

FY 2018 REVENUE WORKSHEET

Fund	Budget		Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
	Unit	Budget Unit Title			Final Budget	Current Actual	Current Budget	Requested Amount	
100	1565	General Gov't Bldgs	34.4020	Health Department Utility Reimbursement	\$10,500	\$2,954	\$11,000	\$11,000	\$0
100	1565	General Gov't Bldgs	38.1030	AG Education Center Room Rental	\$9,976	\$3,328	\$8,000	\$8,000	\$0
100	1565	General Gov't Bldgs	38.1040	USDA Rent Supplement	\$50,531	\$27,209	\$46,700	\$46,700	\$0
100	1565	General Gov't Bldgs	38.9020	Reimbursement - Expenses	\$1,755	\$0	\$254	\$254	\$0
100	1565	General Gov't Bldgs	38.9090	Other	\$2,393	\$3,704	\$6,500	\$6,500	\$0
100	1565	General Gov't Bldgs	38.9110	Vending Machine Commission	\$0	\$0	\$450	\$0	(\$450)
100	1565	General Gov't Bldgs	39.2100	Sale of General Fixed Asset	\$23,235	\$47,787	\$20,000	\$30,000	\$10,000
					\$98,390	\$84,982	\$92,904	\$102,454	\$9,550

FY 2018 EXPENSE WORKSHEET

Fund	Budget		Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
	Unit	Budget Unit Title			Final Budget	Current Actual	Current Budget	Requested Amount	
100	1565	General Gov't Bldgs	51.1100	Regular Employees	\$621,469	\$257,641	\$660,101	\$699,886	\$39,785
100	1565	General Gov't Bldgs	51.1300	Overtime	\$10,079	\$3,249	\$11,408	\$11,450	\$42
100	1565	General Gov't Bldgs	51.2100	Group Insurance	\$229,759	\$53,517	\$161,158	\$250,437	\$89,279
100	1565	General Gov't Bldgs	51.2200	FICA Contribution	\$36,921	\$15,315	\$41,947	\$44,389	\$2,442
100	1565	General Gov't Bldgs	51.2300	Medicare	\$8,635	\$3,582	\$9,810	\$10,381	\$571
100	1565	General Gov't Bldgs	51.2410	Defined Contribution	\$57,938	\$66,646	\$66,279	\$99,145	\$32,866
100	1565	General Gov't Bldgs	51.2700	Worker's Comp	\$13,677	\$7,322	\$14,959	\$18,880	\$3,921
100	1565	General Gov't Bldgs	51.2910	Longevity	\$4,340	\$4,185	\$5,060	\$4,620	(\$440)
100	1565	General Gov't Bldgs	52.1200	Professional Fees	\$200	\$0	\$1,500	\$1,500	\$0
100	1565	General Gov't Bldgs	52.1230	Consulting / Contracted Svc	\$1,863	\$0	\$2,000	\$2,000	\$0
100	1565	General Gov't Bldgs	52.2110	Disposal of Garbage	\$5,640	\$1,294	\$3,992	\$3,992	\$0
100	1565	General Gov't Bldgs	52.2140	Lawn Care	\$12,710	\$3,565	\$12,800	\$12,800	\$0
100	1565	General Gov't Bldgs	52.2210	R & M - Vehicles	\$814	\$0	\$2,500	\$2,500	\$0
100	1565	General Gov't Bldgs	52.2220	R & M - Public Buildings	\$67,110	\$25,890	\$95,000	\$95,000	\$0
100	1565	General Gov't Bldgs	52.2240	R & M - Service Agreements	\$77,168	\$53,464	\$92,200	\$90,600	(\$1,600)
100	1565	General Gov't Bldgs	52.2310	Rental of Land & Buildings	\$33,100	\$7,625	\$33,100	\$33,100	\$0
100	1565	General Gov't Bldgs	52.2320	Rental of Equipment / Vehicles	\$1,149	\$1,644	\$5,335	\$5,335	\$0
100	1565	General Gov't Bldgs	52.3200	Communications	\$216,904	\$73,437	\$238,000	\$238,000	\$0
100	1565	General Gov't Bldgs	52.3301	Online Ad - GovDeals.com	\$2,080	\$10	\$3,395	\$5,000	\$1,605
100	1565	General Gov't Bldgs	52.3400	Printing & Binding	\$12	\$132	\$1,200	\$1,200	\$0
100	1565	General Gov't Bldgs	52.3500	Travel	\$862	\$96	\$400	\$400	\$0
100	1565	General Gov't Bldgs	52.3600	Dues & Fees	\$488	\$247	\$170	\$170	\$0
100	1565	General Gov't Bldgs	52.3700	Education & Training	\$650	\$384	\$2,200	\$2,200	\$0
100	1565	General Gov't Bldgs	52.3850	Contract Labor	\$6,375	\$3,114	\$35,676	\$35,676	\$0
100	1565	General Gov't Bldgs	52.3905	Fees Refunded	\$0	\$330	\$0	\$0	\$0
100	1565	General Gov't Bldgs	53.1100	General Supplies & Material	\$55,694	\$27,882	\$66,800	\$66,800	\$0
100	1565	General Gov't Bldgs	53.1140	Building Material	\$57,930	\$60,279	\$89,000	\$89,000	\$0
100	1565	General Gov't Bldgs	53.1150	Landscaping Material	\$2,686	\$1,438	\$2,910	\$2,910	\$0
100	1565	General Gov't Bldgs	53.1200	Energy	\$497,846	\$153,018	\$510,000	\$510,000	\$0
100	1565	General Gov't Bldgs	53.1270	Gasoline / Diesel	\$16,153	\$5,663	\$16,272	\$12,791	(\$3,481)
100	1565	General Gov't Bldgs	53.1300	Food	\$101	\$92	\$970	\$970	\$0
100	1565	General Gov't Bldgs	53.1400	Books & Periodicals	\$97	\$70	\$97	\$97	\$0
100	1565	General Gov't Bldgs	53.1600	Small Equipment	\$14,949	\$7,534	\$52,066	\$52,000	(\$66)

FY 2018 EXPENSE WORKSHEET

Fund	Budget		Account	Account Title	FY 16	FY 17	FY 17	FY 18	Increase (Decrease)
	Unit	Budget Unit Title			Final Budget	Current Actual	Current Budget	Requested Amount	
100	1565	General Gov't Bldgs	53.1607	Small Hand Tools	\$5,632	\$1,109	\$5,481	\$5,000	(\$481)
100	1565	General Gov't Bldgs	53.1610	Small Furniture & Fixtures	\$0	\$0	\$0	\$0	\$0
100	1565	General Gov't Bldgs	53.1700	Other - Uniforms	\$2,336	\$180	\$6,300	\$6,476	\$176
100	1565	General Gov't Bldgs	53.1750	Vehicle / Equipment Parts	\$6,790	\$3,803	\$8,000	\$8,000	\$0
100	1565	General Gov't Bldgs	54.1300	Buildings	\$25,000	\$0	\$20,000	\$0	(\$20,000)
100	1565	General Gov't Bldgs	54.2200	Vehicles	\$74,450	\$0	\$15,000	\$30,000	\$15,000
100	1565	General Gov't Bldgs	54.2500	Equipment	\$36,265	\$0	\$20,000	\$0	(\$20,000)
					\$2,205,872	\$843,757	\$2,313,086	\$2,452,705	\$139,619

SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018

Fund:	100
Department Name :	Government Buildings
Budget Unit:	1565

List out and briefly describe the issues facing the department in FY 2018 which could significantly impact your budget.

Anticipated growth in county government will cause a need for more personnel at all county offices. Most county offices are currently at full capacity. space needs for the future need to be evaluated and a plan to accommodate the county's growth developed

HVAC Equipment at the Government Building is 12 years old and nearing the end of its service life. The large units on the roof need to be scheduled for replacement in the winter as to not disturb building operations. Replacement Units will be more efficient saving money for the energy bill.

Walton County's Voice Over IP Phone system is 12 years old. I am working with our vender to formulate a plan to transition into a more current solution for our telecommunications needs

**Mission, Goals and Objectives
Fiscal Year 2018**

Fund:	<u>100</u>
Department Name :	<u>Government Buildings</u>
Budget Unit:	<u>1565</u>

Mission Statement

To work SAFELY within job guidelines to accomplish our departmental goals. Working together as a team to reduce overall expenditures in the upkeep of all government buildings.

Goals

Safe and environmentally healthy buildings for the employees and the public
Trained, responsible, and effective Facilities Employees in every facet of building maintenance and custodian
Reduce overall work orders by scheduling more preventive maintenance
Ensure we are using the most cost-effective vendors for pest control, janitorial supplies, fire extinguishers, sprinkler systems, and door systems.

Objectives

Safety minded and properly trained cohesive staff
Ensure maintenance and custodial employees have the tools and equipment to perform their job
Make sure we are using up stock before purchases are made
Money-wise employees who take ownership of all projects and jobs therefore minimizing cost
Sufficient staff to meet the increase in facilities

**Accomplishments and Improvements
Fiscal Year 2018**

Fund:	100
Department Name :	Government Buildings
Budget Unit:	1565

1. Describe the major accomplishments of your department in the past fiscal year.

Replaced our decrepit Access control system with a new system that gives security more control enhancing safety
Received Board approval SPLOST replace of Fire Station #3 and #12 both of which are in bad shape with a new Fire Station On Hwy 81
Began SPLOST expansion at 911 Center that is badly needed
Front Porch Air Lock Vestibule was completed
New roof on Annex 5,4,2
Added West Added Loganville Parks & Rec Offices to our fiber network eliminating \$750 in Monthly communications charges.
resurfaced or replaced parking lots at Fire Station # 11,9,8,14

2. Describe the major accomplishments of your department in the current fiscal year.

Completed badly needed expansion of 911 center.
Broke ground on new Fire station #3
New Facilities Maintenance Management Software to manage work orders and track maintenance cost
Replaced Emergency Duress Call button system in Government building
Emergency Duress System allows the departments in the Government Building to covertly alert security that they have an issue in their suite.
Added Water Department to fiber network greatly improving service and saving \$450 a month
New roof on Nowell Gym
Broke Ground on Parking lot expansion at 303 Government Building

3. Describe the changes and improvements that you propose to make in the operations of your department in the next fiscal year.

Need to develop a comprehensive space needs plan to meet the county's needs during future growth
Develop a County wide Energy Efficiency Plan to be implemented in-house or by third party
Develop performance measures for Facilities Department
Reduce outside contractor cost by better training employees
Reorganize and modernize procedures within the Facilities Department
Expand County's Fiber network to increase network performance and lower utility cost
Continue to improve services and lower cost for county utilities

**Unscheduled Overtime
Fiscal Year 2018**

Fund:
Department Name:
Budget Unit:

**100
Government Buildings
1565**

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
Maintenance	10	270	\$ 26.93	\$ 7,271.15
Custodian	9	75	\$ 17.99	\$ 1,349.25
Total Unscheduled OT				\$ 8,620.40

Justification: Attach additional pages if necessary.

Building & Equipment outages, emergencies such as septic, leaking roofs, busted pipes, responding to fire alarms etc.

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Scheduled Overtime
Fiscal Year 2018**

Fund:
Department Name:
Budget Unit:

**100
Government Buildings
1565**

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
Maintenance	10	85	\$ 26.94	\$ 2,289.90
Custodian	9	30	\$ 17.99	\$ 539.70
Total Scheduled OT	19	115	44.93	2829.6

Justification: Attach additional pages if necessary.

Preforming maintenance that cannot be done during business hours

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Maintenance, Service, Lease Agreements and Contracts
Fiscal Year 2018**

Fund: 100
 Department Name: Government Buildings
 Budget Unit: 1565

Type of Contract (service, maintenance, etc.)	Vendor Name	New or Continuation for FY 2015	Number months in FY 2016	Total FY 2016 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Maintenance/Inspection	CANA Communication	Continuation	Semi-Annual	\$ 3,800.00	Fire Panel, Duct detect inspect/rep	52.2240	R&M Service Agrmt
Maintenance/Inspection	24/7 Technologies	Continuation	Semi-Annual	\$ 1,800.00	Govt Bldg. UPS Insp & maint	52.2240	R&M Service Agrmt
Maintenance/Inspection	Premiere Elevator	Continuation	Monthly	\$ 9,000.00	Govt. Bldg. Elev repair, maint., insp	52.2240	R&M Service Agrmt
Maintenance/Inspection	Mowery Elevator	Continuation	Monthly	\$ 2,100.00	Historic Courthse elev repair/insp	52.2240	R&M Service Agrmt
Maintenance/Inspection	Accurate Fire Prot.	Continuation	Semi-Annual	\$ 3,000.00	Hist CH, Govt Bldg., Annex 2, sprinkler s	52.2240	R&M Service Agrmt
Maintenance/Inspection	Windstream	Continuation	Annual	\$ 27,000.00	Mitel V/IP sys. 7 nodes & 500+ tele sets,	52.2240	R&M Service Agrmt
Maintenance/Inspection	Baccus Pest Control	Continuation	Monthly	\$ 6,000.00	Pest Control	52.2240	R&M Service Agrmt
Maintenance/Inspection	Pro Tech Fire Prot	Continuation	Annual	\$ 8,250.00	Fire Ext, Hood systems, to include repair	52.2240	R&M Service Agrmt
Maintenance/Inspection	Clock Service Co.	Continuation	Annual	\$ 450.00	Historic Courthouse clock	52.2240	R&M Service Agrmt
Maintenance/Inspection	Rapiscan	Continuation	Semi-Annual	\$ 9,800.00	X-Ray System at Govt Bldg.	52.2240	R&M Service Agrmt
Maintenance/Inspection	Ga Hydrant	Continuation	Semi-Annual	\$ 2,000.00	Back flow control inspection	52.2240	R&M Service Agrmt
Maintenance/Inspection	Trane T- Tracer Summit	Continuation	Semi-Annual	\$ 3,000.00	Calibrate HVAC controls, upgrades	52.2240	R&M Service Agrmt
Maintenance/Inspection	Trane Historic Courthouse	Continuation	Semi-Annual	\$ 4,200.00	Calibrate HVAC controls, maintenance	52.2240	R&M Service Agrmt
Maintenance/Inspection	Andrews Pest control	Continuation	Yearly	\$ 1,000.00	Termite treatments	52.2240	R&M Service Agrmt
Maintenance/Inspection	Risograph Printer	Continuation	Semi-Annual	\$ 1,200.00	Printer Maintenance	52.2240	R&M Service Agrmt
Maintenance/Inspection	Neopost	Continuation	Qtrly	\$ 2,000.00	Postage Maintenance Agreement	52.2240	R&M Service Agrmt
Maintenance/Inspection	Prime Power	Continuation	Semi-Annual	\$ 4,400.00	Building generator maint., insp., PM	52.2240	R&M Service Agrmt
Maintenance/Inspection	Office of Ins/Fire Safety	Continuation	Annual	\$ 1,600.00	Elevator Inspection	52.2240	R&M Service Agrmt
				\$ 90,600.00			

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____

**Small Equipment Request
Fiscal Year 2018**

Fund: 100
 Department Name: Government Buildings
 Budget Unit: 1565

Specify small equipment requests. Add additional rows as needed.

Rank	N or R *	Small Equipment Requested	Description	Quantity	Cost per Item	Total Cost	
1							
1							
2	N & R	Building Equipment	Small Hand Tools For 10 Employees	Various	Various	\$ 5,000.00	
3			53.1607 Small Hand Tools				
4	N & R	Building Equipment	Building EQ for all of the county buildings such as;	Various	Various	\$ 52,000.00	
5			refrig, ice machines, stoves, micro, cameras, dvrs, tvs				
6			audio equipment, lobby and Courtroom furniture, rugs, etc.				
7			This is for repair replacement and any unforeseen.				
8			53.1600 Small Equipment				
11							
12							
13							
		Total Cost of Small Equipment Request					57,000

* New or Replacement

Funding Source (check those that apply):

- General Fund
- Grant
- SPLOST
- Impact Fees
- Enterprise Fund
- Special Revenue Fund
- Other

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

**Capital Vehicle Request
Fiscal Year 2018**

Fund: 100
 Department Name: Government Buildings
 Budget Unit: 1565

Specify Vehicle requests. Add additional rows as needed.

Rank	N or R *	Capital Equipment Requested	Description	Quantity	Cost per Item	Total Cost
1						
1	R	Maintenance Truck	F250 service body truck	1	\$ 30,000.00	\$ 30,000.00
3						
4						
5						
6						
7						
8						
Total Cost of Capital Equipment Request						

* New or Replacement

Project Justification:

Some of the maintenance trucks are in bad shape and need to be replaced

Funding Source (check those that apply):

- General Fund
- Grant
- SPLOST
- Impact Fees
- Enterprise Fund
- Special Revenue Fund
- Other

Finance Use Only:	Date
Initial Request Received	_____
Initial Request Entered	_____
Budget Request Presented	_____
Recommended Budget Entered	_____
Review by Finance	_____

Facilities/Risk Mgmt. Dept.

Budget Changes for FY 18 over 3% and Travel/Training

E-911 3800

- 3800/52.2241 SERVICE AGREEMENTS--\$1,400 Increases for test and inspection of new buildings fire suppression/alarm systems

Fire Stations & Buildings 3570

- 3570/53.1200 ENERGY--\$10,000 Increase for New Fire Station #3.

General Go Bldgs. 1565

- 1565/52.3301—ON-LINE AD-GOV DEALS--\$1,600 For addition advertisement offset by sales of government property
- 1565/52.3500- TRAVEL-- \$400 to pay for overnight stay at training and Per Diem.
- 1565/52.3700- EDUCATION AND TRAINING--\$2,000 for Electrical training for 2 Maintenance worker II employees. This electrical training course improves working knowledge of basic electricity and safety. It includes hands-on skills improvement and is specifically designed for maintenance technicians personnel working in commercial buildings

Sheriff 3300

- 3300/53.1200 ENERGY-- \$4,500 Increase

Jail Operations 3325

- 3325/53.1200 ENERGY--\$126,000 Increase City of Monroe Installed new more accurate meter resulting in higher recorded water usage.

Fire Stations & Buildings 3570

- 3570/53.1200 Energy Increase for New Fire Station #3.

