



**Annual**  
**Budget**

City of Valdosta, GA • Fiscal Year 2018

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Valdosta  
Georgia**

For the Fiscal Year Beginning

**July 1, 2016**

*Christopher P. Morrill*

Executive Director

**ORDINANCE NO. 2017-13**

**AN ORDINANCE ADOPTING THE 2017 - 2018 MUNICIPAL BUDGET**

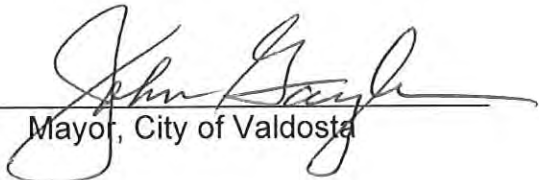
**BE IT ORDAINED** by the Mayor and Council of the City of Valdosta, and it is hereby ordained by the authority of the same as follows:

Section 1. The Annual Budget for the Fiscal Year 2017 - 2018, beginning July 1, 2017 and ending June 30, 2018, as amended, is hereby approved.


Section 2. An official copy of said Budget shall at all times be on file in the office of the Clerk of the City of Valdosta, and by reference hereto shall be part of this Ordinance and the public records of the City of Valdosta as if fully set out at length herein.

Section 3. Unless the Mayor and Council of the City of Valdosta object, amounts budgeted for specific items or purposes and not required to be utilized for such specific items or purposes, may be utilized by the City Manager for other items or purposes within the City with respect to which said allocations were originally made.

Adopted this 22<sup>nd</sup> day of June, 2017.

  
\_\_\_\_\_  
Mayor, City of Valdosta

Attest:

  
\_\_\_\_\_  
Clerk of Council, City of Valdosta



# How to Use this Budget Document

This section is intended to familiarize and assist readers with the organization and presentation layout in this Annual Budget document.

It is hoped that through clear and easily understood graphs, schedules, and accompanying narrative text, the users of the City of Valdosta's Annual Budget for the fiscal year 2017-2018 will be able to discern important economic trends and issues facing the City. Plans for dealing with these issues are presented in narrative summary style, illustrating strategies used by the City of Valdosta officials in pursuing economic and efficient solutions. These strategies are defined at the operating level through information concerning the departmental goals, objectives, and performance measurement criteria where applicable and available.

This document has been prepared with a layout that is intended to achieve the following objectives:

- To present a coherent statement of programmatic policies and goals for the City and its operating departments, with articulation of current budget priorities and issues.
- To present revenue and expenditure summaries of all appropriated funds along with:
  1. Comparisons of prior-year sources of revenue to current budget
  2. Assumptions used for current revenues
  3. Discussion of significant revenue trends
  4. Projections of fund balance
  5. Current debt obligations and decisions, and the effect of debt levels on current and future revenues of the City.
  6. The basis of budgeting used to account for the funds of the City.
- To present a description of the activities, services, and/or functions performed or delivered by the operating unit or programs of the City including the following information, where applicable and available:
  1. Objective measurement of results by unit or program, with goals and objectives for the current budget year,

# How to Use this Budget Document

2. An organization chart for all City departments and/or programs,
  3. Summary schedules of personnel, with descriptions of any significant changes in staffing or reorganizations planned for the budget year.
- To present schedules and discussions of current City debt obligations.
  - To present City of Valdosta's Capital Improvement Program and describe how it addresses the need to plan for future capital improvements.
  - To give summary schedule(s) of personnel staffing levels by department and division.
  - Finally, this budget document includes a glossary and acronym guide of key terms used in the budget.

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# Section A

Introduction



## CITY of VALDOSTA, GEORGIA

**Larry H. Hanson**  
*City Manager*

June 22, 2017

The Honorable Mayor and Council  
Valdosta, Georgia

Mayor Gayle and Members of the City Council:

In accordance with the City Manager's duties and responsibilities as outlined in the Charter of Valdosta, Chapter 3, Subchapter C Section 4.42 (3), please find herein the budget for the fiscal year ending June 30, 2018.

The FY 2018 Budget for all funds equals \$97,193,723, an increase of \$8,108,153 from the City of Valdosta budget for FY 2017. This is primarily from increases in General Fund, SPLOST VII and Water and Sewer.

Due to the current economy and the decrease in tax revenues, especially in LOST (Local Option Sales Taxes), the city has provided one cost of living increase for its employees for the past six years. Last fiscal year the City implemented funding of the Pay/Compensation Study prepared by Condrey and Associates effective October 1, 2016. This budget includes funding for the entire fiscal year as well as a 1% cost of living increase. It was the consensus of both elected and appointed officials that it was important to recognize the outstanding work of our staff and the manner in which they serve our citizens and visitors each and every day.

The majority of the city's capital projects are paid for by the Special Purpose Local Option Sales Tax (SPLOST), which is a one cent sales tax. This was approved during FY 2014 by the citizens to continue for six years. In the economic downturn, sales tax collections have slowed, which also reduces the amount of SPLOST revenue. This mechanism has been extremely beneficial in allowing the City to fund much needed capital

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projects. The list of capital projects includes sidewalks, drainage improvements, water and sewer projects including the Withlacoochee Wastewater Treatment Plant and the Withlacoochee Force Main, and more.

The tax millage rate for this fiscal year is anticipated to be 7.95. In fact the City has lowered the mileage rate 11 times in the last 21 years and the current millage rate remains one of the lowest among comparable governments. Due to diligent fiscal oversight by the individual department heads, guided by your commitment to sound financial management, we have consistently avoided the need for ad valorem tax increases, while other communities have implemented these revenue enhancement measures in order to balance their budgets. Our City also has no general obligation debt and has not incurred such debt since 1972.

The 7.95 mills will fund a full year of the Pay/Compensation Study and 1% cost of living adjustment as well as the increasing costs of necessities such as electricity, fuel and the increasing costs associated with providing quality services. Throughout the years we have expanded our services and continued to improve our citizens' quality of life. Our City continues to have among the lowest property taxes in Georgia as well as among the lowest utility rates.

### **Measurement Focus Budgeting**

To meet growing demands and maintain a low tax burden on its citizens, the City of Valdosta government proactively measures service levels and associated costs of those services.

The City is attempting to increase productivity and services by channeling funds in accordance with measurable outputs rather than fund sections and projects according to requested input. This causes both departments and the work force to focus on performance and quality of service. In view of this philosophy concerning budgeting based on service and satisfaction, it is the management's opinion that measurement of performance should be the test for evaluating efficiency of government administration and effectiveness of elected officials. Performance indicators allow City officials to measure service quality by comparing end results to objectives. Each department formulated its own objectives that set specific targets for each unit of government.

It is the City's belief that a system of measurement will generate greater productivity by measuring each department's efficiency over time. If each organization measures the result of its work, even if they do not link funding or rewards to those results, these performance indicators will shape and influence the behavior of the organization. Therefore, each department of the City reviews and updates its goals annually to ensure that they coincide with the overall goals of the City as set by the Mayor and Council. The

goals and objectives are written in such a way as to be both measurable and attainable. With these measurement tools in place we will achieve enhanced program performance and improved results of operations, and create positive influences affecting our budget preparation

The section that follows presents some of the most significant challenges Valdosta faced in preparing the budget. It also presents an analysis of the key issues the City faces in the year ahead and how the design of this budget meets these challenges.

### **Significant Challenges and Accomplishments**

The major challenge facing the City this budget year is the same as many other governmental entities are facing, that is, how to continue to provide the high quality services our citizens need and deserve and expect in the face of limited or even declining revenues. We accomplished this primarily through an account by account examination of all department budgets, limiting operating expenditure growth only to the most absolute needs. The budget fully funds the employee Health Care Clinic for employees, dependents and retirees. This is a tremendous benefit for employees as it reduces their out of pocket medical expenses and prescription expenses as well, thus saving them money.

The fund balance for the General Fund at June 30, 2016 was approximately \$2.5 million. This is a decrease in fund balance of approximately \$100,000 when compared to the prior fiscal year.

Because of the economic conditions and revenues shortfalls, we expect to end the 2017 fiscal year with a slight net gain. We were also fortunate to have built and maintained adequate fund balances. General fund reserves should be used only as needed but certainly maintaining necessary services essential to the needs and expectations of our citizens is a valid use of reserves. If it appears the current economic conditions will continue, then structural change and either budget reductions or revenue enhancements will have to be made.

Revenues have been conservatively budgeted. With the uncertainty of the national and state economy, the management of the City remains committed to not using unrealistic revenue estimates in order to balance the budget. We feel that the economic outlook for the City remains positive, as we have a strong economic pull factor (the second highest in Georgia), Valdosta State University and Moody AFB are growing and we continue add new jobs and have interest in additional new development.

### *Solid Waste*

For several years the City's Sanitation Fund was operating with a loss resulting in a total fund deficit of \$3,522,445 at the end of FY 1999. Since that time, the fund has been producing a profit until recent years due to an increase in Sanitation fees, streamlining of the department, and additional services being provided.

### *Infrastructure Improvements*

The City has completed construction on an unprecedented number of public buildings and facilities in the last several years with the trend continuing into this year. Finally, many additions to the Water and Sewer system, along with other road and signal upgrades have been accomplished in the past several years with many more planned for the upcoming year. Overall, these projects will continue to greatly benefit all citizens of Valdosta. The importance of SPLOST revenues cannot be overemphasized. We are able to "pay as we go" on all capital projects except the largest water & sewer projects. This enables us to keep our bonded debt at a minimum with no general obligation (GO) debt. The fact that the City has no GO debt is a significant achievement for a municipality of Valdosta's size.

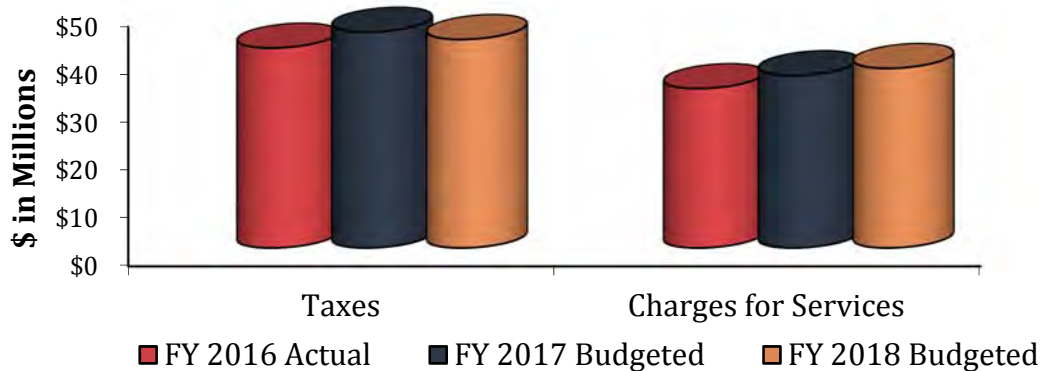
### *Utilities*

The Water and Sewer Fund is expected to have another good year, with positive cash flows and adequate fund balance. Funding for much of the upgrades to the Water and Sewer system has been financed by low interest loans from the Georgia Environmental Facilities Authority (GEFA). Use of these loans has proven to be more cost effective than issuing bond debt.

## **2017 – Revenues Sources and Budget Highlights**

The City of Valdosta expects to adopt a property tax rate of 7.95 mills. Minimal growth in the digest, along with sales tax revenue, has allowed the City to expand services within a balanced budget.

Revenues from both Taxes (\$43,552,443 projected for FY 2018) and Charges for Services (\$37,518,107 projected in FY 2018) together constitute \$81,070,550 or 87.7% of the total budgeted revenues of \$92,456,785 (less interfund transfers). These revenue sources are relatively stable and projections of revenue for the coming year are very conservative. The downturn in the national economy has hampered the growth of revenues. Although we feel that Valdosta is positioned well to weather this recession without major revenue declines, we have nevertheless projected these revenue sources very conservatively.



**Intergovernmental revenues** include federal, state, and local grant monies received by the City. The FY 2018 budget of \$2,437,817 in intergovernmental revenue is an increase from the FY 2017 budget of \$1,995,911. The City chooses to make adjustments to the budget throughout the year as the awards are made instead of budgeting for grants which have not yet been awarded. This method of budgeting for grants results in very conservative projections and prevents the revenue budget from being overstated.

**Miscellaneous revenue** includes sales of surplus property, insurance proceeds from lost or destroyed property, and revenues not properly recorded in other classifications. Miscellaneous revenues account for less than 2% of City revenues.

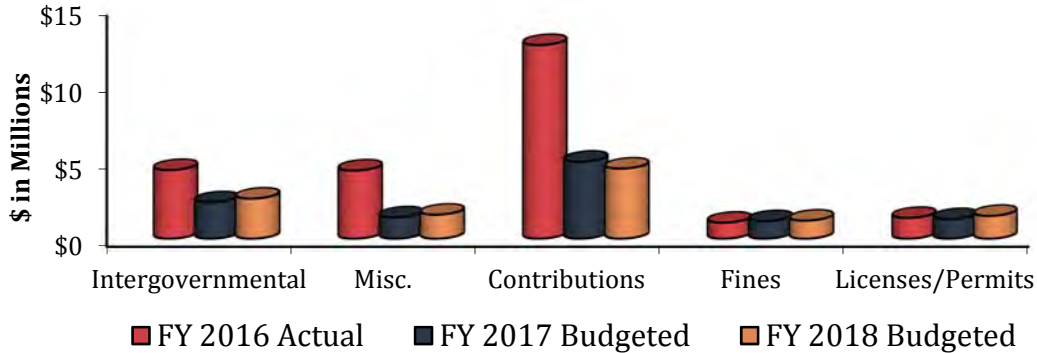
**Contributions** include payments made for perpetual care of the City’s cemetery and miscellaneous contributions made by the public and local businesses of Valdosta for various City activities. These also include capital contributions to the Water & Sewer Fund. Contributions are projected at \$4,562,956 for FY 2018 including a capital contribution of \$4,545,456.

**Fines and Forfeitures** include court fines, fees, and proceeds from the sale of judicially confiscated property. Collections have been fairly stable from fiscal years 2000 through 2017 with the FY 2018 projection at \$1,172,000. A slight increase from FY 2017 of \$1,136,806.

**License and Permits** includes building, electrical, plumbing, and business licenses and other licenses or permits of a local nature. These revenues are by nature dependent on the local economy and have been significantly impacted by the economic recession. We have attempted to budget these revenues conservatively. The FY 2018 projection of \$1,482,650 is an increase of \$212,000 from FY 2017.



**Other Sources of Funds** includes the operating transfers made between the various funds of the City, capital leases, and residual equity transfers. The operating transfers in are considered a source of funds for the receiving fund and transfers out are a use of funds in the disbursing fund. The operating transfers in for FY 2018 are \$5,388,837 compared to \$3,952,441 for FY 2017. Most of the operating transfers are transfers into the General Fund as payments for services provided to the other funds.



The table below summarizes this information:

Revenue Category	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Taxes	\$41,766,439	\$45,083,840	\$43,552,443
Charges for Services	33,312,920	36,021,384	37,518,107
Intergovernmental	4,470,185	2,368,941	2,608,652
License & Permits	1,350,116	1,270,650	1,482,650
Contributions	12,585,250	5,009,400	4,562,956
Fines & Forfeitures	1,040,157	1,136,806	1,172,000
Miscellaneous	4,439,707	1,384,912	1,559,977
<b>Total Revenues</b>	<b>\$98,964,774</b>	<b>\$92,275,933</b>	<b>\$92,456,785</b>
Other Financing Sources	5,050,182	3,952,441	5,388,837
<b>Total Revenues &amp; Other Sources</b>	<b>\$104,014,956</b>	<b>\$96,228,374</b>	<b>\$97,845,622</b>

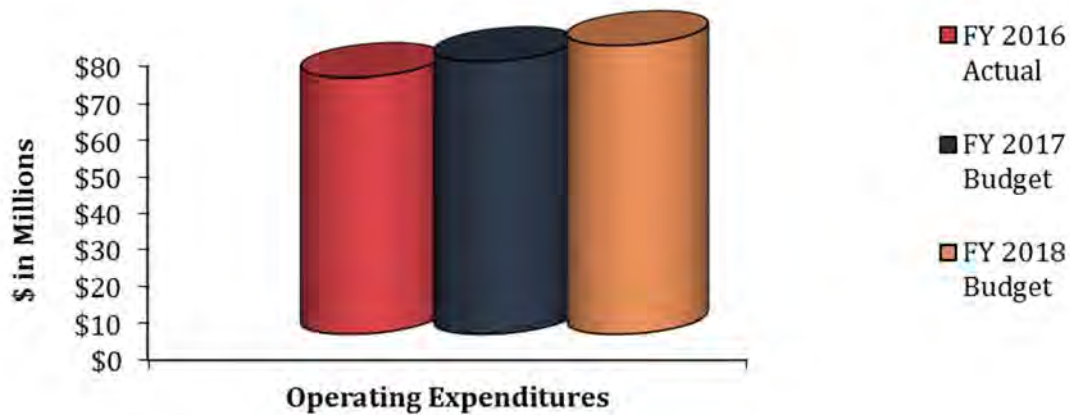


### FY 2018 Operating Expenditures and Budget Highlights

The following table provides a summary of the operating expenditures for fiscal years 2016 through 2018.

Operating Expenditures	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Personal Services	\$30,930,634	\$34,138,136	\$35,962,859
Contractual Services	9,998,040	11,160,527	11,290,345
Supplies	4,516,500	4,911,650	4,887,075
Travel & Training	376,389	604,816	650,029
Other Services & Charges	25,791,998	23,415,028	25,816,087
<b>Total Operating Expenditures</b>	<b>\$71,613,561</b>	<b>\$74,230,157</b>	<b>\$78,606,395</b>

Due to the downturn in the economy and the resulting effect upon revenue collections, the budgeted operating expenditures of the City are focused on maintaining the City's current service levels. We are committed to "living within our means" nevertheless we continue to experience increases in some costs, such as retirement and health care that follow economic and national trends. Increases in electrical rates and fuel costs continue to be a challenge city wide.



### **FY 2018 Outlook, Significant Issues and Priorities**

The outlook for Valdosta in FY 2018 remains optimistic for the general welfare of our citizens. Through the prudent use of City funds, we expect to provide the citizens of and visitors to Valdosta quality services that rival any other municipality in the State. Areas of concern continue, however, and new demands are certain to challenge the city in the new budget year. I would like to emphasize some of the issues that will take greatest priority and some strategies incorporated within this budget to meet these demands.

#### *Public Expectations vs. Public Resources*

There continues to be a desire to expand and increase services within the existing framework of revenues. To accomplish both is a continuing challenge. A continuation of community expectations for new or expanded services will require careful thought and deliberation. It will necessitate careful consideration of these demands and the additional revenues or reduction in other services required to compensate for the expansion of services.

#### *Regulatory, Environmental, and Unfunded Mandates*

New federal and state regulations, most of which are unfunded and passed along directly to local governments, have increased costs of construction and operation, and will significantly impact all future growth. Particularly in the area of water/sewer and engineering, the City will incur significant increases in costs that must be passed along to the customer.

#### *Slowing Economy/Increased Costs*

This has been a difficult year in preparing the budget. The slowing economy coupled with the need to provide quality services to the citizens has forced us to make difficult choices. While other cities have reduced their work force, furloughed employees and taken other drastic measures in order to balance our budgets, we have been able to avoid these consequences.

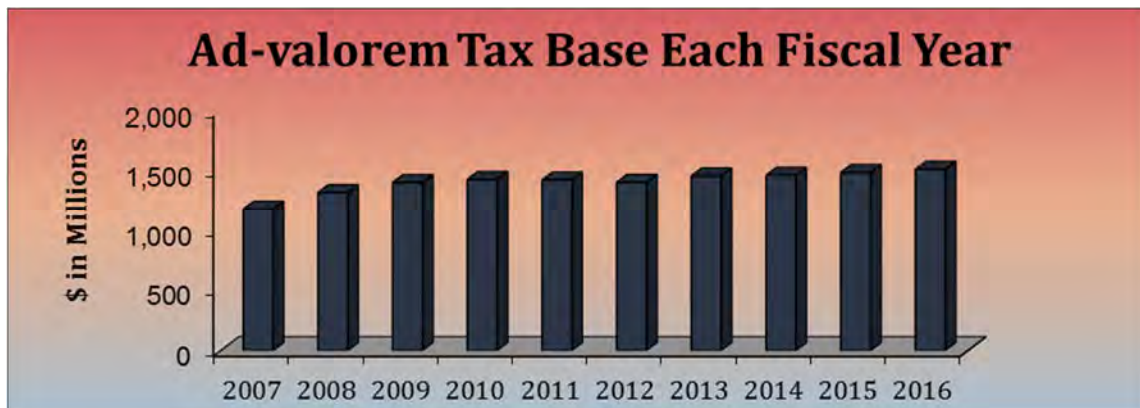
Since we do not subscribe to a “use it or lose it” approach to budgeting, we were able to ask our department heads and staff and to level funding and even reduce their requests and they were willing to do so without the fear that they would sacrifice budget dollars in the future. I commend their efforts for making these tough choices.

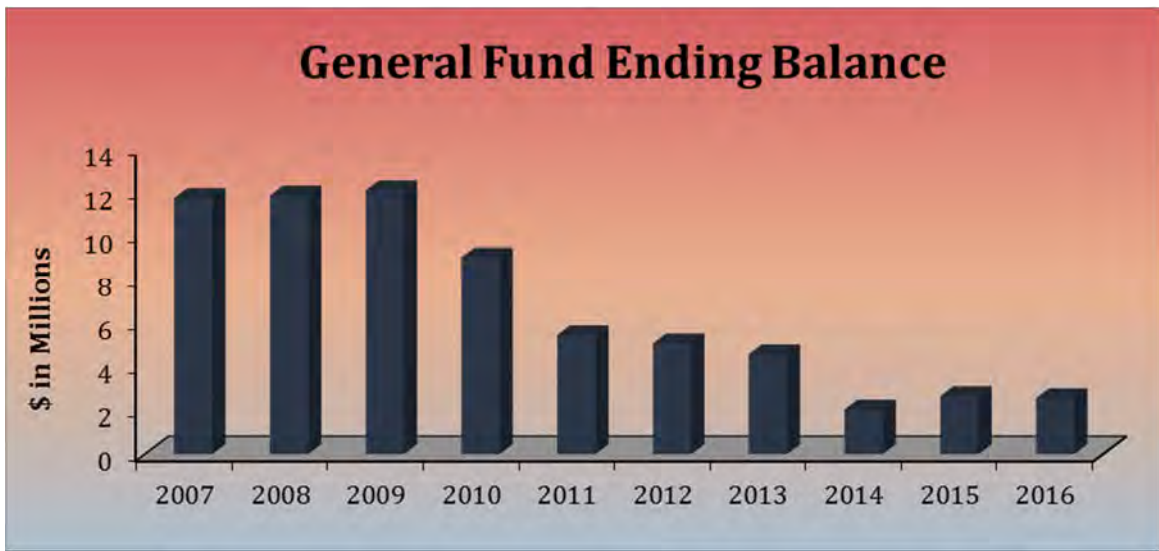
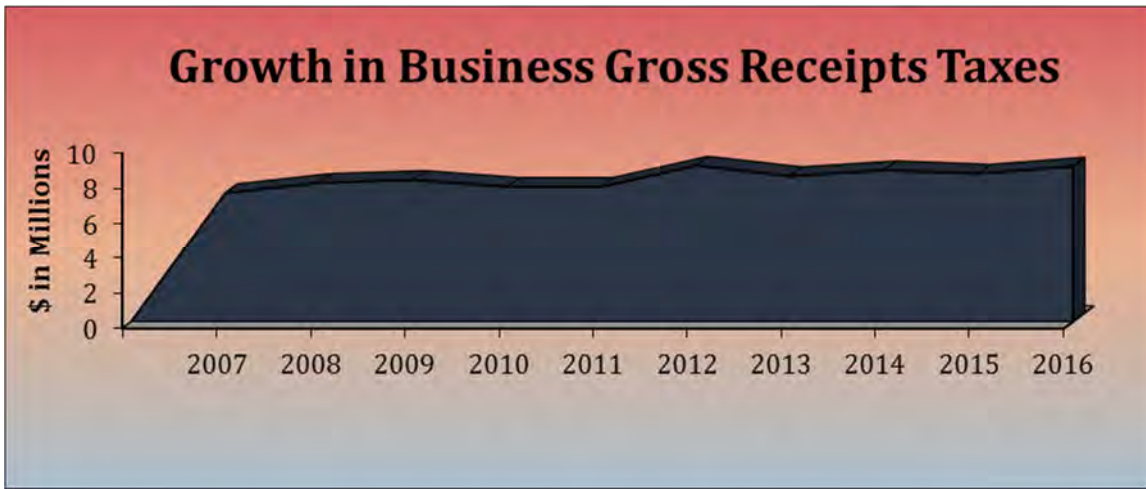
### Financial Condition

The financial condition and long term outlook for the City is generally positive. The growth trend of three primary economic indicators supports this view. Though these benchmarks are somewhat flattened for FY 2011 through FY 2017, we are confident that as the economy improves, these indicators will resume increasing as they have done in the past.

- A. Property Values – Represent growth in construction and development.
- B. Business Gross Receipts Taxes – These taxes are based on a business’ gross receipts. As the receipts from the taxes increase, it reflects the health of Valdosta’s economy.
- C. General Fund’s Ending Fund Balance – Reflects the City’s ability to meet ever increasing demands for general service while remaining financially sound and fiscally responsible by providing a buffer for short-term fluctuations in the economy.

The following graphs evaluate the growth trends of these factors.





Using the three factors noted above as monitors for evaluating the City’s financial condition and considering the City has incurred no general obligation debt since FY 1972 and has maintained a Moody’s A and Standard and Poor’s A + investment risk rating on the City’s Revenue Bonds, it is our opinion that Valdosta will be able to weather this present economic setback and still be able to provide adequate services to our citizens.

#### **Distinguished Budget Award**

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation Award to the City of Valdosta for its budget for the fiscal year beginning July 1, 2016.

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.

This award is valid for one year only. We believe our current budget document continues to conform to program requirements and are submitting this document to GFOA to determine its eligibility for another award.

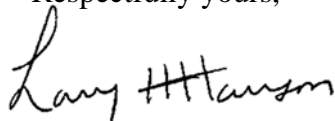
### **Conclusion**

The opportunity to improve the quality of life in Valdosta through implementation of this budget is an exciting prospect. The daily activities of conducting business with the City are going to improve with new facilities. The completion of additional projects will enhance the future delivery of services to residents. Transportation planning will accelerate projects needed to sustain economic development and growth. Utility expansion will prepare our city for future opportunities.

With many challenges and opportunities still to be met, we cannot and will not rest on our laurels. The visions of the elected officials of this city offer great promise for the future of our community. With continued support, an excellent quality of life for this and future generations will be assured.

Finally, this budget report was prepared with the assistance of each department of the City and with tremendous effort by the Budget Division of the Finance Department. To all those involved in this project, I want to express my appreciation. To the users of this document, I would encourage a detailed examination of the information provided, and I would welcome suggestions for future programs and services which may be addressed in subsequent budgets.

Respectfully yours,

A handwritten signature in cursive script that reads "Larry H. Hanson".

Larry H. Hanson  
City Manager



*Valdosta — A City Without Limits...A Region of Opportunity*



South Georgia Medical Center



Lowndes County Chamber of Commerce



Valdosta State University



The Crescent



James H. Rainwater  
Conference Center



# Valdosta, Georgia "Opportunities... A Region of Opportunity!"



**THE CITY OF VALDOSTA** is a designated Metropolitan Statistical Area. Located off of I-75, US 84, US 41, minutes from I-10, and within hours of several major east coast and gulf maritime ports. It is served by air, through General Aviation and a Commercial Airline at the Valdosta Regional Airport, and connected as a regional rail center by CSX, Norfolk Southern, and Valdosta Railway. There is also a Greyhound bus station. Valdosta is positioned between Atlanta, Georgia and Orlando, Florida on I-75. The City is equal distance between the Atlantic Ocean on the east and the Gulf of Mexico on the southwest. Valdosta covers 31.30 square miles and is situated in the Coastal Plain area of the state with gentle rolling plains averaging 233 feet above sea level.

**THE CITY OF VALDOSTA** was originally incorporated by an Act of the General Assembly of Georgia on December 7, 1860. Georgia laws 1901, Act Number 213, as amended, provided the basic charter.

**THE CITY OF VALDOSTA** is known as “**The Azalea City**” because of its plentiful plantings of azaleas that provide beautiful blooms in the spring. The city hosts an annual Azalea Festival in March. Valdosta has several sites listed on the National Historic Register including the beautiful district of Fairview.

**THE CITY OF VALDOSTA** is governed by an elected Mayor and seven council members with daily operations managed by an appointed City Manager. As authorized by its charter and code, the services provided by the City are General Government (Administration, Human Resources, Finance and Engineering), Judicial (Municipal Court), Public Safety (Police and

Fire), Public Works (Streets, Sanitation, Water and Sewer, Storm Water) and Housing & Development (Community Development and Inspections).



**THE CITY OF VALDOSTA** is Georgia's tenth largest city with a growing population of approximately 45,000 and is the county seat of Lowndes County. Moderate temperatures prevail and outdoor activities occur on a year-round basis. Extremes of temperatures are a rarity due to Valdosta's strategic location. Spring and summer seasons are extended compared to other areas of the United States. High winds seldom threaten the community and rainfall measures about 41.8 inches annually, with snow being a definite oddity. The average annual temperature in Valdosta is 68.4 degrees Fahrenheit.



**THE CITY OF VALDOSTA** is recognized as the trading, shopping, medical, and business center for a ten-county area in Georgia and Florida. Due to the strategic location, strong industrial and business opportunities, and progressive economy, Valdosta is a great place to live, work, and visit. Valdosta is benefiting from many recent expansions and additions to its growing industry with five industrial parks located within the city limits.



**THE CITY OF VALDOSTA** educational needs are met by **Valdosta State University**, a Regional University of the University System of Georgia and the third largest employer in the community. Approximately 11,375 students are enrolled each semester from Georgia counties, several states, and international countries. **Wiregrass Georgia Technical College**, a unit of the Georgia Department of Technical and Adult Education system enrolls approximately 3,246 students per semester.



**THE CITY OF VALDOSTA** high school is **Valdosta High** home of the Wildcats, nationally known for its football program. The City school system is also comprised of two middle and five elementary schools. Several private schools and special need programs are also in the area to serve the residents. Overall the City school system provides quality education to over 7,000 students annually.



**THE CITY OF VALDOSTA Moody Air Force Base** is home to the Air Force's 347th Rescue Wing and 479th Flying Fighter Training Group. Located just outside the city limits and is the largest employer in the community. Moody employs about 5000 military and civilian workers. Its economic impact upon the City region is estimated to be \$323 million and it is estimated that over 6,000 people live in the City due to its' presence.



**THE CITY OF VALDOSTA** health care is provided by **South Georgia Medical Center**, the second largest employer in the community. South Georgia Medical is a full service, acute care hospital with 418 beds. SGMC offers a full range of services to include: Ambulatory Services, Women & Children, Birthplace, Cardiology, Cardiac Rehabilitation, Community Health Promotion, Open Heart Center, Cancer Center, Diagnostic Imaging, Emergency Room, Hospice, Laboratory, Medical Library, Nursing Services, Nutrition Services, Outpatient Center, Pharmacy, Physical Therapy, Psychiatric & Chemical dependency services, Respiratory Therapy, Social Services, Diabetes and Wound Healing Clinics, Speech Therapy, Surgical Services, Volunteers, and two Walk-In Clinics.



**THE CITY OF VALDOSTA** social activities includes organized recreation programs for all ages. Residents can enjoy 505 acres of parks, 27 softball and baseball fields, 5 supervised playgrounds, and 15 tennis courts. The outdoor activities are endless, especially for hunting, fishing, water skiing, and golfing. The Valdosta area also has its own amusement park, Wild Adventures, which is a 170-acre family theme park featuring animals, rides, a water park, and shows. Valdosta provides cultural events through Valdosta State University, the Lowndes Valdosta Arts Commission and the Valdosta Symphony Orchestra. The events include plays, concerts, lectures and art exhibits. Valdosta has more than 150 churches and one synagogue to provide spiritual guidance.



**THE CITY OF VALDOSTA** provides Water and Sewer service to approximately 27,000 customers, with an average daily water consumption of 11 million gallons. Also, the City operates two wastewater treatment facilities. The system has 31 miles of sanitary sewers and over 250 miles of water mains with 2,000 fire hydrants. Georgia Power and Colquitt EMC provided electric service to approximately 20,000 customers.

**THE CITY OF VALDOSTA** has fifteen commercial banks and one savings and loan institution that serve the financial needs of the community. The City is kept safe by the 188 people employed by the police department and by the fire department that has 7 fire stations and a total of 107 employees.

\*The following are the ten largest employers in Valdosta:

Moody Air Force Base	**5,478
South Georgia Medical Center	2,559
Valdosta State University	2,311
Fresh Beginnings Inc. and Elead 1 one	1,582
Lowndes County School System	1,388
Valdosta City School System	1,270
Lowe's Distribution Center	992
Wild Adventures	900
Wal-Mart Supercenters	859
City of Valdosta	582
Lowndes County	558

\*Valdosta-Lowndes County Chamber of Commerce

\*\* Moody Air Force Base – Military & Civilian Personnel

\*The unemployment rate for Lowndes County is 4.8%.

**THE CITY OF VALDOSTA** residents are informed and entertained by one daily newspaper, five radio stations, one television station, and two television news bureaus for area stations, as well as Channel 17, the City's cable government access channel.

# City of Valdosta, Georgia

## Mission Statement

**Quality Service by Quality People**

### ***Quality with Vision***

City of Valdosta is to be known by our customers and others for responsive, efficient and high quality municipal service.

### ***What Is Our Mission? Long Term City Goals***

- Service with respect to our customers
- Continuous improvements of our relationship with our community and the news media
- Pride—in delivery of our services to our customers at all times
- Increase the approach of being “User Friendly” with the services provided by the City to our customers
- Continue to utilize technology to improve service delivery and customer service

### ***Where Are We Going? Short Term City Goals***

- CG1: Review the Land Development Regulations (LDR) for modifications to the requirements for the replacement of owner-occupied manufactured homes to include a requirement for assisting homeowners with housing options.
- CG2: Hold meetings of city elected officials and staff with the city school system and parents to identify and encourage good life decisions for our youth and to help prepare them for future success.
- CG3: Continue to work with the Metropolitan Planning Organizations (MPO), county and other entities to pursue public transportation in the Metropolitan Statistical Area (MSA) urbanized area.
- CG4: Carry out the Special Purpose Local Options Sales Tax (SPLOST) plan as amended through 2019.
- CG5: Continue to work in partnership with the Valdosta-Lowndes Development Authority and others to enhance economic development in the city and the community.
- CG6: In collaboration with the Valdosta Housing Authority, develop a plan to gain public and private support for a mixed-use housing development.

# City of Valdosta, Georgia

## Mission Statement

- CG7: Continue discussions with the Valdosta-Lowndes County Conference Center and Tourism Authority and appoint a Municipal Auditorium Steering Committee to discuss a public facility project to include funding, location, sale of Mathis Auditorium and a timeline.
- CG8: Continue to support economic development downtown in partnership with the Central Valdosta Development Authority (CVDA).
- CG9: Collaborate with community and regional leaders to continue advocacy efforts on behalf of Moody Air Force Base in support of its value to national defense and our community and seek opportunities for base growth and expansion in preparation for any potential future Base Realignment and Closure Commissions (BRAC).
- CG10: Continue to operate the city in fiscally responsible manner.
- CG11: Develop a list of transportation projects in preparation for a regional T-SPLOST for the 18-county area.
- CG12: Set up a meeting with other governments and authorities in an effort to share current activities and establish a future community-wide vision and common goals.

# City of Valdosta, Georgia

## Principal Officials

Mayor

John Gayle

Council Member – At Large  
Council Member – District I  
Council Member – District II  
Council Member – District III  
Council Member – District IV  
Council Member – District V  
Council Member – District VI

Ben Norton  
Vivian Miller-Cody  
Sandra Tooley  
Joseph Vickers  
Alvin Payton, Jr.  
Tim Carroll  
Robert Yost

City Manager

Larry H. Hanson

Assistant City Manager

L. Mark Barber

Clerk of Council  
City Attorney  
Municipal Court Judge  
City Auditor

Teresa Bolden  
George T. Talley  
Vernita Lee Bender  
Henderson & Godbee  
Certified Public Accountants

Finance Director  
Human Resource Director  
City Engineer  
Chief of Police  
Fire Chief  
Director of Sanitation/Public Works  
Director of Utilities

Chuck Dinkins  
Renessa Small  
Pat Collins  
Brian Childress  
Freddie Broome  
Richard Hardy  
Henry Hicks



# City of Valdosta, Georgia

## Description of Funds

In order to assist the reader in understanding the budget fully, what follows is a list of all the funds of the City along with a brief description of each. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

### **Governmental Funds:**

**General Fund** – (Major Fund) The principal fund of the City which accounts for all financial transactions not accounted for in other funds. Principal revenue sources are property taxes, sales taxes, fines, intergovernmental revenues, etc. Expenditures are for General Government, Public Safety, Municipal Court, Parks & Recreation, Public Works, and Community Development.

### **Special Revenue Funds**

Confiscated Assets Fund – Accounts for funds confiscated by the Police Department which are used to purchase supplies and equipment.

CDBG/CHIP 01M, 02M, 04M & 06M Grant Funds – Accounts for the receipt of grants from the Department of Community Affairs which is used to build houses for families with low to moderate income.

Local Law Enforcement Grant Fund – Accounts for an annual grant which is awarded to the Police Department based on crime statistics. The funds are generally used to purchase new equipment.

Urban Development Action Grant Fund – Accounts for receipt of grant funds from the U.S Housing and Urban Development which is used for down payment assistance to low to moderate income families.

Federal HUD Grant Fund– Accounts for entitlement grant funds received from the U.S. Department of Housing and Urban Development. These funds are used to complete a variety of community development projects meeting federal guidelines.

Accommodations Tax Fund – Accounts for motel/hotel taxes which are levied to fund the operation of the Rainwater Conference Center, the Annette Howell Center for the Arts and the Valdosta /Lowndes Tourism Authority.

# City of Valdosta, Georgia

## Description of Funds

### Capital Projects Funds

Special Purpose Local Option Sales Tax (SPLOST) VII Fund – (Major Fund) Accounts for numerous capital improvements throughout the City. Funds are collected from a 1% sales tax approved by the voters of Lowndes County for the period of January 20014 to December 2019.

Road Improvement Fund – Accounts for grant funds received from the Georgia Department of Transportation (GDOT) under the Local Maintenance & Improvement Grant (LMIG). The LMIG program provides funding for a portion of GDOT approved road projects.

Airport Development Fund – Accounts for the financing and construction of capital improvements at the Valdosta Regional Airport.

General Capital Projects Fund – Accounts for the finance of various capital improvement projects with funding primarily from General Fund revenues and grants from the Georgia Department of Transportation.

### Proprietary Funds:

#### Enterprise Funds

Sanitation Fund – (Major Fund) Established to finance and account for the cost of providing both residential and commercial trash and garbage pickup to the citizens and businesses of Valdosta.

Water & Sewer Fund – (Major Fund) Established to finance and account for the cost of providing both water and sewer services to residents and businesses of the City.

Inspection Fund – Established to finance and account for the cost of providing inspection of residential and commercial construction and regulate zoning issues within Lowndes County.

Department Of Labor Building Fund – (Major Fund) Established to account for the revenues and costs associated with the operation of the building leased to the Georgia Department of Labor.

Stormwater Fund – (Major Fund) Established to finance and account for the cost of providing storm water and drainage maintenance service to residents and businesses of the City.

Auditorium Fund – Established to finance and account for the cost of associated with the Mathis City Auditorium.

# City of Valdosta, Georgia

## Description of Funds

Motor Fuel Fund - Established to sell gasoline and diesel fuels to other nonprofit and governmental entities. Proceeds from this fund are used to defray costs of operating the City fueling center.

### **Internal Service Funds**

Motor Pool Fund – Accounts for the costs of operating a maintenance facility for the City Government’s automotive equipment. The fund purchases automotive equipment and rents the equipment to the user departments for the cost of depreciation, maintenance, fuel, and overhead. The fund is set up to break even; therefore, at the end of the year, an adjustment is done to either increase or decrease the charges made to department throughout the year.

Group Insurance Fund – Accounts for transactions related to the provision of health care benefits for permanent employees of the City. The fund generates revenue by charging each department a set premium per employee and incurs expenses when health care claims are filed and paid.

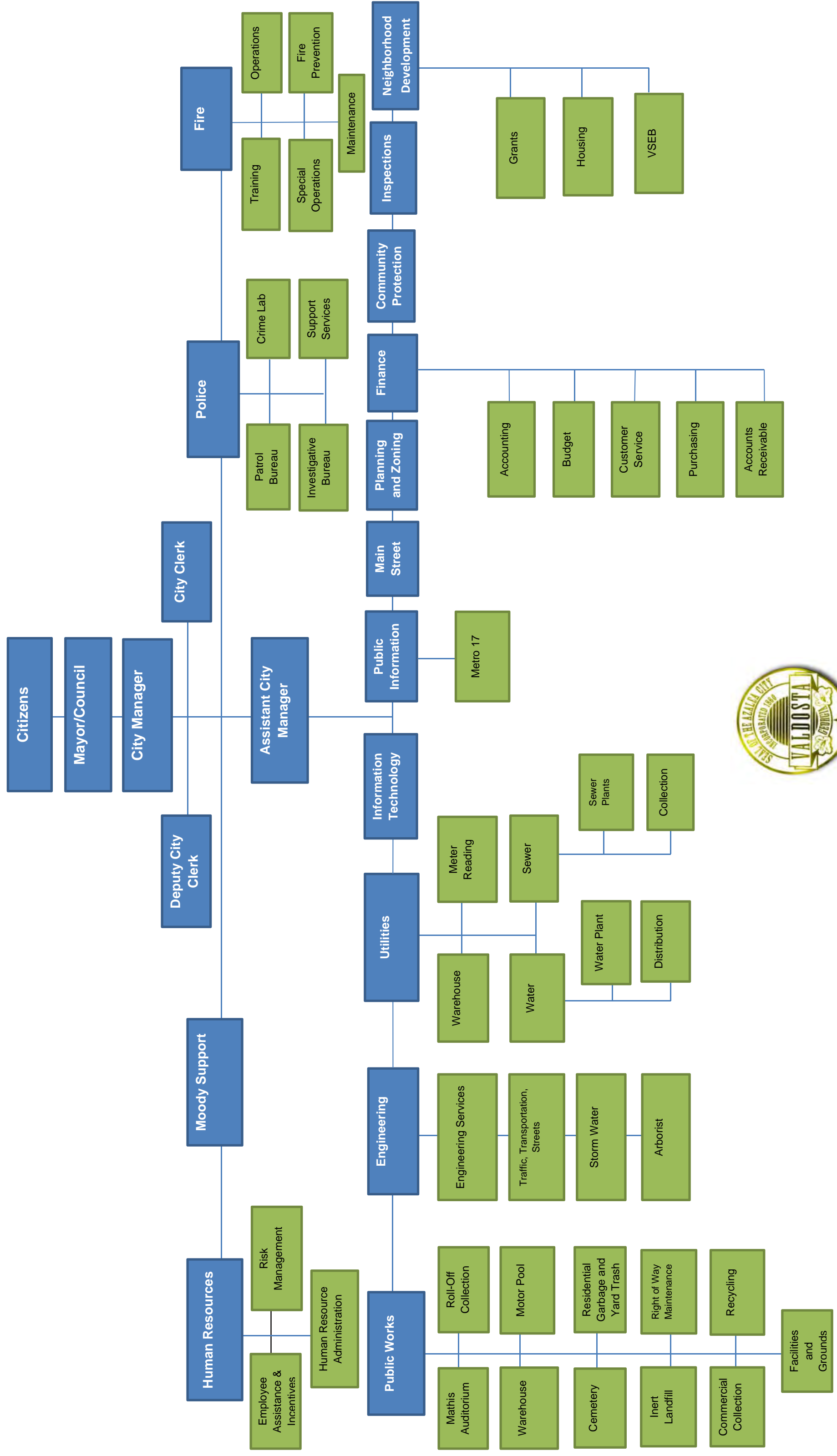
Worker’s Compensation Fund – Accounts for transactions associated with worker’s compensation claims for employees of the City. The fund generates revenue by charging each department a premium per employee, based on the job type, and incurs expenses which worker’s compensation claims are filed and paid.

Information Technology Fund – Accounts for the cost of providing information technology to the city. User departments are charged for IT services based on hours of service provided and costs incurred on their behalf.

### **Fiduciary Funds:**

#### **Trust and Agency Funds**

Cemetery Trust Fund – A non-expendable trust fund used to account for perpetual care of the Sunset Hill Cemetery with revenue generated from the sale of lots. The interest earned on investments is transferred to the General Fund which has a division responsible for the maintenance of the cemetery.



APPROVED FY 2015-2016  
ORGANIZATIONAL CHART

# Section B

Policies & Objectives

# Policies and Objectives Overview

The overall goal of the City's Financial Plan is to link what we want to accomplish over the next year with the resources which are available. Formal statements of budgetary policies and major objectives provide the foundation for achieving this goal. This section outlines the policies used in guiding the preparation and management of the City's overall budget and the major objectives to be accomplished. This section is composed of two parts:

- Budgetary Policies
- Major City Goals Work Program

## BUDGET POLICIES

The following policies guide the preparation and execution of the 2017-2018 Financial Plan:

- Financial Policy
- Cash Management
- Budget Basis for All Funds
- Tax Millage Rate
- Motor Pool Equipment Replacement
- Five Year Capital Improvement Program
- Capital Financing and Debt Management

## MAJOR GOALS SUMMARY

The Mayor and Council have set the following as goals for the City:

1. To Provide a High Quality of Life for the Residents
2. To Provide for Economic and Community Growth
3. To Provide for Capital and Infrastructure Expansion

Each of the major city goals in the work program support one of the above Mayor and Council Goals.

The budgetary process incorporates many policies in order to assure that the budget is a management plan of action for the fiscal year. The following is a summary of the City's more significant policies applied in the preparation of the annual budget.

## A. Financial Policy

The financial policy established the framework for overall fiscal planning and management. The policy set forth guidelines for both current activities and long range planning. The overall goals of the financial policy are:

**Balanced Budget** – The City is required to adopt a balanced budget each fiscal year by Georgia Code Section 36-81-3. A balanced budget is one in which the sum of estimated revenues and appropriated fund balances is equal to appropriations.

**Fiscal Conservatism** – To ensure that the City is at all times in solid financial condition, defined as:

Cash solvency – the ability to pay bills

Budgetary solvency – the ability to balance the budget

Long-run solvency – the ability to pay future costs

Service level solvency – the ability to provide needed and desired services

**Flexibility** – To ensure that the City is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

**Adherence to the Highest Accounting and Management Practices** – As set by the Governmental Accounting Standards Board and the Government Finance Officer's Association standards for financial reporting and budgeting.

## B. Cash Management

In order to maximize interest earnings, the City commingles the cash of all funds excluding the special revenue funds and permanent funds. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund. The City only invests in those instruments authorized by Georgia Code Section 36-83-4 and the City investment policy. The criteria for selecting investments and the order of priority are:

**Safety** – The safety and risk associated with an investment refer to the potential loss of principal, interest or combination of these amounts. The City only operates in those investments that are considered extremely safe.

**Liquidity** – This refers to the ability to “cash in” at any moment in time with minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the unexpected need for funds occurs.

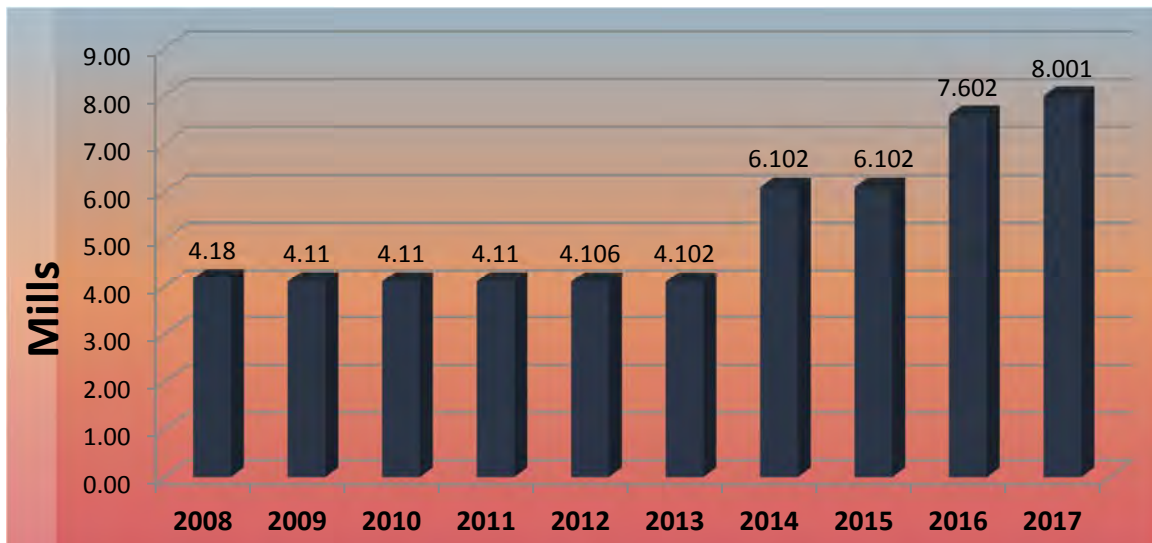
**Yield** – The yield is the potential dollar earnings an investment can provide and sometimes is described as a rate of return. The City's objective is to attain a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Yield is of secondary importance compared to safety and liquidity.

### C. Budget Basis for all Funds

The City of Valdosta utilizes the same basis of accounting for budgeting as used in the audited financial statements. The City uses an accrual basis of accounting in budgeting for the proprietary funds. Under this basis, revenues are recognized when earned and expenses are recognized when incurred, regardless of when payment is made. Also, in the Proprietary Funds, purchases of capital items (defined as items \$5,000 or more and at least a one year useful life) are not expensed when purchased but are depreciated over the life of the asset in accordance with Generally Accepted Accounting Principles (GAAP). In order to budget the purchase of capital items in these funds, the City shows an expense in the Capital Outlay account when purchased and a contra-expense in the Capital Outlay Distribution account. This produces no net effect on expenses of the fund while still showing the purchases in the income statements. The governmental funds use the modified accrual basis of accounting for the funds' revenues. Funds must be available by July 31 to be recognized as revenues. The expenditures utilize a budgetary basis which employs encumbrance accounting. If items or services are ordered but not received by June 30, the amount of the purchase is encumbered and carried forward into the next fiscal year. Capital items in these funds are expensed rather than capitalized.

### D. Tax Millage

The City's charter allows the city government to set a millage rate of up to 10 mills. From FY 2009 to FY 2011, the rate remained at 4.11 mills. In FY 2012 the millage was reduced to 4.106 and for FY 2013, Mayor and Council adopted a decreased millage rate of 4.102. The FY 2014 millage was increased for the first time in 22 years to 6.102. In FY 16 the millage rate increased but still remain one of the lowest in the state in comparable locals. In FY 18 the millage was changed due to a decrease in the digest valuation. The following graph itemizes the City's millage rate for ten years:





## **E. Motor Pool Equipment Replacement**

The City Administration and Finance Department has set a goal to replace the motor pool fleet every five years on average. This is the twentieth budget year since this plan was initiated, and the fleet continues to be replaced on a regular basis in order to keep maintenance costs to a minimum.

## **F. Five Year Capital Improvement Program**

Each department is required to develop and annually update a comprehensive capital improvement plan.

The plan provides a five year expenditure analysis of a department's need for improvements to land, buildings, and equipment. The threshold for an item to be included in the Capital Improvement Program is \$5,000 and a life greater than one year.

## **G. Capital Financing and Debt Management**

According to Georgia State law, a city's legal debt limit for general obligation debt is ten percent (10%) of the total assessed property values within the city limits. Currently, the City has no outstanding general obligation debt. Currently, the City has five loans with the Georgia Environmental Facilities Authority. The details of these loans are outlined in Section G of this document.

The debt management objectives are:

It is the policy of the Mayor/Council and City Manager that the City of Valdosta shall not issue general obligation debt except in the most dire of circumstances, i.e. natural disaster, major catastrophe, etc. The City has not had any such debt since 1970.

- Long term debt will be confined to capital improvement that cannot be financed from current revenues.
- The payback period of the debt will not exceed the expected useful life of the project.
- Long term debt will not be used for operations.
- The City will maintain good communications with bond rating agencies about its financial condition and will follow a policy of full disclosure on every financial report and bond prospectus.

The City's policies on financing of capital expenditures are as follows:

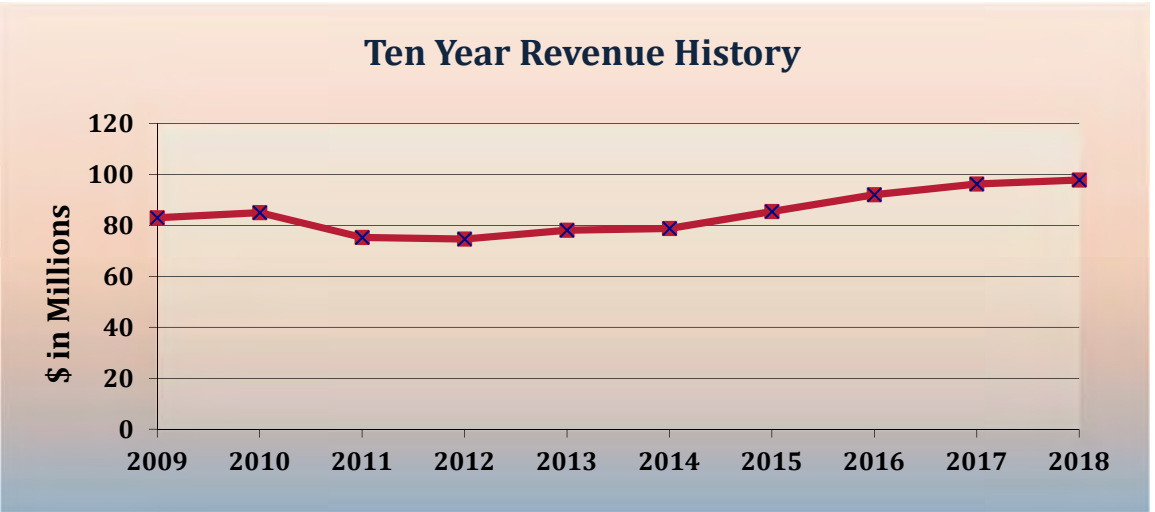
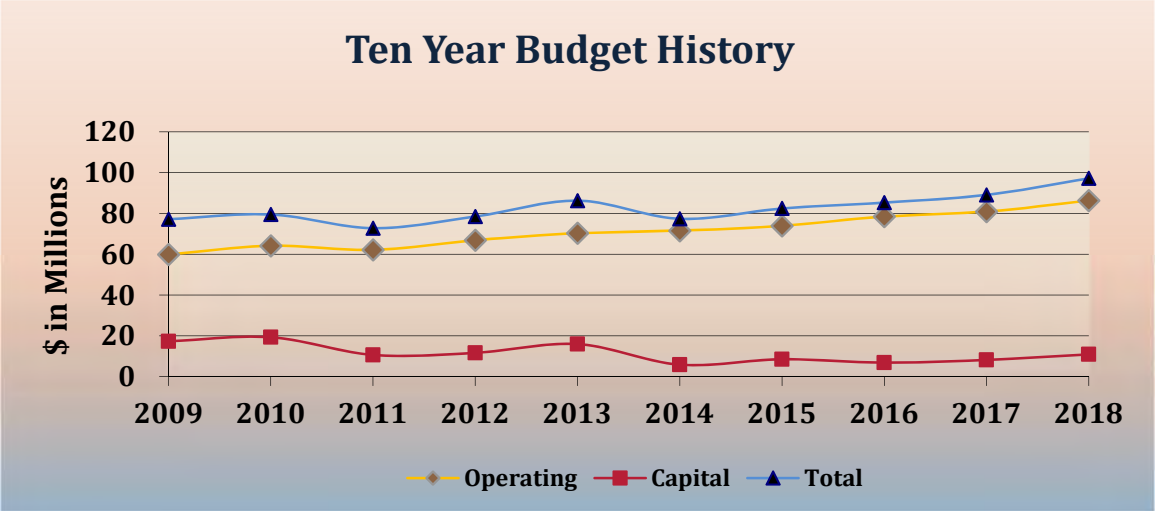
- The City adheres to a “pay as you go” policy on all capital expenditures except those which are “high dollar” projects with long useful lives, i.e. water/sewer line expansions, expansions of water/sewage treatment facilities, etc.
- Projects that do not meet the above criteria are paid for out of funds that are available within the time period of the acquisition/construction timeframe of the capital expenditure.
- The primary vehicle that the City uses to fund these capital projects is the Special Local Option Sales Tax (SPLOST), which is a voluntary one cent sales tax paid on retail sales within the City. Each SPLOST referendum outlines what the monies may be used for and in what amounts.
- Projects that do not meet the criteria for long-term financing or SPLOST funds are paid for out of other sources such as grants or current revenues (sales taxes, user fees, license fees, etc.).

#### **H. Nonrecurring Revenues**

Nonrecurring revenues are those revenues which are of a one-time nature and cannot be reasonably expected to be available beyond the current year. The City's policy regarding nonrecurring revenue sources is as follows:

- The City does not budget nonrecurring revenue sources in preparing the annual budget.
- Grants are not budgeted at the beginning of the fiscal year. The budget for these monies is increased during the course of the year as the qualifying expenditures are made. This is commonly known as the “reimbursement basis”. This supports the principle of conservatism in budgeting, which the City is committed to.

The following two graphs show the City's revenue and expenditure history over the last ten years:



Additional discussion concerning revenue sources and trends is contained in Section D of this document.

The City’s budget is expected to remain somewhat constant for the foreseeable future. The uncertainty of the national economy, along with the absence of growth in tax revenues is driving the need to maintain services at current levels. The management of the City is committed to matching level of services to available revenue without obligating the City by borrowing funds, i.e. “living within our means”.

# Section C

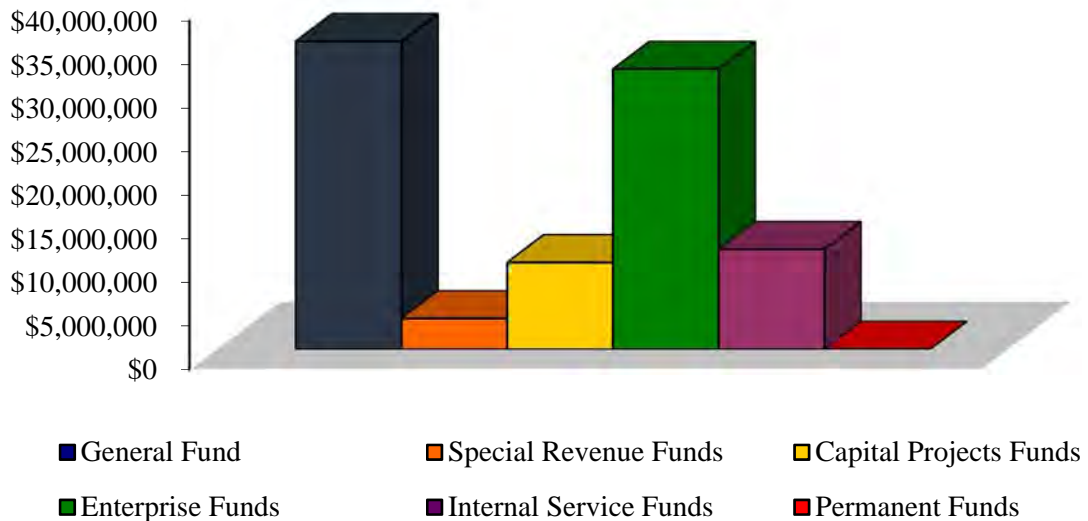
## Fiscal Summary

# REVENUES

# Total Revenues by Fund and Source

Revenue Type	General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Permanent Funds	Total by Source
Taxes	\$31,002,450	\$2,981,250	\$9,568,743	\$0	\$0	\$0	\$43,552,443
Licenses & Permits	535,000	0	0	947,650	0	0	1,482,650
Intergovernmental	1,465,763	576,889	406,000	160,000	0	0	2,608,652
Charges for Services	284,622	0	0	25,873,215	11,360,270	0	37,518,107
Fines & Forfeitures	1,168,000	0	0	4,000	0	0	1,172,000
Contributions & Donations	9,500	0	0	4,545,456	0	8,000	4,562,956
Miscellaneous	829,000	0	0	577,657	130,000	23,320	1,559,977
<b>Totals by Fund</b>	<b>\$35,294,335</b>	<b>\$3,558,139</b>	<b>\$9,974,743</b>	<b>\$32,107,978</b>	<b>\$11,490,270</b>	<b>\$31,320</b>	<b>\$92,456,785</b>

## Approved Revenues by Fund



# General Government Function Summary

The General Government function is charged with all expenditures for the legislative branch of the City. It is also charged with expenditures made by the City Manager and other auxiliary staff departments and divisions. The departments and their divisions are:

**Administration:**

- Mayor and Council
- City Attorney
- Executive Office
- Public Relations
- Elections
- Solicitor

**Finance:**

- Administration
- Accounting
- Budget
- Customer Service
- Accounts Receivable
- Purchasing

**Other General Administrative:**

- City Hall
- City Hall Annex
- Customer Service Building
- Group Insurance
- Workers Compensation

**Human Resources:**

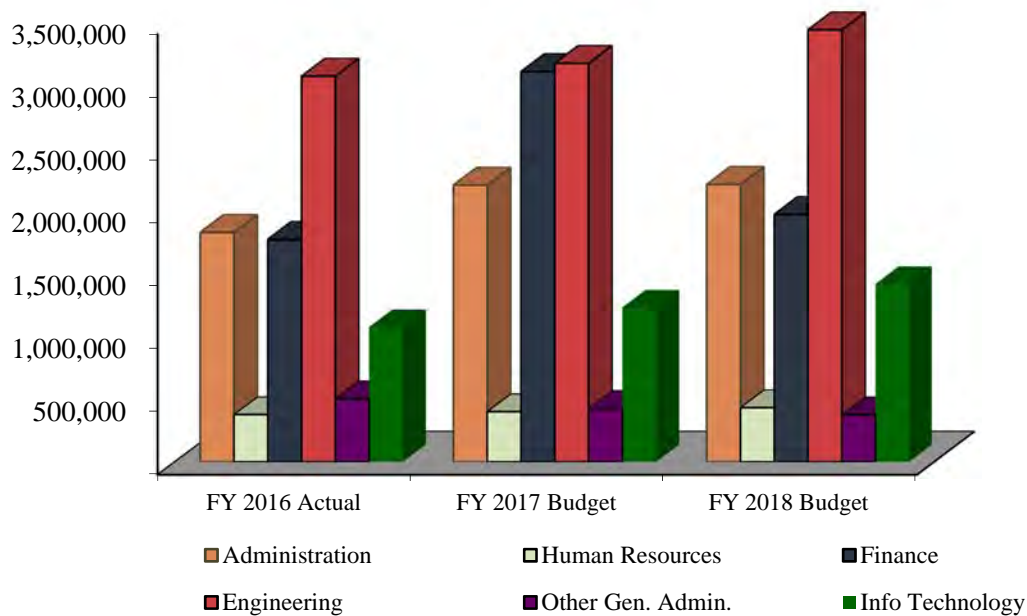
- Administration
- Employee Incentives
- Risk Division

- Information Technology
- Accommodations Tax

**Engineering:**

- Administration
- Signal Maintenance
- Sign and Markings
- Traffic Management Center
- Street Repair

## General Government Operating Expenditures



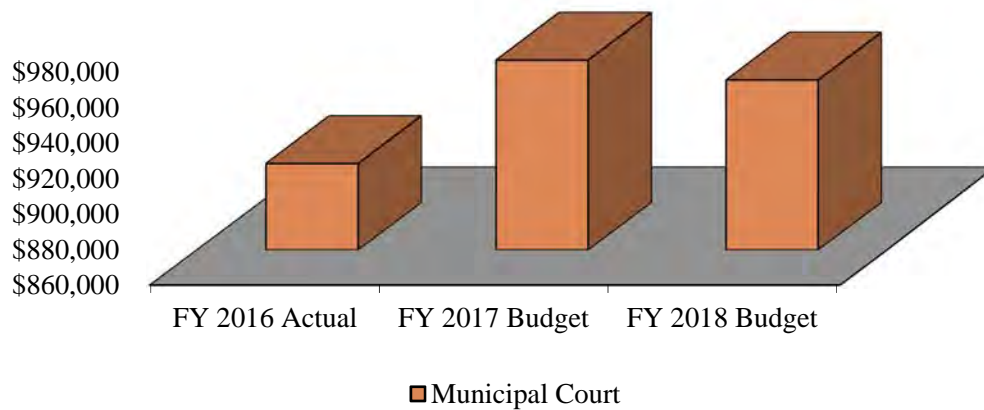
Department	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Administration	\$1,824,106	\$2,199,249	\$2,204,524
Human Resources	380,303	404,384	436,211
Finance	1,768,017	3,099,013	1,966,326
Engineering	3,062,504	3,164,551	3,430,569
Other General Administration	508,021	430,371	379,141
Information Technology	1,078,417	1,233,857	1,420,345
<b>Total</b>	<b>\$8,621,368</b>	<b>\$10,531,425</b>	<b>\$9,837,116</b>

# Judicial Function Summary

The Judicial function is to hear and decide all cases brought by Valdosta Police Department and City Marshals which constitute a violation of local ordinance or state law (misdemeanor).

Municipal Court:  
Administration

## Judicial Operating Expenditures



Department	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Municipal Court	\$908,931	\$966,988	\$955,824
<b>Total</b>	\$908,931	\$966,988	\$955,824



# Public Safety Function Summary

Public safety is a major function of government, which has as its objective the protection of persons and property. The departments and their divisions are:

**Police:**

- Administration
- Patrol Bureau
- Investigative Bureau
- Training
- Support Services Bureau
- Crime Lab

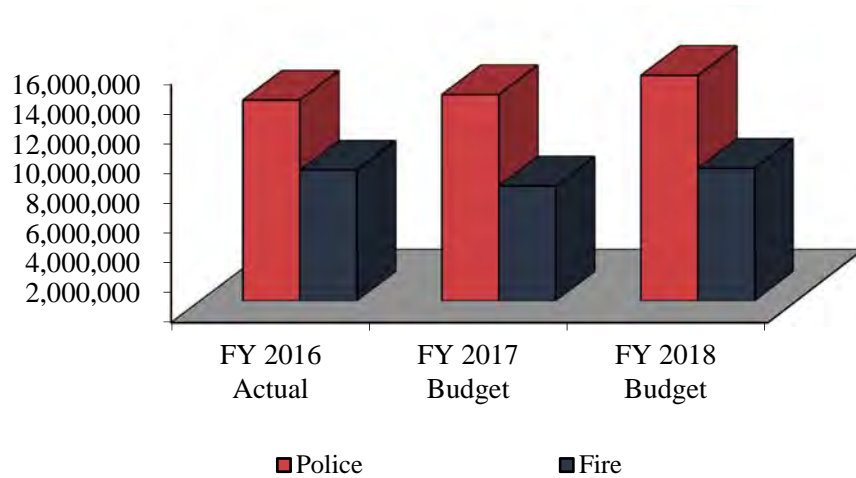
**Police cont:**

- Special Services:
- Local Law Enforcement Grant
- Confiscated Funds

**Fire:**

- Administration
- Operations
- Fire Prevention
- Fire Maintenance
- Fire Training
- Special Operations

## Public Safety Operating Expenditures



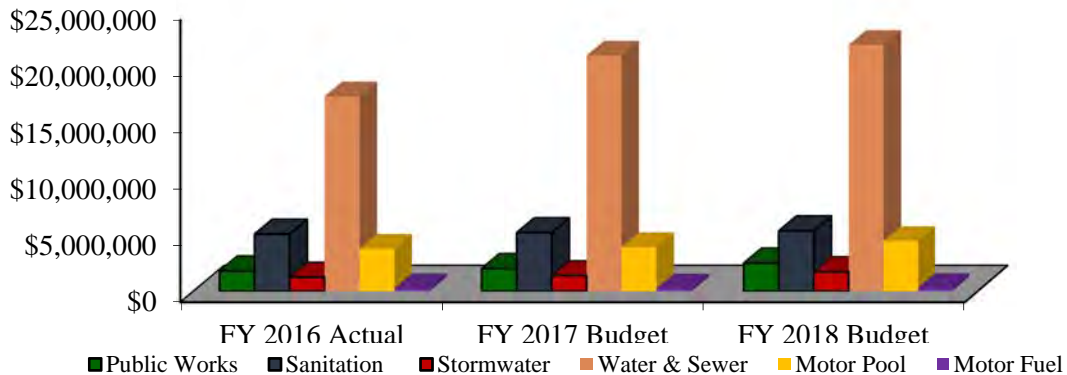
Department	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Police	\$13,516,126	\$13,887,187	\$15,180,088
Fire	8,809,664	7,748,249	8,933,536
<b>Total</b>	<b>\$22,325,790</b>	<b>\$21,635,436</b>	<b>\$24,113,624</b>

# Public Works Function Summary

Public Works Function includes expenditures for construction, maintenance, and repair of street surfaces, curbs and gutters in streets, bridges, and railroad crossings. Other charges include costs incurred for the collection of garbage and other refuse and delivering it to a place of disposal, the collection and disposal of sewage, water treatment and distribution, and the maintenance of the City's motor vehicle fleet. The departments and their divisions are:

Public Works:	Sanitation:	Stormwater	Sewer:
Right of Way	Management	Storm Sewer &	Mud Creek Plant
Maintenance	Residential Garbage	Drainage	Withlacoochee Plant
Cemetery	Commercial	Water:	
Arborist	Collection	Administration	Motor Fuel
Mathis Auditorium	Residential Trash	Water Plant	Motor Pool
	Roll-Off Collection	Central Lines	
	Recyclables	Warehouse	
	Recyclables	Meter Reading	
	Distribution	Central Maintenance	

## Public Works Operating Expenditures



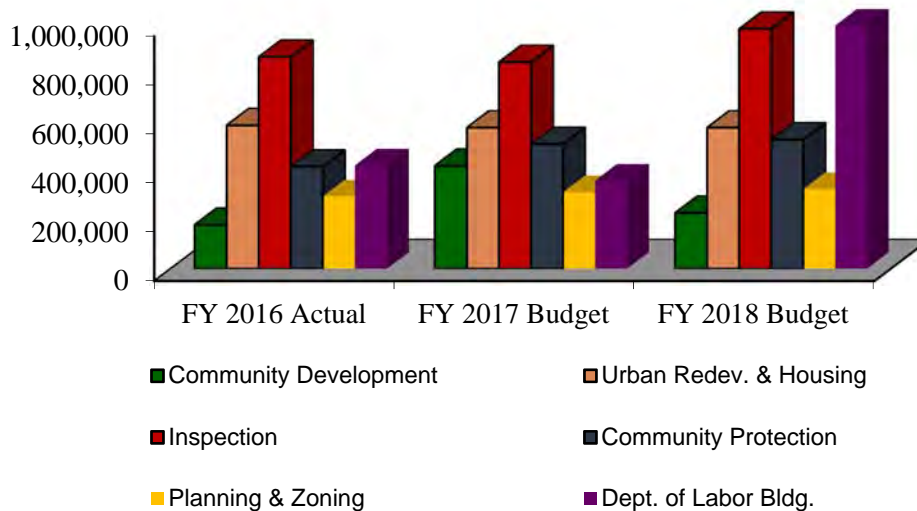
Department	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Public Works	\$1,820,409	\$2,034,897	\$2,509,491
Sanitation	\$5,091,079	\$5,222,224	\$5,383,975
Stormwater	\$1,213,224	\$1,737,107	\$1,761,758
Water & Sewer	\$17,242,610	\$20,865,917	\$21,814,391
Motor Pool	\$3,794,639	\$3,931,120	\$4,480,565
Motor Fuel	\$271,106	\$260,105	\$338,478
<b>Total</b>	<b>\$29,433,067</b>	<b>\$34,051,370</b>	<b>\$36,288,658</b>

# Housing & Development Function Summary

Housing and development is a function whose activities are directed towards developing the area encompassed by government and providing assistance to and opportunity for economically disadvantaged persons and businesses.

Community Development: Administration Grant Administration Neighborhood Development Main Street	Urban Redevelopment & Housing: Urban Development Action Grant Community Development Block Grants	Urban Redevelopment (cont): Federal HUD Grant DCA CDBG Grants  Community Protection Planning & Zoning Department of Labor Inspection
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## Housing & Development Operating Expenditures



Department	FY 2016 Actual	FY 2017 Budget	FY 2018 Budget
Community Development	\$179,924	\$421,409	\$228,476
Urban Redev. & Housing	586,224	576,889	576,889
Inspection	864,741	843,586	979,054
Community Protection	417,258	509,516	528,479
Planning & Zoning	296,659	313,720	326,264
Department of Labor	423,141	361,292	992,859
<b>Total</b>	<b>\$2,767,947</b>	<b>\$3,026,412</b>	<b>\$3,632,021</b>

# **CHANGES IN FUND BALANCE & RETAINED EARNINGS**

# All Funds Combined Budget Summary of Revenues, Expenditures and Fund Balance

	General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Permanent Funds	Total Budget
<b><u>Revenues by Source</u></b>							
Taxes	\$31,002,450	\$2,981,250	\$9,568,743	\$0	\$0	\$0	\$43,552,443
Licenses & Permits	535,000	0	0	947,650	0	0	1,482,650
Intergovernmental	1,465,763	576,889	406,000	160,000	0	0	2,608,652
Charges for Services	284,622	0	0	25,873,215	11,360,270	0	37,518,107
Fines & Forfeitures	1,168,000	0	0	4,000	0	0	1,172,000
Contributions & Donations	9,500	0	0	4,545,456	0	8,000	4,562,956
Miscellaneous	829,000	0	0	577,657	130,000	23,320	1,559,977
Interfund Transfers	3,213,802	0	0	340,763	1,834,272	0	5,388,837
	<b>\$38,508,137</b>	<b>\$3,558,139</b>	<b>\$9,974,743</b>	<b>\$32,448,741</b>	<b>\$13,324,542</b>	<b>\$31,320</b>	<b>\$97,845,622</b>
<b><u>Expenditures By Category</u></b>							
Personal Services	\$25,776,362	\$126,401	\$0	\$9,300,213	\$759,883	\$0	\$35,962,859
Contractual Services	3,769,202	0	0	4,188,689	3,332,454	0	11,290,345
Supplies	1,127,584	1,636	0	1,814,807	1,943,048	0	4,887,075
Travel & Training	573,598	0	0	75,081	1,350	0	650,029
Other Services & Charges	5,216,657	2,700,484	0	4,034,765	6,101,697	4,136	18,057,739
Depreciation	0	0	0	6,572,238	1,186,110	0	7,758,348
Capital Expenditures	486,362	0	10,414,343	21,288,139	4,399,664	0	36,588,508
Capital Distribution	0	0	0	-21,288,139	-4,399,664	0	-25,687,803
Debt Service	129,162	0	0	2,168,624	0	0	2,297,786
Interfund Transfers	1,310,546	340,763	0	3,587,528	150,000	0	5,388,837
	<b>\$38,389,473</b>	<b>\$3,169,284</b>	<b>\$10,414,343</b>	<b>\$31,741,945</b>	<b>\$13,474,542</b>	<b>\$4,136</b>	<b>\$97,193,723</b>
Excess (Deficit) of Sources over Uses	118,664	388,855	-439,600	706,796	0	25,196	651,899
Beginning Fund Balance	3,124,346	3,466,716	4,623,475	133,008,638	409,716	1,617,435	146,250,326
Ending Fund Balance	<b>\$3,243,010</b>	<b>\$3,855,571</b>	<b>\$4,183,875</b>	<b>\$133,715,434</b>	<b>\$409,716</b>	<b>\$1,642,631</b>	<b>\$146,902,225</b>

# Revenue Schedule (All Funds)

<b>Fund</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Approved</b>
General Fund	\$35,437,229	\$37,353,842	\$38,508,137
Confiscated Funds	5,027	0	0
Property Evidence	3,994	0	0
U.S. Dept. of Justice	13,098	0	0
HUD Federal Grant	502,414	576,889	576,889
Accommodations Tax	2,893,595	2,731,000	2,981,250
SPLOST VII	11,394,712	11,200,000	9,568,743
Road Improvement Fund	0	0	406,000
Airport Development	1,918,655	0	0
General Capital Projects	165,000	165,000	0
Sanitation	5,025,549	5,129,600	5,384,515
Water & Sewer Revenue	29,427,106	23,363,950	23,137,956
Inspections	860,838	860,150	984,650
Department of Labor Building	469,157	469,157	469,157
Storm Water	1,283,342	1,737,107	1,790,700
Mathis Auditorium	326,747	308,963	391,763
Motor Fuel	280,181	270,000	290,000
Motor Pool	3,691,017	3,931,120	4,480,565
Group Insurance	7,550,020	6,263,784	6,823,632
Workers Compensation	615,001	600,000	600,000
Information Technology	1,078,417	1,233,857	1,420,345
Sunset Hill	30,945	33,955	31,320
<b>TOTAL</b>	<b><u>\$102,972,044</u></b>	<b><u>\$96,228,374</u></b>	<b><u>\$97,845,622</u></b>

# Expenditure Schedule (All Funds)

Fund	2016 Actual	2017 Budget	2018 Approved
General Fund	\$35,526,956	\$36,262,951	\$38,389,473
Confiscated Funds	12,664	345	7,768
Property Evidence	2,463	0	0
U.S. Dept. of Justice	13,098	0	0
GA DCA CHIP 01M-X-092-2-2568	1,350	0	0
GA DCA CHIP 02M-X-092-2-2695	4,200	0	0
HUD Federal Grant	481,913	576,889	576,889
GA DCA CHIP 04M-X-092-2-2915	19,900	0	0
GA DCA CHIP 06M-X-092-2-2951	26,300	0	0
GA DCA CHIP 07M-X-092-2-2961	26,000	0	0
GA DCA CHIP 07R-X-092-2-2979	11,000	0	0
Youth Recreation Scholarship	10,016	425	0
Accommodations Tax	2,628,352	2,833,102	2,584,627
SPLOST VII	14,034,070	7,635,688	9,568,743
Road Improvement	0	0	845,600
Airport Development	2,164,676	0	0
General Capital Projects	35,458	165,000	0
Sanitation	5,091,083	5,222,224	5,383,974
Water & Sewer Revenue	17,242,613	20,865,917	21,814,390
Inspections	864,740	843,586	979,055
Department of Labor Building	423,139	361,292	992,859
Storm Water	1,213,223	1,737,107	1,761,758
Mathis Auditorium	248,326	283,419	471,431
Motor Fuel	271,105	260,105	338,478
Motor Pool	3,794,640	3,931,120	4,480,565
Group Insurance	7,550,020	6,263,784	6,823,632
Workers Compensation	587,590	600,000	750,000
Information Technology	1,078,417	1,233,857	1,420,345
Sunset Hill	9,013	8,759	4,136
<b>TOTAL</b>	<b><u>\$93,372,325</u></b>	<b><u>\$89,085,570</u></b>	<b><u>\$97,193,723</u></b>

## Approved Financial Plan For FY 2018

	<u>Governmental Funds</u>				<u>Proprietary Funds</u>		<u>Permanent Fund</u>
	<i>Total Combined</i>	<i>General Fund</i>	<i>Special Revenue Funds</i>	<i>Capital Project Funds</i>	<i>Enterprise Funds</i>	<i>Internal Service Funds</i>	<i>Cemetery Trust Fund</i>
<b>Projected Sources of Funds:</b>							
<b>Revenues:</b>							
Taxes	\$43,552,443	\$31,002,450	\$2,981,250	\$9,568,743	\$0	\$0	\$0
Locally Generated Non-Tax Revenues	41,750,234	2,826,122	0	0	27,402,522	11,490,270	31,320
Revenues from Other Governments	2,608,652	1,465,763	576,889	406,000	160,000	0	0
Capital Contributed to Fund	4,545,456	0	0	0	4,545,456	0	0
Receipts from Other Funds of the City	5,388,837	3,213,802	0	0	340,763	1,834,272	0
<b>Total Sources</b>	<b>97,845,622</b>	<b>38,508,137</b>	<b>3,558,139</b>	<b>9,974,743</b>	<b>32,448,741</b>	<b>13,324,542</b>	<b>31,320</b>
<b>Projected Uses of Funds:</b>							
Operating Expenditures	78,606,395	36,463,403	2,828,521	0	25,985,793	13,324,542	4,136
Capital Expenditures	36,588,508	486,362	0	10,414,343	21,288,139	4,399,664	0
Capital Distribution	(25,687,803)	0	0	0	(21,288,139)	(4,399,664)	0
Debt Service	2,297,786	129,162	0	0	2,168,624	0	0
Disbursements to Other Funds of the City	5,388,837	1,310,546	340,763	0	3,587,528	150,000	0
<b>Total Uses</b>	<b>97,193,723</b>	<b>38,389,473</b>	<b>3,169,284</b>	<b>10,414,343</b>	<b>31,741,945</b>	<b>13,474,542</b>	<b>4,136</b>
Excess (Deficit) of Sources Over Uses	651,899	118,664	388,855	(439,600)	706,796	(150,000)	27,184
<b>Estimated Fund Balance:</b>							
July 1, 2016	146,250,326	3,124,346	3,466,716	4,623,475	133,008,638	409,716	1,617,435
<b>Estimated Fund Balance As of June 30, 2017</b>	<b>\$146,902,225</b>	<b>\$3,243,010</b>	<b>\$3,855,571</b>	<b>\$4,183,875</b>	<b>\$133,715,434</b>	<b>\$259,716</b>	<b>\$1,644,619</b>



## General Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$27,919,213	\$31,152,840	\$31,002,450
Locally Generated Non-Tax Revenues	4,370,060	2,629,056	2,826,122
Revenues from Other Governments	1,394,062	1,586,052	1,465,763
Receipts from Other Funds of the City	1,753,894	1,985,894	3,213,802
<b>Total Sources</b>	35,437,229	37,353,842	38,508,137
Anticipated Uses of Funds:			
Operating Expenditures	31,062,464	34,171,240	36,463,403
Capital Expenditures	2,348,910	383,683	486,362
Debt Service	80,555	624,611	129,162
Disbursements to Other Funds of the City	2,035,027	1,083,417	1,310,546
<b>Total Uses</b>	35,526,956	36,262,951	38,389,473
Excess (Deficit) of Sources Over Uses	(89,727)	1,090,891	118,664
Fund Balance at Beginning of Year:			
Nonspendable	4,277,368	3,551,702	3,551,702
Restricted	207,912	206,002	206,002
Committed	10,767	10,767	10,767
Assigned	0	0	0
Unassigned	(1,873,454)	(1,235,605)	(144,714)
<b>Fund Balance at End of Year</b>	\$2,532,866	\$3,623,757	\$3,742,421

## Confiscated Funds

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$5,027	\$0	\$0
<b>Total Sources</b>	5,027	0	0
Anticipated Uses of Funds:			
Operating Expenditures	12,664	345	7,768
<b>Total Uses</b>	12,664	345	7,768
Excess (Deficit) of Sources Over Uses	(7,637)	(345)	(7,768)
Fund Balance at Beginning of Year:			
<b>Fund Balance at End of Year</b>	\$29,519	\$29,174	\$21,406

### Property Evidence Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$3,994	\$0	\$0
<b>Total Sources</b>	3,994	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	2,463	0	0
<b>Total Uses</b>	2,463	0	0
Excess (Deficit) of Sources Over Uses	1,531	0	0
Fund Balance at Beginning of Year:	0	1,531	1,531
<b>Fund Balance at End of Year</b>	\$1,531	\$1,531	\$1,531

### U.S. DOJ Local Law Block Grant Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$13,098	\$0	\$0
<b>Total Sources</b>	13,098	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	13,098	0	0
<b>Total Uses</b>	13,098	0	0
Excess (Deficit) of Sources Over Uses	0	0	0
Fund Balance at Beginning of Year:	0	0	0
<b>Fund Balance at End of Year</b>	\$0	\$0	\$0

### Urban Development Action Grant Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
<b>Total Uses</b>	0	0	0
Excess (Deficit) of Sources Over Uses	0	0	0
Fund Balance at Beginning of Year:	175,433	175,433	175,433
<b>Fund Balance at End of Year</b>	\$175,433	\$175,433	\$175,433

### CDBG CHIP 01M-X-092-2-2568

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	0	0	0
Anticipated Uses of Funds:			
Disbursements to Other Funds of the City			
<b>Total Uses</b>	1,350	0	0
Excess (Deficit) of Sources Over Uses	(1,350)	0	0
Fund Balance at Beginning of Year:	4,050	2,700	2,700
<b>Fund Balance at End of Year</b>	\$2,700	\$2,700	\$2,700

**CDBG CHIP 02M-X-092-2-2695**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 APPROVED</b>
<b>Projected Sources of Funds:</b>			
<b>Revenues:</b>			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Anticipated Uses of Funds:</b>			
<b>Operating Expenditures</b>			
Operating Expenditures	4,200	0	0
<b>Total Uses</b>	<b>4,200</b>	<b>0</b>	<b>0</b>
Excess (Deficit) of Sources Over Uses	(4,200)	0	0
Fund Balance at Beginning of Year:	21,600	17,400	17,400
<b>Fund Balance at End of Year</b>	<b>\$17,400</b>	<b>\$17,400</b>	<b>\$17,400</b>

**Federal HUD Grant Fund**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 BUDGET</b>	<b>FY 2018 APPROVED</b>
<b>Projected Sources of Funds:</b>			
<b>Revenues:</b>			
Revenues from Other Governments	\$502,414	\$576,889	\$576,889
<b>Total Sources</b>	<b>502,414</b>	<b>576,889</b>	<b>576,889</b>
<b>Anticipated Uses of Funds:</b>			
<b>Operating Expenditures</b>			
Operating Expenditures	481,913	576,889	576,889
<b>Total Uses</b>	<b>481,913</b>	<b>576,889</b>	<b>576,889</b>
Excess (Deficit) of Sources Over Uses	20,501	0	0
Fund Balance at Beginning of Year:	2,034,925	2,055,426	2,055,426
<b>Fund Balance at End of Year</b>	<b>\$2,055,426</b>	<b>\$2,055,426</b>	<b>\$2,055,426</b>

### CDBG CHIP 04M-X-092-2-2915 Grant Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	19,900	0	0
<b>Total Uses</b>	19,900	0	0
Excess (Deficit) of Sources Over Uses	(19,900)	0	0
Fund Balance at Beginning of Year:	62,935	43,035	43,035
<b>Fund Balance at End of Year</b>	\$43,035	\$43,035	\$43,035

### CDBG CHIP 06M-X-092-2-2951 Grant Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	26,300	0	0
<b>Total Uses</b>	26,300	0	0
Excess (Deficit) of Sources Over Uses	(26,300)	0	0
Fund Balance at Beginning of Year	112,100	85,800	85,800
<b>Fund Balance at End of Year</b>	\$85,800	\$85,800	\$85,800

**CHIP 07M-X-092-2-2961**

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
Anticipated Uses of Funds:			
Operating Expenditures			
	26,000	0	0
<b>Total Uses</b>	<b>26,000</b>	<b>0</b>	<b>0</b>
Excess (Deficit) of Sources Over Uses	(26,000)	0	0
Fund Balance at Beginning of Year	141,300	115,300	115,300
<b>Fund Balance at End of Year</b>	<b>\$115,300</b>	<b>\$115,300</b>	<b>\$115,300</b>

**CHIP 07MR-X-092-2-2979**

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
<b>Total Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
Anticipated Uses of Funds:			
Operating Expenditures			
	11,000	0	0
<b>Total Uses</b>	<b>11,000</b>	<b>0</b>	<b>0</b>
Excess (Deficit) of Sources Over Uses	(11,000)	0	0
Fund Balance at Beginning of Year	70,000	59,000	59,000
<b>Fund Balance at End of Year</b>	<b>\$59,000</b>	<b>\$59,000</b>	<b>\$59,000</b>

### Youth Recreation Scholarship

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$0	\$0	\$0
<b>Total Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>
Anticipated Uses of Funds:			
Operating Expenditures			
	10,016	425	0
<b>Total Uses</b>	<b>10,016</b>	<b>425</b>	<b>0</b>
Excess (Deficit) of Sources Over Uses	(10,016)	(425)	0
Fund Balance at Beginning of Year	11,956	1,940	1,515
<b>Fund Balance at End of Year</b>	<b>\$1,940</b>	<b>\$1,515</b>	<b>\$1,515</b>

### Accomodations Tax

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$2,893,027	\$2,730,000	\$2,980,900
Interest	568	1,000	350
<b>Total Sources</b>	<b>2,893,595</b>	<b>2,731,000</b>	<b>2,981,250</b>
Anticipated Uses of Funds:			
Operating Expenditures			
	2,148,945	2,130,945	2,243,864
Disbursements to Other Funds of the City	479,407	702,157	340,763
<b>Total Uses</b>	<b>2,628,352</b>	<b>2,833,102</b>	<b>2,584,627</b>
Excess (Deficit) of Sources Over Uses	265,243	(102,102)	396,623
Fund Balance at Beginning of Year	319,114	584,357	482,255
<b>Fund Balance at End of Year</b>	<b>\$584,357</b>	<b>\$482,255</b>	<b>\$878,878</b>

### SPLOST VII Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$11,394,712	\$11,200,000	\$9,568,743
Receipts from Other Funds of the City	0	0	0
<b>Total Sources</b>	<b>11,394,712</b>	<b>11,200,000</b>	<b>9,568,743</b>
Anticipated Uses of Funds:			
Capital Expenditures			
	14,034,070	7,635,688	9,568,743
<b>Total Uses</b>	<b>14,034,070</b>	<b>7,635,688</b>	<b>9,568,743</b>
Excess (Deficit) of Sources Over Uses	(2,639,358)	3,564,312	0
Fund Balance at Beginning of Year	607,150	(2,032,208)	1,532,104
<b>Fund Balance at End of Year</b>	<b>(\$2,032,208)</b>	<b>\$1,532,104</b>	<b>\$1,532,104</b>

### Road Improvement Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$406,000
<b>Total Sources</b>	<b>0</b>	<b>0</b>	<b>406,000</b>
Anticipated Uses of Funds:			
Capital Expenditures			
	0	0	845,600
<b>Total Uses</b>	<b>0</b>	<b>0</b>	<b>845,600</b>
Excess (Deficit) of Sources Over Uses	0	0	(439,600)
Fund Balance at Beginning of Year	0	0	0
<b>Fund Balance at End of Year</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$439,600)</b>



### Airport Development Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$1,918,655	\$0	\$0
<b>Total Sources</b>	1,918,655	0	0
Anticipated Uses of Funds:			
Capital Expenditures			
	2,164,676	0	0
<b>Total Uses</b>	2,164,676	0	0
Excess (Deficit) of Sources Over Uses	(246,021)	0	0
Fund Balance at Beginning of Year	358,759	112,738	112,738
<b>Fund Balance at End of Year</b>	\$112,738	\$112,738	\$112,738

### General Capital Projects Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Receipts from Other Funds of the City	\$165,000	\$165,000	\$0
<b>Total Sources</b>	165,000	165,000	0
Anticipated Uses of Funds:			
Capital Expenditures			
	35,458	165,000	0
<b>Total Uses</b>	35,458	165,000	0
Excess (Deficit) of Sources Over Uses	129,542	0	0
Fund Balance at Beginning of Year	131,883	261,425	261,425
<b>Fund Balance at End of Year</b>	\$261,425	\$261,425	\$261,425

### Sanitation Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$4,810,473	\$4,923,600	\$5,224,515
Revenues From Other Governments	215,076	206,000	160,000
<b>Total Sources</b>	<b>5,025,549</b>	<b>5,129,600</b>	<b>5,384,515</b>
Anticipated Uses of Funds:			
Operating Expenditures	4,597,836	4,912,697	5,037,470
Capital Expenditures	20,057	0	21,850
Capital Expenditure Distribution	(20,057)	0	(21,850)
Disbursements to Other Funds of the City	493,247	309,527	346,504
<b>Total Uses</b>	<b>5,091,083</b>	<b>5,222,224</b>	<b>5,383,974</b>
Gain/(Loss) on Sale of Assets	939,291	0	<b>0</b>
Excess (Deficit) of Sources Over Uses	(65,534)	(92,624)	541
Retained Earnings (Deficit) Beginning of Year	(311,850)	561,907	469,283
<b>Retained Earnings at End of Year</b>	<b>\$561,907</b>	<b>\$469,283</b>	<b>\$469,824</b>

### Water & Sewer Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$17,185,147	\$18,363,950	\$18,592,500
Capital Contributed to Fund	12,241,959	5,000,000	4,545,456
<b>Total Sources</b>	<b>29,427,106</b>	<b>23,363,950</b>	<b>23,137,956</b>
Anticipated Uses of Funds:			
Operating Expenditures	14,303,538	17,120,009	17,619,877
Capital Expenditures	17,953,890	6,936,847	21,257,289
Capital Expenditure Distribution	(17,953,890)	(6,936,847)	(21,257,289)
Debt Service	1,128,448	2,093,989	2,109,892
Disbursements to Other Funds of the City	1,810,627	1,651,919	2,084,621
<b>Total Uses</b>	<b>17,242,613</b>	<b>20,865,917</b>	<b>21,814,390</b>
Excess (Deficit) of Sources Over Uses	12,184,493	2,498,033	1,323,566
Retained Earnings at Beginning of Year	119,796,497	131,980,990	134,479,023
<b>Retained Earnings at End of Year</b>	<b>\$131,980,990</b>	<b>\$134,479,023</b>	<b>\$135,802,589</b>

## Inspection Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$860,838	\$860,150	\$984,650
<b>Total Sources</b>	<b>860,838</b>	<b>860,150</b>	<b>984,650</b>
Anticipated Uses of Funds:			
Operating Expenditures	814,891	812,395	868,181
Capital Expenditures	0	0	9,000
Capital Expenditure Distribution	0	0	(9,000)
Disbursements to Other Funds of the City	49,849	31,191	110,874
<b>Total Uses</b>	<b>864,740</b>	<b>843,586</b>	<b>979,055</b>
Excess (Deficit) of Sources Over Uses	(3,902)	16,564	5,595
Retained Earnings at Beginning of Year	(818,505)	(822,407)	(805,843)
<b>Retained Earnings at End of Year</b>	<b>(\$822,407)</b>	<b>(\$805,843)</b>	<b>(\$800,248)</b>

## Department of Labor Building Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$469,157	\$469,157	\$469,157
<b>Total Sources</b>	<b>469,157</b>	<b>469,157</b>	<b>469,157</b>
Anticipated Uses of Funds:			
Operating Expenditures	344,882	288,784	296,066
Debt Service	78,257	72,508	58,732
Disbursements to Other Funds of the City	0	0	638,061
<b>Total Uses</b>	<b>423,139</b>	<b>361,292</b>	<b>992,859</b>
Excess (Deficit) of Sources Over Uses	46,018	107,865	(523,702)
Retained Earnings at Beginning of Year	1,120,451	1,166,469	1,274,334
<b>Retained Earnings at End of Year</b>	<b>\$1,166,469</b>	<b>\$1,274,334</b>	<b>\$750,632</b>

### Stormwater Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,283,342	\$1,737,107	\$1,790,700
<b>Total Sources</b>	<b>1,283,342</b>	<b>1,737,107</b>	<b>1,790,700</b>
Anticipated Uses of Funds:			
Operating Expenditures	1,048,859	1,562,877	1,589,732
Disbursements to Other Funds of the City	164,364	174,230	172,026
<b>Total Uses</b>	<b>1,213,223</b>	<b>1,737,107</b>	<b>1,761,758</b>
Excess (Deficit) of Sources Over Uses	70,119	0	28,942
Retained Earnings at Beginning of Year	2,749,125	2,819,244	2,819,244
<b>Retained Earnings at End of Year</b>	<b>\$2,819,244</b>	<b>\$2,819,244</b>	<b>\$2,848,186</b>

### Auditorium Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$43,734	\$53,200	\$51,000
Receipts from Other Funds of the City	283,013	255,763	340,763
<b>Total Sources</b>	<b>326,747</b>	<b>308,963</b>	<b>391,763</b>
Anticipated Uses of Funds:			
Operating Expenditures	230,665	283,419	294,189
Disbursements to Other Funds of the City	17,661	0	177,242
<b>Total Uses</b>	<b>248,326</b>	<b>283,419</b>	<b>471,431</b>
Excess (Deficit) of Sources Over Uses	78,421	25,544	(79,668)
Retained Earnings (Deficit) at Beginning of Year	(591,481)	(513,060)	(487,516)
<b>Retained Earnings at End of Year</b>	<b>(\$513,060)</b>	<b>(\$487,516)</b>	<b>(\$567,184)</b>

### Motor Fuel Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$280,181	\$270,000	\$290,000
<b>Total Sources</b>	<b>280,181</b>	<b>270,000</b>	<b>290,000</b>
Anticipated Uses of Funds:			
Operating Expenditures	271,105	260,105	280,278
Disbursements to Other Funds of the City	0	0	58,200
<b>Total Uses</b>	<b>271,105</b>	<b>260,105</b>	<b>338,478</b>
Excess (Deficit) of Sources Over Uses	9,076	9,895	(48,478)
Retained Earnings (Deficit) at Beginning of Year	39,410	48,486	58,381
<b>Retained Earnings at End of Year</b>	<b>\$48,486</b>	<b>\$58,381</b>	<b>\$9,903</b>

### Motor Pool Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$3,367,476	\$3,931,120	\$4,480,565
Capital Contributed to Fund	323,541	0	0
<b>Total Sources</b>	<b>3,691,017</b>	<b>3,931,120</b>	<b>4,480,565</b>
Anticipated Uses of Funds:			
Operating Expenditures	3,779,856	3,931,120	4,480,565
Capital Expenditures	657,405	1,618,400	4,399,664
Capital Expenditure Distribution	(657,405)	(1,618,400)	(4,399,664)
Debt Service	14,784	0	0
<b>Total Uses</b>	<b>3,794,640</b>	<b>3,931,120</b>	<b>4,480,565</b>
Gain/(Loss) on Sale of Assets	103,623	0	0
Excess (Deficit) of Sources Over Uses	(103,623)	0	0
Retained Earnings at Beginning of Year	0	0	0
<b>Retained Earnings at End of Year</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Group Insurance Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$4,701,745	\$4,718,000	\$4,989,360
Receipts from Other Funds of the City	2,848,275	1,545,784	1,834,272
<b>Total Sources</b>	7,550,020	6,263,784	6,823,632
Anticipated Uses of Funds:			
Operating Expenditures			
	7,550,020	6,263,784	6,823,632
<b>Total Uses</b>	7,550,020	6,263,784	6,823,632
Excess (Deficit) of Sources Over Uses	0	0	0
Retained Earnings (Deficit) at Beginning of Year	0	0	0
<b>Retained Earnings (Deficit) at End of Year</b>	\$0	\$0	\$0

### Workers Compensation Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$615,001	\$600,000	\$600,000
<b>Total Sources</b>	615,001	600,000	600,000
Anticipated Uses of Funds:			
Operating Expenditures			
	587,590	600,000	600,000
Disbursements to Other Funds of the City	0	0	150,000
<b>Total Uses</b>	587,590	600,000	750,000
Excess (Deficit) of Sources Over Uses	27,411	0	(150,000)
Retained Earnings (Deficit) at Beginning of Year	197,052	224,463	224,463
<b>Retained Earnings (Deficit) at End of Year</b>	\$224,463	\$224,463	\$74,463

### Information Technology Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,078,417	\$1,233,857	\$1,420,345
<b>Total Sources</b>	1,078,417	1,233,857	1,420,345
Anticipated Uses of Funds:			
Operating Expenditures			
	1,078,417	1,233,857	1,420,345
<b>Total Uses</b>	1,078,417	1,233,857	1,420,345
Excess (Deficit) of Sources Over Uses	0	0	0
Retained Earnings (Deficit) at Beginning of Year	0	0	0
<b>Retained Earnings (Deficit) at End of Year</b>	\$0	\$0	\$0

### Sunset Hill Cemetery Trust Fund

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$30,945	\$33,955	\$31,320
<b>Total Sources</b>	30,945	33,955	31,320
Anticipated Uses of Funds:			
Operating Expenditures			
	9,013	8,759	4,136
<b>Total Uses</b>	9,013	8,759	4,136
Excess (Deficit) of Sources Over Uses	21,932	25,196	27,184
Fund Balance at Beginning of Year	1,639,355	1,661,287	1,686,483
<b>Fund Balance at End of Year</b>	\$1,661,287	\$1,686,483	\$1,713,667



# Section D

Revenues



# KEY REVENUE SOURCES

# Key Revenue Sources and Assumptions

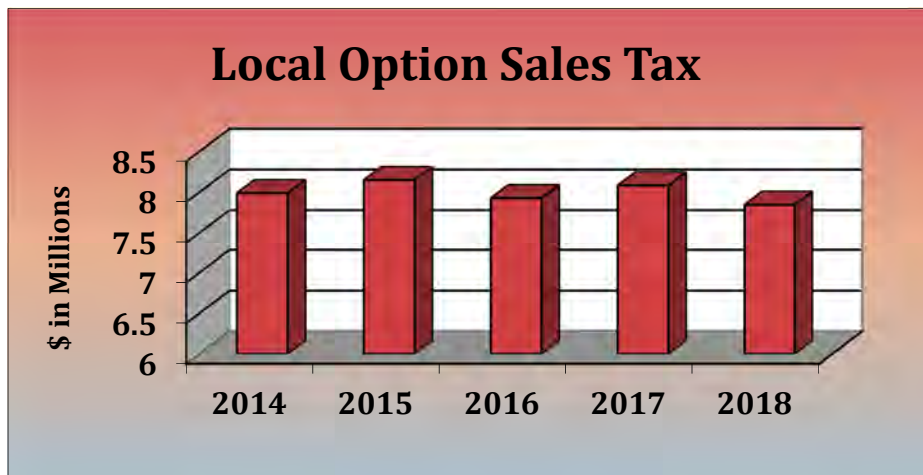
One of the analytical tools used during the FY 2018 Financial Planning process was a comprehensive revenue forecast. The forecast considered key revenue projection factors such as changes in population, increase in the consumer price index (CPI) and other growth factors. The trending of these key factors and their effect on revenues provided an historical basis for the revenue forecast.

Sources used in developing these projections include economic trends as reported in the national media. Ultimately, however, the FY 2018 revenue projections reflect the staff's best judgment about the performance of the local economy over the next year and how it will affect the City's revenues. The following provides a brief description of the City's major revenue sources along with the general assumptions used in preparing revenue projection for the FY 2018 Financial Plan.

## General Assumptions

The FY 2018 revenue projections are conservatively budgeted to take in consideration the current trend of the economy and the resulting expected growth in revenues.

## TAXES

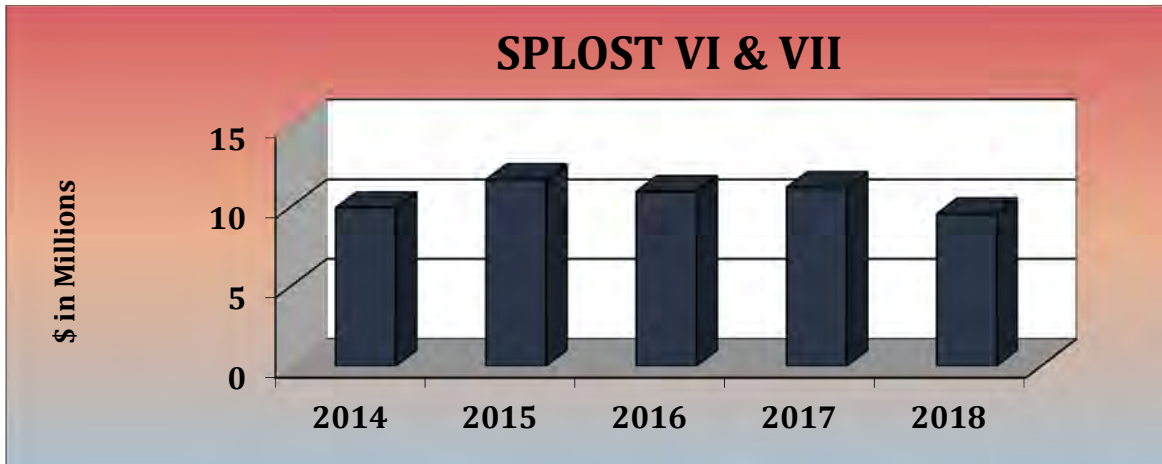


**FY 2018 Budget: \$7,850,000**  
**FY 2017 Budget: \$8,085,785 and FY 2016 Actual: \$7,930,106**  
**% of Total Revenue in FY 2018: 8.0%**

The City shares with the County 1% of all taxable retail sales occurring in Lowndes County. This tax is collected for cities and counties by the Georgia Department of Revenue (DOR) and is remitted the following month to the local jurisdictions. The percentage of the sales tax allocated to the City is based on a distribution rate agreed on by both the City and the County. The distribution rate was renegotiated and the new rate took effect January 1, 2003.

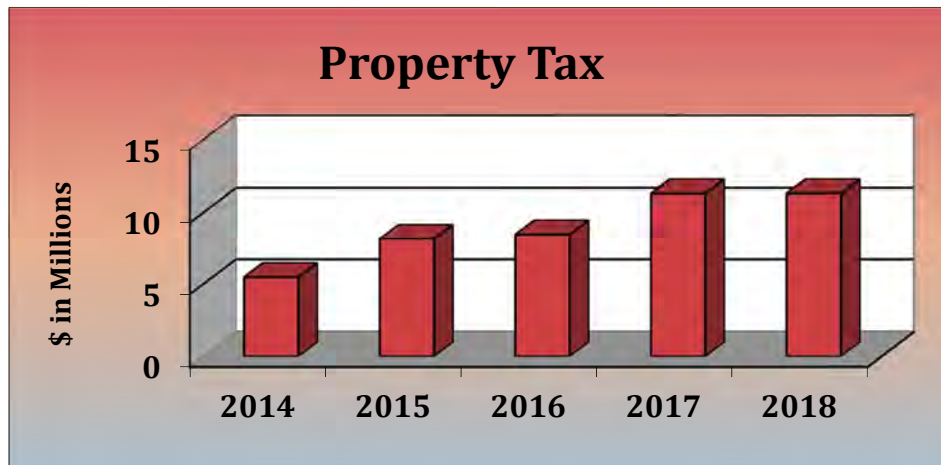
# Key Revenue Sources and Assumptions

## Special Purpose Local Option Sales Tax VI & VII



**FY 2018 Budget: \$9,568,743**  
**FY 2017 Budget: \$11,200,000 and FY 2016 Actual: \$10,953,632**  
**% of Total Revenue in FY 2018: 9.8%**

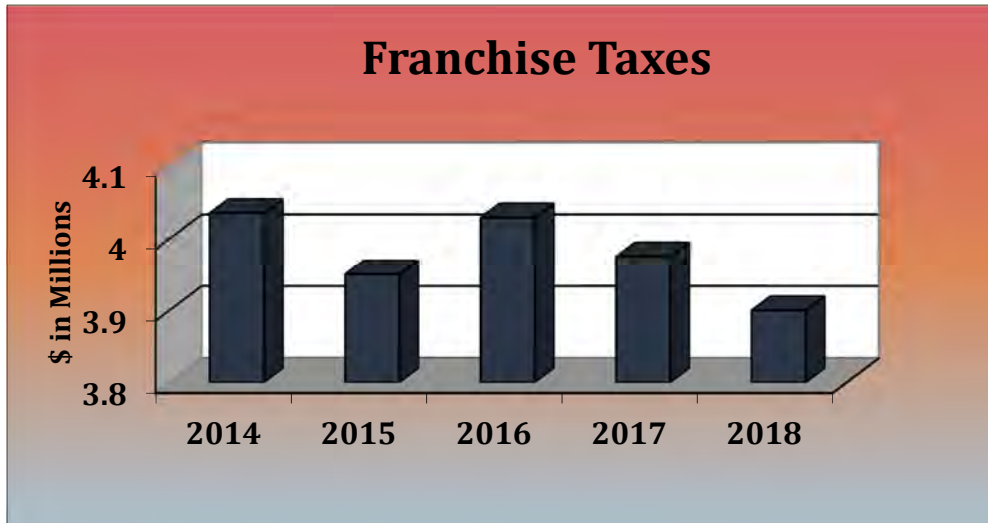
SPLOST VI tax was an additional 1% sales tax enacted which was collected from January 2008 through December 2013. SPLOST VII tax is an additional 1% sales tax enacted which is to be collected from January 2014 through December 2019. For comparative purposes these are shown together with both taxes collected in FY 2014 only. With SPLOST VI the City receive 39.65% of all taxes collected. The City's distribution of SPLOST VII is 53.35%. These monies are to fund specific capital projects voted upon by the citizens. The tax is collected for the local jurisdiction by the Georgia Department of Revenue.



**FY 2018 Budget: \$11,315,000**  
**FY 2017 Budget: \$11,314,190 and FY 2016 Actual: \$8,469,580**  
**% of Total Revenue in FY 2018: 11.6%**

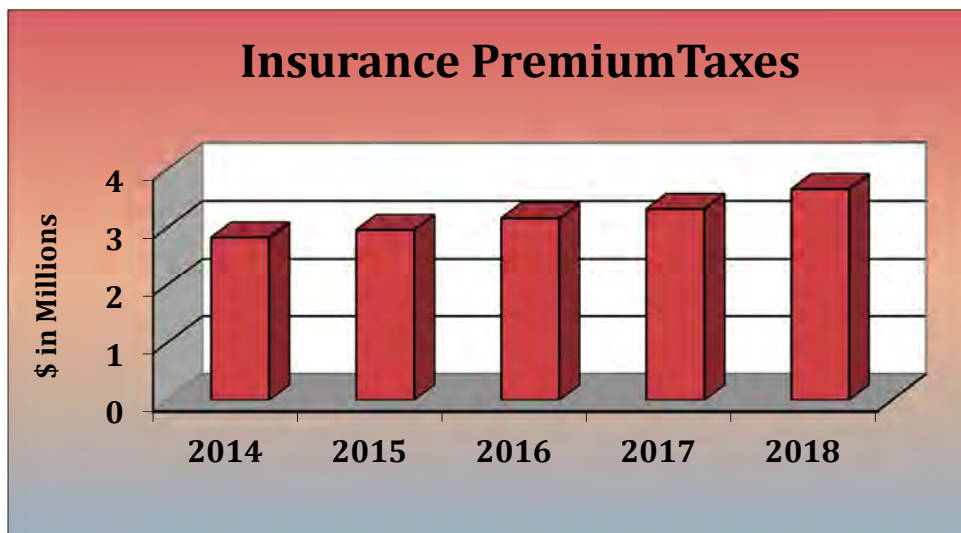
# Key Revenue Sources and Assumptions

Property tax assessment, collection, and apportionment are performed by the Tax Commissioners Office. The City contains approximately 51% of all taxable property within the County. The growth in property taxes is based primarily on the trend of both population and development within the City. In addition, when property ownership changes, improvements are made, or when the Tax Assessors revalue property, the tax base increases due to the reassessed value of property. In FY 2017 the City adopted its second millage increase since 1992.



**FY 2018 Budget: \$3,900,000**  
**FY 2017 Budget: \$3,375,500 and FY 2016 Actual: \$4,029,631**  
**% of Total Revenue in FY 2018: 4.0%**

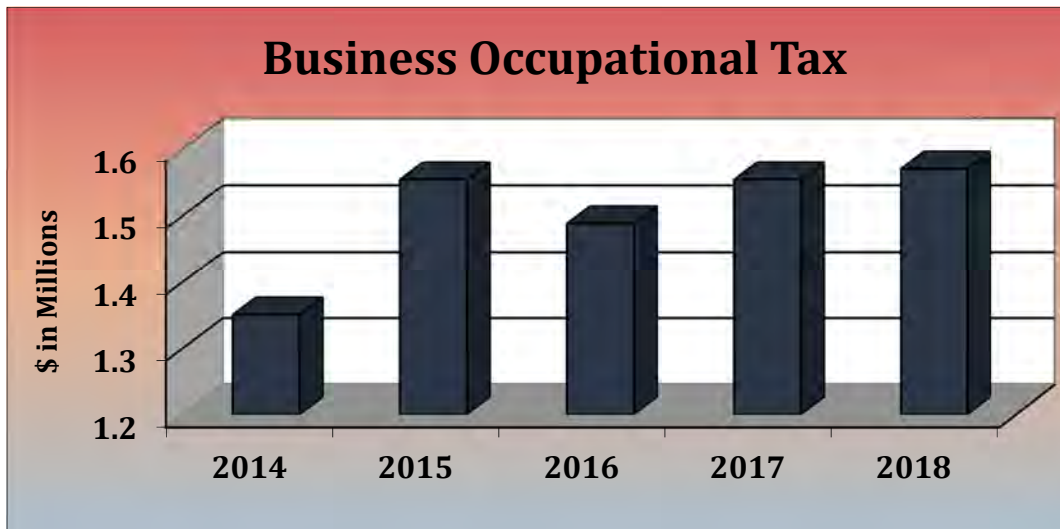
Franchise taxes are levied by the City on a variety of utilities as a percentage of their sales. The City forecasts its changes based upon purchasing trends and price changes in services provided by the private utility companies. The forecast is a conservative estimate and remains consistent based on the economic climate.



# Key Revenue Sources and Assumptions

**FY 2018 Budget: \$3,657,300**  
**FY 2017 Budget: \$3,313,015 and FY 2016 Actual: \$3,155,526**  
**% of Total Revenue in FY 2018: 3.7%**

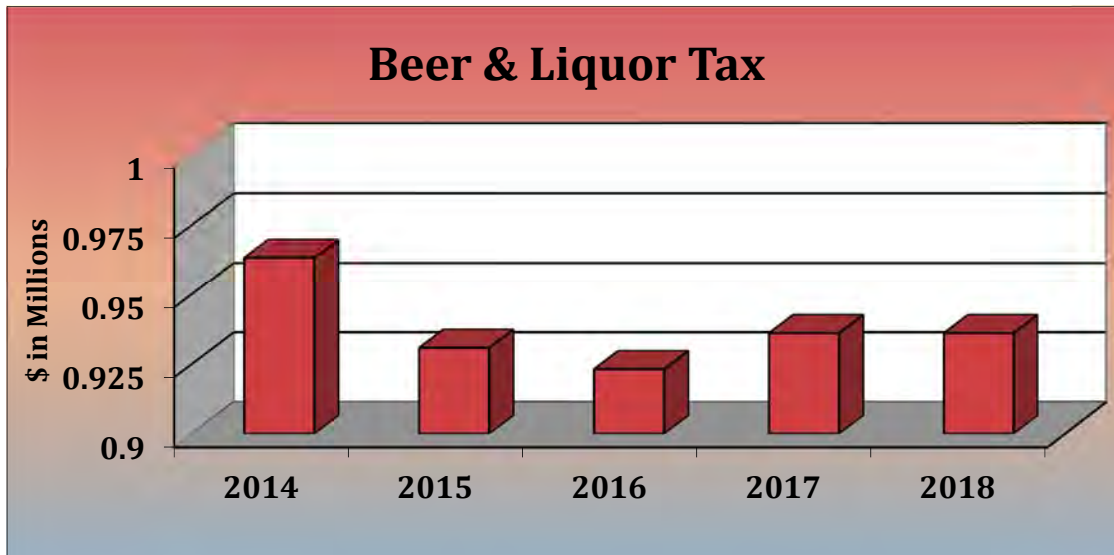
This tax is collected by the Georgia Department of Revenue and returned to the City based upon the percentage of Georgia's population in Valdosta. The State collects 1% of the gross direct premium on all insurance sold in the State. Growth in this tax is estimated to increase by the percentage at which the City's population increases in relation to that of the State. These revenues are cyclical in nature and are based on actual trends.



**FY 2018 Budget: \$1,570,000**  
**FY 2017 Budget: \$1,553,700 and FY 2016 Actual: \$1,488,194**  
**% of Total Revenue in FY 2018: 1.6%**

Persons conducting business in the City are subject to a municipal business occupation tax. The rate is based upon business' gross receipts for the entire calendar year. The tax is not regulatory and is only imposed for the purpose of raising general purpose revenues. This revenue source is projected to remain stable.

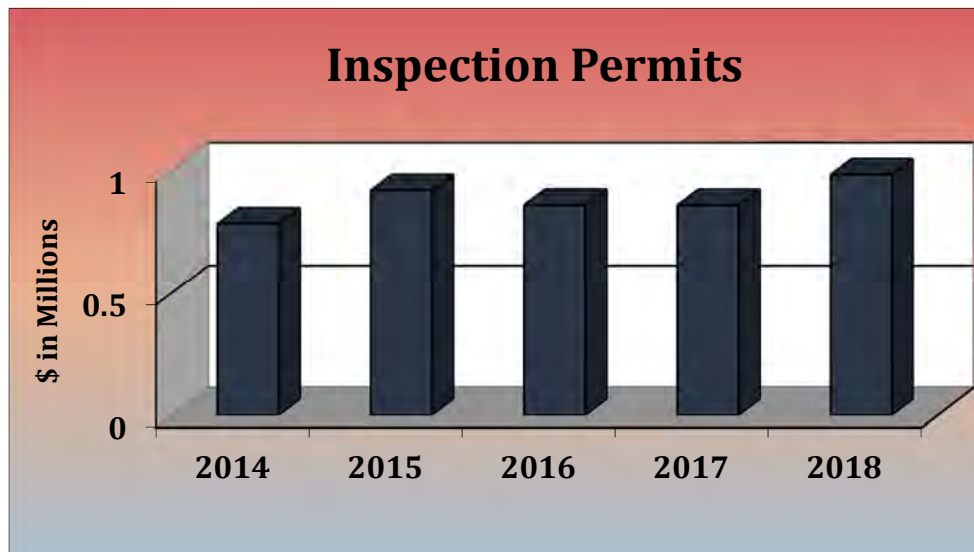
# Key Revenue Sources and Assumptions



**FY 2018 Budget: \$936,000**  
**FY 2017 Budget: \$936,000 and FY 2016 Actual: \$923,119**  
**% of Total Revenue in FY 2018: 1.0%**

Beer and Liquor taxes are paid by the wholesale distributor per container at the time of delivery to the retail store. Growth is estimated upon historic data and population growth. Projections are based on historical trends; therefore no significant change is anticipated for FY 2018.

## LICENSES AND PERMITS



**FY 2018 Budget: \$984,650**  
**FY 2017 Budget \$860,150 and FY 2016 Actual: \$860,838**  
**% of Total Revenue in FY 2018: 1.0%**

# Key Revenue Sources and Assumptions

A fee is charged for the issuance of permits to construct or repair residential or commercial property. The fee is set as a function of the construction costs. The revenues are projected based on the fee structure and the expected construction activity for the coming year. Construction activity in the Lowndes County area is improving and an increase has been projected in permit revenues.

## INTERGOVERNMENTAL REVENUE

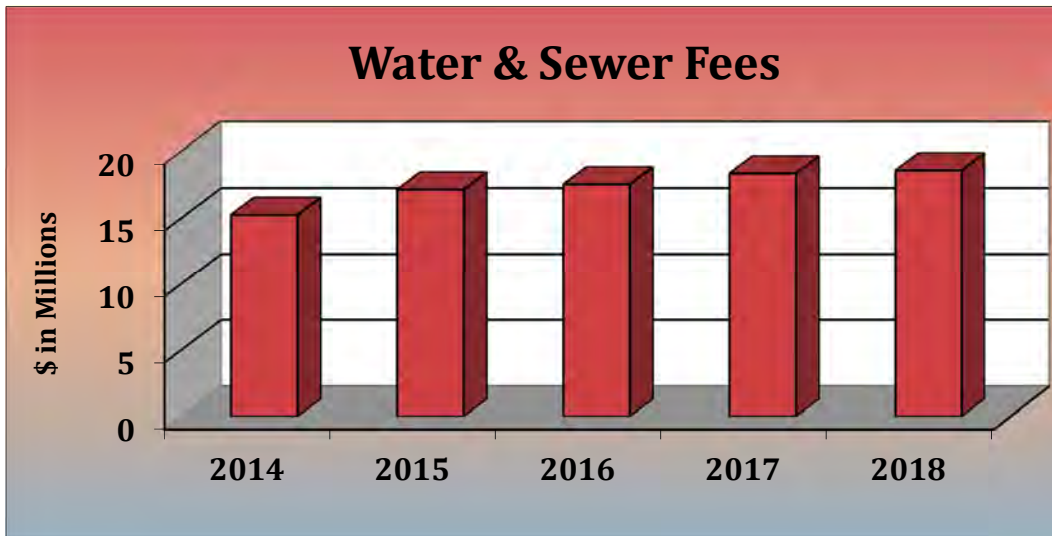
% of Total Revenue in FY 2018 2.7%

FY 2018 Revenue \$2,608,652

FY 2017 Revenue \$2,368,941

These revenues consist of funds received from the federal government, the State of Georgia and local governments and agencies in the form of grants and entitlements. They are based on the programs and projects that are eligible for participation in a grant or entitlement. Due to the uncertainty of the amount of grants to be awarded in the coming year, the City has chosen to budget conservatively and perform budget adjustments as the grants are awarded. Also, given the wide fluctuations from year to year in the amount of grant funding available and awarded, no trend is presented because it could not be considered useful in analyzing these types of revenues.

## CHARGES FOR SERVICES



**FY 2018 Budget: \$18,592,500**

**FY 2017 Budget: \$18,363,950 and FY 2016 Actual: \$17,185,147**

**% of Total Revenue in FY 2018: 19.0%**

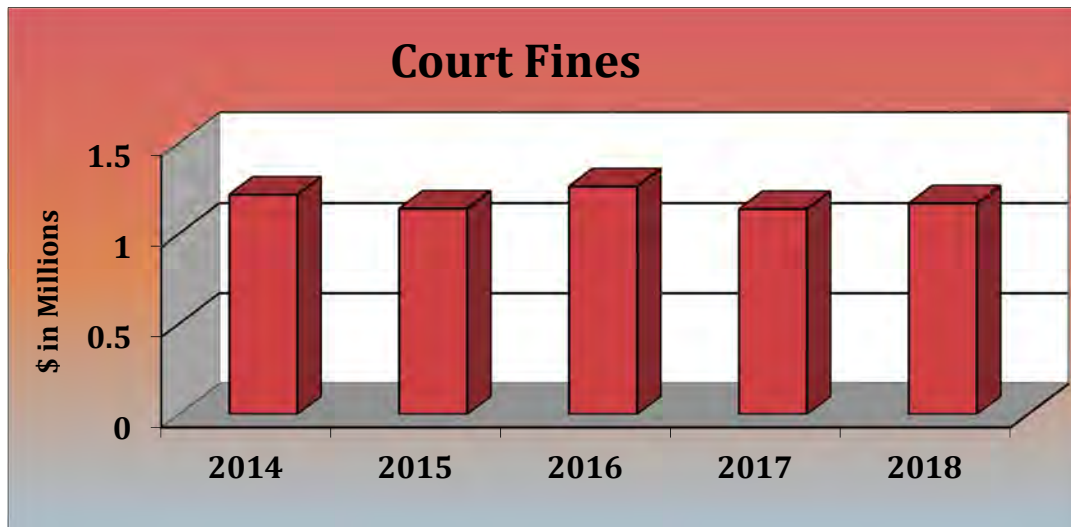
The Water and Sewer Fund charges all customers for the services it provides. With implementation of the rate study the revenue is projected to increase slightly each year since FY 2014.

# Key Revenue Sources and Assumptions



**FY 2018 Budget: \$5,224,515**  
**FY 2017 Budget: \$4,923,600 and FY 2016 Actual: \$4,810,472**  
**% of Total Revenue in FY 2018: 5.3%**

Sanitation fees are collected for commercial and residential garbage, yard trash, and roll off collection services. Revenue projection is based on a consistent level in the customer base.



**FY 2018 Budget: \$1,168,000**  
**FY 2017 Budget: \$1,136,806 and FY 2016 Actual: \$1,029,086**  
**% of Total Revenue in FY 2018: 1.2%**

Court fines are derived from fees imposed for the commission of statutory offenses, and are based on historical trends.



**REVENUE SCHEDULE**

**SUMMARY  
SCHEDULE  
OF REVENUES  
&  
OTHER SOURCES**

**BY FUND TYPE, FUND  
AND MAJOR  
CATEGORY**

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>General Fund 101</b>			
<b>Taxes Revenue</b>			
400-1111 Real Property - Current	\$8,469,580	\$11,314,190	\$11,315,000
400-1113 Timber Tax	0	150	150
400-1122 Motor Vehicle	1,413,182	1,498,500	1,275,000
400-1123 Mobile Home Tax	6,554	1,500	3,500
400-1124 Railroad Equipment Tax	23,059	21,000	23,000
400-1125 Heavy Duty Equipment	1,195	1,500	1,500
400-1130 Property Not On Digest	43,435	53,000	53,000
4001140 Real Estate Transfer	49,772	38,000	50,000
400-1150 Intangibles	149,875	130,000	135,000
400-1160 Franchise	4,029,631	3,975,500	3,900,000
400-1210 Local Option Sales - LOST	7,930,106	8,085,785	7,850,000
400-1301 Beer Tax	687,047	690,000	690,000
400-1302 Liquor Tax	236,072	246,000	246,000
4001401 Business & Occupation	1,488,194	1,553,700	1,570,000
400-1402 Insurance Premium Tax	3,155,526	3,313,015	3,657,300
400-1403 Financial Institution	189,286	191,000	191,000
400-1911 Penalties & Interest	46,699	40,000	42,000
<b>Total Taxes Revenue</b>	<b>\$27,919,213</b>	<b>\$31,152,840</b>	<b>\$31,002,450</b>
<b>Licenses and Permits Revenue</b>			
400-2110 Alcoholic Beverage License	453,509	440,000	460,000
400-2121 Insurance Company Business	75,725	70,000	70,000
400-2291 Land Disturbing Activity	1,500	1,250	1,500
400-2292 NPDES Permitting	5,588	3,500	3,500
<b>Total Licenses and Permits Revenue</b>	<b>\$536,322</b>	<b>\$514,750</b>	<b>\$535,000</b>
<b>Intergovernmental Revenue</b>			
400-3101 Airport Security	23,365	15,480	8,300
400-3801 Other Agency-Funded Officers	615,985	730,138	756,149
400-3421 Right of Way Maintenance - State	77,525	93,030	93,030
400-3802 Airport Crash Rescue	290,000	290,000	300,880
400-3899 Miscellaneous Other Local Agencies	16,568	177,404	27,404
405-3103 Federal DOJ Bulletproof Vest	13,213	0	0
405-3232 Contribution from FEMA	721	0	0
405-3233 Contribution from GEMA	46,409	0	0
400-3610 Contributions from Other Govt	300,833	280,000	280,000
405-3631 GA Local Assistance	9,442	0	0
<b>Total Intergovernmental Revenue</b>	<b>\$1,394,061</b>	<b>\$1,586,052</b>	<b>\$1,465,763</b>
<b>Charges for Services Revenue</b>			
400-4001 Department Revenue	227,405	265,500	135,500
400-4004 Admin Fee Garnishment/Child Support	5,541	6,000	6,000
400-4005 Insufficient Fund Fees	902	1,500	1,500
400-4007 Lot Clearing	26,041	30,000	37,000
400-4009 Over and Under	(66)	0	0
400-4099 Misc. Billing Contra	(137,626)	0	0
400-4503 Zoning Application	26,921	29,500	27,000
400-4505 Housing	(6,899)	0	77,622
<b>Total Charges for Services Revenue</b>	<b>\$142,219</b>	<b>\$332,500</b>	<b>\$284,622</b>
<b>Fines and Forfeitures Revenue</b>			
400-5141 Court Fines & Forfeitures	989,848	1,087,200	1,130,000
400-5142 Local Indigent Def	7,839	12,000	9,000
400-5143 Seat Belt Fines	31,399	37,606	29,000
<b>Total Fines and Forfeitures Revenue</b>	<b>\$1,029,086</b>	<b>\$1,136,806</b>	<b>\$1,168,000</b>
<b>Interest Revenue</b>			
400-6100 Interest on Investments	6,060	0	0
<b>Total Interest Revenue</b>	<b>\$6,060</b>	<b>\$0</b>	<b>\$0</b>
<b>Contributions and Donations Rev.</b>			
400-7001 Contribution & Donation	11,451	0	9,500
<b>Total Contributions &amp; Donations Revenue</b>	<b>\$11,451</b>	<b>\$0</b>	<b>\$9,500</b>

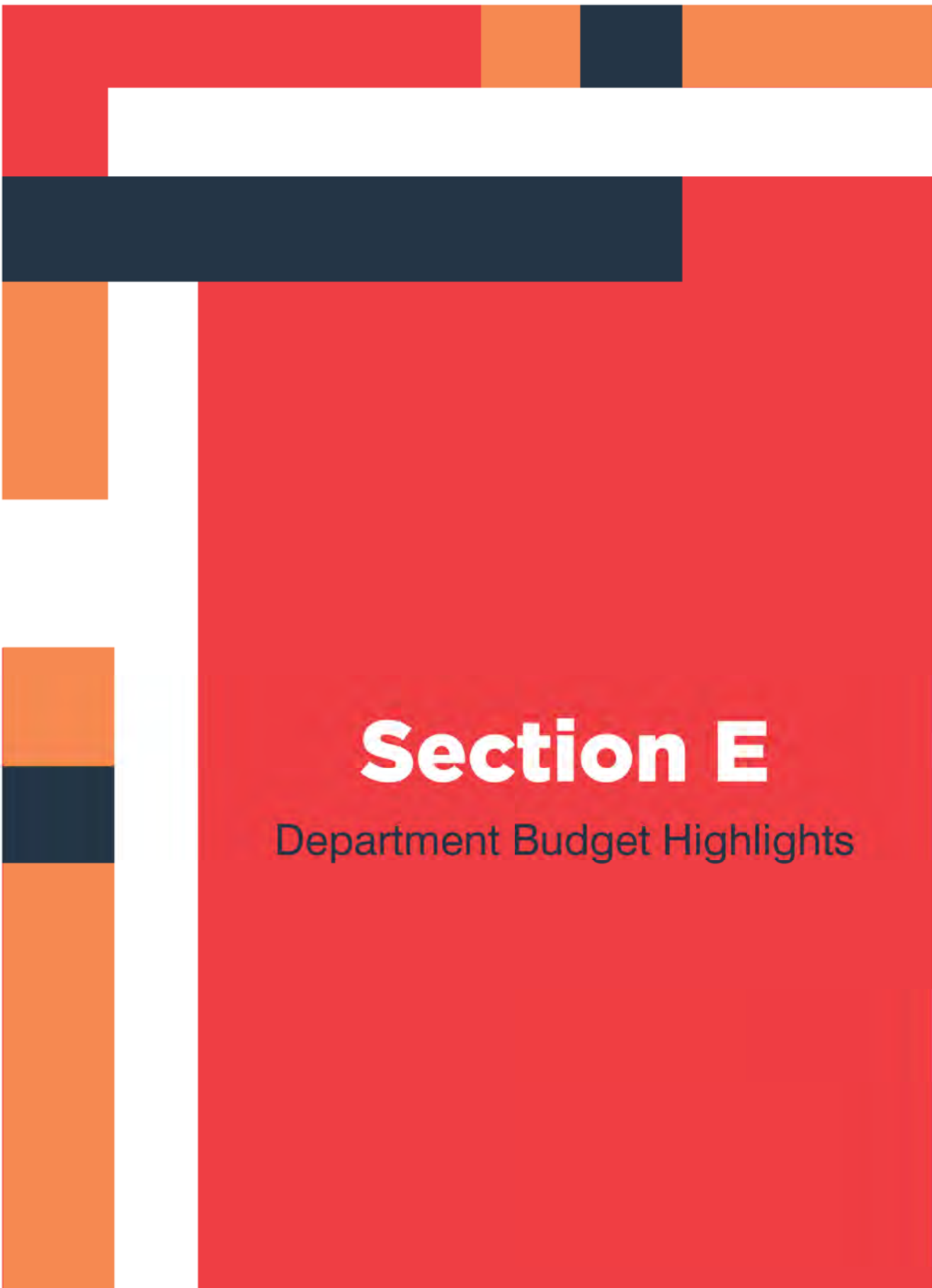
	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>Miscellaneous Revenue</b>			
400-8101 Rent	279,780	255,000	245,000
400-8102 Warehouse Rent	30,000	30,000	30,000
400-8301 Insurance Claims	0	0	80,000
400-8901 Cemetery	35,175	42,000	38,000
400-8904 Land Lease Industrial Authority	0	18,000	29,000
400-8960 Sale of Property	(2,000)	0	25,000
400-8999 Miscellaneous	167,952	300,000	382,000
400-9009 Capital Leases	2,134,015	0	0
<b>Total Miscellaneous Revenue</b>	<b>\$2,644,922</b>	<b>\$645,000</b>	<b>\$829,000</b>
<b>Total General Fund</b>	<b>\$33,683,334</b>	<b>\$35,367,948</b>	<b>\$35,294,335</b>
<b>Confiscated Funds 210</b>			
<b>Fines and forfeitures Revenue</b>			
400-5230 Other Confiscations/Escheats	5,028	0	0
<b>Total Fines and Forfeitures Revenue</b>	<b>\$5,028</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Confiscated Fund</b>	<b>\$5,028</b>	<b>\$0</b>	<b>\$0</b>
<b>Property Evidence Fund 211</b>			
<b>Fines and forfeitures Revenue</b>			
400-5230 Other Confiscations/Escheats	3,994	0	0
<b>Total Fines and Forfeitures Revenue</b>	<b>\$3,994</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Property Evidence Fund</b>	<b>\$3,994</b>	<b>\$0</b>	<b>\$0</b>
<b>U. S Dept. of Justice Fund 225</b>			
<b>Intergovernmental Revenue</b>			
405-3101 Federal DOJ Grant	13,098	0	0
<b>Total Intergovernmental Revenue</b>	<b>\$13,098</b>	<b>\$0</b>	<b>\$0</b>
<b>Total U. S Dept. of Justice Fund</b>	<b>\$13,098</b>	<b>\$0</b>	<b>\$0</b>
<b>HUD Federal Grant Fund 231</b>			
<b>Intergovernmental Revenue</b>			
405-3202 Federal CDBG HUD Entitlement Grant	499,389	576,889	576,889
405-8102 Program Income	3,025	0	0
<b>Total Intergovernmental Revenue</b>	<b>\$502,414</b>	<b>\$576,889</b>	<b>\$576,889</b>
<b>Total HUD Federal Grant Fund</b>	<b>\$502,414</b>	<b>\$576,889</b>	<b>\$576,889</b>
<b>Accommodations Tax Fund 291</b>			
<b>Taxes Revenue</b>			
400-1305 Accommodations Tax	2,893,027	2,730,000	2,980,900
400-1912 Interest & Penalty	568	1,000	350
<b>Total Taxes Revenue</b>	<b>\$2,893,595</b>	<b>\$2,731,000</b>	<b>\$2,981,250</b>
<b>Total Accommodations Tax Fund</b>	<b>\$2,893,595</b>	<b>\$2,731,000</b>	<b>\$2,981,250</b>
<b>SPLOST 2013 Fund 325</b>			
<b>Taxes Revenue</b>			
400-1220 Special Purpose Local Option Sales	10,953,632	11,200,000	9,568,743
400-3620 Contribution from DOT	439,650	0	0
400-3623 Contribution from -TE	1,430	0	0
<b>Total Taxes Revenue</b>	<b>\$11,394,712</b>	<b>\$11,200,000</b>	<b>\$9,568,743</b>
<b>Total SPLOST 2013 Fund</b>	<b>\$11,394,712</b>	<b>\$11,200,000</b>	<b>\$9,568,743</b>

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>Airport Development Fund 341</b>			
<b>Intergovernmental Revenue</b>			
405-3230 Contribution from FAA	1,702,763	0	0
405-3620 Contribution from DOT	94,544	0	0
405-3620 Contribution from Airport Authority-SPLOST	28,816	0	0
405-3902 Contribution from Airport Authority	81,357	0	0
<b>Total Intergovernmental Revenue</b>	<b>\$1,907,480</b>	<b>\$0</b>	<b>\$0</b>
<b>Interest Revenue</b>			
405-6600 Loan Interest	11,174	0	0
<b>Total Interest Revenue</b>	<b>\$11,174</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Airport Development Fund</b>	<b>\$1,918,654</b>	<b>\$0</b>	<b>\$0</b>
<b>Road Improvement Fund 343</b>			
405-3620 Contribution from DOT	0	0	406,000
<b>Total Interest Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$406,000</b>
<b>Total Road Improvement Fund</b>	<b>\$0</b>	<b>\$0</b>	<b>\$406,000</b>
<b>Sanitation Fund 501</b>			
<b>Intergovernmental Revenue</b>			
400-3803 Deep South Revenue Sharing	215,076	206,000	160,000
<b>Total Intergovernmental Revenue</b>	<b>\$215,076</b>	<b>\$206,000</b>	<b>\$160,000</b>
<b>Charges for Services Revenue</b>			
400-4211 Residential Pick Up	3,514,604	3,507,000	3,667,615
400-4212 Small Business Pick Up	226,604	247,300	266,000
400-4213 Special Pick Up	18,543	16,000	21,000
400-4214 Late Fee	(1,412)	0	0
400-4215 Commercial Pick Up	882,208	975,000	1,100,000
400-4216 Roll Off Fees	89,668	99,000	100,000
400-4221 Residential Adjustment	878	1,300	400
400-4230 Landfill Charges	310	0	0
400-8903 Recycling Revenues	73,921	70,000	65,000
<b>Total Charges for Services Revenue</b>	<b>\$4,805,324</b>	<b>\$4,915,600</b>	<b>\$5,220,015</b>
<b>Fines and Forfeitures Revenue</b>			
440-5190 Other Fines	2,050	0	4,000
<b>Total Fines and Forfeitures Revenue</b>	<b>\$2,050</b>	<b>\$0</b>	<b>\$4,000</b>
<b>Interest Revenue</b>			
400-6400 Interest Miscellaneous Billing	(23)	0	0
<b>Total Interest Revenue</b>	<b>(\$23)</b>	<b>\$0</b>	<b>\$0</b>
<b>Miscellaneous Revenue</b>			
400-8999 Miscellaneous	5	0	0
440-8960 Gain on Sales of Assets	939,291		
440-8962 Container Sales	3,035	3,000	0
440-8999 Miscellaneous	81	5,000	500
<b>Total Miscellaneous Revenue</b>	<b>\$942,412</b>	<b>\$8,000</b>	<b>\$500</b>
<b>Total Sanitation Fund</b>	<b>\$5,964,839</b>	<b>\$5,129,600</b>	<b>\$5,384,515</b>

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>Water and Sewer Fund 502</b>			
<b>Charges for Services Revenue</b>			
400-4301 Service Fee	16,338,849	17,520,000	17,720,000
400-4902 Temporary Service Fee	175	0	0
400-4303 Hydrant Water	3,157	3,500	4,500
400-4304 Late/Reconnect Fee	599,094	600,000	635,000
400-4606 New Service Fee	129,076	125,000	125,000
400-4321 Income Adjustment	1,650	0	0
400-4410 Water Taps	40,700	44,000	45,000
400-4420 Sewer Taps	5,600	6,000	6,000
400-8920 Over/Under	(71)	0	0
440-4310 Outside Sampling	9,475	7,700	0
440-4440 Industrial Pretreatment Permits	0	250	0
<b>Total Charges for Services Revenue</b>	<b>\$17,127,705</b>	<b>\$18,306,450</b>	<b>\$18,535,500</b>
<b>Contributions &amp; Donations Revenue</b>			
440-9001 Capital Contribution Revenue	12,241,958	5,000,000	4,545,456
<b>Total Contributions &amp; Donations Revenue</b>	<b>\$12,241,958</b>	<b>\$5,000,000</b>	<b>\$4,545,456</b>
<b>Miscellaneous Revenue</b>			
440-8930 Recovery of Bad Debt	50,264	40,000	45,000
440-8999 Miscellaneous	7,178	17,500	12,000
<b>Total Miscellaneous Revenue</b>	<b>\$57,442</b>	<b>\$57,500</b>	<b>\$57,000</b>
<b>Total Water &amp; Sewer Fund</b>	<b>\$29,427,105</b>	<b>\$23,363,950</b>	<b>\$23,137,956</b>
<b>Inspection Fund 503</b>			
<b>Licenses and Permits Revenue</b>			
400-2211 Electrical Permits	96,225	91,200	115,100
400-2212 Plumbing Permits	73,670	68,600	85,750
400-2213 Building Permits	535,234	495,200	627,000
400-2214 Mechanical Permits	107,180	99,800	118,300
400-2215 Sprinkler Permits	1,486	1,100	1,500
<b>Total Licenses and Permits Revenue</b>	<b>\$813,795</b>	<b>\$755,900</b>	<b>\$947,650</b>
<b>Charges for Services Revenue</b>			
400-4501 Plan Review	38,249	36,750	37,000
400-4502 Inspection Revenues	0	60,000	0
<b>Charges for Services Revenue</b>	<b>\$38,249</b>	<b>\$96,750</b>	<b>\$37,000</b>
<b>Miscellaneous Revenue</b>			
440-8999 Permit Displays	8,795	7,500	0
<b>Total Miscellaneous Revenue</b>	<b>\$8,795</b>	<b>\$7,500</b>	<b>\$0</b>
<b>Total Inspection Fund</b>	<b>\$860,839</b>	<b>\$860,150</b>	<b>\$984,650</b>
<b>Department of Labor Building Fund 505</b>			
<b>Miscellaneous Revenue</b>			
400-8101 Rent	469,157	469,157	469,157
<b>Total Miscellaneous Revenue</b>	<b>\$469,157</b>	<b>\$469,157</b>	<b>\$469,157</b>
<b>Total Dept. of Labor Building Fund</b>	<b>\$469,157</b>	<b>\$469,157</b>	<b>\$469,157</b>
<b>Storm Water Drainage Fund 512</b>			
<b>Charges For Services Revenue</b>			
400-4301 Service Fee	1,282,924	1,736,477	1,790,500
400-4321 Income Adjustment	418	630	200
<b>Total Charges for Services Revenue</b>	<b>\$1,283,342</b>	<b>\$1,737,107</b>	<b>\$1,790,700</b>
<b>Total Storm Water Fund</b>	<b>\$1,283,342</b>	<b>\$1,737,107</b>	<b>\$1,790,700</b>

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>Auditorium Fund 555</b>			
<b>Miscellaneous Revenue</b>			
400-8101 Rent	43,735	53,200	51,000
<b>Total Miscellaneous Revenue</b>	<b>\$43,735</b>	<b>\$53,200</b>	<b>\$51,000</b>
<b>Total Auditorium Fund</b>	<b>\$43,735</b>	<b>\$53,200</b>	<b>\$51,000</b>
<b>Motor Fuel Fund 595</b>			
<b>Charges for Services Revenue</b>			
400-4201 Fuel Sales	280,181	270,000	290,000
<b>Total Charges for Services Revenue</b>	<b>\$280,181</b>	<b>\$270,000</b>	<b>\$290,000</b>
<b>Motor Fuel Fund</b>	<b>\$280,181</b>	<b>\$270,000</b>	<b>\$290,000</b>
<b>Motor Pool Fund 601</b>			
<b>Charges for Services Revenue</b>			
400-4201 Fuel Sales	271,021	260,000	280,000
400-4601 Vehicle Services	3,092,806	3,651,120	4,190,565
<b>Total Charges for Services Revenue</b>	<b>\$3,363,827</b>	<b>\$3,911,120</b>	<b>\$4,470,565</b>
<b>Contributions and Donations Revenue</b>			
400-9001 Capital Contribution Revenue	323,541	0	0
<b>Total Contributions &amp; Donations Revenue</b>	<b>\$323,541</b>	<b>\$0</b>	<b>\$0</b>
<b>Miscellaneous Revenue</b>			
400-8301 Insurance Claims	3,649	20,000	10,000
400-8960 Sale of Property	76,506	0	0
440-8961 Gain on Sale of Assets	27,116	0	0
<b>Total Miscellaneous Revenue</b>	<b>\$107,271</b>	<b>\$20,000</b>	<b>\$10,000</b>
<b>Total Motor Pool Fund</b>	<b>\$3,794,639</b>	<b>\$3,931,120</b>	<b>\$4,480,565</b>
<b>Group Insurance Fund 602</b>			
<b>Charges for Services Revenue</b>			
400-4602 Employee Insurance Premium	4,459,771	4,500,000	4,750,000
400-4603 Retiree Insurance Premium	93,884	93,000	99,360
400-4604 Cobra Insurance Premium	24,998	25,000	20,000
<b>Total Charges for Services Revenue</b>	<b>\$4,578,653</b>	<b>\$4,618,000</b>	<b>\$4,869,360</b>
<b>Miscellaneous Revenue</b>			
400-8999 Miscellaneous	123,091	100,000	120,000
<b>Miscellaneous Revenue</b>	<b>\$123,091</b>	<b>\$100,000</b>	<b>\$120,000</b>
<b>Total Group Insurance Fund</b>	<b>\$4,701,744</b>	<b>\$4,718,000</b>	<b>\$4,989,360</b>
<b>Workmen's Compensation Fund 603</b>			
<b>Charges for Services Revenue</b>			
400-4602 Employee Insurance Premium	615,001	600,000	600,000
<b>Total Charges for Services Revenue</b>	<b>\$615,001</b>	<b>\$600,000</b>	<b>\$600,000</b>
<b>Total Workmen's Compensation Fund</b>	<b>\$615,001</b>	<b>\$600,000</b>	<b>\$600,000</b>
<b>IT Services Fund 604</b>			
<b>Charges for Services Revenue</b>			
400-4609 Information Technology Charges	1,078,064	1,233,857	1,420,345
400-4610 Information Technology Charges External Customers	353	0	0
<b>Charges for Services Revenue</b>	<b>\$1,078,417</b>	<b>\$1,233,857</b>	<b>\$1,420,345</b>
<b>Total IT Services Fund</b>	<b>\$1,078,417</b>	<b>\$1,233,857</b>	<b>\$1,420,345</b>

	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
<b>Sunset Hill Permanent Fund 791</b>			
<b>Contributions and Donations Revenue</b>			
400-7011 Perpetual Care Income	8,300	9,400	8,000
<b>Total Contributions and Donations Revenue</b>	<b>\$8,300</b>	<b>\$9,400</b>	<b>\$8,000</b>
<b>Miscellaneous Revenues</b>			
400-8101 Rent	22,645	24,555	23,320
<b>Total Miscellaneous Revenues</b>	<b>\$22,645</b>	<b>\$24,555</b>	<b>\$23,320</b>
<b>Total Sunset Hill Permanent Fund</b>	<b>\$30,945</b>	<b>\$33,955</b>	<b>\$31,320</b>
<b>Total Revenues</b>	<b>\$98,964,773</b>	<b>\$92,275,933</b>	<b>\$92,456,785</b>



# Section E

Department Budget Highlights



# **BUDGET HIGHLIGHTS DEPARTMENT OVERVIEW**

The following pages present a view of the budget expenditures by Fund, Department, and Division or Program.

Fiscal data is given for each department, division or program for FY 2016-2018.

The count for full time and permanent part-time positions is given for each department and division

Department and division descriptions are given that explain the basic service activities for which the unit is responsible.

Highlights, goals, and objectives are presented which may give highlights of 2017 and may also list departmental and divisional goals and objectives for 2018. Goals that relate to the citywide goals are annotated with the corresponding number. These citywide goals can be found on page A-19 of this document.

The significant accomplishments and changes section details any major changes that the division has undergone or any noteworthy item it has accomplished.

Comparisons of prior-year results of operations and current budget plans are facilitated by the page section, "Performance Measurement Criteria." Standards of measurement established by the operating unit are given for the fiscal-year period 2016. Projections for the year 2017 and 2018 are also given. When data is not available, it will be stated.

# General Fund

The principal fund of the City which accounts for all financial transactions not accounted for in other funds. Principal revenue sources are property taxes, sales taxes, fines, intergovernmental revenues, etc. Expenditures are for General Government, Public Safety, Municipal Court, Public Works and Community Development.

# General Government

# Administration

## Department Summary

The Administration department is within the General Government Function. It includes the Mayor and Council, Executive Office, Public Relations, Elections, and City Attorney.

### Expenditure Summary:

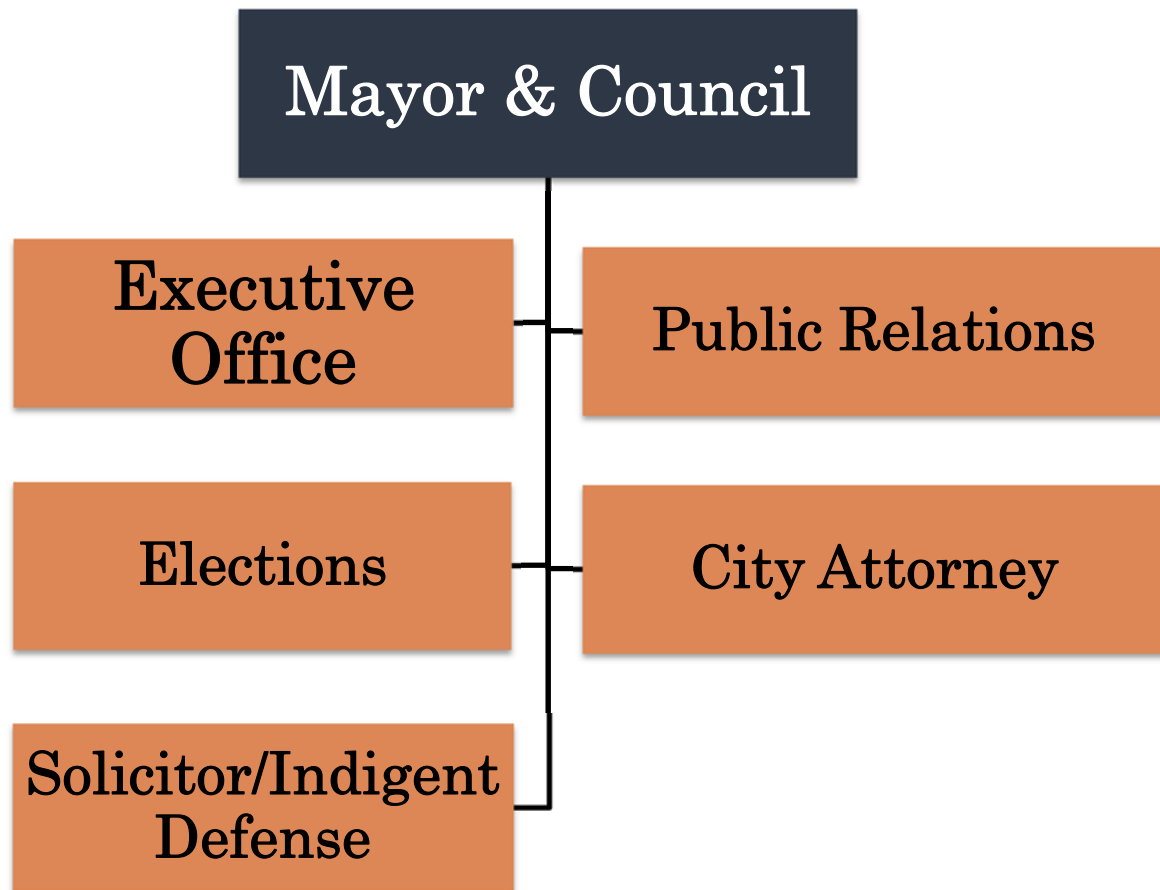
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$962,026	\$955,846	\$984,858
CONTRACTUAL SERVICES	100,788	167,793	168,355
SUPPLIES	30,680	35,823	32,432
TRAVEL, TRAINING & MEMBERSHIP	171,573	216,979	211,946
OTHER SERVICES & CHARGES	559,039	822,808	806,933
<b>TOTAL EXPENDITURES</b>	<b>\$1,824,106</b>	<b>\$2,199,249</b>	<b>\$2,204,524</b>
POSITIONS			
FULL TIME	15	15	15
<b>TOTAL POSITIONS</b>	<b>15</b>	<b>15</b>	<b>15</b>

### Department Goals:

- Continue to improve the quality of life for the residents of Valdosta (All Goals)
- Promote economic and community growth (All Goals)
- Continue with infrastructure expansion and capital improvement (CG3) (CG4) (CG11)
- Enhance economic development downtown (CG8)
- Operate the City in a fiscally responsible manner (CG6) (CG7) (CG9) (CG10)
- Implementation of a short term work program acceptable to the EPD for resolving wastewater issues
- Make necessary amendments to the City's retirement plan (CG10)

# Administration

## Organizational Chart



# Administration

## Mayor and Council

Through legislative action and instruction to the City Manager, the Mayor and Council govern the City of Valdosta by enacting ordinances concerning municipal affairs, subject only to limitations and restrictions of the city charter and the state constitution.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$199,803	\$191,857	\$201,168
CONTRACTUAL SERVICES	43,246	69,055	59,802
SUPPLIES	12,512	15,500	15,500
TRAVEL, TRAINING & MEMBERSHIP	160,333	193,451	192,501
OTHER SERVICES & CHARGES	217,008	275,638	248,205
<b>TOTAL EXPENDITURES</b>	<b>\$632,902</b>	<b>\$745,501</b>	<b>\$717,176</b>
POSITIONS			
FULL TIME	8	8	8
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>8</b>	<b>8</b>

### Significant Accomplishments and/or Changes:

- None

### Division Objectives:

- Implement programs to enhance the quality of life for City residents through economic development, infrastructure replacement and expansion of public facilities (CG2) (CG5) (CG6)
- Work with Lowndes County Commissioners to fund joint projects for the betterment of our community

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Adopt Code supplements	1	1	1
Review/amend city zoning designations	1	1	1
Study/address transportation needs	1	1	1
Study/address technology infrastructure	1	1	1

# Administration

## Executive

The Executive Office Division provides information and recommendations to the Mayor and Council, implements council policies, directs the delivery of municipal services, oversees accomplishment of City objectives, and provides clerical and administrative support to the Mayor and Council.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$640,681	\$643,796	\$654,726
CONTRACTUAL SERVICES	49,301	50,906	63,393
SUPPLIES	7,107	9,858	8,542
TRAVEL, TRAINING & MEMBERSHIP	9,790	21,208	17,050
OTHER SERVICES & CHARGES	19,627	26,847	27,808
<b>TOTAL EXPENDITURES</b>	<b>\$726,506</b>	<b>\$752,615</b>	<b>\$771,519</b>
POSITIONS			
FULL TIME	5	5	5
<b>TOTAL POSITIONS</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Significant Accomplishments and/or Changes:

- None

### Division Objectives:

- Organize material for agenda items
- Supervise and evaluate performance of department heads
- Oversee and complete updating of the Code of Ordinances
- Provide administrative oversight for construction of SPLOST projects

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Documents processed within 3 days of receipt	100%	100%	100%
Detailed reports issued with Agenda Packets	24	24	24
News releases issued	50	50	50
Bi-weekly staff meetings	26	26	26

# Administration

## Public Relations

The Public Information Division is responsible for providing accurate and timely information to the citizens and the news media through the use of traditional communication tools – press releases, public service announcements, annual reports, photos, newsletters, brochures, information booths, guest speaking, special events, etc. The Public Information Division collaborates with department personnel to obtain current and pertinent information about city services, which is then made available to citizens and other interested individuals and groups through these communication tools. The Division is also charged with maintaining the integrity of the City’s website, supervising the operation of Metro Valdosta 17, overseeing advertising and promotions, managing the City’s social media efforts, and monitoring the City’s overall internal and external communication strategy.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$121,542	\$120,193	\$128,964
CONTRACTUAL SERVICES	8,241	22,832	20,160
SUPPLIES	11,061	10,465	8,390
TRAVEL, TRAINING & MEMBERSHIP	1,450	1,475	1,550
OTHER SERVICES & CHARGES	24,092	29,123	40,920
<b>TOTAL EXPENDITURES</b>	<b>\$166,386</b>	<b>\$184,088</b>	<b>\$199,984</b>
POSITIONS			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- Wrote and produced 168 press releases, 52 weekly E-newsletters, 5 City Beat newsletters, the 2016 Annual Report, 2016 Water Quality Report, 4 water bill inserts, and other items as requested
- Continued to grow the effectiveness and integrity of Twitter, YouTube and Facebook accounts, partnering with a VSU Social Media class for a mutually-beneficial educational project
- Improved the E-news structure and distribution by utilizing Mail Chimp and social media feeds, increasing our reach with the 658 city news tips sent in 2016
- Improved the use of our new Valdosta Click ‘N Fix app through the creation of instructional videos, promotional materials and educational events
- Managed the new city website and conducted annual refresher training for 32 Content Managers
- Continued to coordinate tours and public education events—over 49 of them during 2016
- Managed Metro Channel 17, produced 25 programs, 2 VYC shows, and 14 PSAs
- Provided photo/video support for several dozen events, meetings, services, and etc.
- Chaired the Valdosta Youth Council and the Valdosta Gov’t 101 Citizens Orientation
- Increase Facebook Likes by 120% in 2016 with a monthly reach of 30-60K



# Administration

## Public Relations continue

### Division Objectives:

- Continue to serve the city leadership, media, and citizens with public information services, printed and electronic materials, online newsletters and publications, E-news blasts, city website, public events/tours, public meetings, promotions, photo/video services, and Metro Valdosta 17 to maintain positive image for the city government and to engage citizens in their local government
- Further expand our social media contact with citizens
- Maintain a positive image for the city government through good relationships with local and regional media sources and special interest groups
- Increase awareness and viewership of Metro Valdosta 17 with more coverage of city services and features with city leadership/staff, as well as key community partners
- Utilize the new modern city website for ultimate citizen interactivity with local government information, services and programs
- Continue to look for mutually beneficial partnerships and other creative and affordable ways to inform and engage citizens in their local government

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Production of bi-monthly newsletters	5	4	4
Press Releases/media advisories/PSA's	168	150	150
Weekly E-Newsletters	52	52	52
Social Media Posts	1,562	1,550	1,100
Tours through City facilities	15	12	12
PIO speaking events/public information fair	8	6	6
Bi-monthly <i>City Focus</i> new show on Channel 17	25	25	25
Video PSAs	14	26	14
Water Quality Report	1	1	1
Annual Report	1	1	1
Event Coordination	34	15	15

# Administration

## Elections

The Elections Division exists to organize and implement plans to conduct municipal elections.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	\$0	\$25,000	\$25,000
TOTAL EXPENDITURES	\$0	\$25,000	\$25,000

### Significant Accomplishments and/or Changes:

- None

### Division Objectives:

- N/A

# Administration

## City Attorney

The City Attorney provides comprehensive legal services and opinions to assist the Mayor and Council, City Manager, and Department Heads in carrying out the activities of government. The City Attorney also reviews contracts, ordinances, and other legal documents for presentation and approval.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
TRAVEL, TRAINING & MEMBERSHIP	\$0	\$845	\$845
OTHER SERVICES & CHARGES	196,125	368,000	368,000
<b>TOTAL EXPENDITURES</b>	<b>\$196,125</b>	<b>\$368,845</b>	<b>\$368,845</b>

### Significant Accomplishments and/or Changes:

- None

### Division Objectives:

- Provide to elected and appointed officials accurate, timely and well researched legal advice
- Reduce workers' comp claims by 10% through negotiating settlements (CG10)
- Reduce current number of lawsuits from twenty-six (26) by twenty percent (20%) (CG10)
- Review for adoption a revised code of ordinances

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
% Annual Reduction in Workers Claims	10%	10%	10%
% of contracts reviewed within 7 days	100%	100%	100%
Provide an annual report on states of litigation	1	1	1
% of ordinances reviewed within 10 days	94%	95%	95%

# Administration

## Solicitor/Indigent Defense

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
OTHER SERVICES & CHARGES	\$102,187	\$123,200	\$122,000
TOTAL EXPENDITURES	\$102,187	\$123,200	\$122,000

### Significant Accomplishments and/or Changes:

- None

### Division Objectives:

- To act as prosecutor in Municipal Court cases which go to trial

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
To win cases prosecuted	99%	98%	99%

# **HUMAN RESOURCES DEPARTMENT**

# Human Resources

## Department Summary

The Human Resources Department is incorporated in the General Government Function. The staff is responsible for Policy and Procedure Development, Safety Administration, Recruitment and Selection, Wellness Program, Training and Development, Classification and Compensation, Benefits, Retirement, Workers' Compensation, Unemployment Compensation, Attendance and Leave, Employee Development and Employee Relations.

### Expenditure Summary:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GARNISHMENT ADMIN FEES	\$5,541	\$6,000	\$6,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$5,541</b>	<b>\$6,000</b>	<b>\$6,000</b>

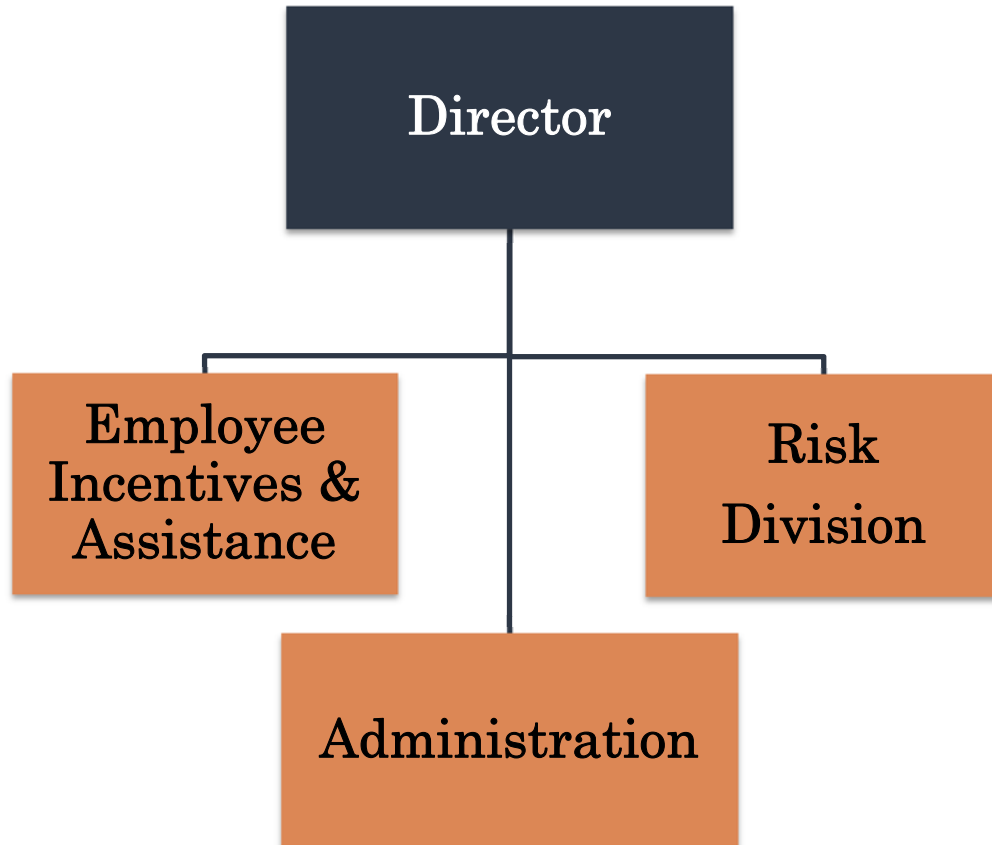
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$277,691	\$288,324	\$313,481
CONTRACTUAL SERVICES	18,672	23,475	18,515
SUPPLIES	2,744	13,612	3,600
TRAVEL, TRAINING & MEMBERSHIP	17	18,175	38,995
OTHER SERVICES & CHARGES	81,179	60,798	52,120
CAPITAL OUTLAY	0	0	9,500
<b>TOTAL EXPENDITURES</b>	<b>\$380,303</b>	<b>\$404,384</b>	<b>\$436,211</b>
<b>POSITIONS</b>			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Department Goals:

- Expansion of the CareHere Clinic Operations
- Increase in staff and hours of operation for CareHere Clinic
- New Performance Evaluation System / Process
- Management / Supervisory Training
- Electronic Recruitment & Selection and Hiring System / Process

# Human Resources

## Organizational Chart



# Human Resources

## Administration

The Administration Division's duties include policy and procedure development, analysis of job to salary standards, staffing, performance standards and evaluation development, training, employee relations, risk and liability, grievances, records and report retention, personnel research, workers' compensation, employee benefits and the retirement program. These functions are varied, but integral to the overall administrative success of the City of Valdosta.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GARNISHMENT ADMIN FEES	\$5,541	\$6,000	\$6,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$5,541</b>	<b>\$6,000</b>	<b>\$6,000</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$272,726	\$283,824	\$306,081
CONTRACTUAL SERVICES	3,321	5,475	4,515
SUPPLIES	2,744	13,612	3,600
TRAVEL, TRAINING & MEMBERSHIP	17	13,675	34,495
OTHER SERVICES & CHARGES	24,195	25,798	26,120
CAPITAL OUTLAY	0	0	9,500
<b>TOTAL EXPENDITURES</b>	<b>\$303,003</b>	<b>\$342,384</b>	<b>\$384,311</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Significant Accomplishments and/or Changes:

- Create an Intranet Site that will provide internal electronic access to city of Valdosta's Human Resources policies and procedures, internal vacancies, forms, processes, and other pertinent information Conducted a Classification and Compensation Plan System Upgrade
- Developed New Job Descriptions for all City of Valdosta classifications
- Revised the City of Valdosta's Human Resources Policies and Procedures
- Reduced workers' compensation expenditures by 47% during the comparable period last year
- Increased employee and vendor participation at the Annual Health Fair
- Decreased expenditures in submitted liability claims found to be non-compensable, due to reduction in overall liability claims
- Created a more streamlined payroll process to expand deduction coding for payroll and audit review purposes



# Human Resources

## Administration continue

### Division Objectives:

- Creation of City wide Organizational Charts for each Department identifying specific position and incumbent related data
- Implement an Integrated Technology and Social Media Policy and Procedure
- Upgrade the Performance Evaluation System Process and Procedure
- Creation of a City of Valdosta Benefits Handbook
- Implement an Upgraded Wellness, Health and Safety program that include Risk Assessments, Safety Awareness, Defensive Driving Class and Certifications, etc.
- Implement an Electronic Benefits Enrollment System – Policy and Procedure
- Creation of a Compensation & Benefits Calculation Product

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Classification & Pay System Review/Upgrade	95%	100%	05%
Revise HR Policies & Procedures Manual	100%	100%	10%
Rules and Regulations	75%	30%	25%

# Human Resources

## Employee Incentives & Assistance

The Employee Incentives & Assistance Division handles the employee of the month program to reward a selected employee each month for service above and beyond their daily work activities, and provides in house training for all city employees.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$4,965	\$4,500	\$7,400
TRAVEL, TRAINING & MEMBERSHIP	0	4,500	4,500
<b>TOTAL EXPENDITURES</b>	<b>\$4,965</b>	<b>\$9,000</b>	<b>\$11,900</b>

### Significant Accomplishments and/or Changes:

- Continued the re-launch of the Lunch and Learn Series program
- Offered Voluntary CPR and AED certification training for City employees
- Supervisory Training on Human Resources Policy & Procedures, Program and Processes

### Division Objectives:

- Work with the Information Technology group to implement electronic recruitment and selection and Hiring tools
- Conduct Management/Supervisory training
- Develop an Internal Supervisory Training Program
- Implement a comprehensive Electronic Benefits Enrollment System
- Work with Information Technology on Intranet Communication Tool for Human Resources and City wide departmental data and information capabilities

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 20187 PROJECTED
Number of training sessions	07	20	10
Electronic Recruitment System	15%	75%	75%
Intranet Communication Tool	100%	75%	0%

# Human Resources

## Risk Division

The Risk Division of Human Resources is tasked with administering programs aimed at: (1) protecting the health and safety of employees, (2) providing guidance on safe, efficient work habits, (3) protecting the safety and assets of citizens and customers of governmental services, (4) reducing or eliminating hazards, (5) protecting the financial assets of the City, and (6) providing for the efficient utilization of insurance resources through sound risk financing.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	\$15,351	\$18,000	\$14,000
OTHER SERVICES & CHARGES	56,984	35,000	26,000
<b>TOTAL EXPENDITURES</b>	<b>\$72,335</b>	<b>\$53,000</b>	<b>\$40,000</b>

### Significant Accomplishments and/or Changes:

- Reduced Workers' Compensation expenditures by 47
- Increased Risk Assessment Activities; thereby reducing the number of reported work-related injuries
- Increased the number of employee returned to full and/or modified duty
- Decreased loss time due to work related injuries
- Increased the CareHere Clinic utilization
- Implemented an upgraded Health and Safety Program
- Implemented a more improve Health Program
- Expanded the return to work/modified duty program

### Division Objectives:

- Expand the Health and Health & Safety program, including Risk Assessment activities; thereby, reducing the number of reported work-related injuries
- Reduce Worker's Compensation expenditure
- Expand the Health and Wellness Plan
- Expand return to work / modified duty program

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
General liability/Annual Percent Reduction	41%	40%	30%
Expand Return to Work/Modified Duty Program	85%	85%	15%
Workers Compensation / annual % reduction	47%	30%	25%
Wellness Programs / Clinic Utilization	113%	100%	100%

# FINANCE DEPARTMENT

# Finance

## Department Summary

The Finance Department is responsible for safeguarding the fiscal integrity of the City of Valdosta through the development and implementation of sound financial policies and practices. The Finance Department is comprised of Administration, Accounting, Budget, Customer Service, Accounts Receivable, Purchasing, Economic Development/VSEB and Information Technology divisions and is part of the General Government Function.

### Expenditure Summary:

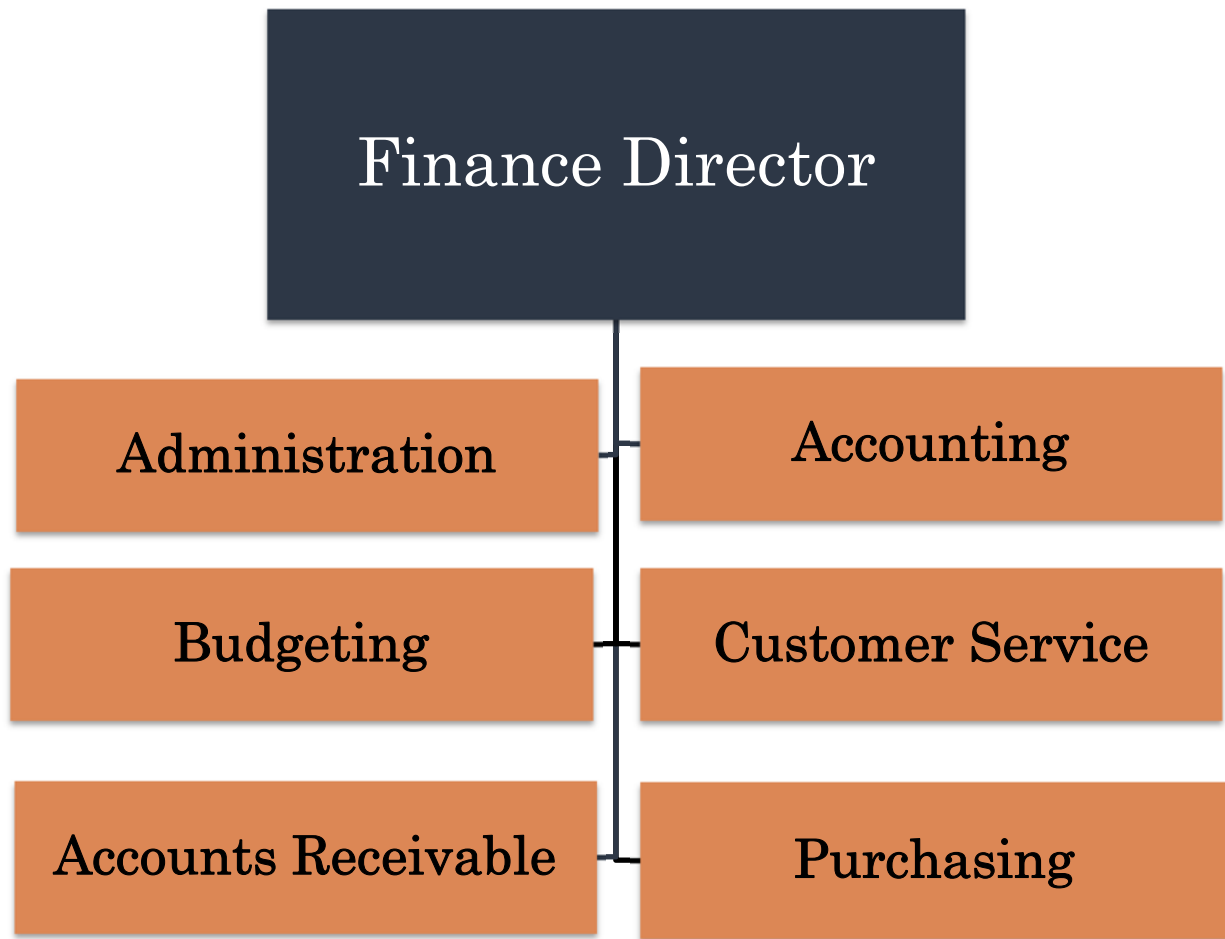
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$1,314,578	\$2,617,463	\$1,482,302
CONTRACTUAL SERVICES	183,868	207,588	203,712
SUPPLIES	16,088	22,880	20,202
TRAVEL, TRAINING & MEMBERSHIP	12,255	16,243	14,441
OTHER SERVICES & CHARGES	241,228	234,839	245,669
<b>TOTAL EXPENDITURES</b>	<b>\$1,768,017</b>	<b>\$3,099,013</b>	<b>\$1,966,326</b>
POSITIONS			
FULL TIME	24	24	24
<b>TOTAL POSITIONS</b>	<b>24</b>	<b>24</b>	<b>24</b>

### Department Goals:

- Improve internal and external customer relations (CG10)
- Provide accurate financial reporting (CG10)
- Implement new and improved work procedures (CG10)
- Continue to build a team of dedicated professionals to accomplish the mission of the Finance Department (CG10)

# Finance

## Organizational Chart



# Finance

## Administration

The Finance Director plans, organizes, leads, and monitors the activities of the six other divisions: Accounting, Customer Service, Purchasing, Accounts Receivable and Budget.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$164,075	\$174,431	\$187,528
CONTRACTUAL SERVICES	2,278	2,455	1,607
SUPPLIES	505	1,400	1,500
TRAVEL, TRAINING & MEMBERSHIP	6,859	3,625	3,850
OTHER SERVICES & CHARGES	81,564	76,434	68,553
<b>TOTAL EXPENDITURES</b>	<b>\$255,281</b>	<b>\$258,345</b>	<b>\$263,038</b>
POSITIONS			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- None

### Division Objectives:

- Monitor and review revenue and expenditures to ensure financial stability (CG10)
- Develop a cash flow analysis in order to meet financial obligations as they become due
- Ensure maximum investment yield on idle cash (CG10)

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
% of monthly financial statements reviewed	100%	100%	100%
% of available funds placed in interest bearing accounts	99%	99%	99%
% yield of secured investments	1.6%	1%	1.5%

# Finance

## Accounting

The Accounting Division coordinates preparation of the City's Comprehensive Annual Financial Report, issues interim financial reports, administers the disbursement of City funds in accordance with adopted fiscal policies and internal control procedures, and administers the City's banking service contract.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$336,711	\$336,102	\$360,497
CONTRACTUAL SERVICES	8,155	10,109	9,183
SUPPLIES	2,229	4,250	2,250
TRAVEL, TRAINING & MEMBERSHIP	2,920	5,685	4,600
OTHER SERVICES & CHARGES	48,374	44,122	50,191
<b>TOTAL EXPENDITURES</b>	<b>\$398,389</b>	<b>\$400,268</b>	<b>\$426,721</b>
<b>POSITIONS</b>			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Significant Accomplishments and/or Changes:

- The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) award this year for a total of 29 years in a row

### Division Objectives:

- Prepare the Comprehensive Annual Financial Report (CAFR) and receive the GFOA award
- Process vendor invoices in a timely manner
- Make necessary correcting journal entries as they occur

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Average number of working days to compile departmental reports	9	9	9
Consecutive years receiving GFOA's CAFR award	29	30	31



# Finance

## Budget

The Budget Division assists City departments in making informed choices for the provision of services and capital assets and promotes interested parties involvement in the decision process. Additionally, this division exists to provide for the fiscal soundness of the City of Valdosta by assisting in the preparation and administration of the City's annual operating budget by improving operational productivity and efficiency and by providing accurate and timely budget reports and analyses to be used by management in the policy making process.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$157,140	\$1,420,972	\$164,963
CONTRACTUAL SERVICES	1,563	2,943	2,156
SUPPLIES	1,302	2,450	2,087
TRAVEL, TRAINING & MEMBERSHIP	226	1,812	1,812
OTHER SERVICES & CHARGES	9,378	11,124	11,256
<b>TOTAL EXPENDITURES</b>	<b>\$169,609</b>	<b>\$1,439,301</b>	<b>\$182,274</b>
<b>POSITIONS</b>			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- Awarded the GFOA Distinguished Budget Presentation Award for the Fiscal Year 2017 Budget Document

### Division Objectives:

- Monitor the expenditures of each department to ensure they stay within budget (CG10)
- Have the budget adopted by the first City Council meeting in June
- Meet 99% of the dates on the budget process calendar
- Continue to receive the Distinguished Budget Presentation award

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Date of budget adoption	June 25th	June 9th	June 22nd
% of dates met on the budget calendar	99%	99%	99%
#/% of Departments submitting budget by the deadline	11/91%	11/91%	11/91%

# Finance

## Customer Service

The Customer Service Division is responsible for the collection of all water, sewer and sanitation payments, serves as a central depository for outside agencies of the City, assists with the establishment of new customer, provides assistance and resolution to customers with special situations and provides mail services to all City departments.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$480,335	\$511,012	\$578,719
CONTRACTUAL SERVICES	125,062	142,572	144,857
SUPPLIES	11,086	12,000	12,301
TRAVEL, TRAINING & MEMBERSHIP	17	881	725
OTHER SERVICES & CHARGES	82,667	82,776	96,148
<b>TOTAL EXPENDITURES</b>	<b>\$699,167</b>	<b>\$749,241</b>	<b>\$832,750</b>
<b>POSITIONS</b>			
FULL TIME	11	11	11
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>

### Significant Accomplishments and/or Changes:

- Utility Bill customers can access account information and pay utility bill on line using a debit or credit card through the City of Valdosta website
- Customers may retrieve such information as a reprint of their bill, payment history and consumption analysis history of their water usage
- Paperless billing is fully functional offering customers the option to receive bill via email
- Commercial account holders with multi meters have the option of summary billing. This allows the multiple meter customers the option of compiling all bills into one summary bill
- Upgraded phone service now allowing customers access to their account information 24 hrs. a day and make secure credit card payments by phone

### Divison Objectives:

- Maintain over and short at a level of .1% of total revenue collection(CG10)
- Maintain adequate documentation of all transactions (CG10)
- Offer multiple payment methods for city utility customers (GC10)

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
% of over/short to total revenue collected	.01%	.01%	.01%
# of Customers utilizing automatic debit monthly	1,590	1,700	1,750
# of Customers utilizing online payment services annually	16,356	16,605	18,000
# of customers utilizing IVR (phone payments annually	10,405	10,900	11,000

# Finance

## Accounts Receivable/Licensing

The Accounts Receivable Division is responsible for the billing of all City services not paid on a cash basis except for utility billing. In addition, this division also administers the business occupation tax system, including annual renewals of all city businesses and issues tax certificates to new businesses.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$45,722	\$44,250	\$47,960
CONTRACTUAL SERVICES	44,921	45,996	43,074
SUPPLIES	102	700	829
TRAVEL, TRAINING & MEMBERSHIP	323	368	380
OTHER SERVICES & CHARGES	10,485	11,009	8,641
<b>TOTAL EXPENDITURES</b>	<b>\$101,553</b>	<b>\$102,323</b>	<b>\$100,884</b>
<b>POSITIONS</b>			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Ongoing progress is being made toward the ability to email renewal applications to business owner thereby reducing printing and postage
- Progress continues toward online business license process (CG10)
- Miscellaneous accounts receivable and retirement billing will be added to the web payment options along with the ability to email the statements and invoices to the account holder to reduce printing and postage cost (CG10)
- Retirement Billing will also be offered to our retirees as an auto-draft option (CG10)
- Revised the Business Occupational Tax Ordinance and calculation process

### Division Objectives:

- Provide billing services to all City Departments
- Renew business licenses in a timely manner (CG10)
- Maintain a system which promotes a timely decision for new business license applicants

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Billing completed by 3 <sup>rd</sup> business day of each month	95%	100%	100%
Date business license renewals mailed	Nov. 25th	Nov. 9th	Nov. 9th
Average turn-around days for processing of new applications	3	3	3

# Finance

## Purchasing

The Purchasing Division provides centralized procurement of all equipment, supplies and services necessary to operate the City, and supports all departments with information, specifications and standards. Also, the Purchasing Division gives advice on procedures, policy and law.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$130,595	\$130,696	\$142,635
CONTRACTUAL SERVICES	1,889	3,513	2,835
SUPPLIES	864	2,080	1,235
TRAVEL, TRAINING & MEMBERSHIP	1,910	3,872	3,074
OTHER SERVICES & CHARGES	8,760	9,374	10,880
<b>TOTAL EXPENDITURES</b>	<b>\$144,018</b>	<b>\$149,535</b>	<b>\$160,659</b>
<b>POSITIONS</b>			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- Maximize revenues for the disposal of surplus items by utilizing the GovDeals website (CG10)
- Maintain annual commodity and service contracts for staff to assure best pricing and service available

### Divison Objectives:

- Attend the National Institute of Governmental Purchasing Annual Forum and two Governmental Purchasing Association of Georgia conferences in order to stay abreast of new technologies and procedures while gaining the necessary contact hours to maintain CPPB and CPPO national certifications
- Provide excellent service for internal and external customers

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of department requests responded to in five days	97%	97%	97%
Percent of invitations for bid, requests for proposals issued within thirty days of receipt of adequate specification or scope of work	96%	96%	96%
Percent of vendor applications processed within three days of receipt	98%	98%	98%

# ENGINEERING DEPARTMENT

# Engineering

## Department Summary

The Engineering Department is part of the General Government Function. This department includes the Administration, Signal Maintenance, Signs & Markings, Traffic Management Center and Street Repair Divisions.

### Expenditure Summary:

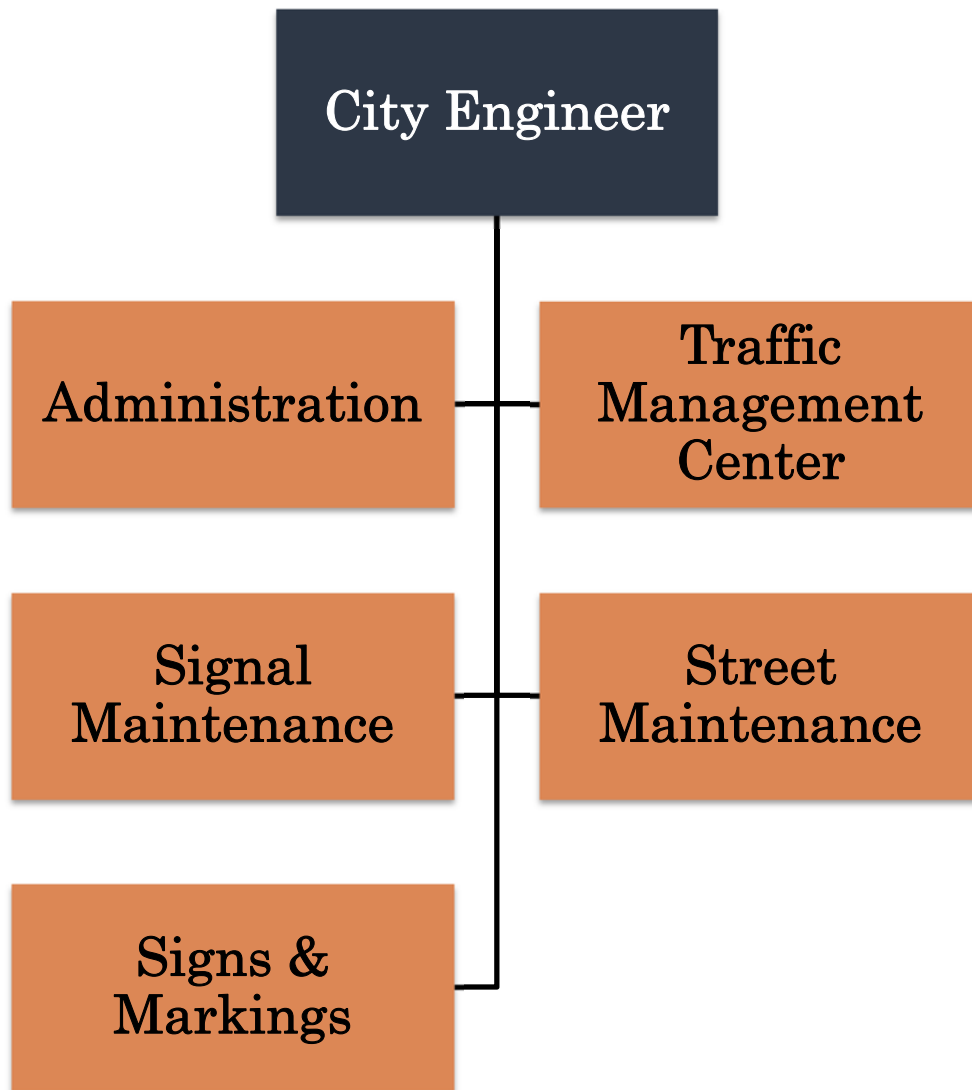
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$1,287,865	\$1,416,577	\$1,536,413
CONTRACTUAL SERVICES	1505848	1401439	1456890
SUPPLIES	70735	126024	103103
TRAVEL, TRAINING & MEMBERSHIP	5048	12857	19033
OTHER SERVICES & CHARGES	172400	207654	251351
CAPITAL	20608	0	63779
<b>TOTAL EXPENDITURES</b>	<b>\$3,062,504</b>	<b>\$3,164,551</b>	<b>\$3,430,569</b>
<b>POSITIONS</b>			
FULL TIME	24	24	25
<b>TOTAL POSITIONS</b>	<b>24</b>	<b>24</b>	<b>25</b>

### Department Goals:

- Provide land acquisition and construction management for Special Purpose Local Option Sales Tax (SPLOST) and Water/Sewer projects (CG4)
- Close out the remaining 19 Annexed Island Water & Sewer Projects subject to project funding by December 31, 2018
- Bid out (3) sidewalk projects: Lake Park Road, Lakeland Avenue, and Lee Street
- Bid out (1) ditch piping project: Alden Street
- Complete 2017 LMIG Resurfacing for selected streets
- Assist GDOT with Jerry Jones Road widening
- Pursue GDOT assistance for the design and construction of Country Club Road
- Continue to implement the Stormwater Master Plan
- Improve safety on arterial and collector streets by installing handicap ramps and repairing major sidewalk hazards
- Ensure that all construction meets the Stormwater Management Ordinance
- Continue to GPS locate easements, signs, sidewalks, storm water, and handicap ramps on city right-of-way over a three (3) year period
- Continue to refresh striping on city arterials and collectors and street markings at intersections
- Acknowledge and assign See Click Fix issues within one (1) business-day or less

# Engineering

## Organizational Chart



# Engineering

## Administration

The Engineering Department's Administration Division is responsible for reviewing plans, preparing construction plans and specifications, obtaining bids, managing contracts, inspecting work on public rights-of-way and other related matters. This division works with each City department to complete capital improvement projects.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
ENGINEERING REVENUES	\$7,088	\$4,750	\$5,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$7,088</b>	<b>\$4,750</b>	<b>\$5,000</b>
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$616,394	\$664,143	\$663,374
CONTRACTUAL SERVICES	10,687	11,138	12,846
SUPPLIES	10,195	4,596	5,596
TRAVEL, TRAINING & MEMBERSHIP	2,255	5,404	7,223
OTHER SERVICES & CHARGES	75,650	78,316	93,539
<b>TOTAL EXPENDITURES</b>	<b>\$715,181</b>	<b>\$763,597</b>	<b>\$782,578</b>
POSITIONS			
FULL TIME	9	9	9
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

### Significant Accomplishments and/or Changes:

- Awarded construction of the Griffin Avenue Sidewalk Project
- Awarded design of the Lee Street, Lakeland Avenue, and Lake Park Avenue sidewalk projects
- Awarded design of the Alden Street ditch piping project
- Completed (2) in-house sidewalk projects: Williamsburg Drive and Lake Park Road (Bunche/Penny Place)
- Completed Annexed Island Project 69A
- Completed South Troup Street Enhancement Project
- Bid and awarded the 2016 LMIG resurfacing and school zone operation improvements
- Bid and awarded Annexed Islands 85, 87, 91 and 92 as a design-build project

### Division Objectives:

- Review soil erosion and sedimentation control plans and utility permits within 30 days
- Review and inspect development plans and subdivision plans within 30 working days
- Provide inspection of new and private stormwater facilities for annual report
- Provide CIP progress information to the public via the city website or Public Info Coordinator
- Bid and award the 2017 LMIG resurfacing project



# Engineering

## Administration continued

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Utility permits & erosion control plans reviewed in 5 days or less	100%	100%	100%
Development plans reviewed in 10 working days	100%	100%	100%
Percent of projects awarded within 10% of Engineer's estimate	25%	75%	75%

# Engineering

## Signal Maintenance

The Signal Maintenance Division is responsible for the day to day maintenance signals throughout the City.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$210,664	\$213,389	\$235,296
CONTRACTUAL SERVICES	5,494	13,978	6,513
SUPPLIES	9,451	35,073	27,994
TRAVEL, TRAINING & MEMBERSHIP	225	1,595	3,220
OTHER SERVICES & CHARGES	18,594	27,956	32,785
<b>TOTAL EXPENDITURES</b>	<b>\$244,428</b>	<b>\$291,991</b>	<b>\$305,808</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Significant Accomplishments and/or Changes:

- Replaced 20% of the LED lights
- Installed 37 overhead signs
- Installed 53 banners for various groups
- Responded to 129 after hour's calls
- Installed 62 signal heads

### Division Objectives:

- Promote public safety by installing and maintaining traffic signals as traffic patterns warrant
- Upgrade pedestrian crosswalk signals with countdown signals on city owned streets
- Work in tandem with the Traffic Management Center Division to monitor and observe traffic conditions and correct malfunctioning signal timing's as soon as possible

### Performance Measures:

Activity	2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of signal malfunctions repaired within two hours on weekdays	100%	100%	100%
Traffic cabinets w/controllers replaced	6	3	6
Sight visibility improvement at intersections	68	50	50
Rewire signalized intersection to extend their useful live	0	4	4
Install HD traffic cameras for the TMC division	15	15	15

# Engineering

## Signs and Markings

The Signs and Markings are responsible for the placement and repair or traffic control signs and pavement markings.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$77,112	\$77,509	\$143,306
CONTRACTUAL SERVICES	1,638	1,641	3,172
SUPPLIES	29,927	39,867	37,662
TRAVEL, TRAINING & MEMBERSHIP	75	1,125	1,425
OTHER SERVICES & CHARGES	7,358	7,521	9,824
<b>TOTAL EXPENDITURES</b>	<b>\$116,110</b>	<b>\$127,663</b>	<b>\$195,389</b>
<b>POSITIONS</b>			
FULL TIME	2	2	3
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>3</b>

### Significant Accomplishments and/or Changes:

- 132 signs installed & 405 signs repaired
- 62 speed studies conducted
- 2,590 feet of curb painted
- 7,000 feet of striping painted

### Division Objectives:

- Continue to promote safe streets citywide by maintaining and upgrading traffic control signs, traffic control markings, and striping where warranted
- Complete the upgrading of signs to city standards within annexed islands where needed.
- Upgrade citywide 25% of signalized city intersection signs to the latest standards
- Conduct traffic counts as necessary to select best suited traffic control measures

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of existing signs replaced	392	300	200
SPLOST Striping	8 miles	4 miles	4 miles
Thermoplastic stop bar and arrow installed	10	15	15
Traffic count studies	62	75	75

# Engineering

## Traffic Management Center

The Traffic Management Center Division is responsible for communications with traffic signals throughout the City.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$179,149	\$191,360	\$199,902
CONTRACTUAL SERVICES	1,477,293	1,364,344	1,418,596
SUPPLIES	11,634	27,427	16,110
TRAVEL, TRAINING & MEMBERSHIP	2,326	3,015	3,345
OTHER SERVICES & CHARGES	24,394	31,986	35,230
<b>TOTAL EXPENDITURES</b>	<b>\$1,694,796</b>	<b>\$1,618,132</b>	<b>\$1,673,183</b>
POSITIONS			
FULL TIME	3	3	3
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Significant Accomplishments and/or Changes:

- Continued to maintain signal communications along Ashley Street (15), Patterson Street (13), and St. Augustine Road (5). Repaired all fiber breaks and reestablished continuity to 99% of signals
- Worked with Police Department to install cameras at City buildings
- Collected traffic data and submitted to GDOT an Engineering Traffic Study for the new Valdosta High School for modification and inclusion in the city's radar permit
- Submitted an Engineering Traffic Study to have the W. G. Nunn School Zone extended
- Submitted an Engineering Traffic Study to have the Highland Christian Academy School Zone removed from the city's radar permit

### Division Objectives:

- Develop a multi-year plan to establish TMC communication to all traffic signals
- Assist GDOT with upgrades of (12) traffic signals on Ashley Street and (13) downtown
- Continue to monitor and implement design changes around the Mall area to help traffic flow better; especially during the Holidays

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Maintain traffic cameras	100%	100%	100%
Retime traffic signals	15	10	15
Repair fiber optic cable breaks locations	6	10	5

# Engineering

## Street Maintenance

The Street Maintenance Division is responsible for repairing sidewalks, paved roads, paved driveways, and contracted shoulder maintenance.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$204,546	\$270,176	\$294,535
CONTRACTUAL SERVICES	10,736	10,338	15,763
SUPPLIES	9,528	19,061	15,741
TRAVEL, TRAINING & MEMBERSHIP	167	1,718	3,820
OTHER SERVICES & CHARGES	46,404	61,875	79,973
CAPITAL OUTLAY	20,608	0	63,779
<b>TOTAL EXPENDITURES</b>	<b>\$291,989</b>	<b>\$363,168</b>	<b>\$473,611</b>
<b>POSITIONS</b>			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Significant Accomplishments and/or Changes:

- 905 LF sidewalk repairs
- 1,022 potholes repaired
- 3,095 SF base/root repair
- 6 ADA handicap ramps

### Division Objectives:

- Repair 4,000 SF of base/root area
- Repair 1,000 feet of defective sidewalk
- Repair 100% of potholes within 24 hours of report
- Install 10 handicap ramps

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Pothole repair in less than 48 hrs.	100%	100%	100%
Linear feet of sidewalk repaired	950 LF	1,500 LF	1,000 LF
Linear feet of washouts repaired	6,237 LF	5,000 LF	5,000 LF

**OTHER GENERAL  
ADMINISTRATIVE DEPARTMENT**

# Other General Administration

## Department Summary

The Other General Administrative Department is part of the general government function and includes City Hall, City Hall Annex, Rental Property and the Customer Service Building.

### Expenditure Summary:

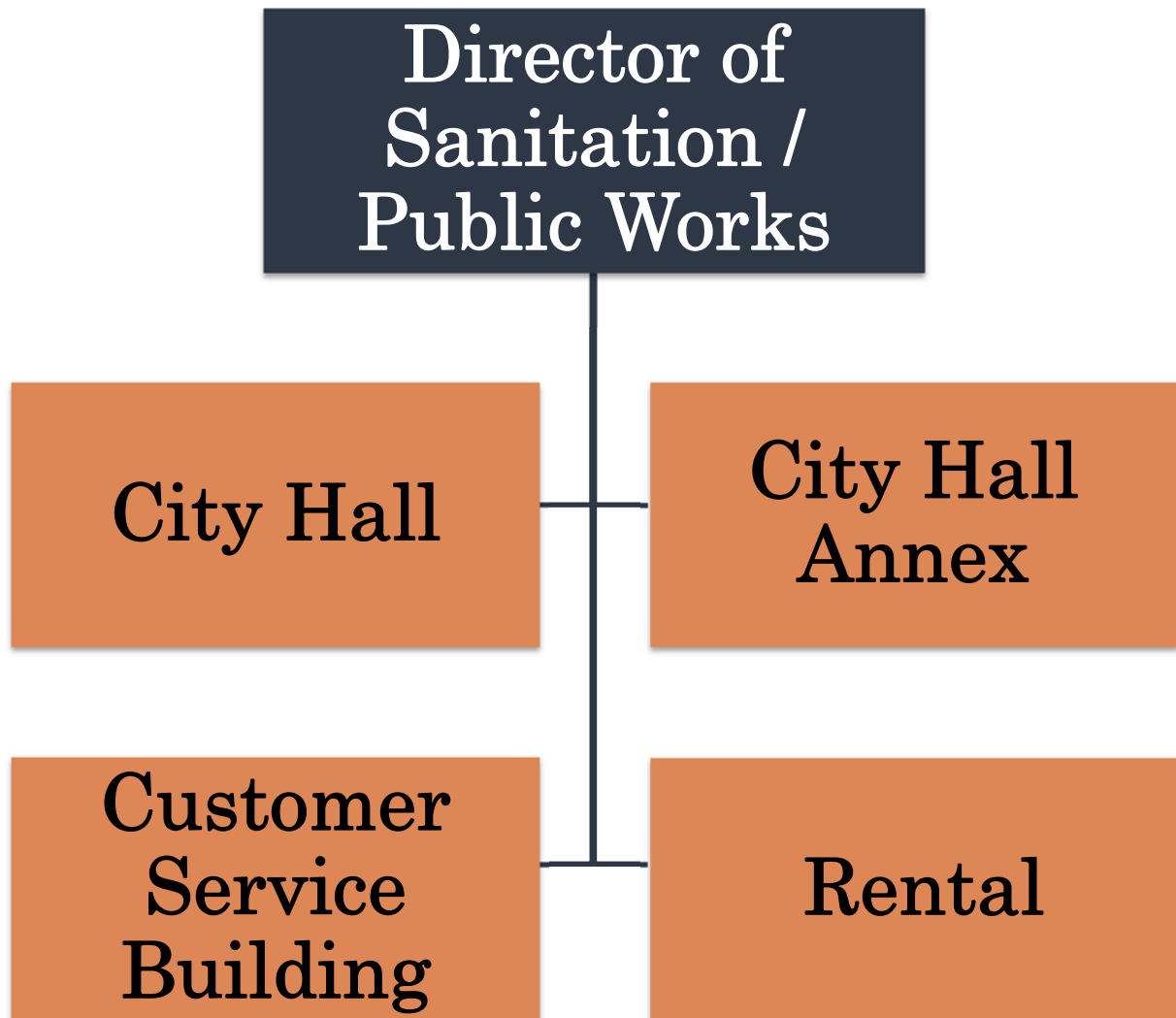
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$110,829	\$103,840	\$110,941
CONTRACTUAL SERVICES	219,085	269,784	207,301
SUPPLIES	8,924	9,883	8,890
TRAVEL, TRAINING & MEMBERSHIP	0	17	17
OTHER SERVICES & CHARGES	83,258	46,847	51,992
CAPITAL OUTLAY	85,925	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$508,021</b>	<b>\$430,371</b>	<b>\$379,141</b>
POSITIONS			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Department Goals:

- Maintain City Hall as a historic building on the National Historic Register
- Provide additional office space for the growing City services
- Implement energy savings measures in City Hall, City Hall Annex and the Customer Service Building (CG10)

# Other General Administration

## Organizational Chart





# Other General Administration

## City Hall

This division maintains the historic City Hall building, which houses the offices of the Mayor and Council, Executive Office, Human Resources and Finance.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$63,897	\$61,176	\$63,293
CONTRACTUAL SERVICES	67,991	119,703	61,021
SUPPLIES	6,817	5,883	5,883
TRAVEL, TRAINING & MEMBERSHIP	0	17	17
OTHER SERVICES & CHARGES	35,320	29,009	27,953
<b>TOTAL EXPENDITURES</b>	<b>\$174,025</b>	<b>\$215,788</b>	<b>\$158,167</b>
<b>POSITIONS</b>			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Air Conditioner units replaced
- Repaired roof leakage
- Repaired outside electrical system
- Overhaul front landscape
- Painted facility railing and entrances
- Removed mold

### Division Objectives:

- Maintain City Hall in a clean, safe, and accessible condition
- Set clear maintenance standards minor repairs completed within 15 days
- Maintain historic character of the building

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of facility audits/Percent of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
Percent of audits showing "immediate action required"	5%	6%	10%
Minor repairs completed within 15 days	97%	98%	98%

# Other General Administration

## City Hall Annex

This division maintains the daily operation of the City Hall Annex building. The annex is occupied by the Engineering, Planning and Zoning, Community Development and Inspections departments.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$46,932	\$42,664	\$47,648
CONTRACTUAL SERVICES	89,948	95,615	94,180
SUPPLIES	931	3,500	2,500
OTHER SERVICES & CHARGES	22,733	7,888	7,696
<b>TOTAL EXPENDITURES</b>	<b>\$160,544</b>	<b>\$149,667</b>	<b>\$152,024</b>
POSITIONS			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Repairs are being completed sooner with City service contracts when applicable
- A/C unit repaired and monitored via online
- Landscape overhaul

### Division Objectives:

- Provide professional administrative offices where various City departments are based
- Provide space for staff meetings, conferences and public hearings
- Maintain City Hall Annex in a clean, safe, and accessible condition
- Set clear maintenance standards and have minor repairs done in 15 days

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
Percent of audits showing "immediate action required"	98%	2%	2%

# Other General Administration

## Customer Service Building

The Customer Service Building Division accounts for the costs associated with operating the Customer Service Building. The Customer Service Building houses Customer Service and the Licensing divisions of the Finance Department.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	\$22,222	\$26,366	\$23,900
SUPPLIES	1,176	500	357
OTHER SERVICES & CHARGES	1,434	1,200	1,343
<b>TOTAL EXPENDITURES</b>	<b>\$24,832</b>	<b>\$28,066</b>	<b>\$25,600</b>

### Significant Accomplishments and/or Changes:

- Repairs are being completed utilizing City service contracts when applicable

### Division Objectives:

- Provide a clean and friendly environment in which people can conduct business with the City of Valdosta
- Work order completed within fifteen (15) days of notice
- Set clear maintenance standards, quarterly audits, and document results

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
Percent of audits showing “immediate action required”	5%	5%	98%

# Other General Administration

## Rental

The Rental Property Division accounts for the costs associated with operating the various rental property.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	\$38,924	\$28,100	\$28,200
SUPPLIES	0	0	150
OTHER SERVICES & CHARGES	23,771	8,750	15,000
CAPITAL OUTLAY	85,925	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$148,620</b>	<b>\$36,850</b>	<b>\$43,350</b>

### Significant Accomplishments and/or Changes:

- Utilizing City service contracts when applicable
- Repaired roof of the 3101, 3107 and 3109 Ashley locations
- Replaced a/c units at the 3107 and 3109 Ashley locations
- Upgraded electrical layout at the 3107 and 3109 Ashley locations
- Painted the interior of the 3103 Ashley location

### Division Objectives:

- Provide a clean and friendly environment in which people can conduct business with the City of Valdosta
- Work order completed within fifteen (15) days of notice
- Set clear maintenance standards, quarterly audits, and document results

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of facility audits showing building cleanliness as satisfactory or better	55%	65%	90%
Percent of audits showing "immediate action required"	5%	5%	5%

Judicial

**MUNICIPAL COURT  
DEPARTMENT**

# Municipal Court

## Department Summary

Municipal Court is the judicial arm of municipal government, hearing cases and sentencing offenders for violations of state law (Official Code of Georgia) and city ordinance (Municipal Code for the City of Valdosta).

### Expenditure Summary:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
COURT FINES & FORFEITURES	\$1,029,086	\$1,136,806	\$1,168,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$1,029,086</b>	<b>\$1,136,806</b>	<b>\$1,168,000</b>

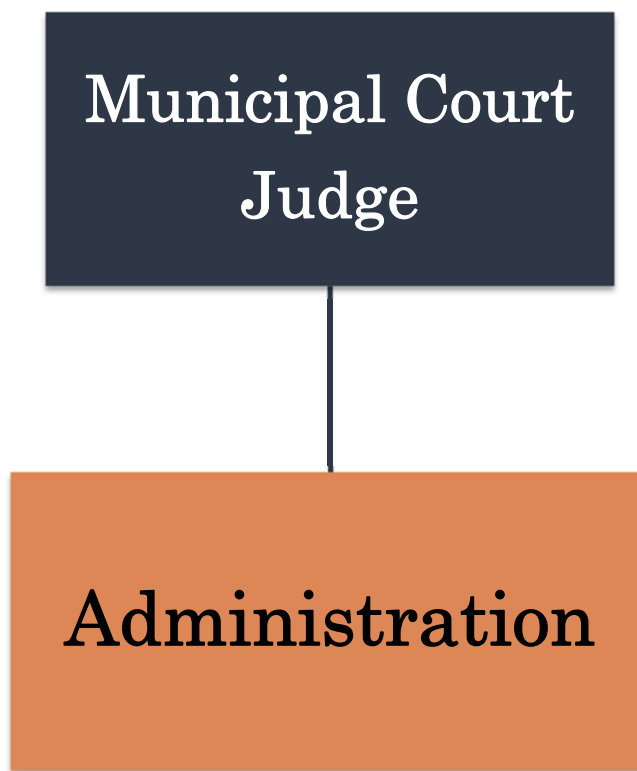
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$296,398	\$299,705	\$307,872
CONTRACTUAL SERVICES	47,019	60,255	59,965
SUPPLIES	14,641	18,800	16,800
TRAVEL, TRAINING & MEMBERSHIP	8,313	14,800	12,800
OTHER SERVICES & CHARGES	542,560	573,428	528,387
CAPITAL	0	0	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$908,931</b>	<b>\$966,988</b>	<b>\$955,824</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Department Goals:

- Assure general compliance with State law and local ordinance to enhance the quality of life for all citizens of Valdosta and in so doing, interpret and apply the law consistently and impartially to protect the rights and liberties guaranteed by the Constitutions of the State of Georgia and the United States of America
- To provide efficient, ethical handling of all court cases with an emphasis on timeliness, quality customer service, and accessibility
- To strengthen the accurate and timely processing, maintenance, and protection of all public records of the Municipal Court
- To ensure that all policies and procedures established by the Judiciary, State Legislature, Mayor and City Council are implemented in a professional and dedicated manner and to ensure accessibility, fairness, and courtesy in the administration of justice
- To reduce inmate-housing expenses incurred by the City of Valdosta through viable and appropriate alternatives to incarceration when feasible and just (CG10)
- To streamline the judicial process for the Citizens and Officers who must appear in Municipal Court while adhering to all legal and legislative procedural requirements

# Municipal Court

## Organizational Chart





# Municipal Court

## Administration

The Municipal Court serves as the judicial arm of municipal government. The Court hears cases and sentences offenders for violations of state law (Official Code of Georgia) and city ordinance (Municipal Code for the City of Valdosta). These cases include violations of criminal statute, traffic regulations, local code violations, abatement of nuisances, business regulations, housing regulations and environmental issues. The Court utilizes a private probation company for supervision of offenders and collection of fines. The Court also hears cases involving violation of probation as required.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
COURT FINES & FORFEITURES	\$1,029,086	\$1,136,806	\$1,168,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$1,029,086</b>	<b>\$1,136,806</b>	<b>\$1,168,000</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$296,398	\$299,705	\$307,872
CONTRACTUAL SERVICES	47,019	60,255	59,965
SUPPLIES	14,641	18,800	16,800
TRAVEL, TRAINING & MEMBERSHIP	8,313	14,800	12,800
OTHER SERVICES & CHARGES	542,560	573,428	528,387
CAPITAL	0	0	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$908,931</b>	<b>\$966,988</b>	<b>\$955,824</b>
<b>POSITIONS</b>			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Significant Accomplishments and/or Changes:

- Continuation of the Municipal Court Work Alternative Program (WAP). This program has operated as a sentencing alternative since June of 2001. To date, our local community has benefited from approximately 118,032 hours of work completed by over 1,148 WAP participants on various municipal projects. In addition to providing a productive means of work for participants, this program saved the City approximately 16,973 days of potential incarceration costs or \$696,227.80 in fees. Further, some participants have been hired past their service requirements to transform court obligations into permanent gainful employment. Moreover, if the City had to pay these individuals for the 118,032 hours of work completed, it would have cost the City approximately \$855,732
- Continuation of the Municipal Court Community Service Program. In the year 2016, Probationers completed approximately 39,542 hours of community service hours at soup kitchens, libraries, non-profit organizations, recreational facilities and public cemeteries. In addition, Probationers donated approximately 3,197 pounds of food to the local food bank

# Municipal Court

## Significant Accomplishments and/or Changes Cont.

- Continuation of the Municipal Court Community Service Program. In the year 2016, Probationers completed approximately 39,542 hours of community service hours at soup kitchens, libraries, non-profit organizations, recreational facilities and public cemeteries. In addition, Probationers donated approximately 3,197 pounds of food to the local food bank
- Continuation of the Municipal Court Release Upon Payment Program (RUPP), which provides the Court with the ability to immediately release inmates upon compliance with previously established probation conditions for offenders who qualify. This program has effectively and dramatically reduced overall inmate housing and administrative costs since its inception
- Continuation of the Electronic Work Release (EWRP) and Monitored Home Confinement (MHCP) programs. This program has also saved the City inmate housing costs. This program allows offenders who qualify to maintain gainful employment while satisfying court or state mandated conditions of probation
- Continuation of the Municipal Court Indigent Defense Program. Changes to this program were made to comply with the Georgia legislature's mandated new qualifications for appointment of legal counsel for those who cannot afford it and qualify under the State's Indigent Defense Guidelines
- Continuation of the Court's participation in the Lowndes County Jail's Work Release Program (WRP) to allow inmates with serious (but non-violent) charges to maintain gainful employment while being housed during non-work hours. This program, which strives to permanently place participants with a job when released from jail, has greatly increased the ratio of successfully completed probations where State law or the manner of probation violation would otherwise mandate incarceration
- Continuation of the Municipal Court Mock Trial Program which began in 2007. The Court hosts a Mock Trial Program where area schools are invited to attend court and witness a mock trial. Students, through the Mock Trial Program, are able to learn about the court system, the functions of the court, the administration of justice and the trial process
- Continuation of the Municipal Court's involvement with the youth in the community through the Drug Education for Youth (DEFY) program, the Lowndes Youth Leadership League, Georgia Special Olympics, Valdosta High School Students Mentorship in Leadership Education (SMILE), local career days and a variety of other special events

### Divison Objectives:

- Conversion of recordkeeping, accounting and document processing procedures (mandated House Bill EX1) to a software-based system capable of integrating all court functions and responsibilities
- Transfer of records and data processing functions from the Valdosta Police Department to the Municipal Court
- Hiring and training of additional personnel to accommodate new duties and functions upon the transfer of recordkeeping, accounting and document-processing responsibilities to the Court

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of court sessions	165	185	185
Dockets processed	10,000	11,000	11,500
Defendants placed on probation	1,197	2,250	2,500

# POLICE DEPARTMENT

# Police Department

## Department Summary

The Police Department is part of the Public Safety Function. This department includes the Administration Division, Patrol Bureau, Support Services Bureau, Investigative Bureau, Training Bureau and Crime Lab.

### Expenditure Summary:

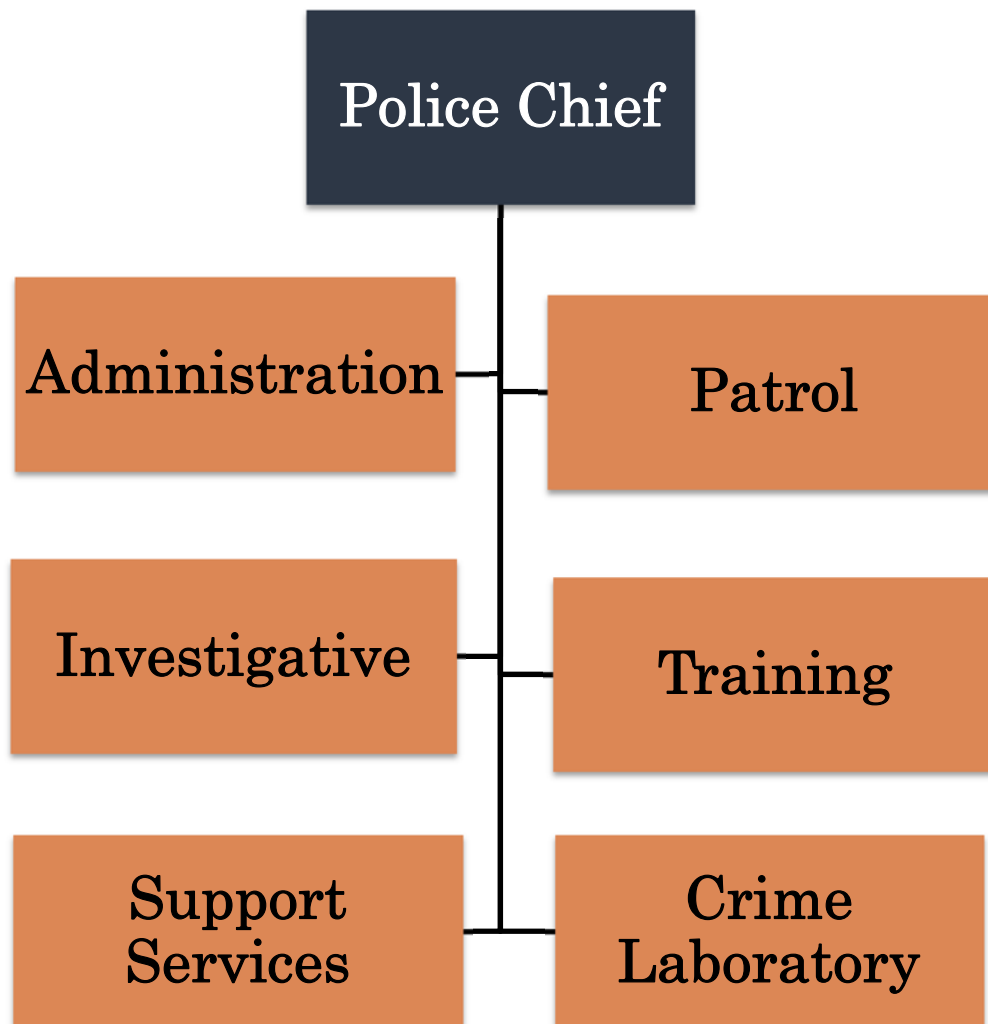
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$10,079,659	\$10,101,407	\$11,317,568
CONTRACTUAL SERVICES	901,187	926,720	936,875
SUPPLIES	452,369	499,969	547,427
TRAVEL, TRAINING & MEMBERSHIP	91,594	170,251	184,292
OTHER SERVICES & CHARGES	1,641,468	1,848,206	1,840,713
CAPITAL	349,849	340,634	353,213
<b>TOTAL EXPENDITURES</b>	<b>\$13,516,126</b>	<b>\$13,887,187</b>	<b>\$15,180,088</b>
POSITIONS			
FULL TIME	174	175	176
TEMPORARY	13	13	13
<b>TOTAL POSITIONS</b>	<b>187</b>	<b>188</b>	<b>189</b>

### Department Goals:

- Implement a new document upload system as part of the police department's Comprehensive Police Reporting System (COPRS) Records Management System, allowing for transmission of case files to prosecutor's offices electronically versus sending paper copies
- Acquire and implement a new Firearms Training Simulator to allow officers to train on real-life "shoot-don't shoot" situations and improve officer judgment and response skills during high-stress incidents
- Continue to replace the department's vehicle fleet by replacing all remaining unserviceable vehicles through the motor pool
- Maintain "Triple-Crown Accreditation" by maintaining law enforcement accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA), law enforcement certification through the Georgia State Certification Program, and Crime Laboratory Accreditation through the American Society of Crime Laboratory Directors (ASCLD)

# Police Department

## Organizational Chart



# Police Department

## Administration

The mission of the Valdosta Police Department is to maintain social order within prescribed ethical and constitutional limits while providing professional law enforcement services to the citizens and visitors of Valdosta. Administration includes the office of the Chief of Police, Professional Standards (Internal Affairs), Public Safety Information, Public Safety Information Technology (IT), Training Unit and Community Relations Office.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$706,575	\$681,186	\$832,771
CONTRACTUAL SERVICES	87,879	122,856	107,448
SUPPLIES	102,198	71,150	91,989
TRAVEL, TRAINING & MEMBERSHIP	9,164	40,311	41,479
OTHER SERVICES & CHARGES	481,809	393,836	405,527
CAPITAL OUTLAY	7,075	145,033	25,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,394,700</b>	<b>\$1,454,372</b>	<b>\$1,504,214</b>
<b>POSITIONS</b>			
FULL TIME	8	9	10
<b>TOTAL POSITIONS</b>	<b>8</b>	<b>9</b>	<b>10</b>

### Significant Accomplishments and/or Changes:

- In 2015, the department attained “Triple Crown Accreditation” by attaining the last of three voluntary accreditations, two for law enforcement and one for crime laboratory. The Laboratory received a site visit in 2016 from the American Society of Crime Laboratory Directors (ASCLD) and no issues were noted
- The police department initiated implementation of several systems in 2016 to include the Digital Upload System where criminal case files are uploaded with no paper to local prosecutor’s offices, the Power Digital Management System for policy review and accreditation maintenance, Guardian Tracking Employee Performance Monitoring System, and additional cameras were added to the City-Wide Camera System.
- Citizen Satisfaction Surveys reflected the police department had a 96% approval rating in 2016

### Division Objectives:

- Upgrade the departmental vehicle fleet by replacing 20% per year
- Increase community confidence in the police department by increasing approval rating to 98%
- Maintain “Triple Crown Accreditation” by maintaining law enforcement accreditation through CALEA and State Certification, and Crime Laboratory Accreditation through ASCLD

### Performance Measures:

\*Numbers below are based on calendar year. FY 2016 = 2015, FY 2017 = 2016 FY 2018 = 2017

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percentage of vehicles replaced annually	15%	18%	18%
Percentage of citizen satisfaction from annual analysis of citizen surveys	97%	96%	98%

# Police Department

## Patrol Bureau

This Bureau is responsible for the safety of all Valdosta citizens. The Patrol Bureau handles all calls for service and is responsible for checking and protecting property while the owner is not present. Patrol Bureau includes the following units: Uniform Patrol, Traffic, and Power Squad School and Resource Officers.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
SEAT BELT FINES	\$31,399	\$37,606	\$29,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$31,399</b>	<b>\$37,606</b>	<b>\$29,000</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$5,080,247	\$5,616,639	\$6,330,283
CONTRACTUAL SERVICES	132,113	145,301	162,146
SUPPLIES	72,771	23,500	18,500
TRAVEL, TRAINING & MEMBERSHIP	14,849	21,975	24,575
OTHER SERVICES & CHARGES	762,730	1,010,032	1,003,507
CAPITAL OUTLAY	60,639	12,500	0
<b>TOTAL EXPENDITURES</b>	<b>\$6,123,349</b>	<b>\$6,829,947</b>	<b>\$7,539,011</b>
<b>POSITIONS</b>			
FULL TIME	89	100	100
TEMPORARY	13	13	13
<b>TOTAL POSITIONS</b>	<b>102</b>	<b>113</b>	<b>113</b>

### Significant Accomplishments and/or Changes:

- The VPD has a state-of-the-art in-car camera system for the patrol bureau which includes additional cameras installed in each patrol vehicle with the ability to download video wireless with no officer intervention. The VPD also implemented body-worn cameras well before the national outcry for the use of cameras by law enforcement and in 2016 the system was refined with software updates installed
- Continue the burglary prevention program by working with the Investigative Bureau and utilizing the newly implemented Tableau real-time crime analysis system, allowing officers to view where crimes are occurring and using the system to help predict where future crimes will occur
- Overall Part 1 Crimes remained relatively the same in 2015 compared to 2014 in Valdosta and Burglaries were reduced by well 21 incidents and robberies by 27 incidents in 2015
- The department recorded 2,833 overall Part 1 Crimes in 2016, which is a decrease compared to 2015. The crime rate in Valdosta was lower in 2016 compared to 2000, even though the city has grown by over 31% since then
- Utilize the Automatic Vehicle Locator System (AVL) Closest Car Dispatch (CCD) system to continue to help officers arrive more quickly to high-priority calls

# Police Department

## Patrol Bureau continued

### Division Objectives:

- Reduce burglaries in the City by 10% in FY 2018
- Reduce traffic accidents in the City by 10% in FY 2018
- Reduce robberies in the City by 10% in FY 2018

### Performance Measures:

\*Numbers below are based on calendar year. FY 2016 = 2015, FY 2017 = 2016, FY 2018 = 2017

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Reduction in burglaries	545	566	530
Reduction in robberies	55	68	50
Reduction in traffic accidents	2,570	2,879	2,600



# Police Department

## Investigative Bureau

The Investigative Bureau is responsible for the investigation of all reported criminal activity within the City of Valdosta. The Bureau includes a Crimes Against Persons Unit, Crimes Against Property Unit, Juvenile Unit, Narcotics Unit, Domestic Violence Unit, Cold Case Squad, Criminalistics and Property Evidence Unit.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$1,741,592	\$1,779,823	\$1,908,088
CONTRACTUAL SERVICES	41,876	43,959	46,183
SUPPLIES	26,426	33,020	32,025
TRAVEL, TRAINING & MEMBERSHIP	22,090	46,736	46,011
OTHER SERVICES & CHARGES	137,244	189,834	212,421
<b>TOTAL EXPENDITURES</b>	<b>\$1,969,228</b>	<b>\$2,093,372</b>	<b>\$2,244,728</b>
POSITIONS			
FULL TIME	30	30	30
<b>TOTAL POSITIONS</b>	<b>30</b>	<b>30</b>	<b>30</b>

### Significant Accomplishments and/or Changes:

- For the eighth straight year, the Valdosta Police Department exceeded the national clearance rates for all major Part 1 Crimes (as defined by the FBI) to include Murder, Rape, Robbery, Aggravated Assault, Auto Theft, and Burglary
- The Investigative Bureau also solved (6) out of (8) murders in 2016 which an indictment for one of the remaining open cases in 2017. Since 2007, the department had solved 96% of all homicides reports in the City
- The Investigative Bureau created a new Burglary Unit in 2014 and as a result, clearance rates for burglaries increased over the past several years. In 2016, VPD had a clearance rate of 18.2% which is higher than the national average (12.9%)
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- The Investigative Bureau Property and Burglary Unit recovered \$937,799.66 of property and the Narcotics Unit seized \$695,228.2 of contraband or property in 2016
- The Investigative Bureau as a whole arrested 690 offenders in 2016 and filed 988 felony charges and 605 misdemeanor charges against offenders

# Police Department

## Investigative Bureau continued

### Division Objectives:

- Increase clearance rates in Part 1 Crimes as reported in the Uniformed Crime Report
- Increase drug operations and arrests and compare statistics with previous years
- Reduce incidents of domestic violence through proactive investigations
- Review and solve homicide cases that are more than one year old

### Performance Measures:

\*Numbers below are based on calendar year. FY 2016 = 2015, FY 2017= 2016, FY 2018 = 2017

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Part 1 Crimes: Improved clearance rates compared to national average:			
Homicide (national avg. 62.5%)	100%	75%	100%
Rapes (national avg. 40.1%)	71%	69.2%	70%
Robberies (national avg. 28.1%)	50.9%	48.5%	50%
Aggravated Assaults (natl. avg. 55.8%)	70%	66.7%	70%
Burglaries (national avg. 12.8%)	21.7%	18.2%	20%
Auto Thefts (national avg. 11.9%)	56%	48.1%	50%
Investigative Bureau Performance:			
Cases Assigned	3,044	3,201	3,300
Total Warrants obtained	1,460	1,678	1,700
Arrests	831	690	710

# Police Department

## Training

The Training Unit is responsible for ensuring all sworn and civilian police personnel receive initial and annual training requirements pursuant to Georgia Law, Peace Officer Standards and Training (POST) Council, International and State Law Enforcement Accreditation Standards, and American Society of Crime Laboratory Director's (ASCLD) Accreditation standards. The unit also maintains and inventory and ensures readiness of police department equipment.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$307,829	\$301,206	\$321,765
CONTRACTUAL SERVICES	6,818	7,091	7,279
SUPPLIES	177,213	256,127	302,363
TRAVEL, TRAINING & MEMBERSHIP	9,468	15,951	16,104
OTHER SERVICES & CHARGES	6,984	21,279	12,157
CAPITAL OUTLAY	0	0	67,283
<b>TOTAL EXPENDITURES</b>	<b>\$508,312</b>	<b>\$601,654</b>	<b>\$726,951</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Significant Accomplishments and/or Changes:

- The Training Unit ensured all sworn and civilian police personnel received all annual training requirements for FY 15, complying with state and accreditation requirements

### Division Objectives:

- Ensure all officers and civilians receive annual training & retraining in compliance with state law and accreditation standards
- Ensure all equipment is maintained in a readiness posture for initial and re-issue
- Ensure all equipment to include speed detection devices, breath testing devices, and other miscellaneous equipment are re-calibrated in compliance with state law and accreditation standards
- Ensure police personnel receive legislative updates to stay current with changing local, state, and federal laws
- Ensure all training documents to include lesson plans, presentations, handouts, and testing documents are completed for all in-house courses taught

### Performance Measures:

\*Numbers below are based on calendar year. FY 2016=2015, FY 2017=2016, FY 2018=2017.

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Ensure all sworn and civilian police personnel received initial and annual retraining requirements.	100%	100%	100%
Ensure all equipment under the control of the Quartermaster was maintained in a state of readiness.	100%	100%	100%

# Police Department

## Support Services Bureau

Support Services Bureau includes the Records Section, the Front Desk, Drug Abuse Resistance Education (D.A.R.E.) Officers, School Resource Officers, Community Relations Officer, and Building Maintenance.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
USER FEES - POLICE REVENUE	\$217,765	\$255,000	\$125,000
OTHER AGENCY FUNDED OFFICERS	615,985	730,138	756,149
<b>TOTAL FUNDS GENERATED</b>	<b>\$833,750</b>	<b>\$985,138</b>	<b>\$881,149</b>

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$1,461,043	\$916,084	\$1,021,091
CONTRACTUAL SERVICES	454,165	403,792	405,568
SUPPLIES	40,876	55,917	47,150
TRAVEL, TRAINING & MEMBERSHIP	8,262	8,160	8,160
OTHER SERVICES & CHARGES	203,933	174,159	131,106
CAPITAL OUTLAY	27,903	95,000	132,279
<b>TOTAL EXPENDITURES</b>	<b>\$2,196,182</b>	<b>\$1,653,112</b>	<b>\$1,745,354</b>
<b>POSITIONS</b>			
FULL TIME	31	20	19
<b>TOTAL POSITIONS</b>	<b>31</b>	<b>20</b>	<b>19</b>

### Significant Accomplishments and/or Changes:

- The department and bureau implemented a document upload system to allow paperless transfer of case files to prosecutor's office which is in testing and should be in full-use in the upcoming budget year. Also included in the system is a computerized open records logging system and destruction log
- Georgia Crime Information Center (GCIC) testing and recertification continues to progress with the use of computers. Paper records are no longer in use for officers and civilian employees who are GCIC certified. We successfully negotiated the GCIC audit in December of 2015 and made significant operational changes as a result to include a computerized criminal history dissemination log
- The department is in the process of working with the Municipal Court and the City of Valdosta Technology Department to implement new (automated) court software that will revolutionize the way we deal with court records such as dockets, financial reports and other court related documentation thus saving time, effort and paper
- The department partnered with the Valdosta City School System and Scintilla Academy where a memorandum of understanding was signed with each school system who will pay salaries and benefits for school resource officers (SRO), allowing for at least one Valdosta Police Officer in every school from the city school system and Scintilla Academy

# Police Department

## Support Services Bureau continued

### Division Objectives:

- Reduce workload of desk and records clerks by becoming more efficient through the use of computers and the department and city court's paperless efforts
- Process all records, reports and other documentation generated by the department's sworn and non-sworn personnel with minimal mistakes by Desk and Records Clerks to comply with department policy and GCIC Rules and Regulations
- Reduce GCIC errors through monthly internal audits and through the annual/biennial GCIC onsite audits

### Performance Measures:

\*Numbers below are based on calendar year. FY 2016 = 2015, FY 2017 = 2016, FY 2018 = 2017.

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
GCIC Monthly Discrepancies Corrected Internally	2	6	5
Documents processed by Records Section	212,987	208,000	207,000

# Police Department

## Crime Laboratory

The Crime Laboratory is responsible for receiving, safeguarding, processing, and analyzing property/evidence received from law enforcement agencies and preparing documented results for possible criminal prosecution. The Lab will accomplish this mission by following the best practices for a professional crime laboratory

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$782,373	\$806,469	\$903,570
CONTRACTUAL SERVICES	178,336	203,721	208,251
SUPPLIES	32,885	60,255	55,400
TRAVEL, TRAINING & MEMBERSHIP	27,761	37,118	47,963
OTHER SERVICES & CHARGES	48,768	59,066	75,995
CAPITAL OUTLAY	254,232	88,101	128,651
<b>TOTAL EXPENDITURES</b>	<b>\$1,324,355</b>	<b>\$1,254,730</b>	<b>\$1,419,830</b>
POSITIONS			
FULL TIME	12	12	13
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>12</b>	<b>13</b>

### Significant Accomplishments and/or Changes:

- In April 2015, the Valdosta/Lowndes Regional Crime Laboratory became the first locally-operated crime laboratory ever in Georgia to obtain crime laboratory accreditation through the American Society of Crime Laboratory Directors (ASCLD). In 2016, the laboratory passed a site visit from ASCLD with no issues noted
- The crime laboratory is now teamed with the Lowndes County Sheriff's Office, Echols County Sheriff's Office, the Lake Park Police Department, the Remerton Police Department, the Quitman Police Department, and Valdosta State University, all of which are contributing funding toward the operation of the laboratory
- The crime laboratory has improved its turnaround time for all services offered by the laboratory to include marijuana identification, crime scene, investigations latent print processing, drug chemistry, and firearms/ballistics comparison to 21 days or less
- The Firearms and Toolmark section has entered a minimum of 25 cartridge case into the ATF National Integrated Ballistics Network system (NIBIN) per month, whereas the minimum is 15 per month
- The laboratory has experienced a 32% increase in workload for 2016 (8,243 items processed) as compared with 2015 (6,243) and maintained a standard 21-day or less turnaround for all forensic services

# Police Department

## Crime Laboratory continued

### Division Objectives:

- Ensuring the LIMS system will allow law enforcement agencies to electronically submit evidence to the laboratory and will make available to both law enforcement and courts officials the ability to retrieve copies of laboratory reports through an on-line secure portal
- Building personnel depth in each area/service of the laboratory eliminates the need to take work outside of the laboratory for peer reviews and verifications of results, thus improved efficiency and productivity
- Maintain a turn around on all evidence submissions returned to requesting agencies in 21 days or less
- Maintain ASCLD-LAB International Crime Laboratory Accreditation in 2017

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Total items processed	6,243	8,243	9,000
Conducting External Proficiency Tests	25	25	25

# **FIRE DEPARTMENT**



# Fire Department

## Department Summary

The Public Safety Function includes the Fire Department. This department includes the Administration, Fire Training, Operations, Fire Prevention, Fire Maintenance, and Special Operations Divisions.

### Expenditure Summary:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
FIRE REVENUE	\$9,640	\$10,500	\$10,500
AIRPORT CRASH RESCUE	290,721	290,000	300,880
<b>TOTAL FUNDS GENERATED</b>	<b>\$300,361</b>	<b>\$300,500</b>	<b>\$311,380</b>

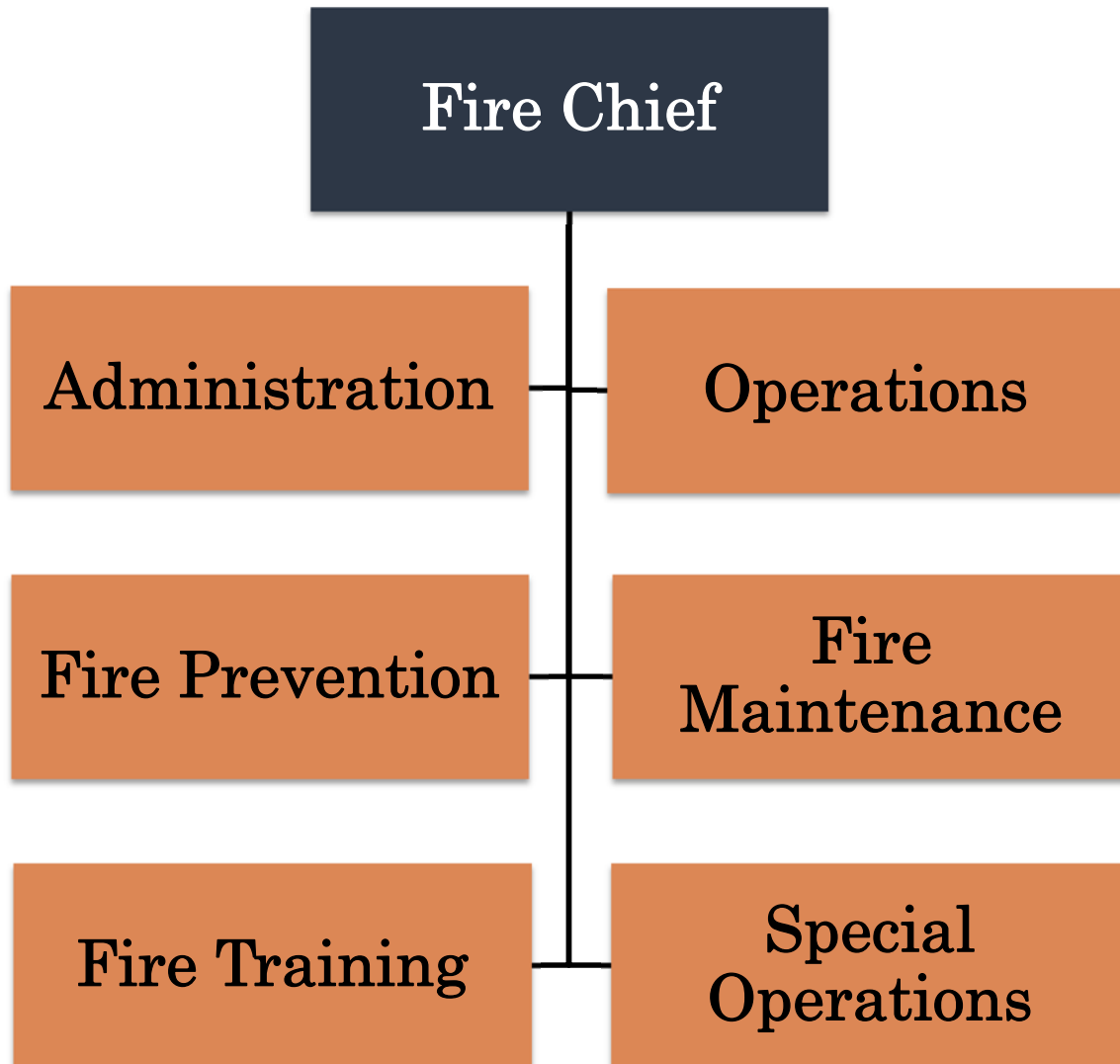
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$5,858,452	\$6,170,902	\$7,108,667
CONTRACTUAL SERVICES	254,477	254,355	315,641
SUPPLIES	275,183	307,072	329,552
TRAVEL, TRAINING & MEMBERSHIP	60,283	71,113	79,913
OTHER SERVICES AND CHARGES	411,687	527,147	940,731
CAPITAL	1,949,582	417,660	159,032
<b>TOTAL EXPENDITURES</b>	<b>\$8,809,664</b>	<b>\$7,748,249</b>	<b>\$8,933,536</b>
<b>POSITIONS</b>			
FULL TIME	107	107	108
<b>TOTAL POSITIONS</b>	<b>107</b>	<b>107</b>	<b>108</b>

### Department Goals:

- Take proactive measures to ensure the department is operating safely and efficiently
- Ensure that all Insurance Service Organization (ISO) mandated requirements are met
- Take the first step in the process of achieving accreditation by becoming a Registered Agency

# Fire Department

## Organizational Chart



# Fire Department

## Administration

The Administration Division administers and implements the established policies of the Fire Department to all divisions.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
FIRE REVENUE	\$9,640	\$10,500	\$10,500
<b>TOTAL FUNDS GENERATED</b>	<b>\$9,640</b>	<b>\$10,500</b>	<b>\$10,500</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$468,020	\$494,132	\$536,988
CONTRACTUAL SERVICES	13,275	13,085	18,111
SUPPLIES	4,058	8,038	7,938
TRAVEL, TRAINING & MEMBERSHIP	12,681	13,775	16,000
OTHER SERVICES AND CHARGES	80,578	81,527	96,131
<b>TOTAL EXPENDITURES</b>	<b>\$578,612</b>	<b>\$610,557</b>	<b>\$675,168</b>
POSITIONS			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Significant Accomplishments and/or Changes:

- Established a Health and Wellness policy to improve the department's overall health and wellness
- Created Fire Demand Zones for each Station's first response territory
- Integrated the CAD (Computer-aided Dispatch) system to improve dispatch efficiency

### Division Objectives:

- Review, modify and/or create Standard Operating Policies and Guidelines
- Continue to establish community partnerships
- Continue to work on maintaining the department class 1 Insurance Service Organization (ISO) rating
- Start working towards being Accredited through CFAI (Commission on Fire Accreditation International)

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Community Partnerships Programs	15	10	10
Participate in National Health and Safety Programs	96	96	96
Review, modify, and/or created policies and guidelines	10	10	15

# Fire Department

## Operations

The Operations Division protects the lives and property of the citizens of Valdosta from the ravages of fire and other manmade disasters by maintaining highly trained fire fighters and rescue personnel.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
AIRPORT CRASH RESCUE	\$290,721	\$290,000	\$300,880
<b>TOTAL FUNDS GENERATED</b>	<b>\$290,721</b>	<b>\$290,000</b>	<b>\$300,880</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$4,879,719	\$5,093,229	\$5,845,646
CONTRACTUAL SERVICES	166,352	172,208	211,894
SUPPLIES	151,251	140,095	141,975
TRAVEL, TRAINING & MEMBERSHIP	7,731	26,675	24,775
OTHER SERVICES AND CHARGES	262,210	328,060	726,133
CAPITAL OUTLAY	1,949,582	318,460	103,432
<b>TOTAL EXPENDITURES</b>	<b>\$7,416,845</b>	<b>\$6,078,727</b>	<b>\$7,053,855</b>
<b>POSITIONS</b>			
FULL TIME	92	92	92
<b>TOTAL POSITIONS</b>	<b>92</b>	<b>92</b>	<b>92</b>

### Significant Accomplishments and/or Changes:

- Four new Custom Sutphen Fire Trucks were added to our fleet. They will replace four truck that no longer meets NFPA recommendations
- Added fire hose to all front-line and reserve trucks to meet Insurance Service Organization (ISO) requirements
- Maintained minimum staffing of 27 per shift for majority of the year to address safety and operations efficiency concerns

### Division Objectives:

- First fire engine arrive on all structure fires in 320 seconds or less after the initial dispatch
- The initial response units arrive on all structure fires in 560 seconds or less after the initial dispatch
- Create fire demand zones for each Station's first response territory
- Test, inspect, and service fire hydrants within city limits
- Effectively control fires with minimum fire loss

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
First engine arrive 320 seconds after initial dispatch on all structure fires 90% of the time.	N/A	90%	90%
Initial response unit arrive 560 seconds after initial dispatch on all structure fires 90% of the time.	N/A	90%	90%

# Fire Department

## Fire Prevention

The Fire Prevention Division enforces all applicable fire codes, investigates all suspicious fires for cause/origin, enforces fire lane violation, educates the public through Public Service Announcements and educational programs, and inspects trench / excavation for compliance. It also educates the public in fire prevention by offering the following programs: the Jr. Fire Marshals Program, Neighborhood Watch, puppet shows, and tours of the fire safety house.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$207,926	\$237,970	\$312,992
CONTRACTUAL SERVICES	3,601	3,996	5,469
SUPPLIES	8,770	24,100	27,350
TRAVEL, TRAINING & MEMBERSHIP	1,853	6,273	9,798
OTHER SERVICES AND CHARGES	19,654	32,625	26,207
<b>TOTAL EXPENDITURES</b>	<b>\$241,804</b>	<b>\$304,964</b>	<b>\$381,816</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Significant Accomplishments and/or Changes:

- 14<sup>th</sup> Annual Junior Fire Marshal's Fun Day
- 3<sup>rd</sup> Annual Citizen Fire Academy
- Distributed Fire Safety information in the City's monthly utilities bill (October 2016)
- Created new social media accounts to aid in promoting Fire Safety

### Division Objectives:

- Add more Fire Inspectors to the Division to ensure 100% of all buildings are inspected
- Review; building construction plans, conduct annual fire inspections and re-inspections
- Utilize department programs to enhance fire safety education programs, such as the fire safety house, puppet shows, station tours and etc.
- Investigate fires to determine a cause
- Develop a community risk reduction program for the Accreditation Process

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of inspections conducted	594	1,200	1,200
Number of re-inspections conducted	100	250	250
Number of new building construction plans reviews	34	25	30
Number of fire educational programs	320	320	320

# Fire Department

## Fire Maintenance

The Fire Maintenance Division performs maintenance on all Fire Department vehicles and equipment. It also schedules preventive maintenance on vehicles and equipment, and it keeps records of all parts and labor used for repair and maintenance.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$89,864	\$92,790	\$110,138
CONTRACTUAL SERVICES	47,605	49,862	56,923
SUPPLIES	101,931	80,293	77,693
TRAVEL, TRAINING & MEMBERSHIP	0	5,615	5,615
OTHER SERVICES AND CHARGES	40,770	42,521	43,462
CAPITAL OUTLAY	0	80,700	5,600
<b>TOTAL EXPENDITURES</b>	<b>\$280,170</b>	<b>\$351,781</b>	<b>\$299,431</b>
<b>POSITIONS</b>			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- Completed pump capacity tests on all fire department pumpers and aerials
- Completed testing on all fire department ground and aerial ladders

### Division Objectives:

- Schedule preventive maintenance on vehicles and equipment
- Conduct all pump capacity testing on the engine and aerial trucks
- Conduct all aerial and ground ladder testing

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of emergency vehicle repairs	220	200	125
Number of small engine repairs (request)	35	50	50
Number of pump test conducted	12	10	10
Number of aerial and ground ladders tested	50	50	50

# Fire Department

## Fire Training

The Fire Training Division is responsible for all training of Fire Department personnel. It keeps all records of training hours for the State and Insurance Services Organization (I.S.O.).

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$166,023	\$167,361	\$227,606
CONTRACTUAL SERVICES	22,769	13,726	21,959
SUPPLIES	9,158	46,396	66,196
TRAVEL, TRAINING & MEMBERSHIP	27,499	13,250	16,200
OTHER SERVICES AND CHARGES	3,467	36,686	42,803
CAPITAL OUTLAY	0	18,500	50,000
<b>TOTAL EXPENDITURES</b>	<b>\$228,916</b>	<b>\$295,919</b>	<b>\$424,764</b>
<b>POSITIONS</b>			
FULL TIME	2	2	3
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>3</b>

### Significant Accomplishments and/or Changes:

- Delivered three Officer Development classes sponsored by Georgia Fire Academy
- Partnered with Wiregrass Georgia Technical College to deliver an Emergency Medical Technician (EMT) certification training
- Increased the number of Firefighter II personnel in the department to 100%
- Successfully graduated a recruit school of 13 new employees

### Division Objectives:

- Deliver Georgia Fire Academy classes
- Deliver a Fire Instructor 1 and 2 course at the Valdosta Regional Training Center
- Analyze Performance Incident Reports to determine trends for training needs
- Participate in test validations at Georgia Firefighter Standards and Training Division
- Provide EMT training through Wiregrass Georgia Technical College

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Recruit Training Program Hours (per recruit)	240	240	240
Train personnel to receive EMT certification	15	10	20
Company Officer Training classes ( per officer)	8	5	12
Total Training Hours (per firefighter)	250	250	250

# Fire Department

## Special Operations

The Special Operations Division coordinates the Hazardous Materials (HazMat) Program/WMD Program, the technical rescue program, arson investigations, promotional testing and entry-level testing programs for the department.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$46,900	\$85,420	\$75,297
CONTRACTUAL SERVICES	875	1,478	1,285
SUPPLIES	15	8,150	8,400
TRAVEL & TRAINING	10,519	5,525	7,525
OTHER SERVICES AND CHARGES	5,008	5,728	5,995
<b>TOTAL EXPENDITURES</b>	<b>\$63,317</b>	<b>\$106,301</b>	<b>\$98,502</b>
POSITIONS			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Offered regional GSAR Training
- Received grants funding for GSAR

### Division Objectives:

- Gather and organize information needed for training programs
- Procure equipment and develop training programs for members
- Develop S.O.P.'s so that members can safely and effectively manage special operations incidents
- Maintain the GSAR truck and a level of readiness, conduct regional training and continue to build relationships with Fire Departments in GEMA Area 6

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Haz-Mat Site Surveys	10	10	10
Haz-Mat team training hours (locally)	96	96	96
GSAR team training hours (locally)	100	64	80



# OTHER PROTECTIVE SERVICES

# Community Protection

## Department Summary

The Community Protection Division operates as part of Other Protective Services function.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$313,017	\$345,235	\$375,154
CONTRACTUAL SERVICES	51,766	100,190	98,923
SUPPLIES	5,428	4,625	4,048
TRAVEL, TRAINING & MEMBERSHIP	5,057	5,700	5,527
OTHER SERVICES & CHARGES	41,990	53,766	44,827
<b>TOTAL EXPENDITURES</b>	<b>\$417,258</b>	<b>\$509,516</b>	<b>\$528,479</b>
POSITIONS			
FULL TIME	6	7	7
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>7</b>	<b>7</b>

### Department Goals:

- Provide informative brochures to the public and update website as needed
- Complete continuing education to maintain certifications
- Maintain and improve involvement with our community through semi-annual clean-ups and routine observations of each zone
- Continue to utilize New World for the Community Protective Division

# Community Protection

## Organizational Chart



# Community Protection

## Community Protection

Enforces City codes and ordinances, investigates complaints concerning violations of City ordinances, conducts searches of deed records to located property owners, files liens, places legal ads, testifies in municipal court proceedings, checks businesses within the city limits for proper occupation tax certificates and conducts landscape plan review as well as on-site inspections. This division has six (6) full-time Marshals and one (1) full-time Administrative Assistant.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$313,017	\$345,235	\$375,154
CONTRACTUAL SERVICES	51,766	100,190	98,923
SUPPLIES	5,428	4,625	4,048
TRAVEL, TRAINING & MEMBERSHIP	5,057	5,700	5,527
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<b>TOTAL EXPENDITURES</b>	<b>\$417,258</b>	<b>\$509,516</b>	<b>\$528,479</b>
POSITIONS			
FULL TIME	6	7	7
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>7</b>	<b>7</b>

### Significant Accomplishments and/or Changes:

- All Marshals are fully certified through GACE
- Processed 100% of delinquent occupational tax certificates in a timely manner
- Marshals initiated more than 3,056 new cases and have resolved more than 3,062
- Demolished nine (9) and repaired sixteen (16) substandard buildings

### Division Objectives:

- Successfully abate 97% of noted code violations
- Prevail in 100% of court cases
- Process all initial notifications within three (3) days of initial identification of code violation
- Demolished twenty (20) substandard buildings and repair twenty (20) substandard houses

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percentage of violation abatements	96%	97%	97%
Percentage of court cases won	100%	100%	100%
Percentage of notice processed within 3 days	100%	100%	100%

# **PUBLIC WORKS DEPARTMENT**

# Public Works

## Department Summary

The Public Works Department operates as a part of the public works function, which includes Right of Way Maintenance and Cemetery and Arborist.

### Expenditure Summary:

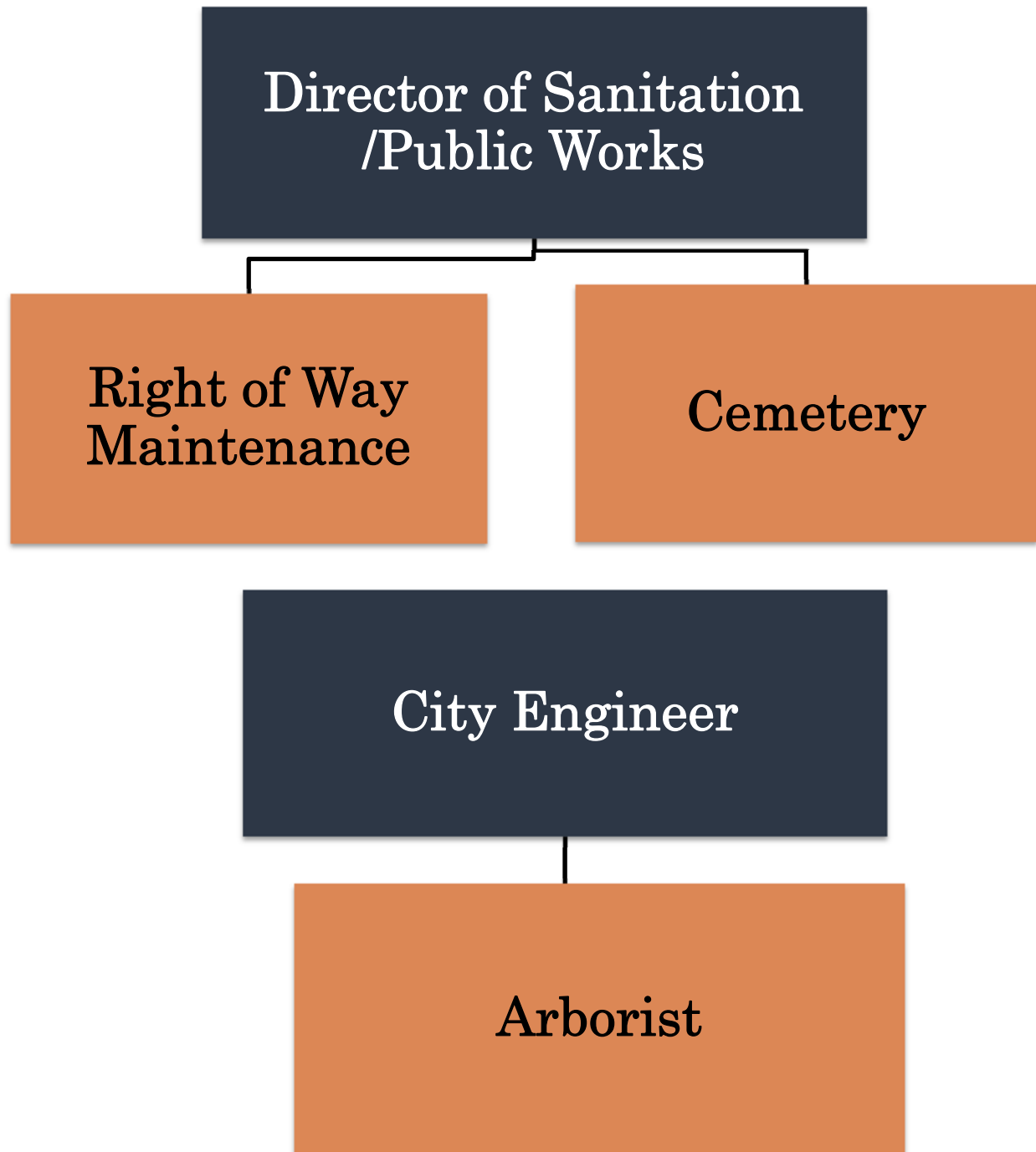
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$1,415,396	\$1,547,548	\$1,816,081
CONTRACTUAL SERVICES	132,621	177,132	287,956
SUPPLIES	37,222	59,117	57,792
TRAVEL, TRAINING & MEMBERSHIP	1,888	2,150	2,180
OTHER SERVICES & CHARGES	233,282	248,950	345,482
<b>TOTAL EXPENDITURES</b>	<b>\$1,820,409</b>	<b>\$2,034,897</b>	<b>\$2,509,491</b>
<b>POSITIONS</b>			
FULL TIME	42	43	43
<b>TOTAL POSITIONS</b>	<b>42</b>	<b>43</b>	<b>43</b>

### Department Goals:

- Facilitate communication within the Department by conducting weekly staff meetings with the Public Works Management Team
- Encourage employee professional development by preparing a training plan for each division and ensuring that each employee receives a timely annual job performance appraisal
- Monitor departmental staffing levels by maintaining a vacancy rate of less than 5 percent
- Develop a Cross-Training Plan
- Create Standard Operations Procedures
- Improve the appearance of vacant lots throughout the City
- Improve the appearance of the City's rights-of-way
- Provide and maintain a 75 acre municipal cemetery to park standards
- Provide and monitor mosquito surveillance program

# Public Works

## Organizational Chart



# Public Works

## Right-of-Way Maintenance

This division is responsible for the maintenance and upkeep of City rights-of-way, curbs, gutters, sidewalks, grass cutting, litter pick-up, street sweeping, and mosquito spraying.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
LOT CLEARING FEES	\$26,041	\$30,000	\$37,000
STATE HIGHWAY MAINTENANCE	77,525	93,030	93,020
<b>TOTAL FUNDS GENERATED</b>	<b>\$103,566</b>	<b>\$123,030</b>	<b>\$130,020</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$943,838	\$1,024,017	\$1,243,705
CONTRACTUAL SERVICES	104,342	121,420	241,456
SUPPLIES	23,257	40,660	39,710
OTHER SERVICES & CHARGES	139,950	151,677	227,925
<b>TOTAL EXPENDITURES</b>	<b>\$1,211,387</b>	<b>\$1,337,774</b>	<b>\$1,752,796</b>
POSITIONS			
FULL TIME	28	28	28
<b>TOTAL POSITIONS</b>	<b>28</b>	<b>28</b>	<b>28</b>

### Significant Accomplishments and/or Changes:

- Supervisor and Crewleaders attended a Flagging and Work Zone Safety Course with all receiving 2 year certifications
- Created and implemented an established mowing route system
- Created and implemented SOP's for on call personnel, accident reporting policy, chainsaw use and backhoe operations
- Created and utilizing an employee training matrix

### Division Objectives:

- Provide environmental and quality of life benefits by operating an effective and efficient street sweeping service
- Provide annual vegetation management through herbicide application on Perimeter Road right of way
- Maintain or exceed established intervals for route completion
- Reduce average response time for citizen generated service requests to 2 days
- Cross train on heavy equipment
- Eliminate all vegetation on street surfaces and sidewalks



# Public Works

## Right-of-Way Maintenance Cont.

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Avg street sweeping miles per year on established state routes	902	1,300	1,325
Linear Miles swept	2,307	1,200	1,500
Avg response time for citizen generated service requests (business days)	1 day	1 day	1 day
Avg # of times curb miles are maintained per year.	12	12	12
Maintain or exceed set intervals for route completion	Every 60 days	Every 60 days	Every 60 days

# Public Works

## Cemetery

This division is responsible for maintaining a cemetery with perpetual care maintenance. Sunset Hill Cemetery provides limited funeral services and lot sales.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$373,721	\$400,243	\$424,845
CONTRACTUAL SERVICES	21,117	42,033	22,397
SUPPLIES	10,440	13,707	13,707
TRAVEL, TRAINING & MEMBERSHIP	242	860	860
OTHER SERVICES & CHARGES	65,592	63,796	86,015
<b>TOTAL EXPENDITURES</b>	<b>\$471,112</b>	<b>\$520,639</b>	<b>\$547,824</b>
POSITIONS			
FULL TIME	12	12	12
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>12</b>	<b>12</b>

### Significant Accomplishments and/or Changes:

- Arborist/Valdosta Tree Commission and Sunset Hill cemetery installed two live oaks at the Slave Memorial
- Continued updating signage
- Continued updating cemetery data base
- Completed cost comparison of Georgia cemetery

### Division Objectives:

- Assist the public and funeral homes with the location of graves and points of interest
- Continue to maintain the high standard of beautification in the cemetery
- Provide high level of customer service and compassion

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percentage of funerals per year on time and accurately placed	100%	100%	100%
Percentage of citizen concerns answered within five working days	100%	100%	100%
Square miles mowed monthly	250	250	250
Number of burials / interments	117	110	100

# Public Works

## Arborist

The purpose of this division is to manage, maintains and protects Valdosta's urban forest.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$97,837	\$123,288	\$147,531
CONTRACTUAL SERVICES	7,162	13,679	24,103
SUPPLIES	3,525	4,750	4,375
TRAVEL, TRAINING & MEMBERSHIP	1,646	1,290	1,320
OTHER SERVICES & CHARGES	27,740	33,477	31,542
<b>TOTAL EXPENDITURES</b>	<b>\$137,910</b>	<b>\$176,484</b>	<b>\$208,871</b>
<b>POSITIONS</b>			
FULL TIME	2	3	3
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>3</b>	<b>3</b>

### Significant Accomplishments and/or Changes:

- Recognized as the Tree City USA Community for 30<sup>th</sup> consecutive year
- Celebrated both Georgia and National Arbor Day
- Completed the Hwy 84 Overpass Tree Planting Project
- Committee reviewed and updated the Tree & Landscape Ordinance
- Developed a Special Provisions Form for lawn maintenance, landscape, and/or tree companies to sign with new (or renewed) business licenses
- Received Georgia ReLeaf Grant for Project RePlant Our Parks
- Developed a website for the Memorial Tree Program

### Division Objectives:

- Planting, pruning, removal, and maintenance of all City trees
- Education programs with the Valdosta Tree Commission, Arbor Day, schools and etc.

### Performance Measures:

	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of trees planted	37	30	30
Number of trees pruned	833	800	800
Number of education programs	5	5	5
Number of participants	123	100	100

**URBAN REDEVELOPMENT  
DEPARTMENT**

# Zoning

## Department Summary

The Planning & Zoning Office is a division within the Urban Redevelopment.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$250,558	\$261,297	\$281,925
CONTRACTUAL SERVICES	10,690	6,064	4,253
SUPPLIES	2,699	3,174	1,350
TRAVEL, TRAINING & MEMBERSHIP	965	3,700	2,010
OTHER SERVICES & CHARGES	31,747	39,485	36,726
<b>TOTAL EXPENDITURES</b>	<b>\$296,659</b>	<b>\$313,720</b>	<b>\$326,264</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Department Goals:

- Provide efficient and effective customer service by processing all applications in a timely manner and ensuring processes are as streamlined as possible
- Maintain and improve communication with the community through personal interaction, an up-to-date website, quarterly email blasts of the Planners Post newsletter, and other informational materials
- Continue to provide opportunities for specific discussion and education with members of the local development community, including design professionals, sign industry, board of realtors, homebuilders association, as well as members of the general public
- Periodically update the Land Development Regulations (LDR) to reflect a pro-business environment, promote orderly growth and development, and improve the quality of life for our citizens
- Provide expertise and diligence in fulfilling special planning projects which serve the City's mission and purpose. Specifically, continue planning review and implementation of TE Grant Projects and GDOT GATEway Grant applications for beautification of Valdosta's significant gateway entrances, update the City's Urban Redevelopment Plans to facilitate incentives in areas needing revitalization, and undertake other special planning projects as needed
- Continue collaboration with significant economic engines such as Valdosta State University and South Georgia Medical Center in master planning to ensure orderly growth and development of their environs
- Continue partnering with the other member governments of the Greater Lowndes Planning Commission (GLPC) in preparing the major update of the Greater Lowndes Comprehensive Plan

# Zoning

## Organizational Chart



# Zoning

## Planning & Zoning

The Planning & Zoning Division strives to ensure quality growth and land development consistent with the Greater Lowndes 2030 Comprehensive Plan. This goal is achieved through the effective implementation of the Land Development Regulation (LDR) and efficient processing of land use cases; business license requests; sign permit applications; and building plan reviews. The Planning & Zoning staff strives to provide the community with continual education and awareness regarding the City’s Land Development Regulations, Comprehensive Plan, as well as general land planning and development principles.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$250,558	\$261,297	\$281,925
CONTRACTUAL SERVICES	10,690	6,064	4,253
SUPPLIES	2,699	3,174	1,350
TRAVEL, TRAINING & MEMBERSHIP	965	3,700	2,010
OTHER SERVICES & CHARGES	31,747	39,485	36,726
<b>TOTAL EXPENDITURES</b>	<b>\$296,659</b>	<b>\$313,720</b>	<b>\$326,264</b>
POSITIONS			
FULL TIME	4	4	4
<b>TOTAL POSITIONS</b>	<b>4</b>	<b>4</b>	<b>4</b>

### Significant Accomplishments and/or Changes:

- Continued updating and revising the Land Development Regulations (LDR) to promote sound economic development and smart growth policy
- Partnered with other local governments of Lowndes County and the Southern Georgia Regional Commission to prepare and adopt major updates to the Greater Lowndes Comprehensive Plan
- Hosted another Historic Preservation Month in May in coordination with the Valdosta Historic Preservation Commission, Valdosta Heritage Foundation and Lowndes County Historical Society and presented the annual Preservation Awards
- Hosted another Community Planning Month in October and partnered with Lowndes County, Southern Georgia Regional Commission and other economic engines to showcase planning efforts in our community. This year’s theme was “Health Communities, Health People”
- Partnered with the Valdosta Police Department to proactively enforce the alcohol ordinance
- Hosted student interns to research information pertaining to local commercial parking standards and land use patterns in vicinity to the VSU campus
- Assisted the Metropolitan Planning Organization (MPO) with updated to their new long range Transportation Master Plan
- Participated in converting to new Virtual Office Technology for the Zoning Division

# Zoning

## Divison Objectives:

- Process all business tax (license) applications within 3 days
- Review all building development plans within 5 days
- Review all sign applications within 4 days

## Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percentage of business tax applications with 72 hours	96%	97%	97%
Percentage of plans reviewed within 5 days	94%	93%	95%
Percentage of sign applications reviewed within 5 days	100%	100%	100%

\* ~90% of all delays related to need for additional information or need for action by applicant



**COMMUNITY DEVELOPMENT  
DEPARTMENT**

# Community Development

## Department Summary

The Community Development Department includes Administration, Grants, Neighborhood Development and Main Street.

### Expenditure Summary:

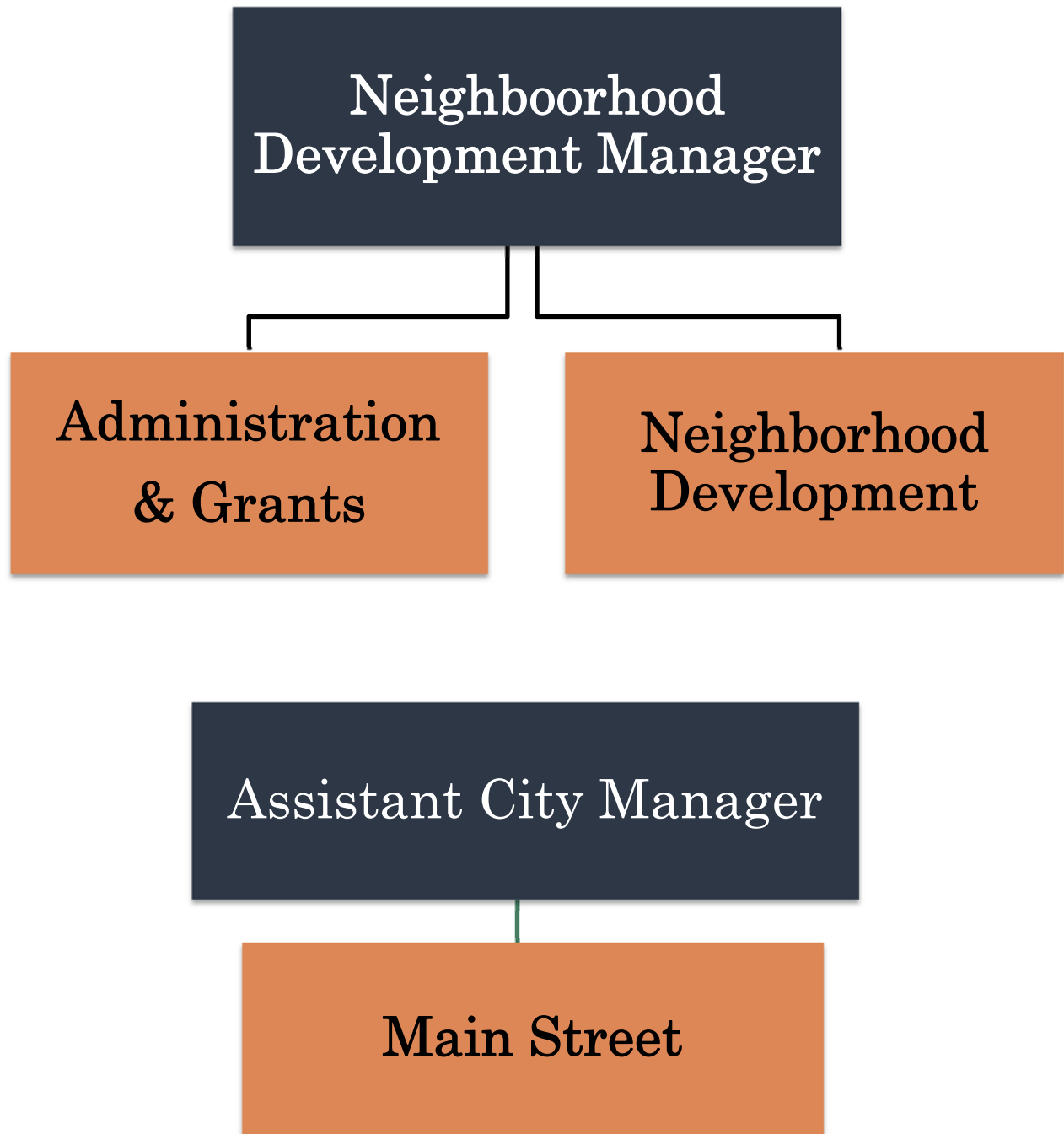
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$110,114	\$122,663	\$141,101
CONTRACTUAL SERVICES	10,997	11,061	10,817
SUPPLIES	698	2,087	2,388
TRAVEL & TRAINING & MEMBERSHIP	1,975	3,053	2,444
OTHER SERVICES & CHARGES	32,640	23,045	71,726
CAPITAL OUTLAY	0	250,000	0
RESERVED EXPENDITURES	23,500	9,500	0
<b>TOTAL EXPENDITURES</b>	<b>\$179,924</b>	<b>\$421,409</b>	<b>\$228,476</b>
POSITIONS			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Department Goals:

- Successfully administer all entitlement programs funded by the U.S. Department of Housing and Urban Development (HUD)
- Continues to seek out financial and programmatic resources to support neighborhood and community development efforts
- Successfully administer and support the Valdosta / Lowndes Land Bank Authority
- Continue to administer and coordinate programming and membership to the Valdosta Small Emerging Business (VSEB) program

# Community Development

## Organizational Chart



# Community Development

## Administration

This division coordinates all administrative activities of all divisions and develops all departmental policies and procedures. The division is responsible for development and coordination of the Valdosta Lowndes County Land Bank Authority and Valdosta Small Emerging Business programs.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$26,714	-\$253	\$1,574
CONTRACTUAL SERVICES	9,342	9,961	9,514
SUPPLIES	473	757	831
TRAVEL & TRAINING & MEMBERSHIP	1,975	2,723	2,245
OTHER SERVICES & CHARGES	17,811	6,850	10,689
RESERVED EXPENDITURES	23,500	9,500	0
<b>TOTAL EXPENDITURES</b>	<b>\$79,815</b>	<b>\$29,538</b>	<b>\$24,853</b>
POSITIONS			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- Completed (4) VSEB and community educational training opportunities
- Established and continued partnerships with other community organizations (Habitat for Humanity, Valdosta Housing Authority, Goodwill Industries, Valdosta State University, Valdosta/Lowndes County Chamber of Commerce, etc.) to provide assistance in addressing the needs of the citizens of the City (CG12)
- Presented potential policies for implementation on the topics of Rental Residential Registration

### Division Objectives:

- Assist Valdosta/Lowndes County Land Bank Authority with the return of blighted and/or abandoned properties to Lowndes County Tax Registry
- Promote membership in Valdosta Small Emerging Business program
- Provide small business training and information required for small business participation from state and local governments
- Assist with Valdosta/Lowndes County Land Bank Authority conversion/expansion throughout Lowndes County
- Conduct up to four (4) community education opportunities for certified VSEBs on small business related topics

### Performance Measures:

ACTIVITY	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Assist in Policy Research on Various Projects	2	3	3

# Community Development

## Grants

The Grants division supports capital and program improvements of the City through identification, application and administration of funds from outside sources. Also included in this division are those programs funded by Community Development Block Grant Funds. These programs are designed to provide decent and affordable housing, provide a suitable living environment and increase economic opportunities for citizens of the City of Valdosta. The services of CDBG primarily benefit low to moderate income citizens.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$0	-\$90	\$24,550
CONTRACTUAL SERVICES	329	90	95
SUPPLIES	0	0	0
TRAVEL & TRAINING & MEMBERSHIP	0	0	0
OTHER SERVICES & CHARGES	0	0	4,840
<b>TOTAL EXPENDITURES</b>	<b>\$329</b>	<b>\$0</b>	<b>\$29,485</b>
POSITIONS			
FULL TIME	1	1	1

### Significant Accomplishments and/or Changes:

- Completed five (5) owner-occupied reconstruction/rehabilitation project in the DRA
- Awarded first Small Business Seed Loan to promote the development and operations of small businesses in the City
- Continued to provide continuing education opportunities for small businesses and those individuals seeking job training and career skills
- Provided economic development and opportunities for up to 20 entry level positions to students at-risk of dropping out of high school with the Great Promise Partnership Program

### Division Objectives:

- Apply for a minimum of five (5) grants to promote community development
- Obtain 50% of grants applied for
- Seek additional funding sources to leverage to continue community projects for affordable housing, fair housing education and economic development (CG1)

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Grants submitted/Grants Awarded	1/1	2	2
Number houses rehab/reconstructed	5	6	6

# Community Development

## Main Street

The Main Street division manages the process of enhancing downtown's position as the governmental, cultural, and economic center of the Greater Lowndes County area by involving businesses, property owners, government, churches, and the entire community.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$67,208	\$62,122	\$66,409
CONTRACTUAL SERVICES	271	211	233
SUPPLIES	0	1,330	1,557
OTHER SERVICES & CHARGES	8,152	10,531	11,180
CAPITAL OUTLAY	0	250,000	0
<b>TOTAL EXPENDITURES</b>	<b>\$75,631</b>	<b>\$324,194</b>	<b>\$79,379</b>
POSITIONS			
FULL TIME	2	2	2
<b>TOTAL POSITIONS</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Significant Accomplishments and/or Changes:

- The CVDA district saw a gain of 6 new businesses and 63 net new jobs
- Valdosta Main Street continues GEMs (Georgia's Exceptional Main Streets) Designation
- Valdosta Main Street received National Main Street accreditation for the 24<sup>th</sup> consecutive year

### Division Objectives:

- Continue to receive National Main Street Accreditation
- Net gain of (5) new businesses and (20) new jobs
- Help Historic Preservation Planner facilitate (2) tax credit projects. Facilitate (2) low interest projects
- Continue to promote Downtown Valdosta as a destination (CG8)

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Promotion events per year	66	66	68
Net gain of new businesses	6	5	5
Facilitate tax credits applications	1	2	2
Facilitate loan packages	0	3	1
Attendance at events	54,750	55,000	60,000

# Community Development

## Neighborhood Development

Neighborhood Development improves the community through coordinating, administering, and providing citizens of low-moderate income of the City of Valdosta with the benefits of both public and private programs designed to address decent and suitable living conditions and economic/community development.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$16,192	\$60,884	\$63,948
CONTRACTUAL SERVICES	1,055	799	975
SUPPLIES	225	0	0
TRAVEL & TRAINING & MEMBERSHIP	0	330	199
OTHER SERVICES & CHARGES	6,393	5,664	6,064
<b>TOTAL EXPENDITURES</b>	<b>\$23,865</b>	<b>\$67,677</b>	<b>\$71,186</b>
POSITIONS			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Coordinated community resources to complete the 2017 Homeless Count for Lowndes County
- Completed five (3) owner-occupied reconstructions in Designated Revitalization Area (DRA)
- Completed Neighborhood Assessment Focus Groups with the City of Valdosta Fair Housing Committee and Valdosta State University
- Completed online Community Housing and Transportation survey for City through a GICH Community Assistantship Program.
- Completed twice annually Bulk Trash Amnesty Day event in connection with Keep Lowndes/Valdosta Beautiful (KLVB's) Make a Difference Day, where 40 tons of bulk debris was collected by the Neighborhood Development, Community Protection, and Public Works departmental staffs in a three hour event. This free of charge service will be offered to citizens twice yearly. Added new activity called Azalea City Yard Showcase to assist in City neighborhood beautification.
- Coordinated community resources with Goodwill Industries of Southern River to continue the remote job search kiosk at the City's Customer Service Center and to have monthly Goodwill sponsored career training classes at the City Hall Annex to make these services more accessible to citizens.
- Coordinated a series of community meetings (Think Tanks) with community stakeholders concerning the neighborhood revitalization plans for the Ora Lee West/Tom Town/Brookwood areas in the City (ongoing).

### Division Objectives:

- Prepare for the 2017 Southern Hospitality Work Camp (June 25 – July 1) for minor repairs for homeowners
- Complete repair and/or reconstruction of owner occupied homes utilizing Community Development Block Grant (CDBG)
- Continue to promote and establish community partnerships to provide services to low-moderate income citizens of the City of Valdosta that address the promotion of economic/community development (CG5)
- Complete the 12 owner occupied reconstruction projects utilizing Community HOME Investment Program grant funds from DCA
- Complete necessary neighborhood planning processes to secure community approval to seek funding Ora Lee West/Tom Town/Brookwood revitalization project

# Community Development

## Neighborhood Development Cont.

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Housing Rehabilitation/Reconstruction	5	5	8
Group Workcamp Repair	19	15	15



# Community Development

## Great Promise Internship

Great Promise Internship is a program that work with youth that are at risk of not graduating from high school. If they continue their education, this program will give them job training and experience that will prepare them for further education or the workforce after graduation.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$0	\$0	-\$15,380
OTHER SERVICES & CHARGES	284	0	38,953
TOTAL EXPENDITURES	\$284	\$0	\$23,573

# Special Revenue Funds

Special Revenue Funds account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

# Confiscated Funds

Confiscated Fund is used to account for confiscated funds taken in by the City of Valdosta's Police Department.

# Confiscated Funds

The Confiscated Fund is used to account for confiscated funds collected by the City of Valdosta's Police Department. Funds are then used to purchase equipment as needed.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
SUPPLIES	\$6,726	\$0	\$1,636
OTHER SERVICES & CHARGES	1,939	345	6,132
CAPITAL OUTLAY	4,000	0	0
TOTAL EXPENDITURES	\$12,665	\$345	\$7,768

## Department Goals:

- Purchase needed operating supplies and equipment for the Valdosta Police Department.

# U.S. Department of Justice Grant

U.S Department of Justice Local Law Enforcement Grant is used to account for Local Law Enforcement Block Grant funds from the U.S. Department of Justice which are to be used to purchase equipment in the City's Police Department.

# U. S. Department of Justice Grant

U. S. Department of Justice Local Law Enforcement Block Grant is awarded to the City of Valdosta Police Department to purchase needed equipment to increase the public safety of the officers and the citizens of the city.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
SUPPLIES	\$8,663	\$0	\$0
OTHER SERVICES & CHARGES	4,435	0	0
CAPITAL OUTLAY	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$13,098</b>	<b>\$0</b>	<b>\$0</b>

## Department Goals:

- Purchase needed equipment for the City of Valdosta Police Department

# Property Evidence Fund

The Property Evidence Fund accounts for property collected by the City of Valdosta's Police Department

# Property Evidence Fund

Property Evidence Fund is used to account for property collected by the City of Valdosta Police Department.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
SUPPLIES	\$2,463	\$0	\$0
TOTAL EXPENDITURES	\$2,463	\$0	\$0



# CDBG CHIP 01M, 02M, 04M, 06M and 07M Grant Funds

GA DCA Chip Grant is used to account for grant funds received from the Georgia Department of Community Affairs. The Chip program provides funding for a portion of construction costs for thirteen new homes for eligible low and moderate income persons.

# CHIP Grant 01M-X-092-2-2568

## Urban Redevelopment & Housing Summary

A department to account for expenditures related to funds received in accordance with Title I, Section 119, of the Housing and Community Development Act of 1974. The federal grant was designated for the use of financing second mortgages for qualified home buyers.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GRANT	\$1,350	\$0	\$0
TOTAL EXPENDITURES	\$1,350	\$0	\$0

### Department Goals:

- To account for the loan servicing fees from South Georgia Regional Development Center

# CHIP 02M-X-092-2-2695

## Urban Redevelopment & Housing Summary

A department to account for expenditures related to funds received in accordance with Title I, Section 119, of the Housing and Community Development Act of 1974. The federal grant was designated for the use of financing second mortgages for qualified home buyers.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GRANT	\$4,200	\$0	\$0
TOTAL EXPENDITURES	\$4,200	\$0	\$0

### Department Goals:

- To account for the loan servicing fees from South Georgia Regional Development Center

# CHIP 04M-X-092-2-2915

## Urban Redevelopment & Housing Summary

A department to account for expenditures related to funds received in accordance with Title I, Section 119, of the Housing and Community Development Act of 1974. The federal grant was designated for the use of financing second mortgages for qualified home buyers.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GRANT	\$19,900	\$0	\$0
TOTAL EXPENDITURES	\$19,900	\$0	\$0

### Department Goals:

- To account for the loan servicing fees from South Georgia Regional Development Center

# CHIP 06M-X-092-2-2951

## Urban Redevelopment & Housing Summary

The Urban Redevelopment and Housing Department in the CDBG CHIP 06M Grant Fund is used to account for grant funds received from the GA Department of Community Affairs. The CHIP program provides grant funding for a portion of construction costs for new homes for eligible low and moderate income persons as well as home owner rehabilitation projects.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GRANT	\$26,300	\$0	\$0
TOTAL EXPENDITURES	\$26,300	\$0	\$0

### Department Goals:

- Construct quality homes for low to moderate income families

# CHIP 07M-X-092-2-2961

## Urban Redevelopment & Housing Summary

The Urban Redevelopment and Housing Department in the CDBG CHIP 07M Grant Fund is used to account for grant funds received from the GA Department of Community Affairs. The CHIP program provides grant funding for a portion of construction costs for new homes for eligible low and moderate income persons as well as home owner rehabilitation projects.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GRANT	\$26,000	\$0	\$0
TOTAL EXPENDITURES	\$26,000	\$0	\$0

### Department Goals:

- Construct quality homes for low to moderate income families

# CHIP 07 MR-X-092-2-2979

## Urban Redevelopment & Housing Summary

The Urban Redevelopment and Housing Department in the CDBG CHIP 07MR Grant Fund is used to account for grant funds received from the GA Department of Community Affairs. The CHIP program provides funding for a portion of construction costs for new homes for eligible low and moderate income person as well as funding for home owner rehabilitation projects.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
GRANT	\$11,000	\$0	\$0
TOTAL EXPENDITURES	\$11,000	\$0	\$0

### Department Goals:

- Construct quality homes for low to moderate income families

# Youth Recreation Scholarship Fund

This special revenue fund is used to account for all proceeds received by donation or collected from fund raisers. The proceeds are used to fund scholarships for qualified participants in recreation activities and programs.



# Youth Recreation Scholarship

This division is used to account for all proceeds collected from fund raisers, which are in turn used to fund scholarships for qualified participants in the recreation activities programs.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
OTHER SERVICES & CHARGES	\$10,017	\$425	\$0
TOTAL EXPENDITURES	\$10,017	\$425	\$0

# Accommodations Tax Fund

The Accommodations Tax Fund accounts for the hotel/motel tax levied in Lowndes County to support the operation of the Rainwater Conference Center the Howell Center for the Arts and the Valdosta/Lowndes Tourism Authority.

# Accommodations Tax

This tax is levied on hotel/motel lodgings in Lowndes County. It is used to support the operations of the Rainwater Conference Center, the Annette Howell Turner Center for the Arts and to fund the operations of the Lowndes/Valdosta Tourism Authority.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
TAX COMMISSIONS	\$86,044	\$85,000	\$85,000
TOURISM AUTHORITY	1,203,236	1,170,429	1,277,538
CONFERENCE CENTER	300,000	300,000	249,950
AIRPORT AUTHORITY	365,510	382,086	387,526
ARTS COMMISSION	190,000	190,000	190,000
PUBLIC ART	0	0	25,000
HISTORICAL SOCIETY	0	0	25,000
OTHER SERVICES & CHARGES	483,562	705,587	344,613
<b>TOTAL EXPENDITURES</b>	<b>\$2,628,352</b>	<b>\$2,833,102</b>	<b>\$2,584,627</b>

# Federal HUD Grant Fund

The Federal HUD Grant Fund accounts for grant funds from the U.S. Department of Housing and Urban Development. A variety of community development projects are funded by this grant.

# Federal HUD Grant

The Federal HUD Grant is used to account for entitlement grant funds received from the US Department of Housing and Urban Development. These funds are used to complete a variety of community development projects meeting federal guidelines.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$136,721	\$116,681	\$126,401
CONTRACTUAL SERVICES	492	0	0
SUPPLIES	1,963	0	0
TRAVEL & TRAINING	839	0	0
OTHER SERVICES	341,899	460,208	450,488
CAPITAL OUTLAY	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$481,914</b>	<b>\$576,889</b>	<b>\$576,889</b>

## Significant Accomplishments and/or Changes:

- Offered year-round community development focused assistance to citizen through the Community Development Block Grant (CDGB) Program (CG7)
- Began the strategic neighborhood by neighborhood approach to implement the Neighborhood Revitalization and Consolidated Plan efforts in the Designated Revitalization Areas (DRA) of the City of Valdosta (CG7)

## Division Objectives:

- Coordinate and administer homeowner rehabilitation and reconstruction
- Complete community activities with DRA which address the national objectives of the entitlement grant
- Research economic development programs for possible implementation in the DRA to address the neighborhood needs in this area (e.g. business incubators or small business seed loans) (CG7)

## Performance Measures:

Activity	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROJECTED
Housing Rehabilitation/Reconstruction	6	5	14
Group Workcamp Repair	12	19	14

# Enterprise Funds

Enterprise Funds are funds in which the services provided are financed and operated similarly to those of a private business. Revenues generated from services provided by these funds meet the expenses incurred.

# Sanitation Fund

The Sanitation Fund is setup to finance and account for the cost of providing both residential and commercial trash and garbage pickup to citizens and businesses of the City. Fund also provides and maintains a sanitary landfill for disposal of trash and garbage.

# **SANITATION DEPARTMENT**



# Sanitation

## Department Summary

Sanitation is a department within the Public Works Function. It includes Management, Residential Garbage, Commercial Collection, Residential Trash, Roll-Off Collection, Recycling Collection and Recycle Distribution.

### Expenditure Summary:

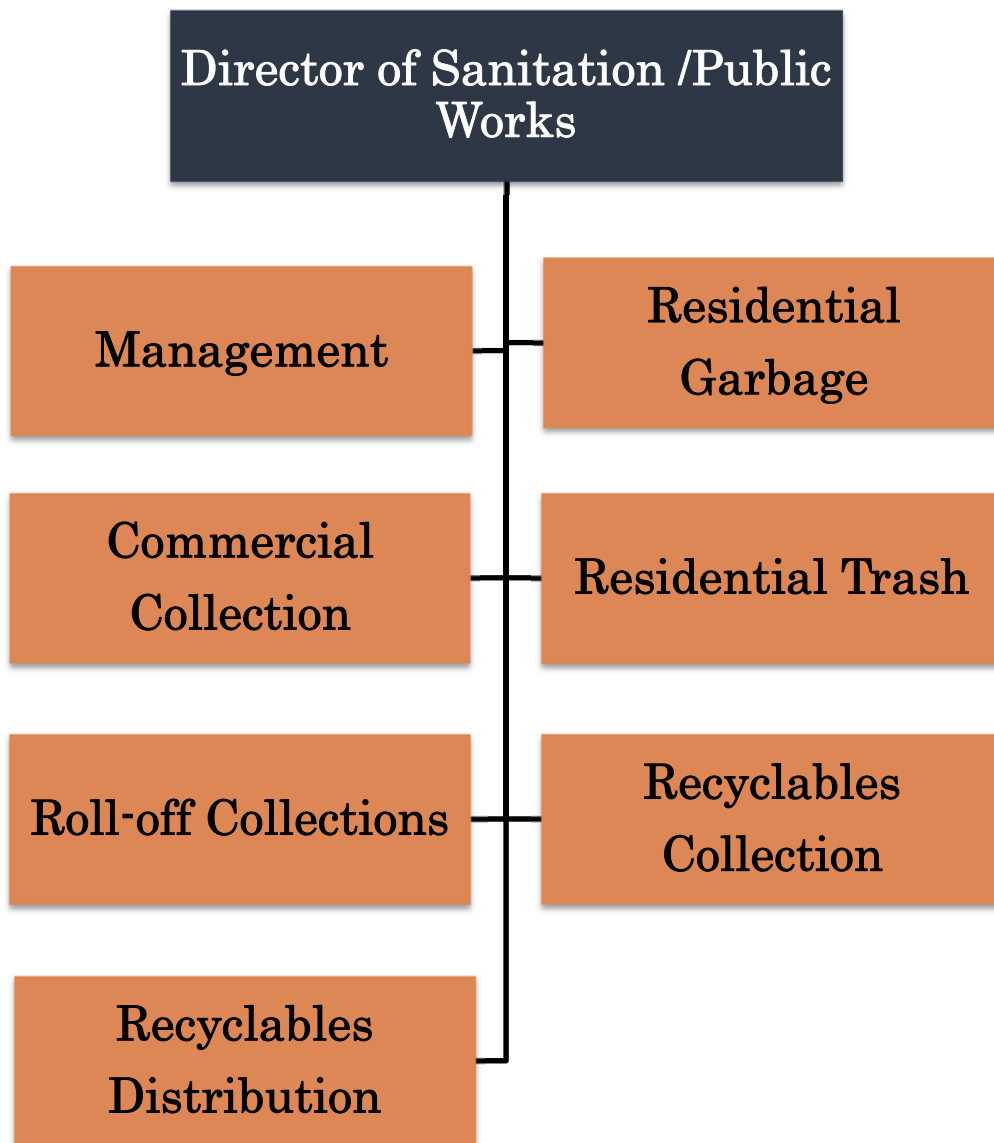
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$2,156,504	\$2,571,184	\$2,614,992
CONTRACTUAL SERVICES	925,553	865,362	892,762
SUPPLIES	183,189	138,352	163,335
TRAVEL, TRAINING & MEMBERSHIP	680	2,940	5,090
OTHER SERVICES & CHARGES	1,825,153	1,644,386	1,707,796
CAPITAL OUTLAY	20,057	0	21,850
CAPITAL OUTLAY DISTRIBUTED	-20,057	0	-21,850
<b>TOTAL EXPENDITURES</b>	<b>\$5,091,079</b>	<b>\$5,222,224</b>	<b>\$5,383,975</b>
<b>POSITIONS</b>			
FULL TIME	55	55	55
<b>TOTAL POSITIONS</b>	<b>55</b>	<b>55</b>	<b>55</b>

### Department Goals:

- Facilitate communication within the Department by conducting weekly staff meetings with the Public Works Management Team
- Encourage employee professional development
- Prepare a training plan for each division
- Develop a Cross-Training Plan
- Create a Professional Development Plan
- Ensure that every employee receives a timely, annual job performance appraisal
- Monitor staffing levels by maintaining a vacancy rate of less than 5 percent
- Improve Standard Operation Procedures and efficiency for the Department
- Conduct Self-Assessment
- Reduce the waste stream and increase recycling participation
- Increase Commercial Collection customer base
- Increase recycling sorting level to make it a commodity

# Sanitation

## Organizational Chart



# Sanitation

## Management

The Management Division of the Sanitation Department provides administrative assistance to the entire department, while focusing on customer relations and services provided on a daily basis. It also serves as the operating center for reporting, data entry, and record keeping for the overall department.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$331,658	\$638,190	\$390,572
CONTRACTUAL SERVICES	63,664	46,735	65,760
SUPPLIES	31,269	10,180	7,632
TRAVEL, TRAINING & MEMBERSHIP	680	2,327	4,227
OTHER SERVICES & CHARGES	679,287	411,070	418,698
CAPITAL OUTLAY	20,057	0	21,850
CAPITAL OUTLAY DISTRIBUTED	-20,057	0	-21,850
<b>TOTAL EXPENDITURES</b>	<b>\$1,106,558</b>	<b>\$1,108,502</b>	<b>\$886,889</b>
POSITIONS			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Significant Accomplishments and/or Changes:

- Implemented weekly staff reporting for all divisions
- In house division and departmental training for all staff
- Implemented door hangers; educated citizens on sanitation infractions
- Received Valdosta Mayor's Council for Persons with Disabilities and the Access Office at Valdosta State University (VSU) Award
- Appointment to National APWA Solid Waste Management Committee
- Implement an Employee of the month program
- Conducted three site visits at other municipalities
- Restored the city by removing 1,770 tons of debris after tropical storm Hermine
- Partnered with Neighborhood Development on Bulk trash amnesty days
- infractions

### Division Objectives:

- Utilize the IT system and other databases to maintain essential reporting information on a monthly basis
- Become more customer friendly for services provided and reduce the response time for service requests
- Enhance the division's capability to deliver quality service by providing timely and appropriate training for its employees
- Educate the customers in all service areas utilizing door hangers, media and etc.

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Staff time spent preparing and submitting each mandated report per month (hours spent)	40 hours	40 hours	40 hours
Average response time – service requests	8 hours	8 hours	8 house
Track participation via surveys/ feedback	85%	90%	90%

# Sanitation

## Residential Garbage

This division is responsible for daily collection of residential garbage and additional small items placed on the curbside.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$436,359	\$473,862	\$498,947
CONTRACTUAL SERVICES	345,559	324,772	331,044
SUPPLIES	72,059	56,300	75,111
TRAVEL, TRAINING & MEMBERSHIP	0	613	613
OTHER SERVICES & CHARGES	347,161	397,785	279,552
<b>TOTAL EXPENDITURES</b>	<b>\$1,201,138</b>	<b>\$1,253,332</b>	<b>\$1,185,267</b>
POSITIONS			
FULL TIME	10	10	10
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Significant Accomplishments and/or Changes:

- Updated handicapped (back door) house database
- Implemented roll out maintenance procedures; increased life of containers and efficiency
- Contract with PRC Inc. repairing damaged Roll-outs returning them to service
- Added side-loader garbage truck to fleet

### Division Objectives:

- Concentrate on collecting extra bags/junks around roll out to prevent enforcement issues
- Complete house count and collection ratio
- Reduce the number of complaints
- Encourage household waste reduction

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percentage of cans collected vs. house count	99%	98%	98%
Customers Served	22,993	23,000	23,000
Garbage Tonnage	14,818	12,950	15,000
Number of complaints per route per week	1	1	1
Number of backdoor / handicapped services	161	345	201

# Sanitation

## Commercial Collection

This division collects and disposes of commercial business solid waste on a predetermined schedule and route.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$285,491	\$281,532	\$308,024
CONTRACTUAL SERVICES	306,902	256,082	267,173
SUPPLIES	31,765	44,650	40,000
OTHER SERVICES & CHARGES	215,274	293,311	280,472
<b>TOTAL EXPENDITURES</b>	<b>\$839,432</b>	<b>\$875,575</b>	<b>\$895,669</b>
POSITIONS			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Significant Accomplishments and/or Changes:

- Established cardboard route at the Valdosta Mall and Natures Nate
- Enhanced marketing and advertisement by creating service flyers for distribution to increase customer base
- Created refurbishing container process
- Increased revenue by rate increase and modestly increased customer base
- Added new can-turner truck to the existing fleet

### Division Objectives:

- Purchase routing software for better efficiency
- Implement volume pricing for customers
- Reduce overtime costs
- Increase customer base cardboard recycling
- Increase customer base by 5%
- Maintain a dumpster inventory of 4 containers

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of overtime reduced	30%	10%	30%
Number of customer serviced	1,606	1,540	1,620
New customers/ month	13	15	15
Garbage tonnage	14,192	12,600	16,100
Number of dumpsters in inventory	8	4	12

# Sanitation

## Residential Trash

Collects yard trash from curbside collection program and disposes of material in the inert landfill storage area.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$854,534	\$873,113	\$1,058,350
CONTRACTUAL SERVICES	101,018	127,426	130,357
SUPPLIES	11,873	14,000	9,950
TRAVEL & TRAINING	0	0	250
OTHER SERVICES & CHARGES	475,425	436,348	600,742
<b>TOTAL EXPENDITURES</b>	<b>\$1,442,850</b>	<b>\$1,450,887</b>	<b>\$1,799,649</b>
POSITIONS			
FULL TIME	25	25	25
<b>TOTAL POSITIONS</b>	<b>25</b>	<b>25</b>	<b>25</b>

### Significant Accomplishments and/or Changes:

- Provided superb service to 22,993 customers weekly
- Reduced cost of grinding operations by half
- Generated funds from composted material
- Implement new daily route system for yard trash for increased efficiency and productivity
- Educated new and existing contractors of Article II. Refuse Collection and Disposal ordinance with Recollection flyer

### Division Objectives:

- Set operational procedures for crews, trucks, and routing methods
- Re-organize routes for maximum productivity
- Implement a cross training program for claw truck and rear end loader
- Concentrate on cleaning up the debris on the street after collection
- Concentrate on removing all litter from collected material
- Add and update equipment/vehicle fleet

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of complaints per route per week	1	2	2
Percent of accurate (Route Completion) service collection days	90%	92%	92%
Tons of trash collected daily	58	51	62

# Sanitation

## Roll-Off Collection

This division collects and disposes of solid waste or yard waste material on a predetermined schedule. Customers rent a roll-off container which is used to deposit the waste and are charged a rental and disposal fee.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$58,086	\$57,898	\$60,754
CONTRACTUAL SERVICES	56,405	39,478	39,662
SUPPLIES	21,978	500	6,500
OTHER SERVICES & CHARGES	27,752	24,296	41,389
<b>TOTAL EXPENDITURES</b>	<b>\$164,221</b>	<b>\$122,172</b>	<b>\$148,305</b>
POSITIONS			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Added 4 each 30 yard containers to inventory
- Established a call for service at Valdosta Mall; reduced dump service by 50%
- Created a marketing plan to expand the customer base
- Conducted marker rate study increased revenue by 15%

### Division Objectives:

- Make roll-off containers available for all residential and commercial construction disposals
- Address new sector of collection and increase the awareness of this service among possible customers
- Develop a roll-off container ID system and maintenance plan

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of pulls per day	7	9	8
Customer serviced per month	48	40	50
Increase customer base	45%	10%	10%

# Sanitation

## Recyclables Collection

This division is responsible for the daily collection of residential recycling material commodities. The division also aids in meeting waste reduction efforts.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$190,376	\$201,022	\$252,014
CONTRACTUAL SERVICES	15,594	12,712	16,089
SUPPLIES	8,929	8,572	10,572
OTHER SERVICES & CHARGES	64,601	66,668	69,032
<b>TOTAL EXPENDITURES</b>	<b>\$279,500</b>	<b>\$288,974</b>	<b>\$347,707</b>
POSITIONS			
FULL TIME	6	6	6
<b>TOTAL POSITIONS</b>	<b>6</b>	<b>6</b>	<b>6</b>

### Significant Accomplishments and/or Changes:

- Configured recycle trailers to allow for sorting of OCC (cardboard) and paper from comingled material
- Increased customer base and revenue for clean OCC; increased baled OCC loads
- Hosted two (2) E-Recycling events
- Implemented a recycle program at the high school

### Division Objectives:

- Identify items that are not recyclable and areas where participation is low
- Implement new daily route system for recyclables for increased efficiency and productivity
- Provide extra value added services to our customers such as cardboard and paper collection
- Increase customer satisfaction and reduce the number of complaints
- Service all routes on scheduled days

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of complaints per route per week	1	1	1
Percent of non-productive operating time for crews per week	5%	5%	5%
Reduce the contaminated recycling material	10%	10%	10%
Tons of recycling material collected	1,091	1,400	1,200
Reduce the number of missed pickups	1	2	1



# Sanitation

## Recyclables Distribution

This division maintains accepted recyclable materials, which are processed and baled in preparation for distribution and sale. Maintains accurate records and paper work for recycle collection.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$0	\$45,567	\$46,331
CONTRACTUAL SERVICES	36,411	58,157	42,677
SUPPLIES	5,316	4,150	13,570
OTHER SERVICES & CHARGES	15,653	14,908	17,911
CAPITAL OUTLAY	20,057	0	0
CAPITAL OUTLAY DISTRIBUTED	-20,057	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$57,380</b>	<b>\$122,782</b>	<b>\$120,489</b>
<b>POSITIONS</b>			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Increased pool of buyers for “clean” OCC (cardboard)
- Converted Recycling Transfer Station into a Materials Recovery Facility(MRF)
- Incorporated community service workers in sorting process

### Division Objectives:

- Ensure that materials brought into the Recycling Center are separated and free from debris
- Reduce contamination levels in material
- Increase sorting level to enhance commodity marketing
- Increase the number of households participating in recycling through education
- Increase recycling education at special events

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of eligible households recycling	65%	65%	65%
Number of bales generated monthly per OCC	60	85	80

# Water & Sewer Revenue Fund

The Water and Sewer Revenue Fund is set up to finance and account for the cost of providing both water and sewer services to the residents and businesses of the City. All activities necessary to provide such services are included in the fund, including financing and related debt services.

# **WATER & SEWER DEPARTMENT**

# Water & Sewer

## Department Summary

Water & Sewer is a department within the Public Works Function. It includes Administration, Water Plant, Central Maintenance, Central Lines, Warehouse, Meter Reading, Mud Creek Water Pollution Control Plant and Withlacoochee Water Pollution Control Plant.

### Expenditure Summary:

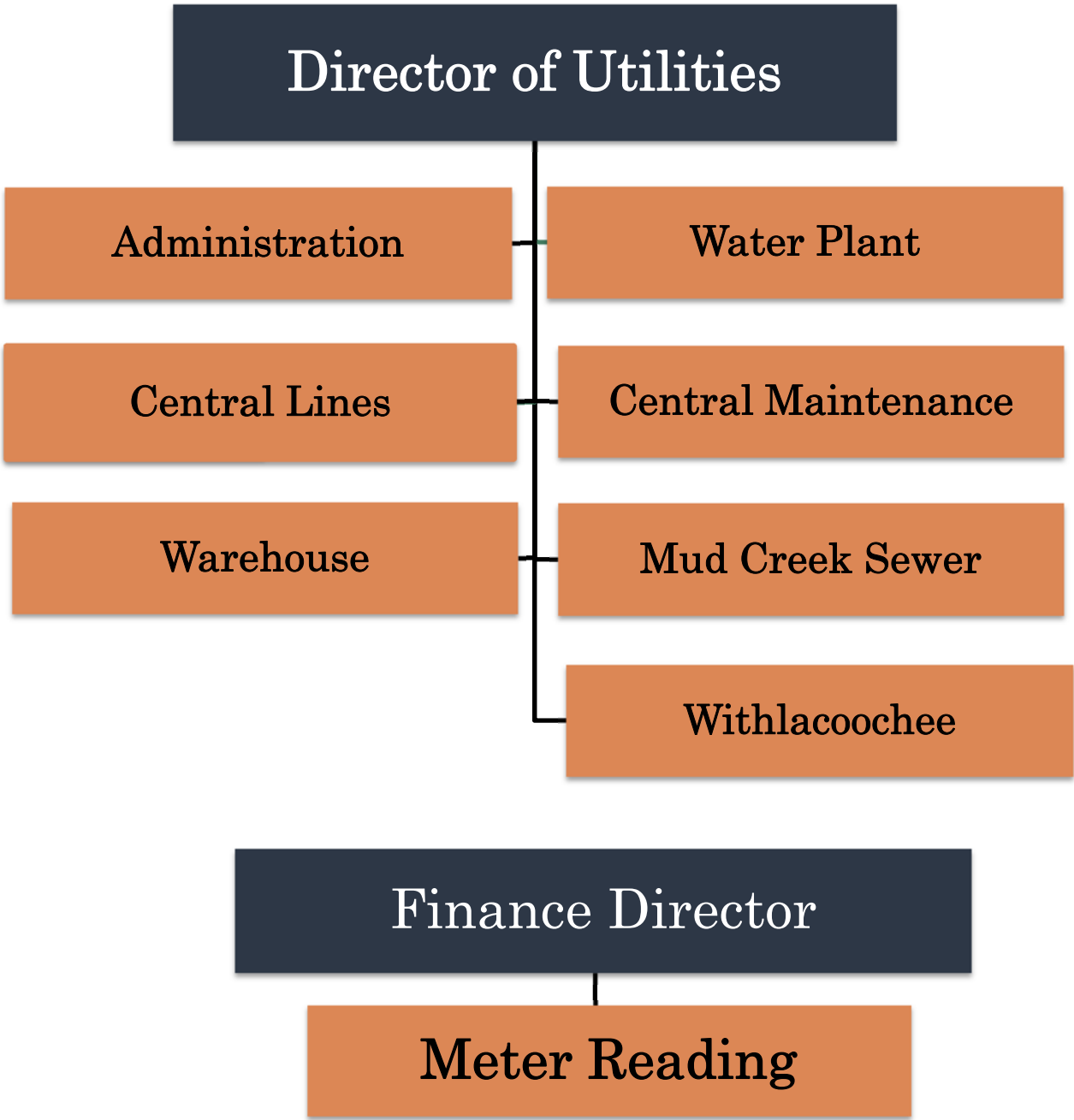
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$4,413,522	\$5,030,495	\$5,093,168
CONTRACTUAL SERVICES	2,088,865	2,472,357	2,617,441
SUPPLIES	1,146,327	1,412,086	1,266,913
TRAVEL, TRAINING & MEMBERSHIP	12,732	61,121	63,677
OTHER SERVICES & CHARGES	8,452,716	9,795,869	10,663,300
CAPITAL	17,953,990	6,936,847	21,257,289
CAPITAL OUTLAY DISTRIBUTED	-17,953,990	-6,936,847	-21,257,289
DEBT SERVICE	\$1,128,448	\$2,093,989	\$2,109,892
<b>TOTAL EXPENDITURES</b>	<b>\$17,242,610</b>	<b>\$20,865,917</b>	<b>\$21,814,391</b>
POSITIONS			
FULL TIME	93	93	93
<b>TOTAL POSITIONS</b>	<b>93</b>	<b>93</b>	<b>93</b>

### Department Goals:

- Continue system rehabilitation
- Continue system operations and technology improvements
- Upgrade City Water and Sewer facilities
- Implement Rate Study recommendations and 20-year Capital Plan
- Finalize implementation of CMMS program

# Water & Sewer

## Organizational Chart



# Water & Sewer

## Administration

This division plans and directs the operations of all water and sewer divisions and provides administrative, clerical, and dispatching services. This division also provides orderly growth of the water and sewer system and drainage system of the City. It manages design, construction, and inspection of new facilities, as well as, enforces City codes and State and Federal regulations concerning delivery of water service, care of public water ways in the city, collection and treatment and discharge of wastewater to the Publicly Owned Treatment Works and discharge of water to the environment.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$722,509	\$1,093,954	\$809,504
CONTRACTUAL SERVICES	86,959	55,496	92,716
SUPPLIES	12,877	25,190	27,390
TRAVEL, TRAINING & MEMBERSHIP	3,483	14,510	14,700
OTHER SERVICES & CHARGES	7,473,028	8,344,052	8,913,617
CAPITAL OUTLAY	12,587	27,052	39,100
CAPITAL OUTLAY DISTRIBUTED	-12,587	-27,052	-39,100
<b>TOTAL EXPENDITURES</b>	<b>\$8,298,856</b>	<b>\$9,533,202</b>	<b>\$9,857,927</b>
POSITIONS			
FULL TIME	12	12	12
<b>TOTAL POSITIONS</b>	<b>12</b>	<b>12</b>	<b>12</b>

### Significant Accomplishments and/or Changes:

- The water system is being analyzed to help provide better service to the citizens and help structure an accurate capital improvement plan
- The new Withlacoochee force main pump station, headwork's and EQ basin construction project was completed on schedule with punch list and warranty items remaining
- The relocation of the Withlacoochee Plant was completed 16 months ahead of schedule
- The lift station, sewer manhole and pipe lining, rehabilitation/replacement programs are all on schedule
- The last two of three portable emergency generators were purchased in 2016

### Division Objectives:

- Manage the operations, spending and growth of the water plant, water distribution system, warehouse, and drainage facilities of the City service area
- Provide accurate, timely, and quality reports, correspondence, records, and other clerical and personnel management functions for all water and stormwater operations
- Continue to record, dispatch and provide closure for all incoming requests for service
- Manage and inspect new and replacement infrastructure and record "As-Built" information. Implement new technology to assist in water system modeling
- Update the Utility Department water standards and specification manual in 2017
- Complete full implementation of CMMS maintenance program

# Water & Sewer

## Administration Cont.

### Performance Measures:

<b>ACTIVITY</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 PROJECTED</b>	<b>FY 2018 PROJECTED</b>
Water cost per CCF (under 5.0 CCF)	\$1.40	\$1.40	\$1.40
Water cost per CCF (over 5.0 CCF)	\$1.75	\$1.75	\$1.75

# Water & Sewer

## Water Plant

The Water Plant Division's purpose is to operate and maintain all water supply, water treatment, and water transmission facilities of the City to provide an adequate supply of safe, potable water to meet domestic, commercial, and industrial uses of its customers according to all applicable standards. It also maintains an adequate quantity for fire protection needs of the City.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$572,361	\$584,240	\$618,300
CONTRACTUAL SERVICES	349,792	599,495	601,053
SUPPLIES	414,124	375,649	380,657
TRAVEL, TRAINING & MEMBERSHIP	3,085	8,007	8,007
OTHER SERVICES & CHARGES	40,332	154,560	321,895
CAPITAL OUTLAY	89,920	709,000	400,000
CAPITAL OUTLAY DISTRIBUTED	-89,920	-709,000	-400,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,379,694</b>	<b>\$1,721,951</b>	<b>\$1,929,912</b>
<b>POSITIONS</b>			
FULL TIME	11	11	11
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>

### Significant Accomplishments and/or Changes:

- Connecting 9 and 10 wells for production were completed in 2016. This will give the city about 4 MGD (million gallons a day) more water flow
- Rehabilitation of one of the three remaining raw wells is schedule for this year

### Division Objectives:

- Provide continuous operation of the water plant, wells, and water pumping equipment
- Perform regular inspection, preventative maintenance, and replacement of all division equipment and perform emergency maintenance as required and maintain proper maintenance records
- Measure the volume of water produced and performs routine and special chemical and bacteriological analysis of the raw and finished water
- Maintain records and provide reports of production, water quality, materials used, and available supply
- Maintain proper training and certification of all division personnel
- Fine tune the treatment process in order to provide the best product to the water users
- Continue to implement CMMS maintenance program
- Continue to update the operation manual for the Water Plant

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Average volume of water treated (MGD)	11.26	11.59	11.93
Average volume of water sold (MGD)	9.40	9.68	9.97
Power purchased, 1000 KWH/year	11,169	11,500	11,850
Avg. purchased power cost, cents/KWH	4.72	4.86	5.00
Fluoride samples out of range	1.0%	1.0%	1.0%



# Water & Sewer

## Central Lines

The Central Lines Division maintains more than three hundred (300) miles of water mains to deliver treated water to the customers of the City and approximately twenty thousand (20,000) meters and meter services whose purpose is to measure service to the customer. The personnel install new meters and provide service to the public. This division also maintains over three hundred miles of sewer lines to collect wastewater from the customers of the City and to deliver the water to the plants for disposal. Personnel in this division locate and/or install new services and provide services to the public.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$921,717	\$1,116,617	\$1,264,297
CONTRACTUAL SERVICES	109,307	165,142	306,118
SUPPLIES	324,653	307,319	231,824
TRAVEL, TRAINING & MEMBERSHIP	2,625	12,950	12,950
OTHER SERVICES & CHARGES	374,599	658,133	754,079
CAPITAL OUTLAY	4,782,002	4,172,595	18,299,189
CAPITAL OUTLAY DISTRIBUTED	-4,782,002	-4,172,595	-18,299,189
<b>TOTAL EXPENDITURES</b>	<b>\$1,732,901</b>	<b>\$2,260,161</b>	<b>\$2,569,268</b>
POSITIONS			
FULL TIME	25	25	25
<b>TOTAL POSITIONS</b>	<b>25</b>	<b>25</b>	<b>25</b>

### Significant Accomplishments and/or Changes:

- Increased knowledge of the water distribution system through the water certification training program
- Made contact with more vendors to provide access to needed equipment and material
- Continued upgrading and replacing sewer outfalls and rehab collector sewers to cut down on infiltration and inflow which uses capacity that could be utilized for growth and it is a factor in sewer overflows
- Completed final phases of the smoke testing for the entire sanitary sewer system
- Completed 5 phases of the Sewer Manhole Rehabilitation Program

### Division Objectives:

- Perform preventative and emergency maintenance on all water mains, valves, and fire hydrants including flushing of mains, operation and testing of valves and hydrants, repair of leaks and breaks, and replacement of obsolete equipment. Also, perform preventive maintenance on all sewer lines, manholes. This data is entered into the computer / GPS and stored in the CMMS system
- Install new meters for all customers requesting service from the City and to maintain all meters including replacement as necessary

# Water & Sewer

## Central Lines

### Division Objectives Cont.

- Provide existing or new citizens, businesses, and industries within the city's sewer system a well maintained service be it through a regular maintenance program or replacement if necessary
- Provide customer service by responding to request for assistance, location of facilities and information in a timely manner
- Provide utility crews with computers in vehicles as well as upgrade outdated vehicles and equipment in order to make the divisions operations more efficient.
- Provide the distribution and collection staff with more training in work zone safety, confined space entry or any other training program to help them do their job in a more proficient and safer manner
- Full implementation of the CMMS maintenance program

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
New meters installed annually	381	500	500
Miles of new mains installed	5.0	3.0	3.0
New fire hydrants installed annually	41	40	40
Miles of mains maintained	370	410	410
Miles of mains replaced	.5	1.5	1.5
Fire hydrants replaced	8	15	12
Miles of sewers maintained	346	330	350
Miles of new sewers added	13.2	3.0	3.0

# Water & Sewer

## Warehouse

The purpose of the Warehouse Division is to maintain an adequate stock of supplies and materials needed to carry on the functions of the department and maintain proper records to account for the cost of materials used for each purpose and to replenish stock levels in order that materials will be available. The division maintains proper housing to provide secure storage of valuable inventories in an atmosphere that will protect the materials from the elements.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$52,343	\$46,166	\$47,376
CONTRACTUAL SERVICES	35,178	41,302	41,204
SUPPLIES	3,361	18,354	18,750
OTHER SERVICES & CHARGES	36,673	39,331	39,689
<b>TOTAL EXPENDITURES</b>	<b>\$127,555</b>	<b>\$145,153</b>	<b>\$147,019</b>
POSITIONS			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- As the City continues to use new technology and improve efficiency, the Warehouse has been involved with the purchasing department to sell surplus items on the Internet to dispose of outdated equipment and supplies and also to earn additional income
- Completed turn in of lead water distribution components and procured new lead free water
- Distribution components in according to new Safe Drinking Water Act (SDWA)

### Division Objectives:

- Maintain an adequate stock of common materials as well as specialty items that are required to maintain the water mains, hydrants, and services and other infrastructure of the water system
- House the material and maintain a system to locate and disburse all items as needed and account for the cost of materials used
- Take advantage of the savings inherent with bulk purchasing of needed items
- Automate purchasing, receiving, and issuing of all stock items
- Implement CMMS maintenance program

### Performance Measures:

Activity	2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of requests per year / average number of days before item is disbursed	3,199/2	4,020/2	4,122/2
Percent of items stocked within seven (7) days of receipt	97%	97%	97%
Percent of inventory outdated and sold at surplus sale	2%	3%	2%

# Water & Sewer

## Meter Reading

The Meter Reading Division maintains account records for the meter services of all customers of the Water and Sewer System and reads all meters monthly. Meter Reading also checks the readings and transmits each customer's monthly consumption into the data processing system for billing. The division turns the water on for all new customers and off for departing customers.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$416,828	\$468,681	\$513,768
CONTRACTUAL SERVICES	271,934	283,674	332,626
SUPPLIES	36,319	81,454	87,292
TRAVEL, TRAINING & MEMBERSHIP	0	1,134	500
OTHER SERVICES & CHARGES	62,786	69,518	80,675
CAPITAL OUTLAY	35,843	0	2,000,000
CAPITAL OUTLAY DISTRIBUTED	-35,843	0	-2,000,000
<b>TOTAL EXPENDITURES</b>	<b>\$787,867</b>	<b>\$904,461</b>	<b>\$1,014,861</b>
<b>POSITIONS</b>			
FULL TIME	11	11	11
<b>TOTAL POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>

### Significant Accomplishments and/or Changes:

- The Meter Readers, as a whole, have attained a consistent error rate of 1% or less
- Service technicians ensure that citizens receive same day water services even as daily work orders continue to increase in number
- The department is reviewing and redesigning the way meter routes are being read in order to improve efficiency
- Redefine cycles for billing from 10 per month to 4. This will save on cost and increase efficiency

### Division Objectives:

- Monthly assessments of accuracy levels the department has currently achieved in order to improve productivity (CG6)
- Provide ongoing assistance to Customer Service in their efforts to provide same day water services to the citizens of Valdosta
- In order to increase productivity, office personnel will assign daily work orders to servicemen according to their location to save on fuel and increase community response
- Improve usage of the CMMS maintenance program

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of customer's meters read monthly	23,900	25,400	26,000
Number of water customers billed monthly	21,000	23,000	21,800
Percent of rechecked readings before billing	6%	6%	8%
Percentage of customer requesting rereads	5.3%	4.4%	4.5%
Annual service orders performed	62,400	62,700	62,800

# Water & Sewer

## Central Maintenance

The Central Maintenance Division is responsible for maintaining in top working condition all mechanical and electrical systems at the water plant and both wastewater treatment plants as well as 30 lift stations. This includes but is not limited to pumps, motors, generators, control systems, chemical and other treatment systems as well as SCADA system. This division fully utilizes our CMMS (computerized maintenance management system) to track all maintenance requirements, preventive and predictive maintenance, corrective maintenance as well as emergency repairs. They utilize some contractual services as needed when those services cannot be performed in house.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$607,057	\$609,904	\$701,706
CONTRACTUAL SERVICES	18,284	14,615	99,688
SUPPLIES	158,591	260,951	209,551
TRAVEL, TRAINING & MEMBERSHIP	285	1,500	1,500
OTHER SERVICES & CHARGES	324,121	350,787	353,956
CAPITAL OUTLAY	0	2,028,200	519,000
CAPITAL OUTLAY DISTRIBUTED	0	-2,028,200	-519,000
<b>TOTAL EXPENDITURES</b>	<b>\$1,108,338</b>	<b>\$1,237,757</b>	<b>\$1,366,401</b>
POSITIONS			
FULL TIME	14	14	14
<b>TOTAL POSITIONS</b>	<b>14</b>	<b>14</b>	<b>14</b>

### Significant Accomplishments and/or Changes:

- Completed Phase 3 lift station rehabilitation project. This project comprised replacing old pumps, controls, and piping at the Boy's and Girl's Club, Dillard's, Food Bank, and South Forty lift Stations. All 4 stations now have generator and emergency bypass capability along with state of the art pumps and digital controls.
- Completed construction of the Gornto, Remer, VCI, and 94 Commons lift stations. These lift stations were completed ahead of schedule and were vital to bringing the new Withlacoochee WWTP online.
- Purchased 2 new portable diesel emergency generators. We now have a total of 3 portable generators capable of supplying emergency electrical power to all but the Gornto and Remer lift stations.

### Division Objectives:

- To ensure all lift station, treatment plant and associated mechanical and electrical equipment as well as controls systems are fully functional and well maintained for optimal long term operations
- Performing preventive and predictive maintenance on schedule to maximize reliability and meet all regulatory requirements and expectations
- To complete the Phase 4 lift station rehabilitation project. This project comprises Little Country Club, Airport #1, Highway 84, Ridge Road #3, and Good year lift stations.
- To complete the Lakeland Highway lift stations force main upgrade. Complete on this project will increase capacity for future growth serving the new Valdosta High School and surrounding area.

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Number of PM's	2,525	3,090	6,300
Number of CM's performed	550	417	500
Work order back logs	55	158	125
Number of emergency work orders	8	8	8
Annual contracted service orders performed	18	18	10

# Water & Sewer

## Mud Creek Plant

The Mud Creek Plant Division operates and maintains the Mud Creek Water Pollution Control Plant (WPCP) facilities and the associated Mud Creek Sewer Outfall and Knights Creek Sewer Outfall. It also delivers all wastewater collected in the basin to the plant and properly treats the water, removes, and properly disposes of all pollutants before discharge of the water to the environment.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$476,054	\$466,762	\$492,582
CONTRACTUAL SERVICES	410,054	436,221	473,658
SUPPLIES	35,817	114,820	83,100
TRAVEL, TRAINING & MEMBERSHIP	1,924	10,100	13,100
OTHER SERVICES & CHARGES	38,859	63,674	87,243
<b>TOTAL EXPENDITURES</b>	<b>\$962,708</b>	<b>\$1,091,577</b>	<b>\$1,149,683</b>
POSITIONS			
FULL TIME	9	9	9
<b>TOTAL POSITIONS</b>	<b>9</b>	<b>9</b>	<b>9</b>

### Significant Accomplishments and/or Changes:

- No violations of NPES Permit
- Renovated laboratory in old operations building to combine with lab in current operations building to form a centralized wastewater laboratory for both Mud Creek and Withlacoochee's lab analysis

### Division Objectives:

- Provide continuous operation of the plant and pumping equipment
- Perform regular inspections, preventative maintenance and replacement of all division equipment
- Perform emergency maintenance as required and maintain proper maintenance records
- Measure the volume of water treated, perform routine and special analysis of the influent and effluent, maintain records and provide reports of plant operations
- Maintain proper training, certification of all division personnel and provide reports of plant operations

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Average volume of wastewater treated daily (MGD)	2.3	3.2	3.2
Average daily influent BOD, Mg/l	270	250	250
Average BOD removal as % of influent	98.9%	99%	99%
Average daily influent TSS, Mg/l	211	210	210
Average TSS removal as % of influent	98.62%	99%	99%

# Water & Sewer

## Withlacoochee Sewer Plant

This division's purpose is to operate and maintain the Withlacoochee Water Pollution Control (WWPC) facilities and the associated Withlacoochee Outfall to deliver all wastewater collected in the basin to the plant and to properly treat the water, remove, and properly dispose of all pollutants before discharging of the water to the environment.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$644,653	\$644,171	\$645,635
CONTRACTUAL SERVICES	807,357	876,412	670,378
SUPPLIES	160,585	228,349	228,349
TRAVEL, TRAINING & MEMBERSHIP	1,330	12,920	12,920
OTHER SERVICES & CHARGES	102,318	115,814	112,146
CAPITAL OUTLAY	13,033,638	0	0
CAPITAL OUTLAY DISTRIBUTED	-13,033,638	0	0
<b>TOTAL EXPENDITURES</b>	<b>\$1,716,243</b>	<b>\$1,877,666</b>	<b>\$1,669,428</b>
<b>POSITIONS</b>			
FULL TIME	10	10	10
<b>TOTAL POSITIONS</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Significant Accomplishments and/or Changes:

- Relocation to and start-up of new plant in May/June 2016
- Staff fully trained and proficient on new plant's operational and maintenance procedures
- Developed detailed operational records; developed and initiated comprehensive inspection and predictive / preventive maintenance programs for all equipment and processes

### Division Objectives:

- Provide highly efficient operation of the plant and pumping equipment
- Maintain proper training and certification of all divisional personnel
- Maintain operational records and maintenance programs to ensure effective operation of plant

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Average volume of WW treated daily (MGD)	5.2	6.8	6.8
Average volume influent BOD, Mg/1	196	392	250
Average BOD removal as % of influent	98.2%	96.3%	97%
Average daily influent TSS, Mg/1	203	576	250
Average TSS removal as % of influent	98.4%	95.5%	98
Average volume of WW sales (MGD) (both plants)	8.1	8.7	8.7

# Water & Sewer

## Debt Service Summary

The Debt Service section accounts for the costs of borrowed funds to operate the Water and Sewer enterprise. The section accounts for the interest and fiscal charges made on the Water and Sewer Revenue Bond Series 1991, and two Georgia Environmental Facility Authority loans. This money was used to construct the Mud Creek Pollution Control Plant, the Withlacoochee Water Pollution Control Plant, the Guess Road Water Plant, and water tanks and distribution lines.

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
DEBT SERVICE	\$1,128,448	\$2,093,989	\$2,109,892
	\$1,128,448	\$2,093,989	\$2,109,892



# Inspection Fund

The Inspection fund is set up to finance and account for the cost of providing inspection of residential and commercial construction within Lowndes County.

# **INSPECTION DEPARTMENT**

# Inspection Department

## Department Summary

The Inspection Department includes Administration.

### Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$611,058	\$594,831	\$637,022
CONTRACTUAL SERVICES	37,329	37,684	36,086
SUPPLIES	4,143	13,561	12,784
TRAVEL, TRAINING & MEMBERSHIP	1,175	1,922	2,864
OTHER SERVICES & CHARGES	211,036	195,588	290,298
<b>TOTAL EXPENDITURES</b>	<b>\$864,741</b>	<b>\$843,586</b>	<b>\$979,054</b>
POSITIONS			
FULL TIME	13	13	13
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>13</b>

### Department Goals:

- Provide “Continuing Education” seminars for our construction public
- Continue to get all personnel certified within their field
- Maintain and improve communication with our community through pamphlets, brochures, newsletters, in-house seminars, and to continue to seek out and use the latest technology available
- To provide assistance for all persons that wish to apply for State Contractors License

# Inspection Department

## Organizational Chart



# Inspection Department

## Administration

The Administration Division is responsible for ensuring compliance of all ordinances for building, plumbing, electrical, mechanical, and gas codes in addition to the Historic District Ordinance. This also includes Permitting, Plan Review, and Investigation.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$611,058	\$594,831	\$637,022
CONTRACTUAL SERVICES	37,329	37,684	36,086
SUPPLIES	4,143	13,561	12,784
TRAVEL, TRAINING & MEMBERSHIP	1,175	1,922	2,864
OTHER SERVICES & CHARGES	211,036	195,588	290,298
<b>TOTAL EXPENDITURES</b>	<b>\$864,741</b>	<b>\$843,586</b>	<b>\$979,054</b>
POSITIONS			
FULL TIME	13	13	13
<b>TOTAL POSITIONS</b>	<b>13</b>	<b>13</b>	<b>13</b>

### Significant Accomplishments and/or Changes:

- 95% of personnel have been certified within their fields

### Divison Objectives:

- Plan Reviewer to have plans approved and ready for permitting within 45 work days of submittal date, applies to plans which have complete information upon submittal and also excludes unusually large jobs
- Inspection to complete all scheduled inspections within 24 hours of the time the request is reviewed
- To conduct (3) classes per year for contractors for continuing education requirements
- Continue to cross train all personnel within each division

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Plans completed within 10 days	95%	95%	95%
Inspections completed in 24 hours	95%	95%	95%
Personnel completing certification within 3 years	95%	95%	95%

# Department of Labor Fund

This fund is set up to account for the revenues and costs associated with the operation of the building leased to the Georgia Department of Labor.

# Department of Labor

This division maintains the Department of Labor building. The building was built by the City for the Central Valdosta Development Authority.

## Expenditure Summary:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
RENT	\$469,157	\$469,157	\$469,157
<b>TOTAL FUNDS GENERATED</b>	<b>\$469,157</b>	<b>\$469,157</b>	<b>\$469,157</b>

CATEGORIES OF EXPENDITURES			
CONTRACTUAL SERVICES	\$184,959	\$167,809	\$173,816
SUPPLIES	0	5,500	5,500
OTHER SERVICES & CHARGES	238,182	187,983	813,543
<b>TOTAL EXPENDITURES</b>	<b>\$423,141</b>	<b>\$361,292</b>	<b>\$992,859</b>

# Storm Water Fund

The Storm Water Fund is set up to finance and account for the cost of providing storm water and drainage maintenance services to the residents and businesses of the City. All activities necessary to provide such services are included in the fund.



# Stormwater

## Department Summary

Stormwater is part of the public works function and falls under the City Engineer. It includes Administration and Operation and Maintenance.

### Expenditure Summary:

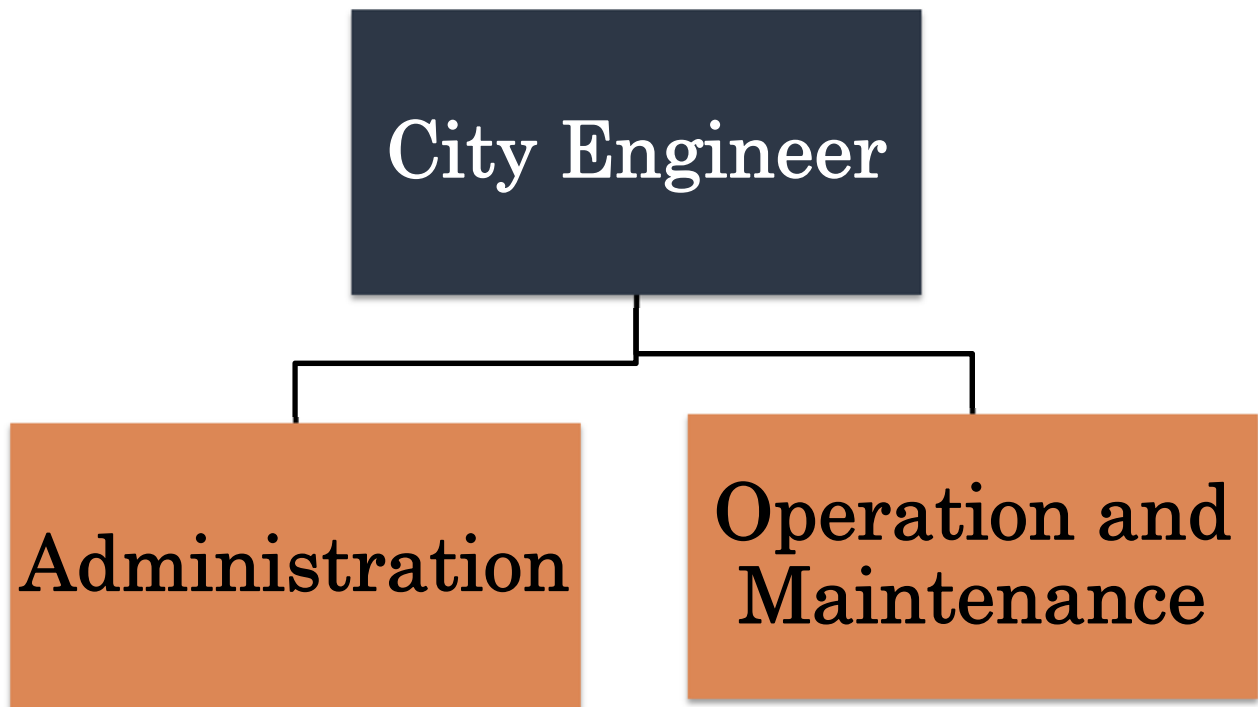
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$584,456	\$770,670	\$823,126
CONTRACTUAL SERVICES	142,041	481,375	362,692
SUPPLIES	58,918	56,150	72,800
TRAVEL, TRAINING & MEMBERSHIP	1,778	2,945	3,450
OTHER SERVICES & CHARGES	426,031	425,967	499,690
<b>TOTAL EXPENDITURES</b>	<b>\$1,213,224</b>	<b>\$1,737,107</b>	<b>\$1,761,758</b>
POSITIONS			
FULL TIME	14	14	14
TEMPORARY	5	5	5
<b>TOTAL POSITIONS</b>	<b>19</b>	<b>19</b>	<b>19</b>

### Department Goals:

- Maintain compliance with Georgia EPD Phase II requirements as stated in the City's approved Notice of Intent (NOI)
- Perform daily maintenance of City drainage systems to ensure proper flow of storm water
- Document and digitally map complaints / work orders in reference to the storm water system

# Stormwater

## Organizational Chart



# Stormwater

## Administration

The purpose of the division is to plan, direct, and administer the storm water utility system including billing of customers, maintenance of storm water facilities and streams, educating City employees and the public about protecting the streams and environment, and enforcement of regulations.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$152,590	\$187,277	\$159,233
CONTRACTUAL SERVICES	7,388	7,481	3,509
SUPPLIES	2,408	1,850	11,500
TRAVEL, TRAINING & MEMBERSHIP	1,778	2,945	2,950
OTHER SERVICES & CHARGES	206,586	181,730	224,569
<b>TOTAL EXPENDITURES</b>	<b>\$370,750</b>	<b>\$381,283</b>	<b>\$401,761</b>
POSITIONS			
FULL TIME	1	1	1
<b>TOTAL POSITIONS</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Significant Accomplishments and/or Changes:

- Successfully completed the 2016 annual stormwater report to Georgia EPD
- Secured funding to develop a “Flood Inundation Modeling/ Mapping of the Withlacoochee River near Valdosta, Georgia”
- Received the 2016 NADO Innovation Award – Clean Sweep of Data Collection
- Increased the stormwater utility base rate from \$2.50 to \$3.50
- Continued regional flooding efforts / discussions

### Division Objectives:

- Collect funds needed for operation of storm water activities
- Meet all Phase II Stormwater requirements

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Storm water customers billed monthly	19,459	19,450	19,450
Number of articles published	13	10	10
Public presentations / media coverage	40	30	30

# Stormwater

## Operation and Maintenance

This division exists to establish a systematic program of preventive maintenance to clean silt, growth and debris from storm sewer pipes, drainage structures, catch basins and drainage ways of the City of Valdosta. This division also makes any needed repairs in order to reduce flooding and standing water.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
PERSONAL SERVICES	\$431,866	\$583,393	\$663,893
CONTRACTUAL SERVICES	134,653	473,894	359,183
SUPPLIES	56,510	54,300	61,300
TRAVEL, TRAINING & MEMBERSHIP	0	0	500
OTHER SERVICES & CHARGES	219,445	244,237	275,121
<b>TOTAL EXPENDITURES</b>	<b>\$842,474</b>	<b>\$1,355,824</b>	<b>\$1,359,997</b>
POSITIONS			
FULL TIME	13	13	13
TEMPORARY	5	5	5
<b>TOTAL POSITIONS</b>	<b>18</b>	<b>18</b>	<b>18</b>

### Significant Accomplishments and/or Changes:

- Successfully implemented best management practices as identified in the NOI
- Maintained compliance with Phase II storm water requirements

### Division Objectives:

- Develop a preventive maintenance program and train employees in operational methods
- Keep all drainage facilities clean, repaired and in a condition to minimize flooding and standing water
- Improve the City storm water infrastructure

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Feet of storm sewer pipe cleaned and maintained	53,360	50,000	50,000
Feet of canals maintained	481,496	400,000	400,000
Catch basins inspected and/or cleaned	2,324	1,600	1,600

# Auditorium Fund

The Auditorium Fund accounts for the revenue and costs associated with operating the Mathis City Auditorium.

# Mathis Auditorium

This division maintains the Mathis Auditorium which houses a multipurpose room of five thousand (5,000) square feet and a twelve hundred (1,200) seat auditorium.

## Expenditure Summary:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
AUDITORIUM RENTAL	\$43,735	\$53,200	\$51,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$43,735</b>	<b>\$53,200</b>	<b>\$51,000</b>

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$110,116	\$130,436	\$131,905
CONTRACTUAL SERVICES	89,469	107,214	105,893
SUPPLIES	14,475	13,675	13,475
OTHER SERVICES & CHARGES	34,266	32,094	220,158
<b>TOTAL EXPENDITURES</b>	<b>\$248,326</b>	<b>\$283,419</b>	<b>\$471,431</b>
POSITIONS			
FULL TIME	3	3	3
<b>TOTAL POSITIONS</b>	<b>3</b>	<b>3</b>	<b>3</b>

## Significant Accomplishments and/or Changes:

- Commenced Mathis Auditorium renovation.
- Established Mathis City Auditorium on social media
- Successfully hosted 79 events
- Established indigent use for the Arts

## Division Objectives:

- Exceed or meet customer expectations
- Promote Mathis Auditorium as a co-sponsor of events
- Increase the number of paid rentals
- Maintain facility in a clean, safe, and accessible condition (CG7)
- Complete auditorium renovation project.

# Mathis Auditorium

## Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Programs / events scheduled	79	85	89
Number of customer only rental	70	75	79
Number of City co-sponsored events	2	10	10
Number of City Hosted Events	7	7	7
Multi-Purpose Room Events	59	65	65
Auditorium Theatre Events	20	5	5
Dollars of rental income	43,382	\$65,000	\$70,000
Customer complaints monthly	1	1	1
Indigent use Deferment\$	\$16,014	\$18,000	\$18,000
Response to customer concerns	Less than 8 hrs.	Less than 2 hrs.	Less than 2 hrs.

# Motor Fuel Fund

Sales of gasoline and diesel fuel to other non-profit and governmental entities are accounted for in the Motor Fuel Fund. Proceeds from this fund are used to defray costs of operating the city fueling center.



# Motor Fuel

## Gasoline/Diesel Resale

The Motor Fuel Fund is used to account for the proceeds of sales of motor fuel to other governmental and non-profit entities. These funds are used to defray the cost of operating the city fueling center.

### Expenditure Summary:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
FUEL SALES	\$280,181	\$270,000	\$290,000
<b>TOTAL FUNDS GENERATED</b>	<b>\$280,181</b>	<b>\$270,000</b>	<b>\$290,000</b>

CATEGORIES OF EXPENDITURES			
SUPPLIES	\$271,021	\$260,000	\$280,000
OTHER SERVICES & CHARGES	85	105	58,478
<b>TOTAL EXPENDITURES</b>	<b>\$271,106</b>	<b>\$260,105</b>	<b>\$338,478</b>

### Divison Objectives:

- Continue to provide fueling services for the City of Valdosta
- To enhance revenues of the City while providing other governmental entities fuel at a lesser cost than they could obtain otherwise, benefiting taxpayers as a whole (CG10)

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
# of gallons sold to outside agencies	152,806	150,000	148,000
# of gallons sold total	580,979	585,000	590,000



# Internal Service Funds

Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

# Motor Pool Fund

The Motor Pool Fund accounts for the cost of operating a maintenance facility for the City Government's automotive equipment. The fund purchases automotive equipment and rents the equipment to the user departments for the cost of depreciation, maintenance, fuel, and overhead. The fund is set up to break even, therefore at the end of the year, an adjustment is done to either increase or decrease the charges made to departments throughout the year.

# Motor Pool

## Department Summary

The Public Works Function includes the Motor Pool Department. This department has one division, the Garage Division, which provides maintenance and repair to the entire City's vehicle fleet and small engine equipment.

### Expenditure Summary:

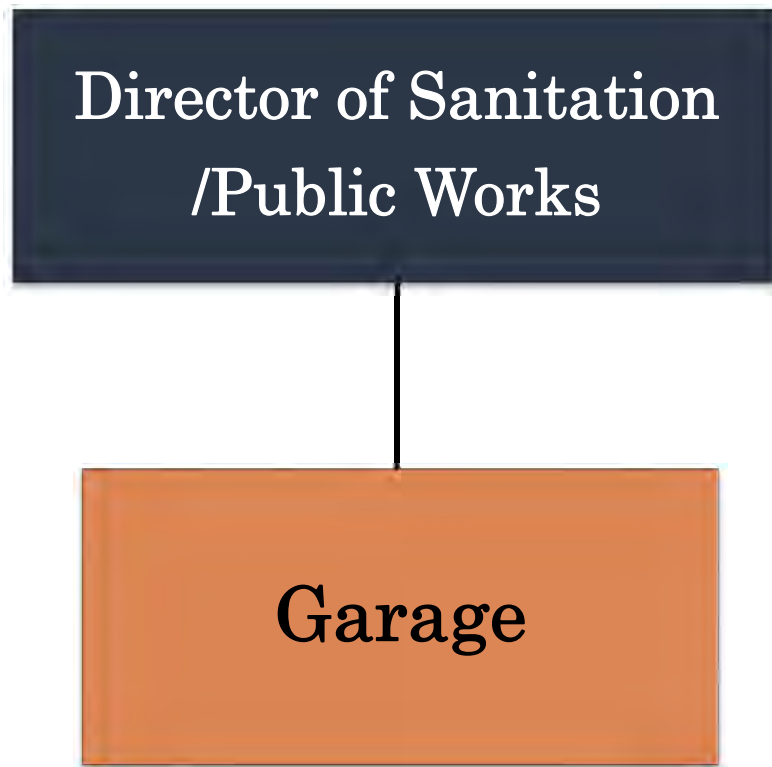
FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
VEHICLE RENTAL	\$3,794,639	\$3,931,120	\$4,480,565
<b>TOTAL FUNDS GENERATED</b>	<b>\$3,794,639</b>	<b>\$3,931,120</b>	<b>\$4,480,565</b>
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$641,669	\$693,033	\$759,883
CONTRACTUAL SERVICES	316,340	320,628	343,958
SUPPLIES	1,846,130	1,853,561	1,892,548
TRAVEL, TRAINING & MEMBERSHIP	218	850	1,350
OTHER SERVICES & CHARGES	990,282	1,063,048	1,482,826
CAPITAL OUTLAY	657,405	1,618,400	4,399,664
CAPITAL OUTLAY DISTRIBUTION	-657,405	-1,618,400	-4,399,664
<b>TOTAL EXPENDITURES</b>	<b>\$3,794,639</b>	<b>\$3,931,120</b>	<b>\$4,480,565</b>
POSITIONS			
FULL TIME	15	15	15
<b>TOTAL POSITIONS</b>	<b>15</b>	<b>15</b>	<b>15</b>

### Department Goals:

- Facilitate communication within the Department by conducting weekly staff meeting with the Public Works Management Team
- Encourage employee professional development by preparing a training plan for each division and ensuring that each employee receives a timely annual job performance appraisal
- Monitor departmental staffing levels by maintaining a vacancy rate of less than 5 percent
- Maximize the city's fleet availability
- Maximize technicians' billing hours
- Proactively maintain the fleet to reduce unscheduled maintenance

# Motor Pool

## Organizational Chart



# Motor Pool

## Garage Divison

The Garage Division provides scheduled and unscheduled preventive maintenance and repairs for ten city departments. It also maintains an increasing fleet inventory of over 800 pieces of equipment and vehicles. This includes small engine repairs and welding assignments.

### Budget Comparisons:

FUNDS GENERATED BY DIVISION	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
VEHICLE RENTAL	\$3,794,639	\$3,931,120	\$4,480,565
<b>TOTAL FUNDS GENERATED</b>	<b>\$3,794,639</b>	<b>\$3,931,120</b>	<b>\$4,480,565</b>
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$641,669	\$693,033	\$759,883
CONTRACTUAL SERVICES	316,340	320,628	343,958
SUPPLIES	1,846,130	1,853,561	1,892,548
TRAVEL, TRAINING & MEMBERSHIP	218	850	1,350
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CAPITAL OUTLAY	657,405	1,618,400	4,399,664
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<b>TOTAL EXPENDITURES</b>	<b>\$3,794,639</b>	<b>\$3,931,120</b>	<b>\$4,480,565</b>
POSITIONS			
FULL TIME	15	15	15
<b>TOTAL POSITIONS</b>	<b>15</b>	<b>15</b>	<b>15</b>

### Significant Accomplishments and/or Changes:

- Received much needed vehicles/equipment across multiple departments
- Achieved an above 98% fleet readiness across all departments
- Created a commercial dumpster refurbish schedule and refurbished 39/40 dumpsters
- Completed 7,644 Fleet/Maintenance work orders
- Automotive Maintenance Center roof replaced
- Add a light vehicle lift to the Maintenance Center

### Divison Objectives:

- Maintain the City's fleet to maximize availability to serve the public
- Maintain appropriate fuel inventory to meet City's demands
- Reduce sub-let labor cost (CG10)
- Create an in shop training plan for light vehicle mechanics (CG10)
- Complete 100% warehouse inventory to ensure accuracy
- Purchase a new tire changing machine
- Paint the Automotive Maintenance Center
- Refurbish 40 dumpsters

# Motor Pool

## Garage Division continued

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Percent of services completed on time	100%	100%	100%
Cost per month for small engine repairs/maintenance	\$3,454	\$3,100	\$3,200
Total fuel gallons dispensed	580,979	585,000	590,000
Work orders completed	7,644	7,700	7,650
Percent of fleet operational on daily basis	98%	98%	98%
Total vehicles/equipment maintained	890	895	880

# Group Insurance Fund

The Group Insurance Fund accounts for transactions related to the provision of health care benefits for permanent employees of the City. The fund generates revenue by charging each department a set premium per employee and incurs expenses when health care claims are filed and paid.



# Group Insurance

The Group Insurance division accounts for medical payments, administrative payments to third party administrator, premium for the stop loss coverage insurance policy, and bank service fees for the Group Insurance Fund.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	\$1,782,374	\$1,924,284	\$1,633,132
SUPPLIES	13,713	19,500	15,500
OTHER SERVICES & CHARGES	5,753,933	4,320,000	5,175,000
TOTAL EXPENDITURES	\$7,550,020	\$6,263,784	\$6,823,632

# Worker's Compensation Fund

The Worker's Compensation Fund accounts for transactions associated with worker's compensation claims for employees of the City. The fund generates revenue by charging each department a premium per employee, based on the job type, and incurs expenses which worker's compensation claims are filed and paid.

# Worker's Compensation Fund

The Worker's Compensation division accounts for the medical, indemnity, and administrative payments made to or on behalf of City employees who have been injured on the job.

## Expenditure Summary:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
Executive Office	\$1,048	\$1,060	\$1,079
Public Relations	209	207	223
Human Resources	460	480	520
Finance Administration	274	293	317
Accounting	551	609	663
Budget	261	263	276
Customer Service	746	780	897
Accounts Receivable/License	69	68	74
Purchasing	212	213	235
Engineering Administration	1,037	1,118	1,118
Signal Maintenance	4,961	4,856	5,391
Signs and Markings	1,638	1,641	3,172
Traffic Mgt. Center	4,133	4,438	4,655
Street Repair	4,456	5,904	6,727
City Hall	1,128	1,098	1,091
City Hall Annex	783	721	762
Municipal Court	489	496	511
Police Administration	15,353	12,709	14,896
Patrol Bureau	127,360	140,537	158,246
Investigation Bureau	41,031	41,927	44,151
Training Bureau	6,818	7,091	7,279
Support Services	26,450	11,576	13,465
Crime Lab	20,281	20,744	23,273
Fire Administration	6,658	7,154	7,911
Fire Operations	80,087	82,063	96,726
Fire Prevention	3,601	3,996	5,469
Fire Maintenance	1,593	1,620	1,957
Fire Training	2,916	2,911	3,942
Special Operations	875	1,478	1,285
Community Protection	5,389	5,515	6,065
Public Works - Right of Way Maint	41,805	48,252	58,158
Cemetery	12,713	13,073	14,065
Arborist	4,297	5,519	6,375

# Worker's Compensation Fund

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
Planning and Zoning	407	425	463
Community Development - Administration	0	257	273
Grants Administrator	0	90	95
Neighborhood Development Main Street	99	99	104
Sanitation Management	166	168	190
Residential Garbage	1,178	590	647
Commercial Collection	24,528	24,172	28,444
Residential Trash	17,026	16,532	18,173
Roll-off Collection	46,568	50,926	63,357
Recyclables Collection	3,494	3,478	3,662
Recyclables Distribution	10,200	10,812	14,189
Water/ Sewer Administration	0	2,657	2,677
Water Plant	4,846	5,004	5,134
Central Lines	11,701	11,738	12,886
Water / Sewer Warehouse	16,366	18,549	21,287
Water/ Sewer Meter Reading	1,029	892	924
Central Maintenance	6,412	6,641	7,526
Mud Creek Sewer Plant	9,065	9,676	11,359
Withlacoochee Sewer Plant	5,789	5,321	6,086
Inspection Administration	7,277	6,662	8,276
Storm Water Administrative	8,438	7,768	8,182
Operation and Maintenance	279	258	269
Mathis Auditorium	8,531	10,640	12,783
Motor Pool Maintenance - Garage	1,724	1,670	2,244
HUD Entitlement Grant	10,001	10,728	12,103
	190	189	205
<b>Total Expenditures</b>	<b>\$614,996</b>	<b>\$636,352</b>	<b>\$732,512</b>

# Information Technology Fund

The Information Technology Fund is used to account for the cost of providing information technology to the city. User departments are charged for IT services based on hours of service provided and costs incurred on their behalf.

# Information Technology

## Department Summary

Information Technology accounts for the cost of providing information technology to the city. User departments are charged for IT services based on hours of service provided and costs incurred on their behalf. Information Technology is part of the Finance Department.

### Expenditure Summary:

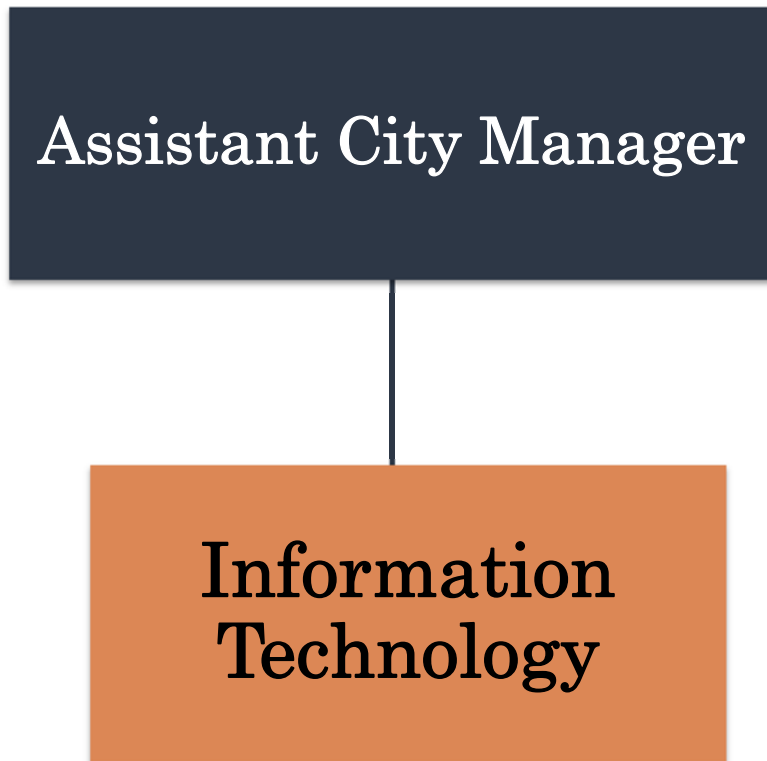
CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	993,596	1,177,958	1,355,364
SUPPLIES	41,360	36,199	35,000
OTHER SERVICES & CHARGES	43,461	19,700	29,981
<b>TOTAL EXPENDITURES</b>	<b>\$1,078,417</b>	<b>\$1,233,857</b>	<b>\$1,420,345</b>

### Department Goals:

- Continue to deploy Enterprise Resource Planning (EPR) system, ESuite module
- Introduce various hardware and software components to extend the City's network and resources to the mobile workforce
- Reduce Data Processing cost
- Reduce total communication cost associated with landline phones, mobile phones and Internet
- Reduce the City's dependency on paper and print related products
- Provide technology support to all departments within the City

# Information Technology

## Organizational Chart



# Information Technology

## Information Technology

Information Technology is responsible for managing the day to day operation of the technology/communications functions and for providing services to support and enhance the operation of city departments. It is further responsible for management, planning, needs assessments, inventory control, long range planning, budgeting, software and hardware recommendations, network operation, system security and overall operation of all technology and communications related functions and services. This division also acts as monitor and liaison between outside technology and communications service providers and the City.

### Budget Comparisons:

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
CONTRACTUAL SERVICES	993,596	1,177,958	1,355,364
SUPPLIES	41,360	36,199	35,000
OTHER SERVICES	43,461	19,700	29,981
<b>TOTAL EXPENDITURES</b>	<b>\$1,078,417</b>	<b>\$1,233,857</b>	<b>\$1,420,345</b>

### Significant Accomplishments and/or Changes:

- Installed a Virtual Server Infrastructure combining several physical servers into one unit allowing for less power consumption, less physical space utilized and less maintenance cost
- Expanded the use of the New World Systems eSuite Employee time entry module
- Outfitted all field personnel with Tablets allowing real time access to schedules and inspection information
- Deployed several mobile hot spots extending desktop functionality to our mobile fleet

### Division Objectives:

- Continue deployment new ERP system (Esuite Modules)
- Consolidate desktop deployments to better utilize environment.
- Economic Impact – reduce data processing and communications expenditures by at least 3
- Used new technology improvements to reduce the total paper used by the City to at least 3%

### Performance Measures:

Activity	FY 2016 ACTUAL	FY 2017 PROJECTED	FY 2018 PROJECTED
Deploy new module of new ERP system	1	1	1
Customer Service Satisfaction Survey	90%	95%	95%
% decrease in DP expenditures	3%	2%	2%
% decrease in telecommunications expenditures	3%	2%	2%





# Permanent Funds

Permanent Funds are used to account for assets held by the city in a trustee capacity or as an agent for private individuals, organizations or other governmental agencies. These funds include non-expendable trust and agency funds.

# Cemetery Trust Fund

A non-expendable trust fund to provide perpetual care for the Sunset Hill Cemetery. For reporting purposes, there are two distinct sections of the cemetery, designated New Section and Old Section. The primary difference between the two sections is that the sale price of lots in the New Section includes perpetual care, whereas in the Old Section, perpetual care is sold separately. Interest income earned on investments is transferred to the General Fund to aid in maintaining the cemetery.

# Sunset Hill Permanent Fund

This division accounts for the expenditures to provide perpetual care for the Sunset Hill Cemetery.

CATEGORIES OF EXPENDITURES	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 BUDGET
OTHER SERVICES	\$9,014	\$8,759	\$4,136
TOTAL EXPENDITURES	\$9,014	\$8,759	\$4,136

# Section F

## Capital Improvement Program

This section outlines the capital projects (those which exceed \$5000 in cost) to be undertaken by the City.

# City of Valdosta, Georgia

## Capital Plan Overview

The Capital Improvement Program has been created to give users of this document an understanding of the capital plan for the City in the next five years. In order to be considered as part of the capital plan, an item or project must cost at least \$5,000 and have a useful life of greater than one year. The capital plan is divided into three separate areas in order to aid the users of this document. The areas are as follows: Capital Plan Summary, Capital Plan Detail, and Capital Plan Impact on Operating Budget.

**Capital Plan Summary** – Groups the capital projects into six separate sections and provides a summary by department or type of project for each section. It also shows the method of funding for the projects. This is designed to provide a brief overview of the type of projects the City is planning for the next five years and the funding. Additionally, under each section a summary is given to provide explanations for some of the projects which are budgeted in that area.

**Capital Plan Detail** – This also groups the capital projects into six sections like the summary. The detail lists each project which has been budgeted, along with the amount of funding in each year, and the source of that funding. Within each of the six sections, the projects are first sorted by which fund the item is being purchased in, then by which department or division will be using the capital item. Therefore, each fund has a total of the capital items budgeted in that section, and each department has a total of capital items budgeted within each fund. At the end of each section, a Total by Source of Funds list has been created to give a summary of the funding for that section. At the end of the entire list of capital projects, a Source of Funds list has been included which gives the total funding sources for the City's capital plan. Lastly, there is a summary of capital projects by department.

**Capital Plan Impact on Operating Budget** – In order to provide the users of this document with a better understanding of the long term impacts of capital purchases, this section has been included. Projects are sorted by the fund, department, and division on which they will impact the operating budget, regardless of which fund they were purchased or constructed in. For each item which is expected to impact the operating budget, an estimate has been made to determine what the amount will be. If an item is not expected to have an impact, then it is not included in this section. All amounts are the finance department staff's best estimates based upon the information available at the time this budget was published.

# FY 2018 Five Year Capital Plan Summary City of Valdosta, Georgia

## MACHINERY AND EQUIPMENT

Department	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Legislative	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Human Resources	9,500	-	-	-	-	9,500
Engineering	63,779	-	-	-	-	63,779
Municipal Court	30,000	-	-	-	-	30,000
Police	168,283	-	2,000,000	-	-	2,168,283
Fire	5,600	-	2,000,000	-	-	2,005,600
Sanitation	13,350	-	-	-	-	13,350
Water	2,595,095	4,363,000	250,000	250,000	250,000	7,708,095
Inspection	9,000	-	-	-	-	9,000
<b>Sub-Total</b>	<b>\$ 3,044,607</b>	<b>\$ 4,363,000</b>	<b>\$ 4,250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 12,157,607</b>

Funding Source	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Current Revenue (CR)	\$ 277,162	\$ -	\$ 2,000,000	\$ -	\$ -	\$ 2,277,162
User Fees (UR)	2,617,445	4,363,000	250,000	250,000	250,000	7,730,445
Special Purpose Sales Taxes VII (ST VII)	150,000	-	4,000,000	-	-	4,150,000
<b>Sub-Total</b>	<b>\$ 3,044,607</b>	<b>\$ 4,363,000</b>	<b>\$ 6,250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 14,157,607</b>

The FY18 approved capital will be used to replace or upgrade machinery and equipment. The Legislative Division will replace the audio equipment in the Mayor/Council Chamber. Human Resources will purchase a new copier. The Street Division will purchase a Auto Rake and a Pothole Patcher. Municipal Court will upgrade the Audio/Video Security System. The Police Department Administration Division will replace the City Wide Camera System TMC Video Server. The Training Division will purchase a FATS machine to be used for firearms training. The Crime Lab Division will purchase a uninterrupted power supply for GCMS and a gas chromatograph mass spectrometer. The Fire Department Operations Division will replace the no smoke exhaust systems and Maintenance will purchase a pedestrian stacker. The Management Division of the Sanitation Department will replace the ice machine and purchase a centralized color printer. AS950 Portable Sampler will be purchased by Water and Sewer Administration Division. The Central Lines Division will upgrade large water meters and replace equipment due to age. The Meter Reading Division will purchase and install radio read meters to reduce errors, risks and cost of operations.

# FY 2018 Five Year Capital Plan Summary City of Valdosta, Georgia

## WATER AND SEWER UTILITY SYSTEMS RELOCATION, EXPANSION, AND REPAIRS

Projects	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Water Department	\$ 18,232,194	\$ 6,405,400	\$ 1,515,000	\$ 1,015,000	\$ 1,265,000	\$ 28,432,594
<b>Sub-Total</b>	<b>\$ 18,232,194</b>	<b>\$ 6,405,400</b>	<b>\$ 1,515,000</b>	<b>\$ 1,015,000</b>	<b>\$ 1,265,000</b>	<b>\$ 28,432,594</b>

Funding Source						
User Fee (UF)	\$ 5,540,000	\$ 5,965,000	\$ 1,515,000	\$ 1,015,000	\$ 1,265,000	\$ 15,300,000
Loan	12,692,194	440,400	-	-	-	13,132,594
<b>Sub-Total</b>	<b>\$ 18,232,194</b>	<b>\$ 6,405,400</b>	<b>\$ 1,515,000</b>	<b>\$ 1,015,000</b>	<b>\$ 1,265,000</b>	<b>\$ 28,432,594</b>

The approved capital funds will be used to do repairs on the sewer collection system identified through smoke testing and GAEPD required consent order. The Water Central Lines Division will provide water and sewer services to the annexed islands. Also, replacement, new sewer extensions, additions to manholes and install sewer services were approved. The water distribution and transmission systems were approved for expansion. Also, the extension of the water main past the new high school. The funds approved will ensure repairs will be made on the water and sewer lines and the system will be upgraded to facilitate the increased demand for services.

## WATER AND SEWER TREATMENT PLANT REPAIR AND EXPANSION

Plants	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Water Department	\$ 930,000	\$ 900,000	\$ 900,000	\$ 300,000	\$ 300,000	\$ 3,330,000
<b>Sub-Total</b>	<b>\$ 930,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 3,330,000</b>

Funding Source						
User Fees (UF)	\$ 430,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 1,230,000
Special Purpose Sales Taxes VII (ST VII)	500,000	500,000	500,000	300,000	300,000	2,100,000
<b>Sub-Total</b>	<b>\$ 930,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 3,330,000</b>

Capital funds were approved to repair and replace 30 manholes under the manhole rehabilitation program. Also, repairs will be made to Administration central laboratory. It will be expanded into the adjacent unused space. The Water Plant Well Rehabilitation Program was included in the approved capital funds.

# FY 2018 Five Year Capital Plan Summary City of Valdosta, Georgia

## STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENTS

Projects	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Road Improvement	\$ 955,200	-	-	-	-	\$ 955,200
Intersection Improvement	99,200	-	-	-	-	99,200
Resurfacing	362,600	-	-	-	-	362,600
Sidewalk Improvement	1,117,472	-	-	-	-	1,117,472
Piping of Ditches	303,202	-	-	-	-	303,202
Street Maintenance	70,000	-	-	-	-	70,000
Traffic Improvement	898,947	-	-	-	-	898,947
<b>Sub-Total</b>	<b>\$ 3,806,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 3,806,621</b>

Funding Source						
Special Purpose Sales Taxes VII (ST VII)	\$ 3,806,621	-	-	-	-	\$ 3,806,621
<b>Sub-Total</b>	<b>\$ 3,806,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 3,806,621</b>

Capital funds were approved for the Jerry Jones/Eager Road right of way acquisition project and the Gornto Road widening project design. Also, funds were approved for undesignated road projects. Street improvement maintenance will purchase asphalt and concrete to repair various streets throughout the city. Intersection improvements will include construction on Baytree Road at Alden Avenue. LMIG 2017 and 2018 resurfacing projects were approved. Approved capital funds for sidewalk improvement will include Martin Luther King Jr project design and construction from Lee Street to Fry Street and design only from Smith Street to Mary Street. Also, multiple projects construction on sidewalks at various locations were approved. Ditch piping on Alden Avenue and additional emergency repairs were approved. Also, funds were approved for traffic improvement and study.

## FACILITIES, PARKS AND MISC. IMPROVEMENT

Department	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Administration	\$ 250,000	\$ -	-	-	-	\$ 250,000
Police Department	65,000	-	-	-	-	65,000
Fire Department	144,200	-	-	-	-	144,200
Sanitation Fund	8,500	-	-	-	-	8,500
Motor Pool Garage	10,000	-	-	-	-	10,000
Existing Parks	166,666	166,666	-	-	-	333,332
<b>Sub-Total</b>	<b>\$ 644,366</b>	<b>\$ 166,666</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 811,032</b>

Funding Source						
Current Revenue (CR)	\$ 209,200	\$ -	-	-	-	\$ 209,200
User Fees (UF)	18,500	-	-	-	-	18,500
Special Purpose Sales Taxes VII (ST VII)	416,666	166,666	-	-	-	583,332
<b>Sub-Total</b>	<b>\$ 644,366</b>	<b>\$ 166,666</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 811,032</b>

The approved Facilities, Parks and Miscellaneous capital funds will be used for repairs and renovations throughout the City. The Police Department will replace the Administration building roof. Renovations and repairs will be done at Fire Station 1, 2 and 3 and equipment replacement in Operations and Fire Training. Also, included in the approved capital is the Customer Service Building. The Sanitation Department will renovation the employee break room. Motor Pool Garage will repair the Fuel Island Canopy due to multiple water leaks. The Existing Parks approved capital will be used for miscellaneous repairs.



# FY 2018 Five Year Capital Plan Summary City of Valdosta, Georgia

## PURCHASE OF VEHICLES

Department	Approved Funding 2017-18	Estimated Funding 2018-19	Estimated Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Total 5 - Year Funding
Engineering	\$ 11,064	-	-	-	-	\$ 11,064
Storm Water	114,000	-	-	-	-	114,000
Police	339,000	-	-	-	-	339,000
Fire	2,606,100	-	-	-	-	2,606,100
Public Works	167,000	-	-	-	-	167,000
Sanitation	638,000	-	-	-	-	638,000
Water & Sewer	505,500	-	-	-	-	505,500
Motor Garage	9,000	-	-	-	-	9,000
<b>Sub-Total</b>	<b>\$ 4,389,664</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 4,389,664</b>

Funding Source					
User Fees (UR)	\$ 4,389,664	-	-	-	\$ 4,389,664
<b>Sub-Total</b>	<b>\$ 4,389,664</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 4,389,664</b>

The Motor Pool Fund is used to purchase all vehicles for the City of Valdosta. The new vehicles are leased to the departments for the cost of maintenance, repairs, overhead, and depreciation. Currently, the City has a five year rotation schedule on all cars and seven year rotation on trucks in order to avoid the increased maintenance cost and down time associated with older vehicles. The majority of the vehicles approved are replacements necessary to comply with the rotation schedule to minimal the impact on the operating budget.

# **FIVE YEAR CAPITAL PLAN**

## FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL FOR FY 2018	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022

### MACHINERY AND EQUIPMENT

**GENERAL FUND**

**HUMAN RESOURCES DEPARTMENT**

Administration Division  
Copier

	\$	9,500	CR	\$	9,500	-	-	-	-
Total Administration Division		9,500			9,500	-	-	-	-

<b>TOTAL HUMAN RESOURCES DEPARTMENT</b>	<b>\$</b>	<b>9,500</b>		<b>\$</b>	<b>9,500</b>	-	-	-	-
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**ENGINEERING DEPARTMENT**

Street Maintenance Division  
Pothole Patcher  
Auto Rake

	\$	55,724	CR	\$	55,724	-	-	-	-
		8,055	CR		8,055	-	-	-	-
Total Street Maintenance Division		63,779			63,779	-	-	-	-

<b>TOTAL ENGINEERING DEPARTMENT</b>	<b>\$</b>	<b>63,779</b>		<b>\$</b>	<b>63,779</b>	-	-	-	-
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**MUNICIPAL COURT DEPARTMENT**

Administration Division  
Audio/Video Security System Upgrade

	\$	30,000	CR	\$	30,000	-	-	-	-
Total Administration Division		30,000			30,000	-	-	-	-

<b>TOTAL MUNICIPAL COURT DEPARTMENT</b>	<b>\$</b>	<b>30,000</b>		<b>\$</b>	<b>30,000</b>	-	-	-	-
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**POLICE DEPARTMENT**

Administration Division  
City Wide Camera System TMC Video Server replacement

	\$	25,000	CR	\$	25,000	-	-	-	-
Total Administration Division		25,000			25,000	-	-	-	-

Training Division

FATS Machine - Firearms Training

	\$	67,283	CR	\$	67,283	-	-	-	-
Total Training Division		67,283			67,283	-	-	-	-

Crime Laboratory Division

Uninterrupted Power Supply (GCMS)  
Gas Chromatograph Mass Spectrometer

	\$	6,000	CR	\$	6,000	-	-	-	-
		70,000	CR		70,000	-	-	-	-
Total Crime Laboratory Bureau Division		76,000			76,000	-	-	-	-

<b>Total Police Department</b>	<b>\$</b>	<b>168,283</b>		<b>\$</b>	<b>168,283</b>	-	-	-	-
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**FIRE DEPARTMENT**

Operations Division  
Maintenance  
Pedestrian Stacker

	\$	5,600	CR	\$	5,600.00	-	-	-	-
Total Maintenance Division		5,600			5,600	-	-	-	-

<b>Total Fire Department</b>	<b>\$</b>	<b>5,600</b>		<b>\$</b>	<b>5,600</b>	-	-	-	-
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<b>TOTAL GENERAL FUND</b>	<b>\$</b>	<b>277,162</b>		<b>\$</b>	<b>277,162</b>	-	-	-	-
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**SANITATION FUND**

Management Division  
Ice Machine - replacement  
Centralized Color Printer

	\$	6,850	UF	\$	6,850	-	-	-	-
		6,500	UF		6,500	-	-	-	-
Total Management Division		13,350			13,350	-	-	-	-

<b>TOTAL SANITATION FUND</b>	<b>\$</b>	<b>13,350</b>		<b>\$</b>	<b>13,350</b>	-	-	-	-
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**WATER AND SEWER FUND**

**WATER DEPARTMENT**

Administration Division  
AS950 Portable Sampler

	\$	9,100	UF	\$	9,100	-	-	-	-
Total Administration Division		9,100			9,100	-	-	-	-

Central Lines Division

Safety Message and Arrow Board  
Large Meter Replacement

	\$	16,995	UF	\$	16,995	\$	-	\$	-	\$	-	\$	-
		50,000	UF		50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Central Lines Division		66,995			66,995	\$	50,000	\$	50,000	\$	50,000	\$	50,000

**FIVE YEAR CAPITAL PLAN DETAIL**

	APPROVED CAPITAL		SOURCE	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2018	OF FUNDING		1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022
<b>Central Maintenance Division</b>								
Flygt MultiSmart or Grunfos Monitoring	\$ 16,000	UF	\$ 16,000	\$ -	\$ -	\$ -	\$ -	\$ -
Pump Maintenance (Water Plant)	150,000	UF	150,000	-	-	-	-	-
Hypochlorite Generator Rectifier - replacement	80,000	UF	80,000	-	-	-	-	-
Lift Station Generator - Mack Drive	23,000	UF	23,000	-	-	-	-	-
Clean Ozone Generator Electrodes	-	UF	-	113,000	-	-	-	-
Lakeland Highway Lift Station Diesel Pump	50,000	UF	50,000	-	-	-	-	-
Equipment Replacement (Mud Creek)	75,000	UF	75,000	75,000	75,000	75,000	75,000	75,000
Equipment Replacement (Water Plant)	75,000	UF	75,000	75,000	75,000	75,000	75,000	75,000
Equipment Replacement (Withlacoochee)	50,000	UF	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Central Maintenance</b>	<b>\$ 519,000</b>		<b>\$ 519,000</b>	<b>\$ 313,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
<b>Meter Reading Division</b>								
Radio Read Meters	\$ 2,000,000	UF	\$ 2,000,000	\$ 4,000,000	-	-	-	-
<b>Total Meter Reading Division</b>	<b>\$ 2,000,000</b>		<b>\$ 2,000,000</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL WATER DEPARTMENT</b>	<b>\$ 2,595,095</b>		<b>\$ 2,595,095</b>	<b>\$ 4,363,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$ 2,595,095</b>		<b>\$ 2,595,095</b>	<b>\$ 4,363,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>INSPECTION FUND</b>								
<b>Administration Division</b>								
Multi Function Copier	\$ 9,000	UF	\$ 9,000	-	-	-	-	-
<b>Total Management Division</b>	<b>\$ 9,000</b>		<b>\$ 9,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INSPECTION FUND</b>	<b>\$ 9,000</b>		<b>\$ 9,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SPLOST VII FUNDS</b>								
<b>LEGISLATIVE DEPARTMENT</b>								
<b>Mayor/Council Division</b>								
Audio Equipment for Mayor/Council Chamber (replacement)	\$ 150,000	ST VII	\$ 150,000	-	-	-	-	-
<b>Total Mayor/Council Division</b>	<b>150,000</b>		<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL LEGISLATIVE DEPARTMENT</b>	<b>\$ 150,000</b>		<b>\$ 150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>POLICE DEPARTMENT</b>								
<b>Administration Division</b>								
County Wide Radio	-	ST VII	-	-	\$ 2,000,000	-	-	-
<b>Total Administration Division</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>\$ 2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>\$ 2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FIRE DEPARTMENT</b>								
<b>Administration Division</b>								
County Wide Radio	-	ST VII	-	-	\$ 2,000,000	-	-	-
<b>Total Administration Division</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>\$ 2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FIRE DEPARTMENT</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SPLOST VII FUND</b>	<b>\$ 150,000</b>		<b>\$ 150,000</b>	<b>-</b>	<b>\$ 4,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BY SOURCE OF FUNDS: MACHINERY AND EQUIPMENT</b>								
<b>Current Revenue (CR)</b>	\$ 277,162		\$ 277,162	\$ -	\$ -	\$ -	\$ -	\$ -
<b>User Fees (UF)</b>	2,617,445		2,617,445	4,363,000	250,000	250,000	250,000	250,000
<b>Special Purpose Sales Taxes VII (ST VII)</b>	150,000		150,000	-	4,000,000	-	-	-
<b>TOTAL</b>	<b>\$ 3,044,607</b>		<b>\$ 3,044,607</b>	<b>\$ 4,363,000</b>	<b>\$ 4,250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

**FIVE YEAR CAPITAL PLAN DETAIL**

	APPROVED CAPITAL FOR FY 2018	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022

**WATER & SEWER UTILITY SYSTEMS RELOCATIONS, EXPANSIONS AND REPAIRS**

**WATER AND SEWER FUND**

**WATER DEPARTMENT**

**Central Lines**

Water Transmission System Expansion (Airport Loop)	\$ 375,000	UF	\$ 375,000	\$ 2,150,000	\$ -	\$ -	\$ -
Water Transmission System Expansion (any new development)	25,000	UF	25,000	100,000	-	-	-
Water Main Extension (past new high school)	200,000	UF	200,000	200,000	-	-	500,000
Water Distribution Sys Expansion (New High School & Dogwood)	200,000	UF	200,000	200,000	200,000	200,000	200,000
GDOT Utility Adjustment	50,000	UF	50,000	25,000	25,000	25,000	25,000
Sewer Additions -(manhole and install sewer service)	40,000	UF	40,000	40,000	40,000	40,000	40,000
Sewer System Extensions	250,000	UF	250,000	250,000	250,000	250,000	250,000
EPD Sewer Collection System Replacement	4,000,000	UF	4,000,000	3,000,000	1,000,000	500,000	250,000
N. Ashley - Patterson Sewer (replacement)	200,000	UF	200,000	-	-	-	-
Iola Drive Sewer (replacement)	200,000	UF	200,000	-	-	-	-
<b>Total Central Lines Division</b>	<b>\$ 5,540,000</b>		<b>\$ 5,540,000</b>	<b>\$ 5,965,000</b>	<b>\$ 1,515,000</b>	<b>\$ 1,015,000</b>	<b>\$ 1,265,000</b>

**Central Lines**

Annexed Island Water & Sewer Services Phase II	\$ 12,692,194	LOAN	\$ 12,692,194	\$ 440,400	-	-	-
<b>Total Central Lines Division</b>	<b>\$ 12,692,194</b>		<b>\$ 12,692,194</b>	<b>\$ 440,400</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total Water Departments</b>	<b>\$ 18,232,194</b>		<b>\$ 18,232,194</b>	<b>\$ 6,405,400</b>	<b>\$ 1,515,000</b>	<b>\$ 1,015,000</b>	<b>\$ 1,265,000</b>
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<b>TOTAL WATER AND SEWER FUND:</b>	<b>\$ 18,232,194</b>		<b>\$ 18,232,194</b>	<b>\$ 6,405,400</b>	<b>\$ 1,515,000</b>	<b>\$ 1,015,000</b>	<b>\$ 1,265,000</b>
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**TOTAL BY SOURCE OF FUNDS: WATER & SEWER UTILITY SYSTEMS**

<b>User Fees (UF)</b>	\$ 5,540,000		\$ 5,540,000	\$ 5,965,000	\$ 1,515,000	\$ 1,015,000	\$ 1,265,000
<b>Loan</b>	12,692,194		12,692,194	440,400	-	-	-
<b>TOTAL</b>	<b>\$ 18,232,194</b>		<b>\$ 18,232,194</b>	<b>\$ 6,405,400</b>	<b>\$ 1,515,000</b>	<b>\$ 1,015,000</b>	<b>\$ 1,265,000</b>

**WATER & SEWER TREATMENT PLANT REPAIR AND EXPANSION**

**WATER AND SEWER FUND**

**Water Department**

**Administration Division**

Central Laboratory Expansion	\$ 30,000	UF	\$ 30,000	-	-	-	-
<b>Total Administration Division</b>	<b>\$ 30,000</b>		<b>\$ 30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Water Plant Division**

WTP Well Rehab	\$ 400,000	UF	\$ 400,000	\$ 400,000	\$ 400,000	-	-
<b>Total Administration Division</b>	<b>\$ 400,000</b>		<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>-</b>	<b>-</b>

**Administration Division**

Manhole Rehab	\$ 500,000	ST VII	\$ 500,000	\$ 500,000	\$ 500,000	\$ 300,000	\$ 300,000
<b>Total Administration Division</b>	<b>\$ 500,000</b>		<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

<b>Total Water Department</b>	<b>\$ 930,000</b>		<b>\$ 930,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
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<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$ 930,000</b>		<b>\$ 930,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
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<b>TOTAL WATER &amp; SEWER TREATMENT PLANT:</b>	<b>\$ 930,000</b>		<b>\$ 930,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
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**TOTAL BY SOURCE OF FUNDS: WATER & SEWER TREATMENT PLANT**

<b>User Fees (UF)</b>	\$ 430,000		\$ 430,000	\$ 400,000	\$ 400,000	\$ -	\$ -
<b>Special Purpose Sales Tax VII (ST VII)</b>	500,000		500,000	500,000	500,000	300,000	300,000
<b>TOTAL</b>	<b>\$ 930,000</b>		<b>\$ 930,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

**FIVE YEAR CAPITAL PLAN DETAIL**

	APPROVED CAPITAL FOR FY 2018	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022

**STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENT**

**SPLOST VII FUND**

**ENGINEERING DEPARTMENT**

**Street Maintenance Division**

Road Improvement	\$ 955,200	ST VII	\$ 955,200	-	-	-	-
Intersection Improvement	99,200	ST VII	99,200	-	-	-	-
Resurfacing	362,600	ST VII	362,600	-	-	-	-
Sidewalk Improvement	1,117,472	ST VII	1,117,472	-	-	-	-
Piping of Ditches	303,202	ST VII	303,202	-	-	-	-
Street Maintenance	70,000	ST VII	70,000	-	-	-	-
Traffic Improvement	898,947	ST VII	898,947	-	-	-	-
<b>Total Street Maintenance Division</b>	<b>\$ 3,806,621</b>		<b>\$ 3,806,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOTAL ENGINEERING DEPARTMENT** \$ 3,806,621 \$ 3,806,621 - - - -

**TOTAL SPLOST VII FUND** \$ 3,806,621 \$ 3,806,621 - - - -

**TOTAL BY SOURCE OF FUNDS: STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENT**

Special Purpose Sales Tax VII (ST VII)	\$ 3,806,621	\$ 3,806,621	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,806,621</b>	<b>\$ 3,806,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FACILITIES, PARKS AND MISC. IMPROVEMENTS**

**GENERAL FUND**

**POLICE DEPARTMENT**

**Support Division**

Roof for VPD Building	\$ 65,000	CR	\$ 65,000	-	-	-	-
<b>Total Support Division</b>	<b>\$ 65,000</b>		<b>\$ 65,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOTAL POLICE DEPARTMENT** \$ 65,000 \$ 65,000 - - - -

**FIRE**

**Operations**

Renovation- Station #1, #2 & #3	\$ 56,000	CR	\$ 56,000	-	-	-	-
No Smoke Exhaust Systems	38,200	CR	38,200	-	-	-	-
<b>Total Operations</b>	<b>\$ 94,200</b>		<b>\$ 94,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Training**

Structural Firefighting Burn Building	\$ 50,000	CR	\$ 50,000	-	-	-	-
<b>Total Training</b>	<b>\$ 50,000</b>		<b>\$ 50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOTAL FIRE DEPARTMENT** \$ 144,200 \$ 144,200 - - - -

**TOTAL GENERAL FUND** \$ 209,200 \$ 209,200 - - - -

**SANITATION FUND**

**Management Division**

Renovation of Employee Breakroom	\$ 8,500	UF	\$ 8,500	-	-	-	-
<b>Total Management Division</b>	<b>\$ 8,500</b>		<b>\$ 8,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOTAL SANITATION FUND** \$ 8,500 \$ 8,500 - - - -

**MOTOR POOL FUND**

**EQUIPMENT MAINTENANCE DIVISION**

Fuel Island Canopy Repair	\$ 10,000	UF	\$ 10,000	-	-	-	-
<b>Total Equipment Maintenance</b>	<b>\$ 10,000</b>		<b>\$ 10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**TOTAL MOTOR POOL FUND** \$ 10,000 \$ 10,000 - - - -

**SPLOST VII FUND**

**ADMINISTRATION**

Customer Service Building	\$ 250,000	ST VII	\$ 250,000	-	-	-	-
<b>Total Administration</b>	<b>\$ 250,000</b>		<b>\$ 250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL FOR FY 2018	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022
<b>PARKS</b>							
Existing Parks	\$ 166,666	ST VII	\$ 166,666	\$ 166,666	-	-	-
<b>Total Parks</b>	<b>\$ 166,666</b>		<b>\$ 166,666</b>	<b>\$ 166,666</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SPLOST VII FUNDS</b>	<b>\$ 416,666</b>		<b>\$ 416,666</b>	<b>\$ 166,666</b>	<b>-</b>	<b>-</b>	<b>-</b>

### TOTAL BY SOURCE OF FUNDS: FACILITIES, PARKS AND MISC. IMPROVEMENTS

Current Revenue (CR)	\$ 209,200		\$ 209,200	\$ -	-	-	-
User Fees (UR)	18,500		18,500	-	-	-	-
Special Purpose Sales Tax VII (ST VII)	416,666		416,666	166,666	-	-	-
<b>TOTAL</b>	<b>\$ 644,366</b>		<b>\$ 644,366</b>	<b>\$ 166,666</b>	<b>-</b>	<b>-</b>	<b>-</b>

## PURCHASE OF VEHICLES

### MOTOR POOL FUND

#### ENGINEERING DEPARTMENT

##### Street Repair Division

Dump Truck	Replace-1608	\$ 11,064	UF	\$ 11,064	-	-	-	-
<b>Total Street Repair Division</b>		<b>\$ 11,064</b>		<b>\$ 11,064</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Engineering Department</b>		<b>\$ 11,064</b>		<b>\$ 11,064</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### POLICE DEPARTMENT

##### Patrol Bureau Division

Sedan	Replace-0180	\$ 23,500	UF	\$ 23,500	-	-	-	-
Sedan	Replace-0233	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0232	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0284	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0283	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0286	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0287	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0288	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0289	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0311	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0303	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0309	23,500	UF	23,500	-	-	-	-
<b>Total Patrol Bureau Division</b>		<b>\$ 282,000</b>		<b>\$ 282,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

##### Crime Laboratory Division

Sport Utility for Crime Scene	Replace-1608	\$ 28,500	UF	\$ 28,500	-	-	-	-
Sport Utility for Crime Scene	Replace-1620	28,500	UF	28,500	-	-	-	-
<b>Total Crime Laboratory Division</b>		<b>\$ 57,000</b>		<b>\$ 57,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Police Department</b>		<b>\$ 339,000</b>		<b>\$ 339,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### FIRE DEPARTMENT

##### Operations Division

Commercial Zero Turn Mower	New	\$ 6,100	UF	\$ 6,100	-	-	-	-
Aerial Truck Sutphen SPH 100	R-3028	1,300,000	UF	1,300,000	-	-	-	-
Aerial Truck Sutphen SPH 100	R-3021	1,300,000	UF	1,300,000	-	-	-	-
<b>Total Operations Division</b>		<b>\$ 2,606,100</b>		<b>\$ 2,606,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Fire Department</b>		<b>\$ 2,606,100</b>		<b>\$ 2,606,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### PUBLIC WORKS DEPARTMENT

##### Right of Way Maintenance Division

F-350 Crew Cab Truck	Replace 17-43	\$ 34,000	UF	\$ 34,000	-	-	-	-
Zero Turn Mower 72"	Replace 68-34	11,000	UF	11,000	-	-	-	-
Zero Turn Mower 72"	Replace 68-36	11,000	UF	11,000	-	-	-	-
<b>Total Right of Way Maintenance Division</b>		<b>\$ 56,000</b>		<b>\$ 56,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

##### Cemetery Division

UTV-Utility Task Vehicle 4x2	Replace-04-25	\$ 8,000	UF	\$ 8,000	-	-	-	-
UTV-Utility Task Vehicle 4x2	Replace-04-26	8,000	UF	8,000	-	-	-	-
<b>Total Cemetery Division</b>		<b>\$ 16,000</b>		<b>\$ 16,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FIVE YEAR CAPITAL PLAN DETAIL**

		APPROVED CAPITAL FOR FY 2018	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
				1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022
<b>Arborist Division</b>								
Dump Truck	Replace-1608	\$ 95,000	UF	\$ 95,000	-	-	-	-
<b>Total Arborist Division</b>		<b>\$ 95,000</b>		<b>\$ 95,000</b>	-	-	-	-
<b>Total Public Works Department</b>		<b>\$ 167,000</b>		<b>\$ 167,000</b>	-	-	-	-
<b>SANITATION FUND</b>								
<b>Residential Garbage Division</b>								
Lodal Side Loader Truck	Replace-25-14	\$ 270,000	UF	\$ 270,000	-	-	-	-
<b>Total Residential Garbage Division</b>		<b>\$ 270,000</b>		<b>\$ 270,000</b>	-	-	-	-
<b>Residential Trash Division</b>								
F-150 Crew Cab Truck	Replace 16-14	\$ 28,000	UF	\$ 28,000	-	-	-	-
Grapple Loader	Replace 27-09	150,000	UF	150,000	-	-	-	-
<b>Total Residential Garbage Division</b>		<b>\$ 178,000</b>		<b>\$ 178,000</b>	-	-	-	-
<b>Roll-Off Collection Division</b>								
Commercial Roll Off Truck	Replace-25-14	\$ 190,000	UF	\$ 190,000	-	-	-	-
<b>Total Roll-Off Collection Division</b>		<b>\$ 190,000</b>		<b>\$ 190,000</b>	-	-	-	-
<b>Total Sanitation Fund</b>		<b>\$ 638,000</b>		<b>\$ 638,000</b>	-	-	-	-
<b>WATER &amp; SEWER FUND</b>								
<b>Central Lines Division</b>								
Vacuum Truck	Replace 2904	\$ 355,000	UF	\$ 355,000	-	-	-	-
F-350 Service Truck	Replace 1704	41,000		41,000	-	-	-	-
F-350 Service Truck	New	41,000		41,000	-	-	-	-
<b>Total Central Lines Division</b>		<b>437,000</b>		<b>437,000</b>	-	-	-	-
<b>Central Maintenance Division</b>								
F-350 Service Truck	Replace 1551	\$ 41,000	UF	\$ 41,000	-	-	-	-
<b>Total Meter Reading Division</b>		<b>\$ 41,000</b>		<b>\$ 41,000</b>	-	-	-	-
<b>Meter Reading Division</b>								
F-150 Crew Cab	Replace 1619	\$ 27,500	UF	\$ 27,500	-	-	-	-
<b>Total Meter Reading Division</b>		<b>\$ 27,500</b>		<b>\$ 27,500</b>	-	-	-	-
<b>Total Water &amp; Sewer Fund</b>		<b>\$ 505,500</b>		<b>\$ 505,500</b>	-	-	-	-
<b>STORMWATER FUND</b>								
<b>Operation and Maintenance Division</b>								
Backhoe	Replace 44-19	\$ 68,000	UF	\$ 68,000	-	-	-	-
F-450 Service Truck	Replace 1760	46,000	UF	46,000	-	-	-	-
<b>Total Operation and Maintenance Division</b>		<b>\$ 114,000</b>		<b>\$ 114,000</b>	-	-	-	-
<b>Total Stormwater Fund</b>		<b>\$ 114,000</b>		<b>\$ 114,000</b>	-	-	-	-
<b>MOTOR POOL FUND</b>								
<b>Garage Division</b>								
70X Tire Changer	Replace 68-351619	\$ 9,000	UF	\$ 9,000	-	-	-	-
<b>Total Garage Division</b>		<b>\$ 9,000</b>		<b>\$ 9,000</b>	-	-	-	-
<b>TOTAL MOTOR POOL FUND</b>		<b>\$ 4,389,664</b>		<b>\$ 4,389,664</b>	-	-	-	-
<b>TOTAL PURCHASE OF VEHICLES</b>		<b>\$ 4,389,664</b>		<b>\$ 4,389,664</b>	-	-	-	-
<b>TOTAL BY SOURCE OF FUNDS: PURCHASE OF VEHICLES</b>								
User Fees (UF)		\$ 1,789,664		1,789,664	-	-	-	-
Lease		2,600,000		2,600,000	-	-	-	-
<b>TOTAL</b>		<b>\$ 4,389,664</b>		<b>\$ 4,389,664</b>	-	-	-	-



## FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2018		1st Year 2017/2018	2nd Year 2018/2019	3rd Year 2019/2020	4th Year 2020/2021	5th Year 2021/2022

### TOTAL CAPITAL FUNDING BY SOURCE

Source of Funds								
Current Revenue (CR)	\$	486,362	\$	486,362	\$	-	\$	-
User Fee (UR)		10,395,609		10,395,609	10,728,000	2,165,000	1,265,000	1,515,000
Loan		12,692,194		12,692,194	440,400	-	-	-
Lease		2,600,000		2,600,000	-	-	-	-
Special Purpose Sales Tax VII (ST VII)		4,873,287		4,873,287	666,666	4,500,000	300,000	300,000
<b>TOTAL</b>	<b>\$</b>	<b>31,047,452</b>	<b>\$</b>	<b>31,047,452</b>	<b>\$</b>	<b>11,835,066</b>	<b>\$</b>	<b>6,665,000</b>
					<b>\$</b>	<b>6,665,000</b>	<b>\$</b>	<b>1,565,000</b>
							<b>\$</b>	<b>1,815,000</b>

### CAPITAL OUTLAY BY DEPARTMENT

Administration	\$	250,000	\$	250,000	\$	-	\$	-
Legislative		150,000		150,000	-	-	-	-
Human Resources		9,500		9,500	-	-	-	-
Engineering		3,870,400		3,870,400	-	-	-	-
Municipal Court		30,000		30,000	-	-	-	-
Police		233,283		233,283	-	2,000,000	-	-
Fire		149,800		149,800	-	2,000,000	-	-
Water		21,757,289		21,757,289	11,668,400	2,665,000	1,565,000	1,815,000
Sanitation		21,850		21,850	-	-	-	-
Motor Pool - Garage		10,000		10,000	-	-	-	-
Motor Pool - Vehicles		4,389,664		4,389,664	-	-	-	-
Inspection		9,000		9,000	-	-	-	-
Parks		166,666		166,666	166,666	-	-	-
<b>TOTAL</b>	<b>\$</b>	<b>31,047,452</b>	<b>\$</b>	<b>31,047,452</b>	<b>\$</b>	<b>11,835,066</b>	<b>\$</b>	<b>6,665,000</b>
							<b>\$</b>	<b>1,565,000</b>
								<b>\$</b>
								<b>1,815,000</b>

# CAPITAL OPERATING IMPACT

# FY 2018 Capital Plan Impact on Operating Budget

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>General Fund</b>					
<b>LEGISLATIVE</b>					
<b>Mayor/Council</b>					
Mayor/Council Chamber Audio Equipment replacment					
Depreciation	0	500	1,050	1,500	2,500
Net Increase (Decrease) in Operating Expenses	0	500	1,050	1,500	2,500
<b>Legislative Increase (Decrease) in Operating Expenses</b>	<b>0</b>	<b>500</b>	<b>1,050</b>	<b>1,500</b>	<b>2,500</b>
 <b>MUNICIPAL COURT</b>					
<b>Administration</b>					
Audio/Video Security System Upgrade					
Depreciation	0	500	1,050	1,500	2,500
Net Increase (Decrease) in Operating Expenses	0	500	1,050	1,500	2,500
<b>Municipal Court Increase (Decrease) in Operating Expenses</b>	<b>0</b>	<b>500</b>	<b>1,050</b>	<b>1,500</b>	<b>2,500</b>
 <b>ENGINEERING</b>					
<b>Street Maintenance Division</b>					
Road Improvement					
Maintenance	0	250	1,000	1,500	2,000
Street Improvement					
Maintenance	250	500	1,000	1,500	2,000
Intersection Improvement					
Maintenance	0	500	1,000	2,000	2,500
Traffic Improvement					
Maintenance	250	1,500	2,500	3,000	3,500
Sidewalk Improvement					
Maintenance	0	500	1,200	1,800	2,000
Resurfacing					
Maintenance	500	750	900	1,050	1,500
Piping of Ditches					
Maintenance	0	500	1,050	1,500	2,500
Net Increase (Decrease) in Operating Expenses	1,000	4,500	8,650	12,350	16,000
<b>Engineering Increase (Decrease) in Operating Expenses</b>	<b>1,000</b>	<b>4,500</b>	<b>8,650</b>	<b>12,350</b>	<b>16,000</b>

# FY 2018 Capital Plan Impact on Operating Budget

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>FIRE</b>					
<b>Fire Fighting</b>					
Renovations Station #1, #2, and #3					
Depreciation	0	250	500	1,000	1,500
No Smoke Exhaust Systems					
Depreciation	0	250	500	1,000	1,500
Structural Firefighting Burn Building					
Depreciation	0	0	250	500	1,000
Dell In Car Computer					
Maintenance	0	200	250	300	400
Net Increase (Decrease) in Operating Expenses	<b>0</b>	<b>700</b>	<b>1,500</b>	<b>2,800</b>	<b>4,400</b>
<b>Fire Increase (Decrease) in Operating Expenses</b>	<b>0</b>	<b>700</b>	<b>1,500</b>	<b>2,800</b>	<b>4,400</b>
 <b>POLICE DEPARTMENT</b>					
<b>Administration Division</b>					
Roof Replacement VPD Building					
Depreciation	0	250	500	75	1,000
FATS Machine					
Gas Chromatograph Mass Spectrometer					
Dell Computer Servers					
City Wide Camera System TMC Video Server					
IBIS Trax HD3D					
Dell In Car Computer					
Maintenance Contract	500	1,500	2,000	2,500	2,800
Net Increase (Decrease) in Operating Expenses	500	1,500	2,000	2,500	2,800
<b>Police Increase (Decrease) in Operating Expenses</b>	<b>500</b>	<b>1,750</b>	<b>2,500</b>	<b>2,575</b>	<b>3,800</b>
<b>Total General Fund Increase (Decrease) in Operating Expenses</b>	<b>1,500</b>	<b>7,950</b>	<b>14,750</b>	<b>20,725</b>	<b>29,200</b>
 <b>Water &amp; Sewer Fund</b>					
<b>WATER DEPARTMENT</b>					
<b>Water Plant</b>					
Wells					
Utilities	750	750	750	750	750
Maintenance	0	500	1,000	1,000	1,000
Depreciation	0	2,000	3,000	4,500	5,500
Net Increase (Decrease) in Operating Expenses	750	3,250	4,750	6,250	7,250

# FY 2018 Capital Plan Impact on Operating Budget

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Central Lines</b>					
Large Meter Replacement					
Depreciation	0	2,500	5,000	7,000	10,000
Maintenance & Supplies	0	1,000	1,500	3,000	4,000
Net Increase (Decrease) in Operating Expenses	0	3,500	6,500	10,000	14,000
Sewer System Additions/Extensions					
Depreciation	0	500	1,500	2,000	3,000
Maintenance & Supplies	0	150	500	800	1,000
Net Increase (Decrease) in Operating Expenses	0	650	2,000	2,800	4,000
Water Trans System Expansion					
Depreciation	0	0	4,000	8,000	13,000
Maintenance & Supplies	0	2,500	5,000	7,000	10,000
Net Increase (Decrease) in Operating Expenses	0	2,500	9,000	15,000	23,000
Water Distribution System Expansion					
Depreciation	0	0	4,000	8,000	13,000
Maintenance & Supplies	0	8,000	7,000	5,000	2,500
Net Increase (Decrease) in Operating Expenses	0	8,000	11,000	13,000	15,500
Water Main Extension					
Depreciation	0	0	4,000	8,000	13,000
Maintenance & Supplies	0	8,000	7,000	5,000	2,500
Net Increase (Decrease) in Operating Expenses	0	8,000	11,000	13,000	15,500
<b>Central Maintenance</b>					
WWTP Plant					
Depreciation	0	8,000	10,000	15,000	20,000
Maintenance & Supplies	5,000	7,000	8,000	8,000	8,000
Net Increase (Decrease) in Operating Expenses	5,000	15,000	18,000	23,000	28,000
Equipment Replacement					
Depreciation	0	0	2,500	3,000	3,500
Maintenance & Supplies	0	500	1,000	1,500	2,000
Net Increase (Decrease) in Operating Expenses	0	500	3,500	4,500	5,500
<b>Water Increase (Decrease) in Operating Expenses</b>	<b>5,750</b>	<b>41,400</b>	<b>65,750</b>	<b>87,550</b>	<b>112,750</b>

# FY 2018 Capital Plan Impact on Operating Budget

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Meter Reading</b>					
Radio Meters					
Depreciation	0	250	500	1,000	1,500
Maintenance & Supplies	0	1,000	1,500	2,000	2,500
Net Increase (Decrease) in Operating Expenses	0	1,250	2,000	3,000	4,000
<b>Meter Reading Increase (Decrease) in Operating Expenses</b>	<b>0</b>	<b>1,250</b>	<b>2,000</b>	<b>3,000</b>	<b>4,000</b>
<b>Total Water &amp; Sewer Fund Increase (Decrease) in Operating Expenses</b>	<b>5,750</b>	<b>42,650</b>	<b>67,750</b>	<b>90,550</b>	<b>116,750</b>
<b>Motor Pool Fund</b>					
<b>MOTOR POOL DEPARTMENT</b>					
<b>Garage Division</b>					
Fuel Island Canopy Repair					
Depreciation	0	250	300	400	750
Net Increase (Decrease) in Operating Expenses	0	250	300	400	750
Vehicle Additions & Replacements					
Depreciation	450,000	450,000	450,000	450,000	450,000
Maintenance (Decrease)	0	(200,000)	(225,000)	(250,000)	(275,000)
Net Increase (Decrease) in Operating Expenses	450,000	250,000	225,000	200,000	175,000
<b>Garage Increase (Decrease) in Operating Expenses</b>	<b>450,000</b>	<b>250,250</b>	<b>225,300</b>	<b>200,400</b>	<b>175,750</b>
<b>Total Motor Pool Fund Increase (Decrease) in Operating Expenses</b>	<b>450,000</b>	<b>250,500</b>	<b>225,600</b>	<b>200,800</b>	<b>176,500</b>
<b>CITY WIDE INCREASE (DECREASE) IN OPERATING EXPENSES</b>	<b>457,250</b>	<b>300,850</b>	<b>307,750</b>	<b>311,756</b>	<b>321,638</b>

# Section G

## Debt Service Requirements

This section outlines the outstanding debt obligations and the amounts in the current and future years to retire such debt.

# Debt Service Requirement Overview

This section summarizes the debt service obligations of the City at the beginning of the 2017-2018 Fiscal Year. These obligations represent the City's annual installment payments of principal and interest for previous capital improvement plan projects or acquisitions funded through debt financing. The following is a description of each lease or bond obligations existing at July 1, 2017.

## **Georgia Environmental Facilities Authority (GEFA) Loan #DW97-036**

- Purpose: Water main replacements and upgrades
- Maturity Date: 2024
- Original Principal Amount: \$4,285,812; July 1, 2017 Principal Outstanding \$1,905,461
- Interest Rate: 3.0%
- Funding Source: Water and Sewer Revenue Fund

## **Georgia Environmental Facilities Authority (GEFA) Loan #CWSRF 08-003**

- Purpose: Water main replacements and upgrades
- Maturity Date: 2031
- Original Principal Amount: \$19,842,659; July 1, 2017 Principal Outstanding \$15,157,729
- Interest Rate: 3.0%
- Funding Source: Water and Sewer Revenue Fund

## **Georgia Environmental Facilities Authority (GEFA) Loan #CWSRF 08-003 Phase II**

- Purpose: Water main replacements and upgrades
- Maturity Date: 2032
- Original Principal Amount: \$12,709,794; July 1, 2017 Principal Outstanding \$10,296,684
- Interest Rate: 3.0%
- Funding Source: Water and Sewer Revenue Fund

## **Georgia Environmental Facilities Authority (GEFA) Loan #2006-L53WJ**

- Purpose: Water main replacements and upgrades
- Maturity Date: 2031
- Original Principal Amount: \$14,028,996; July 1, 2017 Principal Outstanding \$11,823,957
- Interest Rate: 4.12%
- Funding Source: Water and Sewer Revenue Fund

## **Georgia Environmental Facilities Authority (GEFA) Loan #CWSRF 13-006**

- Purpose: Sewer main replacements and upgrades
- Maturity Date: 2037
- Original Principal Amount: \$37,767,771; July 1, 2017 Principal Outstanding \$37,767,771
- Interest Rate: 1.4%
- Funding Source: Water and Sewer Revenue Fund

\*Two loans will be added in FY 2019



# Debt Service Requirement Overview

## Computation of Legal Debt Margin

Gross Assessed Valuation (2016-2017)	\$1,512,049,439
Legal Debt Limit – 10.00% of Gross Assessed Value	151,204,944
General Obligation Bonded Debt	<u>0</u>
Legal Debt Margin as of June 30, 2017	\$151,204,944

## Schedule of Debt Service

	FY 2016 Actual	FY 2017 Estimated	FY 2018 Requested	FY 2018 Approved
<b>Water &amp; Sewer Revenue Fund</b>				
GEFA Loan #DW97-036				
Principal	262,609	270,576	278,785	278,785
Interest	70,223	62,256	54,047	54,047
GEFA Loan #CWSRF 08-003				
Principal	826,777	851,924	877,835	877,835
Interest	493,786	468,639	442,727	442,727
GEFA Loan #CWSRF 08-003 Phase II				
Principal	512,738	528,333	544,403	544,403
Interest	333,121	317,525	301,455	301,455
GEFA Loan #2006-L53WJ*				
Principal	596,600	621,650	647,751	647,751
Interest	526,154	501,107	475,006	475,006
GEFA Loan #CWSRF 13-006				
Principal	0	0	1,647,978	1,647,978
Interest	0	0	518,201	518,201
<b>Total Water &amp; Sewer Revenue Fund</b>	<b>3,622,008</b>	<b>3,622,010</b>	<b>5,788,188</b>	<b>5,788,188</b>
<b>Total Debt Service Requirements</b>	<b>\$3,622,008</b>	<b>\$3,622,010</b>	<b>\$5,788,188</b>	<b>\$5,788,188</b>

\*Phases I and II consolidated Sept. 2013

# Schedule of Debt Service Requirements

## Georgia Environmental Facilities Authority

#DW97-036

Fiscal Year Ending June 30	Principal	Interest
2018	278,785	54,047
2019	287,244	45,589
2020	295,958	36,874
2021	304,937	27,895
2022	314,189	18,643
2023	323,722	9,111
2024	100,626	892
	<u>\$1,905,461</u>	<u>\$193,051</u>

### Water & Sewer

Original Loan Value: \$4,285,812

Quarterly Payment: \$83,208.12

Interest Rate: 3.0%

Payment Due: February 1, May 1, August 1, November 1 - beginning August 1, 2004

## Georgia Environmental Facilities Authority

#CWSRF 08-003

Fiscal Year Ending June 30	Principal	Interest
2018	877,835	442,727
2019	904,536	416,027
2020	932,048	388,514
2021	960,398	360,165
2022	989,609	330,954
2023	1,019,709	300,854
2024	1,050,724	269,838
2025	1,082,684	237,879
2026	1,115,615	204,949
2027	1,149,547	171,017
	<u>\$10,082,705</u>	<u>\$3,122,924</u>

### Water & Sewer

Original Loan Value: \$19,842,659

Monthly Payment: \$110,046.91

Interest Rate: 3.0%

Payment Due: Monthly - beginning June 1, 2011

# Georgia Environmental Facilities Authority

## #CWSRF 08-003 Phase II

Fiscal Year Ending June 30	Principal	Interest
2018	544,403	301,455
2019	560,962	284,897
2020	578,024	267,835
2021	595,605	250,254
2022	613,721	232,138
2023	632,388	213,471
2024	651,622	194,236
2025	671,442	174,416
2026	691,865	153,994
2027	712,908	132,950
	\$6,252,940	\$2,205,646

**Water & Sewer**

Original Loan Value: \$12,709,794  
 Monthly Payment: \$70,488  
 Interest Rate: 3.0%  
 Payment Due: Monthly - beginning August 1, 2012

# Georgia Environmental Facilities Authority

## #2006-L53WJ

Fiscal Year Ending June 30	Principal	Interest
2018	647,751	475,006
2019	674,948	447,809
2020	703,287	419,470
2021	732,816	389,941
2022	763,585	359,172
2023	795,646	327,112
2024	829,052	293,705
2025	863,862	258,896
2026	900,133	222,625
2027	937,926	184,831
	\$7,849,006	\$3,378,567

**Water & Sewer**

Original Loan Value: \$14,028,996  
 Monthly Payment: \$93,563.11  
 Interest Rate: 4.12%  
 Payment Due: Monthly - beginning Oct. 1, 2013

# Georgia Environmental Facilities Authority

## #CWSRF 13-006

Fiscal Year Ending June 30	Principal	Interest
2018	1,647,978	518,201
2019	1,671,198	494,981
2020	1,694,745	471,433
2021	1,718,625	447,554
2022	1,742,840	423,338
2023	1,767,397	398,781
2024	1,792,300	373,878
2025	1,817,554	348,624
2026	1,843,164	323,015
2027	1,869,134	297,044
	\$17,564,935	\$4,096,849

### **Water & Sewer**

Original Loan Value: \$37,767,771  
 Monthly Payment: \$180,515  
 Interest Rate: 1.4%  
 Payment Due: Monthly - beginning July 1, 2017

# Section H

Position Chart

# City of Valdosta, Georgia

## Position Chart Summary

This section details the City's positions for each department and division. The chart is organized first by fund, then department, and lastly by division. The first column after the position name gives the pay grade for that position. The current pay grades range from 8 to 27. The Mayor and Council have a set salary therefore the pay grade is classification as MAC. The City Manager and Judge are unclassified and the pay grade classification would be indicated as UNC. TEM denotes a temporary or part-time employee.

The subsequent four columns in the position chart detail the number of each position for the given period as expressed in Full Time Equivalent Units (FTE's). An FTE is a unit of measurement for positions. Using FTE's, a temporary or part-time positions can be given a fraction of the weight attributed to full time positions in order to show the number of temporary positions required to create one full time position. Lastly, the final column of the chart indicates the actual number of positions approved for FY 2018 not based on actual personnel. This column reflects total positions both full and part- time.

Overall, three new positions were approved and six positions were not funded for FY 2018. What follows is a brief description of the positions requested and/or approved in each department for FY 2018.

**Administration:** No change

**Human Resources:** No change

**Finance:** In the Accounting Division, one position was not funded.

**Engineering:** An additional Traffic Technician I was requested and approved in the Signs & Marking Division.

**Other General Administrative:** No change

**Municipal Court:** A Solicitor and Deputy Clerk were requested but not approved.

**Police:** Administration Division requested and approved positions: Lieutenant - IT, Digital Media Technician and Administrative Coordinator. The Permit Enforcement Investigator position and the Administrative Assistant position were eliminated. The Administrative Clerk position was also eliminated from Support Services. An additional Evidence Technician was requested and approved in the Crime Lab Division. Reclassification for the Crime Lab Director position was requested and approved.

**Fire:** A position name change from Battalion Chief to Administrative Battalion Chief was requested and approved in the Administration Division. Also in the

# City of Valdosta, Georgia

## Position Chart Summary

Operations Division a request to change the Battalion Chief position to Operations Battalion Chief was approved. The Fire Training Officer position was requested and approved in the Training Division.

**Other Protective Services:** No change

**Public Works:** In the Right of Way Maintenance Division two Light Equipment Operator positions were eliminated to create two Heavy Equipment Operators positions.

**Zoning:** No change

**Public Involvement:** Two positions were not funded in the Administration Division.

**HUB Grant Fund:** No change

**Sanitation:** In the Residential Trash Division two Heavy Equipment Operator positions were requested and approved. Also, a Light Equipment Operator and Maintenance Worker I were eliminated.

**Water & Sewer:** No change

**Inspection:** Two positions were not funded.

**Storm Water:** Requested and approved a pay rate increase for the Maintenance Worker I temporary position.

**Mathis Auditorium:** No change

**Motor Pool:** No change

# City of Valdosta, Georgia Position Chart Summary

<b>Summary Position Chart</b>				
	<b>Full Time Equivalent Units</b>			<b>Actual Personnel</b>
	<b>FY 2017 Budget</b>	<b>FY 2018 Requested</b>	<b>FY 2018 Approved</b>	<b>FY 2018 Approved</b>
<b>General Fund</b>	<b>428</b>	<b>434</b>	<b>431</b>	<b>431</b>
<b>HUD Grant Fund</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Sanitation Fund</b>	<b>55</b>	<b>56</b>	<b>55</b>	<b>55</b>
<b>Water &amp; Sewer Fund</b>	<b>93</b>	<b>93</b>	<b>93</b>	<b>93</b>
<b>Storm Water Fund</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>Inspection Fund</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Auditorium Fund</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Motor Pool Fund</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>TOTAL PERSONNEL</b>	<b>628</b>	<b>635</b>	<b>631</b>	<b>631</b>



# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>General Fund</b>				
<b>Legislative</b>				
<b>Mayor and Council</b>				
Mayor	MAC	1	1	1
Councilman	MAC	7	7	7
<b>Subtotal</b>		<b>8</b>	<b>8</b>	<b>8</b>
<b>Total Legislative Department</b>				
<b>8</b>				
<b>Executive</b>				
<b>Executive Office</b>				
City Manager	UNC	1	1	1
Assistant City Manager	27	1	1	1
Moody Support Director	TEMP	1	1	1
City Clerk	20	1	1	1
Associate City Clerk	18	1	1	1
<b>Subtotal</b>		<b>5</b>	<b>5</b>	<b>5</b>
<b>Public Relations</b>				
Public Information Officer	21	1	1	1
Media Production Coordinator	16	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Total Executive Department</b>				
<b>7</b>				
<b>Human Resources</b>				
<b>Administration</b>				
Human Resources Director	26	1	1	1
Senior Human Resources Analyst	19	1	1	1
Human Resources Analyst	18	1	1	1
Human Resources Generalist	17	1	1	1
<b>Subtotal</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Total Human Resources Department</b>				
<b>4</b>				
<b>Finance</b>				
<b>Administration</b>				
Finance Director	26	1	1	1
Finance Technician	12	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Accounting</b>				
Principal Accountant	19	3	3	3
Accounting Technician	12	3	3	3
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b>Budgeting</b>				
Budget Manager	21	1	1	1
Budget Analyst	17	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Customer Service</b>				
Revenue Collection Administrator	21	1	1	1
Asst. Revenue Collection Admin.	16	1	1	1
Customer Service Representative	12	9	9	9
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>11</b>
<b>Accounts Receivable</b>				
Business License Technician	12	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>

# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Purchasing</b>				
Purchasing Agent	21	1	1	1
Purchasing Technician	12	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Total Finance Department</b>				
		<b>24</b>	<b>24</b>	<b>24</b>
<b>Engineering</b>				
<b>Administration</b>				
City Engineer	26	1	1	1
Assistant Director of Engineering	23	1	1	1
Engineering Project Manager	22	1	1	1
Development Review Engineer	19	1	1	1
Construction Inspector	18	2	2	2
Stormwater Engineering Technician	17	1	1	1
GIS/Real Property Coordinator	18	1	1	1
Administrative Assistant	12	1	1	1
<b>Subtotal</b>		<b>9</b>	<b>9</b>	<b>9</b>
<b>Signal Maintenance</b>				
Sign & Signal Supervisor	18	1	1	1
Traffic Technician II	14	3	3	3
<b>Subtotal</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Signs and Markings</b>				
Traffic Technician I	12	2	3	3
<b>Subtotal</b>		<b>2</b>	<b>3</b>	<b>3</b>
<b>Traffic Management Center</b>				
Traffic Manager	21	1	1	1
Traffic Technician III	16	2	2	2
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Street Maintenance</b>				
Street Maintenance Supervisor	16	1	1	1
Heavy Equipment Operator	12	1	1	1
Crew Leader	12	1	1	1
Light Equipment Operator	10	2	2	2
Maintenance Worker I/II	8/9	1	1	1
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b>Total Engineering Department</b>				
		<b>24</b>	<b>25</b>	<b>25</b>
<b>Other General Administrative</b>				
<b>City Hall</b>				
Custodian II	8	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>City Hall Annex</b>				
Custodian II	8	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Facilities Department</b>				
		<b>2</b>	<b>2</b>	<b>2</b>
<b>Judicial</b>				
<b>Municipal Court Administration</b>				
Judge	UNC	1	1	1
Solicitor	21	0	1	0
Court Administrator	18	1	1	1
Clerk of Court	14	1	1	1
Deputy Clerk	10	1	2	1
<b>Subtotal</b>		<b>4</b>	<b>6</b>	<b>4</b>
<b>Total Judicial Department</b>				
		<b>4</b>	<b>6</b>	<b>4</b>

# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Police</b>				
<b><u>Administration</u></b>				
Chief of Police	26	1	1	1
Public Safety Information Technology Manager	23	1	1	1
Captain - Professional Standards	21	1	1	1
Lieutenant - Professional Standards	20	1	1	1
Information Technology Analyst	18	1	1	1
Police Officer	14	1	1	1
Permit Enforcement Investigator	14	1	0	0
Lieutenant - IT	20	0	1	1
Digital Media Technician	12	0	1	1
Administrative Assistant	12	1	0	0
Administrative Coordinator	14	0	1	1
Administrative Secretary	10	1	1	1
<b>Subtotal</b>		<b>9</b>	<b>10</b>	<b>10</b>
<b><u>Patrol Bureau</u></b>				
Major - Patrol	23	1	1	1
Captain - Patrol	21	4	4	4
Lieutenant - Patrol	20	4	4	4
Police Sergeant - Patrol	18	10	10	10
Police Officer	14	80	80	80
Administrative Secretary	10	1	1	1
Parking Enforcement	TEMP	3	3	3
School Crossing Guard	TEMP	10	10	10
<b>Subtotal</b>		<b>113</b>	<b>113</b>	<b>113</b>
<b><u>Investigations Bureau</u></b>				
Major - CID	23	1	1	1
Lieutenant - CID	20	1	1	1
Sergeant - CID	18	4	4	4
Detective	15	21	21	21
Evidence Technician	12	2	2	2
Administrative Secretary	10	1	1	1
<b>Subtotal</b>		<b>30</b>	<b>30</b>	<b>30</b>
<b><u>Training Bureau</u></b>				
Captain - Training	21	1	1	1
Lieutenant - Training	20	2	2	2
Administrative Secretary	10	1	1	1
<b>Subtotal</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b><u>Support Services Bureau</u></b>				
Major - Support Services	23	1	1	1
Lieutenant - Support Services	20	1	1	1
Police Officer	14	4	4	4
Records Technician	10	6	6	6
Administrative Clerk	9	5	4	4
Court Clerk	10	1	1	1
Building Service Worker	8	1	1	1
Custodian	TEMP	1	1	1
<b>Subtotal</b>		<b>20</b>	<b>19</b>	<b>19</b>
<b><u>Crime Laboratory</u></b>				
Crime Laboratory Director	23	1	1	1
Quality Manager	20	1	1	1
Criminalist Drug Chemist	16	2	2	2
Crime Laboratory Lieutenant	20	1	1	1
Criminalist Firearms & Toolmark Examiner	16	2	2	2
Criminalist Latent Prints Examiner	16	1	1	1
Criminalist Crime Scene Technician	16	3	3	3
Evidence Technician	12	1	2	2
<b>Subtotal</b>		<b>12</b>	<b>13</b>	<b>13</b>
<b>Total Police Department</b>		<b>188</b>	<b>189</b>	<b>189</b>

# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Fire</b>				
<b><u>Administration</u></b>				
Fire Chief	26	1	1	1
Assistant Fire Chief	24	1	1	1
Battalion Chief	23	2	0	0
Administrative Battalion Chief	23	0	2	2
Administrative Assistant	12	1	1	1
Fire Records Technician	10	1	1	1
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b><u>Operations</u></b>				
Battalion Chief	23	3	0	0
Operations Battalion Chief	23	0	3	3
Airport Fire and Rescue Operations Captain	20	0	1	0
Fire Lieutenant	18	24	24	24
Professional Standards Manager	18	1	1	1
Fire Sergeant	16	27	27	27
Fire Corporal	14	15	15	15
Fire Fighter	13	22	22	22
<b>Subtotal</b>		<b>92</b>	<b>93</b>	<b>92</b>
<b><u>Fire Prevention</u></b>				
Fire Marshal	23	1	1	1
Fire Lieutenant	18	2	2	2
Fire & Life Public Safety Educator	16	1	1	1
<b>Subtotal</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b><u>Fire Maintenance</u></b>				
Fire Maintenance Supervisor	18	1	1	1
Fire Mechanic	15	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b><u>Fire Training</u></b>				
Fire Captain	20	1	1	1
Fire Lieutenant	18	1	1	1
Fire Training Officer	18	0	1	1
<b>Subtotal</b>		<b>2</b>	<b>3</b>	<b>3</b>
<b><u>Special Operations</u></b>				
Fire Captain	20	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Fire Department</b>				
		<b>107</b>	<b>109</b>	<b>108</b>
<b>Other Protective Services</b>				
<b><u>Community Protection</u></b>				
City Marshal	14	6	6	6
Administrative Assistant	12	1	1	1
<b>Subtotal</b>		<b>7</b>	<b>7</b>	<b>7</b>
<b>Total Other Protective Services</b>				
		<b>7</b>	<b>7</b>	<b>7</b>
<b>Public Works</b>				
<b><u>Right of Way Maintenance</u></b>				
Public Works Superintendent	21	1	1	1
Public Works Supervisor	16	2	2	2
Heavy Equipment Operator	12	4	6	6
Crewleader	12	6	6	6
Groundskeeper II	9	1	1	1
Light Equipment Operator	10	5	3	3
Maintenance Worker I	8	9	9	9
<b>Subtotal</b>		<b>28</b>	<b>28</b>	<b>28</b>

# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Cemetery</b>				
Cemetery Supervisor	16	1	1	1
Assistant Cemetery Supervisor	12	1	1	1
Light Equipment Operator	10	3	3	3
Groundskeeper I/II	8/9	3	3	3
Maintenance Worker I	TEMP	4	4	4
<b>Subtotal</b>		<b>12</b>	<b>12</b>	<b>12</b>
<b>Arborist</b>				
Urban Forestry Supervisor	18	1	1	1
Heavy Equipment Operator	12	1	1	1
Maintenance Worker I/II	8/9	1	1	1
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Total Public Works Department</b>		<b>43</b>	<b>43</b>	<b>43</b>
<b>Zoning</b>				
<b>Planning &amp; Zoning</b>				
Planning & Zoning Administrator	23	1	1	1
Historic Preservation & Special Projects	19	1	1	1
Zoning Coordinator	16	1	1	1
Planning & Zoning Technician	14	1	1	1
<b>Subtotal</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Total Zoning</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Community Development</b>				
<b>Administration</b>				
Assistant to the City Manager	27	1	1	1
Administrative Assistant	10	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Grants</b>				
Grants Administrator	18	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Main Street</b>				
Program Director	20	1	1	1
Program Coordinator	14	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Neighborhood Development</b>				
Rehab Construction Coordinator	16	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Community Development</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b>Total General Fund</b>		<b>428</b>	<b>434</b>	<b>431</b>
<b>HUD Grant Fund</b>				
<b>HUD Grant</b>				
Neighborhood Development Manager	21	1	1	1
Neighborhood Development Coordinator	12	1	1	1
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Total HUD Grant Fund</b>		<b>2</b>	<b>2</b>	<b>2</b>

# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Sanitation Fund</b>				
<b>Management</b>				
Public Works Director	25	1	1	1
Public Works Superintendent	21	1	1	1
Public Works Coordinator	16	1	1	1
Administrative Assistant	12	1	1	1
Sanitation Representative	10	1	1	1
Customer Service Assistant	10	1	1	1
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b>Residential Garbage</b>				
Public Works Supervisor	16	1	1	1
Refuse Collection Driver	12	9	10	9
<b>Subtotal</b>		<b>10</b>	<b>11</b>	<b>10</b>
<b>Commercial Collection</b>				
Public Works Supervisor	16	1	1	1
Heavy Equipment Operator	12	3	3	3
Refuse Collection Driver	12	1	1	1
Maintenance Worker II	9	1	1	1
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b>Residential Trash</b>				
Public Works Supervisor	16	1	1	1
Heavy Equipment Operator	12	4	6	6
Crewleader	12	7	7	7
Light Equipment Operator	10	1	0	0
Maintenance Worker II	9	5	5	5
Maintenance Worker I	8	7	6	6
<b>Subtotal</b>		<b>25</b>	<b>25</b>	<b>25</b>
<b>Roll-Off Collections</b>				
Heavy Equipment Operator	12	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Recycling Collection</b>				
Recycling Collection Driver	11	3	3	3
Maintenance Worker II	9	3	3	3
<b>Subtotal</b>		<b>6</b>	<b>6</b>	<b>6</b>
<b>Recycling Distribution</b>				
Recyclery Attendant	12	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Total Sanitation Fund</b>		<b>55</b>	<b>56</b>	<b>55</b>
<b>Water &amp; Sewer Fund</b>				
<b>Water</b>				
<b>Administration</b>				
Utilities Director	26	1	1	1
Assistant Utilities Director	23	1	1	1
Utility Design Coordinator	21	1	1	1
Environmental Manager	21	1	1	1
Senior Construction Inspector	18	1	1	1
GIS and Modeling Technician	14	1	1	1
Administrative Coordinator	14	1	1	1
Backflow Prevention Program Coordinator	12	1	1	1
F.O.G. Prevention Program Coordinator	12	1	1	1
Utilities Customer Service Assistant	8	1	1	1
Administrative Clerk	9	1	1	1
Maintenance Worker I	8	1	1	1
<b>Subtotal</b>		<b>12</b>	<b>12</b>	<b>12</b>

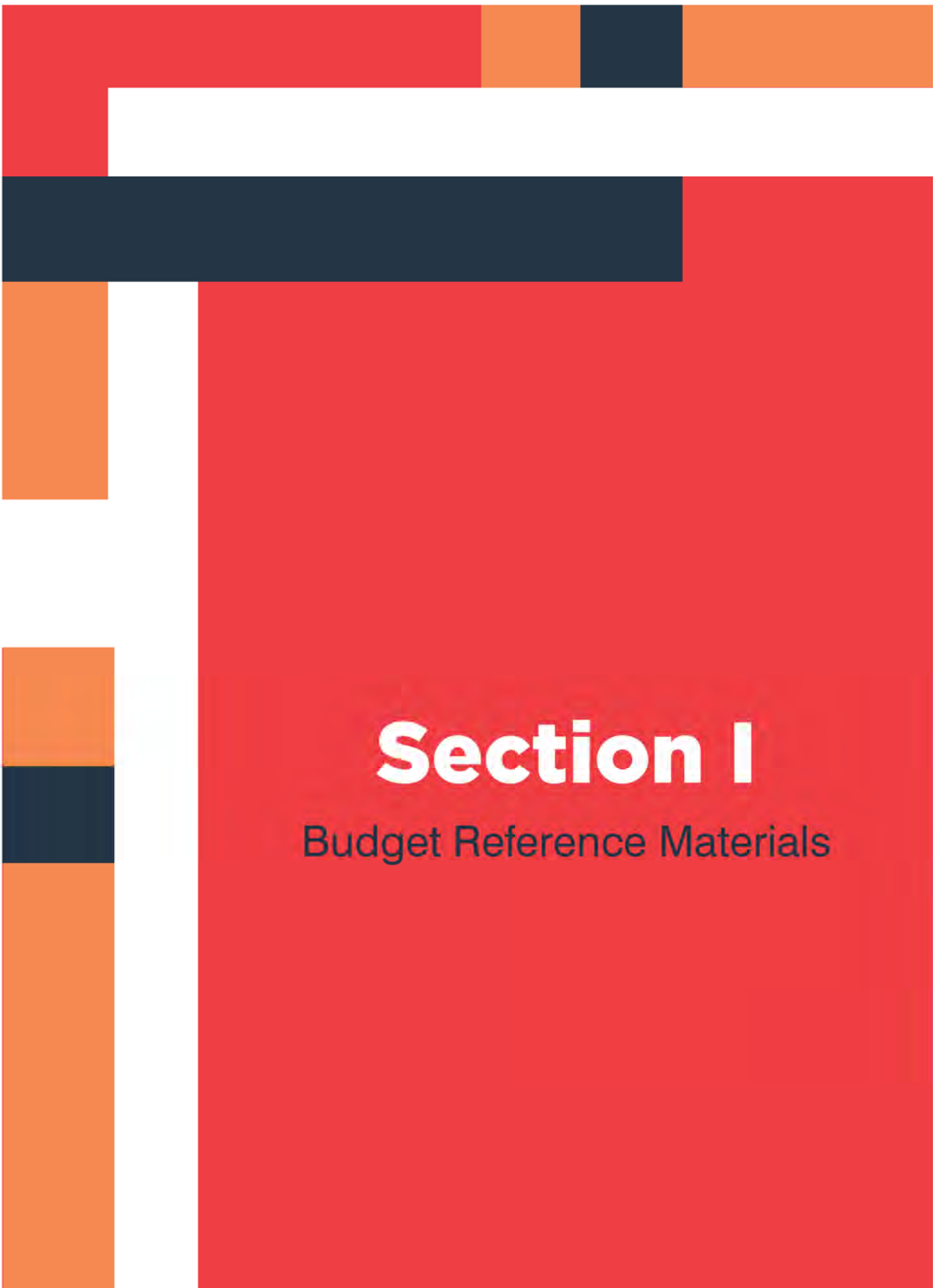
# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Water Plant</b>				
Water Treatment Plant Superintendent	21	1	1	1
Assistant Water Treatment Plant Superintendent	18	1	1	1
Laboratory Analyst	14	2	2	2
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6
Environmental Technician	12	1	1	1
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>11</b>
<b>Central Lines</b>				
Central Lines Superintendent	21	1	1	1
Water Distribution Supervisor	16	2	2	2
Vacuum Truck Operator	12	1	1	1
Heavy Equipment Operator	12	2	2	2
Utility Locator Technician	12	2	2	2
Utilities Crewleader	12	4	4	4
Senior Utility Service Worker	10	1	1	1
Utility Service Worker	9	12	12	12
<b>Subtotal</b>		<b>25</b>	<b>25</b>	<b>25</b>
<b>Warehouse</b>				
Warehouse Supervisor	12	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<b>Meter Reading</b>				
Utility Service Manager	17	1	1	1
Meter Reading Supervisor	12	1	1	1
Senior Utility Service Worker	10	2	2	2
Utility Service Worker	9	7	7	7
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>11</b>
<b>Central Maintenance</b>				
Electronic System Technician	18	1	1	1
Central Maintenance Superintendent	21	1	1	1
CMMS Maintenance Technician	14	1	1	1
Maintenance Supervisor	14	3	3	3
Senior Lift Station Operator	13	1	1	1
Lift Station Operator	12	1	1	1
Utility Maintenance Technician	10	6	6	6
<b>Subtotal</b>		<b>14</b>	<b>14</b>	<b>14</b>
<b>Total Water</b>		<b>74</b>	<b>74</b>	<b>74</b>
<b>Sewer</b>				
<b>Mud Creek Plant</b>				
Wastewater Treatment Plant Superintendent	21	1	1	1
Wastewater Treatment Plant Assistant Superintendent	18	1	1	1
Laboratory Analyst	14	1	1	1
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6
<b>Subtotal</b>		<b>9</b>	<b>9</b>	<b>9</b>
<b>Withlacoochee Plant</b>				
Wastewater Treatment Plant Superintendent	21	1	1	1
Wastewater Treatment Plant Assistant Superintendent	18	1	1	1
Wastewater Treatment Plant Laboratory Supervisor	19	1	1	1
Laboratory Analyst	14	1	1	1
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6
<b>Subtotal</b>		<b>10</b>	<b>10</b>	<b>10</b>
<b>Total Sewer</b>		<b>19</b>	<b>19</b>	<b>19</b>
<b>Total Water &amp; Sewer Fund</b>		<b>93</b>	<b>93</b>	<b>93</b>

# POSITION CHART

	Full Time Equivalent Units			Actual Personnel
	Pay Grade	FY 2017 Budget	FY 2018 Request	FY 2018 Approved
<b>Inspection Fund</b>				
<u>Administration</u>				
Director	25	1	1	1
Plans Examiner	18	1	1	1
Development Process Coordinator	17	1	1	1
Code Compliance Investigator	14	1	1	1
Building Inspector	16	1	1	1
Mechanical Inspector	16	2	2	2
Plumbing Inspector	16	1	1	1
Electrical Inspector	16	1	1	1
Plans Coordinator	14	1	1	1
Administrative Assistant	12	1	1	1
Permit Technician	12	2	2	2
<b>Subtotal</b>		<b>13</b>	<b>13</b>	<b>13</b>
<b>Total Inspection Fund</b>		<b>13</b>	<b>13</b>	<b>13</b>
<b>Stormwater Fund</b>				
<u>Administration</u>				
Stormwater Manager	21	1	1	1
<b>Subtotal</b>		<b>1</b>	<b>1</b>	<b>1</b>
<u>Operation and Maintenance</u>				
Stormwater Supervisor	16	1	1	1
Stormwater Maintenance Technician	10	1	1	1
Sewer Cleaner Operator	12	1	1	1
Heavy Equipment Operator	12	3	3	3
Crew Leader	12	2	2	2
Light Equipment Operator	10	1	1	1
Maintenance Worker I/II	8/9	4	4	4
Maintenance Worker I	TEMP	5	5	5
<b>Subtotal</b>		<b>18</b>	<b>18</b>	<b>18</b>
<b>Total Stormwater Fund</b>		<b>19</b>	<b>19</b>	<b>19</b>
<b>Auditorium Fund</b>				
<u>Mathis Auditorium</u>				
Auditorium Coordinator	14	1	1	1
Maintenance Worker II	9	2	2	2
<b>Subtotal</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Total Auditorium Fund</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Motor Pool Fund</b>				
<u>Garage</u>				
Superintendent - Motor Pool	21	1	1	1
Mechanic II	14	4	4	4
Administrative Coordinator	14	1	1	1
Welder / Small Engine Mechanic	12	1	1	1
Mechanic I	12	2	2	2
Warehouse Technician	10	1	1	1
Tire Repair Technician	10	1	1	1
Service Technician	10	4	4	4
<b>Subtotal</b>		<b>15</b>	<b>15</b>	<b>15</b>
<b>Total Motor Pool Fund</b>		<b>15</b>	<b>15</b>	<b>15</b>
<b>Total City of Valdosta</b>		<b>628.00</b>	<b>635.00</b>	<b>631.00</b>





# Section I

Budget Reference Materials

**SECTION I** - Budget  
Reference Materials

# Budget Process

In preparation for the 2017 – 2018 Budget, several key events, retreat, and meetings were held and documents produced which significantly affected its development. In formulating the budget, Mayor and Council, City Manager, Assistant City Manager, and Department Heads follow the guidance of the Comprehensive Plan in assessing their needs and requirements for continuing to provide high quality services to the citizens.

The Comprehensive Plan is a document which was formulated by the City and the South Georgia Regional Development Commission outlining expected growth, population trends, and infrastructure needs of the City.

## **Mayor and Council Planning Retreat**

The Mayor and Council and City Manager also meet with an outside facilitator for their annual retreat. The purpose of this retreat is to discuss current issues facing the City as well as formulate goals they would like the City to accomplish over the next two to three years. As part of this process, the department heads' programs and projects are reviewed and discussed. The Council develops a work program based on their goals and the department heads' requested objectives. This work program is then shared with departments.

## **Policy**

Per the City's Charter Section 4.42, the Mayor and Council shall provide by ordinance for the adoption of an annual operating budget, a capital improvement program and a capital budget which it shall apply to all departments and agencies of the City. The budget will be submitted by the City Manager to the Mayor and Council for its consideration prior to the commencement of the ensuing fiscal year.

## **Responsibility**

Department heads are responsible for preparing their budgets in accordance with the guidelines provided by the Budget Division of the Finance Department and other special instructions provided by the City Manager. Finance will provide cost experience data as may be required by any City department. The Assistant City Manager, Finance Director and the Budget Division will prepare all revenue, debt service, and payroll estimates. The Budget Division will confirm the completeness of all departments' budgets. If a budget is found to be incorrect or incomplete, it will be promptly sent back to the originating department head for correction. The corrected budget will be returned to the Budget Division within three working days. The Budget Division will not change any department request without notification of the affected department head.

# Budget Process

## **Budget Preparation**

The calendar used to prepare the budget is presented following this section. Development of the operating budget begins in December of each year. The process provides department heads an opportunity to examine their programs(s), to propose changes in current services, to recommend revisions in organization and methods, and to outline requirements for capital outlay items.

## **Budget Review**

During the budget review phase, the Budget Division reviews each department's expenditures for the current year and makes their estimates. The Budget Division analyzes requests for new positions, operating budgets, and capital budgets.

The information is then compiled and presented to the City Manager. The City Manager, Assistant City Manager, Finance Director and the Budget Division staff conduct meetings with each department head to review their requested budgets. At the completion of these meetings, and with the City Manager's recommendations, the Budget Division recompiles the financial data and presents the recommended budget to the City Manager for financial review. The City Manager reviews all department budgets and makes reductions and adjustments according to his judgment and expertise based on his long career with the City.

## **Budget Adoption**

The City Manager and the Assistant City Manager present the proposed budget to the Mayor and Council for their review. A public hearing is held, and after requested changes are made, the budget is adopted by ordinance.

## **Budget Implementation**

The Budget Division establishes a budgetary control system that will insure compliance with the budget. The Budget staff is responsible for setting up the budget for tracking purposes and is tasked with making sure the funds are available during the year to cover expenditures and appropriations.

# Budget Process

## **Budget Revisions**

Any changes in total fund appropriations must be approved by the Mayor and Council. Shifts in appropriations within funds, at the department level, may be done administratively on the authority of the City Manager. As per the Personnel Policy, the City Manager may transfer, demote, suspend or reinstate employees. Per this authority, shifts in appropriations relating to personnel changes may be done administratively by the City Manager. The Assistant City Manager is authorized to transfer budget amounts within a department. Budgets for the City may be increased or decreased as the Mayor and Council deems appropriate. Increases that are greater than the forecasted revenues must be approved by the City Council. A public hearing is not required if the undesignated fund balance is sufficient to cover the increase.

# Budget Calendar

DATES	
December 2016	Prepare goals, summaries, objectives, and performance measures for distribution to Departments for changes and review.
	Prepare departmental budget material and begin calculating current year estimates.
January 2017	Prepare request forms
	Initialize Budget and compare to the CAFR
	Project & enter salaries, benefits, and related items
	Project & enter vehicle rental and related items
	Enter budget estimates and review with Finance Director
Per Request	Budget Meeting with department representatives
February 2017	Open budget screens for departments to enter requested budget
	Budgeting review & revise budget estimated column
	Departments turns in budget information
	Budgeting reviews and verifies Estimated & Requested Columns
March-April 2017	Human Resources reviews personnel requests and changes
	Purchasing reviews capital requests
	Revenues projected and entered
	Budgeting enter comments and final changes to budget
	Departments review comments, verify budget, and notify the Budget Division of any requested changes or corrections
	Departments and City Manager review final requested budget
	Department budget hearings with the City Manager and Assistant City Manager
April 2017	City Manager reviews and completes Recommended Column
	Budgeting reviews budget and creates data files for Mayor and Council review
May 2017	Proposed budget emailed to Mayor & Council
June 2017	Mayor & Council budget hearings
	Budget Adopted



# Section J

## Glossary & Acronym Guide

# Glossary of Budget and Financial Terminology

<b>ACCRUAL BASIS</b>	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
<b>AD VALOREM PROPERTY TAXES</b>	Taxes levied on an assessed valuation as of January 1 of real and/or personal property, based on a millage rate set by the Mayor and Council.
<b>ADJUSTMENTS</b>	Corrections given to water, sewer, and sanitation billing customers for errors that could result from a misread of the meter, the resident being out of town not using the sanitation service, and /or the resident having a plumbing problem.
<b>AIRPORT AUTHORITY</b>	A commission of members appointed by the City of Valdosta and Lowndes County to oversee the operation of the Valdosta Lowndes County Regional Airport.
<b>APPROPRIATION</b>	An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.
<b>APPROPRIATION ORDINANCE</b>	The formal budgetary document enacted by the legislative body (Mayor and Council) which contains all approved appropriations for the fiscal year.
<b>ASSIGNED</b>	Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through resolution, the City Council has authorized the City's Chief Financial Officer, Finance Director, or Director of Administrative Services to assign fund balances.
<b>AUTHORIZED PERSONNEL (POSITIONS)</b>	The total number of personnel (positions) authorized for employment in a particular department or division at any given time during the fiscal year.
<b>AUTO AD VALOREM</b>	Taxes levied on an assessed valuation as of January 1 of automobiles within the city limits of Valdosta, based on a millage rate set by Mayor and Council.
<b>AVAILABLE FUND BALANCE</b>	Financial resources carried forward at the end of a fiscal year which have not been reserved or designated for a specific purpose such as working capital. These resources are considered "available" to finance future budgets.

# Glossary of Budget and Financial Terminology

<b>BANK OCCUPATION TAX</b>	A tax levied on banks within the city limits.
<b>BALANCED BUDGET</b>	A budget in which planned funds available equal planned expenditures
<b>BEER TAX</b>	A privileged tax paid per ounce of beer purchased, acquired, or received by a dealer during the license year
<b>BOND</b>	A form of borrowing (debt financing) which reflects a written promise from the city to repay a sum of money on a specified date at a specific interest rate. Bonds are used to finance large capital projects such as buildings, streets, and utility infrastructures.
<b>BUDGET</b>	A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various City services.
<b>BUDGET ADJUSTMENT</b>	A legal procedure utilized by City staff to revise a budget appropriation. City staff has the prerogative to adjust expenditures within or between departmental budgets according to budget policy, but no increase in the total budget can occur without approval of the City Council.
<b>BUDGET CALENDAR</b>	The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.
<b>BUDGET DOCUMENT</b>	The instrument used by the City Manager to present a comprehensive financial plan to the City Council.
<b>BUDGET ORDINANCE</b>	The official enactment by the City Council legally authorizing City Officials to obligate and expend resources.
<b>BUDGETARY BASIS</b>	The accounting method used to estimate financing sources and uses in the budget.
<b>BUDGETARY CONTROL</b>	The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.



# Glossary of Budget and Financial Terminology

<b>BUDGET MESSAGE</b>	Included in the opening section of the budget, the Budget Message provides the Mayor and Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal year, and the views and recommendations of the City Manager.
<b>BUDGET POLICIES</b>	General and specific guidelines that govern financial plan preparation and administration.
<b>BUILDING PERMITS</b>	Revenue obtained from businesses and or individuals for the right to erect structures.
<b>BUSINESS OCCUPATION TAX</b>	Revenues from taxes assessed on enterprises conducting business within Valdosta city limits.
<b>CAPITAL EXPENDITURE</b>	Includes expenditures which result in the acquisition of/or addition to fixed assets. They must have a cost of over \$5,000 and a useful life greater than 1 year.
<b>CAPITAL PROJECTS FUND</b>	A fund type used to account for financial resources used for the acquisition or construction of major capital facilities.
<b>CAPITAL IMPROVEMENT BUDGET</b>	The Capital Improvement Plan (CIP) as approved by the City Council. The Capital Budget is based on a set of long-term capital improvement programs. When the CIP is reviewed each year, the programs are approved for the current year and included in one of the various funds for the current year.
<b>CAPITAL IMPROVEMENT PROGRAM</b>	A plan for capital expenditures to be incurred each year over a five (5) year period. This plan will meet the Capital needs as defined in the long-term work program of departments and other agencies of City government. The program sets forth each project in which Valdosta is to be involved, and specifies the resources estimated to be available to finance the projected expenditures.
<b>CAPITAL IMPROVEMENT PROJECTS</b>	An item for which the purchase, construction, or other acquisition will represent a public betterment to the community and add to the total capital assets of the City.
<b>CEMETERY TRUST FUND</b>	A non-expendable trust fund to provide perpetual care for the Sunset Hill Cemetery. Purchase of lots in the cemetery now includes payment for perpetual care of the cemetery.

# Glossary of Budget and Financial Terminology

<b>CEMETERY SALES</b>	Revenue from the sale of lots in the Sunset Hill Cemetery and the payment for upkeep of those lots not bought with perpetual care.
<b>CERTIFICATES OF PARTICIPATION</b>	Form of lease-purchase financing used to acquire capital equipment.
<b>CHARGES FOR SERVICE</b>	Charges for current services exclusive of revenue of public utilities and other public enterprises.
<b>COMMITTED</b>	Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. Only the City Council may modify or rescind the commitment.
<b>CONTAINER SALES</b>	Sales of large containers, 4 yard, 6 yard, or 8 yard capacities, to be used by commercial enterprises for their sanitary waste disposal.
<b>CONTINGENCY</b>	Monies budgeted for uncertainties with future appropriation to be approved by Mayor & Council.
<b>CONTRACTUAL SERVICES</b>	Services provided by outside vendors that have contractual agreements with the City of Valdosta to provide maintenance and public utilities.
<b>CONTRIBUTIONS</b>	Monies donated to the government by individuals, companies or agencies to be used for specific purposes.
<b>COUNTY INSPECTION</b>	Revenue earned from Lowndes County for the cost of the Inspection Department.
<b>DEPARTMENT</b>	A major administrative unit of the City with overall management responsibility for an operation or a group of related operations within a functional area.
<b>DEBT INSTRUMENT</b>	Methods of borrowing funds, including general obligation bonds, revenue bonds, and certificates of participation.
<b>DEBT SERVICE</b>	The amount of money required to pay serial maturities for serial bonds and interest on outstanding debt.
<b>DEBT SERVICE FUNDS</b>	A fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

# Glossary of Budget and Financial Terminology

<b>DEBT SERVICE REQUIREMENT</b>	The amount of money necessary for scheduled payment of outstanding debt, both principal and interest, becoming due during the fiscal period, and contributions which may be required to accumulate monies for the future retirement of bonds.
<b>DEFICIT</b>	An excess of expenditures or expense over revenues and resources.
<b>DEPARTMENT</b>	A major administrative unit of the City with overall management responsibility for an operation or a group of related operations within a functional area.
<b>DEPRECIATION EXPENSES</b>	Depreciation of capital assets within the various enterprise funds.
<b>ELECTION FEES</b>	Fees levied on the qualifying candidates to cover the cost of the election process.
<b>ELECTRICAL PERMIT</b>	Revenue from businesses and individuals for the right to perform electrical work.
<b>ENCUMBRANCES</b>	Commitments related to unperformed (executory) contracts for goods and services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.
<b>ENTERPRISE FUNDS</b>	A fund type 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 insure that revenues are adequate to meet all necessary expenditures.
<b>EXAMINATION FEE</b>	Revenues from the examination given to various contractors to see if they qualify to be licensed to do operate within the city limits.
<b>EXPENDITURE</b>	Decreases in net financial resources. Expenditures include current expenses requiring the present or futures use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlement and shared revenues.
<b>EXPENSES</b>	Outflows or other consumption of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or general operations.

# Glossary of Budget and Financial Terminology

## **FIDUCIARY FUND**

A fund category used to account for activities in which the government is acting as an agent (collecting funds belonging to another agency) or trustee (managing pension plans for employees or holding gifts/endowments). This category includes one fund type: trust and agency fund.

## **FINANCIAL INSTITUTIONS TAX**

An annual business occupation tax upon state and national banking associations, federal savings and loan associations, and state building and loan associations at a rate of .0025 times the gross receipts of said institutions.

## **FINANCIAL PLAN**

A document which establishes management policies, goals, and objectives for all functions, departments, and divisions within the City for a fiscal year.

## **FINES & FORFEITURES**

Fines and forfeitures include monies derived penalties imposed on, or property forfeited by, persons involved in the commission of statutory offenses, violations of lawful administrative rules and regulations, or the neglect of official duty.

## **FISCAL YEAR**

The time period designated by the City signifying the beginning and ending period for recording financial transactions. Valdosta has specified July 1 to June 30 as its fiscal year.

## **FORFEITED PROPERTY REVENUE**

Monies derived from confiscated deposits held as performance guarantees.

## **FRANCHISE TAXES**

Taxes levied for the privilege granted by the City of Valdosta permitting the continuing use of public property, such as city streets by regulated public utilities.

## **FRINGE BENEFITS**

Total employer's share of social security, medicare, taxes, hospitalization, dental, disability, worker's compensation, deferred compensation, long term disability, unemployment, and retirement contributions made on behalf of City employees.

## **FULL TIME EQUIVALENT UNIT**

A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be equivalent to .5 of a full-time position.

# Glossary of Budget and Financial Terminology

## **FUNCTION**

A group of related programs crossing organizational (department) boundaries and aimed at accomplishing a broad goal or major service. The six functions in the City's financial plan are: General Government, Judicial, Public Works, Parks, Recreation and Cultural Affairs, and Economic Development.

## **FUND**

A fiscal and accounting entity which is comprised of a self-balancing set of accounts which reflect all assets, liabilities, equity, revenue, an 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. The six generic fund types used by the City are: General Fund, Special Revenue, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

## **FUND BALANCE**

Refers to the excess of assets over liabilities and is therefore also known as surplus funds.

## **GA DEPARTMENT OF COMMUNITY AFFAIRS**

A department with the Georgia State government.

## **GENERAL FUND**

The primary operating fund of the city. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose. (See Fund)

## **GEOGRAPHICAL INTER FACE SYSTEM**

A computerized system that draws maps of the County and cities within the county, which includes all information pertaining to the land use.

## **GOAL**

A statement of broad direction, purpose, or intent.

# Glossary of Budget and Financial Terminology

## **GOVERNMENTAL FUND TYPES**

Funds used to account for the acquisition, use and balances of expendable resources and related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they are to be paid. The difference between assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on a determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than net income determination. Under current GAAP, there are four governmental types: general, special revenue, debt service and capital projects. Currently, the City has no outstanding general obligation debt and therefore is not using a debt service fund.

## **GRANT**

A contribution by a government or other organization to support a particular function.

## **GRANT PROJECTS**

Major construction and improvements funded by various grants. The second digit in the four digit account grouping will represent the various projects; the third digit will represent the sub-projects; the last digit will be the various line item expenditure/expense classifications for the grant.

## **GROSS RECEIPTS & BUSINESS TAX**

Taxes levied in proportion to gross receipts on business activities of all or designated types of businesses.

## **GROUP INSURANCE FUND**

This fund accounts for transactions related to the provision of health care benefits for permanent employees of the city.

## **HAHIRA PERMITS**

Inspection services provided by the Inspection Department for building, electrical, plumbing, and mechanical services in Hahira, Lowndes County.

## **HOUSE BILL 489**

Passed during the 1997 Georgia State Legislative session, House Bill 489, also known as the Service Delivery Strategy Act, seeks to establish fair and equitable distribution of services for all citizens throughout the state's respective cities and counties.

# Glossary of Budget and Financial Terminology

<b>INFRASTRUCTURE</b>	Basic installations and facilities upon which the continuance and growth of a community depend; examples include roads and public utilities.
<b>INSPECTION FUND</b>	This fund is set up to finance and account for the cost of providing inspection of residential and commercial building with Lowndes County, the demolition of sub-standard housing within the city limits of Valdosta, and to regulate zoning issues within Lowndes County.
<b>INSURANCE</b>	Premium expense for all insurance bought by the City other than that insurance provided to employees through the payroll system.
<b>INSURANCE PREMIUM TAX</b>	A tax on the gross direct premiums received during the preceding license year.
<b>INTANGIBLES</b>	Tax levied on intangible personal property such as securities, mortgages and cash based on returns filed with the State of Georgia.
<b>INTER-GOVERNMENTAL REVENUES</b>	Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.
<b>INTER DEPARTMENTAL</b>	Allocation of costs for services performed by a division for another division or capital project.
<b>INTEREST INCOME</b>	Revenue earned for the use or detention of money i.e.: Accounts Receivable for paving assessment, investment in Savings Accounts, Treasury Bills, Repurchase Agreements and Certificates of Deposit.
<b>INTERNAL SERVICE FUNDS</b>	A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.
<b>INVESTMENT</b>	Commitment of funds in order to gain interest or profit. All investments made by the City are secured by the full faith and credit of the United States government of issued by agencies thereof.
<b>LAND BANK</b>	Land acquired by the city and held for future use.

# Glossary of Budget and Financial Terminology

<b>LAND/LAND IMPROVEMENTS</b>	Capital expenditures for acquisition or development of land or improvements to existing City owned land will be charged to this account.
<b>LEASE PURCHASE</b>	Method of acquiring high cost equipment or property and spreading payments over a specified period of time.
<b>LEVY</b>	To impose taxes for the support of government activities.
<b>LINE-ITEM BUDGET</b>	A budget that lists each expenditure category (salary, materials, services, etc.) separately, along with the dollar amount budgeted for each specified category.
<b>LIQUOR TAX</b>	A privilege tax for the right to sell alcoholic beverages.
<b>LOCAL LAW ENFORCEMENT BLOCK GRANT</b>	Federal grants to local governments for a wide range of local law enforcement activities, including hiring and training of law enforcement officers, procurement of equipment and technology, establishment or support of drug courts, and other crime prevention activities.
<b>LOWNDES COUNTY</b>	The county in which the City of Valdosta resides. It also refers to the county government of which the City of Valdosta is the largest city and the county seat.
<b>MAJOR CONSTRUCTION PROJECTS</b>	Includes projects and improvements that are not funded by a grant.
<b>MAJOR FUND</b>	A fund whose revenues, expenditures/expenses, assets or liabilities are at least 10% of corresponding totals for all governmental or enterprise funds. The General Fund is always a major fund.
<b>MECHANICAL PERMIT</b>	Revenue from businesses and individuals for the right to install heating and air conditioning equipment.
<b>MILLAGE RATE</b>	The ad valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value.
<b>MISCELLANEOUS REVENUE</b>	All revenue of that cannot be classified in one of the other categories.



# Glossary of Budget and Financial Terminology

<b>MOBILE HOME TAX</b>	Taxes levied on an assessed valuation as of January 1 of mobile homes within the City limits of Valdosta, based on a millage rate set by Mayor and Council.
<b>MODIFIED ACCRUAL BASIS</b>	A basis of accounting recommended for use by governmental funds in which revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.
<b>MOTOR POOL FUND</b>	This fund accounts for the cost of operating a maintenance facility for automotive equipment. The fund purchases the automotive equipment and leases the equipment to user departments on a predetermined per mile basis or a monthly rate based on accumulated historical costs.
<b>NEW SERVICE FEE</b>	A fee for establishment of new utility accounts.
<b>NON BUSINESS LICENSES &amp; PERMITS</b>	Revenues from all non-business licenses and permits levied according to benefits presumably conferred by the license or permit.
<b>NON OPERATING REVENUES</b>	Proprietary fund revenues which are incidental to, or by products of, the fund's primary service activities.
<b>NONSPENDABLE</b>	Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.
<b>OBJECTIVE</b>	A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.
<b>OPERATING BUDGET</b>	The portion of the budget pertaining to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personal services, fringe benefits, commodities, services and capital outlay.
<b>OPERATING TRANSFERS</b>	All interfund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

# Glossary of Budget and Financial Terminology

<b>OPERATING REVENUE</b>	Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of user charges for services.
<b>OTHER FINANCING SOURCES</b>	Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statements.
<b>OTHER FINANCING USES</b>	Governmental fund operating transfers out and the amount of refund bonds proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statements.
<b>OTHER SERVICES &amp; CHARGES</b>	Includes expenditures/expenses for services that are required by the City for administration of its assigned functions.
<b>PARKING FINES</b>	Monies collected for violation of parking laws.
<b>PERFORMANCE MEASURE</b>	Special quantitative and qualitative measure of work performed as an objective of a department or division.
<b>PERSONAL SERVICES</b>	Includes expenditure for salaries, wages, and related benefits provided for persons employed by the City of Valdosta.
<b>PERPETUAL CARE</b>	The amount of money that the purchaser pays at the time a cemetery lot is bought to be invested by the City to offset the cost of maintaining the cemetery lot.
<b>PLANS &amp; CONSTRUCTION</b>	Revenue from the administrative review of plans & specifications on commercial building.
<b>PLUMBING PERMIT</b>	Revenue from businesses and individuals to secure the approval to perform plumbing work.

# Glossary of Budget and Financial Terminology

<b>POLICE REVENUE</b>	Revenue collected from reproducing accident reports through the Police Department.
<b>POLICIES</b>	These are definite courses or methods of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.
<b>PROFESSIONAL SERVICES</b>	Expenditures incurred by the City to obtain the services of recognized licensed professionals such as Doctors, Engineers, Certified Public Accountants, etc.
<b>PROPERTY TRANSFER TAX</b>	Tax paid on the transfer of real property. The tax is levied on the purchase price of the property.
<b>PROPRIETARY FUND TYPES</b>	Sometimes referred to as income determination or commercial-type funds, the classification used to account for government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities and accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.
<b>PUBLIC UTILITIES</b>	Tax levied on the property of the public utilities based on the values given by the tax assessor's office.
<b>PUBLIC UTILITY SERVICES</b>	Cost of electricity, natural gas, water and sewer, and communication services purchased for City Buildings and facilities.
<b>RAILROAD EQUIPMENT TAX</b>	Tax levied on railroads located within the corporate limits of Valdosta.
<b>RECREATIONAL SCHOLARSHIP FUND</b>	An expendable trust fund to account for all proceeds collected from fund raisers. The proceeds are used to fund scholarships for qualified participants in the recreation activities and programs of the Parks & Recreation Department.
<b>RENTALS AND LEASES</b>	Expenditures incurred in the renting or leasing of real estate, equipment, etc.

# Glossary of Budget and Financial Terminology

<b>RESIDUAL EQUITY TRANSFERS</b>	Nonrecurring or non-routine transfers of equity between funds (e.g., contribution of enterprise fund or internal service fund capital by the general fund or a debt service fund).
<b>RESERVE</b>	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
<b>RESTRICTED</b>	Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.
<b>RETAINED EARNINGS</b>	A fund equity account which accumulates net earnings (or losses) of a propriety fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.
<b>RETURNED CHECK FEE</b>	Revenue collected on the return of non-sufficient fund checks paid to the City.
<b>REVENUE</b>	Funds that the City receives as income. These receipts include such items as taxes, licenses fees, user fees, service charges, fines and penalties, and grants.
<b>REVENUE BONDS</b>	Bonds whose principal and interest are payable from pledged revenue sources, and which are not legally backed by the full faith and credit of the City. Revenue bonds may be authorized by the City Council.
<b>SUPPLIES</b>	Articles and commodities which are consumed when used; categories include: office, operating, agricultural, cleaning, clothing, chemicals, etc.
<b>SURPLUS SALE PROPERTY</b>	Revenue from the sale of City property no longer considered to be of value to the City.
<b>SALES TAXES</b>	Local option 1% sales taxes collected in Lowndes County and distributed by the state of Georgia to the local governments within Lowndes County.
<b>SANITATION FUND</b>	This fund is set up to finance and account for the cost of providing both residential and commercial trash and garbage pickup to citizens and businesses of the City.

# Glossary of Budget and Financial Terminology

<b>SANITATION FEES</b>	Revenue collected from users for the operation of the Enterprise Fund that includes monthly collection fees, adjustments, and landfill charges.
<b>SELECTIVE SALES &amp; USE TAXES</b>	Taxes imposed upon the sale or consumption of selected goods or services.
<b>SEWER FEES</b>	Revenue collected from users of the sewer system for the sewer collection services provided.
<b>SMALL TOOLS AND MINOR EQUIPMENT</b>	Purchase of small powered and non-powered hand tools and small equipment costing less than \$5,000 and/or having a useful life expectancy of less than a year.
<b>SPECIAL ASSESSMENTS</b>	A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.
<b>SPECIAL PURPOSE SALES TAX REVENUES</b>	Special sales and use tax imposed by Lowndes County for a specific period to time not to exceed five (5) years (four years if tax is for roads, streets an bridges). The tax imposed is one percent and is subject to referendum approval.
<b>SPECIAL REVENUE FUNDS</b>	This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.
<b>SPLOST V</b>	The Special Purpose Local Option Sales Tax is a one percent sales tax voted on by the voters of Lowndes County to fund various capital improvements. This tax is imposed for a limited time, January 1, 2003 to December 31, 2007.
<b>SPLOST VI</b>	A Special Purpose Local Option Sales Tax to fund capital projects from January 1, 2008 to December 31, 2013.
<b>SPLOST VII</b>	A Special Purpose Local Option Sales Tax to fund capital projects from January 1, 2014 to December 31, 2020.
<b>SUPPLIES</b>	Includes articles and commodities purchased by the City to aid the departments in accomplishing their mission and which are consumed or materially altered when used.

# Glossary of Budget and Financial Terminology

<b>TARGET AREA</b>	The highest crime rate area within the City limits.
<b>TAX COST</b>	Revenue from penalties and interest assessed and collected on delinquent taxes owed.
<b>TAX DIGEST</b>	The total taxable net assessed value on all real property after the total of all appeals that have been or could be filed or arbitrations demanded have been reduced.
<b>TAXES</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by Valdosta are approved by the City Council and are within the limits determined by the State.
<b>TAX NOT ON DIGEST</b>	Property located or identified after the digest is approved by Lowndes County for submission to the State.
<b>TRANSFER FEE</b>	A fee for transferring a utility account.
<b>TRAVEL &amp; TRAINING</b>	Those expenditures/expenses related to employee training cost and expenses incurred in the conduct of City business including subsistence.
<b>TRUST AND AGENCY FUNDS</b>	Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include non-expendable trust and agency funds. A non-expendable trust fund is a fund in which the principal may not be expended. These funds are accounted for in essentially the same manner as proprietary funds. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.
<b>USER FEES</b>	Fees for services provided to the user.
<b>VEHICLE SERVICES</b>	Cost to the City of Valdosta of vehicles for city operations whether City or privately owned.
<b>WAREHOUSE RENT</b>	Rent paid by the Water Sewer Fund for rental of an office complex and warehouse from the General Fund.

# Glossary of Budget and Financial Terminology

**WATER AND SEWER REVENUE FUND**

This fund is set up to finance and account for the cost of providing both water and sewer services to the residents and businesses of the City.

**WATER FEES**

Revenue collected from users of the system for the sale of water. This includes water fees, adjustments, hydrant water, reconnect fee, and miscellaneous water sales.

**WORKING CAPITAL**

Fund equal to 45 days of the General Fund's budget which is set aside as a designation to be used in extraordinary emergency situations only.

# Acronym Guide

<b>AED</b>	Automated External Defibrillator
<b>ASCLD</b>	American Society of Crime Laboratory Directors
<b>ATF</b>	Alcohol Tobacco Firearms
<b>AVL</b>	Automatic Vehicle Locator
<b>CAD</b>	Computer aided Dispatch
<b>CAFR</b>	Comprehensive Annual Financial Report
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies
<b>CCD</b>	Closest Car Dispatch
<b>CDBG</b>	Community Development Block Grant
<b>CFAI</b>	Commission on Fire Accreditation International
<b>CHIP</b>	Community Home Investment Program
<b>CISM</b>	Critical Incident Stress Management
<b>CIP</b>	Capital Improvement Program
<b>CMMS</b>	Computerized Maintenance Management System
<b>COPRS</b>	Comprehensive Police Reporting System
<b>CPPB</b>	Certified Professional Public Buyer
<b>CPPO</b>	Certified Public Procurement Officer
<b>CPR</b>	Cardio Pulmonary Resuscitation
<b>COPRS</b>	Comprehensive Police Reporting System
<b>CVDA</b>	Central Valdosta Development Authority
<b>D.A.R.E.</b>	Drug Abuse Resistance Education
<b>DCA</b>	Department of Community Affairs
<b>DEFY</b>	Drug Education for Youth
<b>DHS</b>	Department of Highway Safety
<b>DMS</b>	Defense Message System



# Acronym Guide

<b>DP</b>	Data Processing
<b>DRA</b>	Designated Revitalization Area
<b>EMT</b>	Emergency Medical Technician
<b>EPA</b>	Environmental (Federal) Protection Agency
<b>EPR</b>	Enterprise Resource Planning
<b>EWRP</b>	Electronic Work Release Program
<b>FAA</b>	Federal Aviation Administration
<b>FEMA</b>	Federal Emergency Management Agency
<b>FF II</b>	Firefighter II
<b>FTE</b>	Full time equivalent unit
<b>FY</b>	Fiscal Year
<b>GA</b>	Georgia
<b>GACE</b>	Georgia Association of Code Enforcement
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GA DOT</b>	Georgia Department of Transportation
<b>GCIC</b>	Georgia Crime Information Center
<b>GFOA</b>	Government Finance Officers Association
<b>GGFOA</b>	Georgia Government Finance Officers Association
<b>GIS</b>	Geographical Information System
<b>GLPC</b>	Greater Lowndes Planning Commission
<b>GMA</b>	Georgia Municipal Association
<b>GPS</b>	Global Positioning System
<b>GSAR</b>	Georgia Search and Rescue
<b>HAZMAT</b>	Hazardous materials
<b>HD</b>	High Definition
<b>HUD</b>	Housing and Urban Development
<b>ISO</b>	Insurance Service Organization

# Acronym Guide

<b>KWH</b>	Kilowatt Hour
<b>LDR</b>	Land Development Regulations
<b>LED</b>	Light Emitting Device
<b>LF</b>	Linear Foot
<b>LIDAR</b>	Light Detection and Ranging
<b>LIMS</b>	Laboratory Information Management System
<b>LOST</b>	Local Option Sales Tax
<b>LMIG</b>	Local Maintenance Improvement Grant
<b>MGD</b>	Million Gallon a Day
<b>MHCP</b>	Monitored Home Confinement Program
<b>NIBIN</b>	National Integrated Ballistics Network
<b>MPO</b>	Metropolitan Planning Organization
<b>NOC</b>	Utility accounts that are not on the computer billing by error
<b>NOI</b>	Notice of Intent
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>OCC</b>	Old Corrugated Cardboard
<b>PIO</b>	Public Information Officer
<b>POST</b>	Peace Officer Standards and Training
<b>ROW</b>	Right of Way
<b>RUPP</b>	Release Upon Payment Program
<b>SCADA</b>	Supervisory Control Data Acquisition
<b>SDWA</b>	Safe Drinking Water Act
<b>SRO</b>	School Resource Officers
<b>SF</b>	Special Force
<b>SMILE</b>	Students Mentorship in Leadership Education
<b>SOP</b>	Standard Operating Procedures

# Acronym Guide

<b>SPLOST</b>	Special Purpose Option Sales Tax
<b>TE</b>	Transportation Enhancement
<b>TMC</b>	Traffic Management Center
<b>UDAG</b>	Urban Development Action Grant
<b>VSEB</b>	Valdosta Small Emerging Business
<b>VSU</b>	Valdosta State University
<b>WAP</b>	Work Alternative Program
<b>WMD</b>	Weapons Mass Destruction
<b>WPCP</b>	Water Pollution Control Plant
<b>WRP</b>	Work Release Program
<b>WWPC</b>	Withlacoochee Water Pollution Control
<b>ZBOA</b>	Zoning Board of Appeals



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