



**FAYETTE** *County*  
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**FAYETTE COUNTY, GEORGIA**

**OPERATING AND CAPITAL BUDGET**

**FISCAL YEAR ENDED JUNE 30, 2020**

Prepared By:  
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# **FAYETTE COUNTY, GEORGIA**

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director

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, 2018.

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.

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## Fiscal Year 2020 Budget Message

June 27, 2019

The Honorable Randy Ognio, 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 (further discussion on goals is found later in the document).

### INTRODUCTION

It is our pleasure to present the fiscal year 2020 adopted budget for Fayette County Georgia. The adopted budget covers the period beginning **July 1, 2019 and ending June 30, 2020**.

The budget includes **expenditures of \$97,875,495**, operating **transfers of \$190,000**, **transfers of \$3,589,976** to Governmental Funds capital/CIP projects, **transfers of \$1,830,000** to Enterprise Funds capital projects, and **transfers of \$1,475,000** to the Vehicles and Equipment fund for **total appropriations of \$104,960,471**. 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 as a whole, have recovered from the slowdown of the economy during the last 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 118,000** as of April 1, 2019.



Major components of the approved expenditures include:

Budget Components	Expenditures
Operating Governmental Funds	\$ 73,558,581
Operating Enterprise Funds	17,422,718
Governmental Funds Capital Projects	3,589,976
Enterprise Funds Projects	1,830,000
Internal Service Funds	1,474,220
<b>Total Budget</b>	<b>\$ 97,875,495</b>

**BUDGET IN BRIEF**

The adopted **operating expenditures budget** for FY 2020 total **\$90,981,299**, increasing 5.5% from the previous year. The adopted **operating revenue budget** totals **\$96,883,296**, increasing 4.2% from the previous year. As in the FY 2019 adopted operating budget, the FY 2020 budget projects revenue higher than expenditures having a positive effect on fund balance from operations.

Operating Budget				
	2020	2019	\$ Diff.	% Change
Revenue	\$ 96,883,296	\$ 92,974,275	\$ 3,909,021	4.2
Expenditures	90,981,299	86,257,311	4,723,988	5.5
Fund Balance	\$ 5,901,997	\$ 6,716,964	\$ (814,967)	(12.1)

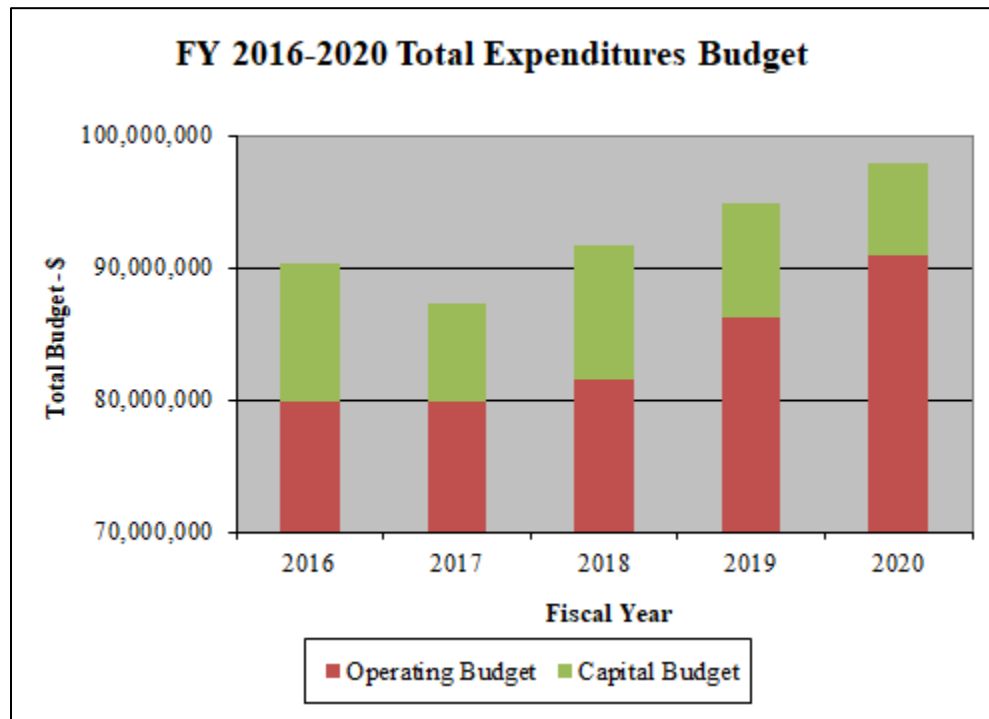
The FY 2020 adopted **capital expenditures budget** is **\$1.7 million** less than the previous year. This represents a decrease of **19.6%**.

Capital Budget	FY 2020	FY 2019	\$ Diff	% Diff
Capital/CIP Projects	\$ 3,589,976	\$ 3,223,762	\$ 366,214	11.4
Water System CIP	1,830,000	2,470,000	(640,000)	(25.9)
Vehicle/Equipment Fund	1,474,220	2,877,045	(1,402,825)	(48.8)
<b>Total Capital Budget</b>	<b>\$ 6,894,196</b>	<b>\$ 8,570,807</b>	<b>\$ (1,676,611)</b>	<b>(19.6)</b>

The Fayette County total adopted expenditures budget for FY 2020 is **\$3.0 million** more than the previous year. This represents an overall increase of **3.2%** from the prior year's total adopted expenditures budget.

## Fayette County Georgia - FY 2016 to 2020 Operating and Capital Expenditures

Fiscal Year	Operating Budget	% Change	Capital Budget	% Change	Total Budget	% Change
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)
2018	81,562,888	2.2	10,066,484	33.8	91,629,372	5.0
2019	86,257,311	5.8	8,570,807	(14.9)	94,828,118	3.5
2020	90,981,299	5.5	6,894,196	(19.6)	97,875,495	3.2



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

**County Long-Term Goals (CG) – page 16**

### **SIGNIFICANT ITEMS FOR CURRENT FY 2019 AND BUDGET FY 2020**

1. The **total actual operating revenue (unaudited)** for FY 2019 is \$91.9 million. The **total actual operating expenditures (unaudited)** amount for FY 2019 is \$82.7 million. At the end of FY 2019, operating revenue exceeds operating expenditures and total fund balance from operations increases by \$9.2 million. Only current revenues are used to pay current expenditures so there is not a “built-in increase” for ongoing expenditures.

The Board of Commissioners guideline is to conservatively budget revenue and expenditures so the actual effect of operations results in a positive effect on fund balance. Operations in FY 2019 reflect the Board of Commissioners’ continued commitment to fiscal responsibility. (County Goal: CG2)

**2. Total Capital Budget Expenditures for Governmental Funds and Enterprise Funds Capital Projects** – the capital budget for Governmental and Enterprise funds in FY 2020 is projected to total \$5.4 million: \$3.6 million in Governmental Funds projects and \$1.8 million in Enterprise Funds projects. This represents a decrease of \$0.3 million or 4.8% from FY 2019. The Enterprise Funds projects are Water System Fund projects that will be funded with fund operating revenue. The Governmental Funds projects are funded with transfers from General Fund balance (\$3.13 million), Fire Services fund balance (\$432K), and Emergency Medical Services fund balance (\$28K). (County Goal: CG1, CG2, CG4, CG5)

**3. Replacement/New Vehicles and Heavy Equipment** - the FY 2020 Budget includes \$1.5 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 Governmental Funds are included in the annual budget. In FY 2020, transfers to the Vehicle & Equipment Fund from the General Fund (\$725K), Fire Services Fund (\$500K), and the EMS Fund (\$250K) are included. The Enterprise funds (Water System and Solid Waste) include in their operating budgets the cost of vehicles and heavy equipment. In the FY 2020 Budget, the Water System included in their budget \$169K for vehicles and heavy equipment. (County Goal: CG1, CG2)

**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. In FY 2019, the Board of Commissioners approved to close thirty-six (36) projects that were completed. Available funding in these projects was moved to projects with funding shortages or to project contingency accounts. Funding in project contingency accounts, plus any additional funding appropriated, could be used as a funding source for new projects. The Capital Improvements Program (CIP) is discussed in more detail in the Capital Budget section. (County Goal: CG1, CG5)

**5. Property Taxes** – 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 2019 (FY 2020), the countywide net tax digest increased by \$449.4 million or 7.6%. The Board of Commissioners directed to maintain the General Fund M&O millage rate at 4.392 mills, the same as in 2018. This will result in a small increase in property taxes paid by the average county citizen. Since the 2014 tax year, the Board of Commissioners had approved a full millage rate rollback of the General Fund M&O millage rate every year. This resulted in cumulative savings to the taxpayers of approximately \$30 million. This reflects the Board of Commissioners’ commitment to continue offering superior service to the citizens of Fayette County and at the same time keeping property taxes as low as possible. (County Goal: CG2)

**6. Public Safety Salary Increase / Enhancement to Defined Benefit (DB) Retirement Plan / Pay for Performance** – it has become increasingly more difficult for Fayette County to retain experienced Public Safety employees. The most frequently cited reason for leaving is salary. The FY 2020 budget includes an approximate 9.1% **salary increase for Public Safety employees**. A total of \$1.8 million is included in the budget for Public Safety salary increases.

**Retirement plan** is the second most cited reason for leaving the county. Approved June 27, 2019, the multiplier for all participating employees increased to 2% for every year of service, final wages based on last sixty (60) months of employment, the employees' mandatory pre-tax contribution increases from 2.5% to 5%, and the vesting period for retirement pay is normalized at five (5) years. The increase in the multiplier from 1.5% to 2% for every year of service is an effective 33% increase in vested retirement benefits.

A **Pay for Performance Plan** was included in the approved FY 2020 budget. Employees meeting specific performance thresholds based on individual evaluations are receiving a salary increase. The approved budget includes \$558K for the implementation of the pay for performance plan. (County Goal: CG4)

7. **2017 SPLOST** – this 6-year Special Purpose Local Option Sales Tax was voted by the citizens of Fayette County in a special election that took place on March 21, 2017. Collections started on July 1, 2017. During the first two years of the 2017 SPLOST, approximately \$3.75M was collected over the original estimated amount. Staff recommended to the Board of Commissioners to appropriate the additional \$3.75M collected so the additional funds are available for allocation to existing Stormwater, Transportation, and Fire SPLOST projects. (County Goal: CG1, CG2, CG5)

Comparison of the FY 2020 and FY 2019 Operating Expenditures Budgets

<b>OPERATING EXPENDITURES BUDGET - SUMMARY</b>				
<b>FY 2020 TO FY 2019 COMPARISON - BY FUND</b>				
<b>Fund</b>	<b>FY 2020</b>	<b>FY 2019</b>	<b>\$ Diff.</b>	<b>% Change</b>
<b>General Fund</b>	54,092,809	51,416,144	2,676,665	5.2
<b>Special Revenue Funds</b>				
Law Library	60,000	55,000	5,000	9.1
Accountability State Court	450,189	297,929	152,260	51.1
911 Communications	3,696,220	3,279,986	416,234	12.7
Jail Surcharge	384,000	431,000	(47,000)	(10.9)
Juvenile Supervision	24,919	22,330	2,589	11.6
Victims Assistance	154,174	137,798	16,376	11.9
Drug Abuse and Treatment	666,854	558,552	108,302	19.4
Fire Services Fund	10,417,328	9,215,328	1,202,000	13.0
Street Lights	336,216	336,001	215	0.1
EMS Fund	3,258,872	3,327,687	(68,815)	(2.1)
Animal Control Spay Neuter	17,000	13,000	4,000	30.8
<b>Enterprise Funds</b>				
Solid Waste	249,018	203,337	45,681	22.5
Water System	17,173,700	16,963,219	210,481	1.2
<b>Total Operating Budget</b>	<b>\$ 90,981,299</b>	<b>\$ 86,257,311</b>	<b>\$ 4,723,988</b>	<b>5.5</b>

## CONCLUSION

The Fayette County Board of Commissioners continues their commitment to a balanced budget and excellent customer service for the Citizens of Fayette County. Starting in FY 2014 and continuing through FY 2018, the Fayette County Board of Commissioners rolled back the General Fund maintenance and operations millage rate, resulting in a cumulative net savings of nearly \$22M to the Citizens of Fayette County. This year's FY 2020 budget did not include a rollback of the General Fund maintenance and operations millage rate – keeping the General Fund maintenance and operations millage rate at 4.392 for 2018 and 2019. For FY 2020 the projected impact of the operating budget on the fund balance for the General Fund is an increase of \$395K and for the Special Revenue Funds an increase of \$2.3M. 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 2020 budget highlights related to the General Fund include the following:

1. Maintaining a fund balance committed stabilization of \$13.7M,
2. An emergency fund balance of \$2.0M,
3. A \$3.4M non-spendable balance on loans for Stormwater Projects,
4. An assigned fund balance for capital/CIP projects of \$6.0M,
5. An unassigned fund balance of approximately \$3.9M.

The budget also provides adequate funding for healthcare costs while maintaining health insurance options and increased retirement plans benefits for county 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 2020 Budget, the Fayette County's Board of Commissioners continues to stand strong in a fiscally conservative position as recognized by Standard and Poor's and Moody's with their highest ratings. 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 A. Rapson  
County Administrator



Sheryl L. Weinmann  
Assistant CFO

## SERVICES PROVIDED BY THE COUNTY



The County provides a full range of services to its citizens. These services include police (Sheriff) 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 established in 1965 serves approximately 30,000 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 by contractual agreement. The current contract expires in 2034.

## 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 Nation 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 54.4 percent of its residents live in incorporated cities and towns. Fayette is the Atlanta region's second least densely populated county, with 0.93 people living per acre of land. The average household size is 2.81 and nearly 93.3 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 50 inches per year, and average temperatures range from a high of 89 degrees in the summer to a low of 33 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 five interstate highway systems, I-20, I-75, I-85, I-675 and I-285. 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, three large lakes, 100 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 four commission districts. Four Commissioners are elected by the citizens in their respective district, while the fifth Commissioner is elected at-large. 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

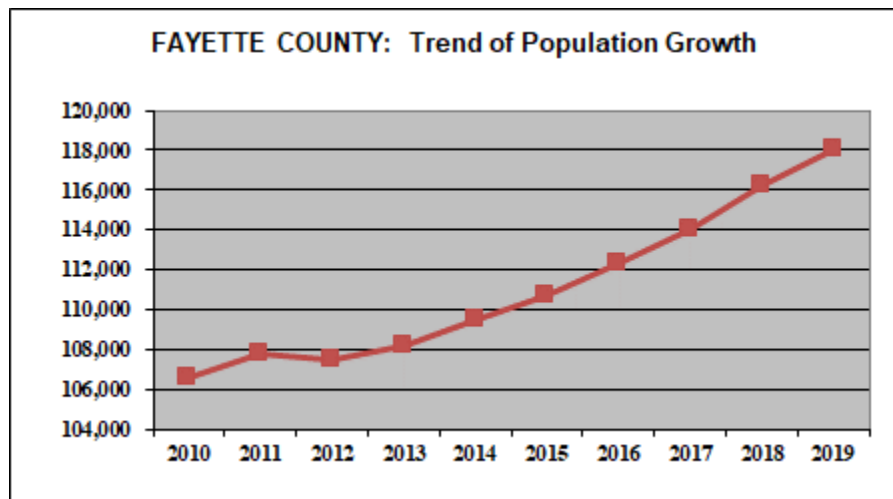
Fayette County continues to benefit economically by being an integral part of one of the top growth areas in the United States, the Atlanta Metropolitan Region. The Metropolitan Atlanta region represents one of the nation's primary transportation and distribution centers as well as being a major financial 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.

Even though the economic expansion is slowing down a little, the Atlanta Metro area economy will continue to grow in 2019 and beyond. Georgia continues to be one of the best states for business (#6 in 2019 per Forbes.com). It ranks high in Economic Climate and Growth Prospects. Job growth is predicted in all of Georgia's 14 metropolitan areas and in all of the state's major industries (University of Georgia's Terry College of Business Economic Outlook report). Several reliable sources of growth will contribute to the economic expansion: favorable demographic trends, more homebuilding and real estate development, higher defense spending, continuing fiscal stimulus from recent tax cuts, and faster productivity growth.

### Fayette County Community

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 118,000 as of April 1, 2019.



## Fayette County Demographics

% estimates as of July 1, 2018			
<b>Age and Sex - %</b>	<b>Fayette</b>	<b>Georgia</b>	<b>US</b>
Persons under 5 years	4.5%	6.2%	6.1%
Persons under 18 years	23.0%	23.8%	22.4%
Persons 65 years and over	18.2%	13.9%	16.0%
Female persons	51.5%	51.4%	50.8%
<b>Race - %</b>	<b>Fayette</b>	<b>Georgia</b>	<b>US</b>
White alone	67.5%	60.5%	76.5%
Black or African American alone	24.3%	32.4%	13.4%
Asian alone	5.3%	4.3%	5.9%
Native Hawaiian and Other Pacific Islander alone	0.1%	0.1%	0.2%
Two or more races	2.3%	2.2%	2.7%
Hispanic or Latino	7.4%	9.8%	18.3%
<b>Education - %</b>	<b>Fayette</b>	<b>Georgia</b>	<b>US</b>
High school graduate or higher, persons 25 years+	94.6%	85.8%	87.0%
Bachelor's degree or higher, persons 25 years+	45.8%	29.4%	30.3%
<b>Housing - %</b>	<b>Fayette</b>	<b>Georgia</b>	<b>US</b>
Owner-occupied housing units	81.0%	63.0%	63.8%
Median value of owner-occupied housing units	\$255,300	\$158,400	\$193,500
<b>Other</b>	<b>Fayette</b>	<b>Georgia</b>	<b>US</b>
Households with a computer	93.1%	87.0%	87.2%

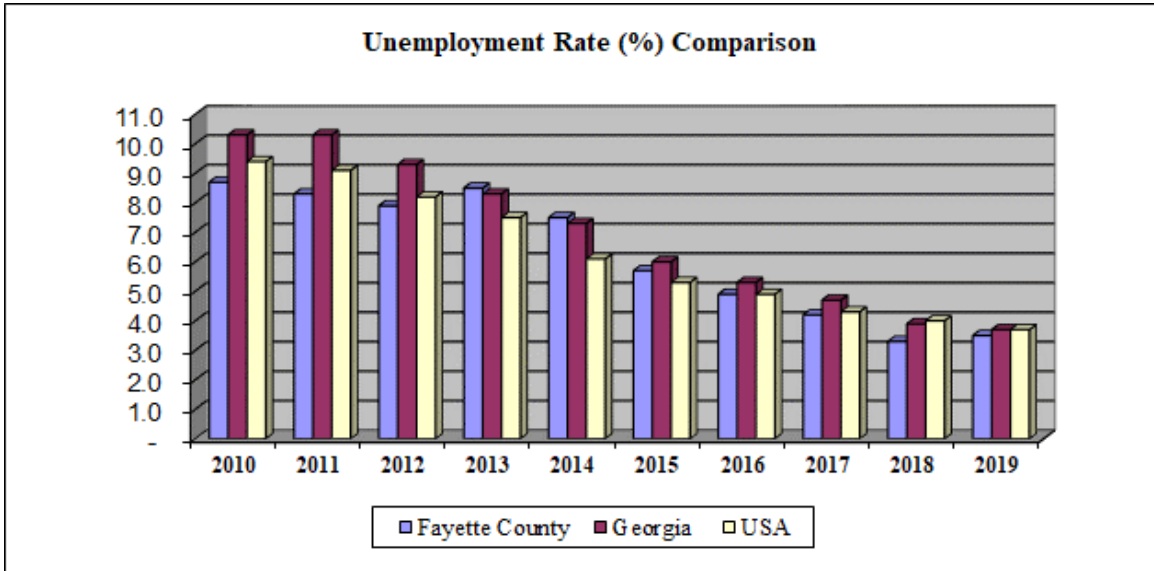
## Fayette County Education

Fayette County schools are among the best in the nation. The College and Career Ready Performance Index released by the Georgia Department of Education and based on data from the 2018-2019 school year shows that Fayette Counties' elementary, middle and high schools are among the best in the state and in metro Atlanta. The high school graduation rates for Fayette County are the #4 highest in Georgia. The average SAT/ACT scores at local high schools are above the state and national averages. Fayette's average SAT scores in 2019 are the second highest in Georgia. Fayette's average ACT scores in 2019 are the fifth highest in Georgia. Of residents 25 years or older, 94.6% are high school graduates. This is higher than for Georgia or the United States. 45.8% of Fayette County residents 25 years or older have a bachelors degree. This is also higher than Georgia and the United States.

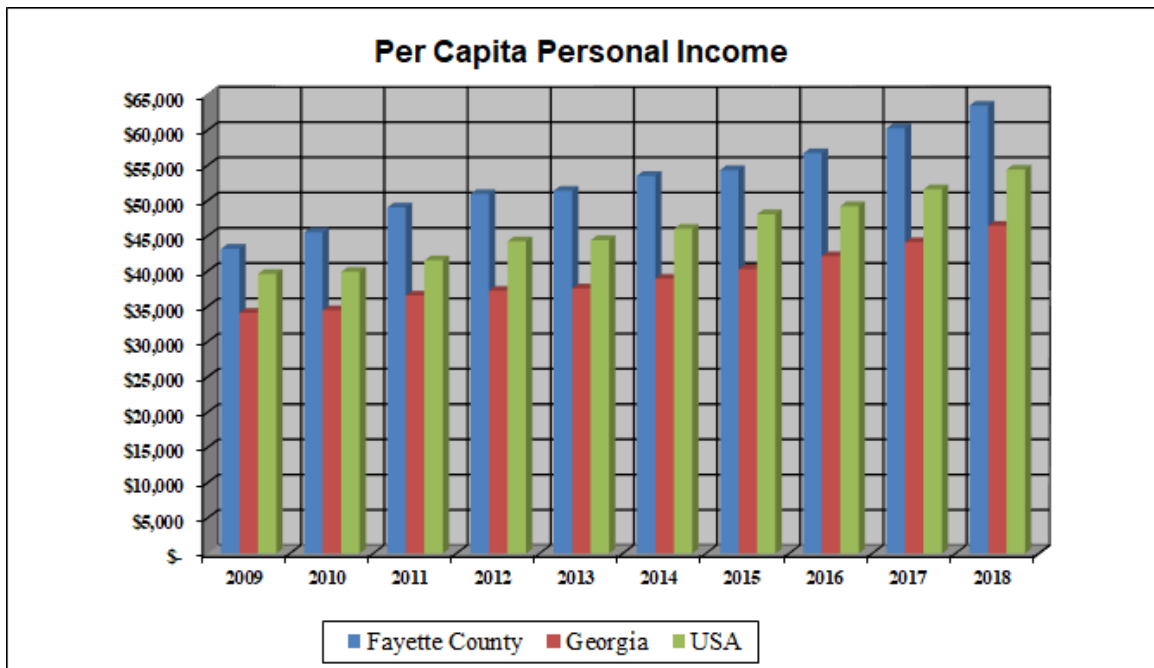
## Fayette County Labor Force

Fayette County is blessed to have a labor force that is well trained and has many marketable skills. The county workforce in general is employed in higher paying fields. Close to 40% of the

civilian employed population works in the following areas: office and administrative support 15.4%, executive and managers 12.6%, and sales 11.8%. The superior quality of our workforce reflects in our low unemployment rate. Fayette County's unemployment rate is consistently lower than the state and national rates. The chart below shows unemployment trends for the last ten years.



Fayette County is among the counties with the highest Per Capita Personal Income at both the state level and the national level. In 2018, Fayette County has the third highest Per Capita Personal Income in the state of Georgia. It is 137 percent of the state average and 117 percent of the national average. 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.

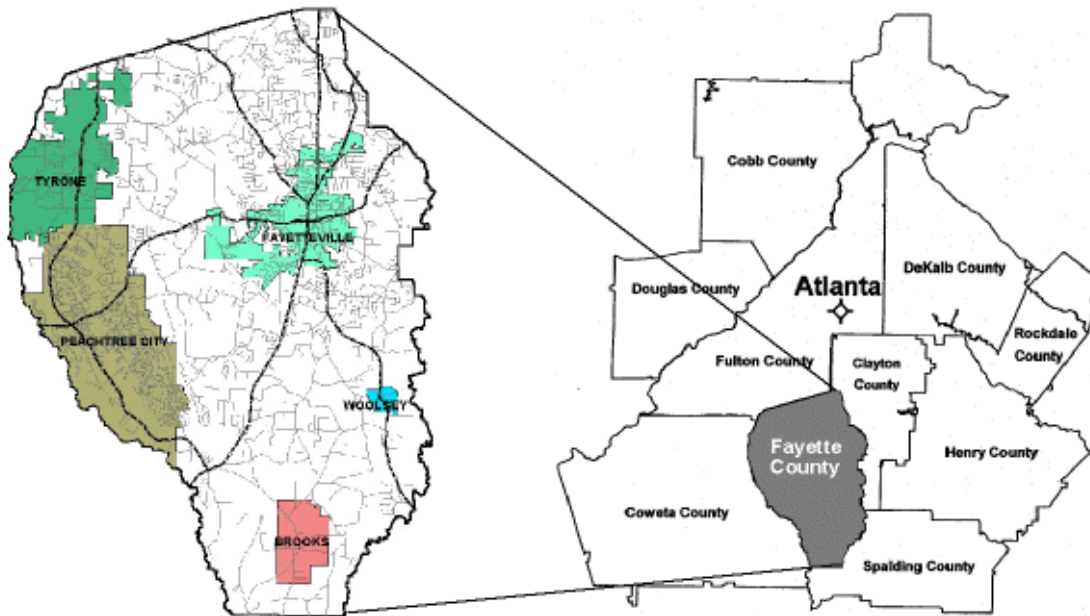


## **Doing Business in Fayette County**

The **Fayette County Development Authority** is the lead economic development entity for Fayette County. The Fayette County Board of Commissioners established it by resolution in 1986. It focuses on recruitment, retention and expansion of major industry and corporate office operations as well as workforce issues. It promotes and markets the entire county as a prime location for new and expanding businesses.

The Fayette County Development Authority provides confidential services to support existing county businesses considering an expansion or out of county companies looking for a new operation. It also provides the following: local data on Fayette County; maintains a detailed inventory list of available commercial/industrial properties in the county; and information on eligibility for tax incentives, job creation grants, and infrastructure support.

## 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 118,000 people (per 2019 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 17,827 in 2018.

**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, three lakes, an amphitheater, a tennis center, an indoor swimming complex, and 100 miles of pedestrian and golf-cart pathways connecting all parts of the city. The population is estimated at 35,766 in 2018.

**Brooks** – The town of Brooks was first known as Haistentown after the Haisten family that were the first settlers to arrive in the area. The community became known as Sharon Grove in the 1840’s. When the railroad came through in 1871, Hillery Brooks gave a lot for the train station with the stipulation that the station would bear his name. The village was known as Brooks Station. In 1905, the village name was shortened to Brooks. The population is estimated at 555 in 2018.

**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 165 in 2018.

**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 7,388 in 2018.

## **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.*

## **Budget Parameters**

The Budget Parameters establish the guidelines that the annual budget process will follow. The Board of Commissioners determines these parameters. The County Administrator's responsibility is to assure that the county departments and the outside agencies that receive county funding abide by these parameters. The FY 2020 Budget follows the following parameters:

1. No deficit budgeting (no use of unassigned fund balance).
2. Continued commitment to delivering outstanding services while keeping property taxes as low as possible.
3. Maintaining employee benefits while strengthening reserves.
4. Continuing to pursue grant opportunities.

## **Long-Term Goals**

The **Long-Term Goals** of Fayette County drive the day-to-day operations of the county government. The Board of Commissioners, the County Administrator, the Department Heads, and county staff strive to attain these goals when providing services to the citizens of Fayette County. The Fayette County long-term goals:

**County Goal 1:** To protect and enhance the health, safety and welfare of county citizens to ensure a quality lifestyle.

**County Goal 2:** To provide services that are efficient and fiscally and environmentally responsible.

**County Goal 3:** To be a government that conducts business in an open and easily accessible manner that generates trust and confidence.

**County Goal 4:** To provide county employees with training, equipment, safety and security, and competitive compensation and benefits so they perform to the best of their abilities when providing services to the county citizens.

**County Goal 5:** To build, maintain, and improve facilities, equipment, and infrastructure to meet the present and future needs of the county.

At the Annual Retreat, the Board of Commissioners and the County Administrator meet with county departments' management, elected officials, and the outside agencies that offer services to county citizens to discuss short and long-term goals and objectives and how each individual unit contributes to the attainment of these goals. This discussion sets the direction for the next year(s) and establishes the initiatives that are necessary to attain the goals. The changes in funding requirements from new initiatives and/or new programs are incorporated in the next year budget process.

## **Strategic Plan/Initiatives to Attain Long Term Goals**

### **County Goal 1: To protect and enhance the health, safety and welfare of county citizens to ensure a quality lifestyle.**

Initiative 1.1 – The Board of Commissioners approved to contribute \$1.0 million for a new facility for the Fayette County Health Department. This will partially fund the construction of the new facility estimated to cost in the range of \$5 million or more. The new building will allow for the improvement and expansion of health services for the citizens.

Initiative 1.2 – In response to concerns of many citizens regarding the current animal shelter facility, the Board of Commissioners approved \$1.0 million for a new animal shelter building. This new building, adjacent to the current building, will yield significant operational enhancements without requiring additional staffing.

Initiative 1.3 – Place a high priority on fire prevention. The most effective method of fire prevention is public education. The Fire Marshal's Office to conduct fire safety education to all 3<sup>rd</sup> grade students within the unincorporated Fayette County schools, provide public education to senior citizen organization groups, as well as fire extinguisher training to business owners and the public within the community.

Initiative 1.4 – The Fayette County Sheriff's Office Neighborhood Watch Program will assist communities in establishing a watch group and will provide signs and tips on how to make your community safer.

### **County Goal 2: To provide services that are efficient and fiscally and environmentally responsible.**

Initiative 2.1 – The County Administrator conducts **weekly meetings** with County Department Heads to inform of new initiatives and programs and to determine which and how the departments will be involved. In addition, the weekly meetings are used to get status updates on ongoing initiatives. These meetings encourage interdepartmental coordination and avoid duplicity of efforts; which turns into an efficient way of conducting county operations.

Initiative 2.2 – The Purchasing Department procures materials, supplies, equipment and services for the County departments in their function of serving the citizens of Fayette County. The procurement process ensures that contract awards go to responsive and responsible bidders that provide quality and maximum dollar savings.

Initiative 2.3 – Every Fayette County department is encouraged to apply for available federal/state grants. Grants are a fiscally responsible way for the county to "do more with less". Grant requirements range from no required match by the county to 10%-50% match required. As an example, for the period of FY 2013 to FY 2019, Fayette County has completed \$7.0 million on Local Maintenance & Improvement Grant (LMIG) eligible activities/projects to repair and improve roads and bridges in the county. The LMIG program has awarded the county \$5.3 million in grant funding for these activities/projects. This is a cost of only \$1.7 million to the citizens of Fayette County.

### **County Goal 3: To be a government that conducts business in an open and easily accessible manner that generates trust and confidence.**

Initiative 3.1 – The Board of Commissioners conducts regular **public** meetings twice a month, usually the second and fourth Thursday of each month. Members of the press attend the meetings. Each meeting has a Public Comment section where speakers/citizens have the



opportunity to speak to the Board of Commissioners about various topics, issues, and concerns.

Initiative 3.2 – The dates of the Board of Commissioners public meetings are published on the Fayette County website. In addition, the agenda for each public meeting is placed on the county website. County meetings are available live the day of the meeting and archived for later viewing.

Initiative 3.3 – Under the Georgia Open Records Act, all Fayette County public records are available for inspection and copying unless they are specifically exempted from disclosure under the law.

Initiative 3.4 - Besides the regular public meetings, the Board of Commissioners conducts additional public meetings throughout the year. These are meetings to discuss specific matters. Ex. Proposed SPLOST, Property Tax Millage rate, Special called budget meetings, Annual Retreat, etc.

Initiative 3.5 – Fayette County sponsors throughout the year Face-to-Face meetings for the public in which different county departments conduct presentations. These meetings promote greater awareness between government and residents, allows for an exchange of ideas, and provides an opportunity for citizens to have direct access to Fayette County officials.

**County Goal 4: To provide county employees with training, equipment, safety and security, and competitive compensation and benefits so they perform to the best of their abilities when providing services to the county citizens.**

Initiative 4.1 – Fayette County encourages employees to pursue training opportunities to strengthen their skills so they can provide outstanding customer service and can obtain advance certifications and recertification in their fields.

Initiative 4.2 – Fire Services and Emergency Medical Services personnel receive initial and recurrent training across all disciplines within the departments. The Fire/EMS Training Section designs programs for professional development of employees. In training, personnel interface with local, state and federal agencies that govern and monitor Fire and EMS training to ensure compliance.

Initiative 4.3 – Fayette County provides its eligible employees a full range of benefits. Among the benefits provided are Medical/Dental/Vision health insurance, no cost basic life insurance, low cost voluntary life insurance. In addition, there is an Employee Assistant Plan at no cost to employees that offers counseling services to employees and eligible dependents who suffer from problems that currently impair or have the potential to impair productivity.

Initiative 4.4 – The FY 2020 budget includes a 9.1% salary increase for Public Safety employees to aid in attracting new employees and retaining experienced employees. It was determined that this increase was needed to be able to compete with surrounding cities and counties. A Pay for Performance Plan for non-Public Safety employees was also included in the FY 2020. The performance pay is determined using performance evaluations.

Initiative 4.5 – Fayette County offers retirement benefits to its eligible employees. The county matches ½ of employee contributions up to 2.5%. The vesting period for retirement benefits normalized from ten (10) to five (5) years. In addition, the multiplier for calculating retirement pay for employees under the Defined Benefits Retirement Plan changes from 1.5% to 2.0% for each service year.

**County Goal 5: To build, maintain, and improve facilities, equipment, and infrastructure to meet the present and future needs of the county.**

Initiative 5.1 - Approval of a \$1.1 million project that will replace an obsolete chlorine dioxide generation system at the South Fayette Water Treatment Plant. The new system reduces significantly unwanted disinfection by-products in the drinking water treatment process and reduces operator concerns.

Initiative 5.2 – The Comprehensive Transportation Plan (CTP) is a planning document updated periodically using funding from the Atlanta Regional Commission (ARC) and is an important tool in identifying and prioritizing transportation needs, recommending possible solutions, and establishing a plan for project delivery and funding.

Initiative 5.3 – Every year, Fayette County prepares a Capital Improvement Program Plan. This is an implementation plan for the construction, maintenance, and renovation of facilities and infrastructure over a five-year period. This plan is updated every year during the budget process.

**FAYETTE COUNTY, GEORGIA**  
**Long-Term Strategic Financial Forecast**

<u>General Fund</u>	ACTUALS		FORECAST		
	<u>FY 2018</u>	<u>FY 2019*</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>
<b>REVENUES</b>					
Property Tax	\$ 29,005,943	\$ 30,188,017	\$ 31,061,300	\$ 31,959,845	\$ 32,900,000
Sales & Use Tax	12,638,205	12,969,423	14,300,000	14,675,000	15,060,000
Other Taxes	808,335	735,278	832,850	860,000	886,000
Licenses & Permits	975,037	802,854	951,100	960,000	960,000
Intergovernmental Revenue	1,554,875	1,456,553	1,339,183	1,340,000	1,340,000
Charges for Services	3,317,114	3,258,695	3,778,728	3,860,000	3,950,000
Fines, Forfeits & Penalties	1,682,488	1,420,478	1,753,000	1,850,000	1,900,000
Investment Income	216,669	996,205	675,000	675,000	675,000
Contributions/Donations	17,083	48,890	20,000	20,000	20,000
Miscellaneous Revenue	191,568	381,059	486,125	490,000	490,000
Total Revenues	50,407,318	52,257,452	55,197,286	56,689,845	58,181,000
<b>OTHER FINANCING SOURCES</b>					
Sale of Gen Fixed Asset	8,583	79,411	25,000	30,000	35,000
Transfers from other funds	198,702	152,343	90,000	90,000	90,000
Total Revenues and Other Financing Sources	\$ 50,614,603	\$ 52,489,206	\$ 55,312,286	\$ 56,809,845	\$ 58,306,000
<b>EXPENDITURES</b>					
Personal Services	\$ 31,190,508	\$ 31,807,492	\$ 34,221,409	\$ 34,250,000	\$ 35,100,000
Operating Expenses	13,056,753	12,519,964	14,198,953	14,200,000	14,200,000
Capital Outlay	264,907	227,256	131,259	135,000	135,000
Debt Service	3,260,006	3,263,306	3,260,306	3,259,306	3,258,306
Other Costs	765,905	827,494	2,280,882	2,300,000	2,300,000
Interfund Charges	-	-	-	-	-
Total Expenditures and Other Financing Uses	48,538,079	48,645,512	54,092,809	54,144,306	54,993,306
<b>OTHER FINANCING USES</b>					
Transfers to other funds	1,168,255	3,442,114	3,954,798	3,500,000	3,500,000
Total Expenditures and Other Financing Uses	\$ 49,706,334	\$ 52,087,626	\$ 58,047,607	\$ 57,644,306	\$ 58,493,306
Net Increase (Decrease) In Fund Balance	908,269	401,579	(2,735,321)	(834,461)	(187,306)
FUND BALANCE JULY 1	\$ 28,511,302	\$ 29,419,571	\$ 29,821,150	\$ 26,251,368	\$ 25,229,601
FUND BALANCE JUNE 30	\$ 29,419,571	\$ 29,821,150	\$ 27,085,829	\$ 25,416,907	\$ 25,042,295

**\*Unaudited**

**FAYETTE COUNTY, GEORGIA**  
**Long-Term Strategic Financial Forecast**

Fayette County presents a three-year long-term financial forecast for the General Fund. FY 2018 and FY 2019 amounts are included as reference/historical data. The forecast includes the FY 2020 budget amounts plus two years beyond the budget year.

**Revenue and Other Sources**

**Property taxes** are expected to continue to increase just below 3.0% annually. The assessed value of property in the county has increased an average of 7.6% annually over the last five years. This trend is expected to continue. It is expected that the millage rate will be kept steady.

Beyond the budget year, **Sales & Use Tax** is expected to increase approximately 2.6% annually beyond the FY 2020 budget year. A strong economy supports this assumption.

Revenue from **Licenses & Permits** and **Intergovernmental Revenue** is expected to hold steady beyond FY 2020. No major changes to the cost of licenses/permits is projected. Intergovernmental revenue (federal/state reimbursements, intergovernmental grants, maintenance and improvements, etc.) is also projected to hold steady.

**Charges for Services** and **Fines/Forfeits/Penalties** revenue are projected to increase. No increase to court fines & fees, zoning fees, Sheriff's fees, recreation program fees, and library fines are expected. The change is based on an increase in volume.

**Invested Income, Contributions/Donations,** and **Miscellaneous** revenue are projected to hold steady.

**Other Financing Sources (Sale of Fixed Assets and Transfers from Other Funds)** are projected conservatively as these are difficult to project because they change based on several factors.

**Expenditures and Other Uses**

**Personal Services** increase 7.6% for the FY 2020 budget year to account for the increase in salaries for Public Safety personnel and the Merit Pay plan. For FY 2021 no salary increases are projected. Assuming no increase in medical/dental insurance costs, personal services remain flat for FY 2021. For FY 2022, an increase of 2.5% is projected to account for Merit Pay increases.

**Operating Expenses** are projected to remain flat through FY 2022. Actual expenditures are consistently under 100% of budget.

**Capital Outlay** and **Debt Service** expenditures will also stay flat. Most Capital Outlay expenditures are included in the Capital Budget. No changes in long-term debt are expected in the next three years.

**Other Financing Uses** will decrease 11.5% for FY 2021. Transfers to Other funds will decrease because the General Fund will fund less capital projects. Funding of capital projects will shift to moneys left from completed capital projects and additional funds available from the approved 2017 SPLOST. For FY 2022, Other Financing Uses are projected to stay flat.

County Goals (CG)	CG1	CG2	CG3	CG4	CG5
	To protect and enhance the health, safety, and welfare of county citizens to ensure a quality lifestyle	To provide services that are efficient and fiscally and environmentally responsible	To be a government that conducts business in an open and easily accessible manner that generates trust and confidence	To provide county employees with training, equipment, safety and security, and competitive compensation and benefits so they perform to the best of their abilities when providing services to the county citizens	To build, maintain, and improve facilities, equipment, and infrastructure to meet the present and future needs of the county.
<b>Function: General Government</b>					
Administration		X	X	X	X
Building & Grounds	X	X		X	X
County Commission		X	X	X	X
Elections		X	X		
Engineering	X	X			
Finance		X	X	X	
Human Resources		X	X	X	
Information Systems		X		X	X
Law Department					
Purchasing		X	X		
Tax Commissioner		X	X		
Tax Assessor		X	X		
<b>Function: Judicial</b>					
Board of Equalization		X	X		
Clerk of State Court	X	X	X		
Clerk of Superior Court	X	X	X		
State DUI Court	X	X			
District Attorney	X	X	X		
Drug Abuse and Treatment	X	X			
Superior Court Judges	X	X			
Juvenile Court	X	X	X		
Juvenile Supervision	X	X			
Magistrate Court	X	X	X		
Probate Court	X	X	X		
Public Defender	X	X	X		
State Court Judge	X	X	X		
State Court Solicitor	X	X	X		
Victims Assistance	X	X			
<b>Function: Public Safety</b>					
Animal Control	X	X	X		
Coroner		X			
911 Communications	X	X	X		
Emergency Management	X	X	X		
Emergency Medical Services	X	X	X		

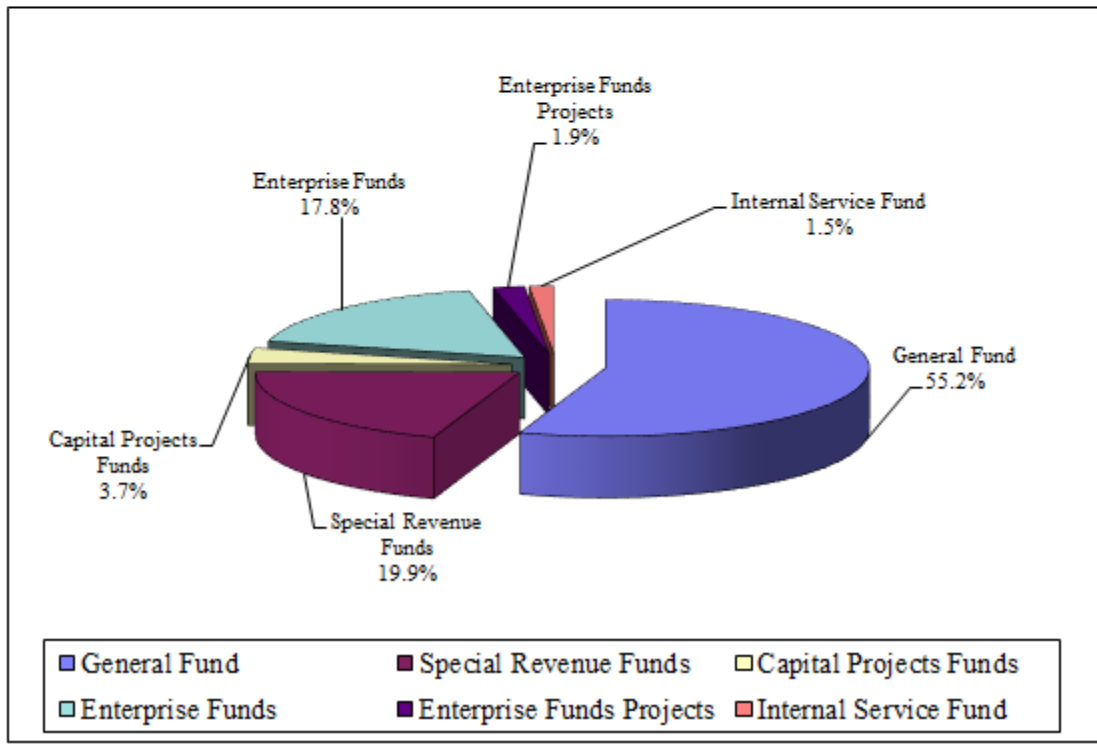
<b>County Goals (CG)</b>	<b>CG1</b>	<b>CG2</b>	<b>CG3</b>	<b>CG4</b>	<b>CG5</b>
	To protect and enhance the health, safety, and welfare of county citizens to ensure a quality lifestyle	To provide services that are efficient and fiscally and environmentally responsible	To be a government that conducts business in an open and easily accessible manner that generates trust and confidence	To provide county employees with training, equipment, safety and security, and competitive compensation and benefits so they perform to the best of their abilities when providing services to the county citizens	To build, maintain, and improve facilities, equipment, and infrastructure to meet the present and future needs of the county.
Fire Services	X	X	X		
Sheriff's Office	X	X	X		
<b>Function: Public Works</b>					
Fleet Maintenance		X		X	
Public Works Administration	X	X	X	X	X
Road Department	X	X	X		X
Solid Waste	X	X			X
Environmental Management	X	X	X		X
Stormwater Management	X	X			X
Street Lights	X	X			X
Water System	X	X	X		X
<b>Function: Health &amp; Welfare</b>					
Dept. Family & Children Services	X	X			
Fayette Community Options	X	X			
Fayette Counseling Center	X	X			
Public Health	X	X	X		
Senior Citizen Services	X	X	X		
<b>Function: Culture &amp; Recreation</b>					
Library		X			
Recreation	X	X	X		X
<b>Function: Planning &amp; Development</b>					
County Extension		X			
Development Authority		X	X		
GA Forestry Commission	X	X			
Building Safety	X	X	X		
Planning and Zoning	X	X	X		
Code Enforcement	X	X	X		

2019 DATE		PARTICIPANTS	BUDGET TASK
March 11, 2019	Mon	Finance / Departments / Agencies	Budget forms, budget calendar, instructions published. Budget entry available
March 12, 2019	Tue	Finance	Next Year Budget Entry Training - New personnel
March 25, 2019	Mon	Agencies / Finance	Budget requests submissions due from Agencies
March 29, 2019	Fri	Departments / Finance	Budget requests submissions due from County Departments
March 29, 2019	Fri	Human Resources / Finance	Human Resources - Post Salary/Benefits projection to budget projection
April 5, 2019	Fri	Commissioners / County Staff (Open to the Public)	BOC Annual Retreat - Policy and Board of Commissioner Discussions
April 22, 2019	Fri	Finance / County Administrator	Countywide budget requests to the County Administrator
April 26 - 29, 2019	Fri - Mon	Commissioners / County Administrator	2019 Annual ACCG Conference & Commissioners Training - Savannah
May 1 - 3, 2019	Wed - Fri	County Administrator / County Staff	Budget Workshops as necessary
May 29, 2019	Wed	Finance / County Administrator	Publish the FY 2020 Proposed Budget Summary and Public Hearings dates and times in local newspapers and on the County's website. Make available detail binders of the FY 2020 Proposed Budget.
May 30, 2019	Thu	Commissioners / County Administrator / County Staff (Open to the Public)	Conduct Special Called Budget Meeting to formally present the FY 2020 Proposed Budget to the Board of Commissioners.
June 13, 2019	Thu		Hold first Public Hearing on the FY 2020 Proposed Budget.
June 27, 2019	Thu		Hold second Public Hearing on the FY 2020 Proposed Budget. Request BOC to adopt FY 2020 Budget.

**FAYETTE COUNTY, GEORGIA  
 FY 2020 BUDGET  
 ALL BUDGETED FUNDS  
 TOTAL EXPENDITURES\***

General Fund	\$	54,092,809
Special Revenue Funds		19,465,772
Capital Projects Funds		3,589,976
Enterprise Funds		17,422,718
Enterprise Funds Projects		1,830,000
Internal Service Funds		1,474,220
<b>Total</b>	<b>\$</b>	<b>97,875,495</b>

\*Does not include transfers to other funds of \$7,084,976 for total appropriations of \$104,960,471.



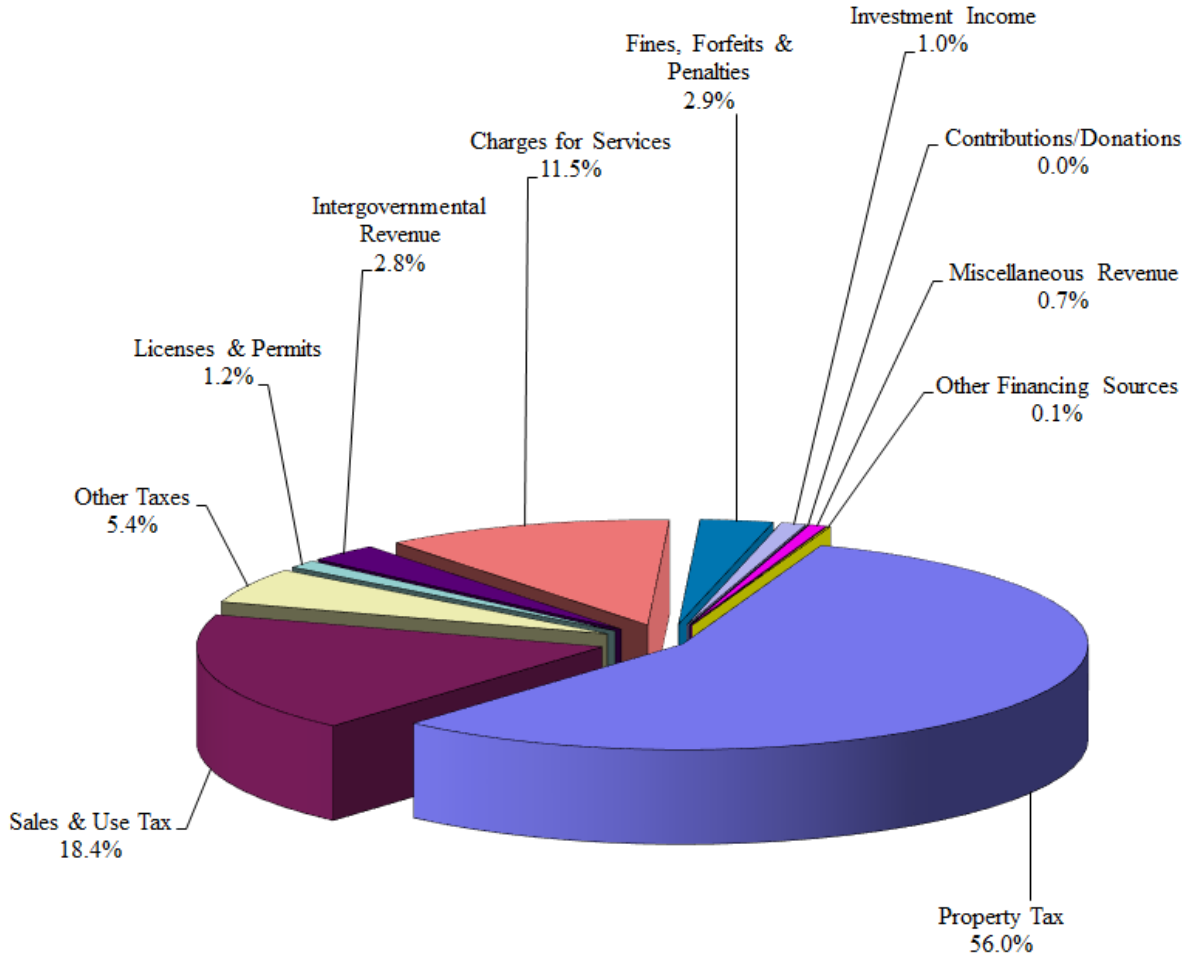


**FAYETTE COUNTY, GEORGIA**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**OPERATING GOVERNMENTAL TYPE FUNDS**  
**COMPARISON OF THREE MOST RECENT FISCAL YEARS**

<b>BUDGETED FUNDS</b>	<b>GENERAL FUND</b>			<b>SPECIAL REVENUE FUNDS</b>			<b>TOTAL GOVERNMENTAL FUNDS</b>		
	<u>FY 2018</u> <u>ACTUAL</u>	<u>FY 2019</u> <u>ACTUAL*</u>	<u>FY 2020</u> <u>BUDGET</u>	<u>FY 2018</u> <u>ACTUAL</u>	<u>FY 2019</u> <u>ACTUAL*</u>	<u>FY 2020</u> <u>BUDGET</u>	<u>FY 2018</u> <u>ACTUAL</u>	<u>FY 2019</u> <u>ACTUAL*</u>	<u>FY 2020</u> <u>BUDGET</u>
<b>REVENUES</b>									
Property Tax	\$ 29,005,943	\$ 30,188,017	\$ 31,061,300	\$ 10,908,439	\$ 11,613,323	\$ 12,524,500	\$ 39,914,382	\$ 41,801,340	\$ 43,585,800
Sales & Use Tax	12,638,205	12,969,423	14,300,000	-	-	-	12,638,205	12,969,423	14,300,000
Other Taxes	808,335	735,278	832,850	2,919,793	3,139,439	3,358,350	3,728,127	3,874,717	4,191,200
Licenses & Permits	975,037	802,854	951,100	-	-	-	975,037	802,854	951,100
Intergovernmental Revenue	1,554,875	1,456,553	1,339,183	722,285	752,729	857,080	2,277,160	2,209,282	2,196,263
Charges for Services	3,317,114	3,258,695	3,778,728	4,744,907	5,134,603	5,209,880	8,062,021	8,393,298	8,988,608
Fines, Forfeits & Penalties	1,682,488	1,420,478	1,753,000	1,121,215	846,193	481,000	2,803,703	2,266,671	2,234,000
Investment Income	216,669	996,205	675,000	49,897	132,687	119,500	266,566	1,128,892	794,500
Contributions/Donations	17,083	48,890	20,000	718	18,375	-	17,801	67,265	20,000
Miscellaneous Revenue	191,568	381,059	486,125	90,342	80,031	59,000	281,911	461,089	545,125
<b>Total Revenues</b>	<b>50,407,318</b>	<b>52,257,452</b>	<b>55,197,286</b>	<b>20,557,596</b>	<b>21,717,380</b>	<b>22,609,310</b>	<b>70,964,914</b>	<b>73,974,832</b>	<b>77,806,596</b>
<b>OTHER FINANCING SOURCES</b>									
Sale of Gen Fixed Asset	8,583	79,411	25,000	-	5,000	-	8,583	84,411	25,000
Transfers from other funds	198,702	152,343	90,000	73,000	136,803	-	271,702	289,146	90,000
<b>Total Revenues and     Other Financing Sources</b>	<b>\$ 50,614,603</b>	<b>\$ 52,489,206</b>	<b>\$ 55,312,286</b>	<b>\$ 20,630,596</b>	<b>\$ 21,859,184</b>	<b>\$ 22,609,310</b>	<b>\$ 71,245,199</b>	<b>\$ 74,348,389</b>	<b>\$ 77,921,596</b>
<b>EXPENDITURES</b>									
General Government	\$ 8,592,322	\$ 9,039,027	\$ 11,220,989	\$ -	\$ -	\$ -	\$ 8,592,322	\$ 9,039,027	\$ 11,220,989
Judicial System	5,560,164	5,641,242	6,128,502	735,064	1,015,535	1,356,136	6,295,227	6,656,777	7,484,638
Public Safety	20,325,372	19,995,951	21,067,389	16,559,748	16,400,243	17,773,420	36,885,120	36,396,195	38,840,809
Public Works	6,396,704	6,020,564	7,438,412	324,302	572,091	336,216	6,721,006	6,592,655	7,774,628
Planning & Development	1,340,114	1,436,443	1,559,667	-	-	-	1,340,114	1,436,443	1,559,667
Culture and Recreation	2,219,558	2,402,558	2,523,025	-	-	-	2,219,558	2,402,558	2,523,025
Health and Welfare	843,840	846,420	894,519	-	-	-	843,840	846,420	894,519
Debt Service	3,260,006	3,263,307	3,260,306	-	-	-	3,260,006	3,263,307	3,260,306
<b>Total Expenditures</b>	<b>48,538,079</b>	<b>48,645,513</b>	<b>54,092,809</b>	<b>17,619,114</b>	<b>17,987,870</b>	<b>19,465,772</b>	<b>66,157,192</b>	<b>66,633,383</b>	<b>73,558,581</b>
<b>OTHER FINANCING USES</b>									
Transfers to other funds	1,168,255	3,442,114	3,954,798	2,576,380	2,485,870	1,300,178	3,744,635	5,927,984	5,254,976
<b>Total Expenditures and     Other Financing Uses</b>	<b>\$ 49,706,334</b>	<b>\$ 52,087,627</b>	<b>\$ 58,047,607</b>	<b>\$ 20,195,494</b>	<b>\$ 20,473,740</b>	<b>\$ 20,765,950</b>	<b>\$ 69,901,827</b>	<b>\$ 72,561,367</b>	<b>\$ 78,813,557</b>
<b>Net Increase (Decrease) In Fund Balance</b>	<b>908,269</b>	<b>401,579</b>	<b>(2,735,321)</b>	<b>435,102</b>	<b>1,385,444</b>	<b>1,843,360</b>	<b>1,343,371</b>	<b>1,787,023</b>	<b>(891,961)</b>
<b>FUND BALANCE JULY 1</b>	<b>\$ 28,511,302</b>	<b>\$ 29,419,571</b>	<b>\$ 29,821,150</b>	<b>\$ 11,641,199</b>	<b>\$ 12,076,301</b>	<b>\$ 13,461,745</b>	<b>\$ 40,152,501</b>	<b>\$ 41,495,872</b>	<b>\$ 43,282,895</b>
<b>FUND BALANCE JUNE 30</b>	<b>\$ 29,419,571</b>	<b>\$ 29,821,150</b>	<b>\$ 27,085,829</b>	<b>\$ 12,076,301</b>	<b>\$ 13,461,745</b>	<b>\$ 15,305,105</b>	<b>\$ 41,495,872</b>	<b>\$ 43,282,895</b>	<b>\$ 42,390,934</b>

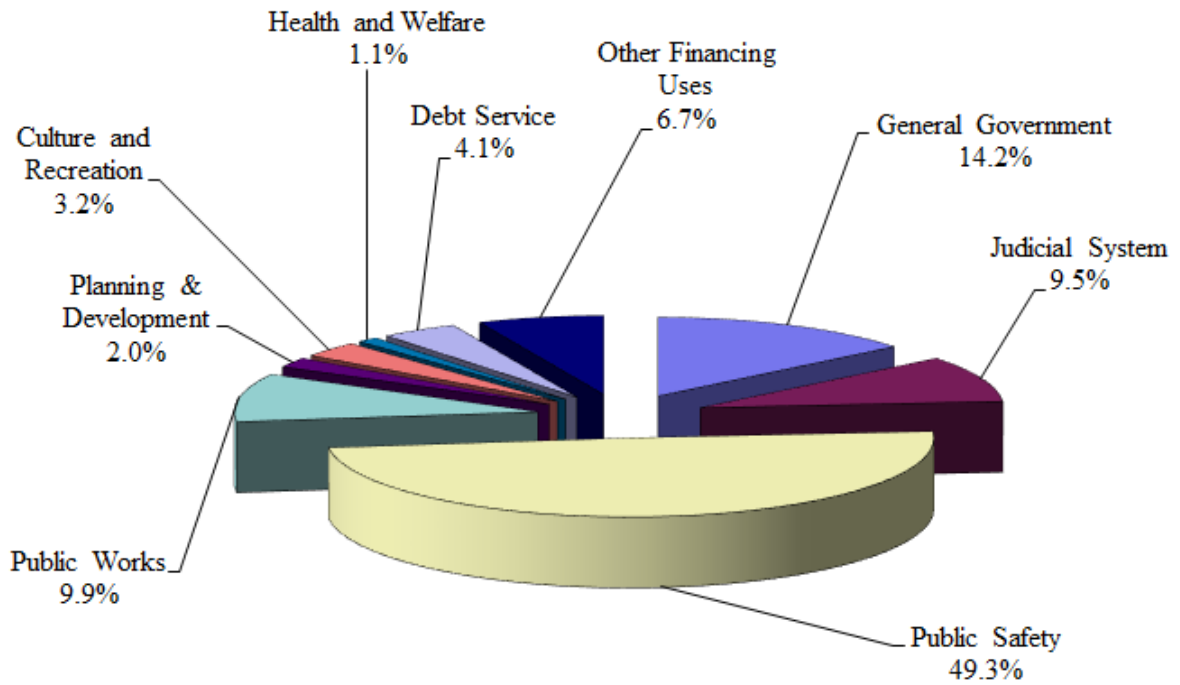
\*Year-To-Date - Unaudited

**FAYETTE COUNTY, GEORGIA**  
**FY 2020 BUDGET**  
**OPERATING GOVERNMENTAL TYPE FUNDS**  
**ESTIMATED REVENUE AND OTHER SOURCES**



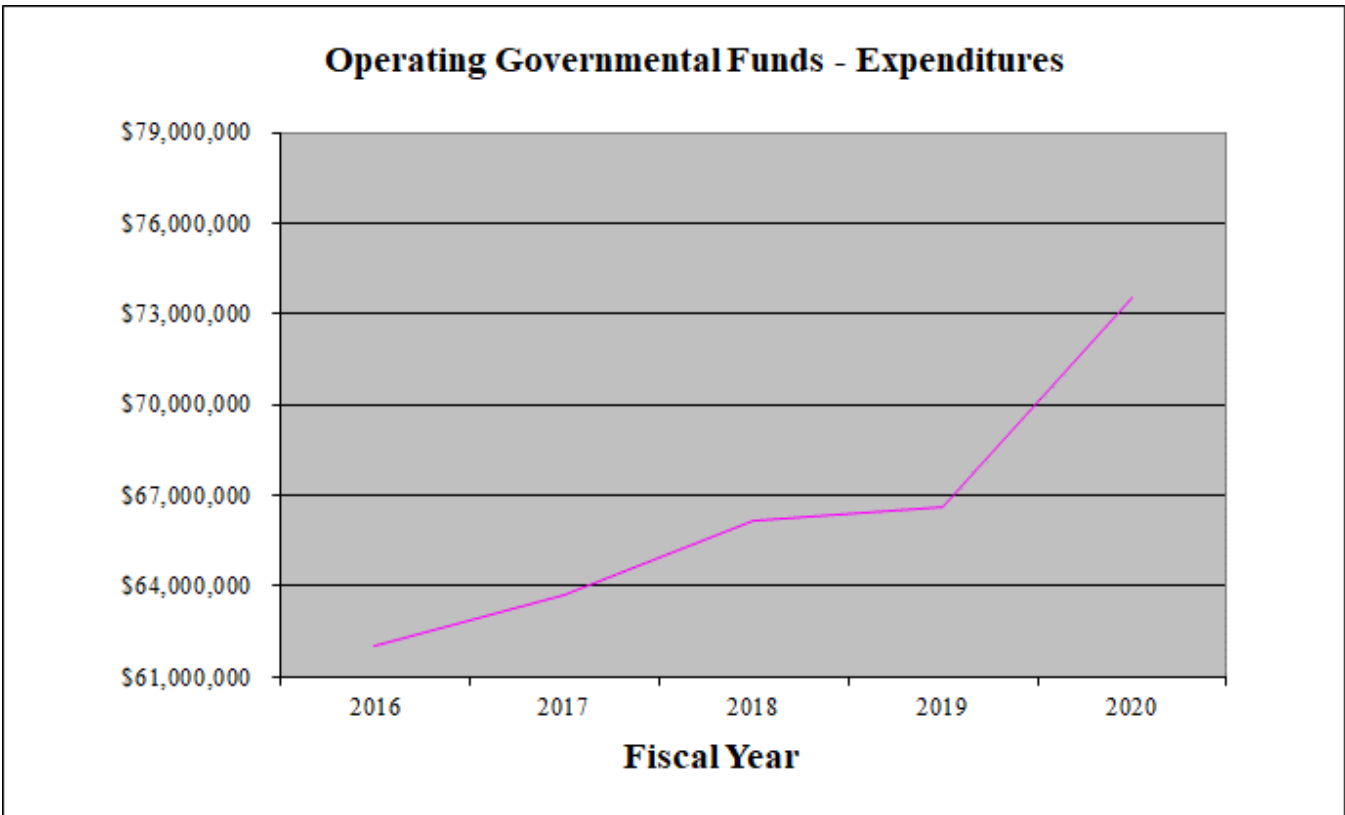
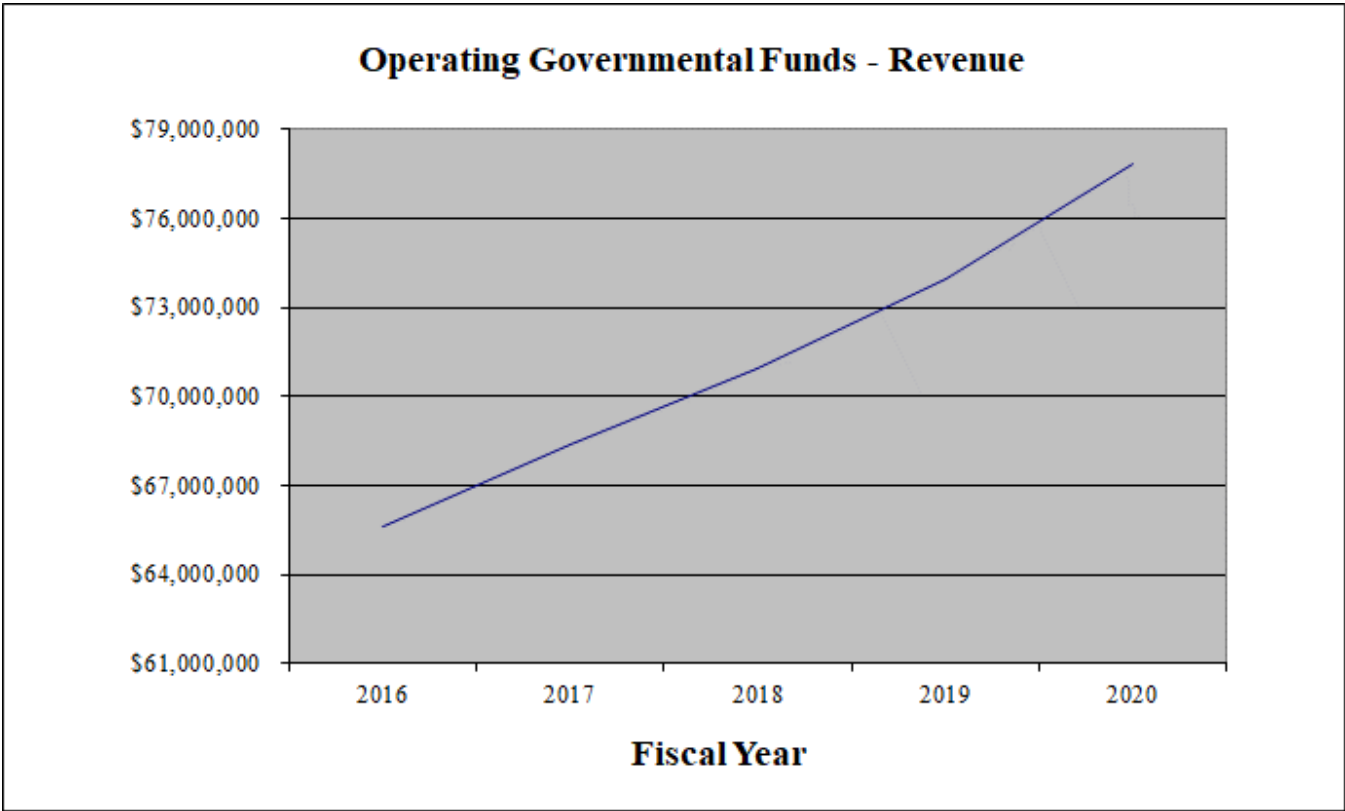
■ Property Tax	■ Sales & Use Tax	■ Other Taxes
■ Licenses & Permits	■ Intergovernmental Revenue	■ Charges for Services
■ Fines, Forfeits & Penalties	■ Investment Income	■ Contributions/Donations
■ Miscellaneous Revenue	■ Other Financing Sources	

**FAYETTE COUNTY, GEORGIA**  
**FY 2020 BUDGET**  
**OPERATING GOVERNMENTAL TYPE FUNDS**  
**ESTIMATED EXPENDITURES AND OTHER USES**

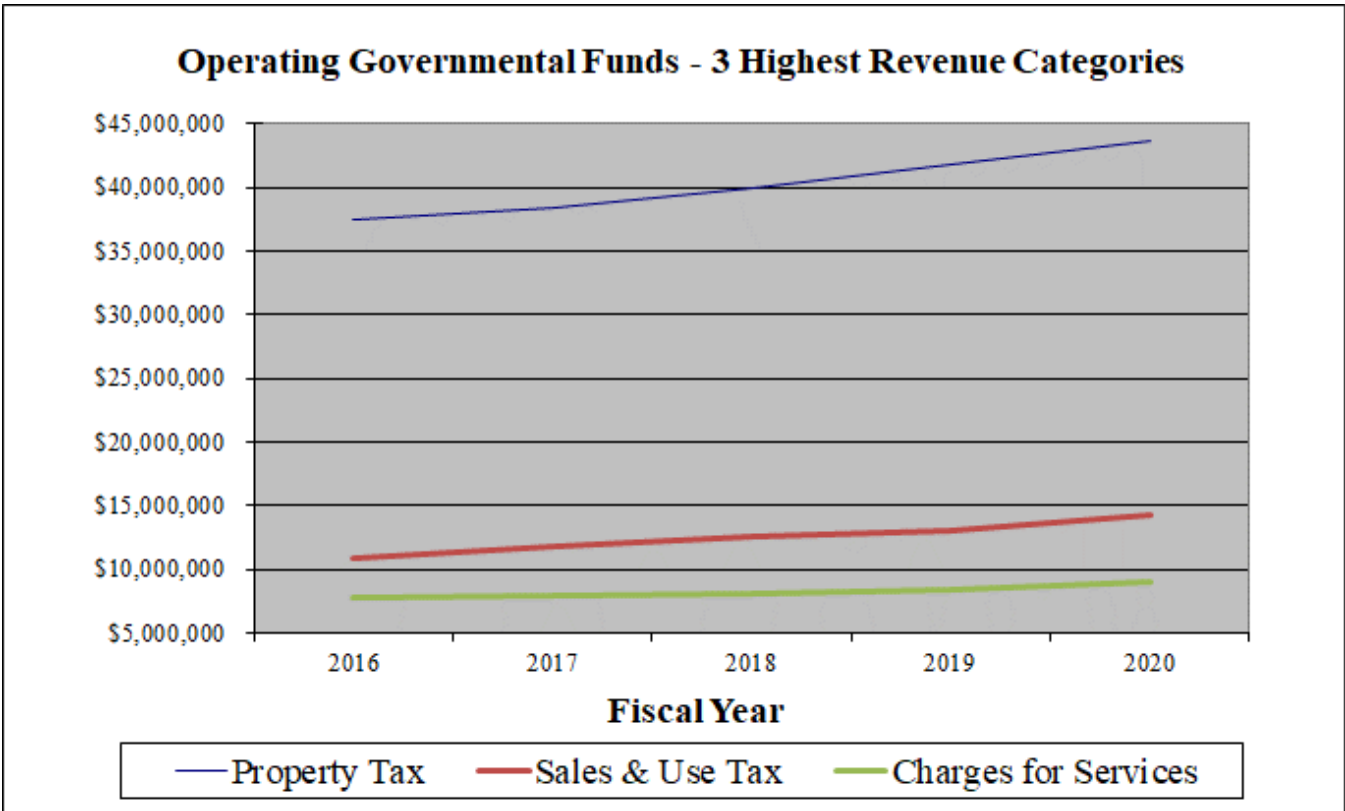
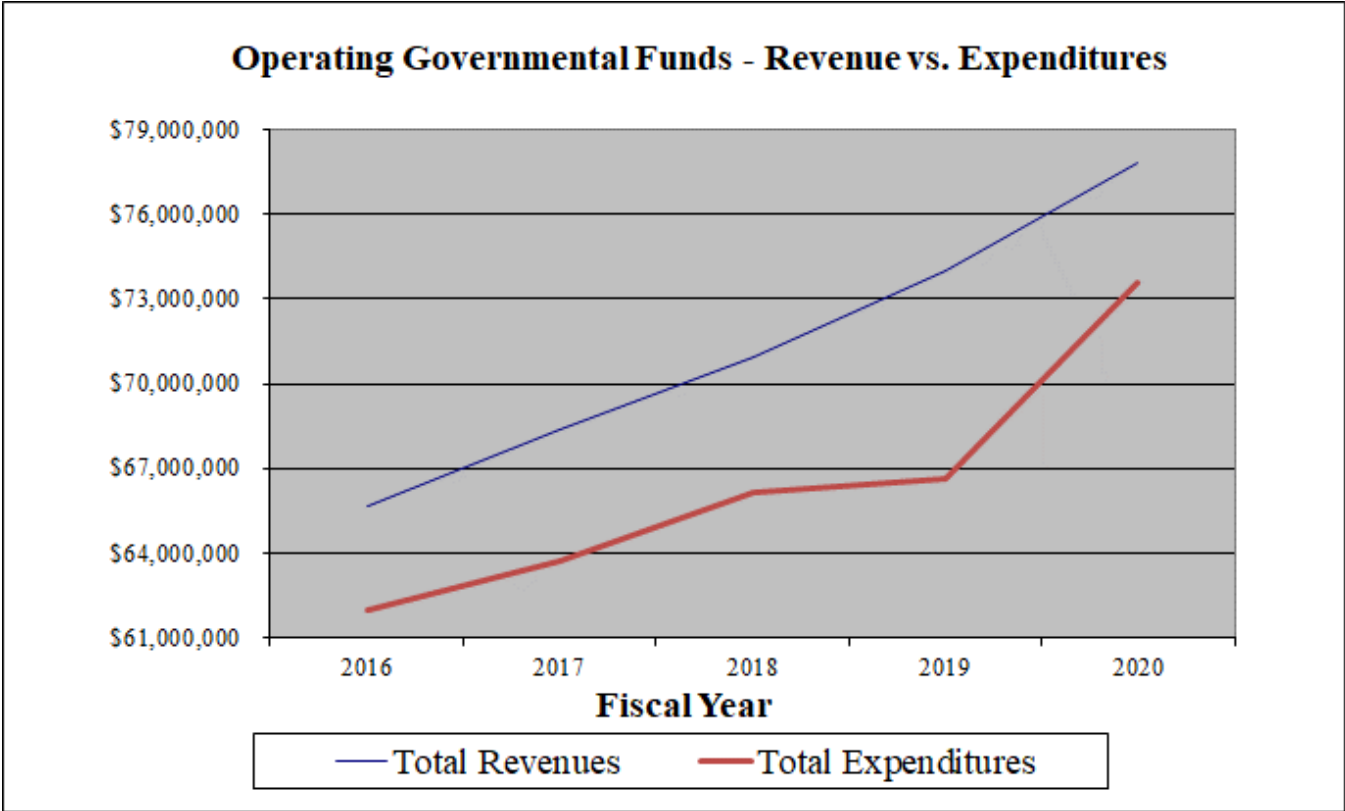


■ General Government	■ Judicial System	□ Public Safety
■ Public Works	■ Planning & Development	■ Culture and Recreation
■ Health and Welfare	■ Debt Service	■ Other Financing Uses

**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**

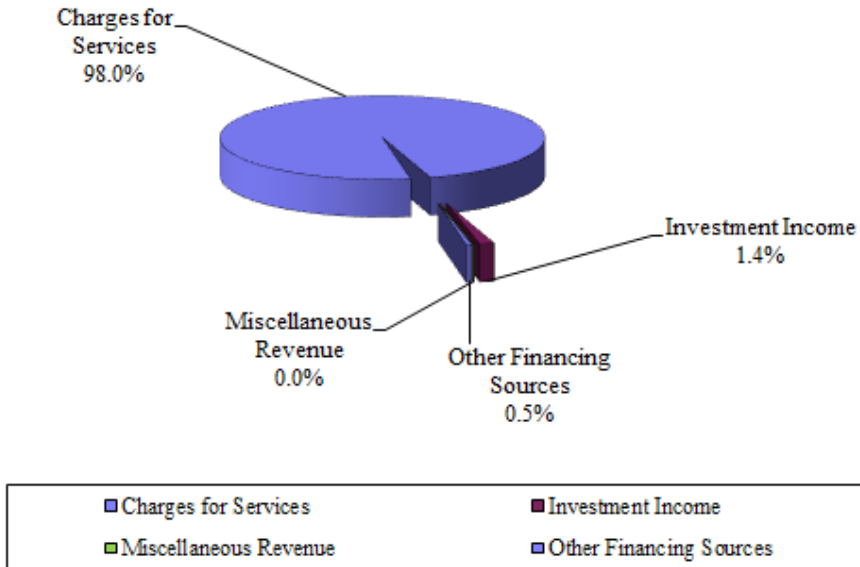
	SOLID WASTE FUND			STORMWATER MGT FUND			WATER SYSTEM FUND			TOTAL ENTERPRISE FUNDS		
	FY 2018 ACTUAL	FY 2019 ACTUAL*	FY 2020 BUDGET	FY 2018 ACTUAL	FY 2019 ACTUAL*	FY 2020 BUDGET	FY 2018 ACTUAL	FY 2019 ACTUAL*	FY 2020 BUDGET	FY 2018 ACTUAL	FY 2019 ACTUAL*	FY 2020 BUDGET
<b>BUDGETED FUNDS</b>												
<b>REVENUES</b>												
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales & Use Tax	-	-	-	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services	71,877	76,498	73,000	(9,980)	-	-	15,924,339	16,109,148	18,721,400	15,986,236	16,185,646	18,794,400
Fines, Forfeits & Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	77	-	-	-	-	-	172,020	327,590	275,000	172,097	327,590	275,000
Contributions/Donations	-	1,935	-	-	-	-	1,242,681	1,367,168	-	1,242,681	1,369,103	-
Miscellaneous Revenue	-	108,257	-	-	-	-	8,114	6,562	7,300	8,114	114,819	7,300
<b>Total Revenues</b>	<b>71,954</b>	<b>186,690</b>	<b>73,000</b>	<b>(9,980)</b>	<b>-</b>	<b>-</b>	<b>17,347,154</b>	<b>17,810,468</b>	<b>19,003,700</b>	<b>17,409,128</b>	<b>17,997,158</b>	<b>19,076,700</b>
<b>OTHER FINANCING SOURCES</b>												
Sale of Gen Fixed Asset/Timber	-	-	-	-	-	-	3,425	19,075	-	3,425	19,075	-
Transfers from other funds	217,937	-	100,000	962,228	-	-	-	-	-	1,180,165	-	100,000
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 289,891</b>	<b>\$ 186,690</b>	<b>\$ 173,000</b>	<b>\$ 952,248</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,350,579</b>	<b>\$ 17,829,543</b>	<b>\$ 19,003,700</b>	<b>\$ 18,592,718</b>	<b>\$ 18,016,233</b>	<b>\$ 19,176,700</b>
<b>EXPENDITURES</b>												
Personal Services	\$ 50,549	\$ 53,747	\$ 55,503	\$ -	\$ -	\$ -	\$ 4,070,545	\$ 4,181,685	\$ 4,685,449	\$ 4,121,094	\$ 4,235,432	\$ 4,740,952
Operating Expenses	135,054	234,407	183,438	6,431	-	-	3,909,378	3,739,585	5,431,100	4,050,863	3,973,993	5,614,538
Capital Outlays	-	316	1,500	-	-	-	41,339	36,318	329,086	41,339	36,634	330,586
Interfund Charges	2,953	7,984	7,055	-	-	-	620,418	627,109	1,228,151	623,371	635,093	1,235,206
Depreciation & Amortization	16,044	16,186	-	-	-	-	5,857,579	5,816,373	-	5,873,622	5,832,559	-
Other Costs	-	8,910	1,522	479,246	-	-	2,034,879	21,949	127,462	2,514,125	30,859	128,984
Debt Service	-	-	-	268,682	-	-	1,467,430	1,305,781	5,372,452	1,736,112	1,305,781	5,372,452
<b>Total Expenditures and Other Financing Uses</b>	<b>204,599</b>	<b>321,550</b>	<b>249,018</b>	<b>754,360</b>	<b>-</b>	<b>-</b>	<b>18,001,567</b>	<b>15,728,800</b>	<b>17,173,700</b>	<b>18,960,527</b>	<b>16,050,350</b>	<b>17,422,718</b>
<b>OTHER FINANCING USES</b>												
Transfers to other funds	-	-	-	979,004	-	-	-	-	1,830,000	979,004	-	1,830,000
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 204,599</b>	<b>\$ 321,550</b>	<b>\$ 249,018</b>	<b>\$ 1,733,364</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,001,567</b>	<b>\$ 15,728,800</b>	<b>\$ 19,003,700</b>	<b>\$ 19,939,530</b>	<b>\$ 16,050,350</b>	<b>\$ 19,252,718</b>
<b>Net Increase (Decrease) In Net Position</b>	<b>85,291</b>	<b>(134,860)</b>	<b>(76,018)</b>	<b>(781,116)</b>	<b>-</b>	<b>-</b>	<b>(650,988)</b>	<b>2,100,743</b>	<b>-</b>	<b>(1,346,813)</b>	<b>1,965,883</b>	<b>(76,018)</b>
<b>TOTAL NET ASSETS JULY 1**</b>	<b>\$ 290,790</b>	<b>\$ 376,081</b>	<b>\$ 241,222</b>	<b>\$ 809,891</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,490,579</b>	<b>\$ 84,839,590</b>	<b>\$ 86,940,333</b>	<b>\$ 86,591,260</b>	<b>\$ 85,244,447</b>	<b>\$ 87,210,330</b>
<b>TOTAL NET ASSETS JUNE 30**</b>	<b>\$ 376,081</b>	<b>\$ 241,222</b>	<b>\$ 165,204</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 84,839,590</b>	<b>\$ 86,940,333</b>	<b>\$ 86,940,333</b>	<b>\$ 85,244,447</b>	<b>\$ 87,210,330</b>	<b>\$ 87,134,312</b>

\*Year-To-Date - Unaudited

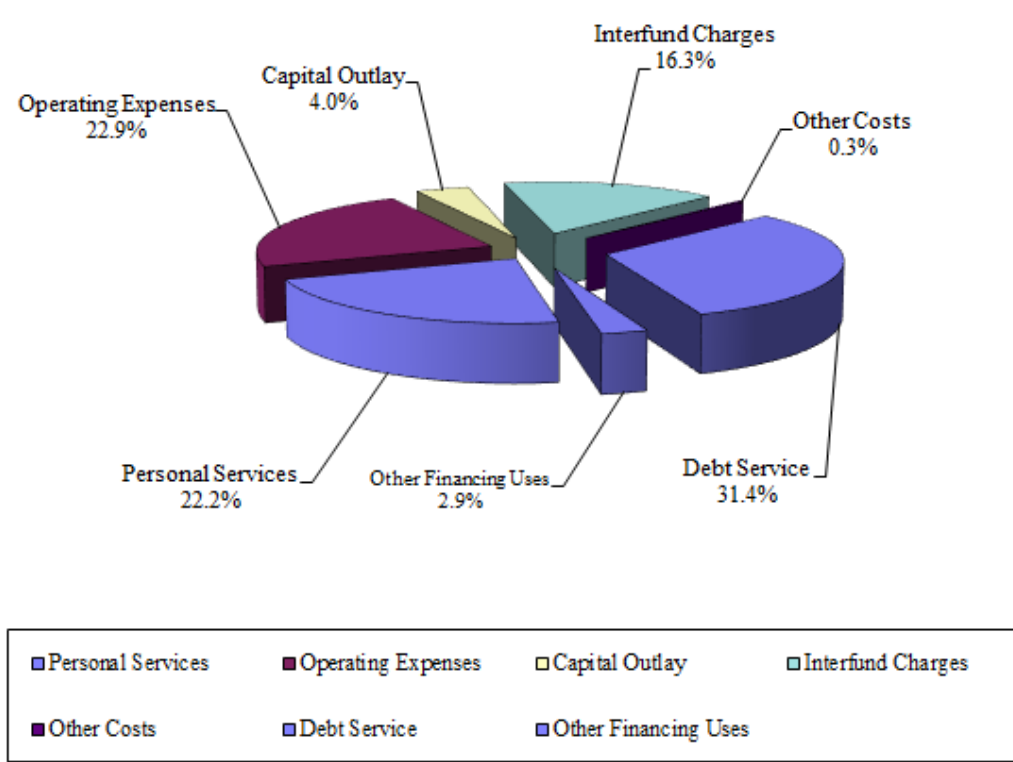
*The Stormwater Management Fund was closed on 5/30/18.*

**FAYETTE COUNTY, GEORGIA  
FY 2020 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**

<u>BUDGETED FUNDS</u>	VEHICLE/EQUIPMENT FUND		
	<u>FY 2018</u> <u>ACTUAL</u>	<u>FY 2019</u> <u>ACTUAL*</u>	<u>FY 2020</u> <u>BUDGET</u>
<b>REVENUES</b>			
Investment Income	\$ 52,956	\$ 87,633	\$ -
Contributions/Donations	466,651	60,362	-
Miscellaneous Revenue	<u>27,203</u>	<u>3,138</u>	-
Total Revenues	546,810	151,134	-
<b>OTHER FINANCING SOURCES</b>			
Sale of Gen Fixed Assets	20,607	29,601	-
Transfers from other funds	1,216,958	1,495,447	1,475,000
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 1,784,375</b>	<b>\$ 1,676,182</b>	<b>\$ 1,475,000</b>
<b>EXPENDITURES</b>			
Personal Services	\$ -	\$ -	\$ -
Operating Expenses	-	-	-
Capital Outlay	1,716,993	2,567,936	1,474,220
Depreciation & Amortization	939,280	1,154,698	-
Other Costs	-	3,134	-
Debt Service	24,063	24,166	-
Contra Capital Outlay	<u>(1,716,993)</u>	<u>(2,567,936)</u>	-
	963,343	1,181,997	1,474,220
<b>OTHER FINANCING USES</b>			
Transfers to other funds	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 963,343</b>	<b>\$ 1,181,997</b>	<b>\$ 1,474,220</b>
Net Increase (Decrease) In Fund Balance	821,032	494,185	780
<b>TOTAL NET ASSETS JULY 1</b>	<b>\$ 8,406,300</b>	<b>\$ 9,227,332</b>	<b>\$ 9,721,517</b>
<b>TOTAL NET ASSETS JUNE 30</b>	<b>\$ 9,227,332</b>	<b>\$ 9,721,517</b>	<b>\$ 9,722,297</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, 2020**

	<u>TOTAL</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>CAPITAL/CIP PROJECTS FUNDS</u>	<u>WATER SYSTEM FUND</u>	<u>SOLID WASTE FUND</u>	<u>ENTERPRISE PROJECTS FUNDS</u>	<u>INTERNAL SERVICE FUNDS</u>
<b>REVENUES</b>								
Property Tax	\$ 43,585,800	\$ 31,061,300	\$ 12,524,500	\$ -	\$ -	\$ -	\$ -	\$ -
Sales & Use Tax	14,300,000	14,300,000	-	-	-	-	-	-
Other Taxes	4,191,200	832,850	3,358,350	-	-	-	-	-
License & Permits	951,100	951,100	-	-	-	-	-	-
Intergovernmental Revenues	2,196,263	1,339,183	857,080	-	-	-	-	-
Charges for Services	27,783,008	3,778,728	5,209,880	-	18,721,400	73,000	-	-
Fines, Forfeits & Penalties	2,234,000	1,753,000	481,000	-	-	-	-	-
Investment Income	1,069,500	675,000	119,500	-	275,000	-	-	-
Contributions/Donations	20,000	20,000	-	-	-	-	-	-
Miscellaneous Revenue	552,425	486,125	59,000	-	7,300	-	-	-
<b>Total Revenues</b>	<b>\$ 96,883,296</b>	<b>\$ 55,197,286</b>	<b>\$ 22,609,310</b>	<b>\$ -</b>	<b>\$ 19,003,700</b>	<b>\$ 73,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER FINANCING SOURCES</b>								
Sale of Gen Fixed Assets	25,000	25,000	-	-	-	-	-	-
Transfers from other funds	7,084,976	90,000	-	3,589,976	-	100,000	1,830,000	1,475,000
<b>Total Revenues and Other Financing Sources</b>	<b>\$ 103,993,272</b>	<b>\$ 55,312,286</b>	<b>\$ 22,609,310</b>	<b>\$ 3,589,976</b>	<b>\$ 19,003,700</b>	<b>\$ 173,000</b>	<b>\$ 1,830,000</b>	<b>\$ 1,475,000</b>
<b>EXPENDITURES</b>								
Personal Services	\$ 52,423,682	\$ 34,221,409	\$ 13,461,321	\$ -	\$ 4,685,449	\$ 55,503	\$ -	\$ -
Operating Expenses	24,087,304	14,198,953	4,220,073	53,740	5,431,100	183,438	-	-
Capital Outlay	7,419,816	131,259	117,515	3,536,236	329,086	1,500	1,830,000	1,474,220
Debt Service	8,632,758	3,260,306	-	-	5,372,452	-	-	-
Other Costs	3,249,477	2,280,882	839,611	-	127,462	1,522	-	-
Interfund Charges	2,062,458	-	827,252	-	1,228,151	7,055	-	-
<b>Total Expenditures</b>	<b>\$ 97,875,495</b>	<b>\$ 54,092,809</b>	<b>\$ 19,465,772</b>	<b>\$ 3,589,976</b>	<b>\$ 17,173,700</b>	<b>\$ 249,018</b>	<b>\$ 1,830,000</b>	<b>\$ 1,474,220</b>
<b>OTHER FINANCING USES</b>								
Transfers to other funds	7,084,976	3,954,798	1,300,178	-	1,830,000	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>\$ 104,960,471</b>	<b>\$ 58,047,607</b>	<b>\$ 20,765,950</b>	<b>\$ 3,589,976</b>	<b>\$ 19,003,700</b>	<b>\$ 249,018</b>	<b>\$ 1,830,000</b>	<b>\$ 1,474,220</b>
<b>Net Increase to (Appropriated) Fund balance</b>	<b>\$ (967,199)</b>	<b>\$ (2,735,321)</b>	<b>\$ 1,843,360</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (76,018)</b>	<b>\$ -</b>	<b>\$ 780</b>

**FAYETTE COUNTY, GEORGIA  
BUDGET SUMMARY INFORMATION  
BUDGETED APPROPRIATIONS  
COMPARISON OF FY 2020 ADOPTED BUDGET WITH PRIOR YEAR'S BUDGET**

The Budget Summary Information contained on the following three pages compares the 2020 fiscal year budgeted appropriations with that of the 2019 fiscal year. The FY 2019 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 2019 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 at the close of the fiscal year, but before the fiscal year is audited.

The % Comparison is the percentage of the FY 2020 budget amount when compared to the FY 2019 revised budget amount.

**FAYETTE COUNTY, GEORGIA**  
**EXPENDITURES AND OTHER FINANCING USES**  
**COMPARISON OF FY 2020 BUDGET TO FY 2019 REVISED BUDGET**

	FY 2019 Budget		FY 2020 Budget	%
	Adopted	Revised*	Adopted	Comparison
<b>GENERAL FUND</b>				
General Government				
Non-Departmental	\$ 345,906	\$ 345,906	\$ 411,490	119.0
Commissioners	565,764	568,051	602,395	106.0
Administration	335,246	365,844	356,022	97.3
Elections	570,119	582,474	757,110	130.0
Finance	1,213,855	1,236,075	1,259,872	101.9
Purchasing	275,459	280,426	262,638	93.7
Law Department	232,600	232,600	268,100	115.3
Information Systems	1,135,890	1,169,558	1,119,725	95.7
Human Resources	524,778	534,805	528,052	98.7
Tax Commissioner	1,081,898	1,091,719	1,071,088	98.1
Tax Assessor	1,168,242	1,182,735	1,240,910	104.9
Building & Grounds Maintenance	1,583,237	1,691,589	1,625,772	96.1
Engineering Office	294,814	301,069	297,914	99.0
Contingency	514,840	-	1,419,901	n/a
<b>Total General Government</b>	<b>\$ 9,842,648</b>	<b>\$ 9,582,851</b>	<b>\$ 11,220,989</b>	<b>117.1</b>
Judicial System				
Non-Departmental	206,740	206,740	243,054	117.6
Superior Court Judges	491,792	512,892	588,302	114.7
Clerk of Superior Court	1,620,578	1,640,088	1,683,600	102.7
Board of Equalization-Clerk of Courts	15,967	16,799	17,456	103.9
District Attorney	343,613	343,613	361,773	105.3
Clerk of State Court	331,897	334,456	332,342	99.4
State Court Solicitor	737,903	748,557	762,417	101.9
State Court Judge	444,389	446,842	455,290	101.9
Magistrate Court	323,773	338,527	375,694	111.0
Probate Court	416,266	426,649	444,993	104.3
Juvenile Court	371,871	377,225	375,246	99.5
Public Defender	487,783	487,783	488,335	100.1
<b>Total Judicial System</b>	<b>\$ 5,792,572</b>	<b>\$ 5,880,171</b>	<b>\$ 6,128,502</b>	<b>104.2</b>
Public Safety				
Non-Departmental	915,530	915,530	977,428	106.8
Sheriff's Office	18,588,756	18,810,019	19,140,612	101.8
County Coroner	137,470	138,151	149,690	108.4
Animal Control	452,388	460,788	485,841	105.4
Emergency Management	305,101	329,322	313,818	95.3
<b>Total Public Safety</b>	<b>\$ 20,399,245</b>	<b>\$ 20,653,810</b>	<b>\$ 21,067,389</b>	<b>102.0</b>

\* Revised budget amounts - Unaudited

**FAYETTE COUNTY, GEORGIA**  
**EXPENDITURES AND OTHER FINANCING USES**  
**COMPARISON OF FY 2020 BUDGET TO FY 2019 REVISED BUDGET**

	FY 2019 Budget		FY 2020 Budget	%
	Adopted	Revised*	Adopted	
<b>Public Works</b>				
Non-Departmental	-	-	58,467	n/a
Public Works Administration	216,247	220,709	210,746	95.5
Road Department	6,004,877	5,310,950	5,977,990	112.6
Environmental Management	506,960	511,659	528,560	103.3
Fleet Maintenance	619,706	628,509	662,649	105.4
<b>Total Public Works</b>	<b>\$ 7,347,790</b>	<b>\$ 6,671,827</b>	<b>\$ 7,438,412</b>	<b>111.5</b>
<b>Planning &amp; Development</b>				
Non-Departmental	-	-	7,624	n/a
County Extension	143,093	144,053	147,883	102.7
Georgia Forestry Commission	3,336	3,530	3,530	100.0
Building Safety	705,242	713,922	725,895	101.7
Planning & Zoning	322,193	330,971	340,563	102.9
Code Enforcement Section	91,844	93,694	95,922	102.4
Development Authority	239,950	239,950	238,250	99.3
<b>Total Planning and Development</b>	<b>\$ 1,505,658</b>	<b>\$ 1,526,120</b>	<b>\$ 1,559,667</b>	<b>102.2</b>
<b>Culture and Recreation</b>				
Non-Departmental	-	-	8,070	n/a
Recreation	1,342,587	1,411,229	1,432,965	101.5
Library	1,061,915	1,087,181	1,081,990	99.5
<b>Total Culture and Recreation</b>	<b>\$ 2,404,502</b>	<b>\$ 2,498,410</b>	<b>\$ 2,523,025</b>	<b>101.0</b>
<b>Health and Welfare</b>				
Public Health	283,289	284,169	283,898	99.9
Fayette Counseling Center	135,732	135,732	135,732	100.0
Dept of Family & Children Services	39,325	39,325	39,325	100.0
Fayette Community Options	67,270	67,270	67,270	100.0
Senior Citizens Center	334,807	334,807	368,294	110.0
<b>Total Health and Welfare</b>	<b>\$ 860,423</b>	<b>\$ 861,303</b>	<b>\$ 894,519</b>	<b>103.9</b>
<b>Debt Service</b>				
Criminal Justice Center	3,263,306	3,263,306	3,260,306	99.9
E-911 821 Mhz Radio System	-	-	-	n/a
<b>Total Debt Service</b>	<b>\$ 3,263,306</b>	<b>\$ 3,263,306</b>	<b>\$ 3,260,306</b>	<b>99.9</b>
Transfer to Jail Surcharge	-	40,000	-	0.0
Transfer to Capital/CIP Projects	2,646,062	2,656,667	3,129,798	117.8
Transfer to Solid waste	-	-	100,000	n/a
Transfer to Vehicles & Equipment	725,000	745,447	725,000	97.3
<b>Total Transfer to Other Funds</b>	<b>\$ 3,371,062</b>	<b>\$ 3,442,114</b>	<b>\$ 3,954,798</b>	<b>114.9</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 54,787,206</b>	<b>\$ 54,379,912</b>	<b>\$ 58,047,607</b>	<b>106.7</b>

\* Revised budget amounts - Unaudited

**FAYETTE COUNTY, GEORGIA**  
**EXPENDITURES AND OTHER FINANCING USES**  
**COMPARISON OF FY 2020 BUDGET TO FY 2019 REVISED BUDGET**

	FY 2019 Budget		FY 2020 Budget	% Comparison
	Adopted	Revised*	Adopted	
<b>SPECIAL REVENUE FUNDS</b>				
Law Library	55,000	71,270	60,000	84.2
Confiscated Property-State	-	3,465	-	0.0
U.S. Customs	-	467,774	-	0.0
Confiscated Property-Federal	-	130,267	-	0.0
911 Communications	3,279,986	3,279,986	3,696,220	112.7
State Court - DUI Court	297,929	320,664	450,189	140.4
Jail Construction	431,000	431,000	384,000	89.1
Juvenile Supervision	22,330	22,330	24,919	111.6
Victims Assistance	137,798	137,798	154,174	111.9
Drug Abuse and Treatment	558,552	566,113	666,854	117.8
Fire Services	9,215,328	9,529,375	10,417,328	109.3
Street Lights	336,001	582,595	336,216	57.7
Emergency Medical Services	3,327,687	3,412,874	3,258,872	95.5
Animal Sterilization	13,000	17,356	17,000	97.9
<b>Transfer to Other Funds</b>				
Transfer to General Fund	-	-	90,000	n/a
Transfer to Capital/CIP Projects	577,700	1,735,870	460,178	26.5
Transfer to Vehicle/Equipment	750,000	750,000	750,000	100.0
<b>Total Transfer to Other Funds</b>	<b>\$ 1,327,700</b>	<b>\$ 2,485,870</b>	<b>\$ 1,300,178</b>	<b>52.3</b>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 19,002,311</b>	<b>\$ 21,458,737</b>	<b>\$ 20,765,950</b>	<b>96.8</b>
<b>CAPITAL/CIP FUNDS</b>				
Capital/Capital Improvement Program	3,223,762	3,223,762	3,589,976	111.4
Transfers to Other Funds	-	919,024	-	0.0
<b>TOTAL CAPITAL/CIP FUNDS</b>	<b>\$ 3,223,762</b>	<b>\$ 4,142,786</b>	<b>\$ 3,589,976</b>	<b>86.7</b>
<b>ENTERPRISE FUNDS</b>				
Solid Waste Fund	\$ 203,337	\$ 338,730	\$ 249,018	73.5
Water System Fund	16,963,219	17,175,284	17,173,700	100.0
<b>Transfer to Other Funds</b>				
Transfer to Enterprise CIP	2,470,000	2,470,000	1,830,000	74.1
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 19,636,556</b>	<b>\$ 19,984,013</b>	<b>\$ 19,252,718</b>	<b>96.3</b>
<b>ENTERPRISE FUNDS PROJECTS</b>				
Enterprise CIP Projects	\$ 2,470,000	\$ 2,470,000	\$ 1,830,000	74.1
Transfer to Other Funds	-	-	-	n/a
<b>TOTAL ENTERPRISE FUNDS PROJECTS</b>	<b>\$ 2,470,000</b>	<b>\$ 2,470,000</b>	<b>\$ 1,830,000</b>	<b>74.1</b>
<b>INTERNAL SERVICE FUNDS</b>				
Vehicle/Equipment Fund	\$ 2,877,045	\$ 2,985,774	\$ 1,474,220	49.4
<b>TOTAL OF ALL BUDGETED FUNDS</b>	<b>\$ 101,996,880</b>	<b>\$ 105,421,222</b>	<b>\$ 104,960,471</b>	<b>99.6</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 the Finance department 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 2020 revenue projection process, total revenue collections through the 2019 fiscal year are estimated. As actual monthly activity is recorded, original estimated FY 2019 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 2020, it is projected that these two sources of revenue will account for approximately 82.2 percent of General Fund total revenues compared to 82.7 percent in the FY 2019 budget. Property Tax revenue is projected to increase approximately \$1.1 million from the FY 2019 budget. This is a result of the decision to maintain the Maintenance & Operations millage rate in 2019 at 4.392 mills, the same as in 2018, and the 7.6% increase in the Net Taxable M&O digest. Sales & Use Tax revenue projects to increase in FY 2020. This is based on an average increase of 6.1% over the last five years (FY 2014 to FY 2019).

In FY 2020, the total General Fund revenue is conservatively projected \$2.9 million higher than in the FY 2018 budget, an increase of 5.63%.

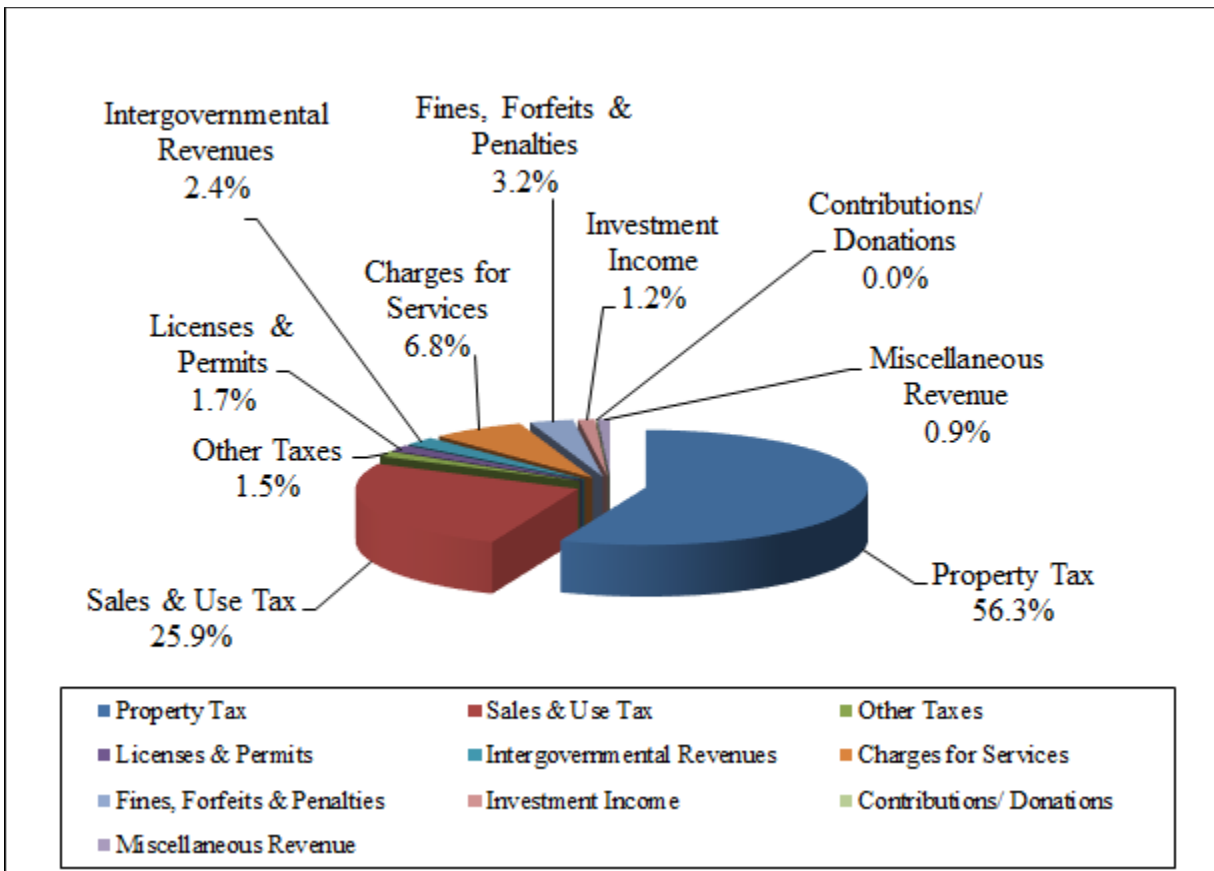
## General Fund

### Three Year Comparison of Revenue Sources

REVENUE	2018 ACTUAL	2019 BUDGET	2019 ACTUAL*	2020 BUDGET
Property Tax	\$ 29,005,943	\$ 29,942,462	\$ 30,188,017	\$ 31,061,300
Sales & Use Tax	12,638,205	13,600,000	12,969,423	14,300,000
Other Taxes	808,335	790,000	735,278	832,850
Licenses & Permits	975,037	1,048,600	802,854	951,100
Intergovernmental Revenues	1,554,875	1,280,282	1,456,553	1,339,183
Charges for Services	3,317,114	3,319,195	3,258,695	3,778,728
Fines, Forfeits & Penalties	1,682,488	1,732,000	1,420,478	1,753,000
Investment Income	216,669	475,000	996,205	675,000
Contributions/Donations	17,083	8,500	48,890	20,000
Miscellaneous Revenue	191,568	441,300	381,059	486,125
<b>Total Revenues</b>	<b>\$ 50,407,318</b>	<b>\$ 52,637,339</b>	<b>\$ 52,257,452</b>	<b>\$ 55,197,286</b>

\*Year-To-Date - Unaudited

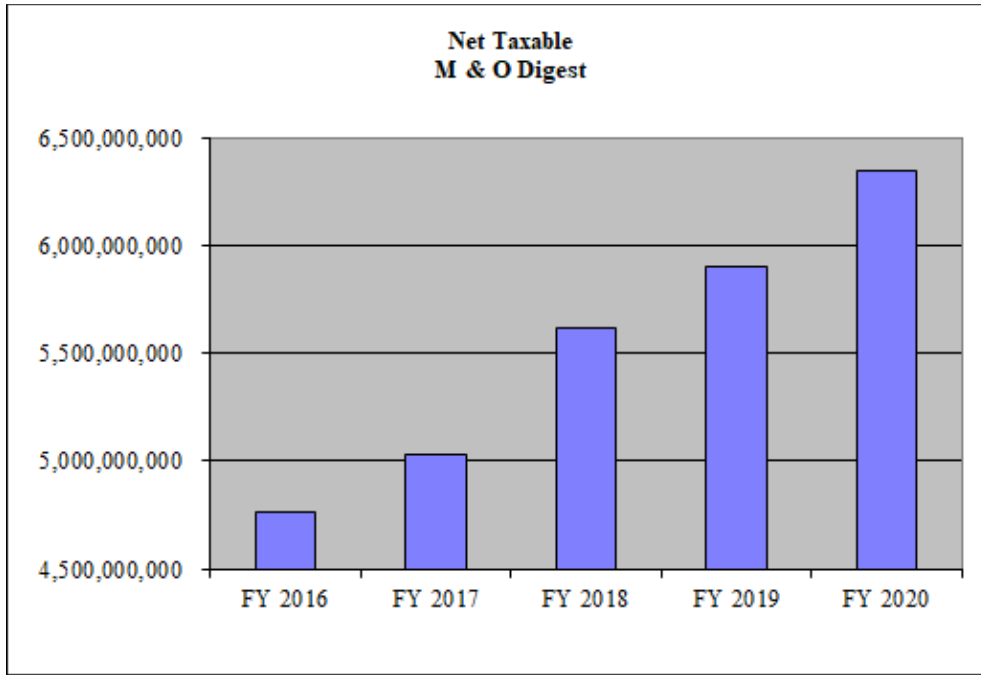
### Percentage Contribution of Revenue Sources FY 2020 Budget



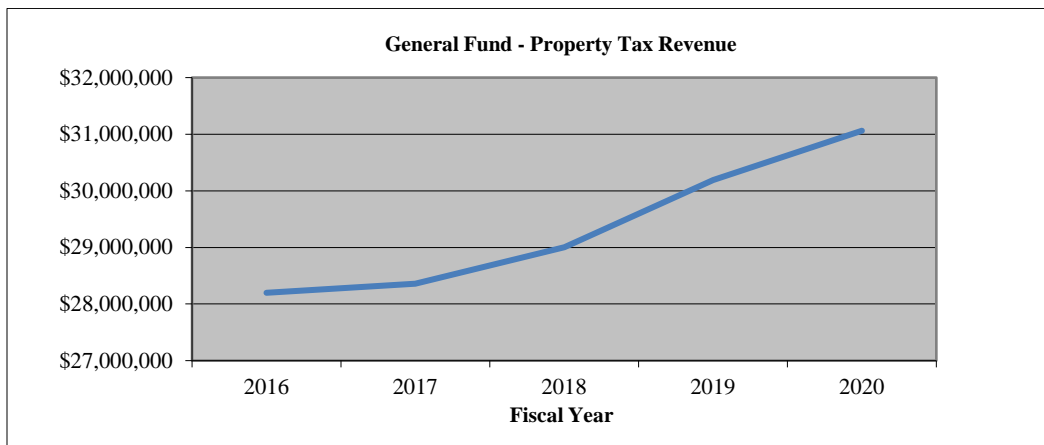


## Property Tax

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 2020, projects to represent approximately 56.3 % of total revenue for the General Fund. There is no rollback of the millage rate. The 7.6% increase in the Net Taxable M&O digest due to reassessments, represents a small increase in property taxes for the average county citizen.



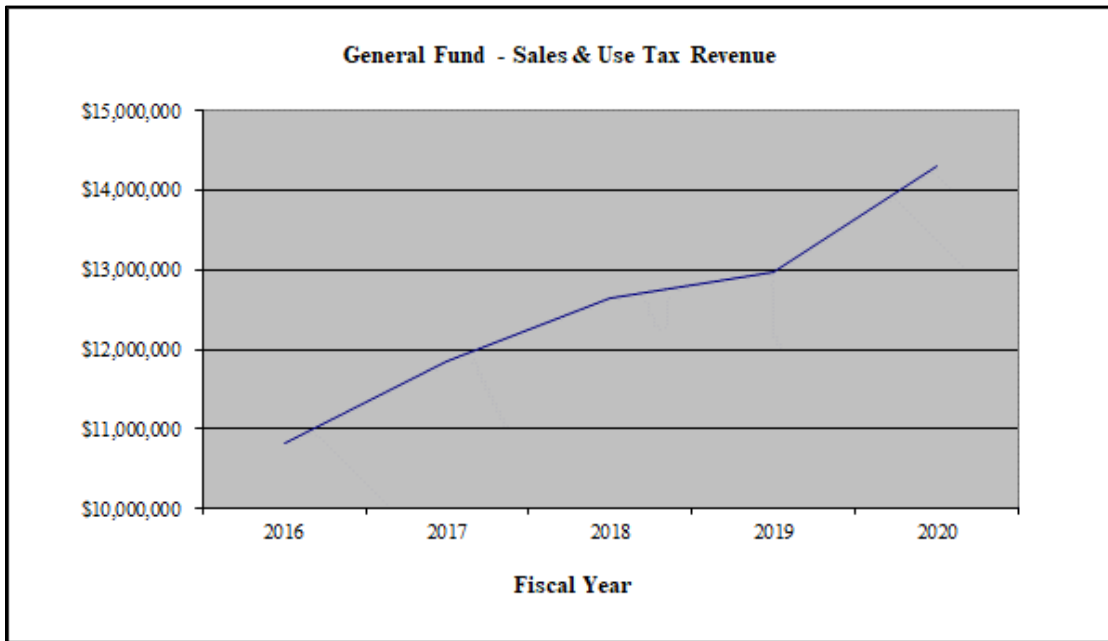
Digest Information	Fiscal Year	Net taxable M&O Digest	Digest Growth	Millage Rate	Change in Millage
2015 Tax Year (Actual)	FY 2016	4,760,174,199	8.3%	5.171	-7.7%
2016 Tax Year (Actual)	FY 2017	5,033,499,576	5.7%	4.917	-4.9%
2017 Tax Year (Actual)	FY 2018	5,621,113,147	11.7%	4.509	-8.3%
2018 Tax Year (Actual)	FY 2019	5,901,669,198	5.0%	4.392	-2.6%
2019 Tax Year (Projected)	FY 2020	6,351,075,145	7.6%	4.392	0.0%





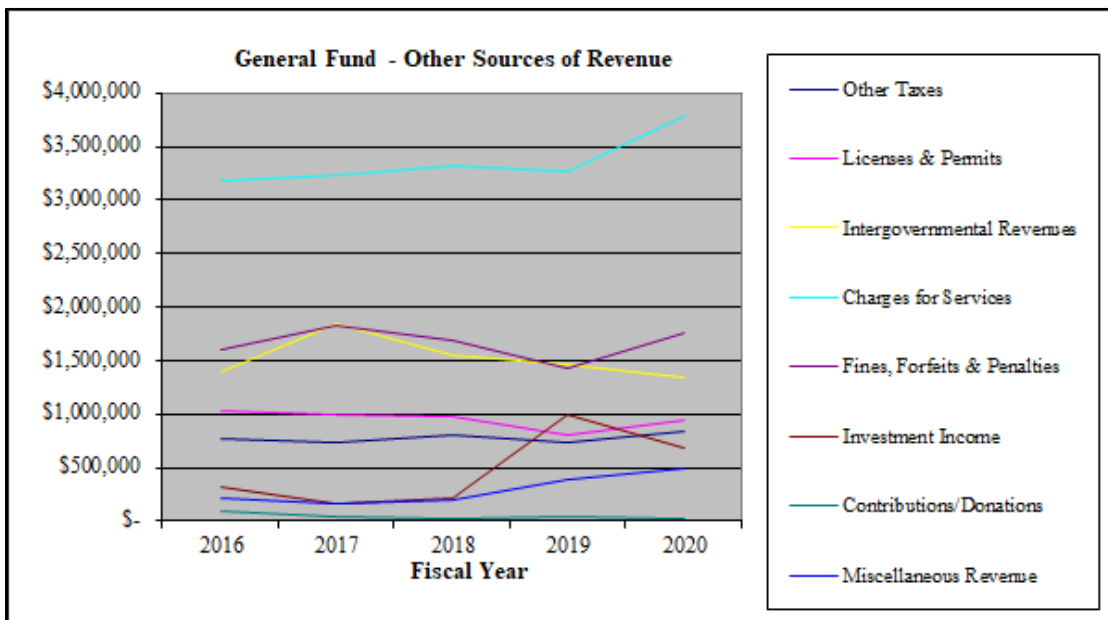
## Sales and Use Tax

The Sales and Use Tax (also referred to as a one-percent Local Option Sales Tax or L.O.S.T.) represents approximately 25.9% of total budgeted revenue in FY 2020. Starting in FY 2014, Sales and Use Tax revenue has been increasing steadily every year. Based on this trend line, is that Sales & Use Tax is projected \$1.3 million higher in FY 2020.



## Other Sources of Revenue

For FY 2020, other significant sources of revenue are Charges for Services (\$3.8 million), Fines, Forfeits & Penalties (\$1.7 million), Intergovernmental Revenue (\$1.3 million), Licenses & Permits (\$0.9 million), Other Taxes (\$0.8 million), and other minor sources of revenue total (\$1.2 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, 911 Communications - Special Revenue Fund, the Emergency Medical Services (EMS) – Special Revenue Fund, and the Water System – Enterprise Fund.

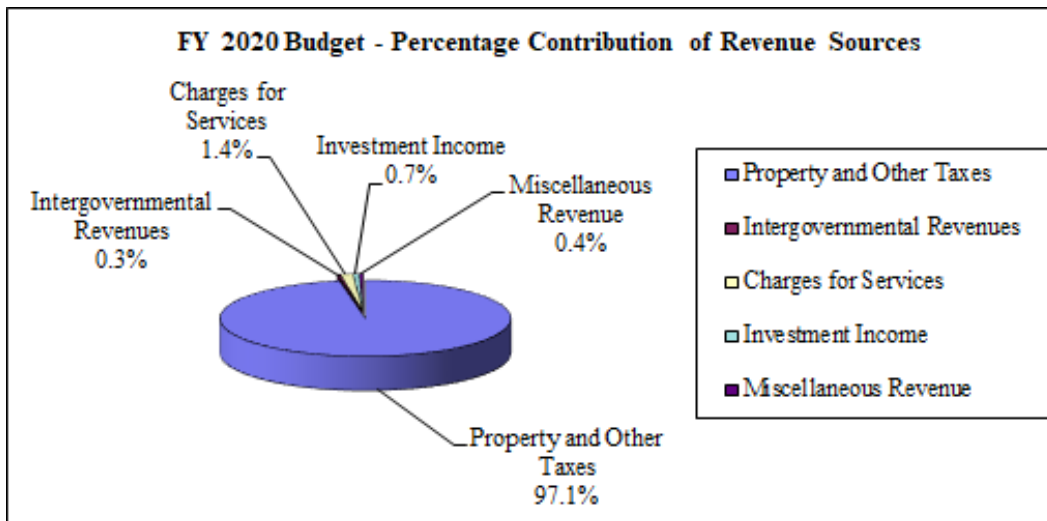
### Fire Services - Special Revenue Fund

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. A special tax district was created several years ago to provide a funding mechanism that will ensure that only those individuals living in the area receiving these fire services pay for the services.

For FY 2020, approximately 97.1% of the total revenue for this fund will be generated from the taxation of property. This clearly demonstrates the fund’s dependence on property taxes to pay for the delivery of services. The fire services tax district taxable digest grew 6.9% and the millage rate remained at 3.070 mills. This is the main reason why Property and Other Taxes are projected to increase \$0.9 million or 7.7%.

### Three Year Comparison of Revenue Sources

REVENUE	FIRE SERVICES FUND			
	2018	2019	2019	2020
	ACTUAL	BUDGET	ACTUAL*	BUDGET
Property and Other Taxes	\$ 10,735,008	\$ 11,149,000	\$ 11,457,659	\$ 12,346,000
Intergovernmental Revenues	-	42,800	54,469	40,000
Charges for Services	187,722	204,000	159,173	179,000
Investment Income	37,941	30,000	84,739	90,000
Miscellaneous Revenue	73,478	64,600	55,867	54,000
Contributions/ Donations	-	-	17,700	-
<b>Total Revenues</b>	<b>\$ 11,034,149</b>	<b>\$ 11,490,400</b>	<b>\$ 11,829,607</b>	<b>\$ 12,709,000</b>
*Year-To-Date - Unaudited				



**911 Communications - Special Revenue Fund**

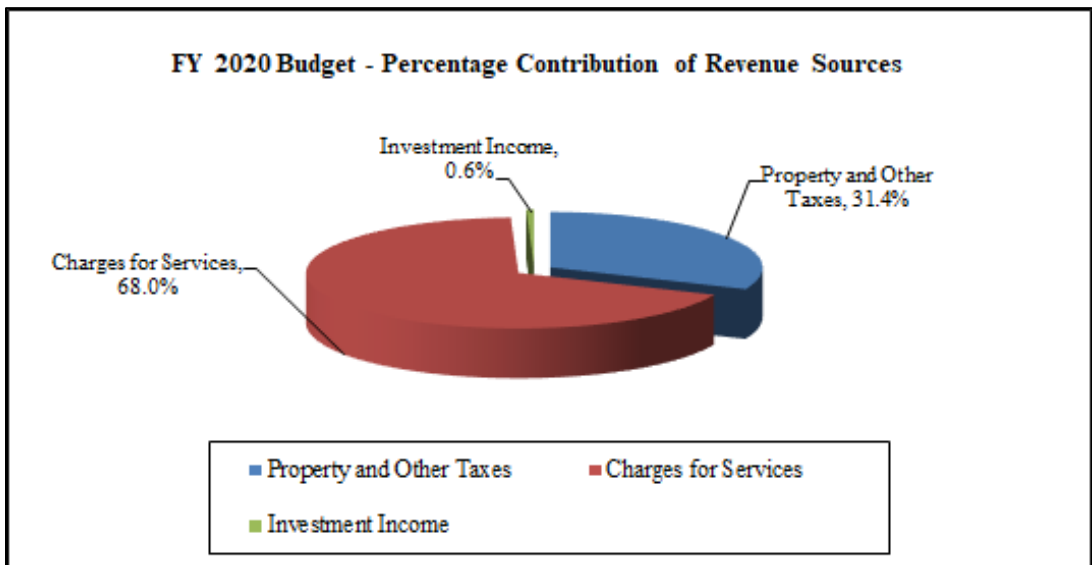
The special 911 Communications Tax District was created on July 28, 2011 to provide 911 communication services to all citizens of Fayette County. The tax district is projected to generate approximately 31.4% of the total revenue for the fund. The tax district net taxable digest grew 7.6% and the millage rate remained at 0.210 mills.

Charges for Services (68.0% of the total revenue for the fund) - state law provides for a governmental entity to adopt up to a \$1.50 monthly surcharge for 911 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	911 COMMUNICATIONS			
	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ACTUAL*	FY 2020 BUDGET
Property and Other Taxes	\$ 1,177,249	\$ 1,223,600	\$ 1,247,721	\$ 1,360,150
Charges for Services	2,571,407	2,625,000	3,014,616	2,940,000
Intergovernmental Revenues	-	-	2,621	-
Investment Income	8,415	-	34,324	25,000
<b>Total Revenues</b>	<b>\$ 3,757,071</b>	<b>\$ 3,848,600</b>	<b>\$ 4,299,281</b>	<b>\$ 4,325,150</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 tax district was created, EMS activities were accounted for in the General Fund.

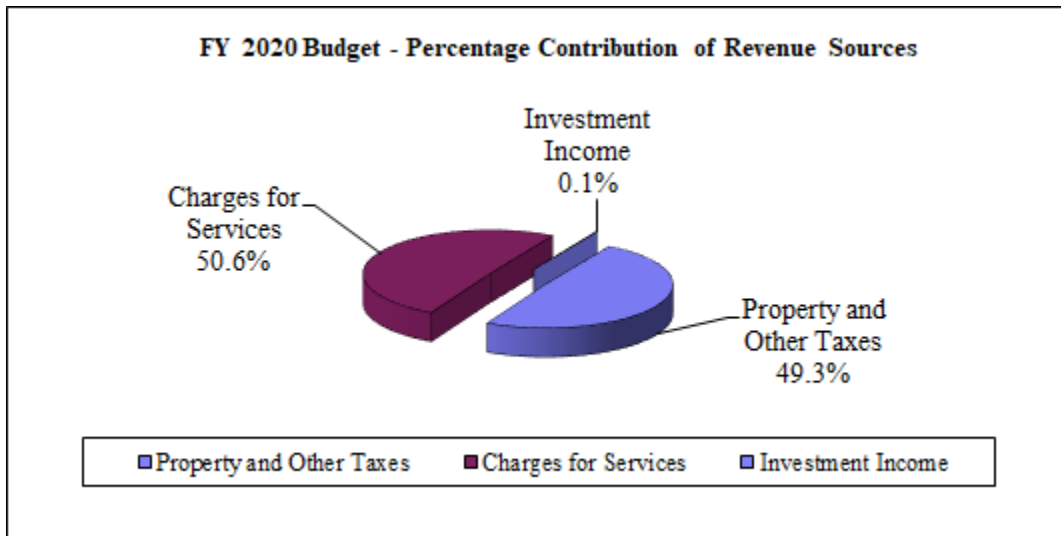
The two revenue sources for the EMS fund are Charges for Services (50.6% of total revenue) and Property and Other Taxes (49.3% of total revenue). Charges for services are for ambulance charges and ambulance recoveries of uncollectibles. The EMS tax district taxable digest grew 6.9% and the millage rate remained at 0.456 mills.

**Three Year Comparison of Revenue Sources**

REVENUE	EMS FUND			
	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ACTUAL*	FY 2020 BUDGET
Property and Other Taxes	\$ 1,562,251	\$ 1,649,800	\$ 1,655,530	\$ 1,776,700
Charges for Services	1,803,829	2,020,000	1,724,490	1,820,000
Investment Income	3,315	1,000	5,866	4,500
Miscellaneous Revenue	2,629	-	81	-
Intergovernmental	12,091	-	10,790	-
<b>Total Revenues</b>	<b>\$ 3,384,115</b>	<b>\$ 3,670,800</b>	<b>\$ 3,396,757</b>	<b>\$ 3,601,200</b>

\*Year-To-Date - Unaudited

**Percentage Contribution of Revenue Sources**



## Water System Fund

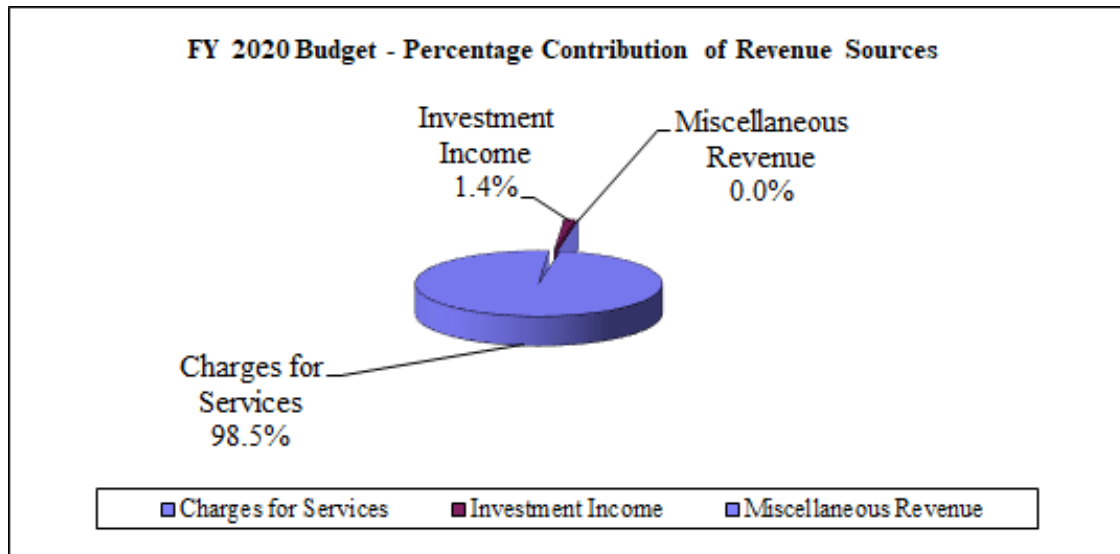
The primary mission of the Water System Fund is to serve as a funding mechanism for the provision of potable water to the residents of the County. Service fees are charged to cover the costs of building reservoirs, treating raw water, and distributing the finished product through miles of pipe. These 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.

The main revenue source for the Water System Fund is derived from Charges for Services. For FY 2020, it is estimated at 98.5% of total revenue. Charges for Services projected to increase 16.1% when compared to the FY 2019 year-to-date actual amount.

### Three Year Comparison of Revenue Sources

REVENUE	<b>WATER SYSTEM FUND</b>			
	FY 2018	FY 2019	FY 2019	FY 2020
	ACTUAL	BUDGET	ACTUAL*	BUDGET
Charges for Services	\$ 15,924,339	\$ 19,306,195	\$ 16,109,148	\$ 18,721,400
Investment Income	172,020	122,000	327,590	275,000
Contributed Capital	1,242,681	-	1,367,168	-
Miscellaneous Revenue	8,114	5,024	6,562	7,300
<b>Total Revenues</b>	<b>\$ 17,347,154</b>	<b>\$ 19,433,219</b>	<b>\$ 17,810,468</b>	<b>\$ 19,003,700</b>
*Year-To-Date - Unaudited				

### Percentage Contribution of Revenue Sources



## ANALYSIS OF MAJOR REVENUE SOURCES AND TRENDS

### All Funds

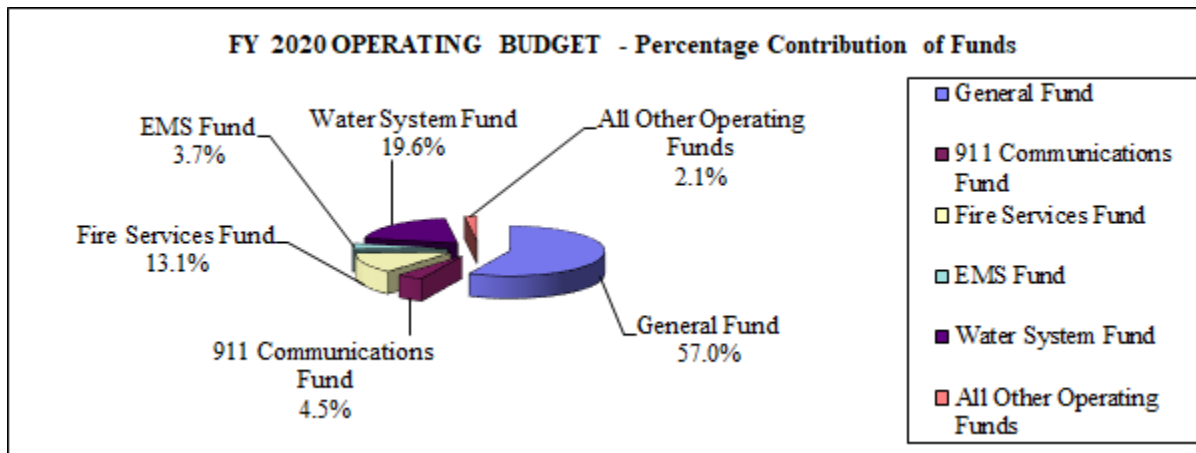
The table below provides a consolidated look at the revenue comparisons for all funds that are budgeted.

### Three Year Comparison of Funds Revenues

REVENUE	FY 2018	FY 2019	FY 2019	FY 2020
	ACTUAL	BUDGET	ACTUAL*	BUDGET
General Fund	\$ 50,407,318	\$ 52,637,339	\$ 52,257,452	\$ 55,197,286
911 Communications Fund	3,757,071	3,848,600	4,299,281	4,325,150
Fire Services Fund	11,034,149	11,490,400	11,829,607	12,709,000
EMS Fund	3,384,115	3,670,800	3,396,757	3,601,200
Water System Fund	17,347,154	19,433,219	17,810,468	19,003,700
All Other Operating Funds	2,444,236	1,893,917	2,648,425	2,046,960
<b>Total Revenues</b>	<b>\$ 88,374,042</b>	<b>\$ 92,974,275</b>	<b>\$ 92,241,990</b>	<b>\$ 96,883,296</b>

\*Year-To-Date - Unaudited

### Percentage Contribution of Funds Revenues



## ANALYSIS OF FUND BALANCE

### Discussion of Fund Balance

The Governmental Accounting, Auditing and Financial Reporting (GAAFR) published by the Government Finance Officers Association (GFOA) states that the term *fund balance* is limited to governmental funds and it is defined as “*the difference between fund assets and fund liabilities*”. Other fund types report the residual amount as *net position*. 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.

As a vital component in our pay-as-you-go Capital Improvements Program (CIP) plan, 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 as the economic decline of the great recession started is to close projects that have been completed or that are no longer necessary. Any available funds from these projects is transferred back to the fund balance of the originating fund or transferred to project contingency accounts. These monies then become available, upon approval by the Board of Commissioners, 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.

## 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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 UNAUDITED	FY 2020 PROJECTED
<b>General Fund</b>	<b>28,511,303</b>	<b>29,419,571</b>	<b>29,821,150</b>	<b>27,085,829</b>
<b><u>Special Revenue Funds:</u></b>				
Law Library	22,928	24,110	10,696	10,696
Confiscated Property-State	58,335	50,013	134,526	134,526
U.S.Customs Fund	745,671	512,616	117,612	117,612
Confiscated Property-Federal	376,848	303,705	406,187	406,187
State Court - DUI Court	107,995	247,830	309,184	244,507
911 Communications	3,134,187	3,817,557	5,233,277	5,862,207
Jail Surcharge	26,809	24,000	40,066	40,066
Juvenile Supervision	95,429	86,253	80,099	64,180
Victims Assistance	60,361	110,275	129,887	129,887
Drug Abuse and Treatment	584,141	731,503	660,205	552,625
Fire Services	4,444,769	4,090,117	4,475,667	5,835,161
Street Lights	286,595	320,253	153,588	132,372
Emergency Medical Services	1,697,132	1,757,095	1,706,985	1,771,313
Animal Control Spay Neuter	-	975	3,765	3,765
<b>Total Special Revenue Funds</b>	<b>11,641,200</b>	<b>12,076,301</b>	<b>13,461,745</b>	<b>15,305,105</b>
<b><u>Enterprise Funds</u></b>				
Solid Waste	290,790	376,081	241,221	165,203
<b>Stormwater Management**</b>	809,891	-	-	-
Water System	85,490,579	84,839,590	86,940,333	86,940,333
<b>Total Enterprise Funds</b>	<b>86,591,260</b>	<b>85,215,671</b>	<b>87,181,554</b>	<b>87,105,536</b>
<b><u>Internal Service Funds</u></b>				
Vehicle/Equipment Fund	8,406,299	9,227,332	9,721,517	9,722,297
<b>Total All Funds*</b>	<b>\$ 135,150,062</b>	<b>\$ 135,938,875</b>	<b>\$ 140,185,965</b>	<b>\$ 139,218,766</b>
<b>*Except Governmental Capital/CIP Funds and Enterprise CIP Funds.</b>				
<b>**The Stormwater Management fund was closed in FY 2018.</b>				



## **Funds with Anticipated Changes of 10% or More in Fund Balance**

**State Court – DUI Court Fund, Special Revenue Fund** – grant revenue in the approved budget is equal to the grant awarded in FY 2019. Expenditures included in the approved budget are higher than in FY 2019 because of an increase in the number of participants in the DUI program for FY 2020. This accounts for the projected 20.9% decrease in fund balance. As in FY 2019, we expect that in FY 2020 actual expenditures will again be lower than appropriations. Fund balance should end up close to the same or slightly higher than at the beginning of FY 2020.

**911 Communications Fund, Special Revenue Fund** – the 911 Communications' fund balance has been increasing an average of 40.0% over the last five years. In FY 2020, the fund is projected to increase by 12.0%. The creation of the special revenue tax district in FY 2012 provided another significant source of revenue for this fund. The buildup in fund balance will be used to fund upgrades to the 911-phone system and the software data system scheduled for FY 2021 and FY 2022 at an estimated cost of \$1.3 million.

**Juvenile Supervision Fund, Special Revenue Fund** – this fund's balance has been decreasing steadily since FY 2016. In FY 2020, fund balance projected to decrease 19.9% due to additional expenditures for a new program. The only funding source, Supplemental Juvenile Fines, have decreased 44.6% since FY 2015.

**Drug Abuse and Treatment, Special Revenue Fund** – fund balance is projected to decrease 16.3% in FY 2020 for the second year in a row after increasing every year from FY 2015 to FY 2018. Even though revenue increases, the increase in program expenditures driven by a larger amount of Drug Court participants is even higher. A healthy fund balance of \$660K at the end of FY 2019 can absorb the FY 2020 projected fund balance decrease of \$108K.

**Fire Services, Special Revenue Fund** – fund balance projected to increase \$1.3 million or \$ 30.4% in FY 2020. Property tax revenue increases with a 6.9% increase in the County Fire net taxable digest while the millage rate stays at 3.070 mills. In addition, transfers out to other funds projected to decrease in FY 2020. These two are the main reasons for the projected increase in the Fire Services fund balance.

**Street Lights, Special Revenue Fund** – at the end of FY 2019 the Street Lights fund balance is \$153.6K. For FY 2020 it is projected that fund balance will decrease \$21.2K or 13.8%. Since this is a fund that accounts for revenues generated by user charges for maintaining streetlights, fund balance can keep decreasing as long as it stays positive. The intent going forward is for revenue from user charges to cover expenditures and to maintain a minimum fund balance.

**Solid Waste, Enterprise Fund** – fund balance at the end of FY 2014 was \$990K. At the end of FY 2019, it stands at \$241K. It has decreased 75.7% in five years. Again, in FY 2020 projected to decrease 31.5%. Revenue from fees is not sufficient to cover operating expenses. There has to be a complete analysis of the fee structure.

**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. 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. The debt policies limit those scenarios where the County will pay for current services and projects with future revenues.

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 (CAFR), 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.

## **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.
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 or soon enough thereafter. Expenditures are generally 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 resources 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 revenue or expenditure appropriations that increase or decrease the adopted budget for a fund or a department (the legal level of control) 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 Manager and the Finance department. This reassignment of funds cannot change the department's total adopted budget.

Procedure for transfers – the department that is requesting the transfer needs to submit a Budget Transfer Request form to the Finance department. The transfer form lists the line-item(s) from where the funds will be transferred and the line item(s) to where the funds will be transferred, the amount of the transfer, and a justification for the transfer. After approval by Finance Management, the transfer is entered in the financial system and the requesting department is informed that the transfer is complete.

Budget amendments and transfers change original line-item appropriations. The net effect of increases and decreases to the adopted budget results in a new "Revised" budget amount.

**FAYETTE COUNTY, GEORGIA  
BUDGETED FUNDS**

**Governmental Funds**

100 – General Fund

Special Revenue Funds

- 205 – Law Library Surcharge
- 214 – State Court - DUI Court
- 215 – 911 Communications
- 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
- 291 – Animal Control Spay Neuter

Capital Projects Funds

- 372 – Capital Projects
- 375 – Capital Improvement Program

**Enterprise Funds**

- 505 – Water System
- 508 – Stormwater Management (fund closed in FY 2018)
- 540 – Solid Waste

**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) ***911 Communications*** – 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 fees and fines surcharges that are broken down into various specific County functions including ***Juvenile Supervision, Victims Assistance, Drug Abuse and Treatment, Law Library, Jail Surcharge, State Court – DUI Court, and Animal Control Spay Neuter.***

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.

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 MAINTENANCE
			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	BOARD OF EQUALIZATION
			CLERK OF STATE COURT
			CLERK OF SUPERIOR COURT
			DISTRICT ATTORNEY
			JUVENILE COURT
			MAGISTRATE COURT
			NON-DEPARTMENTAL
			PROBATE COURT
			PUBLIC DEFENDER
			STATE COURT JUDGE
			STATE COURT SOLICITOR
SUPERIOR COURT JUDGES			
Governmental Fund	100 - General Fund	Public Safety	ANIMAL CONTROL
			COUNTY CORONER
			EMERGENCY MANAGEMENT
			NON-DEPARTMENTAL
			SHERIFF - CRIMINAL INVESTIGATIONS
			SHERIFF - FIELD OPERATIONS
			SHERIFF - JAIL OPERATIONS
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
			PUBLIC HEALTH
			SENIOR CITIZENS CENTER
Governmental Fund	100 - General Fund	Culture & Recreation	LIBRARIES
			RECREATION
Governmental Fund	100 - General Fund	Planning & Development	BUILDING SAFETY
			CODE ENFORCEMENT SECTION
			COUNTY EXTENSION
			DEVELOPMENT AUTHORITY
			GA FORESTRY COMMISSION
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
		Other Financing Uses	TRANSFER TO OTHER FUNDS
	215 - 911 Communications	Public Safety	911 COMMUNICATIONS
	216 - Jail Construction Surcharge	Public Safety	JAIL SURCHARGE
	217 - Juvenile Supervision	Judicial System	JUVENILE SUPERVISION
	218 - Victims' Assistance	Health and Welfare	VICTIM'S 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	STREET LIGHTS
	272 - Emergency Medical Services	Public Safety	EMERGENCY MEDICAL SERVICES
	Other Financing Uses	TRANSFER TO OTHER FUNDS	
	291 - Animal Control Spay Neuter	Public Safety	ANIMAL SPAY NEUTER
Capital Fund	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
			UTILITY SERVICES
			WATER ADMIN
			WATER BILLING
			WATER CROSSTOWN
			WATER LABORATORY
			WATER MAINTENANCE
			WATER MARSHAL
	WATER SO FAYETTE		
Enterprise Fund	540 - Solid Waste Fund	Solid Waste	SOLID WASTE & RECYCLING
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 capital 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 Funds** – Water System projects are accounted for in the **Water System CIP Projects** fund and Solid Waste projects are accounted for in the **Solid Waste CIP** fund. The Water System and Solid Waste 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 2020 approved operating budget (see also table **Impact of FY 2020-2024 CIP projects on Operating Budgets at the end of this section**).

### **Major Capital/CIP/Vehicles/Equipment Projects Approved in the FY 2020 Budget**

The projects that fall under the **General Government** function, **twelve (12) projects, total of \$526,879**.

- **Building and Grounds Department, four (4) projects, \$182,489.**

These are projects for parking and driveway refurbishment, fencing of Phillip’s Cemetery, Justice Center tunnel floor replacement, and four (4) vehicles.

- **Elections Office, one (1) project, \$75,000.** Renovation of vacated Fire Station #4.

- **Information Systems Department, two (2) projects, \$228,740.**

These are projects for the continuation of the system wide consolidation/renovation of equipment and the aerial imagery data collection.

- **Tax Assessor, one (1) project, \$40,650.**

This is a project for the acquisition of two vehicles.

**Two (2) projects, totaling \$50,700**, fall under the **Judicial** function. These are projects for the renovation of the Superior Court office and a vehicle for the State Court Solicitor’s office.

The projects that fall under the **Public Safety** function, **twenty-four (24) projects, total of \$2,724,409.**

- **Animal Control Department, one (1) project, \$97,034.**

This project is for two super cab long bed vehicles equipped with animal transport units.

- **Emergency Management, one (1) project, \$6,000.**

This project for a dividing wall in the Emergency Operations Center.

- **Emergency Medical Services Department, three (3) projects, \$424,900.**

These are projects for a dividing wall at the Emergency Operations Center, automatic patient ventilators, and the replacement of two ambulances.

- **Fire Services Department, seven (7) projects, \$522,130.**

These are projects for the Links Training Facility concept design and site development, exhaust system(s) Air Evac, generator replacements for fire stations (#1, #5, #10), access control system, fire hose replacements, and one vehicle.

- **Sheriff's Office, twelve (12) projects, \$1,674,345.**

These are projects for the Sheriff's office refurbishment, continuation of Body Camera Program, HVAC equipment replacement program, Taser replacement program, reconfiguration of jail lobby, replacement of jail shower door, installation of jail feeding ports, phase 1 of the Sheriff's Training Center, and the acquisition of 10 vehicles.

The projects that fall under the **Public Works** function, **eight (8) projects, total of \$790,949.**

- **Road Department, six (6) projects, \$702,879.**

These are projects for countywide non-2017 SPLOST pipe replacements, mobile trailer bathroom, sign shop digital printer, Country Lake Estates Subdivision rehab; and the acquisition of a vehicle and a road construction broom sweeper.

- **Fleet Maintenance, two (2) projects, \$88,070**

The replacement of the old fuel system with a Wi-Fi Fuel Management System with cameras and an additional vehicle.

The projects that fall under the **Culture and Recreation** function, **eleven (11) projects for the Recreation Department, total of \$810,000.**

These are projects for the refurbishment of the Brooks Park softball concession stand and restroom, Kenwood Park shade structure for the playground, restroom for the McCurry Park North Soccer field, refurbishment/installation of lights at parks, resurfacing of the rubberized surface track at McCurry Park, replacement of the fence cap at different baseball & softball fields, resurfacing of basketball & tennis courts, replacement of Brooks Park field house deck and ramp, two new electronic message boards, and one additional vehicle.



Under the **Planning and Development** function, **four (4) projects total \$161,259.**

- **Building Safety, three (3) projects, total \$99,436**

These are projects for SAGES computer software upgrades, renovation of the Permit Technician office area, and two replacement vehicles.

- **County Extension/Recreation, one (1) project, total \$61,823.**

This 20-passenger coach vehicle replaces the County Extension's van. As accorded, this vehicle will be shared by both County Extension and the Recreation Department.

The projects that fall under the **Water System, ten (10) projects, total of \$1,830,000.** These projects include yard piping for the Crosstown plant, upgrades to the SCADA operator control software, backwash return elimination system, North Waterline enhancement project, solids handling (dewatering) at Crosstown, sodium hypochlorite at South Fayette, water line improvements and extensions, pump refurbishment program, McDonough Road building roof, and Starr's Mill Artifact Exhibit.

Note:

The acquisition of vehicles and heavy equipment for the Water System is included in their operating budget, since the Water System pays for these with operating revenue. The following acquisitions are included in the FY 2020 operating budget of the Water System:

Vehicles (5) – \$139,636  
Trailer (1) – \$6,000  
Total \$145,636

**Capital Budget  
Expenditures and Funding  
FY 2018 – FY 2020**

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

<b>Capital Fund</b>	<b>Approved FY 2018</b>	<b>Approved FY 2019</b>	<b>Approved FY 2020</b>
Capital Projects Fund	\$ 362,279	\$ 364,000	\$ 148,028
Capital Improvement Program Fund	5,557,036	2,859,762	3,441,948
Water System CIP Projects Fund	2,646,000	2,470,000	1,830,000
Vehicle/Equipment Fund	1,501,169	2,877,045	1,474,220
<b>Total Capital Budget</b>	<b>\$ 10,066,484</b>	<b>\$ 8,570,807</b>	<b>\$ 6,894,196</b>

**--Funding by Source--**

<b>Funding Source</b>	<b>Approved FY 2018</b>	<b>Approved FY 2019</b>	<b>Approved FY 2020</b>
General Fund	\$ 292,915	\$ 2,646,062	\$ 3,129,798
State Court - DUI Court Fund	\$ -	\$ 15,000	\$ -
Fire Services Fund	2,084,422	562,700	432,178
Emergency Medical Services Fund	-	-	28,000
Capital/CIP Projects Funds	3,541,978	-	-
Water System Fund	2,646,000	2,470,000	1,830,000
Vehicle/Equipment Fund	1,501,169	2,877,045	1,474,220
<b>Total Capital Budget</b>	<b>\$ 10,066,484</b>	<b>\$ 8,570,807</b>	<b>\$ 6,894,196</b>

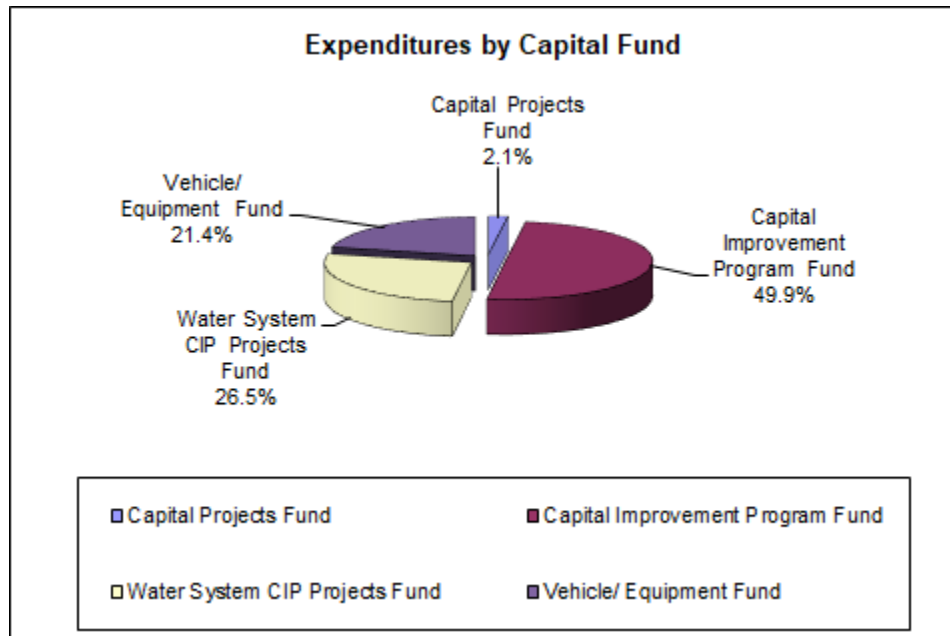
**--Expenditures by Function--**

<b>Function</b>	<b>Approved FY 2018</b>	<b>Approved FY 2019</b>	<b>Approved FY 2020</b>
General Government	\$ 978,395	\$ 1,041,330	\$ 526,879
Judicial	28,612	15,000	50,700
Public Safety	5,031,754	3,101,372	2,724,409
Public Works	356,742	1,363,055	790,949
Culture and Recreation	885,316	521,000	810,000
Planning & Development	139,665	59,050	161,259
Water System	2,646,000	2,470,000	1,830,000
<b>Total Capital Budget</b>	<b>\$ 10,066,484</b>	<b>\$ 8,570,807</b>	<b>\$ 6,894,196</b>

**Capital Budget  
Fiscal Year 2020  
Expenditures by Capital Fund  
Total - \$6,894,196**

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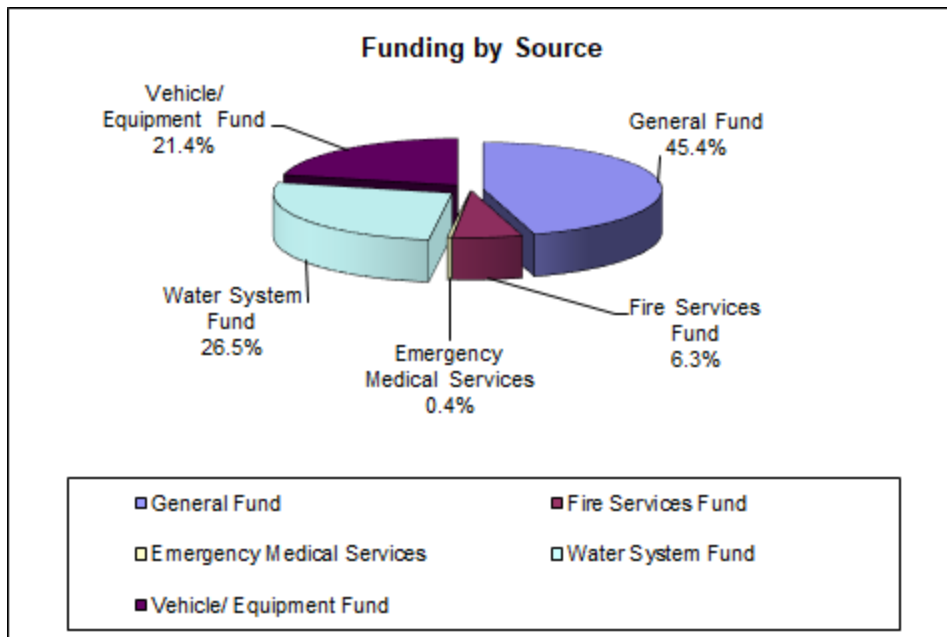
Expenditures by Capital Fund	Amount	%
Capital Projects Fund	148,028	2.1
Capital Improvement Program Fund	3,441,948	49.9
Water System CIP Projects Fund	1,830,000	26.5
Vehicle/ Equipment Fund	1,474,220	21.4
<b>Total Capital Budget</b>	<b>\$ 6,894,196</b>	



**Capital Budget  
Fiscal Year 2020  
Funding by Source  
Total - \$6,894,196**

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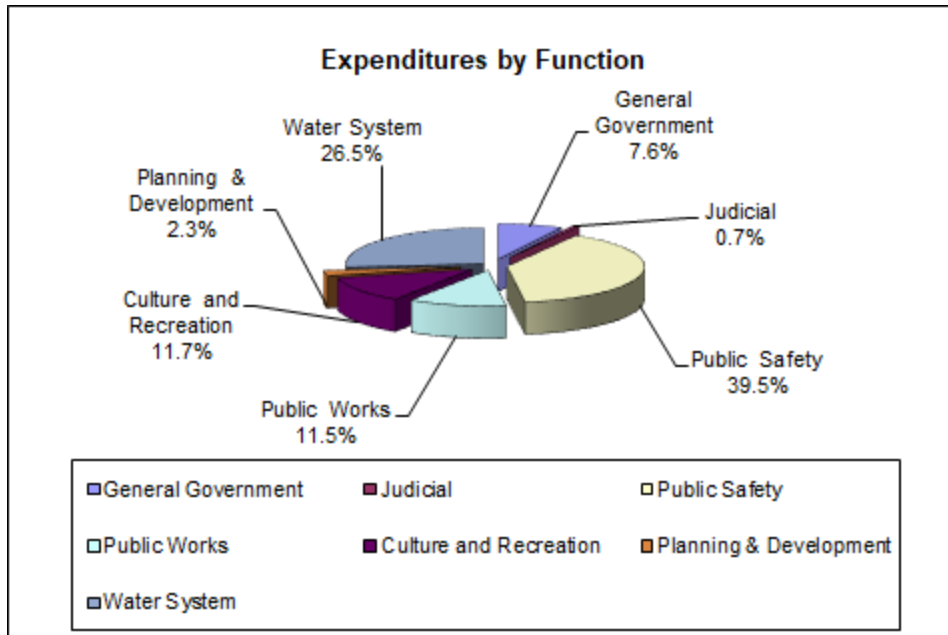
Funding by Source	Amount	%
General Fund	\$ 3,129,798	45.4
Fire Services Fund	432,178	6.3
Emergency Medical Services	28,000	0.4
Water System Fund	1,830,000	26.5
Vehicle/ Equipment Fund	1,474,220	21.4
<b>Total Capital Budget</b>	<b>\$ 6,894,196</b>	



**Capital Budget  
Fiscal Year 2020  
Expenditures by Function  
Total - \$ 6,894,196**

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Expenditures by Function	Amount	%
General Government	\$ 526,879	7.6
Judicial	50,700	0.7
Public Safety	2,724,409	39.5
Public Works	790,949	11.5
Culture and Recreation	810,000	11.7
Planning & Development	161,259	2.3
Water System	1,830,000	26.5
<b>Total Capital Budget</b>	<b>\$ 6,894,196</b>	



**Capital Budget  
Fiscal Year 2020  
Projects by Function  
Total - \$6,894,196**

**Function: General Government**

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Buildings & Grounds	201AA	B&G Parking and Driveway Refurbishment	\$ 16,675
	201AB	Phillip's Cemetery Fencing	25,000
	201AC	Justice Center Tunnel Floor Replacement	40,000
	201AF	2019 Ford F-250 XL Crew 4X4	31,212
	201AF	2019 Ford F-250 XL Reg Cab V8 Long Bed	22,867
	201AF	2019 Ford F-150 XL Reg Cab V6 Long Bed	21,058
	201AF	2019 Ford Explorer 4X2	25,677
	<b>Total</b>		
Elections	201AE	Renovation of Vacated Station #4	<b>75,000</b>
Information Systems	191AF	Aerial Imagery Data Collection	53,740
	201AD	FY2020 Systemwide Consolidate/Redesign	175,000
	<b>Total</b>		
Tax Assessor	201AG	2019 Ford F-150	20,325
	201AG	2019 Ford F-150	20,325
	<b>Total</b>		
<b>Total General Government</b>			<b>\$ 526,879</b>

**Function: Judicial**

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
State Court Solicitor	202AB	2019 Ford Explorer	\$ 25,700
Superior Court Judges	202AA	Superior Court Office Renovation	\$ 25,000
<b>Total Judicial</b>			<b>\$ 50,700</b>

## Function: Public Safety

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Animal Control	203AK	2019 Ford F-250 Super Cab (2)	\$ 97,034
Emergency Management	203AA	Dividing Wall in EOC (Fire, EMS, EMA)	\$ 6,000
Emergency Medical Services	203AA	Dividing Wall in EOC (Fire, EMS, EMA)	6,000
	203AB	Automatic Patient Ventilators	22,000
	203AQ	Ambulance Replacement (2)	396,900
	<b>Total</b>		<b>424,900</b>
Fire Services	193AH	Links Training Facility Concept Design & Site Development	200,000
	193AI	Station Exhaust System(s) Air Evac	41,000
	203AA	Dividing Wall in EOC (Fire, EMS, EMA)	6,000
	203AC	Generator Replacements for Fire Stations (1, 5, 10)	135,000
	203AD	Security Card Entry & Cameras (Access Control System)	40,000
	203AE	Fire Hose - Replacement of 1.75" and 3"	10,178
	203AP	2019 Ford F-150 (2)	89,952
	<b>Total</b>		<b>522,130</b>
Sheriff's Office	183AK	Sheriff's Office Refurbishments	118,995
	193AE	Continuation of Body Camera Program 50 @ \$2,328 each	116,400
	203AF	FY2020 HVAC Equipment Replacement Program	303,380
	203AG	FY2020 Taser Replacement Program	64,325
	203AH	Reconfiguration of Jail Lobby	53,025
	203AI	Jail Shower Door Replacement	12,775
	203AJ	Jail Feeding Ports	16,400
	203AL	2020 Chevrolet Tahoe	39,220
	203AM	2020 Chevrolet Tahoe	39,220
	203AN	2020 Chevrolet Tahoe Pursuit (3)	120,660
	203AO	2020 Chevrolet Tahoe Pursuit (5)	289,945
5565H	Links Master Plan/Phase 1 (Sheriff's Training Center)	500,000	
<b>Total</b>		<b>1,674,345</b>	
<b>Total Public Safety</b>			<b>\$ 2,724,409</b>

## Function: Public Works

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Fleet Maintenance	194AD	Fuel Management System Replacement & Cameras	62,393
	204AD	2019 Ford Explorer 4X2	25,677
	<b>Total</b>		<b>88,070</b>
Road Department	194AA	County Wide Non-2017 SPLOST Pipe Replacements	250,000
	204AA	Mobile Trailer Bathroom	25,000
	204AB	Sign Shop Digital Printer	35,443
	204AC	Country Lake Estates Subdivision Rehab	316,111
	204AE	2019 Ford F-150	20,325
	204AF	Broom with Safety Lights	56,000
	<b>Total</b>		<b>702,879</b>
<b>Total Public Works</b>			<b>\$ 790,949</b>

## Function: Culture and Recreation

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Recreation	206AA	Refurbishment	\$ 15,000
	206AB	Playground	\$ 80,000
	206AC	McCurry Park North Soccer Restroom	\$ 180,000
	206AD	McCurry Pk Soccer Field Lighting Refurbishment	\$ 150,000
	206AE	Resurfacing of Rubberized Surface at McCurry Park Track	\$ 60,000
	206AF	McCurry Pk - Multi-purpose fields light installation	\$ 150,000
		Replacement of Baseball & Softball Fence Cap Material	
	206AG	(Kiwanis/McCurry/Brooks)	30,000
	206AH	Kenwood/Kiwanis)	60,000
	206AI	Electronic Message Boards (2)	30,000
	206AJ	2019 Ford F-250 Reg Cab V8 Long Bed	25,000
	7110B	Brooks Field House Deck/Ramp	30,000
	<b>Total</b>		<b>810,000</b>
	<b>Total Culture &amp; Recreation</b>		



## Function: Planning and Development

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Building Safety	187AB	SAGES - Computer Software & Upgrades	\$ 41,636
	207AA	Permit Technician Area Office Renovation	\$ 12,500
	207AB	2019 Ford F-150 (2)	\$ 45,300
	<b>Total</b>		<b>\$ 99,436</b>
County Extension/Recreation	207AC	Elkhart Coach Shuttle Bus	\$ 61,823
<b>Total Planning &amp; Development</b>			<b>\$ 161,259</b>

## Function: Water System

<u>Department</u>	<u>Project #</u>	<u>Project Title</u>	<u>Amount</u>
Water System	20WSA	Water System Yard Piping Crosstown	\$ 375,000
	20WSB	Starr's Mill Artifact Exhibit	45,000
	6SCAD	SCADA	200,000
	8BREC	Backwash Return Elimination CTP (Pumping System)	260,000
	8NWEP	North Waterline Enhancement Project	100,000
	8SHDC	Solids Handling (Dewatering) - Crosstown	100,000
	8SHSF	Sodium Hypochlorite South Fayette	300,000
	8WTEX	Waterline Extensions	300,000
	9WSAR	McDonough Road Roof	50,000
	9WSPR	Pump Refurbishment Program	100,000
	<b>Total Water System</b>		<b>\$ 1,830,000</b>

## FY 2020 Total Capital Budget

<b>Total FY 2020 Capital Budget</b>	<b>\$ 6,894,196</b>
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**Capital Improvement Program (CIP) Plan  
Fiscal Year 2020 – Fiscal Year 2024  
Projects Funding Summary**

The Capital Improvement Program (CIP) plan includes a five-year schedule of capital projects and major equipment purchases. It also identifies funding sources for these capital projects and major equipment purchases. An additional column labeled Future, includes any projects identified beyond the five-year period. The first year of the CIP plan is part of the adopted capital budget. The CIP plan is updated every year during the annual budget process.

**Funding Sources**

<u>Funding Sources</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>2020-2024 Total</u>	<u>Future</u>
General Fund	\$ 3,129,798	\$ 1,951,631	\$ 629,325	\$ 175,000	\$ 175,000	\$ 6,060,754	\$ 6,600,000
911 Communications Fund	-	750,000	500,000	-	-	1,250,000	-
Fire Services Fund	432,178	1,037,565	-	150,000	-	1,619,743	1,456,000
Emergency Medical Services Fund	28,000	-	-	234,000	-	262,000	92,000
Water System Fund	1,830,000	2,075,000	2,000,000	1,850,000	2,225,000	9,980,000	10,120,620
<b>Total</b>	<b><u>\$ 5,419,976</u></b>	<b><u>\$ 5,814,196</u></b>	<b><u>\$ 3,129,325</u></b>	<b><u>\$ 2,409,000</u></b>	<b><u>\$ 2,400,000</u></b>	<b><u>\$ 19,172,497</u></b>	<b><u>\$ 18,268,620</u></b>

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2020 – Fiscal Year 2024  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	FY 2020	FY 2021	FY2022	FY2023	FY2024	2020-2024 Total	Future
Bldg. & Grounds	201AA	B&G Parking and Driveway Refurbishment	16,675	-	-	-	-	16,675	-
Bldg. & Grounds	201AB	Phillip's Cemetery Fencing	25,000	-	-	-	-	25,000	-
Bldg. & Grounds	201AC	Justice Center Tunnel Floor Replacement	40,000	-	-	-	-	40,000	-
		<b>Total - Bldg. &amp; Grounds</b>	<b>81,675</b>	-	-	-	-	<b>81,675</b>	-
Building Safety	187AB	SAGES - Computer Software & Upgrades	41,636	-	-	-	-	41,636	-
Building Safety	207AA	Permit Technician Area Office Renovation	12,500	-	-	-	-	12,500	-
		<b>Total - Building Safety</b>	<b>54,136</b>	-	-	-	-	<b>54,136</b>	-
Elections	201AE	Renovation of Vacated Station #4	75,000	75,000	-	-	-	150,000	-
		<b>Total Elections</b>	<b>75,000</b>	<b>75,000</b>	-	-	-	<b>150,000</b>	-
EMA	203AA	Dividing Wall in EOC (Fire, EMS, EMA)	6,000	-	-	-	-	6,000	-
		<b>Total EMA</b>	<b>6,000</b>	-	-	-	-	<b>6,000</b>	-
Fleet	194AD	Fuel Management System Replacement & Cameras	62,393	-	-	-	-	62,393	-
		<b>Total Fleet Maintenance</b>	<b>62,393</b>	-	-	-	-	<b>62,393</b>	-
Info Systems	191AF	Aerial Imagery Data Collection	53,740	-	-	-	-	53,740	-
Info Systems	201AD	FY2020 Systemwide Consolidate/Redesign	175,000	175,000	175,000	175,000	175,000	875,000	-
		<b>Total - Info Systems</b>	<b>228,740</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>	<b>928,740</b>	-

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2020 – Fiscal Year 2024  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	FY 2020	FY 2021	FY2022	FY2023	FY2024	2020-2024 Total	Future
Recreation	7110B	Brooks Field House Deck/Ramp	30,000	-	-	-	-	30,000	-
Recreation	206AA	Brooks Softball Concession Stand and Restroom Refurbishment	15,000	-	-	-	-	15,000	-
Recreation	5110I	Kenwood Pk - Park Improvements	-	-	-	-	-	-	500,000
Recreation	196AB	Kiwanis Park Athletic Field Lighting Refurbishment	-	-	-	-	-	-	150,000
Recreation	206AB	Playground Shade Structure for Phase II - Kenwood Park Playground	80,000	-	-	-	-	80,000	-
Recreation	FUTURE	Kiwanis Park Restroom Facility	-	120,000	-	-	-	120,000	-
Recreation	6110F	McCurry Pk - Re-crowning of soccer field	-	75,000	90,000	-	-	165,000	-
Recreation	206AC	McCurry Park North Soccer Restroom	180,000	-	-	-	-	180,000	-
Recreation	206AD	McCurry Pk Soccer Field Lighting Refurbishment	150,000	150,000	150,000	-	-	450,000	150,000
Recreation	206AE	Resurfacing of Rubberized Surface at McCurry Park Track	60,000	-	-	-	-	60,000	-
Recreation	206AF	McCurry Pk - Multi-purpose fields light installation	150,000	150,000	150,000	-	-	450,000	-
Recreation	196AA	Multi-purpose trails	-	-	-	-	-	-	300,000
Recreation	206AG	Replacement of Baseball & Softball Fence Cap Material (Kiwanis/McCurry/Brooks)	30,000	-	-	-	-	30,000	-
Recreation	206AH	Court Resurfacing (Basketball & Tennis - Kenwood/Kiwanis)	60,000	-	-	-	-	60,000	-
Recreation	206AI	Electronic Message Boards (2)	30,000	-	-	-	-	30,000	-
Recreation	FUTURE	Land - Future Parks/Recreation Facilities	-	-	-	-	-	-	500,000
Recreation	FUTURE	Multi-purpose Building	-	-	-	-	-	-	5,000,000
		<b>Total - Recreation</b>	<b>785,000</b>	<b>495,000</b>	<b>390,000</b>	-	-	<b>1,670,000</b>	<b>6,600,000</b>
Road	194AA	County Wide Non-2017 SPLOST Pipe Replacements	250,000	-	-	-	-	250,000	-
Road	204AA	Mobile Trailer Bathroom	25,000	-	-	-	-	25,000	-
Road	204AB	Sign Shop Digital Printer	35,443	-	-	-	-	35,443	-
Road	204AC	Country Lake Estates Subdivision Rehab	316,111	-	-	-	-	316,111	-
		<b>Total - Road Department</b>	<b>626,554</b>	-	-	-	-	<b>626,554</b>	-

**Capital Improvement Program (CIP) Plan  
Fiscal Year 2020 – Fiscal Year 2024  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	FY 2020	FY 2021	FY2022	FY2023	FY2024	2020-2024 Total	Future
Sheriff	5565H	Links Master Plan/Phase 1 (Sheriff's Training Center)	500,000	750,000	-	-	-	1,250,000	-
Sheriff	183AK	Sheriff's Office Refurbishments	118,995	-	-	-	-	118,995	-
Sheriff	193AE	Sheriff Body Camera Program 100 @ \$2,328.55 each	116,400	-	-	-	-	116,400	-
Sheriff	203AF	FY2020 HVAC Equipment Replacement Program	303,380	392,306	-	-	-	695,686	-
Sheriff	203AG	FY2020 Taser Replacement Program	64,325	64,325	64,325	-	-	192,975	-
Sheriff - Jail	203AH	Reconfiguration of Jail Lobby	53,025	-	-	-	-	53,025	-
Sheriff - Jail	203AI	Jail Shower Door Replacement	12,775	-	-	-	-	12,775	-
Sheriff - Jail	203AJ	Jail Feeding Ports	16,400	-	-	-	-	16,400	-
<b>Total - Sheriff's Office</b>			<b>1,185,300</b>	<b>1,206,631</b>	<b>64,325</b>	-	-	<b>2,456,256</b>	-
Superior Court Jud	202AA	Superior Court Office Renovation	25,000	-	-	-	-	25,000	-
<b>Superior Court Judges</b>			<b>25,000</b>	-	-	-	-	<b>25,000</b>	-
911	FUTURE	911 Phone System	-	250,000	-	-	-	250,000	-
911	FUTURE	Upgrade Spillman	-	500,000	500,000	-	-	1,000,000	-
<b>Total - 911 Communications</b>			-	<b>750,000</b>	<b>500,000</b>	-	-	<b>1,250,000</b>	-
Fire	193AH	Links Training Facility Concept Design & Site Development	200,000	600,000	-	-	-	800,000	-
Fire	193AI	Station Exhaust System(s) Air Evac	41,000	-	-	-	-	41,000	-
Fire	193AM	Fire Hose - Replacement of 4" to 5"	-	35,000	-	-	-	35,000	-
Fire	203AA	Dividing Wall in EOC (Fire, EMS, EMA)	6,000	-	-	-	-	6,000	-
Fire	203AC	Generator Replacements for Fire Stations (1, 5, 10)	135,000	135,000	-	-	-	270,000	-
Fire	203AD	Security Card Entry & Cameras (Access Control System)	40,000	-	-	-	-	40,000	-
Fire	203AE	Fire Hose - Replacement of 1.75" and 3"	10,178	-	-	-	-	10,178	-
Fire	FUTURE	Links Storage/Decon/SCBA Building	-	-	-	-	-	-	450,000
Fire	FUTURE	LP Tank Simulator/Vehicle Fire Simulator	-	60,480	-	-	-	60,480	-
Fire	FUTURE	Auto Extrication Area	-	19,500	-	-	-	19,500	-
Fire	FUTURE	Maze/ confined Space Simulator	-	11,685	-	-	-	11,685	-
Fire	FUTURE	Fire Training Bldg.	-	-	-	-	-	-	906,000
Fire	FUTURE	Driver Training Area (Cone Course)	-	175,900	-	-	-	175,900	-
Fire	FUTURE	Land Acquisition (Future Station)	-	-	-	150,000	-	150,000	100,000
<b>Total - Fire Services</b>			<b>432,178</b>	<b>1,037,565</b>	-	<b>150,000</b>	-	<b>1,619,743</b>	<b>1,456,000</b>

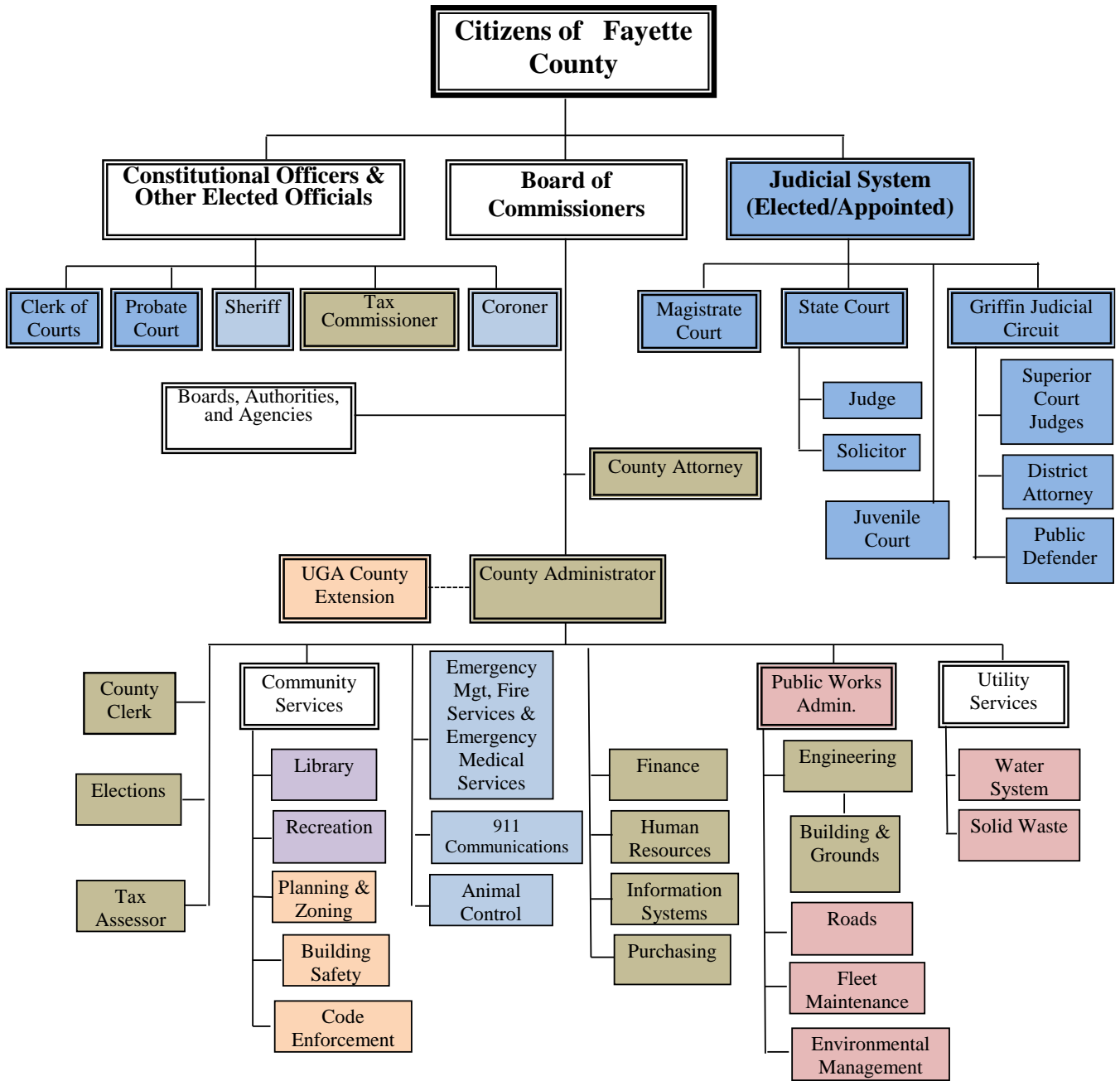
**Capital Improvement Program (CIP) Plan  
Fiscal Year 2020 – Fiscal Year 2024  
Projects Cost Summaries by Department**

Dept	Project #	Project Description	FY 2020	FY 2021	FY2022	FY2023	FY2024	2020-2024 Total	Future
EMS	203AA	Dividing Wall in EOC (Fire, EMS, EMA)	6,000	-	-	-	-	6,000	-
EMS	203AB	Automatic Patient Ventilators	22,000	-	-	-	-	22,000	-
EMS	FUTURE	Power Cots	-	-	-	-	-	-	92,000
EMS	FUTURE	Cardiac Monitors	-	-	-	234,000	-	234,000	-
<b>Total EMS</b>			<b>28,000</b>	<b>-</b>	<b>-</b>	<b>234,000</b>	<b>-</b>	<b>262,000</b>	<b>92,000</b>
Water System	6SCAD	SCADA	200,000	200,000	200,000	200,000	200,000	1,000,000	-
Water System	8BREC	Backwash Return Elimination CTP (Pumping System)	260,000	400,000	-	-	-	660,000	-
Water System	8NWEF	North Waterline Enhancement Project	100,000	100,000	100,000	100,000	100,000	500,000	1,000,000
Water System	8SHCT	Sodium Hypochlorite Crosstown	-	-	200,000	1,150,000	-	1,350,000	-
Water System	8SHDC	Solids Handling (Dewatering) - Crosstown	100,000	425,000	1,200,000	-	-	1,725,000	-
Water System	8SHSF	Sodium Hypochlorite South Fayette	300,000	650,000	-	-	-	950,000	-
Water System	8WTEX	Waterline Extensions	300,000	300,000	300,000	300,000	300,000	1,500,000	-
Water System	9WSAR	McDonough Road Roof	50,000	-	-	-	-	50,000	-
Water System	9WSPR	Pump Refurbishment Program	100,000	-	-	-	-	100,000	-
Water System	20WSA	Water System Yard Piping Crosstown	375,000	-	-	-	-	375,000	-
Water System	20WSB	Star's Mill Artifact Exhibit	45,000	-	-	-	-	45,000	-
Water System	FUTURE	Solids Handling (Dewatering) - South Fayette	-	-	-	100,000	1,625,000	1,725,000	-
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	FUTURE	Lake Peachtree Spillway	-	-	-	-	-	-	2,000,000
Water System	FUTURE	Bottle Water Equipment \$80,000	-	-	-	-	-	-	80,000
Water System	FUTURE	Lake McIntosh Dock Launch	-	-	-	-	-	-	40,620
<b>Total Water System</b>			<b>1,830,000</b>	<b>2,075,000</b>	<b>2,000,000</b>	<b>1,850,000</b>	<b>2,225,000</b>	<b>9,980,000</b>	<b>10,120,620</b>
<b>Total</b>			<b><u>\$ 5,419,976</u></b>	<b><u>\$ 5,814,196</u></b>	<b><u>\$ 3,129,325</u></b>	<b><u>\$ 2,409,000</u></b>	<b><u>\$ 2,400,000</u></b>	<b><u>\$ 19,172,497</u></b>	<b><u>\$ 18,268,620</u></b>

**Impact of FY 2020-2024 Capital Improvement Program (CIP) projects on Operating Budgets**

Function		Fiscal Year				
		2020	2021	2022	2023	2024
General Government	Estimated projects cost	385,415	250,000	175,000	175,000	175,000
	Impact on Operating Budget	2,500	25,000	32,000	37,000	42,000
	Expense category	maintenance/ utilities/ depreciation	maintenance/ utilities/ depreciation	maintenance/ utilities/ depreciation	maintenance/ utilities/ depreciation	maintenance/ utilities/ depreciation
Judicial	Estimated projects cost	25,000	-	-	-	-
	Impact on Operating Budget	750	900	900	900	900
	Expense category	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation
Public Safety	Estimated projects cost	1,651,478	2,994,196	564,325	384,000	-
	Impact on Operating Budget	38,000	75,000	130,000	150,000	175,000
	Expense category	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation
Public Works	Estimated projects cost	688,947	-	-	-	-
	Impact on Operating Budget	18,000	24,000	24,000	24,000	24,000
	Expense category	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation
Culture & Recreation	Estimated projects cost	785,000	495,000	390,000	-	-
	Impact on Operating Budget	11,000	21,000	32,000	40,000	40,000
	Expense category	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation
Planning & Development	Estimated projects cost	54,136	-	-	-	-
	Impact on Operating Budget	3,600	3,600	3,600	3,600	3,600
	Expense category	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation
<b>Water System</b>	Estimated projects cost	1,830,000	2,075,000	2,000,000	1,850,000	2,225,000
	Impact on Operating Budget	35,000	52,500	60,400	70,500	80,000
	Expense category	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation	maintenance/ utilities/ gasoline/ depreciation
Total Estimated Projects Costs		\$ 5,419,976	\$ 5,814,196	\$ 3,129,325	\$ 2,409,000	\$ 2,400,000
Total Impact on Operating Budget		\$ 108,850	\$ 202,000	\$ 282,900	\$ 326,000	\$ 365,500

# FAYETTE COUNTY, GEORGIA ORGANIZATIONAL CHART



Fayette County functions:

<div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">General Government</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">Judicial</div> <div style="background-color: #d9ead3; padding: 2px;">Public Safety</div>	<div style="background-color: #f4cccc; padding: 2px; margin-bottom: 2px;">Public Works</div> <div style="background-color: #d9ead3; padding: 2px; margin-bottom: 2px;">Health &amp; Welfare</div> <div style="background-color: #d9ead3; padding: 2px;">Culture &amp; Recreation</div>	<div style="background-color: #fce5cd; padding: 2px; margin-bottom: 2px;">Planning &amp; Development</div>
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## FAYETTE COUNTY, GEORGIA

### Elected Officials

**Board of Commissioners** – 770.305.5200

Randy Ognio, Chairman  
Charles Oddo, Vice Chairman  
Edward Gibbons  
Eric K. Maxwell  
Charles Rousseau

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

**Coroner** – W. Bee Huddleston, 770.305.5359

**District Attorney** – Ben D. Coker, 770.716.4250

**Magistrate Court Judges** – 770.716.4230

Robert A. Ruppenthal, Chief  
Christy Dunkelberger  
James A. White  
Kathy Brown-Valencia

**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 Judge  
Scott Ballard  
W. Fletcher Sams  
Robert M. Crawford

**Tax Commissioner** – Kristie King, 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., Presiding Judge  
Stephen D. Ott

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

### Fayette County Administration

**County Administrator** – Steve Rapson, 770.305.5100

**County Attorney** – Dennis Davenport, 770.305.5200

**County Clerk** – Tameca White, 770.305.5103

**Main County Number: 770.305.5400**

**Division Directors/Department Heads**

**Elections** – Floyd Jones, 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  
**Solid Waste & Recycling Transfer Station** – Vanessa Birrell, 770.305.5144  
**Tax Assessor** – Joel Benton, 770.305.5402  
**Water System** – Vacant, 770.461.1146

**Community Services Division** – Pete Frisina, Director, 770.305.5421

**Code Enforcement** – 770-305-5417  
**Library** – Chris Snell, 770.305.5426  
**Building Safety** – 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

**911 Communications** – Katy Vogt, 770.320.6051  
**Animal Control** – Jerry Collins, 770.631.7210

**Public Works Division** – Phil Mallon, Director, 770.320.6010

**Building & Grounds** – Carlos Christian, 770.461.3342  
**Engineering** – 770.320.6010  
**Environmental Management** – Vanessa Birrell, 770.305.5410  
**Fleet Maintenance** – Bill Lackey, 770.461.3142  
**Road Department** – Steve Hoffman, 770.461.3142

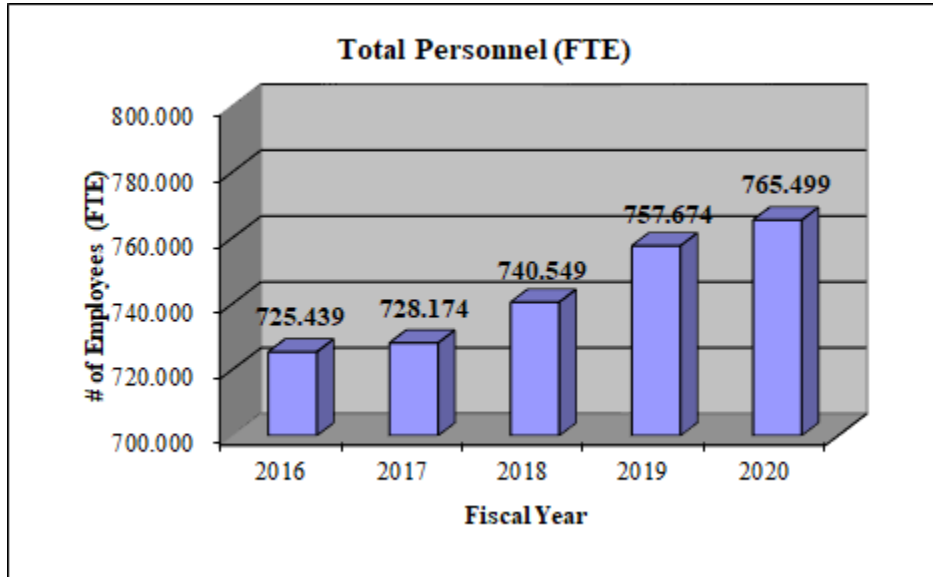
**Outside Agencies**

**County Extension** – 770.305.5412  
**Fayette County Development Authority** – Joan Young, 770.461.5253  
**Family & Children’s Services** – Susan R. Boggs, 770.460.2555  
**Georgia Forestry Commission** – 478.751.3500  
**Fayette Community Options (McIntosh Trail)** – Stefanie Jackson, 770.358.5252  
**Fayette Counseling Center (McIntosh Trail)** – Stefanie Jackson, 770.358.5252  
**Health Department:** Physical Health – 770.305.5416  
Environmental Health – 770.305.5415  
**Senior Citizens Center** – Nancy Meaders, 770.461.0813

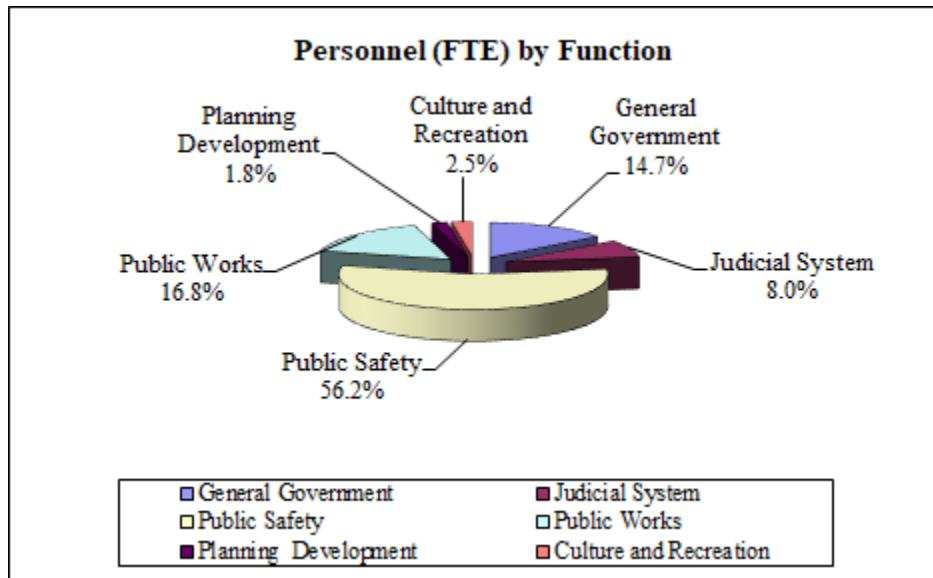
**SUMMARY OF PERSONNEL - FULL-TIME EQUIVALENTS (FTE)**

<b>Function</b>	<b>FY 2016</b>	<b>Change</b>	<b>FY 2017</b>	<b>Change</b>	<b>FY 2018</b>	<b>Change</b>	<b>FY 2019</b>	<b>Change</b>	<b>FY 2020</b>
<b><u>General Government</u></b>									
Administration	2.000	-	2.000	-	2.000	-	2.000	-	2.000
Buildings and Grounds Maint	26.600	-	26.600	-	26.600	-	26.600	-	26.600
Commissioners	6.000	-	6.000	-	6.000	0.625	6.625	0.375	7.000
Elections	4.500	-	4.500	-	4.500	0.625	5.125	-	5.125
Engineering	3.000	-	3.000	-	3.000	-	3.000	-	3.000
Finance	13.850	-	13.850	0.800	14.650	0.625	15.275	1.000	16.275
Human Resources	5.000	-	5.000	-	5.000	1.000	6.000	-	6.000
Information Systems	10.000	-	10.000	-	10.000	1.000	11.000	-	11.000
Purchasing	3.000	-	3.000	-	3.000	1.000	4.000	-	4.000
Tax Assessor	13.450	-	13.450	1.275	14.725	1.000	15.725	-	15.725
Tax Commissioner	17.000	-	17.000	(1.000)	16.000	-	16.000	-	16.000
<b>Total General Government</b>	<b>104.400</b>	<b>-</b>	<b>104.400</b>	<b>1.075</b>	<b>105.475</b>	<b>5.875</b>	<b>111.350</b>	<b>1.375</b>	<b>112.725</b>
<b><u>Judicial System</u></b>									
Clerk of State Court	5.000	-	5.000	-	5.000	-	5.000	-	5.000
Clerk of Superior Court	20.434	-	20.434	-	20.434	3.000	23.434	2.000	25.434
Juvenile Court	4.000	-	4.000	0.625	4.625	-	4.625	-	4.625
Magistrate Court	9.000	0.625	9.625	-	9.625	(3.000)	6.625	0.375	7.000
Probate Court	6.000	-	6.000	0.625	6.625	-	6.625	-	6.625
State Court Judge	3.000	-	3.000	0.625	3.625	-	3.625	-	3.625
State Court Solicitor	8.400	-	8.400	0.300	8.700	-	8.700	-	8.700
<b>Total Judicial System</b>	<b>55.834</b>	<b>0.625</b>	<b>56.459</b>	<b>2.175</b>	<b>58.634</b>	<b>-</b>	<b>58.634</b>	<b>2.375</b>	<b>61.009</b>
<b><u>Public Safety</u></b>									
Animal Control	5.500	1.000	6.500	0.500	7.000	0.625	7.625	-	7.625
County Coroner	3.000	0.625	3.625	-	3.625	-	3.625	-	3.625
911 Communications	35.250	0.485	35.735	-	35.735	-	35.735	1.000	36.735
EMS	37.000	-	37.000	-	37.000	2.000	39.000	(6.000)	33.000
Fire Services	105.000	-	105.000	-	105.000	4.000	109.000	6.000	115.000
Emergency Management	3.000	-	3.000	-	3.000	-	3.000	-	3.000
Sheriff's Office - Administration	25.600	-	25.600	-	25.600	-	25.600	0.400	26.000
Sheriff's Office - CID	33.000	-	33.000	12.000	45.000	(1.000)	44.000	-	44.000
Sheriff's Office - Field Operations	76.000	-	76.000	(12.000)	64.000	-	64.000	1.000	65.000
Sheriff's Office - Jail Operations	93.000	-	93.000	-	93.000	3.000	96.000	-	96.000
<b>Sheriff's Office - Total</b>	<b>227.600</b>	<b>-</b>	<b>227.600</b>	<b>-</b>	<b>227.600</b>	<b>2.000</b>	<b>229.600</b>	<b>1.400</b>	<b>231.000</b>
<b>Total Public Safety</b>	<b>416.350</b>	<b>2.110</b>	<b>418.460</b>	<b>0.500</b>	<b>418.960</b>	<b>8.625</b>	<b>427.585</b>	<b>2.400</b>	<b>429.985</b>
<b><u>Public Works</u></b>									
Environmental Management	7.000	-	7.000	1.000	8.000	-	8.000	1.625	9.625
Fleet Maintenance	9.000	-	9.000	-	9.000	-	9.000	-	9.000
Public Works Administration	1.000	-	1.000	-	1.000	1.000	2.000	-	2.000
Road Department	34.000	-	34.000	2.000	36.000	-	36.000	-	36.000
Solid Waste Management	1.000	-	1.000	-	1.000	-	1.000	-	1.000
Water System	66.000	-	66.000	3.000	69.000	1.000	70.000	1.000	71.000
<b>Total Public Works</b>	<b>118.000</b>	<b>-</b>	<b>118.000</b>	<b>6.000</b>	<b>124.000</b>	<b>2.000</b>	<b>126.000</b>	<b>2.625</b>	<b>128.625</b>
<b><u>Planning Development</u></b>									
County Extension	0.950	-	0.950	-	0.950	-	0.950	(0.950)	-
Building Safety	7.000	-	7.000	1.000	8.000	-	8.000	-	8.000
Planning & Zoning	3.000	-	3.000	0.625	3.625	-	3.625	-	3.625
Code Enforcement Section	2.000	-	2.000	-	2.000	-	2.000	-	2.000
<b>Total Planning Development</b>	<b>12.950</b>	<b>-</b>	<b>12.950</b>	<b>1.625</b>	<b>14.575</b>	<b>-</b>	<b>14.575</b>	<b>(0.950)</b>	<b>13.625</b>
<b><u>Culture and Recreation</u></b>									
Recreation	6.000	-	6.000	1.000	7.000	-	7.000	-	7.000
Library	11.905	-	11.905	-	11.905	0.625	12.530	-	12.530
<b>Total Culture and Recreation</b>	<b>17.905</b>	<b>-</b>	<b>17.905</b>	<b>1.000</b>	<b>18.905</b>	<b>0.625</b>	<b>19.530</b>	<b>-</b>	<b>19.530</b>
<b>Total Personnel</b>	<b>725.439</b>	<b>2.735</b>	<b>728.174</b>	<b>12.375</b>	<b>740.549</b>	<b>17.125</b>	<b>757.674</b>	<b>7.825</b>	<b>765.499</b>

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



**FY 2020 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 2020 BUDGET - POSITIONS (FTE)</b>				
FUNCTION	ADDED	ELIMINATED	TRANSFER	NET CHANGE
GENERAL GOVERNMENT	1.375	-	-	1.375
JUDICIAL	2.375	-	-	2.375
PUBLIC SAFETY	2.400	-	-	2.400
PUBLIC WORKS*	2.625	-	-	2.625
HEALTH & WELFARE	-	-	-	-
CULTURE & RECREATION	-	-	-	-
PLANNING & DEVELOPMENT	-	0.950	-	(0.950)
<b>TOTAL</b>	<b>8.775</b>	<b>0.950</b>	<b>-</b>	<b>7.825</b>

\*Includes the Water System.

**Positions Added**

**General Government function, 1.375 FTE** – the part-time Administrative Assistant position in the Commissioner’s Office converted to full-time. The additional fifteen hours per week dedicated to assist the County Clerk and Deputy County Clerk in completing and publishing the agendas from the Commissioners’ public meetings. In the Finance Office, the part-time Financial Analyst position converted to full-time. The additional hours dedicated to cover the expanded responsibilities of the analysts group. A new part-time Accounting Technician position was approved. This position will assist and serve as backup for Accounts Payable.

**Judicial function, 2.375 FTE** – the part-time Constable position in the Magistrate Court converted to full-time. This gives the court two full-time Constables to handle the increasing workload. Two additional full-time Deputy Clerk positions for the Clerk of Superior Court. These positions are a direct effect of the additional Superior Court Judge approved by the State. These positions are effective January 1 (6-months).

**Public Safety function, 2.400 FTE** – new full-time Communications Shift Supervisor position for 911 Communications. The part-time Maintenance Technician in the Sheriff’s Office converts to full-time. It is necessary to convert this position to full-time because of the increasing workload when serving the four (4) divisions of the Sheriff’s Office. The Sheriff’s Office also gets an additional full-time Deputy Sheriff position, effective January 1, as a result of the additional Superior Court Judge approved by the State.

**Public Works function, 2.625 FTE** – one full-time Construction Inspector position and a part-time GIS Technician position were approved for the Environmental Management department. The Construction Inspector position will work exclusively with 2017 SPLOST projects. The 2017 SPLOST fund will reimburse the General Fund for 100% of salary and benefits paid for

this position. One new full-time Water Plant Operator I position for the Water System. This will allow adequate coverage for the two water plants in the county.

### **Positions Eliminated**

**Planning & Development function, 0.950 FTE** – two part-time positions paid thru county payroll transitioned to the University of Georgia. These positions are no longer included in the Fayette County FTE counts.

### **Positions Transferred**

**Public Safety function, zero net effect** – six positions within the Public Safety function approved to transfer. Six Firefighter/EMT positions transferred from the Emergency Medical Services fund to the Fire Services fund. This transfer needed so the impact of the Public Safety Pay Plan, \$172,000 in FY 2020, would not create a projected negative effect on the EMS fund balance. With an increasing net taxable digest and the millage rate staying the same, increased revenue from taxes in the Fire Services fund can cover the additional salaries and benefits of the six positions transferred.

<b>Department:</b>	<b>Administration</b>	<b>Cost Center:</b>	<b>10010320</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### 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 programs.

### Major Goals

- ◇ Research the feasibility of the development and implementation of performance measures throughout the organization.
- ◇ Developing long range plans and goals; directing the development of ordinances, resolutions and Commission.

### Significant Expenditure and Staffing Changes

- ◇ No significant changes.

BUDGET SUMMARY	FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Adopted
APPROPRIATIONS				
Personal Services	\$ 331,841	\$ 311,752	\$ 338,204	\$ 327,551
Operating	23,121	23,494	27,626	28,471
Capital Outlay	-	-		
Total Appropriations	\$ 354,962	\$ 335,246	\$ 365,830	\$ 356,022

PERSONNEL - (FTE)	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Adopted
Total Personnel	2.00	2.00	2.00	2.00

<b>Department:</b>	<b>Administration</b>	<b>Cost Center:</b>			<b>10010320</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>			<b>General</b>
<b>WORKLOAD INDICATORS</b>		<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
County Work Force		728.174	740.549	757.674	765.499
General Fund Operating Budget:					
^		\$ 47,635,730	\$ 49,206,743	\$ 52,662,339	\$ 55,222,286
Expenditures		\$ 47,100,351	\$ 48,538,149	\$ 51,416,144	\$ 54,092,809
		<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Meetings		29	29	29	29

<b>PERFORMANCE MEASURES</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Estimate</b>
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%.	100%	100%	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%



<b>Department:</b>	<b>Buildings &amp; Grounds Maintenance</b>	<b>Cost Center:</b>	<b>10010565</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### Mission Statement

The mission of the Building and Grounds Department is to seek to improve and create a quality environment within all County facilities where 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. We purpose to ensure that all County owned buildings and parks are maintained to the highest possible standards and are in compliance with local and state regulations.

### Major Department Functions

- ◇ Maintain a high quality standard towards the upkeep of the County's buildings, structures, landscaping and turf care throughout all County-owned property.
- ◇ Provide effective support to all County Departments for various tasks through our work order system.

### Major Goals

- ◇ To operate more efficiently and productively towards the completion of all work orders and assigned Capital projects.
- ◇ To ensure that all facilities and grounds maintenance staff is qualified, knowledgeable and properly trained to perform all departmental functions by providing education & training opportunities for staff to stay informed of ever changing regulations, products, methods, etc.
- ◇ To foster positive change by partnering with each department, association and/or citizen to quickly identify need(s), determine the scope and efficiently complete the intended objective(s) with the least amount of disruption.

### Significant Expenditure and Staffing Changes

- ◇ Major projects planned: Building & Grounds parking and driveway refurbishment, Phillip's Cemetery Fencing, and Justice Center tunnel floor replacement.
- ◇ Four vehicle replacements.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 1,350,740	\$ 1,382,748	\$ 1,402,699	\$ 1,400,093
Operating	168,799	174,334	247,749	201,214
Capital Outlay	21,708	26,155	28,504	24,465
<b>Total Appropriations</b>	<b>\$ 1,541,247</b>	<b>\$ 1,583,237</b>	<b>\$ 1,678,952</b>	<b>\$ 1,625,772</b>

<b>Department:</b>	<b>Buildings &amp; Grounds Maintenance</b>	<b>Cost Center:</b>	<b>10010565</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	26.600	26.600	26.600	26.600

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Estimate</b>
Number of work orders	2,200	2,200	2,400	n/a
Square footage of buildings	690,808	700,000	700,000	n/a
# of Building Maintenance Techs	8	8	8	n/a
Maintenance of buildings - sq. feet per Tech	86,351	87,500	87,500	n/a
Total acreage (including ball fields)	590	590	590	n/a
# of Grounds Maintenance Techs	12	12	12	n/a
Maintenance of grounds - acres per Tech	49	49	49	n/a

<b>Department:</b>	<b>County Commission</b>	<b>Cost Center:</b>	<b>10010110</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### **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**

- ◇ Maintain a balanced operating budget by keeping current expenses in line with current revenues.
- ◇ Enhance the services provided to the citizens of Fayette County.
- ◇ Develop a systematic process for record maintenance and retention.

### **Significant Expenditure and Staffing Changes**

- ◇ Moving part-time Administrative Assistant to full-time.

<b>Department:</b>	<b>County Commission</b>	<b>Cost Center:</b>	<b>10010110</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 262,224	\$ 286,897	\$ 293,590	\$ 329,533
Operating	196,330	277,171	204,691	272,862
Capital Outlay	-	1,696	729	
Total Appropriations	\$ 458,554	\$ 565,764	\$ 499,010	\$ 602,395

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	6.000	6.000	6.625	7.000

<b>WORKLOAD INDICATORS</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Fayette County Population - ARC annual estimates	112,300	114,000	116,200	116,200
Commission Meetings	29	29	29	29

<b>Department:</b>	<b>Contingency</b>	<b>Cost Center:</b>	<b>10010599</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**Major Department Functions**

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

**Significant Expenditure Changes**

◇ Changes for Public Safety Pay Plan & Merit Pay Plan for employee retention.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Contingency	\$ -	\$ 514,840		\$ 1,419,901
Total Appropriations	\$ -	\$ 514,840	\$ -	\$ 1,419,901

<b>Department:</b>	<b>Elections</b>	<b>Cost Center:</b>	<b>10010400</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### **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.

<b>Department:</b>	<b>Elections</b>	<b>Cost Center:</b>	<b>10010400</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### 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

- ◇ Planned renovation of vacated Station #4

BUDGET SUMMARY	FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Adopted
APPROPRIATIONS				
Personal Services	\$ 442,853	\$ 477,908	\$ 509,324	\$ 652,301
Operating	70,759	92,211	72,981	103,709
Capital Outlay	1,269	-		1,100
Total Appropriations	\$ 514,881	\$ 570,119	\$ 582,305	\$ 757,110

PERSONNEL - (FTE)	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Adopted
Total Personnel	4.500	4.500	5.125	5.125

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

<b>Department:</b>	<b>Engineering</b>	<b>Cost Center:</b>	<b>10010575</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### **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. The Department also provides technical assistance to other County Departments and programs.

### **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**

- ◇ Convert intersection of Veterans Parkway and SR 92 to a traffic signal.
- ◇ Complete design and start construction of roundabout at Countyline Rd, Inman Rd, Northbridge Rd and South Jeff Davis
- ◇ Complete design of East Fayetteville Bypass (100%) and acquire at least 25% of row parcels.
- ◇ Develop concept for Hampton Rd realignment with SR 92.

### **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.



<b>Department:</b>	<b>Engineering</b>	<b>Cost Center:</b>	<b>10010575</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 279,255	\$ 279,921	\$ 290,402	\$ 280,890
Operating	4,403	14,893	3,380	17,024
Capital Outlay	-	-	-	
^	\$ 283,657	\$ 294,814	\$ 293,781	\$ 297,914

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	3.000	3.000	3.000	3.000

<b>Department:</b>	<b>Finance</b>	<b>Cost Center:</b>	<b>10010510</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### **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 auditors.
- ◇ 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**

- ◇ Monitor staff responsibilities and continue to update all procedures, including procedures for audit schedules and reports produced in Finance.
- ◇ Review and update policies related to the Finance processes including Budget, CIP, and Asset Management.
- ◇ Continue the process of automating and integrating the county's financial software with the county's purchasing card vendor.
- ◇ Work with the county's financial software to ensure a smooth transition to upgraded system hardware and software.
- ◇ Continue to monitor and streamline the tracking, reconciliation, and reporting process for all CIP projects, including SPLOST.

<b>Department:</b>	<b>Finance</b>	<b>Cost Center:</b>	<b>10010510</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ Converted part-time Financial Analyst to full-time and added new part-time Accounting Technician

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 981,050	\$ 1,032,178	\$ 1,000,153	\$ 1,126,397
Operating	186,726	181,677	151,777	130,475
Capital Outlay	991	-	4,254	3,000
<b>Total Appropriations</b>	<b>\$ 1,168,767</b>	<b>\$ 1,213,855</b>	<b>\$ 1,156,184</b>	<b>\$ 1,259,872</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	13.850	14.650	15.275	16.275

<b>WORKLOAD INDICATORS</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
County Work Force (full-time equivalent)	725.439	728.174	740.549	757.674
Accounts payable checks processed	8,948	8,803	9,063	9,126
Accounts payable invoices	17,192	16,692	17,523	17,940
ACH - Utility payments	3,879	3,928	3,659	4,085
Budget Amendments/Transfers	70	55	101	93
New Occupational Tax Certificates	1,799	1,778	1,812	1,757
G/L Journals	3,445	3,477	3,767	2,320
Travel requests processed	176	195	283	293
P-Card Transactions	3,256	3,780	4,361	4,330
Receipts	7,428	8,662	10,308	10,207

<b>RESULTS MEASURES</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Bond Credit rating:</b>				
Standard & Poors (highest quality)	AAA	AAA	n/a	n/a
Moody's Highest quality)	Aaa	Aaa	Aaa	Aaa
M&O Millage Rate	5.171	4.917	4.509	4.392
Distinguished Budget Presentation Award received	Yes	Yes	Yes	Yes
Financial Reporting Achievement Award (CAFR) received	Yes	Yes	Yes	Yes

<b>Department:</b>	<b>Human Resources</b>	<b>Cost Center:</b>	<b>10010540</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**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**

- ◇ Adding one new HR Technician

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 365,778	\$ 417,273	\$ 416,511	\$ 433,564
Operating	103,431	107,505	91,916	94,488
Capital Outlay	-	-	1,690	-
<b>Total Appropriations</b>	<b>\$ 469,209</b>	<b>\$ 524,778</b>	<b>\$ 510,117</b>	<b>\$ 528,052</b>

<b>Department:</b>	<b>Human Resources</b>	<b>Cost Center:</b>	<b>10010540</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	5.000	5.000	6.000	6.000

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Est.</b>
County Work Force (full-time equivalent)	725.439	728.174	740.549	757.674
Personnel Requisitions	75	85	77	88
Job Applications	2,218	3,450	1,814	2,200
Classification Changes	160	225	300	300
Exit Interviews	63	75	89	96
Vision Reimbursement Claims	411	420	431	357
Workers Comp Claims	111	100	89	95

<b>Department:</b>	<b>Information Systems</b>	<b>Cost Center:</b>	<b>10010535</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### Mission Statement

Ensure the efficient use of technology enabling County Departments to deliver better services to the citizens.

### Major Department Functions

◇ Fayette County IT is committed to effectively providing IT service, infrastructure management, Geographic Information Systems (GIS) and telecommunications to County departments, cities and residents, which includes:

◇ Network Operations - Network infrastructure, Data communications connectivity and voice/telephone services.

◇ IT Service delivery and Management - Supplies reliable, high quality IT services emphasizing effectiveness and customer focus.

◇ IT Systems - Provides system design, build, development and senior support services for critical infrastructure platforms including on premise and cloud based.

◇ Data Management and Protection - Manage backup processes and have effective methodologies in place to maintain data integrity.

◇ Business Continuity and Disaster Recovery Planning - Establish procedures ensuring vital County operations continue in the event of a disaster.

◇ Data Center Planning - Design, Build and maintain state-of-the-art data centers supporting the County's current and future needs.

◇ Mission Critical Support - Maintain advanced server infrastructure on a 24x7 basis running mission critical applications for Jail, 911-dispatch and connected public safety agencies operating in the county.

◇ Wireless Technologies - Preserves and enhances the County's mission critical communications through access to reliable, resilient and secure wireless voice and broadband data technologies.

◇ IT Security and Governance - Assures the IT decision-making process considers the County's mission and ensures overall security of the County's information technology assets.

◇ Enterprise Application Services - Creates technical solutions by designing, developing and supporting applications meeting the business needs of all County departments.

◇ Web and New Media Operations - Develops new and innovative methods for deploying Web and New Media tools for outreach and citizen engagement.

◇ Strategic Technology Development - Work closely with executive management to ensure IT investments support business objectives.

◇ Project Management - Manage diverse portfolio of technology projects.

<b>Department:</b>	<b>Information Systems</b>	<b>Cost Center:</b>	<b>10010535</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### Major Department Functions (cont)

- ◇ Vendor Management - Confirms the County is receiving the level of quality and value expected from the vendor community.
- ◇ Strategic Partnerships and Business Development - Use technology to enhance collaboration and communication between the public and private sector.
- ◇ Geographic Information Systems (GIS) - Visualize, question, analyze and interpret geographic data to understand relationships, patterns and trends.
- ◇ Community Cyber Security and Preparedness - Develop a whole community approach increasing resilience against cyber-attacks and better managing cyber incidents as directed in Presidential Policy Directive 8.

### Major Goals

- ◇ Update Spillman's Public Safety Enterprise Application System and related infrastructure.
- ◇ Develop the County's cyber landscape to better support electronic "citizen engagement".
- ◇ Continue improving the County's cyber security posture by taking an agile approach to implementing administrative and technical countermeasures.
- ◇ Build a robust Geographic Information Systems (GIS) framework capable of providing executive management with critical input for policy and decision-making processes.
- ◇ Keep improving the County's hybrid cloud architecture to capitalize on cloud based solutions where feasible.

### Significant Expenditure and Staffing Changes

BUDGET SUMMARY	FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Adopted
<b>FUNDING SOURCES</b>				
General Fund Contribution	\$ 934,623	\$ 1,135,890	\$ 989,712	\$ 1,119,725
<b>APPROPRIATIONS</b>				
Personal Services	\$ 717,986	\$ 837,955	\$ 785,449	\$ 874,005
Operating	210,006	292,235	203,060	238,970
Capital Outlay	6,631	5,700	1,203	6,750
Total Appropriations	\$ 934,623	\$ 1,135,890	\$ 989,712	\$ 1,119,725

PERSONNEL - (FTE)	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Adopted
Total Personnel	10.000	10.000	11.000	11.000

<b>Department:</b>	<b>Information Systems</b>	<b>Cost Center:</b>	<b>10010535</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
Total Work Orders	4,545	4,168	4,406	4,823

<b>PERFORMANCE MEASURES</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Hardware:</b>				
Work Days (260 days less vacation and holidays)	250	250	250	250
Closed Work Orders	896	951	1,110	1,158
Average Closed Per Day	3.6	3.8	4.4	4.6
Percent of Total Work Orders	19.71%	22.82%	25.19%	24.01%
<b>Software:</b>				
Work Days	250	250	250	250
Closed Work Orders	1,702	1,254	1,348	1,443
Average Closed Per Day	6.8	5.0	5.4	5.8
Percent of Total Work Orders	37.45%	30.09%	30.59%	29.90%
<b>Phones</b>				
Work Days	250	250	250	250
Closed Work Orders	326	380	413	504
Average Closed Per Day	1.3	1.5	1.7	2.0
Percent of Total Work Orders	7.17%	9.12%	9.37%	10.40%
<b>Network/Internet</b>				
Work Days	250	250	250	250
Closed Work Orders	1,089	769	792	728
Average Closed Per Day	4.4	3.1	3.2	2.9
Percent of Total Work Orders	23.96%	18.45%	17.98%	15.10%
<b>Internet:</b>				
Work Days	250	250	250	250
Closed Work Orders	471	814	743	990
Average Closed Per Day	1.9	3.3	3.0	4.0
Percent of Total Work Orders	10.36%	19.53%	16.86%	20.50%
<b>Total Closed per Day</b>	<b>17.9</b>	<b>16.7</b>	<b>17.6</b>	<b>19.3</b>



<b>Department:</b>	<b>Law Department</b>	<b>Cost Center:</b>	<b>10010530</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**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**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -			
Operating	227,981	232,600	203,027	268,100
Capital Outlay	-			
<b>Total Appropriations</b>	<b>\$ 227,981</b>	<b>\$ 232,600</b>	<b>\$ 203,027</b>	<b>\$ 268,100</b>

<b>Department:</b>	<b>General Government Non Departmental</b>	<b>Cost Center:</b>	<b>10010090</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**Major Department Functions**

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

**Significant Expenditure Changes**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -			
Operating	\$ 328,388	\$ 345,906	\$ 314,420	\$ 411,490
Capital Outlay	-			
<b>Total Appropriations</b>	<b>\$ 328,388</b>	<b>\$ 345,906</b>	<b>\$ 314,420</b>	<b>\$ 411,490</b>

<b>Department:</b>	<b>Purchasing</b>	<b>Cost Center:</b>	<b>10010517</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**Mission Statement**

To partner with county departments, vendors, and stakeholders in order to acquire the most appropriate goods and services at the best value for taxpayers and other citizens.

**Major Department Functions**

- ◇ Procure goods and services that meet the needs of county departments through appropriate solicitation and competitive selection processing.
- ◇ Allow vendors equal access to county business through maintenance of a bidders' list, adequate advertising of business opportunities, and transparent processes.
- ◇ Dispose of surplus county property through public auction, internet sales, or other approved methods.

**Major Goals**

- ◇ Enhance the purchasing function locally and statewide by working with vendors, procurement associations, and other organizations on local and statewide issues.
- ◇ Enhance service to departments and the county through use of feedback from the annual customer service survey.

**Significant Expenditure and Staffing Changes**

- ◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 180,395	\$ 245,213	\$ 230,911	\$ 246,301
Operating	21,079	30,246	27,281	14,637
Capital Outlay	-	-		1,700
<b>Total Appropriations</b>	<b>\$ 201,474</b>	<b>\$ 275,459</b>	<b>\$ 258,192</b>	<b>\$ 262,638</b>

<b>Department:</b>	<b>Purchasing</b>	<b>Cost Center:</b>	<b>10010517</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	3.00	3.00	4.00	4.00

<b>WORKLOAD MEASURES</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 Estimate</b>
Purchase Orders Issued	666	683	564	550
Request for proposals released	14	11	17	27
Request for proposals released	6	12	14	8
Request for quotes released	80	82	98	84
Items/lots of surplus sold	39	45	20	4

<b>RESULTS MEASURES</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 Estimate</b>
Avg. # of days to process sealed bids	70	70	80	80
Avg. # of days to process request for proposals	94	85	73	73
Amount of revenue from sale of surplus	72,873	459,422	39,386	33,720
Internal customer service rating	4.48	4.5	4.4	4.4

<b>Department:</b>	<b>Tax Assessor</b>	<b>Cost Center:</b>	<b>10010550</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

**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.
- ◇ Physically inspect, for accuracy, all real property in the county on a 3-year cycle as required by the Department of Revenue.
- ◇ 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**

- ◇ Purchase of 2 vehicles.

<b>Department:</b>	<b>Tax Assessor</b>	<b>Cost Center:</b>	<b>10010550</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 866,870	\$ 972,073	\$ 951,231	\$ 1,005,017
Operating	181,699	\$ 196,169	190,271	\$ 235,693
Capital Outlay	-	-	557	200
<b>Total Appropriations</b>	<b>\$ 1,048,569</b>	<b>\$ 1,168,242</b>	<b>\$ 1,142,059</b>	<b>\$ 1,240,910</b>

	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
<b>PERSONNEL - (FTE)</b>				
Total Personnel	13.450	14.725	15.725	15.725

<b>WORKLOAD INDICATORS</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 Estimate</b>
Real Estate Parcels assessed	42,915	43,250	43,450	43,780
Personal Property Accounts assessed	5,650	5,929	6,000	6,250
Mobile Homes assessed	1,113	1,114	1,120	1,125
Real Estate Parcels mapped	470	480	600	550
Deeds & PT-61 (Real Estate Transfer Declaration) forms researched and entered in database	11,945	12,200	13000	13500
Homestead Exemptions reviewed & placed on digest	29,050	29,278	29,500	28,440
Current Use Assessments reviewed & placed on digest	598	607	620	629
Freeport Exemptions reviewed & assessed	98	83	100	100
Pollution Control Exemptions reviewed & assessed	1	1	1	1
Assessment Notices generated & mailed for Real Estate Parcels	42,915	43,035	43,450	43,780
Assessment Notices generated & mailed for personal property accounts	1,100	1,234	1,300	1,275

<b>PERFORMANCE MEASURES</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019 Estimate</b>
# of Real Estate parcels inspected	3,000	3,500	3,500	3,500
# of appeals as a % of taxable real estate parcels	4.00%	5.35%	5.00%	5.00%
# of appeals as a % of taxable personal property accounts	5.00%	5.00%	5.00%	5.00%
Net reduction in tax base due to appeals as a % of Total Market Value appealed	1.00%	1.53%	2.00%	2.00%

<b>Department:</b>	<b>Tax Commissioner</b>	<b>Cost Center:</b>	<b>10010545</b>
<b>Function:</b>	<b>General Government</b>	<b>Fund:</b>	<b>General</b>

### 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 changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 858,251	\$ 869,717	\$ 849,215	\$ 868,383
Operating	187,603	206,181	193,176	199,205
Capital Outlay	14,156	6,000	3,048	3,500
Total Appropriations	\$ 1,060,010	\$ 1,081,898	\$ 1,045,439	\$ 1,071,088

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	17.000	17.000	16.000	16.000

<b>WORKLOAD INDICATORS</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Number of tax bills	43,074	42,638	43,067	n/a
Number of tags sold	109,054	124,355	112,257	n/a
Percentage of tax bills collected	99.3%	99.0%	92.0%	n/a

<b>Department:</b>	<b>Board of Equalization</b>	<b>Cost Center:</b>	<b>10020185</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**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**

- ◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 7,229	\$ 7,599	\$ 8,385	\$ 7,599
Operating	7,852	8,368	8,412	9,857
Capital Outlay	500	-	-	-
Total Appropriations	\$ 15,581	\$ 15,967	\$ 16,797	\$ 17,456

<b>WORKLOAD INDICATORS</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Projected</b>
Number of Cases Filed	521	418	654	675
Number of Cases Processed	493	418	654	675
Number of Cases Withdrawn	-	-	-	133
Number of No Show Cases	123	64	83	75
Scanned Proceedings	3,480	3,423	3,925	4,000
Scanned Pages	5,466	6,294	6,227	6,300
Number of Calendars	23	16	25	30
Number of Hearings	292	470	636	650



<b>Department:</b>	<b>Clerk of State Court</b>	<b>Cost Center:</b>	<b>10020310</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### 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 Drivers Services.
- ◇ Traffic Division: Ensure timely filing of all traffic citations once approved by the Solicitor for filing. Ensure court forms are filed within mandates; collect fines and forfeitures on citations; electronically transmit to Department of Drivers Services; 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. Ensure the cooperation with other agencies.

### Major Goals

- ◇ To effectively manage the Clerk's Office on a reduced budget for the benefit of all County Departments.
- ◇ Implement Criminal Judicial Data Exchange beyond the arrest warrant phase, to include filing an accusation or indictment and traffic data with the Sheriff's Office.
- ◇ Include District Attorney, Public Defender's Offices & GCIC to the current arrest warrant exchange
- ◇ Continue the implementation of E-filing to include all document types for State Court to include Garnishment cases and electronic payments of court ordered funds.
- ◇ Implement a web based jury portal for citizen access
- ◇ Cross train employees to improve efficiency.

<b>Department:</b>	<b>Clerk of State Court</b>	<b>Cost Center:</b>	<b>10020310</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 291,210	\$ 297,635	\$ 289,139	\$ 294,173
Operating	30,037	34,262	36,115	38,169
Capital Outlay	932	-	-	-
<b>Total Appropriations</b>	<b>\$ 322,179</b>	<b>\$ 331,897</b>	<b>\$ 325,254</b>	<b>\$ 332,342</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	5.000	5.000	5.000	5.000

<b>WORKLOAD INDICATORS</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Projected</b>
Civil Cases processed	826	773	848	850
Criminal Cases processed	4,882	4,294	3,739	3,740
Traffic Cases processed	3,197	3,855	3,203	3,210
Ordinances Cases processed	483	302	331	335
Revocation Cases processed	738	1,016	1,170	1,175
DPS Case Notices processed	412	423	462	465
DUI Court Cases	-	-	-	-
<b>Total Cases Filed</b>	<b>10,538</b>	<b>10,663</b>	<b>9,753</b>	<b>9,775</b>
<b>Total GCIC Transmissions</b>	<b>4,359</b>	<b>4,148</b>	<b>3,635</b>	<b>3,640</b>
<b>Total DPS Transmissions</b>	<b>4,545</b>	<b>3,963</b>	<b>2,925</b>	<b>2,930</b>
Number of Civil Proceedings	9,900	11,317	13,270	13,275
Number of Criminal Proceedings	50,472	47,577	41,118	41,120
Number of Traffic Proceedings	10,442	12,746	10,561	10,565
Number of Ordinance Proceedings	2,358	1,199	1,385	1,390
<b>Total Number of Proceedings</b>	<b>63,676</b>	<b>73,172</b>	<b>66,334</b>	<b>66,350</b>
Number of Civil Scanned Pages	44,934	55,676	60,847	60,850
Number of Criminal Scanned Pages	86,209	82,248	69,608	69,610
Number of Traffic Scanned Pages	20,136	20,955	14,999	15,000
Number of Ordinance Scanned Pages	2,762	1,380	1,600	1,620
Number of Peach court Image Transfers	-	4,537	6,487	6,490
<b>Total Number of Scanned Pages</b>	<b>141,722</b>	<b>154,041</b>	<b>147,054</b>	<b>147,080</b>
<b>Total Minute Book Pages Recorded</b>	<b>5,297</b>	<b>3,335</b>	<b>1,723</b>	<b>1,725</b>
<b>Total Final Minutes Pages</b>	<b>159,338</b>	<b>163,594</b>	<b>148,777</b>	<b>148,800</b>
Book Numbers	359-377	361-386	387-391	
Court days scheduled	<b>278</b>	<b>288</b>	<b>294</b>	<b>295</b>
Calendars generated	<b>446</b>	<b>487</b>	<b>476</b>	<b>480</b>
Civil Hearings and Trials Scheduled	423	414	405	410
Criminal Hearings and Trials Scheduled	17,560	13,912	16,033	16,035
Traffic Hearings and Trials Scheduled	6,503	7,279	6,880	6,885

<b>Department:</b>	<b>Clerk of State Court</b>	<b>Cost Center:</b>	<b>10020310</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS (can't)</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Projected</b>
Special Set and Revocation Hearings	844	1,976	1,170	1,175
Ordinance Hearings and Trials Scheduled	674	523	409	410
Drug Screening Hearings	400	640	649	650
Alternative Language Hearings (started 07-01-08)	132	191	40	45
Drug Court Hearings	11	13	22	25
DUI Court Hearings	20	19	24	25
<b>Total Scheduling</b>	<b>26,567</b>	<b>24,967</b>	<b>25,632</b>	<b>25,660</b>

<b>Department:</b>	<b>Clerk of Superior Court</b>	<b>Cost Center:</b>	<b>10020180</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### **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 statutes and to facilitate interaction between the Jurors, Judges, Attorneys and other government agencies.

### **Major Department Functions**

- ◇ Attend all sessions of court ensuring compliance of all jury management and court records statutes and rules.
- ◇ Record and maintain a complete and accurate record of all court cases and proceedings.
- ◇ Civil Division: Calendar cases as pursuant to USCR and standing order. 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: Calendar cases as pursuant to USCR and standing order. 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 Drivers Services and disburse monies according to Georgia Statute.
- ◇ Real Estate Division: Preserve and index all deeds, mortgages, plats, liens and other real estate documents mandated by law that relates to real property ownership and to transmit timely to the State Index.
- ◇ 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 the cooperation with other agencies.

### **Major Goals**

- ◇ To effectively manage the Clerk's Office on a reduced budget for the benefit of all County Departments.
- ◇ To complete full 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
- ◇ Include District Attorney, Public Defender's Offices and GCIC to the current arrest warrant exchange.
- ◇ Continue the implementation of civil E-filing to include all document types for Superior Court to include Garnishment cases and electronic payments of court ordered funds.
- ◇ Implement a web-based jury portal for citizen access
- ◇ Cross train employees to improve efficiency.

<b>Department:</b>	<b>Clerk of Superior Court</b>	<b>Cost Center:</b>	<b>10020180</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ Two new FT Deputy clerk I positions, effective 1/1, 5th Judgeship

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 1,112,248	\$ 1,337,787	\$ 1,237,029	\$ 1,398,979
Operating	301,064	282,791	293,900	284,621
Capital Outlay	932	-	12,444	
Other Cost	-	-		
<b>Total Appropriations</b>	<b>\$ 1,414,245</b>	<b>\$ 1,620,578</b>	<b>\$ 1,543,373</b>	<b>\$ 1,683,600</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	20.434	20.434	23.434	25.434

<b>WORKLOAD INDICATORS</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Projected</b>
Total Civil and Domestic Files Closed	1,122	1,098	1,181	1,200
Total Civil Cases Opened	1,514	1,482	1,618	1,625
Total Number of Proceeding Entries	24,792	27,376	26,284	26,300
Total Number of Pages Scanned	101,682	119,403	114,655	114,675
Total Civil Minute Book Pages Recorded	4,968	2,861	3,823	3,825
Total Adoption Minute Pages Recorded	3,630	8,213	5,849	5,850

Self Represented Litigants	292	313	1,017	1,025
Paupers Cases Filed	15	26	18	20
New Attorney	5	9	6	10
Total Number of Adoptions Filed	25	37	32	35

Applications for Trade Names Processed	114	140	125	130
Notary Public Applications Processed	543	454	554	560
Military Discharges Processed	2	2	1	2
Total Applications Processed	659	596	680	690
Total Application Pages Recorded	1,745	1,504	1,788	1,790

E-filed Cases	389	330	341	350
E-filed Subsequent Documents	5,263	6,877	6,471	6,475
E-filed Child Support Cases	111	192	143	145
E-filed Child Support Documents	1,129	1,091	790	795

Total Financing Statements	2,973	2,927	3,320	3,325
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<b>Department:</b>	<b>Clerk of Superior Court</b>	<b>Cost Center:</b>	<b>10020180</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS (con't)</b>	<b>2015 Actuals</b>	<b>2016 Actuals</b>	<b>2017 Actuals</b>	<b>2018 Estimate</b>
Total Real Estate Instruments	18,885	18,166	17,394	1,740
Total Hospital Liens	1,784	1,467	1,508	1,510
Total General Execution Instruments	4,595	4,008	6,367	6,370
Total Real Estate Plats	100	93	110	115
Total Real Estate Pages Scanned	120,518	106,288	108,634	108,640
Total Number of Grantors Indexed	34,041	31,566	41,779	41,780
Total Number of Grantees Indexed	34,076	31,046	42,252	42,300
Total Intangible Tax Forms Processed	4,150	3,844	3,672	3,700
Total Transfer Tax Forms	4,762	4,661	4,884	4,890
Total Number of Criminal Cases Filed	1,004	599	541	550
Total Number of Criminal Cases Closed	1,078	1,489	1,338	1,340
Total Number of Proceeding Entries	19,491	27,281	23,388	23,390
Total Number of Pages Scanned	42,756	63,214	62,386	62,390
Total Criminal Minute Pages Recorded	1,281	1,953	1,803	1,810
Total Number of Drug Court Hearings	21	20	24	24
Total Number of Drug Court Cases	19	13	-	-
Probation Revocations	347	310	334	340
Georgia Crime Information Transmittals	3,547	4,842	4,034	4,035
Georgia Dept. of Motor Vehicle Service Forms	170	205	181	185
Notices of Appeals Filed	26	19	26	30
Total Number of Calendars Generated	284	339	246	250
Total Court Days Scheduled (Four Judges)	230	181	228	230
Total Civil Cases for Hearings and Trials	1,830	1,773	1,771	1,775
Total Criminal Cases for Hearings and Trials	2,729	3,234	2,575	2,580
Total Special Set Cases	178	61	122	125
Total Number of Jurors Summoned	4,354	6,238	6,761	6,775

<b>Department:</b>	<b>State DUI Court</b>	<b>Cost Center:</b>	<b>21420160</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>Special Rev</b>

**Mission Statement**

Identify and educate those with addictions through accountability and treatment to strengthen our community in a collaborative 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, private attorney, Probation Officers, licensed substance abuse treatment professionals, testing professionals, community liaisons, pharmacist and court coordinator. 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 twice a month to review the progress of every participant. Also, twice a month participants attend DUI court to meet with the Team and receive an update on their progress.

**Significant Expenditure Changes**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 53,319	71,197	\$ 59,202	85,527
Operating	84,460	225,768	161,434	364,262
Capital Outlay	-	-		400
Other Cost	-	964		-
<b>Total Appropriations</b>	<b>\$ 137,779</b>	<b>\$ 297,929</b>	<b>\$ 220,636</b>	<b>\$ 450,189</b>

<b>Department:</b>	<b>District Attorney</b>	<b>Cost Center:</b>	<b>10020200</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 289,002	\$ 287,708	\$ 298,455	\$ 345,902
Operating	9,194	8,636	8,705	15,871
District Attorney Contract Services	17,293	47,269		
Total Appropriations	\$ 315,489	\$ 343,613	\$ 307,160	\$ 361,773

<b>WORKLOAD INDICATORS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>SUPERIOR COURT:</b>				
Cases Filed:				
Felony counts	648	756	667	868
Misdemeanor counts	153	32	36	406
Cases Disposed:				
Felony counts	724	427	527	656
Misdemeanor counts	114	11	21	99



<b>Department:</b>	<b>Drug Abuse and Treatment</b>	<b>Cost Center:</b>	<b>21920160</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>Special Rev</b>

**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 non-controlled 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**

◇ No significant expenditure changes.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 129,645	\$ 188,777	\$ 211,034	\$ 460,866
Operating Expenses	\$ 280,877	\$ 366,158	\$ 359,131	\$ 205,988
Capital Outlays	\$ -	\$ -		
Other Costs	\$ -	\$ 3,617		
<b>Total Appropriations</b>	<b>\$ 410,522</b>	<b>\$ 558,552</b>	<b>\$ 570,165</b>	<b>\$ 666,854</b>

<b>Department:</b>	<b>Superior Court Judges</b>	<b>Cost Center:</b>	<b>10020151</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### 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

- ◇ Planned office renovations

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -	\$ -		
Griffin Judicial Circuit Superior Court - Contract Services	316,760	340,936	340,937	425,343
Griffin Judicial Circuit Juvenile Court - Contract Services	77,891	72,036	72,036	59,073
Operating	103,366	78,820	99,900	103,886
Capital Outlay	-	-		
<b>Total Appropriations</b>	<b>\$ 498,017</b>	<b>\$ 491,792</b>	<b>\$ 512,873</b>	<b>\$ 588,302</b>

<b>WORKLOAD INDICATORS</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Fayette County - Criminal and civil filings	3,256	2,381	2,381	2,310
Fayette County - % of total Circuit filings	28.5	33.8	33.8	35.5

<b>Department:</b>	<b>Juvenile Court</b>	<b>Cost Center:</b>	<b>10020600</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### **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 in the court system on the part of the citizens that it serves so 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 ensure 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 liaison with the State of Georgia's Department of Human Resources, i.e.: Department of Family and Children Services and Department of Juvenile Justice to ensure that the mandates under which the court must operate are compatible with the policies of these two departments.
- ◇ To ensure 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 ensure citizens rights are protected as well as the rights of delinquents.

<b>Department:</b>	<b>Juvenile Court</b>	<b>Cost Center:</b>	<b>10020600</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**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**

- ◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 230,631	\$ 242,911	\$ 244,918	\$ 255,051
Operating	108,536	127,435	77,821	120,195
Capital Outlay	-	1,525	1,530	-
<b>Total Appropriations</b>	<b>\$ 339,167</b>	<b>\$ 371,871</b>	<b>\$ 324,269</b>	<b>\$ 375,246</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
<b>Total Personnel</b>	<b>4.000</b>	<b>4.625</b>	<b>4.625</b>	<b>4.625</b>

<b>WORKLOAD INDICATORS</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018 Estimate</b>
New juvenile cases docketed/filed	1,162	1,006	1,032	1,100
Judges in Fayette Court (two needed occasionally on same day)	118	134	115	120
Juveniles placed on probation/informal/adjustment/abeyances/short term program	214	140	144	150

<b>Department:</b>	<b>Juvenile Court</b>	<b>Cost Center:</b>	<b>10020600</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>PERFORMANCE MEASURES</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019 Estimate</b>
Juvenile Cases closed	1006	1032	856	1000
Days calendared	134	115	113	115
Fines/Fees/Restitution disbursed to agencies/individuals	\$ 3,573	\$ 4,639	\$ 10,292	\$ 4,000
Summons/subpoenas served	2021	2603	2164	2000
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.	n/a	n/a	n/a	n/a

<b>Department:</b>	<b>Juvenile Supervision</b>	<b>Cost Center:</b>	<b>21720610</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>Special Rev</b>

### **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.

<b>Department:</b>	<b>Juvenile Supervision</b>	<b>Cost Center:</b>	<b>21720610</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>Special Rev</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 14,000	\$ 16,801	\$ 13,427	\$ 16,801
Operating	3,963	5,193	2,241	8,118
Capital Outlay	-	-		
Other Costs	-	336		
<b>Total Appropriations</b>	<b>\$ 17,963</b>	<b>\$ 22,330</b>	<b>\$ 15,668</b>	<b>\$ 24,919</b>

<b>WORKLOAD INDICATORS</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>
Juveniles placed on probation/informal adjustment/abeyances/short term program	186	214	140	150

<b>PERFORMANCE MEASURES</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimated</b>
New Juvenile Cases docketed/filed	1100	1162	1006	1100
Supervision Fees collected (unless waived by Judge)	\$ 16,137	\$ 15,573	\$ 17,239	\$ 16,000
Work performed at government and non-profit sites such as Kiwanis Field, Board of Education, Recreation fields, Churches by delinquents in community service. Number of offenders	1,014	585	644	800
Sessions in Court	129	118	134	128

<b>Department:</b>	<b>Law Library</b>	<b>Cost Center:</b>	<b>20520750</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>Special Rev</b>

**Mission Statement**

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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -	\$ -		
Operating	59,637	51,100	71,269	59,000
Capital Outlay	-	3,900		1,000
<b>Total Appropriations</b>	<b>\$ 59,637</b>	<b>\$ 55,000</b>	<b>\$ 71,269</b>	<b>\$ 60,000</b>



<b>Department:</b>	<b>Magistrate Court</b>	<b>Cost Center:</b>	<b>10020400</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### 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:

- ◇ Attend all sessions of court ensuring compliance of all jury management and court records statues and rules.
- ◇ 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 implement a protocol for ESEARCH warrants for the Sheriff's Office to include a DUI version to use in Fayetteville, Peachtree City and Tyrone.
- ◇ Implementation of E-filing in the Magistrate Court.
- ◇ Implement JDX to include Bond notification to the lawful agencies of the bond data.

<b>Department:</b>	<b>Magistrate Court</b>	<b>Cost Center:</b>	<b>10020400</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ Moved PT Constable to FT

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 433,385	\$ 294,845	\$ 314,712	\$ 352,194
Operating	42,059	28,428	22,666	23,500
Capital Outlay	12,555	500	1,037	-
Total Appropriations	\$ 487,999	\$ 323,773	\$ 338,415	\$ 375,694

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	9.625	9.625	6.625	7.000

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Estimated</b>
Civil Cases processed	6,067	6,321		
Civil Cases Filed	2,912	3,281	3,250	3,500
Civil Cases Disposed	2,523	2,806		
Number of civil proceedings	19,266	21,209		
Number of civil scanned pages	47,686	56,707		
Civil Hearings Scheduled	478	1,014		
Civil Bench Trials Scheduled	105	120		
Number of Calendars Generated	57	79		
Total Civil Hearings and Trials Scheduled	583	1,134	-	-
Criminal Cases Filed	2,285	2,806		
Number of criminal proceedings	3,796	5,260		
Number of criminal scanned pages	11,848	15,593		
Felony Warrants Issued	1,341	1,552		
Misdemeanor Warrants Issued	1,341	1,158		
Bond Hearings	2,024	839		
Preliminary Hearings	457	433		
Pre-issuance Hearings	80	96		
Bad Check Hearings	6	5		
Total Criminal Hearings	2,567	1,373	2,273	2,500

<b>Department:</b>	<b>Judicial Non - Departmental</b>	<b>Cost Center:</b>	<b>10020090</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**Major Department Functions**

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

**Significant Expenditure Changes**

◇ No significant changes.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Operating	\$ 171,468	\$ 206,740	\$ 194,385	\$ 243,054
Capital Outlay	-			
Total Appropriations	\$ 171,468	\$ 206,740	\$ 194,385	\$ 243,054

<b>Department:</b>	<b>Probate Court</b>	<b>Cost Center:</b>	<b>10020450</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

**Mission Statement**

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

**Major Department Functions**

◇ Descendant'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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 381,847	\$ 383,978	\$ 398,088	\$ 416,033
Operating	27,327	32,288	27,919	28,960
Capital Outlay	650	-	589	-
<b>Total Appropriations</b>	<b>\$ 409,824</b>	<b>\$ 416,266</b>	<b>\$ 426,596</b>	<b>\$ 444,993</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
<b>Total Personnel</b>	<b>6.000</b>	<b>6.625</b>	<b>6.625</b>	<b>6.625</b>

<b>Department:</b>	<b>Probate Court</b>	<b>Cost Center:</b>	<b>10020450</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>
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
Total Dockets	869	987	1,104	894
Passports	261	463	665	492
Incapacitated adults	22	20	18	18
Annual returns filed	111	155	198	204
Vital records:				
Births*	749	849	949	949
Death certificates	4,756	4,856	4,956	4,956

\* Increase starting in 2007 due to the opening of Maternity Ward at Piedmont Fayette Hospital.

Petitions	4	7	10	6
Certificate of Residency	30	36	41	43
Safewills	24	25	25	28
Extradition	18	18	18	22
Order to Apprehend	11	11	11	19

<b>Department:</b>	<b>Public Defender</b>	<b>Cost Center:</b>	<b>10020800</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### 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

◇ There are no significant expenditure changes.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Circuit Wide Contract Service	\$ 299,593	\$ 299,593	\$ 299,593	\$ 299,593
Lower Court Contract Fees	184,919	184,919	184,919	184,919
Other Operating	2,461	3,271	2,733	3,823
Total Appropriations	\$ 486,973	\$ 487,783	\$ 487,245	\$ 488,335

<b>WORKLOAD INDICATORS</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Public Defender - Fayette County % allocation of Circuit's budget				
Superior Court's allocation	26.4%	27.3%	27.1%	27.1%
Lower Courts allocation	58.9%	55.3%	56.7%	54.9%

<b>Department:</b>	<b>State Court Judge</b>	<b>Cost Center:</b>	<b>10020330</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### **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.
- ◇ Through the DUI Court, to identify and educate those with addictions through accountability and treatment to strengthen our community in a collaborative court setting.

### **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.

<b>Department:</b>	<b>State Court Judge</b>	<b>Cost Center:</b>	<b>10020330</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 328,722	\$ 341,356	\$ 344,894	\$ 351,521
Operating	73,265	103,033	81,642	103,769
Capital Outlay	-	-	-	-
Total Appropriations	\$ 401,987	\$ 444,389	\$ 426,536	\$ 455,290

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	3.000	3.625	3.625	3.625

<b>WORKLOAD INDICATORS</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>
Civil Cases filed	517	500	484	775
Criminal Cases filed	1,222	1,375	2,155	1,978
Traffic Cases filed	3,782	4,139	3,385	4,056
Ordinances Cases filed	427	460	573	unavailable
<b>Total Cases Filed</b>	<b>5,948</b>	<b>6,474</b>	<b>6,597</b>	<b>6,809</b>



<b>Department:</b>	<b>State Court Solicitor</b>	<b>Cost Center:</b>	<b>10020320</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

### **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**

- ◇ Purchase of one vehicle.

<b>Department:</b>	<b>State Court Solicitor</b>	<b>Cost Center:</b>	<b>10020320</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 669,342	\$ 698,831	\$ 707,879	\$ 729,111
Operating	27,345	37,101	30,119	32,931
Capital Outlay	549	1,971	340	375
Total Appropriations	\$ 697,235	\$ 737,903	\$ 738,338	\$ 762,417

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	8.400	8.700	8.700	8.700

<b>PERFORMANCE MEASURES</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
<b>State Court Criminal</b>	<b>1,375</b>	<b>2,155</b>	<b>1,610</b>	<b>1,210</b>
<b>State Court Traffic</b>	<b>4,139</b>	<b>3,385</b>	<b>3,583</b>	<b>2,887</b>
<b>State Court Ordinance</b>	<b>460</b>	<b>573</b>	<b>415</b>	<b>289</b>
State Court - Pre-Accusation Pre-Trial Intervention	110	117	132	77
State Court Revocations, Special Set Pleas, PTI's & Drug Ct. (calendar)	1,794	1,933	2,314	2,314
State Court Bench Trials (calendar)	501	610	612	1,981
State Court Jury Trials (Calendar Count)	1,360	1,703	1,431	1,912
State Court Ordinance (1st Appearance, Arraignment, Bench Trials)	533	664	520	448
Arraignment (Calendar Count)	1,358	2,124	2,084	1,263
Arraignment (Traffic Calendar Count)	4,523	3,515	4,266	3,469
Alternative Language	244	153	189	51
Miscellaneous Hearings and Bench Warrants (Calendar Count)	392	436	524	507
ALS Hearings (Calendar Count)	200	225	216	152
Juvenile Court (Calendar Count)	-	-	-	-
Special Appointments	3	3	5	3
Phone Calls, Appointments, Walk-Ins (estimate for the year)	19,000	19,500	19,500	19,500
Magistrate Court Pre-Accusation PTI's	2	5	2	8
Magistrate Court First Appearance / calendar count	7	250	6	4
Magistrate Court Arraignment / calendar count	3	3	4	3
Magistrate Court Pre-Issuance / calendar count	3	3	-	-
Magistrate Court Preliminary / calendar count	-	-	-	-
Magistrate Court Revocations / calendar count	1	1	1	1
Magistrate Court Trials / calendar count	-	-	-	-
Magistrate Court Misc. Hearings / calendar count	10	6	3	3
Victim Assisted - Criminal Case with victims	391	378	384	260
Victim Assisted - Ordinance estimates	22	25	21	20
Victim Assisted - Traffic estimates	20	20	20	22

<b>Department:</b>	<b>State Court Solicitor</b>	<b>Cost Center:</b>	<b>10020320</b>
<b>Function:</b>	<b>Judicial</b>	<b>Fund:</b>	<b>General</b>

<b>PERFORMANCE MEASURES (con't)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
Victim Assisted - Magistrate estimates Hearings (Bond, Warrants, Pre-Issuance)	23	25	260	22
Speaking Engagements and Victim Impact Panel, Protocol, PD Training, DVTF	25	24	20	20
Victim Non-case walk-ins and phone consultations, emails	8,850	12,000	12,000	10,560

<b>Department:</b>	<b>Victims Assistance</b>	<b>Cost Center:</b>	<b>21820200</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>Special Rev</b>

**Mission Statement**

To prevent domestic violence through awareness programs, educational training, and providing safe environments for the victims and their families, utilizing legal advocacy, emergency shelters and transitional housing.

**Major Functions**

- ◇ Aid victims of misdemeanor crimes.
- ◇ Provides crisis intervention and court accompaniment.
- ◇ Provides criminal justice information and notification of hearings and outcomes of hearings.
- ◇ Assists victims in obtaining services from other agencies.

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ -	-		
Operating	-	\$ -		
District Attorney/Victims Assistance Program	89,163	117,798	117,798	134,174
Domestic Violence Services (Promise Place)	20,000	20,000	20,000	20,000
Total Appropriations	\$ 109,163	\$ 137,798	\$ 137,798	\$ 154,174

<b>Department:</b>	<b>Victims Assistance</b>	<b>Cost Center:</b>	<b>21820200</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>Special Rev</b>

<b>WORKLOAD INDICATORS</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>
<b>Promise Place</b>				
Number of individuals assisted	364	335	341	312
Number of Emergency Protective Orders	79	81	82	73
Number of Children Represented	38	38	36	39
Number of support groups	63	66	53	55
Number of Participants in Support Groups	239	190	198	197
Number of crisis hotline calls	1665	1580	1404	1302
Number of Students Dating Violence Classes	2233	2162	1636	1790
Number of Women housed in Emergency shelter	97	102	57	91
Number of children housed in Emergency shelter	87	86	73	115
Number of Community Awareness Presentations	45	48	13	16
Number of Persons in Attendance	982	348	947	875
Total Number of Units of Service - Intervention Services	2213	2293	2073	2017
Total Number of Units of Service - Prevention Services	3215	2510	2583	2665

<b>Department:</b>	<b>Animal Control</b>	<b>Cost Center:</b>	<b>10030910</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

### **Mission Statement**

Stands as a functional department of the Fayette County Public Safety Division. The department is charged to uphold and enforce laws pertaining to animal care, control and cruelty in accordance with the laws of the Federal Government, State of Georgia and local ordinances adopted by the Fayette County Board of Commissioners and the cities within the county. Such services are dedicated to promote healthy relationships between the citizens of Fayette County and companion animals and wildlife.

### **Major Department Functions**

- ◇ Enforce Federal, State and Local Law pertaining to animal control and cruelty
- ◇ Educate the citizens of the County and cities within the county with respect to responsible pet ownership
- ◇ Provide short term sheltering and care to stray and abandoned animals
- ◇ Creates opportunities for pet adoption through shelter care and management, as well as a working relationship with the Fayette County Humane Society and other animal rescues
- ◇ Provides for the humane destruction of animals when necessary
- ◇ Monitor the community for disease outbreak, providing appropriate quarantine and testing of possible effective animals

### **Major Goals**

- ◇ Maintain a 90% or above Live Release rate. 2018 was at 93% total.
- ◇ To maintain a good working relationship with other law enforcement agencies
- ◇ Continue cooperation with the local animal rescue groups to reduce time spent in the shelter for animals
- ◇ Establish guidelines to keep the shelter more disease free and clean.
- ◇ Create an educational program to educate the public on proper care and treatment of animals in accordance with local and county ordinances
- ◇ Put into effect a one day fostering program
- ◇ Put into place a TNVR policy that will no violate the current ordinance.

### **Significant Expenditure and Staffing Changes**

- ◇ No significant changes

<b>Department:</b>	<b>Animal Control</b>	<b>Cost Center:</b>	<b>10030910</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 362,246	\$ 383,893	\$ 380,043	\$ 404,103
Operating	67,878	67,695	70,743	79,738
Capital Outlay	555	800		2,000
Total Appropriations	\$ 430,679	\$ 452,388	\$ 450,786	\$ 485,841

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	6.500	7.000	7.625	7.625

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Projected</b>
Animals impounded	798	857	953	860
Visitors	7,819	7,900	8,245	8,250
Court Cases	184	175	160	150
Enforcements	161	180	180	175
Complaint calls received	1,657	1,750	1,815	1,800
Vicious or biting animals calls received	54	54	54	65
Animals adopted	334	279	324	280

<b>PERFORMANCE MEASURES</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Projected</b>
Complaint calls resolved	1,657	1,657	1,521	1,550
Animals brought to shelter	798	857	953	850
Rabies tests	32	32	38	40
Animals sent to rescue	198	234	339	265
Animals handled	935	857	953	850
Animals adopted	235	279	324	280
Revenue collected for adoptions and reclaim fees	\$ 27,633	\$ 36,124	\$ 27,633	\$ 36,124

<b>Department:</b>	<b>Confiscated Property- Federal</b>	<b>Cost Center:</b>	<b>21230390</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -			\$ -
Operating	283,550		71,038	-
Capital Outlay	61,535		59,229	-
<b>Total Appropriations</b>	<b>\$ 345,086</b>	<b>\$ -</b>	<b>\$ 130,267</b>	<b>\$ -</b>



<b>Department:</b>	<b>Confiscated Property- State</b>	<b>Cost Center:</b>	<b>21030390</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -			\$ -
Operating	9,727		34,646	-
Capital Outlay	31,375			-
<b>Total Appropriations</b>	<b>\$ 41,103</b>	<b>\$ -</b>	<b>\$ 34,646</b>	<b>\$ -</b>

<b>Department:</b>	<b>Confiscated Property- U.S. Customs</b>	<b>Cost Center:</b>	<b>21130390</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ -			\$ -
Operating	420,574		260,230	-
Capital Outlay	108,316		207,543	-
Total Appropriations	\$ 528,890			\$ -

<b>Department:</b>	<b>Coroner</b>	<b>Cost Center:</b>	<b>10030700</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

**Major Department Functions**

- ◇ The County Coroner investigates and establishes the cause of death for situations involving external violence, unattended death, contagious disease, sudden death or industrial accident.
- ◇ 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**

- ◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 107,771	\$ 112,355	\$ 105,495	\$ 123,380
Operating	24,523	25,115	25,414	26,310
Capital Outlay	-	-		
Total Appropriations	\$ 132,294	\$ 137,470	\$ 130,909	\$ 149,690

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	3.000	3.625	3.625	3.625

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>
Number of cases	206	239	227	232

<b>Department:</b>	<b>911 Communications</b>	<b>Cost Center:</b>	<b>21530800</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

### **Mission Statement**

The Fayette County 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 911 Communications Center is committed to providing efficient, effective public safety communications to the agencies it serves as well as continuing to educate the community about Next Generation 911.

### **Major Department Functions**

- ◇ The Fayette County 911 Communications Center is committed to promoting the public health, safety and welfare by discrimination of emergency and non-emergency information between Public Safety agencies and the communities they serve.
- ◇ The center will 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.
- ◇ Maintain Center equipment:
  - Back up Power Resources
  - Administrative and Emergency Telephone System
  - 911 Telephone Lines
  - Administrative Telephone Lines
  - Multi-channel Portable and Mobile Radio System
  - Radio and Telephone Voice recording System
  - Computer Aided Dispatch (CAD)
  - Criminal Justice Information System
- ◇ Achieve compliance with mandated certifications and standards.

### **Major Goals**

- ◇ Complete Phase II and initiate Phase III of the Public Safety Radio System
- ◇ Complete AC system equipment room project
- ◇ Create a comprehensive 3-5 year plan for the Center (equipment and services)
- ◇ Update the COOP and the 911 Center's Emergency Evacuation Plan
- ◇ Mobile 911 Emergency Communications Center
- ◇ Implementation of Carbyne 911 Technology
- ◇ Implementation of FSC and LE APCO Guide Cards
- ◇ Continue education and advanced training of personnel

<b>Department:</b>	<b>911 Communications</b>	<b>Cost Center:</b>	<b>21530800</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**Significant Revenue, Expenditure and Staffing Changes**

◇ No significant changes.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 1,857,926	\$ 2,028,064	\$ 1,867,468	\$ 2,124,026
Operating	1,081,764	1,103,629	889,815	1,243,362
Capital Outlay	8,574	3,285	13,396	37,835
Interfund Charges	125,436	112,882	112,882	162,402
Other Cost	-	32,126		128,595
Other Financing Use	-	-		
<b>Total Appropriations</b>	<b>\$ 3,073,701</b>	<b>\$ 3,279,986</b>	<b>\$ 2,883,561</b>	<b>\$ 3,696,220</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	35.735	35.735	35.735	36.735

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>
Law Enforcement dispatches	48,504	48,732	48,075	46,115
Law Enforcement pullovers	46,025	49,012	44,589	40,021
Officer Initiated Calls	62,945	65,083	62,962	64,905
911 calls answered	54,999	56,566	55,687	55,111
Administrative calls answered	83,923	85,669	101,975	104,825
Fire calls answered/dispatched	3,399	2,905	3,026	not available
EMS calls answered/dispatched	11,598	12,177	12,399	not available
<b>Total Fire/EMS calls answered/dispatched</b>	<b>14,997</b>	<b>15,082</b>	<b>15,425</b>	<b>16,441</b>

<b>PERFORMANCE MEASURES</b>	<b>FY 2012 Actual</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>
<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

<b>Department:</b>	<b>Emergency Management, EMS, Fire Services- Summary</b>	<b>Cost Center:</b>	
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	

### 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

- ◇ Construction of Fire Station 4 on McElroy Rd. Site
- ◇ Major training initiative for SCBA roll-out
- ◇ Update of Master Plan outlining the future needs of the department
- ◇ Develop plans for training facility

WORKLOAD INDICATORS	2014 Actual	2015 Actual	2016 Actual	2017 Actual
Fires	226	157	202	178
Service calls	677	617	765	778
Good intent calls	614	557	551	577
Inspections	1,190	1,340	1,174	1,387
Pre-plans completed	1,309	1,164	1,094	1,180
Hydrants serviced	4,117	4,180	4,185	4,205
Investigations	32	32	28	37
Safety programs	104	111	111	93
Rescue/medical incidents	6,311	6,667	6,915	6,883
Fire loss	\$3,045,350	\$3,218,465	\$2,531,500	\$1,591,250

<b>Department:</b>	<b>Emergency Management, EMS, Fire Services- Summary</b>	<b>Cost Center:</b>	
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	

<b>PERFORMANCE MEASURES</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Estimate</b>
Avg response time - Fire units	5:16	5:18	5:44	5:19
NFPA standard	6:00	6:00	6:00	6:00
Avg response time - Ambulance	5:55	6:13	6:05	6:13
NFPA standard	9:20	9:20	9:20	9:20
Cardiac survival rate - Fayette County	18%	25%	24%	17%
Cardiac survival rate - National	11%	11%	12%	12%

<b>Department:</b>	<b>Emergency Management</b>	<b>Cost Center:</b>	<b>10030930</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

**Major Department Functions**

Under the umbrella of Fire and Emergency Services and funded in the General Fund.

**Significant Expenditure and Staffing Changes**

◇ Dividing wall in EOC (Fire, EMS, EMA).

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 253,099	\$ 253,541	\$ 262,981	\$ 265,965
Operating	48,002	44,745	52,795	45,353
Capital Outlay	2,781	6,815	8,781	2,500
<b>Total Appropriations</b>	<b>\$ 303,882</b>	<b>\$ 305,101</b>	<b>\$ 324,557</b>	<b>\$ 313,818</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	3.000	3.000	3.000	3.000



<b>Department:</b>	<b>Emergency Medical Services (EMS)</b>	<b>Cost Center:</b>	<b>27230600</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**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**

- ◇ Transfer 6 positions to Fire Dept.
- ◇ Dividing wall in EOC (Fire, EMS, EMA) and automatic patient ventilators.
- ◇ Purchase of 2 EMS ambulances

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 2,527,281	\$ 2,630,122	\$ 2,536,751	\$ 2,431,101
Operating	504,326	511,555	514,996	514,879
Capital Outlay	22,122	23,310	22,063	-
Interfund Charges	127,622	123,058	123,058	141,054
Operating Transfers Out	-	-		
Other Cost	-	39,642		171,838
<b>Total Appropriations</b>	<b>\$ 3,181,351</b>	<b>\$ 3,327,687</b>	<b>\$ 3,196,868</b>	<b>\$ 3,258,872</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	37.00	37.00	39.00	33.00

<b>Department:</b>	<b>Fire Services</b>	<b>Cost Center:</b>	<b>27030550</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**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**

- ◇ Transferred in 6 positions from EMS.
- ◇ 2 staff vehicle replacements
- ◇ CIP projects planned incl. Links Training Facility Concept Design & Site Development, Station exhaust system(s) Air Evac, dividing wall in EOC, replacement of Fire Stations 1#1, #5, #10, Security card entry & cameras (Access control system) and Fire Hose replacement of 1/75" and 3".

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 7,840,911	\$ 7,907,467	\$ 8,044,473	\$ 8,597,878
Operating	729,829	674,917	714,131	703,335
Capital Outlay	11,639	90,736	144,417	78,280
Inter-fund Charges	384,842	421,970	421,970	518,657
Other Cost	-	120,238		519,178
Total Appropriations	\$ 8,967,221	\$ 9,215,328	\$ 9,324,991	\$ 10,417,328

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	105.00	105.00	109.00	115.00

<b>Department:</b>	<b>Jail Surcharge</b>	<b>Cost Center:</b>	<b>21630355</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>Special Rev</b>

**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

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Prisoners Medical Expenses	\$ -	\$ -	\$ -	\$ -
Prisoners Meals	412,663	431,000	375,965	384,000
<b>Total Appropriations</b>	\$ 412,663	\$ 431,000	\$ 375,965	\$ 384,000

<b>WORKLOAD INDICATORS</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>
Inmates - Average daily population	272	259	285	268
Inmates - Average length of stay in days	27.49	19.08	16.44	15.84

<b>Department:</b>	<b>Public Safety- Non Departmental</b>	<b>Cost Center:</b>	<b>10030090</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

**Major Department Functions**

This is a cost center used to account for expenditures that are not allocated to individual Public Safety

**Significant Expenditure Changes**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	953,746	915,530	903,892	977,428
Capital Outlay	-	-	-	-
<b>Total Appropriations</b>	<b>\$ 953,746</b>	<b>\$ 915,530</b>	<b>\$ 903,892</b>	<b>\$ 977,428</b>

<b>Department:</b>	<b>Sheriff's Office All Divisions</b>	<b>Cost Center:</b>	<b>10030xxx</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

**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.

**Significant Expenditure and Staffing Changes**

- ◇ CIP projects planned for total Sheriffs Office incl. master Plan/Phase 1 (Sheriff's Training Center), Sheriff's Office refurbishments, purchase 100 body cameras, HVAC equipment replacment, Taser replacements, Reconfigure jail lobby, jail shower door replacement, and jail feeding ports.
- ◇ Vehicle purchases incl. 3 CID vehicles, 5 Sheriff Field Ops vehicles, 1 Sheriff jail vehicle, and 1 Sheriff Support Services vehicle.

<b>BUDGET SUMMARY - ALL DIVISIONS</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 15,196,855	\$ 15,671,938	\$ 14,925,477	\$ 16,170,645
Operating	3,159,473	2,870,167	3,156,395	2,941,954
Capital Outlay	148,443	46,651	103,936	28,013
Total Appropriations	\$ 18,504,771	\$ 18,588,756	\$ 18,185,808	\$ 19,140,612

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Support Services	25.600	25.600	25.600	26.000
Criminal Investigations	33.000	45.000	44.000	44.000
Field Operations	76.000	64.000	64.000	65.000
Jail Operations	93.000	93.000	96.000	96.000
Total Personnel	227.600	227.600	229.600	231.000

<b>Department:</b>	<b>Sheriff's Office- Support Services</b>	<b>Cost Center:</b>	<b>10030310</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

### Mission Statement

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

- ◇ Move PT Maintenance tech to FT

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 1,954,340	\$ 1,983,556	\$ 2,015,448	\$ 2,102,007
Operating	485,204	419,588	437,705	445,628
Capital Outlay	106,160	2,260	2,879	1,270
<b>Total Appropriations</b>	<b>\$ 2,545,703</b>	<b>\$ 2,405,404</b>	<b>\$ 2,456,032</b>	<b>\$ 2,548,905</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	25.600	25.600	25.600	26.000

<b>Department:</b>	<b>Sheriff's Office- Support Services</b>	<b>Cost Center:</b>	<b>10030310</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS - SUPPORT SERVICES</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
Accident Reports Processed	1,607	1,741	1,655	1,654
Traffic Citations Processed	6,169	5,835	6,395	5,127
Traffic Warnings Processed	3,167	2,325	2,511	2,210
Incident Reports	4,027	3,635	3,570	3,271
Civil Papers>Returns processed	2,236	2,414	2,604	2,393
Criminal Histories Processed	8,539	8,882	9,031	9,424
GCIC Entries	91,032	104,722	105,912	123,451
Employee Status Changes Processed	784	890	894	1,022
Employees Tested (P-I for Detention Officers)	-	19	17	n/a
Employees Tested (Corporal/Sergeant Promotions)	11	36	35	13
Workers Compensation Cases Processed	46	47	25	41
FMLA Benefits Processed	4	5	3	7
Applicants Processed	398	382	295	186
Applicants Tested	114	70	127	82
Applicants Interviewed	141	123	119	74
Applicant Voice Stress Exams	123	107	100	66
Applicant Psychological Exams	44	46	52	33
Applicant Sports Physical Exams	50	46	48	31
Training Applications Processed	4,040	4,461	3,464	3,685
Federal Training Requests Processed	66	43	86	103
Total Training Hours (FCSO Employees)	16,000	13,948	13,644	17,230
Open Records Requests Processed	241	392	561	523
Restricted Records Processed	575	766	827	726

<b>Department:</b>	<b>Sheriff's Office- Criminal Investigations</b>	<b>Cost Center:</b>	<b>10030321</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

### **Mission Statement**

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).



<b>Department:</b>	<b>Sheriff's Office- Criminal Investigations</b>	<b>Cost Center:</b>	<b>10030321</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

### 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 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

- ◇ No personnel significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 3,194,702	\$ 3,300,523	\$ 3,205,925	\$ 3,416,525
Operating	244,734	288,532	275,033	283,581
Capital Outlay	7,569	6,849	6,456	6,350
Total Appropriations	\$ 3,447,005	\$ 3,595,904	\$ 3,487,414	\$ 3,706,456

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	33.000	45.000	44.000	44.000

<b>Department:</b>	<b>Sheriff's Office- Criminal Investigations</b>	<b>Cost Center:</b>	<b>10030321</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
<b>Criminal Investigations</b>				
General Investigations/Murder, Burglary, Theft & Fraud	917	856	667	882
Juvenile Investigations	81	47	23	48
Department of Family & Children Services - Referrals	572	600	209	238
Arrests	142	115	110	153
Consent Searches	177	97	141	130
Search Warrants Executed	113	219	156	176
Internal Affair Investigations	67	51	47	68
Raffle permits	24	25	19	20
<b>Crime Scene Unit</b>				
Persons Fingerprinted	3,093	3,239	2,557	942
Crime Scenes Processed -				
Accidents	38	30	32	32
Crimes against persons	87	62	97	63
Crimes against property	166	136	161	219
Miscellaneous scenes	-	-	4	10
AFIS runs	35	30	31	43
GCIC validations	530	487	515	208
Evidence Handling and Testing				
Items processed in-house	725	60	121	115
Marijuana tested	868	832	411	413
Items processed into evidence	2,557	2,494	2,497	2,952
Items transferred to GBI Crime Laboratory	328	300	302	224
Items of evidence destroyed	3,215	4,500	5,789	7,293
Assisting other Agencies	25	8	14	21
<b>Special Operations *</b>				
Crime Suppression				
Incident Reports	-	90	132	132
Arrests	-	17	81	81
Search Warrants	-	4	8	8
Consent Searches	-	1	12	12
Various Pills ( du)	-	60	89	89
Marijuana, Cocaine, Methamphetamine, Heroin (lbs)	-	8	57	57
Public Drug Complaints Received	-	-	17	17
Warrant Section				
Agency Criminal Arrest Warrants issued	-	4,330	4,076	3,915
Arrests on Warrants	-	869	522	156
Service Attempts	-	615	613	590
Medical Transports	-	61	38	29
Court Ordered Apprehensions	-	3	11	26
Juvenile Transports	-	11	22	14
Mental Subject Transports	-	56	27	16
Interstate Extraditions	-	257	311	726
Interstate Extraditions ( over 50 miles)	-	169	151	236
SERFTF (South East Regional Fugitive Task Force)				
Arrests for Agent assigned	-	204	183	221

<b>Department:</b>	<b>Sheriff's Office- Criminal Investigations</b>	<b>Cost Center:</b>	<b>10030321</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS (con't)</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
<b>Customs/Homeland Security Investigations (ICE)</b>				
Investigations - which includes cases of National Security/terrorism, money laundering, and smuggling	60	72	70	70
<b>SWAT Team</b>				
Call Outs	4	6	8	14
Specialized training hours	504	192	192	398
<b>Crisis Negotiations Unit</b>				
Call Outs	1	1	1	-
Specialized training hours	12	24	24	6

<b>Department:</b>	<b>Sheriff's Office- Field Operations</b>	<b>Cost Center:</b>	<b>10030323</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

### 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.

<b>Department:</b>	<b>Sheriff's Office- Field Operations</b>	<b>Cost Center:</b>	<b>10030323</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ New FT Deputy Sherrif position, effective 1/2 5th Judgeship

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 4,611,307	\$ 4,806,970	\$ 4,274,416	\$ 4,775,045
	701,467	\$ 537,017	692,486	\$ 594,128
Capital Outlay	22,299	\$ 28,631	21,279	\$ 11,869
Total Appropriations	\$ 5,335,073	\$ 5,372,618	\$ 4,988,181	\$ 5,381,042

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	76.000	64.000	64.000	65.000

<b>WORKLOAD INDICATORS</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
Dispatched calls for service	21,212	19,352	18,747	18,985
Traffic stops initiated	16,847	13,564	14,036	11,034
Deputy initiated incidents	10,692	11,419	8,411	7,634
Traffic accidents worked	1,541	1,741	1,653	1,638
Citations issued	6,169	5,835	6,166	5,320
Warnings issued	3,167	2,325	2,511	2,136
Incident reports written	4,027	3,637	3,571	3,271
Impounds (not MVA's)	1,176	1,693	799	596
Civil papers served/returned	2,274	2,425	2,690	2,369
Mailed Subpoenas	3,567	4,081	4,127	4,829
Hand Served Subpoenas	6,367	6,546	7,575	7,856
Visitors screened through the courthouse entrance	138,437	135,685	136,883	125,703
Parcels Scanned	77,422	106,555	106,524	98,434
Court Sessions Held-All Courts	1,363	1,437	1,379	1,524
Firearms Fingerprinting	2,464	2,583	1,869	520
Juvenile transports	142	116	90	95

<b>Department:</b>	<b>Sheriff's Office- Jail Operations</b>	<b>Cost Center:</b>	<b>10030326</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

**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-six (96) 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 personnel significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 5,436,507	\$ 5,580,889	\$ 5,429,688	\$ 5,877,068
Operating	1,728,068	\$ 1,625,030	1,751,171	\$ 1,618,617
Capital Outlay	12,416	\$ 8,911	73,322	\$ 8,524
Total Appropriations	\$ 7,176,990	\$ 7,214,830	\$ 7,254,181	\$ 7,504,209

<b>Department:</b>	<b>Sheriff's Office- Jail Operations</b>	<b>Cost Center:</b>	<b>10030326</b>
<b>Function:</b>	<b>Public Safety</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	93.000	93.000	96.000	96.000

<b>WORKLOAD INDICATORS</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Actual</b>
Inmates Admitted	6,233	6,393	5,633	5,306
Average Daily Inmate Population	268	293	290	238
Inmates - Average length of stay in days	15.84	16.95	18.85	20.35
Releases	6,070	6,192	5,594	5,528

<b>Department:</b>	<b>Fleet Maintenance</b>	<b>Cost Center:</b>	<b>10040900</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

### **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 Sheriff's Office.
- ◇ Ensure that the County is in compliance with applicable regulations as related to Fleet operations.

### **Major Goals and Objectives**

- ◇ 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.
- ◇ Reduce vehicle/equipment downtime through annual bid contracts for the procurement of certain items, parts and inventory that would otherwise require competitive bidding.
- ◇ 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 manner, continue monitoring inventory control measures to ensure parts are properly accounted for on each vehicle and/or equipment repair.
- ◇ Reorganize and relocate parts room when Road Department completes installation of classroom trailers being acquired from Board of Education.
- ◇ Continue to provide training opportunities for Fleet maintenance personnel including job specific safety training.
- ◇ Continue utilization of the GovDeals web site for disposal of unserviceable assets.
- ◇ As County Wide Safety Director, continue to ensure safe and proficient utilization of County Vehicles and Equipment.
- ◇ Implement MUNIS Risk Management software module and build on record keeping improvements, including Defensive Driving Course records and processing MVR's (Motor Vehicle Reports).
- ◇ Implement customer service survey program for work performed on vehicles and equipment.
- ◇ Implement recycling program to help offset expenses related to the purchase of tools and equipment for shop. (David Camp)
- ◇ Install security cameras at Public Works Facility.



<b>Department:</b>	<b>Fleet Maintenance</b>	<b>Cost Center:</b>	<b>10040900</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ Replace fuel management system and cameras

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 469,601	\$ 552,082	\$ 550,204	\$ 573,721
Operating	56,447	\$ 65,424	68,791	\$ 78,623
Capital Outlay	10,400	2,200	6,951	10,305
Total Appropriations	\$ 536,448	\$ 619,706	\$ 625,946	\$ 662,649

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	9.00	9.00	9.00	9.00

<b>WORKLOAD MEASURES</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>
Total vehicles serviced	399	406	562	576

<b>RESULTS MEASURES</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>
Maintenance & Repair Cost per Mile	\$ 0.160	\$ 0.150	\$ 0.150	\$ 0.150
Fuel Operating Cost per Mile	\$ 0.120	\$ 0.120	\$ 0.140	\$ 0.170

<b>PRODUCTIVITY MEASURES</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Estimate</b>
Number of Work Orders Processed	2,332	2,141	2,204	1,909

<b>Department:</b>	<b>Public Works Administration</b>	<b>Cost Center:</b>	<b>10040100</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

### 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 various Pubic Work Departments with other organizations and County departments.

### Major Goals and Objectives

- ◇ Complete the 2017 SPLOST Federal-aid corridor studies for Sandy Creek Road, Tyrone/Palmetto Road, SR 279 and Banks Road.
- ◇ Complete the Comprehensive Transportation Plan, Master Path Plan and SR74 Corridor Studies.
- ◇ Improve and standardize project reporting to the BOC and citizens.

### Significant Expenditure and Staffing Changes

- ◇ No significant changes

BUDGET SUMMARY	FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Adopted
APPROPRIATIONS				
Personal Services	\$ 138,119	\$ 194,364	\$ 144,258	\$ 196,408
Operating	8,520	\$ 20,773	9,344	\$ 13,998
Capital Outlay	-	\$ 1,110	47	\$ 340
Total Appropriations	\$ 146,639	\$ 216,247	\$ 153,649	\$ 210,746

<b>Department:</b>	<b>Public Works Administration</b>	<b>Cost Center:</b>	<b>10040100</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	1.000	1.000	2.000	2.000

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Budget</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Adopted</b>
# of Public Works Division employees being supervised*	46.000	46.000	48.000	48.000

\*Administrative function of Road, Engineering, and Fleet Maintenance departments.

<b>Department:</b>	<b>Road Department</b>	<b>Cost Center:</b>	<b>10040220</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

### Mission Statement

Fayette County Road Department is dedicated to providing the best service at the lowest cost to the taxpayers making every effort to maximize the efficient, effective use of our resources in the support, maintenance and upkeep of the County's road infrastructure, while recognizing that our employees are our most valuable asset.

### Major Department Functions

**Maintenance:** asphalt resurfacing, patching, potholes and pavement preservation; grass cutting roadside right-of way (State Routes and County Roads), dirt road scraping and dust control, traffic road signage; trees and limbs in the roadside right-of-way; trash debris and dead large animals on the roadside right-of-way; bridge maintenance and repairs; sidewalk, curb and gutter and concrete repairs; approved drainage maintenance repairs; roadside ditch maintenance and shoulder drop-offs; roadway striping and raised pavement markers; landfill maintenance; Stormwater pipe replacements.

**Construction:** intersection improvements, safety improvements to existing roads; grading (dirt moving) projects

**Inspections:** residential development road inspections

### Major Goals and Objectives

- ◇ Ensure Fayette County citizens perceive Road Department employees as hard working staff that they are proud to support.
- ◇ Reach a goal of resurfacing 25 miles of County roads and be able to resurface another five miles of City/Town Roads.
- ◇ Continue to expand pavement preservation to reduce the overall cost of resurfacing maintenance.
- ◇ Improve the right-of-way maintenance of State Routes so the citizens are aware of the County/City lines by appearance of the right-of-way.
- ◇ Continuation of replacing failing Category III drainage pipe through the 2017 SPLOST program.
- ◇ Increase the amount of pro-active maintenance work being performed throughout the County.
- ◇ Increase staff knowledge and retention through expanded training opportunities.

### Significant Expenditure and Staffing Changes

- ◇ Major vehicle & equipment purchases incl. broom sweeper and 1 road vehicle.
- ◇ Major CIP incl. 3-station/13 restroom trailer, sign shop digital printer, back-up generator, county wide non-2017 SPLOST pipe replacement, and Country Lake Estates Subdivision Rehab.

<b>Department:</b>	<b>Road Department</b>	<b>Cost Center:</b>	<b>10040220</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 1,940,489	\$ 2,117,772	\$ 1,999,156	\$ 2,190,683
Operating	3,270,060	\$ 3,876,638	2,744,540	\$ 3,763,120
Capital Outlay	29,674	\$ 10,467	4,698	\$ 25,187
Total Appropriations	\$ 5,240,223	\$ 6,004,877	\$ 4,748,394	\$ 5,978,990

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	34.000	36.000	36.000	36.000

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Estimate</b>
Resurfacing roads (miles)	530	520	522	559

<b>Department:</b>	<b>Solid Waste Management</b>	<b>Cost Center:</b>	<b>54040500</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>Solid Waste</b>

### 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

- ◇ Dead animal buzzard proofing
- ◇ Storage area security upgrade to house gator and other equipment
- ◇ Replace rotary cutter on New Holland Bush Hog

### Significant Expenditure and Staffing Changes

◇ Solid Waste has several projects planned to improve the existing structures. Construction of a new mulch bunker to maintain a supply of mulch towards the front of the yard waste yard will reduce loading hazards. Permanent stabilization of Mount Hoffman and the inert landfill will allow us to file a Notice of Termination with EPD.

◇ Maintaining compliance with EPD Regulations for the closed Landfills is a constant goal. January 24, 2019, EPD stated that Fayette County needed to replace two (2) Groundwater Wells due to the new regulation stating that wells should be replaced after two dry samplings. GWC-17 has been dry for the past three (3) samplings and GWC-16 has been periodically dry through the years. This is in addition to the other requirements Fayette county is obligated to comply with for Post-Closure Operation of the landfills.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 50,549	\$ 53,175	\$ 53,747	\$ 55,503
Operating	135,054	\$ 134,939	243,317	\$ 183,438
Capital Outlay	-	6,408	316	1,500
Depreciation & Amortization	16,044		16,186	
Inter-fund Charges	2,953	7,984	7,984	7,055
Other Cost	-	831		1,522
Operating Transfers Out	-	-		
Total Appropriations	\$ 204,599	\$ 203,337	\$ 321,550	\$ 249,018

<b>Department:</b>	<b>Solid Waste Management</b>	<b>Cost Center:</b>	<b>54040500</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>Solid Waste</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	1.00	1.00	1.00	1.00

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 YTD</b>	<b>FY 2019 YTD</b>
Solid Waste Tons received	34,173	34,720	26,447	20,388
Residential Yard Waste	7,619	8,089	8,868	5,339
Waste Management Payments	\$ 70,011	\$ 73,979	\$ 71,877	\$ 45,816

<b>Department:</b>	<b>Environmental Management</b>	<b>Cost Center:</b>	<b>10040320</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

### 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

- ◇ Implement SPLOST 2017-Renovate office to accommodate additional staff. Enable SPLOST Staff to effectively and efficiently utilize SPLOST dollars to execute repair on voter approved projects.
- ◇ Implement Bluebeam Pan Review to expedite Development Opportunities.

### Significant Expenditure and Staffing Changes

- ◇ New full time SPLOST Construction Inspector, PT GIS Tech
- ◇ Plan review will go entirely electronic this year with the Sages and blue Beam plan review and inspector software.
- ◇ Fayette county is required by EPD to monitor the impaired waters and prepare an implementation proposal.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 415,599	\$ 433,152	\$ 435,561	\$ 76,067
Operating	49,544	66,558	57,014	452,493
Capital Outlay	8,241	7,250		
Deprec & Amort	-		-	
Total Appropriations	\$ 473,384	\$ 506,960	\$ 492,575	\$ 528,560

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	7.00	8.00	8.00	9.63



<b>Department:</b>	<b>Environmental Management</b>	<b>Cost Center:</b>	<b>10040320</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

<b>WORKLOAD INDICATORS*</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 YTD</b>	<b>FY 2019 YTD</b>
<b>Plan Review</b>				
<u>Initial Review / Resubmittal</u>				
Preliminary Plats	3/5	3/5	6/9	2/5
Final Plats	28/26	28/26	26/21	30/23
Non-Residential Site Plans	9/10	9/10	10/13	12/15
Subdivision Construction Plans	2/4	2/4	3/3	4/12
Erosion Control Plans	35	35	53	57
Hydrology Studies	5	5	n/a	n/a
Rezoning Requests / Zoning Appeals	26	26	32	20
Annexation Requests	4	4	9	3
Land Disturbance Permits	215	215	194	102
Stormwater Inspections	20	20	36	24
<b>Field Inspectors</b>				
Customer Service Requests	434	247	278	214
E&SC Inspections	1259	1282	1007	1673
Notice of Violations	12	21	36	26
Stop Work Orders	18	36	9	38
Preconstruction meetings	2	8	7	7
Final Inspections	2		12	3
<b>Effectiveness Measures*</b>				
Disturbed Area Approved	126.20	166.20	67.10	219.30
Linear Feet of New Road	6,212	12,375	-	4,641

\*Include indicators and measures for both Environmental Management in the General Fund and Stormwater in the 508 Stormwater utility fund.

<b>Department:</b>	<b>Stormwater Utility</b>	<b>Cost Center:</b>	<b>50840320</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>Stormwater</b>

**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**

◇ Fayette County passed a SPLOST on March 21, 2017 to fund over \$23,000,000 worth of Stormwater Infrastructure Projects. With the passage of the 2017 SPLOST, the Board of Commissioners approved to repeal the Stormwater Utility. In FY 2018, the Stormwater Management fund was closed and funds were moved to the 2017 SPLOST fund.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	6,431	-	-	-
Capital Outlay	-	-	-	-
Deprec & Amort	-		-	-
Interfund Charges	-	-	-	-
Other Costs	-	-	-	-
Debt Services	268,682	-	-	-
Other Financing Uses	979,004	-	-	-
Total Appropriations	\$ 1,254,117	\$ -	\$ -	\$ -

<b>WORKLOAD INDICATORS</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Actual</b>	<b>2017 Actual</b>
Category I - Flooding & Safety	5 / 0	5/0	5/3	5/3
Category II, Tier I - Infrastructure Preservation - Immediate	16 / 0	16/0	16/0	16/0
Category II, Tier II - Infrastructure Preservation - Soon	34 / 0	34/0	34/0	34/0
Category III - Infrastructure Preservation less than \$20,000	125 / 0	125/0	125 / 0	125 / 0
General Work Orders	102 / 62	93/15	55/2	55/2
Replacement or rehabilitation of Stormwater Drainage	5/0	5/3	18/10	4/4
	609,436 /	607,770 /	609,859 /	625,626 /
Amount Originally Billed/Amount Collected to Date	557,376	545,091	503,307	486,492

<b>Department:</b>	<b>Street Lights</b>	<b>Cost Center:</b>	<b>27140200</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>General</b>

**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**

◇ No significant changes.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ -	\$ -	\$ -	\$ -
Operating	318,473	\$ 329,309	319,090	\$ 331,077
Capital Outlay	220	2,000	1,715	
Inter-fund Charges	5,609	4,692	251,286	5,139
Other Financing Use	-	-	-	-
<b>Total</b>	<b>\$ 324,302</b>	<b>\$ 336,001</b>	<b>\$ 572,091</b>	<b>\$ 336,216</b>

<b>Department:</b>	<b>Water System</b>	<b>Cost Center:</b>	<b>505</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>Water</b>

### **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**

- ◇ 1 new full time Water Plant Operator I
- ◇ CIP projects incl. SCADA, Backwash return elimination CTP (pumping system) North waterline enhancement project, Solids handling (Dewatering)-Crosstown, Sodium Hypochlorite South Fayette, Waterline extensions, McDonough Road roof, Pump refurbishment program, Water system yard piping Crosstown, and Starr's Mill Artifact Exhibit.
- ◇ Vehicle and equipment purchases include purchase of new utility trailer, Forklift for carbon bags and 1 vehicle for Marshal and 4 vehicles for water system.

<b>Department:</b>	<b>Water System</b>	<b>Cost Center:</b>	<b>505</b>
<b>Function:</b>	<b>Public Works</b>	<b>Fund:</b>	<b>Water</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	4,070,545	4,421,953	4,181,685	4,685,449
Operating Expenses	3,909,378	4,787,978	3,739,425	5,431,100
Capital Outlays	41,339	381,459	36,318	329,086
Depreciation/Amortization	5,857,579	-	5,816,373	
Other Costs	2,034,879	68,027	21,949	127,462
Debt Service	1,467,430	5,294,975	1,305,781	5,372,452
Inter-fund Charges	620,418	2,008,827	627,269	850,221
Other Financing Uses	-	2,470,000		2,207,930
Total Appropriations	18,001,568	19,433,219	15,728,800	19,003,700

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	66.000	69.000	70.000	71.000

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Estimate</b>	<b>FY 2017 Projected</b>
Water production (Avg. in MGD)	8.3	8.8	9.3	10.3
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

<b>Department:</b>	<b>Department of Family and Children</b>	<b>Cost Center:</b>	<b>10050512</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Technical Services	\$ -	\$ -	\$ -	\$ -
DFCS Services	\$ 39,325	\$ 39,325	\$ 39,325	\$ 39,325
Total Appropriations	\$ 39,325	\$ 39,325	\$ 39,325	\$ 39,325

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>
Food Stamp Recipients - per month	6,933	n/a	n/a	n/a
Temporary Assistance for Needy Families (TANF) - benefits issued	\$ 127,694	n/a	n/a	n/a
Medicaid Recipients - annual	3,532	n/a	n/a	n/a
Children in Child Care - per month	350	n/a	n/a	n/a
Abuse/Neglect Investigations	572	n/a	593	609
Foster Care Placements	21	n/a	n/a	n/a

<b>Department:</b>	<b>Fayette Community Options</b>	<b>Cost Center:</b>	<b>10050514</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

### 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

McIntosh Trail CBS (Fayette Community Options) offers services for individuals with developmental disabilities and their families in Fayette County. Services are authorized through the regional board and are based on the service descriptions identified through the NOW and COMP waivers. Individualized budgets and service plans are developed with the service coordinator, the individual and family and may include an array of services. Services provided through McIntosh Trail CSB (Fayette Community Options) include:

- ◇ **Community Access** - designed to assist individuals in acquiring, retaining or improving self-help, socialization and adaptive skills required for active participation and independent functioning outside of the home setting.
- ◇ **Supported Employment** - provides support and services to individuals engaged in competitive employment.

### Major Goals

- ◇ To continue to increase the number of individuals served from 26 to 40 individuals under the Community Access and Supported Employment Service.
- ◇ To provide services which support individuals to: express their choices; direct their services; expand upon the wants and needs of individuals we serve.
- ◇ To encourage and build on existing social networks and sources of support and result in increased interdependence, contribution and inclusion in community life.
- ◇ To continue to interact with and be involved in the Individual Education Planning, Transitional Meetings, Transitional Fairs in providing information to families and students aging out of high school in Fayette County.

### Significant Expenditure Changes

- ◇ No significant changes

<b>Department:</b>	<b>Fayette Community Options</b>	<b>Cost Center:</b>	<b>10050514</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Mental Health Services	\$ 64,070	\$ 67,270	\$ 67,270	\$ 67,270
Total Appropriations	\$ 64,070	\$ 67,270	\$ 67,270	\$ 67,270

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>
Average Census - Service Center	26	29	29	26
Number of hours consumers received services	20,440	28,188	30,102	25,584
Number of hours consumers worked in the community.	1,692	816	735	1,856
Amount of wages earned by consumers	\$ 1,588	\$ 9,271	\$ 8,218	\$ 52,503
Number of hours spent in non-work community settings - volunteering/utilizing community resources	4,680	3,888	1,126	2,574
Number of community work hours by a day support consumer	56	310	692	644



<b>Department:</b>	<b>Fayette Family Connect</b>	<b>Cost Center:</b>	<b>10050515</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

**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 spiritual 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**

- ◇ Fayette County is no longer the fiscal agent as of FY2019.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Operating	\$ 55,500	\$ -	\$ -	\$ -
Total Appropriations	\$ 55,500	\$ -	\$ -	\$ -

<b>Department:</b>	<b>Fayette Counseling Center</b>	<b>Cost Center:</b>	<b>10050511</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

**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 changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Mental Health Services	\$ 131,777	\$ 135,732	\$ 135,732	\$ 135,732
Total Appropriations	\$ 131,777	\$ 135,732	\$ 135,732	\$ 135,732

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Estimate</b>
Average Census - Counseling Center	898	898	646	1,065

<b>Department:</b>	<b>Public Health</b>	<b>Cost Center:</b>	<b>1050110</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

**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. Promotes and encourages 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

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Operating	\$ 8,584	\$ 7,929	\$ 8,805	\$ 8,538
Public Health Services	275,360	275,360	275,360	275,360
Total Appropriations	\$ 283,944	\$ 283,289	\$ 284,165	\$ 283,898

<b>Department:</b>	<b>Senior Citizens Services</b>	<b>Cost Center:</b>	<b>10050520</b>
<b>Function:</b>	<b>Health and Welfare</b>	<b>Fund:</b>	<b>General</b>

**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**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Senior Citizens Services	\$ 235,630	\$ 309,807	\$ 309,807	\$ 343,294
Operating Expenses	\$ 13,851	\$ 25,000	\$ 10,122	\$ 25,000
Total Appropriations	\$ 249,481	\$ 334,807	\$ 319,929	\$ 368,294

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>
Total Number of Meals Provided	42,241	46,430	51,339	54,417
Contracted County Meals	5,511	6,431	5,552	9,930
Percentage of Total Meals for Fayette County	13.0%	13.9%	10.8%	18.2%
Fayette County Contribution	\$ 235,630	\$ 309,807	\$ 309,807	\$ 343,294
Fayette County Participants	261	357	357	247

Department:	Youth Protection	Cost Center:	10050550
Function:	Health and Welfare	Fund:	General

**Major Functions**

**Outside agency partially funded by Fayette County.**

- ◇ To provide a safety net to o children in State DFCS custody who have been the victims of abuse, neglect, abandonment or other tragic circumstances.
- ◇ *Bloom* will provide loving homes to over 100 foster children this year.
- ◇ 20 new foster care families will receive training and licensing to increase the ability to meet referral demands.
- ◇ At *The Bloom Closet*, 3000 children living in foster care in south metro Atlanta receive clothing, baby gear, books, and school supplies.

**Significant Expenditure Changes**

- ◇ No changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Youth Protection Services	\$ 19,743	\$ -	\$ -	\$ -
Total Appropriations	\$ 19,743	\$ -	\$ -	\$ -

<b>Department:</b>	<b>Library</b>	<b>Cost Center:</b>	<b>10060500</b>
<b>Function:</b>	<b>Culture &amp; Recreation</b>	<b>Fund:</b>	<b>General</b>

### 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.

### Major Goals

- ◇ The number of item in the non-fiction collection will increase by 5% each year
- ◇ Use of public access Internet computers will increase by 5% annually
- ◇ Participation in informational programs will increase by 5% annually

### Significant Expenditure and Staffing Changes

- ◇ No significant changes

BUDGET SUMMARY	FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Adopted
<b>APPROPRIATIONS</b>				
Personal Services	\$ 666,569	\$ 685,944	\$ 705,756	\$ 715,808
Technical Services - Flint River Regional Library Services	\$ 74,612	\$ 86,612	\$ 74,657	\$ 74,612
Operating	285,230	288,035	287,390	290,246
Capital Outlay	-	\$ 1,324	3,634	\$ 1,324
<b>Total Appropriations</b>	<b>\$ 1,026,411</b>	<b>\$ 1,061,915</b>	<b>\$ 1,071,437</b>	<b>\$ 1,081,990</b>

<b>Department:</b>	<b>Library</b>	<b>Cost Center:</b>	<b>10060500</b>
<b>Function:</b>	<b>Culture &amp; Recreation</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	11.905	11.905	12.530	12.530

<b>WORKLOAD INDICATORS</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>2018 Estimate</b>
Registered library card holders	34,642	27,145	27,265	27,197
People visiting	334,253	351,104	596,654	735,109
Programs held per month	726	459	80	92

<b>PERFORMANCE MEASURES</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>2018 Estimate</b>
People using internet	100,012	98,300	149,373	149,373
Items circulated	287,863	302,037	317,263	317,263
Preschool programs attendees	24,788	17,667	16,178	16,178
People completing Life Long Learning courses	2,465	2,537	70	70

<b>Department:</b>	<b>Recreation</b>	<b>Cost Center:</b>	<b>10060110</b>
<b>Function:</b>	<b>Culture &amp; Recreation</b>	<b>Fund:</b>	<b>General</b>

**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, Special Events and Therapeutics.

**Major Department Functions**

- ◇ Improve the quality of life for all the citizens of Fayette County with diverse social, economical, cultural, educational and recreation 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 complete existing park projects while maintaining existing park facilities.
- ◇ Maintain 20% yearly net income on all Recreation sponsored programs.
- ◇ Update the security camera plan and decide priority order for the next phase of implementation.
- ◇ Upgrade park rule signs.

**Significant Expenditure and Staffing Changes**

- ◇ CIP projects planned incl. Brooks field house/softball stand/restroom refurbishment, Kenwood Park playground shade structure/Phase II, McCurry Park North Soccer restroom/soccer field lighting refurbishment/resurfacing of rubberized surface at track/installation of multi-fields light, Kiwanis/Brooks. McCurry replace baseball & softball fences, Kenwood/Kiwanis tennis & basketball court resurfacing and electronic message boards (2).
- ◇ 1 Recreation vehicle purchase



<b>Department:</b>	<b>Recreation</b>	<b>Cost Center:</b>	<b>10060110</b>
<b>Function:</b>	<b>Culture &amp; Recreation</b>	<b>Fund:</b>	<b>General</b>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 406,171	\$ 435,567	\$ 445,997	\$ 455,065
Operating	786,976	896,920	843,260	959,400
Capital Outlay	-	10,100	41,864	18,500
Total Appropriations	\$ 1,193,147	\$ 1,342,587	\$ 1,331,121	\$ 1,432,965

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	6.00	7.00	7.00	7.00

<b>WORKLOAD INDICATORS</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Estimate</b>
Number of programs and classes offered	483	512	517	551
Number of adult athletic leagues offered	7	11	12	n/a
Reservations - Parks, Fields, and Indoor Facilities	316	261	253	300
Number of Background Checks Processed	689	573	617	600
Number of Association Meetings Attended	64	51	48	55
Number of Volunteer Hours Contributed to Maintaining Parks and Facilities	233	262	200	n/a

<b>Department:</b>	<b>County Extension</b>	<b>Cost Center:</b>	<b>10070130</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

### **Mission Statement**

The mission of the Fayette County Cooperative Extension office is to extend lifelong learning to the people of Fayette County through 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 provided to citizens by telephone consultation, site visits, newsletters, news articles, publications, website, laboratory services, radio and collaboration with other community agencies. The basic goal of Fayette County Extension is to provide information that will contribute to learning for life; which, helps citizens make informed decisions with research-based information. The ability to make these decisions improves quality of life. Youth programming through 4-H helps develop and guide youth to become contributing citizens. 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 educational programming to landscape professionals for pesticide re-certification credits.
- ◇ 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.
- ◇ Plan, coordinate and offer seasonal and timely programs on landscape management, garden utilization, and horticulture education. These programs will reach over 500 people annually.
- ◇ Increase certified and active volunteers in the youth programs by 10%
- ◇ Increase youth participation in 4-H Youth Development Programs.
- ◇ Increase our presence in schools to assist in promoting science-based learning.
- ◇ 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 the number of newsletters and articles produced to help educate citizens.

<b>Department:</b>	<b>County Extension</b>	<b>Cost Center:</b>	<b>10070130</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

<b>Significant Expenditure and Staffing Changes</b>
◇ New contract effective 2/1/19 transitioned position to UGA

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 24,279	\$ 30,839	\$ 16,045	\$ -
Contract for Services/University of Georgia	85,400	99,560	101,721	130,785
Operating	9,422	12,694	10,308	17,098
Capital Outlay	-	-		
<b>Total Appropriations</b>	<b>\$ 119,101</b>	<b>\$ 143,093</b>	<b>\$ 128,074</b>	<b>\$ 147,883</b>

<b>PERSONNEL - (FTE)*</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	0.950	0.950	0.950	0.000

\*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.

<b>WORKLOAD INDICATORS</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Estimate</b>	<b>FY 2020 Estimate</b>
Phone calls & emails answered	1,766	2,000	2,300	2,300
Face to Face Contact & Education Program Participants	9,703	10,000	10,500	1,500
Volunteer hours	4,084	4,200	4,500	4,500
4-H enrollment	1,037	900	1,300	1,500
Publications distributed*	24,000	25,000	25,000	25,000
Soil samples performed	406	450	500	500
Water samples	75	70	70	70
Microbiology samples	53	60	62	62
Plant Tissue samples	-	1	1	1
Radon Kits	19	20	20	20
Nematode Assays	44	2	3	3
Elemental Analysis	3	1	1	1
Home site visits	23	15	30	30
P.A.R. Produce generated (lbs.)**	52,000	55,000	55,000	55,000

\*We do not currently have a way to accurately monitor these numbers. Numbers provided are estimated based on materials given out at homeowner programs/events, 4H events, and clients coming into the office

\*\*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.

<b>Department:</b>	<b>Development Authority</b>	<b>Cost Center:</b>	<b>10070510</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Contract for Services	\$ 225,696	\$ 225,696	\$ 225,696	\$ 225,696
Utilities	12,519	14,254	11,394	\$ 12,554
<b>Total Appropriations</b>	<b>\$ 238,215</b>	<b>\$ 239,950</b>	<b>\$ 237,090</b>	<b>\$ 238,250</b>

<b>Department:</b>	<b>GA Forestry Commission</b>	<b>Cost Center:</b>	<b>10070140</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

<p><b>Major Department Functions</b></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><b>Significant Expenditure Changes</b></p> <p>◇ There are no significant expenditure or staffing changes.</p>
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<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Forest Wildfire Protection	\$ 3,336	\$ 3,336	\$ 3,530	\$ 3,530
Total Appropriations	\$ 3,336	\$ 3,336	\$ 3,530	\$ 3,530

<b>WORKLOAD INDICATORS</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>
Number of acres of privately owned forestland - Fayette County	33,357	33,357	33,357	33,357

<b>Department:</b>	<b>Building Safety</b>	<b>Cost Center:</b>	<b>10070210</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

### 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** - Assigning 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.
- ◇ Provide 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

- ◇ Purchase of 2 vehicles.
- ◇ CIP projects planned incl. SAGES - computer software & upgrades and permit technician area office renovation

BUDGET SUMMARY	FY 2018 Actual	FY 2019 Budget	FY 2019 Actual	FY 2020 Adopted
APPROPRIATIONS				
Personal Services	\$ 471,910	\$ 572,042	\$ 557,421	\$ 577,712
Operating	129,584	130,900	121,107	148,183
Capital Outlay	3,938	2,300	1,421	-
Total Appropriations	\$ 605,432	\$ 705,242	\$ 679,949	\$ 725,895

<b>Department:</b>	<b>Building Safety</b>	<b>Cost Center:</b>	<b>10070210</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Assistant Director of Permits and Inspections	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00
Building Inspector III	2.00	2.00	2.00	2.00
Building Inspector IV	2.00	2.00	2.00	2.00
Building Inspector V	1.00	1.00	1.00	1.00
Director of Permits and Inspections	1.00	1.00	1.00	1.00
Office Manager of Permits and Inspections	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00
Permits Technician	2.00	2.00	2.00	2.00
<b>Total Personnel</b>	<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

<b>WORKLOAD INDICATORS</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>
<b>Permitting</b>				
Building permits issued	980	958	975	1,040
Amount of revenue collected	\$ 1,020,312	\$ 1,029,416	\$ 1,068,123	\$ 1,105,920
Inspections processed	10,979	13,521	10,977	10,742
Permits closed & C.O. issued	349	365	370	360
<b>Plan Examination</b>				
Residential & commercial plan cases completed	859	958	992	1,099
Pre and post site inspections completed	160	210	235	97
Revisions reviewed	165	145	195	250
<b>Inspections</b>				
# of Inspectors	3	3	3	3
Scheduled inspections performed	10,979	13,521	10,977	10,742
Courtesy inspections performed	228	-	-	-
% on-time inspections performed	90	95	90	90
<b>Enforcement</b>				
Complaints received	83	76	33	46
Site verifications	180	33	46	41
Notices of violations & stop orders issued	64	33	14	21
Disaster assessments performed	19	12	11	11
Court appearances	14	15	9	12

<b>PERFORMANCE MEASURES</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>
% of days that "next day" tickets are completed on time	90%	90%	90%	90%
% of days that inspection ticket results are entered same day	100.00%	100.00%	100.00%	100.00%
ISO rating for building & code enforcement:				
Fayette County residential	4	4	4	4
Fayette County commercial	4	4	4	3
% code violations resolved via voluntary compliance	92.0%	95.0%	95.0%	95.0%

<b>Department:</b>	<b>Planning and Zoning</b>	<b>Cost Center:</b>	<b>10070411</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

### 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 re-zonings.
- ◇ 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.



<b>Department:</b>	<b>Planning and Zoning</b>	<b>Cost Center:</b>	<b>10070411</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

<b>Major Goals</b>
<ul style="list-style-type: none"> <li>◇ Continue with Zoning Ordinance amendments as needed.</li> <li>◇ Work with various County Departments to recommend amendments to the Development Regulations.</li> <li>◇ Initiate study to define Rural Character and preservation methods</li> <li>◇ Initiate study on septic suitability regulations</li> <li>◇ Continue the replacement of the pages in official zoning maps.</li> <li>◇ Update annually the Short-Term Work Program and Capital Improvement Element of the Fayette County 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.</li> </ul>

<b>Significant Expenditure and Staffing Changes</b>
<ul style="list-style-type: none"> <li>◇ SAGES software conversion from Energov</li> </ul>

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
APPROPRIATIONS				
Personal Services	\$ 275,075	\$ 306,641	\$ 282,529	\$ 316,666
Operating	12,277	15,552	14,561	23,897
Capital Outlay	-	-	-	-
Total Appropriations	\$ 287,352	\$ 322,193	\$ 297,090	\$ 340,563

<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	3.000	3.000	3.625	3.625

<b>WORKLOAD INDICATORS</b>	<b>FY 2017 Estimate</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Estimate</b>	<b>FY 2020 Estimate</b>
Rezoning petitions	18	14	14	15
Site plans	6	10	10	10
Preliminary plats	3	3	3	4
Final Plats	20	19	15	20
Number of variances (ZBA)	16	25	20	15
Businesses (non-home occupations) per occupation tax records	100	109	100	100
Home occupations per occupation tax records	230	192	200	200

<b>PERFORMANCE MEASURES</b>	<b>FY 2017 Estimate</b>	<b>FY 2018 Estimate</b>	<b>FY 2019 Estimate</b>	<b>FY 2020 Estimate</b>
Available residential building lots (platted)	800	800	650	600
Acres zoned for nonresidential use	2000	2000	200	2010
Acres under conservation easement for permanent protection	600	600	600	600

<b>Department:</b>	<b>Code Enforcement</b>	<b>Cost Center:</b>	<b>10070483</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

**Mission Statement**

Provide enforcement of all county codes to maintain the quality of life for the citizens of Fayette County.

**Major Department Functions:**

The code enforcement Division of the Fayette County Marshal's Office has the primary responsibility of ensuring compliance with the County's various land use codes and regulations ranging from abandoned vehicles, unkempt premises to illegal signs, noise and unpermitted structures.

- ◇ Enforcement: Code of Ordinances (Fayette County and Town of Tyrone), Zoning Codes, Building Codes, Environmental Health, Environmental Management
- ◇ Serve Citations for County departments
- ◇ Investigate citizen complaints
- ◇ Issue Permits: Alcohol, Personal Care Homes, Noise Permits, Tourist Accommodations, Pawn Shops, Canvassers and Solicitor Permits, Amusement Activities
- ◇ Maintain County Codes for current compliance with state laws
- ◇ Maintain registry and compliance of Vacant Property Registration List
- ◇ Attend seminars and programs to maintain a proficient level of knowledge
- ◇ Other duties as assigned

**Major Goals**

◇ **Breath-Alcohol Certification** - All of our current BAT qualified Deputies are up for renewal this year. Instead of sending each Deputy to re-certification class, our Training Officer obtained his certification as a BAT instructor. This will allow us to certify all members of our staff at a substantially lower cost and will provide for in-house training in the event we experience any turnover in the future.

◇ **Tourist Accommodation Regulations** - We will continue to work with the Zoning and other applicable departments to make sure the necessary updates and changes to our current Ordinance so the county can maintain some control of the ever growing industry.

◇ **Visibility** - Our Code Enforcement Unit has been encouraged to conduct ride-thru of the county parks and reservoirs whenever they are in the area handling code enforcement complaints. This allows them to be seen by our citizens and adds the presence of an "official" enforcement.

◇ **Marshal's Office Website** - We are in constant update mode in this area. When items change or new trends develop, we add or subtract. We have also developed a Marshal's Office brochure that we make available to the public and hand out at public functions.

◇ **Security/Awareness Training** - Our terminal Agency Coordinator (TAC) will ensure the CE, Marshals and IT employees maintain the necessary level of certification training to perform maintenance on which have access to Criminal Justices Information Systems.

<b>Department:</b>	<b>Code Enforcement</b>	<b>Cost Center:</b>	<b>10070483</b>
<b>Function:</b>	<b>Planning and Development</b>	<b>Fund:</b>	<b>General</b>

**Significant Expenditure and Staffing Changes**

◇ No significant changes

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Personal Services	\$ 81,868	\$ 82,061	\$ 85,383	\$ 84,162
Operating	4,810	9,783	5,327	8,760
Capital Outlay	-	-		3,000
Total Appropriations	\$ 86,678	\$ 91,844	\$ 90,710	\$ 95,922
<b>PERSONNEL - (FTE)</b>	<b>FY 2017 Budget</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Adopted</b>
Total Personnel	2.000	2.000	2.000	2.000

<b>WORKLOAD INDICATORS</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>
<b>Field Operations</b>				
Total Officer involved activities	n/a	n/a	8,249	6,762
Property checks	n/a	n/a	4,771	4,137
Fishing and hunting license checks	n/a	n/a	1,852	1,192
Boating safety checks	n/a	n/a	926	443
Alcohol permits issued	n/a	n/a	396	273
Noise permits issued	n/a	n/a	11	8
Solicitor permits issued	n/a	n/a	4	1
<b>Risk Management / Substance Abuse Testing</b>				
Random test	n/a	n/a	349	329
Pre-employment test	n/a	n/a	149	148
Return -to-duty Test	n/a	n/a	1	1
Post accident tests	n/a	n/a	34	45
Reasonable suspicion tests	n/a	n/a	2	1

<b>Department:</b>	<b>Criminal Justice Center</b>	<b>Cost Center:</b>	<b>10080191</b>
<b>Function:</b>	<b>Debt Service</b>	<b>Fund:</b>	<b>General</b>

**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.

<b>BUDGET SUMMARY</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Budget</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Adopted</b>
<b>APPROPRIATIONS</b>				
Principal Payments	\$ 1,890,000	\$ 1,950,000	\$ 1,950,000	\$ 2,025,000
Interest Payments	1,368,706	\$ 1,312,006	1,312,006	\$ 1,234,006
Paying Agent Fees	1,300	\$ 1,300	1,300	\$ 1,300
Total Appropriations	\$ 3,260,006	\$ 3,263,306	\$ 3,263,306	\$ 3,260,306

## LEGAL DEBT MARGIN

### GENERAL OBLIGATION DEBT FOR THE FISCAL YEAR ENDED JUNE 30, 2020

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 2020 fiscal year is \$667,343,292. It is based on the latest tax digest (2019 calendar year).

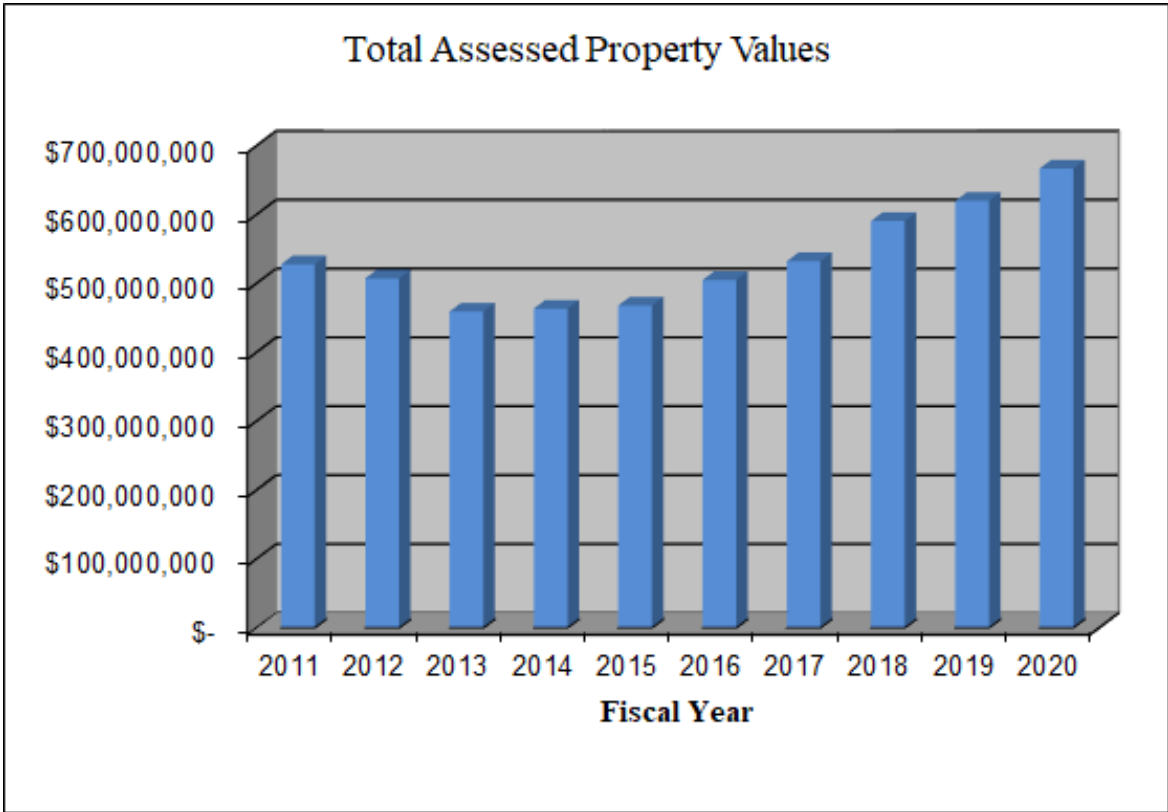
The legal debt margin amount is important in that it represents the net amount of external financing resources that is available to the County through the issuance of general obligation (G.O.) bonds. G.O. bonds are debt instruments issued in the name of the government and whose repayment is guaranteed 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>
2019	\$6,673,432,922	10.00%	\$667,343,292	\$0	\$667,343,292

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 \$58.0 million for FY 2020, there is 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>
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
2018	\$ 5,912,232,301	10.00%	\$ 591,223,230	-	\$ 591,223,230
2019	\$ 6,205,170,028	10.00%	\$ 620,517,003	-	\$ 620,517,003
2020	\$ 6,673,432,922	10.00%	\$ 667,343,292	-	\$ 667,343,292



**LONG-TERM DEBT  
AS OF JUNE 30, 2019**

**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:

\$27,800,000 outstanding - Series 2011 Refunding Revenue Bonds, Criminal Justice Center Project; due in annual installments of \$2,025,000 to \$3,115,000 through June 1, 2030; and interest from 2.0% to 5.0%.

At June 30, 2019, 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>
2020	2,025,000	1,234,006	3,259,006
2021	2,105,000	1,153,006	3,258,006
2022-2024	6,895,000	2,883,919	9,778,919
2025-2027	7,855,000	1,924,656	9,779,656
2028-2030	8,920,000	860,700	9,780,700
<b>Totals</b>	<b>\$ 27,800,000</b>	<b>\$ 8,056,288</b>	<b>\$ 35,856,288</b>

*Fayette County Water System Enterprise Fund* – The Water System issues revenue bonds for the purpose of refunding debt and paying 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:

\$70,000 outstanding – **Series 1996A**, due in annual installments of \$35,000 through October 1, 2020; and an interest from 3.6% to 5.5%

\$5,805,000 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%

\$7,870,000 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%

\$5,635,000 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%

\$16,080,000 outstanding – **Series 2016**, due in installments of \$250,000 to \$4,615,000 through October 1, 2029; and an interest from 3.00% to 5.0%

At June 30, 2019, 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
2020	4,210,000	1,158,452	5,368,452
2021	4,195,000	972,441	5,167,441
2022-2024	14,200,000	1,972,629	16,172,629
2025-2027	9,280,000	559,654	9,839,654
2028-2030	3,575,000	110,916	3,685,916
<b>Total</b>	<b>\$ 35,460,000</b>	<b>\$ 4,774,090</b>	<b>\$ 40,234,090</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, 2019, 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, 2019**

**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, 2019, there are no other 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).

*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.

*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.

*Atlanta Regional Commission (ARC)* – is the regional planning and intergovernmental coordination agency for the 10-county Atlanta region.

*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.

*Blended Component Unit* – is a component unit that is so intertwined with the primary government that it is, in substance, the same as the primary government.

*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.

*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.

*Contingency* - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

*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.

*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

*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.

*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.

*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.

*Local Maintenance & Improvement Grant (LMIG)* – a grant program for Georgia local governments for the maintenance and improvement of roads and bridges. A 30% match is required to obtain LMIG grant funds.

*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.

*Pay for Performance Plan* – a method of compensation where workers are paid based on productivity, as opposed to a set salary.

*Performance Measures* - Specific quantitative and qualitative measures of work performed as an objective of the department or cost center.

*Per Capita Personal 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.

*Refunding bonds* – “refinancing” bonds. It is use by governments most frequently to achieve debt service savings on outstanding (not yet paid back) bonds.

*Revenue* - The term designates an increase to fund assets that do 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.

*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