

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	
540	4550	Recyclable Operations	34.4130	Sale of Recycled Material	\$75,010	\$24,405	\$90,000	\$90,000	\$0
540	4550	Recyclable Operations	34.4160	Solid Waste Recycle Fees	\$13,352	\$4,345	\$13,000	\$13,000	\$0
540	4550	Recyclable Operations	34.4190	Other Charges	\$132,776	\$51,860	\$124,000	\$124,000	\$0
540	4550	Recyclable Operations	34.9300	Bad Check Fees	\$30	\$60	\$60	\$60	\$0
540	4550	Recyclable Operations	36.1080	Interest - Recyclables	\$16	\$5	\$20	\$20	\$0
540	4550	Recyclable Operations	38.9090	Other	\$0	\$852	\$0	\$0	\$0
					\$221,184	\$81,527	\$227,080	\$227,080	\$0

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	
540	4550	Recyclables Operations	51.1100	Regular Employees	\$102,577	\$36,229	\$88,567	\$88,909	\$342
540	4550	Recyclables Operations	51.1200	Temporary Employees	\$28,928	\$11,901	\$29,333	\$29,208	(\$125)
540	4550	Recyclables Operations	51.1300	Overtime	\$4,527	\$189	\$2,314	\$2,094	(\$220)
540	4550	Recyclables Operations	51.2100	Group Insurance	\$18,835	\$9,117	\$11,269	\$20,529	\$9,260
540	4550	Recyclables Operations	51.2200	FICA Contribution	\$8,434	\$2,900	\$7,453	\$7,323	(\$130)
540	4550	Recyclables Operations	51.2300	Medicare	\$1,972	\$678	\$1,743	\$1,713	(\$30)
540	4550	Recyclables Operations	51.2410	Defined Contribution	\$8,258	\$7,595	\$11,718	\$17,303	\$5,585
540	4550	Recyclables Operations	51.2700	Worker's Comp	\$17,167	\$6,723	\$13,734	\$17,334	\$3,600
540	4550	Recyclables Operations	51.2910	Longevity	\$0	\$175	\$0	\$0	\$0
540	4550	Recyclables Operations	52.2110	Disposal of Garbage	\$500	\$0	\$500	\$500	\$0
540	4550	Recyclables Operations	52.2123	Recycling Hauling	\$172,305	\$61,530	\$165,000	\$165,000	\$0
540	4550	Recyclables Operations	52.2240	R & M - Service Agreements	\$469	\$380	\$469	\$469	\$0
540	4550	Recyclables Operations	52.2250	R & M - Equipment	\$900	\$450	\$1,790	\$1,700	(\$90)
540	4550	Recyclables Operations	52.2320	Rental of Equipment / Vehicles	\$1,037	\$355	\$900	\$900	\$0
540	4550	Recyclables Operations	52.3200	Communications	\$800	\$204	\$800	\$800	\$0
540	4550	Recyclables Operations	52.3300	Advertising	\$3,000	\$586	\$3,000	\$2,800	(\$200)
540	4550	Recyclables Operations	52.3400	Printing & Binding	\$2,500	\$1,804	\$3,000	\$3,000	\$0
540	4550	Recyclables Operations	52.3500	Travel	\$2,100	\$0	\$2,100	\$1,100	(\$1,000)
540	4550	Recyclables Operations	52.3600	Dues & Fees	\$775	\$500	\$775	\$775	\$0
540	4550	Recyclables Operations	52.3700	Education & Training	\$900	\$0	\$900	\$900	\$0
540	4550	Recyclables Operations	52.3750	Cardboard Pick-up - Monroe	\$23,825	\$7,941	\$23,824	\$24,069	\$245
540	4550	Recyclables Operations	52.3990	Services - Uniform Cleaning	\$1,800	\$442	\$1,800	\$1,800	\$0
540	4550	Recyclables Operations	53.1100	General Supplies & Material	\$4,090	\$1,378	\$4,000	\$4,000	\$0
540	4550	Recyclables Operations	53.1200	Energy	\$7,200	\$3,028	\$7,400	\$7,400	\$0
540	4550	Recyclables Operations	53.1270	Gasoline / Diesel	\$4,836	\$2,204	\$3,940	\$6,247	\$2,307
540	4550	Recyclables Operations	53.1400	Books & Periodicals	\$67	\$67	\$67	\$67	\$0
540	4550	Recyclables Operations	53.1600	Small Equipment	\$4,802	\$4,175	\$4,675	\$500	(\$4,175)
540	4550	Recyclables Operations	53.1700	Other - Uniforms	\$748	\$63	\$450	\$450	\$0
540	4550	Recyclables Operations	53.1750	Vehicle / Equipment Parts	\$7,500	\$1,239	\$7,500	\$7,500	\$0
540	4550	Recyclables Operations	54.2500	Equipment	\$110,320	\$0	\$0	\$0	\$0
540	4550	Recyclables Operations	55.1005	Free Service	\$3,821	\$718	\$4,188	\$4,000	(\$188)
540	4550	Recyclables Operations	58.1200	Capital Lease (Principal)	\$0	\$0	\$0	\$12,899	\$12,899
540	4550	Recyclables Operations	58.2200	Capital Lease (Interest)	\$0	\$0	\$0	\$742	\$742
					\$544,993	\$162,571	\$403,209	\$432,031	\$28,822

**SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018**

Fund:	Solid Waste & Recycling
Department Name :	KWB & Recycling Center
Budget Unit:	4550

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

We are currently operating with a very old conveyor system that could have mechanical issues at any time. The cost of some of these repairs could be significant. We plan to have the conveyor system serviced as well as any minor maintenance that needs to be done, but we wanted to make aware the potential issue we may face in the near future.

City of Monroe will be increasing the cost to service our Cardboard accounts in FY2018 by \$245.04, bringing the total for FY2018 to \$24,069.44.

Stromwater Education for Phase II MSD4 Compliance: KWB continues to have responsibility of providing educational programs and information to keep Walton County in compliance.

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

Fund:	<u>Solid Waste & Recycling</u>
Department Name :	<u>KWB & Recycling</u>
Budget Unit:	<u>4550</u>

Mission Statement

KWB strives to assist Walton County Georgia in becoming a cleaner and more sustainable community through education, public/private partnership and volunteer support. We promote and encourage good stewardship of our natural resources when dealing with the environmental challenges we face in our county and region.

Goals

The goal of KWB and the Walton County Recycling Center is to educate citizens on environmental issues and to provide volunteer opportunities that also help educate the participants. We strive to provide our citizens with good solid waste management options which also promotes recycling as a positive alternative to landfilling.

Objectives

We will continue to provide education in the schools through our video as well as personal programs and projects. We will work through KWB, Inc. volunteer network to assist county with goals and reporting requirements, continue service to 49 Cardboard accounts and 72 Office Paper accounts and to recycle as many items as we can and return profits to Walton County. We will participate in festivals and/or parades that are available to us.

**Accomplishments and Improvements
Fiscal Year 2018**

Fund: Solid Waste & Recycling
Department Name : KWB & Recycling
Budget Unit: 4550

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

- *Restructuring of staff due to Director's retirement.
- *Added 2 Cardboard accounts, with 1 being a roll off account.
- *Refurbished the storage cage for our #1 & #2 Plastic recycling.
- *For the first time we combined paint collection, document destruction and shoe recycling as part of our annual America Recycling Day event.
- *Judith Gordy received donation from Loganville Rotary for desk side container for Loganville Middle school.
- * Took measures to insure the safety of our citizens while unloading on the pad.

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

- *We added 2 Cardboard accounts as well as 2 Office Paper accounts.
- *We partnered with a neighboring County to save Walton County money in our household batteries recycling program.
- *In an attempt to save money for the County on the cost of hauling the Scrap Metal, we began selling our Scrap Metal & Vehicle Batteries locally.
- *We added traction to our recycling drive through to insure the safety of Walton County citizens.
- *New baler was purchased.
- *We marketed our #1 & #2 Plastics to a new company increasing the revenue from our Plastics

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

- *Focus on adding new Cardboard accounts.
- *Ramp up our efforts to market our recyclables to new end markets.
- *Strive to gain better access into our schools for recycling program and/or field trips to the Recycling Center.
- *Improve community outreach.
- *Continue to add new recycling opportunities to our annual events that will best serve Walton County citizens.

**Performance Measures
Fiscal Year 2018**

Fund:	<u>Solid Waste & Recycling</u>
Department Name :	<u>KWB & Recycling</u>
Budget Unit:	<u>4550</u>

Please list Performance Measures

Type of Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
<i>Rivers Alive</i>	300	300	225	225	300
<i>Continue partnership with the City of Monroe for servicing our Cardboard account.</i>	46	43	45	49	50
<i>Maintain educational programs and community awareness and reporting.</i>	5000	5000	5000	5000	5000

**Changes in Services
Fiscal Year 2018**

Fund:	<u>Solid Waste & Recycling</u>
Department Name :	<u>KWB & Recycling</u>
Budget Unit:	<u>4550</u>

Explain and justify any proposed changes in service your department plans to make in the next fiscal year. Use additional pages if necessary.

No expected changes to our services at this time.

Estimated cost of new service or program

Estimated revenue or cost savings of new service or program

Cost of Program			
Personnel			
Benefits			
Operating Expenditures			
Supplies			
Contracted Services			
Capital Outlays (Use capital worksheet for each capital project for building, vehicles capital equip)			
Total	0	Total	0

**Temporary and Seasonal Positions
Fiscal Year 2018**

Fund: *Solid Waste & Recycling*
 Department Name: *KWB & Recycling*
 Budget Unit: *4550*

Position Title	FY 17			FY 18			Justification/Explanation for Request
	# of Positions	Position Type	Annual Hours	# of Positions	Request Type	Annual Hours	
<i>Maintenance</i>	<i>1</i>	<i>PT-WB</i>	<i>1500</i>	<i>1</i>	<i>PT-WB</i>	<i>1350</i>	<i>*no insurance but AL & SL</i>
<i>Recycling Attendant</i>							<i>*hour rate=\$11.78</i>
<i>Bud Lawrence</i>							<i>*year salary=\$15,903</i>
							<i>*This position assists with all tasks and serves as a floater as needed to cover illness and leave time.</i>
							<i>*Request that this position remain the same for 'FY18</i>
<i>Total</i>						<i>1350</i>	

Position Type : S= Seasonal

T= Temporary Employee (Position lapses at end of FY 17; must request temporary position to continue in FY 18)

Annual Hours

The number of hours budgeted for each position for FY 17 or requested for FY 18
 For example, the annual hours for a 10 hour per week position is 520 (20 hour per pay period X 26 pay periods = 520)

Request Type

CS = Current Service
 NI = New Initiative or Change in Service
 G = Grant

**Unscheduled Overtime
Fiscal Year 2018**

Fund:
Department Name:
Budget Unit:

Solid Waste & Recycling
KWB & Recycling
4550

POSITION TITLE	# IN THIS POSITION	TOTAL # HRS OT	AVG HRLY RATE	TOTAL OVERTIME COST FOR THIS POSITION
<i>Recycling Maintenance</i>	1	42	<i>Regular=\$10.27</i>	
Hunter Baldwin			<i>OT=\$15.41</i>	\$647
<i>Recycling Maintenance</i>	1	42	<i>Regular=\$10.27</i>	
Samuel Juhan			<i>OT=\$15.41</i>	\$647
<i>Recycling Crew Leader</i>	1	36	<i>Regular=\$14.81</i>	
Charlie Dorsey			<i>OT=\$22.22</i>	\$800
<i>Total Unscheduled OT</i>		120		\$2,094

Justification: Attach additional pages if necessary.

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: Solid Waste & Recycling
Department Name: KWB & Recycling
Budget Unit: 4550

Type of Contract (service, maintenance, etc)	Vendor Name	New or Continuation for FY 2017	Number months in FY 2018	Total FY 2018 Amount	Description/Purpose of Agreement, Lease or Contract	Account #	Account Title
Copy Machine	Milner	\$180.00	12	\$180	Service on Copier	52.2240	R&M Service Agreement
Time Clock	Georgia Time						
	Recorder Co., Inc.	\$289	12	\$289	Service & Maintenance of Time Clock	52.2240	R&M Service Agreement
				\$469			

Additional Details as needed:

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

Budget Explanations for FY 2018 Budget

51.1100 We are requesting a change in status for our Recycling Crew Leader position to a Recycling Crew Supervisor position. We are also requesting a change in status for our Temporary Clerical position to a Part-Time Clerical position.

52.3600 We request that this line item remains at \$775. This covers our dues to Keep Georgia Beautiful, Georgia Recycling Coalition, and Keep America Beautiful.

52.3700 We request that this line item remains at \$900. This amount will cover the registration fees for the three conferences being held in FY2018 by Keep Georgia Beautiful and the Georgia Recycling Coalition. These conferences are held for the training and education of Directors from all state affiliates and are required to remain in good standing with Keep America Beautiful. See attachments for the available information on FY2018 conferences.

52.3500 We decreased this line item by \$1000 dollars down to \$1100. This will cover the travel costs of food, lodging and transportation. See attachments for the available information on FY2018 conferences.

Kenny Sargent

From: Gloria Hardegre ghardegre@mindspring.com
Sent: Wednesday, February 08, 2017 11:30 AM
To: 'Kenny Sargent'
Subject: RE: Conferences and Dues
Attachments: 2016- Attendee Registration-Final-2.pdf

For rooming fees, I have attached the conference registration form from last year; it should be the same this year.
Gloria

From: Gloria Hardegre [<mailto:ghardegre@mindspring.com>]
Sent: Wednesday, February 08, 2017 11:28 AM
To: 'Kenny Sargent'
Subject: RE: Conferences and Dues

*52,300 Dues + Fees
52,3700 Education + Training*

Hi Kenny –No problem.
Dues for the July 2017-June 2018 member year will be \$200 for the Gov't/Non-Profit Level-this is a \$25 increase over last year (first time in 10 years we have increased dues across the board) The Annual Conference in September will be \$335.00 for members before the early deadline- same as last year as far as I know now!
Other meetings like the Semi-Annual Training meeting vary based on real costs (this year it is \$105 for members); not sure in Spring 2018 yet.

Does that help?
Thanks, Gloria

Look forward to seeing you more often!

From: Kenny Sargent [<mailto:kenny.sargent@co.walton.ga.us>]
Sent: Wednesday, February 08, 2017 11:00 AM
To: ghardegre@mindspring.com
Subject: Conferences and Dues

Hey Gloria,

I hate to be a pain again this year but it is budget time again and I am required to show documentation of requested funds. Would you please send me a quote on the costs of annual GRC dues and GRC conference registrations?
Things have finally settled down here in Elaine's absence and I aim to be at as many conferences as possible this upcoming year.

Hope all is well!

Thanks,

5a. 3000 Duval + Area \$22,3500 Travel

Georgia Recycling Coalition 25th Annual Conference Registration Form

25th Annual Georgia Recycling Coalition Conference

Circle Appropriate Option/Complete Contact
Info Below

September 18-21, 2016

EARLY DEADLINE is August 18, 2016

HOTEL REGISTRATION

King & Prince Beach Resort
www.kingandprince.com

Reservations by phone: (800) 342-0212

ATTENDEE REGISTRATION

If Registered by August 18th
GRC Member \$335
Non-Member \$385
KAB Directors/Staff* \$315

Group Block: *Georgia Recycling Coalition*
(Block is for Sun Sept 18 - Tues Sept 20;
Check in at 4:00 PM/Check out 11:00 AM)

Reservations online:

<http://www.kingandprince.com/group-reservations.aspx>

Click Group Reservations/Group Code is:
recycle (case sensitive)

Room Rates:

Standard \$110
Resort View \$120
Ocean View \$133
Ocean Front \$143
GA state sales tax is 5%, Glynn room tax is 5%,
and local tax is 1% for a total of 11%
GA Transportation Fee - \$5 per room night

After August 18th early deadline
GRC Member \$360
Non-Member \$410
KAB Directors/Staff* \$335
*(Attendee must be GRC member to receive this discount)

ONE DAY ATTENDANCE

Mon, September 19 \$200
Tues, September 20 \$200
Wed, September 21 \$150

Reservation deadline: August 18th, 2016

Conference Fee Payment Info

Checks made payable to GRC and mailed to:
Georgia Recycling Coalition PO Box 550667
Atlanta, GA 30355

Questions (?) 404.634-3095 or
garecycles@mindspring.com
FAX # 404.350.8780

Pay online at:

www.georgiarecycles.org

(Click About GRC, then GRC Events-Annual
Conf)

We are able to take credit cards only
via online registration; our staff cannot handle
credit card payments for you, but we can invoice
you if necessary via our PayPal Pro account.

Conference Cancellation Policy: Refunds less a \$75
administration fee will be made upon written request
received prior to September 1, 2016. No refunds will be
made after this date. All refunds will be mailed after the
conference. Substitute attendees may be made at any
time before September 1, 2016 provided written notice is
provided to Georgia Recycling Coalition.

Organization: _____
Phone: _____ Fax: _____
Email: _____
Address: _____
Address: _____
City, State, Zip: _____

Kenny Sargent

52,300 Dues + \$200

From: Meagan Whitehead <meagan.whitehead@kgbf.org>
Sent: Friday, February 10, 2017 4:16 PM
To: Kenny Sargent
Subject: Re: KGB Dues

Hi Kenny,

I'm glad to here things are settling for you!

Here is the outlook for this year:

KGB Affiliate Annual Dues: \$200

For conference and annual banquet pricing:

We are restructuring a bit this year, and will be holding an extended (4-day instead of the usual 3-day) conference in Jekyll Island, June 5-8. We will then be conducting one-day regional sessions around the state in September to bring affiliates together in a smaller setting, closer to home. We will cap with a separate annual awards banquet later in the year (late Oct/early Nov). With these changes, we are still putting together expected costs per event.

For the conference in Jekyll, I should have a better idea on costs next week, as I am still ironing out some details with the hotel. Last year, the Jekyll conference registration fee was \$195. I don't imagine it will go up much more than that with the added day, but it may. \$215 is the best estimated figure I have as of today for that conference. Again, I can follow up next week with a more concrete idea of cost. I can, however, let you know that the room rate at Jekyll Island Club Hotel will be \$188.70/night (\$150 room rate, plus taxes & fees).

Unfortunately, I do not have an idea on what the cost will be for the one-day regional session in September, or if there will be a cost at all. If there is a cost, it should be fairly inexpensive, as there will be no hotel and conference fees associated. We are still very much in the brainstorming process with this event.

For the Annual Awards Banquet, last year, it was \$75 a ticket for Affiliates. We are looking at an alternate venue this year, but we expect ticket prices to be similar this year.

I hope this helps. If you need anything more formal, let me know!

-Meagan

Meagan Whitehead
Program Coordinator
Keep Georgia Beautiful Foundation
60 Executive Park South, NE
Atlanta, GA 30329
404-679-1580

meagan.whitehead@kgbf.org

Judith Gordy

53,1400 Books + Periodicals

From: Jeannine Lee <Jeannine.Lee@waltontribune.com>
Sent: Tuesday, February 07, 2017 3:10 PM
To: Judith Gordy
Subject: Re: Budget time!

Importance: High

Good afternoon~ Great hearing from you!

Subscription for a year is as follows....
\$67.00 if delivered
\$70.00 if mailed

Thanks! :)
Jeannine Lee
Walton Tribune
Advertising Specialist
770-267-2902
jeannine.lee@waltontribune.com

On Feb 7, 2017, at 1:56 PM, Judith Gordy wrote:

Hey Jeannine,
Need a quote for the Newspaper subscription for Fiscal year
July 2017-June 2018?
Thanks,
Judith Gordy, Recycling Program Assistant
Keep Walton Beautiful / Recycling Center
2051 Leroy Anderson Road
Monroe, Ga. 30655
770-267-1443
770-267-1423 fax

--
This message has been scanned for viruses and
dangerous content by MailScanner and is
believed to be clean.

Georgia Time Recorder Co., Inc.

Invoice

722 Collins Hill Road NE
 Suite H #283
 Lawrenceville, GA 30046
 770 441-2879

*52.2440
 R + M Service Agreement*

Date	Invoice #
2/10/2017	26472

Bill To
 Walton County Government
 Attn: Accounts Payable
 2051 Leroy Anderson Rd
 Recycle Plant
 Monroe, GA 30655

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project	
PMA	On Receipt		2/10/2017	UPS			
Quantity	Item Code	Description				Price Each	Amount
1	PMA	Preventive Maintenance Agreement for Amano MJR7000 S/N: 343021771 March 1, 2017 through February 28, 2018 Sales Tax, State-Counties-Municipalities				289.00	289.00
					0.00%	0.00	
Celebrating over 30 years in time management!						Total	\$289.00



Post Office Box 1249 • Monroe, Georgia 30655
Telephone 770-267-7536

Greg Thompson, Mayor
L. Wayne Adcock, Vice Mayor

52.3750 Cardboard P/A City of Monroe

February 8, 2017

Walton County Clean and Beautiful
Attn: Kenny Sargent
2051 Leroy Anderson Road
Monroe, GA 30655

Dear Mr. Sargent:

In reviewing the intergovernmental contract for recyclable cardboard pickup and delivery I noticed that one of the customers (Walton EMC) has another additional dumpster (from two to three).

According to the contract when we increase the number of dumpsters picked up at a location, your fee will increase.

This is to notify you that effective for your July billing (August 1, 2017) your bill will increase by \$20.42 a month. Your new fee will be \$2,005.79 a month (\$24,069.44 a year).

If you should have any questions, please contact me at 770-266-5142.

Sincerely,

Danielle M. Dills

Danielle M. Dills
City of Monroe
Administrative Assistant

DMD

CC: Danny P. Smith, Solid Waste Director

Councilmembers: Larry A. Bradley • Myoshia Crawford • Norman Garrett
Nathan Little • Lee P. Malcom • Nathan Purvis • Jimmy Richardson

Keep Walton Beautiful / Recycling Center

Organizational Chart

Walton County Board of Commissioners
(Elected)

Keep America Beautiful, Inc.
Keep Georgia Beautiful Foundation

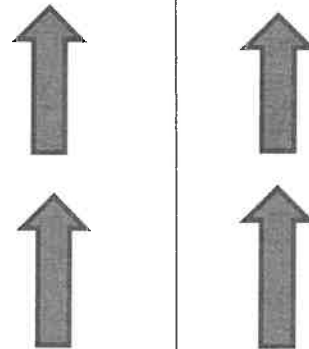
Keep Walton Beautiful, Inc. (501C)
Chairman, Board &
Project/ Program Volunteers



Customers
&
Citizens

Recycling Program Assistant:
Judith Gordy

Office Assistant-Temp. Hourly:
Shawn Michael



Recycling Crew Leader:
Charlie Dorsey

Full Time Recycling Attendant: Hunter Baldwin
Full Time Recycling Attendant: Samuel Juhan
Temp. Recycling Attendant: *Joe Snell*
Part Time Recycling Attendant: *Bud Lawrence*

Walton County Recycling Center serves the public during the following hours of operation:

Monday thru Friday 7:30 am - 3:45 pm

Saturday 7:30 am-1:45 pm