

April 3, 2019



# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1540 - HUMAN RESOURCES</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	134,056.23	201,629.00	114,496.52	57	184,059.00	184,059.00	(9)
51 5020	Salary/Overtime	4,148.61	1,000.00	15,659.30	1,566	1,000.00	1,000.00	
51 5040	Shared Utility Payments	1,888.32	4,800.00	.00		2,400.00	.00	(100)
51 5190	Medicare	1,891.35	3,003.00	1,553.48	52	2,669.00	2,669.00	(11)
<i>Personnel Services Totals</i>		<b>\$141,984.51</b>	<b>\$210,432.00</b>	<b>\$131,709.30</b>	<b>63%</b>	<b>\$190,128.00</b>	<b>\$187,728.00</b>	<b>(11%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	23,292.66	30,600.00	19,862.48	65	31,343.00	31,343.00	2
51 5161	Life Insurance	1,241.82	199.00	93.48	47	198.00	198.00	(1)
51 5163	ST Disability Insurance	110.39	305.00	.00		305.00	305.00	
51 5164	LT Disability Insurance	99.54	439.00	.00		439.00	439.00	
51 5165	Health Insurance	13,880.64	16,965.00	11,519.51	68	21,420.00	29,287.00	73
51 5166	Dental Insurance	477.80	1,224.00	586.87	48	1,481.00	1,481.00	21
<i>Employee Benefits Totals</i>		<b>\$39,102.85</b>	<b>\$49,732.00</b>	<b>\$32,062.34</b>	<b>64%</b>	<b>\$55,186.00</b>	<b>\$63,053.00</b>	<b>27%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	4,450.22	3,601.00	2,649.13	74	4,416.00	4,416.00	23
52 5260	Heat & Power	3,682.77	6,700.00	2,690.67	40	6,700.00	3,700.00	(45)
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 &amp; Util. Totals</i>		<b>\$8,780.21</b>	<b>\$10,701.00</b>	<b>\$5,788.16</b>	<b>54%</b>	<b>\$11,516.00</b>	<b>\$8,516.00</b>	<b>(20%)</b>
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	5,264.82	18,231.00	5,895.93	32	19,789.00	15,789.00	(13)
<i>Repair &amp; Maintenance Totals</i>		<b>\$5,264.82</b>	<b>\$18,231.00</b>	<b>\$5,895.93</b>	<b>32%</b>	<b>\$19,789.00</b>	<b>\$15,789.00</b>	<b>(13%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	11,333.57	8,000.00	83,551.70	1,044	9,000.00	7,000.00	(13)
52 6210	Dues	1,183.00	1,200.00	741.78	62	1,200.00	1,200.00	
52 6220	Subscription/Publications	.00	300.00	.00		300.00	300.00	
52 6230	Conventions/Meetings	.00	2,500.00	1,047.96	42	2,500.00	2,500.00	
<i>Training &amp; Education Totals</i>		<b>\$12,516.57</b>	<b>\$12,000.00</b>	<b>\$85,341.44</b>	<b>711%</b>	<b>\$13,000.00</b>	<b>\$11,000.00</b>	<b>(8%)</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	355.83	500.00	.00		.00	.00	(100)
52 5510	Consulting Fees	34,473.58	29,000.00	21,763.66	75	29,000.00	42,200.00	46
52 6000	Advertising Expense	.00	2,000.00	40.00	2	3,000.00	2,000.00	



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Budget Year 2020

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Fund 100 - GENERAL FUND								
EXPENSE								
Department 1540 - HUMAN RESOURCES								
<i>Other Services &amp; Charges</i>								
52 6110	Other Insurance	2,455.15	2,295.00	7,586.55	331	3,105.00	3,105.00	35
52 6130	Miscellaneous Services	1,622.34	.00	48.00		1,600.00	1,600.00	
52 6170	Contractual Services	35,578.77	2,500.00	59,084.72	2,363	4,500.00	4,500.00	80
52 6510	Claims Not Workmans Comp.	15,307.41	600.00	2,594.47	432	3,500.00	3,500.00	483
52 6560	Workers Comp/Administrati	400.32	767.00	943.60	123	687.00	687.00	(10)
52 6570	Recruiting Expense	2,109.94	3,000.00	1,223.18	41	2,000.00	2,000.00	(33)
52 6580	Unemployment Compensation	4,620.00	1,500.00	3,801.62	253	1,500.00	1,500.00	
52 6600	Claims Workers Comp.	25,909.05	700.00	.00		700.00	700.00	
<i>Other Services &amp; Charges Totals</i>		\$122,832.39	\$42,862.00	\$97,085.80	227%	\$49,592.00	\$61,792.00	44%
<i>Materials &amp; Supplies</i>								
52 7300	Postage	316.85	600.00	362.63	60	500.00	500.00	(17)
52 7320	Stationery & Printing	1,163.04	2,000.00	556.47	28	2,000.00	2,000.00	
52 7330	Copy Expense	151.49	1,200.00	520.79	43	1,200.00	1,200.00	
53 7050	Medical Services/Supplies	336.14	100.00	348.72	349	150.00	150.00	50
53 7120	D/P Forms & Supplies	2,471.38	2,500.00	.00		2,500.00	2,500.00	
53 7121	Computer Hardware	764.15	1,000.00	1,894.20	189	1,000.00	1,000.00	
53 7122	Computer Supplies	1,036.39	.00	.00		.00	.00	
53 7150	Other Operating Supplies	.00	.00	32.36		.00	.00	
53 7310	Office Supplies	8,210.45	2,500.00	4,553.26	182	1,500.00	1,500.00	(40)
53 7360	Other Admin. Supplies	5,003.05	4,700.00	23,238.92	494	4,700.00	4,700.00	
<i>Materials &amp; Supplies Totals</i>		\$19,452.94	\$14,600.00	\$31,507.35	216%	\$13,550.00	\$13,550.00	(7%)
Department 1540 - HUMAN RESOURCES Totals		\$349,934.29	\$358,558.00	\$389,390.32	109%	\$352,761.00	\$361,428.00	1%
EXPENSE TOTALS		\$349,934.29	\$358,558.00	\$389,390.32	109%	\$352,761.00	\$361,428.00	1%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$349,934.29	\$358,558.00	\$389,390.32	109%	\$352,761.00	\$361,428.00	1%
Fund 100 - GENERAL FUND Totals								
		(\$349,934.29)	(\$358,558.00)	(\$389,390.32)	109%	(\$352,761.00)	(\$361,428.00)	1%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$349,934.29	\$358,558.00	\$389,390.32	109%	\$352,761.00	\$361,428.00	1%
Net Grand Totals		(\$349,934.29)	(\$358,558.00)	(\$389,390.32)	109%	(\$352,761.00)	(\$361,428.00)	1%

# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1540 - HUMAN RESOURCES				
Account 52 5240 - Telephone				
100 1540 52 5240	AT&T	12.0000	13.00	156.00
100 1540 52 5240	Verizon Cell Phones (2 Phones)	12.0000	134.00	1,608.00
100 1540 52 5240	Verizon Data Plan	12.0000	39.00	468.00
100 1540 52 5240	Windstream	12.0000	182.00	2,184.00
Account 52 5240 - Telephone Totals		Transactions	4	\$4,416.00
Account 52 5260 - Heat & Power				
100 1540 52 5260	Annual Allocation for Heat/Power	1.0000	3,700.00	3,700.00
Account 52 5260 - Heat & Power Totals		Transactions	1	\$3,700.00
Account 52 5280 - Other Communication/Util				
100 1540 52 5280	Water&Sewer/Sanitation/Stormwater	1.0000	400.00	400.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	\$400.00
Account 52 5510 - Consulting Fees				
100 1540 52 5510	Class & Compensation Study	1.0000	18,200.00	18,200.00
100 1540 52 5510	Consulting Services for Risk Assessment	1.0000	5,000.00	5,000.00
100 1540 52 5510	EAP Program Cost	1.0000	9,500.00	9,500.00
100 1540 52 5510	Flexible Spending Account Services	1.0000	8,500.00	8,500.00
100 1540 52 5510	Psychological Evaluations-Citywide	1.0000	1,000.00	1,000.00
Account 52 5510 - Consulting Fees Totals		Transactions	5	\$42,200.00
Account 52 5730 - R&M - D/P Equipment				
100 1540 52 5730	CivicLive	1.0000	606.26	606.26
100 1540 52 5730	Comcast	12.0000	33.00	396.00
100 1540 52 5730	E-Suites License	1.0000	280.00	280.00
100 1540 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 1540 52 5730	Toshiba Maintenance	1.0000	4,980.00	4,980.00
100 1540 52 5730	Tyler NW	1.0000	3,421.99	3,421.99
100 1540 52 5730	Upgrade/Replace Online Employment Application	1.0000	5,000.00	5,000.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	7	\$15,788.99
Account 52 6000 - Advertising Expense				
100 1540 52 6000	Advertisement for Vacant Director positions	1.0000	2,000.00	2,000.00
Account 52 6000 - Advertising Expense Totals		Transactions	1	\$2,000.00
Account 52 6110 - Other Insurance				
100 1540 52 6110	Apex Insurance	1.0000	3,104.04	3,104.04
Account 52 6110 - Other Insurance Totals		Transactions	1	\$3,104.04
Account 52 6170 - Contractual Services				
100 1540 52 6170	Internship Program	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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1540 - HUMAN RESOURCES				
Account 52 6170 - Contractual Services				
100 1540 52 6170	Temp Labor Services	1.0000	4,000.00	4,000.00
Account 52 6170 - Contractual Services Totals		Transactions	2	<u>4,500.00</u>
Account 52 6200 - Training				
100 1540 52 6200	Citywide Training (FMLA,FLSA, Sexual Harassment, Diversity, Cus)	1.0000	1,500.00	1,500.00
100 1540 52 6200	Departmental Webinar Training	1.0000	1,000.00	1,000.00
100 1540 52 6200	ESuites Training	1.0000	100.00	100.00
100 1540 52 6200	Financial Wellness Training	1.0000	1,500.00	1,500.00
100 1540 52 6200	HR Law Updates (FMLA, Workers Comp, FLSA, OSHA, I-9)	1.0000	1,000.00	1,000.00
100 1540 52 6200	Lunch and Learn	1.0000	1,900.00	1,900.00
Account 52 6200 - Training Totals		Transactions	6	<u>\$7,000.00</u>
Account 52 6210 - Dues				
100 1540 52 6210	GLGPA Dues	3.0000	50.00	150.00
100 1540 52 6210	IPMA Dues	3.0000	130.00	390.00
100 1540 52 6210	SHRM Dues	2.0000	330.00	660.00
Account 52 6210 - Dues Totals		Transactions	3	<u>\$1,200.00</u>
Account 52 6220 - Subscription/Publications				
100 1540 52 6220	Training Manuals, Textbooks, Etc	1.0000	300.00	300.00
Account 52 6220 - Subscription/Publications Totals		Transactions	1	<u>\$300.00</u>
Account 52 6230 - Conventions/Meetings				
100 1540 52 6230	GLGPA Conference	1.0000	1,000.00	1,000.00
100 1540 52 6230	IPMA-HR Conference	1.0000	800.00	800.00
100 1540 52 6230	New World Conference	1.0000	700.00	700.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	3	<u>\$2,500.00</u>
Account 52 6510 - Claims Not Workmans Comp.				
100 1540 52 6510	Claims/Non Workers Comp	1.0000	3,500.00	3,500.00
Account 52 6510 - Claims Not Workmans Comp. Totals		Transactions	1	<u>\$3,500.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1540 52 6560	Workers Compensation/Administration-Pru	1.0000	687.00	687.00
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$687.00</u>
Account 52 6570 - Recruiting Expense				
100 1540 52 6570	Screening Test, Department Head Recruitment	1.0000	2,000.00	2,000.00
Account 52 6570 - Recruiting Expense Totals		Transactions	1	<u>\$2,000.00</u>
Account 52 6580 - Unemployment Compensation				
100 1540 52 6580	Unemployment Compensation (Taxes and Fees)	1.0000	1,500.00	1,500.00
Account 52 6580 - Unemployment Compensation Totals		Transactions	1	<u>\$1,500.00</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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1540 - HUMAN RESOURCES				
Account 52 6600 - Claims Workers Comp.	Workers Comp	1.0000	700.00	700.00
100 1540 52 6600		Transactions	1	<u>700.00</u>
	Account 52 6600 - Claims Workers Comp. Totals			\$700.00
Account 52 7300 - Postage	General Mailing/W-2's	1.0000	500.00	500.00
100 1540 52 7300		Transactions	1	<u>500.00</u>
	Account 52 7300 - Postage Totals			\$500.00
Account 52 7320 - Stationery & Printing	Employment Applications, Forms, Policies	1.0000	2,000.00	2,000.00
100 1540 52 7320		Transactions	1	<u>2,000.00</u>
	Account 52 7320 - Stationery & Printing Totals			\$2,000.00
Account 52 7330 - Copy Expense	Human Resources Manuals	1.0000	1,100.00	1,100.00
100 1540 52 7330		Transactions		
Account 52 7330 - Copy Expense	Routine Office Copies	1.0000	100.00	100.00
100 1540 52 7330		Transactions	2	<u>100.00</u>
	Account 52 7330 - Copy Expense Totals			\$1,200.00
Account 53 7050 - Medical Services/Supplies	Drug Screens, Flu Shots, Etc	1.0000	150.00	150.00
100 1540 53 7050		Transactions	1	<u>150.00</u>
	Account 53 7050 - Medical Services/Supplies Totals			\$150.00
Account 53 7120 - D/P Forms & Supplies	Payroll Checks	25.0000	50.00	1,250.00
100 1540 53 7120		Transactions		
Account 53 7120 - D/P Forms & Supplies	Payroll Envelopes	25.0000	50.00	1,250.00
100 1540 53 7120		Transactions	2	<u>1,250.00</u>
	Account 53 7120 - D/P Forms & Supplies Totals			\$2,500.00
Account 53 7121 - Computer Hardware	Desktop & Peripherals	1.0000	1,000.00	1,000.00
100 1540 53 7121		Transactions	1	<u>1,000.00</u>
	Account 53 7121 - Computer Hardware Totals			\$1,000.00
Account 53 7310 - Office Supplies	General Office Supplies	1.0000	1,500.00	1,500.00
100 1540 53 7310		Transactions	1	<u>1,500.00</u>
	Account 53 7310 - Office Supplies Totals			\$1,500.00
Account 53 7360 - Other Admin. Supplies	Employee Birthday Cards	1.0000	1,200.00	1,200.00
100 1540 53 7360		Transactions		
Account 53 7360 - Other Admin. Supplies	Employee Incentives/Forums/Recognition	1.0000	1,000.00	1,000.00
100 1540 53 7360		Transactions		
Account 53 7360 - Other Admin. Supplies	Service Awards Pins & Gift Cards	1.0000	2,500.00	2,500.00
100 1540 53 7360		Transactions	3	<u>2,500.00</u>
	Account 53 7360 - Other Admin. Supplies Totals			\$4,700.00
	Department 1540 - HUMAN RESOURCES Totals	Transactions	52	<u>\$109,046.03</u>
	Fund 100 - GENERAL FUND Totals	Transactions	52	<u>\$109,046.03</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>52</b>	<b><u>\$109,046.03</u></b>
	Grand Totals	Transactions	52	<u>\$109,046.03</u>

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: 1540 Human Resources

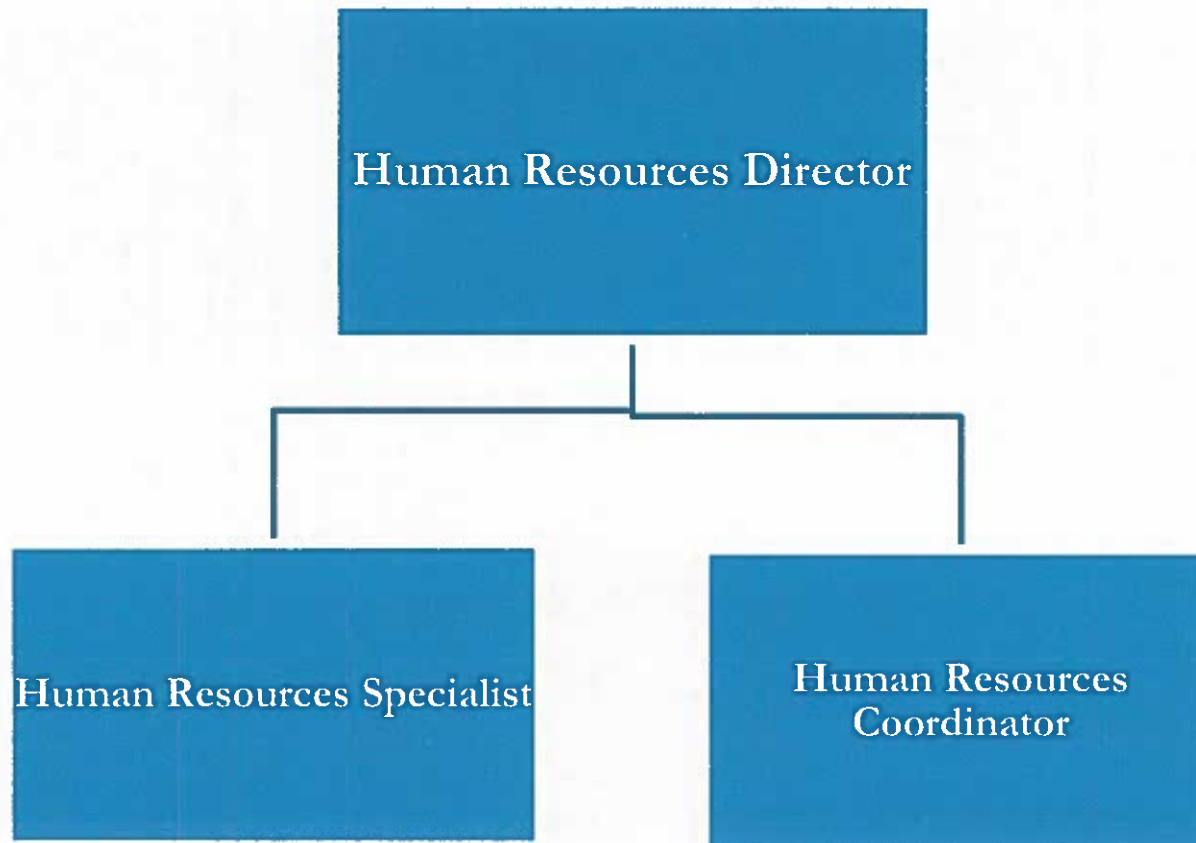
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	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions:</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Human Resources Director	1	1	1	1	1
Human Resources Specialist	1	1	1	1	1
Human Resources Coordinator	1	1	1	1	1

Total Personnel:                      3                      3                      3                      3                      3



# Human Resources & Risk Management



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

Department and  
Number: **Human Resources 1540**

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				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	<b>Total (5211 Proposed New Personnel – Benefits)</b>			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	<b>Total (5212 Proposed New Personnel – Training/ Education)</b>			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	<b>Total (5213 Proposed New Personnel – Supplies)</b>			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	<b>Total (5215 New Personnel – Vehicles)</b>			-
	<b>Total</b>			-

**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:

**Human Resources 1540**

<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 &amp; 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: Human Resources 1540 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: Human Resources Fund: 100 Department Number: 1540

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: **Human Resources**

Fund :100

Division:

Department Number: 1540

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.

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

**Department/Division:**  
Human Resources

**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

### HUMAN RESOURCES

**Program Description:** The Human Resources office provides guidance and support to all Human Resource (HR) programs, with special emphasis on communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such goals, coordinating key projects and management information reports and addressing critical human resources issues and concerns.

**Trends:** A growing customer base relative to retirees, increases in service demands (e.g., public records requests, benefits enrollments), changing employee demographics, evolving and complex employment laws and regulations, civil litigation cases and benefits regulations continue to challenge staff's capacity to address ongoing HR service delivery needs and workplace compliance requirements.

**Program Broad Goals:** Develop and manage a departmental budget and work plans to address City Council, organizational and succession planning goals, as well as other critical operational needs to ensure the delivery of quality and cost effective HR services and policy compliance.

**Program 19/20 Objectives:** Design and execute a citywide succession and workforce development plan for all operating divisions. This will include maintaining a competitive position in the southern region market in terms of compensation and benefits.

#### Performance Measures

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

Estimated 19/20

# of Purchase Orders processed Part Time Equivalent	0%
--	----

HR Operating Cost as a Percentage of City payroll	0%
--	----

Prior Year Highlights:

--Continue to provide training opportunities to various City departments during the year for processing of requisitions;

--Manage and oversee the RFP bidding processes;

--Vendor applications, bid information and RFPs are provided online with continual updates as needed;

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: Human Resources 1540**

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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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 1535 - MIS - Info Technology								
Personnel Services								
51 5010	Salary/Operating	388,841.92	341,338.00	306,077.01	90	559,872.00	559,872.00	64
51 5020	Salary/Overtime	.00	.00	356.40		1,000.00	500.00	
51 5040	Shared Utility Payments	2,976.03	4,800.00	3,173.10	66	4,800.00	4,800.00	
51 5190	Medicare	5,201.63	4,500.00	4,144.32	92	8,118.00	8,118.00	80
<i>Personnel Services Totals</i>		<b>\$397,019.58</b>	<b>\$350,638.00</b>	<b>\$313,750.83</b>	<b>89%</b>	<b>\$573,790.00</b>	<b>\$573,290.00</b>	<b>63%</b>
Employee Benefits								
51 5150	City Pension Contribution	69,958.35	54,960.00	56,687.96	103	105,936.00	105,936.00	93
51 5161	Life Insurance	2,200.80	350.00	274.86	79	496.00	496.00	42
51 5163	ST Disability Insurance	247.03	578.00	126.72	22	578.00	578.00	
51 5164	LT Disability Insurance	389.25	658.00	236.52	36	658.00	658.00	
51 5165	Health Insurance	44,801.79	45,910.00	33,465.06	73	61,838.00	61,838.00	35
51 5166	Dental Insurance	1,640.57	2,000.00	1,463.40	73	2,592.00	2,592.00	30
<i>Employee Benefits Totals</i>		<b>\$119,237.79</b>	<b>\$104,456.00</b>	<b>\$92,254.52</b>	<b>88%</b>	<b>\$172,098.00</b>	<b>\$172,098.00</b>	<b>65%</b>
New Personnel Costs								
51 5210	Position Consideration	.00	.00	.00		.00	73,767.00	
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$73,767.00</b>	<b>+++</b>
Communications & Util.								
52 5240	Telephone	11,663.31	8,683.00	5,529.79	64	17,207.00	17,207.00	98
52 5260	Heat & Power	5,155.90	4,000.00	3,766.94	94	5,155.00	5,155.00	29
52 5270	Water	185.34	200.00	169.00	85	200.00	200.00	
52 5280	Other Communication/Util	720.72	550.00	458.64	83	550.00	550.00	
<i>Communications &amp; Util. Totals</i>		<b>\$17,725.27</b>	<b>\$13,433.00</b>	<b>\$9,924.37</b>	<b>74%</b>	<b>\$23,112.00</b>	<b>\$23,112.00</b>	<b>72%</b>
Repair & Maintenance								
52 5710	R&M Furn. & Equip.	28,279.07	1,000.00	1,199.40	120	1,000.00	1,000.00	
52 5730	R&M - D/P Equipment	186,094.64	203,292.00	112,356.30	55	382,026.00	352,026.00	73
<i>Repair &amp; Maintenance Totals</i>		<b>\$214,373.71</b>	<b>\$204,292.00</b>	<b>\$113,555.70</b>	<b>56%</b>	<b>\$383,026.00</b>	<b>\$353,026.00</b>	<b>73%</b>
Training & Education								
52 6200	Training	7,448.22	10,000.00	5,557.97	56	12,000.00	11,000.00	10
52 6210	Dues	.00	550.00	180.67	33	1,550.00	450.00	(18)
52 6230	Conventions/Meetings	6,189.15	5,000.00	4,457.81	89	28,000.00	20,500.00	310
<i>Training &amp; Education Totals</i>		<b>\$13,637.37</b>	<b>\$15,550.00</b>	<b>\$10,196.45</b>	<b>66%</b>	<b>\$41,550.00</b>	<b>\$31,950.00</b>	<b>105%</b>
Other Services & Charges								
52 3505	Mileage Reimbursement	114.41	250.00	296.03	118	250.00	250.00	



# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 1535 - MIS - Info Technology								
Other Services & Charges								
52 5500	Consulting Fees - D/P	2,970.00	7,000.00	172.46	2	7,000.00	5,000.00	(29)
52 5510	Consulting Fees	.00	.00	213.99		.00	.00	
52 6110	Other Insurance	6,547.08	5,079.00	4,698.95	93	7,723.00	7,723.00	52
52 6170	Contractual Services	339.83	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	667.19	885.00	1,572.66	178	1,144.00	1,144.00	29
52 6600	Claims Workers Comp.	60.44	.00	.00		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$10,698.95</b>	<b>\$13,214.00</b>	<b>\$6,954.09</b>	<b>53%</b>	<b>\$16,117.00</b>	<b>\$14,117.00</b>	<b>7%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	8.40	50.00	.00		50.00	50.00	
52 7320	Stationery & Printing	65.00	100.00	.00		100.00	100.00	
52 7330	Copy Expense	1,341.05	800.00	447.76	56	800.00	800.00	
53 7050	Medical Services/Supplies	234.00	50.00	83.50	167	50.00	50.00	
53 7121	Computer Hardware	2,745.21	3,000.00	1,446.70	48	11,000.00	3,000.00	
53 7150	Other Operating Supplies	143.12	3,200.00	937.59	29	200.00	200.00	(94)
53 7310	Office Supplies	1,878.70	1,200.00	858.20	72	2,400.00	1,200.00	
53 7360	Other Admin. Supplies	547.93	1,000.00	586.75	59	5,000.00	2,500.00	150
<i>Materials &amp; Supplies Totals</i>		<b>\$6,963.41</b>	<b>\$9,400.00</b>	<b>\$4,360.50</b>	<b>46%</b>	<b>\$19,600.00</b>	<b>\$7,900.00</b>	<b>(16%)</b>
<i>Capital Outlay</i>								
54 7630	Other Equipment - New	99,285.43	148,196.00	55,619.24	38	407,919.00	284,479.00	92
<i>Capital Outlay Totals</i>		<b>\$99,285.43</b>	<b>\$148,196.00</b>	<b>\$55,619.24</b>	<b>38%</b>	<b>\$407,919.00</b>	<b>\$284,479.00</b>	<b>92%</b>
Department 1535 - MIS - Info Technology Totals		<b>\$878,941.51</b>	<b>\$859,179.00</b>	<b>\$606,615.70</b>	<b>71%</b>	<b>\$1,637,212.00</b>	<b>\$1,533,739.00</b>	<b>79%</b>
<b>EXPENSE TOTALS</b>		<b>\$878,941.51</b>	<b>\$859,179.00</b>	<b>\$606,615.70</b>	<b>71%</b>	<b>\$1,637,212.00</b>	<b>\$1,533,739.00</b>	<b>79%</b>
Fund 100 - GENERAL FUND Totals		<b>\$878,941.51</b>	<b>\$859,179.00</b>	<b>\$606,615.70</b>	<b>71%</b>	<b>\$1,637,212.00</b>	<b>\$1,533,739.00</b>	<b>79%</b>
<b>EXPENSE TOTALS</b>		<b>\$878,941.51</b>	<b>\$859,179.00</b>	<b>\$606,615.70</b>	<b>71%</b>	<b>\$1,637,212.00</b>	<b>\$1,533,739.00</b>	<b>79%</b>
Fund 100 - GENERAL FUND Totals		<b>(\$878,941.51)</b>	<b>(\$859,179.00)</b>	<b>(\$606,615.70)</b>	<b>71%</b>	<b>(\$1,637,212.00)</b>	<b>(\$1,533,739.00)</b>	<b>79%</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$878,941.51</b>	<b>\$859,179.00</b>	<b>\$606,615.70</b>	<b>71%</b>	<b>\$1,637,212.00</b>	<b>\$1,533,739.00</b>	<b>79%</b>
Net Grand Totals		<b>(\$878,941.51)</b>	<b>(\$859,179.00)</b>	<b>(\$606,615.70)</b>	<b>71%</b>	<b>(\$1,637,212.00)</b>	<b>(\$1,533,739.00)</b>	<b>79%</b>

# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department	1535 - MIS - Info Technology			
Account	52 5240 - Telephone			
100 1535 52 5240	Aircard (IT Department)	12.0000	78.00	936.00
100 1535 52 5240	AT&T Club	12.0000	16.00	192.00
100 1535 52 5240	Miscellaneous Services	1.0000	7,235.00	7,235.00
100 1535 52 5240	Smartphone	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (Comm Tech)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (Director)	12.0000	68.00	816.00
100 1535 52 5240	Smartphone (GIS Technician)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (IT Technician)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (MIS Technician)	12.0000	80.00	960.00
100 1535 52 5240	Smartphone (Network Admin)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (System Admin)	12.0000	72.00	864.00
100 1535 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	12	\$17,207.00
Account	52 5260 - Heat & Power			
100 1535 52 5260	Heat Power usage	1.0000	5,155.00	5,155.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	\$5,155.00
Account	52 5280 - Other Communication/Util			
100 1535 52 5280	Water&Sewer/Stormwater/Sanitation	1.0000	550.00	550.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	\$550.00
Account	52 5500 - Consulting Fees - D/P			
100 1535 52 5500	Project Management, Vendor Maintenance and Database Cleanup	1.0000	5,000.00	5,000.00
	Account 52 5500 - Consulting Fees - D/P Totals	Transactions	1	\$5,000.00
Account	52 5730 - R&M - D/P Equipment			
100 1535 52 5730	Barracuda Appliance 990	1.0000	35,000.00	35,000.00
100 1535 52 5730	BOSS Ticket System Maintenance	1.0000	10,000.00	10,000.00
100 1535 52 5730	Call Manager Equipment	1.0000	40,000.00	40,000.00
100 1535 52 5730	Cisco Switch / Router / Phone / MPLS /smartnet	1.0000	29,000.00	29,000.00
100 1535 52 5730	CivcLive	1.0000	606.26	606.26
100 1535 52 5730	Comcast	12.0000	33.00	396.00
100 1535 52 5730	Dell Maintenance	1.0000	34,000.00	34,000.00
100 1535 52 5730	Encore Managed Services	1.0000	7,000.00	7,000.00
100 1535 52 5730	Fortigate Firewall	1.0000	17,460.00	17,460.00
100 1535 52 5730	Microsoft Action Pack (Block 20 of instances)	1.0000	1,000.00	1,000.00
100 1535 52 5730	Microsoft Volume 3 year license	1.0000	67,928.78	67,928.78
100 1535 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 1535 52 5730	New World Systems/Logos (Tyler Technologies)	1.0000	13,260.00	13,260.00
100 1535 52 5730	PCM Monitor solution	1.0000	1,269.98	1,269.98



# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1535 - MIS - Info Technology				
Account 52 5730 - R&M - D/P Equipment				
100 1535 52 5730	VM-Ware Network Support Services	1.0000	70,000.00	70,000.00
100 1535 52 5730	Web filtering service	1.0000	10,000.00	10,000.00
100 1535 52 5730	Wireless Access Points Maintenance License/equipment	1.0000	14,000.00	14,000.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	17	<u>\$352,025.76</u>
Account 52 6110 - Other Insurance				
100 1535 52 6110	Apex Insurance	1.0000	7,722.22	7,722.22
Account 52 6110 - Other Insurance Totals		Transactions	1	<u>\$7,722.22</u>
Account 52 6200 - Training				
100 1535 52 6200	Miscellaneous Services	1.0000	1,000.00	1,000.00
100 1535 52 6200	Software/Hardware Training-Certification	5.0000	2,000.00	10,000.00
Account 52 6200 - Training Totals		Transactions	2	<u>\$11,000.00</u>
Account 52 6210 - Dues				
100 1535 52 6210	ACM	1.0000	200.00	200.00
100 1535 52 6210	GMIS	1.0000	100.00	100.00
100 1535 52 6210	NAPW	1.0000	150.00	150.00
Account 52 6210 - Dues Totals		Transactions	3	<u>\$450.00</u>
Account 52 6230 - Conventions/Meetings				
100 1535 52 6230	GMIS (2 GA Regional Mtg; 1 International Conference)	1.0000	6,500.00	6,500.00
100 1535 52 6230	Government IT Symposium	1.0000	1,000.00	1,000.00
100 1535 52 6230	New World Conference	1.0000	9,000.00	9,000.00
100 1535 52 6230	NorthStar (Harris)	1.0000	3,000.00	3,000.00
100 1535 52 6230	OSSI (Sungard)	1.0000	1,000.00	1,000.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	5	<u>\$20,500.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1535 52 6560	Worker Comp	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 1535 52 7300	Postage	1.0000	50.00	50.00
Account 52 7300 - Postage Totals		Transactions	1	<u>\$50.00</u>
Account 52 7320 - Stationery & Printing				
100 1535 52 7320	Printing supplies	1.0000	100.00	100.00
Account 52 7320 - Stationery & Printing Totals		Transactions	1	<u>\$100.00</u>
Account 52 7330 - Copy Expense				
100 1535 52 7330	Copy Expense	1.0000	800.00	800.00
Account 52 7330 - Copy Expense Totals		Transactions	1	<u>\$800.00</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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1535 - MIS - Info Technology				
Account 53 7050 - Medical Services/Supplies				
100 1535 53 7050	Medical supplies	1.0000	50.00	50.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	\$50.00
Account 53 7121 - Computer Hardware				
100 1535 53 7121	PC / Laptop replacements	1.0000	3,000.00	3,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	\$3,000.00
Account 53 7310 - Office Supplies				
100 1535 53 7310	Office Supplies	1.0000	1,200.00	1,200.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$1,200.00
Account 53 7360 - Other Admin. Supplies				
100 1535 53 7360	Admin Supplies	1.0000	1,250.00	1,250.00
100 1535 53 7360	Information Tech. Week	1.0000	1,250.00	1,250.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	2	\$2,500.00
Account 54 7630 - Other Equipment - New				
100 1535 54 7630	Cyber Security Enterprise	1.0000	29,600.00	29,600.00
100 1535 54 7630	Email Upgrade Microsoft 365	1.0000	25,000.00	25,000.00
100 1535 54 7630	GIS/Esri Upgrade	1.0000	40,000.00	40,000.00
100 1535 54 7630	Microsoft 365	1.0000	72,000.00	72,000.00
100 1535 54 7630	Network Hardware Upgrade	1.0000	11,880.00	11,880.00
100 1535 54 7630	Network Storage Upgrade	1.0000	8,944.00	8,944.00
100 1535 54 7630	Vcitadel Backup Solution	1.0000	16,615.00	16,615.00
100 1535 54 7630	Vcitadel City Hall Fiber Upgrade	1.0000	40,000.00	40,000.00
100 1535 54 7630	Wireless Enterprise	1.0000	40,440.00	40,440.00
	Account 54 7630 - Other Equipment - New Totals	Transactions	9	\$284,479.00
	Department 1535 - MIS - Info Technology Totals	Transactions	61	\$712,932.74
	Fund 100 - GENERAL FUND Totals	Transactions	61	\$712,932.74
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>61</b>	<b>\$712,932.74</b>
	Grand Totals	Transactions	61	\$712,932.74

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

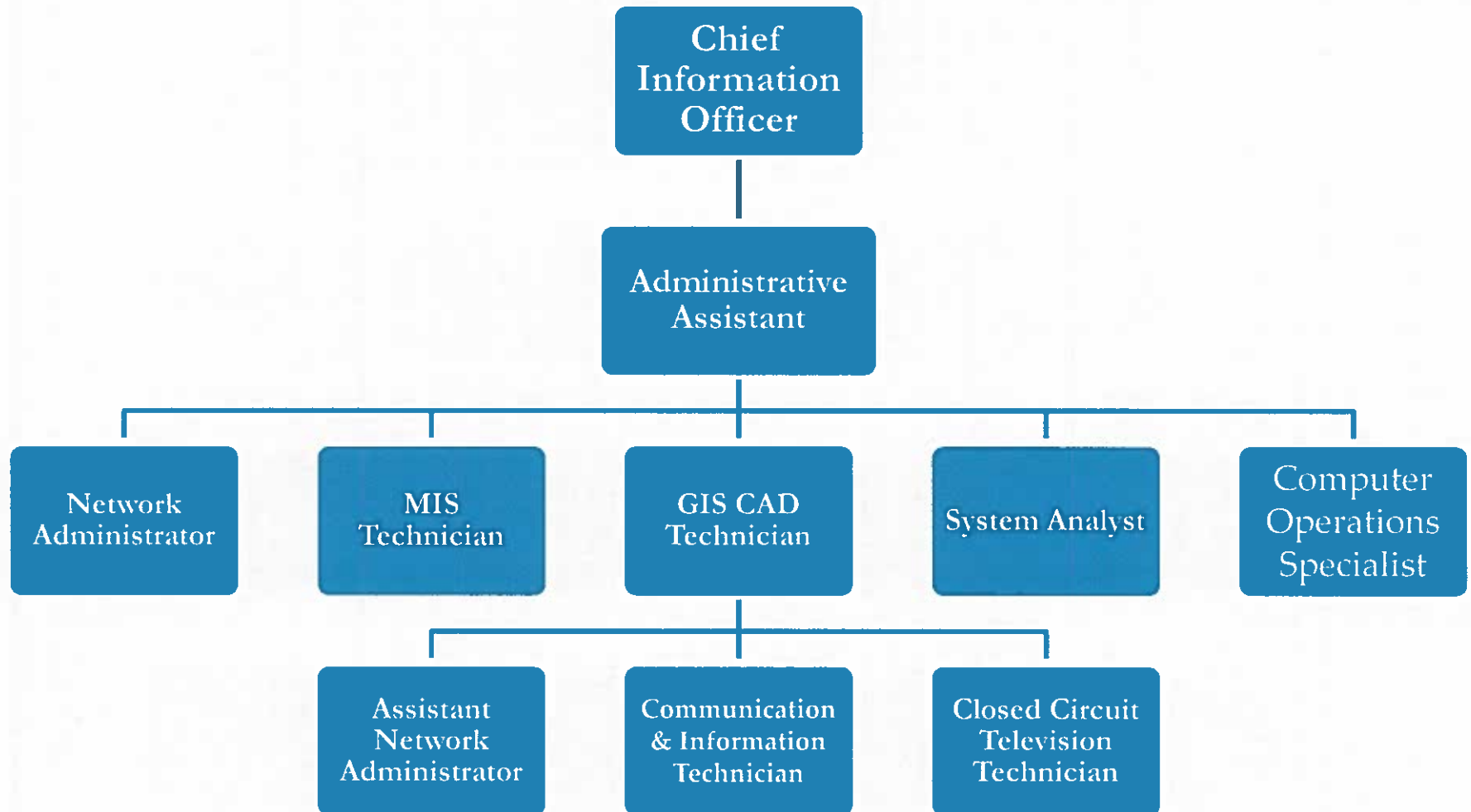
Budget Year 2019-20

Fund: 100 Department and Number: Information Technology (IT) 1535

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	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Chief Information Officer	1	1	1	1	1
System Analyst.	1	1	1	1	1
Network Admin.	1	1	1	1	1
MIS Technician	1	1	1	1	1
IT Technician	1	1	1	1	1
Computer Operations Spec	1	1	1	1	1
Assist. Network Mngr.	0	0	1	1	1
Administrative Assistant	0	0	1	1	1
GIS CAD Technician	0	0	1	1	1
Closed Circuit Television Tech	0	0	0	1	1
New Personnel					
Seasonal					
Positions:					
Total Personnel:	6	6	9	10	10

# Information Technology



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

Department and Number: Information Technology - 100 Fund: 1535 N/A

Number of Positions Requested	0	Position Title	Present Number of Positions	1	Changed Number of Positions	1	Salary Grade and Step
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Additional Positions – Full Time - 1  
Additional Positions – Part Time - 0  
Reclassified Positions - 0  
From:

Justification (including assignment and responsibilities of position requested):  
The city need someone to work the camera system for the city.

<b>Wages</b>							
Regular							45,000
Overtime							-
Medicare (1.45%)							-
FICA (6.2%) part-time only							-
Total (5210 Proposed New Personnel – Personnel Services)							-
<b>Fringe Benefits</b>							
Group Life and AD & D \$350 per year							0
Health Insurance \$7,800 per position per year							-
Pensions (18%)*							-
Uniforms							-
Total (5211 Proposed New Personnel – Benefits)							-
<b>Training and Education</b>							
Training							0
Dues/ Memberships							-
Other							-
Total (5212 Proposed New Personnel – Training/ Education)							-
<b>Material and Supplies</b>							
Office Supplies							0
Safety Clothing and Equipment							-
Other							-
Total (5213 Proposed New Personnel – Supplies)							-
<b>Capital Outlay (Needed if position is approved)</b>							
Furniture and Fixtures							0
Office Machines and Equipment							-
Other							-
Total (5214 Proposed New Personnel – Capital Outlay)							-
<b>Vehicle (Additional Needed if Position Approved)</b>							
Vehicle Type and Cost							0
Vehicle Service Costs							-
Total (5215 New Personnel – Vehicles)							-
<b>Total</b>							<b>45,000</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Summary:** This is highly technical hands on work, and responsible for providing technical expertise in the support and analysis of city enterprise cameras, software applications, video databases, networks and CCTV work flows. Work is performed under the general supervision of the Chief Information Officer.

**Major Duties:**

- Monitor all enterprise CCTV and repair cameras if needed
- Design and planning of CCTV infrastructure to support new applications and technologies
- Acts as a liaison between city staff, vendors and other IT staff
- Analyzes existing business work flows and suggests configuration changes and process improvements to the enterprise camera system
- Reverse engineers existing CCTV layout if needed
- Remediates existing problems and suggestions automation and other relevant innovations
- Performs analysis and makes recommendations regarding video server and network related equipment & software
- Participates in the development of policies and procedures for use of CCTV network facilities and system application and then ensures implementation
- Provides technical documentation and maintains citywide technical knowledgebase of CCTV infrastructure
- Develops and/or coordinates training for end users and IT staff if needed
- Maintains project schedule for all CCTV related projects and implementation
- Develop Disaster Recovery/Business Continuity Plan for enterprise CCTV
- Develops and evaluates options in infrastructure planning to support new applications and technologies

**Knowledge Required by the Position:**

- Knowledge of principles, theories, and methods of CCTV network management
- Knowledge of radio waves/signal technology
- Knowledge of LAN/WAN structure
- Knowledge of Public Safety Technology and trends(Body Cameras, Records Management System, Syscom)
- Knowledge of network operating software such as Microsoft Exchange, Microsoft PowerPoint, Microsoft Project, Microsoft SQL Server, etc.
- Knowledge of the Software/Systems Development Life Cycle (SDLC)
- Knowledge of hardware such as Dell servers, VMWare, Cisco Switches and Routers, etc.
- Ability to lift up to 50 pounds occasionally, and up to 20 pounds regularly
- Ability to bend, stoop, lift, crawl and walk
- Must be able to sit for extended periods of time and operate computer equipment

- Ability to work and communicate with technical and non-technical employees
- Ability to communicate effectively, both orally and in writing

## Job Title: Systems Analyst (continued)

**Supervisory Controls:** The work is performed under the direct supervision of the Chief Information Officer.

**Guidelines:** Guidelines include the City personnel handbook, APMs, City codes and ordinances, and other applicable laws and regulations.

**Complexity:** Work requires analysis and judgment in CCTV, and radio signal. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

**Scope and Effect:** The purpose of this position is to evaluate, maintain, monitor, and provide technical support for CCTV enterprise system. Develop solutions for business work flows and procedures. Successful implementation ensures the effective use of the latest CCTV technology throughout the City.

**Personal Contacts:** Contacts are typically with co-workers, elected officials, vendors, City employees, other local government officials, and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**Physical Demands:** Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent may be required to push, pull, lift, or carry up to 50 pounds.

**Work Environment:** Work is performed in an office environment, and outside camera maintenance if necessary. Work environment will require outside gear, tools to service equipment.

**Supervisory and Management Responsibility:** None

**Minimum Qualifications:**

Bachelor's degree preferred or 5 years work experience coupled with 2 years technical education. Fiber, telecommunications, radio signal, and other relevant technical certifications a plus. Must possess a valid Georgia Driver's License

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

Fund: 100		Department and Number: IT 1535	
New Replacement for Vehicle/Equipment No.  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		Priority:  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 2019-20 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 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 G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2019-20

Department: I.T.      Division:      Fund: 100      Department Number:      1535

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54 7630	Wireless enterprise 5 years	100 1535 54 7630	\$40,440	\$90,990	\$90,990	\$90,990	\$90,990
54 7630	Backup Solution Vcitadel	100 1535 54 7630	\$16,615	\$16,615	\$16,615	\$16,615	\$16,615
54 7630	ESRI (GIS)	100 1535 54 7630	\$40,000	\$61,805	\$61,805	\$61,805	\$61,805
54 7630	Network Hardware Upgrade	100 1535 54 7630	\$11,880	\$11,880	\$11,880	\$11,880	\$11,880
54 7630	Network storage upgrade	100 1535 54 7630	\$8,944	\$8,944	\$8,944	\$8,944	\$8,944
54 7630	Email Upgrade	100 1535 54 7630	\$25,000				
54 7630	Vcitadel Fiber Ring	100 1535 54 7630	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
54 7630	Microsoft 365	100 1535 54 7630	\$72,000				
54 7630	Cyber Security	100 1535 54 7630	\$29,600				
<b>Totals</b>			<b>284,479</b>	<b>230,234</b>	<b>230,234</b>	<b>230,234</b>	<b>230,234</b>



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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Name Main Street Wi-Fi

Item/Project Manager: Michael Hicks

Priority Rating: 2

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:

This proposed plan is to install wifi from College Park City limit on Main street to GICC

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 \$40,440

Less: Trade In 0

Net Cost \$404,400

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2019-2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:** Main Street Wireless Project

**Project Description:**  
Wireless connectivity on Main street

**Reason for Requesting:**

We are in need of wireless communication on Main Street. Due to the dense walking population on certain days, our customers need to be connected to City Of College Park, in order to get up to date information, and transparency.

This new platform would facilitate the following:

- Allow citizens, customers and visitors instant access to mobility.
- faster collaboration between citizens and CCPK staff

Approximate cost for software, installation, integration – \$404,400

- **Project Justification and Impact:**
- Wireless mobility is needed
- Citizens engagement is critical
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$404,400**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
-	\$40,440	\$90,990	\$90,990	\$90,990	\$90,990

**Useful Life: 5 years**

**Estimated Cost Beyond Five Year Program: Yes**

**Funding Source: General Fund**

**Relationship to Other Primary Projects:**

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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Name: Vcitadel Backup/Recovery

Item/Project Manager: Michael Hicks

Priority Rating: 2

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:

The Back up agreement with Vcitadel would include all of our critical servers including Police/Fire. The CIP exhibit is attached.

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 \$16,615

Less: Trade In 0

Net Cost \$16,615

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H  
City of College Park, Georgia  
CAPITAL PROJECTS  
FISCAL YEAR 2019-2020 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:** Backup Solution Vcitadel

**Project Description:**  
Disaster Recovery/Business Continuity Project

Reason for Requesting:

The City of College Park is has partnered with a data center hosting company (Vcitadel). They have provided a quote to host a replica of our critical servers in their data center in the event of a failure in Public safety. This quote includes all enterprise servers (Police, Fire, City Hall). This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow Backup in the event of a major outage.
- In line with our COOP plan
- 
- Cost Estimate/Revenue Enhancement:

Approximate cost for software, installation, integration – 16,615

- **Project Justification and Impact:**  
Disaster Recovery is a emergency plan that we need to have in place immediately
- Citizen engagement is rapidly taking priority based on College Park Transparency
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$ 16,615**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$16,615	\$16,615	\$16,615	\$16,615	\$16,615	\$16,615	\$83,075

**Useful Life: 10 years**

**Estimated Cost Beyond Five Year Program:**

**Funding Source: General Fund**

**Relationship to Other Primary Projects: Potentially Fiber project**

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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Name: ESRI-GIS

Item/Project Manager: Michael Hicks

Priority Rating: 2

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:

The GIS system needs to be upgraded. It is over 10 years old and our allocation for 2018-19 year will require \$30,000 for Hosting GIS/Mosaic Services plus \$8,055 Start Up and Transition

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 \$40,000

Less: Trade In 0

Net Cost \$40,000

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2019-2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:**  
ESRI GIS SOFTWARE

**Project Description:**  
ESRI GIS (Geographic Information System)

**Reason for Requesting:**

The ESRI System is an international standard that will enhance GIS functionality and facilitate integration with a variety of other applications including video surveillance system(s), tax information, and enterprise software applications. Our GIS software is over 20 years old and cannot be upgraded from its current package. We are forced to move to a new platform.

This new platform would facilitate the following:

- Inspectors could see delinquent business license information in the field
- Parcel data would be entered one time and updated in GIS and New World
- Infrastructure (water and sewer lines, power poles, fiber, etc.) would be directly linked to parcel locations on map for tracking
- Public Safety can view relevant infrastructure and parcel information while in the field

**Cost Estimate/Revenue Enhancement:**

Approximate cost for software, installation, integration and parcel and business license database cleanup – \$287,220

- **Project Justification and Impact:**  
Inspectors could see delinquent business license information in the field
- Parcel data would be entered one time and updated in GIS and New World
- Infrastructure (water and sewer lines, power poles, fiber, etc.) would be directly linked to parcel locations on map for tracking
- Public Safety can view relevant infrastructure and parcel information while in the field
- We could also add other parcels and locations immediately to our city with the opportunity for a enterprise view.

**Project Costs: \$ 287,220**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
-	\$40,000	\$61,805	\$61,805	\$61,805	\$61,805	\$287,220

**Useful Life:**

**Estimated Cost Beyond Five Year Program:**

**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: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Name: VM-Ware Upgrade

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: (2) Dell Networking Switches + (3) Dell FC630 Servers

Number of Similar Units on Hand: N/A

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 5+ years

Estimated Cost 11,880

Less: Trade In \_\_\_\_\_

Net Cost 11,880

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2019-2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:**  
(2) Dell Networking N4032 Switches + (3) Dell FC630 Servers

**Project Description:**  
The Dell N4032 switches are from a family of energy-efficient and cost-effective 10GbE units that are designed for modernizing and scaling networking infrastructure. They promote greater interoperability through interfaces with Cisco's Rapid Per VLAN Spanning Tree (RPVST+) 1 and devices using CDP (Cisco Discovery Protocol). These switches also feature advanced IPv4 and IPv6 Layer 3 routing, security and scalability features. Built to keep operating costs down, the N4000 series has fresh air capability, enabling them to operate at temperatures up to 113 degrees F (45 degrees C) to help reduce cooling costs. It features include: 24 10GbE RJ45 auto-sensing (10Gb/1GB) fixed ports, up to 32 10GbE port using breakout cables and option QSFP+ module, one hot swap expansion module bay and dual hot-swappable redundant power supplies (460W).

With powerful processors, impressive large memory and highly scalable I/O capabilities, the PowerEdge FC630 excels at running applications for midsize businesses, like the City of College Park. Combining exceptional performance and functional flexibility, the FC630 is also ideal for large databases or substantial virtualization environments. Powered by up to two 18-core Intel® Xeon® E5-2600 v3 processors, each FC630 has 24 DIMMs of memory, two 2.5 inch or four 1.8-inch front-access drives, a 10GB SNA and access to two PCI Express® (PCIe) expansion slots in the shared chassis. With the capability to handle demanding business applications and the databases that support them, the future FC630 is the perfect building block for the core of a corporate data center. Offering exceptional performance and rich set of storage options, including the FD332 storage block with up to 16 direct attached drives, the FX architecture enables you to building an infrastructure that is tailor-made to suite your unique IT requirements.

Dell offers ProSupport Plus: Mission Critical 4-Hour 24X7 on-site service with emergency dispatch for their Dell N4032 switches and PowerEdge FC630 servers, as well as, Agile Consulting for deployments & initial setups.

**Project Justification and Impact:**  
The city continues to accumulate more virtualized servers and application requests that must be stored, processed and remain accessible to internal and external users. The above recommended units will provide the needed backend server and switch capabilities for our environment and far exceeds the outdated equipment of its type that we are currently using.

**Project Costs: \$ 59,400**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$11,880	\$11,880	\$11,880	\$11,880	\$11,880	\$59,400

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**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: IT

Fund: 100

Division: N/A

Department Number: 1535

Item/Project Name: Dell EqualLogic PS6610E

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: (1) Dell EqualLogic PS6610E, 84TB capacity, Dual Controllers. Synchronous and Point-in-Time Replication, Snap/Clones, SAN HQ multi group monitoring software, ReadyRails II Static Rails, Dell ProSupport Plus, ProSupport Plus: Critical 4 Hour On-Site Service, ProSupport Plus, EqualLogic Advanced Software & Warranty, Decline Removed Consulting Service, Remote Implementation of a Dell Equallogic Array, Dell Pro Support Plus.

Number of Similar Units on Hand: N/A

Description of Item/Project: Dell EqualLogic PS6610E SAN Upgrade/Replacement

Explain need for this expenditure:

- |  |   |
|--|---|
| <input type="checkbox"/> Scheduled Replacement                 | <input type="checkbox"/> Expanded Service             |
| <input checked="" type="checkbox"/> Replace Worn Out Equipment | <input type="checkbox"/> New Operation                |
| <input checked="" type="checkbox"/> Obsolete Equipment         | <input type="checkbox"/> Increased Safety Replacement |
| <input type="checkbox"/> Reduce Personnel Time                 | <input type="checkbox"/> Additional                   |

If replacement, describe item to be replaced: Please see above

Disposition of item replaced:

- Sale       Trade In       Scrap       Other Department Use

Justify need for this item, including use: see above

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

Cost Breakdown:	Estimated Useful Life	5+ years
	Estimated Cost	\$8,944.27
	Less: Trade In	0
	Net Cost	\$8,944.27

Comparable Quotes:	Vendor Name	Product Price Before financing <u>After financing adj.</u>	Vendor Quote (MLA pricing 5 years – annual)
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1. Dell EqualLogic PS6610E	Dell	\$41,454.73 <u>\$44,721.35</u>	\$8,944.27 (Annual X 5 Years)
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**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2019-2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:** Dell 84TB SAN Upgrade

**Project Description:**  
Dell SAN upgrade

**Reason for Requesting:**

WE currently have a 84 TB DELL SAN storage array, we have to keep current with upgrades, patches, and software versions.

This new platform would facilitate the following:

- Allow City Technology to store files safely on SAN
- faster collaboration between end users

Approximate cost for software, installation, integration – \$44,720

- **Project Justification and Impact:**
- SAN is crucial for data storage, and file storage
- Upgraded SAN allows for greater flexibility
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$44,720**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
-	\$8,944.27	\$8,944.27	\$8,944.27	\$8,944.27	\$8,944.27

**Useful Life: 9 years**

**Estimated Cost Beyond Five Year Program: Yes**

**Funding Source: General Fund**

**Relationship to Other Primary Projects:**

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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Email Upgrade-Microsoft 0365

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

---

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

---

We are in the final year of our Microsoft exchange services. We need to upgrade our email system. This upgrade will provide us with a feature rich email system for more collaboration.

---

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 \_\_\_\_\_ 1 year \_\_\_\_\_

Estimated Cost \_\_\_\_\_ \$25,000 \_\_\_\_\_

Less: Trade In \_\_\_\_\_ 0 \_\_\_\_\_

Net Cost \_\_\_\_\_ \$25,000 \_\_\_\_\_

---

Comparable Quotes

Vendor Name Fortinet

Vendor Quote

1.

2.

3.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2019-2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:** Microsoft 365 Email Upgrade

**Project Description:**  
Email Upgrade

**Reason for Requesting**

The City of College Park is in the final year of support for Microsoft exchange services. Our enterprise license is with CDWG and they have provided a path to move from exchange to Microsoft 365. This quote includes all location that uses email (Police, Fire, City Hall etc.). This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow staff to use email more efficiently
- In line with our COOP plan as a Disaster Hosted solution
- 
- Cost Estimate/Revenue Enhancement:

Approximate cost for software, installation, integration – 25,000

- **Project Justification and Impact:**  
Email needs to be upgraded
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$ 25,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
-	\$25,000	-	-	-	-	\$25,000

**Useful Life:**5- 10 years

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project

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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Fiber Ring//Vcitadel

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

---

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

---

This fiber ring will allow us to expand services throughout the network for all our locations other technology at CCPK. Internet, backups, cameras, etc.

---

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 \_\_\_\_\_ 1 year \_\_\_\_\_

Estimated Cost \_\_\_\_\_ \$40,000 \_\_\_\_\_

Less: Trade In \_\_\_\_\_ 0 \_\_\_\_\_

Net Cost \_\_\_\_\_

---

Comparable Quotes

Vendor Name Fortinet

Vendor Quote

1.

2.

3.

Exhibit H  
City of College Park, Georgia  
CAPITAL PROJECTS  
FISCAL YEAR 2019-2020 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:** Vcitadel Fiber Ring to City Hall

**Project Description:**  
Vcitadel Fiber to City Hall

Reason for Requesting:

The City of College Park is in the process of completing phase 2 of the fiber ring. This phase will install fiber from Vcitadel to City Hall.

This new platform would facilitate the following:

- Allow City Technology to increase bandwidth performance
- faster collaboration between end users
- Part of Smart City initiative

Approximate cost for software, installation, integration – 40,000

- **Project Justification and Impact:**
- Cost savings from current vendor
- Internal fiber ring allows for greater flexibility
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs:**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
-	\$40,000				

**Useful Life:** 20 years

**Estimated Cost Beyond Five Year Program:** No

**Funding Source:** General Fund

**Relationship to Other Primary Projects:**

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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Email Upgrade-Microsoft 0365

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

---

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

---

We are in the final year of our Microsoft exchange services. We need to upgrade our email system. This upgrade will provide us with a feature rich email system for more collaboration. The Professional Services fee is \$25,000 and the license is \$72,000 for a total of \$97,000

---

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 1 year

Estimated Cost \$72,000

Less: Trade In 0

Net Cost \$72,000

---

Comparable Quotes

Vendor Name Fortinet

Vendor Quote

1.

2.

3.

Exhibit H  
City of College Park, Georgia  
CAPITAL PROJECTS  
FISCAL YEAR 2019-2020 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:** Microsoft 365 Email Upgrade

**Project Description:**  
Email Upgrade

Reason for Requesting

The City of College Park is in the final year of support for Microsoft exchange services. Our enterprise license is with CDWG and they have provided a path to move from exchange to Microsoft 365. This quote includes all location that uses email (Police, Fire, City Hall etc.). This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow staff to use email more efficiently
- In line with our COOP plan as a Disaster Hosted solution
- 
- Cost Estimate/Revenue Enhancement:

Approximate cost for software, installation, integration

- **Project Justification and Impact:**  
Email needs to be upgraded
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$72,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
-	\$72,000	-	-	-	-	\$72,000

**Useful Life:** 5- 10 years

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project



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

Department: IT

Fund: 100

Division:

Department Number: 1535

Item/Project Cyber Security

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

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

We are in desperate need of a Cyber Security Assessment. We need to ensure all of our critical data is safe and we are not vulnerable to any cyber-attack, malware, or ransom ware.

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 \_\_\_\_\_ 1 year \_\_\_\_\_

Estimated Cost \_\_\_\_\_ \$29,600 \_\_\_\_\_

Less: Trade In \_\_\_\_\_ 0 \_\_\_\_\_

Net Cost \_\_\_\_\_ \$29,600 \_\_\_\_\_

Comparable Quotes

Vendor Name Fortinet

Vendor Quote

1.

2.

3.

Exhibit H  
City of College Park, Georgia  
CAPITAL PROJECTS  
FISCAL YEAR 2019-2020 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:** Cyber Security Initiative

**Project Description:**  
Cyber Security

Reason for Requesting:

The City of College Park is rapidly moving toward protecting all citizen and staff data. In the age of hacking, security breaches, and ransom ware, we must be equipped to handle these issues.

This new platform would facilitate the following:

- Allow City Technology team to protect all critical data.
- Part of Smart City initiative
- Cost Estimate/Revenue Enhancement:

Approximate cost for software, installation, integration – 29,600

- **Project Justification and Impact:**
- **Other Municipalities has been breached**  
Cyber Security is a must.. This is critical
- National plan to ensure we are secure
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs:**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
	\$29,600	-	-	-	-	

**Useful Life:** 5 years

**Estimated Cost Beyond Five Year Program:** No

**Funding Source:** General Fund

**Relationship to Other Primary Projects:**

## **EXHIBIT I-BUDGET PERFORMANCE**

### **Information Technology and Telecommunications Department**

#### **Program Description:**

The mission of the Information Technology and Telecommunication (IT) Department is to provide innovative and quality solutions that enhance the functions of the city, citizenship and community as a whole.

The IT Department is responsible for:

- Network Infrastructure
- Application Support
- Desktop and User Support
- Telecommunications Planning and Support
- Citywide Helpdesk

#### **Trends:**

Plans for the upcoming Fiscal year include the continuation of VM-ware upgrades (hardware), network Storage(SAN). These capital expenses are based on 5 year contracts that are already in place. Future implementation will include the following: **Email Upgrade** (Microsoft 0365) a cloud based email system that will allow all users greater features/functionality. All staff will have an email address and will be able to communicate citywide, currently they do not have an email address. The discussion has begun to include GICC staff. Additional implementation will be to move our critical servers to Vcitadel as our hosting site for **Disaster Recovery/Business Continuity**. Since the addition of Police technology staff member, I have combined all servers. The second phase of our **fiber ring**(City Hall) will also be implemented. This will pave the way to give us greater performance, and control of our bandwidth. The overlay of this fiber will allow us to add city wide wifi- and other Smart City Initiatives. The other initiative is "Smart City" Technology. As local municipalities see the value in citizen engagement technology will play a vital role in bridging the gap between up to date information and city leadership goals/objectives.

#### **Program Broad Goals:**

The IT Department strives to continually examine the technology needs of the Mayor and Council, staff and citizens of the City of College Park and to meet those needs in the most cost effective and efficient manner possible. The IT Department will maintain an above average depth and breadth of knowledge of industry standards and innovations through training and collaborative efforts. The IT Department will function as a unified team through cross-training, regular meetings and cooperation.

#### **Program 19/20 Objectives:**

The IT Department objectives include meeting the technology and telecommunication needs of the city's Mayor and Council, staff and citizens. Such support includes, helpdesk service, hardware/software purchasing, contract review, wireless support and acting as a vendor liaison.

#### Strategic Goals/Objectives for Department of Information Technology 2017-2021

**MISSION:** The mission for The Department of Information Technology is to provide innovative and quality solutions that enhance the functions of the city, citizenship and community as a whole.

**VISION:** To become the premier model for all technology departments locally and regionally while moving our citizen's base to 21<sup>st</sup> century self-services.

I. Provide state-of-the-art technology and infrastructure for staff and administrative use:

1. Move from a physical to virtual infrastructure Cloud/Hosting solution for Disaster Recover purposes.
2. Deploy technology that is in line with "Smart City" concept
3. Move to a paperless environment by scanning documents to the cloud for historical purposes and going green concept.
4. Upgrade enterprise email system from exchange to Microsoft 365 for a more feature rich environment.
5. Install Wi-Fi Connectivity at several locations citywide to increase citizen's use of technology.

Tentative Date: (Public Safety/City Hall) –

II. Implement a citywide technology-monitoring group (Technology Monitoring/Advisory Committee

1. Allow departments to do collaborative work across the enterprise by learning technology concepts
2. Help drive technology process and improvements
3. To increase citizens involvement in technology for the City of College Park.
4. To help increase public safety visibility for the citizens by upgrading the several enterprise systems.
5. Install Single Sign On portal for instant access to information

III. Establish Enterprise Resource Planning system to ensure 100% utilization of all modules within enterprise software packages

1. Establish quarterly upgrades of North/Star and New World Systems for seamless integration to other software packages.
2. Increase citizen's accessibility for instant transactions
3. To minimize customer issues by providing a more integrated utilities solution.
4. Utilize all entities of eSuites (eBill, eTimesheet and eHR)
5. Install Microsoft SharePoint for greater department use of documents anywhere anytime.

**IV. Provide professional development opportunities for all staff**

1. To provide cross training for all software application currently used by the City of College Park (North/Star, New World, RMS, OSSI, GE AMI and GTA).
2. To ensure all IT staff are trained and are kept current with certifications and documents that is relative to our environment.
3. To establish communication quarterly to keep the community abreast of the ongoing projects(Develop brochure)
4. Ensure staff is trained on Microsoft latest version suite of products(Word, Excel, PowerPoint, Access).
5. Empower technology team members to host training classes for other department staff on a specific platform.

**Performance Measures**

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

- |  |   |
|--|---|
|  | <b>Estimated 19/20</b>                        |
| 1. Move from a physical to virtual infrastructure<br>Cloud/Hosting solution for Disaster Recover purposes.   | 75%   |
| 2. Upgrade enterprise email system from exchange to<br>Microsoft 365 for a more feature rich environment   | 0% in progress                                |
| 3. . Install Wi-Fi Connectivity at several locations<br>citywide to increase citizen's use of technology.<br>Tentative Date: (Public Safety/City Hall) – | 100% needs improvement for better<br>coverage |

4. Help drive technology process and improvements

5. Install Microsoft SharePoint for greater department use of documents anywhere anytime.

6. To increase citizens involvement in technology for the City of College Park.

7. Implement city wide fiber ring

8. Implement Single Sign On Portal

9.

1. Target 100% savings of Cell phones and telephone bills **Estimated 19/20** 0% in progress

**Prior Year Highlights:**

- Hired new Computer Support Specialist
- Promoted Paul Bennett to Assistant Network Administrator
- Added team members Wade Ingram(GIS) and Mike Whittle (Police I.T.) staff increased from (6) to (8) and also provide support to GICC technician
- Partnered with new vendor Presidio to perform Network Assessment
- Upgraded both enterprise software packages(New World,North Star)
- Supported Public Safety mobile deployments and video surveillance projects
- Supported Customer service smart meter devices
- Planned and implemented city first "Information Technology Week"

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: IT 1535**

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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 510 - ELECTRIC/POWER FUND								
<b>EXPENSE</b>								
Department 4630 - Customer Service								
<i>Personnel Services</i>								
51 5010	Salary/Operating	346,244.02	383,520.00	299,836.81	78	454,085.00	498,805.00	30
51 5020	Salary/Overtime	30,252.04	15,000.00	12,548.61	84	15,000.00	15,000.00	
51 5030	Salary/Partime	3,905.61	37,923.00	.00		.00	.00	(100)
51 5040	Shared Utility Payments	3,580.09	7,200.00	4,680.35	65	7,200.00	4,800.00	(33)
51 5060	Salary-Holiday Pay	377.67	.00	112.69		.00	.00	
51 5190	Medicare	4,908.44	5,100.00	4,118.53	81	6,584.00	7,233.00	42
51 5200	Fica	120.27	2,534.00	.00		.00	.00	(100)
<i>Personnel Services Totals</i>		<b>\$389,388.14</b>	<b>\$451,277.00</b>	<b>\$321,296.99</b>	<b>71%</b>	<b>\$482,869.00</b>	<b>\$525,838.00</b>	<b>17%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	77,129.75	60,000.00	63,730.10	106	93,133.00	98,556.00	64
51 5161	Life Insurance	4,904.75	447.00	385.27	86	596.00	655.00	47
51 5163	ST Disability Insurance	485.13	820.00	398.34	49	820.00	820.00	
51 5164	LT Disability Insurance	369.56	681.00	311.58	46	681.00	681.00	
51 5165	Health Insurance	68,346.63	54,325.00	51,827.04	95	83,258.00	88,746.00	63
51 5166	Dental Insurance	1,791.99	1,652.00	1,679.49	102	2,776.00	2,776.00	68
<i>Employee Benefits Totals</i>		<b>\$153,027.81</b>	<b>\$117,925.00</b>	<b>\$118,331.82</b>	<b>100%</b>	<b>\$181,264.00</b>	<b>\$192,234.00</b>	<b>63%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	17,192.27	8,368.00	12,786.40	153	24,192.00	24,192.00	189
52 5260	Heat & Power	7,365.56	5,000.00	5,381.34	108	7,400.00	7,400.00	48
52 5270	Water	366.98	300.00	241.45	80	450.00	450.00	50
52 5280	Other Communication/Util	1,029.60	1,200.00	655.19	55	1,200.00	1,200.00	
<i>Communications &amp; Util. Totals</i>		<b>\$25,954.41</b>	<b>\$14,868.00</b>	<b>\$19,064.38</b>	<b>128%</b>	<b>\$33,242.00</b>	<b>\$33,242.00</b>	<b>124%</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	293.94	900.00	.00		600.00	600.00	(33)
52 5720	R&M Communication Equip	195.48	300.00	1,832.42	611	300.00	300.00	
52 5730	R&M - D/P Equipment	62,737.23	41,885.00	15,827.99	38	22,922.00	22,922.00	(45)
<i>Repair &amp; Maintenance Totals</i>		<b>\$63,226.65</b>	<b>\$43,085.00</b>	<b>\$17,660.41</b>	<b>41%</b>	<b>\$23,822.00</b>	<b>\$23,822.00</b>	<b>(45%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	5,337.95	8,000.00	2,721.27	34	8,000.00	5,000.00	(38)
52 6210	Dues	.00	255.00	.00		255.00	255.00	
52 6220	Subscription/Publications	.00	200.00	.00		200.00	200.00	
52 6230	Conventions/Meetings	3,109.21	3,050.00	.00		3,050.00	2,000.00	(34)



# 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 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4630 - Customer Service								
Training & Education								
<i>Training &amp; Education Totals</i>		\$8,447.16	\$11,505.00	\$2,721.27	24%	\$11,505.00	\$7,455.00	(35%)
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	.00	300.00	.00		300.00	300.00	
52 5510	Consulting Fees	(1,123.31)	6,000.00	.00		6,000.00	3,000.00	(50)
52 6050	Bank Charges	99,122.74	10,000.00	65,560.34	656	75,000.00	75,000.00	650
52 6100	Auto Insurance	.00	.00	.00		10,391.00	.00	
52 6110	Other Insurance	9,626.85	7,114.00	6,407.66	90	11,703.00	11,703.00	65
52 6130	Miscellaneous Services	1,420.06	1,500.00	1,879.92	125	1,500.00	1,500.00	
52 6170	Contractual Services	90,001.00	181,000.00	208,116.85	115	21,360.00	21,360.00	(88)
52 6510	Claims Not Workmans Comp.	840.41	600.00	.00		600.00	600.00	
52 6560	Workers Comp/Administrat	1,601.26	2,000.00	3,839.02	192	2,746.00	2,746.00	37
52 6580	Unemployment Compensation	2,970.00	.00	.00		.00	.00	
52 6600	Claims Workers Comp.	7,026.52	300.00	1,210.83	404	300.00	300.00	
<i>Other Services &amp; Charges Totals</i>		\$211,485.53	\$208,814.00	\$287,014.62	137%	\$129,900.00	\$116,509.00	(44%)
<i>Materials &amp; Supplies</i>								
52 7300	Postage	61,566.95	45,000.00	33,091.72	74	60,000.00	46,000.00	2
52 7320	Stationery & Printing	532.91	2,500.00	874.70	35	2,500.00	1,500.00	(40)
52 7330	Copy Expense	10,257.68	7,000.00	9,778.82	140	13,020.00	13,020.00	86
53 7050	Medical Services/Supplies	493.00	200.00	108.50	54	1,000.00	1,000.00	400
53 7120	D/P Forms & Supplies	1,054.48	1,000.00	884.67	88	1,000.00	1,000.00	
53 7121	Computer Hardware	2,355.07	1,500.00	411.99	27	1,500.00	1,500.00	
53 7122	Computer Supplies	1,926.40	1,000.00	436.76	44	1,000.00	1,000.00	
53 7150	Other Operating Supplies	3,418.41	1,670.00	1,926.73	115	2,774.00	2,774.00	66
53 7310	Office Supplies	2,679.80	2,500.00	4,442.18	178	3,500.00	3,500.00	40
<i>Materials &amp; Supplies Totals</i>		\$84,284.70	\$62,370.00	\$51,956.07	83%	\$86,294.00	\$71,294.00	14%
<i>Accounting Charges</i>								
57 4000	Bad Debt Expense	2,594.59	7,000.00	413.02	6	7,000.00	7,000.00	
<i>Accounting Charges Totals</i>		\$2,594.59	\$7,000.00	\$413.02	6%	\$7,000.00	\$7,000.00	0%
<i>Capital Outlay</i>								
54 7630	Other Equipment - New	.00	20,000.00	.00		.00	.00	(100)
<i>Capital Outlay Totals</i>		\$0.00	\$20,000.00	\$0.00	0%	\$0.00	\$0.00	(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 510	<b>ELECTRIC/POWER FUND</b>							
	<b>EXPENSE</b>							
	Department 4630 - Customer Service							
	Debt Service							
58 2300	Other Debt	53,192.50	.00	.00		.00	.00	
	<i>Debt Service Totals</i>	<b>\$53,192.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$0.00</b>	<b>\$0.00</b>	+++
Department 4630	<b>Customer Service Totals</b>	<b>\$991,601.49</b>	<b>\$936,844.00</b>	<b>\$818,458.58</b>	87%	<b>\$955,896.00</b>	<b>\$977,394.00</b>	4%
	<b>EXPENSE TOTALS</b>	<b>\$991,601.49</b>	<b>\$936,844.00</b>	<b>\$818,458.58</b>	87%	<b>\$955,896.00</b>	<b>\$977,394.00</b>	4%
Fund 510	<b>ELECTRIC/POWER FUND Totals</b>	<b>\$991,601.49</b>	<b>\$936,844.00</b>	<b>\$818,458.58</b>	87%	<b>\$955,896.00</b>	<b>\$977,394.00</b>	4%
	<b>EXPENSE TOTALS</b>	<b>\$991,601.49</b>	<b>\$936,844.00</b>	<b>\$818,458.58</b>	87%	<b>\$955,896.00</b>	<b>\$977,394.00</b>	4%
Fund 510	<b>ELECTRIC/POWER FUND Totals</b>	<b>(\$991,601.49)</b>	<b>(\$936,844.00)</b>	<b>(\$818,458.58)</b>	87%	<b>(\$955,896.00)</b>	<b>(\$977,394.00)</b>	4%
	<b>Net Grand Totals</b>							
	<b>REVENUE GRAND TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$0.00</b>	<b>\$0.00</b>	+++
	<b>EXPENSE GRAND TOTALS</b>	<b>\$991,601.49</b>	<b>\$936,844.00</b>	<b>\$818,458.58</b>	87%	<b>\$955,896.00</b>	<b>\$977,394.00</b>	4%
	<b>Net Grand Totals</b>	<b>(\$991,601.49)</b>	<b>(\$936,844.00)</b>	<b>(\$818,458.58)</b>	87%	<b>(\$955,896.00)</b>	<b>(\$977,394.00)</b>	4%

# 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
<b>EXPENSES</b>				
Fund 510	<b>- ELECTRIC/POWER FUND</b>			
Department 4630	<b>- Customer Service</b>			
Account 52 3505	<b>- Mileage Reimbursement</b>			
510 4630 52 3505	Mileage Reimbursement	1.0000	300.00	300.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	\$300.00
Account 52 5240	<b>- Telephone</b>			
510 4630 52 5240	AT&T	12.0000	21.00	252.00
510 4630 52 5240	Verizon Smartphone	12.0000	170.00	2,040.00
510 4630 52 5240	Windstream	12.0000	1,825.00	21,900.00
	Account 52 5240 - Telephone Totals	Transactions	3	\$24,192.00
Account 52 5260	<b>- Heat &amp; Power</b>			
510 4630 52 5260	Customer Service Dept. Heat & Power Allocation	1.0000	7,400.00	7,400.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	\$7,400.00
Account 52 5270	<b>- Water</b>			
510 4630 52 5270	City Bill	1.0000	450.00	450.00
	Account 52 5270 - Water Totals	Transactions	1	\$450.00
Account 52 5280	<b>- Other Communication/Util</b>			
510 4630 52 5280	Water & Sewer/Sanitation/Stormwater - allocated by others	12.0000	100.00	1,200.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	\$1,200.00
Account 52 5510	<b>- Consulting Fees</b>			
510 4630 52 5510	NORTHSTAR CONSULTANT	1.0000	3,000.00	3,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	1	\$3,000.00
Account 52 5710	<b>- R&amp;M Furn. &amp; Equip.</b>			
510 4630 52 5710	Repair & Maintenance on furniture & Equipment	1.0000	600.00	600.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	\$600.00
Account 52 5720	<b>- R&amp;M Communication Equip</b>			
510 4630 52 5720	Repair headsets	1.0000	300.00	300.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	\$300.00
Account 52 5730	<b>- R&amp;M - D/P Equipment</b>			
510 4630 52 5730	AS 400	1.0000	9,000.00	9,000.00
510 4630 52 5730	ATTENDANCE ENTERPRISE 2.0 CLOCK IN SYSTEM	1.0000	1,388.00	1,388.00
510 4630 52 5730	CivicLive	1.0000	606.26	606.26
510 4630 52 5730	Comcast	12.0000	114.00	1,368.00
510 4630 52 5730	HP DesignJet Maintenance 800 (Capital Data)	1.0000	900.00	900.00
510 4630 52 5730	Mimecast	1.0000	1,104.74	1,104.74
510 4630 52 5730	Tyler NW	1.0000	8,554.98	8,554.98
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	7	\$22,921.98



# 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
<b>EXPENSES</b>				
Fund 510 - ELECTRIC/POWER FUND				
Department 4630 - Customer Service				
Account 52 6050 - Bank Charges				
510 4630 52 6050	Debit/Credit Card Fees for processing	1.0000	75,000.00	75,000.00
	Account 52 6050 - Bank Charges Totals	Transactions 1		<u>75,000.00</u>
Account 52 6110 - Other Insurance				
510 4630 52 6110	Apex Insurance	1.0000	11,702.31	11,702.31
	Account 52 6110 - Other Insurance Totals	Transactions 1		<u>11,702.31</u>
Account 52 6130 - Miscellaneous Services				
510 4630 52 6130	Customer Service Week	1.0000	1,500.00	1,500.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions 1		<u>1,500.00</u>
Account 52 6170 - Contractual Services				
510 4630 52 6170	AMI Prepay Fees - Annual Contract	1.0000	6,000.00	6,000.00
510 4630 52 6170	Expenditures for Temp Services	1.0000	15,360.00	15,360.00
	Account 52 6170 - Contractual Services Totals	Transactions 2		<u>21,360.00</u>
Account 52 6200 - Training				
510 4630 52 6200	Other-Customer Service Training	1.0000	5,000.00	5,000.00
	Account 52 6200 - Training Totals	Transactions 1		<u>5,000.00</u>
Account 52 6210 - Dues				
510 4630 52 6210	Dues for GGFOA	1.0000	50.00	50.00
510 4630 52 6210	Dues For NFBPA	1.0000	205.00	205.00
	Account 52 6210 - Dues Totals	Transactions 2		<u>255.00</u>
Account 52 6220 - Subscription/Publications				
510 4630 52 6220	Subscription renewals	1.0000	200.00	200.00
	Account 52 6220 - Subscription/Publications Totals	Transactions 1		<u>200.00</u>
Account 52 6230 - Conventions/Meetings				
510 4630 52 6230	Conference/Ongoing Training	1.0000	2,000.00	2,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions 1		<u>2,000.00</u>
Account 52 6510 - Claims Not Workmans Comp.				
510 4630 52 6510	Payments for food spoilage when service is cut in error	12.0000	50.00	600.00
	Account 52 6510 - Claims Not Workmans Comp. Totals	Transactions 1		<u>600.00</u>
Account 52 6560 - Workers Comp/Administrati				
510 4630 52 6560	Allocation For Worker Comp Admin Fees From HR	1.0000	2,745.02	2,745.02
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions 1		<u>2,745.02</u>
Account 52 6600 - Claims Workers Comp.				
510 4630 52 6600	Workers Comp Medical expense for employees	3.0000	100.00	300.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions 1		<u>300.00</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
<b>EXPENSES</b>				
Fund 510	<b>- ELECTRIC/POWER FUND</b>			
Department 4630	<b>- Customer Service</b>			
Account 52 7300	<b>- Postage</b>			
510 4630 52 7300	Arista Postage For Mailing Utility Bills & Notices	1.0000	46,000.00	46,000.00
	Account 52 7300 - Postage Totals	Transactions 1		<u>\$46,000.00</u>
Account 52 7320	<b>- Stationery &amp; Printing</b>			
510 4630 52 7320	Stationery, Forms, literature for customers	1.0000	1,500.00	1,500.00
	Account 52 7320 - Stationery & Printing Totals	Transactions 1		<u>\$1,500.00</u>
Account 52 7330	<b>- Copy Expense</b>			
510 4630 52 7330	Copier Rental Expense - De Lage Landen Financial	12.0000	635.00	7,620.00
510 4630 52 7330	Monthly cost for copier - Toshiba	12.0000	250.00	3,000.00
510 4630 52 7330	Monthly cost for copier - Xerox	12.0000	200.00	2,400.00
	Account 52 7330 - Copy Expense Totals	Transactions 3		<u>\$13,020.00</u>
Account 53 7050	<b>- Medical Services/Supplies</b>			
510 4630 53 7050	First Aid Medical Box	1.0000	600.00	600.00
510 4630 53 7050	Medical Examinations for new employees	1.0000	400.00	400.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions 2		<u>\$1,000.00</u>
Account 53 7120	<b>- D/P Forms &amp; Supplies</b>			
510 4630 53 7120	DP Forms & Supplies (Harris, etc.)	1.0000	1,000.00	1,000.00
	Account 53 7120 - D/P Forms & Supplies Totals	Transactions 1		<u>\$1,000.00</u>
Account 53 7121	<b>- Computer Hardware</b>			
510 4630 53 7121	Replacement Computer for Customer Service	1.0000	1,000.00	1,000.00
510 4630 53 7121	Replacement of 5 Receipt Printers for Cashiers	1.0000	500.00	500.00
	Account 53 7121 - Computer Hardware Totals	Transactions 2		<u>\$1,500.00</u>
Account 53 7122	<b>- Computer Supplies</b>			
510 4630 53 7122	Toner, Printer cartridges, keyboards, mouses	1.0000	1,000.00	1,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions 1		<u>\$1,000.00</u>
Account 53 7150	<b>- Other Operating Supplies</b>			
510 4630 53 7150	Fontis Water	12.0000	47.00	564.00
510 4630 53 7150	Miscellaneous supplies	1.0000	510.00	510.00
510 4630 53 7150	Promotional items for Customer Service week	1.0000	500.00	500.00
510 4630 53 7150	Shirts For Customer Service Week	16.0000	35.00	560.00
510 4630 53 7150	Shirts For Public Power & Green Power Week	16.0000	40.00	640.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions 5		<u>\$2,774.00</u>
Account 53 7310	<b>- Office Supplies</b>			
510 4630 53 7310	Paper, pens, calendars & other office supplies	1.0000	3,500.00	3,500.00
	Account 53 7310 - Office Supplies Totals	Transactions 1		<u>\$3,500.00</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
<b>EXPENSES</b>				
Fund 510 - ELECTRIC/POWER FUND				
Department 4630 - Customer Service				
Account 57 4000 - Bad Debt Expense				
510 4630 57 4000	Payment to Collection Agency/Follow up on Bad Debt	1.0000	7,000.00	7,000.00
	Account 57 4000 - Bad Debt Expense Totals	Transactions	1	\$7,000.00
	Department 4630 - Customer Service Totals	Transactions	48	\$259,320.31
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	48	\$259,320.31
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>48</b>	<b>\$259,320.31</b>
	Grand Totals	Transactions	48	\$259,320.31

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

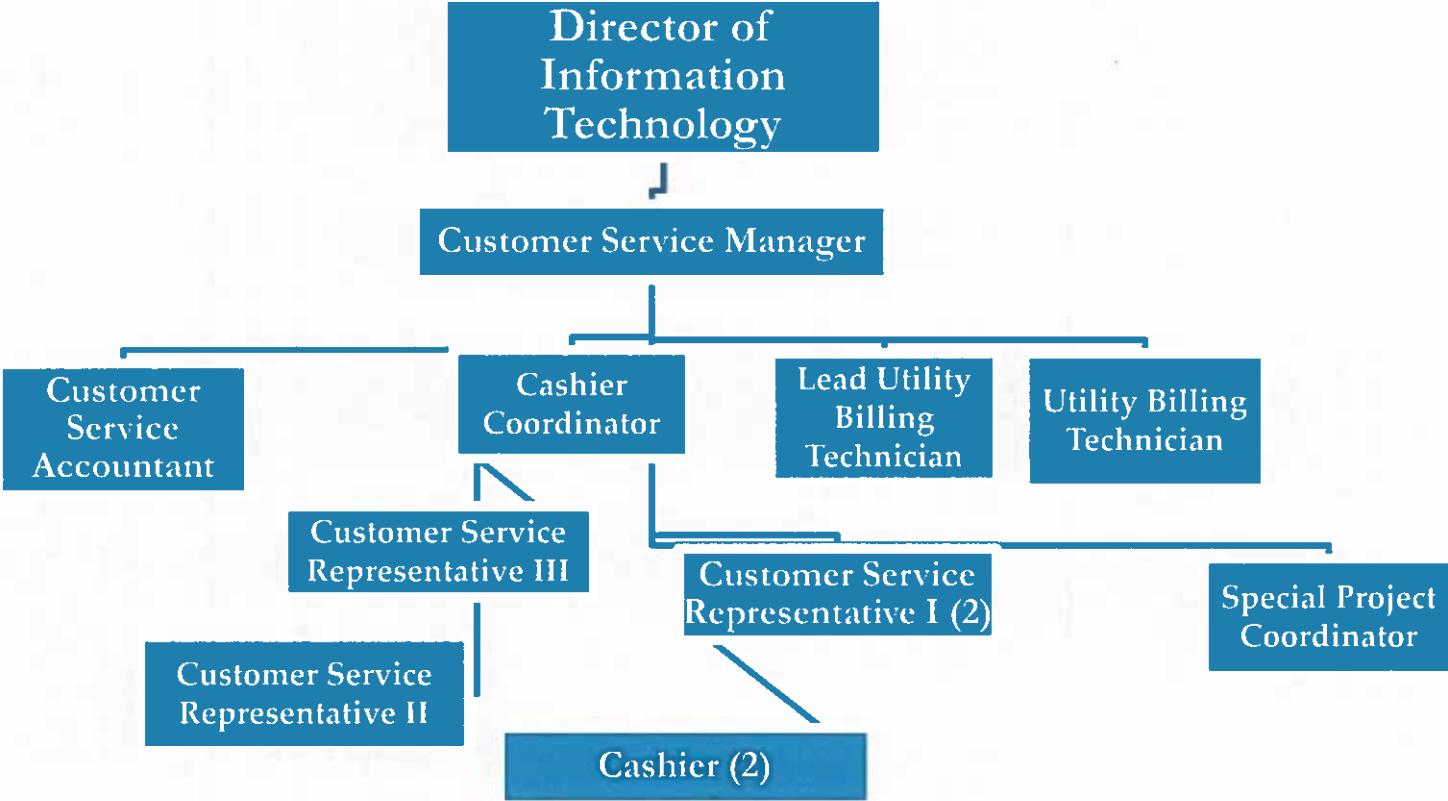
Fund: 510 Department and Number: Customer Service 4630

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	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>
Customer Service Manager	1	1	1	1	1
Special Projects Coordinator	0	0	1	1	1
Cashier Coordinator	1	1	1	1	1
Cashier	2	2	2	2	2
Customer Service Rep I	1	1	2	1	1
Customer Service Rep II	2	2	2	2	2
Customer Service Rep III	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Lead Billing Technician	0	0	0	1	1
Customer Service Accountant	1	1	1	1	1
Part Time Positions	2	2	0	0	0
Seasonal Positions	0	0	0	0	0
<b>Total Personnel:</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>



# Customer Service



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

Department and Number: **Customer Service - 4630** Fund: **510**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
0	Lead Utility Billing Technician	0	1	57
	Additional Positions – Full Time - 0			
	Additional Positions – Part Time - 0			
	Reclassified Positions - 1			
	From: Utility Billing Technician to Lead Utility Billing Technician			
<b>Justification - Lisa Keels has proven to be one of the most valuable team members on the Customer Service Team. Ms. Keels is the sole technician responsible for administering all of the utility billing for the City of College Park. She has displayed great determination in keep the bills on track and as accurate as possible. Her leadership and great initiative has made a big impact on the success of the Customer Service Team. The reclassification and salary adjustment are in line with the City's policy.</b>				
<b>Wages</b>				
	Regular			\$8,000
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			0
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			0
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			0
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			0
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			0
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	<b>Total</b>		<b>From \$34,300 to \$42,300</b>	<b>\$8,000</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:** Lead Utility Billing Technician

**Job Summary:** This position will serve as the Lead technician in the Billing Department. Responsible for exporting files for billing, updating meter information, analyzing edit reports, adjustments and correcting information on the system. Under general supervision performs a variety of simple to complex duties associated with the operation of the City's computerized utility billing system to include ensuring the accuracy of data, producing utility bills and associated reports, auditing of customer accounts and department processes and procedures. perform clerical customer service and accounting duties in support of utility billing and account activities, creation of customized reports and spreadsheets and performing other duties as required.

**Major Duties:**

Responsible for producing accurate billing data; Produce and audit various meter reading edit reports daily to insure proper billing for electric, water sewer and sanitation customers; Generates utility bills for all customers; Audits customer accounts and departmental processes and procedures; Issue list of accounts to be field verified due to irregularities; Issue work orders to initiate field action for utility accounts; Investigate meter readings that are out of line and could result in erroneous billings; Updates and maintains meter information for electric and water meters on the system; Responds to and resolves customer inquiries and problems regarding utility billing, high water consumption, meter readings, and/or water leaks; Edits data entry on meter reads and compiles data for accuracy schedules and prints utility bills, reports, penalties, and late notices; Prepares and processes various daily and monthly reports; Maintains computer records of adjustments for general ledger balancing at the end of each month; Corrects customer account readings when necessary; calculates and prepares billing adjustments for customer refunds and charges as needed; Performs account maintenance; Transfer bad debt from old accounts in to current accounts; Prepares utility bills for mailing by an outside processor on a timely basis; Works cooperatively and effectively with the public and other employees; Performs routine general clerical and filing duties; May relieve or fill in for employees at other work locations as needed; Perform other customer service related duties as assigned.

**Knowledge Required by the Position:**

Knowledge of modern and general office procedures and practices; Knowledge of general bookkeeping practices; Knowledge of City ordinances, policies and procedures; Thorough knowledge of the utility billing system; Proficient in use of Utility billing software, PC programs such as excel and word. Ability to establish and maintain effective working relationships with supervisors, peers and the public; Skill in performing mathematical calculations; Ability to communicate effectively orally and in writing; Ability to maintain accounting and clerical records and prepare reports from such records; Ability to work with a high degree of independence.

**Supervisory Controls:** This position is supervised by the Customer Service Manager.

**Guidelines:** Guidelines include the City personnel handbook, City codes and ordinances, and other applicable laws and regulations.

**Complexity:** This position requires detailed knowledge of hardware and software systems, up to and including, the ability to address the majority of client issues/problems.

**Scope and Effect:** To enhance the efficiency and productivity of City departments by enabling employees to focus on specific assignments rather than on computer and network-related issues.

**Personal Contacts:** Contacts are with co-workers, vendors, other City departments, and elected officials.

**Purpose of Contacts:** Contacts are to give or exchange information, resolve problems, or negotiate and settle matters.

**Physical Demands:** Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent may be required to push, pull, lift, or carry up to 50 pounds.

**Work Environment:** Work is typically performed in an office setting, with a moderate level of noise.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Associates degree or equivalent college hours (30) and work experience; Bachelor's degree; two (2) to four (4) years of related experience; equivalent combination of education and experience

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

Department and  
Number: **Customer Service - 4630**

Fund: **510**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Customer Service Rep. III	1	2	56

Additional Positions – Full Time - 0  
Additional Positions – Part Time - 0  
Reclassified Positions - 1  
From: Customer Service Representative II to Customer Service Representative III

Justification - As of January 2019, Frances Walden was promoted to the Billing Department. However, her job title is classified incorrect. This is a request to change her title from "Customer Service Representative II" to "Customer Service Representative III". This title reclassification is in line with the City's policy.

Wages				
Regular				0
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				0
Health Insurance \$7,800 per position per year				-
Pensions (18%)*				-
Uniforms				-
Total (5211 Proposed New Personnel – Benefits)				-
Training and Education				
Training				0
Dues/ Memberships				-
Other				-
Total (5212 Proposed New Personnel – Training/ Education)				-
Material and Supplies				
Office Supplies				0
Safety Clothing and Equipment				-
Other				-
Total (5213 Proposed New Personnel – Supplies)				-
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures				0
Office Machines and Equipment				-
Other				-
Total (5214 Proposed New Personnel – Capital Outlay)				-
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost				0
Vehicle Service Costs				-
Total (5215 New Personnel – Vehicles)				-
<b>Total</b>				<b>0</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:** Customer Service Representative III

**Job Summary:** To perform clerical customer service and accounting duties in support of utility billing and account activities. Responsible for exporting files for billing, updating meter information, analyzing edit reports, adjustments and correcting information on the system.

**Major Duties:**

Prepares and processes various daily and monthly reports; Produce and audit various meter reading edit reports daily to insure proper billing for electric, water sewer and sanitation customers; Issue list of accounts to be field verified due to irregularities; Issue work orders to initiate field action for utility accounts; Investigate meter readings that are out of line and could result in erroneous billings; Produce schedule of notices; Produce and generate bad debt listing to be forwarded to collection agency; Process final billing for accounts that have been closed out; Establish new accounts on the system; Process refund register and report of refunds due, refund deposits and mail to customers; Calculate deposit interest monthly; Roll account balances; Updates and maintains meter information for electric and water meters on the system and in the hand held meter reading devices; Assure demand calculations are correct on commercial accounts; Transfer bad debt from old accounts in to current accounts; Performs routine general clerical and filing duties; May relieve or fill in for employees at other work locations as needed; Performs account maintenance; Perform other customer service related duties as assigned.

**Knowledge Required by the Position:**

Knowledge of modern and general office procedures and practices; Knowledge of general bookkeeping practices; Knowledge of City ordinances, policies and procedures; Thorough knowledge of the utility billing system; Proficient in use of Utility billing software, PC programs such as excel and word. Ability to establish and maintain effective working relationships with supervisors, peers and the public; Skill in performing mathematical calculations; Ability to communicate effectively orally and in writing; Ability to maintain accounting and clerical records and prepare reports from such records; Ability to work with a high degree of independence.

**Supervisory Controls:** This position is supervised by the Customer Service Manager.

**Guidelines:** Guidelines include the City personnel handbook, City codes and ordinances, and other applicable laws and regulations.

**Complexity:** This position requires detailed knowledge of hardware and software systems, up to and including, the ability to address the majority of client issues/problems.

**Scope and Effect:** To enhance the efficiency and productivity of City departments by enabling employees to focus on specific assignments rather than on computer and network-related issues.

**Personal Contacts:** Contacts are with co-workers, vendors, other City departments, and elected officials.

**Purpose of Contacts:** Contacts are to give or exchange information, resolve problems, or negotiate and settle matters.

**Physical Demands:** Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The incumbent may be required to push, pull, lift, or carry up to 50 pounds.

**Work Environment:** Work is typically performed in an office setting, with a moderate level of noise.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Associates degree or equivalent college hours (30) and work experience; Bachelor's degree; two (2) to four (4) years of related experience; equivalent combination of education and experience

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

Fund: 510		Department and Number: Customer Service- 4630	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2018-19 Maintenance Cost
_____ Van		_____	Actual FYE 2018-19 Operating Cost
_____ 1/2 ton Truck		_____	Estimated FYE 2019-20 Maintenance Cost
_____ 3/4 ton Truck		_____	Estimated FYE 2019-20 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
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		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2019-20		_____ Estimated Use During 2019-20	
_____ Estimated Operating Cost During 2019-20		_____ Estimated Operating Cost During 2019-20	



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

**Dept:** *Customer Service*      **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: 4630 Division: Customer Service Fund: 510 Department Number:

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

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

Department: Customer Service

Fund: 510

Division:

Department Number: 4630

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project: N/A

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:**  
Customer Service .

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:** N/A

<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

**Program Name:** Department of Administrative Services – Customer Service

**Program Description:**

The Customer Service Division is responsible for providing accurate and timely billing of the City's electric, water, sewer, storm water, and sanitation services. In accordance with Section 10 of the City's ordinances. In addition, the staff is equipped to assist customers with establishing and disconnecting utility services while responding to billing inquiries and processing payments. These payments include: utility bills, property taxes, business licenses, permits and other payments that are remitted to the City. Revenue recovery is a function of this program as well.

**Trends:**

The City's utility customer base had decreased over the past several years as a result of airport expansion, but has leveled over the past 7 years. With the improvement in the economic environment, recent annexations, coupled with the efforts of the City's Economic Development department, the customer service division expects to service more commercial and residential customers. Simultaneously, the existing and new customers are demanding more online information and improved accuracy in the information that they receive. The partnership with GE and ECG will continue to provide the technology associated with the Automated Meter Infrastructure to meet the customers' needs while providing faster and more reliable information.

**Program Broad Goals:**

To prepare and produce bills that reflect the electric, water, meter, sanitation, storm water services and associated taxes/fees in a more timely and accurate manner; respond to all customer calls and inquiries in a consistent and timely manner with a high level of expertise; process daily cash and electronic payments with a high level of accuracy; increase in-house professionalism by providing employees with the tools and training necessary to empower staff with the knowledge and skills necessary to perform at peak efficiency; stronger customer service performance that could strengthen the relationship the City shares with employees, vendors, customers, citizens and constituents.

**Program 19/20 Objectives:**

To fully utilize the new AMI Utility billing and meter reading technology; To improve the delivery of utility bills in a timely manner; implement more efficient ways to communicate and engage with the Community; implement more sources for customer interactions; continue to process utility billing in a timely manner; recover outstanding debt on utility accounts.

**Performance Measures**

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

**Estimated 19/20**

Bill all Existing and new account  
Total dollars billed

160,000  
\$50,000.000

## EXHIBIT I-BUDGET PERFORMANCE

### Program/Service Outcomes: (based on program objectives)

	Estimated 19/20
Utility bills mailed accurately	98%
Utility bills mailed timely	90%
Customer call answered timely	95%
Customer signed up for on-line payment/account access.	2,000

### Performance Measures

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

	Actual 18/19
Bill all Existing and new accounts	147,278
Total dollars billed	\$25,000.000

#### Program/Service Outcomes: (based on program objectives)

	Actual 18/19
Utility bills mailed accurately	95%
Utility bills mailed timely	85%
Customer call answered timely	90%
Customer signed up for on-line payment/account access.	2,000

### Prior Year Highlights:

- Improved phone correspondence weekly report (*handling of incoming calls*)
- Improved Customer Service interactions (*social media platform, bill messages, etc.*)
- Improved collections of delinquent and past due accounts; resumed accessing late penalties (*after 2-year delay*)
- Improved Utility Billing process and gathered monthly statistics in a timely manner
- Identified and fixed anomalies found in the field/system with the AMI software (Beacon/OTV)
- Cross train of key personnel complete to allow for continuity of corporate knowledge providing better business processes and efficiency
- Conduct weekly interdepartmental collaboration meetings facilitated by the Customer Service team to address and resolve outstanding technical issues associated with various operating systems
- Initiated Community Engagement (*Holiday Raffles, etc.*)
- Improved Team Building

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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Fund: 510 Department and Number: Customer Service - 4630

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Customer Service

Prepared By: Aurelia Gray

Description of Item: 100% Cotton Unisex Shirts with Standard Power or City logo embroidered on front.

Reason for Requesting: To promote Public/Green Power Week, City employees along with Power department employees are being encourage to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote awareness and use of Green Power in College Park.

Cost Estimate/Revenue Enhancement: 16 Employees @ \$40.00 ea. -----\$ 640.00





# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 1575 - Engineering								
Personnel Services								
51 5010	Salary/Operating	118,957.17	166,123.00	116,461.23	70	108,618.00	108,618.00	(35)
51 5040	Shared Utility Payments	1,622.97	2,400.00	932.56	39	2,400.00	2,400.00	
51 5190	Medicare	1,681.32	2,400.00	1,652.56	69	1,575.00	1,575.00	(34)
<i>Personnel Services Totals</i>		<b>\$122,261.46</b>	<b>\$170,923.00</b>	<b>\$119,046.35</b>	<b>70%</b>	<b>\$112,593.00</b>	<b>\$112,593.00</b>	<b>(34%)</b>
Employee Benefits								
51 5150	City Pension Contribution	15,052.72	15,000.00	17,712.12	118	13,577.00	13,577.00	(9)
51 5161	Life Insurance	1,213.04	193.00	102.96	53	99.00	99.00	(49)
51 5163	ST Disability Insurance	210.08	200.00	145.44	73	200.00	200.00	
51 5164	LT Disability Insurance	232.70	250.00	161.10	64	250.00	250.00	
51 5165	Health Insurance	10,171.92	7,500.00	8,813.70	118	6,854.00	6,854.00	(9)
51 5166	Dental Insurance	268.96	300.00	261.36	87	356.00	356.00	19
<i>Employee Benefits Totals</i>		<b>\$27,149.42</b>	<b>\$23,443.00</b>	<b>\$27,196.68</b>	<b>116%</b>	<b>\$21,336.00</b>	<b>\$21,336.00</b>	<b>(9%)</b>
Communications & Util.								
52 5240	Telephone	4,733.58	5,248.00	3,592.47	68	3,216.00	3,216.00	(39)
52 5260	Heat & Power	5,303.45	3,656.00	3,859.56	106	3,656.00	3,656.00	
52 5270	Water	185.34	164.00	169.00	103	164.00	164.00	
52 5280	Other Communication/Util	720.72	626.00	458.64	73	626.00	626.00	
<i>Communications &amp; Util. Totals</i>		<b>\$10,943.09</b>	<b>\$9,694.00</b>	<b>\$8,079.67</b>	<b>83%</b>	<b>\$7,662.00</b>	<b>\$7,662.00</b>	<b>(21%)</b>
Repair & Maintenance								
52 5700	R&M - Vehicles	3,702.26	2,500.00	2,421.28	97	3,600.00	3,600.00	44
52 5710	R&M Furn. & Equip.	.00	500.00	.00		500.00	.00	(100)
52 5720	R&M Communication Equip	.00	500.00	.00		500.00	.00	(100)
52 5730	R&M - D/P Equipment	.00	7,290.00	2,138.74	29	3,928.00	3,928.00	(46)
53 5680	Tires	102.58	200.00	136.30	68	300.00	200.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$3,804.84</b>	<b>\$10,990.00</b>	<b>\$4,696.32</b>	<b>43%</b>	<b>\$8,828.00</b>	<b>\$7,728.00</b>	<b>(30%)</b>
Training & Education								
52 6200	Training	3,667.98	800.00	187.80	23	800.00	400.00	(50)
52 6210	Dues	430.00	500.00	370.00	74	500.00	500.00	
52 6220	Subscription/Publications	250.00	300.00	.00		300.00	300.00	
52 6230	Conventions/Meetings	1,968.85	2,000.00	37.38	2	2,000.00	2,000.00	
<i>Training &amp; Education Totals</i>		<b>\$6,316.83</b>	<b>\$3,600.00</b>	<b>\$595.18</b>	<b>17%</b>	<b>\$3,600.00</b>	<b>\$3,200.00</b>	<b>(11%)</b>



# 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 1575 - Engineering								
Other Services & Charges								
52 3505	Mileage Reimbursement	.00	200.00	.00		200.00	200.00	
52 5510	Consulting Fees	11,936.67	6,000.00	1,400.00	23	6,000.00	2,000.00	(67)
52 6100	Auto Insurance	2,613.75	2,374.00	2,641.97	111	2,969.00	2,969.00	25
52 6110	Other Insurance	2,455.17	2,294.00	1,762.11	77	3,224.00	3,224.00	41
52 6130	Miscellaneous Services	.00	100.00	.00		100.00	100.00	
52 6150	Engineering Services	72,875.00	3,000.00	8,895.60	297	18,000.00	10,000.00	233
52 6170	Contractual Services	39,827.33	.00	.00		.00	.00	
52 6510	Claims Not Workmans Comp.	.00	200.00	.00		200.00	200.00	
52 6520	Easement Fees	.00	500.00	.00		500.00	500.00	
52 6560	Workers Comp/Administrati	400.32	606.00	943.60	156	687.00	687.00	13
52 6600	Claims Workers Comp.	36.26	.00	.00		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$130,144.50</b>	<b>\$15,274.00</b>	<b>\$15,643.28</b>	<b>102%</b>	<b>\$31,880.00</b>	<b>\$19,880.00</b>	<b>30%</b>
Materials & Supplies								
52 7300	Postage	12.17	100.00	10.53	11	100.00	100.00	
52 7320	Stationery & Printing	120.00	200.00	.00		200.00	200.00	
52 7330	Copy Expense	3,192.76	3,000.00	1,467.78	49	3,000.00	3,000.00	
53 7000	Gas & Oil	759.30	1,600.00	417.12	26	1,600.00	1,500.00	(6)
53 7010	Tools/Shop Supplies	134.15	200.00	21.02	11	200.00	200.00	
53 7050	Medical Services/Supplies	58.50	50.00	.00		50.00	50.00	
53 7121	Computer Hardware	1,069.29	1,500.00	3,545.97	236	3,500.00	1,500.00	
53 7122	Computer Supplies	1,648.43	1,400.00	.00		1,400.00	1,400.00	
53 7150	Other Operating Supplies	400.00	200.00	.00		200.00	200.00	
53 7310	Office Supplies	1,000.00	1,000.00	.00		1,000.00	1,000.00	
53 7360	Other Admin. Supplies	.00	200.00	.00		200.00	200.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$8,394.60</b>	<b>\$9,450.00</b>	<b>\$5,462.42</b>	<b>58%</b>	<b>\$11,450.00</b>	<b>\$9,350.00</b>	<b>(1%)</b>
Capital Outlay								
54 1400	Infrastructure	302,323.46	.00	.00		.00	.00	
<i>Capital Outlay Totals</i>		<b>\$302,323.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Department 1575 - Engineering Totals		<b>\$611,338.20</b>	<b>\$243,374.00</b>	<b>\$180,719.90</b>	<b>74%</b>	<b>\$197,349.00</b>	<b>\$181,749.00</b>	<b>(25%)</b>
<b>EXPENSE TOTALS</b>		<b>\$611,338.20</b>	<b>\$243,374.00</b>	<b>\$180,719.90</b>	<b>74%</b>	<b>\$197,349.00</b>	<b>\$181,749.00</b>	<b>(25%)</b>
Fund 100 - GENERAL FUND Totals								



# 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
	<b>EXPENSE TOTALS</b>	\$611,338.20	\$243,374.00	\$180,719.90	74%	\$197,349.00	\$181,749.00	(25%)
Fund 100 - GENERAL FUND	Totals	(\$611,338.20)	(\$243,374.00)	(\$180,719.90)	74%	(\$197,349.00)	(\$181,749.00)	(25%)
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$611,338.20	\$243,374.00	\$180,719.90	74%	\$197,349.00	\$181,749.00	(25%)
	Net Grand Totals	(\$611,338.20)	(\$243,374.00)	(\$180,719.90)	74%	(\$197,349.00)	(\$181,749.00)	(25%)

# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1575 - Engineering				
100 1575 52 3505	Account 52 3505 - Mileage Reimbursement Local Travel for Meetings	1.0000	200.00	200.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions 1		<u>200.00</u>
100 1575 52 5240	Account 52 5240 - Telephone AT&T	12.0000	14.00	168.00
100 1575 52 5240	Verizon	12.0000	72.00	864.00
100 1575 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions 3		<u>\$3,216.00</u>
100 1575 52 5270	Account 52 5270 - Water City Hall Engineering Department Water Charge	1.0000	164.00	164.00
	Account 52 5270 - Water Totals	Transactions 1		<u>164.00</u>
100 1575 52 5280	Account 52 5280 - Other Communication/Util Sanitation&Stormwater Allocation	1.0000	626.00	626.00
	Account 52 5280 - Other Communication/Util Totals	Transactions 1		<u>626.00</u>
100 1575 52 5700	Account 52 5700 - R&M - Vehicles MOODY'S ALLOCATION	1.0000	3,600.00	3,600.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions 1		<u>\$3,600.00</u>
100 1575 52 5730	Account 52 5730 - R&M - D/P Equipment Civic Plus (Website)	1.0000	606.26	606.26
100 1575 52 5730	Comcast	1.0000	77.61	77.61
100 1575 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 1575 52 5730	Tyler NW	1.0000	2,138.74	2,138.74
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions 4		<u>\$3,927.35</u>
100 1575 52 6100	Account 52 6100 - Auto Insurance Auto Insurance	1.0000	2,968.61	2,968.61
	Account 52 6100 - Auto Insurance Totals	Transactions 1		<u>2,968.61</u>
100 1575 52 6110	Account 52 6110 - Other Insurance Apex Insurance	1.0000	3,223.01	3,223.01
	Account 52 6110 - Other Insurance Totals	Transactions 1		<u>\$3,223.01</u>
100 1575 52 6150	Account 52 6150 - Engineering Services Support other departments with support of services	1.0000	10,000.00	10,000.00
	Account 52 6150 - Engineering Services Totals	Transactions 1		<u>\$10,000.00</u>
100 1575 52 6200	Account 52 6200 - Training Professional Development Hrs, William Moore	1.0000	400.00	400.00
	Account 52 6200 - Training Totals	Transactions 1		<u>400.00</u>
100 1575 52 6210	Account 52 6210 - Dues American Civil Engineering Dues-Annual	1.0000	250.00	250.00



# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1575 - Engineering				
Account 52 6210 - Dues				
100 1575 52 6210	Erosion and Sediment Control License-3 Year Term	1.0000	250.00	250.00
		Transactions	2	<u>\$500.00</u>
Account 52 6220 - Subscription/Publications				
100 1575 52 6220	Blue Book	1.0000	50.00	50.00
100 1575 52 6220	Floodplain Management Documents	1.0000	100.00	100.00
100 1575 52 6220	National Flood Insurance Program Community Rating System Booklet	1.0000	75.00	75.00
100 1575 52 6220	Stormwater Subscription	1.0000	75.00	75.00
		Transactions	4	<u>\$300.00</u>
Account 52 6230 - Conventions/Meetings				
100 1575 52 6230	William APWA	1.0000	2,000.00	2,000.00
		Transactions	1	<u>\$2,000.00</u>
Account 52 6520 - Easement Fees				
100 1575 52 6520	Easement have been required for city business	1.0000	500.00	500.00
		Transactions	1	<u>\$500.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1575 52 6560	Worker Comp	1.0000	686.25	686.25
		Transactions	1	<u>\$686.25</u>
Account 52 7300 - Postage				
100 1575 52 7300	commuity rating system mail outs	1.0000	100.00	100.00
		Transactions	1	<u>\$100.00</u>
Account 52 7320 - Stationery & Printing				
100 1575 52 7320	New Business Cards	4.0000	50.00	200.00
		Transactions	1	<u>\$200.00</u>
Account 52 7330 - Copy Expense				
100 1575 52 7330	We support other city department with maps and drawings	1.0000	3,000.00	3,000.00
		Transactions	1	<u>\$3,000.00</u>
Account 53 5680 - Tires				
100 1575 53 5680	-Tire repairs	1.0000	200.00	200.00
		Transactions	1	<u>\$200.00</u>
Account 53 7000 - Gas & Oil				
100 1575 53 7000	Fuel Cost	1.0000	1,500.00	1,500.00
		Transactions	1	<u>\$1,500.00</u>
Account 53 7010 - Tools/Shop Supplies				
100 1575 53 7010	Replace of new or broken equipment for the office & trucks	1.0000	200.00	200.00
		Transactions	1	<u>\$200.00</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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 1575 - Engineering				
Account 53 7121 - Computer Hardware				
100 1575 53 7121	New laptop for Engineering	1.0000	1,500.00	1,500.00
		Transactions	1	<u>\$1,500.00</u>
	Account 53 7121 - Computer Hardware Totals			
Account 53 7122 - Computer Supplies				
100 1575 53 7122	Cost of ink and paper to support other department demands	1.0000	1,400.00	1,400.00
		Transactions	1	<u>\$1,400.00</u>
	Account 53 7122 - Computer Supplies Totals			
Account 53 7310 - Office Supplies				
100 1575 53 7310	Office Supplies	1.0000	1,000.00	1,000.00
		Transactions	1	<u>\$1,000.00</u>
	Account 53 7310 - Office Supplies Totals			
	Department 1575 - Engineering Totals			
		Transactions	33	<u>\$41,411.22</u>
	Fund 100 - GENERAL FUND Totals			
		Transactions	33	<u>\$41,411.22</u>
	<b>EXPENSES Totals</b>			
		Transactions	33	<u>\$41,411.22</u>
	Grand Totals			
		Transactions	33	<u>\$41,411.22</u>

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: Engineering 1575

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	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>
Engineering Director	1	1	1	1	1
City Engineer	0	0	0	1	0
GIS/CAD	1	1	1	0	0
<b>Total Personnel:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>

# Engineering

Engineering Director



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

Department and Number: **Engineering- 1575** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	City Engineer	1	0	71-1

Justification – City Engineer will take over Land Disturbance Activity, Site Plan Review, Construction Management (such as Main Street alley, Godby Road widening, and Herschel Road sidewalk, Transportation, Stormwater, Water, Sanitary Sewer, Planning Commission review of Final Plats, etc.

<b>Wages</b>		
Regular		\$63,298
Overtime		0
Medicare (1.45%)		\$ 918
FICA (6.2%) part-time only		-
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>		<b>\$64,216</b>
<b>Fringe Benefits</b>		
Group Life and AD & D \$350 per year		350
Health Insurance \$7,800 per position per year		7,800
Pensions (18%)*		\$11,394
Uniforms		0
<b>Total (5211 Proposed New Personnel – Benefits)</b>		<b>\$19,544</b>
<b>Training and Education</b>		
Training		\$ 2,000
Dues/ Memberships		\$ 250
Other		-
<b>Total (5212 Proposed New Personnel – Training/ Education)</b>		<b>\$2,250</b>
<b>Material and Supplies</b>		
Office Supplies		\$ 500
Safety Clothing and Equipment		\$ 300
Other		\$ 100
<b>Total (5213 Proposed New Personnel – Supplies)</b>		<b>\$ 900</b>
<b>Capital Outlay (Needed if position is approved)</b>		
Furniture and Fixtures		\$ 0
Office Machines and Equipment		\$1,500
Other		\$ 100
<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>		<b>\$1,600</b>
<b>Vehicle (Additional Needed if Position Approved)</b>		
Vehicle Type and Cost		\$ 0
Vehicle Service Costs		\$ 0
<b>Total (5215 New Personnel – Vehicles)</b>		<b>\$ 0</b>
<b>Total</b>		<b>\$88,510</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:** City Engineer.

**Job Summary:** This position is responsible for performing engineering work in the design, investigation, and construction of street, utility, and other public works projects, preparation of plans and specifications, and project management for assigned projects.

**Major Duties:**

Prepares engineering designs, specifications, quantity and costs estimates for Public works projects; obtains required easements or permits for streets or storm drainage.

Assists in the development of City transportation projects.

Conducts site inspections of construction projects and discusses problems that may require project changes with affected crews or contractors, recommends methods of resolving unusual, complex engineering problems related to storm water drainage, road construction, water, and sanitary sewer.

Serves as project engineer, researches applicable codes, regulations and requirements for assigned projects; develops engineering plans and compiles layout of preliminary plans; writes specifications to correspond to plans; coordinates required advertising for bids; advises contractors and construction inspectors during actual construction.

Reviews and comments on development plans and assists with final decisions on coordination of development permits.

Facilitates engineering bid proposals on City projects and provides bid recommendations to City Council.

Investigates citizen complaints regarding roadway, storm drainage and right of way problems related to the city infrastructure and public works projects and makes recommendations for corrective action as needed.

Supervises or acts as survey party chief for in-house surveying requirements.

Performs other duties as assigned.

**Knowledge Required by the Position:**

Knowledge of City and departmental policies and procedures.

Knowledge of Federal and Georgia regulations and standards for highway and drainage design.

Knowledge of GIS storm water inventory development and Computer-Aided Design (CAD).

Knowledge of the principles and practices of civil engineering as applied to drainage, road infrastructure design/construction and water/sewer design/construction.

Knowledge of land surveying and engineering methods and techniques.

Knowledge of work zone safety techniques.

Skill in using independent judgement and discretion.

Skill in prioritizing, scheduling, and delegating assignments.

Skill in operating modern office equipment.

Skill in analyzing, interpreting, and preparing reports.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively orally and in writing.

Ability to work under pressure and meet deadlines.

Ability to exercise Professional Engineering (PE) judgement to achieve results consistent with objectives.

**Supervisory Controls:** Work is assigned by the Engineering Director in terms of general instructions. Work is spot checked and reviewed for accuracy and the nature and propriety of final results..

**Guidelines:** Guidelines include generally accepted engineering practices, Federal (AASHTO + MUTCD), State (GDOT) and Local statutes and regulations. These guidelines are general as well as clear and specific but may require interpretation for specific applications.

**Job Title:** Ctiy Engineer (continued)

**Complexity:** The work consists of a variety of engineering and project management tasks..

**Scope and Effect:** The purpose of this position is to resolve technical issues for Mayor, Council, City Manager, Departments, and citizens who elect Mayor and Council. The desired effect is an continuing improvement to the Quality of Life..

**Personal Contacts:** Contacts are typically with co-workers and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information and provide services.

**Physical Demands:** The work is typically performed in the field and in an office with sitting, standing, walking carrying, climbing, crawling, bending, stooping, or kneeling and may involve light to medium lifting. The employee is required to move around construction sites uses tools or equipment requiring a high degree of dexterity.

**Work Environment:** The work is typically performed in an office and outdoor environment. The employee is exposed dirt, dust, noise, machinery with moving parts, rough terrain and occasional exposure to hot, cold, or inclement weather. The employee will be required to wear protective and safety equipment as needed.

**Supervisory and Management Responsibility:** None at this time but has occurred in the past and may occur in the future.

**Minimum Qualifications:**

Bachelor's degree in Civil engineering or related field; Master's Degree preferred. Professional Engineering (PE) in Georgia required. Seven to nine years of related experience; must posses Georgia Soil and Water Conservation Commission (GSWCC) Level II – Plans Reviewed or Designer certificate, must possess a valid Georgia Driver's license; or equivalent combination of education and experience.

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

**Engineering -1575**

<b>Fund: 100</b>	<b>Department and Number:</b>	
New Replacement for Vehicle/Equipment No.	Priority:	
<b>Vehicle Type</b> _____ 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	<b>Information on Vehicle/Equipment Being Replaced</b> _____ 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 2019-20 Operating Cost	
<b>List of Special Features, Not Standard:</b>	<b>Specific Description &amp; Condition of Item Being Replaced including VIN#::</b>	
<b>Justification/Description:</b>	<b>Recommended Disposition of Replaced Item:</b> Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
<b>Purchase Option New Vehicle/Equipment</b> _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2019-20 _____ Estimated Operating Cost During 2019-20	<b>Rental Option New Vehicle/Equipment</b> _____ 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: Engineering**      **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>All Departments are required to submit a vehicle inventory list.</i>										
770-G	1998	Ford	E150	1FTRE140WHA41281	16,000.00	10/13/1997	19,852 *	19,852*	NA	133146
777-G	2008	Ford	F250	1FSOX21588EA28598	24,696.00	3/5/2007	22,900	25,527	NA	GV19224

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**

**\* Mileage gage has been broken**

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

Department: Engineerii Division: Fund: General, Water/Sewer, Transportation Department # 1575

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54-7700	Virginia Avenue/Howell Slade bicycle lanes	FC T-SPLOST	\$166,000				
54-7700	CCPFR bridge replacement	FC T-SPLOST	\$356,400				
54-7700	Resurfacing 6 streets	FC T-SPLOST	\$716,444				
54-7700	Lake Shore Drive/Janice Road sidewalk	FC T-SPLOST	\$374,000				
54-7700	Water/Sanitary Sewer/ Amazon HQ2	Municipal Option Sales Tax		8,740,899	19,252,716	19,252,716	19,252,716
54-7700	Storm Sewer	Municipal Option Sales Tax		3,230,000	6,460,000	6,460,000	6,460,000
<b>Totals</b>			<b>1,612,844</b>	<b>11,970,899</b>	<b>25,712,716</b>	<b>25,712,716</b>	<b>25,712,716</b>

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

Department: Engineering

Fund: 100

Division:

Department Number: 1575

Item/Project Name: Virginia Avenue/Howell Slade Circle bicycle lanes

Item/Project Manager: William Moore

Priority Rating: 1

Units Requested: One

Number of Similar Units on Hand: Two

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: Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST) has dedicated funding for this project. If FC T-SPLOST projects are not built within 5 years, voters tend to vote against any 5 year extension.

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost     \$166,000    

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:**

Engineering

**Project Name or Title:**

Virginia Avenue/Howell Slade Circle bicycle lane.

**Project Description:**

Painted stripe which will produce narrower lanes which tends to encourage drivers to slow and drive safer.

**Project Justification and Impact:**

Fulton County Transportation Special Purpose Local Option (FC T-SPLOST) funding is committed for this project. If work is not started and completed before the five cycle ends, voters tend to vote against additional extensions.

**Project Costs: \$166,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$166,000	\$ -	\$ -	\$ -	\$ -	\$166,000

**Useful Life:** 10 years.

**Estimated Cost Beyond Five Year Program:** Thermoplastic reapplication.

**Funding Source:** FC T-SPLOST

**Relationship to Other Primary Projects:** First priority.



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

Department: Engineering

Fund: 100

Division:

Department Number: 1575

Item/Project Name: Camp Creek Parkway Frontage Road bridge utility relocations

Item/Project Manager: William Moore

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 4

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: Existing bridge is not strong enough to hold increased weight of heavier fire truck

Disposition of item replaced:

Sale

Trade In

Scrap (contractor)

Other Department Use

Justify need for this item, including use: Quicker response time for fire vehicles (Funding available from Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST))

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \$356,400

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:**

Engineering

**Project Name or Title:**

Camp Creek Parkway Frontage Road bridge

**Project Description:**

Utility relocations such as our sanitary sewer line, private fire hydrant, and AT&T conduit and cable will be funded by College Park instead of Georgia DOT who is funding construction costs.

**Project Justification and Impact:**

Fulton County Transportation Special Purpose Local Option (FC T-SPLOST) funding is committed for this project. If GDOT construction fund is held due to lack of utility relocation funding, their participation could be stopped and never restarted.

**Project Costs: \$356,400**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$356,400	\$ -	\$ -	\$ -	\$ -	\$356,400

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:** Rust removal and painting.

**Funding Source:** FC T-SPLOST

**Relationship to Other Primary Projects:** Georgia DOT project.

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

Department: Engineering Fund:100  
 Division: Department Number: 1575  
 Item/Project Name: Resurfacing 6 streets  
 Item/Project Manager: William Moore Priority Rating: 3  
 Units Requested: 6  
 Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

- |   |   |
|---|---|
| <input type="checkbox"/> Scheduled Replacement      | <input type="checkbox"/> Expanded Service             |
| <input type="checkbox"/> Replace Worn Out Equipment | <input type="checkbox"/> New Operation                |
| <input type="checkbox"/> Obsolete Equipment         | <input type="checkbox"/> Increased Safety Replacement |
| <input type="checkbox"/> Reduce Personnel Time      | <input type="checkbox"/> Additional                   |

If replacement, describe item to be replaced:

Disposition of item replaced:

- Sale       Trade In       Scrap (contractor)       Other Department Use

Justify need for this item, including use: Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST) should be invested before 5 year cycle ends or voters will tend to not approve the next set of projects.

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

Cost Breakdown:	Estimated Useful Life _____
	Estimated Cost      \$716,444 _____
	Less: Trade In      _____
	Net Cost      _____

NAME	FROM	TO	COST
1.Rugby Avenue	College Street	Harris Drive	\$177,845
2.Cambridge Avenue	Napoleon Street	College Street	\$ 99,844
3 Pierce Street	Lyle Avenue	Rugby Avenue	\$ 79,917
4. Park Terrace	Rugby Terrace	Cambridge Avenue	\$ 97,395
5. Ridgeway Avenue	Parkview Drive	Rugby avenue	\$ 79,547
6. College Street	Princeton Avenue	Rugby Avenue	\$181,895
<b>TOTAL</b>			<b>\$716,444</b>

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

**Department/Division:**

Engineering

**Project Name or Title:**

Resurfacing 6 streets.

**Project Description:**

Rugby avenue, Cambridge Avenue, Pierce Street, Park Terrace, Ridgeway Avenue, College Street.

**Project Justification and Impact:**

Fulton County Transportation Special Purpose Local Option (FC T-SPLOST) funding is committed for this project. If project is not started and completed in a five year cycle, voters tend to vote against extensions for new additional projects.

**Project Costs: \$716,444**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$716,444	\$ -	\$ -	\$ -	\$ -	\$716,444

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:** Resurfacing.

**Funding Source:** FC T-SPLOST

**Relationship to Other Primary Projects:** Local Maintenance Improvement Grant (LMIG).

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

Department: Engineering

Fund: 100

Division:

Department Number: 1575

Item/Project Name: Lake Shore Drive/Janice Road sidewalk

Item/Project Manager: William Moore

Priority Rating: 4

Units Requested: 1

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 (contractor)

Other Department Use

Justify need for this item, including use: Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST) should be invested before 5 year cycle ends but there is no other funding such as GDOT that will be spent sooner such as Camp Creek Parkway Frontage Road bridge.

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost           \$374,000          

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:**

Engineering

**Project Name or Title:**

Lake Shore Drive/Janice Drive sidewalk

**Project Description:**

Sidewalk starts at Herschel Road, serves all of Lake Shore Drive, and serves Janice Drive northwest to East Point city limits

**Project Justification and Impact:**

Fulton County Transportation Special Purpose Local Option (FC T-SPLOST) funding is committed for this project. Project is already designed and ready to bid. Safe access to The Main Street Academy (TMSA) may encourage local parents to enroll their students at TMSA and allow them to walk to school rather than ride a bus to East Point to elementary or middle school.

**Project Costs: \$374,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$374,000	\$ -	\$ -	\$ -	\$ -	\$374,000

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:** Repair work for utility cuts.

**Funding Source:** FC T-SPLOST

**Relationship to Other Primary Projects:** None known.

## EXHIBIT I-BUDGET PERFORMANCE

### Engineering Department

#### Program Description:

The Engineering Department provides Technical Services to the Citizens, Mayor, Council, City Manager, Department Heads, Staff and other Government Agencies on the Federal, State, County, and Municipal levels. These technical services include but are not limited to Plan Review, Storm Water Review, Geographic Information Systems (GIS), Records, and Construction Administration to insure compliance with Federal, State, and County, and City rules and regulations.

#### Trends:

Building our Global Gateway to sustain the demands of The World's Busiest Airport in the world at Hartsfield Jackson Atlanta International Airport with 38 hotels having 6,000 rooms while preserving the small town atmosphere of Historic College Park (Fourth largest Urban Historic District in Georgia after Savannah, Macon, and Atlanta). Providing the best possible customer services by anticipating their desires before they can communicate their request with a quick turnaround in reviewing Site Plans for engineering and storm water issues.

#### Program Broad Goals:

Provide timely review of all Site Plans concerning all Engineering issues. Provide quality and timely inspections. Ensure that the City complies with all mandates of Storm Water Management including National Flood Insurance Program (NFIP), Community Rating System (CRS), and National Discharge Elimination System (NPDES).

#### Program 19/20 Objectives:

Complete all Plan Reviews within 2 weeks. Maintain the CRS rating at 6.

#### Performance Measures

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

Number of plans to be submitted.	<b>Estimated 19-20</b> +300
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##### Program/Service Outcomes: (based on program objectives)

Review site plans with 2 weeks	<b>Estimated 19-20</b> 90%
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#### Performance Measures

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

Number of plans submitted during the fiscal year	<b>Actual 18-19</b> 52
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**Program/Service Outcomes: (based on program objectives)**

**Actual 18-19**

Review site plans within 2 weeks.

90%

**Prior Year Highlights:**

- Old National Highway pedestrian enhancements greatly decreased traffic congestion..
- Verizon paid \$103,000 in telecommunications fees and completed the Airport Loop which College Park (CP) on all 18 projects.
- Fire Station #3 completed and final check provided.
- Temple Square started.
- Yorktowne Place restarted.
- Princeton Village restarted (Beazer Homes is having the same problem in Hapeville as D R Horton had at the Links that they can not build the homes as fast as they are selling.)
- WallyPark traffic signal is installed with a median crossing on Camp Creek Parkway culminating 4 years effort.
- Gateway Office Building II is completed.
- Herschel Road sidewalk is designed and built using Fulton County Transportation Special Purpose Local Option Sales Tax (FC TSPLOST) Quick Relief funds.
- Federal Emergency Management Agency (1) Community Assisted Visit (first in twenty years), (2)Community Rating System (CRS) Five Year Recertification completed and requests responded.
- Atlanta Department of Aviation was reinstated as responsible for erosion control plan review and inspection.
- Greenspring Road drainage maintenance completed despite the need for State stream buffer conditional permit and overcoming a Stop Work Order.
- Main Street alley redesigned with Kemi completing construction.
- BMW completed.
- Rental Car Center emergency gate opened for exits north to Downtown and south to Old National Highway after nine years of negotiation.
- GDOT funding for 13 streets to be restriped with Off System Safety funding.



**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: ENG - 1575**

Department Submitting Request: Engineering

Division Submitting Request:

Department Requested For: Information Technology and Telecommunications

Prepared By: William Moore

**Description of Item:** Airport City fiber optic connections north of Camp Creek Parkway and south side of Harvard Avenue and south side of Fairway Drive.

**Reason for Requesting:** Looping our property with fiber optic access would make the property more desirable for potential developers of Airport City. Verizon had planned and scheduled to install CP 18 on the north side of Camp Creek Parkway but were stopped by Georgia Department of Transportation (GDOT) due to their "Limited Access" policy. If GDOT was unwilling to grant an exception to College Park, fiber could be installed across our property.

Fiber optic could be installed under the 115 Kv and 25 Kv from Harvard Avenue Substation and connect to the Camp Creek Parkway route but that would limit the loop. A second loop could be built on a jumper pole at Fairway Drive and extend to Washington Road or to Herschel road via the Brady Trail.

**Cost Estimate/Revenue Enhancement:** \$22,000

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: ENG - 1575**

Department Submitting Request: Engineering

Division Submitting Request:

Department Requested For: City Manager

Prepared By: William Moore

Description of Item: Global Gateway pedestrian bridge. .

Reason for Requesting: Georgia Department of Transportation (GDOT) has conducted Final Field Plan Review (FFPR). If funding is not secured in a timely manner, project will be dropped from the schedule, placed on a shelf, and probably never be built.

Cost Estimate/Revenue Enhancement: Construction cost is \$7.8 million.

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

---

**Fund: 100**

**Department and Number: ENG - 1575**

Department Submitting Request: Engineering

Division Submitting Request:

Department Requested For: Public Works Department/ Parks and Grounds Division (Recreation Department)

Prepared By: William Moore

Description of Item: Herschel Road bridge replacement with connection to Brady Trail, Dodson Drive Connector (which heads toward Atlanta Beltline), and Golf Course Lake Trail.

Reason for Requesting: Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST) funding is available and the investment should occur within 5 years to convince voters that projects are being completed before the next round of funding. Southern Outdoor Recreational Bicycle Association (SORBA) is proposing Herschel road as part of their Ride and Fly Mountain Trail Bike (MTB) experience which would make a loop from Atlanta Beltline's Westside Trail to the southern extension of the East Side Trail. Brady Trail Extension was recently completed. Aerotropolis Atlanta Community Improvement District will provide a cost estimate for Dodson Drive Connector. Golf Course Lake Trail would stay on the south side of the unnamed tributary of Camp Creek, South Fork to merge with wood chip trail installed with Stimulus funding with a connection at Camp Creek Parkway and Global Gateway Connector.

Cost Estimate/Revenue Enhancement: \$544,500 cost but revenue Enhancement from increased SORBA expenditures have not been calculated.

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: ENG - 1575**

Department Submitting Request: Engineering

Division Submitting Request:

Department Requested For: Public Works Department/ Parks and Grounds Division

Prepared By: William Moore

Description of Item: Old National Highway at I85/285 landscaping.

Reason for Requesting: Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST) funding is available and the investment should occur within 5 years to convince voters that projects are being completed before the next round of funding. Aerotropolis Atlanta Community Improvement District has a conceptual design but they have not updated about any potential partners such as Georgia Department of Transportation (GDOT) or City of South Fulton.

Cost Estimate/Revenue Enhancement: \$502, 500 cost estimate (to maximize visibility while keeping costs down, the northeast and southwest corner would be done first with the other two completed with potential funding later).

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: ENG - 1575**

Department Submitting Request: Engineering

Division Submitting Request:

Department Requested For: Public Works Department/ Parks and Grounds Division

Prepared By: William Moore

Description of Item: Buffington Road landscaping at South Fulton Parkway.

Reason for Requesting: Fulton County Transportation Special Purpose Local Option Sales Tax (FC T-SPLOST) funding is available and the investment should occur within 5 years to convince voters that projects are being completed before the next round of funding. However, Buffington Road Widening would tear up a good bit of landscaping for the construction of the eastern bridge. Probably preferable to delay this project and explain to voters the wisdom for the delay.

Cost Estimate/Revenue Enhancement: \$502, 500 cost estimate for northeast and southeast corners.



# 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
<b>Fund 270 - GICC SPECIAL DISTRICT TAX</b>								
<b>REVENUE</b>								
Department 4980 - Newt Est-GICC Tax Dist								
<i>Taxes</i>								
31 1190	Special District Tax	102,530.03	105,000.00	118,134.32	113	121,650.00	121,650.00	16
31 9000	Interest On Taxes	(262.78)	.00	(10.62)	(1,062)	.00	.00	
31 9500	Fl Fa Tax	(5.50)	.00	.00		.00	.00	
<i>Taxes Totals</i>		<u>\$102,261.75</u>	<u>\$105,000.00</u>	<u>\$118,123.70</u>	<u>112%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>16%</u>
Department 4980 - Newt Est-GICC Tax Dist Totals		<u>\$102,261.75</u>	<u>\$105,000.00</u>	<u>\$118,123.70</u>	<u>112%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>16%</u>
<b>REVENUE TOTALS</b>		<b>\$102,261.75</b>	<b>\$105,000.00</b>	<b>\$118,123.70</b>	<b>112%</b>	<b>\$121,650.00</b>	<b>\$121,650.00</b>	<b>16%</b>
<b>EXPENSE</b>								
Department 4980 - Newt Est-GICC Tax Dist								
<i>Operating Transfers Out</i>								
61 1555	Oper. Trans.GICC	105,850.00	105,000.00	.00		121,650.00	121,650.00	16
<i>Operating Transfers Out Totals</i>		<u>\$105,850.00</u>	<u>\$105,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>16%</u>
Department 4980 - Newt Est-GICC Tax Dist Totals		<u>\$105,850.00</u>	<u>\$105,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>16%</u>
<b>EXPENSE TOTALS</b>		<b>\$105,850.00</b>	<b>\$105,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$121,650.00</b>	<b>\$121,650.00</b>	<b>16%</b>
<b>Fund 270 - GICC SPECIAL DISTRICT TAX Totals</b>								
<b>REVENUE TOTALS</b>		<b>\$102,261.75</b>	<b>\$105,000.00</b>	<b>\$118,123.70</b>	<b>112%</b>	<b>\$121,650.00</b>	<b>\$121,650.00</b>	<b>16%</b>
<b>EXPENSE TOTALS</b>		<b>\$105,850.00</b>	<b>\$105,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$121,650.00</b>	<b>\$121,650.00</b>	<b>16%</b>
Fund 270 - GICC SPECIAL DISTRICT TAX Totals		<u>(\$3,588.25)</u>	<u>\$0.00</u>	<u>\$118,123.70</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$102,261.75</b>	<b>\$105,000.00</b>	<b>\$118,123.70</b>	<b>112%</b>	<b>\$121,650.00</b>	<b>\$121,650.00</b>	<b>16%</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$105,850.00</b>	<b>\$105,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$121,650.00</b>	<b>\$121,650.00</b>	<b>16%</b>
Net Grand Totals		<u>(\$3,588.25)</u>	<u>\$0.00</u>	<u>\$118,123.70</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</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
<b>EXPENSES</b>				
Fund 270 - GICC SPECIAL DISTRICT TAX				
Department 4980 - Newt Est-GICC Tax Dist				
Account 61 1555 - Oper. Trans.GICC				
270 4980 61 1555	Oper Xfer-GICC	1.0000	121,650.00	121,650.00
	Account 61 1555 - Oper. Trans.GICC Totals	Transactions	1	<u>\$121,650.00</u>
	Department 4980 - Newt Est-GICC Tax Dist Totals	Transactions	1	<u>\$121,650.00</u>
	Fund 270 - GICC SPECIAL DISTRICT TAX Totals	Transactions	1	<u>\$121,650.00</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>1</b>	<b><u>\$121,650.00</u></b>
	Grand Totals	Transactions	1	<u>\$121,650.00</u>



**Convention  
Center**

# 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
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>REVENUE</b>								
Department 4970 - CONVENTION CENTER								
<i>Charges For Services</i>								
34 5100	Sales Food & Beverage	5,328,798.73	5,500,000.00	3,029,514.86	55	5,600,000.00	5,600,000.00	2
34 5110	Security Revenue	214,825.00	220,000.00	111,565.50	51	225,000.00	225,000.00	2
34 5120	Parking Rental	807,347.32	800,000.00	443,465.44	55	900,000.00	900,000.00	13
34 5140	Meeting Rooms	2,128,163.41	2,450,000.00	1,301,608.44	53	2,650,000.00	2,650,000.00	8
34 5150	Equipment Rental	234,056.23	280,000.00	110,344.25	39	280,000.00	280,000.00	
34 5160	Electrical Rental	413,331.00	450,000.00	213,096.00	47	450,000.00	450,000.00	
34 5170	Telecommunications Rental	222,927.57	280,000.00	156,340.00	56	300,000.00	300,000.00	7
<i>Charges For Services Totals</i>		<b>\$9,349,449.26</b>	<b>\$9,980,000.00</b>	<b>\$5,365,934.49</b>	<b>54%</b>	<b>\$10,405,000.00</b>	<b>\$10,405,000.00</b>	<b>4%</b>
<i>Commissions</i>								
34 5180	Audio/Visual Commissions	251,753.81	350,000.00	87,105.82	25	350,000.00	350,000.00	
<i>Commissions Totals</i>		<b>\$251,753.81</b>	<b>\$350,000.00</b>	<b>\$87,105.82</b>	<b>25%</b>	<b>\$350,000.00</b>	<b>\$350,000.00</b>	<b>0%</b>
<i>Other Income</i>								
34 1900	Miscellaneous Income	99,822.47	145,000.00	94,734.83	65	145,000.00	145,000.00	
39 1228	Administrative/Hospitality	6,451,676.00	6,532,230.00	.00		7,000,000.00	6,636,133.00	2
<i>Other Income Totals</i>		<b>\$6,551,498.47</b>	<b>\$6,677,230.00</b>	<b>\$94,734.83</b>	<b>1%</b>	<b>\$7,145,000.00</b>	<b>\$6,781,133.00</b>	<b>2%</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	4,866.09	500.00	5,895.91	1,179	1,000.00	1,000.00	100
36 1010	Interest - Restricted	.00	500.00	.00		1,000.00	1,000.00	100
<i>Interest Totals</i>		<b>\$4,866.09</b>	<b>\$1,000.00</b>	<b>\$5,895.91</b>	<b>590%</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>100%</b>
<i>Operating Transfers In</i>								
39 1200	Operating Transfers In	717,821.16	.00	.00		83,658.00	90,023.00	
39 1255	Transfers In	105,850.00	105,000.00	.00		105,000.00	121,650.00	16
<i>Operating Transfers In Totals</i>		<b>\$823,671.16</b>	<b>\$105,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$188,658.00</b>	<b>\$211,673.00</b>	<b>102%</b>
Department 4970 - CONVENTION CENTER Totals		<b>\$16,981,238.79</b>	<b>\$17,113,230.00</b>	<b>\$5,553,671.05</b>	<b>32%</b>	<b>\$18,090,658.00</b>	<b>\$17,749,806.00</b>	<b>4%</b>
<b>REVENUE TOTALS</b>		<b>\$16,981,238.79</b>	<b>\$17,113,230.00</b>	<b>\$5,553,671.05</b>	<b>32%</b>	<b>\$18,090,658.00</b>	<b>\$17,749,806.00</b>	<b>4%</b>
<b>EXPENSE</b>								
Department 4970 - CONVENTION CENTER								
<i>Personnel Services</i>								
51 5010	Salary/Operating	1,806,576.51	1,944,500.00	1,395,973.63	72	2,117,765.00	1,994,131.00	3
51 5020	Salary/Overtime	51,879.66	58,000.00	30,986.31	53	58,000.00	58,000.00	
51 5030	Salary/Parttime	279,714.27	250,000.00	141,038.69	56	250,000.00	250,000.00	
51 5040	Shared Utility Payments	16,713.36	15,000.00	10,607.35	71	15,000.00	15,000.00	
51 5041	Shared Personnel Costs	36,397.00	30,000.00	15,174.25	51	30,000.00	30,000.00	

# 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
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>EXPENSE</b>								
Department 4970 - CONVENTION CENTER								
Personnel Services								
51 5190	Medicare	28,433.60	30,000.00	21,011.64	70	33,800.00	32,540.00	8
51 5200	Fica	14,375.04	15,000.00	6,408.97	43	15,500.00	15,500.00	3
<i>Personnel Services Totals</i>		<b>\$2,234,089.44</b>	<b>\$2,342,500.00</b>	<b>\$1,621,200.84</b>	<b>69%</b>	<b>\$2,520,065.00</b>	<b>\$2,395,171.00</b>	<b>2%</b>
Employee Benefits								
51 5150	City Pension Contribution	244,693.96	366,014.00	283,277.28	77	410,223.00	393,803.00	8
51 5161	Life Insurance	23,958.60	2,389.00	1,624.33	68	2,382.00	2,283.00	(4)
51 5162	AD&D Insurance	.00	46.00	.00		46.00	46.00	
51 5163	ST Disability Insurance	3,707.02	4,115.00	2,423.94	59	4,115.00	4,115.00	
51 5164	LT Disability Insurance	3,189.45	3,652.00	2,102.07	58	3,652.00	3,652.00	
51 5165	Health Insurance	297,810.44	266,500.00	188,379.30	71	277,000.00	289,790.00	9
51 5166	Dental Insurance	8,862.61	8,400.00	6,381.10	76	9,343.00	8,987.00	7
51 5180	Uniforms	22,185.17	30,000.00	13,888.54	46	30,000.00	30,000.00	
<i>Employee Benefits Totals</i>		<b>\$604,407.25</b>	<b>\$681,116.00</b>	<b>\$498,076.56</b>	<b>73%</b>	<b>\$736,761.00</b>	<b>\$732,676.00</b>	<b>8%</b>
New Personnel Costs								
51 5210	Position Consideration	.00	191,415.00	.00		.00	100,000.00	(48)
51 5211	Fringe Benefits A/P	.00	66,467.00	.00		.00	.00	(100)
51 5212	Training/New Personnel	.00	3,025.00	.00		.00	.00	(100)
51 5213	Material/Supplies New Per	.00	30,380.00	.00		.00	.00	(100)
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$291,287.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>(66%)</b>
Communications & Util.								
52 5240	Telephone	201,843.72	207,850.00	169,911.80	82	310,850.00	310,850.00	50
52 5260	Heat & Power	947,284.80	1,078,000.00	988,695.48	92	1,299,000.00	1,150,000.00	7
52 5270	Water	309,081.68	90,000.00	65,359.37	73	180,000.00	120,000.00	33
52 5280	Other Communication/Util	321,522.10	45,000.00	15,763.15	35	55,000.00	55,000.00	22
<i>Communications &amp; Util. Totals</i>		<b>\$1,779,732.30</b>	<b>\$1,420,850.00</b>	<b>\$1,239,729.80</b>	<b>87%</b>	<b>\$1,844,850.00</b>	<b>\$1,635,850.00</b>	<b>15%</b>
Rentals								
52 5360	Other Equipment Rental	21,975.26	35,000.00	5,775.24	17	30,000.00	30,000.00	(14)
<i>Rentals Totals</i>		<b>\$21,975.26</b>	<b>\$35,000.00</b>	<b>\$5,775.24</b>	<b>17%</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>(14%)</b>
Repair & Maintenance								
52 5700	R&M - Vehicles	2,504.97	9,832.00	1,560.64	16	4,016.00	4,016.00	(59)
52 5710	R&M Furn. & Equip.	42,791.89	53,150.00	16,318.08	31	64,250.00	64,250.00	21
52 5730	R&M - D/P Equipment	97,184.74	113,501.00	20,639.39	18	154,486.00	154,486.00	36

# 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
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>EXPENSE</b>								
Department <b>4970 - CONVENTION CENTER</b>								
Repair & Maintenance								
52 5780	Grounds	158,287.91	380,350.00	86,672.79	23	165,350.00	165,350.00	(57)
<i>Repair &amp; Maintenance Totals</i>		<b>\$300,769.51</b>	<b>\$556,833.00</b>	<b>\$125,190.90</b>	<b>22%</b>	<b>\$388,102.00</b>	<b>\$388,102.00</b>	<b>(30%)</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	308,975.49	255,000.00	166,664.51	65	276,500.00	276,500.00	8
<i>Building Maintenance Totals</i>		<b>\$308,975.49</b>	<b>\$255,000.00</b>	<b>\$166,664.51</b>	<b>65%</b>	<b>\$276,500.00</b>	<b>\$276,500.00</b>	<b>8%</b>
<i>Training &amp; Education</i>								
52 6200	Training	16,555.85	15,175.00	9,961.20	66	20,690.00	20,690.00	36
52 6210	Dues	13,607.76	15,828.00	10,420.00	66	15,047.00	15,047.00	(5)
52 6220	Subscription/Publications	.00	550.00	527.00	96	550.00	550.00	
52 6230	Conventions/Meetings	6,812.68	8,600.00	321.13	4	8,600.00	8,600.00	
<i>Training &amp; Education Totals</i>		<b>\$36,976.29</b>	<b>\$40,153.00</b>	<b>\$21,229.33</b>	<b>53%</b>	<b>\$44,887.00</b>	<b>\$44,887.00</b>	<b>12%</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	582.58	1,500.00	561.09	37	1,500.00	1,500.00	
52 5290	Central Plant - Misc.	10,022.16	10,000.00	18,646.35	186	15,000.00	15,000.00	50
52 5450	Legal Fees	9,222.00	2,000.00	4,583.85	229	2,000.00	2,000.00	
52 6000	Advertising Expense	22,685.89	16,000.00	18,234.67	114	22,000.00	20,000.00	25
52 6050	Bank Charges	39,178.01	40,000.00	32,750.50	82	66,600.00	60,000.00	50
52 6100	Auto Insurance	1,306.87	1,200.00	1,320.99	110	1,484.00	1,484.00	24
52 6110	Other Insurance	144,165.42	134,155.00	135,261.49	101	145,648.00	145,648.00	9
52 6170	Contractual Services	99,474.70	80,000.00	53,127.93	66	90,000.00	90,000.00	13
52 6171	Security Services	427,794.36	422,600.00	231,938.26	55	445,000.00	435,000.00	3
52 6193	City Wide Events	115,179.71	150,000.00	136,553.97	91	150,000.00	150,000.00	
52 6240	Auto Allowance	6,500.00	11,500.00	4,500.00	39	6,000.00	6,000.00	(48)
52 6510	Claims Not Workmans Comp.	30,198.02	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	5,205.13	7,000.00	18,557.41	265	13,497.00	13,497.00	93
52 6580	Unemployment Compensation	3,535.74	.00	.00		.00	.00	
52 6590	Contingencies	.00	.00	.00		100,000.00	118,351.00	
52 6600	Claims Workers Comp.	39,714.90	9,591.00	1,443.29	15	9,591.00	9,591.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$954,765.49</b>	<b>\$885,546.00</b>	<b>\$657,479.80</b>	<b>74%</b>	<b>\$1,068,320.00</b>	<b>\$1,068,071.00</b>	<b>21%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	795.66	500.00	1,075.71	215	500.00	500.00	
52 7320	Stationery & Printing	6,099.21	6,000.00	442.20	7	6,700.00	6,350.00	6



# 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	<b>555 - CONVENTION CENTER FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4970 - CONVENTION CENTER</b>							
	<i>Materials &amp; Supplies</i>							
52 7330	Copy Expense	5,794.54	10,000.00	3,817.78	38	10,000.00	10,000.00	
53 7000	Gas & Oil	6,854.71	6,800.00	40,399.99	594	6,800.00	6,800.00	
53 7010	Tools/Shop Supplies	1,456.95	1,500.00	340.60	23	1,500.00	1,500.00	
53 7020	Janitorial Supplies	104,097.80	100,000.00	64,813.92	65	109,140.00	109,140.00	9
53 7050	Medical Services/Supplies	1,235.84	1,400.00	1,061.04	76	1,400.00	1,400.00	
53 7121	Computer Hardware	111,031.46	55,000.00	17,553.72	32	65,700.00	65,700.00	19
53 7122	Computer Supplies	13,707.25	15,000.00	11,497.21	77	15,500.00	15,500.00	3
53 7150	Other Operating Supplies	17,374.87	27,300.00	14,680.72	54	37,500.00	37,500.00	37
53 7310	Office Supplies	4,324.64	3,000.00	636.82	21	3,000.00	3,000.00	
	<i>Materials &amp; Supplies Totals</i>	\$272,772.93	\$226,500.00	\$156,319.71	69%	\$257,740.00	\$257,390.00	14%
	<i>Cost Of Sales</i>							
52 6260	Management Fee	275,000.00	275,000.00	203,561.25	74	295,000.00	295,000.00	7
52 6280	Contract Labor	1,190,736.06	955,000.00	860,779.71	90	1,100,000.00	1,100,000.00	15
52 6290	Contract Miscellaneous	380,879.31	350,000.00	228,206.71	65	350,000.00	325,000.00	(7)
53 5961	Expendable Reserve	106,189.49	105,000.00	120,089.04	114	137,500.00	137,500.00	31
53 5962	Marketing Reserve	70,559.85	180,000.00	41,517.65	23	110,000.00	110,000.00	(39)
53 5963	Kitchen Equipment Reserve	58,740.80	70,000.00	53,951.62	77	82,500.00	82,500.00	18
53 5964	Bad Debt Reserve	702.48	5,000.00	.00		5,000.00	5,000.00	
53 6420	Concessions Purchased	175,674.32	170,000.00	83,208.23	49	170,000.00	170,000.00	
53 7030	Food & Dietary Supplies	1,158,698.04	945,320.00	694,697.79	73	1,155,000.00	1,155,000.00	22
	<i>Cost Of Sales Totals</i>	\$3,417,180.35	\$3,055,320.00	\$2,286,012.00	75%	\$3,405,000.00	\$3,380,000.00	11%
	<i>Capital Outlay</i>							
54 7560	Furniture/Fixtures Replac	571,175.48	361,000.00	42,185.00	12	361,000.00	361,000.00	
54 7620	Office Equipment-Replace	.00	530,200.00	.00		198,400.00	198,400.00	(63)
54 7640	Other Equipment - Replace	13,191.96	555,500.00	309,258.72	56	3,011,400.00	1,011,400.00	82
	<i>Capital Outlay Totals</i>	\$584,367.44	\$1,446,700.00	\$351,443.72	24%	\$3,570,800.00	\$1,570,800.00	-9%
	<i>Debt Service</i>							
58 1100	Bond Principal	4,730,000.00	4,730,000.00	4,835,000.00	102	4,945,000.00	4,945,000.00	5
58 2000	Bond Interest	1,110,391.67	1,146,425.00	1,037,123.75	90	925,359.00	925,359.00	(19)
	<i>Debt Service Totals</i>	\$5,840,391.67	\$5,876,425.00	\$5,872,123.75	100%	\$5,870,359.00	\$5,870,359.00	0%
	Department <b>4970 - CONVENTION CENTER Totals</b>	\$16,356,403.42	\$17,113,230.00	\$13,001,246.16	76%	\$20,013,384.00	\$17,749,806.00	4%
	<b>EXPENSE TOTALS</b>	\$16,356,403.42	\$17,113,230.00	\$13,001,246.16	76%	\$20,013,384.00	\$17,749,806.00	4%

# 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	<b>555 - CONVENTION CENTER FUND</b> Totals							
	REVENUE TOTALS	\$16,981,238.79	\$17,113,230.00	\$5,553,671.05	32%	\$18,090,658.00	\$17,749,806.00	4%
	EXPENSE TOTALS	\$16,356,403.42	\$17,113,230.00	\$13,001,246.16	76%	\$20,013,384.00	\$17,749,806.00	4%
Fund	<b>555 - CONVENTION CENTER FUND</b> Totals	\$624,835.37	\$0.00	(\$7,447,575.11)	+++	(\$1,922,726.00)	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$16,981,238.79	\$17,113,230.00	\$5,553,671.05	32%	\$18,090,658.00	\$17,749,806.00	4%
	EXPENSE GRAND TOTALS	\$16,356,403.42	\$17,113,230.00	\$13,001,246.16	76%	\$20,013,384.00	\$17,749,806.00	4%
	Net Grand Totals	\$624,835.37	\$0.00	(\$7,447,575.11)	+++	(\$1,922,726.00)	\$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
<b>REVENUES</b>				
Fund 555 - CONVENTION CENTER FUND				
Department 4970 - CONVENTION CENTER				
Account 34 1900 - Miscellaneous Income				
555 4970 34 1900	Advertizing Revenue	1.0000	32,000.00	32,000.00
555 4970 34 1900	ATM Fees	1.0000	1,000.00	1,000.00
555 4970 34 1900	Coke Exclusive Pouring Rightsl	1.0000	25,000.00	25,000.00
555 4970 34 1900	Dumpster/Misc. Special Rentals	1.0000	50,000.00	50,000.00
555 4970 34 1900	Other Miscellaneous Revenues	1.0000	37,000.00	37,000.00
	Account 34 1900 - Miscellaneous Income Totals	Transactions	5	\$145,000.00
Account 39 1200 - Operating Transfers In				
555 4970 39 1200	fRom TPD for Security Officer	1.0000	90,023.00	90,023.00
	Account 39 1200 - Operating Transfers In Totals	Transactions	1	\$90,023.00
Account 39 1228 - Administrative/Hospitalit				
555 4970 39 1228	Operating Transfer from Hotel/Motel	1.0000	765,674.00	765,674.00
555 4970 39 1228	Transfer from Hotel/Motel for Debt Serv	1.0000	5,870,459.00	5,870,459.00
	Account 39 1228 - Administrative/Hospitalit Totals	Transactions	2	\$6,636,133.00
Account 39 1255 - Transfers In				
555 4970 39 1255	Xfer from GICC Special District Tax	1.0000	121,650.00	121,650.00
	Account 39 1255 - Transfers In Totals	Transactions	1	\$121,650.00
	Department 4970 - CONVENTION CENTER Totals	Transactions	9	\$6,992,806.00
	Fund 555 - CONVENTION CENTER FUND Totals	Transactions	9	\$6,992,806.00
	<b>REVENUES Totals</b>	<b>Transactions</b>	<b>9</b>	<b>\$6,992,806.00</b>

# 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
<b>EXPENSES</b>				
Fund 555 - CONVENTION CENTER FUND				
Department 4970 - CONVENTION CENTER				
Account 51 5210 - Position Consideration				
555 4970 51 5210	Facilities Manager	1.0000	100,000.00	100,000.00
	Account 51 5210 - Position Consideration Totals	Transactions 1		<u>\$100,000.00</u>
Account 52 3505 - Mileage Reimbursement				
555 4970 52 3505	Local Travel - Sales, Marketing & Administration	1.0000	1,500.00	1,500.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions 1		<u>\$1,500.00</u>
Account 52 5240 - Telephone				
555 4970 52 5240	Cell and Wireless Service	1.0000	14,500.00	14,500.00
555 4970 52 5240	Comcast	1.0000	13,900.00	13,900.00
555 4970 52 5240	Windstream Bandwidth + Subscriber Service	1.0000	29,550.00	29,550.00
555 4970 52 5240	Windstream Telecommunications	1.0000	252,900.00	252,900.00
	Account 52 5240 - Telephone Totals	Transactions 4		<u>\$310,850.00</u>
Account 52 5260 - Heat & Power				
555 4970 52 5260	Scana	1.0000	75,000.00	75,000.00
555 4970 52 5260	Utility Allocation From Power	1.0000	1,075,000.00	1,075,000.00
	Account 52 5260 - Heat & Power Totals	Transactions 2		<u>\$1,150,000.00</u>
Account 52 5270 - Water				
555 4970 52 5270	College Park Water	1.0000	120,000.00	120,000.00
	Account 52 5270 - Water Totals	Transactions 1		<u>\$120,000.00</u>
Account 52 5280 - Other Communication/Util				
555 4970 52 5280	Dumpster Rental for Clients	1.0000	10,000.00	10,000.00
555 4970 52 5280	Sanitation	1.0000	37,100.00	37,100.00
555 4970 52 5280	Stormwater	1.0000	7,900.00	7,900.00
	Account 52 5280 - Other Communication/Util Totals	Transactions 3		<u>\$55,000.00</u>
Account 52 5290 - Central Plant - Misc.				
555 4970 52 5290	Chiller Repairs	1.0000	5,000.00	5,000.00
555 4970 52 5290	Fire Sprinkler Inspection and Maintenance	1.0000	5,000.00	5,000.00
555 4970 52 5290	Generator Fuel and Maintenance	1.0000	5,000.00	5,000.00
	Account 52 5290 - Central Plant - Misc. Totals	Transactions 3		<u>\$15,000.00</u>
Account 52 5360 - Other Equipment Rental				
555 4970 52 5360	Furniture Rental for Events	1.0000	15,000.00	15,000.00
555 4970 52 5360	Rental Equipment for Events	1.0000	15,000.00	15,000.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions 2		<u>\$30,000.00</u>
Account 52 5450 - Legal Fees				
555 4970 52 5450	Allocated Legal Fees	1.0000	2,000.00	2,000.00
	Account 52 5450 - Legal Fees Totals	Transactions 1		<u>\$2,000.00</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
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
555 4970 52 5700	Battery and Tire Replacement for van and rolling stock	1.0000	1,000.00	1,000.00
555 4970 52 5700	Moodys Allocation for Repairs	1.0000	1,816.00	1,816.00
555 4970 52 5700	Repair and Maint	1.0000	1,200.00	1,200.00
	<b>Account 52 5700 - R&amp;M - Vehicles Totals</b>	<b>Transactions</b>	<b>3</b>	<b>\$4,016.00</b>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
555 4970 52 5710	CCTV Maintenance	1.0000	25,000.00	25,000.00
555 4970 52 5710	Emergency Supplies	1.0000	500.00	500.00
555 4970 52 5710	Gable Sign Maintenance	1.0000	18,500.00	18,500.00
555 4970 52 5710	Lift and Equipment Repairs	1.0000	5,000.00	5,000.00
555 4970 52 5710	Misc. Repairs to Audio System and Equipment	1.0000	10,000.00	10,000.00
555 4970 52 5710	Radio Maintenance	1.0000	2,500.00	2,500.00
555 4970 52 5710	Radio Replacement	1.0000	2,750.00	2,750.00
	<b>Account 52 5710 - R&amp;M Furn. &amp; Equip. Totals</b>	<b>Transactions</b>	<b>7</b>	<b>\$64,250.00</b>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
555 4970 52 5730	CivicLive	1.0000	606.26	606.26
555 4970 52 5730	Delphi FDC Subscription	1.0000	48,884.00	48,884.00
555 4970 52 5730	Delphi Service and Support	1.0000	4,250.00	4,250.00
555 4970 52 5730	Meeting Matrix Servicing	1.0000	1,980.00	1,980.00
555 4970 52 5730	Microsoft Service Subscription	1.0000	2,500.00	2,500.00
555 4970 52 5730	Mimecast	1.0000	1,104.74	1,104.74
555 4970 52 5730	New Servicing IP Segmilted Router	1.0000	3,600.00	3,600.00
555 4970 52 5730	Reader Board Maintenance	1.0000	5,800.00	5,800.00
555 4970 52 5730	Service and Repairs to Misc. Equipment	1.0000	5,000.00	5,000.00
555 4970 52 5730	Sonic Wall, Proxim, Adobe, Nomadix, Allied Tel	1.0000	9,500.00	9,500.00
555 4970 52 5730	Time Card Equipment and Servicing	1.0000	2,500.00	2,500.00
555 4970 52 5730	Tyler NW	1.0000	5,560.74	5,560.74
555 4970 52 5730	Van Ran Maintenance	1.0000	13,200.00	13,200.00
555 4970 52 5730	Vcitadel 10G (12 month Term Cost)	1.0000	37,500.00	37,500.00
555 4970 52 5730	Vcitadel Fiber Installation	1.0000	12,500.00	12,500.00
	<b>Account 52 5730 - R&amp;M - D/P Equipment Totals</b>	<b>Transactions</b>	<b>15</b>	<b>\$154,485.74</b>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
555 4970 52 5740	Carpet Cleaning	1.0000	33,000.00	33,000.00
555 4970 52 5740	Electric Supplies	1.0000	10,000.00	10,000.00
555 4970 52 5740	Exterior and Window Cleaning	1.0000	10,000.00	10,000.00
555 4970 52 5740	Facility Dude CMMS	1.0000	3,500.00	3,500.00
555 4970 52 5740	Fire Alarm and VESDA Monitoring and Maintenance	1.0000	18,000.00	18,000.00
555 4970 52 5740	Fire Extinguisher Service	1.0000	2,000.00	2,000.00



# 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
<b>EXPENSES</b>				
Fund 555 - CONVENTION CENTER FUND				
Department 4970 - CONVENTION CENTER				
Account 52 5740 - R&M-Buildings				
555 4970 52 5740	General Repairs	1.0000	6,000.00	6,000.00
555 4970 52 5740	General Supplies	1.0000	6,000.00	6,000.00
555 4970 52 5740	Glass Replacement	1.0000	3,000.00	3,000.00
555 4970 52 5740	HVAC Air Filters	1.0000	12,000.00	12,000.00
555 4970 52 5740	HVAC Maintenance Service	1.0000	120,000.00	120,000.00
555 4970 52 5740	Lamp Replacement	1.0000	40,000.00	40,000.00
555 4970 52 5740	Paint Supplies	1.0000	5,000.00	5,000.00
555 4970 52 5740	Repair and Maintenance Key System	1.0000	3,000.00	3,000.00
555 4970 52 5740	Roll-Up Door Maintenance	1.0000	5,000.00	5,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	15	\$276,500.00
Account 52 5780 - Grounds				
555 4970 52 5780	Add'l Maintenance for Booths and Equipment	1.0000	7,500.00	7,500.00
555 4970 52 5780	Booth Equipment Maintenance	1.0000	7,850.00	7,850.00
555 4970 52 5780	Landscape Maintenance GICC and Loop Road	1.0000	125,000.00	125,000.00
555 4970 52 5780	New Irrigation	1.0000	20,000.00	20,000.00
555 4970 52 5780	Sail Light Maintenance and Repairs	1.0000	5,000.00	5,000.00
	Account 52 5780 - Grounds Totals	Transactions	5	\$165,350.00
Account 52 6000 - Advertising Expense				
555 4970 52 6000	Client Entertainment	1.0000	8,000.00	8,000.00
555 4970 52 6000	Local Advertising	1.0000	4,000.00	4,000.00
555 4970 52 6000	Sales Promotion	1.0000	8,000.00	8,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	3	\$20,000.00
Account 52 6050 - Bank Charges				
555 4970 52 6050	Replacement Equipment	4.0000	400.00	1,600.00
555 4970 52 6050	Usage Fee for Credit Cards for Events	1.0000	43,400.00	43,400.00
555 4970 52 6050	Usage Fee for Credit Cards for Parking	1.0000	15,000.00	15,000.00
	Account 52 6050 - Bank Charges Totals	Transactions	3	\$60,000.00
Account 52 6100 - Auto Insurance				
555 4970 52 6100	Insurance for City Van	1.0000	742.00	742.00
555 4970 52 6100	Insurance for Security Vehicle	1.0000	742.00	742.00
	Account 52 6100 - Auto Insurance Totals	Transactions	2	\$1,484.00
Account 52 6110 - Other Insurance				
555 4970 52 6110	Apex(Pru) Allocations from City Hall	1.0000	145,648.00	145,648.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$145,648.00
Account 52 6170 - Contractual Services				
555 4970 52 6170	Temp Labor Operations, Housekeeping & Bldg Svcs, Parking	1.0000	90,000.00	90,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	\$90,000.00

# 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
<b>EXPENSES</b>				
Fund <b>555 - CONVENTION CENTER FUND</b>				
Department <b>4970 - CONVENTION CENTER</b>				
Account <b>52 6171 - Security Services</b>				
555 4970 52 6171	Building Security	1.0000	290,000.00	290,000.00
555 4970 52 6171	Off Duty Clayton County Officers	1.0000	110,000.00	110,000.00
555 4970 52 6171	Outside Security Companies	1.0000	35,000.00	35,000.00
Account <b>52 6171 - Security Services Totals</b>		Transactions	3	<u>\$435,000.00</u>
Account <b>52 6193 - City Wide Events</b>				
555 4970 52 6193	City Fest	1.0000	70,000.00	70,000.00
555 4970 52 6193	College Park Joint Marketing	1.0000	80,000.00	80,000.00
Account <b>52 6193 - City Wide Events Totals</b>		Transactions	2	<u>\$150,000.00</u>
Account <b>52 6200 - Training</b>				
555 4970 52 6200	Ariel Work Platform Training	1.0000	1,000.00	1,000.00
555 4970 52 6200	Cisco Training MIS Manager	1.0000	5,800.00	5,800.00
555 4970 52 6200	Continuing Education Sales Mgrs	1.0000	700.00	700.00
555 4970 52 6200	Crowd Management Training	26.0000	15.00	390.00
555 4970 52 6200	Electrical Training and License Renewals	2.0000	300.00	600.00
555 4970 52 6200	Emergency Management Conference	1.0000	1,000.00	1,000.00
555 4970 52 6200	IAEE SE Classic	1.0000	1,800.00	1,800.00
555 4970 52 6200	IAVM Public Assembly Mgrs School	2.0000	3,500.00	7,000.00
555 4970 52 6200	LEED AP Operations & Maintenance	1.0000	600.00	600.00
555 4970 52 6200	Mediation Training Employee Dispute - Recertification	1.0000	300.00	300.00
555 4970 52 6200	Misc Training Oportions, Parking, Building Serices	1.0000	1,500.00	1,500.00
Account <b>52 6200 - Training Totals</b>		Transactions	11	<u>\$20,690.00</u>
Account <b>52 6210 - Dues</b>				
555 4970 52 6210	Airport Area Chamber of Commerce	1.0000	675.00	675.00
555 4970 52 6210	American Marketing Assn	1.0000	280.00	280.00
555 4970 52 6210	American Society of Assn. Executives	1.0000	500.00	500.00
555 4970 52 6210	Atlanta Convention and Visitors Bureau	1.0000	3,889.00	3,889.00
555 4970 52 6210	Atlanta G&L Chamber of Commerce	1.0000	1,000.00	1,000.00
555 4970 52 6210	Building Owners and Managers of Atl.	1.0000	250.00	250.00
555 4970 52 6210	Clayton County Chamber of Commerce	1.0000	650.00	650.00
555 4970 52 6210	Convention Sales Professionals	1.0000	400.00	400.00
555 4970 52 6210	GA Hotel and Lodging Assn	1.0000	500.00	500.00
555 4970 52 6210	GA Society of Assn Executives	1.0000	300.00	300.00
555 4970 52 6210	GEMA CEM	1.0000	400.00	400.00
555 4970 52 6210	HSMAI	1.0000	200.00	200.00
555 4970 52 6210	IAEE	1.0000	1,200.00	1,200.00
555 4970 52 6210	IEEE Adv. Tech for Humanity	1.0000	360.00	360.00
555 4970 52 6210	Int'l Assn of Venue Managers	5.0000	470.00	2,350.00

# 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
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>52 6210 - Dues</b>			
555 4970 52 6210	Meeting Planners Int'l	2.0000	479.00	958.00
555 4970 52 6210	National Fire Protection Agency	1.0000	400.00	400.00
555 4970 52 6210	Professional Convention Mgmt Assn	1.0000	250.00	250.00
555 4970 52 6210	South Fulton Chamber of Commerce	1.0000	485.00	485.00
	Account 52 6210 - Dues Totals	Transactions	19	<u>\$15,047.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
555 4970 52 6220	Journal of Emergency Management	1.0000	350.00	350.00
555 4970 52 6220	Venues Today	1.0000	200.00	200.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	2	<u>\$550.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
555 4970 52 6230	IAVM Arena Training	1.0000	2,400.00	2,400.00
555 4970 52 6230	IAVM Convention Center Conference	1.0000	2,800.00	2,800.00
555 4970 52 6230	IAVM Venue Connect	1.0000	3,400.00	3,400.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	3	<u>\$8,600.00</u>
Account	<b>52 6240 - Auto Allowance</b>			
555 4970 52 6240	Director - Car Allowance	1.0000	6,000.00	6,000.00
	Account 52 6240 - Auto Allowance Totals	Transactions	1	<u>\$6,000.00</u>
Account	<b>52 6260 - Management Fee</b>			
555 4970 52 6260	Fixed Management Fee	1.0000	60,000.00	60,000.00
555 4970 52 6260	Variable Management Fee	1.0000	235,000.00	235,000.00
	Account 52 6260 - Management Fee Totals	Transactions	2	<u>\$295,000.00</u>
Account	<b>52 6280 - Contract Labor</b>			
555 4970 52 6280	Net Labor Associated with Food and Beverage	1.0000	1,100,000.00	1,100,000.00
	Account 52 6280 - Contract Labor Totals	Transactions	1	<u>\$1,100,000.00</u>
Account	<b>52 6290 - Contract Miscellaneous</b>			
555 4970 52 6290	Direct Event Expenses	1.0000	175,000.00	175,000.00
555 4970 52 6290	Indirect Operating Expenses	1.0000	18,000.00	18,000.00
555 4970 52 6290	Miscellaneous Expenses	1.0000	27,000.00	27,000.00
555 4970 52 6290	Operating Expenses POP	1.0000	85,000.00	85,000.00
555 4970 52 6290	Trash Removal	1.0000	20,000.00	20,000.00
	Account 52 6290 - Contract Miscellaneous Totals	Transactions	5	<u>\$325,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
555 4970 52 6560	Allocation From City Hall	1.0000	13,496.34	13,496.34
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$13,496.34</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
<b>EXPENSES</b>				
Fund 555	<b>- CONVENTION CENTER FUND</b>			
Department 4970	<b>- CONVENTION CENTER</b>			
Account 52 6590	<b>- Contingencies</b>			
555 4970 52 6590	Misc. Contingencies	1.0000	118,351.00	118,351.00
	<b>Account 52 6590 - Contingencies Totals</b>	<b>Transactions 1</b>		<b>\$118,351.00</b>
Account 52 6600	<b>- Claims Workers Comp.</b>			
555 4970 52 6600	Workers Comp Claims	1.0000	9,591.00	9,591.00
	<b>Account 52 6600 - Claims Workers Comp. Totals</b>	<b>Transactions 1</b>		<b>\$9,591.00</b>
Account 52 7300	<b>- Postage</b>			
555 4970 52 7300	Business Correspondence	1.0000	200.00	200.00
555 4970 52 7300	FedEx and Courier Services	1.0000	300.00	300.00
	<b>Account 52 7300 - Postage Totals</b>	<b>Transactions 2</b>		<b>\$500.00</b>
Account 52 7320	<b>- Stationery &amp; Printing</b>			
555 4970 52 7320	Business Cards	1.0000	1,400.00	1,400.00
555 4970 52 7320	Business Stationary	1.0000	1,350.00	1,350.00
555 4970 52 7320	Lanyards and Badges	1.0000	900.00	900.00
555 4970 52 7320	Logo Cards and Pens	1.0000	1,000.00	1,000.00
555 4970 52 7320	Sales Collateral	1.0000	1,200.00	1,200.00
555 4970 52 7320	Utility Forms	1.0000	500.00	500.00
	<b>Account 52 7320 - Stationery &amp; Printing Totals</b>	<b>Transactions 6</b>		<b>\$6,350.00</b>
Account 52 7330	<b>- Copy Expense</b>			
555 4970 52 7330	Allocation to Proof	1.0000	(6,000.00)	(6,000.00)
555 4970 52 7330	Copy Machine Rental (2 Machines)	1.0000	10,000.00	10,000.00
555 4970 52 7330	Copy Overage	1.0000	1,000.00	1,000.00
555 4970 52 7330	Copy Paper	1.0000	4,000.00	4,000.00
555 4970 52 7330	County Taxes for Copiers	1.0000	1,000.00	1,000.00
	<b>Account 52 7330 - Copy Expense Totals</b>	<b>Transactions 5</b>		<b>\$10,000.00</b>
Account 53 5961	<b>- Expendable Reserve</b>			
555 4970 53 5961	Per Contract 2.5% of Revenue	1.0000	137,500.00	137,500.00
	<b>Account 53 5961 - Expendable Reserve Totals</b>	<b>Transactions 1</b>		<b>\$137,500.00</b>
Account 53 5962	<b>- Marketing Reserve</b>			
555 4970 53 5962	Per Contract 2% of Revenue	1.0000	110,000.00	110,000.00
	<b>Account 53 5962 - Marketing Reserve Totals</b>	<b>Transactions 1</b>		<b>\$110,000.00</b>
Account 53 5963	<b>- Kitchen Equipment Reserve</b>			
555 4970 53 5963	Per Contract 1.5% of Revenue	1.0000	82,500.00	82,500.00
	<b>Account 53 5963 - Kitchen Equipment Reserve Totals</b>	<b>Transactions 1</b>		<b>\$82,500.00</b>

# 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
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>53 5964 - Bad Debt Reserve</b>			
555 4970 53 5964	Per Contract .25% of Revenue	1.0000	5,000.00	5,000.00
	<b>Account 53 5964 - Bad Debt Reserve Totals</b>	Transactions	1	<u>5,000.00</u>
Account	<b>53 6420 - Concessions Purchased</b>			
555 4970 53 6420	Payments to Third Party Vendors	1.0000	170,000.00	170,000.00
	<b>Account 53 6420 - Concessions Purchased Totals</b>	Transactions	1	<u>170,000.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
555 4970 53 7000	Gas for Police Vehicle	1.0000	3,300.00	3,300.00
555 4970 53 7000	Gas, Oil, Propane & Mech Fluids	1.0000	3,500.00	3,500.00
	<b>Account 53 7000 - Gas &amp; Oil Totals</b>	Transactions	2	<u>6,800.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
555 4970 53 7010	Tools and Supplies for Building Services	1.0000	1,000.00	1,000.00
555 4970 53 7010	Tools and Supplies for Operations	1.0000	500.00	500.00
	<b>Account 53 7010 - Tools/Shop Supplies Totals</b>	Transactions	2	<u>1,500.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
555 4970 53 7020	Air Freshners	12.0000	320.00	3,840.00
555 4970 53 7020	Chair Cleaning	1.0000	6,500.00	6,500.00
555 4970 53 7020	Paper Products/Chemicals	1.0000	92,800.00	92,800.00
555 4970 53 7020	Replacement Vacuums	6.0000	1,000.00	6,000.00
	<b>Account 53 7020 - Janitorial Supplies Totals</b>	Transactions	4	<u>109,140.00</u>
Account	<b>53 7030 - Food &amp; Dietary Supplies</b>			
555 4970 53 7030	Cost of Food and Beverage	1.0000	1,155,000.00	1,155,000.00
	<b>Account 53 7030 - Food &amp; Dietary Supplies Totals</b>	Transactions	1	<u>1,155,000.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
555 4970 53 7050	Employee Physicals	1.0000	900.00	900.00
555 4970 53 7050	Medical Supplies	1.0000	500.00	500.00
	<b>Account 53 7050 - Medical Services/Supplies Totals</b>	Transactions	2	<u>1,400.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
555 4970 53 7121	Cisco Network Switches (3 Year Contract)	1.0000	12,300.00	12,300.00
555 4970 53 7121	Client Switch Controllers	1.0000	2,500.00	2,500.00
555 4970 53 7121	Closet Switches	1.0000	8,500.00	8,500.00
555 4970 53 7121	Document Scanner/Off Site Storage	1.0000	1,500.00	1,500.00
555 4970 53 7121	Fiber Hardware	1.0000	9,500.00	9,500.00
555 4970 53 7121	Parts, Receptacles and Dyes	1.0000	1,200.00	1,200.00
555 4970 53 7121	Security Hardware	1.0000	5,000.00	5,000.00
555 4970 53 7121	Server, Controllers, Hard Disk, Etc.	1.0000	4,000.00	4,000.00

# 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
<b>EXPENSES</b>				
Fund 555 - CONVENTION CENTER FUND				
Department 4970 - CONVENTION CENTER				
Account 53 7121 - Computer Hardware				
555 4970 53 7121	Software Upgrades and Licensing	1.0000	12,500.00	12,500.00
555 4970 53 7121	Tape Devices/Backup	1.0000	1,500.00	1,500.00
555 4970 53 7121	Wireless Controllers, Aps, Management	1.0000	7,200.00	7,200.00
	Account 53 7121 - Computer Hardware Totals	Transactions	11	\$65,700.00
Account 53 7122 - Computer Supplies				
555 4970 53 7122	Cables & Accessories	1.0000	2,500.00	2,500.00
555 4970 53 7122	Network Tools/Tester/Fiber Kits	1.0000	4,500.00	4,500.00
555 4970 53 7122	Printer Cartridges	1.0000	2,700.00	2,700.00
555 4970 53 7122	Replacement Printer	4.0000	500.00	2,000.00
555 4970 53 7122	Software Security Monitoring	1.0000	3,800.00	3,800.00
	Account 53 7122 - Computer Supplies Totals	Transactions	5	\$15,500.00
Account 53 7150 - Other Operating Supplies				
555 4970 53 7150	Banquet Podiums	8.0000	750.00	6,000.00
555 4970 53 7150	Chair Dollies	7.0000	400.00	2,800.00
555 4970 53 7150	Coffee and Supplies	1.0000	2,500.00	2,500.00
555 4970 53 7150	Linen Replacement	1.0000	20,000.00	20,000.00
555 4970 53 7150	Stage Rails	1.0000	6,200.00	6,200.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	5	\$37,500.00
Account 53 7310 - Office Supplies				
555 4970 53 7310	General Office Supplies	1.0000	3,000.00	3,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$3,000.00
Account 54 7560 - Furniture/Fixtures Replac				
555 4970 54 7560	Accoustic Panels	1.0000	150,000.00	150,000.00
555 4970 54 7560	Internal Room Displays	1.0000	211,000.00	211,000.00
	Account 54 7560 - Furniture/Fixtures Replac Totals	Transactions	2	\$361,000.00
Account 54 7620 - Office Equipment-Replace				
555 4970 54 7620	AVAYA Telephone System	1.0000	198,400.00	198,400.00
	Account 54 7620 - Office Equipment-Replace Totals	Transactions	1	\$198,400.00
Account 54 7640 - Other Equipment - Replace				
555 4970 54 7640	Boom Lift	1.0000	80,000.00	80,000.00
555 4970 54 7640	CCTV Camera Replacement	1.0000	50,000.00	50,000.00
555 4970 54 7640	Cushion Sports Chairs	1.0000	300,000.00	300,000.00
555 4970 54 7640	Digital Cable and Firber Installation	1.0000	191,400.00	191,400.00
555 4970 54 7640	Exterior Sign Repair	1.0000	100,000.00	100,000.00
555 4970 54 7640	Narrow Scissor Lift	1.0000	40,000.00	40,000.00
555 4970 54 7640	Parking Lot Repaving and Repair	1.0000	250,000.00	250,000.00
	Account 54 7640 - Other Equipment - Replace Totals	Transactions	7	\$1,011,400.00

# 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
<b>EXPENSES</b>				
Fund 555 - CONVENTION CENTER FUND				
Department 4970 - CONVENTION CENTER				
Account 58 1100 - Bond Principal				
555 4970 58 1100	2005 BIDA Bond	1.0000	3,685,000.00	3,685,000.00
555 4970 58 1100	2013 Series 2001 CC Refunding	1.0000	1,260,000.00	1,260,000.00
Account 58 1100 - Bond Principal Totals		Transactions	2	<u>\$4,945,000.00</u>
Account 58 2000 - Bond Interest				
555 4970 58 2000	2005 BIDA Civic Ctr Bond	1.0000	381,693.00	381,693.00
555 4970 58 2000	2005 BIDA Civic Ctr Bond Bond	1.0000	337,841.00	337,841.00
555 4970 58 2000	2013 Series 2001 CC Refunding	1.0000	109,244.00	109,244.00
555 4970 58 2000	2013 Series 2001 CC Refunding	1.0000	96,581.00	96,581.00
Account 58 2000 - Bond Interest Totals		Transactions	4	<u>\$925,359.00</u>
Department 4970 - CONVENTION CENTER Totals		Transactions	192	<u>\$14,621,958.08</u>
Fund 555 - CONVENTION CENTER FUND Totals		Transactions	192	<u>\$14,621,958.08</u>
<b>EXPENSES Totals</b>		<b>Transactions</b>	<b>192</b>	<b><u>\$14,621,958.08</u></b>
Grand Totals		Transactions	201	<u>\$21,614,764.08</u>



**EXHIBIT C – PERSONNEL**

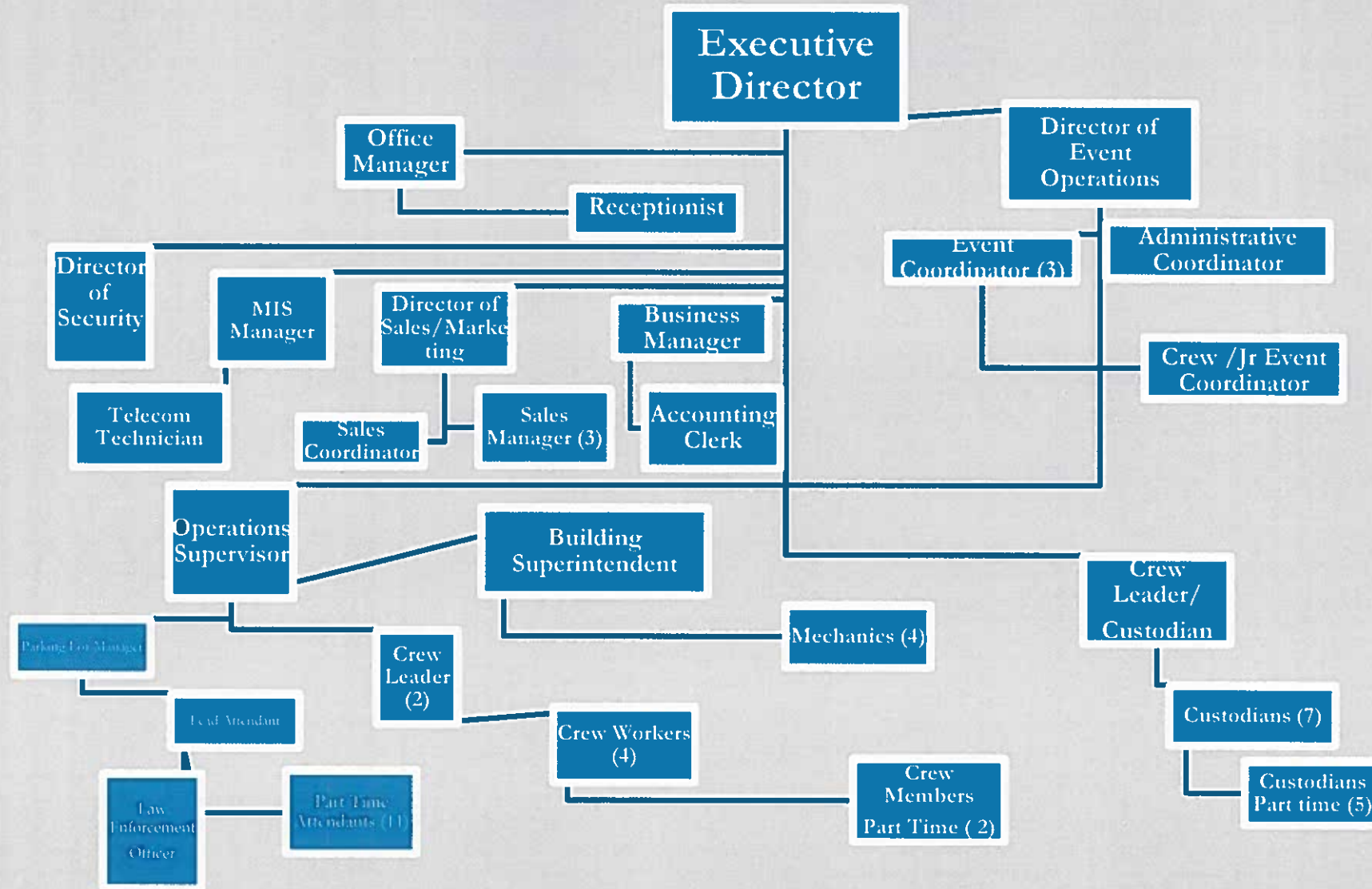
City of College Park, Georgia

Budget Year 2019-20

Fund: 555 Department and Number: Convention Center 4970

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommended
Executive Director	1	1	1	1	1
Facility Manager	0	0	0	1	1
Director of Event Operations	1	1	1	1	1
Director of Sales Marketing	1	1	1	1	1
Dir of Mktg. & PR	0	0	0	0	0
Building Superintendent	1	1	1	1	1
Director of Sales	0	0	0	0	0
Director of Security	0	1	1	1	1
Operations Supervisor	1	1	1	1	1
Accountant	0	0	0	0	0
Business Manager	1	1	1	1	1
Administrative Assistant	1	0	0	0	0
Office Manager/Special Asst.	1	1	1	1	1
MIS Technician	0	0	0	0	0
MIS Manager	1	1	1	1	1
Parking Lot Manager	1	1	1	1	1
Sales Manager	3	3	3	3	3
Event Coordinators	3	3	3	3	3
Executive Secretary	0	0	0	0	0
Accounting Clerk	1	1	1	1	1
Administrative Coordinator	1	1	1	1	1
Sales Administrative Coordinator	1	1	1	1	1
Lead Parking Attendant	1	1	1	1	1
Receptionist	1	1	1	1	1
Telecommunications Technician	1	1	1	1	1
Parking Attendant – Full Time	0	0	0	0	0
Electrical Mechanic	1	1	1	1	1
Electrical Service Mechanic	1	1	1	1	1
Bldg. Maintenance Mechanic	2	2	3	3	3
Crew Leader	3	3	3	4	4
Crew Worker	5	5	5	5	5
Custodian	7	7	7	8	8
Law Enforcement Police Officer	1	1	1	1	1
Parking Attendant	11	11	11	9	9
Custodian	5	5	5	4	4
Crew Workers	2	2	2	2	2
Accounting Clerk	0	0	1	1	1
Total Part Time Positions	18	18	19	17	17
Total Personnel:	58	59	62	62	62

# Convention Center



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

Department 555  
Number: **Convention Center 4970**

Fund: 555

Number of Positions Requested	Assistant Position Title:	Present Number of Positions	Changed Number of Positions	Salary Grade and Step	70
1	Facility Manager	0	-		\$70,000

1 Additional Positions – Full Time  
Additional Positions – Part Time  
Reclassified Positions  
From:

Justification (including assignment and responsibilities of position requested)  
This position performs complex professional and administrative work in directing the operation of the

Wages

Regular	\$ 70,000.00
Overtime	\$ -
Medicare (1.45%)	\$ 1,015.00
FICA (6.2%) part-time only	
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>	<b>\$ 71,015.00</b>

Fringe Benefits

Group Life and AD & D \$350 per year	\$ 350.00
Health Insurance \$7,800 per position per year	\$ 7,800.00
Pensions (18%)*	\$ 12,782.70
Uniforms	\$ -
<b>Total (5211 Proposed New Personnel – Benefits)</b>	<b>\$ 20,932.70</b>

Training and Education

Training	1,000.00
Dues/ Memberships	500.00
Other (digital portable radio)	\$ 1,500.00
<b>Total (5212 Proposed New Personnel – Training/ Education)</b>	<b>-</b>

Material and Supplies+7800+

Office Supplies	-
Safety Clothing and Equipment	-
Other	\$ 4,380.00
<b>Total (5213 Proposed New Personnel – Supplies)</b>	<b>\$ 4,380.00</b>

Capital Outlay (Needed if position is approved)

Furniture and Fixtures	-
Office Machines and Equipment	-
Other	-
<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>	<b>-</b>

Vehicle (Additional Needed if Position Approved)

Vehicle Type and Cost	-
Vehicle Service Costs	-
<b>Total (5215 New Personnel – Vehicles)</b>	<b>-</b>

**Total** **\$ 97,827.70**

**EXHIBIT D-1**  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2019-20

**Job Title: Facility Manager**

**Job Summary:** This position is responsible for performing complex professional and administrative work in directing the operation of the Georgia International Convention Center. Duties include assisting the Executive Director with the planning, coordinating, staffing, training, generating revenue and overall daily operation for the Convention Center. This position directly supervises the Director of Sales, Director of Marketing, Operations Superintendent, and Administrative staff.

**Major Duties:**

- Assists with planning, organizing, directing, and coordinating the daily operations of the Convention Center;
- Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including; interviewing, hiring, and training; planning assigning and directing work; appraising performance; awarding and disciplining employees; addressing complaints and resolving problems;
- Promotes and develops the use of the Convention Center for conventions, trade shows and meetings;
- Analyzes and investigates complaints/concerns from the Mayor, City Manager, public officials, departments, divisions, and the general public; recommends course of action for problem resolution;
- Assists with developing and administering the annual revenue and operating budget; recommends new revenue sources; monitors approved budget and authorizes expenditures;
- Assists with developing, communicating, and monitoring policies, procedures, technology, performance standards, work productivity/work flow to ensure continuous quality improvement for the Convention Center; recommends improvements as required;
- Carries out a continuous effort to improve operations, work processes; and works cooperatively and jointly to provide continuous improvement and customer-driven service;
- Oversees the operation of the security sub-contractor to ensure the safety of employees, clients and guests; ensure security staff coverage levels based on events in house; reviews and follow up on Security Incident Reports; make recommendations when necessary;
- Attends various trade shows and events to promote facility;
- Performs other related duties as required.

**Knowledge Required by the Position:**

- Knowledge of the methods and techniques of managing a Convention Center and related facilities;
- Working knowledge of public assembly industry procedures, operations and terminologies;
- Thorough knowledge of business management practices and procedures;

**Job Title: Facility Manager (continued)**

- Knowledge of contracts and agreements related to booking trade shows, conventions, consumer shows, and meetings;
- Knowledge of the principle of design and layout as used in exhibits and displays;
- Knowledge of advertising, printing, promotional techniques as they relate to public assembly facilities;
- Knowledge of facility maintenance, event coordination and manpower scheduling;
- Knowledge of marketing and sales techniques as applied to public facilities;
- Knowledge of laws and regulations pertaining to public assembly facilities, public safety rules and regulations, and building regulations;
- Knowledge of modern principles, practices and techniques of personnel management and training;
- Knowledge of market demographics and the ability to apply this knowledge in areas of revenue generation;
- Ability to effectively supervise and coordinate the Convention Center staff and processes;
- Ability to communicate effectively, both orally and in writing; read, interpret and enforce legal binding contracts; interpret laws and implement accordingly;
- Ability to use discretion and exercise sound judgment;
- Ability to work independently and as part of a team;
- Ability to prepare and monitor a division budget and to prepare a variety of reports regarding event activities, personnel issues, and budgetary issues to include sound recommendations and implementation strategies;
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Ability to work in a seated or standing position for continuous periods of time as well as extensive walking.

**Supervisory Controls:** Work is performed under the general supervision of the Executive Director.

**Guidelines:** Guidelines include the GICC Operations Policies and Procedures, City of College Park Policies and Procedures, Life Safety Code, Public Assembly Facility Law, Convention Industry Council Manual, Americans with Disabilities Act, City of College

Park ordinances as well as State and Federal rules and regulations regarding Convention Centers.

**Complexity:** Initiative and resourcefulness are necessary in performance of the job. Judgment is required both in interpreting established policies, goals, and objectives, and in applying concepts, plans and strategies.

Job Title: Facility Manager (continued)

**Scope and Effect:** The purpose of this position is to assist with directing and managing the operation of all Convention Center divisions to ensure the highest level of efficiency, productivity, and quality as it relates to Convention Center activities.

**Personal Contacts:** Contacts are typically with Convention Center staff, meeting planners, Exhibit and Show Managers, and other industry professionals, and vendors and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, negotiate and settle matters and provide services.

**Physical Demands:** Work is performed in an office sitting at a desk or walking Convention Center facilities. Employee must be able to work in a seated or standing position for continuous periods of time as well as extensive walking.

**Work Environment:** The work is typically performed in an office or convention center facility.

**Supervisory and Management Responsibility:** This position is responsible for supervising sales staff, marketing staff, operations staff and administrative staff.

**Minimum Qualifications:**

Bachelor's degree in Marketing, Business Administration, Public Administration or related field; Master's degree preferred; five (5) to seven (7) years of progressively responsible related experience, equivalent combination of education and experience.

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

Fund: 555

Department and Number:

**Convention Center 4970**

New Replacement for Vehicle/Equipment No.	Priority:																																				
<table border="0"> <tr> <td>Vehicle Type</td> <td>Sedan 2 Door</td> </tr> <tr> <td>_____</td> <td>Sedan 4 Door</td> </tr> <tr> <td>_____</td> <td>Cruiser</td> </tr> <tr> <td>_____</td> <td>Station Wagon</td> </tr> <tr> <td>_____</td> <td>Van</td> </tr> <tr> <td>_____</td> <td>1/2 ton Truck</td> </tr> <tr> <td>_____</td> <td>3/4 ton Truck</td> </tr> <tr> <td>_____</td> <td>Sanitation Front Loader</td> </tr> <tr> <td>_____</td> <td>Sanitation Rear Loader</td> </tr> <tr> <td>_____</td> <td>Other</td> </tr> </table>	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	<table border="0"> <tr> <td>_____</td> <td>Information on Vehicle/Equipment Being Replaced</td> </tr> <tr> <td>_____</td> <td>Age of Vehicle/Equipment Being Replaced</td> </tr> <tr> <td>_____</td> <td>Units of Use to Date (hours, miles, etc.)</td> </tr> <tr> <td>_____</td> <td>Total Operating/Maintenance Costs to Date</td> </tr> <tr> <td>_____</td> <td>Actual FYE 2018-19 Maintenance Cost</td> </tr> <tr> <td>_____</td> <td>Actual FYE 2018-19 Operating Cost</td> </tr> <tr> <td>_____</td> <td>Estimated FYE 2019-20 Maintenance Cost</td> </tr> <tr> <td>_____</td> <td>Estimated FYE 2019-20 Operating Cost</td> </tr> </table>	_____	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 2019-20 Operating Cost
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_____	Estimated FYE 2019-20 Maintenance Cost																																				
_____	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																																				
<table border="0"> <tr> <td>_____</td> <td>Purchase Option New Vehicle/Equipment</td> </tr> <tr> <td>_____</td> <td>Purchase Price</td> </tr> <tr> <td>_____</td> <td>Estimated Useful Life</td> </tr> <tr> <td>_____</td> <td>Estimated Use During 2019-20</td> </tr> <tr> <td>_____</td> <td>Estimated Operating Cost During 2019-20</td> </tr> </table>	_____	Purchase Option New Vehicle/Equipment	_____	Purchase Price	_____	Estimated Useful Life	_____	Estimated Use During 2019-20	_____	Estimated Operating Cost During 2019-20	<table border="0"> <tr> <td>_____</td> <td>Rental Option New Vehicle/Equipment</td> </tr> <tr> <td>_____</td> <td>Rental/Lease Cost per Year</td> </tr> <tr> <td>_____</td> <td>Estimated Length of Rental/Lease</td> </tr> <tr> <td>_____</td> <td>Estimated Use During 2019-20</td> </tr> <tr> <td>_____</td> <td>Estimated Operating Cost During 2019-20</td> </tr> </table>	_____	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																
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**EXHIBIT F-1**

City of College Park, Georgia

**Vehicle Inventory List**

**Dept:** Convention Cente **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</i>	<i>Current Year</i>	<i>Hours</i>	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>		
91	2001	Ford	E-150	1FMRE11231HB04740	19,506.00	1/1/2001	33,034	34,524	389	133121
	2007	Ford	Crown Victoria	2FAFP71W77X147175	10,000.00	11/16/2016	68,490	89,067	6,505	GV183B

*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: GICC Division: 555 Fund: 555 Department Number: 4970

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54 7620	Avaya Telephone System	General Fund	\$198,400				
54 7640	Exterior Sign Repair	General Fund	\$100,000				
54 7640	CCTV Camera Replacement	General Fund	\$50,000				
54 7640	Parking Lot Paving + Repairs	General Fund	\$250,000				
54 7640	Boom Lift	General Fund	\$80,000				
54 7640	Narrow Scissor Lift	General Fund	\$40,000				
54 7640	Digital Cable & Fiber Install	General Fund	\$191,400				
54 7640	Cushion Sports Chairs	General Fund	\$300,000				
54 7640	Video Conferencing	General Fund		\$98,000			
54 7640	Suites Lighting Retrofit	General Fund					\$50,000
54 7640	Operable Wall Refurbish - Halls	General Fund		\$500,000			
54 7640	Lobby Lighting Retrofit	General Fund			\$1,000,000		
54 7640	Fire Alarm System Upgrade	General Fund			\$200,000		
54 7640	HVAC Bypass Valve	General Fund		\$100,000			
54 7550	Van/Truck Replacement	General Fund		\$35,000			
54 7640	Roof Coating	General Fund				\$1,000,000	
54 7640	Carpet Replace (Lobby/Suites)	General Fund		\$750,000			
54 7640	Refurbish Restroom - Halls	General Fund			\$500,000		
54 7640	VMWare IT Infrastructure Backu	General Fund		\$140,000			
<b>Totals</b>			<b>\$1,209,800</b>	<b>\$1,623,000</b>	<b>\$1,700,000</b>	<b>\$1,000,000</b>	<b>\$50,000</b>

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

Department: Convention Center

Fund:555 4970 54 7620

Division: MIS DEPARTMENT

Department Number:

Item/Project Name: AVAYA Telecommunication System Upgrade

Item/Project Manager: Robert Ligon

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

<input checked="" type="checkbox"/> Scheduled Replacement	<input type="checkbox"/> Expanded Service
<input checked="" type="checkbox"/> Replace Worn Out Equipment	<input type="checkbox"/> New Operation
<input checked="" type="checkbox"/> Obsolete Equipment	<input type="checkbox"/> Increased Safety Replacement
<input type="checkbox"/> Reduce Personnel Time	<input type="checkbox"/> Additional

If replacement, describe item to be replaced:

Old G3si Cabinet, PBX, Software & Modules – Hardware is obsolete, worn (no available parts to fix, Current system will lead to possible disablement of phone system and all outside communications).

Disposition of item replaced:

Sale       Trade In       Scrap       Other Department Use

Justify need for this item, including use: Difficult to maintain, current system is obsolete. Equipment is outdated and required immediate attention. Replacement is essential for continuous use of revenue generated services.

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

Cost Breakdown: \$178,900	Estimated Useful Life <u>5 Years</u>
Wiring and Customs: \$4,500	Estimated Cost <u>\$205,400</u>
PC's, Server, UPS & Software: \$22,000	Less: Trade In <u>\$7,000</u>
	Net Cost <u>\$198,400</u>

Comparable Quotes:	Vendor Name	Vendor Quote
--------------------	-------------	--------------

1. VanRan (City Contract GSA)	<u>VanRan Communication</u>	\$198,400
-------------------------------	-----------------------------	-----------

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

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – AVAYA-CISCO TELECOMMUNICATION UPGRADE

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of our telecommunication platform.

**Project Justification and Impact:**

The GICC have not upgraded its telecommunication platform since 1997. The current system resources are depleted. The system is difficult to maintain - current system is obsolete. Equipment is outdated and requires immediate attention. Replacement is essential for continuous use of revenue generated services. This project is scheduled for replacement and is necessary in servicing the administrative staff and clients. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$198,400**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$198,400	\$ -	\$ -	\$ -	\$ -	\$198,400

**Useful Life: 5+ years**

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

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

Department: GICC Convention Center

Fund:

Division: 555

Department Number: 4970

Item/Project Name: Exterior Sign Repair

Item/Project Manager: GICC

Priority Rating: 1

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:

Exterior signage is in need of replacement /repair

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Old signage is worn out and needs to be replaced.

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

Cost Breakdown: \$100,000

Estimated Useful Life 10+ Years

Estimated Cost \$100,000

Less: Trade In N/A

Net Cost \$100,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Henry Sign

\$100,000

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

**Department/Division:**555/4970  
Convention Center

**Project Name or Title:**  
Exterior Sign Repair

**Project Description:**  
This capital improvement item is to replace worn out equipment

**Project Justification and Impact:**  
Old signage is worn out and in need of replacement.

**Project Costs:** \$100,000

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

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

Department: GICC Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: CCTV Camera Replacement

Item/Project Manager: GICC

Priority Rating: 3

Units Requested: 10

Number of Similar Units on Hand: 32

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: Required to secure property and assets for GICC.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Required to secure property and assets for GICC.

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

Cost Breakdown: \$50,000

Estimated Useful Life 10+ Years

Estimated Cost \$50,000

Less: Trade In N/A

Net Cost \$50,000

Comparable Quotes:

Vendor Name

Vendor Quote

- |            |          |
|------------|----------|
| 1. Tyco    | \$50,000 |
| 2. Siemens |          |
| 3. CCI     |          |

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

**Department/Division:**  
**555/4970**  
Convention Center

**Project Name or Title:**  
CCTV Camera Replacement

**Project Description:**  
This capital improvement item is to replace worn out equipment

**Project Justification and Impact:**  
Old signage is worn out and in need of replacement.

**Project Costs:** \$50,000

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

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

Department: GICC Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Parking Lot Paving + Repairs

Item/Project Manager: GICC

Priority Rating: 5

Units Requested: 1

Number of Similar Units on Hand: 1

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:

Existing Parking Lot paving + Stripping

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Existing Paving is cracked and broken . Lots D & E needs replacements.

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

Cost Breakdown: \$250,000

Estimated Useful Life 10+ Years

Estimated Cost \$250,000

Less: Trade In N/A

Net Cost \$250,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Georgia Paving

\$250,000



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

**Department/Division:**

555/4970

Convention Center

**Project Name or Title:**

Parking Lot Paving + Repairs

**Project Description:**

This capital improvement item is to repave and repair the parking lots.

**Project Justification and Impact:**

Old lots are cracked and broken. Lots D & E need to be repaved.

**Project Costs: \$250,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$250,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

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

Department: GICC Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Boom Lift

Item/Project Manager: GICC

Priority Rating: 6

Units Requested: 1

Number of Similar Units on Hand: 2

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:

JLG 34 HA BOOM LIFT

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: The old lift is worn out and unreliable.

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

Cost Breakdown: \$80,000

Estimated Useful Life 10+ Years

Estimated Cost \$80,000

Less: Trade In N/A

Net Cost \$80,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Premier Platform

\$80,000

2. United Rentals

3. Briggs Equipment

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

**Department/Division: 555**  
**Convention Center**

**Project Name or Title:**  
**Capital Improvement-Boom Lift**

**Project Description:**  
This capital improvement item is to provide resources for the purchase of a narrow boom lift.

**Project Justification and Impact:**  
The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing boom lift is worn out, and unreliable. The new boom lift will be reliable and able to fulfill client needs expeditiously when requested. It will have access to all areas where a lift is required throughout the facility. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$ 80,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

**Useful Life: 10 + years**

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

**Funding Source: Convention Center**

**Relationship to Other Primary Projects: None**

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

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Narrow Scissor Lift

Item/Project Manager: GICC

Priority Rating: 6

Units Requested: 1

Number of Similar Units on Hand: 2

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:

JLG 34 HA BOOM LIFT

Disposition of item replaced:

Sale

Trade in

Scrap

Other Department Use

Justify need for this item, including use: The old lift is worn out and unreliable.

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

Cost Breakdown: \$40,000

Estimated Useful Life 10Yrs

Estimated Cost \$40,000

Less: Trade In N/A

Net Cost \$40,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Premier Platform

\$40,000

2. United Rentals

3. Briggs Equipment

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

**Department/Division: 555**  
**Convention Center**

**Project Name or Title:**  
**Capital Improvement-Narrow Scissor Lift**

**Project Description:**  
This capital improvement item is to provide resources for the purchase of a narrow scissor lift.

**Project Justification and Impact:**  
The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing scissor lift is worn out, and unreliable. The new lift is smaller, and more versatile. It will have access to both large and small areas where a lift is required throughout the facility. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$ 40,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

**Useful Life: 10 + years**

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

**Funding Source: Convention Center**

**Relationship to Other Primary Projects: None**

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

Department: Convention Center

Fund: 555 4970 54 7620

Division: MIS DEPARTMENT

Department Number:

Item/Project Name: Digital Cable and Fiber Installation

Item/Project Manager: Robert Ligon

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

<input checked="" type="checkbox"/> Scheduled Replacement	<input type="checkbox"/> Expanded Service
<input checked="" type="checkbox"/> Replace Worn Out Equipment	<input type="checkbox"/> New Operation
<input checked="" type="checkbox"/> Obsolete Equipment	<input type="checkbox"/> Increased Safety Replacement
<input type="checkbox"/> Reduce Personnel Time	<input type="checkbox"/> Additional

If replacement, describe item to be replaced:

Replace old RG59 cabling and current MDTA analog controller.

Disposition of item replaced:

Sale       Trade In       Scrap       Other Department Use

Justify need for this item, including use: The current media topology was provision in year 2003. All cabling is obsolete. Currently we are having major difficulties servicing clients who wish to have digital services. New cabling will need to be installed to deliver digital content. This capital purchase is required in order to continue in providing client services and increasing revenues for the City of College Park

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

Cost Breakdown: \$180,900	Estimated Useful Life <u>5 Years</u>
Wiring and Customs: \$3,500	Estimated Cost <u>\$191,400</u>
PC's, Server, UPS & Software: \$7,000	Less: Trade In <u>N/A</u>
	Net Cost <u>\$ 191,400</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Comcast	Comcast	\$191,400
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**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2019-2020 BUDGET**

**Department/Division:**

Convention Center – MIS Department

**Project Name or Title:**

Capital Improvement – DIGITAL CABLE & FIBER INSTALLATION

**Project Description:**

This capital Improvement item is to provide resources necessary to obtain and maintain client servicing requirements. The system will pay for itself through up selling digital services that we have established.

**Project Justification and Impact:**

The current media topology was provision in year 2003. All cabling is obsolete. Currently we are having major difficulties services clients who wish to have digital services. New cabling will need to be installed to deliver digital content. This capital purchase is required in order to continue in providing client services and increasing revenues for the City of College Park.

**Project Costs: \$ 191,400**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 191,400	\$ -	\$ -	\$ -	\$ -	\$ 191,400

**Useful Life:**

5+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** Critical

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

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Cushion Sports Chairs

Item/Project Manager: William Code

Priority Rating:

Units Requested: 1500

Number of Similar Units on Hand: 0

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:

ry to meet the need of our clients and too cut down cost of renting chairs

Disposition of item replaced:

Sale

Trade in

Scrap

Other Department Use

Justify need for this item, including use: New Item for the Arena 2500 Chairs

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

Cost Breakdown: \$300,000

Estimated Useful Life 10Yrs

Estimated Cost \$300,000

Less: Trade In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

1.Mity Lite

\$333,500

2.Spectrum Seating

\$300,000

3Wells& Company

\$330,000



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

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Cushion Sports Chairs

**Project Description:**

This capital improvement item better service our clients' needs by providing additional chairs.

**Project Justification and Impact:**

The GICC is in need of additional chairs to replace and increase our chairs for events.

**Project Costs: \$300,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$300,000	\$ -	\$ -	\$ -	\$ -	\$300,000

**Useful Life: 10+ years**

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

**Funding Source: Convention Center**

**Relationship to Other Primary Projects: None**

## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name:**

#### **Georgia International Convention Center**

Georgia's newest and second largest convention center, the GICC is uniquely positioned to offer its guests and clients unprecedented convenience. The world's only convention center directly connected to a major airport, our modern facility embodies the grace and efficiency of flight itself.

The ATL SkyTrain connects the GICC to a major airport; it is just as convenient by car — at the juncture of two major U.S. interstates. The heart of Atlanta is 10 minutes away by rental car or MARTA train. And the airport's **Rental Car Center** links to the GICC by the ATL SkyTrain automated people mover.

#### **Arena @ College Park Gateway Center**

The City of College Park, the Georgia International Convention Center (GICC) broke ground in February 2018 on College Park's new multipurpose arena. Arena @ College Park Gateway Center, will be a sports and entertainment venue projected to bring significant economic impact to the area, with the Atlanta Hawks G League team confirmed as the destination's anchor tenant.

First renderings of the arena, were unveiled showcasing a development spanning 100,000 square feet of space, which is expected to be completed in fall 2019, bringing an estimated 600 jobs to College Park and surrounding areas, with a focus on women and minority participation. The Arena will hold 5,000 seats for events such as concerts and convocations, with 3,500 seats available for the Hawks G League basketball games. Its insulated precast panels, curtainwall glazing system and energized lobby for pregame entertainment will make it the premier event facility in the south metro area.

This marks the first time that the Hawks will have an Atlanta-based development team, just miles away from their home at Philips Arena.

### **Program History:**

In 1983 the city of College Park established the Business and Industrial Development Authority (BIDA) to solicit major hotels and start work on a public assembly facility owned and operated by College Park through BIDA. In 1983, the first Georgia International Convention & Trade Center (GICTC) opens with 136,000 total square feet. In 1993 GICTC opens Phase 2 expansion and changes name to the Georgia International Convention Center (GICC) with 329,000 square feet, including 5 exhibit halls totaling 120,000 square feet, 35 meeting rooms and 2 ballrooms, and an in-house food and beverage provider Proof of the Pudding.

In 2003, the GICC relocated to a new facility with 400,000 square foot facility with a 40,000 square foot ballroom, Georgia's largest. The facility included 150,000 square feet of exhibition space, 15,000 square feet of flexible meeting space, three executive boardrooms, a VIP Green Room, and a Culinary Arts Center. The new facility is located on Camp Creek Parkway, about ¼ mile from the airport.

2009 marked the opening of the 147-room LEED-certified SpringHill Suites hotel and in 2010 The Atlanta Airport Marriott Gateway opened on the GICC campus. The 403-room convention center hotel features a ballroom and meeting space to supplement the GICC's offerings.

The Renaissance Atlanta Airport Gateway Hotel is opened April 2017. The hotel will feature 204 exquisite rooms, a 3,220 square foot ballroom, meeting space and will be accessible to HJIA.

Construction has begun on the new Marriott AC Hotel to be completed Spring 2020 with 220 guest rooms.

Trends:

**Program 19/20 Objectives:**

Georgia International Convention Center strives to make all of our guests welcome by meeting or exceeding all client requirements. The GICC also works closely with show managers and meeting planners to facilitate a successful event and produce revenue for the city of College Park.

The GICC play many different roles in the community. By hosting regional and national conventions we generate taxes, individual spending, job creation and major economic impact to our local city, state and region. We also play a pivotal role in the local and state meeting and hospitality market by providing first class space for conventions, meetings, corporate events, fund raisers, banquets, consumer shows and entertainment concerts. The convention center staff strives to maximize the revenue potential of the facility while delivering first-rate customer service.

**Performance Measures**

	Actual 16/17	Actual 17/18	Estimate 18/19	Projected 19/20
Number of Events	5,122	5,900	6,100	6,400
Total Attendance	417,222	425,000	470,000	525,000
Ex Hall/Mtg Room Revenue	\$2,010,018	\$2,128,799	\$2,400,000	2,600,000
Food & Beverage Revenue	\$4,579,072	\$5,328,799	\$5,500,000	5,500,000
Parking Revenue	\$ 799,736	\$ 807,347	\$ 800,000	900,000

**Booking Accomplishments**

- BiTa Transparency 2018 the transportation industry's most exciting format for exploring essential FreightTech solutions took place over three days. Attendees had an opportunity to see Demo Day: quick (timed) presentations demonstrating actual tech solutions and mock ups. The Demo Day served as an important opportunity for organizations and individuals to meet, learn what's new and emerging, and collaborate on ways to propel the industry forward. The event encompassed both keynote speakers and breakout sessions in a traditional summit format. The estimated economic impact for this event was 1,700,000.00.
- Badcock Home Furniture & more Annual Dealer Meeting. Badcock's extended family of more than 1,000 dealers, store managers, corporate executives and vendors gathered for their annual fall meeting, a combination business review, merchandise preview and pep rally. The estimated economic impact for this event was 850,000.00.
- World System Builders is a community of financial professionals on a mission to deliver the best financial education and revolutionize the financial service industry through a reliable, build-able system. They want to bring Wall Street to Main Street, and vice versa. World System Builder uphold the professionalism of a proper institution without the confusing and complex jargon. World System Builders remembers where they came from, keeping the authenticity and excitement of a grass-roots movement. There were approximately 13,000 in attendance. The estimated economic impact for this event was 1,836,000.00.
- Hacker Halted the worlds most advanced ethical hacking course with 20 of the most current security domains an ethical hacker will want to know when planning to beef up the information security posture of their organization. In 20 comprehensive modules, the course covers over 270 attack technologies, commonly used by hackers. Our security experts have designed over 140 labs which mimic real time scenarios in the course to help you "live" through an attack as if it were real and provide you with access to over 2200 commonly used hacking tools to immerse you into the hacker world. The goal of this course is to help you master an ethical hacking methodology that can be used in a penetration testing or ethical hacking situation. You walk out the door with ethical hacking skills that are highly in demand, as well as the globally recognized Certified Ethical Hacker certification. There were approximately 1,400 in attendance. The estimated economic impact for this event was 1,900,000.00.
- 2018 International WFTDA Playoffs (Roller Derby). The International WFTDA Playoffs and Championship showcased the top 28 teams in the world based on global rankings. The top 4 ranked teams automatically received an invitation and top seeding at the International WFTDA Championships in Atlanta. There were approximately 1,100 in attendance. The estimated economic impact for this event was 1,200,000.00.

- Clayton County Public Schools Commencement Ceremonies 2019. Over the course of 3 days we will host 11 commencement ceremonies. The estimated attendance 85,000.

### **ATL Airport District (DMO)**

In 2012 College Park City Council created a Destination Marketing Organization. The mission of the CP-DMO is to generate and stimulate economic impact for the City of College Park by effectively marketing facilities of the community as a preferred tourism, convention and business destination. The DMO's use of funding to promote the GICC and services of the hotels and the attractions within the area.

In 2017, the CP College Park DMO was re-branded ATL Airport District. The brand is bold, contemporary and has improved their ability to sell and market College Park, East Point, and Union City and in 2017, the DMO added Hapeville to their sales efforts.

The mission of the ATL Airport District is to generate economic development for the City of College Park, East Point, Hapeville and Union City by effectively marketing the community as a preferred tourism, convention and meeting destination.

#### Key Groups Booked

##### **Home Depot Supply**

Total Room Nights: 2,065

Economic Impact: \$1.6 Million

##### **Skills USA Conference**

Room Nights: 3,996

Economic Impact: \$2.9 Million

##### **ESPN Challenge Kick-off**

Total Room Nights: 1,179

Economic Impact: \$12.8 Million

##### **World Pet Expo**

Total Room Nights: 1,118

Economic Impact: \$1.6 Million

##### **Southern Volleyball Tournament**

Total Room Nights: 3,709

Economic Impact: \$2.8 Million

#### **July 1, 2018 – January 2019**

Sales Leads: 459

Tax Receipt Increase: 13.2%

The DMO held their 4th annual meeting with over 250 people in attendance  
The ATL will sponsored "SPIN THE DISTRICT", September 2018  
ATL District and the GICC also sponsored "Sandbox Live", with over 100 valued  
Sherpard Expo services clients in July 2018.

### **Sponsorship**

The GICC continues their agreement with Coca-Cola Refreshments for "Pouring Rights". The Coca-Cola company will pay the GICC \$50,000 over the next 2 year period with over \$500 per year complimentary products and \$28,000 marketing funds.

We signed a agreement with Hartsfield Jackson Internatnioal Airport for a \$12,000 sign sponsorship.

### **Accomplishments**

Completed renovation of the Boardrooms and suites Meeting rooms.

Completed the Ballroom bathroom renovation

Mercedes Miller listed in Atlanta Business Chronicle as 100 Leaders in Atlanta Hosptality Industry.

Promoted Yanous Barner as Arena Manager

We established an agreement with Media Brokers International to pursue a Naming Rights Agreeemnt for the new Arena.

Hosted 2018 Kidsfest with over 3,800 people

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-2020

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Fund: 555

Department and Number: **Convention Center 4970**

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Department Submitting Request: Convention Center

Division Submitting Request: Convention Center

Department Requested For: Tourist Product Development

Prepared By: Mercedes Miller

**Description of Item:**

1. Transfer the cost for Director of Security at the Convention Center	\$ 83,658
2. Transfer the cost of Refurbishing the Ballroom at the Convention Center	\$1,500,000
3. Transfer the cost of the new kitchen at the arena.	\$ 950,000
Total	\$2,533,658

**Reason for Requesting:**

1. To provide a uniform police officer presence at the GICC. Additional security measure for patrons and clients visiting the GICC.
2. And 3. To Enhance the GICC and Arena to bring more clients and visitors to the College Park area.

**Cost Estimate/Revenue Enhancement:**

Total Cost \$2,533,658





# 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
<b>Fund 556 - GICC - ARENA</b>								
<b>REVENUE</b>								
Department 0000 - Revenues								
Charges For Services								
34 5100	Sales Food & Beverage	.00	.00	.00		2,070,000.00	2,220,000.00	
34 5110	Security Revenue	.00	.00	.00		75,000.00	75,000.00	
34 5120	Parking Rental	.00	.00	.00		100,000.00	200,000.00	
34 5140	Meeting Rooms	.00	.00	.00		365,000.00	400,000.00	
34 5150	Equipment Rental	.00	.00	.00		50,000.00	50,000.00	
34 5160	Electrical Rental	.00	.00	.00		50,000.00	50,000.00	
34 5170	Telecommunications Rental	.00	.00	.00		50,000.00	50,000.00	
<i>Charges For Services Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$2,760,000.00</b>	<b>\$3,045,000.00</b>	<b>+++</b>
Commissions								
34 5180	Audio/Visual Commissions	.00	.00	.00		100,000.00	100,000.00	
<i>Commissions Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$100,000.00</b>	<b>\$100,000.00</b>	<b>+++</b>
Other Income								
34 1900	Miscellaneous Income	.00	.00	.00		300,000.00	300,000.00	
39 1228	Administrative/Hospitalit	.00	975,000.00	.00		.00	.00	(100)
<i>Other Income Totals</i>		<b>\$0.00</b>	<b>\$975,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$300,000.00</b>	<b>\$300,000.00</b>	<b>(69%)</b>
Operating Transfers In								
39 1255	Transfers In	.00	25,000,000.00	8,999,000.00	36	.00	.00	(100)
<i>Operating Transfers In Totals</i>		<b>\$0.00</b>	<b>\$25,000,000.00</b>	<b>\$8,999,000.00</b>	<b>36%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>
Department 0000 - Revenues Totals		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$8,999,000.00</b>	<b>35%</b>	<b>\$3,160,000.00</b>	<b>\$3,445,000.00</b>	<b>(87%)</b>
<b>REVENUE TOTALS</b>		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$8,999,000.00</b>	<b>35%</b>	<b>\$3,160,000.00</b>	<b>\$3,445,000.00</b>	<b>(87%)</b>
<b>EXPENSE</b>								
Department 4969 - GICC ARENA								
Personnel Services								
51 5010	Salary/Operating	.00	.00	.00		483,600.00	412,776.00	
51 5020	Salary/Overtime	.00	.00	.00		3,000.00	.00	
51 5040	Shared Utility Payments	.00	.00	.00		4,800.00	.00	
51 5041	Shared Personnel Costs	.00	.00	.00		5,000.00	5,000.00	
51 5190	Medicare	.00	.00	.00		7,012.00	5,985.00	
<i>Personnel Services Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$503,412.00</b>	<b>\$423,761.00</b>	<b>+++</b>
Employee Benefits								
51 5150	City Pension Contribution	.00	.00	.00		99,186.00	84,660.00	
51 5161	Life Insurance	.00	.00	.00		447.00	397.00	
51 5163	ST Disability Insurance	.00	.00	.00		1,000.00	1,000.00	

# 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 556 - GICC - ARENA								
<b>EXPENSE</b>								
Department 4969 - GICC ARENA								
Employee Benefits								
51 5164	LT Disability Insurance	.00	.00	.00		1,200.00	1,200.00	
51 5165	Health Insurance	.00	.00	.00		55,231.00	42,957.00	
51 5166	Dental Insurance	.00	.00	.00		1,104.00	1,215.00	
51 5180	Uniforms	.00	.00	.00		27,500.00	20,000.00	
<i>Employee Benefits Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$185,668.00</b>	<b>\$151,429.00</b>	+++
Communications & Util.								
52 5240	Telephone	.00	.00	.00		286,400.00	225,000.00	
52 5260	Heat & Power	.00	.00	.00		150,000.00	150,000.00	
52 5270	Water	.00	.00	.00		10,000.00	10,000.00	
52 5280	Other Communication/Util	.00	.00	.00		44,000.00	25,000.00	
<i>Communications &amp; Util. Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$490,400.00</b>	<b>\$410,000.00</b>	+++
Rentals								
52 5360	Other Equipment Rental	.00	.00	.00		10,000.00	5,000.00	
<i>Rentals Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$10,000.00</b>	<b>\$5,000.00</b>	+++
Repair & Maintenance								
52 5730	R&M - D/P Equipment	.00	.00	.00		29,840.00	29,840.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$29,840.00</b>	<b>\$29,840.00</b>	+++
Training & Education								
52 6200	Training	.00	.00	.00		7,700.00	6,300.00	
52 6210	Dues	.00	.00	.00		1,790.00	600.00	
<i>Training &amp; Education Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$9,490.00</b>	<b>\$6,900.00</b>	+++
Other Services & Charges								
52 3505	Mileage Reimbursement	.00	.00	.00		400.00	400.00	
52 6000	Advertising Expense	.00	.00	.00		69,000.00	65,000.00	
52 6050	Bank Charges	.00	.00	.00		10,000.00	8,000.00	
52 6110	Other Insurance	.00	.00	.00		145,648.00	145,648.00	
52 6170	Contractual Services	.00	.00	.00		90,000.00	70,000.00	
52 6171	Security Services	.00	.00	.00		230,000.00	155,000.00	
52 6590	Contingencies	.00	.00	.00		.00	7,672.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	+++	<b>\$545,048.00</b>	<b>\$451,720.00</b>	+++
Materials & Supplies								
52 7320	Stationery & Printing	.00	.00	.00		5,000.00	3,000.00	
52 7330	Copy Expense	.00	.00	.00		7,000.00	7,000.00	

# 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 556 - GICC - ARENA								
EXPENSE								
Department 4969 - GICC ARENA								
Materials & Supplies								
53 7020	Janitorial Supplies	.00	.00	.00		66,300.00	55,000.00	
53 7050	Medical Services/Supplies	.00	.00	.00		600.00	600.00	
53 7121	Computer Hardware	.00	.00	.00		75,700.00	65,000.00	
53 7122	Computer Supplies	.00	.00	.00		13,300.00	10,000.00	
53 7150	Other Operating Supplies	.00	.00	.00		30,450.00	30,450.00	
53 7310	Office Supplies	.00	.00	.00		2,500.00	2,500.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$200,850.00</b>	<b>\$173,550.00</b>	<b>+++</b>
<i>Cost Of Sales</i>								
52 6260	Management Fee	.00	.00	.00		176,900.00	176,900.00	
52 6280	Contract Labor	.00	.00	.00		414,000.00	375,000.00	
52 6290	Contract Miscellaneous	.00	.00	.00		207,000.00	175,000.00	
53 5961	Expendable Reserve	.00	.00	.00		51,750.00	25,000.00	
53 5962	Marketing Reserve	.00	.00	.00		41,400.00	41,400.00	
53 5963	Kitchen Equipment Reserve	.00	.00	.00		3,000.00	3,000.00	
53 5964	Bad Debt Reserve	.00	.00	.00		5,175.00	.00	
53 6420	Concessions Purchased	.00	.00	.00		55,000.00	35,000.00	
53 7030	Food & Dietary Supplies	.00	.00	.00		434,700.00	400,000.00	
<i>Cost Of Sales Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$1,388,925.00</b>	<b>\$1,231,300.00</b>	<b>+++</b>
<i>Capital Outlay</i>								
54 7520	Buildings	.00	25,000,000.00	9,462,099.40	38	.00	.00	(100)
54 7550	Furniture/Fixtures New	.00	.00	.00		553,000.00	453,000.00	
54 7560	Furniture/Fixtures Replac	.00	975,000.00	.00		.00	.00	(100)
54 7630	Other Equipment - New	.00	.00	.00		1,133,500.00	108,500.00	
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$9,462,099.40</b>	<b>36%</b>	<b>\$1,686,500.00</b>	<b>\$561,500.00</b>	<b>(98%)</b>
Department 4969 - GICC ARENA Totals		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$9,462,099.40</b>	<b>36%</b>	<b>\$5,050,133.00</b>	<b>\$3,445,000.00</b>	<b>(87%)</b>
EXPENSE TOTALS		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$9,462,099.40</b>	<b>36%</b>	<b>\$5,050,133.00</b>	<b>\$3,445,000.00</b>	<b>(87%)</b>
Fund 556 - GICC - ARENA Totals								
REVENUE TOTALS		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$8,999,000.00</b>	<b>35%</b>	<b>\$3,160,000.00</b>	<b>\$3,445,000.00</b>	<b>(87%)</b>
EXPENSE TOTALS		<b>\$0.00</b>	<b>\$25,975,000.00</b>	<b>\$9,462,099.40</b>	<b>36%</b>	<b>\$5,050,133.00</b>	<b>\$3,445,000.00</b>	<b>(87%)</b>
Fund 556 - GICC - ARENA Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$463,099.40)</b>	<b>+++</b>	<b>(\$1,890,133.00)</b>	<b>\$0.00</b>	<b>+++</b>
Net Grand Totals								

# Budget Worksheet Report

Budget Year 2020

REVENUE GRAND TOTALS	\$0.00	\$25,975,000.00	\$8,999,000.00	35%	\$3,160,000.00	\$3,445,000.00	(87%)
EXPENSE GRAND TOTALS	\$0.00	\$25,975,000.00	\$9,462,099.40	36%	\$5,050,133.00	\$3,445,000.00	(87%)
Net Grand Totals	\$0.00	\$0.00	(\$463,099.40)	+++	(\$1,890,133.00)	\$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
<b>REVENUES</b>				
Fund 556 - GICC - ARENA				
Department 0000 - Revenues				
Account 34 1900 - Miscellaneous Income				
556 0000 34 1900	Coke Sponsorship	1.0000	25,000.00	25,000.00
556 0000 34 1900	Naming Rights	1.0000	250,000.00	250,000.00
556 0000 34 1900	Sponsorships inside the Arena	1.0000	25,000.00	25,000.00
	Account 34 1900 - Miscellaneous Income Totals	Transactions	3	\$300,000.00
Account 34 5110 - Security Revenue				
556 0000 34 5110	Event Security	1.0000	75,000.00	75,000.00
	Account 34 5110 - Security Revenue Totals	Transactions	1	\$75,000.00
Account 34 5140 - Meeting Rooms				
556 0000 34 5140	Concert Ticket Sales (6 @ 5000) * \$2 Each	1.0000	60,000.00	60,000.00
556 0000 34 5140	Room Rental	1.0000	210,000.00	210,000.00
556 0000 34 5140	Ticket Sales for Bsketball Games	26.0000	5,000.00	130,000.00
	Account 34 5140 - Meeting Rooms Totals	Transactions	3	\$400,000.00
Account 34 5150 - Equipment Rental				
556 0000 34 5150	Specialty Equipment Rental	1.0000	50,000.00	50,000.00
	Account 34 5150 - Equipment Rental Totals	Transactions	1	\$50,000.00
Account 34 5160 - Electrical Rental				
556 0000 34 5160	Special Electrical for Events	1.0000	50,000.00	50,000.00
	Account 34 5160 - Electrical Rental Totals	Transactions	1	\$50,000.00
Account 34 5170 - Telecommunications Rental				
556 0000 34 5170	Event IT Services	1.0000	50,000.00	50,000.00
	Account 34 5170 - Telecommunications Rental Totals	Transactions	1	\$50,000.00
Account 34 5180 - Audio/Visual Commissions				
556 0000 34 5180	Event AV Commission	1.0000	100,000.00	100,000.00
	Account 34 5180 - Audio/Visual Commissions Totals	Transactions	1	\$100,000.00
	Department 0000 - Revenues Totals	Transactions	11	\$1,025,000.00
	Fund 556 - GICC - ARENA Totals	Transactions	11	\$1,025,000.00
	<b>REVENUES Totals</b>	<b>Transactions</b>	<b>11</b>	<b>\$1,025,000.00</b>

# 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
<b>EXPENSES</b>				
Fund 556 - GICC - ARENA				
Department 4969 - GICC ARENA				
Account 52 3505 - Mileage Reimbursement				
556 4969 52 3505	Sales and Operating Employee Mileage	1.0000	400.00	400.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	\$400.00
Account 52 5240 - Telephone				
556 4969 52 5240	Communication Services	1.0000	225,000.00	225,000.00
	Account 52 5240 - Telephone Totals	Transactions	1	\$225,000.00
Account 52 5280 - Other Communication/Util				
556 4969 52 5280	Sanitation Services	1.0000	25,000.00	25,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	\$25,000.00
Account 52 5360 - Other Equipment Rental				
556 4969 52 5360	Misc Equipment Rental for Events	1.0000	5,000.00	5,000.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	1	\$5,000.00
Account 52 5730 - R&M - D/P Equipment				
556 4969 52 5730	Access Point & Essential WiFi Equip Replacement	1.0000	5,500.00	5,500.00
556 4969 52 5730	Delphi Service and Support	1.0000	4,000.00	4,000.00
556 4969 52 5730	Logos Licencing	2.0000	580.00	1,160.00
556 4969 52 5730	Meeting Matrix Servicing	1.0000	1,980.00	1,980.00
556 4969 52 5730	Microsoft Service Subscription	1.0000	2,500.00	2,500.00
556 4969 52 5730	Misc Serices and Repairs	1.0000	2,500.00	2,500.00
556 4969 52 5730	Palto Firewall Subsription	1.0000	12,200.00	12,200.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	7	\$29,840.00
Account 52 6000 - Advertising Expense				
556 4969 52 6000	Client Entertainment	1.0000	2,500.00	2,500.00
556 4969 52 6000	Local and National Marketing and Adversiting	1.0000	20,000.00	20,000.00
556 4969 52 6000	Social Media Serices	1.0000	36,000.00	36,000.00
556 4969 52 6000	Website Maintenance	1.0000	6,500.00	6,500.00
	Account 52 6000 - Advertising Expense Totals	Transactions	4	\$65,000.00
Account 52 6050 - Bank Charges				
556 4969 52 6050	VIS/MC and American Express	1.0000	8,000.00	8,000.00
	Account 52 6050 - Bank Charges Totals	Transactions	1	\$8,000.00
Account 52 6110 - Other Insurance				
556 4969 52 6110	Apex(Pru)	1.0000	145,648.00	145,648.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$145,648.00
Account 52 6170 - Contractual Services				
556 4969 52 6170	Temp Labor Operations/Building Services	1.0000	70,000.00	70,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	\$70,000.00

# 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
<b>EXPENSES</b>				
Fund 556 - GICC - ARENA				
Department 4969 - GICC ARENA				
Account 52 6171 - Security Services				
556 4969 52 6171	Building Security	1.0000	100,000.00	100,000.00
556 4969 52 6171	Clayton County Officers	1.0000	40,000.00	40,000.00
556 4969 52 6171	Soteria	1.0000	15,000.00	15,000.00
	Account 52 6171 - Security Services Totals	Transactions	3	\$155,000.00
Account 52 6200 - Training				
556 4969 52 6200	Delphi System Analyst Conference	1.0000	2,800.00	2,800.00
556 4969 52 6200	Tyler (New World) Training	1.0000	3,500.00	3,500.00
	Account 52 6200 - Training Totals	Transactions	2	\$6,300.00
Account 52 6210 - Dues				
556 4969 52 6210	Cascade Business Association	1.0000	600.00	600.00
	Account 52 6210 - Dues Totals	Transactions	1	\$600.00
Account 52 6260 - Management Fee				
556 4969 52 6260	Fixed Management Fee	1.0000	60,000.00	60,000.00
556 4969 52 6260	Variable Management Fee	1.0000	116,900.00	116,900.00
	Account 52 6260 - Management Fee Totals	Transactions	2	\$176,900.00
Account 52 6280 - Contract Labor				
556 4969 52 6280	Contract Labor (Net)	1.0000	375,000.00	375,000.00
	Account 52 6280 - Contract Labor Totals	Transactions	1	\$375,000.00
Account 52 6290 - Contract Miscellaneous				
556 4969 52 6290	Direct Operating Expenses	1.0000	117,000.00	117,000.00
556 4969 52 6290	Indirect Operating Expenses	1.0000	11,000.00	11,000.00
556 4969 52 6290	Misc Expenses	1.0000	7,000.00	7,000.00
556 4969 52 6290	Operating Expenses	1.0000	30,000.00	30,000.00
556 4969 52 6290	Trash Removal	1.0000	10,000.00	10,000.00
	Account 52 6290 - Contract Miscellaneous Totals	Transactions	5	\$175,000.00
Account 52 7320 - Stationery & Printing				
556 4969 52 7320	Sales Collateral/Business Cards, Envelopes, Stationary, Etc.	1.0000	3,000.00	3,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	\$3,000.00
Account 52 7330 - Copy Expense				
556 4969 52 7330	Sharp USA Copier	1.0000	7,000.00	7,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	\$7,000.00
Account 53 5961 - Expendable Reserve				
556 4969 53 5961	Per contract 2.5 % of Sales	1.0000	25,000.00	25,000.00
	Account 53 5961 - Expendable Reserve Totals	Transactions	1	\$25,000.00

# 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
<b>EXPENSES</b>				
Fund 556 - GICC - ARENA				
Department 4969 - GICC ARENA				
Account 53 5962 - Marketing Reserve				
556 4969 53 5962	Per Contract 2% of Sales	1.0000	41,400.00	41,400.00
		Transactions	1	<u>\$41,400.00</u>
	Account 53 5962 - Marketing Reserve Totals			
Account 53 5963 - Kitchen Equipment Reserve				
556 4969 53 5963	All new Equipment so no reserve this year only	1.0000	3,000.00	3,000.00
		Transactions	1	<u>\$3,000.00</u>
	Account 53 5963 - Kitchen Equipment Reserve Totals			
Account 53 6420 - Concessions Purchased				
556 4969 53 6420	Third Party Commissions (Concessions)	1.0000	35,000.00	35,000.00
		Transactions	1	<u>\$35,000.00</u>
	Account 53 6420 - Concessions Purchased Totals			
Account 53 7020 - Janitorial Supplies				
556 4969 53 7020	Paper Products and Chemicals/Cleaning Supplies	1.0000	55,000.00	55,000.00
		Transactions	1	<u>\$55,000.00</u>
	Account 53 7020 - Janitorial Supplies Totals			
Account 53 7030 - Food & Dietary Supplies				
556 4969 53 7030	Arena Food and Beverage Cost	1.0000	400,000.00	400,000.00
		Transactions	1	<u>\$400,000.00</u>
	Account 53 7030 - Food & Dietary Supplies Totals			
Account 53 7050 - Medical Services/Supplies				
556 4969 53 7050	First Aid Kit	1.0000	600.00	600.00
		Transactions	1	<u>\$600.00</u>
	Account 53 7050 - Medical Services/Supplies Totals			
Account 53 7121 - Computer Hardware				
556 4969 53 7121	Cisco Network Switches	1.0000	9,500.00	9,500.00
556 4969 53 7121	Client Switches	1.0000	2,500.00	2,500.00
556 4969 53 7121	Closet Switches	1.0000	5,000.00	5,000.00
556 4969 53 7121	Computer Equipment for Start up	1.0000	29,300.00	29,300.00
556 4969 53 7121	Document Scanner/Off Site Storage	1.0000	1,500.00	1,500.00
556 4969 53 7121	Fiber Hardware	1.0000	1,500.00	1,500.00
556 4969 53 7121	Parts, receptracles and dyes	1.0000	1,200.00	1,200.00
556 4969 53 7121	Security Hardware	1.0000	5,000.00	5,000.00
556 4969 53 7121	Server, Controllers, Hard Disk etc.	1.0000	1,000.00	1,000.00
556 4969 53 7121	Software Upgrades and Microsoft Licencing	1.0000	3,500.00	3,500.00
556 4969 53 7121	Tape Devises/Backup	1.0000	1,500.00	1,500.00
556 4969 53 7121	Wireless Controllers, Aps, Management	1.0000	3,500.00	3,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	12	<u>\$65,000.00</u>
Account 53 7122 - Computer Supplies				
556 4969 53 7122	Cables and Accessories	1.0000	2,000.00	2,000.00
556 4969 53 7122	Network Tools/Testers/Fiber Kits/Misc	1.0000	2,000.00	2,000.00
556 4969 53 7122	Printer Cartridges	1.0000	2,000.00	2,000.00



# 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
<b>EXPENSES</b>				
Fund 556 - GICC - ARENA				
Department 4969 - GICC ARENA				
Account 53 7122 - Computer Supplies				
556 4969 53 7122	Printers	1.0000	2,000.00	2,000.00
556 4969 53 7122	Software Security Monitoring & Licencing	1.0000	2,000.00	2,000.00
	<b>Account 53 7122 - Computer Supplies Totals</b>	<b>Transactions</b>	<b>5</b>	<b>\$10,000.00</b>
Account 53 7150 - Other Operating Supplies				
556 4969 53 7150	10 Foot Pole Extension	1.0000	1,500.00	1,500.00
556 4969 53 7150	Chair Dollies	1.0000	4,200.00	4,200.00
556 4969 53 7150	Coffee, Etc	1.0000	750.00	750.00
556 4969 53 7150	E Trap Floor Cover	1.0000	4,000.00	4,000.00
556 4969 53 7150	Flat Bed Dollies	1.0000	2,500.00	2,500.00
556 4969 53 7150	Jaypro Training Rack	1.0000	400.00	400.00
556 4969 53 7150	Linens	1.0000	6,000.00	6,000.00
556 4969 53 7150	Podiums	6.0000	700.00	4,200.00
556 4969 53 7150	Refrigerator/Microwave/Coffee Machine	1.0000	1,200.00	1,200.00
556 4969 53 7150	Remote Scoreboard	1.0000	2,500.00	2,500.00
556 4969 53 7150	Score Tables	1.0000	2,600.00	2,600.00
556 4969 53 7150	Universal Pole Pads	1.0000	600.00	600.00
	<b>Account 53 7150 - Other Operating Supplies Totals</b>	<b>Transactions</b>	<b>12</b>	<b>\$30,450.00</b>
Account 53 7310 - Office Supplies				
556 4969 53 7310	Misc Office Supplies	1.0000	2,500.00	2,500.00
	<b>Account 53 7310 - Office Supplies Totals</b>	<b>Transactions</b>	<b>1</b>	<b>\$2,500.00</b>
Account 54 7550 - Furniture/Fixtures New				
556 4969 54 7550	Banquet Cocktail Tables	1.0000	35,000.00	35,000.00
556 4969 54 7550	Electric Pallet Jack	1.0000	9,000.00	9,000.00
556 4969 54 7550	Restroom Cleaner	1.0000	9,000.00	9,000.00
556 4969 54 7550	Stackable Chairs	1.0000	100,000.00	100,000.00
556 4969 54 7550	Stage Deck System	1.0000	300,000.00	300,000.00
	<b>Account 54 7550 - Furniture/Fixtures New Totals</b>	<b>Transactions</b>	<b>5</b>	<b>\$453,000.00</b>
Account 54 7630 - Other Equipment - New				
556 4969 54 7630	Fork Lift	1.0000	30,000.00	30,000.00
556 4969 54 7630	Portable Barriade Panel	1.0000	7,500.00	7,500.00
556 4969 54 7630	Sweeper Scrubber	1.0000	71,000.00	71,000.00
	<b>Account 54 7630 - Other Equipment - New Totals</b>	<b>Transactions</b>	<b>3</b>	<b>\$108,500.00</b>
	<b>Department 4969 - GICC ARENA Totals</b>	<b>Transactions</b>	<b>79</b>	<b>\$2,702,138.00</b>
	<b>Fund 556 - GICC - ARENA Totals</b>	<b>Transactions</b>	<b>79</b>	<b>\$2,702,138.00</b>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>79</b>	<b>\$2,702,138.00</b>
	<b>Grand Totals</b>	<b>Transactions</b>	<b>90</b>	<b>\$3,727,138.00</b>

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

Fund: 556		Department and Number:		Arena 4969	
	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current/Budgeted	Requested	Recommended
Arena Manager	0	0	1	1	1
Arena Booking/Sponsorship Mgr.	0	1	1	1	1
Arena Admin. Coordinator	0	0	1	1	1
Arena Box Office Mgr.	0	0	1	1	1
Arena Event Services Mgr.	0	0	1	1	1
Arena Tech. Svs./ Network Mgr.	0	0	1	1	1
Arena Conversion Mgr.	0	0	1	1	1
Arena Staff Accountant	0	0	1	1	1
<b>Total Full Time Positions</b>	<b>0</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>8</b>

# Gateway Arena

Arena Manager

Booking  
Manager  
(Vacant)

Box Office  
Manager  
(Vacant)

Conversion  
Manager  
(Vacant)

Event Services  
Manager  
(Vacant)

Network  
Administration  
(Vacant)

Staff  
Accountant  
(Vacant)

Administrative  
Assistant  
(Vacant)

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

Department and Number: **Arena 4969** Fund: **555**

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)				
<b>NOT APPLICABLE</b>				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	<b>Uniforms</b>			-
	<b>Total (5211 Proposed New Personnel – Benefits)</b>			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	<b>Other</b>			-
	<b>Total (5212 Proposed New Personnel – Training/ Education)</b>			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	<b>Other</b>			-
	<b>Total (5213 Proposed New Personnel – Supplies)</b>			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	<b>Other</b>			-
	<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	<b>Vehicle Service Costs</b>			-
	<b>Total (5215 New Personnel – Vehicles)</b>			-
	<b>Total</b>			-

**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: 555		Department and Number: Arena 4969	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2018-19 Maintenance Cost
_____ Van		_____	Actual FYE 2018-19 Operating Cost
_____ 1/2 ton Truck		_____	Estimated FYE 2019-20 Maintenance Cost
_____ 3/4 ton Truck		_____	Estimated FYE 2019-20 Operating Co:
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
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		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2019-20		_____ Estimated Use During 2019-20	
_____ Estimated Operating Cost During 2019-20		_____ Estimated Operating Cost During 2019-20	

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

**Dept: Arena 4969      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: Arena Division: 556 Fund: 556 Department Number: 4969

Account Number	Description/Justification	Suggested Funding Source				
		2019-20	2020-21	2021-22	2022-23	2023-24
54 7630	Cocktail Tables	\$35,000	\$9,000	\$10,500		
54 7630	Electric Pallet Jack W/ Scale	\$9,000		\$9,000		
54 7630	Forklift	\$30,000				
54 7630	Portable Barricade Panels	\$7,500			\$7,500	
54 7630	Restroom Cleaner	\$9,000				
54 7630	Sweeper Scrubber	\$71,000				
54 7630	Staging	\$400,000			\$400,000	
54 7630	Cushman Cart			\$15,000		
54 7640	Flooring Repair/Replace				\$75,000	
54 7630	8x30 Tables		\$200,000		\$175,000	
54 7630	6x30 Tables		\$200,000		\$75,000	
54 7630	18x96 Tables		\$200,000		\$85,000	
54 7630	Electric Handicap Ramp		\$33,000			
54 7630	18x72 Tables		\$250,000		\$85,000	
54 7630	Storage Unit			\$60,000		
Totals		\$561,500	\$892,000	\$94,500	\$902,500	\$0



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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Cocktail Tables

Item/Project Manager:

Priority Rating:

Units Requested: 20

Number of Similar Units on Hand: 0

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:

New Tables for the Arena

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 10 Yrs

Estimated Cost \$35,000

Less: Trade In                     

Net Cost \$35,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Atlanta Fixture \$40,000

2. Parlmer Syner \$35,000

3. Wells & Company \$35,000

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

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Cocktail Tables

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of cocktail tables.

**Project Justification and Impact:**

The Gateway Center is an New Arena and need to serve our clients. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$35,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$35,000	\$9,000	\$10,500	\$ -	\$ -	\$54,500

**Useful Life: 10+ years**

**Estimated Cost Beyond Five Year Program: None**

**Funding Source: Arena Fund**

**Relationship to Other Primary Projects: None**

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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Electric Pallet Jack

Item/Project Manager: Electric Pallet Jack with scale

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand: 0

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: The Gateway Arena needs a pallet jack to take boxes and move the basketball court to the meeting room for our client.

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

Cost Breakdown:

Estimated Useful Life 4 years

Estimated Cost \$9,000

Less: Trade In \_\_\_\_\_

Net Cost \$9,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Clark Distributor	\$9,000
2. Global Pallet Jack	\$9,500
3. Toyota	\$9,000

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

**Department/Division: 556**  
Gateway Center Arena

**Project Name or Title:**  
Capital Improvement – Electric Pallet Jack

**Project Description:**  
This capital improvement item is to provide resources for the purchase of Electric Pallet Jack

**Project Justification and Impact:**  
The Gateway Center Arena will open in October 2019. The Electric Pallet Jack will be used for moving equipment around the Arena. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$9,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$9,000	\$ -	\$ -	\$18,000

**Useful Life: 10+ years**

**Estimated Cost Beyond Five Year Program: None**

**Funding Source: Arena Fund**

**Relationship to Other Primary Projects: None**

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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Forklift

Item/Project Manager:

Priority Rating:

Units Requested: 1

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 7 years

Estimated Cost 30,000

Less: Trade In \_\_\_\_\_

Net Cost 30,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Toyota Forklift

\$30,000

2. Clark Distributor

\$31,000

3. Nissan Distributor

\$36,000

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

**Department/Division: 556**  
Gateway Center Arena

**Project Name or Title:**  
Capital Improvement – Forklift

**Project Description:**  
This capital improvement item is to provide resources for the purchase of a Forklift.

**Project Justification and Impact:**  
The Gateway Center Arena will be opening in October 2019. The forklift will be use to service our clients and to move heavy equipment. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$30,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$30,000

**Useful Life: 10+ years**

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

**Funding Source:** Arena Fund

**Relationship to Other Primary Projects:** None

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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Portable Barricade Panels

Item/Project Manager: Portable Barricade Panels

Priority Rating:

Units Requested: 15

Number of Similar Units on Hand: 0

Description of Item/Project:

Explain need for this expenditure:

<input type="checkbox"/> Scheduled Replacement	<input type="checkbox"/> Expanded Service
<input type="checkbox"/> Replace Worn Out Equipment	<input checked="" type="checkbox"/> New Operation
<input type="checkbox"/> Obsolete Equipment	<input type="checkbox"/> Increased Safety Replacement
<input type="checkbox"/> Reduce Personnel Time	<input type="checkbox"/> 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 Gateway Arena open in October 2019 for the Hawks G-League we need the portable barricade to block off the VIP areas for the players.

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

Cost Breakdown:	Estimated Useful Life	<u>4 years</u>
	Estimated Cost	<u>\$7,500</u>
	Less: Trade in	<u>                    </u>
	Net Cost	<u>\$7,500</u>

Comparable Quotes:	Vendor Name	Vendor Quote
--------------------	-------------	--------------

- |                           |         |
|---------------------------|---------|
| 1. Crowd Control Products | \$7,500 |
| 2. Park and Facilities    | \$7,500 |
| 3 Diamond Distributors    | \$7,900 |

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

**Department/Division: 556**  
Gateway Center Arena

**Project Name or Title:**  
Capital Improvement – Portable Barricade

**Project Description:**  
This capital improvement item is to provide resources for the purchase of Portable Barricade

**Project Justification and Impact:**  
The Gateway Center Arena will open in October 2019. The Portable Barricade will be used to block off certain area of the Arena and for VIP area. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$ 7,500**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$7,500	\$ -	\$7,500	\$ -	\$ -	\$15,000

**Useful Life:** 10+ years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** Arena Fund

**Relationship to Other Primary Projects:** None



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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Restroom Cleaner

Item/Project Manager: Yanous Barner

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand: 0

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: The Gateway Arena needs Restroom Cleaner to clean the restrooms.

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

Cost Breakdown:

Estimated Useful Life 4 years

Estimated Cost \$9,000

Less: Trade In \_\_\_\_\_

Net Cost \$9,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Dade Paper

\$9,900

2. Diamond Distributor

\$9,000

3. Phoenix Research

\$11,000

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

**Department/Division: 556**  
Gateway Center Arena

**Project Name or Title:**  
Capital Improvement – Restroom Cleaner

**Project Description:**  
This capital improvement item is to provide resources for the purchase of Restroom Cleaner

**Project Justification and Impact:**  
The Gateway Center Arena will open in October 2019. The Restroom Cleaner will be used for cleaning the Arena. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$9,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$ -	\$ -	\$ -	\$9,000

**Useful Life:** 10+ years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** Arena Fund

**Relationship to Other Primary Projects:** None

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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Sweeper Scrubber

Item/Project Manager:

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand: 0

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:

New Equipment for the Arena

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 8Yrs

Estimated Cost \$71,000

Less: Trade in \_\_\_\_\_

Net Cost \$71,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Marck C. Pope

\$71,000

2. Tennent Equipment

\$73,000

3. Global Industrial

\$80,000

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

**Department/Division: 556**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Sweeper Scrubber

**Project Description:**

This capital improvement item is to provide resources for the purchase of Sweeper Scrubber

**Project Justification and Impact:**

The Gateway Center Arena will be opening in October 2019. The Sweeper Scrubber will be used to clean the floor in the Arena. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$71,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 71,000	\$ -	\$ -	\$ -	\$ -	\$71,000

**Useful Life: 10+ years**

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

**Funding Source:** Arena Fund

**Relationship to Other Primary Projects:** None

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

Department: Gateway Center Arena

Fund: 556

Division: 556

Department Number: 4969

Item/Project Name: Stage Decks/Legs

Item/Project Manager: Yanous Barner

Priority Rating:

Units Requested: 40x60 stage

Number of Similar Units on Hand: 0

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:

New Stage Decks for the Arena

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 10Yrs

Estimated Cost \$400,000

Less: Trade in                     

Net Cost \$400,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. SICO Staging

\$455,000

2. StageRight

\$400,000

3. SouthEastern Staging

\$475,000

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

**Department/Division: 556**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Stage Decks

**Project Description:**

This capital improvement item is to provide resources for the purchase of stage decks.

**Project Justification and Impact:**

The Gateway Center Arena. The stage decks are used for client events. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$400,000**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$400,000	\$ -	\$ -	\$400,000	\$ -	\$800,000

**Useful Life: 10+ years**

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

**Funding Source:** Arena Fund

**Relationship to Other Primary Projects:** None