

*Fayette*  
COUNTY

“WHERE QUALITY  
IS A LIFESTYLE”

*Georgia*

**FAYETTE COUNTY, GEORGIA**

**OPERATING AND CAPITAL BUDGET**

**FISCAL YEAR ENDED JUNE 30, 2017**

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# **FAYETTE COUNTY, GEORGIA**

## **BOARD OF COMMISSIONERS**

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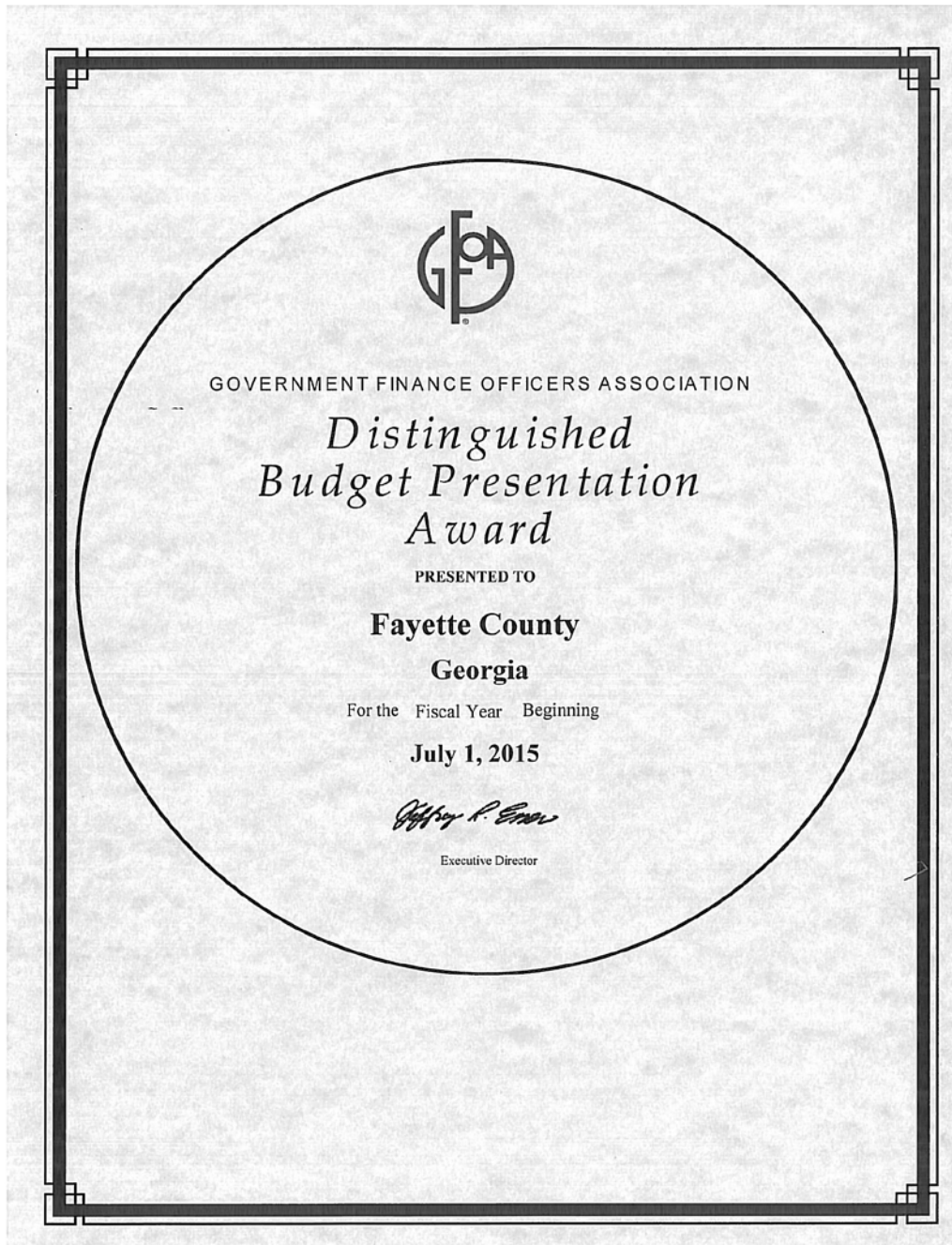
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The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to Fayette County Georgia for its annual budget for the fiscal year beginning July 1, 2015.

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

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

**FAYETTE COUNTY, GEORGIA  
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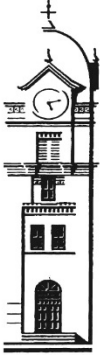
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## **Fiscal Year 2017 Budget Message**

June 30, 2016

The Honorable Charles Oddo, Chairman  
The Honorable Members of the Fayette County Board of Commissioners  
The Citizens of Fayette County, Georgia

The annual Operating and Capital Budget of Fayette County Georgia is a plan expressed in dollar amounts that acts as a road map to carry out the Board of Commissioners’ mission statement to provide critical services to protect and enhance the health, safety, and welfare of its citizens in a manner that is efficient, fiscally responsible, and which perpetuates a quality lifestyle for future generations (additional discussion on goals and objectives starts on page 48).

### **INTRODUCTION**

It is our pleasure to present the fiscal year 2017 adopted budget for Fayette County Georgia. The adopted budget covers the period beginning **July 1, 2016 and ending June 30, 2017**.

Effective June 30, 2016, and as part of the adopted FY 2016 Year-End Budget Adjustments, the Board of Commissioners approved to eliminate the Griffin Judicial Circuit budget from the Fayette County total budget. This decision was made after it was determined that the Griffin Judicial Circuit fund fulfilled all the characteristics of an **agency fund** that is custodial in nature and do not present results of operations. FY 2016 final unaudited amounts do not include the Griffin Judicial Circuit fund and the FY 2017 Budget Document does not include the budget for the Griffin Judicial Circuit fund.

The budget includes **expenditures of \$87,300,629** and transfers consisting of **\$3,113,950 Governmental Funds capital projects transfers, \$1,131,266 Enterprise Funds capital projects transfers, \$324,000 Capital/CIP Funds capital projects transfers, and \$970,000 Governmental Funds vehicles/equipment projects transfers for total appropriations of \$92,839,845**. This budget is representative of the County’s long-standing tradition of providing



historic levels of service to the citizens of Fayette County while maintaining fiscal and managerial conservatism. The Board of Commissioners and its staff continue to work diligently in identifying and allocating resources even during this period when the county and the nation are recovering from the slowdown of the economy during the recent recession. The Board's prudent leadership and direction allows the organization to deliver services in a manner that most effectively, efficiently, and economically meets the dynamic needs of a still growing Metropolitan Atlanta suburban community with a current estimated population of 112,300 as of April 1, 2016.

Major components of the approved expenditures include:

Budget Components	Expenditures
Operating Governmental Funds	\$ 63,909,183
Operating Enterprise Funds	15,865,637
Governmental Funds Capital Projects	3,976,990
Enterprise Funds Projects	1,131,266
Internal Service Funds	2,417,553
<b>Total Budget</b>	<b>\$ 87,300,629</b>

### **BUDGET IN BRIEF**

The adopted **operating expenditures budget** for FY 2017 total **\$79,774,820**. This year's operating expenditures budget is flat when compared to the previous year's. With an increase in operating revenue, the **net change from FY 2016 is a positive \$421.9 thousand or 10.3%**.

Operating Budget				
	2017	2016	\$ Diff.	% Change
Revenue	\$ 84,302,974	\$ 83,881,958	\$ 421,016	0.5
Expenditures	79,774,820	79,775,788	(968)	(0.0)
Fund Balance	\$ 4,528,154	\$ 4,106,170	\$ 421,984	10.3

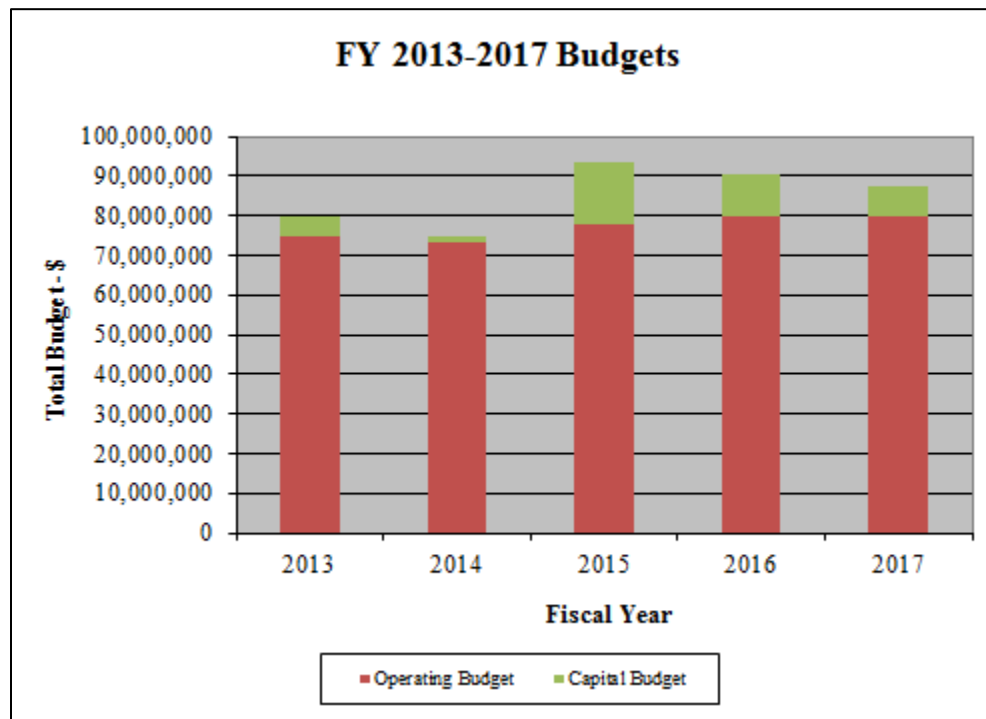
The FY 2017 adopted **capital projects expenditures budget** is **\$2.9 million** less than the previous year. This represents a decrease of **28.2%**.

Capital Projects Budget	Approved FY 2017	Approved FY 2016	\$ Diff	% Diff
Capital/CIP Projects	\$ 3,976,990	\$ 4,940,705	\$ (963,715)	(19.5)
Water System CIP	840,000	3,695,264	(2,855,264)	(77.3)
Stormwater CIP	291,266	-	291,266	n/a
Vehicle/Equipment Fund	2,417,553	1,842,684	574,869	31.2
<b>Total Capital Projects Budget</b>	<b>\$ 7,525,809</b>	<b>\$10,478,653</b>	<b>\$ (2,952,844)</b>	<b>(28.2)</b>

The Fayette County total adopted expenditures budget for FY 2017 is **\$2.9 million** less than the previous year. This represents an overall decrease of **3.3%** from the prior year's total adopted expenditures budget.

## Fayette County Georgia - FY 2013 to 2017 Operating and Capital Expenditures

Fiscal Year	Operating Budget	% Change	Capital Budget	% Change	Total Budget	% Change
2013	74,699,113	0.7	5,068,672	(62.0)	79,767,785	(8.9)
2014	73,189,591	(2.0)	1,531,521	(69.8)	74,721,112	(6.3)
2015	77,811,490	6.3	15,862,461	935.7	93,673,951	25.4
2016	79,775,788	2.5	10,478,653	(33.9)	90,254,441	(3.7)
2017	79,774,820	(0.0)	7,525,809	(28.2)	87,300,629	(3.3)



More detail regarding changes in the Fayette County Georgia operating budget is included in the **Significant Items** section that follows.

### **SIGNIFICANT ITEMS FOR CURRENT FY 2016 AND BUDGET FY 2017**

1. Total **Operating Budget (operating expenditures plus other uses of funding)** – the total operating budget for FY 2017 is projected to decrease from \$83.1 million in FY 2016 to \$81.9 million in FY 2017. This projected decrease of approximately \$1.24 million in expenditures is accompanied by a projected slight decrease of \$831 thousand in operating revenue and other sources of funding from FY 2016 to FY 2017. The net effect of this would be a year to year projected positive change in fund balance of \$410 thousand. This reflects the Board of Commissioners’ continued commitment to fiscal responsibility.

2. **Total Capital Budget Expenditures for Governmental Funds and Enterprise Funds Capital Projects** – the capital budget for Governmental and Enterprise funds in FY 2017 is projected to total \$5.1 million. The \$5.1 million includes \$291 thousand that will be placed in Contingency to be used to fund future Stormwater projects. Sources of funding for the capital projects include a grant of \$539 thousand; the use of \$324 thousand in existing funding in CIP Contingency; the use of \$840 thousand from FY 2017 Water System revenue; and transfers from the General Fund, Fire Services fund, EMS fund, and E911 fund totaling \$3.1 million.

3. **Replacement/New Vehicles and Heavy Equipment** - the FY 2017 Budget includes \$2.4 million for the purchase of vehicles and equipment for the Governmental Funds. The replacement of county vehicles and heavy equipment is based on the composition of the fleet needed to fulfill the long-term goals of Fayette County. As a means of maintaining the level of funding necessary to replace vehicles and equipment, annual contributions from the different funds are included in the annual budget. In FY 2017, transfers to the Vehicle & Equipment Fund totaling \$970K from the Governmental Funds are included. The Enterprise funds (Water System, Solid Waste, and Stormwater) budget for the acquisition of their vehicles and heavy equipment. In the FY 2017 Budget, the Water System and Solid Waste included in their budgets \$40.5 thousand for vehicles and heavy road equipment.

4. **Capital Improvements Program (CIP)** – the five year CIP plan was updated reflecting a focus on capital needs to support the Board of Commissioners’ commitment to maintaining and improving facilities and infrastructure to better serve the citizens of Fayette County. At the end of FY 2016, the Board of Commissioners approved to close several projects that had been completed and move the remaining funding from those projects to other projects with funding shortages; remaining funding was moved to Contingency accounts. As future projects are identified, funding in the Contingency accounts, plus any additional funding appropriated, could be used as a funding source. Capital projects for \$1.79 million, CIP projects for \$2.19 million, and Water System projects for \$0.84 million; for a total of \$4.82 million were approved in the FY 2017 budget. The Capital Improvements Program (CIP) is discussed in more detail in the Capital Budget section.

5. **Fayette County’s Water Revenue Debt** – in September 2015 Standard and Poor’s Rating Services affirmed its AA rating for the Fayette County Water System. The AA rating reflects Standard & Poor’s opinion that the County’s water fund will likely maintain consistent financial performance. This confirmation speaks to the Board of Commissioners’ commitment in maintaining a strong financial position to support the major infrastructure improvements underway at the Water System. The Water System’s favorable rating, which complements the Fayette County’s AAA rating (highest rating possible) directly benefits Fayette County’s water customers because strong bond ratings ultimately result in lower borrowing costs and more dollars available for improving infrastructure.

6. **No Property Tax Increase** – property tax paid by Fayette County citizens is determined by the **assessed value** of the property multiplied by the General Fund M&O property tax **millage rate**. An increase in the assessed value of the property with no change to the millage rate will result in an increase in property taxes paid. For calendar year 2016 (FY 2017), the county wide tax digest (total of all assessed property values) has increased by \$273.3 million. In order to not increase the property taxes paid by Fayette County citizens, the Board of Commissioners has directed to decrease the General Fund M&O millage rate from 5.171 to 4.917 mills. This 4.9%

decrease in the millage rate will result in the average county citizen paying approximately the same amount of property taxes as in the previous year. This reflects the Board of Commissioners' commitment to continue offering superior service to the citizens of Fayette County without an increase in property taxes paid.

Comparison of the FY 2017 and FY 2016 Operating Expenditures Budgets

<b>OPERATING EXPENDITURES BUDGET - SUMMARY</b>				
<b>FY 2017 TO FY 2016 COMPARISON - BY FUND</b>				
<b>Fund</b>	<b>FY 2017</b>	<b>FY 2016</b>	<b>\$ Diff.</b>	<b>% Change</b>
General Fund	48,452,628	47,747,035	705,593	1.5
Griffin Judicial Circuit*	-	804,048	(804,048)	(100.0)
<b>Special Revenue Funds</b>				
Law Library	52,000	60,000	(8,000)	(13.3)
State Court - DUI Court**	48,797		48,797	n/a
Emergency Phone E-911	2,896,250	2,916,195	(19,945)	(0.7)
Jail Construction	358,057	391,000	(32,943)	(8.4)
Juvenile Supervision	20,869	19,278	1,591	8.3
Victims Assistance	144,554	139,500	5,054	3.6
Drug Abuse and Treatment	350,116	348,197	1,919	0.6
Fire Services Fund	8,251,207	8,467,242	(216,035)	(2.6)
Street Lights	332,044	330,000	2,044	0.6
EMS Fund	3,002,661	2,984,565	18,096	0.6
<b>Enterprise Funds</b>				
Solid Waste	174,828	158,358	16,470	10.4
Stormwater Management	308,734	100,000	208,734	208.7
Water System	15,382,075	15,310,370	71,705	0.5
<b>Total Operating Budget</b>	<b>\$ 79,774,820</b>	<b>\$ 79,775,788</b>	<b>\$ (968)</b>	<b>(0.0)</b>
* Griffin Judicial Circuit fund determined to be an agency fund at the end of FY 2016.				
** State Court - DUI Court fund was created in FY 2016 after the 2016 original budget was adopted.				

## CONCLUSION

For the fourth consecutive year, the Board of Commissioners continued their commitment of balanced budgeting and world class customer service for the Citizens of Fayette County without an increase in the General Fund property taxes. This year's budget calls for a rollback of the General Fund maintenance and operations millage rate resulting in a net savings of \$1.3M for County residents. For FY 2017 the projected impact of the operating budget on the fund balance for the General Fund is an increase of \$111K and for the Special Revenue Funds an increase of \$2.4M. This year's budget continues the tradition of effective teamwork amongst the County's respective Elected Officials, Constitutional Officers, and Department Heads.

The adopted FY 2017 budget highlights for the General Fund include the use of assigned fund balance for capital projects to implement a number of capital improvements while maintaining a committed fund balance stabilization fund of \$12.0M, an emergency fund balance of \$2.0M, a \$4.7M non-spendable balance on loans for Stormwater Projects, an assigned fund balance for capital/CIP projects of \$5.9M, leaving an unassigned fund balance of approximately \$4.6M; provides adequate funding for healthcare costs while maintaining health insurance options and retirement plans benefits for its employees.

Elected Officials, Constitutional Officers, and County staff have worked to ensure expenditures are maintained at minimum levels. This task becomes more challenging each year given the non-funded mandates placed on Local Governments from Federal and State levels. The increase in property assessed values experienced this year provides optimism with anticipated new growth for the County's tax digest in the coming years.

In approving the FY 2017 Budget, the Fayette County's Board of Commissioners continues to stand strong for a fiscally conservative position as recognized by Standard and Poor's and Moody's with their highest rating. Through their continued actions, Fayette County Government continues to be positioned to lead the Metropolitan Atlanta Area in local government innovation, fiscal conservatism, and quality of life for its citizens.

Respectfully,



Steve Rapson  
County Administrator



Mary S. Parrott  
Chief Financial Officer

## SERVICES PROVIDED BY THE COUNTY



The County provides a full range of services to its citizens. These services include police and fire protection, emergency medical services, court systems, library services, the construction and maintenance of roadways and infrastructure, tax assessment and collection, planning and zoning, recreational activities and cultural events, and inherent administrative and support activities. The County provides the majority of these services since fiscal responsibility has been affixed at the local level by State statutes. However, in keeping with the terms of their individual charters, the cities and towns within Fayette County have chosen to provide some of the above services to their citizens as part of their municipal government

operations.

The County also operates a potable water distribution system and a solid waste management system. The Fayette County Water System was established in 1965 and serves approximately 28,927 customers in the unincorporated areas of the County and through the County-owned distribution systems of the City of Peachtree City and the Towns of Tyrone, Woolsey and Fayetteville. The Water System also wholesales water to the City of Fayetteville (contract expires 2035) and by contractual agreement, the County operates the system owned by the Town of Brooks.

## PROFILE OF THE COUNTY

### History

Fayette County, established in 1821, is a “political subdivision” organized and existing under the Constitution and laws of the State of Georgia. Fayette County was the 49<sup>th</sup> county created in the state and was formed from parts of the Creek Indian Territory. The County and the City of Fayetteville, the county seat, were named for the Marquis De LaFayette, one of General George Washington’s lieutenants in the Revolutionary War.

### Demographics

Fayette County is bordered on the north by Fulton County with Atlanta as its county seat, on the east by Clayton County with Jonesboro as its county seat, on the south by Spalding County with Griffin as its county seat, and on the west by Coweta County with Newnan as its county seat. Incorporated communities located within the County include Fayetteville, which is the County seat; Brooks; Peachtree City; Tyrone and Woolsey.

Encompassing about 199 square miles (197 square miles of land area), it is one of the smaller counties in the State in area. It is located in the northwestern part of Georgia, situated about 15 miles south of the Atlanta city limits and is considered an integral part of the Metro Atlanta area.

From a long-range planning and services coordination standpoint, Fayette County is a member of the Atlanta Regional Commission.

In looking at its demographic statistics, Fayette County is considered for the most part to be a suburban community. About 54.3 percent of its residents live in incorporated cities and towns. Fayette is the Atlanta region's second least densely populated county, with 0.86 people living per acre of land. The average household size is 2.84 and nearly 93.6 percent of housing is defined as occupied.

Fayette County exhibits some excellent physical characteristics, in terms of climate and geography. Average rainfall for the immediate area is 46 inches per year, and average temperatures range from a high of 88 degrees in the summer to a low of 34 degrees in the winter, with a year round average temperature of 62 degrees. The area is decorated with dogwoods and azaleas blooming in the spring and a colorful change of leaves in the fall. The general terrain of the area is characteristic of the Piedmont region of Georgia, with hills with broad ridges, sloping uplands and relatively narrow valleys. Land elevations within the County range from a low of 720 feet to a high of 1,005 feet above sea level.

### **Transportation**

Another important attribute of Fayette County is its location in relationship to major transportation modes, with ready access to several different methods of conveyance. The County is strategically located in proximity to three major interstate highway systems, I-75, I-285 and I-85. In addition, several principal arterial roadways, such as State Highways 54, 74, 85, 92, 279 and 314, pass directly through the County. Citizens also have fairly easy access to the public transportation systems, which serve the immediate Atlanta area. From terminals located in the southern part of Fulton County, travelers can take advantage of the trains and buses operated by the Metropolitan Atlanta Rapid Transit Authority (MARTA). For a very reasonable fare, MARTA offers residents the alternative of an easy, quick commute to Downtown Atlanta or to the various sports venues. And from the private sector, the Greyhound Bus Lines operates a local terminal in nearby Hapeville.

Hartsfield-Jackson Atlanta International Airport, the world's busiest passenger airport, is located only about 15 miles to the north and Falcon Field Airport which is located on the western fringes of the County serves as a local public airport for light aircraft including small jets.

### **Diverse Lifestyles**

In spite of its relatively small size in terms of area, Fayette County offers its residents a diverse menu of lifestyles, amenities and opportunities.

**Peachtree City**, a planned community situated in the western part of the County, is widely known as a family-oriented locale. This City features three golf courses, two large lakes, 90 miles of golf cart paths, a 2,500 seat amphitheater, a state-of-the-art championship tennis center, an indoor swimming complex and numerous other recreational facilities. The majority of industry in the County is located in a nearby industrial park.

**Fayetteville**, the County seat, boasts of its Main Street Program aimed at recognizing the rich history of the City's downtown area and ensuring that much of the small town flavor and architectural designs of the past are maintained. With street names like Stonewall, Beauregard, Lee and Jeff Davis and buildings such as the Holliday-Dorsey-Fife House, one can't help but feel surrounded by history. The Southern Ground Amphitheater, located on Lafayette Avenue, offers a series of concerts throughout the year.

For those in search of a more pastoral environment, the Towns of Brooks and Woolsey, located in the southern portion of the County, generally require a minimum residential lot size of five-acres. In Fayette County, one can find a high-tech industrial complex and an airport located just a few minutes from cattle farms, woodlands full of deer and turkey, and a historic water mill.

## GOVERNMENTAL STRUCTURE

The governing authority of Fayette County is a **Board of Commissioners** consisting of five



elected members. The commissioners serve on a part-time basis and are elected to staggered terms of four years. The County is divided into five districts and each district is required to have one Commissioner on the Board of Commissioners who resides within that District. Registered voters are limited to voting only to fill the position of the Commissioners living in the same district in which the voters reside. At their first meeting each calendar year, the Commission Chair and Vice-Chair are selected by the Board.

In their policy-making capacity, the Board of Commissioners is authorized to perform the following functions:

- 1) levy taxes;
- 2) direct and control all property of the County;
- 3) establish, alter or abolish roads and bridges;
- 4) fill vacancies in County offices unless others are empowered to do so;
- 5) examine, settle and allow claims against the County;
- 6) examine and audit the accounts of all officers having the care, management, keeping, collection or disbursement of money belonging to the County;
- 7) establish the costs of licenses; and
- 8) make such rules and regulations as necessary for the protection and preservation of health, safety, welfare and morals.

The Board of Commissioners appoints the County Administrator who serves as the County's Chief Administrative Officer. The County Administrator is responsible for the daily operations of all County functions in accordance with the policies of the Board of Commissioners.



## **LOCAL ECONOMIC CONDITIONS AND OUTLOOK**

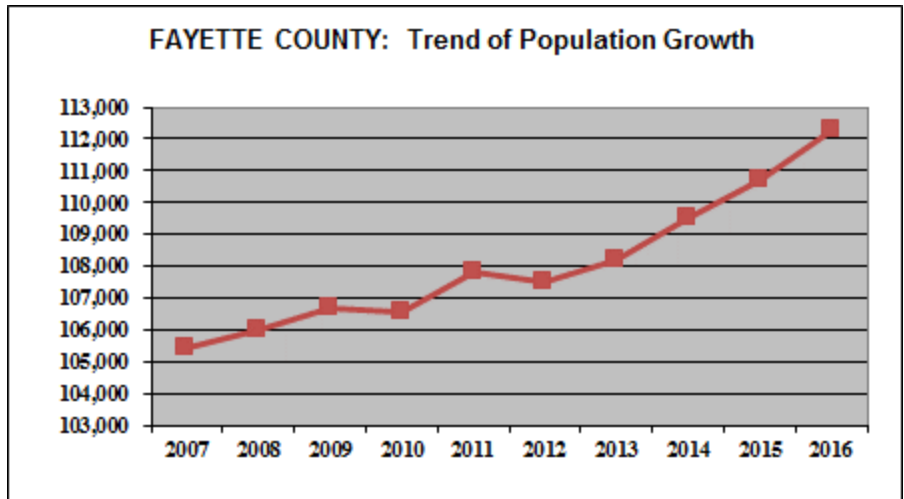
Fayette County continues to benefit economically by being an integral part of one of the top growth areas in the United States. The Metropolitan Atlanta region represents one of the nation's primary transportation and distribution centers as well as being a major financial and consumer services leader. For those counties located on the south side of the Metro Area, Hartsfield-Jackson Atlanta International Airport is considered to be one of the more important economic engines. The total annual regional economic impact of the airport is more than \$34.8 billion. Georgia's geographically central location for domestic distribution, excellent surface transportation system, telecommunications infrastructure and proximity to major consumer markets make the state an excellent base for air cargo operations.

The quality and quantity of services provided by the County to its residents are second to none. The College and Career Ready Performance Index released by the Georgia Department of Education and based on data from the 2014-2015 school year shows that Fayette Counties' elementary, middle and high schools are among the best in the state and in metro Atlanta. Scores for Fayette's elementary and middle schools are the 2<sup>nd</sup> highest and high schools are the 5<sup>th</sup> highest, in all metro Atlanta.

Also in Fayette County, one will find one of the lowest crime rates in the metro Atlanta area, and an efficient County government with one of the lowest millage rates and service costs per capita in the State. Each of these quality-of-life factors combine to make Fayette County an extremely attractive place in which to reside.

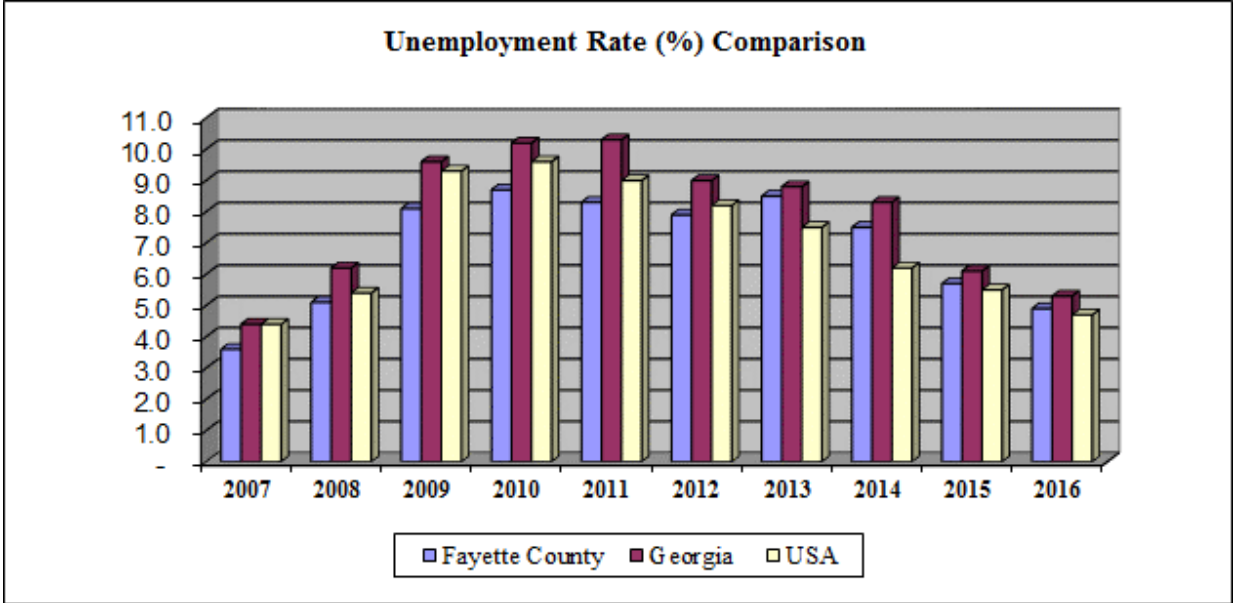
More recently, the County has become well known, not only regionally, but nationally, as an ideal place in which to live and to work. Fayette County is considered by many to be the "crown jewel" of metropolitan Atlanta's many fine communities and it indeed offers a quality of life that equals or surpasses any metro area in the United States. The City of Peachtree City is an award winning "master plan" community. It has been named on the list of "10 Best Places to Live" by Money magazine and CNN/MONEY.

According to the 1980 census figures, Fayette County had 29,043 residents and was the forty-third most populous county in the State of Georgia. For the 2010 census the population was estimated in 106,567. The Atlanta Regional Commission (ARC) estimates the population of Fayette County at approximately 112,300 as of April 1, 2016. Fayette County is the twenty-second most populous county in the State of Georgia. Even though the population growth will not continue at the same unprecedented rate of the 1980's and 1990's, the Atlanta region will continue to be one of the fastest growing metropolitan areas in the Country.

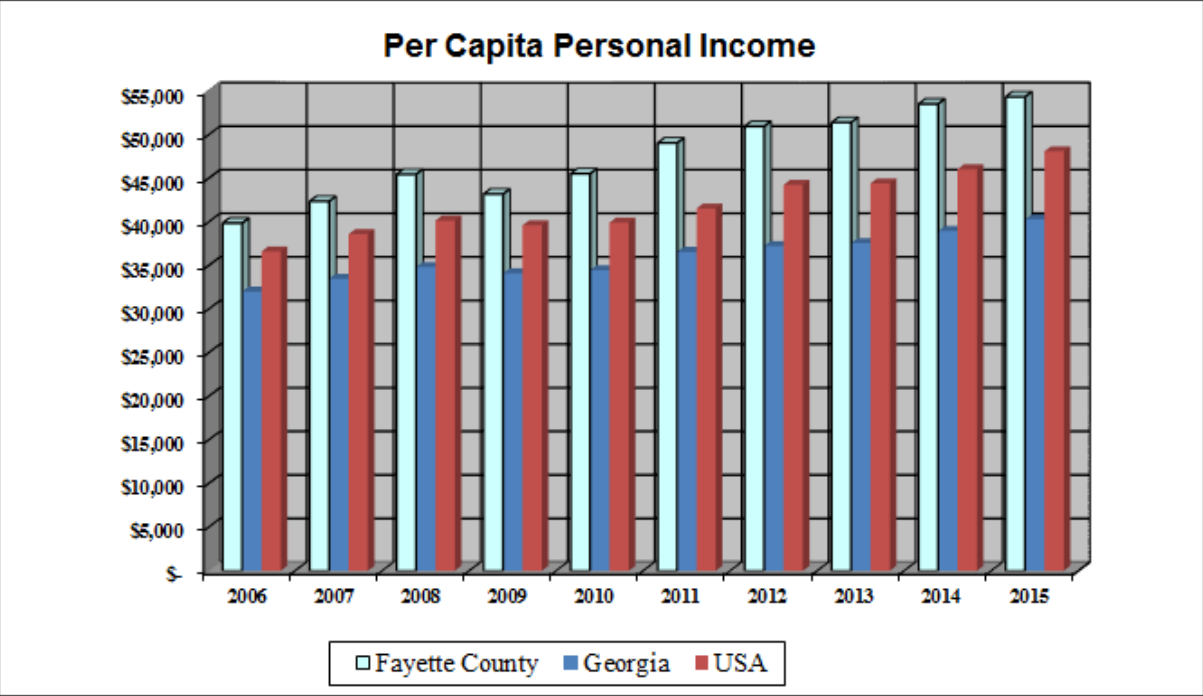


Fayette County schools are among the best in the nation. The average SAT/ACT scores at local high schools are above the state and national averages. Fayette’s average SAT scores are the 4<sup>th</sup> highest in metro Atlanta, 8<sup>th</sup> highest in Georgia, and in the top 6% in the nation. Fayette’s average ACT scores in 2016 were the highest in the past five years. The scores are 2.5 points higher than the state average and 2.8 points higher than the national average. Approximately 62.1 percent of our current residents age 18 to 65+ have attended some college, attained a 2-year or a 4-year college degree, or have post-graduate studies.

Fayette County is extremely blessed to have a labor force that is well trained and has many marketable skills. The superior quality of our workforce is reflected in our low unemployment rate. Fayette County’s unemployment rate is consistently lower than both the state and national unemployment rates. The chart below shows unemployment trends for the last ten years.



Fayette County is among the most affluent in the country. Fayette County’s work force is generally employed in the following areas: management, business, and finance; science, engineering, and computer science; sales; administrative support; service; and other professional areas. These are typically high paying fields. Fayette County is among the counties with the highest Per Capita Personal Income at both the state level and the national level. The graph below compares the Per Capita Personal Income of the residents of Fayette County with those of Georgia and the nation for a period of ten years.

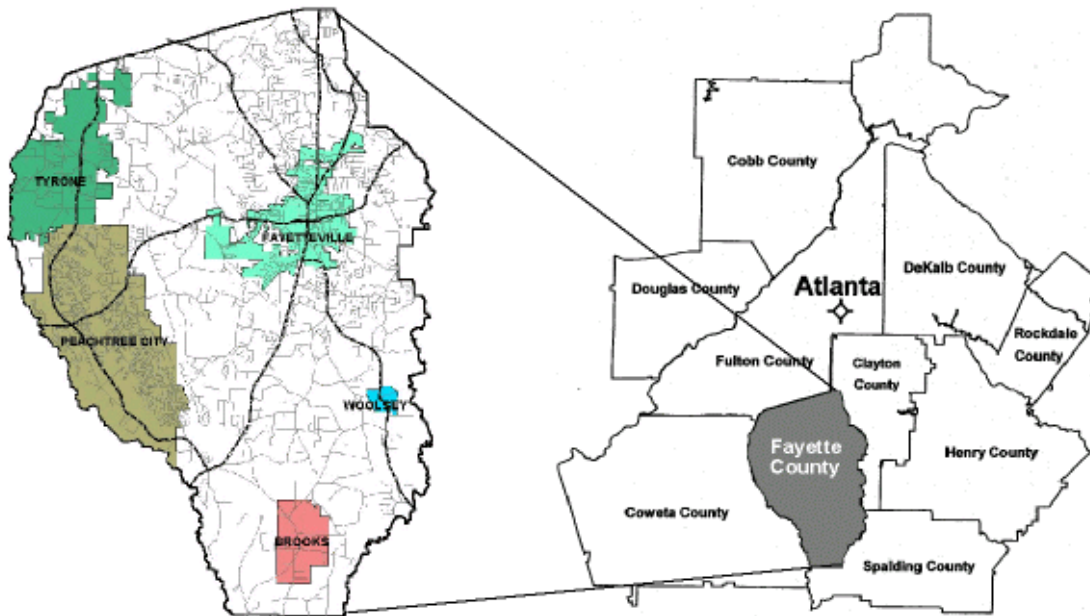


As the population and number of skilled workers have continued to grow over the years, the demographics are now such that businesses are being attracted to the area in increasing numbers. It is also important to note that the business climate in Fayette County is conducive to sustained quality growth. The Fayette County Development Authority is the lead economic development entity for Fayette County, Georgia. FCDA focuses on recruitment, retention and expansion of major industry and corporate office operations as well as workforce issues.

Lights, camera, action! The Pinewood Studios Group, UK, is a leading provider of studio and related services to the worldwide film and television industries. It opened a facility in Fayette County: Pinewood Atlanta Studios. This is a full service film and entertainment studio complex comprised of 11 sound stages on 700 acres in Fayetteville. This is a world-class studio purpose built for the production of film, television, music and video games. It is expected that this facility will eventually generate over 3,000 direct and indirect new jobs and will have an economic impact of over \$300 million per year.

Also, Georgia Military College opened a new campus in Fayette County. It is located in Fayetteville, strategically located adjacent to Pinewood Atlanta Studios and directly behind Piedmont Fayette Hospital. It is GMC’s newest campus and the only postsecondary educational facility in Fayetteville.

## Fayette County, Georgia: Municipalities and Proximity to Metropolitan Atlanta Area



Fayette County spans 199 acres and has 5 incorporated municipalities within its boundaries. There are an estimated 110,700 people (per 2015 ARC estimates) calling Fayette County home today. Atlanta, with its world of shopping, dining, cultural opportunities, and major league sports, is just 30 minutes away.

### Municipalities

**Fayetteville** – Fayetteville is the county seat of Fayette County and was named for Marquis de Lafayette, one of General George Washington’s commanders in the Revolutionary War. The City was incorporated on December 20, 1823. The original size of town was a half mile circle from the courthouse. The Southern Railroad came through in 1888 and was removed in 1928. The population is estimated at 16,370 in 2013.

**Peachtree City** – Peachtree City was created in 1959 and includes the communities of Kedron, Aberdeen, Glenloch, Wilksmoor, and Braelinn. The city now features three golf courses, two lakes, an amphitheater, a tennis center, an indoor swimming complex, and 90 miles of pedestrian and golf-cart pathways connecting all parts of the city. The population is estimated at 35,063 in 2014.

**Brooks** – The town of Brooks was first known as Haistentown after some of the original settlers. The community became known as Sharon Grove in the 1840’s. When the railroad came through in 1871, Hillery Brooks gave the property for the train station that was known as Brooks Station. In December 1905, the town became known as Brooks. The population is estimated at 533 in 2013.

**Woolsey** – The Southern Railroad came through the area that became Woolsey in 1888. Woolsey was incorporated in 1893. It was named for Dr. I.G. Woolsey, who was the town's largest landowner. Dr. Woolsey was a Civil War surgeon and a minister. The population is estimated at 160 in 2013.

**Tyrone** - Tyrone was settled by Irish farmers and the town first known as Hopewell. The town was incorporated in 1911 by railroad builders who were mainly Scotch and Irish. They named the town Tyrone because they thought the area reminded them of their home area around County Tyrone in Ireland. Tyrone got its first pave street in 1948. The population is estimated at 7,076 in 2013.

## MAJOR INITIATIVES FOR FISCAL YEAR 2016, 2017, AND THE FUTURE



**For the Year:** In preparing the 2017 fiscal year budget, the County was faced with the challenges of determining the proper balance between service delivery to the taxpayers and maintaining financial stability during a period of recovery from an economic downturn. Also, it was determined that an emphasis would be placed on capital and CIP projects for the maintenance and improvements to county buildings and parks; replacement of computer equipment and acquisition of new software; maintenance, and improvements to

the water system infrastructure.

The Board of Commissioners approved to start the budget development process in early March 2016 to allow for additional time to process departments' requests. Differences in departments' FY 2017 requests with current year FY 2016 budget amounts were identified and additional justification for these differences was requested. A Capital Improvement Program (CIP) Plan was developed and the funding of major capital projects for the next 5-years has been assigned for this purpose and reserved within fund balance.

**FY 2017 Budget to FY 2016 Budget:** Projected operating expenditures for FY 2017 are flat when compared to FY 2016. Capital and CIP projects expenditures decrease by \$2.9 million or 28.2%. The total budget expenditures decrease by \$2.9 million or 3.3%. Projected operating revenue FY 2017 is projected to increase by \$421 thousand or 0.5%. This represents a year-to-year increase to fund balance from operations of \$422 thousand.

The Board of Commissioners' directives that guided the development of the FY 2017 budget will enable the achievement of these important goals:

- ☞ Maintaining a stable property tax rate that supports the maintenance and operations of the county,
- ☞ Funding the continued expansion of the Water System,
- ☞ Improvements to the county's stormwater infrastructure,
- ☞ Continuing the replacement of county vehicles and equipment,
- ☞ Improving the County's roadways,
- ☞ Enhancements in the Public Safety area,
- ☞ Projecting the funding needs of the Capital Improvements Program,
- ☞ Maintaining the fiscal ability to provide for service level increases in response to service demand,
- ☞ Optimizing the use of new technologies and training, and
- ☞ Minimizing the "cost of government" to the citizens while continuing to be responsive to their needs.

**Short-term issues and strategies to solve these issues:** Issues faced by the county and strategies implemented to address these issues drive the annual budget process.

**Issue: Minimize the use of monies from General Fund (and other governmental funds) for other than to cover fund operating expenditures for the fiscal year** – in the past, there have been shortages in other funds that have required transfers from the General Fund to cover these shortages. Also, there is the need for transfers from the General Fund and other governmental funds to fund capital/CIP projects and the acquisition of vehicles and equipment.

Strategies:

1. In FY 2016, projected revenue for the Jail Surcharge fund was not sufficient to cover expenditures and a transfer from the General Fund of \$40,000 was needed. In the FY 2017 budget revenue is projected to be sufficient to cover fiscal year expenditures and not have to use funding transferred from the General Fund.

2. Continue utilizing money made available from current capital/CIP projects that are closed for the purpose of funding General Fund departments' projects. These monies, when approved by the Board as available to fund other projects, is transferred directly from the project or is placed in a General Fund projects contingency account and then transferred to the new project(s).

3. The FY 2017 budget includes transfers from the General Fund, the Fire Services fund, the EMS fund, and the E911 fund to cover capital/CIP projects and the acquisition of vehicles and equipment.

**Issue: Repairs and improvements needed to the infrastructure of the Water System** – a Capital Improvement Program (CIP) has been developed.

Strategies:

1. The Capital Improvement Program (CIP) plan will provide direction and guidance, will promote coordination of the projects, and will address both short-term needs and long-term requirements.

2. Specific projects have been categorized by priority (critical projects, high priority projects, medium priority projects, and other items). This prioritization will drive how the projects are scheduled in the CIP plan. Some projects are scheduled during the 5-year plan and other are pushed back to a future year.

3. Projects not categorized as critical or high priority will be reviewed periodically and completed as they become critical or high priority. Others that are not critical or high priority anymore, would be moved to a future year or eliminated from the long-term plan.

**Issue: Addressing Stormwater Infrastructure needs** – the Stormwater Utility repairs, replaces, and upgrades drainage systems under and adjacent to county roads. There is a recurring need of funding to pay for required stormwater projects.

Strategies:

1. the FY 2016 budget included a transfer of \$500 thousand to be used as a reserve to fund current and future projects.

2. An additional \$266 thousand is included in the FY 2017 budget to be placed in Stormwater CIP Contingency to be used to fund stormwater projects.

3. Initially a \$2.0 million loan from the General Fund was approved in FY 2015 to fund Stormwater projects. In FY 2016, additional loans from the General Fund to the Stormwater

utility fund where approved by the Board of Commissioners. The Stormwater Utility is to pay back these loans on an installment basis.

4. In the long run, revenue generated by the Stormwater Utility should be sufficient to fund the majority of stormwater projects.

**Issue: The replacement of an aging fleet of vehicles and heavy equipment** – a schedule for the replacement of county vehicles and heavy equipment has been developed.

Strategies:

1. A systematic replacement of the county fleet has been developed taking into consideration new parameters for replacement (age of unit, miles driven, service hours, etc.).

2. Annual contributions from the different funds (General Fund, Fire Services Fund, and EMS Fund) to be made to the Vehicles and Equipment Fund to provide a periodic source of funding to replace the county fleet.

3. Vehicles and Equipment that is requested to be replaced will go through an inspection process by the Fleet Management Department to confirm that the unit needs to be replaced during the next budget year and cannot be delayed.

4. As the needs of the county change, the types of vehicles and equipment to be replaced will be aligned with these needs. Vehicles and equipment not needed will be sold or given in trade-in (whatever makes more sense financially) and the proceeds will be used to fund replacements.

**Issue: No property tax increase to citizens** – the FY 2016 Budget included a rollback of the General Fund maintenance and operations millage rate.

Strategies:

1. The Board of Commissioners approved a rollback of the General Fund maintenance and operations millage rate from 5.171 mills to 4.917 mills. Without the rollback, an increase in the county wide tax digest due to reassessments, would have effectively raise property taxes to county citizens.

### **Long Term Strategy**

The expected **long term effects** of the strategies placed in action with the FY 2016 budget are the following:

1. Cutting costs as much as possible without affecting service levels to the citizens of Fayette County.

2. Fund current expenditures with current revenues to stop deficit budgeting and avoid the use of fund balance.

3. Fund capital and CIP projects utilizing funds available from previous years' projects that have been completed or that are deemed non-essential.

4. Reward, if possible, county employees that are expected to do more with less as personnel levels decrease.

5. By aligning expenditures with current revenue levels, as the economy improves and the tax base increases, Fayette County will start building up cash reserves.

6. Continue negotiations between Fayette County and the cities of Fayetteville, Peachtree City, and Tyrone towards more equitable agreements regarding jail inmate expenses.

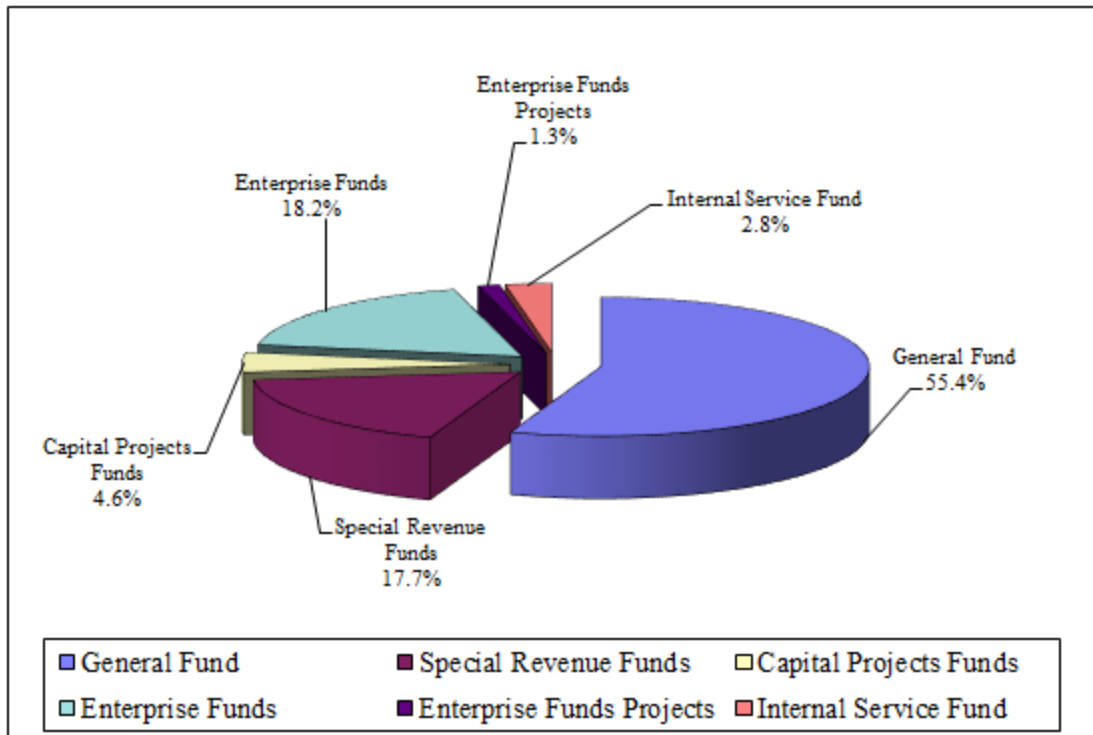


7. Continue negotiations with the City of Fayetteville regarding potential consolidations that would cut the costs of providing services to the citizens.

**FAYETTE COUNTY, GEORGIA  
FY 2017 BUDGET  
ALL BUDGETED FUNDS  
TOTAL EXPENDITURES\***

General Fund	\$ 48,452,628
Special Revenue Funds	15,456,555
Capital Projects Funds	3,976,990
Enterprise Funds	15,865,637
Enterprise Funds Projects	1,131,266
Internal Service Funds	2,417,553
<b>Total</b>	<b>\$ 87,300,629</b>

\*Does not include transfers to other funds of \$5,539,216 for total appropriations of \$92,839,845.



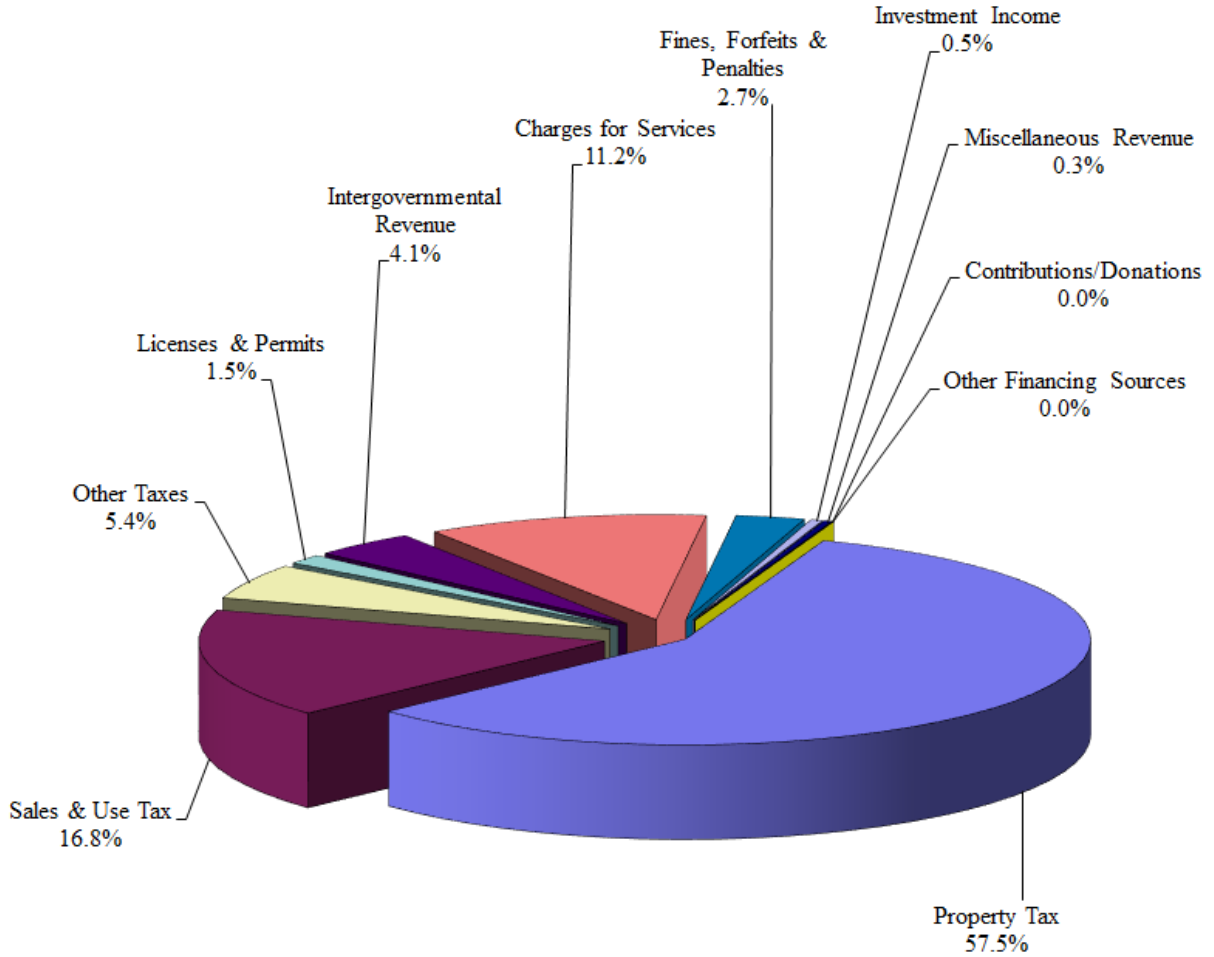
**Note:** The Griffin Judicial Circuit budget was included as part of the Fayette County budget when the FY 2016 original budget was approved and during the preparation of the FY 2017 budget that was approved on June 30, 2016. Subsequently, verification with the State's Department of Audits and Accounts confirmed that the Griffin Judicial Circuit fund is to be considered an **agency fund**, and as an agency fund, should not be included as part of the Fayette County total budget. The Board of Commissioners approved to not include the Griffin Judicial Circuit in the total Fayette County budget, as part of the FY 2016 year-end budget adjustments that became effective on June 30, 2016. For this reason the Griffin Judicial Circuit budget (FY 2017 budget, revenue = \$1,042,081 and expenditures = \$1,042,081) is not included in the FY 2017 Budget Document.

**FAYETTE COUNTY, GEORGIA**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**OPERATING GOVERNMENTAL TYPE FUNDS**  
**COMPARISON OF THREE MOST RECENT FISCAL YEARS**

	GENERAL FUND			SPECIAL REVENUE FUNDS			TOTAL GOVERNMENTAL FUNDS		
	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET
<b>BUDGETED FUNDS</b>									
<b>REVENUES</b>									
Property Tax	\$ 27,898,227	\$ 28,198,625	\$ 28,854,500	\$ 8,547,645	\$ 9,309,716	\$ 9,894,750	\$ 36,445,872	\$ 37,508,341	\$ 38,749,250
Sales & Use Tax	10,435,200	10,812,469	11,295,000	-	-	-	10,435,200	10,812,469	11,295,000
Other Taxes	925,603	769,031	980,000	2,408,215	2,567,978	2,668,000	3,333,818	3,337,009	3,648,000
Licenses & Permits	1,020,181	1,029,030	982,500	-	-	-	1,020,181	1,029,030	982,500
Intergovernmental Revenue	1,940,173	1,400,337	2,167,986	547,782	577,734	626,738	2,487,955	1,978,070	2,794,724
Charges for Services	2,858,161	3,172,482	2,995,529	4,684,811	4,622,376	4,556,000	7,542,972	7,794,858	7,551,529
Fines, Forfeits & Penalties	1,534,425	1,609,032	1,474,000	965,366	857,343	376,111	2,499,791	2,466,375	1,850,111
Investment Income	225,344	323,599	300,000	14,595	23,612	20,600	239,939	347,211	320,600
Miscellaneous Revenue	202,939	216,152	143,935	58,003	62,496	70,100	260,942	278,648	214,035
Contributions/Donations	9,671	93,821	10,000	3,038	-	-	12,709	93,821	10,000
<b>Total Revenues</b>	<b>47,049,924</b>	<b>47,624,578</b>	<b>49,203,450</b>	<b>17,229,455</b>	<b>18,021,254</b>	<b>18,212,299</b>	<b>64,279,380</b>	<b>65,645,832</b>	<b>67,415,749</b>
<b>OTHER FINANCING SOURCES</b>									
Sale of Gen Fixed Asset	30,540	11,152	15,000	1,332,760	5,000	-	1,363,300	16,152	15,000
Transfers from other funds	258,065	943,587	-	281,927	203,319	-	539,992	1,146,906	-
<b>Total Revenues and     Other Financing Sources</b>	<b>\$ 47,338,529</b>	<b>\$ 48,579,317</b>	<b>\$ 49,218,450</b>	<b>\$ 18,844,142</b>	<b>\$ 18,229,573</b>	<b>\$ 18,212,299</b>	<b>\$ 66,182,671</b>	<b>\$ 66,808,890</b>	<b>\$ 67,430,749</b>
<b>EXPENDITURES</b>									
General Government	\$ 8,474,227	\$ 8,840,890	\$ 8,796,997	\$ -	\$ -	\$ -	\$ 8,474,227	\$ 8,840,890	\$ 8,796,997
Judicial System	4,896,274	5,247,113	5,400,118	78,322	130,785	121,666	4,974,596	5,377,898	5,521,784
Public Safety	18,441,771	18,813,219	19,245,329	14,719,707	15,005,890	14,508,175	33,161,478	33,819,108	33,753,504
Public Works	5,142,751	5,688,429	7,387,335	307,632	319,200	332,044	5,450,383	6,007,629	7,719,379
Planning & Development	1,072,343	1,320,355	1,369,768	-	-	-	1,072,343	1,320,355	1,369,768
Culture and Recreation	2,078,287	2,080,218	2,187,551	-	-	-	2,078,287	2,080,218	2,187,551
Health and Welfare	820,891	782,511	805,363	453,004	459,950	494,670	1,273,895	1,242,461	1,300,033
Debt Service	3,263,656	3,263,656	3,260,167	-	-	-	3,263,656	3,263,656	3,260,167
<b>Total Expenditures</b>	<b>44,190,201</b>	<b>46,036,391</b>	<b>48,452,628</b>	<b>15,558,664</b>	<b>15,915,825</b>	<b>15,456,555</b>	<b>59,748,865</b>	<b>61,952,215</b>	<b>63,909,183</b>
<b>OTHER FINANCING USES</b>									
Transfers to other funds	4,361,587	4,499,015	3,189,196	1,056,513	730,938	894,754	5,418,100	5,229,953	4,083,950
<b>Total Expenditures and     Other Financing Uses</b>	<b>\$ 48,551,788</b>	<b>\$ 50,535,406</b>	<b>\$ 51,641,824</b>	<b>\$ 16,615,177</b>	<b>\$ 16,646,763</b>	<b>\$ 16,351,309</b>	<b>\$ 65,166,965</b>	<b>\$ 67,182,168</b>	<b>\$ 67,993,133</b>
Net Increase (Decrease) In Fund Balance	(1,213,259)	(1,956,088)	(2,423,374)	2,228,965	1,582,810	1,860,990	1,015,707	(373,279)	(562,384)
FUND BALANCE JULY 1	\$ 32,493,436	\$ 31,280,177	\$ 29,324,089	\$ 6,091,442	\$ 8,320,407	\$ 9,903,217	\$ 38,584,878	\$ 39,600,584	\$ 39,227,306
FUND BALANCE JUNE 30	\$ 31,280,177	\$ 29,324,089	\$ 26,900,715	\$ 8,320,407	\$ 9,903,217	\$ 11,764,207	\$ 39,600,584	\$ 39,227,306	\$ 38,664,922

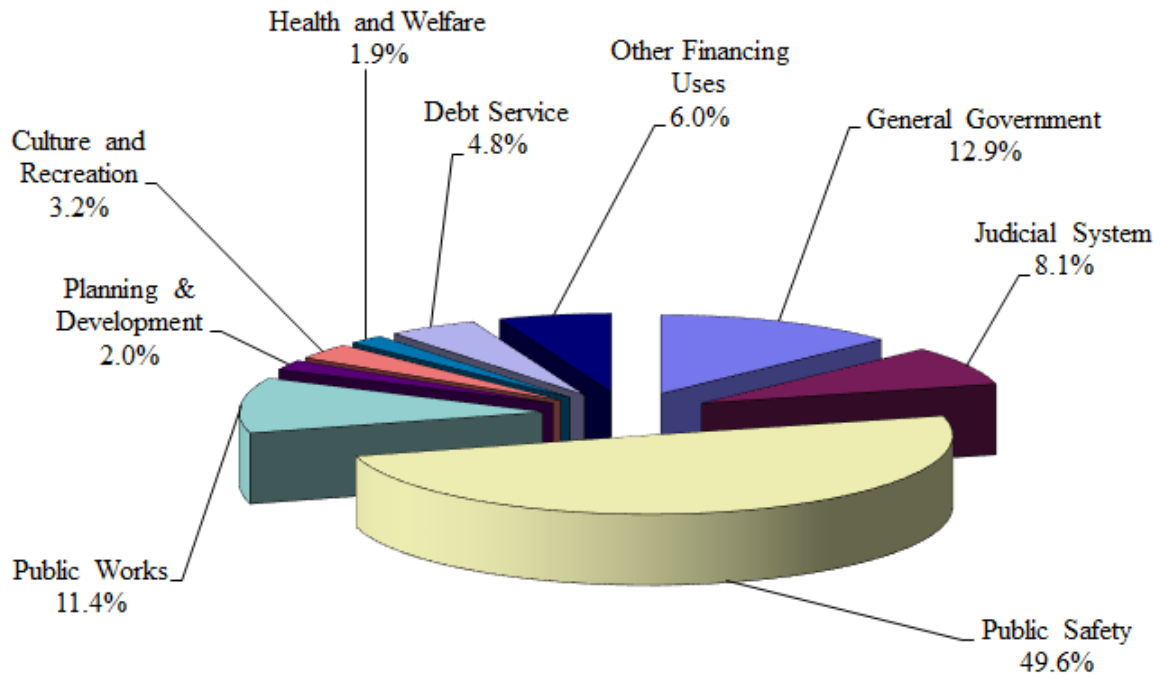
\*Year-To-Date - Unaudited

**FAYETTE COUNTY, GEORGIA  
 FY 2017 BUDGET  
 OPERATING GOVERNMENTAL TYPE FUNDS  
 ESTIMATED REVENUE AND OTHER SOURCES**



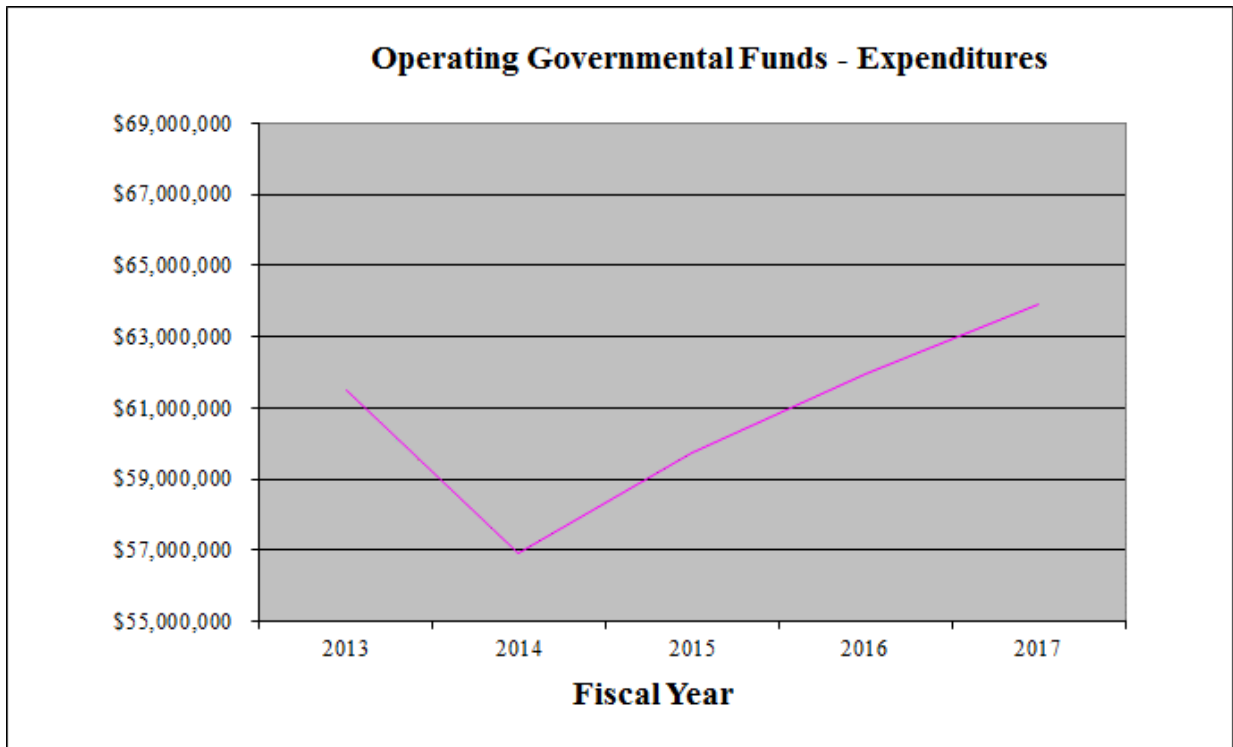
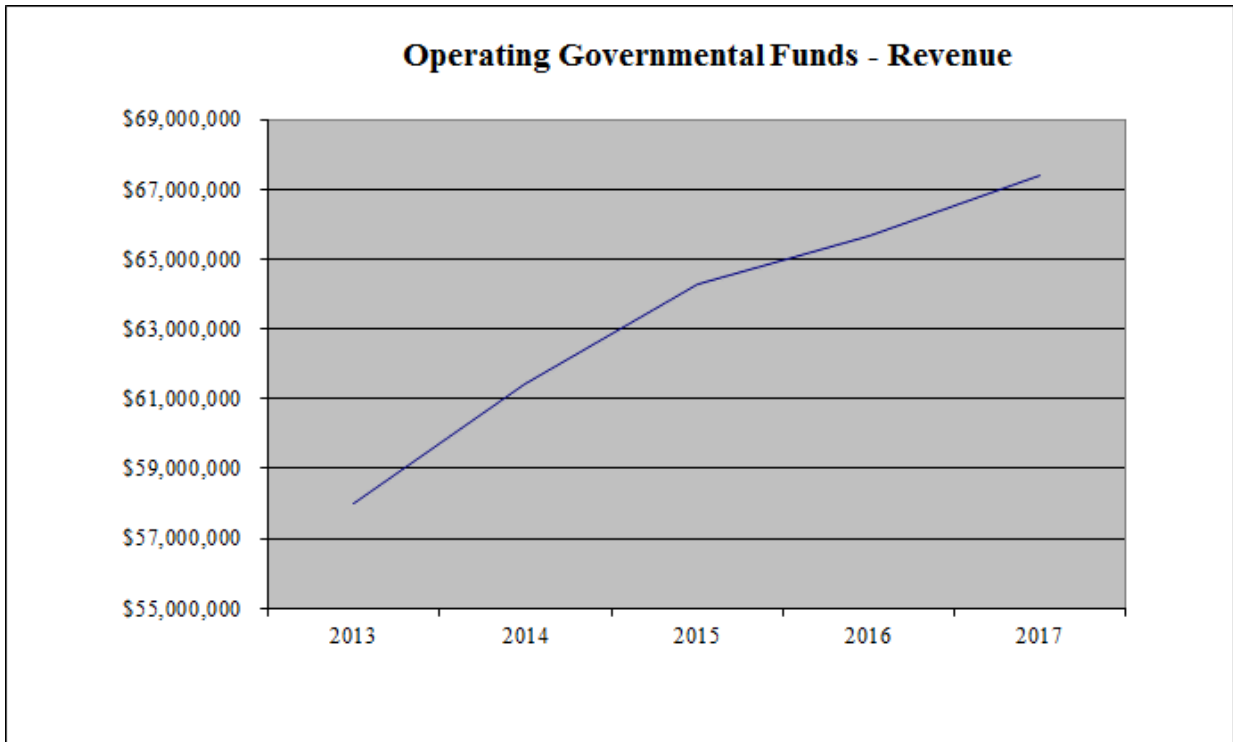
■ Property Tax	■ Sales & Use Tax	■ Other Taxes
■ Licenses & Permits	■ Intergovernmental Revenue	■ Charges for Services
■ Fines, Forfeits & Penalties	■ Investment Income	■ Miscellaneous Revenue
■ Contributions/Donations	■ Other Financing Sources	

**FAYETTE COUNTY, GEORGIA**  
**FY 2017 BUDGET**  
**OPERATING GOVERNMENTAL TYPE FUNDS**  
**ESTIMATED EXPENDITURES AND OTHER USES**

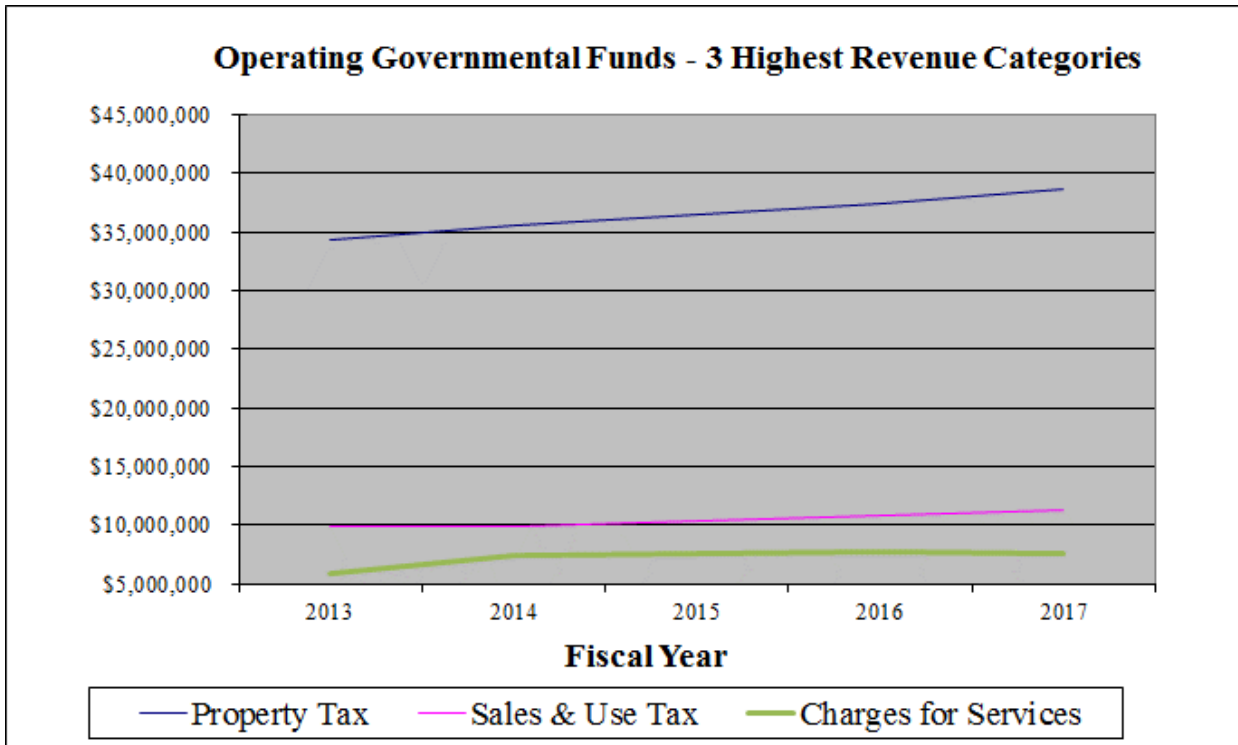
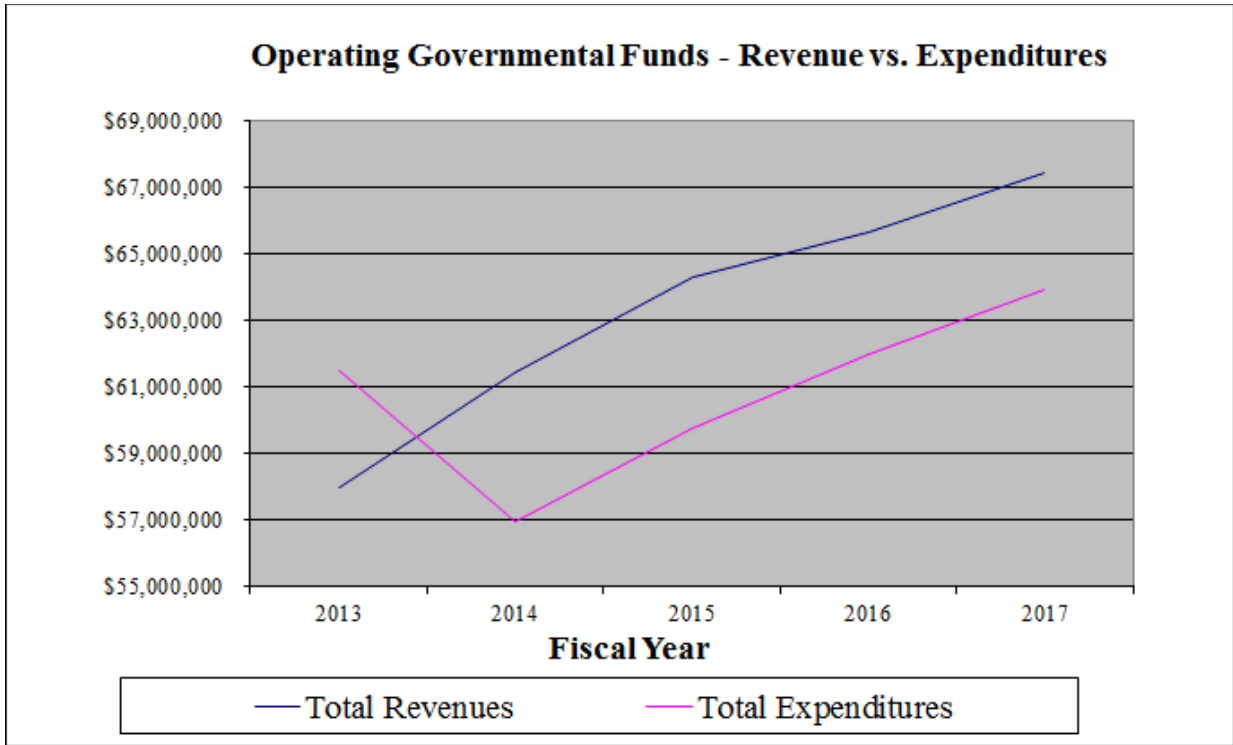


■ General Government	■ Judicial System	□ Public Safety
■ Public Works	■ Planning & Development	■ Culture and Recreation
■ Health and Welfare	■ Debt Service	■ Other Financing Uses

**FAYETTE COUNTY, GEORGIA  
GOVERNMENTAL TYPE FUNDS  
FIVE YEAR TREND**



**FAYETTE COUNTY, GEORGIA  
GOVERNMENTAL TYPE FUNDS  
FIVE YEAR TREND**



**FAYETTE COUNTY, GEORGIA**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND NET POSITION**  
**OPERATING ENTERPRISE TYPE FUNDS**  
**COMPARISON OF THREE MOST RECENT FISCAL YEARS**

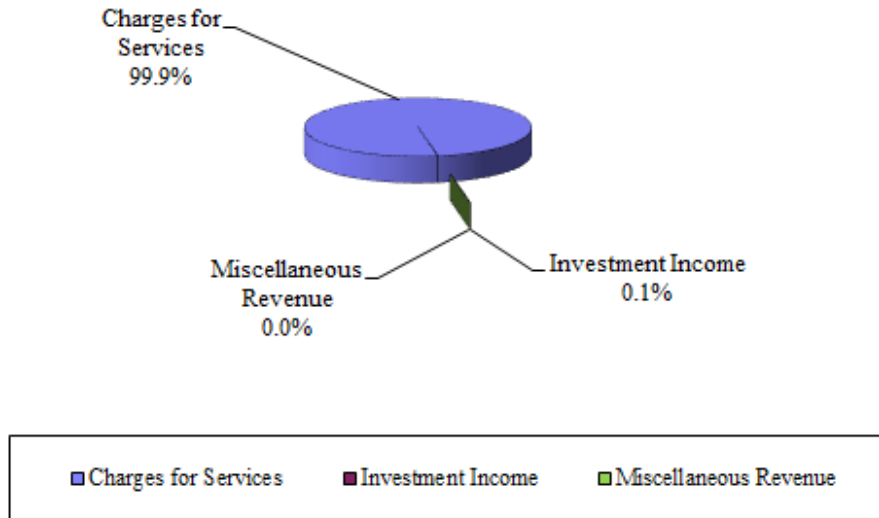
	SOLID WASTE FUND			STORMWATER MGT FUND			WATER SYSTEM FUND			TOTAL ENTERPRISE FUNDS		
	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET	FY 2015 ACTUAL	FY 2016 ACTUAL*	FY 2017 BUDGET
<b>BUDGETED FUNDS</b>												
<b>REVENUES</b>												
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales & Use Tax	-	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	66,733	70,011	65,000	607,427	614,053	600,000	15,269,276	15,842,489	16,204,291	15,943,436	16,526,553	16,869,291
Fines, Forfeits & Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	134	68	150	-	-	-	13,417	19,052	13,788	13,551	19,119	13,938
Miscellaneous Revenue	-	-	-	-	-	-	2,461	6,120	3,996	2,461	6,120	3,996
Contributions/Donations	-	-	-	-	-	-	167,928	1,656,881	-	167,928	1,656,881	-
Total Revenues	66,867	70,078	65,150	607,427	614,053	600,000	15,453,082	17,524,542	16,222,075	16,127,376	18,208,673	16,887,225
<b>OTHER FINANCING SOURCES</b>												
Sale of Gen Fixed Asset/Timber	-	-	-	-	-	-	-	200	-	-	200	-
Transfers from other funds	-	-	-	-	1,451,341	-	-	-	-	-	1,451,341	-
Total Revenues and Other Financing Sources	\$ 66,867	\$ 70,078	\$ 65,150	\$ 607,427	\$ 2,065,394	\$ 600,000	\$ 15,453,082	\$ 17,524,742	\$ 16,222,075	\$ 16,127,376	\$ 19,660,214	\$ 16,887,225
<b>EXPENDITURES</b>												
Personal Services	\$ 38,099	\$ 35,624	\$ 45,882	\$ -	\$ -	\$ -	\$ 3,491,024	\$ 3,893,666	\$ 3,954,889	\$ 3,529,122	\$ 3,929,290	\$ 4,000,771
Operating Expenses	203,811	148,802	115,420	28,999	46,883	47,948	3,897,300	3,573,480	4,244,293	4,130,110	3,769,165	4,407,661
Capital Outlays	70,746	1,480	10,745	-	-	-	50,759	46,270	355,088	121,504	47,750	365,833
Interfund Charges	7,647	6,994	2,781	9,486	16,396	10,786	535,061	568,332	1,637,214	552,194	591,722	1,650,781
Depreciation & Amortization	16,487	15,154	-	-	2,057	-	5,165,143	5,520,004	-	5,181,630	5,537,215	-
Other Costs	-	-	-	21,460	7,110	-	44,962	27,588	10,851	66,422	34,698	10,851
Debt Service	-	-	-	-	-	250,000	2,187,984	1,942,264	5,179,740	2,187,984	1,942,264	5,429,740
Total Expenditures and Other Financing Uses	336,789	208,054	174,828	59,945	72,446	308,734	15,372,232	15,571,604	15,382,075	15,768,966	15,852,104	15,865,637
<b>OTHER FINANCING USES</b>												
Transfers to other funds	-	217,937	-	614,819	6,932,779	291,266	-	-	840,000	614,819	7,150,716	1,131,266
Total Expenditures and Other Financing Uses	\$ 336,789	\$ 425,991	\$ 174,828	\$ 674,764	\$ 7,005,225	\$ 600,000	\$ 15,372,232	\$ 15,571,604	\$ 16,222,075	\$ 16,383,785	\$ 23,002,821	\$ 16,996,903
<b>Net Increase (Decrease)</b>												
In Fund Balance	(269,922)	(355,913)	(109,678)	(67,337)	(4,939,832)	-	80,850	1,953,137	-	(256,409)	(3,342,607)	(109,678)
<b>TOTAL NET ASSETS JULY 1**</b>	\$ 989,789	\$ 730,183	\$ 374,270	\$ 714,784	\$ 647,447	\$ (4,292,385)	\$ 78,483,643	\$ 79,153,635	\$ 81,993,723	\$ 80,188,216	\$ 79,931,807	\$ 76,589,199
<b>TOTAL NET ASSETS JUNE 30**</b>	\$ 730,183	\$ 374,270	\$ 264,592	\$ 647,447	\$ (4,292,385)	\$ (4,292,385)	\$ 79,153,635	\$ 81,993,723	\$ 81,993,723	\$ 79,931,807	\$ 76,589,199	\$ 76,479,521

\*Year-To-Date - Unaudited

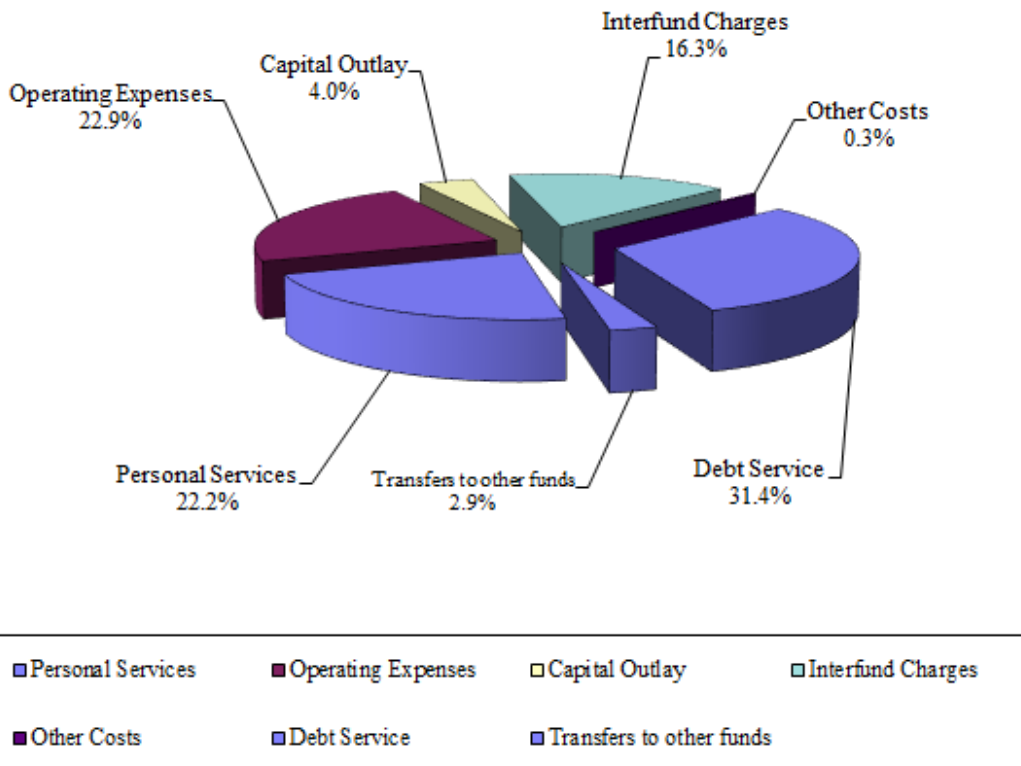


**FAYETTE COUNTY, GEORGIA  
FY 2017 BUDGET  
OPERATING ENTERPRISE TYPE FUNDS**

**ESTIMATED REVENUE AND OTHER SOURCES**



**ESTIMATED EXPENDITURES AND OTHER USES**



**FAYETTE COUNTY, GEORGIA**  
**SUMMARY OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES**  
**INTERNAL SERVICE TYPE FUNDS**  
**COMPARISON OF THREE MOST RECENT FISCAL YEARS**

<b><u>BUDGETED FUNDS</u></b>	<b>VEHICLE/EQUIPMENT FUND</b>		
	<b><u>FY 2015</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2016</u></b> <b><u>ACTUAL*</u></b>	<b><u>FY 2017</u></b> <b><u>BUDGET</u></b>
<b>REVENUES</b>			
Investment Income	\$ 47,111	\$ 56,945	\$ -
Contributions/Donations	40,444	\$ 23,666	-
Miscellaneous Revenue	<u>67,500</u>	<u>-</u>	<u>-</u>
Total Revenues	155,056	80,611	-
<b>OTHER FINANCING SOURCES</b>			
Sale of Gen Fixed Assets	(3,570)	72,593	-
Transfers from other funds	901,627	970,000	970,000
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 1,053,112</b>	<b>\$ 1,123,204</b>	<b>\$ 970,000</b>
<b>EXPENDITURES</b>			
Personal Services	\$ -	\$ -	\$ -
Operating Expenses	-	-	-
Capital Outlay	1,047,827	2,070,487	2,417,553
Depreciation & Amortization	680,604	762,945	-
Other Costs	-	-	-
Debt Service	2,445	2,228	-
Contra Capital Outlay	<u>(1,047,827)</u>	<u>(2,070,487)</u>	<u>-</u>
	683,049	765,173	2,417,553
<b>OTHER FINANCING USES</b>			
Transfers to other funds	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 683,049</b>	<b>\$ 765,173</b>	<b>\$ 2,417,553</b>
Net Increase (Decrease) In Fund Balance	370,063	358,030	(1,447,553)
<b>TOTAL NET ASSETS JULY 1</b>	<b>\$ 7,103,945</b>	<b>\$ 7,474,008</b>	<b>\$ 7,829,003</b>
<b>TOTAL NET ASSETS JUNE 30</b>	<b>\$ 7,474,008</b>	<b>\$ 7,829,003</b>	<b>\$ 6,381,450</b>

\*Year-To-Date - Unaudited

**FAYETTE COUNTY, GEORGIA**  
**SUMMARY OF REVENUES, EXPENDITURES, AND OTHER FINANCING SOURCES AND USES**  
**ALL BUDGETED FUNDS**  
**FISCAL YEAR ENDED JUNE 30, 2017**

	<u>TOTAL</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>CAPITAL/CIP PROJECTS FUNDS</u>	<u>WATER SYSTEM FUND</u>	<u>STORMWATER MGT FUND</u>	<u>SOLID WASTE FUND</u>	<u>ENTERPRISE PROJECTS FUNDS</u>	<u>INTERNAL SERVICE FUNDS</u>
<b>REVENUES</b>									
Property Tax	\$ 38,749,250	\$ 28,854,500	\$ 9,894,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales & Use Tax	11,295,000	11,295,000	-	-	-	-	-	-	-
Other Taxes	3,648,000	980,000	2,668,000	-	-	-	-	-	-
License & Permits	982,500	982,500	-	-	-	-	-	-	-
Intergovernmental Revenues	3,333,764	2,167,986	626,738	539,040	-	-	-	-	-
Charges for Services	24,420,820	2,995,529	4,556,000	-	16,204,291	600,000	65,000	-	-
Fines, Forfeits & Penalties	1,850,111	1,474,000	376,111	-	-	-	-	-	-
Investment Income	334,538	300,000	20,600	-	13,788	-	150	-	-
Miscellaneous Revenue	218,031	143,935	70,100	-	3,996	-	-	-	-
Contributions/Donations	10,000	10,000	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 84,842,014</b>	<b>\$ 49,203,450</b>	<b>\$ 18,212,299</b>	<b>\$ 539,040</b>	<b>\$ 16,222,075</b>	<b>\$ 600,000</b>	<b>\$ 65,150</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER FINANCING SOURCES</b>									
Sale of Gen Fixed Assets	15,000	15,000	-	-	-	-	-	-	-
Transfers from other funds	5,539,216	-	-	3,437,950	-	-	-	1,131,266	970,000
Appropriated Fund Balance	-	-	-	-	-	-	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 90,396,230</b>	<b>\$ 49,218,450</b>	<b>\$ 18,212,299</b>	<b>\$ 3,976,990</b>	<b>\$ 16,222,075</b>	<b>\$ 600,000</b>	<b>\$ 65,150</b>	<b>\$ 1,131,266</b>	<b>\$ 970,000</b>
<b>EXPENDITURES</b>									
Personal Services	\$ 46,327,829	\$ 30,585,863	\$ 11,741,195	\$ -	\$ 3,954,889	\$ -	\$ 45,882	\$ -	\$ -
Operating Expenses	22,013,940	13,729,194	3,025,550	851,535	4,244,293	47,948	115,420	-	-
Capital Outlay	6,945,095	147,678	48,576	3,125,455	355,088	-	10,745	840,000	2,417,553
Debt Service	8,689,907	3,260,167	-	-	5,179,740	250,000	-	-	-
Other Costs	1,051,843	729,726	20,000	-	10,851	-	-	291,266	-
Interfund Charges	2,272,015	-	621,234	-	1,637,214	10,786	2,781	-	-
<b>Total Expenditures</b>	<b>\$ 87,300,629</b>	<b>\$ 48,452,628</b>	<b>\$ 15,456,555</b>	<b>\$ 3,976,990</b>	<b>\$ 15,382,075</b>	<b>\$ 308,734</b>	<b>\$ 174,828</b>	<b>\$ 1,131,266</b>	<b>\$ 2,417,553</b>
<b>OTHER FINANCING USES</b>									
Transfers to other funds	5,539,216	3,189,196	894,754	324,000	840,000	291,266	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 92,839,845</b>	<b>\$ 51,641,824</b>	<b>\$ 16,351,309</b>	<b>\$ 4,300,990</b>	<b>\$ 16,222,075</b>	<b>\$ 600,000</b>	<b>\$ 174,828</b>	<b>\$ 1,131,266</b>	<b>\$ 2,417,553</b>

**FAYETTE COUNTY, GEORGIA  
BUDGET SUMMARY INFORMATION  
BUDGETED APPROPRIATIONS  
COMPARISON OF FY 2017 ADOPTED BUDGET WITH PRIOR YEAR'S BUDGET**

The Budget Summary Information contained on the following three pages compares the 2017 fiscal year budgeted appropriations with that of the 2016 fiscal year. The FY 2016 budget data is presented at two different points: as originally adopted and as it was adjusted during the year. As a means of providing additional detail to the preceding set of consolidated reports, this comparison of appropriations is provided at the function level for the General Fund. For an even more detailed breakdown of budget by departments, please refer to the Organization tab shown later in this document. This tab includes a section that presents data on individual cost centers (departments).

The two columns of information for FY 2016 demonstrate the dynamics of an annual budget. The first column is the original budget as it was adopted by the Board of Commissioners, effective July 1st. This is the best estimate as to what it should cost to operate each of the various functions of the County during the fiscal year. The second column is the revised budget. It shows how the original estimated amounts have been changed during the year to adjust for unanticipated revenues and/or expenditures, changes in funding levels or priorities, the elimination of current programs, or the initiation of new programs. The Revised Budget is shown just before the fiscal year is closed. Shortly, the fiscal year will be closed and audited.

The % Comparison is the percentage of the FY 2017 budget amount when compared to the FY 2016 revised budget amount.

**FAYETTE COUNTY, GEORGIA**  
**EXPENDITURES AND OTHER FINANCING USES**  
**COMPARISON OF FY 2017 BUDGET TO FY 2016 REVISED BUDGET**

	FY 2016 Budget		FY 2017 Budget		% Comparison
	Adopted	Revised*	Adopted		
<b>GENERAL FUND</b>					
General Government					
Non-Departmental	\$ 471,588	\$ 471,588	\$ 354,877		75.3
Commissioners	491,181	495,370	496,745		100.3
Administration	341,726	349,954	342,440		97.9
Elections	674,584	707,768	670,254		94.7
Finance	1,157,488	1,190,581	1,189,676		99.9
Purchasing	201,961	207,388	204,609		98.7
Law Department	255,600	403,871	256,600		63.5
Information Systems	1,043,258	1,068,896	1,011,977		94.7
Human Resources	414,401	423,825	432,177		102.0
Tax Commissioner	1,080,285	1,101,121	1,124,171		102.1
Tax Assessor	957,846	919,306	976,621		106.2
Building & Grounds Maintenance	1,576,543	1,610,670	1,473,345		91.5
Engineering Office	239,836	246,147	257,445		104.6
Contingency	69,429	-	6,060		n/a
<b>Total General Government</b>	<b>\$ 8,975,726</b>	<b>\$ 9,196,484</b>	<b>\$ 8,796,997</b>		<b>95.7</b>
Judicial System					
Non-Departmental	232,335	250,397	192,793		77.0
Griffin Judicial Circuit	804,048	-	-		n/a
Judges, Court Reporters	83,140	381,636	445,407		116.7
Clerk of Superior Court	1,322,311	1,349,053	1,323,636		98.1
Board of Equalization-Clerk of Courts	-	-	16,706		n/a
District Attorney	341,522	350,864	341,522		97.3
Clerk of State Court	282,501	295,666	299,817		101.4
State Court Solicitor	597,525	641,774	678,747		105.8
State Court Judge	356,852	350,156	362,117		103.4
Magistrate Court	434,264	440,880	460,130		104.4
Probate Court	360,147	366,820	360,003		98.1
Juvenile Court	430,186	524,868	432,331		82.4
Public Defender	484,974	486,374	486,909		100.1
<b>Total Judicial System</b>	<b>\$ 5,729,805</b>	<b>\$ 5,438,488</b>	<b>\$ 5,400,118</b>		<b>99.3</b>
Public Safety					
Non-Departmental	939,813	960,880	949,319		98.8
Sheriff's Office	16,937,148	17,079,310	17,437,973		102.1
County Coroner	92,213	98,333	143,700		146.1
Animal Control	359,781	367,298	398,648		108.5
Emergency Management	341,814	350,056	315,689		90.2
<b>Total Public Safety</b>	<b>\$ 18,670,769</b>	<b>\$ 18,855,877</b>	<b>\$ 19,245,329</b>		<b>102.1</b>

\* Revised budget amounts - Unaudited

**FAYETTE COUNTY, GEORGIA**  
**EXPENDITURES AND OTHER FINANCING USES**  
**COMPARISON OF FY 2017 BUDGET TO FY 2016 REVISED BUDGET**

	FY 2016 Budget		FY 2017 Budget	%
	Adopted	Revised*	Adopted	Comparison
<b>Public Works</b>				
Public Works Administration	144,919	148,844	152,391	102.4
Road Department	6,432,795	4,942,013	6,153,820	124.5
Environmental Management	476,225	503,668	486,961	96.7
Fleet Maintenance	599,199	618,355	594,163	96.1
<b>Total Public Works</b>	<b>\$ 7,653,138</b>	<b>\$ 6,212,880</b>	<b>\$ 7,387,335</b>	<b>118.9</b>
<b>Planning &amp; Development</b>				
County Extension	134,320	135,277	138,088	102.1
Georgia Forestry Commission	3,336	3,336	3,336	100.0
Permits and Inspections	573,199	609,126	601,512	98.8
Planning & Zoning	286,381	293,657	292,960	99.8
Code Enforcement Section	95,164	97,654	94,623	96.9
Development Authority	237,152	238,408	239,249	100.4
<b>Total Planning and Development</b>	<b>\$ 1,329,552</b>	<b>\$ 1,377,458</b>	<b>\$ 1,369,768</b>	<b>99.4</b>
<b>Culture and Recreation</b>				
Recreation	1,109,431	1,206,045	1,139,086	94.4
Library	1,027,651	1,046,098	1,048,465	100.2
<b>Total Culture and Recreation</b>	<b>\$ 2,137,082</b>	<b>\$ 2,252,143</b>	<b>\$ 2,187,551</b>	<b>97.1</b>
<b>Health and Welfare</b>				
Public Health	283,020	283,020	285,057	100.7
Fayette Counseling Center	125,380	125,380	125,380	100.0
Dept of Family & Children Services	39,325	39,325	39,325	100.0
Fayette Community Options	59,270	59,270	59,270	100.0
Fayette County Family Connection	45,000	46,000	47,000	102.2
Senior Citizens Center	219,556	219,556	229,588	104.6
Youth Protection	19,743	19,743	19,743	100.0
<b>Total Health and Welfare</b>	<b>\$ 791,294</b>	<b>\$ 792,294</b>	<b>\$ 805,363</b>	<b>101.6</b>
<b>Debt Service</b>				
Criminal Justice Center	3,263,717	3,263,717	3,260,167	99.9
E-911 821 Mhz Radio System	-	-	-	n/a
<b>Total Debt Service</b>	<b>\$ 3,263,717</b>	<b>\$ 3,263,717</b>	<b>\$ 3,260,167</b>	<b>99.9</b>
101 Transfer to Griffin Judicial Circuit	298,496	-	-	n/a
215 Transfer to Emergency Phone E911	25,667	25,667	-	-
216 Transfer to Jail Surcharge	-	40,000	-	-
270 Transfer to Fire Services	83,943	83,943	-	-
272 Transfer to Emergency Medical Services	33,181	33,181	-	-
361 Transfer to Criminal Justice Center	-	240,000	-	n/a
372/375 Transfer to Capital/CIP Projects	3,417,116	3,421,224	2,534,196	74.1
610 Transfer to Vehicles & Equipment	655,000	655,000	655,000	n/a
<b>Total Transfer to Other Funds</b>	<b>\$ 4,513,403</b>	<b>\$ 4,499,015</b>	<b>\$ 3,189,196</b>	<b>70.9</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 53,064,486</b>	<b>\$ 51,888,356</b>	<b>\$ 51,641,824</b>	<b>99.5</b>

\* Revised budget amounts - Unaudited

**FAYETTE COUNTY, GEORGIA**  
**EXPENDITURES AND OTHER FINANCING USES**  
**COMPARISON OF FY 2017 BUDGET TO FY 2016 REVISED BUDGET**

	FY 2016 Budget		FY 2017 Budget	%
	Adopted	Revised*	Adopted	Comparison
<b>SPECIAL REVENUE FUNDS</b>				
Law Library	60,000	60,000	52,000	86.7
Confiscated Property-State	-	25,468	-	-
U.S. Customs	-	263,981	-	-
Confiscated Property-Federal	-	285,676	-	-
Emergency Phone E-911	2,916,195	2,936,228	2,896,250	98.6
State Court - DUI Court	-	52,127	48,797	93.6
Jail Construction	391,000	412,552	358,057	86.8
Juvenile Supervision	19,278	19,278	20,869	108.3
Victims Assistance	139,500	139,500	144,554	103.6
Drug Abuse and Treatment	348,197	346,219	350,116	101.1
Fire Services	8,467,242	8,573,985	8,251,207	96.2
Street Lights	330,000	330,000	332,044	100.6
Emergency Medical Services	2,984,565	3,028,228	3,002,661	99.2
Transfer to Other Funds				
Transfer to General Fund	-	-	-	n/a
Transfer to Capital/CIP Projects	415,938	415,938	579,754	139.4
Transfer to Vehicle/Equipment	315,000	315,000	315,000	100.0
<b>Total Transfer to Other Funds</b>	<b>\$ 730,938</b>	<b>\$ 730,938</b>	<b>\$ 894,754</b>	<b>122.4</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 16,386,915</b>	<b>\$ 17,204,180</b>	<b>\$ 16,351,309</b>	<b>95.0</b>
<b>CAPITAL/CIP FUNDS</b>				
Capital/Capital Improvement Program	4,940,705	4,940,705	3,976,990	80.5
Transfers to Other Funds	1,765,481	1,765,481	324,000	18.4
<b>TOTAL CAPITAL/CIP FUNDS</b>	<b>\$ 6,706,186</b>	<b>\$ 6,706,186</b>	<b>\$ 4,300,990</b>	<b>64.1</b>
<b>ENTERPRISE FUNDS</b>				
Solid Waste Fund	\$ 158,358	\$ 197,017	\$ 174,828	88.7
Stormwater Management Fund	100,000	77,991	308,734	395.9
Water System Fund	15,310,370	15,580,517	15,382,075	98.7
Transfer to Other Funds				
Transfer to General Fund	-	-	-	n/a
Transfer to Enterprise CIP	1,930,000	8,580,716	1,131,266	13.2
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 17,498,728</b>	<b>\$ 24,436,241</b>	<b>\$ 16,996,903</b>	<b>69.6</b>
<b>ENTERPRISE FUNDS PROJECTS</b>	<b>\$ 3,695,264</b>	<b>\$ 3,695,264</b>	<b>\$ 1,131,266</b>	<b>30.6</b>
<b>INTERNAL SERVICE FUNDS</b>				
Vehicle/Equipment Fund	<b>\$ 1,842,684</b>	<b>\$ 2,163,171</b>	<b>\$ 2,417,553</b>	<b>111.8</b>
<b>TOTAL OF ALL BUDGETED FUNDS</b>	<b>\$ 99,194,263</b>	<b>\$ 106,093,398</b>	<b>\$ 92,839,845</b>	<b>87.5</b>

\* Revised budget amounts - Unaudited



## **ANALYSIS OF MAJOR REVENUE SOURCES AND TRENDS**

### **Strategies Utilized In Budgeting Revenues**

As an unwritten but general guiding operating policy employed by Finance and Administrative staff, projected revenues for the ensuing fiscal year are estimated on the side of conservatism. The reason for this conservative approach to estimating cash inflows is to help ensure that the County avoids, if at all possible, any significant revenue shortfalls that might occur due to unanticipated fluctuations in the local or national economy, or an unexpected downturn in the rate of construction activity occurring in the immediate area. But should the economy remain strong in the short-term, it is further anticipated that these additional revenues that are generated will be programmed into the County's fund balance to be used for capital projects or projects in the Capital Improvement Program. As our principal operating revenue projection strategy for any given fiscal year, the County prepares its annual operating budget with the expectation that it will collect more revenues during the period than are actually budgeted.

As an integral first step in the FY 2017 revenue projection process, total revenue collections through the 2016 fiscal year are estimated. As actual monthly activity is recorded, original estimated FY 2016 revenue numbers are updated throughout the budget preparation process. These most recent fiscal year estimates plus the actual revenue numbers for the previous two fiscal years are used to identify trends and collection patterns from the various sources.

This historical revenue information is then framed in the context of what budget staff believes will be the most probable local economic conditions over the next twelve to twenty-four months. Elasticity of revenue sources, increasing user fees or charges, changes in service delivery, and the anticipated impact of any new State or Federal legislation are also factored into the projections. The desired end result of this process is revenue estimates that one would reasonably expect to be met during the upcoming fiscal year given the information available at the time.

### **GENERAL FUND**

The General Fund is the principal operating fund for the County and the revenues it uses to provide a number of services to our citizens are derived from a variety of sources. The tabular information shown on the next page indicates the relative composition of the major revenue sources. The accompanying pie chart clearly shows how dependent the County is on taxes as the major revenue source. Property Tax and Sales & Use Tax are the major revenue sources used to pay for the operations of the General Fund. For FY 2017, it is projected that these two sources of revenue will account for approximately 81.6 percent of General Fund total revenues compared to 80.0 percent in the FY 2016 budget. Of the other individual revenue sources, only Charges for Services is projected to be at least five percent of total revenues.

In comparison with FY 2016 actual amounts, it is projected that General Fund total revenue for the 2017 fiscal year will increase by approximately \$1.6 million or 3.3 %. Projections for all revenue sources have been estimated on the side of conservatism or according to existing contractual agreements.



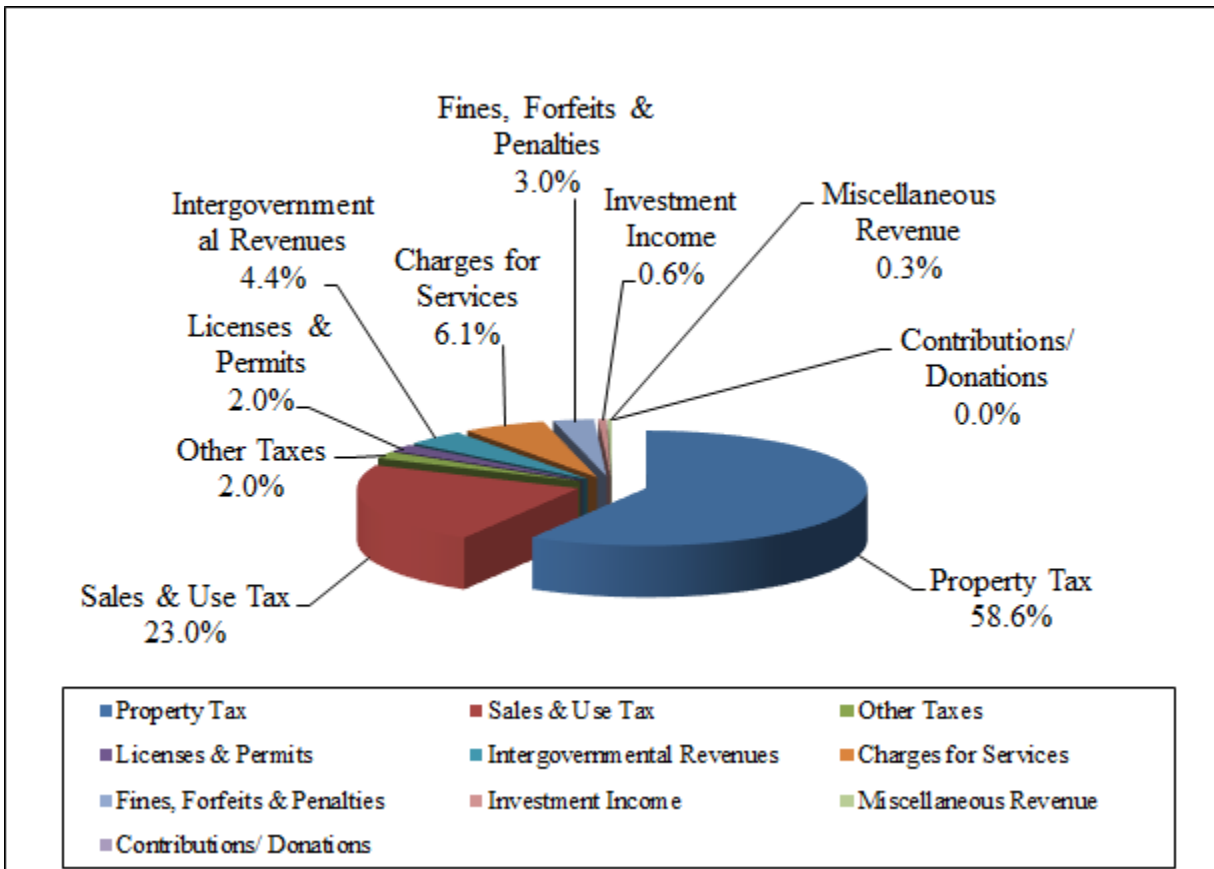
## General Fund

### Three Year Comparison of Revenue Sources

REVENUE	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL*	FY 2017 BUDGET
Property Tax	\$ 27,898,227	\$ 28,288,000	\$ 28,198,625	\$ 28,854,500
Sales & Use Tax	10,435,200	11,000,000	10,812,469	11,295,000
Other Taxes	925,603	1,027,300	769,031	980,000
Licenses & Permits	1,020,181	1,084,800	1,029,030	982,500
Intergovernmental Revenues	1,940,173	2,523,171	1,400,337	2,167,986
Charges for Services	2,858,161	3,036,027	3,172,482	2,995,529
Fines, Forfeits & Penalties	1,534,425	1,382,000	1,609,032	1,474,000
Investment Income	225,344	275,000	323,599	300,000
Miscellaneous Revenue	202,939	179,400	216,152	143,935
Contributions/Donations	9,671	81,588	93,821	10,000
<b>Total Revenues</b>	<b>\$ 47,049,924</b>	<b>\$ 48,877,286</b>	<b>\$ 47,624,578</b>	<b>\$ 49,203,450</b>

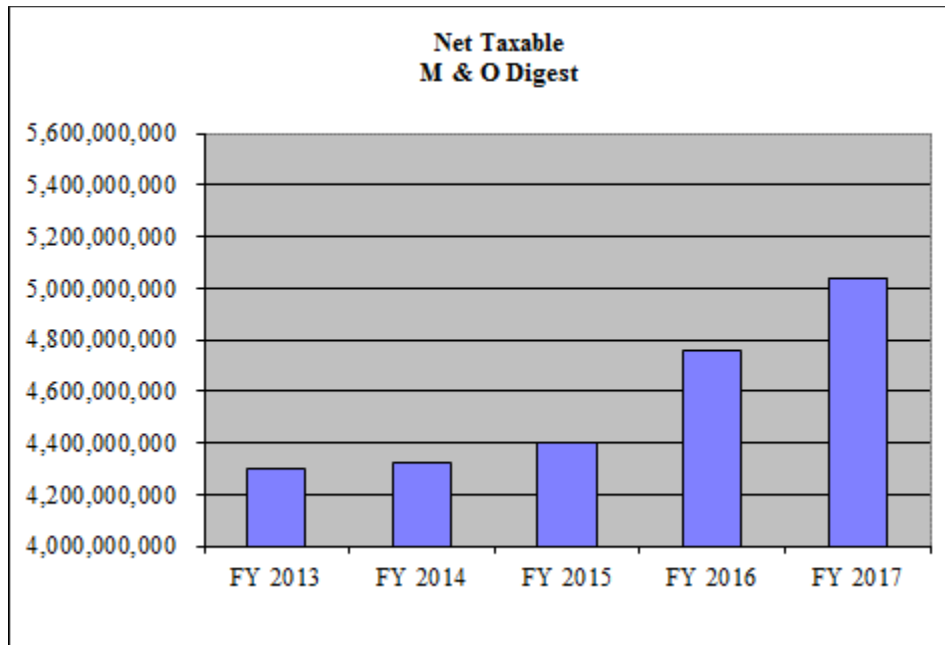
\*Year-To-Date - Unaudited

### Percentage Contribution of Revenue Sources FY 2017 Budget

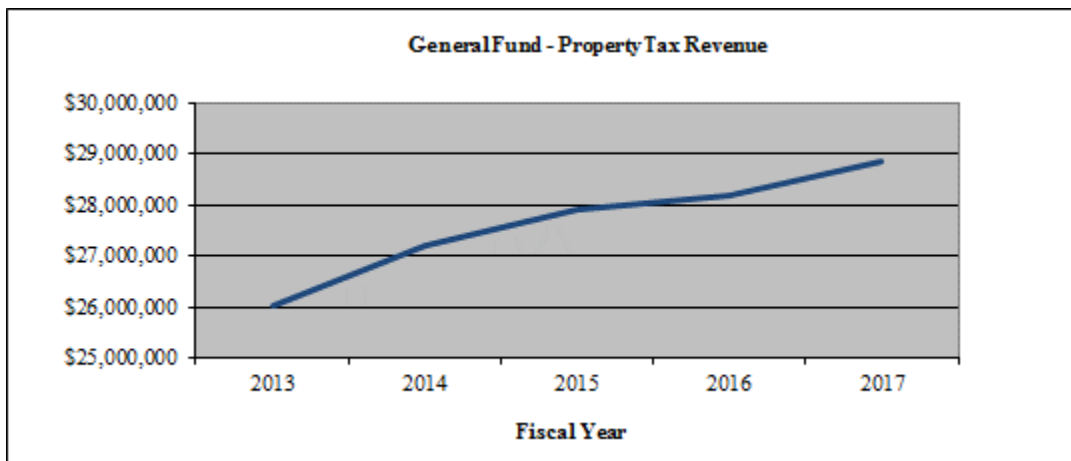


## Property Tax

The amount of property tax revenue generated is an arithmetic function of the millage rate and the net taxable digest. The charts and table below summarize some relevant net taxable digest, millage rate, and property tax revenue data over the most recent five-year period. Property Tax is the biggest source of revenue for Fayette County. For FY 2017, it is projected to represent approximately 58.6 % of total revenue for the General Fund. The FY 2017 projected property tax revenue is based on a recommended rollback of the County’s M&O millage rate that offsets an increase in the tax digest due to reassessments of property values.

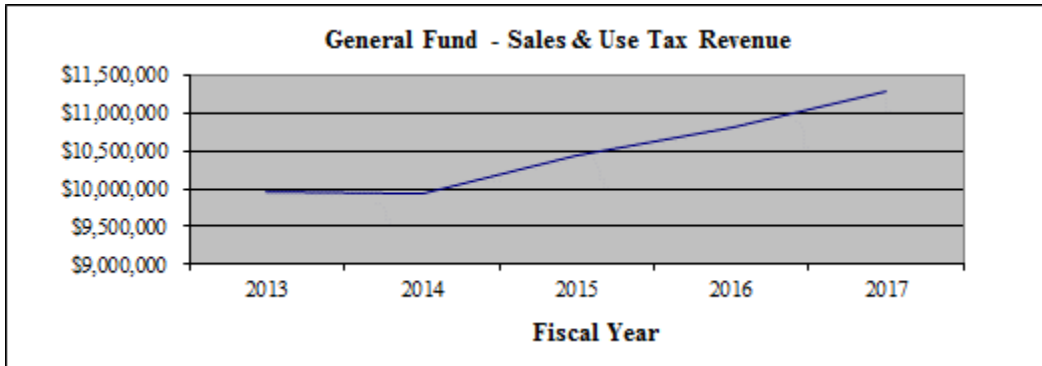


Digest Information	Fiscal Year	Net taxable M&O Digest	Digest Growth	Millage Rate	Change in Millage
2012 Tax Year (Actual)	FY 2013	4,301,271,416	-10.2%	5.645	0.0%
2013 Tax Year (Actual)	FY 2014	4,321,910,486	0.5%	5.714	1.2%
2014 Tax Year (Actual)	FY 2015	4,396,642,279	1.7%	5.602	-2.0%
2015 Tax Year (Actual)	FY 2016	4,760,174,199	8.3%	5.171	-7.7%
2016 Tax Year (Projected)	FY 2017	5,033,499,576	5.7%	4.917	-4.9%



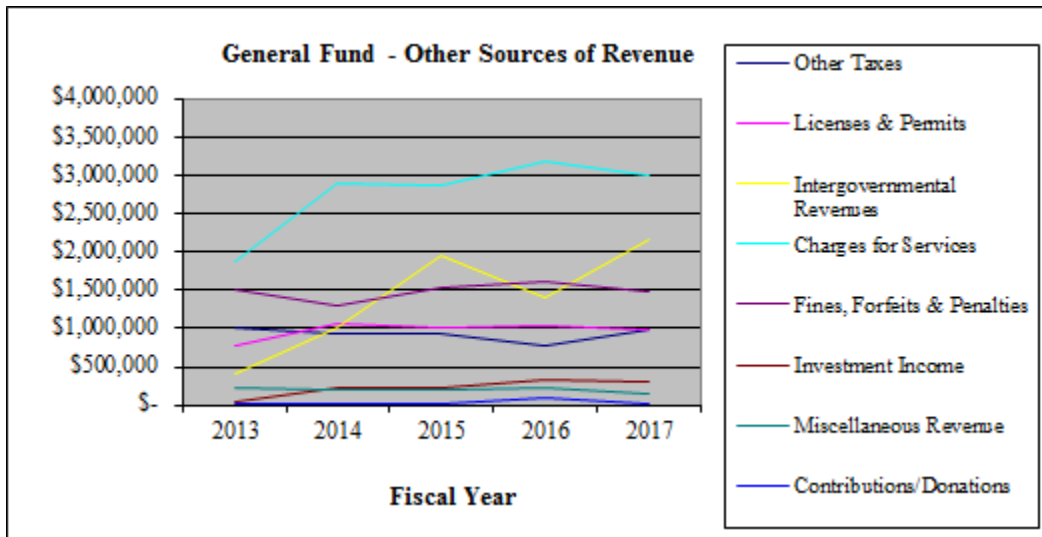
## Sales and Use Tax

The Sales and Use Tax (also referred to as a one-percent Local Option Sales Tax or L.O.S.T.) represents approximately 23.0% of total budgeted revenue. In contrast to the property tax, one benefit of this revenue source is that the cash flow it generates is fairly consistent. In FY 2016, Sales and Use Tax revenue increased to pre economic downturn levels. FY 2017, is projected to follow the same trend of increasing revenues.



## Other Sources of Revenue

In FY 2017, other significant sources of revenue are Other Taxes (\$0.98 million), Licenses & Permits (\$0.98 million), Charges for Services (\$3.0 million), Fines, Forfeits & Penalties (\$1.5 million), Investment Income (\$0.3 million), Miscellaneous Revenues (\$0.14 million), and Intergovernmental Revenue (\$2.2 million).



## OTHER FUNDS

In addition to the General Fund, four other funds have historically provided significant revenue for County operations. These are the Fire Services - Special Revenue Fund, Emergency 911 - Special Revenue Fund, the Emergency Medical Services (EMS) – Special Revenue Fund, and the Water System – Enterprise Fund.

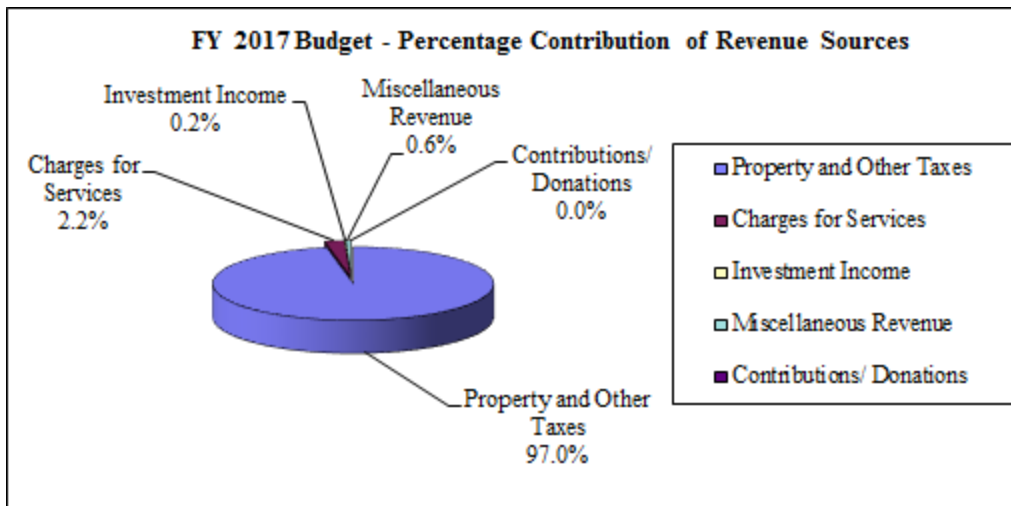
### Fire Services - Special Revenue Fund

The Fire Services Special Revenue Fund provides funding for fire prevention and suppression activities for all areas of the County except for the cities of Fayetteville and Peachtree City, which maintain their own fire departments. To provide a funding mechanism that will ensure that only those individuals living in the area receiving these fire services pay for the services, a special tax district was created several years ago.

For FY 2017, approximately 97.0% of the total revenue for this fund is projected to be generated from the taxation of property. This clearly demonstrates the fund’s dependence on property taxes to pay for the delivery of services. Another significant source of revenue for this fund is Charges for Services (fire impact/inspection fees).

### Three Year Comparison of Revenue Sources

REVENUE	2015 ACTUAL	2016 BUDGET	2016 ACTUAL*	2017 BUDGET
Property and Other Taxes	\$ 8,469,255	\$ 8,949,000	\$ 9,177,733	\$ 9,705,000
Charges for Services	199,446	155,000	179,783	222,000
Investment Income	13,921	10,000	22,614	20,000
Miscellaneous Revenue	42,524	43,000	50,499	58,600
Contributions/ Donations	250	250	-	-
Total Revenues	\$ 8,725,396	\$ 9,157,250	\$ 9,430,629	\$ 10,005,600
*Year-To-Date - Unaudited				



### Emergency 911 - Special Revenue Fund

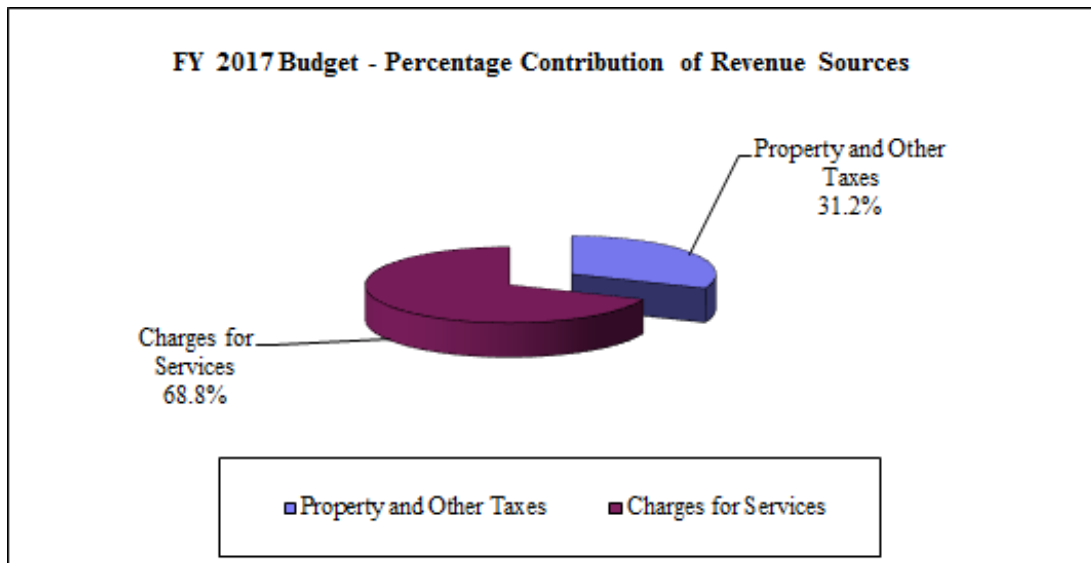
The special E-911 Tax District was created in August 25, 2011 to provide E-911 communication services to all citizens of Fayette County. The tax district is projected to generate approximately 31.2% of total revenue.

Charges for Services (approximately 68.8% of total revenue) - state law provides for a governmental entity to adopt up to a \$1.50 monthly surcharge for E911 services for each telephone receiving service in the County. Also, there is a monthly surcharge of \$1.50 on each cellular telephone. By law, the proceeds from these surcharges can only be spent for the provision of 911 services within the jurisdiction.

#### Three Year Comparison of Revenue Sources

REVENUE	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL*	FY 2017 BUDGET
Property and Other Taxes	\$ 923,628	\$ 991,800	\$ 998,701	\$ 1,064,800
Charges for Services	2,497,675	2,300,000	2,536,559	2,350,000
Intergovernmental Revenues	-	-	-	-
Investment Income	-	-	-	-
Contributions/Donations	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,421,303</b>	<b>\$ 3,291,800</b>	<b>\$ 3,535,260</b>	<b>\$ 3,414,800</b>
*Year-To-Date - Unaudited				

#### Percentage Contribution of Revenue Sources



## Emergency Medical Services (EMS) - Special Revenue Fund

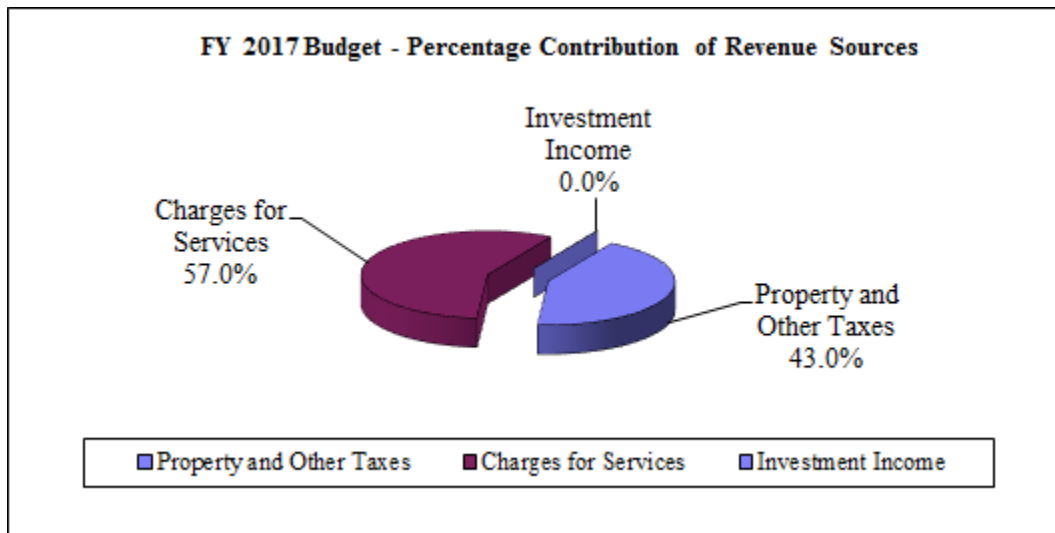
The special revenue tax district encompasses the entire county, with the exception of the City of Peachtree City. Peachtree City provides emergency medical services to its citizens. The EMS fund accounts exclusively for activities (revenues and expenditures) related to emergency medical services. Before the new tax district was created, EMS activities were accounted for in the General Fund.

The two revenue sources for the EMS fund are Property Taxes (43.0% of total revenue) and Charges for Services (57.0% of total revenue).

### Three Year Comparison of Revenue Sources

REVENUE	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL*	FY 2017 BUDGET
Property and Other Taxes	\$ 1,228,500	\$ 1,339,000	\$ 1,327,647	\$ 1,422,950
Charges for Services	1,864,309	1,933,000	1,802,360	1,884,000
Investment Income	405	250	672	600
Miscellaneous Revenue	-	-	-	-
Intergovernmental	-	-	15,812	-
<b>Total Revenues</b>	<b>\$ 3,093,214</b>	<b>\$ 3,272,250</b>	<b>\$ 3,146,491</b>	<b>\$ 3,307,550</b>
*Year-To-Date - Unaudited				

### Percentage Contribution of Revenue Sources



## Water System Fund

The primary mission of the Water System Fund is to serve as a funding mechanism for the provision of potable water to the residents of the County. To cover the costs of building reservoirs, treating raw water, and distributing the finished product through miles of pipe, service fees are charged. These charges are based on the size of a customer's water meter plus a volume charge applied to the monthly water consumption. In addition, connection fees are charged to new customers connecting to the system.

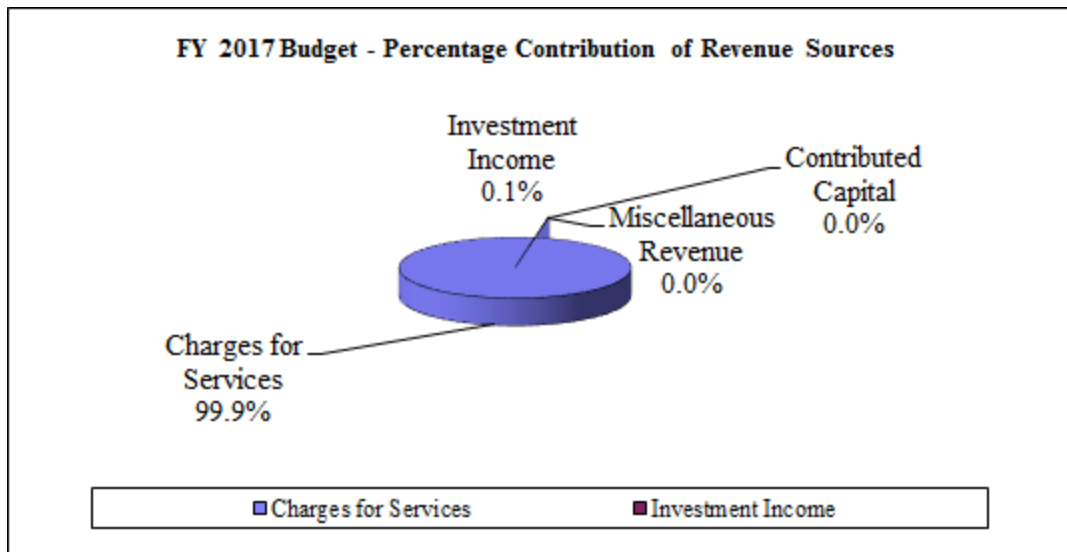
In March 2009, the County implemented a two-step rate increase for the system. The first step was a 10% rate increase that took effect in March 2009 and the second step was a 5% rate increase that took effect in January 2010. Prior to implementing this increase, the County had not adjusted its water service rate schedules since 1991.

The major revenue source for the Water System Fund is derived from Charges for Services. For FY 2017, it is estimated at 99.9% of total revenue. Charges for Services is projected to increase 2.3% when compared to the FY 2016 actual amount.

### Three Year Comparison of Revenue Sources

REVENUE	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL*	FY 2017 BUDGET
Charges for Services	\$ 15,269,276	\$ 16,702,390	\$ 15,842,489	\$ 16,204,291
Investment Income	13,417	37,980	19,052	13,788
Contributed Capital	167,928	-	1,656,881	-
Miscellaneous Revenue	2,461	-	6,120	3,996
<b>Total Revenues</b>	<b>\$ 15,453,082</b>	<b>\$ 16,740,370</b>	<b>\$ 17,524,542</b>	<b>\$ 16,222,075</b>
*Year-To-Date - Unaudited				

### Percentage Contribution of Revenue Sources



## ANALYSIS OF MAJOR REVENUE SOURCES AND TRENDS

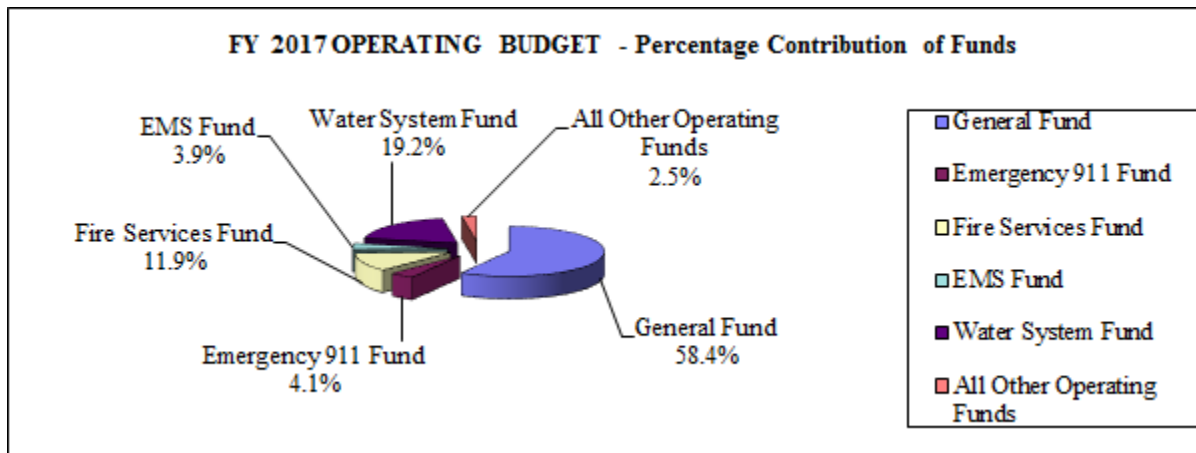
### All Funds

The table below provides a consolidated look at the revenue comparisons for all funds that are budgeted.

#### Three Year Comparison of Funds Revenues

REVENUE	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2016 ACTUAL*	FY 2017 BUDGET
General Fund	\$ 47,049,924	\$ 48,877,286	\$ 47,624,578	\$ 49,203,450
Emergency 911 Fund	3,421,303	3,291,800	3,535,260	3,414,800
Fire Services Fund	8,725,396	9,157,250	9,430,629	10,005,600
EMS Fund	3,093,214	3,272,250	3,146,491	3,307,550
Water System Fund	15,453,082	16,740,370	17,524,542	16,222,075
All Other Operating Funds	2,663,835	2,543,002	2,593,004	2,149,499
<b>Total Revenues</b>	<b>\$ 80,406,754</b>	<b>\$ 83,881,958</b>	<b>\$ 83,854,504</b>	<b>\$ 84,302,974</b>
*Year-To-Date - Unaudited				

#### Percentage Contribution of Funds Revenues





## ANALYSIS OF FUND BALANCE

### Discussion of Fund Balance

The 2001 edition of Governmental Accounting, Auditing and Financial Reporting (GAAFR) published by the Government Finance Officers Association (GFOA) defines the term *fund balance* as “the difference between assets and liabilities reported in a governmental fund”. In simple terms, the fund balance is the excess of current assets over current liabilities utilizing the flow of current financial resources measurement focus and the modified accrual basis of accounting. To express in layman’s terms, it might best be described as funds or idle cash that can serve as a financial safety net in the event of a “rainy day” or unexpected expenditures, can be used to liquidate existing long-term liabilities, or can be utilized to pay for expenditures incurred in future periods.

The size of this balance in relationship to budgeted appropriations provides some insight into the level of current financial resources that are available to meet the financial obligations of future periods. By having sufficient cash reserves available, it ensures a great deal of flexibility in carrying out the County’s annual expenditure plan as well as providing the fiscal capacity to meet most unanticipated needs. For these reasons, maintaining an adequate fund balance level is an important element in the long-range financial plan for Fayette County.

Of primary importance in funding the County’s normal day-to-day operations, the fund balance is used to provide needed cash reserves prior to the collection of taxes. With the fiscal year beginning on the first day of July and the majority of property taxes not being collected until the middle of December, expenditures or cash outflows significantly exceed revenues or cash inflows over the first five months of the fiscal year. Having sufficient cash reserves prevents the County from having to do short-term borrowing to meet those financial obligations incurred early in the year. Also on the positive side, these funds generate additional interest income that in effect reduces the tax burden on the citizens.

And as a vital component in our pay-as-you-go Capital Improvements Program, the County frequently uses part of the fund balance to pay for large one-time capital non-operating expenditures, including capital projects, rather than incur long-term debt. One approach started in FY 2008 is to close projects that have been already completed or that are no longer necessary. Any available funds from these projects are transferred back to the fund balance of the originating fund. These monies then become available to fund future projects.

The fund balance provides a financial cushion that can be used to reduce the impact of a significant economic downturn or uninsured catastrophic loss. In situations such as these, the fund balance provides financial resources that can be used to replace lost revenues or fund unanticipated expenditures without having to raise taxes or incur new debt.

## 100 - GENERAL FUND

The following table provides a comparison of the fund balance for the General Fund over a four-year period.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
General Fund	32,493,436	31,280,177	29,324,089	26,900,715

The original budget in FY 2016 projected a decrease of \$2.6 million or 8.4 % in fund balance due mainly to the projected use of approximately \$3.4 million in reserves for the net effect of transfers in and out and a net increase of \$0.8 million in fund balance from operational revenues and expenditures. At the end of the 2017 fiscal year, it is projected that fund balance will decrease \$2.4 million or 8.36%.

With a tax digest that is expected to keep increasing revenue from property taxes will keep increasing. Fayette County should be able to fund operating expenditures with operating revenues. Any use of fund balance reserves would be exclusively to fund capital and CIP projects that would then be capitalized.

The following tabular information provides detail on the projected fund balance as of June 30, 2017. The Board of Commissioners has adopted as a fiscal policy that the County maintain a portion of fund balance as *reserves*. These reserves include fund balance non-spendable, working capital equal to three months of annual budgeted expenditures, a reserve for emergencies (\$2.0 million), a reserve for capital projects, and a reserve for projects in the 5-Year CIP plan that are funded by the General Fund.

Fund Balance, June 30, 2016 - Estimated		\$ 29,324,089
FY 2017 Budget		
Revenue	\$ 49,203,450	
Expenditures	48,082,211	1,121,239
		<u>30,445,328</u>
Other Financing Sources	15,000	
Other Financing Uses	3,559,613	(3,544,613)
Fund Balance, June 30, 2017- Projected		<u><u>\$ 26,900,715</u></u>

## SPECIAL REVENUE FUNDS

### 215 - Emergency Phone E-911

The main sources of funding are Charges for Services on surcharges of landline and wireless telephone services and property taxes. For FY 2017, revenue is projected to be higher than expenditures by approximately \$478 K, this should result in an increase in fund balance of 22%.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Emergency Phone E-911	978,672	1,313,598	2,168,674	2,646,970

### 270 - Fire Services

In FY 2016, fund balance increased approximately \$641 K or 22.6% mainly due to an increase in property taxes when compared to FY 2015. For FY 2017, the trend continues when fund balance is projected to increase approximately 32.3%. Property taxes revenue is projected higher due to an increase in the tax digest.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Fire Services	2,508,392	2,836,136	3,487,579	4,613,639

### 272 - Emergency Medical Services (EMS)

After fund balance decreased in FY 2014 due to revenue falling short from the projected amount, the Emergency Medical Services fund has seen moderate increases in fund balance in FY 2015 and FY 2016. For FY 2017 fund balance is projected to increase again by 4.5%. A slight increase in expenditures is accompanied by a slightly higher increase in revenue mainly from charges from services.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Emergency Medical Services	1,626,848	1,711,626	1,736,634	1,815,356

### OTHER SPECIAL REVENUE FUNDS – SIGNIFICANT FUND BALANCE CHANGES

The **State Court – DUI Court Fund** is a new fund that was created in FY 2016. For FY 2017 its fund balance is expected to increase 184.7% because revenue is projected to increase dramatically.

The **Juvenile Supervision Fund** fund balance is projected to decrease 10.5% this caused by lower projected revenue from fines and a slight increase in expenditures.

The **Drug Abuse and Treatment Fund** fund balance is projected to increase 25.1% as a result of a significant increase in grant revenue.

The **Street Lights Fund** fund balance is projected to increase 24.1% as a result of revenue being projected to exceed expenditures by approximately \$50 thousand in FY 2017.

**ENTERPRISE FUNDS**  
(Total Net assets)

**505 -Water System**

The Water System generates sufficient revenue to cover annual operating expenses and to continue the improvement of the water system infrastructure. Per the existing bond resolution, in FY 2017 any projected excess revenue over expenses is budgeted in a Renewal & Extensions expense account as in previous years. Since revenue and expenses are kept at the same amount changes in fund balance are due to the capitalization of capital expenses as projects are finalized and added as assets of the water system.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Water System	78,483,644	79,153,635	81,953,723	81,993,723

**508 - Stormwater Management**

This new enterprise fund is created as a result of the establishment during FY 2012 of a Stormwater Utility to be funded by user fees. Prior to FY 2012, Stormwater Management activities were accounted for in the General Fund. For FY 2016, a series of transfers-out to stormwater projects creates a negative fund balance before the county audit is complete and final adjustments are posted and reflected in the financial statements. After the audit is complete and all the completed projects are capitalized, fund balance will reflect again a positive balance in FY 2016 and a projected positive balance in FY 2017.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Stormwater Management	714,784	647,447	(4,292,385)	(4,292,385)

**540- Solid Waste**

During the last several years, expenses have been consistently higher than revenue decreasing fund balance (total net assets). Fund balance has decreased from \$990K in FY 2014 to \$265K projected for FY 2017. The Board of Commissioners is aware of this problem and staff is working on identifying additional sources of revenue and/or the alternative of increasing the fees charged to the customers.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Solid Waste	989,789	730,183	374,270	264,592

**INTERNAL SERVICE FUND**  
(Total Net assets)

**Vehicle/Equipment Fund**

This fund accounts for the acquisition of vehicles, heavy equipment, and other similar assets. An annual replacement schedule is prepared to identify the annual amounts that each fund should contribute to the Vehicle and Equipment fund for the timely replacement of the county fleet of vehicles and equipment. In FY 2017, fund balance (net assets) is projected to decrease because the contributions from other funds is not sufficient to cover the projected cost of vehicle and equipment acquisitions during the year.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
Vehicle/Equipment Fund	7,103,945	7,474,008	7,829,003	6,381,450

## OVERVIEW OF FUND BALANCES

The tabular information that is provided below is a consolidated overview of the *Fund Balance information for all Governmental funds and Total Net Assets for Enterprise and Internal Service funds* as of June 30 of the fiscal year. This table is useful to the reader in that it provides general trend information on the County as a whole. The data indicates that Fayette County has accumulated in the majority of its funds sufficient current financial resources to meet its immediate service needs. Going into the future, there is a small group of funds that need to be closely monitored.

As of June 30	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 UNAUDITED	FY 2017 PROJECTED
General Fund	32,493,436	31,280,177	29,324,089	26,900,715
<b><u>Special Revenue Funds:</u></b>				
Law Library	21,035	20,654	15,088	15,088
Confiscated Property-State	39,588	58,134	84,804	84,804
U.S.Customs Fund	117,536	1,294,135	1,073,566	1,073,566
Confiscated Property-Federal	269,293	400,083	453,983	453,983
State Court - DUI Court	-	-	9,269	26,389
Emergency Phone E-911	978,672	1,313,598	2,168,674	2,646,970
Jail Surcharge	90,294	52,069	41,211	41,211
Juvenile Supervision	103,021	102,825	98,398	88,029
Victims Assistance	4,932	23,587	43,474	43,474
Drug Abuse and Treatment	232,748	368,008	485,307	607,012
Fire Services	2,508,392	2,836,136	3,487,579	4,613,639
Street Lights	98,942	139,552	205,228	254,684
Emergency Medical Services	1,626,848	1,711,626	1,736,634	1,815,356
<b>Total Special Revenue Funds</b>	<b>6,091,301</b>	<b>8,320,407</b>	<b>9,903,215</b>	<b>11,764,205</b>
<b><u>Enterprise Funds</u></b>				
Solid Waste	989,789	730,183	374,270	264,592
Stormwater Management	714,784	647,447	(4,292,385)	(4,292,385)
Water System	78,483,644	79,153,635	81,953,723	81,993,723
<b>Total Enterprise Funds</b>	<b>80,188,217</b>	<b>80,531,265</b>	<b>78,035,608</b>	<b>77,965,930</b>
<b><u>Internal Service Funds</u></b>				
Vehicle/Equipment Fund	7,103,945	7,474,008	7,829,003	6,381,450
<b>Total All Funds*</b>	<b>\$ 125,876,899</b>	<b>\$ 127,605,857</b>	<b>\$ 125,091,915</b>	<b>\$ 123,012,300</b>
<b>*Except Governmental Funds Capital/CIP and Enterprise Funds Capital/CIP.</b>				

## **PLAN, POLICIES, AND PROCEDURES**

### **I. Mission Statement**

The Board of Commissioners has adopted the following mission statement:

*The Mission of Fayette County Government is to provide critical services to protect and enhance the health, safety and welfare of its citizens in a manner that is efficient, fiscally and environmentally responsible, and which perpetuates a quality lifestyle for future generations.*

The County departments will continue the development of departmental mission statements linked to the mission statement of the overall organization.

### **II. Strategic Goals and Objectives**

In the form of a vision for Fayette County's operations in the future, the Board of Commissioners has espoused the broad-based goals of expanding services, making operations more efficient, recognizing and rewarding the efforts of our employees, reducing the tax burden on property owners, and maintaining our capital assets and infrastructure.

Each year, the Board of Commissioners, the County Administrator and other key staff members get together for a planning retreat. This annual meeting is held at various locations within the County to ensure that everyone who would like to has the opportunity to attend. At this public forum, the long-term goals and objectives of the Board of Commissioners are discussed and strategies for implementation are agreed upon. Critical issues that the county is facing are presented, alternative solutions are discussed, and recommendations on how to address these issues are made. The following strategic plan is a product of various annual retreats. The strategies represent the methods and philosophies that have been chosen for facing future growth and maintaining the highest standard of living.

### **III. The Plan**

#### **A. FINANCIAL STRENGTH THROUGH FISCAL CONSERVATISM**

- Maximize the amount of interest income earned on idle cash balances through prudent investment practices.
- Identify opportunities where the amount of local taxes paid is supplanted by a reduction in taxes assessed by other units of government.
- Identify and apply for grant revenue opportunities that require no match or a minimum match from county resources. In turn, these savings could be used to fund additional programs.

#### **B. MAINTENANCE OF THE PHYSICAL PLANT, FLEET AND INFRASTRUCTURE**

Ensure the existence of an adequate physical plant and infrastructure to meet the County's future operating needs.

- Develop and adopt a five-year Capital Improvements Program or CIP Plan to include future funding needs to build, maintain, and improve facilities and infrastructure.
- Update the transportation plan based on current needs and growth corridors.

Maintain a safe and serviceable fleet of vehicles that meets the operational needs of the various County Departments.

- Continue the Vehicle Replacement Program that was initially approved in 2003. The vehicle replacement procedures were updated to also include procedures for the replacement of other assets.
- Incorporate the purchase of alternative fuel vehicles into the replacement schedule in order to meet current federal requirements.

#### C. EFFICIENCY THROUGH TECHNOLOGICAL IMPROVEMENTS

Utilize available technological advances to make operations as efficient as possible.

- Continue to replace computers and computer equipment as needed.
- Encourage training on the MUNIS system and other software applications to improve the efficiency of operations.

#### D. SATISFYING THE INTERNAL AND EXTERNAL CUSTOMERS

Ensure that the citizens' needs are being properly addressed.

- As part of the agenda for each Commission meeting, time will be designated for public comment.
- Abide by the Georgia Open Records Act. The act establishes procedures to follow when responding to open records requests.
- Ensure that employee contact with the citizens is helpful and courteous.
- Make improvements to the telephone menu system that will reduce the amount of time it takes for customers to receive the necessary assistance.

#### E. MAXIMIZING OUR VALUABLE HUMAN RESOURCES

Recognize and reward employees for their efforts.

- Fund Class and Compensation Studies to update employee job descriptions, employee classifications, and pay grades.
- When possible, provide "cost-of-living allowance" or COLA adjustments to the pay plan to ensure that employees maintain their current buying power.
- When possible, provide a one-time payment incentive that is contingent upon meeting budget expectations.

#### F. MANAGING AND PLANNING FOR GROWTH

Ensure that Fayette County has a voice in the direction that local government is taking.

- Commissioners will become more involved in the activities of the Association County Commissioners Georgia (ACCG).
- Commissioners will meet periodically with the governing bodies of the cities, towns, and school system to discuss related issues.
- Staff will track new State Legislation having an impact on County operations and offer input to our local legislative delegation.
- Facilitate the financial planning for future fiscal years, project expenditure needs and expected results of operations over a longer period of time.
- Staff will present to the Board for adoption a five-year Capital Improvements Program or CIP 5-Year Plan.
- Department Heads are to continue to prepare issue papers for the Board which identifies



any future requirements, legislation or topics that are expected to have a significant impact on the operations of the County.

**FAYETTE COUNTY, GEORGIA  
ADOPTED FISCAL POLICIES**

**STATEMENT OF INTENT**

The following policy statements, as adopted by the Board of Commissioners, are intended to provide a broad framework as to how the various financial responsibilities associated with the operation of Fayette County are to be carried out. These policies provide general direction to staff, serve as a blueprint for financial operations, establish operational objectives, and promote continuity in fiscal decision making.

There are several distinct advantages to having fiscal policies for Fayette County in place. For one, they promote long-term financial stability for the County. For example, the budget and reserve fund policies encourage the level of fiscal responsibility needed to prepare the County for financial emergencies and abrupt adverse economic conditions. And the debt policies limit those scenarios where the County will pay for current services and projects with future revenues. Secondly, the adoption of long-range financial policies ameliorates some of the drawbacks of governmental accounting and budgeting which tends to focus only on short-term operations, generally one year. The Capital Budgeting Policies address the common pitfall of governments failing to provide for capital maintenance. Having a financial plan allows the Board of Commissioners to view their present approach to financial management from an overall, long-term vantage point. Current financial decisions are easier to make when long-term benchmarks are already established.

Lastly, these policies elevate the credibility of the governing body and promote public confidence in the financial decisions it makes. The policies call for complete disclosure of financial matters and provide a forum, the Comprehensive Annual Financial Report, to inform the citizens about the total financial condition of the County.

**I. BUDGET POLICY**

**PURPOSE**

One of the more important responsibilities of the Fayette County Board of Commissioners to its citizens is the faithful stewardship of public money. It is the Board's duty to ensure that this money is expended prudently.

The budget serves as the primary vehicle for directing resources to meet current and capital expenditures for the upcoming fiscal year and plan for anticipated outlays for the next five fiscal years.

**POLICY**

There shall be a consistent and uniform process for adopting and operating under an annual balanced budget for each fund and operating under a project-length balanced budget for each capital project fund of Fayette County government.

**PROCEDURES**

1. The Fayette County annual balanced budget will be divided into two major components: Capital and Capital Improvement Program (CIP) and Operating.
2. A formal budget calendar shall be developed and presented to the BOC for approval, then

disseminated to the County Administration, Department Heads, Constitutional Officers, the Judicial Circuit, and Outside Agencies. The budget calendar shall consist of dates for the distribution of budget materials, due dates for the submission of budget requests, dates for budget workshops with staff and the BOC, and dates for the public hearings on the proposed budget, to include the date of the adoption of the budget.

### **I. Capital Budget/Capital Improvement Program (CIP):**

A. Fayette County will undertake capital projects for the construction and improvement of infrastructure and public facilities, and for the orderly replacement of existing assets to achieve the following goals:

1. Promote economic development;
2. Enhance the quality of life;
3. Improve the delivery of services; and
4. Preserve community and historical assets.

B. For budgeting purposes, a capital project is generally defined as the acquisition of any asset or construction project with an anticipated cost of \$5,000 to \$49,999 and an estimated useful life of three or more years.

C. For budgeting purposes, a CIP project is generally defined as a major capital project with an anticipated cost of at least \$50,000 and an estimated useful life of more than three years.

D. Fayette County will develop a five-year Capital Improvements Program (CIP) plan for all CIP projects. The first year of the CIP plan will be part of the annual budget.

E. The CIP plan will be updated annually to direct the financing of and appropriations for new projects and updates to existing projects.

F. Fayette County will estimate the impact on operations of capital and CIP projects and will include these operating costs in future operating budgets.

G. Fayette County will utilize a fund named Capital Projects to account for capital projects.

H. Fayette County will utilize a fund named Capital Improvement Program to account for CIP projects.

I. Fayette County will utilize an internal service fund named Vehicle/Equipment Fund to account for the acquisition of vehicles and other motorized equipment.

J. Operating transfers from the various operating funds will be made annually, as needed to the Capital Projects fund, Capital Improvements Program fund, and the Vehicle/Equipment fund.

K. Fayette County will aggressively seek public and private grants, contracts and other outside sources of revenue to fund projects included in the Capital Improvements Program.

L. A project-length budget will be adopted for each capital project. The balances of appropriations for capital projects at year end is understood as being designated by management and re-appropriated in the following years until the project is completed.

### **II. Operating Budget:**

A. Fayette County will finance all current expenditures with current revenues. The County will avoid budgetary procedures that fund current expenditures through the obligation of future resources. Fayette County will not use short-term borrowing to meet operating budget requirements.

B. The operating budget will provide for adequate maintenance of capital equipment and facilities, as well as for their orderly replacement.

C. All Governmental Funds under the control of the Board of Commissioners are subject to the annual budget process. Flexible or cash flow budgets will be prepared for Proprietary Funds (Enterprise and Internal Service) to establish fees and charges and to control expenses.

D. The annual operating budget must be balanced for all budgeted funds. Total anticipated revenues and other resources available must be at least equal to estimated appropriations for each fund.

E. All budgets will be adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). Pursuant to Governmental GAAP, revenues are budgeted when they become measurable and available. Likewise, expenditures are charged against the budget when they become measurable, a liability has been incurred, and the liability will be liquidated with current resources.

F. All unencumbered operating budget appropriations will lapse at year-end. Encumbered balances will be reserved on the year ending balance sheet and re-appropriated in the following fiscal period in accordance with Generally Accepted Accounting Principles.

G. Each operating fund budget will be adopted at the total fund level. In looking at compliance with State law, total expenditures for each fund may not exceed the total budget amount. Internal administrative procedures will be adopted to ensure that each individual department or cost center does not exceed their allotted appropriation amount.

H. Fayette County will strive to include an amount in the General Fund (i.e., a line item for contingencies) to cover unforeseen operating expenditures of an emergency type. The amount of the contingency reserve will be no more than 5% of the total operating budget.

I. Fayette County will integrate performance measurement and objectives, and productivity indicators within the budget.

J. The County will maintain a budgetary control system to ensure adherence to the budget and will prepare timely financial reports comparing actual revenues, and expenditures and encumbrances with budgeted amounts.

K. The operating budget shall be developed to control both the direct and indirect costs of programs and services whenever practical.

L. Fayette County shall comply with all State laws applicable to budget hearings, public notices, public inspections, and budget adoption.

M. Enterprise and Internal Service Funds budgets shall be self-supporting whenever possible. Excess revenues of Enterprise Funds shall not be transferred to other funds unless authorized in the Annual Budget.

3. The budget is divided into two major components: Capital and Capital Improvement Program (CIP) and Operating.

The Operating component of the budget is further divided into tracks: Track 1 - Staffing and Track 2 – Other Operating.

The budget is developed by levels: budget requests from the departments, budget recommendations from Staff, budget recommendations from the BOC, budget proposal, and final adjustments and approval of the budget by the BOC.

A budget calendar for the next fiscal year is developed and presented to the Board of Commissioners for approval.

A budget kickoff meeting is scheduled for the county departments, at which time the departments receive instructions on the budget process and all the budget forms necessary to complete their next year budget requests. Any new procedures are specifically clarified.

Letters are sent to the Judicial Circuit and the outside agencies to inform them of the start of the budget process and to provide them with the budget calendar.

Requests for funding are received from the Fayette County departments, the Judicial Circuit, and other outside agencies.

### **Capital and Capital Improvement Program (CIP):**

The departments receive instructions and all budget forms necessary to complete their capital budgets, including forms necessary to provide updates to current capital and CIP projects. Classes are scheduled for staff members who are new to the process of next year budget entry.

Departments submit requests for new capital and CIP projects. Requests for projects detail funding sources and expenditures by line-item within the projects. The departments also provide updates on the status of capital projects and CIP projects from previous fiscal years.

New project numbers are created by the Finance Department. Budget line- items are assigned to each project. Projects are setup to be included in either the Capital Projects fund, the Capital Improvements Program fund, the Vehicle/Equipment fund, or any other special capital projects fund. The project numbers are then provided to the departments for them to do the budget entry.

By a predetermined deadline date, the departments submit all budget documentation on capital projects to the Finance Department. Budget entry for capital projects beyond this point is done only by the Finance Department. All requests of funding for capital projects are finalized.

The Finance Department prepares the capital budget reports to provide to the County Administrator. The County Administrator meets with the departments to discuss their new capital projects requests and updates on their current capital projects. The County Administrator makes recommendations and the capital budget is adjusted accordingly. The adjustments are finalized and the recommended capital budget is provided to the BOC. The departments are also provided with their recommended capital budgets.

The Board of Commissioners conducts budget workshops with the departments. New capital projects are discussed. The departments provide the BOC with updates of their current capital projects. The BOC makes recommendations. The capital budget is adjusted accordingly. The BOC recommended capital budget and CIP plan are finalized.

### **Operating Budget:**

**Track 1 – Staffing:** budgeted salaries and benefits for current approved positions, current vacancies, and requests for new positions and promotions. The county departments are required to include detailed justification with their requests for new positions and promotions. The county departments are also responsible for providing a list of the budget contacts and the personnel who will be responsible for their budget entry.

The county departments are required to return all budget documentation by a deadline date. This is to allow sufficient time for the Finance Department and the Human Resources Department to complete the staffing budget process. Requests for positions with a new job title need to be submitted directly to Human Resources. These requests need to include a Job Content Questionnaire. Human Resources will establish the new job class and the corresponding pay grade for these new job titles.

The cost-of-living adjustment (COLA) is determined based on the CPI-W (Consumer Price Index for Urban Wage Earners and Clerical Workers) three month average of July-September of the preceding calendar year and provided by the HR Department. The COLA is factored into the current year salaries for all County approved positions. The COLA adjusted salaries will be the salaries used in the next fiscal year budget. If the BOC decides not to incorporate the COLA, the salaries will be reverted back to the current year salaries.

Increases in salary and supplements for constitutional officers that are mandated by law are determined by the HR department and factored in to determine the salaries to be used in the next year budget. The Human Resources Department also determines any changes to benefits premiums and payroll deductions to be effective for the next year budget.

Increases for COLA, salary increases for constitutional officers, new positions, promotions, and changes in premiums/deductions are entered into the payroll system. Salary and Benefits projections and personnel (FTE) counts are prepared for each department.

Staff (County Administrator, Finance, and Human Resources) meet to discuss the staffing projections and to make recommendations regarding the requests for new positions and promotions. As necessary, the County Administrator meets with the departments that requested new positions and promotions to inform them of the recommendations by Staff.

Staffing requests and recommendations are provided to the BOC. Budget workshops are held between the BOC and the departments to discuss staffing. The BOC makes recommendations on requests for new positions and promotions.

This is an important step in the budget process because the departments will base the remainder of their operating budget requests on their current year positions and the associated costs of new positions and promotions recommended by the BOC. Printouts of staffing budgets are provided to each of the departments.

Also during **Track 1** of the operating budget, the Assistant Director/Controller prepares the estimated revenue projections for all funds except the Water System who prepares their own. The revenue projections are reviewed by the County Administrator and the CFO and later

presented to the BOC.

**Track 2 – Other Operating:**

The departments receive instructions and all the budget forms necessary to complete track 2 of the budget. The departments are provided data on actual expenditures for the previous two fiscal years, current year adjusted budget, and year-to-date actual expenditures by line-item to aid them in projecting their next year budget requirements.

Department Heads are instructed to be conservative in their budget projections. The departments enter their budgets in the system. Refresher classes are scheduled for staff members on the process of next year budget entry.

Funding requests from the Judicial Circuit and other outside agencies are received by the deadline date. These budgets are entered by the Finance Department.

At a predetermined deadline date, budget entry beyond this point is done only by the Finance Department. Any changes or adjustments from the departments need to be submitted directly to the Budget Officer and agreed on by the CFO.

All requests for operating funding are finalized. The Finance Department prepares the reports to provide to the County Administrator. The County Administrator meets with the departments to discuss their operating budget requests. The County Administrator makes recommendations and the operating budget is adjusted accordingly.

The recommendations are finalized and the recommended operating budget is provided to the BOC. The departments are also provided with their recommended operating budgets. The Board of Commissioners conducts budget workshops with the departments. The BOC makes recommendations.

The budget is adjusted according to the BOC recommendations to produce a balanced budget proposal. The proposed budget is advertised one week prior to the first public meeting. Two public meetings are conducted to allow the citizens an opportunity to speak with the Board regarding the budget proposal.

The Board of Commissioners takes official action to adopt the budget. The budget is adopted by resolution and it becomes effective with the start of the new fiscal year, July 1st.

**The Board of Commissioners establishes specific directives that provide guidance to the County Administration and set the parameters that the budget process and the budget proposal should follow. For the FY 2017 Budget, the directives from the Board of Commissioners are the following:**

- No Deficit Budgeting (no use of unassigned fund balance)
- Continued Commitment to Outstanding Customer Service
- No Property Tax Increase while maintaining Superior Service Delivery
- Funding of 1<sup>st</sup> Year of Rolling Five-Year Capital Improvement Program
- Maintain Employee Benefits strengthening Medical Reserves
  - Medical/Dental/Vision Health Insurance / Funding Stop Loss, Large Claims
  - Defined Contribution matched up to 2.5%
  - Define Benefit funded at 1.3% vs the 0.1% recommended
- Continue Internship Program (High School & College)



FY 2017 BUDGET CALENDAR			
2016 DATE		RESPONSIBLE PARTY	BUDGET ACTIVITY TO OCCUR
March 7, 2016	Mon	Finance/Departments Outside Agencies	Provide county Departments/Outside Agencies budget forms, budget calendar, budget entry instructions.
March 21, 2016	Mon	Finance	Open budget projection to allow next year budget entry.
March 22, 2016	Tue	Finance	Next Year Budget Entry Training - New personnel.
March 25, 2016	Fri	Outside Agencies Finance	Budget submissions due from Outside Agencies.
April 1, 2016	Fri	Departments Finance	Budget submissions due from County Departments.
April 1, 2016	Fri	Human Resources Finance	Human Resources - Post Salary/Benefits projection to budget projection.
April 15, 2016	Fri	Finance County Administrator	Submit budget requests to the County Administrator.
April 22, 2016	Fri	All	Board of Commissioners Retreat
April 25- April 28, 2016	Mon- Thu	Departments Administrator/Finance	Budget workshops AS NECESSARY between Departments, County Administrator, and Finance.
<del>23</del> May 11, 2016	<del>Mon</del> <del>Wed</del>	Finance Local Newspaper	Provide to the newspaper the announcement of the FY 2017 proposed budget and public hearings on the proposed budget.
<del>23</del> May 12, 2016	<del>Mon</del> <del>Thu</del>	Administrator/ Finance Commissioners	Provide the FY 2017 proposed budget binders and <del>presentation of the FY 2017 proposed budget</del> to the Board of Commissioners.
<del>25</del> May 13-14, 2016	<del>Wed</del> <del>Fri-Sat</del>	Local newspaper	Publish announcement of the FY 2017 proposed budget and public hearings on the proposed budget - Fayette County News/Today in Peachtree City.
May 26, 2016	Thu	Administrator/ Finance Commissioners	Presentation of the FY 2017 proposed budget to the Board of Commissioners.
June 7, 2016 <del>May 26, 2016</del>	Tue <del>Thu</del>	Commissioners Staff	Hold first Public Hearing on the FY 2017 budget.
June 30, 2016 June 7, 2016	Thu Tue	Commissioners Staff	Special called meeting - Hold second Public Hearing on the FY 2017 budget (Adopt the FY 2017 Budget).

## **II. RESERVE FUND POLICY**

### **PURPOSE**

The county will maintain a sufficient working capital reserve in the general, fire, EMS, and E911 funds to help offset economic downturns, provide sufficient working capital, and provide for sufficient cash flow for current financial needs. In addition, the county will maintain an emergency fund reserve in the general fund.

### **POLICY**

There shall be a consistent and uniform process for maintaining working capital and emergency fund reserves for Fayette County.

### **PROCEDURES**

The county will maintain a working reserve equal to at least three months of the fund appropriations budget for the general, fire, EMS, and E911 funds. This amount will be maintained as stabilization funds in the committed fund classification, except for E911 which will be maintained within the restricted fund classification. These reserves shall be created and maintained to provide the capacity to:

1. Offset significant economic downturn and the revision of any general government activity;
2. Provide sufficient working capital; and
3. Provide a sufficient cash flow for current financial needs at all times without short-term borrowing.

To be able to use funds that are committed for stabilization, the Board of Commissioners must take formal action to release funds. This type of action will only be taken when failure to take such action would result in a negative position for the unassigned fund balance.

In addition to the working capital reserves, the county will also maintain a \$2 million emergency funding in the assigned fund classification. The emergency funding will only be used for a declared state of natural disaster. The funds will not be released without formal action of the Board of Commissioners.

The county will also maintain reserves in compliance with all debt service requirements to maintain bond ratings and the marketability of bonds. The county will develop capital reserves to provide for normal replacement of existing capital plant and additional capital improvements financed on a pay-as-you-go basis.

## **III. INVESTMENT POLICY**

### **PURPOSE**

The purpose of this policy is to provide guidelines for the investment of funds that are not needed immediately to pay current obligations.

This policy will be used so that funds not needed for immediate cash will be invested in a way

that (1) safeguards the principal, (2) provides the liquidity required to meet financial obligations in a timely manner, and given these two goals, (3) provides the best return on investment.

### **POLICY**

There shall be a consistent and uniform process for the investment of Fayette County funds not needed for immediate cash.

### **PROCEDURES**

The first and foremost consideration in choosing investments is security. To reduce the risk of loss because of the failure of any financial institution, depository, broker, or dealer the county will 'pre-qualify' these entities prior to investing funds with them. Qualification will include, as appropriate, an audited financial statement demonstrating compliance with state and federal capital adequacy guidelines, proof of certification by a recognized association, proof of state registration, and evidence of adequate insurance coverage. The investment portfolio will be diversified in order to reduce the impact of potential loss from any one type of security or individual issuer. Risk of interest loss will be reduced by assuring that security maturity dates coincide with anticipated cash requirements, and by investing operating funds primarily in short-term securities.

The investments chosen will provide adequate liquidity to meet upcoming cash-flow requirements that may be reasonably anticipated. The investment portfolio will be structured so that investment securities mature concurrent with cash needs. In order to respond to unanticipated cash needs, investments will include securities with good resale markets, such as the local government investment pool.

While taking care to assure that security and liquidity needs are met, investments will be made in a way that can be expected to produce a reasonable return on investment. Meeting all three of these goals at once will mean that the majority of investments are in relatively low-risk securities, which will earn a fair return relative to the risk assumed. Investments will be diversified by maturity, issuer, and class of security in order to help meet these goals.

In compliance with Georgia Code Section 36-82-7, the county will invest bond issue proceeds only in the following:

1. The local government investment pool.
2. Bonds or other obligations of the State of Georgia, or any county municipal corporation, or other political subdivision of the state.
3. Bonds or other obligations of the United States, or subsidiary corporations which are fully guaranteed by the government.
4. Obligations of agencies of the United States government which are issued by the Federal Land Bank, the Federal Home Loan Bank, the Federal Intermediate Credit Bank, for the Central Bank for Cooperatives.
5. Bonds or other obligations issued by any public housing agency or municipal corporation in the United States, if they are fully secured as to the payment of both principal and interest under an annual contributions contract with the United States government.
6. Project notes issued by a public housing agency, urban renewal agency, or municipal corporation which are fully secured by agreement with the United States government.

7. Certificates of deposit of national or state banks located within the State of Georgia, and which have deposits insured by the Federal Deposit Insurance Corporation.
8. Certificates of deposit of federal savings and loan associations, state savings and loan associations, or state building and loan associations located within the State of Georgia, and which have deposits insured by the Savings Association Insurance Fund of the Federal Deposit Insurance Corporation or the Georgia Credit Union Deposit Insurance Corporation.
9. Securities or other interests in any no-load, open-end management type investment company or investment trust registered under the Investment Company Act of 1940.
10. A common trust fund maintained by any bank or trust company, so long as:
  - (a) Their portfolio is limited to bonds or other obligations of the U.S. government or subsidiary corporations of the U.S. government, which are fully guaranteed by the government,
  - (b) The company takes delivery of collateral either directly or through an authorized custodian,
  - (c) The company is managed in such a way as to maintain its shares at a constant net asset value, and
  - (d) Securities in the company are purchased and redeemed only through the use of national or state banks having corporate trust powers and located within Georgia.

As authorized by Georgia Code 36-83-4, the county may invest any money within its control (other than bond issue proceeds) in any of the following, in order to achieve the goals of security, liquidity, and return on investment:

- (a) The local government investment pool.
- (b) Obligations of this or other states.
- (c) Obligations issued by the United States government.
- (d) Obligations fully insured or guaranteed by a U.S. government agency.
- (e) Obligations of any corporation of the U.S. government.
- (f) Prime bankers' acceptances.
- (g) Repurchase agreements
- (h) Obligations of other political subdivisions of the state.

The Finance Department will prepare a quarterly investment report to be submitted to the County Administrator and the Board of Commissioners. The report will include a list of individual securities held at the end of the quarter, average weighted yield-to-maturity on investments, maturity dates of investments, and the percent of the portfolio which each type of investment represents.

#### **IV. DEBT MANAGEMENT POLICY**

##### **PURPOSE**

The purpose of this policy is to provide guidelines for issuing debt for the county. This policy will be used as a framework to ensure the county will meet its obligations in a timely manner, for public policy development, and for managing the capital improvement program.

##### **POLICY**

There shall be a uniform and consistent process in debt issuance for Fayette County.

## **PROCEDURES**

Fayette County's debt management policy is designed to be fiscally conservative enough to safeguard the resources entrusted to it, yet flexible enough to use the most appropriate financing mechanisms as conditions and needs change.

In issuing, managing, and retiring debt, the county will abide by relevant provisions in the Georgia Constitution and codified law. As used in the state constitution, the term 'debt' means a fiscal liability not to be discharged by taxes levied within the year in which the liability is undertaken (Attorney General Opinion 75-19). Before incurring any bonded indebtedness, an analysis will be completed that shows anticipated annual tax collections will be sufficient to pay the principal and interest within 30 years.

To facilitate use of this policy in financial administration and management, it is divided into sections pertaining to: debt limit, debt structure, debt issuance, and debt management.

1. Debt Limit - Article IX of the state constitution sets legal limits on the maximum allowable amount of debt. In compliance, the county's total debt will not exceed 10% of the assessed value of all taxable property within the county.

Any proposed debt will be coordinated with the multi-year comprehensive plan and capital improvement program, and will reflect the priorities identified in the plans.

The county will use voter-approved general obligation debt to fund general purpose public improvements which cannot be financed from existing funding streams. Long-term debt will not be used to pay for on-going costs. Analysis of the feasibility of issuing debt for a capital project will consider ability to fund future operating, support, and maintenance costs.

A major consideration in issuing debt is affordability. To develop an indication of county residents' ability to absorb additional debt, the following ratios will be considered:

- a. Current debt per capita for the county
- b. Per-capita debt as a percent of per-capita income
- c. Debt service as a percent of current general fund revenues
- d. The ratio of debt to taxable property value

An analysis of revenue and expense trends will also be completed to provide an indication of the county's ability to repay the debt into the future.

2. Debt Structure - Debt will be financed for a period not to exceed the useful life of the capital improvements or other benefits derived, but in no event shall it exceed 30 years.

Debt will not be used when pay-as-you-go funding is available. If the direct users of a county service can be readily identified, consideration should be given to their paying for the services they receive through fees, assessments, or other appropriate charges.

Revenue bonds will be used to finance enterprise systems or other undertakings where appropriate. Since revenue-bond debt is paid out of revenue derived from the undertaking, and is not considered a debt of the county in state law, care will be taken to assure that anticipated revenues will meet principal and interest payments as they come due. In compliance with the

state constitution, the county will not exercise the power of taxation for paying any part of the principal or interest of revenue bonds, nor will it pay revenue bond obligations out of general revenues or with revenue sharing funds.

The county will operate in a fiscally conservative way that best preserves and safeguards its citizens' resources. Toward this objective, the favored type of debt instrument will normally use fixed rates of interest.

Debt with variable-rate interest payments should not be used unless it can be clearly documented that it will provide the best alternative for debt financing, taking care to consider the total cost of issuing, monitoring and managing this type of debt. If used, the county's variable-rate debt will not exceed 20% of total debt, unless benefit to the county's taxpayers is clearly documented.

The county will not use derivatives or other alternative financing for speculative purposes. Alternative financing products will be used only with approval of the Board of Commissioners, and only for appropriate objectives, such as debt savings due to market conditions, better management of assets and liabilities, reduced interest rate risk, or improved cash flow. Any consideration of using derivatives will include an analysis of all known or anticipated costs, and all risks such as basis risk, tax risk, counter-party risk, termination risk, liquidity renewal risk, remarketing risk, and credit risk. It should also include an analysis of the county's ability to perform adequate risk management over the life of the obligation. Inasmuch as variable rate debt will not be the prevalent form of financing, the need for alternative financing products like derivatives should be minimal.

In the event that an investment introduces the possibility of an arbitrage rebate liability, the Finance Department will monitor the investment closely. Outside expertise will be acquired to assist with the calculation and determination of rebates due to the Internal Revenue Service, inasmuch as the regulations and calculations are very complex, and any errors could result in significant settlement payments by the county.

Conduit debt involves certain limited-obligation revenue bonds, certificates of participation, or similar debt instruments issued by a county government specifically to provide capital financing for an independent third party, such as a development authority. This does not obligate the county financially. However, the county reserves the right to approve or disapprove a conduit debt issue based on the third-party borrower's creditworthiness, credit rating, or other circumstances that it may deem of significance. The county may also consider how the use of the proposed debt would fit into existing public policy and long-range plans.

3. Debt Issuance - Standard practice will be to sell bond issues through the competitive bid process. There may be times, however, when conditions indicate that a negotiated bid will be more favorable; for instance, if an issue is unusually small, unusually large, or contains complex or innovative features. An evaluation of the method of sale will be done for each bond issue, including an assessment of the different risks associated with each method. Thorough records will be kept that document the process to demonstrate that it was equitable and defensible.

If a negotiated bid is to be used for a bond issue, the competitive process will be used to select an

underwriter, in order to ensure that multiple proposals are considered. Outstanding debt will be reviewed on a routine basis. When there is a demonstrated economic or other benefit, the county should consider initiation of fixed-rate refunding or alternative financing products. In compliance with the Georgia Constitution, refunding debt (other than revenue bonds) will not extend the maturity date beyond the original debt being refunded, and will not increase the original interest rate, without voter approval.

4. Debt Management - The county will ensure that adequate internal controls exist to provide compliance with relevant federal, state or other laws, rules, regulations, and covenants associated with outstanding debt.

For revenue bonds supported by enterprise funds, an annual analysis will be completed to ensure fees, rates, or other enterprise revenue are sufficient to meet debt service requirements.

*Note: For guidance on investment of bond proceeds, please see the Fayette County investment policy.*

## **V. PURCHASING CARD POLICY**

### **PURPOSE**

The purpose of this policy is to provide guidelines by which Fayette County employees can participate in a purchasing card program as an efficient and cost effective means to purchase job-related goods and services.

### **POLICY**

This policy will apply to all employees participating in the purchasing card program and is intended to provide flexibility to make small dollar purchases as well as travel arrangements and seminar/conference reservations when needed. The purchasing card program is intended to reduce the use of petty cash and small dollar purchase orders. Goods requiring solicitation of bids should be directed to the Purchasing Department.

*Note: The policy and procedures herein do not apply to the Sheriff's Office when using confiscated funds for such purchases.*

### **PROCEDURES**

#### **A. Issuance of P-Cards**

Purchasing cards shall be issued to employees only by the direction of their Department Head. Elected Officials and the County Administrator may request cards for themselves. P-Cards shall be surrendered and accounts closed upon termination of employment with the

County for any reason.

## **B. Transaction Limits**

The following limits shall apply in regards to purchases made with County P-Cards:

1. Dollar limit per transaction - \$500
2. Billing cycle dollar limit - \$5,000

Transactions for travel such as hotel stays covering multiple days which exceed \$500 must be approved by the Department Head prior to travel.

Other transactions not meeting the limits outlined within this policy must be approved by the County Administrator prior to purchase.

## **C. Purchases**

Under no circumstances is a purchasing card program participant permitted to use the P-Card for personal purchases. All P-Card transactions shall be related to official County business.

Purchases shall not be split to stay within the limits established.

Allowable purchases include, but are not limited to, employee travel and training, seminars, professional membership dues, building supplies, cleaning supplies, vehicle or computer parts, safety supplies, shipping/postage, office supplies and emergency purchases.

Prohibited purchases include, but are not limited to, alcoholic beverages, cash advances, gifts, gift cards, legal services, medical services, computer hardware and software, personal items and unbudgeted items. In the case of non-travel meals, expenses should be limited to the following events:

1. A meeting hosted by the County Administrator or the Board of Commissioners.
2. A meeting required by law or authorized by a department director which is anticipated to last more than four (4) hours and which, is scheduled through normal meal times.
3. A business meal with someone other than another County official or employee in order to discuss a specific item of county business. Receipts are required for such meals and should detail the nature of the meeting and the number of attendees.

## **D. Roles and Responsibilities**

1. *P-Card Program Administrator* will serve as the liaison with the Bank handling the County's program by coordinating the issuance of cards, maintaining card limits, cancelling cards as necessary and ensuring balances due are paid in a timely manner. The Program Administrator will also monitor the timely receipt from departments of the transaction logs, record each transaction within the accounting system, publish the annual



due date schedule for completed transaction logs, assist in maintaining the program policy and procedures, provide training as needed, any preform any other task related to the P-Card program as assigned by the CFO.

2. ***P-Card Holder or Department Designee*** as assigned by the Department Head will be responsible for securing account numbers, expiration dates, and security codes for all purchasing cards assigned to self or to the Department, ensuring only job-related goods or services allowed under the P-Card program are purchased and the purchasing card bi-weekly billing statement is reconciled. The reconciliation will be considered complete when a completed transaction log is submitted to Finance by the scheduled due date with an itemized receipt or invoice for each transaction attached confirming state sales tax has not been charged (exception-meals). The transaction log must be signed by the cardholder or department designee and the Department Head.
3. ***Department Heads/Elected Officials*** are responsible for determining which employees will be issued a purchasing card, notifying Finance when such employee terminates employment with the County, approving and signing each billing statement transaction log for their department's purchases and verifying funds are available in the department's budget. In addition, any suspected abuse should be reported to the CFO immediately.

#### **E. Audit**

The Finance Department Accounting Analysts will review their departments' P-Card transaction logs and verify the receipts submitted did not charge sales taxes (exception-meals), the amounts charged reconcile to the billing statement and the accounting codes assigned are accurate.

The CFO or their designee will conduct a bi-weekly audit to verify the spending activity relative to the established guidelines and compliance with the P-Card policy. The audit will be no less than ten percent (10%) of the number of cards with activity but no less than two (2) cards. The selection process will be based on a random selection process using RANDOM.ORG.

The County Administrator, CFO and assigned financial analyst will conduct spot audits of all transactions that warrant a further review or explanation.

#### **F. Violations**

Failure to comply with the P-Card policy will be considered a violation of the program with the follow actions and / or disciplinary action as appropriate.

- 1<sup>st</sup> Violation 30 day P-card suspension
- 2<sup>nd</sup> Violation Removal from the P-card program

## **VI. REPLACEMENT OF VEHICLES, HEAVY EQUIPMENT, AND OTHER ASSETS**

### **PURPOSE**

Fayette County owns and uses vehicles, road-construction and other heavy equipment, tractors, trailers, and similar assets in conducting county business. This policy and procedures section is designed to produce the desired outcomes of:

- Predictability in establishing annual budgets for asset replacement.
- Predictability for the Departments in planning replacement and use of assets.
- Minimized wait times between identifying the need to replace an asset and receipt of the new asset.
- Conservation of tax dollars by achieving optimum useful life from each asset.
- Enabling employees to conduct county business by providing appropriate equipment.

### **POLICY**

Vehicles, heavy equipment, tractors, and similar assets will be purchased, maintained, used, and retired in a manner that provides the best return on investment. The policy for replacement of these classes of assets is designed to accomplish this goal, while assuring that appropriate equipment is available to effectively conduct county business.

Note: Except as otherwise noted, this policy does not pertain to assets acquired with federal or state seizure funds, property obtained through the Georgia Emergency Management Agency's 1033 Excess Property Program, or other non-county resources. Assets used by Water System and Solid Waste will be replaced with enterprise funds, but will follow the process set forth in this policy.

### **PROCEDURES**

**A. Funding for Asset Replacement** - A sinking fund shall be established and maintained for the systematic, timely replacement of vehicles, road machinery, tractors, trailers, and similar assets. This will be a reserve account, with the fund balance carried forward each fiscal year.

As part of the annual budget process, the Finance Department will recommend an estimated amount to be added to the fund. Proposed amounts will be based on an annuity that will enable relatively consistent amounts to be added to the sinking fund each year.

The fund will consist of two amounts:

- 1) The annuity balance designated to replace vehicles and other assets, as approved by the Board of Commissioners during the annual budget process.
- 2) An amount to be used for unexpected or infrequent events, such as damaged or wrecked vehicles. This portion of the fund can be used to compensate departments for actual losses sustained, such as insurance deductibles or repairs that insurance has not covered, upon approval of the Board of Commissioners.

**B. Criteria for Replacement** - County departments should use assets until it is no longer advantageous to keep them, due to economic, obsolescence or other reasons. Guidelines as to expected useful life of assets have been established using age, mileage or both as criteria, as appropriate. The guidelines assume proper maintenance and repair of the assets.

Guidelines for replacement of vehicles are based on mileage and age, as follows:

- |   |                  |          |
|---|------------------|----------|
| 1) Emergency / pursuit sedans, trucks, & SUV's          | 100,000 miles or | 5 years  |
| 2) Other sedans and sport-utility vehicles              | 150,000 miles or | 7 years  |
| 3) Pickup trucks, vans                                  | 150,000 miles or | 10 years |
| 4) Dump trucks  | 120,000 miles or | 10 years |
| 5) Ambulances   | 250,000 miles or | 10 years |
| 6) Fire apparatus (front-line service)                  |                  | 15 years |
| 7) Fire apparatus (reserve – after 15 years front-line) |                  | 5 years  |
| 8) Brush units / BFP units                              |                  | 10 years |
| 9) Rescue Units   |                  | 15 years |

Guidelines for other assets covered under this policy are:

- |   |  |          |
|---|--|----------|
| 10) Backhoes, bush hogs, compactors, drum rollers, hay blowers, loaders, rollers, sand & salt spreaders, tack distributors, track hoes, large tractors, and similar equipment |  | 15 years |
| 11) Dozers, graders, pan scrapers, skid steer loaders, soil compactors, and similar equipment.  |  | 20 years |
| 12) Trailers  |  | 15 years |
| 13) Grounds equipment, mowers, tractors, attachments  |  | 7 years  |

Replacement guidelines for other assets that do not fit these descriptions will be established on a case-by-case basis as needed.

Assets included in Categories 1-11 above will be placed on consent agendas after consideration and approval by the Vehicle Replacement Committee, as described in Part E below. Assets included in Categories 12-13 will not need to go through the Vehicle Replacement Committee for replacement; instead, they can be replaced as approved in the budget development and approval process.

**C. Maintenance and Care of Assets** - The department head who is custodian for an asset will be responsible for maintaining it in good repair and working condition until it is replaced. Records should be kept by each department to document regular maintenance and reasonable care that preserve the utility of each asset.

The county's Fleet Maintenance operation is available for most maintenance and many types of repairs. The Sheriff's Department is invited to use this service, especially in instance when they will realize an economic or other benefit. Other departments and offices are to use Fleet Maintenance to repair, maintain and preserve their vehicles or heavy equipment.

**D. Authorized vehicle colors** - The color of a county vehicle helps citizens to quickly identify its official purpose. All newly acquired vehicles will be white, with the official logo of the acquiring department, with the following exceptions:

- 1) The Sheriff has authority to determine the color(s) of the vehicles used by the Sheriff's Office.

- 2) Vehicles used by the Marshal's Office will be black.
- 3) Fire and Emergency Medical Services vehicles will be red, or red with white.
- 4) The vehicle used by the Constable will be beige or a similar color.

Any other color exceptions must be approved by the County Administrator prior to acquisition of the vehicle. When a vehicle is transferred from one department to another, if it is not the authorized color for the receiving department, it must be painted the authorized color.

**E. Replacement Planning** - The Finance Department will coordinate development of an annual projection of assets that will meet the guideline criteria for the upcoming fiscal year. The Finance Department will prepare a spread sheet that identifies, based on available information within the asset inventory system, all of the assets that will meet replacement guidelines at the beginning of the upcoming fiscal year. The Finance Department will forward the draft document to other departments, who will update mileage or other data as needed, and return it to the Finance Department. The finished document will be used for planning and budget purposes, to increase the level of predictability in establishing annual contributions to the sinking fund, and to assist departments in planning for asset replacement.

Timeframes and deadlines for this document will be established by the Finance Department each year in order to include the information in the overall budget development process.

**F. Replacement Process** - After an asset meets the guideline criteria for replacement, or when it is expected to do so in the upcoming quarter, the department to which the vehicle is assigned will be responsible for obtaining an inspection by Fleet Maintenance. The Director of Fleet Maintenance will determine if the asset can be economically repaired and returned to duty, or if it should be retired from its present use for safety, economic, or other concerns. If the asset can no longer be appropriately used in its present capacity, the Director of Fleet Maintenance will recommend whether the county should retire the asset, or use it in another capacity. The recommendation will consider the estimated remaining useful life, cost to maintain, anticipated downtime, or any other pertinent facts.

A standing Vehicle Replacement Committee shall consist of:

- the Finance Director or designee(s)
- the Fleet Maintenance Director
- the Chief Marshal
- a representative of the Sheriff's Department
- any other person(s) as decided by the County Administrator

The Committee shall be chaired by the Finance Director or designee. Its primary purpose will be to recommend replacement, re-assignment, or other disposition of vehicles, heavy equipment, tractors, trailers, and similar assets, as requested by department heads.

The Chair of the Vehicle Replacement Committee will schedule quarterly meetings to consider recommendations for asset replacement. Assets will be considered (1) which have met the criteria for replacement, or are anticipated to do so in the upcoming quarter and (2) which have been inspected by Fleet Maintenance prior to the meeting date. The Committee Chair will

consider proposals from the Sheriff's Department, Fleet Maintenance, or others regarding the scheduling of meetings to take advantage of manufacturers' production or delivery schedules, urgency of replacing the vehicles, or other considerations.

The Fleet Maintenance Director will bring documentation to Committee meetings that will facilitate the process of developing recommendations for vehicle replacement. The documentation will include the results of the Fleet Maintenance inspection, plus any other observations or information that will be needed to make a good recommendation.

Documentation should also note any attachments or components that can economically be removed from the old asset and reassigned to a new one.

The head of the department that owns the asset, or his / her designee, will be a participant in the called meeting, and will provide information as needed by the Committee. The department's representative will provide a list of proposed purchases to replace the asset(s), including any additional components, attachments, or other add-on equipment.

NOTE: The following distinctions are provided to clarify what types of items should be included in an asset replacement proposal, and what types of items should be a separate purchase decision. For this purpose, two categories of property are considered:

1) **Attachment** – tangible property that is usually actually attached to the “parent” asset (e.g. automobile or truck), and they function as one piece of equipment. In general, an attachment should:

- a. Have the same person responsible for the parent asset and the attached item.
- b. Be financially depreciated in the accounting records with the parent asset.
- c. Plan to be disposed of with the parent asset or removed and transferred to a

different parent asset later.

Examples of attachments would include decals, light bars, push bumpers, headlight flashers, or prisoner cages. Although some of these items are often used in more than one vehicle, it is not administratively or financially advantageous to tag, inventory, depreciate and track these items separately.

2) **Component** – tangible property that is related to, but not an integral part of, another asset. Generally, a component will:

- a. Be able to function away from the parent asset, either as a stand-alone unit or with another parent.
- b. Be financially depreciated (if applicable) separately from the parent asset.
- c. Be inventoried and tracked separately from the parent asset.
- d. Ordinarily be disposed of separately from the parent asset.

Examples of components include 800 MHz radios, digital video cameras, or shotguns.

The department head should request any attachment items along with a new “parent” asset. Component items will be part of a separate purchasing decision process and, in general, should be considered as part of the annual budget development process, apart from vehicle or other “parent” asset replacement.

After the Vehicle Replacement Committee has voted to recommend replacement of an asset, the Finance Department will prepare a consent agenda request for the Board of Commissioners' consideration. The request will include the proposed type and cost of the replacement vehicle or other asset, as well as any attachments or other proposed expenditures that are not part of the requesting department's existing Maintenance and Operating budget.

In order to assure that insurance, asset security, and overall accountability are maintained, acquisition or retirement of assets will be addressed by the Board of Commissioners through the consent agenda process as follows:

1. Acquisition of assets:

(a) The Board of Commissioners will give prior approval to the acquisition of any asset that falls within the scope of this policy, whether purchased with county funds, or with enterprise funds such as water system or solid waste disposal revenues.

(b) Assets that are available as a result of federal or state seizure or similar program may be acquired through the court process. To assure that assets are properly insured, registered and titled within timeframes allowed, the Finance Department will need to be notified within two weeks of acquisition.

(c) For the reasons enumerated in (b) above, the Sheriff's Department will need to notify the Finance Department of assets purchased through use of resources derived from sources such as federal or state seizure programs (e.g. cash or trade-ins) within two weeks of acquisition. This will enable the Finance Department to assure that vehicles are properly insured, registered and titled within time frames allowed.

2. Disposal of assets:

(a) The Board of Commissioners will give prior approval to the disposal of any asset that falls within the scope of this policy, and which was purchased with county funds or enterprise funds.

(b) The Board of Commissioners must authorize the Finance Department to take necessary actions associated with the disposal of assets acquired through federal seizure, state seizure, or similar programs. This includes, but is not limited to, such steps as transfer of confidential license tags from an old vehicle to a new one, removing an asset from the county's inventory records, or properly recording financial transactions (e.g. monthly depreciation schedules). So that the county can properly execute these types of transactions, the Sheriff's Department agrees to notify the Finance Department of disposal of federal seizure, state seizure, or similar assets within two weeks of such disposal.

**FAYETTE COUNTY, GEORGIA**  
**ACCOUNTING, AUDITING, AND FINANCIAL REPORTING**

1. An independent audit in compliance with Generally Accepted Audit Standards will be performed annually by a qualified external auditor in accordance with Georgia Code Section 36-81-7 and Section 14 of Article II of the Fayette County Code.
2. Fayette County will prepare a Comprehensive Annual Financial Report (CAFR) in accordance with Generally Accepted Accounting Principles (GAAP) for governmental entities. The County will strive to prepare the Comprehensive Annual Financial Report to meet the standards of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program.
3. Fayette County will establish and maintain a high degree of accounting practices. Accounting records and systems will conform to Generally Accepted Accounting Principles.
4. Fayette County will maintain accurate records of all assets to ensure a high degree of stewardship of public property.
5. Fayette County will develop an ongoing system of financial reporting to meet the needs of the Board of Commissioners, the County Administrator, Department Heads, and the general public. Reporting systems will monitor the costs of providing services wherever possible. The reporting systems will also promote budgetary control and comparative analysis.
6. Fayette County will follow a policy of full disclosure on its Financial Reports.

## FAYETTE COUNTY, GEORGIA MEASUREMENT BASIS

### **Basis of Accounting - used in the Comprehensive Annual Financial Report (CAFR)**

The term “*basis of accounting*” refers to that point in time when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the particular measurement focus being applied.

**Governmental Funds** are used to account for the County’s general government activities. Governmental funds use the **modified accrual basis of accounting**. Revenues are recognized when susceptible to accrual (i.e. when they are “measurable and available”). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period. Expenditures are recorded when the related liability is incurred.

**Proprietary Funds** use the **accrual basis of accounting**. Revenues are recorded when earned and expenses are recorded when the related liability is incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items.

**Fiduciary Funds** account for assets held by the County in a **trustee capacity** or **as an agent** on behalf of others. These funds are custodial in nature and do not present results of operations or have a measurement focus.

### **Basis of Budgeting**

**Governmental Funds** use the **modified accrual basis of accounting**. Revenues are recognized when susceptible to accrual (i.e. when they are “measurable and available”).

**Proprietary Funds** use the **cash basis of accounting**. Revenues are recorded when received and expenses are recorded when paid. There is no distinction between operating and non-operating items.

**Fiduciary Funds** are not included in the budget.

### **Basis of Accounting and Basis of Budgeting – Differences**

1. All funds are included in the CAFR. Not all funds are included in the budget. Budgets are not prepared for fiduciary funds and internal service funds, except for the Vehicle/Equipment fund.
2. Depreciation and amortization expense for proprietary funds are included in the CAFR. These are not included in the budget.
3. Enterprise funds use the accrual basis of accounting in the CAFR and use the cash basis in the budget.
4. The results of operations of component units are included in the CAFR. These are not included in the budget.



## FAYETTE COUNTY, GEORGIA BUDGET AMENDMENTS

Each year, an annual budget is formulated which represents the County's plan for expending its anticipated revenues during the upcoming fiscal period. When the budget is adopted at the end of June each year, it is at that point in time, management's best estimate as to the most efficient allocation of financial resources to meet the service needs of the community. Even then it is recognized that amounts originally adopted can be affected by the occurrence of unanticipated revenues and/or expenditures or the need to transfer appropriations among funds or among departments. Original appropriations are then amended by transferring funds. This will bring line-items within a new "Revised" budget amount.

There are two classes of budget adjustments: *amendments* that need to be approved by the Board of Commissioners and *transfers* between line-items that only need approval by county management.

### **Budget Amendments need to be approved by the Board of Commissioners:**

1. Changes in appropriations at the legal level of control (department level), whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the Board of Commissioners.
2. Changes in appropriations of capital projects shall require the approval of the Board of Commissioners.
3. Any transfer of appropriations from/to salary, benefits and or contingency line-items (if used) shall require the approval of the Board of Commissioners.

Procedure for amendments – the requesting department will prepare a Consent Agenda Item to be presented to the Board of Commissioners for approval. After approval by the Board of Commissioners, the Finance Department will enter the budget amendment in the financial system.

### **Budget transfers need only approval by county management:**

1. Reassignment of resources among line-item expenditures (except salary, benefits, and contingency) within a department's approved budget requires only approval by the Department Head. This should be a reassignment of funds that does not change the department's total approved appropriations.

Procedure for transfers – the Finance Department submits to the departments YTD Budget reports identifying line-item expenditures that are over budget. The Department Head then submits a *Request to Transfer Funds* form to the Finance Department listing the line-item(s) from where the funds will be transferred to bring these line-items within budget. The transfer(s) are entered in the financial system by the Finance Department.

Budget amendments and transfers change original line-item appropriations. The net effect of increases and decreases is shown as an adjustment that results on a new "Revised" budget amount.

**FAYETTE COUNTY, GEORGIA**  
**BUDGETED FUNDS**  
(as of 6/30/2016)

**Governmental Funds**

100 - General Fund

Special Revenue Funds

- 205 - Law Library Surcharge
- 214 - State Court - DUI Court
- 215 - Emergency 911
- 216 - Jail Surcharge
- 217 - Juvenile Supervision Surcharge
- 218 - Victims Assistance Surcharge
- 219 - Drug Abuse & Treatment
- 270 - Fire Services
- 271 - Street Lights
- 272 - Emergency Medical Services

Capital Projects Funds

- 361 - Criminal Justice Center Construction
- 372 - Capital Projects
- 375 - Capital Improvement Program

**Enterprise Funds**

- 505 - Water System
- 508 - Stormwater Management
- 509 - Stormwater Projects
- 540 - Solid Waste
- 545 - Solid Waste CIP

**Internal Service Funds**

610 - Vehicle/Equipment

## FAYETTE COUNTY, GEORGIA FUND TYPES

**Governmental funds** are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (i.e., special revenue funds). Governmental funds are accounted for using a current financial resources measurement focus. All governmental fund types use the modified accrual basis of accounting. Governmental funds include the *General Fund*, *Special Revenue Funds*, and *Capital Projects Funds*.

1. ***General Fund*** is the County's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, sales & use taxes, and charges for services. Primary expenditures are for public safety, general government, judicial system, and public works.

2. ***Special Revenue Funds*** account for resources legally restricted to expenditures for specified current operating purposes. The focus of Special Revenue Fund accounting is on sources and uses of "available spendable resources" rather than on costs of services. They are accounted for on a spending measurement focus using the modified accrual basis of accounting. The following are Special Revenue Funds used by the County:

a) ***Emergency 911*** – to account for revenues generated by a telephone usage surcharge used to operate and maintain an emergency 911 telephone communications and dispatch center.

b) ***Emergency Medical Services*** – to account for emergency services provided within the EMS tax district. Financing is derived principally from a special tax levy against property owners.

c) ***Fire Services*** – to account for fire protection provided within the fire district. Financing is derived principally from a special tax levy against property owners.

d) Other Special Revenue Funds derive their revenue from fine surcharges that are broken down into various specific County functions including ***Juvenile Supervision, Victims Assistance, Drug Abuse and Treatment, Law Library, Jail Surcharge, and State Court – DUI Court***.

e) ***Law Enforcement Confiscated Monies (L.E.C.M.)*** – to account for monies confiscated under Federal and Georgia law by Fayette law enforcement officers related to controlled substance offenses. The Federal monies come from both the Department of Justice and Department of the Treasury. This money is restricted and must be used to enhance law enforcement efforts such as to defray the costs of complex investigations, to purchase equipment and to fund training for staff of the Sheriff's department.

f) ***Street Lights*** – to account for revenues generated by user charges for maintaining street lights.

3. ***Capital Projects Funds*** – to account for the acquisition of fixed assets or construction of capital projects not being financed by proprietary fund types. These are discussed in detail in the Capital Budget section of this document.

**Proprietary funds** are used to account for activities similar to those found in the private sector. Proprietary funds use the accrual basis of accounting. There are two types of proprietary funds:

***Enterprise funds and Internal Service funds.***

1. ***Enterprise Funds*** are used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the government is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Fayette County uses the following Enterprise Funds:

a) ***Water System Fund*** – The County uses a Water System Enterprise Fund to account for the provision of water services to the residents of the County. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, financing and debt service, and billing and collection.

b) ***Solid Waste*** – The Georgia Comprehensive Solid Waste Management Act requires the County to report to the Department of Community Affairs the total cost of providing solid waste management services and to disclose this information to the public. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and landfill charges.

c) ***Stormwater Management*** – a new fund implemented in January 2012 to account for expenditures incurred in the compliance with environmental regulations and the performance of effective operation, maintenance, and replacement of drainage systems in the unincorporated county; and revenues derived from fees charged to users based on the amount of impervious surface of a property.

d) ***Stormwater Projects*** – a new fund to account for projects managed by the Stormwater Management department.

e) ***Solid Waste CIP*** – a new fund to account for projects managed by the Solid Waste department.

2. ***Internal Service Funds*** are used to account for operations that provide services to other departments or agencies of the County, or to other governments, on a cost-reimbursement basis. Fayette County uses the following Internal Service Funds:

a) ***Vehicle/Equipment Fund*** – used to account for the acquisition of vehicles, heavy equipment, and similar assets.

b) ***Worker’s Compensation Self-Insurance*** – used to provide resources for payment of workers’ compensation claims of County employees.

c) ***Dental/Vision Self-Insurance*** – used to provide resources for payment of employee dental/vision claims.

d) ***Medical Self- Insurance*** – used to provide resources for the payment of medical claims, the cost of the Employee Assistance Program (EAP), and the annual flu shots.

**Fiduciary funds** are used to account for resources held in a trustee capacity for the benefit of parties principally outside the government. These funds are not reflected in the Government-Wide Financial statements because the resources of fiduciary funds are not available to support the County’s own programs. The County holds funds on a trustee capacity or as an agent for the following: Tax Commissioner; Sheriff’s Office, Superior Court, State Court, Magistrate Court, Juvenile Court, Probate Court, and Griffin Judicial Circuit.

Fund Type	Fund	Function	Department
Governmental Fund	100 - General Fund	General Government	ADMINISTRATION
			BUILDINGS & GROUNDS MAINT
			COMMISSIONERS
			CONTINGENCY
			ELECTIONS
			ENGINEERING OFFICE
			FINANCE
			HUMAN RESOURCES
			INFORMATION SYSTEMS
			LAW DEPARTMENT
			NON-DEPARTMENTAL
			PURCHASING
			TAX ASSESSOR
TAX COMMISSIONER			
Governmental Fund	100 - General Fund	Judicial System	CLERK OF STATE COURT
			CLERK OF SUPERIOR COURT
			DISTRICT ATTORNEY
			GRIFFIN JUDICIAL CIRCUIT - JUVENILE
			GRIFFIN JUDICIAL CIRCUIT - SUPERIOR
			JUDGES, COURT REPORTER
			JUVENILE COURT
			MAGISTRATE COURT
			NON-DEPARTMENTAL
			PROBATE COURT
			PUBLIC DEFENDER
			STATE COURT JUDGE
			STATE COURT SOLICITOR
Governmental Fund	100 - General Fund	Public Safety	ANIMAL CONTROL
			COUNTY CORONER
			CRIMINAL INVESTIGATION
			EMERGENCY MANAGEMENT
			FIELD OPERATIONS
			JAIL OPERATIONS
			NON-DEPARTMENTAL
			SHERIFF SUPPORT SERVICES
Governmental Fund	100 - General Fund	Public Works	ENVIRONMENTAL MANAGEMENT
			FLEET MAINTENANCE
			PUBLIC WORKS ADMINISTRATION
			ROAD DEPARTMENT
Governmental Fund	100 - General Fund	Health and Welfare	DEPT OF FAMILY & CHILDREN
			FAYETTE COMMUNITY OPTIONS
			FAYETTE COUNSELING CENTER
			FAYETTE COUNTY FAMILY CONNECT
			PUBLIC HEALTH
			SENIOR CITIZENS CENTER
YOUTH PROTECTION (BLOOM)			
Governmental Fund	100 - General Fund	Culture & Recreation	LIBRARIES
			RECREATION
Governmental Fund	100 - General Fund	Planning & Development	CODE ENFORCEMENT SECTION
			COUNTY EXTENSION
			DEVELOPMENT AUTHORITY
			GA FORESTRY COMMISSION
			PERMITS & INSPECTIONS
PLANNING & ZONING			
Governmental Fund	100 - General Fund	Debt Service	CRIMINAL JUSTICE CENTER DEBT
Governmental Fund	100 - General Fund	Other Financing Uses	TRANSFER TO OTHER FUNDS

Fund Type	Fund	Function	Department
Governmental Fund	205 - Law Library	Judicial System	LAW LIBRARY
	210 - Confiscated Property - State	Public Safety	CONFISCATED PROPERTY
	214 - State Court - DUI Court	Judicial System	DUI COURT - STATE CRT JUDGE
	215 - Emergency 911	Public Safety	EMERGENCY 911
	216 - Jail Construction Surcharge	Public Safety	JAIL SURCHARGE
	217 - Juvenile Supervision	Judicial System	JUVENILE SUPERVISION
	218 - Victims' Assistance	Health and Welfare	VICTIMS ASSISTANCE
	219 - Drug Abuse & Treatment	Health and Welfare	DRUG ABUSE & TREATMENT
	270 - Fire Services	Public Safety	FIRE SERVICES
		Other Financing Uses	TRANSFER TO OTHER FUNDS
		271 - Street Lights	Public Works
	272 - Emergency Medical Services	Public Safety	EMERGENCY MEDICAL SERVICES
		Other Financing Uses	TRANSFER TO OTHER FUNDS
Capital Fund	361 - Criminal Justice Center Construction	Various functions	VARIOUS DEPARTMENTS
	372 - Capital Projects	Various functions	VARIOUS DEPARTMENTS
	375 - Capital Improvement Program	Various functions	VARIOUS DEPARTMENTS
Enterprise Fund	505 - Water System	Water System	ADMINISTRATIVE - DEBT/FA
			CUSTOMER SERVICE
			DISTRIBUTION
			WATER ADMIN
			WATER BILLING
			WATER CROSSTOWN
			WATER LABORATORY
			WATER MAINTENANCE
			WATER MARSHAL
			WP SO FAYETTE
Enterprise Fund	508 - Stormwater Management	Stormwater Management	STORMWATER MANAGEMENT
		Other Financing Uses	TRANSFER TO OTHER FUNDS
Enterprise Funds Projects	509 - Stormwater Projects	Stormwater Management	STORMWATER PROJECTS
Enterprise Fund	540 - Solid Waste Fund	Solid Waste	SOLID WASTE & RECYCLING
Enterprise Funds Projects	545 - Solid Waste CIP	Solid Waste	SOLID WASTE CIP
Internal Service Fund	610 - Vehicle/Equipment	Various functions	VARIOUS DEPARTMENTS

# FAYETTE COUNTY, GEORGIA CAPITAL BUDGET

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## Policies and Procedures

The **Capital Budget** is part of the Fayette County annual budget and serves as a guide for efficiently and effectively undertaking capital projects for the construction and improvement of infrastructure and public facilities, and for the orderly replacement of existing assets.

As part of the Capital Budget process, Fayette County prepares a **Capital Improvement Program (CIP) Plan**. The CIP plan is a five-year schedule of major capital projects. It includes the funds required for the completion of the projects and the sources for funding these projects. The Capital Improvement Program (CIP) was adopted to assist the county in complying with the Georgia Code. Georgia Code 36-81-3 (b) (2) states that:

Each unit of local government shall adopt and operate under a **project-length balanced budget** for each capital projects fund in use by the government. The project-length balanced budget shall be adopted by ordinance or resolution in the year that the project initially begins and shall be administered in accordance with this article. The project-length balanced budget shall appropriate total expenditures for the duration of the capital project.

**The first year of the Capital Improvement Program (CIP) is part of the Capital Budget.** Once the Capital Budget is adopted, the approved appropriation for each capital project is retained, from fiscal year to fiscal year, until the appropriation is expended, the project is completed, or the Board of Commissioners amends the appropriation and approves to transfer the funding to another project(s) or to fund balance. Projects in the remaining four years of the five-year CIP plan are for planning purposes only and are authorized, but not budgeted, until included in an adopted Capital Budget. The five-year Capital Improvement Program (CIP) plan is revised annually to include new projects and revisions to existing projects.

The Capital Budget is part of the annual balanced budget that is adopted by the Board of Commissioners by resolution and becomes effective with the start of the new fiscal year on July 1st.

## Capital Expenditures - definition

Capital expenditures are defined as *outlays of at least \$5,000 that result in the acquisition of, construction of, or addition to a capital asset*. Capital assets include different types of property that are owned and used in the operations of the County. Capital expenditures are **assigned unique project numbers** and/or **accounted in a separate fund** to insure accurate reporting of funding and expenditures for each individual capital outlay.

## **Classification of Projects**

**Capital project** – the acquisition of any asset or construction project with an anticipated cost of \$5,000 to \$49,999 and an estimated useful life of three years or more. Capital projects usually do not require multi-year funding. If a construction project, construction is usually completed during the fiscal year when it was approved.

**CIP project** – is a major capital project with an anticipated cost of at least \$50,000 and a long estimated useful life. Projects that require multi-year funding are classified as CIP projects. If a construction project, its completion usually takes more than one year.

## **Funding of Capital/CIP Projects**

Fayette County usually funds capital/CIP projects in the following ways:

- 1) **Pay-as-you-go** philosophy that often results in transfers of monies from operating funds as needed on an annual basis;
- 2) **use of debt** such as bonds, certificates of participation, or lease purchase agreements;
- 3) **use of a specific source of revenue other than general revenues** such as grants, impact fees, donations, or the Special Purpose Local Option Sales Tax (S.P.L.O.S.T.);
- 4) **capital projects and CIP projects residual funding** from previously approved projects that have been already completed or from current projects that can be delayed to a future year. The funding in these projects can then be transferred to fund future projects;
- 5) with moneys within the CIP fund that have been designated as *Contingency* funding for projects.

## **Funds**

Fayette County utilizes separate funds to account for capital/CIP projects. These funds are multi-year funds where appropriations are approved for the length of each project. Operating transfers from the various operating funds are made annually, as needed, to these funds. The following are the funds that are used to account for capital/CIP projects:

**Capital Projects Fund** – used to account for approved **capital projects**. Each project is assigned a unique project number.

**Capital Improvement Program** – used to account for approved **CIP projects**. Each project is assigned a unique project number.

**Other Capital Projects funds** – these funds are also multi-year funds used to account for expenditures incurred for a specific purpose: **Criminal Justice Center Construction** fund.

**Other Funds** – Water System projects are accounted for in the **Water System CIP** fund and Solid Waste projects are accounted for in the **Solid Waste Fund**. Stormwater Management



projects are accounted for in the **Stormwater Projects** fund. The Water System, Solid Waste, and Stormwater Management are enterprise funds that generate their own revenues and fund their own projects. The **Vehicle/Equipment Fund**, an internal service fund, accounts for the acquisition of vehicles and certain types of equipment that are assigned a project number. The project number serves as a “cost center” to properly account for all expenditures incurred in acquiring and getting the vehicle or the piece of equipment ready for its intended use.

### **Financial Impact on the Operating Budget**

The potential operating impact of capital projects is carefully considered during the Capital Budget process. Requests for capital and CIP projects from the departments should include the estimated impact that these projects will have, if any, on current and future operating budgets. The initial acquisition cost of the project plus any operating expenditures to be incurred over the lifetime of the facility or equipment are reviewed and taken into consideration during the process of budget recommendations, budget proposal, and final budget approval by the Board of Commissioners.

Capital projects that are intended for repairs and/or minor improvements of existing facilities or equipment usually do not carry significant operating impacts. Major capital and CIP projects that are intended for the construction of new facilities, major renovation projects, or the acquisition of expensive equipment, may require additional maintenance and operating expenses, the hiring of new personnel, or the issuance and repayment of debt.

The impact on operations (net of measurable savings) of approved capital and CIP projects was included by the county departments in their operating budget requests and the final FY 2017 approved operating budget (see also table Impact of FY 2017-2021 CIP projects on Operating Budgets at the end of this section).

### **Major Capital/CIP/Vehicles/Equipment Projects Approved in the FY 2017 Budget**

The projects that fall under the **General Government** function, **nineteen (19) projects, total of \$1,734,303.**

#### **1. Building and Grounds Department, fifteen (15) projects, \$1,277,503.**

These are projects for the Sheriff Training Facility, maintenance and renovation of county buildings including the Library, construction of a pole barn for the Maintenance Shop, landscape upgrades for the Old Courthouse, replacement of radios, replacement of lawnmowers, trailers, and vehicles. This also includes a new bobcat track loader.

#### **2. Information Systems Department, three (3) projects, \$450,000.**

These are projects for aerial photography, computer equipment modernization and digitalization, and revitalization and conversion of the telephone system.

#### **3. Finance Department, one (1) project, \$6800.**

This project is for replacement copier.

The projects that fall under the **Public Safety** function, **eighteen (18) projects, total of \$2,954,952.**

**1. Emergency Management Department, one (1) project, \$9,933.**

This project is for radio replacements.

**2. Emergency Medical Services Department, three (3) projects, \$111,167.**

These are projects to acquire stretchers and ambulance cots, and replacement of mobile and portable radios.

**3. Fire Services Department, five (5) projects, \$1,245,203.**

These are projects for the addition of a SCBA Breathing Apparatus, High Pressure Tank for Brush Truck, Air Evac exhaust removal systems for station #11, replacement of two Fire Pumpers, replacement of two vehicles, and replacement of mobile and portable radios.

**4. Sheriff's Office, eight (8) projects, \$1,548,395.**

These are projects for the replacement of portable and mobile radios throughout the Sheriff's Office, jail data extraction and storage, heat wheel repair for energy recovery unit, carpet replacement in building "A", replacement of seventeen vehicles.

**5. Emergency 911, one (1) project, \$40,254.**

This project is for the 911 Voice Logger Upgrade.

The projects that fall under the **Public Works** function, **thirteen (13) projects, total of \$1,349,102.**

**1. Road Department, ten (10) projects, \$1,241,104.**

These are projects are for a multi-use path, path study, radio replacements, a new snowplow blade, replacement of three vehicles, replacement paving roller, replacement skid steer, replacement motor grader, and two new variable message boards.

**2. Fleet Maintenance, three (3) projects, \$107,998.**

These are projects for three replacement vehicles for county pool, a new nitrogen tire inflation system, and a replacement heavy duty portable lift system.

The projects that fall under the **Culture and Recreation** function, **ten (10) projects, total of \$337,400.**

**1. Recreation Department, nine (9) projects, \$324,000**

These are projects for turf planning, softball fence repairs and restroom stalls at McCurry Park, all parks painting building and structures, playground upgrades and security cameras, field #5 backstop, field house deck, ramp, and roof replacements at Brooks Park.

**2. Library, one (1) project, \$13,400**

This project is for the replacement of two copiers.

The project that falls under the **Planning and Development** function, **one (1) project, total of \$18,785.**

**1. Permits and Inspection, one (1) projects, \$18,785**

This project is for the replacement of one vehicle.

The projects that fall under the **Water System, six (6) projects, total of \$840,000.** These projects include SCADA upgrade, Sludge removal, control valves, sodium permanganate and radio replacements.

Note: The acquisition of vehicles and heavy equipment is included in the operating budget of the Water System, since the Water System pays for these with operating revenue. The following acquisition is included in the FY 2017 budget of the Water System:

Vehicles (1) \$29,768

Total \$29,768

Solid Waste also pays for the acquisition of vehicles and equipment with operating revenues. The following acquisition is included in the FY 2017 budget for Solid Waste:

Equipment (1) \$10,745

Total \$10,745

**Capital Budget  
Expenditures and Funding  
FY 2015 – FY 2017**

The Capital Budget includes the following: Capital projects, CIP projects in the first year of the five-year CIP plan, projects for the acquisition of vehicles and certain types of equipment, Water System projects, Solid Waste projects, and Stormwater Management projects.

**--Expenditures by Capital Fund--**

Capital Fund	Approved FY 2015	Approved FY 2016	Approved FY 2017
Criminal Justice Center Fund	\$ 1,861,500	\$ -	\$ -
Capital Projects Funds	277,295	19,750	1,785,284
Capital Improvement Program Fund	3,697,535	4,920,955	2,191,706
Water System Fund	5,826,000	3,695,264	840,000
Stormwater Projects Fund	2,912,014	-	291,266
Vehicle/Equipment Fund	1,288,117	1,842,684	2,417,553
<b>Total Capital Budget</b>	<b>\$ 15,862,461</b>	<b>\$ 10,478,653</b>	<b>\$ 7,525,809</b>

**--Funding by Source--**

Funding Source	Approved FY 2015	Approved FY 2016	Approved FY 2017
General Fund	\$ 5,627,628	\$ 3,417,116	\$ 2,534,196
Emergency 911 Fund	455,185	-	40,254
Fire Services Fund	142,225	296,184	428,333
Emergency Medical Services	10,200	119,754	111,167
Grants	100,000	168,000	539,040
Capital/CIP Projects Fund	1,798,287	939,651	324,000
Water System Fund - CIP	150,000	1,430,000	840,000
Water System Fund - Bond Proceeds	5,676,000	2,265,264	
Stormwater Management Fund	614,819	-	291,266
Vehicle/Equipment Fund	1,288,117	1,842,684	2,417,553
<b>Total Capital Budget</b>	<b>\$ 15,862,461</b>	<b>\$ 10,478,653</b>	<b>\$ 7,525,809</b>

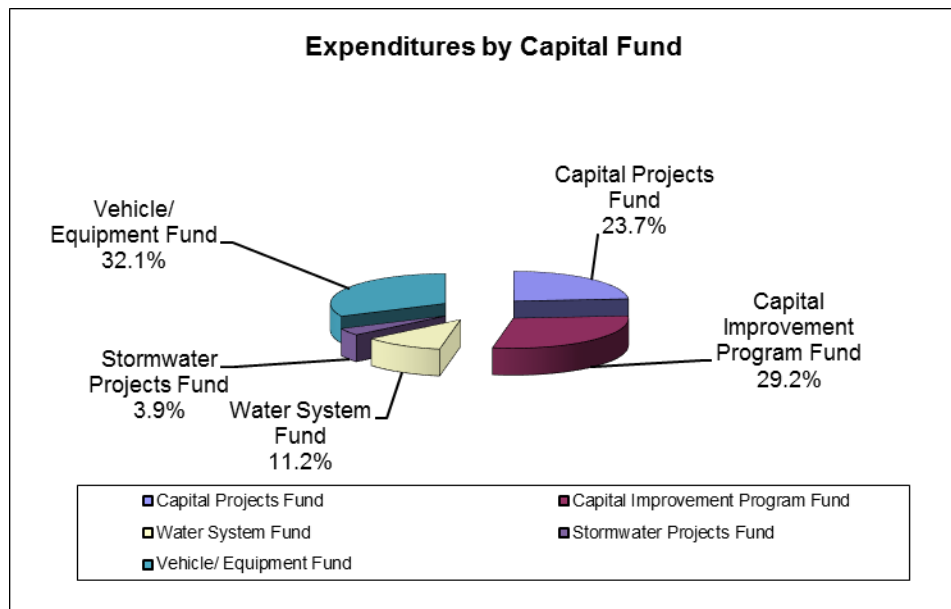
**--Expenditures by Function--**

Function	Approved FY 2015	Approved FY 2016	Approved FY 2017
General Government	\$ 1,696,765	\$ 1,674,902	\$ 1,734,303
Judicial	-	-	
Public Safety	3,188,367	2,358,172	2,954,952
Public Works	1,188,224	1,447,069	1,349,102
Culture and Recreation	1,032,739	1,284,527	337,400
Planning & Development	18,352	18,719	18,785
Water System	5,826,000	3,695,264	840,000
Stormwater Management	2,912,014	-	291,266
<b>Total Capital Budget</b>	<b>\$ 15,862,461</b>	<b>\$ 10,478,653</b>	<b>\$ 7,525,809</b>

**Capital Budget  
Fiscal Year 2017  
Expenditures by Capital Fund  
Total - \$7,525,809**

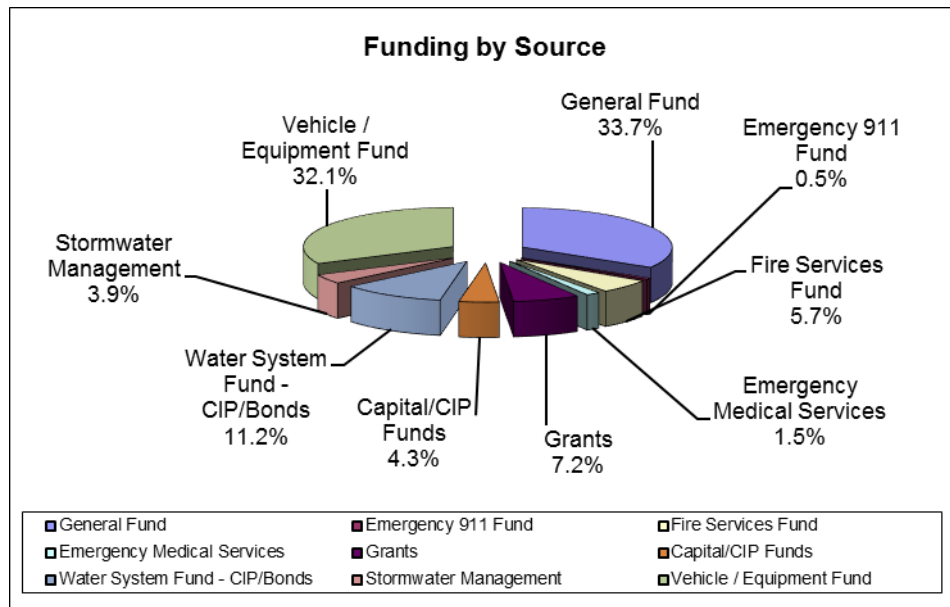
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Expenditures by Capital Fund	Amount	%
Capital Projects Fund	1,785,284	23.7
Capital Improvement Program Fund	2,191,706	29.1
Water System Fund	840,000	11.2
Stormwater Projects Fund	291,266	3.9
Vehicle/ Equipment Fund	2,417,553	32.0
<b>Total Capital Budget</b>	<b>\$ 7,525,809</b>	



**Capital Budget  
Fiscal Year 2017  
Funding by Source  
Total - \$ 7,525,809**

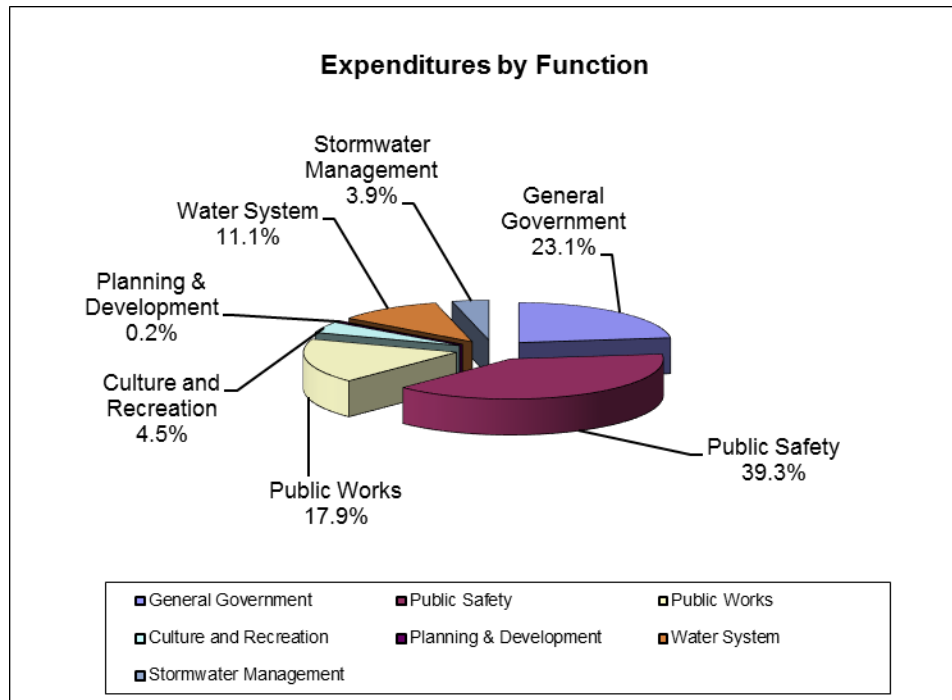
Funding by Source	Amount	%
General Fund	\$ 2,534,196	33.7
Emergency 911 Fund	40,254	0.5
Fire Services Fund	428,333	5.7
Emergency Medical Services	111,167	1.5
Grants	539,040	7.2
Capital/CIP Funds	324,000	4.3
Water System Fund - CIP/Bonds	840,000	11.2
Stormwater Management	291,266	3.9
Vehicle / Equipment Fund	2,417,553	32.1
<b>Total Capital Budget</b>	<b>\$ 7,525,809</b>	



**Capital Budget  
Fiscal Year 2017  
Expenditures by Function  
Total - \$ 7,525,809**

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<b>Expenditures by Function</b>	<b>Amount</b>	<b>%</b>
General Government	\$ 1,734,303	23.0
Public Safety	2,954,952	39.3
Public Works	1,349,102	17.9
Culture and Recreation	337,400	4.5
Planning & Development	18,785	0.2
Water System	840,000	11.1
Stormwater Management	291,266	3.9
<b>Total Capital Budget</b>	<b>\$ 7,525,809</b>	



**Capital Budget  
Fiscal Year 2017  
Projects by Function  
Total - \$7,525,809**

**Function: General Government**

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Building & Grounds	5565H	Links Master Plan Phase I	\$ 750,000
	5565F	Library Expansions	7,000
	6565B	Stonewall Admin Bldg Refurbishment	75,200
	6565F	Animal Control - Renovation Proj	125,000
	5565A	Old County Courthouse Landscape Upgrades	25,491
	6565E	Radio Replacements	23,772
	7565A	Courthouse/Jail Booster System Panel Replacement	17,655
	7565B	New Pole Barn at Maintenance Shop	13,200
	7565C	Painting Pressure Washing New Courthouse	17,500
	7565D	Improvements at Stonewall Complex Departments	74,235
	7565E	Replacement Vehicles (3)	77,826
	7565F	Bobcat Compact Track Loader	46,610
	7565G	Heavy Equipment Trailer	5,550
	7565H	Stand on Aerator	9,995
	7565I	Zero Turn Mower	8,469
			<b>Total</b>
Information Systems	5535A	Aerial Photography	30,000
	7535A	Systemwide-Redesign Infrastructure	258,000
	6535B	Phone System Revitalization & Conversion	162,000
			<b>Total</b>
Finance	7510A	Copy Machine	6,800
			<b>Total</b>
		<b>Total General Government</b>	<b>\$ 1,734,303</b>



## Function: Public Safety

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Emergency Management	6930B	Ema-Radio Replacements	9,933
		<b>Total</b>	<b>9,933</b>
EMS	6272A	Stretchers (2)/Ambulance Cot	16,200
	6272C	EMS - Mobile Data Communication Units	10,800
	6272D	EMS-Radio Replacements	84,167
		<b>Total</b>	<b>111,167</b>
E911	7215A	911 Voice Logger Upgrade	40,254
		<b>Total</b>	<b>40,254</b>
Fire Services	6270G	Fire- Radio Replacements	187,433
	7270A	SCBA-Breathing Apparatus	198,000
	7270B	High Pressure Tank & Pump for Brush Truck	16,000
	7270C	Station 11 HVAC- LED Lighting, Ceiling Grid	26,900
	7270D	Vehicle Replacement (4)	816,870
		<b>Total</b>	<b>1,245,203</b>
Sheriff's Office	6310B	Sheriff - Radio Replacements (141)	314,900
	6310C	Sheriff-Radio Replacements (245)	352,943
	7326A	Jail Data Extraction and Data Storage	14,160
	7326B	Heat Wheel Repair for Energy Recovery Unit	22,570
	7310A	Sheriff Building "A" Carpet Replacement	20,813
	7321A	Vehicle Replacement (2)	94,396
	7310B	Vehicle Replacement (2)	94,396
	7323B	Vehicle Replacement (13)	634,217
		<b>Total</b>	<b>1,548,395</b>
		<b>Total Public Safety</b>	<b>\$ 2,954,952</b>

### Function: Public Works

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Fleet Maintenance	7900B	Nitrogen Tire Inflation System	5,500
	7900C	Heavy Duty Portable Lift System	45,000
	7900A	Pool Vehicle Replacement (3)	57,498
			<b>107,998</b>
Road Department	7220B	Vehicle Replacements (3)	81,837
	7220C	Paving Roller	100,000
	7220D	Cat Skid Steer	60,500
	7220E	Motorgrader	230,103
	7220F	Variable Message Board (2)	30,000
	7220A	Snowplow Blade	17,500
	6220I	Road Dept-Radio Replacements	47,364
	6220J	Redwine Rd and Starrs Mill Multi Use Path	90,000
	5220B	Path Study	583,800
<b>Total</b>			<b>1,241,104</b>
<b>Total Public Works</b>			<b>\$ 1,349,102</b>

### Function: Culture and Recreation

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Recreation	7110A	Brooks Field #5 Backstop	\$ 20,000
	7110B	Brooks Field House Deck & Ramp Replacement	5,000
	7110C	Brooks Field House Roofing	10,000
	7110D	McCurry Park Softbal Fence Repairs	20,000
	7110E	Park Playground Upgrades	20,000
	7110F	Park Security Cameras	40,000
	6110D	Painting Park Building & Structures	49,000
	6110E	Mccurry-Soccer/Football Turfplane	40,000
	6110N	All Parks - New Restroom Stalls	120,000
	<b>Total</b>		
Library	7500A	Copy Machines (2)	13,400
			<b>13,400</b>
<b>Total Culture &amp; Recreation</b>			<b>\$ 337,400</b>

### Function: Planning and Development

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Permits & Inspections	7210A	Vehicle Replacement	\$ 18,785
<b>Total Planning &amp; Development</b>			<b>\$ 18,785</b>

**Function: Water System**

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Water System-CIP/Bonds	TBD	SCADA Upgrade	\$ 220,000
	TBD	Sludge Removal Controls/Handling Crosstown	200,000
	TBD	SR92/Westbridge Road/Veterans Parkway	100,000
	TBD	White Road Control Valve	100,000
	TBD	Sodium Permanganate	100,000
	TBD	Radio Replacements	120,000
			840,000
<b>Total Water System</b>			<b>\$ 840,000</b>

**Function: Stormwater**

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Stormwater CIP	TBD	Money that is available to fund current and future	\$ 291,266
Contingency		Stormwater capital projects	
<b>Total Stormwater</b>			<b>\$ 291,266</b>

**FY 2017 Total Capital Budget**

<b>Total FY 2017 Capital Budget</b>			<b>\$ 7,525,809</b>
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**Capital Improvement Program (CIP) Plan  
Fiscal Year 2017 – Fiscal Year 2021  
Projects Funding Summary**

The Capital Improvement Program (CIP) plan includes a five-year schedule of major capital projects. It also includes future potential projects beyond the five-year period that are also being considered. Projects in FY 2017, the first year of the CIP plan, are included in the capital budget that is approved as part of the annual adopted budget. Projects in years FY 2018 to FY 2021 and future projects are for planning purposes.

**Funding Sources**

<u>Total Funding Sources</u>	<u>Total 5 Year CIP Plan</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>2017-2021 Total</u>	<u>Future</u>
Assigned General Fund Balance - Capital projects	\$ 4,409,324	\$ 1,785,284	\$ 810,040	\$ 663,000	\$ 558,000	\$ 593,000	\$ 4,409,324	\$ 1,405,001
Restricted E911 Fund Balance - Special programs	40,254	40,254	-	-	-	-	40,254	-
Restricted Fire Fund Balance - Special programs	1,120,945	240,900	164,545	244,500	235,500	235,500	1,120,945	7,397,800
Restricted EMS Fund Balance - Special programs	70,000	27,000	7,000	16,000	-	20,000	70,000	180,000
Grants	739,200	539,040	200,160	-	-	-	739,200	-
375 Parks Contingency	324,000	324,000	-	-	-	-	324,000	-
Radio Replacements - General	1,527,824	748,912	778,912	-	-	-	1,527,824	-
Radio Replacements - Fire	374,866	187,433	187,433	-	-	-	374,866	-
Radio Replacements - EMS	168,334	84,167	84,167	-	-	-	168,334	-
911 Trunked Radio System	1,500,000	-	-	-	750,000	750,000	1,500,000	13,500,000
Stormwater	2,959,385	-	2,338,983	620,402	-	-	2,959,385	16,806,921
Water System	4,280,000	720,000	1,440,000	1,020,000	550,000	550,000	4,280,000	10,700,000
Radio Replacements - Enterprise	120,000	120,000	-	-	-	-	120,000	-
<b>Total - CIP</b>	<b>\$ 17,634,132</b>	<b>\$ 4,816,990</b>	<b>\$ 6,011,240</b>	<b>\$ 2,563,902</b>	<b>\$ 2,093,500</b>	<b>\$ 2,148,500</b>	<b>\$ 17,634,132</b>	<b>\$ 49,989,722</b>

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2017 – Fiscal Year 2021  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Bldg & Grounds	5565H	Public Safety Training Facility - Links Master Plan	750,000	750,000	-	-	-	-	750,000	-
Bldg & Grounds	5565F	Library Expansion	7,000	7,000	-	-	-	-	7,000	-
Bldg & Grounds	6565B	Stonewall Admin Bldg Refurbishment project	75,200	75,200	-	-	-	-	75,200	-
Bldg & Grounds	6565F	Animal Control Renovation	125,000	125,000	-	-	-	-	125,000	-
Bldg & Grounds	7565A	Courthouse/Jail Booster System Panel Replacement	17,655	17,655	-	-	-	-	17,655	-
Bldg & Grounds	5565A	Old County Courthouse Landscape Upgrades	25,491	25,491	-	-	-	-	25,491	-
Bldg & Grounds	7565B	New Pole Barn at Maintenance Shop	13,200	13,200	-	-	-	-	13,200	-
Bldg & Grounds	7565C	Painting & Pressure Washing NEW County Courthouse	17,500	17,500	-	-	-	-	17,500	-
Bldg & Grounds	7565D	Improvements at Stonewall Complex Departments	74,235	74,235	-	-	-	-	74,235	-
Bldg & Grounds	6565E	Radio Replacements	47,544	23,772	23,772	-	-	-	47,544	-
<b>Total - Bldg &amp; Grounds</b>			<b>1,152,825</b>	<b>1,129,053</b>	<b>23,772</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,152,825</b>	<b>-</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Road	5220B	Redwine Rd and Starrs Mill Multi-Use Path	166,800	116,760	50,040	-	-	-	166,800	-
<i>Federal Grant</i>	5220B	Redwine Rd and Starrs Mill Multi-Use Path	667,200	467,040	200,160	-	-	-	667,200	-
<i>Federal Grant</i>	6220J	Path Study	72,000	72,000	-	-	-	-	72,000	-
Road	6220J	Path Study	18,000	18,000	-	-	-	-	18,000	-
Road	7220A	Snowplow Blades (1)	17,500	17,500	-	-	-	-	17,500	-
Road	6220I	Radio Replacements	94,728	47,364	47,364	-	-	-	94,728	-
<b>Total - Road</b>			<b>1,036,228</b>	<b>738,664</b>	<b>297,564</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,036,228</b>	<b>-</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Info systems	5535A	Aerial Photography	90,000	30,000	30,000	30,000	-	-	90,000	30,000
Info systems	7535A	Systemwide - Redesign infrastructure to better support business continuity	1,290,000	258,000	258,000	258,000	258,000	258,000	1,290,000	-
Info systems	6535B	Phone System Revitalization & Conversion	324,000	162,000	162,000	-	-	-	324,000	-
<b>Total - Info Systems</b>			<b>1,704,000</b>	<b>450,000</b>	<b>450,000</b>	<b>288,000</b>	<b>258,000</b>	<b>258,000</b>	<b>1,704,000</b>	<b>30,000</b>

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2017 – Fiscal Year 2021  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Recreation	5110D	All Parks - Entrance sign replacement	-	-	-	-	-	-	-	50,000
Recreation	5110I	Kenwood Pk - Park Improvements	-	-	-	-	-	-	-	500,000
Recreation	5110J	Kiwanis Pk - Athletic field lighting refurbishment	200,000	-	-	100,000	100,000	-	200,000	-
Recreation	6110C	McCurry Pk - Soccer field lighting refurbishment	500,000	-	125,000	125,000	125,000	125,000	500,000	125,000
Recreation	FY2018	McCurry Pk - Multi-purpose fields light installation	300,000	-	150,000	150,000	-	-	300,000	-
Recreation	6110E	McCurry Park Turf Planning Soccer & Football	40,000	40,000	-	-	-	-	40,000	-
Recreation	6110N	McCurry Park & Kiwanis - Restroom Stalls	120,000	120,000	-	-	-	-	120,000	-
Recreation	6110F	McCurry Pk - Re-crowning of soccer field	165,000	-	-	-	75,000	90,000	165,000	-
Recreation	Future	Multi-purpose trails	-	-	-	-	-	-	-	200,000
Recreation	Future	Land acquisition	-	-	-	-	-	-	-	500,000
Recreation	6110D	Painting Park Building & Structures	49,000	49,000	-	-	-	-	49,000	-
Recreation	FY2021	Kiwanis Park Restroom Facility	120,000	-	-	-	-	120,000	120,000	-
Recreation	7110A	Brooks Field #5 Backstop	20,000	20,000	-	-	-	-	20,000	-
Recreation	7110B	Brooks Field House Deck & Ramp Replacement	5,000	5,000	-	-	-	-	5,000	-
Recreation	7110C	Brooks Field House Roofing	10,000	10,000	-	-	-	-	10,000	-
Recreation	7110D	McCurry Park Softball Fence Repairs	20,000	20,000	-	-	-	-	20,000	-
Recreation	7110E	Park Playground Upgrades	20,000	20,000	-	-	-	-	20,000	-
Recreation	7110F	Park Security Cameras	40,000	40,000	-	-	-	-	40,000	-
<b>Total - Recreation</b>			<b>1,609,000</b>	<b>324,000</b>	<b>275,000</b>	<b>375,000</b>	<b>300,000</b>	<b>335,000</b>	<b>1,609,000</b>	<b>1,375,000</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Sheriff-Jail	7326A	Jail Data Extraction and Data Storage	14,160	14,160	-	-	-	-	14,160	-
Sheriff-Jail	7326B	Heat Wheel Repair for Energy Recovery Unit	22,570	22,570	-	-	-	-	22,570	-
Sheriff - Support	7310A	Sheriff's Office Building "A" Carpet Replacement	20,813	20,813	-	-	-	-	20,813	-
Sheriff	6310B	Radio Replacements - 141 Dual Bank Mobile	629,800	314,900	314,900	-	-	-	629,800	-
Sheriff	6310C	Radio Replacements - 245 Portable	705,886	352,943	352,943	-	-	-	705,886	-
<b>Total - Sheriff</b>			<b>1,393,229</b>	<b>725,386</b>	<b>667,843</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,393,229</b>	<b>-</b>

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2017 – Fiscal Year 2021  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
911	7215A	911 Voice Logger Upgrade	40,254	40,254	-	-	-	-	40,254	-
911	Future	911 Public Safety Radio Project	1,500,000	-	-	-	750,000	750,000	1,500,000	13,500,000
<b>Total - 911</b>			<b>1,540,254</b>	<b>40,254</b>	<b>-</b>	<b>-</b>	<b>750,000</b>	<b>750,000</b>	<b>1,540,254</b>	<b>13,500,000</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Fire	Future	Reconstruction of Fire Station #2	-	-	-	-	-	-	-	2,000,000
Fire	7270A	SCBA - Breathing Apparatus	968,500	198,000	64,000	235,500	235,500	235,500	968,500	-
Fire	7270B	High Pressure Tank & Pump for Brush Truck	16,000	16,000	-	-	-	-	16,000	-
Fire	FY2018	Fit Test Machine	7,495	-	7,495	-	-	-	7,495	-
Fire	7270C	Station 11 HVAC - LED Lighting, Ceiling Grid	26,900	26,900	-	-	-	-	26,900	-
Fire	FY2018	Firefighter Protective Clothing	60,650	-	60,650	-	-	-	60,650	-
Fire	Future	Station Air Evac System @ 10 & 7	-	-	-	-	-	-	-	38,000
Fire	Future	Stations 7 & 10 Access & Security	-	-	-	-	-	-	-	14,400
Fire	FY2018	Mobile Data Hot Spot (18)	32,400	-	32,400	-	-	-	32,400	-
Fire	Future	Fire Hose	-	-	-	-	-	-	-	9,000
Fire	Future	Stations 6 & 11 Air Evac System	-	-	-	-	-	-	-	40,000
Fire	Future	Stations 6 & 11 Access & Security	-	-	-	-	-	-	-	14,400
Fire	Future	Generator Replacement - Station 6	-	-	-	-	-	-	-	45,000
Fire	Future	Generator Replacement - Station 4	-	-	-	-	-	-	-	45,000
Fire	Future	Generator Replacement - Station 1	-	-	-	-	-	-	-	48,000
Fire	Future	Generator Replacement - Station 7	-	-	-	-	-	-	-	48,000
Fire	Future	Generator Replacement - Station 10	-	-	-	-	-	-	-	48,000
Fire	Future	Generator Replacement - Station 5	-	-	-	-	-	-	-	48,000
Fire	Future	Fuel Tank Installation - Station 5	-	-	-	-	-	-	-	15,000
Fire	Future	Training Ground Improvements (Links)	-	-	-	-	-	-	-	2,950,000
Fire	FY2019	Thermal Imaging Cameras	9,000	-	-	9,000	-	-	9,000	20,000
Fire	Future	Reconstruction of Fire Station #4	-	-	-	-	-	-	-	2,000,000
Fire	Future	Fuel Tank Installation - Station 7	-	-	-	-	-	-	-	15,000
Fire	6270G	Radio Replacements	374,866	187,433	187,433	-	-	-	374,866	-
<b>Total - Fire</b>			<b>1,495,811</b>	<b>428,333</b>	<b>351,978</b>	<b>244,500</b>	<b>235,500</b>	<b>235,500</b>	<b>1,495,811</b>	<b>7,397,800</b>

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2017 – Fiscal Year 2021  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
EMS	7272A	Stretchers	16,200	16,200	-	-	-	-	16,200	-
EMS	Future	Stretchers (6)	-	-	-	-	-	-	-	180,000
EMS	FY2019	Ventilator	9,000	-	-	9,000	-	-	9,000	-
EMS	FY2018	AEDs	34,000	-	7,000	7,000	-	20,000	34,000	-
EMS	7272B	Mobile Data Communication Units	10,800	10,800	-	-	-	-	10,800	-
EMS	6272D	Radio Replacements	168,334	84,167	84,167	-	-	-	168,334	-
<b>Total EMS</b>			<b>238,334</b>	<b>111,167</b>	<b>91,167</b>	<b>16,000</b>	<b>-</b>	<b>20,000</b>	<b>238,334</b>	<b>180,000</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
EMA	FY2018	EOC - Highband Antenna	30,000	-	30,000	-	-	-	30,000	-
EMA	FY2018	Portable light pole and generator (pull behind)	35,000	-	35,000	-	-	-	35,000	-
EMA	6930B	Radio Replacements	19,866	9,933	9,933	-	-	-	19,866	-
<b>Total EMA</b>			<b>84,866</b>	<b>9,933</b>	<b>74,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>84,866</b>	<b>-</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Finance	7510A	Copier	6,800	6,800	-	-	-	-	6,800	-
<b>Total Finance</b>			<b>6,800</b>	<b>6,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,800</b>	<b>-</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Library	7500A	Copiers (2)	13,400	13,400	-	-	-	-	13,400	-
<b>Total Library</b>			<b>13,400</b>	<b>13,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,400</b>	<b>-</b>



**Capital Improvement Program (CIP) Plan  
Fiscal Year 2017 – Fiscal Year 2021  
Projects Cost Summaries by Department**

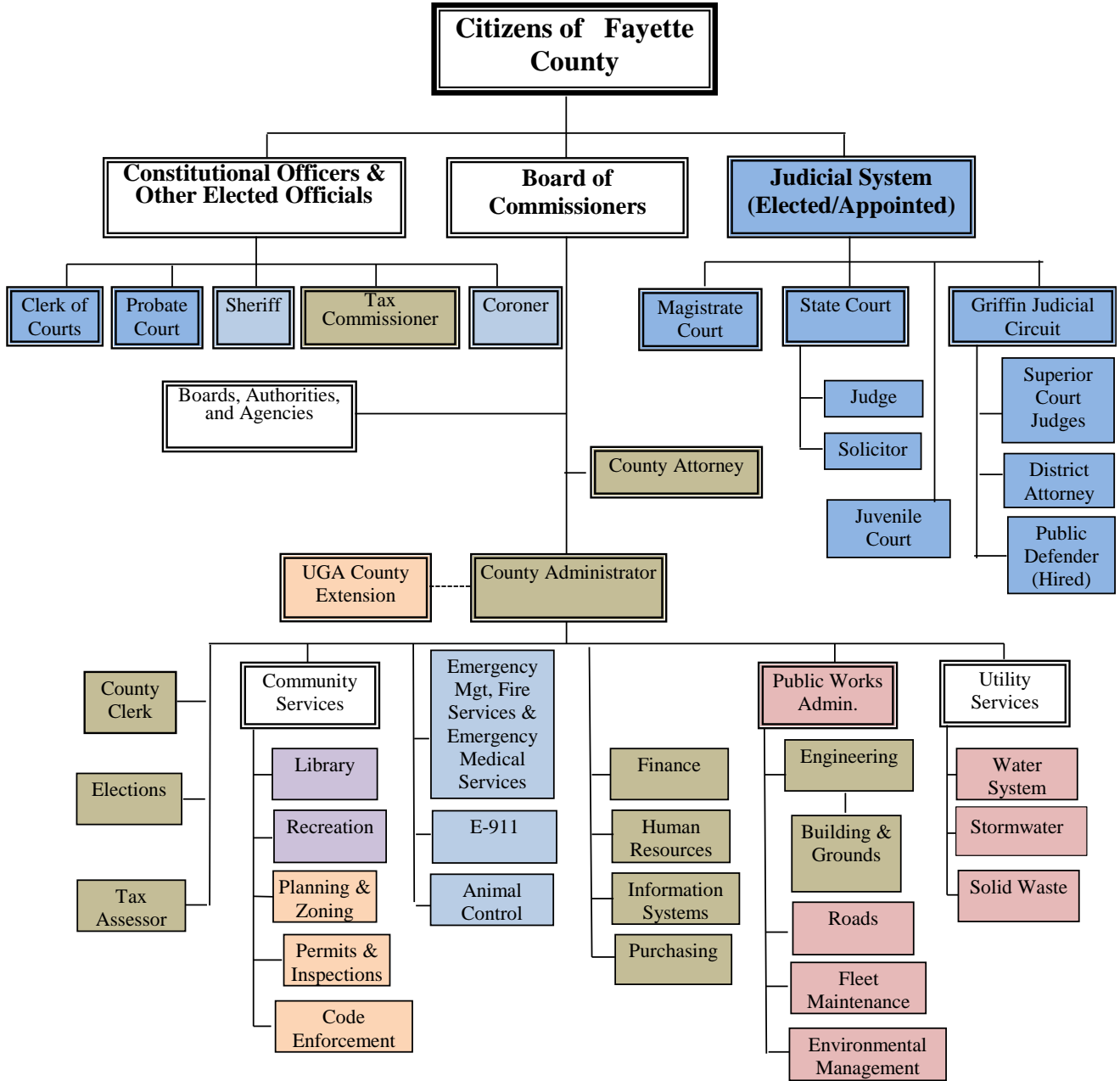
Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Water System	WSCADA	SCADA	660,000	220,000	220,000	220,000	-	-	660,000	-
Water System	6SRSC	Sludge Removal Controls/Handling Crosstown	400,000	200,000	200,000	-	-	-	400,000	-
Water System	FY2018	Sodium Hypochlorite Crosstown	300,000	-	150,000	150,000	-	-	300,000	-
Water System	FY2020	Sodium Hypochlorite South Fayette	300,000	-	-	-	150,000	150,000	300,000	-
Water System	NEW	SR 92/WestbridgeRoad/VeteransPrkwy/	100,000	100,000	-	-	-	-	100,000	-
Water System	NEW	White Road Control Valve	100,000	100,000	-	-	-	-	100,000	-
Water System	W7607	Waterline Extension	800,000	-	200,000	200,000	200,000	200,000	800,000	-
Water System	CT12H	Sodium Permanganate South Fayette	100,000	100,000	-	-	-	-	100,000	-
Water System	FY2018	Automatic Flushers	100,000	-	100,000	-	-	-	100,000	-
Water System	FY2018	Chlorine Dioxide South Fayette	500,000	-	250,000	250,000	-	-	500,000	-
Water System	FY2018	LED lighting inside Crosstown WTP buildings	120,000	-	120,000	-	-	-	120,000	-
Water System	Future	Horseman's Water Tank	-	-	-	-	-	-	-	2,000,000
Water System	Future	Porter Road Line Extension	-	-	-	-	-	-	-	2,000,000
Water System	Future	Porter Road Water Tank	-	-	-	-	-	-	-	2,000,000
Water System	Future	Highway 74 Pressure Improvement	-	-	-	-	-	-	-	1,000,000
Water System	6NWEP	North Waterline Enhancement Project	800,000	-	200,000	200,000	200,000	200,000	800,000	1,800,000
Water System	5BDS	Brooks Distribution System	-	-	-	-	-	-	-	1,900,000
Water System	NEW	Radio Replacements	120,000	120,000	-	-	-	-	120,000	-
<b>Total Water System</b>			<b>4,400,000</b>	<b>840,000</b>	<b>1,440,000</b>	<b>1,020,000</b>	<b>550,000</b>	<b>550,000</b>	<b>4,400,000</b>	<b>10,700,000</b>

Dept	Project #	Project Description	Total 5 Year CIP Plan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	2017-2021 Total	Future
Stormwater	5509B	Emerald Lake Dam	344,000	-	344,000	-	-	-	344,000	-
Stormwater	6509C	Rising Star Road	504,222	-	504,222	-	-	-	504,222	-
Stormwater	6509D	Antebellum Lane	680,124	-	680,124	-	-	-	680,124	-
Stormwater	6509H	Old Senioa Road	620,402	-	-	620,402	-	-	620,402	-
Stormwater	6509I	Lee's Mill Road	810,637	-	810,637	-	-	-	810,637	-
Stormwater	Future	Cat II - Tier 1 Infrastructure Preservation	-	-	-	-	-	-	-	2,840,023
Stormwater	Future	Cat II - Tier II Infrastructure Preservation	-	-	-	-	-	-	-	10,902,809
Stormwater	Future	Cat III - Infrastructure Preservation	-	-	-	-	-	-	-	1,763,589
Stormwater	Future	Cat IV - Improvement Projects	-	-	-	-	-	-	-	1,300,500
<b>Total - Stormwater</b>			<b>2,959,385</b>	<b>-</b>	<b>2,338,983</b>	<b>620,402</b>	<b>-</b>	<b>-</b>	<b>2,959,385</b>	<b>16,806,921</b>

**Impact of FY 2017-2021 Capital Improvement Program (CIP) projects on Operating Budgets**

Function	Nature of Projects		Operating Budget - FY				
			2017	2018	2019	2020	2021
General Government	Refurbishment/renovation of buildings, landscape upgrades, county building remodel, aerial photography, systemwide redesign to support business continuity , phone system conversion, Link Master Plan	Estimated projects cost	1,585,853	473,772	288,000	258,000	258,000
		Effect on Oper. Budget	9,000	10,000	11,000	12,000	12,000
		Expense category	utilities/ depreciation/ maintenance	utilities/ depreciation/ maintenance	utilities/ depreciation/ maintenance	utilities/ depreciation/ maintenance	utilities/ depreciation/ maintenance
Public Safety	Station #11 HVAC, radio replacements mobile/portable, refurbishment of buildings, E911 radio system project, SCBA breathing apparatus	Estimated projects cost	1,315,073	1,185,921	260,500	985,500	1,005,500
		Effect on Oper. Budget	9,000	10,000	11,000	12,000	13,000
		Expense category	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance
Public Works	Multi-use path construction, radio replacements, golf cart path study	Estimated projects cost	738,664	297,564	-	-	-
		Effect on Oper. Budget	3,000	3,500	4,000	4,500	5,000
		Expense category	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance
Culture & Recreation	Parks improvements and maintenance, security cameras refurbishment of parks buildings, fence repairs	Estimated projects cost	337,400	275,000	375,000	300,000	335,000
		Effect on Oper. Budget	7,500	8,000	8,500	9,000	9,500
		Expense category	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance
Water System	Waterline extensions, radio replacements SCADA upgrade, distribution system, system renovation projects	Estimated projects cost	840,000	1,440,000	1,020,000	550,000	550,000
		Effect on Oper. Budget	7,000	8,000	9,000	10,000	11,000
		Expense category	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance	depreciation/ maintenance
Stormwater	Emerald Lake Dam, Rising Star Road Old Senoia Road, Lee's Mill Road	Estimated projects cost	-	2,338,983	620,402	-	-
		Effect on Oper. Budget	-	6,000	7,000	8,000	9,000
		Expense category	maintenance	maintenance	maintenance	maintenance	maintenance
Total Estimated projects cost			\$ 4,816,990	\$ 6,011,240	\$ 2,563,902	\$ 2,093,500	\$ 2,148,500
Total effect on operating budget			\$ 35,500	\$ 45,500	\$ 50,500	\$ 55,500	\$ 59,500

# FAYETTE COUNTY, GEORGIA ORGANIZATIONAL CHART



Fayette County functions:

General Government  
Judicial  
Public Safety

Public Works  
Health & Welfare  
Culture & Recreation

Planning & Development

## FAYETTE COUNTY, GEORGIA

### Elected Officials

#### **Board of Commissioners – 770.305.5200**

Charles Oddo, Chairman  
Randy Ognio, Vice Chair  
David Barlow  
Steve Brown  
Charles Rousseau

**Clerk of Courts – Sheila Studdard, 770.716.4290**

**Coroner – C.J. Mowell, 770.461.7641**

**District Attorney - Scott A. Ballard, 770.716.4250**

#### **Magistrate Court Judges – 770.716.4230**

Robert A. Ruppenthal, Chief  
James White  
Lloyd Black  
Kathy Valencia-Brown

**Probate Court Judge - Ann S. Jackson, 770.716.4220**

**Sheriff – Barry H. Babb, 770.461.6353**

**State Court Judge – Jason B. Thompson, 770.716.4270**

**State Court Solicitor - Jamie Inagawa, 770.716.4260**

**Superior Court Judges – 770.716.4280**

Chris Edwards, Chief  
Tommy Hankinson  
W. Fletcher Sams  
Robert M. Crawford

**Tax Commissioner – George Wingo, 770.461.3611**

### Judicially Appointed Officials

**Griffin Judicial Circuit Court – William T. Simmons, Administrator, 770.898.7623**

**Juvenile Court Judges – 770.716.4210**

Ben Miller, Jr.  
Karen Calloway

**Public Defender – W. Allen Adams, 770.716.4340**

### Fayette County Administration

**County Administrator – Steve Rapson, 770.305.5400**

**County Attorney – Dennis Davenport, 770.305.5200**

**County Clerk – Floyd Jones, 770.305.5200**

**Main County Number: 770.305.5400**

**Division Directors/Department Heads**

**Elections** – Tom Sawyer, 770.305.5408  
**Finance** – Mary Parrott, 770.305.5413  
**Human Resources** – Lewis Patterson, 770.305.5418  
**Information Systems** – Phil Frieder, 770.305.5406  
**Purchasing** – Ted Burgess, 770.305.5420  
**Tax Assessor** – Joel Benton, 770.305.5402

**Community Services Division** – Pete Frisina, Director, 770.305.5421  
**Code Enforcement** – 770-305-5417  
**Library** – Chris Snell, 770.305.5426  
**Permits & Inspections** – Joe Scarborough, 770.305.5403  
**Planning & Zoning**– Pete Frisina, 770.305.5421  
**Recreation** – Anita Godbee, 770.716.4320

**Fire & Emergency Services** – David Scarbrough, Fire Chief, 770.305.5414  
**Emergency 911** – Bernard J. Brown, 770.320.6051  
**Animal Control** – Rani Rathburn, 770.631.7210

**Public Works Division** – Phil Mallon, Director, 770.461.3142  
**Building & Grounds** – Carlos Christian, 770.461.3342  
**Engineering** – Phil Mallon, 770.320.6010  
**Environmental Management** – Vanessa Birrell, 770.305.5410  
**Fleet Maintenance** – Bill Lackey, 770.461.3142  
**Road Department** – Steve Hoffman, 770. 461.3142

**Utility Services Division** – Lee Pope, Director, 770.461.1146  
**Solid Waste & Recycling Transfer Station** – Vanessa Birrell, 770.305.5410  
**Stormwater Management** - Vanessa Birrell, 770.305.5410  
**Water System** – Lee Pope, 770.461.1146

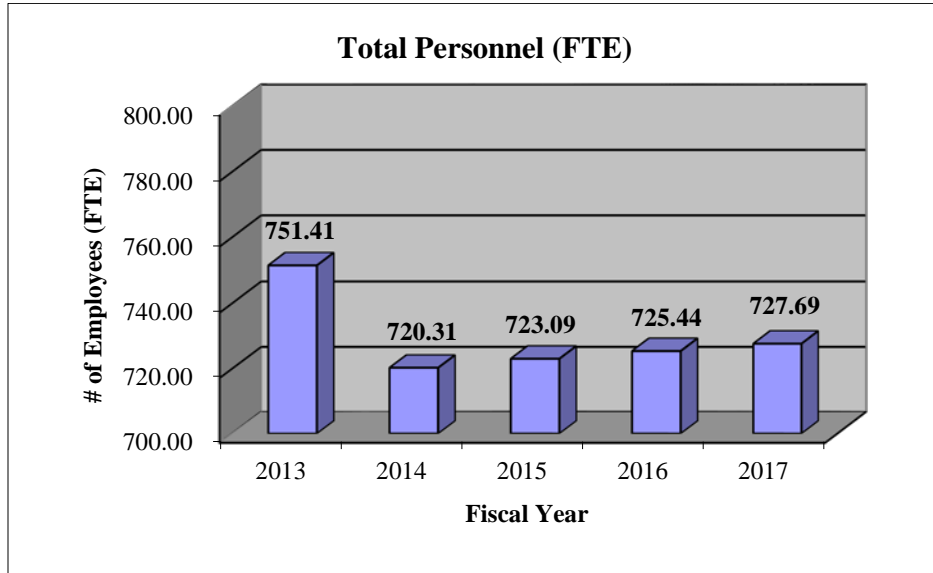
**Outside Agencies**

**County Extension** –770.305.5412  
**Development Authority** – Alan Durham, 770.461.5253  
**Domestic Violence (Promise Place)** – Vanessa Wilkins, 770.461.3839  
**Family & Children’s Services** – Susan R. Boggs, 770.460.2555  
**Georgia Forestry Commission** – 478.751.3500  
**Fayette Community Options (McIntosh Trail)** – Wendell Jordan, 770.358.8273  
**Fayette Counseling Center (McIntosh Trail)** – Wendell Jordan, 770.358.8266  
**Health Department:** Physical Health – Glenda Bryant, 770.305.5243  
Environmental Health – Robert Kurbes, 770.305.5415  
**Senior Citizens Center** – Nancy Meaders, 770.461.0813  
**Bloom, formerly Youth Protection Home** - Becky Davenport, 770.461.7020

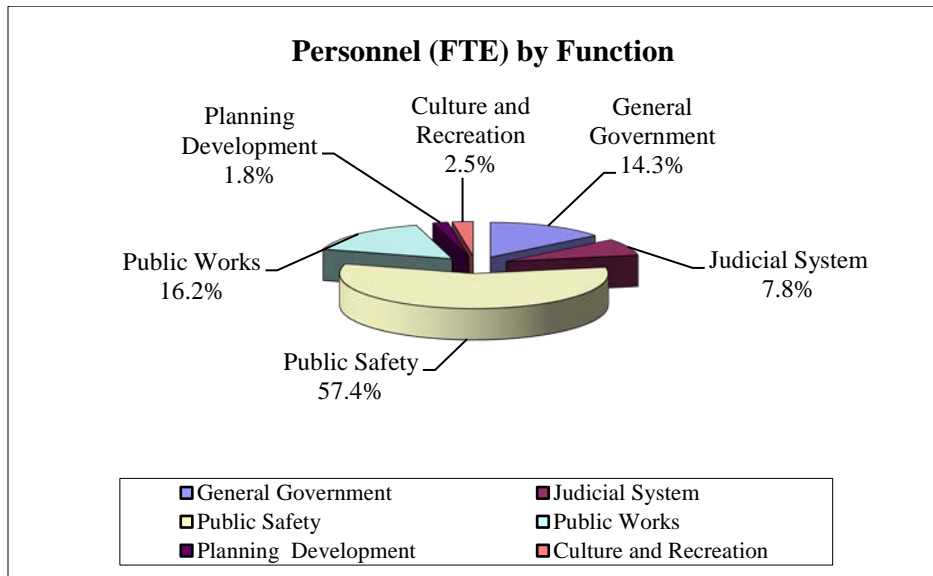
**SUMMARY OF PERSONNEL - FULL-TIME EQUIVALENTS (FTE)**

Function	FY 2013 BUDGET	FY 2014 BUDGET	FY 2015 BUDGET	FY 2016 BUDGET	FY 2017 BUDGET	Diff.
<b>General Government</b>						
Administration	2.000	2.000	2.000	2.000	2.000	-
Buildings and Grounds Maint	31.600	28.600	26.600	26.600	26.600	-
Commissioners	8.000	6.000	6.000	6.000	6.000	-
Elections	4.500	4.500	4.500	4.500	4.500	-
Engineering	4.000	4.000	6.000	3.000	3.000	-
Finance	14.000	14.000	14.000	13.850	13.850	-
Human Resources	5.000	4.000	4.500	5.000	5.000	-
Information Systems	9.000	8.000	10.000	10.000	10.000	-
Law Department	1.000	-	-	-	-	-
Purchasing	3.000	3.000	3.000	3.000	3.000	-
Tax Assessor	12.450	12.450	12.450	13.450	13.450	-
Tax Commissioner	17.500	17.000	17.000	17.000	17.000	-
<b>Total General Government</b>	<b>112.050</b>	<b>103.550</b>	<b>106.050</b>	<b>104.400</b>	<b>104.400</b>	-
<b>Judicial System</b>						
Clerk of State Court	5.000	5.000	5.000	5.000	5.000	-
Clerk of Superior Court	21.434	20.434	20.434	20.434	20.434	-
Juvenile Court	5.000	4.000	4.000	4.000	4.000	-
Magistrate Court	10.000	9.000	9.000	9.000	9.625	0.625
Probate Court	6.000	6.000	6.000	6.000	6.000	-
State Court Judge	3.000	3.000	3.000	3.000	3.000	-
State Court Solicitor	7.125	8.125	8.400	8.400	8.400	-
Victims Assistance	1.000	-	-	-	-	-
<b>Total Judicial System</b>	<b>58.559</b>	<b>55.559</b>	<b>55.834</b>	<b>55.834</b>	<b>56.459</b>	<b>0.625</b>
<b>Public Safety</b>						
Animal Control	5.500	5.500	5.500	5.500	6.500	1.000
County Coroner	3.000	3.000	3.000	3.000	3.625	0.625
Emergency 911	36.250	36.250	36.250	35.250	35.250	-
EMS	43.000	43.000	37.000	37.000	37.000	-
Fire Services	105.000	99.000	105.000	105.000	105.000	-
Marshal's Office	11.000	-	-	-	-	-
Emergency Management	4.000	3.000	3.000	3.000	3.000	-
Sheriff's Office - Administration	26.200	25.600	26.600	25.600	25.600	-
Sheriff's Office - CID	39.000	37.000	32.000	33.000	33.000	-
Sheriff's Office - Field Operations	76.000	76.000	76.000	76.000	76.000	-
Sheriff's Office - Jail Operations	89.000	89.000	93.000	93.000	93.000	-
<b>Sheriff's Office - Total</b>	<b>230.200</b>	<b>227.600</b>	<b>227.600</b>	<b>227.600</b>	<b>227.600</b>	-
<b>Total Public Safety</b>	<b>437.950</b>	<b>417.350</b>	<b>417.350</b>	<b>416.350</b>	<b>417.975</b>	<b>1.625</b>
<b>Public Works</b>						
Environmental Management	-	5.000	5.000	7.000	7.000	-
Fleet Maintenance	9.000	9.000	9.000	9.000	9.000	-
Public Works Administration	2.000	2.000	2.000	1.000	1.000	-
Road Department	34.000	32.000	32.000	34.000	34.000	-
Solid Waste Management	1.000	1.000	1.000	1.000	1.000	-
Stormwater Management	5.000	-	-	-	-	-
Water System	61.000	65.000	63.000	66.000	66.000	-
<b>Total Public Works</b>	<b>112.000</b>	<b>114.000</b>	<b>112.000</b>	<b>118.000</b>	<b>118.000</b>	-
<b>Planning Development</b>						
County Extension	0.950	0.950	0.950	0.950	0.950	-
Permits and Inspections	7.000	7.000	9.000	7.000	7.000	-
Planning & Zoning Department	5.000	2.000	2.000	3.000	3.000	-
Code Enforcement Section	-	2.000	2.000	2.000	2.000	-
<b>Total Planning Development</b>	<b>12.950</b>	<b>11.950</b>	<b>13.950</b>	<b>12.950</b>	<b>12.950</b>	-
<b>Culture and Recreation</b>						
Recreation	6.000	6.000	6.000	6.000	6.000	-
Library	11.905	11.905	11.905	11.905	11.905	-
<b>Total Culture and Recreation</b>	<b>17.905</b>	<b>17.905</b>	<b>17.905</b>	<b>17.905</b>	<b>17.905</b>	-
<b>Total Personnel</b>	<b>751.414</b>	<b>720.314</b>	<b>723.089</b>	<b>725.439</b>	<b>727.689</b>	<b>2.250</b>

**FAYETTE COUNTY, GEORGIA  
TOTAL PERSONNEL (FTE) - APPROVED**



**FY 2017 BUDGET - PERSONNEL (FTE)  
BY FUNCTION**



**FTE (Full-Time Equivalent)** – Uniform basis used to measure approved positions. The number of positions is determined based on the total average weekly hours worked in relation to the total work hours in a full work week. Example: a position that works 20 hours per week is equivalent to 0.50 FTE (20 hours worked divided by 40 hours for a full work week).

**FAYETTE COUNTY, GEORGIA  
PERSONNEL**

<b>FY 2017 BUDGET - POSITIONS (FTE)</b>				
<b>FUNCTION</b>	<b>ADDED</b>	<b>ELIMINATED</b>	<b>TRANSFER</b>	<b>NET CHANGE</b>
GENERAL GOVERNMENT	-	-	-	-
JUDICIAL	0.625	-	-	0.625
PUBLIC SAFETY	1.625	-	-	1.625
PUBLIC WORKS*	2.000	2.000	-	-
HEALTH & WELFARE	-	-	-	-
CULTURE & RECREATION	-	-	-	-
PLANNING & DEVELOPMENT	-	-	-	-
<b>TOTAL</b>	<b>4.250</b>	<b>2.000</b>	<b>-</b>	<b>2.250</b>

\*Includes the Water System.

**Positions Added**

For FY 2017, **2.25 (FTE) positions were added**; one full-time position for Kennel Supervisor was approved for Animal Control, a part time coroner assistant position was added for the Coroner’s office as well as a part time constable position in the Magistrate Court. One full time position for Water Production and Operations Manager was added to Water System Administration. One full time position was added for Water Distribution Assistant Manager in Water System Distribution. These two positions for the Water System were offset with two positions that have been eliminated.

**Positions Eliminated**

A total of **2.0 (FTE) positions were eliminated**: two distributions worker positions in Water Systems Distribution have been eliminated as part of a department re-organization.

**Positions Transferred**

**Three positions**, were transferred from Water System Customer Service to Water System Administration. **Four positions**, were transferred from Water System Billing to Water System Administration.



Departments	Protection of citizens	Protection of County property	Efficient\ cost effective operations	Citizens quality of life	Citizens Health/ Welfare	Reward efforts of employees	Maintain assets and Infrastructure	Fiscal responsibility	Environmental Responsibility
Administration			X			X		X	
Animal Control	X				X				
Building & Grounds		X					X		X
Code Enforcement	X			X					
County Commission				X					
County Extension				X	X				X
Dept. Family & Children Services*	X				X				
Drug Abuse & Treatment	X				X				
Emergency 911	X				X				
Engineering							X		
Environmental Management							X		X
Community Options/Counseling Ctr*					X				
Finance			X					X	
Fire and Emergency Services	X			X	X				
Fleet Maintenance			X				X		X
Human Resources			X			X			
Information Systems		X	X				X		
Judicial System	X			X					
Library			X	X					
Public/Environmental Health*					X				X
Public Works Administration			X				X		X
Purchasing			X					X	
Recreation				X	X		X		
Road Department							X		
Senior Citizen Services*				X	X				
Sheriff's Office	X				X				
Solid Waste Management				X					X
Tax Assessor								X	
Tax Commissioner								X	
Victims Assistance	X				X				

Departments	Protection of citizens	Protection of County property	Efficient\ cost effective operations	Citizens quality of life	Citizens Health/ Welfare	Reward efforts of employees	Maintain assets and Infrastructure	Fiscal responsibility	Environmental Responsibility
Water System			x	x			x		x
Youth Protection*	x				x				

\*Outside Agency that provides services to the citizens of Fayette County and that is partially funded by Fayette County.

Department:	Administration	Cost Center:	10010320
Function:	General Government	Fund:	General

### Mission Statement

The County Administrator is appointed by the Board of Commissioners and is responsible for seeing that the decisions of the Board are administered and successfully carried out throughout the organization on a day-to-day basis. The Administrator has direct responsibility over all county government departments other than those headed by one of the County's elected Constitutional Officers.

### Major Department Functions

- ◇ Implement policies set by the Board of Commissioners and ensure organizational compliance.
- ◇ Maintain effective communication and working relationships with Constitutional Officers.
- ◇ Responsible for the development of the annual operating budget and capital budget program.

### Major Goals

- ◇ Implement Commissioners' annual planning initiatives.
- ◇ Continue the process of transitioning to an E-government environment.
- ◇ Research the feasibility of the development and implementation of performance measures throughout the organization.

### Significant Expenditure and Staffing Changes

- ◇ No significant changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 310,850	\$ 315,976	\$ 320,729	\$ 315,789
Operating	32,258	25,750	27,948	26,651
Capital Outlay	-	-	-	-
Total Appropriations	\$ 343,108	\$ 341,726	\$ 348,677	\$ 342,440

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Adopted	FY 2017 Adopted
Total Personnel	2.000	2.000	2.000	2.000

Department:	Administration	Cost Center:	10010320
Function:	General Government	Fund:	General

WORKLOAD INDICATORS	FY 2011	FY 2012	FY 2013	FY 2014
County Work Force	748.239	751.264	751.414	720.314
Meetings	34	35	36	35
General Fund Operating Budget:				
Revenues	\$ 45,873,455	\$ 42,700,799	\$ 42,358,812	\$ 44,274,023
Expenditures	\$ 44,408,108	\$ 49,246,782	\$ 47,332,456	\$ 43,983,938

PERFORMANCE MEASURES	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Citizen complaint response time. Goal: Within 8 hours.	100%	100%	100%	100%
Employee issue response time. Goal: Within 8 hours.	100%	100%	100%	100%
Inquiries resolved within 2 weeks. Goal: 100%.	98%	99%	100%	100%
Meet with department directors weekly to discuss issues of concern, policy changes, and maintain open lines of communication.	100%	100%	100%	100%
24 hour turnaround time on changes to website	100%	100%	100%	100%

Department:	Buildings & Grounds Maintenance	Cost Center:	10010565
Function:	General Government	Fund:	General

#### Mission Statement

The mission of the Building and Grounds Department is to improve and create a quality environment within all County facilities. These facilities will allow county employees, residents and visitors to have a sense of pride, feel safe and be comfortable while conducting business or participating in leisure or recreational activities.

#### Major Department Functions

- ◇ Building & Grounds Maintenance provides support to all departments within the County Government.
- ◇ It is the responsibility of the department to insure that the working environment of employees and County assets are maintained functional and in safe condition.

#### Major Goals

- ◇ Long range goals consist of the development of training programs that are directly related to the department functions, including computer training for key employees to maximize tracking of projects and their related costs. Long range goals will be ongoing, with visible results measure in project reporting.
- ◇ Short range goals for the department consist of assigned projects for various county departments. The internal projects are assigned a time frame for each task necessary to complete the project including cost estimates and expense tracking.
- ◇ Other goals include the on going beautification and maintenance of our County Buildings and Grounds. Scheduling of each task will insure completion. The satisfaction of involved sports associations and Fayette citizens will be the ultimate tracking of successful goals.

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 1,412,603	\$ 1,396,642	\$ 1,393,514	\$ 1,287,051
Operating	183,297	171,813	180,797	182,054
Capital Outlay	5,684	8,088	180	4,240
Total Appropriations	\$ 1,601,583	\$ 1,576,543	\$ 1,574,491	\$ 1,473,345

Department:	Buildings & Grounds Maintenance	Cost Center:	10010565
Function:	General Government	Fund:	General

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Adopted	FY 2017 Adopted
Total Personnel	28.600	26.600	26.600	26.600

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Number of work orders	2,397	2,088	2,105	2,200
Square footage of buildings	690,808	690,808	690,808	700,000
# of Building Maintenance Techs	10	8	8	8
Maintenance of buildings - sq. feet per Tech	69,080	86,351	86,351	87,500
Total acreage (including ball fields)	590	590	590	590
# of Grounds Maintenance Techs	14	12	12	12
Maintenance of grounds - acres per Tech	42	49	49	49

Department:	County Commission	Cost Center:	10010110
Function:	General Government	Fund:	General

### Mission Statement

Our mission is to provide all who need our services with prompt and accurate information about Fayette County government's services in general and the actions, decisions, and activities of the board of County Commissioners in particular.

### Major Functions

- ◇ Prepare the Board of Commissioners for open, public business meetings, through the use of a formal agenda.
- ◇ Ensure the public's awareness/notification of meetings of the Board of Commissioners, in accordance with Georgia's "Open Meetings Act".
- ◇ Provide the members of the board of Commissioners with information and research to assist them in making sound decisions.
- ◇ Provide the members of the Board of Commissioners with information and assistance with responding to, meeting with, or other interaction with the public and others.
- ◇ Create, disseminate and maintain complete and accurate records from meetings and activities of the Board of Commissioners.
- ◇ Comply with all deadlines and requirements of Georgia's "Open Records Act".
- ◇ Official custodian of all records, including but not limited to correspondence, contracts, agreements and other documents related to the decisions, actions and activities of the Board of Commissioners.
- ◇ Assist all Departments and Elected Officials with information in a timely manner, including but not limited to dissemination of information immediately following Board meetings.
- ◇ Assist members of the Board of Commissioners with issues and relationships with other governments and officials at every level.
- ◇ Assist members of the Board of Commissioners with training and educational opportunities and requirements and ensure appropriate training for the Department's staff.

### Major Goals

- ◇ Discontinue deficit budgeting by keeping current expenses in line with current revenues.
- ◇ Enhance the services provided to the citizens of Fayette County.
- ◇ Continue the process of amending, updating, and republishing the County Code of Ordinances.

### Significant Expenditure and Staffing Changes

- ◇ No significant changes

Department:	County Commission	Cost Center:	10010110
Function:	General Government	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 242,071	\$ 239,555	\$ 231,915	\$ 247,089
Operating	205,037	251,226	198,143	245,656
Capital Outlay	6,776	400		4,000
Total Appropriations	\$ 453,884	\$ 491,181	\$ 430,058	\$ 496,745

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	6.000	6.000	6.000	6.000

WORKLOAD INDICATORS	2012	2013	2014	2015
Population	107,524	108,200	109,500	110,700
Commission Meetings	35	36	37	36



Department:	Contingency	Cost Center:	10010599
Function:	General Government	Fund:	General

Major Department Functions

- ◇ Cost center that includes moneys approved by the Board for unforeseen occurrences.

Significant Expenditure Changes

- ◇ Prior period adjustment due to forfeitures of retirement plans.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Contingency	\$ -	\$ 69,429	\$ -	\$ 6,060
Total Appropriations	\$ -	\$ 69,429	\$ -	\$ 6,060

Department:	Elections	Cost Center:	10010400
Function:	General Government	Fund:	General

#### Mission Statement

The Fayette County Board of Elections and Voter Registration commits to conducting fair and impartial federal, state and local elections and to register citizens to vote. We ensure the electoral process will be conducted professionally and consistently, by demonstrating neutrality and non-partisan decision-making based upon a thorough knowledge of and compliance with all election laws. We are dedicated to providing excellent customer service to candidates, media and voters by following and helping the public to follow current federal, state and local election laws.

#### Major Department Functions

- ◇ Register qualified Fayette County residents and maintain current voter registration records.
- ◇ Conduct general and run-off (local, state and national), primary, special and municipal elections.
- ◇ Provide information to the Georgia Secretary of State.
- ◇ Enforce voter registration and election laws.
- ◇ Conduct Early/Advance Voting in the Elections Office for one-week prior to each election and up to two additional satellite locations beginning 21 days prior to each election.
- ◇ Conduct Absentee Voting out of the Elections Office for 45 days prior to each election for civilians, military personnel, the elderly and disabled, and other county citizens. Applications for ballots can be received up to 180 days prior to each election.
- ◇ Process voter registration applications received from Department of Public Safety, public libraries, Department of Human Services sites, Armed Forces Recruiting facilities and through the mail.
- ◇ Maintain the accuracy and integrity of the Statewide voter registration database by keeping current with name and address changes, deaths and felony convictions.
- ◇ Prepare DRE Touchscreen, Express Polls, and OptiScan units for use in conducting elections.
- ◇ Recruit and train 250 to 450 poll officers for each election.
- ◇ Conduct Deputy Registrar training.
- ◇ Assess and ensure polling place are in compliance with ADA and other disability laws.
- ◇ Act as Qualifying Officer for Fayette County under the Georgia Government Transparency & Campaign Finance Commission.
- ◇ Participate in State-mandated election official certification program and continuing education programs.

Department:	Elections	Cost Center:	10010400
Function:	General Government	Fund:	General

### Major Goals

- ◇ Conduct uncontested elections to be the best of our ability.
- ◇ Maintain public confidence by running the office in an efficient manner.
- ◇ Recruit, train, and maintain quality poll officers to manage polling precincts.
- ◇ Hopefully if funding is approved for the EASY VOTE software/equipment, this will make the ethical filings more efficient and accurate and accessible for the candidates and elected officials and citizens of Fayette County.

### Significant Expenditure and Staffing Changes

- ◇ Due to 2017 being a presidential election year, part time election clerks and poll workers have been added.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 401,645	\$ 586,417	\$ 536,046	\$ 537,088
Operating	57,899	83,967	99,527	132,666
Capital Outlay	4,000	4,200	28,021	500
<b>Total Appropriations</b>	<b>\$ 463,544</b>	<b>\$ 674,584</b>	<b>\$ 663,594</b>	<b>\$ 670,254</b>

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	4.500	4.500	4.500	4.500

WORKLOAD INDICATORS	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Total Registered Voters (Active & Inactive)	74,246	75,448	76,980	78,000
Number of Precincts	40	40	40	40
Number of Elections Held (Including Municipal Elections)	4	4	4	4
Number of Votes	44,403	122,562	33,122	66,000
Applications Processed - TOTAL	12,644	12,575	6,781	9,425
New Registered Voters	4,631	3,567	2,656	3,200
Duplicate Applications	3,478	3,792	1,281	3,150
Transfers	2,264	2,575	1,437	1,550
Name/Address/Both Changes	2,271	2,641	1,407	1,525
Number of Absentee/Early/Advance Voting	8,266	80,877	7,165	12,000

Department:	Engineering	Cost Center:	10010575
Function:	General Government	Fund:	General

#### Mission Statement

The mission of the Engineering Department is to provide a safe and efficient transportation system within Fayette County through planning, design, review and construction oversight of transportation related projects. This includes implementation of the County's transportation SPLOST.

#### Major Department Functions

- ◇ Interprets and enforces Articles within the County's Development Regulations
- ◇ Provides in-house design, permitting and construction, oversight services
- ◇ Acquires and maintains documentation of right-of-way
- ◇ Implements the County's Transportation Special Purpose Local Option Sales Tax (SPLOST) program

#### Major Goals and Objectives

- ◇ Complete intersection of Veterans Parkway and SR 92.
- ◇ Initiate construction for McIntosh Road Bridge replacement.
- ◇ Continue implementation of SPLOST transportation projects, per the 2003 Comprehensive Transportation Plan
- ◇ Provide design, permitting, and right-of-way procurement services for the Stormwater Utility.

#### Performance Measures and Workload Indicators

- ◇ Implement SPLOST projects per the implementation schedule.
- ◇ Track SPLOST expenditures on monthly basis against projections.
- ◇ Review site plans and plats for new developments within 2-weeks of receipt.

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes

Department:	Engineering	Cost Center:	10010575
Function:	General Government	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 172,560	\$ 234,217	\$ 204,639	\$ 248,345
Operating	3,147	5,619	1,183	9,100
Capital Outlay	-	-	-	-
Total Appropriations	\$ 175,707	\$ 239,836	\$ 205,822	\$ 257,445

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	4.000	6.000	3.000	3.000

Department:	Finance	Cost Center:	10010510
Function:	General Government	Fund:	General

#### Mission Statement

The mission of Finance is to provide timely, accurate, relevant, and accessible financial data, services, analysis, and guidance to our customers and to promote confidence in these products as sound foundations for effective management of County resources.

#### Major Department Functions

- ◇ Accounting: record activity to general ledger for revenues collected, receivables billed, payables processed, and occupational tax certificates issued.
- ◇ Annual Audit: perform fiscal year end close of the accounting records conforming to Generally Accepted Accounting Principles (GAAP) and create work papers with supporting documentation for the annual audit.
- ◇ Budget: prepare balanced annual Operating and Capital budgets in accordance with management parameters and administer adopted budgets in accordance with the budgetary laws of the State of Georgia.
- ◇ Financial Reporting: prepare and submit monthly reports of financial results and the Comprehensive Annual Financial Report (CAFR), which clearly and accurately articulates the county's financial position.
- ◇ Investments: maintain bank reconciliations and meet disbursement obligations while maximizing interest earning
- ◇ Payroll: transmit direct deposits, report liabilities to appropriate agency, and file W-2's, 1099's, and IRS returns
- ◇ Purchasing Card: oversee the county's program and monitor activity for compliance with adopted policy.
- ◇ Special Projects: complete research and analysis to address questions raised by the Board of Commissioners and the general public.

#### Major Goals

- ◇ Update staff responsibilities and job descriptions for the major Finance functions as well as related procedures for audit schedules and reports produced in Finance.
- ◇ Review and update policies related to Purchasing Card, Asset management and the Budget Process including CIP.
- ◇ Develop RFP related to Banking and Merchant Services for implementation by the end of the fiscal year.
- ◇ Develop updated process to streamline and effectively manage County contracts between the Purchasing Department, Finance Department, and the department involved.
- ◇ Improve and streamline the tracking and reconciliation process for Water System and Stormwater projects.

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes

Department:	Finance	Cost Center:	10010510
Function:	General Government	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 864,091	\$ 964,134	\$ 969,176	\$ 983,189
Operating	133,448	192,604	163,340	203,607
Capital Outlay	1,838	750	607	2,880
Total Appropriations	\$ 999,376	\$ 1,157,488	\$ 1,133,123	\$ 1,189,676

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	14.000	14.000	13.850	13.850

WORKLOAD INDICATORS	FY 2013	FY 2014	FY 2015	FY 2016
County Work Force (full-time equivalent)	751.414	720.314	723.089	725.439
Accounts payable checks processed	7,489	8,048	8,097	8,948
Accounts payable invoices	13,138	14,483	14,919	17,192
ACH - Utility payments	3,847	3,811	3,823	3,879
Budget Amendments/Transfers	112	209	74	70
New Occupational Tax Certificates	1,802	1,889	1,793	1,799
G/L Journals	3,517	3,446	3,193	3,445
Travel requests processed	92	129	55	176
P-Card Transactions	2,644	2,934	3,643	3,256
Receipts	5,398	6,418	7,755	7,428

RESULTS MEASURES	FY 2013	FY 2014	FY 2015	FY 2016
Bond Credit rating:				
Standard & Poors	AA+	AA+	AAA	AAA
Moody's	Aa1 positive	Aa1 positive	Aaa	Aaa
M&O Millage Rate	5.71	5.6	5.17	4.917
Distinguished Budget Presentation Award received	Yes	Yes	Yes	Yes
Financial Reporting Achievement Award (CAFR) received	Yes	Yes	Yes	Yes

Department:	Human Resources	Cost Center:	10010540
Function:	General Government	Fund:	General

#### Mission Statement

The mission of Human Resources is to provide timely, accurate, relevant, and easily accessible human resource data, services, analysis, and guidance to our customers and to promote confidence in these products as sound foundations for effective management of County Human Resources.

#### Major Departmental Functions

- ◇ Provide administrative and technical assistance to employees in the areas of policy development and compliance; recruitment and selection; classification and compensation; employee development; employee relations, employee recognition and employee performance appraisal.
- ◇ Administer a comprehensive employee benefits program including health, dental and vision reimbursement plans, wellness, retirement, life insurance, workers' compensation, deferred compensation, deferred compensation and disability.
- ◇ Payroll administration.
- ◇ Maintain employee master files.

#### Major Goals

- ◇ Continually maintain and update Employee Self Service with pertinent employee and applicant information in order to promote employee comfort level with system utilization
- ◇ Continue to utilize Munis Workflow for personnel requisitions
- ◇ Utilize TCM with Munis Workflow to convert file storage from paper to electronic
- ◇ Implement Kronos timekeeping software in all departments

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 297,315	\$ 321,191	\$ 329,490	\$ 338,224
Operating	83,196	93,210	70,584	93,953
Capital Outlay		-	988	-
Total Appropriations	\$ 380,512	\$ 414,401	\$ 401,062	\$ 432,177



Department:	Human Resources	Cost Center:	10010540
Function:	General Government	Fund:	General

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	4.000	4.500	5.000	5.000

WORKLOAD INDICATORS	FY 2013	FY 2014	FY 2015	FY 2016
County Work Force (full-time equivalent)	751.414	720.314	723.089	725.439
Personnel Requisitions	59	48	50	85
Job Applications	1,231	991	1,100	1,550
Classification Changes	94	103	90	160
Exit Interviews	53	54	60	75
Internal Training Programs	45	50	45	55
Dental/Ortho Reimbursement Claims *	1,735	N/A*	N/A*	N/A*
Vision Reimbursement Claims	393	303	350	420
Workers Comp Claims	67	78	70	80

\* Dental now fully insured, no longer handled in-house

Department:	Information Systems	Cost Center:	10010535
Function:	General Government	Fund:	General

### Mission Statement

To provide Enterprise Technology solutions to County leaders and staff so they can meet their goals and deliver effective and efficient services to our customers.

### Major Department Functions

- ◇ Providing installation, service, and support of County technology systems. By keeping County systems available and staff operational, departments can efficiently provide services to the citizens of Fayette County. The scope of support offered by the IS Department includes, but is not limited to, the following areas:
  - ◇ Desktop Support- Includes desktop computers, laptops, printers, and other peripherals. This also includes support of desktop software such as Microsoft Office and other third party desktop applications.
  - ◇ Server Support- Includes support of individual physical servers as well as the County's IBM Blade Centers and Storage Area Network (SAN) equipment used in the County's VMware virtual server architecture.
  - ◇ Application Support- Installation and support services for the County's third-party applications and their vendors. Some of the larger applications are: MUNIS – Finance, Purchasing, HR, and Water System Utility Billing; TCM – Tyler Content Manager; SPILLMAN RMS – Sheriff's Office and Jail Records Management SPILLMAN CAD - 911's Computer Aided Dispatch system; iasWORLD – Tax Assessor's Appraisal & Tax Software; ESRI GIS Systems – The county's GIS mapping software used throughout the county; ENERGOV – Permits & Inspections Permitting and Plan Review; MANATRON – Tax Commissioner's Property Tax Software; COTT – Superior Court Clerk's Real Estate Software; ICON – Superior Court Clerk's Civil & Criminal Case Management; and CJT – Probate Court's Software system.
  - ◇ Networking- Install and support all County servers including all file and application servers. This includes support of individual physical servers as well as the County's IBM Blade Centers and Storage Area Network (SAN) equipment used in the County's VMware virtual server architecture.
  - ◇ Security- Establish and maintains security and access rights to the County's computers, servers, networks, and applications. The department also protects the county computers from viruses, spyware, and spam while also managing various physical security systems such as the County's Proxy Card systems.
  - ◇ Technology Research & Development- While service and support are key responsibilities of the IS Department, research and testing of the latest technology trends is necessary to assure that the County is taking full advantage of advancements in technology

### Major Goals

- ◇ Accomplish objectives set forth in the fourth year of the County's Strategic Technology Plan
- ◇ Create improved department policies and procedures to protect the County and its employees from legal issues and to provide an effective and efficient working environment.

Department:	Information Systems	Cost Center:	10010535
Function:	General Government	Fund:	General

Significant Expenditure and Staffing Changes

◇ Operating expenditures increase include additional cost of Microsoft Agreement for Office 365

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 665,666	\$ 767,228	\$ 766,556	\$ 773,338
Operating	126,059	256,330	240,611	233,139
Capital Outlay	3,334	19,700	4,822	5,500
Total Appropriations	\$ 795,059	\$ 1,043,258	\$ 1,011,988	\$ 1,011,977

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	8.000	10.000	10.000	10.000

WORKLOAD INDICATORS	FY 2013	FY 2014	FY 2015	FY 2016
Total Work Orders	1,505	3,121	4,319	4,545

PERFORMANCE MEASURES	FY 2013	FY 2014	FY 2015	FY 2016
<b>Hardware:</b>				
Work Days (260 days less vacation and holidays)	250	250	250	250
Closed Work Orders	414	692	871	908
Average Closed Per Day	1.7	2.8	3.5	3.6
Percent of Total Work Orders	27.51%	22.17%	20.17%	19.98%
<b>Software:</b>				
Work Days	250	250	250	250
Closed Work Orders	475	953	1,650	1,714
Average Closed Per Day	1.9	3.8	6.6	6.9
Percent of Total Work Orders	31.56%	30.54%	38.20%	37.71%
<b>Phones</b>				
Work Days	250	250	250	250
Closed Work Orders	39	190	307	338
Average Closed Per Day	0.2	0.8	1.2	1.4
Percent of Total Work Orders	2.59%	6.09%	7.11%	7.44%

Department:	Information Systems	Cost Center:	10010535
Function:	General Government	Fund:	General

PERFORMANCE MEASURES (cont)	FY 2013	FY 2014	FY 2015	FY 2016
<b>Network/Internet</b>				
Work Days	250	250	250	250
Closed Work Orders	347	846	115	1,101
Average Closed Per Day	1.4	3.4	0.5	4.4
Percent of Total Work Orders	23.06%	27.11%	2.66%	24.22%
<b>Internet:</b>				
Work Days	250	250	250	250
Closed Work Orders	230	440	376	484
Average Closed Per Day	0.9	1.8	1.5	1.9
Percent of Total Work Orders	15.28%	14.10%	8.71%	10.65%
<b>Total Closed per Day</b>	<b>6.0</b>	<b>12.5</b>	<b>13.3</b>	<b>18.2</b>

Department:	Law Department	Cost Center:	10010530
Function:	General Government	Fund:	General

Mission Statement

The Law Department is a cost center that accounts for legal services provided by the County Attorney and for expenditures arising from litigation.

Significant Expenditure and Staffing Changes

◇ FY 2016 actuals increased due to NAACP law suit settlement

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	
Operating	240,457	255,600	403,871	256,600
Capital Outlay	-	-	-	-
Total Appropriations	\$ 240,457	\$ 255,600	\$ 403,871	\$ 256,600

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	1.000	0.000	0.000	0.000

Department:	General Government Non Departmental	Cost Center:	10010090
Function:	General Government	Fund:	General

Major Department Functions

This is a cost center used to account for expenditures not allocated to individual General Government departments

Significant Expenditure Changes

◇ No need to include reserve for Medical Stabilization in FY2017.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 450,000	\$ -	\$ -	\$ -
Operating	\$ 492,588	\$ 471,588	\$ 470,502	\$ 354,877
Capital Outlay	4,953	-	-	-
Total Appropriations	\$ 947,541	\$ 471,588	\$ 470,502	\$ 354,877

Department:	Purchasing	Cost Center:	10010517
Function:	General Government	Fund:	General

#### Mission Statement

To partner with county departments, vendors, and stakeholders in order to acquire the most appropriate goods and services at the best price.

#### Major Department Functions

- ◇ Procure materials, supplies, and services on the open market for purchases within the authority assigned to the Director of Purchasing.
- ◇ Procure materials, supplies, and services through the competitive sealed bid or sealed proposal process for transactions in which prior approval rests with the Board of Commissioners.
- ◇ Enable equal access by vendors to county business through maintenance of a bidders' list, adequate advertising of bid or proposal opportunities, and transparent processes.
- ◇ Provide financial savings through development of contracts for goods or services used by multiple departments, in cases which benefit the county.
- ◇ Dispose of surplus county property through public auction, internet, or other approved methods.

#### Major Goals

- ◇ Conduct the annual internal customer service survey as a part of the department's on-going performance improvement initiative.
- ◇ Secure a contractor to reduce utility costs by converting existing lighting to Light Emitting Diode (LED) or other more efficient technology
- ◇ Develop a tracking process to assure all existing, updated, or new federal requirements are followed in solicitations and contracts using federal funds.

#### Significant Expenditure and Staffing Changes

- ◇ No significant expenditure and staffing changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 176,748	\$ 174,041	\$ 179,974	\$ 176,948
Operating	21,768	27,920	24,957	27,461
Capital Outlay		-	-	200
<b>Total Appropriations</b>	<b>\$ 198,516</b>	<b>\$ 201,961</b>	<b>\$ 204,932</b>	<b>\$ 204,609</b>

Department:	Purchasing	Cost Center:	10010517
Function:	General Government	Fund:	General

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	3.000	3.000	3.000	3.000

WORKLOAD MEASURES	FY 2013	FY 2014	FY 2015 Actual	FY 2016 Estimate
Purchase Orders Issued	1,030	720	750	603
Invitations for bids released	31	12	38	40
Request for proposals released	14	9	8	12
Items/lots of surplus sold	85	65	40	39

RESULTS MEASURES	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Avg. # of days to process sealed bids	86	76	73	70
Avg. # of days to process request for proposals	88	75	134	120
Amount of revenue from sale of surplus	62,778	44,078	37,500	72,873
Internal customer service rating	4.53	4.65	4.4	4.5



Department:	Tax Assessor	Cost Center:	10010550
Function:	General Government	Fund:	General

#### Mission Statement

Secure a just valuation for ad valorem tax purposes of all real and personal property, provide for uniform assessment of these properties and administer exemptions pursuant to Georgia law.

#### Major Department Functions

- ◇ Ensure that all taxable property within the County is returned and assessed for taxes at its fair market value and that each taxpayer shall pay only his proportionate share of taxes.
- ◇ Maintain all tax records and maps for the County including, but not limited to, the mapping, platting, cataloging, and indexing of all real and personal property in the County.

#### Major Goals & Objectives

- ◇ Discover, research, and assess all real property in Fayette County.
- ◇ Discover, research, and assess all tangible personal property in Fayette County including business, furniture, fixtures, machinery, equipment and inventory, golf carts, boats, airplanes, heavy duty equipment and mobile homes.
- ◇ Administer Homestead Exemption, verifying qualifications and approving or disapproving exemptions based on Georgia statute.
- ◇ Administer Current Use Covenant assessments, verifying qualifications and approving or disapproving exemptions based on Georgia statute.
- ◇ Administer Freeport Exemption and Pollution Control Equipment Exemption, verifying qualifications and approving or disapproving exemptions based on Georgia statute.
- ◇ Send notices to all property owners and implement review/appeal process.
- ◇ Conduct individual assessment review for Value, Taxability, Uniformity and Denial of exemption, presenting a preponderance of evidence to the Board of Equalization and Superior Court.
- ◇ Continue working on the GIS base layers.

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes.

Department:	Tax Assessor	Cost Center:	10010550
Function:	General Government	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 736,800	\$ 787,496	\$ 788,455	\$ 791,200
Operating	95,027	170,350	115,305	\$ 185,421
Capital Outlay	-	-	-	-
Total Appropriations	\$ 831,826	\$ 957,846	\$ 903,760	\$ 976,621

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	12.450	12.450	13.450	13.450

WORKLOAD INDICATORS	FY 2013	FY 2014	FY 2015	FY 2016 Estimate
Real Estate Parcels assessed	42,185	42,212	42,328	42,500
Personal Property Accounts assessed	5,400	5,507	5,615	5,600
Mobile Homes assessed	1,180	1,113	1,113	1,120
Real Estate Parcels mapped	50	175	225	250
Deeds & PT-61 (Real Estate Transfer Declaration) forms	3600	5906	8128	9000
Homestead Exemptions reviewed & placed on digest	29,367	28,799	29,026	29,500
Current Use Assessments reviewed & placed on digest	583	585	586	590
Freeport Exemptions reviewed & assessed	81	86	94	100
Pollution Control Exemptions reviewed & assessed	1	1	1	1
Assessment Notices generated & mailed for Real Estate Parcels	41,696	42,283	42,328	42,500
Assessment Notices generated & mailed for personal property accounts	700	841	1,060	1,100

PERFORMANCE MEASURES	FY 2013	FY 2014	FY 2015	FY 2016 Estimate
# of Real Estate parcels inspected	2,020	1,300	2,400	2,500
# of appeals as a % of taxable real estate parcels	4.00%	2.50%	3.80%	5.00%
# of appeals as a % of taxable personal property accounts	1.00%	1.00%	5.00%	5.00%
Net reduction in tax base due to appeals as a % of Total Market Value appealed	3.00%	1.50%	2.50%	2.50%

Department:	Tax Commissioner	Cost Center:	10010545
Function:	General Government	Fund:	General

Major Department Functions

- ◇ Administer the ad valorem tax collection function for the County.
- ◇ Disburse tax collections to governing authorities of the state, county, school system and municipalities.

Major Goals

- ◇ Collect at a minimum 98 percent of the property taxes levied in the upcoming year.
- ◇ Continue the efforts to reduce the amount of delinquent property taxes outstanding.
- ◇ Implement on line payment system for auto registration and property tax.

Significant Expenditure and Staffing Changes

- ◇ No significant expenditure or staffing changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 877,087	\$ 893,015	\$ 915,509	\$ 910,234
Operating	166,325	184,270	173,499	211,937
Capital Outlay	-	3,000	-	2,000
Total Appropriations	\$ 1,043,412	\$ 1,080,285	\$ 1,089,007	\$ 1,124,171

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	17.500	17.000	17.000	17.000

WORKLOAD INDICATORS	2012	2013	2014	2015
Number of tax bills	47,584	47,587	47,719	43,074
Number of tags sold	102,576	103,047	94,880	109,054
Percentage of tax bills collected	98.0%	97.0%	95.0%	99.3%
Taxes levied (dollars)	142,411,383	144,049,313	144,652,347	161,770,304

Department:	Board of Equalization	Cost Center:	10020185
Function:	Judicial	Fund:	General

Mission Statement

The Board of Equalization is a three member panel comprised of Fayette County tax payers. They are appointed by the Fayette County Grand Jury and are not in any way affiliated with the Board of Assessors.

Major Department Functions

- ◇ Schedule appointments with Fayette County taxpayers in order to review appeals on Fayette County property tax assessments.
- ◇ A decision by this board will override the Fayette County Board of Assessors

Significant Expenditure and Staffing Changes

- ◇ House Bill #202 which went into effect 01/01/2016 requires the Board of Equalization to be its own distinct budget unit. In prior years, the BOE was included in the Superior Court budget.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ 7,606
Operating	-	-	-	9,100
Capital Outlay	-	-	-	-
Total Appropriations	\$ -	\$ -	\$ -	\$ 16,706

WORKLOAD INDICATORS	2014 Actual	2015 Actual	2016 Actual	2017 Projection
Number of Meetings	-	8	11	12

Department:	Clerk of State Court	Cost Center:	10020310
Function:	Judicial	Fund:	General

### Mission Statement

The mission of the Clerk of State Court is to be responsive, innovative and efficient when providing citizens a true and correct comprehensive permanent court record and other official court documents. In an expedient approach through the automation and computerization of indices and digitized legal documents and web application, the mission of the State Court Clerk's Office is to offer a more modern technological interaction with the community. The Clerk's Office is committed to strengthen and uphold our participation in the Judicial Process by ensuring compliance with statutes and to facilitate interaction between the Jurors, Judges, Attorneys and other governmental agencies.

### Major Department Functions

- ◇ Attend sessions of court ensuring compliance of all jury management and court records.
- ◇ Record and maintain a complete and accurate record of all court cases and proceedings.
- ◇ Civil Division: Ensure compliance of civil documents; assess and collect costs; issue summons and subpoenas; administer the Jury selection process.
- ◇ Criminal Division: To maintain criminal files; collect fines and forfeitures; prepare final disposition; electronically transmit to Georgia Crime Information Center and Department of Public Safety.
- ◇ Traffic Division: Ensure filing of all traffic citations; ensure court forms are filed within mandates; collect fines and forfeitures on citations; electronically transmit to Department of Public Safety; and ensure the filing of all ordinance cases.
- ◇ Administrative Division: To accurately and timely balance reports; make deposits and disperse monies. Ensure confidentiality of personnel records and payroll. Prepare budget and reconcile expenditures.

### Major Goals

- ◇ To effectively manage the Clerk's Office on a reduced budget for the benefit of all County Departments.
- ◇ Work together with Sheriff for a successful data exchange of Traffic data.
- ◇ Implement Criminal Judicial Data Exchange beyond the arrest warrant phase.
- ◇ Implement a web based jury portal for citizen access
- ◇ Complete full implementation of E-filing to include document retrieval and electronic filing of garnishment proceedings.

### Significant Expenditure and Staffing Changes

- ◇ No significant expenditure or staffing changes.

Department:	Clerk of State Court	Cost Center:	10020310
Function:	Judicial	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 255,744	\$ 256,102	\$ 268,075	\$ 267,912
Operating	26,467	26,399	27,591	31,905
Capital Outlay	-	-	-	-
Total Appropriations	\$ 282,211	\$ 282,501	\$ 295,666	\$ 299,817

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	5.000	5.000	5.000	5.000

WORKLOAD INDICATORS	2013	2014	2015 Actual	2016 Projection
Civil Cases processed	607	760	798	800
Criminal Cases processed	1,494	3,257	3,689	3,700
Traffic Cases processed	4,536	3,512	3,929	4,000
Ordinances Cases processed	377	427	460	500
Revocation Cases processed	681	629	693	700
DPS Case Notices processed	306	440	511	525
<b>Total Cases Filed</b>	<b>8,001</b>	<b>9,025</b>	<b>10,080</b>	<b>10,225</b>
<b>Total GCIC Transmissions</b>	<b>3,119</b>	<b>3,235</b>	<b>3,422</b>	<b>3,500</b>
<b>Total DPS Transmissions</b>	<b>3,299</b>	<b>3,324</b>	<b>4,771</b>	<b>4,800</b>
Number of Civil Proceedings	4,757	7,977	8,326	8,500
Number of Criminal Proceedings	23,505	35,259	41,082	41,200
Number of Traffic Proceedings	9,757	11,212	12,140	12,200
Number of Ordinance Proceedings	1,504	1,567	2,128	2,200
<b>Total Number of Proceedings</b>	<b>39,523</b>	<b>56,015</b>	<b>63,676</b>	<b>64,100</b>
Number of Civil Scanned Pages	20,890	36,801	43,058	43,500
Number of Criminal Scanned Pages	41,745	63,666	72,726	73,000
Number of Traffic Scanned Pages	18,725	21,578	23,287	23,500
Number of Ordinance Scanned Pages	1,859	1,869	2,651	2,700
<b>Total Number of Scanned Pages</b>	<b>83,219</b>	<b>123,914</b>	<b>141,722</b>	<b>142,700</b>
<b>Total Minute Book Pages Recorded</b>	<b>2,812</b>	<b>4,221</b>	<b>2,720</b>	<b>2,800</b>
<b>Total Final Minutes Pages</b>	<b>86,031</b>	<b>128,135</b>	<b>144,442</b>	<b>145,500</b>
Book Numbers	356-362	358-365	359-369	n/a
Court days scheduled	<b>182</b>	<b>174</b>	<b>203</b>	<b>205</b>
Calendars generated	<b>515</b>	<b>511</b>	<b>461</b>	<b>475</b>
Civil Hearings and Trials Scheduled	400*	394	423	425
Criminal Hearings and Trials Scheduled	9,831	10,297	15,030	15,100
Traffic Hearings and Trials Scheduled	5,306	11,604	8,952	9,000
Special Set and Revocation Hearings	955	1,754	776	800
Ordinance Hearings and Trials Scheduled	525	586	979	1,000
Drug Screening Hearings	189	279	404	450
Alternative Language Hearings (started 07-01-08)	155	232	199	225
<b>Total Scheduling</b>	<b>16,961</b>	<b>25,146</b>	<b>26,763</b>	<b>27,000</b>

Department:	Clerk of Superior Court	Cost Center:	10020180
Function:	Judicial	Fund:	General

#### Mission Statement

The mission of the Clerk of Superior Court is to effectively provide citizens a true and correct comprehensive permanent record of real property and other official court records in an expedient approach through the automation and computerization of indexes and digitized legal documents. The Clerk's office is committed to strengthen and uphold our participation in the Judicial process by ensuring compliance with statues and to facilitate interaction between the Jurors, Judges, Attorneys and other government agencies.

#### Major Department Functions

- ◇ Attend sessions of court ensuring compliance of all jury management and court records.
- ◇ Record and maintain a complete and accurate record of all court cases and proceedings.
- ◇ Civil Division: Ensure compliance of civil documents; assess, collect and disburse all fees; approve applications and issue notary public certificates; process adoptions; issue summons and subpoenas; administer the Jury selection process and to file and transmit financing statements.
- ◇ Criminal Division: To maintain criminal files; collect fines and forfeitures; report felony convictions to the Secretary of State; prepare final disposition; Electronically transmit to Georgia Crime Information Center and Department of Public Safety and disburse monies according to Georgia Statute.
- ◇ Real Estate Division: Preserve and index all deed, mortgages, plats, liens and other real estate documents mandated by law that deals with property ownership and to transmit timely to the Clerk's Authority.
- ◇ Administrative Division: To accurately and timely balance reports; make deposits and disburse monies. Ensure confidentiality of personnel records and payroll. Prepare budget and reconcile expenditures.

#### Major Goals

- ◇ To effectively manage the Clerk's Office on a reduced budget for the benefit of all County Departments.
- ◇ To complete implementation of e-filing in Real Estate with Statewide portal.
- ◇ Implement Criminal Judicial Data Exchange beyond the arrest warrant phase, to include filing an accusation or indictment
- ◇ Implementation of E-filing of documents for Superior Court to include document retrieval and Electronic filing of garnishment proceedings.
- ◇ Implement a web-based jury portal for citizen access

#### Significant Expenditure and Staffing Changes

- ◇ No significant expenditures and staffing changes.

Department:	Clerk of Superior Court	Cost Center:	10020180
Function:	Judicial	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 1,046,293	\$ 1,082,573	\$ 1,060,711	\$ 1,091,166
Operating	211,489	239,738	258,697	232,470
Capital Outlay	2,075	-		-
Total Appropriations	\$ 1,259,857	\$ 1,322,311	\$ 1,319,407	\$ 1,323,636

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	21.434	20.434	20.434	20.434

WORKLOAD INDICATORS	2013	2014	2015 Actuals	2016 Estimate
Total Civil and Domestic Actions Filed	1,387	1,433	1,347	1,450
Total Number of Proceeding Entries	16,533	24,424	24,277	24,500
Total Number of Pages Scanned	72,808	103,208	102,777	103,250
Total Civil Minute Book Pages Recorded	6,600	4,361	4,811	5,000

Self Represented Litigants	-	-	284	300
Paupers Cases Filed	-	-	18	15
New Attorney	-	16	10	12
Total Number of Adoptions Filed	36	36	40	40

Applications for Trade Names Processed	116	116	90	95
Notary Public Applications Processed	523	496	492	495
Military Discharges Processed	5	3	6	8
Total Applications Processed	644	615	588	598
Total Application Pages Recorded	1,288	1,723	1,750	1,750

E-filed Cases	-	-	86	150
E-filed Subsequent Documents	-	-	1,315	1,350
E-filed Child Support Cases	-	-	196	200
E-filed Child Support Documents	-	-	1,896	1,900

Total Financing Statements	2,275	-	3,097	3,100
Total Statement Pages Scanned	2,810	-	-	-

Total Real Estate Instruments	21,214	15,525	17,833	18,000
Total Hospital Liens	567	1,105	1,283	1,300
Total General Execution Instruments	5,788	4,895	4,244	4,250
Total Real Estate Plats	47	55	84	85
Total Real Estate Pages Scanned	131,407	85,613	108,637	108,650

Total Number of Grantors Indexed	48,574	27,712	31,651	31,700
Total Number of Grantees Indexed	44,631	26,758	33,868	33,900



Department:	Clerk of Superior Court	Cost Center:	10020180
Function:	Judicial	Fund:	General

WORKLOAD INDICATORS (con't)	2013	2014	2015 Actuals	2016 Estimate
Total Intangible Tax Forms Processed	4,340	2,883	3,739	3,750
Total Transfer Tax Forms	4,568	4,217	4,570	4,580
Total Number of Criminal Cases Filed	446	906	1,052	1,055
Total Number of Proceeding Entries	8,851	16,753	20,834	20,850
Total Number of Pages Scanned	21,965	36,001	45,815	45,825
Total Criminal Minute Pages Recorded	1,057	1,330	1,633	1,650
Total Number of Drug Court Hearings	14	13	21	25
Total Number of Drug Court Cases	10	8	12	15
Total Number of Cases Disposed	-	-	698	700
Probation Revocations	-	-	378	400
Georgia Crime Information Transmittals	2,459	2,393	2,811	2,400
Georgia Dept of Motor Vehicle Service Forms	203	220	252	225
Notices of Appeal Filed	23	33	35	35
Total Number of Calendars Generated	306	231	232	235
Total Court Days Scheduled (Four Judges)	307	398	475	475
Total Civil Cases for Hearings and Trials	2,272	2,107	2,378	2,400
Total Criminal Cases for Hearings and Trials	1,709	3,026	2,413	2,425
Total Special Set Cases	116	141	125	130
Total Number of Jurors Summoned	5,326	5,809	5,050	5,100

Department:	State DUI Court	Cost Center:	21420330
Function:	Judicial	Fund:	Special Rev

Mission Statement

Identify and educate those with addictions through accountability and treatment to strengthen our community in a collaboritive court setting.

Major Department Functions

The DUI Court is a Team concept involving Judge(s), the Solicitor-General, Law Enforcement, the Public Defender's Office, a Court Coordinator, Probation Officers and licensed substance abuse treatment professionals. All Team members work together to support each participant in addressing and combating the substance abuse issues that brought them into the criminal justice system. The Team meets every two weeks in a meeting called Staffing to review the progress of every participant. Also, every two weeks participants attend a court session called a Status Conference to meet with the Team and receive an update on their progress.

Significant Expenditure Changes

◇ No significant expenditure changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ 17,213	\$ 21,132	\$ 18,167
Operating	-	34,914	35,040	30,630
Capital Outlay	-	-	-	-
Total Appropriations	\$ -	\$ 52,127	\$ 56,172	\$ 48,797

Department:	District Attorney	Cost Center:	10020200
Function:	Judicial	Fund:	General

#### Mission Statement

The duties of the District Attorney are established by legislative action and are outlined in the Official Code of Georgia (O.C.G.A) section 15-18-6. The District Attorney is required to attend all sessions of the Superior courts within the Griffin Judicial Circuit. The circuit is comprised of Fayette, Pike, Spalding, and Upson County.

#### Major Department Functions

The District Attorney's office represents the State of Georgia and victims of crime in prosecutions in Superior Court and in Probate Court in those counties which do not have State Court.

#### Significant Expenditure Changes

◇ No significant expenditure changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
DA Contract Services	\$ 321,055	\$ 335,781	\$ 327,068	\$ 307,970
Operating	5,936	5,741	2,265	33,552
Capital Outlay	-	-	-	-
Total Appropriations	\$ 326,992	\$ 341,522	\$ 329,332	\$ 341,522

WORKLOAD INDICATORS	2012	2013	2014	2015
SUPERIOR COURT:				
Cases Filed:				
Felony counts	1,419	648	756	667
Misdemeanor counts	580	153	32	36
Cases Disposed:				
Felony counts	1,410	724	427	527
Misdemeanor counts	548	114	11	21
Indictment/Accusations Filed	578	431	446	516
Juvenile Court Cases Handled	1,040	1,239	630	974

Department:	Judges, Court Reporters	Cost Center:	10020160
Function:	Judicial	Fund:	General

Major Department Function

The Judges, Court Reporter cost center accounts for the following:

- ◇ Fayette County's allocation of the Griffin Judicial Circuit (Fayette, Pike, Spalding, and Upson County) Superior and Juvenile Courts expenditures.
- ◇ Expenditures of Fayette County's local superior court.

Major Goals

- ◇ Maintain a low crime rate level by administering justice to criminals in a timely manner.
- ◇ Keep the cost of the court system to a minimum.

Significant Expenditure Changes

- ◇ All expenditures related to the Griffin Judicial Circuit were moved to a separate cost center. In FY 2016, Fayette County takes over the accounting of the judicial circuit.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Griffin Judicial Circuit Superior Court - Contract Services	168,330	-	240,359	292,864
Griffin Judicial Circuit Juvenile Court - Contract Services	51,143	-	58,137	77,553
Operating	82,586	83,140	29,555	74,990
Capital Outlay	446	-		-
Total Appropriations	\$ 302,505	\$ 83,140	\$ 328,051	\$ 445,407

WORKLOAD INDICATORS	2010	2011	2012	2013
Fayette County - Criminal and civil filings	2,612	3,491	3,502	3,256
Fayette County - % of total Circuit filings	28.9	31.8	33.6	28.5

Department:	Juvenile Court	Cost Center:	10020600
Function:	Judicial	Fund:	General

#### Mission Statement

- ◇ To interpret and enforce existing statutes in a way that provides due process, fair treatment and justice to all persons appearing before this court.
- ◇ To provide or arrange for appropriate services for those persons appearing before the court.
- ◇ To create and maintain a feeling of respect for and in the court system on the part of the citizens that it serves so that they support and assist the court in its efforts.
- ◇ To maximize, to the extent possible, the development and job satisfaction of court employees so that the court is able to attract, secure and retain the commitment of the kinds and numbers of people necessary to accomplish the court's mission and goals.
- ◇ To create and maintain a feeling of confidence in and support for the court on the part of the other organizations with which it comes in contact, particularly those organizations that are a part of the total criminal justice system.
- ◇ To insure that the taxpayers of Fayette County receive the greatest benefits for the dollars expended for court services.

#### Major Department Functions

- ◇ To docket and set calendars for cases concerning allegations of deprivation, delinquency, unruly conduct and traffic offenses involving children within our jurisdiction. Parameters of mandated time frames will be the standard. Guidelines and operating procedures set by judges will be utilized on each individual case incorporating applicable Official Codes of Georgia Annotated.
- ◇ To liason with the State of Georgia's Department of Human Resources, i.e.: Department of Family and Children Services and Department of Juvenile Justice to insure that the mandates under which the court must operate are compatible with the policies of these two departments.
- ◇ To insure the rights of victims and offenders are protected under the law as well as court preparation, including scheduling of cases, investigation, conducting trials, preparation of court orders, collection of fees and fines, filing of documents and record retention.
- ◇ To seek treatment and rehabilitation of delinquent children.
- ◇ To seek reunification with parents and children who are separated by judicial intervention.
- ◇ To cooperate and work closely with the law enforcement agencies to insure citizens rights are protected as well as the rights of delinquents.

Department:	Juvenile Court	Cost Center:	10020600
Function:	Judicial	Fund:	General

### Major Goals

- ◇ Maintain proactive initiative on office space and future needs of the Juvenile Court.
- ◇ To assign, train, and delineate duties for the staff to maximize efficiency.
- ◇ Secure grants for programs appropriate to Juvenile Court for delinquency prevention and enhance training of personnel for applications process for these awards.
- ◇ To manage increasing caseload efficiently and continue with working with law enforcement agencies to enhance the rehabilitations of children and protect the citizens.

### Significant Expenditure and Staffing Changes

- ◇ Operating expenditures in FY 2016 increase in the Technical Services line-item for additional rehabilitation services contracted. These are expected to be offset by a grant that has been applied for.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 207,358	\$ 207,204	\$ 209,425	\$ 209,886
Operating	135,368	222,982	287,195	222,445
Capital Outlay	-	-	-	-
Total Appropriations	\$ 342,726	\$ 430,186	\$ 496,620	\$ 432,331

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	4.000	4.000	4.000	4.000

WORKLOAD INDICATORS	2013	2014	2015	2016 Estimate
New juvenile cases docketed/filed	1,012	1,100	1,162	1,100
Judges in Fayette Court (two needed occasionally on same day)	128	128	118	128
Juveniles placed on probation/informal/adjustment/abeyances/short term program	211	186	214	200

Department:	Juvenile Court	Cost Center:	10020600
Function:	Judicial	Fund:	General

PERFORMANCE MEASURES	2013	2014	2015	2016 Estimate
Juvenile Cases closed	933	1106	1112	1100
Days calendared	128	129	118	128
Fines/Fees/Restitution disbursed to outside agencies	\$ 14,076	\$ 4,527	\$ 3,573	\$ 4,000
Summons/subpoenas served	18.61	21	19.44	20
Hours worked in community service program including hours performed at government and non-profit sites such as Kiwanis Field, Board of Education, Recreation fields, and churches by delinquents in community service.	943	1014	585	800

Department:	Juvenile Supervision	Cost Center:	21720610
Function:	Judicial	Fund:	Special Rev

#### Mission Statement

- ◇ To promote a safe and secure community, the Juvenile Court of Fayette County will utilize prevention and treatment services in collaboration with families and other organizations to encourage the physical emotional, psychological, educational, and moral well-being of children throughout the County to prevent and treat delinquency and unruly behavior.
- ◇ The prevention programs offered will be funded under the guidelines of the official Code of Georgia 15-11-71, the Juvenile Proceedings Codes and the parameters described therein.
- ◇ Further this court will diligently seek and implement grants offered for delinquency prevention and treatment through Federal funding as well as corporate partners.

#### Major Department Functions

- ◇ To allocate funding collected to provide supervision and rehabilitation services for those juveniles in the court system.
- ◇ To enhance the training of all court personnel, law enforcement, educators, and helping agencies to focus on the rehabilitation of juveniles through awareness of the problems of delinquent children and related issues.
- ◇ To present seminars to various agencies focusing on rehabilitation utilizing funding available through court imposed fees.
- ◇ Expand programs on delinquency utilizing court fees which are collected under 15-11-71 and are funded without tax dollars or expenditures from the operating budget of the Court.

#### Major Goals

- ◇ To seek new innovative programs focusing on rehabilitation through government grants and funding through collection of supervision fees under OCGA 15-11-71.
- ◇ To identify and enhance programs such as the MRT, Breaking the Chains, Vista and Tomorrow's Man court ordered to rehabilitate Fayette County delinquents and incorporate scholarship awards to children who meet financial hardship criteria for these programs.
- ◇ Allocate funds for teaching seminars to be given to appropriate local agencies with appropriate themes.
- ◇ Assist and support the DART program for drug and alcohol rehabilitation of children
- ◇ Allocate funds for psychological evaluations under collected supervision fees with indigent guidelines to be used for qualification.

#### Significant Expenditure Changes

- ◇ There are no significant expenditure or staffing changes.



Department:	Juvenile Supervision	Cost Center:	21720610
Function:	Judicial	Fund:	Special Rev

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 13,030	\$ 12,918	\$ 13,861	\$ 15,609
Technical Services	1,810	3,500	2,961	2,500
Other Operating	1,601	2,860	1,681	2,760
Capital Outlay	-	-	-	-
Total Appropriations	\$ 16,441	\$ 19,278	\$ 18,503	\$ 20,869

WORKLOAD INDICATORS	2012 Actual	2013 Actual	2014 Actual	2015 Estimated
Juveniles placed on probation/informal adjustment/abeyances/short term program	267	211	186	200

PERFORMANCE MEASURES	2012 Actual	2013 Actual	2014 Estimate	2014 Estimate
Juveniles Referred to Program	88.0%	88.0%	88.0%	88.0%
Supervision Fees collected (unless waived by Judge)	97.0%	98.0%	98.0%	98.0%
Work Sites	9	9	9	9
Recidivism rates	22.0%	22.0%	22.0%	22.0%
Kiwanis Field, Board of Education, Recreation fields,	423	450	450	450
Hours Worked in Program	1,683	943	1,014	1,000

Department:	Law Library	Cost Center:	20520750
Function:	Judicial	Fund:	Special Rev

#### Mission Statement

The mission of the Law Library is to effectively provide citizens with access to the most current legislation through hardback legal texts and internet access services

#### Major Department Functions

- ◇ Acquire and maintain materials for the County law library by utilizing monies collected from a surcharge on all cases.
- ◇ To provide Fayette County citizens an atmosphere that is conducive to legal research

#### Major Goals

- ◇ Provide the Fayette County general public with the most current legislation. Access will be provided in hardback legal texts and up-to-the-minute on-line services.
- ◇ To improve efficiency with additional computers and printers to maximize access to on-line services for citizens.

#### Significant Expenditure Changes

- ◇ There are no significant expenditure changes.

BUDGET SUMMARY	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	61,880	60,000	55,530	52,000
Capital Outlay	-	-	580	-
Total Appropriations	\$ 61,880	\$ 60,000	\$ 56,110	\$ 52,000

Department:	Magistrate Court	Cost Center:	10020400
Function:	Judicial	Fund:	General

### Mission Statement

To provide an impartial forum to deliver timely, neutral and just resolutions of cases through uniform and coherent application of the US Constitution and laws of the State of Georgia. The Clerk's office is committed to strengthen and uphold our participation in the Judicial Process by ensuring compliance with statutes and to facilitate interaction between the Public, Judges, Attorneys and other governmental agencies.

### Major Department Functions

#### Judge Functions:

- ◇ Preside over all sessions of court ensuring compliance Georgia Law and Court Rules.
- ◇ To Listen to testimony and determine the presence of Probable Cause.
- ◇ To issue and sign arrest warrants.
- ◇ To issue and sign Temporary Protective Orders.

#### Administrative Functions by Clerk:

- ◇ Record and maintain a complete and accurate record of all court cases and Proceedings.
- ◇ Civil Division: Ensure compliance of civil documents; assess and collect costs; issue summons and subpoenas
- ◇ Criminal Division: To maintain criminal files; collect fines and forfeitures; prepare final disposition; electronically transmit to Georgia Crime Information Center
- ◇ Administrative Division: To accurately and timely balance reports; make deposits and disburse monies. Ensure confidentiality of personnel records and payroll. Prepare budget and reconcile expenditures. Ensure cooperation with all other agencies.

### Major Goals

- ◇ To operate the Court and manage the Clerk's Office on a reduced Budget.
- ◇ To handle the projected increase in workload efficiently and professionally.
- ◇ To complete full implementation of E-signatures protocol for E-Warrants beyond the Sheriff's office to include Fayetteville, Peachtree City and Tyrone
- ◇ Implement JDX to include Bond notification to the lawful agencies of the bond data

### Significant Expenditure and Staffing Changes

- ◇ Added a part-time Constoable Assistant position in FY 2017

Department:	Magistrate Court	Cost Center:	10020400
Function:	Judicial	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 385,791	\$ 406,220	\$ 403,522	\$ 421,828
Operating	24,961	27,944	33,079	38,202
Capital Outlay	860	100	860	100
Total Appropriations	\$ 411,613	\$ 434,264	\$ 437,461	\$ 460,130

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	9.000	9.000	9.000	9.625

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Civil Cases processed	3,741	3,800	5,859	5,860
Claims Filed	3,212	3,250	3,244	3,250
Claims Disposed	-	-	3,255	3,275
Number of civil proceedings	19,149	19,500	22,536	22,550
Number of civil scanned pages	40,247	42,000	49,520	49,550
Civil Hearings Scheduled	1,480	1,500	1,080	1,090
Civil Bench Trials Scheduled	159	175	138	140
Number of Calendars Generated	51	54	54	55
<b>Total Civil Hearings and Trials Scheduled</b>	<b>1,639</b>	<b>1,675</b>	<b>1,218</b>	<b>1,230</b>
Criminal Cases Filed	1,269	1,300	3,518	3,525
Number of criminal proceedings	3,984	4,000	-	-
Number of criminal scanned pages	9,548	10,000	-	-
Felony Warrants Issued	1,223	1,250	1,410	1,425
Misdemeanor Warrants Issued	1,131	1,150	2,014	2,025
Bond Hearings	2,731	2,800	4,295	4,300
Preliminary Hearings	416	450	486	490
Pre-issuance Hearings	107	110	87	90
Bad Check Hearings	26	30	7	10
<b>Total Criminal Hearings</b>	<b>3,280</b>	<b>3,390</b>	<b>4,875</b>	<b>4,890</b>

Department:	Judicial Non - Departmental	Cost Center:	10020090
Function:	Judicial	Fund:	General

Major Department Functions

This is a cost center used to account for expenditures not allocated to individual Judicial System departments

Significant Expenditure Changes

◇ Utility Expenses for Sheriff's Office were being charfed to this department in error. Communications expenses have also been allocated to the respective departments.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Operating	\$ 227,972	\$ 232,335	\$ 227,734	\$ 192,793
Capital Outlay	-	-	-	-
Total Appropriations	\$ 227,972	\$ 232,335	\$ 227,734	\$ 192,793

Department:	Probate Court	Cost Center:	10020450
Function:	Judicial	Fund:	General

Mission Statement

To provide Probate Court services to the public as mandated by Georgia Law

Major Department Functions

◇ Decedent's estates, guardianships and conservatorships of minors and adults, issuance of marriage licenses, issuance of orders for involuntary evaluation due to mental illness, drug use or alcohol use, issuance of weapons carry licenses, issuance of fireworks display permits, issuance of certificates of residence, issuance of birth and death certificates for GA Dept. of Vital Records, acceptance of passport application for US Dept of State and other miscellaneous duties as required by Georgia Law.

Major Goals

◇ To provide thorough, competent, efficient service to the citizens of Fayette County.

Significant Expenditure and Staffing Changes

◇ No significant expenditures or staffing changes.

BUDGET SUMMARY	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Adopted
APPROPRIATIONS				
Personal Services	\$ 330,867	\$ 331,097	\$ 336,706	\$ 331,839
Operating	20,618	28,750	22,226	27,864
Capital Outlay		300	-	300
Total Appropriations	\$ 351,485	\$ 360,147	\$ 358,932	\$ 360,003

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	6.000	6.000	6.000	6.000

Department:	Probate Court	Cost Center:	10020450
Function:	Judicial	Fund:	General

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Letter of Administration	51	66	80	83
Will Probate	271	280	288	320
No Administration Necessary	8	10	11	5
Year's support petitions	42	46	50	38
Minor/Adult Guardianships	145	150	155	195
Citations	2	2	2	1
Miscellaneous	261	375	488	493
Inventories	83	213	343	587
Mental Health	25	25	24	14
Marriage licenses	611	610	609	624
Firearms licenses	3,037	2,808	2,579	3,046

Department:	Public Defender	Cost Center:	10020800
Function:	Judicial	Fund:	General

### Major Department Function

◇ The State of Georgia passed the Georgia Indigent Defense Act of 2003. The provision of this act were implemented beginning July 1, 2004 with the hiring of a Public Defender for each Judicial Circuit of Georgia. The office became fully operational on January 1, 2005. It serves the following counties: Fayette, Spalding, Pike and Upson.

◇ The contract with the Public Defenders Office and Fayette County is for handling Superior Court and Juvenile Delinquency cases.

◇ The County additionally has contracted with this office to handle State Court, Juvenile Deprivations and Magistrate Court.

### Significant Expenditure Changes

◇ Operating expense increase due to increased caseloads.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Circuit Wide Contract Service	\$ 302,937	\$ 293,937	\$ 293,937	\$ 299,593
Lower Court Contract Fees	181,575	190,575	190,575	184,919
Other Operating	291	462	1,556	2,397
<b>Total Appropriations</b>	<b>\$ 484,803</b>	<b>\$ 484,974</b>	<b>\$ 486,068</b>	<b>\$ 486,909</b>

WORKLOAD INDICATORS	2012	2013	2014	2015
Public Defender - Fayette County % allocation of Circuit's budget				
Superior Court's allocation	27.8%	27.8%	27.8%	27.7%
Lower Courts allocation	55.6%	55.6%	55.6%	57.8%



Department:	State Court Judge	Cost Center:	10020330
Function:	Judicial	Fund:	General

#### Mission Statement

- ◇ Uphold and defend the Constitution and laws of the State of Georgia and these United States, as well as the ordinances duly passed by the Fayette County Commission;
- ◇ Treat with fairness and dignity all persons coming before the Court, no matter their station or circumstances in life;
- ◇ Administer justice uniformly and impartially, without prejudice or favor to any party;
- ◇ Provide an open forum for the redress of grievances, both public and private;
- ◇ Maintain the highest standards of judicial ethics and conduct;
- ◇ Efficiently and effectively dispose of all cases on the State Court's civil and criminal dockets in a timely manner and in accordance with the law.

#### Major Department Functions

- ◇ The State Court has jurisdiction, within the territorial limits of the county, over all criminal matters below the grade of felony, including misdemeanors, traffic violations, and county ordinance violations.
- ◇ The State Court has jurisdiction over all civil matters, without regard to the amount in controversy, concurrent with the Superior Courts, unless the Superior Courts have exclusive jurisdiction (i.e. disputes concerning title to land, divorce, child custody, etc.).
- ◇ The State Court also has jurisdiction over the review of decisions of other courts as provided by law.

#### Major Goals

- ◇ Significantly expedite the handling of civil cases in Fayette County by providing an alternative to Superior Court for filing these actions.
- ◇ Effectively administrate traffic violation cases, which is anticipated to increase due to the adoption of an electronic citation program by the Sheriff's Department.
- ◇ Improve the efficiency of the State Court through the use of technology, (i.e. calendaring and docketing, electronic communication with the public)

#### Significant Expenditure and Staffing Changes

- ◇ No significant expenditures or staffing changes.

Department:	State Court Judge	Cost Center:	10020330
Function:	Judicial	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 293,829	\$ 297,212	\$ 291,375	\$ 294,131
Operating	47,545	59,640	57,951	67,986
Capital Outlay	-	-	-	-
Total Appropriations	\$ 341,375	\$ 356,852	\$ 349,327	\$ 362,117

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	3.00	3.00	3.00	3.00

WORKLOAD INDICATORS	2011 Actual	2012 Actual	2013 Actual	2014 Projection
Civil Cases processed	984	558	607	625
Criminal Cases processed	2,456	2,796	1,494	1,500
Traffic Cases processed	3,258	3,616	4,536	5,000
Ordinances Cases processed	330	428	377	400
Revocation Cases processed	866	1,171	681	700
DPS Case Notices processed	414	309	306	325
<b>Total Cases Filed</b>	<b>8,308</b>	<b>8,878</b>	<b>8,001</b>	<b>8,550</b>

Department:	State Court Solicitor	Cost Center:	10020320
Function:	Judicial	Fund:	General

### Mission Statement

The mission of the Office of the Solicitor General of the State Court of Fayette County is to investigate, charge, and prosecute misdemeanor violations of Georgia Statutes and county Ordinances that occur in Fayette County. The Solicitor General is charged with ensuring that all misdemeanor cases occurring in Fayette County are handled in a manner that guarantees an efficient and equitable administration of justice. The Solicitor General ensures that all persons involved in the criminal process are treated in a courteous and professional manner.

### Major Department Functions

- ◇ The State Court Solicitor-General serves as the prosecutor in: misdemeanor, traffic and ordinance cases in Fayette County State Court.
- ◇ The State Court Solicitor-General aids in ALS Hearings and attends motion hearings.
- ◇ The State Court Solicitor-General serves as the prosecutor in Magistrate Court.
- ◇ The State Court Solicitor-General aids Juvenile Court when requested.

### Major Goals

- ◇ Ensure that all misdemeanor cases occurring in Fayette County are handled in a manner that administers justice efficiently and equitably.
- ◇ Efficiently handle traffic and ordinance cases.
- ◇ To make sure that all persons involved in the criminal process are treated in a courteous and professional manner.
- ◇ To continue our assistance in Magistrate Court and with ALS hearings.
- ◇ To inform County and municipal law enforcement agencies on changes in the law and to aid them with interpretation.
- ◇ To provide the citizens of Fayette County with information on crime prevention.
- ◇ Aid in Juvenile Court when requested.

### Significant Expenditure and Staffing Changes

- ◇ Added a Victims Advocate position funded by Federal VOCA Grant.

Department:	State Court Solicitor	Cost Center:	10020320
Function:	Judicial	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 548,078	\$ 568,086	\$ 594,324	\$ 635,141
Operating	16,659	29,389	19,491	38,986
Capital Outlay	-	50	5,560	4,620
Total Appropriations	\$ 564,737	\$ 597,525	\$ 619,375	\$ 678,747

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	8.125	8.400	8.400	8.400

PERFORMANCE MEASURES	2012 Actual	2013 Actual	2014 Actual	2015 Actual
<b>State Court Criminal</b>	<b>1,007</b>	<b>1,095</b>	<b>1,222</b>	<b>1,375</b>
<b>State Court Traffic</b>	<b>3,873</b>	<b>3,376</b>	<b>3,782</b>	<b>4,139</b>
<b>State Court Ordinance</b>	<b>487</b>	<b>377</b>	<b>427</b>	<b>460</b>
State Court - Pre-Accusation Pre-Trial Intervention	68	101	116	110
State Court Revocations, Special Set Pleas, PTI's & Drug Ct. (calendar)	1,952	1,659	1,683	1,794
State Court Bench Trials (calendar)	343	329	537	501
State Court Jury Trials (Calendar Count)	1,082	1,031	1,611	1,360
State Court Ordinance (1st Appearance, Arraignment, Bench Trials)	703	555	550	533
Arraignment (Calendar Count)	1,108	1,068	1,196	1,358
Arraignment (Traffic Calendar Count)	4,209	3,637	4,065	4,523
Alternative Language	143	150	206	244
Miscellaneous Hearings and Bench Warrants (Calendar Count)	260	255	294	392
ALS Hearings (Calendar Count)	190	200	200	200
Juvenile Court (Calendar Count)	-	-	-	-
Special Appointments	-	-	1	3
Phone Calls, Appointments, Walk-Ins (estimate for the year)	18,500		19,000	19,000
Magistrate Court Pre-Accusation PTI's	7	8	6	2
Magistrate Court First Appearance / calendar count	15	14	8	7
Magistrate Court Arraignment / calendar count	3	7	5	3
Magistrate Court Pre-Issuance / calendar count	10	7	8	3
Magistrate Court Preliminary / calendar count	-	-	-	-
Magistrate Court Revocations / calendar count	7	-	-	1
Magistrate Court Trials / calendar count	4	1	-	-
Magistrate Court Misc. Hearings / calendar count	12	15	15	10
<b>Victim Witness (21850553)</b>				

Department:	State Court Solicitor	Cost Center:	10020320
Function:	Judicial	Fund:	General

PERFORMANCE MEASURES (con't)	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Victim Assisted - Criminal Case with victims (CY13 377 cases w/450 victims)	386	450	400	391
Victim Assisted - Ordinance estimates	40	37	33	22
Victim Assisted - Traffic estimates	35	30	27	20
Victim Assisted - Magistrate estimates Hearings (Bond, Warrants, Preissuance)	50	27	23	23
Speaking Engagements and Victim Impact Panel, Protoco, PD Training, DVTF	25	25	25	25
Victim Non-case walk-ins and phone consultations, emails	8840	8870	9000	8850

Department:	Animal Control	Cost Center:	10030910
Function:	Public Safety	Fund:	General

### Mission Statement

Stands as a functional department of the Fayette County Public Safety Division. The department is charged by the State of Georgia and the Fayette County Commissioners to uphold and enforce laws pertaining to animals, including but not limited to: Animal Cruelty, Local Ordinances, and Zoning Codes. Such services are dedicated to promote healthy relationships between the citizens of Fayette County, companion animals and wildlife.

### Major Department Functions

- ◇ Enforce local and State animal control rules, laws and ordinances
- ◇ Educate the citizens of the County with respect to responsible pet ownership and practices
- ◇ Provide for the sheltering and care of homeless animals
- ◇ Creates opportunities for pet adoption through shelter care and management, as well as cooperative relations with the Fayette County Humane Society and other animal rescue organizations.
- ◇ Provides for the humane destruction of animals when no other alternatives are available.
- ◇ Monitor the community for disease outbreaks, providing appropriate quarantine and testing of animals when indicated.

### Major Goals

- ◇ Continue cooperation with the local animal rescue groups to place shelter animals in foster homes to reduce euthanasia
- ◇ Seek new innovative programs to advertise and promote the adoption of animals waiting in the shelter
- ◇ Support the Fayette Humane Society with their Trap-Neuter-Return program to reduce the number of feral cats
- ◇ Create educational programs inside and outside the shelter to educate the public on the consequences of pet overpopulation.
- ◇ Conduct proactive patrols and create a visual presence in problem neighborhoods with high rates of pets in violation
- ◇ To manage increasing call load efficiently and continue working with law enforcement agencies to hold irresponsible pet owners accountable
- ◇ Renovate the animal shelter to improve appearance and create a welcoming effect to draw more adopters in

Department:	Animal Control	Cost Center:	10030910
Function:	Public Safety	Fund:	General

Significant Expenditure and Staffing Changes

◇ Added full time position for Kennel Supervisor

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 307,580	\$ 289,949	\$ 298,842	\$ 337,740
Operating	47,253	69,232	54,660	59,908
Capital Outlay	-	600	809	1,000
<b>Total Appropriations</b>	<b>\$ 354,834</b>	<b>\$ 359,781</b>	<b>\$ 354,310</b>	<b>\$ 398,648</b>

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	5.50	5.50	5.50	6.50

WORKLOAD INDICATORS	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
Animals impounded	2,235	2,528	2,415	2,632
Number of Phone Calls	24,585	24,861	25,031	26,000
Visitors	7,413	7,636	7,985	8,250
Court Cases	105	156	184	175
Enforcements	404	565	621	650
Complaint calls received	2,605	2,989	2,792	3,215
Stray animals calls received	1,520	1,755	1,638	1,883
Vicious or biting animals calls received	19	30	32	29
Animals quarantined or tested	118	158	142	153
Animals adopted	646	643	525	605
PERFORMANCE MEASURES	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
Complaint calls resolved	2,605	2,989	2,792	3,215
Animals brought to shelter	1,520	1,755	1,638	1,638
Rabies tests	19	30	32	29
Animals quarantined for 10 days	99	128	110	124
Animals handled	2,235	2,528	2,415	2,632
Animals adopted	646	643	525	605
Revenue collected for adoptions and reclaim fees	\$ 35,975	\$ 44,413	\$ 27,984	\$ 36,124

Department:	Confisacted Property- Federal	Cost Center:	21230390
Function:	Public Safety	Fund:	Special Rev

Major Department Functions

◇ Funds received from federal forfeitures that by law are to be used for the enhancement of law enforcement. Due to the uncertainty of the collection of funds no original budget is prepared. At year-end budget adjustments are prepared and approved by the BOC to comply with Georgia law and present a balanced budget for this fund.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	272,020	-	227,334	-
Capital Outlay	(18,410)	-	58,331	-
Total Appropriations	\$ 253,610	\$ -	\$ 285,664	\$ -



Department:	Confiscated Property- State	Cost Center:	21030390
Function:	Public Safety	Fund:	Special Rev

Major Department Functions

◇ Funds received from state forfeitures that by law are to be used for the enhancement of law enforcement. The budget for this cost center is prepared by the Sheriff's Office.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	28,060	-	25,465	-
Capital Outlay	-	-	-	-
Total Appropriations	\$ 28,060	\$ -	\$ 25,465	\$ -

Department:	Confiscated Property- U.S. Customs	Cost Center:	21130390
Function:	Public Safety	Fund:	Special Rev

Major Department Functions

◇ Funds received from US Customs forfeitures that by law are to be used for the enhancement of law enforcement. Due to the uncertainty of the collection of funds no original budget is prepared. At year-end budget adjustments are prepared and approved by the BOC to comply with Georgia law and present a balanced budget for this fund.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	142,037	-	142,088	-
Capital Outlay	99,897		121,886	-
Total Appropriations	\$ 241,934	\$ -	\$ 263,974	\$ -

Department:	Coroner	Cost Center:	10030700
Function:	Public Safety	Fund:	General

Major Department Functions

- ◇ The County Coroner investigates and establishes the cause of death for situations involving external violence.
- ◇ The County Coroner is responsible for issuing death certificates.
- ◇ The Coroner is compensated according to Option II of the Georgia Law section 45-16-27. Compensation is on a fee basis at a rate of \$175 per case for non jury death investigations and \$250 per case for jury death investigations.

Significant Revenue, Expenditure and Staffing Changes

- ◇ Part time Coroner Assistant position added in FY 2017.
- ◇ Storage and Transfer fees increase in FY2017 due to change in Coroner

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 84,331	\$ 83,331	\$ 86,691	\$ 114,286
Operating	11,014	8,882	11,641	29,414
Capital Outlay	-	-	-	
<b>Total Appropriations</b>	<b>\$ 95,345</b>	<b>\$ 92,213</b>	<b>\$ 98,332</b>	<b>\$ 143,700</b>

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
<b>Total Personnel</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.63</b>

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
<b>Number of cases</b>	<b>202</b>	<b>206</b>	<b>239</b>	<b>227</b>

Department:	Emergency Phone System	Cost Center:	21530800
Function:	Public Safety	Fund:	Special Rev

### Mission Statement

The Fayette County E-911 Communications Center is the relay point for the dissemination of information to public safety field units from the general public and between public safety field units and agencies. The relay of this information is of vital importance in the protection of life and property. The Fayette County E-911 Communications Center is committed to providing effective, efficient public safety communications to the agencies it serves. The Center promotes positive relations with each of the agencies it serves as well as continuing to educate the community about Next Generation 911.

### Major Department Functions

- ◇ Promote the public health, safety and welfare by relay of emergency and non-emergency information between Public Safety agencies and the communities they serve.
- ◇ Provide continuous radio, telephone and teletype communication of both an emergency and routine nature for all the Public Safety agencies in Fayette County, 24 hours a day, seven days a week.
- ◇ Protect and maintain the confidential nature of the work conducted in the Communications center.
- ◇ Achieve compliance with mandated certifications.

### Major Goals

- ◇ Implement Text-to-911 which will provide citizens with a safe way to contact 911 if they are in a dangerous situation and unable to talk. This also provides a means for the hearing impaired to contact 911 other than TDD/TTY.
- ◇ Create and Implement EMD/EMD Comprehensive Quality Program
- ◇ Implement use of Expectations Evaluation Software which will make the Daily Observation Reports paperless and allow training coordinators easier access and improved control.
- ◇ Promote the use of Discrepancy Reports by all employees.
- ◇ Create a resource manual for Spillman SAA's
- ◇ Implementation of the new training program which will encompass training courses through APCO and NENA.
- ◇ National Center for the Missing and Exploited Children (NCMEC)

### Significant Revenue, Expenditure and Staffing Changes

- ◇ No significant changes.

Department:	Emergency Phone System	Cost Center:	21530800
Function:	Public Safety	Fund:	Special Rev

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 1,569,930	\$ 1,762,806	\$ 1,628,194	\$ 1,851,592
Operating	971,940	976,190	939,668	914,093
Capital Outlay	26,056	24,406	15,245	10,400
Debt Services	-	-	-	-
Interfund Charges	110,174	122,744	122,744	120,165
Other Financing Use	455,185	-	-	40,254
<b>Total Appropriations</b>	<b>\$ 3,133,286</b>	<b>\$ 2,886,146</b>	<b>\$ 2,705,851</b>	<b>\$ 2,936,504</b>

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
<b>Total Personnel</b>	<b>36.25</b>	<b>36.25</b>	<b>35.25</b>	<b>35.25</b>

WORKLOAD INDICATORS	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
Law Enforcement dispatches	47,479	46,520	48,504	49,122
Law Enforcement pullovers	32,556	40,382	46,025	48,462
Officer Initiated Calls	85,395	66,681	62,945	63,480
911 calls answered	51,278	52,641	54,999	56,500
Administrative calls answered	107,004	87,860	83,923	91,925
Fire calls answered/dispatched	2,962	2,827	3,399	3,003
EMS calls answered/dispatched	11,345	11,250	11,598	12,430

PERFORMANCE MEASURES	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
<b>Avg operator response time (minutes) - Law Enforcement</b>				
Fayette County - Marshal's Office	:56	1:10	:16	:14
Fayette County - Sheriff's Office	1:28	:58	:52	:55
Fayetteville Police Dept	1:13	1:08	:57	:41
Peachtree City Police Dept	1:14	:57	:19	:32
Tyrone Police Dept	1:33	1:37	:40	:36
Benchmark	2:00	2:00	2:00	2:00
<b>Avg operator response time (minutes) - Fire/EMS</b>				
Fayette County - Fire/EMS	:56	1:02	1:09	1:05
Fayetteville - Fire	:59	1:04	1:13	1:07
Peachtree City - Fire/EMS	1:06	1:02	1:07	1:06
Benchmark	1:00	1:00	1:00	1:00

Department:	Emergency Management, EMS, Fire Services- Summary	Cost Center:	
Function:	Public Safety	Fund:	

### Mission Statement

The Fayette County Department of Fire and Emergency Services is dedicated to the protection of Life, Property and the Environment through the delivery of Quality, Cost Effective and Professional Services to the citizens of Fayette County. The department is composed of Emergency Management, Emergency Medical Services and Fire Services.

### Major Department Functions

- ◇ Fire Prevention and Life Safety: responsible for fire engineering, inspections, education, and investigations.
- ◇ Fire and EMS Administration: responsible for all aspects of department human resources, budget administration, Fire & EMS training, and oversight of the emergency medical program.
- ◇ Emergency Management Agency: serves as the point of contact with the state EMA officials (GEMA) to coordinate response and recovery for the county and municipalities.
- ◇ Fire and EMS Logistics: responsible for coordinating all vehicle service, repairs, and maintenance.

### Major Goals

- ◇ Start policy/procedure revision process
- ◇ Develop specifications for purchase of fire pumps
- ◇ Update of Master Plan outlining the future needs of the department
- ◇ Develop planning documents for relocation of training facility.

WORKLOAD INDICATORS	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Fires	205	168	226	157
Service calls	614	501	677	617
Good intent calls	535	567	614	557
Inspections	1,249	1,117	1,190	1,340
Pre-plans completed	1,937	1,248	1,309	1,164
Hydrants serviced	4,066	4,065	4,117	4,180
Investigations	20	10	32	32
Safety programs	129	105	104	111
Rescue/medical incidents	6,264	6,258	6,311	6,667
Fire loss	\$1,398,085	\$1,180,526	\$3,045,350	\$3,218,465

Department:	Emergency Management, EMS, Fire Services- Summary	Cost Center:	
Function:	Public Safety	Fund:	

PERFORMANCE MEASURES	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Avg response time - Fire units	5:20	4:57	5:16	5:18
NFPA standard	6:00	6:00	6:00	6:00
Avg response time - Ambulance	8:10	5:59	5:55	6:13
NFPA standard	9:20	9:20	9:20	9:20
EMS transport customers' satisfaction rate	n/a	n/a	n/a	n/a
Cardiac survival rate - Fayette County	21%	28%	18%	25%
Cardiac survival rate - National	11%	8%	11%	11%

Department:	Emergency Management	Cost Center:	10030930
Function:	Public Safety	Fund:	General

Major Department Functions

Under the umbrella of Fire and Emergency Services and funded in the General Fund.

Significant Expenditure and Staffing Changes

◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 259,574	\$ 282,213	\$ 269,905	\$ 243,730
Operating	56,810	58,851	51,669	54,589
Capital Outlay	-	750	1,537	17,370
Total Appropriations	\$ 316,384	\$ 341,814	\$ 323,111	\$ 315,689

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	4.000	3.000	3.000	3.000



Department:	Emergency Medical Services (EMS)	Cost Center:	27230600
Function:	Public Safety	Fund:	Special Rev

Major Department Functions

Under the umbrella of Fire and Emergency Services and funded in the Emergency Medical Services Special Revenue Fund.

Significant Expenditure and Staffing Changes

◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 2,331,743	\$ 2,399,621	\$ 2,325,399	\$ 2,401,366
Operating	461,076	420,065	454,919	459,302
Capital Outlay	7,385	8,406	20,696	12,284
Interfund Charges	128,968	118,897	118,897	129,709
Operating Transfers Out	125,200	234,754	234,754	226,167
Contingency		37,576		
Total Appropriations	\$ 3,054,372	\$ 3,219,319	\$ 3,154,665	\$ 3,228,828

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	43.00	37.00	37.00	37.00

Department:	Fire Services	Cost Center:	27030550
Function:	Public Safety	Fund:	Special Rev

Major Department Functions

Under the umbrella of Fire and Emergency Services and funded in the Fire Services Special Revenue Fund.

Significant Expenditure and Staffing Changes

◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 7,250,648	\$ 7,473,806	\$ 7,450,115	\$ 7,309,748
Operating	615,542	522,361	586,635	552,530
Capital Outlay	11,583	6,947	9,409	23,392
Interfund Charges	316,735	346,313	346,313	365,537
Contingency	-	117,815	-	
Other Financing Use	475,987	496,184	496,184	628,333
Total Appropriations	\$ 8,670,495	\$ 8,963,426	\$ 8,888,656	\$ 8,879,540

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	99.00	105.00	105.00	105.00

Department:	Jail Surcharge	Cost Center:	21630355
Function:	Public Safety	Fund:	Special Rev

Major Department Functions

◇ Accumulate sufficient funds from a surcharge on fines and forfeitures collected by the cities and the County courts to provide funding to offset the cost of prisoners meals.

Significant Expenditure Changes

◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Prisoners Medical Expenses	\$ -	\$ -	\$ -	\$ -
Prisoners Meals	394,322	391,000	412,551	358,057
Total Appropriations	\$ 394,322	\$ 391,000	\$ 412,551	\$ 358,057

WORKLOAD INDICATORS	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Inmates - Average daily population	272	259	285	268
Inmates - Average length of stay in days	27.49	19.08	16.44	15.84

Department:	Public Safety- Non Departmental	Cost Center:	10030090
Function:	Public Safety	Fund:	General

Major Department Functions

This is a cost center used to account for expenditures that are not allocated to individual Public Safety departments.

Significant Expenditure Changes

◇ Utility Expense for Sheriff's Office added which was previously under Non Departmental Judicial. Communications expenses have also been allocated to the respective departments with the Public Safety Function.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	1,065,984	939,813	960,880	949,319
Capital Outlay	-	-	-	-
Total Appropriations	\$ 1,065,984	\$ 939,813	\$ 960,880	\$ 949,319

Department:	Sheriff's Office All Division	Cost Center:	10030xxx
Function:	Public Safety	Fund:	General

Mission Statement

The Fayette County Sheriff's Office is a professional, full-service Law Enforcement agency dedicated to serving the needs of the citizens of Fayette County. The Sheriff's Office is composed of the following divisions: Support Services, Criminal Investigations, Field Operations, and Jail Operations.

BUDGET SUMMARY - ALL DIVISIONS	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 14,224,747	\$ 14,483,439	\$ 14,299,995	\$ 14,783,560
Operating	2,338,181	2,389,892	2,738,321	2,597,608
Capital Outlay	46,297	63,817	38,270	56,805
Total Appropriations	\$ 16,609,224	\$ 16,937,148	\$ 17,076,586	\$ 17,437,973

PERSONNEL - (FTE)	FY 2015 Budget	FY 2016 Budget	FY 2016 Adopted	FY 2017 Adopted
Support Services	26.200	25.600	26.600	25.600
Criminal Investigations	39.000	37.000	32.000	33.000
Field Operations	76.000	76.000	76.000	76.000
Technical Services	89.000	93.000	93.000	93.000
Total Personnel	230.200	231.600	227.600	227.600

Department:	Sheriff's Office- Support Services	Cost Center:	10030310
Function:	Public Safety	Fund:	General

### Mission Statement

It is the mission of the Support Services Division of the Fayette County Sheriff's Office to provide the highest level of service to the Sheriff, the staff of the Office of the Sheriff, and the citizens of Fayette County. This Division will always conduct business in a professional and timely manner in order to meet the needs of the citizens of Fayette County and the legal obligations imposed by the State of Georgia and the United States Government.

### Major Goals

- ◇ Assist the citizens of Fayette County by providing them with the highest level of service.
- ◇ Ascertain through research and training, how to best improve the assistance provided to the Sheriff and the other Divisions of the Sheriff's Office.
- ◇ Fully utilize updated software to accurately and efficiently provide Sheriff's Office staff, as well as other agencies, with reports, statistics and other pertinent information.
- ◇ Continue to provide to the citizens of Fayette County quality assistance with background checks for individuals, employers and various non-profit organizations within the County.
- ◇ Decisively meet the challenges of maintaining a balanced budget and assuring the citizens that their tax monies are being well spent.
- ◇ Professionally meet all legal obligations required of the Sheriff's Office as legislated by the State of Georgia and the United States Government.

### Significant Expenditure and Staffing Changes

- ◇ The Siemens contract that is for building automation and repair services increased as well as the gas utility cost for the Sheriff's main office. One promotion was also approved within the department.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 1,812,010	\$ 1,778,241	\$ 1,847,118	\$ 1,879,409
Operating	167,472	290,213	344,073	376,756
Capital Outlay	545	8,094	5,420	5,750
Total Appropriations	\$ 1,980,027	\$ 2,076,548	\$ 2,196,611	\$ 2,261,915

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	26.200	25.600	26.600	25.600

Department:	Sheriff's Office- Support Services	Cost Center:	10030310
Function:	Public Safety	Fund:	General

WORKLOAD INDICATORS - SUPPORT SERVICES	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Accident Reports Processed	1,292	1,392	1,428	1,607
Traffic Citations Processed	4,997	5,340	6,665	6,169
Traffic Warnings Processed	2,658	2,306	4,253	3,167
Incident Reports	3,103	3,422	4,203	4,027
Civil Papers>Returns processed	3,185	2,276	2,469	2,236
Criminal Histories Processed	6,472	7,063	7,791	8,539
GCIC Entries	66,732	68,188	71,842	91,032
Employee Status Changes Processed	759	775	765	784
Workers Compensation Cases Processed	16	35	18	46
FMLA Benefits Processed	-	2	3	4
Applicants Processed	488	327	321	398
Applicants Tested	89	127	163	114

Department:	Sheriff's Office- Criminal Investigations	Cost Center:	10030321
Function:	Public Safety	Fund:	General

### Mission Statement

It is the mission of the Criminal Investigations Division to serve all people within our jurisdiction with respect, fairness and compassion. We are committed to the protection of life and property. We will enforce county, state, and federal laws in a fair and impartial manner. We will strive to improve the quality of life in our county by seeking the truth, while protecting the individual rights of each of our citizens, and maintaining respect for human dignity. We will combat crime by conducting prompt and diligent investigations. We strive to use all technological resources combined with traditional investigative methods to solve crimes, arrest suspects and their accomplices, locate fugitives and missing persons as well as recovering stolen property.

### Major Department Functions

- ◇ Provide intensive follow-up investigations to criminal cases, which are not resolved during the initial response to the call for service.
- ◇ Provide extra support to the Field Operations Division when necessary for perimeter containment.
- ◇ To conduct detailed investigations into the flow of illegal drugs into Fayette County and to successfully prosecute the distributors, manufacturers and users of these drugs.
- ◇ To conduct the following investigations: Crimes Against the Person (Violent), Drug or Drug related Crimes, Property Crimes, White Collar Crimes, Internal Affairs, and the Identification and Recovery of Evidence.
- ◇ To serve Warrants for Arrest as well as execute Search and Seizure Warrants.
- ◇ To maintain the Sex Offender registry of Fayette County which entails updating the Offender Watch Website, posting the list in the Sheriff's Office, other main government buildings as well as providing the complete list to every school (both public and private) in Fayette County.
- ◇ To support the activities of all other Divisions of the Sheriff's Office to provide the citizens of the county with instructions as to crime prevention and assisting in Neighborhood Watch programs.
- ◇ To maintain complete thorough records of evidence both physical and photographic to be used in the prosecution of cases.
- ◇ To provide the citizens of Fayette County and other Law Enforcement Agencies or Divisions with specialized support units such as the Crime Scene Unit, the Tactical Narcotics Team (TNT), Special Weapons and Tactics Unit (SWAT), Crisis Negotiations Unit, Internal Affairs Unit, Aviation Unit, Customs/Homeland Security investigations, fugitive investigations conducted by the Southeast Regional Fugitive Task Force, and in participation with the David Wilhelm Organized Crime Drug Enforcement Task Force (OCDETF) program and the newly formed Atlanta Tactical Diversion Task Force (ATDTF).



Department:	Sheriff's Office- Criminal Investigations	Cost Center:	10030321
Function:	Public Safety	Fund:	General

### Major Goals

- ◇ To maintain the current low crime rate enjoyed by the Citizens of Fayette County.
- ◇ Through training and by working closely with other local, state and federal agencies to continue the proactive fight against illegal narcotics flowing into, being distributed to, being manufactured by and used by citizens of Fayette County.
- ◇ To thoroughly work investigations of crimes committed against Juveniles and crimes committed by Juveniles. Juvenile investigations will continue to be conducted with compassion and fairness for all parties involved.
- ◇ The Juvenile Investigators will continue to maintain the Sex Offender Registry and ensure that all Sex Offenders are compliant with the law.
- ◇ Update the Automated Fingerprinting Information System (AFIS) to conduct criminal history checks through both, the Georgia Bureau of Investigations (GBI) and the FBI databases.
- ◇ The Crime Scene Unit will also continue with its goal to arm every parent of Fayette County with the tools and information needed to identify their child in case of an emergency.
- ◇ To receive the most up to date specialized training for investigations within the rapidly changing crimes committed through the Internet, of identity theft and financial fraud.
- ◇ To continue the acquisition of the best and most up to date data bases that provide investigators with the most accurate information available.
- ◇ To compile the most accurate and thorough inventory of items utilized by the Sheriff's Office. To establish a working schedule for coordinating the accounting of inventory between the Sheriff's Office and Fayette County.
- ◇ To provide the citizens of Fayette County with the highest level of community oriented law enforcement.
- ◇ To continue the use of computer based programs such as Nixle and Offender Watch.

### Significant Expenditure and Staffing Changes

- ◇ One promotion was approved for the department.
- ◇ Communications Expenses that were previously in the non departmental org are now in each respective department. The vehicle repair account also increased due to the number of vehicles that required repairs in FY2016.

Department:	Sheriff's Office- Criminal Investigations	Cost Center:	10030321
Function:	Public Safety	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 2,460,392	\$ 2,396,734	\$ 2,425,105	\$ 2,399,549
Operating	204,567	219,811	229,705	240,774
Capital Outlay	-	18,450	-	13,000
<b>Total Appropriations</b>	<b>\$ 2,664,959</b>	<b>\$ 2,634,995</b>	<b>\$ 2,654,810</b>	<b>\$ 2,653,323</b>

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	39.000	37.000	32.000	33.000

WORKLOAD INDICATORS	2012 Actual	2013 Actual	2014 Actual	2015 Actual
<b>Criminal Investigations</b>				
General Investigations/Murder, Burglary, Theft & Fraud	1,110	1,219	1,146	917
Juvenile Investigations	75	57	83	81
Department of Family & Children Services - Referrals	425	495	611	572
Arrests	174	165	112	142
Consent Searches	129	95	90	177
Search Warrants Executed	115	122	81	113
Internal Affair Investigations	76	72	69	67
Raffle permits	15	27	28	24
<b>Crime Scene Unit</b>				
Persons Fingerprinted	2,643	3,675	2,862	3,093
Crime Scenes Processed -				
Accidents	33	24	37	38
Crimes against persons	79	83	92	87
Crimes against property	206	238	248	166
Miscellaneous scenes	10	3	-	-
AFIS runs	39	29	14	35
GCIC validations	876	584	601	530
Evidence Handling and Testing				
Items processed in-house	411	365	70	725
Marijuana tested	199	318	627	868
Items processed into evidence	1,097	1,097	2,000	2,557
Items transferred to GBI Crime Laboratory	319	319	225	328
Items of evidence destroyed	2,350	2,350	5,000	3,215
Assisting other Agencies	118	118	25	25
<b>Tactical Narcotics Team</b>				
Investigations - which include Search Warrants Executed, Drug Transactions and Vice Operations	199	150	93	54
Arrests	198	162	99	59
Weapons Seized	132	23	7	13
Public Drug Complaints Received	122	112	84	49
<b>Narcotics Seized</b>				
Marijuana, Cocaine, Methamphetamine and Heroin (lbs)	9,393	1,874	21	15
Various Pills (du)	688	464	966	600
Marijuana Plants	16	6	-	-
Methamphetamine Laboratories	-	-	-	-



Department:	Sheriff's Office- Field Operations	Cost Center:	10030323
Function:	Public Safety	Fund:	General

### Mission Statement

The mission of the Fayette County Sheriff's Office, Field Operations Division, is to provide the highest level of safety, service, and security for the people of Fayette County. We ensure that sense of safety, service, and security by embracing the tradition of law enforcement community involvement. Our commitment to the community is evidenced by our personnel being active in not only enforcement measures, but proactive on non-enforcement measures as well.

### Major Goals and Objectives

- ◇ **Prevent Loss of Life, Injuries, and Property Damage** - to minimize the loss of life, personal injury, and property damage resulting from criminal activity and traffic crashes through proactive enforcement, education, and a comprehensive system of problem solving.
- ◇ **Fair and Impartial Enforcement of the Law** - to enforce the provisions of the Official Code of Georgia and other laws and ordinances to prevent and deter crime.
- ◇ **Maximize Service to the Public and Assistance to Allied Agencies** - to maximize service to the public in need of aid or information, and to assist other public agencies when appropriate.
- ◇ **Manage Traffic and Emergency Incidents** - to promote the safe and efficient movement of people and goods throughout Fayette County, and to minimize exposure of the public to unsafe conditions resulting from emergency incidents and highway impediments.
- ◇ **Protect Public and County Property** - to protect the public, their property, Fayette County employees, and Fayette County's infrastructure. To collaborate with municipal, county, state, and federal public safety agencies to protect Fayette County.
- ◇ **Improve Fiscal Efficiency** - continue to work toward improving monitoring and assessment of fiscal expenditures with additional emphasis on conservative spending.
- ◇ **Improve Divisional Efficiency** - to continuously look for ways to increase the efficiency and/or effectiveness of the Field Operations Division.
- ◇ **Improve Individual Efficiency** - to evaluate personnel and personnel schedules to obtain maximum utilization of our human resources to meet identified needs.
- ◇ **Maintain proactive posture and flexibility** - to evaluate operational strategies concerning our areas of responsibility to ensure that we maintain a proactive response posture and can confront the changing needs of our community.
- ◇ **Maintain and Expand Partnerships and Collaborative Efforts** - to evaluate and maintain partnerships and collaborative efforts that assist us in accomplishing our mission and addressing issues and concerns.
- ◇ **Conduct Judicial Security Review** - conduct a comprehensive review of the Fayette County Justice Center Security Plan and develop an implementation plan to address any deficiencies.

Department:	Sheriff's Office- Field Operations	Cost Center:	10030323
Function:	Public Safety	Fund:	General

Significant Expenditure and Staffing Changes

◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 4,992,832	\$ 5,184,698	\$ 5,145,017	\$ 5,334,028
Operating	612,496	651,996	743,974	\$ 666,624
Capital Outlay	36,315	12,000	25,729	\$ 15,992
Total Appropriations	\$ 5,641,643	\$ 5,848,694	\$ 5,914,720	\$ 6,016,644

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	76.000	76.000	76.000	76.000

WORKLOAD INDICATORS	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Dispatched calls for service	20,007	20,219	21,356	21,212
Traffic stops initiated	9,213	11,511	17,452	16,847
Deputy initiated incidents	13,223	14,839	14,174	10,692
Traffic accidents worked	1,012	1,392	1,428	1,541
Citations issued	4,997	5,340	6,665	6,169
Warnings issued	2,658	2,306	4,253	3,167
Incident reports written	3,103	3,422	4,203	4,027
Impounds (not MVA's)	n/a	n/a	863	1,176
Civil papers served/returned	3,185	2,276	2,469	2,274
Mailed Subpoenas	n/a	n/a	4,462	3,567
Hand Served Subpoenas	n/a	n/a	6,051	6,367
Visitors screened through the courthouse entrance	132,823	134,843	132,682	138,437
Parcels Scanned	n/a	n/a	n/a	77,422
Criminal arrest warrants served	3,629	3,595	3,673	4,723
Arrests on Warrants	n/a	n/a	751	853
Arrests on Warrants Attempted	n/a	n/a	747	741
SERFTF Arrests (Fugitive Investigations)	n/a	n/a	229	265
Court Sessions Held-All Courts	n/a	1,306	1,317	1,363
Security Checks-Courthouse	n/a	500	500	500
Firearms Fingerprinting	n/a	1,227	2,227	2,464
Medical Transports	n/a	55	29	71
Court ordered apprehensions	11	12	2	4
Juvenile transports	17	27	117	142
Mental subject transports	66	11	14	18
Interstate extraditions	14	64	239	293
Interstate extraditions (over 50 miles from Fayette County)	97	531	130	119

Department:	Sheriff's Office- Jail Operations	Cost Center:	10030326
Function:	Public Safety	Fund:	General

### Mission Statement

The mission of the Fayette County Jail is to safely and securely confine, in a manner, which recognizes individual dignity and rights, persons lawfully charged with a criminal offense, pending formal release from custody.

The Jail is operated under the direction of the Sheriff of Fayette County, in accordance with the collective best interest of the County's taxpayers. The Jail is a full-service detention facility that houses inmates arrested by any law enforcement agency in Fayette County. In addition to housing local inmates, the Jail accepts individuals wanted by other county and state law enforcement agencies.

The primary function of the Jail is to confine inmates for the communities of Fayette County, including both male and female, pretrial and sentenced inmates. The philosophy of the Jail is to ensure that inmates leave the facility no worse physically, emotionally, or psychologically than when they entered. Inmates will be housed in a humane, dignified and constitutional manner until promptly adjudicated or released. Inmates will not be subject to the infliction of punishment other than loss of freedom.

Supervision consistent with the applicable Georgia Sheriff's Association and the American Correctional Association standards will be provided. The Jail will maintain a high degree of staff professionalism through training and education.

### Major Goals and Objectives

It is the intention of the Jail Division to provide a safe and secure jail facility/environment for both inmates, pre-trial and sentenced, and Jail staff. We currently have ninety-eight (98) approved staff positions, which include administrative staff, supervisors, line officers (Detention Officers and Deputy Sheriff's).

To that end, our goal is to maintain this facility to the highest degree with adequate staff requesting additional staff only when absolutely necessary, so as to lessen the impact on Fayette County taxpayers for each fiscal year.

### Significant Expenditure and Staffing Changes

◇ No significant changes

Department:	Sheriff's Office- Jail Operations	Cost Center:	10030326
Function:	Public Safety	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 4,959,512	\$ 5,123,766	\$ 4,882,755	\$ 5,170,574
Operating	1,353,646	1,227,872	1,420,569	\$ 1,313,454
Capital Outlay	9,437	25,273	7,121	\$ 22,063
Total Appropriations	\$ 6,322,596	\$ 6,376,911	\$ 6,310,445	\$ 6,506,091

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	89.000	93.000	93.000	93.000

WORKLOAD INDICATORS	2012 Actual	2013 Actual	2014 Actual	2015 Actual
Inmates Admitted	4,597	5,008	5,657	6,233
Average Daily Inmate Population	272	259	285	268
Inmates - Average length of stay in days	27.49	19.08	16.44	15.84
Releases	4,515	4,991	5,565	6,070

Department:	Fleet Maintenance	Cost Center:	10040900
Function:	Public Works	Fund:	General

#### Mission Statement

The mission of the Fleet Maintenance Department is to ensure that the County's fleet of equipment, vehicles, and small engines are maintained in a safe and dependable working condition using a preventive maintenance program, environmentally-sustainable practices and cost-efficient operations.

#### Major Department Functions

- ◇ Provide preventive maintenance and repair services for County vehicles and equipment.
- ◇ Maintain inventory for fueling facilities at public Works and the Sheriffs Office.
- ◇ Ensure that the County is in compliance with applicable regulations as related to Fleet operations.

#### Major Goals and Objectives

- ◇ Continue to provide training opportunities for Fleet maintenance personnel.
- ◇ Continue call back procedures to notify departments/customers when maintenance/repairs are complete on vehicles/equipment.
- ◇ In conjunction with processing invoices and monthly reports in a timely maner, continue monitoring inventory control measures to ensure parts are properly accounted for on each vehicle and/or equipment repair.
- ◇ Manage the County's Fleet of vehicles and equipment in an efficient and cost-effective manner by providing an aggressive preventive maintenance program.
- ◇ Strive to develop new methods and strategies that lower overall operating cost of the Fleet.
- ◇ Through recent appointment to the position of County Wide Safety Director, ensure safe and proficient utilization of County Vehicles and Equipment.
- ◇ Continue scheduling road service calls with fuel truck in a manner that reduces fuel consumption.
- ◇ Continue utilization of the GovDeals web site for disposal of unserviceable assets.
- ◇ Reduce vehicle/equipment downtime through annual bid contracts for the procurement of certain items, parts and inventory that would otherwise require competitive bidding.

#### Significant Expenditure and Staffing Changes

- ◇ There are no significant changes



Department:	Fleet Maintenance	Cost Center:	10040900
Function:	Public Works	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 562,017	\$ 541,603	\$ 464,603	\$ 540,401
Operating	39,589	46,172	41,800	\$ 48,362
Capital Outlay	399	11,424	17,109	5,400
Total Appropriations	\$ 602,005	\$ 599,199	\$ 523,512	\$ 594,163

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	9.00	9.00	9.00	9.00

WORKLOAD MEASURES	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual
Number of vehicles serviced	336	343	348	348
Other pieces of equipment serviced	148	148	150	150
Total vehicles and equipment serviced	484	491	498	498

RESULTS MEASURES	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
Fleet Operating Cost per Mile	\$ 0.105	\$ 0.079	\$ 0.097	\$ 0.104
Life Operating Cost per Mile	\$ 0.105	\$ 0.098	\$ 0.098	\$ 0.098

PRODUCTIVITY MEASURES	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimate
Number of Work Orders Processed	2,992	3,123	3,361	2,142

Department:	Public Works Administration	Cost Center:	10040100
Function:	Public Works	Fund:	General

#### Mission Statement

The mission of Public Works is to assist in the management, coordination and long-term planning and budgeting of the Road, Fleet Maintenance, Environmental Management, Solid Waste, Building and Grounds, and Engineering departments. These Departments shall operate efficiently and in a manner than serves the existing and future needs of our citizens and other County Departments.

#### Major Department Functions

- ◇ Serve as liaison between County Administration and the other departments within Public Works.
- ◇ Provide local and regional transportation planning.
- ◇ Represent Fayette County at the Atlanta Regional Commission and Georgia Department of Transportation.
- ◇ Solicit federal funding for select transportation projects.
- ◇ Coordinate operations of Engineering and Road departments with other organizations and county departments.

#### Major Goals and Objectives

- ◇ Implement transpiration projects in accordance with the Comprehensive Transportation Plan for Fayette County.
- ◇ Work with the Engineering Department to implement SPLOST transportation projects.
- ◇ Represent Fayette County at the Atlanta Regional Commission and coordinate transportation projects with regional plans and funding opportunitites, particulary with The Regional Plan.
- ◇ Work in cooperation with Fayette County's Stormwater Utility to implement field projects.

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 170,824	\$ 128,578	\$ 133,946	\$ 130,689
Operating	8,781	15,041	9,604	\$ 16,502
Capital Outlay	551	1,300	4,050	\$ 5,200
Total Appropriations	\$ 180,157	\$ 144,919	\$ 147,600	\$ 152,391

Department:	Public Works Administration	Cost Center:	10040100
Function:	Public Works	Fund:	General

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	2.000	2.000	2.000	1.000

WORKLOAD INDICATORS	FY 2013 Budget	FY 2014 Budget	FY 2015 Adopted	FY 2016 Adopted
# of Public Works Division employees being supervised*	47.000	45.000	47.000	47.000

\*Administrative function of Road, Engineering, and Fleet Maintenance departments.

Department:	Road Department	Cost Center:	10040220
Function:	Public Works	Fund:	General

#### Mission Statement

The mission of the Road Department is to construct and maintain a safe and efficient transportation network, and to do so in a manner with minimal impact to County residents and the environment. We strive to perform this work with cost-effective means and workmanship that exceeds expectations.

#### Major Department Functions

**Construction:** construction of new roads, intersection improvements, and widening and paving of existing gravel roads.

**Maintenance:** resurfacing existing roads; patching potholes; road shoulder rehabilitation; right-of way grass cutting, liter pickup, and dead animal pickup; maintaining proper roadway drainage; smoothing and scraping gravel roads.

**Traffic Control Devices:** installation and maintenance of traffic controls signs, pavement markings, and traffic signals.

#### Major Goals and Objectives

- ◇ Resurface 25 miles of County roads.
- ◇ Mow vegetation within County right-of-way at least three times per calendar year.
- ◇ Complete work orders as received from public and Stormwater Utility.
- ◇ Continue programs of dust control on gravel roads.
- ◇ Repair/maintain bridges per inspection report from the Georgia Department of Transportation
- ◇ Continue support of SPLOST transportation projects.

#### Significant Expenditure and Staffing Changes

- ◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 1,772,617	\$ 1,724,904	\$ 1,840,184	\$ 1,919,976
Operating	2,210,197	4,695,496	2,553,969	\$ 4,217,904
Capital Outlay	9,664	12,395	167,404	\$ 15,940
Total Appropriations	\$ 3,992,478	\$ 6,432,795	\$ 4,561,557	\$ 6,153,820

Department:	Road Department	Cost Center:	10040220
Function:	Public Works	Fund:	General

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	34.000	32.000	32.000	34.000

WORKLOAD INDICATORS	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimate
Resurfacing roads (miles)	26.20	25.00	25.00	25.00
Number of full mowing rounds	3.00	4.00	4.00	4.00

Department:	Solid Waste Management	Cost Center:	54040500
Function:	Public Works	Fund:	Solid Waste

#### Mission Statement

The Solid Waste Department provides County citizens with a reliable, cost-competitive, and environmentally compliant option for disposing and/or recycling residential solid waste and yard waste. This service is provided through an enterprise fund and thus operating costs are paid by fees collected at the County's Transfer Station.

#### Major Goals

- ◇ Restore Southside Detention Pond for required Stormwater Management
- ◇ Open New Inert landfill.
- ◇ Maintain a safe, clean and environmentally-compliant Transfer Station.

#### Significant Expenditure and Staffing Changes

- ◇ The detention pond on the Southside is overgrown with large trees. Maintenance needs to be done to the detention pond before pond failure or EPD Notice of Violations.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 38,099	\$ 44,073	\$ 35,624	\$ 45,882
Operating	203,811	106,546	148,802	\$ 115,420
Capital Outlay	70,746	-	1,480	10,745
Depreciation & Amortization	16,487	-	15,154	-
Interfund Charges	7,647	6,994	6,994	2,781
Operating Transfers Out	-	-	217,937	-
<b>Total Appropriations</b>	<b>\$ 336,789</b>	<b>\$ 157,613</b>	<b>\$ 425,991</b>	<b>\$ 174,828</b>

PERSONNEL - (FTE)	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Adopted
Total Personnel	1.00	1.00	1.00	1.00

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Solid Waste Tons received	42,653	30,341	30,300	32,127
Residential Yard Waste	9,892	10,722	8,042	6,594
Waste Management Payments	\$ 115,337	\$ 80,878	\$ 66,255	\$ 62,533

Department:	Environmental Management	Cost Center:	10040320
Function:	Public Works	Fund:	General

### Mission Statement

The Fayette County Environmental Management Department is charged to protect public health and safety and the environment by providing fair and consistent implementation of the applicable County, State and Federal regulations. Environmental Management strives to improve Fayette County through careful supervision of these concerns and analyzing the future impacts of current decisions.

### Major Goals and Objectives

- ◇ Inventory at least 1/3 of the stormwater structures within unincorporated Fayette County.
  - ◇ Utilize inventory assessment and stormwater utility collections to create long range plans for infrastructure repair.
  - ◇ Training and Education - NPDES & MNGWPD Permit Requirements
    - E&SC Classes, level 1-A and Level 1-B Certification and Recertification.
    - IDDE Classes - Educational programs for Fayette County Employees.
    - Earth Day - Community Clean Up, Improvement, and Education.
    - Rivers Alive - Community Clean Up, Improvement, and Education.
  - ◇ Geographic Information System - Continue enhancement of software by integrating existing data into the GIS program for improved analysis of the current state of Fayette County's stormwater.
- year-long compliance measures taken required by the NPDES Ms4 Permit. These measures include implementation of a new BMP for septic tank maintenance, continued IDDE and Stormwater Infrastructure inspections.
- ◇ Electronic Archiving - Continue digital archiving for nonresidential development and digital submittal requirements to remediate paper usage and storage and to speed document recovery.

### Significant Expenditure and Staffing Changes

- ◇ Permits and Inspections is implementing Sage's Network to expedite plan review. Environmental Management is purchasing the moducles to enable paperless plan review.
- ◇ Addition of yellow safety lgihts to the 2008 and 2016 Explorers for added protection to employees and drivers when inspecting stormwater pipes in inclement weather.
- ◇ Replacing 8 conference room chairs with 10 smaller ones to better accommodate meetings.
- ◇ Purchase of Quickview airPack to perform (wireless) zoom assesments while in the field on ipads using the pole camera to inspect pipes.

Department:	Environmental Management	Cost Center:	10040320
Function:	Public Works	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 328,131	\$ 440,323	\$ 409,722	\$ 440,648
Operating	26,232	35,902	45,559	37,735
Capital Outlay	13,749	-	478	8,578
Deprec & Amort			-	
Total Appropriations	\$ 368,112	\$ 476,225	\$ 455,760	\$ 486,961

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	5.00	5.00	7.00	7.00

WORKLOAD INDICATORS*	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
<b>Plan Review</b>				
<u>Initial Review / Resubmittal</u>				
Preliminary Plats	1 / 3	1/0	1/3	2/3
Final Plats	1 / 17	17/34	12/27	16/47
Non-Residential Site Plans	9 / 13	11/8	10/1	7/5
Subdivision Construction Plans	2 / 3	2/5	3/7	1/4
Erosion Control Plans	19	22	31	22
Hydrology Studies	11	10	10	2
Rezoning Requests / Zoning Appeals	9	19	19	19
Annexation Requests	5	1	6	5
Land Disturbance Permits	179	189	238	173
Stormwater Inspections	26	38	30	8
<b>Field Inspectors</b>				
Customer Service Requests	302	351	284	296
E&SC Inspections	729	1648	2277	885
Notice of Violations	37	42	96	12
Stop Work Orders	45	40	40	17
Preconstruction meetings	4	4	9	2
Final Inspections	4	6	4	2
<b>Effectiveness Measures*</b>				
Disturbed Area Approved	177.1	74.2	111.7	117.2
Linear Feet of New Road	2477	1596	4315	4786

\*Include indicators and measures for both Environmental Management in the General Fund and Stormwater in the 508 Stormwater utility fund.



Department:	Stormwater Utility	Cost Center:	50840320
Function:	Public Works	Fund:	Stormwater

Mission Statement

The Fayette County Stormwater Utility is an enterprise fund. Staff is charged with equitably assessing fees and allocating the revenues to repair, replace, and upgrade drainage systems.

Significant Expenditure and Staffing Changes

◇ Stormwater Utility is borrowing an additional \$3,604,328 from the General Fund the repair infrastructure projects classified as: flooding or safety hazards, where failure or improper operation may result in loss of property or probable loss of human life, where damage occurred during the Presidential Declaration, FEMA-4259-DR-GA for flooding between December 22nd and January 13th.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	28,999	83,604	46,883	47,948
Capital Outlay			-	-
Deprec & Amort	-		2,057	
Interfund Charges	9,486	16,396	16,396	10,786
Other Costs	21,460		7,110	
Debt Services	-	-	-	250,000
Other Financing Uses	614,819	500,000	3,347,732	291,266
Total Appropriations	\$ 674,764	\$ 600,000	\$ 3,420,178	\$ 600,000

WORKLOAD INDICATORS	2013 Actual	2014 Actual	2015 Actual	2016 Actual
Replacement or rehabilitation of Stormwater Drainage Systems that are funded (Identified/Completed)	5/0	5/0	5/3	18/10
Amount Originally Billed/Amount Collected to Date	633,066 / 574,227	609,436 / 531,738	607,770 / 514,956	609,859 / 484,543

Department:	Street Lights	Cost Center:	27140200
Function:	Public Works	Fund:	General

Mission Statement

The mission of the Fayette County Street Light program is to illuminate the streets of participating subdivisions in accordance with standards of the American National Standard for Roadway Lighting.

Major Goals

Review existing program and revise as needed to prevent any funding requirements from the General Fund. Conduct a cost benefit analysis moving toward a 20% administration fee, prepayment of first year's fee, and a \$100 application/change fee.

Significant Expenditure and Staffing Changes

◇ Development has caused an increase in street light districts. Four new developments have been added and more are anticipated.

BUDGET SUMMARY	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	301,861	324,156	313,356	\$ 323,721
Capital Outlay	-	-	-	2,500
Interfund Charges	5,771	5,844	5,844	5,823
Other Financing Use	-	-	-	-
Total	\$ 307,632	\$ 330,000	\$ 319,200	\$ 332,044

Department:	Water System	Cost Center:	505
Function:	Public Works	Fund:	Water

### Mission Statement

Our mission is to reliably provide cost-effective customer-focused services in a manner that protects public health and safety. We will provide high quality drinking water services that exceed all regulatory requirements in a way that protects the quality of life as our water resources flow through Fayette County.

### Major Goals

- ◇ Focus on finalizing the current improvements to the Crosstown filters and controls
- ◇ Complete the installation and start-up of the Purate Chlorine Dioxide
- ◇ Installation of buoys around all Water Treatment structures and dams in reservoirs
- ◇ Install Auto Flushers to enhance overall system water quality
- ◇ Install cameras and LED lighting at all plants, admin offices, and pump stations
- ◇ Remodel Crosstown Water plant to expand laboratory and create training room
- ◇ Update SCADA system.
- ◇ Install raw water flow meters
- ◇ Implement new Water Conservation program

### Significant Expenditure and Staffing Changes

- ◇ The organizational structure changed in FY2017

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 3,491,024	\$ 3,848,344	\$ 3,893,666	\$ 3,954,889
Operating Expenses	3,897,300	3,822,585	3,573,480	\$ 4,244,293
Capital Outlays	50,759	673,978	46,270	\$ 355,088
Depreciation/Amortization	5,165,143	-	5,520,004	-
Other Costs	44,962	58,746	27,588	10,851
Debt Service	2,187,984	5,502,825	1,942,264	\$ 5,179,740
Interfund Charges	535,061	1,403,892	568,332	1,637,214
Other Financing Uses	-	1,430,000	-	\$ 840,000
Total Appropriations	\$ 15,372,232	\$ 16,740,370	\$ 15,571,604	\$ 16,222,075

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	65.000	63.000	66.000	66.000

Department:	Water System	Cost Center:	505
Function:	Public Works	Fund:	Water

WORKLOAD INDICATORS	FY 2012 Actual	FY 2013 Actual	FY 2014 Estimate	FY 2015 Projected
Water production (Avg. in MGD)	8.4	8.4	8.4	7.4
Meter sales	121	296	310	330
Active services	27,881	28,002	28,102	28,152
Non-revenue water - water loss (%)	9.0%	4.5%	3.0%	11.0%
Misread Meters (Calendar year)	4	4	3	2

Department:	Department of Family and Children	Cost Center:	10050112
Function:	Health and Welfare	Fund:	General

Major Functions

Outside agency partially funded by Fayette County.

- ◇ The Department of Family and Children Services (DFCS) offers financial assistance and social services to protect children and strengthen families in the County.
- ◇ Their mission is to help individuals become as independent and productive as possible while enabling them to retain a sense of dignity and a decent quality of life by helping themselves.

Significant Expenditure Changes

- ◇ No significant expenditures changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Technical Services	\$ -	\$ -	\$ -	\$ -
DFCS Services	\$ 39,325	\$ 39,325	\$ 39,325	\$ 39,325
Total Appropriations	\$ 39,325	\$ 39,325	\$ 39,325	\$ 39,325

WORKLOAD INDICATORS	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
Food Stamp Recipients - per month	6,593	6,942	7,291	7,307
Temporary Assistance for Needy Families (TANF) - benefits issued	\$ 27,006	79,338	\$ 131,669	\$ 111,377
Medicaid Recipients - annual	2,213	2,618	3,023	3,399
Children in Child Care - per month	302	368	434	427
Abuse/Neglect Investigations	489	531	572	571
Foster Care Placements	13	25	36	19

Department:	Drug Abuse and Treatment	Cost Center:	21950610
Function:	Health and Welfare	Fund:	Special Rev

Major functions

Outside agency partially funded by Fayette County.

Collection of fines that are imposed as an additional penalty of 50 percent of the original fine for offenses that are related to certain activities regarding marijuana, controlled substances , and noncontrolled substances. Moneys collected in the County Drug Abuse and Treatment and Education fund shall be expended solely and exclusively for drug abuse treatment and education programs relating to controlled substances and marijuana; and to fund the expenses for salaries, equipment, services, and supplies incurred in the implementation of the Drug Court division.

Significant Expenditure Changes

◇ There were no significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Drug Court	\$ 323,609	\$ 348,197	\$ 320,450	\$ 350,116
Total Appropriations	\$ 323,609	\$ 348,197	\$ 320,450	\$ 350,116

Department:	Fayette Community Options	Cost Center:	10050114
Function:	Health and Welfare	Fund:	General

Mission Statement

Outside agency partially funded by Fayette County.

The mission of McIntosh Trail CSB (Fayette Community Options) is to offer individuals experiencing symptoms associated with mental illness, addictive disease and/or developmental disability the hope for optimal functioning by providing quality behavioral health services and support.

Major Functions

- ◇ Services include day programs, job placement and supported employment, case management, community involvement and skill building.
- ◇ Provide services to consumers with an IQ of 69 or below who were diagnosed with a developmental

Major Goals

- ◇ To increase the number of individuals served from 29 to 40 individuals under the Community Access Group Service.
- ◇ To increase the visibility in the community of the individuals served by providing active support and direct assistance.
- ◇ Increase participation of individuals served in social skills and recreational and leisure activities by promoting volunteer services and utilizing community resources.

Significant Expenditure Changes

- ◇ No significant expenditures changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Mental Health Services	\$ 59,270	\$ 59,270	\$ 59,270	\$ 59,270
Total Appropriations	\$ 59,270	\$ 59,270	\$ 59,270	\$ 59,270

Department:	Fayette Family Connect	Cost Center:	10050515
Function:	Health and Welfare	Fund:	General

Mission Statement

Outside agency partially funded by Fayette County.

The mission of Fayette Factor (Family Connection) is to improve the well-being and health conditions of families through a collaborative system of physical, mental, emotional, and spritrual supports.

Major Functions

- ◇ Create a community where all children are healthy, primed for school, and able to succeed.
- ◇ Help families to become stable, self sufficient, and productive.
- ◇ Create communities that are vibrant, robust and thriving.

Significant Expenditure Changes

- ◇ No significant expenditures changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Operating	\$ 45,000	\$ 45,000	\$ 46,000	\$ 47,000
Total Appropriations	\$ 45,000	\$ 45,000	\$ 46,000	\$ 47,000



Department:	Fayette Counseling Center	Cost Center:	10050111
Function:	Health and Welfare	Fund:	General

Mission Statement

Outside agency partially funded by Fayette County.

The Fayette Counseling Center is one of many sites operated by the McIntosh Trail Community Services Board in a seven-county area. Community Service Boards are legal entities whose mission is to provide public mental health, developmental disabilities, and addictive diseases (MH/DD/AD) services.

Major Functions

◇ Fayette Counseling Center provides biopsychosocial assessments, psychiatric evaluations and medication monitoring, nursing assessments, individual therapy, family therapy/training or group therapy/training, crisis intervention, and community support services.

Significant Expenditure Changes

◇ No significant expenditures changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Mental Health Services	\$ 125,380	\$ 125,380	\$ 125,380	\$ 125,380
Total Appropriations	\$ 125,380	\$ 125,380	\$ 125,380	\$ 125,380

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate
Average Census - Counseling Center	898	898	646	847

Department:	Public Health	Cost Center:	1050110
Function:	Health and Welfare	Fund:	General

Major Functions

Outside agency partially funded by Fayette County.

District 4 Public Health promotes wellness and protects the health and wellbeing of all people who live, work, and play in Butts, Carroll, Coweta, Fayette, Heard, Henry, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties of Georgia. Promote and encourage healthy behaviors by providing education and counseling. Public Health is divided into two branches:

1. Physical Health provides preventative health care and educational services to the general public. These services include, but are not limited to, monitoring and treating communicable diseases, immunizations, family planning, cancer screening, physical assessments, administering the WIC program, chronic diseases such as diabetes and hypertension, child health, and refugee services.
2. Environmental Health monitors and ensures the health and safety of the general public. These services include, but are not limited to, monitoring water supplies, food services, on-site sewage disposal, tourist accommodations, injury prevention, care homes, and inspections of pools. Environmental Health also administers the program in Fayette County dealing with the West Nile Virus and staff members teach correct child seat installation in vehicles.

Significant Expenditure Changes

◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Operating	\$ 6,826	\$ 8,020	\$ 7,748	\$ 9,697
Public Health Services	328,944	275,000	275,000	275,360
Total Appropriations	\$ 335,770	\$ 283,020	\$ 282,748	\$ 285,057

Department:	Senior Citizens Services	Cost Center:	10050520
Function:	Health and Welfare	Fund:	General

Major Functions

Outside agency partially funded by Fayette County.

◇ Assist senior citizens to remain independent as long as possible by providing a variety of services such as: Case Management, Information and Referral, Voucher and Community Transportation, Adult Day Services, Congregate and Home Delivered Meals, In-Home Services and Respite Care, and Kinship Caregivers Support.

Significant Expenditure Changes

◇ Requested increase of 15% to help provide more home delivered meals

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Senior Citizens Services	\$ 174,556	\$ 194,556	\$ 194,556	\$ 204,588
Operating Expenses	\$ 22,242	\$ 25,000	\$ 15,489	\$ 25,000
Total Appropriations	\$ 196,798	\$ 219,556	\$ 210,045	\$ 229,588

WORKLOAD INDICATORS	FY 2016 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Total Number of Meals Provided	45,305	42,241	46,430	51,339
Contracted County Meals	27,500	5,511	6,431	5,552
Percentage of Total Meals for Fayette County	53.0%	13.0%	13.9%	10.8%
Fayette County Contribution	\$ 174,556	\$ 194,556	\$ 194,556	\$ 204,588
Fayette County Participants	261	261	357	357

Department:	Victims Assistance	Cost Center:	21850553
Function:	Health and Welfare	Fund:	Special Rev

Major Functions

Outside agency partially funded by Fayette County.

The Victims Assistance program is divided into two separate components:

**District Attorney Circuit Services - Victims Assistance Program**

- ◇ Victims assistance services to residents of Fayette County.
- ◇ Funding is also received from VOCA/VAWA grants, and a contribution from the county government.

**Fayette County Council on Domestic Violence (dba, Promise Place)**

- ◇ Provide *comprehensive services* to victims of domestic violence and their children to empower them to make the best and safest choices in their abusive situations.
- ◇ Provide *intervention services* including: crisis and individual counseling, a 24-hour crisis number, women's support groups, food pantry, legal advocacy, and the Promise Place, an emergency shelter program which provides safe refuge and case management services for women and their children.
- ◇ Provide *prevention services* including Teen Dating Violence Prevention for Fayette County high schools and awareness/educational presentations for Fayette County groups and residents.

Major Goals

- ◇ To reduce the amount of time between the date of the offense and the date of the disposition.
- ◇ To better serve Fayette County victims through education, intervention, case status updates, and general assistance with available programs.
- ◇ Actively support law enforcement personnel in their response to domestic violence calls through awareness programs and purchase of needed investigatory equipment.

Significant Expenditures and Staffing Changes

- ◇ No significant expenditure change.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	-
Operating	-	-	-	\$ -
District Attorney/Victims Assistance Program	110,195	110,195	110,195	124,554
Domestic Violence Services (Promise Place)	19,200	20,000	20,000	20,000
Total Appropriations	\$ 129,395	\$ 130,195	\$ 130,195	\$ 144,554

Department:	Victims Assistance	Cost Center:	21850553
Function:	Health and Welfare	Fund:	Special Rev

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel*	0.000	0.000	0.000	0.000

\*Victims Advocate moved to the General Fund State Court Solicitor budget.

WORKLOAD INDICATORS	2013 Actual	2014 Actual	2015 Actual	2016 Actual
<b>Promise Place</b>				
Number of individuals assisted	798	612	358	364
Number of Emergency Protective Orders	124	99	71	79
Number of Children Represented	86	91	54	38
Number of support groups	102	96	98	63
Number of Participants in Support Groups	446	384	356	239
Number of crisis hotline calls	3,195	2,096	1,858	1665
Number of Students Dating Violence Classes	1,272	1,896	1,558	2233
Number of Women housed in Emergency shelter	104	88	94	97
Number of children housed in Emergency shelter	106	102	107	87
Number of Community Awareness Presentations	39	49	43	45
Number of Persons in Attendance	1,227	1,173	962	982
Total Number of Units of Service - Intervention Services	4,203	2,898	2,417	2213
Total Number of Units of Service - Prevention Services	2,499	3,069	2,520	3215

Department:	Youth Protection	Cost Center:	10050550
Function:	Health and Welfare	Fund:	General

Major Functions

**Outside agency partially funded by Fayette County.**

- ◇ Now called Bloom (formerly Fayette Youth Protection Homes).
- ◇ In the community-based Foster Care Program we arrange placement of children ages birth through 21 into loving private foster care homes.
- ◇ At the *Friday-Johnson Home* , a residential group home located in Brooks, GA, offer protection and healing to school-age children through a homelike environment and comprehensive services.
- ◇ At *The Bloom Closet*, children living in foster care in south metro Atlanta shop for clothing, baby gear, books, and school supplies all at the low, low price of nothing.

Significant Expenditure Changes

- ◇ No significant expenditures changes.

BUDGET SUMMARY	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Adopted
APPROPRIATIONS				
Youth Protection Services	\$ 19,348	\$ 19,348	\$ 19,348	\$ 19,743
Total Appropriations	\$ 19,348	\$ 19,348	\$ 19,348	\$ 19,743

WORKLOAD INDICATORS	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
# of Children removed from their homes	83	28	11	17

Department:	Library	Cost Center:	10060500
Function:	Culture & Recreation	Fund:	General

Mission Statement

The Fayette County Public Library provides:

1. Current, high-interest materials and programs
2. Materials and programs for lifelong learning
3. Information-seeking skills training and assistance
4. Awareness of cultural diversity
5. Answers to questions

Major Department Functions

- ◇ Provide access to over 119,000 volumes of books and other resource materials.
- ◇ Provide internet access service, reference, and circulation assistance to patrons.
- ◇ Provide on-site Educational Learning Lab which facilitates computer-assisted instruction for patrons.
- ◇ Provide access to Distance Learning Lab.

Significant Expenditure and Staffing Changes

- ◇ No significant expenditures or staffing changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 645,147	\$ 660,406	\$ 651,736	\$ 665,433
Technical Services - Flint River Regional Library Services	\$ 74,612	\$ 74,612	\$ 74,612	\$ 74,612
Operating	292,857	288,531	\$ 283,166	\$ 304,318
Capital Outlay	-	4,102	476	\$ 4,102
<b>Total Appropriations</b>	<b>\$ 1,012,616</b>	<b>\$ 1,027,651</b>	<b>\$ 1,009,990</b>	<b>\$ 1,048,465</b>

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	11.905	11.905	11.905	11.905

Department:	Library	Cost Center:	10060500
Function:	Culture & Recreation	Fund:	General

WORKLOAD INDICATORS	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual
Registered library card holders	36,247	37,231	38,790	43,195
People visiting	741,342	844,500	94,302	110,056
Interlibrary loans	22,664	23,667	25,106	NA
Programs held per month	158	71	75	125
Annual public service hours	3,415	3,348	3,356	3,342
Size of the collection	124,051	126,876	127,765	119,702

PERFORMANCE MEASURES	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual
People using internet	58,432	62,452	66,223	86,456
Items circulated	654,205	643,217	678,453	453,108
Preschool programs attendees	11,321	14,928	15,634	19,170
People completing Life Long Learning courses	15,371	15,848	16,238	16,543
Turnover rate of the collection	5	5	5	5
Blended Heritage events:				
Events held	2	1	2	3
Attendees	546	613	743	938



Department:	Recreation	Cost Center:	10060110
Function:	Culture & Recreation	Fund:	General

#### Mission Statement

- ◇ To make visible and maintain quality park facilities and recreation programs that will meet the needs of our citizens regardless of age, sex, race, or national origin including people with disabilities.
- ◇ To make visible the Fayette County Parks and Recreation Department.
- ◇ To identify and utilize Human Resources, Physical Resources, and Professional Development Resources.
- ◇ To provide the department with staff and equipment in four divisions: Administration, Athletics, Programs and Therapeutics.

#### Major Department Functions

- ◇ Improve the quality of life for all the citizenry of Fayette County with diverse social, economical, cultural, educational and recreating needs by implementing and maintaining safe year round programs, classes, special events and facility usage.
- ◇ Provide quality, well maintained facilities for the citizens of Fayette County in an attractive, safe, clean and accessible condition.
- ◇ Assist local sport associations in carrying out their missions.
- ◇ Collaborate recreation services through cities, the Board of Education and private organizations.

#### Major Goals

- ◇ Continue to make improvements to existing parks as financial resources are made available.
- ◇ Maintain 20% yearly net income on all Recreation sponsored programs.
- ◇ Upgrade park signage.
- ◇ Implement new picnic facility reservation fees.

#### Significant Expenditure and Staffing Changes

- ◇ There are no significant changes.

Department:	Recreation	Cost Center:	10060110
Function:	Culture & Recreation	Fund:	General

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 357,277	\$ 362,298	\$ 362,231	\$ 362,217
Operating	682,594	747,133	695,697	772,869
Capital Outlay	25,800	-	12,300	4,000
Total Appropriations	\$ 1,065,671	\$ 1,109,431	\$ 1,070,228	\$ 1,139,086

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	6.00	6.00	6.00	6.00

WORKLOAD INDICATORS	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate
Number of programs and classes offered	619	609	581	600
Number of adult athletic leagues offered	26	28	22	25
Reservations - Parks, Fields, and Indoor Facilities	363	292	291	300
Number of Background Checks Processed	1,103	1,037	1,028	1,000
Number of Coaches CPR/AED Certified	21	4	-	-
Number of Association Meetings Attended	66	63	62	65
Number of Volunteer Hours Contributed to Maintaining Parks	824	472	527	500

Department:	County Extension	Cost Center:	10070130
Function:	Planning and Development	Fund:	General

#### Mission Statement

The mission of the Fayette County Cooperative Extension office is to extend lifelong learning to the people of Fayette County through unbiased, research-based education in agriculture, the environment, communities, youth, and families. We respond to people's needs and interests through outreach programs including seminars, workshops, demonstrations, and youth development. Fayette County Extension is a collaboration between the University of Georgia, Fayette County, and the United States Department of Agriculture for providing educational programs, information, and assistance to the citizens of Fayette County.

#### Major Department Functions:

The Fayette County Cooperative Extension, backed by the resources of Fayette County, the University of Georgia, Fort Valley State University and the Department of Agriculture provides educational programs, information, materials, and actual assistance to citizens of the County. Education and information is also provided to citizens by telephone consultation, site visits, newsletters, news articles, radio and collaboration with other community agencies. Publications, website and laboratory services are other delivery methods for safe - education and information to citizens. The basic goal of Fayette County Extension is to provide information that will contribute to learning for life, which in turn, helps citizens make informed decisions with unbiased, research-based information - this improving quality of life. We are also Fayette County's gateway to the knowledge and resources offered by the University of Georgia.

#### Major Goals

- ◇ Continue development and utilize an active and efficient Leadership System, made up of adults and youth that will help give direction and focus to future program efforts and ideas as well as increase our programming scope and outreach.
- ◇ Increase awareness of water quality and quantity through educational efforts, programs, newsletters and news articles on storm water management, water runoff, erosion, and efficient uses of water in the household and household landscaping.
- ◇ Continue the organization and utilization of our Master Gardeners through educational programs and plant clinics allowing them to share their knowledge and passions to the people of the County.
- ◇ Increase our presence in schools to assist in promoting science-based learning.
- ◇ Plan, coordinate and offer seasonal and timely programs on landscape management, garden utilization, and horticulture education. These programs will reach over 500 people annually.

Department:	County Extension	Cost Center:	10070130
Function:	Planning and Development	Fund:	General

Major Goals (con't)

- ◇ Develop a 4-H Advisory Board consisting of youth, community leaders, parents, and interested citizens to promote positive youth development in the most effective way.
- ◇ Increase certified and active volunteers in the youth programs by 10%.
- ◇ Increase youth participation in our 4-H Youth Development programs.
- ◇ Increase the number of educational newsletters and articles produced to help educate citizens.
- ◇ Increase our presence in 4-H Youth Development programs

Significant Expenditure and Staffing Changes

- ◇ There are no significant expenditure or staffing changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 23,173	\$ 30,234	\$ 21,062	\$ 30,839
Contract for Services/University of Georgia	82,445	92,572	99,741	94,425
Operating	9,662	11,514	8,858	12,824
Capital Outlay	-	-	-	-
Total Appropriations	\$ 115,280	\$ 134,320	\$ 129,661	\$ 138,088

PERSONNEL - (FTE)*	FY 2014 Budget	FY 2015 Budget	FY 2015 Budget	FY 2017 Adopted
Total Personnel	0.950	0.950	0.950	0.950

\*Other Extension office positions are fully covered by a Contract executed between Fayette County and the University of Georgia Cooperative Extension Service. They are not included in the Fayette County FTE employee counts.

WORKLOAD INDICATORS	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate
Phone calls answered	1,780	2,000	2,700	3,000
Face to Face Contact & Education Program Participants	9,058	9,050	9,100	9,300
Volunteer hours	4,070	4,096	4,420	5,000
4-H enrollment	991	967	898	950
Publications distributed*	18,116	20,000	23,000	25,000
Soil samples performed	603	543	610	625
Water samples	33	45	60	65
Microbiology samples	25	22	50	55
Plant Tissue samples	1	1	-	1
Radon Kits	-	40	29	35

Department:	County Extension	Cost Center:	10070130
Function:	Planning and Development	Fund:	General

WORKLOAD INDICATORS (con't)	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate
Pesticide Applicator licenses( Private)	6	3	4	5
Home site visits	32	45	174	150
P.A.R. Produce generated (lbs.)@	54,701	47,356	52,068	52,000

\*Reduction in publications is due to the increase amount of clients utilizing the web based applications to receive information.

# Water Use Registrants based from drought restrictions. Further registrants are based on future drought and drought restrictions.

@Numbers include produce from Plant A Row in Fayette County as well as produce gleaned from other farms and distributed by the Master Gardener program.

Department:	Development Authority	Cost Center:	10070510
Function:	Planning and Development	Fund:	General

#### Mission Statement

Outside agency partially funded by Fayette County.

The Fayette County Development Authority (FCDA) was established by resolution of the Fayette County Board of Commissioners on April 10, 1986 to “develop and promote trade, commerce, industry and employment opportunities” for Fayette County.

#### Major Department Functions

The Fayette County Development Authority (FCDA) is the lead economic development entity for Fayette County, Georgia. FCDA focuses on recruitment, retention and expansion of major industry and corporate office operations as well as workforce issues, primarily in the cities of Fayetteville, Peachtree City and Tyrone.

#### Major Goals

- ◇ Purchase and implementation of state-of-the-art economic development software, enabling the Authority to generate detailed monthly lead development and project reporting to our investors
- ◇ Identification and marketing of several hundred acres of new sites to state-wide project managers and site consultants
- ◇ Creation of an updated targeted industry list and tax plan
- ◇ Economic development training programs for our local community leadership
- ◇ Initiation of an all new marketing and lead development program designed to showcase Fayette County to statewide project managers, site consultants and global targeted industries.

#### Significant Expenditure Changes

- ◇ No significant changes.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Contract for Services	\$ 100,000	\$ 225,000	\$ 225,000	\$ 225,696
Utilities	13,118	12,152	13,407	13,553
Total Appropriations	\$ 113,118	\$ 237,152	\$ 238,407	\$ 239,249

Department:	GA Forestry Commission	Cost Center:	10070140
Function:	Planning and Development	Fund:	General

<p>Major Department Functions</p> <p>Outside agency partially funded by Fayette County.</p> <p>Funding provided to the Georgia Forestry Commission in order to participate in forest wildfire protection program. The payment is based on the amount of four cents (10¢) per acre of privately owned timberland in the county. The acreage shall be determined from the most recent U.S. Forest Service Survey for Georgia.</p> <p>33,357 acres @ \$0.10/per acre = \$3,336 annually</p>
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<p>Significant Expenditure Changes</p> <p>◇ There are no significant expenditure or staffing changes.</p>
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BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Forest Wildfire Protection	\$ 3,336	\$ 3,336	\$ 3,336	\$ 3,336
Total Appropriations	\$ 3,336	\$ 3,336	\$ 3,336	\$ 3,336

WORKLOAD INDICATORS	FY 2012 Budget	FY 2013 Adopted	FY 2014 Budget	FY 2015 Adopted
Number of acres of privately owned forestland - Fayette County	34,219	34,219	33,357	33,357

Department:	Permits and Inspections	Cost Center:	10070210
Function:	Planning and Development	Fund:	General

#### Mission Statement

To deliver a service to the citizens of Fayette County that will verify structures are constructed in accordance with the construction codes and standards for the purposes of safeguarding the safety, health and general welfare of the public from hazards attributed to the built environment.

#### Major Department Functions

- ◇ **Permitting** - Includes the collection of fees, processing of requests for permits and inspections, and providing information to the public.
- ◇ **Plans examination** - Includes the review of plans and related construction documents for minimum code compliance prior to permit issuance.
- ◇ **Inspection** - Includes verification that structures are built in accordance with the approved plans, minimum construction codes and within the scope of the permit.
- ◇ **Enforcement** - Insure health, safety and welfare of citizens by enforcement of all adopted codes and ordinances.
- ◇ **Addressing** - Assingning new addresses and maintaining existing property addressing systems with support/coordination with Postal Service, Public Utility, Commercial delivery systems and Public Safety.

#### Major Goals

- ◇ Advance the department's mission, vision and values by providing excellent, timely and cost effective customer service.
- ◇ Create and maintain a highly qualified, professional, diverse and responsive workforce.
- ◇ Develop tools and process improvements that will support the department's effort to provide a positive and efficient customer experience.
- ◇ Develop key performance indicators and measurements for permitting, plan review and inspections.
- ◇ Provide creative and consistent leadership to the department

#### Significant Expenditure and Staffing Changes

- ◇ New vehicle approved for FY2017 as well as renovations in the office.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 467,078	\$ 468,532	\$ 485,451	\$ 479,118
Operating	62,479	102,167	100,248	118,751
Capital Outlay	419	2,500	5,318	3,643
Total Appropriations	\$ 529,977	\$ 573,199	\$ 591,017	\$ 601,512



Department:	Permits and Inspections	Cost Center:	10070210
Function:	Planning and Development	Fund:	General

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	7.00	9.00	7.00	7.00

WORKLOAD INDICATORS	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
<b>Permitting</b>				
Building permits issued	710	865	980	958
Amount of revenue collected	\$ 406,908	\$ 985,641	\$ 1,020,312	\$ 1,029,416
Inspections processed	5,866	9,747	10,979	13,521
Permits closed & C.O. issued	294	526	349	365
<b>Plan Examination</b>				
Residential & commercial plan cases completed	536	901	859	958
Pre and post site inspections completed	145	231	160	210
Revisions reviewed	119	189	165	145
<b>Inspections</b>				
# of Inspectors	3	3	3	3
Scheduled inspections performed	5,866	9,747	10,979	13,521
Courtesy inspections performed	145	235	228	-
% on-time inspections performed	100	89	90	95
<b>Enforcement</b>				
Complaints received	42	112	83	76
Site verifications	197	313	180	33
Notices of violations & stop orders issued	54	33	64	33
Disaster assessments performed	15	13	19	12
Court appearances	18	10	14	15

PERFORMANCE MEASURES	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
% of days that "next day" tickets are completed on time	100%	89%	90%	90%
% of days that inspection ticket results are entered same day	99.95%	99.95%	100.00%	100.00%
ISO rating for building & code enforcement:				
Fayette County residential	3	4	4	4
Fayette County commercial	3	4	4	4
% in GA with better rating				
% in GA with equal rating	1.7%			
% in GA with lesser rating	98.3%			
% code violations resolved via voluntary compliance	87.0%	90.0%	92.0%	95.0%

Department:	Planning and Zoning	Cost Center:	10070411
Function:	Planning and Development	Fund:	General

#### Mission Statement

**Planning Functions:** To carry out the policies and visions of the Fayette County Comprehensive Plan to integrity, fiscal health and quality. to ensure that we maintain and enhance the County's orderly growth, economic prosperity, environmental

**Zoning Functions:** To promote the physical and economic development of Fayette County and foster the use and enjoyment of property within the unincorporated areas of the County in a manner consistent with the Comprehensive Plan, regulations and policies, and effective management practices.

#### Major Department Functions

- ◇ Prepare, review and maintain the Fayette County Comprehensive Plan, including data collection, mapping, analysis, and goal and policy formulation.
- ◇ Prepare, review and maintain plans for special study areas and/or topics. Participate in studies, committees, and surveys involved with County-wide and regional planning activities.
- ◇ Provide public education and information on planning issues, needs and long-range proposals through provisions of demographic information, brochures, annual reports and presentations to local neighborhood and civic groups.
- ◇ Serve as census coordinator and census depository for Fayette County.
- ◇ Serve as Solid Waste Management Plan coordinator for Fayette County.
- ◇ Serve as Impact Fee coordinator for Fayette County.
- ◇ Process applications for public hearing requests for rezoning's, preliminary plats, variances, telecommunication towers, revised final subdivision plats, revised development plans, and new alcoholic beverages coordinate multi-departmental reviews (Technical Review Committee, Annexation Requests), receive comments from departments, and prepare staff reports with analysis and recommendation for public hearing requests.
- ◇ Administer and interpret the Zoning and Sign Ordinances, and sections of the Subdivision regulations, the Development regulations and the County code.
- ◇ Provide technical support to the Planning Commission, the Zoning Board of Appeals, and Board of Commissioners in development related matters.
- ◇ Review/approve nonresidential site plans, landscape plans, final subdivision plats, preliminary plats, and issue Conditional Use Approvals and Certificates of Zoning Compliance.
- ◇ Coordinate and monitor interdepartmental administrative review of nonresidential site plans, preliminary plats, and final subdivision plats.
- ◇ Perform administrative review/approval and issuance of permits for signs, temporary trailers, alcoholic beverage licenses, administrative variances and administrative rezoning's.

Department:	Planning and Zoning	Cost Center:	10070411
Function:	Planning and Development	Fund:	General

Major Department Functions (can't)

- ◇ Perform administrative review and approval of residential building permits for compliance with zoning regulations.
- ◇ Perform batter board and final construction site inspections for compliance with approved site plans for non-residential development.

Major Goals

- ◇ Continue with Zoning Ordinance amendments as needed.
  - ◇ Work with various County Departments to recommend amendments to the Development Regulations.
  - ◇ Continue with Comprehensive Plan and Zoning Ordinance amendments for SR 74 South and the SR 74, SR 85, and Padgett Road Intersection with direction from the Board of Commissioners.
  - ◇ Continue the joint land use study in the area of SR 54 (Hospital Area and Pinewood), Veterans Parkway, Sandy Creek Road and Tyrone Road in conjunction with the city of Fayetteville and address in the Comprehensive Plan.
  - ◇ Continue the replacement of the pages in official zoning maps.
- Comprehensive Growth Management Plan for the imposition of Fire Service impact fees. This is a consolidated plan that includes Brooks, Tyrone and Woolsey and requires a coordinated effort.

Significant Expenditure and Staffing Changes

- ◇ Additional training has been approved for FY2017
- ◇ Communication Expenses are now charged to the respective departments

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 211,722	\$ 274,231	\$ 261,284	\$ 277,729
Operating	8,967	12,150	8,726	15,231
Capital Outlay	-	-		-
Total Appropriations	\$ 220,689	\$ 286,381	\$ 270,010	\$ 292,960

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	2.00	2.00	3.00	3.00

Department:	Planning and Zoning	Cost Center:	10070411
Function:	Planning and Development	Fund:	General

WORKLOAD INDICATORS	FY 2013 Actual	FY 2014 Estimate	FY 2015 Estimate	FY 2016 Projected
Rezoning petitions	5	5	12	15
Site plans	13	11	12	12
Preliminary plats	2	0	4	3
Final Plats	3	11	15	20
Number of variances (ZBA)	7	13	10	10
Businesses (non-home occupations) per occupation tax record	93	112	115	125
Home occupations per occupation tax records	211	228	230	240

PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Estimate	FY 2015 Estimate	FY 2016 Projected
Available residential building lots (platted)	1550	1450	1400	1200
Acres zoned for nonresidential use	1550	1850	1900	1900
Acres under conservation easement for permanent protection	500	500	515	550

Department:	Code Enforcement	Cost Center:	10070483
Function:	Planning and Development	Fund:	General

Mission Statement

The Fayette County Code Enforcement Officers are responsible for enforcing county codes and ordinances adopted by the Fayette County Board of Commissioners.

Major Department Functions:

- ◇ The primary duties are to preserve the quality of life, health and welfare of all Fayette County citizens.
- ◇ Code Enforcement Officers handle all code violation complaints, alcohol licensing, and Specific Occupation Permits.

Significant Expenditure and Staffing Changes

- ◇ No significant changes

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Personal Services	\$ 76,942	\$ 84,614	\$ 84,408	\$ 83,523
Operating	7,059	10,550	3,516	9,800
Capital Outlay	5,942	-		1,300
Total Appropriations	\$ 89,943	\$ 95,164	\$ 87,924	\$ 94,623

PERSONNEL - (FTE)	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Adopted
Total Personnel	0.000	2.000	2.000	2.000

Department:	Criminal Justice Center	Cost Center:	10080191
Function:	Debt Service	Fund:	General

Major Department Functions

- ◇ Provide for the annual payment of the debt service on the revenue bonds issued by the Public Facilities Authority for the purpose of constructing the Criminal Justice Center.

Significant Expenditure Changes

- ◇ In April of 2011, the Series 2011 revenue bonds were issued for the purpose of refunding all of the Series 2001 revenue bonds.
- ◇ The first principal payment on the Series 2011 revenue bonds will be in June 2012.
- ◇ The refunding of the Series 2001 revenue bonds saved the County \$1.2 million in interest payments in FY 2011.
- ◇ The refunding of the Series 2001 revenue bonds saved the County \$1.0 million in principal and interest payments in FY 2012.

For additional detail please refer to the Schedule of Debt in the Appendix.

BUDGET SUMMARY	FY 2015 Actual	FY 2016 Budget	FY 2016 Actual	FY 2017 Adopted
APPROPRIATIONS				
Principal Payments	\$ 1,710,000	\$ 1,785,000	\$ 1,785,000	\$ 1,835,000
Interest Payments	1,552,306	1,477,306	1,477,306	\$ 1,423,756
Paying Agent Fees	1,350	1,411	1,350	\$ 1,411
Total Appropriations	\$ 3,263,656	\$ 3,263,717	\$ 3,263,656	\$ 3,260,167

**LEGAL DEBT MARGIN  
GENERAL OBLIGATION DEBT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

Article 9, Section 5, Paragraph I of the Georgia Constitution establishes the maximum debt limits for counties and other political subdivisions of the State. Under the Constitution, certain types of debt issued by a political subdivision, including counties, cannot exceed an amount which is equal to 10 percent (10%) of the assessed value of all taxable property located within that particular entity.

As indicated by the calculation in the table below, the legal debt margin of Fayette County at the beginning of the 2017 fiscal year is \$532,792,152. This is based on the latest tax digest (2016 calendar year).

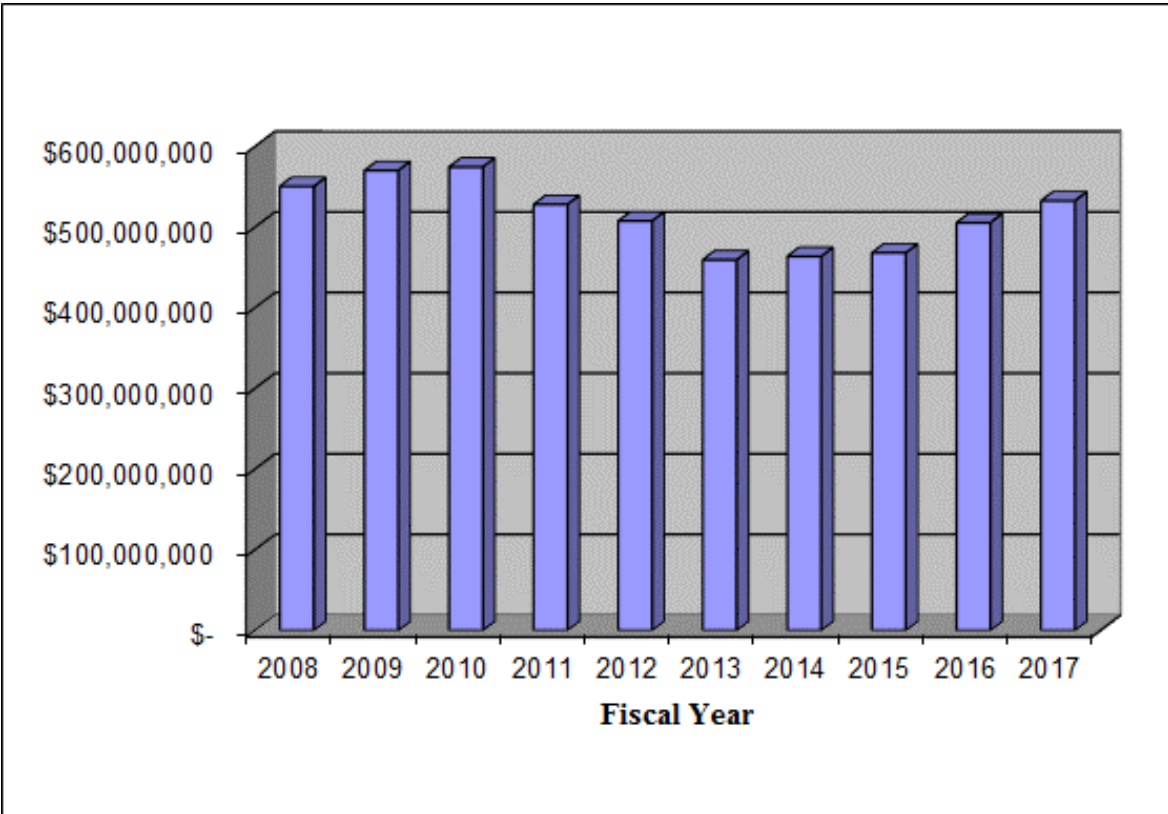
The legal debt margin amount is important in that it represents the net amount of external financing resources that is available to the County through the issuance of general obligation (G.O.) bonds. G.O. bonds are debt instruments issued in the name of the government and whose repayment is guaranteed through a pledge of the full faith and credit of the issuer. In layman's terms, when the majority of voters in a county approve a general obligation bond referendum, they are guaranteeing the purchaser of that bond that they will pay property taxes in an amount that is sufficient to redeem the bond upon maturity and pay the interest earned on the outstanding bonds.

<u>TAX YEAR</u>	<u>ASSESSED VALUE</u>	<u>APPLICABLE PERCENTAGE</u>	<u>DEBT LIMIT</u>	<u>CURRENT G.O. DEBT</u>	<u>LEGAL DEBT MARGIN</u>
2016	\$5,327,921,519	10.00%	\$532,792,152	\$0	\$532,792,152

The legal debt margin is calculated at any point in time by deducting the amount of the current outstanding G.O. debt from the statutory debt limit. The reason for performing this calculation is to determine the maximum amount of new debt that could be legally issued should the need arise. This means that Fayette County has no outstanding general obligation bond indebtedness and has the entire 100% percent of its legal debt capacity available. With the annual budgeted appropriations in the General Fund being approximately \$51.6 million for FY 2017, there would appear to be more than sufficient debt capacity available to the County.

Fayette County and its component units also issue revenue bonds. As provided by law, the issuance of revenue bonds does not count against the legal debt margin.

STATEMENT OF LEGAL DEBT MARGIN LAST TEN FISCAL YEARS					
<u>Fiscal Year</u>	<u>Assessed Property Values</u>	<u>Percentage</u>	<u>Debt Service Monies Debt Limit</u>	<u>Net Bonded Debt</u>	<u>Legal Debt Margin</u>
2008	\$ 5,506,961,516	10.00%	\$ 550,696,152	-	\$ 550,696,152
2009	\$ 5,703,535,572	10.00%	\$ 570,353,557	-	\$ 570,353,557
2010	\$ 5,747,653,235	10.00%	\$ 574,765,324	-	\$ 574,765,324
2011	\$ 5,282,717,969	10.00%	\$ 528,271,797	-	\$ 528,271,797
2012	\$ 5,078,256,754	10.00%	\$ 507,825,675	-	\$ 507,825,675
2013	\$ 4,596,584,583	10.00%	\$ 459,658,458	-	\$ 459,658,458
2014	\$ 4,639,269,353	10.00%	\$ 463,926,935	-	\$ 463,926,935
2015	\$ 4,683,124,421	10.00%	\$ 468,312,442	-	\$ 468,312,442
2016	\$ 5,055,322,002	10.00%	\$ 505,532,200	-	\$ 505,532,200
2017	\$ 5,327,921,519	10.00%	\$ 532,792,152	-	\$ 532,792,152





**LONG-TERM DEBT  
AS OF JUNE 30, 2016**

**General Obligation Bonds** – Fayette County could issue general obligation bonds to provide funds for the acquisition and construction of major general government capital facilities. General obligation (G.O.) bonds are direct obligations and thus represent a pledge of the full faith and credit of the government. Fayette County currently has no general obligation bonds outstanding.

**Revenue Bonds** - The County and its component units also issue bonds where the issuer pledges income derived from the acquired or constructed assets to pay debt service.

*Fayette County Public Facilities Authority (a blended component unit)* – In April of 2011, the Public Facilities Authority (PFA) issued \$40.3 million of Series 2011 Revenue Bonds (along with \$8.0 million in cash) for the purpose of refunding all of the Series 2001 Refunding Revenue Bonds. The Series 2001 Revenue Bonds had been issued for the purpose of providing funds to pay or to be applied toward the cost of refunding by redemption and payment the Series 2000 Bonds that had been issued for the construction of the Criminal Justice Center. The Series 2011 Bonds are special limited obligations of the issuer (PFA) payable solely from installment payments of purchase price to be made by the County to the issuer pursuant to the agreement. The County’s obligation is to make installment payments to the issuer sufficient to enable the issuer to pay the principal of, premium if any, and interest on the Series 2011 Bonds. Interest on the Series 2011 Bonds is payable semiannually on December 1 and June 1. For financial reporting purposes, the Public Facilities Authority is considered to be a component unit of Fayette County and thus the debt is properly reported as being attributable to Fayette County government.

The Fayette County Public Facilities Authority currently outstanding revenue bonds can be described as follows:

\$33,475,000 outstanding - Series 2011 Refunding Revenue Bonds, Criminal Justice Center Project; due in annual installments of \$1,835,000 to \$3,115,000 through June 1, 2030; and interest from 2.0% to 5.0%.

At June 30, 2016, the Fayette County Public Facilities Authority was obligated to make combined payments of principal and interest on its outstanding revenue debt as follows:

<b>Fiscal Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Debt Service</b>
2017	1,835,000	1,423,756	3,258,756
2018	1,890,000	1,368,706	3,258,706
2019-2022	8,270,000	4,767,825	13,037,825
2023-2026	9,835,000	3,203,663	13,038,663
2027-2030	11,645,000	1,396,806	13,041,806
<b>Totals</b>	<b>\$ 33,475,000</b>	<b>\$ 12,160,756</b>	<b>\$ 45,635,756</b>

*Fayette County Water System Enterprise Fund* – The Water System issues revenue bonds with the purpose of refunding debt and to pay the costs of making additions, extensions, and improvements to the County’s water system.

The Fayette County Water System’s currently outstanding revenue bonds can be described as follows:

\$165,000 outstanding – **Series 1996A**, due in annual installments of \$30,000 to \$35,000 through October 1, 2020; and an interest from 3.6% to 5.5%

\$11,200,000 outstanding – **Series 2009**, due in installments of \$880,000 to \$2,965,000 through October 1, 2021; and an interest from 2.00% to 5.0%

\$8,020,000 outstanding – **Series 2012A**, due in installments of \$50,000 to \$3,660,000 through October 1, 2025; and an interest from 3.00% to 5.0%

\$10,880,000 outstanding – **Series 2012B**, due in installments of \$45,000 to \$2,015,000 through October 1, 2025; and an interest from 3.00% to 5.0%

\$16,635,000 outstanding – **Series 2016**, due in installments of \$70,000 to \$4,615,000 through October 1, 2029; and an interest from 3.00% to 5.0%

At June 30, 2016, the Fayette County Water System Enterprise Fund was obligated to make combined payments of principal and interest on its outstanding revenue debt as follows:

Fiscal Year	Principal	Interest	Total Debt Service
2017	3,575,000	1,601,540	5,176,540
2018	3,915,000	1,501,994	5,416,994
2019-2022	16,975,000	4,269,759	21,244,759
2023-2026	17,705,000	1,648,018	19,353,018
2027-2030	4,730,000	197,288	4,927,288
<b>Total</b>	<b>\$ 46,900,000</b>	<b>\$ 9,218,599</b>	<b>\$ 56,118,599</b>

**Georgia Environmental Facilities Authority (GEFA)** - The Georgia Environmental Facilities Authority is a state agency which offers low interest financing to other political subdivisions of the State of Georgia for their water and sewer capital needs.

As of June 30, 2016, the Water System Enterprise Fund has no GEFA loans outstanding. The previous seven loans were refunded in FY 2010 with proceeds from the Series 2009 revenue bonds.

**LEASES**  
**AS OF JUNE 30, 2016**

**Leases** – Fayette County entered into an equipment lease-purchase agreement with Motorola, Inc. on December 27, 2002 for an 841 MHz radio system with six satellites and one prime site. The total purchase price was \$7,760,000. Under the terms of the financing the County was required to make annual lease payments in the amount of \$993,761 covering a ten-year lease term. The first payment was due on January 1, 2004 and the last payment was due on January 1, 2013.

As of June 30, 2016, there are no lease agreements outstanding.

## **GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY**

*Accounting System* - The total set of records and procedures which are used to record, classify and report information on the financial statements and operations of an entity.

*Accruals* – are adjustments for 1) revenues that have been earned but are not yet recorded, and 2) expenses that have been incurred but are not recorded.

*Accrual Basis of Accounting* - The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

*ADA* – Americans with Disabilities Act.

*Ad Valorem Property Taxes* - Taxes levied on an assessed valuation (40% of market value) of real and personal property, based on a valuation as of January 1 and a millage rate set by the County Commission.

*Amortization* - the systematic allocation of a balance sheet item to expense (or revenue) on the income statement. Example, amortization of bond issue costs.

*Appropriation* - An authorization made by the Board of Commissioners which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one year period.

*ARC* – Atlanta Regional Commission

*Balanced Budget* – a budget is defined as being balanced when the sum of estimated revenues and appropriated fund balance is equal to appropriations for each fund.

*Board of Commissioners* - The governing authority of the County. It consists of five members that serve on a part-time basis and are elected to staggered terms of four years.

*Bond* – a debt investment in which an investor loans money to an entity (corporate or governmental) that borrows the funds for a defined period of time at a fixed interest rate.

*Budget* - A financial plan for a specific period of time that matches all planned revenues and expenditures with various County services.

*Budget Amendment* - A legal procedure utilized by County staff to revise a budget appropriation. County administration staff has the authorization to adjust line item expenditures within a departmental budget but the County Commission must approve any increase in the total budget for a department.

*CAFR* – Comprehensive Annual Financial Report

*Capital Budget* - A component of the annual budget that serves as a guide for efficiently and effectively undertaking capital projects. The capital budget includes the Capital Improvement Program (CIP).

*Capital Improvement Program (CIP)* - A five-year plan of major capital projects. It includes the funds required for the completion of the projects and the sources for funding these projects.

*Capital Project* - A capital outlay for the acquisition of any asset or construction project with an anticipated cost of \$5,000 to \$49,999 and an estimated useful life of three or more years.

*Cash basis* – the basis of accounting under which revenue is recognized when received and expenditures are recognized when paid.

*CIP Project* - Is a major capital project with an anticipated cost of at least \$50,000 and an estimated useful life of at least three years.

*Capital Outlay* - Includes expenditures that result in the acquisition of or addition to fixed assets that have an estimated useful life greater than one year.

*COLA* – Cost of Living Adjustment.

*Contingency* - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

*COOP* - Continuity of Operations Plan.

*Cost Center* - An operating unit within the County for which an annual budget is approved by the County Commission.

*Debt Service Fund* - A fund used to account for resources intended for the payment of principal, interest, and any service charges on long-term debt.

*Department* - A major administrative unit of the County with overall management responsibility for an operation or a group of related operations within a functional area.

*Depreciation* – the systematic allocation of a tangible asset's cost to expense over the life of the asset. Example, depreciation of equipment and buildings.

*Encumbrance* - Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which part of the appropriation is reserved. They cease to be encumbrances when paid or when an actual liability is set up.

*Enterprise Fund* - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

*Expenditure* - Decrease in net financial resources. Expenditures include current operating expenses requiring the present and future use of net current assets, debt service, capital outlays and intergovernmental grants, entitlement, and shared revenues.

*Fiscal Year* - The time period designated by the County signifying the beginning and ending period for recording financial transactions. Fayette County has specified July 1 to June 30 as its fiscal year.

*Fiscal Policies* – guidelines that provide a framework as to how the financial responsibilities associated to the operation of the County are to be carried out.

*Fixed Asset* - Assets of long-term character which are intended to continue to be held or used, such as land, buildings, machinery and furniture.

*Full-Time Equivalent (FTE)* - Uniform basis used to measure approved positions. The number of positions is determined based on the total average weekly hours worked in relation to the total work hours in a full work week. Example: a position that works 20 hours per week is equivalent to 0.50 FTE (20 hours worked divided by 40 hours for a full work week).

*Fund* - A fiscal and accounting entity which is comprised of a self-balancing set of accounts which reflect all assets, liabilities, equity, revenue and expenditures (or expenses) necessary to disclose financial position and the results of operations. Funds are established as individual entities in order to segregate financial records for the purpose of legal compliance, different natures of the activities performed, measurement of different objectives, and to facilitate management control.

*Fund Balance* - Refers to the excess of current assets over current liabilities.

*GAAP* – Generally Accepted Accounting Principles

*GASB* – Governmental Accounting Standards Board

*GCIC* – Georgia Crime Information Center

*General Fund* - It is the principal operating fund for the County.

*General Obligation (G.O.) Bonds* - Bonds sold to raise revenue for long-term capital financing needs. These bonds which pledge the full faith and credit of the County must be approved by voter referendum. The cost of financing is spread over the life of the improvement so that future users help to repay the cost of the improvement.

*GFOA* – Government Finance Officers Association

*Governmental Fund* - Used to account for all or most of a government's general activities. The measurement focus is on source and use of resources.

*Infrastructure* - Basic installations and facilities (e.g., roads, bridges) upon which the continuance and growth of a community depend.

*Intergovernmental Revenue* - Revenues received from other governmental entities in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

*Interest Income* - Revenue earned for the use of idle monies.

*Interfund Transfer* - Contributions and operating transfers of cash made between the various funds of the County.

*Internal Service Fund* - A fund used to account for operations that provide services to other departments or agencies of the governmental unit on a cost-reimbursement basis.

*Lease Purchase* - A method of acquiring high cost equipment or property and spreading the payments over a specified period of time.

*L.E.C.M.* – Law Enforcement Confiscated Monies.

*Legal Debt Margin* - The net amount of external financing resources that is available to the County through the issuance of general obligation bonds. For Fayette County, it is limited to an amount equal to 10% of the assessed value of all taxable property located within the county, less any current general obligation bond debt.

*Liability* - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

*Line- Item Budget* - A budget that lists each expenditure category separately along with the dollar amount budgeted for each specified category.

*M&O* – Maintenance and Operations

*MARTA* – Metropolitan Atlanta Rapid Transit Authority

*Mill* – A tax rate of one *mill* represents a tax liability of one dollar per \$1,000 of assessed value.

*Millage Rate* – The ad valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value.

*Modified Accrual Basis* – The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or other available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

*O.C.G.A.* – Official Code of Georgia Annotated.

*Moody's* - a credit rating agency which performs international financial research and analysis on commercial and government entities.

*Operating Budget* - The portion of the budget pertaining to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, travel, fuel, and capital outlay.

*Other Financing Sources* – monies transferred-in from other funds.

*Other Financing Uses* – monies transferred-out to other funds.

*Performance Measures* - Specific quantitative and qualitative measures of work performed as an objective of the department or cost center.

*Personal Per Capita Income* – is the total income of all persons living in a community divided by the population of that community.

*Property Tax* - Revenue generated from the annual levy of taxes on property owners.

*Revenue* - The term designates an increase to a fund's assets which does not increase a liability, represent a repayment of an expenditure already made, represent a cancellation of certain liabilities or represent an increase in contributed capital.

*Revenue Bond* – a special type of bond distinguished by its guarantee of repayment solely from revenues generated by a specified revenue-generating entity associated with the purpose of the bonds.

*RFP* – Request for Proposal

*Sales and Use Tax* - A percentage tax imposed upon the sale or consumption of goods and/or services.

*Special Revenue Fund* – A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

*S.P.L.O.S.T.* – Special Local Option Sales Tax

*Standard & Poor's* – as a credit-rating agency (CRA), the company issues credit ratings for the debt of public and private corporations.

*YTD* – Year to Date