



APRIL 4, 2023

MAYOR AND
COUNCIL BUDGET
MEETING

PROPOSED BUDGET
FY2023-2024



CITY OF COLLEGE PARK

3667 MAIN STREET • COLLEGE PARK, GA. 30337 • 404/767-1537

April 4, 2023

Dear Honorable Mayor and City Council:

Subject: Interim City Manager Budget Message

I am pleased to submit the Fiscal Year 2023-2024 Recommended Budget for your review and consideration.

The Budget reflects broad Council and community priorities. It is an early look at possible allocation of resources for next fiscal year and serves as the beginning point for discussion, leading to a more refined proposal in May and June. As a result of the strong College Park economy, strategic action taken by City Council and City management, along with commitments of City employees to provide services and control spending.

As with each year, the recommended budget is a statement of priorities for this community. We hire and pay amazingly dedicated and talented staff and provide hundreds of programs to deliver excellent services to our residents. Doing this against a backdrop of continued distress in housing affordability, growing needs for behavioral health care, the record setting commercial office vacancy rates, and inflationary pressures affecting our staff and residents is a challenge. However, as I have often noted, we are a resilient community. We continue to see healthy growth in revenues, and the budget I offer to you for Fiscal Year (FY) 2023-2024 lays out a preliminary blueprint for balancing all these pressures and resources.

The City of College Park is perfectly positioned to grow, but first we need to focus on stabilization. The way to efficiently accomplish that needed stabilization is to restructure our departmental organization so that our entire staff is working in a coordinated effort toward implementing our 5 strategic goals:

- The Local Economy and Growth
- Quality of Life
- Transportation and Mobility
- Public Safety and Security
- Governance and Customer Service

The recommended budget will support that effort in ways that are positive and productive, while ensuring that the city's fiscal health remains a top priority. It is imperative that we provide adequate resources for staff to do their jobs well. This will lead to a better delivery of services for our residents, business owners and other stakeholders.

As we work through the recommended budget, we will also work toward making substantial progress with the Six West development.

What is Next?

Looking back a year ago to the recommendation made for Fiscal Year 2022-2023, we discussed the rebound of revenues from COVID, the permanent shift to a workforce that does much more of its job outside a formal office setting, the pressures of inflation on the wages of staff, and increased commercial office vacancy rates. Twelve months later, many of these same trends continue. We no longer have the infusion of Federal dollars we relied on to bridge ourselves to the other side of the pandemic, and we continue to face profound challenges in affordability and assistance needed in our housing market.

The FY2023-2024 recommended budget continues the transition to a future that looks very different from the world we lived in prior to COVID. While the lower values for commercial office property were masked this year by new construction, we anticipate that over the next several years, this cornerstone of our real estate tax revenue will see diminished values as office owners shed leases and workers and businesses adapt to the new teleworking situation. Our efforts to bring new uses to our commercial spaces continue and the strength of our mixed-use urban corridors where residents live near restaurants and entertainment is a solid foundation to weather the reduction in the Monday to Friday infusion of workers. However, much work remains for us, and we welcome the upcoming conversations with the Board and the community as we review this budget proposal.

Summary of the FY 2023-2024 Budget

The recommended expenditure budget for FY 2023-2024 is \$170,045,548. This represents an increase of \$4,892,600 more than the amended FY 2022-2023 budget of \$165,152,948.

The \$4,892,600 increase is attributed to a number of variables that both increased and reduced the overall budget in some areas:

1. Increases in salaries City-Wide.
2. Funding of 6 new positions.
3. Decrease of \$10 million in capital improvements primarily in the T-SPLOST Fund.

As a result, the FY2023-2024 General Fund recommended budget shows a decrease of 3% in expenses.

In order to fund the increases in the General Fund, revenues such as local option gas tax, franchise fees, inspection fees and property taxes are projected to increase as the economy continues to rebound. The General Fund recommended budget also includes transfers in from the Electric Fund, Hotel/Motel Fund, Car Rental Tax Fund and the FAA Fund.

Expenses

The College Park budget worksheet format has been structured to address the Council’s requests from previous years’ budget meetings. The FY2022 Actual Expenses are presented, 2023 Amended Budget, 2023 Actual Expenses (year to date through June 30, 2023), Percent Used (percentage of 2023 Actual expenses over 2023 Amended Budget), 2024 Department Director Requested, 2024 City Manager Recommended, and Percentage (2024 City Manager Recommended to 2023 Amended Budget). Also, in response to the 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.

Revenues	Amended Budget FY2022-2023	City Mgr Recommended FY2023-2024	Increase (Decrease)
General Fund	\$ 41,099,602	\$ 43,415,824	\$ 2,316,222
Confiscated Drugs	10,000	10,000	-
State Drugs	14,000	14,000	-
E911 Fund	958,414	1,095,419	137,005
TSPLOST Fund	13,409,891	2,760,000	(10,649,891)
MOST	-	750,000	750,000
GICC Special District Fund	642,095	507,170	(134,925)
Hospitality Fund	12,754,683	14,246,902	1,492,219
TAD Tax Allocation	375,000	496,000	121,000
Car Rental Fund	5,325,609	5,462,748	137,139
SPLOST Fund	799,000	332,000	(467,000)
Water and Sewer Fund	9,822,856	10,529,388	706,532
Electric Fund	43,845,855	54,056,375	10,210,520
Golf Course Fund	627,805	726,663	98,858
Sanitation Fund	3,749,340	3,465,388	(283,952)
Convention Center Fund	10,822,558	13,414,760	2,592,202
Gateway Arena	6,436,304	7,460,775	1,024,471
FAA Fund	3,562,746	3,811,891	249,145
BIDA Fund	9,473,078	6,049,837	(3,423,241)
Storm Water Fund	1,424,112	1,440,408	16,296
Total Revenue	\$ 165,152,948	\$ 170,045,548	\$ 4,892,600

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State Drugs	14,000	14,000	-
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Total Expense	\$ 165,152,948	\$ 170,045,548	\$ 4,892,600

Capital Outlay

Overall, the cost of Capital Outlay decreased from \$24,348,015 in the Amended FY 2022-2023 budget to \$13,414,316 in the recommended FY 2023-2024 Budget, a decrease of \$10,933,699.

A comprehensive listing and explanation of these capital improvement items appropriated under All Funds FY 2023-24 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 because these costs in total are usually the most significant 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 Summary by Fund

	Amended Budget FY2022-2023	City Mgr Recommended FY2023-2024	Increase (Decrease)
General Fund	\$ 3,234,980	\$ 2,444,457	\$ (790,523)
State Drug Fund	-	-	-
E911 Services Fund	-	-	-
SPLOST	699,000	250,000	(449,000)
TSPLOST Fund	13,409,891	425,312	(12,984,579)
MOST Fund	-	750,000	750,000
Water/Sewer Fund	300,139	210,000	(90,139)
Electric Fund	4,477,000	6,377,450	1,900,450
Golf Course Fund	9,499	25,000	15,501
Sanitation Fund	531,030	85,000	(446,030)
Convention Center Fund	520,000	1,360,440	840,440
Gateway Arena	84,900	556,500	471,600
FAA Fund	363,690	494,657	130,967
BIDA Fund	250,000	250,000	-
Storm Water Utility Fund	467,886	185,500	(282,386)
Total	\$ 24,348,015	\$ 13,414,316	\$ (10,933,699)

I would like to thank the City staff, especially Director of Accounting and Finance and the Accounting staff, who have put much time and expertise into the development of this recommended budget.

Respectfully,

Jackson Myers

Jackson Myers
Interim City Manager



SUMMARY SCHEDULES AND CHARTS

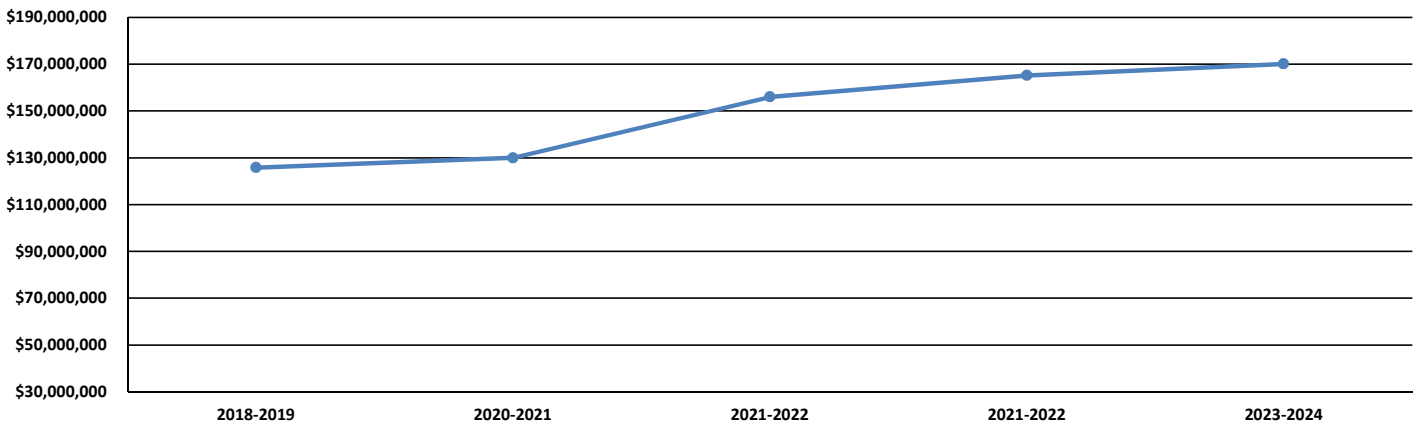
City of College Park, Georgia
CITYWIDE REVENUE SUMMARY

CITYWIDE REVENUE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change
REVENUE SUMMARY	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	from 2022-23
TAX REVENUE	\$ 40,034,943	\$ 36,553,023	\$ 45,357,389	\$ 47,863,851	\$ 52,383,011	9.44%
FEES, LICENSES, PERMITS	3,738,570	3,807,577	4,321,273	4,032,000	4,380,000	8.63%
CHARGES FOR SERVICES	49,511,991	51,436,258	63,980,972	70,506,798	81,379,059	15.42%
FINES & FORFEITURES	676,081	593,239	525,330	629,311	572,500	-9.03%
LEASES & OTHER RENTALS	4,451,053	4,456,800	4,706,769	4,651,289	5,104,309	9.74%
INTERGOVERNMENTAL REVENUE	904,277	1,559,642	4,672,316	800,000	-	-100.00%
OTHER INCOME	2,791,212	5,834,606	6,406,963	4,308,261	4,336,309	0.65%
INTEREST INCOME	463,757	3,214	(43,152)	114,000	58,500	-48.68%
TRANSFERS IN	22,897,675	25,573,928	15,145,679	18,979,586	19,467,112	2.57%
SALES	24,405	51,867	80,432	80,000	95,000	18.75%
BOND PROCEEDS	-	-	10,634,500	-	-	
BUDGET CARRY FORWARD	-	-	-	12,896,852	1,936,748	-84.98%
COMMISSIONS	234,912	38,265	180,649	291,000	333,000	14.43%
TOTAL REVENUE	\$ 125,728,877	\$ 129,908,418	\$ 155,969,119	\$ 165,152,948	\$ 170,045,548	2.96%

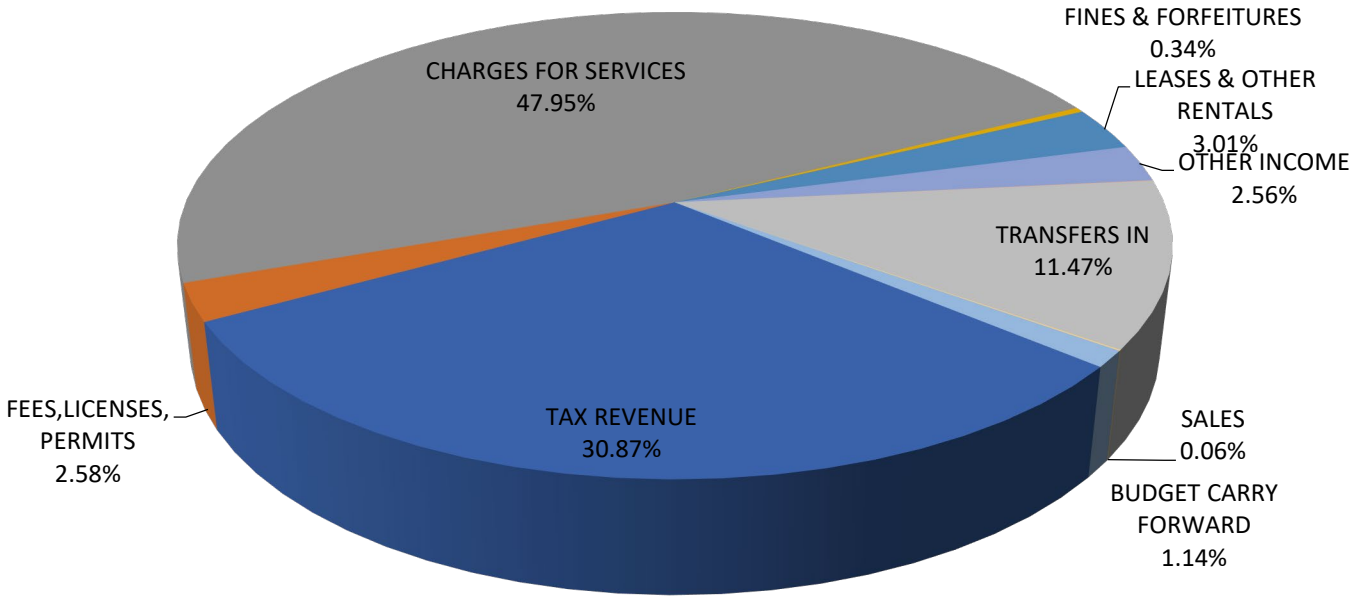
CITYWIDE REVENUE	2018-2019	2020-2021	2021-2022	2021-2022	2023-2024	% Change
FUND SUMMARY	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	from 2022-23
GENERAL FUND	\$ 31,762,070	\$ 31,417,758	\$ 36,976,525	\$ 41,099,602	\$ 43,415,824	5.64%
CONFISCATED DRUGS FUND	22,182	29,466	39,402	10,000	10,000	0.00%
STATE DRUG FUNDS	-	12,327	32,865	14,000	14,000	0.00%
E 911 SERVICES FUND	371,101	885,380	965,400	958,414	1,095,419	14.29%
CDBG FUND	234,843	382,487	763,718	-	-	N/A
AMERICAN RESCUE ACT FUND - ARPA	-	-	2,970,462	-	-	N/A
GRANT FUNDS	333,273	168,223	436,935	-	-	N/A
TSPLOST	2,266,793	2,513,700	13,586,605	13,409,891	2,760,000	-79.42%
MUNICIPAL OPTION SALES TAX - MOST	-	-	-	-	750,000	N/A
GICC SPECIAL DISTRICT TAX	149,438	461,903	523,997	642,095	507,170	-21.01%
HOSPITALITY FUND	10,310,510	9,142,214	13,133,845	12,754,683	14,246,902	11.70%
TAX ALLOCATION DISTRICT	234,020	199,984	367,805	375,000	496,000	32.27%
CAR RENTAL TAX FUND	4,675,896	580,470	3,600,000	5,325,609	5,462,748	2.58%
SPLOST FUND	440,285	280,443	302,506	799,000	332,000	-58.45%
WATER/SEWER FUND	8,437,253	8,933,119	10,044,033	9,822,856	10,529,388	7.19%
ELECTRIC/POWER FUND	29,432,434	39,222,882	42,111,780	43,845,855	54,056,375	23.29%
GOLF COURSE	401,985	462,382	489,763	627,805	726,663	15.75%
SANITATION FUND	2,902,577	3,276,692	3,310,517	3,749,340	3,465,388	-7.57%
CONVENTION CENTER FUND	15,469,318	12,435,892	10,303,706	10,822,558	13,414,760	23.95%
ARENA	8,589,055	6,578,574	5,828,065	6,436,304	7,460,775	15.92%
FEDERAL AVIATION ADMIN	3,324,889	3,450,946	3,523,142	3,562,746	3,811,891	6.99%
BUSINESS IND DEVEL AUTH	5,396,024	8,256,247	5,195,908	9,473,078	6,049,837	-36.14%
STORM WATER UTILITY FUND	974,932	1,217,332	1,462,141	1,424,112	1,440,408	1.14%
TOTAL REVENUE	\$ 125,728,877	\$ 129,908,418	\$ 155,969,119	\$ 165,152,948	\$ 170,045,548	2.96%

History of Revenues

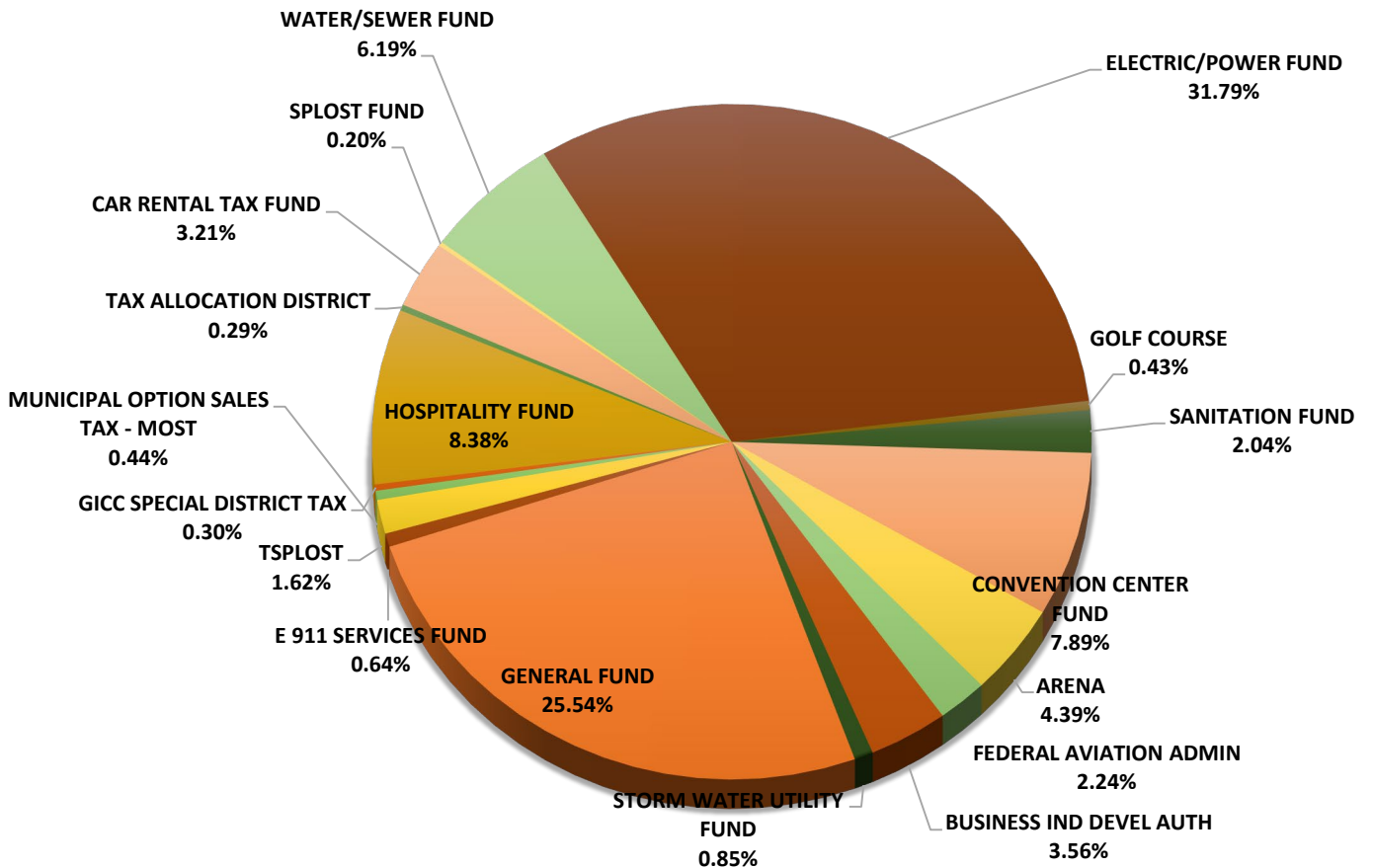
TOTAL CITYWIDE REVENUE



CITYWIDE REVENUE FUND SUMMARY FISCAL YEAR 2023-2024



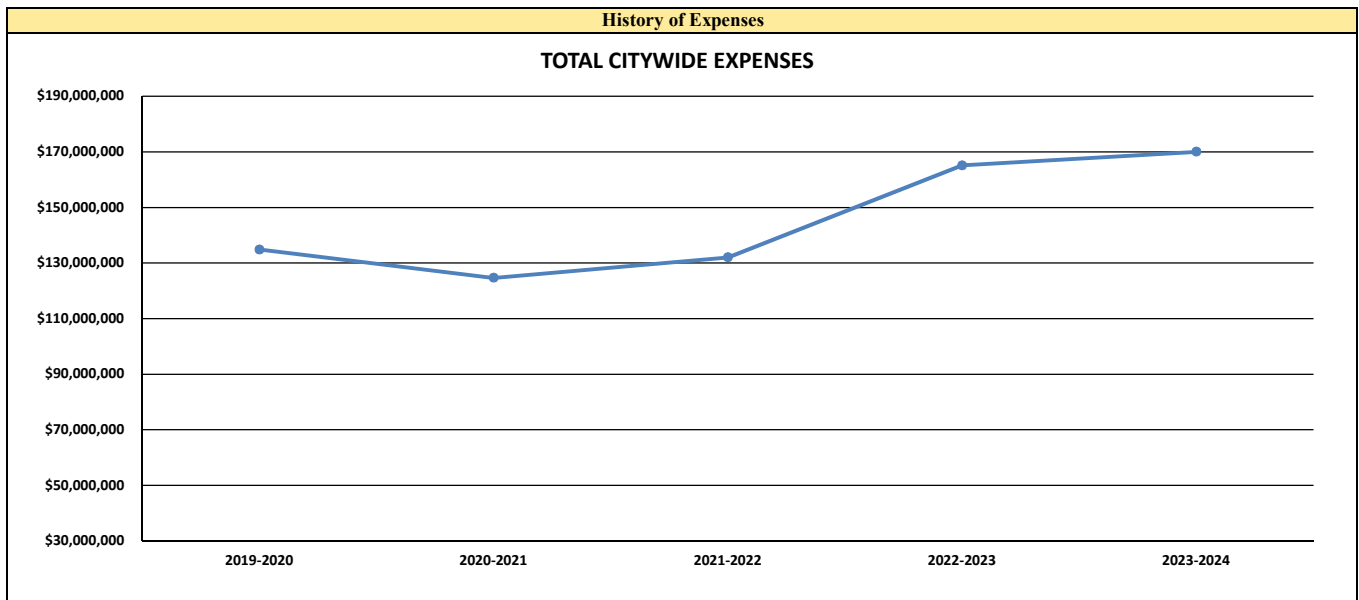
CITYWIDE REVENUE FUND SUMMARY FISCAL YEAR 2023-2024



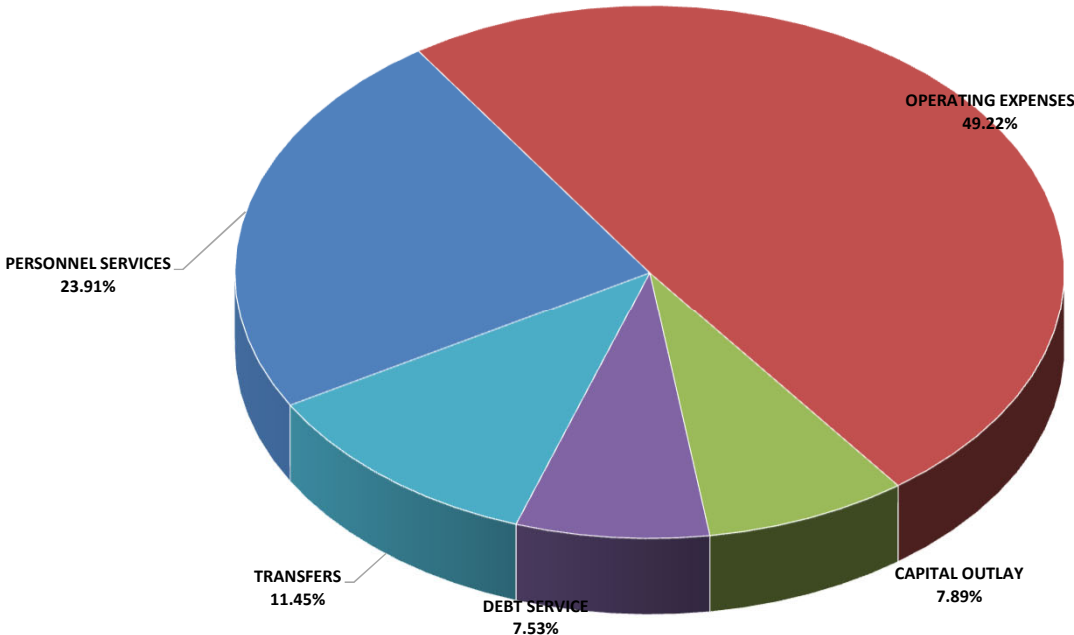
City of College Park, Georgia
CITYWIDE EXPENSE SUMMARY

CITYWIDE EXPENSE CATEGORY SUMMARY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change from 2022-23
	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	
PERSONNEL SERVICES	\$ 31,132,147	\$ 27,406,162	\$ 28,103,204	\$ 37,876,698	\$ 40,661,286	7.35%
OPERATING EXPENSES	71,200,718	64,908,659	78,352,161	75,009,846	83,697,374	11.58%
CAPITAL OUTLAY	3,155,717	692,884	3,242,114	24,348,015	13,414,316	-44.91%
DEBT SERVICE	6,505,625	6,091,602	7,190,109	8,938,803	12,805,460	43.26%
TRANSFERS	22,877,611	25,573,928	15,145,679	18,979,586	19,467,112	2.57%
TOTAL EXPENSES	134,871,818	124,673,235	132,033,267	165,152,948	170,045,548	2.96%

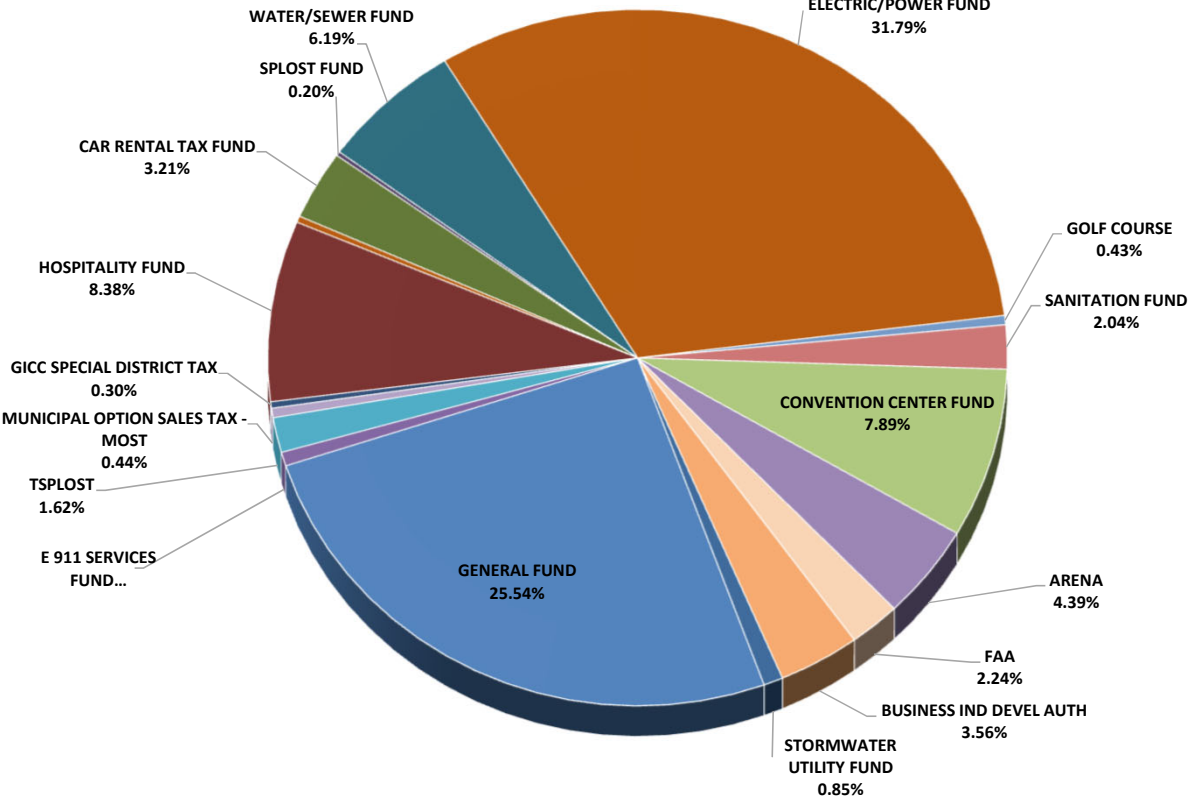
CITYWIDE EXPENSE FUND SUMMARY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change from 2022-23
	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	
GENERAL FUND	\$ 33,510,316	\$ 36,043,684	\$ 30,246,359	\$ 41,099,602	\$ 43,415,824	5.64%
CONFISCATED DRUGS FUND	7,056	2,807	2,125	10,000	10,000	0.00%
STATE DRUG FUNDS	13,813	4,770	8,218	14,000	14,000	0.00%
E 911 SERVICES FUND	864,137	871,769	865,250	958,414	1,095,419	14.29%
CDBG FUND	390,943	266,247	807,122	-	-	0.00%
GRANT FUNDS	284,581	109,281	3,536,154	-	-	0.00%
AMERICAN RESCUE ACT FUND - ARPA	-	-	-	-	-	N/A
TSPLOST	1,928,459	58,700	2,496,123	13,409,891	2,760,000	-79.42%
MUNICIPAL OPTION SALES TAX - MOST	-	-	-	-	750,000	N/A
GICC SPECIAL DISTRICT TAX	121,650	371,650	410,050	642,095	507,170	-21.01%
HOSPITALITY FUND	14,696,252	9,832,849	9,197,602	12,754,683	14,246,902	11.70%
TAD ALLOCATION DISTRICT	1,669	983,881	195,068	375,000	496,000	32.27%
CAR RENTAL TAX FUND	3,592,800	4,278,902	3,564,038	5,325,609	5,462,748	2.58%
SPLOST FUND	66,000	343,745	-	799,000	332,000	-58.45%
WATER/SEWER FUND	9,029,918	9,030,968	9,591,381	9,822,856	10,529,388	7.19%
ELECTRIC/POWER FUND	34,033,599	35,222,080	38,632,636	43,845,855	54,056,375	23.29%
GOLF COURSE	431,309	478,207	530,613	627,805	726,663	15.75%
SANITATION FUND	3,093,555	2,881,730	2,965,435	3,749,340	3,465,388	-7.57%
CONVENTION CENTER FUND	17,298,560	9,191,864	13,292,592	10,822,558	13,414,760	23.95%
ARENA	5,810,112	4,894,135	5,218,606	6,436,304	7,460,775	15.92%
FAA	3,711,635	3,562,246	3,523,179	3,562,746	3,811,891	6.99%
BUSINESS IND DEVEL AUTH	5,429,425	4,329,125	6,160,487	9,473,078	6,049,837	-36.14%
STORMWATER UTILITY FUND	556,229	1,914,596	790,229	1,424,112	1,440,408	1.14%
TOTAL EXPENSES	\$ 134,871,818	\$ 124,673,235	\$ 132,033,267	\$ 165,152,948	\$ 170,045,548	2.96%



**CITYWIDE EXPENSE SUMMARY
 FISCAL YEAR 2023-2024**

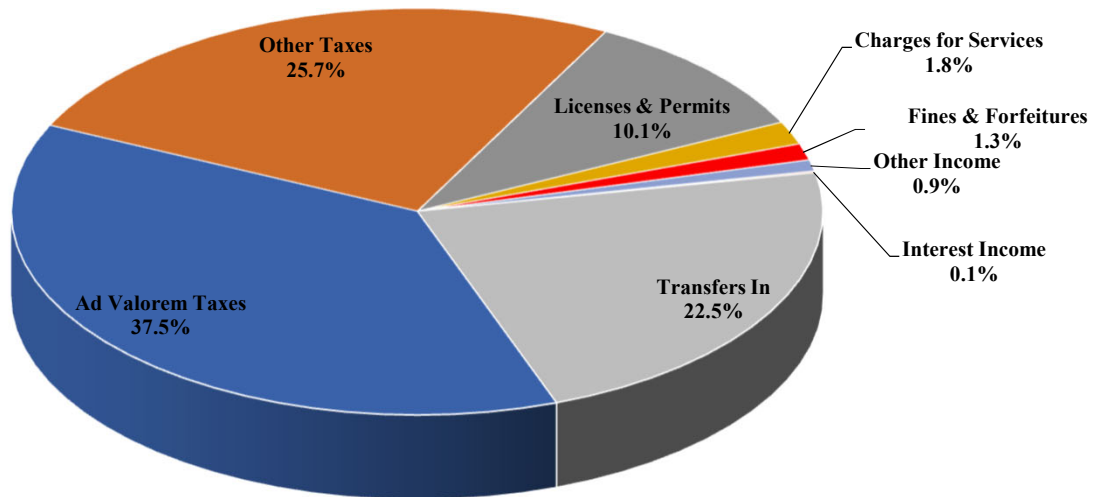


**CITYWIDE EXPENSE FUND SUMMARY
 FISCAL YEAR 2023-2024**



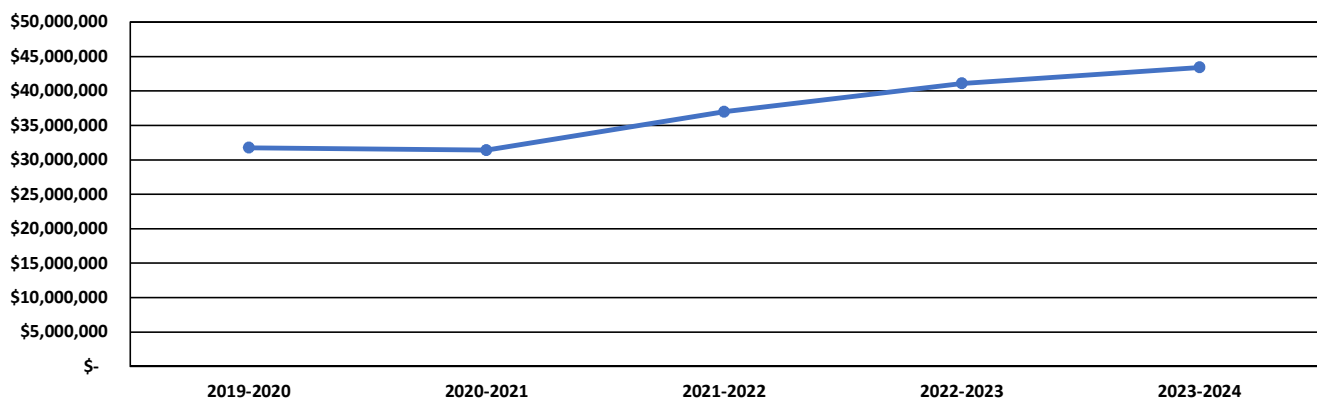
GENERAL FUND REVENUE	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change
REVENUE SUMMARY	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	from 2022-23
Ad Valorem Taxes	\$ 12,674,583	\$ 13,461,834	\$ 13,867,862	\$ 15,743,161	\$ 16,290,956	3.48%
Other Taxes	8,100,415	8,704,779	9,959,308	9,650,873	11,166,148	15.70%
Licenses & Permits	3,738,570	3,807,577	4,321,273	4,032,000	4,380,000	8.63%
Charges for Services	382,510	436,889	761,930	738,000	797,500	8.06%
Fines & Forfeitures	676,081	593,239	525,330	629,311	572,500	-9.03%
Intergovernmental Revenue	68,280	705,943	6,500	-	-	N/A
Other Income	551,733	549,035	1,962,165	404,650	391,150	-3.34%
Interest Income	227,323	1,614	(51,048)	111,000	55,500	-50.00%
Transfers In	5,342,575	3,156,848	5,623,204	9,790,607	9,762,070	-0.29%
Budget Carryforward	-	-	-	-	-	N/A
TOTAL REVENUE	\$ 31,762,070	\$ 31,417,757	\$ 36,976,525	\$ 41,099,602	\$ 43,415,824	5.64%

**GENERAL FUND REVENUE SUMMARY
FISCAL YEAR 2023-2024**



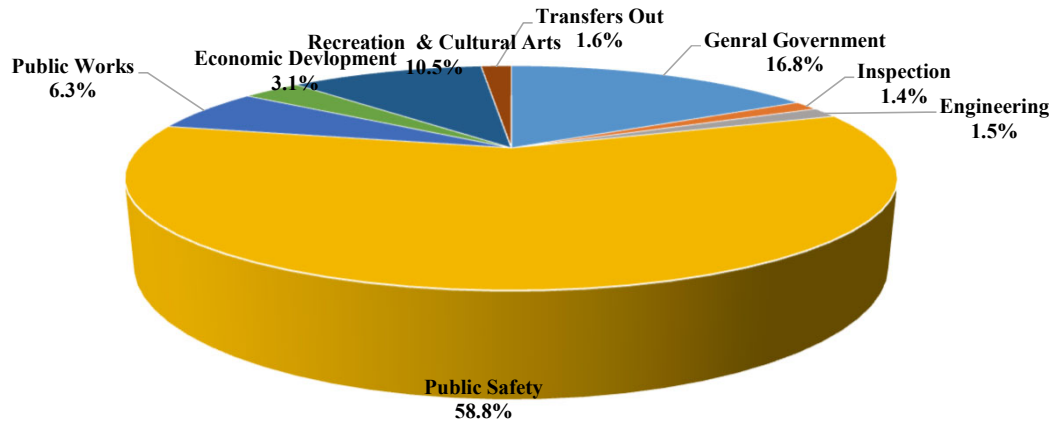
History of Revenues

Total General Fund Revenue



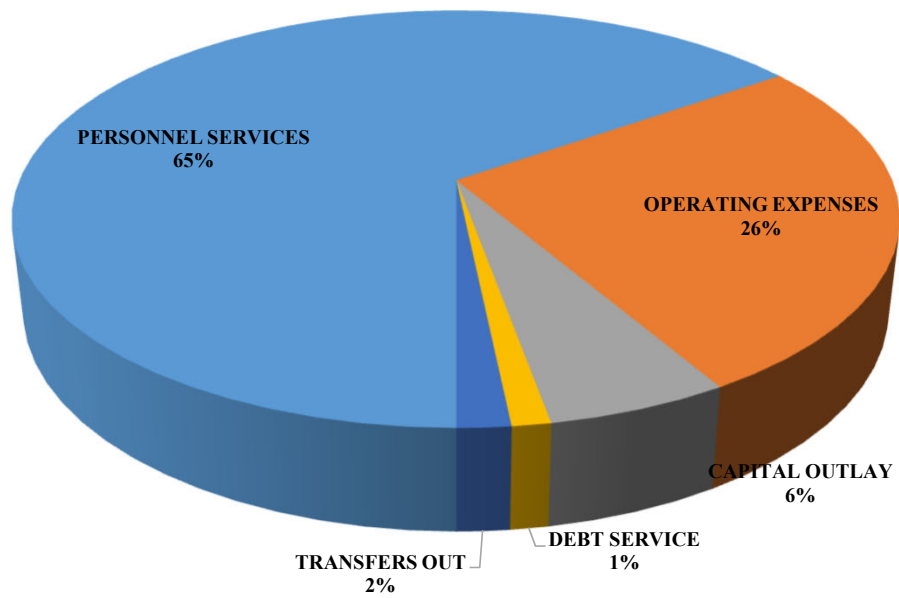
GENERAL FUND SUMMARY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change
BUDGET DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	from 2022-23
PERSONNEL SERVICES	\$ 21,577,449	\$ 19,267,407	\$ 16,738,409	\$ 26,520,535	\$ 28,344,344	6.88%
OPERATING EXPENSES	10,093,898	8,297,000	11,890,813	10,049,546	11,393,647	13.37%
CAPITAL OUTLAY	941,891	406,053	235,386	3,234,980	2,444,457	-24.44%
DEBT SERVICE	487,615	487,615	496,337	488,102	517,957	6.12%
TRANSFERS OUT	409,463	7,585,609	885,414	806,439	715,419	-11.29%
TOTAL EXPENDITURES	\$ 33,510,315	\$ 36,043,684	\$ 30,246,359	\$ 41,099,602	\$ 43,415,824	5.64%

General Fund Expenditure by Function



GENERAL FUND SUMMARY	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	% Change
DEPARTMENT BUDGET	ACTUAL	ACTUAL	ACTUAL	AMENDED	RECOMMENDED	from 2022-23
Legislative	\$ 846,517	\$ 684,684	\$ 844,977	1,080,525	\$ 1,161,144	7.46%
Executive	2,358,868	1,963,690	1,952,600	1,730,407	1,935,073	11.83%
Financial Administration	347,965	340,312	334,223	448,228	505,829	12.85%
Accounting	461,128	387,661	463,199	526,110	560,688	6.57%
Business License	83,505	87,968	84,132	92,138	125,838	36.58%
Purchasing	82,846	84,205	84,671	100,023	106,312	6.29%
Information Technology	1,262,514	1,221,739	1,233,551	1,424,263	1,474,420	3.52%
Human Resources	643,260	570,421	805,439	696,063	894,986	28.58%
Public Information	344,785	300,747	258,575	430,525	486,252	12.94%
Engineering	268,602	252,404	401,081	528,532	642,841	21.63%
Municipal Court	456,437	481,015	509,131	584,000	573,669	-1.77%
Police Administration	2,045,414	1,802,371	2,333,535	2,652,651	2,996,448	12.96%
Police Investigations	1,076,624	1,171,839	1,365,202	1,442,140	1,471,200	2.02%
Police Patrol	8,119,910	7,169,106	5,315,499	10,053,099	9,892,650	-1.60%
Corrections	440,601	398,014	367,307	500,498	533,530	6.60%
Fire Administration	653,745	690,138	633,258	1,143,013	1,023,184	-10.48%
Fire Suppression	6,559,445	5,497,526	4,750,881	7,714,023	8,660,402	12.27%
Emergency Medical Service	273,950	225,735	211,567	797,860	398,288	-50.08%
Public Works Administration	72,949	61,038	69,312	83,448	105,015	25.84%
Highways & Streets	843,534	668,157	866,380	1,109,087	978,176	-11.80%
Building & Grounds	1,065,756	921,149	1,181,214	1,582,297	1,638,111	3.53%
Recreational Administration	304,530	381,586	473,048	434,097	596,137	37.33%
Recreation Programs	1,912,573	1,214,099	1,705,155	1,946,298	2,211,759	13.64%
Recreation Facilities	1,318,425	868,913	1,302,551	1,374,593	1,737,241	26.38%
Parks	158,776	100,645	-	-	-	N/A
Inspections	439,964	330,253	795,318	569,192	592,530	4.10%
Economic Development	314,941	317,422	459,521	733,285	1,145,948	56.28%
Main Street Development	160,651	140,354	146,743	217,944	211,559	-2.93%
Multi Departmental	182,637	124,884	412,878	298,824	41,175	-86.22%
Transfers Out	409,463	7,585,609	885,414	806,439	715,419	-11.29%
TOTAL EXPENDITURES	\$ 33,510,315	\$ 36,043,684	\$ 30,246,359	\$ 41,099,602	\$ 43,415,824	5.64%

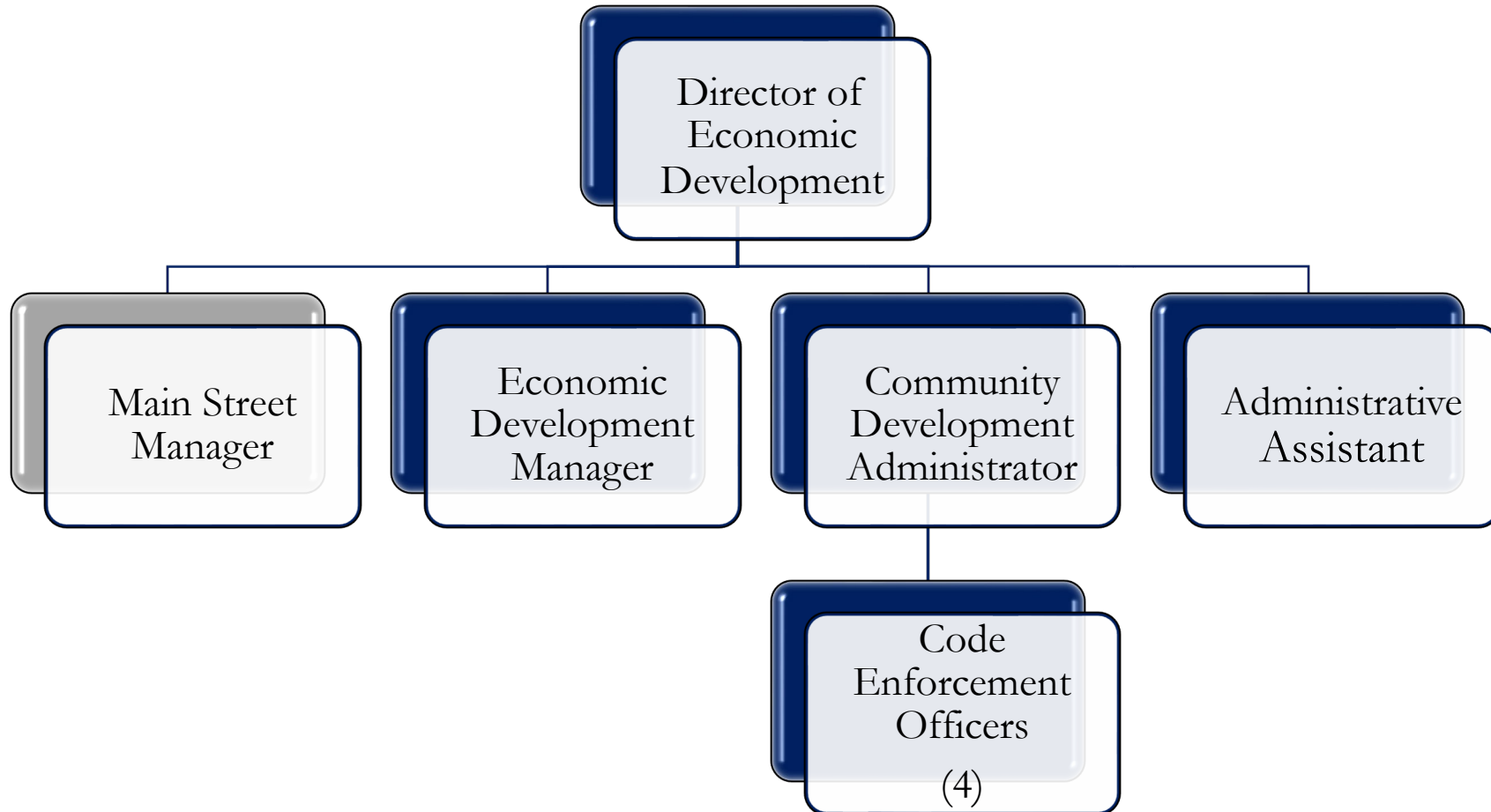
**GENERAL FUND EXPENDITURE SUMMARY
BY CATEGORY**





ECONOMIC DEVELOPMENT

Economic Development Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7520 - Economic Development								
<i>Personnel Services</i>								
51 5010	Salary/Operating	257,383.02	450,387.00	331,341.26	74	537,956.00	537,956.00	19
51 5020	Salary/Overtime	.00	.00	1,285.27		.00	.00	
51 5030	Salary/Partime	297.54	.00	873.15		.00	.00	
51 5040	Employee Utility Credit	3,067.75	7,200.00	1,288.09	18	4,800.00	4,800.00	(33)
51 5190	Medicare	3,115.16	6,531.00	4,118.45	63	7,800.00	7,800.00	19
51 5200	Fica	600.78	.00	10.54		.00	.00	
<i>Personnel Services Totals</i>		\$264,464.25	\$464,118.00	\$338,916.76	73%	\$550,556.00	\$550,556.00	19%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	44,613.98	97,388.00	63,038.75	65	116,718.00	116,718.00	20
51 5161	Life Insurance	105.90	562.00	48.57	9	522.00	522.00	(7)
51 5163	ST Disability Insurance	363.41	226.00	421.13	186	109.00	109.00	(52)
51 5164	LT Disability Insurance	410.39	506.00	279.25	55	389.00	389.00	(23)
51 5165	Health Insurance	33,799.84	63,620.00	44,886.57	71	67,614.00	67,614.00	6
51 5166	Dental Insurance	1,118.90	1,490.00	1,183.19	79	1,489.00	1,489.00	
51 5180	Uniforms	.00	1,000.00	500.00	50	3,000.00	1,200.00	20
<i>Employee Benefits Totals</i>		\$80,412.42	\$164,792.00	\$110,357.46	67%	\$189,841.00	\$188,041.00	14%
<i>New Personnel Costs</i>								
51 5213	Material/Supplies New Per	.00	1,000.00	.00		.00	.00	(100)
54 5215	Vehicles/New Personnel	21,835.00	.00	.00		44,000.00	.00	
<i>New Personnel Costs Totals</i>		\$21,835.00	\$1,000.00	\$0.00	0%	\$44,000.00	\$0.00	(100%)
<i>Communications & Util.</i>								
52 5240	Telephone	9,805.71	7,040.00	5,880.15	84	7,080.00	11,184.00	59
52 5260	Heat & Power	3,104.19	2,922.00	2,336.43	80	3,132.00	3,204.00	10
52 5270	Water	212.01	92.00	102.58	112	108.00	216.00	135
52 5280	Other Communication/Util	1,072.70	1,418.00	236.96	17	1,843.00	325.00	(77)
<i>Communications & Util. Totals</i>		\$14,194.61	\$11,472.00	\$8,556.12	75%	\$12,163.00	\$14,929.00	30%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	.00	.00	2,385.01		4,200.00	8,280.00	
52 5710	R&M Furn. & Equip.	.00	1,000.00	.00		.00	.00	(100)
52 5730	R&M - D/P Equipment	4,181.33	4,726.00	4,176.15	88	41,112.00	41,348.00	775
52 5780	Grounds	.00	3,600.00	3,750.00	104	5,000.00	5,000.00	39
<i>Repair & Maintenance Totals</i>		\$4,181.33	\$9,326.00	\$10,311.16	111%	\$50,312.00	\$54,628.00	486%



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7520 - Economic Development								
<i>Training & Education</i>								
52 6200	Training	5,998.75	11,550.00	10,522.00	91	24,850.00	21,650.00	87
52 6210	Dues	1,018.00	3,798.00	800.00	21	1,372.00	1,372.00	(64)
52 6220	Subscription/Publications	10,864.52	5,228.00	7,424.58	142	5,650.00	5,650.00	8
52 6230	Conventions/Meetings	14,644.24	9,700.00	2,592.19	27	8,200.00	6,200.00	(36)
52 6231	Sales & Marketing/Meeting	120.00	.00	.00		.00	.00	
<i>Training & Education Totals</i>		\$32,645.51	\$30,276.00	\$21,338.77	70%	\$40,072.00	\$34,872.00	15%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	500.00	119.19	24	.00	.00	(100)
52 5530	Municipal Planning	6,261.83	.00	.00		40,000.00	.00	
52 6000	Advertising Expense	.00	4,000.00	391.44	10	4,500.00	4,500.00	13
52 6061	Multi Family Inspection Expense	.00	.00	.00		9,600.00	4,800.00	
52 6110	Other Insurance	4,545.35	4,401.00	7,935.17	180	9,090.00	9,090.00	107
52 6130	Miscellaneous Services	8,681.77	14,900.00	5,376.18	36	55,000.00	15,000.00	1
52 6240	Auto Allowance	9,300.00	9,000.00	5,084.16	56	750.00	7,200.00	(20)
52 6560	Workers Comp/Administrati	622.39	.00	1,843.33		752.00	752.00	
<i>Other Services & Charges Totals</i>		\$29,411.34	\$32,801.00	\$20,749.47	63%	\$119,692.00	\$41,342.00	26%
<i>Materials & Supplies</i>								
52 7300	Postage	213.23	1,000.00	435.20	44	1,000.00	1,000.00	
52 7320	Stationery & Printing	54.50	2,500.00	2,824.21	113	4,000.00	2,500.00	
52 7330	Copy Expense	.00	.00	.00		4,680.00	4,680.00	
53 7000	Gas & Oil	.00	.00	.00		3,600.00	3,600.00	
53 7050	Medical Services/Supplies	83.50	.00	83.50		500.00	500.00	
53 7121	Computer Hardware	.00	1,700.00	5,408.52	318	1,000.00	1,000.00	(41)
53 7150	Other Operating Supplies	1,334.87	800.00	94.05	12	800.00	800.00	
53 7310	Office Supplies	8,881.64	3,500.00	3,232.55	92	3,000.00	3,000.00	(14)
53 7360	Other Admin. Supplies	1,808.34	10,000.00	186.38	2	10,000.00	2,500.00	(75)
<i>Materials & Supplies Totals</i>		\$12,376.08	\$19,500.00	\$12,264.41	63%	\$28,580.00	\$19,580.00	0%
<i>Capital Outlay</i>								
54 7500	Land	.00	.00	.00		220,000.00	220,000.00	
54 7590	Vehicles - Replace	.00	.00	.00		.00	22,000.00	
54 7620	Office Equipment-Replace	.00	.00	.00		300.00	.00	



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund	100 - GENERAL FUND							
	EXPENSE							
	Department 7520 - Economic Development							
	Capital Outlay							
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	+++	\$220,300.00	\$242,000.00	+++
Department	7520 - Economic Development Totals	\$459,520.54	\$733,285.00	\$522,494.15	71%	\$1,255,516.00	\$1,145,948.00	56%
	EXPENSE TOTALS	\$459,520.54	\$733,285.00	\$522,494.15	71%	\$1,255,516.00	\$1,145,948.00	56%
Fund	100 - GENERAL FUND Totals	\$459,520.54	\$733,285.00	\$522,494.15	71%	\$1,255,516.00	\$1,145,948.00	56%
	EXPENSE TOTALS	\$459,520.54	\$733,285.00	\$522,494.15	71%	\$1,255,516.00	\$1,145,948.00	56%
Fund	100 - GENERAL FUND Totals	(\$459,520.54)	(\$733,285.00)	(\$522,494.15)	71%	(\$1,255,516.00)	(\$1,145,948.00)	56%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$459,520.54	\$733,285.00	\$522,494.15	71%	\$1,255,516.00	\$1,145,948.00	56%
	Net Grand Totals	(\$459,520.54)	(\$733,285.00)	(\$522,494.15)	71%	(\$1,255,516.00)	(\$1,145,948.00)	56%



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 7520 - Economic Development				
Account 52 5240 - Telephone				
100 7520 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 7520 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 7520 52 5240	Verizon Data	12.0000	38.00	456.00
100 7520 52 5240	Verizon Wireless	12.0000	281.00	3,372.00
100 7520 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	340.00	4,080.00
Account 52 5240 - Telephone Totals		Transactions	5	<u>\$11,184.00</u>
Account 52 5260 - Heat & Power				
100 7520 52 5260	Based on Monthly Average	12.0000	267.00	3,204.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$3,204.00</u>
Account 52 5270 - Water				
100 7520 52 5270	Based on Monthly Average	12.0000	18.00	216.00
Account 52 5270 - Water Totals		Transactions	1	<u>\$216.00</u>
Account 52 5280 - Other Communication/Util				
100 7520 52 5280	Sanitation & Stormwater	1.0000	325.00	325.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$325.00</u>
Account 52 5700 - R&M - Vehicles				
100 7520 52 5700	Moody's Allocation	12.0000	690.00	8,280.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	1	<u>\$8,280.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 7520 52 5730	DocuSign	1.0000	2,601.00	2,601.00
100 7520 52 5730	Email License	1.0000	738.00	738.00
100 7520 52 5730	Mimecast	1.0000	723.00	723.00
100 7520 52 5730	Quantum	12.0000	53.00	636.00
100 7520 52 5730	Sage Gov	1.0000	26,101.00	26,101.00
100 7520 52 5730	Tyler NW	1.0000	10,549.00	10,549.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	6	<u>\$41,348.00</u>
Account 52 5780 - Grounds				
100 7520 52 5780	Property Maintenance	1.0000	5,000.00	5,000.00
Account 52 5780 - Grounds Totals		Transactions	1	<u>\$5,000.00</u>
Account 52 6000 - Advertising Expense				
100 7520 52 6000	Business Promotions	1.0000	1,000.00	1,000.00
100 7520 52 6000	Comm Dev Marketing Swag	1.0000	1,000.00	1,000.00
100 7520 52 6000	Community Outreach & Education	1.0000	2,500.00	2,500.00
Account 52 6000 - Advertising Expense Totals		Transactions	3	<u>\$4,500.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 7520 - Economic Development				
Account 52 6061 - Multi Family Inspection Expense				
100 7520 52 6061	Third Party Inspections	2.0000	2,400.00	4,800.00
		Transactions	1	<u>4,800.00</u>
		Account 52 6061 - Multi Family Inspection Expense Totals		
Account 52 6110 - Other Insurance				
100 7520 52 6110	APEX EPLI Policy	1.0000	2,288.00	2,288.00
100 7520 52 6110	APEX General Liability	1.0000	6,802.00	6,802.00
		Transactions	2	<u>\$9,090.00</u>
		Account 52 6110 - Other Insurance Totals		
Account 52 6130 - Miscellaneous Services				
100 7520 52 6130	Old National Arts	1.0000	10,000.00	10,000.00
100 7520 52 6130	Southside Facade and /fire Suppression Improvement Grant	2.0000	2,500.00	5,000.00
		Transactions	2	<u>\$15,000.00</u>
		Account 52 6130 - Miscellaneous Services Totals		
Account 52 6200 - Training				
100 7520 52 6200	DEI Certification	1.0000	500.00	500.00
100 7520 52 6200	GACE Spring and Fall Conference	10.0000	1,625.00	16,250.00
100 7520 52 6200	ICC IPMC Training	2.0000	200.00	400.00
100 7520 52 6200	IEDC	1.0000	1,500.00	1,500.00
100 7520 52 6200	Program Management Training	1.0000	1,500.00	1,500.00
100 7520 52 6200	ULI	1.0000	1,500.00	1,500.00
		Transactions	6	<u>\$21,650.00</u>
		Account 52 6200 - Training Totals		
Account 52 6210 - Dues				
100 7520 52 6210	GA Assoc of Code Enforcement	6.0000	62.00	372.00
100 7520 52 6210	Old National Merchants Assoc	1.0000	1,000.00	1,000.00
		Transactions	2	<u>\$1,372.00</u>
		Account 52 6210 - Dues Totals		
Account 52 6220 - Subscription/Publications				
100 7520 52 6220	Abode Acrobat Pro DC	1.0000	300.00	300.00
100 7520 52 6220	AJC	1.0000	160.00	160.00
100 7520 52 6220	ATL Biz Chronicle Digital	1.0000	140.00	140.00
100 7520 52 6220	Drop Box	2.0000	100.00	200.00
100 7520 52 6220	LexisNexis	12.0000	310.00	3,720.00
100 7520 52 6220	ULI Memberships	2.0000	265.00	530.00
100 7520 52 6220	Zoom	1.0000	600.00	600.00
		Transactions	7	<u>\$5,650.00</u>
		Account 52 6220 - Subscription/Publications Totals		
Account 52 6230 - Conventions/Meetings				
100 7520 52 6230	Dept Annual Outing	1.0000	1,200.00	1,200.00
100 7520 52 6230	ICSC Regional Conference	3.0000	500.00	1,500.00
100 7520 52 6230	IEDC Annual	1.0000	1,500.00	1,500.00
100 7520 52 6230	Small Business Development	4.0000	250.00	1,000.00



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7520 - Economic Development			
Account	52 6230 - Conventions/Meetings			
100 7520 52 6230	Team Meetings/Building	1.0000	1,000.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	5	\$6,200.00
Account	52 6240 - Auto Allowance			
100 7520 52 6240	Development Director Auto Allowance	12.0000	400.00	4,800.00
100 7520 52 6240	Project Manager	12.0000	200.00	2,400.00
	Account 52 6240 - Auto Allowance Totals	Transactions	2	\$7,200.00
Account	52 6560 - Workers Comp/Administrati			
100 7520 52 6560	NFP	1.0000	752.00	752.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$752.00
Account	52 7320 - Stationery & Printing			
100 7520 52 7320	Business Cards	6.0000	50.00	300.00
100 7520 52 7320	Code Compliance Standard Docs	1.0000	1,500.00	1,500.00
100 7520 52 7320	Copy Paper	1.0000	500.00	500.00
100 7520 52 7320	Portfolio Materials	1.0000	200.00	200.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	4	\$2,500.00
Account	52 7330 - Copy Expense			
100 7520 52 7330	Toshiba Printer	12.0000	390.00	4,680.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	\$4,680.00
Account	53 7360 - Other Admin. Supplies			
100 7520 53 7360	Supplies	1.0000	2,500.00	2,500.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	\$2,500.00
Account	54 7500 - Land			
100 7520 54 7500	Flint Headwaters Property Acquisition - Hotel/Motel Funding	1.0000	220,000.00	220,000.00
	Account 54 7500 - Land Totals	Transactions	1	\$220,000.00
Account	54 7590 - Vehicles - Replace			
100 7520 54 7590	Vehicle Replacement - 2008 Explorer Hotel/Motel Funding	1.0000	22,000.00	22,000.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	1	\$22,000.00
	Department 7520 - Economic Development Totals	Transactions	55	\$397,451.00
	Fund 100 - GENERAL FUND Totals	Transactions	55	\$397,451.00
	EXPENSES Totals	Transactions	55	\$397,451.00
	Grand Totals	Transactions	55	\$397,451.00

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Economic Development -7520

Fund: 100

Number of Requested	Position	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				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,114 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

N/A

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 2018-19

Fund: 100	Department and Number: Economic Development 7520	
<p style="text-align: center;">New X Replacement for Vehicle/Equipment No. 872</p>		<p>Priority: Urgent</p>
<p>Vehicle Type</p>	<p>Sedan 2 Door</p> <p>Sedan 4 Door</p> <p>Cruiser</p> <p>Station Wagon</p> <p>Van</p> <p>1/2 ton Truck</p> <p>3/4 ton Truck</p> <p>Sanitation Front Loader</p> <p>Sanitation Rear Loader</p> <p>X Other SUV</p>	<p>Information on Vehicle/Equipment Being Replaced</p> <p>Age of Vehicle/Equipment Being Replaced <u>16 yrs</u></p> <p>Units of Use to Date (hours, miles, etc.)</p> <p>Total Operating/Maintenance Costs to Date</p> <p>Actual FYE 2023-24 Maintenance Cost</p> <p>Actual FYE 2023-24 Operating Cost</p> <p>Estimated FYE 2023-24 Maintenance Cost</p> <p>Estimated FYE 2023-24 Operating Cost</p>
<p>List of Special Features, Not Standard:</p> <p>Electric</p>		<p>Specific Description & Condition of Item Being Replaced including VIN# 1FMEU63EX8UA53602</p> <p>Overly used</p>
<p>Justification/Description:</p> <p>Vehicle 872 is aged and unable to easily receive parts. Vehicle is stalling while driven creating safety concerns for staff.</p>		<p>Recommended Disposition of Replaced Item:</p> <p>Sell by Sealed Bid</p> <p>Sell at Auction</p> <p>Retain as Backup</p> <p>Dismantle and Use for Parts</p> <p>Junk</p> <p>Other</p>
<p>Purchase Option New Vehicle/Equipment</p> <p>\$22,000</p>	<p>Purchase Price</p> <p>Estimated Useful Life</p> <p>Estimated Use During 2023-24</p> <p>Estimated Operating Cost During 2023-24</p>	<p>Rental Option New Vehicle/Equipment</p> <p>Rental/Lease Cost per Year</p> <p>Estimated Length of Rental/Lease</p> <p>Estimated Use During 2023-24</p> <p>Estimated Operating Cost During 2023-24</p>

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

Dept: Main Street Fuel Type:

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year	Curr Year	Hours	Tag #							
							Mileage	Mileage									
870	2019	Ford	F150XL	1FTEX1CB5KKD50395			11239.5			GV7612M							
873	2014	Ford	F150XL	1FTMF1CM6EFC97087			46062.9			GV6470E							
872	2007	Ford	Explorer	1FMEU63EX8UA53602						GV19223							

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 2023-2024

Department: Economic Development

Department Number:

Account Number	Description/Justification	Suggested Funding Source	2023-24			
			2023-24	2024-25	2025-26	2026-27
54 7500	Flint Headwaters Property Acquisition	Hotel/Motel	\$220,000			
54 7590	Vehicle Replacement	Hotel/Motel	\$22,000			
Totals			\$242,000	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: Economic Development

Fund: 100

Division: Code Compliance

Department Number: 7520

Item/Project Name: 2008 Explorer

Item/Project Manager: T. Hall-Garrison

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. The 2008 Explorer needs to be replaced due to safety on road. Vehicle is stalling while being driven, and has hard to order parts.

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 \$22,000

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Economic Development

Project Name or Title:

Replace 2008 Explorer

Project Description: Replace 2008 Explorer

Project Justification and Impact: 2008 Explorer is stalling while driven, creating a safety concern for staff and motorist. Code Compliance is seeking to replace this vehicle.

Project Costs: \$ 22,000

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source: Hotel/Motel Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: Economic Development

Fund: 100

Division: Code Compliance

Department Number: 7520

Item/Project Name: Flint Headwaters Nature Preserve

Item/Project Manager: Tasha Hall-Garrison

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project: City to purchase 7.47 acres of property from MARTA to be developed into Flint Headwaters Nature Preserve.

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 99+ years

Estimated Cost \$220,000

Less: Trade-In

Net Cost \$220,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Property Appraisal

purchased by MARTA

\$220,000

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Economic Development

Project Name or Title:

Finding the Flint Headwaters Preserve

Project Description:

The City of College Park to purchase 7.47 acres of property from MARTA for the development of the city's first nature preserve.

Project Justification and Impact:

Property purchase will allow city to seek additional private and public funding to be utilized towards the park's development and improve water quality at Hartsfield-Jackson and beyond into Middle GA.

Project Costs: \$220,000

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$220,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000

Useful Life:

99 years +

Estimated Cost Beyond Five Year Program: Dependent of grant support

Funding Source: Hotel/Motel Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Economic Development Department & BIDA

Program Description:

The Economic Development program is responsible for enhancing the economic well-being and quality of life of the community by providing quality, useful information and responsive, effective services to targeted employers and industries, and attracting revenue and employment generators to the City of College Park.

Trends:

The key indicators of performance for Economic Development are the number of jobs created by recruited companies, City of College Park properties sold, new residential and commercial development.

Program Broad Goals:

Support business retention and small business development in order to provide sustainable employment opportunities throughout the city, while expanding and maintaining tax revenue generators, such as hotel/motel tax. Provide high quality, accessible market information on the City of College Park to those seeking to develop or locate business in the city.

Economic Development Department Core Program Areas include the following:

- Business Attraction
- Business Retention & Expansion
- Redevelopment
- Small Business Development
- Community Development

Program 23/24 Objectives:

Economic Development will target attainable housing developers, retail, hospitality and tourism in our recruitment efforts. We will build and maintain relationships with local businesses to leverage the existing business leadership in attraction efforts and to improve communications between government and private sector leaders. We will establish and implement redevelopment strategies and incentives in order to sustain economic vitality, improve the city's image, and promote quality architectural design. We will support small businesses and entrepreneurial activity by encouraging small business mentoring and outreach efforts.

Performance Measures

Program/Service Outcomes: (based on program objectives)

	Estimated 23/24
Hotel/Motel Avg Occupancy Rate	75%
# Existing Business Visits	5
New Business License Issued	25
Ribbon Cutting Ceremonies	12

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Prior Year Highlights:

- During 2018-2019, Economic Development focused on the development of the Airport City, a 400 acre master planned mixed- use development that will include residential Class A office, retail, hospitality, and entertainment venues.
- Development of 50K sqft Class A office building at the Gateway Center.
- Development of a new Marriott AC Hotel at the Gateway Center that is part of a new mixed use development at the Gateway Center. This new development will include Class A office, a full service hotel with restaurant and retail.
- The Arena @ Gateway Center started construction of a new 100Ksqft multipurpose facility that will serve as the home court of the Atlanta Hawks G League Team. This facility will also house concerts, collegiate events, convocations, plays and other noteworthy events.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

Department and Number: **Economic Development / 7520**

Department Submitting Request:

Division Submitting Request:

Requested for Department:

Prepared By:

Description of Item:

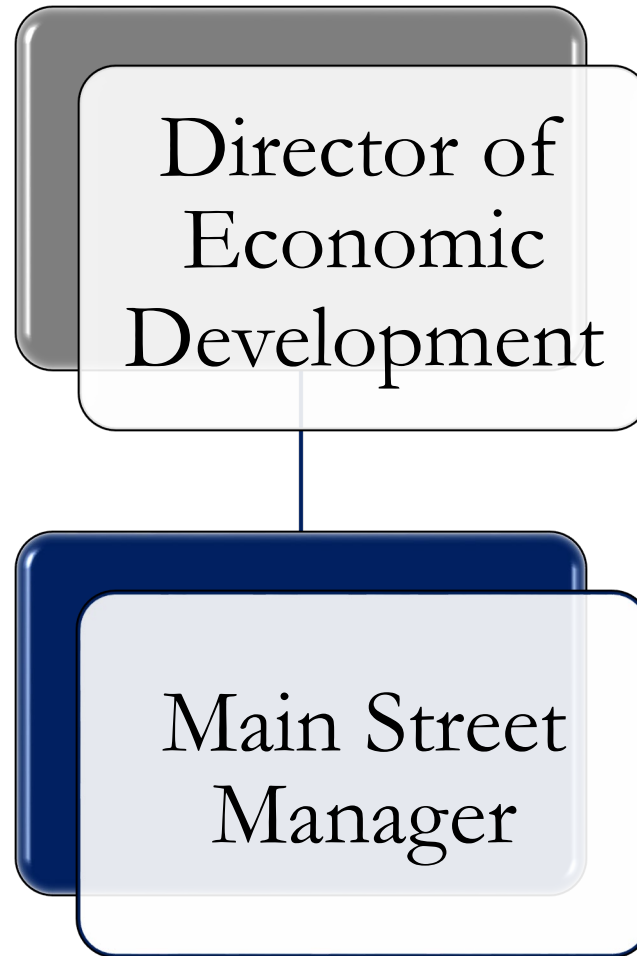
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



MAIN STREET

Main Street Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7550 - Main Street Development								
<i>Personnel Services</i>								
51 5010	Salary/Operating	57,853.38	68,570.00	39,310.33	57	78,750.00	78,750.00	15
51 5030	Salary/Partime	227.83	.00	.00		.00	.00	
51 5190	Medicare	802.64	994.00	562.89	57	1,142.00	1,142.00	15
<i>Personnel Services Totals</i>		\$58,883.85	\$69,564.00	\$39,873.22	57%	\$79,892.00	\$79,892.00	15%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	11,237.38	16,450.00	9,202.44	56	19,325.00	19,325.00	17
51 5161	Life Insurance	19.14	50.00	.00		50.00	50.00	
51 5163	ST Disability Insurance	101.20	80.00	65.65	82	80.00	80.00	
51 5164	LT Disability Insurance	110.22	150.00	79.17	53	150.00	150.00	
51 5165	Health Insurance	.00	.00	4,263.74		.00	.00	
51 5166	Dental Insurance	163.46	193.00	141.96	74	193.00	193.00	
<i>Employee Benefits Totals</i>		\$11,631.40	\$16,923.00	\$13,752.96	81%	\$19,798.00	\$19,798.00	17%
<i>Communications & Util.</i>								
52 5240	Telephone	6,404.84	5,141.00	2,455.59	48	4,308.00	3,654.00	(29)
52 5260	Heat & Power	1,571.57	1,757.00	.00		1,884.00	1,620.00	(8)
52 5270	Water	406.79	1,508.00	.00		1,620.00	420.00	(72)
52 5280	Other Communication/Util	.00	632.00	.00		822.00	822.00	30
<i>Communications & Util. Totals</i>		\$8,383.20	\$9,038.00	\$2,455.59	27%	\$8,634.00	\$6,516.00	(28%)
<i>Repair & Maintenance</i>								
52 5730	R&M - D/P Equipment	94.82	284.00	622.88	219	338.00	338.00	19
<i>Repair & Maintenance Totals</i>		\$94.82	\$284.00	\$622.88	219%	\$338.00	\$338.00	19%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	2,223.75	1,632.00	152.76	9	4,000.00	4,000.00	145
<i>Building Maintenance Totals</i>		\$2,223.75	\$1,632.00	\$152.76	9%	\$4,000.00	\$4,000.00	145%
<i>Training & Education</i>								
52 6200	Training	2,804.88	8,700.00	1,536.72	18	8,700.00	7,300.00	(16)
52 6210	Dues	550.00	.00	300.00		.00	.00	
52 6220	Subscription/Publications	119.88	250.00	98.86	40	350.00	350.00	40
52 6230	Conventions/Meetings	2,625.92	1,700.00	1,530.77	90	2,700.00	2,700.00	59
<i>Training & Education Totals</i>		\$6,100.68	\$10,650.00	\$3,466.35	33%	\$11,750.00	\$10,350.00	(3%)
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	84.03	300.00	.00		.00	.00	(100)
52 6000	Advertising Expense	1,500.00	16,150.00	1,375.00	9	16,150.00	5,100.00	(68)



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7550 - Main Street Development								
<i>Other Services & Charges</i>								
52 6110	Other Insurance	1,402.66	1,467.00	1,407.99	96	1,614.00	1,614.00	10
52 6170	Contractual Services	40,378.80	67,569.00	15,192.35	22	113,568.00	65,200.00	(4)
52 6193	City Wide Events	7,613.33	16,750.00	1,188.64	7	26,750.00	13,750.00	(18)
52 6560	Workers Comp/Administrati	207.46	267.00	230.42	86	251.00	251.00	(6)
<i>Other Services & Charges Totals</i>		<u>\$51,186.28</u>	<u>\$102,503.00</u>	<u>\$19,394.40</u>	<u>19%</u>	<u>\$158,333.00</u>	<u>\$85,915.00</u>	<u>(16%)</u>
<i>Materials & Supplies</i>								
52 7300	Postage	111.85	150.00	.00		150.00	150.00	
52 7320	Stationery & Printing	1,962.95	4,000.00	35.30	1	4,000.00	2,500.00	(38)
53 7121	Computer Hardware	82.42	.00	.00		.00	.00	
53 7122	Computer Supplies	819.50	2,000.00	37.49	2	2,000.00	500.00	(75)
53 7310	Office Supplies	1,013.07	800.00	1,541.21	193	1,200.00	1,200.00	50
53 7360	Other Admin. Supplies	715.02	400.00	88.92	22	400.00	400.00	
<i>Materials & Supplies Totals</i>		<u>\$4,704.81</u>	<u>\$7,350.00</u>	<u>\$1,702.92</u>	<u>23%</u>	<u>\$7,750.00</u>	<u>\$4,750.00</u>	<u>(35%)</u>
Department 7550 - Main Street Development Totals		<u>\$143,208.79</u>	<u>\$217,944.00</u>	<u>\$81,421.08</u>	<u>37%</u>	<u>\$290,495.00</u>	<u>\$211,559.00</u>	<u>(3%)</u>
EXPENSE TOTALS		<u>\$143,208.79</u>	<u>\$217,944.00</u>	<u>\$81,421.08</u>	<u>37%</u>	<u>\$290,495.00</u>	<u>\$211,559.00</u>	<u>(3%)</u>
Fund 100 - GENERAL FUND Totals		<u>\$143,208.79</u>	<u>\$217,944.00</u>	<u>\$81,421.08</u>	<u>37%</u>	<u>\$290,495.00</u>	<u>\$211,559.00</u>	<u>(3%)</u>
EXPENSE TOTALS		<u>\$143,208.79</u>	<u>\$217,944.00</u>	<u>\$81,421.08</u>	<u>37%</u>	<u>\$290,495.00</u>	<u>\$211,559.00</u>	<u>(3%)</u>
Fund 100 - GENERAL FUND Totals		<u>(\$143,208.79)</u>	<u>(\$217,944.00)</u>	<u>(\$81,421.08)</u>	<u>37%</u>	<u>(\$290,495.00)</u>	<u>(\$211,559.00)</u>	<u>(3%)</u>
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$143,208.79	\$217,944.00	\$81,421.08	37%	\$290,495.00	\$211,559.00	(3%)
Net Grand Totals		<u>(\$143,208.79)</u>	<u>(\$217,944.00)</u>	<u>(\$81,421.08)</u>	<u>37%</u>	<u>(\$290,495.00)</u>	<u>(\$211,559.00)</u>	<u>(3%)</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 7550 - Main Street Development				
Account 52 5240 - Telephone				
100 7550 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	85.00	1,020.00
100 7550 52 5240	Comcast (Internet Service Failover)	12.0000	67.00	804.00
100 7550 52 5240	Verizon Data	12.0000	38.50	462.00
100 7550 52 5240	Verizon Wireless	12.0000	71.00	852.00
100 7550 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	43.00	516.00
Account 52 5240 - Telephone Totals		Transactions	5	<u>\$3,654.00</u>
Account 52 5260 - Heat & Power				
100 7550 52 5260	Based on Monthly Average	12.0000	135.00	1,620.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$1,620.00</u>
Account 52 5270 - Water				
100 7550 52 5270	Based on Monthly Average	12.0000	35.00	420.00
Account 52 5270 - Water Totals		Transactions	1	<u>\$420.00</u>
Account 52 5280 - Other Communication/Util				
100 7550 52 5280	Sanitation & Stormwater	1.0000	822.00	822.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$822.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 7550 52 5730	Email License	1.0000	247.00	247.00
100 7550 52 5730	Minecast	1.0000	91.00	91.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	2	<u>\$338.00</u>
Account 52 5740 - R&M-Buildings				
100 7550 52 5740	Building Maintenance	1.0000	860.00	860.00
100 7550 52 5740	Depot Monthly Cleaning	12.0000	220.00	2,640.00
100 7550 52 5740	Depot Window Cleaning Spring & Fall	2.0000	250.00	500.00
Account 52 5740 - R&M-Buildings Totals		Transactions	3	<u>\$4,000.00</u>
Account 52 6000 - Advertising Expense				
100 7550 52 6000	Creative Loafing Advertising	1.0000	1,500.00	1,500.00
100 7550 52 6000	Tri Cities Marketing Event	1.0000	3,600.00	3,600.00
Account 52 6000 - Advertising Expense Totals		Transactions	2	<u>\$5,100.00</u>
Account 52 6110 - Other Insurance				
100 7550 52 6110	APEX EPLI Policy	1.0000	763.00	763.00
100 7550 52 6110	APEX General Liability	1.0000	851.00	851.00
Account 52 6110 - Other Insurance Totals		Transactions	2	<u>\$1,614.00</u>
Account 52 6170 - Contractual Services				
100 7550 52 6170	Alarm System Quarterly Monitoring	4.0000	256.50	1,026.00
100 7550 52 6170	Christmas Decorations	1.0000	20,000.00	20,000.00
100 7550 52 6170	CPMSA Facade Grant Program	1.0000	25,000.00	25,000.00



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 7550 - Main Street Development				
Account 52 6170 - Contractual Services				
100 7550 52 6170	Exterminator	4.0000	150.00	600.00
100 7550 52 6170	Main Street Lighting Repair	1.0000	4,000.00	4,000.00
100 7550 52 6170	Ornamental Light Maintenance	1.0000	3,000.00	3,000.00
100 7550 52 6170	Spring & Fall Flower Installation	2.0000	5,787.00	11,574.00
Account 52 6170 - Contractual Services Totals		Transactions	7	<u>\$65,200.00</u>
Account 52 6193 - City Wide Events				
100 7550 52 6193	Annual Tree Trail Event & Depot Decrations	1.0000	5,000.00	5,000.00
100 7550 52 6193	Community Cleanup	1.0000	500.00	500.00
100 7550 52 6193	National Are & Humanities Month Recognition	1.0000	250.00	250.00
100 7550 52 6193	Rekindle Art and Music Events	1.0000	5,000.00	5,000.00
100 7550 52 6193	Spring Wine Stroll	1.0000	3,000.00	3,000.00
Account 52 6193 - City Wide Events Totals		Transactions	5	<u>\$13,750.00</u>
Account 52 6200 - Training				
100 7550 52 6200	GA Downton Conference	1.0000	1,500.00	1,500.00
100 7550 52 6200	National Main Street	2.0000	1,400.00	2,800.00
100 7550 52 6200	Strategic Planning Session	1.0000	3,000.00	3,000.00
Account 52 6200 - Training Totals		Transactions	3	<u>\$7,300.00</u>
Account 52 6220 - Subscription/Publications				
100 7550 52 6220	Adobe Acrobat Pro	1.0000	100.00	100.00
100 7550 52 6220	Annual Subscriptions	1.0000	250.00	250.00
Account 52 6220 - Subscription/Publications Totals		Transactions	2	<u>\$350.00</u>
Account 52 6230 - Conventions/Meetings				
100 7550 52 6230	Local DCA Downtown Workshops in State	1.0000	500.00	500.00
100 7550 52 6230	Main Street Meeting	1.0000	200.00	200.00
100 7550 52 6230	Tri Cities Mizer June & Decemeber	2.0000	1,000.00	2,000.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	3	<u>\$2,700.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 7550 52 6560	NFP	1.0000	251.00	251.00
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$251.00</u>
Account 52 7320 - Stationery & Printing				
100 7550 52 7320	Dining Guide	1.0000	2,500.00	2,500.00
Account 52 7320 - Stationery & Printing Totals		Transactions	1	<u>\$2,500.00</u>
Department 7550 - Main Street Development Totals		Transactions	39	<u>\$109,619.00</u>
Fund 100 - GENERAL FUND Totals		Transactions	39	<u>\$109,619.00</u>
EXPENSES Totals		Transactions	39	<u>\$109,619.00</u>
Grand Totals		Transactions	39	<u>\$109,619.00</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Main Street-7550

Fund: 100

Number of Requested	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
		0		
Additional Positions – Full Time				
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			-	
Safety Clothing and Equipment			\$ -	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

N/A

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 2023-2024

Fund: 100		Department and Number: Main Street 7550	
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 <hr/>		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 2022-23 Maintenance Cost <hr/> Actual FYE 2022-23 Operating Cost <hr/> Estimated FYE 2023-24 Maintenance Cost <hr/> Estimated FYE 2023-24 Operating Cost <hr/>	
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 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>	

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

DEPARTMENT
Main Street

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
---------------	-------------	-------------	--------------	-------------------	--------------------------	-------------------------	-----------------------------------	---------------------------------	----------------------------	--------------------------	---------------

N/A

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 2023-2024

Department: Main Street

Fund: 100

Division:

Department Number: 7550

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 2024 BUDGET

Department/Division:
Main Street

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</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 2024 BUDGET

Economic Development | Main Street

Program Description:

The Main Street program is responsible for the enhancement and economic well-being of the Main Street and Virginia Avenue business corridor of the College Park community. The Main Street program is responsible for providing useful information to potential, new, and existing businesses. Working directly with the City of College Park's Economic Development Department in attracting revenue and employment generators to the City, and providing effective & responsive services to address issues that may arise in the Main Street and Virginia Avenue area.

Trends:

The key indicators for the Main Street program are the number of retail storefronts available for business, number of store fronts occupied with viable businesses, and the percentage of existing businesses retained in the Main Street area.

Program Goals:

Recruit target businesses to Main Street and Virginia Avenue are by employing effective and comprehensive marketing strategies, support business retention, and small business development; in order to prove sustainable employment opportunities in the Main Street and Virginia Avenue area. Main Street is responsible for providing high quality, to the City of College Park to those seeking to develop or locate business with the city.

Main Street's Core Program Areas:

- Business Attraction
- Business Retention & Expansion
- Redevelopment
- Small Business Development

Program Objectives:

The Main Street Program will target retail, hospitality, small office and residential end users in their recruitment efforts, build and maintain relationships with local businesses to leverage the existing business leadership in attraction efforts, and to improve communications between government and private sector leaders. We will establish and implement redevelopment polices and incentives to create economic vitality, improve the city's image and promote quality architectural design. We will support small businesses and entrepreneurial activity encouraging small business lending through special programs.

Performance Measures: Performance measures that include the outputs of individual organizational units and provide a meaningful way to assess the effectiveness and efficiency of those units. Should include Prior Year Highlights.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

Department and Number: **Main Street / 7550**

Department Submitting Request:

Division Submitting Request:

Requested for Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



BIDA



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 558 - BUSINESS IND DEVEL AUTH								
REVENUE								
Department 4985 - Bus Ind Devel Authority								
<i>Taxes</i>								
31 1104	PILOTs Income	1,863,171.90	1,986,491.00	2,459,344.67	124	2,333,835.00	2,333,835.00	17
	<i>Taxes Totals</i>	\$1,863,171.90	\$1,986,491.00	\$2,459,344.67	124%	\$2,333,835.00	\$2,333,835.00	17%
<i>Charges For Services</i>								
39 2000	Sales Land	.00	3,500,000.00	.00		.00	.00	(100)
	<i>Charges For Services Totals</i>	\$0.00	\$3,500,000.00	\$0.00	0%	\$0.00	\$0.00	(100%)
<i>Leases & Other Rent</i>								
38 1000	Other Rental Income	1,061,653.27	920,168.00	842,891.87	92	1,578,101.00	1,133,168.00	23
	<i>Leases & Other Rent Totals</i>	\$1,061,653.27	\$920,168.00	\$842,891.87	92%	\$1,578,101.00	\$1,133,168.00	23%
<i>Intergovernmental</i>								
33 1100	Federal Grants	374,852.04	800,000.00	.00		.00	.00	(100)
	<i>Intergovernmental Totals</i>	\$374,852.04	\$800,000.00	\$0.00	0%	\$0.00	\$0.00	(100%)
<i>Other Income</i>								
34 1900	Miscellaneous Income	886,864.60	727,766.00	171,811.47	24	146,476.00	591,409.00	(19)
39 3000	Bond Proceeds	196,967.91	.00	.00		.00	.00	
	<i>Other Income Totals</i>	\$1,083,832.51	\$727,766.00	\$171,811.47	24%	\$146,476.00	\$591,409.00	(19%)
<i>Interest</i>								
36 1010	Interest - Restricted	42.22	.00	296.00		.00	.00	
	<i>Interest Totals</i>	\$42.22	\$0.00	\$296.00	+++	\$0.00	\$0.00	+++
<i>Operating Transfers In</i>								
39 1228	Administrative/Hospitalit	725,000.04	725,000.00	483,333.36	67	1,178,835.00	1,178,835.00	63
39 1230	Transfer Car Rental	564,000.00	563,653.00	375,768.64	67	562,590.00	562,590.00	
39 1251	Administrative/Electric	231,063.58	.00	.00		.00	.00	
39 1255	Transfers In	249,999.96	250,000.00	166,666.64	67	250,000.00	250,000.00	
	<i>Operating Transfers In Totals</i>	\$1,770,063.58	\$1,538,653.00	\$1,025,768.64	67%	\$1,991,425.00	\$1,991,425.00	29%
	Department 4985 - Bus Ind Devel Authority Totals	\$6,153,615.52	\$9,473,078.00	\$4,500,112.65	48%	\$6,049,837.00	\$6,049,837.00	(36%)
	REVENUE TOTALS	\$6,153,615.52	\$9,473,078.00	\$4,500,112.65	48%	\$6,049,837.00	\$6,049,837.00	(36%)
EXPENSE								
Department 4985 - Bus Ind Devel Authority								
<i>Repair & Maintenance</i>								
52 5790	R&M-Distribution System	841,337.21	750,000.00	193,497.73	26	750,000.00	750,000.00	
	<i>Repair & Maintenance Totals</i>	\$841,337.21	\$750,000.00	\$193,497.73	26%	\$750,000.00	\$750,000.00	0%
<i>Training & Education</i>								
52 6210	Dues	.00	18,500.00	26,400.00	143	18,500.00	18,500.00	
52 6220	Subscription/Publications	.00	100.00	.00		.00	.00	(100)



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 558	BUSINESS IND DEVEL AUTH							
	EXPENSE							
	Department 4985 - Bus Ind Devel Authority							
	Training & Education							
52 6230	Conventions/Meetings	23,440.59	15,000.00	20,221.01	135	30,208.00	30,208.00	101
52 6231	Sales & Marketing/Meeting	1,730.86	3,000.00	1,625.00	54	7,800.00	7,800.00	160
	<i>Training & Education Totals</i>	\$25,171.45	\$36,600.00	\$48,246.01	132%	\$56,508.00	\$56,508.00	54%
	<i>Other Services & Charges</i>							
52 5450	Legal Fees	90,876.05	75,000.00	57,007.41	76	75,000.00	75,000.00	
52 5470	Appraisals	1,750.00	5,000.00	.00		5,000.00	5,000.00	
52 5480	Survey Fees	16,190.00	5,000.00	.00		5,000.00	5,000.00	
52 5510	Consulting Fees	374,852.04	.00	8,000.00		.00	.00	
52 5530	Municipal Planning	41,400.00	.00	.00		40,000.00	60,000.00	
52 6040	Paying Agent Fees	7,409.17	.00	15,462.50		.00	.00	
52 6060	Demolition	25,210.00	50,000.00	94.80		50,000.00	30,000.00	(40)
52 6130	Miscellaneous Services	21,968.18	.00	11,490.54		21,750.00	21,750.00	
52 6170	Contractual Services	1,000.00	.00	.00		.00	.00	
	<i>Other Services & Charges Totals</i>	\$580,655.44	\$135,000.00	\$92,055.25	68%	\$196,750.00	\$196,750.00	46%
	<i>Materials & Supplies</i>							
52 7300	Postage	.00	300.00	.00		300.00	300.00	
52 7320	Stationery & Printing	429.55	500.00	.00		500.00	500.00	
	<i>Materials & Supplies Totals</i>	\$429.55	\$800.00	\$0.00	0%	\$800.00	\$800.00	0%
	<i>Operating Transfers Out</i>							
61 1000	Operating Trans.	10,634,500.00	4,955,913.00	.00		.00	.00	(100)
61 1100	Oper. Transfer Out Gen	1,265,000.00	.00	.00		.00	.00	
	<i>Operating Transfers Out Totals</i>	\$11,899,500.00	\$4,955,913.00	\$0.00	0%	\$0.00	\$0.00	(100%)
	<i>Capital Outlay</i>							
54 6031	Land Purchase Cost	.00	250,000.00	.00		250,000.00	250,000.00	
	<i>Capital Outlay Totals</i>	\$0.00	\$250,000.00	\$0.00	0%	\$250,000.00	\$250,000.00	0%
	<i>Debt Service</i>							
54 7911	Bond Issuance Costs	8,200.00	.00	.00		.00	.00	
58 1100	Bond Principal	620,000.00	640,000.00	265,000.00	41	2,110,000.00	2,110,000.00	230
58 2000	Bond Interest	3,157,942.77	2,704,765.00	2,651,879.06	98	2,685,779.00	2,685,779.00	(1)
58 4100	Bond Issuance Costs	577,090.97	.00	.00		.00	.00	
	<i>Debt Service Totals</i>	\$4,363,233.74	\$3,344,765.00	\$2,916,879.06	87%	\$4,795,779.00	\$4,795,779.00	43%
	Department 4985 - Bus Ind Devel Authority Totals	\$17,710,327.39	\$9,473,078.00	\$3,250,678.05	34%	\$6,049,837.00	\$6,049,837.00	(36%)



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund	558 - BUSINESS IND DEVEL AUTH							
	EXPENSE							
	Department 9990 - AUDIT ADJUSTMENTS							
	Accounting Charges							
56 2000	Depreciation Expense	20,159.13	.00	.00		.00	.00	
	<i>Accounting Charges Totals</i>	<u>\$20,159.13</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	+++
	Department 9990 - AUDIT ADJUSTMENTS Totals	<u>\$20,159.13</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	+++
	EXPENSE TOTALS	<u>\$17,730,486.52</u>	<u>\$9,473,078.00</u>	<u>\$3,250,678.05</u>	34%	<u>\$6,049,837.00</u>	<u>\$6,049,837.00</u>	(36%)
Fund	558 - BUSINESS IND DEVEL AUTH Totals							
	REVENUE TOTALS	<u>\$6,153,615.52</u>	<u>\$9,473,078.00</u>	<u>\$4,500,112.65</u>	48%	<u>\$6,049,837.00</u>	<u>\$6,049,837.00</u>	(36%)
	EXPENSE TOTALS	<u>\$17,730,486.52</u>	<u>\$9,473,078.00</u>	<u>\$3,250,678.05</u>	34%	<u>\$6,049,837.00</u>	<u>\$6,049,837.00</u>	(36%)
Fund	558 - BUSINESS IND DEVEL AUTH Totals	<u>(\$11,576,871.00)</u>	<u>\$0.00</u>	<u>\$1,249,434.60</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	<u>\$6,153,615.52</u>	<u>\$9,473,078.00</u>	<u>\$4,500,112.65</u>	48%	<u>\$6,049,837.00</u>	<u>\$6,049,837.00</u>	(36%)
	EXPENSE GRAND TOTALS	<u>\$17,730,486.52</u>	<u>\$9,473,078.00</u>	<u>\$3,250,678.05</u>	34%	<u>\$6,049,837.00</u>	<u>\$6,049,837.00</u>	(36%)
	Net Grand Totals	<u>(\$11,576,871.00)</u>	<u>\$0.00</u>	<u>\$1,249,434.60</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	+++



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
REVENUES				
Fund	558 - BUSINESS IND DEVEL AUTH			
Department	4985 - Bus Ind Devel Authority			
Account	31 1104 - PILOTs Income			
558 4985 31 1104	Marriott	1.0000	1,251,690.00	1,251,690.00
558 4985 31 1104	Office Gateway #11	1.0000	761,945.00	761,945.00
558 4985 31 1104	Springhill Suites	1.0000	320,200.00	320,200.00
	Account 31 1104 - PILOTs Income Totals	Transactions	3	<u>\$2,333,835.00</u>
Account	34 1900 - Miscellaneous Income			
558 4985 34 1900	BMW-APM Cost (Percentage Allocated)	1.0000	50,080.00	50,080.00
558 4985 34 1900	Choice Gateway Hotel - APM Cost (Percentage Allocated)	1.0000	129,344.00	129,344.00
558 4985 34 1900	Dhanyasree LLC - APM Cost (Percentage Allocated)	1.0000	46,131.00	46,131.00
558 4985 34 1900	Marriott - APM Cost (Fixed)	1.0000	35,000.00	35,000.00
558 4985 34 1900	Marriott-Admin Financing Fees	1.0000	85,710.72	85,710.72
558 4985 34 1900	Office Gateway -APM Cost (Fixed)	1.0000	20,135.00	20,135.00
558 4985 34 1900	Renaissance - APM Cost (Percentage Allocated)	1.0000	149,243.00	149,243.00
558 4985 34 1900	Renaissance-Admin Financing Fees	1.0000	44,147.00	44,147.00
558 4985 34 1900	Springhill Suites - Admin Financing Fees	1.0000	16,618.05	16,618.05
558 4985 34 1900	Springhill Suites - APM Cost (Fixed)	1.0000	15,000.00	15,000.00
	Account 34 1900 - Miscellaneous Income Totals	Transactions	10	<u>\$591,408.77</u>
Account	38 1000 - Other Rental Income			
558 4985 38 1000	Marriott - Annual Rental Income	12.0000	26,359.83	316,317.96
558 4985 38 1000	Moody's - Annual Rental Income	9.0000	2,000.00	18,000.00
558 4985 38 1000	Office Gateway - Annual Rental Income	12.0000	19,533.80	234,405.60
558 4985 38 1000	Renaissance - Add'l Rent Min Charges	1.0000	195,000.00	195,000.00
558 4985 38 1000	Renaissance - Annual Rental Income	12.0000	16,203.67	194,444.04
558 4985 38 1000	Springhill Suites - Annual Rental Income	12.0000	14,583.33	174,999.96
	Account 38 1000 - Other Rental Income Totals	Transactions	6	<u>\$1,133,167.56</u>
Account	39 1228 - Administrative/Hospitalit			
558 4985 39 1228	Transfer In to Fund Debt Service	1.0000	1,178,835.00	1,178,835.00
	Account 39 1228 - Administrative/Hospitalit Totals	Transactions	1	<u>\$1,178,835.00</u>
Account	39 1230 - Transfer Car Rental			
558 4985 39 1230	Transfer In to Cover APM Debt Service	1.0000	562,590.00	562,590.00
	Account 39 1230 - Transfer Car Rental Totals	Transactions	1	<u>\$562,590.00</u>
Account	39 1255 - Transfers In			
558 4985 39 1255	Transfer In from GICC District	1.0000	250,000.00	250,000.00
	Account 39 1255 - Transfers In Totals	Transactions	1	<u>\$250,000.00</u>
Department	4985 - Bus Ind Devel Authority Totals			
		Transactions	22	<u>\$6,049,836.33</u>
Fund	558 - BUSINESS IND DEVEL AUTH Totals			
		Transactions	22	<u>\$6,049,836.33</u>
	REVENUES Totals	Transactions	22	<u>\$6,049,836.33</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	558 - BUSINESS IND DEVEL AUTH			
Department	4985 - Bus Ind Devel Authority			
Account	52 5530 - Municipal Planning			
558 4985 52 5530	Investment Plan for Entertainment/Arts District LCI Match	1.0000	60,000.00	60,000.00
	Account 52 5530 - Municipal Planning Totals	Transactions	1	<u>60,000.00</u>
Account	52 6130 - Miscellaneous Services			
558 4985 52 6130	Brownfield Funding	1.0000	20,000.00	20,000.00
558 4985 52 6130	DocuSign	1.0000	1,750.00	1,750.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	2	<u>\$21,750.00</u>
Account	52 6210 - Dues			
558 4985 52 6210	Aerotropolis Alliance	1.0000	5,000.00	5,000.00
558 4985 52 6210	Clayton County Land Bank Authority	1.0000	2,500.00	2,500.00
558 4985 52 6210	Metro Atlanta Chamber	1.0000	11,000.00	11,000.00
	Account 52 6210 - Dues Totals	Transactions	3	<u>\$18,500.00</u>
Account	52 6230 - Conventions/Meetings			
558 4985 52 6230	Annual Awards Banquet Live Stream & Recording	1.0000	1,075.00	1,075.00
558 4985 52 6230	Annual Business Awards Event with Meal	1.0000	3,000.00	3,000.00
558 4985 52 6230	BIDA Meetings Meals and Snacks	12.0000	284.00	3,408.00
558 4985 52 6230	GEDA Conference	5.0000	1,455.00	7,275.00
558 4985 52 6230	Meeting Live Stream & Recording	12.0000	675.00	8,100.00
558 4985 52 6230	Members Stipends @ \$75 per meeting	14.0000	525.00	7,350.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	6	<u>\$30,208.00</u>
Account	52 6231 - Sales & Marketing/Meeting			
558 4985 52 6231	Banner	1.0000	500.00	500.00
558 4985 52 6231	BIDA Business Awards	1.0000	500.00	500.00
558 4985 52 6231	Golf Event	1.0000	5,000.00	5,000.00
558 4985 52 6231	PR Firm Articles	1.0000	1,000.00	1,000.00
558 4985 52 6231	SWAG Giveaways	1.0000	800.00	800.00
	Account 52 6231 - Sales & Marketing/Meeting Totals	Transactions	5	<u>\$7,800.00</u>
Account	58 1100 - Bond Principal			
558 4985 58 1100	2014A Refunding 2008 Dev Tax Rev Bonda (Principal)	1.0000	1,450,000.00	1,450,000.00
558 4985 58 1100	2018 APM Refinance (Principal)	1.0000	385,000.00	385,000.00
558 4985 58 1100	219 Gateway Initial Office Project Refunding (Principal)	1.0000	275,000.00	275,000.00
	Account 58 1100 - Bond Principal Totals	Transactions	3	<u>\$2,110,000.00</u>
Account	58 2000 - Bond Interest			
558 4985 58 2000	2014 BIDA Refunding 2006 (Interest)	1.0000	373,556.25	373,556.25
558 4985 58 2000	2014 BIDA Refunding 2006 (Interest)	1.0000	373,556.25	373,556.25
558 4985 58 2000	2014A Refunding 2008 Dev Tax Bonds (Interest)	1.0000	623,659.43	623,659.43
558 4985 58 2000	2017 Refunding 2008 Dev Tax Bonds (Interest)	1.0000	623,659.43	623,659.43
558 4985 58 2000	2018 APM Refinance (Interest)	1.0000	88,795.00	88,795.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	558 - BUSINESS IND DEVEL AUTH			
Department	4985 - Bus Ind Devel Authority			
Account	58 2000 - Bond Interest			
558 4985 58 2000	2018 APM Refinance (Interest)	1.0000	88,795.00	88,795.00
558 4985 58 2000	2019 Gateway Initial Office Project Refunding	1.0000	76,320.00	76,320.00
558 4985 58 2000	2019 Gateway Initial Office Project Refunding (Interest)	1.0000	76,320.00	76,320.00
558 4985 58 2000	Series 2021B Ref Bonds	1.0000	41,020.50	41,020.50
558 4985 58 2000	Series 2021B Ref Bonds	1.0000	41,020.00	41,020.00
558 4985 58 2000	Series 2021C ED Ref Bonds	1.0000	62,133.00	62,133.00
558 4985 58 2000	Series 2021C Ed Ref Bonds	1.0000	62,133.00	62,133.00
558 4985 58 2000	Series 2021D Ref Bonds	1.0000	48,350.50	48,350.50
558 4985 58 2000	Series 2021D Ref Bonds	1.0000	48,350.50	48,350.50
558 4985 58 2000	Series 2021E Ref Bonda	1.0000	29,055.00	29,055.00
558 4985 58 2000	Series 2021E Ref Bonds	1.0000	29,055.00	29,055.00
	Account 58 2000 - Bond Interest Totals	Transactions	16	<u>\$2,685,778.86</u>
	Department 4985 - Bus Ind Devel Authority Totals	Transactions	36	<u>\$4,934,036.86</u>
	Fund 558 - BUSINESS IND DEVEL AUTH Totals	Transactions	36	<u>\$4,934,036.86</u>
	EXPENSES Totals	Transactions	36	<u>\$4,934,036.86</u>
	Grand Totals	Transactions	58	<u>\$10,983,873.19</u>



**TAD-TAX
ALLOCATION
DISTRICT FUND**



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 277	TAD-Tax Allocation District Fund							
	REVENUE							
	Department 4976 - TAD-Tax Allocation District							
	Taxes							
31 1100	Ad Valorem Taxes	367,804.83	375,000.00	316,215.51	84	.00	496,000.00	32
	<i>Taxes Totals</i>	<u>\$367,804.83</u>	<u>\$375,000.00</u>	<u>\$316,215.51</u>	<u>84%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	Department 4976 - TAD-Tax Allocation District Totals	<u>\$367,804.83</u>	<u>\$375,000.00</u>	<u>\$316,215.51</u>	<u>84%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	REVENUE TOTALS	<u>\$367,804.83</u>	<u>\$375,000.00</u>	<u>\$316,215.51</u>	<u>84%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	EXPENSE							
	Department 4976 - TAD-Tax Allocation District							
	Other Services & Charges							
52 3950	Property Tax Collection Expense	2,767.67	2,600.00	3,162.16	122	.00	4,000.00	54
52 6150	Engineering Services	192,300.00	.00	8,250.00		.00	.00	
52 6590	Contingencies	.00	372,400.00	.00		.00	492,000.00	32
	<i>Other Services & Charges Totals</i>	<u>\$195,067.67</u>	<u>\$375,000.00</u>	<u>\$11,412.16</u>	<u>3%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	Department 4976 - TAD-Tax Allocation District Totals	<u>\$195,067.67</u>	<u>\$375,000.00</u>	<u>\$11,412.16</u>	<u>3%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	EXPENSE TOTALS	<u>\$195,067.67</u>	<u>\$375,000.00</u>	<u>\$11,412.16</u>	<u>3%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
Fund 277	TAD-Tax Allocation District Fund Totals							
	REVENUE TOTALS	<u>\$367,804.83</u>	<u>\$375,000.00</u>	<u>\$316,215.51</u>	<u>84%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	EXPENSE TOTALS	<u>\$195,067.67</u>	<u>\$375,000.00</u>	<u>\$11,412.16</u>	<u>3%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
Fund 277	TAD-Tax Allocation District Fund Totals	<u>\$172,737.16</u>	<u>\$0.00</u>	<u>\$304,803.35</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Net Grand Totals							
	REVENUE GRAND TOTALS	<u>\$367,804.83</u>	<u>\$375,000.00</u>	<u>\$316,215.51</u>	<u>84%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	EXPENSE GRAND TOTALS	<u>\$195,067.67</u>	<u>\$375,000.00</u>	<u>\$11,412.16</u>	<u>3%</u>	<u>\$0.00</u>	<u>\$496,000.00</u>	<u>32%</u>
	Net Grand Totals	<u>\$172,737.16</u>	<u>\$0.00</u>	<u>\$304,803.35</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>



FAA FACILITIES



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 557 - FEDERAL AVIATION ADMIN								
REVENUE								
Department 4990 - FAA Facility								
<i>Leases & Other Rent</i>								
34 5101	Faa Facility Rental	3,485,919.03	3,562,746.00	2,606,291.85	73	3,811,891.00	3,811,891.00	7
<i>Leases & Other Rent Totals</i>		\$3,485,919.03	\$3,562,746.00	\$2,606,291.85	73%	\$3,811,891.00	\$3,811,891.00	7%
<i>Other Income</i>								
34 1900	Miscellaneous Income	37,199.06	.00	150,038.82		.00	.00	
<i>Other Income Totals</i>		\$37,199.06	\$0.00	\$150,038.82	+++	\$0.00	\$0.00	+++
<i>Interest</i>								
36 1000	Interest - Nonrestricted	13.99	.00	18.54		.00	.00	
36 1010	Interest - Restricted	10.27	.00	184.41		.00	.00	
<i>Interest Totals</i>		\$24.26	\$0.00	\$202.95	+++	\$0.00	\$0.00	+++
Department 4990 - FAA Facility Totals		\$3,523,142.35	\$3,562,746.00	\$2,756,533.62	77%	\$3,811,891.00	\$3,811,891.00	7%
REVENUE TOTALS		\$3,523,142.35	\$3,562,746.00	\$2,756,533.62	77%	\$3,811,891.00	\$3,811,891.00	7%
EXPENSE								
Department 4990 - FAA Facility								
<i>Communications & Util.</i>								
52 5240	Telephone	21,819.53	24,012.00	9,505.34	40	21,744.00	21,744.00	(9)
52 5260	Heat & Power	549,874.60	669,269.00	284,635.35	43	644,526.00	644,526.00	(4)
52 5270	Water	32,045.35	87,267.00	22,840.16	26	69,960.00	69,960.00	(20)
<i>Communications & Util. Totals</i>		\$603,739.48	\$780,548.00	\$316,980.85	41%	\$736,230.00	\$736,230.00	(6%)
<i>Repair & Maintenance</i>								
52 5731	R&M Air Condition	70,438.63	88,040.00	30,275.55	34	88,988.00	88,988.00	1
52 5780	Grounds	67,293.61	74,090.00	36,340.26	49	79,448.00	79,448.00	7
<i>Repair & Maintenance Totals</i>		\$137,732.24	\$162,130.00	\$66,615.81	41%	\$168,436.00	\$168,436.00	4%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	35,820.06	56,275.00	8,406.60	15	55,215.00	55,215.00	(2)
<i>Building Maintenance Totals</i>		\$35,820.06	\$56,275.00	\$8,406.60	15%	\$55,215.00	\$55,215.00	(2%)
<i>Other Services & Charges</i>								
52 6050	Bank Charges	.00	.00	2.96		.00	.00	
52 6110	Other Insurance	.00	.00	.00		26,000.00	.00	
52 6130	Miscellaneous Services	.00	26,000.00	.00		.00	26,000.00	
52 6141	Custodial Service	400,660.00	373,240.00	179,340.00	48	373,240.00	373,240.00	
52 6590	Contingencies	.00	.00	.00		.00	142,841.00	
<i>Other Services & Charges Totals</i>		\$400,660.00	\$399,240.00	\$179,342.96	45%	\$399,240.00	\$542,081.00	36%



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund	557 - FEDERAL AVIATION ADMIN							
	EXPENSE							
	Department 4990 - FAA Facility							
	Cost Of Sales							
52 6260	Management Fee	116,850.00	119,700.00	59,850.00	50	119,700.00	119,700.00	
52 6280	Contract Labor	348,589.17	366,344.00	157,222.78	43	362,905.00	362,905.00	(1)
52 6290	Contract Miscellaneous	195,606.69	214,819.00	117,814.05	55	232,667.00	232,667.00	8
	<i>Cost Of Sales Totals</i>	\$661,045.86	\$700,863.00	\$334,886.83	48%	\$715,272.00	\$715,272.00	2%
	<i>Operating Transfers Out</i>							
61 1100	Oper. Transfer Out Gen	1,100,000.04	1,100,000.00	733,333.36	67	1,100,000.00	1,100,000.00	
	<i>Operating Transfers Out Totals</i>	\$1,100,000.04	\$1,100,000.00	\$733,333.36	67%	\$1,100,000.00	\$1,100,000.00	0%
	<i>Capital Outlay</i>							
54 7520	Buildings	.00	.00	94,485.06		.00	.00	
54 7640	Other Equipment - Replace	359,273.12	363,690.00	141,959.28	39	603,378.00	494,657.00	36
	<i>Capital Outlay Totals</i>	\$359,273.12	\$363,690.00	\$236,444.34	65%	\$603,378.00	\$494,657.00	36%
	Department 4990 - FAA Facility Totals	\$3,298,270.80	\$3,562,746.00	\$1,876,010.75	53%	\$3,777,771.00	\$3,811,891.00	7%
	Department 9990 - AUDIT ADJUSTMENTS							
	Accounting Charges							
56 2000	Depreciation Expense	584,181.65	.00	.00		.00	.00	
	<i>Accounting Charges Totals</i>	\$584,181.65	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<i>Capital Outlay</i>							
54 7640	Other Equipment - Replace	(359,273.12)	.00	.00		.00	.00	
	<i>Capital Outlay Totals</i>	(\$359,273.12)	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	Department 9990 - AUDIT ADJUSTMENTS Totals	\$224,908.53	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE TOTALS	\$3,523,179.33	\$3,562,746.00	\$1,876,010.75	53%	\$3,777,771.00	\$3,811,891.00	7%
Fund	557 - FEDERAL AVIATION ADMIN Totals							
	REVENUE TOTALS	\$3,523,142.35	\$3,562,746.00	\$2,756,533.62	77%	\$3,811,891.00	\$3,811,891.00	7%
	EXPENSE TOTALS	\$3,523,179.33	\$3,562,746.00	\$1,876,010.75	53%	\$3,777,771.00	\$3,811,891.00	7%
Fund	557 - FEDERAL AVIATION ADMIN Totals	(\$36.98)	\$0.00	\$880,522.87	+++	\$34,120.00	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$3,523,142.35	\$3,562,746.00	\$2,756,533.62	77%	\$3,811,891.00	\$3,811,891.00	7%
	EXPENSE GRAND TOTALS	\$3,523,179.33	\$3,562,746.00	\$1,876,010.75	53%	\$3,777,771.00	\$3,811,891.00	7%
	Net Grand Totals	(\$36.98)	\$0.00	\$880,522.87	+++	\$34,120.00	\$0.00	+++



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
REVENUES				
Fund	557 - FEDERAL AVIATION ADMIN			
Department	4990 - FAA Facility			
Account	34 5101 - Faa Facility Rental			
557 4990 34 5101	FAA Building I	12.0000	262,300.79	3,147,609.48
557 4990 34 5101	FAA Building II	12.0000	55,356.76	664,281.12
	Account 34 5101 - Faa Facility Rental Totals	Transactions	2	<u>\$3,811,890.60</u>
	Department 4990 - FAA Facility Totals	Transactions	2	<u>\$3,811,890.60</u>
	Fund 557 - FEDERAL AVIATION ADMIN Totals	Transactions	2	<u>\$3,811,890.60</u>
	REVENUES Totals	Transactions	2	<u>\$3,811,890.60</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	557 - FEDERAL AVIATION ADMIN			
Department	4990 - FAA Facility			
Account	52 5240 - Telephone			
557 4990 52 5240	Phase I	1.0000	14,004.00	14,004.00
557 4990 52 5240	Phase II	1.0000	7,740.00	7,740.00
	Account 52 5240 - Telephone Totals	Transactions	2	<u>\$21,744.00</u>
Account	52 5260 - Heat & Power			
557 4990 52 5260	Phase I	1.0000	586,476.00	586,476.00
557 4990 52 5260	Phase II	1.0000	58,050.00	58,050.00
	Account 52 5260 - Heat & Power Totals	Transactions	2	<u>\$644,526.00</u>
Account	52 5270 - Water			
557 4990 52 5270	Phase I	1.0000	54,780.00	54,780.00
557 4990 52 5270	Phase II	1.0000	15,180.00	15,180.00
	Account 52 5270 - Water Totals	Transactions	2	<u>\$69,960.00</u>
Account	52 5731 - R&M Air Condition			
557 4990 52 5731	Phase I	1.0000	72,120.00	72,120.00
557 4990 52 5731	Phase II	1.0000	16,868.00	16,868.00
	Account 52 5731 - R&M Air Condition Totals	Transactions	2	<u>\$88,988.00</u>
Account	52 5740 - R&M-Buildings			
557 4990 52 5740	Phase I	1.0000	45,440.00	45,440.00
557 4990 52 5740	Phase II	1.0000	9,775.00	9,775.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	2	<u>\$55,215.00</u>
Account	52 5780 - Grounds			
557 4990 52 5780	Phase I	1.0000	53,530.00	53,530.00
557 4990 52 5780	Phase II	1.0000	25,918.00	25,918.00
	Account 52 5780 - Grounds Totals	Transactions	2	<u>\$79,448.00</u>
Account	52 6130 - Miscellaneous Services			
557 4990 52 6130	Maintenance of FAA Pond	1.0000	26,000.00	26,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	<u>\$26,000.00</u>
Account	52 6141 - Custodial Service			
557 4990 52 6141	Phase I	1.0000	305,080.00	305,080.00
557 4990 52 6141	Phase II	1.0000	68,160.00	68,160.00
	Account 52 6141 - Custodial Service Totals	Transactions	2	<u>\$373,240.00</u>
Account	52 6260 - Management Fee			
557 4990 52 6260	Phase I	1.0000	83,784.00	83,784.00
557 4990 52 6260	Phase II	1.0000	35,916.00	35,916.00
	Account 52 6260 - Management Fee Totals	Transactions	2	<u>\$119,700.00</u>
Account	52 6280 - Contract Labor			
557 4990 52 6280	Phase I	1.0000	254,354.00	254,354.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 557 - FEDERAL AVIATION ADMIN				
Department 4990 - FAA Facility				
Account 52 6280 - Contract Labor				
557 4990 52 6280	Phase II	1.0000	108,551.00	108,551.00
		Transactions	2	<u>\$362,905.00</u>
	Account 52 6280 - Contract Labor Totals			
Account 52 6290 - Contract Miscellaneous				
557 4990 52 6290	Phase I	1.0000	175,423.00	175,423.00
557 4990 52 6290	Phase II	1.0000	57,244.00	57,244.00
		Transactions	2	<u>\$232,667.00</u>
	Account 52 6290 - Contract Miscellaneous Totals			
Account 54 7640 - Other Equipment - Replace				
557 4990 54 7640	Air Handler - Mailroom (Phase I)	1.0000	43,241.00	43,241.00
557 4990 54 7640	Asphalt Repair -Parking Lot (Phase I)	1.0000	133,432.00	133,432.00
557 4990 54 7640	Libert Unit - Computer Room (Phase I)	2.0000	158,992.00	317,984.00
		Transactions	3	<u>\$494,657.00</u>
	Account 54 7640 - Other Equipment - Replace Totals			
	Department 4990 - FAA Facility Totals			<u>\$2,569,050.00</u>
	Fund 557 - FEDERAL AVIATION ADMIN Totals			<u>\$2,569,050.00</u>
	EXPENSES Totals	Transactions	24	<u><u>\$2,569,050.00</u></u>
	Grand Totals	Transactions	26	<u><u>\$6,380,940.60</u></u>

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2023-2024

Department: FAA		Fund: 557		Department Number: 4990				
Account Number	Description/Justification	Suggested Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28	
			547640	Liebert Unit for Computer Room	General Fund	\$317,985		
547640	Air Handler Mail Room FCC-AH-B	General Fund	\$43,241					
547640	Asphalt Repairs to entire parking lot	General Fund	\$133,432					
547640	Paint all exterior walls and ceilings	General Fund		\$267,713				
Totals			\$494,658	\$267,713	\$0	\$0	\$0	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: FAA – Phase I

Fund: 557

Division:

Department Number: 4990

Item/Project Name: Liebert Units Replacement-Computer Room

Item/Project Manager: Ron Wilkerson

Priority Rating: High

Units Requested: One

Number of Similar Units on Hand: None

Description of Item/Project: Liebert Computer Room Units Replacement Proposal Existing Model: FE240G; Serials: 187950-001;002;003

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. Replace two of three Liebert Units in the Computer Room. The units are 30 years old and totally worn out.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: The units are 30 years old and totally worn out.

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$317,985.00

Less: Trade-In -0-

Net Cost \$317,985.00

Comparable Quotes:

Vendor Name

Vendor Quote

1. Batchelor & Kimball

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Federal Aviation Administration

Project Name or Title:

Liebert Units Replacement – 2nd Floor Computer Room.

Project Description: Replace two of three Liebert units in the Computer Room, 2nd Floor.

Project Justification and Impact: The Liebert units are 30 years old and totally worn out.

Project Costs: \$ 317,985.00

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2054</u>	<u>FY2065</u>	<u>FY2076</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$317,985.00	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

15 years

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

Funding Source: City of College Park

Relationship to Other Primary Projects: None



February 23, 2023

Ron Wilkerson – Colliers International
FAA – Southern Regional Office
1701 Columbia Avenue
College Park, GA 30337

Reference: Liebert Computer Room Unit Replacement Proposal
Existing Model: FE240G; Serials: 187950-001; 002; 003

Ron,

Please see scope below to replace (2) of the (3) Liebert units in the computer room.

Scope of work:

- Recover refrigerant in accordance with EPA guidelines
- Isolate glycol valves and drain glycol mix
- Remove (2) Liebert Computer Room Units
- Provide and install (2) new Liebert Model DS070KDA1EI205A
- Includes new piping from isolation valves to unit
- Provide and install new insulation to match existing
- Includes modifications for support frame
- Includes rigging and handling on unit
- Includes electrical
- Includes leak detection
- Start unit and check operation
- Work to be performed during normal hours
- Includes BAS controls interface
- Current lead time is 52 weeks
- *The above pricing is based on current market prices and does not include labor or material escalations, delays of material or equipment, expediting fees, back charges, liquidated damages or increased shipping charges due to the changing Covid-19 pandemic situation.*

Pricing: \$293,074 (pricing good to July 31, 2023)

Sincerely,

BATCHELOR & KIMBALL, INC.

Jeffrey S. Clotfelter
Jeffrey S. Clotfelter



PROJECT MANAGEMENT APPROVAL & COST DETAIL

PROJECT MANAGEMENT CONSULTING SERVICES OTHER: _____

PROJECT INFORMATION

CLIENT LEGAL NAME: College Park / Business and Industrial Development Authority, Georgia (BIDA)
 CLIENT CONTACT: Jackson Myers TENANT NAME: FAA Regional Facility
 PROJECT ADDRESS:
 FAA Phase I: 1701 Columbia Avenue, College Park GA FAA Phase II: 1701 Columbia Avenue, College Park GA
 CAPITAL IMPROVEMENT TENANT UPFIT MAJOR REPAIR OTHER: Lead time 10-12 weeks
 EST. PROJECT START DATE: Order Unit-July 5, 2023 EST. PROJECT COMPLETION DATE: _____
 PROJECT SUMMARY: Replace two of three Liebert Units in FAA's Computer Room. The units are 30 years old and need replacing.

COST INFORMATION

PROJECT TOTAL COST: \$ 293,074.00 *All costs associated with the Project*

	<i>Project Cost</i>	<i>Fee %</i>
% OF PROJECT MANAGEMENT FEE PER THE MANAGEMENT AGREEMENT: <u>8.5%</u>	<i>Up to \$100,000</i>	<i>10%</i>
	<i>\$100,001 +</i>	<i>8.5%</i>

BILLABLE PROJECT MANAGEMENT FEE: \$ 24,911.00

GRAND TOTAL COST: \$ 317,985.00 *Add Project Cost and Billable Project Management Fee*

APPROVAL

SUBMITTED BY: _____ APPROVED BY: _____

PROPERTY MANAGER DATE CITY MANAGER DATE

Colliers International South Carolina, Inc., as Agent for College Park / Business and Industrial Development Authority, Georgia (BIDA) City of College Park, Georgia

COLLIERS INTERNATIONAL INTERNAL USE ONLY

PROJECT COMPLETION DATE: _____ PROJECT MANAGEMENT FEE: \$ _____

Property Manager to email completed form in PDF format to Terri Varn for invoicing.

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: FAA – Phase I

Fund: 557

Division:

Department Number: 4990

Item/Project Name: Mail Room HVAC Unit (FCU-AH-B) Replacement

Item/Project Manager: Ron Wilkerson

Priority Rating: High

Units Requested: one

Number of Similar Units on Hand: 0

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. 5-ton FCU-AH-B Trane Model air conditioning for the mail room.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: The present unit is 30 years old; life expectancy is only 12 years. This room needs a new cooling unit.

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

Cost Breakdown:

Estimated Useful Life 12 years

Estimated Cost \$43,241

Less: Trade-In -0-

Net Cost \$43,241

Comparable Quotes:

Vendor Name

Vendor Quote

1. Batchelor & Kimball.

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Federal Aviation Administration

Project Name or Title:

Mail Room HVAC unit (FCU-AH-B) Replacement.

Project Description: Replace the 7ton Trane Model HVAC unit (FCU-AH-B) in the Mail Room which is in the basement.

Project Justification and Impact: This unit is approximately 30 years old. It is the original piece of equipment, and parts are no longer available for purchasing.

Project Costs: \$ 43,241

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2054</u>	<u>FY2065</u>	<u>FY2076</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$43,241	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

15 years

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

Funding Source: The City of College Park

Relationship to Other Primary Projects: None



January 4, 2023

Ron Wilkerson – Colliers International
FAA – Southern Regional Office
1701 Columbia Avenue
College Park, GA 30337

Reference: FCU-AH-B (Mail Room) Replacement Proposal
Trane Model: MCCA006; Serial: K92K59589

Ron,

Please see scope below to replace FCU-AH-B.

Scope of work:

- Remove ceiling grid in work area
- Remove and demo Trane AH-B
- Provide and install new Magic-Aire direct drive variable speed fancoil unit with 4-row coil with stainless steel casing
- Includes new piping from isolation valves to unit
- Provide and install new insulation to match existing
- Includes rigging and handling on unit
- Includes electrical
- Re-install ceiling grid
- Start unit and check operation
- Critical work to be performed on overtime
- Includes BAS controls interface
- Lead time 5-6 weeks
- *The above pricing is based on current market prices and does not include labor or material escalations, delays of material or equipment, expediting fees, back charges, liquidated damages or increased shipping charges due to the changing Covid-19 pandemic situation.*

Pricing: \$39,310

Sincerely,

BATCHELOR & KIMBALL, INC.

Jeffrey S. Clotfelter
Jeffrey S. Clotfelter

Mission-Ready.

PROJECT MANAGEMENT APPROVAL & COST DETAIL

PROJECT MANAGEMENT
 CONSULTING SERVICES
 OTHER: _____

PROJECT INFORMATION

CLIENT LEGAL: College Park / Business and Industrial Development Authority, Georgia (BIDA)
 CLIENT CONTACT: Jackson Myers TENANT NAME: FAA Regional Facility
 PROJECT ADDRESS:
 FAA Phase I: 1701 Columbia Avenue, College Park GA FAA Phase II: 1701 Columbia Avenue, College Park GA
 CAPITAL IMPROVEMENT TENANT UPFIT MAJOR REPAIR OTHER: _____
 EST. PROJECT START DATE: Approve by July 10, 2023 EST. PROJECT COMPLETION Lead time 5-6 weeks
 PROJECT SUMMARY: See attached FCU-AH-B (Mail Room) Replacement Proposal

COST INFORMATION

PROJECT TOTAL COST:	\$	<u>39,310.00</u>	<i>All costs associated with the Project</i>	
% OF PROJECT MANAGEMENT FEE PER THE MANAGEMENT AGREEMENT:		<u>10%</u>	<i>Project Cost</i>	<i>Fee %</i>
			<i>Up to \$100,000</i>	<i>10%</i>
BILLABLE PROJECT MANAGEMENT FEE:	\$	<u>3,931.00</u>	<i>\$100,001 +</i>	<i>8.5%</i>
GRAND TOTAL COST:	\$	<u>43,241.00</u>	<i>Add Project Cost and Billable Project Management Fee</i>	

APPROVAL

SUBMITTED BY: _____		APPROVED BY: _____	
PROPERTY MANAGER	DATE	CITY MANAGER	DATE
Colliers International South Carolina, Inc., as Agent for College Park / Business and Industrial Development Authority, Georgia (BIDA)		City of College Park, Georgia	

COLLIERS INTERNATIONAL INTERNAL USE ONLY

PROJECT COMPLETION DATE: _____ PROJECT MANAGEMENT FEE: \$ _____

Property Manager to email completed form in PDF format to Terri Varn for invoicing.

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: FAA – Phase I, Phase II, Daycare

Fund: 557

Division:

Department Number: 4990

Item/Project Name: Asphalt Repairs, Sealing, Crack Filling, Striping

Item/Project Manager: Ron Wilkerson

Priority Rating: High

Units Requested: 0

Number of Similar Units on Hand: 0

Description of Item/Project: Reseal entire parking lot.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional Asphalt Repairs, Sealing, Crack Filling, Striping

If the item is a replacement, please describe the item that needs replaced. The parking lot was resealed in 2015. It should be resealed at least every 5 years.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$133,432.21

Less: Trade-In -0-

Net Cost \$133,432.21

Comparable Quotes:

Vendor Name

Vendor Quote

1. Wildcat Striping Sealing & Paving Inc.

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Federal Aviation Administration

Project Name or Title:

Asphalt Repairs to entire parking lot which includes sealing, crack filing, and striping.

Project Description: Reseal entire parking lot with two coats of sealer, fill cracks ¼ wide, asphalt repairs, and totally restriping approximately 1,227 spaces, 36 handicap logos, 21 access aisles, 27 single arrows, 1 double arrow, 7 crosswalks, 19 stop bars, lane lines and cross hatching.

Project Justification and Impact: It will freshen up the buildings and make them look more like new.

Project Costs: \$ 133,432.21

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2054</u>	<u>FY2065</u>	<u>FY2076</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$133,432	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

20 years

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

Funding Source: The City of College Park

Relationship to Other Primary Projects: None



January 4, 2023

Ron Wilkerson – Colliers International
FAA – Southern Regional Office
1701 Columbia Avenue
College Park, GA 30337

Reference: FCU-AH-B (Mail Room) Replacement Proposal
Trane Model: MCCA006; Serial: K92K59589

Ron,

Please see scope below to replace FCU-AH-B.

Scope of work:

- Remove ceiling grid in work area
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PROJECT MANAGEMENT APPROVAL & COST DETAIL

PROJECT MANAGEMENT
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SUBMITTED BY: _____		APPROVED BY: _____	
PROPERTY MANAGER	DATE	CITY MANAGER	DATE
Colliers International South Carolina, Inc., as Agent for College Park / Business and Industrial Development Authority, Georgia (BIDA)		City of College Park, Georgia	

COLLIERS INTERNATIONAL INTERNAL USE ONLY

PROJECT COMPLETION DATE: _____ PROJECT MANAGEMENT FEE: \$ _____

Property Manager to email completed form in PDF format to Terri Varn for invoicing.



PERSONNEL MATTERS

UNFUNDED

**CITY OF COLLEGE PARK, GEORGIA
POSITION REQUEST
FISCAL YEAR 2024 BUDGET**

UNFUNDED

DEPARTMENT	POSITION TITLE	NUMBER OF POSITIONS	WAGES	FRINGE BENEFITS	OPERATING SUPPLIES	VEHICLES	TOTAL
New Positions:							
MIS-Info Technology	Assistant Network Administrator	1	65,942	24,189	-	-	90,131
Economic Development	Code Compliance Administrative Assistance	1	70,426	25,299	5,050	-	100,774
Economic Development	Code Compliance Supervisor	1	95,314	31,434	6,737	24,100	157,585
Recreation Facilities	Center Supervisor	1	51,232	20,710			71,942
New Positions Total		4	282,914	101,631	11,787	24,100	420,432

DEPARTMENT	CURRENT POSITION TITLE	RECLASSIFICATION POSITION TITLE	WAGES DIFFERENCE	FRINGE BENEFITS	TOTAL
Reclass Positions					
Business License	Business License Clerk	License Revenue Administrator	16,436	3,887	20,323
Reclass Total			16,436	3,887	20,323
Total			299,350	105,518	440,755

UNFUNDED

UNFUNDED



CAPITAL OUTLAY

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
Legislative	1st Floor Mens & Womens Restroom Upgrades	2	30,000	60,000
	Accedd Controls	1	30,000	30,000
Subtotal - Legislative				90,000
Public Information	Replace TV Station Server	1	15,000	15,000
Subtotal- Public Information				15,000
Police Administration	Replace HVAC	1	200,000	200,000
Subtotal - Police Administration				200,000
Police Patrol	Vehicles - Replace	20	59,500	1,190,000
Subtotal - Police Patrol				1,190,000
Fire Suppression	Vehicle - Replace	1	41,300	41,300
	Extrication Tool Set - New Ladder Truck	1	39,863	39,863
	Firefighting Equipment & Tool Outfit	1	31,784	31,784
Subtotal - Fire Suppression				112,947
Fire EMS	Ambulance Power Stretchers	2	29,200	58,400
	Lifepak 15 Cardiac Monitors	2	45,205	90,410
	Mankin	1	10,700	10,700
Subtotal - Fire EMS				159,510
Highway & Street	Vehicles - Replace	1	40,000	40,000
Subtotal - Highway & Street				40,000
Buildings & Grounds	Vehicle - Replace	2	45,000	90,000
Subtotal - Buildings & Grounds				90,000
Recreation Admin	Vehicle - Replace	2	45,000	90,000
Subtotal - Recreation Admin				90,000
Recreation Facilities	Lights at Evans Field	1	160,000	160,000
	Ice Machine Replacement	1	10,000	10,000
Subtotal -Recreation Facilites				170,000
Inspections	Vehicles- Replace	1	45,000	45,000
Subtotal -Inspections				45,000
Economic Development	Flint Headwaters Property Acquistion	1	220,000	220,000
	Vehicles - Replace	1	22,000	22,000
Subtotal -Economic Development				242,000
Grand Total - General Fund				2,444,457
T-SPLOST	Capital Improvement Fund	1	425,312	425,312
Subtotal - T-SPLOST				425,312
MOST	Quick Response	1	750,000	750,000
Subtotal - MOST				750,000
SPLOST	GICC Hall Restroom Repairs/Upgrades	1	250,000	250,000
Subtotal - SPLOST				250,000
Water and Sewer Fund	Vehicles - Replace	1	150,000	150,000
	Meters Installing & Repairing	1	60,000	60,000
Subtotal - Water and Sewer Fund				210,000
Electric/Power Fund				
Electric/Line	Vehicles - Replace	1	37,000	37,000
	Vehicles - Replace Bucket Truck	2	280,000	560,000
	Customer Line Extension & Transformer	1	250,000	250,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
	Electric Improvement - 6 West Marriott	1	125,000	125,000
	Electric Improvement - 6 West Subdivision	1	600,000	600,000
	Electric Improvement - A Loft Residents Inn	1	125,000	125,000
	Electric Improvement - Conductor Replacement	1	250,000	250,000
	Electric Improvement - Data Center Expansion	1	1,500,000	1,500,000
	Electric Improvement - Distribution Automation	1	350,000	350,000
	Electric Improvement - Hawthorne Subdivision	1	275,000	275,000
	Electric Improvement - Medical Building Undergr	1	50,000	50,000
	Electric Improvement - Rhodes St. & 6 West Deve	1	350,000	350,000
	Electric Improvement - Sheraton Hotel	1	125,000	125,000
	Electric Improvement - Sommersby Subdivision	1	345,000	345,000
	Electric Improvement - Townhomes on Herschel	1	225,000	225,000
	Electric Improvement - Transformer Stock	1	250,000	250,000
	System Improvement - Chelsea Gradens Cable Up	1	150,000	150,000
	System Improvement - Diplomat Apartment Cable	1	75,000	75,000
	System Improvement - EV Charging Station Publi	1	25,000	25,000
	System Improvement - EV Charging Station at Gl	1	25,000	25,000
	Traffic Signal Upgrade - Global Gateway & River	1	75,000	75,000
	Traffic Signal Upgrade - Godby Rd & Scofield	1	75,000	75,000
	Traffic Signal Upgrade - Leslie & Main	1	95,000	95,000
	Traffic Signal Upgrade - Riverdale Rd & I85N	1	75,000	75,000
	Traffic Signal Upgrade - Riverdale Rd & I85S	1	75,000	75,000
	Decorative Post Top Lighting	1	80,000	80,000
	LED Street Lighting Additions/Upgrades	1	80,000	80,000
Subtotal - Electric/Line				6,247,000
Electric/ Meter Reading	Vehicles - Replace	1	30,450	30,450
Subtotal - Electric/ Meter Reading				30,450
Electric/Customer Service	Pay Go	1	100,000	100,000
Subtotal - Electric/ Customer Service				100,000
Golf Course	Driving Range Upgrade	1	5,000	5,000
	Restroom Upgrade	1	20,000	20,000
Subtotal - Golf Course				25,000
Sanitation	Vehicles - Replace	1	40,000	40,000
	Sanitation Cont. - Replace	1	45,000	45,000
Subtotal - Sanitation				85,000
Convention Center	Banquet Tables	1	25,000	25,000
	Dance Floor Replacement	1	15,000	15,000
	Risers Stage & Steps	1	50,440	50,440
	250 Gallon Domestic Bolier	1	90,000	90,000
	Access Control System	1	595,000	595,000
	Hot Water Heater Project	1	35,000	35,000
	HVAC Bypass Valve	1	100,000	100,000
	HVAC Chiller 2	1	100,000	100,000
	HVAC Cooling Tower	1	200,000	200,000
	Refurbish Exhibit Halls	1	150,000	150,000
Subtotal - Convention Center				1,360,440
Gateway Arena	Barbizon Lights	1	25,000	25,000
	Basketball Floor Carpet	1	9,500	9,500
	Magnetomter for Security	1	200,000	200,000
	Stage Handicap Lift	1	42,000	42,000
	Daktronics Board Upgrade	1	280,000	280,000
Subtotal - Gateway Arena				556,500
Federal Aviation Administration (FAA)	Libert Unit - Computer Room	2	158,992	317,984
	Air Handler - Mail Room	1	43,241	43,241

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
	Asphalt Repair - Parking Lot	1	133,432	133,432
Subtotal - FAA				494,657
Business Industrial Development (BIDA)	Land Purchase Cost	1	250,000	250,000
Subtotal -BIDA				250,000
Storm Water Utility Fund	Hooper Salt Spreader	1	7,500	7,500
	Replace Bob Cat Unit# 235	1	65,000	65,000
	Truck Mounted Salt Spreader	1	13,000	13,000
	On Going Mitigation Activity Cambridge Ave	1	100,000	100,000
Subtotal - Storm Water Utility				185,500
Grand Total - Other Funds				10,969,859
Grand Total - General and Other Funds				13,414,316



UNFUNDED CAPITAL OUTLAY

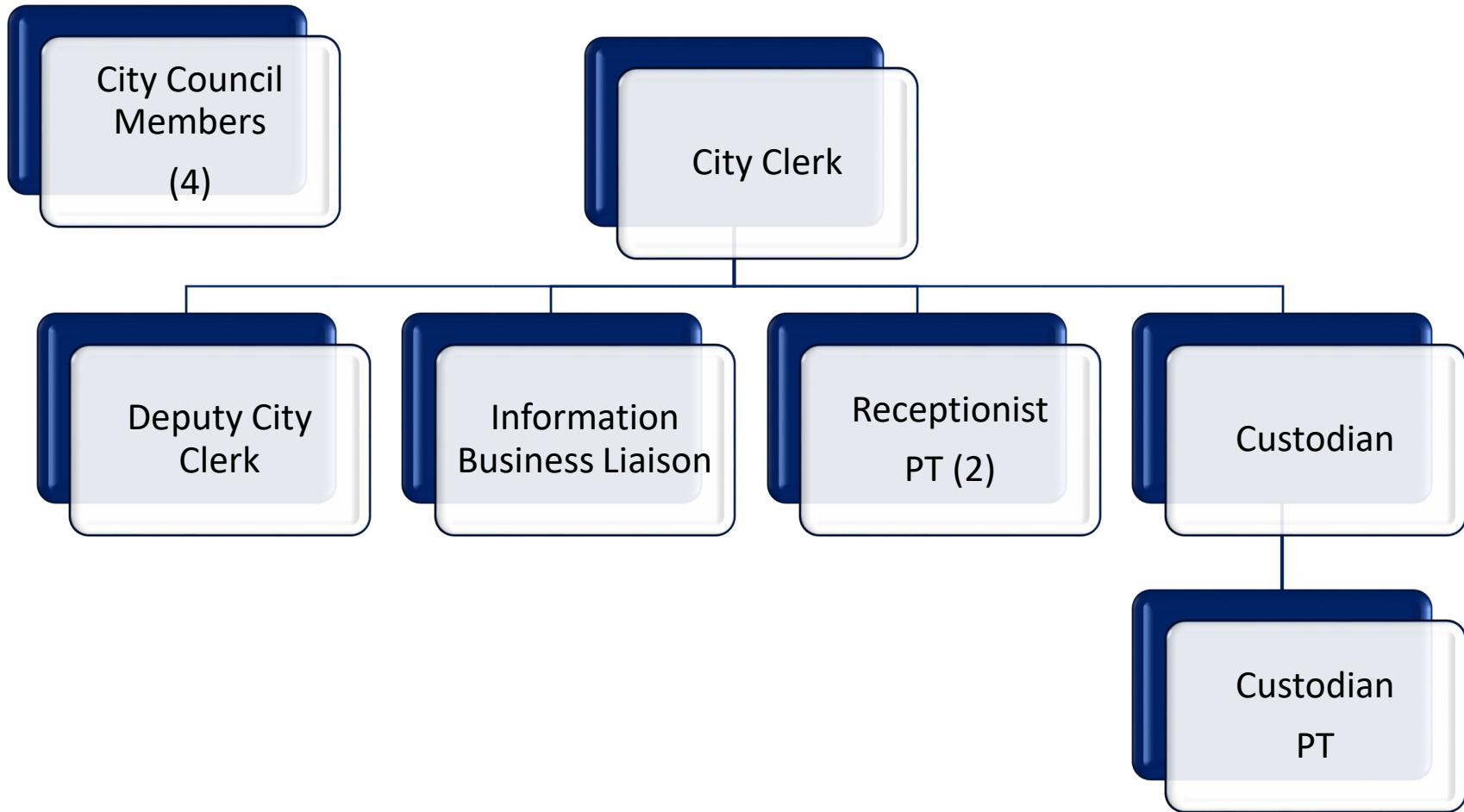
CITY OF COLLEGE PARK, GEORGIA
DEPARTMENT HEAD WISHLIST
FISCAL YEAR 2024 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	DEPARTMENT HEAD REQUESTED
Legislative	City Hall Re-keying	1	25,000	25,000
	Vehicle - New	1	40,000	40,000
Subtotal - Legislative				65,000
Police Investigations	Vehicles - New	9	59,500	535,500
Subtotal - Police Investigations				535,500
Police Patrol	Vehicles - New	13	59,500	773,500
Subtotal - Police Patrol				773,500
Fire Administration	Replace - KFT Fire Safety House	1	139,000	139,000
Subtotal - Fire Administration				139,000
Fire EMS	Replace - Transport Capable Rescue Unit	1	333,000	333,000
Subtotal - Fire EMS				333,000
Highway & Street	Replace - 4x4 Pickup Truck 1500	1	40,000	40,000
Subtotal - Highway & Street				40,000
Economic Development	New Initiative - Main St Park Plan & Wayfin Implement LCI Match	1	60,000	60,000
	New Initiative - Mission Serve Home Rehab	2	20,000	40,000
	Relaunch - Employee Downpayment Assistan	2	10,000	20,000
Subtotal -Economic Development				120,000
Grand Total - General Fund				2,006,000
Water and Sewer Fund	Replace - Ford F150	1	50,000	50,000
Subtotal - Water and Sewer Fund				50,000
Electric/Customer Service	Bill Pay Kiosh	1	65,000	65,000
Subtotal - Electric/ Customer Service				65,000
Sanitation	New - CAT 500lbs Capciry Lift Truck	1	36,516	36,516
	Replace - F150 Crew Cab	1	40,000	40,000
Subtotal - Sanitation				76,516
Gateway Arena	Buliding Canopy	1	100,000	100,000
Subtotal - Gateway Arena				100,000
Federal Aviation Administration (FAA)	Paint exterior walls & ceilings	1	267,713	267,713
Subtotal - FAA				267,713
Grand Total - Other Funds				559,229
Grand Total - General and Other Funds				2,565,229



LEGISLATIVE

Legislative Office Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1100 - LEGISLATIVE								
<i>Personnel Services</i>								
51 5010	Salary/Operating	273,011.16	300,816.00	215,627.84	72	310,534.00	310,534.00	3
51 5020	Salary/Overtime	1,221.06	2,000.00	3,338.83	167	3,000.00	3,000.00	50
51 5030	Salary/Partime	54,893.46	57,307.00	48,506.26	85	60,173.00	60,173.00	5
51 5040	Employee Utility Credit	9,600.00	13,000.00	6,400.00	49	13,000.00	13,000.00	
51 5190	Medicare	4,136.81	5,193.00	3,356.94	65	5,375.00	5,375.00	4
51 5200	Fica	2,716.90	3,553.00	1,630.59	46	3,731.00	3,731.00	5
<i>Personnel Services Totals</i>		\$345,579.39	\$381,869.00	\$278,860.46	73%	\$395,813.00	\$395,813.00	4%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	46,042.65	74,820.00	38,315.10	51	77,254.00	77,254.00	3
51 5161	Life Insurance	154.33	792.00	65.93	8	792.00	792.00	
51 5163	ST Disability Insurance	425.61	491.00	214.51	44	491.00	491.00	
51 5164	LT Disability Insurance	463.82	600.00	201.21	34	268.00	268.00	(55)
51 5165	Health Insurance	45,792.32	70,561.00	45,249.74	64	74,494.00	74,494.00	6
51 5166	Dental Insurance	1,643.18	3,620.00	1,979.22	55	3,620.00	3,620.00	
<i>Employee Benefits Totals</i>		\$94,521.91	\$150,884.00	\$86,025.71	57%	\$156,919.00	\$156,919.00	4%
<i>New Personnel Costs</i>								
51 5212	Training/New Personnel	.00	.00	.00		1,000.00	.00	
54 5215	Vehicles/New Personnel	.00	.00	.00		60,000.00	.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$61,000.00	\$0.00	+++
<i>Communications & Util.</i>								
52 5240	Telephone	21,969.03	18,935.00	11,247.79	59	15,156.00	22,140.00	17
52 5260	Heat & Power	35,203.42	35,062.00	28,234.74	81	37,524.00	36,264.00	3
52 5270	Water	898.46	1,092.00	1,230.48	113	1,176.00	924.00	(15)
52 5280	Other Communication/Util	3,790.44	4,422.00	2,842.84	64	5,749.00	3,905.00	(12)
<i>Communications & Util. Totals</i>		\$61,861.35	\$59,511.00	\$43,555.85	73%	\$59,605.00	\$63,233.00	6%
<i>Repair & Maintenance</i>								
52 5710	R&M Furn. & Equip.	493.83	5,000.00	470.93	9	9,000.00	2,500.00	(50)
52 5720	R&M Communication Equip	204.00	.00	.00		19,310.00	4,310.00	
52 5730	R&M - D/P Equipment	20,594.12	30,669.00	22,499.97	73	12,568.00	9,839.00	(68)
<i>Repair & Maintenance Totals</i>		\$21,291.95	\$35,669.00	\$22,970.90	64%	\$40,878.00	\$16,649.00	(53%)
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	72,932.04	53,000.00	44,868.00	85	68,000.00	68,000.00	28



Budget Worksheet Report

Budget Year 2024

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Fund 100 - GENERAL FUND								
EXPENSE								
Department 1100 - LEGISLATIVE								
Building Maintenance								
<i>Building Maintenance Totals</i>		\$72,932.04	\$53,000.00	\$44,868.00	85%	\$68,000.00	\$68,000.00	28%
<i>Training & Education</i>								
52 6200	Training	9,996.67	8,000.00	5,148.69	64	14,900.00	14,900.00	86
52 6210	Dues	10,279.95	6,080.00	6,709.94	110	6,150.00	6,150.00	1
52 6220	Subscription/Publications	10.89	1,307.00	197.72	15	1,307.00	1,307.00	
52 6230	Conventions/Meetings	8.00	.00	199.99		.00	.00	
52 6232	Convention/ Meetings Ward 2	4,969.99	5,000.00	440.24	9	5,000.00	5,000.00	
52 6233	Convention/ Meetings Ward 3	3,486.29	5,000.00	.00		5,000.00	5,000.00	
52 6234	Convention/Meetings Ward 4	4,614.26	5,000.00	1,339.43	27	5,000.00	5,000.00	
52 6235	Convention & Meetings Ward 1	3,237.89	5,000.00	2,027.41	41	5,000.00	5,000.00	
<i>Training & Education Totals</i>		\$36,603.94	\$35,387.00	\$16,063.42	45%	\$42,357.00	\$42,357.00	20%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	1,882.07	1,300.00	693.70	53	1,500.00	1,300.00	
52 5510	Consulting Fees	2,515.00	8,000.00	1,278.83	16	8,000.00	8,000.00	
52 5520	Code Amendments	5,786.21	8,000.00	.00		8,000.00	8,000.00	
52 6000	Advertising Expense	960.96	4,000.00	1,215.92	30	5,000.00	5,000.00	25
52 6110	Other Insurance	62,233.34	64,485.00	66,004.45	102	75,607.00	75,607.00	17
52 6130	Miscellaneous Services	1,890.88	2,100.00	937.50	45	2,600.00	1,600.00	(24)
52 6131	Incidental Expenses	.00	.00	.00		5,000.00	.00	
52 6170	Contractual Services	70,149.41	53,120.00	41,201.85	78	57,970.00	66,220.00	25
52 6193	City Wide Events	9,211.92	6,000.00	21,411.64	357	6,500.00	4,500.00	(25)
52 6240	Auto Allowance	.00	.00	.00		2,000.00	.00	
52 6500	Election Expense	12,812.90	20,000.00	.00		100,000.00	100,000.00	400
52 6560	Workers Comp/Administrati	2,282.09	.00	2,534.58		2,746.00	2,746.00	
52 7184	Ward 4 Expenditures From Donations	.00	.00	32,693.05		.00	.00	
<i>Other Services & Charges Totals</i>		\$169,724.78	\$167,005.00	\$167,971.52	101%	\$274,923.00	\$272,973.00	63%
<i>Materials & Supplies</i>								
52 7300	Postage	818.05	500.00	975.18	195	700.00	700.00	40
52 7320	Stationery & Printing	370.31	1,000.00	160.75	16	1,000.00	1,000.00	
52 7330	Copy Expense	7,350.14	7,200.00	1,699.84	24	8,000.00	8,000.00	11



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1100 - LEGISLATIVE								
<i>Materials & Supplies</i>								
53 7050	Medical Services/Supplies	161.50	.00	83.50		500.00	500.00	
53 7121	Computer Hardware	2,140.40	.00	.00		2,000.00	2,000.00	
53 7122	Computer Supplies	.00	.00	.00		2,000.00	2,000.00	
53 7181	Discretionary Allowance 1	2,137.72	5,000.00	966.40	19	5,000.00	5,000.00	
53 7182	Discretionary Allowance 2	2,547.19	5,000.00	2,516.54	50	5,000.00	5,000.00	
53 7183	Discretionary Allowance 3	386.80	5,000.00	.00		5,000.00	5,000.00	
53 7184	Discretionary Allowance 4	3,117.12	5,000.00	5,140.62	103	5,000.00	5,000.00	
53 7185	Discretionary Allowance - Mayor	103.98	.00	509.82		.00	.00	
53 7310	Office Supplies	5,164.00	5,000.00	2,892.31	58	5,000.00	5,000.00	
53 7360	Other Admin. Supplies	3,771.16	8,000.00	6,026.39	75	16,000.00	12,000.00	50
53 7400	Emergency/Pandemic Expense	10,589.15	1,500.00	29.98	2	1,500.00	.00	(100)
<i>Materials & Supplies Totals</i>		\$38,657.52	\$43,200.00	\$21,001.33	49%	\$56,700.00	\$51,200.00	19%
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	3,364.06	4,000.00	2,313.73	58	4,000.00	4,000.00	
<i>Cost Of Sales Totals</i>		\$3,364.06	\$4,000.00	\$2,313.73	58%	\$4,000.00	\$4,000.00	0%
<i>Capital Outlay</i>								
54 7520	Buildings	.00	150,000.00	.00		.00	.00	(100)
54 7530	Building/Improvement	.00	.00	.00		335,000.00	90,000.00	
<i>Capital Outlay Totals</i>		\$0.00	\$150,000.00	\$0.00	0%	\$335,000.00	\$90,000.00	(40%)
Department 1100 - LEGISLATIVE Totals		\$844,536.94	\$1,080,525.00	\$683,630.92	63%	\$1,495,195.00	\$1,161,144.00	7%
EXPENSE TOTALS		\$844,536.94	\$1,080,525.00	\$683,630.92	63%	\$1,495,195.00	\$1,161,144.00	7%
Fund 100 - GENERAL FUND Totals		\$844,536.94	\$1,080,525.00	\$683,630.92	63%	\$1,495,195.00	\$1,161,144.00	7%
EXPENSE TOTALS		\$844,536.94	\$1,080,525.00	\$683,630.92	63%	\$1,495,195.00	\$1,161,144.00	7%
Fund 100 - GENERAL FUND Totals		(\$844,536.94)	(\$1,080,525.00)	(\$683,630.92)	63%	(\$1,495,195.00)	(\$1,161,144.00)	7%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$844,536.94	\$1,080,525.00	\$683,630.92	63%	\$1,495,195.00	\$1,161,144.00	7%
Net Grand Totals		(\$844,536.94)	(\$1,080,525.00)	(\$683,630.92)	63%	(\$1,495,195.00)	(\$1,161,144.00)	7%



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 3505 - Mileage Reimbursement				
100 1100 52 3505	Attending Training Events	1.0000	1,000.00	1,000.00
100 1100 52 3505	City Wide Events	1.0000	300.00	300.00
Account 52 3505 - Mileage Reimbursement Totals		Transactions	2	<u>1,300.00</u>
Account 52 5240 - Telephone				
100 1100 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	167.00	2,004.00
100 1100 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 1100 52 5240	Verizon Data	12.0000	108.00	1,296.00
100 1100 52 5240	Verizon Wireless	12.0000	897.00	10,764.00
100 1100 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	468.00	5,616.00
Account 52 5240 - Telephone Totals		Transactions	5	<u>\$22,140.00</u>
Account 52 5260 - Heat & Power				
100 1100 52 5260	Based on Monthly Average	12.0000	3,022.00	36,264.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$36,264.00</u>
Account 52 5270 - Water				
100 1100 52 5270	Based on Monthly Average	12.0000	77.00	924.00
Account 52 5270 - Water Totals		Transactions	1	<u>\$924.00</u>
Account 52 5280 - Other Communication/Util				
100 1100 52 5280	Sanitation & Stormwater	1.0000	3,905.00	3,905.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$3,905.00</u>
Account 52 5510 - Consulting Fees				
100 1100 52 5510	Ethics Hearing Officer	1.0000	8,000.00	8,000.00
Account 52 5510 - Consulting Fees Totals		Transactions	1	<u>\$8,000.00</u>
Account 52 5520 - Code Amendments				
100 1100 52 5520	Municode Municipal Electronic Codification/Updates	1.0000	8,000.00	8,000.00
Account 52 5520 - Code Amendments Totals		Transactions	1	<u>\$8,000.00</u>
Account 52 5710 - R&M Furn. & Equip.				
100 1100 52 5710	Coffee Machine and Supplies	1.0000	2,500.00	2,500.00
Account 52 5710 - R&M Furn. & Equip. Totals		Transactions	1	<u>\$2,500.00</u>
Account 52 5720 - R&M Communication Equip				
100 1100 52 5720	Adobe Pro DC	1.0000	190.00	190.00
100 1100 52 5720	Canva	1.0000	120.00	120.00
100 1100 52 5720	JustFOIA-Open Records Portal	1.0000	4,000.00	4,000.00
Account 52 5720 - R&M Communication Equip Totals		Transactions	3	<u>\$4,310.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1100 52 5730	DocuSign	1.0000	2,601.00	2,601.00
100 1100 52 5730	Email License	1.0000	2,394.00	2,394.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 5730 - R&M - D/P Equipment				
100 1100 52 5730	Mimecast	1.0000	994.00	994.00
100 1100 52 5730	Quantum (City Clerk)	12.0000	53.00	636.00
100 1100 52 5730	Tyler NW	1.0000	3,214.00	3,214.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	5	<u>\$9,839.00</u>
Account 52 5740 - R&M-Buildings				
100 1100 52 5740	Annual Carpet Cleaning	1.0000	5,000.00	5,000.00
100 1100 52 5740	Annual Contracts (Kone, Legacy, Carroll Exterminator)	1.0000	50,000.00	50,000.00
100 1100 52 5740	Annual Pressure Washing	1.0000	5,000.00	5,000.00
100 1100 52 5740	Custodian Supplies for Maintenance	1.0000	5,000.00	5,000.00
100 1100 52 5740	Generator Annual Maintenance	1.0000	3,000.00	3,000.00
Account 52 5740 - R&M-Buildings Totals		Transactions	5	<u>\$68,000.00</u>
Account 52 6000 - Advertising Expense				
100 1100 52 6000	Legal Ads, Public Notices, Public Hearings	1.0000	5,000.00	5,000.00
Account 52 6000 - Advertising Expense Totals		Transactions	1	<u>\$5,000.00</u>
Account 52 6110 - Other Insurance				
100 1100 52 6110	APEX EPLI Policy	1.0000	8,389.00	8,389.00
100 1100 52 6110	APEX General Liability	1.0000	9,353.00	9,353.00
100 1100 52 6110	APEX Public Officials Liability	1.0000	57,865.00	57,865.00
Account 52 6110 - Other Insurance Totals		Transactions	3	<u>\$75,607.00</u>
Account 52 6130 - Miscellaneous Services				
100 1100 52 6130	Dangerous Dog Tags	5.0000	20.00	100.00
100 1100 52 6130	Staff Breakfast	1.0000	1,500.00	1,500.00
Account 52 6130 - Miscellaneous Services Totals		Transactions	2	<u>\$1,600.00</u>
Account 52 6170 - Contractual Services				
100 1100 52 6170	Metro Colo Lab (Photography Prints)	1.0000	1,000.00	1,000.00
100 1100 52 6170	Recall Document Storage	12.0000	60.00	720.00
100 1100 52 6170	Stenography Services	1.0000	25,000.00	25,000.00
100 1100 52 6170	Temporary Staff	1.0000	5,000.00	5,000.00
100 1100 52 6170	Warren Bond Photography Services	1.0000	34,500.00	34,500.00
Account 52 6170 - Contractual Services Totals		Transactions	5	<u>\$66,220.00</u>
Account 52 6193 - City Wide Events				
100 1100 52 6193	Christmas Parade	1.0000	500.00	500.00
100 1100 52 6193	City Clerk's Week	1.0000	1,000.00	1,000.00
100 1100 52 6193	Georgia Cities Week	1.0000	2,000.00	2,000.00
100 1100 52 6193	National Night Out	1.0000	500.00	500.00
100 1100 52 6193	Trunk or Treat	1.0000	500.00	500.00
Account 52 6193 - City Wide Events Totals		Transactions	5	<u>\$4,500.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 6200 - Training				
100 1100 52 6200	Clerk Trainings-Carl Vinson Institute	2.0000	1,500.00	3,000.00
100 1100 52 6200	ELGL Conference	1.0000	2,000.00	2,000.00
100 1100 52 6200	GMA Annual Conference	1.0000	2,000.00	2,000.00
100 1100 52 6200	IIM Annual Conference	1.0000	2,500.00	2,500.00
100 1100 52 6200	Leadership Program	1.0000	2,800.00	2,800.00
100 1100 52 6200	Receptionist Trainings-Fred Pryor Seminars	2.0000	150.00	300.00
100 1100 52 6200	Records Management-Georgia Archive	1.0000	800.00	800.00
100 1100 52 6200	Team Building Workshop	1.0000	1,500.00	1,500.00
Account 52 6200 - Training Totals		Transactions	8	<u>\$14,900.00</u>
Account 52 6210 - Dues				
100 1100 52 6210	ELGL-Engaging Local Government Leaders	2.0000	40.00	80.00
100 1100 52 6210	GMA-Georgia Municipal Association	1.0000	4,900.00	4,900.00
100 1100 52 6210	GMCA-Georgia Municipal Clerk's Association	1.0000	110.00	110.00
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 52 6210 - Dues Totals		Transactions	6	<u>\$6,150.00</u>
Account 52 6220 - Subscription/Publications				
100 1100 52 6220	Atlanta Business Journal	1.0000	221.00	221.00
100 1100 52 6220	USA Today	1.0000	209.00	209.00
100 1100 52 6220	Wall Street Journal	1.0000	577.00	577.00
100 1100 52 6220	Web Monitoring	12.0000	25.00	300.00
Account 52 6220 - Subscription/Publications Totals		Transactions	4	<u>\$1,307.00</u>
Account 52 6232 - Convention/ Meetings Ward 2				
100 1100 52 6232	Ward 2 Travel and Trainings/Conferences	1.0000	5,000.00	5,000.00
Account 52 6232 - Convention/ Meetings Ward 2 Totals		Transactions	1	<u>\$5,000.00</u>
Account 52 6233 - Convention/ Meetings Ward 3				
100 1100 52 6233	Ward 3 Travel & Trainings/Conferences	1.0000	5,000.00	5,000.00
Account 52 6233 - Convention/ Meetings Ward 3 Totals		Transactions	1	<u>\$5,000.00</u>
Account 52 6234 - Convention/Meetings Ward 4				
100 1100 52 6234	Ward 4 Travel & Trainings/Conferences	1.0000	5,000.00	5,000.00
Account 52 6234 - Convention/Meetings Ward 4 Totals		Transactions	1	<u>\$5,000.00</u>
Account 52 6235 - Convention & Meetings Ward 1				
100 1100 52 6235	Ward 1 Travel & Trainings/Conferences	1.0000	5,000.00	5,000.00
Account 52 6235 - Convention & Meetings Ward 1 Totals		Transactions	1	<u>\$5,000.00</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1100 - LEGISLATIVE				
Account 52 6500 - Election Expense				
100 1100 52 6500	Municipal Election Expenses	1.0000	100,000.00	100,000.00
	Account 52 6500 - Election Expense Totals	Transactions	1	<u>\$100,000.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1100 52 6560	NFP	1.0000	2,746.00	2,746.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$2,746.00</u>
Account 52 7300 - Postage				
100 1100 52 7300	Legislative Mailings, Notices, Memorandums	1.0000	700.00	700.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$700.00</u>
Account 52 7320 - Stationery & Printing				
100 1100 52 7320	Stationary, Business Cards, City Envelopes	1.0000	1,000.00	1,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$1,000.00</u>
Account 52 7330 - Copy Expense				
100 1100 52 7330	Mailroom Copier	1.0000	5,000.00	5,000.00
100 1100 52 7330	Mayor & Council Wing Copier	1.0000	3,000.00	3,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	2	<u>\$8,000.00</u>
Account 53 7030 - Food & Dietary Supplies				
100 1100 53 7030	Elected Officials Council Meeting Meals/Refreshments	1.0000	4,000.00	4,000.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	1	<u>\$4,000.00</u>
Account 53 7122 - Computer Supplies				
100 1100 53 7122	Computer Maintenance	1.0000	2,000.00	2,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$2,000.00</u>
Account 53 7310 - Office Supplies				
100 1100 53 7310	City Clerk Office Supplies	1.0000	2,500.00	2,500.00
100 1100 53 7310	M&C Executive Assistant/Council Supplies	1.0000	2,500.00	2,500.00
	Account 53 7310 - Office Supplies Totals	Transactions	2	<u>\$5,000.00</u>
Account 53 7360 - Other Admin. Supplies				
100 1100 53 7360	Holiday Decorations	1.0000	1,500.00	1,500.00
100 1100 53 7360	Promo Items (Shirts, Pens Keychains, etc.)	1.0000	2,000.00	2,000.00
100 1100 53 7360	Uniforms	1.0000	500.00	500.00
100 1100 53 7360	Youth Council (Conference, Forums, Travel)	1.0000	8,000.00	8,000.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	4	<u>\$12,000.00</u>
Account 54 7530 - Building/Improvement				
100 1100 54 7530	1st Floor Restroom Upgrades - Men's & Women's (Hotel/Motel Fund)	2.0000	30,000.00	60,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1100 - LEGISLATIVE			
Account	54 7530 - Building/Improvement			
100 1100 54 7530	Access Controls - Hotel/Motel Funding	1.0000	30,000.00	30,000.00
Account	54 7530 - Building/Improvement Totals	Transactions	2	<u>\$90,000.00</u>
Department	1100 - LEGISLATIVE Totals	Transactions	80	<u>\$585,912.00</u>
Fund	100 - GENERAL FUND Totals	Transactions	80	<u>\$585,912.00</u>
	EXPENSES Totals	Transactions	80	<u>\$585,912.00</u>
	Grand Totals	Transactions	80	<u>\$585,912.00</u>

**EXHIBIT C
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Fund: 100	Department and Number: Legislative 1100				
	2020-21	2021-22	2022-23	2023-24	2023-24
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Council Members	4	4	4	4	4
City Clerk	1	1	1	1	1
Deputy Clerk	1	1	1	1	1
Information Business Liasion	1	1	1	1	1
Custodian	1	1	1	1	1
Part Time Positions:					
Custodian	1	1	1	1	1
Receptionist	2	2	2	2	2
Total Personnel:	11	11	11	11	11

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Legislative-1100

Fund: 100

Number of Requested 0	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
		0		
Additional Positions – Full Time				
Additional Positions – Part Time				
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

N/A

EXHIBIT D-1
JOB DESCRIPTION

Job Title: N/A

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 2023-2024

Fund: 100	Department and Number:	Legislative 1100
<u> </u> New Replacement for Vehicle/Equipment No.	Priority:	
<u> </u> Vehicle Type	<u> </u> Sedan 2 Door	Information on Vehicle/Equipment Being Replaced
<u> </u>	<u> </u> Sedan 4 Door	<u> </u> Age of Vehicle/Equipment Being Replaced
<u> </u>	<u> </u> Cruiser	<u> </u> Units of Use to Date (hours, miles, etc.)
<u> </u>	<u> </u> Station Wagon	<u> </u> Total Operating/Maintenance Costs to Date
<u> </u>	<u> </u> Van	<u> </u> Actual FYE 2022-23 Maintenance Cost
<u> </u>	<u> </u> 1/2-ton Truck	<u> </u> Actual FYE 2022-23 Operating Cost
<u> </u>	<u> </u> 3/4-ton Truck	<u> </u> Estimated FYE 2023-24 Maintenance Cost
<u> </u>	<u> </u> Sanitation Front Loader	<u> </u> Estimated FYE 2023-24 Operating Cost
<u> </u>	<u> </u> Sanitation Rear Loader	
<u> </u>	<u> </u> Other	
List of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
<u> </u> Purchase Option New Vehicle/Equipment	<u> </u> Rental Option New Vehicle/Equipment	
<u> </u> Purchase Price	<u> </u> Rental/Lease Cost per Year	
<u> </u> Estimated Useful Life	<u> </u> Estimated Length of Rental/Lease	
<u> </u> Estimated Use During 2023-24	<u> </u> Estimated Use During 2023-24	
<u> </u> Estimated Operating Cost During 2023-24	<u> </u> Estimated Operating Cost During 2023-24	

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

DEPARTMENT
Legislative

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
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N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2023-24

Department: Legislative Fund: 100 Department Number: 1100

Account Number	Description/Justification	Suggested Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
54-7530	1st Floor Restroom - Men's and Women's	Hotel/Motel Fund	\$60,000				
54-7530	Access Controls	Hotel/Motel Fund	\$30,000				
54-7580	Vehicle	General Fund		\$40,000			
54-7530	City Hall Re-Keying	General Fund		\$ 25,000			
Totals			\$90,000	\$65,000	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: Legislative

Fund: 100

Division:

Department Number: 1100

Item/Project Name: 1st Floor Restroom

Item/Project Manager: Building Maintenance Administrator

Priority Rating: 3

Units Requested: 2

Number of Similar Units on Hand:

Description of Item/Project: Restroom Upgrade

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: Men's and Women's restroom needs upgrades. Toilets are having flushing issues. Parts are difficult to repair because they have become obsolete or hard to find. I think it is best to update all restrooms over time. Restrooms are the same as when the building was built in 1991.

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost \$60,000

Less: Trade-In _____

Net Cost Approx. \$60,000

Comparable Quotes:

Vendor Name

Vendor Quote

1.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Legislative

Project Name or Title:

Restroom Upgrade

Project Description:

Restroom Upgrade 1st Floor at City Hall

Project Justification and Impact:

Restroom is in need of upgrades. Toilets are having flushing issues. Parts are difficult to repair because they have become obsolete or hard to find. I think it is best to update all restrooms over time. Restrooms are the same as when the building was built in 1991.

Project Costs: \$ 60,000

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Useful Life:

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

Funding Source: Hotel-Motel Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: Legislative

Fund: 100

Division:

Department Number: 1100

Item/Project Name: Access Controls

Item/Project Manager: Information Technology

Priority Rating: 1

Units Requested: All card reader units in City Hall to access doors

Number of Similar Units on Hand:

Description of Item/Project: Access Controls

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: Access controls in City Hall have been malfunctioning for years. This causes doors to lock/unlock unexpectedly. This is a major issue in case individuals need to evacuate City Hall or enter City Hall.

Will requested expenditure require additional personnel? Yes No If yes, explain: Vendor will be needed to repair issues.

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost \$30,000

Less: Trade-In _____

Net Cost Approx \$30,000

Comparable Quotes:

Vendor Name

Vendor Quote

1.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Legislative

Project Name or Title:

Access Controls

Project Description:

Access Controls upgrades for City Hall doors that use card readers.

Project Justification and Impact:

Access controls in City Hall have been malfunctioning for years. This causes doors to lock/unlock unexpectedly. This is a major issue in case individuals need to evacuate City Hall or enter City Hall.

Project Costs: \$ 30,000

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

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 2024 BUDGET

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:

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 23/24 Objectives:

Implementation of on-line payments/portal for Occupation Taxes
Record Management and Processes
Standard Operating Procedures
Thriving Youth Council
Education and Training for Staff
Increase Overall Morale for Staff

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 23/24
Number of Open Records processed during the fiscal year	3000
Direct amount of “face to face” contact with citizens and customers	60%

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

Program / Service Outputs: (goods, services, units produced)	Actual 22/23
Number of Open Records processed during the fiscal year	1716
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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Prior Year Highlights

1. Swearing in of College Park Police Officers
2. Responded to 2000+ open record requests processed & closed.
3. Updates City Clerks' webpage & Instagram – increased insights by 40%.
4. Successful implementation agenda preparations within City Clerk's Office
5. Continued education in Masters Municipal Clerk's Certification.
6. City Staff morale events (door decorating, cook-off's etc.)
7. Youth Council Kick Off
8. City Clerk Vault Improvements
9. Co-Chaired Governing/Customer Service & Chaired Quality Life Committee Meetings
10. JustFOIA Upgrades to Open Records Portal to streamline a more efficient process
11. Pension Board Meetings
12. Attended GMA Cities Connect weekly meetings & Annual Convention
13. Volunteered at various City Events
14. City Hall plaque installed in doorway

of College Park registered voters

10,567 (Fulton)

557 (Clayton)

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

Department and Number: **Legislative / 1100**

Department Submitting Request:

Division Submitting Request:

Requested for Department:

Prepared By:

Description of Item:

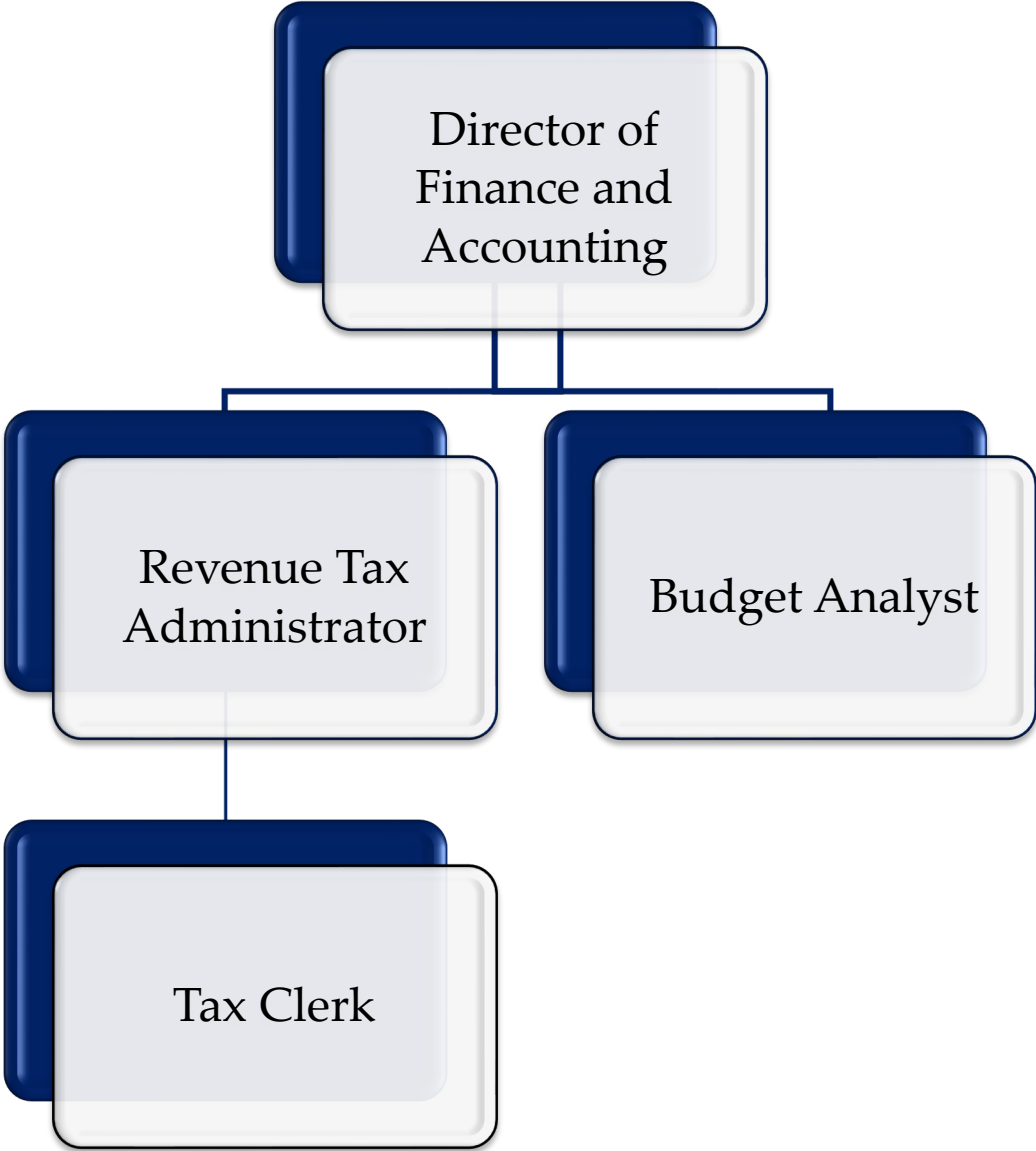
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



FINANCIAL ADMINISTRATION

Financial Administration Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1510 - Financial Administration								
<i>Personnel Services</i>								
51 5010	Salary/Operating	195,676.57	270,603.00	183,990.14	68	312,505.00	312,505.00	15
51 5190	Medicare	2,651.03	3,886.00	2,410.05	62	4,531.00	4,531.00	17
<i>Personnel Services Totals</i>		\$198,327.60	\$274,489.00	\$186,400.19	68%	\$317,036.00	\$317,036.00	16%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	30,211.17	49,367.00	29,841.86	60	58,104.00	58,104.00	18
51 5161	Life Insurance	67.60	290.00	50.28	17	223.00	223.00	(23)
51 5163	ST Disability Insurance	245.70	465.00	184.03	40	348.00	348.00	(25)
51 5164	LT Disability Insurance	282.88	521.00	211.60	41	404.00	404.00	(22)
51 5165	Health Insurance	25,621.14	43,468.00	24,747.69	57	49,063.00	49,063.00	13
51 5166	Dental Insurance	1,012.96	1,220.00	921.88	76	1,110.00	1,110.00	(9)
<i>Employee Benefits Totals</i>		\$57,441.45	\$95,331.00	\$55,957.34	59%	\$109,252.00	\$109,252.00	15%
<i>Communications & Util.</i>								
52 5240	Telephone	3,723.52	2,386.00	2,391.54	100	3,408.00	4,812.00	102
52 5260	Heat & Power	2,925.76	2,922.00	2,336.43	80	3,132.00	3,012.00	3
52 5270	Water	74.93	91.00	102.58	113	108.00	72.00	(21)
52 5280	Other Communication/Util	315.96	369.00	236.96	64	480.00	325.00	(12)
<i>Communications & Util. Totals</i>		\$7,040.17	\$5,768.00	\$5,067.51	88%	\$7,128.00	\$8,221.00	43%
<i>Rentals</i>								
52 5330	Office Equipment Rental	17.05	240.00	70.60	29	250.00	250.00	4
<i>Rentals Totals</i>		\$17.05	\$240.00	\$70.60	29%	\$250.00	\$250.00	4%
<i>Repair & Maintenance</i>								
52 5710	R&M Furn. & Equip.	.00	2,800.00	.00		2,800.00	.00	(100)
52 5730	R&M - D/P Equipment	21,949.45	23,749.00	22,071.71	93	22,528.00	22,564.00	(5)
<i>Repair & Maintenance Totals</i>		\$21,949.45	\$26,549.00	\$22,071.71	83%	\$25,328.00	\$22,564.00	(15%)
<i>Training & Education</i>								
52 6200	Training	.00	3,000.00	.00		3,000.00	3,000.00	
52 6210	Dues	1,300.00	700.00	.00		700.00	700.00	
52 6220	Subscription/Publications	825.16	750.00	892.23	119	1,068.00	1,068.00	42
52 6230	Conventions/Meetings	.00	1,500.00	808.99	54	1,500.00	1,500.00	
<i>Training & Education Totals</i>		\$2,125.16	\$5,950.00	\$1,701.22	29%	\$6,268.00	\$6,268.00	5%
<i>Other Services & Charges</i>								
52 3300	Advertising Expense	12,327.92	18,000.00	8,074.77	45	12,000.00	14,800.00	(18)
52 3505	Mileage Reimbursement	240.70	.00	.00		.00	.00	



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1510 - Financial Administration								
<i>Other Services & Charges</i>								
52 3951	FIFA Filing Expense	3,130.00	2,500.00	525.00	21	2,500.00	2,500.00	
52 6110	Other Insurance	4,275.50	4,401.00	4,966.21	113	5,689.00	5,689.00	29
52 6130	Miscellaneous Services	721.74	.00	240.34		500.00	500.00	
52 6170	Contractual Services	19,527.36	5,000.00	6,367.50	127	10,000.00	10,000.00	100
52 6560	Workers Comp/Administrati	622.39	.00	921.66		749.00	749.00	
<i>Other Services & Charges Totals</i>		\$40,845.61	\$29,901.00	\$21,095.48	71%	\$31,438.00	\$34,238.00	15%
<i>Materials & Supplies</i>								
52 7300	Postage	3,003.30	3,000.00	3,005.20	100	3,000.00	3,000.00	
52 7320	Stationery & Printing	20.67	2,000.00	16.88	1	1,000.00	1,000.00	(50)
52 7330	Copy Expense	.00	1,500.00	.00		.00	.00	(100)
53 7120	D/P Forms & Supplies	.00	2,000.00	.00		2,000.00	2,000.00	
53 7122	Computer Supplies	.00	500.00	345.58	69	500.00	500.00	
53 7150	Other Operating Supplies	1,095.35	.00	.00		.00	.00	
53 7310	Office Supplies	1,096.57	500.00	766.30	153	1,000.00	1,000.00	100
53 7360	Other Admin. Supplies	540.44	500.00	528.93	106	500.00	500.00	
53 7400	Emergency/Pandemic Expense	719.97	.00	149.94		.00	.00	
<i>Materials & Supplies Totals</i>		\$6,476.30	\$10,000.00	\$4,812.83	48%	\$8,000.00	\$8,000.00	(20%)
Department 1510 - Financial Administration Totals		\$334,222.79	\$448,228.00	\$297,176.88	66%	\$504,700.00	\$505,829.00	13%
EXPENSE TOTALS		\$334,222.79	\$448,228.00	\$297,176.88	66%	\$504,700.00	\$505,829.00	13%
Fund 100 - GENERAL FUND Totals		\$334,222.79	\$448,228.00	\$297,176.88	66%	\$504,700.00	\$505,829.00	13%
EXPENSE TOTALS		\$334,222.79	\$448,228.00	\$297,176.88	66%	\$504,700.00	\$505,829.00	13%
Fund 100 - GENERAL FUND Totals		(\$334,222.79)	(\$448,228.00)	(\$297,176.88)	66%	(\$504,700.00)	(\$505,829.00)	13%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$334,222.79	\$448,228.00	\$297,176.88	66%	\$504,700.00	\$505,829.00	13%
Net Grand Totals		(\$334,222.79)	(\$448,228.00)	(\$297,176.88)	66%	(\$504,700.00)	(\$505,829.00)	13%



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1510 - Financial Administration				
Account 52 3300 - Advertising Expense				
100 1510 52 3300	Marietta Journals	1.0000	14,800.00	14,800.00
	Account 52 3300 - Advertising Expense Totals	Transactions	1	<u>\$14,800.00</u>
Account 52 3951 - FIFA Filing Expense				
100 1510 52 3951	Property Tax Liens	1.0000	2,500.00	2,500.00
	Account 52 3951 - FIFA Filing Expense Totals	Transactions	1	<u>\$2,500.00</u>
Account 52 5240 - Telephone				
100 1510 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 1510 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 1510 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	128.00	1,536.00
	Account 52 5240 - Telephone Totals	Transactions	3	<u>\$4,812.00</u>
Account 52 5260 - Heat & Power				
100 1510 52 5260	Based on Monthly Average	12.0000	251.00	3,012.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$3,012.00</u>
Account 52 5270 - Water				
100 1510 52 5270	Based on Monthly Average	12.0000	6.00	72.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$72.00</u>
Account 52 5280 - Other Communication/Util				
100 1510 52 5280	Sanitation & Stormwater	1.0000	325.00	325.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$325.00</u>
Account 52 5330 - Office Equipment Rental				
100 1510 52 5330	Fontis Water Rental	1.0000	250.00	250.00
	Account 52 5330 - Office Equipment Rental Totals	Transactions	1	<u>\$250.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1510 52 5730	Email License	1.0000	984.00	984.00
100 1510 52 5730	Mimecast	1.0000	362.00	362.00
100 1510 52 5730	Quantum	12.0000	53.00	636.00
100 1510 52 5730	Tyler NW	1.0000	20,582.00	20,582.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>\$22,564.00</u>
Account 52 6110 - Other Insurance				
100 1510 52 6110	APEX EPLI Policy	1.0000	2,288.00	2,288.00
100 1510 52 6110	APEX General Liability	1.0000	3,401.00	3,401.00
	Account 52 6110 - Other Insurance Totals	Transactions	2	<u>\$5,689.00</u>
Account 52 6130 - Miscellaneous Services				
100 1510 52 6130	Misc Items	1.0000	500.00	500.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	<u>\$500.00</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 1510 - Financial Administration					
Account 52 6170 - Contractual Services					
100 1510 52 6170	Professional Services	1.0000	10,000.00	10,000.00	
		Account 52 6170 - Contractual Services Totals	Transactions	1	<u>10,000.00</u>
Account 52 6200 - Training					
100 1510 52 6200	GFOA/GGFOA Training	1.0000	1,000.00	1,000.00	
100 1510 52 6200	Local Finance Officer Certification Program	1.0000	2,000.00	2,000.00	
		Account 52 6200 - Training Totals	Transactions	2	<u>\$3,000.00</u>
Account 52 6210 - Dues					
100 1510 52 6210	GFOA/GGFOA Membership	2.0000	50.00	100.00	
100 1510 52 6210	GGFOA Dues for Staff	2.0000	50.00	100.00	
100 1510 52 6210	ICMA Finance Director	1.0000	100.00	100.00	
100 1510 52 6210	Institute of Internal Auditors	1.0000	150.00	150.00	
100 1510 52 6210	National Assoc of Black Accountants	1.0000	150.00	150.00	
100 1510 52 6210	National Black Public Administrators	1.0000	100.00	100.00	
		Account 52 6210 - Dues Totals	Transactions	6	<u>\$700.00</u>
Account 52 6220 - Subscription/Publications					
100 1510 52 6220	Adobe Acrobat Pro DC	1.0000	198.00	198.00	
100 1510 52 6220	CANVA	1.0000	170.00	170.00	
100 1510 52 6220	CCH GASB Updates	1.0000	600.00	600.00	
100 1510 52 6220	TimeValue Software	1.0000	100.00	100.00	
		Account 52 6220 - Subscription/Publications Totals	Transactions	4	<u>\$1,068.00</u>
Account 52 6230 - Conventions/Meetings					
100 1510 52 6230	GFOA/GGFOA Annual Conference	1.0000	1,500.00	1,500.00	
		Account 52 6230 - Conventions/Meetings Totals	Transactions	1	<u>\$1,500.00</u>
Account 52 6560 - Workers Comp/Administrati					
100 1510 52 6560	NFP	1.0000	749.00	749.00	
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$749.00</u>
Account 52 7300 - Postage					
100 1510 52 7300	Annual GFOA Budget Submission	1.0000	500.00	500.00	
100 1510 52 7300	Annual Property Tax Billings	1.0000	2,500.00	2,500.00	
		Account 52 7300 - Postage Totals	Transactions	2	<u>\$3,000.00</u>
Account 52 7320 - Stationery & Printing					
100 1510 52 7320	Annual Budget/Capital Improvements	1.0000	1,000.00	1,000.00	
		Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$1,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1510 - Financial Administration			
Account	53 7122 - Computer Supplies			
100 1510 53 7122	Computer Supplies	1.0000	500.00	500.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$500.00</u>
Account	53 7310 - Office Supplies			
100 1510 53 7310	Office Supplies	1.0000	1,000.00	1,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account	53 7360 - Other Admin. Supplies			
100 1510 53 7360	Other Admin Supplies	1.0000	500.00	500.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	<u>\$500.00</u>
	Department 1510 - Financial Administration Totals	Transactions	37	<u>\$77,541.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	37	<u>\$77,541.00</u>
	EXPENSES Totals	Transactions	37	<u>\$77,541.00</u>
	Grand Totals	Transactions	37	<u>\$77,541.00</u>

**EXHIBIT C
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Fund: 100	Department and Number: Financial Administration 1510				
	2020-21	2021-22	2022-23	2023-24	2023-24
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Director of Finance & Accounting	1	1	1	1	1
Revenue/Tax Administrator	1	1	1	1	1
Budget Analyst	1	1	1	1	1
Tax Clerk	0	0	1	1	1
Total Personnel:	3	3	4	4	4

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Financial Administration -1510

Fund: 100

Number of Requested	Position	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				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
N/A				
Fringe Benefits - All Based on Single Coverage				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia
Vehicle Request
Budget Year 2023-2024

Fund: 100		Department and Number: Finance-1510	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2022-23 Maintenance Cost
_____ Van		_____	Actual FYE 2022-23 Operating Cost
_____ 1/2-ton Truck		_____	Estimated FYE 2023-24 Maintenance Cost
_____ 3/4-ton Truck		_____	Estimated FYE 2023-24 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2023-24		_____ Estimated Use During 2023-24	
_____ Estimated Operating Cost During 2023-24		_____ Estimated Operating Cost During 2023-24	

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>	Prior Year <i>Mileage</i>	Curr Year <i>Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
N/A										

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

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2023-2024

Department: Finance		Fund: 100	Department Number: 1510				
Account Number	Description/Justification	Suggested Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
	N/A						
Totals			0	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

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.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Finance

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</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 2024 BUDGET

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 economic outlook for the City stabilized during fiscal year 2022, after a crippling past two years under COVID-19. The most notable recoveries of sectors experiencing the greatest disruption in 2020 and 2021 is travel and tourism. The travel and tourism industry returned to pre-pandemic operating levels by the end of fiscal year 2022. The City, which is significantly dependent on the travel and tourism industry to generate car rental and hotel/motel tax revenue, experienced an increase in those revenue streams. Hotel/Motel and Car Rental tax revenues increased by 71%, when fiscal year 2021 is compared to 2022.

As a result, the City's convention center and arena have returned to pre-covid operating levels and operating revenues generated during fiscal year 2022 reflect the current economic growth. Collectively both facilities have experienced a 400% increase in revenues. Even with the evidence of significant economic growth, the City continues to operate with a conservative approach to spending. The City has also benefitted from the funding of federal dollars through the American Rescue Plan Act, which has assisted the City with maintaining a healthy fund balance. Management is committed and continues to anticipate the City's solid financial position and stability moving forward.

Last year, management predicted City revenues would be at its pre-Covid level by FY2022-2023. The FY2023-2024 recommended budget, is a testament to our prediction as the General Fund and other funds show increases in revenues. Trends continue to show positive upward movements for the funds most impacted by Covid, such as the Hotel/Motel Tax Fund. The City is also preparing for continued inflation which also has attributed to the increase in expenses. We will continue to monitor City financials quarterly to identify any potential changes based on appropriated revenues and expenses

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

customers in response to their specific financial needs. Promote increased business acumen and fiscal accountability within the organization.

Performance Measures

Program/Service Outputs: (goods, services, units produced) Estimated 22/23

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

Program/Service Outcomes: (based on program objectives) Estimated 23/24

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt Moody's Aa3

Program/Service Outputs: (goods, services, units produced) Actual 21/22

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

Program/Service Outcomes: (based on program objectives) Actual 22/23

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt Moody's Aa3

Prior Year Highlights:

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City's FY2021/22
- Received the Government Finance Officers Association (GFOA) Comprehensive Annual Financial Reporting Award for the City's FY2020/21

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

Department and Number: **Finance -1510**

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

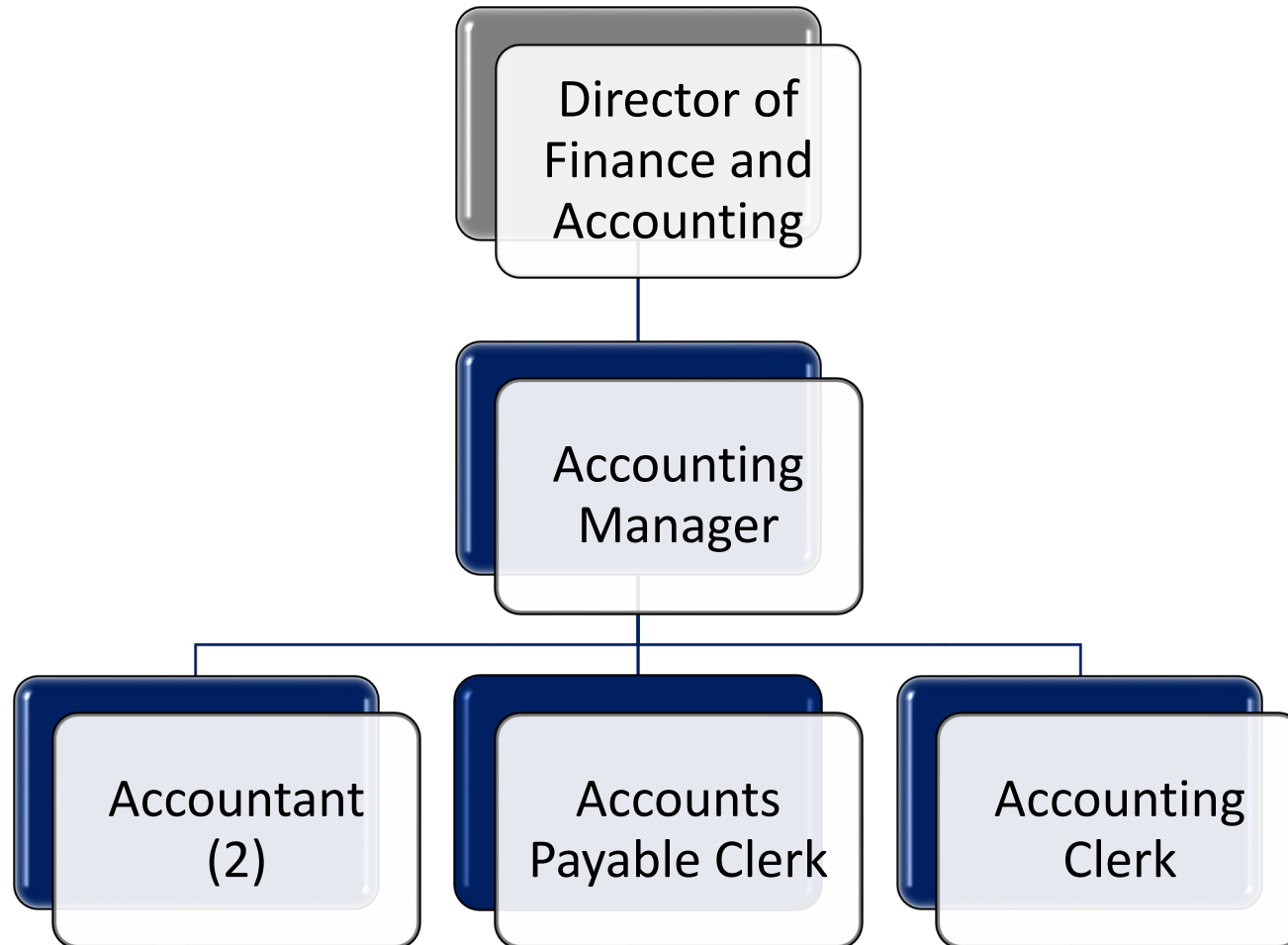
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



ACCOUNTING

Accounting Department Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1512 - Accounting								
<i>Personnel Services</i>								
51 5010	Salary/Operating	222,610.14	259,785.00	160,064.49	62	276,889.00	276,889.00	7
51 5020	Salary/Overtime	2,210.26	5,000.00	1,791.60	36	5,000.00	5,000.00	
51 5190	Medicare	3,061.57	3,767.00	2,173.66	58	4,087.00	4,087.00	8
51 5200	Fica	152.72	.00	.00		.00	.00	
<i>Personnel Services Totals</i>		\$228,034.69	\$268,552.00	\$164,029.75	61%	\$285,976.00	\$285,976.00	6%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	46,151.69	63,752.00	35,714.61	56	67,949.00	67,949.00	7
51 5161	Life Insurance	121.28	99.00	82.27	83	99.00	125.00	26
51 5163	ST Disability Insurance	346.44	436.00	267.24	61	436.00	436.00	
51 5164	LT Disability Insurance	377.60	348.00	300.65	86	348.00	348.00	
51 5165	Health Insurance	23,855.92	35,609.00	15,484.49	43	38,028.00	38,028.00	7
51 5166	Dental Insurance	566.02	785.00	957.92	122	785.00	1,177.00	50
<i>Employee Benefits Totals</i>		\$71,418.95	\$101,029.00	\$52,807.18	52%	\$107,645.00	\$108,063.00	7%
<i>Communications & Util.</i>								
52 5240	Telephone	12,793.67	9,237.00	6,385.95	69	11,136.00	9,588.00	4
52 5260	Heat & Power	4,876.28	4,870.00	3,894.05	80	5,208.00	5,028.00	3
52 5270	Water	124.78	152.00	170.93	112	168.00	132.00	(13)
52 5280	Other Communication/Util	526.44	615.00	394.84	64	800.00	543.00	(12)
<i>Communications & Util. Totals</i>		\$18,321.17	\$14,874.00	\$10,845.77	73%	\$17,312.00	\$15,291.00	3%
<i>Rentals</i>								
52 5330	Office Equipment Rental	4,307.61	4,980.00	2,975.98	60	8,700.00	8,700.00	75
<i>Rentals Totals</i>		\$4,307.61	\$4,980.00	\$2,975.98	60%	\$8,700.00	\$8,700.00	75%
<i>Repair & Maintenance</i>								
52 5710	R&M Furn. & Equip.	5,855.16	.00	833.67		.00	.00	
52 5730	R&M - D/P Equipment	447.48	3,262.00	3,000.00	92	4,683.00	4,683.00	44
<i>Repair & Maintenance Totals</i>		\$6,302.64	\$3,262.00	\$3,833.67	118%	\$4,683.00	\$4,683.00	44%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	335.00	.00	.00		.00	.00	
<i>Building Maintenance Totals</i>		\$335.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<i>Training & Education</i>								
52 6200	Training	598.00	2,000.00	458.00	23	2,000.00	2,000.00	
52 6210	Dues	640.00	500.00	50.00	10	500.00	500.00	
52 6220	Subscription/Publications	460.00	300.00	494.30	165	500.00	500.00	67



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1512 - Accounting								
Training & Education								
52 6230	Conventions/Meetings	.00	1,000.00	.00		1,000.00	1,000.00	
	<i>Training & Education Totals</i>	\$1,698.00	\$3,800.00	\$1,002.30	26%	\$4,000.00	\$4,000.00	5%
	<i>Other Services & Charges</i>							
52 3505	Mileage Reimbursement	248.04	.00	.00		.00	.00	
52 5460	Audit Fees	86,000.00	89,000.00	83,500.00	94	89,000.00	89,000.00	
52 6110	Other Insurance	7,617.48	7,963.00	7,705.69	97	8,827.00	8,827.00	11
52 6130	Miscellaneous Services	2,020.00	1,500.00	681.17	45	4,400.00	2,500.00	67
52 6170	Contractual Services	20,371.65	20,000.00	38,163.96	191	20,000.00	20,000.00	
52 6560	Workers Comp/Administrati	1,244.78	.00	1,152.08		1,498.00	1,498.00	
	<i>Other Services & Charges Totals</i>	\$117,501.95	\$118,463.00	\$131,202.90	111%	\$123,725.00	\$121,825.00	3%
	<i>Materials & Supplies</i>							
52 7300	Postage	2,982.85	2,500.00	1,729.95	69	2,500.00	2,500.00	
52 7330	Copy Expense	295.98	.00	.00		1,000.00	1,000.00	
53 7050	Medical Services/Supplies	83.50	150.00	83.50	56	150.00	150.00	
53 7120	D/P Forms & Supplies	4,373.70	4,000.00	2,589.55	65	4,000.00	4,000.00	
53 7122	Computer Supplies	1,000.00	1,000.00	851.60	85	1,000.00	1,000.00	
53 7310	Office Supplies	3,816.55	2,500.00	3,031.53	121	2,500.00	2,500.00	
53 7360	Other Admin. Supplies	870.91	1,000.00	147.18	15	1,000.00	1,000.00	
53 7400	Emergency/Pandemic Expense	1,855.73	.00	.00		.00	.00	
	<i>Materials & Supplies Totals</i>	\$15,279.22	\$11,150.00	\$8,433.31	76%	\$12,150.00	\$12,150.00	9%
	Department 1512 - Accounting Totals	\$463,199.23	\$526,110.00	\$375,130.86	71%	\$564,191.00	\$560,688.00	7%
	EXPENSE TOTALS	\$463,199.23	\$526,110.00	\$375,130.86	71%	\$564,191.00	\$560,688.00	7%
	Fund 100 - GENERAL FUND Totals							
	EXPENSE TOTALS	\$463,199.23	\$526,110.00	\$375,130.86	71%	\$564,191.00	\$560,688.00	7%
	Fund 100 - GENERAL FUND Totals	(\$463,199.23)	(\$526,110.00)	(\$375,130.86)	71%	(\$564,191.00)	(\$560,688.00)	7%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$463,199.23	\$526,110.00	\$375,130.86	71%	\$564,191.00	\$560,688.00	7%
	Net Grand Totals	(\$463,199.23)	(\$526,110.00)	(\$375,130.86)	71%	(\$564,191.00)	(\$560,688.00)	7%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1512 - Accounting				
Account 52 5240 - Telephone				
100 1512 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 1512 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 1512 52 5240	Verizon Data	12.0000	150.00	1,800.00
100 1512 52 5240	Verizon Wireless	12.0000	206.00	2,472.00
100 1512 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	170.00	2,040.00
Account 52 5240 - Telephone Totals		Transactions	5	<u>\$9,588.00</u>
Account 52 5260 - Heat & Power				
100 1512 52 5260	Based on Monthly Average	12.0000	419.00	5,028.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$5,028.00</u>
Account 52 5270 - Water				
100 1512 52 5270	Based on Monthly Average	12.0000	11.00	132.00
Account 52 5270 - Water Totals		Transactions	1	<u>\$132.00</u>
Account 52 5280 - Other Communication/Util				
100 1512 52 5280	Sanitation & Stormwater	1.0000	543.00	543.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$543.00</u>
Account 52 5330 - Office Equipment Rental				
100 1512 52 5330	Cannon Copy Machine	12.0000	700.00	8,400.00
100 1512 52 5330	Fontis Water Rental	12.0000	25.00	300.00
Account 52 5330 - Office Equipment Rental Totals		Transactions	2	<u>\$8,700.00</u>
Account 52 5460 - Audit Fees				
100 1512 52 5460	Annual Financial Audit	1.0000	80,000.00	80,000.00
100 1512 52 5460	Single Audit (If Necessary)	1.0000	9,000.00	9,000.00
Account 52 5460 - Audit Fees Totals		Transactions	2	<u>\$89,000.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1512 52 5730	Email License	1.0000	1,231.00	1,231.00
100 1512 52 5730	EZ Lease, LLC	1.0000	3,000.00	3,000.00
100 1512 52 5730	Mimecast	1.0000	452.00	452.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	3	<u>\$4,683.00</u>
Account 52 6110 - Other Insurance				
100 1512 52 6110	APEX EPLI Policy	1.0000	4,576.00	4,576.00
100 1512 52 6110	APEX General Liability	1.0000	4,251.00	4,251.00
Account 52 6110 - Other Insurance Totals		Transactions	2	<u>\$8,827.00</u>
Account 52 6130 - Miscellaneous Services				
100 1512 52 6130	File Storage and Misc Items	1.0000	2,500.00	2,500.00
Account 52 6130 - Miscellaneous Services Totals		Transactions	1	<u>\$2,500.00</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1512 - Accounting				
Account 52 6170 - Contractual Services				
100 1512 52 6170	Professional Services	1.0000	20,000.00	20,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	<u>\$20,000.00</u>
Account 52 6200 - Training				
100 1512 52 6200	Carl Vinson Training for Staff	1.0000	1,000.00	1,000.00
100 1512 52 6200	Developmental Training for staff	1.0000	1,000.00	1,000.00
	Account 52 6200 - Training Totals	Transactions	2	<u>\$2,000.00</u>
Account 52 6210 - Dues				
100 1512 52 6210	GFOA Dues - Accounting Manager	1.0000	100.00	100.00
100 1512 52 6210	GGFOA Dues for Staff	5.0000	50.00	250.00
100 1512 52 6210	National Black Public Accountants	1.0000	150.00	150.00
	Account 52 6210 - Dues Totals	Transactions	3	<u>\$500.00</u>
Account 52 6220 - Subscription/Publications				
100 1512 52 6220	Adobe Pro -IT	1.0000	500.00	500.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$500.00</u>
Account 52 6230 - Conventions/Meetings				
100 1512 52 6230	GGFOA Conference	1.0000	1,000.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	<u>\$1,000.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1512 52 6560	NFP	1.0000	1,498.00	1,498.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$1,498.00</u>
Account 52 7300 - Postage				
100 1512 52 7300	AP and 1099-NEW Postage	1.0000	2,500.00	2,500.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$2,500.00</u>
Account 53 7050 - Medical Services/Supplies				
100 1512 53 7050	Medical Services	1.0000	150.00	150.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$150.00</u>
Account 53 7120 - D/P Forms & Supplies				
100 1512 53 7120	AP Checks and Envelopes	1.0000	3,400.00	3,400.00
100 1512 53 7120	IRS Form 1099-NES and Envelopes	1.0000	600.00	600.00
	Account 53 7120 - D/P Forms & Supplies Totals	Transactions	2	<u>\$4,000.00</u>
Account 53 7122 - Computer Supplies				
100 1512 53 7122	Computer Supplies	1.0000	1,000.00	1,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$1,000.00</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1512 - Accounting				
Account 53 7310 - Office Supplies				
100 1512 53 7310	Offices Supplies	1.0000	2,500.00	2,500.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>2,500.00</u>
	Account 53 7360 - Other Admin. Supplies			
100 1512 53 7360	Other Admin Supplies	1.0000	1,000.00	1,000.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	<u>1,000.00</u>
	Department 1512 - Accounting Totals	Transactions	34	<u>\$165,649.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	34	<u>\$165,649.00</u>
	EXPENSES Totals	Transactions	34	<u>\$165,649.00</u>
	Grand Totals	Transactions	34	<u>\$165,649.00</u>

**EXHIBIT C
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Fund: 100	Department and Number: Accounting 1512				
	2020-21	2021-22	2022-23	2023-24	2023-24
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Accounting Manager	1	1	1	1	1
Accountant	1	1	2	2	2
Accounting Assistant	1	0	0	0	0
Accounts Payable Clerk	1	1	1	1	1
Accounting Clerk	0	0	1	1	1
Part Time Positions:					
Accounts Payable Clerk	1	1	0	0	0
Accounting Clerk	1	1	0	0	0
Total Personnel:	6	5	5	5	5

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-24

Department and Number
Accounting-1512

Fund: 100

Number of Requested	Position	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				
<hr/>				
Wages				
Regular	N/A		\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)				\$ -
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2023-2024

Fund: 100		Department and Number: Accounting 1512	
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 <hr/>	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 2022-23 Maintenance Cost <hr/> Actual FYE 2022-23 Operating Cost <hr/> Estimated FYE 2023-24 Maintenance Cost <hr/> Estimated FYE 2023-24 Operating Cost <hr/>		
List of Special Features, Not Standard: <hr/>	Specific Description & Condition of Item Being Replaced including VIN#: <hr/>		
Justification/Description: <hr/>	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other <hr/>		
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>		

EXHIBIT F-1
City of College Park, Georgia
Vehicle Inventory List
Budget Year 2023-2024

Dept: Accounting 1512 Fuel Type:

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

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

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: **Accounting**

Fund :**100**

Division:

Department Number: **1512**

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Accounting

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$ -

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</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 2024 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 and guidance/support to City staff related to financial controls, systems, laws, and policies/procedures. The program is also responsible for coordinating the financial statement audit, preparing the City's annual financial statements, and grant compliance.

Trends:

Accounting will continue to monitor internal control at the department level to ensure the City assets are adequately safeguarded. In addition, accounting continues to emphasize applying technology for analyzing, compiling, and reporting data. For example, 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 23/24

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 currently available technology and provide city-wide education to assist with compliance.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 22/23
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	5,539
# of accounts payable checks and EFTs issued	21,703

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Finance Department | Accounting

Program/Service Outcomes: (based on program objectives)	Actual 22/23
Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20 th or prior	12/31/2023
Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks	Yes
Program/Service Outputs: (goods, services, units produced)	Estimated 23/24
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	6,000
# of accounts payable checks and EFTs issued	22,000
Program/Service Outcomes: (based on program objectives)	Estimated 23/24
Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20 th or prior	12/31/2022
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 2023-2024

Fund: **100**

Department and Number: **Accounting / 1512**

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

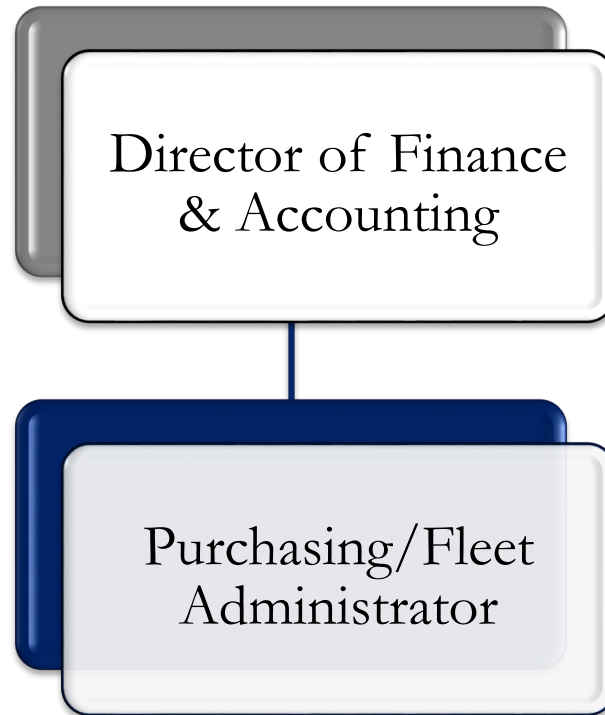
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



PURCHASING

Purchasing Department Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1517 - Purchasing								
<i>Personnel Services</i>								
51 5010	Salary/Operating	54,743.80	65,312.00	49,651.27	76	68,578.00	68,578.00	5
51 5190	Medicare	752.56	947.00	644.97	68	994.00	994.00	5
<i>Personnel Services Totals</i>		\$55,496.36	\$66,259.00	\$50,296.24	76%	\$69,572.00	\$69,572.00	5%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	11,839.22	16,028.00	10,902.52	68	16,829.00	16,829.00	5
51 5161	Life Insurance	22.62	50.00	16.53	33	50.00	50.00	
51 5163	ST Disability Insurance	111.28	160.00	81.32	51	160.00	160.00	
51 5164	LT Disability Insurance	120.90	135.00	88.35	65	135.00	135.00	
51 5166	Dental Insurance	641.16	641.00	517.94	81	641.00	641.00	
<i>Employee Benefits Totals</i>		\$12,735.18	\$17,014.00	\$11,606.66	68%	\$17,815.00	\$17,815.00	5%
<i>Communications & Util.</i>								
52 5240	Telephone	4,766.14	3,520.00	2,710.85	77	4,548.00	3,792.00	8
52 5260	Heat & Power	1,950.51	1,948.00	1,557.64	80	2,088.00	2,004.00	3
52 5270	Water	49.99	61.00	68.39	112	72.00	60.00	(2)
52 5280	Other Communication/Util	210.60	246.00	157.95	64	320.00	217.00	(12)
<i>Communications & Util. Totals</i>		\$6,977.24	\$5,775.00	\$4,494.83	78%	\$7,028.00	\$6,073.00	5%
<i>Repair & Maintenance</i>								
52 5730	R&M - D/P Equipment	2,983.20	3,193.00	3,299.51	103	2,294.00	2,294.00	(28)
<i>Repair & Maintenance Totals</i>		\$2,983.20	\$3,193.00	\$3,299.51	103%	\$2,294.00	\$2,294.00	(28%)
<i>Training & Education</i>								
52 6200	Training	199.99	350.00	553.28	158	500.00	500.00	43
52 6210	Dues	969.00	810.00	475.00	59	800.00	800.00	(1)
52 6220	Subscription/Publications	.00	.00	98.86		99.00	.00	
52 6230	Conventions/Meetings	.00	.00	.00		.00	2,000.00	
<i>Training & Education Totals</i>		\$1,168.99	\$1,160.00	\$1,127.14	97%	\$1,399.00	\$3,300.00	184%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	199.29	.00	.00		.00	.00	
52 6110	Other Insurance	1,402.66	1,467.00	1,407.99	96	1,614.00	1,614.00	10
52 6130	Miscellaneous Services	300.00	2,000.00	1,205.43	60	1,500.00	1,500.00	(25)
52 6560	Workers Comp/Administrati	207.46	.00	230.42		250.00	250.00	
<i>Other Services & Charges Totals</i>		\$2,109.41	\$3,467.00	\$2,843.84	82%	\$3,364.00	\$3,364.00	(3%)
<i>Materials & Supplies</i>								
52 7300	Postage	10.56	30.00	1.14	4	20.00	20.00	(33)



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1517 - Purchasing								
<i>Materials & Supplies</i>								
52 7320	Stationery & Printing	162.58	125.00	.00		125.00	125.00	
52 7330	Copy Expense	1,543.79	1,200.00	975.20	81	1,500.00	1,500.00	25
53 7121	Computer Hardware	.00	.00	.00		300.00	300.00	
53 7122	Computer Supplies	272.03	300.00	1,752.11	584	350.00	449.00	50
53 7150	Other Operating Supplies	325.70	500.00	389.86	78	500.00	500.00	
53 7310	Office Supplies	517.90	1,000.00	399.20	40	1,000.00	1,000.00	
53 7400	Emergency/Pandemic Expense	367.90	.00	.00		.00	.00	
<i>Materials & Supplies Totals</i>		\$3,200.46	\$3,155.00	\$3,517.51	111%	\$3,795.00	\$3,894.00	23%
Department 1517 - Purchasing Totals		\$84,670.84	\$100,023.00	\$77,185.73	77%	\$105,267.00	\$106,312.00	6%
EXPENSE TOTALS		\$84,670.84	\$100,023.00	\$77,185.73	77%	\$105,267.00	\$106,312.00	6%
Fund 100 - GENERAL FUND Totals		\$84,670.84	\$100,023.00	\$77,185.73	77%	\$105,267.00	\$106,312.00	6%
EXPENSE TOTALS		\$84,670.84	\$100,023.00	\$77,185.73	77%	\$105,267.00	\$106,312.00	6%
Fund 100 - GENERAL FUND Totals		(\$84,670.84)	(\$100,023.00)	(\$77,185.73)	77%	(\$105,267.00)	(\$106,312.00)	6%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$84,670.84	\$100,023.00	\$77,185.73	77%	\$105,267.00	\$106,312.00	6%
Net Grand Totals		(\$84,670.84)	(\$100,023.00)	(\$77,185.73)	77%	(\$105,267.00)	(\$106,312.00)	6%



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1517 - Purchasing				
Account 52 5240 - Telephone				
100 1517 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 1517 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 1517 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	43.00	516.00
Account 52 5240 - Telephone Totals		Transactions	3	<u>\$3,792.00</u>
Account 52 5260 - Heat & Power				
100 1517 52 5260	Based on Monthly Average	12.0000	167.00	2,004.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$2,004.00</u>
Account 52 5270 - Water				
100 1517 52 5270	Based on Monthly Average	12.0000	5.00	60.00
Account 52 5270 - Water Totals		Transactions	1	<u>\$60.00</u>
Account 52 5280 - Other Communication/Util				
100 1517 52 5280	Sanitation & Stormwater	1.0000	217.00	217.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$217.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1517 52 5730	Email License	1.0000	247.00	247.00
100 1517 52 5730	Minecast	1.0000	91.00	91.00
100 1517 52 5730	Tyler NW	1.0000	1,956.00	1,956.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	3	<u>\$2,294.00</u>
Account 52 6110 - Other Insurance				
100 1517 52 6110	APEX EPLI Policy	1.0000	763.00	763.00
100 1517 52 6110	APEX General Liability	1.0000	851.00	851.00
Account 52 6110 - Other Insurance Totals		Transactions	2	<u>\$1,614.00</u>
Account 52 6210 - Dues				
100 1517 52 6210	National Assoc of Minority Contracts Membership	1.0000	600.00	600.00
100 1517 52 6210	NIGP Membership	1.0000	200.00	200.00
Account 52 6210 - Dues Totals		Transactions	2	<u>\$800.00</u>
Account 52 6230 - Conventions/Meetings				
100 1517 52 6230	Georgia Procurement Conference	1.0000	2,000.00	2,000.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	1	<u>\$2,000.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1517 52 6560	NFP	1.0000	250.00	250.00
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$250.00</u>
Account 52 7330 - Copy Expense				
100 1517 52 7330	Mailroom Copy Paper Expense	1.0000	1,500.00	1,500.00
Account 52 7330 - Copy Expense Totals		Transactions	1	<u>\$1,500.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1517 - Purchasing			
Account	53 7122 - Computer Supplies			
100 1517 53 7122	Adobe Acrobat Pro Dc	1.0000	99.00	99.00
100 1517 53 7122	Computer Supplies	1.0000	350.00	350.00
	Account 53 7122 - Computer Supplies Totals	Transactions	2	<u>\$449.00</u>
	Department 1517 - Purchasing Totals	Transactions	18	<u>\$14,980.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	18	<u>\$14,980.00</u>
	EXPENSES Totals	Transactions	18	<u>\$14,980.00</u>
	Grand Totals	Transactions	18	<u>\$14,980.00</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Purchasing-1517

Fund: 100

Number of Requested	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
		0		
Additional Positions – Full Time				
Additional Positions – Part Time				
Reclassified Positions:				
From:				
N/A				
Justification (including assignment and responsibilities of position requested)				
See attached				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2023-24

Fund: 100		Department and Number: Purchasing - 1517	
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 <hr/>	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 2021-22 Maintenance Cost <hr/> Actual FYE 2021-22 Operating Cost <hr/> Estimated FYE 2023-24 Maintenance Cost <hr/> Estimated FYE 2023-24 Operating Cost <hr/>		
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 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>	Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>		

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

DEPARTMENT
Purchasing

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
---------------	-------------	-------------	--------------	-------------------	--------------------------	-------------------------	-----------------------------------	---------------------------------	----------------------------	--------------------------	---------------

N/A

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 2023-2024

Department: Purchasing

Fund: 100

Division:

Department Number: 1517

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 2024 BUDGET

Department/Division:

Purchasing

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</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 2024 BUDGET

Purchasing Department

Program Description:

The Purchasing program is responsible for the timely and best value acquisition and/or facilitation of all materials, services, and construction required by the City and provides assistance to the various contractor administrators throughout the City staff. It analyzes goods and services from many aspects to ensure that best value is provided to the City and promotes an open and public procurement process, including seeking environmentally friendly products and opportunities for various small businesses including minority, women-owned and disadvantaged.

Trends:

Public procurement is attempting to use more efficient means of technology where it makes sense to perform the traditional jobs of buying. We have concentrated on increasing our website presence and making our solicitation process more user friendly. Actual on-line bidding presently does not offer the returns to us that would make it a viable solution. We continue to make use of other government agency contracting when appropriate, with the understanding that is not an optimal solution for all situations.

Program Broad Goals:

Education in terms of outreach to our City staff and end users is a key strategic goal of the Purchasing Department. Combining increased meaningful training along with best practices will provide a stronger foundation throughout the City for procurement activity. Establishing a strong and consistent commitment to best value procurements is another strategic goal for Purchasing. By providing the functional expertise to the City to be able to properly solicit and procure using a best procurement methodology (RFP - "request for proposal", RFQ - "request for quotation", RFQC - "request for qualified contractors" or ITB – Invitation to Bid) to determine the most responsive that will yield a better long-term result for the City.

The last of the strategic goals for Purchasing is to continue to promote and develop flexible processes and staff that will be capable of improving our processes over time as the City, economy and supply base changes. The ability to not only maintain but lead in such a dynamic change is crucial for the City to succeed in meeting its goods and services requirements.

Program 23/24 Objectives:

Continue to educate and improve the processing time for requisitions so that the goods and services needed by the City staff are available in a timely manner. Improve the solicitation process so that it represents the City's needs for best value procurements in acquiring the multitude of various goods and services the City needs to operate. Continue the seven-year purchasing document retention program, which will continue to lead us to an on-line set of data that will be more accessible to City staff. Continue to provide education to City staff through various means. Continue to update and revise the

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Purchasing Policy Manual, when required, to adhere to current changes in laws or policy changes.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 22/23
No. of Purchase Orders processed	1,382
\$ value of Purchase Orders	\$36,421,924
No. of long-term contracts in place	N/A

Prior Year Highlights:

- Continue to provide training opportunities to various City departments during the year for processing of requisitions.
- Host 1st Procurement Training
- Manage and oversee the solicitation process.
 - More streamlined solicitation process
 - More vendors solicited.
 - More proposals received.
- Registered 480 new vendors with the City of College Park

Fleet Administration

Program Description:

The Fleet Administration Division, under the Purchasing Department is responsible for the administrative function(s) for the City fleet vehicles. This includes monitoring State of Georgia Contracts to purchase new vehicles, once the department has placed vehicle(s) on their surplus list. Registering and licensing all vehicles with the Fulton County Tax Commissioners Office to be in compliance with the State of Georgia. In completing this process, the City of College Park takes ownership of the vehicle. Overseeing commissioning or surplus of vehicles. Generate reports of out of service vehicles and determine a period of return to service.

Prior Year Highlights:

- Registered the City fleet (198 of 200) vehicles with the state of Georgia.
- Conducted a fall surplus auction, with a return of \$40,000.00 to the City.

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-24

Fund: **100**

Department and Number: Purchasing – 1517

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



HUMAN RESOURCES

Office of Human Resources Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1540 - HUMAN RESOURCES								
<i>Personnel Services</i>								
51 5010	Salary/Operating	194,207.25	209,406.00	239,913.28	115	364,653.00	364,653.00	74
51 5020	Salary/Overtime	1,612.10	1,000.00	348.71	35	1,000.00	1,000.00	
51 5040	Employee Utility Credit	.00	.00	591.49		.00	.00	
51 5190	Medicare	2,531.97	3,036.00	3,006.62	99	5,287.00	5,287.00	74
<i>Personnel Services Totals</i>		\$198,351.32	\$213,442.00	\$243,860.10	114%	\$370,940.00	\$370,940.00	74%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	34,280.25	39,772.00	42,894.07	108	71,616.00	71,616.00	80
51 5161	Life Insurance	131.68	198.00	108.85	55	297.00	297.00	50
51 5163	ST Disability Insurance	212.08	305.00	156.08	51	305.00	305.00	
51 5164	LT Disability Insurance	233.40	439.00	221.97	51	439.00	439.00	
51 5165	Health Insurance	22,535.12	27,881.00	14,828.53	53	46,343.00	46,343.00	66
51 5166	Dental Insurance	1,210.58	1,014.00	980.96	97	1,014.00	1,014.00	
<i>Employee Benefits Totals</i>		\$58,603.11	\$69,609.00	\$59,190.46	85%	\$120,014.00	\$120,014.00	72%
<i>New Personnel Costs</i>								
51 5210	Position Consideration	.00	.00	.00		22,000.00	23,683.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$22,000.00	\$23,683.00	+++
<i>Communications & Util.</i>								
52 5240	Telephone	11,096.75	8,055.00	6,370.81	79	10,116.00	10,428.00	29
52 5260	Heat & Power	4,876.28	4,870.00	3,894.05	80	5,220.00	5,028.00	3
52 5270	Water	124.78	152.00	170.93	112	168.00	132.00	(13)
52 5280	Other Communication/Util	526.44	615.00	394.84	64	800.00	543.00	(12)
<i>Communications & Util. Totals</i>		\$16,624.25	\$13,692.00	\$10,830.63	79%	\$16,304.00	\$16,131.00	18%
<i>Repair & Maintenance</i>								
52 5730	R&M - D/P Equipment	4,617.84	5,581.00	3,967.53	71	11,092.00	11,328.00	103
<i>Repair & Maintenance Totals</i>		\$4,617.84	\$5,581.00	\$3,967.53	71%	\$11,092.00	\$11,328.00	103%
<i>Training & Education</i>								
52 6200	Training	1,760.00	4,000.00	4,502.90	113	5,000.00	3,500.00	(13)
52 6210	Dues	75.00	3,791.00	3,108.00	82	4,870.00	3,740.00	(1)
52 6220	Subscription/Publications	374.00	500.00	1,914.94	383	900.00	900.00	80
52 6230	Conventions/Meetings	.00	9,672.00	2,718.22	28	14,000.00	10,500.00	9
<i>Training & Education Totals</i>		\$2,209.00	\$17,963.00	\$12,244.06	68%	\$24,770.00	\$18,640.00	4%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	.00	.00		250.00	250.00	



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1540 - HUMAN RESOURCES								
<i>Other Services & Charges</i>								
52 5510	Consulting Fees	226,011.29	237,035.00	163,259.54	69	220,100.00	220,100.00	(7)
52 6000	Advertising Expense	.00	2,000.00	116.00	6	2,000.00	500.00	(75)
52 6110	Other Insurance	15,458.36	4,401.00	17,618.58	400	5,000.00	5,000.00	14
52 6130	Miscellaneous Services	3,641.16	.00	350.00		.00	.00	
52 6170	Contractual Services	107,841.31	25,000.00	152,739.30	611	100,000.00	15,000.00	(40)
52 6193	City Wide Events	16,400.80	53,000.00	12,041.22	23	44,500.00	44,500.00	(16)
52 6560	Workers Comp/Administrati	33,969.24	10,000.00	90,177.56	902	10,000.00	10,000.00	
52 6570	Recruiting Expense	17,005.99	15,000.00	.00		1,500.00	7,500.00	(50)
52 6580	Unemployment Compensation	85,583.24	12,000.00	17,120.62	143	15,000.00	15,000.00	25
<i>Other Services & Charges Totals</i>		\$505,911.39	\$358,436.00	\$453,422.82	127%	\$398,350.00	\$317,850.00	(11%)
<i>Materials & Supplies</i>								
52 7300	Postage	262.79	1,000.00	84.37	8	500.00	500.00	(50)
52 7320	Stationery & Printing	31.65	3,000.00	37.72	1	500.00	500.00	(83)
52 7330	Copy Expense	9,155.67	2,000.00	6,231.87	312	4,000.00	4,000.00	100
53 7050	Medical Services/Supplies	1,876.00	.00	.00		.00	.00	
53 7120	D/P Forms & Supplies	778.77	1,000.00	.00		500.00	500.00	(50)
53 7121	Computer Hardware	306.00	2,790.00	1,196.13	43	2,000.00	2,000.00	(28)
53 7122	Computer Supplies	1,963.60	1,500.00	521.72	35	1,500.00	1,500.00	
53 7150	Other Operating Supplies	.00	1,050.00	750.12	71	1,500.00	1,500.00	43
53 7310	Office Supplies	2,331.28	3,000.00	4,556.75	152	4,000.00	4,400.00	47
53 7400	Emergency/Pandemic Expense	2,416.15	500.00	.00		500.00	.00	(100)
<i>Materials & Supplies Totals</i>		\$19,121.91	\$15,840.00	\$13,378.68	84%	\$15,000.00	\$14,900.00	(6%)
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	.00	1,500.00	.00		1,500.00	1,500.00	
<i>Cost Of Sales Totals</i>		\$0.00	\$1,500.00	\$0.00	0%	\$1,500.00	\$1,500.00	0%
<i>Capital Outlay</i>								
54 7550	Furniture/Fixtures New	.00	.00	.00		400.00	.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$400.00	\$0.00	+++
Department 1540 - HUMAN RESOURCES Totals		\$805,438.82	\$696,063.00	\$796,894.28	114%	\$980,370.00	\$894,986.00	29%
EXPENSE TOTALS		\$805,438.82	\$696,063.00	\$796,894.28	114%	\$980,370.00	\$894,986.00	29%
Fund 100 - GENERAL FUND Totals		\$805,438.82	\$696,063.00	\$796,894.28	114%	\$980,370.00	\$894,986.00	29%
EXPENSE TOTALS		\$805,438.82	\$696,063.00	\$796,894.28	114%	\$980,370.00	\$894,986.00	29%



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund	100 - GENERAL FUND Totals	(\$805,438.82)	(\$696,063.00)	(\$796,894.28)	114%	(\$980,370.00)	(\$894,986.00)	29%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$805,438.82	\$696,063.00	\$796,894.28	114%	\$980,370.00	\$894,986.00	29%
	Net Grand Totals	(\$805,438.82)	(\$696,063.00)	(\$796,894.28)	114%	(\$980,370.00)	(\$894,986.00)	29%



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1540 - HUMAN RESOURCES			
Account	51 5210 - Position Consideration			
100 1540 51 5210	Part-time: Record Retention Clerk	1.0000	23,683.00	23,683.00
	Account 51 5210 - Position Consideration Totals	Transactions	1	<u>\$23,683.00</u>
Account	52 5240 - Telephone			
100 1540 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 1540 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 1540 52 5240	Verizon Data	12.0000	108.00	1,296.00
100 1540 52 5240	Verizon Wireless	12.0000	318.00	3,816.00
100 1540 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	170.00	2,040.00
	Account 52 5240 - Telephone Totals	Transactions	5	<u>\$10,428.00</u>
Account	52 5260 - Heat & Power			
100 1540 52 5260	Based on monthly average	12.0000	419.00	5,028.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$5,028.00</u>
Account	52 5270 - Water			
100 1540 52 5270	Based on Monthly Average	12.0000	11.00	132.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$132.00</u>
Account	52 5280 - Other Communication/Util			
100 1540 52 5280	Sanitation & Stormwater	1.0000	543.00	543.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$543.00</u>
Account	52 5510 - Consulting Fees			
100 1540 52 5510	Brokerage Services-Healthcare & Worker's Comp-NFP	1.0000	160,000.00	160,000.00
100 1540 52 5510	CorpCare-EAP Service	4.0000	2,500.00	10,000.00
100 1540 52 5510	Ethics Hotline-NAVEX	1.0000	5,000.00	5,000.00
100 1540 52 5510	Language Line- Interpreter	1.0000	100.00	100.00
100 1540 52 5510	NEOGOV	1.0000	30,000.00	30,000.00
100 1540 52 5510	Wellness Program-Health Fair	4.0000	3,750.00	15,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	6	<u>\$220,100.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 1540 52 5730	DocuSign	1.0000	2,601.00	2,601.00
100 1540 52 5730	Email License	1.0000	985.00	985.00
100 1540 52 5730	Mimecast	1.0000	271.00	271.00
100 1540 52 5730	Quantum	12.0000	53.00	636.00
100 1540 52 5730	Tyler NW	1.0000	6,835.00	6,835.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	5	<u>\$11,328.00</u>
Account	52 6110 - Other Insurance			
100 1540 52 6110	APEX General Liability, EPLI	1.0000	5,000.00	5,000.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$5,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1540 - HUMAN RESOURCES			
Account	52 6170 - Contractual Services			
100 1540 52 6170	Temp Services	1.0000	15,000.00	15,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	<u>\$15,000.00</u>
Account	52 6193 - City Wide Events			
100 1540 52 6193	Employee Holiday Event	1.0000	25,000.00	25,000.00
100 1540 52 6193	Employee of Month/Year Recognition	1.0000	4,000.00	4,000.00
100 1540 52 6193	Employee Related Training	1.0000	15,000.00	15,000.00
100 1540 52 6193	Service Award Pins	1.0000	500.00	500.00
	Account 52 6193 - City Wide Events Totals	Transactions	4	<u>\$44,500.00</u>
Account	52 6200 - Training			
100 1540 52 6200	HR Team Training/Continuing Education/Certification	1.0000	3,500.00	3,500.00
	Account 52 6200 - Training Totals	Transactions	1	<u>\$3,500.00</u>
Account	52 6210 - Dues			
100 1540 52 6210	Drug Free Workplace Program Dues	1.0000	350.00	350.00
100 1540 52 6210	HR Professional Association Group Membership	3.0000	1,130.00	3,390.00
	Account 52 6210 - Dues Totals	Transactions	2	<u>\$3,740.00</u>
Account	52 6220 - Subscription/Publications			
100 1540 52 6220	Adobe Acrobat Pro DC	1.0000	400.00	400.00
100 1540 52 6220	Legal Updates and Compliance Posters	1.0000	500.00	500.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	2	<u>\$900.00</u>
Account	52 6230 - Conventions/Meetings			
100 1540 52 6230	IPMA-HR	1.0000	3,500.00	3,500.00
100 1540 52 6230	NEOGOV	1.0000	3,500.00	3,500.00
100 1540 52 6230	PRIMA	1.0000	3,500.00	3,500.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	3	<u>\$10,500.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 1540 52 6560	State Board Workers Compensation Yearly Reporting	1.0000	5,000.00	5,000.00
100 1540 52 6560	Worker's Compensation Claims	1.0000	5,000.00	5,000.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$10,000.00</u>
Account	52 6570 - Recruiting Expense			
100 1540 52 6570	Recruiting Materials and Announcement	1.0000	7,500.00	7,500.00
	Account 52 6570 - Recruiting Expense Totals	Transactions	1	<u>\$7,500.00</u>
Account	52 6580 - Unemployment Compensation			
100 1540 52 6580	DOL Unemployment Claims	1.0000	15,000.00	15,000.00
	Account 52 6580 - Unemployment Compensation Totals	Transactions	1	<u>\$15,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1540 - HUMAN RESOURCES			
Account	52 7300 - Postage			
100 1540 52 7300	Certified Letters and Notifications for Retirees	1.0000	500.00	500.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>500.00</u>
Account	52 7320 - Stationery & Printing			
100 1540 52 7320	Business Cards& Promotion Items (Ethics Program)	1.0000	500.00	500.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>500.00</u>
Account	52 7330 - Copy Expense			
100 1540 52 7330	Copy Machine and Printer Cartridges	1.0000	4,000.00	4,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$4,000.00</u>
Account	53 7030 - Food & Dietary Supplies			
100 1540 53 7030	New Onboarding Snacks and Drinks	1.0000	1,500.00	1,500.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	1	<u>\$1,500.00</u>
Account	53 7120 - D/P Forms & Supplies			
100 1540 53 7120	Payroll Checks and W-2 Forms	1.0000	500.00	500.00
	Account 53 7120 - D/P Forms & Supplies Totals	Transactions	1	<u>\$500.00</u>
Account	53 7121 - Computer Hardware			
100 1540 53 7121	Computer Monitors	1.0000	2,000.00	2,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>\$2,000.00</u>
Account	53 7122 - Computer Supplies			
100 1540 53 7122	Headsets and Speakers	1.0000	1,500.00	1,500.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$1,500.00</u>
Account	53 7150 - Other Operating Supplies			
100 1540 53 7150	Employee Uniform	4.0000	150.00	600.00
100 1540 53 7150	Flower Arrangement for Employee (Family) Deaths	12.0000	75.00	900.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	2	<u>\$1,500.00</u>
Account	53 7310 - Office Supplies			
100 1540 53 7310	General Office Supplies, etc.	1.0000	4,000.00	4,000.00
100 1540 53 7310	Office Chairs	2.0000	200.00	400.00
	Account 53 7310 - Office Supplies Totals	Transactions	2	<u>\$4,400.00</u>
	Department 1540 - HUMAN RESOURCES Totals	Transactions	49	<u>\$403,282.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	49	<u>\$403,282.00</u>
	EXPENSES Totals	Transactions	49	<u>\$403,282.00</u>
	Grand Totals	Transactions	49	<u>\$403,282.00</u>

**EXHIBIT C
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Fund: 100	Department and Number: Human Resources 1540				
	2020-21	2021-22	2022-23	2023-24	2023-24
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Human Resources Director	1	1	1	1	1
Employee Benefits & Payroll Administrator	0	0	1	1	1
Human Resources Risk Management Analyst	1	1	1	1	1
Human Resources & Risk Management Generalist	1	1	1	1	1
 Part Time Positions:					
Records Retention Clerk	0	0	0	1	1
 Total Personnel:	 3	 3	 4	 5	 5

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Human Resources-1540

Fund: 100

Number of Requested	Position	Present Number of Positions	Changed Number of Positions	Salary Grade and Step 51
1				
Additional Positions – Full Time				
Additional Positions – Part Time				
	Records Retention Clerk	0	1	\$22,000
Reclassified Positions:				
From:				
Justification (including assignment and responsibilities of position requested)				
See attached				
Wages				
Regular			\$ 22,000.00	
Overtime			-	
Medicare (1.45%)			319.00	
FICA (6.2%) part- time only			1,364.00	
Total (5210 Proposed New Personnel – Personnel Services)			\$ 23,683.00	
Fringe Benefits - All Based on Single Coverage				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ 23,683.00	

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Human Resources Records Clerk

Job Summary: This position is responsible for maintaining and auditing all personnel files within the department as per legal guidelines and serves as a backup in other HR functions.

Major Duties:

- Audit personnel files to ensure compliance with department and government standards. Performs data entry using Excel and Microsoft Word to update daily contracts, grants, deeds, leases, easements, resolutions, ordinances, authorities, boards, and commissions as required to maintain current records.
 - Assist Risk Management & Safety with administrative functions such as claim input
 - Assist other administrative staff with overflow work, including word processing, coping files, and data entry.
- Maintain current Word or Access database(s) of updated and/or approved County documents.
Provides communication and customer service to various departments, agencies, and the public.
Assists in recovering and delivering essential records as requested by the various departments.
Other duties as assigned

Knowledge Required by the Position: The Human Resources Records Clerk must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of and proficiency in Microsoft Office products.
- Ability to effectively develop and implement programs.
- Skill in effective oral and written communication.
- Ability to maintain effective working relationships with county officials and with members of the public.
- Ability to show good judgment, consistency, timeliness, and respect in decision-making.
- Knowledge of the organization of county government and the legal powers and duties of City officials.
- Knowledge of classification and preservation of vital records.

Physical Demands: The physical demands described here must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The work environment is primarily an indoor office work area.

Supervisory and Management Responsibility: NONE

Minimum Qualifications: The Human Resources Records Clerk should possess, at a minimum, a high school degree or GED, with two (2) years experience in an administrative or secretarial position; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2023-2024

Fund: 100	Department and Number:	Human Resources 1540
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 <hr/>		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 2022-23 Maintenance Cost <hr/> Actual FYE 2022-23 Operating Cost <hr/> Estimated FYE 2023-24 Maintenance Cost <hr/> Estimated FYE 2023-24 Operating Cost <hr/>
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 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>

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

DEPARTMENT
Human Resources

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
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N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2023-24

Department: Human Resources

Department Number: 1540

Account Number	Description/Justification	Suggested Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

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 2024 BUDGET

Department/Division:
Human Resources

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</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 2024 BUDGET

HUMAN RESOURCES

Program Description: The Office of Human Resources (OHR) serves as a strategic business partner, ensuring that Human Resources' initiatives, policies, and procedures align with the City's leadership's strategic direction. OHR is committed to providing College Park citizens with a diverse, competent, trained, and professional workforce.

The City of College Park is an Equal Opportunity Employer and maintains an alcohol and drug-free workplace. The City of College Park is an organization to work for that provides a competitive benefits package and a stimulating work environment. A variety of services are offered to the City of College Park employees through the Office of Human Resources.

The Office of Human Resources is responsible for Recruitment, Employee Performance Evaluations, Benefits administration, Salary and Wage Administration, Employee Relations, Employee Training and Development, Retirement administration, Personnel Records Retention/Management, and Policy Compliance and Administration.

Trends: The demand for transformative, strategic, and collaborative OHR services continues to grow.

Over the next five years, OHR will focus on critical areas that will maximize individual potential, increase organizational capacity, and position the City as an employer of choice.

Program Broad Goals:

Talent Management

- **Attract:** The City faces a competitive labor market, competing opportunities, and shifting skill demands, as well as regional housing and transportation demands. OHR focuses on proactively sourcing a diverse pool of candidates via social media, developing a new brand for City employment, and promoting programs such as internships, flexible work schedules/ telework, and alternative commute and home loan programs.
- **Develop:** The City faces future talent pipeline challenges as many individuals in critical positions will soon be or already are eligible for retirement. OHR will continue to offer learning and development programs that include classes, leadership development academies, and popular events like Career Development Day and Job Shadowing.

Employee Experience

- Creating an Exceptional Employee Experience that supports both organizational performance and individual satisfaction is an increasing core function for OHR. OHR will continue to create a positive experience, support employee work-life balance through engagement and wellness and continue to innovate and

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2024 BUDGET

continuously improve with initiatives like the Employee Customer Service Satisfaction Training, Diversity & Inclusion Training, and Employee Recognition Programs.

OHR Excellence

- Driving Innovation and Collaborating with Departments on various human capital efforts will remain a focus. Data analytics offerings as an opportunity to anticipate future trends retrospectively and make informed decisions about the workforce OHR will continue to fully leverage the human resources information system and other applications with actionable analytics. Another critical component of OHR Excellence centers on financial stewardship. We will continue to streamline processes that gain efficiencies while meeting organizational/customer needs.

Prior Year Highlights:

- Successful Recruitment of a New Police Chief
- Hired 65 new employees from July 2022 to Present
- Re-introduced Safety Committee
- Facilitated and administered ADA Compliance Training for all City Staff
- Facilitated and administered Anti-Sexual Harassment Training for all City Staff
- Moved to AETNA Medical and Dental to save on rates
- CIGNA Vision in a rate guarantee until 2024
- AFLAC Voluntary renewed with no rate increase
- NEW YORK LIFE plans in a rate guarantee until 2024

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

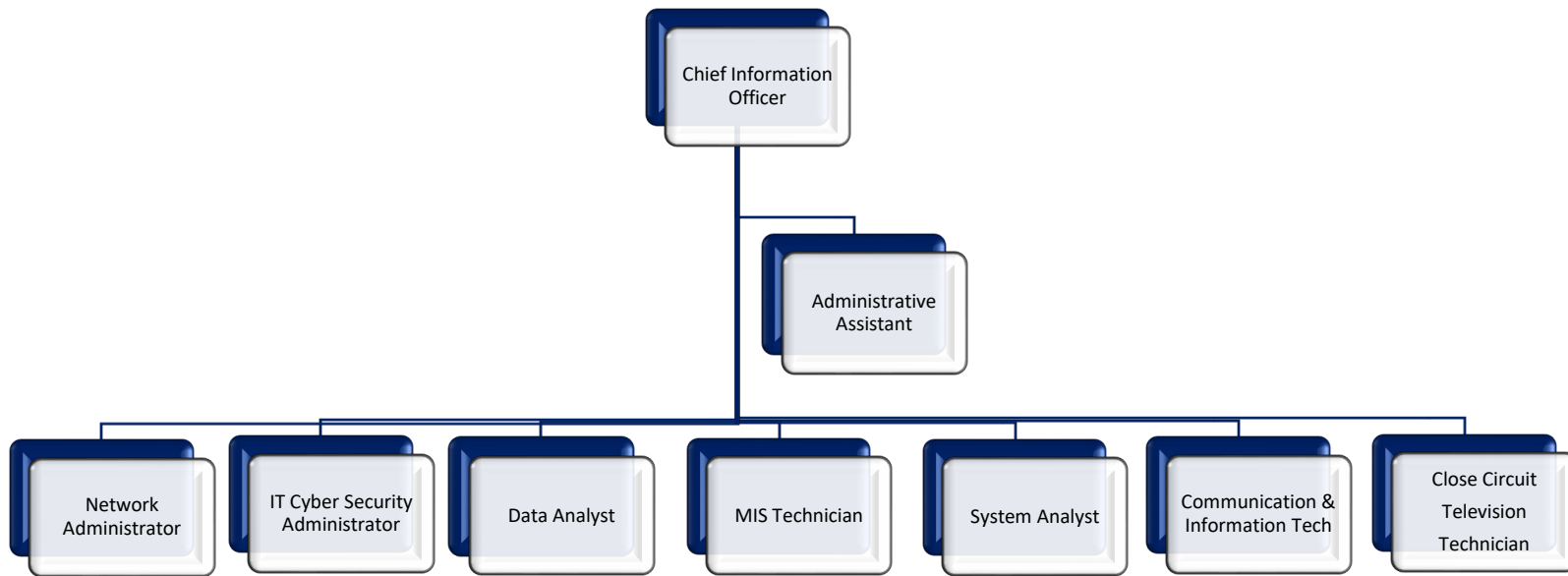
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



MIS INFO TECHNOLOGY

Information Technology Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1535 - MIS - Info Technology								
<i>Personnel Services</i>								
51 5010	Salary/Operating	471,323.14	590,734.00	356,179.69	60	686,708.00	686,708.00	16
51 5020	Salary/Overtime	.00	500.00	.00		500.00	500.00	
51 5040	Employee Utility Credit	3,743.47	4,800.00	2,541.20	53	4,800.00	4,800.00	
51 5060	Salary-Holiday Pay	229.81	.00	.00		.00	.00	
51 5190	Medicare	6,511.78	8,717.00	4,864.23	56	9,957.00	9,957.00	14
<i>Personnel Services Totals</i>		\$481,808.20	\$604,751.00	\$363,585.12	60%	\$701,965.00	\$701,965.00	16%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	86,380.72	132,640.00	67,890.29	51	150,134.00	150,134.00	13
51 5161	Life Insurance	186.79	496.00	103.34	21	496.00	496.00	
51 5163	ST Disability Insurance	808.66	800.00	420.24	53	800.00	800.00	
51 5164	LT Disability Insurance	904.59	658.00	453.36	69	658.00	658.00	
51 5165	Health Insurance	46,616.78	75,651.00	26,611.01	35	80,642.00	80,642.00	7
51 5166	Dental Insurance	1,895.38	3,682.00	1,034.88	28	3,682.00	3,682.00	
<i>Employee Benefits Totals</i>		\$136,792.92	\$213,927.00	\$96,513.12	45%	\$236,412.00	\$236,412.00	11%
<i>New Personnel Costs</i>								
54 5215	Vehicles/New Personnel	.00	.00	110.00		.00	.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$110.00	+++	\$0.00	\$0.00	+++
<i>Communications & Util.</i>								
52 5240	Telephone	15,491.51	11,497.00	27,630.81	240	13,092.00	25,392.00	121
52 5260	Heat & Power	6,826.76	6,818.00	5,451.69	80	7,296.00	7,032.00	3
52 5270	Water	174.79	212.00	239.32	113	228.00	180.00	(15)
52 5280	Other Communication/Util	737.04	860.00	552.78	64	1,118.00	760.00	(12)
<i>Communications & Util. Totals</i>		\$23,230.10	\$19,387.00	\$33,874.60	175%	\$21,734.00	\$33,364.00	72%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	188.87	2,350.00	1,067.08	45	1,850.00	3,664.00	56
52 5710	R&M Furn. & Equip.	.00	1,130.00	.00		.00	.00	(100)
52 5730	R&M - D/P Equipment	544,782.56	481,165.00	329,819.89	69	670,570.00	405,694.00	(16)
<i>Repair & Maintenance Totals</i>		\$544,971.43	\$484,645.00	\$330,886.97	68%	\$672,420.00	\$409,358.00	(16%)
<i>Training & Education</i>								
52 6200	Training	.00	7,995.00	7,995.00	100	3,000.00	3,000.00	(62)
52 6210	Dues	464.00	2,000.00	.00		2,200.00	1,000.00	(50)
52 6220	Subscription/Publications	29.98	.00	790.88		791.00	791.00	



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1535 - MIS - Info Technology								
<i>Training & Education</i>								
52 6230	Conventions/Meetings	7,942.38	8,500.00	3,100.24	36	14,000.00	8,900.00	5
<i>Training & Education Totals</i>		\$8,436.36	\$18,495.00	\$11,886.12	64%	\$19,991.00	\$13,691.00	(26%)
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	250.00	.00		.00	.00	(100)
52 5510	Consulting Fees	.00	2,500.00	.00		2,500.00	2,500.00	
52 6100	Auto Insurance	802.85	920.00	5,613.36	610	1,072.00	1,072.00	17
52 6110	Other Insurance	13,229.76	13,830.00	13,355.24	97	15,278.00	15,278.00	10
52 6130	Miscellaneous Services	3,115.00	3,000.00	255.84	9	3,000.00	1,500.00	(50)
52 6170	Contractual Services	11,293.33	14,388.00	38,594.27	268	10,000.00	2,000.00	(86)
52 6240	Auto Allowance	1,206.79	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	2,074.63	.00	2,073.74		2,496.00	2,496.00	
53 6490	Holiday Decorations	.00	250.00	.00		150.00	150.00	(40)
<i>Other Services & Charges Totals</i>		\$31,722.36	\$35,138.00	\$59,892.45	170%	\$34,496.00	\$24,996.00	(29%)
<i>Materials & Supplies</i>								
52 7300	Postage	10.81	250.00	.57		250.00	250.00	
52 7320	Stationery & Printing	53.95	300.00	59.20	20	300.00	300.00	
52 7330	Copy Expense	2,645.65	3,000.00	1,746.23	58	3,000.00	3,000.00	
53 7000	Gas & Oil	.00	.00	.00		1,040.00	1,040.00	
53 7050	Medical Services/Supplies	58.50	.00	117.00		.00	.00	
53 7121	Computer Hardware	2,004.62	3,000.00	159.66	5	5,000.00	3,000.00	
53 7122	Computer Supplies	455.46	5,000.00	2,633.08	53	5,000.00	5,000.00	
53 7310	Office Supplies	1,061.50	3,000.00	1,479.96	49	3,000.00	3,000.00	
53 7360	Other Admin. Supplies	.00	3,000.00	.00		3,000.00	3,000.00	
53 7400	Emergency/Pandemic Expense	298.80	.00	298.80		.00	.00	
<i>Materials & Supplies Totals</i>		\$6,589.29	\$17,550.00	\$6,494.50	37%	\$20,590.00	\$18,590.00	6%
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	30,370.00	27,328.12	90	.00	.00	(100)
<i>Capital Outlay Totals</i>		\$0.00	\$30,370.00	\$27,328.12	90%	\$0.00	\$0.00	(100%)
<i>Debt Service</i>								
58 2300	Other Debt	.00	.00	.00		.00	36,044.00	
<i>Debt Service Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$36,044.00	+++
Department 1535 - MIS - Info Technology Totals		\$1,233,550.66	\$1,424,263.00	\$930,571.00	65%	\$1,707,608.00	\$1,474,420.00	4%



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund	100 - GENERAL FUND							
	EXPENSE TOTALS	\$1,233,550.66	\$1,424,263.00	\$930,571.00	65%	\$1,707,608.00	\$1,474,420.00	4%
Fund	100 - GENERAL FUND Totals							
	EXPENSE TOTALS	\$1,233,550.66	\$1,424,263.00	\$930,571.00	65%	\$1,707,608.00	\$1,474,420.00	4%
Fund	100 - GENERAL FUND Totals	(\$1,233,550.66)	(\$1,424,263.00)	(\$930,571.00)	65%	(\$1,707,608.00)	(\$1,474,420.00)	4%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$1,233,550.66	\$1,424,263.00	\$930,571.00	65%	\$1,707,608.00	\$1,474,420.00	4%
	Net Grand Totals	(\$1,233,550.66)	(\$1,424,263.00)	(\$930,571.00)	65%	(\$1,707,608.00)	(\$1,474,420.00)	4%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1535 - MIS - Info Technology				
Account 52 5240 - Telephone				
100 1535 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 1535 52 5240	Comcast (Internet Service Failover)	12.0000	1,005.00	12,060.00
100 1535 52 5240	Verizon Data	12.0000	59.00	708.00
100 1535 52 5240	Verizon Wireless	12.0000	686.00	8,232.00
100 1535 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	298.00	3,576.00
Account 52 5240 - Telephone Totals		Transactions	5	<u>\$25,392.00</u>
Account 52 5260 - Heat & Power				
100 1535 52 5260	Based on Monthly Average	12.0000	586.00	7,032.00
Account 52 5260 - Heat & Power Totals		Transactions	1	<u>\$7,032.00</u>
Account 52 5270 - Water				
100 1535 52 5270	Based on Monthly Average	12.0000	15.00	180.00
Account 52 5270 - Water Totals		Transactions	1	<u>\$180.00</u>
Account 52 5280 - Other Communication/Util				
100 1535 52 5280	Sanitation & Stormwater	1.0000	760.00	760.00
Account 52 5280 - Other Communication/Util Totals		Transactions	1	<u>\$760.00</u>
Account 52 5510 - Consulting Fees				
100 1535 52 5510	Consulting Fees	1.0000	2,500.00	2,500.00
Account 52 5510 - Consulting Fees Totals		Transactions	1	<u>\$2,500.00</u>
Account 52 5700 - R&M - Vehicles				
100 1535 52 5700	Moody's Allocation	12.0000	172.00	2,064.00
100 1535 52 5700	SquareRigger Annual Maintenance Agreement	1.0000	1,600.00	1,600.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	2	<u>\$3,664.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1535 52 5730	.gov Domain Renewal	1.0000	400.00	400.00
100 1535 52 5730	Additional Team Laptops - New	2.0000	1,500.00	3,000.00
100 1535 52 5730	Adobe Enterprise All Apps Renewal	2.0000	907.00	1,814.00
100 1535 52 5730	Adobe Pro Licenses	10.0000	99.00	990.00
100 1535 52 5730	Barracuda Backup Server	1.0000	41,000.00	41,000.00
100 1535 52 5730	BlueAlly Managed Services (Hours)	50.0000	185.00	9,250.00
100 1535 52 5730	BOSS Ticket System	1.0000	2,800.00	2,800.00
100 1535 52 5730	CCTV SLA	1.0000	12,500.00	12,500.00
100 1535 52 5730	CCTV Supplies (Cables, Switches, Cameras, Ubiquitis)	1.0000	7,500.00	7,500.00
100 1535 52 5730	Cellhire Satellite Phone Service - New	12.0000	75.00	900.00
100 1535 52 5730	Cisco Meraki Subscription Renewal	1.0000	1,700.00	1,700.00
100 1535 52 5730	Clicksend Service	2.0000	20.00	40.00
100 1535 52 5730	collegeparkga.com Domain Listing	1.0000	228.00	228.00
100 1535 52 5730	Comcast (DeepBlue) Downtown WI-Fi Monthly Charges	12.0000	2,400.00	28,800.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1535 - MIS - Info Technology				
Account 52 5730 - R&M - D/P Equipment				
100 1535 52 5730	Dell Maintenance/Support Calls	1.0000	17,000.00	17,000.00
100 1535 52 5730	Deluxe (OV) Wilcard SSL for collegeparkga.com (2 year)	1.0000	1,376.00	1,376.00
100 1535 52 5730	DocuSign - New	1.0000	2,601.00	2,601.00
100 1535 52 5730	DUO Licenses	130.0000	37.00	4,810.00
100 1535 52 5730	Email Licenses	1.0000	16,467.00	16,467.00
100 1535 52 5730	Emergency Fund (Access Control, Cameras, KROLL Overages)	1.0000	7,500.00	7,500.00
100 1535 52 5730	Fortigate Service for Primary and Secondary Maintenance Server	2.0000	6,600.00	13,200.00
100 1535 52 5730	Fortinet Custom Coterm Maintenance Renewal	1.0000	800.00	800.00
100 1535 52 5730	GEnetech License Renewal	1.0000	8,000.00	8,000.00
100 1535 52 5730	GoDaddy.com Annual .com Domain Renewal	1.0000	100.00	100.00
100 1535 52 5730	KROLL Cyber Support	1.0000	49,640.00	49,640.00
100 1535 52 5730	Laserfiche Annual Renewal	1.0000	9,300.00	9,300.00
100 1535 52 5730	MaaS360 Software Renewal	1.0000	4,500.00	4,500.00
100 1535 52 5730	Main Street Smart Cameras Maintenance (Comcast Managed)	1.0000	19,300.00	19,300.00
100 1535 52 5730	ManageEngine Support Services (5 services)	1.0000	8,500.00	8,500.00
100 1535 52 5730	Microsoft Volume Server License	1.0000	67,929.00	67,929.00
100 1535 52 5730	Mimecast	1.0000	671.00	671.00
100 1535 52 5730	Quantum	12.0000	53.00	636.00
100 1535 52 5730	ReStream	1.0000	1,000.00	1,000.00
100 1535 52 5730	Smart Receptacles	1.0000	5,500.00	5,500.00
100 1535 52 5730	Sophos Central Support Renewal	1.0000	2,500.00	2,500.00
100 1535 52 5730	TeamViewer - New	1.0000	300.00	300.00
100 1535 52 5730	Tyler NW	1.0000	23,625.00	23,625.00
100 1535 52 5730	VMWare Annual Support Renewal	1.0000	10,000.00	10,000.00
100 1535 52 5730	Zayo Fiber	12.0000	1,200.00	14,400.00
100 1535 52 5730	Zoom License	1.0000	5,117.00	5,117.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	40	<u>\$405,694.00</u>
Account 52 6100 - Auto Insurance				
100 1535 52 6100	APEX Auto Insurance	1.0000	1,072.00	1,072.00
Account 52 6100 - Auto Insurance Totals		Transactions	1	<u>\$1,072.00</u>
Account 52 6110 - Other Insurance				
100 1535 52 6110	APEX EPLI Policy	1.0000	7,626.00	7,626.00
100 1535 52 6110	APEX General Liability	1.0000	7,652.00	7,652.00
Account 52 6110 - Other Insurance Totals		Transactions	2	<u>\$15,278.00</u>
Account 52 6170 - Contractual Services				
100 1535 52 6170	Other Services	1.0000	2,000.00	2,000.00
Account 52 6170 - Contractual Services Totals		Transactions	1	<u>\$2,000.00</u>



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 1535 - MIS - Info Technology					
Account 52 6200 - Training					
100 1535 52 6200	EZDA-IT Team Training	10.0000	300.00	3,000.00	
		Account 52 6200 - Training Totals	Transactions	1	<u>3,000.00</u>
Account 52 6210 - Dues					
100 1535 52 6210	GMIS	1.0000	1,000.00	1,000.00	
		Account 52 6210 - Dues Totals	Transactions	1	<u>1,000.00</u>
Account 52 6220 - Subscription/Publications					
100 1535 52 6220	Adobe Acrobat Pro DC	1.0000	791.00	791.00	
		Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>791.00</u>
Account 52 6230 - Conventions/Meetings					
100 1535 52 6230	GMIS (Fall and Spring State Conference)	2.0000	3,700.00	7,400.00	
100 1535 52 6230	GMIS (International Conference)	1.0000	1,500.00	1,500.00	
		Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$8,900.00</u>
Account 52 6560 - Workers Comp/Administrati					
100 1535 52 6560	NFP	1.0000	2,496.00	2,496.00	
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$2,496.00</u>
Account 52 7300 - Postage					
100 1535 52 7300	Shipping (FedEx, UPS, USPS)	1.0000	250.00	250.00	
		Account 52 7300 - Postage Totals	Transactions	1	<u>\$250.00</u>
Account 52 7320 - Stationery & Printing					
100 1535 52 7320	Business Cards	1.0000	300.00	300.00	
		Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$300.00</u>
Account 52 7330 - Copy Expense					
100 1535 52 7330	Xerox Printer Monthly Fees	12.0000	250.00	3,000.00	
		Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$3,000.00</u>
Account 53 6490 - Holiday Decorations					
100 1535 53 6490	Holiday Decorations	1.0000	150.00	150.00	
		Account 53 6490 - Holiday Decorations Totals	Transactions	1	<u>\$150.00</u>
Account 53 7000 - Gas & Oil					
100 1535 53 7000	Gas (Bi-Weekly)	24.0000	35.00	840.00	
100 1535 53 7000	Oil Change	2.0000	100.00	200.00	
		Account 53 7000 - Gas & Oil Totals	Transactions	2	<u>\$1,040.00</u>
Account 53 7121 - Computer Hardware					
100 1535 53 7121	Cable Accessories, SFP, UPS, Adapters, Cords, Etc.	1.0000	3,000.00	3,000.00	
		Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>\$3,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1535 - MIS - Info Technology			
Account	53 7122 - Computer Supplies			
100 1535 53 7122	Keyboards, Mice, USB Drives, Batteries, Etc.	1.0000	5,000.00	5,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>5,000.00</u>
Account	53 7310 - Office Supplies			
100 1535 53 7310	Office Supplies	1.0000	3,000.00	3,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>3,000.00</u>
Account	53 7360 - Other Admin. Supplies			
100 1535 53 7360	IT Week	1.0000	3,000.00	3,000.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	<u>3,000.00</u>
Account	58 2300 - Other Debt			
100 1535 58 2300	Dell VXRail Annual Support	1.0000	36,044.00	36,044.00
	Account 58 2300 - Other Debt Totals	Transactions	1	<u>36,044.00</u>
Department	1535 - MIS - Info Technology Totals	Transactions	72	<u>\$534,543.00</u>
Fund	100 - GENERAL FUND Totals	Transactions	72	<u>\$534,543.00</u>
	EXPENSES Totals	Transactions	72	<u>\$534,543.00</u>
	Grand Totals	Transactions	72	<u>\$534,543.00</u>

**EXHIBIT C
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

Fund: 100	Department and Number: MIS Information Technology 1535				
	2020-21	2021-22	2022-23	2023-24	2023-24
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Chief Informaton Officer	1	1	1	1	1
Communication & Information Tech	1	1	1	1	1
Assistant Network Admin.	1	1	0	1	0
Closed Circuit Television Tech	1	1	1	1	1
System Analyst	1	1	1	1	1
Computer Operation Specialist	0	1	0	0	0
Network Admin.	1	1	1	1	1
MIS Technician	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Computer Support Tech	1	0	0	0	0
IT Cyber Security Administrator	0	0	1	1	1
Data Analyst	0	0	1	1	1
Total Personnel:	9	9	9	10	9

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Information Technology-1535

Fund: 100

Number of Requested	Position	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				
<hr/>				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
N/A				
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2023-2024

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/> Van <hr/> 1/2-ton Truck <hr/> 3/4-ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>		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 2022-23 Maintenance Cost <hr/> Actual FYE 2022-23 Operating Cost <hr/> Estimated FYE 2023-24 Maintenance Cost <hr/> Estimated FYE 2023-24 Operating Cost <hr/>
List of Special Features, Not Standard:		
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 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2023-24 <hr/> Estimated Operating Cost During 2023-24 <hr/>

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

DEPARTMENT
MIS Information Technology

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
531-G	2001	Chevy	S10 Blazer	1GNDDT13W61K204314	\$25,487.00	May 29, 2001			101,606		GV6355M
537-G	2022	Ford	Maverick XL	3FTTW8F97NRA88746	\$ 27,328.12	12/22/2022	0	0	218		GV5927P

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 2023-2024

Department: MIS Info Tech

Fund: 100

Division:

Department Number: 1535

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 2024 BUDGET

Department/Division:
MIS Info Technology

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</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 2024 BUDGET

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.

The IT Department is responsible for:

- Network Infrastructure
- Application Support
- Desktop and User Support
- Telecommunications Planning and Support
- Citywide Helpdesk
- CCTV
- Laserfiche Software
- SquareRigger
- Temperature Scanners

Trends:

The partnership we have with Kroll is the first step in securing our network. Our server infrastructure is EOL (End of Life), and we are putting together a plan to upgrade it to Dell VXRail solution. Once we upgrade the infrastructure, we will move the current equipment to the GICC. We have looked at several locations for data warehousing and we decided to store our infrastructure at the GICC. We will have the ability to isolate viruses and recover backup data within minutes. Plans for the upcoming Fiscal year include the continuation of VM-ware upgrades (hardware) and network Storage (SAN). We need to upgrade this equipment to ensure we have the performance and security in our environment. This is no longer a future implementation; we need this immediately. Additional implementation will be to move our current servers to a hosting site for Disaster Recovery/Business Continuity and place the new equipment on premise. Since the addition of the Police technology staff member, I have combined all servers. I would like to continue our second phase of our fiber ring if funding is available. 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. Our downtown Wi-Fi coupled with our smart devices will give us access to traffic data, people counting, and areas that could possibly need more security. This project is slated to be complete by the end of February.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

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 22/23 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 2017-2022

MISSION: To provide innovative and quality solutions that enhance the functions of the city, citizenship, and community.

VISION: To become the premier model for all technology departments locally and regionally while moving our citizen's base to 21st 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. **75%**
2. Deploy technology that is in line with "Smart City" concept. **100%**
3. Move to a paperless environment by scanning documents to the cloud for historical purposes and going green concept. **50%**
4. Install Wi-Fi Connectivity at several locations citywide to increase citizen's use of technology. **100% - downtown Wi-Fi, is working.**
5. Establish a Video Integration Center for greater access to CCTV cameras to assist Public Safety. **0% - No update, this will be a shared venture with the Police Chief**

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. Increase citizens involvement in technology for the City of College Park. **30%**

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

4. Help increase public safety visibility for the citizens by upgrading the several enterprise systems. **70% This will be a shared venture with the Police Chief**
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. Increase citizen's accessibility for instant transactions. **75% Citizens can now pay (online, phone, in person, and drive thru)**
2. Minimize customer issues by providing a more integrated utilities solution. **50% This is a shared venture with Power, and Customer Service**
3. Utilize all entities of eSuites (eBill, eTimesheet, and eHR). **25% This is a shared venture with H.R. and Customer Service**
4. Install Microsoft SharePoint for greater department use of documents anywhere, anytime. **100%**
5. Move all CCTV Access Control and Genetech video servers to the cloud for greater redundancy and disaster recovery. **25% no update**

IV. Provide professional development opportunities for all staff:

1. Provide cross training for technology staff relative to all software applications currently used by the City of College Park. **100%**
2. Establish communication quarterly to keep the community abreast of the ongoing projects (Develop newsletter). **100%**
3. Ensure staff is trained on Microsoft latest version suite of products (Word, Excel, PowerPoint, Access, etc.). **50%.... this will be 100% once we launch the classes this is a shared venture with H.R.**
4. Empower technology team members to host training classes for other department staff on a specific platform. **0% No update we are slated to start this year.**

Performance Measures

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

- | | |
|--|-------------------------------|
| 1. Move from a physical to virtual infrastructure Cloud/Hosting solution for Disaster Recovery purposes. | Estimated 23/24
80% |
|--|-------------------------------|

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

2. Install Wi-Fi Connectivity at several locations citywide to increase citizen's use of technology. 80% needs improvement for better coverage
3. Help drive technology process and improvements.
4. Increase citizens involvement in technology for the City of College Park.
5. Implement city wide fiber ring. 40%
6. Implement Single Sign On Portal.

Estimated 23/24

1. Target 100% savings of Cell phones and telephone bills **50% in progress**

Prior Year Highlights:

- Hired new Computer Support Specialist (Title changed to Database Analyst). Update: Kanika is back and doing an excellent job. Her Visa paperwork is in order.
- Completed another successful IT week. **(This year I.T. week has been moved to sometime in March)**
- Moving our Domain from (.com) to (.gov) will be finished by June 2021. **Complete**
- Purchased new laptops with COVID-19 funds to use for remote work. **I tried desperately to get the Department Heads to adhere to my request so that we could be prepared in the event of a city-wide emergency. No avail, no Department Head responded.**
- Purchased (2) new UPS for Public Safety infrastructure

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested for Department:

Prepared By:

Reason for Requesting:

Description of Item:

Cost Estimate/Revenue Enhancement:



PUBLIC INFORMATION

Public Information and Communication Organizational Chart





Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1570 - Public Information								
<i>Personnel Services</i>								
51 5010	Salary/Operating	111,830.43	195,426.00	98,167.16	50	216,812.00	216,812.00	11
51 5040	Employee Utility Credit	2,133.98	4,800.00	800.00	17	4,800.00	.00	(100)
51 5190	Medicare	1,600.25	2,834.00	1,396.42	49	3,144.00	3,144.00	11
<i>Personnel Services Totals</i>		\$115,564.66	\$203,060.00	\$100,363.58	49%	\$224,756.00	\$219,956.00	8%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	17,860.79	36,939.00	13,359.34	36	39,931.00	39,931.00	8
51 5161	Life Insurance	52.03	180.00	6.96	4	180.00	180.00	
51 5163	ST Disability Insurance	178.67	317.00	28.56	9	317.00	317.00	
51 5164	LT Disability Insurance	204.67	267.00	31.12	12	267.00	267.00	
51 5165	Health Insurance	9,656.93	23,186.00	4,456.65	19	24,751.00	24,751.00	7
51 5166	Dental Insurance	682.34	494.00	298.18	60	494.00	494.00	
<i>Employee Benefits Totals</i>		\$28,635.43	\$61,383.00	\$18,180.81	30%	\$65,940.00	\$65,940.00	7%
<i>Communications & Util.</i>								
52 5240	Telephone	9,008.38	7,219.00	4,648.69	64	6,012.00	6,252.00	(13)
52 5260	Heat & Power	1,950.51	1,948.00	1,557.64	80	2,088.00	2,004.00	3
52 5270	Water	49.99	61.00	68.39	112	72.00	60.00	(2)
52 5280	Other Communication/Util	210.60	246.00	157.95	64	320.00	217.00	(12)
<i>Communications & Util. Totals</i>		\$11,219.48	\$9,474.00	\$6,432.67	68%	\$8,492.00	\$8,533.00	(10%)
<i>Repair & Maintenance</i>								
52 5710	R&M Furn. & Equip.	.00	.00	.00		24,500.00	.00	
52 5720	R&M Communication Equip	2,062.65	.00	.00		.00	9,699.00	
52 5730	R&M - D/P Equipment	5,213.59	4,722.00	3,700.87	78	4,011.00	4,247.00	(10)
<i>Repair & Maintenance Totals</i>		\$7,276.24	\$4,722.00	\$3,700.87	78%	\$28,511.00	\$13,946.00	195%
<i>Training & Education</i>								
52 6200	Training	1,175.00	.00	.00		2,500.00	1,000.00	
52 6210	Dues	129.46	.00	.00		.00	.00	
52 6220	Subscription/Publications	.00	1,500.00	6,141.52	409	4,853.00	4,853.00	224
52 6230	Conventions/Meetings	.00	2,000.00	499.00	25	3,100.00	3,100.00	55
<i>Training & Education Totals</i>		\$1,304.46	\$3,500.00	\$6,640.52	190%	\$10,453.00	\$8,953.00	156%
<i>Other Services & Charges</i>								
52 6000	Advertising Expense	1,321.32	.00	.00		.00	.00	
52 6110	Other Insurance	4,208.00	4,401.00	4,223.97	96	4,839.00	4,839.00	10



Budget Worksheet Report

Budget Year 2024

Account	Account Description	2022 Actual Amount	2023 Amended Budget	2023 Actual Amount	% Used	2024 Dept Head Requested	2024 City Mgr Recommended	% Chg from 2023 Amended
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1570 - Public Information								
<i>Other Services & Charges</i>								
52 6130	Miscellaneous Services	1,500.00	.00	2,650.00		.00	.00	
52 6170	Contractual Services	83,759.16	140,985.00	70,436.77	50	164,036.00	144,536.00	3
52 6560	Workers Comp/Administrati	622.39	.00	691.25		749.00	749.00	
<i>Other Services & Charges Totals</i>		\$91,410.87	\$145,386.00	\$78,001.99	54%	\$169,624.00	\$150,124.00	3%
<i>Materials & Supplies</i>								
52 7300	Postage	3.66	.00	.00		.00	.00	
52 7320	Stationery & Printing	.00	.00	.00		100.00	100.00	
53 7050	Medical Services/Supplies	58.50	.00	.00		.00	.00	
53 7121	Computer Hardware	.00	2,600.00	2,881.51	111	2,700.00	2,700.00	4
53 7150	Other Operating Supplies	2,625.00	.00	.00		500.00	500.00	
53 7310	Office Supplies	.00	400.00	362.99	91	500.00	500.00	25
<i>Materials & Supplies Totals</i>		\$2,687.16	\$3,000.00	\$3,244.50	108%	\$3,800.00	\$3,800.00	27%
<i>Capital Outlay</i>								
54 7620	Office Equipment-Replace	.00	.00	.00		.00	15,000.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$15,000.00	+++
Department 1570 - Public Information Totals		\$258,098.30	\$430,525.00	\$216,564.94	50%	\$511,576.00	\$486,252.00	13%
EXPENSE TOTALS		\$258,098.30	\$430,525.00	\$216,564.94	50%	\$511,576.00	\$486,252.00	13%
Fund 100 - GENERAL FUND Totals		\$258,098.30	\$430,525.00	\$216,564.94	50%	\$511,576.00	\$486,252.00	13%
EXPENSE TOTALS		\$258,098.30	\$430,525.00	\$216,564.94	50%	\$511,576.00	\$486,252.00	13%
Fund 100 - GENERAL FUND Totals		(\$258,098.30)	(\$430,525.00)	(\$216,564.94)	50%	(\$511,576.00)	(\$486,252.00)	13%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$258,098.30	\$430,525.00	\$216,564.94	50%	\$511,576.00	\$486,252.00	13%
Net Grand Totals		(\$258,098.30)	(\$430,525.00)	(\$216,564.94)	50%	(\$511,576.00)	(\$486,252.00)	13%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2024

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1570 - Public Information			
Account	52 5240 - Telephone			
100 1570 52 5240	AT&T Telephone (Fax Lines, Elevator, ATM, Security System)	12.0000	68.00	816.00
100 1570 52 5240	Comcast (Internet Service Failover)	12.0000	205.00	2,460.00
100 1570 52 5240	Verizon Wireless	12.0000	205.00	2,460.00
100 1570 52 5240	Windstream (Internet & VOIP/Cisco Phones)	12.0000	43.00	516.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>6,252.00</u>
Account	52 5260 - Heat & Power			
100 1570 52 5260	Based on Monthly Average	12.0000	167.00	2,004.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>2,004.00</u>
Account	52 5270 - Water			
100 1570 52 5270	Based on Monthly Average	12.0000	5.00	60.00
	Account 52 5270 - Water Totals	Transactions	1	<u>60.00</u>
Account	52 5280 - Other Communication/Util			
100 1570 52 5280	Sanitation & Stormwater	1.0000	217.00	217.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>217.00</u>
Account	52 5720 - R&M Communication Equip			
100 1570 52 5720	Camera Backpack	2.0000	65.00	130.00
100 1570 52 5720	Globe Trotter Travel Tripod Kits	2.0000	370.00	740.00
100 1570 52 5720	Nikon D850 DSLR Camera	2.0000	2,796.00	5,592.00
100 1570 52 5720	Nikon Wireless Lighting System	2.0000	750.00	1,500.00
100 1570 52 5720	Rechargeable Batteries	2.0000	69.00	138.00
100 1570 52 5720	Sennheiser EW ENG G4 Combo Mic System	2.0000	425.00	850.00
100 1570 52 5720	Vizio 40in TV	1.0000	249.00	249.00
100 1570 52 5720	Vizio 50in TV	1.0000	420.00	420.00
100 1570 52 5720	Wall Mount Bracket	1.0000	80.00	80.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	9	<u>9,699.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 1570 52 5730	DocuSign	1.0000	2,601.00	2,601.00
100 1570 52 5730	Email License	1.0000	739.00	739.00
100 1570 52 5730	Mimecast	1.0000	271.00	271.00
100 1570 52 5730	Quantum	12.0000	53.00	636.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>4,247.00</u>
Account	52 6110 - Other Insurance			
100 1570 52 6110	APEX EPLI Policy	1.0000	2,288.00	2,288.00
100 1570 52 6110	APEX General Liability	1.0000	2,551.00	2,551.00
	Account 52 6110 - Other Insurance Totals	Transactions	2	<u>4,839.00</u>
Account	52 6170 - Contractual Services			
100 1570 52 6170	City Wide Marketing	1.0000	35,000.00	35,000.00



Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2024
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1570 - Public Information				
Account 52 6170 - Contractual Services				
100 1570 52 6170	Comcast TV23 Monitoring & Connectivity	12.0000	135.00	1,620.00
100 1570 52 6170	Crisis Communication Plan - New	1.0000	5,000.00	5,000.00
100 1570 52 6170	Flickr	1.0000	60.00	60.00
100 1570 52 6170	Hemworth Communications	12.0000	3,800.00	45,600.00
100 1570 52 6170	Ikon Filmworks	1.0000	51,000.00	51,000.00
100 1570 52 6170	IncodeX Video Streaming (TV-23)	1.0000	2,500.00	2,500.00
100 1570 52 6170	Intrado CivicLive Annual Maintenance and Support	1.0000	2,756.00	2,756.00
100 1570 52 6170	Leightronix TV-23 Total Info	1.0000	1,000.00	1,000.00
Account 52 6170 - Contractual Services Totals		Transactions	9	<u>\$144,536.00</u>
Account 52 6220 - Subscription/Publications				
100 1570 52 6220	Adobe Acrobat Pro DC	1.0000	200.00	200.00
100 1570 52 6220	Dropbox Subscription	1.0000	2,880.00	2,880.00
100 1570 52 6220	Flo Desk Subscription (Email Outreach)	1.0000	418.00	418.00
100 1570 52 6220	TeamViewer Subscription	1.0000	1,355.00	1,355.00
Account 52 6220 - Subscription/Publications Totals		Transactions	4	<u>\$4,853.00</u>
Account 52 6230 - Conventions/Meetings				
100 1570 52 6230	3CMA	1.0000	2,100.00	2,100.00
100 1570 52 6230	GA State Communicators Conference	1.0000	1,000.00	1,000.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	2	<u>\$3,100.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1570 52 6560	NFP	1.0000	749.00	749.00
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$749.00</u>
Account 54 7620 - Office Equipment-Replace				
100 1570 54 7620	Replace TV Station Server - Hotel/Motel Funding	1.0000	15,000.00	15,000.00
Account 54 7620 - Office Equipment-Replace Totals		Transactions	1	<u>\$15,000.00</u>
Department 1570 - Public Information Totals		Transactions	39	<u>\$195,556.00</u>
Fund 100 - GENERAL FUND Totals		Transactions	39	<u>\$195,556.00</u>
EXPENSES Totals		Transactions	39	<u>\$195,556.00</u>
Grand Totals		Transactions	39	<u>\$195,556.00</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2023-2024

Department and Number
Public Information-1570

Fund: 100

Number of Requested	Position	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				
N/A				
Wages				
Regular			\$ -	
Overtime			-	
Medicare (1.45%)			-	
FICA (6.2%) part- time only			-	
Total (5210 Proposed New Personnel – Personnel Services)			\$ -	
Fringe Benefits - <i>All Based on Single Coverage</i>				
Group Life and AD & D \$350 per year			\$ -	
Dental \$130 per year			-	
Health Insurance \$8,115 per position per year			-	
Pensions (23.99%) *			-	
Uniforms			-	
Total (5211 Proposed New Personnel – Benefits)			\$ -	
Training and Education				
Training			\$ -	
Dues/ Memberships			-	
Other			-	
Total (5212 Proposed New Personnel – Training/ Education)			\$ -	
Material and Supplies				
Office Supplies			\$ -	
Safety Clothing and Equipment			-	
Other			-	
Total (5213 Proposed New Personnel – Supplies)			\$ -	
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures			\$ -	
Office Machines and Equipment			-	
Other			-	
Total (5214 Proposed New Personnel – Capital Outlay)			\$ -	
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost			\$ -	
Vehicle Service Costs			-	
Total (5215 New Personnel – Vehicles)			\$ -	
Total			\$ -	

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F

City of College Park, Georgia
Vehicle Request
Budget Year 2023-2024

Fund: 100		Department and Number: Public Information Officer 1570	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2022-23 Maintenance Cost
_____ Van		_____	Actual FYE 2022-23 Operating Cost
_____ 1/2-ton Truck		_____	Estimated FYE 2023-24 Maintenance Cost
_____ 3/4-ton Truck		_____	Estimated FYE 2023-24 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2023-24		_____ Estimated Use During 2023-24	
_____ Estimated Operating Cost During 2023-24		_____ Estimated Operating Cost During 2023-24	

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

DEPARTMENT
Public Information

Unit #	Year	Make	Model	Vin Number	Purchase Cost	Date of Purchase	Prior Year Mileage	Prior Year Hours	Current Mileage	Current Hours	Tag No
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N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G

City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2023-2024

Department: Public Information Officer

Department Number: 1570

Account Number	Description/Justification	Suggested Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
100 1570 52 5720	Replace Channel 23 Station server	General	\$15,000				
Totals			\$15,000	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2023-2024

Department: Public Information Officer

Fund: 100

Division:

Department Number: 1570

Item/Project Name: Replace Channel 23 Server

Item/Project Manager:

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:

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

Cost Breakdown:

Leightronix Server \$14,495.00 4TB version

Training/ Programing course \$505

Estimated Useful Life 10 Years

Estimated Cost 15,000

Less: Trade-In 0

Net Cost 15,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. \$14,495.00 for the 4TB version

Leightronix

2. \$12,995 for the 2TB version

Leightronix

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

Department/Division:

Public Information Officer

Project Name or Title:

Replace Channel 23 Server

Project Description:

It is time to replace the server for channel 23. The current server is a decade old and outdated in the software it provides. I was informed that the current server was also hit by lightning previously and incurred some unreparable damage as a result.

Project Justification and Impact:

It's not a matter of if, but when the current server becomes inoperable. Purchasing a new server is being proactive and allows the city to update its broadcasting capabilities.

Project Costs: \$15,000

<u>Prior Year</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>Total</u>
\$ -	\$ 15000	\$ -	\$ -	\$ -	\$ -	\$ 15000

Useful Life:

10-12 years

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

Funding Source: Hotel/Motel Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA

FISCAL YEAR 2024 BUDGET

Public Information Officer

Program Description:

The Communications department serves as the initial line of external communications to the general public as well as news media outlets. The overarching goal is to exude a positive, productive City of College Park. This includes highlighting our warm, engaging business excellence, efficient city services, a dedicated posture to reduce crime and promote safety, while endorsing our immensely popular hospitality offerings.

The Director of Communications utilizes multiple means of outreach to connect with the general public and media to illuminate the positive city aspects, including: the collegeparkga.com website, email, City Hall's LED signage on Main Street, cloud outreach, social media (Facebook, Twitter, Flickr, Vimeo, and Instagram) in-person briefings, media contacts, etc.

Additionally, the department has been charged with creating the (business development) marketing platform for the city, including conceptualizing print and electronic media, managing the production, and tracking the negotiating of ad buys, frequency, budgeting, communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such goals, event planning for key projects and addressing critical issues and concerns.

Trends:

Media conduits, specifically social media outlets have become the norm for successful marketing of ideas or products. Within the Communications office, *information* is treated similarly, due to the belief that disseminated messages are analogous to a packaged product. Our ultimate goal is to reach the target audience. High tech media, including flash pdf newsletters (including video) have proven to be reliable sources for marketing measures. Email, web, facebook, twitter are other business-related social media outlets.

Program Broad Goals:

Before the pandemic, the Communications Office would create direct and indirect marketing materials to assist the City's Economic Development unit in its quest to attract business and development. Also, the Communications Department seeks to produce an atmosphere for the honest, open flow of information to the general public, citizens, media, and business interests in the city. It is imperative to utilize every resource possible, and to convincingly build the public expectation that the city of College Park is on the cutting edge of technology – social media, video, email, and other external means of communication.

Program 23/24 Objectives:

Strategic Plan KPI overview

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET**

1. Implement a Crisis Communication Plan and Bi-Annual media training for Mayor and Council, City Manager and Senior Directors
2. Establish/implement city wide branding and marketing guidelines. Provide communications training for employees
 - a. Understanding protocols in crisis situations
 - b. Graphic design made easy with Canva
 - c. Capturing captivating content with your cell phone
 - d. What it means to be a Brand Ambassador
3. Improve external and internal communications efforts
 - a. Redesigned website- simple navigation
 - b. Employee “portal” for sharing information
 - c. Hiring a communications auditing firm
 - d. Utilizing communications request form

Performance Measures

Program/Service Outputs: (goods, services, units produced) Actual 22/23
From press releases, social media, Channel 23, Collegeparkga.com, Mail inserts, lobby display boards and the main street LED screen are Examples of how the communications department put out information Externally.

Program/Service Outcomes: (based on program objectives) Actual 22/23
An outcomes analysis is difficult to obtain since we are not currently Using any media monitoring tools besides those built in to social platforms Like Instagram.

Program/Service Outputs: (goods, services, units produced) Estimated 23/24
For the this upcoming year the communications department will Continue to put out relevant information through a variety of mediums. Those mediums include; press releases, social media, Channel 23, Collegeparkga.com, Mail inserts, lobby display boards, the main street LED screen are and monthly newsletters.

Program/Service Outcomes: (based on program objectives) Estimated 23/24

1. Increase viewership on channel 23 by 25%
2. College Park Connects newsletter will be distributed monthly for twelve months

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2024 BUDGET

3. Research and purchase media monitoring tools
4. Create and implement a communications crisis plan

Prior Year Highlights:

1. Saw increased social media following and engagement
2. Social media facelift that included branded highlights and link tree to easily access commonly used sites
3. Created an updated style guide to bring continuity to the city's marketing and public relations
4. Created College Park Connects monthly newsletter in collaboration with the recreation department for one newsletter
5. College Park Connects Newsletter was initially distributed in February 2023 to over 10,000 opt in email address.
6. Created a hiring campaign in collaboration with human resources
7. Filmed and streamed the Christmas parade live for the first time.
8. Produced the Ward by Ward series
9. Partnered with Amazon to provide press materials for the 35,000 donations for santa comes to town event.
10. Partnered with Senator Jon Ossoff office for the College Park Police Department's new forensic ballistic database press conference and roundtable
11. Added quarterly staff highlight pictures in the main lobby

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2023-2024

Fund: **100**

Department and Number: **Public Information / 1570**

Department Submitting Request:

Division Submitting Request:

Requested for Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement: