(0.50)	101
<i>Public Works Services</i>				
Administration (4510)	2	2		2
Solid Waste (540-4520)	14	14		14
Facilities Maintenance (1565, 1566)	17	17		17
Cemetery (4950)	6	6		6
Motor Maintenance (4900)	3	3		3
Codes Enforcement (7450)	1	1		1
Central Supply (4910, 4911)	1	1		1
Engineering (1575, 4220, 505-4320)	15	16	(1.00)	15
	59	60	(1.00)	59
TOTAL Full-time Positions	206	210.5	(0.50)	210

GENERAL FUND
REVENUE ESTIMATE DETAIL
PROPOSED BUDGET
FY 2009-2010

Decatur is what other cities want to be.
- Dr. Carl Patton



CITY OF DECATUR
2009-2010 PROPOSED BUDGET
General Fund - Revenue Estimate Detail

		ACTUAL REVENUE 2004-2005	ACTUAL REVENUE 2005-2006	ACTUAL REVENUE 2006-2007	ACTUAL REVENUE 2007-2008	BUDGET ESTIMATE 2008-2009	REVISED ESTIMATE 2008-2009	BUDGET ESTIMATE 2009-2010
311110	PUBLIC UTILITY TAXES							
311110	Utility Property Taxes	188,578	260,572	190,212	170,000	170,000	205,000	170,000
	PUBLIC UTILITY TAXES - TOTAL	188,578	260,572	190,212	170,000	170,000	205,000	170,000
311190	PAYMENT IN LIEU OF TAXES							
311191	Phillips Tower	23,500	23,500	23,500	23,500	23,500	23,500	23,500
311192	Clairemont Oaks	36,500	36,500	36,500	36,500	36,500	36,500	36,500
	PAYMENT IN LIEU OF TAXES - TOTAL	60,000	60,000	60,000	60,000	60,000	60,000	60,000
311200	REAL PROPERTY TAXES							
311299	1999 & Previous Years Taxes	0	0	430	0	0	0	0
311200	2000 Taxes	0	0	0	0	0	0	0
311201	2001 Taxes & Prior Year Taxes	0	144	(9,544)	128	0	0	0
311202	2002 Taxes	8,626	1,060	0	0	0	0	0
311203	2003 Taxes	50,103	17,500	3,186	642	0	0	0
311204	2004 Taxes	4,214,653	162,590	(106,841)	1,120	0	0	0
311205	2005 Taxes	3,676,641	4,344,811	56,648	9,516	0	0	0
311206	2006 Taxes	0	3,876,980	5,289,342	63,048	5,000	5,000	0
311207	2007 Taxes	0	0	4,044,837	5,170,714	60,000	60,000	5,000
311208	2008 Taxes	0	0	0	4,566,561	5,321,000	5,150,000	100,000
311209	2009 Taxes	0	0	0	0	4,650,000	4,650,000	5,700,000
311210	2010 Taxes	0	0	0	0	0	0	5,000,000
	PROPERTY TAXES - TOTAL	7,950,024	8,403,085	9,278,058	9,811,729	10,036,000	9,865,000	10,805,000
311300	HOMEOWNERS TAX RELIEF GRANT							
311300	Homeowners Tax Relief Grant	349,398	351,159	363,679	373,522	373,600	391,500	0
	HOMEOWNERS TAX RELIEF GRANT-TOTAL	349,398	351,159	363,679	373,522	373,600	391,500	0
311300	MOTOR VEHICLE /RAILROAD EQUIPMENT TAXES							
311310	Motor Vehicle Tax	432,314	462,743	491,121	492,177	510,000	510,000	520,000
311350	Railroad Equipment Tax	956	0	990	579	0	0	0
	MOTOR VEHICLE TAXES - TOTAL	433,270	462,743	492,111	492,756	510,000	510,000	520,000
311400	BUSINESS PERSONAL PROPERTY TAXES							
311499	1999 & Prior Years Taxes	0	0	5	0	0	0	0
311400	2000 Taxes	0	0	0	0	0	0	0
311401	2001 Taxes & Prior Year Taxes	0	205	0	0	0	0	0
311402	2002 Taxes	4,722	140	0	0	0	0	0
311403	2003 Taxes	15,456	1,519	355	41	0	0	0
311404	2004 Taxes	189,508	6,072	2,496	1,940	0	0	0
311405	2005 Taxes	0	114,835	19,267	410	0	0	0
311406	2006 Taxes	0	0	137,523	1,571	0	0	0
311407	2007 Taxes	0	0	0	169,145	2,000	2,000	0
311408	2008 Taxes	0	0	0	0	172,000	172,000	2,000
311409	2009 Taxes	0	0	0	0	0	0	175,000
	BUSINESS PERSONAL PROPERTY - TOTAL	209,686	122,772	159,648	173,107	174,000	174,000	177,000
311600	OTHER TAXES							
311600	Intangibles Tax	202,246	227,105	248,153	185,150	120,000	155,000	160,000
311601	Property Transfer Tax	58,561	57,905	74,290	46,058	30,000	30,000	32,000
	OTHER TAXES - TOTAL	260,808	285,010	322,442	231,208	150,000	185,000	192,000
311700	FRANCHISE TAXES							
311710	Electric Franchise	573,405	655,151	714,926	781,907	785,000	828,000	835,000
311730	Natural Gas Franchise	108,134	141,633	142,886	155,130	145,000	145,000	145,000
311750	Cable Franchise	146,072	171,410	210,289	229,706	225,000	235,000	235,000
311760	Telephone Franchise	241,639	285,936	158,890	187,610	160,000	150,000	150,000
	FRANCHISE TAXES - TOTAL	1,067,250	1,254,130	1,226,971	1,354,353	1,315,000	1,358,000	1,365,000
314000	SALES & EXCISE TAXES							
313010	General Sales Tax	0	0	0	0	0	0	0
314200	Beer & Wine Sales	155,683	162,187	160,138	178,935	175,000	135,000	135,000
314300	Liquor Sales	94,658	82,538	78,512	97,083	85,000	155,000	155,000
	SALES & EXCISE TAXES - TOTAL	250,341	244,724	238,651	276,018	260,000	290,000	290,000
316100	OCCUPATIONAL TAXES							
316100	Business & Occ. Licenses	289,926	308,744	408,021	299,075	280,000	280,000	280,000
316101	Professional Taxes	78,265	102,384	92,490	68,315	85,000	85,000	85,000
316102	Insurance Occupation Taxes	38,741	42,129	42,996	37,960	40,000	46,000	46,000
	OCCUPATIONAL TAXES - TOTAL	406,932	453,256	543,507	405,350	405,000	411,000	411,000

CITY OF DECATUR
2009-2010 PROPOSED BUDGET
General Fund - Revenue Estimate Detail

		ACTUAL REVENUE 2004-2005	ACTUAL REVENUE 2005-2006	ACTUAL REVENUE 2006-2007	ACTUAL REVENUE 2007-2008	BUDGET ESTIMATE 2008-2009	REVISED ESTIMATE 2008-2009	BUDGET ESTIMATE 2009-2010
316200	OTHER TAXES - INSURANCE							
316200	Insurance Premiums Tax	844,773	909,240	951,125	991,895	992,000	1,015,000	1,020,000
316201	Railroad Equipment Co.							
	OTHER TAXES - TOTAL	844,773	909,240	951,125	991,895	992,000	1,015,000	1,020,000
319100	PENALTY & INTEREST							
319110	Penalty & Interest - Real Property	251,214	391,776	306,310	307,154	250,000	250,000	250,000
319120	Penalty & Interest - Personal Property	9,643	70,234	14,806	10,828	10,000	10,000	10,000
319510	Delinquent Tax Collection Fees	0	0	0	0	0	0	0
319900	Redemptions on Tax Payments	0	0	200	0	0	0	0
	PENALTY & INTEREST - TOTAL	260,857	462,009	321,315	317,982	260,000	260,000	260,000
321000	ALCOHOLIC BEVERAGE LICENSES & PERMITS							
321110	Bear Licenses	21,220	25,488	25,713	41,275	41,000	27,000	27,000
321120	Wine Licenses	19,700	23,738	25,288	29,221	28,000	26,000	26,000
321130	Liquor Licenses	46,660	57,850	55,375	48,534	45,000	66,000	66,000
321135	Server Permits	4,144	3,132	4,556	3,669	3,000	7,000	5,000
321500	Film Permits	1,190	1,895	3,045	2,090	2,000	4,000	2,000
321550	PSD Permit Fees	800	100	750	340	300	300	300
322000	Non Business License	610	100	330	150	200	600	200
	ALCOHOLIC BEV. LICENSES & PERMITS - TOTAL	94,324	112,302	115,056	125,279	119,500	130,900	126,500
322100	CONSTRUCTION PERMITS & FEES							
322120	Building Permits	194,554	503,703	384,793	472,000	350,000	175,000	140,000
322130	Plumbing Inspection Fees	23,310	44,989	30,239	51,104	40,000	34,000	35,000
322160	HVAC Inspection Fees	24,910	48,424	34,545	73,535	65,000	35,000	35,000
322190	ROW Permit	4,315	1,600	20,655	(2,720)	10,000	7,000	7,000
322210	Zoning & Land Use Application Fees	11,877	8,355	16,741	35,191	30,000	17,000	17,000
322230	Sign Permits	1,170	885	1,075	2,079	1,000	1,200	1,000
341322	Tree Preservation Fee	(535)	3,790	2,585	(2,635)	500	500	500
	Inspection & Inves. Fees	0	0	0	0	0	0	0
323100	Pen. & Int. on Licenses	569	770	3,380	557	600	600	600
	CONSTRUCTION PERMITS & FEES - TOTAL	260,170	612,516	494,013	629,111	497,100	270,300	236,100
330000	GRANT REVENUE							
331100	Federal Grants	0	0	0	45,379	0	0	0
334100	State Grants	6,925	9,793	0	0	0	0	0
336000	Local Grants	0	9,218	0	0	0	0	0
	DHA Public Safety Grant	37,514	0	0	0	80,000	0	80,000
	DDA Management Services Agreement	196,800	260,460	259,110	214,800	239,650	320,870	341,650
	INTERGOVERNMENTAL - TOTAL	241,239	279,471	259,110	260,179	319,650	320,870	421,650
351000	PENALTIES & FINES							
351170	Fines from Code Viol.	413,281	515,526	425,249	327,059	500,000	400,000	500,000
351180	Redlight Violations	70,023	73,512	94,180	87,840	90,000	55,000	0
351320	Confiscated Currency	0	0	0	0	0	0	0
351930	Parking Violations	39,522	39,419	51,036	64,562	70,000	64,500	64,500
	PENALTIES & FINES - TOTAL	522,826	628,457	571,465	479,461	660,000	519,500	564,500
361000	INTEREST							
361000	Interest on Investments	106,612	246,365	339,908	310,163	300,000	90,000	100,000
	INTEREST - TOTAL	106,612	246,365	339,908	310,163	300,000	90,000	100,000
371500	Private Grants	36,132	20,630	0	43,724	0	0	0
	GRANT REVENUE - TOTAL	277,371	300,102	259,110	303,903	319,650	320,870	421,650
341000	MISCELLANEOUS FEES							
341400	Copying Charges	3,411	6,216	7,351	4,590	6,000	5,300	5,500
341910	Election Fees	0	726	0	681	0	0	600
341930	Maps & Publications Charges	5,866	5,921	5,919	5,071	4,500	4,500	4,500
341990	Other Fees	21,919	4,040	124	2,991	200	300	200
	MISCELLANEOUS FEES - TOTAL	31,196	16,903	13,394	13,333	10,700	10,100	10,800

CITY OF DECATUR
2009-2010 PROPOSED BUDGET
General Fund - Revenue Estimate Detail

		ACTUAL REVENUE 2004-2005	ACTUAL REVENUE 2005-2006	ACTUAL REVENUE 2006-2007	ACTUAL REVENUE 2007-2008	BUDGET ESTIMATE 2008-2009	REVISED ESTIMATE 2008-2009	BUDGET ESTIMATE 2009-2010
342000	PUBLIC SAFETY FEES & CHARGES							
342200	Fire Fees - Other	30	0	5	4,061	0	2,500	3,000
342220	Fire Report Copies	45	55	35	185	50	200	50
342315	Fingerprinting Charges	1,692	1,595	2,698	3,129	2,600	1,300	2,600
342140	Police Background Check Fee	0	0	0	360	0	4,000	4,000
342500	E-911 Phone Line Revenue	0	0	0	0	0	0	0
342550	E-911 Wireless Fees	0	0	0	0	0	0	0
342900	Other Public Safety Fees	2,647	6,052	7,513	7,093	1,700	2,600	2,600
342905	Public Safety OT Reimbursements	12,613	18,724	73,257	24,572	35,000	35,000	35,000
342910	Recycling Income - Fire Station #1	513	195	118	149	200	200	200
342915	CSOD Resource Officer	43,515	35,755	0	32,808	41,000	41,000	41,000
342920	School Crossing Guard	0	6,300	6,895	0	6,500	6,500	6,500
343100	Street, Sidewalk & Curb Repair	0	1,458	0	0	0	0	0
343910	Parking Meter Fees	249,255	286,736	298,051	532,460	550,000	520,000	520,000
	PUBLIC SAFETY FEES & CHARGES - TOTAL	310,309	356,870	388,571	604,817	637,050	613,300	614,950
347000	RECREATION FEES							
347200	Recreation Service Fees	420,702	513,600	539,347	670,940	435,000	370,000	400,000
347500	Recreation Sale of Goods	7,201	8,991	9,109	9,469	7,500	8,500	8,500
347900	Other Recreation	110	(324)	3,815	585	100	100	100
	RECREATION FEES - TOTAL	428,013	522,268	552,272	680,994	442,600	378,600	408,600
349000	CHARGES FOR OTHER SERVICES							
349100	Cemetery Service Fees	80,960	81,180	80,739	97,120	87,000	87,000	87,000
349300	Return Check Fees	465	1,232	625	430	0	0	0
	CHARGES FOR OTHER SERVICES - TOTAL	81,425	82,412	81,364	97,550	87,000	87,000	87,000
371000	GIFTS & CONTRIBUTIONS							
371200	Gifts & Contributions	14,507	14,992	5,020	37,433	0	0	0
	GIFTS & CONTRIBUTIONS - TOTAL	14,507	14,992	5,020	37,433	0	0	0
381000	USE OF PROPERTY							
381010	Bandstand Rentals	9,127	3,548	5,547	21,795	20,000	15,000	20,000
381020	Recreation Facilities Rentals	44,083	46,968	39,222	42,265	35,000	32,000	32,000
381030	Facilities Leases	42,863	45,514	39,289	30,996	28,000	28,000	28,000
	USE OF MONEY & PROPERTY - TOTAL	96,073	96,031	84,058	95,056	83,000	75,000	80,000
389000	MISCELLANEOUS REVENUES							
383010	Insurance Reimbursement	22,175	28,177	17,339	14,764	0	10,000	0
389000	Misc. Revenues	19,703	368	128	19,425	200	200	200
389001	Cemetery Lot Sales	3,075	4,925	7,000	0	0	0	0
389010	MARTA Pass Revenue	737	(384)	0	5,900	0	0	0
	MISCELLANEOUS REVENUES - TOTAL	22,778	33,087	24,467	40,089	200	10,200	200
	GENERAL FUND CURRENT REVENUE	14,535,226	16,291,006	17,076,418	18,075,109	17,862,400	17,230,270	17,920,300
392100	FIXED ASSETS							
392100	Sale of General Fixed Assets	7,665	22,481	610	6,837	15,000	12,000	15,000
393501	Proceeds from Capital Leases	0	0	0	0	0	0	0
	FIXED ASSETS - TOTAL	7,665	22,481	610	6,837	15,000	12,000	15,000
	TRANSFERS & OTHER							
	Sale of Fixed Assets	0	0	0	0	0	0	0
	Operating Transfer From D'town Dev. Auth. Fund	0	0	0	0	0	0	0
	Operating Transfer from Solid Waste Fund	256,500	172,940	177,500	136,100	173,700	152,930	181,400
	Operating Transfer from Storm Water Utility Fund	226,900	230,000	246,800	260,600	275,200	261,430	269,320
	Operating Transfer From (To) Capital Improvement Fund	(150,000)	(600,000)	0	116,624	145,000	145,000	149,000
	Transfer (to) from Hotel/Motel Tax Fund	0	0	0	0	80,000	81,000	146,500
	Transfer from (to) Greenspace Fund	(50,000)	(50,000)	(50,000)	(22,000)	0	0	(35,000)
	Transfer (to) from E911 Fund	(323,000)	(285,000)	(248,000)	(285,000)	(270,000)	(220,000)	(225,000)
	Transfer (to) Children/Youth Services Fund	0	0	0	0	(620,000)	(450,000)	(500,000)
	TOTAL OTHER	(31,935)	(509,579)	126,910	233,161	(201,100)	(17,640)	1,220
	From (To) Fund Balance	125,140	154,953	(754,704)	(925,392)	480,860	607,000	702,000
	GENERAL FUND OTHER REVENUE - TOTAL	93,205	(354,626)	(627,794)	(692,231)	279,760	589,360	703,220
	GENERAL FUND TOTAL REVENUES	14,628,431	15,936,380	16,448,624	17,382,878	18,142,160	17,819,630	18,623,520

GENERAL FUND
EXPENDITURE ESTIMATE DETAIL
PROPOSED BUDGET
FY 2009-2010

A vibrant city that is clean, green, active, and attractive.
- City Commission Retreat 2007



DEPARTMENT DIRECTORY

GOVERNMENTAL CONTROL

1110 City Commission

GENERAL GOVERNMENT DEPARTMENT

1320 City Manager

1510 Administrative Services

1530 City Attorney

COMMUNITY AND ECONOMIC DEVELOPMENT

7510 CED Administration

7550 Downtown Development

1570 Communications

3230 Parking Management

ACTIVE LIVING DIVISION

6110 Active Living/Recreation Administration

6121 Athletic Services

6122 Recreation Services

6124 Aquatics Services

6126 Tennis Services

6130 Facilities & Equipment

CHILDREN & YOUTH SERVICES DIVISION

225-6133 Children and Youth Administration

225-6135 Children and Youth Services

PLANNING, ZONING & INSPECTIONS DIVISION

7310 PZI Administration

7200 Permits and Inspections

ADMINISTRATIVE SERVICES DEPARTMENT

1512 Accounting

1514 Revenue Collections

1400 City Elections

1580 Records Management

1535 Information Technology

1567 Utilities & Services

1555 General Insurance

2650 Municipal Court Services

FIRE DEPARTMENT

3500 Fire & Rescue Services

POLICE DEPARTMENT

3210 General Management Division

3221 Crime Investigation & Training

3223 Uniform Patrol

215-3800 E 911

PUBLIC WORKS DEPARTMENT

4510 Administration

1565 Building Maintenance

1566 Grounds Maintenance

4900 Motor Maintenance

4910 Central Supply-Administration

4911 Central Supply-Inventory

4950 Cemetery

7450 Codes Enforcement

540-4520 Solid Waste Fund

ENGINEERING DIVISION

1575 Engineering Administration

4220 Streets

505-4320 Stormwater Utility Fund

This page left blank to preserve double-page layouts.



GOVERNMENTAL CONTROL DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE

The Charter of the City of Decatur establishes the City Commission as the governing and legislative authority of the City government. The City Commissioners determine the policies of the local government and enact the local laws necessary for the protection of public health, safety and welfare. The City Commissioners provide leadership in identifying community needs and developing programs to meet community objectives. They oversee the delivery of services to citizens and are responsible for the adoption of an annual budget and the levying of taxes or the imposition of charges necessary to finance that budget.

The City Commissioners appoint the members of a number of boards and commissions who carry out responsibilities specified by State law, the City Charter, and local ordinances, including: the Decatur Housing Authority, the Zoning Board of Appeals, the Decatur Downtown Development Authority, and the Planning Commission. Special advisory committees and task forces are appointed by the City Commission as needed.

The City Commissioners appoint the Municipal Court Judges and the City Attorney, who provides legal counsel for the government. They also appoint the City Manager, who supervises the daily operations of the City government and who carries out the policies established by the City Commission.

GOVERNMENTAL CONTROL DEPARTMENT
PERSONNEL SUMMARY

5 City Commissioners

Five City Commissioners are elected in nonpartisan elections to staggered four-year terms. Each January, Commissioners select one of their fellow members to serve as Mayor. The City Commission meets in open session on the first and third Mondays of each month at City Hall.

Citizen Satisfaction Survey responses:

Overall image or reputation of Decatur

2006: 88% rated as excellent/good

2008: 94% rated as excellent/good

In the last 12 months, have you watched a meeting of local elected officials on cable television?

2006: 27% had watched once or more

2008: 29% had watched once or more

Open City Hall – annexation discussion participation

2006: N/A

2008: 1,200 visitors to the online forum



Our Mission in Action

GOVERNMENTAL CONTROL DEPARTMENT
2009-2010 PROPOSED BUDGET

		TOTAL BUDGET ESTIMATE 2009-10	REVISED BUDGET ESTIMATE 2008-09	TOTAL BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	EXPENDITURE OBJECTS				
	PERSONNEL SERVICES				
511100	Regular Salaries & Wages	0	0	0	0
511200	Temp Salaries and Wages	25,200	25,200	25,200	23,100
512200	Social Security (FICA)	1,930	1,930	1,930	1,562
512300	Medicare	390	390	390	365
512600	Unemployment Insurance	0	0	0	0
512700	Workers Compensation	3,260	3,400	2,400	1,042
	TOTAL PERSONNEL SERVICES	30,780	30,920	29,920	26,070
	OTHER SERVICES AND CHARGES				
521200	Professional Services	28,000	68,000	52,000	13,276
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	421
522202	Repair and Maint-Communication Equip	0	0	0	0
522203	Repair and Maint-Landscape	2,000	0	2,000	0
522205	Repair and Maint-Office Equipment	0	0	0	0
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	0
522320	Rental of Equipment and Vehicles	0	0	0	0
522321	Auto Allowance	0	0	0	0
522500	Other Contractual Services	22,000	9,000	10,000	10,689
523202	Telephone	0	0	0	0
523300	Advertising	4,500	5,100	4,200	6,374
523400	Printing and Binding	4,500	3,000	4,500	2,548
523450	Signs	0	0	0	0
523600	Dues and Fees	8,000	8,000	8,000	7,084
523700	Education and Training	4,500	4,500	4,500	3,396
523701	Business Meetings	13,000	15,500	15,500	8,287
	TOTAL OTHER SERVICES AND CHARGES	86,500	113,100	100,700	52,075
	SUPPLIES				
531102	Supplies-Janitorial	0	0	0	0
531104	Supplies-Misc. Maintenance	0	0	0	0
531105	Supplies-Office	500	200	500	481
531106	Supplies-Pesticides and Herbicides	0	0	0	0
531107	Supplies-Specialized Dept	4,000	2,200	5,000	3,479
531108	Supplies-Tires and Batteries	0	0	0	0
531109	Supplies-Vehicles and Equipment	0	0	0	0
531270	Gasoline	0	0	0	101
531300	Food-Subsistence and Support	7,000	7,000	9,000	4,074
531400	Books and Periodicals	200	200	500	289
531500	Supplies-Purchased for Resale	500	500	1,300	338
531600	Small Equipment	0	0	0	0
531700	Uniforms and Protective Equipment	0	0	0	0
	TOTAL SUPPLIES	12,200	10,100	16,300	8,762
	TOTAL CAPITAL OUTLAY	0	0	0	0
	TOTAL DIVISION EXPENDITURES	129,480	154,120	146,920	86,906

**GENERAL GOVERNMENT DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE**

Mission Statement:

Our mission is to work with the citizens of Decatur to meet the needs of the community while serving all with respect and integrity. We strive to do so with Competence, Accessibility, Responsiveness, and Excellence. We Care!

Citizen Satisfaction Survey responses:

Decatur as a place to live

2006: 92% rated as excellent/good

2008: 97% rated as excellent/good

Quality of Emergency Preparedness Services provided by the City of Decatur

2006: N/A

2008: 68% rated as excellent/good

Number of citizens utilizing the Citizen Request Management (CRM) system

2006: N/A

2008: 56 out of 140 total users

GENERAL GOVERNMENT DEPARTMENT PERSONNEL SUMMARY

	CITY MANAGER'S OFFICE	ADMINISTRATIVE SERVICES	CITY ATTORNEY	TOTAL 2009-2010	TOTAL 2008-2009	TOTAL 2007-2008
REGULAR JOB CLASSES						
City Manager	1	0	0	1	1	1
Deputy City Manager	1	0	0	1	1	1
Assistant City Manager	0	1	0	1	1	1
Emergency Management Director	1	0	0	1	1	1
Assistant to the City Manager	1	0	0	1	0	0
Management Analyst	0	0	0	0	1	1
Resource Conservation Coordinator	1	0	0	1	0	0
Personnel Director	0	1	0	1	1	1
Personnel Specialist	0	1	0	1	1	1
Administrative Assistant	1	0	0	1	1	1
TOTAL REGULAR CLASSES	6	3	0	9	8	8
OTHER JOB CLASSES						
City Attorney	0	0	1	1	1	1
Graduate Intern	1	0.2	0	1.2	1.2	1.2
TOTAL OTHER CLASSES	1	0.2	1	2.2	2.2	2.2



Our Mission in Action

**GENERAL GOVERNMENT DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	1320 CITY MANAGER	1510 ADMIN SERVICES	1530 CITY ATTORNEY	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES							
511100	Regular Salaries & Wages	605,480	386,550	218,930	0	539,300	533,950	510,089
511200	Temp Salaries and Wages	168,760	160,260	8,500	0	160,480	158,630	8,050
511300	Overtime Wages	0	0	0	0	0	0	0
512100	Employer Group Insurance	90,670	60,370	30,300	0	84,100	86,780	84,491
512200	Social Security (FICA)	48,000	33,900	14,100	0	43,430	42,960	24,104
512300	Medicare	9,010	5,710	3,300	0	10,160	10,050	6,330
512400	Retirement Contributions	48,430	30,920	17,510	0	43,300	42,720	46,333
512401	Retirement Contributions-ICMA	42,720	35,120	7,600	0	40,950	40,620	18,175
512600	Unemployment Insurance	700	490	210	0	630	560	4
512700	Workers Compensation	10,750	9,050	1,700	0	12,200	9,600	15,894
574100	IRS Tax Penalties	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	1,024,520	722,370	302,150	0	934,550	925,870	713,470
	OTHER SERVICES AND CHARGES							
521200	Professional Services	350,260	32,000	18,260	300,000	202,000	506,500	324,798
521303	Misc Personal Service Fees	0	0	0	0	0	0	0
522200	Repairs and Maintenance	0	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	50	50	0	0	50	50	0
522202	Repair and Maint-Communication Equip	500	500	0	0	500	500	16
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	600	600	0	0	600	600	632
522206	Repair and Maint-Vehicles-Outside Labor	1,200	1,200	0	0	3,200	1,200	2,361
522310	Rental of Land & Buildings	0	0	0	0	0	0	191
522320	Rental of Equipment and Vehicles	300	300	0	0	400	150	0
522321	Auto Allowance	800	300	500	0	700	800	213
522500	Other Contractual Services	2,000	2,000	0	0	1,000	2,000	0
523101	Insurance-Awards	0	0	0	0	0	0	0
523201	Postage	0	0	0	0	0	0	0
523202	Telephone	3,300	1,800	1,500	0	4,620	3,000	2,362
523300	Advertising	1,500	1,500	0	0	2,900	1,500	370
523400	Printing and Binding	4,500	4,000	500	0	4,000	4,000	3,564
523600	Dues and Fees	21,260	15,500	5,760	0	16,000	16,000	16,121
523700	Education and Training	21,000	18,500	2,500	0	25,500	20,750	21,667
523701	Business Meetings	25,200	19,000	6,200	0	21,800	27,900	20,363
523800	Licenses	50	50	0	0	200	500	21
	TOTAL OTHER SERVICES AND CHARGES	432,520	97,300	35,220	300,000	283,470	585,450	392,679
	SUPPLIES							
531101	Supplies-Bldg & Fixed Equip	150	150	0	0	150	0	110
531102	Supplies-Janitorial	80	80	0	0	80	80	63
531104	Supplies-Misc. Maintenance	0	0	0	0	0	0	0
531105	Supplies-Office	4,700	4,000	700	0	4,100	4,850	3,249
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0	0	0
531107	Supplies-Specialized Dept	3,000	2,000	1,000	0	2,300	3,200	3,207
531108	Supplies-Tires and Batteries	500	500	0	0	0	0	644
531109	Supplies-Vehicles and Equipment	3,000	3,000	0	0	3,500	3,500	1,568
531111	Computer Equipment	6,500	3,500	3,000	0	4,500	5,500	2,767
531112	Computer Software	1,000	500	500	0	800	500	0
531113	Office Equipment and Furniture	0	0	0	0	0	0	1,103
531115	Supplies- Batteries	0	0	0	0	100	0	0
531270	Gasoline	3,000	3,000	0	0	2,500	2,900	2,969
531300	Food-Subsistence and Support	2,000	1,800	200	0	1,650	1,950	1,492
531400	Books and Periodicals	2,600	1,600	1,000	0	2,500	2,800	1,274
531500	Supplies-Purchased for Resale	0	0	0	0	0	0	0
531600	Small Equipment	100	100	0	0	400	500	368
531700	Uniforms and Protective Equipment	2,000	2,000	0	0	1,100	2,000	1,008
	TOTAL SUPPLIES	28,630	22,230	6,400	0	23,680	27,780	19,820
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	1,485,670	841,900	343,770	300,000	1,241,700	1,539,100	1,125,970

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

The mission of the Community and Economic Development Department is to enhance the economic vitality of the city while protecting its unique character and to strengthen the sense of community.

Citizen Satisfaction Survey responses:

Open City Overall Participation Rate

2006: N/A

2008: 1,600 unique visitors

Opportunities to volunteer

2006: N/A

2008: 87% rated as excellent/good

Number of MLK, Jr. Service Day Volunteers

2007: 790

2008: 1,025

Opportunities to participate in social events and activities

2006: N/A

2008: 88% rated as excellent/good

Opportunities to shop

2006: 61% rated as excellent/good

2008: 74% rated as excellent/good



Our Mission in Action

Strategic Plan Linkage:

Goal 1: Retain and Enhance the Existing Character of Commercial Districts - The Community and Economic Development department will continue to implement streetscape programs and fund a retail market analysis.

Goal 5: Reinforce Neighborhoods and Develop Connections between Neighborhoods – The Community and Economic Development department will continue to coordinate meetings of the Decatur Neighborhood Alliance, maintain updated list of neighborhood contacts, fund a communications master plan, and redesign the existing website.

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community –The Community and Economic Development department will continue to pursue quality commercial development within the guidelines set by the Decatur Town Center Plan to assure that underperforming properties in the commercial districts contribute to the city's tax base and work with the City Schools of Decatur to assure effective coordination between overlapping capital improvement projects.

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT PERSONNEL SUMMARY

	ADMINISTRATION 7510	DOWNTOWN DEVELOPMENT 7550	MARKETING/PR 1570	PARKING MGT. 3230	TOTAL 2009- 2010	TOTAL 2008- 2009	TOTAL 2007- 2008
REGULAR JOB CLASSES							
Assistant City Manager	1	0	0	0	1	1	1
Assistant Director Community & Economic Development	1	0	0	0	1	1	1
Development Services Coordinator	0	1	0	0	1	1	1
Volunteer! Decatur	1	0	0	0	1	1	1
Special Events Coordinator	0	1	0	0	1	1	1
Administrative Assistant	1	0	0	0	1	1	1
PALS Supervisor	0	0	0	2	2	2	1
TOTAL REGULAR CLASSES	4	2	0	2	8	8	7
OTHER JOB CLASSES							
P/T Parking Attendant	0	0	0	3	3	3	4
TOTAL OTHER CLASSES	0	0	0	3	3	3	4



Our Mission in Action

**COMMUNITY and ECONOMIC DEVELOPMENT DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	7510 ADMINI- STRATION	7550 DOWNTOWN DEVELOPMENT	1570 MARKETING AND PR	3230 PARKING MANAGEMENT	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES								
511100	Regular Salaries & Wages	455,180	288,150	90,120	0	76,910	440,100	390,220	383,554
511200	Temp Salaries and Wages	45,000	2,500	0	0	42,500	42,500	77,210	65,686
511300	Overtime Wages	0	0	0	0	0	510	0	510
512100	Employer Group Insurance	79,890	40,380	19,600	0	19,910	78,800	76,590	65,255
512200	Social Security (FICA)	30,860	17,870	5,590	0	7,400	29,940	28,990	26,696
512300	Medicare	7,220	4,180	1,310	0	1,730	7,020	6,790	6,311
512400	Retirement Contributions	29,200	23,050	0	0	6,150	35,220	27,220	25,460
512401	Retirement Contributions-ICMA	7,680	7,680	0	0	0	7,320	7,310	8,187
512600	Unemployment Insurance	560	280	140	0	140	560	560	9
512700	Workers Compensation	10,350	4,200	2,100	0	4,050	10,820	9,160	13,054
	TOTAL PERSONNEL SERVICES	665,940	388,290	118,860	0	158,790	652,790	624,050	594,722
	OTHER SERVICES AND CHARGES								
521200	Professional Services	85,400	17,400	20,000	48,000	0	72,000	115,840	67,594
522200	Repairs and Maintenance	0	0	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	0	0	0	0	0
522202	Repair and Maint-Communication Equip	0	0	0	0	0	0	0	0
522203	Repair and Maint-Landscape	0	0	0	0	0	1,120	0	0
522204	Repair and Maint-Machines and Tools	1,600	0	0	0	1,600	100	300	0
522205	Repair and Maint-Office Equipment	0	0	0	0	0	0	0	30
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	0	0	0	0	0
522310	Rental of Land & Buildings	29,500	21,000	0	0	8,500	28,800	28,800	20,048
522320	Rental of Equipment and Vehicles	0	0	0	0	0	0	0	0
522321	Auto Allowance	7,000	7,000	0	0	0	7,700	7,700	5,859
522500	Other Contractual Services	164,800	0	22,000	100,000	42,800	114,000	83,500	71,613
523101	Insurance-Awards	0	0	0	0	0	0	0	0
523102	Insurance-Legal Liability	0	0	0	0	0	0	0	0
523201	Postage	25,450	200	250	25,000	0	18,100	18,450	13,749
523202	Telephone	7,500	7,500	0	0	0	7,300	7,300	5,542
523300	Advertising	10,500	0	5,500	5,000	0	35,000	38,500	41,900
523400	Printing and Binding	8,000	200	2,500	5,000	300	30,000	32,000	37,075
523450	Signs	200	0	0	0	200	300	200	661
523500	Subsistence & Support	0	0	0	0	0	600	0	0
523600	Dues and Fees	6,200	200	3,000	2,800	200	6,900	4,700	4,902
523700	Education and Training	4,550	3,500	250	300	500	4,800	1,800	334
523701	Business Meetings	7,230	650	2,880	2,700	1,000	7,700	7,200	5,648
523800	Licenses	200	0	0	200	0	0	0	0
523910	Freight	0	0	0	0	0	0	0	0
	TOTAL OTHER SVCS. AND CHARGES	358,130	57,650	56,380	189,000	55,100	334,420	346,290	274,953
	SUPPLIES								
531101	Supplies-Bldg & Fixed Equip	0	0	0	0	0	0	0	0
531102	Supplies-Janitorial	50	50	0	0	0	30	0	12
531103	Supplies-Landscape Maintenance	0	0	0	0	0	0	0	0
531104	Supplies-Misc. Maintenance	0	0	0	0	0	0	0	0
531105	Supplies-Office	5,600	5,500	0	0	100	5,700	5,600	5,413
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0	0	0	0
531107	Supplies-Specialized Dept	15,950	250	0	8,000	7,700	10,100	10,300	11,469
531108	Supplies-Tires and Batteries	0	0	0	0	0	0	0	416
531109	Supplies-Vehicles and Equipment	0	0	0	0	0	0	0	138
531111	Computer Equipment	4,000	4,000	0	0	0	3,600	4,000	0
531113	Supplies - Office Equipment	0	0	0	0	0	0	0	0
531114	Furniture and Fixtures	0	0	0	0	0	0	0	5,623
531230	Electricity	0	0	0	0	0	0	0	0
531270	Gasoline	0	0	0	0	0	530	1,000	796
531300	Food-Subsistence and Support	1,000	0	1,000	0	0	600	750	1,697
531400	Books and Periodicals	600	0	100	500	0	500	300	515
531500	Supplies-Purchased for Resale	6,500	6,500	0	0	0	6,500	6,500	5,000
531600	Small Equipment	0	0	0	0	0	50	0	34
531700	Uniforms and Protective Equipment	500	0	0	0	500	500	500	641
	TOTAL SUPPLIES	34,200	16,300	1,100	8,500	8,300	28,110	28,950	31,754
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	1,058,270	462,240	176,340	197,500	222,190	1,015,320	999,290	901,429

This page left blank to preserve double-page layouts.



ACTIVE LIVING DIVISION
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

The mission of the Active Living division is to create a community where residents and visitors can participate everyday in physical activity, regardless of physical limitations, in addition to offering traditional recreation programming.

Citizen Satisfaction Survey responses:

Recreational opportunities

*2006: 61% rated as excellent/good
2008: 79% rated as excellent/good*

Quality of Recreation programs or classes

*2006: 42% rated as excellent/good
2008: 87% rated as excellent/good*

In the last 12 months, have you used a Decatur recreation facility?

*2006: 44% had used a facility at least once
2008: 46% had used a facility at least once*

In the last 12 months, have you visited a park?

*2006: 82% have visited a Decatur park
2008: 86% have visited a Decatur park*

Availability of paths and walking trails

*2006: N/A
2008: 66% rated as excellent/good*

Strategic Plan Linkage:

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community – The Active Living division will continue to implement improvements to existing parks and the Recreation Center through the capital improvements program.

Goal 9: Continue the Commitment to Environmental Quality – The Active Living division will continue to work with neighborhood groups to organize park clean-up days.



Our Mission in Action

**ACTIVE LIVING DIVISION
PERSONNEL SUMMARY**

	ADMINISTRATION 6110	ATHLETICS 6121	REC PROGRAMS 6122	AQUATICS 6124
REGULAR JOB CLASSES				
Active Living Program Director	1	0	0	0
Assistant Recreation Director	0	0	1	0
Program Supervisor	0	1	1	0
Program Assistant	0	1	1	0
Administrative Assistant	1	0	0	0
TOTAL REGULAR CLASSES	2	2	3	0
OTHER JOB CLASSES				
Aquatics Director	0	0	0	1
Site Director P/T	0	0	0	0
Site Leader P/T	0	0	1	0
Program Leader P/T	0	0	2	0
Specialized Instructor*	0	2	8	2
Receptionist P/T	2	0	0	0
TOTAL OTHER CLASSES	2	2	11	3

	TENNIS 6126	FACILITIES 6130	TOTAL 2009-2010	TOTAL 2008-2009	TOTAL 2007-2008
REGULAR JOB CLASSES					
Active Living Program Director	0	0	1	1	1
Assistant Recreation Director	0	0	1	1	1
Program Supervisor	1	0	3	3	3
Program Assistant	0	0	2	2	2
Administrative Assistant	0	0	1	1	1
TOTAL REGULAR CLASSES	1	0	8	8	8
OTHER JOB CLASSES					
Aquatics Director	0	0	1	1	1
Site Director P/T	0	0	2	2	2
Site Leader P/T	0	0	1	1	1
Program Leader P/T	2	0	4	4	4
Specialized Instructor*	2	0	14	14	14
Receptionist P/T	0	0	2	2	2
TOTAL OTHER CLASSES	4	0	24	24	24



Our Mission in Action

**ACTIVE LIVING DIVISION
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	6110 ADMINIS- TRATION	6121 ATHLETIC SERVICES	6122 RECREATION SERVICES	6124 AQUATICS SERVICES
	PERSONNEL SERVICES					
511100	Regular Salaries & Wages	419,170	123,170	92,270	155,470	0
511200	Temp Salaries and Wages	201,620	34,320	40,290	74,740	22,250
511300	Overtime Wages	0	0	0	0	0
512100	Employer Group Insurance	80,110	20,100	19,980	30,030	0
512200	Social Security (FICA)	38,510	9,770	8,220	14,270	1,400
512300	Medicare	9,020	2,280	1,920	3,340	340
512400	Retirement Contributions	33,530	9,850	7,380	12,440	0
512600	Unemployment Insurance	560	140	140	210	0
512700	Workers Compensation	22,710	3,400	3,400	10,310	1,950
	TOTAL PERSONNEL SERVICES	805,230	203,030	173,600	300,810	25,940
	OTHER SERVICES AND CHARGES					
521200	Professional Services	40,600	9,890	60	120	0
521301	Instructor Fees	43,700	0	0	43,700	0
521302	Official Fees	180	0	0	0	180
522200	Repairs and Maintenance	500	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	22,290	0	0	21,390	900
522202	Repair and Maint-Communication Equip	0	0	0	0	0
522203	Repair and Maint-Landscape	50,000	0	0	0	0
522204	Repair and Maint-Machines and Tools	0	0	0	0	0
522205	Repair and Maint-Office Equipment	0	0	0	0	0
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	0	0
522310	Rental of Land & Buildings	0	0	0	0	0
522320	Rental of Equipment and Vehicles	7,340	7,340	0	0	0
522321	Auto Allowance	3,960	180	1,230	1,430	430
522500	Other Contractual Services	198,280	0	4,760	11,880	180,500
523101	Insurance-Awards	0	0	0	0	0
523201	Postage	1,230	1,230	0	0	0
523202	Telephone	4,450	0	0	0	0
523300	Advertising	0	0	0	0	0
523400	Printing and Binding	18,190	15,600	1,550	250	0
523450	Signs	1,200	0	0	150	750
523500	Subsistence & Support	0	0	0	0	0
523600	Dues and Fees	3,810	480	470	1,210	1,130
523700	Education and Training	7,500	1,600	3,380	650	0
523701	Business Meetings	10,450	1,350	2,500	5,800	0
523800	Licenses	200	0	0	200	0
	TOTAL OTHER SVCS. AND CHARGES	413,880	37,670	13,950	86,780	183,890
	SUPPLIES					
531101	Supplies-Bldg & Fixed Equip	1,500	1,500	0	0	0
531102	Supplies-Janitorial	450	0	0	450	0
531103	Supplies-Landscape Maintenance	1,990	0	0	1,440	350
531104	Supplies-Misc. Maintenance	0	0	0	0	0
531105	Supplies-Office	6,000	6,000	0	0	0
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0
531107	Supplies-Specialized Dept	58,780	1,200	28,220	17,960	3,640
531108	Supplies-Tires and Batteries	1,000	0	0	0	0
531109	Supplies-Vehicles and Equipment	240	0	0	0	0
531110	Communication Equipment	150	0	0	0	150
531111	Computer Equipment	5,700	0	0	0	0
531112	Computer Software	1,580	0	0	0	0
531114	Outdoor Furniture and Fixtures	4,890	0	0	0	4,890
531115	Batteries	0	0	0	0	0
531270	Gasoline	2,370	0	0	0	0
531300	Food-Subsistence & Support	8,870	1,660	1,160	5,250	250
531400	Books and Periodicals	400	100	100	200	0
531500	Supplies-Purchased for Resale	2,440	0	0	0	0
531600	Small Equipment	1,390	50	190	550	500
531700	Uniforms and Protective Equipment	44,920	340	37,100	3,290	1,590
	TOTAL SUPPLIES	142,670	10,850	66,770	29,140	11,370
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	DIVISION TOTAL	1,361,780	251,550	254,320	416,730	221,200

ACTIVE LIVING DIVISION
2009-2010 PROPOSED BUDGET

	EXPENDITURE OBJECTS	6126 TENNIS/PARK SERVICES	6130 FACILITIES & EQUIPM.	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08*
	PERSONNEL SERVICES					
511100	Regular Salaries & Wages	48,260	0	404,700	414,940	639,952
511200	Temp Salaries and Wages	30,020	0	222,190	182,940	397,559
511300	Overtime Wages	0	0	0	0	8,599
512100	Employer Group Insurance	10,000	0	78,850	76,820	108,805
512200	Social Security (FICA)	4,850	0	39,700	36,970	64,935
512300	Medicare	1,140	0	9,370	8,880	15,169
512400	Retirement Contributions	3,660	0	32,840	31,680	53,274
512600	Unemployment Insurance	70	0	560	560	3,108
512700	Workers Compensation	3,650	0	25,040	18,240	24,609
	TOTAL PERSONNEL SERVICES	101,850	0	813,250	771,030	1,316,009
	OTHER SERVICES AND CHARGES					
521200	Professional Services	30	30,500	31,700	31,700	49,230
521301	Instructor Fees	0	0	16,670	39,730	26,840
521302	Official Fees	0	0	180	180	110
522200	Repairs and Maintenance	500	0	500	500	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	21,100	21,700	12,822
522202	Repair and Maint-Communication Equip	0	0	0	0	0
522203	Repair and Maint-Landscape	0	50,000	28,580	28,580	0
522204	Repair and Maint-Machines and Tools	0	0	0	0	0
522205	Repair and Maint-Office Equipment	0	0	0	0	260
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	0	305
522310	Rental of Land & Buildings	0	0	0	0	68,816
522320	Rental of Equipment and Vehicles	0	0	7,600	7,600	15,590
522321	Auto Allowance	690	0	2,910	3,930	3,705
522500	Other Contractual Services	340	800	222,910	222,910	220,309
523101	Insurance-Awards	0	0	0	0	0
523201	Postage	0	0	1,230	1,230	1,074
523202	Telephone	0	4,450	5,760	5,760	12,460
523300	Advertising	0	0	0	0	72
523400	Printing and Binding	790	0	17,650	17,650	21,249
523450	Signs	300	0	1,200	1,200	324
523500	Subsistence & Support	0	0	0	0	(5)
523600	Dues and Fees	520	0	3,880	3,880	3,594
523700	Education and Training	410	1,460	7,770	8,640	11,253
523701	Business Meetings	800	0	11,000	12,900	16,840
523800	Licenses	0	0	200	200	599
	TOTAL OTHER SVCS. AND CHARGES	4,380	87,210	380,840	408,290	465,448
	SUPPLIES					
531101	Supplies-Bldg & Fixed Equip	0	0	1,500	1,500	509
531102	Supplies-Janitorial	0	0	450	450	2,153
531103	Supplies-Landscape Maintenance	200	0	1,940	1,940	308
531104	Supplies-Misc. Maintenance	0	0	0	0	20,577
531105	Supplies-Office	0	0	6,000	6,000	0
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0
531107	Supplies-Specialized Dept	7,760	0	59,470	59,170	73,763
531108	Supplies-Tires and Batteries	0	1,000	1,480	1,480	536
531109	Supplies-Vehicles and Equipment	0	240	240	240	771
531110	Communication Equipment	0	0	150	150	524
531111	Computer Equipment	0	5,700	7,200	7,200	12,331
531112	Computer Software	0	1,580	1,580	1,580	(50)
531114	Outdoor Furniture and Fixtures	0	0	2,240	2,240	3,493
531115	Batteries	0	0	0	0	146
531270	Gasoline	0	2,370	3,470	3,470	4,373
531300	Food-Subsistence & Support	450	100	8,970	8,970	31,894
531400	Books and Periodicals	0	0	400	400	1,191
531500	Supplies-Purchased for Resale	2,440	0	2,440	2,440	2,872
531600	Small Equipment	100	0	1,340	1,340	1,360
531700	Uniforms and Protective Equipment	2,600	0	47,050	46,480	46,873
	TOTAL SUPPLIES	13,550	10,990	145,920	145,050	203,625
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	DIVISION TOTAL	119,780	98,200	1,340,010	1,324,370	1,985,082

*FY 2007-08 audit numbers include Children & Youth Services

**CHILDREN AND YOUTH SERVICES
PROPOSED 2009-2010 BUDGET ESTIMATE***

Mission Statement:

The mission of the Children and Youth Services division is to work with community partners to promote the development of Decatur's children and youth into healthy, productive, lifelong learners.

Citizen Satisfaction Survey responses:

Decatur as a place to raise children

2006: 70% rated as excellent/good

2008: 93% rated as excellent/good

Services to youth

2006: 30% rated as excellent/good

2008: 84% rated as excellent/good

Availability of affordable, quality childcare

2006: 18% rated as excellent/good

2008: 52% rated as excellent/good

Strategic Plan Linkage:

Goal 4: Maintain and Encourage Racial, Ethnic, Economic, Cultural and other Types of Diversity – The Children and Youth Services division will continue to provide volunteer opportunities through its after-school programs.

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community -The Children and Youth Services division will continue to strengthen partnerships, secure grant and foundation funding, and accreditation to provide high quality after school programs.

* For budget estimate detail, see page 68.



Our Mission in Action

**CHILDREN AND YOUTH SERVICES DIVISION
PERSONNEL SUMMARY**

	CHILD/ YOUTH SERVICES 6135	TOTAL 2009-2010	TOTAL 2008-2009	TOTAL 2007-2008
REGULAR JOB CLASSES				
Children & Youth Services Director	1	1	1	1
Assistant Recreation Director	1	1	1	1
Program Supervisor	1	1	1	1
Program Assistant	1	1	2	2
Site Director	5	5	5	4
Administrative Assistant	1	1	1	0
TOTAL REGULAR CLASSES	10	10	11	9
OTHER JOB CLASSES				
Site Director P/T	1	1	2	1
After-School Counselor	25	25	23	26
Academic Building Coordinator	1	1		
Academic Tutors	5	5		
Lead Counselor	2	2	4	0
Summer Camp Director	0	0	1	1
Summer Camp Counselor	19	19	21	30
Instructor	39	39	0	0
CIT Coordinator	1	1	1	1
Family Liaison	1	1	1	4
Junior Counselor	3	3	4	2
Technology Specialist	1	1	1	1
Technology Instructor	6	6	10	6
Receptionist P/T	0	0	0	1
TOTAL OTHER CLASSES	104	104	68	73



Our Mission in Action

PLANNING, ZONING & INSPECTIONS DIVISION
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

The mission of the Planning, Zoning, and Inspections Department is to ensure that the physical development of the community is accomplished according to the codes, ordinances, and plans adopted by the City Commission.

Citizen Satisfaction Survey responses:

Quality of Preservation of natural areas such as greenspace and farmland

2006: N/A

2008: 55% rated as excellent/good

Years of Residency in the City of Decatur

2006: 56% of residents for 5 years or less

2008: 50% of residents for 5 years or less

Strategic Plan Linkage:

Goal 9: Continue the Commitment to Environmental Quality – The PZI division will implement the Community Transportation Plan, continue to acquire greenspace and develop maintenance plans, and research green building codes.

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community – The PZI division will utilize new technology, contract services, and staff training to provide a high quality of service within the proposed budget.

Performance Measures:

Number of Building Permits issued:

Calendar Year 2007: 822

Calendar Year 2008: 652

Construction Value:

Calendar Year 2007: \$100,358,230

Calendar Year 2008: \$82,791,246

Plans Adopted:

FY 2006: Preservation Corridor Master Plan (Decatur Greenway)

FY 2007: Community Transportation Plan

FY 2008: N/A

Ordinance Updates:

FY 2006: N/A

FY 2007: Infill Design Guidelines for Single Family Housing (R60, R85)

FY 2008: Mixed Use Ordinance; Bicycle Parking Ordinance



Our Mission in Action

**PLANNING, ZONING & INSPECTIONS DIVISION
PERSONNEL SUMMARY**

	7310 ADMINISTRATION	7200 LICENSE/ INSPECTIONS	TOTAL 2009- 2010	TOTAL 2008- 2009	TOTAL 2007- 2008
REGULAR JOB CLASSES					
Building Official	0	1	1	1	1
Planning Director	1	0	1	1	1
Building Inspector	0	1	1	1	1
Permit & Zoning Technician	1	0	1	1	0
Administrative Assistant	0	0	0	0	1
TOTAL REGULAR CLASSES	2	2	4	4	4
OTHER CLASSES					
Plans Review Technician	0	0	0	1	1
Historic Preservation Planner	1	0	1	1	1
TOTAL OTHER CLASSES	1	0	1	2	2



Our Mission in Action

PLANNING, ZONING and INSPECTIONS DIVISION
2009-2010 PROPOSED BUDGET

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	7310 DEVELOP. ADMIN.	7200 LICENSE & INSP.	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	234,780	102,750	132,030	223,000	220,530	213,362
511200	Temp Salaries and Wages	20,000	20,000	0	20,000	20,000	128,722
511300	Overtime Wages	0	0	0	0	0	30
512100	Employer Group Insurance	40,160	20,020	20,140	39,490	38,510	39,081
512200	Social Security (FICA)	15,800	7,610	8,190	15,200	14,920	16,446
512300	Medicare	3,690	1,780	1,910	3,580	3,490	5,031
512400	Retirement Contributions	19,570	8,220	11,350	18,350	18,400	19,579
512401	Retirement Contributions-ICMA	0	0	0	0	0	9,107
512600	Unemployment Insurance	280	140	140	280	280	5
512700	Workers Compensation	5,500	2,750	2,750	7,110	6,240	8,956
	TOTAL PERSONNEL SERVICES	339,780	163,270	176,510	327,010	322,370	440,319
	OTHER SERVICES AND CHARGES						
521200	Professional Services	132,000	112,000	20,000	42,000	42,000	48,557
521301	Instructor Fees	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	0	0	0
522202	Repair and Maint-Communication Equip	270	150	120	270	270	0
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	150	150	0	70	150	65
522206	Repair and Maint-Vehicles-Outside Labor	500	0	500	600	500	80
522320	Rental of Equipment and Vehicles	0	0	0	0	0	0
522321	Auto Allowance	0	0	0	0	520	3,399
522500	Other Contractual Services	10,000	10,000	0	10,000	10,000	141
523101	Insurance-Awards	0	0	0	0	0	0
523106	Insurance-Performance Bond	0	0	0	0	0	0
523201	Postage	0	0	0	0	0	0
523202	Telephone	2,400	1,200	1,200	2,100	2,400	2,135
523300	Advertising	1,000	1,000	0	700	1,000	454
523400	Printing and Binding	6,500	3,000	3,500	4,000	6,000	5,753
523450	Signs	200	200	0	200	200	371
523600	Dues and Fees	1,100	800	300	1,100	1,100	1,185
523700	Education and Training	6,010	4,810	1,200	7,000	4,500	4,403
523701	Business Meetings	5,730	5,000	730	7,600	5,800	5,326
523702	Attendance Fees	0	0	0	0	0	0
523800	Licenses	0	0	0	0	0	0
	TOTAL OTHER SVCS. AND CHARGES	165,860	138,310	27,550	75,640	74,440	71,871
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	1,500	0	1,500	0	0	0
531102	Supplies-Janitorial	0	0	0	0	0	5
531104	Supplies-Misc. Maintenance	0	0	0	0	0	0
531105	Supplies-Office	2,300	1,000	1,300	2,300	2,300	2,255
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0	0
531107	Supplies-Specialized Dept	0	0	0	500	200	76
531108	Supplies-Tires and Batteries	200	0	200	270	200	0
531109	Supplies-Vehicles and Equipment	900	0	900	600	900	55
531111	Computer Equipment	0	0	0	1,700	1,320	4,007
531112	Computer Software	0	0	0	0	500	0
531115	Batteries	0	0	0	0	0	0
531270	Gasoline	2,000	0	2,000	2,000	2,000	1,301
531300	Food-Subsistence and Support	800	800	0	500	700	404
531400	Books and Periodicals	700	500	200	1,100	1,300	985
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	250	0	250	700	1,050	620
531700	Uniforms and Protective Equipment	350	150	200	200	200	235
	TOTAL SUPPLIES	9,000	2,450	6,550	9,870	10,670	9,943
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	514,640	304,030	210,610	412,520	407,480	522,132

This page left blank to preserve double-page layouts.



ADMINISTRATIVE SERVICES DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

In collaboration with City departments, the Administrative Services Department will provide exceptional and sound financial, human resources, court and technology management services consistent with City values.

Citizen Satisfaction Survey responses:

The value of services for the taxes paid in Decatur

2006: 63% rated as excellent/good
2008: 64% rated as excellent/good

Plan to remain in City of Decatur for the next 5 years

2006: N/A
2008: 64% very likely

Overall impression of employees of the City of Decatur

2006: 77% rated as excellent/good
2008: 77% rated as excellent/good

Strategic Plan Linkage:

Goal 6: Strengthen Communications and Connection throughout the Community - Citizens will have an additional method for communicating with City employees through the new citizen request management software. Citizens will be able to submit requests for service through the new software system and be kept informed of the status of their requests.

Goal 7: Increase Opportunities for Economically Diverse Housing for Persons who live or work in Decatur - The Administrative Services Department will coordinate with the City's communications staff to inform current and prospective residents of public and private options for tax relief, including homestead exemptions, tax-deferral program and reverse mortgages.

Goal 10: Continue to provide quality city and school system services within fiscal limits acceptable to the community - Through the use of geographic information systems (GIS) software, the City will enhance property related data available to the public including online tax information, zoning, historic districts, flood plains, etc.

Performance Measures:

CRM Requests Resolved in 10 days or less:
Calendar Year 2008: 57%
Calendar Year 2009: 53%

Computer Help Desk Calls Resolved at time of call:
FY 2007: 27%
FY 2008: 25%



Our Mission in Action

ADMINISTRATIVE SERVICES DEPARTMENT PERSONNEL SUMMARY

	ACCOUNTING 1512	REVENUE COLLECTIONS 1514	RECORDS 1580	MUNICIPAL COURT 2650	TOTAL 2009- 2010	TOTAL 2008- 2009	TOTAL 2007- 2008
REGULAR JOB CLASSES							
Revenue and Technology Manager	0	1	0	0	1	1	1
Bookkeeper	1	0	0	0	1	1	1
City Clerk	1	0	0	0	1	1	1
Payroll Coordinator	1	0	0	0	1	1	1
Revenue Officer	0	2	0	0	2	2	3
Senior Revenue Officer	0	1	0	0	1	1	0
Court Clerk	0	0	0	2	2	2	2
Court Clerk Assistant	0	0	0	1	1	1	1
TOTAL REGULAR CLASSES	3	4	0	3	10	10	10
OTHER JOB CLASSES							
Accounting Clerk	1	0	0	0	1	1	1
Archivist	0	0	1	0	1	1	0
Customer Service Clerk	0	0	0	1	1	1	0
Municipal Court Judge	0	0	0	4	4	4	4
Marshall	0	0	0	1	1	1	1
Bailiff	0	0	0	1	1	1	1
Solicitor	0	0	0	1	1	1	1
Public Defender	0	0	0	1	1	1	1
TOTAL OTHER CLASSES	1	0	1	10	11	11	9



Our Mission in Action

**ADMINISTRATIVE SERVICES DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	1512 ACCOUNTING	1514 REVENUE COLLECTIONS	1400 CITY ELECTION	1580 RECORDS MANAGEMENT	1535 INFORMATION TECHNOLOGY
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	522,260	185,780	190,850	0	0	0
511200	Temp Salaries and Wages	177,230	19,500	4,500	0	15,660	0
511300	Overtime Wages	38,800	9,000	9,800	0	0	0
512100	Employer Group Insurance	100,130	30,160	39,980	0	0	0
512200	Social Security (FICA)	43,340	12,730	12,110	0	970	0
512300	Medicare	10,150	2,980	2,830	0	230	0
512400	Retirement Contributions	41,780	14,860	15,270	0	0	0
512600	Unemployment Insurance	840	280	280	0	70	0
512700	Workers Compensation	17,650	3,800	4,200	0	650	0
574000	Bad Debt Expense	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	952,180	279,090	279,820	0	17,580	0
	OTHER SERVICES AND CHARGES						
521200	Professional Services	167,740	97,400	21,340	9,500	9,000	15,000
521303	Misc Personal Service Fees	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	10	0	10	0	0	0
522202	Repair and Maint-Communication Equip	790	0	790	0	0	0
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	2,690	1,940	0	0	0	0
522206	Repair and Maint-Vehicles-Outside Labor	1,000	1,000	0	0	0	0
522320	Rental of Equipment and Vehicles	35,000	0	0	0	0	0
522321	Auto Allowance	200	0	0	0	0	0
522500	Other Contractual Services	238,070	54,500	32,240	0	16,830	134,500
523101	Insurance-Awards	3,000	0	0	0	0	0
523102	Insurance-Legal Liability	49,600	0	0	0	0	0
523104	Insurance-Property	51,500	0	0	0	0	0
523105	Insurance-Vehicles	85,300	0	0	0	0	0
523106	Insurance-Performance Bond	300	0	0	0	0	0
523107	Insurance-Commercial Excess Liability	28,500	0	0	0	0	0
523201	Postage	30,000	0	0	0	0	0
523202	Telephone	179,570	0	570	0	0	0
523300	Advertising	2,350	0	2,350	0	0	0
523400	Printing and Binding	6,750	2,500	2,750	0	0	0
523600	Dues and Fees	3,740	2,200	540	0	500	0
523700	Education and Training	22,250	8,780	6,870	0	1,600	0
523701	Business Meetings	3,230	1,800	130	0	0	0
523800	Licenses	0	0	0	0	0	0
523911	Bank Charges	12,200	10,000	2,200	0	0	0
	TOTAL OTHER SVCS. AND CHARGES	923,790	180,120	69,790	9,500	27,930	149,500
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	5,000	0	0	0	0	0
531102	Supplies-Janitorial	140	20	20	0	0	0
531104	Supplies-Misc. Maintenance	50	0	0	0	0	0
531105	Supplies-Office	20,000	10,000	7,500	0	0	0
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0	0
531107	Supplies-Specialized Dept	450	300	150	0	0	0
531108	Supplies-Tires and Batteries	300	300	0	0	0	0
531109	Supplies-Vehicles and Equipment	700	700	0	0	0	0
531111	Computer Equipment	37,550	2,650	4,300	0	0	30,600
531112	Computer Software	62,250	20,000	4,500	0	0	37,500
531113	Supplies-Office Equipment and Furniture	920	0	120	0	0	0
531210	Water and Sewer	30,000	0	0	0	0	0
531215	Stormwater Utility	191,000	0	0	0	0	0
531220	Natural Gas	75,000	0	0	0	0	0
531230	Electricity	215,000	0	0	0	0	0
531231	Street Lighting	250,000	0	0	0	0	0
531270	Gasoline	850	350	500	0	0	0
531300	Food-Subsistence and Support	400	0	0	0	0	0
531400	Books and Periodicals	1,530	800	230	0	0	0
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	170	100	20	0	0	0
531700	Uniforms and Protective Equipment	1,750	750	0	0	0	0
	TOTAL SUPPLIES	893,060	35,970	17,340	0	0	68,100
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	2,769,030	495,180	366,950	9,500	45,510	217,600

**ADMINISTRATIVE SERVICES DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	1555 GENERAL INSURANCE	1567 UTILITIES & SERVICES	2650 MUNIC. COURT SERVICES	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	0	0	145,630	504,650	497,390	474,061
511200	Temp Salaries and Wages	0	0	137,570	124,500	172,770	93,300
511300	Overtime Wages	0	0	20,000	62,200	39,000	77,302
512100	Employer Group Insurance	0	0	29,990	98,580	96,040	73,108
512200	Social Security (FICA)	0	0	17,530	43,330	41,830	41,520
512300	Medicare	0	0	4,110	10,140	9,790	9,502
512400	Retirement Contributions	0	0	11,650	40,690	39,790	40,671
512600	Unemployment Insurance	0	0	210	770	840	5
512700	Workers Compensation	0	0	9,000	17,500	10,600	19,014
574000	Bad Debt Expense	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	0	0	375,690	902,360	908,050	828,483
	OTHER SERVICES AND CHARGES						
521200	Professional Services	0	0	15,500	196,810	186,080	178,369
521303	Misc Personal Service Fees	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	10	10	2
522202	Repair and Maint-Communication Equip	0	0	0	0	0	0
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	0	500	250	5,570	5,160	3,683
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	600	1,000	0
522320	Rental of Equipment and Vehicles	0	35,000	0	35,500	35,000	30,079
522321	Auto Allowance	0	0	200	150	200	174
522500	Other Contractual Services	0	0	0	204,540	223,350	147,122
523101	Insurance-Awards	3,000	0	0	3,000	2,000	0
523102	Insurance-Legal Liability	49,600	0	0	49,080	55,600	53,963
523104	Insurance-Property	51,500	0	0	50,850	56,350	54,710
523105	Insurance-Vehicles	85,300	0	0	84,340	89,400	86,796
523106	Insurance-Performance Bond	300	0	0	300	200	200
523107	Insurance-Commercial Excess Liability	28,600	0	0	28,130	31,000	30,033
523201	Postage	0	30,000	0	30,000	33,000	25,525
523202	Telephone	0	179,000	0	170,700	176,700	163,672
523300	Advertising	0	0	0	3,100	3,100	2,430
523400	Printing and Binding	0	0	1,500	6,840	8,340	5,762
523600	Dues and Fees	0	0	500	3,820	3,900	2,618
523700	Education and Training	0	0	5,000	18,350	24,300	11,792
523701	Business Meetings	0	0	1,300	3,750	4,000	3,302
523800	Licenses	0	0	0	0	0	0
523911	Bank Charges	0	0	0	15,000	4,000	15,647
	TOTAL OTHER SVCS. AND CHARGES	218,200	244,500	24,250	910,440	942,690	815,878
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	0	0	5,000	0	0	0
531102	Supplies-Janitorial	0	0	100	150	150	13
531104	Supplies-Misc. Maintenance	0	0	50	550	50	0
531105	Supplies-Office	0	1,000	1,500	17,200	20,250	21,782
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0	0
531107	Supplies-Specialized Dept	0	0	0	390	1,160	968
531108	Supplies-Tires and Batteries	0	0	0	0	300	0
531109	Supplies-Vehicles and Equipment	0	0	0	500	700	574
531111	Computer Equipment	0	0	0	38,040	40,850	28,263
531112	Computer Software	0	0	250	50,030	63,200	15,140
531113	Supplies-Office Equipment and Furniture	0	0	800	2,000	2,200	668
531210	Water and Sewer	0	30,000	0	28,500	30,000	22,363
531215	Stormwater Utility	0	191,000	0	190,430	190,430	190,425
531220	Natural Gas	0	75,000	0	70,000	75,000	59,895
531230	Electricity	0	215,000	0	200,000	155,000	174,772
531231	Street Lighting	0	250,000	0	235,000	250,000	216,966
531270	Gasoline	0	0	0	350	350	615
531300	Food-Subsistence and Support	0	0	400	1,050	1,500	1,372
531400	Books and Periodicals	0	0	500	2,200	2,500	1,562
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	0	0	50	220	170	117
531700	Uniforms and Protective Equipment	0	0	1,000	1,970	1,750	494
	TOTAL SUPPLIES	0	762,000	9,650	838,580	835,560	735,988
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	218,200	1,006,500	409,590	2,651,380	2,686,300	2,380,349

FIRE AND RESCUE DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

The mission of the City of Decatur Fire & Rescue Department is to work for the preservation of life and property within the community of the City of Decatur.

Citizen Satisfaction Survey responses:

Quality of Fire Services

2006: 93% rated as excellent/good

2008: 97% rated as excellent/good

Quality of Fire Prevention and Education

2006: 75% rated as excellent/good

2008: 88% rated as excellent/good

Strategic Plan Linkage:

Goal 6: Strengthen Communication and Connections throughout the Community - The Fire Department will increase its communication with the community through: Our new CAPS and the CERT Programs, block parties, special events, pre-planning, and fire education. We are further building community relations by integrating our fire prevention activities with the cities AED placement program. We shall continue research new ideas and to foster this relationship throughout the year.

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community - Continue to assess the needs of the community and make adjustments accordingly by establishing new projects. The Fire Department will continue to search for outside funding that may be available. We are committed to contributing to the success of all city departments.

Performance Measures:

Total fire incidents per 1,000 population served

2007: N/A

2008: 3.86

False alarms as a percentage of total fire and non-fire incidents

2007: N/A

2008: 4.4%



Our Mission in Action

FIRE AND RESCUE DEPARTMENT PERSONNEL SUMMARY

	FIRE 3500	TOTAL 2009-2010	TOTAL 2008-2009	TOTAL 2007-2008
REGULAR JOB CLASSES				
Fire Chief	1	1	1	1
Deputy Fire Chief	0	0	0.5	0
Assistant Fire Chief	2	2	2	2
Fire Captain	0	0	6	6
Fire Station Captain	3	3	0	0
Fire Lieutenant	3	3	3	3
Fire Sergeant	3	3	0	0
Firefighter-Driver	12	12	9	9
Firefighter	15	15	21	21
TOTAL REGULAR CLASSES	39	39	39.5	39



Our Mission in Action

**FIRE and RESCUE DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	3500 FIRE & RESCUE	REVISED ESTIMATE 2008-09	FIRE BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES					
511100	Regular Salaries & Wages	2,170,830	2,170,830	2,210,000	2,135,230	2,078,546
511200	Temp Salaries and Wages	0	0	0	0	0
511300	Overtime Wages	200,000	200,000	200,000	200,000	258,275
511400	Special Events Overtime	0	0	0	0	0
512100	Employer Group Insurance	391,050	391,050	394,490	375,310	455,898
512200	Social Security (FICA)	0	0	0	0	0
512300	Medicare	34,100	34,100	34,800	30,980	26,741
512400	Retirement Contributions	173,510	173,510	176,000	170,820	168,500
512600	Unemployment Insurance	2,800	2,800	2,730	2,730	22
512700	Workers Compensation	40,950	40,950	55,000	37,440	76,479
	TOTAL PERSONNEL SERVICES	3,013,240	3,013,240	3,073,020	2,952,490	3,064,461
	OTHER SERVICES AND CHARGES					
521200	Professional Services	29,830	29,830	30,350	30,850	16,417
522200	Repairs and Maintenance	0	0	0	0	9,823
522201	Repair and Maint-Bldg and Fixed Equipment	13,680	13,680	12,500	12,500	0
522202	Repair and Maint-Communication Equip	8,000	8,000	6,500	6,500	6,421
522204	Repair and Maint-Machines and Tools	6,000	6,000	2,500	2,500	1,537
522205	Repair and Maint-Office Equipment	0	0	750	750	0
522206	Repair and Maint-Vehicles-Outside Labor	9,000	9,000	7,500	9,000	10,486
522310	Rental of Land & Buildings	0	0	0	0	0
522320	Rental of Equipment and Vehicles	4,100	4,100	3,340	3,340	2,245
522321	Auto Allowance	500	500	1,000	1,000	1,169
522500	Other Contractual Services	0	0	90	90	21
523101	Insurance-Awards	2,500	2,500	2,500	2,500	0
523102	Insurance-Legal Liability	0	0	0	0	0
523105	Insurance-Vehicle	0	0	0	0	0
523201	Postage	200	200	200	200	14
523202	Telephone	7,800	7,800	7,100	7,100	2,929
523300	Advertising	300	300	1,560	0	0
523400	Printing and Binding	2,100	2,100	1,000	1,000	714
523600	Dues and Fees	4,820	4,820	3,200	3,200	3,524
523700	Education and Training	13,500	13,500	11,240	12,800	11,147
523701	Business Meetings	3,730	3,730	4,500	4,500	4,322
523800	Licenses	100	100	90	90	0
	TOTAL OTHER SVCS. AND CHARGES	106,160	106,160	95,920	97,920	70,768
	SUPPLIES					
531101	Supplies-Bldg & Fixed Equip	1,500	1,500	1,500	1,500	1,565
531102	Supplies-Janitorial	5,300	5,300	6,300	5,300	6,422
531103	Supplies-Landscape Maintenance	500	500	500	500	519
531104	Supplies-Misc. Maintenance	2,730	2,730	1,800	1,800	1,920
531105	Supplies-Office	2,500	2,500	2,500	2,500	2,295
531106	Supplies-Pesticides and Herbicides	1,500	1,500	1,500	1,500	451
531107	Supplies-Specialized Dept	28,930	28,930	36,200	36,200	25,102
531108	Supplies-Tires and Batteries	4,200	4,200	5,700	4,200	3,521
531109	Supplies-Vehicles and Equipment	13,800	13,800	19,000	20,000	13,738
531110	Communications Equipment	0	0	0	0	0
531111	Computer Equipment	7,200	7,200	8,800	8,800	22,455
531112	Computer Software	6,250	6,250	0	0	0
531113	Office Equipment and Furniture	0	0	0	0	0
531115	Supplies - Batteries	1,200	1,200	1,200	1,200	712
531270	Gasoline	30,000	30,000	22,000	30,000	29,579
531300	Food-Subsistence & Support	2,700	2,700	2,700	2,700	3,326
531400	Books and Periodicals	11,000	11,000	9,000	9,000	3,760
531500	Supplies-Purchased for Resale	0	0	0	0	0
531600	Small Equipment	16,470	16,470	3,050	2,550	1,990
531700	Uniforms and Protective Equipment	36,100	36,100	36,100	36,100	35,026
	TOTAL SUPPLIES	171,880	171,880	157,850	163,850	152,381
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	3,291,280	3,291,280	3,326,790	3,214,260	3,287,609

This page left blank to preserve double-page layouts.



**POLICE DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE**

Mission Statement:

The mission of the City of Decatur Police Department is to promote the quality of life in Decatur by providing police services with integrity and with a spirit of excellence, in cooperation with the community.

Citizen Satisfaction Survey responses:

Quality of Crime Prevention

2006: 73% rated as excellent/good
2008: 78% rated as excellent/good

Feeling of safety in Downtown Decatur during the day

2006: 96% rated feeling "very" or "somewhat" safe
2008: 96% rated feeling "very" or "somewhat" safe

Quality of Traffic Enforcement

2006: 63% rated as excellent/good
2008: 67% rated as excellent/good

Strategic Plan Linkage:

Goal 5: Reinforce Neighborhoods and Develop Connections between Neighborhoods - Continue to improve on and expand officer involvement with neighborhood associations.

Goal 8: Enhance Mobility In and Through Decatur - Participate in State, Federal and local traffic safety initiatives;

1. Create and staff traffic safety unit as soon as staffing levels allow.
2. Equip the traffic safety unit with motorcycle to enhance enforcement efforts.

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community - Continue to staff the SRO program and address traffic/pedestrian safety of the students.

Performance Measures:

Fatal Traffic Accidents per 1,000 Population

FY 2007: 0

FY 2008: 0

Number of traffic citations

FY 2008: 5,580 (July 1, 2007-May 1, 2008)

FY 2009: 6,384 (July 1, 2008-May 1, 2009)



Our Mission in Action

POLICE DEPARTMENT PERSONNEL SUMMARY

	GEN MGT 3210	E 911 3800	UNIFORM PATROL 3223	CID 3221	TOTAL 2009- 2010	TOTAL 2008- 2009	TOTAL 2007- 2008	TOTAL 2006- 2007
REGULAR JOB CLASSES								
Police Chief	1	0	0	0	1	1	1	1
Deputy Police Chief	1	0	0	0	1	1	0	0
Assistant Police Chief	0	0	0	0	0	0	1	2
Police Captain	3	0	0	0	3	3	3	3
Police Lieutenant	0	0	4	0	4	4	4	4
Police Sergeant	0	0	4	2	6	6	6	6
Police Investigator*	0	0	0	4	4	4	4	5
CID Evidence Technician	0	0	0	1	1	1	1	1
Police Officer, MPO	0	0	26	0	26	26	26	25
Communications Supervisor	0	0	0	0	0	0	2	2
Community Relations Specialist	1	0	0	0	1	1	1	1
Support Services Technician	1	0	0	0	1	1	1	1
Animal Control Officer	0	0	1	0	1	1	1	1
Communications Officer	0	11	0	0	11	11	9	9
Administrative Assistant	1	0	0	1	2	2	2	2
TOTAL REGULAR CLASSES	8	11	35	8	62	62	62	63
OTHER JOB CLASSES								
School Crossing Guard**	0	0	21	0	21	18	16	14
Background Investigator	1	0	0	0	1	1	0	0
Technology Support Officer	0	0	0	0	0	0	1	0
Police Records Clerk	0	0	0	0	0	0	1	1
Automated Redlight Tech	0	0	0	0	0	1	1	1
TOTAL OTHER CLASSES	1	0	21	0	22	20	19	16

*Investigator positions are assignments, not permanent positions and are at the same salary range as MPO.

**The Police Department currently is allocated 19 crossing guard positions. Two additional positions are funded by the City Schools of Decatur and the Friends School of Atlanta, bringing the total of crossing guards to 21.

Two additional police officer positions are grant funded, if the department achieves full staffing.



Our Mission in Action

**POLICE DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	3210 POLICE ADMIN	3221 CRIME INV. & TRAINING	3223 UNIFORM PATROL	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES							
511100	Regular Salaries & Wages	2,684,230	630,760	414,760	1,638,710	2,298,000	2,554,440	2,052,727
511200	Temp Salaries and Wages	179,650	21,000	0	158,650	183,000	124,000	190,962
511300	Overtime Wages	148,000	8,000	20,000	120,000	250,000	140,000	286,887
511400	Special Events Overtime	85,000	5,000	15,000	65,000	55,000	70,000	24,546
512100	Employer Group Insurance	520,560	90,770	80,100	349,690	488,800	489,830	382,230
512200	Social Security (FICA)	26,950	10,880	2,920	13,150	27,000	19,720	20,705
512300	Medicare	42,300	9,460	6,010	26,830	39,760	38,840	34,016
512400	Retirement Contributions	222,930	50,460	33,180	139,290	184,440	212,170	165,870
512401	Retirement Contributions-ICMA	0	0	0	0	0	0	0
512600	Unemployment Insurance	3,640	630	560	2,450	3,430	3,570	5,818
512700	Workers Compensation	66,570	9,050	8,400	49,120	74,400	58,560	82,563
	TOTAL PERSONNEL SERVICES	3,979,830	836,010	580,930	2,562,890	3,603,830	3,711,130	3,246,124
	OTHER SERVICES AND CHARGES							
521200	Professional Services	94,320	77,320	3,000	14,000	155,290	98,290	92,891
522200	Repairs and Maintenance	0	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	11,000	6,500	4,000	500	6,200	7,700	6,992
522202	Repair and Maint-Communication Equip	15,500	1,500	3,000	11,000	12,900	17,500	3,225
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	2,350	600	1,000	750	1,850	2,600	306
522206	Repair and Maint-Vehicles-Outside Labor	27,000	3,000	4,000	20,000	23,500	27,000	30,049
522310	Rental of Land & Buildings	0	0	0	0	4,800	0	5,300
522320	Rental of Equipment and Vehicles	16,000	14,000	1,000	1,000	17,250	16,000	17,451
522321	Auto Allowance	1,100	600	0	500	450	2,200	1,063
522500	Other Contractual Services	35,010	15,000	5,100	14,910	119,220	114,120	113,616
523101	Insurance-Awards	10,000	0	0	10,000	13,500	0	8,555
523102	Insurance-Legal Liability	19,470	3,120	3,120	13,230	19,740	18,420	17,359
523105	Insurance-Vehicle	0	0	0	0	0	0	0
523201	Postage	1,100	400	200	500	900	900	356
523202	Telephone	12,600	4,000	4,000	4,600	12,000	12,000	11,232
523300	Advertising	23,000	0	0	23,000	34,000	6,000	2,378
523400	Printing and Binding	5,500	1,000	1,000	3,500	3,500	5,000	5,773
523600	Dues and Fees	2,950	1,800	500	650	2,950	2,950	1,476
523700	Education and Training	40,000	4,500	11,000	24,500	43,000	45,000	46,086
523701	Business Meetings	6,730	4,230	1,000	1,500	5,500	8,000	7,955
523800	Licenses	550	150	0	400	550	550	1,159
	TOTAL OTHER SVCS. AND CHARGES	324,180	137,720	41,920	144,540	477,100	384,230	373,222
	SUPPLIES							
531101	Supplies-Bldg & Fixed Equip	700	0	200	500	700	700	143
531102	Supplies-Janitorial	500	200	100	200	600	500	166
531103	Supplies-Landscape Maintenance	0	0	0	0	0	0	0
531104	Supplies-Misc. Maintenance	1,000	0	500	500	500	1,000	90
531105	Supplies-Office	19,200	16,000	0	3,200	16,700	21,200	16,835
531106	Supplies-Pesticides and Herbicides	100	0	0	100	100	100	0
531107	Supplies-Specialized Dept	43,500	4,500	7,000	32,000	47,400	54,400	49,094
531108	Supplies-Tires and Batteries	21,300	1,800	4,500	15,000	19,300	21,300	23,746
531109	Supplies-Vehicles and Equipment	48,500	2,000	10,000	36,500	38,000	48,500	40,490
531110	Communications Equipment	0	0	0	0	0	0	10,670
531111	Computer Equipment	37,100	7,900	5,000	24,200	19,200	19,200	34,368
531112	Computer Software	3,200	0	500	2,700	15,100	17,100	4,635
531113	Office Equipment and Furniture	3,500	2,000	1,000	500	10,400	10,900	6,169
531114	Outdoor Equipment and Furniture	0	0	0	0	1,500	0	0
531115	Supplies- Batteries	850	0	100	750	1,000	0	817
531270	Gasoline	100,000	14,000	14,500	71,500	98,000	100,000	107,303
531300	Food-Subsistence & Support	5,400	4,000	400	1,000	5,600	5,600	6,547
531400	Books and Periodicals	4,600	3,000	600	1,000	4,100	5,100	1,778
531500	Supplies-Purchased for Resale	0	0	0	0	0	0	0
531600	Small Equipment	700	0	200	500	700	700	361
531700	Uniforms and Protective Equipment	39,200	7,000	7,200	25,000	37,700	39,200	46,913
	TOTAL SUPPLIES	329,350	62,400	51,800	215,150	316,600	345,500	350,125
	CAPITAL OUTLAY							
542200	Capital Outlay-Vehicles	99,000	0	0	99,000	94,200	98,700	75,796
542301	Capital Outlay-Outdoor Furniture and Fixtures	0	0	0	0	0	0	5,822
	TOTAL CAPITAL OUTLAY	99,000	0	0	99,000	94,200	98,700	81,618
	TOTAL DIVISION EXPENDITURES	4,732,360	1,036,130	674,650	3,021,580	4,491,730	4,539,560	4,051,089

This page left blank to preserve double-page layouts.



PUBLIC WORKS DEPARTMENT
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

The mission of the City of Decatur Public Works Department is to provide the highest quality public works services to the community and other City departments, balanced through our efforts to maintain a cost effective operation and to provide these services in a responsible and efficient manner. This mission is accomplished through the prudent use of resources, technology, innovations, teamwork and coordination with other departments or community partners.

Citizen Satisfaction Survey responses:

Cleanliness of Decatur

2006: N/A

2008: 90% rated as excellent/good

Quality of Recycling service

2006: 80% rated as excellent/good

2008: 87% rated as excellent/good

Strategic Plan Linkage:

Goal 5: Reinforce Neighborhoods and Develop Connections between Neighborhoods - The Sanitation Division will continue to support neighborhood associations by working with them to provide annual neighborhood clean up days.

Goal 9: Continue the Commitment to Environmental Quality - Public Works will 1) continue to broaden recycling services to include non-residential establishments which will preserve trees and reduce energy consumption and environmental pollution; 2) reduce the need for landfill expansion by reducing the per capita amount of refuse deposited in municipal landfills; 3) reduce the amount of solid pollutants entering the storm drainage system by increasing the number of streets swept on a regular basis; 4) reduce vehicle emissions through preventive maintenance inspections and participating in the Clean Fueled Fleet and Underground Storage Tank programs; 5) support the Clean Air Committee by encouraging employees to reduce personal vehicle usage for commuting to and from work; 6) more careful monitoring of Shop operations in the handling and disposal of hazardous waste materials; 7) continue to seek out green seal approved clean products; and 8) implement water conservation measures..

Goal 10: Continue to provide Quality City Services within Fiscal Limits and Acceptable to the Community - The Public Works Department will focus on reducing customer service complaints, listen and respond to citizens' and employees' ideas and suggestions about their desired level and quality of public works services.

Performance Measures:

Repair Request per 100,000 square foot of facility space maintained:

FY 2007: 88 non-emergency requests

FY 2008: 124 non-emergency requests

Average Tons of Refuse Collected per Refuse Collection Account:

FY 2007: 0.59

FY 2008: 0.58



Our Mission in Action

PUBLIC WORKS DEPARTMENT PERSONNEL SUMMARY

	ADMIN 4510	SOLID WASTE 540	BLDG MAINT 1565	GROUND MAINT 1566	CEMETERY 4950	MOTOR MAINT 4900	CENTRAL SUPPLY 4910	CODES ENF 7450	TOTAL 2009- 2010	TOTAL 2008- 2009	TOTAL 2007- 2008
REGULAR JOB CLASSES											
Assistant City Manager	1	0	0	0	0	0	0	0	1	1	1
Sanitation Services Superintendent	0	1	0	0	0	0	0	0	1	1	1
Facilities Maintenance Superintendent	0	0	1	0	0	0	0	0	1	1	1
Crew Supervisor	0	1	1	1	1	0	0	0	4	4	4
Crew Chief	0	0	0	0	1	0	0	0	1	1	1
Crew Worker	0	0	5	5	2	0	0	0	12	12	12
Equipment Operator	0	0	0	2	1	0	0	0	3	3	3
Building Specialist	0	0	2	0	0	0	0	0	2	2	2
Lead Automotive Mechanic	0	0	0	0	0	1	0	0	1	1	1
Automotive Mechanic	0	0	0	0	0	2	0	0	2	2	2
Administrative Assistant	1	0	0	0	1	0	0	0	2	2	2
Sanitation Equipment Operator II	0	6	0	0	0	0	0	0	6	6	6
Sanitation Equipment Operator I	0	6	0	0	0	0	0	0	6	6	6
Supply Clerk	0	0	0	0	0	0	1	0	1	1	1
Codes Enforcement Officer	0	0	0	0	0	0	0	1	1	1	1
TOTAL REGULAR CLASSES	2	14	9	8	6	3	1	1	44	44	44
OTHER JOB CLASSES											
Facility Monitor	0	0	2	0	0	0	0	0	2	2	2
Crew Worker (P/T)	0	2	0	1	0	0	0	0	3	3	3
Seasonal Laborer	0	0	1	4	2	0	0	0	7	8	8
TOTAL OTHER CLASSES	0	2	3	5	2	0	0	0	12	13	13

* For Solid Waste Fund budget estimate detail, see page 70.



Our Mission in Action

**PUBLIC WORKS DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	4510 ADMIN.	1565 BUILDING MAINTENANCE	1566 GROUNDS MAINTENANCE	4900 MOTOR MAINT & SUPPLY	4950 CEMETERY
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	1,273,990	137,320	371,400	304,110	132,290	241,320
511200	Temp Salaries and Wages	85,590	2,880	38,230	37,000	1,000	6,480
511300	Overtime Wages	65,300	0	15,000	8,000	20,000	21,500
512100	Employer Group Insurance	298,810	20,160	89,720	79,640	29,940	59,790
512200	Social Security (FICA)	85,690	8,830	25,400	21,150	8,200	16,690
512300	Medicare	20,060	2,070	5,940	4,950	1,920	3,900
512400	Retirement Contributions	101,910	10,990	29,710	24,330	10,580	19,300
512401	Retirement Contributions-ICMA	7,700	7,700	0	0	0	0
512600	Unemployment Insurance	2,100	140	630	560	210	420
512700	Workers Compensation	38,660	2,750	11,400	11,680	3,150	7,600
	TOTAL PERSONNEL SERVICES	1,979,810	192,840	587,430	491,400	207,290	377,000
	OTHER SERVICES AND CHARGES						
521200	Professional Services	29,430	6,300	6,020	3,230	5,580	3,500
522110	Solid Waste Disposal	0	0	0	0	0	0
522200	Repairs and Maintenance	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	43,850	0	40,000	0	1,100	1,500
522202	Repair and Maint-Communication Equip	1,820	200	600	270	250	200
522203	Repair and Maint-Landscape	90,560	0	0	88,560	0	1,000
522204	Repair and Maint-Machines and Tools	4,250	0	500	2,500	750	500
522205	Repair and Maint-Office Equipment	1,400	200	200	0	0	200
522206	Repair and Maint-Vehicles-Outside Labor	8,000	200	1,500	4,300	1,000	1,000
522310	Rental of Land & Buildings	35,520	0	35,520	0	0	0
522320	Rental of Equipment and Vehicles	2,650	0	400	600	1,450	200
522321	Auto Allowance	0	0	0	0	0	0
522322	Other Rentals	600	0	0	0	600	0
522500	Other Contractual Services	103,360	0	80,160	14,200	5,600	800
523101	Insurance-Awards	8,000	0	2,500	2,500	0	2,500
523102	Insurance-Legal Liability	0	0	0	0	0	0
523201	Postage	0	0	0	0	0	0
523202	Telephone	4,920	1,320	1,800	600	600	600
523300	Advertising	1,600	0	200	100	0	0
523400	Printing and Binding	1,340	140	100	0	500	100
523500	Travel-Subsistence & Support	0	0	0	0	0	0
523600	Dues and Fees	1,960	1,200	600	50	0	0
523700	Education and Training	15,000	3,650	3,650	1,750	4,150	1,150
523701	Business Meetings	3,300	1,000	2,000	0	100	0
523800	Licenses	200	0	100	20	80	0
	TOTAL OTHER SVCS. AND CHARGES	357,760	14,210	175,850	118,680	21,760	13,250
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	20,000	0	20,000	0	0	0
531102	Supplies-Janitorial	35,760	60	30,000	5,000	100	600
531103	Supplies-Landscape	16,750	0	0	15,000	0	1,750
531104	Supplies-Misc. Maintenance	200	0	0	0	200	0
531105	Supplies-Office	6,400	5,100	0	0	0	800
531106	Supplies-Pesticides and Herbicides	2,350	0	500	1,400	0	450
531107	Supplies-Specialized Dept	20,200	1,000	5,000	3,500	4,200	5,500
531108	Supplies-Tires and Batteries	4,950	600	1,000	1,700	400	500
531109	Supplies-Vehicles and Equipment	20,600	500	2,000	8,000	1,000	2,100
531110	Communications Equipment	1,550	250	700	300	200	100
531111	Computer Equipment	3,600	0	600	0	500	1,000
531112	Computer Software	1,350	600	250	0	500	0
531113	Supplies - Office Equip & Furniture	0	0	0	0	0	0
531115	Supplies-Batteries	0	0	0	0	0	0
531270	Gasoline	53,500	2,500	18,000	15,000	5,000	10,000
531300	Food-Subsistence and Support	3,340	2,500	0	240	0	600
531400	Books and Periodicals	1,000	200	100	0	450	50
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	16,950	0	2,500	3,300	8,900	2,000
531700	Uniforms and Protective Equipment	17,800	200	6,000	6,100	1,500	2,900
	TOTAL SUPPLIES	226,100	13,510	86,650	59,540	22,950	28,350
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	2,563,670	220,560	849,930	669,620	252,000	418,600

**PUBLIC WORKS DEPARTMENT
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	4910 CENTRAL SUPPLY ADMIN	4911 CENTRAL SUPPLY INVENTORY	7450 CODES ENF	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	43,770	0	43,780	1,190,820	1,223,910	1,179,843
511200	Temp Salaries and Wages	0	0	0	79,910	85,790	65,014
511300	Overtime Wages	800	0	0	69,300	65,300	72,714
512100	Employer Group Insurance	9,980	0	9,580	295,040	287,000	271,045
512200	Social Security (FICA)	2,710	0	2,710	83,800	82,970	79,821
512300	Medicare	640	0	640	19,730	19,430	18,626
512400	Retirement Contributions	3,500	0	3,500	95,660	97,930	98,386
512401	Retirement Contributions-ICMA	0	0	0	7,320	7,310	3,913
512600	Unemployment Insurance	70	0	70	2,100	2,100	25
512700	Workers Compensation	1,050	0	1,050	47,870	34,080	53,531
	TOTAL PERSONNEL SERVICES	62,520	0	61,330	1,891,550	1,905,820	1,842,918
	OTHER SERVICES AND CHARGES						
521200	Professional Services	1,700	0	3,100	27,150	27,150	23,212
522110	Solid Waste Disposal	0	0	0	0	0	0
522200	Repairs and Maintenance	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	1,250	0	0	45,490	44,850	44,199
522202	Repair and Maint-Communication Equip	0	0	300	1,520	1,520	780
522203	Repair and Maint-Landscape	0	0	1,000	85,000	89,000	90,016
522204	Repair and Maint-Machines and Tools	0	0	0	4,000	4,000	1,913
522205	Repair and Maint-Office Equipment	800	0	0	700	900	0
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	10,800	9,800	9,616
522310	Rental of Land & Buildings	0	0	0	35,520	35,520	9,120
522320	Rental of Equipment and Vehicles	0	0	0	2,650	2,650	9,183
522321	Auto Allowance	0	0	0	0	0	0
522322	Other Rentals	0	0	0	600	600	246
522500	Other Contractual Services	1,600	0	1,000	119,230	103,000	82,848
523101	Insurance-Awards	0	0	500	6,500	8,000	6,056
523102	Insurance-Legal Liability	0	0	0	0	0	0
523201	Postage	0	0	0	200	200	6
523202	Telephone	0	0	0	5,520	5,520	4,320
523300	Advertising	700	0	600	160	1,000	1,089
523400	Printing and Binding	0	0	500	1,340	1,340	3,339
523500	Travel-Subsistence & Support	0	0	0	1,200	0	0
523600	Dues and Fees	10	0	100	4,770	1,970	1,240
523700	Education and Training	0	0	650	14,100	17,100	13,918
523701	Business Meetings	0	0	200	1,300	3,300	2,189
523800	Licenses	0	0	0	200	200	145
	TOTAL OTHER SVCS. AND CHARGES	6,060	0	7,950	367,950	357,620	303,435
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	0	0	0	18,500	20,000	18,630
531102	Supplies-Janitorial	0	0	0	39,760	35,760	53,894
531103	Supplies-Landscape	0	0	0	19,750	19,750	15,634
531104	Supplies-Misc. Maintenance	0	0	0	200	200	140
531105	Supplies-Office	0	0	500	5,000	6,600	6,325
531106	Supplies-Pesticides and Herbicides	0	0	0	2,650	2,350	3,865
531107	Supplies-Specialized Dept	1,000	0	0	21,600	22,200	18,639
531108	Supplies-Tires and Batteries	250	0	500	6,750	5,250	-22,857
531109	Supplies-Vehicles and Equipment	800	5,000	1,200	22,100	20,600	71,964
531110	Communications Equipment	0	0	0	450	1,550	335
531111	Computer Equipment	1,500	0	0	8,700	10,200	2,942
531112	Computer Software	0	0	0	1,250	1,350	2,765
531113	Supplies - Office Equip & Furniture	0	0	0	0	0	0
531115	Supplies-Batteries	0	0	0	1,400	0	726
531270	Gasoline	1,000	0	2,000	53,990	50,750	74,512
531300	Food-Subsistence and Support	0	0	0	4,640	2,940	7,558
531400	Books and Periodicals	0	0	200	750	1,350	209
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	0	0	250	17,650	20,650	13,629
531700	Uniforms and Protective Equipment	400	0	500	17,600	17,400	19,457
	TOTAL SUPPLIES	4,950	5,000	5,150	242,740	238,900	288,367
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	73,530	5,000	74,430	2,502,240	2,502,340	2,434,721

PUBLIC WORKS DEPARTMENT-ENGINEERING SERVICES
PROPOSED 2009-2010 BUDGET ESTIMATE

Mission Statement:

The mission of the Engineering Services division is to protect the city's environment and maintain its infrastructure through regulation, capital improvements, and education.

Citizen Satisfaction Survey responses:

Quality of Sidewalk Maintenance service

2006: 42% rated as excellent/good
2008: 59% rated as excellent/good

Quality of Storm Drainage service

2006: 33% rated as excellent/good
2008: 61% rated as excellent/good

Feelings toward Environmental Hazards, including Toxic Waste

2006: N/A
2008: 83% rated as very/somewhat safe

Strategic Plan Linkage:

Goal 8: Improve Mobility in and through Decatur - The Engineering Division will continue to implement the sidewalk installation and repair program throughout the city and work with neighborhoods on traffic calming.

Goal 9: Continue the Commitment to Environmental Quality – The Engineering Division will continue to enforce the city's environmental codes, implement the Stormwater Master Plan, and educate homeowners living in the floodplain.

Performance Measures:

Linear feet of sidewalk installed or repaired:
FY 2007: 6,000 linear feet

Number of traffic calming studies prepared:

FY 2007: 3 studies

FY 2008: 1 study

*Note: Every traffic calming petition accepted by the City Commission is studied.

* For Stormwater Utility Fund budget estimate detail, see page 72.



Our Mission in Action

**PUBLIC WORKS DEPARTMENT-ENGINEERING SERVICES
PERSONNEL SUMMARY**

	ADMINISTRATION 1575	STREETS 4220	STORMWATER UTILITY 505	TOTAL 2009- 2010	TOTAL 2008- 2009	TOTAL 2007- 2008
REGULAR JOB CLASSES						
Stormwater Management Engineer	0	0	1	1	1	1
Senior Engineer	1	0	0	1	1	1
Project Civil Engineer	0	0	0	0	1	1
Engineering Inspector	1	0	0	1	1	0
Crew Supervisor	0	1	1	2	2	2
Equipment Operator	0	2	1	3	3	3
Environmental Specialist	0	0	1	1	1	1
Crew Worker	0	3	2	5	5	4
Laborer I	0	0	0	0	0	1
Administrative Assistant	1	0	0	1	1	1
TOTAL REGULAR CLASSES	4	6	6	15	16	15
OTHER JOB CLASSES						
Engineering Inspector	0	0	0	0	0	1
Seasonal Laborer	1	1	1	3	3	3
TOTAL OTHER CLASSES	1	1	1	3	3	4



Our Mission in Action

**ENGINEERING SERVICES DIVISION
2009-2010 PROPOSED BUDGET**

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	1575 ENGINEERING ADMIN	4220 STREETS	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	382,910	166,130	216,780	309,500	426,320	339,529
511200	Temp Salaries and Wages	10,440	6,120	4,320	28,820	10,680	15,307
511300	Overtime Wages	0	0	0	7,040	5,000	4,224
512100	Employer Group Insurance	89,750	30,070	59,680	98,350	95,740	71,507
512200	Social Security (FICA)	24,380	10,680	13,700	22,840	27,090	23,342
512300	Medicare	5,700	2,500	3,200	5,470	6,340	5,459
512400	Retirement Contributions	30,630	13,290	17,340	25,100	34,110	27,987
512600	Unemployment Insurance	630	210	420	700	700	6
512700	Workers Compensation	12,450	5,500	6,950	15,420	11,080	14,844
	TOTAL PERSONNEL SERVICES	556,890	234,500	322,390	513,240	617,060	502,205
	OTHER SERVICES AND CHARGES						
521200	Professional Services	12,150	12,000	150	12,150	12,150	9,342
522200	Repairs and Maintenance	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	0	0	0
522202	Repair and Maint-Communication Equip	500	500	0	1,200	1,200	0
522203	Repair and Maint-Landscape	0	0	0	0	0	0
522204	Repair and Maint-Machines and Tools	400	0	400	400	400	0
522205	Repair and Maint-Office Equipment	400	400	0	400	400	369
522206	Repair and Maint-Vehicles-Outside Labor	3,500	500	3,000	6,500	3,500	5,048
522210	Repair and Maint-Infrastructure	0	0	0	0	0	2,052
522310	Rental of Land & Buildings	2,400	0	2,400	2,400	2,400	2,324
522320	Rental of Equipment and Vehicles	600	0	600	600	600	1,154
522321	Auto Allowance	0	0	0	0	0	0
522500	Other Contractual Services	45,300	0	45,300	41,300	41,300	1,605
523101	Insurance-Awards	0	0	0	5,000	0	0
523102	Insurance-Legal Liability	0	0	0	0	0	0
523201	Postage	50	50	0	50	50	65
523202	Telephone	3,000	2,400	600	3,000	3,000	2,042
523300	Advertising	1,000	1,000	0	800	200	485
523400	Printing and Binding	700	700	0	700	700	561
523450	Signs	18,000	0	18,000	16,000	16,000	6,360
523600	Dues and Fees	500	500	0	1,000	1,000	326
523700	Education and Training	5,000	3,500	1,500	3,050	7,500	3,122
523701	Business Meetings	200	200	0	200	200	188
523800	Licenses	100	100	0	100	100	24
	TOTAL OTHER SVCS. AND CHARGES	93,800	21,850	71,950	94,850	90,700	35,066
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	0	0	0	0	0	0
531102	Supplies-Janitorial	50	50	0	230	80	331
531103	Supplies-Landscape Maintenance	200	0	200	200	200	91
531104	Supplies-Misc. Maintenance	0	0	0	0	0	0
531105	Supplies-Office	2,500	2,500	0	2,500	2,500	2,654
531106	Supplies-Pesticides and Herbicides	200	0	200	200	200	145
531107	Supplies-Specialized Dept	22,500	500	22,000	22,600	22,600	21,157
531108	Supplies-Tires and Batteries	3,000	500	2,500	3,000	3,000	1,524
531109	Supplies-Vehicles and Equipment	9,500	2,000	7,500	8,500	9,500	9,643
531110	Communications Equipment	500	200	300	600	600	175
531111	Computer Equipment	1,000	1,000	0	4,800	4,800	2,007
531112	Computer Software	3,000	3,000	0	6,500	6,500	1,513
531113	Office Equipment and Furniture	500	500	0	500	500	1,251
531115	Supplies - Batteries	500	200	300	500	500	538
531270	Gasoline	13,000	3,000	10,000	13,000	13,000	14,984
531300	Food - Subsistence and Support	1,600	1,600	0	1,900	1,600	1,822
531400	Books and Periodicals	200	200	0	300	300	327
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	5,100	1,600	3,500	5,600	5,600	6,998
531700	Uniforms and Protective Equipment	3,300	300	3,000	4,800	3,300	3,721
	TOTAL SUPPLIES	66,650	17,150	49,500	75,730	74,780	68,881
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL DIVISION	717,340	273,500	443,840	683,820	782,540	606,153

OTHER FUNDS
PROPOSED BUDGET
FY 2009-2010

A great place to live, work and play.



CAPITAL PROJECTS FUND-CAPITAL IMPROVEMENT (350)
2008-2009 REVISED AND 2009-2010 PROPOSED BUDGET ESTIMATES

		CAPITAL IMP. FUND ACTUAL 2004-05	CAPITAL IMP. FUND ACTUAL 2005-06	CAPITAL IMP. FUND ACTUAL 2006-07	CAPITAL IMP. FUND ACTUAL 2007-08	CAPITAL IMP. FUND ESTIMATE 2008-09	CAPITAL IMP. FUND REVISED 2008-09	CAPITAL IMP. FUND ESTIMATE 2009-10
	BEGINNING FUND BALANCE	428,155	1,627,612	1,899,578	17,736,286	506,550	16,541,464	12,266,124
	REVENUES							
311300	Taxes	952,386	934,093	1,041,037	1,043,386	1,040,000	1,045,000	1,100,000
361000	Homeowner's Tax Relief Grant	34,645	34,717	35,954	36,566	36,570	38,300	0
	Interest	81,353	65,611	345,788	741,186	715,000	240,000	250,000
	Intergovernmental	42,660	2,520,845	2,102,600	1,486,519	42,750	238,300	1,408,200
	Gifts & Contributions	0	749	80,000	47,795	0	35,990	0
	Miscellaneous	0	2,810,000	0	0	0	0	2,600,000
	Bond Expense Reimbursement	0	0	39,521	0	14,696,000	0	0
	Insurance Claims/Losses	0	12,926	0	0	0	0	0
	Total Revenue	1,111,044	6,378,939	3,654,910	3,355,462	16,530,320	1,597,590	5,359,200
	EXPENDITURES							
	CONTRACTUAL SERVICES							
521200	Professional Services	299,866	532,083	2,047,413	39,951	5,000	5,000	10,000
522200	Repairs & Mnt.	49,093	0	0	0	0	0	0
522201	R&M Bldg and Fixed Equipment	40,240	5,300	(863)	8,615	70,000	0	0
522210	R&M Infrastructure	9,419	24,326	80,043	25,000	0	38,000	150,000
522310	Rental of Land/Bldgs	2,565	0	0	24,089	0	36,000	33,000
522320	Rental of Equipment and Vehicles	0	0	0	0	0	120	0
522321	Auto Allowance	0	0	0	0	0	3,400	3,400
522500	Other Contractual Services	119,697	2,658,350	722,243	18,085	68,800	0	78,800
523103	Insurance - Misc	0	10,008	0	0	0	0	0
523202	Telephone	0	0	0	0	0	2,000	2,000
523300	Advertising	100	0	1,903	0	0	0	500
523400	Printing & Binding	0	108	0	33	0	0	500
523450	Signs	0	1,370	0	0	0	1,000	1,000
523600	Dues & Fees	0	0	0	259	0	500	500
523700	Education & Training	0	0	0	329	0	0	1,500
523701	Business Meetings	0	0	0	0	0	500	1,000
523800	Licenses	0	0	0	0	0	0	0
523911	Bank Charges	0	0	2,241	4,753	0	5,000	5,000
	Total Services	521,000	3,431,546	2,852,081	121,093	143,800	91,520	287,200
	SUPPLIES							
531101	Bldg. & Fixed Eqp	0	989	4,775	5,436	0	1,000	1,000
531103	Landscape Supplies	12,000	0	0	0	0	0	30,000
531105	Office Supplies	0	0	0	10,050	0	1,000	1,000
531107	Specialized Departmental Supplies	2,198	5,865	0	3,000	7,700	0	0
531110	Communications Equipment	0	28,266	360,568	0	10,000	9,800	0
531111	Computer Equipment	54,967	0	5,503	0	132,000	96,500	3,000
531112	Computer Software	0	0	450	45,800	0	0	141,000
531113	Off Eqp Furnishings	0	364,242	62,613	3,388	0	0	0
531114	Outdoor Furn and Equipment	1,991	4,839	5,480	26,552	83,300	66,500	47,500
531300	Food-Subsistence & Support	0	0	0	0	0	300	700
531400	Books & Periodicals	0	0	0	0	0	500	750
531600	Small Equipment	0	0	0	0	0	150	150
	Total Supplies	71,156	404,224	439,389	94,326	233,000	175,750	225,100
	CAPITAL OUTLAY							
541100	Sites	0	0	0	1,544,490	2,196,000	371,650	205,000
541200	Site Improvements	0	0	0	1,176,200	10,426,000	2,125,750	3,192,950
541300	Buildings	0	3,103,849	0	145,402	483,000	1,807,950	0
541301	Building Improvements	0	5,831	43,650	75,058	5,000	237,700	3,370,600
541400	Infrastructure	196,596	230,487	115,197	696,046	2,000,000	310,950	3,996,400
542100	Machines, Motors & Power Tools	179,243	19,512	12,900	0	7,200	0	7,200
542101	Communications Equipment	0	0	422,927	184,386	0	27,000	0
542102	Office Machines/Equipment	0	0	82,948	0	0	0	0
542200	Vehicles	39,677	209,945	895,415	199,625	76,000	59,600	136,000
542301	Outdoor Furniture & Equipment	0	0	0	0	0	0	109,000
542401	Computer Systems/Software	0	27,765	0	0	10,900	10,900	0
542500	Miscellaneous Equipment	0	0	0	0	0	0	0
	Land Other Than ROW	0	0	0	0	0	0	0
	Total Capital Outlay	414,515	3,597,359	1,373,036	4,023,207	15,204,100	4,951,500	11,017,150
	DEBT SERVICES							
581100	Principal-Bonds	181,383	251,374	305,221	95,000	624,000	100,000	235,000
581200	Principal-Capital Leases	0	0	0	216,441	0	367,880	455,460
582100	Interest-Bonds	100,468	108,273	168,558	52,296	197,300	100,880	103,500
582200	Interest-Capital Leases	0	0	0	66,140	0	96,400	35,000
	Cost of Issuance Long Term Debt	0	0	373,650	0	0	0	0
	Total Non-operating	281,831	359,647	847,439	429,877	821,300	568,760	793,960
	Total Expenditures	1,288,502	7,792,805	5,511,945	4,668,503	16,402,200	5,787,530	12,323,410
	OTHER USES							
	Transfer to (from) General Fund	(150,000)	(600,000)	0	116,824	0	145,000	149,000
	Transfer to (from) Drug Forfeiture Fund	0	0	0	0	0	0	0
	Transfer from Stormwater Utility	0	0	0	0	0	0	0
	Transfer from DDA	0	900,000	100,000	0	0	0	0
	Sale of Fixed Assets	0	0	0	0	0	0	0
	Proceeds Capital Leases	210,000	185,832	595,752	234,843	252,000	59,600	372,500
	Issuance of Long-term Debt	0	0	33,245,000	0	0	0	0
	Premium on Bond Issuance	0	0	252,988	0	0	0	0
	Prior Period Adjustment	1,015,915	0	0	0	0	0	0
	CSOD Portion of Bond Proceeds	0	0	(16,500,000)	0	0	0	0
	Total Other Uses	1,075,915	485,832	17,693,740	351,468	252,000	204,600	521,500
	ENDING FUND BALANCE							
	To Designated Fund Balance	1,015,915	1,015,915	1,015,915	1,015,915	886,670	12,266,124	5,525,414
	For Capital Bond Projects	0	0	16,624,328	15,124,368	787,228	10,614,466	4,032,216
	To Undesignated Fund Balance	182,542	271,966	(787,623)	305,143	(407,108)	234,560	(158,460)
	ENDING UNDESIGNATED FUND BALANCE	611,697	883,653	96,040	401,183	99,442	635,743	477,283

Capital Projects Fund-Capital Improvement (350)
2008-2009 REVISED AND 2009-2010 PROPOSED BUDGET ESTIMATES

FY 2008-09 CAPITAL ITEMS

City Manager: City Manager Vehicle (2nd of 4 Lease Payments) (\$5,430)
Fire: Quint Fire Truck (3rd of 7 Lease Payments) (\$96,650)
Fire: Analog/Digital Radio Upgrade (3rd of 5 Lease Payments) (\$32,600)
Fire: Chief Replacement Vehicle (3rd of 3 Lease Payments) (\$8,800)
Fire: Rescue Medical Vehicle (2nd of 4 Lease Payments) (\$7,500)
Fire: Asst. Chief Replacement Vehicle (1st of 3 Lease Payments) (\$12,200)
Fire: Fire Station #1 Master Planning (\$150,000) (541301)

Police: 2 CID vehicles (3rd of 3 Lease Payments) (\$11,000)
Police: Analog/Digital Radio Upgrade (2nd of 5 Lease Payments) (\$47,000)
Police: CID Vehicle (1st of 3 Lease Payments) (\$7,800)
Police: Admin Vehicle (1st of 3 Lease Payments) (\$8,700)
Police: LiveScan Fingerprinting System (\$10,900)

Technology: City Tax Billing Software (2nd of 3 Lease Payments) (\$22,000)
Technology: Citizen Request Management Software (1st of 3 Lease Payments) (\$15,500)
Technology: Variable Message Sign (\$10,000)
Technology: Telephone System Upgrade (\$21,000)

Public Works: Public Works Director Vehicle (3rd of 3 Lease Payments) (\$8,800)
Grounds Maintenance: Replacement of park benches, tables, trash cans and ramps (\$15,000)
Grounds Maintenance: Playground Drainage System and Mulch (\$30,000)
Grounds Maintenance: Wood Chipper (4th of 5 Lease Payments) (\$5,400)
Grounds Maintenance: Crew Cab Pickup Truck (3rd of 4 Lease Payments) (\$6,000)
Grounds Maintenance: Chipper Truck with Dump body (3rd of 5 Lease Payments) (\$11,000)
Grounds Maintenance: Mini Sweeper (1st of 5 Lease Payments) (\$10,300)
Grounds Maintenance: Supervisor Pickup Truck (2nd of 3 Lease Payments) (\$6,500)

Cemetery: Backhoe (3rd of 5 Lease Payments) (\$11,300)

Building Maintenance: Decatur Rec Center Boiler & Chiller (4th of 5 Lease Payments) (\$40,700)
Building Maintenance: Ford Ranger Pickup Trucks (2) (2nd of 3 Lease Payments) (\$8,900)

Motor Maintenance: Service Truck (3rd of 3 Lease Payments) (\$10,100)

Capital Projects Fund-Capital Improvement (350)
2008-2009 REVISED AND 2009-2010 PROPOSED BUDGET ESTIMATES

Public Works: Fuel Dispenser Pump Replacement (\$16,230)

Engineering: Senior Engineer Replacement Vehicle (2nd of 4 Lease Payments) (\$5,830)

Engineering: Patching and Repair for LARP (\$40,000)

Recreation: Recreation Services Van (2nd of 5 Lease Payments) (\$8,700)

Active Living: Pool Covers for McKoy, Ebster & Glenlake (\$42,000)

Active Living: McKoy Skatepark Equipment Replacement (\$25,000)

Active Living: Ebster Pool Shade Structure (\$8,000)

Active Living: Ebster Field Replacement Stairs & New Stairway (\$13,000)

Active Living: Ebster Center Restroom Renovation (\$5,000)

FY 2009-10 CAPITAL ITEMS

Fire: Fire Chief Vehicle (3rd of 4 Lease Payments) (\$5,430)

Fire: Quint Fire Truck (4th of 7 Lease Payments) (\$96,650)

Fire: Analog/Digital Radio Upgrade (4th of 5 Lease Payments) (\$32,600)

Fire: Asst. Chief Replacement Vehicle (3rd of 4 Lease Payments) (\$7,500)

Fire: Rescue Medical Vehicle (1st of 3 Lease Payments) (\$12,000)

Police: Analog/Digital Radio Upgrade (3rd of 5 Lease Payments) (\$47,000)

Police: CID Vehicle (2nd of 3 Lease Payments) (\$7,800)

Police: Admin Vehicle (2nd of 3 Lease Payments) (\$8,700)

Police: Admin Vehicle (1st of 3 Lease Payments) (\$9,100)

Technology: City Tax Billing Software (3rd of 3 Lease Payments) (\$22,000)

Technology: Citizen Request Management Software (2nd of 3 Lease Payments) (\$15,500)

Technology: Network Upgrade (1st of 3 Lease Payments) (\$33,500)

Technology: Payroll/HR Software System (1st of 4 Lease Payments) (\$35,000)

Technology: Geographic Information Systems Start-Up (\$68,800)

Recreation: Recreation Services Van (3rd of 5 Lease Payments) (\$8,700)

Capital Projects Fund-Capital Improvement (350)
2008-2009 REVISED AND 2009-2010 PROPOSED BUDGET ESTIMATES

Active Living: Playground Equipment Replacement (\$25,000) (531114)

Active Living: Ebster Field Restroom and Storage Building (\$21,000) (541200)

Active Living: Oakhurst Field Fencing and Materials Bin (\$17,000) (541200)

Active Living: Outdoor Basketball Court Re-surfacing (\$20,000) (541200)

Active Living: McKoy Skatepark Fencing (\$16,000) (541200)

Parking: PALS Pickup Truck (1st of 3 Lease Payments) (\$8,400)

Engineering: Senior Engineer Replacement Vehicle (3rd of 4 Lease Payments) (\$5,830)

Engineering: Patching and Repair (\$70,000) (522210)

Engineering: Paving (to replace LARP) (\$75,000) (522210)

Engineering: Dump Truck Replacement (1st of 5 Lease Payments) (\$17,700)

Cemetery: Backhoe (4th of 5 Lease Payments) (\$11,300)

Cemetery: Zero-turn Mower (\$7,200) (542100)

Building Maintenance: Decatur Rec Center Boiler & Chiller (5th of 5 Lease Payments) (\$40,700)

Building Maintenance: Ford Ranger Pickup Trucks (2) (3rd of 3 Lease Payments) (\$8,900)

Grounds Maintenance: Replacement of park benches, tables, trash cans and ramps (\$12,000)
(531114)

Grounds Maintenance: Recycling Containers (\$10,000) (531114)

Grounds Maintenance: Playground Drainage System and Mulch (\$30,000) (531103)

Grounds Maintenance: Wood Chipper (5th of 5 Lease Payments) (\$5,400)

Grounds Maintenance: Crew Cab Pickup Truck (4th of 4 Lease Payments) (\$6,000)

Grounds Maintenance: Chipper Truck with Dump body (4th of 5 Lease Payments) (\$11,000)

Grounds Maintenance: Mini Sweeper (2nd of 5 Lease Payments) (\$10,300)

Grounds Maintenance: Supervisor Pickup Truck (3rd of 3 Lease Payments) (\$6,500)

Beacon Complex Master Plan (\$200,000) (541301)

Emergency Management: Weather Sirens grant-funded (\$109,000) (542301)

CAPITAL PROJECTS FUNDS-CEMETERY CAPITAL IMPROVEMENT (355)
2008-2009 REVISED AND 2008-2010 PROPOSED BUDGET ESTIMATES

	CEMETERY CAP. IMP. FUND ACTUAL 2004-05	CEMETERY CAP. IMP. FUND ACTUAL 2005-06	CEMETERY CAP. IMP. FUND ACTUAL 2006-07	CEMETERY CAP. IMP. FUND ACTUAL 2007-08	CEMETERY CAP. IMP. FUND ESTIMATE 2008-09	CEMETERY CAP. IMP. FUND REVISED 2008-09	CEMETERY CAP. IMP. FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	115,274	90,500	98,533	84,839	221,389	240,992	263,492
REVENUES							
Interest	0	0	0	0	0	0	0
Facility Lease Payments			0	0	0	3,500	0
Lot Sales	(2,337)	4,925	0	153,550	150,000	42,000	50,000
State Grants	10,000	0	0	0	0	0	0
Loss Reimbursement	6,263	6,608	3,211	2,603	3,000	2,000	2,000
Gifts and Contributions	0	0	0	0	0	0	0
EXPENDITURES							
Maint. & Repair	7,500	0	0	0	10,000	10,000	10,000
Capital Outlay	0	0	0	0	0	0	0
Cont. Services	19,000	3,500	16,905	0	15,000	15,000	15,000
Claims, Losses	0	0	0	0	0	0	0
Supplies	0	0	0	0	0	0	0
Land Other Than ROW	0	0	0	0	0	0	0
TOTAL EXPENDITURES	26,500	3,500	16,905	0	25,000	25,000	25,000
To Grant Fund	12,200	0	0		0	0	0
To Fund Balance	(24,774)	8,033	(13,694)	156,153	128,000	22,500	27,000
ENDING FUND BALANCE	90,500	98,533	84,839	240,992	349,389	263,492	290,492

DEBT SERVICE FUND (410)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	DEBT SERVICE FUND ACTUAL 2004-05	DEBT SERVICE FUND ACTUAL 2005-06	DEBT SERVICE FUND ACTUAL 2006-07	DEBT SERVICE FUND ACTUAL 2007-08	DEBT SERVICE FUND ESTIMATE 2008-09	DEBT SERVICE FUND REVISED 2008-09	DEBT SERVICE FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	322,988	298,251	158,502	1,830,543	1,631,813	1,640,972	1,199,702
REVENUES							
Taxes-Conference Center	575,263	560,252	671,557	508,576	434,450	515,000	0
Taxes-Capital Bond	0	0	1,526,332	1,155,855	1,265,550	1,172,000	1,700,000
Interest	0	0	24,151	29,798	20,000	13,500	15,000
EXPENDITURES							
Capital Bond Principal	0	0	0	0	0	0	275,000
Capital Bond Interest	0	0	0	1,353,661	1,441,770	1,441,770	1,441,770
General Services	0	0	0	140	0	0	0
OTHER USES							
Transfer to (from) Enterprise Fund	600,000	700,000	550,000	530,000	700,000	700,000	0
Total Expenditures	600,000	700,000	550,000	1,883,801	2,141,770	2,141,770	1,716,770
To Fund Balance	(24,737)	(139,748)	1,672,040	(189,572)	(421,770)	(441,270)	(1,770)
ENDING FUND BALANCE CONF CENTER			280,059	258,496	450	0	0
ENDING FUND BALANCE CAPITAL BONDS	298,251	158,502	1,550,483	1,382,476	1,209,593	1,199,702	1,197,932

EMERGENCY TELEPHONE SYSTEM (E911) FUND (215)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

		E-911 FUND ACTUAL 2004-05	E-911 FUND ACTUAL 2005-06	E-911 FUND ACTUAL 2006-07	E-911 FUND ACTUAL 2007-08	E-911 FUND ESTIMATE 2008-09	E-911 FUND REVISED 2008-09	E-911 FUND ESTIMATE 2009-10
	BEGINNING FUND BALANCE	102,795	91,267	78,411	195,149	160,328	307,590	247,245
	REVENUES							
342500	E911 Phone Line Fees	291,997	279,475	244,256	181,985	220,000	200,000	200,000
342550	E911 Wireless Fees	114,024	170,872	205,056	400,933	350,000	350,000	375,000
342560	E911 Wireless Reserve	46,084	73,254	87,099	0	0	0	0
	TOTAL REVENUES	452,105	523,601	536,361	582,918	570,000	550,000	575,000
	EXPENDITURE OBJECTS							
	PERSONNEL SERVICES							
511100	Regular Salaries & Wages	352,601	369,997	335,148	403,723	435,260	375,000	446,790
511200	Temp Salaries and Wages	0	2,426	0	0	0	0	0
511300	Overtime Wages	73,576	88,074	96,653	89,464	90,000	75,000	80,000
511400	Special Events Overtime	0	0	0	0	0	0	0
512100	Employer Group Insurance	87,714	75,698	106,228	74,762	105,180	108,000	109,220
512200	Social Security (FICA)	26,133	27,742	25,446	29,799	26,990	28,800	27,700
512300	Medicare	6,112	6,571	5,951	6,969	6,310	6,700	6,500
512400	Retirement Contributions	17,814	35,328	30,140	32,574	36,140	34,850	37,140
512401	Retirement Contributions-ICMA	0	0	0	0	0	0	0
512600	Unemployment Insurance	0	0	0	6	770	770	770
512700	Workers Compensation	3,583	3,540	9,783	17,197	10,560	14,500	11,550
574100	IRS Tax Penalties	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	567,533	609,376	609,348	654,494	711,210	643,620	719,670
	OTHER SERVICES AND CHARGES							
521200	Professional Services	69,921	11,592	12,900	12,319	14,700	18,700	14,700
521310	Wireless Collection Fees	0	2,118	2,295	28,923	42,000	44,300	42,000
522200	Repairs and Maintenance	834	0	0	0	500	500	500
522201	Repair and Maint-Bldg and Fixed Equipment	1,000	3,210	297	0	400	400	400
522202	Repair and Maint-Communication Equip	27,614	18,507	15,583	16,546	30,250	30,250	31,500
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	262	65	0	0	400	400	400
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	0	0	0	0
522310	Rental of Land & Buildings	0	0	110	0	0	0	0
522320	Rental of Equipment and Vehicles	10,329	130	0	30	0	0	0
522321	Auto Allowance	31	55	0	0	300	300	300
522500	Other Contractual Services	0	0	0	0	0	0	0
523101	Insurance-Awards	0	0	0	0	0	0	0
523102	Insurance-Legal Liability	3,740	3,720	3,720	3,810	0	0	0
523105	Insurance-Vehicle	0	0	0	0	0	0	0
523201	Postage	154	64	73	0	250	250	250
523202	Telephone	10,028	780	812	1,037	600	600	600
523300	Advertising	0	20	0	0	0	0	0
523400	Printing and Binding	939	24	0	0	500	500	500
523600	Dues and Fees	0	366	172	264	1,030	1,025	1,030
523700	Education and Training	3,865	5,596	3,665	3,259	9,000	7,000	9,000
523701	Business Meetings	809	735	0	0	0	0	0
523800	Licenses	0	0	0	0	0	0	0
	TOTAL OTHER SVCS. AND CHARGES	129,545	46,982	39,627	66,188	99,930	104,225	101,180
	SUPPLIES							
531101	Supplies-Bldg & Fixed Equip	0	0	0	128	2,700	1,700	2,700
531102	Supplies-Janitorial	141	156	97	0	100	100	100
531103	Supplies-Landscape Maintenance	0	0	0	0	0	0	0
531104	Supplies-Misc. Maintenance	76	29	0	0	100	100	100
531105	Supplies-Office	18,288	736	402	0	600	600	600
531106	Supplies-Pesticides and Herbicides	0	0	5	0	0	0	0
531107	Supplies-Specialized Dept	931	853	548	0	1,500	1,500	1,500
531108	Supplies-Tires and Batteries	0	0	0	0	0	0	0
531109	Supplies-Vehicles and Equipment	0	0	0	0	0	0	0
531110	Communications Equipment	141	902	1,594	2,876	1,500	1,500	1,500
531111	Computer Equipment	10,274	614	2,610	0	4,800	4,800	1,600
531112	Computer Software	0	0	0	0	27,000	27,000	3,500
531113	Office Equipment and Furniture	0	5,173	0	0	7,000	7,000	7,000
531270	Gasoline	13	0	0	0	0	0	0
531300	Food-Subsistence & Support	3,890	0	16	0	0	0	0
531400	Books and Periodicals	870	632	778	670	1,500	500	1,500
531500	Supplies-Purchased for Resale	0	0	0	0	0	0	0
531600	Small Equipment	233	155	38	9	200	200	200
531700	Uniforms and Protective Equipment	1,125	1,510	341	0	0	0	0
	TOTAL SUPPLIES	35,983	10,760	6,428	3,684	47,000	45,000	20,300
	CAPITAL OUTLAY							
541100	Capital Outlay-Sites	0	189,311	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	189,311	0	0	0	0	0
581200	Lease Payment	7,488	11,111	12,222	11,111	37,500	37,500	37,500
582200	Interest	0	0	0	0	0	0	0
	TOTAL DIVISION EXPENDITURES	740,550	867,540	667,624	735,477	895,640	830,345	878,650
	Proceeds from Capital Leases	0	0	0	0	0	0	0
391100	Transfers in	323,000	285,000	248,000	265,000	270,000	220,000	225,000
	From Wireless Reserve	0	0	0	0	0	0	0
	Excess (deficiency) of revenues	34,556	(58,939)	116,737	112,441	(55,640)	(60,345)	(78,650)
	ENDING FUND BALANCE	137,351	78,411	195,148	307,590	104,688	247,245	168,595

CAPITAL ITEMS:

FY 2008-09 Capital Items

581200: Phase II Wireless Upgrade (3rd of 5 Lease Payments) (\$37,500)

FY 2009-10 Capital Items

581200: Phase II Wireless Upgrade (4th of 5 Lease Payments) (\$37,500)

CHILDREN and YOUTH SERVICES FUND (225)
2009-2010 PROPOSED BUDGET

	EXPENDITURE OBJECTS	TOTAL BUDGET ESTIMATE 2009-10	6133 CHILD/YOUTH ADMIN	6135 CHILD/YOUTH PROGRAM	REVISED ESTIMATE 2008-09	BUDGET ESTIMATE 2008-09	AUDIT 2007-08
	BEGINNING FUND BALANCE	893,640			0	0	
331100	Federal Grants	0	0	0	206,000	0	
334100	State Grants	56,550	0	56,550	56,550	150,000	
336000	Local Grants	13,900	0	13,900	13,900	13,500	
347200	Recreation Service Fees	697,650	0	697,650	558,000	530,000	
347500	Recreation Sale of Goods	0	0	0	0	0	
347900	Other Recreation	0	0	0	0	0	
371200	Gifts & Contributions	6,000	0	6,000	108,000	106,000	
381020	Recreation Facilities Rentals	0	0	0	0	0	
	TOTAL REVENUES	774,100	0	774,100	938,550	799,500	
	PERSONNEL SERVICES						
511100	Regular Salaries & Wages	439,830	287,660	152,170	469,600	458,380	282,110
511200	Temp Salaries and Wages	404,622	0	404,622	268,320	402,930	157,147
511300	Overtime Wages	8,470	0	8,470	6,530	5,660	8,284
512100	Employer Group Insurance	99,780	50,170	49,620	108,350	105,280	37,624
512200	Social Security (FICA)	52,630	17,830	35,000	49,900	53,410	29,513
512300	Medicare	12,270	4,170	8,100	11,450	12,510	6,903
512400	Retirement Contributions	35,180	23,010	12,170	37,600	36,670	23,693
512600	Unemployment Insurance	700	350	350	770	770	2,973
512700	Workers Compensation	33,900	11,500	22,400	40,120	29,370	9,724
574100	IRS Tax Penalties	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	1,087,592	394,690	692,902	992,640	1,104,980	567,981
	OTHER SERVICES AND CHARGES						
521200	Professional Services	30,530	30,380	150	30,410	30,380	291
521301	Instructor Fees	59,530	0	59,530	64,150	56,420	13,950
521302	Official Fees	0	0	0	0	0	0
522200	Repairs and Maintenance	0	0	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	0	0	0
522202	Repair and Maint-Communication Equip	0	0	0	0	0	0
522203	Repair and Maint-Landscape	0	0	0	0	0	0
522204	Repair and Maint-Machines and Tools	0	0	0	0	0	0
522205	Repair and Maint-Office Equipment	350	350	0	0	0	0
522206	Repair and Maint-Vehicles-Outside Labor	0	0	0	0	0	0
522310	Rental of Land & Buildings	50,280	50,280	0	60,000	48,500	68,816
522320	Rental of Equipment and Vehicles	11,180	7,340	3,850	13,740	16,140	5,200
522321	Auto Allowance	3,650	2,550	1,100	4,970	4,490	2,283
522500	Other Contractual Services	95,120	55,000	40,120	98,840	111,680	40,202
523101	Insurance-Awards	0	0	0	0	0	0
523201	Postage	1,380	1,380	0	1,570	1,570	0
523202	Telephone	6,240	6,240	0	6,240	6,240	0
523300	Advertising	0	0	0	0	0	0
523400	Printing and Binding	8,300	8,000	300	7,800	7,800	105
523450	Signs	300	300	0	300	300	0
523500	Subsistence & Support	0	0	0	0	0	(5)
523600	Dues and Fees	4,510	1,860	2,650	1,510	1,510	880
523700	Education and Training	31,080	14,600	16,480	32,070	31,130	4,340
523701	Business Meetings	7,900	7,900	0	7,500	7,500	2,887
523800	Licenses	2,500	0	2,500	1,900	1,900	599
	TOTAL OTHER SVCS. AND CHARGES	312,860	186,180	126,680	331,000	323,560	139,620
	SUPPLIES						
531101	Supplies-Bldg & Fixed Equip	0	0	0	0	0	0
531102	Supplies-Janitorial	730	200	530	760	730	1,575
531103	Supplies-Landscape Maintenance	300	300	0	300	300	0
531104	Supplies-Misc. Maintenance	0	0	0	0	0	0
531105	Supplies-Office	6,000	6,000	0	5,350	6,000	1,078
531106	Supplies-Pesticides and Herbicides	0	0	0	0	0	0
531107	Supplies-Specialized Dept	45,170	1,240	43,930	42,620	37,430	16,393
531108	Supplies-Tires and Batteries	0	0	0	0	0	0
531109	Supplies-Vehicles and Equipment	0	0	0	0	0	0
531110	Communication Equipment	900	900	0	900	900	0
531111	Computer Equipment	12,200	4,200	8,000	40,150	39,600	208
531112	Computer Software	5,000	0	5,000	10,950	10,500	0
531114	Outdoor Furniture and Fixtures	0	0	0	0	0	2,540
531270	Gasoline	1,100	1,100	0	1,100	1,100	0
531300	Food-Subsistence & Support	63,840	2,530	61,310	63,330	63,440	21,465
531400	Books and Periodicals	3,350	0	3,350	4,860	4,360	847
531500	Supplies-Purchased for Resale	0	0	0	0	0	0
531600	Small Equipment	1,100	100	1,000	1,280	1,280	29
531700	Uniforms and Protective Equipment	17,680	600	17,080	15,670	14,540	12,633
	TOTAL SUPPLIES	167,370	17,170	140,200	187,270	185,180	56,770
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	DIVISION TOTAL	1,567,822	598,040	959,782	1,510,910	1,613,720	754,371
391100	Balance	(783,722)					
	To(From) Prior Years Transfer Reserve	210,000			(200,000)	(200,000)	
	Transfers In from General Fund	500,000			450,000	620,000	
	Final Cost	(73,722)					
	Transfers In from Grants Fund	-			1,016,000	757,000	
	Ending Reserved Fund Balance	893,640			893,640	562,780	
	Reserved for Future Use	663,640			816,000	557,000	
	Unreserved				77,640	5,780	

This page left blank to preserve double-page layouts.



SOLID WASTE ENTERPRISE FUND (540-4520)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	EXPENDITURE OBJECTS	BUDGET ESTIMATE 2008-09	REVISED ESTIMATE 2008-09	TOTAL BUDGET ESTIMATE 2009-10	AUDIT 2007-08
	Beginning Fund Balance	(419,669)	(242,107)	(142,457)	(397,641)
	REVENUES				
313010	General Sales and Use Tax	0	100	0	112
319110	Pen. & Int.	10,000	5,000	10,000	7,551
344119	1999 and Prior Sanitation Service Fees	0	0	0	39,794
344110	2000 Sanitation Service Fees	0	0	0	0
344111	2001 Sanitation Service Fees	0	0	0	0
344112	2002 Sanitation Service Fees	0	0	0	0
344113	2003 Sanitation Service Fees	0	0	0	0
344114	2004 Sanitation Service Fees	0	0	0	1,385
344115	2005 Sanitation Service Fees	0	0	0	7,569
344116	2006 Sanitation Service Fees	1,000	0	0	224,036
344117	2007 Sanitation Service Fees	10,000	5,000	1,000	1,714,920
344118	2008 Sanitation Service Fees	220,000	220,000	10,000	0
344119	2009 Sanitation Service Fees	1,760,000	1,680,000	220,000	0
344120	2010 Sanitation Service Fees	0	0	1,680,000	0
344130	Scrap Metal Sales	1,000	500	500	601
344150-344153	Solid Waste Bag Sales	380,000	360,000	365,000	364,384
344160	Recycling Income-Sanitation	6,000	500	1,000	10,593
344161	Recycling-OCG	200	200	500	987
344190	Other Revenues-Sanitation	2,000	4,300	2,000	1,850
344195	Late Payment Fees	0	0	0	0
371200	Gifts and Contributions	0	0	0	3,350
383010	Insurance Reimbursement	0	0	0	0
389000	Miscellaneous	0	0	0	0
392100	Sale of Fixed Assets	0	0	0	0
	Adjustment for Bad Debt	0	0	0	0
	TOTAL REVENUES	2,390,200	2,275,600	2,290,000	2,377,131
	EXPENDITURES				
511100	Regular Salaries & Wages	608,010	595,000	618,730	598,530
511200	Temp Salaries and Wages	25,000	25,000	23,000	21,802
511300	Overtime Wages	45,000	55,000	50,000	49,417
512100	Employer Group Insurance	134,080	137,900	139,750	139,827
512200	Social Security (FICA)	37,700	41,900	42,900	39,980
512300	Medicare	8,820	9,800	10,100	9,350
512400	Retirement Contributions	48,640	48,000	49,500	48,836
512600	Unemployment Insurance	1,120	980	980	9
512700	Workers Compensation	28,000	28,000	30,900	25,884
	TOTAL PERSONNEL SERVICES	936,370	941,580	965,860	933,435
	OTHER SERVICES AND CHARGES				
521200	Professional Services	2,170	2,170	2,170	2,049
522110	Solid Waste Disposal	432,280	415,770	420,000	328,081
522115	Recycling Services	300,000	130,000	200,000	306,253
522200	Repairs and Maintenance	0	0	0	0
522201	Repair and Maint-Bldg and Fixed Equipment	0	0	0	10
522202	Repair and Maint-Communication Equip	400	400	400	837
522203	Repair and Maint-Landscape	0	0	0	0
522204	Repair and Maint-Machines and Tools	0	0	0	0
522205	Repair and Maint-Office Equipment	100	100	100	0
522206	Repair and Maint-Vehicles-Outside Labor	40,000	20,000	20,000	15,405
522310	Rental of Land & Buildings	2,400	2,400	2,400	2,324
522320	Rental of Equipment and Vehicles	1,300	1,300	1,300	1,533
522321	Auto Allowance	0	0	0	0
522322	Other Rentals	0	0	0	0
522500	Other Contractual Services	400	800	800	396
523101	Insurance-Awards	2,500	6,300	2,500	2,500
523102	Insurance-Legal Liability	0	0	0	0
523201	Postage	0	0	0	0
523202	Telephone	1,320	1,320	1,320	888
523300	Advertising	120	120	100	64
523400	Printing and Binding	2,500	3,000	3,000	3,485
523500	Travel-Subsistence & Support	0	0	0	0
523600	Dues and Fees	300	360	400	167
523700	Education and Training	4,000	4,000	4,000	1,695
523701	Business Meetings	2,700	2,700	2,700	760
523800	Licenses	200	200	200	122
	TOTAL OTHER SVCS. AND CHARGES	792,690	590,940	661,390	666,570

SOLID WASTE ENTERPRISE FUND (540-4520)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	EXPENDITURE OBJECTS	BUDGET ESTIMATE 2008-09	REVISED ESTIMATE 2008-09	TOTAL BUDGET ESTIMATE 2009-10	AUDIT 2007-08
	SUPPLIES				
531101	Supplies-Bldg & Fixed Equip	0	0	0	0
531102	Supplies-Janitorial	1,200	2,500	2,000	1,657
531103	Supplies-Landscape	0	0	0	0
531104	Supplies-Misc. Maintenance	0	0	0	0
531105	Supplies-Office	0	0	0	0
531106	Supplies-Pesticides and Herbicides	200	200	200	39
531107	Supplies-Specialized Dept	12,000	32,000	11,000	15,934
531108	Supplies-Tires and Batteries	44,000	44,000	44,000	55,785
531109	Supplies-Vehicles and Equipment	75,000	95,000	95,000	82,815
531110	Communications Equipment	0	0	0	145
531112	Computer Software	0	0	0	0
531115	Supplies - Batteries	1,000	1,000	1,000	889
531270	Gasoline	75,000	75,000	75,000	79,708
531300	Food-Subsistence and Support	500	950	1,000	1,409
531400	Books and Periodicals	0	0	0	0
531500	Supplies-Purchased for Resale	0	0	0	0
531501	8 Gallon Refuse Bags	16,250	16,250	16,250	16,102
531502	15 Gallon Refuse Bags	36,000	36,000	36,000	35,861
531503	33 Gallon Refuse Bags	33,000	33,000	33,000	32,818
531600	Small Equipment	600	600	600	557
531700	Uniforms and Protective Equipment	7,200	7,200	7,200	8,204
	TOTAL SUPPLIES	301,950	343,700	322,250	331,922
	CAPITAL OUTLAY				
542200	Capital Outlay-Vehicles	30,000	26,800	210,000	262,393
	TOTAL CAPITAL OUTLAY	30,000	26,800	210,000	262,393
	TOTAL OPERATING EXPENSES	2,061,010	1,903,020	2,159,500	2,194,320
	NON-OPERATING EXPENSES				
561000	Depreciation	145,000	140,000	140,000	128,108
551540	Indirect Costs	173,700	152,930	181,400	136,100
574000	Bad Debt Expense	0	0	0	24,505
581200	Principal-Capital Leases	172,000	172,000	214,540	34,072
582200	Interest-Capital Leases	0	6,800	8,500	956
982500	GMA Reclassification	0	0	0	0
	TOTAL NON-OPERATING EXPENSES	490,700	471,730	544,440	323,741
	TOTAL EXPENSES	2,551,710	2,374,750	2,703,940	2,518,061
	NON-OPERATING REVENUE				
393501	Contributed Capital	0	0	0	0
982200	Capital Lease Proceeds	30,000	26,800	210,000	262,393
	Principal to Balance Sheet	0	172,000	214,540	34,072
	TOTAL NON-OPERATING REVENUE	30,000	198,800	424,540	296,465
	TOTAL DIVISION	2,521,710	2,175,950	2,279,400	2,221,596
	Retained Earnings	(131,510)	99,650	10,600	155,534
	Accumulated Retained Earnings	(551,179)	(142,457)	(131,857)	(242,107)

CAPITAL ITEMS:

542220 Solid Waste: 2010 Front Loader (1st of 5 Lease Payments) (\$43,700)

542200 Rear Yard Collection Vehicle (1st of 3 Lease Payments) (\$10,000)

542200 2008 American LaFrance Rear Loader collection vehicle(3rd of 5 Lease payments) (\$35,100)

542200 2007 Peterbilt Appliance / Compost Collection (2nd of 5 Lease Payments) (\$20,000)

542200 Solid Waste: 5 Residential Sanitation Collection Vehicle (4th of 5 Lease Payments) (\$26,300)

542200 Solid Waste: Downtown Rear Loader (5th of 5 Lease Payments) (12,900)

542200 Solid Waste: Heavy duty pickup Superintendent (4th of 4 Lease Payments) (\$6,310)

542200 Solid Waste: 2005 Tymco Street Sweeper (5th of 5 Lease Payments) (\$22,600)

542200 Solid Waste: 2007 Tymco Street Sweeper (4th of 5 Lease Payments) (\$26,000)

STORMWATER UTILITY FUND (505)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

		STORMWATER UTILITY FUND ACTUAL 2004-05	STORMWATER UTILITY FUND ACTUAL 2005-06	STORMWATER UTILITY FUND ACTUAL 2006-07	STORMWATER UTILITY FUND ACTUAL 2007-08	STORMWATER UTILITY FUND ESTIMATE 2008-09	STORMWATER UTILITY FUND REVISED 2008-09	STORMWATER UTILITY FUND ESTIMATE 2009-10
	BEGINNING FUND BALANCE	2,921,602	3,027,264	2,977,544	3,178,794	2,949,624	3,240,984	2,465,174
	REVENUES							
334110	Intergovernmental Revenue	0	0	0	0	159,780	159,780	0
344140	Stormwater Utility Fees-2000	480	60	0	0	0	0	0
344141	Stormwater Utility Fees-2001	120	120	60	0	0	0	0
344142	Stormwater Utility Fees-2002	1,400	360	0	0	0	0	0
344143	Stormwater Utility Fees-2003	13,746	1,812	240	0	0	0	0
344144	Stormwater Utility Fees-2004	79,168	7,649	363.37	2,360	0	0	0
344145	Stormwater Utility Fees-2005	793,008	66,571	3,881	8,060	0	0	0
344146	Stormwater Utility Fees-2006	0	896,177	43,882	2,470	2,500	100	0
344147	Stormwater Utility Fees-2007	0	0	943,680	75,274	4,000	6,110	2,000
344148	Stormwater Utility Fees-2008	0	0	0	895,686	45,000	60,000	5,000
344149	Stormwater Utility Fees-2009	0	0	0	0	940,000	900,000	65,000
344150	Stormwater Utility Fees-2010	0	0	0	0	0	0	910,000
344150	Other Revenues	25,889	0	7,954	600	0	100	0
	TOTAL REVENUES	913,811	972,748	1,000,060	984,450	1,151,280	1,126,090	982,000
	EXPENDITURES							
511100	Regular Salaries & Wages	253,296	252,248	238,628	300,858	302,870	285,300	315,970
511200	Temp Salaries and Wages	15,307	19,998	19,228	22,721	28,600	28,600	4,080
511300	Overtime Wages	5,408	3,858	5,528	3,667	5,000	5,000	5,000
512100	Employer Group Insurance	52,675	44,945	58,082	49,786	57,840	59,150	60,100
512200	Social Security (FICA)	13,915	15,071	14,934	18,329	18,780	19,800	20,150
512300	Medicare	3,254	3,525	3,493	4,287	4,390	4,630	4,710
512400	Retirement Contributions	11,485	23,246	20,689	24,664	24,230	22,900	25,300
512600	Unemployment Insurance	(94)	0	0	(2,930)	420	420	420
512700	Workers Compensation	1,285	6,663	7,084	11,647	8,000	11,500	8,600
	TOTAL PERSONNEL SERVICES	356,531	369,555	367,672	433,027	449,930	437,300	444,330
521200	Professional Services	12,017	97,174	23,038	39,557	100,000	100,000	100,000
522200	Repairs and Maintenance	0	0	0	0	0	0	0
522202	Repair and Maintenance-Communications Equip	568	470	257	0	300	300	200
522203	Repair and Maintenance - Landscape	0	5,100	0	0	0	0	0
522204	Repair and Maintenance-Machines and Tools	0	195	441	245	550	1,550	1,000
522205	Repair and Maintenance-Office Equipment	472	259	312	45	300	300	300
522206	Repair and Maintenance-Vehicles	3,623	298	1,656	1,002	2,000	2,000	2,000
522210	Repair and Maintenance - Infrastructure	32,790	163,187	0	45,296	125,000	124,000	125,000
522310	Rental of Land and Building	1,290	1,291	1,291	1,291	1,500	2,500	2,400
522320	Rental of Equipment and Vehicles	223	1,180	581	682	1,000	1,000	1,000
522500	Contractual Services	3,185	2,000	8	3,900	5,000	4,000	5,000
523101	Insurance Awards	2,029	0	0	0	0	0	0
523201	Postage	20	39	0	0	30	30	30
523202	Telephone	1,226	1,596	1,491	1,407	1,800	1,800	1,500
523300	Advertising	44	40	210	200	200	200	200
523400	Printing	2,260	2,335	65	2,160	2,500	2,500	2,500
523450	Signs	0	0	0	0	0	0	0
523600	Dues and Fees	136	280	445	895	600	600	600
523700	Education and Training	3,869	3,891	2,788	3,466	5,000	5,000	3,000
523701	Business Meetings	0	31	17	17	100	100	50
523800	Licenses	0	0	0	0	200	200	200
	TOTAL OTHER SVCS. AND CHARGES	63,751	279,366	32,600	98,843	246,080	246,080	244,980
531102	Janitorial & Cleaning Supplies	22	8	24	38	0	0	0
531103	Landscape Maintenance Supplies	90	380	47	16	200	200	150
531105	Office Supplies	1,905	1,596	1,030	1,778	1,800	1,800	1,800
531106	Pesticides, Herbicides, Chemicals	235	0	152	162	250	250	250
531107	Specialized Dept Supplies	7,618	15,566	15,846	12,972	18,000	18,000	18,000
531108	Tires and Batteries	485	701	815	1,014	1,500	1,500	1,500
531109	Vehicle and Equipment Maint Supplies	1,485	2,007	2,049	1,420	1,500	1,500	1,500
531110	Communications Equipment	151	286	130	167	200	200	200
531111	Computer Equipment	5,529	1,129	1,650	2,489	2,400	2,400	2,400
531112	Computer Software	4,717	5,622	322	1,785	3,000	3,000	3,000
531113	Office Equipment and Furniture	540	144	507	12	1,000	1,000	500
531115	Batteries	0	0	70	0	100	100	200
531270	Gasoline	5,363	7,090	8,473	10,738	8,800	8,800	10,000
531300	Food-Subsistence and Support	104	29	223	190	200	200	200
531400	Books and Periodicals	0	0	0	0	300	300	100
531600	Small Equipment	3,371	2,877	5,677	4,216	4,000	4,000	4,000
531700	Uniforms and Protective Equipment	2,009	1,712	554	1,622	2,400	2,400	2,400
	TOTAL SUPPLIES	33,624	39,145	37,567	38,620	45,650	45,650	46,200
541400	Capital Outlay-Infrastructure	142,018	0	0	0	800,000	800,000	800,000
542100	Capital Outlay-Machinery	0	0	0	54,975	0	0	0
542500	Capital Outlay - Misc.	0	0	0	0	0	0	16,000
	TOTAL CAPITAL OUTLAY	142,018	0	85,205	54,975	800,000	800,000	816,000
	DIVISION TOTAL	595,924	688,067	523,044	625,285	1,541,669	1,529,030	1,551,510
	Operating Transfers to Capital Improvements Fund							
	Indirect Costs	226,900	230,030	246,800	260,600	275,200	281,430	269,320
	Depreciation	102,557	104,402	98,054	91,369	105,000	100,000	100,000
	Bad Debt Expense	24,785	0	16,117	0	0	0	0
581200	Principal-Capital Leases	23,615	23,615	0	0	11,000	11,000	11,000
582200	Interest-Capital Leases	0	0	0	0	0	440	440
	TOTAL EXPENSES	973,781	1,048,084	884,015	977,234	1,932,860	1,901,900	1,932,270
	NON-OPERATING REVENUE							
393501	Capital Lease Proceeds	23,615	0	0	54,975	0	0	0
	Capital to Balance Sheet	142,018	23,615	85,205	0	0	0	0
	TOTAL NON-OPERATING REVENUE	165,633	23,615	85,205	54,975	0	0	0
	TOTAL DIVISION	808,146	1,022,469	798,810	922,259	1,932,860	1,901,900	1,932,270
	Retained Earnings	105,662	(49,720)	201,250	62,190	(781,580)	(775,810)	(950,270)
	Prior Period Adjustment							
	ENDING FUND BALANCE	3,027,264	2,977,544	3,178,794	3,240,984	2,168,044	2,465,174	1,514,904

Capital Outlay:
542100 Vacuum Jetter (2nd of 5 Lease payments) (\$11,000)
542500 Storm Sewer Camera (\$16,000)

CONFERENCE CENTER/PARKING DECK FUND (555)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	ENTERPRISE FUND ACTUAL 2004-05	ENTERPRISE FUND ACTUAL 2005-06	ENTERPRISE FUND ACTUAL 2006-07	ENTERPRISE FUND ACTUAL 2007-08	ENTERPRISE FUND ESTIMATE 2008-09	ENTERPRISE FUND REVISED 2008-09	ENTERPRISE FUND ESTIMATE 2009-10
REVENUES							
Taxes	274,789	0	0	0	0	0	0
Interest	0	0	0	0	0	0	0
Service Fees	106,174	76,365	78,654	84,369	78,600	72,000	72,000
Commissions	0	0	0	0	0	4,150	4,000
Total	380,963	76,365	78,654	84,369	78,600	76,150	76,000
EXPENDITURES							
DCVB	10,000	0	0	0	0	0	0
Professional Service Fees	11,831	20,334	9,433	19,642	20,000	12,000	10,000
R&M Building/Fixed Equipment		0	0	53,492	60,000	40,000	30,000
Cost of Sales/Svc.	36,820	40,811	45,184	18,809	30,000	20,000	20,000
Capital Improvement	0	105,960	0	0	25,000	45,000	105,000
Depreciation/Amortization	364,755	367,008	371,464	372,433	400,000	400,000	400,000
Bond Principal	610,000	650,000	685,000	763,880	765,000	765,000	0
Bond Interest	152,566	122,409	88,494	51,843	19,700	19,700	0
Note Payable	99,628	0	61,685	0	0	0	0
Note Interest	19,163	10,396	1,424	0	0	0	0
Bond Fees	0	0	0	0	0	0	0
Total	1,304,763	1,316,918	1,262,684	1,280,100	1,319,700	1,301,700	565,000
OTHER USES							
Transfer to (from)							
Debt Service Fund	(600,000)	(700,000)	(550,000)	(530,000)	(700,000)	(700,000)	0
Hotel/Motel Tax Fund	0	(297,848)	(330,000)	(350,000)	(244,000)	(198,000)	(97,700)
Principal to Balance Sheet	(709,628)	(758,584)	(746,685)	(763,880)	(765,000)	(765,000)	0
Prepaid Items	0	2,629	0	0	0	0	0
Payment to DDA	1,031,692	0	0	0	0	0	0
Sale of General Fixed Assets	834,873	0	0	0	0	0	0
Total Net Assets	1,311,858	1,825,109	2,267,764	2,715,913	3,076,509	3,114,714	2,723,414

ECONOMIC DEVELOPMENT FUND (260)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	ECONOMIC DEV. FUND ACTUAL 2004-05	ECONOMIC DEV. FUND ACTUAL 2005-06	ECONOMIC DEV. FUND ACTUAL 2006-07	ECONOMIC DEV. FUND ACTUAL 2007-08	ECONOMIC DEV. FUND ESTIMATE 2008-09	ECONOMIC DEV. FUND REVISED 2008-09	ECONOMIC DEV. FUND ESTIMATE 2009-10
BEGINNING FUND							
BALANCE	140,294	142,138	215,137	210,772	168,072	184,481	134,481
REVENUES							
Interest	0	0	6,953	6,604	6,000	1,500	5,000
Intergov't	15,000	0	0	0	0	0	0
Gifts	850	0	395	0	0	15,000	0
Sponsorships	0	0	0	0	0	0	0
Tree Bank Account	12,460	94,881	(4,932)	(2,895)	10,000	(3,500)	10,000
Misc. Revenues	0	0	0	0	0	0	0
Private Grants	0	0	0	0	0	0	0
EXPENDITURES							
Cont. Services	0	18,090	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Public Improvements	0	0	0	30,000	20,000	0	0
R&M Landscaping	2,239	3,792	5,155	0	0	22,000	0
Other Contractual Services	0	0	1,625	0	40,000	41,000	25,000
Insurance-Awards	0	0	0	0	0	0	0
Supplies - Landscape Mnt.	8,128	0	0	0	0	0	0
Supplies-Outdoor Furniture	16,100	0	0	0	0	0	0
TOTAL EXPENDITURES	26,467	21,882	6,780	30,000	60,000	63,000	25,000
Reserve for Tree Plantings	48,321	139,410	129,323	96,428	106,428	70,928	80,928
To (From) Unreserved Fund Balance	(62,328)	(66,411)	(4,365)	3,709	(24,000)	(24,500)	(20,000)
ENDING FUND							
BALANCE	142,138	215,137	210,772	184,481	124,072	134,481	124,481
Reserved For Tree Plantings	48,321	139,410	129,323	96,428	106,428	70,928	80,928
Unreserved Fund Balance	93,817	75,727	81,450	88,053	17,645	63,553	43,553

HOTEL/MOTEL TAX FUND (275)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	HOTEL/MOTEL TAX FUND ACTUAL 2005-06	HOTEL/MOTEL TAX FUND ACTUAL 2006-07	HOTEL/MOTEL TAX FUND ACTUAL 2007-08	HOTEL/MOTEL TAX FUND ESTIMATE 2008-09	HOTEL/MOTEL TAX FUND REVISED 2008-09	HOTEL/MOTEL TAX FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	0	26,876	56,634	74,534	82,994	81,994
REVENUES						
Taxes	334,724	369,823	386,360	380,000	342,000	342,000
Other	0	0	0	0	0	0
EXPENDITURES						
DCVB	10,000	10,000	10,000	10,000	10,000	0
Decatur CVB	0	0	0	45,000	54,000	97,700
Transfer to Conference Center Fund	297,848	330,000	350,000	244,000	198,000	97,700
Transfer to General Fund	0	0	0	80,000	81,000	146,500
Bank Charges	0	65	0	100	0	0
To Fund Balance	26,876	29,758	26,360	900	(1,000)	100
ENDING FUND BALANCE	26,876	56,634	82,994	75,434	81,994	82,094

GREENSPACE TRUST FUND (230)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	GREENSPACE FUND ACTUAL 2004-05	GREENSPACE FUND ACTUAL 2005-06	GREENSPACE FUND ACTUAL 2006-07	GREENSPACE FUND ACTUAL 2007-08	GREENSPACE FUND ESTIMATE 2008-09	GREENSPACE FUND REVISED 2008-09	GREENSPACE FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	42,445	(1,035)	5,687	(1,716)	134	30,150	500
REVENUES							
Intergovernmental	55,223	0	0	0	0	0	0
Gifts & Contributions	62,500	6,889	0	0	0	2,350	0
Interest	0	0	0	0	0	0	0
EXPENDITURES							
Land Other than R-O-W	154,556	0	26,794	0	0	0	0
Professional Services	6,648	0	0	0	0	0	5,000
Supplies	0	0	609	134	0	2,000	15,000
Other	50,000	50,167	30,000	20,000	20,000	50,000	15,000
Total Expenditures	211,204	50,167	57,403	20,134	20,000	52,000	35,000
Other Uses							
Transfer to (from) General Fund	(50,000)	(50,000)	(50,000)	(22,000)	0	0	(35,000)
Transfer to (from) Econ Dev Fund	0	0	0	(30,900)	(20,000)	(20,000)	0
Reserved	0	0	0	0	0	0	0
To Fund Balance	(43,480)	6,722	(7,403)	31,866	0	(29,650)	0
ENDING FUND BALANCE	(1,035)	5,687	(1,716)	30,150	134	500	500

PUBLIC SAFETY DEPARTMENT DRUG FUND (210)
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

	CONFISCATED DRUG FUND ACTUAL 2004-05	CONFISCATED DRUG FUND ACTUAL 2005-06	CONFISCATED DRUG FUND ACTUAL 2006-07	CONFISCATED DRUG FUND ACTUAL 2007-08	CONFISCATED DRUG FUND ESTIMATE 2008-09	CONFISCATED DRUG FUND REVISED 2008-09	CONFISCATED DRUG FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	70,703	48,602	40,766	40,118	35,258	37,424	31,674
REVENUES							
Interest	299	262	277	138	140	100	140
Confiscated Currency	0	24,649	3,565	5101.5	0	950	0
Sale of General Fixed Assets	0	1,826	0	0	0	5020	0
EXPENDITURES							
Public Safety	22,400	34,572	4,480	7,934	2,000	6,800	2,000
To Fund Balance	(22,101)	(7,836)	(648)	(2,694)	(1,860)	(5,750)	(1,860)
ENDING FUND BALANCE	48,602	40,766	40,118	37,424	33,398	31,674	29,814

COMMUNITY GRANTS FUND
2008-2009 Revised and 2009-2010 Proposed Budget Estimates

		GRANT FUND ACTUAL 2004-05	GRANT FUND ACTUAL 2005-06	GRANT FUND ACTUAL 2006-07	GRANT FUND ACTUAL 2007-08	GRANT FUND ESTIMATE 2008-09	GRANT FUND REVISED 2008-09	GRANT FUND ESTIMATE 2009-10
	BEGINNING FUND BALANCE	242,628	382,729	582,879	822,887	756,385	1,044,293	3
	REVENUES							
	Intergovernmental	1,273,038	893,102	1,048,129	569,779	0	7,910	0
	Interest	0	0	0	0	0	0	0
	Misc. Revenues	0	0	0	12,779	0	0	0
	21-C Program Fees	0	0	0	249,440	0	0	0
	REVENUE TOTAL	1,273,038	893,102	1,048,129	831,998	0	7,910	0
	EXPENDITURES							
	PERSONNEL SERVICES							
511100	Regular Salaries & Wages	62,468	103,395	57,033	104,465	0	0	0
511200	Temp Salaries & Wages	212,384	213,375	279,722	246,401	0	0	0
511300	Overtime - Salaries	0	0	230	172	0	0	0
511300	Group Insurance	33,031	19,360	37,959	18,082	0	0	0
512200	FICA	18,089	20,082	20,409	19,834	0	0	0
512300	Medicare	4,230	4,697	4,773	4,639	0	0	0
512400	Retirement	6,627	5,068	9,368	7,899	0	0	0
512600	Unemployment Insurance	898	0	0	0	0	0	0
512700	Workers' Comp	2,836	11,280	9,532	7,042	0	0	0
	TOTAL PERSONNEL SERVICES	340,534	377,257	419,025	408,332	0	0	0
	OTHER SERVICES AND CHARGES							
521200	Professional Services	120,643	2,342	0	50,000	0	0	0
521301	Instruction Fees	48,175	32,723	26448.74	20,325	0	0	0
522202	R & M Communication	0	0	450	0	0	0	0
522206	R & M Vehicles - Outside Labor	0	0	0	0	0	0	0
522310	Rental of Land & Bldgs.	0	0	0	0	0	0	0
522321	Auto Allowance	1,116	1,251	364	304	0	0	0
522500	Other Contractual Services	102,770	62,722	110,304	16,441	0	7,420	0
523111	Computer Equipment	0	0	0	0	0	0	0
523112	Computer Software	0	0	0	0	0	0	0
523400	Printing and Binding	0	0	144	1,043	0	730	0
523600	Dues & Fees	80	477	736	244	0	0	0
523700	Training Expenses	13,332	21,294	25,582	8,889	0	0	0
523701	Business Meetings Expenses	0	0	0	0	0	0	0
	TOTAL OTHER SVS. AND CHARGES	286,115	120,808	164,029	97,246	0	8,150	0
	SUPPLIES							
531102	Janitorial	0	0	0	0	0	0	0
531104	Supplies - Misc Maintenance	0	0	0	0	0	0	0
531105	Supplies - Office	0	0	0	0	0	140	0
531107	Specialized Departmental Supplies	145,550	66,994	38,617	41,923	0	1,500	0
531109	Supplies - Vehicles	0	0	0	0	0	0	0
531110	Supplies - Communications	8,503	0	0	0	0	0	0
531111	Supplies - Computer Equip.	50,990	89,226	81,847	28,567	0	0	0
531112	Supplies - Computer Software	8,452	6,752	17,186	6,348	0	0	0
531300	Subsistence & Support	30,908	21,319	29,220	26,863	0	0	0
531400	Educational & Reference Materials	938	7,099	934	920	0	0	0
531500	Supplies - Resale	0	0	0	0	0	0	0
531600	Small equipment	85	21	9	32	0	0	0
531700	Uniforms & Protective Eqp.	446	3,476	0	360	0	0	0
	TOTAL SUPPLIES	245,872	194,887	167,813	105,014	0	1,640	0
	CAPITAL OUTLAY							
542101	Communications Equipment	0	0	0	0	0	0	0
541301	Capital Outlay Buildings	0	0	69,195	0	0	0	0
542102	Office Machines/Equipment	0	0	0	0	0	0	0
542200	Vehicles	260,386	0	0	0	0	0	0
542401	Computer Systems Software	0	0	0	0	0	0	0
542500	Misc. Capital Outlay	0	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	260,386	0	69,195	0	0	0	0
	Transfer to Children & Youth Services Fund	0	0	0	0	757,000	1,042,410	0
	Transfer to General Fund	0	0	0	0	0	0	0
	Transfer from Cemetery Capital Improvement Fund	0	0	0	0	0	0	0
	EXPENDITURE TOTAL	1,132,937	692,953	820,062	610,592	757,000	1,052,200	0
	To (From) Fund Balance	140,101	200,149	228,067	221,406	(757,000)	(1,044,290)	0
	Ending Fund Balance	382,729	582,879	810,945	1,044,293	(615)	3	3
	Reserved 21 C Sustainment Fund Balance	256,600						
	UNRESERVED FUND BALANCE	126,129	582,879	810,945	1,044,293	(615)	3	3

**DOWNTOWN DEVELOPMENT AUTHORITY FUND
2008-09 REVISED AND 2009-10 PROPOSED BUDGET ESTIMATES**

	DOWNTOWN DEVELOPMENT AUTHORITY FUND ACTUAL 2004-05	DOWNTOWN DEVELOPMENT AUTHORITY FUND ACTUAL 2005-06	DOWNTOWN DEVELOPMENT AUTHORITY FUND ACTUAL 2006-07	DOWNTOWN DEVELOPMENT AUTHORITY FUND ACTUAL 2007-08	DOWNTOWN DEVELOPMENT AUTHORITY FUND ESTIMATE 2008-09	DOWNTOWN DEVELOPMENT AUTHORITY FUND REVISED 2008-09	DOWNTOWN DEVELOPMENT AUTHORITY FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	0	0	0	0	0	0	0
REVENUES							
Taxes	344,256	371,985	370,000	428,098	395,000	400,000	431,000
Other							
EXPENDITURES							
Transfer to DDA	344,256	371,985	370,000	428,098	395,000	400,000	431,000
To Fund Balance	0	0	0	0	0	0	0
ENDING FUND BALANCE	0	0	0	0	0	0	0

**BOARD OF EDUCATION FUND
2008-09 REVISED AND 2009-10 PROPOSED BUDGET ESTIMATES**

	BOARD OF EDUCATION FUND ACTUAL 2004-05	BOARD OF EDUCATION FUND ACTUAL 2005-06	BOARD OF EDUCATION FUND ACTUAL 2006-07	BOARD OF EDUCATION FUND ACTUAL 2007-2008	BOARD OF EDUCATION FUND ESTIMATE 2008-09	BOARD OF EDUCATION FUND REVISED 2008-09	BOARD OF EDUCATION FUND ESTIMATE 2009-10
BEGINNING FUND BALANCE	0	0	0	0	0	0	0
REVENUES							
Taxes	20,815,841	18,302,351	20,647,624	19,823,500	20,300,000	20,300,000	20,300,000
Other							
EXPENDITURES							
Transfer to School System	20,815,841	18,302,351	20,647,624	19,823,500	20,300,000	20,300,000	20,300,000
To Fund Balance	0	0	0	0	0	0	0
ENDING FUND BALANCE	0	0	0	0	0	0	0

APPENDIX A

GLOSSARY

Hometown to the World
- 1996 Olympics motto





Glossary

The following is an abbreviated list of the specialized governmental budgeting and accounting terms used in this budget:

ACCOUNT NUMBER - A line item code defining an appropriation.

ACCRUAL ACCOUNTING - A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they occur.

AD VALOREM TAXES - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

AMORTIZATION - The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

APPROPRIATION - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUATION - A valuation set upon real estate or other property by a government as a basis for levying taxes.

BALANCED BUDGET - A budget in which planned revenues available equals planned expenditures.

BASIS OF ACCOUNTING - A system used by an individual government to determine when revenues have been realized and when expenditures have been incurred. The City uses the modified accrual method.

BASIS OF BUDGETING - A system used by an individual government to determine when budgetary revenues have been realized and when budgetary expenditures have been incurred. The City uses the modified accrual method.

BOND - A written promise to pay a specified sum of money, called the par value or principal, at a specified date or dates in the future, together with periodic interest at a specified rate.

BONDED DEBT - That portion of indebtedness represented by outstanding bonds.

BUDGET - A service plan for a given period embodying estimated expenditures for providing services and the proposed means of financing them. A balanced budget limits expenditures to available resources.

BUDGET AMENDMENT – A revision of the adopted budget that, when approved, replaces the original provision and increases or decreases the budget appropriation.

BUDGET CALENDAR - The schedule of key dates that a government follows in preparation and adoption of the budget.

BUDGET ORDINANCE - The governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.

BUDGET PERIOD – The period for which a budget is proposed or a budget ordinance is adopted. Normally coincides with the fiscal year.

BUDGET TRANSFER - A procedure utilized by City Departments to revise budget appropriations within the departmental operating budget accounts. Transfers monies from one account to another and does not increase or decrease the overall budget appropriation for the department.

BUDGETARY CONTROL - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

CAPITAL ASSETS – Assets of significant value and having a useful life of several years. Capital assets for the City of Decatur have a purchase cost of \$5,000.00 or over and have a useful life of more than one year. See also Fixed Assets.

CAPITAL OUTLAY – Expenditures for the acquisition of capital assets.

CAPITAL PROJECT – A project that results in the purchase or construction of capital assets. Capital projects may encompass the purchase of land, construction of a building or facility, or purchase of a major piece of equipment.

CAPITAL IMPROVEMENTS FUND – A fund established to account for the receipt and expenditures of money from major capital projects.

CHART OF ACCOUNTS – A numbering system that assigns a unique number to each type of transaction and to each budgetary unit in the organization. The City of Decatur utilizes the Uniform Chart of Accounts for Local Governments in Georgia as mandated by the Georgia Department of Community Affairs (DCA).

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) - The report that summarizes financial data for the previous fiscal year in a standardized format.

DEBT - An obligation resulting from the borrowing of money or from the purchase of goods and services over a period of time. Debts of government include bonds, time warrants, notes, and floating debts.

A. *General Obligation Debt* is secured by the pledge of the issuer's full faith, credit, and taxing power.

B. *Revenue Debt* is a bond, debt, or obligation for which principal and interest are payable exclusively for the earnings of a government enterprise. This term can refer more broadly to any state or local government debt that is not a general obligation.

DEBT LIMIT - The maximum amounts of gross or net debt that is legally outstanding debt.

DEBT SERVICE - Payment of principal and interest to lenders or creditors on outstanding debt.

DEBT SERVICE FUND - A fund that is established to account for the accumulation of resources for the payment of long-term obligations.

DEFICIT - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

DEPRECIATION - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

ENTERPRISE FUND - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprise where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed primarily through user charges. Services accounted for in enterprise funds are tangible, and it is possible to determine the extent to which they benefit individual service consumers.

EXPENDITURES - Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

EXPENSES - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FIDUCIARY FUND - Those trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.

FINANCIAL INDICATORS - Comparison of planned vs. actual expenditures, cost, obligations, receipts, allocations or losses.

FISCAL YEAR - The accounting period for which an organization's budget is termed the fiscal year. In Decatur, the fiscal year runs from July 1 to June 30 of the following year.

FIXED ASSETS - A financial resource that is tangible in nature, has a useful life of more than one year, is not a repair part or supply item and has a value equal to, or greater than, the capitalization threshold of \$5000. See also Capital Assets.

FUND - A fund is an independent financial and accounting entity. It has a balanced set of accounts and records, cash and other resources together with all related liabilities and residual equities or balances which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Though funds are independent entities with the financial records of a government, there need not be physical segregation of assets.

FUND ACCOUNTS - All accounts necessary to set forth the financial position and results of operations of a fund.

FUND BALANCE - The difference between assets and liabilities on the balance sheet.

GENERAL FUND - This fund accounts for the revenues and activities not required by law or administrative decision to be accounted for in a special fund. Ordinarily, the General Fund has a great variety of revenues and is used to finance many more activities than any other fund. The General Fund provides general-purpose governmental services.

GENERAL OBLIGATION (GO) BONDS – Bonds that are secured by the issuer's full faith and credit pledge. Most GO bonds are backed by the issuer's ability to level an ad valorem tax in an amount sufficient to meet debt service requirements.

GENERAL REVENUE - The revenue of a government other than those derived from and retained in an enterprise. If a portion of the net income in a Proprietary or Enterprise Fund is contributed to another non-enterprise fund, such as the General Fund, the amount transferred constitutes general revenue to the government.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) - Uniform minimum, standards used by state and local governments for financial accounting, recording and reporting, encompassing the conventions, rules and procedures that define accepted accounting principles; established by the Governmental Accounting Standards Board (GASB).

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) – The body that sets accounting standards specifically for governmental entities at the state and local level.

GOVERNMENTAL FINANCE OFFICERS ASSOCIATION (GFOA) – Professional association of state/provincial and local finance officers in the United States and Canada dedicated to the sound management of government financial resources.

GRANTS – A financial gift, donation or award that is made from a funding source, usually a governmental entity, to the City for the acquisition of goods, services or land. The grant award agreement defines the City's responsibilities and duties to be exchanged for the grant. Grants are often earmarked for a specific purpose or program.

INTERNAL SERVICE FUNDS - A fund used to account for the financing of goods or services provided by one department to other departments within the City on a cost-reimbursement basis.

INVESTMENTS - Securities and real estate held for production of revenue in the form of interest, dividend, rentals or lease payments. The term does not include fixed assets used in governmental operations.

LEVY - To impose taxes, special assessments of service charges for the support of governmental activities.

LINE-ITEM BUDGET – A budget format in which departmental outlays are grouped according to the items that will be purchased, with one item or group of items on each line.

LONG-TERM DEBT - Debt with a maturity of more than one year after the date of issuance.

MILLAGE RATE – The rate used in calculating taxes based upon the value of property, expressed in mills per dollar of property value.

MISSION - The reason or purpose for the organizational unit's existence.

NET INCOME - Enterprise Fund in excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating transfers-out.

OBJECTIVES - The specified end result expected and can include the time at which it will be achieved.

OPERATING EXPENSES - Enterprise Fund expenses that are directly related to the fund's primary service activities.

OPERATING INCOME - The excess of Enterprise Fund operating revenues over operating expenses.

OPERATING REVENUES - Enterprise Fund revenues that are directly related to the fund's primary service activities. They consist of user charges for services.

PROPRIETARY FUND - Used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities - where net income and capital maintenance are measured - are accounted for through proprietary funds.

REVENUES - Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers.

TAX DIGEST - The total assessed value of all real estate property, motor vehicles, mobile homes, timber and heavy-duty equipment in the City of Decatur, Georgia.

TAX RATE LIMIT - The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes and of all governments, state or local, having jurisdiction in a given area. Taxes are levied via a Tax Levy Ordinance.

TAXES - Compulsory charges levied by a government for the purpose of financing services performed for a common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

UNIFORM CHART OF ACCOUNTS - State mandated financial reporting format for governments. See "Chart of Accounts".

APPENDIX B
BUDGET GUIDE
&
ORGANIZATIONAL CHART

Where Mayberry meets Berkeley.





Budget Guide

Background

The City's charter requires the City Manager to prepare an annual budget on the basis of estimates submitted by the directors of departments and approved by the City Commission. The budget document is the result of months of planning. The budget allocates the City's limited financial resources to provide services based on organizational and community priorities. The resulting document becomes the plan that guides departments' operations throughout the fiscal year.

The budget period is the City's fiscal year which begins on July 1 and ends on June 30. While budgeting is an ongoing process, departments officially submit budget requests to the City Manager, or her designee, in March. The budget is scheduled for adoption by the City Commission on the third Monday in June. A detailed budget schedule is attached.

Georgia state law requires that the operating budget be balanced with current revenues and other financing sources, including unreserved fund balance. Any unencumbered appropriations lapse at year-end and do not carry forward into the next fiscal year.

Throughout the year, the City Manager and department heads are provided with periodic financial reports of revenues, expenditures and encumbrances compared with the adopted budget. These reports allow staff to monitor and manage the budget as authorized by the City Commission. The City Commission receives summary financial reports to remain informed of the City's financial position.

Process

In February, departments are notified in writing of the budget schedule including budget due dates and departmental budget hearings. Any necessary forms related to the budget, performance measures and capital improvements planning are provided at this time.

Departments use prior and current year expenditure information to determine the resources necessary to maintain the current level of service. Based on City Commission and community priorities, estimates may be developed for a change in service level. While departments use past expenditures to develop their budgets, the budget process is a form of zero based budgeting because departments must justify each account request annually (i.e. a budget allocation in one year does not guarantee a continued allocation in the following year.)

Department budget requests are submitted to the City Manager and Assistant City Manager for review in early March. All department heads meet as a group with budget staff to present their work plans and discuss their budget requests for the next year. This meeting is held in March. In April, department heads present their final budget requests to the City Manager.

Proposed and revised budget documents are presented to the City Commission at the second commission meeting in May. Work sessions are held with the City Commission and public hearings are held prior to the final adoption of the budget in June.

Budgetary Funds

The City's accounts are organized by fund groups, each of which is treated as a separate accounting entity. Annual operating budgets are approved for the following funds:

General Fund: The general operating fund of the City. It accounts for resources traditionally associated with government that are not required to be accounted for in another fund.

Capital

Improvement Fund: Established to account for the receipt and expenditures of money from major capital projects. This fund is general in nature and may be used to finance any capital project that the City Commission designates.

Cemetery Capital

Improvement Fund: Established to account for the financing and expenditure activity of a capital nature occurring within the cemetery. Financing is provided by one-half of the proceeds from cemetery lot sales. This fund is intended to provide for the capital needs of the cemetery into perpetuity.

Economic

Development Fund: Established to account for monies received from the Decatur Housing Authority for eligible community development activities and for funds received from grants and donations for economic development activities.

Conference/Parking

Deck Fund: Established to account for the activity of the conference center and parking deck.

Stormwater

Utility Fund: Established to account for the collection of fees for repairs, maintenance and construction of stormwater drains and other related expenses.

Solid Waste Enterprise Fund:	Established to account for the collection of fees for residential and commercial sanitation service.
Debt Service Fund:	Established to account for the accumulation of resources and payment of long-term obligations.
Grant Fund:	Established to account for grants received from the U.S. Department of Education.
Greenspace Trust Fund:	Established to account for grants received from the Georgia Department of Natural Resources.
Confiscated Drug Fund:	Established to account for the use of confiscated drug money and/or assets by the City's Police Department.
Emergency Telephone System (E911) Fund:	Established to account for funds received for all emergency 911 charges and wireless enhanced charges.
Board of Education Fund:	Established to account for the collection and payment of property taxes levied and collected by the City for the City of Decatur Board of Education.
Downtown Development Authority Fund:	Established to account for the collection and payment of property taxes levied and collected by the City for the Decatur Downtown Development Authority.
Hotel/Motel Tax Fund:	Established to account for the hotel/motel taxes collected as required by general law.
Children & Youth Services:	Established to account for the collection of participation fees and grants and expenditures related to the City's after-school and summer programs.

Basis of Budgeting

All fund budgets described above, with the exception of the stormwater, solid waste and conference/parking deck funds, are prepared on a modified accrual basis meaning that expenditures are budgeted if the obligation will be incurred that fiscal year and revenues are budgeted if they are measurable and available. For example, an outstanding purchase order is an example of an incurred expenditure. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the budgeted fiscal period or soon enough thereafter to pay liabilities of that fiscal period. For example, real property tax bills that are billed in April and due in June are budgeted as revenue in the billing year.

The remaining funds are enterprise funds which are budgeted on a full accrual basis. Expenditures are recognized when a commitment is made and revenues are recognized when they are obligated to the City (i.e. stormwater fee bill is generated).

The basis of accounting refers to the time at which revenues and expenditures or expenses and the related assets and liabilities are recognized in the accounts and reported in the financial statements. In the City, the basis of budgeting and the basis of accounting are the same with the exception that the budget does not reflect depreciation expenses or compensated absences. The City's comprehensive annual financial report (CAFR), which is prepared in conformity with generally accepted accounting principles (GAAP), provides the specific information for depreciation and compensated absences.

Fund Balance and Outstanding Debt

The accounting definition of fund balance is the difference between assets and liabilities on the balance sheet. If revenues exceed expenditures at the end of the fiscal year, the remainder is identified as 'fund balance'. The practice of conservative revenue estimates and carefully monitored expenditures may result in a fund balance. The City's financial policies recommend an unreserved fund balance between twenty and thirty percent of the operating budget. The City does not budget for contingencies and therefore, must rely on the fund balance for emergency expenditures. In some years, the City may budget to use fund balance for one-time, non-recurring expenditures while remaining within the acceptable level for fund balance.

In the fiscal year ending June 30, 2008, the general fund balance totaled \$7,213,748 or 40% of the 2008-2009 revised operating budget. This was an increase of \$925,392. In the Revised 2008-2009 budget estimates, the City has budgeted to use \$607,000 of fund balance and use \$702,000 of fund balance in FY 09-10. Fund balance is estimated to be \$5,904,748 at the end of FY 09-10 or 32% of the proposed operating budget. The use of fund balance in FY 09-10 is consistent with the City's financial policies that require the use of fund balance for non-recurring expenditures.

In September, 2006, City of Decatur voters approved the issuance of \$33,245,000 in general obligation bonds for City and school capital projects. The debt service payments on the bonds

will conclude in year 2037. The City's long term obligation for the conference center and parking garage was completed during the current fiscal year 08-09. Assets of the debt service fund are needed to meet the general bond obligations.

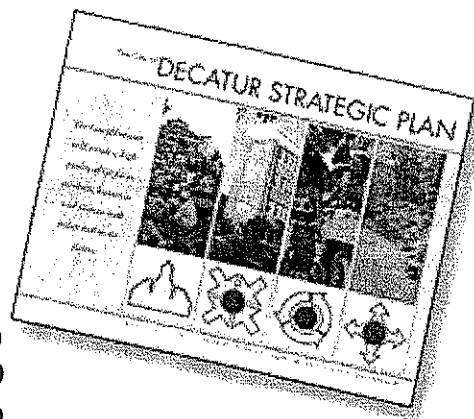
Budget Revisions

Since the legal level of budgetary control is at the departmental level, each department head has the authority to recommend budget transfers within the department budget to the City Manager for approval. State law prohibits transfers within the 'salaries' line-items without approval of the governing body.

Concurrent with the budget process for the next fiscal year, revisions to the current year's budget are developed. The current year revised budget is adopted with the next year's proposed budget. In the case that unanticipated budget revisions are necessary before the end of the fiscal year, the budget may be amended with the approval of the City Commission.

Performance Measures

The City incorporates performance measures and objectives into the budget document. For each department, there are two years of actual performance data. The measures for the current fiscal year show the original proposal in addition to a mid-year projection based on year-to-date data. The City will continue to improve upon the performance measurement program and make it a substantive part of the budget development process.



Strategic Planning

In the fall of 1998 the City sponsored a community forum known as the Decatur Roundtables which involved 500 community members. A report of key concerns and action teams developed from this process. This report and recommendations from the action teams guide many of the City's activities. Over 200 stakeholders helped develop a ten-year strategic plan based on the work of the Roundtables project. The strategic plan was completed in the summer of 2000. Three core principles emerged from the plan:

- A. Manage Growth While Retaining Character
- B. Encourage Community Interaction
- C. Provide Quality Services Within Fiscal Limits

The plan identifies goals and specific tasks for each principle. The plan is reviewed annually in conjunction with the budget to ensure the budget supports the plan's principles and tasks and incorporates community input into the budget process. With the proposed FY 09-10 budget,

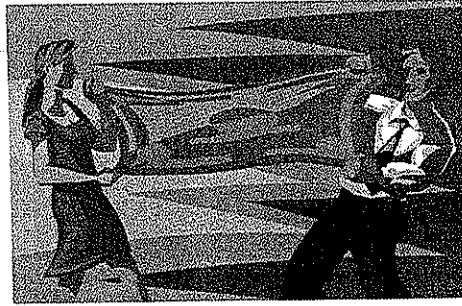
each department was required to submit examples of how department activities were linked to the strategic plan. It is anticipated that the strategic plan will be updated starting with the latter part of FY 09-10 and the process will continue into FY 10-11.

Budget Focus Group

Each budget season, the City invites interested citizens to participate in monthly discussions of the City's budget process. These budget focus group meetings were first held in 2002. Because of the success and contribution of the focus groups to the budget process, the City continues to invite active citizen participation in the budget process through these focus groups. The goal of the focus group meetings is to provide relevant budget and financial information in an informal environment so that participants can better understand the City's budget process including how revenue and expenditure recommendations are made.

FY 2009-2010 Budget Focus Group Participants

Sherina Clough
Patti Garrett
Kathy Hightower
Seegar Swanson

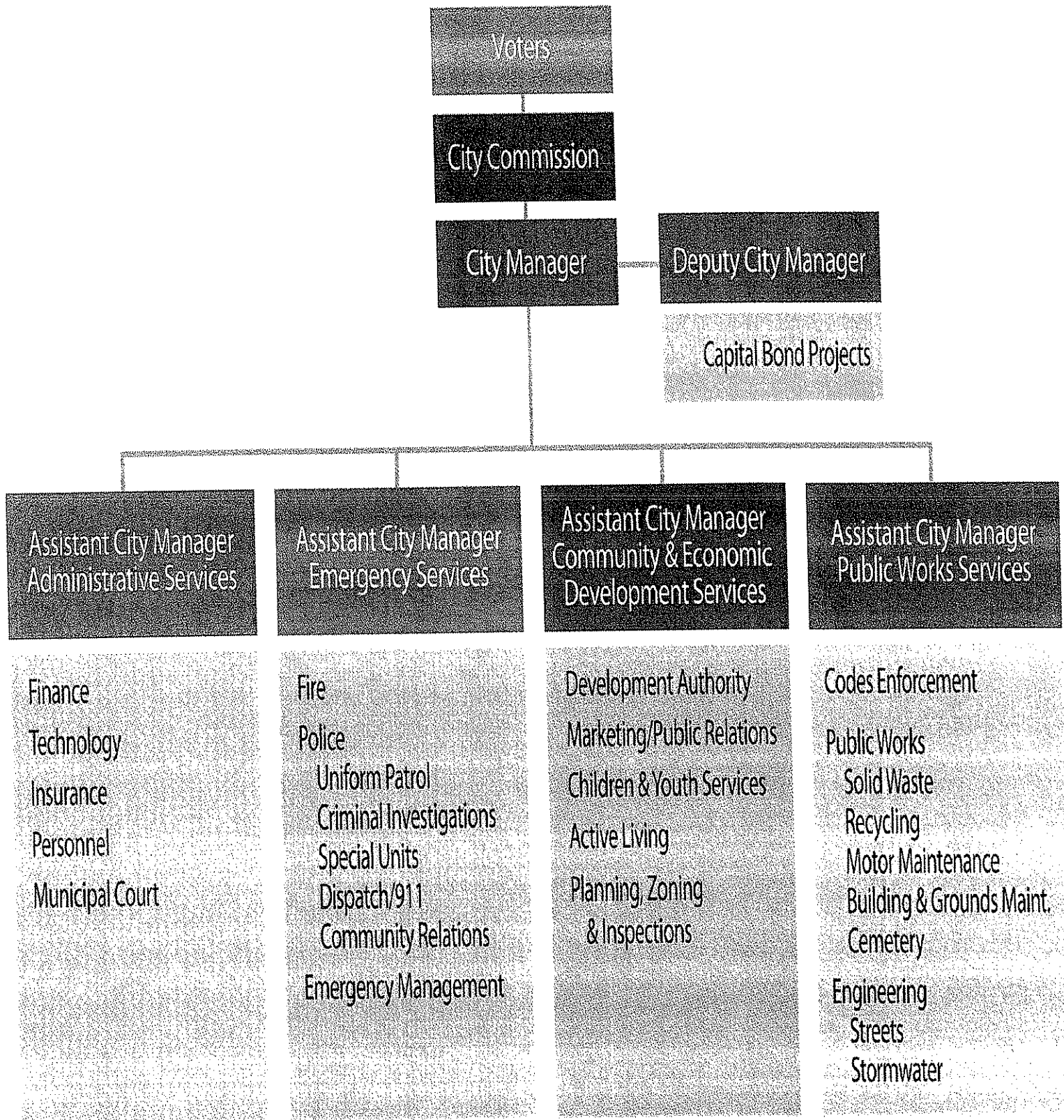


BUDGET SCHEDULE FISCAL YEAR 2009-2010

January 30	Budget Memo and Schedule to Departments
February 8-9	City Commission Retreat
February 18	Monthly Staff Meeting
March 2	ALL DEPARTMENT BUDGET REQUESTS DUE BY 5:00 pm
March 9	CIP Requests and Strategic Linkages Due
March 9	Performance Measurement Meeting
March 10	Budget Focus Group Meeting #1
March 16	City Commission Adopts Billing Ordinance
March 18	Monthly Staff Meeting
March 18-19	BUDGET REVIEW MEETING-DEPARTMENT HEADS
March 27	Personnel Estimates Due
April 1	Tax Bill Mailing Deadline
April 2	Revenue Projections Due
April 2	Revised Budget Changes Due
April 6	Draft Proposal to City Manager (tentative)
April 14	Department Budget Presentations to City Manager

April 14	Budget Focus Group Meeting #2
April 15	Monthly Staff Meeting
April 22	Prepare Notice for Decatur FOCUS
April 24	Preliminary Budget Complete
May 12	Budget Focus Group Meeting #3
May 13	Public Hearing Announcements to Legal Organ
May 15	Budget delivered in City Commission packet
May 18	Presentation of Budget to Commission and Adoption of Tentative 2009 Millage Rate
May 20	Monthly Staff Meeting
May 21 & 28, June 4	Public Hearing Ads Published in Legal Organ
June 1	Public Hearing on Budget and Millage Rate
June 15	Public Hearing on Budget and Millage Rate, Adoption of FY 2009-2010 Budget and Revised 2008-2009 Budget, and Adoption of Final 2009 Millage Rate

Organizational Chart



APPENDIX C

POSITION CLASSIFICATION PLAN

Growing Gracefully by Design



**ASSIGNMENT OF CLASSES TO SALARY RANGES
EFFECTIVE JULY 6, 2009**

SALARY RANGE	ANNUAL MINIMUM	ANNUAL MAXIMUM	TITLE
01	24,544	39,998	CREW WORKER SANITATION EQUIPMENT OPERATOR
02	25,792	41,995	COURT CLERK ASSISTANT SITE DIRECTOR
03	27,040	44,096	ASST. ACTIVE LIVING PROGRAM SUPERVISOR SUPPLY CLERK BUILDING MAINTENANCE SPECIALIST EQUIPMENT OPERATOR
04	28,392	46,301	ADMINISTRATIVE ASSISTANT ANIMAL CONTROL OFFICER COMMUNICATIONS OFFICER PALS SUPERVISOR REVENUE OFFICER SANITATION EQUIPMENT OPERATOR II SUPPORT SERVICES TECHNICIAN
05	29,827	48,610	AUTOMOTIVE MECHANIC CREW CHIEF SENIOR REVENUE OFFICER
06	31,346	51,043	BOOKKEEPER COURT CLERK FIREFIGHTER I LEAD AUTOMOTIVE MECHANIC PAYROLL COORDINATOR
07	32,906	53,664	CODES ENFORCEMENT OFFICER CREW SUPERVISOR DEVELOPMENT SERVICES COORDINATOR FIREFIGHTER II PERMIT & ZONING TECHNICIAN PERSONNEL SPECIALIST
08	34,570	56,389	_____
09	36,275	59,259	FIREFIGHTER/DRIVER POLICE OFFICER ACTIVE LIVING PROGRAM SUPERVISOR CHILDREN & YOUTH SERVICES PROGRAM SUPERVISOR

ASSIGNMENT OF CLASSES TO SALARY RANGES
EFFECTIVE JULY 6, 2009

SALARY RANGE	ANNUAL MINIMUM	ANNUAL MAXIMUM	TITLE
10	38,084	62,275	ASSISTANT TO THE CITY MANAGER BUILDING INSPECTOR COMMUNITY RELATIONS SPECIALIST ENGINEERING INSPECTOR RESOURCE CONSERVATION COORDINATOR EVIDENCE TECHNICIAN MASTER POLICE OFFICER POLICE INVESTIGATOR SPECIAL EVENTS COORDINATOR VOLUNTEER COORDINATOR
11	39,998	65,437	_____
12	41,995	68,765	ENVIRONMENTAL SPECIALIST FIRE SERGEANT POLICE SERGEANT
13	44,096	72,259	FIRE LIEUTENANT POLICE LIEUTENANT
14	46,301	75,920	ASSISTANT ACTIVE LIVING DIRECTOR ASSISTANT CHILDREN & YOUTH SERVICES DIRECTOR PERSONNEL DIRECTOR REVENUE & TECHNOLOGY MANAGER
15	48,610	79,768	ASST. DIR. OF COMMUNITY & ECONOMIC DEV. POLICE CAPTAIN FIRE STATION CAPTAIN CITY CLERK FACILITIES SUPERINTENDENT SANITATION SERVICES SUPERINTENDENT PLANNING DIRECTOR
16	51,043	83,803	ACTIVE LIVING PROGRAM DIRECTOR BUILDING OFFICIAL CHILDREN AND YOUTH SERVICES DIRECTOR ASSISTANT FIRE CHIEF ASSISTANT POLICE CHIEF
17	53,664	88,046	DEPUTY FIRE CHIEF DEPUTY POLICE CHIEF SENIOR ENGINEER STORMWATER MANAGEMENT ENGINEER
18	56,389	92,498	FIRE CHIEF POLICE CHIEF
19	59,259	97,178	_____
20	62,275	102,107	ASSISTANT CITY MANAGER

CITY OF DECATUR RANGE STEP TABLE EFFECTIVE JULY 7, 2008

RANGE: 01 (OLD 12)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	24,544	25,168	25,792	26,416	27,040	27,727	28,392	29,120	29,827	30,596	31,346	32,136	32,906	33,737	34,570
WEEKLY	472.00	484.00	496.00	508.00	520.00	533.20	546.00	560.00	573.60	588.40	602.80	618.00	632.80	648.80	664.80
HRLY	11.80	12.10	12.40	12.70	13.00	13.33	13.65	14.00	14.34	14.71	15.07	15.45	15.82	16.22	16.62
MTHLY	2,045	2,097	2,149	2,201	2,253	2,310	2,366	2,426	2,485	2,549	2,612	2,678	2,742	2,811	2,880
RANGE: 02 (OLD 14)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	25,792	26,416	27,040	27,727	28,392	29,120	29,827	30,596	31,346	32,136	32,906	33,737	34,570	35,422	36,275
WEEKLY	496.00	508.00	520.00	533.20	546.00	560.00	573.60	588.40	602.80	618.00	632.80	648.80	664.80	681.20	697.60
HRLY	12.40	12.70	13.00	13.33	13.65	14.00	14.34	14.71	15.07	15.45	15.82	16.22	16.62	17.03	17.44
MTHLY	2,149	2,201	2,253	2,310	2,366	2,426	2,485	2,549	2,612	2,678	2,742	2,811	2,880	2,951	3,022
RANGE: 03 (OLD 16)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	27,040	27,727	28,392	29,120	29,827	30,596	31,346	32,136	32,906	33,737	34,570	35,422	36,275	37,190	38,084
WEEKLY	520.00	533.20	546.00	560.00	573.60	588.40	602.80	618.00	632.80	648.80	664.80	681.20	697.60	715.20	732.40
HRLY	13.00	13.33	13.65	14.00	14.34	14.71	15.07	15.45	15.82	16.22	16.62	17.03	17.44	17.88	18.31
MTHLY	2,253	2,310	2,366	2,426	2,485	2,549	2,612	2,678	2,742	2,811	2,880	2,951	3,022	3,099	3,173
RANGE: 04 (OLD 18)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	28,392	29,120	29,827	30,596	31,346	32,136	32,906	33,737	34,570	35,422	36,275	37,190	38,084	39,041	39,998
WEEKLY	546.00	560.00	573.60	588.40	602.80	618.00	632.80	648.80	664.80	681.20	697.60	715.20	732.40	750.80	769.20
HRLY	13.65	14.00	14.34	14.71	15.07	15.45	15.82	16.22	16.62	17.03	17.44	17.88	18.31	18.77	19.23
MTHLY	2,366	2,426	2,485	2,549	2,612	2,678	2,742	2,811	2,880	2,951	3,022	3,099	3,173	3,253	3,333
RANGE: 05 (OLD 20)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	29,827	30,596	31,346	32,136	32,906	33,737	34,570	35,422	36,275	37,190	38,084	39,041	39,998	40,996	41,995
WEEKLY	573.60	588.40	602.80	618.00	632.80	648.80	664.80	681.20	697.60	715.20	732.40	750.80	769.20	788.40	807.60
HRLY	14.34	14.71	15.07	15.45	15.82	16.22	16.62	17.03	17.44	17.88	18.31	18.77	19.23	19.71	20.19
MTHLY	2,485	2,549	2,612	2,678	2,742	2,811	2,880	2,951	3,022	3,099	3,173	3,253	3,333	3,416	3,500
RANGE: 06 (OLD 22)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	31,346	32,136	32,906	33,737	34,570	35,422	36,275	37,190	38,084	39,041	39,998	40,996	41,995	43,056	44,096
WEEKLY	602.80	618.00	632.80	648.80	664.80	681.20	697.60	715.20	732.40	750.80	769.20	788.40	807.60	828.00	848.00
HRLY	15.07	15.45	15.82	16.22	16.62	17.03	17.44	17.88	18.31	18.77	19.23	19.71	20.19	20.70	21.20
MTHLY	2,612	2,678	2,742	2,811	2,880	2,951	3,022	3,099	3,173	3,253	3,333	3,416	3,500	3,588	3,675
RANGE: 07 (OLD 24)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	32,906	33,737	34,570	35,422	36,275	37,190	38,084	39,041	39,998	40,996	41,995	43,056	44,096	45,219	46,301
WEEKLY	632.80	648.80	664.80	681.20	697.60	715.20	732.40	750.80	769.20	788.40	807.60	828.00	848.00	869.60	890.40
HRLY	15.82	16.22	16.62	17.03	17.44	17.88	18.31	18.77	19.23	19.71	20.19	20.70	21.20	21.74	22.26
MTHLY	2,742	2,811	2,880	2,951	3,022	3,099	3,173	3,253	3,333	3,416	3,500	3,588	3,675	3,768	3,858
RANGE: 08 (OLD 26)															
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ANNUAL	34,570	35,422	36,275	37,190	38,084	39,041	39,998	40,996	41,995	43,056	44,096	45,219	46,301	47,486	48,610
WEEKLY	664.80	681.20	697.60	715.20	732.40	750.80	769.20	788.40	807.60	828.00	848.00	869.60	890.40	913.20	934.80
HRLY	16.62	17.03	17.44	17.88	18.31	18.77	19.23	19.71	20.19	20.70	21.20	21.74	22.26	22.83	23.37
MTHLY	2,880	2,951	3,022	3,099	3,173	3,253	3,333	3,416	3,500	3,588	3,675	3,768	3,858	3,957	4,051

CITY OF DECATUR RANGE STEP TABLE EFFECTIVE JULY 7, 2008

RANGE: 09 (OLD 28)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	36,275	37,190	38,084	39,041	39,998	40,996	41,995	43,056	44,096	45,219	46,301	47,486	48,610	49,858
WEEKLY	697.60	715.20	732.40	750.80	769.20	788.40	807.60	828.00	848.00	869.60	890.40	913.20	934.80	958.80
HRLY	17.44	17.88	18.31	18.77	19.23	19.71	20.19	20.70	21.20	21.74	22.26	22.83	23.37	23.97
MTHLY	3,022	3,099	3,173	3,253	3,333	3,416	3,500	3,588	3,675	3,768	3,858	3,957	4,051	4,155
RANGE: 10 (OLD 30)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	38,084	39,041	39,998	40,996	41,995	43,056	44,096	45,219	46,301	47,486	48,610	49,858	51,043	52,354
WEEKLY	732.40	750.80	769.20	788.40	807.60	828.00	848.00	869.60	890.40	913.20	934.80	958.80	981.60	1,006.80
HRLY	18.31	18.77	19.23	19.71	20.19	20.70	21.20	21.74	22.26	22.83	23.37	23.97	24.54	25.17
MTHLY	3,173	3,253	3,333	3,416	3,500	3,588	3,675	3,768	3,858	3,957	4,051	4,155	4,254	4,363
RANGE: 11 (OLD 32)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	39,998	40,996	41,995	43,056	44,096	45,219	46,301	47,486	48,610	49,858	51,043	52,354	53,664	55,016
WEEKLY	769.20	788.40	807.60	828.00	848.00	869.60	890.40	913.20	934.80	958.80	981.60	1,006.80	1,032.00	1,058.00
HRLY	19.23	19.71	20.19	20.70	21.20	21.74	22.26	22.83	23.37	23.97	24.54	25.17	25.80	26.45
MTHLY	3,333	3,416	3,500	3,588	3,675	3,768	3,858	3,957	4,051	4,155	4,254	4,363	4,472	4,585
RANGE: 12 (OLD 34)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	41,995	43,056	44,096	45,219	46,301	47,486	48,610	49,858	51,043	52,354	53,664	55,016	56,389	57,803
WEEKLY	807.60	828.00	848.00	869.60	890.40	913.20	934.80	958.80	981.60	1,006.80	1,032.00	1,058.00	1,084.40	1,111.60
HRLY	20.19	20.70	21.20	21.74	22.26	22.83	23.37	23.97	24.54	25.17	25.80	26.45	27.11	27.79
MTHLY	3,500	3,588	3,675	3,768	3,858	3,957	4,051	4,155	4,254	4,363	4,472	4,585	4,699	4,817
RANGE: 13 (OLD 36)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	44,096	45,219	46,301	47,486	48,610	49,858	51,043	52,354	53,664	55,016	56,389	57,803	59,259	60,756
WEEKLY	848.00	869.60	890.40	913.20	934.80	958.80	981.60	1,006.80	1,032.00	1,058.00	1,084.40	1,111.60	1,139.60	1,168.40
HRLY	21.20	21.74	22.26	22.83	23.37	23.97	24.54	25.17	25.80	26.45	27.11	27.79	28.49	29.21
MTHLY	3,675	3,768	3,858	3,957	4,051	4,155	4,254	4,363	4,472	4,585	4,699	4,817	4,938	5,063
RANGE: 14 (OLD 38)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	46,301	47,486	48,610	49,858	51,043	52,354	53,664	55,016	56,389	57,803	59,259	60,756	62,275	63,835
WEEKLY	890.40	913.20	934.80	958.80	981.60	1,006.80	1,032.00	1,058.00	1,084.40	1,111.60	1,139.60	1,168.40	1,197.60	1,227.60
HRLY	22.26	22.83	23.37	23.97	24.54	25.17	25.80	26.45	27.11	27.79	28.49	29.21	29.94	30.69
MTHLY	3,858	3,957	4,051	4,155	4,254	4,363	4,472	4,585	4,699	4,817	4,938	5,063	5,190	5,320
RANGE: 15 (OLD 40)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	48,610	49,858	51,043	52,354	53,664	55,016	56,389	57,803	59,259	60,756	62,275	63,835	65,437	67,080
WEEKLY	934.80	958.80	981.60	1,006.80	1,032.00	1,058.00	1,084.40	1,111.60	1,139.60	1,168.40	1,197.60	1,227.60	1,258.40	1,290.00
HRLY	23.37	23.97	24.54	25.17	25.80	26.45	27.11	27.79	28.49	29.21	29.94	30.69	31.46	32.25
MTHLY	4,051	4,155	4,254	4,363	4,472	4,585	4,699	4,817	4,938	5,063	5,190	5,320	5,453	5,590
RANGE: 16 (OLD 42)														
STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N
ANNUAL	51,043	52,354	53,664	55,016	56,389	57,803	59,259	60,756	62,275	63,835	65,437	67,080	68,765	70,491
WEEKLY	981.60	1,006.80	1,032.00	1,058.00	1,084.40	1,111.60	1,139.60	1,168.40	1,197.60	1,227.60	1,258.40	1,290.00	1,322.40	1,355.60
HRLY	24.54	25.17	25.80	26.45	27.11	27.79	28.49	29.21	29.94	30.69	31.46	32.25	33.06	33.89
MTHLY	4,254	4,363	4,472	4,585	4,699	4,817	4,938	5,063	5,190	5,320	5,453	5,590	5,730.4	5,874.27

CITY OF DECATUR RANGE STEP TABLE EFFECTIVE JULY 7, 2008

RANGE 17 (OLD 44)

STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
ANNUAL	53,664	55,016	56,389	57,803	59,259	60,576	62,275	63,835	65,437	67,080	68,765	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046
WEEKLY	1,032.00	1,058.00	1,084.40	1,111.60	1,139.60	1,168.40	1,197.60	1,227.60	1,258.40	1,290.00	1,322.40	1,355.60	1,389.60	1,424.40	1,460.00	1,496.40	1,534.00	1,572.40	1,611.60	1,652.00	1,693.20
HRLY	25.80	26.45	27.11	27.79	28.49	29.21	29.94	30.69	31.46	32.25	33.06	33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33
MTHLY	4,472	4,585	4,699	4,817	4,938	5,063	5,190	5,320	5,453	5,590	5,730	5,874	6,022	6,172	6,327	6,484	6,647	6,814	6,984	7,159	7,337

RANGE 18 (OLD 46)

STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
ANNUAL	56,389	57,803	59,259	60,576	62,275	63,835	65,437	67,080	68,765	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498
WEEKLY	1,084.40	1,111.60	1,139.60	1,168.40	1,197.60	1,227.60	1,258.40	1,290.00	1,322.40	1,355.60	1,389.60	1,424.40	1,460.00	1,496.40	1,534.00	1,572.40	1,611.60	1,652.00	1,693.20	1,735.60	1,778.80
HRLY	27.11	27.79	28.49	29.21	29.94	30.69	31.46	32.25	33.06	33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47
MTHLY	4,699	4,817	4,938	5,063	5,190	5,320	5,453	5,590	5,730	5,874	6,022	6,172	6,327	6,484	6,647	6,814	6,984	7,159	7,337	7,521	7,708

RANGE 19 (OLD 48)

STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
ANNUAL	59,259	60,576	62,275	63,835	65,437	67,080	68,765	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498	94,806	97,178
WEEKLY	1,139.60	1,168.40	1,197.60	1,227.60	1,258.40	1,290.00	1,322.40	1,355.60	1,389.60	1,424.40	1,460.00	1,496.40	1,534.00	1,572.40	1,611.60	1,652.00	1,693.20	1,735.60	1,778.80	1,823.20	1,868.80
HRLY	28.49	29.21	29.94	30.69	31.46	32.25	33.06	33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.72
MTHLY	4,938	5,063	5,190	5,320	5,453	5,590	5,730	5,874	6,022	6,172	6,327	6,484	6,647	6,814	6,984	7,159	7,337	7,521	7,708	7,901	8,098

RANGE 20 (OLD 50)

STEP:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
ANNUAL	62,275	63,835	65,437	67,080	68,765	70,491	72,259	74,069	75,920	77,813	79,768	81,765	83,803	85,904	88,046	90,251	92,498	94,806	97,178	99,611	102,107
WEEKLY	1,197.60	1,227.60	1,258.40	1,290.00	1,322.40	1,355.60	1,389.60	1,424.40	1,460.00	1,496.40	1,534.00	1,572.40	1,611.60	1,652.00	1,693.20	1,735.60	1,778.80	1,823.20	1,868.80	1,915.60	1,963.60
HRLY	29.94	30.69	31.46	32.25	33.06	33.89	34.74	35.61	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.72	47.89	49.09
MTHLY	4,938	5,063	5,190	5,320	5,453	5,590	5,730	5,874	6,022	6,172	6,327	6,484	6,647	6,814	6,984	7,159	7,337	7,521	7,708	7,901	8,103

APPENDIX D

DEMOGRAPHIC & STATISTICAL INFORMATION

A small town with big character.





Demographic & Statistical Information

Date of Incorporation:	1823
Date First Charter Adopted:	1909
Date Present Charter Adopted:	2001
Location:	6 miles east of Atlanta, GA
Form of Government:	Commission-Manager

The City of Decatur government is a commission-manager style of government with a city manager. The Five City Commissioners are elected in nonpartisan elections for overlapping four-year terms. Each January, Commissioners elect two of their fellow members to serve as Mayor and Mayor Pro Tem. The City Commissioners determine the policies of the City and enact the local laws necessary for the protection of the public health, safety, and welfare. They provide leadership in identifying community needs and developing programs to meet community objectives. They oversee the delivery of services to citizens and are responsible for adoption of an annual budget and the levying of taxes necessary to finance local government operations.

City Commission meetings are held the first and third Mondays of a month in the City Commission meeting room of the Decatur City Hall, 509 North McDonough Street. In addition to the City Commission, various boards and commissions assist in carrying out established policies.

Zoning Board of Appeals	meets the 2 nd Monday of the month	7:30pm
Active Living Board	meets the 4 th Monday of the month	7:00pm
Planning Commission	meets the 2 nd Tuesday of the month	7:30pm
Historic Preservation Commission	meets the 3 rd Tuesday of the month	6:30pm
Decatur Development Authorities	meets the 2 nd Friday of the month	8:00am
Environmental Sustainability Board	meets the 3 rd Friday of the month	8:30am

Number of Full-Time Employees:	210
Total Estimated Population (2008 ARC estimate):	18,721
Number of Registered Voters:	13,348
Median Age (2000 census):	36
Median family income (2000 census):	\$65,000
Area – square miles:	4.25
2008 assessed valuation:	\$1,601,289
Net Bonded Debt per capita:	\$2,134
Ratio of Net Bonded Debt to Assessed Value:	7.27%
City Bond Rating:	Aa3/AA



Demographic & Statistical Information

Population Composition (2000 Census):

White	65.6%
Black	30.5%
Hispanic	1.7%
Other	2.2%

Fire Protection

Number of Stations:	2
Number of Employees:	39
Number of Engines:	5

Police Protection

Number of Stations:	1
Number of Employees:	62
Number of Police Cars:	32

Municipal Sanitation Service

Number of Residential Consumers:	6,200
Number of Commercial Consumers:	210
Number of Employees:	15
Number of Vehicles:	3 trucks 6 scooters

Active Living

Number of Parks & Playgrounds:	9
Acreage in Parks & Playgrounds:	57
Number of Swimming Pools:	3
Number of Tennis Courts:	11
Number of Athletic Fields:	5
Number of Recreation Buildings:	3

Miles of Streets, Sidewalks

Streets paved:	74
Sidewalks paved:	61

Authorized Personnel

	FY 06-07		FY 07-08		FY 08-09		FY 09-10	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
<u>Governmental Control</u>								
City Manager	1		1		1		1	
Deputy City Manager	0		1		1		1	
Assistant City Manager	2		2		2		2	
Management Analyst	0		1		1		0	
Assistant to the City Manager	0		0		0		1	
Resource Conservation Coordinator	0		0		0		1	
Personnel Director	1		1		1		1	
Personnel Specialist	1		1		1		1	
Administrative Assistant	1		1		1		1	
City Attorney		1		1		1		1
Graduate Intern		2		2		2		2
	6	3	8	3	8	3	9	3
<u>Administrative Services</u>								
Revenue & Technology Manager	1		1		1		1	
Bookkeeper	1		1		1		1	
City Clerk	1		1		1		1	
Payroll Clerk	1		1		1		1	
Revenue Officer	3		2		2		2	
Senior Revenue Officer	0		1		1		1	
Court Clerk	2		2		2		2	
Court Clerk Assistant	1		1		1		1	
Accounting Clerk		0		0		1		1
Archivist		0		0		1		1
Customer Service Clerk		0		0		1		1
Municipal Court Judge		4		4		4		4
Marshall		1		1		1		1
Bailiff		1		1		1		1
Solicitor		1		1		1		1
Public Defender		1		1		1		1
	10	8	10	8	10	11	10	11
<u>Community & Economic Development</u>								
Assistant City Manager	1		1		1		1	
Assistant Director C&E Development	1		1		1		1	
Development Services Coordinator	0		1		1		1	
Volunteer/Decatur Coordinator	1		1		1		1	
Special Events Coordinator	1		1		1		1	
Administrative Assistant	1		1		1		1	
PALS Supervisor	1		1		2		2	
Parking Attendant		3		4		3		3
	6	3	7	4	8	3	8	3
<u>Active Living</u>								
Active Living Program Director	0		1		1		1	
Recreation Director	1		0		0		0	
Assistant Recreation Director	1		1		1		1	
Program Supervisor	3		3		3		3	
Program Assistant	3		2		2		2	
Project Manager	1		0		0		0	
Administrative Assistant	1		1		1		1	
Aquatics Director		1		1		1		1
Site Director		0		2		2		2
Site Leader		1		1		1		1
Program Leader		4		4		4		4
Specialized Instructor		14		14		14		14
Receptionist		2		2		2		2
	10	22	8	24	8	24	8	24

Authorized Personnel Summary

Authorized Personnel

	FY 06-07		FY 07-08		FY 08-09		FY 09-10	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
<u>Children & Youth Services</u>								
Children & Youth Services Director	0		1		1		1	
Assistant Recreation Director	1		1		1		1	
Program Supervisor	1		1		1		1	
Program Assistant	2		2		2		2	
Site Director	4		4	1	5	2	5	1
Administrative Assistant	0		0		1		1	
Academic Building Coordinator		0		0		0		1
Academic Tutor		0		0		0		5
After-School Counselor		0		26		23		25
Lead Counselor		0		0		4		2
Summer Camp Director		0		1		1		0
Summer Camp Counselor		0		30		21		19
Instructor		0		0		0		39
CIT Coordinator		0		1		1		1
Family Liaison		0		4		1		1
Junior Counselor		0		2		4		3
Technology Specialist		0		1		1		1
Technology Instructor		0		6		10		6
Receptionist		0		1		0		0
	8	0	9	73	11	68	11	104
<u>Planning, Zoning & Inspections</u>								
Deputy City Manager	1		0		0		0	
Planning Director	1		1		1		1	
Building Official	0		1		1		1	
Building Inspector	1		1		1		1	
Planning & Zoning Technician	0		0		1		1	
Planning Services Officer	1		0		0		0	
Codes Enforcement Officer	1		0		0		0	
Administrative Assistant	0		1		0		0	
Administrative Secretary	1		0		0		0	
Plans Review Technician		1		1		1		1
Historic Preservation Planner		0		1		1		1
	6	1	4	2	4	2	4	2
<u>Police</u>								
Police Chief	1		1		1		1	
Deputy Police Chief	0		0		1		1	
Assistant Police Chief	2		1		0		0	
Police Captain	3		3		3		3	
Police Lieutenant	4		4		4		4	
Police Sergeant	6		6		6		6	
Police Investigator	5		4		4		4	
CID Evidence Technician	1		1		1		1	
Police Officer, MPO	25		26		26		26	
Communications Officer	9		9		11		11	
Communications Supervisor	2		2		0		0	
Community Relations Specialist	1		1		1		1	
Support Services Technician	1		1		1		1	
Animal Control Officer	1		1		1		1	
Administrative Assistant	2		2		2		2	
School Crossing Guard		14		16		18		21
Background Investigator		0		0		1		1
Technology Support Officer		0		1		0		0
Police Records Clerk		1		1		0		0
Automated Red-light Tech		1		1		1		1
	63	16	62	19	62	20	62	23

Authorized Personnel

	FY 06-07		FY 07-08		FY 08-09		FY 09-10	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
<u>Fire & Rescue</u>								
Fire Chief	1		1		1		1	
Deputy Fire Chief	0		0		0.5		0	
Assistant Fire Chief	2		2		2		2	
Fire Captain	6		6		6		0	
Station Captain	0		0		0		3	
Fire Lieutenant	0		0		0		3	
Fire Sergeant	0		0		0		3	
Firefighter-Driver	9		9		9		12	
Firefighter	21		21		21		15	
	39		39		39.5		39	
<u>Public Works</u>								
Assistant City Manager	1		1		1		1	
Sanitation Services Superintendent	1		1		1		1	
Facilities Maintenance Superintendent	1		1		1		1	
Crew Supervisor	3		4		4		4	
Crew Chief	1		1		1		1	
Crew Worker	12		12		12		12	
Equipment Operator	3		3		3		3	
Building Specialist	2		2		2		2	
Lead Automotive Mechanic	1		1		1		1	
Automotive Mechanic	2		2		2		2	
Administrative Assistant	2		2		2		2	
Sanitation Equipment Operator II	6		6		6		6	
Sanitation Equipment Operator I	7		6		6		6	
Supply Clerk	1		1		1		1	
Codes Enforcement Officer	0		1		1		1	
Facility Monitor		2		2		2		2
Crew Worker		3		3		3		3
Seasonal Laborer		7		8		8		8
	43	12	44	13	44	13	44	13
<u>Engineering & Stormwater Management</u>								
Senior Engineer	1		1		1		1	
Stormwater Management Engineer	1		1		1		1	
Project Civil Engineer	1		1		1		0	
Environmental Specialist	1		1		1		1	
Engineering Inspector	0	1	0	1	1	0	1	0
Crew Supervisor	2		2		2		2	
Crew Worker	4		4		5		5	
Equipment Operator	3		3		3		3	
Laborer I	1		1		0		0	
Administrative Assistant	1		1		1		1	
Seasonal Laborer		2		3		3		3
Intern		1		0		0		0
Administrative Clerk		1		0		0		0
	15	5	15	3	16	3	15	3
TOTAL	206	70	206	149	210.5	147	210	186

APPENDIX E

FINANCIAL POLICIES

Decatur: WE CARE!





City of Decatur

Financial Policies
City of Decatur

I. Purpose and Objective

The City of Decatur has a responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan for the provision of public services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently.

The City of Decatur's financial policies set forth below are the basic framework for its overall financial management. These policies incorporate long-standing principles and traditions that have served the City well in maintaining a sound and stable financial condition.

The broad purpose of the following financial policies is to enable the City of Decatur to achieve and maintain a long-term positive financial condition. The key values of the City's financial management include fiscal integrity, prudence, planning, accountability, honesty, and openness. Specifically, the purpose is to provide guidelines for planning, directing, and maintaining day-to-day financial affairs.

II. Operating Budget

A. Preparation

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The "operating budget" is the City's annual financial operating plan. The annual budget includes the operating departments of the general fund, special revenue fund, debt service fund, capital project fund, enterprise funds, and other approved funds that may be established as needed. The budget encompasses a fiscal year that begins on July 1 and ends on June 30. The budget is prepared by the City Manager with the cooperation of all City departments, on a basis that is consistent with generally accepted accounting principles.

1. Proposed Budget – A proposed budget shall be prepared annually by the City Manager with participation of all City Departments consistent with provisions of the City Charter and state budget laws.

- a. The budget shall include (1) revenues, (2) personnel costs, (3) operating and maintenance supply costs, (4) general services costs, and (5) capital and other (non-capital) costs.
 - b. The budget review process shall include public hearings. At the time the proposed budget is transmitted to members of the City Commission by the City Manager, a copy will be made available for public inspection at City Hall and advertised in a local newspaper of general circulation. No earlier than seven days after the proposed budget is transmitted to the City Commission and at least seven days in advance of budget adoption, a public hearing takes place to give the public an opportunity to comment on the proposed budget. Notice of public hearing must be advertised at least seven days in advance of the public hearing.
 - c. The City Commission, prior to the first day of the fiscal year, will adopt an annual budget at a public meeting. The annual budget shall be advertised at least one week prior to the meeting. The proposed budget is prepared by the City Manager and transmitted to members of the City Commission for its review with sufficient time given for the City Commission to address policy and fiscal issues.
 2. Adoption – The budget shall be adopted by the approval of a budget resolution that specifies the anticipated revenues by appropriate categories, the proposed expenditure totals for each department, each non-departmental expense, and for each fund covered by the budget. Amendments to the budget must be approved by resolution. The budget shall be adopted at the fund/department level, which is the legal level of budgetary control. The current year's budget may be adjusted to reflect changes in local economy, changes in priorities or services needs, receipt of unbudgeted revenues and for unanticipated expenditures.
- B. Balanced Budget**
- The operating budget will be balanced with anticipated revenues, including appropriated unencumbered surplus, equal to proposed expenditures. All funds within the budget shall also be balanced.
- C. Planning**
- The City will utilize a decentralized budget process. All departments will be given an opportunity to participate in the budget process and submit funding requests to the City Manager.

D. Reporting

Periodic financial reports will be prepared and distributed to the City Manager and Department Heads. These reports allow Department Heads to manage their budgets and enable the City Manager to monitor and control the budget. Summary financial and budgetary reports should be presented by the City Manager to the City Commission monthly.

E. Control and Accountability

Each Department Head is responsible for ensuring that his/her department expenditures do not exceed budgeted funds. Departments cannot exceed appropriations described in the budget. Failure to achieve budgetary control will be evaluated and investigated by the City Manager.

F. Performance Measures

The City integrates performance measures and objectives into the budget document. The City will also develop a system to monitor performance in meeting these objectives.

G. Budget Transfers

Contingent upon remaining within the confines of the total department budget, each Department Head has the authority to recommend budget transfers to the City Manager. Funds within departmental budget line items can be transferred upon the recommendation of the Department Head and with approval of the City Manager.

III. Capital Budget Policies and Capital Improvement Plan

A. Scope

A capital projects plan will be developed and updated annually. A five-year Capital Improvement Program will assist in the planning, acquisition, and financing of capital projects. A major capital project is generally defined as a non-recurring capital expenditure that has an expected useful life of more than 10 years and an estimated total cost of \$25,000 or more. Examples include parks improvements, streetscapes, computer systems, trucks, loaders, and expansion of facilities.

Major capital projects will be budgeted in the Capital Improvement Fund reflecting all available resources. With the involvement of responsible departments, the City Manager will prepare the capital budget annually. The City's capital budget will be adopted with the operating budget.

B. Control

All capital expenditures must be approved as part of each department budget or in the Capital Improvement Fund. Before committing to a capital

improvement project, the City Manager or his/her designee must verify fund availability.

C. Program Planning

The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program (CIP). During the annual budget process, each department submits its budget request including operating and capital needs. Upon review of the requests, major capital projects are placed in the capital improvements fund. Other capital outlay is placed in the department's operating budget. Capital outlay is generally defined as an individual item of excess of \$5,000 with a life expectancy of more than two years but less than 10 years.

Citywide capital improvements are assessed and prioritized based on the City's objectives and goals, the City's comprehensive work plan, and the City's strategic plan.

D. Timing

At the beginning of the fiscal year, the City Manager or his/her designee will work with Department Heads to schedule the appropriate timing of capital purchases to ensure the availability of funds.

E. Reporting

Periodic financial reports will be provided to enable the City Manager to monitor and control the capital budget and to enable the Department Heads to manage their capital budgets.

IV. Debt

A. Policy Statement

Debt results when one borrows from an individual or an institution. The borrower receives funds to acquire resources for current use with an obligation for repayment later. The debt from borrowing generally must be repaid with interest.

The City of Decatur recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost structures, a debt management strategy is required. The City strives to balance service demands and the amount of debt incurred. The City realizes that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects as well.

The goal of the City's debt policy is to maintain a sound fiscal position and to protect the credit rating of the City. When the City of Decatur utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

B. Conditions for Using Debt

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

1. When non-continuous projects (those not requiring continuous annual appropriations) are desired;
2. When it can be determined that future users will receive a benefit from the improvement;
3. When it is necessary to provide basic services to residents and taxpayers;
4. When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers.

C. Sound Financing of Debt

When the City utilizes debt financing, it will ensure that the debt is soundly financed by:

1. Taking a prudent and cautious stance toward debt, incurring debt only when necessary;
2. Conservatively projecting the revenue sources that will be used to pay the debt;
3. Insuring that the term of any long-term debt incurred by the City shall not exceed the expected useful life of the asset for which the debt is incurred and shall be limited to capital improvements only;
4. Determining that the benefits of the improvement exceed the costs, including interest costs;
5. Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
6. Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued; and,
7. Maintaining total debt service for general obligation debt that does not exceed 10 percent of the net operating revenues. Net operating revenues are all general fund revenues available after accounting for transfers between other City funds.

V. Accounting, Audits, and Financial Reporting

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall City goals and objective are met.

A. Accounting Records and Reporting

The City will maintain its accounting records in accordance with state and federal laws and regulations and in a manner to facilitate an efficient audit process. The City will report its financial condition and results of operations in accordance with state regulations and Generally Accepted Accounting Principles (GAAP) described in Governmental Accounting, Auditing, and Financial Reporting (GAAFR). The City's accounts shall be kept in such a manner as to show fully the financial conditions of the City. In addition, the books shall be open to the public during business hours.

The City will maintain a Chart of Accounts that complies with requirements of the State of Georgia and is in accordance with generally accepted accounting principles.

B. Auditing

An independent auditor or auditing firm will annually perform the City's financial audit. The auditor must be a Certified Public Accountant (CPA) that can demonstrate that s/he has the capability to conduct the City's audit in accordance with generally accepted auditing standards. The auditor's opinions will be supplemented in the City's Comprehensive Annual Financial Report (CAFR). A copy of the audit will be sent to the State Auditor who will respond with comments regarding compliance. Results of the annual audit shall be provided to the City Commission in a timely manner.

C. Simplified Fund Structure

The City will attempt to minimize the number of funds. Funds will be categorized in accordance with generally accepted accounting principles (GAAP) for reporting purposes.

D. Financial Reporting

As a part of the audit, the auditor shall assist with the preparation of the required Comprehensive Annual Financial Report (CAFR). The CAFR shall be prepared in accordance with generally accepted accounting principles. The CAFR will be presented in a way to communicate effectively with citizens about the financial affairs of the City. The CAFR shall be made available to the elected officials, creditors, and citizens. In addition, two sets are maintained with the City's records.

Internal financial reports will be prepared that are sufficient to plan, monitor, and control the City's financial affairs. Monthly accounting reports are meant to transmit information regarding the financial situation of the City. These regular reports are made available to the City Commission, City Manager, Department Heads, and other staff as necessary.

VI. Revenues

A. Characteristics

The City shall strive for the following characteristics in its revenue structure:

1. Simplicity – The City shall strive to maintain a simple revenue structure in order to reduce compliance costs for the taxpayer and/or service recipient. A corresponding decrease in the City's cost of collection and a reduction in avoidance to pay should result.
2. Equity – The City shall make every effort to maintain equity in its revenue system. The City shall seek to minimize subsidization between entities, funds, service, customer classes, and utilities.
3. Adequacy – The City shall require that a balance in the revenue system be achieved. The revenue structure's base shall have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
4. Administration – The benefits of a revenue source shall exceed the cost of levying and collecting that revenue. The price of collection shall be reviewed periodically for effectiveness as a part of the indirect cost of service analysis.
5. Diversification and Stability – The City shall maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any single revenue source. The revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.
6. Conservative Estimates – Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. Conservative revenue estimates based on prior year collections may be used for revenue projections.
7. Aggressive Collection Policy – The City shall follow an aggressive policy of collecting revenues. As a last resort, real property will be sold to satisfy non-payment of property taxes.

B. Issues

The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-Recurring Revenues – One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and will not be used for budget balancing purposes.
2. Property Tax Revenues – All real and business personal property located within the City shall be valued at 50% of the fair market value for any given year based on the current appraisal supplied to the City by the DeKalb County Board of Tax Assessors.
3. User-Based Fees and Service Charges – For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset by a fee where possible. There will be an annual review of fees and charges to ensure that the fees provide adequate coverage of cost.
The City Commission shall set schedules of fees and charges.
4. Intergovernmental Revenues (Federal/State/Local) – These revenue sources will be expended only for the intended purpose of grant aid. It must be clearly understood that operational requirements set up as a result of a grant or aid could be discontinued once the term and conditions of the project have terminated.
5. Revenue Monitoring – Revenues received shall be compared to budgeted revenues. Significant variances will be investigated by the City Manager or designee.

VII. Purchasing

A. Intent

The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with procurement provisions of the City and the State of Georgia. The goal of this policy is to establish, foster, and maintain the following principles:

1. To consider the best interests of the City in all transactions;

2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expenditure with maximum quality standards;
3. To subscribe to and work for honesty and truth in buying.

B. Vendors

The City will make every effort to obtain high quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the City.

1. Solicitation of Vendors and Submission of Bids

When a purchase for a single good is expected to exceed \$10,000, competition is required to the extent that it exists. Each department must attempt to obtain a minimum of three bids from different sources. If three sources are not possible, the seeker of the bid must attempt to obtain as many vendors as possible. Each department head shall document the competitive bidding process with records of the vendor and bids received.

Each department has full authority to determine and obtain professional and contractual services as provided for in the budget. When possible and practical, competitive quotes for professional and contractual services should be obtained. If competitive quotes are not possible, the City Manager must be notified in writing. Each department head shall document the process.

2. Interest of City Officials in Expenditure of Public Funds

No official of the City of Decatur will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the City or any department of government or service involving the expenditure of public funds in violation of the City's "Ethics Ordinance." The City shall not use a vendor who is a member of the immediate family of a City Commissioner, City Attorney, City Manager, Assistant City Manager, a Department Head, Personnel Officer, or Payroll Clerk. The City shall not use a vendor for services in an operating department who is a member of the immediate family of an employee of that operating department.

3. Request for Proposal

It is suggested that, whenever appropriate, a Request For Proposal (RFP) process be used for procuring products and services. The RFP should specify the service, evaluation criteria, and terms and conditions required by the City. Large purchases should be advertised in the legal organ and other venues as time and advertising funds allow.

4. Award of Bids

Bids are awarded to the lowest responsive and responsible bidder. A responsive bid is one that conforms in all material respects to the need of the City. Responsible means a bidder who has the capability to perform the requirements.

5. Local Bidder Preference

If all other relevant factors are met, each department is authorized to negotiate with and select a local vendor if the local vendor's bid is within 10% of the lowest offer. A current City of Decatur business license is required to be considered as a local vendor.

6. Equal Opportunity

The City of Decatur will provide an equal opportunity for all businesses to participate in City contracts regardless of sex, race, color, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status. The City will actively seek to ensure that minority-owned and operated firms have the opportunity to participate in the purchasing process, including bidding, negotiations and contract awards. The City will not knowingly conduct business with contractors that discriminate or permit discrimination against persons because of sex, race, color, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or transgender status

7. Ineligible Vendors

Any person, firm, or corporation who is in arrears to the City for taxes, or otherwise, will not be qualified to bid on any purchase until their lien to the City has been cleared. No requisition will be approved for such vendors.

8.. State Contracts

The City is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the City or deemed appropriate by the City Manager. The state contract price may be used to establish the maximum price for a good or service.

9. Back-up Policy and Emergency Purchases

The City should strive to decrease dependency on single-source vendors in order to achieve maximum efficiency in its purchases. In order to achieve the City's fiscal independence, it is strongly suggested that each department have back-up vendors for each recurring and/or large purchase.

In cases of emergency, a contract may be awarded without competitive bidding, but the procurement shall be made with as much competition as the circumstances allow (i.e., informal quotes). An emergency is defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the City Manager. In the event of an emergency, the City Manager shall be contacted.

C. Decentralization of Purchasing Authority

1. Purchasing of Goods

Each department head shall have the authority to purchase individual goods costing less than \$1,000 each as long as costs remain within the approved budget. Each department head is responsible to ensure that internal control procedures, including those issued by the City Manager, are followed.

For individual goods costing over \$1,000, the department shall make every effort to solicit a minimum of three competitive prices. To the extent that an emergency condition exists or an item is supplied by only one source, the Department Head shall inform the City Manager and make the appropriate notation on the purchase order.

2. Monitoring of Purchases

Although authority may be delegated, the ultimate responsibility rests with the City Manager. Purchases must be monitored to assure compliance with City policy.

D. Purchase Order (PO)

A "Purchase Order" (PO) cannot be issued unless sufficient funds are available in the budget.

The following is the established City procedure for use of purchase orders:

1. An item or service is required and sufficient funds exist in the approved budget to cover the cost of the item or service.

2. The item or service is ordered by a department.
3. The item or service is received and verified by the department.
4. The department is invoiced by a vendor for the required item or service.
5. A PO is prepared and the invoice is attached. The departmental purchasing authority must certify that funds are available to cover the cost of the purchase.
6. The PO is approved by the departmental purchasing authority.
7. The invoice and PO are reviewed by the bookkeeper or designee.
8. The invoice and PO are reviewed and authorized by the City Manager and or his/her designee.
9. Payment to the vendor is generated.

E. Petty Cash

Petty cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice on a contingency basis.

Each department has a petty cash expense account. Petty Cash is incurred as an expense for each department. The petty cash account must be replenished by a Purchase Order (PO) for the individual department. Departments are monitored at least twice a year to verify account balances.

The following is the City's policy on petty cash distributions:

1. Under \$50 – cash is distributed at the department level with department head approval.
2. Over \$50 – cash distribution must be approved by the City Manager.

The following is the City's procedure for petty cash:

1. Petty cash request form is completed. The Petty Cash request form contains details of the request and documented account numbers.

2. The petty cash request is approved by the department head.
3. Petty cash is then received by the requesting party.
4. Once the purchase is made, a receipt must be obtained.
5. The receipt is then attached to the request form and returned to the petty cash box.
6. On a regular basis, a PO must be issued for the department's purchases and cash box replenished and balanced.

F. City Credit Cards

Each City Commissioner and the City Manager will be issued a city credit card. Per City Manager approval, management level employees will be issued a city credit card. The credit card is to be used for **City business only** to purchase goods, services, or for specific expenditures incurred under approved conditions. The cardholder is the only person authorized use the credit card.

The credit card holder is responsible for documentation and safekeeping of the credit card during the employee's issuance. A receipt for each transaction must be obtained by the employee when a purchase is made using the City credit card. This receipt shall be dated and a description of the service or item purchased and account codes shall be written on the back of every receipt. Each month, the credit card holder must submit on a timely basis documentation of credit card purchases with the credit card bill. Late submittal of credit card documentation may result in credit card privileges being cancelled.

VIII. Investments

A. Scope

This investment policy applies to all funds under the City of Decatur's control; excluding the City's pension funds which are invested at the direction of the City of Decatur Employees' Retirement System Board of Trustees.

B. Objectives

The following investment objectives shall be met with this policy:

1. **Safety** – Preservation of principal shall always be the foremost objective in any investment transaction involving City funds. Those investing funds on the City's behalf must first ensure that capital losses

are avoided by limiting credit and interest risk. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest risk is the risk that market value portfolios will fall due to an increase in general interest rates.

2. Liquidity – The second objective shall be the maintenance of sufficient liquidity within the investment portfolio. The City's investment portfolio shall be structured such that securities mature at the time when cash is needed to meet anticipated demands (static liquidity). Additionally, since all possible cash demands cannot be anticipated, the portfolio should maintain some securities with active secondary or resale markets (dynamic liquidity).
3. Return on Investment – The third objective shall be the realization of competitive investment rates, relative to the risk being assumed. However, yield on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above.

C. Delegation of Authority

The overall management of the investment program is the responsibility of the City Manager. Responsibility for the daily investment activities will be assigned by the City Manager. The City Manager may designate an employee or employees to assist with the management and implementation of the City's investment program.

Responsibilities to fulfill this authority include: opening accounts with banks, brokers, and dealers; arranging for the safekeeping of securities; and executing necessary documents.

A system of internal controls over investments is established and approved by the City's independent auditors. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentation by third parties, unanticipated changes in financial markets, and/or imprudent action by staff and City officials. No person may engage in an investment transaction except as provided for under the terms of the policy.

D. Authorized Investments

All investment activity is required to be in compliance with Chapter 83 of Title 36 of the *Official Code of Georgia*, which establishes guidelines for local government investment procedures.

The City of Decatur may invest funds subject to its control and jurisdiction in the following:

1. Certificates of Deposit (CD's) issued by banks insured by the Federal Deposit Insurance Corporation (FDIC). Deposits in excess of FDIC coverage must be collateralized by securities with a market value equal to at least 110% of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
2. Certificates of Deposit (CD's) issued by savings and loans associations insured by the Federal Savings and Loan Insurance Corporation (FSLIC). Deposits in excess of the FSLIC coverage must be collateralized by securities equal to at least 110% of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
3. Obligations issued by the United States government;
4. Obligations fully insured or guaranteed by the United States government or a United States government agency;
5. Obligation of any corporation of the United States government;
6. Obligation of the state of Georgia or of other states;
7. Obligation of other political subdivision of the state of Georgia;
8. The Local Government Investment Pool of the state of Georgia managed by the State Department of Administrative Services, Fiscal Division;
9. Repurchase agreements (REPO's) issued by commercial banks insured by the FDIC and collateralized by securities described in Georgia Code 50-17-59 with a market value equal to at least 103% of the Repurchase Agreements' maturity value;
10. Repurchase agreements (REPO's) issued by primary dealers supervised by the Federal Reserve Bank of New York and collateralized by securities described in Georgia Code 50-17-59 with a market value of at least 103% of the Repurchase Agreements' maturity value; and
11. Prime Banker's Acceptances.

E. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Under the “prudent person” standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable revenue to be gained.

The City Manager and all designees acting in accordance with 1) written procedures, 2) this investment policy, and 3) exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

F. Diversification

The City of Decatur agrees with the premise that diversification is an important component of portfolio security. Therefore, the City shall endeavor to maintain an adequate level of diversification among its investments. The City shall not be over invested in any one type of instrument or financial institution. No more than 25% of the total investment portfolio shall be placed with a single issuer. This limitation shall not apply to the Local Government Investment Pool or direct obligations of the United States government.

G. Maturities

To achieve the aforementioned objective of adequate liquidity within City’s portfolio, the City shall attempt to match investment maturities with anticipated cash flow requirements. Unless matched to a specific cash flow, the maximum maturity of any instrument in the City’s portfolio may not exceed two years from the date of acquisition by the City. In order to preserve liquidity and to lessen market risk, not more than 25% of the total portfolio may mature more than one year beyond the date of calculation. The maturity of non-negotiable time deposits may not exceed one year.

H. Safekeeping and Custody

All investment securities purchased by the City of Decatur shall be delivered against payment and shall be held in a third-party safekeeping account by the trust department of a bank insured by the Federal Deposit Insurance Corporation. The City Manager, or his/her designee, shall be responsible for the selection of a financial institution for this purpose, as well as the execution of a written safekeeping agreement with the trustee.

I. Ethics and Conflicts of Interest

Officers and employees involved in the investment process will refrain from personal business activity that would conflict with proper execution of the investment program, or which would impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the City Manager any material financial interests in financial institutions that conduct business with the City, and they will further disclose any large personal financial/investment positions that would be related to the performance of the City's portfolio. Employees and investment officials will subordinate their personal investment transactions to those of the City – particularly with regard to the time of purchases and sales.

J. Relationships with Banks and Brokers

The City of Decatur will select depositories through the City's banking services procurement process – including formal requests for proposals issued as needed. In selecting depositories, objective business criteria will be used. To the extent possible, preference will be given to depositories located within the City of Decatur. The creditworthiness of the institutions will be a fundamental consideration.

K. Report on Deposits and Investments

Periodic investment reports will be submitted to the City Manager. Reports should include the following: an average daily balance of investment in each investment category; a current portfolio yield for each investment type and for the portfolio as a whole; an average daily balance of uninvested collected funds; an average daily balance of uncollected funds; and a percent of available funds invested. The report shall also provide a list of investments and accrued interest as of the last day of the quarter.

L. Performance Evaluation

The City Manager, or his/her designees, will seek to achieve a market average rate of return on the City's portfolio. Given the special safety and liquidity needs of the City, the basis used to determine whether market yields are being achieved shall be the six-month Treasury Bill.

IX. Grants

A. Scope

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the City

from other local governments, the state or federal government, non-profit agencies, philanthropic organizations and the private sector.

B. Application and Acceptance of Grants.

1. The City Manager is given authority to make application for and accept grants that:
 - (a) are expected to be \$200,000 or less on an annual basis with no required City match; or,
 - (b) are expected to be \$100,000 or less on an annual basis with a required match of 20% or less; or,
 - (c) are expected to be \$50,000 or less on an annual basis with a required match of over 40%.
2. The City Commission must approve the application of and acceptance of any grants in excess of the limits established in Section 1 of this policy.
3. The City will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment. Therefore, no grant will be accepted that will incur management and reporting costs greater than the grant amount.

C. Grant Administration.

1. Each department must notify the City Clerk upon acceptance of any grant. Prior to the receipt or expenditure of grant revenues, the City Clerk must be provided with the following information prior to receiving grant revenues or making purchases against the grant:
 - a. Copy of grant application
 - b. Notification of grant award
 - c. Financial reporting and accounting requirements including separate account codes and/or bank accounts.
 - d. Schedule of grant payments
2. Each department is responsible for the management of its grant funds and periodic reporting.

X. Fixed Assets

A. Fixed Asset Criteria

A fixed asset is defined as a financial resource meeting all of the following criteria:

1. It is tangible in nature.
2. It has a useful life of greater than one year.
3. It is not a repair part or supply item.
4. It has a value equal to, or greater than, the capitalization threshold of \$5,000.

Keeping an accurate record of the City's fixed assets is important for a myriad of reasons. Some of the most important reasons that the City needs to keep a good record of fixed assets are: for financial statement information, for insurable values, for control and accountability, for maintenance scheduling and cost analysis, for estimating and accounting for depreciation, for preparation of capital and operating budgets, and for debt management.

B. General Policy

1. Each Department Head is ultimately responsible for the proper recording, acquisition, transfer, and disposal of all assets within their Department. *City property may not be acquired, transferred, or disposed of without first providing proper documentation.* A fixed asset information form must accompany each step.

2. Recording of Fixed Assets

Unless otherwise approved by the City Clerk, all recordable fixed assets must be recorded within 30 calendar days after receipt and acceptance of the asset.

A fixed asset form must be attached to the purchase order before submitting request for payment.

Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use.

Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.

The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three personal computers (PC) were acquired simultaneously at \$2,000 each, this would not be an asset of \$6,000 consisting of 3 PCs. Instead, it would be 3 separate acquisitions of \$2,000. Each PC would be recorded as a separate controllable item.

For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.

Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed

buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether or not final payments have been made on all the construction contracts.

3. Acquisition of Fixed Assets

There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

- New purchases
- Donations
- Transfers from other City departments
- City surplus
- Internal/external construction
- Lease purchases
- Trade-in
- Forfeiture or condemnation

4. Lease Purchases

Assets may be lease-purchased through installment purchases (an agreement in which title passes to the Department) or through lease financing arrangements (an agreement in which title may or may not pass).

Departments considering a lease purchase for greater than \$10,000 and other than from an established, City approved contract, must consult with the City Manager.

5. Transfer of Fixed Assets

An asset transfer between departments usually represents the sale of an item by one department to another and may be treated as a new purchase. A transfer between related departments under the same control (Police and Fire, for example) may, if desired, be treated as a transfer rather than sale. That is, the asset is recorded under the new Department with original acquired date and funding amount.

A fixed asset form must be sent to the accounting department for all transfers.

6. Sale of Fixed Assets

Sale of fixed assets by a department must be to the highest, responsible bidder and must be conducted by sealed bid or by auction. The sale must be publicized in accordance with state laws.

7. Disposal of Fixed Assets

When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on the master file for three years, in the City Clerk's Office, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an asset's useful life than those provided by the Internal Revenue Service (IRS) or other guidelines initially used.

A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remain in the possession of the department, are considered surplus property and not a disposal.

Fixed assets may be disposed of in any one of six ways:

- a. Sale or trade-in
- b. Abandonment/Retirement
- c. Lost or stolen
- d. Transfer
- e. Cannibalization (taking parts and employing them for like uses within the department, such as is often the practice in computer or vehicle maintenance).
- f. Casualty loss

Only when the asset is no longer in possession of the department, due to one of the six reasons listed above, is disposal action appropriate.

Assets are “abandoned” or “retired” when there is no longer any use for them in the Department, they are of no use to any other City department, they cannot be repaired, transferred, cannibalized, sold, or traded-in. Thus meaning that, there is no safe and appropriate use for the abandoned goods to the City or for others.

Stolen items must be reported to Decatur Police and a police report filed. A copy of this report must accompany the disposal record.

Casualty losses must be documented within 24 hours of loss and reported to the City’s Administrative Services Director immediately for follow-up with the City’s insurance carrier.

Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow departments to look at cannibalized items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the City Clerk’s Office, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.

All assets no longer in the possession of the department, due to one of these six qualifying conditions and after submission of all appropriate documentation to the City Clerk’s Office, will be removed from the master departmental asset file and considered disposed.

Department management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the

dispositions represent problems, inefficiencies, and/or the incurrence of unnecessary cost.

The Sanitation and Facilities Administration Department will not take City property for disposal without the accompaniment of proper documentation.

8. Physical Inventory

An annual physical inventory of all fixed assets will be performed by the City Clerk's Office. The inventory will be conducted with the least amount of interruption possible to the department's daily operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.