

CITY OF JEFFERSON
STREET
BUDGET REQUEST AND JUSTIFICATION FORM

| EXPENSES | FY2010 ACTUAL | FY2011 BUDGET | FY2012 BUDGET | % CHANGE |
|---|------------------|------------------|------------------|-------------|
| Operating: | | | | |
| Personal Services and Employee Benefits | \$ 316,482 | \$ 378,723 | \$ 409,493 | 8.12% |
| Purchased/ Contracted Services | 179,543 | 194,138 | 202,638 | 4.38% |
| Supplies | 220,966 | 260,350 | 270,850 | 4.03% |
| Other Costs | 2,793 | 6,000 | 6,000 | 0.00% |
| Total Operating | 719,784 | 839,211 | 888,981 | 5.93% |
| Capital Outlay | - | - | - | 0.00% |
| Total Overall Expenses | \$ 719,784 | \$ 839,211 | \$ 888,981 | 5.93% |

Capital Outlay Detail

| | |
|-----------------------------|--------------------|
| | \$ - |
| Total Capital Outlay | <u><u>\$ -</u></u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 STREET

| FY2011 Budget | FY2010 Actual | FY2012 Budget |
|--|---|--------------------------------------|
| PERSONAL SERVICES & EMPLOYEE BENEFITS | | |
| 1100 - Salaries and Wages | | |
| Explanation/Item: | | <u>Amount</u> |
| | Total of eight (8) employees and 1 parttime employee | 244,568 |
| <u>224,031</u> | <u>210,470</u> | Current Year Request: <u>244,568</u> |
| 1101 - Overtime | | |
| Explanation/Item: | | <u>Amount</u> |
| | Allow 10% for Emergencies | 24,457 |
| <u>17,194</u> | <u>3,176</u> | Current Year Request: <u>24,457</u> |
| 2100 - Group Insurance | | |
| Explanation/Item: | | <u>Amount</u> |
| | | 80,485 |
| <u>90,659</u> | <u>61,471</u> | Current Year Request: <u>80,485</u> |
| 2200 - FICA Expense | | |
| Explanation/Item: | | <u>Amount</u> |
| | 7.65% of Salaries and wages | 18,709 |
| | Overtime | 1,871 |
| <u>18,454</u> | <u>15,549</u> | Current Year Request: <u>20,580</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
STREET

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|--|------------------|--|--------------------------|
| 2400 - Retirement Contributions | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Salaries | 16,815 |
| | | Overtime | 1,700 |
| <u>17,006</u> | <u>15,483</u> | Current Year Request: | <u>18,515</u> |
| 2700 - Workers' Compensation | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Base of Salaries | 19,059 |
| | | Overtime | 1,829 |
| <u>11,379</u> | <u>10,333</u> | Current Year Request: | <u>20,888</u> |
| <u>378,723</u> | <u>316,482</u> | TOTAL PERSONAL SERVICES & EMPLOYEE BENEFITS | <u>\$ 409,493</u> |

PROFESSIONAL & OTHER SERVICES

| | | | |
|-------------------------------------|---------------|---|---------------|
| 1200 - Professional Services | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Allowance for Testing (Core and Compaction, Etc). Quality Control of Construction | 8,500 |
| <u>8,500</u> | <u>7,418</u> | Current Year Request: | <u>8,500</u> |
| 2201 - R&M - Equipment | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Aging equipment requires more frequent and increasingly expensive repairs. Parts costs are also increasing at a significant rate. | 20,000 |
| <u>18,000</u> | <u>22,671</u> | Current Year Request: | <u>20,000</u> |

CITY OF JEFFERSON
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STREET

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|--|------------------|---|------------------|
| 2202 - R&M - Vehicles | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Aging vehicles require more frequent and expensive repairs. Parts prices are increasing, some are becoming obsolete and ever more difficult to secure. Parts for the 1962 motor grader are almost non-existent. | 6,500 |
| <u>5,000</u> | <u>4,879</u> | Current Year Request: | <u>6,500</u> |
| 2208 - R&M - Traffic Lights | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Pay the telephone bill for the traffic lights on the City Square. | 1,000 |
| <u>1,000</u> | <u>677</u> | Current Year Request: | <u>1,000</u> |
| 2209 - R&M - Streets | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Regular Maintenance, Etc. Need to keep the same in preparation of emergencies Also payment for dumpsters at the pipe yard | 80,000 |
| <u>80,000</u> | <u>90,951</u> | Current Year Request: | <u>80,000</u> |
| 2211 - City Barn | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Ongoing maintenance to the dilapidated facility. | 2,500 |
| <u>2,500</u> | <u>2,430</u> | Current Year Request: | <u>2,500</u> |
| 2300 - Rentals | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Occasional use of larger and heavier equipment. Examples: Plate Tamp, Heavy Duty Packer, Large Road Roller | 1,500 |
| <u>1,500</u> | <u>2,488</u> | Current Year Request: | <u>1,500</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
STREET

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|--|------------------|---|------------------|
| 3100 - Property & Liability Insurance | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Buildings | |
| | | Vehicles | |
| | | Equipment | |
| | | General Liability | |
| | | Public Officials | |
| | | Crime | |
| <u>13,938</u> | <u>10,154</u> | Current Year Request: | <u>13,938</u> |
| 3200 - Telephone | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Land Lines and DSL Line | |
| | | Four (4) Cell Phones | 5,000 |
| <u>5,000</u> | <u>3,823</u> | Current Year Request: | <u>5,000</u> |
| 3300 - Advertising | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Road Project Updates | 1,000 |
| | | Job Advertising | |
| | | Construction and Equipment Bids | |
| | | Ga Cities Week | |
| <u>1,000</u> | <u>53</u> | Current Year Request: | <u>1,000</u> |
| 3600 - Dues & Fees | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | APWA Membership | 350 |
| | | County Utilities Membership | |
| | | Sam's Club | |
| <u>350</u> | <u>35</u> | Current Year Request: | <u>350</u> |
| 3700 - Education & Training | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | 1st Aid/ CPR, Erosion Control, GDOT Flagger | 2,350 |
| | | Other Training Courses for Department | |
| | | Travel Associated with Training | |
| <u>2,350</u> | <u>1,606</u> | Current Year Request: | <u>2,350</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
STREET

| FY2011 Budget | FY2010 Actual | FY2012 Budget |
|------------------------------|--|-------------------------------------|
| 3850 - Contract Labor | | |
| Explanation/Item: | | <u>Amount</u> |
| | Tree Removal and R/W Maintenance | 60,000 |
| | Work includes limb grinding twice annually and grass cutting at the football field, Woodbine Cemetery and Longview | |
| | Also need to add in Legacy LS cutting Curry Creek Park | |
| | Allow for cost increases | |
| <u>55,000</u> | <u>32,358</u> | Current Year Request: <u>60,000</u> |
| <hr/> | | |
| <u>194,138</u> | <u>179,543</u> | <u>\$ 202,638</u> |

SUPPLIES AND OPERATING CHARGES

| | | |
|-------------------------------|------------------|------------------------------------|
| 1100 - Office Supplies | | |
| Explanation/Item: | | <u>Amount</u> |
| | Stationery | 1,000 |
| | Cartridges | |
| | Pens and Pencils | |
| | Erasers | |
| <u>1,000</u> | <u>469</u> | Current Year Request: <u>1,000</u> |

| | | |
|-----------------------------------|------------|------------------------------------|
| 1101 - Janitorial Supplies | | |
| Explanation/Item: | | <u>Amount</u> |
| | | 1,500 |
| <u>1,500</u> | <u>807</u> | Current Year Request: <u>1,500</u> |

| | | |
|----------------------------------|--|------------------------------------|
| 1102 - Operating Supplies | | |
| Explanation/Item: | | <u>Amount</u> |
| | Small Repair Items (Nuts, Bolts, Metal Posts, Etc) | 5,000 |
| <u>5,000</u> | <u>4,020</u> | Current Year Request: <u>5,000</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 STREET

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|-------------------------------------|------------------|--|------------------|
| 1200 - Downtown Improvements | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Allow for unknown and unanticipated improvements | 2,000 |
| <u>2,000</u> | <u>1,204</u> | Current Year Request: | <u>2,000</u> |
| 1201 - Curry Creek Park | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Pathway maintenance materials | 2,500 |
| <u>2,500</u> | <u>-</u> | Current Year Request: | <u>2,500</u> |
| 1220 - Natural Gas | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | | 2,500 |
| <u>2,500</u> | <u>2,098</u> | Current Year Request: | <u>2,500</u> |
| 1221 - Water | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Water - Barn and Bathrooms (Separate Meter) | 250 |
| <u>250</u> | <u>339</u> | Current Year Request: | <u>250</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
STREET

| FY2011 Budget | FY2010 Actual | FY2012 Budget |
|---|--|--------------------------------------|
| 1230 - Electricity | | |
| Explanation/Item: | | <u>Amount</u> |
| | 2011 under run - REDUCE | 4,000 |
| <u>5,000</u> | <u>3,185</u> | Current Year Request: <u>4,000</u> |
| 1231 - Electricity - Street Lights | | |
| Explanation/Item: | | <u>Amount</u> |
| | Add new Downtown lights - \$2,600 pa | 190,000 |
| | Add Maple Square Apartments - \$1,400 | |
| <u>186,000</u> | <u>173,134</u> | Current Year Request: <u>190,000</u> |
| 1270 - Gasoline | | |
| Explanation/Item: | | <u>Amount</u> |
| | Cannot predict the volatile market | 42,000 |
| | Retain same for 2012 | |
| <u>42,000</u> | <u>27,246</u> | Current Year Request: <u>42,000</u> |
| 1600 - Small Equipment & Tools | | |
| Explanation/Item: | | <u>Amount</u> |
| | Mechanic's Tools | 6,000 |
| | Weedeater Replacement | |
| | Blower Replacement | |
| | Gloves and Protective Gear | |
| | Chain Saw Replacement | |
| | Tree Maintenance Equipment | |
| <u>6,000</u> | <u>4,413</u> | Current Year Request: <u>6,000</u> |
| 1700 - Uniforms | | |
| Explanation/Item: | | <u>Amount</u> |
| | | 7,500 |
| | Floor Rugs, Shop Towels and Grease Rags, Etc | |
| | \$84.40 Per Week = \$4,388.80 Per Year MINIMUM | |
| <u>6,600</u> | <u>4,051</u> | Current Year Request: <u>6,600</u> |
| <u>260,350</u> | <u>220,966</u> | <u>\$ 270,850</u> |
| TOTAL SUPPLIES AND OPERATING CHARGES | | |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 STREET

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|---------------------------------------|-------------------|--|-------------------|
| CAPITAL OUTLAY | | | |
| 2000 - Machinery and Equipment | | | <u>Amount</u> |
| Itemization: | | | |
| - | - | Current Year Request: | - |
| - | - | TOTAL CAPITAL OUTLAY | - |
| OTHER COSTS | | | |
| 1002 - Tipping Fees | | | <u>Amount</u> |
| Itemization: | | | |
| | | Support for Volunteer Groups | 2,500 |
| 2,500 | - | Current Year Request: | 2,500 |
| 1003 - Refuse Collection Fees | | | <u>Amount</u> |
| Itemization: | | | |
| | | Garbage and dumpster collection at the City Barn | 3,500 |
| 3,500 | 2,793 | Current Year Request: | 3,500 |
| 6,000 | 2,793 | TOTAL OTHER COSTS | 6,000 |
| \$ 839,211 | \$ 719,784 | TOTAL EXPENDITURES FOR DEPARTMENT | \$ 888,981 |

CITY OF JEFFERSON
CIVIC CENTER
BUDGET REQUEST AND JUSTIFICATION FORM

| EXPENSES | FY2010 ACTUAL | FY2011 BUDGET | FY2012 BUDGET | % CHANGE |
|---|------------------|------------------|------------------|-------------|
| Operating: | | | | |
| Personal Services and Employee Benefits | \$ 54,461 | \$ 57,959 | \$ 58,315 | 0.61% |
| Purchased/ Contracted Services | 57,864 | 73,976 | 75,065 | 1.47% |
| Supplies | 43,648 | 52,640 | 73,140 | 38.94% |
| Total Operating | 155,973 | 184,575 | 206,520 | 11.89% |
| Capital Outlay | - | - | - | |
| Total Overall Expenses | \$ 155,973 | \$ 184,575 | \$ 206,520 | 11.89% |

Capital Outlay Detail

| | |
|-----------------------------|--------------------|
| | \$ - |
| Total Capital Outlay | <u><u>\$ -</u></u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 CIVIC CENTER

| FY2011 Budget | FY2010 Actual | FY2012 Budget |
|--|---|-------------------------------------|
| PERSONAL SERVICES & EMPLOYEE BENEFITS | | |
| 1100 - Salaries and Wages | | |
| Explanation/Item: | | <u>Amount</u> |
| | Civic Center Manager 25hrs/wk | 18,785 |
| | Civic Center Assistant 18hrs/wk @ \$10.08 | 10,182 |
| | Custodian 20hrs/wk \$12.05/hr | 12,532 |
| | Part-time Staff 975 hours @ \$9.75/hr. (increase hours for room expansion) | 7,511 |
| <u>48,584</u> | <u>45,400</u> | Current Year Request: <u>49,010</u> |
| 2100 - Group Insurance | | |
| Explanation/Item: | | <u>Amount</u> |
| | | 3,680 |
| <u>3,253</u> | <u>3,029</u> | Current Year Request: <u>3,680</u> |
| 2200 - FICA Expense | | |
| Explanation/Item: | | <u>Amount</u> |
| | Regular Staff | 3,174 |
| | Part-time Staff | 575 |
| | 7.65% of Salaries | |
| <u>3,717</u> | <u>3,451</u> | Current Year Request: <u>3,749</u> |
| 2400 - Retirement Contributions | | |
| Explanation/Item: | | <u>Amount</u> |
| | 6.9% of Salaries | 901 |
| <u>865</u> | <u>962</u> | Current Year Request: <u>901</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 CIVIC CENTER

| FY2011 Budget | FY2010 Actual | FY2012 Budget |
|-------------------------------------|------------------|---|
| 2700 - Workers' Compensation | | |
| Explanation/Item: | | <u>Amount</u> |
| | | 974.82 |
| <u>1,540</u> | <u>1,619</u> | Current Year Request: <u>975</u> |
| <hr/> | | |
| <u>57,959</u> | <u>54,461</u> | TOTAL PERSONAL SERVICES & EMPLOYEE BENEFITS \$ <u>58,315</u> |

PROFESSIONAL & OTHER SERVICES

| | | |
|-------------------------------------|----------|--------------------------------|
| 1200 - Professional Services | | |
| Explanation/Item: | | <u>Amount</u> |
| | | - |
| <u>-</u> | <u>-</u> | Current Year Request: <u>-</u> |

| | | |
|--------------------------------------|----------------------------|------------------------------------|
| 1300 - Exterminating Services | | |
| Explanation/Item: | | <u>Amount</u> |
| | Clubhouse - \$35/ Month | 420 |
| | Civic Center - \$60/ Month | 720 |
| <u>1,140</u> | <u>972</u> | Current Year Request: <u>1,140</u> |

| | | |
|--------------------------------------|---|------------------------------------|
| 2110 - Refuse Collection Fees | | |
| Explanation/Item: | | <u>Amount</u> |
| | Clubhouse - \$70/ Month | 840 |
| | Civic Center - \$145/ Month (10% increase from current rate) | 1,740 |
| <u>2,472</u> | <u>2,425</u> | Current Year Request: <u>2,580</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
CIVIC CENTER

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|-----------------------------------|------------------|--|------------------|
| 2200 - R&M - Buildings | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Stanley Securities(security alarm monitoring) | 1,200 |
| | | EMC(fire alarm monitoring) | 312 |
| | | Plumbing | 1,000 |
| | | Pressure Washing Outside (2x--civic center, 1x--clubhouse) | 1,000 |
| | | Miscellaneous Repairs | 500 |
| | | Repaint Clubhouse | 500 |
| | | R & M for build-out of Civic Center | 1,500 |
| <u>10,512</u> | <u>10,162</u> | Current Year Request: | <u>6,012</u> |
| 2201 - R&M - Equipment | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | HVAC-Repair & Filter Replace(incl. maintenance agreement) | 1,800 |
| | | Sprinkler Repair and Inspection | 2,000 |
| | | Fire Extinguisher | 500 |
| | | Computer & software | 1,000 |
| | | Miscellaneous Repairs | 1,100 |
| | | Maintenance Agreement for Audio Equipment | 1,000 |
| <u>7,000</u> | <u>2,927</u> | Current Year Request: | <u>7,400</u> |
| 2300 - Rentals | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Ice Machine | 1,800 |
| | | Copier | 1,320 |
| | | Linens* | 15,100 |
| | | Stage Rental* | 500 |
| | | * Cost Will Be Recouped | |
| <u>15,285</u> | <u>14,392</u> | Current Year Request: | <u>18,720</u> |
| 3100 - Liability Insurance | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Property - 5% Increase | 11,177 |
| | | Public Officials | |
| | | General Liability | |
| | | Crime | |
| <u>11,177</u> | <u>8,142</u> | Current Year Request: | <u>11,177</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 CIVIC CENTER

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|-------------------------------|------------------|--|------------------|
| 3200 - Telephone | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Landline, Internet Service and Wireless | 3,100 |
| | | Cell Phone | 500 |
| <u>3,504</u> | <u>3,063</u> | Current Year Request: | <u>3,600</u> |
| 3201 - Postage | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | | 50 |
| <u>50</u> | <u>-</u> | Current Year Request: | <u>50</u> |
| 3300 - Advertising | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Magazine/Newspaper | 2,500 |
| | | Other Miscellaneous Ads | 500 |
| <u>3,000</u> | <u>1,474</u> | Current Year Request: | <u>3,000</u> |
| 3500 - Travel | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Mileage Reimbursement (general, visit of other civic centers) | 100 |
| <u>100</u> | <u>19</u> | Current Year Request: | <u>100</u> |
| 3600 - Dues & Fees | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Chamber Dues/ Promotional Fees | 150 |
| | | JABA | 50 |
| <u>150</u> | <u>150</u> | Current Year Request: | <u>250</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 CIVIC CENTER

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|------------------------------|------------------|--------------------------------------|------------------|
| 3850 - Contract Labor | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Legacy Landscape - Clubhouse | 2,376 |
| | | Legacy Landscape - Civic Center | 2,160 |
| | | Attendant - Clubhouse | 5,000 |
| | | Cleaning - Clubhouse | 6,000 |
| | | Security For Alcohol Related Events* | 5,500 |
| | | * Cost Will Be Recouped | |
| <u>19,586</u> | <u>14,138</u> | Current Year Request: | <u>21,036</u> |
| <hr/> | | | |
| <u>73,976</u> | <u>57,864</u> | TOTAL PROFESSIONAL & OTHER SERVICES | <u>\$ 75,065</u> |

SUPPLIES AND OPERATING CHARGES

| | | | |
|-------------------------------|------------|-----------------------|---------------|
| 1100 - Office Supplies | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Supplies | 1,000 |
| <u>1,000</u> | <u>811</u> | Current Year Request: | <u>1,000</u> |

| | | | |
|-----------------------------------|--------------|-----------------------|---------------|
| 1101 - Janitorial Supplies | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Civic Center | 3,000 |
| | | Clubhouse | 1,200 |
| <u>3,000</u> | <u>3,055</u> | Current Year Request: | <u>4,200</u> |

| | | | |
|----------------------------------|--------------|---|---------------|
| 1102 - Operating Supplies | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Miscellaneous | 1,000 |
| | | 200 Chairs - \$35 Each for Civic Center - Replacement | 7,000 |
| | | 20 tables - \$180 each for civic center | 3,600 |
| | | Signage (directional and room names) | 1,000 |
| <u>2,500</u> | <u>3,489</u> | Current Year Request: | <u>12,600</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 CIVIC CENTER

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|----------------------------------|----------------------|--|-------------------------|
| 1109 - Janitorial Service | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | 2 Carpet/Floor Cleanings at Civic Center | 6,000 |
| <u>5,500</u> | <u>5,005</u> | Current Year Request: | <u>6,000</u> |
| 1210 - Water | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Civic Center (\$100/month X 12) | 1,200 |
| | | Club House (\$20/month X 12) | 240 |
| | | Irrigation for parking area (\$400/month x 12) | 4,800 |
| <u>6,240</u> | <u>4,297</u> | Current Year Request: | <u>6,240</u> |
| 1220 - Natural Gas | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Clubhouse/ Civic Center (increase for additional space) | 7,600 |
| <u>6,400</u> | <u>4,433</u> | Current Year Request: | <u>7,600</u> |
| 1230 - Electricity | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Clubhouse/ Civic Center (increase for additional space) | 35,500 |
| <u>28,000</u> | <u>22,558</u> | Current Year Request: | <u>35,500</u> |
| <u>52,640</u> | <u>43,648</u> | TOTAL SUPPLIES AND OPERATING CHARGES | <u>\$ 73,140</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 CIVIC CENTER

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|--|------------------|-----------------------------|-------------------|
| CAPITAL OUTLAY | | | |
| 1000 - Property Itemization: | | | <u>Amount</u> |
| - | - | Current Year Request: | - |
| 2000 - Machinery and Equipment Itemization: | | | <u>Amount</u> |
| | | Current Year Request: | - |
| - | - | TOTAL CAPITAL OUTLAY | - |
| \$ 184,575 \$ 155,973 TOTAL EXPENDITURES FOR DEPARTMENT | | | \$ 206,520 |

CITY OF JEFFERSON

MUSEUM

BUDGET REQUEST AND JUSTIFICATION FORM

| | FY2010 | FY2011 | FY2012 | % |
|---|------------------|-------------------|-------------------|---------------|
| | ACTUAL | BUDGET | BUDGET | CHANGE |
| EXPENSES | | | | |
| Operating: | | | | |
| Personal Services and Employee Benefits | \$ 37,496 | \$ 43,279 | \$ 43,335 | 0.13% |
| Purchased/ Contracted Services | 40,842 | 45,480 | 47,090 | 3.54% |
| Supplies | 15,221 | 26,490 | 24,825 | -6.29% |
| Total Operating | 93,559 | 115,249 | 115,250 | 0.00% |
| | | | | |
| Capital Outlay | - | - | - | 0.00% |
| | | | | |
| Total Overall Expenses | \$ 93,559 | \$ 115,249 | \$ 115,250 | 0.00% |
| | | | | |
| | | | | |
| | | | | |
| Capital Outlay Detail | | | | |
| | | | \$ - | |
| | | | | |
| Total Capital Outlay | | | \$ - | |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
MUSEUM

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|--|---------------------------------|-----------------------|------------------|
| PERSONAL SERVICES & EMPLOYEE BENEFITS | | | |
| 1100 - Salaries and Wages | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | Museum Manager 25 hrs / week | 16,705 | |
| | Part-time Position 25 hrs/ week | 13,650 | |
| | Custodian 5 hrs/week | 3,133 | |
| | Saturday part time (10 hrs/wk) | 5,091 | |
| | 3% increase | | |
| <u>38,323</u> | <u>33,509</u> | Current Year Request: | <u>38,579</u> |
| 2100 - Group Insurance | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | 20% increase | 920 | |
| <u>814</u> | <u>685</u> | Current Year Request: | <u>920</u> |
| 2200 - FICA Expense | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | Museum Manager | 1,278 | |
| | Part-time Position | 1,044 | |
| | Custodian | 240 | |
| | Saturday part time | 389 | |
| | 7.65% of Salaries | | |
| <u>2,932</u> | <u>2,563</u> | Current Year Request: | <u>2,951</u> |
| 2400 - Retirement Contributions | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | 20% Increase | 225 | |
| <u>39</u> | <u>249</u> | Current Year Request: | <u>225</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
MUSEUM

| FY2011 Budget | FY2010 Actual | FY2012 Budget |
|-------------------------------------|--------------------|--|
| 2700 - Workers' Compensation | | |
| Explanation/Item: | | <u>Amount</u> |
| | Museum Manager | 251 |
| | Part-time Position | 214 |
| | Custodian | 115 |
| | Saturday Part Time | 80 |
| | 7% Increase | |
| <u>1,171</u> | <u>490</u> | Current Year Request: <u>659</u> |
| <hr/> | | |
| <u>43,279</u> | <u>37,496</u> | TOTAL PERSONAL SERVICES & EMPLOYEE BENEFITS \$ <u>43,335</u> |

PROFESSIONAL & OTHER SERVICES

| | | |
|-------------------------------------|--|-------------------------------------|
| 1200 - Professional Services | | |
| Explanation/Item: | | <u>Amount</u> |
| | Consulting Svc. (grant writing and administration) | 2,500 |
| | Consulting Svc. (spec. tour development) | 2,500 |
| | Consulting Svc. (New exhibit development) | 5,000 |
| | Web Hosting (March) | 240 |
| | Misc. Consulting (exhibit upgrades, collections, computer) | 4,000 |
| | Speakers and Teachers (history camp, lectures) | 2,000 |
| <u>16,170</u> | <u>16,088</u> | Current Year Request: <u>16,240</u> |

| | | |
|-------------------------------------|---------------------------------|----------------------------------|
| 1300 - Exterminating Service | | |
| Explanation/Item: | | <u>Amount</u> |
| | Lavender Termite Service (Sept) | 150 |
| | Action Pest Control | 500 |
| <u>650</u> | <u>534</u> | Current Year Request: <u>650</u> |

| | | |
|-----------------------------------|---|-------------------------------------|
| 2200 - R&M - Buildings | | |
| Explanation/Item: | | <u>Amount</u> |
| | HVAC Maintenance (Monthly) | 950 |
| | Annual Elevator Permit Fee (Feb) | 145 |
| | Elevator Service Contract (\$157 monthly) | 1,885 |
| | Interior/ Exterior Building Repairs/ PM | 6,520 |
| | Quarterly Roof Maintenance | 1,500 |
| <u>8,895</u> | <u>10,670</u> | Current Year Request: <u>11,000</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
MUSEUM

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|--|------------------|--|------------------|
| 2201 - R&M - Equipment | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | | Electrical Maintenance/ Environmental Monitors | 2,700 |
| | | Peachstate Fire Extinguishers (Annual) | 65 |
| | | HVAC Repairs | 2,000 |
| | | Copier maintenance and toner (annual) | - |
| <u>5,125</u> | <u>3,550</u> | Current Year Request: | <u>4,765</u> |
| 2300 - Rentals | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | | Copier Rental (monthly \$95) | 1,140 |
| | | Meeting Space Rental | 200 |
| | | Miscellaneous (carriages, photography equip.) | 300 |
| <u>1,640</u> | <u>1,231</u> | Current Year Request: | <u>1,640</u> |
| 3100 - Property & Liability Insurance | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | | Property/Liability General Liability | 2,120 |
| <u>2,120</u> | <u>1,543</u> | Current Year Request: | <u>2,120</u> |
| 3200 -Telephone | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | | Windstream-Phone, DSL, antivirus, backup | 1,900 |
| <u>1,900</u> | <u>1,692</u> | Current Year Request: | <u>1,900</u> |
| 3300 - Advertising | | | |
| Explanation/Item: | | <u>Amount</u> | |
| | | Brochures/ Rack Cards | 3,000 |
| | | History Camp Ads/ Mailings | 500 |
| | | Guide Tour Brochures | 750 |
| | | Special Events | 500 |
| | | Event Advertising | 1,000 |
| | | Yellow Page advertising | 500 |
| <u>6,250</u> | <u>4,382</u> | Current Year Request: | <u>6,250</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
MUSEUM

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|------------------|------------------|--|------------------|
| | | 3201 - Postage | |
| | | Explanation/Item: | <u>Amount</u> |
| | | General Mailings & rack card shipments | 600 |
| <u>600</u> | <u>217</u> | Current Year Request: | <u>600</u> |
| <hr/> | | | |
| | | 3500 - Travel | |
| | | Explanation/Item: | <u>Amount</u> |
| | | Moved to Education and Training | |
| <u>-</u> | <u>383</u> | Current Year Request: | <u>-</u> |
| <hr/> | | | |
| | | 3600 - Dues & Fees | |
| | | Explanation/Item: | <u>Amount</u> |
| | | Arts Council | 50 |
| | | Jackson Co. Chamber | 250 |
| | | GAMG | 50 |
| | | NEGMTA | 250 |
| | | GA Trust for Historic Preservaton | 75 |
| | | Civil War Heartland Leaders Trail | 50 |
| <u>930</u> | <u>380</u> | Current Year Request: | <u>725</u> |
| <hr/> | | | |
| | | 3700 - Education & Training | |
| | | Explanation/Item: | <u>Amount</u> |
| | | Seminars, Workshops, Meeting Fees, resources | 500 |
| | | Mileage | 350 |
| | | Hotel | 250 |
| | | Dining | 100 |
| <u>1,200</u> | <u>172</u> | Current Year Request: | <u>1,200</u> |
| <hr/> | | | |
| <u>45,480</u> | <u>40,842</u> | TOTAL PROFESSIONAL & OTHER SERVICES | <u>\$ 47,090</u> |

CITY OF JEFFERSON
 BUDGET REQUEST AND JUSTIFICATION FORM
 MUSEUM

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|---------------------------------------|------------------|---|------------------------------------|
| SUPPLIES AND OPERATING CHARGES | | | |
| 1100 - Office Supplies | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Misc. copy paper, supplies, etc. | 1,200 |
| <u>1,200</u> | <u>964</u> | | Current Year Request: <u>1,200</u> |
| 1101 - Janitorial Supplies | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Towels, Toilet Paper, Cleaning Supplies | 500 |
| <u>500</u> | <u>116</u> | | Current Year Request: <u>500</u> |
| 1102 - Operating Supplies | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Water service (\$21/mo) | 255 |
| | | Additional Security Equipment | 745 |
| | | Miscellaneous (benches, shelves, display items) | 550 |
| <u>1,550</u> | <u>1,637</u> | | Current Year Request: <u>1,550</u> |
| 1108 - Security | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | Annual Central Service Monitoring | 200 |
| | | Service/repair | 300 |
| <u>500</u> | <u>462</u> | | Current Year Request: <u>500</u> |
| 1220 - Natural Gas | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | | 5,500 |
| <u>5,500</u> | <u>3,667</u> | | Current Year Request: <u>5,500</u> |

CITY OF JEFFERSON
BUDGET REQUEST AND JUSTIFICATION FORM
MUSEUM

| FY2011 Budget | FY2010 Actual | | FY2012 Budget |
|---------------------------------------|------------------|--------------------------------------|-------------------|
| 1221 - Water | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | \$25 X 12 Months | 300 |
| <u>240</u> | <u>150</u> | Current Year Request: | <u>300</u> |
| 1230 - Electricity | | | |
| Explanation/Item: | | | <u>Amount</u> |
| | | | 15,275 |
| <u>17,000</u> | <u>8,225</u> | Current Year Request: | <u>15,275</u> |
| <u>26,490</u> | <u>15,221</u> | TOTAL SUPPLIES AND OPERATING CHARGES | <u>\$ 24,825</u> |
| CAPITAL OUTLAY | | | |
| 1000 - Property | | | |
| Itemization: | | | <u>Amount</u> |
| | | | |
| <u>-</u> | <u>-</u> | Current Year Request: | <u>-</u> |
| 2000 - Machinery and Equipment | | | |
| Itemization: | | | <u>Amount</u> |
| | | | |
| <u>-</u> | <u>-</u> | Current Year Request: | <u>-</u> |
| <u>-</u> | <u>-</u> | TOTAL CAPITAL OUTLAY | <u>-</u> |
| <u>\$ 115,249</u> | <u>\$ 93,559</u> | TOTAL EXPENDITURES FOR DEPARTMENT | <u>\$ 115,250</u> |