

FY 2018 REVENUE WORKSHEET

| Fund | Budget Unit | Budget Unit Title | Account | Account Title | FY 16 Final | FY 17 | FY 17 | FY 18 | Increase |
|------|-------------|-------------------|---------|----------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | | | | Budget | Current Actual | Current Budget | Requested Amount | (Decrease) |
| 100 | 7400 | Planning & Zoning | 31.6100 | Business & Occupation | \$180,735 | \$19,215 | \$200,000 | \$250,000 | \$50,000 |
| 100 | 7400 | Planning & Zoning | 32.1100 | Alcoholic Beverage License B / W | \$24,150 | \$3,000 | \$28,000 | \$29,000 | \$1,000 |
| 100 | 7400 | Planning & Zoning | 32.1230 | Logging Permits | \$0 | \$0 | \$0 | \$0 | \$0 |
| 100 | 7400 | Planning & Zoning | 32.2210 | Zoning & Land Use Fees | \$11,450 | \$5,400 | \$15,000 | \$20,000 | \$5,000 |
| 100 | 7400 | Planning & Zoning | 32.2230 | Sign Fees | \$700 | \$340 | \$700 | \$1,000 | \$300 |
| 100 | 7400 | Planning & Zoning | 32.2990 | Other | \$0 | \$0 | \$0 | \$0 | \$0 |
| 100 | 7400 | Planning & Zoning | 32.3120 | Building Inspections | \$281,151 | \$101,151 | \$270,000 | \$345,000 | \$75,000 |
| 100 | 7400 | Planning & Zoning | 34.1300 | Planning & Development Fees | \$13,564 | \$3,460 | \$20,000 | \$25,000 | \$5,000 |
| 100 | 7400 | Planning & Zoning | 34.1310 | Plat Reduction Fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| 100 | 7400 | Planning & Zoning | 34.1390 | Other | \$0 | \$0 | \$0 | \$0 | \$0 |
| 100 | 7400 | Planning & Zoning | 34.1392 | Other - Processing Fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| 100 | 7400 | Planning & Zoning | 34.1393 | Fees - Signs - Contracted | \$11,400 | \$4,900 | \$15,000 | \$17,000 | \$2,000 |
| 100 | 7400 | Planning & Zoning | 34.1400 | Printing & Duplicating | \$500 | \$19 | \$500 | \$500 | \$0 |
| 100 | 7400 | Planning & Zoning | 34.9300 | Bad Check Fees | \$50 | \$25 | \$800 | \$800 | \$0 |
| 100 | 7400 | Planning & Zoning | 35.1205 | Developers Bond Forfeitures | \$0 | \$0 | \$0 | \$0 | \$0 |
| 100 | 7400 | Planning & Zoning | 36.1060 | Interest - Code Office | \$50 | \$8 | \$50 | \$75 | \$25 |
| 100 | 7400 | Planning & Zoning | 38.9010 | Misc. Revenue - Copies | \$2,339 | \$1,743 | \$2,000 | \$4,000 | \$2,000 |
| 100 | 7400 | Planning & Zoning | 38.9020 | Reimbursement - Expenses | \$161 | \$670 | \$0 | \$0 | \$0 |
| | | | | | \$526,250 | \$139,931 | \$552,050 | \$692,375 | \$140,325 |

FY 2018 EXPENSE WORKSHEET

| Fund | Budget | | Account | Account Title | FY 16 | FY 17 | FY 17 | FY 18 | Increase |
|------|--------|-------------------|---------|-----------------------------|------------------|------------------|------------------|------------------|-----------------|
| | Unit | Budget Unit Title | | | Final Budget | Current Actual | Current Budget | Requested Amount | (Decrease) |
| 100 | 7400 | Planning & Zoning | 51.1100 | Regular Employees | \$339,664 | \$137,851 | \$354,726 | \$374,707 | \$19,981 |
| 100 | 7400 | Planning & Zoning | 51.1300 | Overtime | \$680 | \$0 | \$840 | \$840 | \$0 |
| 100 | 7400 | Planning & Zoning | 51.2100 | Group Insurance | \$79,520 | \$18,868 | \$55,315 | \$86,676 | \$31,361 |
| 100 | 7400 | Planning & Zoning | 51.2200 | FICA Contribution | \$20,923 | \$8,311 | \$22,258 | \$23,476 | \$1,218 |
| 100 | 7400 | Planning & Zoning | 51.2300 | Medicare | \$4,893 | \$1,944 | \$5,205 | \$5,490 | \$285 |
| 100 | 7400 | Planning & Zoning | 51.2410 | Defined Contribution | \$32,489 | \$24,538 | \$29,704 | \$45,140 | \$15,436 |
| 100 | 7400 | Planning & Zoning | 51.2700 | Worker's Comp | \$8,859 | \$3,475 | \$7,099 | \$8,960 | \$1,861 |
| 100 | 7400 | Planning & Zoning | 51.2910 | Longevity | \$3,220 | \$3,430 | \$3,430 | \$3,940 | \$510 |
| 100 | 7400 | Planning & Zoning | 52.1231 | Consulting - Land Use Plan | \$4,000 | \$100 | \$33,000 | \$3,000 | (\$30,000) |
| 100 | 7400 | Planning & Zoning | 52.1250 | Mapping | \$2,000 | \$0 | \$3,000 | \$1,500 | (\$1,500) |
| 100 | 7400 | Planning & Zoning | 52.2210 | R & M - Vehicles | \$0 | \$0 | \$800 | \$800 | \$0 |
| 100 | 7400 | Planning & Zoning | 52.2240 | R & M - Service Agreements | \$1,131 | \$465 | \$2,940 | \$2,700 | (\$240) |
| 100 | 7400 | Planning & Zoning | 52.3200 | Communications | \$4,950 | \$2,879 | \$5,200 | \$5,200 | \$0 |
| 100 | 7400 | Planning & Zoning | 52.3300 | Advertising | \$560 | \$310 | \$1,000 | \$1,000 | \$0 |
| 100 | 7400 | Planning & Zoning | 52.3400 | Printing & Binding | \$2,520 | \$2,223 | \$3,000 | \$3,500 | \$500 |
| 100 | 7400 | Planning & Zoning | 52.3500 | Travel | \$5,905 | \$2,436 | \$5,820 | \$9,271 | \$3,451 |
| 100 | 7400 | Planning & Zoning | 52.3600 | Dues & Fees | \$1,761 | \$673 | \$2,500 | \$2,500 | \$0 |
| 100 | 7400 | Planning & Zoning | 52.3700 | Education & Training | \$9,208 | \$4,189 | \$9,208 | \$11,157 | \$1,949 |
| 100 | 7400 | Planning & Zoning | 52.3960 | Other Misc. Fees Refunded | \$800 | \$0 | \$800 | \$800 | \$0 |
| 100 | 7400 | Planning & Zoning | 52.3990 | Services - Uniform Cleaning | \$1,600 | \$1,265 | \$4,100 | \$4,100 | \$0 |
| 100 | 7400 | Planning & Zoning | 53.1100 | General Supplies & Material | \$6,050 | \$2,277 | \$4,500 | \$5,500 | \$1,000 |
| 100 | 7400 | Planning & Zoning | 53.1270 | Gasoline / Diesel | \$12,182 | \$3,527 | \$11,001 | \$8,314 | (\$2,687) |
| 100 | 7400 | Planning & Zoning | 53.1400 | Books & Periodicals | \$1,795 | \$483 | \$1,795 | \$2,500 | \$705 |
| 100 | 7400 | Planning & Zoning | 53.1600 | Small Equipment | \$1,015 | \$113 | \$1,015 | \$2,747 | \$1,732 |
| 100 | 7400 | Planning & Zoning | 53.1700 | Other - Uniforms | \$761 | \$306 | \$2,000 | \$2,500 | \$500 |
| 100 | 7400 | Planning & Zoning | 53.1750 | Vehicle / Equipment Parts | \$3,179 | \$461 | \$4,840 | \$4,840 | \$0 |
| 100 | 7400 | Planning & Zoning | 54.2200 | Vehicles | \$0 | \$0 | \$0 | \$40,000 | \$40,000 |
| 100 | 7400 | Planning & Zoning | 54.2500 | Equipment | \$0 | \$0 | \$0 | \$8,129 | \$8,129 |
| | | | | | \$549,665 | \$220,124 | \$575,096 | \$669,287 | \$94,191 |

SIGNIFICANT ISSUES FACING THE DEPARTMENT
Fiscal Year 2018

| | |
|-------------------|--------------------------|
| Fund: | 100 |
| Department Name : | Planning and Development |
| Budget Unit: | 7400 |

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

Due to the increase in building and development along with the fact that the department has been operating for the last few years with minimal staff and minimal operating expenses; providing adequate materials, equipment and training will result in an increase in the overall budget. However the increased revenue collected by the department should help offset these increases.

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

| | |
|--------------------------|---------------------------------|
| Fund: | <u>100</u> |
| Department Name : | <u>Planning and Development</u> |
| Budget Unit: | <u>7400</u> |

Mission Statement

To guide and regulate the orderly growth, development, redevelopment and preservation of Walton County in accordance with a well considered comprehensive plan and with long-term objectives, principles and standards deemed beneficial to the interest and welfare of the citizens of Walton County.

Goals

To keep current all filing, administrative processes and maintain the current level of services.

Objectives

To provide adequate, professional service in regard to planning, zoning, building plans review, building inspections, development plan review, development inspections, issuance of business license, code enforcement, and issuance of alcoholic beverage license.

**Accomplishments and Improvements
Fiscal Year 2018**

| | |
|--------------------------|---------------------------------|
| Fund: | <u>100</u> |
| Department Name : | <u>Planning and Development</u> |
| Budget Unit: | <u>7400</u> |

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

The department has 2 new employees that were hired in the last quarter of 2016 that are being cross trained. All other administrative personnel are cross trained and can perform any administrative duties pertinent to the department.

The department has continued to work with the Tax Commissioner in ensuring that personal property advalorem taxes are paid prior to the issuance of an Occupational Tax Certificate. The department has also worked with the Tax Assessor's Office and the Stormwater Department to develop GIS for the county.

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

The department to date has successfully managed and facilitated the Baxalta (Baxter) Pharmaceutical development which is one the largest of its kind in the Southeastern United States. We have had several personnel obtain ICC certifications.

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

The department will continue to cross train in all areas to ensure adequate professional service is available to the citizens of Walton County. We will continue to amend and update our ordinances to ensure that the best interest and welfare of our citizens is addressed.

**Performance Measures
Fiscal Year 2018**

| | |
|--------------------------|---------------------------------|
| Fund: | <u>100</u> |
| Department Name : | <u>Planning and Development</u> |
| Budget Unit: | <u>7400</u> |

Please list Performance Measures

| Type of Measure | FY 2014 Actual | FY 2015 Actual | FY 2016 Actual | FY 2017 Estimated | FY 2018 Estimated |
|--|-------------------|-------------------|-------------------|----------------------|----------------------|
| 1) Reduce the number of errors found be outside auditors | | | | | |
| 2) Staff Meetings each month | | | | | |
| 3) Maintain certifications and status with the following agencies: | | | | | |
| GA Assoc. of Code Enforcement | | | | | |
| GA Assoc. of Zoning Administrators | | | | | |
| GA Business Tax Officials | | | | | |
| Soil & Water Conservation | | | | | |
| International Code Council | | | | | |
| GA Assoc. of Building Officials | | | | | |
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**Unscheduled Overtime
Fiscal Year 2018**

Fund: 100
 Department Name: Planning and Development
 Budget Unit: 7400

| POSITION TITLE | # IN THIS POSITION | TOTAL # HRS OT | AVG HRLY RATE | TOTAL OVERTIME COST FOR THIS POSITION |
|--------------------------|--------------------|----------------|---------------|---------------------------------------|
| Code Enforcement Officer | 3 | 40 | \$21.00 | \$840.00 |
| | | | | |
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| | | | | |
| | | | | |
| Total Unscheduled OT | | | | \$840.00 |

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: 100
 Department Name: Planning and Development
 Budget Unit: 7400

| 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 |
|--|-------------|---------------------------------|--------------------------|----------------------|---|-----------|------------------------|
| Maintenance | Xerox | New | 12 | \$700 | copy machine maintenance | 52.2240 | Maintenance Agreements |
| Maintenance | ESRI | continuation | 12 | \$1,000 | ESRI Software Maintenance | 52.2240 | Maintenance Agreements |
| Maintenance | Milner | continuation | 12 | \$1,000 | copy machine maintenance | 52.2240 | Maintenance Agreements |
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\$2,700

Additional Details as needed:

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

**Small Equipment Request
Fiscal Year 2018**

Fund: 100
 Department Name: Planning and Development
 Budget Unit: 7400

Specify small equipment requests. Add additional rows as needed.

| Rank | N or R * | Small Equipment Requested | Description | Quantity | Cost per Item | Total Cost |
|---------------------------------------|----------|---------------------------|-------------------------|----------|---------------|------------|
| 1 | R | Chairs | Chairs at front counter | 6 | \$275.00 | \$1,650.00 |
| 2 | N | Mats | Mats for front counter | 2 | \$113.00 | \$226.00 |
| 3 | N | MISC | Miscellaneous equipment | | | \$871.00 |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| Total Cost of Small Equipment Request | | | | | | \$2,747.00 |

* New or Replacement

Purchase of Color Copier will offset price of color cartridges for HP Printer

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: Planning and Development
 Budget Unit: 7400

Specify Vehicle requests. Add additional rows as needed.

| Rank | N or R * | Capital Equipment Requested | Description | Quantity | Cost per Item | Total Cost |
|---|----------|-----------------------------|-------------------|----------|---------------|-------------|
| 1 | N/R | truck | Ford F-150 Pickup | 2 | \$20,000.00 | \$40,000 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| Total Cost of Capital Equipment Request | | | | | | \$40,000.00 |

* New or Replacement

Project Justification:

Hired 1 additional building inspector. Have 1 vehicle that needs 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 | _____ |

Capital Equipment Request Fiscal Year 2018

Fund: 100
 Department Name: Planning and Development
 Budget Unit: 7400

Specify Capital Equipment requests. Add additional rows as needed.

| Rank | N or R * | Capital Equipment Requested | Description | Quantity | Cost per Item | Total Cost |
|---|----------|-----------------------------|--------------------|----------|---------------|------------|
| 1 | R | Color Copier | Xerox Color Copier | 1 | \$8,129.00 | \$8,129.00 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| Total Cost of Capital Equipment Request | | | | | | |

* New or Replacement

Project Justification:

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 | _____ |

| 52.3700 Education and Training | | | | | | | <u>Necessary to keep Certification</u> |
|---------------------------------------|-------------------------|------------------------------|------------------------|---------------------|---------------------------|----------------------|---|
| <u>Name</u> | <u>Position</u> | <u>Title of Class</u> | <u>Location</u> | <u>Dates</u> | <u>Tuition Fee</u> | <u>Travel</u> | |
| Mike Martin | Director | GA Assoc of Zoning Adm | Athens/undetermined | Spring/Fall | \$650.00 | \$597.00 | CEU's for ICC Certifications |
| | | GA Assoc of Code Enforcement | Athens/undetermined | Spring | \$395.00 | \$597.00 | Code Enforcement Certification |
| | | Code Classes | Unknown | Unknown | \$200.00 | \$0.00 | Continuing Education |
| | | GA Soil Erosion Classes | Unknown | Unknown | \$200.00 | \$0.00 | Soil/Erosion Certifications |
| | | per diem for travel | | | | \$150.00 | |
| Charna Parker | Asst. Director | GA Assoc of Zoning Adm | Athens/undetermined | Spring/Fall | \$650.00 | \$597.00 | CEU's for ICC Certifications |
| | | GA Assoc of Code Enforcement | Athens/undetermined | Spring | \$395.00 | \$597.00 | Code Enforcement Certification |
| | | GA Soil Erosion Classes | Unknown | Unknown | \$200.00 | \$0.00 | Soil/Erosion Certification |
| | | Code Classes | Unknown | Unknown | \$200.00 | \$0.00 | CEU's for ICC Certifications |
| | | per diem for travel | | | | \$150.00 | |
| Morgan Wheeler | Building Official | ICC Conference | Unknown | Unknown | \$390.00 | \$360.00 | CEU's for ICC Certifications |
| | | BOAG (Bldg Off. Of GA) | Unknown | Unknown | \$200.00 | \$300.00 | CEU's for ICC Certifications |
| | | Code Classes | Unknown | Unknown | \$200.00 | \$0.00 | CEU's for ICC Certifications |
| | | per diem for travel | | | | \$150.00 | |
| Matt Greer | Chief Code Enf. Officer | GA Assoc of Code Enforcement | Athens/undetermined | Spring | \$770.00 | \$597.00 | Code Enforcement Certification |
| | | per diem for travel | | | | \$150.00 | |
| Jerri Cochran | Code Enf. Officer | GA Assoc of Code Enforcement | Athens/undetermined | Spring | \$770.00 | \$597.00 | Code Enforcement Certification |
| | | per diem for travel | | | | \$150.00 | |
| Ray Johnson | Chief Development Insp | GA Soil Erosion Classes | Unknown | Unknown | \$200.00 | \$0.00 | Soil/Erosion Certification |
| | | GA Assoc of Code Enforcement | Athens/undetermined | Spring | \$770.00 | \$597.00 | Code Enforcement Certification |
| | | CPESC Certification | undetermined | | \$500.00 | | |
| | | CPESC | | | | \$600.00 | |
| | | per diem for travel | | | | \$150.00 | |
| Terry Eison | Dev. Inspector | GA Soil Erosion Classes | Unknown | Unknown | \$100.00 | \$0.00 | Soil/Erosion Certification |
| Bob Cowan | Eng. Tech | GA Soil Erosion Classes | Unknown | Unknown | \$100.00 | \$0.00 | Soil/Erosion Certification |
| | | Erosion Classes | Unknown | Unknown | \$200.00 | \$0.00 | Plan Review Certification |
| Keith Sargent | Code Enf. Officer | GA Assoc of Code Enforcement | Athens/undetermined | Spring | \$770.00 | \$597.00 | Code Enforcement Certification |
| | | per diem for travel | | | | \$150.00 | |
| Kenneth Youngblood | Inspector | Code Classes | Unknown | Unknown | \$200.00 | \$344.00 | CEU's for ICC Certifications |
| | | ICC Conference | Unknown | Unknown | \$390.00 | \$300.00 | CEU's for ICC Certifications |
| | | ICC Exams | Unknown | unkown | \$672.00 | \$0.00 | ICC Certification |
| | | per diem for travel | | | | \$150.00 | |
| Dennis Gamadanis | Inspector | Code Classes | Unknown | Unknown | \$200.00 | \$344.00 | CEU's for ICC Certifications |

