

**March 26, 2020**

**Personnel Matters**



# CITY OF COLLEGE PARK

PO BOX 87137 • COLLEGE PARK, GA 30337 • (404) 767-1537

March 20, 2020

Honorable Mayor and City Council  
City of College Park  
3667 Main Street, City Hall  
City of College Park, Georgia 30337

**Re: Fiscal Year 2020-2021 Proposed Budget**

Dear Honorable Mayor and City Council:

I am pleased to submit for your review and consideration, the Fiscal Year 2020-2021 Proposed Budget, in compliance with provisions of the City of College Park Charter and State of Georgia Statutes. In addition to my detailed discussion regarding the budget, I have included an Executive Summary version.

**Executive Summary**

The City of College Park has taken major steps to execute continued efficiencies in the operations in municipal services. With new initiatives such as the recent opening of the new Arena @College Park Gateway Center, the City continues to strive for efficiencies while maintaining quality service.

1. Fiscal Year 2020-2021 operating budget shows an increase of \$5,651,924 which is an overall increase of 4.1% in expenses. The significant increase is primarily due to the opening of the new Arena and its anticipated annual operation budget of \$7,709,627 which includes \$2.9M in debt service.
2. The proposed budget includes:
  - a. Anticipated increases in employee health care costs;
  - b. Considerations regarding ancillary support for Public Safety staff mobility.

## **Strategic Goals and Initiatives**

The mission of the City of College Park is “to cultivate a community where businesses, families and individuals can thrive in a safe and diverse environment.” The purpose of this document is to provide Mayor and City Council, citizens and staff with information on performance in order to enhance public transparency, show what we will accomplish using public funds, assist with decision making and enhance the delivery of public services.

All departments are charged with implementing and maintaining programs and services which support the mission, vision, values and goals of the City. Each department has developed and monitors specific performance measures which allow Mayor, City Council and citizens to more accurately measure outputs and efficiencies accordingly. The Fiscal Year 2020-2021 Proposed Budget works to align the City’s mission, goals and initiatives with spending, and shows the impact on operations the proposed capital projects will have.

The City of College Park has initiated processes to provide for the future, and plan for services, programs and facilities to meet the needs of citizens, visitors and businesses in the community. The budget process likewise addresses both revenues and expenditures for its operating programs for the current year. The five-year Capital Improvement Plan (CIP) is developed to address future needs and project financial trends in order to plan for the long-term requirement for the City, including personnel, equipment, facilities, operations and maintenance.

## **Economic Climate**

As a result of the current COVID-19 National State of Emergency, the local economy is expected to be adversely impacted at least for the first quarter of the new fiscal year.

## **Summary of the FY 2020-2021 Budget**

The proposed expenditure budget for FY 2020-2021 is \$144,232,917. This represents a 4.1% increase or \$5.6 million more than the amended FY2019-2020 budget of \$138,580,993. The 4.1% increase is largely attributable to the new Arena @College Park Gateway Center being fully operational for FY 2020-2021.

## Expenses

The College Park budget worksheet format has been structured to address Council's requests from previous years' budget meetings. The FY 2019 Actual Expenses are presented, 2020 Amended Budget, 2020 Actual Expenses (year to date through June 30, 2020), Percent Used (percentage of 2020 Actual expenses over 2020 Amended Budget), 2021 Department Director Requested, 2021 City Manager Recommended, and Percentage (2021 City Manager Recommended to 2020 Amended Budget). Also, in response to Council's requests, is a summary for directors and staff with budgets comprised of multiple departments. The College Park Adopted Budget is prepared to conform to the modified accrual accounting basis, which is also used in our accounting system and procedures.

	Amended Budget FY2019-2020	CM Recommended Budget FY2020-2021	Increase/Decrease	Percentage Change %
General Fund	33,807,167	34,104,332	297,165	0.9%
Confiscated Drugs	10,000	10,000	-	0.0%
State Drugs	14,000	14,000	-	0.0%
E911	969,891	996,156	26,265	2.7%
GICC Special District	121,650	121,650	-	0.0%
Hospitality	12,280,691	12,405,000	124,309	1.0%
Car Rental	3,600,300	5,203,902	1,603,602	44.5%
Main Street	-	-	-	0.0%
SPLOST	425,600	-	(425,600)	-100.0%
TSPLOST	2,000,000	2,000,000	-	N/A
Capital Projects	2,000,000	-	(2,000,000)	N/A
Water and Sewer	10,705,500	10,705,500	-	0.0%
Electric	32,751,400	35,838,000	3,086,600	9.4%
Golf Course	39,000	277,906	238,906	612.6%
Sanitation	2,822,168	2,862,784	40,616	1.4%
FAA	3,100,600	3,300,600	200,000	6.5%
BIDA	11,743,823	9,692,913	(2,050,910)	-17.5%
GICC	17,749,806	17,996,150	246,344	1.4%
Arena	3,445,000	7,709,627	4,264,627	N/A
Storm Water	994,397	994,397	-	0.0%
<b>Total</b>	<b>138,580,993</b>	<b>144,232,917</b>	<b>5,651,924</b>	<b>4.08%</b>

Revenues	Amended Budget FY2019-20	CM Recommended FY2020-21	Variance
General Fund	33,807,167	34,104,332	297,165
Confiscated Drugs	10,000	10,000	-
State Drugs	14,000	14,000	-
E911	969,891	996,156	26,265
GICC Special District	121,650	121,650	-
Hospitality	12,280,691	12,405,000	124,309
Car Rental	3,600,300	5,203,902	1,603,602
Main Street	-	-	-
SPLOST	425,600	-	(425,600)
TSPLOST	2,000,000	2,000,000	-
Capital Projects	2,000,000	-	(2,000,000)
Water and Sewer	10,705,500	10,705,500	-
Electric	32,751,400	35,838,000	3,086,600
Golf Course	39,000	277,906	238,906
Sanitation	2,822,168	2,862,784	40,616
FAA	3,100,600	3,300,600	200,000
BIDA	11,743,823	9,692,913	(2,050,910)
GICC	17,749,806	17,996,150	246,344
GICC Arena	3,445,000	7,709,627	4,264,627
Storm Water	994,397	994,397	-
<b>Total Revenues</b>	<b>138,580,993</b>	<b>144,232,917</b>	<b>5,651,924</b>
<b>Net Operating Exp</b>			
General Fund	33,807,167	34,104,332	297,165
Confiscated Drugs	10,000	10,000	-
State Drugs	14,000	14,000	-
E911	969,891	996,156	26,265
GICC Special District	121,650	121,650	-
Hospitality	12,280,691	12,405,000	124,309
Car Rental	3,600,300	5,203,902	1,603,602
Main Street	-	-	-
SPLOST	425,600	-	(425,600)
TSPLOST	2,000,000	2,000,000	-
Capital Projects	2,000,000	-	(2,000,000)
Water and Sewer	10,705,500	10,705,500	-
Electric	32,751,400	35,838,000	3,086,600
Golf Course	39,000	277,906	238,906
Sanitation	2,822,168	2,862,784	40,616
FAA	3,100,600	3,300,600	200,000
BIDA	11,743,823	9,692,913	(2,050,910)
GICC	17,749,806	17,996,150	246,344
GICC Arena	3,445,000	7,709,627	4,264,627
Storm Water	994,397	994,397	-
<b>Total Net Oper Exp</b>	<b>138,580,993</b>	<b>144,232,917</b>	<b>5,651,924</b>
<b>Net Gain (Loss)</b>	<b>-</b>	<b>-</b>	

## Capital Outlay

Overall, the cost of Capital Outlay increased from \$8,830,274 in the Amended FY 2019-2020 budget to \$9,570,526 in the proposed FY 2020-2021 Budget, an increase of \$740,252. The increase is largely attributable to the increase in General Fund's overall capital budget.

A comprehensive listing and explanation of these capital improvement items appropriated under All Funds FY 2020-21 are provided.

It is advisable, as well as extremely important, for a municipality to undertake and maintain an on-going viable annual capital improvement program yearly because these costs in total are usually the heaviest faced in any budget. Proper scheduling of capital improvement projects, as well as a level appropriation (i.e., an equal dollar allocation each fiscal year), prevents excessive costs in any single budget year.

Capital Outlay	Amended Budget FY2019-20	CM Recommend FY2020-21	Increase/ Decrease
General Fund	\$ 1,315,966	\$ 1,986,805	670,839
Capital Projects Fund	2,000,000	-	(2,000,000)
TSPLOST	-	2,000,000	2,000,000
Water and Sewer Fund	380,000	254,108	(125,892)
Electric Fund	1,747,000	2,424,075	677,075
Golf Course Fund	15,000	-	(15,000)
Sanitation Fund	232,500	192,690	(39,810)
FAA Fund	27,636	216,973	189,337
Convention Center Arena	1,570,800	1,070,875	(499,925)
BIDA Fund	561,000	250,000	(311,500)
Storm Water Fund	660,572	1,000,000	-
	319,300	175,000	(144,300)
<b>Total:</b>	<b>\$ 8,830,274</b>	<b>\$ 9,570,526</b>	<b>740,252</b>

### Contingencies

Contingencies	Amended Budget FY2019-20	CM Recommend FY2020-21	Increase/ Decrease
General	1,173,058	-	(1,173,058)
Hospitality	271,670	37,484	(234,186)
SPLOST	425,000	-	(425,000)
Water and Sewer Fund	551,145	622,884	71,739
Electric Fund	4,334	72,132	67,798
Sanitation Fund	11,074	32,199	21,125
FAA Fund	-	17,976	17,976
Convention Center	-	230,710	230,710
Gateway Arena	2,445	84,173	81,728
Storm Water Fund	194,105	233,748	39,643
<b>Total</b>	<b>2,632,831</b>	<b>1,331,306</b>	<b>(1,301,525)</b>

The College Park Executive Team looks forward to working with Mayor and City Council during upcoming budget workshops and public hearings, as well as welcomes the opportunity to address questions and concerns respectfully.

In summary, the Fiscal Year 2020-2021 Proposed Budget continues to outline and support the City's good financial position, engages various scale infrastructure improvements, encourages well-managed growth management policies and principles, and is supportive of expanding private/public collaborations and economic development.

Sincerely,



Terrence R. Moore, ICMA-CM  
City Manager



**Capital Outlay**

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
MIS-Info Technology	Other Equipment - New	1	506,702	506,702
<b>Subtotal - MIS-Info Technology</b>				<b>506,702</b>
Police Administration	Infrastructure	1	100,000	100,000
	Vehicles - Replace	1	30,500	30,500
<b>Subtotal - Police Administration</b>				<b>130,500</b>
Police Investigations	Vehicles - New	1	31,500	31,500
	Vehicles - Replace	1	31,500	31,500
<b>Subtotal - Police Investigations</b>				<b>63,000</b>
Police Patrol	Vehicles - New	1	565,000	565,000
	Vehicles - Replace	1	289,500	289,500
<b>Subtotal - Police Patrol</b>				<b>854,500</b>
Fire Suppression	Other Equipment - New	1	47,915	47,915
	Other Equipment - Replace	1	161,705	161,705
<b>Subtotal - Fire Suppression</b>				<b>209,620</b>
Emergency Medical Service	Other Equipment - New	1	37,383	37,383
<b>Subtotal - Emergency Medical Service</b>				<b>37,383</b>
Highways and Streets	Vehicles - Replace	1	27,900	27,900
	Other Equipment - New	1	15,000	15,000
<b>Subtotal - Highways and Streets</b>				<b>42,900</b>
Buildings and Grounds	Other Equipment - Replace	1	34,700	34,700
<b>Subtotal - Buildings and Grounds</b>				<b>34,700</b>
Recreation Facilities	Other Equipment - Replace	1	7,500	7,500
<b>Subtotal - Recreation Facilities</b>				<b>7,500</b>
Parks	Recreation Capital Project	1	100,000	100,000
<b>Subtotal - Parks</b>				<b>100,000</b>
<b>Grand Total - General Fund</b>				<b>1,986,805</b>
T-SPLOST	Capital Improvement	1	2,000,000	2,000,000
<b>Subtotal - T-SPLOST Fund</b>				<b>2,000,000</b>
Water and Sewer Fund	Vehicles- Replace	1	30,000	30,000
	Other Equipment - Replace	1	24,108	24,108
	Water Line Replacements	1	200,000	200,000
<b>Subtotal - Water and Sewer Fund</b>				<b>254,108</b>
<b>Electric/Power Fund</b>				
Electric/Line	Vehicles - Replace	1	71,000	71,000
	Communications	1	4,500	4,500
	Capital Improvement Fund	1	150,000	150,000
	Electric Improvements	1	1,145,000	1,145,000
	Other System Improvements	1	470,000	470,000

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

<b>DEPARTMENTS</b>	<b>DESCRIPTION</b>	<b>NUMBER OF UNITS</b>	<b>COST PER UNIT</b>	<b>COUNCIL APPROVED</b>
	Street Lighting	1	530,000	530,000
<b>Subtotal - Electric/Line</b>				<b>2,370,500</b>
Meter Reading	Vehicles - Replace	1	26,000	26,000
<b>Subtotal - Meter Reading</b>				<b>26,000</b>
Customer Service	Other Equipment - New	1	27,575	27,575
<b>Subtotal -Customer Service</b>				<b>27,575</b>
<b>Subtotal - Electric/Power Fund</b>				<b>2,424,075</b>
Sanitation	Vehicle - Replace	1	157,690	157,690
	Sanitation Containers Replace	1	35,000	35,000
<b>Subtotal - Sanitation Fund</b>				<b>192,690</b>
Convention Center	Vehicles - New	1	50,000	50,000
	Other Equipment - Replace	1	1,020,875	1,020,875
<b>Subtotal - Convention Center</b>				<b>1,070,875</b>
Gateway Arena	Furnitures/Fixtures New	1	240,000	240,000
	Other Equipment - New	1	10,000	10,000
<b>Subtotal - Gateway Arena</b>				<b>250,000</b>
Federal Aviation Administration (FAA)	Other Equipment	1	216,955	216,973
<b>Subtotal - FAA</b>				<b>216,973</b>
Business Industrial Development (BIDA)	Land Purchase Cost	1	1,000,000	1,000,000
<b>Subtotal -BIDA</b>				<b>1,000,000</b>
Stormwater Utility	Improvements - Storm Sewers	1	175,000	175,000
<b>Subtotal- Stormwater Utility Fund</b>				<b>175,000</b>
<b>Grand Total - Other Funds</b>				<b>7,583,721</b>
<b>Grand Total - General and Other Funds</b>				<b>9,570,526</b>





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>557 - FEDERAL AVIATION ADMIN</b>								
<b>REVENUE</b>								
Department <b>4990 - FAA Facility</b>								
<i>Leases &amp; Other Rent</i>								
34 5101	Faa Facility Rental	3,231,866.07	3,100,000.00	2,191,101.96	71	3,100,000.00	3,300,000.00	6
<i>Leases &amp; Other Rent Totals</i>		<b>\$3,231,866.07</b>	<b>\$3,100,000.00</b>	<b>\$2,191,101.96</b>	<b>71%</b>	<b>\$3,100,000.00</b>	<b>\$3,300,000.00</b>	<b>6%</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	6,041.37	600.00	4,416.41	736	600.00	600.00	
36 1010	Interest - Restricted	(30.82)	.00	.00		.00	.00	
<i>Interest Totals</i>		<b>\$6,010.55</b>	<b>\$600.00</b>	<b>\$4,416.41</b>	<b>736%</b>	<b>\$600.00</b>	<b>\$600.00</b>	<b>0%</b>
Department <b>4990 - FAA Facility Totals</b>		<b>\$3,237,876.62</b>	<b>\$3,100,600.00</b>	<b>\$2,195,518.37</b>	<b>71%</b>	<b>\$3,100,600.00</b>	<b>\$3,300,600.00</b>	<b>6%</b>
<b>REVENUE TOTALS</b>		<b>\$3,237,876.62</b>	<b>\$3,100,600.00</b>	<b>\$2,195,518.37</b>	<b>71%</b>	<b>\$3,100,600.00</b>	<b>\$3,300,600.00</b>	<b>6%</b>
<b>EXPENSE</b>								
Department <b>4990 - FAA Facility</b>								
<i>Communications &amp; Util.</i>								
52 5240	Telephone	13,666.35	14,518.00	11,560.68	80	15,600.00	15,600.00	7
52 5260	Heat & Power	706,654.41	600,000.00	388,522.05	65	637,049.00	600,000.00	
52 5270	Water	74,540.17	100,000.00	69,057.60	69	115,320.00	110,000.00	10
<i>Communications &amp; Util. Totals</i>		<b>\$794,860.93</b>	<b>\$714,518.00</b>	<b>\$469,140.33</b>	<b>66%</b>	<b>\$767,969.00</b>	<b>\$725,600.00</b>	<b>2%</b>
<i>Repair &amp; Maintenance</i>								
52 5731	R&M Air Condition	99,476.92	88,115.00	80,894.61	92	83,704.00	83,704.00	(5)
52 5780	Grounds	63,022.00	65,000.00	33,929.50	52	66,524.00	66,524.00	2
<i>Repair &amp; Maintenance Totals</i>		<b>\$162,498.92</b>	<b>\$153,115.00</b>	<b>\$114,824.11</b>	<b>75%</b>	<b>\$150,228.00</b>	<b>\$150,228.00</b>	<b>(2%)</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	71,425.37	57,432.00	19,586.37	34	59,275.00	59,275.00	3
<i>Building Maintenance Totals</i>		<b>\$71,425.37</b>	<b>\$57,432.00</b>	<b>\$19,586.37</b>	<b>34%</b>	<b>\$59,275.00</b>	<b>\$59,275.00</b>	<b>3%</b>
<i>Other Services &amp; Charges</i>								
52 6050	Bank Charges	267.60	.00	(35.00)	(3,500)	.00	.00	
52 6110	Other Insurance	56,047.96	30,569.00	.00		.00	56,000.00	83
52 6141	Custodial Service	364,706.74	370,000.00	260,767.10	70	370,548.00	370,548.00	
52 6150	Engineering Services	.00	.00	31,299.17		.00	.00	
52 6590	Contingencies	.00	.00	.00		.00	17,976.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$421,022.30</b>	<b>\$400,569.00</b>	<b>\$292,031.27</b>	<b>73%</b>	<b>\$370,548.00</b>	<b>\$444,524.00</b>	<b>11%</b>
<i>Cost Of Sales</i>								
52 6260	Management Fee	116,994.00	114,000.00	81,749.30	72	114,000.00	114,000.00	
52 6280	Contract Labor	293,997.85	290,000.00	190,105.12	66	324,383.00	300,000.00	3
52 6290	Contract Miscellaneous	185,475.23	205,000.00	140,077.44	68	204,482.00	190,000.00	(7)



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>557 - FEDERAL AVIATION ADMIN</b>							
	<b>EXPENSE</b>							
	Department <b>4990 - FAA Facility</b>							
	Cost Of Sales							
	<i>Cost Of Sales Totals</i>	\$596,467.08	\$609,000.00	\$411,931.86	68%	\$642,865.00	\$604,000.00	(1%)
	<i>Operating Transfers Out</i>							
54 5960	Capitol Reserve	49,556.53	.00	.00		.00	.00	
61 1100	Oper. Transfer Out Gen	1,100,000.00	1,138,330.00	.00		892,760.00	1,100,000.00	(3)
	<i>Operating Transfers Out Totals</i>	\$1,149,556.53	\$1,138,330.00	\$0.00	0%	\$892,760.00	\$1,100,000.00	(3%)
	<i>Capital Outlay</i>							
54 7640	Other Equipment - Replace	96,978.00	27,636.00	48,875.84	177	216,955.00	216,973.00	685
	<i>Capital Outlay Totals</i>	\$96,978.00	\$27,636.00	\$48,875.84	177%	\$216,955.00	\$216,973.00	685%
	Department <b>4990 - FAA Facility Totals</b>	\$3,292,809.13	\$3,100,600.00	\$1,356,389.78	44%	\$3,100,600.00	\$3,300,600.00	6%
	<b>EXPENSE TOTALS</b>	\$3,292,809.13	\$3,100,600.00	\$1,356,389.78	44%	\$3,100,600.00	\$3,300,600.00	6%
Fund	<b>557 - FEDERAL AVIATION ADMIN Totals</b>							
	<b>REVENUE TOTALS</b>	\$3,237,876.62	\$3,100,600.00	\$2,195,518.37	71%	\$3,100,600.00	\$3,300,600.00	6%
	<b>EXPENSE TOTALS</b>	\$3,292,809.13	\$3,100,600.00	\$1,356,389.78	44%	\$3,100,600.00	\$3,300,600.00	6%
Fund	<b>557 - FEDERAL AVIATION ADMIN Totals</b>	(\$54,932.51)	\$0.00	\$839,128.59	+++	\$0.00	\$0.00	+++
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$3,237,876.62	\$3,100,600.00	\$2,195,518.37	71%	\$3,100,600.00	\$3,300,600.00	6%
	<b>EXPENSE GRAND TOTALS</b>	\$3,292,809.13	\$3,100,600.00	\$1,356,389.78	44%	\$3,100,600.00	\$3,300,600.00	6%
	Net Grand Totals	(\$54,932.51)	\$0.00	\$839,128.59	+++	\$0.00	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>557 - FEDERAL AVIATION ADMIN</b>			
Department	<b>4990 - FAA Facility</b>			
Account	<b>52 5240 - Telephone</b>			
557 4990 52 5240	Phase I	1.0000	7,560.00	7,560.00
557 4990 52 5240	Phase II	1.0000	8,040.00	8,040.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	2	<u>\$15,600.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
557 4990 52 5260	Phase I	1.0000	540,000.00	540,000.00
557 4990 52 5260	Phase II	1.0000	60,000.00	60,000.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	2	<u>\$600,000.00</u>
Account	<b>52 5270 - Water</b>			
557 4990 52 5270	Phase I	1.0000	96,800.00	96,800.00
557 4990 52 5270	Phase II	1.0000	13,200.00	13,200.00
	Account <b>52 5270 - Water</b> Totals	Transactions	2	<u>\$110,000.00</u>
Account	<b>52 5731 - R&amp;M Air Condition</b>			
557 4990 52 5731	Phase I	1.0000	67,424.00	67,424.00
557 4990 52 5731	Phase II	1.0000	16,280.00	16,280.00
	Account <b>52 5731 - R&amp;M Air Condition</b> Totals	Transactions	2	<u>\$83,704.00</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
557 4990 52 5740	Phase I	1.0000	45,300.00	45,300.00
557 4990 52 5740	Phase II	1.0000	13,975.00	13,975.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	2	<u>\$59,275.00</u>
Account	<b>52 5780 - Grounds</b>			
557 4990 52 5780	Phase I	1.0000	43,760.00	43,760.00
557 4990 52 5780	Phase II	1.0000	22,764.00	22,764.00
	Account <b>52 5780 - Grounds</b> Totals	Transactions	2	<u>\$66,524.00</u>
Account	<b>52 6141 - Custodial Service</b>			
557 4990 52 6141	Phase I	1.0000	303,432.00	303,432.00
557 4990 52 6141	Phase II	1.0000	67,116.00	67,116.00
	Account <b>52 6141 - Custodial Service</b> Totals	Transactions	2	<u>\$370,548.00</u>
Account	<b>52 6260 - Management Fee</b>			
557 4990 52 6260	Phase I	1.0000	79,800.00	79,800.00
557 4990 52 6260	Phase II	1.0000	34,200.00	34,200.00
	Account <b>52 6260 - Management Fee</b> Totals	Transactions	2	<u>\$114,000.00</u>
Account	<b>52 6280 - Contract Labor</b>			
557 4990 52 6280	Phase I	1.0000	202,685.00	202,685.00
557 4990 52 6280	Phase II	1.0000	97,315.00	97,315.00
	Account <b>52 6280 - Contract Labor</b> Totals	Transactions	2	<u>\$300,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund	<b>557 - FEDERAL AVIATION ADMIN</b>				
Department	<b>4990 - FAA Facility</b>				
Account	<b>52 6290 - Contract Miscellaneous</b>				
557 4990 52 6290	Phase I	1.0000	146,291.00	146,291.00	
557 4990 52 6290	Phase II	1.0000	43,709.00	43,709.00	
	Account	<b>52 6290 - Contract Miscellaneous Totals</b>	Transactions	2	<u>\$190,000.00</u>
Account	<b>54 7640 - Other Equipment - Replace</b>				
557 4990 54 7640	2015 Yamaha gas Golf Cart	1.0000	5,000.00	5,000.00	
557 4990 54 7640	AHU-6	1.0000	27,284.00	27,284.00	
557 4990 54 7640	Hydraulic dock lift	1.0000	18,450.00	18,450.00	
557 4990 54 7640	New lighting system for Daycare, Phase I, II	1.0000	140,680.00	140,680.00	
557 4990 54 7640	WSHP-12	1.0000	25,559.00	25,559.00	
	Account	<b>54 7640 - Other Equipment - Replace Totals</b>	Transactions	5	<u>\$216,973.00</u>
	Department	<b>4990 - FAA Facility Totals</b>	Transactions	25	<u>\$2,126,624.00</u>
	Fund	<b>557 - FEDERAL AVIATION ADMIN Totals</b>	Transactions	25	<u>\$2,126,624.00</u>
		<b>EXPENSES Totals</b>	Transactions	25	<u>\$2,126,624.00</u>
		Grand Totals	Transactions	25	<u>\$2,126,624.00</u>



**EXHIBIT G**

City of College Park, Georgia  
5 Year Capital Improvement Program  
Budget Year 2020-21

Department: FAA Fund: 557 Department Number: 4990

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
547640	WSHP-12 is 28 yrs old	FAA Fund	\$25,559				
547640	Hydraulic dock lift	FAA Fund	\$18,450				
547640	AHU-6 is 28 yrs old	FAA Fund	\$27,284				
547640	Purchase a used 2015 yamaha gas golf cart	FAA Fund	\$5,000				
547640	Purchase & Install new Lighting System for PH I, PH II, Daycare	FAA Fund	\$140,680				
Totals			\$216,973	0	0	0	0

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2020-21**

Department: **FAA - Phase I**

Fund: **557**

Division:

Department Number: **4990**

Item/Project Name: **WSHP-12 Replacement Proposal**

Item/Project Manager: **Ron Wilkerson**

Priority Rating: **High**

Units Requested: **(1)**

Number of Similar Units on Hand: **-0-**

---

Description of Item/Project: **WSHP-12 is in the ceiling on the First Floor by the HR Department.**

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: **7.5 Ton Water Source Heat Pump (WSHP). This is the original equipment installed in 1992.**

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use: **WSHP-12 is 28 years old. It was installed in 1992 and has served us well.**

Will requested expenditure require additional personnel? **NO**

Cost Breakdown:

Estimated Useful Life **14 years**

Estimated Cost **\$25,559**

Less: Trade In **-0-**

Net Cost **\$25,559**

Comparable Quotes:

Vendor Name

Vendor Quote

---

1. **\$25,555**

**Batchelor & Kimball, Inc.**

**See attached**

2.

3



# Batchelor & Kimball, Inc.

Engineers · Mechanical Contractors · Designers

December 5, 2019

Mr. Gary Anderson  
FAA - Colliers  
1701 Columbia Ave.  
College Park, GA 30337

**Reference: WSHP-12 Replacement Proposal**

Gary,

Please see the scope below to replace 7-1/2 Ton WSHP.

**Scope of work:**

- Recover refrigerant in accordance with EPA guidelines
- Disconnect piping and electrical
- Remove and dispose of existing 7-1/2-ton unit in ceiling
- Provide and install (1) new Trane GEHE09041 (or equivalent) 7.5-Ton Cooling Only WSHP
- Install new piping between unit and existing isolation valves
- Start unit and check operation
- Work performed during normal hours

**Price: \$25,559**

Sincerely,

**BATCHELOR & KIMBALL, INC.**

*Jeffrey S. Clotfelter*

Jeffrey S. Clotfelter

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

FAA

**Project Name or Title:** WSHP-12 Replacement

**Project Description:** Replace WSHP-12 that's located in the ceiling on the First Floor by the HR Department.

**Project Justification and Impact:** WSHP-12 is the original equipment installed in 1992. They normally last for only 10-12 years.

**Project Costs:** \$25,559

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 25,559	\$ -	\$ -	\$ -	\$ -	\$25,559

**Useful Life:** 10-12 years

**Estimated Cost Beyond Five Year Program:** Regular maintenance

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2020-21**

Department: FAA - Phase I

Fund: 557

Division:

Department Number: 4990

Item/Project Name: Hydraulic Disappearing Dock Lift Replacement

Item/Project Manager: Ron Wilkerson

Priority Rating: High

Units Requested: (1)

Number of Similar Units on Hand: -0-

Description of Item/Project: 7 x 8 Hydraulic Disappearing Dock Lift located at the loading dock.

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: 7 x 8 Hydraulic Disappearing Dock Lift is the original equipment installed in 1993.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: The lift is 27 years old, used for loading/unloading different size tucks. Repair parts are obsolete and no longer available.

Will requested expenditure require additional personnel? NO

Cost Breakdown:

Estimated Useful Life 25 years

Estimated Cost \$18,450

Less: Trade In -0-

Net Cost \$18,450

Comparable Quotes:

Vendor Name

Vendor Quote

1. \$18,450

Prolift Dock & Doors

See attached

2.

3



4465 COMMERCE DR.  
SUITE 104  
BUFORD, GA 30518  
PHONE: 770-586-5725  
FAX: 770-586-5726

# Estimate

Date	Estimate #
11/20/2019	AS111925

Name / Address
COLLIERS INTERNATIONAL 1701 COLUMBIA AVE COLLEGE PARK, GA 30337

Ship To

QUOTE IS GOOD FOR 30 DAYS

Lead Time	Project
4-6 WEEKS	Q #AS111925 REPLACEMENT LIFT

Description	Qty	Total
REPLACEMENT 7 X 8 HYDRAULIC DISAPPEARING DOCK LIFT	1	13,600.00
ESTIMATED FREIGHT	1	1,500.00
LABOR TO REMOVE OLD UNIT AND REPLACE WITH NEW	1	1,490.00
LIFT RENTAL	1	750.00

UNLESS OTHERWISE NOTED, REGULAR BUSINESS HOURS ARE MONDAY-FRIDAY, 7:00AM-5:00PM. ALL WORK IS TO BE PERFORMED DURING REGULAR BUSINESS HOURS. PRICING INCLUDES ALL MATERIAL, LABOR, FREIGHT, AND APPLICABLE TAXES. PROLIFT STANDARD WARRANTY IS 30 DAYS LABOR, 90 DAYS PARTS IN ADDITION TO EACH MANUFACTURERS' OWN WARRANTY. PLEASE ALLOW THE ABOVE SPECIFIED LEAD TIME BETWEEN TIME OF ACCEPTANCE/CREDIT APPROVAL & INSTALLATION.

<b>Sales Tax (7.0%)</b>	\$1,109.50
<b>Total</b>	<b>\$18,449.50</b>

SIGNATURE \_\_\_\_\_



## MODEL T2-55708 RECESSED DOCK LIFT

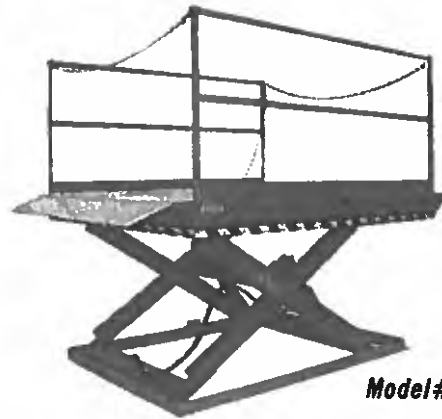
2 Year Parts & Labor/10 Year Structural Warranty

*These are by far the most popular size Disappearing Dock lifts sold. They are sized to handle pallet jacks, four-wheel carts or dolly trucks. They are also used for dock to ground access.*

ISO 9001:2015  
Certified



Capacity: 5,500 lbs.  
Axle Capacity Ends: 2,700 lbs.  
Axle Capacity Sides: 2,700 lbs.  
Platform Size: 7 x 8 ft.  
Lowered Height: 8 in.  
5 HP Motor  
Approx. 10 FPM  
58" Travel  
Shipping Weight: 2,805 lbs.



Model# T2-55708

### SPECIAL FEATURES & BENEFITS

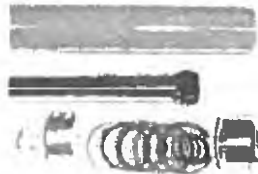
- ▶ All models are equipped with a hinged bridge with a pull back chain.
- ▶ All T2 & T3 units are equipped with hot dip galvanized base frames.
- ▶ All of the electrical controllers are Underwriters Laboratories approved assemblies.
- ▶ Each unit is washed with phosphoric acid, fully primed and then finished with baked enamel.
- ▶ All cylinders are machine grade with clear plastic return lines & internal mechanical stops.
- ▶ These units conform to all applicable ANSI codes.

CLICK HERE FOR: [Drawing PDF](#) [DXF](#) [Pit Diagram](#) [Specifications](#) [Optional Accessories](#)

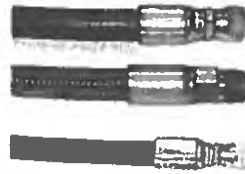
### FEATURE DETAILS



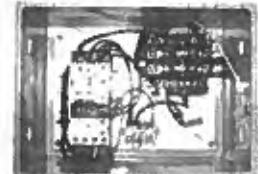
▶ Power Unit



▶ Cylinder



▶ Double Wire  
Braid Hose



▶ UL Listed Control  
Panel

Phone: 800-843-3625 • Fax: 630-584-9405 • [www.advancelifts.com](http://www.advancelifts.com)



©2017 Advance Lifts, Inc. All rights reserved.

T2-55708

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
FAA

**Project Name or Title:** Hydraulic Disappearing Dock Lift Replacement

**Project Description:** 7 x 8 Hydraulic Dock Lift is the original equipment installed in 1993

**Project Justification and Impact:** The hydraulic dock lift was designed to help unload freight trucks at the loading dock area and it adjust to the size of trucks. The lift is 27 years old. We can't locate parts or purchase parts to service the lift anymore.

**Project Costs:** \$ 18,450

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$18,450	\$ -	\$ -	\$ -	\$ -	\$18,450

**Useful Life:** 15 years

**Estimated Cost Beyond Five Year Program:** Regular maintenance and it has a 5 years warranty.

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None



**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2020-21**

Department: **FAA - Phase I**

Fund: **557**

Division:

Department Number: **4990**

Item/Project Name: **AHU-6 Replacement Proposal**

Item/Project Manager: **Ron Wilkerson**

Priority Rating: **High**

Units Requested: **(1)**

Number of Similar Units on Hand: **-0-**

Description of Item/Project: **AHU-6 is in the UPS Room located in the basement.**

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: **7.5 Ton Split System AHU is the original equipment installed in 1992.**

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: **AHU-6 is 28 years old. It was installed in 1992 and has served us well.**

Will requested expenditure require additional personnel? **NO**

Cost Breakdown:

Estimated Useful Life **14 years**

Estimated Cost **\$27,284**

Less: Trade In **-0-**

Net Cost **\$27,284**

Comparable Quotes:

Vendor Name

Vendor Quote

1. **\$27,284**

**Batchelor & Kimball, Inc.**

**See attached**

2.

3



# Batchelor & Kimball, Inc.

Engineers • Mechanical Contractors • Designers

December 16, 2019

Mr. Gary Anderson  
FAA - Colliers  
1701 Columbia Ave.  
College Park, GA 30337

**Reference: AH-6 Replacement Proposal**

Gary,

Please see the scope below to replace 7-1/2 Ton Split System.

**Scope of work:**

- Recover refrigerant in accordance with EPA guidelines
- Disconnect piping and electrical
- Remove and dispose of existing 7.5-Ton AHU in the ceiling
- Provide and install (1) new Trane TWE09043BAA 7.5-Ton 2-circuit AHU
- Remove and dispose of (2) 3.5-Ton Condensing Units
- Provide and install (2) Trane 4TTA4060A4 3.5-Ton Condensing Units
- Evacuate and charge with R410a refrigerant
- Start unit and check operation
- Work performed during normal hours

**Price: \$27,284**

Sincerely,

**BATCHELOR & KIMBALL, INC.**

*Jeffrey S. Clotfelter*

Jeffrey S. Clotfelter



**TRANE**

## Cut Sheets

**Prepared For:**  
All Bidders

**Date:** December 16, 2019

**Customer P.O. Number:**  
**Customer Project Number:**

**Sold To:**

**Job Number:**  
**Job Name:**  
FAA College Park Replacement

---

Trane U.S. Inc. is pleased to provide the enclosed submittal for your review and approval.

### Product Summary

Qty	Product
2	Split System Air Conditioning Units (Small)
1	Odyssey Split System Indoor Unit

*The attached information describes the equipment we propose to furnish for this project, and is submitted for your approval.*

*Product performance and submittal data is valid for a period of 6 months from the date of submittal generation. If six months or more has elapsed between submittal generation and equipment release, the product performance and submittal data will need to be verified. It is the customer's responsibility to obtain such verification.*

**Wiley Wall**  
Trane  
4000 DEKALB TECHNOLOGY PARKWAY  
SUITE 100  
Doraville, GA 30340  
Phone: (404) 321-7500  
Fax: (404) 636-5204

---

**Table Of Contents**

<b>Product Summary</b> .....	<b>1</b>
<b>Split System Air Conditioning Units (Small) (Item A1)</b>	
Tag Data .....	3
Product Data .....	3
Mechanical Specifications .....	4
Unit Dimensions .....	5
<b>Odyssey Split System Indoor Unit (Item B1)</b>	
Tag Data .....	7
Product Data .....	7
Mechanical Specifications .....	8
Unit Dimensions .....	9
Weight, Clearance & Rigging Diagram .....	11
<b>Field Installed Options - Part/Order Number Summary</b>	
Split System Air Conditioning Units (Small) .....	12

**Tag Data - Split System Air Conditioning Units (Small) (Qty: 2)**

Item	Tag(s)	Qty	Description	Model Number
A1	No Tag	2	3.5 Ton Unitary Split Systems	4TTA4060A4-----0-0000000000-00-----0000-----00 0000000000000000--00-0--0

**Product Data - Split System Air Conditioning Units (Small)**

Item: A1 Qty: 2

- Split System Cooling Outdoor Unit
- 5 Ton Nominal Cooling Capacity
- 460 Volt 3 Phase 60 Hertz
- Evaporator defrost control (Fid)
- Head pressure control (Fid)

**Mechanical Specifications - Split System Air Conditioning Units (Small)**

Item: A1 Qty: 2

**4TTA4 - General**

The Outdoor Units are fully charged from the factory for up to 15 feet of piping. This unit is designed to operate at outdoor ambient temperatures as high as 115°F. Cooling capacities are matched with a wide selection of air handlers and furnace coils that are AHR1 certified. The unit is certified to UL 1995. Exterior is designed for outdoor application.

**4TTA4 - Casing**

Unit casing is constructed of heavy gauge, galvanized steel and painted with a weather-resistant powder paint finish on all louvered panels and the fan top panel. The corner panels are pre-painted. All panels are subjected to our 1,000 hour salt spray test. The base is made of a CMBP-G30 weatherproof material to resist corrosion.

**4TTA4 - Refrigerant Controls**

Refrigeration system controls include condenser fan, compressor contactor and high pressure switch. High and low pressure controls are inherent to the compressor. A factory supplied liquid line drier is standard. Some models may require field installation.

**4TTA4 - Compressor**

The compressor features internal over temperature, pressure protection and total dipped hermetic motor. Other features include: Centrifugal oil pump and low vibration and noise.

**4TTA4 - Condenser Coil**

The outdoor coil provides low airflow resistance and efficient heat transfer. The coil is protected on all four sides by louvered panels.

**4TTA4 - Low Ambient Cooling**

As manufactured, this system has a cooling capacity to 55°F. The addition of an evaporator defrost control permits operation to 40°F. The addition of an evaporator defrost control with TXV permits low ambient cooling to 30°F.

**Head Pressure Control Accessory**

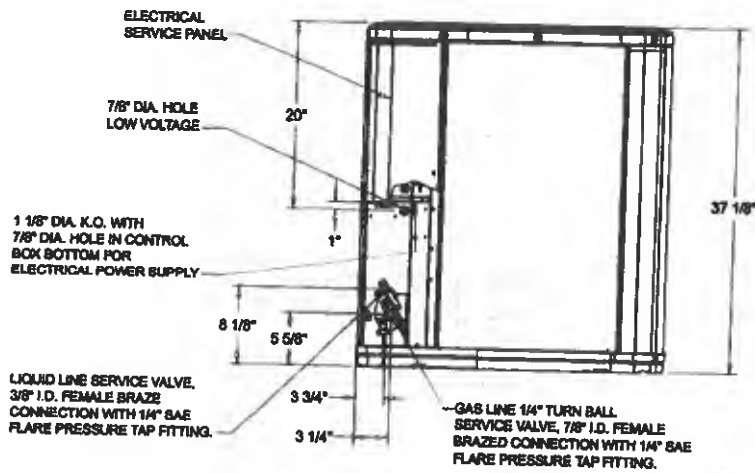
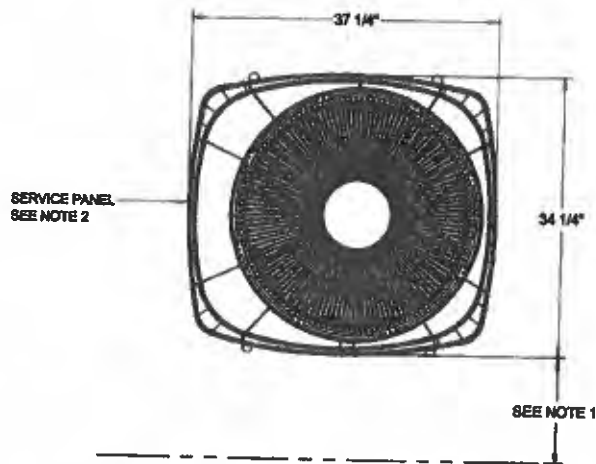
The Head Pressure Control (BAYLOAM<sup>\*\*\*</sup>) accessory is a low voltage (24 Volts) electronic head pressure control that cycles the condenser fan motor based on liquid temperature. The addition of this field installed Head Pressure Control accessory permits cooling operation to 0 deg F [-17.8 deg C] providing that non-bleed TXV's, quick start components, and compressor crankcase heat are provided with the system when required.

**Head Pressure Control**

Controls fan motor (on/off) in response to outdoor ambient temperature in conjunction with liquid line temperature. Accessory provides unit cooling operation to outdoor temperatures of 0F

NOTES

1. TOP DISCHARGE AREA SHOULD BE UNRESTRICTED FOR AT LEAST 60" ABOVE UNIT. UNIT SHOULD BE PLACED SO ROOF RUN-OFF WATER DOES NOT POUR DIRECTLY ON UNIT, AND SHOULD BE AT LEAST 12" FROM WALL AND ALL SURROUNDING SHRUBBERY ON TWO SIDES. OTHER TWO SIDES UNRESTRICTED.
2. ELECTRICAL AND REFRIGERANT COMPONENT CLEARANCES PER PREVAILING CODES.
3. VERIFY WEIGHT, CONNECTION, AND ALL DIMENSION WITH INSTALLER DOCUMENTS BEFORE INSTALLATION



4TTA4060  
 OUTLINE DRAWING

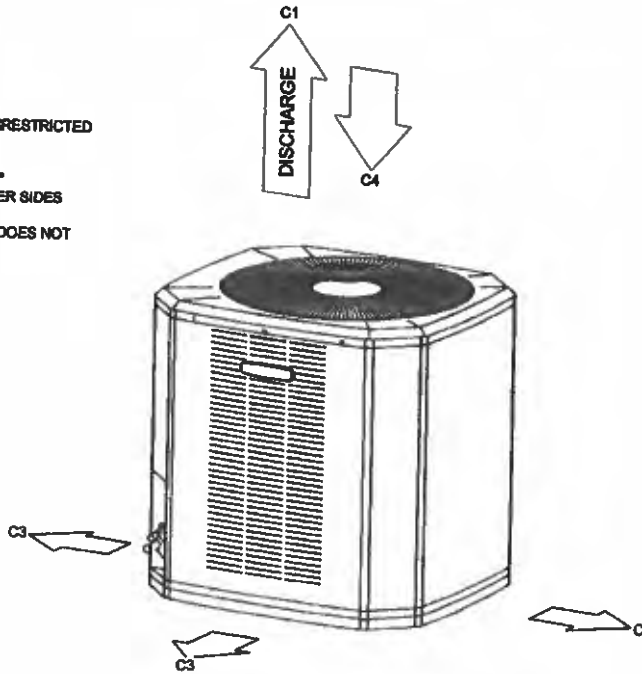
**Unit Dimensions - Split System Air Conditioning Units (Small)**  
**Item: A1 Qty: 2**

**ELECTRICAL / GENERAL DATA**

<p><b>GENERAL</b></p> <p>Model: 4TTA4060A4000A                  Operating Voltage: 414-506                  Unit Primary Voltage: 480                  Unit Secondary Voltage: -                  Unit Hertz: 60                  Unit Phase: 3</p>	<p><b>POWER CONN.</b></p> <p>Minimum Circuit Ampercity: 9.0                  Maximum Circuit Breaker: 15.0                  Minimum Protection Rating: 15.0</p>	<p><b>COMPRESSOR</b></p> <p>Number: 1                  Phase: 3                  Rated Load Amps: 7.1                  Locked Rotor Amps: 52.0</p>
<p><b>OUTDOOR MOTOR</b></p> <p>Number: 1                  Horsepower: 0.20                  Motor Speed (RPM): -                  Phase: 1                  Full Load Amps: 1.05                  Locked Rotor Amps: -</p>	<p><b>NOTES:</b></p> <p>1. Certified in accordance with the Unitary Air-Conditioner equipment certification program which is based on AHRI Standard 210/240.                  2. Calculated in accordance with N.E.C. Use only HACR circuit breakers or fuses.                  3. Standard line lengths - 60'. Standard lift - 60' Suction and Liquid line.                  For Greater lengths and lifts refer to refrigerant piping software Publ# 32-3312-0                  4. * = 15, 20, 25, 30, 40 and 50 foot lineset available.</p>	
<p><b>REFRIGERANT</b></p> <p>Type: R-410A                  Charge: 7.8 lb                  Line Size O.D. Gas: 7/8"                  Line Size O.D. L/Q: 3/8"</p>		

WEIGHT	
NET	211.0 lb
SHIPPING	246.0 lb

- NOTES:**
- C1. TOP DISCHARGE SHOULD BE UNRESTRICTED FOR AT LEAST 60" ABOVE UNIT
  - C2. PLACE UNIT FROM WALL
  - C3. PLACE SHRUBBERY AT LEAST 12" FROM UNIT ON TWO SIDES, OTHER SIDES UNRESTRICTED
  - C4. PLACE UNIT SO ROOF RUN-OFF DOES NOT FALL DIRECTLY ON UNIT



**WEIGHT AND CLEARANCE**



**Tag Data - Odyssey Split System Indoor Unit (Qty: 1)**

Item	Tag(s)	Qty	Description	Model Number
B1	No Tag	1	7.5 Ton Unitary Split Systems Indoor	TWE09043BAA--A0000000000000000000000000000000

**Product Data - Odyssey Split System Indoor Unit**

Item: B1 Qty: 1

- Air Handler
- 7.5 Ton
- R-410A
- 208-230/60/3
- Dual Circuit
- A - Major Design Sequence
- A - Minor Design Sequence
- Generation A (DOE 2018)
- Standard Motor

**Mechanical Specifications - Odyssey Split System Indoor Unit**

Item: B1 Qty: 1

**General - TWE**

Completely Factory Assembled Convertible for Horizontal or Vertical Configuration Convertible for Cooling Only or Heat Pump Application Convertible for Left or Right External Connections (Refrigerant and/or Electrical) Convertible for Front or Bottom Air Return Nitrogen Holding Charge Certified and Rated In Accordance with AHRI and DOE Standards Certified to UL 1995 for Indoor Blower Coil Units

**Casing - TWE**

Zinc Coated, Heavy Gauge, Galvanized Steel Weather Resistant Baked Enamel Finish Access Panels with Captive Screws Completely Insulated with Foil Faced, Cleanable, Fire Retardant, Permanent, Odorless Glass Fiber Material Captured or Sealed Insulation Edges Electrical Connection Bushings or Plugs Refrigerant Connection Bushings or Plugs  
Withstand Elevated Internal Static Pressure

**Refrigeration System - TWE**

Single or Dual Circuit Distributor(s) Thermal Expansion Valves (TXVs)

**Evaporator Coil - TWE**

3/8" Internally Enhanced Copper Tube Mechanically Bonded to Lanced Aluminum Plate Fins Factory Pressure and Leak Tested to 449 psig.  
Draw-Through Airflow Dual Circuits Are Interlaced/Intertwined Double Sloped, Removable, Cleanable, Composite Drain Pan Four Drain Pan Positions

**Indoor Fan - TWE**

Double Inlet, Double Width, Forward Curved, Centrifugal Type Fan Dual Fans On 10.4-20.912.5-25 Ton Air Handlers Adjustable Belt Drive  
Permanently Lubricated Bearings

**Indoor Motor - TWE**

Adjustable Motor Sheaves Fixed Motors Sheaves (SZVAV and 2-Speed VFD) Thermal Overload Protection  
Permanently Lubricated Bearings  
Meet Energy Policy of 1992 (EPACT) Optional Over Sized Motors for High Static Applications

**Controls - TWE**

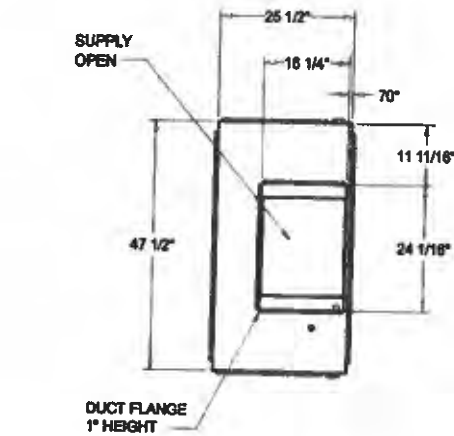
Completely Internally Wired Numbered and Colored Wires Magnetic Indoor Fan Contactor Low Voltage Terminal Strip Single Point Power Entry Evaporator Defrost Control

**Filters - TWE**

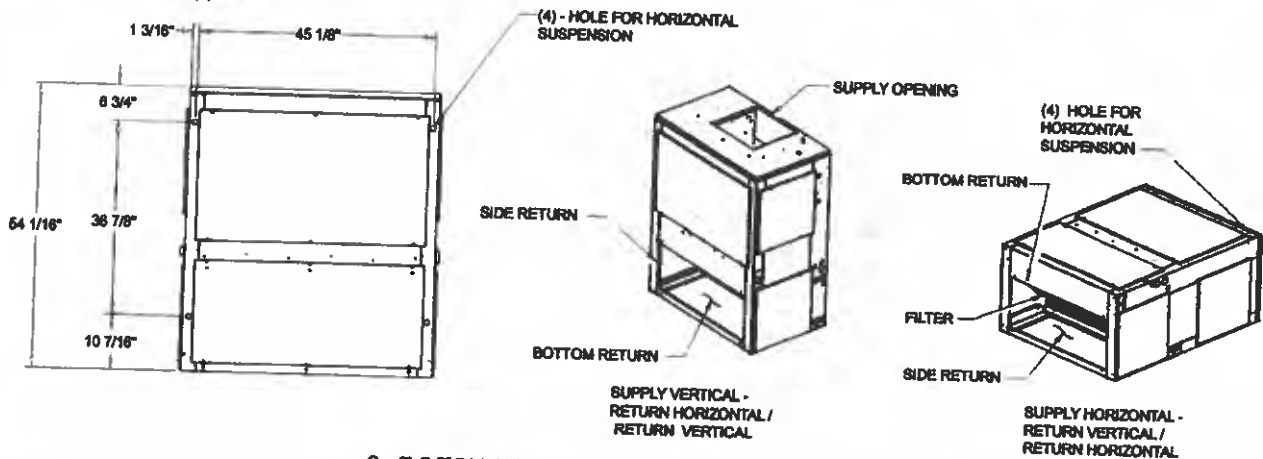
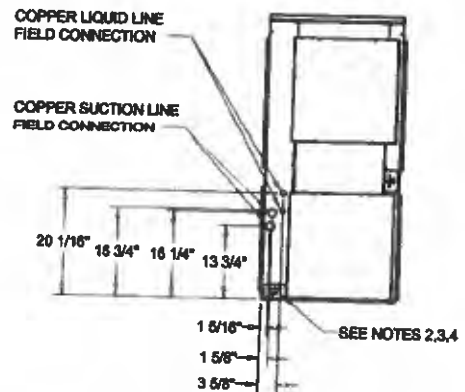
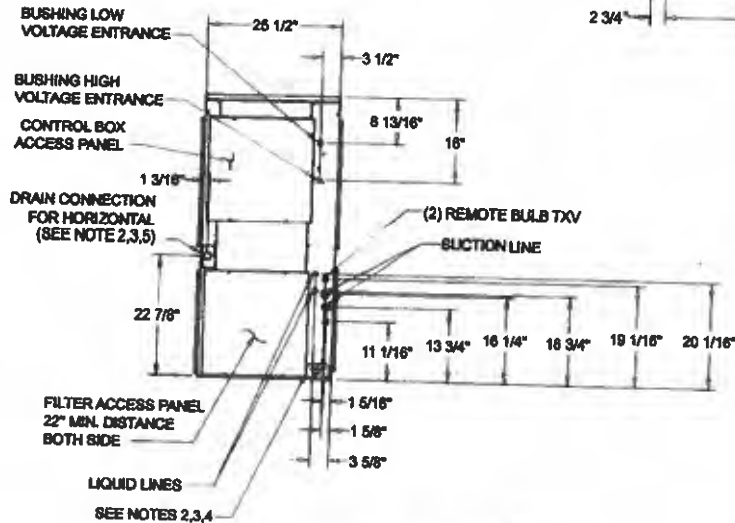
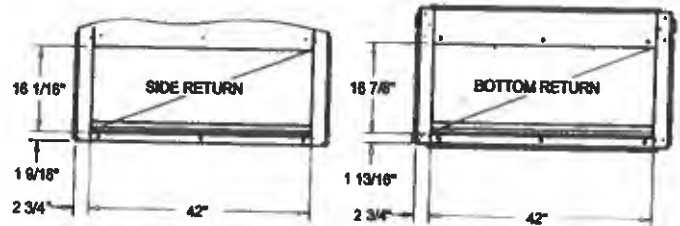
Access From Side Coil Panels Filters Slide on Rack One Inch (1"), Throw-Away Filters on 4.6-8.335-10 Ton Units Filter Rack Convertible to Two Inch (2") Capability on 5-10 Ton Units Two Inch (2"), Throw-Away Filters on 10.4-20.912.5-25 Ton Units

**Electric Heaters TWE**

Heavy Duty Nickel Chromium Elements cETL Approved Installs Directly On Fan Discharge One or Two Stage Control (Dependent Upon Capacity) Single Point Power Entry Terminal Strip Connections 208-230V Heaters Internally Wye Connected Automatic Line Break High Limit Controls 230V Heaters Internally Delta Connected Automatic Reset of High Limit Controls Through Pilot Duty with Secondary Backup Fuse Links



- NOTES:  
 1. PANEL DEPTH 1/2" (TYRALL PANELS).  
 2. REMOVABLE DRAIN PAN AND ATTACHED DRAIN CONNECTION MAY BE INSTALLED ON END OF UNIT IN EITHER THE VERTICAL OR HORIZONTAL CONFIGURATION, PLASTIC DRAIN PAN ACCESS PLATE ON THE END OF UNIT OPPOSITE DRAIN CONNECTION MUST BE REMOVED TO SLIDE DRAIN PAN OUT OF UNIT FOR CLEANING. ACCESS PLATE MUST BE RE-INSTALLED AFTER SLIDING DRAIN PAN BACK INTO UNIT.  
 3. IF PERIODIC DRAIN PAN CLEANING IS REQUIRED, ALLOW ROOM FOR PARTIAL REMOVAL OF DRAIN PAN CONNECTION AT END OF UNIT.  
 4. 1" FEMALE SCHED. 40 PVC PIPE DRAIN CONNECTION VERTICAL CONFIGURATION.  
 5. 1" FEMALE SCHED. 40 PVC PIPE DRAIN CONNECTION HORIZONTAL CONFIGURATION.



6 - 7.5 TON AIR HANDLER (DUAL CIRCUIT)  
 DIMENSIONAL DRAWING

**Unit Dimensions - Odyssey Split System Indoor Unit**  
**Item: B1 Qty: 1**

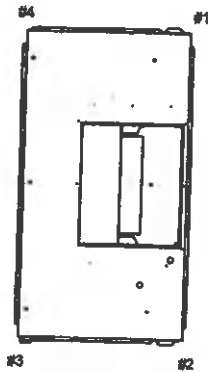
**AIR HANDLER ELECTRICAL DATA**

<b>ELECTRICAL DATA</b> Model: TWE090 Unit Operating Voltage: 187-253 Minimum Circuit Ampacity: 7.0 Maximum Fuse Size: 15.0 Maximum Circuit Breaker: 15.0			Convertible 480 Voltages TWE090 414-608 3.0 15.0 15.0			<b>EVAPORATOR FAN MOTOR (3)</b> No.: 1 Volts: 208-230 Phase: 3 Motor HP: 1.50 Amp-FLA: 5.3 - 5.0 Amp-LRA: 34.3 - 34.3			Convertible 480 Voltages 1 480 3 1.50 2.5 17.0		
<b>GENERAL DATA</b>											
<b>SYSTEM DATA</b> No. Refrigerant Circuits: 2 Suction Line (in.) OD: 1 1/8" Liquid Line (in.) OD: 1/2"				<b>INDOOR COIL - TYPE</b> Tube Size: 3/8" Face Area: 8 1/8" Row/PPH: 4 / 14 Refrigerant Control: EXPANSION VALVE Drain Connection Size: 1" PVC							
<b>INDOOR FAN</b> Type: CENTRIFUGAL No. Used/Diameter x Width: 1 / 15"X15" Drive Type/No. Speed: BELT/ADJUSTABLE CFM: 3000 No. Motor: 1 Motor HP - Standard/Oversized: 1.5 / 2.0 / 3.0 Motor RPM: 1725 Motor Frame Size: 56H				<b>FILTER</b> Type: THROWAWAY Furnished: YES No. Size Recommended: (3) 16"X25"X1"							
<b>HEATER DATA</b>											
<b>ELECTRICAL DATA</b> Heat Rating (kW): Control Stages: Power Supply: Minimum Circuit Ampacity: Maximum Fuse Size: Maximum Circuit Breaker:				<b>Notes:</b> 1. kW ratings are at: 208/240V for 208-230V air handlers 480V for 480V air handlers 600V for 575V air handlers For other than rated voltages, capacity = ( $\frac{\text{Voltage}}{\text{Rated Voltage}}$ ) x Rated Capacity 2. Any power supply and circuits must be wired and protected in accordance with local electrical codes. 3. The HACR circuit breaker is for U.S.A. installations only. 4. With motor field converted to 480V.							

**NOTES:**

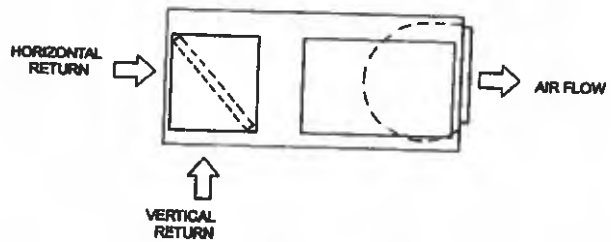
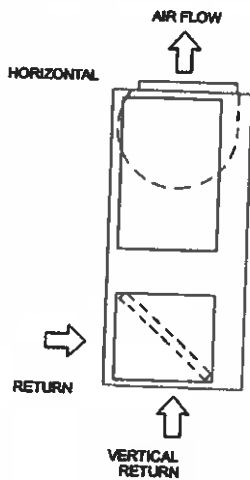
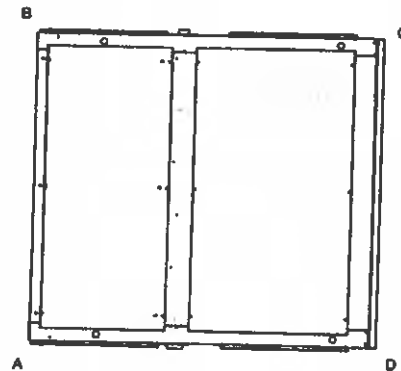
- Cooling performance is rated at 95 F ambient, 80 F entering dry bulb, 67 F entering wet bulb.
- Gross capacity does not include the effect of fan motor heat. AHRI capacity is net and includes the effect of fan motor heat. Ratings shown are tested and certified in accordance with AHRI Standard 340/360 or 365 certification program.
- Condensing Unit Only Gross Cooling Capacity rate at 45 F saturated suction temperature and at 95 F ambient.
- AHRI Net Cooling Capacity is calculated with matched blower coil and 25 ft. of OD interconnecting tubing. EER is rated at AHRI conditions and in accordance with DOE test procedures.
- Integrated Part Load Value is based on AHRI Standard 340/360 or 365. Units are rated at 80 F ambient, 80 F entering dry bulb, and 87 F entering wet bulb at AHRI rated CFM.
- Sound Rating shown is tested in accordance with AHRI Standard 270.
- Refer to refrigerant piping program for line sizing and line length.
- Refrigerant (operating) charge is for condensing unit (all circuits) with matching blower coils and 25 ft. of interconnecting refrigerant lines. All units are shipped with a small nitrogen holding charge only.
- Second Column data Coverable to 480 volt

**Weight, Clearance & Rigging Diagram - Odyssey Split System Indoor Unit**  
 Item: B1 Qty: 1



**WEIGHTS AND CORNER WEIGHTS**

Shipping:	360.0 lb
Net:	323.0 lb
<b>VERTICAL</b>	
Corner 1:	67.0 lb
Corner 2:	98.0 lb
Corner 3:	75.0 lb
Corner 4:	62.0 lb
<b>HORIZONTAL</b>	
Corner A:	66.0 lb
Corner B:	92.0 lb
Corner C:	67.0 lb
Corner D:	68.0 lb



**WEIGHTS AND LOAD POINT LOCATION FOR CONDENSOR**  
 WEIGHT AND RIGGING

**Field Installed Options - Part/Order Number Summary**  
 This is a report to help you locate field installed options that arrive at the jobsite. This report provides part or order numbers for each field installed option, and references it to a specific product tag. It is NOT intended as a bill of material for the job.

**Product Family - Split System Air Conditioning Units (Small)**

Item	Tag(s)	Qty	Description	Model Number
A1	No Tag	2	3.5 Ton Unitary Split Systems	4TTA4060A4----- -0-0000000000-00- -----0000----- 0000000000000000 00-00-0-0

Field Installed Option Description	Part/Ordering Number
Evaporator defrost control	AY28X079
Head pressure control	BAYLOAM103

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

FAA

**Project Name or Title:** AHU-6 Replacement Proposal

**Project Description:** AHU-6 is the original equipment that was installed in 1992. AHU-6 cools the UPS Room.

**Project Justification and Impact:** AHU-6 is 28 years old. We can't locate parts or purchase parts for this equipment anymore.

**Project Costs:** \$27,284

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 27,284	\$ -	\$ -	\$ -	\$ -	\$27,284

**Useful Life:** 10-12 years

**Estimated Cost Beyond Five Year Program:** Regular maintenance

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-21

Department: FAA - Phase I

Fund: 557

Division:

Department Number: 4990

Item/Project Name: Used 2015 Yamaha Gas Golf Car Purchase

Item/Project Manager: Ron Wilkerson

Priority Rating: High

Units Requested: (1)

Number of Similar Units on Hand: (1)

---

Description of Item/Project: Used 2015 Yamaha gas golf car

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: 2000 Yamaha gas golf cart that barely luns.

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use: The golf cart is primarily used to haul equipment/supplies to all 3 buildings on campus which is very important and necessary. In addition, the golf cart is used to remove snow, carry salt, shovels, etc., during the winter months.

Will requested expenditure require additional personnel? NO

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$5,000

Less: Trade In

Net Cost \$5,000



EASY RIDE GOLF CARS of GEORGIA  
 365 GILMER FERRY ROAD  
 BALL GROUND, GA 30107

Date	10/28/2019
S.O. No.	5040

Ship To  
 COLLIER INTERNATIONAL  
 1701 COLUMBIA AVE  
 COLLEGE PARK 30337

Name / Address  
 COLLIER INTERNATIONAL  
 NX5# 005768-FAA  
 PO BOX 7690  
 MERRIFIELD, VA 22116

P.O. No.	Project
----------	---------

Item	Description	Ordered	Rate	Amount
GOLF CARS	2015 Yamaha gas golf cart with a no dump steel box and tail gate, used windshield, head lights tail lights		4,700.00	4,700.00

CREDIT CARD FEES NEED TO BE ADDED. 4% FOR AMERICAN EXPRESS AND 3% FOR ALL OTHERS. PLEASE PAY BY CHECK OR CASH TO AVOID THESE FEES.

Subtotal	\$4,700.00
Sales Tax (6.0%)	\$282.00
Total	\$4,982.00

Phone #	770-737-2221
Fax #	770-737-2240
E-mail	easyridegolfcars@ids.net
Web Site	easyridegolfcars.com

QUOTE

**EASY RIDE GOLF CARS of GEORGIA**

365 GILMER FERRY ROAD  
BALL GROUND, GA 30107

**QUOTE**

Date	S.O. No.
10/28/2019	5041

<b>Name / Address</b>
COLLIER INTERNATIONAL NXS# 005768-FAA PO BOX 7690 MERRIFIELD, VA 22116

<b>Ship To</b>
COLLIER INTERNATIONAL 1701 COLUMBIA AVE COLLEGE PARK 30337

P.O. No.	Project

Item	Description	Ordered	Rate	Amount
GOLF CARS	2014 Yamaha utility cart with head lights, tail lights manually hydraulic dump, complete service tuneup, new belts, new tires, rear end grease service. These have some paint drops. Max weight 500lbs.	1	3,300.00	3,300.00T

<b>Subtotal</b>		\$3,300.00
<b>Sales Tax (6.0%)</b>		\$198.00
<b>Total</b>		\$3,498.00

CREDIT CARD FEES NEED TO BE ADDED. 4% FOR AMERICAN EXPRESS AND 3% FOR ALL OTHERS. PLEASE PAY BY CHECK OR CASH TO AVOID THESE FEES.

<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>	<b>Web Site</b>
770-737-2221	770-737-2240	easyridegolfcars@tds.net	easyridegolfcars.com

EASY RIDE GOLF CARS OF GEORGIA

365 GILMER FERRY ROAD  
BALL GROUND, GA 30107

COLLIER INTERNATIONAL  
NXS# 005768-FAA  
PO BOX 7690  
MERRIFIELD, VA 22116

Name / Address

COLLIER INTERNATIONAL  
1701 COLUMBIA AVE  
COLLEGE PARK 30337

Ship To

S.O. No.	10/28/2019
Date	5042

P.O. No.	Project
----------	---------

--	--

--	--

Item	Description	Ordered	Rate	Amount
GOLF CARS	2019 Yamaha Umax 14HP engine, manually hydraulic dump bed, head lights, tail lights, bucket seats, trunk for storage. 800lbs		9,200.00	9,200.00T

CREDIT CARD FEES NEED TO BE ADDED. 4% FOR AMERICAN EXPRESS AND 3% FOR ALL OTHERS. PLEASE PAY BY CHECK OR CASH TO AVOID THESE FEES.

Subtotal	\$9,200.00
Sales Tax (6.0%)	\$552.00
Total	\$9,752.00

Phone #	770-737-2221	Fax #	770-737-2240	E-mail	easyridegolfcars@ids.net	Web Site	easyridegolfcars.com
---------	--------------	-------	--------------	--------	--------------------------	----------	----------------------

QUOTE

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

FAA

**Project Name or Title:** Used 2015 Golf Car

**Project Description:** Used 2015 Yamaha Gas Golf Car

**Project Justification and Impact:** The golf car is primarily used to haul equipment/supplies to all (3) buildings on campus. Maintenance also use the golf car to transport motors, filters, parts, etc. In addition, it's used for snow removal and spreading salt.

**Project Costs:** \$5,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000

**Useful Life:** 10 years

**Estimated Cost Beyond Five Year Program:** Regular maintenance.

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2020-21**

Department: FAA

Fund: 557

Division:

Department Number: 4990

Item/Project Name: New Lighting System

Item/Project Manager: Ron Wilkerson

Priority Rating: High

Units Requested: (1)

Number of Similar Units on Hand: -0-

Description of Item/Project: FAA Southern Region Lighting Control System

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: Purchase and Install new lighting control system for Phase I, Campus Building and Daycare

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: The present lighting system is 28 years old. We can't buy any parts for the system and we can't find a contractor that will work on the system.

Will requested expenditure require additional personnel? NO

Cost Breakdown:

Estimated Useful Life 25 years

Estimated Cost \$140,680

Less: Trade In -0-

Net Cost \$140,680

Comparable Quotes:

Vendor Name

Vendor Quote

1. \$140,680

LCK Contractor - Columbia, SC

See attached

2.

3

## **FEE PROPOSAL**

30 January 2020

MECA  
PO Box 50644  
Columbia, SC 29250-0644

Attn: Mr. Kevin Stanley

Re: FAA Southern Regional Lighting Control System Replacement



168 Laurelhurst Avenue  
Columbia, SC 29210-3824  
Phone (803) 252-6919  
Fax (803) 799-5494  
[gwa@gwainc.net](mailto:gwa@gwainc.net)

Pursuant to your request, this is the scope of services we envision for this project, along with our fee proposal for these services. If accepted, this agreement is made between MECA, Inc. ("Client") and GWA, Inc. ("Consultant"). Consultant will provide the following electrical engineering services for the above specified project.

### **PROJECT DESCRIPTION USED AS A BASIS OF AGREEMENT**

The scope of work will include electrical engineering services as required to evaluate the existing lighting control system and design a replacement lighting control system for the building.

### **ASSUMPTIONS**

For purposes of this proposal, we have made the following assumptions:

1. Our scope includes technical design and construction administration services only – LCK will provide bidding, negotiation and administrative contract administration services.
2. AutoCAD or Revit compatible drawing templates will be provided to us in creating design documents.

### **SCOPE OF SERVICES**

Our services will include:

#### **Engineering and Design:**

- Site visit(s) and Consultation with Owner/Design Team to determine scope of work
- Electrical engineering including:
  - a. Design for partial demolition of existing building lighting control system
  - b. Design for a new networked lighting control system for interior and exterior lighting fixtures
- Plans
- Specifications (Division 26)

**Construction Period Services:**

- Response to Contractor's Questions/RFI's
- Review of shop drawings as listed in specification sections written by GWA
- Engineering site visits to observe construction with written report (Two (2) assumed)

**Exclusions: (Excluded from this scope, but available as an additional service)**

- Electrical commissioning or participation in electrical equipment startup, testing and training

For the services outlined above, our fee will be \$9,580.00 plus reimbursable expenses not to exceed \$1,500.00. Reimbursable expenses include travel, meals, lodging, shipping and reproduction of documents and will be billed at cost x 1.1.

Services in addition to those outlined above will be agreed to in advance by both parties and will be lump sum or billed at hourly rates of:

- Principal Engineer: \$190 per hour
- Project Engineer, Project Manager: \$150 per hour
- Electrical Designer, Field Representative: \$125 per hour
- Drafter: \$85 per hour
- Clerical: \$80 per hour

**OWNERSHIP OF DOCUMENTS** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Consultant as instruments of service shall remain the property of the Consultant. The Consultant shall retain all common law, statutory and other reserved rights, including copyright thereto.

**INDEMNIFICATION** Client and Consultant mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement, to the extent that each party is responsible for such damages, liabilities or costs on a comparative basis of fault.

**BILLINGS/PAYMENTS** Invoices for Consultant's services shall be submitted either upon completion of such services or on a monthly basis. Consultant recognizes that said invoices will be presented by the Client to the Owner and that the Client will pay the Consultant the amount due for services rendered and expenses incurred within thirty (30) calendar days after the Client is paid by the Owner. If payment from Client is not received by the Consultant within ninety (90) calendar days of the invoice date, the Client shall pay as interest an additional charge of one and one-half (1½) percent of the *Past Due* amount per month. Payment thereafter shall be applied first to accrued interest and then to the unpaid principal. In the event legal action is necessary to enforce the payment provisions of this Agreement, the Consultant shall be entitled to collect from the Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by the Consultant in connection therewith.

**TERMINATION** (1) This agreement between Client and Consultant may be terminated by either party upon seven days' written notice in the event of persistent failure of performance of the material terms and conditions of this agreement by the other party through no fault of the terminating party. (2) If this agreement is terminated during the course of performance of the work, the Consultant shall be paid the reasonable value of the services performed during the period prior to the effective date of termination of the agreement. (3) In the event of termination, Consultant shall be paid all termination expenses resulting

therefrom. (4) If, prior to termination of this agreement, any work designed or specified by Consultant during any phase of the work is suspended in whole or in part for more than three months or abandoned after written notice from the Client, Consultant shall be paid for such services performed prior to receipt of such notice.

**MEDIATION** In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

Please indicate your acceptance of this Agreement by signing below and returning one copy to us. If Agreement has not been accepted in thirty (30) calendar days, it will be subject to renegotiation.

Thank you,

GWA, Inc., Electrical Engineers

By:

  
\_\_\_\_\_  
S. Dickson O'Brien, PE, LEED<sup>AP</sup>

Date: 30 January 2020

©2020

**PROPOSAL FOR WORK AS SPECIFIED ABOVE ACCEPTED FOR MECA, INC. BY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





<b>Budget Projection</b> <b>FAA Lighting Controls Replacement</b> <b>1643 &amp; 1701 Columbia Avenue College Park, GA 30337</b>		
	<b>Rentable SF:</b>	<b>312,713</b>
<b>Description</b>	<b>Cost Projection</b>	
<b>Hard Costs</b>		
Wattstopper Lighting Control Panels	\$	103,927
Permit (estimate)		1,059
	<b>Total Hard Costs</b>	<b>\$ 104,986</b>
<b>Soft Costs</b>		
Project Mangement - per Property Management Agreement	\$	11,148
Reimbursable Expenses		2,500
Electrical Engineer (GWA, Inc.)		9,580
Reimbursable Expenses		1,500
Asbestos Survey		N/A
Bond, Insurance, Builders Risk		TBD
	<b>Total Soft Costs</b>	<b>\$ 23,228</b>
<b>Contingency</b>		
Contingency ( 10% )	\$	12,466
	<b>Total Contingency Costs</b>	<b>\$ 12,466</b>
<b>Project Totals</b>		
	<b>Project Total</b>	<b>\$ 140,680</b>
<i>Prepared by: Dale Stigamier</i>		

NOTE:

LCK

All information furnished with respect to the subject matter has been obtained from resources deemed reliable. No representation or warranty as to the accuracy thereof is made and such information is submitted subject to change in price, omissions, errors, prior sale, or withdrawal without notice.



**PROPOSAL**  
**MAYBERRY ELECTRIC, INC.**  
 PO Box 19839 Atlanta, GA 30325  
 PHONE 404.799.3334  
 SERVICE HOTLINE 24/7 404.645.7373

<b>Submitted to:</b> Colliers International, Inc.	<b>Attention:</b> Phyllis McClendon	<b>Date:</b> 01/23/2020
<b>Email:</b> Phyllis.CTR.McClendon@faa.gov	<b>Project Name:</b> Wattstopper Lighting Control Panels	<b>Type:</b>
<b>Phone:</b> 404-305-9177	<b>Project Location:</b> 1701 Columbia Avenue College Park, GA 30337	<b>MEI Job#</b>

**We hereby submit specifications and estimates for:**

**Provide labor and material for the following:**

- (1) LMNC-LG-KIT Pn: 1408249
- (1) LMSW-108-TBD Pn: 1408249
- (1) WS LMCT-100-2 DIGITAL WIRELESS CONFIGURATION TOOL WITH USB Pn: 1203324
- (1) 1000' WS LM-MSTP SEGMENT NETWORK WIRE Pn: 528079
- (1) WS LMRJ-100 RJ45 CABLE 100 FEET NONPLENUM RATED Pn: 590960
- (1) LMRJ-P100 Pn: 1408249
- (1) LMCP24 115/277-18HD Pn: 1408249
- (1) LMCP24 115/277-24HD Pn: 1408249
- (1) LMCP48 115/277-36HD Pn: 1408249
- (1) LMCP48 115/277-48HD Pn: 1408249
- (1) LMCP48 115/277-25HD Pn: 1408249
- (1) LMCP48 115/277-36HD Pn: 1408249
- (1) LMCP48 115/277-31HD Pn: 1408249
- (1) LMNC-LG-KIT Pn: 1408249
- (1) LMSW-108-TBD Pn: 1408249
- (1) LMCT-100-2 Pn: 1408249
- (1) 1000' LM-MSTP Pn: 1408249

**Notes:**

**Additional work will be installed on a time and material basis.**  
**Does not include permit or inspection fees.**  
**Work performed during normal business hours.**  
**WE PROPOSE:**

MEI TO FURNISH MATERIAL AND LABOR - COMPLETE BY ACCORDANCE WITH ABOVE SPECIFICATIONS FOR THE SUM OF

| \$ **103,927.00** |

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ALL WORK IS GUARANTEED FOR A PERIOD OF ONE YEAR. ALL MEI WORKERS ARE COVERED BY WORKERS COMPENSATION INSURANCE.

**AUTHORIZED SIGNATURE:**

DUSTIN O'DAY  
 Dustin O'Day - Service Manager

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN

30 DAYS

**ACCEPTANCE OF PROPOSAL:** THIS ABOVE PRICES, SPECIFICATIONS

AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT IS DUE UPON COMPLETION.

**DATE OF ACCEPTANCE:** \_\_\_\_\_

**CUSTOMER**

**SIGNATURE:** \_\_\_\_\_

**Customer PO#** \_\_\_\_\_

(Please provide for accurate billing.)

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

FAA

**Project Name or Title:** New Lighting System

**Project Description:** Replace a 28 years old lighting control system that's obsolete.

**Project Justification and Impact:** Our present lighting system is old/obsolete. We can't locate parts, purchase parts, or find a company to service the lighting system.

**Project Costs:** \$ 140,680

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 140,680	\$ -	\$ -	\$ -	\$ -	\$ 140,680

**Useful Life:** 25 years

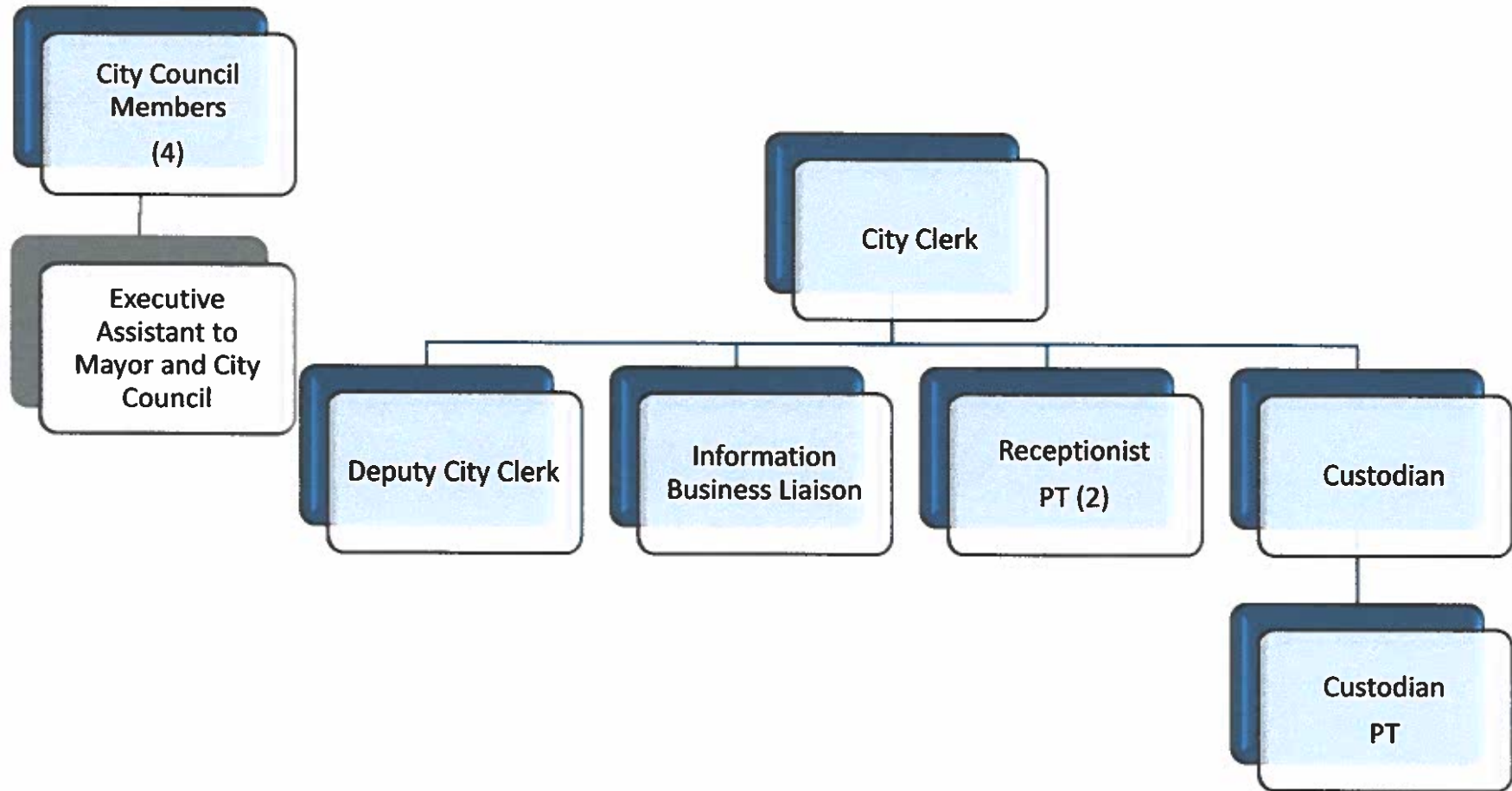
**Estimated Cost Beyond Five Year Program:** It has a 6 years warranty, after the warranty, it would be minimal.

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None



# Legislative Office Organizational Chart



CITY OF COLLEGE PARK, GA  
FISCAL YEAR 2021 BUDGET

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

---

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Council Members	4	4	4	4	4
City Clerk	1	0	1	1	1
Assistant to City Clerk	1	0	0	0	0
Deputy City Clerk	0	1	1	1	1
Information Business Liaison	1	1	1	1	1
Receptionist	1	0	0	0	0
Janitor	1	1	1	1	1
 Part Time Positions:					
Janitor	1	1	1	1	1
Receptionist	0	2	2	2	2
 <b>Total Personnel:</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1100 - LEGISLATIVE</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	243,350.83	286,868.00	179,541.97	63	277,357.00	277,357.00	(3)
51 5020	Salary/Overtime	5,497.93	3,000.00	1,243.20	41	3,000.00	3,000.00	
51 5030	Salary/Partime	30,512.24	46,800.00	36,333.53	78	46,800.00	46,800.00	
51 5040	Shared Utility Payments	11,361.24	13,000.00	7,907.31	61	13,000.00	13,000.00	
51 5190	Medicare	3,754.66	4,838.00	3,032.46	63	4,700.00	4,700.00	(3)
51 5200	Fica	1,880.11	2,902.00	1,521.07	52	2,902.00	2,902.00	
<i>Personnel Services Totals</i>		<b>\$296,357.01</b>	<b>\$357,408.00</b>	<b>\$229,579.54</b>	<b>64%</b>	<b>\$347,759.00</b>	<b>\$347,759.00</b>	<b>(3%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	51,516.04	51,664.00	33,832.61	65	43,209.00	56,886.00	10
51 5161	Life Insurance	575.46	1,007.00	386.85	38	792.00	792.00	(21)
51 5163	ST Disability Insurance	143.68	491.00	35.20	7	491.00	491.00	
51 5164	LT Disability Insurance	130.50	268.00	71.85	27	268.00	268.00	
51 5165	Health Insurance	35,160.76	48,684.00	32,959.55	68	54,509.00	58,798.00	21
51 5166	Dental Insurance	2,018.88	3,069.00	1,714.33	56	3,710.00	3,710.00	21
<i>Employee Benefits Totals</i>		<b>\$89,545.32</b>	<b>\$105,183.00</b>	<b>\$69,000.39</b>	<b>66%</b>	<b>\$102,979.00</b>	<b>\$120,945.00</b>	<b>15%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	20,776.01	11,040.00	10,147.89	92	14,589.00	14,600.00	32
52 5260	Heat & Power	29,557.76	35,578.00	22,260.53	63	30,000.00	30,000.00	(16)
52 5270	Water	1,137.11	1,300.00	870.65	67	1,200.00	1,200.00	(8)
52 5280	Other Communication/Util	3,537.83	3,600.00	2,653.38	74	3,300.00	3,300.00	(8)
<i>Communications &amp; Util. Totals</i>		<b>\$55,008.71</b>	<b>\$51,518.00</b>	<b>\$35,932.45</b>	<b>70%</b>	<b>\$49,089.00</b>	<b>\$49,100.00</b>	<b>(5%)</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	.00	.00	22.98		5,000.00	3,000.00	
52 5730	R&M - D/P Equipment	12,491.64	14,952.00	13,598.55	91	18,652.00	18,652.00	25
<i>Repair &amp; Maintenance Totals</i>		<b>\$12,491.64</b>	<b>\$14,952.00</b>	<b>\$13,621.53</b>	<b>91%</b>	<b>\$23,652.00</b>	<b>\$21,652.00</b>	<b>45%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	183,885.32	40,000.00	26,180.87	65	279,735.00	204,735.00	412
<i>Building Maintenance Totals</i>		<b>\$183,885.32</b>	<b>\$40,000.00</b>	<b>\$26,180.87</b>	<b>65%</b>	<b>\$279,735.00</b>	<b>\$204,735.00</b>	<b>412%</b>
<i>Training &amp; Education</i>								
52 6200	Training	6,051.09	3,651.00	3,696.36	101	8,800.00	7,800.00	114
52 6210	Dues	7,278.69	6,165.00	3,170.00	51	6,000.00	6,000.00	(3)
52 6220	Subscription/Publications	625.91	1,307.00	1,470.63	113	1,307.00	1,307.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
EXPENSE								
Department <b>1100 - LEGISLATIVE</b>								
<i>Training &amp; Education</i>								
52 6230	Conventions/Meetings	8,686.08	10,000.00	3,710.68	37	10,000.00	10,000.00	
52 6232	Convention/ Meetings Ward 2	8,368.27	10,000.00	9,678.05	97	10,000.00	10,000.00	
52 6233	Convention/ Meetings Ward 3	7,472.36	8,000.00	1,199.50	15	10,000.00	10,000.00	25
52 6234	Convention/Meetings Ward 4	10,413.74	10,000.00	5,550.14	56	10,000.00	10,000.00	
52 6235	Convention & Meetings Ward 1	10,101.18	12,000.00	5,937.13	49	10,000.00	10,000.00	(17)
<i>Training &amp; Education Totals</i>		\$58,997.32	\$61,123.00	\$34,412.49	56%	\$66,107.00	\$65,107.00	7%
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	2,395.51	1,000.00	1,885.38	189	2,200.00	2,200.00	120
52 5520	Code Amendments	11,754.42	6,000.00	2,584.00	43	6,000.00	4,000.00	(33)
52 6000	Advertising Expense	3,963.96	6,000.00	1,510.56	25	3,000.00	3,000.00	(50)
52 6110	Other Insurance	100,340.28	9,951.00	26,110.51	262	29,339.00	29,339.00	195
52 6130	Miscellaneous Services	2,532.57	2,500.00	1,042.06	42	2,050.00	2,050.00	(18)
52 6170	Contractual Services	89,707.05	50,037.00	52,013.40	104	50,397.00	50,397.00	1
52 6193	City Wide Events	.00	10,000.00	10,000.00	100	13,000.00	10,000.00	
52 6500	Election Expense	15,259.92	30,000.00	49,611.57	165	.00	.00	(100)
52 6560	Workers Comp/Administrati	3,358.92	2,288.00	2,733.29	119	2,999.00	2,999.00	31
52 7182	Ward 2 Expenditures From Donations	2,810.23	.00	.00		.00	.00	
52 7184	Ward 4 Expenditures From Donations	30,514.28	.00	24,063.78		.00	.00	
<i>Other Services &amp; Charges Totals</i>		\$262,637.14	\$117,776.00	\$171,554.55	146%	\$108,985.00	\$103,985.00	(12%)
<i>Materials &amp; Supplies</i>								
52 7300	Postage	1,662.03	800.00	685.01	86	1,500.00	1,100.00	38
52 7320	Stationery & Printing	7,631.13	8,000.00	8,197.24	102	7,900.00	7,900.00	(1)
52 7330	Copy Expense	2,417.00	2,000.00	3,662.94	183	7,200.00	7,200.00	260
53 7050	Medical Services/Supplies	242.00	447.00	302.00	68	.00	.00	(100)
53 7121	Computer Hardware	224.33	1,000.00	9,026.82	903	5,200.00	3,200.00	220
53 7181	Discretionary Allowance 1	2,820.58	5,000.00	1,402.58	28	5,000.00	5,000.00	
53 7182	Discretionary Allowance 2	4,410.48	5,000.00	5,277.66	106	5,000.00	5,000.00	
53 7183	Discretionary Allowance 3	7,495.98	5,000.00	7,548.41	151	5,000.00	5,000.00	
53 7184	Discretionary Allowance 4	3,486.87	4,524.00	6,337.12	140	5,000.00	5,000.00	11
53 7185	Discretionary Allowance - Mayor	516.42	.00	.00		10,000.00	10,000.00	
53 7310	Office Supplies	6,200.69	5,500.00	2,776.37	50	5,500.00	5,500.00	





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>1100 - LEGISLATIVE</b>							
	Materials & Supplies							
53 7360	Other Admin. Supplies	980.59	5,000.00	2,854.96	57	14,000.00	10,000.00	100
	<i>Materials &amp; Supplies Totals</i>	<u>\$38,088.10</u>	<u>\$42,271.00</u>	<u>\$48,071.11</u>	<u>114%</u>	<u>\$71,300.00</u>	<u>\$64,900.00</u>	<u>54%</u>
	<i>Cost Of Sales</i>							
53 7030	Food & Dietary Supplies	6,763.25	5,500.00	3,478.92	63	5,000.00	5,000.00	(9)
	<i>Cost Of Sales Totals</i>	<u>\$6,763.25</u>	<u>\$5,500.00</u>	<u>\$3,478.92</u>	<u>63%</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>(9%)</u>
	<i>Capital Outlay</i>							
54 7610	Office Equipment - New	.00	.00	.00		1,500.00	.00	
	<i>Capital Outlay Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$1,500.00</u>	<u>\$0.00</u>	<u>+++</u>
	Department <b>1100 - LEGISLATIVE Totals</b>	<u>\$1,003,773.81</u>	<u>\$795,731.00</u>	<u>\$631,831.85</u>	<u>79%</u>	<u>\$1,056,106.00</u>	<u>\$983,183.00</u>	<u>24%</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,003,773.81</u>	<u>\$795,731.00</u>	<u>\$631,831.85</u>	<u>79%</u>	<u>\$1,056,106.00</u>	<u>\$983,183.00</u>	<u>24%</u>
	Fund <b>100 - GENERAL FUND Totals</b>	<u>\$1,003,773.81</u>	<u>\$795,731.00</u>	<u>\$631,831.85</u>	<u>79%</u>	<u>\$1,056,106.00</u>	<u>\$983,183.00</u>	<u>24%</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,003,773.81</u>	<u>\$795,731.00</u>	<u>\$631,831.85</u>	<u>79%</u>	<u>\$1,056,106.00</u>	<u>\$983,183.00</u>	<u>24%</u>
	Fund <b>100 - GENERAL FUND Totals</b>	<u>(\$1,003,773.81)</u>	<u>(\$795,731.00)</u>	<u>(\$631,831.85)</u>	<u>79%</u>	<u>(\$1,056,106.00)</u>	<u>(\$983,183.00)</u>	<u>24%</u>
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	<b>EXPENSE GRAND TOTALS</b>	<u>\$1,003,773.81</u>	<u>\$795,731.00</u>	<u>\$631,831.85</u>	<u>79%</u>	<u>\$1,056,106.00</u>	<u>\$983,183.00</u>	<u>24%</u>
	Net Grand Totals	<u>(\$1,003,773.81)</u>	<u>(\$795,731.00)</u>	<u>(\$631,831.85)</u>	<u>79%</u>	<u>(\$1,056,106.00)</u>	<u>(\$983,183.00)</u>	<u>24%</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1100 - LEGISLATIVE</b>			
Account	<b>52 5240 - Telephone</b>			
100 1100 52 5240	AT&T Club	12.0000	23.00	276.00
100 1100 52 5240	Cisco Phone	5.0000	291.66	1,458.30
100 1100 52 5240	Cisco Phone (Councilman)	4.0000	467.30	1,869.20
100 1100 52 5240	Cisco Phone (Erica)	1.0000	315.70	315.70
100 1100 52 5240	Comcast	1.0000	396.00	396.00
100 1100 52 5240	Verizon Cell Phone	12.0000	145.00	1,740.00
100 1100 52 5240	Verizon Cell Phone (Councilman)	12.0000	389.00	4,668.00
100 1100 52 5240	Verizon Wireless Data Plan	12.0000	139.00	1,668.00
100 1100 52 5240	Windstream	12.0000	184.00	2,208.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	9	<u>\$14,599.20</u>
Account	<b>52 5520 - Code Amendments</b>			
100 1100 52 5520	Ordinance Updates	1.0000	4,000.00	4,000.00
	Account <b>52 5520 - Code Amendments</b> Totals	Transactions	1	<u>\$4,000.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
100 1100 52 5710	Desk - Deputy City Clerk	1.0000	1,500.00	1,500.00
100 1100 52 5710	Flooring/Painting/Wallpaper/Carpet	1.0000	1,500.00	1,500.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b> Totals	Transactions	2	<u>\$3,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1100 52 5730	Comcast	12.0000	33.00	396.00
100 1100 52 5730	Email License	1.0000	2,095.00	2,095.00
100 1100 52 5730	Laserfiche - Records Mgmt Software	1.0000	5,000.00	5,000.00
100 1100 52 5730	Laserfiche JustFOIA - Open Records Portal	1.0000	3,000.00	3,000.00
100 1100 52 5730	Mimecast	1.0000	599.00	599.00
100 1100 52 5730	Tyler NW	1.0000	7,562.00	7,562.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	6	<u>\$18,652.00</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
100 1100 52 5740	Annual City Hall Maintenance Contracts	1.0000	44,201.00	44,201.00
100 1100 52 5740	KeyPad Replacement - Entire City Hall	1.0000	32,936.69	32,936.69
100 1100 52 5740	New HVAC System Installation and Upgrade	1.0000	127,597.00	127,597.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	3	<u>\$204,734.69</u>
Account	<b>52 6000 - Advertising Expense</b>			
100 1100 52 6000	Clerk's Office Legal Ads	1.0000	3,000.00	3,000.00
	Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1100 52 6110	Apex Insurance Multi Line Public Officials	1.0000	17,678.00	17,678.00
100 1100 52 6110	Apex Insurance Personnel Allocation	1.0000	11,661.00	11,661.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	2	<u>\$29,339.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1100 - LEGISLATIVE</b>			
Account	<b>52 6130 - Miscellaneous Services</b>			
100 1100 52 6130	City Hall Staff Holiday Breakfast	1.0000	350.00	350.00
100 1100 52 6130	Dangerous Dog Tags	5.0000	10.00	50.00
100 1100 52 6130	Flowers (Congratulatory/Funeral/Sickness)	1.0000	1,150.00	1,150.00
100 1100 52 6130	Proclamation Frames	25.0000	20.00	500.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	4	<u>\$2,050.00</u>
Account	<b>52 6170 - Contractual Services</b>			
100 1100 52 6170	Mainstream Unlimited - Stenography Services	1.0000	17,147.00	17,147.00
100 1100 52 6170	Metro Color Lab (Warren Bond)	1.0000	1,400.00	1,400.00
100 1100 52 6170	Recall Document Storage	12.0000	50.00	600.00
100 1100 52 6170	Temporary Staff	1.0000	5,000.00	5,000.00
100 1100 52 6170	Warren Bond Photography	1.0000	26,250.00	26,250.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	5	<u>\$50,397.00</u>
Account	<b>52 6193 - City Wide Events</b>			
100 1100 52 6193	Back to School Events (Councilmembers Backpacks & Supplies)	1.0000	7,000.00	7,000.00
100 1100 52 6193	Christmas Parade	1.0000	500.00	500.00
100 1100 52 6193	Georgia's Cities Week	1.0000	2,000.00	2,000.00
100 1100 52 6193	Trunk or Treat (Candy & Costumes)	1.0000	500.00	500.00
	Account <b>52 6193 - City Wide Events</b> Totals	Transactions	4	<u>\$10,000.00</u>
Account	<b>52 6200 - Training</b>			
100 1100 52 6200	Deputy Clerk - Carl Vinson Clerk's Training's	2.0000	1,100.00	2,200.00
100 1100 52 6200	GMA Annual Conference	1.0000	2,000.00	2,000.00
100 1100 52 6200	IIMC Annual Conference	1.0000	2,500.00	2,500.00
100 1100 52 6200	Receptionist Training - Fred Pryor Seminar	2.0000	150.00	300.00
100 1100 52 6200	Records Mgmt Training (Georgia Archive)	1.0000	800.00	800.00
	Account <b>52 6200 - Training</b> Totals	Transactions	5	<u>\$7,800.00</u>
Account	<b>52 6210 - Dues</b>			
100 1100 52 6210	ELGL - Engaging Local Government Leaders	1.0000	40.00	40.00
100 1100 52 6210	GMA - Georgia Municipal Association	1.0000	4,900.00	4,900.00
100 1100 52 6210	GRA - Georgia Records Association	3.0000	40.00	120.00
100 1100 52 6210	IIMC - International Institute of Municipal Clerks	1.0000	170.00	170.00
100 1100 52 6210	NOISE	1.0000	770.00	770.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	5	<u>\$6,000.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 1100 52 6220	Atlanta Business Chronicle - Ward 4 Council	1.0000	221.00	221.00
100 1100 52 6220	USA Today - Ward 4 Council	1.0000	209.00	209.00
100 1100 52 6220	Wall Street Journal - Ward 4 Council	1.0000	577.00	577.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1100 - LEGISLATIVE</b>			
Account	<b>52 6220 - Subscription/Publications</b>			
100 1100 52 6220	Web Monitoring - Ward 1 Council	12.0000	25.00	300.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	4	<u>\$1,307.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1100 52 6560	Apex Insurance Workers Comp Allocation	1.0000	2,640.00	2,640.00
100 1100 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	359.00	359.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$2,999.00</u>
Account	<b>52 7300 - Postage</b>			
100 1100 52 7300	Legislative Mailings-Liens, Agendas, Calendars, ORR's	1.0000	1,100.00	1,100.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$1,100.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1100 52 7320	City Calendar & Design	1.0000	7,300.00	7,300.00
100 1100 52 7320	New Citizen Packets	1.0000	600.00	600.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	2	<u>\$7,900.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 1100 52 7330	Ward 3 - Personal Office Copier Supplies	1.0000	100.00	100.00
100 1100 52 7330	Ward 4 - Personal Office Copier Supplies	1.0000	100.00	100.00
100 1100 52 7330	Xerox Machine - M&C Office	1.0000	2,000.00	2,000.00
100 1100 52 7330	Xerox Machine - Mailroom	1.0000	5,000.00	5,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	4	<u>\$7,200.00</u>
Account	<b>53 7030 - Food &amp; Dietary Supplies</b>			
100 1100 53 7030	Council Meeting Meals	1.0000	5,000.00	5,000.00
	Account <b>53 7030 - Food &amp; Dietary Supplies</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 1100 53 7121	Computer Upgrade - Business Info Liaison	1.0000	1,500.00	1,500.00
100 1100 53 7121	Computer Upgrade - Deputy Clerk	1.0000	1,500.00	1,500.00
100 1100 53 7121	New Monitor - Front Desk	1.0000	200.00	200.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	3	<u>\$3,200.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 1100 53 7310	City Clerk's Office Supplies	1.0000	2,500.00	2,500.00
100 1100 53 7310	M&C Office Supplies	1.0000	3,000.00	3,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	2	<u>\$5,500.00</u>
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1100 53 7360	Custodian Uniforms	2.0000	500.00	1,000.00
100 1100 53 7360	Holiday Decorations	1.0000	6,000.00	6,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>1100 - LEGISLATIVE</b>				
Account <b>53 7360 - Other Admin. Supplies</b>				
100 1100 53 7360	Promotional Items - shirts, pens, keychains etc.	1.0000	3,000.00	3,000.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	3	<u>\$10,000.00</u>
	Department <b>1100 - LEGISLATIVE</b> Totals	Transactions	69	<u>\$397,777.89</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	69	<u>\$397,777.89</u>
	<b>EXPENSES</b> Totals	Transactions	69	<u>\$397,777.89</u>
	Grand Totals	Transactions	69	<u>\$397,777.89</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and  
 Number: **Legislative -1100**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			
	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			
	Health Insurance \$7,800 per position per year			
	Pensions (18%)*			
	Uniforms			
	Total (5211 Proposed New Personnel – Benefits)			
<b>Training and Education</b>				
	Training			
	Dues/Memberships			
	Other			
	Total (5212 Proposed New Personnel – Training/ Education)			
<b>Material and Supplies</b>				
	Office Supplies			
	Safety Clothing and Equipment			
	Other			
	Total (5213 Proposed New Personnel – Supplies)			
<b>Capital Outlay (Needed if position approved)</b>				
	Furniture and Fixtures			
	Office Machines and Equipment			
	Other			
	Total (5214 Proposed New Personnel – Capital Outlay)			
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			
	Vehicle Service Costs			
	Total (5215 New Personnel – Vehicles)			
	<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 2020-21

<b>Fund: 100</b>		<b>Department and Number: Legislative 1100</b>	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2020-21 Maintenance Cost <hr/> Estimated FYE 2020-21 Operating Cost	
List of Special Features, Not Standard		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21	



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

**Dept: Legislative**

**Fuel Type:**

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

**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 2020-21

Department: Legislative Fund: 100 Department Number: 1100

Account Number	Description/Justifi	Suggested Funding	2020-21	2021-22	2022-23	2023-24	2024-25
		Source					
		<b>N/A</b>					
Totals			\$0	\$0	\$0	\$0	\$0

**EXHIBIT G-1**  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: Legislative

Fund: 100

Division:

Department Number: 1100

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs 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.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET  
CAPITAL PROJECTS  
EXHIBIT H

**Department/Division:**  
Legislative

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I- BUDGET PERFORMANCE

### Legislative Department | City Clerk

#### Program Description:

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

#### Trends:

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

Continual improvement in Organizational Processes.

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

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

#### Program Broad Goals:

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

#### Program 20/21 Objectives:

Implementation of on-line payments for Occupation Taxes.

Implementation of on-line Open Records Request.

Provide exceptional Customer Service.

#### Performance Measures

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

Number of Open Records processed during the fiscal year

**Estimated 20/21**

900

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

50%

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

Implement new and improved method of handling open records request.

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

#### Performance Measures

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

**Actual 19/20**

Election – November 5, 2019

# of College Park registered voters

10,642

# of ballots casted in November 6, 2018 Election

3,123

---

## EXHIBIT I- BUDGET PERFORMANCE

### Legislative Department | City Clerk

# of ballots casted in December 3, 2019 Runoff 1,489

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

Actual 19/20

# of open records request processed 900

#### Prior Year Highlights

1. Successful implantation of Records Request Program
2. Responded to 900+ open record requests in a timely manner.
3. Successful election process.
4. Cross trained staff on agenda processes in the City Manager's Department.
5. Updated the City Clerks' Webpage – offering more helpful information.



**EXHIBIT J**  
City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

Fund: **100**

Department and Number: **Legislative / 1100**

---

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

**EXHIBIT J**  
City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

**Fund: 100**

**Department and Number: Legislative / 1100**

---

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

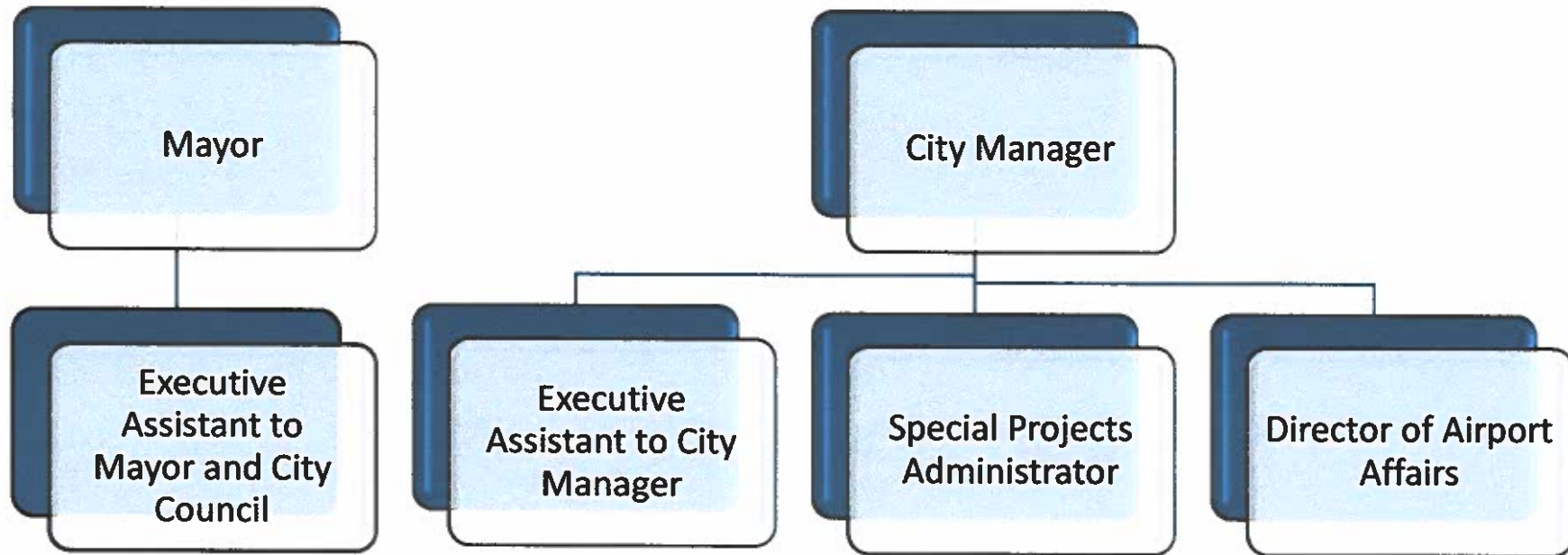
Reason for Requesting:

Cost Estimate/Revenue Enhancement:





# Executive Office Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

**Fund: 100**

**Department and Number: Executive/1300**

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Mayor	1	1	1	1	1
City Manager	1	1	1	1	1
Director of Airport Affairs	1	1	1	1	1
Special Projects Administrator	1	1	1	1	1
Exec. Asst. to City Manager	1	1	1	1	1
Exec. Asst. to Mayor & Council	1	1	1	1	1
<b>Total Personnel:</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100	<b>GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department 1300 - Executive							
	Personnel Services							
51 5010	Salary/Operating	400,666.66	412,773.00	293,973.08	71	384,769.00	384,769.00	(7)
51 5020	Salary/Overtime	4,058.47	3,000.00	3,602.04	120	3,000.00	3,000.00	
51 5030	Salary/Partime	27,699.36	.00	23,323.08		30,420.00	28,013.00	
51 5040	Shared Utility Payments	7,363.66	7,200.00	5,906.74	82	7,200.00	7,200.00	
51 5190	Medicare	6,314.86	5,985.00	4,583.82	77	6,020.00	5,985.00	
	<i>Personnel Services Totals</i>	<b>\$446,103.01</b>	<b>\$428,958.00</b>	<b>\$331,388.76</b>	<b>77%</b>	<b>\$431,409.00</b>	<b>\$428,967.00</b>	<b>0%</b>
	Employee Benefits							
51 5150	City Pension Contribution	72,128.68	64,384.00	53,008.77	82	64,868.00	65,330.00	1
51 5161	Life Insurance	467.00	561.00	332.25	59	561.00	561.00	
51 5163	ST Disability Insurance	342.68	460.00	237.24	52	460.00	460.00	
51 5164	LT Disability Insurance	776.90	600.00	571.50	95	600.00	600.00	
51 5165	Health Insurance	37,574.18	33,259.00	27,441.02	83	33,259.00	37,417.00	13
51 5166	Dental Insurance	1,522.76	1,957.00	1,167.92	60	2,058.00	2,058.00	5
	<i>Employee Benefits Totals</i>	<b>\$112,812.20</b>	<b>\$101,221.00</b>	<b>\$82,758.70</b>	<b>82%</b>	<b>\$101,806.00</b>	<b>\$106,426.00</b>	<b>5%</b>
	New Personnel Costs							
51 5210	Position Consideration	.00	.00	.00		.00	80,000.00	
	<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>\$80,000.00</b>	<b>+++</b>
	Communications & Util.							
52 5240	Telephone	8,203.88	8,328.00	5,550.27	67	14,770.00	10,534.00	26
52 5260	Heat & Power	4,099.83	3,800.00	3,091.74	81	4,000.00	4,000.00	5
52 5270	Water	158.01	.00	120.99		.00	.00	
52 5280	Other Communication/Util	491.40	400.00	368.55	92	500.00	500.00	25
	<i>Communications &amp; Util. Totals</i>	<b>\$12,953.12</b>	<b>\$12,528.00</b>	<b>\$9,131.55</b>	<b>73%</b>	<b>\$19,270.00</b>	<b>\$15,034.00</b>	<b>20%</b>
	Rentals							
52 5360	Other Equipment Rental	5,257.01	17,600.00	5,815.89	33	18,500.00	18,500.00	5
	<i>Rentals Totals</i>	<b>\$5,257.01</b>	<b>\$17,600.00</b>	<b>\$5,815.89</b>	<b>33%</b>	<b>\$18,500.00</b>	<b>\$18,500.00</b>	<b>5%</b>
	Repair & Maintenance							
52 5710	R&M Furn. & Equip.	538.53	3,600.00	545.66	15	7,550.00	4,550.00	26
52 5720	R&M Communication Equip	.00	500.00	.00		500.00	500.00	
52 5730	R&M - D/P Equipment	13,269.55	15,696.00	13,207.56	84	16,874.00	15,874.00	1
	<i>Repair &amp; Maintenance Totals</i>	<b>\$13,808.08</b>	<b>\$19,796.00</b>	<b>\$13,753.22</b>	<b>69%</b>	<b>\$24,924.00</b>	<b>\$20,924.00</b>	<b>6%</b>
	Building Maintenance							
52 5740	R&M-Buildings	6.93	.00	.00		.00	.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100	<b>GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department 1300 - Executive							
	Building Maintenance							
	<i>Building Maintenance Totals</i>	\$6.93	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<i>Training &amp; Education</i>							
52 6200	Training	7,424.47	4,500.00	129.00	3	6,000.00	3,250.00	(28)
52 6210	Dues	15,339.03	30,384.00	3,923.00	13	15,434.00	15,434.00	(49)
52 6220	Subscription/Publications	24.17	250.00	75.00	30	250.00	250.00	
52 6230	Conventions/Meetings	16,163.85	20,365.00	36,448.83	179	21,350.00	21,350.00	5
52 6236	Convention/Meetings Mayor	4,118.26	10,000.00	1,604.82	16	10,000.00	10,000.00	
	<i>Training &amp; Education Totals</i>	\$43,069.78	\$65,499.00	\$42,180.65	64%	\$53,034.00	\$50,284.00	(23%)
	<i>Other Services &amp; Charges</i>							
52 3505	Mileage Reimbursement	878.44	2,700.00	327.89	12	2,700.00	2,700.00	
52 5450	Legal Fees	980,092.03	514,400.00	609,006.93	118	564,400.00	564,400.00	10
52 5510	Consulting Fees	273,912.19	283,600.00	184,538.75	65	278,600.00	278,600.00	(2)
52 5530	Municipal Planning	122,952.86	130,000.00	95,287.50	73	130,000.00	130,000.00	
52 6000	Advertising Expense	1,261.26	2,500.00	690.69	28	3,000.00	2,500.00	
52 6110	Other Insurance	4,332.50	6,409.00	5,660.59	88	6,360.00	6,360.00	(1)
52 6130	Miscellaneous Services	7,702.16	4,000.00	13,057.74	326	9,000.00	4,000.00	
52 6240	Auto Allowance	6,000.00	6,000.00	4,000.00	67	6,000.00	6,000.00	
52 6560	Workers Comp/Administrati	2,160.98	1,487.00	1,490.89	100	1,636.00	1,636.00	10
52 7185	Mayoral Expenditures From Donations	54,296.76	.00	65,321.26		.00	.00	
53 6490	Holiday Decorations	403.80	1,000.00	723.21	72	1,000.00	.00	(100)
	<i>Other Services &amp; Charges Totals</i>	\$1,453,992.98	\$952,096.00	\$980,105.45	103%	\$1,002,696.00	\$996,196.00	5%
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	736.81	1,000.00	482.18	48	1,000.00	800.00	(20)
52 7320	Stationery & Printing	245.00	500.00	300.58	60	500.00	300.00	(40)
52 7330	Copy Expense	(1,844.06)	1,000.00	126.03	13	1,000.00	500.00	(50)
53 7020	Janitorial Supplies	5,976.25	3,000.00	2,998.26	100	3,000.00	3,000.00	
53 7050	Medical Services/Supplies	25.00	200.00	109.00	55	200.00	200.00	
53 7121	Computer Hardware	.00	1,000.00	1,598.33	160	4,600.00	3,600.00	260
53 7122	Computer Supplies	.00	2,000.00	442.25	22	2,000.00	1,000.00	(50)
53 7180	Discretionary Allowance - City Manager	.00	1,000.00	.00		1,000.00	500.00	(50)
53 7185	Discretionary Allowance - Mayor	7,241.92	10,000.00	8,286.24	83	10,000.00	10,000.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
EXPENSE								
Department <b>1300 - Executive</b>								
<i>Materials &amp; Supplies</i>								
53 7310	Office Supplies	1,755.19	2,000.00	969.45	48	2,000.00	1,500.00	(25)
53 7360	Other Admin. Supplies	889.95	3,000.00	1,096.91	37	3,000.00	2,000.00	(33)
<i>Materials &amp; Supplies Totals</i>		\$15,026.06	\$24,700.00	\$16,409.23	66%	\$28,300.00	\$23,400.00	(5%)
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	8,600.72	9,500.00	9,150.00	96	1,500.00	1,500.00	(84)
<i>Cost Of Sales Totals</i>		\$8,600.72	\$9,500.00	\$9,150.00	96%	\$1,500.00	\$1,500.00	(84%)
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	.00	.00		25,000.00	.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$25,000.00	\$0.00	+++
Department <b>1300 - Executive Totals</b>		\$2,111,629.89	\$1,631,898.00	\$1,490,693.45	91%	\$1,706,439.00	\$1,741,231.00	7%
<b>EXPENSE TOTALS</b>		\$2,111,629.89	\$1,631,898.00	\$1,490,693.45	91%	\$1,706,439.00	\$1,741,231.00	7%
Fund <b>100 - GENERAL FUND Totals</b>		\$2,111,629.89	\$1,631,898.00	\$1,490,693.45	91%	\$1,706,439.00	\$1,741,231.00	7%
<b>EXPENSE TOTALS</b>		\$2,111,629.89	\$1,631,898.00	\$1,490,693.45	91%	\$1,706,439.00	\$1,741,231.00	7%
Fund <b>100 - GENERAL FUND Totals</b>		(\$2,111,629.89)	(\$1,631,898.00)	(\$1,490,693.45)	91%	(\$1,706,439.00)	(\$1,741,231.00)	7%
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$2,111,629.89	\$1,631,898.00	\$1,490,693.45	91%	\$1,706,439.00	\$1,741,231.00	7%
Net Grand Totals		(\$2,111,629.89)	(\$1,631,898.00)	(\$1,490,693.45)	91%	(\$1,706,439.00)	(\$1,741,231.00)	7%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1300 - Executive</b>			
Account	<b>51 5210 - Position Consideration</b>			
100 1300 51 5210	Ancillary Administration Leadership	1.0000	80,000.00	80,000.00
	Account <b>51 5210 - Position Consideration</b> Totals	Transactions	1	<u>80,000.00</u>
Account	<b>52 3505 - Mileage Reimbursement</b>			
100 1300 52 3505	Mileage for Airport Affairs Director	1.0000	1,100.00	1,100.00
100 1300 52 3505	Mileage Reimbursement - Staff	1.0000	200.00	200.00
100 1300 52 3505	Mileage Reimbursement-Special Projects Administrator	1.0000	1,400.00	1,400.00
	Account <b>52 3505 - Mileage Reimbursement</b> Totals	Transactions	3	<u>\$2,700.00</u>
Account	<b>52 5240 - Telephone</b>			
100 1300 52 5240	AT&T - Executive	12.0000	16.00	192.00
100 1300 52 5240	Cisco Phone	3.0000	291.66	874.98
100 1300 52 5240	Cisco Phone (CM & Mayor)	2.0000	467.30	934.60
100 1300 52 5240	Comcast- Executive	1.0000	396.00	396.00
100 1300 52 5240	I-Phone/City Manager	12.0000	67.00	804.00
100 1300 52 5240	I-Phone/Director of Airport Affairs-50%	6.0000	105.00	630.00
100 1300 52 5240	I-Phone/Executive Assistant to City Manager	12.0000	67.00	804.00
100 1300 52 5240	I-Phone/Executive Assistant to Mayor & Council	12.0000	67.00	804.00
100 1300 52 5240	I-Phone/Mayor	12.0000	67.00	804.00
100 1300 52 5240	I-Phone/Special Projects Administrator	12.0000	67.00	804.00
100 1300 52 5240	IPAD - Mayor	12.0000	48.00	576.00
100 1300 52 5240	IPAD 4G 64 GB (Mo. Srv.) Director Airport Affairs-50%	6.0000	39.00	234.00
100 1300 52 5240	IPAD 4G 64 GB (Mo. Srv.) - City Manager	12.0000	39.00	468.00
100 1300 52 5240	Windstream	12.0000	184.00	2,208.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	14	<u>\$10,533.58</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
100 1300 52 5260	City Hall Quarterly Utility Allocation	1.0000	4,000.00	4,000.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>\$4,000.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
100 1300 52 5280	Other Communication/Utilities	1.0000	500.00	500.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 5360 - Other Equipment Rental</b>			
100 1300 52 5360	Pitney Bowes Postage Machine (Term Rental Charges)	1.0000	3,800.00	3,800.00
100 1300 52 5360	Xerox Copier (Base Mo. Charge) - Copy Room	1.0000	7,800.00	7,800.00
100 1300 52 5360	Xerox Copier Lease & Copy Overage-City Manager's Office	1.0000	6,400.00	6,400.00
100 1300 52 5360	Xerox Copier-Upstairs Shared Costs (City Mgr, Eco Dev, Eng)	1.0000	500.00	500.00
	Account <b>52 5360 - Other Equipment Rental</b> Totals	Transactions	4	<u>\$18,500.00</u>
Account	<b>52 5450 - Legal Fees</b>			
100 1300 52 5450	Ancillary Legal Services	1.0000	50,000.00	50,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1300 - Executive</b>			
Account	<b>52 5450 - Legal Fees</b>			
100 1300 52 5450	Aviation Regulatory Advice-Irene Howie	1.0000	14,400.00	14,400.00
100 1300 52 5450	City Attorney Legal Services-Fincher Denmark, LLC	1.0000	500,000.00	500,000.00
	Account <b>52 5450 - Legal Fees</b> Totals	Transactions	3	<u>\$564,400.00</u>
Account	<b>52 5510 - Consulting Fees</b>			
100 1300 52 5510	College Park Strategic Plan Consulting	1.0000	15,000.00	15,000.00
100 1300 52 5510	Federal Lobbying Group (Aviation)-Lockridge Grindal	1.0000	36,600.00	36,600.00
100 1300 52 5510	Federal Lobbying Group-The Ferguson Group	1.0000	85,000.00	85,000.00
100 1300 52 5510	Financial Services Consulting-Piper Jaffray	1.0000	50,000.00	50,000.00
100 1300 52 5510	Other Consulting Projects	1.0000	20,000.00	20,000.00
100 1300 52 5510	State Lobbying Group-Peachtree Government Relations	1.0000	72,000.00	72,000.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	6	<u>\$278,600.00</u>
Account	<b>52 5530 - Municipal Planning</b>			
100 1300 52 5530	City Planner Services	1.0000	130,000.00	130,000.00
	Account <b>52 5530 - Municipal Planning</b> Totals	Transactions	1	<u>\$130,000.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
100 1300 52 5710	City Manager's Office-End Tables Replacement (3)	1.0000	300.00	300.00
100 1300 52 5710	Exec. Asst. Mayor & Council-Office Furniture Replacement	1.0000	3,500.00	3,500.00
100 1300 52 5710	Municipal Conf. Room-Conference Chair Replacement	1.0000	250.00	250.00
100 1300 52 5710	Repair & Maintenance - Furniture and Equipment	1.0000	500.00	500.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b> Totals	Transactions	4	<u>\$4,550.00</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
100 1300 52 5720	Repair & Maintenance - Communications Equipment	1.0000	500.00	500.00
	Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1300 52 5730	Accela-Agenda Prep. Software Annual Lease	1.0000	7,000.00	7,000.00
100 1300 52 5730	CivicLive	1.0000	1,212.52	1,212.52
100 1300 52 5730	Comcast	1.0000	33.00	33.00
100 1300 52 5730	Email License	1.0000	1,342.00	1,342.00
100 1300 52 5730	Mimecast	1.0000	359.00	359.00
100 1300 52 5730	Tyler NW	1.0000	5,927.00	5,927.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	6	<u>\$15,873.52</u>
Account	<b>52 6000 - Advertising Expense</b>			
100 1300 52 6000	Projects & Fulton Co. TSPLOST Advertising	1.0000	1,250.00	1,250.00
100 1300 52 6000	Sponsorship of Local Industry Events/Print Advertising	1.0000	1,250.00	1,250.00
	Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	2	<u>\$2,500.00</u>





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1300 - Executive</b>			
Account	<b>52 6110 - Other Insurance</b>			
100 1300 52 6110	Apex Insurance Personnel Allocation	1.0000	6,360.00	6,360.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$6,360.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
100 1300 52 6130	Miscellaneous Services Expenses	1.0000	4,000.00	4,000.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	1	<u>\$4,000.00</u>
Account	<b>52 6200 - Training</b>			
100 1300 52 6200	ASDO Training Georgia Tech (Airport Affair)	1.0000	250.00	250.00
100 1300 52 6200	Executive Assistant to City Manager	1.0000	1,500.00	1,500.00
100 1300 52 6200	Project Mgmt. Course-Special Projects Administrator	1.0000	1,500.00	1,500.00
	Account <b>52 6200 - Training</b> Totals	Transactions	3	<u>\$3,250.00</u>
Account	<b>52 6210 - Dues</b>			
100 1300 52 6210	Aerotropolis Atlanta Alliance Annual Dues	1.0000	5,000.00	5,000.00
100 1300 52 6210	Alliance For Innovation	1.0000	2,000.00	2,000.00
100 1300 52 6210	American Association of Airport Executives	1.0000	325.00	325.00
100 1300 52 6210	American Civil Engineering Annual Dues	1.0000	235.00	235.00
100 1300 52 6210	Atlanta Aero Club	1.0000	55.00	55.00
100 1300 52 6210	Atlanta Air Cargo Association	1.0000	150.00	150.00
100 1300 52 6210	Clayton County Chamber	1.0000	3,000.00	3,000.00
100 1300 52 6210	Erosion & Sediment Control License	1.0000	189.00	189.00
100 1300 52 6210	Georgia CCMA Dues - City Manager	1.0000	200.00	200.00
100 1300 52 6210	ICMA (City Manager)	1.0000	200.00	200.00
100 1300 52 6210	National League of Cities (Direct Membership Dues)	1.0000	1,500.00	1,500.00
100 1300 52 6210	NFBPA - Atlanta Chapter	1.0000	250.00	250.00
100 1300 52 6210	South Fulton Chamber (Membership Dues)	1.0000	1,500.00	1,500.00
100 1300 52 6210	Transportation Review Board (TRB)	1.0000	250.00	250.00
100 1300 52 6210	US Chamber of Commerce (IOM Certification)	1.0000	365.00	365.00
100 1300 52 6210	Water Erosion Federation	1.0000	215.00	215.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	16	<u>\$15,434.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 1300 52 6220	Executive Subscriptions/Publications Expense	1.0000	250.00	250.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>\$250.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 1300 52 6230	360 Atlanta Aero Club Lunch Meetings	1.0000	280.00	280.00
100 1300 52 6230	AAAE/ACI Legislative Fly-In	1.0000	1,700.00	1,700.00
100 1300 52 6230	AACA Monthly Meetings	4.0000	50.00	200.00
100 1300 52 6230	AEC Monthly Meetings	6.0000	45.00	270.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1300 - Executive</b>			
Account	<b>52 6230 - Conventions/Meetings</b>			
100 1300 52 6230	Airport Affairs Hosted Quarterly Meetings with HJAIA	1.0000	1,500.00	1,500.00
100 1300 52 6230	Airport Staff Breakfast/Lunch Meetings	2.0000	400.00	800.00
100 1300 52 6230	Alliance For Innovation (City Manager)	1.0000	1,800.00	1,800.00
100 1300 52 6230	Atlanta Air Cargo Association Lunch Meetings	6.0000	50.00	300.00
100 1300 52 6230	Business Lunch Mtgs-Business Leaders, Consultants, Etc.	1.0000	500.00	500.00
100 1300 52 6230	Executive Assistant to City Manager	1.0000	500.00	500.00
100 1300 52 6230	Executive Assistant to Mayor & Council	1.0000	500.00	500.00
100 1300 52 6230	Georgia Minority Awards Meeting Sponsorship	1.0000	2,000.00	2,000.00
100 1300 52 6230	GMA (City Manager)	1.0000	1,700.00	1,700.00
100 1300 52 6230	ICMA Annual Convention	1.0000	2,500.00	2,500.00
100 1300 52 6230	ICSC Recon Annual Meeting	1.0000	1,800.00	1,800.00
100 1300 52 6230	Int'l Project Mgmt. Leadership Conf. (Spec. Projects Admin.)	1.0000	2,500.00	2,500.00
100 1300 52 6230	So. Fulton Municipal Assoc. Monthly Mtg.-College Park Hosts	1.0000	600.00	600.00
100 1300 52 6230	Transportation Research Board Annual Meeting	1.0000	1,900.00	1,900.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	18	<u>\$21,350.00</u>
Account	<b>52 6236 - Convention/Meetings Mayor</b>			
100 1300 52 6236	Conventions/Meetings - Mayor	1.0000	10,000.00	10,000.00
	Account <b>52 6236 - Convention/Meetings Mayor</b> Totals	Transactions	1	<u>\$10,000.00</u>
Account	<b>52 6240 - Auto Allowance</b>			
100 1300 52 6240	City Manager Auto Allowance	1.0000	6,000.00	6,000.00
	Account <b>52 6240 - Auto Allowance</b> Totals	Transactions	1	<u>\$6,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1300 52 6560	Apex Insurance Workers Comp Allocation	1.0000	1,440.00	1,440.00
100 1300 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	196.00	196.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$1,636.00</u>
Account	<b>52 7300 - Postage</b>			
100 1300 52 7300	Postage Fees, Courier Services & Federal Express	1.0000	800.00	800.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$800.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1300 52 7320	Business Cards, Invitations, Flyers, etc.	1.0000	300.00	300.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$300.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 1300 52 7330	Copy Expense	1.0000	500.00	500.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1300 - Executive</b>			
Account	<b>53 7020 - Janitorial Supplies</b>			
100 1300 53 7020	Janitorial Supplies	1.0000	3,000.00	3,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>53 7030 - Food &amp; Dietary Supplies</b>			
100 1300 53 7030	City Manager Annual Department Head Breakfast	1.0000	1,500.00	1,500.00
	Account <b>53 7030 - Food &amp; Dietary Supplies</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
100 1300 53 7050	Medical Services/Supplies	1.0000	200.00	200.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	1	<u>\$200.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 1300 53 7121	Computer Hardware - Various Upgrades	1.0000	1,000.00	1,000.00
100 1300 53 7121	Computer Replacement-Executive Assistant to City Manager	1.0000	2,000.00	2,000.00
100 1300 53 7121	Desktop Printers-Special Projects Administrators	1.0000	600.00	600.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	3	<u>\$3,600.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
100 1300 53 7122	Computer Software and Licenses	1.0000	1,000.00	1,000.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7180 - Discretionary Allowance - City Manager</b>			
100 1300 53 7180	Discretionary Allowance - City Manager	1.0000	500.00	500.00
	Account <b>53 7180 - Discretionary Allowance - City Manager</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>53 7185 - Discretionary Allowance - Mayor</b>			
100 1300 53 7185	Discretionary Allowance - Mayor	1.0000	10,000.00	10,000.00
	Account <b>53 7185 - Discretionary Allowance - Mayor</b> Totals	Transactions	1	<u>\$10,000.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 1300 53 7310	Various Office Supplies for Office of City Manager	1.0000	1,500.00	1,500.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1300 53 7360	Administrative Supplies	1.0000	1,000.00	1,000.00
100 1300 53 7360	Promotional Items	1.0000	1,000.00	1,000.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	2	<u>\$2,000.00</u>
	Department <b>1300 - Executive</b> Totals	Transactions	106	<u>\$1,205,837.10</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	106	<u>\$1,205,837.10</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	106	<u>\$1,205,837.10</u>
	Grand Totals	Transactions	106	<u>\$1,205,837.10</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and  
 Number: **Executive -1300**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<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 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 2020-21

Fund: **100** Department and Number: **Executive 1300**

New Replacement for Vehicle/Equipment No.

Priority:

Vehicle Type

Sedan 2 Door

Information on Vehicle/Equipment Being Replaced

√ Sedan 4 Door

Age of Vehicle/Equipment Being Replaced

Cruiser

**20 years**

Station Wagon

**62,550miles**

Van

Units of Use to Date (hours, miles, etc.)

1/2 ton Truck

Total Operating/Maintenance Costs to Date

3/4 ton Truck

Actual FYE 2019-20 Maintenance Cost

Sanitation Front Loader

Actual FYE 2019-20 Operating Cost

Sanitation Rear Loader

Estimated FYE 2020-21 Maintenance Cost

Other

Estimated FYE 2020-21 Operating Cost

List of Special Features, Not Standard. Standard features included in base price.

Specific Description & Condition of Item Being Replaced including VIN#:

Justification/Description

Recommended Disposition of Replaced Item:

20 year old vehicle. Manufacturer no longer producing replacement parts.

- Sell by Sealed Bid
- Sell at Auction
- Retain as Backup
- Dismantle and Use for Parts
- Junk
- Other-Disposition will Be based on recommendation of Purchasing/Fleet Administrator

Purchase Option New Vehicle/Equipment

Rental Option New Vehicle/Equipment

**\$25,000**

Purchase Price

Rental/Lease Cost per Year

**10 years**

Estimated Useful Life

Estimated Length of Rental/Lease

Estimated Use During 2020-21

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

Estimated Operating Cost During 2020-21

**EXHIBIT F-1**  
**City of College Park, Georgia**  
**Vehicle Inventory List**  
**Budget Year 2020-21**

**Dept:** Executive      **Fuel Type:** Gas

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
97	2000	FORD	TAURUS	1FAFP5223YA255285			60,778	62,550		133108

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

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2020-21

Department: Executive Fund: 100 Department Number: 1300

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
54-7590	Replacement Vehiele for 2000 Ford Taurus	General	\$25,000				
<b>N/A</b>							
<b>Totals</b>			\$25,000	\$0	\$0	\$0	\$0



EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-21

Department: Executive

Fund: 100

Division: Executive

Department Number: 1300

Item/Project Name: Replacement Vehicle for 2000 Ford Taurus

Item/Project Manager: Terrence Moore

Priority Rating: 1

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 the item is a replacement, please describe the item that needs replaced.

20 year old vehicle. Manufacturer no longer producing replacement parts.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: 20 year old vehicle. Manufacturer no longer producing replacement parts.

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

Cost Breakdown:

Estimated Useful Life 3 – 6 years

Estimated Cost \$25,000

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

Net Cost \$25,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Vehicle to be purchased under State Contract Pricing.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Executive

**Project Name or Title:**  
Replacement Vehicle

**Project Description:**  
Replacement vehicle for 20 year-old Ford Taurus.

**Project Justification and Impact:**  
Replacement vehicle for 20 year-old Ford Taurus. Manufacturer no longer producing replacement parts.

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000

**Useful Life:** 3-6 years.

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I - BUDGET PERFORMANCE

### Executive Division – Office of the City Manager

#### Program Description:

The Office of the City Manager provides the organizational leadership necessary to ensure the efficient and effective delivery of City services to the citizens of College Park. As chief administrative officer for the City, the City Manager is responsible for implementing the policies and directives of the Mayor and City Council.

#### Trends:

The City of College Park continues its positive momentum in economic development cultivating new business relationships thereby generating sustainable revenue for the city. The city offers global access, a connected workforce, and quality living with-in a 15-mile radius. The opportunity exists for College Park to continue building a strong viable city.

#### Program Broad Goals:

Continued implementation of the College Park Strategic Plan involving all department directors, Executive Team members and City Staff with the goal of realizing a more collaborative and productive workforce and alignment of Mayor and City Council directed goals, objectives and priorities.

#### Program 20/21 Objectives:

1. Continued engagements to direct and facilitate assertive outstanding utility account balance collections, including service disconnections to maximize revenue outcomes, while minimizing expenses to respective water, wastewater and electrical utility enterprise funds, resulting from recent functionality enhancements to advance metering infrastructure.
2. Continued monitoring and analysis of College Park's portion of revenues associated with the Fulton County Transportation Special Purpose Local Option Sales Tax levy, as well as follow-up considerations regarding applicable capital improvement planning.

#### Performance Measures:

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

Estimated 20/21

AA bond rating maintained

Yes

#### Prior Year Highlights:

1. Establishment of a license agreement with the Atlanta Hawks Basketball Club establishing a G-League athletic competition at the Arena @ College Park Gateway Center.
2. Completion of construction of the Arena @ College Park Gateway Center by Choate Construction.
3. Secured approval of a new property management services agreement for operations at the United States Southern Regional Headquarters of the Federal Aviation Administration with Colliers International.

**EXHIBIT J**  
City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

Fund: **100**

Department and Number: **Executive / 1300**

---

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

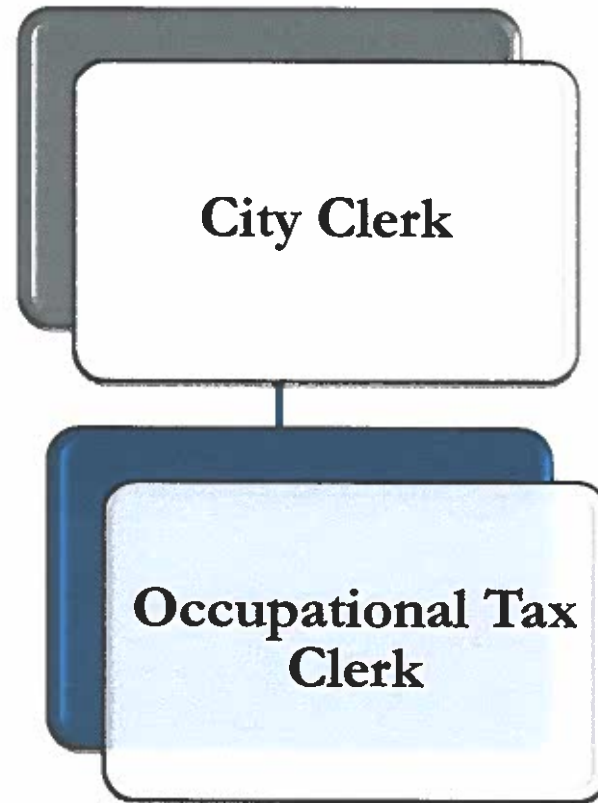
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

**Business License**

# Business License Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

Fund: 100

Department and Number: Business License /1516

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Occupation Tax Clerk	1	1	1	1	1

Total Personnel:

1

1

1

1

1



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1516 - Business License</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	41,352.33	41,722.00	29,073.07	70	41,704.00	41,704.00	
51 5020	Salary/Overtime	1,191.36	1,000.00	330.90	33	1,000.00	700.00	(30)
51 5190	Medicare	522.50	605.00	346.50	57	605.00	605.00	
<i>Personnel Services Totals</i>		<b>\$43,066.19</b>	<b>\$43,327.00</b>	<b>\$29,750.47</b>	<b>69%</b>	<b>\$43,309.00</b>	<b>\$43,009.00</b>	<b>(1%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	8,679.06	8,328.00	5,989.13	72	8,324.00	8,553.00	3
51 5161	Life Insurance	49.66	50.00	34.38	69	50.00	50.00	
51 5163	ST Disability Insurance	93.60	114.00	64.80	57	114.00	114.00	
51 5164	LT Disability Insurance	66.82	83.00	46.26	56	83.00	83.00	
51 5165	Health Insurance	10,102.30	11,833.00	8,191.80	69	11,833.00	13,312.00	12
51 5166	Dental Insurance	613.34	740.00	424.62	57	613.00	613.00	(17)
<i>Employee Benefits Totals</i>		<b>\$19,604.78</b>	<b>\$21,148.00</b>	<b>\$14,750.99</b>	<b>70%</b>	<b>\$21,017.00</b>	<b>\$22,725.00</b>	<b>7%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,747.65	2,364.00	1,602.83	68	3,052.00	3,052.00	29
52 5260	Heat & Power	3,279.86	2,756.00	2,473.39	90	.00	.00	(100)
52 5270	Water	126.42	120.00	96.78	81	.00	.00	(100)
52 5280	Other Communication/Util	393.12	335.00	294.84	88	.00	.00	(100)
<i>Communications &amp; Util. Totals</i>		<b>\$6,547.05</b>	<b>\$5,575.00</b>	<b>\$4,467.84</b>	<b>80%</b>	<b>\$3,052.00</b>	<b>\$3,052.00</b>	<b>(45%)</b>
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	2,189.64	3,818.00	2,018.55	53	3,274.00	3,274.00	(14)
<i>Repair &amp; Maintenance Totals</i>		<b>\$2,189.64</b>	<b>\$3,818.00</b>	<b>\$2,018.55</b>	<b>53%</b>	<b>\$3,274.00</b>	<b>\$3,274.00</b>	<b>(14%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	389.96	1,500.00	.00		2,000.00	1,500.00	
52 6210	Dues	60.00	55.00	.00		55.00	55.00	
<i>Training &amp; Education Totals</i>		<b>\$449.96</b>	<b>\$1,555.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$2,055.00</b>	<b>\$1,555.00</b>	<b>0%</b>
<i>Other Services &amp; Charges</i>								
52 6110	Other Insurance	673.14	996.00	943.43	95	1,060.00	1,060.00	6
52 6130	Miscellaneous Services	50.20	.00	.00		.00	.00	
52 6170	Contractual Services	561.55	640.00	205.46	32	640.00	640.00	
52 6560	Workers Comp/Administrati	333.95	229.00	248.48	109	273.00	273.00	19
52 6600	Claims Workers Comp.	.00	500.00	.00		.00	.00	(100)
<i>Other Services &amp; Charges Totals</i>		<b>\$1,618.84</b>	<b>\$2,365.00</b>	<b>\$1,397.37</b>	<b>59%</b>	<b>\$1,973.00</b>	<b>\$1,973.00</b>	<b>(17%)</b>





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>1516 - Business License</b>							
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	700.39	1,500.00	1,280.93	85	1,500.00	1,500.00	
52 7320	Stationery & Printing	.00	300.00	.00		300.00	300.00	
52 7330	Copy Expense	140.30	1,000.00	701.74	70	1,000.00	1,000.00	
53 7121	Computer Hardware	.00	1,500.00	877.59	59	1,000.00	1,000.00	(33)
53 7122	Computer Supplies	.00	1,000.00	512.06	51	.00	.00	(100)
53 7310	Office Supplies	2,648.58	1,800.00	3,376.50	188	1,600.00	1,600.00	(11)
53 7360	Other Admin. Supplies	306.16	300.00	.00		300.00	300.00	
	<i>Materials &amp; Supplies Totals</i>	<u>\$3,795.43</u>	<u>\$7,400.00</u>	<u>\$6,748.82</u>	<u>91%</u>	<u>\$5,700.00</u>	<u>\$5,700.00</u>	<u>(23%)</u>
Department	<b>1516 - Business License Totals</b>	<u>\$77,271.89</u>	<u>\$85,188.00</u>	<u>\$59,134.04</u>	<u>69%</u>	<u>\$80,380.00</u>	<u>\$81,288.00</u>	<u>(5%)</u>
	<b>EXPENSE TOTALS</b>	<u>\$77,271.89</u>	<u>\$85,188.00</u>	<u>\$59,134.04</u>	<u>69%</u>	<u>\$80,380.00</u>	<u>\$81,288.00</u>	<u>(5%)</u>
Fund	<b>100 - GENERAL FUND Totals</b>							
	<b>EXPENSE TOTALS</b>	<u>\$77,271.89</u>	<u>\$85,188.00</u>	<u>\$59,134.04</u>	<u>69%</u>	<u>\$80,380.00</u>	<u>\$81,288.00</u>	<u>(5%)</u>
Fund	<b>100 - GENERAL FUND Totals</b>	<u>(\$77,271.89)</u>	<u>(\$85,188.00)</u>	<u>(\$59,134.04)</u>	<u>69%</u>	<u>(\$80,380.00)</u>	<u>(\$81,288.00)</u>	<u>(5%)</u>
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	<b>EXPENSE GRAND TOTALS</b>	<u>\$77,271.89</u>	<u>\$85,188.00</u>	<u>\$59,134.04</u>	<u>69%</u>	<u>\$80,380.00</u>	<u>\$81,288.00</u>	<u>(5%)</u>
	Net Grand Totals	<u>(\$77,271.89)</u>	<u>(\$85,188.00)</u>	<u>(\$59,134.04)</u>	<u>69%</u>	<u>(\$80,380.00)</u>	<u>(\$81,288.00)</u>	<u>(5%)</u>



# Budget Transaction Report

Report by Budget Transactions  
Budget Year of 2021  
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1516 - Business License</b>			
Account	<b>52 5240 - Telephone</b>			
100 1516 52 5240	AT&T	1.0000	168.00	168.00
100 1516 52 5240	Cisco Phone	1.0000	291.66	291.66
100 1516 52 5240	Comcast	1.0000	396.00	396.00
100 1516 52 5240	Windstream	12.0000	183.00	2,196.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	4	<u>\$3,051.66</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1516 52 5730	Email License	1.0000	224.00	224.00
100 1516 52 5730	Mimecast	1.0000	60.00	60.00
100 1516 52 5730	Tyler NW	1.0000	2,990.00	2,990.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>\$3,274.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1516 52 6110	Apex Insurance Personnel Allocation	1.0000	1,060.00	1,060.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$1,060.00</u>
Account	<b>52 6170 - Contractual Services</b>			
100 1516 52 6170	Recall - Off-site storage	1.0000	640.00	640.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	1	<u>\$640.00</u>
Account	<b>52 6200 - Training</b>			
100 1516 52 6200	Tyler Solutions Training	1.0000	1,500.00	1,500.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>52 6210 - Dues</b>			
100 1516 52 6210	National Bureau of Business License	1.0000	55.00	55.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	1	<u>\$55.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1516 52 6560	Apex Insurance Workers Comp Allocation	1.0000	240.00	240.00
100 1516 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	33.00	33.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$273.00</u>
Account	<b>52 7300 - Postage</b>			
100 1516 52 7300	Business/Alcohol License Renewals	1.0000	1,500.00	1,500.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1516 52 7320	Forms/Applications	1.0000	300.00	300.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$300.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 1516 52 7330	Copy Machine Usage/Lease	1.0000	1,000.00	1,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$1,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1516 - Business License</b>			
Account	<b>53 7121 - Computer Hardware</b>			
100 1516 53 7121	Computer Maintenance/Upgrade	1.0000	1,000.00	1,000.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 1516 53 7310	Business License Office Supplies	1.0000	1,600.00	1,600.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$1,600.00</u>
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1516 53 7360	Warehouse Supplies - Envelopes	1.0000	300.00	300.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	1	<u>\$300.00</u>
	Department <b>1516 - Business License</b> Totals	Transactions	19	<u>\$15,553.66</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	19	<u>\$15,553.66</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>19</b>	<u><u>\$15,553.66</u></u>
	Grand Totals	Transactions	19	<u><u>\$15,553.66</u></u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and  
 Number:

**Business License -1516**

Fund: **100**

Number of Positions Requested - 0	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)				
See attached				
<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 2020-21

Fund: **100** Department and Number: **Business License 1516**

New Replacement for Vehicle/Equipment No. \_\_\_\_\_ Priority: \_\_\_\_\_

Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 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 2020-21 _____ Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21
---	--

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

**Dept: Business License      Fuel Type:**

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

**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 2020-21

---

Department: Business License	Fund: 100	Department Number: 1516
------------------------------	-----------	-------------------------

---

Account Number	Description/Justifica	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
<b>N/A</b>							
Totals			\$0	\$0	\$0	\$0	\$0



EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: Business License

Fund: 100

Division:

Department Number: 1516

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs 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.

3

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Business License

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

**Business License | Occupation Tax**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program 20/21 Objectives:**

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

**Performance Measures**

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

Number of active licenses during the fiscal year

**Estimated 20/21  
2000**

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

Direct amount of "face to face" contact with customers

**Estimated 20/21  
80%**

**Performance Measures**

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

Number of active licenses during the fiscal year

**Actual 19/20  
1748**

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

Direct amount of "face to face" contact with customers

**Actual 19/20  
80%**

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Business License | Occupation Tax**

**Prior Year Highlights:**

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

**EXHIBIT J**  
City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

Fund: 100

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

---

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

N/A



# Financial Administration Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

**Fund: 100**                      **Department and Number: Financial Administration/1510**

---

	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Director of Finance	1	1	1	1	1
Revenue/Tax Administrator	1	1	1	1	1
Administrative Assistant	1	1	0	0	0
Utility Accountant	1	0	0	0	0
Budget Analyst	0	1	1	1	1

**Total Personnel:                      4                      4                      3                      3                      3**





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1510 - Financial Administration</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	203,810.10	196,454.00	138,221.92	70	207,802.00	207,802.00	6
51 5020	Salary/Overtime	36.37	.00	.00		.00	.00	
51 5040	Shared Utility Payments	824.60	1,000.00	1,128.69	113	.00	.00	(100)
51 5190	Medicare	2,398.49	2,849.00	1,849.12	65	3,013.00	3,013.00	6
<i>Personnel Services Totals</i>		<b>\$207,069.56</b>	<b>\$200,303.00</b>	<b>\$141,199.73</b>	<b>70%</b>	<b>\$210,815.00</b>	<b>\$210,815.00</b>	<b>5%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	27,301.27	30,735.00	21,946.80	71	32,153.00	32,609.00	6
51 5161	Life Insurance	145.01	174.00	120.24	69	174.00	174.00	
51 5163	ST Disability Insurance	137.80	348.00	95.40	27	348.00	348.00	
51 5164	LT Disability Insurance	102.44	404.00	70.92	18	404.00	404.00	
51 5165	Health Insurance	20,897.26	28,912.00	20,015.82	69	28,912.00	32,526.00	13
51 5166	Dental Insurance	610.71	1,024.00	748.80	73	1,082.00	1,082.00	6
<i>Employee Benefits Totals</i>		<b>\$49,194.49</b>	<b>\$61,597.00</b>	<b>\$42,997.98</b>	<b>70%</b>	<b>\$63,073.00</b>	<b>\$67,143.00</b>	<b>9%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,613.82	2,660.00	1,382.49	52	4,942.00	5,399.00	103
52 5260	Heat & Power	2,459.89	3,000.00	1,855.03	62	2,500.00	2,500.00	(17)
52 5270	Water	94.79	100.00	72.59	73	100.00	100.00	
52 5280	Other Communication/Util	294.84	250.00	221.13	88	250.00	250.00	
<i>Communications &amp; Util. Totals</i>		<b>\$5,463.34</b>	<b>\$6,010.00</b>	<b>\$3,531.24</b>	<b>59%</b>	<b>\$7,792.00</b>	<b>\$8,249.00</b>	<b>37%</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	.00	150.00	81.85	55	156.00	156.00	4
<i>Rentals Totals</i>		<b>\$0.00</b>	<b>\$150.00</b>	<b>\$81.85</b>	<b>55%</b>	<b>\$156.00</b>	<b>\$156.00</b>	<b>4%</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	(1,098.06)	.00	.00		.00	.00	
52 5730	R&M - D/P Equipment	14,270.75	19,561.00	28,266.54	145	20,412.00	20,412.00	4
<i>Repair &amp; Maintenance Totals</i>		<b>\$13,172.69</b>	<b>\$19,561.00</b>	<b>\$28,266.54</b>	<b>145%</b>	<b>\$20,412.00</b>	<b>\$20,412.00</b>	<b>4%</b>
<i>Training &amp; Education</i>								
52 6200	Training	333.82	4,100.00	.00		4,100.00	3,000.00	(27)
52 6210	Dues	900.00	700.00	560.00	80	700.00	700.00	
52 6220	Subscription/Publications	625.00	700.00	466.16	67	750.00	750.00	7
52 6230	Conventions/Meetings	580.00	2,000.00	.00		2,000.00	1,250.00	(38)
<i>Training &amp; Education Totals</i>		<b>\$2,438.82</b>	<b>\$7,500.00</b>	<b>\$1,026.16</b>	<b>14%</b>	<b>\$7,550.00</b>	<b>\$5,700.00</b>	<b>(24%)</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>1510 - Financial Administration</b>							
	<i>Other Services &amp; Charges</i>							
52 3300	Advertising Expense	6,916.52	17,500.00	17,412.00	99	18,000.00	18,000.00	3
52 3505	Mileage Reimbursement	81.32	400.00	.00		150.00	150.00	(63)
52 3951	FIFA Filing Expense	2,364.00	1,500.00	1,032.00	69	1,500.00	1,500.00	
52 5510	Consulting Fees	6,100.00	3,400.00	.00		2,500.00	2,500.00	(26)
52 6110	Other Insurance	2,606.77	3,743.00	2,830.30	76	3,180.00	3,180.00	(15)
52 6130	Miscellaneous Services	878.56	1,200.00	102.88	9	2,000.00	1,200.00	
52 6170	Contractual Services	9,887.41	7,575.00	4,525.00	60	12,075.00	2,500.00	(67)
52 6560	Workers Comp/Administrati	1,001.85	687.00	745.44	109	820.00	820.00	19
	<i>Other Services &amp; Charges Totals</i>	\$29,836.43	\$36,005.00	\$26,647.62	74%	\$40,225.00	\$29,850.00	(17%)
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	2,869.00	2,750.00	2,726.36	99	3,000.00	3,000.00	9
52 7320	Stationery & Printing	1,818.76	2,000.00	1,975.00	99	2,000.00	2,000.00	
52 7330	Copy Expense	1,000.00	1,000.00	.00		2,000.00	1,000.00	
53 7050	Medical Services/Supplies	225.50	100.00	.00		100.00	100.00	
53 7121	Computer Hardware	1,327.21	3,000.00	2,103.24	70	2,500.00	2,500.00	(17)
53 7122	Computer Supplies	.00	500.00	.00		500.00	500.00	
53 7150	Other Operating Supplies	13.30	500.00	222.23	44	500.00	500.00	
53 7310	Office Supplies	1,760.13	700.00	431.03	62	1,000.00	1,000.00	43
53 7360	Other Admin. Supplies	709.94	500.00	28.40	6	500.00	500.00	
	<i>Materials &amp; Supplies Totals</i>	\$9,723.84	\$11,050.00	\$7,486.26	68%	\$12,100.00	\$11,100.00	0%
	Department <b>1510 - Financial Administration Totals</b>	\$316,899.17	\$342,176.00	\$251,237.38	73%	\$362,123.00	\$353,425.00	3%
	<b>EXPENSE TOTALS</b>	\$316,899.17	\$342,176.00	\$251,237.38	73%	\$362,123.00	\$353,425.00	3%
	Fund <b>100 - GENERAL FUND Totals</b>	\$316,899.17	\$342,176.00	\$251,237.38	73%	\$362,123.00	\$353,425.00	3%
	<b>EXPENSE TOTALS</b>	\$316,899.17	\$342,176.00	\$251,237.38	73%	\$362,123.00	\$353,425.00	3%
	Fund <b>100 - GENERAL FUND Totals</b>	(\$316,899.17)	(\$342,176.00)	(\$251,237.38)	73%	(\$362,123.00)	(\$353,425.00)	3%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$316,899.17	\$342,176.00	\$251,237.38	73%	\$362,123.00	\$353,425.00	3%
	Net Grand Totals	(\$316,899.17)	(\$342,176.00)	(\$251,237.38)	73%	(\$362,123.00)	(\$353,425.00)	3%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1510 - Financial Administration</b>			
Account	<b>52 3300 - Advertising Expense</b>			
100 1510 52 3300	Advertising for Tax Sale - 4 weeks	1.0000	18,000.00	18,000.00
	Account <b>52 3300 - Advertising Expense</b> Totals	Transactions	1	<u>18,000.00</u>
Account	<b>52 5240 - Telephone</b>			
100 1510 52 5240	AT&T	1.0000	180.00	180.00
100 1510 52 5240	Cisco Phone	6.0000	291.66	1,749.96
100 1510 52 5240	Verizon Cell Phone	12.0000	67.00	804.00
100 1510 52 5240	Verizon Data Plan	12.0000	38.01	456.12
100 1510 52 5240	Windstream	12.0000	184.00	2,208.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	5	<u>\$5,398.08</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
100 1510 52 5330	Fontis Water Rental	12.0000	13.00	156.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	1	<u>156.00</u>
Account	<b>52 5510 - Consulting Fees</b>			
100 1510 52 5510	Other Consulting for Finance and Accounting	1.0000	2,500.00	2,500.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	1	<u>2,500.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1510 52 5730	Annual Manatron Tax Software Maintenance	1.0000	12,500.00	12,500.00
100 1510 52 5730	Email License	1.0000	671.00	671.00
100 1510 52 5730	Mimecast	1.0000	180.00	180.00
100 1510 52 5730	Tyler NW	1.0000	7,061.00	7,061.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	4	<u>\$20,412.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1510 52 6110	Apex Insurance Personnel Allocation	1.0000	3,180.00	3,180.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$3,180.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
100 1510 52 6130	Tax Lien Related/Tax Matters	1.0000	1,200.00	1,200.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	1	<u>\$1,200.00</u>
Account	<b>52 6170 - Contractual Services</b>			
100 1510 52 6170	Contractual Services	1.0000	2,500.00	2,500.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account	<b>52 6200 - Training</b>			
100 1510 52 6200	CPA Continuing Professional Education	2.0000	300.00	600.00
100 1510 52 6200	GFOA/GGFOA Training - Finance Director	2.0000	500.00	1,000.00
100 1510 52 6200	Local Finance Officer Certification Program	1.0000	1,400.00	1,400.00
	Account <b>52 6200 - Training</b> Totals	Transactions	3	<u>\$3,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1510 - Financial Administration</b>			
Account	<b>52 6210 - Dues</b>			
100 1510 52 6210	GFOA Membership Dues - Finance Director	1.0000	50.00	50.00
100 1510 52 6210	GGFOA Dues	3.0000	50.00	150.00
100 1510 52 6210	ICMA Finance Director	1.0000	100.00	100.00
100 1510 52 6210	Institute of Internal Auditors - Finance Director	1.0000	150.00	150.00
100 1510 52 6210	National Association of Black Accountants	1.0000	150.00	150.00
100 1510 52 6210	National Forum for Black Public Administrators	1.0000	100.00	100.00
	Account 52 6210 - Dues Totals	Transactions	6	<u>700.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 1510 52 6220	GASB Volume 1-30	30.0000	25.00	750.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>750.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 1510 52 6230	GFOA/GGFOA Annual Conference - Finance Director	1.0000	1,250.00	1,250.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	<u>1,250.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1510 52 6560	Apex Insurance Workers Comp Allocation	1.0000	720.00	720.00
100 1510 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	100.00	100.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>820.00</u>
Account	<b>52 7300 - Postage</b>			
100 1510 52 7300	Annual GFOA Budget Submission	1.0000	500.00	500.00
100 1510 52 7300	Annual Property Tax Billing Mailouts	1.0000	2,500.00	2,500.00
	Account 52 7300 - Postage Totals	Transactions	2	<u>3,000.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1510 52 7320	Printing for Annual Budget/Capital Improvement	1.0000	2,000.00	2,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>2,000.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 1510 52 7330	HP Toner and Paper	1.0000	1,000.00	1,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	<u>1,000.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 1510 53 7121	Computer replacement	1.0000	2,500.00	2,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>2,500.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
100 1510 53 7122	Computer Software	1.0000	500.00	500.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>500.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 1510 53 7310	Pens, Pencils, Calculator tape, etc.	1.0000	1,000.00	1,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>1,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1510 - Financial Administration</b>			
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1510 53 7360	Binder Books for Budget	1.0000	500.00	500.00
Account	<b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Department	<b>1510 - Financial Administration</b> Totals	Transactions	36	<u>\$70,366.08</u>
Fund	<b>100 - GENERAL FUND</b> Totals	Transactions	36	<u>\$70,366.08</u>
	<b>EXPENSES Totals</b>	Transactions	36	<u>\$70,366.08</u>
	<b>Grand Totals</b>	Transactions	36	<u>\$70,366.08</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and  
 Number: **Finance- 1510**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions= From:			
	Justification (including assignment and responsibilities of position requested)			
	Wages			
	Regular			
	Overtime			
	Medicare (1.45%)			
	FICA (6.2%) part-time only			
	Total (5210 Proposed New Personnel – Personnel Services)			
	Fringe Benefits			
	Group Life and AD & D \$350 per year			
	Health Insurance \$7,800 per position per year			
	Pensions (18%)*			
	Uniforms			
	Total (5211 Proposed New Personnel – Benefits)			
	Training and Education			
	Training			
	Dues/ Memberships			
	Other			
	Total (5212 Proposed New Personnel – Training/ Education)			
	Material and Supplies			
	Office Supplies			
	Safety Clothing and Equipment			
	Other			
	Total (5213 Proposed New Personnel – Supplies)			
	Capital Outlay (Needed if position is approved)			
	Furniture and Fixtures			
	Office Machines and Equipment			
	Other			
	Total (5214 Proposed New Personnel – Capital Outlay)			
	Vehicle (Additional Needed if Position Approved)			
	Vehicle Type and Cost			
	Vehicle Service Costs			
	Total (5215 New Personnel – Vehicles)			
	<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 2020-21

Fund: 100 Department and Number: Finance-1510

New Replacement for Vehicle/Equipment No.	Priority:
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 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 2020-21 _____ Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21



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

**Dept: Accounting 1510      Fuel Type:**

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

*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 2020-21

Department: Finance

Fund: 100

Department Number: 1510

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
<b>N/A</b>							
Totals			0	0	0	0	0

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2020-21**

Department: **Finance**

Fund :100

Division:

Department Number: **1510**

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

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

Estimated Cost \_\_\_\_\_

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Finance

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

**Estimated Cost Beyond Five Year Program:**

**Funding Source:**

**Relationship to Other Primary Projects:**

## **Finance Department | Financial Administration**

### **Program Description:**

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

### **Trends:**

The national and local economy is facing a pandemic, we believe, no one could have predicted for 2020. The corona virus (COVID-19) has threatened the U.S. economy and politicians are scrambling to get ahead of the potential impact before it cripples the economy to its knees. Although there are multiple industries destined to feel the impact of COVID-19, economist everywhere project tourism will face a significant loss. Tourism is essential to the health of the City. The City relies on Tourism dollars to finance multiple funds as well as help reduce the City's dependency of General Fund tax dollars to provide City services. In the face of this pandemic, the proposed budget projects a reduction in multiple revenues across all funds.

The State of Georgia's manufacturing sector will likely experience some disruption in the coming weeks as reduced factory production in China limits the availability of various materials and component parts. Economist have also projected that consumer spending will begin to decrease as many will shift from spending to savings. Consequently, this will cause local governments to experience a reduction in revenues received from local option sales tax due to a decrease in spending. Overall, economic growth in the public sector maybe stymied by revenue shortfalls and reduction of expenditures. It is too early to project the magnitude of this outbreak and what affect it may have on ad valorem taxes. How much of impact it may have on the City of College Park's finances will depend on the length of the pandemic and the damage it leaves in its' trail.

In light of the challenges of local government the City of College Park will positioned itself for economic recovery by limiting expenditures wherever possible.

### **Program Broad Goals:**

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

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

## Finance Department | Financial Administration

### Program 20/21 Objectives:

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

### Performance Measures

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Estimated 20/21</b>
---	------------------------

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

<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Estimated 20/21</b>
--	------------------------

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

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 19/20</b>
---	---------------------

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

<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Actual 19/20</b>
--	---------------------

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

### Prior Year Highlights:

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

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

Fund: **100**

Department and Number: **Finance -1510**

---

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

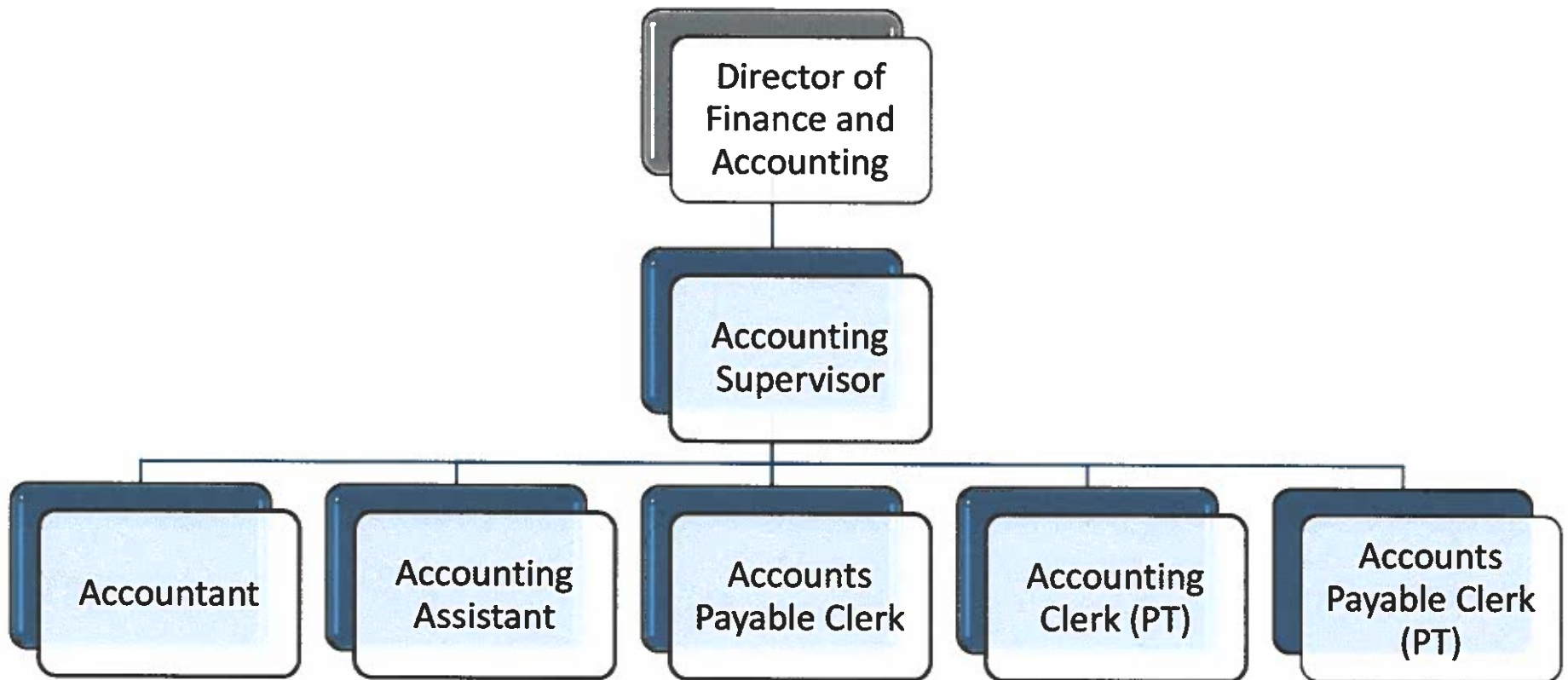
Cost Estimate/Revenue Enhancement:

**INVA**





# Accounting Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

**Fund: 100**

**Department and Number: Accounting/1512**

	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Accounting Supervisor	1	1	1	1	1
Accountant	0	0	1	1	1
Accounting Assistant	1	1	1	1	1
Accounts Payable Clerk	1	1	1	1	1
<b>Part Time Positions:</b>					
Accounts Payable Clerk	1	1	1	1	1
Accounting Clerk	1	1	1	1	1
<b>Total Personnel:</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1512 - Accounting</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	150,893.92	192,979.00	134,426.30	70	192,733.00	192,733.00	
51 5020	Salary/Overtime	8,878.44	5,000.00	6,737.31	135	5,000.00	5,000.00	
51 5030	Salary/Partime	61,765.50	49,799.00	40,573.17	81	49,795.00	49,795.00	
51 5190	Medicare	3,121.43	3,520.00	2,491.78	71	3,517.00	3,517.00	
51 5200	Fica	3,974.22	3,088.00	2,532.09	82	3,087.00	3,087.00	
<i>Personnel Services Totals</i>		<b>\$228,633.51</b>	<b>\$254,386.00</b>	<b>\$186,760.65</b>	<b>73%</b>	<b>\$254,132.00</b>	<b>\$254,132.00</b>	<b>0%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	31,571.19	38,519.00	28,731.41	75	38,469.00	39,529.00	3
51 5161	Life Insurance	87.86	149.00	68.76	46	99.00	99.00	(34)
51 5163	ST Disability Insurance	43.50	436.00	.00		436.00	436.00	
51 5164	LT Disability Insurance	32.30	348.00	.00		348.00	348.00	
51 5165	Health Insurance	2,556.05	14,117.00	10,915.20	77	14,942.00	16,809.00	19
51 5166	Dental Insurance	438.70	471.00	481.68	102	696.00	696.00	48
<i>Employee Benefits Totals</i>		<b>\$34,729.60</b>	<b>\$54,040.00</b>	<b>\$40,197.05</b>	<b>74%</b>	<b>\$54,990.00</b>	<b>\$57,917.00</b>	<b>7%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	6,135.07	2,784.00	3,703.76	133	4,944.00	2,196.00	(21)
52 5260	Heat & Power	4,099.83	3,400.00	3,091.74	91	3,500.00	3,500.00	3
52 5270	Water	158.01	100.00	120.99	121	200.00	200.00	100
52 5280	Other Communication/Util	491.40	400.00	368.55	92	500.00	500.00	25
<i>Communications &amp; Util. Totals</i>		<b>\$10,884.31</b>	<b>\$6,684.00</b>	<b>\$7,285.04</b>	<b>109%</b>	<b>\$9,144.00</b>	<b>\$6,396.00</b>	<b>(4%)</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	(1,229.12)	4,500.00	2,029.84	45	4,956.00	4,956.00	10
<i>Rentals Totals</i>		<b>(\$1,229.12)</b>	<b>\$4,500.00</b>	<b>\$2,029.84</b>	<b>45%</b>	<b>\$4,956.00</b>	<b>\$4,956.00</b>	<b>10%</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	.00	200.00	.00		8,500.00	8,500.00	4,150
52 5730	R&M - D/P Equipment	5,235.56	4,000.00	1,472.29	37	1,701.00	1,701.00	(57)
<i>Repair &amp; Maintenance Totals</i>		<b>\$5,235.56</b>	<b>\$4,200.00</b>	<b>\$1,472.29</b>	<b>35%</b>	<b>\$10,201.00</b>	<b>\$10,201.00</b>	<b>143%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	.00	300.00	.00		300.00	300.00	
<i>Building Maintenance Totals</i>		<b>\$0.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$300.00</b>	<b>\$300.00</b>	<b>0%</b>
<i>Training &amp; Education</i>								
52 6200	Training	1,407.00	1,500.00	.00		2,520.00	2,000.00	33
52 6210	Dues	250.00	450.00	50.00	11	500.00	500.00	11



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
EXPENSE								
Department <b>1512 - Accounting</b>								
Training & Education								
52 6220	Subscription/Publications	1,801.80	.00	.00		300.00	300.00	
52 6230	Conventions/Meetings	826.33	1,600.00	.00		3,400.00	2,500.00	56
<i>Training &amp; Education Totals</i>		\$4,285.13	\$3,550.00	\$50.00	1%	\$6,720.00	\$5,300.00	49%
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	184.21	195.00	.00		250.00	250.00	28
52 5460	Audit Fees	134,080.00	89,000.00	93,380.00	105	89,000.00	89,000.00	
52 6110	Other Insurance	3,451.44	4,976.00	5,660.59	114	6,360.00	6,360.00	28
52 6130	Miscellaneous Services	64.81	500.00	304.30	61	500.00	500.00	
52 6170	Contractual Services	67,785.59	14,230.00	11,207.95	79	10,000.00	10,000.00	(30)
52 6560	Workers Comp/Administrati	1,689.17	1,144.00	1,490.89	130	1,636.00	1,636.00	43
<i>Other Services &amp; Charges Totals</i>		\$207,255.22	\$110,045.00	\$112,043.73	102%	\$107,746.00	\$107,746.00	(2%)
<i>Materials &amp; Supplies</i>								
52 7300	Postage	3,098.49	2,500.00	1,429.10	57	3,000.00	2,500.00	
52 7320	Stationery & Printing	41.72	.00	.00		.00	.00	
52 7330	Copy Expense	2,939.74	970.00	441.52	46	1,500.00	1,000.00	3
53 7050	Medical Services/Supplies	83.50	150.00	25.00	17	150.00	150.00	
53 7120	D/P Forms & Supplies	4,129.31	3,000.00	3,555.73	119	4,000.00	4,000.00	33
53 7121	Computer Hardware	422.17	2,500.00	1,193.35	48	2,500.00	2,500.00	
53 7122	Computer Supplies	657.74	1,000.00	.00		1,000.00	1,000.00	
53 7150	Other Operating Supplies	2,739.49	.00	.00		.00	.00	
53 7310	Office Supplies	4,690.38	3,000.00	1,989.16	66	4,000.00	3,000.00	
53 7360	Other Admin. Supplies	454.99	1,000.00	.00		1,000.00	1,000.00	
<i>Materials &amp; Supplies Totals</i>		\$19,257.53	\$14,120.00	\$8,633.86	61%	\$17,150.00	\$15,150.00	7%
<i>Capital Outlay</i>								
54 7550	Furniture/Fixtures New	.00	.00	.00		8,500.00	.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$8,500.00	\$0.00	+++
Department <b>1512 - Accounting Totals</b>		\$509,051.74	\$451,825.00	\$358,472.46	79%	\$473,839.00	\$462,098.00	2%
EXPENSE TOTALS		\$509,051.74	\$451,825.00	\$358,472.46	79%	\$473,839.00	\$462,098.00	2%
Fund <b>100 - GENERAL FUND Totals</b>		\$509,051.74	\$451,825.00	\$358,472.46	79%	\$473,839.00	\$462,098.00	2%
EXPENSE TOTALS		\$509,051.74	\$451,825.00	\$358,472.46	79%	\$473,839.00	\$462,098.00	2%
Fund <b>100 - GENERAL FUND Totals</b>		(\$509,051.74)	(\$451,825.00)	(\$358,472.46)	79%	(\$473,839.00)	(\$462,098.00)	2%



# Budget Worksheet Report

Budget Year 2021

Net Grand Totals							
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS	\$509,051.74	\$451,825.00	\$358,472.46	79%	\$473,839.00	\$462,098.00	2%
Net Grand Totals	(\$509,051.74)	(\$451,825.00)	(\$358,472.46)	79%	(\$473,839.00)	(\$462,098.00)	2%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1512 - Accounting</b>			
Account	<b>52 3505 - Mileage Reimbursement</b>			
100 1512 52 3505	Mileage for Training and Meetings	1.0000	250.00	250.00
	Account <b>52 3505 - Mileage Reimbursement</b> Totals	Transactions	1	<u>250.00</u>
Account	<b>52 5240 - Telephone</b>			
100 1512 52 5240	Windstream	12.0000	183.00	2,196.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	1	<u>2,196.00</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
100 1512 52 5330	Fontis Water Rental	12.0000	13.00	156.00
100 1512 52 5330	Xerox Copier Lease	12.0000	400.00	4,800.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	2	<u>4,956.00</u>
Account	<b>52 5460 - Audit Fees</b>			
100 1512 52 5460	Annual Financial Audit	1.0000	80,000.00	80,000.00
100 1512 52 5460	Single Audit (if necessary)	1.0000	9,000.00	9,000.00
	Account <b>52 5460 - Audit Fees</b> Totals	Transactions	2	<u>\$89,000.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
100 1512 52 5710	Workspace Interior Accounting Area	1.0000	8,500.00	8,500.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b> Totals	Transactions	1	<u>8,500.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1512 52 5730	Email License	1.0000	1,342.00	1,342.00
100 1512 52 5730	Mimecast	1.0000	359.00	359.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	2	<u>\$1,701.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1512 52 6110	Apex Insurance Personnel Allocation	1.0000	6,360.00	6,360.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>6,360.00</u>
Account	<b>52 6170 - Contractual Services</b>			
100 1512 52 6170	Temporary Backup	1.0000	10,000.00	10,000.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	1	<u>\$10,000.00</u>
Account	<b>52 6200 - Training</b>			
100 1512 52 6200	Carl Vincent Training for Staff	5.0000	180.00	900.00
100 1512 52 6200	Intro Govt Acct Pt1 Online	1.0000	300.00	300.00
100 1512 52 6200	Intro Govt Acct Pt2 Online	1.0000	300.00	300.00
100 1512 52 6200	Staff Training/Development (Other)	5.0000	100.00	500.00
	Account <b>52 6200 - Training</b> Totals	Transactions	4	<u>\$2,000.00</u>
Account	<b>52 6210 - Dues</b>			
100 1512 52 6210	GFOA Dues - Supervisor	1.0000	100.00	100.00
100 1512 52 6210	GGFOA Dues for Staff	5.0000	50.00	250.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>1512 - Accounting</b>				
Account <b>52 6210 - Dues</b>				
100 1512 52 6210	National Forum for Black Public Accountants -Supervisor	1.0000	150.00	150.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	3	<u>500.00</u>
Account <b>52 6220 - Subscription/Publications</b>				
100 1512 52 6220	Various Accounting Publications	1.0000	300.00	300.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>300.00</u>
Account <b>52 6230 - Conventions/Meetings</b>				
100 1512 52 6230	GGFOA Conference	2.0000	500.00	1,000.00
100 1512 52 6230	Tyler Technologies NW Conference - Supervisor/Staff	1.0000	1,500.00	1,500.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	2	<u>2,500.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>				
100 1512 52 6560	Apex Insurance Workers Comp Allocation	1.0000	1,440.00	1,440.00
100 1512 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	196.00	196.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$1,636.00</u>
Account <b>52 7300 - Postage</b>				
100 1512 52 7300	Postage to mail AP Checks weekly/1099's yearly	1.0000	2,500.00	2,500.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>2,500.00</u>
Account <b>52 7330 - Copy Expense</b>				
100 1512 52 7330	Paper/Maintenance	1.0000	1,000.00	1,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account <b>53 7120 - D/P Forms &amp; Supplies</b>				
100 1512 53 7120	1099 Forms	1.0000	500.00	500.00
100 1512 53 7120	AP Checks/Envelopes	1.0000	3,500.00	3,500.00
	Account <b>53 7120 - D/P Forms &amp; Supplies</b> Totals	Transactions	2	<u>\$4,000.00</u>
Account <b>53 7121 - Computer Hardware</b>				
100 1512 53 7121	Computer replacement	1.0000	2,500.00	2,500.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	<u>2,500.00</u>
Account <b>53 7122 - Computer Supplies</b>				
100 1512 53 7122	Computer Supplies/Software	1.0000	1,000.00	1,000.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account <b>53 7310 - Office Supplies</b>				
100 1512 53 7310	Tape, Pens, Pencils, Highlighters, Toner, Etc.	1.0000	3,000.00	3,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$3,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>1512 - Accounting</b>				
Account <b>53 7360 - Other Admin. Supplies</b>				
100 1512 53 7360	Other Admin Supplies	1.0000	1,000.00	1,000.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
	Department <b>1512 - Accounting</b> Totals	Transactions	31	<u>\$144,899.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	31	<u>\$144,899.00</u>
	<b>EXPENSES</b> Totals	Transactions	31	<u>\$144,899.00</u>
	Grand Totals	Transactions	31	<u>\$144,899.00</u>



**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

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

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (including assignment and responsibilities of position requested)				
<hr/>				
<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 2020-21

Fund: 100

Department and Number:

Accounting 1512

New Replacement for Vehicle/Equipment No.	Priority:
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced _____ Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 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 2020-21 _____ Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21

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

**Dept: Accounting 1512    Fuel Type:**

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

*G=Gas*

*D=Diesel*

*AF=Alternative Fuel*

*N/A=Not Available or Required*



**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2020-21**

Department: **Accounting**

Fund :100

Division:

Department Number: **1512**

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

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

Estimated Cost \_\_\_\_\_

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

**Exhibit H**  
**City of College Park, Georgia**  
**CAPITAL PROJECTS**  
**FISCAL YEAR 2020-21 BUDGET**

**Department/Division:**  
Accounting

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs: \$ -**

<u>PriorYear</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

**Estimated Cost Beyond Five Year Program:**

**Funding Source:**

**Relationship to Other Primary Projects:**

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

**Finance Department | Accounting**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program 20/21**

**Objectives:**

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

**Performance Measures**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 19/20</b>
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	3,578



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

# of accounts payable checks issued 5,008

**Finance Department | Accounting**

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

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

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

**Program/Service Outputs: (goods, services, units produced) Estimated 20/21**

% of monthly closes within 20 working days of month-end 0%

# of journal entries processed annually 5,000

# of accounts payable checks issued 8,000

**Program/Service Outcomes: (based on program objectives) Estimated 20/21**

Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20<sup>th</sup> or prior 12/31/2020

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

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

Fund: **100**

Department and Number: **Accounting / 1512**

---

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# Human Resources Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

Fund: 100

Department and Number: Human Resources 1540

---

	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
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**



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
EXPENSE								
Department <b>1540 - HUMAN RESOURCES</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	177,735.08	185,900.00	142,506.95	77	188,469.00	188,469.00	1
51 5020	Salary/Overtime	23,120.23	1,000.00	13,939.71	1,394	1,000.00	1,000.00	
51 5190	Medicare	2,541.41	2,696.00	2,011.56	75	2,733.00	2,733.00	1
<i>Personnel Services Totals</i>		<b>\$203,396.72</b>	<b>\$189,596.00</b>	<b>\$158,458.22</b>	<b>84%</b>	<b>\$192,202.00</b>	<b>\$192,202.00</b>	<b>1%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	31,663.43	31,078.00	25,811.75	83	30,976.00	31,522.00	1
51 5161	Life Insurance	154.52	198.00	135.15	68	198.00	198.00	
51 5163	ST Disability Insurance	.00	305.00	.00		305.00	305.00	
51 5164	LT Disability Insurance	.00	439.00	.00		439.00	439.00	
51 5165	Health Insurance	20,405.91	33,679.00	18,278.60	54	25,453.00	28,635.00	(15)
51 5166	Dental Insurance	1,042.71	1,773.00	651.61	37	673.00	673.00	(62)
<i>Employee Benefits Totals</i>		<b>\$53,266.57</b>	<b>\$67,472.00</b>	<b>\$44,877.11</b>	<b>67%</b>	<b>\$58,044.00</b>	<b>\$61,772.00</b>	<b>(8%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	5,485.54	4,416.00	3,533.55	80	4,008.00	4,692.00	6
52 5260	Heat & Power	4,099.83	3,700.00	3,091.74	84	4,000.00	4,000.00	8
52 5270	Water	158.01	.00	120.99		200.00	200.00	
52 5280	Other Communication/Util	491.40	400.00	368.55	92	500.00	500.00	25
<i>Communications &amp; Util. Totals</i>		<b>\$10,234.78</b>	<b>\$8,516.00</b>	<b>\$7,114.83</b>	<b>84%</b>	<b>\$8,708.00</b>	<b>\$9,392.00</b>	<b>10%</b>
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	7,977.03	15,789.00	8,891.60	56	29,556.00	14,572.00	(8)
<i>Repair &amp; Maintenance Totals</i>		<b>\$7,977.03</b>	<b>\$15,789.00</b>	<b>\$8,891.60</b>	<b>56%</b>	<b>\$29,556.00</b>	<b>\$14,572.00</b>	<b>(8%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	116,671.72	7,000.00	657.00	9	7,000.00	7,000.00	
52 6210	Dues	1,458.78	1,200.00	994.00	83	1,200.00	1,200.00	
52 6220	Subscription/Publications	.00	300.00	89.62	30	300.00	300.00	
52 6230	Conventions/Meetings	5,199.84	2,500.00	3,527.01	141	3,000.00	3,000.00	20
<i>Training &amp; Education Totals</i>		<b>\$123,330.34</b>	<b>\$11,000.00</b>	<b>\$5,267.63</b>	<b>48%</b>	<b>\$11,500.00</b>	<b>\$11,500.00</b>	<b>5%</b>
<i>Other Services &amp; Charges</i>								
52 5510	Consulting Fees	26,363.81	42,200.00	58,165.06	138	50,000.00	50,000.00	18
52 6000	Advertising Expense	940.90	2,000.00	991.00	50	2,000.00	2,000.00	
52 6110	Other Insurance	17,843.85	3,105.00	2,830.30	91	3,180.00	3,180.00	2
52 6130	Miscellaneous Services	4,201.20	1,600.00	4,526.75	283	2,010.00	2,010.00	26



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>1540 - HUMAN RESOURCES</b>							
	<i>Other Services &amp; Charges</i>							
52 6170	Contractual Services	67,144.73	4,500.00	9,138.74	203	6,000.00	6,000.00	33
52 6193	City Wide Events	.00	.00	.00		20,000.00	20,000.00	
52 6240	Auto Allowance	1,000.00	.00	6,316.00		.00	.00	
52 6510	Claims Not Workmans Comp.	2,594.47	3,500.00	285.99	8	.00	.00	(100)
52 6560	Workers Comp/Administrati	1,001.85	687.00	2,579.14	375	820.00	820.00	19
52 6570	Recruiting Expense	1,497.68	2,000.00	.00		3,000.00	2,000.00	
52 6580	Unemployment Compensation	3,801.62	1,500.00	13,265.67	884	.00	.00	(100)
52 6600	Claims Workers Comp.	.00	700.00	.00		.00	.00	(100)
	<i>Other Services &amp; Charges Totals</i>	\$126,390.11	\$61,792.00	\$98,098.65	159%	\$87,010.00	\$86,010.00	39%
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	849.40	500.00	425.19	85	500.00	500.00	
52 7320	Stationery & Printing	2,074.30	2,000.00	162.19	8	2,500.00	1,000.00	(50)
52 7330	Copy Expense	1,000.88	1,200.00	.00		1,700.00	1,000.00	(17)
53 7050	Medical Services/Supplies	19,601.34	150.00	58.50	39	.00	.00	(100)
53 7120	D/P Forms & Supplies	.00	2,500.00	418.42	17	2,500.00	1,000.00	(60)
53 7121	Computer Hardware	1,894.20	1,000.00	402.18	40	4,100.00	4,100.00	310
53 7122	Computer Supplies	.00	.00	.00		1,500.00	1,000.00	
53 7150	Other Operating Supplies	32.36	.00	.00		500.00	500.00	
53 7310	Office Supplies	6,238.62	1,500.00	2,776.32	185	5,000.00	2,000.00	33
53 7360	Other Admin. Supplies	25,303.97	4,700.00	56.14	1	4,700.00	2,500.00	(47)
	<i>Materials &amp; Supplies Totals</i>	\$56,995.07	\$13,550.00	\$4,298.94	32%	\$23,000.00	\$13,600.00	0%
	<i>Cost Of Sales</i>							
53 7030	Food & Dietary Supplies	.00	.00	.00		9,500.00	.00	
	<i>Cost Of Sales Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$9,500.00	\$0.00	+++
	Department <b>1540 - HUMAN RESOURCES Totals</b>	\$581,590.62	\$367,715.00	\$327,006.98	89%	\$419,520.00	\$389,048.00	6%
	<b>EXPENSE TOTALS</b>	\$581,590.62	\$367,715.00	\$327,006.98	89%	\$419,520.00	\$389,048.00	6%
	Fund <b>100 - GENERAL FUND Totals</b>	\$581,590.62	\$367,715.00	\$327,006.98	89%	\$419,520.00	\$389,048.00	6%
	<b>EXPENSE TOTALS</b>	\$581,590.62	\$367,715.00	\$327,006.98	89%	\$419,520.00	\$389,048.00	6%
	Fund <b>100 - GENERAL FUND Totals</b>	(\$581,590.62)	(\$367,715.00)	(\$327,006.98)	89%	(\$419,520.00)	(\$389,048.00)	6%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$581,590.62	\$367,715.00	\$327,006.98	89%	\$419,520.00	\$389,048.00	6%



# Budget Worksheet Report

Budget Year 2021

---

---

Net Grand Totals	(\$581,590.62)	(\$367,715.00)	(\$327,006.98)	89%	(\$419,520.00)	(\$389,048.00)	6%
------------------	----------------	----------------	----------------	-----	----------------	----------------	----

---

---





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1540 - HUMAN RESOURCES</b>			
Account	<b>52 5240 - Telephone</b>			
100 1540 52 5240	AT&T	1.0000	156.00	156.00
100 1540 52 5240	Comcast	1.0000	396.00	396.00
100 1540 52 5240	Verizon Cell Phone	12.0000	67.00	804.00
100 1540 52 5240	Verizon Data Plan	12.0000	96.00	1,152.00
100 1540 52 5240	Windstream	12.0000	182.00	2,184.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	5	<u>\$4,692.00</u>
Account	<b>52 5510 - Consulting Fees</b>			
100 1540 52 5510	NEOGOV	1.0000	25,000.00	25,000.00
100 1540 52 5510	New World	1.0000	25,000.00	25,000.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	2	<u>\$50,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1540 52 5730	Email License	1.0000	895.00	895.00
100 1540 52 5730	Hand Time Clock's for City	1.0000	10,000.00	10,000.00
100 1540 52 5730	Mimecast	1.0000	240.00	240.00
100 1540 52 5730	Tyler NW	1.0000	3,437.00	3,437.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	4	<u>\$14,572.00</u>
Account	<b>52 6000 - Advertising Expense</b>			
100 1540 52 6000	Advertising for New Jobs	1.0000	2,000.00	2,000.00
	Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1540 52 6110	Apex Insurance Personnel Allocation	1.0000	3,180.00	3,180.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$3,180.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
100 1540 52 6130	Health & Wellness Program	3.0000	670.00	2,010.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	1	<u>\$2,010.00</u>
Account	<b>52 6170 - Contractual Services</b>			
100 1540 52 6170	Cross-training ( Temp Employee)	1.0000	6,000.00	6,000.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	1	<u>\$6,000.00</u>
Account	<b>52 6193 - City Wide Events</b>			
100 1540 52 6193	Employee Holiday Gifts	1.0000	20,000.00	20,000.00
	Account <b>52 6193 - City Wide Events</b> Totals	Transactions	1	<u>\$20,000.00</u>
Account	<b>52 6200 - Training</b>			
100 1540 52 6200	New World Training	2.0000	3,500.00	7,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$7,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1540 - HUMAN RESOURCES</b>			
Account	<b>52 6210 - Dues</b>			
100 1540 52 6210	SHARM Membership	1.0000	1,200.00	1,200.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	1	<u>\$1,200.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 1540 52 6220	SHARM Legal Updates	1.0000	150.00	150.00
100 1540 52 6220	SHARM magazine	1.0000	150.00	150.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	2	<u>\$300.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 1540 52 6230	Lunch & Learns	3.0000	1,000.00	3,000.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1540 52 6560	Apex Insurance Workers Comp Allocation	1.0000	720.00	720.00
100 1540 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	100.00	100.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$820.00</u>
Account	<b>52 6570 - Recruiting Expense</b>			
100 1540 52 6570	Job posting and ads for new employees	1.0000	2,000.00	2,000.00
	Account <b>52 6570 - Recruiting Expense</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>52 7300 - Postage</b>			
100 1540 52 7300	Mail for payroll	1.0000	500.00	500.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1540 52 7320	Printing Paper, W-2's, Check stubs, Job Postings	1.0000	1,000.00	1,000.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 1540 52 7330	Paper and Printer cartridges	1.0000	1,000.00	1,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7120 - D/P Forms &amp; Supplies</b>			
100 1540 53 7120	Payroll Checks	25.0000	20.00	500.00
100 1540 53 7120	Payroll Envelopes	25.0000	20.00	500.00
	Account <b>53 7120 - D/P Forms &amp; Supplies</b> Totals	Transactions	2	<u>\$1,000.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 1540 53 7121	Laptop Replacements	2.0000	1,000.00	2,000.00
100 1540 53 7121	NEOGOV-HRS System	1.0000	2,100.00	2,100.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	2	<u>\$4,100.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1540 - HUMAN RESOURCES</b>			
Account	<b>53 7122 - Computer Supplies</b>			
100 1540 53 7122	New Computer for Human Resources Director	1.0000	1,000.00	1,000.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
100 1540 53 7150	Miscellaneous Supplies	1.0000	500.00	500.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 1540 53 7310	Paper,pens, and other office supplies	1.0000	2,000.00	2,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1540 53 7360	Human Resources Manuals	1.0000	1,100.00	1,100.00
100 1540 53 7360	Routine Office Copies	1.0000	1,400.00	1,400.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	2	<u>\$2,500.00</u>
	Department <b>1540 - HUMAN RESOURCES</b> Totals	Transactions	36	<u>\$130,374.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	36	<u>\$130,374.00</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	36	<u>\$130,374.00</u>
	<b>Grand Totals</b>	<b>Transactions</b>	36	<u><u>\$130,374.00</u></u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

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)				
<hr/>				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			<b>-</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>-</b>
<b>Training and Education</b>				
	Training			-
	Dues/Memberships			-
	Other			-
	<b>Total (5212 Proposed New Personnel – Training/Education)</b>			<b>-</b>
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	<b>Total (5213 Proposed New Personnel – Supplies)</b>			<b>-</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>-</b>
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	<b>Total (5215 New Personnel – Vehicles)</b>			<b>-</b>
	<b>Total</b>			<b>-</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 2020-21**

**Fund: 100**

**Department and Number: Human Resources 1540**

**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>
<b>N/A</b>										

**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 2020-21

Department: Human Resources                      Fund: 100                      Department Number: 1540

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
		<b>N/A</b>					
Totals			\$0	\$0	\$0	\$0	\$0



**EXHIBIT G-1**  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

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 the item is a replacement, please describe the item that needs 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.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Human Resources

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT 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 20/21 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)

	Actual 19/20
# of approved Full Time and Part Time Equivalent	460
HR Operating Cost as a Percentage of City payroll	0%

## **Operational Support and Employee Programs**

**Program Description:** Human Resources Operations and Employee Programs provide guidance and support to all Human Resources (HR) related programs, with emphasis on pre-employment/volunteer services and employee engagement activities. Staff conduct fingerprinting/background checks, process public records, and maintain all personnel and medical employee files. This program also assists in the design and coordination of the employee's wellness programs, and citywide employee recognition efforts including the Years of Service Program.

**Trends:** City budgetary and workforce reductions require employees to stretch resources and maximize productivity, making it more important than ever to recognize outstanding professional performance in formal and informal ways.

**Program Broad Goals:** Continue to recognize and reward employee contributions in accordance with the City Council goals and employee values in a cost effective manner. Develop, implement and coordinate a document management process to establish an electronic records management system.

**Program 20/21 Objectives:** Continue to refine employee recognition programs and develop methods to recognize employees in meaningful ways within fiscal constraints. Continue to maintain compliance in our records retention schedule while transitioning to an electronic records management system.

### **Performance Measures**

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

	<b>Actual 19/20</b>
Annual Employee Programs expenditures	\$20,000
Annual Employee Programs cost per employee	\$40

## Staffing Services/Employee Relations

**Program Description:** Staffing Services/Employee Relations provides human resource coordination to management and employees at all levels of the organization. This includes the hiring of critical staff, managing employee relations, the implementation of total compensation, and ensuring compliance with employment laws, practices and policies to promote a healthy and productive work environment.

**Trends:** There are increases in workload due to the current budget deficit, implementation of a citywide retirement incentive package, separations, applications, employee reductions and the overall number of employees and retirees served. Employee relations issues and public records requests continue to be complex and time consuming with greater public scrutiny.

**Program Broad Goals:** Ensure compliance with federal, state and City of College Park employment laws and policies, and manage employee relations issues to promote a healthy and productive work environment. Strategically strengthen the quality and diversity of the workforce (“right people in the right jobs”). Provide competitive total compensation for employees, including quality and cost effective health insurance. Manage employee reductions and provide guidance and assistance to the workforce in adjusting to reduced personnel.

**Program 20/21 Objectives:** Fill mission critical positions with the most qualified individuals, retain and develop qualified individuals, develop/refine recruitment and marketing strategies to meet the challenge of a competitive labor market, particularly in areas of leadership, public safety, technology and skilled labor. Implement competitive total compensation practices and programs. Manage executive recruitments on behalf of the City or City Council. Proactively address employee relations, through departments-specific training, to consistent with the City’s values, policies and legal requirements.

### Performance Measures

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

	Actual 19/20
Percent of favorable findings by the Equal Employment Opportunity Commission (EEOC) in response to formal complaints filed by employees	100%
Citywide turnover (total)	2%
Citywide turnover (without retirements)	1.5%

## Payroll

**Program Description:** The payroll program develop, implements and maintains time recording and compensation payment processes in compliance with all Federal, State and City regulations.

**Trends:** The primary trend in payroll management is to provide management and employee documentation through paperless automated systems. The payroll department utilizes direct deposit for payroll checks, which resulted in an increase from 85% to 87% of all employees receiving their bi-weekly pay electronically into their personal bank accounts. In keeping up with this trend, the Payroll department utilizes automated Reporting Service to provide historical payroll.

**Program Broad Goals:** Develop and maintain integrated Personnel and Financial Systems – Develop and administer the various financial operating and internal control systems to ensure data integrity and ease of personal services financial information recording. Provide personal services financial information to stakeholders, i.e. citizens, media, financial institutions, and city staff on which they can make informed decisions and judgments about City operations and finances. Develop and implement efficient and effective time recording and payment processes – Ensure employee labor and leave usage is recorded and payroll transactions are processed in a timely, efficient and accurate manner.

**Program 20/21 Objectives:** Continue to maintain all systems for time keeping payroll transactions and record retention in conformance with all State and Federal laws, and City administrative regulations. Complete all payroll processes within the required timeline. Continue to review and collaborate inter-departmentally and with technical staff to analyze and develop process enhancements by applying current available technology. Continue to provide citywide education to assist with compliance.

### Performance Measures

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

	Actual 19/20
Number of Payroll checks and direct deposits processed	22,000
Percentage of time Payroll processed bi-weekly payroll by 12 p.m. on pay week Wednesday	100%

## Benefits Management

**Program Description:** The Benefits Management department is responsible for administration of City employee benefits programs in accordance with existing provider's contracts, plan document provision and city code. Major benefit programs included in this effort are medical and dental, flexible spending, retirement, basic and optional life insurance, deferred compensation, disability and Employee Assistance Program. This department is also responsible for communication of employee benefits matters within the organization and working individually with employees to help them use their benefit program effectively.

**Trends:** Primary universal trend in Benefits Management is the continual increase in the cost of health care services. Such cost increases challenge us to provide benefits as efficiently as possible and to provide benefit plans and programs that emphasize wellness and accountability for health issues. Over the next several years, a large percentage of city employees will become eligible to retire. This will require an increased level of service from Benefits Management to prepare these individual to retire as well as process all necessary pension and medical plan paperwork.

**Program Broad Goals:** Contribute toward employee retention efforts by developing benefit programs that consistently meets the needs of the city and its employees. Manage employee benefit program in accordance with existing contract and plan provisions to the largest extent possible, within budget. Ensure compliance with federal laws and policies related to employee benefit matters included but not limited to HIPAA, COBRA and FLMA. Effectively communicate benefit program provisions and procedures to employees and retirees of the City. Explore and develop cost effective benefit plan improvements and processes.

**Program 20/21 Objectives:** Develop and promote programs that will increase employee wellness, reduce medical claim costs, decrease workplace injuries, and increase productivity through Employee Healthy City Initiative. Develop and implement cost-effective health education and programs that emphasize wellness and individual accountability for health issuers. Work with vendors to maximize value we receive from our contractual relationships (e.g. availability of additional programs, process improvements etc.)

### Performance Measures

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

	Actual 19/20
Number of employees/retirees provided health benefits	385
Annual medical/dental cost per employee/retiree	\$6,240

## **Risk Management**

**Program Description:** The Risk Management program coordinates the City's safety and risk management function, including the procurement of insurance; investigates and adjusts claims in areas of property loss, liability, workers compensation; and unemployment compensation exposures; and assists in the preparation of fiscal impact statements and negotiations in the areas of employee health benefits. This budget is offset by internal service "user rates" charged to City operating departments.

**Trends:** The City has experienced a leveling off in property-casualty insurance premiums for the past three years. The international reinsurance market hardened dramatically a few years ago because of the uncommonly severe 2004-2005 storm seasons. The city has faced a continuing restricted market capacity that has resulted in a reduction of property coverage for flood zones areas the past three years.

**Program Broad Goals:** Reduce and contain the financial impact of liability and employee accident claims against the City to reduce cost to Taxpayers. Provide employee safety in the workplace through highly visible efforts and programs.

**Program 20/21 Objectives:** Achieve the most cost effective excess insurance program for the premium funding available. Maintain financial health of the Loss Trust Fund. Keep total risk expenditures to less than 2% of overall City operating budget.

### **Performance Measures**

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

	<b>Actual 19/20</b>
Premiums for excess insurance programs	\$540,012
Maintain Risk Management budget to within 2% Of the City's operating budget	2%



**EXHIBIT J**  
City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

**Fund: 100**

**Department and Number: Human Resources / 1540**

---

Department Submitting Request: Power Dept.

Division Submitting Request: Line

Requested For Department: Human Resources

Prepared By: C.Cook

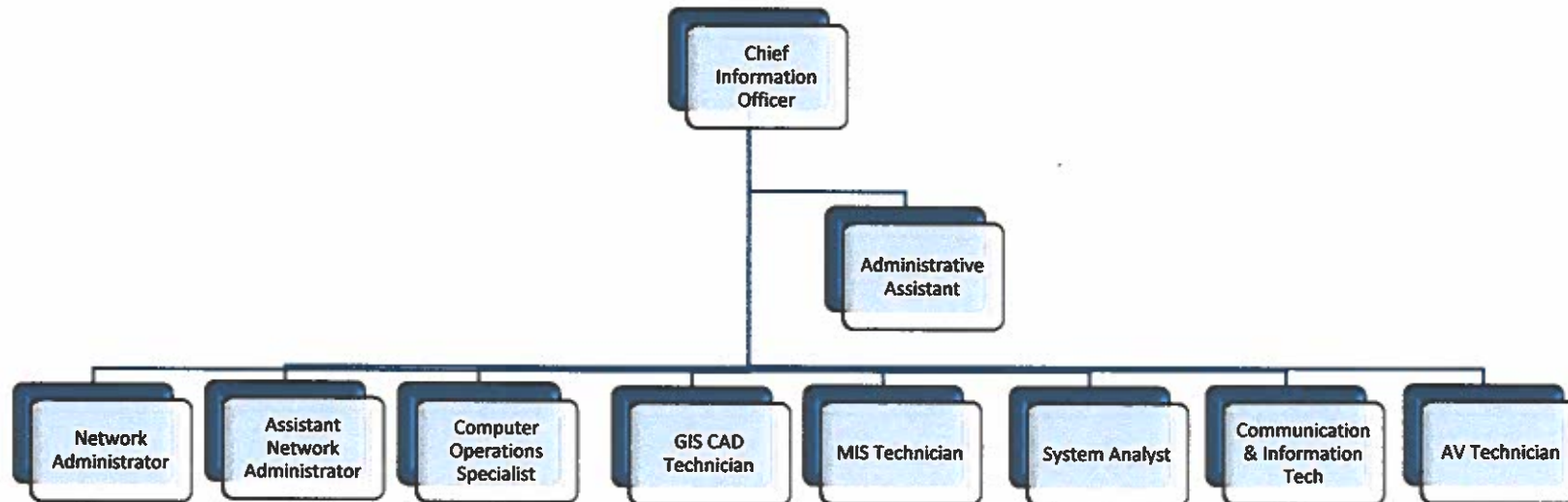
Description of Item: 100% Cotton Unisex Shirts with Standard Power or City logo embroidered on front.

Reason for Requesting: To promote Public/Green Power Week, City employees along with Power Department employees are being encouraged 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: 3 Employees @ \$50.00.....\$150.00



# Information Technology Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET**

Fund: 100

Department and Number: MIS Information Technology (IT) 1535

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Chief Information Officer	1	1	1	1	1
IT Technician	1	1	1	1	1
Assist. Network Admin.	0	0	1	1	1
GIS CAD Technician	0	0	1	1	1
Closed Circuit Television Tech	0	0	1	1	1
System Analyst	1	1	1	0	1
Computer Support Tech.	1	1	1	0	1
Network Admin.	1	1	1	0	1
MIS Technician	1	1	1	0	1
Administrative Assistant	1	1	1	0	1
<b>Reclassify Personnel</b>					
Bus. Resource Tech.	0	0	0	1	0
Infrastructure Mngr.	0	0	0	1	0
Reporting/Analytics Manager	0	0	0	1	0
Office Coordinator	0	0	0	1	0
Data Analyst	0	0	0	1	0
<b>Total Personnel:</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>10</b>	<b>10</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1535 - MIS - Info Technology</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	476,834.44	620,590.00	389,552.01	63	625,707.00	625,707.00	1
51 5020	Salary/Overtime	386.69	500.00	.00		500.00	500.00	
51 5030	Salary/Partime	161.54	.00	249.18		.00	.00	
51 5040	Shared Utility Payments	3,924.17	4,800.00	2,967.86	62	4,800.00	4,800.00	
51 5190	Medicare	6,549.97	8,999.00	5,170.67	57	9,073.00	9,073.00	1
<i>Personnel Services Totals</i>		<b>\$487,856.81</b>	<b>\$634,889.00</b>	<b>\$397,939.72</b>	<b>63%</b>	<b>\$640,080.00</b>	<b>\$640,080.00</b>	<b>1%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	90,612.38	115,504.00	71,163.13	62	116,524.00	119,349.00	3
51 5161	Life Insurance	423.76	546.00	326.43	60	546.00	546.00	
51 5163	ST Disability Insurance	183.04	800.00	126.72	16	800.00	800.00	
51 5164	LT Disability Insurance	341.64	658.00	236.52	36	658.00	658.00	
51 5165	Health Insurance	64,483.56	78,160.00	46,657.31	60	94,421.00	106,223.00	36
51 5166	Dental Insurance	2,242.60	3,463.00	1,704.23	49	3,696.00	3,696.00	7
<i>Employee Benefits Totals</i>		<b>\$158,286.98</b>	<b>\$199,131.00</b>	<b>\$120,214.34</b>	<b>60%</b>	<b>\$216,645.00</b>	<b>\$231,272.00</b>	<b>16%</b>
<i>New Personnel Costs</i>								
54 5215	Vehicles/New Personnel	.00	.00	88.87		30,000.00	.00	
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$88.87</b>	<b>+++</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	12,774.81	17,207.00	8,158.91	47	26,506.00	14,000.00	(19)
52 5260	Heat & Power	5,739.75	5,155.00	4,328.43	84	5,155.00	5,155.00	
52 5270	Water	221.10	200.00	169.30	85	200.00	200.00	
52 5280	Other Communication/Util	687.96	550.00	515.97	94	550.00	550.00	
<i>Communications &amp; Util. Totals</i>		<b>\$19,423.62</b>	<b>\$23,112.00</b>	<b>\$13,172.61</b>	<b>57%</b>	<b>\$32,411.00</b>	<b>\$19,905.00</b>	<b>(14%)</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	1,391.48	3,000.00	1,067.51	36	10,541.00	10,541.00	251
52 5730	R&M - D/P Equipment	171,618.37	347,026.00	160,296.72	46	343,356.00	299,356.00	(14)
<i>Repair &amp; Maintenance Totals</i>		<b>\$173,009.85</b>	<b>\$350,026.00</b>	<b>\$161,364.23</b>	<b>46%</b>	<b>\$353,897.00</b>	<b>\$309,897.00</b>	<b>(11%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	6,046.26	14,000.00	4,654.30	33	10,000.00	9,000.00	(36)
52 6210	Dues	276.72	450.00	375.00	83	1,500.00	1,000.00	122
52 6220	Subscription/Publications	.00	.00	1,801.80		.00	.00	
52 6230	Conventions/Meetings	7,905.33	20,500.00	5,923.86	29	20,500.00	15,500.00	(24)



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>1535 - MIS - Info Technology</b>							
	Training & Education							
	<i>Training &amp; Education Totals</i>	\$14,228.31	\$34,950.00	\$12,754.96	36%	\$32,000.00	\$25,500.00	(27%)
	<i>Other Services &amp; Charges</i>							
52 3505	Mileage Reimbursement	447.83	250.00	35.96	14	250.00	250.00	
52 5500	Consulting Fees - D/P	2,686.82	5,000.00	.00		5,000.00	2,500.00	(50)
52 5510	Consulting Fees	213.99	.00	757.16		.00	.00	
52 6100	Auto Insurance	110.94	.00	1,220.31		1,371.00	1,371.00	
52 6110	Other Insurance	5,556.62	7,723.00	9,434.32	122	10,601.00	10,601.00	37
52 6130	Miscellaneous Services	3,050.95	3,000.00	1,504.64	50	7,000.00	3,500.00	17
52 6170	Contractual Services	(4,379.42)	.00	.00		.00	.00	
52 6240	Auto Allowance	.00	.00	.00		.00	3,600.00	
52 6560	Workers Comp/Administrati	1,766.84	1,144.00	2,484.82	217	2,727.00	2,727.00	138
	<i>Other Services &amp; Charges Totals</i>	\$9,454.57	\$17,117.00	\$15,437.21	90%	\$26,949.00	\$24,549.00	43%
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	.00	50.00	.50	1	.00	.00	(100)
52 7320	Stationery & Printing	424.10	100.00	.00		1,000.00	500.00	400
52 7330	Copy Expense	642.45	800.00	2,251.43	281	3,600.00	3,600.00	350
53 7000	Gas & Oil	.00	.00	.00		2,080.00	.00	
53 7050	Medical Services/Supplies	108.50	50.00	167.58	335	.00	.00	(100)
53 7121	Computer Hardware	2,955.51	4,400.00	3,988.80	91	2,000.00	2,000.00	(55)
53 7122	Computer Supplies	.00	.00	.00		2,000.00	1,000.00	
53 7150	Other Operating Supplies	769.19	200.00	.00		200.00	200.00	
53 7310	Office Supplies	925.95	2,850.00	2,773.05	97	2,000.00	2,000.00	(30)
53 7360	Other Admin. Supplies	806.73	2,450.00	2,445.90	100	4,250.00	4,250.00	73
	<i>Materials &amp; Supplies Totals</i>	\$6,632.43	\$10,900.00	\$11,627.26	107%	\$17,130.00	\$13,550.00	24%
	<i>Capital Outlay</i>							
54 7630	Other Equipment - New	57,774.57	324,479.00	152,979.25	47	855,505.00	506,702.00	56
	<i>Capital Outlay Totals</i>	\$57,774.57	\$324,479.00	\$152,979.25	47%	\$855,505.00	\$506,702.00	56%
	Department <b>1535 - MIS - Info Technology Totals</b>	\$926,667.14	\$1,594,604.00	\$885,578.45	56%	\$2,204,617.00	\$1,771,455.00	11%
	<b>EXPENSE TOTALS</b>	\$926,667.14	\$1,594,604.00	\$885,578.45	56%	\$2,204,617.00	\$1,771,455.00	11%
	Fund <b>100 - GENERAL FUND Totals</b>							
	<b>EXPENSE TOTALS</b>	\$926,667.14	\$1,594,604.00	\$885,578.45	56%	\$2,204,617.00	\$1,771,455.00	11%



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b> Totals	(\$926,667.14)	(\$1,594,604.00)	(\$885,578.45)	56%	(\$2,204,617.00)	(\$1,771,455.00)	11%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$926,667.14	\$1,594,604.00	\$885,578.45	56%	\$2,204,617.00	\$1,771,455.00	11%
	Net Grand Totals	(\$926,667.14)	(\$1,594,604.00)	(\$885,578.45)	56%	(\$2,204,617.00)	(\$1,771,455.00)	11%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1535 - MIS - Info Technology</b>			
Account	<b>52 5240 - Telephone</b>			
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	Cisco Phone	2.0000	291.66	583.32
100 1535 52 5240	Cisco Phone (MIS Director)	1.0000	467.30	467.30
100 1535 52 5240	Comcast	1.0000	361.00	361.00
100 1535 52 5240	Smartphone (Admin Assist)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (CCTV Tech)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (Data Analyst)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (Director)	12.0000	68.00	816.00
100 1535 52 5240	Smartphone (GIS Tech)	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 Assist)	12.0000	68.00	816.00
100 1535 52 5240	Smartphone (Network Admin)	12.0000	67.00	804.00
100 1535 52 5240	Smartphone (Systems Analyst)	12.0000	72.00	864.00
100 1535 52 5240	Verizon Cell Phone	12.0000	165.00	1,980.00
100 1535 52 5240	Windstream	12.0000	100.00	1,200.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	17	<u>\$13,999.62</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
100 1535 52 5260	Heat and Power Usage	1.0000	5,155.00	5,155.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>\$5,155.00</u>
Account	<b>52 5270 - Water</b>			
100 1535 52 5270	Water	1.0000	200.00	200.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>\$200.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
100 1535 52 5280	Water & Sewer/ Stormwater/ Sanitation	1.0000	550.00	550.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	1	<u>\$550.00</u>
Account	<b>52 5500 - Consulting Fees - D/P</b>			
100 1535 52 5500	Project Management, Vendor Maintenance, and Database Cleanup	1.0000	2,500.00	2,500.00
	Account <b>52 5500 - Consulting Fees - D/P</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
100 1535 52 5710	GIS Chair	1.0000	339.00	339.00
100 1535 52 5710	GIS Desk	1.0000	1,095.00	1,095.00
100 1535 52 5710	Office Cubicles	1.0000	9,107.00	9,107.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b> Totals	Transactions	3	<u>\$10,541.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1535 52 5730	Barracuda 995	1.0000	35,000.00	35,000.00





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1535 - MIS - Info Technology</b>			
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1535 52 5730	BOSS Ticket System	1.0000	10,000.00	10,000.00
100 1535 52 5730	Call Manager CCM	1.0000	19,250.00	19,250.00
100 1535 52 5730	Cisco Router\MPLS\Smartnet	1.0000	29,000.00	29,000.00
100 1535 52 5730	Civic Live	1.0000	606.20	606.20
100 1535 52 5730	Dell maintenance	1.0000	34,207.78	34,207.78
100 1535 52 5730	DUO Security	1.0000	2,805.00	2,805.00
100 1535 52 5730	Email License	1.0000	1,790.00	1,790.00
100 1535 52 5730	Encore Managed Services	1.0000	7,500.00	7,500.00
100 1535 52 5730	Fortinet Firewall	1.0000	12,850.00	12,850.00
100 1535 52 5730	Internal Wireless for Municipal bldgs.	1.0000	24,486.82	24,486.82
100 1535 52 5730	Maas 360 admin. license	2.0000	56.25	112.50
100 1535 52 5730	Maas 360 cell phone software	164.0000	27.00	4,428.00
100 1535 52 5730	Microsoft action pack	2.0000	475.00	950.00
100 1535 52 5730	Microsoft Volume 1 year License for servers	1.0000	67,928.78	67,928.78
100 1535 52 5730	Mimecast	1.0000	479.00	479.00
100 1535 52 5730	Mobile Command Center	1.0000	3,078.62	3,078.62
100 1535 52 5730	New World Systems	1.0000	13,260.00	13,260.00
100 1535 52 5730	PCM Monitor solution (Manage Engine)	1.0000	1,504.98	1,504.98
100 1535 52 5730	QSend	1.0000	19,600.00	19,600.00
100 1535 52 5730	Tyler NW	1.0000	10,518.00	10,518.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	21	<u>\$299,355.68</u>
Account	<b>52 6100 - Auto Insurance</b>			
100 1535 52 6100	Apex Auto Liability (Allocation)	1.0000	1,371.00	1,371.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$1,371.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1535 52 6110	Apex Insurance Personnel Allocation	1.0000	10,601.00	10,601.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$10,601.00</u>
Account	<b>52 6200 - Training</b>			
100 1535 52 6200	Software Hardware,Test Out,	1.0000	9,000.00	9,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$9,000.00</u>
Account	<b>52 6210 - Dues</b>			
100 1535 52 6210	ESRI, GMIS, Rotary,ACM,NAPW	1.0000	1,000.00	1,000.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 1535 52 6230	GMIS Conference, ESRI Conference, New World, Northstar, OSSI	1.0000	15,500.00	15,500.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	1	<u>\$15,500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1535 - MIS - Info Technology</b>			
Account	<b>52 6240 - Auto Allowance</b>			
100 1535 52 6240	CCTV Tech auto allowance	12.0000	300.00	3,600.00
	Account <b>52 6240 - Auto Allowance</b> Totals	Transactions	1	<u>\$3,600.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1535 52 6560	Apex Insurance Workers Comp Allocation	1.0000	2,400.00	2,400.00
100 1535 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	327.00	327.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$2,727.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1535 52 7320	Department Business Cards(10) staff members	1.0000	500.00	500.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 1535 53 7121	Network accessories(cables,SFP,Fiber jumpers)	1.0000	2,000.00	2,000.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1535 53 7360	Administrative Supplies(C.I.O.)	1.0000	1,250.00	1,250.00
100 1535 53 7360	IT Week	1.0000	3,000.00	3,000.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	2	<u>\$4,250.00</u>
Account	<b>54 7630 - Other Equipment - New</b>			
100 1535 54 7630	CCTV equipment and repairs	1.0000	55,000.00	55,000.00
100 1535 54 7630	Cyber Security Enterprise	1.0000	50,000.00	50,000.00
100 1535 54 7630	Dell Network Hardware Upgrade	1.0000	11,371.00	11,371.00
100 1535 54 7630	Downtown Wireless install(2400)(12 months)=28,800	1.0000	30,000.00	30,000.00
100 1535 54 7630	Fiber Upgrade(6locations)6,000 per month	4.0000	72,000.00	288,000.00
100 1535 54 7630	GIS ESRI Upgrade	1.0000	15,000.00	15,000.00
100 1535 54 7630	Network Storage (SAN)	1.0000	8,944.00	8,944.00
100 1535 54 7630	Smart Receptacles	1.0000	8,876.00	8,876.00
100 1535 54 7630	VIC Video Integration Center	1.0000	17,000.00	17,000.00
100 1535 54 7630	VMWare Upgrade	1.0000	22,511.00	22,511.00
	Account <b>54 7630 - Other Equipment - New</b> Totals	Transactions	10	<u>\$506,702.00</u>
	Department <b>1535 - MIS - Info Technology</b> Totals	Transactions	67	<u>\$889,552.30</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	67	<u>\$889,552.30</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	67	<u>\$889,552.30</u>
	Grand Totals	Transactions	67	<u>\$889,552.30</u>

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and Number: **MIS Info Tech -1535** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions(10)	Changed Number of Positions(1)	Salary Grade and Step	MID
1	Reporting/Analytics Manager				

Additional Positions – Full Time  
 Additional Positions – Part Time  
 Reclassified Positions: 1  
 From: MIS Technician To: Reporting/Analytics Manager

Justification (including assignment and responsibilities of position requested)  
See attached

Wages	\$70,000
Regular	
Overtime	
Medicare (1.45%)	
FICA (6.2%) part-time only	-
Total (5210 Proposed New Personnel – Personnel Services)	-
Fringe Benefits	
Group Life and AD & D \$350 per year	-
Health Insurance \$7,800 per position per year	-
Pensions (18%)*	-
Uniforms	-
Total (5211 Proposed New Personnel – Benefits)	-
Training and Education	
Training	-
Dues/Memberships	-
Other	-
Total (5212 Proposed New Personnel – Training/ Education)	-
Material and Supplies	
Office Supplies	-
Safety Clothing and Equipment	-
Other	-
Total (5213 Proposed New Personnel – Supplies)	-
Capital Outlay (Needed if position is approved)	
Furniture and Fixtures	-
Office Machines and Equipment	-
Other	-
Total (5214 Proposed New Personnel – Capital Outlay)	-
Vehicle (Additional Needed if Position Approved)	
Vehicle Type and Cost	-
Vehicle Service Costs	-
Total (5215 New Personnel – Vehicles)	-
<b>Total</b>	<b>\$70,000</b>

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

**Job Title:** Analytics Manager

**Job Summary:** organize our analytics function and manage our team of analysts. You will implement tools and strategies to translate raw data into valuable business insights. Developing strategies for effective data analysis and reporting selecting, configuring and implementing analytics solutions leading and developing a team of data analysts

**Major Duties:**

- Understand business needs and objectives
- Develop strategies for effective data analysis and reporting
- Define company-wide metrics and relevant data sources
- Select, configure and implement analytics solutions
- Lead and develop a team of data analysts
- Oversee all analytics operations to correct discrepancies and ensure quality. Collaborate with team members to extract reports from multiple sources (e.g. operations, IT, customer feedback)
- Build systems to transform raw data into actionable business insights
- Apply industry knowledge to interpret data and improve performance
- Keep abreast of industry news and trends

**Knowledge Required by the Position:**

- Solid experience in data analysis and reporting; industry experience is a plus
- Background in market research and project management
- Knowledge of Excel, R and SQL; familiarity with business intelligence tools (e.g. Tableau, SAS)
- Superb communication skills
- Analytical skills and strong organizational abilities
- Attention to detail

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

**Guidelines:** Guidelines include City and departmental policies and procedures

**Complexity:** N/A

**Scope and Effect:** N/A

**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 and to 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:** N/A

**Supervisory and Management Responsibility:** Manage Data Analyst, GIS/ESRI technician, Business Resource Technician

**Minimum Qualifications:** BSc/BA in Computer Science, Statistics, Data Management or a related field is required

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and Number: **MIS Info Tech -1535** Fund: **100**

Number of Positions Requested	Position Title Bus. Res. Tech.	Present Number of Positions(10)	Changed Number of Positions(1)	Salary Grade and Step MID
-------------------------------	--------------------------------	---------------------------------	--------------------------------	---------------------------

Additional Positions – Full Time  
 Additional Positions – Part Time  
 Reclassified Positions: 1  
 From: System Analyst To: Business Resource Technician

Justification (including assignment and responsibilities of position requested)  
See attached

Wages				
Regular				\$60,000
Overtime				
Medicare (1.45%)				
FICA (6.2%) part-time only				-
Total (5210 Proposed New Personnel – Personnel Services)				-
Fringe Benefits				
Group Life and AD & D \$350 per year				-
Health Insurance \$7,800 per position per year				-
Pensions (18%)*				-
Uniforms				-
Total (5211 Proposed New Personnel – Benefits)				-
Training and Education				
Training				-
Dues/Memberships				-
Other				-
Total (5212 Proposed New Personnel – Training/Education)				-
Material and Supplies				
Office Supplies				-
Safety Clothing and Equipment				-
Other				-
Total (5213 Proposed New Personnel – Supplies)				-
Capital Outlay (Needed if position approved)				
Furniture and Fixtures				-
Office Machines and Equipment				-
Other				-
Total (5214 Proposed New Personnel – Capital Outlay)				-
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost				-
Vehicle Service Costs				-
Total (5215 New Personnel – Vehicles)				-
<b>Total</b>				<b>\$60,000</b>

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

**Job Title:** Business Resource Technician

**Job Summary:** Represents the business strategies and priorities of the IT Department. Promotes business knowledge of IT processes, roles, and procedures to ensure the best possible outcome. Acts as an advocate for business requirements and results. Identifies and mitigates potential problems and conflicts with IT delivery.

**Major Duties:**

- Develops efficiency for IT delivery for each department.
- Assist departments with ability to streamline processes while using technology for innovative solutions.
- Recommends training programs targeting specific areas of improvement.
- Works with appropriate stakeholders to proactively identify and evaluate risks associated with business decisions.

**Knowledge Required by the Position:**

- **Change management activities:**  
Leads and may champion (i.e., frequent communication to staff and clients about the change and the impact of the change, advocacy, coaching)
- **Building Relationships:**  
Builds both formal and informal professional networks. Maintains and extends networks within, across and external to organizational boundaries. Obtains and shares information, ideas and problems. Solicits advice, support, championship, sponsorship and commitment that result in smooth transitions of change and the development of mutually acceptable solutions.
- **Business Function Knowledge:** Uses an understanding of business functions to analyze and propose technical strategies for the business. Assesses benefits, risks, and costs.
- **Business Process Knowledge:** Identifies, documents, and monitors key business processes needed to achieve successful business results. Maps and documents processes. Develops framework for process improvement.
- **Communications for Results:** Expresses technical and business concepts, ideas, feelings, opinions, and conclusions orally and in writing. Listens attentively and reinforces words through empathetic body language and tone.
- **Teamwork:** Collaborates with other members of formal and informal groups in the pursuit of common missions, vision, values and mutual goals. Places team needs and priorities above personal needs. Involves others in making decisions that affect them. Draws on the strengths of colleagues and gives credit to others' contributions and achievements.

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

Information Officer.

**Guidelines:** Guidelines include City and departmental policies and procedures

**Complexity:** N/A

**Scope and Effect:** N/A

**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 and to 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:** N/A

**Supervisory and Management Responsibility:** N/A

**Minimum Qualifications:** Bachelor's degree in Information Technology, Business, other related field, or equivalent work experience. Typically requires 5-10 or more years of internal/external IT Business process experience. Experience successfully leading large, complex projects and/or in business/IT consulting/management roles.  Requires leadership and negotiation skills and experience/in-depth knowledge of the business, business requirements analysis and IT



**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and  
 Number: **MIS Info Tech -1535**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions(10)	Changed Number of Positions(1)	Salary Grade and Step
1	Data Analyst			
Additional Positions – Full Time				
Additional Positions – Part Time				
Reclassified Positions: 1				
From: Computer Support Tech. To: Data Analyst				
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	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			-
	Health Insurance \$7,800 per year			-
	Pensions (18%)*			-
	Uniforms			-
Total (5211 Proposed New Personnel – Benefits)				-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
Total (5213 Proposed New Personnel – Training/ Education)				-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
Total (5214 Proposed New Personnel – Supplies)				-
<b>Capital Outlay (Needed if position approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
Total (5214 Proposed New Personnel – Capital Outlay)				-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
Total (5215 New Personnel – Vehicles)				-
<b>Total</b>				-

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

**Job Title:** Data Analyst

**Job Summary:** Experienced Computer Operations Specialist/Data Analyst who is able to turn project requirements into custom-formatted data reports. The ideal candidate for this position is able to do complete life cycle data generation and outline critical information for each end user. We also need someone who is able to analyze business procedures and recommend specific types of data that can be used to improve process and procedures.

**Major Duties:** Use statistical methods to analyze data and generate useful business reports; Performs capacity planning activities; Analyzes server and network activity and maintains performance monitoring systems as well as other software programs e.g., intrusion detection, virus scanning applications, etc.; Conducts product evaluations of upgraded or new hardware and software identifying strengths, weaknesses, and potential benefits; Participates in the development of policies and procedures for use of software facilities and then ensures implementation; Addresses and solves the most difficult trouble-shooting tasks; Develops and evaluates options in infrastructure planning to support new applications and technologies; Work with management team to create a prioritized list of needs for each business segment; Identify and recommend new ways to save money by streamlining business processes; Use data to create models that depict trends in the customer base and the consumer population as a whole; Ability to collaborate effectively and work as part of a team; Work with departmental Directors to outline the specific data needs for each business method analysis project; Performs other related duties as required

**Knowledge Required by the Position:** 3-5+ years' Data mining experience; 4+ years in a data analyst role; Strong SQL background; C++ .Net; Strong attention to detail; Ability to troubleshoot difficult hardware and software problems; Ability to meet project deadlines; Ability to describe complex technical systems in non-technical terms; Ability to communicate effectively orally and in writing

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

**Guidelines:** Guidelines include City and departmental policies and procedures

**Complexity:** The work consists database programming, data mining, and dashboard implementation

**Scope and Effect:** The purpose of this position is to support the efficient operation of the Information Technology Department through coordination analyst requested from various

departments.

**Personal Contacts:** Contacts are typically with department heads, co-workers, vendors, other City employees and the general public

**Purpose of Contacts:** Contacts are typically to give and exchange information and to 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:** The work is typically performed in an office, or remote support

**Supervisory and Management Responsibility:** N/A

**Minimum Qualifications:** Bachelor's degree required in Computer Science or related field; experience operating and administering a AS400 and SQL server; four (4) years of related experience

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and Number: **MIS Info Tech -1535** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions(10)	Changed Number of Positions(1)	Salary Grade and Step	MID
1	Infrastructure Manager				

Additional Positions – Full Time  
 Additional Positions – Part Time  
 Reclassified Positions: 1  
 From: Network Administrator To: Infrastructure Manager

Justification (including assignment and responsibilities of position requested):  
 See attached

Wages	
Regular	\$70,000
Overtime	
Medicare (1.45%)	
FICA (6.2%) part-time only	
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>	<b>-</b>

Fringe Benefits	
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>-</b>

Training and Education	
Training	
Dues/Memberships	
Other	
<b>Total (5212 Proposed New Personnel – Training/ Education)</b>	<b>-</b>

Material and Supplies	
Office Supplies	
Safety Clothing and Equipment	
Other	
<b>Total (5213 Proposed New Personnel – Supplies)</b>	<b>-</b>

Capital Outlay (Needed if position 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** **\$70,000**

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

**Job Title:** Infrastructure Manager

**Job Summary:** This is a highly technical hands on work, and supervision. Responsible for providing technical expertise in the support and analysis of city enterprise infrastructure, software applications, video databases, wireless networks and Cyber Security. Part of C.I.O. management leadership team. Oversees and manage all technical staff, Computer Support, Assistant Network Manager, I.T. Technician, and CCTV staff).

**Major Duties:**

- Manage the staff and equipment that handles switching, computers, routing, and perimeter devices (firewalls) etc. Build a robust security framework that includes desktop support, Physical transport, phones, switches, servers and other peripheral devices.
- The manager works with external vendors to support hardware and software. Establish strong partnerships with those vendors to set clear expectations. Provide all contracts to C.I.O. for signature and approval for long/short term agreements, C.I.O. will establish service level agreements, and ensuring contracts are in place to support the services provided by the infrastructure team.

**Knowledge Required by the Position:**

- **Establish Standards and Procedures:**  
Work with C.I.O. to upgrade Policies/Procedure for Disaster Recovery-Business Continuity Plan. Establish computer life cycle policies relative to new and existing hardware and software. Perform other duties as assigned by C.I.O. relative to job performance and strategic direction.
- **Strategy**  
The Infrastructure Manager will be aware of the strategic direction of the C.I.O.as well as new technologies on the horizon.  
The Infrastructure Manager must be able to use this knowledge to select the right technology that enable the organization to move forward, provoke innovation, and training for the team.  
Provide infrastructure plan and strategy that is highly successful for the CIO to understand and support.  
The Infrastructure Manager must understand how that technology relates to the goals of the department and larger organization.
- **Monitoring and Reporting**  
Provide proper metrics and monitoring of all infrastructure equipment to C.I.O to garner support for increase innovation based on analytics. Provide a strong monitoring system and be able to produce standard reports on the status of the infrastructure. Manager must regularly communicate what they are doing and how their work relates to the success of the organization.

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

**Guidelines:** Guidelines include City and departmental policies and procedures

**Complexity:** N/A

**Scope and Effect:** N/A

**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 and to 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:** N/A

**Supervisory and Management Responsibility:** Manage network technician, police technicians, and CCTV staff

**Minimum Qualifications:** N/A

**EXHIBIT D**  
**City of College Park, Georgia**  
**Personnel Request Worksheet**  
**Budget Year 2020-21**

Department and  
 Number: **MIS Info Tech -1535**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions(10)	Changed Number of Positions(1)	Salary Grade and Step	MID
1	Office Coordinator				

Additional Positions – Full Time  
 Additional Positions – Part Time  
 Reclassified Positions: 1  
 From: Administrative Assistant To: Office Coordinator

Justification (including assignment and responsibilities of position requested):  
 See attached

Wages					
Regular					\$44,439
Overtime					
Medicare (1.45%)					
FICA (6.2%) part-time only					
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>					-
Fringe Benefits					
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>					-
Training and Education					
Training					-
Dues/ Memberships					-
Other					-
<b>Total (5212 Proposed New Personnel – Training/ Education)</b>					-
Material and Supplies					
Office Supplies					-
Safety Clothing and Equipment					-
Other					-
<b>Total (5213 Proposed New Personnel – Supplies)</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>					-
Vehicle (Additional Needed if Position Approved)					
Vehicle Type and Cost					-
Vehicle Service Costs					-
<b>Total (5215 New Personnel – Vehicles)</b>					-
<b>Total</b>					<b>\$44,439</b>

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

**Job Title:** Office Coordinator

**Job Summary:** coordinate various office tasks and functions to ensure office operations run smoothly at all times. Tasks include, but are not limited to, front desk management, answering phones, maintaining office supplies, maintaining staff calendars, suggesting changes to office task workflow in order to improve efficiency, and scheduling meetings and appointments.

**Major Duties:**

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; maintaining filing system; reviewing and approving supply requisitions from the team; assigning and monitoring clerical functions.
- Maintains office efficiency by planning and implementing office systems, and day to day layouts.
- Designs and implements office policies by establishing standards and procedures; making necessary adjustments.
- Completes operational requirements by scheduling and assigning tickets to IT employees; following up on ticket status.
- Keeps management informed by reviewing and analyzing special reports; summarizing information.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by assisting with annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Partner with HR to update and maintain office policies as necessary.
- Ensure that all items are invoiced and paid on time.
- Provide general support to all visitor
- Serve as the liaison between IT and internal departments as well as external vendors.
- Pay all bills and invoices
- Organize and assist with coordinating city events.
- Receives inquiries and develop resolutions for CCPK staff and public; coordinates with others team members as necessary to obtain the required information; may compose appropriate written responses;
- Searches files, gathers facts and compiles a variety of data required for preparation of reports; acts as liaison to expedite the flow of information for the Director Information Technology;
- Receives visitors, schedules appointments, and receives calls for information requests, directing caller or relaying information to the appropriate parties; may open, sort and distribute mail;
- Composes a variety of letters, memoranda, instructions, and other documents on own initiative or from brief notes or verbal instructions;
- Coordinate and maintain department payroll information; collect daily recap trouble tickets through BOSS systems; maintain attendance; calculate leave information;



- Coordinate employee evaluation process;
- May assist with grant writing process;
- Prepares various weekly and monthly reports;
- Attends meetings; types agendas and meeting minutes for DITS staff meetings;
- Performs other related duties as assigned.

- **Technology**

Computer skills for office coordinator include word processing, database creation/maintenance and desktop publishing. Knowledge of the computer operating system's tools is important. Experience with various telephone systems is a plus. Microsoft suite of applications is a must.

- **Coordinating**

The office coordinator answers to, Chief Information Officer. The hierarchy structure according to the department will allow coordination between Team leads and Chief Information Officer.

**Knowledge Required by the Position:**

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures;
- Knowledge of or ability to learn the department's technology rules, regulations, policies, and procedures;
- Skill in operating a computer; VOIP telephone, helpdesk Ticket system
- Skill in oral and written communications;
- Ability to learn, understand and apply the concepts, practices and procedures of current technology
- Ability to handle several projects simultaneously;
- Ability to understand and follow quietly and accurately oral and written instructions;
- Ability to prepare clear and concise reports and maintain accurate records;
- Ability to maintain alphabetical and chronological files;

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

**Guidelines:** Guidelines include City and departmental policies and procedures

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Scope and Effect:** The purpose of this position is to support the efficient operation of the Information Technology Department through coordination of a wide variety of administrative and clerical duties.

**Personal Contacts:** Contacts are typically with department heads, co-workers, vendors, other City employees and the general public.

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

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee will use tools or equipment and will be required to learn all remote locations. Work also 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:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** There are no supervisory responsibilities.

**Minimum Qualifications:** High school diploma or GED equivalent required. Associate's degree in office administration, management or related field preferred. 2+ years working in office admin or hospitality management preferred. Computer literate and proficient using Microsoft Suite. Experience using office machinery (fax, printer, copier, phone systems etc.). Excellent customer service skills. Organized and detail-oriented. Outstanding communicator both verbally and written

**EXHIBIT F**  
**City of College Park, Georgia**  
**Vehicle Request**  
**Budget Year 2020-21**

Fund: 100 Department and Number: MIS Info Tech 1535

New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> X Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other	Priority: <hr/> Information on Vehicle/Equipment Being Replaced <u>19 YEARS</u> Age of Vehicle/Equipment Being Replaced <u>101,606</u> <u>MILES</u> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2020-21 Maintenance Cost <hr/> Estimated FYE 2020-21 Operating Cost
---	--

List of Special Features, Not Standard: N/A	Specific Description & Condition of Item Being Replaced including VIN# White 2001 Chevrolet Blazer LS 4 door VIN # 1GDT13W61K204314 101,606 miles The condition is horrible and borders on a safety hazard for the technicians. The conditions are as follows: Leaking door hinge Steering wheel is rusted Gas gauge is broken Front end shakes
---	---

Justification/Description: We have hired a new CCTV technician to manage the enterprise cameras every day. Each day there is a new problem that requires traveling to various locations to resolve these issues. We need a van.	Recommended Disposition of Replaced Item: Sell at Auction Retain as Backup Dismantle and Use for Parts <u>Junk</u> Other
---	---

Purchase Option New Vehicle/Equipment <u>\$30,000</u> Purchase Price <u>5 years</u> Estimated Useful Life <u>Daily</u> Estimated Use During 2020-21 <u>\$3,451</u> Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2020-21 Estimated Operating Cost During 2020-21
--	--

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

**Dept: MIS Info Tech 1535 Fuel Type: Gas**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
531	2001	Chevy/FLEET	Blazer LS	1GNDT13W61K204314				101606		GV6355M

**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 2020-21

Department: MIS Info Tech

Fund: 100

Department Number: 1535

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
100 1535 54 7630	Smart City Receptacles	General Fund	\$8,876	\$8,876	\$8,876	\$8,876	
100 1535 54 7630	Wireless Enterprise (Downtown)	General Fund	\$30,000	\$28,800	\$28,800	\$28,800	
100 1535 54 7630	ESRI (GIS)	General Fund	\$15,000	\$31,500	\$31,500	\$31,500	
100 1535 54 7630	Dell Network Hardware Upgrade	General Fund	\$11,371	\$11,371			
100 1535 54 7630	VMWare Upgrade	General Fund	\$22,511	\$22,511	\$22,511	\$22,511	\$22,511
100 1535 54 7630	Fiber Ring (6 locations)	General Fund	\$288,000				
100 1535 54 7630	Cyber Security	General Fund	\$50,000	\$60,000	\$60,000	\$60,000	
100 1535 54 7630	SAN Storage Upgrade	General Fund	\$8,944	\$8,944			
100 1535 54 7630	Video Integration Center	General Fund	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
100 1535 54 7630	CCTV Enterprise	General Fund	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000

Totals

\$506,702 \$244,002 \$223,687 \$223,687 \$94,511

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

Item/Project Name: Fiber Ring

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

If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale                       Trade-In                       Scrap                       Other Department Use

Justify need for this item, including use: This fiber ring will allow us to expand services throughout the network for all our locations other technology at CCPK. (Internet, backups, cameras, etc.)

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

Cost Breakdown:

Estimated Useful Life	<u>1 year</u>
Estimated Cost	<u>\$288,000</u>
Less: Trade-In	<u>0</u>
Net Cost	<u>\$288,000</u>

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** Fiber Ring

**Project Description:** Fiber Ring

**Project Justification and Impact:** This fiber ring will allow us to expand services throughout the network for all our locations other technology at CCPK. (Internet, backups, cameras, etc.)

**Project Costs:** \$288,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 288,000	\$ 288,000	\$ -	\$ -	\$ -	\$ -	\$ 576,000

**Useful Life:** 1 year

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Main Street Wi-Fi and Backup Solution

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

Item/Project Name: Smart City Project

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: 12

Number of Similar Units on Hand: 12

---

Description of Item/Project: Smart City Trash Receptacles

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 the item is a replacement, please describe the item that needs replaced. N/A

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: The Smart City receptacles will be installed on 12 devices 5 on Main Street and 7 on Virginia Ave. The City of College Park is rapidly moving toward citizen engagement. Sanitation is one of the areas that we can use instantly to get results and gain citizens confidence.

This new platform would facilitate the following:

Cleaner more efficient Main Street aesthetics

Sanitation team will be alerted instantly with information relative to our Main locations for foot traffic.

Smart City initiative will be finally launched

Beautification is crucial on Main Street and Virginia Ave.

Citizen engagement is rapidly taking priority based on College Park Transparency

21st. Century technology is rapidly changing the scope of how we do business in CCPK

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

Cost Breakdown:

Estimated Useful Life 5+ years

Estimated Cost \$8,876

Less: Trade-In 0

Net Cost \$8,876

Comparable Quotes:

Vendor Name

Vendor Quote



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** Smart City Project

**Project Description:** Smart City Trash Receptacles

**Project Justification and Impact:** The City of College Park is rapidly moving toward citizen engagement. Sanitation is one of the areas that we can use instantly to get results and gain citizens confidence.

This new platform would facilitate the following:

- Cleaner more efficient Main Street aesthetics
- Sanitation team will be alerted instantly with information relative to our Main locations for foot traffic.
- Smart City initiative will be finally launched

**Cost Estimate/Revenue Enhancement:**

Approximate cost for software, installation, integration – \$44,380

- Project Justification and Impact:  
Beautification is crucial on Main street and Virginia Ave.
- 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: \$ 8,876**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 8,876	\$ 8,876	\$ 8,876	\$ 8,876	\$ 8,876	\$ -	\$ 44,380

**Useful Life:**

5 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Main Street Wi-Fi

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Fund: 100

Department Number: 1535

Department: MIS Info Tech

Division:

Item/Project Name: Main Street Wi-Fi

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: N/A

Number of Similar Units on Hand: N/A

---

Description of Item/Project: The City of College Park is rapidly moving toward citizen engagement. Wireless communication will allow our citizens and visitors to stay engaged and download instant information, complete surveys, and increase commercial patronage. This will also lead to Citizens confidence.

This new platform would facilitate the following:

Allow citizens and visitors to gain instant wireless access on Main Street

Add to citizen's engagement

Part of Smart City initiative

Greater knowledge of all city functions due to citizen engagement

See Something Say Something instant access via wireless

Citizen engagement is rapidly taking priority based on College Park Transparency

21st. Century technology is rapidly changing the scope of how we do business in CCPK

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 the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced: N/A

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 \$30,000

Less: Trade-In 0

Net Cost \$30,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** Main Street Wi-Fi

**Project Description:** Mainstreet Wireless project

**Project Justification and Impact:** The City of College Park is rapidly moving toward citizen engagement. Wireless communication will allow our citizens and visitors to stay engaged and download instant information, complete surveys, and increase commercial patronage. This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow citizens and visitors to gain instant wireless access on Main Street
- Add to citizens engagement
- Part of Smart City initiative

**Cost Estimate/Revenue Enhancement:**

Approximate cost for software, installation, integration – \$145,200

- Project Justification and Impact:  
Greater knowledge of all city functions due to citizen engagement
- See Something say Something instant access via wireless
- 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: \$30,000**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$	\$ 30,000	\$ 28,800	\$28,800	\$ 28,800	\$ 28,800	\$ 145,200

**Useful Life:** 10 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project and Smart City Project

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

Item/Project Name: ESRI GIS Software

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: N/A

Number of Similar Units on Hand: N/A

---

Description of Item/Project: ESRI GIS (Geographic Information System)

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 the item is a replacement, please describe the item that needs replaced. The GIS system needed to be upgraded. It was over 10 years old.

Disposition of item replaced: N/A

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: 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

Inspectors could see delinquent business license information in the field

We could also add other parcels and locations immediately to our city with the opportunity for an enterprise view.

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

Cost Breakdown:

Estimated Useful Life 5+ years

Estimated Cost \$15,000

Less: Trade-In 0

Net Cost \$15,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

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

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

**Project Justification and Impact:** 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 was over 20 years old and could not be upgraded from its current package. We were 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 – \$84,555

- 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 an enterprise view.

**Project Costs:** \$15,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 38,055	\$ 15,000	\$ 31,500	\$ -	\$ -	\$ -	\$ 84,555

**Useful Life:** 3 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division: N/A

Department Number: 1535

Item/Project Name: Dell Network Hardware Upgrade

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: (2) Dell Networking N4032 Switches and (3) Dell FC630 Servers

Number of Similar Units on Hand: N/A

---

Description of Item/Project: (2) Dell Networking N4032 Switches and (3) Dell FC630 Servers. The units will serve as the backbone of our virtualized network environment.

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 the item is a replacement, please describe the item that needs replaced. (2) Dell Networking N4032 Switches and (3) Dell FC630 Servers

Disposition of item replaced: N/A

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 \$11,371

Less: Trade-In 0

Net Cost \$11,371

---

Comparable Quotes:

Vendor Name

Vendor Quote

- |                           |      |                               |
|---------------------------|------|-------------------------------|
| 1. (3) Dell FC630 Servers | Dell | \$6,150.62 (Annual x 5 years) |
| (2) Dell N4032 Switches   | Dell | \$3,820.85 (Annual x 5 years) |
| 3. Agile Consulting       | Dell | \$1,909.48 (Annual x 5 years) |

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** **Dell Network Hardware Upgrade**

**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: \$11,371**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 11,881	\$11,371	\$11,371	\$ -	\$ -	\$ -	\$ 34,623

**Useful Life:** 5+ Years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division: N/A

Department Number: 1535

Item/Project Name: VMWare Upgrade

Item/Project Manager: Michael Hicks

Priority Rating: 1

Units Requested: vSphere 6 with Operations Management Enterprise Acceleration Kit for 6 Processors; Production SNS vSphere with Operations Management Enterprise Acceleration Kit for 6 Processors for 1 year.

Number of Similar Units on Hand: N/A

---

Description of Item/Project: vSphere 6 with Operations Management Enterprise Acceleration Kit for 6 Processors; Production SNS vSphere with Operations Management Enterprise Acceleration Kit for 6 Processors for 1 year.

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 the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced: N/A

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: Current VMWare vSphere is outdated and the city of College Park is unable to obtain updates/upgrades and/or support without updating our subscription.

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

Cost Breakdown:

Estimated Useful Life 5 years

Estimated Cost \$22,511

Less: Trade-In 0

Net Cost \$22,511

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** VMWare Servers

**Project Description:** VMWare processor upgrade  
vSphere 6 with Operations Management Enterprise Acceleration Kit for 6 Processors; Production SNS  
vSphere with Operations Management Enterprise Acceleration Kit for 6 Processors for 1 year

**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 upgrade units will provide the performance needed to faster process information from the Host.

**Project Costs: \$22,511**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 7,314	\$ 22,511	\$ 22,511	\$ 22,511	\$ 22,511	\$ 22,511	\$119,869

**Useful Life:** 5+ years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

Item/Project Name: Cyber Security

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project: Cyber Security

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 the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: 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 – \$289,600

- Project Justification and Impact:
- Other Municipalities has been breached

Cyber Security is a must. This is critical

- National plan to ensure we are secure
- 21st. Century technology is rapidly changing the scope of how we do business in CCPK

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

Cost Breakdown:

Estimated Useful Life 5+ years

Estimated Cost \$50,000

Less: Trade-In 0

Net Cost \$50,000

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

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

**Project Description:** Cyber Security

**Project Justification and Impact:** 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 – \$289,600

- Project Justification and Impact:
- Other Municipalities has been breached

Cyber Security is a must. This is critical

- National plan to ensure we are secure
- 21st. Century technology is rapidly changing the scope of how we do business in CCPK

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 59,600	\$ 50,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ 289,600

**Useful Life:** 5 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division: N/A

Department Number: 1535

Item/Project Name: SAN Storage Upgrade

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:

Scheduled Replacement  Expanded Service  
 Replace Worn-Out Equipment  New Operation  
 Obsolete Equipment  Increased Safety Replacement  
 Reduce Personnel Time  Additional

---

the item is a replacement, please describe the item that needs 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	<u>5+ years</u>
Estimated Cost	<u>\$8,944</u>
Less: Trade-In	<u>0</u>
Net Cost	<u>\$8,944</u>

Comparable Quotes:

Vendor Name

Vendor Quote

---

1. Dell EqualLogic PS6610E

Dell

\$8,944.27 (Annual X 5 Years)

2.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** Network Storage Upgrade

**Project Description:** The SAN storage expansion will allow more citywide data to be backed up locally. As a result of the increased storage requirements throughout the city of College Park, the limited space available and legacy state of the current systems that we are currently using an updated onsite storage system is necessary.

The Dell EqualLogic PS6610E is a high-capacity storage solution with a virtualized scale-out architecture that delivers enhanced storage performance that is easy to manage. The PS6100 Series family features: dual controllers for built-in redundancy, four GbE ports for controller, 84TB raw capacity, 4x10GB connections; 24 hot-swappable drives, 7.2 NL-SAS, Cache-to-flash memory de-staging, Vertical Port Failover, designed to enable you to maintain full bandwidth if a networking port fails, and Enhanced security with self-encrypting drives (SED).

Dell offers ProSupport Plus: Mission Critical 4-Hour 24X7 on-site service with emergency dispatch for their Dell EqualLogic PS Series PS Series solution.

**Project Justification and Impact:** The city continues to accumulate more data that must be stored, secured and remain accessible to users including video surveillance, enterprise data and an ever expanding array of applications. The above recommended units will provide more storage than is currently possible on the three current older N4000 and N5000 units that we are currently utilizing.

**Project Costs: \$8,944**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 8,944	\$ 8,944	\$ -	\$ -	\$ -	\$17,888

**Useful Life:** 5+ years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Directly related to VMware & Server and Switch upgrades.

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

Item/Project Name: VIC (Video Integration Center) Project

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: N/A

---

Description of Item/Project: Video Center for Monitoring City Wide Cameras. Will include a staff of (4). Located in Public Safety Building

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 the item is a replacement, please describe the item that needs replaced. N/A

Disposition of item replaced: N/A

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: The impact will be enormous because our technology resources. Will assist our Police Dept. to minimize crime

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

Cost Breakdown:

Estimated Useful Life 5+ years

Estimated Cost \$17,000

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

Net Cost \$17,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** VIC (Video Integration Center) Project

**Project Description:** Video Center for Monitoring City Wide Cameras. Will include a staff of (4)  
Located in Public Safety Building

**Project Justification and Impact:** The impact will be enormous because our technology resources  
Will assist our Police Dept. to minimize crime

**Project Costs: \$17,000**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 17,000	\$ 17,000	\$17,000	\$17,000	\$ 17,000	\$ 85,000

**Useful Life:** 5 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** CCTV Security Cameras

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2020-2021

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

Item/Project Name: CCTV

Item/Project Manager: Michael Hicks

Priority Rating: 2

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project: Repairs/Maintenance for all camera repairs

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 the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: Inhouse technician to cut cost of outside vendor (NetPlanner)

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

Cost Breakdown:

Estimated Useful Life 5+ years

Estimated Cost \$55,000

Less: Trade-In 0

Net Cost \$55,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
MIS Info Technology

**Project Name or Title:** CCTV Enterprise

**Project Description:** Repairs/Maintenance for all camera repairs

**Project Justification and Impact:** Inhouse technician to cut cost of outside vendor (NetPlanner)

**Project Costs:** \$55,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000

**Useful Life:** 10 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** VIC Project

## 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
- ESRI/GIS
- CCTV

#### Trends:

Plans for the upcoming Fiscal year include the continuation of VM-ware upgrades (hardware) and network Storage (SAN). These capital expenses are based on 5 year contracts that are already in place. Future implementation will include the following: Additional implementation will be to move our critical servers to a hosting site for Disaster Recovery/Business Continuity. Since the addition of the Police technology staff member, I have combined all servers. The second phase of our fiber ring will continue based on funding for this project. The second phase will include the following locations (Conley, Brady, Power, Golf Course, Fire Station 2 and 3). 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 Wi-Fi 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 excellent 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 20/21 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. 50%
2. Deploy technology that is in line with "Smart City" concept. 30%
3. Move to a paperless environment by scanning documents to the cloud for historical purposes and going green concept. 0%
4. Upgrade enterprise email system from exchange to Microsoft 365 for a more feature rich environment. 75%
5. Install Wi-Fi Connectivity at several locations citywide to increase citizen's use of technology. 60%

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. 50%
2. Help drive technology process and improvements. 30%
3. To increase citizens involvement in technology for the City of College Park. 30%
4. To help increase public safety visibility for the citizens by upgrading the several enterprise systems. 70%
5. Install Single Sign On portal for instant access to information. 0%

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. 100%
2. Increase citizen's accessibility for instant transactions. 50%
3. To minimize customer issues by providing a more integrated utilities solution. 25%
4. Utilize all entities of eSuites (eBill, eTimesheet and eHR). 0%
5. Install Microsoft SharePoint for greater department use of documents anywhere anytime. 10%

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

1. To provide cross training for technology staff relative to all software applications currently used by the City of College Park. 20%
2. To ensure all IT staff are trained and are kept current with certifications and documents that is relative to our environment. 75%
3. To establish communication quarterly to keep the community abreast of the ongoing projects (Develop newsletter) 100%
4. Ensure staff is trained on Microsoft latest version suite of products (Word, Excel, PowerPoint, Access, etc.). 50%
5. Empower technology team members to host training classes for other department staff on a specific platform. 0%

**Performance Measures**

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

	<b>Estimated 20/21</b>
1. Move from a physical to virtual infrastructure Cloud/Hosting solution for Disaster Recover purposes.	80%
2. Upgrade enterprise email system from exchange to Microsoft 365 for a more feature rich environment	85% in progress
3. Install Wi-Fi Connectivity at several locations citywide to increase citizen's use of technology.	80% needs improvement for better coverage
4. Help drive technology process and improvements.....	

5. Install Microsoft SharePoint for greater department use of documents anywhere anytime. 70%
6. To increase citizens involvement in technology for the City of College Park.
7. Implement city wide fiber ring... 40%
8. Implement Single Sign On Portal....

**Estimated 20/21**

1. Target 100% savings of Cell phones and telephone bills 0% in progress

**Prior Year Highlights:**

- Hired new Computer Support Specialist (Title changed to Database Analyst)
- Completed another successful IT week
- Completion of the new email upgrade
- Moving our Domain from (.com) to (.gov) will be finished by June 2020
- Deployed Ad Manger software to manage all active accounts on the network
- Deployed Patch Management software that sends updates to all computers on the network
- Deployed Fall and Winter newsletter highlighting accomplishments and featuring new staff and team member
- Promoted Paul Bennett to Assistant Network Administrator
- Added team member Larry Rainey CCTV Technician, our staff increased from (9) to (10) and we 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 through Flock cameras
- Purchased new laptop tracking and bandwidth connectivity software (NetMotion)
- Purchased new iPhone integration and management software (MaaS 360)
- Deployed all 12 “Smart City” receptacles from Mainstreet to Virginia Ave.

**EXHIBIT J**  
City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2020-21

---

Fund: 100

Department and Number: **MIS Info Tech / 1535**

---

Department Submitting Request: Information Technology

Division Submitting Request: NA

Requested For Department: Police Department

Prepared By: Chief Information Officer/Michael Hicks

**Description of Item:**

Video Integration Center- Provide personnel the ability to view live camera throughout the enterprise. This collaboration with Public safety is designed to add additional resources and reduce crime.

**Reason for Requesting:**

**We do not have an avenue available to assist Public Safety with camera integration relative to reducing crime using analytics.**

**Cost Estimate/Revenue Enhancement:**

\$41,000(15.00 per hour) (35hrs.) (26 weeks) for (3 personnel)











Row Labels	# of Employees	License 0365 E3	Count of 0365 e3	License 0365 E1	Count of 0365 e1	Mimecast
Accounting	6	\$1,942.44	6			\$359.28
Buildings & Grounds	17	\$447.48	2	\$1,220.40	15	\$1,017.96
Business License	1	\$223.74	1			\$59.88
Convention Center	3	\$671.22	3			\$179.64
Corrections	4	\$894.96	4			\$339.52
Customer Service	12	\$2,684.88	12			\$718.56
Development	2	\$447.48	2			\$119.76
E911 Communications	15	\$3,356.10	15			\$898.20
Emergency Medical Services	11	\$2,461.14	11			\$658.68
Engineering	1	\$223.74	1			\$59.88
Executive	6	\$1,342.44	6			\$359.28
Financial Administration	3	\$671.22	3			\$179.64
Fire Administration	5	\$894.96	4	\$81.36	1	\$299.40
Fire Suppression	52	\$9,397.08	42	\$813.60	10	\$3,113.76
Highways & Streets	8	\$671.22	3	\$406.80	5	\$479.04
Human Resources	4	\$894.96	4			\$239.52
Information Technology	8	\$1,789.92	8			\$479.04
Inspections	4	\$671.22	3	\$81.36	1	\$239.52
Legislative	10	\$2,015.66	9	\$81.36	1	\$598.80
Main Street Development	1	\$223.74	1			\$59.88
Meter Reading	3	\$671.22	3			\$179.64
Municipal Court	10	\$2,237.40	10			\$598.80
Parks	3			\$244.08	3	\$179.64
Police Administration	12	\$2,684.88	12			\$718.56
Police Investigations	11	\$2,461.14	11			\$658.68
Police Patrol	94	\$20,136.60	90	\$325.44	4	\$5,628.72
Power	13	\$1,118.70	5	\$650.88	8	\$778.44
Public Information	3	\$671.22	3			\$179.64
Public Works Administration	2	\$447.48	2			\$119.76
Purchasing	1	\$223.74	1			\$59.88
Recreation Administration	8	\$671.22	3	\$406.80	5	\$479.04
Recreation Facilities	7	\$1,118.70	5	\$162.72	2	\$419.16
Recreation Programs	87	\$5,369.76	24	\$5,125.68	63	\$5,209.56
Sanitation	20	\$447.48	2	\$1,464.48	18	\$1,197.60
Storm Water	2			\$162.72	2	\$119.76
Warehouse	1	\$223.74	1			\$59.88
Water & Sewer	17	\$1,789.92	8	\$732.24	9	\$1,017.96
<b>Grand Total</b>	<b>467</b>	<b>\$71,596.80</b>	<b>320</b>	<b>\$11,959.92</b>	<b>147</b>	<b>\$27,963.96</b>



CDW Government, LLC  
Microsoft Enterprise S.S Agreement Pricing

**Enterprise Quote  
for**

**City of College Park**

Date: 4/2/19  
Account Manager:

VSL Specialist: Dan Felt  
Contract Price Sheet Month:

Unless otherwise noted, All Quotes expire upon current month's end

**Annual Payment**

Customer to make three annual payments to CDW G

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3	
				Price	Extended	Price	Extended	Price	Extended
AAA-11894	Office 365 Gov E3	D	375	\$ 223.74	\$ 83,902.50	\$ 223.74	\$ 83,902.50	\$ 223.74	\$ 83,902.50
U4S-00002	Office 365 Gov E1	D	125	\$ 81.36	\$ 10,170.00	\$ 81.36	\$ 10,170.00	\$ 81.36	\$ 10,170.00
				<b>Year 1 Total</b>	<b>\$ 94,072.50</b>	<b>Year 2 Total</b>	<b>\$ 94,072.50</b>	<b>Year 3 Total</b>	<b>\$ 94,072.50</b>
				<b>Three Year Total</b>	<b>\$ 282,217.50</b>				

**Notes**

**Terms & Conditions**

Terms and Conditions of sales and services projects are governed by the terms at:

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>



CDW Government, LLC  
Microsoft Enterprise S&S Agreement Pricing

**Enterprise Quote  
for**

**City of College Park**

Date: 4/3/18  
Account Manager:

YSL, Specialist  
Quoted Price: \$27,459.00

Unless otherwise noted, All Quotes require usage current month and

**Microsoft Programs**  
Quoted prices are based on current pricing and are subject to change.

Microsoft Part #	Description	Level	Quantity	Year 1		Year 2		Year 3	
				Price	Extended	Price	Extended	Price	Extended
AAA 11894	Office 365 Gov E3	D	50	\$ 223.74	\$ 11,187.00	\$ 223.74	\$ 11,187.00	\$ 223.74	\$ 11,187.00
U4S-00002	Office 365 Gov E1	D	200	\$ 81.36	\$ 16,272.00	\$ 81.36	\$ 16,272.00	\$ 81.36	\$ 16,272.00
				<b>Year 1 Total</b>	<b>\$ 27,459.00</b>	<b>Year 2 Total</b>	<b>\$ 27,459.00</b>	<b>Year 3 Total</b>	<b>\$ 27,459.00</b>
				<b>Three Year Total</b>	<b>\$ 82,377.00</b>				

**Notes**

**Terms & Conditions**

Terms and Conditions of sales and services projects are governed by the terms at:  
<http://www.cdw.com/contract/terms-cdw/government-sales.aspx>

Description	Location	Extension	Device Type	Recommended Upgrade Model	Quantity	Price per phone	Warranty	Total Phone Price to Departments CDWG)
<b>Brady</b>					<b>2</b>			<b>\$ 583.32</b>
Detyrit Young - type 7942 - ext 6209	BRADY LOC	6209	Cisco 7942	Cisco 8811		275.3	16.36	
Derlene Washington - type 7942 - ext 6210	BRADY LOC	6210	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Conley</b>					<b>6</b>			<b>\$ 1,749.96</b>
Back Office - type 7942 - ext 6208	CONLEY LOC	6208	Cisco 7942	Cisco 8811		275.3	16.36	
Layla Constable - type 7942 - ext 6207	CONLEY LOC	6207	Cisco 7942	Cisco 8811		275.3	16.36	
Layla Constable - type 7942 - ext 6207	CONLEY LOC	6207	Cisco 7942	Cisco 8811		275.3	16.36	
Layla Constable - type 7942 - ext 6207	CONLEY LOC	6207	Cisco 7942	Cisco 8811		275.3	16.36	
Andre Bentley - type 7942 - ext 6221	CONLEY LOC	6221	Cisco 7942	Cisco 8811		275.3	16.36	
Kids Gymnasium - type 7942 - ext 6220	CONLEY LOC	6220	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Godby Recreational Center</b>					<b>4</b>			<b>\$ 1,166.64</b>
Allison Prather - type 7942 - ext 6110	GODBY LOC	6110	Cisco 7942	Cisco 8811		275.3	16.36	
Office 2 - type 7942 - ext 6112	GODBY LOC	6112	Cisco 7942	Cisco 8811		275.3	16.36	
Cresitt Dowdel - type 7942 - ext 6111	GODBY LOC	6111	Cisco 7942	Cisco 8811		275.3	16.36	
Tracy Wyatt Rec Lab - type 7942 - ext 6117	GODBY LOC	6117	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Customer Service</b>					<b>2</b>			<b>\$ 583.32</b>
Front Counter - type 7942 - ext 1925	CITY HALL LOC	1925	Cisco 7942	Cisco 8811		275.3	16.36	
Tammy Smith - type 7942 - ext 1930	CITY HALL LOC	1930	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Inspections</b>					<b>2</b>			<b>\$ 583.32</b>
Karen Banks - type 7942 - ext 1813	CITY HALL LOC	1813	Cisco 7942	Cisco 8811		275.3	16.36	
Oscar Hudson - type 7942 - ext 1810	CITY HALL LOC	1810	Cisco 7942	Cisco 8811		275.3	16.36	
<b>City Clerk's Office - Business Licensing</b>					<b>6</b>			<b>\$ 1,749.96</b>
Gabrielle Thornton - type 7942 - ext 1003	CITY HALL LOC	1003	Cisco 7942	Cisco 8811		275.3	16.36	
Shavala Moore - type 7942 - ext 1010	CITY HALL LOC	1010	Cisco 7942	Cisco 8811		275.3	16.36	
Belinda Wilder - type 7942 - ext 1006	CITY HALL LOC	1006	Cisco 7942	Cisco 8811		275.3	16.36	
Brelon Buckner - ext 1601	CITY HALL LOC	1601	Cisco 7942	Cisco 8811		275.3	16.36	
Muni ConfRm - type 7942 - ext 1038	CITY HALL LOC	1038	Cisco 7942	Cisco 8811		275.3	16.36	
Admin Conf - type 7942 - ext 1004	CITY HALL LOC	1004	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Finance</b>					<b>6</b>			<b>\$ 1,749.96</b>
Carolyn Grant - type 7942 - ext 1102	CITY HALL LOC	1102	Cisco 7942	Cisco 8811		275.3	16.36	
Sandra Heard - type 7942 - ext 1105	CITY HALL LOC	1105	Cisco 7942	Cisco 8811		275.3	16.36	
Margreen Deanes - type 7942 - ext 1103	CITY HALL LOC	1103	Cisco 7942	Cisco 8811		275.3	16.36	
Cleshette Davis - type 7942 - ext 1104	CITY HALL LOC	1104	Cisco 7942	Cisco 8811		275.3	16.36	
Tracey O'Neal - type 7942 - ext 1100	CITY HALL LOC	1100	Cisco 7942	Cisco 8811		275.3	16.36	
Phillip Latona - type 7942 - ext 1600	CITY HALL LOC	1600	Cisco 7942	Cisco 8811		275.3	16.36	
<b>City Manager Office</b>					<b>4</b>			<b>\$ 1,342.28</b>
CM Conf Rm - type 7942 - ext 1029	CITY HALL LOC	1029	Cisco 7942	Cisco 8811		275.3	16.36	
Gary Young - type 7942 - ext 1702	CITY HALL LOC	1702	Cisco 7942	Cisco 8811		275.3	16.36	
Jackson Myers - type 7942 - ext 1811	CITY HALL LOC	1811	Cisco 7942	Cisco 8811		275.3	16.36	
Terrence R. Moore - type 7975 - ext 1001	CITY HALL LOC	1001	Cisco 7975	Cisco 8861		443.24	24.06	
<b>Economic Development</b>					<b>2</b>			<b>\$ 583.32</b>
Tasha Hall Garrison - type 7942 - ext 1801	CITY HALL LOC	1801	Cisco 7942	Cisco 8811		275.3	16.36	
Arlie Jones - type 7942 - ext 1701	CITY HALL LOC	1701	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Mayor's Office</b>					<b>8</b>			<b>\$ 3,235.52</b>
Bianca Motley Broom - type 7975 - ext 1300	CITY HALL LOC	1300	Cisco 7975	Cisco 8861		443.24	24.06	
Ambrose Clay - type 7975 - ext 1301	CITY HALL LOC	1301	Cisco 7975	Cisco 8861		443.24	24.06	
Derrick Taylor - type 7975 - ext 1302	CITY HALL LOC	1302	Cisco 7975	Cisco 8861		443.24	24.06	
Ken Allen - type 7975 - ext 1303	CITY HALL LOC	1303	Cisco 7975	Cisco 8861		443.24	24.06	
Roderick Gay - type 7975 - ext 1304	CITY HALL LOC	1304	Cisco 7975	Cisco 8861		443.24	24.06	
Erica Jones - type 7962 - ext 1305	CITY HALL LOC	1305	Cisco 7962	Cisco 8851		295.49	20.21	
CC Mayor - type 7942 - ext 1310	CITY HALL LOC	1310	Cisco 7942	Cisco 8811		275.3	16.36	
CC City Mgr - type 7942 - ext 1311	CITY HALL LOC	1311	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Engineering</b>					<b>1</b>			<b>\$ 291.66</b>
William Moore - type 7942 - ext 1711	CITY HALL LOC	1711	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Power Department</b>					<b>8</b>			<b>\$ 2,333.28</b>
Thomas Dudley - type 7942 - ext 3222	POWER WATER LOC	3222	Cisco 7942	Cisco 8811		275.3	16.36	
Glenn Spivey - type 7942 - ext 3223	POWER WATER LOC	3223	Cisco 7942	Cisco 8811		275.3	16.36	
Power Dept Map Room - type 7942 - ext. 3225	POWER WATER LOC	3225	Cisco 7942	Cisco 8811		275.3	16.36	
Eric Spellis - x7942	POWER WATER LOC	3226	Cisco 7942	Cisco 8811		275.3	16.36	
Samuel Martin - type 7942 - ext 3232	POWER WATER LOC	3232	Cisco 7942	Cisco 8811		275.3	16.36	
Power Dept Conf Rm - type 7942 - ext 3229	POWER WATER LOC	3229	Cisco 7942	Cisco 8811		275.3	16.36	
Michael Sturkey - type 7942 - ext 3231	POWER WATER LOC	3231	Cisco 7942	Cisco 8811		275.3	16.36	
Samuel Martin - type 7942 - ext 3232	POWER WATER LOC	3232	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Water Department</b>					<b>3</b>			<b>\$ 874.98</b>
Tim Lewis - type 7942 - ext 4236	POWER WATER LOC	4236	Cisco 7942	Cisco 8811		275.3	16.36	
Antwan Dorsey - type 7942 - ext 4238	POWER WATER LOC	4238	Cisco 7942	Cisco 8811		275.3	16.36	
Monroe Tolbert - type 7942 - ext 4237	POWER WATER LOC	4237	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Information Technology</b>					<b>4</b>			<b>\$ 1,269.14</b>
Larry Rainey - type 7942 - ext 1111	CITY HALL LOC	1111	Cisco 7942	Cisco 8811		275.3	16.36	
Wade Ingram - type 7942 - ext 1812	CITY HALL LOC	1812	Cisco 7942	Cisco 8811		275.3	16.36	
Robert Givons - type 7942 - ext 1113	PUBLIC SAFETY LOC	1113	Cisco 7942	Cisco 8811		275.3	16.36	
Michael Hicks - type 7975 - ext 1110	CITY HALL LOC	1301	Cisco 7975	Cisco 8861		443.24	24.06	
<b>Police</b>					<b>60</b>			<b>\$ 17,499.60</b>
Nick Duffey - type 7942 - ext 2010	PUBLIC SAFETY LOC	2010	Cisco 7942	Cisco 8811		275.3	16.36	
Lance Patterson - type 7942 - ext 2015	PUBLIC SAFETY LOC	2015	Cisco 7942	Cisco 8811		275.3	16.36	
Donnie Smith - type 7942 - ext 2020	PUBLIC SAFETY LOC	2020	Cisco 7942	Cisco 8811		275.3	16.36	
Latoria Amsy - type 7942 - ext 2022	PUBLIC SAFETY LOC	2022	Cisco 7942	Cisco 8811		275.3	16.36	
Officer Breakroom - type 7942 - ext 2023	PUBLIC SAFETY LOC	2023	Cisco 7942	Cisco 8811		275.3	16.36	
Jewel Dunlap - type 7942 - ext 2024 (a)	PUBLIC SAFETY LOC	2024	Cisco 7942	Cisco 8811		275.3	16.36	
Jewel Dunlap - type 7942 - ext 2024 (b)	PUBLIC SAFETY LOC	2024	Cisco 7942	Cisco 8811		275.3	16.36	
Station Officer 1 - type 7942 - ext 2100	PUBLIC SAFETY LOC	2100	Cisco 7942	Cisco 8811		275.3	16.36	
Station Officer 2 - type 7942 - ext 2101	PUBLIC SAFETY LOC	2101	Cisco 7942	Cisco 8811		275.3	16.36	
Jennifer Lambert - type 7942 - ext 2106	PUBLIC SAFETY LOC	2106	Cisco 7942	Cisco 8811		275.3	16.36	

Anthony Williams - type 7942 - ext 2110	PUBLIC SAFETY LOC	2110	Cisco 7942	Cisco 8811		275.3	16.36	
Evidence Lab - type 7942 - ext 2111	PUBLIC SAFETY LOC	2111	Cisco 7942	Cisco 8811		275.3	16.36	
Booking Office #1 - type 7942 - ext 2115	PUBLIC SAFETY LOC	2115	Cisco 7942	Cisco 8811		275.3	16.36	
Booking Office #2 - type 7942 - ext 2116	PUBLIC SAFETY LOC	2116	Cisco 7942	Cisco 8811		275.3	16.36	
Ivory Ballard - type 7942 - ext 2119	PUBLIC SAFETY LOC	2119	Cisco 7942	Cisco 8811		275.3	16.36	
Nacori Chambers- type 7942 - ext 2122	PUBLIC SAFETY LOC	2122	Cisco 7942	Cisco 8811		275.3	16.36	
Harvey Dorsey - type 7942 - ext 2123	PUBLIC SAFETY LOC	2123	Cisco 7942	Cisco 8811		275.3	16.36	
Squad Room - type 7942 - ext 2124	PUBLIC SAFETY LOC	2124	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Officer - Lt. 1 - type 7942 - ext 2130	PUBLIC SAFETY LOC	2130	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Officer Sgt 1- type 7942 - ext 2131	PUBLIC SAFETY LOC	2131	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Officer Sgt. 2 - type 7942 - ext 2132	PUBLIC SAFETY LOC	2132	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Officer Lt. 2 - type 7942 - ext 2133	PUBLIC SAFETY LOC	2133	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Officer Sgt. 3 - type 7942 - ext 2134	PUBLIC SAFETY LOC	2134	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Officer Sgt. 4 - type 7942 - ext 2135	PUBLIC SAFETY LOC	2135	Cisco 7942	Cisco 8811		275.3	16.36	
Firing Range - type 7942 - ext 2154	PUBLIC SAFETY LOC	2154	Cisco 7942	Cisco 8811		275.3	16.36	
Det Joseph Thomas - type 7942 - ext 2158	PUBLIC SAFETY LOC	2158	Cisco 7942	Cisco 8811		275.3	16.36	
Shakeya Walker - type 7942 - ext 2171	PUBLIC SAFETY LOC	2171	Cisco 7942	Cisco 8811		275.3	16.36	
Marcus Long - type 7942 - ext 2236	PUBLIC SAFETY LOC	2236	Cisco 7942	Cisco 8811		275.3	16.36	
Billy Burrell - type 7942 - ext 2240	PUBLIC SAFETY LOC	2240	Cisco 7942	Cisco 8811		275.3	16.36	
Tracy Ware - type 7942 - ext 2242	PUBLIC SAFETY LOC	2242	Cisco 7942	Cisco 8811		275.3	16.36	
Grant Fraker - type 7942 - ext 2243	PUBLIC SAFETY LOC	2243	Cisco 7942	Cisco 8811		275.3	16.36	
Rhavay Hines - type 7942 - ext 2245	PUBLIC SAFETY LOC	2245	Cisco 7942	Cisco 8811		275.3	16.36	
Armando Diaz - type 7942 - ext 2247	PUBLIC SAFETY LOC	2247	Cisco 7942	Cisco 8811		275.3	16.36	
Joseph Franczek - type 7942 - ext 2249	PUBLIC SAFETY LOC	2249	Cisco 7942	Cisco 8811		275.3	16.36	
Marcus Denard - type 7942 - ext 2251	PUBLIC SAFETY LOC	2251	Cisco 7942	Cisco 8811		275.3	16.36	
CID AV RM - type 7942 - ext 2252	PUBLIC SAFETY LOC	2252	Cisco 7942	Cisco 8811		275.3	16.36	
Joshua Durden - type 7942 - ext 2253	PUBLIC SAFETY LOC	2253	Cisco 7942	Cisco 8811		275.3	16.36	
Carlos Snow - type 7942 - ext 2254	PUBLIC SAFETY LOC	2254	Cisco 7942	Cisco 8811		275.3	16.36	
Kevin Pogorzelski - type 7942 - ext 2256	PUBLIC SAFETY LOC	2256	Cisco 7942	Cisco 8811		275.3	16.36	
Shenise Robinson - type 7942 - ext 2257	PUBLIC SAFETY LOC	2257	Cisco 7942	Cisco 8811		275.3	16.36	
Walter Jenkins - type 7942 - ext 2258	PUBLIC WORKS LOC	2258	Cisco 7942	Cisco 8811		275.3	16.36	
Onika Manning - type 7942 - ext 2260	PUBLIC SAFETY LOC	2260	Cisco 7942	Cisco 8811		275.3	16.36	
Shakeya Walker - Ext 2261	PUBLIC SAFETY LOC	2261	Cisco 7942	Cisco 8811		275.3	16.36	
Betty Dallas - type 7942 - ext 2301	PUBLIC SAFETY LOC	2301	Cisco 7942	Cisco 8811		275.3	16.36	
Tracey Jones - type 7942 - ext 2302	PUBLIC SAFETY LOC	2302	Cisco 7942	Cisco 8811		275.3	16.36	
Richard Brown - type 7942 - ext 2303	PUBLIC SAFETY LOC	2303	Cisco 7942	Cisco 8811		275.3	16.36	
Truth Price - type 7942 - ext 2305	PUBLIC SAFETY LOC	2305	Cisco 7942	Cisco 8811		275.3	16.36	
Court Front Desk - type 7942 - ext 2306	PUBLIC SAFETY LOC	2306	Cisco 7942	Cisco 8811		275.3	16.36	
Court Room 1 - type 7942 - ext 2307	PUBLIC SAFETY LOC	2307	Cisco 7942	Cisco 8811		275.3	16.36	
Court Room 2 - type 7942 - ext 2308	PUBLIC SAFETY LOC	2308	Cisco 7942	Cisco 8811		275.3	16.36	
Amy Spain - type 7942 - ext 2309	PUBLIC SAFETY LOC	2309	Cisco 7942	Cisco 8811		275.3	16.36	
Carl Dunlap - type 7942 - ext 2313	PUBLIC WORKS LOC	2313	Cisco 7942	Cisco 8811		275.3	16.36	
Judge - type 7942 - ext 2314	PUBLIC SAFETY LOC	2314	Cisco 7942	Cisco 8811		275.3	16.36	
Dawn Chappell - type 7942 - ext 2322	PUBLIC SAFETY LOC	2322	Cisco 7942	Cisco 8811		275.3	16.36	
Vanessa Wheeler - type 7942 - ext 2323	PUBLIC SAFETY LOC	2323	Cisco 7942	Cisco 8811		275.3	16.36	
Jennifer Blankenship - type 7942 - ext. 2329	PUBLIC SAFETY LOC	2329	Cisco 7942	Cisco 8811		275.3	16.36	
Jasmine Jolly - type 7942 - ext 2504	PUBLIC SAFETY LOC	2504	Cisco 7942	Cisco 8811		275.3	16.36	
EW1 - type 7942 - ext 2507	PUBLIC SAFETY LOC	2507	Cisco 7942	Cisco 8811		275.3	16.36	
Dierdre Dorsey - type 7942 - ext 2510	PUBLIC SAFETY LOC	2510	Cisco 7942	Cisco 8811		275.3	16.36	
Judge Al Dixon - type 7942 - ext 3123	PUBLIC SAFETY LOC	3123	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Fire Department</b>						<b>10</b>		<b>\$ 2,916.60</b>
Watch Officer - Lt. 1 - type 7942 - ext 2130	PUBLIC SAFETY LOC	2130	Cisco 7942	Cisco 8811		275.3	16.36	
Wade Eimore - type 7942 - ext 2604	PUBLIC SAFETY LOC	2604	Cisco 7942	Cisco 8811		275.3	16.36	
Damon Jones - type 7942 - ext 2700	PUBLIC SAFETY LOC	2700	Cisco 7942	Cisco 8811		275.3	16.36	
Arrion Rackley - type 7942 - ext 2707	PUBLIC SAFETY LOC	2707	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Room - type 7942 - ext 2800	PUBLIC SAFETY LOC	2800	Cisco 7942	Cisco 8811		275.3	16.36	
Lieutenant's Office - type 7942 -ext 2801	PUBLIC SAFETY LOC	2801	Cisco 7942	Cisco 8811		275.3	16.36	
Watch Commander - type 7942 - 2802	PUBLIC SAFETY LOC	2802	Cisco 7942	Cisco 8811		275.3	16.36	
FD Inspections - type 7942 - ext 2805	PUBLIC SAFETY LOC	2805	Cisco 7942	Cisco 8811		275.3	16.36	
Day Room - Type 7942 - 2806	PUBLIC SAFETY LOC	2806	Cisco 7942	Cisco 8811		275.3	16.36	
FIRE CONF RM - type 7942 - ext 2902	PUBLIC SAFETY LOC	2902	Cisco 7942	Cisco 8811		275.3	16.36	
<b>Public Works</b>						<b>5</b>		<b>\$ 1,749.96</b>
Raymond Cotton - type 7942 - ext 4105	PUBLIC WORKS LOC	4105	Cisco 7942	Cisco 8811		275.3	16.36	
Mike Mason - type 7942 - ext 4100	PUBLIC WORKS LOC	4100	Cisco 7942	Cisco 8811		275.3	16.36	
Michael Ford - type 7942 - ext 4104	PUBLIC WORKS LOC	4104	Cisco 7942	Cisco 8811		275.3	16.36	
Christopher Whittlesey - type 7942 - ext 4102	PUBLIC WORKS LOC	4102	Cisco 7942	Cisco 8811		275.3	16.36	
Hwy St Supervisor - type 7942 - ext 4111	PUBLIC WORKS LOC	4111	Cisco 7942	Cisco 8811		275.3	16.36	
Ada Caston - type 7942 - ext 4106	PUBLIC WORKS LOC	4106	Cisco 7942	Cisco 8811		275.3	16.36	
						<b>133</b>		<b>\$ 40,262.82</b>