

March 27, 2019

Capital Outlay

**FY2019-20 Capital Outlay
CM Recommended**

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	CM RECOMMENDED
MIS-Info Technology	Other Equipment/New	1	284,479	284,479
Subtotal - MIS-Info Technology				284,479
Fire Administration	Vehicles Replace	1	34,000	34,000
Subtotal - Fire Administration				34,000
Fire Suppression	Other Equipment New	1	134,267	134,267
Subtotal - Fire Suppression				134,267
Emergency Medical Services	Other Equipment/New	1	28,000	28,000
Subtotal - Emergency Medical Services				28,000
Muni Court	Office Equipment Replace	1	32,000	32,000
Subtotal - Muni-Court				32,000
Police Investigation	Vehicles Replace	1	29,500	29,500
	Office Equipment - Replace	1	8,000	8,000
Subtotal - Police Investigation				37,500
Police Patrol	Vehicles Replace	1	347,320	347,320
	Other Equipment - New	1	100,000	100,000
Subtotal - Police Patrol				447,320
Buildings and Grounds	Vehicles Replace	1	27,000	27,000
	Other Equipment Replace	1	34,400	34,400
Subtotal - Buildings and Grounds				61,400
Recreation Facilities	Buildings	1	80,000	80,000
	Other Equipment/New	1	8,000	8,000
	Parks	1	9,000	9,000
Subtotal - Recreation Facilities				97,000
Total - General Fund				1,155,966
T-SPLOST	Capital Improvement	1	2,000,000	2,000,000
Subtotal - T-SPLOST Fund				2,000,000
Water and Sewer Fund	Other Equipment - Replace	1	80,000	80,000
	Water Line Replacement	1	300,000	300,000
Subtotal - Water and Sewer Fund				380,000
Electric/Power Fund				
Electric/Line	Vehicle Replace	1	21,000	21,000
	Communications	1	5,000	5,000
	Capital Improvement Fund	1	125,000	125,000
	Electric Improvements	1	865,000	865,000
	Other System Improvements	1	345,000	345,000
	Street Lighting	1	360,000	360,000
Subtotal - Electric/Line				1,721,000
Electric/Warehouse	Vehicles - Replace	1	26,000	26,000

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CM Recommended**

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	CM RECOMMENDED
Subtotal - Electric/Warehouse				26,000
Total - Electric/Power Fund				1,747,000
Golf Course Fund	Recreation Capital Project	1	15,000	15,000
Subtotal -Golf Course Fund				15,000
Sanitation	Vehicle Replace	1	202,500	202,500
	Sanitation Containers	1	30,000	30,000
Subtotal - Sanitation Fund				232,500
Convention Center	Furnitures/Fixtures Replace	1	361,000	361,000
	Office Equipment/Replace	1	198,400	198,400
	Other Equipment/Replace	1	1,011,400	1,011,400
Subtotal - Convention Center				1,570,800
GICC Arena	Furnitures/Fixtures New	1	453,000	453,000
	Other Equipment - New	1	108,500	108,500
Subtotal - GICC Arena				561,500
Federal Aviation Administration (FAA)	Other Equipment	1	27,636	27,636
Subtotal - FAA				27,636
Business Industrial Development (BIDA)	Land Purchase Cost	1	660,572	660,572
Subtotal -BIDA				660,572
Stormwater Utility	Vehicles - Replace	1	31,700	31,700
	Improvements Stormwater	1	287,600	287,600
Subtotal- Stormwater Utility Fund				319,300
Total - Other Funds				7,514,308
Grand Total - General and Other Funds				8,670,274

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1100 - LEGISLATIVE								
Personnel Services								
51 5010	Salary/Operating	280,101.89	280,337.00	184,713.26	66	293,339.00	286,734.00	2
51 5020	Salary/Overtime	2,748.12	2,000.00	3,228.62	161	4,000.00	3,000.00	50
51 5030	Salary/Partime	32,062.10	37,504.00	25,547.56	68	38,574.00	37,504.00	
51 5040	Shared Utility Payments	12,200.72	13,000.00	8,597.07	66	13,000.00	13,000.00	
51 5190	Medicare	3,769.20	4,532.00	2,781.90	61	4,617.00	4,701.00	4
51 5200	Fica	2,030.03	1,355.00	1,636.03	121	2,392.00	2,325.00	72
<i>Personnel Services Totals</i>		\$332,912.06	\$338,728.00	\$226,504.44	67%	\$355,922.00	\$347,264.00	3%
Employee Benefits								
51 5150	City Pension Contribution	59,876.40	56,131.00	38,312.26	68	53,583.00	52,688.00	(6)
51 5161	Life Insurance	4,326.38	545.00	430.62	79	1,007.00	1,007.00	85
51 5163	ST Disability Insurance	323.50	491.00	118.08	24	491.00	491.00	
51 5164	LT Disability Insurance	276.14	268.00	102.06	38	268.00	268.00	
51 5165	Health Insurance	50,085.62	47,968.00	25,103.86	52	48,274.00	44,554.00	(7)
51 5166	Dental Insurance	2,548.87	2,490.00	1,502.62	60	2,996.00	2,996.00	20
<i>Employee Benefits Totals</i>		\$117,436.91	\$107,893.00	\$65,569.50	61%	\$106,619.00	\$102,004.00	(5%)
Communications & Util.								
52 5240	Telephone	24,114.53	11,221.00	15,700.39	140	25,860.00	11,040.00	(2)
52 5260	Heat & Power	27,062.29	20,300.00	19,411.87	96	35,578.00	35,578.00	75
52 5270	Water	953.06	600.00	869.07	145	2,000.00	1,300.00	117
52 5280	Other Communication/Util	3,706.49	3,300.00	2,358.55	71	5,349.00	3,600.00	9
<i>Communications & Util. Totals</i>		\$55,836.37	\$35,421.00	\$38,339.88	108%	\$68,787.00	\$51,518.00	45%
Repair & Maintenance								
52 5730	R&M - D/P Equipment	107.64	15,081.00	5,318.10	35	14,476.00	14,476.00	(4)
<i>Repair & Maintenance Totals</i>		\$107.64	\$15,081.00	\$5,318.10	35%	\$14,476.00	\$14,476.00	(4%)
Building Maintenance								
52 5740	R&M-Buildings	95,990.69	50,000.00	150,346.65	301	50,000.00	50,000.00	
<i>Building Maintenance Totals</i>		\$95,990.69	\$50,000.00	\$150,346.65	301%	\$50,000.00	\$50,000.00	0%
Training & Education								
52 6200	Training	5,045.89	3,651.00	1,186.45	32	3,651.00	3,651.00	
52 6210	Dues	3,905.09	6,165.00	7,278.69	118	6,165.00	6,165.00	
52 6220	Subscription/Publications	709.04	1,607.00	502.23	31	1,607.00	1,607.00	
52 6230	Conventions/Meetings	38,074.75	.00	7,984.69		10,000.00	10,000.00	



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1100 - LEGISLATIVE								
Training & Education								
52 6232	Convention/ Meetings Ward 2	593.32	10,000.00	1,080.19	11	10,000.00	10,000.00	
52 6233	Convention/ Meetings Ward 3	331.03	10,000.00	4,333.74	43	10,000.00	10,000.00	
52 6234	Convention/Meetings Ward 4	.00	10,000.00	4,100.58	41	10,000.00	10,000.00	
52 6235	Convention & Meetings Ward 1	576.80	10,000.00	7,207.40	72	10,000.00	10,000.00	
<i>Training & Education Totals</i>		\$49,235.92	\$51,423.00	\$33,673.97	65%	\$61,423.00	\$61,423.00	19%
Other Services & Charges								
52 3505	Mileage Reimbursement	2,368.53	1,000.00	1,224.20	122	1,000.00	1,000.00	
52 5520	Code Amendments	3,469.32	6,000.00	8,818.12	147	7,000.00	6,000.00	
52 6000	Advertising Expense	3,848.78	6,000.00	3,363.36	56	6,000.00	6,000.00	
52 6110	Other Insurance	113,701.51	104,795.00	97,966.60	93	9,951.00	9,951.00	(91)
52 6130	Miscellaneous Services	7,273.33	2,500.00	1,901.55	76	2,500.00	2,500.00	
52 6170	Contractual Services	59,561.60	45,037.00	65,345.88	145	50,037.00	50,037.00	11
52 6500	Election Expense	29,048.28	1,000.00	15,259.92	1,526	50,000.00	30,000.00	2,900
52 6560	Workers Comp/Administrati	1,334.39	1,768.00	3,145.33	178	2,288.00	2,288.00	29
52 6580	Unemployment Compensation	2,145.00	.00	.00		.00	.00	
52 6600	Claims Workers Comp.	120.90	.00	.00		.00	.00	
52 7182	Ward 2 Expenditures From Donations	750.00	1,300.00	2,810.23	216	.00	.00	(100)
52 7183	Ward 3 Expenditures From Donations	.00	500.00	.00		.00	.00	(100)
52 7184	Ward 4 Expenditures From Donations	24,111.26	28,525.00	28,908.64	101	.00	.00	(100)
<i>Other Services & Charges Totals</i>		\$247,732.90	\$198,425.00	\$228,743.83	115%	\$128,776.00	\$107,776.00	(46%)
Materials & Supplies								
52 7300	Postage	1,039.50	500.00	755.83	151	800.00	800.00	60
52 7320	Stationery & Printing	8,654.01	8,000.00	6,487.99	81	8,000.00	8,000.00	
52 7330	Copy Expense	2,018.66	2,000.00	1,314.56	66	2,000.00	2,000.00	
53 7050	Medical Services/Supplies	217.00	447.00	75.00	17	447.00	447.00	
53 7121	Computer Hardware	.00	.00	.00		1,000.00	1,000.00	
53 7181	Discretionary Allowance 1	1,662.48	15,903.00	1,002.79	6	5,000.00	5,000.00	(69)
53 7182	Discretionary Allowance 2	9,276.03	6,224.00	4,169.79	67	5,000.00	5,000.00	(20)
53 7183	Discretionary Allowance 3	4,089.67	9,810.00	4,858.08	50	5,000.00	5,000.00	(49)
53 7184	Discretionary Allowance 4	7,341.75	5,000.00	3,486.87	70	5,000.00	5,000.00	
53 7185	Discretionary Allowance - Mayor	11,346.60	15,500.00	516.42	3	10,000.00	.00	(100)

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1100 - LEGISLATIVE								
<i>Materials & Supplies</i>								
53 7310	Office Supplies	6,122.86	5,500.00	3,221.74	59	5,500.00	5,500.00	
53 7360	Other Admin. Supplies	6,209.39	1,000.00	809.49	81	5,000.00	5,000.00	400
<i>Materials & Supplies Totals</i>		\$57,977.95	\$69,884.00	\$26,698.56	38%	\$52,747.00	\$42,747.00	(39%)
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	5,906.18	5,500.00	2,481.19	45	5,500.00	5,500.00	
<i>Cost Of Sales Totals</i>		\$5,906.18	\$5,500.00	\$2,481.19	45%	\$5,500.00	\$5,500.00	0%
Department 1100 - LEGISLATIVE Totals		\$963,136.62	\$872,355.00	\$777,676.12	89%	\$844,250.00	\$782,708.00	(10%)
EXPENSE TOTALS		\$963,136.62	\$872,355.00	\$777,676.12	89%	\$844,250.00	\$782,708.00	(10%)
Fund 100 - GENERAL FUND Totals		\$963,136.62	\$872,355.00	\$777,676.12	89%	\$844,250.00	\$782,708.00	(10%)
EXPENSE TOTALS		\$963,136.62	\$872,355.00	\$777,676.12	89%	\$844,250.00	\$782,708.00	(10%)
Fund 100 - GENERAL FUND Totals		(\$963,136.62)	(\$872,355.00)	(\$777,676.12)	89%	(\$844,250.00)	(\$782,708.00)	(10%)
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$963,136.62	\$872,355.00	\$777,676.12	89%	\$844,250.00	\$782,708.00	(10%)
Net Grand Totals		(\$963,136.62)	(\$872,355.00)	(\$777,676.12)	89%	(\$844,250.00)	(\$782,708.00)	(10%)

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 3505 - Mileage Reimbursement				
100 1100 52 3505	ARMA Int'l Workshop, Records mgmt. classes for records clerk	4.0000	40.00	160.00
100 1100 52 3505	Misc. Mileage-Trainings, Filings, etc...	1.0000	540.00	540.00
100 1100 52 3505	Postal Pick up/Drop Off- Evening, EP Hardware	1.0000	300.00	300.00
Account 52 3505 - Mileage Reimbursement Totals		Transactions	3	<u>\$1,000.00</u>
Account 52 5240 - Telephone				
100 1100 52 5240	Aircard (Councilman Gay)	12.0000	75.00	900.00
100 1100 52 5240	Aircards (Councilman Clay & Taylor)	12.0000	78.00	936.00
100 1100 52 5240	AT&T (legislative allocated portion of land line)	12.0000	23.00	276.00
100 1100 52 5240	I pads (Councilman Wyatt & Gay, Taylor)	12.0000	144.00	1,728.00
100 1100 52 5240	I phone - (City Clerk)	12.0000	104.00	1,248.00
100 1100 52 5240	I-Phone	12.0000	67.00	804.00
100 1100 52 5240	I-Phones: Councilman, Wyatt, Gay, Taylor	12.0000	204.00	2,448.00
100 1100 52 5240	L- Compliance Business	12.0000	41.00	492.00
100 1100 52 5240	Windstream	12.0000	184.00	2,208.00
Account 52 5240 - Telephone Totals		Transactions	9	<u>\$11,040.00</u>
Account 52 5260 - Heat & Power				
100 1100 52 5260	heat and power city hall/ utility allocattion	1.0000	35,578.00	35,578.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$35,578.00</u>
Account 52 5280 - Other Communication/Util				
100 1100 52 5280	Stormwater & Sanitation /Utility Allocation	1.0000	3,600.00	3,600.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$3,600.00</u>
Account 52 5520 - Code Amendments				
100 1100 52 5520	Codification of ordinances-electronic and hard copy	1.0000	6,000.00	6,000.00
Account 52 5520 - Code Amendments Totals		Transactions	1	<u>\$6,000.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1100 52 5730	CivicLive	1.0000	606.26	606.26
100 1100 52 5730	Comcast	12.0000	33.00	396.00
100 1100 52 5730	HR Esuites Site License	1.0000	280.00	280.00
100 1100 52 5730	Laser Fiche Maintenance Contract (MCCI)	1.0000	5,000.00	5,000.00
100 1100 52 5730	Laserfiche JustFOIA (annual cost)	1.0000	3,780.00	3,780.00
100 1100 52 5730	Laserfiche JustFOIA (start-up cost)	1.0000	2,025.00	2,025.00
100 1100 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 1100 52 5730	Tyler NW	1.0000	1,283.25	1,283.25
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	8	<u>\$14,475.25</u>
Account 52 5740 - R&M-Buildings				
100 1100 52 5740	Annual City Hall Maintenance Contracts	1.0000	44,201.00	44,201.00
100 1100 52 5740	Council Chambers upgrades	1.0000	1,500.00	1,500.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 5740 - R&M-Buildings				
100 1100 52 5740	Legacy Mechanical Services - HVAC for City Hall	1.0000	4,299.00	4,299.00
	Account 52 5740 - R&M-Buildings Totals	Transactions 3		<u>\$50,000.00</u>
Account 52 6000 - Advertising Expense				
100 1100 52 6000	Ads for Public Hearings, Council meetings, etc...	1.0000	6,000.00	6,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions 1		<u>\$6,000.00</u>
Account 52 6110 - Other Insurance				
100 1100 52 6110	Apex Insurance	1.0000	9,950.21	9,950.21
	Account 52 6110 - Other Insurance Totals	Transactions 1		<u>\$9,950.21</u>
Account 52 6130 - Miscellaneous Services				
100 1100 52 6130	Dangerous Dog Tags	10.0000	10.00	100.00
100 1100 52 6130	Flowers	1.0000	1,150.00	1,150.00
100 1100 52 6130	Invocations-Council Meetings	22.0000	25.00	550.00
100 1100 52 6130	Proclamation Frames	1.0000	500.00	500.00
100 1100 52 6130	Staff Breakfast	1.0000	200.00	200.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions 5		<u>\$2,500.00</u>
Account 52 6170 - Contractual Services				
100 1100 52 6170	Metro Color Lab (Warren Bond)	1.0000	1,400.00	1,400.00
100 1100 52 6170	Recall Document Storage	12.0000	20.00	240.00
100 1100 52 6170	Stenography Services- Mainstream Unlimited	1.0000	17,147.00	17,147.00
100 1100 52 6170	Temporary Staff	1.0000	5,000.00	5,000.00
100 1100 52 6170	Warren Bond Photography	1.0000	26,250.00	26,250.00
	Account 52 6170 - Contractual Services Totals	Transactions 5		<u>\$50,037.00</u>
Account 52 6200 - Training				
100 1100 52 6200	ARMA record mgmt workshop	4.0000	26.00	104.00
100 1100 52 6200	City Clerk Annual Conference - Savannah, GA	1.0000	947.00	947.00
100 1100 52 6200	Deputy Clerk	1.0000	1,000.00	1,000.00
100 1100 52 6200	IIMC	1.0000	1,300.00	1,300.00
100 1100 52 6200	Receptionist	2.0000	150.00	300.00
	Account 52 6200 - Training Totals	Transactions 5		<u>\$3,651.00</u>
Account 52 6210 - Dues				
100 1100 52 6210	ARMA Int'l (Association of Records Mgrs)	1.0000	225.00	225.00
100 1100 52 6210	GA Black Elected Officials (GABEO)	1.0000	250.00	250.00
100 1100 52 6210	Georgia Municipal Association (GMA)	1.0000	4,900.00	4,900.00
100 1100 52 6210	Georgia Records Association (GRA)	1.0000	20.00	20.00
100 1100 52 6210	NOISE	1.0000	770.00	770.00
	Account 52 6210 - Dues Totals	Transactions 5		<u>\$6,165.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 6220 - Subscription/Publications				
100 1100 52 6220	Atlanta Business Chronicle-Ward 4 Council (3 yrs)	1.0000	221.00	221.00
100 1100 52 6220	Other subscriptions	1.0000	300.00	300.00
100 1100 52 6220	USA Today-Ward 4 Council (1 yr)	1.0000	209.00	209.00
100 1100 52 6220	Wall Street Journal-Ward 4 Council (2 yrs)	1.0000	577.00	577.00
100 1100 52 6220	Web Monitoring-Ward 1 Council	12.0000	25.00	300.00
Account 52 6220 - Subscription/Publications Totals		Transactions	5	<u>\$1,607.00</u>
Account 52 6500 - Election Expense				
100 1100 52 6500	Publication of setting qualifying fees	1.0000	30,000.00	30,000.00
Account 52 6500 - Election Expense Totals		Transactions	1	<u>\$30,000.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1100 52 6560	Workers Comp/ Administration	1.0000	2,287.52	2,287.52
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$2,287.52</u>
Account 52 7300 - Postage				
100 1100 52 7300	Legislative mailings such as, liens, agendas, etc..	1.0000	800.00	800.00
Account 52 7300 - Postage Totals		Transactions	1	<u>\$800.00</u>
Account 52 7320 - Stationery & Printing				
100 1100 52 7320	Business Cards- Office of the City Clerk	1.0000	100.00	100.00
100 1100 52 7320	City Calendar & Design	1.0000	7,300.00	7,300.00
100 1100 52 7320	New Citizens Packets	1.0000	600.00	600.00
Account 52 7320 - Stationery & Printing Totals		Transactions	3	<u>\$8,000.00</u>
Account 52 7330 - Copy Expense				
100 1100 52 7330	copier machine in Mayor's office	1.0000	2,000.00	2,000.00
Account 52 7330 - Copy Expense Totals		Transactions	1	<u>\$2,000.00</u>
Account 53 7030 - Food & Dietary Supplies				
100 1100 53 7030	meals and snacks for council meetings (water/drinks)	5.5000	1,000.00	5,500.00
Account 53 7030 - Food & Dietary Supplies Totals		Transactions	1	<u>\$5,500.00</u>
Account 53 7181 - Discretionary Allowance 1				
100 1100 53 7181	Discretionary 1- (copy, postage, printing, mileage)	1.0000	5,000.00	5,000.00
Account 53 7181 - Discretionary Allowance 1 Totals		Transactions	1	<u>\$5,000.00</u>
Account 53 7182 - Discretionary Allowance 2				
100 1100 53 7182	Discretionary 2 - (copy, postage, printing, mileage)	1.0000	5,000.00	5,000.00
Account 53 7182 - Discretionary Allowance 2 Totals		Transactions	1	<u>\$5,000.00</u>
Account 53 7183 - Discretionary Allowance 3				
100 1100 53 7183	Discretionary 3 - (copy, postage, printing, mileage)	1.0000	5,000.00	5,000.00
Account 53 7183 - Discretionary Allowance 3 Totals		Transactions	1	<u>\$5,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 53 7184 - Discretionary Allowance 4				
100 1100 53 7184	Discretionary 4- (copy, postage, printing, mileage)	1.0000	5,000.00	5,000.00
	Account 53 7184 - Discretionary Allowance 4 Totals	Transactions	1	<u>5,000.00</u>
Account 53 7310 - Office Supplies				
100 1100 53 7310	Office Supplies: M&C and City Clerk's Office	1.0000	5,500.00	5,500.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>5,500.00</u>
Account 53 7360 - Other Admin. Supplies				
100 1100 53 7360	Other admin supplies for M&C	1.0000	1,000.00	1,000.00
100 1100 53 7360	Promotional Items	1.0000	4,000.00	4,000.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	2	<u>5,000.00</u>
	Department 1100 - LEGISLATIVE Totals	Transactions	68	<u>\$280,690.98</u>
	Fund 100 - GENERAL FUND Totals	Transactions	68	<u>\$280,690.98</u>
	EXPENSES Totals	Transactions	68	<u>\$280,690.98</u>
	Grand Totals	Transactions	68	<u>\$280,690.98</u>

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: Legislative 1100

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Council Members	4	4	4	4	4
City Clerk	1	1	0	1	1
Assistant to City Clerk	1	0	0	0	0
Deputy City Clerk	0	1	1	1	1
Information Business Liaison	1	1	1	1	1
Receptionist	1	1	0	0	0
Janitor	1	1	1	1	1
Part Time					
Positions:					
Janitor	1	1	1	1	1
Receptionist	0	0	2	2	2
Total Personnel:	10	10	10	11	11

Legislative

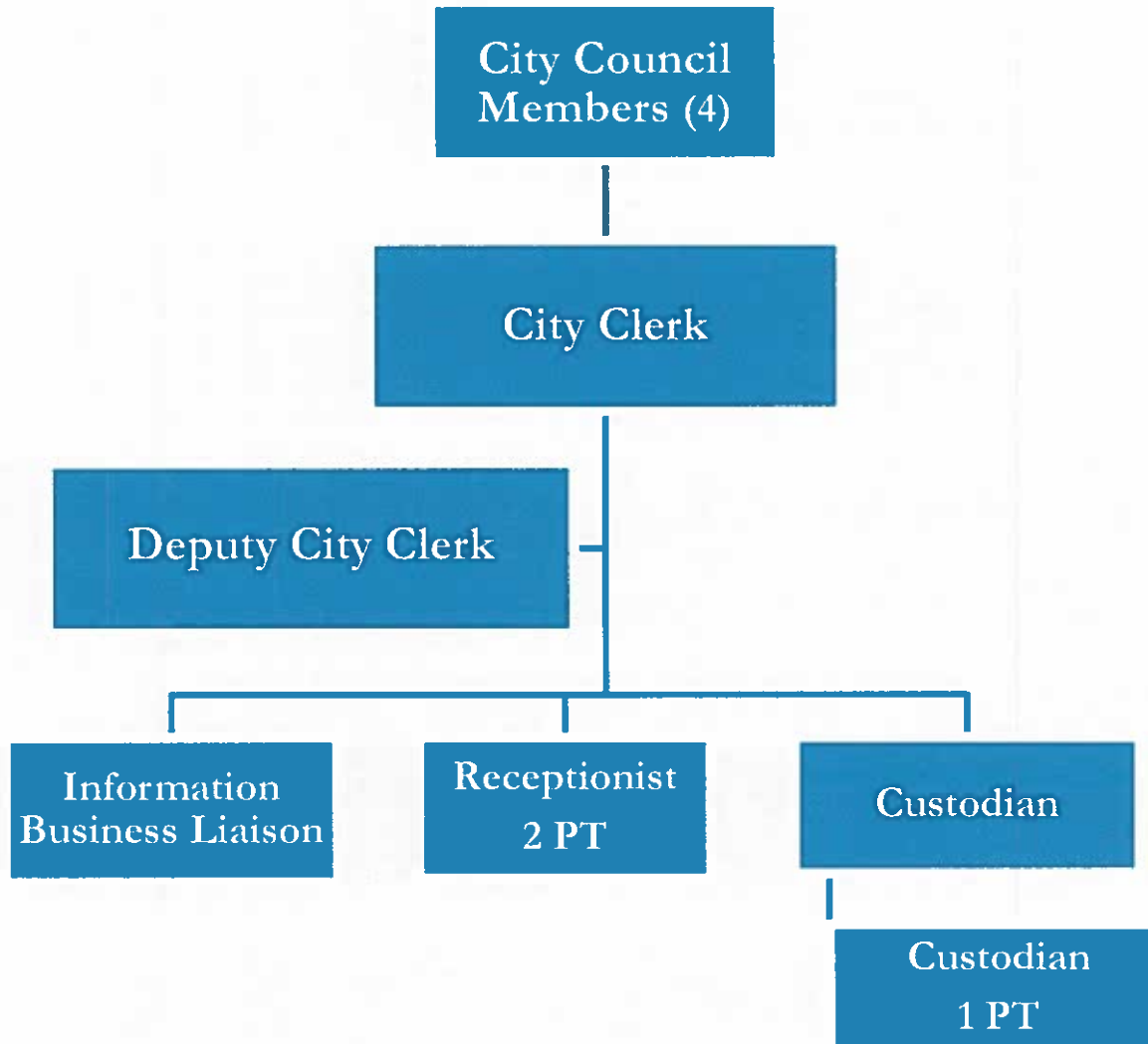


EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019 - 2020

Department and Number: **Legislative 1100** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (including assignment and responsibilities of position requested) <u>See attached</u>				
Wages				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

EXHIBIT D-1
JOB DESCRIPTION
Budget Year 2019-20
Legislative: City Clerk's Office

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility: None.

Minimum Qualifications:

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2019-20

Fund: 100		Department and Number: Legislative 1100	
New Replacement for Vehicle/Equipment No. <hr/>		Priority: <hr/>	
Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2018-19 Maintenance Cost <hr/> Actual FYE 2018-19 Operating Cost <hr/> Estimated FYE 2019-20 Maintenance Cost <hr/> Estimated FYE 2019-20 Operating Cost <hr/>	
List of Special Features, Not Standard: <hr/>		Specific Description & Condition of Item Being Replaced including VIN#: <hr/>	
Justification/Description: <hr/>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other <hr/>	
Purchase Option New Vehicle/Equipment Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>		Rental Option New Vehicle/Equipment Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>	

EXHIBIT F-1
City of College Park, Georgia
Vehicle Inventory List

Dept: Legislative

Fuel Type:

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
				N/A						

G=Gas
D=Diesel
AF=Alternative Fuel
N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Legislative Division: Fund: Department Number:

Account Number	Description/Justification	Suggested Funding Source	Suggested				
			2019-20	2020-21	2021-22	2022-23	2023-24
		NA					
Totals			0	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Legislative

Fund: 100

Division:

Department Number: 1100

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Legislative

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects:

EXHIBIT I- BUDGET PERFORMANCE

Legislative Department | City Clerk

Program Description:

The City Clerk serves as the Custodian of Records, Election Superintendent, provides support to municipal administration, oversees the issuance of occupation tax certificates, issuance of alcohol licenses, building maintenance, official filer of legal notices and public notices, oversees all aspects of Municipal Election. The City Clerk's office serves as the official source for Municipal Information.

Trends:

Increase in airport businesses due to renovations on concourses B & T.

Continual improvement in Organizational Processes.

Create Standard Operating Procedures within the City Clerk's Office.

Create a process to eliminate businesses operating without an Occupation Tax Certificate; especially non-profit organizations.

Program Broad Goals:

Maintain Open and Responsive Government by encouraging participation in the democratic process and preserving the integrity of elections process. Remain in compliance with the Open Meetings and Open Records laws. Implement on-line payment for Occupation Tax Certificates. Continue to provide a high level of professional customer care to businesses, citizens, and employees.

Program 19/20 Objectives:

Implementation of on-line payments for Occupation Taxes.

Implementation of on-line Open Records Request.

Provide exceptional Customer Service.

Performance Measures

Program/Service Outputs: (goods, services, units produced)

Estimated 19/20

Number of Open Records processed during the fiscal year

Direct amount of "face to face" contact with citizens and customers

50%

Implement improved records management practices amongst the various departments within the City of College Park and ensure compliance.

Implement new and improved method of handling open records request.

Implement new sign in procedure for customers visiting city hall for added security measures.

Performance Measures

Program / Service Outputs: (goods, services, units produced) Actual 18/19

Election – November 6, 2018

# of College Park registered voters (Ward 1)	2027
# of College Park registered voters (Ward 2)	269
# of College Park registered voters (Ward 3)	695

EXHIBIT I- BUDGET PERFORMANCE

of College Park registered voters (Ward 4) 1302

of ballots casted in November 6, 2018 Election 4310

Program / Service Outcomes: (based on program objectives)

Actual 18/19

of open records request processed 472

Estimated 19/20

Prior Year Highlights

1. Progress in the implementation of a records management program.
2. Responded to 472 open record requests in a timely manner.
3. Successful election process.
4. Cross trained staff on agenda processes in the City Manager's Department.
5. Updated the City Clerks' Webpage – offering more helpful information.

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: Legislative 1100

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1300 - Executive								
Personnel Services								
51 5010	Salary/Operating	377,261.15	360,000.00	270,226.63	75	408,686.00	408,686.00	14
51 5020	Salary/Overtime	3,322.69	2,000.00	3,564.77	178	4,000.00	3,000.00	50
51 5030	Salary/Partime	27,274.32	29,000.00	20,764.86	72	.00	.00	(100)
51 5040	Shared Utility Payments	7,185.70	7,200.00	5,931.30	82	7,200.00	7,200.00	
51 5190	Medicare	5,682.23	6,000.00	4,255.48	71	5,926.00	5,926.00	(1)
<i>Personnel Services Totals</i>		\$420,726.09	\$404,200.00	\$304,743.04	75%	\$425,812.00	\$424,812.00	5%
Employee Benefits								
51 5150	City Pension Contribution	65,291.66	69,000.00	48,150.23	70	64,680.00	64,680.00	(6)
51 5161	Life Insurance	2,843.16	450.00	320.25	71	561.00	561.00	25
51 5163	ST Disability Insurance	342.68	460.00	237.24	52	460.00	460.00	
51 5164	LT Disability Insurance	741.26	600.00	522.90	87	600.00	600.00	
51 5165	Health Insurance	37,738.96	44,075.00	19,976.46	45	28,927.00	28,927.00	(34)
51 5166	Dental Insurance	1,518.31	550.00	1,035.12	188	1,699.00	1,699.00	209
<i>Employee Benefits Totals</i>		\$108,476.03	\$115,135.00	\$70,242.20	61%	\$96,927.00	\$96,927.00	(16%)
Communications & Util								
52 5240	Telephone	8,403.35	11,471.00	4,821.75	42	8,328.00	8,328.00	(27)
52 5260	Heat & Power	3,687.77	3,800.00	2,690.67	71	3,800.00	3,800.00	
52 5270	Water	132.41	.00	120.76		.00	.00	
52 5280	Other Communication/Util	514.81	400.00	327.60	82	400.00	400.00	
<i>Communications & Util. Totals</i>		\$12,738.34	\$15,671.00	\$7,960.78	51%	\$12,528.00	\$12,528.00	(20%)
Rentals								
52 5360	Other Equipment Rental	15,078.43	19,240.00	3,680.74	19	17,600.00	17,600.00	(9)
<i>Rentals Totals</i>		\$15,078.43	\$19,240.00	\$3,680.74	19%	\$17,600.00	\$17,600.00	(9%)
Repair & Maintenance								
52 5710	R&M Furn. & Equip.	.00	800.00	538.53	67	800.00	3,600.00	350
52 5720	R&M Communication Equip	278.00	500.00	.00		500.00	500.00	
52 5730	R&M - D/P Equipment	7,087.68	10,668.00	11,365.17	107	15,696.00	15,696.00	47
<i>Repair & Maintenance Totals</i>		\$7,365.68	\$11,968.00	\$11,903.70	99%	\$16,996.00	\$19,796.00	65%
Building Maintenance								
52 5740	R&M-Buildings	.00	.00	6.93		.00	.00	
<i>Building Maintenance Totals</i>		\$0.00	\$0.00	\$6.93	+++	\$0.00	\$0.00	+++
Training & Education								
52 6200	Training	295.00	4,500.00	512.52	11	4,500.00	4,500.00	



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1300 - Executive								
Training & Education								
52 6210	Dues	12,025.36	13,384.00	12,098.67	90	30,384.00	30,384.00	127
52 6220	Subscription/Publications	195.48	800.00	.00		500.00	250.00	(69)
52 6230	Conventions/Meetings	19,946.74	10,440.00	7,851.74	75	31,360.00	20,365.00	95
52 6236	Convention/Meetings Mayor	.00	10,000.00	910.95	9	.00	10,000.00	
<i>Training & Education Totals</i>		\$32,462.58	\$39,124.00	\$21,373.88	55%	\$66,744.00	\$65,499.00	67%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	1,390.75	2,700.00	561.52	21	2,700.00	2,700.00	
52 5450	Legal Fees	964,150.50	514,400.00	658,684.14	128	514,400.00	514,400.00	
52 5510	Consulting Fees	268,680.89	232,000.00	198,022.68	85	323,600.00	283,600.00	22
52 5530	Municipal Planning	133,524.00	130,000.00	95,244.00	73	130,000.00	130,000.00	
52 6000	Advertising Expense	.00	1,000.00	.00		2,500.00	2,500.00	150
52 6110	Other Insurance	5,319.50	6,000.00	3,817.90	64	6,409.00	6,409.00	7
52 6130	Miscellaneous Services	5,690.01	4,000.00	6,387.04	160	4,000.00	4,000.00	
52 6170	Contractual Services	1,950.02	.00	.00		.00	.00	
52 6240	Auto Allowance	6,000.00	8,000.00	4,250.00	53	9,400.00	6,000.00	(25)
52 6560	Workers Comp/Administrati	867.35	885.00	2,044.47	231	1,487.00	1,487.00	68
52 6600	Claims Workers Comp.	78.57	.00	.00		.00	.00	
52 7185	Mayoral Expenditures From Donations	.00	58,029.00	54,296.76	94	.00	.00	(100)
53 6490	Holiday Decorations	784.45	1,000.00	151.35	15	1,000.00	1,000.00	
<i>Other Services & Charges Totals</i>		\$1,388,436.04	\$958,014.00	\$1,023,459.86	107%	\$995,496.00	\$952,096.00	(1%)
<i>Materials & Supplies</i>								
52 7300	Postage	712.41	1,500.00	555.32	37	1,500.00	1,000.00	(33)
52 7320	Stationery & Printing	154.50	500.00	.00		500.00	500.00	
52 7330	Copy Expense	(10,224.17)	1,000.00	(1,008.10)	(101)	1,000.00	1,000.00	
53 7020	Janitorial Supplies	6,502.38	3,000.00	3,958.82	132	3,000.00	3,000.00	
53 7050	Medical Services/Supplies	.00	200.00	25.00	13	200.00	200.00	
53 7121	Computer Hardware	.00	500.00	.00		2,500.00	1,000.00	100
53 7122	Computer Supplies	.00	2,000.00	.00		2,000.00	2,000.00	
53 7180	Discretionary Allowance - City Manager	.00	.00	.00		.00	1,000.00	
53 7185	Discretionary Allowance - Mayor	6,741.85	10,926.00	2,986.79	27	10,000.00	10,000.00	(8)
53 7310	Office Supplies	3,251.74	2,000.00	1,313.89	66	2,000.00	2,000.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1300 - Executive Materials & Supplies								
53 7360	Other Admin. Supplies	1,752.89	1,000.00	889.95	89	3,000.00	3,000.00	200
<i>Materials & Supplies Totals</i>		\$8,891.60	\$22,626.00	\$8,721.67	39%	\$25,700.00	\$24,700.00	9%
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	13,499.46	8,000.00	8,600.72	108	9,500.00	9,500.00	19
<i>Cost Of Sales Totals</i>		\$13,499.46	\$8,000.00	\$8,600.72	108%	\$9,500.00	\$9,500.00	19%
<i>Capital Outlay</i>								
54 7560	Furniture/Fixtures Replac	.00	.00	.00		2,800.00	.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$2,800.00	\$0.00	+++
Department 1300 - Executive Totals		\$2,007,674.25	\$1,593,978.00	\$1,460,693.52	92%	\$1,670,103.00	\$1,623,458.00	2%
EXPENSE TOTALS		\$2,007,674.25	\$1,593,978.00	\$1,460,693.52	92%	\$1,670,103.00	\$1,623,458.00	2%
Fund 100 - GENERAL FUND Totals		\$2,007,674.25	\$1,593,978.00	\$1,460,693.52	92%	\$1,670,103.00	\$1,623,458.00	2%
EXPENSE TOTALS		\$2,007,674.25	\$1,593,978.00	\$1,460,693.52	92%	\$1,670,103.00	\$1,623,458.00	2%
Fund 100 - GENERAL FUND Totals		(\$2,007,674.25)	(\$1,593,978.00)	(\$1,460,693.52)	92%	(\$1,670,103.00)	(\$1,623,458.00)	2%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$2,007,674.25	\$1,593,978.00	\$1,460,693.52	92%	\$1,670,103.00	\$1,623,458.00	2%
Net Grand Totals		(\$2,007,674.25)	(\$1,593,978.00)	(\$1,460,693.52)	92%	(\$1,670,103.00)	(\$1,623,458.00)	2%

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1300 - Executive				
Account 52 3505 - Mileage Reimbursement				
100 1300 52 3505	Mileage for Airport Affairs Director	1.0000	1,100.00	1,100.00
100 1300 52 3505	Mileage Reimbursement - Staff	1.0000	200.00	200.00
100 1300 52 3505	Mileage Reimbursement-Special Project Administrator	1.0000	1,400.00	1,400.00
Account 52 3505 - Mileage Reimbursement Totals		Transactions	3	\$2,700.00
Account 52 5240 - Telephone				
100 1300 52 5240	AT&T	12.0000	16.00	192.00
100 1300 52 5240	I-Phone/	12.0000	67.00	804.00
100 1300 52 5240	I-Phone/ City Manager	12.0000	67.00	804.00
100 1300 52 5240	I-Phone/ Mayor	12.0000	67.00	804.00
100 1300 52 5240	IPAD - Mayor	12.0000	48.00	576.00
100 1300 52 5240	IPAD 4G 64 GB (Mo. Srv.) - City Manager	12.0000	39.00	468.00
100 1300 52 5240	IPAD 4G 64 GB (Mo. Srv.) - Director of Airport Affairs-50%	6.0000	39.00	234.00
100 1300 52 5240	IPhone - Executive Assistant	12.0000	67.00	804.00
100 1300 52 5240	IPhone-Director of Airport Affairs-50%	6.0000	105.00	630.00
100 1300 52 5240	IPhone-Special Projects Administrator	12.0000	67.00	804.00
100 1300 52 5240	Windstream	12.0000	184.00	2,208.00
Account 52 5240 - Telephone Totals		Transactions	11	\$8,328.00
Account 52 5260 - Heat & Power				
100 1300 52 5260	City Hall Quarterly Utility Allocation	1.0000	3,800.00	3,800.00
Account 52 5260 - Heat & Power Totals		Transactions	1	\$3,800.00
Account 52 5280 - Other Communication/Util				
100 1300 52 5280	Other Communication/Utilities	1.0000	400.00	400.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	\$400.00
Account 52 5360 - Other Equipment Rental				
100 1300 52 5360	Pitney Bowes Postage Machine (Term Rental Charges)	1.0000	3,600.00	3,600.00
100 1300 52 5360	Xerox Copier (Base Mo. Charge) -Copy Room	1.0000	7,400.00	7,400.00
100 1300 52 5360	Xerox Copier Lease & Copy Overage-City Manager Office	1.0000	6,100.00	6,100.00
100 1300 52 5360	Xerox Copier-Upstairs Shared Costs (City Mgr. Eco Dev, Eng)	1.0000	500.00	500.00
Account 52 5360 - Other Equipment Rental Totals		Transactions	4	\$17,600.00
Account 52 5450 - Legal Fees				
100 1300 52 5450	Fincher Denmark, LLC	1.0000	500,000.00	500,000.00
100 1300 52 5450	Irene Howie	1.0000	14,400.00	14,400.00
Account 52 5450 - Legal Fees Totals		Transactions	2	\$514,400.00
Account 52 5510 - Consulting Fees				
100 1300 52 5510	College Park Strategic Plan Consulting	1.0000	30,000.00	30,000.00
100 1300 52 5510	Lockridge Grindal - Federal Lobbyist	1.0000	36,600.00	36,600.00
100 1300 52 5510	Other Consulting Projects	1.0000	10,000.00	10,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1300 - Executive			
Account	52 5510 - Consulting Fees			
100 1300 52 5510	Peachtree Government Relations - State Lobbyist	1.0000	72,000.00	72,000.00
100 1300 52 5510	Piper Jaffray Financial Services	1.0000	50,000.00	50,000.00
100 1300 52 5510	The Ferguson Group - Federal Lobbyist	1.0000	85,000.00	85,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	6	<u>\$283,600.00</u>
Account	52 5530 - Municipal Planning			
100 1300 52 5530	City Planner Services	1.0000	130,000.00	130,000.00
	Account 52 5530 - Municipal Planning Totals	Transactions	1	<u>\$130,000.00</u>
Account	52 5710 - R&M Furn. & Equip.			
100 1300 52 5710	Desk/Credenza - Executive Assistance	1.0000	2,600.00	2,600.00
100 1300 52 5710	Office Chair - Executive Assistance	1.0000	200.00	200.00
100 1300 52 5710	Repair & Maintenance - Furniture and Equipment	1.0000	800.00	800.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	3	<u>\$3,600.00</u>
Account	52 5720 - R&M Communication Equip			
100 1300 52 5720	Repair & Maintenance - Communications Equipment	1.0000	500.00	500.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	<u>\$500.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 1300 52 5730	Accela-Agenda Prep. Software Annual Lease	1.0000	7,600.00	7,600.00
100 1300 52 5730	CivicLive	1.0000	1,212.52	1,212.52
100 1300 52 5730	Comcast	12.0000	33.00	396.00
100 1300 52 5730	Mimecast	1.0000	2,209.48	2,209.48
100 1300 52 5730	Tyler NW	1.0000	4,277.49	4,277.49
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	5	<u>\$15,695.49</u>
Account	52 6000 - Advertising Expense			
100 1300 52 6000	Project & Fulton Co. TSPLOST Advertising	1.0000	1,500.00	1,500.00
100 1300 52 6000	Sponsorship of local industry events/print advertising	1.0000	1,000.00	1,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	2	<u>\$2,500.00</u>
Account	52 6110 - Other Insurance			
100 1300 52 6110	Apex Insurance	1.0000	6,408.15	6,408.15
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$6,408.15</u>
Account	52 6130 - Miscellaneous Services			
100 1300 52 6130	Miscellaneous Services Expenses	1.0000	4,000.00	4,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	<u>\$4,000.00</u>
Account	52 6200 - Training			
100 1300 52 6200	Executive Assistant to City Manager	1.0000	1,500.00	1,500.00
100 1300 52 6200	Executive Assistant to Mayor & Council	1.0000	1,500.00	1,500.00

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1300 - Executive				
Account 52 6200 - Training				
100 1300 52 6200	Project Mgmt. Course-Special Projects Admin.	1.0000	1,500.00	1,500.00
		Account 52 6200 - Training Totals	Transactions	3
				<u>\$4,500.00</u>
Account 52 6210 - Dues				
100 1300 52 6210	Aerotropolis Atlanta Alliance Annual Dues	1.0000	5,000.00	5,000.00
100 1300 52 6210	Alliance For Innovation	1.0000	2,000.00	2,000.00
100 1300 52 6210	American Association of Airport Executives	1.0000	325.00	325.00
100 1300 52 6210	American Civil Engineering Annual Dues	1.0000	235.00	235.00
100 1300 52 6210	Atlanta Aero Club	1.0000	55.00	55.00
100 1300 52 6210	Atlanta Air Cargo Association	1.0000	150.00	150.00
100 1300 52 6210	Clayton County Chamber	1.0000	3,000.00	3,000.00
100 1300 52 6210	Erosion & Sediment Control License	1.0000	189.00	189.00
100 1300 52 6210	Georgia CCMA Dues - City Manager	1.0000	200.00	200.00
100 1300 52 6210	ICMA (City Manager)	1.0000	200.00	200.00
100 1300 52 6210	National League of Cities (Direct Membership Dues)	1.0000	1,500.00	1,500.00
100 1300 52 6210	NFBPA - Atlanta Chapter	1.0000	250.00	250.00
100 1300 52 6210	So. Fulton Chamber CP-FY Contribution-Connect S. Fulton	1.0000	15,000.00	15,000.00
100 1300 52 6210	South Fulton Chamber (Membership Dues)	1.0000	1,500.00	1,500.00
100 1300 52 6210	Transportation Review Board (TRB)	1.0000	200.00	200.00
100 1300 52 6210	US Chamber of Commerce (IOM Certification)	1.0000	365.00	365.00
100 1300 52 6210	Water Erosion Federation	1.0000	215.00	215.00
		Account 52 6210 - Dues Totals	Transactions	17
				<u>\$30,384.00</u>
Account 52 6220 - Subscription/Publications				
100 1300 52 6220	Executive Subscriptions/Publications Expense	1.0000	250.00	250.00
		Account 52 6220 - Subscription/Publications Totals	Transactions	1
				<u>\$250.00</u>
Account 52 6230 - Conventions/Meetings				
100 1300 52 6230	360Atlanta Aero Club Lunch Meetings	1.0000	280.00	280.00
100 1300 52 6230	AAAE/ACI Legislative Fly-In	1.0000	1,550.00	1,550.00
100 1300 52 6230	AACA Monthly Meetings	8.0000	45.00	360.00
100 1300 52 6230	AEC Monthly Meetings	6.0000	45.00	270.00
100 1300 52 6230	Airport Affairs hosted quarterly meetings with HJAIA	1.0000	1,500.00	1,500.00
100 1300 52 6230	Airport Staff Breakfast/Lunch Meetings	2.0000	400.00	800.00
100 1300 52 6230	Alliance For Innovation (City Manager)	1.0000	1,800.00	1,800.00
100 1300 52 6230	Atlanta Air Cargo Association Lunch Meetings	1.0000	360.00	360.00
100 1300 52 6230	Business Lunch Mtgs-Business leaders, consultants	1.0000	500.00	500.00
100 1300 52 6230	Executive Assistant to City Manager	1.0000	500.00	500.00
100 1300 52 6230	Executive Assistant to Mayor & Council	1.0000	500.00	500.00



Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1300 - Executive				
Account 52 6230 - Conventions/Meetings				
100 1300 52 6230	Georgia Minority Awards Meeting Sponsorship	1.0000	2,000.00	2,000.00
100 1300 52 6230	GMA (City Manager)	1.0000	1,695.00	1,695.00
100 1300 52 6230	ICMA Annual Convention	1.0000	2,500.00	2,500.00
100 1300 52 6230	ICSC Recon Annual Meeting	2.0000	700.00	1,400.00
100 1300 52 6230	Int'l Project Mgmt. Leadership Conf. (Spec. Proj. Admn.)	1.0000	2,500.00	2,500.00
100 1300 52 6230	Transportation Research Board Annual Meeting	1.0000	1,850.00	1,850.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	17	\$20,365.00
Account 52 6236 - Convention/Meetings Mayor				
100 1300 52 6236	Conventions/Meetings - Mayor	1.0000	10,000.00	10,000.00
Account 52 6236 - Convention/Meetings Mayor Totals		Transactions	1	\$10,000.00
Account 52 6240 - Auto Allowance				
100 1300 52 6240	City Manager Auto Allowance	1.0000	6,000.00	6,000.00
Account 52 6240 - Auto Allowance Totals		Transactions	1	\$6,000.00
Account 52 6560 - Workers Comp/Administrati				
100 1300 52 6560	Workers Comp	1.0000	1,486.89	1,486.89
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	\$1,486.89
Account 52 7300 - Postage				
100 1300 52 7300	Postage fees, courier services & Fed Ex	1.0000	1,000.00	1,000.00
Account 52 7300 - Postage Totals		Transactions	1	\$1,000.00
Account 52 7320 - Stationery & Printing				
100 1300 52 7320	Business Cards, Invitations, Flyer, etc.	1.0000	500.00	500.00
Account 52 7320 - Stationery & Printing Totals		Transactions	1	\$500.00
Account 52 7330 - Copy Expense				
100 1300 52 7330	Copy Expense	1.0000	1,000.00	1,000.00
Account 52 7330 - Copy Expense Totals		Transactions	1	\$1,000.00
Account 53 6490 - Holiday Decorations				
100 1300 53 6490	Holiday Decorations	1.0000	1,000.00	1,000.00
Account 53 6490 - Holiday Decorations Totals		Transactions	1	\$1,000.00
Account 53 7020 - Janitorial Supplies				
100 1300 53 7020	Janitorial Supplies	1.0000	3,000.00	3,000.00
Account 53 7020 - Janitorial Supplies Totals		Transactions	1	\$3,000.00
Account 53 7030 - Food & Dietary Supplies				
100 1300 53 7030	Annual Employee Holiday Luncheon	1.0000	8,000.00	8,000.00
100 1300 53 7030	City Manager Annual Department Head Breakfast	1.0000	1,500.00	1,500.00
Account 53 7030 - Food & Dietary Supplies Totals		Transactions	2	\$9,500.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1300 - Executive				
Account 53 7050 - Medical Services/Supplies	Medical Services/Supplies	1.0000	200.00	200.00
100 1300 53 7050		Transactions	1	<u>\$200.00</u>
	Account 53 7050 - Medical Services/Supplies Totals			
Account 53 7121 - Computer Hardware	Computer Hardware - Various Upgrades	1.0000	1,000.00	1,000.00
100 1300 53 7121		Transactions	1	<u>\$1,000.00</u>
	Account 53 7121 - Computer Hardware Totals			
Account 53 7122 - Computer Supplies	Computer Software and Licenses	1.0000	2,000.00	2,000.00
100 1300 53 7122		Transactions	1	<u>\$2,000.00</u>
	Account 53 7122 - Computer Supplies Totals			
Account 53 7180 - Discretionary Allowance - City Manager	City Manager	1.0000	1,000.00	1,000.00
100 1300 53 7180		Transactions	1	<u>\$1,000.00</u>
	Account 53 7180 - Discretionary Allowance - City Manager Totals			
Account 53 7185 - Discretionary Allowance - Mayor	Mayor	1.0000	10,000.00	10,000.00
100 1300 53 7185		Transactions	1	<u>\$10,000.00</u>
	Account 53 7185 - Discretionary Allowance - Mayor Totals			
Account 53 7310 - Office Supplies	Office Supplies for City Mgr Office	1.0000	2,000.00	2,000.00
100 1300 53 7310		Transactions	1	<u>\$2,000.00</u>
	Account 53 7310 - Office Supplies Totals			
Account 53 7360 - Other Admin. Supplies	Administrative Supplies	1.0000	1,000.00	1,000.00
100 1300 53 7360		Transactions	2	<u>\$3,000.00</u>
100 1300 53 7360	Promotional Items	1.0000	2,000.00	2,000.00
	Account 53 7360 - Other Admin. Supplies Totals			
	Department 1300 - Executive Totals	Transactions	98	<u>\$1,101,717.53</u>
	Fund 100 - GENERAL FUND Totals	Transactions	98	<u>\$1,101,717.53</u>
	EXPENSES Totals	Transactions	98	<u>\$1,101,717.53</u>
	Grand Totals	Transactions	98	<u><u>\$1,101,717.53</u></u>

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100

Department and Number: Executive – 1300

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Mayor	1	1	1	1	1
City Manager	1	1	1	1	1
Director of Airport Affairs	0.5	0.5	0.5	0.5	0.5
Special Projects Administrator	0	1	1	1	1
Exec. Asst. to City Manager	1	1	1	1	1
Exec. Asst. to Mayor & Council	1	1	1	1	1
Part Time					
Positions:					
Seasonal					
Positions:					
Total Personnel:	4.5	5.5	5.5	5.5	5.5

Executive

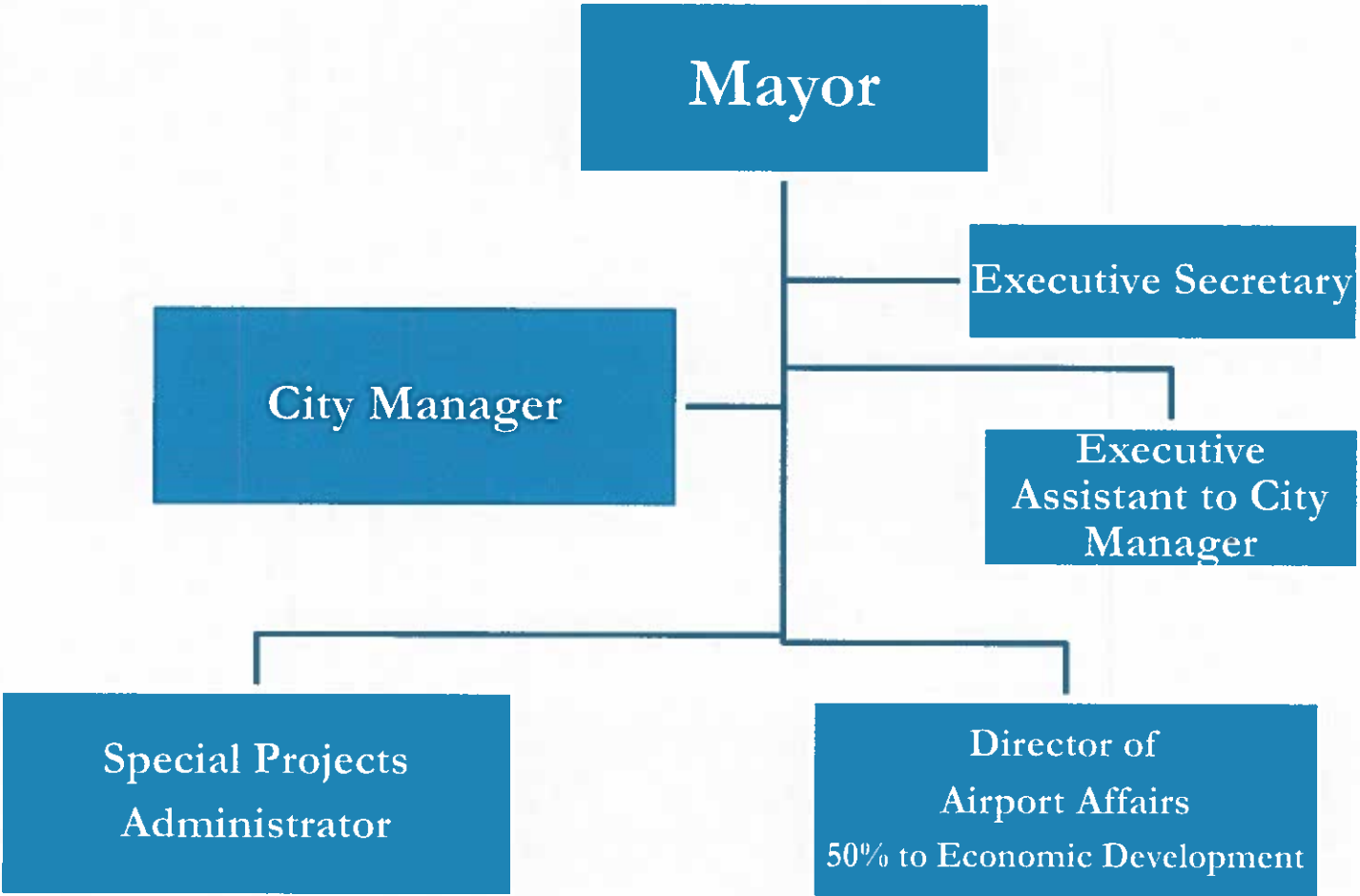


EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019- 20

Department and
 Number: **Executive- 1300**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (including assignment and responsibilities of position requested)				
<hr/>				
Wages				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

EXHIBIT D-1
JOB DESCRIPTION
Budget Year 2019-20

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2019-20

Fund: 100		Department and Number: Executive - 1300	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2018-19 Maintenance Cost <hr/> Actual FYE 2018-19 Operating Cost <hr/> Estimated FYE 2019-20 Maintenance Cost <hr/> Estimated FYE 2019-20 Operating Cost	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20	

EXHIBIT F-1
City of College Park, Georgia
Vehicle Inventory List
Budget Year 2019-20

Dept: Executive **Fuel Type:** Gas

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
97	2000	FORD	TAURUS	1FAFP5223YA255285			59,051	60,778		133108

G=Gas
D=Diesel
AF=Alternative Fuel
N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Executive Division: Fund: 100 Department Number: 1300

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
		NA					
Totals			0	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: **Executive**

Fund: **100**

Division: **1300**

Department Number: **1300**

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Executive/1300

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
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Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects:

EXHIBIT I - BUDGET PERFORMANCE

City of College Park, Georgia

Budget Year 2019-20

Executive Division – Office of the City Manager

Program Description:

The Office of the City Manager directly manages and oversees all City operating departments. The Office of the City Manager also ensures the efficient and effective delivery of City services and implements policy direction of the Mayor and City Council.

Trends:

The City of College Park enjoys a position of strength unparalleled in its long history serving as a catalyst agency promoting economic development activities resulting in the recruitment, expansion and retention of businesses thereby creating opportunities for job growth.

Program Broad Goals:

Implementation of the College Park Strategic Plan to guide our City forward by incorporating a multi-year strategic plan and multi-year citywide action plan focusing on building and facilitating a new kind of community – a community where businesses, families, and individuals can work, play, and live in a safe and diverse environment.

Program 19/20 Objectives:

1. Establishment of a sales tax exemption for the Arena @ College Park Gateway Center.
2. Continued legislative efforts to allow the City to seek approval of the voters of College Park for the collection of a one cent sales tax (M.O.S.T.) devoted to repair and development of water/sewer infrastructure.

Performance Measures:

Program / Service Outputs: (goods, services, units produced)
Estimated 19/20

AA bond rating maintained	Yes
---------------------------	-----

Prior Year Highlights:

1. Intergovernmental agreements executed with the City of Atlanta governing revenue sharing outcomes associated with the Rental Car Tax Program.
2. Development and construction of the Arena @ College Park Gateway Center project which will be the site for the Atlanta Hawks Class D League team with meeting rooms and amenities for special events.
3. Development and successful completion of College Park Fire Department Station #3 located on 5131 West Fayetteville Road.
4. Development and construction of the College Park Police Southside Precinct located at 2330 Godby Road.

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100 Department and Number: Executive - 1300

Department Submitting Request: _____

Division Submitting Request: _____

Department Requested For: _____

Prepared By: _____

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1516 - Business License								
Personnel Services								
51 5010	Salary/Operating	33,619.38	40,000.00	28,619.98	72	41,309.00	41,309.00	3
51 5020	Salary/Overtime	634.61	150.00	1,191.36	794	2,000.00	1,000.00	567
51 5190	Medicare	418.89	527.00	360.41	68	599.00	599.00	14
<i>Personnel Services Totals</i>		\$34,672.88	\$40,677.00	\$30,171.75	74%	\$43,908.00	\$42,908.00	5%
Employee Benefits								
51 5150	City Pension Contribution	6,860.79	7,758.00	6,072.70	78	8,472.00	8,472.00	9
51 5161	Life Insurance	410.51	50.00	34.38	69	50.00	50.00	
51 5163	ST Disability Insurance	84.66	114.00	64.80	57	114.00	114.00	
51 5164	LT Disability Insurance	60.96	83.00	46.26	56	83.00	83.00	
51 5165	Health Insurance	8,149.28	7,112.00	6,993.90	98	10,283.00	10,283.00	45
51 5166	Dental Insurance	364.49	.00	424.62		613.00	613.00	
<i>Employee Benefits Totals</i>		\$15,930.69	\$15,117.00	\$13,636.66	90%	\$19,615.00	\$19,615.00	30%
Communications & Util.								
52 5240	Telephone	2,960.07	2,226.00	1,602.79	72	2,364.00	2,364.00	6
52 5260	Heat & Power	2,946.23	2,756.00	2,152.53	78	2,756.00	2,756.00	
52 5270	Water	105.91	120.00	96.61	81	120.00	120.00	
52 5280	Other Communication/Util	411.83	335.00	262.08	78	335.00	335.00	
<i>Communications & Util. Totals</i>		\$6,424.04	\$5,437.00	\$4,114.01	76%	\$5,575.00	\$5,575.00	3%
Repair & Maintenance								
52 5730	R&M - D/P Equipment	.00	3,176.00	1,711.00	54	3,818.00	3,818.00	20
<i>Repair & Maintenance Totals</i>		\$0.00	\$3,176.00	\$1,711.00	54%	\$3,818.00	\$3,818.00	20%
Training & Education								
52 6200	Training	(153.33)	1,500.00	.00		1,500.00	1,500.00	
52 6210	Dues	.00	55.00	60.00	109	55.00	55.00	
<i>Training & Education Totals</i>		(\$153.33)	\$1,555.00	\$60.00	4%	\$1,555.00	\$1,555.00	0%
Other Services & Charges								
52 6110	Other Insurance	818.39	846.00	587.37	69	996.00	996.00	18
52 6170	Contractual Services	1,319.15	640.00	884.67	138	640.00	640.00	
52 6560	Workers Comp/Administrati	133.44	173.00	314.53	182	229.00	229.00	32
52 6600	Claims Workers Comp.	12.09	500.00	.00		500.00	500.00	
<i>Other Services & Charges Totals</i>		\$2,283.07	\$2,159.00	\$1,786.57	83%	\$2,365.00	\$2,365.00	10%
Materials & Supplies								
52 7300	Postage	978.04	1,500.00	893.15	60	1,500.00	1,500.00	



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1516 - Business License								
<i>Materials & Supplies</i>								
52 7320	Stationery & Printing	.00	300.00	.00		300.00	300.00	
52 7330	Copy Expense	226.56	1,000.00	117.41	12	1,000.00	1,000.00	
53 7121	Computer Hardware	.00	.00	.00		1,500.00	1,500.00	
53 7122	Computer Supplies	.00	.00	.00		1,000.00	1,000.00	
53 7310	Office Supplies	2,630.11	2,000.00	1,158.19	58	2,000.00	1,800.00	(10)
53 7360	Other Admin. Supplies	300.00	300.00	.00		300.00	300.00	
<i>Materials & Supplies Totals</i>		\$4,134.71	\$5,100.00	\$2,168.75	43%	\$7,600.00	\$7,400.00	45%
Department 1516 - Business License Totals		\$63,292.06	\$73,221.00	\$53,648.74	73%	\$84,436.00	\$83,236.00	14%
EXPENSE TOTALS		\$63,292.06	\$73,221.00	\$53,648.74	73%	\$84,436.00	\$83,236.00	14%
Fund 100 - GENERAL FUND Totals		\$63,292.06	\$73,221.00	\$53,648.74	73%	\$84,436.00	\$83,236.00	14%
EXPENSE TOTALS		\$63,292.06	\$73,221.00	\$53,648.74	73%	\$84,436.00	\$83,236.00	14%
Fund 100 - GENERAL FUND Totals		(\$63,292.06)	(\$73,221.00)	(\$53,648.74)	73%	(\$84,436.00)	(\$83,236.00)	14%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$63,292.06	\$73,221.00	\$53,648.74	73%	\$84,436.00	\$83,236.00	14%
Net Grand Totals		(\$63,292.06)	(\$73,221.00)	(\$53,648.74)	73%	(\$84,436.00)	(\$83,236.00)	14%

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 1516 - Business License					
Account 52 5240 - Telephone					
100 1516 52 5240	AT&T	12.0000	14.00	168.00	
100 1516 52 5240	Windstream	12.0000	183.00	2,196.00	
		Account 52 5240 - Telephone Totals	Transactions	2	<u>2,364.00</u>
Account 52 5260 - Heat & Power					
100 1516 52 5260	department share of heat and power usage	1.0000	2,756.00	2,756.00	
		Account 52 5260 - Heat & Power Totals	Transactions	1	<u>2,756.00</u>
Account 52 5270 - Water					
100 1516 52 5270	Shared water cost	1.0000	120.00	120.00	
		Account 52 5270 - Water Totals	Transactions	1	<u>120.00</u>
Account 52 5280 - Other Communication/Util					
100 1516 52 5280	stormwater/sanitation	1.0000	335.00	335.00	
		Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>335.00</u>
Account 52 5730 - R&M - D/P Equipment					
100 1516 52 5730	CivicLive	1.0000	606.26	606.26	
100 1516 52 5730	Comcast	12.0000	33.00	396.00	
100 1516 52 5730	Mimecast	1.0000	1,104.74	1,104.74	
100 1516 52 5730	Tyler NW	1.0000	1,711.00	1,711.00	
		Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>\$3,818.00</u>
Account 52 6110 - Other Insurance					
100 1516 52 6110	Apex Insurance	1.0000	995.02	995.02	
		Account 52 6110 - Other Insurance Totals	Transactions	1	<u>995.02</u>
Account 52 6170 - Contractual Services					
100 1516 52 6170	Recall off site storage	1.0000	640.00	640.00	
		Account 52 6170 - Contractual Services Totals	Transactions	1	<u>640.00</u>
Account 52 6200 - Training					
100 1516 52 6200	Business License training	1.0000	1,500.00	1,500.00	
		Account 52 6200 - Training Totals	Transactions	1	<u>1,500.00</u>
Account 52 6210 - Dues					
100 1516 52 6210	National Bureau of Business Licensing dues	1.0000	55.00	55.00	
		Account 52 6210 - Dues Totals	Transactions	1	<u>55.00</u>
Account 52 6560 - Workers Comp/Administrati					
100 1516 52 6560	Workers Comp/ Administration	1.0000	228.75	228.75	
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>228.75</u>
Account 52 6600 - Claims Workers Comp.					
100 1516 52 6600	Claims Workers Comp	1.0000	500.00	500.00	
		Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>500.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1516 - Business License				
Account 52 7300 - Postage				
100 1516 52 7300	postage to mail out business licenses	1.0000	1,500.00	1,500.00
	Account 52 7300 - Postage Totals	Transactions	1	\$1,500.00
Account 52 7320 - Stationery & Printing				
100 1516 52 7320	Forms and applications	1.0000	300.00	300.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	\$300.00
Account 52 7330 - Copy Expense				
100 1516 52 7330	copy machine usage and Lease	1.0000	1,000.00	1,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	\$1,000.00
Account 53 7310 - Office Supplies				
100 1516 53 7310	Office Supplies	1.0000	1,800.00	1,800.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$1,800.00
Account 53 7360 - Other Admin. Supplies				
100 1516 53 7360	Admin supplies from Warehouse, envelopes etc.	1.0000	300.00	300.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	\$300.00
	Department 1516 - Business License Totals	Transactions	20	\$18,211.77
	Fund 100 - GENERAL FUND Totals	Transactions	20	\$18,211.77
	EXPENSES Totals	Transactions	20	\$18,211.77
	Grand Totals	Transactions	20	\$18,211.77

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: Business License 1516

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions:</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Occupation Tax Clerk	1	1	1	1	1

Total Personnel: 1 1 1 1 1

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019-20

Department and
Number: **Business License - 1516**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From: Tax Clerk to Tax Specialist			
Justification (including assignment and responsibilities of position requested)				
<u>See attached</u>				
Wages				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

EXHIBIT D-1
JOB DESCRIPTION
Budget Year 2019-20
Business License

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility: None.

Minimum Qualifications:

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2019-20

Fund: 100		Department and Number: Business License 1516	
New Replacement for Vehicle/Equipment No. <hr/>		Priority: <hr/>	
Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2018-19 Maintenance Cost <hr/> Actual FYE 2018-19 Operating Cost <hr/> Estimated FYE 2019-20 Maintenance Cost <hr/> Estimated FYE 2019-20 Operating Cost <hr/>	
List of Special Features, Not Standard: <hr/>		Specific Description & Condition of Item Being Replaced including VIN#: <hr/>	
Justification/Description: <hr/>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other <hr/>	
Purchase Option New Vehicle/Equipment Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>		Rental Option New Vehicle/Equipment Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>	

EXHIBIT F-1
City of College Park, Georgia
Vehicle Inventory List

Dept: Business License Fuel Type:

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<i>N/A</i>										

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Business License Fund: Department Number: 1516

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
		NA					
Totals			0	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Business License

Fund: 100

Division:

Department Number: 1516

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Business License

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Business License | Occupation Tax

Program Description:

The Occupation Tax program maintains business license records and processes occupation tax returns for payment. The program oversees the collection of room occupancy tax, excise tax (mixed drink and wholesale), car rental tax, and liquor license fees.

Trends:

The State of Georgia strengthened the requirement to verify a customer's legal right to work in the United States. The resident status of all non-citizens applying for a license must be verified through the Systematic Alien Verification Entitlements (SAVE) program.

Program Broad Goals:

Educate the City of College Park by providing accurate information on obtaining an occupation tax certificate.

Program 19/20 Objectives:

Improve processes by reviewing, refining, and updating City ordinances.

Performance Measures

Program/Service Outputs: (goods, services, units produced)

Number of active licenses during the fiscal year

Estimated 19/20
962

Program/Service Outcomes: (based on program objectives)

Direct amount of "face to face" contact with customers

Estimated 19/20
50%

Performance Measures

Program/Service Outputs: (goods, services, units produced)

Number of active licenses during the fiscal year

Actual 18/19
1636

Program/Service Outcomes: (based on program objectives)

Direct amount of "face to face" contact with customers

Actual 18/19
45%

Prior Year Highlights:

- Successfully issued Occupation Tax Certificates and collected 99% of the tax revenue budgeted.
- Strict implementation of providing proof of gross revenue. This requirement must be met in order to renew the occupation tax certificate.

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: Business License 1516

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1510 - Financial Administration								
Personnel Services								
51 5010	Salary/Operating	181,777.21	214,814.00	141,156.40	66	220,509.00	194,509.00	(9)
51 5020	Salary/Overtime	295.67	1,000.00	36.37	4	1,000.00	.00	(100)
51 5040	Shared Utility Payments	147.52	.00	503.58		.00	.00	
51 5190	Medicare	2,478.36	2,339.00	1,537.39	66	3,197.00	2,820.00	21
<i>Personnel Services Totals</i>		\$184,698.76	\$218,153.00	\$143,233.74	66%	\$224,706.00	\$197,329.00	(10%)
Employee Benefits								
51 5150	City Pension Contribution	23,042.43	30,118.00	16,677.82	55	36,215.00	30,882.00	3
51 5161	Life Insurance	1,257.07	200.00	91.57	46	198.00	174.00	(13)
51 5163	ST Disability Insurance	169.56	348.00	95.40	27	348.00	348.00	
51 5164	LT Disability Insurance	147.10	404.00	70.92	18	404.00	404.00	
51 5165	Health Insurance	17,471.03	21,494.00	13,231.10	62	28,569.00	25,142.00	17
51 5166	Dental Insurance	510.32	700.00	382.42	55	1,194.00	888.00	27
<i>Employee Benefits Totals</i>		\$42,597.51	\$53,264.00	\$30,549.23	57%	\$66,928.00	\$57,838.00	9%
Communications & Util.								
52 5240	Telephone	2,363.51	4,981.00	1,587.12	32	3,660.00	3,660.00	(27)
52 5260	Heat & Power	2,209.66	1,700.00	1,614.40	95	3,000.00	3,000.00	76
52 5270	Water	79.45	.00	72.45		100.00	100.00	
52 5280	Other Communication/Util	308.90	250.00	196.56	79	250.00	250.00	
<i>Communications & Util. Totals</i>		\$4,961.52	\$6,931.00	\$3,470.53	50%	\$7,010.00	\$7,010.00	1%
Repair & Maintenance								
52 5710	R&M Furn. & Equip.	.00	.00	(1,098.06)	(109,806)	.00	.00	
52 5730	R&M - D/P Equipment	12,206.92	15,710.00	13,505.21	86	21,561.00	21,561.00	37
<i>Repair & Maintenance Totals</i>		\$12,206.92	\$15,710.00	\$12,407.15	79%	\$21,561.00	\$21,561.00	37%
Training & Education								
52 6200	Training	(153.34)	2,674.00	218.82	8	4,100.00	4,100.00	53
52 6210	Dues	200.00	700.00	750.00	107	700.00	700.00	
52 6220	Subscription/Publications	1,112.37	700.00	.00		700.00	700.00	
52 6230	Conventions/Meetings	.00	2,000.00	580.00	29	2,000.00	2,000.00	
<i>Training & Education Totals</i>		\$1,159.03	\$6,074.00	\$1,548.82	25%	\$7,500.00	\$7,500.00	23%
Other Services & Charges								
52 3300	Advertising Expense	11,731.64	10,000.00	6,916.52	69	11,500.00	11,500.00	15
52 3505	Mileage Reimbursement	.00	400.00	43.27	11	400.00	400.00	



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1510 - Financial Administration								
Other Services & Charges								
52 3951	FIFA Filing Expense	2,162.00	1,500.00	805.50	54	1,500.00	1,500.00	
52 5510	Consulting Fees	4,825.00	5,700.00	5,325.00	93	5,700.00	5,700.00	
52 6110	Other Insurance	3,273.54	3,060.00	2,349.47	77	3,743.00	3,743.00	22
52 6130	Miscellaneous Services	440.74	1,500.00	937.96	63	1,500.00	1,500.00	
52 6170	Contractual Services	214,244.83	9,575.00	9,575.00	100	9,575.00	9,575.00	
52 6560	Workers Comp/Administrati	400.32	296.00	943.60	319	687.00	687.00	132
52 6600	Claims Workers Comp.	36.26	.00	.00		.00	.00	
53 7200	Reimburse Expenses	2,376.50	.00	.00		.00	.00	
<i>Other Services & Charges Totals</i>		\$239,490.83	\$32,031.00	\$26,896.32	84%	\$34,605.00	\$34,605.00	8%
Materials & Supplies								
52 7300	Postage	2,646.64	2,500.00	2,500.00	100	2,500.00	2,500.00	
52 7320	Stationery & Printing	730.75	2,000.00	1,440.96	72	2,000.00	2,000.00	
52 7330	Copy Expense	1,915.45	1,000.00	1,000.00	100	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	162.00	50.00	225.50	451	100.00	100.00	100
53 7121	Computer Hardware	3,368.89	3,000.00	1,327.21	44	3,000.00	3,000.00	
53 7122	Computer Supplies	.00	.00	.00		500.00	500.00	
53 7150	Other Operating Supplies	437.89	500.00	.00		500.00	500.00	
53 7310	Office Supplies	754.36	500.00	500.00	100	500.00	500.00	
53 7360	Other Admin. Supplies	307.75	500.00	709.94	142	500.00	500.00	
<i>Materials & Supplies Totals</i>		\$10,323.73	\$10,050.00	\$7,703.61	77%	\$10,600.00	\$10,600.00	5%
Department 1510 - Financial Administration Totals		\$495,438.30	\$342,213.00	\$225,809.40	66%	\$372,910.00	\$336,443.00	(2%)
EXPENSE TOTALS		\$495,438.30	\$342,213.00	\$225,809.40	66%	\$372,910.00	\$336,443.00	(2%)
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$495,438.30	\$342,213.00	\$225,809.40	66%	\$372,910.00	\$336,443.00	(2%)
Fund 100 - GENERAL FUND Totals								
		(\$495,438.30)	(\$342,213.00)	(\$225,809.40)	66%	(\$372,910.00)	(\$336,443.00)	(2%)
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$495,438.30	\$342,213.00	\$225,809.40	66%	\$372,910.00	\$336,443.00	(2%)
Net Grand Totals		(\$495,438.30)	(\$342,213.00)	(\$225,809.40)	66%	(\$372,910.00)	(\$336,443.00)	(2%)

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1510 - Financial Administration				
Account 52 3300 - Advertising Expense				
100 1510 52 3300	Advertising for Tax Sale-4 Weeks	1.0000	11,500.00	11,500.00
	Account 52 3300 - Advertising Expense Totals	Transactions	1	<u>\$11,500.00</u>
Account 52 5240 - Telephone				
100 1510 52 5240	AT&T	12.0000	15.00	180.00
100 1510 52 5240	Verizon Data Plan	12.0000	39.00	468.00
100 1510 52 5240	Verizon Smartphone	12.0000	67.00	804.00
100 1510 52 5240	Windstream	12.0000	184.00	2,208.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>\$3,660.00</u>
Account 52 5510 - Consulting Fees				
100 1510 52 5510	Cost for Pension Study/Actuary	1.0000	3,400.00	3,400.00
100 1510 52 5510	Other Consulting for Finance and Accounting	1.0000	2,300.00	2,300.00
	Account 52 5510 - Consulting Fees Totals	Transactions	2	<u>\$5,700.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1510 52 5730	Annual Manatron Tax Software Maintenance	1.0000	12,500.00	12,500.00
100 1510 52 5730	CivicLive	1.0000	606.26	606.26
100 1510 52 5730	Comcast	1.0000	77.61	77.61
100 1510 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 1510 52 5730	Tyler NW	1.0000	7,271.73	7,271.73
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	5	<u>\$21,560.34</u>
Account 52 6110 - Other Insurance				
100 1510 52 6110	Apex Insurance	1.0000	3,742.14	3,742.14
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$3,742.14</u>
Account 52 6130 - Miscellaneous Services				
100 1510 52 6130	Tax Lien Related/Tax Matters	2.0000	750.00	1,500.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	<u>\$1,500.00</u>
Account 52 6170 - Contractual Services				
100 1510 52 6170	Annual Contract for Open Gov-Increase	1.0000	9,575.00	9,575.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	<u>\$9,575.00</u>
Account 52 6200 - Training				
100 1510 52 6200	CPA-Continuing Professional Education	2.0000	300.00	600.00
100 1510 52 6200	GFOA/GGFOA Training-Finance Director	2.0000	500.00	1,000.00
100 1510 52 6200	Local Finance Officer Certification Program - Budget Analysts	1.0000	2,500.00	2,500.00
	Account 52 6200 - Training Totals	Transactions	3	<u>\$4,100.00</u>
Account 52 6210 - Dues				
100 1510 52 6210	GFOA Dues - Finance Director	1.0000	50.00	50.00
100 1510 52 6210	GGFOA/GA.GOV'T FINANCE OFFICER ASSOC	3.0000	50.00	150.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1510 - Financial Administration				
Account 52 6210 - Dues				
100 1510 52 6210	Institute of Internal Auditors - Finance Director	1.0000	150.00	150.00
100 1510 52 6210	International City Management Assoc (ICMA) - Finance Director	1.0000	100.00	100.00
100 1510 52 6210	National Association of Black Accountants - Finance Director	1.0000	150.00	150.00
100 1510 52 6210	National Forum for Black Public Administrators	1.0000	100.00	100.00
Account 52 6210 - Dues Totals		Transactions	6	<u>700.00</u>
Account 52 6220 - Subscription/Publications				
100 1510 52 6220	GASB Volume 1-30	30.0000	23.33	700.00
Account 52 6220 - Subscription/Publications Totals		Transactions	1	<u>700.00</u>
Account 52 6230 - Conventions/Meetings				
100 1510 52 6230	GFOA /GGFOA Annual Convention -Finance Director	1.0000	2,000.00	2,000.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	1	<u>\$2,000.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1510 52 6560	Workers Comp	1.0000	686.25	686.25
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$686.25</u>
Account 52 7300 - Postage				
100 1510 52 7300	Annual GFOA Budget Submission	1.0000	400.00	400.00
100 1510 52 7300	Annual Property Tax Billing Mailouts	1.0000	2,100.00	2,100.00
Account 52 7300 - Postage Totals		Transactions	2	<u>\$2,500.00</u>
Account 52 7320 - Stationery & Printing				
100 1510 52 7320	Printing Services for Annual Budget	1.0000	1,050.00	1,050.00
100 1510 52 7320	Printing Services for Annual Capital Improvement Plan	1.0000	950.00	950.00
Account 52 7320 - Stationery & Printing Totals		Transactions	2	<u>\$2,000.00</u>
Account 52 7330 - Copy Expense				
100 1510 52 7330	Xerox Copier Charges/Service	1.0000	1,000.00	1,000.00
Account 52 7330 - Copy Expense Totals		Transactions	1	<u>\$1,000.00</u>
Account 53 7121 - Computer Hardware				
100 1510 53 7121	Battery Backup for Computers	4.0000	350.00	1,400.00
100 1510 53 7121	Computer Replacement- Finance Director	1.0000	1,600.00	1,600.00
Account 53 7121 - Computer Hardware Totals		Transactions	2	<u>\$3,000.00</u>
Account 53 7122 - Computer Supplies				
100 1510 53 7122	Computer Software	1.0000	500.00	500.00
Account 53 7122 - Computer Supplies Totals		Transactions	1	<u>\$500.00</u>
Account 53 7150 - Other Operating Supplies				
100 1510 53 7150	Printer Cartridges	5.0000	100.00	500.00
Account 53 7150 - Other Operating Supplies Totals		Transactions	1	<u>\$500.00</u>



Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1510 - Financial Administration				
Account 53 7310 - Office Supplies				
100 1510 53 7310	Pens,Pencils, Tape,Staples,Calulators etc.	1.0000	500.00	500.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$500.00
	Department 1510 - Financial Administration Totals	Transactions	37	\$75,423.73
	Fund 100 - GENERAL FUND Totals	Transactions	37	\$75,423.73
	EXPENSES Totals	Transactions	37	\$75,423.73
	Grand Totals	Transactions	37	\$75,423.73

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100

Department and Number: Finance 1510

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions:</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Director of Finance	1	1	1	1	1
Revenue/Tax Administrator	1	1	1	1	1
Administrative Assistant	0	1	1	0	0
Utility Accountant	1	1	0	0	0
Budget Analyst*	0	0	1	1	1

*50% Public Works

Total Personnel: 3 4 4 3 3

Financial Administration

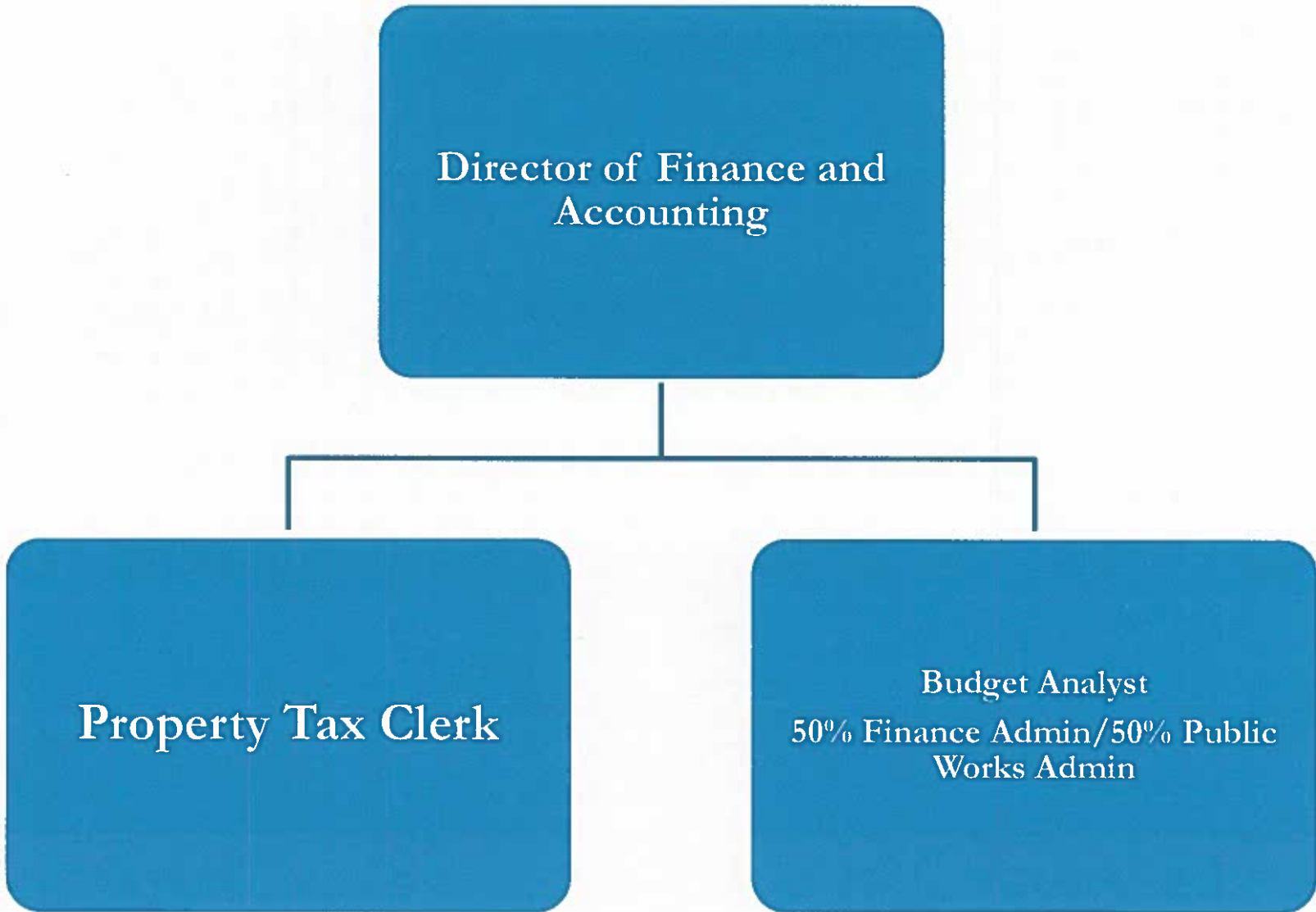


EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019- 20

Department and Number: **Finance- 1510** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (including assignment and responsibilities of position requested)				
<hr/>				
Wages				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			<hr/> -
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			<hr/> -
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			<hr/> -
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			<hr/> -
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			<hr/> -
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			<hr/> -
	Total			<hr/> <hr/>

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2019-20

Fund: 100 Department and Number: Finance-1510

New Replacement for Vehicle/Equipment No.	Priority:
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2018-19 Maintenance Cost _____ Actual FYE 2018-19 Operating Cost _____ Estimated FYE 2019-20 Maintenance Cost _____ Estimated FYE 2019-2 Operating Cost _____
List of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#::
Justification/Description:	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
Purchase Option New Vehicle/Equipment _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2019-20 _____ Estimated Operating Cost During 2019-20	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2019-20 _____ Estimated Operating Cost During 2019-20

EXHIBIT F-1
City of College Park, Georgia
Vehicle Inventory List

Dept: *Accounting 1510* Fuel Type:

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<i>N/A</i>										

G=Gas
D=Diesel
AF=Alternative Fuel
N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Finance Division: Fund: Department Number: 1510

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
	N/A						
Totals			0	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: **Finance**

Fund :100

Division: **Finance**

Department Number: 1510

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division: Finance Department

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects: None

Finance Department | Financial Administration

Program Description:

The Financial Administration program facilitates Citywide financial planning, manages the City's short-term and long-term debt, coordinates the financing of City projects, and provides City management with current information concerning economic conditions and the potential fiscal impact to College Park. Also, the Finance Department is responsible for the preparation and adoption of the City's annual budget. It coordinates the Citywide development and ongoing monitoring of the operating and capital budgets on behalf of the City Manager. Embodied within this process are assisting City Council with the City's budget public input efforts and assisting other stakeholders with their requests regarding the budget.

Trends:

The national and local economy is improving and is slowly recovering from the recession. Local property values continue to decline, resulting in decreased ad valorem revenues. Consumer spending is moderate at best with the general focus having shifted from spending to savings. Consequently, local governments are experiencing a reduction in expenditures due to the lack of consumer spending and a decrease in ad valorem and other revenues. Overall, economic growth in the public sector has been stymied by revenue shortfalls, reduction in expenditures and curtailment of federal government stimulus funds.

In light of the challenges of local government the City of College Park is well positioned for economic recovery. The City has ample land and existing structures for redevelopment. Although, banks are cautious, low interest rates are available to provide public and private concerns with the ability to access capital with minimum debt service cost. Over the next year the national and local economies are expected to experience slow economic growth. However, the City will continue to seek opportunities for public and private partnerships to stimulate the economy of the City of College Park.

Program Broad Goals:

Prepare strategic forecasts and assist others in developing long-term financial models to prudently manage assets and identify the City's capacity to fund future service and capital needs. Seek optimum financing structure to mitigate debt service costs, while reinforcing our solid standing with credit rating agencies and maintain or improve College Park's excellent bond ratings.

Prepare a balanced operating and capital budget. Prepare accurate financial information and distribute it in a timely manner to City Council, citizens, media, financial institutions and internal customers in response to their specific financial needs. Promote increased business acumen and fiscal accountability within the organization.

Finance Department | Financial Administration

Program 19/20 Objectives:

Improve the efficiency and effectiveness of city wide business processes to ensure management of the City's resources. Provide decision-makers and citizens with the necessary information to make informed budget and policy decisions. Effectively manage the City's planned resources to ensure organizational priorities are met.

Performance Measures

Program/Service Outputs: (goods, services, units produced) Estimated 19/20

Budget meets or exceeds all requirements and GFOA reporting excellence benchmarks Yes

Program/Service Outcomes: (based on program objectives) Estimated 19/20

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt Moody's Aaa
S&P AAA

Program/Service Outputs: (goods, services, units produced) Actual 18/19

Budget meets or exceeds all requirements and GFOA reporting excellence benchmarks Yes

Program/Service Outcomes: (based on program objectives) Actual 18/19

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt Moody's Aaa
S&P AAA

Prior Year Highlights:

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City's FY2018/19.
- Bond rating upgrade received due to Financial Policies and 5 Year Capital Improvement Plan

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: Finance -1510

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1512 - Accounting								
Personnel Services								
51 5010	Salary/Operating	136,831.72	147,259.00	92,215.90	63	191,069.00	191,069.00	30
51 5020	Salary/Overtime	9,762.90	.00	7,928.70		10,000.00	5,000.00	
51 5030	Salary/Parttime	62,209.85	46,818.00	43,037.67	92	49,306.00	49,306.00	5
51 5190	Medicare	2,795.71	2,541.00	1,987.42	78	3,485.00	3,485.00	37
51 5200	Fica	3,917.29	2,303.00	2,713.39	118	3,057.00	3,057.00	33
<i>Personnel Services Totals</i>		\$215,517.47	\$198,921.00	\$147,883.08	74%	\$256,917.00	\$251,917.00	27%
Employee Benefits								
51 5150	City Pension Contribution	27,150.91	28,560.00	19,659.21	69	39,188.00	39,188.00	37
51 5161	Life Insurance	1,968.04	149.00	57.30	38	149.00	149.00	
51 5163	ST Disability Insurance	113.10	436.00	43.50	10	436.00	436.00	
51 5164	LT Disability Insurance	180.58	348.00	32.30	9	348.00	348.00	
51 5165	Health Insurance	18,524.29	25,735.00	2,296.00	9	12,274.00	12,274.00	(52)
51 5166	Dental Insurance	555.72	1,123.00	285.24	25	471.00	471.00	(58)
<i>Employee Benefits Totals</i>		\$48,492.64	\$56,351.00	\$22,373.55	40%	\$52,866.00	\$52,866.00	(6%)
Communications & Util.								
52 5240	Telephone	7,029.72	2,375.00	3,688.43	155	2,784.00	2,784.00	17
52 5260	Heat & Power	3,682.77	3,400.00	2,690.67	79	3,400.00	3,400.00	
52 5270	Water	132.41	100.00	120.76	121	100.00	100.00	
52 5280	Other Communication/Util	514.81	400.00	327.60	82	400.00	400.00	
<i>Communications & Util. Totals</i>		\$11,359.71	\$6,275.00	\$6,827.46	109%	\$6,684.00	\$6,684.00	7%
Rentals								
52 5330	Office Equipment Rental	440.36	4,500.00	532.60	12	4,500.00	4,500.00	
<i>Rentals Totals</i>		\$440.36	\$4,500.00	\$532.60	12%	\$4,500.00	\$4,500.00	0%
Repair & Maintenance								
52 5710	R&M Furn. & Equip.	.00	200.00	.00		200.00	200.00	
52 5730	R&M - D/P Equipment	1,032.48	4,399.00	4,269.60	97	5,000.00	4,000.00	(9)
<i>Repair & Maintenance Totals</i>		\$1,032.48	\$4,599.00	\$4,269.60	93%	\$5,200.00	\$4,200.00	(9%)
Building Maintenance								
52 5740	R&M-Buildings	.00	300.00	.00		300.00	300.00	
<i>Building Maintenance Totals</i>		\$0.00	\$300.00	\$0.00	0%	\$300.00	\$300.00	0%
Training & Education								
52 6200	Training	1,757.40	1,695.00	1,407.00	83	3,000.00	3,000.00	77
52 6210	Dues	400.00	450.00	250.00	56	450.00	450.00	



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1512 - Accounting								
Training & Education								
52 6220	Subscription/Publications	150.00	300.00	1,801.80	601	300.00	300.00	
52 6230	Conventions/Meetings	100.50	3,200.00	826.33	26	3,500.00	3,200.00	
<i>Training & Education Totals</i>		\$2,407.90	\$5,645.00	\$4,285.13	76%	\$7,250.00	\$6,950.00	23%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	195.00	184.21	94	195.00	195.00	
52 5460	Audit Fees	143,250.00	70,000.00	134,080.00	192	89,000.00	89,000.00	27
52 6110	Other Insurance	4,091.93	3,825.00	2,936.84	77	4,976.00	4,976.00	30
52 6130	Miscellaneous Services	550.00	300.00	110.24	37	500.00	500.00	67
52 6170	Contractual Services	40,416.94	300.00	68,363.35	22,788	20,000.00	10,000.00	3,233
52 6560	Workers Comp/Administrati	667.18	1,000.00	1,572.66	157	1,144.00	1,144.00	14
52 6580	Unemployment Compensation	4,620.00	.00	.00		.00	.00	
52 6600	Claims Workers Comp.	60.44	.00	.00		.00	.00	
<i>Other Services & Charges Totals</i>		\$193,656.49	\$75,620.00	\$207,247.30	274%	\$115,815.00	\$105,815.00	40%
<i>Materials & Supplies</i>								
52 7300	Postage	2,120.09	2,500.00	1,406.60	56	2,500.00	2,500.00	
52 7320	Stationery & Printing	110.00	300.00	41.72	14	300.00	300.00	
52 7330	Copy Expense	1,990.77	1,000.00	1,296.84	130	1,500.00	1,500.00	50
53 7050	Medical Services/Supplies	58.50	150.00	25.00	17	150.00	150.00	
53 7120	D/P Forms & Supplies	651.56	3,000.00	3,042.84	101	3,000.00	3,000.00	
53 7121	Computer Hardware	909.30	1,100.00	422.17	38	2,500.00	2,500.00	127
53 7122	Computer Supplies	128.45	350.00	657.74	188	1,000.00	1,000.00	186
53 7150	Other Operating Supplies	261.40	.00	846.75		.00	.00	
53 7310	Office Supplies	6,468.05	2,300.00	2,585.73	112	5,000.00	3,000.00	30
53 7360	Other Admin. Supplies	700.00	400.00	454.99	114	1,000.00	1,000.00	150
<i>Materials & Supplies Totals</i>		\$13,398.12	\$11,100.00	\$10,780.38	97%	\$16,950.00	\$14,950.00	35%
Department 1512 - Accounting Totals		\$486,305.17	\$363,311.00	\$404,199.10	111%	\$466,482.00	\$448,182.00	23%
EXPENSE TOTALS		\$486,305.17	\$363,311.00	\$404,199.10	111%	\$466,482.00	\$448,182.00	23%
Fund 100 - GENERAL FUND Totals		\$486,305.17	\$363,311.00	\$404,199.10	111%	\$466,482.00	\$448,182.00	23%
EXPENSE TOTALS		\$486,305.17	\$363,311.00	\$404,199.10	111%	\$466,482.00	\$448,182.00	23%
Fund 100 - GENERAL FUND Totals		(\$486,305.17)	(\$363,311.00)	(\$404,199.10)	111%	(\$466,482.00)	(\$448,182.00)	23%
Net Grand Totals								



Budget Worksheet Report

Budget Year 2020

REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS	\$486,305.17	\$363,311.00	\$404,199.10	111%	\$466,482.00	\$448,182.00	23%
Net Grand Totals	(\$486,305.17)	(\$363,311.00)	(\$404,199.10)	111%	(\$466,482.00)	(\$448,182.00)	23%

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1512 - Accounting				
Account 52 3505 - Mileage Reimbursement				
100 1512 52 3505	Mileage to Dunwoody Training	120.0000	.54	65.00
100 1512 52 3505	Mileage to other city functions/meetings	120.0000	.54	65.00
100 1512 52 3505	Mileage to Printer for Budget Documents	120.0000	.54	65.00
Account 52 3505 - Mileage Reimbursement Totals		Transactions	3	\$195.00
Account 52 5240 - Telephone				
100 1512 52 5240	AT&T	12.0000	19.00	228.00
100 1512 52 5240	Comcast	12.0000	33.00	396.00
100 1512 52 5240	Windstream	12.0000	180.00	2,160.00
Account 52 5240 - Telephone Totals		Transactions	3	\$2,784.00
Account 52 5330 - Office Equipment Rental				
100 1512 52 5330	Xerox copier Lease	1.0000	4,500.00	4,500.00
Account 52 5330 - Office Equipment Rental Totals		Transactions	1	\$4,500.00
Account 52 5460 - Audit Fees				
100 1512 52 5460	Annual Financial Audit	1.0000	80,000.00	80,000.00
100 1512 52 5460	Single Audit -A133 if necessary	1.0000	9,000.00	9,000.00
Account 52 5460 - Audit Fees Totals		Transactions	2	\$89,000.00
Account 52 5740 - R&M-Buildings				
100 1512 52 5740	Installation of Electric Outlets	2.0000	150.00	300.00
Account 52 5740 - R&M-Buildings Totals		Transactions	1	\$300.00
Account 52 6110 - Other Insurance				
100 1512 52 6110	Apex Insurance	1.0000	4,975.11	4,975.11
Account 52 6110 - Other Insurance Totals		Transactions	1	\$4,975.11
Account 52 6170 - Contractual Services				
100 1512 52 6170	Temporary Backup	1.0000	10,000.00	10,000.00
Account 52 6170 - Contractual Services Totals		Transactions	1	\$10,000.00
Account 52 6200 - Training				
100 1512 52 6200	Carl Vincent Training for Staff	3.0000	179.00	537.00
100 1512 52 6200	Carl Vinson Training	1.0000	1,305.00	1,305.00
100 1512 52 6200	Intro Gov't Acctg Part 1- Carl Vinson Inst. Online #51511	1.0000	309.00	309.00
100 1512 52 6200	Intro Gov't Acctg Part 2- Carl Vinson Inst. Online #51512	1.0000	309.00	309.00
100 1512 52 6200	Other Staff Training/Development	3.0000	180.00	540.00
Account 52 6200 - Training Totals		Transactions	5	\$3,000.00
Account 52 6210 - Dues				
100 1512 52 6210	GFOA Dues - Accounting Supervisor	1.0000	100.00	100.00
100 1512 52 6210	GGFOA/GA.GOV'T FINANCE OFFICER ASSOC	4.0000	50.00	200.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1512 - Accounting				
Account 52 6210 - Dues				
100 1512 52 6210	National Forum for Black Public Accountants-Acting Supervisor	1.0000	150.00	150.00
	Account 52 6210 - Dues Totals	Transactions	3	<u>\$450.00</u>
Account 52 6220 - Subscription/Publications				
100 1512 52 6220	Various Accounting Publications	1.0000	300.00	300.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$300.00</u>
Account 52 6230 - Conventions/Meetings				
100 1512 52 6230	GGFOA-Georgia Gov't Finance Officer Association	3.0000	300.00	900.00
100 1512 52 6230	Tyloer Technologies New World Accounting Staff	1.0000	1,150.00	1,150.00
100 1512 52 6230	Tyloer Technologies New World Accounting Supervisor	1.0000	1,150.00	1,150.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	3	<u>\$3,200.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1512 52 6560	Other Admin Fees	1.0000	1,143.76	1,143.76
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$1,143.76</u>
Account 52 7300 - Postage				
100 1512 52 7300	Miscellaneous postage and shipping costs	1.0000	300.00	300.00
100 1512 52 7300	Postage to mail 1099s	300.0000	.49	147.00
100 1512 52 7300	Postage to Mail AP checks	1.0000	2,053.00	2,053.00
	Account 52 7300 - Postage Totals	Transactions	3	<u>\$2,500.00</u>
Account 52 7320 - Stationery & Printing				
100 1512 52 7320	CIP Book	1.0000	300.00	300.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$300.00</u>
Account 53 7120 - D/P Forms & Supplies				
100 1512 53 7120	1099 Forms	1.0000	500.00	500.00
100 1512 53 7120	Accounts Payable Checks/Envelopes	1.0000	2,500.00	2,500.00
	Account 53 7120 - D/P Forms & Supplies Totals	Transactions	2	<u>\$3,000.00</u>
Account 53 7121 - Computer Hardware				
100 1512 53 7121	Computer replacement	1.0000	2,500.00	2,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>\$2,500.00</u>
Account 53 7122 - Computer Supplies				
100 1512 53 7122	Miscellaneous Supplies	1.0000	1,000.00	1,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account 53 7310 - Office Supplies				
100 1512 53 7310	Various Office Supplies	1.0000	3,000.00	3,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$3,000.00</u>



Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1512 - Accounting				
Account 53 7360 - Other Admin. Supplies				
100 1512 53 7360	Miscellaneous Items	1.0000	1,000.00	1,000.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	\$1,000.00
	Department 1512 - Accounting Totals	Transactions	35	\$133,147.87
	Fund 100 - GENERAL FUND Totals	Transactions	35	\$133,147.87
	EXPENSES Totals	Transactions	35	\$133,147.87
	Grand Totals	Transactions	35	\$133,147.87

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: 1512 Accounting

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Accounting Supervisor	1	1	1	1	1
Accountant	0	0	1	1	1
Accounting Assistant	1	1	1	1	1
Accounts Payable Clerk	1	1	1	1	1
Part Time					
Positions:					
Accounting Technician	1	1	1	1	1
Accounting Clerk	1	1	1	1	1
Seasonal					
Positions:					
Total Personnel:	5	5	6	6	6

Accounting

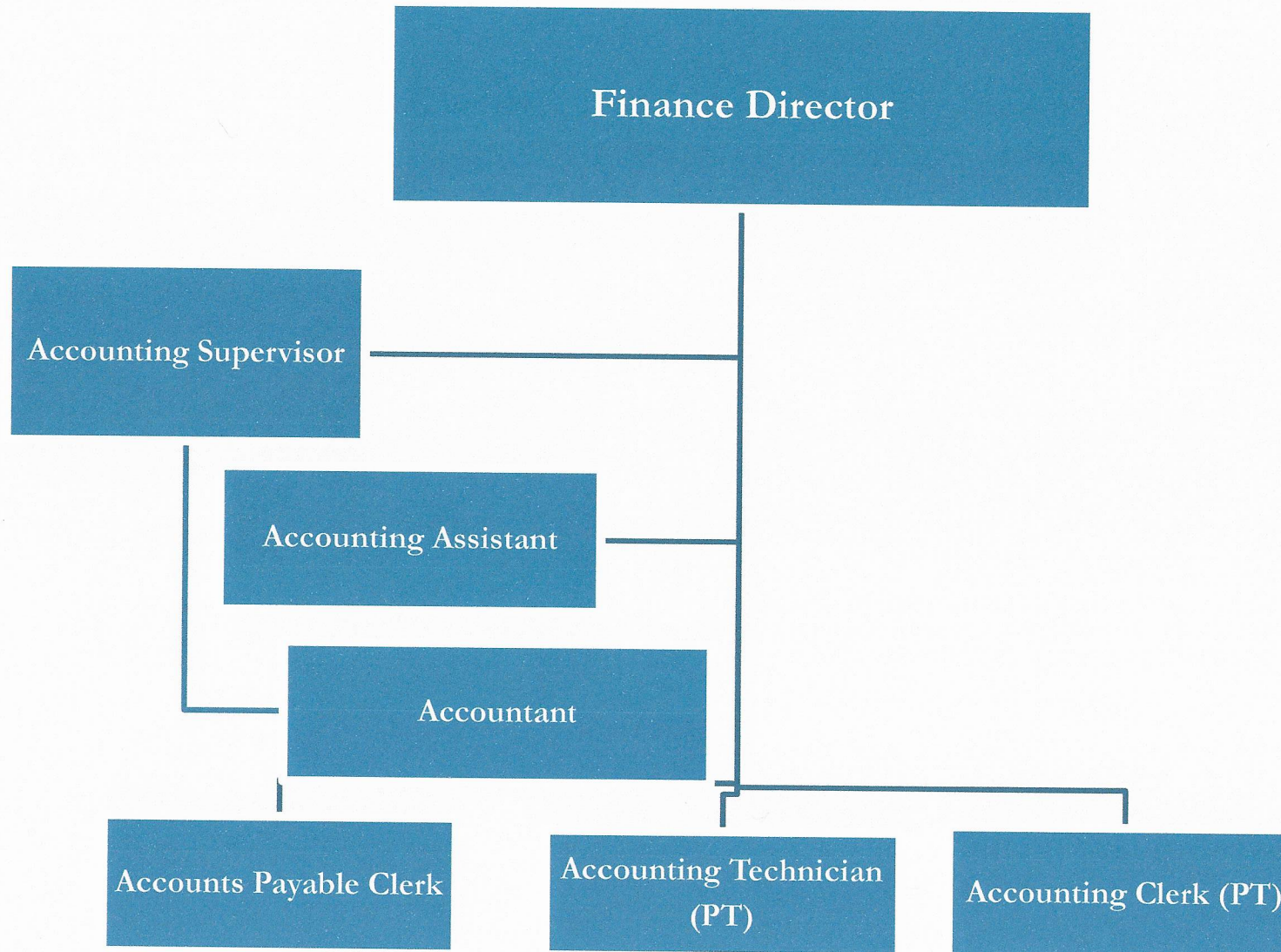


EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019-20

Department and Number: **Accounting- 1512** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (including assignment and responsibilities of position requested)				
NOT APPLICABLE				
Wages				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:
Major Duties:

Knowledge Required by the Position:

Supervisory Controls:
Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2019-20

Fund: 100

Department and Number:

Accounting-1512

<p>New Replacement for Vehicle/Equipment No.</p>	<p>Priority:</p>
<p>Vehicle Type</p> <p>_____ Sedan 2 Door</p> <p>_____ Sedan 4 Door</p> <p>_____ Cruiser</p> <p>_____ Station Wagon</p> <p>_____ Van</p> <p>_____ 1/2 ton Truck</p> <p>_____ 3/4 ton Truck</p> <p>_____ Sanitation Front Loader</p> <p>_____ Sanitation Rear Loader</p> <p>_____ Other</p>	<p>Information on Vehicle/Equipment Being Replaced</p> <p>_____ Age of Vehicle/Equipment Being Replaced</p> <p>_____ Units of Use to Date (hours, miles, etc.)</p> <p>_____ Total Operating/Maintenance Costs to Date</p> <p>_____ Actual FYE 2018-19 Maintenance Cost</p> <p>_____ Actual FYE 2018-19 Operating Cost</p> <p>_____ Estimated FYE 2019-20 Maintenance Cost</p> <p>_____ Estimated FYE 2019-20 Operating Cost</p>
<p>List of Special Features, Not Standard:</p>	<p>Specific Description & Condition of Item Being Replaced including VIN#::</p>
<p>Justification/Description:</p>	<p>Recommended Disposition of Replaced Item:</p> <p>_____ Sell by Sealed Bid</p> <p>_____ Sell at Auction</p> <p>_____ Retain as Backup</p> <p>_____ Dismantle and Use for Parts</p> <p>_____ Junk</p> <p>_____ Other</p>
<p>Purchase Option New Vehicle/Equipment</p> <p>_____ Purchase Price</p> <p>_____ Estimated Useful Life</p> <p>_____ Estimated Use During 2019-20</p> <p>_____ Estimated Operating Cost During 2019-20</p>	<p>Rental Option New Vehicle/Equipment</p> <p>_____ Rental/Lease Cost per Year</p> <p>_____ Estimated Length of Rental/Lease</p> <p>_____ Estimated Use During 2019-20</p> <p>_____ Estimated Operating Cost During 2019-20</p>

EXHIBIT F-1
City of College Park, Georgia
Vehicle Inventory List

Dept: Accounting 1512 Fuel Type:

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<i>N/A</i>										

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Accounting Fund: 100 Department Number: 1512

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
		N/A					

Totals

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: **Accounting**

Fund :100

Division:

Department Number: **1512**

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Accounting

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$ -

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects:

EXHIBIT I

Finance Department | Accounting

Program Description:

The Accounting program maintains the City's financial systems and fiscal controls over: Property Taxes, Cash and Investments, Accounts Receivables, Fixed Assets, Grants, and Accounts Payable. In addition, the program provides in-house training, guidance and support to City staff related to financial controls, systems, laws and policies and procedures. The program is also responsible for the coordination of the financial statement audit and preparation of the City's annual financial statements, grant compliance.

Trends:

Accounting has purchased a high speed optical scanner in its effort to place greater emphasis on technology. Scanning will assist in the reduction of paper supply costs. Also, record storage retrieval will be more efficient. Accounting will continue to monitor internal control at the department level to ensure the City assets are properly safeguarded. Accounting is continuing to place emphasis on applying technology for the analysis, compilation and reporting of data. The Accounting staff in collaboration with the City's financial system software provider, New World Financial Systems is developing programs to enhance the City's timely and accurate production of financial reports.

Program Broad Goals:

Develop and Maintain Integrated Financial Systems. Develop and administer the various financial, operating, and internal control systems to ensure data integrity and ease of financial information tracking. Maintain the City's accounting and financial reporting systems in conformance with all state and federal laws, Generally Accepted Accounting Principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and standards of the Government Finance Officers Association (GFOA). Be a Financial and Administrative Consultant to Departments – Provide training, advice, tools and support to departmental customers.

Program 19/20

Objectives:

Maintain financial systems internal controls to monitor expenditures and program performance on an ongoing basis. Continue to review and collaborate with technical staff to analyze and develop process enhancements by applying current available technology and provide city-wide education to assist with compliance.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 18/19
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	3,923

of accounts payable checks issued 8,027

Finance Department | Accounting

Program/Service Outcomes: (based on program objectives) **Actual 18/19**

Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20th or prior 12/31/2018

Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks Yes

Program/Service Outputs: (goods, services, units produced) **Estimated 19/20**

% of monthly closes within 20 working days of month-end n/a%

of journal entries processed annually 4,000

of accounts payable checks issued 7,000

Program/Service Outcomes: (based on program objectives) **Estimated 19/20**

Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20th or prior 12/31/2019

Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks Yes

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: **100**

Department and Number: **Accounting 1512**

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 557 - FEDERAL AVIATION ADMIN								
REVENUE								
Department 4990 - FAA Facility								
Leases & Other Rent								
34 5101	Faa Facility Rental	3,134,932.58	3,100,000.00	1,873,152.95	60	3,100,000.00	3,100,000.00	
<i>Leases & Other Rent Totals</i>		\$3,134,932.58	\$3,100,000.00	\$1,873,152.95	60%	\$3,100,000.00	\$3,100,000.00	0%
Interest								
36 1000	Interest - Nonrestricted	695.76	600.00	190.66	32	600.00	600.00	
36 1010	Interest - Restricted	5.20	.00	.00		.00	.00	
<i>Interest Totals</i>		\$700.96	\$600.00	\$190.66	32%	\$600.00	\$600.00	0%
Department 4990 - FAA Facility Totals		\$3,135,633.54	\$3,100,600.00	\$1,873,343.61	60%	\$3,100,600.00	\$3,100,600.00	0%
REVENUE TOTALS		\$3,135,633.54	\$3,100,600.00	\$1,873,343.61	60%	\$3,100,600.00	\$3,100,600.00	0%
EXPENSE								
Department 4990 - FAA Facility								
Communications & Util.								
52 5240	Telephone	14,690.21	11,456.00	9,862.84	86	14,518.00	14,518.00	27
52 5260	Heat & Power	658,815.50	575,000.00	444,304.68	77	662,095.00	600,000.00	4
52 5270	Water	102,135.54	100,000.00	59,836.04	60	106,548.00	100,000.00	
<i>Communications & Util. Totals</i>		\$775,641.25	\$686,456.00	\$514,003.56	75%	\$783,161.00	\$714,518.00	4%
Repair & Maintenance								
52 5731	R&M Air Condition	106,276.17	78,306.00	54,102.98	69	92,583.00	88,115.00	13
52 5780	Grounds	67,780.06	60,000.00	37,472.00	62	71,300.00	65,000.00	8
<i>Repair & Maintenance Totals</i>		\$174,056.23	\$138,306.00	\$91,574.98	66%	\$163,883.00	\$153,115.00	11%
Building Maintenance								
52 5740	R&M-Buildings	64,446.22	70,000.00	20,519.79	29	62,432.00	57,432.00	(18)
<i>Building Maintenance Totals</i>		\$64,446.22	\$70,000.00	\$20,519.79	29%	\$62,432.00	\$57,432.00	(18%)
Other Services & Charges								
52 6050	Bank Charges	669.20	.00	298.42		.00	.00	
52 6110	Other Insurance	56,048.96	78,431.00	56,047.96	71	30,569.00	30,569.00	(61)
52 6141	Custodial Service	362,961.46	353,444.00	210,744.62	60	390,896.00	370,000.00	5
52 6590	Contingencies	.00	84,340.00	.00		.00	.00	(100)
<i>Other Services & Charges Totals</i>		\$419,679.62	\$516,215.00	\$267,091.00	52%	\$421,465.00	\$400,569.00	(22%)
Cost Of Sales								
52 6260	Management Fee	123,889.90	119,988.00	69,993.00	58	114,000.00	114,000.00	(5)
52 6280	Contract Labor	281,460.18	263,438.00	165,913.78	63	325,151.00	290,000.00	10
52 6290	Contract Miscellaneous	170,897.46	180,221.00	107,406.88	60	231,526.00	205,000.00	14
<i>Cost Of Sales Totals</i>		\$576,247.54	\$563,647.00	\$343,313.66	61%	\$670,677.00	\$609,000.00	8%



Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 557 - FEDERAL AVIATION ADMIN								
EXPENSE								
Department 4990 - FAA Facility								
Operating Transfers Out								
54 5960	Capitol Reserve	719,157.54	.00	.25		.00	.00	
61 1100	Oper. Transfer Out Gen	1,111,620.00	1,100,000.00	.00		.00	1,138,330.00	3
<i>Operating Transfers Out Totals</i>		\$1,830,777.54	\$1,100,000.00	\$0.25	0%	\$0.00	\$1,138,330.00	3%
<i>Capital Outlay</i>								
54 7640	Other Equipment - Replace	12,480.00	25,976.00	127,222.96	490	27,636.00	27,636.00	6
<i>Capital Outlay Totals</i>		\$12,480.00	\$25,976.00	\$127,222.96	490%	\$27,636.00	\$27,636.00	6%
<i>Debt Service</i>								
58 2000	Bond Interest	12,000.00	.00	.00		.00	.00	
<i>Debt Service Totals</i>		\$12,000.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
Department 4990 - FAA Facility Totals		\$3,865,328.40	\$3,100,600.00	\$1,363,726.20	44%	\$2,129,254.00	\$3,100,600.00	0%
EXPENSE TOTALS		\$3,865,328.40	\$3,100,600.00	\$1,363,726.20	44%	\$2,129,254.00	\$3,100,600.00	0%
Fund 557 - FEDERAL AVIATION ADMIN Totals								
REVENUE TOTALS		\$3,135,633.54	\$3,100,600.00	\$1,873,343.61	60%	\$3,100,600.00	\$3,100,600.00	0%
EXPENSE TOTALS		\$3,865,328.40	\$3,100,600.00	\$1,363,726.20	44%	\$2,129,254.00	\$3,100,600.00	0%
Fund 557 - FEDERAL AVIATION ADMIN Totals		(\$729,694.86)	\$0.00	\$509,617.41	+++	\$971,346.00	\$0.00	+++
Net Grand Totals								
REVENUE GRAND TOTALS		\$3,135,633.54	\$3,100,600.00	\$1,873,343.61	60%	\$3,100,600.00	\$3,100,600.00	0%
EXPENSE GRAND TOTALS		\$3,865,328.40	\$3,100,600.00	\$1,363,726.20	44%	\$2,129,254.00	\$3,100,600.00	0%
Net Grand Totals		(\$729,694.86)	\$0.00	\$509,617.41	+++	\$971,346.00	\$0.00	+++

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 557	FEDERAL AVIATION ADMIN			
Department 4990	FAA Facility			
Account 52 5240	Telephone			
557 4990 52 5240	Phase I	1.0000	6,780.00	6,780.00
557 4990 52 5240	Phase II	1.0000	7,738.00	7,738.00
	Account 52 5240 - Telephone Totals	Transactions 2		\$14,518.00
Account 52 5260	Heat & Power			
557 4990 52 5260	Phase I & II	1.0000	600,000.00	600,000.00
	Account 52 5260 - Heat & Power Totals	Transactions 1		\$600,000.00
Account 52 5270	Water			
557 4990 52 5270	Phase I & II	1.0000	100,000.00	100,000.00
	Account 52 5270 - Water Totals	Transactions 1		\$100,000.00
Account 52 5731	R&M Air Condition			
557 4990 52 5731	Eddy Current Test Chillers 1A and 1B	1.0000	6,944.00	6,944.00
557 4990 52 5731	Phase I	1.0000	66,579.00	66,579.00
557 4990 52 5731	Phase II	1.0000	14,592.00	14,592.00
	Account 52 5731 - R&M Air Condition Totals	Transactions 3		\$88,115.00
Account 52 5740	R&M-Buildings			
557 4990 52 5740	Phase I & II	1.0000	57,432.00	57,432.00
	Account 52 5740 - R&M-Buildings Totals	Transactions 1		\$57,432.00
Account 52 5780	Grounds			
557 4990 52 5780	Phase I&II	1.0000	65,000.00	65,000.00
	Account 52 5780 - Grounds Totals	Transactions 1		\$65,000.00
Account 52 6110	Other Insurance			
557 4990 52 6110	Insurance is provided through the City	1.0000	30,569.00	30,569.00
	Account 52 6110 - Other Insurance Totals	Transactions 1		\$30,569.00
Account 52 6141	Custodial Service			
557 4990 52 6141	Phase I & II	1.0000	370,000.00	370,000.00
	Account 52 6141 - Custodial Service Totals	Transactions 1		\$370,000.00
Account 52 6260	Management Fee			
557 4990 52 6260	Phase I	1.0000	79,800.00	79,800.00
557 4990 52 6260	Phase II	1.0000	34,200.00	34,200.00
	Account 52 6260 - Management Fee Totals	Transactions 2		\$114,000.00
Account 52 6280	Contract Labor			
557 4990 52 6280	FAA Salaries/Benefits/Taxes	1.0000	290,000.00	290,000.00
	Account 52 6280 - Contract Labor Totals	Transactions 1		\$290,000.00
Account 52 6290	Contract Miscellaneous			
557 4990 52 6290	22537Garbage & Trash Removal	1.0000	25,800.00	25,800.00
557 4990 52 6290	Administrative Expense	1.0000	7,200.00	7,200.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 557 - FEDERAL AVIATION ADMIN				
Department 4990 - FAA Facility				
Account 52 6290 - Contract Miscellaneous				
557 4990 52 6290	Bank Charges	1.0000	760.00	760.00
557 4990 52 6290	Carpet Cleaning/ Maintenance	1.0000	21,794.00	21,794.00
557 4990 52 6290	Electrical Repairs	1.0000	4,000.00	4,000.00
557 4990 52 6290	Elevator Contract	1.0000	42,144.00	42,144.00
557 4990 52 6290	Elevator Expense	1.0000	4,734.00	4,734.00
557 4990 52 6290	Equipment Rental	1.0000	900.00	900.00
557 4990 52 6290	Equipment Repairs	1.0000	2,400.00	2,400.00
557 4990 52 6290	Exterminating Contract	1.0000	5,268.00	5,268.00
557 4990 52 6290	Fire Alarm Monitoring	1.0000	1,091.00	1,091.00
557 4990 52 6290	Fire pump/ Sprinkler Test	1.0000	23,804.00	23,804.00
557 4990 52 6290	Maintenance Contract	1.0000	30,102.00	30,102.00
557 4990 52 6290	Mileage	1.0000	2,195.00	2,195.00
557 4990 52 6290	Miscellaneous Expense	1.0000	2,590.00	2,590.00
557 4990 52 6290	Pager-4 Verizon Phones and Radio Batteries	1.0000	5,340.00	5,340.00
557 4990 52 6290	Plant Maintenance	1.0000	6,228.00	6,228.00
557 4990 52 6290	Postage, Shipping and P.O. Box Rental	1.0000	2,400.00	2,400.00
557 4990 52 6290	Signs-Directional	1.0000	1,400.00	1,400.00
557 4990 52 6290	Uniforms	1.0000	3,900.00	3,900.00
557 4990 52 6290	Window Washing-Per Lease Requirements	1.0000	10,950.00	10,950.00
	Account 52 6290 - Contract Miscellaneous Totals	Transactions	21	\$205,000.00
Account 54 7640 - Other Equipment - Replace				
557 4990 54 7640	AHU-5A VFD	1.0000	7,268.00	7,268.00
557 4990 54 7640	AHU-5B VFD	1.0000	5,968.00	5,968.00
557 4990 54 7640	Switchgear Circuit Breaker	1.0000	14,400.00	14,400.00
	Account 54 7640 - Other Equipment - Replace Totals	Transactions	3	\$27,636.00
Account 61 1100 - Oper. Transfer Out Gen				
557 4990 61 1100	Xfer to General Fund to Cover Oper Exp	1.0000	1,138,330.00	1,138,330.00
	Account 61 1100 - Oper. Transfer Out Gen Totals	Transactions	1	\$1,138,330.00
	Department 4990 - FAA Facility Totals	Transactions	39	\$3,100,600.00
	Fund 557 - FEDERAL AVIATION ADMIN Totals	Transactions	39	\$3,100,600.00
	EXPENSES Totals	Transactions	39	\$3,100,600.00
	Grand Totals	Transactions	39	\$3,100,600.00

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: FAA Division: FAA Fund: 557 Department Number: 4990

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
7640	Install VFD on AHU-5A	Capital Project	7268				
7640	Install VFD on AHU-5B	Capital Project	5968				
7640	Switchgear Circuit Testing	Capital Project	14400				
Totals			27,636	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: FAA

Fund: 557

Division: FAA

Department Number: 4990

Item/Project Name: AHU-5A VFD Installation

Item/Project Manager: Ron Wilkerson

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand:

Description of Item/Project: Install a (25 HP) VFD on AHU-5A

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: The (25 HP) VFD will save the longevity of the motor, protect the fan motor, and will be more energy efficient.

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life 15-20 years

Material and Labor

Estimated Cost \$7,268

Less: Trade In \$ -0-

Net Cost \$7,268

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Federal Aviation Administration

Project Name or Title:

Capital Improvement – AHU-5A VFD Installation

Project Description:

Installation of a (25 HP) AHU-5A.

Project Justification and Impact:

The (25 HP) VFD for AHU-5A will modulate the motor and increase the life of the motor.

Project Costs: \$7,268

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 7,268	\$ -	\$ -	\$ -	\$ -	\$ 7,268

Useful Life: 15 - 20 years.

Estimated Cost Beyond Five Year Program: Routine repair and maintenance expenses will be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: FAA

Fund: 557

Division: FAA

Department Number: 4990

Item/Project Name: AHU-5B VFD Installation

Item/Project Manager: Ron Wilkerson

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand:

Description of Item/Project: Install a (20 HP) VFD on AHU-5B

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: The (20 HP) VFD will modulate the motor, save the longevity of the motor, protect the fan motor and be more energy efficient.

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life 15-20 years

Material and Labor

Estimated Cost \$5,968

Less: Trade In \$ -0-

Net Cost \$5,968

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Federal Aviation Administration

Project Name or Title:

Capital Improvement – AHU-5B VFD Installation

Project Description:

Installation of a (20 HP) AHU-5B.

Project Justification and Impact:

The (20 HP) VFD for AHU-5B will modulate the motor and increase the life of the motor.

Project Costs: \$5,968

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 5,968	\$ -	\$ -	\$ -	\$ -	\$ 5,968

Useful Life: 15 - 20 years.

Estimated Cost Beyond Five Year Program: Routine repair and maintenance expenses will be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: FAA

Fund: 557

Division: FAA

Department Number: 4990

Item/Project Name: Switchgear Circuit Breaker Testing

Item/Project Manager: Ron Wilkerson

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project: We are required by the manufacture to clean and test the switchgear circuit breakers every 10 years.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: We must comply with the manufacture's recommendation or the system will fail and then we would not have any power.

Will requested expenditure require additional personnel? Yes No If yes, explain:

Cost Breakdown:

Estimated Useful Life 15-20 years

Material and Labor

Estimated Cost \$14,400

Less: Trade In \$ -0-

Net Cost \$14,400

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Federal Aviation Administration

Project Name or Title:

Capital Improvement – Switchgear Circuit Breaker Testing

Project Description:

Clean and Test the switchgear circuit breakers.

Project Justification and Impact:

The switchgear circuit breaker test is required by GE, the manufacture, every 10 years.

Project Costs: \$14,400

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 14,400	\$ -	\$ -	\$ -	\$ -	\$ 14,400

Useful Life: 5-10 years.

Estimated Cost Beyond Five Year Program: Switchgear will need replacing within the next 5 years primarily due to not being able to purchase parts for repairs.

Funding Source: General Fund

Relationship to Other Primary Projects: None