

# *Whitfield County*

## **Fiscal Year 2010 Budget**



### **WHITFIELD COUNTY BOARD of COMMISSIONERS**

Mike Babb,  
Chairman

Mike Cowan

Harold Brooker

Randy Waskul

Greg Jones

Robert McLeod, ICMA-CM  
County Administrator

Cover Design by:  
Whitfield County  
Information Technology

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## **Whitfield County, Georgia**

Finance Director's Office

The Honorable Chairman and Members of the Board of Commissioners:

In accordance with state and local ordinances, we are pleased to present the 2010 Approved Annual Budget. The 2010 Annual Budget maintains the long-term goals of the County while recognizing the immediate demands on County services and the current economic downturn's impact on revenue projections.

In FY 2008, the County undertook and completed several studies (Comprehensive Plan Update, Parks and Recreation Master Plan, Beneficial Reuse of the Westside Landfill, and the Preservation & Upgrade of Administration Buildings 1 & 2) for the purpose of collecting data to address the County's long and short term goals. These plans have been considered when adopting the 2010 budget.

### **In FY 2009, the County had the following key accomplishments:**

- **Addressing Project:** The County completed work on correcting problems with street names, and building numbering resulting in about 13,000 address changes. The finished project now provides precise locations for the GIS system and will greatly improve dispatching of emergency vehicles. County records, the postal service, utilities, and private sector functions have all been updated.
- **Westside Park:** The County was able to obtain property better suited for a park and allowing for greater development. Accordingly, the previous site will be closed and work will go forward at the new site over 2010-2011.
- **Information Technology (IT):** The IT Department completed phase II & III of the computer and software upgrade program. They have also installed new jail management software to provide better information both at the Correction Center and at the Courthouse.
- **Road Resurfacing/Transportation:** The County completed the second year of a 3 year Special Purpose Local Option Sales Tax (SPLOST) to address transportation needs in Dalton & Whitfield County. Many of the projects are now in the right of way acquisition or construction phase. In addition, the Public Works Department continued its 10 year cycle to maintain road resurfacing.
- **Economic Development:** The County purchased and developed a commerce park that allowed the Joint Development Authority (JDA) to recruit IVC who is building a \$70,000,000 flooring plant project on the site. The County also partnered with Dalton Utilities to extend sewer lines up to the Tunnel Hill exit and allow for economic development in this area of the County. The County financed these projects with bonds issued by the JDA.

## **FY 2010 Approved Budget Overview/Highlights**

As mandated by State Law, the 2010 Approved Annual Budget represents a balanced budget for the general fund, special revenue funds, enterprise funds, and the debt service fund. Total appropriations from each fund do not exceed estimated fund balances, reserves, and revenues for each of the County's respective funds.

### **Millage Rate:**

- The 2009 millage rate was kept unchanged at 5.061.
- In order to avoid back door increases because of increasing property values, the State Taxpayer Bill of Rights required the calculation of a rollback rate that would generate the same amount of property tax collections as the previous year. If the actual millage rate exceeds this rate, an announcement of a property tax increase and three public hearings must be held to inform the public of the reasons for the increase. In addition, the state passed legislation (HB233) in 2009 holding property tax assessments at 2008 levels until 2011 for all unimproved property. The above rate conforms to these rules.
- Each mill equates to \$3.2 million in property tax revenue on the current digest of 3,172,435,681.
- **The County's millage rate is the 5<sup>th</sup> lowest in the State as of 2008 but yet ranks 25<sup>th</sup> from the highest in County economic ranking according to the State Department of Revenue.**

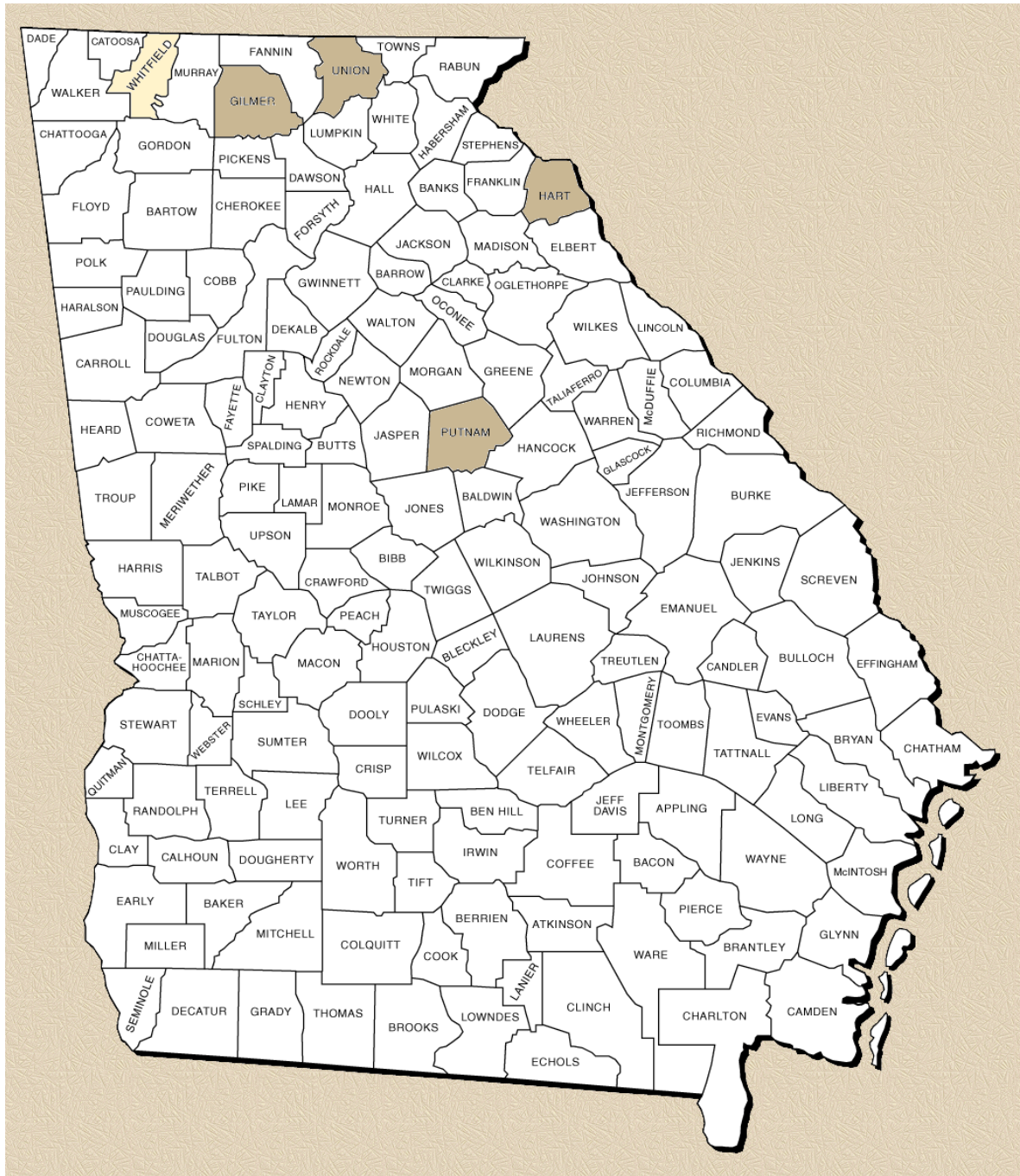
### **Debt Service:**

The Dalton/Whitfield community has been severely affected by the recent recession with unemployment rates well over state average and climbing as high as 13.6%. The Board of Commissioners, along with the economic agencies and municipalities, recognizes the need for a more diversified local economy and the need to recruit new businesses to the area. Even though revenues are down, the County is investing in the future by purchasing commerce parks, and adding sewer lines in the County to aid in the area's economic growth. In addition, the first 20% of the Freeport exemption was passed – which is also designed to make the area more business friendly.

To help fund these projects:

- The County issued \$3,650,000 in bonds through the Economic Development Agency. This bond series paid for Commerce Park I with site improvements (the location for the new IVC plant) and for a new sewer line up to the Tunnel Hill exit.
- The Board of Commissioners has approved a total of \$12,000,000 of bonds on this same pledge and intends to purchase a new commerce park with an additional bond issue.
- The County has pledged up to 1 mill to fund the debt service on these bonds.
- The FY2010 budget includes an estimated debt service of \$915,000 for the existing and authorized bonds.

## Counties with Lower Millage Rates



## 2008 AD VALOREM MILLAGE RATES FOR GEORGIA COUNTIES

### Compared to Whitfield County:

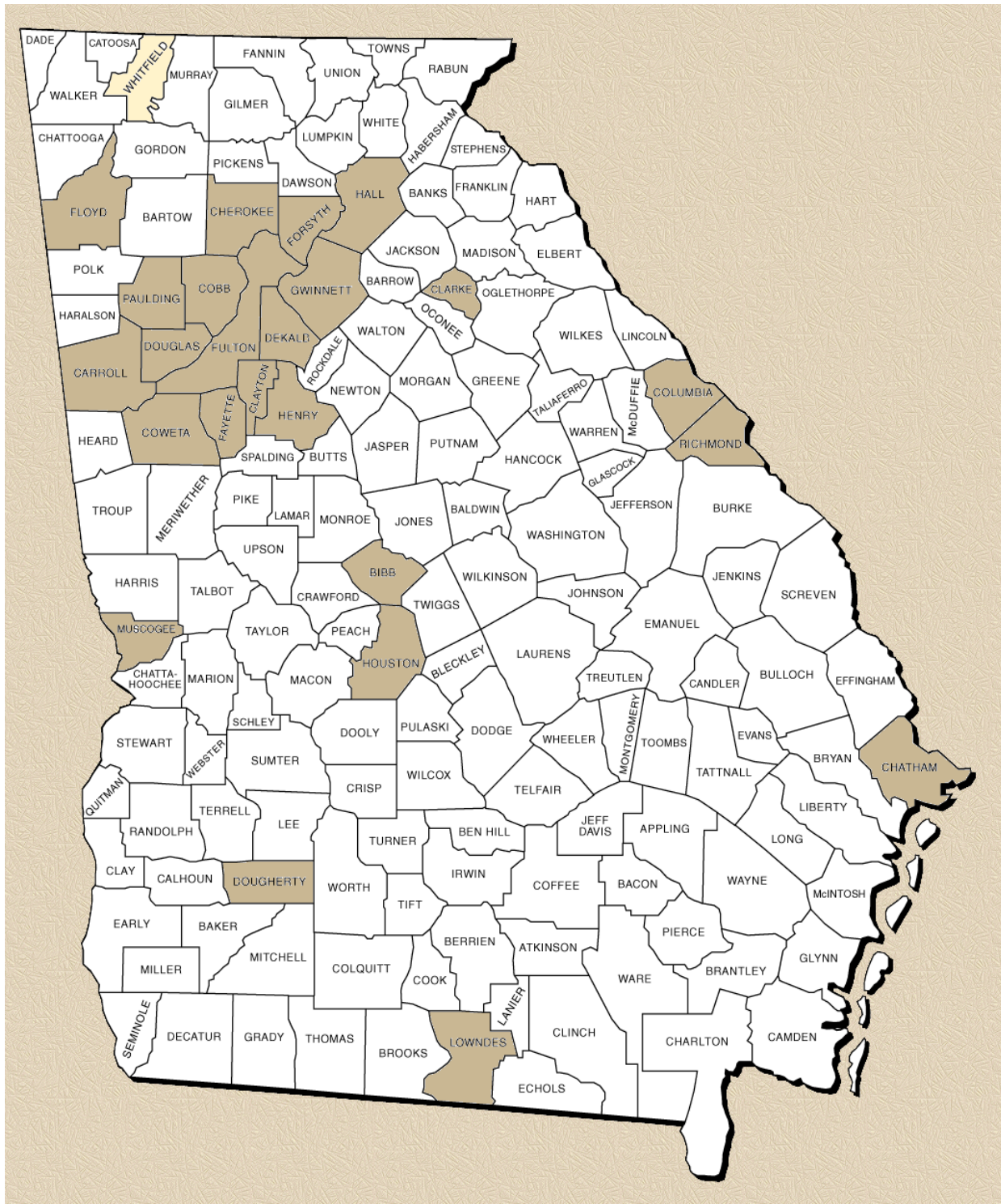
Only 4 out of 159 total counties had lower **total** millage rates (total rate includes fire districts, bond, emergency service fees, etc.):

<u>County</u>	<u>Millage Rate</u>	<u>Population</u>
1. Hart	4 .264 <i>.8 Mills less</i>	24,240
2. Putnam	4.300 <i>.75 Mills less</i>	21,251
3. Union	4.950 <i>.1 Mills less</i>	20,968
4. Gilmer	5.000 <i>.06 Mills less</i>	28,389
5. <b>Whitfield</b>	<b>5.061</b> (less than <u>50%</u> of the state avg.)	

The Georgia state average was 10.5553 mills.

The highest county rate was in Hancock County at 22.490 mills.

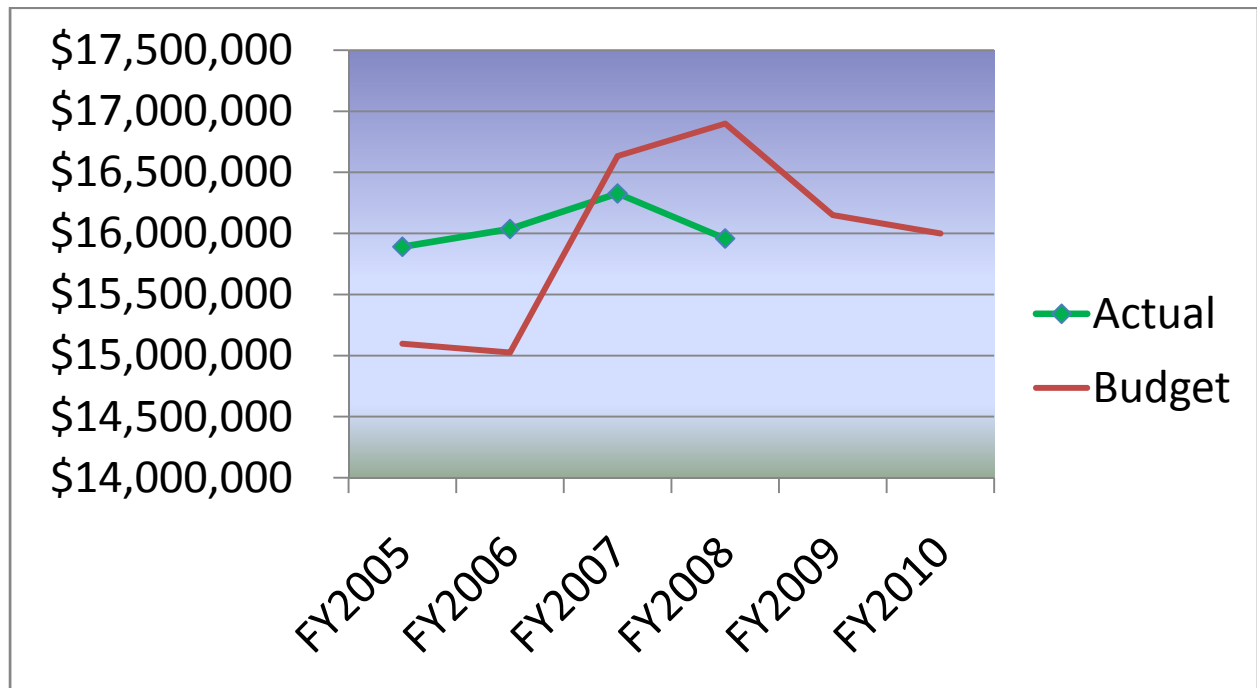
## Georgia Counties with Higher Economic Ranking per DOR Listing



## Property Tax

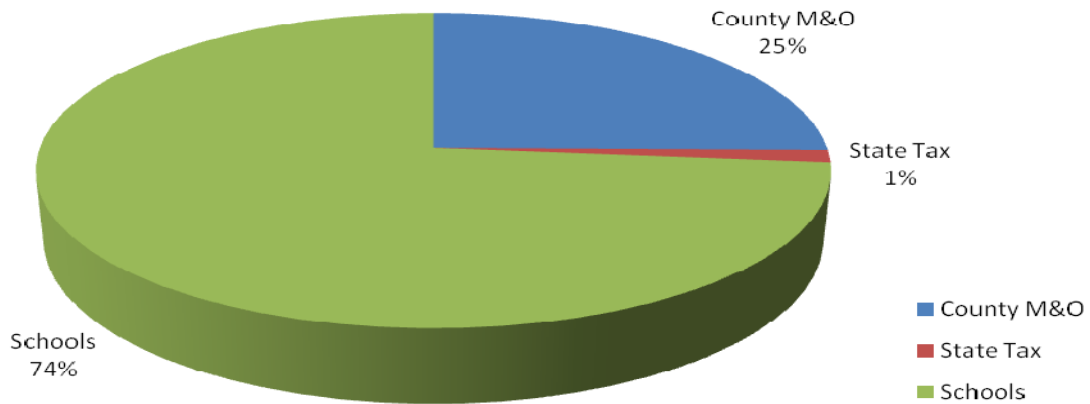
Property tax collections are expected to fall in 2010 as the first 20% Freeport exemption goes into effect. Initial estimates show this will cost the County around \$400,000 in property tax revenue. However, the 2009 budget planned for a 5% drop in assessed value which only dropped by only 1% and are projecting only a small additional drop in assessed values for 2010. Accordingly, the budget was only reduced slightly to adjust for both of the above. *See attached chart. Note: Actual receipts for the current tax year include all payments for the first two months in the following year. Accordingly, 2009 actual numbers will be finalized at the end of February 2010.*

As the Board of Commissioners will make the decision on setting the millage rate for 2010 late in the year, no adjustment is included in the budget at this time. As mandated by state law, the millage rate is assessed on only 40% of the property valuation. A separate chart is attached to show how a dollar of property tax revenue is allocated between the various state and local governments.



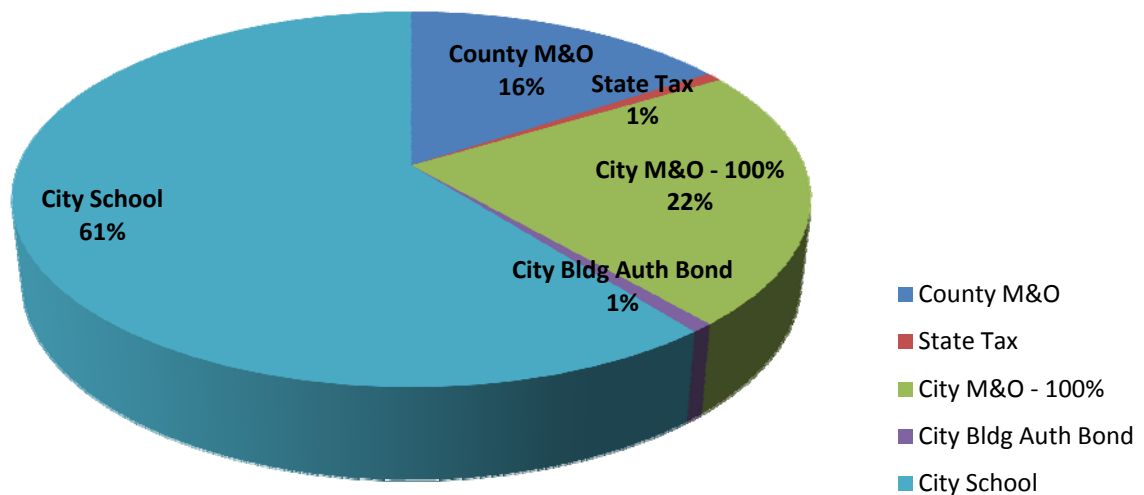
## BREAKDOWN OF PROPERTY TAX RATES

### Unincorporated County



## BREAKDOWN OF PROPERTY TAX RATES

### City of Dalton, Districts 1, 2, 3, 4



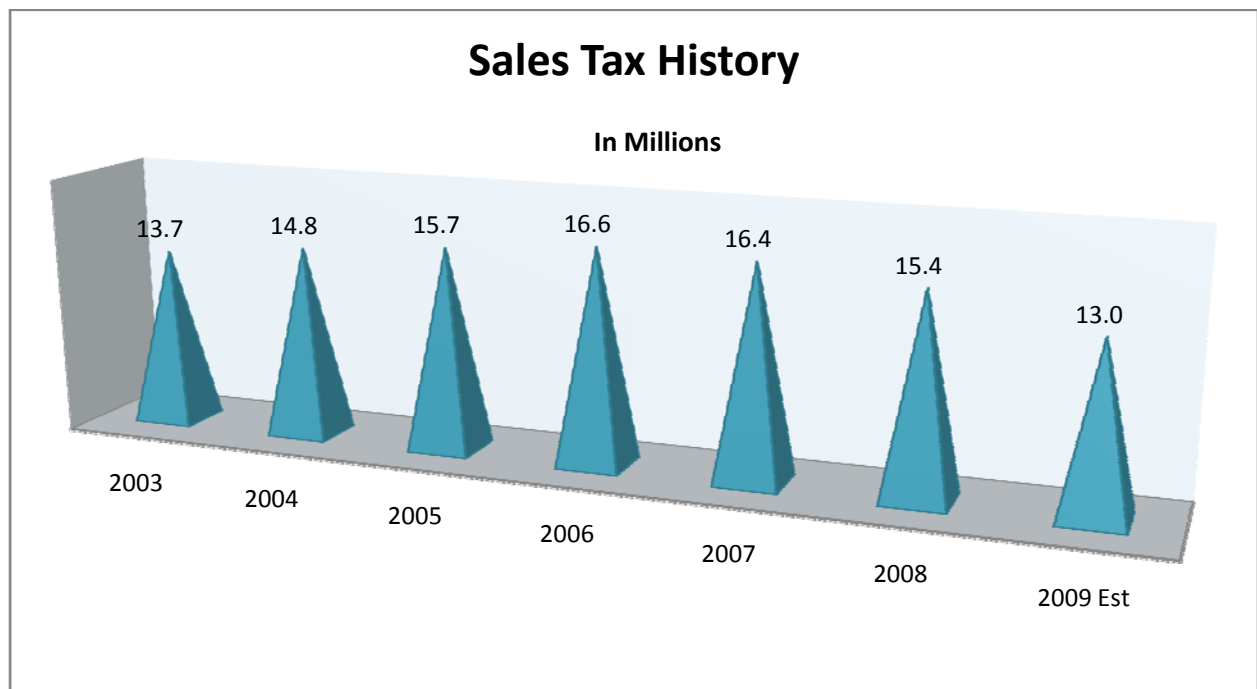
**Note:** District 5 has an additional 1 Mill for the DDDA (Taxed at 100% of assessed value)

## Sales Tax

The total sales and use tax rate in Whitfield County is currently 7% and is distributed as follows: 4% State, 1% Local Option Sales Tax, 1% Special Purpose Local Option Sales Tax, and a 1% Education Local Option Sales Tax.

LOST, up to the 2009 budget, had gone slightly ahead of property taxes in Whitfield County as the most significant source of revenue. From 2003 to 2006, LOST revenue increased by over \$900,000 per year. In 2007, the County experienced a slight decrease and collections have been dropping since.

The following chart is the sales tax history. The 2010 budget was based on the most recent 12 months of history with an increase based on the projected recovery. **The 2009 receipts were the lowest in 11 years of tracking.**



## Key Budget Changes

### Allocations

The 2010 budget includes allocations of those departments that primarily serve other departments and not the general public. To more properly reflect the true cost of providing services by the departments that primarily provide services to the general public, the allocated costs of the internal service departments have been included.

For 2010, the costs have been allocated in three primary areas:

- (1) Buildings & Grounds – Provides cleaning and maintenance support and pays for most utilities. These costs have been allocated based on the square feet of space used by the other departments.
- (2) Information Technology – Provides land line phones, internet, web design, PC maintenance, general use software, and most of the computer equipment. These costs have been allocated based on the number of PC's in each department.
- (3) Administration, Human Resources, and Finance & Accounting – Provides payroll, banking, accounts payable, accounting, human resources, employee benefits, workers compensation, and administrative support. These costs have been allocated based on the number of employees in each department.

### Department Changes

The 2010 budget includes one new department: The Dalton/Whitfield Metropolitan Planning Organization (MPO). The state consolidated many of the regional development centers resulting in the NGRDC being merged into the new NW Georgia Regional Commission. The County and the Cities of Dalton, Varnell, Tunnel Hill, and Cohutta all agreed to house the MPO in the County rather than having it fall under the Regional Commission – allowing local considerations to have a higher impact on MPO decisions. About 90% of the MPO costs will be funded from federal & state programs.

### **Conclusion**

In these difficult economic times, Whitfield County is still committed to continue to provide the same level of services in 2010. Even though a hiring freeze was in place in 2009, the County has a core work force that is trained and talented that needs to be maintained. With the excess SPLOST funds from 2001 being used to offset the need for raising property taxes, the County has sufficient fund reserves to be able to accomplish these goals in this period of declining revenues and continue to fulfill the County's mission.

Respectfully Submitted,

Robert McLeod  
County Administrator

Ron Hale  
Finance Director

# WHITFIELD COUNTY BOARD OF COMMISSIONERS



## FISCAL YEAR 2010 BUDGET

### Governmental Funds

General Fund  
Special Revenue Funds  
Capital Projects  
Debt Service Fund

### Proprietary Funds

Enterprise Funds

### Fiduciary Funds

None

### \*\*\*Whitfield County Board of Commissioners\*\*\*

Hon. Mike Babb, Chairman

Hon. Mike Cowan, Vice Chairman  
Hon. Harold Brooker

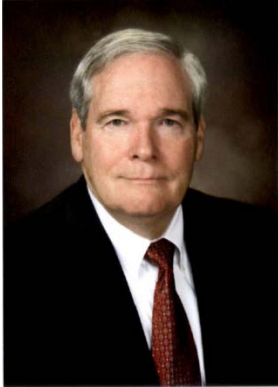
Hon. Randy Waskul  
Hon. Greg Jones

### \*\*\*County Administrator\*\*\*

Robert McLeod, ICMA-CM

### \*\*\*Finance Director\*\*\*

Ron Hale, CPA



Mike Babb  
Commission Chairman

Whitfield County  
Board of Commissioners  
301 W. Crawford Street  
Dalton, Georgia 30720  
(706) 275-7500

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Mr. Babb is serving his third term as Whitfield County Commission Chairman, first elected in 1997 and most recently elected in 2008. He is a 37 year resident of Whitfield County and is married to Karen Babb. They have three children and five grandchildren.

Mr. Babb is a graduate of F. T. Wills High School in Smyrna, GA and Georgia State University in Atlanta, GA. He has served for 17 years as a volunteer fireman with Whitfield County and is currently retired from the carpet and carpet fiber industry.



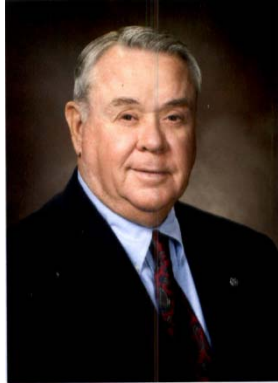
Mike Cowan  
Commissioner  
District 1

Whitfield County  
Board of Commissioners  
301 W. Crawford Street  
Dalton, Georgia 30720  
706-275-7500

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Mr. Cowan currently serves as Commissioner for District 1, after being elected to his fourth term as Commissioner in November 2006. He has completed all necessary training through the Association of County Commissioners of Georgia, (ACCG) receiving his qualification and recognition as a Certified Commissioner.

His committee and liaison appointments include Properties, Board of Health and Solid Waste Management Authority. His most recent honor came when he received the "2007 NACo County Courthouse Award" from the National Association of Counties. This award was presented to Commissioner Cowan for his diligent work in addressing many of our nation's most challenging issues such as homeland security, air and water quality, information technology, health and human services, public safety and a wealth of other priorities as stated in the NACo award qualifications.



Harold Brooker  
Commissioner  
District 2

Whitfield County  
Board of Commissioners  
301 W. Crawford Street  
Dalton, Georgia 30720  
(706) 275-7500

~~~~~

Mr. Brooker is serving his fourth term as Whitfield County Commissioner, last elected in 2008. He is a native and lifetime resident of Whitfield County, married to Kathryn A. Brooker and they have four children.

Mr. Brooker is a graduate of North Whitfield High School and is co-owner of Bettilee Industries. He serves as President, Chairman of the Board and co-owner of Rocking B Farms. Community involvement includes; member of Pleasant Grove Methodist Church and serves as finance chairman, NWHS Quarterback Club, NWHS Dugout Club, Cattleman Association and President of the North Georgia Fair Association. He maintains membership with both the Pleasant Grove Masonic Lodge #702 and the Shrines Club.



Randy Waskul  
Commissioner  
District 3

Whitfield County  
Board of Commissioners  
301 W. Crawford Street  
Dalton, Georgia 30720  
706-275-7500

~~~~~

Mr. Waskul is serving his first term as Whitfield County Commissioner for District 3, elected in 2006. He was born in Fort Frances, Ontario and has lived in Whitfield County since 2004. He received a BS Degree in Chemical Engineering from the University of North Dakota, Grand Forks. He and his wife Patty have two beautiful daughters.

In addition to serving as Commissioner, Mr. Waskul is employed by Mohawk Industries where he serves as Vice President of Environmental Services. His current community service commitments include being a member of the Leadership Dalton-Whitfield Alumni Committee, Georgia Industries Manufacturers Association Environmental Committee and on the Board of Directors of the United Way of Northwest Georgia.

Mr. Waskul and his family attend Varnell United Methodist Church and are very active with the youth program there.

Professional affiliation includes being a member of the American Institute of Chemical Engineers and a member of the Association of County Commissioners of Georgia (ACCG).



Greg Jones  
Commissioner  
District 4

Whitfield County  
Board of Commissioners  
301 W. Crawford Street  
Dalton, Georgia 30720  
(706) 275-7500

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Mr. Jones serves as Commissioner for District 4 after having been elected in a special election held in November 2007 in order to fill the position left vacant after the passing of former District 4 Commissioner Pete Pangle.

As a life long resident of Whitfield County, Mr. Jones attended and later graduated from Northwest High School in 1982, then went on to study Auto Body Mechanics at Dalton College in 1982 and 1983 under the direction of former Commissioner Pangle.

He is a realtor with Century 21- Belk Realtors here in Dalton, while he also owns and operates Jones North Georgia Poultry Farm located in the Westside community of Whitfield County.

Greg and his wife Sonya have two children, Brandy and Harley and their family attends Salem United Methodist Church in Rocky Face.



County Administrator  
Robert S. McLeod, ICMA-CM

Whitfield County Board of Commissioners  
301 W. Crawford Street  
Dalton, Georgia 30720  
706-275-7503

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Greetings~

It is my pleasure to work with the citizens, staff and elected officials to maintain and improve County services. We are very fortunate to have many strong attributes and resources on which to build our future. These same assets are not available in all counties across the country.

One of those strengths is the growing population, which provides employees for our businesses and industries. A good work force and job availability are important cornerstones of every strong community. Employers need well trained staff and that means our school districts and Dalton State College must continue expanding programs to meet the educational demands. Jobs protection is the challenge of our economic development team and local governments. We must focus on support for existing businesses and help them grow. Maintaining a strong business climate is just one of many continuing objectives.

Another cornerstone of our county programming is the protection and improvement of our environment. The goals need to go beyond maintaining the status quo. We must work on improvements in the quality of our resources. Achieving the objectives requires help from government, business and residents in equal shares. From the Conasauga River, across the agricultural lands and residential communities to the peaks of Chattahoochee National Forest, every aspect of our environment needs protection and improvement. Continuing education and reminders are needed to keep everyone informed about their roles in good stewardship. The latest County program addition is "Storm Water Management" which is one part of the federal Clean Water Act legislation. There is more to follow about the County programs.

Public safety and public health are two more essential business elements of county government. In the past Whitfield County has made significant investments to provide good service, more investment is needed now and in the future. Expect to hear a number of discussions in the coming months that involve the Sheriff, Fire Chief, E911 Director and others about the steps needed to provide cost-effective service levels.

The space here is limited; so, I will close by saying that it is a privilege to serve Whitfield County and work with the cities, towns, service organizations, community groups and individual residents to keep our area a great place to live and work.

Working to keep Whitfield County strong~~Bob

## WHITFIELD COUNTY BOARD OF COMMISSIONERS



**Commissioner, District 1**  
**Mike Cowan**



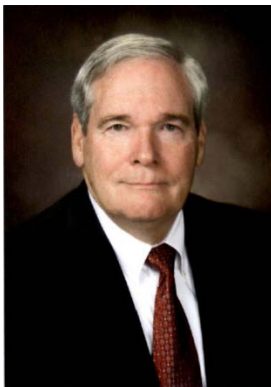
**Commissioner, District 2**  
**Harold Brooker**



**Commissioner, District 3**  
**Randy Waskul**



**Commissioner, District 4**  
**Greg Jones**

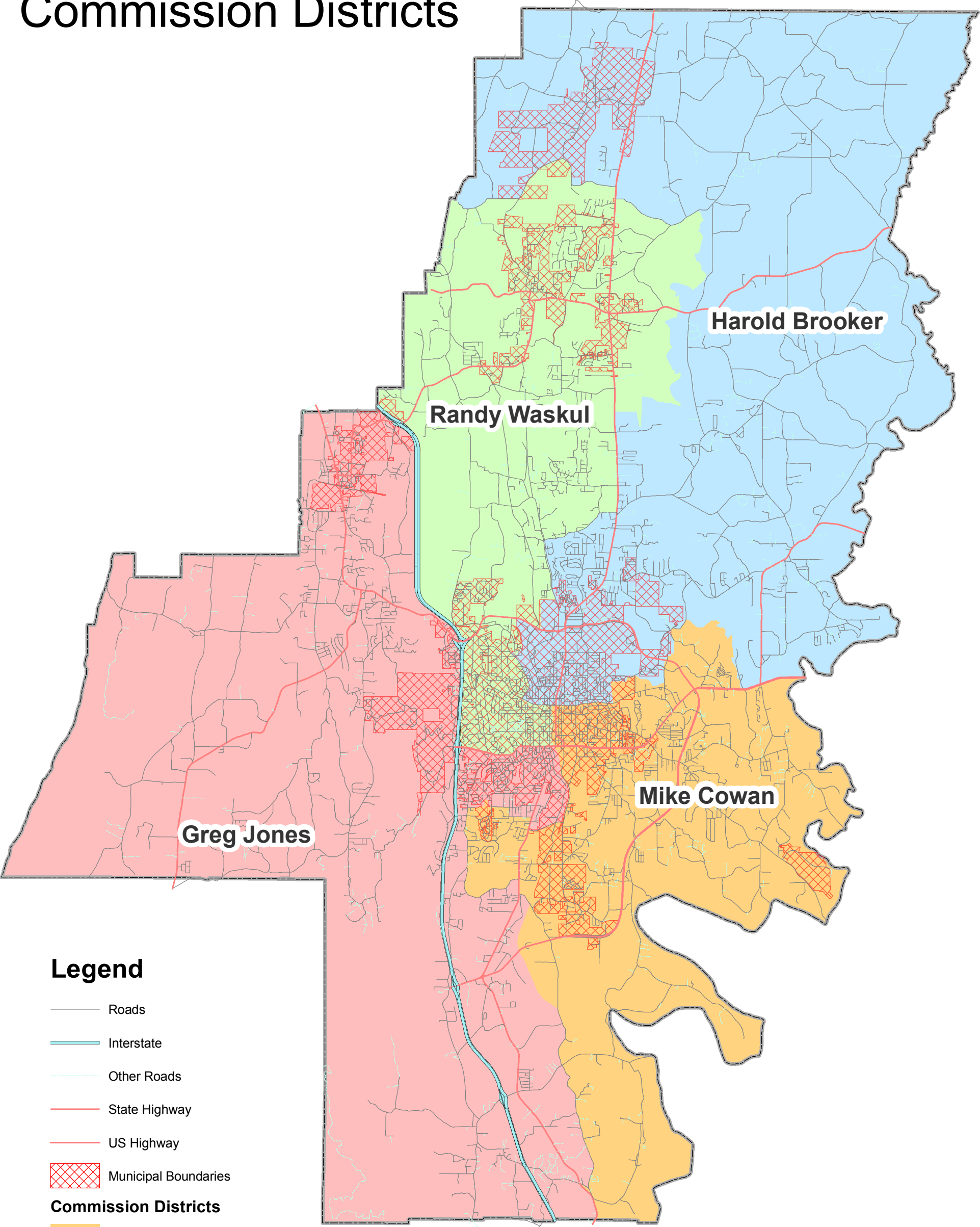


**Commission Chairman**  
**Mike Babb**



**County Administrator**  
**Robert S. McLeod**

# Whitfield County Commission Districts

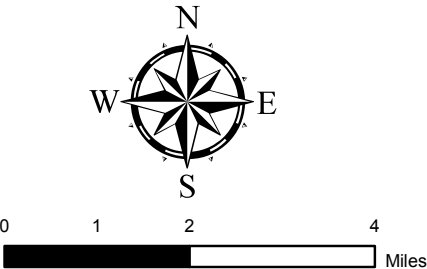


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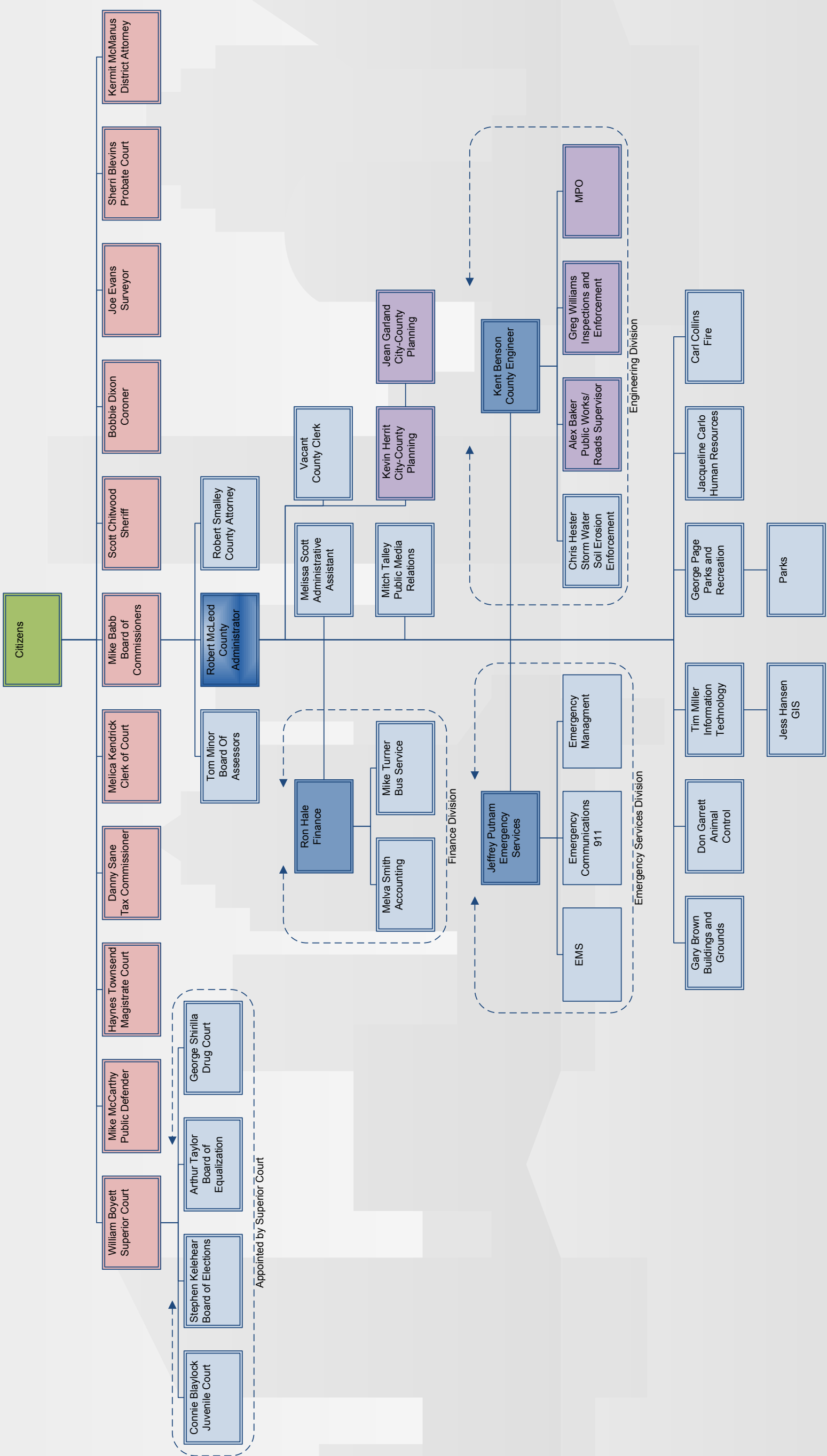
- Roads
- Interstate
- Other Roads
- State Highway
- US Highway
- ▨ Municipal Boundaries

## Commission Districts

- 001
- 002
- 003
- 004



# Whitfield County Government Organizational Chart



# Code of Ethics

## ***Whitfield County Board of Commissioners***

As the duly elected Commissioners of Whitfield County, Georgia, we subscribe to the following Code of Ethics.

1. To continue to maintain honesty in our efforts, by being always mindful of our oath of office and exercising the utmost good faith, fidelity, integrity and impartiality in all our actions.
2. To inform the public on all county operations, activities and issues on a consistent basis.
3. To expend all county income economically for the greatest good of all county residents.
4. To provide a certified annual audit of all county income, expenditures, assets and investments.
5. To continue a budgetary procedure for each county department.
6. To employ only persons found to be properly qualified by training and/or experience for key county jobs.
7. To work with local government agencies, state and federal, to encourage the commercial, cultural and Industrial progress of our county.
8. To affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
9. To be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
10. To recognize that the chief function of local government at all times is to serve the best interests of all people.
11. To seek no favor and to believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is dishonest.
12. To prohibit disbursement of privileged information.

# A RESOLUTION ADOPTING THE 2010 OPERATING BUDGET FOR THE WHITFIELD COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, O.C.G.A. 36-81-6 requires the adoption of a resolution for the appropriation of fund in a fiscal year; and

**WHEREAS**, the provisions of O.C.G.A. 36-81-5 have been complied with;

**NOW, THEREFORE, BE IT RESOLVED**, by the Whitfield County Board of Commissioners, acting in its capacity as the governing authority of Whitfield County, that the 2010 Operating Budget for Whitfield County is as follows:

## GENERAL FUND

| <u>REVENUES</u>                          |                     | <u>EXPENDITURES</u>              |                     |
|------------------------------------------|---------------------|----------------------------------|---------------------|
| <i>Taxes</i>                             | \$34,400,000        | <i>General Government</i>        | \$4,063,284         |
| <i>Licenses and Permits</i>              | 377,500             | <i>Judicial</i>                  | 7,603,533           |
| <i>Intergovernmental Revenue</i>         | 634,500             | <i>Public Safety</i>             | 18,141,893          |
| <i>Charges for Service</i>               | 2,390,100           | <i>Public Works</i>              | 6,883,026           |
| <i>Fines and Forfeitures</i>             | 1,276,000           | <i>Health &amp; Welfare</i>      | 1,320,078           |
| <i>Investment Income</i>                 | 150,000             | <i>Culture &amp; Recreation</i>  | 1,235,920           |
| <i>Contributions/Donations</i>           | 50,000              | <i>Housing &amp; Development</i> | 2,178,577           |
| <i>Miscellaneous Income</i>              | 861,500             | <i>Debt Service</i>              | 915,000             |
| <i>Other Financial Sources</i>           | 108,000             | <i>Other Financing Uses</i>      | 3,417,012           |
|                                          |                     | <i>Contingency</i>               | 975,000             |
| <b>TOTAL REVENUES</b>                    | <b>\$40,247,600</b> |                                  |                     |
| <i>Fund Balance</i>                      | 6,485,723           |                                  |                     |
| <b>TOTAL REVENUES &amp; FUND BALANCE</b> | <b>\$46,733,323</b> | <b>TOTAL EXPENDITURES</b>        | <b>\$46,733,323</b> |

## SPECIAL REVENUE FUNDS

|                       |                    |                           |                    |
|-----------------------|--------------------|---------------------------|--------------------|
| <u>REVENUES</u>       | \$4,962,245        | <u>EXPENDITURES</u>       | \$5,389,594        |
| <i>Fund Balances</i>  | 427,349            |                           |                    |
| <b>TOTAL REVENUES</b> | <b>\$5,389,594</b> | <b>TOTAL EXPENDITURES</b> | <b>\$5,389,594</b> |

## DEBT SERVICE FUND

|                       |                  |                           |                  |
|-----------------------|------------------|---------------------------|------------------|
| <u>REVENUES</u>       | \$0              | <u>EXPENDITURES</u>       | \$885,313        |
| <i>Fund Balance</i>   | 885,313          |                           |                  |
| <b>TOTAL REVENUES</b> | <b>\$885,313</b> | <b>TOTAL EXPENDITURES</b> | <b>\$885,313</b> |

### CAPITAL PROJECTS FUND

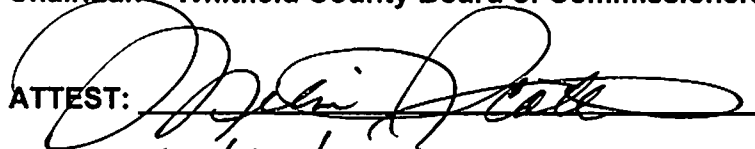
|                                          |                            |                            |                            |
|------------------------------------------|----------------------------|----------------------------|----------------------------|
| <b><u>REVENUES</u></b>                   | <b><u>\$17,920,000</u></b> | <b><u>EXPENDITURES</u></b> | <b><u>\$20,707,000</u></b> |
| Other Financial Sources                  | 2,787,000                  |                            |                            |
| <b>TOTAL REVENUES &amp; FUND BALANCE</b> | <b><u>\$20,707,000</u></b> | <b>TOTAL EXPENDITURES</b>  | <b><u>\$20,707,000</u></b> |

### PROPRIETARY FUNDS

|                                        |                         |                        |                         |
|----------------------------------------|-------------------------|------------------------|-------------------------|
| <b><u>REVENUES</u></b>                 | <b><u>\$390,959</u></b> | <b><u>EXPENSES</u></b> | <b><u>\$508,771</u></b> |
| Other Financial Sources                | 117,812                 |                        |                         |
| <b>TOTAL REVENUES &amp; NET ASSETS</b> | <b><u>\$508,771</u></b> | <b>TOTAL EXPENSES</b>  | <b><u>\$508,771</u></b> |



Chairman - Whitfield County Board of Commissioners

ATTEST: 

DATE: 12/16/09

**WHITFIELD COUNTY, GEORGIA**  
**RESOLUTION FIXING TAX RATE FOR 2009**

The time having arrived for fixing the tax rate to be levied by Whitfield County for the year 2009, it is resolved by the Board of Commissioners of said County that the tax rate for 2009 be, and the same is hereby fixed as follows:

On each \$1,000.00 of property the tax levied is apportioned as follows:


|                                                                                    | <u>MILL</u>   |
|------------------------------------------------------------------------------------|---------------|
| 1. To pay expenditures of the administration of <b>General Government</b>          | 1.903         |
| 2. To pay expenditures of <b>Judicial System</b>                                   | 1.355         |
| 3. To pay expenditures for <b>Public Safety</b> of county residents                | 4.155         |
| 4. To pay expenditures of <b>Public Works</b> including Solid Waste Disposal       | 1.564         |
| 5. To pay expenditures for the <b>Health &amp; Welfare</b> of county residents     | 0.360         |
| 6. To pay expenditures for the <b>Culture &amp; Recreation</b> of county residents | 0.276         |
| 7. To pay expenditures of <b>Housing &amp; Development</b> for county residents    | <u>0.519</u>  |
| <b>COUNTY TOTAL FOR MAINTENANCE &amp; OPERATION &amp; BONDED DEBT</b>              | <b>10.132</b> |

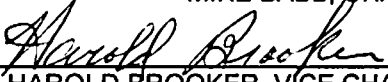
To this total shall be added the State of .25 mills making a total of 10.382 for State and County taxes for the year 2009 on all property assessable for taxation as shown by the Tax Digest, or otherwise located in said County as provided by law. Resolved further, and it is hereby ordered, that upon recommendation of the County Board of Education, set in below, the following taxes for school purposes in Whitfield County are levied for the year 2009.


Countywide School Tax, Fourteen and Seven Tenths, Five Hundredth, and Six Thousandths (14.756) Mills.

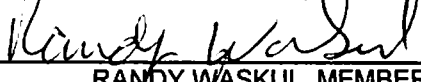
This the 26th day of October 2009.

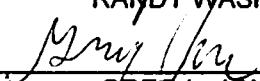
BOARD OF COMMISSIONERS  
WHITFIELD COUNTY, GEORGIA

BY:   
MIKE BABB, CHAIRMAN

BY:   
HAROLD BROOKER, VICE CHAIRMAN

BY:   
MIKE COWAN, MEMBER

BY:   
RANDY WASKUL, MEMBER

BY:   
GREG L. JONES, MEMBER

ATTEST:

  
ROBERT S. MCLEOD, COUNTY ADMINISTRATOR  
WHITFIELD COUNTY, GEORGIA

# **WHITFIELD COUNTY, GEORGIA – OVERVIEW**

## **GENERAL INFORMATION**

Whitfield County is located in the northwest region of Georgia and the population has been estimated to be 93,000+. Whitfield County covers 290 square miles and the greatest distance between boundaries is 26 miles and is known to be the economic hub for this region.

Whitfield County was formed from a portion of Murray County in 1851 becoming Georgia's 97<sup>th</sup> county. It was named for the Reverend George Whitefield, the founder of the Bethesda Orphan House in Savannah. The spelling of the County's name was later changed to reflect the way it was pronounced.

Our County is the gateway to the 150 miles Chieftain's Trail, which trace the path of the Cherokee Indian sites, located in the northwest Georgia area. Dalton/Whitfield County is also known as the "Carpet Capital of the World".

## **Government**

Whitfield County has operated under a Commissioner-Administrator form of government since 1971 known as the Board of Commissioners. Policy-making and legislative authority are vested in the Board of Commissioners that is composed of a Chairman elected at-large and four Commissioners elected one from each of the four districts. Each serve a four year staggered term. The Board is responsible for passing ordinances, adopting yearly budgets, appointing committees, the hiring of the attorney, auditors, and County Administrator in addition to other duties. The County Administrator is responsible for operation, administration and the finances of the County. Each department manager serves along side the Administrator and at the pleasure of the Board of Commissioners to administer the offices and services that are the responsibility of the County. The County Administrator is responsible for the enforcement of all policies and ordinances of the Board of Commissioners.

## **County Services**

Whitfield County provides for and manages a wide range of services that include police protection by way of our Sheriff's Department, Maintenance of roads and other infrastructure, Planning and Zoning, Inspections/Enforcement services, various Court Services, Elections, Building/Grounds maintenance and upkeep, Preservation of Public records and documents, Jail services, Information Technology services including GIS, Emergency Management and 911, Fire protection, Animal Control, Parks and Recreation and more.

## **DESCRIPTION OF FUNDS**

Governmental accounting systems are organized and operated on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts in which to record cash and other financial resources, along with all related liabilities and residual equities or balances. Each fund is segregated for the purpose of carrying on specific activities or attaining certain objectives as designated by Whitfield County. There are three broad categories of funds and seven fund types as promulgated by the Governmental Accounting Standards Board. A description of each fund category and type is presented for your understanding.

### **Governmental Funds**

Governmental funds account for activities with governmental operations. The modified accrual basis of accounting is used to measure the financial resources and uses of County funds. The four types of governmental funds are as follows:

**General Fund** – This fund accounts for all of the financial resources related to the general governmental services of Whitfield County, except those required to be accounted for in another fund.

**Special Revenue Funds** – These funds account for the proceeds from specific revenue sources that are legally restricted to be expended for specified purposes. These funds are usually comprised of federal, state and local governments.

**Capital Projects Funds** – These funds account for financial resources to be used for the acquisition or construction of major capital facilities other than those facilities financed by proprietary funds and trust funds.

**Debt Service Funds** – These funds account for the accumulation of resources for, and the retirement of, general long-term principal and interest.

### **Proprietary Funds**

Proprietary funds are used to account for government activities that are similar to business operations in the private sector. The accrual basis of accounting is used for proprietary funds, and the reporting focus is on determining net income, financial position, and changes in financial position. The two types of proprietary funds are as follows:

**Enterprise Funds** – These funds account for operations that are financed and operated in a manner similar to a private business. The intent of the governing body is that the costs of providing the goods and services to the general public be financed or recovered primarily through user charges. A periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The Whitfield Transit System and Northwest Georgia Trade and Convention Center are included in this category.

**Internal Service Fund** – This fund accounts for the financing of goods or services provided by one department or agency to other departments or agencies of Whitfield County on a cost reimbursement basis. The only fund in this category at the current time is the Workers' Compensation Fund.

### **Fiduciary Funds**

Fiduciary funds account for assets held by the County as a trustee or agent on behalf of another party.

**Trust and Agency Funds** – These funds account for assets held by the County as a trustee or agent for individuals, private organizations, and other governmental units. Agency funds are custodial in nature and do not involve measurement of results of operations. At the current time, Whitfield County does not have a trust fund. The County does not adopt a budget for agency funds.

Whitfield County has adopted budgets for the following funds:

**Governmental Funds**

**General Fund**

**Special Revenue Funds**

- Law Library
- District Attorney's Asset Forfeiture Fund
- Sheriff's Asset Forfeiture Fund
- E-911 Emergency System
- Whitfield County NSBG
- TE Grant – Tunnel Hill
- Conasauga A.D.R. Program
- Divorce Seminar Fund
- Juvenile Service Fund
- Local Victim Assistance Program
- Drug Abuse Treatment and Education Fund
- Bryne/JAG Grant
- CHIP Grant
- Scenic By-Way Grant
- Crime Victim Assistance Grant
- Juvenile Offenders Grant
- Juvenile Court Tutorial Program
- Georgia Civil War Heritage Trails
- Hotel/Motel Tax Fund

**Capital Projects Funds**

- Special Purpose Local Option Sales Tax Fund
- Capital Project Fund (Regular)

**Debt Service Fund**

**Proprietary Funds**

**Enterprise Fund**

- Whitfield Transit System

## **BUDGET PROCESS**

Whitfield County adopts an annual appropriated budget pursuant to the Georgia Code. O.C.G.A. § 36-81-3. The annual budget serves as the foundation for Whitfield County's financial planning and control and requires monitoring throughout the fiscal year. Cost centers are required to keep close track of revenues and spending patterns as the current year progresses. As new ideas and programs are generated, the managers are challenged to project the plans into future year budgets.

Because spending limits are defined, the formal budgeting process is a major controlling influence on the County. The annual appropriated budget of each fund is integrated into the accounting system to ensure budgetary compliance. The use of encumbrance accounting also has been established as a control mechanism to prevent over expenditures.

Budgets for governmental funds have been prepared on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become both measurable and available as net current assets. Expenditures are recognized when the related liability is incurred. Budgets for the proprietary funds are prepared on the accrual basis of accounting. Under this method of accounting, revenues are recognized when earned and expenditures are recognized when incurred.

To provide cost center managers the flexibility to manage their budgets, line-item transfers are allowed with the exception of salaries and benefits. Transfers of appropriations from salaries and benefits, or between cost centers, require the special approval of the governing board.

All cost center budgets herein are line-item budgets based on the Uniform Chart of Accounts for Local Governments in Georgia. Grant-related cost centers are budgeted based on the County's fiscal year; however, the actual grant year may be different. (State and Federal grants often have fiscal years beginning July 1 or October 1 while others run concurrent with the calendar year).

The County's fiscal year begins January 1 and closes on December 31. By State law, property taxes are due sixty days from the notice date. Interest accrues at 1% beginning the day after the due date. A 10% penalty is assessed after 90 days from the due date.

## **Fiscal Year 2010 Budget Schedule**

|                                                                                                                                                                                                      |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Budget Memorandum sent to departments                                                                                                                                                                | September 28             |
| Department review sessions with Administrator                                                                                                                                                        | September/October        |
| Staff reviews FY2010 revenues, expenditures<br>Special programs, personnel requests, capital plans, etc.                                                                                             | September/October        |
| Millage rate set for FY2010                                                                                                                                                                          | October 26               |
| Commissioner Workshops <ul style="list-style-type: none"><li>• Overview Revenues &amp; Expenditures</li><li>• Review &amp; discuss Capital Plan, Personnel Actions &amp; additional topics</li></ul> | October 26<br>December 1 |
| Budget Hearing                                                                                                                                                                                       | December 7               |
| Budget Resolution considered                                                                                                                                                                         | December 14              |

## **Fiscal Year 2010 Budget Assumptions**

- The economy has stabilized ending the recession
- County revenues will stabilize during the last half of FY2010
- New industry will begin. Home construction will start slow growth
- Population counts will stabilize and work force declines seen in FY08/09 will start a recovery in FY10
  - Demands for all types of public safety, courts, and general services will continue at FY09 levels
- No inflationary factors have been added to this Budget except for the following:
  - Medical insurance premiums will increase
  - An increase in Millage Rate is needed; however, economic factors may dictate a constant rate
- The General Fund Capital Budget is presented as a separate Fund
  - The recommended source for the Capital Budget is the Fund Balance
- The threshold for Capital spending will be \$10,000

## **Fiscal Year 2010 Capital Work**

- Ongoing preservation and upgrades of Administrative Buildings #2 and #1
- Upgrade to Dispatch Console & Software for EMA
- Replace 30 year old Fire Engine/Pumper
- Work on Tunnel Hill park and trails, Some Green Space acquisition
- Construction of the Westside Park complex will start at the new site
- Work on the Transportation SPLOST Project will continue. FY10 is the last year of revenue collections though project construction will carry into 2011. The FY10 work will consist of Engineering, property acquisition for new right-of-ways, utility relocation, road construction, and resurfacing & safety improvement projects.

## **Additional Goals and Objectives**

- Support the Joint Development Authority in creating a commerce park to accommodate business diversity
- Working jointly with the City of Dalton, the Trade & Convention Center (TCC) Board and the TCC management company (Global Spectrum) on the preservation and upgrading of this valuable community resource

## **Financial Initiatives for FY2010**

- Continue to review rate structure in fee-based departments such as Inspection & Enforcement and Planning.
- Energy and resource conservation—continue to implement cost savings measures
- Develop better software solutions for:
  - Personnel tracking and evaluation
  - Performance Based Budgeting
- Continue researching health insurance options for future cost savings

## **Fiscal Year 2010 Budget Strategy Phase I**

The FY10 Budget has been reworked to address shortfalls in sales tax and other revenues. The tax transfers coming from the State have been very erratic and estimating the 2010 transfers is difficult.

For FY09, it is estimated that revenues will be \$2M below budgeted forecasts. Operating expenses are estimated to be approximately \$1.5M below budget. Our department heads and elected officials have been doing their best to be very frugal to adjust to the reduced revenues.

The FY10 Strategy is based on the following points:

- The Fund Balance is still strong and can support another year of lower revenues due in large part to having \$8.4M of excess 2001 SPLOST funds. These excess funds HAVE to be used to lower property taxes which the County has satisfied by using them to supplement the 2009 & 2010 budgets without raising taxes.
- The FY10 General Fund Budget approach is to hold spending at current levels - freezing most budgets at 2009 levels
- **Keep the trained and capable work force intact**

Before making major cuts in operational spending it is important to watch the economy and revenues from sales tax through the 1<sup>st</sup> quarter of 2010. Further adjustments can be made on a quarterly basis if the revenues continue to trend downward.

## **Budget Strategy Phase II**

If the revenues decline beyond the forecasts in the FY10 Budget, then additional actions will be required. Capital Projects have already been deferred except for work underway and critical infrastructure work.

The major operational cost is staffing, the County's most valuable asset. Whitfield County has many educated, qualified, certified and experienced personnel that are essential to the efficient delivery of county services. Again, the Phase II Strategy recommendation recognizes and protects the personnel resource and implements a **Furloughing Step** to save operational dollars and retain staff.

Because of State statutes that restricted the County from reducing departmental budgets after the formal approval process, a precautionary step is being taken with this recommendation. This Budget lowers salary costs on the worst case scenario that revenues will be below the forecast level in the Revenue Summary.

As mentioned above, the revenues and expenditures will be closely monitored throughout the year. Toward the end of the 1<sup>st</sup> Quarter, a determination will be made on Furloughs. If needed, the program can be implemented in April. All employees will be furloughed one day per month. The furloughs can be implemented in a staggered process so that office hours and essential functions will not be interrupted.

If the Furloughs are warranted and then revenues improve the Furlough program can be suspended. If the Phase II program isn't needed, then the Budget Expenditures will be amended.

**If implemented, the nine-month savings will be \$750,000.**

In addition to the Furloughs, funding for both the PTO buyback and longevity pay have also been removed from the budgets. If furloughs are enacted but the savings still don't satisfy declining revenues, then either or both of these year-end payments could be eliminated.

**If stopped, the savings will be \$800,000.**

If revenue projections remain constant, then consideration should be given to reinstating funds to pay employee longevity increments and the buyback of vacation (PTO) credits in the November-December time frame.

## **FY10 Operating Budget Actions**

1. Continue to defer filling vacant positions created by the hiring freeze in 2009 but allow hiring for most additional staff turnover.

Listed are departments with vacant positions:

|                          |                      |
|--------------------------|----------------------|
| Tax Commissioner— 1 (PT) | Tax Assessor—1       |
| Buildings & Grounds— 1   | Public Works—8       |
| Sheriff Corrections — 2  | Parks & Rec — 1 (PT) |
| Engineer — 1 (PT)        | 911 — 3 (PT)         |

Total Savings = \$600,000

2. Expenditure lines have been held flat at FY2009 levels.
3. All requests for additional personnel are deferred action (savings \$500k).
4. No Step nor COLA increase is budgeted for the 2<sup>nd</sup> consecutive year (impact annualized is \$900K)
5. No funding for promotions, any positions required will be by voluntary appointments without pay increases, actions to be reviewed quarterly.
6. Evaluate employee medical insurance program for changes in FY2010. Note: Hamilton Medical and local doctors groups are evaluating accepting alternate insurance companies which could open up more options for the County.

Total Operational Initiatives including Personnel Actions could lower FY10 costs by about \$3.5M from 2008 levels.

# Departmental Personnel Request 2010

**Defer all requests, savings \$499,044**

| Department  | Position                   | Status | Proposed Salary | Current Cost | Difference | Total salary + benefits/equip |
|-------------|----------------------------|--------|-----------------|--------------|------------|-------------------------------|
| E-911       | Telecommunicator           | FT     | \$27,297        |              |            | \$43,469                      |
| Fire        | Fire Engineer              | FT     | \$31,426        |              |            | \$47,715                      |
|             | 4 hires Jan-4 hires July   |        |                 |              |            | \$381,720                     |
| Parks & Rec | Park Maint. Worker         | FT     | \$21,785        |              |            | \$34,965                      |
|             | (2 positions)              |        |                 |              |            | \$69,930                      |
| Tax Comm.   | Customer Service Rep.      | FT     | \$24,960        | \$13,144     | \$11,816   | \$26,288                      |
|             | (currently seasonal)       |        |                 |              |            | (difference)                  |
|             | Tax Office Supervisor      | FT     | \$42,307        | \$35,859     | \$6,448    | \$10,247                      |
|             | (increase pay)             |        |                 |              |            | (difference)                  |
|             | Tag Office Supervisor      | FT     | \$43,035        | \$35,859     | \$7,176    | \$9,511                       |
|             | (increase pay)             |        |                 |              |            | (difference)                  |
|             | Finance Specialist         | FT     | \$36,254        | \$30,722     | \$5,533    | \$6,822                       |
|             | (reclassify Bookkeeper)    |        |                 |              |            | (difference)                  |
|             | Operations Manager         | FT     | \$36,254        | \$30,722     | \$5,533    | \$6,822                       |
|             | (reclassify IT Specialist) |        |                 |              |            | (difference)                  |
| TOTAL       |                            |        |                 |              |            | \$499,044                     |

## **Cost of Living Increase (COLA)**

**For 2010, the Cost of Living increase is deferred.**

Normal procedures:

- For planning purposes, a midyear 2% increase was forecasted
- The market and salary conditions need to be evaluated in the spring
- Suggested funding is earmarked in the Contingency

The cost savings of deferring COLA is \$212,100.

## **2010 “Salary Step Increase” Program**

**For 2010, the “Salary Step Increase” is deferred.**

Normal procedures:

- Given a satisfactory personnel evaluation
- Employees will move through the pay scale, instead of always being at the base salary
- Suggest a midyear start for the program
- Need to revamp the Evaluation program to identify below standard performance
- Train evaluators in the proper way to use the evaluation program
  - Need for counseling for below par performance
  - Ability to terminate below par performers
- Suggested funding is earmarked in the Contingency

The cost savings of deferring Salary Step Increase is \$212,100.

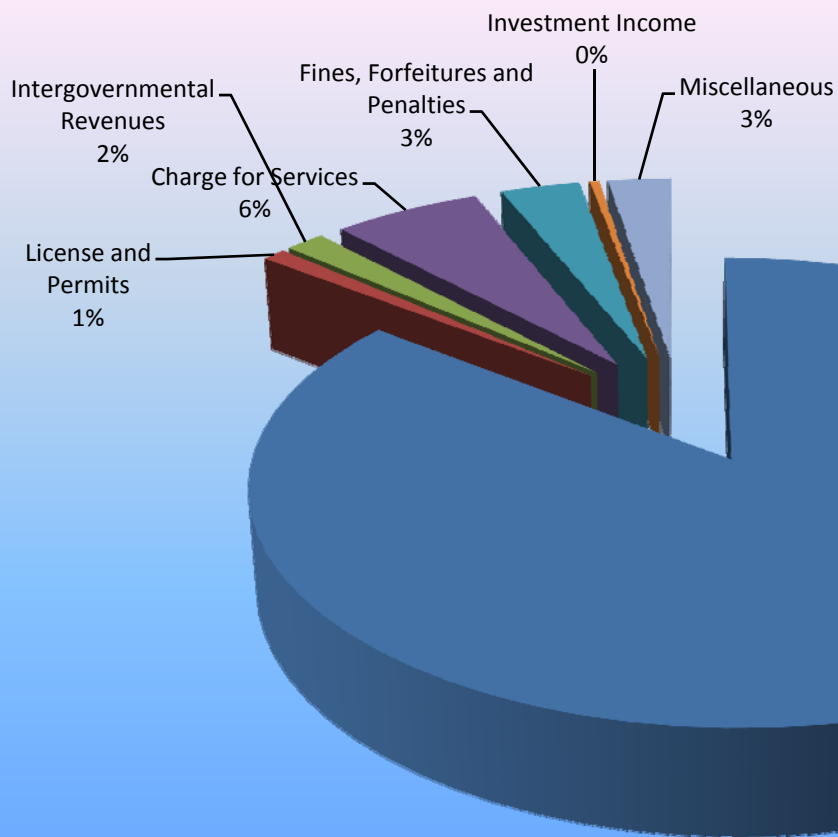
## **HEALTH INSURANCE TABLE**

| <b><u>GROUP HEALTH INSURANCE</u></b> |                    |                    |                      |                      |
|--------------------------------------|--------------------|--------------------|----------------------|----------------------|
|                                      | <b>2007 Actual</b> | <b>2008 Actual</b> | <b>2009 Proposed</b> | <b>2010 Proposed</b> |
| <b>County Cost</b>                   | <b>\$3,993,788</b> | <b>\$3,874,743</b> | <b>\$3,951,144</b>   | <b>4,079,093.00</b>  |

## Revenues by Category

|                                   |           |
|-----------------------------------|-----------|
| • Taxes                           | 85%       |
| • Licenses & Permits              | 1%        |
| • Intergovernmental Revenues      | 2%        |
| • Charges for Services            | 6%        |
| • Fines, Forfeitures, & Penalties | 3%        |
| • Investment Income               | 0%        |
| • Miscellaneous                   | <u>3%</u> |
| = 100%                            |           |

Note—Miscellaneous combines small categories



## Summary of General Fund Revenues

| Description                       | Actual FY2006     | Actual FY2007     | Actual FY2008     | Budgeted FY2009   | Proposed FY2010   |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Departmental Expenditures</b>  |                   |                   |                   |                   |                   |
| <b>Taxes</b>                      |                   |                   |                   |                   |                   |
| Property Taxes                    | \$ 16,036,463     | \$ 16,327,221     | \$ 15,958,870     | \$ 16,150,000     | \$ 16,000,000     |
| Local Option Sales Taxes          | 16,568,983        | 16,414,170        | 15,357,410        | 15,500,000        | 15,000,000        |
| Real Estate Transfer Taxes        | 140,924           | 104,752           | 49,732            | 56,000            | 50,000            |
| Franchise Taxes                   | 317,401           | 341,303           | 333,655           | 328,000           | 330,000           |
| Alcoholic Beverage Taxes          | 425,860           | 424,475           | 433,056           | 389,000           | 400,000           |
| Business License Taxes            | 101,307           | 102,215           | 101,707           | 102,000           | 120,000           |
| Insurance Premium Taxes           | 2,413,822         | 2,538,164         | 2,600,030         | 2,500,000         | 2,500,000         |
|                                   |                   |                   |                   |                   |                   |
| <b>Total Taxes</b>                | <b>36,004,760</b> | <b>36,252,300</b> | <b>34,834,460</b> | <b>35,025,000</b> | <b>34,400,000</b> |
|                                   |                   |                   |                   |                   |                   |
| <b>License and Permits</b>        |                   |                   |                   |                   |                   |
|                                   |                   |                   |                   |                   |                   |
| Alcoholic Beverage Licenses       | 72,750            | 84,800            | 68,100            | 68,000            | 65,000            |
| Zoning                            | 6,322             | 4,804             | 8,869             | 6,100             | 8,000             |
| Land Disturbing Permits           | 24,732            | 11,166            | 6,344             | 4,200             | 4,000             |
| Solicitation Permits              | 480               | 620               | 560               | 500               | 500               |
| Building Inspection Fees          | 254,332           | 349,333           | 193,526           | 204,000           | 300,000           |
|                                   |                   |                   |                   |                   |                   |
| <b>Total Licenses and Permits</b> | <b>358,616</b>    | <b>450,723</b>    | <b>277,399</b>    | <b>282,800</b>    | <b>377,500</b>    |
|                                   |                   |                   |                   |                   |                   |
| <b>Intergovernmental Revenues</b> |                   |                   |                   |                   |                   |
| Federal-MPO (FTA/FHWA)            | -                 | -                 | -                 | -                 | 138,500           |
| Federal-Indirect                  | 14,087            | -                 | 14,040            | 14,000            | 14,000            |
| Federal Payments in Lieu of Taxes | 475,190           | 565,067           | 509,949           | 465,000           | 465,000           |
| GEMA - LEPC                       |                   | 6,575             | -                 |                   |                   |
| State-MPO                         | -                 | -                 | -                 |                   | 17,000            |
| DW Solid Waste Authority          | -                 | 229,228           | -                 | -                 | -                 |
|                                   |                   |                   |                   |                   |                   |
| <b>Total Intergovernmental</b>    | <b>489,277</b>    | <b>800,870</b>    | <b>523,989</b>    | <b>479,000</b>    | <b>634,500</b>    |
|                                   |                   |                   |                   |                   |                   |
| <b>Charge for Services</b>        |                   |                   |                   |                   |                   |
| Clerk of Court                    | 177,712           | 266,003           | 241,153           | 136,000           | 155,000           |
| Probate Court                     | 108,384           | 112,351           | 136,874           | 112,500           | 110,000           |
| Magistrate Court                  | 224,926           | 219,233           | 263,037           | 220,000           | 170,000           |
| Bond Administration               | 72,284            | 69,775            | 58,356            | 28,000            | 37,000            |
| Other Court Related Fees          | 95                | -                 | -                 | -                 | -                 |
| Public Defender Fees              | 2,095             | 600               | 150               | -                 | 1,000             |
| Recording Fees                    | 300,298           | 248,854           | 236,782           | 188,000           | 200,000           |
| Printing and Duplicating Services | 7,552             | 8,105             | 5,592             | 4,000             | 4,000             |
| Motor Vehicle Tag Collection Fees | 115,506           | 120,259           | 105,707           | 141,500           | 140,000           |
| GIS User Fees                     | 15,962            | 12,000            | 12,349            | 8,000             | 8,000             |
| Election Qualifying Fees          | 4,130             | 6,261             | 30,191            | -                 | 1,100             |
| Commission on Tax Collections     | 901,894           | 822,845           | 1,430,098         | 806,500           | 900,000           |
| Fingerprinting Fees               | 7,324             | 3,522             | -                 | -                 | 10,000            |
| Inmate Medical Fees               | 20,297            | 20,993            | 14,858            | 12,600            | 20,000            |
| City of Dalton Fees               | 187,981           | 129,966           | 71,716            | 65,000            | 65,000            |
| State of GA-Inmate Housing        | 172,400           | 217,102           | 256,474           | 91,000            | 220,000           |
| City of T.H.-Inmate Housing       | 10,815            | 11,393            | 6,982             | 6,000             | 7,000             |
| City of Varnell-Inmate Housing    | 7,823             | 9,922             | 11,235            | 4,000             | 9,000             |
| Federal - Inmate Housing          | -                 | -                 | -                 | -                 | 25,000            |
| Other Fees                        | 11,506            | 33,278            | 15,437            | 11,000            | 15,000            |
| Jail Operations (10% Fees)        | 298,001           | 278,828           | 240,154           | 198,000           | 240,000           |
| Public Works-Other                | 245,505           | 61,985            | 33,131            | 31,000            | 30,000            |
| State of Georgia-DOT              | -                 | -                 | 384,983           | 1,300,000         | -                 |
| Animal Control Fees               | 9,337             | 6,454             | 8,164             | 7,500             | 8,000             |
| Court Administrator-Adoption Fees | 1,500             | 250               | 1,500             | 1,500             | 1,500             |

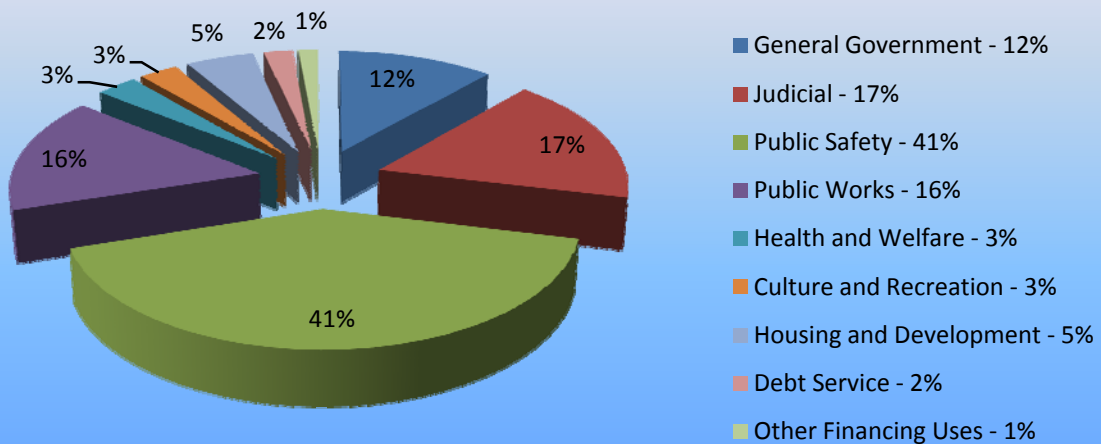
## Summary of General Fund Revenues

| Description                                | Actual FY2006 | Actual FY2007 | Actual FY2008 | Budgeted FY2009 | Proposed FY2010 |
|--------------------------------------------|---------------|---------------|---------------|-----------------|-----------------|
| Clerk of Court-Other Fees                  | 14,706        | 13,626        | 16,520        | 11,000          | 13,500          |
| <b>Total Charge for Services</b>           | 2,918,033     | 2,673,605     | 3,581,443     | 3,383,100       | 2,390,100       |
| <b>Fines, Forfeitures and Penalties</b>    |               |               |               |                 |                 |
| Clerk of Court                             | 409,729       | 465,242       | 518,333       | 313,000         | 410,000         |
| Bond Forfeitures                           | -             | -             | 20,613        | -               | -               |
| Magistrate Court                           | 65,317        | 42,607        | 23,055        | 27,000          | 16,000          |
| Probate Court                              | 929,942       | 840,169       | 743,950       | 708,000         | 830,000         |
| Juvenile Court                             | 26,163        | 24,738        | 16,313        | 30,000          | 20,000          |
| <b>Total Fines and Forfeitures</b>         | 1,431,151     | 1,372,756     | 1,322,264     | 1,078,000       | 1,276,000       |
| <b>Investment Income</b>                   |               |               |               |                 |                 |
| Interest on Investments                    | 546,921       | 890,756       | 561,180       | 390,000         | 150,000         |
| <b>Total Investment Income</b>             | 546,921       | 890,756       | 561,180       | 390,000         | 150,000         |
| <b>Contributions &amp; Donations</b>       |               |               |               |                 |                 |
| Friends of the Greenhouse                  | 47,749        | 49,902        | 55,942        | 50,000          | 50,000          |
| <b>Total Contributions &amp; Donations</b> | 47,749        | 49,902        | 55,942        | 50,000          | 50,000          |
| <b>Miscellaneous</b>                       |               |               |               |                 |                 |
| Rent-U.S. Government                       | 5,915         | 5,460         | 5,460         | 5,000           | 5,000           |
| Rent-Other                                 | 5,675         | 8,135         | 8,861         | 4,500           | 4,500           |
| Telephone Commissions                      | 162,412       | 137,237       | 125,245       | 59,000          | 135,000         |
| Reimbursement of Damaged Property          | 18,484        | 14,484        | 15,183        | -               | -               |
| Recreation Activity Fees                   | -             | -             | -             | 50,000          | 20,000          |
| Other Revenue                              | 68,979        | 61,904        | 74,806        | 43,000          | 43,000          |
| W.C. Board of Education                    | 123,541       | 279,595       | 150,929       | 161,000         | 161,000         |
| Murray County Board of Commission          | 304,859       | 262,367       | 272,675       | 298,000         | 298,000         |
| State of Georgia-Other                     | 139,434       | 138,726       | 172,214       | 134,500         | 135,000         |
| Federal Funds-Other                        | 18,383        | 35,658        | 36,917        | 59,000          | 60,000          |
| Forsyth County                             | -             | 55,541        | -             | -               | -               |
| <b>Total Miscellaneous</b>                 | 847,682       | 999,107       | 862,290       | 814,000         | 861,500         |
| <b>Other Financing Sources</b>             |               |               |               |                 |                 |
| Transfer In-Victims of Crime Act Asst      | 40,377        | 33,983        | 29,653        | 27,500          | 27,500          |
| Transfer In-5% Victim Asst Program         | 89,020        | 92,159        | 83,735        | 80,500          | 80,500          |
| Transfer In-Vote Ed Grant                  | -             | -             | 3,942         | -               | -               |
| Sale of Fixed Assets                       | -             | 41,461        | 6,786         | -               | -               |
| Transfer In-Debt Service                   | 2,935         | -             | -             | -               | -               |
| <b>Total Other Financing Sources</b>       | 132,332       | 167,603       | 124,116       | 108,000         | 108,000         |
| <b>TOTAL REVENUE</b>                       | 42,776,521    | 43,657,622    | 42,143,083    | 41,609,900      | 40,247,600      |

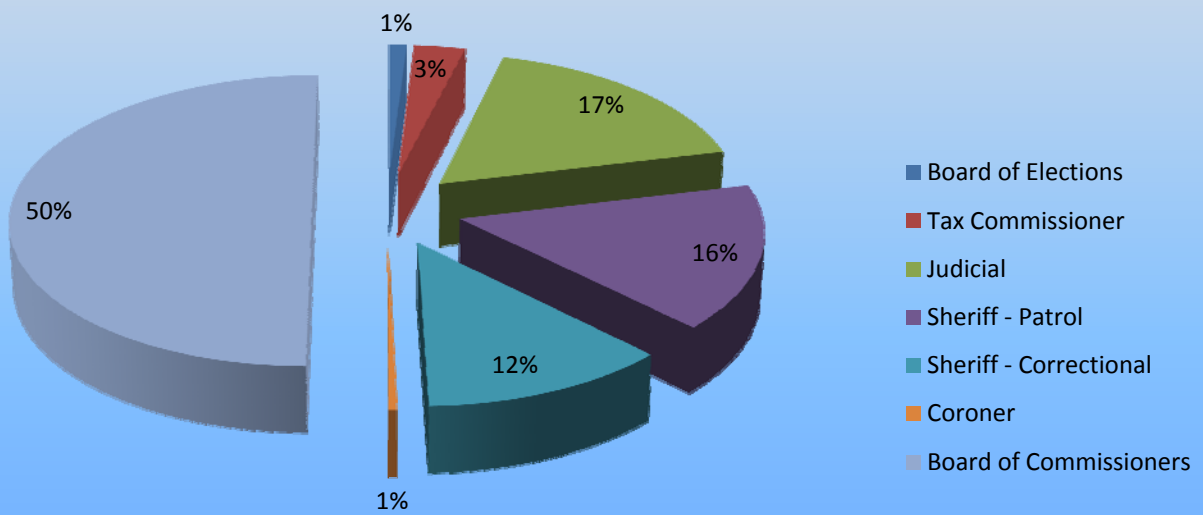
## Expenditures by Category

|                         |           |
|-------------------------|-----------|
| • General Government    | 12%       |
| • Judicial              | 17%       |
| • Public Safety         | 41%       |
| • Public Works          | 16%       |
| • Health & Welfare      | 3%        |
| • Culture & Recreation  | 3%        |
| • Housing & Development | 5%        |
| • Debt Service          | 2%        |
| • Other Financing Uses  | <u>1%</u> |
|                         | = 100%    |

### FY10 - Expenditures by Catagory



## BUDGET COMPARISON CONSTITUTIONAL ELECTED OFFICIALS USE VS BOARD OF COMMISSIONERS CONTROL



## Summary of General Fund Expenditures

| Description                                    | Actual<br>FY2006 | Actual<br>FY2007 | Actual<br>FY2008 | Budget<br>FY2009 | Proposed<br>FY2010 |
|------------------------------------------------|------------------|------------------|------------------|------------------|--------------------|
| <b>Departmental Expenditures</b>               |                  |                  |                  |                  |                    |
| <b>General Government:</b>                     |                  |                  |                  |                  |                    |
| Board of Elections                             | \$ 309,771       | \$ 287,457       | \$ 391,638       | \$ 368,073       | \$ 430,080         |
| Board of Commissioners (Admin & HR only 09/10) | 753,736          | 887,471          | 1,168,796        | 786,615          | 793,047            |
| Finance (in BOC Budget until 2009)             | -                | -                | -                | 419,745          | 414,637            |
| Information Technology                         | 1,083,974        | 1,342,930        | 1,176,646        | 1,078,612        | 1,099,459          |
| Tax Commissioner                               | 1,122,362        | 1,085,974        | 1,160,474        | 1,305,664        | 1,307,122          |
| Tax Assessor                                   | 886,262          | 1,067,915        | 1,243,728        | 1,460,836        | 1,423,206          |
| Board of Equalization                          |                  |                  |                  |                  | 14,000             |
| Buildings and Grounds                          | 1,642,141        | 1,453,620        | 1,478,051        | 1,460,539        | 1,409,617          |
| Non-departmental -                             |                  |                  |                  |                  |                    |
| Contingency                                    | -                | -                | -                | 975,000          | 975,000            |
| Requested Personnel                            |                  |                  | -                | -                | -                  |
| Step Increase Midyear                          |                  |                  | -                | -                | -                  |
| COLA Midyear                                   |                  |                  | -                | -                | -                  |
| Attorney Fees                                  | 167,547          | 157,758          | 150,247          | 185,000          | 185,000            |
| Risk Management                                | 436,945          | 479,988          | 365,917          | 500,000          | 500,000            |
| Audit Fees                                     | 165,000          | 106,014          | 105,598          | 115,000          | 103,500            |
| General Administration Dues                    | 62,384           | 62,929           | 64,754           | 68,500           | 68,500             |
| Communication Director                         | -                | 21,258           | 27,241           | 21,000           | 31,876             |
|                                                |                  |                  |                  |                  |                    |
| Less Allocations                               |                  |                  |                  | (3,745,510)      | (3,716,760)        |
| Total General Government                       | 6,630,122        | 6,953,314        | 7,333,090        | 4,999,073        | 5,038,284          |
|                                                |                  |                  |                  |                  |                    |
| <b>Judicial:</b>                               |                  |                  |                  |                  |                    |
| Judicial Administration                        | 466,468          | 521,860          | 517,636          | 1,286,577        | 1,237,049          |
| Judge Morris                                   | 42,944           | 43,786           | 45,795           | 60,171           | 58,852             |
| Judge Boyett                                   | 42,686           | 48,081           | 48,957           | 56,971           | 55,666             |
| Judge Adams                                    | 41,889           | 48,497           | 49,161           | 57,521           | 56,204             |
| Judge Partain                                  | 43,395           | 51,317           | 55,055           | 59,371           | 58,058             |
| Drug Court                                     | -                | -                | -                | 69,328           | 171,212            |
| Clerk of Superior Court                        | 830,434          | 817,535          | 843,610          | 1,092,231        | 1,073,273          |
| District Attorney                              | 952,220          | 1,014,629        | 1,118,583        | 1,327,208        | 1,301,260          |
| Magistrate Court                               | 802,141          | 859,392          | 911,716          | 1,071,600        | 1,073,921          |
| Probate Court                                  | 426,408          | 447,901          | 493,716          | 617,152          | 597,136            |
| Juvenile Court                                 | 858,075          | 885,478          | 977,842          | 1,182,948        | 1,209,159          |
| Public Defender                                | 589,330          | 584,008          | 615,251          | 717,945          | 711,743            |
| Total Judicial                                 | 5,095,990        | 5,322,484        | 5,677,322        | 7,599,023        | 7,603,533          |
|                                                |                  |                  |                  |                  |                    |
| <b>Public Safety:</b>                          |                  |                  |                  |                  |                    |
| Sheriff's Department                           | 5,832,658        | 6,295,997        | 6,879,115        | 7,155,066        | 7,096,576          |
| Correctional Center                            | 4,636,788        | 5,050,411        | 5,168,613        | 5,400,109        | 5,355,864          |
| Fire Department                                | 4,461,437        | 4,196,611        | 4,417,429        | 4,684,165        | 4,679,337          |
| Coroner                                        | 123,501          | 124,157          | 120,251          | 171,407          | 168,798            |
| Animal Control                                 | 161,674          | 168,691          | 177,883          | 202,827          | 197,384            |
| Emergency Management                           | 121,645          | 39,603           | 135,035          | 99,453           | 157,934            |
| Emergency Medical Services                     | 650,331          | 674,430          | 694,627          | 380,000          | 485,000            |
| American Red Cross                             | -                | -                | 1,000            | 1,000            | 1,000              |
| Total Public Safety                            | 15,988,034       | 16,549,900       | 17,593,953       | 18,094,027       | 18,141,893         |
|                                                |                  |                  |                  |                  |                    |
| <b>Public Works:</b>                           |                  |                  |                  |                  |                    |
| Public Works                                   | 6,947,034        | 6,846,390        | 6,249,194        | 6,426,660        | 6,280,026          |
| Solid Waste Disposal                           | 418,168          | 428,589          | 411,020          | 425,000          | 425,000            |
| Payments to Cohutta/Varnell/Tunnel Hill        | 178,000          | 178,000          | 178,000          | 178,000          | 178,000            |
| Total Public Works                             | 7,543,202        | 7,452,979        | 6,838,214        | 7,029,660        | 6,883,026          |
|                                                |                  |                  |                  |                  |                    |
| <b>Health and Welfare:</b>                     |                  |                  |                  |                  |                    |
| Board of Health                                | 200,000          | 1,200,000        | 1,200,000        | 1,200,000        | 950,000            |

## Summary of General Fund Expenditures

| Description                                                        | Actual<br>FY2006 | Actual<br>FY2007 | Actual<br>FY2008 | Budget<br>FY2009 | Proposed<br>FY2010 |
|--------------------------------------------------------------------|------------------|------------------|------------------|------------------|--------------------|
| Family Support Council                                             | -                | 5,400            | 5,400            | 5,400            | 5,400              |
| Dept. of Family and Children Services                              | 148,678          | 148,678          | 148,678          | 148,678          | 148,678            |
| Georgia Dept. of Veterans Services                                 | -                | 984              | 984              | 1,000            | 1,000              |
| Indigent Funeral Expense                                           | 68,900           | 60,300           | 82,000           | 65,000           | 65,000             |
| Senior Citizens                                                    | 141,745          | 150,000          | 150,000          | 150,000          | 150,000            |
| Total Health and Welfare                                           | 559,323          | 1,565,362        | 1,587,062        | 1,570,078        | 1,320,078          |
| <b>Culture and Recreation:</b>                                     |                  |                  |                  |                  |                    |
| Parks & Recreation Department                                      | 756,268          | 806,310          | 884,273          | 1,001,922        | 1,009,920          |
| Dalton Regional Library                                            | 226,000          | 226,000          | 226,000          | 226,000          | 226,000            |
| Total Culture and Recreation                                       | 982,268          | 1,032,310        | 1,110,273        | 1,227,922        | 1,235,920          |
| <b>Housing and Development:</b>                                    |                  |                  |                  |                  |                    |
| County Extension Service                                           | 78,393           | 94,824           | 131,229          | 124,384          | 154,643            |
| Inspection & Enforcement                                           | 486,419          | 655,508          | 573,858          | 638,802          | 605,078            |
| County Engineer                                                    | -                | 180,542          | 162,130          | 241,006          | 314,506            |
| County Planner                                                     | -                | -                | 43,108           | 79,704           | 162,460            |
| MPO                                                                | -                | -                | -                | -                | 165,781            |
| Non-departmental -                                                 |                  |                  |                  |                  |                    |
| Timber Protection                                                  | 3,107            | 3,345            | 3,107            | 3,600            | 3,600              |
| D/W Community Development Corp.                                    | 46,606           | 90,734           | 92,250           | 140,873          | 176,149            |
| Economic Development (DW JDA)                                      | 135,570          | 142,500          | 157,250          | 159,250          | 159,250            |
| Northwest Georgia Trade Center                                     | 360,341          | 369,500          | 195,000          | 225,000          | 255,000            |
| CVB (Convention & Visitors Bureau)                                 |                  |                  | 173,360          | 173,360          | 173,360            |
| Tunnel Hill Heritage                                               |                  |                  | 8,750            | 8,750            | 8,750              |
| Total Housing and Development                                      | 1,110,436        | 1,536,953        | 1,540,042        | 1,794,729        | 2,178,577          |
| <b>Debt Service</b>                                                | 374,191          | -                | -                | -                | 915,000            |
| Sub-Total                                                          | 38,283,566       | 40,413,302       | 41,679,956       | 42,314,512       | 43,316,311         |
| <b>Other Financing Uses</b>                                        |                  |                  |                  |                  |                    |
| Transfer to County Road Projects Fund                              | 311,228          | 663,317          | -                | -                | -                  |
| Transfer to E-911 Fund                                             | 626,149          | 1,203,877        | -                | 941,933          | -                  |
| Transfer to Whitfield Transit                                      | 9,015            | 35,591           | 76,196           | 90,000           | 117,812            |
| Transfer to Trade Center                                           | 510,026          | 505,949          | 507,162          | 507,200          | 507,200            |
| Transfer to Mental Health Grant                                    | 2,379            | 5,053            | 5,090            | 5,000            | 5,000              |
| Transfer to D.U.I Task Force                                       | 93,709           | -                | -                | -                | -                  |
| Transfer to Drug Court ( <b>Put in Gen Fund</b> )                  | 56,802           | 62,766           | 69,795           | -                | -                  |
| Transfer to Capital Projects                                       | -                | -                | 8,490,800        | -                | -                  |
| Transfer to ABPP Grant - (American Battlefield Protection Program) | 6,210            | -                | -                | -                | -                  |
| Transfer to Scenic By-Way Grant                                    | 56,951           | -                | 4,979            | -                | -                  |
| Transfer to Urban/Comm Forestry Grant                              | -                | 3,210            | -                | -                | -                  |
| Transfer to TE Grant - Tunnel Hill                                 | -                | -                | 20,629           | -                | -                  |
| Total transfers                                                    | 1,672,469        | 2,479,763        | 9,174,651        | 1,544,133        | 630,012            |
| <i>Total less Capital Transfer</i>                                 | 39,956,035       | 42,893,065       | 42,363,807       | 43,858,645       | 43,946,323         |
| Grand Total                                                        | 39,956,035       | 42,893,065       | 50,854,607       | 43,858,645       | 43,946,323         |

## **INDIRECT COST CENTER ALLOCATION**

Indirect costs are allocated to the direct cost centers in the following manner:

1. Information Technology - The Information Technology services are responsible for providing and maintaining the County's network computer system and aid in software selection and training. This department works from a budget all its own. The IT allocations are based on the number of PC's in each department.
2. Board of Commissioners – (a) General Administration and Human Resources (HR) and (b) Finance and Accounting:
  - (a) General Administration/Personnel - General Administration of the Whitfield County Board of Commissioners offices consists of the office of the County Administrator, Executive Assistant and the Clerk of Commissioners. The Personnel-HR division is responsible for recruitment, testing, interview assistance and on with assisting in the selection of County employees on an as needed basis. Personnel records are managed and employee benefits are coordinated for all County employees. Additional tasks include administrative assistance with regard to insurance risk management and Countywide training programs. This department works from a budget all its own. The General Administration/Personnel allocations are based on the number of employees in each department.
  - (b) Finance and Accounting - The Accounting division provides accounting services for all cost centers. This division records revenues and expenses, provides prepared financial statements, provides payroll services, participates in the budget preparation and monitors investments. The finance office also reviews and approves all invoices and disburses County funds. The office had the duty to audit all cash accounts of the County. This department works from a budget all its own. The Finance Department allocations are based on the number of employees in each department.
3. Building & Grounds - The Building & Grounds division provides maintenance and custodial service for the various facilities owned by Whitfield County. This department works from a budget all its own. The Building & Grounds allocations are based on square footage and by departments.

## 2009 Indirect Cost Allocations

| Dept                           | Information Technology |            |              | Board of Commissioners |            |              | Building & Grounds |            |              | Total        |
|--------------------------------|------------------------|------------|--------------|------------------------|------------|--------------|--------------------|------------|--------------|--------------|
|                                | # of PC's              | % of Total | \$ 1,099,459 | # of EE's              | % of Total | \$ 1,207,684 | Sq Feet            | % of Total | \$ 1,409,617 |              |
| 911                            | 21                     | 4.39%      | 48,266       | 34                     | 5.96%      | 71,978       |                    |            |              | 120,244.00   |
| Animal Control                 | 2                      | 0.42%      | 4,618        | 4                      | 0.70%      | 8,454        |                    |            |              | 13,072.00    |
| Board of Elections             | 7                      | 1.46%      | 16,052       | 7                      | 1.23%      | 14,855       | 4300               | 2.87%      | 40,456       | 71,363.00    |
| Clerk of Superior Court        | 34                     | 7.11%      | 78,172       | 17                     | 2.98%      | 35,989       | 13536              | 9.04%      | 127,429      | 241,590.00   |
| Communications                 | 1                      | 0.21%      | 2,309        | 1                      | 0.18%      | 2,174        | 0                  | 0.00%      | -            | 4,483.00     |
| CDC                            | 8                      | 1.67%      | 18,361       |                        |            |              | 1800               | 1.20%      | 16,915       | 35,276.00    |
| Coroner                        | 3                      | 0.63%      | 6,927        | 1                      | 0.18%      | 2,174        |                    |            |              | 9,101.00     |
| District Attorney              | 30                     | 6.28%      | 69,046       |                        |            |              | 11000              | 7.35%      | 103,607      | 172,653.00   |
| Drug Court                     | 7                      | 1.46%      | 16,052       | 1                      | 0.18%      | 2,174        | 9000               | 6.01%      | 84,718       | 102,944.00   |
| EMA                            | 24                     | 5.02%      | 55,193       | 1                      | 0.18%      | 2,174        |                    |            |              | 57,367.00    |
| Engineer                       | 5                      | 1.05%      | 11,544       | 5                      | 0.88%      | 10,628       | 0                  | 0.00%      | -            | 22,172.00    |
| Extension Office               | 8                      | 1.67%      | 18,361       | 6                      | 1.05%      | 12,681       | 0                  | 0.00%      | -            | 31,042.00    |
| Fire                           | 32                     | 6.69%      | 73,554       | 65                     | 11.40%     | 137,676      |                    |            |              | 211,230.00   |
| Inspection & Enforcement       | 16                     | 3.35%      | 36,832       | 7                      | 1.23%      | 14,855       | 5300               | 3.54%      | 49,900       | 101,587.00   |
| Juvenile Court                 | 25                     | 5.23%      | 57,502       | 16                     | 2.80%      | 33,815       | 11800              | 7.88%      | 111,078      | 202,395.00   |
| Magistrate Court               | 14                     | 2.93%      | 32,214       | 13                     | 2.28%      | 27,535       | 9360               | 6.25%      | 88,101       | 147,850.00   |
| MPO                            | 0                      | 0.00%      | -            | 2                      | 0.35%      | 4,227        |                    |            |              | 4,227.00     |
| Parks & Recreation             | 3                      | 0.63%      | 6,927        | 12                     | 2.11%      | 25,482       |                    |            |              | 32,409.00    |
| Planner                        | 4                      | 0.84%      | 9,235        | 2                      | 0.35%      | 4,227        | 0                  | 0.00%      | -            | 13,462.00    |
| Probate Court                  | 16                     | 3.35%      | 36,832       | 9                      | 1.58%      | 19,081       | 8100               | 5.41%      | 76,260       | 132,173.00   |
| Public Defender                | 17                     | 3.56%      | 39,141       |                        |            |              | 3300               | 2.20%      | 31,012       | 70,153.00    |
| Public Works                   | 11                     | 2.30%      | 25,288       | 95                     | 16.67%     | 201,321      |                    |            |              | 226,609.00   |
| Sheriff's Office - Admin       | 49                     | 10.25%     | 112,695      | 114                    | 20.00%     | 241,537      |                    |            |              | 354,232.00   |
| Sheriff's Office - Corrections | 40                     | 8.37%      | 92,025       | 85                     | 14.91%     | 180,066      |                    |            |              | 272,091.00   |
| Sheriff's Office - Courthouse  | 5                      | 1.05%      | 11,544       |                        |            |              | 2160               | 1.44%      | 20,298       | 31,842.00    |
| Superior Court Admin           | 29                     | 6.07%      | 66,737       | 10                     | 1.75%      | 21,134       | 56850              | 38.00%     | 535,654      | 623,525.00   |
| Tax Assessor                   | 34                     | 7.11%      | 78,172       | 28                     | 4.91%      | 59,297       | 8114               | 5.42%      | 76,401       | 213,870.00   |
| Tax Commissioner               | 31                     | 6.49%      | 71,355       | 24                     | 4.21%      | 50,843       | 5080               | 3.39%      | 47,788       | 169,986.00   |
| Transit                        | 2                      | 0.41%      | 4,505        | 11                     | 1.93%      | 23,307       | 0                  | 0.00%      | -            | 27,812.00    |
|                                | 478                    | 100.00%    | \$ 1,099,459 | 570                    | 100.00%    | \$ 1,207,684 | 149700             | 100.00%    | \$ 1,409,617 | 3,716,760.00 |

# BOARD OF ELECTIONS

## **Mission**

The mission of the Board of Elections is to provide an efficient means for citizens to cast a vote, to ensure an accurate list of voters, and to actively promote voter education, thus instilling confidence that public officials are properly elected.

## **Goals**

- Prepare, conduct and administer all elections in Dalton-Varnell-Whitfield County
- Provide for proper maintenance and security of voting equipment
- Prepare, deliver, and oversee absentee balloting for all elections including adhering to federal and state guidelines for military and overseas voters
- Obtain, maintain and safeguard the registration of all eligible voters for all elections; to do this accurately and legally and with the least amount of inconvenience to voters; and to adequately function as a public relations and information facility at all times
- Establish and maintain precinct lines, controlling any disproportionate inequities in population to include redistricting due to representative district line shifts and the Census
- Continually evaluate and survey polling locations to ensure handicap accessibility, and to try to alleviate long lines on election day by ensuring that sites are properly suited and staffed

## Budget Summary

Department/Cost Center:

**Board of Elections**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 195,702               | \$ 221,393               | \$ 207,118                | \$ 225,807                  |
| Travel                      | 2,937                    | 4,071                    | 5,000                     | 5,000                       |
| Office Supplies             | 29,584                   | 40,768                   | 27,550                    | 38,550                      |
| Furniture/Equipment         | 1,973                    | -                        | 1,000                     | 1,000                       |
| Legal/Contract Services     | 29,679                   | 68,103                   | 30,000                    | 56,360                      |
| Operating Supplies          | 1,574                    | 1,829                    | 1,500                     | 2,000                       |
| Maintenance                 | 25,636                   | 54,548                   | 27,850                    | 27,850                      |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 372                      | 925                      | 2,150                     | 2,150                       |
| Sub-Total                   | 287,457                  | 391,638                  | 302,168                   | 358,717                     |
| Plus: Indirect Costs        | -                        | -                        | 63,617                    | 71,363                      |
| Total                       | \$ 287,457               | \$ 391,638               | \$ 365,785                | \$ 430,080                  |

## **BOARD OF COMMISSIONERS General Administration**

### **Mission**

The mission of the Whitfield County Board of Commissioners and Staff is to perform our duties in a manner that reflect our dedication and progressive commitment to the citizens in all county matters to better enhance the quality of life for all.

Our goal is to be fully responsive to the needs of the county in striving to enhance the services currently provided. We will consistently look for ways to add value and continue our commitment in partnership with the various community resource agencies to ensure effective county government and the best service possible.

# **BOARD OF COMMISSIONERS**

## **Human Resources Department (HR)**

### **Mission**

The mission of the Human Resources Department is to create an environment that motivates employees to contribute to County objectives; to provide programs that have a positive impact on the County's ability to attract, develop and retain a talented & diverse workforce; and in doing so maintain a County that is viable and productive for its citizens.

The Human Resources Department exists to provide competent, courteous, and professional assistance to all County departments and elective offices. The office provides employee recruitment and selection services, payroll services, employee benefit procurement and claims resolution services, risk management services, employee training and skill development services, and employee records management services. The HR Office is also responsible for labor relations, conflict resolution, benefits administration, employee recognition programs, implementation of a comprehensive performance appraisal program, development and administration of employee related policies and ordinances, coordination of the County's safety and loss prevention program, and employee communication efforts.

### **Goals**

- To conduct annual staff development training sessions for all employees
- To ensure that the salaries paid to County employees are both attractive and competitive in the job market
- To maintain accurate and complete personnel records
- To be responsive to questions and concerns of employees regarding all aspects of their employee/employer relationship
- To attract & retain high quality employees through innovative recognition and reward programs
- To provide employee health improvement awareness opportunities
- To identify specific succession/promotion opportunities for employees

## Budget Summary

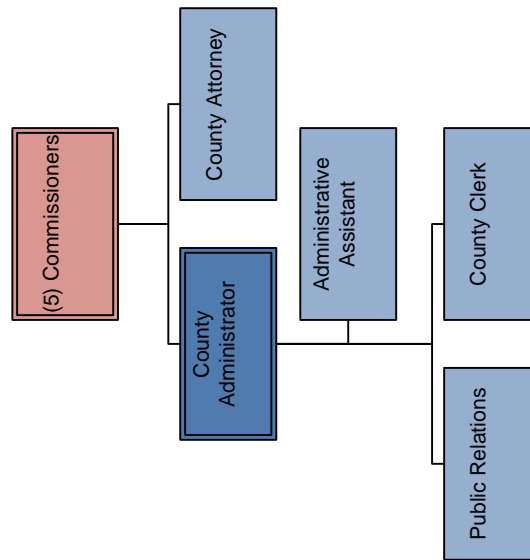
Department/Cost Center:

**Board of Commissioners - General Administration & HR**

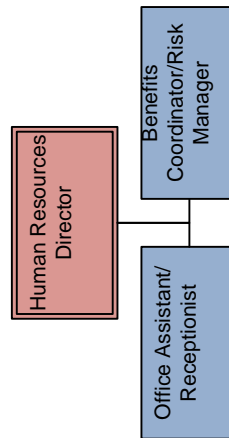
| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 550,265               | \$ 703,689               | \$ 552,753                | \$ 559,185                  |
| Travel                      | 56,053                   | 64,700                   | 77,650                    | 77,650                      |
| Office Supplies             | 17,518                   | 20,507                   | 13,000                    | 13,000                      |
| Furniture/Equipment         | 12,499                   | 2,023                    | 400                       | 400                         |
| Legal/Contract Services     | 18,501                   | 7,940                    | 43,562                    | 43,562                      |
| Operating Supplies          | 9,970                    | 15,673                   | 19,000                    | 19,000                      |
| Maintenance                 | 9,569                    | 7,875                    | 39,000                    | 39,000                      |
| Vehicle Expense             | -                        | 542                      | 1,500                     | 1,500                       |
| Consultant                  | 27,658                   | 6,088                    | 3,000                     | 3,000                       |
| Miscellaneous               | 34,163                   | 38,852                   | 36,750                    | 36,750                      |
| Sub-Total                   | 736,196                  | 867,889                  | 786,615                   | 793,047                     |
| Less: Indirect Costs        | -                        | -                        | (786,615)                 | (793,047)                   |
| Total                       | \$ 736,196               | \$ 867,889               | \$ -                      | \$ -                        |

Note: 2006-2008 Includes Finance & Accounting

## Whitfield County Board of Commissioners



## Whitfield County Human Resources



# **FINANCE DEPARTMENT**

## **Mission**

The Finance and Accounting Department is responsible for managing the financial operations of the County. Our mission is to perform all duties successfully to ensure the effective and efficient processing of all financial transactions, the accurate reporting of the government financial condition, and the sound financial position of the County.

The Finance and Accounting Department maintains the financial records for all County funds. Responsibilities include payroll services, accounts payable, accounts receivable, purchase orders, bid process, capital assets, alcoholic beverage licenses, the consolidated annual comprehensive financial report (CAFR), grants, general ledger, and coordinate the budget process.

## **Goals**

- To provide all departments with timely and reliable financial information
- To provide financial guidance to all Department Heads/Elected Officials to assure conformance with County policies, GASB pronouncements, and generally accepted accounting principles
- To maintain high standards of productivity and efficiency
- To develop and maintain a financial policy/procedure manual
- To process & pay County bills timely
- To maintain the "Certificate of Achievement for Excellence in Financial Reporting"
- Provide timely and accurate interim financial information to the Board of Commissioners to aid in any necessary budget adjustments or furloughs

## Budget Summary

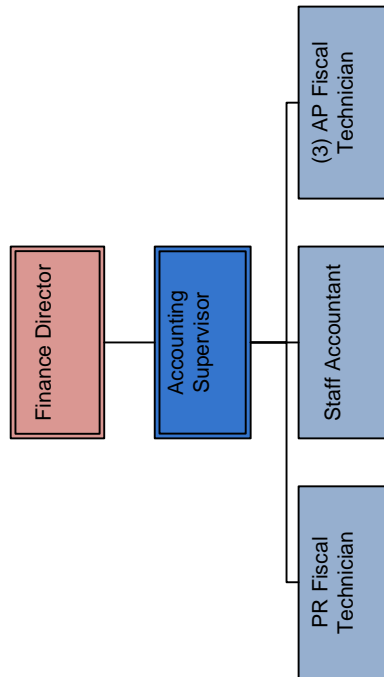
Department/Cost Center:

**Finance and Accounting Department**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 703,689               | \$ 878,235               | \$ 363,045                | \$ 357,937                  |
| Travel                      | 64,700                   | 91,099                   | 4,650                     | 4,650                       |
| Office Supplies             | 20,506                   | 23,171                   | 14,000                    | 14,000                      |
| Furniture/Equipment         | 2,023                    | 12,232                   | 1,200                     | 1,200                       |
| Legal/Contract Services     | 7,940                    | 43,720                   | -                         | -                           |
| Operating Supplies          | 15,673                   | 27,431                   | -                         | -                           |
| Maintenance                 | 7,875                    | 42,898                   | 28,000                    | 28,000                      |
| Vehicle Expense             | 542                      | 1,269                    | -                         | -                           |
| Consultant                  | 6,088                    | 8,294                    | -                         | -                           |
| Miscellaneous               | 38,852                   | 40,448                   | 8,850                     | 8,850                       |
| Sub-Total                   | 867,888                  | 1,168,796                | 419,745                   | 414,637                     |
| Less: Indirect Costs        | -                        | -                        | (419,745)                 | (414,637)                   |
| Total                       | \$ 867,888               | \$ 1,168,796             | \$ -                      | \$ -                        |

Note: Prior to 2009 Finance was included in Board of Commissioners Budget

## Whitfield County Finance Department



# INFORMATION TECHNOLOGY

## Mission

The Information Technology department provides reliable, innovative, cost-effective information technology solutions to support the mission of Whitfield County.

## Vision

Provide excellent information technology solutions to the citizens, business community and staff of Whitfield County.

## Goals

- Support the objectives of County government
- Conduct County operations electronically
- Treat information as a strategic resource
- View technology investments from an enterprise perspective
- Ensure electronic access to information and services while maintaining privacy
- Continuously improve services provided by Whitfield County

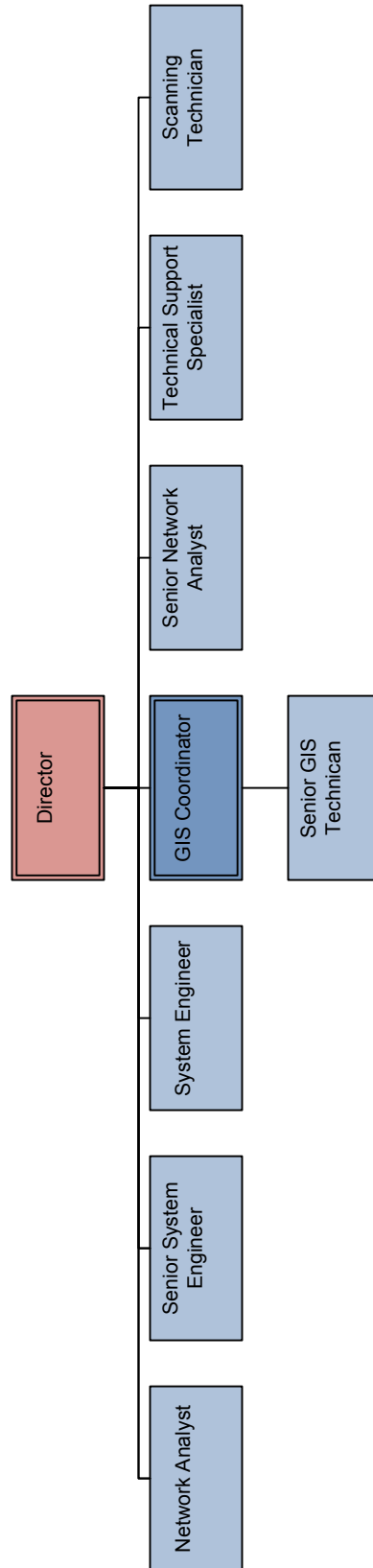
## Budget Summary

Department/Cost Center:

**Information Technology**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 437,745       | \$ 544,036       | \$ 573,560        | \$ 594,307          |
| Travel                  | 32,866           | 28,259           | 45,000            | 45,000              |
| Office Supplies         | 3,651            | 7,054            | 5,000             | 5,000               |
| Furniture/Equipment     | 126,148          | 28,490           | 14,600            | 14,600              |
| Legal/Contract Services | 156,167          | 215,747          | 106,022           | 106,022             |
| Operating Supplies      | 11,422           | 15,362           | 15,640            | 15,640              |
| Maintenance             | 82,656           | 63,403           | 77,600            | 77,600              |
| Vehicle Expense         | 510              | 4,181            | 8,500             | 8,500               |
| Consultant              | 36,554           | 75               | 6,500             | 6,500               |
| Miscellaneous           | 180,231          | 210,702          | 226,290           | 226,290             |
| Sub-Total               | 1,067,949        | 1,117,309        | 1,078,712         | 1,099,459           |
| Less: Indirect Costs    | -                | -                | (1,078,712)       | (1,099,459)         |
| Total                   | \$ 1,067,949     | \$ 1,117,309     | \$ -              | \$ -                |

# IT Department



## **TAX COMMISSIONER**

### **Mission**

Our focus on being A Leader in Public Service has never been more acute. We are committed to being accountable to the citizens of Whitfield County, as well as to others for whom we provide services.

The Georgia Constitution mandates the Office of the Tax Commissioner. This office safeguards tax receipts of Whitfield County. This office complies with all Constitutional laws of Georgia pertaining to the Tax Commissioner's Office, as well as state and local legislation and regulations.

In partnership with state, county and city governments, the Whitfield County Tax Commissioner's Office is charged with the responsibility of collecting taxes, taking application of title, certificate of registration and license plates to vehicles owned and operated in Whitfield County. This office collects out of state sales tax on vehicles purchased outside the state of Georgia. It is also responsible with the duty of issuing handicapped placards and mobile home decals. Homestead and other related exemption applications are filed in this office. The Whitfield County Tax Commissioner's office will provide services that are accessible and responsive to the needs of the citizens of the greater Dalton/Whitfield County area through innovation, technology and a professional workforce.

Our goal is to perform these duties efficiently, timely and to provide our citizens with above measure quality customer service. The Whitfield County Tax Commissioner's Office continually remains available and sensitive to the needs of our citizens through a professional workforce, innovation and integrating technology.

## **Goals**

- Presence of TEAMWORK - Demonstrate proactive INNOVATION
- Thrive to SERVE customers
- Establish meaningful and challenging work that matches employee skill and interest
- Provide OPEN and ETHICAL work environment
- LEAD by fact to remain conservative stewards of public resources
- Forecast FUTURE needs
- Cross-train Employees to build better Customer Service and timely Operations
- Monthly staff meeting focusing on positive impression and professional image
- Implement employee incentives to raise awareness of individual customer service abilities
- Monthly scorecards to promote self development through analysis performance

## **Methodology- Vision**

Issuance of motor vehicle license plate decals is handled by customer service representatives, mail or internet services. Transactions processed by customer service representatives or by the internet can be paid by credit card. Property tax payments are collected by customer service representatives, by mail or through internet services. The tax payments can be viewed the following day by internet service at [www.whitfieldcountyga.com](http://www.whitfieldcountyga.com).

These collections include real estate, mobile homes, personal property, ad valorem tax on motor vehicles, tag and title fees, sales tax, insurance lapse fees, and other related duties as required.

Collections for all governing bodies such as the City of Dalton, School Systems (County and City), Whitfield County Government and the State of Georgia.

Foster teamwork ~ encourage proactive innovation ~ Exist to SERVE

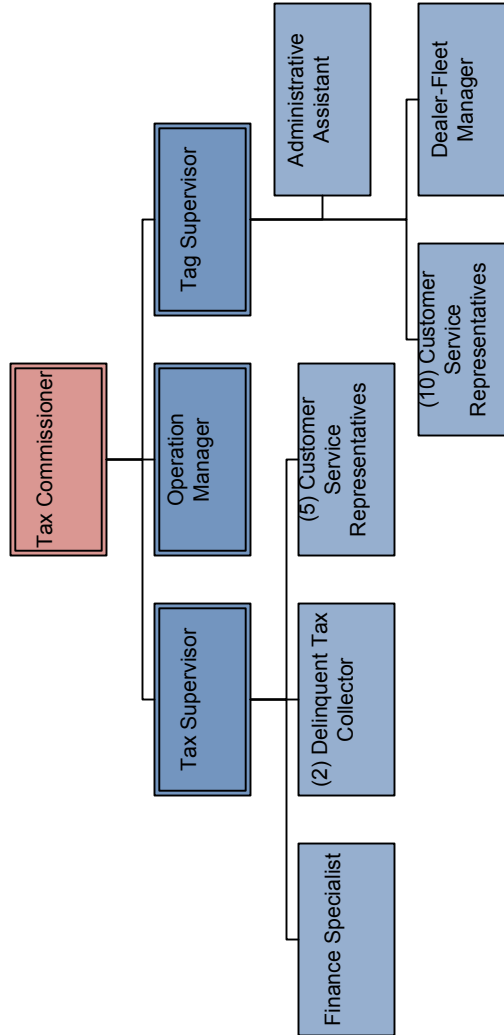
Provide more than adequate places and services to allow our citizens ease in payment and collection of information; we strive to Lead in Customer Service.

## Budget Summary

Department/Cost Center:  
**Tax Commissioner**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 946,094               | \$ 1,014,733             | \$ 1,009,452              | \$ 991,146                  |
| Travel                      | 10,261                   | 14,798                   | 15,500                    | 15,500                      |
| Office Supplies             | 79,558                   | 75,667                   | 80,800                    | 80,800                      |
| Furniture/Equipment         | 3,176                    | 10,399                   | 3,000                     | 3,000                       |
| Legal/Contract Services     | -                        | -                        | -                         | -                           |
| Operating Supplies          | 7,817                    | 5,895                    | 5,440                     | 5,440                       |
| Maintenance                 | 24,835                   | 27,294                   | 28,400                    | 28,400                      |
| Vehicle Expense             | 1,911                    | 2,050                    | 3,500                     | 3,500                       |
| Consultant                  | 1,080                    | 280                      | -                         | -                           |
| Miscellaneous               | 6,863                    | 6,381                    | 9,350                     | 9,350                       |
| Sub-Total                   | 1,081,595                | 1,157,497                | 1,155,442                 | 1,137,136                   |
| Plus:Indirect Costs         | -                        | -                        | 150,222                   | 169,986                     |
| Total                       | \$ 1,081,595             | \$ 1,157,497             | \$ 1,305,664              | \$ 1,307,122                |

# Tax Commissioner



# **TAX ASSESSOR**

## **Mission**

We are committed to:

- The delivery of prompt, courteous and professional service to the citizens of Whitfield County
- The valuation of all real and personal property in Whitfield County in a fair and equitable manner
- The principles of integrity, efficiency, teamwork, professionalism and excellence
- The production of a statutorily acceptable and statistically sound tax digest
- A properly trained and certified appraisal staff as required by Georgia Law
- Continually improve our methods to provide accurate and timely information to the citizens of Whitfield County incorporating a Geographic Information System in the transmission of our property database through the County's internet website

## **Goals**

- Provide exceptional and exemplary service to the citizens of Whitfield County
- Adhere to and promote the spirit of the Taxpayer Bill of Rights by a prompt, efficient and courteous response to taxpayer concerns
- Produce and submit a timely Tax Digest before July 1 that meets the requirements of the Georgia Department of Revenue.
- Efficient and effective use of all current resources allocated to the Assessor's Office through wise, prudent, timely and only necessary expenditures.
- Promote a Policy of fiscal responsibility and conservation by example in the Department

as a way of maximizing our fiscal resources and man power.

- Be proactive to seek new and practical ways to respond in a creative, logical and strategic manner to current and ongoing fiscal needs and requirements of the Department.
- Comments on possible options and solutions to deal with the economic downturn of 2009-2010:
  1. Postpone filling the Appraiser position that is currently open.
  2. Remain in our current location for the time being and not spend the capital for remodeling to relocate to the current break area of the courthouse.
  3. Minimize all office supplies and purchases to conserve all resources.
  4. Continue to maintain due diligence and vigilance on all expenditures of the Department for the 2010 budget year.
  5. Use our current fleet of vehicles, over 100,000 miles, for one more year and replace those with new or good used ones possibly next year or when the budget will allow.

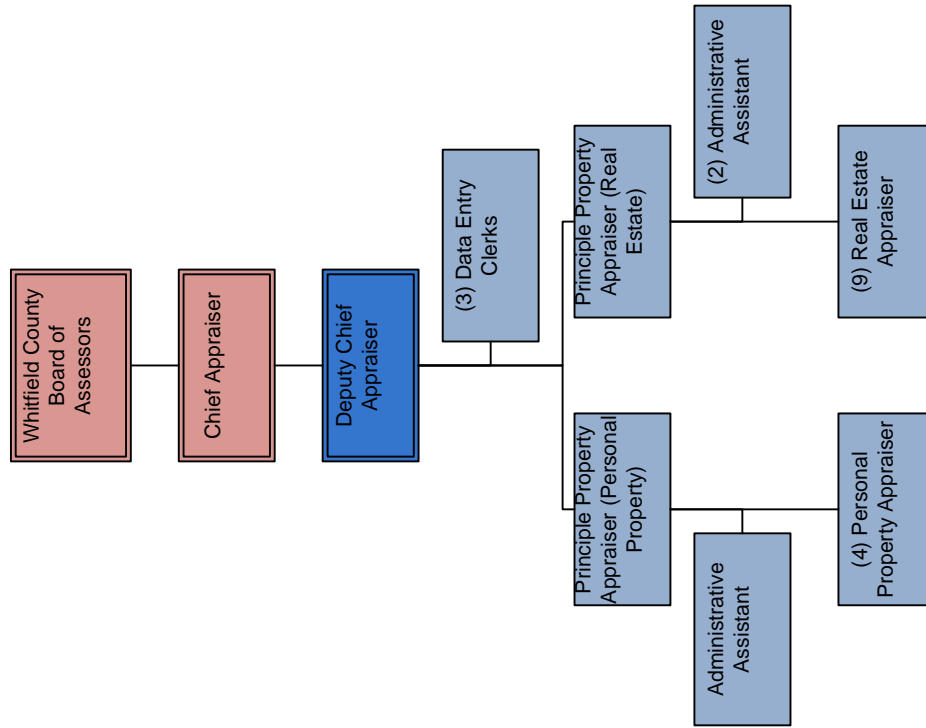
## Budget Summary

Department/Cost Center:

**Assessor's Office**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 927,848       | \$ 1,080,884     | \$ 1,033,025      | \$ 1,031,351        |
| Travel                  | 19,812           | 17,445           | 20,100            | 20,100              |
| Office Supplies         | 24,461           | 30,566           | 40,200            | 36,200              |
| Furniture/Equipment     | 418              | 8,802            | 10,000            | 10,000              |
| Legal/Contract Services | 1,000            | 21,200           | 11,000            | 1,000               |
| Operating Supplies      | 4,850            | 7,172            | 12,885            | 12,885              |
| Maintenance             | 2,767            | 2,756            | 4,000             | 4,000               |
| Vehicle Expense         | 9,076            | 9,423            | 10,500            | 10,500              |
| Consultant              | 74,725           | 59,950           | 75,000            | 75,000              |
| Miscellaneous           | 2,958            | 5,530            | 8,300             | 8,300               |
| Sub-Total               | 1,067,915        | 1,243,728        | 1,225,010         | 1,209,336           |
| Plus: Indirect Costs    | -                | -                | 235,826           | 213,870             |
| Total                   | \$ 1,067,915     | \$ 1,243,728     | \$ 1,460,836      | \$ 1,423,206        |

# Whitfield County Tax Assessor's Office



## **BUILDINGS AND GROUNDS**

### **Mission**

The Building & Grounds Department is dedicated to and responsible for all buildings and grounds that belong to Whitfield County. We cover all areas being: Electrical, Plumbing, HVAC, Lighting, Construction, Painting, Remodeling, Carpet, Tile, Cleaning, Parking lots, and Yard work. We also provide health, safety, cleanliness, and welfare to all the employee's and citizens that use or maintain space in any of our County facilities. We continuously work to improve the properties of Whitfield County to look and be the best they can. We strive to hold the image of Whitfield County being number one in health, safety and a nice place to be.

### **Goals**

- To enhance the overall appearance of Properties
- To conserve water and electrical uses in all areas by making sure all lights and HVAC are turned off/down when not in use
- To provide more training for all Employee's
- To make Whitfield County facilities a better place to work and serve the citizens
- To carry out the needs of the employees and the citizens to have better facilities
- To provide a top quality team
- To keep the quality up even when the economy is in slow times
- Buy in bulk to save on supplies and materials when possible

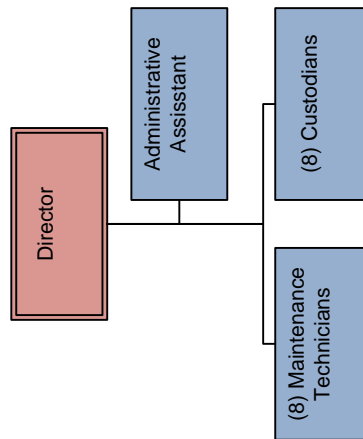
## Budget Summary

Department/Cost Center:

**Buildings & Grounds**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 702,045               | \$ 781,720               | \$ 771,939                | \$ 721,017                  |
| Travel                      | 1,115                    | 4,250                    | 4,000                     | 4,000                       |
| Office Supplies             | 784                      | 440                      | 600                       | 600                         |
| Furniture/Equipment         | 11,420                   | 2,954                    | 8,000                     | 8,000                       |
| Legal/Contract Services     | 100,577                  | 101,164                  | 105,500                   | 105,500                     |
| Operating Supplies          | 37,099                   | 33,660                   | 44,500                    | 44,500                      |
| Utilities                   | 385,866                  | 418,466                  | 415,250                   | 415,250                     |
| Maintenance                 | 101,000                  | 92,854                   | 88,000                    | 88,000                      |
| Vehicle Expense             | 14,761                   | 18,204                   | 17,750                    | 17,750                      |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 1,414                    | 1,308                    | 5,000                     | 5,000                       |
| Sub-Total                   | 1,356,082                | 1,455,019                | 1,460,539                 | 1,409,617                   |
| Less: Indirect Costs        | -                        | -                        | (1,460,539)               | (1,409,617)                 |
| Total                       | \$ 1,356,082             | \$ 1,455,019             | \$ -                      | \$ -                        |

## Building and Grounds



# COMMUNICATIONS DEPARTMENT

## **Mission**

To proactively inform, educate and involve citizens and employees about Whitfield County projects, policies, and goals, while enhancing the image of our County government. We do this by promoting a culture of open communication and collaboration, to foster exceptional customer service.

### **The division is responsible for:**

- Internal Communications (employees)
- External Communications (public)
- Media Communications (news releases, media advisories)
- Media Services (in-house graphics design, printing services)
- Publication of monthly county newsletter
- Assistance with communications and materials supporting the County's economic development, marketing and tourism programs - in conjunction with the local Chamber of Commerce and the Convention & Visitors Bureau
- Coordination and public relations joint efforts with other agencies in the county
- Public information and public relations assistance to County agencies and departments
- Assistance and representation of the County Administrator and County Commission on special projects involving the community, other organizations, or other agencies in Whitfield County and across the U.S.
- Public information dissemination during an emergency situation involving the county

## Goals

- To provide all residents of Whitfield County with accurate information about county government as dispersed through local, area, and state news media, county publications, and other electronic means
- To provide assistance to county agencies with public relations and dissemination of information to the public in a timely and effective way

## Budget Summary

Department/Cost Center:

**Communications**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ 27,393           |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 21,258           | 27,242           | 21,000            | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 21,258           | 27,242           | 21,000            | 27,393              |
| Plus: Indirect Costs    | -                | -                | -                 | 4,483               |
| Total                   | \$ 21,258        | \$ 27,242        | \$ 21,000         | \$ 31,876           |

# SUPERIOR COURT

## Mission

Article III, Section 2 of the United States Constitution creates the mission for the Superior Courts in that it establishes the power of the Judicial Branch of Government. Furthermore, the Fifth, Sixth, and Seventh Amendments to this same Constitution describe in more detail how the courts are to function in order to protect the rights of our citizens and establish the mission of the court system.

### Amendment 5 - Trial and Punishment, Compensation for Takings

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service in time of War or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

### Amendment 6 - Right to Speedy Trial, Confrontation of Witnesses

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense.

### Amendment 7 - Trial by Jury in Civil Cases

In Suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any Court of the United States, than according to the rules of the common law.

## Goals

- To provide a safe and efficient experience to the citizens
- To enhance the process of the court as much as practical in order to expedite cases

## Budget Summary

Department/Cost Center:

**Superior Court - Judicial Administration**

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| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 288,847               | \$ 306,676               | \$ 301,235                | \$ 285,874                  |
| Travel                      | 4,553                    | 6,329                    | 4,250                     | 4,250                       |
| Office Supplies             | 3,990                    | 2,789                    | 6,300                     | 6,300                       |
| Furniture/Equipment         | 2,846                    | 2,768                    | 3,000                     | 3,000                       |
| Legal/Contract Services     | 209,192                  | 173,595                  | 277,500                   | 277,500                     |
| Operating Supplies          | 6,345                    | 4,466                    | 9,200                     | 9,200                       |
| Maintenance                 | 4,414                    | 18,781                   | 21,800                    | 21,800                      |
| Vehicle Expense             | -                        | 111                      | 1,800                     | 1,800                       |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 1,673                    | 2,122                    | 3,800                     | 3,800                       |
| Sub-Total                   | 521,860                  | 517,636                  | 628,885                   | 613,524                     |
| Plus: Indirect Costs        | -                        | -                        | 657,692                   | 623,525                     |
| Total                       | \$ 521,860               | \$ 517,636               | \$ 1,286,577              | \$ 1,237,049                |

## Budget Summary

Department/Cost Center:  
**Superior Court - Judge Morris**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 19,377                | \$ 19,377                | \$ 22,821                 | \$ 21,502                   |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | 1,565                    | 1,182                    | 2,100                     | 2,100                       |
| Furniture/Equipment         | 1,459                    | 450                      | 3,500                     | 3,500                       |
| Legal/Contract Services     | 19,018                   | 22,070                   | 28,150                    | 28,150                      |
| Operating Supplies          | 1,772                    | 1,844                    | 2,200                     | 2,200                       |
| Maintenance                 | -                        | 296                      | 300                       | 300                         |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 595                      | 576                      | 1,100                     | 1,100                       |
| Sub-Total                   | 43,786                   | 45,795                   | 60,171                    | 58,852                      |
| Plus:Indirect Costs         | -                        | -                        | -                         | -                           |
| <b>Total</b>                | <b>\$ 43,786</b>         | <b>\$ 45,795</b>         | <b>\$ 60,171</b>          | <b>\$ 58,852</b>            |

Department/Cost Center:  
**Superior Court - Judge Boyett**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 20,205                | \$ 20,205                | \$ 22,821                 | \$ 21,516                   |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | 1,652                    | 565                      | 1,900                     | 1,900                       |
| Furniture/Equipment         | 109                      | -                        | 500                       | 500                         |
| Legal/Contract Services     | 24,507                   | 24,810                   | 28,150                    | 28,150                      |
| Operating Supplies          | 1,052                    | 2,560                    | 2,100                     | 2,100                       |
| Maintenance                 | -                        | -                        | 250                       | 250                         |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 555                      | 816                      | 1,250                     | 1,250                       |
| Sub-Total                   | 48,081                   | 48,957                   | 56,971                    | 55,666                      |
| Plus:Indirect Costs         | -                        | -                        | -                         | -                           |
| <b>Total</b>                | <b>\$ 48,081</b>         | <b>\$ 48,957</b>         | <b>\$ 56,971</b>          | <b>\$ 55,666</b>            |

## Budget Summary

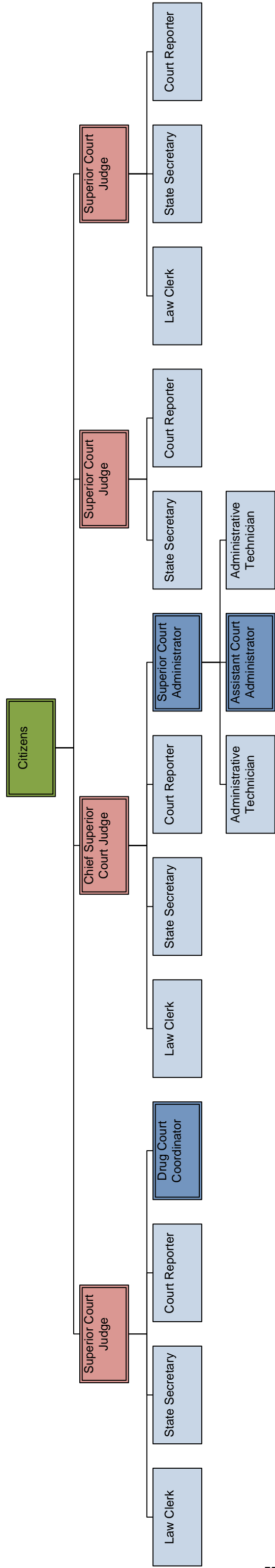
Department/Cost Center:  
**Superior Court - Judge Adams**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 21,321                | \$ 21,321                | \$ 22,821                 | \$ 21,504                   |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | 1,654                    | 990                      | 1,800                     | 1,800                       |
| Furniture/Equipment         | 488                      | 200                      | 350                       | 350                         |
| Legal/Contract Services     | 21,275                   | 23,098                   | 28,150                    | 28,150                      |
| Operating Supplies          | 3,202                    | 2,718                    | 3,000                     | 3,000                       |
| Maintenance                 | -                        | -                        | 300                       | 300                         |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 557                      | 835                      | 1,100                     | 1,100                       |
| Sub-Total                   | 48,497                   | 49,161                   | 57,521                    | 56,204                      |
| Plus: Indirect Costs        | -                        | -                        | -                         | -                           |
| Total                       | \$ 48,497                | \$ 49,161                | \$ 57,521                 | \$ 56,204                   |

Department/Cost Center:  
**Superior Court - Judge Partain**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 21,321                | \$ 21,321                | \$ 22,821                 | \$ 21,508                   |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | 1,716                    | 1,227                    | 2,200                     | 2,200                       |
| Furniture/Equipment         | 492                      | 285                      | 500                       | 500                         |
| Legal/Contract Services     | 25,260                   | 29,732                   | 30,200                    | 30,200                      |
| Operating Supplies          | 1,806                    | 1,695                    | 2,100                     | 2,100                       |
| Maintenance                 | -                        | -                        | 300                       | 300                         |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 721                      | 794                      | 1,250                     | 1,250                       |
| Sub-Total                   | 51,316                   | 55,055                   | 59,371                    | 58,058                      |
| Plus: Indirect Costs        | -                        | -                        | -                         | -                           |
| Total                       | \$ 51,316                | \$ 55,055                | \$ 59,371                 | \$ 58,058                   |

# Whitfield County Superior Court



## SUPERIOR COURT Drug Court

### Mission

The mission of the Conasauga Drug Court is to protect our community from drug-abusing offenders and reduce the costly impact of drug abuse by combining effective court intervention, treatment alternatives, and supervision to direct the offender into an accountable, productive, and ultimately rewarding, drug-free lifestyle.

### Budget Summary

Department/Cost Center:  
**Superior Court - Drug Court**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 62,766                | \$ 69,795                | \$ 69,328                 | \$ 68,268                   |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | -                        | -                        | -                         | -                           |
| Furniture/Equipment         | -                        | -                        | -                         | -                           |
| Legal/Contract Services     | -                        | -                        | -                         | -                           |
| Operating Supplies          | -                        | -                        | -                         | -                           |
| Maintenance                 | -                        | -                        | -                         | -                           |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | -                        | -                        | -                         | -                           |
| Sub-Total                   | 62,766                   | 69,795                   | 69,328                    | 68,268                      |
| Plus: Indirect Costs        | -                        | -                        | -                         | 102,944                     |
| <b>Total</b>                | <b>\$ 62,766</b>         | <b>\$ 69,795</b>         | <b>\$ 69,328</b>          | <b>\$ 171,212</b>           |

# CLERK OF COURT

## Mission Statement

The Clerk of Superior Court Office wishes to keep and maintain all records and accomplish the prompt and orderly disposition of the business of the courts as required by law and to provide quality and professional service to the citizens of Whitfield County.

## Goals

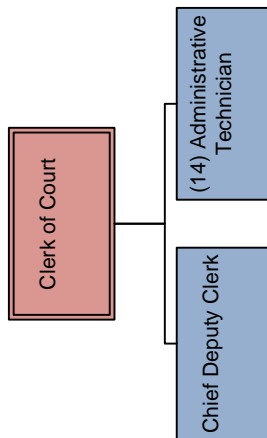
- To use the most cost effective and efficient means in order to perform and complete our public duty
- To give the best possible customer service
- To protect and secure all records entrusted to the office of Clerk of Superior Court

## Budget Summary

Department/Cost Center:  
**Clerk of Court**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 664,440       | \$ 698,057       | \$ 698,724        | \$ 688,983          |
| Travel                  | 4,900            | 5,652            | 6,000             | 6,000               |
| Office Supplies         | 59,930           | 62,554           | 62,000            | 62,000              |
| Furniture/Equipment     | 6,248            | 5,731            | 7,200             | 7,200               |
| Legal/Contract Services | 4,575            | 5,683            | 5,000             | 5,000               |
| Operating Supplies      | 2,153            | 2,607            | 2,500             | 2,500               |
| Maintenance             | 71,308           | 60,040           | 54,000            | 54,000              |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 3,981            | 3,287            | 6,000             | 6,000               |
| Sub-Total               | 817,535          | 843,610          | 841,424           | 831,683             |
| Plus: Indirect Costs    | -                | -                | 250,807           | 241,590             |
| Total                   | \$ 817,535       | \$ 843,610       | \$ 1,092,231      | \$ 1,073,273        |

## Clerk of Court



# **DISTRICT ATTORNEY**

## **Mission**

It is the mission of the District Attorney's Office for the Conasauga Judicial Circuit for Whitfield and Murray Counties to professionally and competently evaluate all criminal cases brought to our attention; to aggressively prosecute cases filed in superior and juvenile courts; to treat all people courteously, respectfully and honestly; to advocate for the rights and interests of crime victims; to perform our mission in a fiscally responsible manner, and to fulfill the duties provided in O.C.G.A. 15-18-6.

## **Goals**

- Explore and implement procedures and processes to improve the efficiency of the courts we serve
- Develop, through appropriate training, increased knowledge and understanding of gang activity to effectively prosecute criminal gang activity
- Provide training to local law enforcement to improve investigation and prosecution of child abuse cases
- Provide mandated services as required under O.C.G.A. 17-17-1 (Georgia Crime Victims Bill of Rights), O.C.G.A. 17-14-1 (Crime victim restitution), and O.G.C.A. 17-15-1 (Victim compensation)

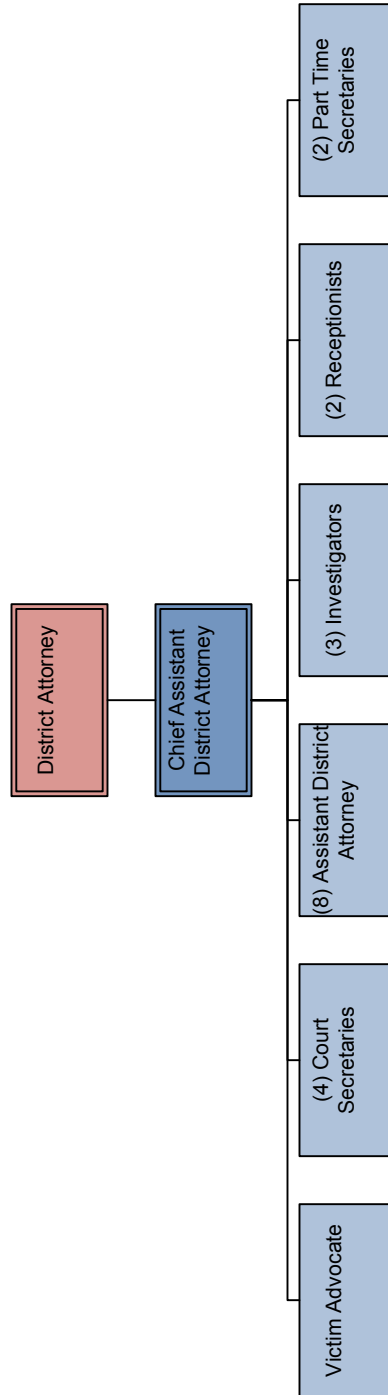
## Budget Summary

Department/Cost Center:

**District Attorney**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ -                     | \$ -                     | \$ -                      | \$ -                        |
| Travel                      | 7,038                    | 7,996                    | 8,000                     | 9,000                       |
| Office Supplies             | 13,205                   | 13,587                   | 13,500                    | 15,500                      |
| Furniture/Equipment         | 1,250                    | 1,001                    | 4,800                     | 4,800                       |
| Legal/Contract Services     | 936,004                  | 1,041,593                | 1,041,907                 | 1,041,907                   |
| Operating Supplies          | 6,049                    | 5,779                    | 9,400                     | 9,400                       |
| Maintenance                 | 2,638                    | 2,147                    | 3,000                     | 3,000                       |
| Vehicle Expense             | 6,440                    | 7,643                    | 7,500                     | 7,500                       |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 38,935                   | 38,837                   | 40,500                    | 37,500                      |
| Sub-Total                   | 1,011,559                | 1,118,583                | 1,128,607                 | 1,128,607                   |
| Plus: Indirect Costs        | -                        | -                        | 198,601                   | 172,653                     |
| <b>Total</b>                | <b>\$ 1,011,559</b>      | <b>\$ 1,118,583</b>      | <b>\$ 1,327,208</b>       | <b>\$ 1,301,260</b>         |

# District Attorney



# MAGISTRATE COURT

## Mission

The mission of the Magistrate Court of Whitfield County is to provide equal justice to all persons regardless of age, race, national origin, or religious beliefs. It is also our mission to provide prompt and courteous responses to all individuals utilizing our Court, so that they will not feel intimidated by the Judicial process, and will also have a more complete understanding of how the Court operates.

## Goals

- Treat all persons equally
- Treat all persons courteously
- Treat all persons with respect
- Help people to understand the role of the Magistrate Court
- Help people to understand the rules and procedures of the Magistrate Court
- Expand our mediation program
- Cross-train all of our staff
- Create more camaraderie in our work environment
- Encourage the staff to communicate how we can improve our court
- Find ways for the court to be more user friendly

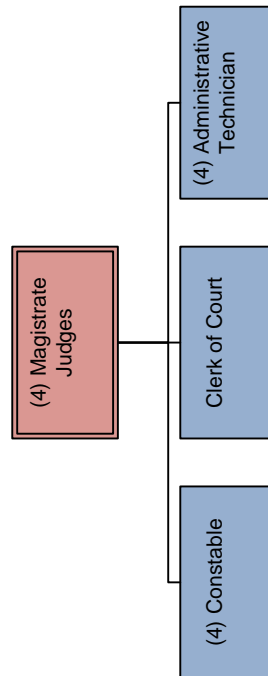
## Budget Summary

Department/Cost Center:

**Magistrate Court**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 753,093               | \$ 796,172               | \$ 770,321                | \$ 783,871                  |
| Travel                      | 12,682                   | 8,078                    | 5,000                     | 5,000                       |
| Office Supplies             | 18,704                   | 24,446                   | 23,000                    | 23,000                      |
| Furniture/Equipment         | 880                      | 633                      | 3,500                     | 3,500                       |
| Legal/Contract Services     | 31,780                   | 36,280                   | 58,000                    | 58,000                      |
| Operating Supplies          | 7,806                    | 5,445                    | 11,000                    | 11,000                      |
| Maintenance                 | 13,561                   | 14,231                   | 17,500                    | 17,500                      |
| Vehicle Expense             | 13,701                   | 20,024                   | 16,000                    | 16,000                      |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 7,185                    | 6,407                    | 8,200                     | 8,200                       |
| Sub-Total                   | 859,392                  | 911,716                  | 912,521                   | 926,071                     |
| Plus: Indirect Costs        | -                        | -                        | 159,079                   | 147,850                     |
| Total                       | \$ 859,392               | \$ 911,716               | \$ 1,071,600              | \$ 1,073,921                |

## Magistrate Court



# PROBATE COURT

## Mission

The Probate Court is designed to provide a wide variety of services for the general public. Our major functions fall under two categories. The "Probate" or civil Department has the responsibility of assisting in matters regarding the probate of wills and the administration of estates, guardianships and conservatorships of minors and incapacitated adults, and involuntary mental health evaluations. The issuance of firearms' permits, fireworks permits and marriage licenses' are also obtained through this department. The "Traffic" or criminal Department is responsible for the intake, arraignment and trial of county misdemeanor traffic citations. Revenue received from probate fees or traffic fines is disbursed to various State programs and the Board of Commissioners office as provided by Georgia law.

## Goals

- To conduct monthly staff meetings for the purpose of providing a more efficient operation and to educate employees of Court practices and procedures
- To have Court staff attend training on updated laws and procedures on at least a biennial basis
- To complete program for access to records from the internet through file imaging
- To maintain an office of integrity, competence and accessibility through a courteous manner and concern for the needs of the general public

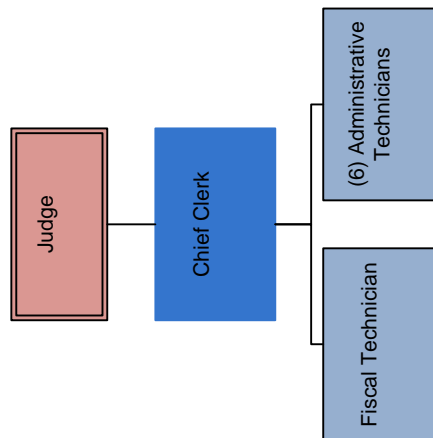
## Budget Summary

Department/Cost Center:

**Probate Court**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 404,108               | \$ 430,314               | \$ 427,119                | 412,813                     |
| Travel                      | 7,135                    | 8,767                    | 7,100                     | 7,100                       |
| Office Supplies             | 8,361                    | 6,709                    | 8,900                     | 8,900                       |
| Furniture/Equipment         | 269                      | 554                      | 2,100                     | 2,100                       |
| Legal/Contract Services     | 6,515                    | 7,405                    | 9,250                     | 9,250                       |
| Operating Supplies          | 7,170                    | 9,786                    | 7,300                     | 7,300                       |
| Maintenance                 | 2,106                    | 4,960                    | 5,900                     | 5,900                       |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 11,165                   | 11,092                   | 11,600                    | 11,600                      |
| Sub-Total                   | 446,829                  | 479,586                  | 479,269                   | 464,963                     |
| Plus: Indirect Costs        | -                        | -                        | 137,883                   | 132,173                     |
| Total                       | \$ 446,829               | \$ 479,586               | \$ 617,152                | \$ 597,136                  |

## Probate Court



# JUVENILE COURT

## **Mission**

The Whitfield County Juvenile Court is an independent juvenile court organized under Chapter 11 of Title 15 of the Official Code of Georgia. The Court is dedicated to serving the residents of Whitfield County through a two step process. First, by hearing all cases involving allegations of deprivation of children under the age of eighteen years, unruly conduct, delinquency or traffic violations concerning children under the age of seventeen found within it's jurisdiction, and ensuring all legal process is applied. Second, if after adjudication a child is found to be in need of treatment, rehabilitation or supervision to safely remain in the community, the court will promote the protection and safety of the child, family and community by treatment and supervision and will provide access to appropriate treatment programs whenever feasible.

## **Goals**

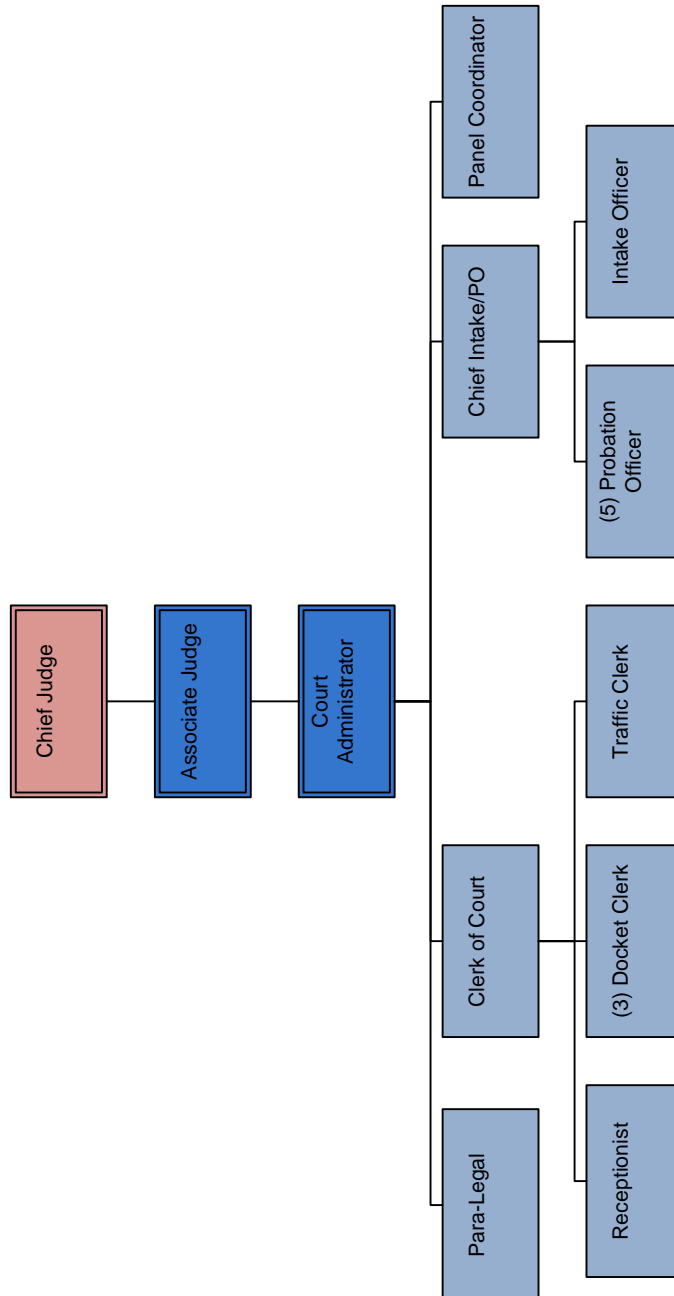
- To conduct staffing meetings as needed for difficult cases
- To review cases with other community agencies involved with the families
- To create individualized supervision plans based on the needs of each child probated
- To implement a graduated sanctions program
- To conduct training sessions for staff and to look for training opportunities within the field of juvenile probation

## Budget Summary

Department/Cost Center:  
**Juvenile Court**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 677,560               | \$ 749,987               | \$ 714,548                | \$ 755,497                  |
| Travel                      | 6,337                    | 8,524                    | 12,406                    | 12,406                      |
| Office Supplies             | 10,012                   | 9,176                    | 11,560                    | 11,560                      |
| Furniture/Equipment         | 1,647                    | 2,708                    | 3,700                     | 3,700                       |
| Legal/Contract Services     | 147,426                  | 159,077                  | 175,000                   | 175,000                     |
| Operating Supplies          | 7,732                    | 8,412                    | 7,895                     | 7,895                       |
| Maintenance                 | 2,953                    | 8,112                    | 6,305                     | 6,305                       |
| Vehicle Expense             | 799                      | 1,786                    | 1,800                     | 1,800                       |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 31,012                   | 28,442                   | 32,601                    | 32,601                      |
| Sub-Total                   | 885,479                  | 976,224                  | 965,815                   | 1,006,764                   |
| Plus: Indirect Costs        | -                        | -                        | 217,133                   | 202,395                     |
| Total                       | \$ 885,479               | \$ 976,224               | \$ 1,182,948              | \$ 1,209,159                |

# Whitfield County Juvenile Court



# **PUBLIC DEFENDER**

## **Mission**

The mission of the Conasauga Public Defender's Office is to advocate for indigent persons in the criminal justice system. We provide effective, timely, and ethical legal representation to those accused of crimes consistent with the guarantees of the Constitutions of the United States and the State of Georgia.

## **Goals**

- To be responsive to questions and concerns of clients and their family members in a prompt and courteous manner
- To attract and retain high quality employees through innovative recognition and career development opportunities
- To ensure that the salaries paid to local employees are both attractive and competitive in the job market
- To conduct annual staff development training sessions for all employees
- To be responsive to questions and concerns of employees regarding all aspects of their employee/employer relationship

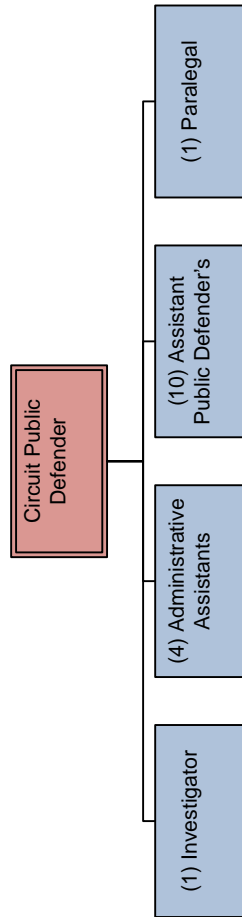
## Budget Summary

Department/Cost Center:

**Public Defender**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ -                     | \$ -                     | \$ -                      | \$ -                        |
| Travel                      | 1,025                    | 5,303                    | 3,000                     | 3,000                       |
| Office Supplies             | 4,753                    | 5,370                    | 8,500                     | 8,500                       |
| Furniture/Equipment         | 3,695                    | 2,059                    | 6,400                     | 6,400                       |
| Legal/Contract Services     | 539,914                  | 569,528                  | 586,790                   | 586,790                     |
| Operating Supplies          | 11,385                   | 9,304                    | 10,700                    | 10,700                      |
| Utilities                   | 1,920                    | 1,722                    | 2,300                     | 2,300                       |
| Maintenance                 | -                        | -                        | -                         | -                           |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 21,316                   | 21,965                   | 23,900                    | 23,900                      |
| Sub-Total                   | 584,008                  | 615,250                  | 641,590                   | 641,590                     |
| Plus: Indirect Costs        | -                        | -                        | 76,355                    | 70,153                      |
| <b>Total</b>                | <b>\$ 584,008</b>        | <b>\$ 615,250</b>        | <b>\$ 717,945</b>         | <b>\$ 711,743</b>           |

# Conasauga Public Defender's Office



# **SHERIFF'S DEPARTMENT**

## **Mission**

The mission of the Whitfield County Sheriff's Office is to affirmatively promote a feeling of safety and security to the members of our community. We do this by providing high quality police services related to the protection of life and property; by taking steps to prevent criminal activity; by detecting and investigating criminal activity; by the apprehension and incarceration of offenders and the enforcement of criminal laws; by recovering property; by providing leadership in community involvement and awareness programs; by keeping and maintaining records; by training of personnel; and by maintaining high ethical standards.

## **Goals**

- Work with Human Resources to develop a pre-employment protocol for improving the screening and selection of law enforcement recruits.
- Develop strategies which will enable our Patrol Division to be more fuel efficient during their daily duties.
- Enhance the "On the Job" training program for new recruits in the Detention Division of the Sheriff's Office.
- Have additional supervisors from the Sheriff's Office attend and successfully complete the "Professional Management Program."

## Budget Summary

Department/Cost Center:

**Sheriff's Dept - Uniform Patrol Division and Court Services Division**

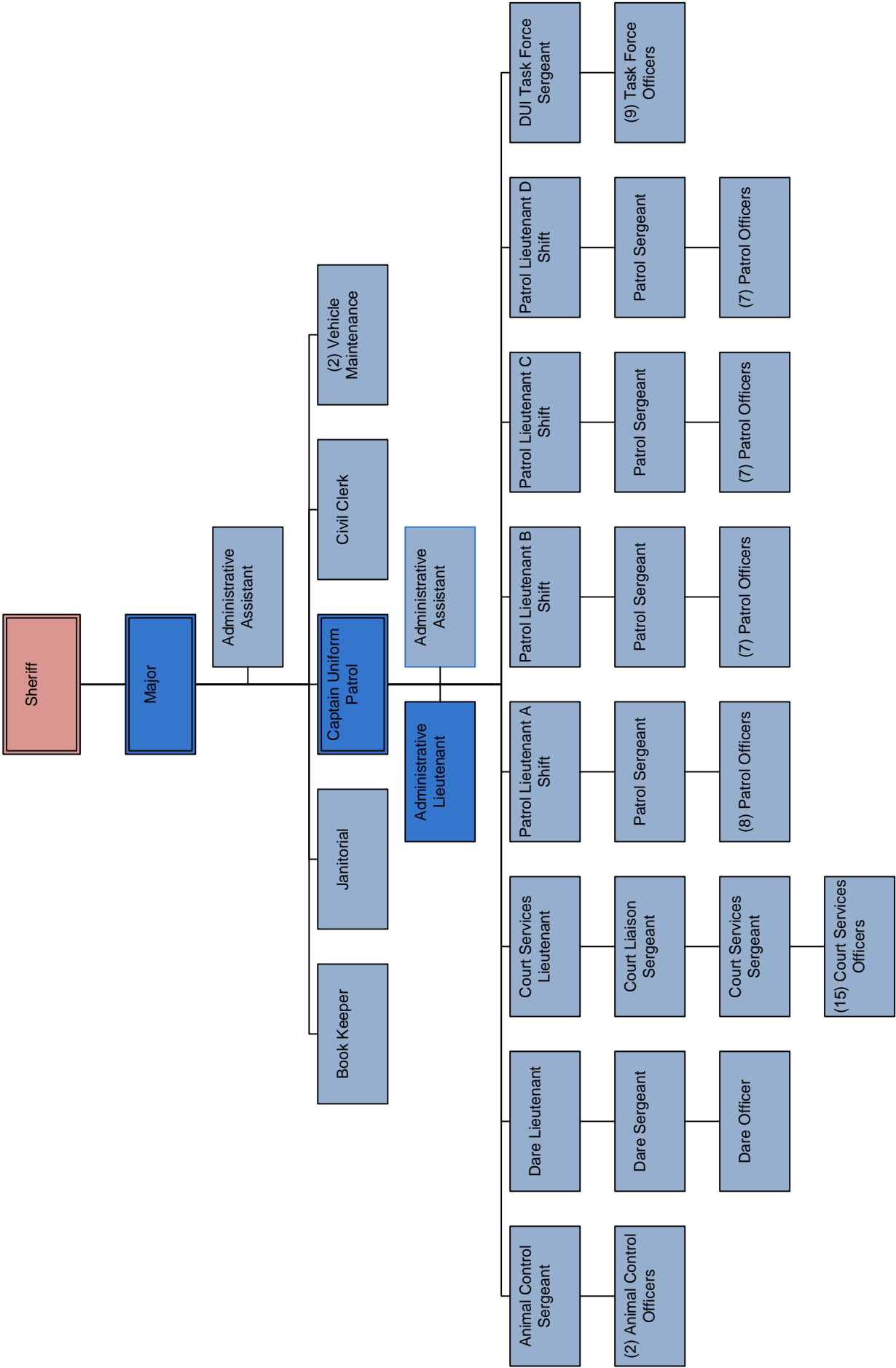
| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 5,323,037             | \$ 5,675,571             | \$ 5,829,349              | \$ 5,783,142                |
| Travel                      | 53,811                   | 67,799                   | 58,000                    | 58,000                      |
| Office Supplies             | 39,811                   | 34,918                   | 41,500                    | 41,500                      |
| Furniture/Equipment         | 61,334                   | 29,455                   | 20,000                    | 20,000                      |
| Legal/Contract Services     | 21,754                   | 13,836                   | 21,000                    | 21,000                      |
| Operating Supplies          | 223,462                  | 206,729                  | 207,560                   | 207,560                     |
| Utilities                   | 1,746                    | 2,429                    | 3,000                     | 3,000                       |
| Maintenance                 | 4,617                    | 7,847                    | 12,500                    | 12,500                      |
| Vehicle Expense             | 455,680                  | 512,621                  | 455,000                   | 455,000                     |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 100,166                  | 96,473                   | 108,800                   | 108,800                     |
| Sub-Total                   | 6,285,419                | 6,647,679                | 6,756,709                 | 6,710,502                   |
| Plus: Indirect Costs        | -                        | -                        | 398,357                   | 386,074                     |
| <b>Total</b>                | <b>\$ 6,285,419</b>      | <b>\$ 6,647,679</b>      | <b>\$ 7,155,066</b>       | <b>\$ 7,096,576</b>         |

Department/Cost Center:

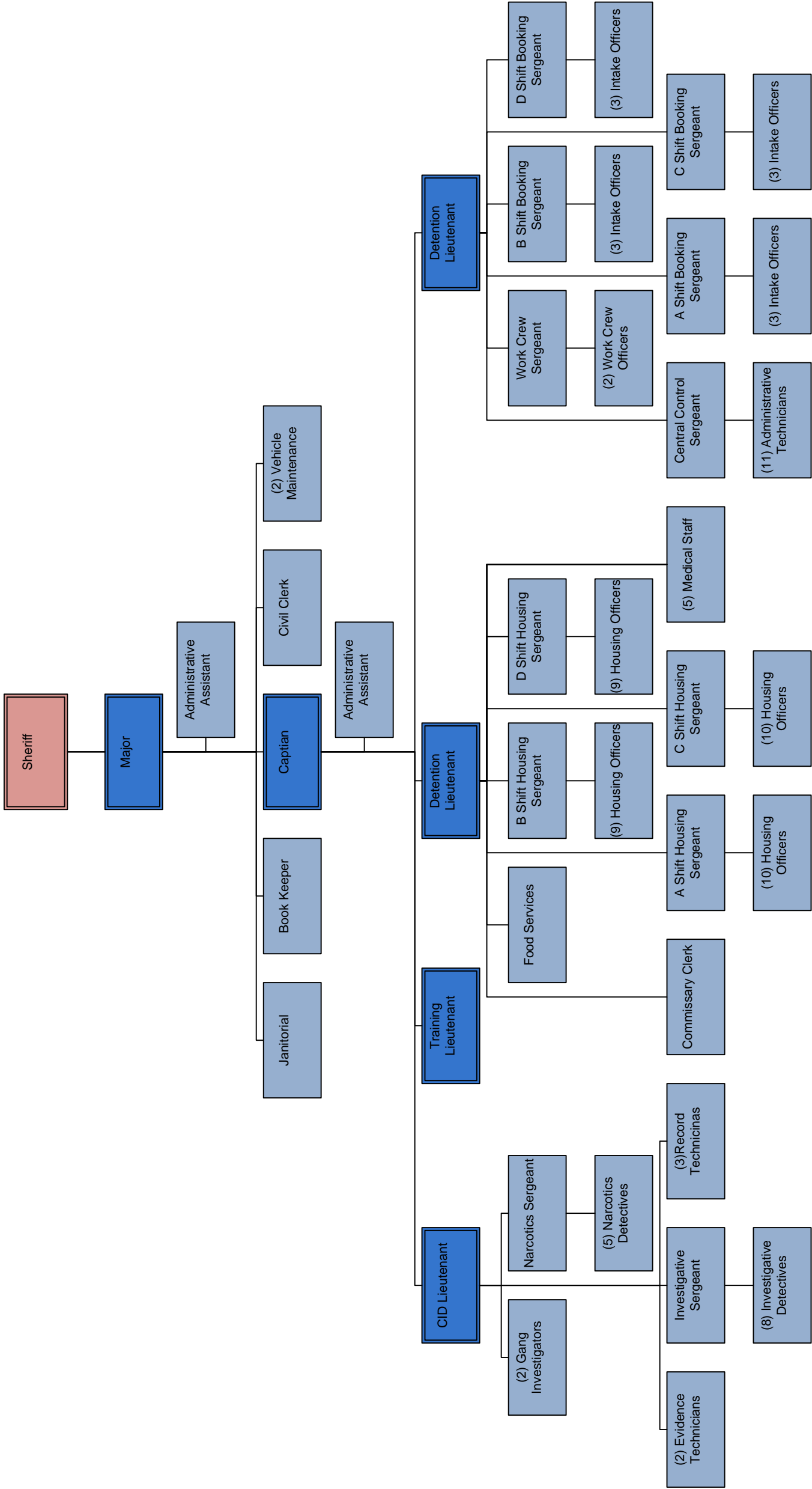
**Sheriff's Dept - Correctional Center**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 3,480,393             | \$ 3,619,752             | \$ 3,559,776              | \$ 3,636,448                |
| Travel                      | 31,690                   | 28,822                   | 29,000                    | 29,000                      |
| Office Supplies             | 17,648                   | 20,081                   | 18,000                    | 18,000                      |
| Furniture/Equipment         | 12,071                   | 19,271                   | 12,000                    | 12,000                      |
| Legal/Contract Services     | 972,347                  | 899,612                  | 970,000                   | 870,000                     |
| Operating Supplies          | 172,310                  | 154,348                  | 154,000                   | 154,000                     |
| Utilities                   | 258,734                  | 300,954                  | 265,000                   | 265,000                     |
| Maintenance                 | 82,260                   | 112,425                  | 87,000                    | 87,000                      |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 11,075                   | 14,022                   | 12,325                    | 12,325                      |
| Sub-Total                   | 5,038,527                | 5,169,287                | 5,107,101                 | 5,083,773                   |
| Plus: Indirect Costs        | -                        | -                        | 293,008                   | 272,091                     |
| <b>Total</b>                | <b>\$ 5,038,527</b>      | <b>\$ 5,169,287</b>      | <b>\$ 5,400,109</b>       | <b>\$ 5,355,864</b>         |

Whitfield County Sheriffs  
Office (Patrol)



Whitfield County Sheriffs  
Office (CID/Training/  
Corrections)



# **FIRE DEPARTMENT**

## **Mission**

The Fire Department's mission is to serve our citizens with a combination of modern fire suppression, fire prevention and public safety education methods to reduce the loss of lives and property.

## **Goals**

- Continue to make improvements & additions to the Training Center.  
Examples;
  - Bathroom facilities
  - LP Gas fire simulators
  - Area for extrication training
- Add a minimum of 20 additional full-time personnel, to allow a minimum of 2 personnel at each station 24/7, as allowed by budget
- Continued replacement of older vehicles and equipment on a regular basis as allowed by budget
- Addition of 3 Fire Stations:
  - A Fire Headquarters
  - One to cover the northwest section of county
  - One for the area between Eastside, Valley Point, and Carbondale
  - These additional stations would be a step toward improving our ISO rating, based on their latest report
- Maintain a modern and effective training program through up-to-date training manuals, training software & hardware, etc.
- Maintain a good working relationship with all departments within the county in order to provide the best service possible
- Continue to provide opportunities to our employees to advance their education in the area of Fire Science
- Continue our conservative spending practices
- Continue our fuel and utilities cost saving policies

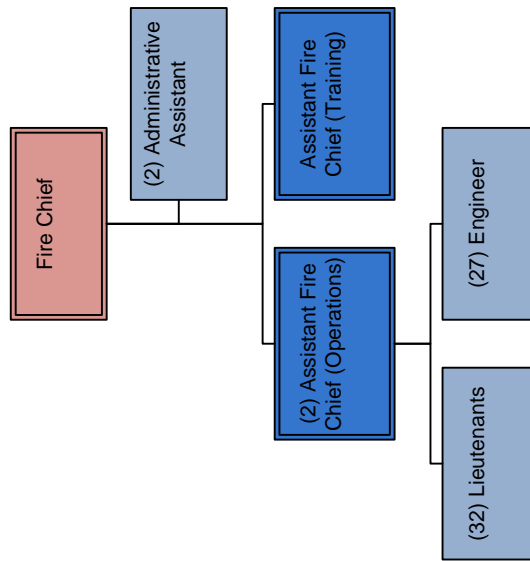
## Budget Summary

Department/Cost Center:

**Fire Department**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 3,392,526             | \$ 3,864,875             | \$ 3,973,967              | \$ 3,971,583                |
| Travel                      | 23,696                   | 26,131                   | 24,500                    | 24,500                      |
| Office Supplies             | 3,736                    | 4,051                    | 6,194                     | 6,194                       |
| Furniture/Equipment         | 30,039                   | 66,032                   | 30,000                    | 30,000                      |
| Legal/Contract Services     | -                        | -                        | -                         | -                           |
| Operating Supplies          | 152,752                  | 107,417                  | 74,990                    | 74,990                      |
| Utilities                   | 47,178                   | 53,510                   | 47,000                    | 47,000                      |
| Maintenance                 | 55,512                   | 55,611                   | 51,700                    | 51,700                      |
| Vehicle Expense             | 108,584                  | 128,296                  | 113,000                   | 113,000                     |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 113,464                  | 110,020                  | 149,140                   | 149,140                     |
| Sub-Total                   | 3,927,487                | 4,415,943                | 4,470,491                 | 4,468,107                   |
| Plus: Indirect Costs        | -                        | -                        | 210,674                   | 211,230                     |
| <b>Total</b>                | <b>\$ 3,927,487</b>      | <b>\$ 4,415,943</b>      | <b>\$ 4,681,165</b>       | <b>\$ 4,679,337</b>         |

## Whitfield County Fire Department Paid Employees



# CORONER

## Mission

The mission of the Coroner is associated with investigations and inquests regarding persons having died by unlawful, violent, suicidal and mysterious means.

## Goals

- Continue to serve the people of Whitfield County and abide by the State and Federal Laws
- Continue to cut budget as much as possible

## Budget Summary

Department/Cost Center:

**Coroner**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 47,137        | \$ 45,274        | \$ 44,750         | \$ 43,637           |
| Travel                  | 6,818            | 5,465            | 8,800             | 8,800               |
| Office Supplies         | 1,265            | 1,831            | 3,400             | 3,400               |
| Furniture/Equipment     | 260              | 641              | 860               | 860                 |
| Legal/Contract Services | 63,292           | 64,112           | 92,000            | 92,000              |
| Operating Supplies      | 488              | 1,294            | 3,200             | 3,200               |
| Maintenance             | 325              | 325              | 400               | 400                 |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 4,573            | 4,803            | 7,400             | 7,400               |
| Sub-Total               | 124,157          | 123,745          | 160,810           | 159,697             |
| Plus: Indirect Costs    | -                | -                | 10,597            | 9,101               |
| Total                   | \$ 124,157       | \$ 123,745       | \$ 171,407        | \$ 168,798          |

# **ANIMAL CONTROL**

## **Mission**

The Whitfield County Animal Shelter exists for the sole purpose to provide temporary housing for abused, loose and unattended, and owner relinquished animals. The mission of the shelter, while performing this task, is to provide a secure environment with proper nourishment and care to sustain life until a disposition can be determined.

## **Goals**

- The goals of the Whitfield County Animal Shelter are to operate efficiently within the given set of budget parameters.
- Work in conjunction with the Humane Society of Northwest Georgia, and Atlanta Pet Rescue and Adoption Inc. for the successful placement of unwanted adoptable animals.
- Provide guidance and assurance for those individuals faced with the necessity of using our shelter.
- Act in the most humane manner possible while carrying out the euthanasia process when a final disposition has been determined.

## **Narrative**

The economic downturn in 2009 has affected the Whitfield County Animal Shelter in many ways. Our animal intake increased 17% in the year 2009. This growth has meant more food, water, and euthanasia solution to handle the upturn in volume. Our budget has been maintained at the same level as 2008 and we have anticipated this to occur for our 2010 budget. We plan to keep providing the best service possible while controlling spending.

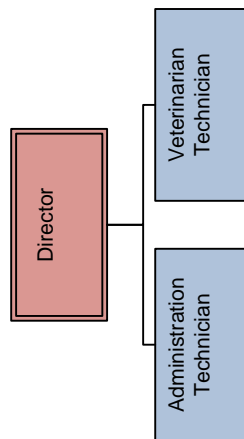
## Budget Summary

Department/Cost Center:  
**Animal Control**

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| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 132,888               | \$ 134,572               | \$ 146,686                | \$ 139,902                  |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | 747                      | 692                      | 1,100                     | 1,100                       |
| Furniture/Equipment         | -                        | 200                      | -                         | -                           |
| Legal/Contract Services     | 7,762                    | 9,766                    | 9,000                     | 9,000                       |
| Operating Supplies          | 12,735                   | 16,220                   | 14,100                    | 14,100                      |
| Maintenance                 | 7,967                    | 6,600                    | 10,500                    | 10,500                      |
| Vehicle Expense             | 5,774                    | 5,450                    | 8,100                     | 8,100                       |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 818                      | 682                      | 1,610                     | 1,610                       |
| Sub-Total                   | 168,691                  | 174,183                  | 191,096                   | 184,312                     |
| Plus: Indirect Costs        | -                        | -                        | 11,731                    | 13,072                      |
| Total                       | \$ 168,691               | \$ 174,183               | \$ 202,827                | \$ 197,384                  |

# Animal Control



# **EMERGENCY SERVICES**

## **Emergency Management/E-911 Agency**

### **Mission**

Whitfield County Emergency Services strives to provide the most effective emergency communications, emergency preparedness and disaster mitigation as possible for the citizens and visitors of Whitfield County. To reach this goal, we must establish and adhere to professional standards, attract, train and retain the qualified employees necessary to provide this service.

Emergency Services has two sub-departments:

- Emergency Management Administration (EMA)
- and the 911 Center.

Note: The EMA budget is in the general fund but the 911 Center is in a special revenue fund to account for 911 fees with additional funding from the general fund through Other Financing Uses: Transfer to E-911 Fund. The EMA fund only has the Deputy EMA Director - the EMA Director and 911 personal are in the 911 budget.

### **Goals**

- Develop and maintain Local Emergency Management programs and plans required by state and federal government
- Maintain the Emergency Operations Center (EOC)
- Provide 24-hour coordination of resources to emergencies and disasters
- Provide 24-hour coordination to multiple agencies responses
- Provide liaison with local, state, and federal authorities before, during, and after major emergencies and disasters
- Coordinate and conduct emergency management training programs

- Coordinate a minimum of one (1) training exercise annually, involving all partner agencies within the Local Emergency Operations Plan
- To prepare and promote the community's ability to prepare for and to take mitigation measures against an emergency/disaster
- Research and apply for any applicable grants to offset county costs to maintain and grow the agency
- Reduce overtime by maintaining full staff

## Budget Summary

Department/Cost Center:

### **Emergency Management Agency**

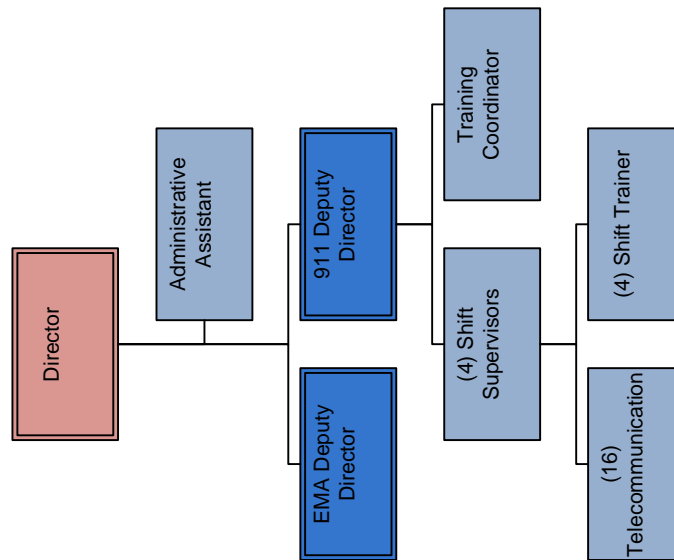
| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ -                     | \$ 98,968                | \$ 56,512                 | \$ 62,722                   |
| Travel                      | 2,696                    | 4,656                    | 4,700                     | 4,700                       |
| Office Supplies             | 1,335                    | 1,192                    | 2,600                     | 2,600                       |
| Furniture/Equipment         | 2,251                    | 6,014                    | 6,000                     | 6,000                       |
| Legal/Contract Services     | -                        | -                        | -                         | -                           |
| Operating Supplies          | 2,162                    | 2,338                    | 1,750                     | 1,750                       |
| Maintenance                 | 2,944                    | 1,170                    | 7,300                     | 7,300                       |
| Vehicle Expense             | 7,521                    | 8,304                    | 6,000                     | 6,000                       |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 14,935                   | 5,385                    | 9,495                     | 9,495                       |
| Sub-Total                   | 33,845                   | 128,027                  | 94,357                    | 100,567                     |
| Plus:Indirect Costs         | -                        | -                        | 5,096                     | 57,367                      |
| Total                       | \$ 33,845                | \$ 128,027               | \$ 99,453                 | \$ 157,934                  |

Department/Cost Center:

### **Transfer to 911**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 1,203,877             | \$ -                     | \$ 941,933                | \$ -                        |

# EMA



# **EMERGENCY MEDICAL SERVICES**

## **Ambulance Service**

### **Mission**

#### **Hamilton Emergency Medical Service DBA Whitfield EMS**

To provide Pre-hospital Emergency Care and Medical Transportation to all persons in Whitfield County.

To meet our customers total medical transportation needs, without discrimination including areas of availability of services, billing for services, and education.

It is our intention to meet and exceed our customer's expectations.

### **Goals**

- Provide 24 hour a day, 7 days a week pre-hospital care service to the citizens and visitors of Whitfield County
- To be the Training Center for Pre-Hospital Care in this Region by utilizing Preceptors and Instructors in all certifications levels of EMT training.
- Provide the best and most Professional and Compassionate care available for the Sick and Injured to anyone in Whitfield County
- Work with and support other Public Service Agencies to build relationships and serve the citizens and occupants of Whitfield county
- To serve the citizens of Whitfield County by functioning as the financial liaison between care providers and third party payors, providing flexible methods of payment for services provided by Hamilton EMS DBA Whitfield EMS

### **Wildly Important Goals (WIGS)**

- Increase patient satisfaction from 94% to 95% by April 1, 2020
- Exceed overall Response Time by 95% or better as outlined by the County contract from inception date of October 1, 2009

### **Budget Summary**

Department/Cost Center:

**Emergency Medical Services - Ambulance**

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| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 674,430               | \$ 694,627               | \$ 380,000                | \$ 485,000                  |

# **PUBLIC WORKS**

## **Mission**

The mission of the Public Works Department is to provide professional service to the citizens of Whitfield County with good stewardship and courtesy to maintain safe roadways for the public.

Specific details include:

- Road maintenance
- Right of way upkeep
- Parks and special projects
- In-kind/Lost projects

## **Goals**

- Meet 10% of Infrastructure resurfacing needs
- Continue monthly updates to administrator and board
- Improve public relations through information to public relations personnel
- Continue to monitor environmental compliance

## Budget Summary

Department/Cost Center:

### Public Works

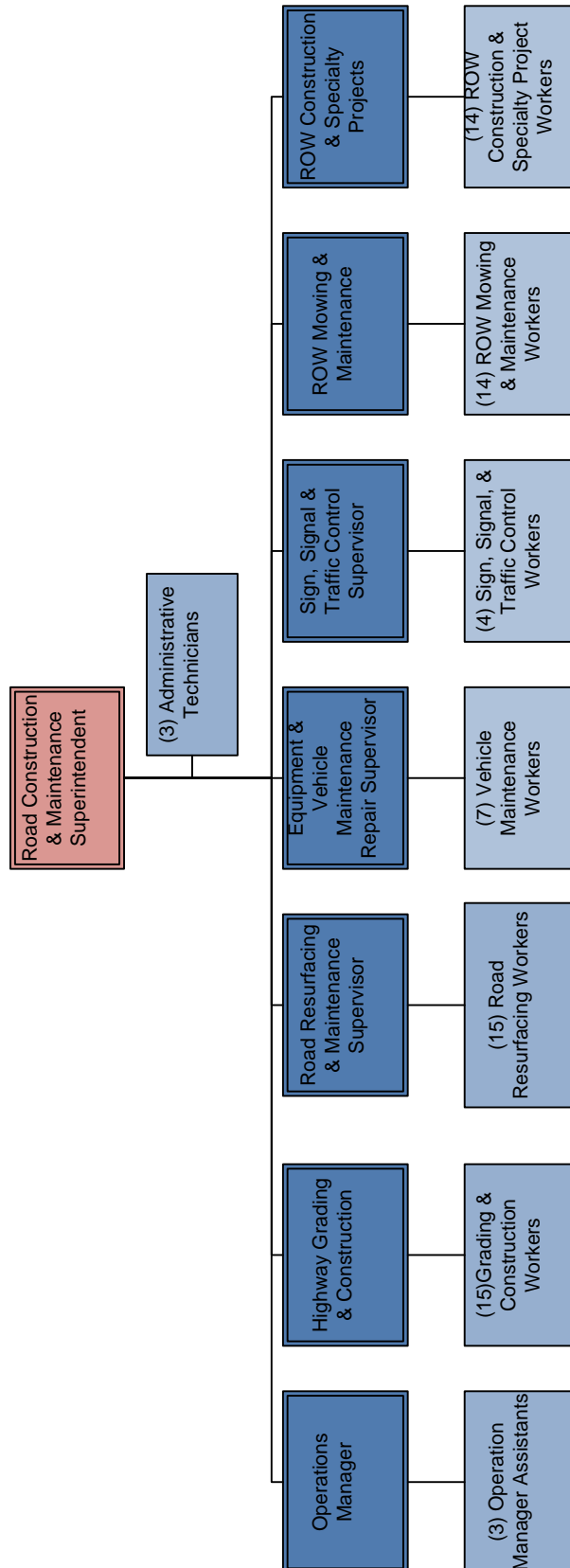
| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 3,995,507     | \$ 4,083,753     | \$ 3,921,857      | \$ 3,763,467        |
| Travel                  | 7,447            | 2,718            | 9,250             | 9,250               |
| Office Supplies         | 7,480            | 8,513            | 10,200            | 10,200              |
| Furniture/Equipment     | 14,342           | 19,769           | 12,500            | 12,500              |
| Legal/Contract Services | 242,603          | 242,793          | 275,000           | 275,000             |
| Operating Supplies      | 1,145,173        | 700,736          | 582,750           | 582,750             |
| Utilities               | 75,855           | 92,247           | 91,250            | 91,250              |
| Maintenance             | 262,882          | 226,358          | 259,000           | 259,000             |
| Vehicle Expense         | 744,121          | 853,780          | 887,500           | 887,500             |
| Consultant              | 80,247           | -                | 25,000            | 25,000              |
| Miscellaneous           | 6,428            | 11,277           | 9,500             | 9,500               |
| In-Kind/LOST Services   | -                | -                | 128,000           | 128,000             |
| Sub-Total               | 6,582,087        | 6,241,945        | 6,211,807         | 6,053,417           |
| Plus: Indirect Costs    | -                | -                | 214,853           | 226,609             |
| Total                   | \$ 6,582,087     | \$ 6,241,945     | \$ 6,426,660      | \$ 6,280,026        |

Department/Cost Center:

### Municipal LOST Agreement Payments

| Departmental Expense | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|----------------------|------------------|------------------|-------------------|---------------------|
| Cohutta              | \$ 50,000        | \$ 50,000        | \$ 50,000         | \$ 50,000           |
| Tunnel Hill          | 48,000           | 48,000           | 48,000            | 48,000              |
| Varnel               | 80,000           | 80,000           | 80,000            | 80,000              |
|                      |                  |                  |                   |                     |
| Total                | \$ 178,000       | \$ 178,000       | \$ 178,000        | \$ 178,000          |

# Public Works Department



# **SOLID WASTE DISPOSAL**

## **Mission**

The Dalton-Whitfield Regional Solid Waste Management Authority's mission is to provide a public service that protects human health and environment and economically manages solid waste for the citizens of Whitfield County and the City of Dalton.

## **Goals**

- Maintain a constant annual disposal tonnage over the planning period despite an increase in population and industrial activity
- Provide consistent and universal access to collection services for solid waste to all citizens in Whitfield County
- Ensure that solid waste handling facilities have capacity to handle all solid waste generated in the County, do not negatively impact the natural environment or public health, and are consistent with the Solid Waste Management Plan
- Ensure that proposed solid waste handling facilities and expansions are consistent with environmental requirements, local land use plans, and the Solid Waste Management Plan
- Ensure that all citizens of Whitfield County have access to information about waste reduction and solid waste management

## **Narrative**

The Authority operates as an Enterprise Fund, supported mainly by user fees. All user fees are retained and dedicated to the operation, future development, closure, and post closure activities. Revenues are also generated through the sales of recyclables, wetland and stream mitigation credits, landfill gas, and greenhouse gas credits. These additional revenue streams help to diversify the sources of revenue and help to minimize the impact of the current economic situation. In light of current economic conditions the Authority carefully reviews and adjusts its operations and expenditures to reflect lower operating revenues.

## **Budget Summary**

Department/Cost Center:

**Solid Waste Disposal**

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| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 428,589               | \$ 411,020               | \$ 425,000                | \$ 425,000                  |



**Public Health**  
Prevent. Promote. Protect.

## **HEALTH DEPARTMENT**

### **Mission**

Our mission is to promote and protect the health and safety of the people in Whitfield County wherever they live, work and play, through population-based preventive programs including:

- Prevention of epidemics and the spread of disease
- Protection of environmental hazards
- Injury prevention
- Promotion and encouragement of healthy behaviors
- Responding to disasters and assisting communities to recover
- Assisting our community in assessing the quality and accessibility of health services

### **Goals**

- To conduct annual staff development training sessions for all employees
- Continue to develop and provide local public health services as required by state and federal regulations and mandates
- Increase and strengthen community partnerships with other organizations in Whitfield County
- Increase access for appointments in all clinical areas of the WCHD
- Increase services offered through the Adult Dental Clinic
- Enhance services offered at the Dalton State College clinic for students
- Promote and provide immunization services to residents of the community:
  - Increased immunization rates using the Teletask Recall System
  - Increased adult immunization rates
  - Provide access to H1N1 Vaccine as well as Seasonal Flu vaccines
- Decrease STD rates in Whitfield County
- Decrease Teen Pregnancy rates in Whitfield County

- Improved control of Hypertension in at least 80% SHAPP (Stroke and Heart Attack Prevention Program) patients seen in the Medical Access Clinic
- Provide 24 hour coordination of Public Health services as needed in the event of local emergencies and disasters
- Participate in local trainings exercises with the LEPC
- Research and apply for any applicable grants to offset budgeted funding deficits and continue to increase services available to the community
- Provide community education related to public health issues as indicated
- Provide education, including CPR, to health department staff and other community partners as indicated
- Promote child passenger safety through the Child Safety Seat Grant and child restraint installation as indicated
- Promote plans to provide a safe environment in the local school systems in the absence of a school nurse
- Decrease staff turnover rates

### Vision

Our Vision for the Whitfield County Health Department is healthy people, families and communities.

## Budget Summary

Department/Cost Center:

**Board of Health**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 1,200,000             | \$ 1,200,000             | \$ 1,200,000              | \$ 950,000                  |

# **FAMILY SUPPORT COUNCIL**

## **Mission**

Murray/Whitfield Court Appointed Special Advocate (CASA) provides community-based advocacy to make certain the needs of abused and neglected children are met quickly. Trained and supervised CASA volunteer advocates provide a sustained focus on the child's best interest to avoid further victimization, and to educate the community about the needs of abused and neglected children, to advocate for resources, to help the legal system be more focused: one child at a time, so the child's right to a permanent, safe home is ensured.

## **Goals**

- Safety Goal – CASA advocates make independently based recommendations, service referrals, monitoring of compliance and barrier removals for reunification efforts. Cases receive monthly advocate contact. CASA monitors indicators of improvement in school progress, educational needs, childcare adequacy, health needs, socialization skills, visitation with family including siblings. Adequacy, location, and safety of the family home are monitored. Indicators of improved family functioning typically includes: participation/completion of parent education, anger management, domestic violence treatment, substance abuse treatment and psychological evaluation and adherence to recommendations. The outcome will be reduced repeat maltreatment.
- Permanency Goal – CASA is cognizant of the importance of the child's sense of time, and the need for stability, nurturance and consistency. To reach the goal of permanency, CASA assesses family strength and works diligently to prevent unnecessary case court delays and promotes prompt compliance with reunification goals. CASA recognizes and supports removal of barriers to reunification with the family. Barriers may include: substance abuse; domestic violence; parenting ignorance; unemployment; child behavior unmet medical, social or psychological needs; transportation; and numerous other needs. CASA strongly advocates for the placement of siblings together while in care, preferably in close proximity to family. CASA encourages consistent visitation with parents and siblings. When reunification with the family of origin is not

appropriate, relative placement is the next preferred option, with adoption being third. The outcome will be permanency.

- Well-Being Goal – To achieve the goal of child well being, CASA volunteers donate their time, expertise and energy for the wellbeing of our children. The advocates receive 40 hours of intensive advocacy training and undergo state and federal criminal background checks before they can become official advocates of the deprived children. The well-being (referred to in CASA as “best interest” of the child) is the primary goal of CASA training and advocacy. Family reunification is the preferred outcome for CASA advocacy with families having the capacity to provide for their children’s need

### Narrative

Advocacy entails the referral of appropriate community services. Support of the families in acceptance of the services and monitoring of participation and resultant outcomes of improved family functioning are key advocacy components. CASA monitors demonstration of service outcomes and reports to the juvenile court accordingly. Indicators that family reunification is successful occur when the family becomes knowledgeable about community resources and are enabled to access resources as needed. Families will show evidence of improved capacity in parenting skills, and knowledge of developmental, educational, physical and mental needs of their child prior to recommendation of reunification by a CASA Advocate.

### **Budget Summary**

Department/Cost Center:  
**Family Support Council**

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| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 5,400                 | \$ 5,400                 | \$ 5,400                  | \$ 5,400                    |

## DEPARTMENT OF FAMILY AND CHILDREN SERVICES (DFACS)

### Mission

To strengthen Georgia's families - supporting their self-sufficiency and helping them protect their vulnerable children and adults by being a resource to their families, not a substitute.

- Expect every consumer to invest/participate in their own recovery.
- Serve people as close to home, family and community as possible.
- Do not accept "business as usual" - it's not good enough.
- Treat customers as if they were our own family.

### Goals

- Working/Self-sufficient Customers: Increase the number of DHS families achieving self-sufficiency through work related activity.
- Home/Community-Based Services: Increase the supply and use of home and community-based human services.
- Technology Access: Increase customer and staff access to information that improves productivity.
- Employee Engagement: Improve DHS employee engagement with customers.
- Prevention: Increase the number of Georgia citizens engaging in healthy, pro-social behavior.

## Budget Summary

Department/Cost Center:

Dept. of Family and Children Services

| Departmental Expense  | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-----------------------|------------------|------------------|-------------------|---------------------|
| General Fund Transfer | \$ 148,678       | \$ 148,678       | \$ 148,678        | \$ 148,678          |

# SENIOR CENTER

## Mission

The purpose of the Dalton Whitfield Senior Center is to provide programming and recreation for the senior population, to enhance health and well-being through a variety of activities, and help senior adults maintain an active and productive lifestyle while serving our community.

## Goals

- To continue to provide quality programs and service to the 50+ population of the community.
- Research the needs of the seniors and implement programs to fulfill them.
- Maintain our relationships with other agencies in the community to assure that we are providing services that are not duplicated.
- Continue to increase programming and develop new ideas to enhance the programs we provide.
- Keep our current staff trained in 1<sup>st</sup> aid and CPR
- Work with the newspaper to see that our programs and activities are well documented and know that seniors are aware of up-coming events.
- To prepare a balanced lunch meal, but staying within the budgeted amount of money collected each month.
- Develop programs to attract the baby boomer generation.
- Provide adequate trips at various prices, to include all seniors that are interested in travel.

## Budget Summary

Department/Cost Center:

**Senior Center**

| Departmental Expense  | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-----------------------|------------------|------------------|-------------------|---------------------|
| General Fund Transfer | \$ 150,000       | \$ 150,000       | \$ 150,000        | \$ 150,000          |

# **PARKS AND RECREATION DEPARTMENT**

## **Mission**

The Whitfield County Parks and Recreation Department is committed to provide organizational, professional, developmental, and maintenance assistance to the sponsoring community volunteer agencies of the elementary school districts.

This commitment includes the purpose of providing organized recreational activities for the youth of Whitfield County to aid in the physical development through fun and exercise, teach the basic fundamental skills of each individual sport offered, aid in the social development through good sportsmanship and moral character with adult guidance and to teach good attitudes and discipline. The organizational commitment includes arranging meetings with the community athletic associations to insure the rules are fair and apply to all teams, to provide an Executive Committee of volunteers to govern all youth leagues participating and to insure that all participants can register in their local community.

The Parks and Recreation Department staff is dedicated to train and develop good skills in the adult coaches through clinics and classroom study.

The Parks and Recreation Department is responsible to develop and maintain recreational facilities at each community park in cooperation with the Whitfield County Board of Education and the local community volunteer athletic associations.

## **Goals**

- Promote and market Whitfield County's Recreation Programs, Parks and Open Spaces. Offer new opportunities for residents!
- Maintain harmony with Community Associations
- Ensure every Visitor has a quality experience
- To construct a community park for the residents in the West Side community
- Refurbish existing Park Facilities to a high standard

- Implement new programs that will serve more residents
- Involve and Empower Community Groups
- Conserve and sustain Whitfield County's Natural and Cultural Resources for future generations
- Work out an agreement with the School System on joint use of facilities
- Continue to utilize inmate labor to upgrade existing facilities throughout our park system
- Continue to work with City of Dalton, Tunnel Hill, Cohutta and Varnell on future possibilities for recreation

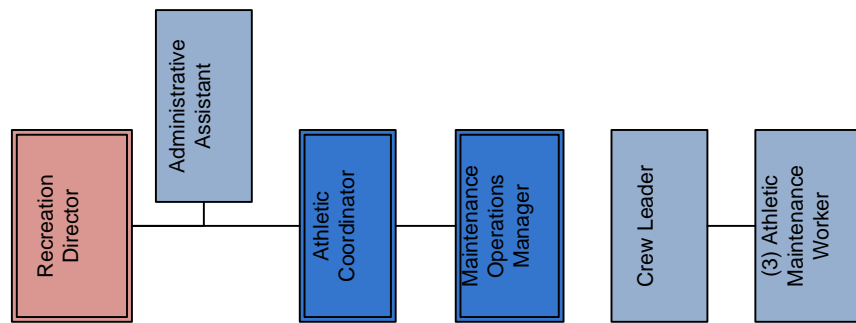
## Budget Summary

Department/Cost Center:

**Parks & Recreation Department**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 360,641               | \$ 428,067               | \$ 420,279                | \$ 421,407                  |
| Travel                      | 2,752                    | 5,913                    | 7,400                     | 7,400                       |
| Office Supplies             | 1,229                    | 1,431                    | 2,200                     | 2,200                       |
| Furniture/Equipment         | 399                      | 1,931                    | 2,000                     | 2,000                       |
| Legal/Contract Services     | 165,944                  | 160,110                  | 180,884                   | 180,884                     |
| Operating Supplies          | 97,094                   | 92,863                   | 152,350                   | 152,350                     |
| Utilities                   | 137,146                  | 148,721                  | 170,000                   | 170,000                     |
| Maintenance                 | 13,119                   | 10,752                   | 14,250                    | 14,250                      |
| Vehicle Expense             | 24,357                   | 30,120                   | 21,000                    | 21,000                      |
| Consultant                  | 625                      | -                        | -                         | -                           |
| Miscellaneous               | 3,004                    | 4,367                    | 6,020                     | 6,020                       |
| Sub-Total                   | 806,310                  | 884,273                  | 976,383                   | 977,511                     |
| Plus: Indirect Costs        | -                        | -                        | 25,539                    | 32,409                      |
| Total                       | \$ 806,310               | \$ 884,273               | \$ 1,001,922              | \$ 1,009,920                |

# Whitfield County Recreation Department



# **DALTON REGIONAL LIBRARY**

## **Mission**

The Dalton-Whitfield County Public Library will provide a well-selected, organized collection of print, non-print and electronic materials, and special programming to meet the informational, educational, recreational, and cultural needs of a growing, diverse community, with emphasis placed on the chosen roles of the library system.

## **Goals**

- **CHILDREN'S DOOR TO LEARNING:** The children in the area served by DWPL, as well as their parents or guardians, will have access to the materials and programs necessary to provide a foundation for lifelong learning.
- **REFERENCE, SPECIAL COLLECTIONS AND GENEALOGY:** The citizens of Dalton and Whitfield County will have access to the materials and services necessary to meet their informational and reference needs.
- **LIFELONG INDEPENDENT LEARNING LIBRARY:** The citizens served by DWPL will have access to materials, services and programs to promote lifelong learning and self-directed personal growth.
- **POPULAR MATERIALS LIBRARY:** The DWPL will provide current books and materials in various formats to meet the popular fiction and non-fiction needs of the service area.

## **Vision**

The Dalton-Whitfield County Public Library (DWPL) strives to anticipate and meet the needs and wants of its citizens by providing excellent service and materials within the budget available to the library program.

## **Narrative**

The library staff and board have identified issues that must be addressed if the library is to fulfill its vision. Issues addressed are: Technology, Staffing, and Facilities. Goals and objectives were written to show improvement in every issue and to enable us to chart improvement in these areas. Again, objectives and other plan information are available in detail, but I have attempted to follow the model provided, and keep our response brief.

- **TECHNOLOGY:** The DWPL will maintain current equipment, and provide for future technology and education of staff.
- **STAFF:** The DWPL will provide staff to meet goals and objectives and work toward meeting state minimum staffing standards.
- **FACILITIES:** DWPL will work to meet the state standard of .6 square feet of library space per capita, as well as maintain the library infrastructure/physical plant(s).
  
- **Cost Containment Measures:** There are a number of reductions that have already been made here, and others which we have planned. A few of these are noted below:
  - We have moved from 18 full-time staff positions to 13, and we have moved from 4 part-time positions to 6. We expect to eliminate another position this spring.
  - We have eliminated an administrative assistant position and a regional secretary position, eliminated a Public Services Library Assistant position, eliminated an Information Technology Library Assistant position, and changed a "converted" state-paid librarian's position to a support staff position (saves at least \$30,000 per year).
  - We have reduced staff travel (we have sent no one to a national or regional conference, for example), we limit use of private automobiles when we can (often, staff members donate the cost of trips, both in the area and around the state), and we have cut the number and expense of cell phones, etc.

## **Budget Summary**

Department/Cost Center:  
**Dalton Regional Library**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 226,000               | \$ 226,000               | \$ 226,000                | \$ 226,000                  |

# COUNTY EXTENSION SERVICE

## Mission

The mission of the University of Georgia Cooperative Extension in Whitfield County is to extend lifelong learning to Georgia citizens through unbiased, research-based education in agriculture, environmental studies, communities, youth and families. The UGA Whitfield County Extension staff will research, verify, and disseminate this knowledge via student education, public outreach programs and educational seminars. Whitfield County Extension will serve the public by providing relevant and accurate programming that seeks to improve the quality of life of the citizens of Whitfield County and promotes positive development in the areas of Agricultural and Natural Resources, Family and Consumer Sciences, and 4-H.

## Goals

- Provide, in a timely manner, accurate information to the citizens of Whitfield and neighboring counties in regards to Agriculture and Natural Resources, Family and Consumer Sciences, and 4-H
- Determine the educational needs of Whitfield County residents
- Develop programs that specifically target and impact these needs
- Receive the professional and educational trainings necessary to address these determined needs
- Be a trusted source of education, innovation, and information for the county's agricultural industry and all residents in Whitfield County
- Provide education and information to promote healthy lifestyles for Whitfield County residents
- Assist Whitfield County's youth via 4-H in-school and after school programs in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing members of society

## NARRATIVE

Whitfield County Extension touches the lives of Whitfield County residents in many different ways.

- **Agriculture and Natural Resources** programs include the Whitfield/Murray County Master Gardener monthly meetings with approximately 30 active members and 17 current interns; two Adopt-a-Stream activities – monthly monitoring at Tar Creek/Al Rollins Park and an Annual River's Alive clean up event at McClellan Creek/Civitan Park; Lakeshore Community Garden with 44 members working 56 plots as well as a gleaner's garden whose produce is donated to local food banks; an educational rain garden at Al Rollins Park; setting up water conservation or horticultural displays at

various community events; collaborations with Northwest GA Fair Board, Civitan Club, Dalton Tree Board, Keep Dalton/Whitfield Beautiful, Whitfield County Saddle Club, Cattleman's Association and local garden clubs, as well as agriculture/natural resources classes with Southeast High School.

- **Family and Consumer Science** program priorities in Whitfield County are focused on offering: continuing education courses for state mandated trainings for employees in the food service and child care industries, state accepted continuing education training courses for childcare center directors and staff, a personal financial course for filers of Chapter 7 or 13 mandated by the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005, and various nutrition classes and exhibits addressing healthy lifestyles. Whitfield County Extension promotes Walk Georgia, a statewide Extension program, every spring and fall. This program encourages exercise to help reduce risks of obesity and chronic diseases such as diabetes and cancer.
- **Whitfield County 4-H** 2010 in-school programs use the University of Georgia's "Agriscience", "Your Money, Your Future", and "Project Citizen" curricula, meeting Georgia Performance Standards and bringing experiential learning opportunities to the Whitfield County and Dalton Public schools . In addition, 4-H club meetings are held for homeschoolers in Whitfield County and at the Boys and Girls Club. Over 1,200 4-H'ers participate in Whitfield County 4-H programs. Various after school programs involve Teen Leadership Training, summer camps for our Cloverleaf (Rock Eagle 4-H Center), Junior ( Jekyll Island 4-H Center), and Senior (Wahsega 4-H Center) 4-H'ers, various summer day camps, Community Service Learning opportunities involving a "drought-tolerant" garden and a "rain garden" at Rollins Park , County and Northwest District Project Achievement, State Youth Council, Junior and Senior Conference, Fall Forum, Northwest District Consumer and Poultry Judging competitions, and the Georgia Youth Summit.

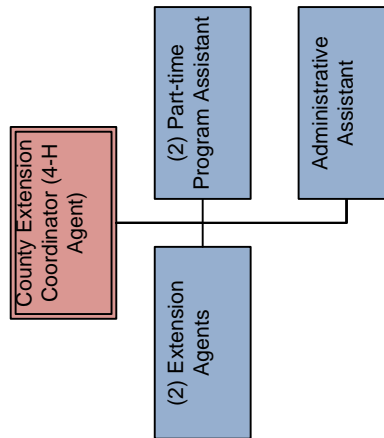
## Budget Summary

Department/Cost Center:

**Extension Office**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 80,491        | \$ 95,533        | \$ 94,334         | \$ 93,551           |
| Travel                  | 7,475            | 11,289           | 9,000             | 9,000               |
| Office Supplies         | 2,135            | 4,400            | 3,000             | 3,000               |
| Furniture/Equipment     | -                | 406              | 500               | 500                 |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | 2,400            | 3,900            | 6,150             | 6,150               |
| Maintenance             | 1,592            | 3,409            | 4,000             | 4,000               |
| Vehicle Expense         | -                | 1,543            | 4,200             | 4,200               |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 731              | 737              | 3,200             | 3,200               |
| Sub-Total               | 94,824           | 121,216          | 124,384           | 123,601             |
| Plus:Indirect Costs     | -                | -                | -                 | 31,042              |
| Total                   | \$ 94,824        | \$ 121,216       | \$ 124,384        | \$ 154,643          |

## Whitfield County Extension Office



# **INSPECTIONS & ENFORCEMENT DEPARTMENT**

## **Mission**

The Inspection and Enforcement division of the Whitfield Planning and Engineering Department is responsible for the administration and enforcement of the Georgia minimum standard technical codes for construction and the enforcement of the City of Dalton and Whitfield County ordinances for building, zoning and property maintenance to ensure the health, safety and welfare of the general public.

## **Goals**

- To develop and retain a highly trained and qualified staff of certified professional inspectors. All inspectors will cross train to competently perform all inspections for a single structure providing better personal service than a succession of different inspectors.
- To provide quality customer service through prompt, courteous, knowledgeable responses to citizen inquires and efficient processing of applications for permits and plan reviews.
- To promptly investigate complaints of violations of Whitfield County and City of Dalton zoning regulations and the adopted property maintenance codes and to initiate actions to abate such violations. The inspections staff will also be responsible for enforcement of these regulations.
- To save time and conserve fuel by combining inspections where possible to reduce the number of driving trips to construction projects, planning the most efficient inspection routes reducing back tracking, and dividing inspections by areas to limit driving time between inspections and prevent overlapping inspection routes.
- To train all staff to be proficient in the use of permitting software.

## Narrative

In 2010 the Inspections and Enforcement office will maintain a relatively small staff of inspector/code enforcement personnel cross-trained in all code areas including construction, zoning enforcement, housing and property maintenance. This will allow greater flexibility in assigning work to the inspectors and empower them to resolve all code issues without referring identified violations to others.

Fuel and vehicle maintenance cost will be reduced by planning more efficient inspections and inspection routes requiring fewer driving miles. This should also allow inspectors more time in the office for training, entering inspection information into the computer and returning calls and emails.

## Budget Summary

Department/Cost Center:  
**Inspection & Enforcement**

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| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 439,552       | \$ 466,791       | \$ 422,992        | \$ 415,466          |
| Travel                  | 10,247           | 11,326           | 11,000            | 11,000              |
| Office Supplies         | 3,546            | 3,410            | 4,365             | 4,365               |
| Furniture/Equipment     | 4,082            | 2,608            | 2,500             | 2,500               |
| Legal/Contract Services | 5,000            | 400              | -                 | -                   |
| Operating Supplies      | 13,898           | 8,337            | 15,500            | 13,500              |
| Maintenance             | 675              | 24,024           | 25,350            | 25,350              |
| Vehicle Expense         | 18,860           | 16,561           | 23,400            | 23,200              |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 64,446           | 40,401           | 12,010            | 8,110               |
| Sub-Total               | 560,306          | 573,858          | 517,117           | 503,491             |
| Plus:Indirect Costs     | -                | -                | 121,685           | 101,587             |
| Total                   | \$ 560,306       | \$ 573,858       | \$ 638,802        | \$ 605,078          |

# COUNTY ENGINEER

## Mission

The mission of the Whitfield County Engineer's Office is to provide prompt, courteous service to the public, while fulfilling our obligations set forth by the Laws of the State of Georgia in the most efficient and cost effective manner possible. The County Engineer's Office also pledges to be fiscally responsible and accountable to the public for projects completed and dollars expended.

## Goals

- To provide the citizens of Whitfield County safe roads by which to travel
- To provide the building community an efficient and helpful plan review process
- To comply with the environmental laws and codes of Whitfield County, the State of Georgia, and the United States
- To cross-train employees to maximize their growth and the efficiency of the engineering department
- To enforce the County's Stormwater Ordinance consistently

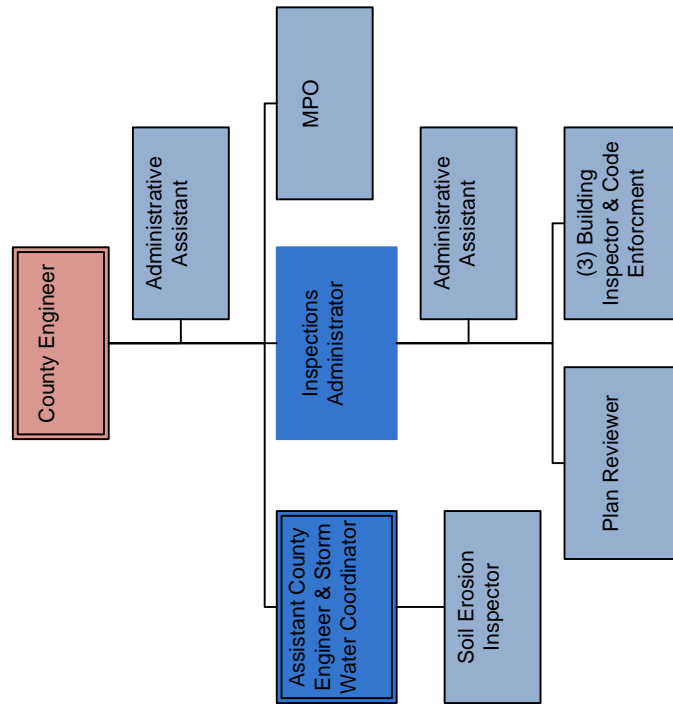
## Budget Summary

Department/Cost Center:

**Engineering**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 78,210                | \$ 129,830               | \$ 207,360                | \$ 263,784                  |
| Travel                      | 775                      | 2,906                    | 1,500                     | 1,500                       |
| Office Supplies             | -                        | 1,156                    | 3,350                     | 3,350                       |
| Furniture/Equipment         | 340                      | 8,453                    | 3,500                     | 3,500                       |
| Legal/Contract Services     | -                        | -                        | 700                       | 700                         |
| Operating Supplies          | -                        | 2,967                    | 4,000                     | 4,000                       |
| Maintenance                 | -                        | -                        | -                         | -                           |
| Vehicle Expense             | 822                      | 1,790                    | 5,000                     | 5,000                       |
| Consultant                  | 80,415                   | 5,742                    | 10,000                    | 10,000                      |
| Miscellaneous               | -                        | -                        | 500                       | 500                         |
| Sub-Total                   | 160,562                  | 152,845                  | 235,910                   | 292,334                     |
| Plus: Indirect Costs        | -                        | -                        | 5,096                     | 22,172                      |
| Total                       | \$ 160,562               | \$ 152,845               | \$ 241,006                | \$ 314,506                  |

# Engineering, Inspections & Enforcement



# COUNTY PLANNER

## Mission

The mission of the County Planner is to help guide and support development in a manner that is consistent with the County's Joint Comprehensive Plan. Develop and interpret regulations that will promote a higher standard of living for all county residents. Write plans that will direct development in a manner that is consistent with the consensus of residence in a range from neighborhood to county levels. Provide support staff for Board of Commissioners and Planning Commissioners with day to day research and recommendations from land development to population data.

## Goals

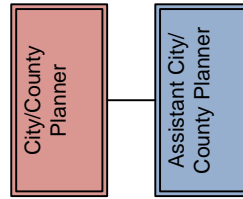
- To develop a plan that will guide county development
- To ensure county regulations are followed pertaining to land development
- To provide design assistance to developers
- To assure a personal point of contact for all land development needs within the county
- To attract & retain high quality developments through innovative design and comprehensive regulations
- To promote sustainable development where applicable and insure property rights for all county residents

## Budget Summary

Department/Cost Center:  
**Planner**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ -                     | \$ 35,516                | \$ 55,573                 | \$ 126,713                  |
| Travel                      | -                        | 5,006                    | 7,650                     | 7,650                       |
| Office Supplies             | -                        | 102                      | 1,000                     | 1,000                       |
| Furniture/Equipment         | -                        | 535                      | 3,300                     | 3,300                       |
| Legal/Contract Services     | -                        | -                        | -                         | -                           |
| Operating Supplies          | -                        | 1,449                    | -                         | 2,000                       |
| Maintenance                 | -                        | -                        | -                         | -                           |
| Vehicle Expense             | -                        | -                        | 2,000                     | 2,200                       |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | -                        | 500                      | 2,235                     | 6,135                       |
| Sub-Total                   | -                        | 43,108                   | 71,758                    | 148,998                     |
| Plus: Indirect Costs        | -                        | -                        | 5,096                     | 13,462                      |
| Total                       | \$ -                     | \$ 43,108                | \$ 76,854                 | \$ 162,460                  |

## Dalton-Whitfield Planning Department



# DALTON/WHITFIELD METROPOLITAN PLANNING ORGANIZATION (MPO)

## Mission

The overall mission of the MPO is to maintain a continuing, comprehensive, and cooperative planning process. Led by two MPO committees, the process is designed to encourage involvement by all interested groups, such as the business community, neighborhood associations, environmental organizations, social service agencies, educational institutions, and the general public. The MPO in coordination with local governments, local transportation agencies, the Georgia Department of Transportation, and Federal Highway and Transit Administration conduct the transportation planning process.

## Goals

- 1. Establish a setting:** Establish and manage a fair and impartial setting for effective regional decision making in the metropolitan area.
- 2. Evaluate alternatives:** Evaluate transportation alternatives in context with the geography, the nature of existing transportation issues, and the available options. Evaluation of alternative is included in various planning activities that are outlined in the Unified Planning Work Program (UPWP).
- 3. Develop a Unified Planning Work Program (UPWP):** Develop an annual work program that outlines the transportation planning activities to be performed by the MPO staff and other agencies.
- 4. Maintain a Long Range Transportation Plan (LRTP):** Develop and update a long-range transportation plan for the Dalton/Whitfield County Urban Area covering a planning horizon of at least twenty years that promotes (1) mobility, access and safety for people and goods, (2) efficient transportation system performance and preservation, and (3) quality of life.

5. **Develop a Transportation Improvement Program (TIP):** Develop a program based on the long-range transportation plan and designed to serve Dalton and Whitfield County's goals, using expenditure, regulations, operating, management, and financial tools.
6. **Involve the Public:** With the aid of the MPO Citizens Advisory Committee, involve the general public and significantly affected sub-groups in the five functions listed above.

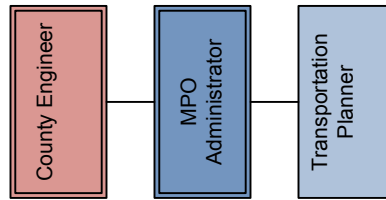
## Budget Summary

Department/Cost Center:  
**MPO**

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| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               |                  |                  | \$ 32,168         | \$ 124,854          |
| Travel                  |                  |                  | -                 | 7,000               |
| Office Supplies         |                  |                  | 300               | 4,400               |
| Furniture/Equipment     |                  |                  | 4,000             | 2,000               |
| Legal/Contract Services |                  |                  | 44,000            | 14,500              |
| Operating Supplies      |                  |                  | 1,000             | 4,000               |
| Maintenance             |                  |                  |                   |                     |
| Vehicle Expense         |                  |                  | -                 | 2,000               |
| Consultant              |                  |                  |                   |                     |
| Miscellaneous           |                  |                  | 600               | 2,800               |
| Sub-Total               | \$ -             | \$ -             | \$ 82,068         | \$ 161,554          |
| Plus: Indirect Costs    |                  |                  | -                 | 4,227               |
| Total                   | \$ -             | \$ -             | \$ 82,068         | \$ 165,781          |

# Whitfield County Metropolitan Planning Organization



# COMMUNITY DEVELOPMENT CORPORATION

## Mission

The mission of the Community Development Corporation is to facilitate the ability of all Dalton and Whitfield County residents to acquire and maintain safe and decent housing.

The Dalton-Whitfield Community Development Corporation is a HUD certified agency.

## Goals

**The overall goal of the Dalton-Whitfield CDC is to increase the local government tax base while improving the quality of life for citizens through housing. Specific objectives as related to the reality of the local economy are:**

- **To decrease the number of foreclosed properties**
  - Provide homeowners with foreclosure prevention options, loss mitigation strategies and negotiation services
  - Assist homeowners with location of quality refinance options
  - Identify and qualify households and assist with the purchase process of foreclosed homes
- **To decrease the number of homeless and unstably housed residents**
  - Identify, implement and maintain programs to assist these households utilizing grant opportunities and existing local, state and federal resources
  - Improve the credit and financial literacy of these households so that they may upgrade their living conditions
- **To improve the physical condition of substandard housing**
  - Assist homeowners to access existing grant and low-interest loan programs
  - Locate and partner with non-profit and faith-based organizations for volunteer construction labor
- **To upgrade households from substandard mobile homes to stick built dwellings**
  - Utilize the agency capacity to access down payment and closing cost assistance and low interest loans

## Budget Summary

Department/Cost Center:

**Community Development Corporation**

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| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   |                          |                          |                           |                             |
| Travel                      |                          |                          |                           |                             |
| Office Supplies             |                          |                          |                           |                             |
| Furniture/Equipment         |                          |                          |                           |                             |
| Legal/Contract Services     |                          |                          |                           |                             |
| Operating Supplies          |                          |                          |                           |                             |
| Utilities                   |                          |                          |                           |                             |
| Maintenance                 |                          |                          |                           |                             |
| Vehicle Expense             |                          |                          |                           |                             |
| Consultant                  |                          |                          |                           |                             |
| Miscellaneous               | 90,734                   | 92,250                   | 140,873                   | 140,873                     |
| Sub-Total                   | 90,734                   | 92,250                   | 140,873                   | 140,873                     |
| Plus: Indirect Costs        | -                        | -                        | 37,421                    | 35,276                      |
| Total                       | \$ 90,734                | \$ 92,250                | \$ 178,294                | \$ 176,149                  |

# **DALTON/WHITFIELD JOINT DEVELOPMENT AUTHORITY (JDA) “Grow Greater Dalton”**

## **Mission**

To facilitate long-term, positive economic growth of the community by attracting new, diversified investments while supporting existing businesses.

## **Goals**

- **Dramatically accelerate job creation and economic growth by bringing thousands of new jobs in community**
  - Identify and attract already targeted new business opportunities to Dalton/Whitfield (Manufacturing, Data Centers, Office Development)
  - Exploit all resources to create retail growth to enhance community revenue base and liability assets of Greater Dalton
- **Job Growth Sites**
  - Create strong relationship and communications with existing industries as a means to grow job base and involve in new business recruiting activities
- **Create a Vision of a New Greater Dalton**
  - Support Archway by providing \$60,000 funding
  - Actively engage in all aspects of “visioning” process led by Archway
  - Report all outcomes of Archway in 2010 Annual Report as required by Grow Greater Dalton
- **Raise visibility of Greater Dalton as an attractive place to live and do business**
  - Executive “Inspiration Lives Here” (IN) campaign to market community
  - Update JDA Website
  - Develop Marketing portfolio and support materials for business recruitment
  - Develop customized marketing aides to assist in business prospect visits

- Maintain accurate property database for JDA website, as well all statewide/regional websites and LoopNet
  - Visit Atlanta and Regional Consultants and project managers
  - Host “Developer Day” activities locally and in Atlanta to keep Greater Dalton on radar screen of those who can bring project leads to our area
  - Advertise, when appropriate, in regional and state magazines to enhance Greater Dalton’s visibility as a viable place to live and do business
  - Maintain open and positive relationships with other entities involved in economic development activities (CVB, DDDA, and Dalton State University)
- **Develop, implement and sustain Grow Greater Dalton and JDA Accountability Benchmarking and Communications**
    - Support GGD Investor’s Council
    - Host JDA investor events
    - Establish a monthly newsletter to investors, JDA, and public officials
    - Email prospect activity reports to elected officials and city/county administrators
    - Local newspaper columns regarding economic development, global marketing
    - Purchase project management software to assist in the management and accurate reporting of JDA activities

## Budget Summary

Department/Cost Center:

**Economic Development (Dalton/Whitfield JDA)**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 142,500               | \$ 157,250               | \$ 159,250                | \$ 159,250                  |

# **NORTHWEST GEORGIA TRADE & CONVENTION CENTER**

## **Mission**

To utilize corporate, community and facility resources to provide optimal customer service and make a significant economic and cultural impact on Dalton, Whitfield County and the northwest Georgia region through promoting and increasing tourism, conventions, special events, corporate business and various other public and private events held at the Northwest Georgia Trade & Convention Center.

## **Goals**

- Increase 2010 long and short term bookings for the facility though the addition of new public events.
- Continue the re-branding of the facility to improve its image.
- Provide event organizers and attendees with a positive and memorable experience that will result in return business.
- Continually increase our standards for optimal customer service.
- To develop and maintain an operations policy/procedure manual.

## **Budget Summary**

Department/Cost Center:

**Northwest Georgia Trade Center**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| General Fund Transfer       | \$ 369,500               | \$ 195,000               | \$ 225,000                | \$ 255,000                  |

## DALTON AREA CONVENTION & VISITORS BUREAU (CVB)

### Mission

To enhance the local economy by promoting the long term development of the Dalton Area as a hub for Tourism, Meetings, Conventions, Tradeshows & Sporting Events.

### Goals

- To develop overnight stays in Dalton and Whitfield County by attracting meetings group business
- To market the destination of Dalton and Whitfield County as a leisure destination for visitors
- To develop and distribute information about events and activities in Dalton and Whitfield County
- To distribute information at local welcome and state visitor information centers
- Tourism asset development and special event support in Dalton and Whitfield County
- Develop co-op opportunities for all tourism partners in Dalton and Whitfield County
- Collaborate with other economic impact focused organizations in Dalton and Whitfield County

### Budget Summary

Department/Cost Center:

**Dalton Area Convention & Visitors Bureau (CVB)**

| Departmental Expense  | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-----------------------|------------------|------------------|-------------------|---------------------|
| General Fund Transfer | \$ -             | \$ 173,360       | \$ 173,360        | \$ 173,360          |

## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted for specific purposes. The County maintains the following special revenue funds:

**Law Library (205)** – To account for the funds collected from fines and forfeitures to be used to maintain the Law Library as provided in Title 36, Chapter 15 of the Official Code of Georgia Annotated.

**D.A. Forfeiture Fund (210)** – To account for funds and property seized through court ordered forfeitures for the purpose of enhancing law enforcement.

**Sheriff's Forfeiture Fund (211)** – To account for seized property through court ordered forfeitures for the purpose of enhancing law enforcement.

**E-911 Services (215)** – To account for the monthly "911" charge to help fund the cost of providing the service as provided in Title 46, Chapter 5 of the Official Code of Georgia Annotated.

**Whitfield County Neighborhood Stabilization Program (NSP) Grant (226)** – To account for the financial activity of the Neighborhood Stabilization plan in conjunction with HUD used to address the negative ramifications of the housing foreclosure crisis.

**Tunnel Hill TE Grant (227)** – To account for grant funds for improvements around the Tunnel Hill park area.

**Conasauga A.D.R. Program (233)** – To account for funds used to resolve cases before they reach the main court system by arbitration or mediation.

**Divorce Seminar Fund (234)** – To account for funds associated with the mandated courses for anyone seeking divorce that have children.

**Supplemental Juvenile Service Fund (235)** – To account for funds associated with juvenile court ordered supervision fees.

**Victim's Assistance Program (236)** – To account for funds associated with a program to assist victims of crimes or abuse.

**Drug Abuse Treatment Education (237)** – To account for funds associated with the drug abuse treatment and education programs relating to controlled substances and marijuana.

**Bryne JAG Grant (239)** – To account for grant funds used for equipment purchases by various court & public safety departments.

**Whitfield County CHIP Grant (240)** – To account for grant funds used by the Dalton Whitfield Community Development Corporation for the purpose of rebuilding homes of low income residents living in substandard and condemned housing.

**Scenic By-Way Grant (242)** – To account for funds associated with the construction of three trailheads; two in Whitfield County and one in Murray County. The trailheads are funded by a grant via the Federal Highway Administration and Georgia Department of Transportation.

**Crime Victim Assistance Grant (251)** – To account for grant funds associated with providing approved services directly to victims of child abuse, spousal abuse, sexual assault or previously underserved victims of violent crime.

**Juvenile Offenders Grant (254)** – To account for revenues and expenditures associated with juvenile offender programs.

**Juvenile Tutorial Program (260)** – To account for funds allocated to provide tutorial programs for the youth through the Juvenile Court.

**Georgia Civil War Heritage (264)** – To account for revenue from other governments associated with the State of Georgia Civil War Heritage Trails project.

**Hotel/Motel Tax Fund (275)** – To Account for hotel/motel room tax collections to be used for tourism development.

## 2010 BUDGET SPECIAL REVENUE FUNDS

| <u>Fund</u> | <u>Title</u>                       | <u>Revenue</u>      | <u>Expenditures</u> |
|-------------|------------------------------------|---------------------|---------------------|
| 205         | Law Library Fund                   | 42,370.00           | 42,370.00           |
| 210         | D.A. Forfeiture Fund               | 10,000.00           | 15,000.00           |
| 211         | Sheriff's Forfeiture Fund          | 100,000.00          | 150,000.00          |
| 215         | E-911 Services                     | 1,725,000.00        | 2,098,249.00        |
| 226         | NSP Grant                          | 1,236,472.00        | 1,236,472.00        |
| 227         | TE Grant (Tunnel Hill)             | 523,958.00          | 523,958.00          |
| 233         | Conasauga A.D.R. Program           | 81,950.00           | 81,950.00           |
| 234         | Divorce Seminar Fund               | 15,000.00           | 20,000.00           |
| 235         | Supplemental Juvenile Service Fund | 13,000.00           | 15,000.00           |
| 236         | Victim's Assistance Program        | 115,000.00          | 115,000.00          |
| 237         | Drug Abuse treatment Education     | 52,900.00           | 20,000.00           |
| 239         | Bryne JAG Grant                    | 309,772.00          | 309,772.00          |
| 240         | Whitfield County CHIP Grant        | 200,000.00          | 200,000.00          |
| 242         | Scenic By-Way Grant                | 250,000.00          | 250,000.00          |
| 251         | Crime Victim Assistance Grant      | 63,500.00           | 63,500.00           |
| 254         | Juvenile Offenders Grant           | 5,000.00            | 5,000.00            |
| 260         | Tutorial Program                   | 23,323.00           | 23,323.00           |
| 264         | Georgia Civil War Heritage         | 0.00                | 25,000.00           |
| 275         | Hotel/Motel Tax Fund               | 195,000.00          | 195,000.00          |
|             | <b>TOTALS</b>                      | <b>4,962,245.00</b> | <b>5,389,594.00</b> |

## SUPERIOR COURT Law Library

### Mission

The Official Code of Georgia Annotated (O.C.G.A.) 36-15-1 through 12 establishes the foundation for which Whitfield County maintains and operates a Law Library. The purpose for this library is to meet the local attorney's, public and judges needs as it relates to the research and clarification of legal issues.

### Budget Summary

Department/Cost Center:  
**Law Library Fund (205)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ 2,400         | \$ 2,400         | \$ 2,400          | \$ 2,400            |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | 1,200             | 1,200               |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | 41,280           | 48,483           | 38,000            | 38,000              |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 155              | 155              | 770               | 770                 |
| Sub-Total               | 43,835           | 51,038           | 42,370            | 42,370              |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 43,835        | \$ 51,038        | \$ 42,370         | \$ 42,370           |

## D.A. FORFEITURE FUND

### Budget Summary

Department/Cost Center:  
**DA Forfeiture Fund (210)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | 3,027            | 5,190            | 10,000            | 15,000              |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 3,027            | 5,190            | 10,000            | 15,000              |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 3,027         | \$ 5,190         | \$ 10,000         | \$ 15,000           |

## SHERIFF'S FORFEITURE FUND

### Budget Summary

Department/Cost Center:  
**Sheriff Forfeiture Fund (211)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | 8,879            | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | 195,205          | 95,427           | 60,000            | 110,000             |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | 24,278           | 33,837           | 40,000            | 40,000              |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 228,362          | 129,264          | 100,000           | 150,000             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 228,362       | \$ 129,264       | \$ 100,000        | \$ 150,000          |

## EMERGENCY SERVICES E-911 Agency

### Mission & Goals

See EMA/E-911 Mission Statement & Goals

### Budget Summary

Department/Cost Center:  
**E911 (215)**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 1,259,925             | \$ 1,344,009             | \$ 1,583,333              | \$ 1,482,449                |
| Travel                      | 19,250                   | 37,559                   | 31,100                    | 31,100                      |
| Office Supplies             | 10,186                   | 11,736                   | 12,300                    | 12,300                      |
| Furniture/Equipment         | 46,172                   | 12,116                   | 28,500                    | -                           |
| Legal/Contract Services     | -                        | 2,802                    | 2,925                     | 2,925                       |
| Operating Supplies          | 25,330                   | 17,159                   | 17,000                    | 17,000                      |
| Utilities                   | 18,474                   | 21,331                   | 23,000                    | 23,000                      |
| Maintenance                 | 76,632                   | 36,479                   | 156,200                   | 156,200                     |
| Vehicle Expense             | -                        | -                        | 2,400                     | 2,400                       |
| Consultant                  | 12,938                   | -                        | -                         | -                           |
| Miscellaneous               | 236,956                  | 270,903                  | 370,875                   | 370,875                     |
| Sub-Total                   | 1,705,863                | 1,754,093                | 2,227,633                 | 2,098,249                   |
| Plus: Indirect Costs        | -                        | -                        | 148,984                   | 120,244                     |
| <b>Total</b>                | <b>\$ 1,705,863</b>      | <b>\$ 1,754,093</b>      | <b>\$ 2,376,617</b>       | <b>\$ 2,218,493</b>         |

# NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT

## Budget Summary

Department/Cost Center:

**NSP Grant (226)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | 200,000             |
| Operating Supplies      | -                | -                | -                 | 1,036,472           |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | -                | -                | -                 | 1,236,472           |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ -             | \$ -             | \$ -              | \$ 1,236,472        |

# TUNNEL HILL TE GRANT

## Budget Summary

Department/Cost Center:  
**Tunnel Hill TE Grant (227)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | 20,629           | 830,000           | 523,958             |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | -                | 20,629           | 830,000           | 523,958             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ -             | \$ 20,629        | \$ 830,000        | \$ 523,958          |

# SUPERIOR COURT

## Alternative Dispute Resolution Program

### Mission

The Alternative Dispute Resolution or "ADR" Program provides a means for civil and domestic cases to be settled which can many times be faster and less costly than the use of traditional court proceedings such as hearings and trials. The most common form of ADR used in this program is "Mediation", in which a neutral third party called a mediator meets confidentially with the parties, and sometimes their attorneys to help them find common grounds of understanding which may lead to an acceptable solution to their dispute. When mediation is successful, since the parties have participated in the settlement of their case they will usually be more satisfied with the outcome and therefore less likely to need future court services. However, if an agreement cannot be reached through mediation the case will continue on through the normal court process. Cases are referred to the ADR Program by the judge assigned to the case and any party or their attorney may request that the judge make a referral. In most cases ADR Program services are free of charge to the parties. (Local Court ADR Rules)

### Budget Summary

Department/Cost Center:

**Conasauga A.D.R Program (233)**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ 3,600                 | \$ 3,600                 | \$ 3,600                  | \$ 12,000                   |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | 83                       | -                        | 100                       | 100                         |
| Furniture/Equipment         | -                        | -                        | -                         | -                           |
| Legal/Contract Services     | 10,881                   | 16,211                   | 21,600                    | 21,600                      |
| Operating Supplies          | -                        | -                        | -                         | -                           |
| Maintenance                 | -                        | -                        | 150                       | 150                         |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | 43                       | 43                       | 200                       | 200                         |
| Sub-Total                   | 14,607                   | 19,854                   | 25,650                    | 34,050                      |
| Plus: Indirect Costs        | -                        | -                        | -                         | -                           |
| Total                       | \$ 14,607                | \$ 19,854                | \$ 25,650                 | \$ 34,050                   |

# SUPERIOR COURT

## Divorcing Parents Seminar

### Mission

The Divorcing Parents Seminar is a four-hour educational program designed to assist parents by offering time-proven information on ways they may effectively help their children cope with divorce or other family discord. The parties in all domestic cases involving minor children must attend the seminar before their cases can be finalized. The seminar is offered each month in Murray and Whitfield counties at a session on a Thursday morning in Dalton; a session on a Saturday morning in Chatsworth; and two, two-hour evening sessions in Dalton. Pre-registration at the Superior Court Clerk's Office in either Murray or Whitfield County is required before the seminar can be attended. Registration by telephone or at a seminar session is not allowed. There is a \$30 per person fee charged to offset the expenses of the program. However, anyone who cannot afford to pay the fee may file a written application for fee waiver in the Court Administrator's office 8:30 a.m. to 4:30 p.m., Monday through Friday. The office is located on the second floor of the Whitfield County Courthouse.

### Budget Summary

Department/Cost Center:  
**Divorcing Parents Seminar Fund**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | 2                | 491              | 800               | 800                 |
| Furniture/Equipment     | 361              | -                | 1,000             | 1,000               |
| Legal/Contract Services | 14,996           | 14,250           | 17,800            | 17,800              |
| Operating Supplies      | 2,305            | 3,293            | 3,000             | 3,000               |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 17,664           | 18,034           | 22,600            | 22,600              |
| Less: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 17,664        | \$ 18,034        | \$ 22,600         | \$ 22,600           |

# SUPPLIMENTAL JUVENILE SERVICE FUND

## Budget Summary

Department/Cost Center:

**Supplemental Juvenile Service Fund (235)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 30,955           | 17,561           | 11,112            | 14,000              |
| Operating Supplies      | 705              | 764              | 961               | 1,000               |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 31,660           | 18,325           | 12,073            | 15,000              |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 31,660        | \$ 18,325        | \$ 12,073         | \$ 15,000           |

## VICTIM'S ASSISTANCE PROGRAM

### Budget Summary

Department/Cost Center:

**Victim's Assistance Program (236)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 39,562           | 35,886           | 34,500            | 115,000             |
| Sub-Total               | 39,562           | 35,886           | 34,500            | 115,000             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 39,562        | \$ 35,886        | \$ 34,500         | \$ 115,000          |

# SUPERIOR COURT

## Drug Abuse Treatment & Education

### Mission

Official Code of Georgia Annotated (O.C.G.A.) 15-21-100 allows for the collection of moneys arising from fines and forfeited bonds and is for the sole purpose of drug abuse treatment and education programs relating to controlled substances and marijuana.

### Budget Summary

Department/Cost Center:

**Superior Court - Drug Abuse Treatment & Education (DATE) Fund (237)**

| <b>Departmental Expense</b> | <b>Actual<br/>FY2007</b> | <b>Actual<br/>FY2008</b> | <b>Amended<br/>FY2009</b> | <b>Requested<br/>FY2010</b> |
|-----------------------------|--------------------------|--------------------------|---------------------------|-----------------------------|
| Personnel                   | \$ -                     | \$ -                     | \$ -                      | \$ -                        |
| Travel                      | -                        | -                        | -                         | -                           |
| Office Supplies             | -                        | -                        | -                         | -                           |
| Furniture/Equipment         | -                        | -                        | -                         | -                           |
| Legal/Contract Services     | -                        | 15,081                   | 45,000                    | 45,000                      |
| Operating Supplies          | -                        | -                        | -                         | -                           |
| Maintenance                 | -                        | -                        | -                         | -                           |
| Vehicle Expense             | -                        | -                        | -                         | -                           |
| Consultant                  | -                        | -                        | -                         | -                           |
| Miscellaneous               | -                        | -                        | -                         | -                           |
| Sub-Total                   | -                        | 15,081                   | 45,000                    | 45,000                      |
| Plus: Indirect Costs        | -                        | -                        | -                         | -                           |
| <b>Total</b>                | <b>\$ -</b>              | <b>\$ 15,081</b>         | <b>\$ 45,000</b>          | <b>\$ 45,000</b>            |

## BYRNE JAG GRANT

### Budget Summary

Department/Cost Center:

**Bryne JAG Grant (239)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | 309,772             |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | -                | -                | -                 | 309,772             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ -             | \$ -             | \$ -              | \$ 309,772          |

# WHITFIELD COUNTY CHIP GRANT

## Budget Summary

Department/Cost Center:

**CHIP Grant (240)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 3,750            | -                | 150,000           | 200,000             |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 3,750            | -                | 150,000           | 200,000             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 3,750         | \$ -             | \$ 150,000        | \$ 200,000          |

## SCENIC BY-WAY GRANT

### Budget Summary

Department/Cost Center:

**Scenic By-Way Grant (242)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 11,947           | 5,771            | 15,000            | 15,000              |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | 235,000           | 235,000             |
| Sub-Total               | 11,947           | 5,771            | 250,000           | 250,000             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 11,947        | \$ 5,771         | \$ 250,000        | \$ 250,000          |

## CRIME VICTIM'S ASSISTANCE GRANT

### Budget Summary

Department/Cost Center:

**Crime Victim's Assistance Grant (251)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 36,000           | 36,000           | 36,000            | 36,000              |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 33,983           | 29,653           | 27,490            | 27,500              |
| Sub-Total               | 69,983           | 65,653           | 63,490            | 63,500              |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 69,983        | \$ 65,653        | \$ 63,490         | \$ 63,500           |

## JUVENILE OFFENDER'S GRANT

### Budget Summary

Department/Cost Center:

**Juvenile Offender's Grant (254)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 1,800            | -                | -                 | 5,000               |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 1,800            | -                | -                 | 5,000               |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 1,800         | \$ -             | \$ -              | \$ 5,000            |

# JUVENILE TUTORIAL PROGRAM

## Budget Summary

Department/Cost Center:

**Juvenile Tutorial Program (260)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | 11,420           | 30,628           | 30,260            | 23,323              |
| Operating Supplies      | -                | 829              | 838               | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | -                | -                 | -                   |
| Sub-Total               | 11,420           | 31,457           | 31,098            | 23,323              |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 11,420        | \$ 31,457        | \$ 31,098         | \$ 23,323           |

# GEORGIA CIVIL WAR HERITAGE

## Budget Summary

Department/Cost Center:

**Georgia Civil War Heritage (264)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 32,297           | -                | 25,000            | 25,000              |
| Sub-Total               | 32,297           | -                | 25,000            | 25,000              |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 32,297        | \$ -             | \$ 25,000         | \$ 25,000           |

## HOTEL/MOTEL TAX FUND

### Budget Summary

Department/Cost Center:

**Hotel/Motel Tax Fund (275)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | 206,475          | 197,200          | 195,000           | 195,000             |
| Sub-Total               | 206,475          | 197,200          | 195,000           | 195,000             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ 206,475       | \$ 197,200       | \$ 195,000        | \$ 195,000          |

## **DEBT SERVICE FUND**

The Debt Service Fund is used to account for the accumulation of resources for the payment of general obligation long-term debt principal and interest.

Whitfield County's debt is from the 2001 issue in the original amount of \$53,760,000 at 3.2% - 5.0% used to finance the construction of capital projects. In 2007, excess funds from the 2000 SPLOST were invested to provide for 100% of the remaining debt obligations.

## DEBT SERVICE FUND

### Budget Summary

Department/Cost Center:

**Debt Service Fund (430)**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|-------------------|---------------------|
| Personnel               | \$ -             | \$ -             | \$ -              | \$ -                |
| Travel                  | -                | -                | -                 | -                   |
| Office Supplies         | -                | -                | -                 | -                   |
| Furniture/Equipment     | -                | -                | -                 | -                   |
| Legal/Contract Services | -                | -                | -                 | -                   |
| Operating Supplies      | -                | -                | -                 | -                   |
| Utilities               | -                | -                | -                 | -                   |
| Maintenance             | -                | -                | -                 | -                   |
| Vehicle Expense         | -                | -                | -                 | -                   |
| Consultant              | -                | -                | -                 | -                   |
| Miscellaneous           | -                | 686,218          | 1,113,934         | 885,313             |
| Sub-Total               | -                | 686,218          | 1,113,934         | 885,313             |
| Plus: Indirect Costs    | -                | -                | -                 | -                   |
| Total                   | \$ -             | \$ 686,218       | \$ 1,113,934      | \$ 885,313          |

## **ENTERPRISE & INTERNAL SERVICE FUNDS**

### **Enterprise Funds**

Enterprise funds are used to account for operations that are financed and operated in a manner similar to a private business enterprise – where the intent of the County is (a) that the costs of providing the goods or services to the general public on a continuous basis be financed or recovered primarily through user charges; or (b) where the County has decided that periodic determination of net income is appropriate for accountability purposes. The County maintains the following enterprise funds:

- **Whitfield County Transit Service** – To account for the operations of the County's rural transit service operated under Section 18 of the Federal Transit Act of 1964. This program provides the public with non-medical bus service, both ambulatory & wheel chair, for all residents of Whitfield County.
- **NorthWest Georgia Trade & Convention Center** – The County shares with the City of Dalton in maintaining a regional trade and convention center. The trade center has 2 exhibit halls, 9 meeting rooms, a 230 seat lecture hall and an executive board room. It can handle 15 person meetings up to a 1500 person convention.

### **Internal Service Funds**

Internal Service Funds are used to account for the financing of goods and services provided by one department or agency to other departments of the County on a cost reimbursement basis. The County maintains the following internal service fund:

- **Workers Compensation** – To account for the County's workman's compensation expenses. The County's workers compensation costs are paid on a fully funded basis. In other words, the County pays for all actual claims and expenses of the program.

Both Enterprise & Internal Service funds do not require budgets under state regulations. Whitfield County has voluntarily chosen to budget for the Whitfield County Transit Service but not to budget for any other of these funds.

# RURAL TRANSIT

## **Mission**

The mission of the Rural Transit is to offer an opportunity for Whitfield County citizens and residents to provide safe and efficient transit services for the community to improve access to any countywide location (ex. business, commercial, activity centers, personal, etc).

## **Goals**

- To maintain an effective and efficient network of transportation services available to the public
- To extend our services throughout the county by advertising to ensure that persons needing the service are aware and are able to use the service
- To grow and generate revenues through the farebox, which will cut budget and allow for growth
- To use DOT leased buses when the repair cost on an older bus (that is to be returned in the near future) is very costly to repair. This will keep our maintenance and repair costs down
- Continue to watch overtime carefully and only use when necessary

## Budget Summary

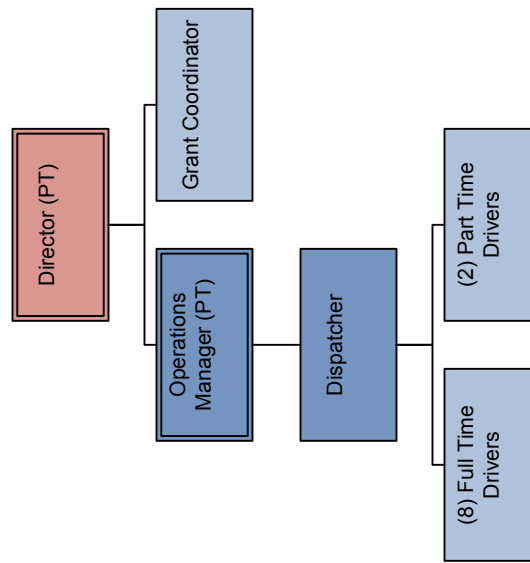
Department/Cost Center:  
**Whitfield Transit**

| Departmental Expense  | Actual<br>FY2007 | Actual<br>FY2008 | Amended<br>FY2009 | Requested<br>FY2010 |
|-----------------------|------------------|------------------|-------------------|---------------------|
| General Fund Transfer | \$ 35,591        | \$ 76,196        | \$ 90,000         | \$ 117,812          |

Department/Cost Center:  
**Rural Transit 5311**

| Departmental Expense    | Actual<br>FY2007 | Actual<br>FY2008 | Budget<br>FY2009 | Requested<br>FY2010 |
|-------------------------|------------------|------------------|------------------|---------------------|
| Personnel               | \$ -             | \$ 4,948         | \$ 333,532       | \$ 322,757          |
| Travel                  | -                | -                | 1,200            | 1,200               |
| Office Supplies         | -                | 188              | 2,700            | 2,700               |
| Furniture/Equipment     | -                | 2,527            | 5,000            | 5,000               |
| Legal/Contract Services | 205,080          | 197,068          | 2,417            | 2,417               |
| Operating Supplies      | -                | 140              | 2,700            | 2,700               |
| Utilities               | -                | -                | 1,248            | 1,248               |
| Vehicle Expense         | -                | -                | 78,000           | 78,000              |
| Consultant              | -                | -                | -                | -                   |
| Depreciation            | 75,917           | 75,917           | -                | 76,000              |
| Miscellaneous           | -                | -                | 48,049           | 16,749              |
| Sub-Total               | 280,997          | 280,788          | 474,846          | 508,771             |
| Plus: Indirect Costs    | -                | -                | -                | 27,812              |
| Total                   | \$ 280,997       | \$ 280,788       | \$ 474,846       | \$ 536,583          |

# Whitfield County Transit



## **FY2010 BUDGET, CAPITAL FUND NARRATIVE**

### **Plans have been pushed out to future years.**

The FY2010 Budget includes a FIVE-YEAR plan for capital expenditures.

This Narrative is keyed to the capital spreadsheets in the next section. If more information is needed about a specific project or proposal, please send your questions to the County Administrator.

Capital Projects for FY09 that haven't been completed have been continued into FY10.

There are several significant changes in Capital Projects in FY10.

- 50% of the Property Acquisition was accelerated from FY11 under Green Space along with all of the Trail Head improvements in anticipation of receiving grant funding
- The Restroom facility for Edwards park has also been accelerated into FY10 because the high usage of the playground area has made this a need that we can no longer defer
- The Westside Park construction project has been separated into major elements with better cost estimates. An increase in cost is due partly to including a Miracle Field and designing the Playground to be handicapped accessible.
- All work on the Reuse of the Landfill have been deferred with the possible exception of some work to allow fishing in the existing pond on the site

### **Building & Grounds**

1. Building Infrastructure Upgrades. The County has an inventory of 47± buildings. It is important to have a continuing maintenance program to repair or replace essential equipment such as heating and air conditioning, roof treatments and other upkeep work. The reinvestment program will fund the work. Part of this capital line will be for major, unscheduled repair work.
2. Building & Grounds Relocation and Consolidation. Currently, the Building & Grounds Department has workbenches, storage and offices in four, geographically separated buildings and sheds. The current situation is inefficient, costly and lacks adequate security. The proposal is to consolidate the Department in one, 30,000 sq. ft. facility, with loading docks, truck and equipment parking areas surrounded by a security fence. Hopefully, the sale of the three existing properties will partially offset the cost of relocating to an available

commercial property in the Dalton area. **Action on this project has been pushed to future years.**

3. Administration Building #1 & #2, Structural Evaluation & Engineering. Admin. Building #2 was acquired for slightly more than the land cost. The building needs significant upgrades to weatherize the structure, make it handicapped accessible, redo bathrooms and plumbing, elevators, energy efficient lighting, etc.

The County conducted a study at the end of 2008 which determined that it would be more cost effective to replace Building #2 with a structure that utilizes all the land area and consolidating offices currently in Administration Building #1 and services such as Building & Zoning. This would also significantly increase the available square footage. The consolidation would also help in creating a “ONE STOP SHOP” for permitting. Part of the project funding could come from the sale of the vacated buildings and properties. **Due to the economy, action on a new administration building and consolidation of offices has been pushed to the future. Only essential repairs and maintenance are in the FY2010 budget.**

4. Remodel Old Section of Courthouse.
  - a. Relocation of Tax Assessor’s Office. The Assessor has requested to relocate to the break room area.
  - b. Remodel Large Courtroom. With the caseload expanding, it is expected that an additional Superior Court Judge will be authorized within the five-year time frame. Existing office space behind the old courtroom will be remodeled. (2011-2012)

## **Correctional Facility Expansion**

It is difficult to predict when it will be necessary to add space for Corrections and also difficult to know the type of facility needed. Perhaps the expansion will be a dormitory for work release inmates, open-bay confinement areas or the more traditional design currently being used. The project is added as a financial placeholder. (2013-2014)

## **Emergency Communications—E911 & Emergency Management**

1. Dispatch Console and Software Upgrade. This project is currently ongoing. The outfitting with new equipment and software will significantly upgraded operations to include the capability to locate mobile units (cell phones). **Carried over from FY2009**
2. Emergency Center Expansion, Electrical Grounding of Building & Equipment. The facility operations and staffing have grown. The building lacks the square footage to provide offices, work areas, storage and equipment operation.

Expanding this facility by extending the front wall is the current proposal. Recently, an evaluation of the 'grounding system' was completed. A significant upgrade is needed to protect employees, equipment and ensure the public safety operations will not be interrupted during the next emergency. **Project being pushed to future.**

3. Communication Antenna and Communications Network Evaluation. The current broadcast system has limitations that need to be evaluated. It will always be difficult to have highly reliable communications that cover all geographic areas over the mountain tops and down into the valleys. A technical evaluation will determine whether the aging systems are broadcasting at their design specifications and whether new equipment could provide higher reliability for emergency responders. Funds are projected to make upgrades. (2011-2013)

## **Fire Department**

New Fire Stations and Headquarters. The most recent ISO Rating for Whitfield County pointed to several fire service improvements. At the north end of the county, there are areas more than five miles from a station. By building a station at the north end the ISO rating for structures will change from Class 9 to 5. This lower rating will result in much lower insurance premiums for homeowners and commercial establishments. In addition, there are a few new subdivisions at the north end that will increase demand for service.

1. Fire Station #11 (2012)
2. Fire Station Headquarters (2013)
3. Fire Station #12 (2014)
4. Fire Training Tower. The Training Tower is to be used for a better training environment. (2012)
5. Fire Truck Replacement Program. In recent years, the County has been without a regular schedule to replace fire equipment, pumpers and other response units. The replacement schedule proposes to replace one unit each year. The trucks respond to fire and medical emergency calls. **The FY2010 includes funding for replacement of one fire truck.**

## **Green Space, Historic Preservation & Conservation Easements**

According to the U.S. Park Service, Whitfield County has the largest intact collection of Civil War defenses in the nation. The Whitfield County Commission has a strong interest in protecting these sites in addition to protecting its natural resources and undeveloped areas. Also, the upcoming Sesquicentennial celebration puts special

emphasis on having historic sites available to visit and celebrate. Working with the Historic Preservation Commissions, Civil War Commission, Civil War Preservation Trust, the Georgia Battlefields Association, the Civil War Round Table and other groups, Whitfield County plans to continue its efforts at preservation and improvement of sites by acquiring more land, establishing and improving trailheads in addition to funding interpretative sites. (2010-2013)

## **Information Technology (IT)**

In past years, the funding of an IT Strategy has fallen behind the investments in public safety and the judicial system. To provide the best support for public safety, the judicial system and other aspects of county government, a strong IT investment strategy is essential.

The planned schedule has been pushed to future years except for some facilities management software.

The value of the IT inventory is \$2.674M. Because of constant improvements in 'operating systems' and software programs, computers need increased processing and storage power. Beyond the specific new programs discussed above, each year it is important to have a program to replace aging hardware and software computer systems. (2010-2014)

## **Parks**

The County has a relatively small inventory of parklands available for public use. With an expanding population and more demands for recreation, the Commissioners have an interest in increasing the investment in park assets.

1. Edwards Park completed in 2008.
2. P&R Master Plan completed in 2008.
3. Acquire New Park Lands. There aren't sufficient parklands available to meet current and future needs. Certain areas of the County have very few park assets. This financial plan will provide funding for the acquisition of additional property, facilitate the design and engineering work required to construct facilities, and appropriate monies to build the infrastructure. (2011,2013)
4. Westside Park construction. (2010-2011)
5. Beneficial reuse of landfill. (2011-2014)

## **Public Works**

Public Works-Road Improvements. In 2008, a tax referendum for transportation (SPLOST) was passed that will fund road projects in excess of \$45M over a 3-4 year period ending in 2011. The projects will improve traffic safety and congestion in the towns and unincorporated areas. The SPLOST budgeting is covered in a separate account.

1. Road Upgrades, Maintenance. Both at the State and local road projects have been under-funded for many years. More monies need to be earmarked for road maintenance and improvements. Without regular maintenance, the road system will get more costly to repair and resurface. In the coming years, more investment is programmed into the maintenance, upgrade and repair of roads. Part of the planning is to take advantage of the LARP Program though it has been greatly reduced by the state. (2010-2014)
2. Special Road Projects. The second part of the program will infuse extra dollars into “catch-up” road repair which will end this year.
3. Guard Rails, ancillary work. The third part of the program will fund road safety items such as guard rails.

## **Service Centers**

This new proposal is to help meet the service needs of a growing population. The creation of ‘County Service Centers’ with several services within one building will establish a linkage between residential and commerce centers. County services such as a Sheriff’s substation, paramedic substation, branch library, indoor recreation, meeting rooms, etc will match current and future requirements. These Centers can be located at the crossroads of the County where it is easy for residents to walk, bike or drive. In addition, these Centers will facilitate the quick dispatch of county services. (2012-2013)

## **Vehicle & Motorized Equipment Replacement Program**

The County has an extremely large fleet of vehicles in its public safety, judicial, public works and administrative departments. There has not been a program to regularly replace high mileage and high operating-hour equipment. The result has been a considerable amount of expensive and unscheduled engine replacements, problems with structural integrity, drive system repairs, etc. It is important to set aside monies to fund a regular replacement program, with priorities given to high mileage, operational inefficiency and repair costs. **2010 reduced to emergency replacement only.** (2010-2014)

# CAPITAL SPREADSHEET FY2009-2014

|                                                                                                                 | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u>                    | <u>2013</u>         | <u>2014</u> | <u>TOTALS</u>                            |
|-----------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------|--------------------------------|---------------------|-------------|------------------------------------------|
| <b>Buildings &amp; Grounds</b>                                                                                  |             |             |             |                                |                     |             |                                          |
| 1. Building infrastructure Upgrades                                                                             | 0           | 53,000      | 54,500      | 56,000                         | 57,500              | 59,000      | 280,000                                  |
| 2. Admin. Bldgs. 1&2 Renovation<br>***Max cost could be \$1.5M                                                  | 46,213      | 100,000     | 225,000     | 250,000                        | 275,000             | 300,000     | 1,150,000                                |
| 3. Remodel old section of Courthouse<br>***Architectural report pending                                         |             |             | 85,000      | 144,000                        |                     |             | 229,000                                  |
|                                                                                                                 | 46,213      | 153,000     | 364,500     | 450,000                        | 332,500             | 359,000     | 1,659,000                                |
| <u>Funding Sources</u>                                                                                          |             |             |             |                                |                     |             |                                          |
| Fund Reserves                                                                                                   | 46,213      | 153,000     |             |                                |                     |             | 153,000                                  |
| Gen Fund Operating Revenue                                                                                      |             |             | 54,500      | 56,000                         | 57,500              | 59,000      | 227,000                                  |
| Other Revenue Sources                                                                                           |             |             | 310,000     | 394,000                        | 275,000             | 300,000     | 1,279,000                                |
|                                                                                                                 | 46,213      | 153,000     | 364,500     | 450,000                        | 332,500             | 359,000     | 1,659,000                                |
| <b>Correctional Facility Expansion</b>                                                                          |             |             |             |                                |                     |             |                                          |
| Design & Engineering                                                                                            |             |             |             |                                | 700,000             |             | 700,000                                  |
| Construction                                                                                                    |             |             |             |                                |                     | 6,500,000   | 6,500,000                                |
|                                                                                                                 | 0           | 0           | 0           | 0                              | 700,000             | 6,500,000   | 7,200,000                                |
| <u>Funding Sources</u>                                                                                          |             |             |             |                                |                     |             |                                          |
| Fund Reserves                                                                                                   |             |             |             |                                |                     |             | 0                                        |
| SPLOST                                                                                                          |             |             |             |                                |                     | 6,500,000   | 6,500,000                                |
| Gen Fund Operating Revenue                                                                                      |             |             |             |                                | 700,000             |             | 700,000                                  |
| Other Revenue Sources                                                                                           |             |             |             |                                |                     |             | 0                                        |
|                                                                                                                 | 0           | 0           | 0           | 0                              | 700,000             | 6,500,000   | 7,200,000                                |
| <b>Emergency Communications</b>                                                                                 |             |             |             |                                |                     |             |                                          |
| 1. Dispatch Console and Software Upgrade                                                                        | 0           | 45,000      |             |                                |                     |             | 45,000                                   |
| 2. Addressing Project<br>Readdressing project                                                                   | 88,000      |             |             |                                |                     |             | 0                                        |
| 3. Emergency Center<br>Expansion, design suspended<br>Grounding System                                          |             |             |             |                                |                     |             | 0<br>0                                   |
| 4. Antenna Systems Evaluation<br>Improvements & Upgrades                                                        |             |             | 20,000      | 45,000                         | 45,000              |             | 20,000<br>90,000                         |
| 5. Countywide Communications Network<br>(700-800MHZ)<br>Consultant's evaluation<br>Improvements & Upgrades      |             |             | 100,000     | 600,000                        | 600,000             |             | 100,000<br>1,200,000                     |
|                                                                                                                 | 88,000      | 45,000      | 120,000     | 645,000                        | 645,000             | 0           | 1,455,000                                |
| <u>Funding Sources</u>                                                                                          |             |             |             |                                |                     |             |                                          |
| Fund Reserves                                                                                                   | 88,000      | 45,000      |             |                                |                     | 0           | 45,000                                   |
| Gen Fund Operating Revenue                                                                                      |             |             | 20,000      | 45,000                         | 45,000              |             | 110,000                                  |
| Other Revenue Sources                                                                                           |             |             | 100,000     | 600,000                        | 600,000             |             | 1,300,000                                |
|                                                                                                                 | 88,000      | 45,000      | 120,000     | 645,000                        | 645,000             | 0           | 1,455,000                                |
| <b>Fire Department</b>                                                                                          |             |             |             |                                |                     |             |                                          |
| 1. Fire Station #11, project on hold<br>Acquisition<br>Engineering<br>Construction<br>Outfitting<br>Fire trucks |             |             |             | 2,000,000<br>50,000<br>418,000 |                     |             | 0<br>0<br>2,000,000<br>50,000<br>418,000 |
| 2. Fire Station HQ<br>Engineering<br>Construction                                                               |             |             |             |                                | 71,820<br>1,541,400 |             | 71,820<br>1,541,400                      |

# CAPITAL SPREADSHEET FY2009-2014

|                                                          |             |             |             |             |             |             |               |
|----------------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------|
| 3. Fire Station #12                                      |             |             |             |             |             |             |               |
| Acquisition                                              |             |             |             | 20,000      |             |             | 20,000        |
| Engineering                                              |             |             |             | 80,000      |             |             | 80,000        |
| Construction                                             |             |             |             |             | 2,000,000   |             | 2,000,000     |
| Outfitting                                               |             |             |             |             | 50,000      |             | 50,000        |
| Fire trucks                                              |             |             |             |             | 418,000     |             | 418,000       |
| 4. Fire Training Tower                                   |             |             |             | 182,000     |             |             | 182,000       |
| 5. Fire Truck Replacement Schedule                       |             | 235,000     | 245,500     | 256,000     | 266,500     | 277,000     | 1,280,000     |
|                                                          | 0           | 235,000     | 245,500     | 2,906,000   | 1,979,720   | 2,745,000   | 8,111,220     |
| <u>Funding Sources</u>                                   |             |             |             |             |             |             |               |
| Fund Reserves                                            | 0           | 235,000     |             |             |             |             | 235,000       |
| Gen Fund Operating Revenue                               |             |             | 245,500     | 251,000     | 261,500     | 272,000     | 1,030,000     |
| Other Revenue Sources                                    |             |             |             | 2,655,000   | 1,718,220   | 2,473,000   | 6,846,220     |
|                                                          | 0           | 235,000     | 245,500     | 2,906,000   | 1,979,720   | 2,745,000   | 8,111,220     |
|                                                          | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>TOTALS</u> |
| <b>Green Space, Historic Preservation</b>                |             |             |             |             |             |             |               |
| 1. Property Acquisition                                  |             | 250,000     | 250,000     |             | 500,000     |             | 1,000,000     |
| 2a. Trail Heads, trail improvements                      |             | 55,000      |             |             | 60,000      |             | 115,000       |
| 2b. Tunnel Hill Historic Park                            |             | 300,000     |             |             |             |             | 300,000       |
| trails, roads, sidewalks                                 |             |             |             |             |             |             |               |
| Estimated completion of sidewalks-3 yrs                  |             |             |             |             |             |             |               |
| 3. Develop Interpretative Sites                          |             |             | 75,000      | 80,000      |             |             | 155,000       |
|                                                          | 0           | 605,000     | 325,000     | 80,000      | 560,000     | 0           | 1,570,000     |
| <u>Funding Sources</u>                                   |             |             |             |             |             |             |               |
| Fund Reserves                                            |             | 55,000      | 75,000      | 80,000      | 60,000      | 0           | 270,000       |
| Grants                                                   |             | 300,000     |             |             |             |             | 300,000       |
| (Transportation Enhancement awarded)                     |             |             |             |             |             |             |               |
| Gen Fund Operating Revenue                               |             |             |             |             |             |             | 0             |
| Other Revenue Sources                                    |             | 250,000     | 250,000     |             | 500,000     |             | 1,000,000     |
|                                                          | 0           | 605,000     | 325,000     | 80,000      | 560,000     | 0           | 1,570,000     |
|                                                          | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>TOTALS</u> |
| <b>Information Technology Strategy</b>                   |             |             |             |             |             |             |               |
| 1. Phase 2                                               |             |             |             |             |             |             |               |
| Kronos, Job App, Tax Asses Serv                          | 115,000     |             |             |             |             |             | 0             |
| 2. Phase 3                                               |             |             |             |             |             |             |               |
| Disaster Recovery                                        | 40,000      |             |             |             |             |             | 0             |
| Storage                                                  | 250,000     |             |             |             |             |             | 0             |
| Data Center Rewiring                                     | 40,000      |             |             |             |             |             | 0             |
| 3. Facilities Management Software                        |             | 20,000      |             |             |             |             | 20,000        |
| 4. Public Works Software                                 |             |             | 90,000      |             |             |             | 90,000        |
| 5. Financial Software                                    |             |             |             | 300,000     |             |             | 300,000       |
| 6. Update GIS Aerial Photography                         |             |             |             |             | 40,000      |             | 40,000        |
| 7. Database Integration between Courts and Public Safety |             |             |             |             |             | 250,000     | 250,000       |
| 8. Automation Updates                                    | 51,500      | 58,000      | 59,500      | 61,000      | 62,500      | 64,000      | 305,000       |
|                                                          | 496,500     | 78,000      | 149,500     | 361,000     | 102,500     | 314,000     | 1,005,000     |
| <u>Funding Sources</u>                                   |             |             |             |             |             |             |               |
| Fund Reserves                                            | 496,500     | 78,000      |             |             |             |             | 78,000        |
| Gen Fund Operating Revenue                               |             |             | 149,500     | 361,000     | 102,500     | 314,000     | 927,000       |
| Other Revenue Sources                                    |             |             |             |             |             |             | 0             |
|                                                          | 496,500     | 78,000      | 149,500     | 361,000     | 102,500     | 314,000     | 1,005,000     |
|                                                          | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>TOTALS</u> |
| <b>Parks</b>                                             |             |             |             |             |             |             |               |
| 1. Edwards Park construction                             |             |             |             |             |             |             | 0             |
| Restroom facility                                        |             | 92,000      |             |             |             |             | 92,000        |
| 2. Acquire Park land                                     |             |             | 500,000     |             | 500,000     |             | 1,000,000     |

# CAPITAL SPREADSHEET FY2009-2014

|                                              |             |              |             |             |             |             |               |
|----------------------------------------------|-------------|--------------|-------------|-------------|-------------|-------------|---------------|
| <b>3. Westside Park construction</b>         |             |              |             |             |             |             |               |
| Land                                         | 290,000     | 110,000      | 110,000     | 110,000     | 110,000     | 110,000     | 550,000       |
| Site Prep                                    | 10,000      | 100,000      |             |             |             |             | 100,000       |
| Power to Site                                |             | 15,000       |             |             |             |             | 15,000        |
| Septic System/Fields                         |             | 20,000       |             |             |             |             | 20,000        |
| Roads & Parking                              |             | 275,000      |             |             |             |             | 275,000       |
| Landscaping                                  |             | 20,000       |             |             |             |             | 20,000        |
| Architect/Engineering Plans                  |             | 50,000       |             |             |             |             | 50,000        |
| Building 1                                   |             | 240,000      |             |             |             |             | 240,000       |
| Building 2                                   |             | 60,000       |             |             |             |             | 60,000        |
| Building Equipment                           |             | 6,000        |             |             |             |             | 6,000         |
| Fencing                                      |             | 102,000      |             |             |             |             | 102,000       |
| Lighting                                     |             | 484,000      |             |             |             |             | 484,000       |
| Bleachers                                    |             | 144,000      |             |             |             |             | 144,000       |
| Maintenance Equipment                        |             | 77,000       |             |             |             |             | 77,000        |
| Baseball & Soccer Fields                     |             | 126,000      |             |             |             |             | 126,000       |
| Picnic Pavilions                             |             | 25,000       |             |             |             |             | 25,000        |
| Playground Equip (for handicapped & general) |             | 75,000       |             |             |             |             | 75,000        |
| Miracle Field                                |             | 150,000      |             |             |             |             | 150,000       |
| <b>4. Reuse of Landfill</b>                  |             |              |             |             |             |             |               |
| a. Design & engineering                      |             |              | 15,000      | 25,000      |             |             | 40,000        |
| b. Fishing Pond                              |             | ?            |             |             |             |             | 0             |
| c. Construction                              |             |              | 325,000     | 550,000     | 625,000     | 675,000     | 2,175,000     |
|                                              | 300,000     | 2,171,000    | 950,000     | 685,000     | 1,235,000   | 785,000     | 5,826,000     |
| <u>Funding Sources</u>                       |             |              |             |             |             |             |               |
| Fund Reserves                                | 300,000     | 2,021,000    | 500,000     |             | 500,000     |             | 3,021,000     |
| Grants                                       |             |              |             |             |             |             | 0             |
| Gen Fund Operating Revenue                   |             |              | 110,000     | 110,000     | 110,000     | 110,000     | 440,000       |
| Other Revenue Sources                        |             | 150,000      | 340,000     | 575,000     | 625,000     | 675,000     | 2,365,000     |
|                                              | 300,000     | 2,171,000    | 950,000     | 685,000     | 1,235,000   | 785,000     | 5,826,000     |
|                                              | <u>2009</u> | <u>2010</u>  | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>TOTALS</u> |
| <b>Public Works</b>                          |             |              |             |             |             |             |               |
| 1. Road Projects                             | 4,261,100   | 2,750,000    | 2,200,000   | 2,300,000   | 2,400,000   | 2,500,000   | 12,150,000    |
| 2. Special Road Projects                     | 110,307     | ? Dirt Roads |             |             |             |             | 0             |
| 3. Guard rails, ancillary work               | 0           | 396,500      | 412,500     | 429,000     | 446,000     | 463,500     | 2,147,500     |
|                                              | 4,371,407   | 3,146,500    | 2,612,500   | 2,729,000   | 2,846,000   | 2,963,500   | 14,297,500    |
| <u>Funding Sources</u>                       |             |              |             |             |             |             |               |
| Fund Reserves                                | 236,665     |              |             |             |             |             | 0             |
| Grants                                       |             |              |             |             |             |             | 0             |
| SPLOST                                       | 3,764,185   | 2,886,500    | 2,312,500   | 2,429,000   | 2,546,000   | 2,663,500   | 12,837,500    |
| State DOT - LARP                             | 260,250     | 260,000      | 300,000     | 300,000     | 300,000     | 300,000     | 1,460,000     |
| State DOT - Special Grants                   |             |              |             |             |             |             | 0             |
| Gen Fund Operating Revenue (& GDOT)          | 110,307     |              |             |             |             |             | 0             |
| Other Revenue Sources                        |             |              |             |             |             |             | 0             |
|                                              | 4,371,407   | 3,146,500    | 2,612,500   | 2,729,000   | 2,846,000   | 2,963,500   | 14,297,500    |
|                                              | <u>2009</u> | <u>2010</u>  | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>TOTALS</u> |
| <b>Service Centers</b>                       |             |              |             |             |             |             |               |
| 1. Location #1                               |             |              |             |             |             |             |               |
| Property acquisition                         |             |              |             | 75,000      |             |             | 75,000        |
| Design & Engineering                         |             |              |             | 200,000     |             |             | 200,000       |
| Construction                                 |             |              |             |             | 2,750,000   |             | 2,750,000     |
| Outfitting                                   |             |              |             |             | 275,000     |             | 275,000       |
|                                              | 0           | 0            | 0           | 275,000     | 3,025,000   | 0           | 3,300,000     |
| <u>Funding Sources</u>                       |             |              |             |             |             |             |               |
| Fund Reserves                                |             |              |             |             |             |             | 0             |
| Gen Fund Operating Revenue                   |             |              |             |             |             |             | 0             |
| Other Revenue Sources                        |             |              |             | 275,000     | 3,025,000   | 0           | 3,300,000     |
|                                              | 0           | 0            | 0           | 275,000     | 3,025,000   | 0           | 3,300,000     |

# CAPITAL SPREADSHEET FY2009-2014

|                                              | 2009             | 2010             | 2011             | 2012             | 2013              | 2014              | TOTALS            |
|----------------------------------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|
| <b>Vehicle-Motorize Equipment-all depts.</b> |                  |                  |                  |                  |                   |                   |                   |
| Replacement of Vehicles                      | 339,151          | 100,000          | 562,000          | 591,000          | 620,000           | 650,000           | 2,523,000         |
| Capital Lease Payments                       |                  | 100,000          | 100,000          | 100,000          | 50,000            |                   | 350,000           |
|                                              | 339,151          | 200,000          | 662,000          | 691,000          | 670,000           | 650,000           | 2,873,000         |
| <u>Funding Sources</u>                       |                  |                  |                  |                  |                   |                   |                   |
| Fund Reserves                                | 100,000          | 200,000          |                  |                  |                   |                   | 200,000           |
| Gen Fund Operating Revenue                   | 239,151          |                  | 662,000          | 691,000          | 670,000           | 650,000           | 2,673,000         |
| Other Revenue Sources                        |                  |                  |                  |                  |                   |                   | 0                 |
|                                              | 339,151          | 200,000          | 662,000          | 691,000          | 670,000           | 650,000           | 2,873,000         |
| <b>Overall Summary of Expenses</b>           | <b>5,641,271</b> | <b>6,633,500</b> | <b>5,429,000</b> | <b>8,822,000</b> | <b>12,095,720</b> | <b>14,316,500</b> | <b>47,296,720</b> |
| <b>Overall Summary of Funding Sources</b>    |                  |                  |                  |                  |                   |                   |                   |
| Fund Reserves                                | 1,267,378        | 2,787,000        | 575,000          | 80,000           | 560,000           | 0                 | 4,002,000         |
| Grants                                       | 0                | 300,000          | 0                | 0                | 0                 | 0                 | 300,000           |
| SPLOST                                       | 3,764,185        | 2,886,500        | 2,312,500        | 2,429,000        | 2,546,000         | 9,163,500         | 19,337,500        |
| Gen Fund Operating Revenue                   | 609,708          | 260,000          | 1,541,500        | 1,814,000        | 2,246,500         | 1,705,000         | 7,567,000         |
| Other Revenue Sources                        | 0                | 400,000          | 1,000,000        | 4,499,000        | 6,743,220         | 3,448,000         | 16,090,220        |
|                                              | 5,641,271        | 6,633,500        | 5,429,000        | 8,822,000        | 12,095,720        | 14,316,500        | 47,296,720        |