

Ware County

Opportunity in every direction.

2011



ANNUAL REPORT

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Ware County Board of Commissioners

P.O. Box 1069
Waycross, GA 31502

(912) 287-4300
(912) 287-4301—Fax

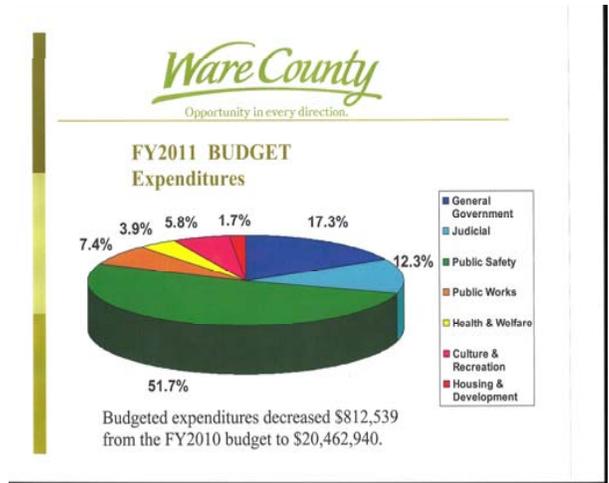
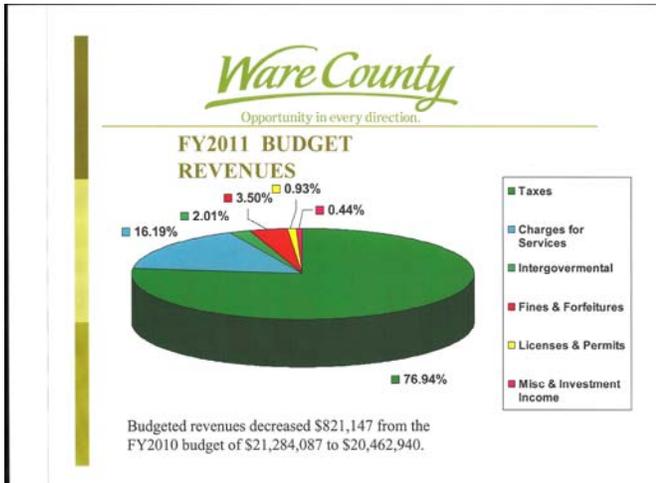
<http://www.warecounty.com>



BOARD OF COMMISSIONERS



FY2011 BUDGET



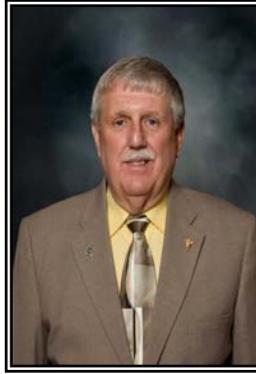
Ware County Board of Commissioners



Carlos Nelson
District 1



Gene Dixon
District 2



Jimmy Brown
Chairman



Danny Turner
District 3



Victor Aldridge
District 4

Ware County Administrative Staff



Paul Smith
Manager



Harris Tillman
Financial Consultant



Tony Rowell
Attorney



Pam Gibson
Clerk

Ware County Office Staff

Accounting – Deborah Deal
Accounting/Grants – Elizabeth Hope

Payroll - Bell Elmore
Adm Assist/Accounting – Pam San Nicolas

The Board of Commissioners Office oversees a budget of approximately \$21,000,000 budget and is responsible for records of the Ware County Board of Commissioners, County Manager, and County Clerk. Functions of the office include Payroll, Accounts Payable, Purchasing and Grants.

Ware County

Opportunity in every direction.

2011 Calendar Year Special Purpose Local Option Sales Tax Revenue & Expenditures

SPLOST 2008 Revenue \$ 5,018,939

Expenditures:

Roads, Streets and Bridges	\$ 1,318,997
Fire Equipment and Facility Improvements	39,998
Pursuit Vehicles, Ambulances & Public Works Equipment	117,082
Retirement of Lease-Purchase Obligation for Courthouse Improvements	152,884
Courthouse and County Administration Property Acquisition & Demolition	225,814
Courthouse Security	672
Construction of Multi-Purpose Recreation Building	<u>626,972</u>
	\$ <u>2,482,419</u>

Construction Beginning Spring 2013

New Administration Building



AIRPORT



Airport Manager
Bill Strickland

The Waycross-Ware County Airport Fixed Base Operation operates with Bill Strickland as Airport Manager and one FBO Supervisor (Steve Underwood) and one Fuel Specialist (Thomas Boatright). The sale of aviation fuels is the primary source of revenue, along with land, hangars, and building leasing. Georgia DOT Aviation categorizes Airports at levels of I, II, and III being the highest. Ware County Airport is rated as Level III.

<u>SALES OF 2011</u>	
55,125.8 gallons of AvGas	\$287,053.38
80,162 gallons of Jet A	\$365,078.87
264 quarts of oil	\$1,468.45
Maps & Charts	\$2,143.40
Vending Machine	\$1,755.00
Hangar Rent	\$66,859.41
Total Sales	\$724,358.51



Plane landings and takeoffs 8,596

2011 Leases
17 Land Leases
12 Hangars

Ware County receives grant money from the FAA annually for the construction cost of the 24 T-hangars and 2 corporate hangars. We currently have the 2 corporate hangars and 12 of the T-hangars rented. We also have the Quonset hut hangar rented at 1,500.00 a month to Forest Air Service. We have a five year CIP with GDOT. The total cost is \$1,257,634; Federal Cost is \$1,019,004; State Cost is \$153,216 and the Local Cost is \$85,416.

Special Events.

- Red Star Pilot Association visit was in January 2011 with about 35 Aircraft.
- Sun-N-Fun in April for 10 days we gave free Bar-B-Q and hot dogs to all the pilots heading to Lakeland FI For the Sun-N-Fun fly in.
- Lady's Classic Air Race in June. We had 44 aircraft land in just 2 hours out of the 50 involved in the race.

FACILITIES MAINTENANCE

Clark Lee
Building Maintenance
Supervisor



Facilities Maintenance consist of a Department Director, Maintenance Supervisor, two maintenance staff, five housekeepers (four staff and one under contract) and one groundskeeper. Ware County owns or leases space in 80 buildings and the maintenance department does maintenance on about 15 to 20 of these on a regular basis. Some facilities are occupied by departments that do their own maintenance and others get no maintenance at all.

ACCG-IRMA, our insurance company, performed an audit of our facilities and updated our appraised property values to be current. The current appraised value of Ware County's facilities is \$49,267,478, building contents is \$7,854,763, and property improvements is \$388,805 for a total facilities value of \$57,511,046.

SPLOST Projects

Trembling Earth Recreation Phase V: This project includes a gymnasium and administration offices and once completed will bring recreation to one site. We signed a design contract in May of 2008 and began design of this project. We bid out the project and entered into a contract with Quillian Powell Construction Company, Inc. on June 23, 2011 for construction for \$3,115,350.00. We have had to modify several items due to unforeseen circumstances and owner preference with a change order that has changed the contract total to \$3,126,092.00 and the completion date to June 9, 2012.

\$5,000,000 of SPLOST funds was allocated for construction of multi-purpose recreation building. For the first time we have funds left over that we can use to upgrade the maintenance facility for this complex, do some fencing to try to stop acts of vandalism that continue to be done on this site, and install a security system on site to assist in catching the vandals and stopping the destruction of Ware County taxpayer investments.

Courthouse Security: Legislature passed a law in 2008 charging the Office of the Sheriff to provide a security plan for the courthouse and court related spaces. The plan is to be presented to the Chief Judge of the court district for approval. After approval by the Chief Judge, the Sheriff is required to present the plan to the Board of Commissioners for funding and implementation.

The Sheriff, in conjunction with the Facilities Coordinator for Ware County, has developed a security plan and got it approved by the Chief Judge. Implementation of the plan involves getting administration functions of county government out of the courthouse, and getting all court functions into the courthouse.

The Board of Commissioners has been working diligently to get this plan implemented and, with approved SPLOST funding, began working to bring this to fruition. They have acquired all but one piece of property needed to provide the necessary space for an administration facility and the required parking behind the existing courthouse.

We are researching security systems to determine the most cost effective and comprehensive system that will meet the requirements for courthouse security.

Administration Facility: In conjunction with courthouse security needs, Ware County has a desperate need to provide additional office space for many of our administrative offices and elected officials. The Administration Facility design is currently about 90% complete. Once the additional property acquisition is complete, we will begin working on the site to get parking in place for the erection of the new facility.

Courthouse Expansion: There is the need for an additional wing on the courthouse to meet the space needs of the court system. The funding needed, to build the additional needed space on the courthouse, was more than could be included in the 2008 SPLOST and will have to be funded in the next SPLOST of other means.

Facility Needs

HVAC Systems: Some heating/air systems are becoming obsolete and need to be replaced.

Board of Elections Offices: Hope to in the future provide them more adequate space.

4-H Extension Office: Hope to be providing them a permanent space in the future.

Public Defender Office: This office will eventually be located in the Courthouse.

Department of Drivers Services Facility: Working with the legislature to appropriate funds to help them build a new facility.



HUMAN RESOURCES

Preston Settle
Human Resources
Director



Well, Active, and Reaching Excellence

The Ware County Human Resources Department had an exciting and very eventful year in 2011. Director of Human Resources, Preston Settle, and newly hired Human Resources Assistant, Donna McQuaig, helped the department maintain and administer the many different functions of the Human Resource Division of Ware County Government. Along with the day to day duties and activities that confront them, they constantly strive to provide the employees with any assistance they might need.

New Human Resources Assistant

Donna was hired as an the Human Resources Assistant in late August. She is added benefit to the department and is able to more efficiently help employees with their needs, whether it is over the phone or in person. She brings a wealth of skills and knowledge to the department and will be a great asset. The Department accepted and processed 518 applications and resumes, signed up and oriented 78 new employees, and handled 57 terminations for 2011.

Director of Human Resources, Preston Settle, attended the Spring GLGPA conference held on St. Simmons Island and a seminar on Wellness Programs and the Wellness Grants held by LGRMS in Tifton, GA.

ACCG Internship Grant

The HR office was awarded an internship grant from ACCG that covered all payroll and worker's compensation expenses for the intern. Emilee Carr, student of Waycross College, was chosen to work in the HR office for a maximum of 160 hours. It was not only a great experience for her in being able to learn the different functions of a Human Resources office as well as the functions of County government, she was a great asset to the department, which at the time only consisted of the Director position. Ms. Carr was the second intern Ware County was able to utilize from the ACCG Grant.

The seminar on Wellness Programs and Wellness Grants was a mandatory seminar due to Ware County Government receiving a \$2,500.00 grant from LGRMS to help support the Ware County Wellness Program, **Ware, Active, and Reaching Excellence**. The Human Resources Department and the Wellness Committee hosted a Wellness Kick-off Party. The party consisted of bottled water and healthy snacks donated by BB&T, drawing prizes donated by the YMCA, BB&T, Gentle Touch, Vita-Mart , and \$100.00 cash donated by ShawHankins which was the grand prize. Powerhouse Gym also donated a month's free membership to all wellness participants. The grand prize winner was Krystal Nelson from 911. The Wellness Committee also received donations from Yarbrough's Office Products & Printing for folders that were given out to all of the participants that contained information about the Wellness Program and the upcoming events within the program year. The Wellness Program year will be from November 1, 2011–July 2012. The Wellness Committee, along with the Human Resources Department and the Ware County Extension Office are going to offer Wellness Seminars based on wellness related topics throughout the program year. This year's program saw an increase of almost 50% in participation. The Human Resource Department is excited about the progress of the program and the increased participation.

The Addition of ShawHankins

The addition of ShawHankins as Ware County's Broker of Records in 2010 proved to be a positive move for The Ware County Benefits rogram. The month of January was the first month that all of the new insurance changes became effective. Ware County moved from a self-insured medical plan to a fully insured medical plan under Blue Cross Blue Shield (BCBS). ShawHankins was responsible for helping Ware County bring in better insurance policies at better rates. They have also alleviated the massive call volume of benefit related questions from the HR office due to the help of their call center. The HR office, however, is still heavily involved with benefits, but the relationship with ShawHankins has increased productivity within the HR office. Employees now have access to the B-Swift system to help manage their benefits. ShawHankins has become an extension to the HR Department.

New Hire Orientation

The month of January was also the first month the HR department begin the newly revised and more structured new hire orientation. The new hire orientation consist of a Power Point presentation presented by HR Director, Preston Settle, that gives an in-depth overview of the organizational structure of Ware County Government and a review of each department under the Ware County umbrella, it's functions, and relationship to other departments and the County.



3rd Annual Community Service Award to Teresa Morgan of the Tax Commissioner's Office for her volunteer work in the community.

A second Power Point presentation, also presented by Director Settle, provides an overview of the Ware County Personnel Policy Manual. Following the two presentations, Matt Moree, Account Manager with ShawHankins, explains to the new hires the different insurance benefits that Ware County offers. Finally, Glenda Cofield, Field Representative for GebCorp, explains the retirement benefits provided by the County and what retirement options the employees have. Once the presentations are finished, each new hire then meets with both the representatives from ShawHankins and GebCorp to elect their benefits. On average, there have been about 4-5 new hires that attend the new hire orientation each month.

2011 Open Enrollment

Unlike the 2010 open enrollment, the 2011 open enrollment was a passive enrollment in which it was not mandatory for employees to meet with an enroller to sign up for their benefits. Due to ShawHankins implementing an electronic enrollment system, only the employees that wanted to make a change needed to attend open enrollment. The biggest change to the open enrollment for 2011 was the shortening of the plan year. Ware County instated a 6 month plan year from 1/1/12 to 6/30/12 in order to coincide with the fiscal year that runs from 7/1-6/30. The 2011 open enrollment will be the last open enrollment held in the fall. Open enrollment will be held in the spring from then on.

2011 Employee Luncheon

The HR department gathered a committee together to help plan for the Employee luncheon that took place on December 2, 2011. The committee members worked extremely hard soliciting gifts from local businesses and insurance vendors as well as decorating, setting up, and cleaning up during the event. They are to be commended for their hard work and time. Over \$4,000 of gifts were donated for door prizes for the employees. ShawHankins donated \$1,000 that was divided up for the drawing as well. Elementary and Pre-K students from William Heights, Center Elementary, Wacona Elementary and Daffodil helped bring in the Christmas spirit by decorating gift bags. Without the help from the local community and vendors the Employee Luncheon would not have been nearly as successful. The luncheon was catered by the Deals, who served a traditional holiday meal with turkey and dressing and all the trimmings. The program itself was a great success. Judge Mike DeVane opened with a blessing followed by welcome speeches from Chairman Jimmy Brown, and County Manager Paul Smith. Fay Cooper gave a wonderful invocation. A group of Ware County Employees, Judge Jeffrey Parker, Rita McDaniel from IT, and Katrina McCullar from the Solicitor's Office sang the National Anthem. The trio, accompanied by Preston Settle on the guitar entertained the employees with several Christmas songs. As the program continued, 43 years of service awards were handed to the employees, and Perry Blackburn presented the safety awards; Building Maintenance and Vehicle Maintenance were named the safest departments. The employees also had another surprise visit from Santa Claus (Alton Cade) and one of his elves (Jackson Hobbs).



The program ended after the drawing of the gifts. It was a great success. The decoration, setting up, and clean up committee is to be commended for their hard work and time.

On a daily basis, HR is instrumental in assisting citizens and employees with inquiries concerning applications, job openings, insurance, retirement, personal and personnel issues, filing FMLA forms, disability insurance forms both short and long term. A large volume of phone calls are received daily as well as in person contacts. Daily contact is typically with co-workers, employment applicants, auditors, attorneys, worker comp personnel, insurance representatives, elected officials, pension administrators and the general public.

Our office is located in the Ware County Courthouse, 2nd floor, Room 202 directly across from the elevator and our hours are 8AM-5PM, Monday-Friday.



Preston Settle presented the



INFORMATION TECHNOLOGY

Derek Lowd
Information Technology

The Information Technology department has managed the workflow generated by two-hundred, eighty-eight documented work orders during the 2011 calendar year, sixty-seven work orders since the start of the 2011 calendar year, which is a thirty-one percent increase from the previous year. Undocumented work requests include quickly assessed and resolved tasks not requiring a substantial allotment of time for their resolution. Furthermore, work required and performed for planned projects were not included in work order documentation. The support challenges given by one-hundred sixty computers and associated equipment, website, internal and remote interface hardware, a dozen servers and almost one work order per day proved to be a very challenging workload for one technical support person.

As a consequence of limited capital budget, equipment upgrades and purchases were limited to critical needs. A small number of Windows 7 desktop computers were installed to offset problems with aged hardware. Office 2007/2010 accompanied these Windows 7 installations. Though virtually 100% of our computer installations are Windows XP Pro and Office 2003 installations, upgrades to Windows 7 and Office 2007/2010 began toward the end of the calendar year 2011. The timeline for a complete phased migration of all users to Windows 7 and the newer office software depends upon user training needs, third-party software requirements, priority of unanticipated support issues and capital budget constraints.

An increased number of multi-function copiers were installed to replace aged, problem copiers, resulting in reduced printing costs, greater convenience and efficiency. Replaced workgroup and department class laser printers were tagged as surplus or moved to other areas to fulfill a printing need.

No major upgrades to our website have taken place. Some departments represented on the website required continual prompting to provide new information or updates to their sections, and in some cases, requested removal of posted information or for it to be changed to reference an office point of contact in lieu of providing periodic updated information.

Our more significant activities this fiscal year have centered on the maintenance, support or replacement of older technology equipment and the installation of newer office software products to maintain or enhance productivity and compatibility with the outside world. Following is as list of projects for fiscal year 2011.

Projects Completed or Near Completion

Purchased, configured and installed new 911 calls and radio traffic recording server.

Purchased, configured and installed new infrastructure interface equipment at Public Safety Administration building.

Purchased, configured and installed new private wireless service for EMS control room located in Satilla Regional Medical Center.

Purchased, configured and installed new private wireless network service for Drug Court.

Purchased, configured and installed the following new of refurbished equipment in the offices indicated below:

Fire Rescue

- (1) new desktop computer (2 Windows 7 pending)
- (1) new flat panel monitors (2 pending)
- (1) new personal all-in-one desktop printer (1 pending)
- (1) new workgroup-class networked laser printer (1 pending)

Emergency Medical Services

- (1) new workgroup-class networked color laser printer
- (4) Panasonic Toughbook computers w/docking LAN
- (4) portable signature pads for Toughbook PC's
- (4) spare batteries/chargers for Toughbook PC's

Magistrate Court

- (1) new desktop scanner
- (1) new Windows 2008 Server computer (pending)

State Court

- (1) new Windows XP Pro computer
- (1) used Windows XP Pro computer

E911

- (2) new Voxida Calls Recorder server computer -

Commission Office

- (1) USED Windows XP Pro desktop computer—Finance
- (2) new Windows 7 desktop computers—Management (pending)

Jail Courtroom—Warrants

- (1) new Windows 7 desktop computer with flat monitor (pending)

Planning & Codes

- (1) new Windows 7 workstation computer with flat monitor

Vehicle Maintenance

- (1) new Windows XP Pro desktop computer (pending)



PLANNING AND CODES

Wayne Kilmark
Planning and Codes

The Ware County Planning and Codes Department has seven staff whose responsibility is to assist local citizens, businesses, and government, in meeting State-mandated and local land development plans, property maintenance regulations, and licensing requirements adopted by the Ware County Commission.

Planning activities include: 1) preparation and updating of a twenty-year Comprehensive Plan and a five-year Short-Term Work Program of community projects. Input comes from the Waycross-Ware County Planning Commission and the community. 2) Facilitating preparation of county-wide transportation plans under general guidance of the Waycross-Ware County Transportation Planning Coordinating Committee that consists of State DOT and local officials, Federal transportation agencies, CSX and community development groups. 3) Staff consultations with citizens and developers by providing technical assistance about community plans and project implementation details. 4) Consultations involving advice using GIS mapping and code enforcement of ordinances that establish minimum standards for road-alley/closing/openings, soil erosion-sediment control, subdivisions, prevention of soil and water pollution and official zoning density and land use.

Building assistance using codes, ordinances and procedures relating to building permits and inspections, installation of septic tanks, driveway culverts, street naming and property numbering help citizens and property owners plan for and obtain safe houses, businesses and industrial buildings.

The Unsafe Buildings and Nuisance Ordinances establish minimum standards administered by code enforcement officials to encourage citizens and property owners with deteriorating structures and property to maintain their buildings and surrounding property. Code enforcement personnel help citizens revitalize their houses and their neighborhoods.

Code enforcement personnel help citizens revitalize their houses and their neighborhoods.

Animal Control Services help citizens maintain a safe environment for their neighborhoods. The Animal Control Officer responds to complaints from citizens about stray dogs and feral cats. Investigation of animal tags and other evidence is undertaken to return animals to proper owner. State and local animal control ordinances are enforced in Ware County and the City of Waycross.

Each business in Ware County must obtain a business license to operate as required by State and local regulations/laws. Certain owners of businesses, such as alcohol sales/consumption, must complete background checks. These laws help the State and Ware County to annually register the current location of the businesses.

Staff provides administrative, secretarial, and record maintenance services to the Waycross-Ware County Planning Commission, Waycross-Ware County Transportation Planning Coordinating Committee, Ware County Board of Zoning Appeals and the Ware County Construction Code Administration and Enforcement Ordinance Board of Appeals. Minutes, agendas, staff reports, filing, meeting locations and room arrangements are prepared for each organization on a monthly, bi-monthly, or as needed schedule.

WAYCROSS-WARE COUNTY PLANNING COMMISSION

Staff provides administrative, secretarial, and record maintenance services to the nine member Waycross-Ware County Planning Commission. Minutes, agendas, staff reports, filing, meeting locations and room arrangements are prepared on a monthly schedule. Each year, one of the term-ending member positions is rotated to either city or county commission for appointment.

During 2011, eleven (11) WWPC monthly meetings were held at the Ware County Courthouse at 11:30 a.m. Meeting notices and agendas are emailed to each member approximately one (1) week prior to the meeting.

BUSINESS LICENSES

The Business License administration has been in the Planning and Codes Department since November 2006.

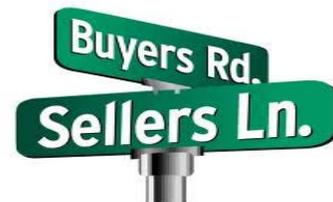
*Total monies collected for Business License for 2010-2011			\$206,065.37
Occupational New	77	license issued	\$3,850.00
Occupational Renew	364	license issued	\$143,052.37
Bank Business License	7	license issued	\$39,428.00
Insurance License	2	license issued	\$150.00
Investment Broker License	1	license issued	\$75.00
Liquor License	31	license issued	\$19,510.00



Planning Staff provides zoning, planning, subdivision, transportation and other technical assistance to the Waycross City Commission and other groups in Waycross as requested.

TOTAL MONIES COLLECTED

Total monies collected by the Department in 2010-2011 totaled		<u>\$295,791.02</u>
Building Other (sheds, carports, barns, etc.)	28 permits issues	<u>\$3,464.41</u>
Commercial Buildings	20 permits issued	\$12,255.88
Demolition	19 permits issued	\$950.00
Driveway/Culverts	8 permits issued	\$4,000.00
Electric	210 permits issued	\$7,990.82
Electric to Pool	0 permit issued	\$0.00
Electric to RV	8 permits issued	\$280.00
Electric to Mobile Homes	34 permits issued	\$1,190.00
Electric to Solar Panel	1 permits issued	\$30.00
Mechanical (HVAC)	42 permits issued	\$2,806.02
Mechanical for Mobile Homes	1 permits issued	\$35.00
Mobile Home House Move	61 permits issued	\$7,825.00
Planning (various request)	3 permits issued	\$95.85
Plumbing	62 permits issued	\$2,564.50
Plumbing to Mobile Homes	2 permits issued	\$70.00
Pool	9 permits issued	\$544.50
Pre-Inspection-Mobile Homes	42 permits issued	\$2,539.36
Residential Building (Includes additions & remodels)	57 permits issued	\$23,315.83
Rezoning	1 permits issued	\$200.00
Septic	185 permits issued	\$15,620.00
Site Build House Moving	3 permit issued	\$300.00
Sign	26 permits issued	\$885.00
Soil Erosion Land Disturbing	5 permits issued	\$1,299.48
Subdivision	9 permits issued	\$1,264.00
Street Name Change	1 permits issued	\$200.00
Variance	0 permits issued	\$0.00
Zoning Text Amendment	0 permits issued	\$0.00
<i>* This includes all Business License issued</i>		
Occupational New	77 license issued	\$3,850.00
Occupational Renew	364 license issued	\$143,052.37
Bank Business License	7 license issued	\$39,428.00
Insurance License	2 license issued	\$150.00
Investment Broker License	1 license issued	\$75.00
Liquor License	31 license issued	\$19,510.00
	TOTAL	<u>\$295,791.02</u>





PUBLIC WORKS

Michael Brooks



The Public Works Department currently has 23 full time employees to handle the maintenance of County rights of ways, culverts, bridges, and street signs.

The Department is under the supervision of the Road Superintendent and the Assistant both of whom are on call 24/7 with vehicles to quickly respond anywhere in the County. Approximately 1716 calls were received in 2011 for request for services.

Operations:

- **(2) State Prison Work Details** (assigned to clean curbing, pick up trash, cutting brush, slinging canals/bridges)
- **(1) Jail Inmate Crew** (assigned to mow grass at County owned facilities and rights of ways)
- **20,000 gallon fuel farm** (in 2011 the department used 21,434.3 gallons of gas and 75,291.32 gallons of diesel)
- **Beaver trapping** (in 2011 no trapping took place)
- **Mosquito Spraying** (due to the significantly dry weather patterns no spraying took place)
- **Roadside Mowing** (in 2011 the department mowed approximately 225 miles of County Maintained roads, Airport, Landfills and Industrial Park)
- **(6) Motor Graders** (graders are operated daily and split into (3) routes. Each area is graded in three weeks covering approximately 150 miles)
- **Other pieces of equipment** (5 tandem trucks, 1 small dump truck, 3 excavators, rubber tired backhoe and wheel loaders)



PARKS AND RECREATION

Rod Mitchell
Director
Parks & Recreation

Ware County Recreation Department Full-Time Employees

<u>Recreation Director</u> -	Rod Mitchell
<u>Maintenance Superintendent</u> -	Jackson Hobbs
<u>Athletic Supervisor</u> -	Terri Meeks
<u>Memorial Park Supervisor</u> -	Lance Adamson
<u>Office Manager</u> -	Jodi Osborne
<u>Maintenance Workers</u> -	Cynthia Boyd
	Alton Cade
	Patricia Combs
	Eric Washington
<u>Athletic Coordinator</u> -	Cecil Brown (Part
time)	
<u>Concessions Manager</u> -	Carol King (Part time)

Ware County Recreation Department Facilities

Grove Ave Complex – Office Area, basketball gymnasium, meeting room. We cut grass, rake fields, prune hedges, clean and maintain gymnasium and office/meeting room. There is 1 acre of land to maintain at this location.

Bailey Street Park – Basketball court, softball field, swimming pool. We cut grass, rake the softball field, and maintain the basketball court and swimming pool facility. There are 4 acres of property maintained at this park.

Memorial Park – Tennis courts, basketball courts, baseball field, two playground areas, ¼ mile walking track, and office area with computer lab, meeting room, and kitchen. We cut grass, maintain two tennis courts, two basketball courts, playground area, and are continuously renovating the building to accommodate new programs. This complex is set on 12 ¼ acres.

Trembling Earth Recreation Complex –The Trembling Earth Complex needs more attention because of the irrigation system in place at all of the facilities. The facilities have certified turf grass, so a fertilization program, pest control program, and weed control program must be in place and maintained.

TERC Youth Baseball and Softball Complex- Six youth baseball/softball fields, restroom building, concessions/storage building, two playground areas and large parking area. We cut grass, prune trees, rake fields, chalk and line fields, edge sidewalks, aerification and top dress fields. There are approximately 11 acres of grass to maintain at this complex.

TERC Multipurpose Football/Soccer Complex–One football Field, One football/soccer field, practice areas, concession/restroom/storage/weight room/score tower building. We cut grass, prune trees, line and maintain fields, edge sidewalks, and maintain building. There are approximately 15 acres of grass to maintain at this complex.

Ponds and Walking Track – Two ponds, ½ mile walking track with benches. One of these ponds is stocked with fish and must be maintained for fishing and safety. The walking track circles other pond and must be maintained for safety. The ponds and walking track consume approximately 15 acres.

City Auditorium – Gymnasium, concessions area, and restrooms in building. We maintain the gymnasium floor, lighting, and all areas of the building, prune hedges, and cut grass. This gym sits on slightly more than a ½ acre sized lot.

Bickley Park - One tennis court with lights, sits on 1 acre.

Ware County Recreation Board Members

Alton Bennett – term expires 12/31/2015
Dave Callaway – *Chairman* – term expires 12/31/2016
Alesia Gibson – term expires 12/31/2016
Debbie Taylor – term expires 12/31/2016

Kevin Hill – term expires 12/31/2012
Joe Meadows – term expires 12/31/2013
Larry Paulk – term expires 12/31/2015

63rd Annual Mickey Katkaveck Bowl

Teams participated in 7 age and skill divisions this year.

Participants included 62 teams from 16 agencies in South Georgia. Games were scheduled on Saturday, November 19th from 9:00 AM – 8:00 PM; Monday, November 21st from 5:30 PM – 8:00 PM; Tuesday, November 22nd from 6:00 PM – 8:00 PM, and Wednesday, November 23rd from 10:00 AM – 4:00 PM. There is no entry fee charged for this tournament, as the guidelines started by Mr. Katkaveck dictates. We are proud to continue this tradition started in 1948.

Special Olympics 2011

128 youth and adult participants (Track and Field event held at Ware County High School)

This event is offered to any mentally or physically handicapped child in the Ware County School System. The Ware County Recreation Department administers and runs the event.

Memorial Park Programs

Senior Citizens Computer Class

Senior Citizens have a computer literacy class, including keyboarding, and instruction for Microsoft Word usage and navigating the Internet. Class meets on Tuesday mornings.

16 Participants

After School Program

All students receive tutorial sessions, life-skills training, snack, and recreation time
35 participants

Summer Day Camp

Eight-Week 5 days per week Summer Day Camp. Youth have the opportunity to develop life skills, create arts and crafts, swim, and take field trips.
85 participants



Ware County Recreation Department Revenue For 2011

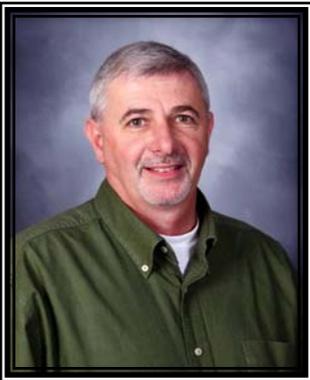
Total Amount of Revenue Collected for 2011 - \$ 243,782.76

Break Down:

Concessions -	\$86,913.71
Youth Registration -	\$30,028.00
Adult Registration -	\$8,840.00
Youth Gate -	\$55,308.00
Adult Gate -	\$10,779.00
Youth Sponsors -	\$5,660.00
Adult Team Fees-	\$7,500.00
Youth Insurance -	\$246.00
Memorial Park Day Camp -	\$12,376.00
Fall Baseball Entry Fees -	\$8,400.00
Youth and Adult Tournament Fees -	\$6,040.00
N.Y.S.C.A. Fees -	\$1,150.00
Bailey St Pool Gate	\$2,802.68
Miscellaneous: -	\$494.37
(Mouthpieces, Fees, etc...)	

Rental Fees:

Meeting Room (Grove Ave.) -	\$0.00
Karate (Grove Ave.) -	\$180.00
City Auditorium -	\$1,350.00
Fields & Lights (Trembling Earth)	\$5,085.00
Grove Gym (Grove Ave)	\$630 .00



**Barry Cox
Vehicle Maintenance**

VEHICLE MAINTENANCE

The vehicle maintenance department maintains approximately 300 vehicles that consist of minor and major repairs. We have six (6) Mechanics, one (1) Parts Room Clerk and one (1) Supervisor for a total of eight (8) employees. We also assist in purchasing new vehicles for all county departments.

Total operating 2010-2011 budget \$405,104
 Labor reimbursement 1,000
 Parts room inventory 20,196
 Total work orders repair 1,640





Board of Elections and Registration

Betty Gillis
Supervisor

The Ware County Board of Elections and Registration has a board of five members, a supervisor and two election clerks.

Board Chairman - Francis Alton Barrett
Board Members—J. Newton Bates, Sr.
Robert D. Leach
William (Bill) Day
Harold E. Smith

Supervisor of Elections—Betty L. Gillis
Election Clerk - Inez D. Butler

The Ware County Board of Elections and Registration, registers qualified residents to vote in local, state and federal elections. In order to register to vote in the State of Georgia, you must be a citizen of the United States and the State of Georgia, and reside in the county in which you are registering to vote. You must be 17 ½ years of age to register, but cannot vote until you are 18 years of age. You cannot be serving a sentence for having been convicted of a felony, and cannot be judicially declared mentally incompetent.

The cutoff for registering to vote or to change your name or address in any election, except special or called elections is thirty days prior to Election Day.

We also issue absentee ballots during elections. We usually have the ballots forty-five days before any election except a called or special election. If you have a reason for voting absentee, you can do so as soon as we receive the ballots.

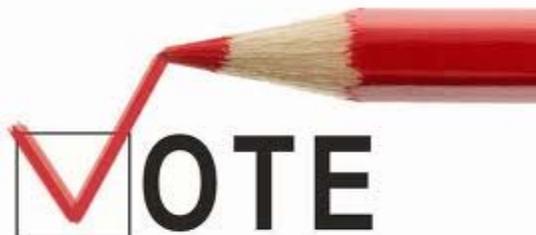
The reasons a person can vote early in the Board of Elections and Registration office or by mail is:

1. No reason
2. 75 Years of age or older
3. Out of precinct all day on primary or election day (From 7:00 a.m. to 7:00 p.m.)
4. Unable to vote in person because of a physical disability
5. Unable to vote in person because you are required to give constant care to someone who is physically disabled
6. Election official who will perform official acts or duties in connection with the primary or election
7. Unable to be present at the polls because the date of the primary or election falls on a religious holiday which you observe
8. Unable to be present at the polls because you are a public servant required to be on duty in your precinct from 7:00 a.m. to 7:00 p.m. on election day
9. Military stateside and out of your precinct because you are currently on active duty with the military
10. Military overseas and out of your precinct because you are currently on active duty with the military
11. Citizens of the United States temporarily residing overseas
12. Citizens of the United States permanently residing overseas
(You will receive only the Federal Offices: President, Vice-President, U.S. Senator, and U.S. Congressman)
(THE ABSENTEE BALLOT WILL BE MAILED TO YOUR ADDRESS AS REGISTERED)

Advance Voting (any registered voter can come into our office in person only): Monday through Friday, the week immediately preceding the election to cast a ballot, and not be required to provide a reason.

The Friday immediately preceding the election will be the last day our office will mail any absentee ballots. On Monday immediately preceding the election no one will be allowed to vote in the office.

We also provide the voters list to be used at the polls and qualifying for candidates running for public office.



Ware County Extension

Ginger Boatright
County Extension Agent



Cooperative Extension agents, in county offices across Georgia, provide a link between the University and the public. Extension agents also oversee the Georgia 4-H program that provides education and leadership training for youth.

Staff:

Ginger Boatright: County Extension Coordinator, 4-H Agent, ANR Agent

Heidi Flowers: Family & Consumer Sciences Agent

CG Furman (Temporary Part-time 4-H Program Assistant)

Tatum Sikes (4-H Program Assistant)

Stacey McQuaig, Expanded Foods & Nutrition Education Program Assistant

James Jacobs, Agriculture & Natural Resources Agent – Pierce and Ware Counties

Levan Lee, Secretary

As of this date, our current staff consists of Ginger Boatright, Heidi Flowers, CG Furman, Tatum Sikes, Stacey McQuaig and LeVan Lee. James Jacobs is contracted to work with Ware County Agriculture.

Phone Calls	791
Office Visits	1,215
Agricultural Samples	218
Program Contacts	6,605
Newsletter Contacts	6,871

Ware County's 2011 Farm Gate Value was ranked 91st out of 159 counties with a total \$36,306,563 million dollars in sales. The majority of commodity value was reported in the areas of : Forestry, Row Crops Forage Crops, Fruits & Nuts, and Vegetables.

*17th in the area of Timber produced with a farm gate value of \$6,181,963.

*4th in the state for the acres of blueberries in production, with a farm gate value of \$5,212,375.

*15th in the State for Fruits & Nuts with a value of \$6,073,975.

*44th Overall Ranking for production of Vegetables with a farm gate value of \$1,623,650. Ranking in the top ten counties for vegetable production, especially for crops such as peppers and holds the 20th ranking for production of tomatoes.

*59th in the area of Row Crops & Forage Crops with a farm gate value of \$6,622,307

*82nd Livestock & Aquaculture \$5,052,130

Programming that has been reduced or discontinued due to a vacant position for the Ware County Agriculture Agent:

- Master Gardener Program
- Production Meetings
- Service to Green Industry
- Homeowner Visits
- Livestock Production

For 2010-2011:

4-H Clubs

In-school club meetings for 4th-6th grade are run by elected student officers, taught lessons aligned with GPS standards on agriculture, health, or language arts and conduct monthly in-school service projects.

Enrollment—811 5th—12th graders
4-H Club Meetings—320 meetings per year

Leadership

Leadership development through 4-H teaches students communication, helps them set person goals, and encourages professionalism and person growth.

State and National Leadership Conferences—2 students
Local and District Officer Positions—162 students
Project Achievement and Mini Booth Exhibits—62 students
Summer Camp—37 students
Teen Leaders—5 students

Teamwork

Judging and Show Teams teach students decision making, critical thinking, public speaking, and time management through fundamental knowledge and life applications in the areas of both Agriculture and Consumer Sciences.

Judging, Shooting Sports and Show Teams—67 students





Melba Fiveash
Clerk of Court

CLERK OF SUPERIOR COURT

The Clerk of Superior Court, Melba Fiveash and her staff collects and disperses funds from State Court fines, Superior Court fines, Superior and Court cost from filing suits, Real Estate, Liens, Plats and other recording, Child Support, Transfer Tax, Intangible Tax, etc. This Department has jury trials throughout the year with at least four different judges in Superior and different judges in Superior and State Court. In addition, passports are processed and Notary Public Certificates are issued in the Clerk's Office. Trade Names, Notice of Commencements, Lis Pendens, and Fifa's are recorded. UCC's on personal and real property are filed and recorded and appeals to the Supreme Court are prepared and sent to the proper court from this office. Payments for all jurors (i.e. Juvenile, Magistrate, State and Superior Court) are also issued.

Total amount collected and disbursed from Superior and State Courts: 1,465,418.65

Superior Drug Court	22
Jury Trial weeks for Superior and State Courts	24
Hearing dates for Superior and State Court	177
Arrestment dates for State Court	12
BOE Hearings	15

Family Violence and Revocations are held every Friday in State Court, Habeas Corpus hearings once a month at Ware State Prison, and Grand Jury holds monthly meetings.

Accusations filed in State Court	1063
Tickets filed in State Court	1688
Indictments filed in Superior Court	540
Civil Suits filed in Superior Court	1055
Civil Suits filed in State Court	588
Liens and fifas filed, recorded and indexed	6361
UCC's filed	1327
Real Estate instruments filed, recorded and indexed	3850
Notary Appointments	153

The Department takes in Transfer Tax on Warranty Deeds and Intangible Tax on Security Deeds, and distributes them to the required entities.

Superior and State Court-Civil	480,532.99
State Court-Criminal	531,316.01
Superior Court-Criminal	127,271.17
Transfer Tax	35,343.00
Intangible Tax	144,499.57
Child Support	146,455.91
Total	1,465,418.65





JUVENILE COURT

Jeffrey Parker
Juvenile Judge

ALESIA SIRMANS, CLERK
LYNNE JACOBS, DEP. CLERK

Report time period: 1-1-11 through 12-31-11

Cases: 388
Charges: 439

The Juvenile Court of Ware County aspires to achieve excellence by providing quality services for the positive development of children, the safety of the community and the preservation of the family unit. Our objective is to serve the community by assisting children and families in need and to protect the community by administering individual justice and deterring delinquent behavior.

The purpose of our Juvenile Court is to protect the well-being of children, provide guidance and control conducive to child welfare and the best interests of the state, and secure care for children removed from their homes.

The exclusive, original jurisdiction of the Juvenile Courts extends to delinquent children under the age of seventeen and deprived or unruly children under the age of eighteen. Juvenile Courts have concurrent jurisdiction with Superior Court in cases involving capital felonies, and in proceedings to terminate parental rights. The Superior Courts have original jurisdiction over those juveniles who commit certain serious felonies. The juvenile court also has jurisdiction over minors committing traffic violations and cases involving the interstate Compact on Juveniles.

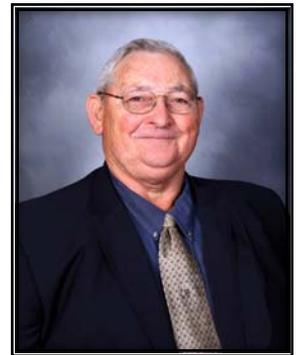
The Juvenile Court received \$ 193.50 fines

The Court received \$ 5,015.55 restitution

Cases from 1/1/2011 to 12/31/2011

Delinquent— 191
Deprived— 113
Special Proceedings— 3
Termination of Parental Rights – 8
Traffic— 13
Unruly— 60

PROBATE COURT



Calvin Bennett
Probate Judge

The Ware County Probate Court had a great year for 2011.

Probate Judge Calvin A. Bennett is completing his second term as Probate Judge. Chris Ring serves as Chief Clerk and Tonya Carter as Clerk.

The following petitions were filed during 2011.

- 43 Petitions for Letters of Administration
- 115 Will Probate Proceedings
- 7 No Administration Necessary
- 17 Petition for Year's Support
- 39 Petitions for Guardianship of Adults and Minors
- 21 Miscellaneous Proceedings
- 354 Applications for Marriage License
- 316 Applications for Firearms License

Judge Bennett performed 167 marriage ceremonies in 2011.

The total of \$111,750.34 was collected for the year 2011 and disbursements were as follows:

Ware County Board of Commissioners **	\$ 83,661.54
Indigent Defense Fund	3,990.00
Law Library	1,380.00
Probate Judges' Retirement Fund	3,315.80
Sheriff's Service (Fingerprinting)	1,555.00
GBI	12,440.00
State Children's Trust Fund	5,310.00
Police and Sheriff's Press	98.00
Total	\$111,750.34

**This amount includes fees paid to Attorneys, Process Servers, Clerk of Court, etc.



Magistrate Court



Nathan Grantham
Magistrate Judge

MAGISTRATE COURT TRANSACTION & DISBURSEMENT COUNT & AMOUNT YEAR 2011

<u>CRIMINAL</u>	<u>COUNT</u>	<u>AMOUNT</u>	
SHERIFF'S RETIREMENT FUND	195	\$ 386.47	
LAW LIBRARY	185	\$ 910.00	
SHERIFF'S SERVICE FEE	20	\$ 1,008.33	
RESTITUTION	161	\$ 19,397.51	
REFUNDS/BONDS	4	\$ 1,649.38	
POAB	219	\$ 2,561.96	
JAIL FUND	205	\$ 4,627.42	
LOCAL CRIME VICTIMS FUND	188	\$ 2,089.91	
COURT COST	896	\$ 19,877.00	
COUNTY SERVICE FEE	214	\$ 4,939.66	
MISCELLANEOUS	131	\$ 637.50	
POPID # 1	217	\$ 4,027.57	
POPID # 2	216	\$ 4,850.54	
DECAL PENALTY		88	
	\$ 2,600.00		
WARE COUNTY COMMISSIONERS		358	
	\$ 43,359.44		
PROCESSING FEE		59	
	\$ 780.00		
COUNTY RESTITUTION	131	\$ 5,844.85	
WARE COUNTY TAX COMMISSIONERS	10	\$ 325.00	
TOTAL		\$ 119,872.54	
<u>CIVIL</u>			
LAW LIBRARY	1374	\$ 6,870.00	
MISC. TRANSFER/SF/RF	64	\$ 355.50	
SHERIFF'S RETIREMENT FUND	1374	\$ 1,374.00	
SHERIFFS SERVICE FEE	34	\$ 1,700.00	
REGISTRY	5	\$ 4,600.25	
RESTITUTION	21	\$ 5,895.04	
REFUNDS	1	\$ 96.00	
IDF SURCHARGE	1383	\$ 20,745.00	
WARE COUNTY COMMISSIONERS	1567	\$ 95,665.50	
TRANSFER INCOMING	7	\$ 140.00	
JUDGES RETIREMENT FUND	1383	\$ 4,150.00	
TOTAL		\$ 141,590.79	
<u>GARNISHMENTS</u>			
SHERIFFS SERVICE FEE	01	\$ 0.00	
GARNISHMENT	1258	\$ 245,699.33	
RESTITUTION	56	\$ 10,601.89	
REFUNDS	1	\$ 580.10	
TOTAL		\$ 257,881.32	
<u>TOTAL AMOUNT FOR THE YEAR 2011</u>		\$ 519,344.65	
FELONY WARRANTS	1584	BAD CHECKS	198
MISD. WARRANTS	1332	PRE-WARRANT HEARINGS	530
GOOD BEHAVIOR WARRANTS	24	FIRST APPEARANCES	1920
SEARCH WARRANTS	115	PRELIMINARY HEARINGS	185

SOLICITOR'S OFFICE

Joseph Johnson
Solicitor



Joseph R. Johnson, Jr., Solicitor-General, prosecutes misdemeanor-grade criminal offenses and traffic-related offenses in the State Court of Ware County. In the CY2011, 1,063 criminal cases and 1,688 traffic citations were processed through Ware County State Court. The Ware County Sheriff's Office collected \$74,876.20 in fines on State Court traffic citations and \$161,209.19 was collected in fines on State Court traffic citations in the Ware County Clerk's Office. Providence Corporation (a subsidiary of Providence Service Corporation, is a private probation company whose stock is publicly traded on the NASDAQ under the symbol PRSC) supervises persons sentenced to probation in State Court, Municipal Court, and Magistrate Court. Providence probation officers supervise the probationers, teach anger management classes, and collect court-imposed fines and restitution. For the CY2011, Providence collected \$306,159.72 in fines and \$67,678.80 in restitution paid by probationers in Ware State Court. Fine monies are paid into the Ware County general fund. State Court cases resulted in the collection of \$39,133.00 for the Local Crime Victims Assistance Fund. Probationers performed 11,486.57 hours of community service for State Court.

Mr. Johnson, assisted by attorney Shawn Wildes, prosecuted deposit fraud (bad check), county ordinance, city ordinance, and mobile home decal violations in Ware County Magistrate Court. In the CY2011, 198 deposit fraud (bad check) cases and 109 county ordinance/city ordinance/mobile home decal cases were prosecuted through the Ware County Magistrate Court. For the CY2011, Providence collected \$38,554.19 in fines and \$28,495.27 in restitution paid by probationers in Ware County Magistrate Court. These fine monies are paid into the Ware County general fund. Magistrate Court cases resulted in the collection of \$6,293.03 for the Local Crime Victims Assistance Fund. Probationers performed 1,064 hours of community service hours for Magistrate Court.

The Ware County Solicitor also provides Municipal Court services to the City of Waycross since 2003. Mr. Johnson also serves as the prosecutor for the Municipal Court of Waycross. In CY 2011, approximately 4,173 cases were prosecuted in the Municipal Court of Waycross, which resulted in the collection of \$369,597.07 in fines and \$24,986.56 restitution through Providence probation. Total fines collected through the Waycross Police Department totaled \$404,706.99. In addition \$35,750.45 was collected for Ware County through the Waycross Police Department for the Georgia Crime Victims Assistance Fund. Probationers performed 10,961.10 hours of community service work for Municipal Court.

STATE COURT

Doug Gibson
State Court Judge





911

Faye Cooper
911 Director

PSCC-911 July 1, 2010 thru June 30, 2011 FYE Annual Report

The Ware County 911 Public Safety Communications Center (PSCC), with Director Fay Cooper and staff provides public safety response throughout the communities of Ware County and the City of Waycross that is initiated through one single-point of contact. The 9-1-1 Operators are responsible for coordinating and responding the appropriate agencies to all calls for service and provide pre-arrival instructions to callers.

The Operators are also responsible for contacting additional on-call personnel and other agencies for the agencies that we serve when an incident escalates beyond a routine call for service. Detectives are notified for investigative purposes, K-9 units for tracking, and the SWAT Team for hostage and barricade situations. There are related agencies that must also be notified as a result of an incident occurring from one of the primary agencies that we dispatch for. Those agencies include, but are not limited to the Department of Family and Children Services, Adult Protective Services for abuse etc, CSX Transportation, Juvenile Intake Officers, Department of Natural Resources, The Street and Road Department, Emergency Management Forestry, The Fire Marshall, The Coroner or the request may be to contact neighboring counties, depending on the circumstances of the incident.

For the FYE of 2010-2011, 911 documented 80,045 CAD Incidents for emergency and non-emergency calls. The documentation includes civil papers, subpoenas, officer breaks, traffic stops, warrants, etc.

Records of Interest:

- WSO Traffic Stops—3,629
- WSO Civil and Subpoena Service—6,031
- WPD Traffic Stops—8,663
- WPD Civil and Subpoena Service—339
- Wrecker Incidents—1,001
- Vehicle Repossessions—270

The Communications Center handled 260,045 phone calls for the FYE of 2010-2011. The total number of Administrative Calls were 187,681 (inbound and out), 6073 Abandoned Calls (when citizens call and hang-up). The total number of calls that came in on 9-1-1 (landlines) were 72,364, 48,444 of those calls were wireless.

UNDERSTANDING 9-1-1

HELP US HELP YOU

When To Dial 9-1-1

The citizens of Ware County and the City of Waycross should dial 9-1-1 to report any incident that requires immediate dispatch of Police, Fire or Medical services.

By dialing 9-1-1 for emergencies, a citizen accesses a public safety response system that will coordinate and send the appropriate public safety personnel.

Note: If you are not sure whether your situation is appropriate for dialing 9-1-1, call it anyway.

Special Agent 911





TTD/TTY USERS

In accordance with the requirements of Title II of the Americans with Disabilities Act, The Ware County 911 service is equipped with telecommunication devices to communicate with hearing impaired or speech impaired individuals. The individuals will have direct access to Ware County Emergency services provided through 911.

Please contact the 911 office at 912-287-4335 if you are a family member use a TTD/TTY as a means of communication.



A CHILD
IS MISSING



A Child Is Missing Alert is now available to the citizens of Waycross and Ware County through your 9-1-1 Center and local law enforcement agencies.

The Mission:

The program is devoted to assisting law enforcement in the search and early safe recovery efforts of children/the elderly (often Alzheimer's)/disabled persons and college students via a rapid-response neighborhood notification program utilizing high-tech telephony.

The Need:

A child goes missing every 40 seconds in the United States. Your child has a 1 in 42 chance of going missing.

How ACIM Works:

- Citizen calls 911 to report a missing person.
- An officer verifies that the individual is missing.
- 9-1-1 calls an ACIM technician and gives pertinent information.
- The technician records a personalized message with case details.
- Residents and business are asked for information and to check their premises.
- Answering machines can pick-up ACIM calls so that residents can hear the alert when returning home.
- ACIM can place **1,000 calls in sixty seconds**.
- ACIM can place calls in **English and Spanish**.
- ACIM can process multiple cases **simultaneously**.
- ACIM can work without jurisdictional boundaries.

PLEASE LISTEN TO THE ENTIRE MESSAGE BEFORE HANGING UP.

You could be the one that helps to save a life.

If you have the feature **privacy directory** on your phone, you will need to press 1 to receive this message.

For additional information you may contact:

- Ware County 9-1-1 at 912-287-4335
- Ware County Sheriff's Office at 912-287-4325
- Waycross Police Department at 912-287-2921

For success stories, testimonials, and a sample alert message, go to www.achildissing.org.

Emergency Management Agency

Jonathan Daniell
Director, EMA



The purpose of the Emergency Management Agency is to prevent or minimize injury to people and damage to property resulting from emergencies or disasters of natural or man-made origin. EMA is the coordinating agency for all services in Waycross and Ware County, EMA is daily dealing with situations that the city and county face with their day-to-day operations.

- *Jonathan Daniell , currently serves as President for Emergency Management Association of Georgia
- *Received CERT 10 funding for \$8,000
- *Emergency Notification/Weather Grant \$22,500
- *Received Homeland Security Grant for (LSV) Logistic Support Vehicle \$325,000
- *Held two (2) Cert classes and had 25 people certified
- *Animals in Disaster Table Top Exercise
- *Red Cross Shelter Table Top
- *Awarded CODE RED Grant for system to benefit Waycross and Ware County
- *Damage Assessment Training for local damage control teams
- *Sweat Farm Road Fire closed out by FEMA and GEMA
- *Support Arabian Bay Fire, Clinch County
- *Received, Letter of Appreciation, from Governor Deal for support of the North Georgia Tornado's in April

MISSION STATEMENT
OF THE
WARE COUNTY EMERGENCY MANAGEMENT AGENCY

The Ware County Emergency Management Agency believes that the team approach will allow us to put the people of Ware County as our number one priority. Simply put, quality of service and standards are not negotiable. By having an open door policy we strive to service everyone in need and give assistance to the very end.

The support of on-going education and personal development shall maintain a high priority of the Ware County Emergency Management Agency staff through drills, exercises and day to day readiness that will allow never ending performance.

Together, everyone will accomplish more by keeping a high level of **training, safety, positive image, competence, honesty, courage, commitment, integrity, mutual respect and a firm set of values.**

KEEP IT SIMPLE - STAY FOCUSED
DO IT RIGHT THE FIRST TIME

Emergency Medical Service



Dr. Bill Parahm
Interim Director, EMS

The Ware County Emergency Medical Service, with Dr. Bill Parham, Interim Director, provides ambulance service for all of Ware County including the City of Waycross. Calls originate from 911, walkups to the stations, and calls placed to the in-house dispatch line. Calls are answered for all types of traumatic or medical emergency, back up for fire and law enforcement events, and critical care transports from hospital to hospital. Staffing level includes four Advanced Life Support ambulances on duty at all times. Ambulances are staged at City Fire Station 3 on Havana Ave, City Fire Station 2 on Riverside Ave, County Fire Station 1 in the Industrial Park, and City Fire Station 1 on Mary Street. The headquarters is at 3395 Harris Road at the Ware County Public Safety Administration Complex.

Management Changes August until January

1. Secured and carried out service contracts on Defibrillators and power stretchers
2. Developed a mutual aid agreement to include local private services, as back up for pending calls.
3. Directed after hour-in-house calls from office staff (over-time) to on duty Captains, cutting overtime \$8,000.00 per annum
4. Implemented “Kelly” staffing model to further cut over-time by approximately 90%
5. Ordered and secured all supplies that had been critically low
6. Ordered and secured uniforms for employees
7. Reinstated in-house collections with great cooperation from Ware Magistrate
8. Replaced much dated billing system with modern and totally electronic billing and data collection, placing laptops on all ambulances to interface with hospitals
9. Organized and directed all employee discipline to be totally in line with Ware County personnel policy
10. Stream-lined paper work and reduced redundant forms and reports
11. Implemented regular meetings with Private EMS and Hospital Department Heads
12. Organized Educational Staff to bring all training in house
13. Equipped all ambulances with GPS data collectors to monitor and assure safe and reasonable operation of vehicles (to extent of current state of the art)
14. Organized in house vehicle maintenance personnel to assure that vehicles are properly cared for and preventive maintenance is paramount
15. Brought serious oversight to the billing process
16. Adjusted fee’s to current reasonable, geographic, and accepted levels
17. Directed the construction of a Medical Reserve Corp. to be built in Ware County to build reserve capacity for Ware and 8 surrounding counties
18. Maintain regular meetings with all Public Safety Department Heads
19. Heavily researched and brought to bid a new ambulance that is specific to the needs of Ware County
20. Applied for pending trauma grant for an additional ambulance

The above reports major restructuring is not meant to include all changes





WARE COUNTY

Dennis Keen
Fire Chief

FIRE/RESCUE

Staff and Apparatus

PAID STAFF: Station 1 Industrial Park has 15 Full Time paid and 10 Part Time staff. These men are highly trained in all aspects of the Fire Service and are capable of managing most any type of incident. Training is continuously ongoing.

VOLUNTEER STAFF: We currently have 99 Volunteers that are manning 9 Stations. County wide, all Volunteer Stations have Captains that are responsible for their Stations and are in charge of the Emergency until the Paid Staff arrives. Their training is continuous. They train at least one time a month for 11 months of the year. Also a new Volunteer Fire Station is well into its planning stages, Pine Valley Volunteer Station #11.

The National Incident Management System is used by all Firefighters in Ware County to coordinate the Emergency Scene with other Public Safety Agencies.

A major effort is put forth to coordinate all incidents with other agencies that might be involved and work side by side with the Emergency Medical Service, 911, the Ga. Emergency Management Agency, Law Enforcement, and other Fire Departments.

COMMUNICATIONS: All personnel both paid and volunteer are dispatched out of the War County Public Safety Communications Center. Each fire district is dispatched by an assigned radio tone code to voice pagers and radios and also cell phone texting that gives paid and volunteer firefighters in their respective districts the nature of the emergency and the location. We are currently in the process to upgrade all of our radios to digital/analog before the 2013 deadline.



**Ware County Fire / Rescue
2011 Incidents/Reports**

Fires:

Structure	69
Vehicle	38
Wildland	194
Other	<u>52</u>
Total	353

Rescue & Medical

Medical	130
Motor Vehicle Accidents	126
Rescue	<u>8</u>
Total	264

Investigations

Hazardous Conditions	45
Service Calls	25
Good Intent Calls	<u>121</u>
Total	191

False Calls 38

Special Incident Type 3

Grand Total Calls = 858 Incidents

Personnel Training

Paid Staff FF Training Hours	2195
Inmate FF Training Hours	179
Volunteer FF Training Hours	<u>3523</u>
Total Training Hours	7262

Other Work

Hydrants: Flushed, Inspected, Painted and Flowed 825 Hydrants
 Hose Test: Hose Tested 700 lengths of hose
 Pump Test: Pump Tested 14 Class A Pumpers
 Pre Fire Survey: Gathered information for a Pre Fire Survey on 85 Commercial, Industrial, and Other Occupancies in Ware County.

Fire Safety

Fire and Life Safety Education was taught to all age groups. Our Clowns, Fire Safety Trailer, and our Firefighters taught Fire Safety at our station, schools, private functions, nursing homes, and numerous other events. We gave out smoke detectors and installed them. They taught Fire Safety and Prevention to 1254 Children and 152 Adults. Also we assisted with the Senior Safety day and did the Muscular Dystrophy Boot Drive for Jerry's Kids raising \$1,620.66.

Grants

1. Remainder of the \$136,000.00 Homeland Security Grant which is approximately \$110,000.00. This money is to be used for a Ga. Search and Rescue Team consisting of 30 members. This team is to be training in Hazmat, High Angle Rescue, Trench Rescue, Structural Collapse Rescue, and Confined Space Rescue. The team has been formed and the High Angle Rescue, Trench Rescue, and the Confined Space Rescue classed have been completed. The next class, Structural Collapse, will begin in February 2012. Most all of the equipment has been purchased and ready for use.
2. We have two Sub Grants from Homeland Security to supplement the GSAR Grant, 1 for \$15,000.00 and 1 for \$40,000.00.
3. Rural Fire Assistant Grant / US Fish and Wildlife, \$27,213.03 with a 10% match of \$3,409.63 making a total of \$30,622.65. This Grant is to be used to buy Wildland Fire Gear and Equipment and possibly to upgrade our radio system to be 2013 compliant.



Sheriff's Office



Randy Royal
Sheriff

Activity Report		
	2010	2011
Total Calls Answered	12,440	15,933
Accidents Investigated (Public & Private Property)	546	516
* Injuries	165	141
* Fatalities	2	6
Total Arrest Cases Processed	6,069	6,273
* Ware County Sheriff's Office	3,006	3,253
* Waycross Police Department	2,881	2,737
* Georgia State Patrol	171	188
* DNR	11	6
* Other	0	89
Civil Papers Served	3,200	2,906
Subpoenas Served	4,745	5,264
Investigations Assigned to Detectives	2,286	2,339
* Investigations Cleared	2,259	1,984
* Total Stolen Property for the Year	\$1,201,520	\$1,201,520
* Total Recovered Property for the Year	\$500,487	\$500,487
Out of Town Trips	835	673
* Savannah – Georgia Regional Hospital	87	100
* Other	748	573
* Total Miles Traveled	895,517	835,601





WARE COUNTY JAIL

3487 Harris Road - Waycross, Ga. 31503 (912) 287-4324

RANDY F. ROYAL, SHERIFF

2011 ANNUAL REPORT

FIGURES: 2 thru 11 are per day averages for the year.

1. CAPACITY OF JAIL.....	500
2. NUMBER OF INMATES HOUSED	410
3. PERCENT OF CAPACITY OF JAIL	82%
4. INMATES SENTENCED TO THE STATE	26
5. PERCENTAGE OF INMATES SENTENCED TO STATE CUSTODY.....	6%
6. NUMBER OF INMATES AWAITING TRIAL	275
7. PERCENTAGE OF PRETRIAL INMATES	67.3%
8. NUMBER OF COUNTY SENTENCED INMATES.....	68
9. PERCENTAGE OF COUNTY SENTENCED INMATES	16.6%
10. NUMBER OF OTHER INMATES	41
11. PERCENTAGE OF OTHER INMATES	10.1%
12. TOTAL # OF INMATES BOOKED FOR THE YEAR	3485
13. TOTAL # INMATES RELEASED FOR THE YEAR.....	3475
14. AVERAGE # OF INMATES BOOKED & RELEASED PER DAY.....	19
15. TOTAL INMATE MEALS SERVED.....	478,963

16. GRIEVANCE REPORTS	<u>537</u> Total	
	<u>87</u> Founded	
	<u>450</u> Unfounded	
17. INMATE DISCIPLINARY REPORTS.....	<u>824</u> Total	
	<u>668</u> Guilty	
	<u>62</u> Not Guilty	
	<u>94</u> Dismissed	
8. OUT-OF-COUNTY TRIPS		315
19. TOTAL MILLEAGE		51,868

20. ESTIMATED # TRUSTEE HOURS WORKED AT THE JAIL

(Duties include: Operating Jail Landry, Assisting Food Staff in Kitchen, General Sanitation in Housing Areas, Waxing Hallways & Corridors, Washing Patrol Cars, Light duty Facility Maintenance, and Up-keep to Grounds.)

70,720 hours worked per year on average with 34 trustees

70,720 hrs. x \$ 7.25 = (in Savings) **\$ 512,720**

21. ESTIMATED # TRUSTEE HOURS WORKED FOR PUBLIC WORKS

(Duties include: General Sanitation At Public Works Facility and Grass Mowing Assignments at Various County Buildings as well as Picking up Litter.)

12,500 hours worked per year on average with 6 trustees

12,500 hrs. x \$ 7.25 = (in Savings) **\$ 90,625**

22. REVENUE GENERATED FROM BOARDING OTHER AGENCIES INMATES

..... **\$ 691,184.15**



Billy Carter
Chief
Appraiser

BOARD OF ASSESSORS

The Ware County Board of Assessors / Appraisers Office is responsible for the "Market Value Appraisal" of 28,000 (+ -) parcels of Real Estate and 6,000 (+ -) accounts of Personal Property. These parcels and accounts have a combined value of over 1.5 Billion Dollars. Tax revenue generated for the County, City and School Board, as a result of the work done by the Assessors / Appraisers Office, exceeds 20 million dollars per year.

We do our work through a process known as "The Mass Appraisal Process" in order to arrive at the Market Value. Ad Valorem Taxation (local taxes) affects everyone in Georgia, from the individual to the largest corporation. The term 'Ad Valorem' is a Latin term and simply means "According to Value". We know this term today as the "Market Value".

The Market Value Appraisal is generally defined in the Appraisal community as "The amount a knowledgeable buyer would pay for a property and a knowledgeable seller would accept for a property at a bona fide arms length sale and where there is no undue outside pressure to buy or sell." This means that one pays their property taxes based upon the Market Value of their property.

The impact of Ad Valorem Taxation will become even more important to local governments and school boards in the future with the rise in the cost of materials and services. Local governments and school boards already struggle to adhere to a "no new taxes" policy and yet be to pay for all of the services the public demands.

The State Audit Department monitors the work of the Assessors / Appraisers Office to make sure they are adhering to the strict standards set for it by Georgia Laws and the Department of Revenues' Rules and Regulations. If a county allows it's Market Valuations of Real Estate to drop below a certain percentage of selling price, the state will penalize and fine that county every year until the county corrects whatever is causing the problem. This reality creates pressure to keep accurate Market Valuations on properties. Thus, the County Governing Authority's support and funding of its Ad Valorem Tax program for Real Estate Appraisals, Valuation and Equalization is particularly important.

Mass Appraising' is the accurate way to describe what we do in the Assessors Office and is different from a 'Bank Appraisal'. Mass Appraisal, as the name implies, is the Appraisal of a large number of properties at the same time. There are certain procedures set forth by laws of the State of Georgia and Regulations of the Georgia Department of Revenue that govern what and how we do these Mass Appraisals.

Our office is required (as is every County in Georgia) to determine the Market Values of properties within Ware County. Virtually everyone has an opinion of Market Value, and it usually varies widely. The true Market Value is especially difficult to estimate when an area is in a state of transition from one use to another.

Our office, however, does not use estimates or opinions to arrive at the Market Value. We use values and other facts and information gathered from actual sales. As mentioned before, in the Real Estate Industry Market Value is defined as "the amount a knowledgeable buyer would pay for a property and a knowledgeable seller would accept for a property at a bona fide arms length sale, and where there is no undue outside pressure to buy or sell". Market Value Sales information can be obtained from the sale of the same or similar type properties.

In 2011, as in every year, the Ware County Board of Assessors Office will be conducting our normal research of studying sales that have already taken place in order to determine the Market Value. Then we will value the same (or similar) type properties (that have not sold) as close to this selling price as possible.

We normally revalue between 5,000 and 8,000 Parcels of Real Property and about 5,000 Personal Property accounts each year. This year we will be sending out notices to all taxable properties due to SB346.

In Ware County, the Assessors Office takes TAX RETURNS. This Tax Return season is the time for property owners to report any changes to their property and file for all exemptions for which they are qualified.

The Assessors Office is a multifaceted office, providing a multitude of services to a diverse group of individuals and local, state and federal-
Positive Tax Base Factors

Ware County is one of only 3 counties in Georgia to have an approved Digest the last 22 years in a row. Our office is very proud of this accomplishment. Our goal is keep this record intact for the foreseeable future.

Every year the Georgia Legislature passes new laws and changes several existing laws that affect our office. And each year the Georgia Department of Revenue sends down more Regulations that affect our office. These mandates are seldom funded.

These new and/or additional Laws and Regulations create a climate of constant change and uncertainty for our office. Uncertainty because sometimes it takes a year or two to sort out just exactly what the legislature meant by a given piece of legislation. As a result, today's methodologies become outdated and inefficient, requiring new and innovative solutions to appraisal problems. We must be diligent in our search for the correct application of these changes. We must adapt and improvise each year if we are to keep up with all this change.

- The Law that removed Timber from the County Tax Digest, removed \$50 million from the Ware County digest. That is approximately \$850,000 per year in actual taxes to the County.
- Wetlands legislation: Removed even more tax dollars.
- Conservation Use and Preferential Use covenants: Removed more tax dollars.
- Residential Covenants: Removed more tax dollars.
- Laws Exempting certain types of Personal Property altogether, and Exempting up to \$7,500 on other types of Personal Property: Removed even more tax dollars.
- Local Legislation for additional Homestead Exemptions: Removed even more tax dollars.
- There now exists 23 different variations of exemptions that can be applied for in Ware County.

** If you added together all of the tax dollars lost due to the above described Exemptions, it would equal well over \$2 Million Dollars per year. Any future law(s) that grant any additional type of exemption will cut even more deeply into our Tax Base and will put even more pressure on the properties that remain taxable.*

Negative Tax Base Factors

FACTS, TERMINOLGY and OTHER HELPFUL INFORMATION

1. Phone Traffic: Our office averages 86 phone calls per day. That equals 21,520 calls per year.
2. Walk in traffic: Our office averages 50 walk-ins per day. That's equals 12,440 per year.
3. That makes 33,960 opportunities we have to serve the public each year. The people we help are not only property owners, but includes Attorney's, Bank Appraiser's, Timber People, Surveyors, Mobile Home owners, requests for maps and many other requests. And that's just the work we do inside the office. This does *not include* the fieldwork, maps revalued, houses measured, pictures taken, Personal Property Accounts Revalued, approximately 1,800 Property transfers and mapping splits, appeals taken and Board of Equalization hearings held.

Appraised Value: Is always **100%**

Market Value. This is NOT the taxable value.

Assessed Value or Assessment Value:

Is always **40%** of the Appraised Value.

Taxable Value: Assessment Value

(40%) Minus all applicable exemptions.

Digest: A total of all the assessed (40%) values in the county.

Mills or Millage Rates: Tax rates are expressed in terms of Mills: (one mill equals \$1.00 in property taxes for every \$1,000 of Assessed, Taxable value).

The time for making a Tax Return is

January 1st thru April 1st .EXAMPLE CALCULATION of a MILLAGE RATE

Total Governmental Budget \$500,000 Less non-property tax revenue \$200,000 Budget amount needed from Property Taxes = \$300,000 (Divided by)

% County Taxable Assessed Value (Taxable Digest) \$20,000,000

Tax Rate (more commonly referred to as 16 mills) = .016549

EXAMPLE CALCULATION of a SIMPLE INDIVIDUAL COUNTY TAX BILL

(Remember, one mill equals one dollar in taxes for every \$1,000 of Assessed, Taxable value).

Residence Appraised Value	
(Market Value)	\$100,000
Assessment	X .40(%)
Assessed value	= \$40,000
Minus Exemptions	- \$10,000
Taxable Assessed Value	= \$30,000
Times the Millage rate	X .016549
Equals the Tax Bill	= \$ 496.47



Steve Barnard
Tax Commissioner

TAX COMMISSIONER

Steve Barnard, Tax Commissioner, reports the following services provided by his staff of eight during 2011 which includes the combined total of State, County, School, and City taxes.

The Tax Commissioner's Office offers several different ways in paying taxes and tags. When paying property taxes or renewing vehicle tags, you have the option of going on-line from your home, or you can mail it in or come into the office and pay with check, cash or debit card.

Our Tax Commissioner's website is as follows: www.warecountytax.com. It has been very successful not only for taxpayers but attorneys and the general public seeking information about properties in Ware County.

In 2011 Teresa Morgan was appointed to delinquent tax officer, her duties are to monitor the past due bills and make contact with the tax payer. Also prepare for the delinquent tax sales. This position was made when we combined the chief deputy and the bookkeeper's position.

In December 2010, we changed vendors for our property tax software. We are currently with Manatron, a company that has the most updated software available. We have already found this new program to be more efficient in that tax bills are easier to find, and we can now email bills per request which reduces paper use. We now have the capabilities of preparing our own digest, and printing our own tax bills which will be a cost savings to the county.

The Tax office still uses GTS, a private company, to research property records for levy and sale of property on the Courthouse steps. A charge of \$65.00 for the stage one letter is added to the delinquent taxpayer's bill. If not paid, research will begin and an additional \$100.00 is added to the bill plus the cost of advertising in the Waycross Journal Herald.

There were 224 citations written that resorted in fines in the amount of 5,193.24. After the tax deadline, the Ware County Sheriff's Office started writing citations in which the county collected approximately \$98,000.00 in delinquent taxes. This is a joint program between the Tax Commissioner's Office, Sheriff's Office and Magistrate Court.

The 2011 Property Tax billing:

STATE TAX	\$ 141,079
COUNTY TAX	\$ 9,355,378
SCHOOL TAX	\$10,603,682
WAYCROSS	\$ 2,912,974
DEV AUTHORITY	\$ 71,560

TOTAL BILLING FOR PROPERTY TAXES \$23,084,673

The 2011 motor vehicle collection:

TAXES COLLECTED	\$ 2,506,849
TAX PENALTIES	\$ 44,210
TAG PENALTIES	\$ 28,519
MAIL FEES	\$ 5,287
TITLE PENALTIES	\$ 5,440

TOTAL COLLECTION FOR MOTOR VEHICLES \$2,590,305

There were 35,699 tags registered in Ware County in 2009. We processed 46,764 tags and titles. We issued 418 replacement titles and processed 10,116 title transfers.

**TOTAL TAXES FOR 2011
\$25,674,978**

