

City of Emporia

FY 2010-11 Adopted Operating Budgets General Fund and Utility Fund

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Public Hearing: June 1, 2010

Adoption: June 15, 2010

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Memorandum

May 28, 2010

TO: The Honorable Mayor and City Council
FROM: Brian S. Thrower, City Manager
SUBJECT: Proposed FY11 General and Utility Fund Budgets

General Fund Budget

Preparing the proposed FY11 General Fund budget has been even more challenging than last year given increased revenue reductions from the Commonwealth of Virginia, further stagnation of the economy, and projected declines in tax revenues. In particular, staff estimates the Commonwealth has cut its funding to the City of Emporia by \$177,256 over the last three fiscal years. Much of these cuts have been in the form of compensation board reimbursement reductions impacting our constitutional offices, as well as in the form of reductions in 599 funding which support police department operations and overall public safety.

Southside Regional Jail (SSRJ) funding is also expected to be severely cut by the Commonwealth. In total, it is estimated that the SSRJ will realize approximately \$330,200 in funding cuts from the Commonwealth in FY11. It will also be required to pay the Commonwealth an additional \$118,000 as part of the \$60 million reduction in aid to localities state budget package. This totals \$448,200 in state revenue reductions for SSRJ operations.

The City of Emporia contributes nearly 60% to the local portion of jail revenues. Greensville County makes up the other 40%. Any state cuts significantly impact the SSRJ budget and, in turn, requires the City of Emporia and Greensville County to make up a sizeable portion of the difference. As such, the City's share of jail expenses will increase by \$57,926 in FY11. This relatively minimal increase is attributed to spending cuts absorbed by the SSRJ. Over the last three fiscal years the City and County's jail contributions have risen from \$1,080,000 in FY09 to \$1,485,539 in FY11. Containing jail costs, to the extent possible, will continue to be a high priority heading into the future.

Given the lack of clear consensus at the City Council Retreat in early April, I did not include any revenue enhancements or new revenue streams in my proposed FY11 budget. I expect further declines in state revenues and rising expenses heading into the future, particularly as it relates to jail costs, school expenditures, and needed economic and community development initiatives outlined in the City's Comprehensive Plan that will enhance quality of life in Emporia and facilitate business recruitment. Moreover, the fact that the City of Emporia is ranked 1st out of all localities in the state in terms of fiscal stress highlights the reality of the financial burdens our community is facing. In light of the Commonwealth's antiquated tax structure, statutory limits placed on localities in terms of raising revenue, and further declines in state funding, the City will have no choice but to primarily look at raising the real property tax rate and cutting expenditures to external agencies and organizations heading into the future.

After reviewing and discussing my proposed budget with Council throughout several work sessions, Council's proposed FY11 General Fund budget stands at \$15,681,747. This is a decrease of \$123,255 over the adopted FY10 budget of \$15,805,002. Departmental and external organization requests totaled \$16,171,060.

Highlights of the proposed FY11 General Fund budget include:

Revenues

- No tax or fee increases.
- No new taxes or fees.
- Decrease in state funding revenues of \$66,147 (does not include jail cuts).
- Decrease in projected sales, business license, lodging, and communication sales tax revenues.
- Increase in projected meals tax revenue.

Expenditures

- No proposed COLA or merit increases for employees. The last pay increase for City employees was December 2008.
- Eliminating/freezing of 3 General Fund positions including:
 - Elimination of 1 Billing Clerk position in the Treasurer's Office.
 - 1 Police Dispatcher kept vacant and unfunded.
 - 1 Motor Pool Mechanic Helper kept vacant and unfunded.
- Conversion of 2 part-time custodian positions to 1 full-time position.
- 5% across the board reductions to civic and community organizations, as well as decreased funding to the Emporia-Greenville IDC and no funding to the Emporia Downtown Development Association.
- Greenville County School System to be level funded by the City and County. City's actual expense will decrease \$12,953 due to the funding formula.
- Increased City contribution of \$57,926 to the Southside Regional Jail.
- Purchase of 2 new police vehicles through USDA Rural Development funding.
- \$121,500 grant match for the S. Main Street Enhancement Project.
- A decrease of \$109,709 in debt service expense.
- Transfer of 25% of the City Treasurer's salary to the Utility Fund from the General Fund.
- Transfer of 50% of the Deputy City Treasurer's salary to the Utility Fund from the General Fund.

Utility Fund Budget

After reviewing and discussing my proposed Utility Fund budget with Council over several work sessions, Council's recommended FY11 Utility Fund budget stands at \$2,889,200. This is an increase of \$120,500 over the adopted FY10 budget of \$2,768,700. Departmental requests for this budget totaled \$3,553,301. Over the next year, the water treatment plant and distribution line upgrade project will continue to be a high priority for the City. Should the City be granted funding for these improvements, water rates will need to be increased to cover debt service and meet funding requirements.

Highlights of the proposed FY11 Utility Fund budget include:

Revenues

- A 1% increase in water and sewer rates.
- Decreases in projected water and sewer tap revenues.
- Appropriated Utility Fund Balance revenue of \$121,500.

Expenditures

- No proposed COLA or merit increases for employees.
- 1 Water Treatment Plant Operator Trainee position unfunded and kept vacant.
- A decrease of \$85,752 in debt service expense.
- Transfer of 25% of the City Treasurer's salary to the Utility Fund from the General Fund.
- Transfer of 50% of the Deputy City Treasurer's salary to the Utility Fund from the General Fund.
- Replacement of two bleach tanks at \$8,000.
- Water tank maintenance contract net increased expense of \$36,324.
- Replacement of a 1997 Lumina with a Ford Escape at \$19,000.
- Replacement of a deteriorated metal shed at \$4,000.
- Included an operating/capital reserve line item of \$50,000 to be used for unexpected expenses such as machinery and equipment breakdowns.
- Appropriated Utility Fund Balance transfer of \$121,500 to the General Fund to be used as the grant match for the S. Main Street Enhancement project.

Ordinance

An Ordinance To Adopt The 2010-2011 Operating Budget For The City of Emporia, Virginia And To Appropriate The Funds For The Same

BE IT ORDAINED by the Council of the City of Emporia, Virginia as follows:

Section 1. That the City Council hereby approves and adopts the document entitled “*City of Emporia, Operating Budget For Fiscal Year 2010-2011.*”

Section 2. In order to provide the requisite funds for said operating budget, the sum of \$18,570,947.00 is hereby appropriated to the following fund accounts for the fiscal year beginning July 1, 2010 and ending June 30, 2011

Fund	Amount
General Fund	\$15,681,747.00
Utility Fund	<u>2,889,200.00</u>
<i>Total</i>	\$18,570,947.00

Section 3. The City Manager is hereby authorized and directed to do all things necessary to implement said budget to include executing all purchase orders of any amounts and making all payments and disbursements consistent with the purpose and intent of this budget.

Section 4. The City Manager shall present to Council monthly a list of disbursements made for the previous month for Council’s review and examination.

Section 5. The City Manager is hereby authorized to make the appropriate transfers among the various budgetary accounts within each fund.

Section 6. This ordinance shall become effective July 1, 2010.

Adopted: June 15, 2010

Ordinance

An Ordinance To Amend A Certain Section Of The Code Of Ordinances Of The City of Emporia, Virginia

AN AMENDMENT

BE IT ENACTED by the City Council of the City of Emporia, Virginia that:

DIVISION 5. RATES; CHARGES; BILLS

Sec. 78-261 (1) through (3) be amended and re-enacted to read as follows:

Sec. 78-261. Schedule of rates—Designated; billing generally.

The rates for sewage services supplied by the city shall be based upon the amount of water metered to the premises, as follows:

(1)	Minimum 2,000 gallons...	\$17.39	\$17.56
(2)	Next 48,000/1,000.....	\$ 5.98	\$ 6.04
(3)	Over 50,000/1,000.....	\$ 4.97	\$ 5.02

This ordinance shall become effective July 1, 2010.

Adopted: June 15, 2010

Ordinance No.

An Ordinance To Amend A Certain Section Of The Code Of Ordinances Of The City of Emporia, Virginia

AN AMENDMENT

BE IT ENACTED by the City Council of the City of Emporia, Virginia that:

DIVISION 3. RATES; CHARGES; BILLS

Sec. 78-91 (1) through (3) be amended and re-enacted to read as follows:

Sec. 78-91. Schedule of rates—Designated; billing generally.

The rates for water and allied services supplied by the city shall be as follows:

(1)	Minimum 2,000 gallons...	\$12.65	\$12.78
(2)	Next 48,000/1,000.....	\$ 4.35	\$ 4.39
(3)	Over 50,000/1,000.....	\$ 3.56	\$ 3.60

This ordinance shall become effective July 1, 2010.

Adopted: June 15, 2010

Ordinance No.

An Ordinance Imposing And Levying Taxes Within The City of Emporia, Virginia Upon Real Property, Personal Property, And Machinery And Tools For Tax Year 2010

WHEREAS, it is necessary for the Council of the City of Emporia, Virginia to adopt the City’s operating budget for Fiscal Year 2010-2011 and to establish the various tax levies pertaining to the same.

NOW THEREFORE BE IT ORDAINED by the Council of the City of Emporia as follows:

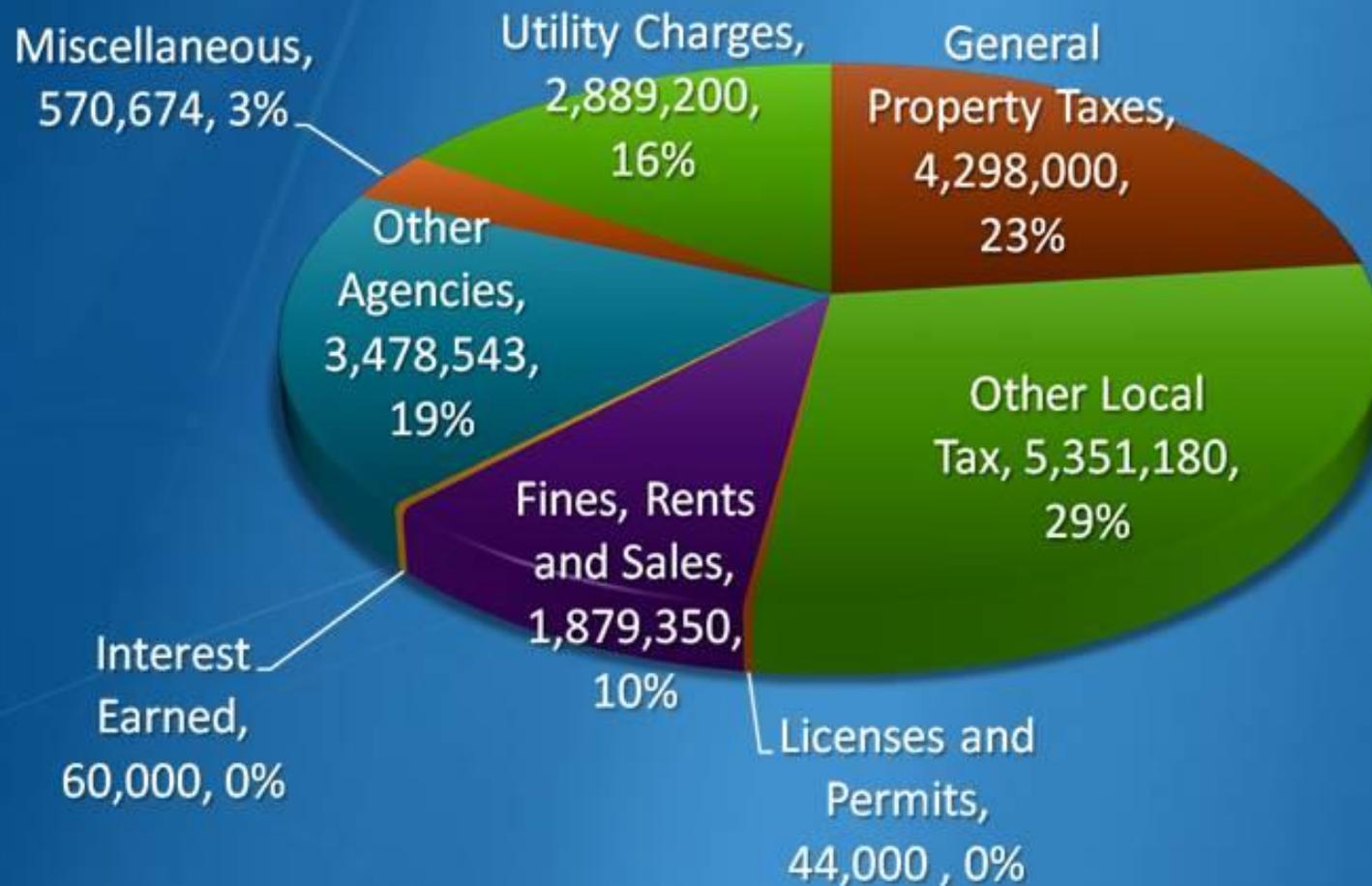
Section 1. That for the support and operations of the City government, the Council of the City of Emporia, Virginia hereby levies the following tax rates on all real property, all tangible personal property, and all machinery and tools for the tax year beginning January 1, 2010 and ending December 31, 2010 as follows:

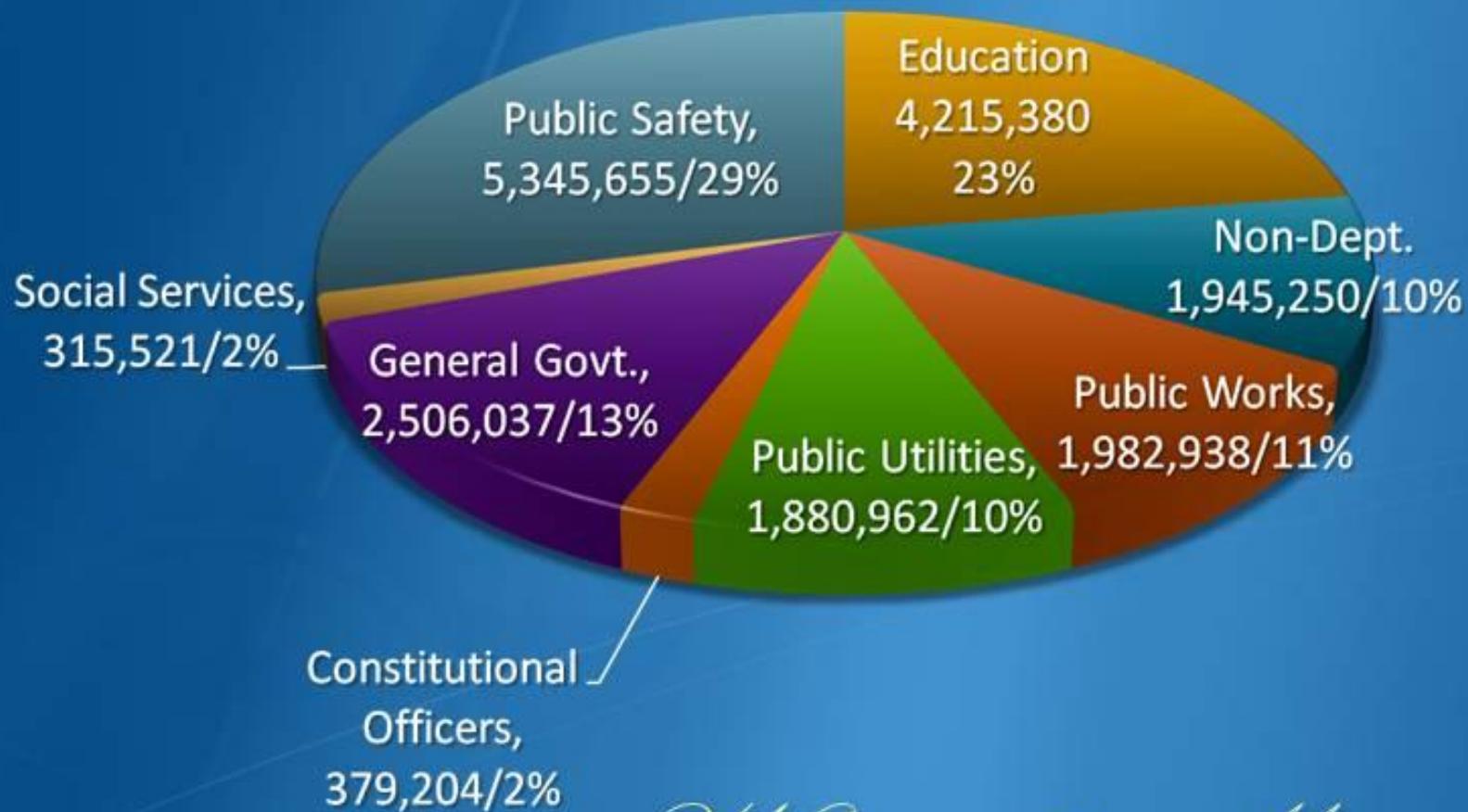
- A. Real Estate - Upon all real estate and improvements thereon, not exempt from local taxation, there shall be a tax levy of No Dollars and Eighty-one Cents (\$0.81) for every One Hundred Dollars (\$100.00) of assessed value, which shall be based upon 100% of the fair market value thereof.
- B. Public Service Corporation - Upon all property of public
- C. shall be a levy of No Dollars and Eighty-one Cents (\$0.81) for every One Hundred Dollars (\$100.00) of assessed value.
- D. Tangible Personal Property - Upon all tangible personal property of every kind and description not exempt from local taxation, there shall be a tax levy of Five Dollars and No Cents (\$5.00) for every One Hundred Dollars (\$100.00) of assessed value.
- E. Machinery and Tools - Upon all machinery and tools used or employed by any person, firm or corporation in any trade or business, not exempt from local taxation, there shall be a tax levy of Five Dollars and No Cents (\$5.00) for every One Hundred Dollars (\$100.00) of assessed value.

Section 2. This ordinance shall become effective July 1, 2010.

Adopted: June 15, 2010

Where the Money Comes From.....





..... *Where the Money Goes*

GENERAL FUND REVENUE ESTIMATES									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
DESCRIPTION									
Local Revenues									
General Property Taxes									
Current Real Estate	2,638,732	2,518,816	2,862,407	2,757,162	2,913,000	2,913,000	2,913,000	1.8%	98% of levy at \$.81/100 rate
Delinquent Real Estate	30,000	185,280	35,000	106,700	35,000	35,000	35,000	0.0%	
Public Service	145,000	149,011	145,000	120,670	120,000	120,000	120,000	-17.2%	
Personal Property - Motor Vehicles/Other	1,150,000	879,630	896,668	815,000	890,000	890,000	890,000	-0.7%	
Personal Property - Machinery & Tools	0	251,288	216,000	153,355	250,000	250,000	250,000	15.7%	
Delinquent Personal Property	15,000	117,956	25,000	133,500	25,000	25,000	25,000	0.0%	
Penalties	45,000	55,868	55,000	49,950	50,000	50,000	50,000	-9.1%	
Interest	17,000	24,157	23,000	14,200	15,000	15,000	15,000	-34.8%	
<i>Total</i>	4,040,732	4,182,006	4,258,075	4,150,537	4,298,000	4,298,000	4,298,000	0.9%	
Other Local Taxes									
Sales Tax	1,540,171	1,464,995	1,533,376	1,411,072	1,400,000	1,400,000	1,400,000	-8.7%	
Utility Tax	450,000	405,236	395,000	395,800	395,000	395,000	395,000	0.0%	
Business License Tax	723,000	767,903	740,000	707,100	705,000	705,000	705,000	-4.7%	
Motor Vehicle Licenses	70,000	64,489	97,000	81,300	80,000	80,000	80,000	-17.5%	
Bank Stock Tax	95,000	131,521	105,000	105,000	105,000	105,000	105,000	0.0%	
Recordation/Grantors	51,000	27,446	35,000	39,074	35,000	35,000	35,000	0.0%	
Lodging Tax	750,000	675,691	843,750	821,100	815,000	815,000	821,180	-2.7%	
Meals Tax	1,466,000	1,506,918	1,515,000	1,570,000	1,550,000	1,550,000	1,550,000	2.3%	
Communication Sales Tax	300,000	287,061	280,000	269,072	260,000	260,000	260,000	-7.1%	
<i>Total</i>	5,445,171	5,331,260	5,544,126	5,399,518	5,345,000	5,345,000	5,351,180	-3.5%	
Licenses and Permits									
Animal Tags	2,000	2,372	2,000	3,000	2,500	2,500	2,500	25.0%	
Planning and Zoning Permits	4,400	4,170	4,000	5,645	4,000	4,000	4,000	0.0%	
Building Permits	35,000	44,878	37,000	37,800	37,000	37,000	37,000	0.0%	
Other Permits	500	575	500	800	500	500	500	0.0%	
<i>Total</i>	41,900	51,995	43,500	47,245	44,000	44,000	44,000	1.1%	
Fines and Forfeitures									
Court Fines	950,000	859,229	960,000	975,396	900,000	900,000	900,000	-6.3%	
Parking Fines	150	20	100	10	0	0	0	-100.0%	
Drug Forfeitures	10,000	25,083	10,000	18,490	10,000	10,000	10,000	0.0%	
Interest from the County	0		0	5,717	5,500	5,500	5,500	#DIV/0!	
Courthouse Maintenance Fee	30,000	29,534	30,000	33,357	30,000	30,000	30,000	0.0%	
Courthouse Security Fee	130,000	129,967	130,000	147,962	140,000	140,000	140,000	7.7%	

General Fund Revenue Estimates - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Fines and Forfeitures - Continued									
Jail Admission Fees	0	0	0	2,000	1,800	1,800	1,800	#DIV/0!	
<i>Total</i>	1,120,150	1,043,833	1,130,100	1,182,932	1,087,300	1,087,300	1,087,300	-3.8%	
Use of Money and Property									
Interest Earned	75,000	89,815	72,000	61,400	60,000	60,000	60,000	-16.7%	
<i>Total</i>	75,000	89,815	72,000	61,400	60,000	60,000	60,000	-16.7%	
Charges for Services									
Law Library	5,300	4,322	5,400	4,442	4,500	4,500	4,500	-16.7%	
Fire Protection	155,161	120,442	140,370	122,400	120,000	120,000	120,000	-14.5%	
Animal Control	0	231	200	50	50	50	50	-75.0%	
Waste Collection	495,000	463,294	643,620	669,700	660,000	660,000	660,000	2.5%	
Weed Cutting/Demolition	3,000	1,520	2,000	2,780	1,500	1,500	1,500	-25.0%	
Health Services Refund	1,000	2,731	2,000	3,868	2,000	2,000	2,000	0.0%	
Miscellaneous	1,000	0	200	0	0	0	0	-100.0%	
<i>Total</i>	660,461	592,540	793,790	803,240	788,050	788,050	788,050	-0.7%	
Miscellaneous Revenue									
Gifts and Donations	128,350	128,360	2,200	2,200	0	0	0	-100.0%	
Sale of Materials & Supplies	16,100	21,111	5,000	4,049	4,000	4,000	4,000	-20.0%	
Sale of Property & Land	500	900	500	0	500	500	500	0.0%	
Insurance Refunds	5,000	803	1,000	18,900	1,000	1,000	1,000	0.0%	
Miscellaneous	2,500	7,130	2,500	29,340	5,000	5,000	5,000	100.0%	
Recovered Cost - BC/BS - Retirees	11,586	11,951	12,256	13,571	18,816	18,816	18,816	53.5%	
Recovered Cost - Tax Collection	30,000	31,337	30,000	32,100	30,000	30,000	30,000	0.0%	
Capital Credit Refund	75	122	75	75	75	75	75	0.0%	
VMLP Matching Grant	1,600	1,600	2,000	2,000	0	0	0	-100.0%	
Expenditure Refunds	213,500	354,000	60,000	141,898	50,000	50,000	50,000	-16.7%	
<i>Total</i>	409,211	557,314	115,531	244,133	109,391	109,391	109,391	-5.3%	
Recovered Costs									
Recovered Cost - County	156,900	169,564	73,000	201,000	100,000	100,000	100,000	37.0%	
Recovered Cost - Vendors	3,500	5,479	4,100	2,800	2,800	2,800	2,800	-31.7%	
Recycled Materials	18,000	11,194	10,000	10,469	10,000	10,000	10,000	0.0%	
Recovered Cost - ERHA	0	0	60,000	0	60,000	60,000	60,000	0.0%	
<i>Total</i>	178,400	186,237	147,100	214,269	172,800	172,800	172,800	17.5%	
Local Revenues Totals	11,971,025	12,035,000	12,104,222	12,103,274	11,904,541	11,904,541	11,910,721	-1.6%	
Non-categorical State Aid									
Motor Carriers Tax	8,142	0	0	0	0	0	0	#DIV/0!	
Mobile Home Titling Tax	800	2,913	1,800	180	0	0	0	-100.0%	
Recordation Tax	7,391	8,948	7,607	11,517	5,667	5,285	5,285	-30.5%	
Railroad Rolling Stock Tax	0	10,195	8,850	11,100	10,000	9,580	9,580	8.2%	

General Fund Revenue Estimates - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Non-categorical State Aid - Continued									
PPTRA	570,319	570,320	570,319	570,319	570,319	570,319	570,319	0.0%	
Auto Rental Tax	200	2,139	1,000	1,633	1,000	1,000	1,000	0.0%	
Tobacco Regional Opportunity Funds	60,000	60,000	175,000	175,000	0	0	0	-100.0%	
<i>Total</i>	646,852	654,515	764,576	769,749	586,986	586,184	586,184	-23.3%	
Shared Expenses - Local Offices									
Sheriff	143,556	154,993	147,411	153,387	140,288	140,288	140,288	-4.8%	
Commissioner of the Revenue	76,219	81,570	75,241	75,328	62,582	61,959	61,959	-17.7%	
Treasurer	80,353	86,051	79,333	76,756	63,087	62,235	62,235	-21.6%	
Registrar/Electoral Board	35,386	35,319	35,407	31,197	30,000	28,088	28,088	-20.7%	
<i>Total</i>	335,514	357,933	337,392	336,668	295,957	292,570	292,570	-13.3%	
Categorical State Aid									
Victim Witness	51,067	64,647	55,627	58,386	58,386	58,386	58,386	5.0%	Includes funding of \$2,878 from Co. of Greens.
Assistance to Localities - HB 599	234,324	225,132	235,336	215,688	213,138	201,054	201,054	-14.6%	
Juvenile Justice	127,892	133,439	127,560	127,560	121,936	117,687	117,687	-7.7%	
Sexual Assault Grant	34,616	34,616	35,655	35,655	35,655	35,655	35,655	0.0%	
DCJS Police Grant	9,999	9,999	24,653	24,653	0	0	0	-100.0%	
DMV Highway Safety Grant	22,484	21,984	21,407	21,407	0	0	0	-100.0%	
DOJ Bulletproof Vest Grant	0	2,830	0	2,283	0	0	0	#DIV/0!	
DCJS Grant - Project P.L.E.A.D.	10,000	9,072	10,000	5,324	0	0	0	-100.0%	
OAG - TRIAD Crime Prevention Grant	1,350	1,289	0	0	0	0	0	#DIV/0!	
E-911 - Wireless Board	60,000	46,236	200,000	187,818	40,000	40,000	40,000	-80.0%	
DOJ Justice Assistance Grant (JAG)	0	0	53,925	53,925	0	0	0	-100.0%	
DOJ COPS Grant	0	0	35,487	35,487	47,735	47,735	47,735	34.5%	
Fire Programs	16,000	16,000	16,000	16,000	16,000	16,000	16,000	0.0%	
Emergency Services	15,286	17,785	10,285	10,285	10,285	10,285	10,285	0.0%	
Street Maintenance	886,616	919,549	919,548	933,491	933,491	933,491	933,491	1.5%	
Litter Control	6,337	6,337	5,125	5,125	0	0	0	-100.0%	
Family Violence Prevention Program	86,040	99,091	55,221	55,221	55,221	55,221	55,221	0.0%	
Arts Grant	5,000	5,000	5,000	5,000	5,000	5,000	5,000	0.0%	
Education (State Sales Tax)	943,315	874,348	928,056	847,916	881,948	881,948	881,948	-5.0%	
<i>Total</i>	2,510,326	2,487,354	2,738,885	2,641,224	2,418,795	2,402,462	2,402,462	-12.3%	
Non-categorical Federal Aid									
DHCD - West Atlantic Street Project	0	25,000	0	0	0	0	0	#DIV/0!	
TEA-21 Grant	210,982	12,744	197,750	23,759	172,327	172,327	172,327	-12.9%	
<i>Total</i>	210,982	37,744	197,750	23,759	172,327	172,327	172,327	-12.9%	
Categorical Federal Aid									
USDA Rural Dev. Grant - MDTs	0	0	25,000	25,000	0	0	0	-100.0%	
USDA Rural Dev. Grant - Vehicles	0	0	0	0	25,000	25,000	25,000	#DIV/0!	
<i>Total</i>	0	0	25,000	25,000	25,000	25,000	25,000	0.0%	
Intergovernmental Revenues Totals	3,703,674	3,537,546	4,063,603	3,796,400	3,499,065	3,478,543	3,478,543	-14.4%	

General Fund Revenue Estimates - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	Explanation
				Projection	Request	Recommends			
Non-Revenue Receipts									
Witness Reimbursement - State	0	0	0	834	0	0	0	#DIV/0!	
Proceeds from Bond Issue	0	0	0	0	0	0	0	#DIV/0!	
Proceeds from Capital Leases	82,775	140,000	0	0	0	0	0	#DIV/0!	
Proceeds from Loan	0	0	109,400	109,400	22,600	22,600	22,600	-79.3%	
Appropriated Fund Balance	266,773	0	339,928	0	148,383	148,383	148,383	-56.3%	Bank Building
Transfer in from Utility Fund	0	0	0	0	0	0	121,500	#DIV/0!	
<i>Total</i>	349,548	140,000	449,328	110,234	170,983	170,983	292,483	-34.9%	
Grand Totals	16,024,247	15,712,546	16,617,153	16,009,908	15,574,589	15,554,067	15,681,747	-5.6%	

General Fund Expenditure Summary									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Description									
City Council	165,390	165,126	161,046	146,771	164,633	166,133	166,133	3.2%	
City Manager	316,483	308,719	325,901	319,705	255,193	255,193	255,193	-21.7%	
City Attorney	50,646	53,065	34,320	35,675	38,970	38,970	38,970	13.5%	
Finance	182,867	182,937	184,623	186,655	189,098	189,098	189,098	2.4%	
Treasurer	198,877	197,176	197,081	196,856	196,664	110,856	110,856	-43.8%	
Commissioner of Revenue	203,150	201,128	202,321	202,656	202,724	194,879	201,059	-0.6%	
Assessor	39,490	39,156	41,622	42,086	45,180	39,558	39,558	-5.0%	
General Registrar	68,136	68,477	68,522	62,011	67,489	67,289	67,289	-1.8%	
Human Resources	7,328	7,325	0	0	0	0	0	#DIV/0!	
Police	2,858,084	2,867,894	3,001,281	3,068,110	2,887,865	2,780,027	2,780,027	-7.4%	
Fire	291,768	192,195	331,627	230,044	217,361	232,401	232,401	-29.9%	
Emergency Services	77,276	61,993	76,759	69,123	78,355	75,340	75,340	-1.8%	
Facilities Management	230,864	223,884	160,414	164,413	198,120	198,120	198,120	23.5%	
Courts	1,858,616	1,859,568	1,920,962	1,920,819	1,994,801	1,990,552	1,990,552	3.6%	
Sheriff	213,000	212,521	251,011	250,741	226,268	225,319	225,319	-10.2%	
Public Works	2,000,194	2,001,941	2,008,713	1,989,985	2,334,155	1,982,938	1,982,938	-1.3%	
Health and Social Services	467,451	570,099	462,258	464,568	485,433	465,274	465,274	0.7%	
Education	4,286,548	4,507,748	4,272,457	4,160,764	4,215,380	4,215,380	4,215,380	-1.3%	
Library	92,535	92,535	92,535	92,535	92,535	92,535	92,535	0.0%	
Community Development/Planning	484,542	236,436	753,690	458,022	628,597	633,144	754,644	0.1%	
Economic Development	530,488	530,488	607,500	600,988	411,500	398,330	398,330	-34.4%	
Airport	65,571	65,571	80,200	63,952	61,287	60,000	60,000	-25.2%	
Extension Service	32,252	32,252	17,817	17,817	29,278	29,278	29,278	64.3%	
Civic and Community Organizations	262,415	260,202	207,783	198,254	213,162	176,441	176,441	-15.1%	
Non-Departmental	1,040,276	891,747	1,156,710	913,552	937,012	937,012	937,012	-19.0%	
Total General Fund Expenditures	16,024,247	15,830,183	16,617,153	15,856,102	16,171,060	15,554,067	15,681,747	-5.6%	

City Council

The City Council is the legislative and policy making body of the City government. It is vested with all the rights and powers specified by the State Constitution, State laws, and the Charter of the City of Emporia. City Council takes action by the adoption of ordinances, resolutions or motions. City Council is comprised of seven members who are elected on a district basis for four-year terms with overlapping terms of office. The Mayor is elected at-large for a four-year term. These elections are held during even-numbered years, usually on the first Tuesday in November (Charter Change by the General Assembly in 2006-SB23).

The City Clerk is appointed by City Council and serves at its pleasure. The City Clerk’s duties include functions such as the preparation of the agenda; attendance at all City Council meetings; preparation of meeting minutes; maintenance of official City records and files; and serves as Records Manager. Work is performed under the general supervision of the City Council and City Manager.

The City Council meets in the Council Chambers of the Municipal Building the first and third Tuesday of each month at 7:30 p.m.

City Council Members

- Mayor – Samuel W. Adams, III
- City Council Member – Carolyn S. Carey-District 1
- City Council Member – John R. White-District 2
- President of City Council – James C. Saunders-District 3
- City Council Member – F. Woodrow Harris-District 4
- City Council Member – Doris T. White-District 5
- City Council Member – L. Dale Temple-District 6
- City Council Member – E.V. “Ned” Lankford, IV -District 7

City Clerk – Tessie Wilkins

The City Council budget reflects the budgetary needs of both City Council and the City Clerk.

Expenditures:	FY10 Budget	FY11 Budget	Percent Change
City Council	\$161,046	\$166,133	3.2%
Personnel:	Full-time	Part-time	Total
	1	8	9*
* FT City Clerk position. PT positions include the Mayor and City Council.			

City Council	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	<u>91,608</u>	<u>91,734</u>	<u>91,872</u>	<u>77,430</u>	<u>89,256</u>	<u>89,256</u>	<u>89,256</u>	-2.8%	
<i>Total</i>	91,608	91,734	91,872	77,430	89,256	89,256	89,256	-2.8%	
Fringe Benefits									
FICA	7,009	6,998	7,029	5,924	6,829	6,829	6,829	-2.8%	
VRS and Life Insurance	5,090	5,089	5,131	2,561	4,709	4,709	4,709	-8.2%	
Medical Insurance	6,645	5,766	5,127	6,408	10,000	10,000	10,000	95.0%	
Unemployment Insurance/Benefits	87	132	0	20	0	0	0	#DIV/0!	
Worker's Compensation	<u>148</u>	<u>142</u>	<u>137</u>	<u>145</u>	<u>139</u>	<u>139</u>	<u>139</u>	1.5%	
<i>Total</i>	18,979	18,127	17,424	15,058	21,677	21,677	21,677	24.4%	
Contractual Services									
Professional Services	18,500	18,500	19,000	19,000	19,000	19,000	19,000	0.0%	
Repairs and Maintenance	500	744	500	775	800	800	800	60.0%	
Maintenance Service Contracts	1,580	1,983	1,500	1,508	1,500	1,500	1,500	0.0%	
Printing and Binding	4,500	3,381	3,500	8,881	6,500	6,500	6,500	85.7%	
Advertising	<u>1,500</u>	<u>3,155</u>	<u>1,500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	33.3%	
<i>Total</i>	26,580	27,763	26,000	32,164	29,800	29,800	29,800	14.6%	
Communications									
Postage	250	176	150	150	200	200	200	33.3%	
Messenger Services	50	23	0	0	0	0	0	#DIV/0!	
Telecommunications	<u>8,218</u>	<u>6,397</u>	<u>7,000</u>	<u>5,400</u>	<u>5,000</u>	<u>6,500</u>	<u>6,500</u>	-7.1%	
<i>Total</i>	8,518	6,596	7,150	5,550	5,200	6,700	6,700	-6.3%	
Travel									
Mileage and Other Transportation Costs	600	674	600	600	600	600	600	0.0%	
Subsistence and Lodging	800	2,096	1,200	3,695	4,000	4,000	4,000	233.3%	
Convention and Education	<u>8,725</u>	<u>8,356</u>	<u>9,000</u>	<u>4,713</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	-27.8%	
<i>Total</i>	10,125	11,126	10,800	9,008	11,100	11,100	11,100	2.8%	
Miscellaneous									
Dues and Memberships	3,950	3,817	4,000	3,680	4,000	4,000	4,000	0.0%	
Virginia Institute of Government	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	0.0%	
<i>Total</i>	4,450	4,317	4,500	4,180	4,500	4,500	4,500	0.0%	
Materials and Supplies									
Office Supplies	2,000	2,291	2,000	1,750	2,000	2,000	2,000	0.0%	
Books and Subscriptions	100	427	300	143	300	300	300	0.0%	
Other Operating Supplies	<u>1,050</u>	<u>765</u>	<u>1,000</u>	<u>700</u>	<u>800</u>	<u>800</u>	<u>800</u>	-20.0%	
<i>Total</i>	3,150	3,483	3,300	2,593	3,100	3,100	3,100	-6.1%	

City Council - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Capital/Equipment									
EDP Equipment	1,980	1,980	0	788	0	0	0	#DIV/0!	
<i>Total</i>	1,980	1,980	0	788	0	0	0	#DIV/0!	
Total City Council	165,390	165,126	161,046	146,771	164,633	166,133	166,133	3.2%	

City Administration City Manager

The City Manager is appointed by City Council and serves as the Chief Executive Officer of the City. The City Manager is responsible for implementing the policies established by City Council and for the general administration of the City. The City Manager's duties include such functions as the preparation of the annual operating budget for submittal to City Council for its consideration and final approval; oversees all human resources and personnel functions; preparation of recommendations on programs, services and policies to City Council for its consideration; attendance and participation at all City Council meetings; appointments of directors of departments which are responsible to the City Manager; and the enforcement of all ordinances enacted by City Council. The Assistant City Manager works closely with the City Manager on high-level projects that impact the daily operations of the City.

This budget is comprised of a Secretary, an Executive Secretary, Assistant City Manager and the City Manager.

Expenditures:	FY10 Budget	FY 11 Budget	Percent Change
City Manager	\$325,901	\$255,193*	-21.7%
Personnel:	Full-time	Part-time	Total
	2.5	0	2.5*
* Assistant City Manager and Secretary positions are split 25% City Administration and 75% Community Development and Planning Department.			

City Manager	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	<u>184,208</u>	<u>175,578</u>	<u>186,148</u>	<u>186,648</u>	<u>135,429</u>	<u>135,429</u>	<u>135,429</u>	-27.2%	Includes 25% of salary for Asst. Manager & Secretary
<i>Total</i>	184,208	175,578	186,148	186,648	135,429	135,429	135,429	-27.2%	
Fringe Benefits									
FICA	13,989	14,099	14,241	14,279	10,361	10,361	10,361	-27.2%	
VRS and Life Insurance	28,891	28,960	29,412	29,356	21,358	21,358	21,358	-27.4%	
Medical Insurance	22,165	23,487	26,453	28,162	23,700	23,700	23,700	-10.4%	
Unemployment Insurance/Benefits	261	266	0	0	0	0	0	#DIV/0!	
Worker's Compensation	0	(737)	277	347	220	220	220	-20.6%	
Manager's Life Insurance	0	0	0	2,230	2,230	2,230	2,230	#DIV/0!	
Manager's Deferred Compensation	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0.0%	
Tuition Assistance	<u>1,557</u>	<u>1,557</u>	<u>3,000</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	-50.0%	
<i>Total</i>	69,863	70,632	76,383	77,374	62,369	62,369	62,369	-18.3%	
Contractual Services									
Professional Health Services	0	0	100	0	100	100	100	0.0%	
Professional Services	6,762	6,912	8,250	8,250	6,250	6,250	6,250	-24.2%	
Repairs and Maintenance	155	155	500	500	500	500	500	0.0%	
Maintenance Service Contracts	5,020	4,448	5,620	5,600	5,620	5,620	5,620	0.0%	
Printing and Binding	500	500	700	700	400	400	400	-42.9%	
Advertising	<u>3,500</u>	<u>1,898</u>	<u>3,500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	-42.9%	
<i>Total</i>	15,937	13,913	18,670	17,050	14,870	14,870	14,870	-20.4%	
Communications									
Postage	1,173	1,192	1,500	1,000	1,200	1,200	1,200	-20.0%	
Messenger Services	600	455	600	350	500	500	500	-16.7%	
Telecommunications	6,500	5,809	6,500	6,500	6,500	6,500	6,500	0.0%	
Web site hosting	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	0.0%	
<i>Total</i>	8,573	7,756	8,900	8,150	8,500	8,500	8,500	-4.5%	
Travel									
Mileage and Other Transportation Costs	100	318	100	100	100	100	100	0.0%	
Subsistence and Lodging	1,000	1,746	2,000	1,500	1,500	1,500	1,500	-25.0%	
Convention and Education	<u>5,738</u>	<u>5,434</u>	<u>7,500</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	-46.7%	
<i>Total</i>	6,838	7,498	9,600	5,600	5,600	5,600	5,600	-41.7%	
Miscellaneous									
Dues and Memberships	2,351	2,188	2,625	2,625	2,625	2,625	2,625	0.0%	
Employee Christmas Bonus	8,500	8,700	9,375	8,700	11,900	11,900	11,900	26.9%	
Employee Appreciation/Service Awards	<u>5,500</u>	<u>6,700</u>	<u>5,500</u>	<u>5,500</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	18.2%	
<i>Total</i>	16,351	17,588	17,500	16,825	21,025	21,025	21,025	20.1%	

City Manager - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Materials and Supplies									
Office Supplies	4,600	4,890	4,500	4,500	4,500	4,500	4,500	0.0%	
Vehicle and Power Equipment Supplies	2,000	2,375	2,000	2,000	1,000	1,000	1,000	-50.0%	
Books and Subscriptions	700	317	500	500	500	500	500	0.0%	
Other Operating Supplies	<u>200</u>	<u>0</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>	0.0%	
<i>Total</i>	7,500	7,582	7,200	7,000	6,200	6,200	6,200	-13.9%	
Capital/Equipment									
Furniture and Fixtures	0	429	0	0	0	0	0	#DIV/0!	
Communications Equipment	5,713	6,052	0	0	0	0	0	#DIV/0!	
EDP Equipment	<u>1,500</u>	<u>1,691</u>	<u>1,500</u>	<u>1,058</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	-20.0%	
<i>Total</i>	7,213	8,172	1,500	1,058	1,200	1,200	1,200	-20.0%	
Total City Manager	316,483	308,719	325,901	319,705	255,193	255,193	255,193	-21.7%	

City Attorney

The City Attorney serves as the legal advisor to the City Council, the City Manager, and all City departments and commissions.

The City Attorney is responsible for providing legal advice and counsel to the City, drafting ordinances, resolutions, franchises, contracts, deeds, leases and other legal documents. He is also responsible for researching federal, state and local laws and their application to City issues and policies. He represents the City in court proceedings and negotiations requiring legal counsel.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
City Attorney	\$34,320	\$38,970	13.5%
Personnel:	Full-time	Part-time 1*	Total 1
*Legal Advisor on retainer			

City Attorney									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Salaries and Wages									
City Attorney Retainer	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	0.0%	
<i>Total</i>	7,000	7,000	7,000	7,000	7,000	7,000	7,000	0.0%	
Contractual Services									
Professional Services	<u>42,000</u>	<u>44,419</u>	<u>25,000</u>	<u>27,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	20.0%	
<i>Total</i>	42,000	44,419	25,000	27,000	30,000	30,000	30,000	20.0%	
Travel									
Convention and Education	<u>1,221</u>	<u>1,221</u>	<u>1,850</u>	<u>1,250</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	-18.9%	
<i>Total</i>	1,221	1,221	1,850	1,250	1,500	1,500	1,500	-18.9%	
Miscellaneous									
Dues and Memberships	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>	<u>270</u>	0.0%	
<i>Total</i>	270	270	270	270	270	270	270	0.0%	
Materials and Supplies									
Books and Subscriptions	<u>155</u>	<u>155</u>	<u>200</u>	<u>155</u>	<u>200</u>	<u>200</u>	<u>200</u>	0.0%	
<i>Total</i>	155	155	200	155	200	200	200	0.0%	
Total City Attorney	50,646	53,065	34,320	35,675	38,970	38,970	38,970	13.5%	

Finance Department

The Finance Department manages the financial affairs of the City of Emporia including the financial planning, budgeting, purchasing, accounting, payroll and reporting of all financial transactions. This department is responsible for maintaining accounting and financial records for the City, meeting reporting requirements of state and federal agencies; preparing and executing vendor payments; preparing interim and annual financial reports; and providing financial and contractual administration on all City capital projects and grants.

The Finance Department is comprised of two Senior Program Support Technicians and Finance Director.

Expenditures:	FY10 Budget	FY 11 Budget	Percent Change
Finance	\$183,967	\$189,098	2.79%
Personnel:	Full-time	Part-time	Total
	3	0	3

Finance	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	131,277	131,295	131,873	132,380	131,873	131,873	131,873	0.0%	
<i>Total</i>	131,277	131,295	131,873	132,380	131,873	131,873	131,873	0.0%	
Fringe Benefits									
FICA	9,890	9,981	10,089	10,127	10,089	10,089	10,089	0.0%	
VRS and Life Insurance	20,427	20,665	20,836	20,797	20,797	20,797	20,797	-0.2%	
Medical Insurance	10,645	10,644	10,253	13,804	15,000	15,000	15,000	46.3%	
Unemployment Insurance/Benefits	47	46	0	0	0	0	0	#DIV/0!	
Worker's Compensation	290	288	197	142	199	199	199	1.0%	
<i>Total</i>	41,299	41,624	41,375	44,870	46,085	46,085	46,085	11.4%	
Contractual Services									
Repairs and Maintenance	150	55	150	150	200	200	200	33.3%	
Maintenance Service Contracts	1,615	1,416	1,600	1,400	1,500	1,500	1,500	-6.3%	
<i>Total</i>	1,765	1,471	1,750	1,550	1,700	1,700	1,700	-2.9%	
Communications									
Postage	1,345	1,262	1,500	1,400	1,400	1,400	1,400	-6.7%	
Messenger Services	25	0	25	15	25	25	25	0.0%	
Telecommunications	625	624	625	550	575	575	575	-8.0%	
<i>Total</i>	1,995	1,886	2,150	1,965	2,000	2,000	2,000	-7.0%	
Travel									
Mileage and Other Transportation Costs	110	110	500	350	500	500	500	0.0%	
Convention and Education	1,471	1,370	1,500	1,200	1,400	1,400	1,400	-6.7%	
<i>Total</i>	1,581	1,480	2,000	1,550	1,900	1,900	1,900	-5.0%	
Miscellaneous									
Dues and Memberships	700	700	725	725	725	725	725	0.0%	
<i>Total</i>	700	700	725	725	725	725	725	0.0%	
Materials and Supplies									
Office Supplies	3,500	3,662	3,500	3,500	3,500	3,500	3,500	0.0%	
Books and Subscriptions	150	160	50	115	115	115	115	130.0%	
<i>Total</i>	3,650	3,822	3,550	3,615	3,615	3,615	3,615	1.8%	
Capital/Equipment									
Furniture and Fixtures	600	659	0	0	0	0	0	#DIV/0!	
EDP Equipment	0	0	1,200	0	1,200	1,200	1,200	0.0%	
<i>Total</i>	600	659	1,200	0	1,200	1,200	1,200	0.0%	
Total Finance	182,867	182,937	184,623	186,655	189,098	189,098	189,098	2.4%	

City Treasurer

The City Treasurer’s office collects, accounts for, and maintains custody of all monies paid to the City.

The City Treasurer provides timely and accurate billing and collection of current and delinquent real estate and personal property taxes; sells dog licenses; collects parking fines, State income taxes, library fees and all other monies received by the City; records and accounts for receipts and expenditures of all monies; maintains secure custody of monies, securities, etc.; invest idle funds; and responds to citizens inquiries.

The City Treasurer’s office is the billing component of the City’s utility system. In this regard, the City Treasurer is responsible for the billing and collection of all utility fund revenues. He is also responsible for establishing new accounts and closing out old accounts.

The State Compensation Board sets the number of State funded positions for each Constitutional Officer’s department. Additionally, the board determines the ratio of state funding for each position. The positions that receive partial funding by the State are generally not reflected in the City’s pay and classification plan.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
City Treasurer	\$197,081	\$110,856*	-43.8%
Personnel:	Full-time 3*	Part-time 0	Total 3

* Budget reflects 75% of salary for Treasurer and 50% of salary for Deputy Treasurer with adoption of FY11 budget. 1 Billing Clerk position eliminated. 3 FT positions include Treasurer, Deputy Treasurer, and 1 Billing Clerk.

City Treasurer	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	<u>132,595</u>	<u>132,593</u>	<u>132,388</u>	<u>132,897</u>	<u>132,388</u>	<u>70,013</u>	<u>70,013</u>	-47.1%	Request for pay increases as allowed for City staff
<i>Total</i>	132,595	132,593	132,388	132,897	132,388	70,013	70,013	-47.1%	Assumes elimination of 1 Billing Clerk position
Fringe Benefits									
FICA	10,190	10,175	10,128	10,167	10,128	5,357	5,357	-47.1%	
VRS and Life Insurance	20,870	20,869	20,918	20,878	20,878	11,042	11,042	-47.2%	
Medical Insurance	15,967	15,967	15,380	15,380	15,000	6,250	6,250	-59.4%	
Unemployment Insurance/Benefits	30	26	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>0</u>	<u>(1,666)</u>	<u>217</u>	<u>(516)</u>	<u>220</u>	<u>144</u>	<u>144</u>	-33.6%	
<i>Total</i>	47,057	45,371	46,643	45,909	46,226	22,793	22,793	-51.1%	
Contractual Services									
Repairs and Maintenance	0	0	400	400	400	400	400	0.0%	
Maintenance Service Contracts	825	723	825	825	825	825	825	0.0%	
Printing and Binding	0	0	448	448	325	325	325	-27.5%	
Advertising	<u>3,175</u>	<u>3,214</u>	<u>1,300</u>	<u>1,300</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	53.8%	
<i>Total</i>	4,000	3,937	2,973	2,973	3,550	3,550	3,550	19.4%	
Communications									
Postage	3,800	3,816	3,800	3,800	3,800	3,800	3,800	0.0%	
Telecommunications	<u>4,425</u>	<u>4,570</u>	<u>4,700</u>	<u>4,700</u>	<u>4,700</u>	<u>4,700</u>	<u>4,700</u>	0.0%	
<i>Total</i>	8,225	8,386	8,500	8,500	8,500	8,500	8,500	0.0%	
Travel									
Mileage and Other Transportation Costs	250	280	386	386	250	250	250	-35.2%	
Convention and Education	<u>2,400</u>	<u>2,333</u>	<u>2,031</u>	<u>2,031</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	-1.5%	
<i>Total</i>	2,650	2,613	2,417	2,417	2,250	2,250	2,250	-6.9%	
Miscellaneous									
Dues and Memberships	750	790	800	800	800	800	800	0.0%	
Insufficient Funds Fees	<u>100</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	850	795	800	800	800	800	800	0.0%	
Materials and Supplies									
Office Supplies	3,100	3,047	3,086	3,086	2,500	2,500	2,500	-19.0%	
Merchandise for Resale	<u>400</u>	<u>434</u>	<u>274</u>	<u>274</u>	<u>450</u>	<u>450</u>	<u>450</u>	64.2%	
<i>Total</i>	3,500	3,481	3,360	3,360	2,950	2,950	2,950	-12.2%	
Capital/Equipment									
EDP Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	0	0	0	0	0	0	0	#DIV/0!	
Total City Treasurer	198,877	197,176	197,081	196,856	196,664	110,856	110,856	-43.8%	

Commissioner of Revenue

The Commissioner of Revenue assesses individual and business personal property items. The Commissioner prepares and prints the tax books and bills for personal and real property. The office assesses vehicles for property tax pro-ration, assesses machinery and tool taxes, issues business licenses, and administers special taxes such as meals and lodging taxes. The office is responsible for maintaining the City’s personal property and real estate assessment books.

The Commissioner of Revenue’s Office processes state income tax and estimated tax returns. The office prepares Public Service Corporation tax bills, enforces City business license codes, and assists individual taxpayers and business entities with tax and license inquiries, as well as income and estimated tax inquiries.

By assessing and maintaining real estate and personal property tax, the Commissioner of the Revenue’s office generates a large portion of the revenue for the city.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
Commissioner of Revenue	\$202,321	\$201,059	-0.6%
Personnel:	Full-time 3	Part-time 1	Total 4*

*Commissioner of Revenue, Deputy, Clerk Position (P/T), & Clerk (75%)/Assessment Technician (25%)

Commissioner of Revenue	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	132,279	132,357	131,558	131,988	131,558	131,558	131,558	0.0%	
Part-time Wages	<u>9,774</u>	<u>9,770</u>	<u>10,660</u>	<u>10,660</u>	<u>10,660</u>	<u>0</u>	<u>10,660</u>	0.0%	
<i>Total</i>	142,053	142,127	142,218	142,648	142,218	131,558	142,218	0.0%	
Fringe Benefits									
FICA	10,428	10,338	10,880	10,913	10,880	10,065	10,915	0.3%	
VRS and Life Insurance	19,365	19,365	19,412	19,375	19,375	19,375	19,375	-0.2%	
Medical Insurance	15,591	15,590	14,697	14,697	14,336	14,336	14,336	-2.5%	
Unemployment Insurance/Benefits	33	33	0	0	0	5,330	0	#DIV/0!	
Worker's Compensation	<u>0</u>	<u>(1,558)</u>	<u>214</u>	<u>223</u>	<u>215</u>	<u>215</u>	<u>215</u>	0.5%	
<i>Total</i>	45,417	43,768	45,203	45,208	44,806	49,321	44,841	-0.8%	
Contractual Services									
Repairs and Maintenance	0	0	250	250	250	250	250	0.0%	
Maintenance Service Contracts	54	56	700	700	700	700	700	0.0%	
Printing and Binding	130	130	250	250	250	250	250	0.0%	
Advertising	<u>300</u>	<u>58</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>	0.0%	
<i>Total</i>	484	244	1,400	1,400	1,400	1,400	1,400	0.0%	
Communications									
Postage	2,300	2,214	2,500	2,500	2,800	2,800	2,800	12.0%	
Telecommunications	<u>3,700</u>	<u>3,479</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>	0.0%	
<i>Total</i>	6,000	5,693	6,100	6,100	6,400	6,400	6,400	4.9%	
Travel									
Mileage and Other Transportation Costs	100	57	200	100	200	200	200	0.0%	
Convention and Education	<u>3,032</u>	<u>3,023</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	0.0%	
<i>Total</i>	3,132	3,080	2,700	2,600	2,700	2,700	2,700	0.0%	
Miscellaneous									
Dues and Memberships	<u>900</u>	<u>825</u>	<u>850</u>	<u>850</u>	<u>850</u>	<u>850</u>	<u>850</u>	0.0%	
<i>Total</i>	900	825	850	850	850	850	850	0.0%	
Materials and Supplies									
Office Supplies	3,000	3,277	2,500	2,500	3,000	2,500	2,500	0.0%	
Books and Subscriptions	<u>150</u>	<u>114</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>150</u>	0.0%	
<i>Total</i>	3,150	3,391	2,650	2,650	3,150	2,650	2,650	0.0%	
Capital/Equipment									
Furniture and Fixtures	814	813	0	0	0	0	0	#DIV/0!	
EDP Equipment	<u>1,200</u>	<u>1,187</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	2,014	2,000	1,200	1,200	1,200	0	0	-100.0%	
Total Commissioner of Revenue	203,150	201,128	202,321	202,656	202,724	194,879	201,059	-0.6%	

Assessor

The Assessor's Office is housed within the Commissioner of Revenue's Office, which performs accurate and equitable assessment functions to serve the public for taxation purposes. The Assessor's Office is comprised of an Assessment Technician and Professional Services (out-sourced) during reassessment years.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
Assessor	\$41,622	\$39,558	-5.0%
Personnel:	Full-time 1*	Part-time	Total 1

*Assessment Technician (25%)/Commissioner of Revenue Clerk (75%)

Assessor									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	8,376	8,406	8,445	8,478	12,000	8,445	8,445	0.0%	Pay increase requested
Board of Assessors	<u>0</u>	<u>0</u>	<u>200</u>	<u>75</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	8,376	8,406	8,645	8,553	12,000	8,445	8,445	-2.3%	
Fringe Benefits									
FICA	641	529	647	649	918	647	647	0.0%	
VRS and Life Insurance	1,324	1,323	1,335	1,332	1,893	1,332	1,332	-0.2%	
Medical Insurance	1,759	1,649	1,482	1,482	1,446	1,446	1,446	-2.4%	
Unemployment Insurance/Benefits	11	2	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>14</u>	<u>(486)</u>	<u>13</u>	<u>15</u>	<u>13</u>	<u>13</u>	<u>13</u>	0.0%	
<i>Total</i>	3,749	3,017	3,477	3,478	4,270	3,438	3,438	-1.1%	
Contractual Services									
Professional Services	22,000	22,600	22,600	22,600	23,000	23,000	23,000	1.8%	
Repairs and Maintenance	150	0	100	100	100	100	100	0.0%	
Maintenance Service Contracts	2,100	2,100	2,200	2,200	2,200	2,200	2,200	0.0%	
Advertising	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>500</u>	<u>250</u>	<u>250</u>	-75.0%	
<i>Total</i>	24,250	24,700	25,900	25,900	25,800	25,550	25,550	-1.4%	
Communications									
Postage	25	14	1,000	1,000	500	25	25	-97.5%	
Telecommunications	<u>300</u>	<u>291</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	0.0%	
<i>Total</i>	325	305	1,300	1,300	800	325	325	-75.0%	
Travel									
Mileage and Other Transportation Costs	0	0	50	200	200	50	50	0.0%	
Convention and Education	<u>1,920</u>	<u>1,890</u>	<u>750</u>	<u>1,000</u>	<u>1,000</u>	<u>750</u>	<u>750</u>	0.0%	
<i>Total</i>	1,920	1,890	800	1,200	1,200	800	800	0.0%	
Miscellaneous									
Dues and Memberships	175	175	250	250	250	250	250	0.0%	
<i>Total</i>	175	175	250	250	250	250	250	0.0%	
Materials and Supplies									
Office Supplies	445	431	1,000	1,164	600	500	500	-50.0%	
Books and Subscriptions	<u>250</u>	<u>232</u>	<u>250</u>	<u>241</u>	<u>260</u>	<u>250</u>	<u>250</u>	0.0%	
<i>Total</i>	695	663	1,250	1,405	860	750	750	-40.0%	
Total Assessor	39,490	39,156	41,622	42,086	45,180	39,558	39,558	-5.0%	

General Registrar and Electoral Board

The General Registrar is responsible for voter registration in accordance with the Code of Virginia and the administration of elections. The General Registrar's Office is comprised of a Registrar and a part-time Assistant Registrar. The Electoral Board's duties, in conjunction with the Registrar, are to man the polls, verify the ballots and certify the results. The City is divided into seven (7) voting districts with seven (7) polling places.

Expenditures:	FY 10 Budget	FY11 Budget	Percent Change
General Registrar & Electoral Board	\$68,522	\$67,289	-1.8%
Personnel:	Full-time	Part-time	Total
	1	35*	36
*Part-time Assistant Registrar and 35 Poll workers			

General Registrar	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	39,318	38,782	38,760	38,829	38,760	38,760	38,760	0.0%	
Poll Workers	8,410	7,060	8,610	3,760	8,610	8,610	8,610	0.0%	
Part-time Wages	<u>3,800</u>	<u>5,642</u>	<u>6,800</u>	<u>6,800</u>	<u>6,800</u>	<u>6,800</u>	<u>6,800</u>	0.0%	
<i>Total</i>	51,528	51,484	54,170	49,389	54,170	54,170	54,170	0.0%	
Fringe Benefits									
FICA	3,302	3,398	3,486	3491	3,486	3,486	3,486	0.0%	
Unemployment Insurance/Benefits	60	30	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>56</u>	<u>56</u>	<u>51</u>	<u>70</u>	<u>68</u>	<u>68</u>	<u>68</u>	33.3%	
<i>Total</i>	3,418	3,484	3,537	3,561	3,554	3,554	3,554	0.5%	
Contractual Services									
Repairs and Maintenance	0	0	250	250	250	250	250	0.0%	
Maintenance Service Contracts	7,000	7,263	6,500	5,000	5,000	5,000	5,000	-23.1%	
Printing and Binding	0	0	1,200	1,000	1,200	1,200	1,200	0.0%	
Advertising	<u>250</u>	<u>232</u>	<u>250</u>	<u>235</u>	<u>250</u>	<u>250</u>	<u>250</u>	0.0%	
<i>Total</i>	7,250	7,495	8,200	6,485	6,700	6,700	6,700	-18.3%	
Communications									
Postage	700	605	600	600	700	600	600	0.0%	
Telecommunications	<u>300</u>	<u>215</u>	<u>225</u>	<u>225</u>	<u>225</u>	<u>225</u>	<u>225</u>	0.0%	
<i>Total</i>	1,000	820	825	825	925	825	825	0.0%	
Travel									
Convention and Education	<u>400</u>	<u>737</u>	<u>500</u>	<u>400</u>	<u>500</u>	<u>500</u>	<u>500</u>	0.0%	
<i>Total</i>	400	737	500	400	500	500	500	0.0%	
Miscellaneous									
Dues and Memberships	<u>190</u>	<u>190</u>	<u>190</u>	<u>240</u>	<u>240</u>	<u>240</u>	<u>240</u>	26.3%	
<i>Total</i>	190	190	190	240	240	240	240	26.3%	
Materials and Supplies									
Office Supplies	<u>3,850</u>	<u>3,845</u>	<u>600</u>	<u>611</u>	<u>800</u>	<u>700</u>	<u>700</u>	16.7%	
<i>Total</i>	3,850	3,845	600	611	800	700	700	16.7%	
Capital/Equipment									
Furniture & Fixtures	500	422	500	500	600	600	600	20.0%	
EDP Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	500	422	500	500	600	600	600	20.0%	
Total General Registrar	68,136	68,477	68,522	62,011	67,489	67,289	67,289	-1.8%	

Human Resources Department

This department was eliminated with the adoption of the FY 2009 budget.

Human Resources									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	6,802	6,801	0	0	0	0	0	#DIV/0!	
<i>Total</i>	6,802	6,801	0	0	0	0	0	#DIV/0!	
Fringe Benefits									
FICA	521	520	0	0	0	0	0	#DIV/0!	
VRS and Life Insurance	0	0	0	0	0	0	0	#DIV/0!	
Medical Insurance	0	0	0	0	0	0	0	#DIV/0!	
Unemployment Insurance/Benefits	5	4	0	0	0	0	0	#DIV/0!	
Worker's Compensation	0	0	0	0	0	0	0	#DIV/0!	
Tuition Assistance	0	0	0	0	0	0	0	#DIV/0!	
<i>Total</i>	526	524	0	0	0	0	0	#DIV/0!	
Total Human Resources	7,328	7,325	0	0	0	0	0	#DIV/0!	

Police Department

The Emporia Police Department consists of twenty-six (26) sworn officers, eight (8) communication officers, an animal control officer, an executive secretary, and an information system technician.

In addition to normal patrol functions, the department has the following crime prevention activities:

- Citizen Police Academy
- Child Seat Installation Assistance Services
- Guest Speaking
- Bicycle Squad
- Speed Awareness Service (Radar Trailer)
- Child Fingerprinting Service
- Vacation Security Checks

In addition to normal patrol functions, the department provides criminal investigative services, houses the City’s Emergency Operation Center (EOC) and the 911 Communication Center, which dispatches City fire, rescue and police calls.

This budget reflects the purchase two police vehicles that were funded with USDA grant and loan money.

Expenditures:	FY10 Budget	FY 11 Budget	Percent Change
Police	\$2,553,441	\$2,716,369	6.38%
Animal Control	\$67,904	\$63,658	-6.3%
Personnel:	Full-time	Part-time	Total
	37	1	38*
<p>*(26) Sworn Officers, (2) Administrative, (8) Dispatchers, (1) Animal Control Officer. 1 dispatcher position kept vacant and unfunded with adoption of FY11 budget.</p>			

Police - Administration, Dispatching and Patrol									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	1,438,809	1,439,195	1,447,519	1,469,092	1,479,594	1,451,730	1,451,730	0.3%	Assumes 1 Dispatcher position frozen for FY 11
Overtime - Regular	104,300	106,611	100,000	110,000	110,000	110,000	110,000	10.0%	
Overtime - Selective	215,000	215,109	200,000	267,000	230,000	230,000	230,000	15.0%	
Overtime - Dispatchers	<u>17,000</u>	<u>18,104</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	0.0%	
<i>Total</i>	1,775,109	1,779,019	1,767,519	1,866,092	1,839,594	1,811,730	1,811,730	2.5%	
Fringe Benefits									
FICA	130,193	130,794	130,971	141,991	139,964	137,833	137,833	5.2%	
VRS and Life Insurance	227,938	227,938	223,102	226,303	233,332	228,938	228,938	2.6%	
Medical Insurance	174,287	174,287	165,421	166,447	167,949	162,949	162,949	-1.5%	
Unemployment Insurance/Benefits	357	357	0	0	0	0	0	#DIV/0!	
Worker's Compensation	39,931	39,931	33,664	29,330	35,944	35,944	35,944	6.8%	
<i>Total</i>	572,706	573,307	553,158	564,071	577,189	565,664	565,664	2.3%	
Contractual Services									
Professional Health Services	5,655	5,655	6,750	6,750	6,750	6,750	6,750	0.0%	
Repairs and Maintenance	11,984	12,557	6,350	6,350	6,350	6,350	6,350	0.0%	
Maintenance Service Contracts	19,126	19,227	22,826	25,000	27,000	27,000	27,000	18.3%	
Printing and Binding	<u>353</u>	<u>353</u>	<u>300</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	66.7%	
<i>Total</i>	37,118	37,792	36,226	38,600	40,600	40,600	40,600	12.1%	
Communications									
Postage	530	535	300	600	600	300	300	0.0%	
Messenger Service	100	86	75	100	100	100	100	33.3%	
Telecommunications	<u>28,000</u>	<u>26,845</u>	<u>25,000</u>	<u>31,500</u>	<u>37,500</u>	<u>37,500</u>	<u>37,500</u>	50.0%	
<i>Total</i>	28,630	27,466	25,375	32,200	38,200	37,900	37,900	49.4%	
Travel									
Convention and Education	<u>7,737</u>	<u>7,736</u>	<u>10,000</u>	<u>15,000</u>	<u>15,000</u>	<u>10,000</u>	<u>10,000</u>	0.0%	
<i>Total</i>	7,737	7,736	10,000	15,000	15,000	10,000	10,000	0.0%	
Miscellaneous									
Dues and Memberships	7,094	7,094	7,000	7,675	7,675	7,675	7,675	9.6%	
Special Operations	0	0	500	500	500	500	500	0.0%	
Drug Seizure Account Expenditures	30,902	30,902	73,264	10,000	10,000	10,000	10,000	-86.4%	
Joint E911 Center Study	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>	#DIV/0!	
<i>Total</i>	37,996	37,996	80,764	18,175	18,175	30,675	30,675	-62.0%	

Police - Administration, Dispatching & Patrol - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Materials and Supplies									
Office Supplies	10,000	10,965	10,000	9,500	9,500	9,500	9,500	-5.0%	
Vehicle and Power Equipment Supplies	98,000	103,140	100,000	105,000	100,000	105,000	105,000	5.0%	
Other Police Supplies	30,458	30,570	11,800	15,000	18,000	15,000	15,000	27.1%	
Uniforms and Wearing Apparel	11,897	11,959	12,000	12,200	12,200	12,000	12,000	0.0%	
Books and Subscriptions	2,412	2,412	2,500	2,500	3,800	2,500	2,500	0.0%	
Canine Supplies	444	443	500	0	0	0	0	-100.0%	
Bike Patrol Supplies	0	0	200	350	350	350	350	75.0%	
Citizens Police Academy Supplies	0	0	2,200	3,349	3,349	500	500	-77.3%	
Community Youth Program	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>600</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	153,211	159,489	139,700	147,899	147,799	144,850	144,850	3.7%	
Capital/Equipment									
Machinery and Equipment	0	0	0	0	0	5,000	5,000	#DIV/0!	Noise meter
Furniture and Fixtures	348	347	1,300	1,300	1,300	500	500	-61.5%	
Communications Equipment	42,219	42,218	238,275	238,275	20,650	20,650	20,650	-91.3%	
Motor Vehicles and Equipment	101,788	101,788	27,000	27,000	108,000	47,600	47,600	76.3%	USDA grant and loan - 2 vehicles
EDP Equipment	9,977	9,977	32,653	32,653	13,600	1,200	1,200	-96.3%	
DMV Highway Safety Grant	<u>22,484</u>	<u>21,978</u>	<u>21,407</u>	<u>21,152</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	176,816	176,308	320,635	320,380	143,550	74,950	74,950	-76.6%	
Total Admin., Dispatching & Patrol	2,789,323	2,799,113	2,933,377	3,002,417	2,820,107	2,716,369	2,716,369	-7.4%	

Police - Animal Control									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	38,060	37,104	29,440	29,783	29,440	29,440	29,440	0.0%	
Overtime	4,100	4,031	11,000	9,428	11,000	11,000	11,000	0.0%	
Part-time Wages	<u>3,507</u>	<u>4,293</u>	<u>3,467</u>	<u>3,467</u>	<u>3,467</u>	<u>3,467</u>	<u>3,467</u>	0.0%	
<i>Total</i>	45,667	45,428	43,907	42,678	43,907	43,907	43,907	0.0%	
Fringe Benefits									
FICA	3,344	3,460	3,359	3,265	3,359	3,359	3,359	0.0%	
VRS and Life Insurance	4,621	4,614	4,652	4,643	4,643	4,643	4,643	-0.2%	
Medical Insurance	5,323	5,322	5,127	5,127	5,000	5,000	5,000	-2.5%	
Unemployment Insurance/Benefits	50	13	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>391</u>	<u>520</u>	<u>384</u>	<u>(45)</u>	<u>549</u>	<u>549</u>	<u>549</u>	43.0%	
<i>Total</i>	13,729	13,929	13,522	12,990	13,551	13,551	13,551	0.2%	
Contractual Services									
Professional Health Services	250	758	175	175	350	175	175	0.0%	
Repairs and Maintenance	<u>500</u>	<u>626</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>0</u>	-100.0%	Moved to Facilities budget
<i>Total</i>	750	1,384	675	675	850	175	175	-74.1%	
Utilities									
Electricity	<u>4,000</u>	<u>3,884</u>	<u>4,000</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	-100.0%	Moved to Facilities budget
<i>Total</i>	4,000	3,884	4,000	3,000	3,000	0	0	-100.0%	
Communications									
Telecommunications	<u>600</u>	<u>388</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	0.0%	
<i>Total</i>	600	388	400	400	400	400	400	0.0%	
Travel									
Convention and Education	<u>125</u>	<u>125</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	0.0%	
<i>Total</i>	125	125	1,200	1,200	1,200	1,200	1,200	0.0%	
Miscellaneous									
Dues and Memberships	<u>100</u>	<u>65</u>	<u>75</u>	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>	33.3%	
<i>Total</i>	100	65	75	100	100	100	100	33.3%	
Materials and Supplies									
Office Supplies	50	4	25	50	50	25	25	0.0%	
Food Supplies	200	199	100	200	200	300	300	200.0%	
Agricultural Supplies	400	586	600	800	800	600	600	0.0%	
Medical and Lab Supplies	100	42	100	100	100	100	100	0.0%	
Housekeeping and Janitorial Supplies	500	283	500	500	500	500	500	0.0%	
Repair and Maintenance Supplies	290	290	500	700	700	500	500	0.0%	
Vehicle and Power Equipment Supplies	2,000	1,912	2,000	2,000	2,000	2,000	2,000	0.0%	
Uniforms and Wearing Apparel	<u>150</u>	<u>150</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	0.0%	
<i>Total</i>	3,690	3,466	4,125	4,650	4,650	4,325	4,325	4.8%	

Police - Animal Control - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Capital/Equipment									
Machinery and Equipment	100	112	0	0	100	0	0	#DIV/0!	
<i>Total</i>	100	112	0	0	100	0	0	#DIV/0!	
Total Animal Control	68,761	68,781	67,904	65,693	67,758	63,658	63,658	-6.3%	

Fire Department

The Fire Department serves both the City of Emporia and Greensville County. It is a volunteer department with one full-time City employee. The volunteer members of the department are highly trained, and they stay current on the latest developments in fire fighting and rescue services. We are very fortunate to have dedicated, highly trained individuals who volunteer their time to protect the citizens and property of the Emporia-Greensville community.

This department responds to all reported fires and rescues, hazardous materials incidents, and related emergencies. The department also contains and extinguishes fires, administers medical care to the sick and injured, provides services during disasters and responds to public service calls.

The Fire Department presently has one paid firefighter/mechanic. Because of the demands of private employment, it is becoming more difficult to recruit persons who can voluntarily give their time to train and function as volunteer firefighters.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
Fire	\$220,981	\$232,401	5.17%
Personnel:	Full-time	Part-time	Total
	1	42	43*
*(1) Full-time Firefighter and (42) Active firefighters			

Fire									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	32,336	32,336	32,955	28,817	35,757	35,757	35,757	8.5%	Includes 15% of Custodian's salary
Part-time Wages	<u>3,644</u>	<u>3,593</u>	<u>4,023</u>	<u>4,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	35,980	35,929	36,978	32,817	35,757	35,757	35,757	-3.3%	
Fringe Benefits									
FICA	2,806	2,682	2,829	2,511	2,736	2,736	2,736	-3.3%	
VRS and Life Insurance	5,165	5,164	5,207	5,198	5,639	5,639	5,639	8.3%	
Medical Insurance	5,323	5,322	5,127	5,127	5,750	5,750	5,750	12.2%	
Unemployment Insurance/Benefits	51	6	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>15,066</u>	<u>15,142</u>	<u>20,700</u>	<u>14,979</u>	<u>15,400</u>	<u>15,400</u>	<u>15,400</u>	-25.6%	
<i>Total</i>	28,411	28,316	33,863	27,815	29,525	29,525	29,525	-12.8%	
Contributions to Firefighters									
Honorarium	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0.0%	
PPT Reimbursement	<u>6,902</u>	<u>6,902</u>	<u>6,500</u>	<u>4,206</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	0.0%	
<i>Total</i>	31,902	31,902	31,500	29,206	31,500	31,500	31,500	0.0%	
Contractual Services									
Professional Health Services	6,500	6,495	6,500	7,610	6,500	6,500	6,500	0.0%	
Professional Services	621	621	600	631	600	640	640	6.7%	
Repairs and Maintenance	1,500	1,069	3,000	3,000	3,000	18,000	18,000	500.0%	\$15,000 included for roof replacement @
Maintenance Service Contracts	1,000	736	1,000	740	1,000	1,000	1,000	0.0%	Fire Training Building
Laundry and Dry Cleaning	<u>250</u>	<u>309</u>	<u>350</u>	<u>325</u>	<u>350</u>	<u>350</u>	<u>350</u>	0.0%	
<i>Total</i>	9,871	9,230	11,450	12,306	11,450	26,490	26,490	131.4%	
Communications									
Postage	50	0	50	0	50	50	50	0.0%	
Telecommunications	<u>4,500</u>	<u>4,260</u>	<u>4,500</u>	<u>4,400</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>	0.0%	
<i>Total</i>	4,550	4,260	4,550	4,400	4,550	4,550	4,550	0.0%	
Utilities									
Electricity	9,600	9,288	8,500	7,800	8,500	8,500	8,500	0.0%	
Heating	<u>8,000</u>	<u>8,868</u>	<u>8,400</u>	<u>6,000</u>	<u>8,400</u>	<u>8,400</u>	<u>8,400</u>	0.0%	
<i>Total</i>	17,600	18,156	16,900	13,800	16,900	16,900	16,900	0.0%	
Insurance									
Motor Vehicle Insurance	9,640	9,640	9,640	10,311	11,079	11,079	11,079	14.9%	
General Liability and Sickness	<u>7,627</u>	<u>7,627</u>	<u>8,000</u>	<u>7,889</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	0.0%	
<i>Total</i>	17,267	17,267	17,640	18,200	19,079	19,079	19,079	8.2%	

Fire - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Miscellaneous									
Dues and Memberships	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	0	0	0	0	0	0	0	#DIV/0!	
Materials and Supplies									
Office Supplies	250	383	300	300	300	300	300	0.0%	
Housekeeping and Janitorial Supplies	700	777	700	400	700	700	700	0.0%	
Repair & Maintenance Supplies	1,000	1,967	1,000	1,400	1,500	1,500	1,500	50.0%	
Vehicle and Power Equipment Supplies	23,000	19,491	23,000	15,000	23,000	23,000	23,000	0.0%	
Uniforms and Wearing Apparel	200	0	200	0	200	200	200	0.0%	
Other Operating Supplies	23,000	22,384	25,000	23,000	25,000	25,000	25,000	0.0%	
Fire Program Fund Purchases	96,137	861	126,646	50,000	16,000	16,000	16,000	-87.4%	
Tools	<u>400</u>	<u>95</u>	<u>400</u>	<u>100</u>	<u>400</u>	<u>400</u>	<u>400</u>	0.0%	
<i>Total</i>	144,687	45,958	177,246	90,200	67,100	67,100	67,100	-62.1%	
Capital/Equipment									
Machinery and Equipment	1,500	1,177	1,500	1,300	1,500	1,500	1,500	0.0%	
Motor Vehicles and Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	1,500	1,177	1,500	1,300	1,500	1,500	1,500	0.0%	
Total Fire	291,768	192,195	331,627	230,044	217,361	232,401	232,401	-29.9%	

Emergency Services Department

The Emergency Services Department is comprised of an Emergency Services Coordinator whose responsibility is to provide direct local assistance during emergency and disaster situations. The City maintains an Emergency Operations Plan that is constantly updated to ensure appropriate responses to all types of disasters. In addition, the Mayor of the City serves as Director of Emergency Services and the City Manager as Deputy Director.

Expenditures:	FY 10 Budget	FY11 Budget	Percent Change
Emergency Services	\$55,254	\$75,340	36.4%
 Personnel:	Full-time	Part-time	Total
	1	0	1*
 * Emergency Services (70%)/Facilities Manager (30%)			

Emergency Services	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	32,329	32,453	32,596	32,721	32,596	32,596	32,596	0.0%	
<i>Total</i>	32,329	32,453	32,596	32,721	32,596	32,596	32,596	0.0%	
Fringe Benefits									
FICA	2,474	2,489	2,494	2,503	2,494	2,494	2,494	0.0%	
VRS and Life Insurance	5,109	5,108	5,151	5,141	5,141	5,141	5,141	-0.2%	
Medical Insurance	3,726	3,726	3,589	3,589	3,500	3,500	3,500	-2.5%	
Unemployment Insurance/Benefits	41	6	0	0	0	0	0	#DIV/0!	
Worker's Compensation	772	292	49	(699)	49	49	49	0.0%	
<i>Total</i>	12,122	11,621	11,283	10,534	11,184	11,184	11,184	-0.9%	
Contractual Services									
Professional Services	0	0	0	0	0	0	0	#DIV/0!	
Maintenance Service Contracts	0	0	6,200	0	8,000	4,985	4,985	-19.6%	Reverse 911 Maintenance contract
Printing and Binding	200	382	200	322	200	200	200	0.0%	
<i>Total</i>	200	382	6,400	322	8,200	5,185	5,185	-19.0%	
Communications									
Postage	25	3	25	1	25	25	25	0.0%	
Telecommunications	2,000	1,582	1,500	1,800	1,800	1,800	1,800	20.0%	
<i>Total</i>	2,025	1,585	1,525	1,801	1,825	1,825	1,825	19.7%	
Travel									
Convention and Education	800	764	900	700	800	800	800	-11.1%	
<i>Total</i>	800	764	900	700	800	800	800	-11.1%	
Miscellaneous									
Dues and Memberships	200	85	200	125	200	200	200	0.0%	
FCC Licensing Fee	22,000	6,520	0	0	0	0	0	#DIV/0!	
Haz Mat Emer. Preparedness Planning Grant	5,000	5,000	0	0	0	0	0	#DIV/0!	
<i>Total</i>	27,200	11,605	200	125	200	200	200	0.0%	
Materials and Supplies									
Office Supplies	200	305	200	200	200	200	200	0.0%	
Vehicle and Power Equipment Supplies	2,000	2,401	2,000	1,500	2,000	2,000	2,000	0.0%	
Other Operating Supplies	100	161	150	125	150	150	150	0.0%	
<i>Total</i>	2,300	2,867	2,350	1,825	2,350	2,350	2,350	0.0%	
Capital/Equipment									
Furniture and Fixtures	0	293	0	0	0	0	0	#DIV/0!	
Communications Equipment	0	0	21,505	21,000	21,000	21,000	21,000	-2.3%	
EDP Equipment	300	423	0	95	200	200	200	#DIV/0!	
<i>Total</i>	300	716	21,505	21,095	21,200	21,200	21,200	-1.4%	
Total Emergency Services	77,276	61,993	76,759	69,123	78,355	75,340	75,340	-1.8%	

Facilities Management

The Facilities Manager and one full time custodian handle all facilities. The department has many maintenance service contracts with local contractors that are necessary to maintain all City facilities.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
Facilities Management	\$158,414	\$198,120	25.06%
Personnel	Full-time 2	Part-time 0	Total 2

***Facility Manager and 1 Custodian. Conversion of 2 PT custodian positions into 1 FT position with adoption of FY11 budget.**

Facilities Management									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	13,856	14,176	13,970	14,400	29,844	29,844	29,844	113.6%	Includes 85% of Custodian's salary
Part-time Wages	22,451	22,009	21,000	21,580	0	0	0	-100.0%	Request to reduce Housekeeping staff to 1 full time
<i>Total</i>	36,307	36,185	34,970	35,980	29,844	29,844	29,844	-14.7%	
Fringe Benefits									
FICA	2,557	2,771	2,676	2,753	2,284	2,284	2,284	-14.6%	
VRS and Life Insurance	2,225	2,189	2,208	2,204	4,712	4,712	4,712	113.4%	
Medical Insurance	1,597	1,597	1,538	1,538	5,788	5,788	5,788	276.3%	
Unemployment Insurance/Benefits	42	29	0	0	0	0	0	#DIV/0!	
Worker's Compensation	977	966	572	541	642	642	642	12.2%	
<i>Total</i>	7,398	7,552	6,994	7,036	13,426	13,426	13,426	92.0%	
Contractual Services									
Repairs and Maintenance	62,459	64,064	12,000	13,161	10,500	10,500	10,500	-12.5%	Includes funds for Animal Shelter
Maintenance Service Contracts	16,000	14,371	16,000	17,686	18,000	18,000	18,000	12.5%	
Advertising	100	701	250	0	200	200	200	-20.0%	
Laundry and Dry Cleaning	1,300	1,195	1,300	1,250	1,300	1,300	1,300	0.0%	
<i>Total</i>	79,859	80,331	29,550	32,097	30,000	30,000	30,000	1.5%	
Utilities									
Electricity	51,500	50,038	44,000	40,000	49,000	49,000	49,000	11.4%	Includes funds for Animal Shelter
Heating	15,000	16,785	15,000	16,000	16,000	16,000	16,000	6.7%	
<i>Total</i>	66,500	66,823	59,000	56,000	65,000	65,000	65,000	10.2%	
Leases and Rentals									
Lease of Land	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%	Truck Driver Training Facility
<i>Total</i>	4,800	4,800	4,800	4,800	4,800	4,800	4,800	0.0%	
Materials and Supplies									
Office Supplies	100	0	100	0	50	50	50	-50.0%	
Housekeeping and Janitorial Supplies	12,000	12,644	12,000	10,000	12,000	12,000	12,000	0.0%	
Repair and Maintenance Supplies	1,800	549	5,000	5,000	5,000	5,000	5,000	0.0%	
<i>Total</i>	13,900	13,193	17,100	15,000	17,050	17,050	17,050	-0.3%	
Capital/Equipment									
Library Upgrades	0	0	0	0	6,000	6,000	6,000	#DIV/0!	Window replacement (3 windows)
City Shop Repairs	0	0	8,000	8,000	0	0	0	-100.0%	
Chamber Building Repairs	0	0	0	0	20,000	20,000	20,000	#DIV/0!	Roof repair
Municipal Building Repairs	0	0	0	0	12,000	12,000	12,000	#DIV/0!	Replacement of outside doors
Building Acquisition	15,000	15,000	0	0	0	0	0	#DIV/0!	
Industrial Park Sign	0	0	0	5,500	0	0	0	#DIV/0!	
Animal Shelter Buyout	7,100	0	0	0	0	0	0	#DIV/0!	
<i>Total</i>	22,100	15,000	8,000	13,500	38,000	38,000	38,000	375.0%	
Total Facilities Management	230,864	223,884	160,414	164,413	198,120	198,120	198,120	23.5%	

Courts and Other Related Shared Services

The City's court system is a shared service with Greensville County. It is organized to resolve disputes justly, promptly and economically in accordance with the laws of the Commonwealth of Virginia and to provide all necessary court support services. This section of the operating budget includes Emporia's share of the local funding necessary for the following activities:

- The Juvenile and Domestic Relations Court
- The Circuit Court
- The maintenance of buildings and grounds at the courts complex
- The Circuit Court Clerk
- Commonwealth Attorney
- Greensville County Sheriff and the Sheriff's facilities
- Southside Regional Jail Authority
- 6th District Court Services
- The Juvenile and Domestic General District Court Clerk
- Juvenile Detention-Crater youth
- Victim Witness Program
- Magistrate
- Registrar
- Extension Service
- Victims of Crimes Act
- Sexual Assault
- Juvenile Justice

Courts and Other Related Shared Services									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
County of Greenville Administrative Fees	99,172	99,172	50,000	50,000	50,000	50,000	50,000	0.0%	
General District /J&D Court	6,273	6,273	8,278	8,278	9,558	9,558	9,558	15.5%	
Circuit Court	16,857	16,857	25,346	25,346	24,164	24,164	24,164	-4.7%	
Buildings and Grounds	221,421	221,421	209,202	210,219	205,688	205,688	205,688	-1.7%	
Circuit Court Clerk	20,763	20,763	15,488	18,325	21,202	21,202	21,202	36.9%	
Commonwealth Attorney	35,302	35,302	42,029	55,990	31,347	31,347	31,347	-25.4%	
Greenville County Sheriff	364,942	364,942	314,948	340,846	358,908	358,908	358,908	14.0%	
School Resource Officers	14,147	14,146	12,178	12,355	12,672	12,672	12,672	4.1%	
Court Security	45,446	45,446	14,433	0	0	0	0	-100.0%	
Magistrate	8,213	8,212	1,525	1,525	925	925	925	-39.3%	
Southside Regional Jail Authority	610,121	610,120	821,514	821,514	879,440	879,440	879,440	7.1%	59.20% (3 yr. avg.)
6th District Court Services	3,486	3,486	3,486	3,486	3,486	3,486	3,486	0.0%	
J&D/Gen. District Court Clerk	7,500	7,375	5,000	5,400	5,500	5,500	5,500	10.0%	
Juvenile Detention - Crater Youth	92,000	79,693	110,000	80,000	110,000	110,000	110,000	0.0%	
Victim of Crimes Acts (Family Viol.)	86,040	94,137	55,221	55,221	55,221	55,221	55,221	0.0%	
Sexual Assault	34,616	32,548	35,655	35,655	35,655	35,655	35,655	0.0%	
Juvenile Justice (VJCCCA)	136,809	142,356	136,477	136,477	130,853	126,604	126,604	-7.2%	
Victim Witness Program	<u>55,508</u>	<u>57,319</u>	<u>60,182</u>	<u>60,182</u>	<u>60,182</u>	<u>60,182</u>	<u>60,182</u>	0.0%	Includes request for \$4,674 in local funding
Total Courts and Other Shared Service	1,858,616	1,859,568	1,920,962	1,920,819	1,994,801	1,990,552	1,990,552	3.6%	

Emporia Sheriff

The goal of the Sheriff's Department is to continue to operate the Sheriff's Office in the most efficient manner and in the most economical way as practical, without compromising our services to the Court and the City of Emporia.

It is the Sheriff's plan to utilize his personnel in a professional and efficient manner, to provide courtroom security as required by the Code of Virginia, and to serve court and City papers. His office will strive to serve these papers in a prompt and timely manner. He will also continue to provide transportation of inmates, juveniles and mental patients.

It is also the goal of the Sheriff's Department to continue to maintain an excellent working relationship with City Council and the City Manager as well as personnel in all departments of the City. This department will continue to enjoy its working relationship with the County of Greensville as well as State Police. The City Sheriff's Office consists of two (2) deputies, secretary and City Sheriff.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
City Sheriff	\$251,011	\$225,319	-10.2%
Personnel:	Full-time 3	Part-time 1	Total 4*
* City Sheriff, (2) Deputy Sheriffs, and Secretary (P/T)			

Emporia Sheriff									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	136,288	136,557	135,985	136,473	135,985	135,985	135,985	0.0%	
Part-time Wages	11,810	11,398	12,662	12,660	12,662	12,662	12,662	0.0%	
Overtime	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>7,500</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	0.0%	
<i>Total</i>	148,098	147,955	158,647	156,633	158,647	158,647	158,647	0.0%	
Fringe Benefits									
FICA	11,083	11,073	12,137	11,983	12,137	12,137	12,137	0.0%	
VRS and Life Insurance	21,468	21,467	21,486	21,445	21,445	21,445	21,445	-0.2%	
Medical Insurance	15,967	15,967	15,380	15,380	15,000	15,000	15,000	-2.5%	
Unemployment Insurance/Benefits	26	25	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>3,298</u>	<u>3,660</u>	<u>3,186</u>	<u>3,363</u>	<u>3,415</u>	<u>3,415</u>	<u>3,415</u>	7.2%	
<i>Total</i>	51,842	52,192	52,189	52,171	51,997	51,997	51,997	-0.4%	
Contractual Services									
Professional Health Services	0	450	0	425	1,000	500	500	#DIV/0!	
Repairs and Maintenance	1,000	1,778	1,000	1,949	1,449	1,000	1,000	0.0%	
Maintenance Service Contracts	400	400	400	400	400	400	400	0.0%	
Advertising	<u>125</u>	<u>0</u>	<u>125</u>	<u>125</u>	<u>125</u>	<u>125</u>	<u>125</u>	0.0%	
<i>Total</i>	1,525	2,628	1,525	2,899	2,974	2,025	2,025	32.8%	
Communications									
Postage	300	236	300	300	300	300	300	0.0%	
Telecommunications	<u>3,500</u>	<u>2,355</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	0.0%	
<i>Total</i>	3,800	2,591	3,300	3,300	3,300	3,300	3,300	0.0%	
Travel									
Convention and Education	535	534	1,000	1,000	1,000	1,000	1,000	0.0%	
Extradition of Prisoners	<u>150</u>	<u>0</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	0.0%	
<i>Total</i>	685	534	1,050	1,050	1,050	1,050	1,050	0.0%	
Miscellaneous									
Dues and Memberships	<u>500</u>	<u>418</u>	<u>500</u>	<u>577</u>	<u>500</u>	<u>500</u>	<u>500</u>	0.0%	
<i>Total</i>	500	418	500	577	500	500	500	0.0%	
Materials and Supplies									
Office Supplies	600	589	600	600	600	600	600	0.0%	
Vehicle and Power Equipment Supplies	5,000	5,002	6,000	6,000	6,000	6,000	6,000	0.0%	
Police Supplies	250	0	200	200	200	200	200	0.0%	
Uniforms and Wearing Apparel	<u>700</u>	<u>612</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	0.0%	
<i>Total</i>	6,550	6,203	7,800	7,800	7,800	7,800	7,800	0.0%	

Emporia Sheriff - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Capital (Equipment)									
Motor Vehicles and Equipment	<u>0</u>	<u>0</u>	<u>26,000</u>	<u>26,311</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	0	0	26,000	26,311	0	0	0	-100.0%	
Total Emporia Sheriff	213,000	212,521	251,011	250,741	226,268	225,319	225,319	-10.2%	

Department of Public Works

The Department of Public Works is responsible for street and storm sewer maintenance, traffic engineering, refuse collection, public buildings and grounds, park maintenance, and other specialized services.

The Administrative Division of this department is responsible for the overall leadership of the department. The Street Maintenance Division is responsible for the maintenance of streets, sidewalks, curbs, gutters, and storm sewers within the City. The Sanitation Division is responsible for the collection and disposal of refuse and recyclable materials within the City. The City currently maintains a recycling rate of 45%.

The Public Works Department is comprised of approximately thirty-four (34) employees.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
Public Works Department			
➤ Administration	\$106,324	\$107,104	0.7%
➤ Street Maintenance	\$797,367	\$829,058	3.97%
➤ Sanitation	\$855,585	\$834,449	-2.47%
➤ Parks	\$47,337	\$57,212	20.9%
➤ Mosquito Control	\$3,803	\$2,813	-26.0%
➤ Motor Pool	\$185,672	\$152,302	-18.0%
Personnel:	Full-time	Part-time	Total
	*31	3	34
* (2) Administration, (11) Street Maintenance, (13) Sanitation, (1) Parks-Gardener, and (4) Motor Pool . 1 Motor Pool Mechanic Helper Position left vacant and unfunded with adoption of the FY11 budget.			

Public Works Administration									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	71,649	71,924	72,241	72,519	72,241	72,241	72,241	0.0%	
Overtime	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	71,649	71,924	72,241	74,275	72,241	72,241	72,241	0.0%	
Fringe Benefits									
FICA	5,482	5,415	5,527	5,682	5,527	5,527	5,527	0.0%	
VRS and Life Insurance	11,322	11,321	11,415	11,393	11,393	11,393	11,393	-0.2%	
Medical Insurance	7,984	7,983	7,690	7,690	7,500	7,500	7,500	-2.5%	
Unemployment Insurance/Benefits	89	13	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>784</u>	<u>784</u>	<u>876</u>	<u>(2,053)</u>	<u>855</u>	<u>855</u>	<u>855</u>	-2.4%	
<i>Total</i>	25,661	25,516	25,508	22,712	25,275	25,275	25,275	-0.9%	
Contractual Services									
Repairs and Maintenance	100	45	100	100	100	100	100	0.0%	
Maintenance Service Contracts	100	128	150	128	128	128	128	-14.7%	
Laundry and Dry Cleaning	<u>200</u>	<u>484</u>	<u>500</u>	<u>525</u>	<u>550</u>	<u>550</u>	<u>550</u>	10.0%	
<i>Total</i>	400	657	750	753	778	778	778	3.7%	
Communications									
Postage	25	16	25	10	10	10	10	-60.0%	
Messenger Services	25	0	0	0	0	0	0	#DIV/0!	
Telecommunications	<u>5,000</u>	<u>3,904</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	0.0%	
<i>Total</i>	5,050	3,920	4,025	4,010	4,010	4,010	4,010	-0.4%	
Travel									
Convention and Education	<u>1,000</u>	<u>1,297</u>	<u>750</u>	<u>1,000</u>	<u>1,000</u>	<u>750</u>	<u>750</u>	0.0%	
<i>Total</i>	1,000	1,297	750	1,000	1,000	750	750	0.0%	
Miscellaneous									
Employee Appreciation	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	#DIV/0!	
<i>Total</i>	0	0	0	500	500	500	500	#DIV/0!	
Materials and Supplies									
Office Supplies	1,000	933	1,000	1,000	1,000	1,000	1,000	0.0%	
Vehicle and Power Equipment Supplies	2,000	2,440	2,000	2,500	2,000	2,500	2,500	25.0%	
Uniforms and Wearing Apparel	50	50	50	50	50	50	50	0.0%	
<i>Total</i>	3,050	3,423	3,050	3,550	3,050	3,550	3,550	16.4%	
Capital (Equipment)									
Machinery and Equipment	0	0	0	179	0	0	0	#DIV/0!	
Furniture and Fixtures	0	357	0	0	0	0	0	#DIV/0!	
EDP Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	0	357	0	179	0	0	0	#DIV/0!	
Total Administration	106,810	107,094	106,324	106,979	106,854	107,104	107,104	0.7%	

Street Maintenance									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	271,285	271,198	306,796	308,756	306,796	306,796	306,796	0.0%	
Salaries and Wages - Summer Grass Cutting	0	0	0	0	0	0	0	#DIV/0!	
Overtime	<u>8,800</u>	<u>8,646</u>	<u>10,000</u>	<u>13,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	0.0%	
<i>Total</i>	280,085	279,844	316,796	321,756	316,796	316,796	316,796	0.0%	
Fringe Benefits									
FICA	20,901	20,791	24,235	24,615	24,235	24,235	24,235	0.0%	
VRS and Life Insurance	48,820	48,820	48,474	48,382	48,382	48,382	48,382	-0.2%	
Medical Insurance	47,901	47,900	46,138	46,138	44,998	44,998	44,998	-2.5%	
Unemployment Insurance/Benefits	47	46	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>21,234</u>	<u>21,234</u>	<u>20,724</u>	<u>24,321</u>	<u>23,447</u>	<u>23,447</u>	<u>23,447</u>	13.1%	
<i>Total</i>	138,903	138,791	139,571	143,456	141,062	141,062	141,062	1.1%	
Contractual Services									
Professional Services	12,600	11,759	15,000	14,400	14,050	15,000	15,000	0.0%	
Repairs and Maintenance	0	0	5,000	6,660	6,000	6,000	6,000	20.0%	
Advertising	0	0	300	300	300	300	300	0.0%	
Laundry and Dry Cleaning	2,600	2,619	2,600	2,951	3,000	3,000	3,000	15.4%	
Street Light Upgrade/Improvements	300	212	7,500	7,500	9,000	9,000	9,000	20.0%	Dedicated to W Atlantic St Project \$1,500
Street Paving	<u>111,571</u>	<u>111,570</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>	0.0%	Dedicated to W Atlantic St Project
<i>Total</i>	127,071	126,160	155,400	156,811	157,350	158,300	158,300	1.9%	
Utilities									
Electricity - Street Lighting	<u>99,000</u>	<u>99,132</u>	<u>91,000</u>	<u>91,000</u>	<u>91,000</u>	<u>91,000</u>	<u>91,000</u>	0.0%	
<i>Total</i>	99,000	99,132	91,000	91,000	91,000	91,000	91,000	0.0%	
Communications									
Telecommunications	<u>1,000</u>	<u>803</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	0.0%	
<i>Total</i>	1,000	803	1,000	1,000	1,000	1,000	1,000	0.0%	
Travel									
Subsistence and Lodging	50	0	0	0	0	0	0	#DIV/0!	
Convention and Education	<u>659</u>	<u>659</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	0.0%	
<i>Total</i>	709	659	500	500	500	500	500	0.0%	
Materials and Supplies									
Office Supplies	150	190	0	0	0	0	0	#DIV/0!	
Repair & Maintenance Supplies	50,000	50,475	55,000	55,000	76,800	76,800	76,800	39.6%	Dedicated to W Atlantic St Project \$6,280
Vehicle and Power Equipment Supplies	38,000	40,249	35,000	35,000	37,000	37,000	37,000	5.7%	
Uniforms and Wearing Apparel	<u>500</u>	<u>380</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>	0.0%	
<i>Total</i>	88,650	91,294	90,600	90,600	114,400	114,400	114,400	26.3%	

Street Maintenance - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Capital/Equipment									
Machinery & Equipment	0	0	0	3,577	25,200	0	0	#DIV/0!	Reversing snow plow & spreader system
EDP Equipment	0	498	0	0	0	0	0	#DIV/0!	
Motor Vehicles & Equipment	41,000	41,152	0	0	0	0	0	#DIV/0!	
Halifax Street Bridge Replacement	0	0	0	0	6,000	6,000	6,000	#DIV/0!	2% of cost
E. Atlantic Street Improvements	0	0	0	0	0	0	0	#DIV/0!	
Storm Drainage Improvements	0	0	0	0	292,500	0	0	#DIV/0!	
Railroad Crossing Improvements	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	41,000	41,650	10,000	3,577	323,700	6,000	6,000	-40.0%	
Total Street Maintenance	776,418	778,333	804,867	808,700	1,145,808	829,058	829,058	3.0%	

Sanitation									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	370,533	370,202	345,080	347,001	345,081	317,357	317,357	-8.0%	
Overtime	9,300	9,636	15,000	12,200	15,000	15,000	15,000	0.0%	
<i>Total</i>	379,833	379,838	360,080	359,201	360,081	332,357	332,357	-7.7%	
Fringe Benefits									
FICA	27,161	26,991	27,547	27,479	27,547	25,426	25,426	-7.7%	
VRS and Life Insurance	53,726	53,726	54,523	54,420	54,420	50,048	50,048	-8.2%	
Medical Insurance	81,882	81,881	80,148	79,348	77,388	72,388	72,388	-9.7%	
Unemployment Insurance/Benefits	153	153	0	0	0	0	0	#DIV/0!	
Worker's Compensation	28,426	28,426	18,937	15,378	23,080	23,080	23,080	21.9%	
<i>Total</i>	191,348	191,177	181,155	176,625	182,435	170,942	170,942	-5.6%	
Contractual Services									
Repairs and Maintenance	9,500	8,994	6,000	6,000	6,000	6,000	6,000	0.0%	
Advertising	1,600	1,885	1,600	2,000	1,600	2,000	2,000	25.0%	
Laundry and Dry Cleaning	3,000	2,754	3,000	3,500	3,500	3,500	3,500	16.7%	
Service from other Govt. Entities - Landfill	174,500	173,030	200,000	190,000	200,000	200,000	200,000	0.0%	
<i>Total</i>	188,600	186,663	210,600	201,500	211,100	211,500	211,500	0.4%	
Communications									
Telecommunications	1,000	386	500	400	500	400	400	-20.0%	
<i>Total</i>	1,000	386	500	400	500	400	400	-20.0%	
Travel									
Convention and Education	600	648	600	600	600	600	600	0.0%	
<i>Total</i>	600	648	600	600	600	600	600	0.0%	
Materials and Supplies									
Office Supplies	100	78	0	0	0	0	0	#DIV/0!	
Repair and Maintenance Supplies	20,600	18,804	20,000	20,000	20,000	20,000	20,000	0.0%	
Vehicle and Power Equipment Supplies	79,000	82,073	70,000	82,500	73,500	82,500	82,500	17.9%	
Uniforms and Wearing Apparel	750	458	650	650	650	650	650	0.0%	
Recycling	6,337	6,192	5,125	5,125	0	0	0	-100.0%	Grant funds
<i>Total</i>	106,787	107,605	95,775	108,275	94,150	103,150	103,150	7.7%	
Capital/Equipment									
Machinery and Equipment	0	0	0	179	2,500	2,500	2,500	#DIV/0!	Tommy lift gate
Communications Equipment	1,000	644	0	735	1,000	1,000	1,000	#DIV/0!	Radios
Motor Vehicles and Equipment	0	0	0	0	0	0	0	#DIV/0!	
Dumpsters	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0.0%	
<i>Total</i>	13,000	12,644	12,000	12,914	15,500	15,500	15,500	29.2%	
Total Sanitation	881,168	878,961	860,710	859,515	864,366	834,449	834,449	-3.1%	

Parks									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	26,173	26,273	26,388	27,756	26,388	26,388	26,388	0.0%	
<i>Total</i>	26,173	26,273	26,388	27,756	26,388	26,388	26,388	0.0%	
Fringe Benefits									
FICA	2,003	1,944	2,019	2,124	2,019	2,019	2,019	0.0%	
VRS and Life Insurance	4,136	4,135	4,170	4,162	4,162	4,162	4,162	-0.2%	
Medical Insurance	5,323	5,322	5,127	5,127	5,000	5,000	5,000	-2.5%	
Unemployment Insurance/Benefits	37	55	0	0	0	0	0	#DIV/0!	
Worker's Compensation	464	464	583	89	643	643	643	10.3%	
<i>Total</i>	11,963	11,920	11,899	11,502	11,824	11,824	11,824	-0.6%	
Contractual Services									
Laundry and Dry Cleaning	600	246	300	250	250	250	250	-16.7%	
<i>Total</i>	600	246	300	250	250	250	250	-16.7%	
Travel									
Convention and Education	115	115	200	230	250	200	200	0.0%	
<i>Total</i>	115	115	200	230	250	200	200	0.0%	
Materials and Supplies									
Office Supplies	0	3	0	0	0	0	0	#DIV/0!	
Agricultural Supplies	2,400	2,814	5,000	5,000	10,000	15,000	15,000	200.0%	W. Atlantic St. Park & Farmers' Market
Repair and Maintenance Supplies	1,000	929	1,000	1,000	3,500	1,000	1,000	0.0%	
Vehicle and Power Equipment Supplies	1,500	2,236	2,500	2,500	2,500	2,500	2,500	0.0%	
Uniforms and Wearing Apparel	50	50	50	50	50	50	50	0.0%	
<i>Total</i>	4,950	6,032	8,550	8,550	16,050	18,550	18,550	117.0%	
Capital (Equipment)									
Machinery and Equipment	1,395	1,395	0	180	0	0	0	#DIV/0!	
<i>Total</i>	1,395	1,395	0	180	0	0	0	#DIV/0!	
Total Parks Division	45,196	45,981	47,337	48,468	54,762	57,212	57,212	20.9%	

Mosquito Control									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Part-time Wages	400	319	400	400	400	400	400	0.0%	
<i>Total</i>	400	319	400	400	400	400	400	0.0%	
Fringe Benefits									
FICA	39	24	31	31	31	31	31	0.0%	
Unemployment Insurance/Benefits	2	0	0	0	0	0	0	#DIV/0!	
Worker's Compensation	0	0	22	23	22	22	22	0.0%	
<i>Total</i>	41	24	53	54	53	53	53	0.0%	
Contractual Services									
Repairs and Maintenance	50	0	50	50	50	50	50	0.0%	
<i>Total</i>	50	0	50	50	50	50	50	0.0%	
Communications									
Postal Services	0	0	0	4	10	10	10	#DIV/0!	
<i>Total</i>	0	0	0	4	10	10	10	#DIV/0!	
Travel									
Convention and Education	0	0	300	300	300	300	300	0.0%	
<i>Total</i>	0	0	300	300	300	300	300	0.0%	
Miscellaneous									
Dues and Memberships	0	0	100	100	100	100	100	0.0%	
<i>Total</i>	0	0	100	100	100	100	100	0.0%	
Materials and Supplies									
Repair and Maintenance Supplies	100	144	100	100	100	100	100	0.0%	
Vehicle and Power Equipment Supplies	300	116	300	300	300	300	300	0.0%	
Other Operating Supplies	3,450	3,442	2,500	2,000	1,500	1,500	1,500	-40.0%	
<i>Total</i>	3,850	3,702	2,900	2,400	1,900	1,900	1,900	-34.5%	
Total Mosquito Control	4,341	4,045	3,803	3,308	2,813	2,813	2,813	-26.0%	

Motor Pool									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	118,634	118,537	116,893	102,700	94,138	94,138	94,138	-19.5%	Assumes Mechanic Helper position frozen
<i>Total</i>	118,634	118,537	116,893	102,700	94,138	94,138	94,138	-19.5%	for FY 11
Fringe Benefits									
FICA	8,869	8,988	8,943	7,857	7,202	7,202	7,202	-19.5%	
VRS and Life Insurance	18,318	18,318	18,470	14,846	14,846	14,846	14,846	-19.6%	
Medical Insurance	21,289	21,289	20,506	15,807	15,000	15,000	15,000	-26.9%	
Unemployment Insurance/Benefits	147	36	0	0	0	0	0	#DIV/0!	
Worker's Compensation	2,884	3,290	2,810	2,826	2,316	2,316	2,316	-17.6%	
<i>Total</i>	51,507	51,921	50,729	41,336	39,364	39,364	39,364	-22.4%	
Contractual Services									
Laundry and Dry Cleaning	2,100	2,122	2,100	2,500	2,800	2,500	2,500	19.0%	
<i>Total</i>	2,100	2,122	2,100	2,500	2,800	2,500	2,500	19.0%	
Communications									
Telecommunications	1,000	1,882	1,500	1,900	1,000	1,900	1,900	26.7%	
<i>Total</i>	1,000	1,882	1,500	1,900	1,000	1,900	1,900	26.7%	
Travel									
Convention and Education	500	200	250	250	250	250	250	0.0%	
<i>Total</i>	500	200	250	250	250	250	250	0.0%	
Materials and Supplies									
Office Supplies	20	0	0	0	0	0	0	#DIV/0!	
Vehicle and Power Equipment Supplies	12,300	12,773	14,000	14,000	14,000	14,000	14,000	0.0%	
Uniforms and Wearing Apparel	200	92	200	150	150	150	150	-25.0%	
<i>Total</i>	12,520	12,865	14,200	14,150	14,150	14,150	14,150	-0.4%	
Capital/Equipment									
Machinery and Equipment	0	0	0	179	7,850	0	0	#DIV/0!	Diagnostic equipment
<i>Total</i>	0	0	0	179	7,850	0	0	#DIV/0!	
Total Motor Pool	186,261	187,527	185,672	163,015	159,552	152,302	152,302	-18.0%	

Health and Social Services

Health Related Services

This operating budget funds various health related organizations, agencies, and programs. The State Health Department is the largest expenditure within the health related organizations in this budget; this is the Greenville/Emporia Health Department. It is a subset of the Crater Health District of the State Health Department. The functions of the health department continue to include environmental, family planning, OB services, immunization, communicable disease and other preventive services.

The District 19 Community Services Board provides mental health services to our citizens. The nine local governments that comprise Planning District 19 created this Board to meet the requirements of the State Code. The State Code requires localities to establish a community services board for the purpose of providing local mental health, mental retardation, and substance abuse services. Emporia's share of the cost of this program is based on a funding formula that the nine localities agreed to in 1999. The Board operates the Greenville/Emporia Counseling Services at 215 West Atlantic Street. This clinic provides mental health case management, counseling for substance abuse, and mental health services. The clinic provides twenty-four hour crisis intervention services, in-home health support services, day support services for persons with serious mental illness, and PATH (Projects for Assistance in the Transition from Homelessness).

The Crater District Area Agency on Aging provides services not only to the senior citizens of Emporia, but also to the senior citizens of Colonial Heights, Hopewell, Petersburg, Dinwiddie County, Greenville County, Prince George County, Surry County, and Sussex County.

Social Services

This budget funds the City's share of the Greenville/Emporia Department of Social Services. The services offered by this department assist citizens in becoming as self-sufficient as their capabilities permit. This Department offers programs such as Temporary Assistance to Needy Families, Food Stamps, Medicaid, Adult Services, Child Protective Services, Child Day Care, Welfare to Work program, Intake and Emergency Service, and Foster Care. Child Day Care is the Department's fastest growing program; there is an enormous need for childcare in our community. The City's share of the Department's caseloads has steadily increased during the past ten years.

Health and Social Services									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Health Related Services									
State Health Department	61,699	61,699	61,699	61,699	70,002	61,699	61,699	0.0%	
Mental Health Services (District 19)	39,471	39,471	39,471	39,471	39,471	39,471	39,471	0.0%	
Crater District Area Agency on Aging	<u>6,567</u>	0.0%							
<i>Total</i>	107,737	107,737	107,737	107,737	116,040	107,737	107,737	0.0%	
Rescue Squad									
Greensville Volunteer Rescue Squad	35,000	35,000	35,000	35,000	44,720	35,000	35,000	0.0%	
Rescue Squad Worker's Compensation	7,006	7,006	4,000	6,310	9,152	7,016	7,016	75.4%	
Greensville Volunteer Rescue Squad - Capital	<u>0</u>	#DIV/0!							
<i>Total</i>	42,006	42,006	39,000	41,310	53,872	42,016	42,016	7.7%	
Social Services									
Social Services	208,107	276,817	208,107	208,107	208,107	208,107	208,107	0.0%	
Comprehensive Services Act	<u>109,601</u>	<u>143,539</u>	<u>107,414</u>	<u>107,414</u>	<u>107,414</u>	<u>107,414</u>	<u>107,414</u>	0.0%	
<i>Total</i>	317,708	420,356	315,521	315,521	315,521	315,521	315,521	0.0%	
Total Health & Social Services	467,451	570,099	462,258	464,568	485,433	465,274	465,274	0.7%	

Education

Greenville County Public School System

The FY 2010-11 operating budget for the Greenville County Public School System is \$30,394,555 or a 9.227% decrease.

In regards to the proposed budget, \$7,004,412 is attributed to the local City and County share which is level funding from FY10. The ADM numbers regarding student population have been confirmed by the School Board Administration on April 27, 2010. The City and County governments approved local funding of \$7,004,412. The City's share of local funding decreased by .4% to \$3,246,883 due to changes in the Local Composite Index and ADM numbers.

The Wyatt Middle School Renovation Project began construction in FY08. Proposed debt service schedule indicates a partial payment by the City and County in FY12 and a full payment in FY13. City administration budgeted \$32,300 for the debt service in FY 11.

Education	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Greenville County Public Schools									
Superintendent	500	500	500	500	500	500	500	0.0%	
Local Funding	3,259,837	3,575,709	3,259,836	3,259,836	3,246,883	3,246,883	3,246,883	-0.4%	
Sales Tax - Education	942,011	878,744	928,056	847,916	881,948	881,948	881,948	-5.0%	
Wyatt Middle School Renovation	<u>32,300</u>	<u>0</u>	<u>32,300</u>	<u>0</u>	<u>32,300</u>	<u>32,300</u>	<u>32,300</u>	0.0%	
<i>Total</i>	4,234,648	4,454,953	4,220,692	4,108,252	4,161,631	4,161,631	4,161,631	-1.4%	
Southside Virginia Comm. College									
	1,478	1,478	1,195	1,195	1,230	1,230	1,230	2.9%	
Southern Virginia Education Center									
	50,422	51,317	50,570	51,317	52,519	52,519	52,519	3.9%	
Total Education									
	4,286,548	4,507,748	4,272,457	4,160,764	4,215,380	4,215,380	4,215,380	-1.3%	

Library

The Meherrin Regional Library serves Emporia, Greensville County, and Brunswick County. This budget funds Emporia's share of the cost of the operations of the library. The Richardson Memorial Library in Emporia is a branch of this regional library system. This branch provides library resources to all age groups and interest. It offers not only books and materials, but also access to technology via the internet. Circulation and computer use is on the rise. City Council approved level funding of \$92,535.

Library									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
<i>Meherrin Regional Library</i>									
Library Operations	92,535	92,535	92,535	92,535	92,535	92,535	92,535	0.0%	
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	#DIV/0!	
<i>Total</i>	92,535	92,535	92,535	92,535	92,535	92,535	92,535	0.0%	
Total Library	92,535	92,535	92,535	92,535	92,535	92,535	92,535	0.0%	

Community Development/ Planning and Zoning

This budget funds the City’s planning, zoning, building inspections, and property maintenance functions. The budget reflects positive projects moving forward including the West Atlantic Street CDBG Project, South Main Street Enhancement Project, Broadband Planning Grant Project and the new Farmer’s Market Site Construction.

Expenditures:	FY 10 Budget	FY 11 Budget	Percent Change
Planning/Zoning	\$661,790	\$754,644	14.03%
Personnel:	Full-time 3.5	Part-time 0	Total 3.5*
<p>* Assistant City Manager serves as Director of Community Development and Planning. 75% of salary reflected in CD&P budget. 75% of Secretary salary reflected in CD&P budget. 100% of Building Official and Code Enforcement Officer salaries reflected in CD&P budget.</p>			

Community Development: Planning and Zoning									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	105,573	105,523	107,384	107,796	142,384	158,103	158,103	47.2%	Requested new position or pay increases for
<i>Total</i>	105,573	105,523	107,384	107,796	142,384	158,103	158,103	47.2%	current staff
Fringe Benefits									
FICA	8,146	8,071	8,215	8,247	8,215	12,095	12,095	47.2%	Includes 75% of salary for Asst. Manager & Secretary
VRS and Life Insurance	16,626	16,626	16,967	16,935	16,935	24,937	24,937	47.0%	Includes 100% of salary for Bldg. Insp. & Code Enf.
Medical Insurance	5,323	5,322	5,127	5,127	7,500	12,500	12,500	143.8%	
Unemployment Insurance/Benefits	19	19	0	0	0	0	0	#DIV/0!	
Worker's Compensation	1,432	1,470	1,453	1,568	1,484	1,484	1,484	2.1%	
<i>Total</i>	31,546	31,508	31,762	31,877	34,134	51,016	51,016	60.6%	
Contractual Services									
Professional Services	1,500	1,211	1,500	12,500	41,500	4,646	4,646	209.7%	Request for Zoning & Subdivision Ordinance
Repairs and Maintenance	500	683	500	100	700	500	500	0.0%	Revision
Maintenance Service Contracts	1,415	1,336	9,600	9,600	9,600	9,600	9,600	0.0%	
Printing and Binding	250	484	700	500	700	700	700	0.0%	
Advertising	2,500	2,747	3,000	2,500	3,000	3,000	3,000	0.0%	
Nuisance Abatement	6,000	5,446	10,000	10,000	10,000	20,000	20,000	100.0%	
Demolition and Removal	0	0	25,000	25,000	25,000	25,000	25,000	0.0%	
<i>Total</i>	12,165	11,907	50,300	60,200	90,500	63,446	63,446	26.1%	
Communications									
Postage	1,600	1,383	2,200	2,000	2,200	2,200	2,200	0.0%	
Messenger Services	0	0	50	50	50	50	50	0.0%	
Telecommunications	2,500	1,934	1,700	1,500	1,700	1,700	1,700	0.0%	
<i>Total</i>	4,100	3,317	3,950	3,550	3,950	3,950	3,950	0.0%	
Travel									
Subsistence and Lodging	250	245	500	500	700	1,000	1,000	100.0%	
Convention and Education	1,061	1,060	1,000	1,000	1,000	1,500	1,500	50.0%	
<i>Total</i>	1,311	1,305	1,500	1,500	1,700	2,500	2,500	66.7%	
Miscellaneous									
Dues and Memberships	4,955	4,824	4,855	4,855	4,855	4,955	4,955	2.1%	
CDBG-West Atlantic Street Project	18,250	18,250	110,000	13,368	125,965	125,965	125,965	14.5%	Includes \$60,000 Grant from ERHA
TEA-21 Grant and Match	263,728	19,175	247,189	30,311	215,409	215,409	336,909	36.3%	
301 N. Main St. Enhancement Project Match	25,700	25,641	0	0	0	0	0	#DIV/0!	
Blueways/Canoe Trail	0	0	2,500	1,000	2,000	0	0	-100.0%	
Comprehensive Plan Update	11,950	10,608	0	0	0	0	0	#DIV/0!	
Broadband Planning Grant Match	0	0	4,000	12,500	0	0	0	-100.0%	
<i>Total</i>	324,583	78,498	368,544	62,034	348,229	346,329	467,829	26.9%	

Community Development: Planning and Zoning - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Materials and Supplies									
Office Supplies	1,900	1,568	1,900	2,000	2,400	2,000	2,000	5.3%	
Vehicle and Power Equipment Supplies	3,000	2,399	3,000	2,500	3,000	4,000	4,000	33.3%	
Uniforms and Wearing Apparel	0	0	400	400	500	0	0	-100.0%	
Books and Subscriptions	100	120	500	500	500	500	500	0.0%	
Other Operating Supplies	150	158	50	125	100	100	100	100.0%	
<i>Total</i>	5,150	4,245	5,850	5,525	6,500	6,600	6,600	12.8%	
Capital/Equipment									
Furniture and Fixtures	0	19	0	0	0	0	0	#DIV/0!	
EDP Equipment	114	114	0	0	1,200	1,200	1,200	#DIV/0!	
Farmer's Market	0	0	75,000	75,000	0	0	0	-100.0%	
Property Acquisition	0	0	109,400	110,540	0	0	0	-100.0%	
<i>Total</i>	114	133	184,400	185,540	1,200	1,200	1,200	-99.3%	
Total Planning and Zoning	484,542	236,436	753,690	458,022	628,597	633,144	754,644	0.1%	

Economic Development

The Emporia-Greenville Industrial Development Corporation assists the local governments with business attraction, retention, and expansion activities in the community. The Emporia Industrial Development Authority grants incentives to new and expanding businesses in the City. The Mega Site project continues to be an important project for our area.

Economic Development									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Emporia/Greenville IDC	123,841	123,841	120,000	120,000	116,500	100,330	100,330	-16.4%	
Emporia IDA	405,938	405,938	470,000	457,000	295,000	295,000	295,000	-37.2%	
Economic Development Study	0	0	17,500	20,000	0	0	0	-100.0%	
Emporia/Greenville Mega Site Project	709	709	0	3,988	0	3,000	3,000	#DIV/0!	
Total Economic Development	530,488	530,488	607,500	600,988	411,500	398,330	398,330	-34.4%	

Airport

The Emporia-Greenville Airport aspires to continue to maintain a modern business airport. An eight-member commission governs the operations of the Airport. The airport commission periodically receives Federal and State grants that require a local match, and the City and County share in providing that match.

Airport	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Airport	61,287	61,287	60,000	60,000	61,287	60,000	60,000	0.0%	
Airport Capital	<u>4,284</u>	<u>4,284</u>	<u>20,200</u>	<u>3,952</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
Total Airport	65,571	65,571	80,200	63,952	61,287	60,000	60,000	-25.2%	

Extension Service

Virginia Polytechnic Institute and State University (Virginia Tech) runs this program on a statewide basis. Because Virginia Tech is a public institution that is partially funded by the Commonwealth of Virginia, the Extension Program is subject to funding by the State budget makers. This operating budget funds the City's share of the operating expenses of the Greenville/Emporia Extension Office, in particular, salaries and fringe benefits.

Extension Service									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Salaries and Wages	16,588	16,244	9,114	9,114	17,069	17,069	17,069	87.3%	
Fringe Benefits	5,459	5,279	3,213	3,213	5,548	5,548	5,548	72.7%	
Summer Internship	0	0	658	658	658	658	658	0.0%	
Shared Expenses with Co. of Greenville	10,205	10,729	4,832	4,832	6,003	6,003	6,003	24.2%	
Total Extension Service	32,252	32,252	17,817	17,817	29,278	29,278	29,278	64.3%	

Civic and Community Organizations

The City makes contributions to various education-based agencies, volunteer organizations, recreational organizations and other community enhancement groups. This budget reflects a 5% cut across the board for contributions.

Civic and Community Organizations									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Community Youth Center	5,609	5,609	0	0	0	0	0	#DIV/0!	
EGRA	53,736	53,736	53,736	53,736	54,800	51,049	51,049	-5.0%	
EGRA Capital	3,250	3,250	0	0	0	0	0	#DIV/0!	
Emporia/Greens. Civic Center Foundation	15,000	15,000	7,500	7,500	6,775	6,436	6,436	-14.2%	
Law Library	4,308	4,308	5,400	4,442	4,500	4,500	4,500	-16.7%	
Greensville County Historical Society	2,000	2,000	2,000	2,000	2,000	1,900	1,900	-5.0%	
Village View	5,000	5,000	4,000	4,000	5,000	3,800	3,800	-5.0%	
Emporia/Greensville Habitat for Humanity	2,800	2,800	2,500	2,500	5,000	2,375	2,375	-5.0%	
Emporia Downtown Development Association	10,000	10,000	9,000	9,000	10,000	0	0	-100.0%	
The Improvement Association	19,200	19,200	17,500	17,500	17,500	16,625	16,625	-5.0%	
The Improvement Assoc. Project P.L.E.A.D.	11,667	11,854	11,667	3,096	0	0	0	-100.0%	
Emporia-Greens. Chamber of Commerce	8,500	8,500	8,500	8,500	10,000	8,075	8,075	-5.0%	Addl. \$12,000 in-kind (rent & custodial services)
Peanut Festival	3,000	3,000	3,000	3,000	4,000	2,850	2,850	-5.0%	
Meherrin River Arts Council	10,000	10,000	10,000	10,000	10,000	9,500	9,500	-5.0%	
C.A.R.E.S.	2,400	0	2,400	2,400	2,400	2,280	2,280	-5.0%	
Emporia-Greensville Literacy Council	2,880	2,880	2,880	2,880	2,880	2,736	2,736	-5.0%	
Foster Grandparent Program	2,655	2,655	0	0	2,766	0	0	#DIV/0!	
Coalition for Delaying Parenthood in Youth	6,000	6,000	5,000	5,000	12,000	4,750	4,750	-5.0%	Addl. \$12,000 in-kind (rent & custodial services)
Virginia Legal Aid Society	998	998	900	900	936	855	855	-5.0%	
Family YMCA of Emporia-Greensville	30,000	30,000	30,000	30,000	30,000	28,500	28,500	-5.0%	
Boys and Girls Club-Operational	30,750	30,750	30,000	30,000	30,750	28,500	28,500	-5.0%	
Boys and Girls Club-Capital	2,000	2,000	0	0	0	0	0	#DIV/0!	
Central Virginia Health Planning Agency	662	662	600	600	655	570	570	-5.0%	
American Red Cross	0	0	1,200	1,200	1,200	1,140	1,140	-5.0%	
Citizens United to Preserve Training School	30,000	30,000	0	0	0	0	0	#DIV/0!	
Total Contributions	262,415	260,202	207,783	198,254	213,162	176,441	176,441	-15.1%	

Non-Departmental

The Non-Departmental section of the General Fund Budget includes the funding of insurance for General Fund activities, debt service for the General Fund, data processing, cost of living adjustments, appropriated fund balance, and the funding of capital projects. The “Citizens Bank Building” continues to be reviewed by the City Administration and City Council that was purchased in 2004.

Non-Departmental									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Data Processing									
Annual Licensing/Support	27,020	27,020	22,800	24,165	22,525	22,525	22,525	-1.2%	
Capital Improvement Projects									
Bank Building	<u>150,383</u>	<u>2,000</u>	<u>148,383</u>	<u>0</u>	<u>148,383</u>	<u>148,383</u>	<u>148,383</u>	0.0%	
<i>Total</i>	150,383	2,000	148,383	0	148,383	148,383	148,383	0.0%	
Insurance									
General Liability Insurance (75%)	153,149	152,506	177,825	176,423	170,322	170,322	170,322	-4.2%	
Retirees - Medical Insurance	<u>27,864</u>	<u>28,383</u>	<u>27,636</u>	<u>31,136</u>	<u>33,816</u>	<u>33,816</u>	<u>33,816</u>	22.4%	
<i>Total</i>	181,013	180,889	205,461	207,559	204,138	204,138	204,138	-0.6%	
Debt Service									
VRS Debt Service	99,493	99,492	100,845	100,845	100,845	100,845	100,845	0.0%	2011
New Health Dept. Debt Service	16,295	16,291	16,380	16,380	16,329	16,329	16,329	-0.3%	2028
New Sheriff's Dept. Debt Service	17,888	17,882	17,981	17,981	17,925	17,925	17,925	-0.3%	2028
GO Refunding Bond Series 2006	137,934	137,932	137,934	137,934	137,934	137,934	137,934	0.0%	Refunded 2003A GO Bond, 2036
GO Bond Series 2003B	98,532	98,531	98,596	98,596	0	0	0	-100.0%	Fire truck, street sweeper, garbage trucks, 2010
2004 Lease Purchase Agreement	44,312	44,312	0	0	0	0	0	#DIV/0!	Fire truck and vehicles, 2009
GO Refunding Bond Series 2004A	172,729	172,727	170,516	170,516	172,278	172,278	172,278	1.0%	Refunded 1995 GO Bond, 2016
GO Bond Series 2004B	50,705	50,703	50,679	50,679	32,926	32,926	32,926	-35.0%	Bank building, 2019
2006 Lease Purchase Agreement	20,576	20,576	10,288	10,288	0	0	0	-100.0%	Police cars, 2010
GO Refunding Bond Series 2008	7,048	7,048	6,477	6,477	4,791	4,791	4,791	-26.0%	Refunded 2006 Note Payable, 2033
2009 Lease Purchase Agreement	16,348	16,344	49,042	49,042	49,042	49,042	49,042	0.0%	Police cars and trucks for Street Dept., 2012
2009 Note Payable	0	0	0	11,292	13,551	13,551	13,551	#DIV/0!	Purchase of property for Farmer's Mkt. 2020
Extension Office Debt Service	0	0	12,937	8,490	11,319	11,319	11,319	-12.5%	2024
2010 USDA RD Loan	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,026</u>	<u>5,026</u>	<u>5,026</u>	#DIV/0!	Police Vehicles, 2015 (4.25% for 5 years)
<i>Total Debt Service</i>	681,860	681,838	671,675	678,520	561,966	561,966	561,966	-16.3%	
Designated Fund Balance									
	0	0	108,391	3,308	0	0	0	-100.0%	
Total Non-Departmental									
	1,040,276	891,747	1,156,710	913,552	937,012	937,012	937,012	-19.0%	
Grand Total General Fund									
	16,024,247	15,830,183	16,617,153	15,856,102	16,171,060	15,554,067	15,681,747	-5.6%	

Utility Fund – Department of Public Utilities

The City operates its utility system as an enterprise fund. As such, revenues from utility customers offset utility expenditures. The Utility Fund consists of Administration & Billing, Water Treatment Plant, Water Distribution, Wastewater Treatment Plant, Sewage Collection, and Non-Departmental. The Utility Fund Budget reflects a water and sewer rate increase of 1%.

This department has three major components – Administration, Water, and Sewer. The department is responsible for providing safe, reliable and cost efficient water and sanitary sewer services to our citizens through customer services, water production, line and pump station maintenance, and the construction of water and sewer lines and facilities as necessary. Within the water operations, there are two divisions – the Water Treatment Plant and the water distribution division. The sewer operations consist of the Wastewater Treatment Plant and the sewer collection system.

Administration is responsible for the overall management of the department, the implementation of the City's utility policies, the review and approval of all new utility systems installed by private developers, the evaluation of long term water and sewer needs, billing and collections, and the implementation of improvements, which will ensure cost effective and efficient public utilities for our citizens.

The Water Treatment Plant will continue to supply quality water in the high standards as set by the State government agencies. This department will continue with its training, which will allow all personnel to keep abreast of new processes and regulations, maintain their license and perform regular maintenance on equipment to minimize down time and replacement. Performance measurement tools include continued favorable inspection reports from state agencies with minimal complaints from the customers served. Dewberry Engineering has been selected to prepare a Preliminary Engineering Report regarding an upgrade of the Water Treatment Plant and Intake Structure.

The Wastewater Treatment Plant will continue to protect the health and environment of the citizens of the City of Emporia from harmful pollutants. This will be accomplished by meeting or exceeding any and all applicable regulations as set forth by local, state and federal regulatory agencies in the most cost efficient manner possible. Continued personnel training in wastewater treatment will allow all personnel to keep abreast of new treatment processes and regulations, perform maintenance on equipment and buildings to prevent or minimize deterioration, down time and replacement.

The Sewage Collection division will continue to monitor the sanitary sewer system in order to keep it functional as required by the State Health Department. This department will replace failing or deteriorated sewer main and service lines continue with scheduled preventative maintenance with all pumping stations, seek out infiltration of rainwater, and make necessary repairs to help reduce operating costs at the Wastewater Treatment Plant.

Utility Fund Revenue & Expenditure Summary									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End Projection	Department Request	Manager Recommends	Approved	Over 2009-10	
Revenues									
Water Sales	1,006,500	1,029,558	1,060,500	1,082,400	1,060,500	1,071,100	1,071,100	1.0%	
Sewer Service	1,221,000	1,193,959	1,245,300	1,552,900	1,245,300	1,257,700	1,257,700	1.0%	
Water Taps	17,500	24,034	25,000	17,900	18,000	18,000	18,000	-28.0%	
Sewer Taps	25,000	24,631	30,000	21,700	20,000	20,000	20,000	-33.3%	
Cut-on/Cut-off Fees	66,000	61,076	62,500	70,200	62,000	62,000	62,000	-0.8%	
Meter Charges	52,000	55,576	55,000	55,400	55,000	55,000	55,000	0.0%	
Rental Income	2,400	2,400	2,400	2,400	2,400	2,400	2,400	0.0%	
Sales, Labor, and Materials	2,000	8,356	10,000	6,900	6,000	6,000	6,000	-40.0%	
Penalties	60,000	69,670	65,000	77,300	70,000	70,000	70,000	7.7%	
Interest Earned	25,000	10,636	5,000	7,500	4,000	4,000	4,000	-20.0%	
Miscellaneous	3,000	130,248	3,000	1,500	1,500	1,500	1,500	-50.0%	
Proceeds from Financing	0	0	0	0	0	0	0	#DIV/0!	
Appropriated Fund Balance	43,164	0	0	0	0	0	121,500	#DIV/0!	
Grants	<u>225,000</u>	<u>0</u>	<u>205,000</u>	<u>25,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	-2.4%	
Total Utility Fund Revenue	2,748,564	2,610,144	2,768,700	2,921,100	2,744,700	2,767,700	2,889,200	4.4%	
Expenditures									
Administration and Billing	239,015	631,328	229,603	233,914	229,210	278,264	399,764	74.1%	
Water Treatment Plant	521,226	507,874	529,499	500,593	542,878	509,673	509,673	-3.7%	
Water Distribution	258,168	237,851	258,032	253,868	376,619	271,019	271,019	5.0%	
Wastewater Treatment Plant	583,633	549,571	553,244	554,220	642,731	591,831	591,831	7.0%	
Sewage Collection	108,900	105,515	120,125	123,996	803,625	108,675	108,675	-9.5%	
Non-Departmental	<u>1,037,622</u>	<u>466,412</u>	<u>1,078,197</u>	<u>870,389</u>	<u>958,238</u>	<u>1,008,238</u>	<u>1,008,238</u>	-6.5%	
Total Utility Fund Expenditures	2,748,564	2,498,551	2,768,700	2,536,980	3,553,301	2,767,700	2,889,200	4.4%	

Public Utilities Administration & Billing									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	158,672	160,529	159,873	160,488	159,873	196,922	196,922	23.2%	
<i>Total</i>	158,672	160,529	159,873	160,488	159,873	196,922	196,922	23.2%	
Fringe Benefits									
FICA	12,140	12,205	12,231	12,278	12,231	15,066	15,066	23.2%	
VRS and Life Insurance	25,182	26,464	23,175	26,631	23,131	28,975	28,975	25.0%	
Medical Insurance	18,628	18,628	17,943	17,943	17,499	21,249	21,249	18.4%	
Unemployment Insurance/Benefits	234	23	0	0	0	0	0	#DIV/0!	
Worker's Compensation	2,909	1,964	2,881	3,069	2,976	3,052	3,052	5.9%	
<i>Total</i>	59,093	59,284	56,230	59,921	55,837	68,342	68,342	21.5%	
Contractual Services									
Professional Services	7,000	0	0	0	0	0	0	#DIV/0!	
Repairs and Maintenance	200	65	200	200	200	200	200	0.0%	
<i>Total</i>	7,200	65	200	200	200	200	200	0.0%	
Communications									
Postage	7,500	7,502	7,900	7,900	7,900	7,900	7,900	0.0%	
Telecommunications	250	243	250	250	250	250	250	0.0%	
<i>Total</i>	7,750	7,745	8,150	8,150	8,150	8,150	8,150	0.0%	
Travel									
Convention and Education	750	55	100	100	100	100	100	0.0%	
<i>Total</i>	750	55	100	100	100	100	100	0.0%	
Miscellaneous									
Dues and Memberships	50	0	50	55	50	50	50	0.0%	
Depreciation	0	387,201	0	0	0	0	0	#DIV/0!	
Amortization - Bond Issue Cost	0	12,646	0	0	0	0	0	#DIV/0!	
Transfer to General Fund	0	0	0	0	0	0	121,500	#DIV/0!	
<i>Total</i>	50	399,847	50	55	50	50	121,550	243000.0%	
Materials and Supplies									
Office Supplies	5,500	2,764	5,000	5,000	5,000	4,500	4,500	-10.0%	
<i>Total</i>	5,500	2,764	5,000	5,000	5,000	4,500	4,500	-10.0%	
Capital/Equipment									
Furniture and Fixtures	0	0	0	0	0	0	0	#DIV/0!	
EDP Equipment	0	1,039	0	0	0	0	0	#DIV/0!	
<i>Total</i>	0	1,039	0	0	0	0	0	#DIV/0!	
Total Administration	239,015	631,328	229,603	233,914	229,210	278,264	399,764	74.1%	

Water Treatment									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	192,848	200,215	226,592	189,530	219,133	181,163	181,163	-20.0%	Assumes 1 Operator position frozen for FY 11
Overtime	<u>7,500</u>	<u>14,918</u>	<u>7,500</u>	<u>7,800</u>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>	1.3%	Requested increase in Superintendent's salary
<i>Total</i>	200,348	215,133	234,092	197,330	226,733	188,763	188,763	-19.4%	Requested additional trainee position
Fringe Benefits									
FICA	15,328	16,156	17,909	15,096	17,338	14,433	14,433	-19.4%	
VRS and Life Insurance	30,605	30,894	35,802	29,764	34,558	28,603	28,603	-20.1%	
Medical Insurance	22,123	22,123	26,432	22,587	20,781	20,781	20,781	-21.4%	
Unemployment Insurance/Benefits	240	37	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>5,297</u>	<u>5,644</u>	<u>5,254</u>	<u>5,977</u>	<u>5,058</u>	<u>5,058</u>	<u>5,058</u>	-3.7%	
<i>Total</i>	73,593	74,854	85,397	73,424	77,735	68,875	68,875	-19.3%	
Contractual Services									
Professional Services	96,000	20,417	40,000	40,000	27,000	52,000	52,000	30.0%	Includes \$25,000 in VDH grant funds for intake
Repairs and Maintenance	5,500	19,550	10,000	17,400	10,000	20,000	20,000	100.0%	
Maintenance Service Contracts	500	2	0	0	0	0	0	#DIV/0!	
Printing and Binding	700	660	700	700	700	700	700	0.0%	
Advertising	0	686	0	0	0	0	0	#DIV/0!	
Laundry and Dry Cleaning	<u>1,500</u>	<u>1,746</u>	<u>2,000</u>	<u>1,800</u>	<u>1,900</u>	<u>1,900</u>	<u>1,900</u>	-5.0%	
<i>Total</i>	104,200	43,061	52,700	59,900	39,600	74,600	74,600	41.6%	
Utilities									
Electricity	39,000	42,625	35,000	35,000	31,000	35,000	35,000	0.0%	
Heating	<u>3,000</u>	<u>2,315</u>	<u>3,000</u>	<u>3,900</u>	<u>3,000</u>	<u>4,000</u>	<u>4,000</u>	33.3%	
<i>Total</i>	42,000	44,940	38,000	38,900	34,000	39,000	39,000	2.6%	
Communications									
Postage	1,200	711	1,200	1,200	1,300	1,300	1,300	8.3%	
Messenger Services	200	147	200	600	275	275	275	37.5%	
Telecommunications	<u>3,000</u>	<u>3,421</u>	<u>3,300</u>	<u>3,300</u>	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>	3.0%	
<i>Total</i>	4,400	4,279	4,700	5,100	4,975	4,975	4,975	5.9%	
Leases and Rentals									
Equipment Rental	150	71	100	100	100	100	100	0.0%	
Land Rent	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>60</u>	0.0%	
<i>Total</i>	210	131	160	160	160	160	160	0.0%	
Travel									
Convention and Education	<u>1,700</u>	<u>1,245</u>	<u>1,700</u>	<u>1,750</u>	<u>1,800</u>	<u>1,700</u>	<u>1,700</u>	0.0%	
<i>Total</i>	1,700	1,245	1,700	1,750	1,800	1,700	1,700	0.0%	

Water Treatment - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Miscellaneous									
Dues and Memberships	500	535	550	325	550	550	550	0.0%	
Waterworks Operation Fee	5,100	4,963	5,100	5,100	5,100	5,100	5,100	0.0%	
DEQ Permit Fee	<u>1,300</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>2,000</u>	<u>2,000</u>	66.7%	
<i>Total</i>	6,900	6,698	6,850	6,625	6,850	7,650	7,650	11.7%	
Materials and Supplies									
Office Supplies	100	105	150	200	225	200	200	33.3%	
Housekeeping and Janitorial Supplies	450	720	450	450	450	450	450	0.0%	
Repair and Maintenance Supplies	9,000	21,943	12,000	12,524	20,000	20,000	20,000	66.7%	\$8,000 included for 2 bleach tanks
Vehicle and Power Equipment Supplies	2,500	1,459	2,500	2,500	2,500	2,500	2,500	0.0%	
Uniforms and Wearing Apparel	200	50	250	250	250	250	250	0.0%	
Books and Subscriptions	50	0	50	50	100	50	50	0.0%	
Chemicals	75,000	92,970	90,000	100,980	100,000	100,000	100,000	11.1%	
Tools	<u>350</u>	<u>85</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	0.0%	
<i>Total</i>	87,650	117,332	105,700	117,254	123,825	123,750	123,750	17.1%	
Capital/Equipment									
Machinery and Equipment	0	0	0	0	0	0	0	#DIV/0!	
Communications Equipment	225	201	200	150	200	200	200	0.0%	
Motor Vehicles and Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>27,000</u>	<u>0</u>	<u>0</u>	#DIV/0!	Request replacement of 1996 F-150 truck
<i>Total</i>	225	201	200	150	27,200	200	200	0.0%	
Total Water Treatment	521,226	507,874	529,499	500,593	542,878	509,673	509,673	-3.7%	

Water Distribution	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	139,528	125,196	116,772	117,232	116,772	116,772	116,772	0.0%	
Overtime	<u>500</u>	<u>68</u>	<u>200</u>	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>	100.0%	
<i>Total</i>	140,028	125,264	116,972	117,632	117,172	117,172	117,172	0.2%	
Fringe Benefits									
FICA	10,713	9,481	8,949	8,999	8,949	8,949	8,949	0.0%	
VRS and Life Insurance	22,143	16,058	18,450	14,914	18,415	18,415	18,415	-0.2%	
Medical Insurance	26,612	23,507	20,506	20,506	19,999	19,999	19,999	-2.5%	
Unemployment Insurance/Benefits	189	27	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>3,833</u>	<u>5,090</u>	<u>3,155</u>	<u>1,866</u>	<u>3,260</u>	<u>3,260</u>	<u>3,260</u>	3.3%	
<i>Total</i>	63,490	54,163	51,060	46,285	50,623	50,623	50,623	-0.9%	
Contractual Services									
Professional Services	4,400	6,100	6,000	6,000	42,324	42,324	42,324	605.4%	Water tank maintenance contract
Repairs and Maintenance	600	3,232	1,000	1,000	3,500	3,500	3,500	250.0%	
Maintenance Service Contracts	2,500	1,024	3,500	3,500	3,300	3,300	3,300	-5.7%	
Advertising	100	0	0	0	0	0	0	#DIV/0!	
Laundry and Dry Cleaning	<u>1,000</u>	<u>956</u>	<u>1,100</u>	<u>1,100</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	9.1%	
<i>Total</i>	8,600	11,312	11,600	11,600	50,324	50,324	50,324	333.8%	
Utilities									
Electricity	<u>1,500</u>	<u>2,138</u>	<u>1,500</u>	<u>1,500</u>	<u>600</u>	<u>2,000</u>	<u>2,000</u>	33.3%	
<i>Total</i>	1,500	2,138	1,500	1,500	600	2,000	2,000	33.3%	
Communications									
Messenger Services	50	83	50	50	50	50	50	0.0%	
Telecommunications	<u>3,200</u>	<u>3,526</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	0.0%	
<i>Total</i>	3,250	3,609	3,550	3,550	3,550	3,550	3,550	0.0%	
Miscellaneous									
Rental, CSX	<u>225</u>	<u>226</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	0.0%	
<i>Total</i>	225	226	250	250	250	250	250	0.0%	
Travel									
Convention and Education	<u>300</u>	<u>321</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	0.0%	
<i>Total</i>	300	321	300	300	300	300	300	0.0%	

Water Distribution - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Materials and Supplies									
Office Supplies	100	16	100	100	100	100	100	0.0%	
Repair and Maintenance Supplies	20,000	18,869	20,000	20,000	24,000	24,000	24,000	20.0%	\$4,000 for W Atlantic St Project
Vehicle and Power Equipment Supplies	11,000	10,143	12,000	12,000	12,000	12,000	12,000	0.0%	
Uniforms and Wearing Apparel	175	116	200	200	200	200	200	0.0%	
Meter Replacement	5,000	7,590	7,200	8,330	5,000	6,000	6,000	-16.7%	
Hydrant Replacement	4,500	4,084	2,300	2,300	4,500	4,500	4,500	95.7%	
<i>Total</i>	40,775	40,818	41,800	42,930	45,800	46,800	46,800	12.0%	
Capital/Equipment									
Machinery and Equipment	0	0	14,500	14,500	88,000	0	0	-100.0%	Water meter replacement
Motor Vehicles and Equipment	0	0	16,500	15,321	20,000	0	0	-100.0%	Replacement of meter reader's 2001 truck
Water Main Replacements and Upgrade	0	0	0	0	0	0	0	#DIV/0!	
New Lines and Meters	0	0	0	0	0	0	0	#DIV/0!	
<i>Total</i>	0	0	31,000	29,821	108,000	0	0	-100.0%	
Total Water Distribution	258,168	237,851	258,032	253,868	376,619	271,019	271,019	5.0%	

Wastewater Treatment									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Personal Services									
Salaries and Wages	243,302	245,083	245,312	246,735	249,323	249,323	249,323	1.6%	
Overtime	<u>3,000</u>	<u>2,423</u>	<u>3,000</u>	<u>2,700</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	0.0%	
<i>Total</i>	246,302	247,506	248,312	249,435	252,323	252,323	252,323	1.6%	
Fringe Benefits									
FICA	18,843	18,261	18,997	19,082	19,303	19,303	19,303	1.6%	
VRS and Life Insurance	38,610	38,446	38,760	38,686	39,319	39,319	39,319	1.4%	
Medical Insurance	34,479	32,767	31,558	31,558	30,780	30,780	30,780	-2.5%	
Unemployment Insurance/Benefits	322	97	0	0	0	0	0	#DIV/0!	
Worker's Compensation	<u>5,857</u>	<u>6,660</u>	<u>5,542</u>	<u>5,039</u>	<u>6,481</u>	<u>6,481</u>	<u>6,481</u>	16.9%	
<i>Total</i>	98,111	96,231	94,857	94,365	95,883	95,883	95,883	1.1%	
Contractual Services									
Professional Services	45,000	45,922	38,000	38,000	38,000	38,000	38,000	0.0%	
Repairs and Maintenance	58,164	13,345	20,000	20,000	20,000	20,000	20,000	0.0%	
Maintenance Service Contracts	2,550	2,837	2,800	2,850	6,800	6,850	6,850	144.6%	
Advertising	250	0	0	0	0	0	0	#DIV/0!	
Laundry and Dry Cleaning	<u>2,000</u>	<u>1,743</u>	<u>2,000</u>	<u>1,800</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	0.0%	
<i>Total</i>	107,964	63,847	62,800	62,650	66,800	66,850	66,850	6.4%	
Utilities									
Electricity	<u>85,381</u>	<u>101,278</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	0.0%	
<i>Total</i>	85,381	101,278	95,000	95,000	95,000	95,000	95,000	0.0%	
Communications									
Postage	50	48	100	90	100	100	100	0.0%	
Messenger Services	500	330	450	450	450	450	450	0.0%	
Telecommunications	<u>1,700</u>	<u>1,468</u>	<u>1,700</u>	<u>1,600</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>	0.0%	
<i>Total</i>	2,250	1,846	2,250	2,140	2,250	2,250	2,250	0.0%	
Travel									
Convention and Education	<u>1,000</u>	<u>969</u>	<u>1,000</u>	<u>1,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	150.0%	New regulation on continuing education
<i>Total</i>	1,000	969	1,000	1,000	2,500	2,500	2,500	150.0%	
Miscellaneous									
Dues and Memberships	700	304	700	665	700	700	700	0.0%	
DEQ Permit Fee	<u>4,850</u>	<u>4,850</u>	<u>5,450</u>	<u>5,450</u>	<u>5,450</u>	<u>8,000</u>	<u>8,000</u>	46.8%	
<i>Total</i>	5,550	5,154	6,150	6,115	6,150	8,700	8,700	41.5%	

Wastewater Treatment - Continued									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Materials and Supplies									
Office Supplies	500	242	400	700	700	700	700	75.0%	
Agricultural Supplies	150	119	100	200	150	200	200	100.0%	
Medical and Lab Supplies	25	4	25	15	25	25	25	0.0%	
Housekeeping and Janitorial Supplies	750	815	750	800	750	800	800	6.7%	
Repair and Maintenance Supplies	20,000	22,264	25,000	27,000	27,000	27,000	27,000	8.0%	
Vehicle and Power Equipment Supplies	10,000	8,852	11,000	11,000	11,000	11,000	11,000	0.0%	
Uniforms and Wearing Apparel	400	250	400	400	400	400	400	0.0%	
Paving	0	0	0	0	40,000	0	0	#DIV/0!	
Chemicals	5,000	0	5,000	3,200	5,000	5,000	5,000	0.0%	
Tools	250	194	200	200	200	200	200	0.0%	
<i>Total</i>	37,075	32,740	42,875	43,515	85,225	45,325	45,325	5.7%	
Capital/Equipment									
Machinery and Equipment	0	0	0	0	13,600	0	0	#DIV/0!	Refrigerated sampler & spare aerator gear drive
Furniture and Fixtures	0	0	0	0	5,000	4,000	4,000	#DIV/0!	Shed
Motor Vehicles and Equipment	0	0	0	0	18,000	19,000	19,000	#DIV/0!	Replacement of 1997 Lumina with Escape
EDP Equipment	0	0	0	0	0	0	0	#DIV/0!	
<i>Total</i>	0	0	0	0	36,600	23,000	23,000	#DIV/0!	
Total Wastewater Treatment	583,633	549,571	553,244	554,220	642,731	591,831	591,831	7.0%	

Sewage Collection									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Contractual Services									
Repairs and Maintenance	53,300	39,739	40,000	41,000	41,000	41,000	41,000	2.5%	
Maintenance Service Contracts	1,500	1,593	2,200	2,200	2,200	2,200	2,200	0.0%	
Laundry and Dry Cleaning	<u>1,000</u>	<u>956</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>	0.0%	
<i>Total</i>	55,800	42,288	43,300	44,300	44,300	44,300	44,300	2.3%	
Utilities									
Electricity	<u>19,500</u>	<u>29,452</u>	<u>21,000</u>	<u>25,000</u>	<u>20,000</u>	<u>25,000</u>	<u>25,000</u>	19.0%	
<i>Total</i>	19,500	29,452	21,000	25,000	20,000	25,000	25,000	19.0%	
Communications									
Messenger Services	25	0	25	25	25	25	25	0.0%	
Telecommunications	<u>5,000</u>	<u>5,666</u>	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>	<u>5,700</u>	0.0%	
<i>Total</i>	5,025	5,666	5,725	5,725	5,725	5,725	5,725	0.0%	
Miscellaneous									
Rental, CSX	<u>225</u>	<u>226</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>	0.0%	
<i>Total</i>	225	226	250	250	250	250	250	0.0%	
Travel									
Convention and Education	<u>300</u>	<u>141</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>	0.0%	
<i>Total</i>	300	141	300	300	300	300	300	0.0%	
Materials and Supplies									
Repair and Maintenance Supplies	20,000	18,595	24,000	24,000	24,000	24,000	24,000	0.0%	
Vehicle and Power Equipment Supplies	8,000	9,081	9,000	9,000	9,000	9,000	9,000	0.0%	
Uniforms and Wearing Apparel	<u>50</u>	<u>66</u>	<u>50</u>	<u>100</u>	<u>50</u>	<u>100</u>	<u>100</u>	100.0%	
<i>Total</i>	28,050	27,742	33,050	33,100	33,050	33,100	33,100	0.2%	
Capital/Equipment									
Sewer Main Replacement	0	0	0	0	700,000	0	0	#DIV/0!	
Machinery & Equipment	0	0	0	0	0	0	0	#DIV/0!	
Motor Vehicles and Equipment	<u>0</u>	<u>0</u>	<u>16,500</u>	<u>15,321</u>	<u>0</u>	<u>0</u>	<u>0</u>	-100.0%	
<i>Total</i>	0	0	16,500	15,321	700,000	0	0	-100.0%	
Total Sewage Collection	108,900	105,515	120,125	123,996	803,625	108,675	108,675	-9.5%	

Non-Departmental									
	2008-09	2008-09	2009-10	2009-10	2010-11	2010-11	2010-11	% Change	Explanation
	Budget	Actual	Budget	Year-End	Department	Manager	Approved	Over 2009-10	
				Projection	Request	Recommends			
Capital Improvement Projects									
Water Intake Structure	175,000	0	175,000	0	175,000	175,000	175,000	0.0%	
Water Treatment Plant	0	0	0	0	0	0	0	#DIV/0!	
<i>Total</i>	175,000	0	175,000	0	175,000	175,000	175,000	0.0%	
Insurance									
General Liability Insurance (25%)	55,572	55,054	63,971	63,431	62,032	62,032	62,032	-3.0%	
<i>Total</i>	55,572	55,054	63,971	63,431	62,032	62,032	62,032	-3.0%	
Debt Service									
VRS Debt Service	30,886	6,022	30,886	30,886	30,886	30,886	30,886	0.0%	FY 2011
GO Refunding Bond Series 2006	305,237	186,987	305,237	305,237	305,237	305,237	305,237	0.0%	Refunded 2003A Bonds, 2036
2004 Lease Purchase Agreement	2,470	21	0	0	0	0	0	#DIV/0!	Truck purchase, 2009
GO Refunding Bond Series 2004A	16,316	3,456	16,106	16,106	16,272	16,272	16,272	1.0%	Refunded 1995 Bonds, 2016
GO Bond Series 2004B (Solids Facility)	108,398	67,098	108,466	108,466	108,475	108,475	108,475	0.0%	Solids Handling Facility, 2034
2007 Lease Purchase (Backhoe)	16,073	2,293	16,072	16,072	16,072	16,072	16,072	0.0%	Backhoe purchase, 2013
GO Refunding Bond Series 2008	327,670	145,481	330,191	330,191	244,264	244,264	244,264	-26.0%	Refunded 1994 & 1996 RDA & 2006 Note Payable, 2033
<i>Total</i>	807,050	411,358	806,958	806,958	721,206	721,206	721,206	-10.6%	
Operating/Capital Reserve	0	0	32,268	0	0	50,000	50,000	55.0%	
Total Non-Departmental	1,037,622	466,412	1,078,197	870,389	958,238	1,008,238	1,008,238	-6.5%	
Grand Total Utility Fund	2,748,564	2,498,551	2,768,700	2,536,980	3,553,301	2,767,700	2,889,200	4.4%	