



DRAFT OPERATING BUDGET

Exhibit A

FISCAL YEAR 2020-2021

Mayor Derek Easterling
Mayor Pro-Tem Pat Ferris
David Blinkhorn
James Eaton
Chris Henderson
Tracey Viars

MAYOR

Derek Easterling

City Manager

Jeff Drobney

City Clerk, MMC

Debra Taylor

**COUNCIL**

Mayor Pro Tem Pat Ferris

James Eaton

Tracey Viars

Chris Henderson

David Blinkhorn

Memo

To: Mayor and Council

From: Jeff Drobney, City Manager
Gina Auld, Finance Director

Date: July 7th, 2020

Re: FY 2021 Recommended Budget

Mayor and Council,

Staff is presenting for your consideration the FY 2021 Recommended Budget totaling \$25,044,940. Fiscal Year 2021 refers to the period of time between October 1, 2020, and September 30, 2021. This submittal is based on information obtained and revised throughout the initial phases of the budgeting process.

Revenue projections are based on historical data, collections year-to-date, property assessments performed by the Cobb County Tax Assessor's Office, and other sources. Expenditures are based on departmental requests and adjustments consistent with the adopted Strategic Plan, city goals and each department's function, needs and goals.

Property taxes remain the City's largest source of revenue. A projected increase in property tax revenue is driven by new development and re-valuations by the Cobb County Tax Assessor. In most cases, residents with the Floating Homestead Exemption will not see an increase. Steady growth and conservative budgeting has allowed Kennesaw to keep the same millage rate of 8 mills since FY 08. This budget anticipates the millage rate will remain unchanged for the 14th consecutive year.

The City's fiscal stewardship has helped it to achieve a solid bond rating. Rating agency Standard & Poor's gives Kennesaw a rating of A1 with a stable outlook. Of note, the A1 rating is a strong rating and is the highest within the A-rated category. The A1 rating reflects the city's sizeable and rapidly growing tax base.

that benefits from proximity to Atlanta (Aa1 stable) and the institutional presence of Kennesaw State University (A1 stable). The rating also incorporates Kennesaw's healthy, albeit largely restricted, financial position, affordable debt burden, and a low pension liability.

The State of Georgia requires every local government to adopt a balanced operating budget. This process includes setting the millage rate, advertising and conducting public hearings, and adhering to Generally Accepted Accounting Principles (GAAP). This recommended budget has been balanced.

| FUND/DEPT | | SECTION TITLE | PAGE # |
|---------------------------------|-----------|----------------------------|--------|
| GENERAL FUND DEPARTMENTS | | | |
| FUND | 100 | GENERAL FUND REVENUE | 10 |
| DEPT | 1100 | MAYOR & COUNCIL | 14 |
| DEPT | 1320 | CITY MANAGER | 19 |
| DEPT | 1510 | FINANCE | 27 |
| DEPT | 1530 | LEGAL SERVICES | 33 |
| DEPT | 1535 | INFORMATION TECHNOLOGY | 35 |
| DEPT | 1540 | HUMAN RESOURCES | 43 |
| DEPT | 1565 | BUILDING MAINTENANCE | 49 |
| DEPT | 2000 | COURT SERVICES | 59 |
| DEPT | 3200 | POLICE | 65 |
| DEPT | 3400 | CORRECTIONS | 75 |
| DEPT | 4000 | PUBLIC WORKS | 79 |
| DEPT | 4200 | STREETS | 85 |
| DEPT | 6100 | PARKS & RECREATION | 90 |
| DEPT | 7200 | BUILDING SERVICES | 99 |
| DEPT | 7400 | PLANNING & ZONING | 105 |
| DEPT | 7500 | ECONOMIC DEVELOPMENT | 111 |
| DEPT | 8000 | DEBT SERVICE | 117 |
| DEPT | 9100 | OPERATING TRANSFERS | 117 |
| DEPT | 9000 | RESERVES | 121 |
| DEPT | 1010-1055 | CAPITAL OUTLAY | 123 |
| OTHER FUNDS | | | |
| FUND | 210 | ASSET FORFEITURE | 124 |
| FUND | 211 | TREASURY EQUITABLE SHARING | 126 |
| FUND | 215 | 911 EMERGENCY | 128 |
| FUND | 275 | HOTEL/MOTEL | 135 |
| FUND | 276 | IMPACT FEES | 137 |
| FUND | 285 | CEMETERY | 139 |
| FUND | 540 | SANITATION | 141 |
| FUND | 556 | SOUTHERN MUSEUM | 144 |
| FUND | 557 | SMITH-GILBERT GARDENS | 151 |
| FUND | 560 | STORM WATER | 157 |
| FUND | 565 | STREET LIGHTS | 161 |
| FUND | 600 | PSIF | 163 |
| FUND | 700 | URA | 165 |
| FUND | 760 | KDDA | 167 |
| FUND | 780 | KDA | 169 |

Budget Highlights

- No millage rate increase
- Overall Tax Revenue budgeted at 3% increase
- \$807,588 to fund City's reserve account; reserve previously budgeted in City Manager's budget (Working Capital Transfer line item), but now shown in a separate reserve budget (department 9000)
- There is no COLA proposed in the FY 21 budget due to the severe negative impact of COVID 19 on FY 20 revenues and unknown impacts on the FY 21 budget
- Salary budgets in all departments include budgeting the cost of employees selling sick & vacation time as allowed by City policy, based on historic trends
- Increased expected health care costs and retirement contributions (\$300,000 and \$200,000 respectively) are spread throughout each department
- Sanitation costs remain steady with a 1.2% increase from the service provider
- Increase of overall budget between FY 20 and FY 21 is approximately 1%

Revenue Highlights

- The biggest news story of FY 20 was COVID-19 and its impact on public health and the finances of government agencies at all levels. The impact of COVID-19 on City of Kennesaw revenues for FY20 has been significant but not as drastic as cities that rely heavily on hotel/motel sales taxes, income taxes, and sales taxes. The biggest impact was on TAVT, SPLOST, court, liquor tax and revenues generated by Parks & Recreation, the Southern Museum and Smith-Gilbert Gardens.
- Due to changes in the TAVT disbursement formula enacted by the Georgia 2 years ago it was projected that TAVT would decline by nearly 50% or \$600,000. Given the uncertain nature of the impact the new legislation would have neither the county or the State of Georgia could provide accurate financials. TAVT - The Title Ad Valorem Tax (TAVT) law effective since March 1, 2013, redefined the collection and disbursement of motor vehicle taxes. Unlike the disbursement of ad valorem tax which is based on millage rates, the TAVT disbursement formulas are based on census data for counties and municipalities, and student enrollment for schools. With the enactment of HB 329 from the 2017-2018 regular General Assembly session, changes were made regarding the way TAVT is disbursed as follows: For the time period of January 1, 2019, through June 30, 2019, the calculation of TAVT disbursement was the same as completed in previous years. However, beginning July 1, 2019, the state and local governments' split was set indefinitely at 35% and 65% respectively. Of the 65% local split, there was no longer include a 'true-up' provision nor three separate 'buckets.' The allocation for cities changed by distributing 23% of the tax allocation for any vehicle titled in the corporate limits of a city (dependent on the residence address of the buyer) with 28% distributed to the county and 49% distributed to the school district. Since the change approximately 60% of cities have lost TAVT revenue while counties and school districts have enjoyed a significant increase in the local revenue share. In the 2020 legislative session HB 779 was introduced and if passed HB 779 will change the distribution of the TAVT fee between local governments to allow cities to recoup some of their lost revenue by changing the distribution from 23% to 28% in a city with a county school district and cities with a city school district from 23% to 34%. The bill passed out of the House and because of the stoppage of the legislative session was pending in the Senate as of 6-18-2020. The Senate passed HB 779 on June 22nd. The impact on our TAVT collections has been significant. Last year I predicted a 50% loss over previous history. To date, the projected amount collected for FY 20 will total approximately \$720,000, not the \$600,000 originally projected but still a reduction of approximately \$500,000 – collections for May and June were significantly reduced due to the impact of COVID-19.

- Hotel Motel Tax - due to the closing of the Intown Suites Hotel and the impact of COVID-19 Hotel/Motel tax collections are projected to continue a steep decrease from projected total revenues of \$62,990 in FY 19 to approximately \$38,290 in FY 21.
- Senior Tax Exemption – Any resident over 65 years of age is exempt from City of Kennesaw ad valorem property tax for the property on which they reside. This exemption has been in place since 1959 and for FY 21 the total dollar amount not being collected into the General Fund is projected to total \$980,672. This is a 6.4% increase over FY 20 when the amount totaled \$921,550 and a 34.6% increase over FY 19 when the amount totaled \$728,766 and a 206% increase since 2012 when the amount totaled \$320,576. With the youngest baby boomers (age 56) being born in 1965 and with 10,000 people a day turning 65 years of age the impact of the 100% senior exemption will continue to grow and have a larger impact on the General Fund. The dollar amount will surpass \$1 million in FY 2022 and will continue to grow ultimately surpassing \$2 million in the coming decade.

Expenditure Highlights

Personnel

Requests for two new full time positions and four new part-time positions (PT positions are related to the opening of the new recreation center in late FY 21) were received from the departments. There were additional requests to unfreeze three full time positions and one part-time position. Positions that are being recommended for funding are listed below. The total budgeted impact of salary and benefits of new fulltime positions for FY 2021 is approximately \$52,000. The impact of four part-time positions on the FY 2021 budget is \$12,000.

As part of the overall budget process, Department Directors were tasked with reviewing current positions, both filled and vacant due to recent retirements or the slowdown in backfilling due to COVID-19. They were asked to review current job descriptions to ensure that each employee was correctly classified and aligned to ensure maximum efficiency and productivity while providing high levels of service. The Directors did an outstanding job in identifying areas and positions that needed to be combined or have their duties expanded. This will result in better efficiency and utilization of current staff without a large impact on the General Fund and occurring ongoing costs. As a result, there are several recommended reclassifications due to change in job responsibilities and realignment of the organizational chart. Nine reclassification requests are being recommended for FY 2021, with the majority of them related to the opening of the new recreation center. These are justified due to changing job duties and for consistency with industry standards and market realities. The total budgeted impact of the reclassifications on the General Fund is approximately \$25,000 as a result of one position being correctly reclassified and funded through the stormwater fund.

It is also being recommended to unfreeze one fulltime position (Assistant Public Works Director) and one part-time position (Zoning Clerk). The total budgeted impact for salary and benefits on the General Fund is approximately \$30,000 due to the freezing of the Construction Inspector position in Public Works and the PT Records Clerk and reallocation of salary and benefits.

Position changes/additions:

| New Positions: | Org chart updates: |
|---|---|
| Parks and Recreation: <ul style="list-style-type: none"> • (4) PT Facility Monitors for Recreation Center Finance: <ul style="list-style-type: none"> • Business License Compliance Officer | Public Works: <ul style="list-style-type: none"> • Unfreeze Assistant Public Work Director • Freeze Constructor Inspector Planning & Zoning: <ul style="list-style-type: none"> • Unfreeze PT Zoning Clerk Finance: <ul style="list-style-type: none"> • PT Tax clerk to FT Tax clerk City Manager <ul style="list-style-type: none"> • Marketing Specialist from Museum to City Manager |

| Department | Reclassification due to change job responsibilities |
|-----------------------|--|
| Smith Gilbert Gardens | Environmental Education and Communications Manager to Guest Experience Manager |
| Smith Gilbert Gardens | Garden Manager to Garden and Education Manager |
| Public Works | Street Maintenance III to Stormwater Maintenance III |
| Public Works | Stormwater Specialist to Stormwater Maintenance III Lead |
| Parks and Recreation | Crew Leader to Recreation Center Manager |
| Parks and Recreation | Parks Worker II to Program Specialist |
| Parks and Recreation | Parks Worker I to Office Assistant/Front end staff for new Recreation Center |
| Parks and Recreation | Parks Worker I to Office Assistant/Front end staff for new Recreation Center |
| Planning & Zoning | Zoning Coordinator to Assistant Zoning Administrator/Planner |

Use of Court Project Fund and Court Service Improvement Funds as outlined:

| Court Project Fund | | |
|--|---|---------------|
| <u>Department</u> | <u>Item</u> | <u>Amount</u> |
| IT | Vmware licensing upgrade | \$28,000 |
| IT | Server Replacement | \$21,000 |
| Police | Glock 9mm handguns | \$65,000 |
| Court Services Improvement Fund | | |
| <u>Department</u> | <u>Item</u> | <u>Amount</u> |
| City Clerk | Open Records Management Software (FOIA) | \$11,400 |
| Police | Ford Interceptor Utility | \$70,000 |
| Police | Ford Interceptor Utility | \$70,000 |
| IT | Cyber Security – Proof Point | \$35,000 |
| IT | HelpDesk Dude Solution | \$45,000 |

- Impact Fees
 - **Parks & Recreation Impact Fees:**
 - Expansion of Dog Parks \$20,000
 - Expanded Playground at Deerfield \$25,000
 - Equipment for fitness room @ Rec Center \$40,000
 - **Police Impact Fees:**
 - Active Shooter Kits \$20,000

Capital Improvement Plan

Highlights:

- Other General Fund Capital Outlay not funded by CPF and CSIF:
 - \$43,050 Phone System replacement (IT Budget)
 - \$23,000 truck for Facilities Maintenance Crew (Facilities Budget)
 - \$23,000 truck for Facilities Maintenance Crew (Facilities Budget)
 - \$10,000 Zero Turn Mower – ExMark Laxer Z E series 60” deck (Streets Budget)
 - \$10,000 Zero Turn Mower – ExMark Laxer Z E series 60” deck (Streets Budget)

- \$35,000 Ford Explorer 4 x 4 for use by Public Works (Public Works Budget)
- \$20,000 Vehicle for Business License Compliance Officer (Finance Budget)
- \$41,000 Ford F-150 Quad Cab Code Admin (Police Budget)
- \$70,000 Interceptor Utility for Patrol (Police Budget)
- \$70,000 Interceptor Utility for Patrol (Police Budget)
- \$600,000 Financial Accounting and Reporting software (Finance Budget - \$250,000, \$100,000 Sanitation, \$220,000 Stormwater, \$30,000 Streetlights)

- Capital Outlay in non-General Fund budgets:
 - \$60,000 Ford F-450 Crew Cab Dump Body (Stormwater Fund)
 - \$60,000 Ford F-450 Crew Cab Dump Body (Stormwater Fund)
 - \$18,820 Theatre AV system replacement (Museum Fund)
 - \$150,000 Viper Phone and Power 911 Upgrade with Power Metrics (911 Fund)

- General Fund Grants:
 - CDBG \$260,000 (*100% grant – no match required*)
 - LMIG \$294,906 (*total project cost \$421,294; 30% match of \$126,388 budgeted*)

CITY OF KENNESAW
General Fund Revenues and Other Financing Sources

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|------------------------------|-------------------------|---------------|
| 100.0000.31.110000.00000 | REAL PROP-CUR YEAR | \$ 8,256,766 | \$ 8,675,000 |
| 100.0000.31.110100.00000 | BOND MILLAGE PROPERTY TAX | 1,876,603 | 1,975,000 |
| 100.0000.31.111000.00000 | REAL PROP-PUB UTIL-CUR Y | 127,000 | 127,000 |
| 100.0000.31.120000.00000 | REAL PROP-PRIOR YEAR | 42,000 | 42,000 |
| 100.0000.31.120100.00000 | BOND MILLAGE PROPERTY TAX PY | 15,000 | 15,000 |
| 100.0000.31.130000.00000 | PERS PROP-CUR YEAR | 1,005,349 | 1,006,000 |
| 100.0000.31.130500.00000 | ALTERNATIVE AD VALOREM TAX | 9,000 | 9,000 |
| 100.0000.31.131000.00000 | PERS PROP-MOTOR VEH-CUR | 120,748 | 106,000 |
| 100.0000.31.132000.00000 | PERS PROP-MOBILE HM-CUR | 12,000 | 12,000 |
| 100.0000.31.134000.00000 | INTANGIBLE | 200,000 | 280,000 |
| 100.0000.31.135000.00000 | RAILROAD EQUIPMENT TAX | 430 | 430 |
| 100.0000.31.139000.00000 | TAVT DISTRIBUTION | 600,000 | 700,000 |
| 100.0000.31.140000.00000 | PERS PROP-PRIOR YEAR | 20,000 | 15,000 |
| 100.0000.31.150000.00000 | PROPERTY NOT ON DIGEST | 100 | 100 |
| 100.0000.31.150100.00000 | PROPERT TAX NOD BOND | 50 | 50 |
| 100.0000.31.160000.00000 | REAL ESTATE TRANSFER | 80,000 | 70,000 |
| 100.0000.31.171000.00000 | FRANCHISE TAX-GA POWER | 675,000 | 690,000 |
| 100.0000.31.171100.00000 | FRANCHISE TAX--COBB EMC | 565,000 | 570,000 |
| 100.0000.31.173000.00000 | FRANCHISE TAX-GAS | 190,000 | 219,000 |
| 100.0000.31.175000.00000 | FRANCHISE TAX-TELV CABLE | 270,000 | 260,000 |
| 100.0000.31.176000.00000 | FRANCHISE TAX-TELEPHONE | 35,000 | 47,000 |
| 100.0000.31.178000.00000 | FRANCHISE TAX- VIDEO | 90,000 | 92,000 |
| 100.0000.31.421000.00000 | BEER TAX | 270,000 | 245,000 |
| 100.0000.31.422000.00000 | WINE TAX | 73,000 | 75,000 |
| 100.0000.31.423000.00000 | LIQUOR TAX | 30,000 | 30,000 |
| 100.0000.31.430000.00000 | LOCAL OPTION MIXED DRINK | 110,000 | 90,000 |
| 100.0000.31.610000.00000 | BUSINESS & OCCUPATION | 1,450,000 | 1,400,000 |
| 100.0000.31.620000.00000 | INSURANCE PREMIUM TAX | 2,150,000 | 2,150,000 |
| 100.0000.31.630000.00000 | FINANCIAL INSTITUTIONS | 105,000 | 105,000 |
| 100.0000.31.910000.00000 | PEN & INT-GENERAL PROP | 45,000 | 45,000 |
| 100.0000.31.940000.00000 | PEN & INT BUSINESS | 3,000 | 3,000 |
| 100.0000.31.950000.00000 | PEN & INT FIFA | 4,500 | 4,500 |
| 100.0000.32.310000.00000 | BUSINESS LICENSE PENALTY | 8,000 | 8,000 |
| Total Taxes | | \$ 18,438,546 | \$ 19,066,080 |

CITY OF KENNESAW
General Fund Revenues and Other Financing Sources

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|----------------------------|-------------------------|--------------|
| 100.0000.32.110000.00000 | ALCOHOLIC BEVERAGES | \$ 162,750 | \$ 160,000 |
| 100.0000.32.190000.00000 | OTHER (REGULATORY FEES) | 4,000 | 4,000 |
| 100.0000.32.220100.00000 | BUILDING PERMITS | 200,000 | 275,000 |
| 100.0000.32.220200.00000 | REINSPECTION FEES | 4,000 | 4,000 |
| 100.0000.32.220400.00000 | NPDES EROSION PERMITS | 1,100 | 1,100 |
| 100.0000.32.220500.00000 | TECHNOLOGY FEE | 20,000 | 25,000 |
| 100.0000.32.221000.00000 | ZONING & LAND USE | 3,800 | 3,800 |
| 100.0000.32.221100.00000 | ELECTRICAL PERMITS | 15,500 | 20,000 |
| 100.0000.32.221200.00000 | PLUMBING PERMITS | 12,000 | 15,000 |
| 100.0000.32.221300.00000 | HVAC PERMITS | 17,000 | 20,000 |
| 100.0000.32.221400.00000 | GRADING PERMITS | 2,200 | 2,200 |
| 100.0000.32.221500.00000 | OCCUPANCY PERMITS | 3,500 | 3,500 |
| 100.0000.32.221600.00000 | DRIVEWAY PERMITS | 300 | 300 |
| 100.0000.32.221700.00000 | FENCING PERMITS | 1,000 | 1,000 |
| 100.0000.32.221800.00000 | TREE PERMITS | 5,000 | 5,000 |
| 100.0000.32.221900.00000 | UTILITY PERMITS | - | 8,000 |
| 100.0000.32.222100.00000 | MOBILE HOME MOVING | 500 | 500 |
| 100.0000.32.223000.00000 | SIGN PERMITS | 4,500 | 4,500 |
| 100.0000.32.292100.00000 | DEMOLITION PERMITS | 300 | 300 |
| | Total Licenses and Permits | \$ 457,450 | \$ 553,200 |
| 100.0000.33.131000.00000 | FED GRANT-CAP/DIRECT | \$ 400,000 | \$ 200,000 |
| 100.0000.33.704000.00000 | JUSTICE ASSISTANCE GRANT | 10,000 | - |
| 100.0000.33.705000.00000 | COBB CO---489 PAYMENT | 770,000 | 780,000 |
| 100.0000.33.706000.00000 | COBB CO---CDBG GRANT | 184,281 | 260,000 |
| 100.0000.33.709000.00000 | LMIG REVENUE | 324,072 | 294,906 |
| | Total Intergovernmental | \$ 1,688,353 | \$ 1,534,906 |

CITY OF KENNESAW
General Fund Revenues and Other Financing Sources

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------------|-------------------------|--------------|
| 100.0000.34.133000.00000 | ENGINEER/PLAN REVIEW FEES | \$ 42,000 | \$ 45,000 |
| 100.0000.34.134000.00000 | ARBORIST REVIEW FEES | 700 | 700 |
| 100.0000.34.191000.00000 | OTHER-ELECTION QUAL FEE | 1,296 | 1,080 |
| 100.0000.34.212000.00000 | SPEC POL SVC-ACCIDENT REP | 40,000 | 30,000 |
| 100.0000.34.231000.00000 | DET & COR SVC-FINGERPRINT | 760 | 800 |
| 100.0000.34.315000.00000 | CHARGEPOINT REVENUE | 900 | 1,600 |
| 100.0000.34.736000.00000 | RENTAL | 22,800 | 20,700 |
| 100.0000.34.750000.00000 | PROGRAM FEES | 235,000 | 235,000 |
| 100.0000.34.751500.00000 | SUMMER CAMP FEES | 125,000 | 125,000 |
| 100.0000.34.752000.00000 | SPORT CAMP FEES | 85,000 | 85,000 |
| 100.0000.34.752500.00000 | ACTIVITY CAMP USER FEES | 8,500 | 8,500 |
| 100.0000.34.753000.00000 | GIRL'S SOFTBALL USER FEES | 6,000 | 6,000 |
| 100.0000.34.754000.00000 | COMM CLASSES USER FEE | 33,000 | 33,000 |
| 100.0000.34.754500.00000 | BASEBALL USER FEES | 31,000 | 31,000 |
| 100.0000.34.755000.00000 | SOCCER USER FEES | 7,000 | - |
| 100.0000.34.770000.00000 | SPLASH PAD USER FEES | 26,000 | 26,000 |
| 100.0000.34.790000.00000 | EVENT INCOME | 171,475 | 171,475 |
| 100.0000.34.930000.00000 | BAD CHECK FEES | 1,000 | 700 |
| | Total Charges for Services | \$ 837,431 | \$ 821,555 |
| 100.0000.35.117000.00000 | COURT-MUNICIPAL | \$ 800,000 | \$ 650,000 |
| 100.0000.35.191000.00000 | CT. SERVICES IMPROV FUND | 275,000 | 220,000 |
| 100.0000.35.191500.00000 | COURT PROJECT FUND | 110,000 | 90,000 |
| | Total Fines & Forfeitures | \$ 1,185,000 | \$ 960,000 |
| 100.0000.36.100000.00000 | INTEREST REVENUES | \$ 450,000 | \$ 450,000 |
| 100.0000.36.103000.00000 | INTEREST KDDA LOAN | 1,440 | 974 |
| | Total Investment Income | \$ 451,440 | \$ 450,974 |
| 100.0000.37.100300.00000 | SWIFT CANTRELL FOUNDATION | \$ 50,000 | \$ 50,000 |
| | Total Contributions & Donations | \$ 50,000 | \$ 50,000 |

CITY OF KENNESAW
General Fund Revenues and Other Financing Sources

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|--------------------------------|-------------------------|---------------|
| 100.0000.38.100200.00000 | COMMUNITY CTR RENTAL | \$ 63,000 | \$ 63,000 |
| 100.0000.38.100400.00000 | MISC PARK/REC RENTAL | 18,000 | 18,000 |
| 100.0000.38.100500.00000 | WATER TNK CELL TOWER RENT | 36,000 | 36,000 |
| 100.0000.38.900000.00000 | OTHER (MISCELLANEOUS REV) | 13,000 | 10,000 |
| 100.0000.38.920000.00000 | INSURANCE RECOVERIES | 5,000 | 10,000 |
| 100.0000.38.941500.00000 | KDA SUPPORT FOR ED STAFF | 10,000 | 10,000 |
| 100.0000.39.210000.00000 | SALE OF FIXED ASSETS | 5,000 | 20,000 |
| 100.0000.39.230000.00000 | SALE OF SCRAP METAL | 100 | 100 |
| | Total Miscellaneous | \$ 150,100 | \$ 167,100 |
| 100.0000.39.350000.00000 | CAPITAL LEASE PROCEEDS | \$ 297,000 | \$ 412,000 |
| | Total Capital Lease Proceeds | \$ 297,000 | \$ 412,000 |
| 100.0000.39.112000.00000 | TRANSFER IN - SANITATION FD | \$ 500,000 | \$ 500,000 |
| 100.0000.39.112100.00000 | TRANSFER IN - STORM WATER FUND | 125,000 | 125,000 |
| 100.0000.39.113500.00000 | TRANSFER IN - E911 | 63,610 | 58,725 |
| | Total Transfers In | \$ 688,610 | \$ 683,725 |
| 100.0000.39.400000.00000 | USE OF PY RESERVES | \$ 69,660 | \$ - |
| 100.0000.39.110500.00000 | USE OF PY RESERVES-CSIF | 305,114 | 231,400 |
| 100.0000.39.110600.00000 | USE OF PY RESERVES-CPF | 243,637 | 114,000 |
| | Total Use of PY Reserves | \$ 618,411 | \$ 345,400 |
| Grand Total Revenues and Other Financing Sources | | \$ 24,862,341 | \$ 25,044,940 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Mayor & Council

Operating Budget Comments

Fiscal Year 2019 Budget: \$408,723

Fiscal Year 2020 Budget: \$467,229

Fiscal Year 2021 Budget: \$417,252

The highlights of the recommended budget include the following:

- A decrease of \$26,844 in regular employee salaries due to retirement of City Clerk
- A decrease of \$20,000 in election expense, due to no elections planned for FY 21
- A decrease of \$3,745 in travel due to reduction of travel related to COVID-19 and to better align with historic trends
- A decrease of \$2,000 in meeting expense to better align with historic trends
- A decrease of \$2,000 in awards to better align with historic trends
- An increase of retirement contributions and group insurance due to increases of group health insurance costs and retirement contributions spread throughout each department

Capital Outlay items include:

- \$11,400 Open Records Management Software (FOIA)

Position Summary

Fiscal Year 2020 Total Authorized Positions: 9

Fiscal Year 2020 Total Funded Positions: 9

Fiscal Year 2021 Total Authorized Positions: 9

Fiscal Year 2021 Total Funded Positions: 9

CITY OF KENNESAW
Mayor Council
Department 1100

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------|-------------------------|--------------|
| 100.1100.51.110000.00000 | REGULAR EMPLOYEES | \$ 235,260 | \$ 208,416 |
| 100.1100.51.145000.00000 | HOLIDAY BONUS PAYMENT | 500 | 600 |
| 100.1100.51.170000.00000 | VACATION PAY | 9,228 | 2,019 |
| 100.1100.51.210000.00000 | GROUP INSURANCE | 21,762 | 25,161 |
| 100.1100.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 18,742 | 16,144 |
| 100.1100.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 22,569 | 36,371 |
| 100.1100.51.270000.00000 | WORKER'S COMPENSATION | 485 | 495 |
| 100.1100.52.224000.00000 | OTHER MAINTENANCE | 6,800 | 4,000 |
| 100.1100.52.310000.00000 | INS, OTHER THAN EMP BEN | 16,833 | 17,476 |
| 100.1100.52.311000.00000 | CLAIM DEDUCTIBLES | 1,000 | 1,000 |
| 100.1100.52.325000.00000 | POSTAGE | 600 | 600 |
| 100.1100.52.340000.00000 | PRINTING & BINDING | 500 | 500 |
| 100.1100.52.350000.00000 | TRAVEL | 19,745 | 16,000 |
| 100.1100.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 10,800 | 11,600 |
| 100.1100.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 655 | 720 |
| 100.1100.52.363000.00000 | MEETING EXPENSES | 10,100 | 8,100 |
| 100.1100.52.371000.00000 | PROFESSIONAL DEVELOPMENT | 13,750 | 13,700 |
| 100.1100.52.393000.00000 | ELECTION EXPENSE | 20,000 | - |
| 100.1100.52.395000.00000 | MILEAGE REIMBURSEMENT | 500 | 500 |
| 100.1100.52.510000.00000 | SUPPORT FOR COMM ORGANIZ | 5,450 | 6,000 |
| 100.1100.52.530000.00000 | YOUTH COUNCIL | 1,950 | 1,950 |
| 100.1100.52.620000.00000 | AWARDS | 4,000 | 2,000 |
| 100.1100.53.111000.00000 | OFFICE SUPPLIES | 3,300 | 2,500 |
| 100.1100.53.111100.00000 | COPY PAPER | 800 | 600 |
| 100.1100.53.117100.00000 | GENERAL CLOTHING | 1,200 | 1,200 |
| 100.1100.53.119000.00000 | OTHER MATERIAL & SUPPLY | 2,000 | 1,500 |
| 100.1100.53.140000.00000 | BOOKS & PERIODICALS | 100 | 100 |
| 100.1100.53.160000.00000 | SMALL EQUIPMENT | 3,100 | 2,000 |
| 100.1100.53.180000.00000 | MISCELLANEOUS | 500 | 1,000 |
| 100.1100.55.105000.00000 | CONTINGENCY | 35,000 | 35,000 |
| Total Mayor & Council | | \$ 467,229 | \$ 417,252 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|--|-----------------------|
| 1100 | | | | |
| | 100.1100.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 208,416 |
| | | | Sum | 208,416 |
| | 100.1100.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 600 |
| | | | Sum | 600 |
| | 100.1100.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 2,019 |
| | | | Sum | 2,019 |
| | 100.1100.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 1,847 |
| | | GROUP INSURANCE | INCREASE | 1,552 |
| | | GROUP INSURANCE | GROUP INSURANCE | 21,762 |
| | | | Sum | 25,161 |
| | 100.1100.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 16,144 |
| | | | Sum | 16,144 |
| | 100.1100.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | RETIREMENT CONTIBUTION | 31,779 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 4,592 |
| | | | Sum | 36,371 |
| | 100.1100.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 495 |
| | | | Sum | 495 |
| | 100.1100.52.224000.00000 | | | |
| | | OTHER MAINTENANCE | State Records Center - Offsite Records | 4,000 |
| | | | Sum | 4,000 |
| | 100.1100.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 17,476 |
| | | | Sum | 17,476 |
| | 100.1100.52.311000.00000 | | | |
| | | CLAIM DEDUCTIBLES | ONE CLAIM DEDUCTIBLE | 1,000 |
| | | | Sum | 1,000 |
| | 100.1100.52.325000.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--|-----------------------|
| | | POSTAGE | POSTAGE | 600 |
| | | | Sum | 600 |
| | 100.1100.52.340000.00000 | | | |
| | | PRINTING & BINDING | PRINTING & BINDING | 500 |
| | | | Sum | 500 |
| | 100.1100.52.350000.00000 | | | |
| | | TRAVEL | \$1500 EA X 6 (HOTEL, AIR, PER DIEM, GAS | 9,000 |
| | | TRAVEL | CHAMBER FLY-IN (MAYOR) | 2,000 |
| | | TRAVEL | CLERKS TRAINING + POSSIBLE MANDATOR | 4,000 |
| | | TRAVEL | AS NEEDED | 1,000 |
| | | | Sum | 16,000 |
| | 100.1100.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS | MISCELLANEOUS | 300 |
| | | ORGANIZATIONAL MEMBERS | GMA DUES (4% INCREASE) | 10,800 |
| | | ORGANIZATIONAL MEMBERS | CMA DUES | 500 |
| | | | Sum | 11,600 |
| | 100.1100.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | IIMC FOR CLERKS | 350 |
| | | PROFESSIONAL MEMBERSHIP | GMCA FOR CLERKS | 190 |
| | | PROFESSIONAL MEMBERSHIP | COSTCO M'SHIP (INCL CITY AT-LARGE) | 180 |
| | | | Sum | 720 |
| | 100.1100.52.363000.00000 | | | |
| | | MEETING EXPENSES | STATE OF THE CITY | 1,200 |
| | | MEETING EXPENSES | MAYOR BUSINESS MEETINGS | 1,000 |
| | | MEETING EXPENSES | M&C RETREAT FACILITATOR, FOOD, DRIN | 2,000 |
| | | MEETING EXPENSES | WORK SESSION, MEETING SUPPLIES, RENT | 3,000 |
| | | MEETING EXPENSES | CMA (HOSTING, SUMMER AND XMAS) | 900 |
| | | | Sum | 8,100 |
| | 100.1100.52.371000.00000 | | | |
| | | PROFESSIONAL DEVELOPME | \$1200 EA FOR ELECTED OFFICIALS | 7,200 |
| | | PROFESSIONAL DEVELOPME | CLERKS TRAINING (POSSIBLE MANDATED) | 3,000 |
| | | PROFESSIONAL DEVELOPME | LEADERSHIP COBB (ONE ELECTED OFFICIA | 3,500 |
| | | | Sum | 13,700 |
| | 100.1100.52.395000.00000 | | | |
| | | MILEAGE REIMBURSEMENT | MILEAGE REIMBURSEMENT STAFF | 500 |
| | | | Sum | 500 |
| | 100.1100.52.510000.00000 | | | |
| | | SUPPORT FOR COMM ORGA | \$850 MISC. MAYOR EVENTS/INVITES | 850 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|---------------------------------------|-----------------------|
| | | SUPPORT FOR COMM ORGA | 775 EA ELECTED OFFICIAL FOR SP EVENTS | 4,650 |
| | | SUPPORT FOR COMM ORGA | KBA, CHAMBER, MUSEUM, SGG | 0 |
| | | SUPPORT FOR COMM ORGA | \$500 CHAMBER DINNER MAYOR + 1 | 500 |
| | | Sum | | 6,000 |
| | 100.1100.52.530000.00000 | | | |
| | | YOUTH COUNCIL | \$650 EA TUITION FOR 3 STUDENTS | 1,950 |
| | | Sum | | 1,950 |
| | 100.1100.52.620000.00000 | | | |
| | | AWARDS | AWARDS, CITY PINS | 2,000 |
| | | Sum | | 2,000 |
| | 100.1100.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | OFFICE SUPPLIES | 2,500 |
| | | Sum | | 2,500 |
| | 100.1100.53.111100.00000 | | | |
| | | COPY PAPER | COPY PAPER | 600 |
| | | Sum | | 600 |
| | 100.1100.53.117100.00000 | | | |
| | | GENERAL CLOTHING | \$200 EA FOR ELECTED OFFICIALS | 1,200 |
| | | Sum | | 1,200 |
| | 100.1100.53.119000.00000 | | | |
| | | OTHER MATERIAL & SUPPLY | POSSIBLE NEW HEADSHOTS, MATS, CARD | 1,500 |
| | | OTHER MATERIAL & SUPPLY | NAMEPLATES FOR 3 NEWLY ELECTED | 0 |
| | | Sum | | 1,500 |
| | 100.1100.53.140000.00000 | | | |
| | | BOOKS & PERIODICALS | BOOKS AND PERIODICALS | 100 |
| | | Sum | | 100 |
| | 100.1100.53.160000.00000 | | | |
| | | SMALL EQUIPMENT | 3 IPHONES AND 3 IPADS | 2,000 |
| | | SMALL EQUIPMENT | TO REPLACE AGING EQUIP/NEWLY ELECTED | 0 |
| | | Sum | | 2,000 |
| | 100.1100.53.180000.00000 | | | |
| | | MISCELLANEOUS | MISCELLANEOUS | 1,000 |
| | | Sum | | 1,000 |
| | 100.1100.55.105000.00000 | | | |
| | | CONTINGENCY | CONTINGENCY | 35,000 |
| | | Sum | | 35,000 |
| | | Grand Total | | 417,252 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Office of the City Manager

The City Manager serves as chief operating officer of the City. Responsible for directing the day to day operations of city government, the City Manager serves as the chief policy advisor to the Mayor & Council. The Office of the City Manager also includes communications and GIS. The City of Kennesaw's Geographic Information Systems (GIS) supports a wide-range of city processes and functions including maintenance of jurisdictional boundaries, address integration for Emergency 911 dispatching, property analysis for zoning applications, storm water utility inventory, maintenance of generic base layers, and integration of external agency data sets. The Communication & Engagement Department is committed to providing residents, visitors and businesses with timely and accurate information about news and activities within the city. News is communicated through a variety of media platforms, including press releases, the e-newsletter, two electronic message boards, and social media

- Supervising and coordinating the operation of all city departments
- Implementing directives
- Enforcing codes, laws and ordinances
- Submitting annual operating and capital budgets to the Mayor & Council and directing the administration of adopted budgets
- Administering the personnel system
- Providing public information including financial and other reports
- Making recommendations to the Mayor & Council concerning the affairs of the city
- Implementing the City's Strategic Plan

Goals & Objectives

- Implementing the City's strategic plan: The City's Strategic Plan (adopted in 2017) includes seven strategic priorities, which outline our most critical focus areas and help us make decisions regarding resource allocation and long-term growth priorities. Goals and action items have been developed for each priority to track progress and provide a "road map" for future work.
- Managing and completing SPLOST projects: SPLOST is one of the strategic priority areas and is a top priority for the City Manager's Office. SPLOST provides funding for much needed transportation and capital improvement projects, and allows the City to implement these projects quicker than if they had to be planned using only General Fund dollars. Projects from the 2005 and 2011 SPLOST lists are in the final stages of completion, and the first tier of 2016 projects are under construction or have been completed.
- Effective budget development: Budget development continues to be a challenging priority for the City Manager. It is our goal annually to develop a fiscally responsible budget while effectively managing the City's increasing expenditure needs. Using the strategic priorities in budget development allows us to make decisions on how to best allocate our resources. In addition, the City Manager evaluates requests for capital items, new programs, or new personnel requests from departments separately from initial operating requests to better manage expenditure requests against revenue projections. Costs related to public safety, infrastructure improvements and health care continue to increase. Particularly where insurance/benefits are concerned, the City Manager is directly involved in program evaluation to manage

costs. Each year we review data related to cost of claims, prescription drug coverage costs, and plan use data (visits to primary care vs emergency room, for example) to determine the best way to manage the cost of our health care benefits.

As we continue to work toward short and long term goals, our office is committed to being good stewards of public resources. To this end, we are:

- Working on multi-year budget projections, to allow for better project planning and cost allocation
- Developing budgets that are fiscally responsible; managing expenditure requests and making City reserves a priority
- Working to reduce the TAN
- Managing City projects to ensure that budgets and timelines are met
- Following the adopted 5 year Strategic Plan

These items will be essential components of implementing our strategic plan elements and evaluating the progress and success of stated goals.

Operating Budget Comments

Fiscal Year 2019 Budget: \$716,287

Fiscal Year 2020 Budget: \$754,272

Fiscal Year 2021 Budget: \$832,189

The highlights of the recommended budget include the following:

- An increase of \$35,289 in regular employees due to moving marketing specialist from museum to communications department to better align with city goals and improve overall reach and efficiency of citywide marketing efforts
- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase Of \$38,000 for website enhancements, including city, SGG, Southern Museum, and economic development and to increase city wide marketing opportunities
- A decrease of \$25,000 in tuition reimbursement due to current program use and to better align with historic trends
- A decrease of \$3,050 in travel due to reduced travel as a result of COVID 19 and to better align with historic trends

Capital Outlay items include:

- A reduction of \$28,000 due to one-time purchase of city motor pool car in FY20

Position Summary

Fiscal Year 2020 Total Authorized Positions: 7

Fiscal Year 2020 Total Funded Positions: 6

Fiscal Year 2021 Total Authorized Positions: 8

Fiscal Year 2021 Total Funded Positions: 7

- One position (GIS Technician) is frozen

CITY OF KENNESAW
City Manager
Department 1320

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------|-------------------------|--------------|
| 100.1320.51.110000.00000 | REGULAR EMPLOYEES | \$ 468,615 | \$ 503,904 |
| 100.1320.51.145000.00000 | HOLIDAY BONUS PAYMENT | 1,100 | 1,400 |
| 100.1320.51.170000.00000 | VACATION PAY | 28,386 | 38,900 |
| 100.1320.51.210000.00000 | GROUP INSURANCE | 65,285 | 75,483 |
| 100.1320.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 38,105 | 41,632 |
| 100.1320.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 41,278 | 49,859 |
| 100.1320.51.250000.00000 | TUITION REIMBURSEMENTS | 40,000 | 15,000 |
| 100.1320.51.270000.00000 | WORKER'S COMPENSATION | 791 | 807 |
| 100.1320.52.310000.00000 | INS, OTHER THAN EMP BEN | 6,322 | 6,564 |
| 100.1320.52.325000.00000 | POSTAGE | 625 | 625 |
| 100.1320.52.332000.00000 | MARKETING | 25,000 | 63,700 |
| 100.1320.52.340000.00000 | PRINTING & BINDING | 1,400 | 1,400 |
| 100.1320.52.350000.00000 | TRAVEL | 9,000 | 5,950 |
| 100.1320.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 4,635 | 4,635 |
| 100.1320.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 3,650 | 3,650 |
| 100.1320.52.363000.00000 | MEETING EXPENSES | 3,800 | 3,800 |
| 100.1320.52.364000.00000 | SUBSCRIPTIONS | 280 | 280 |
| 100.1320.52.370000.00000 | EDUCATION & TRAINING | 2,500 | 2,500 |
| 100.1320.52.371000.00000 | PROFESSIONAL DEVELOPMENT | 4,200 | 3,500 |
| 100.1320.52.610000.00000 | EMPLOYEE TEAM BUILDING | 1,800 | 1,800 |
| 100.1320.53.111000.00000 | OFFICE SUPPLIES | 1,200 | 1,200 |
| 100.1320.53.111100.00000 | COPY PAPER | 1,000 | 1,000 |
| 100.1320.53.118000.00000 | OPERATING MATERIALS/SUPP | 1,700 | 1,000 |
| 100.1320.53.119200.00000 | SIGNAGE | 3,000 | 3,000 |
| 100.1320.53.140000.00000 | BOOKS & PERIODICALS | 100 | 100 |
| 100.1320.53.171000.00000 | FLOWERS | 500 | 500 |
| Total City Manager | | \$ 754,272 | \$ 832,189 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|-------------|---------------------------------|--------------------------|-------------------------------|-----------------------|
| 1320 | | | | |
| | 100.1320.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 503,904 |
| | | | Sum | 503,904 |
| | 100.1320.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 1,400 |
| | | | Sum | 1,400 |
| | 100.1320.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 38,900 |
| | | | Sum | 38,900 |
| | 100.1320.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 4,657 |
| | | GROUP INSURANCE | GROUP INSURANCE | 65,285 |
| | | GROUP INSURANCE | INCREASE | 5,541 |
| | | | Sum | 75,483 |
| | 100.1320.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 41,632 |
| | | | Sum | 41,632 |
| | 100.1320.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 13,540 |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 36,319 |
| | | | Sum | 49,859 |
| | 100.1320.51.250000.00000 | | | |
| | | TUITION REIMBURSMENTS | TUITION REIMB | 15,000 |
| | | | Sum | 15,000 |
| | 100.1320.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 807 |
| | | | Sum | 807 |
| | 100.1320.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 6,564 |
| | | | Sum | 6,564 |
| | 100.1320.52.325000.00000 | | | |
| | | POSTAGE | US MAIL PRESORT/BULK PERMIT | 225 |
| | | POSTAGE | GIS STANDARD POSTAGE | 100 |
| | | POSTAGE | CM OFFICE STANDARD POSTAGE | 300 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------------|-----------------------------------|-----------------------|
| | | | Sum | 625 |
| | 100.1320.52.332000.00000 | | | |
| | | MARKETING | CONSTANT CONTACT | 1,000 |
| | | MARKETING | DIGITAL PAFR | 5,000 |
| | | MARKETING | SOCIAL MEDIA HUB/TRACKING | 3,000 |
| | | MARKETING | MEDIA TRACKING | 5,000 |
| | | MARKETING | WEBSITE ENHANCEMENTS | 30,000 |
| | | MARKETING | VIDEO/PHOTO EQUIPMENT | 4,500 |
| | | MARKETING | WEBSITE MAINTENANCE | 1,200 |
| | | MARKETING | CITY MARKETING | 10,000 |
| | | MARKETING | ED AND OTHER ADS | 3,000 |
| | | MARKETING | PROMOTIONAL MATERIALS | 1,000 |
| | | | Sum | 63,700 |
| | 100.1320.52.340000.00000 | | | |
| | | PRINTING & BINDING | PRINTING OF PAFR | 800 |
| | | PRINTING & BINDING | MARKETING BROCHURES | 600 |
| | | | Sum | 1,400 |
| | 100.1320.52.350000.00000 | | | |
| | | TRAVEL | JD & MH GMA HOTEL/MEALS | 2,000 |
| | | TRAVEL | MISC DEPARTMENT TRAVEL | 450 |
| | | TRAVEL | BG & DMS GA COMMUNICATORS CONF T | 600 |
| | | TRAVEL | JD FUEL STATE CONFERENCE TRAVEL | 200 |
| | | TRAVEL | MH GCCMA FALL/SPRING HOTEL, MEALS | 600 |
| | | TRAVEL | JD GCCMA FALL/SPRING HOTEL, MEALS | 600 |
| | | TRAVEL | BG 3CMA CONFERENCE TRAVEL | 1,500 |
| | | | Sum | 5,950 |
| | 100.1320.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS | KBA MEMBERSHIP - ANNUAL RENEWAL | 85 |
| | | ORGANIZATIONAL MEMBERS | COBB CHAMBER MEMBERSHIP DUES | 2,000 |
| | | ORGANIZATIONAL MEMBERS | COBB TRAVEL/TOURISM DUES | 2,500 |
| | | ORGANIZATIONAL MEMBERS | JD LEADERSHIP COBB ALUMNI | 50 |
| | | | Sum | 4,635 |
| | 100.1320.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHI | JD GCCMA DUES | 125 |
| | | PROFESSIONAL MEMBERSHI | BG 3CMA DUES | 400 |
| | | PROFESSIONAL MEMBERSHI | PS URISA MEMBERSHIP | 500 |
| | | PROFESSIONAL MEMBERSHI | MH GCCMA DUES | 125 |
| | | PROFESSIONAL MEMBERSHI | MH ICMA DUES | 1,200 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------------|--------------------------------------|-----------------------|
| | | PROFESSIONAL MEMBERSHI | JD ICMA DUES | 1,300 |
| | | | Sum | 3,650 |
| | 100.1320.52.363000.00000 | | | |
| | | MEETING EXPENSES | WAKE UP KBA | 500 |
| | | MEETING EXPENSES | GOV 101 CITIZENS ACADEMY | 1,000 |
| | | MEETING EXPENSES | MISC MEETINGS/EVENTS | 210 |
| | | MEETING EXPENSES | DCA/ARC/CHAMBER MEETINGS, 1ST MO | 1,070 |
| | | MEETING EXPENSES | KBA MONTHLY JD, MH, BG | 520 |
| | | MEETING EXPENSES | HOST CCMA LUNCHEON | 500 |
| | | | Sum | 3,800 |
| | 100.1320.52.364000.00000 | | | |
| | | SUBSCRIPTIONS | ANNUAL FEE - DEPT COSTCO VISAS | 50 |
| | | SUBSCRIPTIONS | MDJ PRINT & DIGITAL SUBSCRIPTION | 190 |
| | | SUBSCRIPTIONS | ANNUAL FEE - DEPT CREDIT CARDS | 40 |
| | | | Sum | 280 |
| | 100.1320.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | GENERAL DEPT TRAINING | 500 |
| | | EDUCATION & TRAINING | PR - ADOBE TRAINING | 1,000 |
| | | EDUCATION & TRAINING | PR - ONLINE TUTORIAL CLASSES AS NEED | 1,000 |
| | | | Sum | 2,500 |
| | 100.1320.52.371000.00000 | | | |
| | | PROFESSIONAL DEVELOPME | MH GCCMA FALL/SPRING CONF REG | 700 |
| | | PROFESSIONAL DEVELOPME | GA COMMUNICATORS CONF REGISTRATI | 600 |
| | | PROFESSIONAL DEVELOPME | JD GCCMA FALL/SPRING CONF REG | 700 |
| | | PROFESSIONAL DEVELOPME | 3CMA CONF REGISTRATION BG | 800 |
| | | PROFESSIONAL DEVELOPME | ICMA CONF REGISTRATION JD | 700 |
| | | | Sum | 3,500 |
| | 100.1320.52.610000.00000 | | | |
| | | EMPLOYEE TEAM BUILDING | DEPT HEAD PLANNING RETREAT | 1,200 |
| | | EMPLOYEE TEAM BUILDING | CM BIRTHDAY CARDS | 300 |
| | | EMPLOYEE TEAM BUILDING | CM CARDS FOR NEW HIRES | 300 |
| | | | Sum | 1,800 |
| | 100.1320.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | GENERAL DEPT SUPPLIES - STOCK | 800 |
| | | OFFICE SUPPLIES | GIS SUPPLIES | 400 |
| | | | Sum | 1,200 |
| | 100.1320.53.111100.00000 | | | |
| | | COPY PAPER | GIS PLOTTER PAPER | 600 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|----------------------------------|-----------------------|
| | | COPY PAPER | GIS 11X17 PAPER | 100 |
| | | COPY PAPER | CM OFFICE COPY PAPER | 300 |
| | | | Sum | 1,000 |
| | 100.1320.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | MISC DEPT SUPPLIES | 300 |
| | | OPERATING MATERIALS/SUP | GIS SUPPLIES | 300 |
| | | OPERATING MATERIALS/SUP | MARQUEE SITE LEASE GDOT | 100 |
| | | OPERATING MATERIALS/SUP | WATER - CM OFFICE MEETINGS | 300 |
| | | | Sum | 1,000 |
| | 100.1320.53.119200.00000 | | | |
| | | SIGNAGE | SIGNAGE | 3,000 |
| | | | Sum | 3,000 |
| | 100.1320.53.140000.00000 | | | |
| | | BOOKS & PERIODICALS | DEPARTMENT REFERENCE MATERIALS | 100 |
| | | | Sum | 100 |
| | 100.1320.53.171000.00000 | | | |
| | | FLOWERS | FUNERAL/ILLNESS FLOWER ARRANGEME | 500 |
| | | | Sum | 500 |
| | | | Grand Total | 832,189 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Finance

The Financial Administration Department is managed by the Director of Finance. The department includes six divisions with five funded through the General Fund. These six divisions are Accounting, Utility Billing, Payroll, Property Tax, Business License and Accounts Payable. The Utility Billing division is funded through the Sanitation, Stormwater and Streetlight Funds. All six divisions support the City through Financial Reporting & Budgeting, Long Term Planning, Billing/Collection and Funds Disbursement, Coordinating the Annual Audit, Compliance with State/City Purchasing Laws and Utility billing and collection.

Goals & Objectives

- Maintain financial integrity of accounting records and transactions.
- Compliance with GASB reporting requirements.
- Assist administration with long-term planning based upon financial analysis (forecasting revenue growth, demand on services and debt issuance).
- Maintain and/or improvement of Bond Rating.
- Continue focus on long term planning for growth within departments from both a personnel and capital perspective.
- Provide timely and transparent information for both financial and purchasing transactions.
- Be awarded the Certificate of Achievement for Excellence in Financial Reporting each year by the Government Finance Officers Association (GFOA)
- Continue to increase General Fund reserves until positive unassigned fund balance equals no less than two months of regular operating expenditures as recommended by the Government Finance Officers Association (GFOA)
- Continue to avoid TAN borrowing (TAN borrowing has decreased 40% in last 6 years and was not required this past fiscal year)
- Offer vendors the option to be paid via ACH

Department Highlights

- Awarded the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended 9/30/19 by the Government Finance Officers Association (GFOA)
- Held the third property tax sale resulting in the collection of delinquent taxes
- Electronic timekeeping system implemented
- Tax Anticipation Notes (TANS) not issued during the year due to improved cash position
- Increased General Fund reserves by \$4.3 million

Operating Budget Comments

Fiscal Year 2019 Budget: \$795,488

Fiscal Year 2020 Budget: \$915,197

Fiscal Year 2021 Budget: \$962,162

The highlights of the recommended budget include the following:

- Increase in regular employees including salary and all benefits is due to the hiring of a new Business License Compliance Officer and moving PT Tax clerk to fulltime
- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department

Capital Outlay items include:

- \$20,000 Business License Compliance Officer vehicle
- \$600,000 Financial Accounting and Reporting software (Finance Budget - \$250,000, \$100,000 Sanitation, \$220,000 Stormwater, \$30,000 Streetlights)

Position Summary

Fiscal Year 2020 Total Authorized Positions: 12

Fiscal Year 2020 Total Funded Positions: 12

Fiscal Year 2021 Total Authorized Positions: 13

Fiscal Year 2021 Total Funded Positions: 13

- Two positions (Utility Billing Clerk and Support Clerk) are funded through the Sanitation fund
- 1 new position Business License Compliance Officer

CITY OF KENNESAW

Finance

Department 1510

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|--------------------------|-------------------------|--------------|
| 100.1510.51.110000.00000 | REGULAR EMPLOYEES | \$ 538,134 | \$ 554,970 |
| 100.1510.51.145000.00000 | HOLIDAY BONUS PAYMENT | 1,900 | 2,100 |
| 100.1510.51.170000.00000 | VACATION PAY | 29,445 | 33,631 |
| 100.1510.51.210000.00000 | GROUP INSURANCE | 87,047 | 100,644 |
| 100.1510.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 43,565 | 45,189 |
| 100.1510.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 47,065 | 58,463 |
| 100.1510.51.270000.00000 | WORKER'S COMPENSATION | 893 | 912 |
| 100.1510.52.122000.00000 | ACCOUNTING AUDITING SERV | 38,500 | 38,500 |
| 100.1510.52.125000.00000 | OTHER PROFESSIONAL SERV | 18,427 | 18,427 |
| 100.1510.52.310000.00000 | INS, OTHER THAN EMP BEN | 10,591 | 10,996 |
| 100.1510.52.325000.00000 | POSTAGE | 13,400 | 13,400 |
| 100.1510.52.340000.00000 | PRINTING & BINDING | 5,200 | 5,200 |
| 100.1510.52.350000.00000 | TRAVEL | 3,320 | 3,320 |
| 100.1510.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 900 | 900 |
| 100.1510.52.363000.00000 | MEETING EXPENSES | 1,160 | 1,160 |
| 100.1510.52.370000.00000 | EDUCATION & TRAINING | 4,950 | 4,950 |
| 100.1510.52.395500.00000 | PROP TAX COLLECTION EXP | 40,000 | 40,000 |
| 100.1510.52.396000.00000 | MERCHANT SERV FEES | 25,000 | 25,000 |
| 100.1510.52.397000.00000 | DISCOUNTS | (600) | (600) |
| 100.1510.53.111000.00000 | OFFICE SUPPLIES | 2,300 | 2,300 |
| 100.1510.53.111100.00000 | COPY PAPER | 1,000 | 1,000 |
| 100.1510.53.160500.00000 | GENL OFFICE SMALL EQUIP | 1,600 | 1,600 |
| 100.1510.53.160600.00000 | FURNITURE & FIXTURES | 1,300 | - |
| 100.1510.53.180000.00000 | MISCELLANEOUS | 100 | 100 |
| Total Finance | | \$ 915,197 | \$ 962,162 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|----------------------------------|-----------------------|
| 1510 | | | | |
| | 100.1510.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 554,970 |
| | | | Sum | 554,970 |
| | 100.1510.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 2,100 |
| | | | Sum | 2,100 |
| | 100.1510.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 33,631 |
| | | | Sum | 33,631 |
| | 100.1510.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 7,387 |
| | | GROUP INSURANCE | INCREASE | 6,210 |
| | | GROUP INSURANCE | GROUP INSURANCE | 87,047 |
| | | | Sum | 100,644 |
| | 100.1510.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 45,189 |
| | | | Sum | 45,189 |
| | 100.1510.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 54,478 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 3,985 |
| | | | Sum | 58,463 |
| | 100.1510.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 912 |
| | | | Sum | 912 |
| | 100.1510.52.122000.00000 | | | |
| | | ACCOUNTING AUDITING SER | ANNUAL AUDIT PER BID | 33,500 |
| | | ACCOUNTING AUDITING SER | ADDITIONAL STREETLIGHT FUND | 5,000 |
| | | | Sum | 38,500 |
| | 100.1510.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERV | ANNUAL OPEB VALUATION FEE | 15,000 |
| | | OTHER PROFESSIONAL SERV | CERT OF ACH IN FIN REPORTING FEE | 435 |
| | | OTHER PROFESSIONAL SERV | MONTHLY DOCUMENT SHREDDING | 192 |
| | | OTHER PROFESSIONAL SERV | INTERN | 2,500 |
| | | OTHER PROFESSIONAL SERV | SAVE VERIFICATION | 300 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|-------------------------------------|-----------------------|
| | | | Sum | 18,427 |
| | 100.1510.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 10,996 |
| | | | Sum | 10,996 |
| | 100.1510.52.325000.00000 | | | |
| | | POSTAGE | \$700 PER MONTH | 8,400 |
| | | POSTAGE | PROP TAX BILLS/DEL NOTICES | 5,000 |
| | | | Sum | 13,400 |
| | 100.1510.52.340000.00000 | | | |
| | | PRINTING & BINDING | ENVELOPES - NO WINDOW QTY 3000 | 300 |
| | | PRINTING & BINDING | PROPERTY TAX BILLS | 2,000 |
| | | PRINTING & BINDING | OCCUP TAX CERTIF - 2500/BOX 2 BOXES | 800 |
| | | PRINTING & BINDING | LIQ BY DRINK & HOTEL MOTEL TAX FORM | 250 |
| | | PRINTING & BINDING | ALCOHOL SIGNS | 100 |
| | | PRINTING & BINDING | ENVELOPES - RETURN QTY 3000 | 250 |
| | | PRINTING & BINDING | ENVELOPES - WINDOW QTY 3000 | 300 |
| | | PRINTING & BINDING | CHECK STOCK - 7 BOXES | 1,200 |
| | | | Sum | 5,200 |
| | 100.1510.52.350000.00000 | | | |
| | | TRAVEL | GA/JC FALL GOVT CONF | 600 |
| | | TRAVEL | LK FALL GLGPA CONF | 550 |
| | | TRAVEL | LK SPRING GLGPA CONF | 550 |
| | | TRAVEL | DC SPRING GABTO CONF | 460 |
| | | TRAVEL | DC FALL GABTO CONF | 460 |
| | | TRAVEL | CH SPRING GATO CONF | 700 |
| | | | Sum | 3,320 |
| | 100.1510.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | GSCPA | 315 |
| | | PROFESSIONAL MEMBERSHIP | AICPA | 275 |
| | | PROFESSIONAL MEMBERSHIP | LK GLGPA | 50 |
| | | PROFESSIONAL MEMBERSHIP | GFOA | 225 |
| | | PROFESSIONAL MEMBERSHIP | DC GATO | 35 |
| | | | Sum | 900 |
| | 100.1510.52.363000.00000 | | | |
| | | MEETING EXPENSES | KBA STATE OF THE CITY MEETING | 60 |
| | | MEETING EXPENSES | STAFF RECOGNITION LUNCHEES | 500 |
| | | MEETING EXPENSES | VARIOUS | 100 |
| | | MEETING EXPENSES | SOFTWARE CONVERSION MEALS/SNACKS | 300 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--------------------------------------|-----------------------|
| | | MEETING EXPENSES | CONFERENCE DOOR PRIZES | 200 |
| | | | Sum | 1,160 |
| | 100.1510.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | GA FALL CONF FEE | 300 |
| | | EDUCATION & TRAINING | LEADERSHIP TRAINING DC | 1,000 |
| | | EDUCATION & TRAINING | LEADERSHIP TRAINING JC | 1,000 |
| | | EDUCATION & TRAINING | GMA MUNICIPAL REV TRAINING \$75 PER | 750 |
| | | EDUCATION & TRAINING | PROP TAX GATO CONF FEE | 350 |
| | | EDUCATION & TRAINING | DCOX GABTO FALL CONF FEE | 125 |
| | | EDUCATION & TRAINING | JC FALL CONF FEE | 300 |
| | | EDUCATION & TRAINING | LK GLGPA FALL CONF FEE | 400 |
| | | EDUCATION & TRAINING | LK GLGPA SPRING CONF FEE | 425 |
| | | EDUCATION & TRAINING | GA GSCPA/KSU AA FORUM FEE | 175 |
| | | EDUCATION & TRAINING | DCOX GABTO FALL CONF FEE | 125 |
| | | | Sum | 4,950 |
| | 100.1510.52.395500.00000 | | | |
| | | PROP TAX COLLECTION EXP | COBB CTY COLLECTION EXP | 40,000 |
| | | | Sum | 40,000 |
| | 100.1510.52.396000.00000 | | | |
| | | BANK CHARGES | MERCHANT FEES | 25,000 |
| | | | Sum | 25,000 |
| | 100.1510.52.397000.00000 | | | |
| | | DISCOUNTS | VENDOR DISCOUNTS | -600 |
| | | | Sum | -600 |
| | 100.1510.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | OFFICE SUPPLIES | 2,300 |
| | | | Sum | 2,300 |
| | 100.1510.53.111100.00000 | | | |
| | | COPY PAPER | COPY PAPER | 1,000 |
| | | | Sum | 1,000 |
| | 100.1510.53.160500.00000 | | | |
| | | GENL OFFICE SMALL EQUIP | PHONE HEADSETS 4 X \$400 LK,LY,DW,JW | 1,600 |
| | | | Sum | 1,600 |
| | 100.1510.53.180000.00000 | | | |
| | | MISCELLANEOUS | CONTINGENCY | 100 |
| | | | Sum | 100 |
| | | | Grand Total | 962,162 |

CITY OF KENNESAW**Legal****Department 1530**

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|------------------------|-------------------------|-------------------|
| 100.1530.52.121000.00000 | LEGAL SERVICES | \$ 325,000 | \$ 325,000 |
| 100.1530.52.331000.00000 | LEGAL PUBLICATION | 7,500 | 7,500 |
| 100.1530.52.365000.00000 | ORDINANCE CODIFICATION | 14,000 | 14,000 |
| Total Legal | | <u>\$ 346,500</u> | <u>\$ 346,500</u> |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------------|------------------------|-----------------------|
| 1530 | | | | |
| | 100.1530.52.121000.00000 | | | |
| | | LEGAL SERVICES | LEGAL SERVICES | 325,000 |
| | | | Sum | 325,000 |
| | 100.1530.52.331000.00000 | | | |
| | | LEGAL PUBLICATION | LEGAL PUBLICATION | 7,500 |
| | | | Sum | 7,500 |
| | 100.1530.52.365000.00000 | | | |
| | | ORDINANCE CODIFICATION | ORDINANCE CODIFICATION | 14,000 |
| | | | Sum | 14,000 |
| | | | Grand Total | 346,500 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Information Technology

The Department of Information Technology is committed to providing and supporting cutting edge and affordable technologies and technology-based services in a timely manner to all internal and external customers of the City. Information Technology is a vital component in every department's service delivery methods. As plans are strategically developed for each facet of city government, Information Technology will play a key role in ensuring the advancement of the overall organizational goals. The adoption of new technology will be driven by this organizational need and the necessity to provide public service that is dramatically more effective.

Goals & Objectives

- Maintain 99% “up rate” of all computer and phone systems across the city
- Enhance the city’s disaster recovery back-up program to include capacity at 120 TB and 7 days of live data, one quarterly and one yearly backup that meets industry standards for municipal governments within 24 hours
- Identify and install WiFi access points at City Hall, Museum, Community Center and the new Recreation Center to obtain 100% coverage over the next 24 months
- Work with the following departments to evaluate, install, and maintain new technologies – Police (drones and body cams) / Building & Code (body cams) / City Clerk (open records software) / HR (UltiPro) / Community & Engagement (All city websites) / Finance (GEMS replacement) / City-wide (security systems)
- Create a 100% virtual server environment by the end of FY23

Department Highlights

- Replacement of outdated servers
- Upgrade on the virtual environment infrastructure
- Enhance disaster recovery site by adding more storage, and backup tools to help on the ease of recovery in case of disaster
- Improve the city’s work order system

Operating Budget Comments

Fiscal Year 2019 Budget: \$1,002,251

Fiscal Year 2020 Budget: \$1,092,751

Fiscal Year 2021 Budget: \$1,093,646

The recommended budget for the department increases \$895. The highlights of the recommended budget include the following:

- A reduction of \$6,441 in regular employees to match actual costs

- An increase of \$3,399 in group insurance due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase of \$6,200 in telephone expenses due to increased fees
- An increase of \$6,632 in connectivity fees
- A decrease of \$2,850 in software maintenance
- A decrease of \$13,300 in radio repairs and maintenance

Capital Requests in the IT Department include:

- \$28,000 Virtual Machine licensing that regulates the “health” of the servers and moves the monitoring capabilities to another server if the primary is failing and before data is lost. This will also create a seamless transition between servers without any affect to the users.
- \$21,000 to continue upgrading servers as a part of our overall replacement plan
- \$45,000 to replace work order software to better track requests, cost of repairs, and track “health” of city facilities and equipment
- \$35,000 for improved cyber security software that will allow us to identify corrupt or suspicious links, e-mail, and data files
- \$43,050 for phone system replacement
- \$130,000 for replacement of Main Street marquee and Cobb Pkwy marquee

Position Summary

Fiscal Year 2020 Total Authorized Positions: 4

Fiscal Year 2020 Total Funded Positions: 3

Fiscal Year 2021 Total Authorized Positions: 4

Fiscal Year 2021 Total Funded Positions: 3

- One position (Technology Director) is frozen

CITY OF KENNESAW
Information Technology
Department 1535

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|------------------------------|--------------------------|-------------------------|--------------|
| 100.1535.51.110000.00000 | REGULAR EMPLOYEES | \$ 180,511 | \$ 174,070 |
| 100.1535.51.145000.00000 | HOLIDAY BONUS PAYMENT | 550 | 550 |
| 100.1535.51.170000.00000 | VACATION PAY | 9,403 | 17,672 |
| 100.1535.51.210000.00000 | GROUP INSURANCE | 21,762 | 25,161 |
| 100.1535.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 14,571 | 14,710 |
| 100.1535.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 10,001 | 10,595 |
| 100.1535.51.270000.00000 | WORKER'S COMPENSATION | 357 | 365 |
| 100.1535.52.133000.00000 | OTHER TECHNICAL SERVICES | 20,200 | 21,000 |
| 100.1535.52.232100.00000 | COPIER LEASE | 47,000 | 47,000 |
| 100.1535.52.310000.00000 | INS, OTHER THAN EMP BEN | 4,188 | 4,348 |
| 100.1535.52.321000.00000 | TELEPHONE EXPENSES | 45,800 | 52,000 |
| 100.1535.52.322000.00000 | PORTABLE PHONE | 74,008 | 74,926 |
| 100.1535.52.324200.00000 | CONNECTIVITY FEES | 88,368 | 95,000 |
| 100.1535.52.325000.00000 | POSTAGE | 600 | 600 |
| 100.1535.52.340000.00000 | PRINTING & BINDING | 11,000 | 11,000 |
| 100.1535.52.350000.00000 | TRAVEL | 4,000 | 4,000 |
| 100.1535.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 500 | 500 |
| 100.1535.52.363000.00000 | MEETING EXPENSES | 175 | 263 |
| 100.1535.52.370000.00000 | EDUCATION & TRAINING | 5,000 | 7,000 |
| 100.1535.52.420000.00000 | HARDWARE MAINTENANCE | 37,145 | 37,145 |
| 100.1535.52.420500.00000 | SOFTWARE MAINTENANCE | 330,376 | 327,526 |
| 100.1535.52.421000.00000 | WEB SITE HOSTING | 4,875 | 4,875 |
| 100.1535.52.430000.00000 | VEHICLE REPAIRS & MAINT | 500 | - |
| 100.1535.52.450000.00000 | RADIO REPAIRS & MAINT | 26,100 | 12,800 |
| 100.1535.53.111000.00000 | OFFICE SUPPLIES | 200 | 200 |
| 100.1535.53.111100.00000 | COPY PAPER | 200 | 200 |
| 100.1535.53.113000.00000 | COMPUTER SUPPLIES | 61,750 | 49,900 |
| 100.1535.53.117000.00000 | CLOTHING | 300 | 300 |
| 100.1535.53.118000.00000 | OPERATING MATERIALS/SUPP | 34,690 | 42,440 |
| 100.1535.53.159500.00000 | COMPUTERS < \$5,000 | 58,621 | 57,500 |
| Total Information Technology | | \$ 1,092,751 | \$ 1,093,646 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|------------------------------------|-----------------------|
| 1535 | | | | |
| | 100.1535.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 174,070 |
| | | | Sum | 174,070 |
| | 100.1535.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 550 |
| | | | Sum | 550 |
| | 100.1535.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 17,672 |
| | | | Sum | 17,672 |
| | 100.1535.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 1,552 |
| | | GROUP INSURANCE | GROUP INSURANCE | 21,762 |
| | | GROUP INSURANCE | INCREASE | 1,847 |
| | | | Sum | 25,161 |
| | 100.1535.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 14,710 |
| | | | Sum | 14,710 |
| | 100.1535.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 1,515 |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 9,080 |
| | | | Sum | 10,595 |
| | 100.1535.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 365 |
| | | | Sum | 365 |
| | 100.1535.52.133000.00000 | | | |
| | | OTHER TECHNICAL SERVICES | Vendor Assistance | 19,000 |
| | | OTHER TECHNICAL SERVICES | ANDI SITES MONTHLY WEBSITE SUPPORT | 2,000 |
| | | | Sum | 21,000 |
| | 100.1535.52.232100.00000 | | | |
| | | COPIER LEASE | CANON COPIER LEASE w COST PER COPY | 47,000 |
| | | | Sum | 47,000 |
| | 100.1535.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 4,348 |
| | | | Sum | 4,348 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|------------------------------------|-----------------------|
| | 100.1535.52.321000.00000 | | | |
| | | TELEPHONE EXPENSES | NET2 ATLANTA | 10,000 |
| | | TELEPHONE EXPENSES | ATT/BIRCH/WINDSTREAM POTS LINES | 18,500 |
| | | TELEPHONE EXPENSES | PAETEC / WINDSTREAM TEL/INTERNET | 23,500 |
| | | | Sum | 52,000 |
| | 100.1535.52.322000.00000 | | | |
| | | PORTABLE PHONE | PD NEW SARGENT MONTHLY SERVICE | 588 |
| | | PORTABLE PHONE | FT COMMUNICATIONS MONTHLY SERVICE | 588 |
| | | PORTABLE PHONE | FT COMMUNICATIONS | 300 |
| | | PORTABLE PHONE | CUSTODIAN MONTHL SERVICE | 456 |
| | | PORTABLE PHONE | CITY WIDE CELL PHONE BILL | 70,000 |
| | | PORTABLE PHONE | IT FT | 300 |
| | | PORTABLE PHONE | FINANCE iPhone | 300 |
| | | PORTABLE PHONE | PD NEW SARGENT | 300 |
| | | PORTABLE PHONE | BS MONTHLY SERVICE | 588 |
| | | PORTABLE PHONE | BS code | 300 |
| | | PORTABLE PHONE | FINANCE PHONE ANUAL RECURRING | 618 |
| | | PORTABLE PHONE | IT FT MONTHLY SERVICE | 588 |
| | | | Sum | 74,926 |
| | 100.1535.52.324200.00000 | | | |
| | | CONNECTIVITY FEES | VERIZON AIR CARDS PD CARS | 28,000 |
| | | CONNECTIVITY FEES | COMCAST 2 GB CONECTIVITY | 67,000 |
| | | | Sum | 95,000 |
| | 100.1535.52.325000.00000 | | | |
| | | POSTAGE | FEDEX/POSTAGE | 600 |
| | | | Sum | 600 |
| | 100.1535.52.340000.00000 | | | |
| | | PRINTING & BINDING | TONER FOR SMALL PRINTERS | 11,000 |
| | | | Sum | 11,000 |
| | 100.1535.52.350000.00000 | | | |
| | | TRAVEL | SPILLMAN CONFERENCE | 2,500 |
| | | TRAVEL | GMIS CONVENTION HOTEL & GAS | 1,500 |
| | | | Sum | 4,000 |
| | 100.1535.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | GMIS MEMBERSHIP | 500 |
| | | | Sum | 500 |
| | 100.1535.52.363000.00000 | | | |
| | | MEETING EXPENSES | STATE OF THE CITY JOSHUA/ RICK/KEN | 263 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|----------------------|-------------------------------------|-----------------------|
| | | | Sum | 263 |
| | 100.1535.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | TRAINING CLASS FOR KENNETH VM WARE | 2,000 |
| | | EDUCATION & TRAINING | TRAINING CLASS FOR RICK MS EXCHANGE | 2,000 |
| | | EDUCATION & TRAINING | TRAINING FOR JOSHUA CISCO CCENT CER | 3,000 |
| | | | Sum | 7,000 |
| | 100.1535.52.420000.00000 | | | |
| | | HARDWARE MAINTENANCE | PRESIDIO SMARTNET&FIREWALL MAINT C | 7,220 |
| | | HARDWARE MAINTENANCE | CH ENTERPRISE STORAGE MAINT. TIG | 5,700 |
| | | HARDWARE MAINTENANCE | MORPHOTRUST SUPPORT FINGERPRINTIN | 2,525 |
| | | HARDWARE MAINTENANCE | ASTROPHYSICS ANUAL MAINT CONTRACT | 4,200 |
| | | HARDWARE MAINTENANCE | INTERDEV BARRACUDA INSTANT REPLACE | 2,400 |
| | | HARDWARE MAINTENANCE | INTERDEV BARRACUDA BACKUP DATA TO | 1,100 |
| | | HARDWARE MAINTENANCE | 3 YR MAINT BARRACUDA SPAM FILTER | 3,000 |
| | | HARDWARE MAINTENANCE | 3 YR MAINT BARRACUDA WEB FILTER | 3,000 |
| | | HARDWARE MAINTENANCE | L3 YEARLY MAINT. WARRANTY (RECORDE | 8,000 |
| | | | Sum | 37,145 |
| | 100.1535.52.420500.00000 | | | |
| | | SOFTWARE MAINTENANCE | UNISYS (GEMS FILE MAINT) | 700 |
| | | SOFTWARE MAINTENANCE | COBB COUNTY CITY AERIAL PHOTOS | 5,500 |
| | | SOFTWARE MAINTENANCE | VM WARE YEARLY SUPPORT | 5,760 |
| | | SOFTWARE MAINTENANCE | RSI SHADOW | 2,200 |
| | | SOFTWARE MAINTENANCE | ESRI S/W (FILEMAKER & TRIGLOBAL) | 2,500 |
| | | SOFTWARE MAINTENANCE | ESRI MAINT CONTRACT | 12,000 |
| | | SOFTWARE MAINTENANCE | UNISYS (MSG FORMS, EOM SUPPORT&EA | 2,500 |
| | | SOFTWARE MAINTENANCE | AP TECH MAINT SECURE CHECK | 1,500 |
| | | SOFTWARE MAINTENANCE | GEMS S/W SUPPORT | 83,000 |
| | | SOFTWARE MAINTENANCE | FIXED ASSET MAINT | 400 |
| | | SOFTWARE MAINTENANCE | ANNUAL LF MAINT FOR CODE MCCI | 1,000 |
| | | SOFTWARE MAINTENANCE | LF LICENSES - MAINT (MCCI) | 5,800 |
| | | SOFTWARE MAINTENANCE | NOVUS SOLUTIONS SUPPORT (NOVUS AG | 4,700 |
| | | SOFTWARE MAINTENANCE | INCODE PROPERTY TAX | 9,651 |
| | | SOFTWARE MAINTENANCE | ESRI ARC EDITOR MAINT (STORMWATER) | 2,500 |
| | | SOFTWARE MAINTENANCE | IWORQ | 15,000 |
| | | SOFTWARE MAINTENANCE | LOGIC CONCEPT (PINPOINT) MAINT CONT | 5,300 |
| | | SOFTWARE MAINTENANCE | SPECTOR SOFT ANNUAL LICENSE RENEWA | 7,500 |
| | | SOFTWARE MAINTENANCE | REACH SOFTWARE COOMUNICATIONS | 2,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-----------------------|--------------------------------------|-----------------------|
| | | SOFTWARE MAINTENANCE | 1 ANNUAL ADOBE SUITE COMMUNNICATI | 1,000 |
| | | SOFTWARE MAINTENANCE | AOD ANNUAL SUPPRT w/HOSTING | 13,000 |
| | | SOFTWARE MAINTENANCE | CIVIC REC SOFTWARE | 15,000 |
| | | SOFTWARE MAINTENANCE | PONTEM RECURRING SUPPORT | 1,000 |
| | | SOFTWARE MAINTENANCE | PONTEM CEMETARY WEBPORTAL | 8,000 |
| | | SOFTWARE MAINTENANCE | Additional License for KEY SCAN | 1,100 |
| | | SOFTWARE MAINTENANCE | 50 MS EXCHANGE LICENSES | 3,000 |
| | | SOFTWARE MAINTENANCE | ANNUAL FLEET MAINT S/W (FUELMASER | 1,150 |
| | | SOFTWARE MAINTENANCE | SCHNEIDER ELEC. (TELEVENT) WEATHER S | 5,500 |
| | | SOFTWARE MAINTENANCE | BACKUP EXEC 2012 MAINT | 1,215 |
| | | SOFTWARE MAINTENANCE | GFI MAIL ARCHIVER | 1,200 |
| | | SOFTWARE MAINTENANCE | IP CONFIGURE 100 CAMERAS (CDWG) | 6,345 |
| | | SOFTWARE MAINTENANCE | MCCI ANNUAL SOFTWARE SUPPORT | 900 |
| | | SOFTWARE MAINTENANCE | SYSaid (HELP DESK S/W SUPPORT) | 750 |
| | | SOFTWARE MAINTENANCE | TOWER SUPPORT | 7,800 |
| | | SOFTWARE MAINTENANCE | PHOTO SHOP LICENSE UPGRADE (GOVC) | 8,000 |
| | | SOFTWARE MAINTENANCE | ANNUAL VEEAM BACKUP S/W MAINT CO | 1,650 |
| | | SOFTWARE MAINTENANCE | PAST PERFECT SUPPORT & UPDATES | 550 |
| | | SOFTWARE MAINTENANCE | SOFT INTELLIGENCE (COUNTER POINT) | 475 |
| | | SOFTWARE MAINTENANCE | ANNUAL SPILLMAN MAINT. | 72,000 |
| | | SOFTWARE MAINTENANCE | ANNUAL L3 S/W MAINT. CONTRACT | 4,200 |
| | | SOFTWARE MAINTENANCE | TREND MICRO LICENSE OFFICE SCAN/SCA | 4,180 |
| | | | Sum | 327,526 |
| | 100.1535.52.421000.00000 | | | |
| | | WEB SITE HOSTING | GODADDY DOMAIN NAMES AND SERVICE | 2,000 |
| | | WEB SITE HOSTING | HOST GATOR WEBHOSTING | 225 |
| | | WEB SITE HOSTING | SMALL ORANGE SKATEPARK | 600 |
| | | WEB SITE HOSTING | SITEGROUND KENNESAW WEB HOSTING | 1,600 |
| | | WEB SITE HOSTING | .gov.gov | 450 |
| | | | Sum | 4,875 |
| | 100.1535.52.450000.00000 | | | |
| | | RADIO REPAIRS & MAINT | L-3 REPAIR OF RECORDERS | 3,200 |
| | | RADIO REPAIRS & MAINT | L-3 REPLACEMENTS \$2,400 EACH | 9,600 |
| | | | Sum | 12,800 |
| | 100.1535.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | MISC. OFFICE SUPPLIES | 200 |
| | | | Sum | 200 |
| | 100.1535.53.111100.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--|-----------------------|
| | | COPY PAPER | COPY PAPER | 200 |
| | | | Sum | 200 |
| | 100.1535.53.113000.00000 | | | |
| | | COMPUTER SUPPLIES | Scanner for Finance TAX OFFICE | 1,000 |
| | | COMPUTER SUPPLIES | Monitor for finance position | 250 |
| | | COMPUTER SUPPLIES | Monitor for PW Position | 250 |
| | | COMPUTER SUPPLIES | Desk Phone For Finance Position | 300 |
| | | COMPUTER SUPPLIES | New Barcoding Hardware for Spillman | 2,700 |
| | | COMPUTER SUPPLIES | 20 4TB HD's to complete cityhall storage | 14,000 |
| | | COMPUTER SUPPLIES | TOUGHBOOK PARTS | 5,000 |
| | | COMPUTER SUPPLIES | 10 REPLACEMENT MONITORS @ \$200 EA | 2,000 |
| | | COMPUTER SUPPLIES | HARD DRIVES & SERVER MEMORY | 13,000 |
| | | COMPUTER SUPPLIES | PC PARTS | 2,500 |
| | | COMPUTER SUPPLIES | 4 REPLACEMENT SWITCHES | 7,600 |
| | | COMPUTER SUPPLIES | TV's COMMUNICATION | 1,300 |
| | | | Sum | 49,900 |
| | 100.1535.53.117000.00000 | | | |
| | | CLOTHING | CLOTHING W/CITY LOGO | 300 |
| | | | Sum | 300 |
| | 100.1535.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | CABLING, CD, LABELS MISC SUPPLIES | 5,000 |
| | | OPERATING MATERIALS/SUP | DESK PHONES 2 SPARES | 540 |
| | | OPERATING MATERIALS/SUP | 4 OUTDOOR CAMERAS | 2,500 |
| | | OPERATING MATERIALS/SUP | UPS POWER & POWER STRIPS | 4,500 |
| | | OPERATING MATERIALS/SUP | MISC. REPAIRS | 3,000 |
| | | OPERATING MATERIALS/SUP | INTERNET FOR RICK AND JOSHUA | 1,900 |
| | | OPERATING MATERIALS/SUP | COMCAST INT/TV BOXES (ALL BUILDINGS) | 25,000 |
| | | | Sum | 42,440 |
| | 100.1535.53.159500.00000 | | | |
| | | COMPUTERS | REPLACEMENT COMPUTERS | 17,400 |
| | | COMPUTERS | 3 REP SERVERS FOR NON SUPP. 2003 | 13,500 |
| | | COMPUTERS | Six Replacement Servers for 1,3,5 year | 22,000 |
| | | COMPUTERS | SURFACE PRO B/M | 1,700 |
| | | COMPUTERS | SURFACE PRO FINANCE | 1,700 |
| | | COMPUTERS | LAPTOP P/W | 1,200 |
| | | | Sum | 57,500 |
| | | | Grand Total | 1,093,646 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Human Resources

Human Resources oversees employment and recruitment opportunities, pay and performance, benefits and compensation administration, training and development and employee relations facilitation. The mission of Human Resources is to provide quality HR services in order to attract, develop, motivate, and retain a diverse workforce within a supportive and cohesive work environment. The HR mission is carried out through a philosophy of strategic vision, leadership, and a customer driven foundation.

Human Resources is instrumental in providing labor law compliance, record keeping, staffing and retention, compensation, employer/employee relations, training and development, policy and procedures, and performance management.

Goals & Objectives

- Ensure the City of Kennesaw is able to attract and retain the most qualified employees through equitable and market driven compensation and benefits
- Invest in our staff through leadership development
- Ensure city personnel are providing outstanding internal and external customer service through fair and equitable performance management
- Expand recruitment strategy and improving the onboarding process

Operating Budget Comments

Fiscal Year 2019 Budget: \$325,953

Fiscal Year 2020 Budget: \$371,589

Fiscal Year 2021 Budget: \$407,348

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase of \$13,500 in other professional services to support leadership development for staff and managers
- An increase of \$4,000 in awards due to potential number of retirees in FY 21
- A decrease of \$2,000 in marketing due to reduction of costs associated with advertising open positions

Position Summary

Fiscal Year 2020 Total Authorized Positions: 3

Fiscal Year 2020 Total Funded Positions: 3

Fiscal Year 2021 Total Authorized Positions: 3

Fiscal Year 2021 Total Funded Positions: 3

CITY OF KENNESAW
Human Resources
Department 1540

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|------------------------------|-------------------------|-------------------|
| 100.1540.51.110000.00000 | REGULAR EMPLOYEES | \$ 216,617 | \$ 217,640 |
| 100.1540.51.130000.00000 | OVERTIME | 300 | - |
| 100.1540.51.145000.00000 | HOLIDAY BONUS PAYMENT | 600 | 600 |
| 100.1540.51.170000.00000 | VACATION PAY | 8,552 | 8,385 |
| 100.1540.51.210000.00000 | GROUP INSURANCE | 34,762 | 40,192 |
| 100.1540.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 17,294 | 17,337 |
| 100.1540.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 8,599 | 22,699 |
| 100.1540.51.270000.00000 | WORKER'S COMPENSATION | 281 | 287 |
| 100.1540.52.123100.00000 | PRE-EMPLOYMENT PHYSICALS | 8,000 | 9,000 |
| 100.1540.52.125000.00000 | OTHER PROFESSIONAL SERVICES | 15,500 | 29,000 |
| 100.1540.52.310000.00000 | INS, OTHER THAN EMP BENEFITS | 2,134 | 2,216 |
| 100.1540.52.331000.00000 | LEGAL PUBLICATION | 250 | - |
| 100.1540.52.332000.00000 | MARKETING | 3,000 | 1,000 |
| 100.1540.52.350000.00000 | TRAVEL | 1,000 | 1,000 |
| 100.1540.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 50 | - |
| 100.1540.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 408 | 600 |
| 100.1540.52.363000.00000 | MEETING EXPENSES | 900 | 2,000 |
| 100.1540.52.370000.00000 | EDUCATION & TRAINING | 1,800 | - |
| 100.1540.52.610000.00000 | EMPLOYEE TEAM BUILDING | 8,800 | 11,000 |
| 100.1540.52.620000.00000 | AWARDS | 4,000 | 8,000 |
| 100.1540.52.630000.00000 | WELLNESS | 33,200 | 33,200 |
| 100.1540.53.111000.00000 | OFFICE SUPPLIES | 5,542 | 3,192 |
| Total Human Resources | | <u>\$ 371,589</u> | <u>\$ 407,348</u> |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|-------------------------|-----------------------|
| 1540 | | | | |
| | 100.1540.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 217,640 |
| | | | Sum | 217,640 |
| | 100.1540.51.130000.00000 | | | |
| | | OVERTIME | OT - ALL SALARY EES | 0 |
| | | | Sum | 0 |
| | 100.1540.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 600 |
| | | | Sum | 600 |
| | 100.1540.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 8,385 |
| | | | Sum | 8,385 |
| | 100.1540.51.210000.00000 | | | |
| | | GROUP INSURANCE | GROUP INSURANCE | 34,762 |
| | | GROUP INSURANCE | INCREASE | 2,950 |
| | | GROUP INSURANCE | INCREASE | 2,480 |
| | | | Sum | 40,192 |
| | 100.1540.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 17,337 |
| | | | Sum | 17,337 |
| | 100.1540.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 22,699 |
| | | | Sum | 22,699 |
| | 100.1540.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 287 |
| | | | Sum | 287 |
| | 100.1540.52.123100.00000 | | | |
| | | PRE-EMPLOYMENT PHYSICAL | CDL & Random | 2,500 |
| | | PRE-EMPLOYMENT PHYSICAL | NEW HIRES | 6,000 |
| | | PRE-EMPLOYMENT PHYSICAL | POST ACCIDENT TESTING | 500 |
| | | PRE-EMPLOYMENT PHYSICAL | VOLUNTEERS AND INTERNS | 0 |
| | | | Sum | 9,000 |
| | 100.1540.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERVI | Employee Development | 10,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|---|-----------------------|
| | | OTHER PROFESSIONAL SERVI | Leadership Development | 4,000 |
| | | OTHER PROFESSIONAL SERVI | Other Professional Services, Consulting | 15,000 |
| | | | Sum | 29,000 |
| | 100.1540.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BENE | PROPERTY & LIABILITY INSURANCE | 2,216 |
| | | | Sum | 2,216 |
| | 100.1540.52.332000.00000 | | | |
| | | MARKETING | Recruitment Marketing | 1,000 |
| | | | Sum | 1,000 |
| | 100.1540.52.350000.00000 | | | |
| | | TRAVEL | HR CONFERENCES | 1,000 |
| | | | Sum | 1,000 |
| | 100.1540.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | N/A | 0 |
| | | PROFESSIONAL MEMBERSHIP | N/A | 0 |
| | | PROFESSIONAL MEMBERSHIP | HR Professional Memberships (SHRM) | 600 |
| | | | Sum | 600 |
| | 100.1540.52.363000.00000 | | | |
| | | MEETING EXPENSES | Onboarding & Other Employee Meeting E | 2,000 |
| | | | Sum | 2,000 |
| | 100.1540.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | TRAINING HR STAFF | 0 |
| | | | Sum | 0 |
| | 100.1540.52.610000.00000 | | | |
| | | EMPLOYEE TEAM BUILDING | CITY PICNIC | 1,500 |
| | | EMPLOYEE TEAM BUILDING | CITY APPRECIATION | 3,000 |
| | | EMPLOYEE TEAM BUILDING | HOLIDAY LUNCHEON | 6,500 |
| | | | Sum | 11,000 |
| | 100.1540.52.620000.00000 | | | |
| | | AWARDS | CITY RETIREE GIFTS | 8,000 |
| | | AWARDS | EMPLOYEE COMMITTEE MISC | 0 |
| | | | Sum | 8,000 |
| | 100.1540.52.630000.00000 | | | |
| | | WELLNESS | FLU SHOTS | 0 |
| | | WELLNESS | WELLNESS CHALLENGE - PRIZES | 0 |
| | | WELLNESS | EAP | 0 |
| | | WELLNESS | Kennesaw Work Well Program | 33,200 |
| | | | Sum | 33,200 |
| | 100.1540.53.111000.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------|-----------------|--------------------------|-----------------------|
| | | OFFICE SUPPLIES | HR OFFICE SUPPLIES | 3,000 |
| | | OFFICE SUPPLIES | OFFICE SHREDDING SERVICE | 192 |
| | | OFFICE SUPPLIES | HR GENERALIST FURNITURE | 0 |
| | | OFFICE SUPPLIES | BUSINESS CARDS | 0 |
| | | | Sum | 3,192 |
| | | | Grand Total | 407,348 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Building Maintenance

The Buildings and Facilities Maintenance Department is divided into two (2) Divisions (Custodial and Facilities Maintenance). Custodial personnel are responsible for the cleaning of City owned buildings and facilities. The custodians spend their days picking up trash, sweeping, mopping, vacuuming, or using industrial cleaning equipment to clean floors, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, while report on minor building maintenance and repairs items.

The Facilities Maintenance Division team consist of three (3) facilities maintenance personnel. An Electrician- who has oversight for all electric work; a HVAC Mechanic – who has oversight for all the air conditions and heating equipment throughout the entire City and; a Building Mechanic- who is skilled in all aspect of facilities maintenance and has complete oversight of new construction and the renovation and upkeep of City owned buildings. When necessary the team comes together to handle major projects of various sizes. The team’s functions are to perform a variety of non-technical maintenance duties in City owned and lease buildings, e.g., painting, carpentry, custodial, plumbing, and general maintenance.

Goals & Objectives

- To provide strategic oversight, direction, building custodial services, construction, and management of the City of Kennesaw’s real estate holdings, facilities and enterprise assets (FF&E).
- To examine on an ongoing basis our operations and processes, seeking opportunities to lessen risk, improve security, reduce costs, maintain safety and ensure the continued efficiency and effectiveness of our services.
- To provide our customers with professional and friendly custodial service, which meets or exceeds the expectation of the management, staff and personnel visiting a City facility.
- To provide safe, clean, well maintained and sustainable facilities, and to provide for the City’s space needs by planning, designing and constructing operationally efficient properties.

Department Highlights

- Replaced City Hall roof
- Updated blue prints for City Hall, Public Works, Museum, and Community Center to current configurations
- Completed building assessments on City properties
- Replaced City Hall awning lights to LED for safety and energy efficiency
- Replaced lights in Depot tunnel to LED for safety and energy efficiency
- Painted the interior of the Community Center
- Painted the Cobb Energy Gallery at the Southern Museum
- Built and installed barriers for COVID 19 re-opening

Operating Budget Comments

Fiscal Year 2019 Budget: \$1,133,746

Fiscal Year 2020 Budget: \$1,268,895

Fiscal Year 2021 Budget: \$1,339,654

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase of \$4,000 to the Safety Committee budget to cover needed hazard storage containers for Public Works
- An increase of \$30,000 under small equipment for furniture and fixtures - office furniture throughout the city is 20+ years old and is in need of replacing – in addition all furniture requests for all departments have been combined under one account to ensure best pricing
- An increase of \$1,601 for the Education and Training budget for additional training videos for the Building and Facilities staff. These will be OSHA approved training videos to make sure our staff is trained to cover all of the job requirements
- An increase of \$3,000 to outsourced cleaning as necessary through out City due to COVID 19
- An increase of \$11,025 to the Water/Sewage to match historic trends and increases from Cobb Water
- An increase of \$15,000 to the Energy/Electrical to cost that will be associated with the construction of the New Rec Center
- A decrease of \$3,000 in uniforms to reflect historic trends
- A decrease of \$3,200 in food expense related to providing water and other food products

Capital Outlay Items include:

- \$46,000 for two trucks to replace two 1997 Ford Rangers

Position Summary

Fiscal Year 2020 Total Authorized Positions: 8

Fiscal Year 2020 Total Funded Positions: 8

Fiscal Year 2021 Total Authorized Positions: 8

Fiscal Year 2021 Total Funded Positions: 8

CITY OF KENNESAW
Building Maintenance
Department 1565

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|----------------------------|---------------------------|-------------------------|--------------|
| 100.1565.51.110000.00000 | REGULAR EMPLOYEES | \$ 311,024 | \$ 300,835 |
| 100.1565.51.130000.00000 | OVERTIME | 6,825 | 4,825 |
| 100.1565.51.130500.00000 | BUILDING MAINT. - ONCALL | - | 500 |
| 100.1565.51.145000.00000 | HOLIDAY BONUS PAYMENT | 1,450 | 1,600 |
| 100.1565.51.170000.00000 | VACATION PAY | 15,993 | 17,554 |
| 100.1565.51.210000.00000 | GROUP INSURANCE | 87,047 | 100,644 |
| 100.1565.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 25,650 | 24,886 |
| 100.1565.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 31,160 | 42,015 |
| 100.1565.51.270000.00000 | WORKER'S COMPENSATION | 7,119 | 7,267 |
| 100.1565.52.210000.00000 | CLEANING | 100 | 3,100 |
| 100.1565.52.211000.00000 | DISPOSAL | 250 | 250 |
| 100.1565.52.220500.00000 | REPAIRS/MAINT--BUILDINGS | 187,400 | 187,400 |
| 100.1565.52.232000.00000 | RENTAL OF EQUIP & VEHICLE | 3,300 | 3,300 |
| 100.1565.52.310000.00000 | INS, OTHER THAN EMP BEN | 12,444 | 12,919 |
| 100.1565.52.311000.00000 | CLAIM DEDUCTIBLES | 2,000 | - |
| 100.1565.52.370000.00000 | EDUCATION & TRAINING | 1,399 | 3,000 |
| 100.1565.52.371500.00000 | SAFETY COMMITTEE | 21,000 | 25,000 |
| 100.1565.52.430000.00000 | VEHICLE REPAIRS & MAINT | 2,600 | 2,600 |
| 100.1565.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | 3,750 | 3,750 |
| 100.1565.53.111000.00000 | OFFICE SUPPLIES | 1,000 | 1,000 |
| 100.1565.53.112000.00000 | JANITORIAL SUPPLIES | 50,000 | 50,000 |
| 100.1565.53.116000.00000 | EQUIPMENT PARTS | 2,950 | 2,950 |
| 100.1565.53.117200.00000 | UNIFORMS | 6,525 | 3,525 |
| 100.1565.53.118000.00000 | OPERATING MATERIALS/SUPP | 57,132 | 57,132 |
| 100.1565.53.121000.00000 | WATER/SEWERAGE | 26,668 | 37,693 |
| 100.1565.53.121500.00000 | NATURAL GAS | 21,972 | 21,972 |
| 100.1565.53.122500.00000 | STORMWATER UTILITY | 19,000 | 19,000 |
| 100.1565.53.123000.00000 | ENERGY-ELECTRICITY | 310,149 | 325,149 |
| 100.1565.53.123100.00000 | STREET LIGHTING | 2,000 | 2,000 |
| 100.1565.53.127000.00000 | ENERGY-GASOLINE/DIESEL | 3,838 | 3,838 |
| 100.1565.53.132000.00000 | GENERAL FOOD EXPENSE | 7,000 | 3,800 |
| 100.1565.53.160000.00000 | SMALL EQUIPMENT | 30,000 | 60,000 |
| 100.1565.53.160600.00000 | BLDG MAINT SMALL EQUIP | 10,000 | 10,000 |
| 100.1565.53.180000.00000 | MISCELLANEOUS | 150 | 150 |
| Total Building Maintenance | | \$ 1,268,895 | \$ 1,339,654 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|-------------------------|-----------------------|
| 1565 | | | | |
| | 100.1565.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 300,835 |
| | | | Sum | 300,835 |
| | 100.1565.51.130000.00000 | | | |
| | | OVERTIME | OT | 4,825 |
| | | | Sum | 4,825 |
| | 100.1565.51.130500.00000 | | | |
| | | BUILDING MAINT. - ONCALL | MAINT. TECH ON CALL | 500 |
| | | | Sum | 500 |
| | 100.1565.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 1,600 |
| | | | Sum | 1,600 |
| | 100.1565.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 17,554 |
| | | | Sum | 17,554 |
| | 100.1565.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 7,387 |
| | | GROUP INSURANCE | INCREASE | 6,210 |
| | | GROUP INSURANCE | GROUP INSURANCE | 87,047 |
| | | | Sum | 100,644 |
| | 100.1565.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 24,886 |
| | | | Sum | 24,886 |
| | 100.1565.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 40,859 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 1,156 |
| | | | Sum | 42,015 |
| | 100.1565.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 7,267 |
| | | | Sum | 7,267 |
| | 100.1565.52.210000.00000 | | | |
| | | CLEANING | 911 | 300 |
| | | CLEANING | SGG | 400 |
| | | CLEANING | P&R | 500 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|---------------------------|--------------------------------|-----------------------|
| | | CLEANING | PUBLIC WORKS | 200 |
| | | CLEANING | CITY HALL | 600 |
| | | CLEANING | MUSEUM | 500 |
| | | CLEANING | POLICE/JAIL | 600 |
| | | | Sum | 3,100 |
| | 100.1565.52.211000.00000 | | | |
| | | DISPOSAL | DISPOSAL | 250 |
| | | | Sum | 250 |
| | 100.1565.52.220500.00000 | | | |
| | | REPAIRS/MAINT--BUILDINGS | SGG | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | MUSEUM | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | BOBBIE GRANT | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | CITY HALL | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | ADAM PARK | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | GENERAL MAINT. & REPAIRS | 17,250 |
| | | REPAIRS/MAINT--BUILDINGS | BEN ROBERT COM. CENTER | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | SWIFT CANTRELL PARK | 5,750 |
| | | REPAIRS/MAINT--BUILDINGS | CITY WIDE REPAIRS & MAINT | 50,000 |
| | | REPAIRS/MAINT--BUILDINGS | DEPOT PARK | 11,000 |
| | | REPAIRS/MAINT--BUILDINGS | CONTRACTED PROJECTS | 68,900 |
| | | | Sum | 187,400 |
| | 100.1565.52.232000.00000 | | | |
| | | RENTAL OF EQUIP & VEHICLE | SPECIAL RENTAL EQUIP. - EVENTS | 1,100 |
| | | RENTAL OF EQUIP & VEHICLE | RENTAL TOOLS | 1,100 |
| | | RENTAL OF EQUIP & VEHICLE | RENTAL LIFTS | 1,100 |
| | | | Sum | 3,300 |
| | 100.1565.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 12,919 |
| | | | Sum | 12,919 |
| | 100.1565.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | LOCAL ELECTRIC TRAIN COURSE | 466 |
| | | EDUCATION & TRAINING | LOCAL HVAC TRAIN COURSE | 466 |
| | | EDUCATION & TRAINING | OSHA TRAINING | 2,068 |
| | | | Sum | 3,000 |
| | 100.1565.52.371500.00000 | | | |
| | | SAFETY COMMITTEE | P&R SAFETY ITEMS | 3,000 |
| | | SAFETY COMMITTEE | PUBLIC WORKS SAFETY ITEMS | 3,500 |
| | | SAFETY COMMITTEE | POLICY BOOK PRINTING | 500 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|-------------------------------------|-----------------------|
| | | SAFETY COMMITTEE | POLICE SAFETY ITEMS | 0 |
| | | SAFETY COMMITTEE | FIRST AID REPLACE KITS / REFILL | 1,000 |
| | | SAFETY COMMITTEE | CPR / AED BATTERIES / SUPPLIES | 0 |
| | | SAFETY COMMITTEE | PERSONNEL SAFETY BOOTS / SHOES | 6,000 |
| | | SAFETY COMMITTEE | CITY HALL SAFETY ITEMS | 500 |
| | | SAFETY COMMITTEE | HAZARDOUS MATERIAL STORAGE | 9,000 |
| | | SAFETY COMMITTEE | BUILDING AND FACILITES SAFETY ITEMS | 1,500 |
| | | SAFETY COMMITTEE | QUARTLEY SAFETY DRAWING | 0 |
| | | | Sum | 25,000 |
| | 100.1565.52.430000.00000 | | | |
| | | VEHICLE REPAIRS & MAINT | REPAIR/MAINT 5 VEHICLES | 2,600 |
| | | | Sum | 2,600 |
| | 100.1565.52.440000.00000 | | | |
| | | EQUIPMENT REPAIRS & MAI | REPAIR/MAINT. ELEC. EQUIP. | 938 |
| | | EQUIPMENT REPAIRS & MAI | REPAIR/MAINT. 6 VACUUM, 2 SCRUBBERS | 937 |
| | | EQUIPMENT REPAIRS & MAI | REPAIR/MAINT. 1 BUFFER | 937 |
| | | EQUIPMENT REPAIRS & MAI | REPAIR/MAINT. SMALL MOTORS | 938 |
| | | | Sum | 3,750 |
| | 100.1565.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | YEARLY OFFICE SUPPLIES | 1,000 |
| | | | Sum | 1,000 |
| | 100.1565.53.112000.00000 | | | |
| | | JANITORIAL SUPPLIES | BOBBY GRANT | 1,000 |
| | | JANITORIAL SUPPLIES | P&R | 10,000 |
| | | JANITORIAL SUPPLIES | POLICE/JAIL | 1,000 |
| | | JANITORIAL SUPPLIES | MUSEUM | 6,000 |
| | | JANITORIAL SUPPLIES | CITY HALL | 7,000 |
| | | JANITORIAL SUPPLIES | SWIFT-CANTRELL PARK | 9,000 |
| | | JANITORIAL SUPPLIES | SGG | 3,000 |
| | | JANITORIAL SUPPLIES | ADAMS PARK | 7,000 |
| | | JANITORIAL SUPPLIES | 911 | 3,000 |
| | | JANITORIAL SUPPLIES | PUBLIC WORKS | 3,000 |
| | | | Sum | 50,000 |
| | 100.1565.53.116000.00000 | | | |
| | | EQUIPMENT PARTS | BOBBY GRANT | 250 |
| | | EQUIPMENT PARTS | 911 | 250 |
| | | EQUIPMENT PARTS | SGG | 250 |
| | | EQUIPMENT PARTS | JAIL | 250 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|------------------------------------|-----------------------|
| | | EQUIPMENT PARTS | P&R | 450 |
| | | EQUIPMENT PARTS | ANNUAL | 500 |
| | | EQUIPMENT PARTS | OTHER HVAC FILTERS | 250 |
| | | EQUIPMENT PARTS | MUSEUM | 375 |
| | | EQUIPMENT PARTS | CITY HALL | 375 |
| | | | Sum | 2,950 |
| | 100.1565.53.117200.00000 | | | |
| | | UNIFORMS | CARE/MAINT EMPLOYEE UNIFORMS | 3,525 |
| | | | Sum | 3,525 |
| | 100.1565.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | ANNUAL BACKFLOW PREVENTOR TESTIN | 1,000 |
| | | OPERATING MATERIALS/SUP | CITY HALL FIRE SUPPRES. ANNUAL | 3,700 |
| | | OPERATING MATERIALS/SUP | CITY HALL HVAC MAINT. AGREEMENT | 3,750 |
| | | OPERATING MATERIALS/SUP | PW FIRE EXT. ANNUAL | 500 |
| | | OPERATING MATERIALS/SUP | DEPOT PEST CONTROL | 780 |
| | | OPERATING MATERIALS/SUP | BOBBY GRANT PEST CONTROL | 540 |
| | | OPERATING MATERIALS/SUP | CITY HALL ELEVATOR MAINT. AGREEMEN | 3,000 |
| | | OPERATING MATERIALS/SUP | PW FIRE SUPPRESS. ANNUAL | 1,100 |
| | | OPERATING MATERIALS/SUP | P&R FIRE EXT. ANNUAL | 500 |
| | | OPERATING MATERIALS/SUP | PW GENERATOR MAINT. AGREEMENT | 2,500 |
| | | OPERATING MATERIALS/SUP | MUSEUM FIRE EXT. ANNUAL | 1,000 |
| | | OPERATING MATERIALS/SUP | SGG FIRE EXT. ANNUAL | 250 |
| | | OPERATING MATERIALS/SUP | CITY HALL PEST CONTROL | 1,000 |
| | | OPERATING MATERIALS/SUP | SGG SECURITY SYS MONITORING | 2,500 |
| | | OPERATING MATERIALS/SUP | MUSEUM HVAC MAINT AGREEMENT | 4,250 |
| | | OPERATING MATERIALS/SUP | SGG PEST CONTROL | 1,080 |
| | | OPERATING MATERIALS/SUP | MUSEUM ELEVATOR MAINT. AGREEMENT | 3,300 |
| | | OPERATING MATERIALS/SUP | SCOUT HUT TERMITE BOND | 1,920 |
| | | OPERATING MATERIALS/SUP | ELEVATOR INSPECTIONS | 3,450 |
| | | OPERATING MATERIALS/SUP | DEPOT/COMM. HOUSE FIRE EXT. ANNUAL | 250 |
| | | OPERATING MATERIALS/SUP | COM. CENTER HVAC MAINT. AGREEMENT | 2,500 |
| | | OPERATING MATERIALS/SUP | MUSEUM PEST CONTROL | 2,100 |
| | | OPERATING MATERIALS/SUP | DEPOT TERMITE BOND | 850 |
| | | OPERATING MATERIALS/SUP | ADAMS PARK PEST CONTROL | 250 |
| | | OPERATING MATERIALS/SUP | MUSEUM TERMITE BOND | 1,440 |
| | | OPERATING MATERIALS/SUP | SWIFT/CANTRELL PEST CONTROL | 600 |
| | | OPERATING MATERIALS/SUP | MUSEUM SECURITY SYSTEM MONITORIN | 1,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|-----------------------------------|-----------------------|
| | | OPERATING MATERIALS/SUP | MUSEUM SECURITY SYSTEM ANNUAL | 300 |
| | | OPERATING MATERIALS/SUP | CITY HALL GEN. MAINT. AGREEMENT | 2,750 |
| | | OPERATING MATERIALS/SUP | PUBLIC WORKS PEST CONTROL | 5,032 |
| | | OPERATING MATERIALS/SUP | MUSEUM FIRE SUPPRESS. ANNUAL | 1,800 |
| | | OPERATING MATERIALS/SUP | COM. CTR. FIRE SUPPRESS. ANNUAL | 1,100 |
| | | OPERATING MATERIALS/SUP | CITY HALL FIRE SUPPRESS. ANNUAL | 500 |
| | | OPERATING MATERIALS/SUP | BOBBY GRANT FIRE EXT. ANNUAL | 540 |
| | | | Sum | 57,132 |
| | 100.1565.53.121000.00000 | | | |
| | | WATER/SEWERAGE | PUBLIC WORKS | 2,778 |
| | | WATER/SEWERAGE | BOBBY GRANT | 726 |
| | | WATER/SEWERAGE | COMMUNITY HOUSE | 1,523 |
| | | WATER/SEWERAGE | CITY SIGNS & PLAZA | 1,405 |
| | | WATER/SEWERAGE | P&R | 14,215 |
| | | WATER/SEWERAGE | CITY HALL | 13,474 |
| | | WATER/SEWERAGE | RECREATION CENTER | 3,000 |
| | | WATER/SEWERAGE | DEPOT | 572 |
| | | | Sum | 37,693 |
| | 100.1565.53.121500.00000 | | | |
| | | NATURAL GAS | BOBBY GRANT | 1,592 |
| | | NATURAL GAS | PUBLIC WORKS | 6,190 |
| | | NATURAL GAS | DEPOT | 1,582 |
| | | NATURAL GAS | SGG | 1,625 |
| | | NATURAL GAS | CITY HALL/JAIL | 5,573 |
| | | NATURAL GAS | COMMUNITY HOUSE | 1,473 |
| | | NATURAL GAS | THOMPSON PROPERTY | 1,302 |
| | | NATURAL GAS | P&R | 2,635 |
| | | | Sum | 21,972 |
| | 100.1565.53.122500.00000 | | | |
| | | STORMWATER UTILITY | SW UTILITY PER COK BILLING DEPT | 19,000 |
| | | | Sum | 19,000 |
| | 100.1565.53.123000.00000 | | | |
| | | ENERGY-ELECTRICITY | POTTERY BARN | 3,563 |
| | | ENERGY-ELECTRICITY | PLAZA | 1,428 |
| | | ENERGY-ELECTRICITY | CITY HALL | 98,135 |
| | | ENERGY-ELECTRICITY | THOMPSON PROPERTY | 351 |
| | | ENERGY-ELECTRICITY | COMMUNNITY HOUSE | 1,472 |
| | | ENERGY-ELECTRICITY | MISC. PARKING LIGHTS/MARQUEE SIGN | 10,154 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|------------------------|-------------------------------------|-----------------------|
| | | ENERGY-ELECTRICITY | PUBLIC WORKS | 20,017 |
| | | ENERGY-ELECTRICITY | BOBBY GRANT | 7,729 |
| | | ENERGY-ELECTRICITY | ADAMS PARK/KEENE ST. | 100,209 |
| | | ENERGY-ELECTRICITY | RECREATION CENTER | 15,000 |
| | | ENERGY-ELECTRICITY | DEPOT/UNDERPASS | 6,041 |
| | | ENERGY-ELECTRICITY | SWIFT PAD | 30,320 |
| | | ENERGY-ELECTRICITY | COMMUNITY CENTER | 30,730 |
| | | | Sum | 325,149 |
| | 100.1565.53.123100.00000 | | | |
| | | STREET LIGHTING | Street Light Power | 2,000 |
| | | | Sum | 2,000 |
| | 100.1565.53.127000.00000 | | | |
| | | ENERGY-GASOLINE/DIESEL | FUEL FOR 5 TRUCKS 7 SMALL GAS EQUIP | 3,838 |
| | | | Sum | 3,838 |
| | 100.1565.53.132000.00000 | | | |
| | | GENERAL FOOD EXPENSE | FOOD | 800 |
| | | GENERAL FOOD EXPENSE | COFFEE | 2,000 |
| | | GENERAL FOOD EXPENSE | BOTTLED WATER | 1,000 |
| | | | Sum | 3,800 |
| | 100.1565.53.160000.00000 | | | |
| | | SMALL EQUIPMENT | FINANACE | 6,200 |
| | | SMALL EQUIPMENT | 911 OFFICES FUNRITURE - 3 OFFICES | 15,000 |
| | | SMALL EQUIPMENT | PD - 1 OFFICE | 0 |
| | | SMALL EQUIPMENT | PW ASST. DIRECTOR | 5,000 |
| | | SMALL EQUIPMENT | ECONOMIC DEVELOPMENT DIRECTOR OF | 5,500 |
| | | SMALL EQUIPMENT | COURT SERVICES OFFICE | 3,000 |
| | | SMALL EQUIPMENT | FURNITURE CITY WIDE | 25,000 |
| | | SMALL EQUIPMENT | PLANNING AND ZONING | 300 |
| | | | Sum | 60,000 |
| | 100.1565.53.160600.00000 | | | |
| | | BLDG MAINT SMALL EQUIP | MUSUEM | 1,000 |
| | | BLDG MAINT SMALL EQUIP | SPIN BONNET CARPET CLEANER | 3,100 |
| | | BLDG MAINT SMALL EQUIP | COMMERCIAL GRADE CARPET CLEANER | 1,900 |
| | | BLDG MAINT SMALL EQUIP | SMALL HAND TOOL REPLACMENT | 1,000 |
| | | BLDG MAINT SMALL EQUIP | SGG | 1,000 |
| | | BLDG MAINT SMALL EQUIP | ELECTRICAL HAND TOOLS | 500 |
| | | BLDG MAINT SMALL EQUIP | HVAC HAND TOOLS | 500 |
| | | BLDG MAINT SMALL EQUIP | P&R | 1,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|---------------|----------------|-----------------------|
| | | | Sum | 10,000 |
| | 100.1565.53.180000.00000 | | | |
| | | MISCELLANEOUS | MISC. EXPENSES | 150 |
| | | | Sum | 150 |
| | | | Grand Total | 1,339,654 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Court

The City of Kennesaw Municipal Court is an independent branch of government entrusted with the fair, timely and impartial processing of cases brought before the court in accordance to local and state law. The City of Kennesaw Municipal Court is committed to promote excellence, integrity and competence while ensuring the public's trust in the Judicial System.

Department Highlights

Since October 1, 2019, the Kennesaw Municipal Court has seen several court personnel changes, conducted numerous "in person" and video teleconferencing court hearings, and adapted to needs of the City and community in a changing world due to COVID 19. Chief Judge Phillip Taylor was appointed as a United States Immigration Court Judge and left the city after many years of faithful service to pursue that appointment. Judge H. Luke Mayes IV was appointed Chief Judge of the City of Kennesaw Municipal Court on January 1, 2020, after serving as Associate Judge for the previous 5 years. Judges Charles Chesbro and Richard Blevins were appointed as Associate Judges for the Court. The Court received over 6200 citations written by the Kennesaw Police Department and has processed over 5400 citations from October 1, 2019 until April 30, 2020. Due to the COVID 19 pandemic, the Court was in a state of emergency from March 13, 2020 until June 12, 2020, conducting video teleconferencing hearings as needed and reopening "in person" court sessions on May 26, 2020 under strict safety procedures. The City and court staff made outstanding efforts to protect the general public and city employees in reopening the Court. That effort continues as the Court adapts to streamline court procedure and effectiveness under the new safety guidelines.

Kennesaw Municipal Court continues to offer a diversion program for first time offenders. This program has several requirements but most importantly focuses on educating offenders on the dangers of drug and alcohol abuse. After completing the program successfully, offenders have the charge restricted from their criminal history. Additionally during this period, the Court has entered over 40 failure to appear warrants and 97 were served by warrant officers.

Operating Budget Comments

Fiscal Year 2019 Budget: \$400,999

Fiscal Year 2020 Budget: \$402,830

Fiscal Year 2021 Budget: \$407,603

The highlights of the recommended budget include the following:

- Increase of \$5,099 in group insurance due to increases of group health insurance costs spread throughout each department
- Reduction of \$1,450 in other maintenance due to one-time costs incurred in FY 20

Position Summary

Fiscal Year 2020 Total Authorized Positions: 10

Fiscal Year 2020 Total Funded Positions: 10

Fiscal Year 2021 Total Authorized Positions: 10

Fiscal Year 2021 Total Funded Positions: 10

CITY OF KENNESAW

Court

Department 2000

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------|-------------------------|--------------|
| 100.2000.51.110000.00000 | REGULAR EMPLOYEES | \$ 164,184 | \$ 159,649 |
| 100.2000.51.130000.00000 | OVERTIME | 2,000 | 2,000 |
| 100.2000.51.145000.00000 | HOLIDAY BONUS PAYMENT | 600 | 600 |
| 100.2000.51.160000.00000 | BALIFFS | 13,865 | 13,865 |
| 100.2000.51.170000.00000 | VACATION PAY | 9,731 | 12,729 |
| 100.2000.51.210000.00000 | GROUP INSURANCE | 32,642 | 37,741 |
| 100.2000.51.215000.00000 | GROUP INSURANCE-RETIREE | 3,000 | 3,000 |
| 100.2000.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 14,636 | 14,896 |
| 100.2000.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 22,905 | 24,033 |
| 100.2000.51.270000.00000 | WORKER'S COMPENSATION | 383 | 391 |
| 100.2000.52.121000.00000 | LEGAL SERVICES | 80,000 | 80,000 |
| 100.2000.52.125000.00000 | OTHER PROFESSIONAL SERV | 10,675 | 10,675 |
| 100.2000.52.221000.00000 | EQUIPMENT MAINTENANCE | 250 | 250 |
| 100.2000.52.224000.00000 | OTHER MAINTENANCE | 2,150 | 700 |
| 100.2000.52.310000.00000 | INS, OTHER THAN EMP BEN | 14,779 | 15,344 |
| 100.2000.52.325000.00000 | POSTAGE | 1,300 | 1,800 |
| 100.2000.52.340000.00000 | PRINTING & BINDING | 3,500 | 3,500 |
| 100.2000.52.350000.00000 | TRAVEL | 2,500 | 2,500 |
| 100.2000.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 580 | 580 |
| 100.2000.52.371000.00000 | PROFESSIONAL DEVELOPMENT | 1,150 | 1,150 |
| 100.2000.52.395000.00000 | ENERGY-GASOLINE | 200 | 200 |
| 100.2000.52.420000.00000 | SOFTWARE FEE | 17,000 | 17,000 |
| 100.2000.53.110000.00000 | GENERAL SUPPLIES & MAT | 500 | 500 |
| 100.2000.53.111000.00000 | OFFICE SUPPLIES | 2,000 | 2,000 |
| 100.2000.53.111100.00000 | COPY PAPER | 700 | 800 |
| 100.2000.53.117100.00000 | GENERAL CLOTHING | 300 | 300 |
| 100.2000.53.118500.00000 | COURT MATERIALS/SUPPLIES | 400 | 400 |
| 100.2000.53.119000.00000 | OTHER MATERIAL & SUPPLY | 400 | 400 |
| 100.2000.53.140000.00000 | BOOKS & PERIODICALS | 200 | 300 |
| 100.2000.53.180000.00000 | MISCELLANEOUS | 300 | 300 |
| Total Court | | \$ 402,830 | \$ 407,603 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|--|-----------------------|
| 2000 | | | | |
| | 100.2000.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 159,649 |
| | | | Sum | 159,649 |
| | 100.2000.51.130000.00000 | | | |
| | | OVERTIME | OVERTIME | 2,000 |
| | | | Sum | 2,000 |
| | 100.2000.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 600 |
| | | | Sum | 600 |
| | 100.2000.51.160000.00000 | | | |
| | | BALIFFS | 2 REGULAR BAILIFFS 47 COURT DATES X \$ | 8,460 |
| | | BALIFFS | SOL ASST BAILIFF 47 COURT DATES X \$11 | 5,405 |
| | | | Sum | 13,865 |
| | 100.2000.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 12,729 |
| | | | Sum | 12,729 |
| | 100.2000.51.210000.00000 | | | |
| | | GROUP INSURANCE | GROUP INSURANCE | 32,642 |
| | | GROUP INSURANCE | INCREASE | 2,770 |
| | | GROUP INSURANCE | INCREASE | 2,329 |
| | | | Sum | 37,741 |
| | 100.2000.51.215000.00000 | | | |
| | | GROUP INSURANCE-RETIREE | GR INS RETIREES | 3,000 |
| | | | Sum | 3,000 |
| | 100.2000.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 14,896 |
| | | | Sum | 14,896 |
| | 100.2000.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 22,699 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 1,334 |
| | | | Sum | 24,033 |
| | 100.2000.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 391 |
| | | | Sum | 391 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|-------------------------------------|-----------------------|
| | 100.2000.52.121000.00000 | | | |
| | | LEGAL SERVICES | SOLICITOR AND COURT APPT. ATTORNIES | 80,000 |
| | | | Sum | 80,000 |
| | 100.2000.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERV | SPANISH INT. 47 COURT DATES X \$125 | 5,875 |
| | | OTHER PROFESSIONAL SERV | OTHER LANGUAGE INT. 24 X \$200 | 4,800 |
| | | | Sum | 10,675 |
| | 100.2000.52.221000.00000 | | | |
| | | EQUIPMENT MAINTENANCE | SCANNER RENEWAL | 250 |
| | | | Sum | 250 |
| | 100.2000.52.224000.00000 | | | |
| | | OTHER MAINTENANCE | GEORGIA ARCHIVES | 700 |
| | | | Sum | 700 |
| | 100.2000.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 15,344 |
| | | | Sum | 15,344 |
| | 100.2000.52.325000.00000 | | | |
| | | POSTAGE | POSTAGE | 1,800 |
| | | | Sum | 1,800 |
| | 100.2000.52.340000.00000 | | | |
| | | PRINTING & BINDING | PRINTING AND BINDING | 3,500 |
| | | | Sum | 3,500 |
| | 100.2000.52.350000.00000 | | | |
| | | TRAVEL | COURT CLERK TRAINING | 500 |
| | | TRAVEL | GCIC SYMPOSIUM/SAVANNAH | 1,000 |
| | | TRAVEL | JUDGES TRAINING | 1,000 |
| | | | Sum | 2,500 |
| | 100.2000.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS | COUNCIL MUN CT JUDGES 3 X 150 | 450 |
| | | ORGANIZATIONAL MEMBERS | COURT CLKS ASSOC 2 X 50 | 100 |
| | | ORGANIZATIONAL MEMBERS | TAC ASSOC | 30 |
| | | | Sum | 580 |
| | 100.2000.52.371000.00000 | | | |
| | | PROFESSIONAL DEVELOPME | PROFESSIONAL DEVELOPMENT | 1,150 |
| | | | Sum | 1,150 |
| | 100.2000.52.395000.00000 | | | |
| | | ENERGY-GASOLINE | GASOLINE FOR WARRANT OFFICERS | 200 |
| | | | Sum | 200 |
| | 100.2000.52.420000.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|-----------------------------|-----------------------|
| | | SOFTWARE FEE | COURTWARE | 17,000 |
| | | | Sum | 17,000 |
| | 100.2000.53.110000.00000 | | | |
| | | GENERAL SUPPLIES & MAT | GENERAL SUPPLIES & MATERIAL | 500 |
| | | | Sum | 500 |
| | 100.2000.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | OFFICE SUPPLIES | 2,000 |
| | | | Sum | 2,000 |
| | 100.2000.53.111100.00000 | | | |
| | | COPY PAPER | COPY PAPER | 800 |
| | | | Sum | 800 |
| | 100.2000.53.117100.00000 | | | |
| | | GENERAL CLOTHING | GENERAL CLOTHING | 300 |
| | | | Sum | 300 |
| | 100.2000.53.118500.00000 | | | |
| | | COURT MATERIALS/SUPPLIES | COURT MATERIAL & SUPPLIES | 400 |
| | | | Sum | 400 |
| | 100.2000.53.119000.00000 | | | |
| | | OTHER MATERIAL & SUPPLY | OTHER MATERIAL AND SUPPLIES | 400 |
| | | | Sum | 400 |
| | 100.2000.53.140000.00000 | | | |
| | | BOOKS & PERIODICALS | CODE BOOK UPDATES | 300 |
| | | | Sum | 300 |
| | 100.2000.53.180000.00000 | | | |
| | | MISCELLANEOUS | MISCELLANEOUS | 300 |
| | | | Sum | 300 |
| | | | Grand Total | 407,603 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Police

Kennesaw Police Department is staffed by sixty-seven full time police officers and seven civilian support staff. Each member is charged with meeting the department mission. “It is the mission of the Kennesaw Police Department to assure the community is safe from crime and public disorder by focusing on the prevention of crime along with reducing the fear of crime.” Each year the command staff establishes annual departmental goals congruent with our mission and current trends. For 2019-2020 the following goals have been established.

Goals and Objectives

- Provide the highest quality level of public safety and professionalism to all that we serve.
- Provide the most effective and efficient equipment and technology for our staff to utilize.
- Provide opportunities for education and training that accurately reflect the need for our community.
- Provide an atmosphere that fosters empowerment and problem solving from all levels to support those we serve.
- Provide an exceptional agency succession plan coupled with career growth opportunities.

Department Highlights

- The Jerry Worthan Fund provided Christmas gifts to 34 children from 20 families.
- The Department’s largest fundraisers that support the Special Olympics Law Enforcement Torch Run were all postponed – Tip a Cop, Big Shanty Festival, and Cops on Donut Shops.
- We experienced our largest turnout to date for the National Night Out, where 300 hot dogs were provided to visitors at Swift-Cantrell Park.
- The Department assisted YMCA to hand out lunches and socialize with kids in Woodlands Mobile Home Park and Lakeside Vista. Over 100 lunches were given out every Thursday over the course of the 10 weeks of summer and during Fall/Winter and Spring Break.
- Three (3) new Police Officers were hired since Oct. 1, 2019 as well as 3 civilian positions were filled. Efforts are ongoing to fill vacant sworn positions.
- Kennesaw Police Explorer Post 1887 contributed 176 hours of volunteer service in staffing City events.

Operating Budget Comments

Fiscal Year 2019 Budget: \$7,126,486

Fiscal Year 2020 Budget: \$7,495,635

Fiscal Year 2021 Budget: \$7,502,709

The recommended budget for the department increases \$7,074. The highlights of the recommended budget include the following:

- A decrease of \$62,947 in regular employees to better reflect historic salary trends

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase of \$10,000 in Education and Training due to increased cost of ammunition and to provide increased training for officers to maintain professional proficiencies.
- A reduction of \$16,000 in Radio Maintenance and Repair due to onetime upgrades to portable radios to allow for GPS tracking and next generation upgrades in FY 20
- A decrease of \$168,830 in Police small equipment due to onetime equipment purchases and upgrades in FY 20

Capital Outlay items include:

- \$41,000 F-150 Quad cab truck
- \$280,000 4 SUV Interceptors for Patrol
- \$65,000 Glock 9mm handguns

Impact Fees Include:

- \$20,000 Active Shooter Kits

Position Summary

Fiscal Year 2020 Total Authorized Positions: 81

Fiscal Year 2020 Total Funded Positions: 81

Fiscal Year 2021 Total Authorized Positions: 81

Fiscal Year 2021 Total Funded Positions: 81

CITY OF KENNESAW

Police

Department 3200

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|-----------------------------------|-------------------------|--------------|
| 100.3200.51.110000.00000 | REGULAR EMPLOYEES | \$ 4,169,740 | \$ 4,106,793 |
| 100.3200.51.130000.00000 | OVERTIME | 120,000 | 120,000 |
| 100.3200.51.130500.00000 | POLICE ONCALL | 85,000 | 85,000 |
| 100.3200.51.145000.00000 | HOLIDAY BONUS PAYMENT | 15,350 | 14,000 |
| 100.3200.51.170000.00000 | VACATION PAY | 244,290 | 289,067 |
| 100.3200.51.210000.00000 | GROUP INSURANCE | 755,016 | 872,954 |
| 100.3200.51.215000.00000 | GROUP INSURANCE-RETIREE | 9,300 | 9,300 |
| 100.3200.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 354,530 | 353,037 |
| 100.3200.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 448,815 | 515,844 |
| 100.3200.51.270000.00000 | WORKER'S COMPENSATION | 96,225 | 98,220 |
| 100.3200.52.123100.00000 | PRE-EMPLOYMENT PHYSICALS | 7,500 | 7,500 |
| 100.3200.52.125000.00000 | OTHER PROFESSIONAL SERV | 18,000 | 18,000 |
| 100.3200.52.231400.00000 | DEPT OF JUSTICE OPERATING EXPENSE | 6,000 | 6,000 |
| 100.3200.52.310000.00000 | INS, OTHER THAN EMP BEN | 130,315 | 135,294 |
| 100.3200.52.311000.00000 | CLAIM DEDUCTIBLES | - | 5,000 |
| 100.3200.52.324100.00000 | USER FEES--800 MHZ RADIO | 60,000 | 60,000 |
| 100.3200.52.325000.00000 | POSTAGE | 2,700 | 2,700 |
| 100.3200.52.340000.00000 | PRINTING & BINDING | 3,000 | 3,000 |
| 100.3200.52.350000.00000 | TRAVEL | 8,000 | 10,000 |
| 100.3200.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 4,500 | 4,500 |
| 100.3200.52.363000.00000 | MEETING EXPENSES | 2,000 | 2,000 |
| 100.3200.52.370000.00000 | EDUCATION & TRAINING | 55,000 | 65,000 |
| 100.3200.52.371000.00000 | PROFESSIONAL DEVELOPMENT | 8,000 | 8,000 |
| 100.3200.52.430000.00000 | VEHICLE REPAIRS & MAINT | 60,000 | 60,000 |
| 100.3200.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | 85,000 | 83,000 |
| 100.3200.52.450000.00000 | RADIO REPAIRS & MAINT | 25,524 | 9,000 |
| 100.3200.52.601500.00000 | HONOR GUARD TEAM | 1,000 | 1,000 |
| 100.3200.52.610000.00000 | EMPLOYEE TEAM BUILDING | 5,500 | 5,500 |
| 100.3200.53.111000.00000 | OFFICE SUPPLIES | 4,500 | 4,500 |
| 100.3200.53.111100.00000 | COPY PAPER | 2,000 | 2,000 |
| 100.3200.53.116500.00000 | TIRES | 12,000 | 12,000 |
| 100.3200.53.117200.00000 | UNIFORMS | 75,000 | 80,000 |
| 100.3200.53.118000.00000 | OPERATING MATERIALS/SUPP | 12,000 | 12,000 |
| 100.3200.53.118100.00000 | POLICE MATERIALS/SUPPLIES | 43,500 | 45,000 |
| 100.3200.53.127000.00000 | ENERGY-GASOLINE/DIESEL | 110,000 | 110,000 |
| 100.3200.53.132000.00000 | WATER | 2,000 | 2,000 |
| 100.3200.53.160100.00000 | POLICE SMALL EQUIPMENT | 438,830 | 270,000 |
| 100.3200.53.160500.00000 | GENL OFFICE SMALL EQUIP | 13,500 | 13,500 |
| 100.3200.53.171000.00000 | FLOWERS | 1,000 | 1,000 |
| 100.3200.53.180000.00000 | MISCELLANEOUS | 1,000 | 1,000 |
| Total Police | | \$ 7,495,635 | \$ 7,502,709 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|-------------|--------------------------|--------------------------|-------------------------|-----------------------|
| 3200 | | | | |
| | 100.3200.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 4,106,793 |
| | | | Sum | 4,106,793 |
| | 100.3200.51.130000.00000 | | | |
| | | OVERTIME | Overtime | 120,000 |
| | | | Sum | 120,000 |
| | 100.3200.51.130500.00000 | | | |
| | | POLICE ONCALL | Police On Call | 85,000 |
| | | | Sum | 85,000 |
| | 100.3200.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 14,000 |
| | | | Sum | 14,000 |
| | 100.3200.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 289,067 |
| | | | Sum | 289,067 |
| | 100.3200.51.210000.00000 | | | |
| | | GROUP INSURANCE | GROUP INSURANCE | 755,016 |
| | | GROUP INSURANCE | INCREASE | 64,077 |
| | | GROUP INSURANCE | INCREASE | 53,861 |
| | | | Sum | 872,954 |
| | 100.3200.51.215000.00000 | | | |
| | | GROUP INSURANCE-RETIREE | GR INS RETIREES | 9,300 |
| | | | Sum | 9,300 |
| | 100.3200.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 353,037 |
| | | | Sum | 353,037 |
| | 100.3200.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 21,001 |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 494,843 |
| | | | Sum | 515,844 |
| | 100.3200.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 98,220 |
| | | | Sum | 98,220 |
| | 100.3200.52.123100.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|---------------------------|--|-----------------------|
| | | PRE-EMPLOYMENT PHYSICAL | FUNDING TO COVER PRE EMPLOYMENT SC | 7,500 |
| | | PRE-EMPLOYMENT PHYSICAL | OF POLICE DEPARTMENT CANDIDATES | 0 |
| | | PRE-EMPLOYMENT PHYSICAL | INCLUDING PHYSICALS, PSYCHOLOGICAL | 0 |
| | | PRE-EMPLOYMENT PHYSICAL | EVALUATIONS, POLYGRAPH, MEDIACAL | 0 |
| | | PRE-EMPLOYMENT PHYSICAL | EXAMS, AND DRUG TESTING | 0 |
| | | | Sum | 7,500 |
| | 100.3200.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERV | PROMOTIONAL ASSESSMETNST TO BE CO | 18,000 |
| | | OTHER PROFESSIONAL SERV | AND ASSESSORS | 0 |
| | | OTHER PROFESSIONAL SERV | COST ASSOCIATED WITH PROCESS, FACILI | 0 |
| | | OTHER PROFESSIONAL SERV | IN HOUSE FOR SERGEANTS AND LIEUTENA | 0 |
| | | | Sum | 18,000 |
| | 100.3200.52.231400.00000 | | | |
| | | DEPT. OF JUSTICE OPERATIN | DOJ RESERVE OF \$11K. BUDGET \$6K FY20 | 6,000 |
| | | | Sum | 6,000 |
| | 100.3200.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 135,294 |
| | | | Sum | 135,294 |
| | 100.3200.52.311000.00000 | | | |
| | | CLAIM DEDUCTIBLES | CLAIM DEDUCTIBLES | 5,000 |
| | | | Sum | 5,000 |
| | 100.3200.52.324100.00000 | | | |
| | | USER FEES--800 MHZ RADIO | FUNDING USTILIZED TO MAINATAIN USER | 60,000 |
| | | USER FEES--800 MHZ RADIO | AGREEMENT BETWEEN THE CITY OF KENN | 0 |
| | | USER FEES--800 MHZ RADIO | AND COBB COUNTY FOR USE OF THE 800 | 0 |
| | | USER FEES--800 MHZ RADIO | RADIO FREQUENCY | 0 |
| | | | Sum | 60,000 |
| | 100.3200.52.325000.00000 | | | |
| | | POSTAGE | FUNDING UTILIZED FOR POSTAGE FOR | 2,700 |
| | | POSTAGE | OFFICIAL DEPARTMEN USE | 0 |
| | | | Sum | 2,700 |
| | 100.3200.52.340000.00000 | | | |
| | | PRINTING & BINDING | PROFESSIONAL PRINTING OF DEPT. MANU | 0 |
| | | PRINTING & BINDING | AND PUBLICATIONS, TO INCLUDE FORMS, | 0 |
| | | PRINTING & BINDING | ETC | 0 |
| | | PRINTING & BINDING | CITATIONS, DOOR HANGERS, BUSINESS CA | 0 |
| | | PRINTING & BINDING | FUNDING FROM THIS LINE IS UTILIZED FO | 3,000 |
| | | | Sum | 3,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--|-----------------------|
| | 100.3200.52.350000.00000 | | | |
| | | TRAVEL | TOWN MEETING | 0 |
| | | TRAVEL | TRAINING EVENTS, CONFERENCES, AND O | 0 |
| | | TRAVEL | FUNDING FOR TRAVEL FOR STAFF TO AND | 10,000 |
| | | | Sum | 10,000 |
| | 100.3200.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS | AND TRAINING FOR DEPARTMENT PERSO | 0 |
| | | ORGANIZATIONAL MEMBERS | ORGANIZATIONS, WHICH OFFER RESOURC | 0 |
| | | ORGANIZATIONAL MEMBERS | IN THEIR INDIVIDUAL JOB ASSIGNMENTS | 0 |
| | | ORGANIZATIONAL MEMBERS | FBI, IACP, GACP, NACP, GAPAC, ROCCIC | 0 |
| | | ORGANIZATIONAL MEMBERS | FUNDING FROM THIS LINE SUPPORT | 4,500 |
| | | ORGANIZATIONAL MEMBERS | MEMBERSHIPS TO PROFESSIONAL AND CI | 0 |
| | | | Sum | 4,500 |
| | 100.3200.52.363000.00000 | | | |
| | | MEETING EXPENSES | FUNDING FROM THIS LINE IS UTILIZED FO | 2,000 |
| | | MEETING EXPENSES | ORGANIZATIONAL LUNCHEONS, GACP, KB | 0 |
| | | MEETING EXPENSES | COBB CHAMBER, | 0 |
| | | | Sum | 2,000 |
| | 100.3200.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | LESS LETHAL / TASER TRAINING | 12,040 |
| | | EDUCATION & TRAINING | FUNDING UTILIZED TO SUPPORT STANDA | 18,800 |
| | | EDUCATION & TRAINING | DEVELOPEMENT AND TRAINING FOR DEP | 0 |
| | | EDUCATION & TRAINING | PERSONNEL | 0 |
| | | EDUCATION & TRAINING | TRAINING AMMUNITION | 34,160 |
| | | | Sum | 65,000 |
| | 100.3200.52.371000.00000 | | | |
| | | PROFESSIONAL DEVELOPME | DINNER, GACP | 0 |
| | | PROFESSIONAL DEVELOPME | MATEN LUNCHESES, CCLEA LUNCHESES, SAFE | 0 |
| | | PROFESSIONAL DEVELOPME | FUNDING TO ALLOW FO RMATERIAL FOR | 8,000 |
| | | PROFESSIONAL DEVELOPME | ADVANCE TRAINING CLASSES, LUNCHESES | 0 |
| | | | Sum | 8,000 |
| | 100.3200.52.430000.00000 | | | |
| | | VEHICLE REPAIRS & MAINT | FUNDING FROM THIS LINE IS UTILIZED TO | 60,000 |
| | | VEHICLE REPAIRS & MAINT | MAINTAIN THE DEPARTMENTS FLEET OF P | 0 |
| | | VEHICLE REPAIRS & MAINT | VEHICLES. | 0 |
| | | | Sum | 60,000 |
| | 100.3200.52.440000.00000 | | | |
| | | EQUIPMENT REPAIRS & MAI | SPILLMAN ANALYTICE / AVL | 8,300 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|--|-----------------------|
| | | EQUIPMENT REPAIRS & MAI | CELL BRITE | 4,000 |
| | | EQUIPMENT REPAIRS & MAI | PAIRIN | 2,400 |
| | | EQUIPMENT REPAIRS & MAI | LEADS ON LINE | 4,162 |
| | | EQUIPMENT REPAIRS & MAI | SYNERGISTIC LPR | 3,000 |
| | | EQUIPMENT REPAIRS & MAI | DATA WORKS | 2,512 |
| | | EQUIPMENT REPAIRS & MAI | VIRTUAL ACADEMY | 5,000 |
| | | EQUIPMENT REPAIRS & MAI | SURVEY MONKEY | 450 |
| | | EQUIPMENT REPAIRS & MAI | FUNDING FROM THIS LINE MAINTAINS DE | 18,219 |
| | | EQUIPMENT REPAIRS & MAI | 3SI | 432 |
| | | EQUIPMENT REPAIRS & MAI | RAPID ID | 2,512 |
| | | EQUIPMENT REPAIRS & MAI | POWER DMS | 4,755 |
| | | EQUIPMENT REPAIRS & MAI | ROCIC | 300 |
| | | EQUIPMENT REPAIRS & MAI | PALATINE | 1,295 |
| | | EQUIPMENT REPAIRS & MAI | NEWS LIBRARY.COM | 240 |
| | | EQUIPMENT REPAIRS & MAI | CLEAR W/ VIGILANT COMMERICAL DATA | 15,000 |
| | | EQUIPMENT REPAIRS & MAI | GUARDIAN | 8,700 |
| | | EQUIPMENT REPAIRS & MAI | QISOFT POLICE INTEL | 500 |
| | | EQUIPMENT REPAIRS & MAI | CONTRACTS / EQUIPMENT AND SERVICE R | 0 |
| | | EQUIPMENT REPAIRS & MAI | GTA | 600 |
| | | EQUIPMENT REPAIRS & MAI | CONTRACTS | 0 |
| | | EQUIPMENT REPAIRS & MAI | LOUD SERCURITY | 623 |
| | | | Sum | 83,000 |
| | 100.3200.52.450000.00000 | | | |
| | | RADIO REPAIRS & MAINT | FUNDING UTILIZED TO MAINAIN AND REP | 9,000 |
| | | RADIO REPAIRS & MAINT | RADIO BOTH PORTABLE AND MOBILE | 0 |
| | | RADIO REPAIRS & MAINT | DEPARTMENT SPPED DETECTION DEVICES | 0 |
| | | | Sum | 9,000 |
| | 100.3200.52.601500.00000 | | | |
| | | HONOR GUARD TEAM | FUNDING UTILIZED TO PURCHASE UNIFOR | 1,000 |
| | | HONOR GUARD TEAM | AND EQUIPMENT FOR THE HONOR GUAR | 0 |
| | | | Sum | 1,000 |
| | 100.3200.52.610000.00000 | | | |
| | | EMPLOYEE TEAM BUILDING | BUILDING EXERCISES, TRAINING, EXERCISE | 2,500 |
| | | EMPLOYEE TEAM BUILDING | EQUIPMENT | 0 |
| | | EMPLOYEE TEAM BUILDING | OFFCERS MICS, TEAM GATHERINGS, TEA | 3,000 |
| | | | Sum | 5,500 |
| | 100.3200.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | POLICE DEPT SHARE OF OFFICE SUPPLIES | 4,500 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|---------------------------|---------------------------------------|-----------------------|
| | | OFFICE SUPPLIES | RECEIVED THROUGH CENTRAL PURCHASI | 0 |
| | | | Sum | 4,500 |
| | 100.3200.53.111100.00000 | | | |
| | | COPY PAPER | FUNDING ALLOWS FOR THE PURCHASE OF | 2,000 |
| | | COPY PAPER | TO BE UTILIZED BY DEPARTMENT STAFF | 0 |
| | | | Sum | 2,000 |
| | 100.3200.53.116500.00000 | | | |
| | | TIRES | VEHICLES AS NEEDED | 0 |
| | | TIRES | FUNDING FROM THIS LINE ARE UTILIZED T | 12,000 |
| | | TIRES | PURCHASE TIRES FOR POLICE DEPT FLEET | 0 |
| | | | Sum | 12,000 |
| | 100.3200.53.117200.00000 | | | |
| | | UNIFORMS | FUNDS FROM THIS LINE ARE UTILIZED TO | 80,000 |
| | | UNIFORMS | PURCHASE UNIFORMS FOR OPLICE PERSO | 0 |
| | | UNIFORMS | BUSINESS ATTIRE FOR CID, TO INCLUDE | 0 |
| | | UNIFORMS | LEATHER DUTY GEAR, AND BODY ARMOR | 0 |
| | | | Sum | 80,000 |
| | 100.3200.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | FUNDING UTILIZED TO PURCHASE SUPPLIE | 12,000 |
| | | OPERATING MATERIALS/SUP | FOR POLICE PROJECTS, BANQUET MATERI | 0 |
| | | OPERATING MATERIALS/SUP | AND EXPENSES, SMALL ITEMS NOT COVER | 0 |
| | | OPERATING MATERIALS/SUP | UNDER OTHER LINES | 0 |
| | | | Sum | 12,000 |
| | 100.3200.53.118100.00000 | | | |
| | | POLICE MATERIALS/SUPPLIES | SUPPLIES, SUPPORT FOR CAINE EXPENSES | 0 |
| | | POLICE MATERIALS/SUPPLIES | FOOD, FORMS, RECRUITING EVENTS AND | 0 |
| | | POLICE MATERIALS/SUPPLIES | DIGITAL STORAGE DEVICES FOR ELECTRO | 2,000 |
| | | POLICE MATERIALS/SUPPLIES | EVIDENCE | 0 |
| | | POLICE MATERIALS/SUPPLIES | INTOXILYZER SUPPLIES, COMMUNITY OUT | 0 |
| | | POLICE MATERIALS/SUPPLIES | SUPPLIES, CRIME SCENE AND EVIDENCE | 0 |
| | | POLICE MATERIALS/SUPPLIES | POLICE MATERIALS AND SUPPLIES; | 0 |
| | | POLICE MATERIALS/SUPPLIES | FUNDS UTILIZED TO PURCHASE SPECIALIZ | 43,000 |
| | | | Sum | 45,000 |
| | 100.3200.53.127000.00000 | | | |
| | | ENERGY-GASOLINE/DIESEL | GASOLINE FOR DEPARTMENT FLEET | 0 |
| | | ENERGY-GASOLINE/DIESEL | FUNDS ARE UTILIZED TO PURCHASE | 110,000 |
| | | | Sum | 110,000 |
| | 100.3200.53.132000.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|---------------------------------------|-----------------------|
| | | WATER | DETAILS, EVERNT, TRAINING; AND | 0 |
| | | WATER | WATER TO SUPPORT OFFICERS WORKNG | 0 |
| | | WATER | FUNDING UTILIZED TO PURCHASE BOTTLE | 2,000 |
| | | WATER | WATER COOLERS | 0 |
| | | | Sum | 2,000 |
| | 100.3200.53.160100.00000 | | | |
| | | POLICE SMALL EQUIPMENT | ALCO SENSORS, ASP BATON, BADGES, SPE | 0 |
| | | POLICE SMALL EQUIPMENT | BODY CAMERA /YEAR 2 OF CONTRACT | 46,125 |
| | | POLICE SMALL EQUIPMENT | TINT METERS ETC.... | 0 |
| | | POLICE SMALL EQUIPMENT | BAGS, CRIME SCENE KITS, TRAFFIC CONES | 0 |
| | | POLICE SMALL EQUIPMENT | GLOCK 9MM HANDGUNS (CPF) | 65,000 |
| | | POLICE SMALL EQUIPMENT | SETECTION LASERS, RADIOS, OC SPRAY | 0 |
| | | POLICE SMALL EQUIPMENT | PURCHASE NEEDED POLICE EQUIPMENT | 0 |
| | | POLICE SMALL EQUIPMENT | FUNDING FROM THIS LINE IS UTILIZED TO | 113,238 |
| | | POLICE SMALL EQUIPMENT | Continuation Tasers | 34,637 |
| | | POLICE SMALL EQUIPMENT | BALLISTIC SHEILDS | 4,000 |
| | | POLICE SMALL EQUIPMENT | Speed Detection Lasers | 3,000 |
| | | POLICE SMALL EQUIPMENT | Rapid ID | 4,000 |
| | | POLICE SMALL EQUIPMENT | RADIO BATTERIES, ACTIVE SHOOTER RESP | 0 |
| | | | Sum | 270,000 |
| | 100.3200.53.160500.00000 | | | |
| | | GENL OFFICE SMALL EQUIP | BUILDING MAINTENANCE OR FUNITURE IS | 0 |
| | | GENL OFFICE SMALL EQUIP | . | 0 |
| | | GENL OFFICE SMALL EQUIP | SMALL OFFICE EQUIPMENT | 7,500 |
| | | GENL OFFICE SMALL EQUIP | THAT ARE NOT COVERED IN OTHER AREAS | 0 |
| | | GENL OFFICE SMALL EQUIP | FUNDING COVERAGE FOR ANY UNANTICIP | 6,000 |
| | | GENL OFFICE SMALL EQUIP | DESKS, BOOK SHELVES, FILEING CABINETS | 0 |
| | | | Sum | 13,500 |
| | 100.3200.53.171000.00000 | | | |
| | | FLOWERS | FUNDING FROM THIS LINE IS UTILIZED TO | 1,000 |
| | | FLOWERS | PURCHASE FLOWERS TO EXTEND THE | 0 |
| | | FLOWERS | DEPT. EXPRESSION OF CONCERN, CARE | 0 |
| | | FLOWERS | AND COMPASSION TO THE CITY PERSONN | 0 |
| | | FLOWERS | OR OTHER AGENCIES WHEN APPROPRIAT | 0 |
| | | | Sum | 1,000 |
| | 100.3200.53.180000.00000 | | | |
| | | MISCELLANEOUS | FUNDING UTILIZED TO PURCHASE MISCEL | 1,000 |
| | | MISCELLANEOUS | CATEGORIZED ELSWHERE IN THE BUDGET | 0 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------|---------------|------------------------------------|-----------------------|
| | | MISCELLANEOUS | ITEMS AND SERVICIES THAT CANNOT BE | 0 |
| | | | Sum | 1,000 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Corrections

Operating Budget Comments

Fiscal Year 2019 Budget: \$386,589

Fiscal Year 2020 Budget: \$355,028

Fiscal Year 2021 Budget: \$328,193

The recommended budget for the department decreases by \$26,835. The highlights of the recommended budget include the following:

- A decrease of \$30,000 in Acworth housing fees due to projected actual costs of housing fees
- A decrease of \$6,590 in regular employees to reflect historic trends
- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department

Position Summary

Fiscal Year 2020 Total Authorized Positions: 2

Fiscal Year 2020 Total Funded Positions: 2

Fiscal Year 2021 Total Authorized Positions: 2

Fiscal Year 2021 Total Funded Positions: 2

*positions are listed on Police manning chart

CITY OF KENNESAW
Corrections
Department 3400

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|-------------------------------|-------------------------|-------------------|
| 100.3400.51.110000.00000 | REGULAR EMPLOYEES | \$ 83,574 | \$ 76,984 |
| 100.3400.51.130000.00000 | OVERTIME | 1,000 | 1,000 |
| 100.3400.51.145000.00000 | HOLIDAY BONUS PAYMENT | 400 | 400 |
| 100.3400.51.170000.00000 | VACATION PAY | 5,090 | 6,386 |
| 100.3400.51.210000.00000 | GROUP INSURANCE | 21,762 | 25,161 |
| 100.3400.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 6,966 | 6,386 |
| 100.3400.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 18,058 | 23,523 |
| 100.3400.51.270000.00000 | WORKER'S COMPENSATION | 740 | 755 |
| 100.3400.52.110000.00000 | INMATE MEDICAL | 28,000 | 28,000 |
| 100.3400.52.221000.00000 | EQUIPMENT MAINTENANCE | 2,000 | 2,000 |
| 100.3400.52.310000.00000 | INS, OTHER THAN EMP BEN | 4,188 | 4,348 |
| 100.3400.52.370000.00000 | EDUCATION & TRAINING | 1,000 | 1,000 |
| 100.3400.53.111000.00000 | OFFICE SUPPLIES | 250 | 250 |
| 100.3400.53.118000.00000 | OPERATING MATERIALS/SUPP | 2,000 | 2,000 |
| 100.3400.53.131500.00000 | ACWORTH HOUSING PRISONER FEES | 180,000 | 150,000 |
| Total Corrections | | <u>\$ 355,028</u> | <u>\$ 328,193</u> |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|------------------------------------|-----------------------|
| 3400 | | | | |
| | 100.3400.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 76,984 |
| | | | Sum | 76,984 |
| | 100.3400.51.130000.00000 | | | |
| | | OVERTIME | Employee Overtime | 1,000 |
| | | | Sum | 1,000 |
| | 100.3400.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 400 |
| | | | Sum | 400 |
| | 100.3400.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 6,386 |
| | | | Sum | 6,386 |
| | 100.3400.51.210000.00000 | | | |
| | | GROUP INSURANCE | GROUP INSURANCE | 21,762 |
| | | GROUP INSURANCE | INCREASE | 1,552 |
| | | GROUP INSURANCE | INCREASE | 1,847 |
| | | | Sum | 25,161 |
| | 100.3400.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 6,386 |
| | | | Sum | 6,386 |
| | 100.3400.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 22,699 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 824 |
| | | | Sum | 23,523 |
| | 100.3400.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 755 |
| | | | Sum | 755 |
| | 100.3400.52.110000.00000 | | | |
| | | INMATE MEDICAL | 10-8 Forensics Fees | 18,500 |
| | | INMATE MEDICAL | Inmate Medical Costs | 9,500 |
| | | | Sum | 28,000 |
| | 100.3400.52.221000.00000 | | | |
| | | EQUIPMENT MAINTENANCE | Maintenance / Upkeep on Jail Doors | 2,000 |
| | | | Sum | 2,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--------------------------------------|-----------------------|
| | 100.3400.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 4,348 |
| | | | Sum | 4,348 |
| | 100.3400.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | Conferences and Associated Training | 1,000 |
| | | | Sum | 1,000 |
| | 100.3400.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | FUNDING FROM THIS LINE IS UTILIZED | 250 |
| | | OFFICE SUPPLIES | TO PURCHASE MISC OFFICE SUPPLIES | 0 |
| | | OFFICE SUPPLIES | PENS, FOLDERS, POST IT NOTE | 0 |
| | | | Sum | 250 |
| | 100.3400.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | General Jail Supplies, Gloves etc. | 2,000 |
| | | | Sum | 2,000 |
| | 100.3400.53.131500.00000 | | | |
| | | ACWORTH HOUSING PRISON | Inmate Housing Fees for Acworth Jail | 150,000 |
| | | | Sum | 150,000 |
| | 100.3400.53.180000.00000 | | | |
| | | MISCELLANEOUS | Items not Otherwise Categorized | 0 |
| | | | Sum | 0 |
| | | | Grand Total | 328,193 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Public Works – Administration

The Public Works Department provides a wide range of services that have significant economic impact, improve people's lives and help define the quality of life for residents and visitors. The department's core services include maintenance and repair of the city's infrastructure (streets, curb, gutters, and right-of-way); cemetery operations; stormwater maintenance; environmental services; supervision of trash collection and recycling services; fleet maintenance; and capital project management.

Goals & Objectives

- Continually review staffing vs. manpower requirements and make recommendations on changes as needed
- Conduct operational analysis of service levels and budget objectives to ensure alignment. Analysis includes comparing business processes with frequency of service, new products/technology, industry best practices, and staffing.
- Continue to identify and purchase, when possible, equipment and vehicles that can be used for multiple tasks. This may include purchasing attachments or accessories that would allow a single piece of equipment or vehicle to perform a variety of duties.
- Annually rate and prioritize the City's streets based on road conditions and traffic volumes. Resurfacing funded by SPLOST, LMIG and annual budget. Roads should typically be resurfaced every 15 years, lower volume neighborhoods can last 20 years while high volume roads may only last 10 years.
- Annually rate and prioritize the City's sidewalks based on ADA requirements, failures and trip hazards.
- Continue to identify areas of need and apply for Community Development Block Grants. This grant allows for constructing new sidewalks, curb and gutter, and storm drains in low to moderate income areas
- Identify and fund roadside beautification areas at City entry points and high visibility areas.
- Ensure oversight and completion of various SPLOST project

Department Highlights

- CDBG – Identified a large project in Kennesaw Heights. Due to Covid-19, CDBG will allow funds to be carried to FY21 and two phases will be constructed together.
- LMIG - Resurfaced three miles of City streets.
- Completed in-house repair of storm system and street replacement of Legacy Park Cir.
- Completed in-house installation of detention pond and rebuilt trail at Swift Cantrell Park.
- Completed 1000' of sidewalk replacement
- Completed construction of phase 5 of Depot Park project
- Began construction of phases 6 & 7 of Depot Park
- Began construction of the Truck Route Signage project
- Continued construction of Old Hwy 41 project
- Continued design and land acquisition for Cherokee St and Ben King Rd projects

Operating Budget Comments

Fiscal Year 2019 Budget: \$712,910

Fiscal Year 2020 Budget: \$638,947

Fiscal Year 2021 Budget: \$709,954

The highlights of the recommended budget include the following:

- Increase in regular employees is due to unfreezing Assistant Public Works Director position and increases in group insurance and retirement contributions is due to increases of group health insurance costs and retirement contributions spread throughout each department
- Reduction of \$6,338 in other professional services

Capital Outlay items include:

- \$35,000 for Ford Explorer 4x4 for use by Public Works

Position Summary

Fiscal Year 2020 Total Authorized Positions: 9

Fiscal Year 2020 Total Funded Positions: 6

Fiscal Year 2021 Total Authorized Positions: 9

Fiscal Year 2021 Total Funded Positions: 7

- Two positions (Fleet/Shop Manager and 1 Mechanic) are frozen

CITY OF KENNESAW
Public Works
Department 4000

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|-------------------------------------|-------------------------|--------------|
| 100.4000.51.110000.00000 | REGULAR EMPLOYEES | \$ 333,385 | \$ 378,204 |
| 100.4000.51.130000.00000 | OVERTIME | 7,000 | 7,000 |
| 100.4000.51.145000.00000 | HOLIDAY BONUS PAYMENT | 1,150 | 1,350 |
| 100.4000.51.170000.00000 | VACATION PAY | 24,036 | 32,297 |
| 100.4000.51.210000.00000 | GROUP INSURANCE | 65,285 | 75,483 |
| 100.4000.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 27,966 | 32,042 |
| 100.4000.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 43,422 | 45,771 |
| 100.4000.51.270000.00000 | WORKER'S COMPENSATION | 18,245 | 18,623 |
| 100.4000.52.125000.00000 | OTHER PROFESSIONAL SERV | 46,338 | 40,000 |
| 100.4000.52.310000.00000 | INS, OTHER THAN EMP BEN | 19,008 | 19,734 |
| 100.4000.52.325000.00000 | POSTAGE | 300 | 300 |
| 100.4000.52.340000.00000 | PRINTING & BINDING | 300 | 300 |
| 100.4000.52.350000.00000 | TRAVEL | 2,000 | 2,000 |
| 100.4000.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 450 | 450 |
| 100.4000.52.363000.00000 | MEETING EXPENSES | 150 | 150 |
| 100.4000.52.370000.00000 | EDUCATION & TRAINING | 2,500 | 2,500 |
| 100.4000.52.371000.00000 | PROFESSIONAL DEVELOPMENT | 500 | 500 |
| 100.4000.52.430000.00000 | VEHICLE REPAIRS & MAINT | 10,162 | 16,500 |
| 100.4000.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | 1,500 | 1,500 |
| 100.4000.52.530000.00000 | SUPPORT FOR OTR COMM ORGA | 4,550 | 4,550 |
| 100.4000.52.610000.00000 | EMPLOYEE TEAM BUILDING | 1,000 | 1,000 |
| 100.4000.53.111000.00000 | OFFICE SUPPLIES | 1,500 | 1,500 |
| 100.4000.53.117200.00000 | UNIFORMS | 7,200 | 7,200 |
| 100.4000.53.118000.00000 | OPERATING MATERIALS/SUPP | 8,000 | 8,000 |
| 100.4000.53.127000.00000 | ENERGY-GASOLINE/DIESEL | 8,000 | 8,000 |
| 100.4000.53.130000.00000 | FOOD | 2,000 | 2,000 |
| 100.4000.53.160000.00000 | VEHICLE MAINTENANCE/SMALL EQUIPMENT | 2,500 | 2,500 |
| 100.4000.53.180000.00000 | MISCELLANEOUS | 500 | 500 |
| Total Public Works | | \$ 638,947 | \$ 709,954 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|--------------------------------------|-----------------------|
| 4000 | | | | |
| | 100.4000.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 378,204 |
| | | | Sum | 378,204 |
| | 100.4000.51.130000.00000 | | | |
| | | OVERTIME | OT | 7,000 |
| | | | Sum | 7,000 |
| | 100.4000.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 1,350 |
| | | | Sum | 1,350 |
| | 100.4000.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 32,297 |
| | | | Sum | 32,297 |
| | 100.4000.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 5,541 |
| | | GROUP INSURANCE | GROUP INSURANCE | 65,285 |
| | | GROUP INSURANCE | INCREASE | 4,657 |
| | | | Sum | 75,483 |
| | 100.4000.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 32,042 |
| | | | Sum | 32,042 |
| | 100.4000.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 45,398 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 373 |
| | | | Sum | 45,771 |
| | 100.4000.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 18,623 |
| | | | Sum | 18,623 |
| | 100.4000.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERV | General repairs on Public Works yard | 5,000 |
| | | OTHER PROFESSIONAL SERV | Clean up of abatement properties | 25,000 |
| | | OTHER PROFESSIONAL SERV | Repairs of shop equipment | 10,000 |
| | | | Sum | 40,000 |
| | 100.4000.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 19,734 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|--|-----------------------|
| | | | Sum | 19,734 |
| | 100.4000.52.325000.00000 | | | |
| | | POSTAGE | Stamps for Departmental mail | 300 |
| | | | Sum | 300 |
| | 100.4000.52.340000.00000 | | | |
| | | PRINTING & BINDING | Misc printing needs for the Department | 300 |
| | | | Sum | 300 |
| | 100.4000.52.350000.00000 | | | |
| | | TRAVEL | Travel expenses for training/conferences | 2,000 |
| | | | Sum | 2,000 |
| | 100.4000.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | APWA, ASE | 450 |
| | | | Sum | 450 |
| | 100.4000.52.363000.00000 | | | |
| | | MEETING EXPENSES | Food, drink, etc for meetings | 150 |
| | | | Sum | 150 |
| | 100.4000.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | Fees for seminars/conferences | 2,500 |
| | | | Sum | 2,500 |
| | 100.4000.52.371000.00000 | | | |
| | | PROFESSIONAL DEVELOPMEN | Meeting expenses | 500 |
| | | | Sum | 500 |
| | 100.4000.52.430000.00000 | | | |
| | | VEHICLE REPAIRS & MAINT | Oils, grease, fluids | 8,000 |
| | | VEHICLE REPAIRS & MAINT | Repairs | 5,500 |
| | | VEHICLE REPAIRS & MAINT | Tires | 3,000 |
| | | | Sum | 16,500 |
| | 100.4000.52.440000.00000 | | | |
| | | EQUIPMENT REPAIRS & MAIN | Preventive maintenance | 1,000 |
| | | EQUIPMENT REPAIRS & MAIN | Repairs | 500 |
| | | | Sum | 1,500 |
| | 100.4000.52.530000.00000 | | | |
| | | SUPPORT FOR OTR COMM O | ARBOR DAY PLANTING/EVENT | 50 |
| | | SUPPORT FOR OTR COMM O | MARKETING/PROMOTIONAL MATERIAL | 500 |
| | | SUPPORT FOR OTR COMM O | KAB CONFERENCE REGISTRATION | 550 |
| | | SUPPORT FOR OTR COMM O | BOARD TRAINING/RETREAT | 300 |
| | | SUPPORT FOR OTR COMM O | KGB AFFILIATE DUES | 250 |
| | | SUPPORT FOR OTR COMM O | KAB AFFILIATE DUES | 200 |
| | | SUPPORT FOR OTR COMM O | VOLUNTEER REFRESHMENT- EVENTS | 350 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|---|-----------------------|
| | | SUPPORT FOR OTR COMM O | SHREDDER FOR 3 EVENTS | 600 |
| | | SUPPORT FOR OTR COMM O | BIG SHANTY SPONSORSHIP | 250 |
| | | SUPPORT FOR OTR COMM O | KAB CONFERENCE TRAVEL | 1,500 |
| | | | Sum | 4,550 |
| | 100.4000.52.610000.00000 | | | |
| | | EMPLOYEE TEAM BUILDING | Food and drinks for departmental events | 1,000 |
| | | | Sum | 1,000 |
| | 100.4000.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | Paper, toner, etc | 1,500 |
| | | | Sum | 1,500 |
| | 100.4000.53.117200.00000 | | | |
| | | UNIFORMS | Uniform cleaning and supply | 7,200 |
| | | | Sum | 7,200 |
| | 100.4000.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | Tools, grease, welding material, etc | 8,000 |
| | | | Sum | 8,000 |
| | 100.4000.53.127000.00000 | | | |
| | | ENERGY-GASOLINE/DIESEL | Fuel for vehicles/equipment | 8,000 |
| | | | Sum | 8,000 |
| | 100.4000.53.130000.00000 | | | |
| | | FOOD | Departmental meetings, overtime meals | 2,000 |
| | | | Sum | 2,000 |
| | 100.4000.53.160000.00000 | | | |
| | | VEHICLE MAINTENANCE/SMA | SHOVELS, RAKES, BROOMS, ETC - SMALL E | 1,000 |
| | | VEHICLE MAINTENANCE/SMA | Hand tools, saws, drills, etc | 1,500 |
| | | | Sum | 2,500 |
| | 100.4000.53.180000.00000 | | | |
| | | MISCELLANEOUS | Misc expenses | 500 |
| | | | Sum | 500 |
| | | | Grand Total | 709,954 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Public Works - Streets

Operating Budget Comments

Fiscal Year 2019 Budget: \$1,357,450

Fiscal Year 2020 Budget: \$1,512,224

Fiscal Year 2021 Budget: \$1,530,003

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- A decrease of \$40,909 in regular employees due to reclassification of street maintenance III employee to stormwater maintenance III to better align with job duties

Capital Outlay items include:

- \$421,294 Street construction and \$260,000 CDBG: local paving/resurfacing projects funded through LMIG and CDBG, including city's portion of any required match. CDBG will complete sidewalks in Woodland acres from Butler Creek to Blackgum
- Purchase of 2 ExMark Laxer Z E series 60" decks mowers to replace aging equipment

Position Summary

Fiscal Year 2020 Total Authorized Positions: 21

Fiscal Year 2020 Total Funded Positions: 21

Fiscal Year 2021 Total Authorized Positions: 20

Fiscal Year 2021 Total Funded Positions: 20

- Reduction of 1 position is due to reclassification of Street Maintenance III to Stormwater Maintenance III

CITY OF KENNESAW

Streets

Department 4200

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|------------------------------|-------------------------|--------------|
| 100.4200.51.110000.00000 | REGULAR EMPLOYEES | \$ 659,609 | \$ 618,700 |
| 100.4200.51.130000.00000 | OVERTIME | 7,000 | 7,000 |
| 100.4200.51.130500.00000 | STREET - ONCALL | 3,000 | 3,000 |
| 100.4200.51.145000.00000 | HOLIDAY BONUS PAYMENT | 3,950 | 3,750 |
| 100.4200.51.170000.00000 | VACATION PAY | 43,706 | 54,099 |
| 100.4200.51.210000.00000 | GROUP INSURANCE | 217,617 | 251,610 |
| 100.4200.51.215000.00000 | GROUP INSURANCE - RETIREE | 36,000 | 36,000 |
| 100.4200.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 54,871 | 52,521 |
| 100.4200.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 133,127 | 146,835 |
| 100.4200.51.270000.00000 | WORKER'S COMPENSATION | 67,518 | 68,918 |
| 100.4200.52.310000.00000 | INS, OTHER THAN EMP BEN | 45,626 | 47,370 |
| 100.4200.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 500 | 500 |
| 100.4200.52.370000.00000 | EDUCATION & TRAINING | 600 | 600 |
| 100.4200.52.430000.00000 | VEHICLE REPAIRS & MAINT | 45,000 | 45,000 |
| 100.4200.53.111000.00000 | OFFICE SUPPLIES | 200 | 200 |
| 100.4200.53.117200.00000 | UNIFORMS | 9,400 | 9,400 |
| 100.4200.53.118000.00000 | OPERATING MATERIALS/SUPP | 50,000 | 50,000 |
| 100.4200.53.118100.00000 | LANDSCAPING MATERIALS/SUPPLY | 68,000 | 68,000 |
| 100.4200.53.119200.00000 | SIGNAGE | 20,000 | 20,000 |
| 100.4200.53.123000.00000 | ENERGY-ELECTRICITY | 9,000 | 9,000 |
| 100.4200.53.127000.00000 | ENERGY-GASOLINE/DIESEL | 35,000 | 35,000 |
| 100.4200.53.160000.00000 | SMALL EQUIPMENT | 2,000 | 2,000 |
| 100.4200.53.180000.00000 | MISCELLANEOUS | 500 | 500 |
| Total Streets | | \$ 1,512,224 | \$ 1,530,003 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|-------------|--------------------------|--------------------------|-------------------------|-----------------------|
| 4200 | | | | |
| | 100.4200.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 618,700 |
| | | | Sum | 618,700 |
| | 100.4200.51.130000.00000 | | | |
| | | OVERTIME | OT | 7,000 |
| | | | Sum | 7,000 |
| | 100.4200.51.130500.00000 | | | |
| | | STREET - ONCALL | ON CALL | 3,000 |
| | | | Sum | 3,000 |
| | 100.4200.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 3,750 |
| | | | Sum | 3,750 |
| | 100.4200.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 54,099 |
| | | | Sum | 54,099 |
| | 100.4200.51.210000.00000 | | | |
| | | GROUP INSURANCE | GROUP INSURANCE | 217,617 |
| | | GROUP INSURANCE | INCREASE | 18,469 |
| | | GROUP INSURANCE | INCREASE | 15,524 |
| | | | Sum | 251,610 |
| | 100.4200.51.215000.00000 | | | |
| | | GROUP INSURANCE-RETIREE | GR INS RETIREES | 36,000 |
| | | | Sum | 36,000 |
| | 100.4200.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 52,521 |
| | | | Sum | 52,521 |
| | 100.4200.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 145,275 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 1,560 |
| | | | Sum | 146,835 |
| | 100.4200.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 68,918 |
| | | | Sum | 68,918 |
| | 100.4200.52.310000.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--|-----------------------|
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 47,370 |
| | | | Sum | 47,370 |
| | 100.4200.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | APWA memberships | 500 |
| | | | Sum | 500 |
| | 100.4200.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | APWA conference | 600 |
| | | | Sum | 600 |
| | 100.4200.52.430000.00000 | | | |
| | | VEHICLE REPAIRS & MAINT | Mechanical repairs | 25,000 |
| | | VEHICLE REPAIRS & MAINT | Preventive Maintenance | 5,000 |
| | | VEHICLE REPAIRS & MAINT | ADDITIONAL MAINTENANCE AS NEEDED (| 10,000 |
| | | VEHICLE REPAIRS & MAINT | Tires and Batteries | 5,000 |
| | | | Sum | 45,000 |
| | 100.4200.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | Paper, stamps, etc | 200 |
| | | | Sum | 200 |
| | 100.4200.53.117200.00000 | | | |
| | | UNIFORMS | Staff Uniforms | 9,400 |
| | | | Sum | 9,400 |
| | 100.4200.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | Asphalt for road repairs | 25,000 |
| | | OPERATING MATERIALS/SUP | Concrete for sidewalk and curb repairs | 25,000 |
| | | | Sum | 50,000 |
| | 100.4200.53.118100.00000 | | | |
| | | LANDSCAPING MATERIALS/S | Spring and Fall annuals | 20,000 |
| | | LANDSCAPING MATERIALS/S | Turf chemicals | 20,000 |
| | | LANDSCAPING MATERIALS/S | Mulch and straw for landscaping | 20,000 |
| | | LANDSCAPING MATERIALS/S | TREE REMOVAL AS NEEDED | 8,000 |
| | | | Sum | 68,000 |
| | 100.4200.53.119200.00000 | | | |
| | | SIGNAGE | Sign posts | 5,000 |
| | | SIGNAGE | Temporary sign supplies | 5,000 |
| | | SIGNAGE | Regulatory and advisory signs | 10,000 |
| | | | Sum | 20,000 |
| | 100.4200.53.123000.00000 | | | |
| | | ENERGY-ELECTRICITY | mAINT sT. OUTDOOR LIGHTING,CHEROKE | 9,000 |
| | | ENERGY-ELECTRICITY | MAIN ST. OUTDOOR LIGHTING,CHEROKKE | 0 |
| | | ENERGY-ELECTRICITY | CHRISTMAS TREE,CEMETERY | 0 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------------|---------------------------------------|-----------------------|
| | | | Sum | 9,000 |
| | 100.4200.53.127000.00000 | | | |
| | | ENERGY-GASOLINE/DIESEL | Fuel for fleet vehicles and equipment | 35,000 |
| | | | Sum | 35,000 |
| | 100.4200.53.160000.00000 | | | |
| | | SMALL EQUIPMENT | Chainsaws, trimmers, blowers, etc | 2,000 |
| | | | Sum | 2,000 |
| | 100.4200.53.180000.00000 | | | |
| | | MISCELLANEOUS | Shovels, rakes, brooms | 500 |
| | | | Sum | 500 |
| | | | Grand Total | 1,530,003 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Parks & Recreation

The Kennesaw Parks & Recreation Department is committed to providing public parks, facilities and recreation experiences that enrich the quality of life for area residents and visitors through dedicated staff, sound management and community involvement. In addition to natural areas, walking trails, bicycle paths, athletic facilities, playgrounds and open spaces, Kennesaw's Parks & Recreation Department offers Youth & Adult recreation programs, including summer camp, art, athletics, fitness, and general interest programs.

Goals & Objectives

- Target a cost recovery for direct cost for events at 90-100 percent
- Target a cost recovery for overall operations between 38-40 percent
- Increase rentals of pavilions, meeting rooms, etc. through expansion of marketing efforts
- Expand employee training to ensure high quality customer service
- Continue to expand and promote large community events
- Offer programs, classes and services for all residents
- Construction of new recreation center
- Various park upgrades and improvements – dog park, shade structures, playground surface improvements,
- Expand outdoor fitness classes for adults and children

Department Highlights

- The city maintains over 100 acres of parks, 3 community parks and 10 neighborhood parks.
- Total of 13 playgrounds, splash pad, dog park, skate park, 3 rental buildings, 13 rental rooms, 14 picnic pavilions, 3 miles of walking trails.
- The Frank Boone Dog Parks was named the "Best of Cobb" for 2019.
- Swift Cantrell Park is named by Atlanta Parent Magazine in list of Best Playgrounds.
- Salute to America brings over 20,000 people.
- Pigs and Peaches in the 19th year will reach over 60,000 people over the 2 days.
- Offer over 20 classes to youth, and over 14 classes to adults.
- Offer more than 10 camps throughout the year.
- Our All Star Summer Camp will serve over 1100 kids, along with another 500 kids with our partnering camps such as the Challenger Soccer Camp, STEAM Camp, Cooking Camp, etc.

Operating Budget Comments

Fiscal Year 2019 Budget: \$2,133,723

Fiscal Year 2020 Budget: \$2,184,448

Fiscal Year 2021 Budget: \$2,121,301

The highlights of the recommended budget include the following:

- A decrease of \$108,027 in regular employees due to reclassification of several employees for FY 21 and not filling positions for the new Recreation Center until summer of 2021
- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- A decrease of \$6,700 in other professional services due to elimination of contract to maintain skatepark website
- A decrease of \$4,227 in special events due to obtaining better pricing on contracted services

Impact Fees include:

- \$25,000 New and expanded playground at Deerfield
- \$20,000 Expansion of Dog Parks
- \$40,000 Equipment for fitness room @ Recreation Center

SPLOST projects under Parks and Recreation for FY 2021 include the new Recreation Center

Position Summary

Fiscal Year 2020 Total Authorized Positions: 23

Fiscal Year 2020 Total Funded Positions: 23

Fiscal Year 2021 Total Authorized Positions: 27

Fiscal Year 2021 Total Funded Positions: 27

- Increase due to 4 PT facility monitors for new Recreation Center

CITY OF KENNESAW
Parks and Recreation
Department 6100

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------------|-------------------------|--------------|
| 100.6100.51.110000.00000 | REGULAR EMPLOYEES | \$ 872,826 | \$ 764,799 |
| 100.6100.51.120000.00000 | TEMPORARY EMPLOYEES | 90,344 | 90,344 |
| 100.6100.51.130000.00000 | OVERTIME | 19,000 | 19,000 |
| 100.6100.51.145000.00000 | HOLIDAY BONUS PAYMENT | 4,000 | 3,750 |
| 100.6100.51.170000.00000 | VACATION PAY | 33,500 | 35,692 |
| 100.6100.51.210000.00000 | GROUP INSURANCE | 195,855 | 226,449 |
| 100.6100.51.215000.00000 | GROUP INSURANCE-RETIREE | 27,000 | 27,000 |
| 100.6100.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 78,005 | 69,889 |
| 100.6100.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 176,192 | 198,001 |
| 100.6100.51.270000.00000 | WORKER'S COMPENSATION | 12,376 | 12,632 |
| 100.6100.52.125000.00000 | OTHER PROFESSIONAL SERV | 20,828 | 14,128 |
| 100.6100.52.135000.00000 | CONTRACTED PROGROMATIC SERVICES | 230,650 | 230,650 |
| 100.6100.52.310000.00000 | INS, OTHER THAN EMP BEN | 44,338 | 46,032 |
| 100.6100.52.325000.00000 | POSTAGE | 2,300 | 1,600 |
| 100.6100.52.330000.00000 | ADVERTISING | 5,000 | 5,000 |
| 100.6100.52.340000.00000 | PRINTING & BINDING | 18,000 | 18,000 |
| 100.6100.52.350000.00000 | TRAVEL | 3,476 | 5,279 |
| 100.6100.52.360000.00000 | DUES & FEES | 2,783 | 2,783 |
| 100.6100.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 1,880 | 1,880 |
| 100.6100.52.363000.00000 | MEETING EXPENSES | 1,000 | 1,000 |
| 100.6100.52.370000.00000 | EDUCATION & TRAINING | 2,515 | 2,840 |
| 100.6100.52.395000.00000 | MILEAGE REIMBURSEMENT | 1,800 | 500 |
| 100.6100.52.396000.00000 | MERCHANT SERV FEES | - | 10,000 |
| 100.6100.52.410000.00000 | OFFICE EQUIPMENT MAINT | 100 | 100 |
| 100.6100.52.430000.00000 | VEHICLE REPAIRS & MAINT | 12,000 | 12,000 |
| 100.6100.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | 6,600 | 6,600 |
| 100.6100.52.600000.00000 | SPECIAL EVENTS | 184,312 | 180,085 |
| 100.6100.53.111000.00000 | OFFICE SUPPLIES | 2,000 | 2,000 |
| 100.6100.53.111100.00000 | COPY PAPER | 750 | 750 |
| 100.6100.53.117200.00000 | UNIFORMS | 10,500 | 10,500 |
| 100.6100.53.118600.00000 | PARKS/REC MATERIAL/SUPPLY | 84,580 | 84,580 |
| 100.6100.53.119100.00000 | REC PROG OPER SUPPLIES | 24,438 | 24,438 |
| 100.6100.53.119200.00000 | SIGNAGE | 2,500 | 1,500 |
| 100.6100.53.119500.00000 | SKATEPARK | 3,000 | 1,500 |
| 100.6100.53.127000.00000 | ENERGY-GASOLINE/DIESEL | 10,000 | 10,000 |
| Total Parks & Recreation | | \$ 2,184,448 | \$ 2,121,301 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|--------------------------------|-----------------------|
| 6100 | | | | |
| | 100.6100.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 764,799 |
| | | | Sum | 764,799 |
| | 100.6100.51.120000.00000 | | | |
| | | TEMPORARY EMPLOYEES | Summer Camp Temp Employees | 70,844 |
| | | TEMPORARY EMPLOYEES | Splash Pad Attendants Temp Emp | 19,500 |
| | | | Sum | 90,344 |
| | 100.6100.51.130000.00000 | | | |
| | | OVERTIME | Events Overtime | 19,000 |
| | | | Sum | 19,000 |
| | 100.6100.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 3,750 |
| | | | Sum | 3,750 |
| | 100.6100.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 35,692 |
| | | | Sum | 35,692 |
| | 100.6100.51.210000.00000 | | | |
| | | GROUP INSURANCE | GROUP INSURANCE | 195,855 |
| | | GROUP INSURANCE | INCREASE | 13,972 |
| | | GROUP INSURANCE | INCREASE | 16,622 |
| | | | Sum | 226,449 |
| | 100.6100.51.215000.00000 | | | |
| | | GROUP INSURANCE-RETIREE | GR INSUR RETIREES | 27,000 |
| | | | Sum | 27,000 |
| | 100.6100.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 69,889 |
| | | | Sum | 69,889 |
| | 100.6100.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 190,674 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 7,327 |
| | | | Sum | 198,001 |
| | 100.6100.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 12,632 |
| | | | Sum | 12,632 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|-------------------------|---------------------------------------|-----------------------|
| | 100.6100.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERV | Marketing/Social Media Skatepark | 0 |
| | | OTHER PROFESSIONAL SERV | Grease Trap Cleaning | 2,128 |
| | | OTHER PROFESSIONAL SERV | Replacements of Ball Field Lights | 5,000 |
| | | OTHER PROFESSIONAL SERV | Tree Removal | 5,000 |
| | | OTHER PROFESSIONAL SERV | Alarm System For Swift and Adams Park | 2,000 |
| | | | Sum | 14,128 |
| | 100.6100.52.135000.00000 | | | |
| | | CONTRACTED PROGROMATIC | Service Agreement - DC Pools | 3,650 |
| | | CONTRACTED PROGROMATIC | Instructor Payments | 225,000 |
| | | CONTRACTED PROGROMATIC | Service Agreement - Bob McAllister | 2,000 |
| | | | Sum | 230,650 |
| | 100.6100.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 46,032 |
| | | | Sum | 46,032 |
| | 100.6100.52.325000.00000 | | | |
| | | POSTAGE | Playbook Postage | 1,000 |
| | | POSTAGE | General Postage | 600 |
| | | | Sum | 1,600 |
| | 100.6100.52.330000.00000 | | | |
| | | ADVERTISING | Promotional Items / Signage | 3,000 |
| | | ADVERTISING | Advertising in Print | 2,000 |
| | | | Sum | 5,000 |
| | 100.6100.52.340000.00000 | | | |
| | | PRINTING & BINDING | Playbook Design & Printing | 15,000 |
| | | PRINTING & BINDING | Sidekick Printing | 3,000 |
| | | | Sum | 18,000 |
| | 100.6100.52.350000.00000 | | | |
| | | TRAVEL | NRPA Parking | 80 |
| | | TRAVEL | NRPA Congress Food | 427 |
| | | TRAVEL | GRPA Conf Hotel | 2,400 |
| | | TRAVEL | GRPA Conf Food | 834 |
| | | TRAVEL | GRPA Parking | 200 |
| | | TRAVEL | NRPA Congress Airfare | 0 |
| | | TRAVEL | NRPA Congress Hotel | 1,338 |
| | | | Sum | 5,279 |
| | 100.6100.52.360000.00000 | | | |
| | | DUES & FEES | Licensing Fee - ASCAP | 350 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|--------------------------|---|-----------------------|
| | | DUES & FEES | Licensing Fee - BMI | 355 |
| | | DUES & FEES | Licensing Fee - SESAC | 400 |
| | | DUES & FEES | Annual Motion Picture Licensing Corp. | 600 |
| | | DUES & FEES | Licensing For Reach Content Mgmt. | 828 |
| | | DUES & FEES | Annual Canva Pro Fee | 250 |
| | | | Sum | 2,783 |
| | 100.6100.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS | GRPA District 5 Agency Memembership | 125 |
| | | ORGANIZATIONAL MEMBERS | NRPA Agency Membership - Includes all F | 800 |
| | | ORGANIZATIONAL MEMBERS | GRPA Individ Memberships | 425 |
| | | ORGANIZATIONAL MEMBERS | GRPA Agency Membership | 400 |
| | | ORGANIZATIONAL MEMBERS | NRPA Cert P&R Professional Renewals | 130 |
| | | | Sum | 1,880 |
| | 100.6100.52.363000.00000 | | | |
| | | MEETING EXPENSES | Team Building | 1,000 |
| | | | Sum | 1,000 |
| | 100.6100.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | GRPA Conference | 1,350 |
| | | EDUCATION & TRAINING | NRPA Congress | 1,190 |
| | | EDUCATION & TRAINING | GRPA Programmers Workshop | 300 |
| | | | Sum | 2,840 |
| | 100.6100.52.395000.00000 | | | |
| | | MILEAGE REIMBURSEMENT | Mileage Reimbursement | 500 |
| | | | Sum | 500 |
| | 100.6100.52.396000.00000 | | | |
| | | BANK CHARGES | GLOBAL FEES CHARGES | 10,000 |
| | | | Sum | 10,000 |
| | 100.6100.52.410000.00000 | | | |
| | | OFFICE EQUIPMENT MAINT | Office Equip Maint | 100 |
| | | | Sum | 100 |
| | 100.6100.52.430000.00000 | | | |
| | | VEHICLE REPAIRS & MAINT | Vehicle Repairs & Maint | 12,000 |
| | | | Sum | 12,000 |
| | 100.6100.52.440000.00000 | | | |
| | | EQUIPMENT REPAIRS & MAIN | Kiln Service / Repair | 600 |
| | | EQUIPMENT REPAIRS & MAIN | Equip Repairs & Maint | 6,000 |
| | | | Sum | 6,600 |
| | 100.6100.52.600000.00000 | | | |
| | | SPECIAL EVENTS | Bunny Breakfast | 2,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|--------------------------|-----------------------------|-----------------------|
| | | SPECIAL EVENTS | Go Skateboarding Day | 750 |
| | | SPECIAL EVENTS | Uncategorized | 7,614 |
| | | SPECIAL EVENTS | Big Shanty | 310 |
| | | SPECIAL EVENTS | Summer Camp Expo | 250 |
| | | SPECIAL EVENTS | Fall Backyard Campout | 1,230 |
| | | SPECIAL EVENTS | Pigs & Peaches BBQ Festival | 85,161 |
| | | SPECIAL EVENTS | Program Palloosa | 1,250 |
| | | SPECIAL EVENTS | Salute to America | 43,541 |
| | | SPECIAL EVENTS | Valentines Day Party | 3,425 |
| | | SPECIAL EVENTS | A Sense of Adventure Series | 625 |
| | | SPECIAL EVENTS | Fall-O-Ween | 5,934 |
| | | SPECIAL EVENTS | Veterans Day Lunch | 1,575 |
| | | SPECIAL EVENTS | Book, CD & DVD | 575 |
| | | SPECIAL EVENTS | Outdoor Movie Series | 9,840 |
| | | SPECIAL EVENTS | Spring Backyard Campout | 1,800 |
| | | SPECIAL EVENTS | Touch-A-Truck | 625 |
| | | SPECIAL EVENTS | A Day with Santa | 12,000 |
| | | SPECIAL EVENTS | Christmas Tree Contest | 1,500 |
| | | SPECIAL EVENTS | Holiday Gift Shop | 80 |
| | | | Sum | 180,085 |
| | 100.6100.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | Office Supplies | 2,000 |
| | | | Sum | 2,000 |
| | 100.6100.53.111100.00000 | | | |
| | | COPY PAPER | Copy Paper | 750 |
| | | | Sum | 750 |
| | 100.6100.53.117200.00000 | | | |
| | | UNIFORMS | Park Staff Uniforms | 8,000 |
| | | UNIFORMS | Admin Staff Wear Logo | 2,500 |
| | | | Sum | 10,500 |
| | 100.6100.53.118600.00000 | | | |
| | | PARKS/REC MATERIAL/SUPPL | Sod | 7,360 |
| | | PARKS/REC MATERIAL/SUPPL | Dogipots | 4,300 |
| | | PARKS/REC MATERIAL/SUPPL | Field Light Bulbs | 863 |
| | | PARKS/REC MATERIAL/SUPPL | Flags | 976 |
| | | PARKS/REC MATERIAL/SUPPL | Johnny on the spot - Depot | 2,760 |
| | | PARKS/REC MATERIAL/SUPPL | Supplies | 2,874 |
| | | PARKS/REC MATERIAL/SUPPL | Dance Floor Panels | 1,500 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|--------------------------|--|-----------------------|
| | | PARKS/REC MATERIAL/SUPPL | Sand top-dress | 3,200 |
| | | PARKS/REC MATERIAL/SUPPL | Crushed Stone | 4,428 |
| | | PARKS/REC MATERIAL/SUPPL | Crushed Stone Dog Park | 2,000 |
| | | PARKS/REC MATERIAL/SUPPL | Infield Mix | 4,400 |
| | | PARKS/REC MATERIAL/SUPPL | Field Conditioner/Drying | 2,500 |
| | | PARKS/REC MATERIAL/SUPPL | Field Chalk | 1,092 |
| | | PARKS/REC MATERIAL/SUPPL | Field Paint | 3,200 |
| | | PARKS/REC MATERIAL/SUPPL | Splash Pad Repair and Maint | 2,500 |
| | | PARKS/REC MATERIAL/SUPPL | Irrigation Controllers | 1,249 |
| | | PARKS/REC MATERIAL/SUPPL | Mulch Playground | 14,000 |
| | | PARKS/REC MATERIAL/SUPPL | Tools and Materials | 4,800 |
| | | PARKS/REC MATERIAL/SUPPL | Fencing | 2,344 |
| | | PARKS/REC MATERIAL/SUPPL | Fontis | 792 |
| | | PARKS/REC MATERIAL/SUPPL | Equipment Rental | 2,000 |
| | | PARKS/REC MATERIAL/SUPPL | Splash Pad CO2 | 860 |
| | | PARKS/REC MATERIAL/SUPPL | Splash Pad Chemicals | 2,302 |
| | | PARKS/REC MATERIAL/SUPPL | Park Amenities | 4,000 |
| | | PARKS/REC MATERIAL/SUPPL | Playground Repairs | 4,000 |
| | | PARKS/REC MATERIAL/SUPPL | Misquito Treatments | 1,280 |
| | | PARKS/REC MATERIAL/SUPPL | Playground Replace Swings | 3,000 |
| | | | Sum | 84,580 |
| | 100.6100.53.119100.00000 | | | |
| | | REC PROG OPER SUPPLIES | Staff Shirts | 500 |
| | | REC PROG OPER SUPPLIES | Camper Snacks | 900 |
| | | REC PROG OPER SUPPLIES | Summer Camp Staff Recog | 200 |
| | | REC PROG OPER SUPPLIES | Misc | 250 |
| | | REC PROG OPER SUPPLIES | Transportation | 4,000 |
| | | REC PROG OPER SUPPLIES | Field Trips | 6,000 |
| | | REC PROG OPER SUPPLIES | Educ Programs | 3,000 |
| | | REC PROG OPER SUPPLIES | Splash Pad I-Pad Service | 456 |
| | | REC PROG OPER SUPPLIES | 1st Aid Supplies | 100 |
| | | REC PROG OPER SUPPLIES | Outdoor Supplies | 350 |
| | | REC PROG OPER SUPPLIES | Staff Name Badges | 100 |
| | | REC PROG OPER SUPPLIES | Camper T Shirts | 1,600 |
| | | REC PROG OPER SUPPLIES | Tumbling Mats | 2,300 |
| | | REC PROG OPER SUPPLIES | Splash Pad Uniforms (Shirt, 1st aid, whi | 400 |
| | | REC PROG OPER SUPPLIES | Splash Pad Front Gate Supplies | 282 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------------------------------|------------------------|---------------------------|-----------------------|
| | | REC PROG OPER SUPPLIES | Splash Pad Staff Training | 1,050 |
| | | REC PROG OPER SUPPLIES | Staff Training | 150 |
| | | REC PROG OPER SUPPLIES | Program / Activity Supply | 2,800 |
| | | | Sum | 24,438 |
| | 100.6100.53.119200.00000 | | | |
| | | SIGNAGE | Park Signage | 1,500 |
| | | | Sum | 1,500 |
| | 100.6100.53.119500.00000 | | | |
| | | SKATEPARK | Skatepark Repairs | 1,500 |
| | | | Sum | 1,500 |
| | 100.6100.53.127000.00000 | | | |
| | | ENERGY-GASOLINE/DIESEL | Fuel - Gas / Diesel | 10,000 |
| | | | Sum | 10,000 |
| | | | Grand Total | 2,121,301 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Building Services

Building Services is responsible for the enforcement of the state-mandated construction codes to ensure life, safety, health, and general welfare to the citizens of the city.

Goals and Objectives

- Issue permits to authorize the construction of new buildings or renovate existing buildings in a timely and efficient manner including on line plan review and permitting.
- Review plans for proposed projects and work with customers to ensure high level of customer service
- Inspect work-in-progress to ensure building code regulations and standards are met; this includes everything from framing to the final stage of construction immediately before occupation; average 18 inspections for every permit issued
- Earn and maintain the required certifications for all building inspectors
- Work in partnership with Zoning and Economic Development to provide service and expertise to customers wishing to develop or locate businesses in the City.
- Work in partnership with KPD to identify code enforcement violations, work towards compliance or assist in court cases – establish new code enforcement division of building services
- Work with all city departments to advise on construction and capital improvements

Department Highlights

Since Oct 1, 2019- June 3, 2020

- 1500 Permits have been issued
- Inspections performed – 2,229
- Plan Reviews performed – 533 site and building
- Code cases opened – 1923

Operating Budget Comments

Fiscal Year 2019 Budget: \$545,861

Fiscal Year 2020 Budget: \$706,282

Fiscal Year 2021 Budget: \$655,215

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- A decrease of \$15,806 in regular employees due to backfilling open combination inspector position in January 2021 and funding for ¾ of the year
- A decrease of \$63,660 in general office small equipment – this is associated with the digitizing of all plans previously stored on site – this has been funded by the technology fee

Position Summary

Fiscal Year 2020 Total Authorized Positions: 7

Fiscal Year 2020 Total Funded Positions: 7

Fiscal Year 2021 Total Authorized Positions: 7

Fiscal Year 2021 Total Funded Positions: 7

CITY OF KENNESAW
Building Services
Department 7200

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|--------------------------|-------------------------|-------------------|
| 100.7200.51.110000.00000 | REGULAR EMPLOYEES | \$ 389,439 | \$ 374,353 |
| 100.7200.51.145000.00000 | HOLIDAY BONUS PAYMENT | 1,300 | 1,350 |
| 100.7200.51.170000.00000 | VACATION PAY | 19,833 | 18,539 |
| 100.7200.51.210000.00000 | GROUP INSURANCE | 89,166 | 103,094 |
| 100.7200.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 31,409 | 30,160 |
| 100.7200.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 20,346 | 35,038 |
| 100.7200.51.270000.00000 | WORKER'S COMPENSATION | 7,068 | 7,215 |
| 100.7200.52.125000.00000 | OTHER PROFESSIONAL SERV | 52,000 | 52,000 |
| 100.7200.52.310000.00000 | INS, OTHER THAN EMP BEN | 10,591 | 10,996 |
| 100.7200.52.325000.00000 | POSTAGE | 400 | 400 |
| 100.7200.52.340000.00000 | PRINTING & BINDING | 1,250 | 1,250 |
| 100.7200.52.350000.00000 | TRAVEL | 1,550 | 1,550 |
| 100.7200.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 1,050 | 1,050 |
| 100.7200.52.363000.00000 | MEETING EXPENSES | 530 | 530 |
| 100.7200.52.370000.00000 | EDUCATION & TRAINING | 3,000 | 3,000 |
| 100.7200.52.430000.00000 | VEHICLE REPAIRS & MAINT | 1,500 | 1,500 |
| 100.7200.53.111000.00000 | OFFICE SUPPLIES | 1,000 | 1,000 |
| 100.7200.53.111100.00000 | COPY PAPER | 350 | 350 |
| 100.7200.53.117000.00000 | CLOTHING | 3,400 | 3,000 |
| 100.7200.53.127000.00000 | ENERGY-GASOLINE/DIESEL | 4,000 | 5,000 |
| 100.7200.53.140000.00000 | BOOKS & PERIODICALS | 2,500 | 2,900 |
| 100.7200.53.160000.00000 | SMALL EQUIPMENT | 940 | 940 |
| 100.7200.53.160500.00000 | GENL OFFICE SMALL EQUIP | 63,660 | - |
| Total Building Services | | <u>\$ 706,282</u> | <u>\$ 655,215</u> |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|---------------------------------|-----------------------|
| 7200 | 100.7200.51.110000.00000 | REGULAR EMPLOYEES | REG EMP | 374,353 |
| | | | Sum | 374,353 |
| | 100.7200.51.145000.00000 | HOLIDAY BONUS PAYMENT | HOL BONUS | 1,350 |
| | | | Sum | 1,350 |
| | 100.7200.51.170000.00000 | VACATION PAY | VAC PAY | 18,539 |
| | | | Sum | 18,539 |
| | 100.7200.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 89,166 |
| | | GROUP INSURANCE | INCREASE | 6,361 |
| | | GROUP INSURANCE | INCREASE | 7,567 |
| | | | Sum | 103,094 |
| | 100.7200.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | SS | 30,160 |
| | | | Sum | 30,160 |
| | 100.7200.51.240000.00000 | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 31,779 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 3,259 |
| | | | Sum | 35,038 |
| | 100.7200.51.270000.00000 | WORKER'S COMPENSATION | WORKERS COMPENSATION | 7,215 |
| | | | Sum | 7,215 |
| | 100.7200.52.125000.00000 | OTHER PROFESSIONAL SERV | ANNUAL FEES | 1,500 |
| | | OTHER PROFESSIONAL SERV | SCANNING AND COMPUTER EQUIPMENT | 10,000 |
| | | OTHER PROFESSIONAL SERV | DATA BASE POPULATION | 16,000 |
| | | OTHER PROFESSIONAL SERV | SCANNING AND ARCHIVING PROJECT | 24,500 |
| | | | Sum | 52,000 |
| | 100.7200.52.310000.00000 | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 10,996 |
| | | | Sum | 10,996 |
| | 100.7200.52.325000.00000 | | | |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|--------------------------------------|-----------------------|
| | | POSTAGE | POSTAGE | 400 |
| | | | Sum | 400 |
| | 100.7200.52.340000.00000 | | | |
| | | PRINTING & BINDING | PRINTING | 1,250 |
| | | | Sum | 1,250 |
| | 100.7200.52.350000.00000 | | | |
| | | TRAVEL | BUILDING OFFICIALS ASSOCIATION OF GA | 1,550 |
| | | | Sum | 1,550 |
| | 100.7200.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | PERMIT TECH ASSOC | 100 |
| | | PROFESSIONAL MEMBERSHIP | ICC | 250 |
| | | PROFESSIONAL MEMBERSHIP | NWGIA | 200 |
| | | PROFESSIONAL MEMBERSHIP | BOAG | 500 |
| | | | Sum | 1,050 |
| | 100.7200.52.363000.00000 | | | |
| | | MEETING EXPENSES | CONTRACTORS MEETING | 530 |
| | | | Sum | 530 |
| | 100.7200.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | EDUCATION AND TRAINING | 3,000 |
| | | | Sum | 3,000 |
| | 100.7200.52.430000.00000 | | | |
| | | VEHICLE REPAIRS & MAINT | VEHICLE REPAIRS AND MAINTANANCE | 1,500 |
| | | | Sum | 1,500 |
| | 100.7200.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | OFFICE SUPPLIES | 1,000 |
| | | | Sum | 1,000 |
| | 100.7200.53.111100.00000 | | | |
| | | COPY PAPER | COPY PAPER | 350 |
| | | | Sum | 350 |
| | 100.7200.53.117000.00000 | | | |
| | | CLOTHING | MIKE ONEAL | 500 |
| | | CLOTHING | MONICA ROBINSON | 500 |
| | | CLOTHING | COMBINATION INSPECTOR POSITION | 500 |
| | | CLOTHING | BILL HAND | 500 |
| | | CLOTHING | SCOTT BANKS | 500 |
| | | CLOTHING | SAMANTHA BAKER | 500 |
| | | | Sum | 3,000 |
| | 100.7200.53.127000.00000 | | | |
| | | ENERGY-GASOLINE/DIESEL | NEW CODE EMPLOYEES | 1,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------------|----------------|-----------------------|
| | | ENERGY-GASOLINE/DIESEL | GASOLINE/FUEL | 4,000 |
| | | | Sum | 5,000 |
| | 100.7200.53.140000.00000 | | | |
| | | BOOKS & PERIODICALS | ICC CODE BOOKS | 1,100 |
| | | BOOKS & PERIODICALS | ICC ONLINE | 1,200 |
| | | BOOKS & PERIODICALS | NEC | 300 |
| | | BOOKS & PERIODICALS | NFPA | 300 |
| | | | Sum | 2,900 |
| | 100.7200.53.160000.00000 | | | |
| | | SMALL EQUIPMENT | THERMAL PAPER | 720 |
| | | SMALL EQUIPMENT | TOOLS | 220 |
| | | | Sum | 940 |
| | | | Grand Total | 655,215 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Planning & Zoning

Planning and Zoning Department analyzes and enforces land use-related issues in the city, including accepting citizen requests, providing land use data, and processing applications. The department is the advisory and enforcement component of the city's adopted Comprehensive Plan and oversees the zoning ordinances and all adopted supplements to insure they support the goal of maintaining standards appropriate to advancing architectural, environmental and general quality of life development within the city.

Goals and Objectives

- Administer the adopted city comprehensive plan and provide short and long term city planning strategy and proposals to the Mayor& Council and the City Management team.
- Process applications for zoning permits, rezoning, variance requests, special exception requests, site review plan review, and ordinance and Comprehensive Plan amendments
- Plan for the efficient and attractive future development of the city
- Provide research and expertise for the planning process and assist in region-wide planning
- Serves as a conduit for community outreach activities that deal with development planning, new projects and master plan activities
- Seek annexation opportunities to resolve "island" situations
- Provides technical assistance as staff liaison to the Planning Commission, Historic Preservation Commission and the Art and Culture Commission.

Department Highlights

- Migration of zoning files and processing to the new IWORQs permitting system
- Affordable mixed use project approval for seniors –Royal American 76 apartment units located at Sardis & Main Street
- Mixed use development CBD approvals for downtown includes Martha Moore site and commercial parcels along Cobb Pkwy
- City of Kennesaw targeted fourteen redevelopment areas - Nine target areas addressed
- Successful adoption of code amendments that included sign ordinance, entertainment district for North Cherokee street and downtown business district
- Adoption of City Cemetery Strategic Plan
- Adoption of Public Art Master Plan
- First phase of historic district survey assessment preliminary report completed
- Successful adoption of annual CIE/ STWP report to ensure extension of Qualified Local Government (QLG) Status for Kennesaw for 2019-2020
- Noonday Creek trail connectivity planning study completed through Livable Centers Initiative grant program and partnership with Town Center Community Improvement District

Operating Budget Comments

Fiscal Year 2019 Budget: \$219,757

Fiscal Year 2020 Budget: \$226,539

Fiscal Year 2021 Budget: \$265,445

The highlights of the recommended budget include the following:

- Increase of \$23,284 in regular employees is due to the retirement of the Zoning Coordinator and the reclassification of the position to Assistant Zoning Administrator/Planner to better align with City goals and to ensure maximum efficiency and productivity while providing high levels of service and to the unfreezing of the PT zoning clerk to provide administrative support to the various committees and department
- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- Increase of \$4,500 in planning services to complete review and update of historic districts

Position Summary

Fiscal Year 2020 Total Authorized Positions: 3

Fiscal Year 2020 Total Funded Positions: 2

Fiscal Year 2021 Total Authorized Positions: 3

Fiscal Year 2021 Total Funded Positions: 3

CITY OF KENNESAW
Planning and Zoning
Department 7400

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------|-------------------------|--------------|
| 100.7400.51.110000.00000 | REGULAR EMPLOYEES | \$ 123,879 | \$ 147,163 |
| 100.7400.51.145000.00000 | HOLIDAY BONUS PAYMENT | 400 | 550 |
| 100.7400.51.170000.00000 | VACATION PAY | 10,923 | 15,752 |
| 100.7400.51.210000.00000 | GROUP INSURANCE | 21,762 | 25,161 |
| 100.7400.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 10,343 | 12,505 |
| 100.7400.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 9,907 | 10,357 |
| 100.7400.51.270000.00000 | WORKER'S COMPENSATION | 7,579 | 7,736 |
| 100.7400.52.126000.00000 | PLANNING SERVICES | 12,000 | 16,500 |
| 100.7400.52.310000.00000 | INS, OTHER THAN EMP BEN | 11,638 | 12,083 |
| 100.7400.52.325000.00000 | POSTAGE | 750 | 675 |
| 100.7400.52.331000.00000 | LEGAL PUBLICATION | 1,800 | 1,800 |
| 100.7400.52.340000.00000 | PRINTING & BINDING | 200 | 200 |
| 100.7400.52.350000.00000 | TRAVEL | 2,160 | 2,160 |
| 100.7400.52.350500.00000 | TRAVEL - HPC | 1,313 | 1,313 |
| 100.7400.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 1,313 | 1,313 |
| 100.7400.52.363000.00000 | MEETING EXPENSES | 252 | 252 |
| 100.7400.52.370000.00000 | EDUCATION & TRAINING | 3,775 | 3,775 |
| 100.7400.52.515000.00000 | HISTORIC PRES COMM EXP | 1,000 | 1,000 |
| 100.7400.53.111000.00000 | OFFICE SUPPLIES | 445 | 350 |
| 100.7400.53.111100.00000 | COPY PAPER | 600 | 600 |
| 100.7400.53.140000.00000 | BOOKS & PERIODICALS | 200 | 200 |
| 100.7400.53.180000.00000 | ART & CULTURE COMMISSION | 4,000 | 4,000 |
| 100.7400.54.230000.00000 | FURNITURE & FIXTURES | 300 | - |
| Total Planning & Zoning | | \$ 226,539 | \$ 265,445 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|--|-----------------------|
| 7400 | | | | |
| | 100.7400.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 147,163 |
| | | | Sum | 147,163 |
| | 100.7400.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 550 |
| | | | Sum | 550 |
| | 100.7400.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 15,752 |
| | | | Sum | 15,752 |
| | 100.7400.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 1,552 |
| | | GROUP INSURANCE | INCREASE | 1,847 |
| | | GROUP INSURANCE | GROUP INSURANCE | 21,762 |
| | | | Sum | 25,161 |
| | 100.7400.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 12,505 |
| | | | Sum | 12,505 |
| | 100.7400.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 9,080 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 1,277 |
| | | | Sum | 10,357 |
| | 100.7400.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 7,736 |
| | | | Sum | 7,736 |
| | 100.7400.52.126000.00000 | | | |
| | | PLANNING SERVICES | New south consultants for historic distr | 16,000 |
| | | PLANNING SERVICES | Planning Internship program | 500 |
| | | | Sum | 16,500 |
| | 100.7400.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 12,083 |
| | | | Sum | 12,083 |
| | 100.7400.52.325000.00000 | | | |
| | | POSTAGE | ZONING MATTERS - ALL MAILINGS | 675 |
| | | | Sum | 675 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|------------------------------------|-----------------------|
| | 100.7400.52.331000.00000 | | | |
| | | LEGAL PUBLICATION | MDJ LEGALS FOR PUBLIC HEARINGS | 1,800 |
| | | | Sum | 1,800 |
| | 100.7400.52.340000.00000 | | | |
| | | PRINTING & BINDING | PRINTING TRAING MATERIALS | 200 |
| | | | Sum | 200 |
| | 100.7400.52.350000.00000 | | | |
| | | TRAVEL | 2-STAFF 2DAY HOTEL STAY | 480 |
| | | TRAVEL | 7-PC MBRS 2DAY HOTEL DAY | 1,680 |
| | | | Sum | 2,160 |
| | 100.7400.52.350500.00000 | | | |
| | | TRAVEL - HPC | PLANNING ASSOCIATIONS, DSIMMONS AP | 1,313 |
| | | | Sum | 1,313 |
| | 100.7400.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS E | | 1,313 |
| | | | Sum | 1,313 |
| | 100.7400.52.363000.00000 | | | |
| | | MEETING EXPENSES | MEETINGS W/OTHER COMMUNITES AND | 252 |
| | | | Sum | 252 |
| | 100.7400.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | APA,GAZASTAFFANDPCMEMBERS-7+2 | 1,827 |
| | | EDUCATION & TRAINING | APA REGISTRATIONS FOR FORUMS | 350 |
| | | EDUCATION & TRAINING | GAZATRaining REGISTRATION 2STAFF | 500 |
| | | EDUCATION & TRAINING | COBB CHAMBER EVENTS | 150 |
| | | EDUCATION & TRAINING | 2STAFF MEMBERS EDUCATIONATARC FOR | 500 |
| | | EDUCATION & TRAINING | GAS MILEAGE-PARKING | 448 |
| | | | Sum | 3,775 |
| | 100.7400.52.515000.00000 | | | |
| | | HISTORIC PRES COMM EXP | HPC FORUMS,INITATIVES | 500 |
| | | HISTORIC PRES COMM EXP | CO-SPONSOR WORKSHOPS ACWORTH-KE | 500 |
| | | | Sum | 1,000 |
| | 100.7400.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | STAFF MATERIALS AND SUPPLIES | 350 |
| | | | Sum | 350 |
| | 100.7400.53.111100.00000 | | | |
| | | COPY PAPER | COPY PAPER COMMUNITY DEVELOPMENT | 600 |
| | | | Sum | 600 |
| | 100.7400.53.140000.00000 | | | |
| | | BOOKS & PERIODICALS | BOOKS,MATERIAL | 200 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|-------------------------------------|-----------------------|
| | | | Sum | 200 |
| | 100.7400.53.180000.00000 | | | |
| | | ART & CULTURE COMMISSIO | ARTSCULTURE SUPPLIES,STIPENDS VOLUN | 4,000 |
| | | | Sum | 4,000 |
| | 100.7400.54.230000.00000 | | | |
| | | FURNITURE & FIXTURES | STAFF FURNITURE | 300 |
| | | FURNITURE & FIXTURES | remove expenditure | -300 |
| | | | Sum | 0 |
| | | | Grand Total | 265,445 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Economic Development

The Economic Development Department's role is to promote economic vitality and strategically position the City for long term, sustainable growth. Kennesaw will continue to see economic growth in 2019 and 2020 through industrial, commercial, residential projects. These projects are concentrated in identified redevelopment areas and corridors including Cobb Parkway, Cherokee Street and downtown as well as in the existing industrial parks. There is currently approximately \$700 M in new investment planned and in the pipeline to be developed over the next 4-5 years.

Kennesaw is benefiting from a healthy economic climate, location within an economically strong county and region, proximity to strong transportation network with new investment, strong public schools, proximity to KSU, and a diverse, educated workforce with strong median income. Kennesaw is well positioned to continue to grow in a sustainable way that will buffer the City from future economic cycles. To take advantage of the constant market evolution and market competitiveness we need to have a unified, coherent approach to economic development. Economic Development strategies need to be part of an integrated approach to drive revenue growth in a way that supports delivery of excellent services and creates a quality of life that is competitive

Goals & Objectives

- Retention and expansion of existing businesses
- Recruitment of new businesses
- Recruitment of new development and capital investment
- Job creation
- Revitalization of identified redevelopment areas and corridors
- Support quality of life initiatives to promote diverse economic growth.

Department Highlights

- City's rate of growth in jobs, wages, and home prices continued to increase in 2019; anticipate additional positive performance over the next 3-4 years as additional investment is made in the community
- Observed a reduction in office (3.6%), retail (3.6%) and industrial (3.2%) vacancy rates in 2019
- The commercial & industrial land area to residential land area ratio has improved to 62% commercial & industrial/38% residential
- Approximately 15 new "brick and mortar" businesses opened in 2019. Developments that are in construction and scheduled to open by end of 2021 will add an additional 300 new jobs.
- New capital investment of \$70 million occurred in 2019. New businesses include, but are not limited to, logistics manufacturing, retail/restaurants, medical services, utility services, construction materials, financial services, and software development.
- The City continues to pursue strategic annexations that analysis demonstrates will have a positive impact on our economy and the City's finances.

Operating Budget Comments

Fiscal Year 2019 Budget: \$366,517

Fiscal Year 2020: \$417,147

Fiscal Year 2021: \$430,638

The highlights of the recommended budget include the following:

- A reduction of \$15,467 in regular employees due to funding open Economic Development Specialist ¾ of year beginning January 2021
- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase of \$15,000 in other professional services for an Economic Development Strategic Plan to be completed FY 21
- A decrease of \$5,000 in graphic design
- A continuation of wayfinding signage program for downtown, city wide facilities and historic walking tour
- A continuation of downtown art program in cooperation with Kennesaw State University's Master Craftsman program
- Expansion of downtown shared parking agreements

Position Summary

Fiscal Year 2020 Total Authorized Positions: 3

Fiscal Year 2020 Total Funded Positions: 3

Fiscal Year 2021 Total Authorized Positions: 3

Fiscal Year 2021 Total Funded Positions: 3

CITY OF KENNESAW
Economic Development
Department 7500

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|----------------------------|---------------------------|-------------------------|--------------|
| 100.7500.51.110000.00000 | REGULAR EMPLOYEES | \$ 222,648 | \$ 207,181 |
| 100.7500.51.145000.00000 | HOLIDAY BONUS PAYMENT | 600 | 600 |
| 100.7500.51.170000.00000 | VACATION PAY | 13,959 | 20,938 |
| 100.7500.51.210000.00000 | GROUP INSURANCE | 32,642 | 37,741 |
| 100.7500.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | 18,146 | 17,497 |
| 100.7500.51.240000.00000 | RETIREMENT CONTRIBUTIONS | 23,183 | 31,025 |
| 100.7500.51.270000.00000 | WORKER'S COMPENSATION | 306 | 313 |
| 100.7500.52.125000.00000 | OTHER PROFESSIONAL SERV | 15,000 | 30,000 |
| 100.7500.52.126000.00000 | PLANNING SERVICES | 15,000 | 15,000 |
| 100.7500.52.127000.00000 | DESIGN & GRAPHIC DESIGN | 10,000 | 5,000 |
| 100.7500.52.310000.00000 | INS, OTHER THAN EMP BEN | 4,188 | 4,348 |
| 100.7500.52.325000.00000 | POSTAGE | 300 | 300 |
| 100.7500.52.332000.00000 | MARKETING | 1,000 | 300 |
| 100.7500.52.340000.00000 | PRINTING & BINDING | 100 | 270 |
| 100.7500.52.350000.00000 | TRAVEL | 3,500 | 3,450 |
| 100.7500.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | 1,100 | 1,100 |
| 100.7500.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | 1,200 | 1,250 |
| 100.7500.52.363000.00000 | MEETING EXPENSES | 1,500 | 1,500 |
| 100.7500.52.364000.00000 | SUBSCRIPTIONS | 150 | 150 |
| 100.7500.52.370000.00000 | EDUCATION & TRAINING | 2,500 | 2,550 |
| 100.7500.52.395000.00000 | AUTO ALLOWANCE | 5,075 | 5,075 |
| 100.7500.52.540000.00000 | DOWNTOWN DEVELOP EXPENSE | 44,300 | 44,300 |
| 100.7500.53.111000.00000 | OFFICE SUPPLIES | 400 | 400 |
| 100.7500.53.118000.00000 | OPERATING MATERIALS/SUPP | 250 | 250 |
| 100.7500.53.140000.00000 | BOOKS & PERIODICALS | 100 | 100 |
| Total Economic Development | | \$ 417,147 | \$ 430,638 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|--------------------------|---------------------------------|-----------------------|
| 7500 | | | | |
| | 100.7500.51.110000.00000 | | | |
| | | REGULAR EMPLOYEES | REG EMP | 207,181 |
| | | | Sum | 207,181 |
| | 100.7500.51.145000.00000 | | | |
| | | HOLIDAY BONUS PAYMENT | HOL BONUS | 600 |
| | | | Sum | 600 |
| | 100.7500.51.170000.00000 | | | |
| | | VACATION PAY | VAC PAY | 20,938 |
| | | | Sum | 20,938 |
| | 100.7500.51.210000.00000 | | | |
| | | GROUP INSURANCE | INCREASE | 2,329 |
| | | GROUP INSURANCE | INCREASE | 2,770 |
| | | GROUP INSURANCE | GROUP INSURANCE | 32,642 |
| | | | Sum | 37,741 |
| | 100.7500.51.220000.00000 | | | |
| | | SOCIAL SEC (FICA) CNTRIB | SS | 17,497 |
| | | | Sum | 17,497 |
| | 100.7500.51.240000.00000 | | | |
| | | RETIREMENT CONTRIBUTION | REIREMENT CONTRIBUTIONS | 22,699 |
| | | RETIREMENT CONTRIBUTION | VALIC CITY PORTION | 8,326 |
| | | | Sum | 31,025 |
| | 100.7500.51.270000.00000 | | | |
| | | WORKER'S COMPENSATION | WORKERS COMPENSATION | 313 |
| | | | Sum | 313 |
| | 100.7500.52.125000.00000 | | | |
| | | OTHER PROFESSIONAL SERV | ED STRATEGIC PLAN | 20,000 |
| | | OTHER PROFESSIONAL SERV | PROPERTY APPRAISALS, SURVEYS | 10,000 |
| | | | Sum | 30,000 |
| | 100.7500.52.126000.00000 | | | |
| | | PLANNING SERVICES | REDEVELOPMENT AREA MARKET STUDY | 15,000 |
| | | | Sum | 15,000 |
| | 100.7500.52.127000.00000 | | | |
| | | DESIGN & GRAPHIC DESIGN | DOWNTOWN DEVELOPMENT ACTIVITY | 5,000 |
| | | | Sum | 5,000 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|-----------------------------------|-----------------------|
| | 100.7500.52.310000.00000 | | | |
| | | INS, OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 4,348 |
| | | | Sum | 4,348 |
| | 100.7500.52.325000.00000 | | | |
| | | POSTAGE | ED MAILINGS | 300 |
| | | | Sum | 300 |
| | 100.7500.52.332000.00000 | | | |
| | | MARKETING | RIBBON CUTTING SUPPLIES | 300 |
| | | | Sum | 300 |
| | 100.7500.52.340000.00000 | | | |
| | | PRINTING & BINDING | NAME BADGES | 60 |
| | | PRINTING & BINDING | BUSINESS CARDS | 210 |
| | | | Sum | 270 |
| | 100.7500.52.350000.00000 | | | |
| | | TRAVEL | MILEAGE/GAS FOR CONFERENCE TRAVEL | 200 |
| | | TRAVEL | GCED PROGRAM LODGING | 250 |
| | | TRAVEL | GA DOWNTOWN, GEDA LODGING/PER DI | 3,000 |
| | | | Sum | 3,450 |
| | 100.7500.52.361000.00000 | | | |
| | | ORGANIZATIONAL MEMBERS | GA DOWNTOWN ASSOC- DIRECTOR + MT | 300 |
| | | ORGANIZATIONAL MEMBERS | GEDA - DIRECTOR + MT | 800 |
| | | | Sum | 1,100 |
| | 100.7500.52.362000.00000 | | | |
| | | PROFESSIONAL MEMBERSHIP | DIRECTOR PROFESSIONAL ORG DUES | 800 |
| | | PROFESSIONAL MEMBERSHIP | MISC STAFF PROFESSIONAL DUES | 250 |
| | | PROFESSIONAL MEMBERSHIP | MT- ICMA DUES | 200 |
| | | | Sum | 1,250 |
| | 100.7500.52.363000.00000 | | | |
| | | MEETING EXPENSES | KBA LUNCHEON | 360 |
| | | MEETING EXPENSES | COBB CHAMBER MEETINGS | 630 |
| | | MEETING EXPENSES | ED FORUMS, ETC | 510 |
| | | | Sum | 1,500 |
| | 100.7500.52.364000.00000 | | | |
| | | SUBSCRIPTIONS | OTHER PUBLICATIONS | 65 |
| | | SUBSCRIPTIONS | ATL BUSINESS CHRONICLE | 85 |
| | | | Sum | 150 |
| | 100.7500.52.370000.00000 | | | |
| | | EDUCATION & TRAINING | MISC TRAINING | 1,000 |
| | | EDUCATION & TRAINING | GCED CLASSES (CORE + ELECTIVES) | 550 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|----------------------------|-----------------------|
| | | EDUCATION & TRAINING | CONFERENCES | 1,000 |
| | | | Sum | 2,550 |
| | 100.7500.52.395000.00000 | | | |
| | | AUTO ALLOWANCE | DIRECTOR | 5,075 |
| | | | Sum | 5,075 |
| | 100.7500.52.540000.00000 | | | |
| | | DOWNTOWN DEVELOP EXPE | WAYFINDING SIGNAGE PROJECT | 35,000 |
| | | DOWNTOWN DEVELOP EXPE | DOWNTOWN ART- KSU | 5,000 |
| | | DOWNTOWN DEVELOP EXPE | HESTER PARKING AGREEMENT | 1,800 |
| | | DOWNTOWN DEVELOP EXPE | ADD'L PARKING AGREEMENTS | 2,500 |
| | | | Sum | 44,300 |
| | 100.7500.53.111000.00000 | | | |
| | | OFFICE SUPPLIES | ED OFFICE SUPPLIES | 400 |
| | | | Sum | 400 |
| | 100.7500.53.118000.00000 | | | |
| | | OPERATING MATERIALS/SUP | GENERAL OPERATING SUPPLIES | 250 |
| | | | Sum | 250 |
| | 100.7500.53.140000.00000 | | | |
| | | BOOKS & PERIODICALS | BOOKS FOR DEPARTMENT USE | 100 |
| | | | Sum | 100 |
| | | | Grand Total | 430,638 |

CITY OF KENNESAW
General Fund
Debt Service and Transfers Out

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|-----------------------------|-------------------------|---------------------|
| 100.8000.58.110000.00000 | PRINCIPAL-BONDS SERIES 2020 | \$ - | \$ 765,000 |
| 100.8000.58.110400.00000 | PRINCIPAL - SERIES 2004 | 390,000 | - |
| 100.8000.58.110500.00000 | PRINCIPAL - SERIES 2005 | 260,000 | - |
| 100.8000.58.120000.00000 | PRINCIPAL-CAPITAL LEASE | 272,974 | 262,541 |
| 100.8000.58.200000.00000 | INTEREST - TAN | 30,000 | - |
| 100.8000.58.210000.00000 | INTEREST-BONDS SERIES 2020 | - | 139,820 |
| 100.8000.58.210400.00000 | INTEREST - SERIES 2004 | 187,254 | - |
| 100.8000.58.210500.00000 | INTEREST - SERIES 2005 | 142,346 | - |
| 100.8000.58.220000.00000 | INTEREST-CAPITAL LEASE | 13,263 | 18,349 |
| 100.8000.58.400000.00000 | ISSUANCE COSTS | 8,000 | - |
| Total Debt Service | | <u>\$ 1,303,837</u> | <u>\$ 1,185,710</u> |
| | | | |
| 100.9100.61.102000.00000 | TRANSFERS TO-KDDA | \$ 436,144 | \$ 451,914 |
| 100.9100.61.107000.00000 | TRANSFERS OUT-MUSEUM | 543,425 | 435,871 |
| 100.9100.61.108000.00000 | TRANSFERS OUT - CEMETERY | 7,665 | 6,908 |
| 100.9100.61.109000.00000 | TRANSFERS OUT-SGG | 378,701 | 410,586 |
| 100.9100.61.109600.00000 | TRANSFERS OUT - URA | 393,737 | 398,537 |
| Total Tranfers Out | | <u>\$ 1,759,672</u> | <u>\$ 1,703,816</u> |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|---------------------------|---|-----------------------|
| 8000 | | | | |
| | 100.8000.58.110000.00000 | | | |
| | | PRINCIPAL-BONDS SERIES 20 | PRINCIPAL - SERIES 2020 | 765,000 |
| | | | Sum | 765,000 |
| | 100.8000.58.120000.00000 | | | |
| | | PRINCIPAL-CAPITAL LEASE | (1) 2017 Chevy Silverado & (1) 2017 Chev | 7,476 |
| | | PRINCIPAL-CAPITAL LEASE | BLDG MT Truck FY21 \$23,000/5 yr finance | 4,600 |
| | | PRINCIPAL-CAPITAL LEASE | BLDG MT Truck FY21 \$23,000/5 yr finance | 4,600 |
| | | PRINCIPAL-CAPITAL LEASE | 2 New Marquee Signs - FY21 Cobb Pkwy D | 26,000 |
| | | PRINCIPAL-CAPITAL LEASE | PD Ford Interc Utility FY21 \$70,000/5 | 14,000 |
| | | PRINCIPAL-CAPITAL LEASE | (2) 2019 Chevy Malibu - C.M. and Code En | 6,419 |
| | | PRINCIPAL-CAPITAL LEASE | Kennesaw 800 MHz radios | 22,666 |
| | | PRINCIPAL-CAPITAL LEASE | BL Compliance Off vehicle FY21 \$20,000/5 | 4,000 |
| | | PRINCIPAL-CAPITAL LEASE | 2016 F-250Maintenance Truck (P&R) | 3,515 |
| | | PRINCIPAL-CAPITAL LEASE | 2019 Chevy Impala | 4,089 |
| | | PRINCIPAL-CAPITAL LEASE | Salt Spreader/SnowPlow for 2018 Intl Du | 4,440 |
| | | PRINCIPAL-CAPITAL LEASE | 2017 GMC Terrain Vehicle C.M. | 4,893 |
| | | PRINCIPAL-CAPITAL LEASE | (2) 2019 F250 Trucks (P.W.) & (4) Police | 28,711 |
| | | PRINCIPAL-CAPITAL LEASE | 2019 GMC Cannon Ext Cab (Bld Maint) | 3,847 |
| | | PRINCIPAL-CAPITAL LEASE | PD Ford Interc Utility FY21 \$70,000/5 | 14,000 |
| | | PRINCIPAL-CAPITAL LEASE | PD Ford F150 Quad Cab Adm FY21 \$41,00 | 8,200 |
| | | PRINCIPAL-CAPITAL LEASE | (1) F- 250 Streets | 4,153 |
| | | PRINCIPAL-CAPITAL LEASE | PW Asst Director Vehicle FY21 \$35,000/5 | 7,000 |
| | | PRINCIPAL-CAPITAL LEASE | (3) 2020 Explorer Admin and (1) Intercep | 36,057 |
| | | PRINCIPAL-CAPITAL LEASE | (7) 2014 Ford Taurus (Police) & (1) 2015 | 53,875 |
| | | | Sum | 262,541 |
| | 100.8000.58.210000.00000 | | | |
| | | INTEREST-BONDS SERIES 202 | INTEREST - SERIES 2020 | 139,820 |
| | | | Sum | 139,820 |
| | 100.8000.58.220000.00000 | | | |
| | | INTEREST-CAPITAL LEASE | Salt Spreader/SnowPlow for 2018 Intl Du | 550 |
| | | INTEREST-CAPITAL LEASE | (2) 2019 F250 Trucks (P.W.) & (4) Police | 3,893 |
| | | INTEREST-CAPITAL LEASE | 2019 GMC Canyon Ext Cab (Bld Maint) | 558 |
| | | INTEREST-CAPITAL LEASE | (3) 2020 Explorer Admin and (1) Intercep | 7,200 |

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|---------|------------------------|--|-----------------------|
| | | INTEREST-CAPITAL LEASE | (1) F- 250 Streets | 934 |
| | | INTEREST-CAPITAL LEASE | (2) 2019 Chevy Malibu - C.M. and Code En | 1,496 |
| | | INTEREST-CAPITAL LEASE | Kennesaw 800 MHz radios | 54 |
| | | INTEREST-CAPITAL LEASE | (7) 2014 Ford Taurus (Police) & (1) 2015 | 1,492 |
| | | INTEREST-CAPITAL LEASE | 2016 F-250Maintenance Truck (P&R) | 161 |
| | | INTEREST-CAPITAL LEASE | 2019 Chevy Impala | 806 |
| | | INTEREST-CAPITAL LEASE | 2017 GMC Terrain Vehicle C.M. | 486 |
| | | INTEREST-CAPITAL LEASE | (1) 2017 Chevy Silverado & (1) 2017 Chev | 719 |
| | | | Sum | 18,349 |

I

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------------|-------------------------------------|-----------------------|
| 9100 | | | | |
| | 100.9100.61.102000.00000 | | | |
| | | TRANSFERS TO-KDDA | TRAN OUT TO KDDA FOR DEBT SERV 2001 | 451,914 |
| | | | Sum | 451,914 |
| | 100.9100.61.107000.00000 | | | |
| | | TRANSFERS OUT-MUSEUM | TRAN OUT TO MUSEUM | 435,871 |
| | | | Sum | 435,871 |
| | 100.9100.61.108000.00000 | | | |
| | | TRANSFERS OUT-CEMETERY | TRAN OUT TO CEMETERY | 6,908 |
| | | | Sum | 6,908 |
| | 100.9100.61.109000.00000 | | | |
| | | TRANSFERS OUT SGG | TRAN OUT TO SGG | 410,586 |
| | | | Sum | 410,586 |
| | 100.9100.61.109600.00000 | | | |
| | | TRANSFERS OUT - URA | TRANSFERS OUT - URA | 398,537 |
| | | | Sum | 398,537 |

CITY OF KENNESAW
General Fund
Reserves

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|-------------------------|-------------------------|---------------------|
| 100.9000.61.611000.00000 | WORKING CAPITAL RESERVE | \$ 587,466 | \$ 807,558 |
| 100.9000.61.611500.00000 | CSIF RESERVE | 275,000 | 220,000 |
| 100.9000.61.612000.00000 | CPF RESERVE | 110,000 | 90,000 |
| Total Tranfers Out | | <u>\$ 972,466</u> | <u>\$ 1,117,558</u> |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|-------------------------|-------------------------|-----------------------|
| 9000 | | | | |
| | 100.9000.61.611000.00000 | | | |
| | | WORKING CAPITAL RESERVE | WORKING CAPITAL RESERVE | 807,558 |
| | | | Sum | 807,558 |
| | 100.9000.61.611500.00000 | | | |
| | | CSIF RESERVE | CSIF RESERVE | 220,000 |
| | | | Sum | 220,000 |
| | 100.9000.61.612000.00000 | | | |
| | | CPF RESERVE | CPF RESERVE | 90,000 |
| | | | Sum | 90,000 |

CITY OF KENNESAW

General Fund

Capital Outlay

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|-------------------------------|-------------------------|---------------------|
| 100.1010.54.220000.00000 | CITY MGR DEPT VEHICLES | \$ 28,000 | \$ - |
| 100.1012.54.245000.00000 | SOFTWARE - HUMAN RESOURCES | 55,000 | - |
| 100.1015.54.220000.00000 | VEHICLES - BUSINESS LICENSE | - | 20,000 |
| 100.1015.54.245000.00000 | SOFTWARE - FINANCE | 15,000 | 250,000 |
| 100.1020.54.240000.00000 | COMPUTERS - IT | 71,278 | 21,000 |
| 100.1020.54.245000.00000 | SOFTWARE - IT | - | 119,400 |
| 100.1020.54.250000.00000 | EQUIPMENT - IT | - | 173,050 |
| 100.1025.54.220000.00000 | GEN GOVT BLDGS VEHICLES | 28,000 | 46,000 |
| 100.1035.54.221000.00000 | POLICE VEHICLES | 397,000 | 321,000 |
| 100.1045.54.220000.00000 | VEHICLES - PUBLIC WORKS | - | 35,000 |
| 100.1050.54.141000.00000 | STREET CONST & IMPROVE | 821,294 | 421,294 |
| 100.1050.54.142000.00000 | CDBG PROJECTS | 184,281 | 260,000 |
| 100.1050.54.200000.00000 | STREETS MACHINERY & EQUIPMENT | 25,000 | 20,000 |
| 100.1050.54.220000.00000 | VEHICLES | 25,000 | - |
| 100.1055.54.250000.00000 | P&R EQUIPMENT | 20,000 | - |
| Total Capital Outlay | | <u>\$ 1,669,853</u> | <u>\$ 1,686,744</u> |

CITY OF KENNESAW
Asset Forfeiture
Fund 210

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|---------------------|-------------------------|--------------------|
| 210.0000.35.130500.00000 | INVESTIGATIVE FUNDS | \$ 655 | \$ 655 |
| 210.0000.35.132000.00000 | CASH CONFISCATIONS | 20,000 | 20,000 |
| 210.0000.36.100000.00000 | INTEREST REVENUES | 150 | 1,300 |
| Total Revenues and Other Financing Sources | | <u>\$ 20,805</u> | <u>\$ 21,955</u> |
| 210.9000.53.181000.00000 | STATE FORFEITURE | \$ (20,150) | \$ (21,300) |
| 210.9000.53.181500.00000 | INVESTIGATIVE FUNDS | (655) | (655) |
| Total Expenditures | | <u>\$ (20,805)</u> | <u>\$ (21,955)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|---------------------|---------------------|-------------------|
| 210 | | | | |
| | 210.0000.35.130500.00000 | INVESTIGATIVE FUNDS | INVESTIGATIVE FUNDS | -655 |
| | 210.0000.35.132000.00000 | CASH CONFISCATIONS | CASH CONFISCATIONS | -20,000 |
| | 210.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -1,300 |
| | 210.9000.53.181000.00000 | STATE FORFEITURE | STATE FORFEITURE | 21,300 |
| | 210.9000.53.181500.00000 | INVESTIGATIVE FUNDS | INVESTIGATIVE FUNDS | 655 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

CITY OF KENNESAW
Treasury Equitable Sharing
Fund 211

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|--|-------------------------|---------------------|
| 211.0000.33.708000.00000 | DEPARTMENT OF TREASURY REVENUE | \$ 120,000 | \$ 120,000 |
| 211.0000.36.100000.00000 | INTEREST REVENUES | 500 | 550 |
| | Total Revenues and Other Financing Sources | <u>\$ 120,500</u> | <u>\$ 120,550</u> |
| 211.1035.54.231500.00000 | DEPT OF TREAS - POLICE EQUIPMENT | \$ (20,000) | \$ (20,050) |
| 211.3200.51.110000.00000 | REGULAR EMPLOYEES | (42,000) | (42,000) |
| 211.3200.51.210000.00000 | GROUP INSURANCE | (5,800) | (5,800) |
| 211.3200.51.220000.00000 | SOCIAL SEC (FICA)CONTRIBUTION | (3,200) | (3,200) |
| 211.3200.51.240000.00000 | RETIREMENT CONTRIBUTIONS | (2,500) | (2,500) |
| 211.3200.51.270000.00000 | WORKERS COMPENSATION | (2,400) | (2,400) |
| 211.3200.52.231500.00000 | DEPARTMENT OF TREAS-OPER EXP | (44,600) | (44,600) |
| | Total Expenditures | <u>\$ (120,500)</u> | <u>\$ (120,550)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|-----------------------------------|--------------------------------|-------------------|
| 211 | | | | |
| | 211.0000.33.708000.00000 | DEPARTMENT OF TREASURY REVENUE | DEPARTMENT OF TREASURY REVENUE | -120,000 |
| | 211.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -550 |
| | 211.1035.54.231500.00000 | DEPT OF TREAS - POLICE EQUIPMENT | DEPT OF TREAS | 20,050 |
| | 211.3200.51.110000.00000 | REGULAR EMPLOYEES | REGULAR EMPLOYEES | 42,000 |
| | 211.3200.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 5,800 |
| | 211.3200.51.220000.00000 | SOCIAL SEC (FICA)CONTRIBUTION | SOCIAL SEC (FICA)CONTRIBUTION | 3,200 |
| | 211.3200.51.240000.00000 | RETIREMENT CONTRIBUTIONS | RETIREMENT CONTRIBUTIONS | 2,500 |
| | 211.3200.51.270000.00000 | WORKERS COMPENSATION | WORKERS COMPENSATION | 2,400 |
| | 211.3200.52.231500.00000 | DEPT OF TREAS - OPERATING EXPENSE | TREASURY OPER EXPENSE | 44,600 |
| | Sum | | | 0 |
| | Grand Total | | | 0 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Emergency 911

The 911 department serves the cities of Kennesaw and Acworth. They are responsible for emergency calls and non-emergency calls which require a police response. Additionally, the operators are responsible for computer entries pertaining to wanted/missing persons and stolen property.

Goals & Objectives

- Meet and exceed service demands as to provide the highest quality customer service to our citizens.
- Ensure employees receive adequate and appropriate training to improve their skills and knowledge to better meet the needs of the community.
- Enhance existing staffing in order to expand and develop progressive programs to improve the 911 centers quality of service.
- Maintain, install, and implement equipment and computer programs as new products are developed, or current programs reach end of life to ensure all equipment in the 911 center is meeting standards which ultimately may have an impact on the response to the community.

Department Highlights

CALEA Certification awarded in November 2019

| | 2018 | 2019 |
|---------------|---------|---------|
| Non-emergency | 84,215 | 85,319 |
| 911 | 23,294 | 23,418 |
| Total calls | 107,509 | 108,737 |
| Open records | 200 | 380 |

Operating Budget Comments

Fiscal Year 2019 Budget: \$1,170,190

Fiscal Year 2020 Budget: \$1,177,000

Fiscal Year 2021 Budget: \$1,349,900

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- A \$3,600 decrease in the T-I line as costs were transferred to IT to be covered under overall phone line expense
- A decrease of \$9,000 in PSAP line expense
- A \$7,488 increase in software maintenance

Capital Outlay items include:

- \$150,000 Viper Phone and Power 911 upgrade with Power Metrics

Position Summary

Fiscal Year 2020 Total Authorized Positions: 20

Fiscal Year 2020 Total Funded Positions: 19

- One position (Assistant Director) is frozen

Fiscal Year 2021 Total Authorized Positions: 19

Fiscal Year 2021 Total Funded Positions: 18

- One position (Assistant Director) is frozen

Combined 2 part time positions into 1 full time for a total of 19 authorized

CITY OF KENNESAW

E911

Fund 215

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|------------------------------|-------------------------|----------------|
| 215.0000.34.291000.00000 | PREPAID WIRELESS - KENNESAW | \$ 152,100 | \$ 142,100 |
| 215.0000.34.295500.00000 | PREPAID WIRELESS - ACWORTH | 105,300 | 95,000 |
| 215.0000.34.296000.00000 | NON-PREPAID CHARGES ACWORTH | 327,600 | 389,000 |
| 215.0000.34.296500.00000 | NON-PREPAID CHARGES KENNESAW | 585,000 | 713,000 |
| 215.0000.36.100000.00000 | INTEREST REVENUES | 7,000 | 10,800 |
| Total Revenues and Other Financing Sources | | \$ 1,177,000 | \$ 1,349,900 |
| 215.3800.51.110000.00000 | REGULAR EMPLOYEES | \$ (642,928) | \$ (646,215) |
| 215.3800.51.130000.00000 | OVERTIME | (85,000) | (85,000) |
| 215.3800.51.145000.00000 | HOLIDAY BONUS PAYMENT | (3,400) | (3,300) |
| 215.3800.51.170000.00000 | VACATION PAY | (27,985) | (42,819) |
| 215.3800.51.210000.00000 | GROUP INSURANCE | (165,832) | (176,127) |
| 215.3800.51.215000.00000 | GROUP INSURANCE-RETIREE | (17,000) | (17,000) |
| 215.3800.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | (59,120) | (59,466) |
| 215.3800.51.270000.00000 | WORKER'S COMPENSATION | (1,301) | (1,328) |
| 215.3800.52.123100.00000 | PRE-EMPLOYMENT PHYSICALS | (3,000) | (3,000) |
| 215.3800.52.310000.00000 | INS,OTHER THAN EMP BEN | (21,021) | (21,824) |
| 215.3800.52.323500.00000 | T - 1 LINE | (3,600) | - |
| 215.3800.52.324000.00000 | 911 PSAP LINE | (20,000) | (11,000) |
| 215.3800.52.325000.00000 | POSTAGE | (25) | (25) |
| 215.3800.52.350000.00000 | TRAVEL | (4,700) | (6,700) |
| 215.3800.52.360000.00000 | DUES & FEES | (4,075) | (4,130) |
| 215.3800.52.363000.00000 | MEETING EXPENSES | (250) | (250) |
| 215.3800.52.364000.00000 | SUBSCRIPTIONS | (2,997) | (2,997) |
| 215.3800.52.370000.00000 | EDUCATION & TRAINING | (5,008) | (4,048) |
| 215.3800.52.420500.00000 | SOFTWARE MAINTENANCE | (23,848) | (31,336) |
| 215.3800.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | (4,400) | (6,600) |
| 215.3800.52.450000.00000 | RADIO REPAIRS & MAINT | (3,970) | (4,080) |
| 215.3800.53.111000.00000 | OFFICE SUPPLIES | (2,330) | (2,330) |
| 215.3800.53.111100.00000 | COPY PAPER | (1,000) | (1,000) |
| 215.3800.53.117200.00000 | UNIFORMS | (2,400) | (2,400) |
| 215.3800.53.160000.00000 | SMALL EQUIPMENT | (3,000) | (3,000) |
| 215.3800.53.160500.00000 | GENL OFFICE SMALL EQUIP | (1,400) | (1,400) |
| 215.3800.53.161000.00000 | COMPUTERS-911 | (3,800) | (3,800) |
| 215.3800.54.241600.00000 | EQUIPMENT | - | (150,000) |
| 215.9100.61.109000.00000 | TRANSFERS OUT - GENERAL FUND | (63,610) | (58,725) |
| Total Expenditures | | \$ (1,177,000) | \$ (1,349,900) |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|------------------------------|----------------------------------|-------------------|
| 215 | | | | |
| | 215.0000.34.291000.00000 | PREPAID WIRELESS - KENNESAW | PREPAID WIRELESS - KENNESAW | -142,100 |
| | 215.0000.34.295500.00000 | PREPAID WIRELESS - ACWORTH | PREPAID WIRELESS - ACWORTH | -95,000 |
| | 215.0000.34.296000.00000 | NON-PREPAID CHARGES ACWORTH | NON-PREPAID CHARGES ACWORTH | -389,000 |
| | 215.0000.34.296500.00000 | NON-PREPAID CHARGES KENNESAW | NON-PREPAID CHARGES KENNESAW | -713,000 |
| | 215.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -10,800 |
| | 215.3800.51.110000.00000 | REGULAR EMPLOYEES | REG EMP | 646,215 |
| | 215.3800.51.130000.00000 | OVERTIME | OT | 85,000 |
| | 215.3800.51.145000.00000 | HOLIDAY BONUS PAYMENT | HOL BONUS | 3,300 |
| | 215.3800.51.170000.00000 | VACATION PAY | VAC PAY | 42,819 |
| | 215.3800.51.210000.00000 | GROUP INSURANCE | INCREASE | 10,867 |
| | 215.3800.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 152,332 |
| | 215.3800.51.210000.00000 | GROUP INSURANCE | INCREASE | 12,928 |
| | 215.3800.51.215000.00000 | GROUP INSURANCE-RETIREE | GR INS RETIREES | 17,000 |
| | 215.3800.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | SS | 59,466 |
| | 215.3800.51.270000.00000 | WORKER'S COMPENSATION | WORKERS COMPENSATION | 1,328 |
| | 215.3800.52.123100.00000 | PRE-EMPLOYMENT PHYSICALS | New hire Phy, Psy, and Polygraph | 3,000 |
| | 215.3800.52.310000.00000 | INS,OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 21,824 |
| | 215.3800.52.323500.00000 | T - 1 LINE | T-1 LINE | 0 |
| | 215.3800.52.324000.00000 | 911 PSAP LINE | 911 PSAP Line | 11,000 |
| | 215.3800.52.325000.00000 | POSTAGE | POSTAGE | 25 |
| | 215.3800.52.350000.00000 | TRAVEL | APCO NATIONAL CONF TRAVEL/HOTEL | 1,550 |
| | 215.3800.52.350000.00000 | TRAVEL | GCIC CONFERENCE TRAVEL/HOTEL | 1,150 |
| | 215.3800.52.350000.00000 | TRAVEL | GECC SPRING CONF TRAVEL/HOTEL | 1,300 |
| | 215.3800.52.350000.00000 | TRAVEL | CALEA CONF TRAVEL/HOTEL | 1,800 |
| | 215.3800.52.350000.00000 | TRAVEL | GECC FALL CONF TRAVEL/HOTEL | 900 |
| | 215.3800.52.360000.00000 | DUES & FEES | APCO 4 MEMBERSHIPS \$92 EACH | 368 |
| | 215.3800.52.360000.00000 | DUES & FEES | CALEA ANNUAL PROGRAM FEE | 3,395 |
| | 215.3800.52.360000.00000 | DUES & FEES | PSCAN MEMBERSHIP | 50 |
| | 215.3800.52.360000.00000 | DUES & FEES | NENA MEMBERSHIP | 142 |
| | 215.3800.52.360000.00000 | DUES & FEES | GPAC MEMBERSHIP | 175 |
| | 215.3800.52.363000.00000 | MEETING EXPENSES | MEETING EXPENSES | 250 |
| | 215.3800.52.364000.00000 | SUBSCRIPTIONS | POWER DMS | 1,750 |
| | 215.3800.52.364000.00000 | SUBSCRIPTIONS | AERO | 200 |

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|------------------------------|--------------------------------|-------------------|
| | 215.3800.52.364000.00000 | SUBSCRIPTIONS | GUARDIAN TRACKING | 1,047 |
| | 215.3800.52.370000.00000 | EDUCATION & TRAINING | GECC SPRING REG | 260 |
| | 215.3800.52.370000.00000 | EDUCATION & TRAINING | GCIC CONFERENCE REG | 468 |
| | 215.3800.52.370000.00000 | EDUCATION & TRAINING | APCO NATIONAL REG | 480 |
| | 215.3800.52.370000.00000 | EDUCATION & TRAINING | 911 TRAINING CLASSES | 2,040 |
| | 215.3800.52.370000.00000 | EDUCATION & TRAINING | CALEA CONFERENCE REG | 700 |
| | 215.3800.52.370000.00000 | EDUCATION & TRAINING | GECC FALL REG | 100 |
| | 215.3800.52.420500.00000 | SOFTWARE MAINTENANCE | VIPER/ATT ANNUAL PHONE MAINTEN | 28,032 |
| | 215.3800.52.420500.00000 | SOFTWARE MAINTENANCE | RECORDING SYSTEM | 3,304 |
| | 215.3800.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | TTY LINE | 5,400 |
| | 215.3800.52.440000.00000 | EQUIPMENT REPAIRS & MAINT | TRANSLATION SERVICE | 1,200 |
| | 215.3800.52.450000.00000 | RADIO REPAIRS & MAINT | CHARGERS | 900 |
| | 215.3800.52.450000.00000 | RADIO REPAIRS & MAINT | RADIO REPAIRS | 2,000 |
| | 215.3800.52.450000.00000 | RADIO REPAIRS & MAINT | HEADSETS | 1,000 |
| | 215.3800.52.450000.00000 | RADIO REPAIRS & MAINT | PHONE JACKS | 180 |
| | 215.3800.53.111000.00000 | OFFICE SUPPLIES | FONTIS | 1,080 |
| | 215.3800.53.111000.00000 | OFFICE SUPPLIES | GENERAL SUPPLIES | 1,250 |
| | 215.3800.53.111100.00000 | COPY PAPER | COPY PAPER | 1,000 |
| | 215.3800.53.117200.00000 | UNIFORMS | \$150 PER EMPLOYEE | 2,400 |
| | 215.3800.53.160000.00000 | SMALL EQUIPMENT | CHAIRS FOR 911 CENTER | 3,000 |
| | 215.3800.53.160500.00000 | GENL OFFICE SMALL EQUIP | SHREDDER | 600 |
| | 215.3800.53.160500.00000 | GENL OFFICE SMALL EQUIP | GENERAL OFFICE EQUIPMENT | 800 |
| | 215.3800.53.161000.00000 | COMPUTERS - 911 | MONITORS | 3,000 |
| | 215.3800.53.161000.00000 | COMPUTERS - 911 | COMPUTER ACCESORIES | 800 |
| | 215.3800.54.241600.00000 | EQUIPMENT | VIPER PHONE/UPGRADE W/ POWER | 150,000 |
| | 215.9100.61.109000.00000 | TRANSFERS OUT - GENERAL FUND | TRANSFERS OUT - GENERAL FUND | 58,725 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

CITY OF KENNESAW**E911****Department 3800**

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|------------------|-------------------------|--------------|
| 100.3800.52.363000.00000 | MEETING EXPENSES | \$ 1,000 | \$ 1,300 |
| Total General Fund E911 | | \$ 1,000 | \$ 1,300 |

Budget Details by Department

| Department | Account | AccountName | DescriptionFld | AmountWithoutDecimals |
|------------|--------------------------|------------------|---------------------------|-----------------------|
| 3800 | 100.3800.52.363000.00000 | MEETING EXPENSES | NON-ELIGIBLE 911 EXPENSES | 1,300 |
| | | | Sum | 1,300 |

CITY OF KENNESAW

Hotel/Motel Tax

Fund 275

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|------------------------|-------------------------|--------------------|
| 275.0000.31.410000.00000 | HOTEL/MOTEL | \$ 20,000 | \$ 30,000 |
| 275.0000.31.412000.00000 | 40% OF TAX REMITTED | 4,800 | 7,200 |
| 275.0000.31.413000.00000 | 4% COLLECTION FEE | 500 | 750 |
| 275.0000.36.100000.00000 | INTEREST REVENUES | 200 | 340 |
| Total Revenues and Other Financing Sources | | <u>\$ 25,500</u> | <u>\$ 38,290</u> |
| 275.4970.52.395600.00000 | 62.5% TO COBB GALLERIA | \$ (12,500) | \$ (18,750) |
| 275.9100.61.101000.00000 | TRANSFERS OUT - MUSEUM | (13,000) | (19,540) |
| Total Expenditures | | <u>\$ (25,500)</u> | <u>\$ (38,290)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|------------------------|------------------------|-------------------|
| 275 | | | | |
| | 275.0000.31.410000.00000 | HOTEL/MOTEL | HOTEL/MOTEL | -30,000 |
| | 275.0000.31.412000.00000 | 40% OF TAX REMITTED | 40% OF TAX REMITTED | -7,200 |
| | 275.0000.31.413000.00000 | 4% COLLECTION FEE | 4% COLLECTION FEE | -750 |
| | 275.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -340 |
| | 275.4970.52.395600.00000 | 62.5% TO COBB GALLERIA | 62.5% TO COBB GALLERIA | 18,750 |
| | 275.9100.61.101000.00000 | TRANSFERS OUT - MUSEUM | TRANSFERS OUT - MUSEUM | 19,540 |
| | Sum | | | 0 |
| | Grand Total | | | 0 |

CITY OF KENNESAW

Impact Fee

Fund 276

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|----------------------------------|-------------------------|---------------------|
| 276.0000.32.195000.00000 | IMPACT FEES - PARKS & RECREATION | \$ 65,000 | \$ 65,000 |
| 276.0000.32.196000.00000 | IMPACT FEES - POLICE DEPARTMENT | 2,000 | 1,800 |
| 276.0000.36.100000.00000 | INTEREST REVENUES | 2,000 | 6,500 |
| 276.0000.39.400000.00000 | USE OF PRIOR YEAR RESERVES | 93,568 | 31,700 |
| Total Revenues and Other Financing Sources | | <u>\$ 162,568</u> | <u>\$ 105,000</u> |
| 276.4225.52.125000.00000 | OTHER PROFESSIONAL SERVICES | \$ (45,000) | \$ - |
| 276.4225.54.145000.00000 | PARK IMPROVEMENTS | (75,000.00) | (45,000.00) |
| 276.4225.54.200000.00000 | MACHINERY & EQUIPMENT | - | (40,000.00) |
| 276.4225.54.252000.00000 | POLICE EQUIPMENT | (42,568.00) | (20,000.00) |
| Total Expenditures | | <u>\$ (162,568)</u> | <u>\$ (105,000)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|----------------------------------|--------------------------------|-------------------|
| 276 | | | | |
| | 276.0000.32.195000.00000 | IMPACT FEES - PARKS & RECREATION | IMPACT FEES | -65,000 |
| | 276.0000.32.196000.00000 | IMPACT FEES - POLICE DEPARTMENT | IMPACT FEES | -1,800 |
| | 276.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -6,500 |
| | 276.0000.39.400000.00000 | USE OF PRIOR YEAR RESERVES | for park improvements | -31,700 |
| | 276.4225.54.145000.00000 | PARK IMPROVEMENTS | EXPANSION FO THE DOG PARK | 20,000 |
| | 276.4225.54.145000.00000 | PARK IMPROVEMENTS | DEERFIELD PARK IMPROVEMENTS | 25,000 |
| | 276.4225.54.200000.00000 | MACHINERY & EQUIPMENT | EQUIPMENT FOR FITNESS ROOM REC | 40,000 |
| | 276.4225.54.252000.00000 | POLICE EQUIPMENT | ACTIVE SHOOTER KITS | 20,000 |
| | Sum | | | 0 |
| | Grand Total | | | 0 |

CITY OF KENNESAW

Cemetery

Fund 285

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|------------------------------|-------------------------|--------------------|
| 285.0000.34.910000.00000 | CEMETERY FEES | \$ 5,000 | \$ 5,000 |
| 285.0000.34.911500.00000 | CEMETERY TREES REVENUE | 700.00 | 700.00 |
| 285.0000.36.100000.00000 | INTEREST REVENUES | 335.00 | 684.00 |
| 285.0000.37.000000.00000 | CONTRIBUTION/DONATIONS | 500.00 | 500.00 |
| 285.0000.37.100000.00000 | DONATION - CEM. PRESERVATION | 3,000.00 | 3,000.00 |
| 285.0000.39.110000.00000 | TRANSFERS IN - GENERAL FUND | 7,665.00 | 6,908.00 |
| 285.0000.39.400000.00000 | USE OF PY RESERVES | 7,500.00 | 6,908.00 |
| Total Revenues and Other Financing Sources | | <u>\$ 24,700</u> | <u>\$ 23,700</u> |
| 285.4950.52.325000.00000 | POSTAGE | \$ (500) | \$ (500) |
| 285.4950.52.350000.00000 | TRAVEL | (650) | (650) |
| 285.4950.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | (50) | (50) |
| 285.4950.53.118000.00000 | OPERATING MATERIALS/SUPP | (8,000) | (8,000) |
| 285.4950.53.118500.00000 | CEMETERY TREES | (500) | (500) |
| 285.4950.54.121000.00000 | CEMETERY IMPROVEMENTS | (15,000) | (14,000) |
| Total Expenditures | | <u>\$ (24,700)</u> | <u>\$ (23,700)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|------------------------------------|---------------------------------|-------------------|
| 285 | | | | |
| | 285.0000.34.910000.00000 | CEMETERY FEES | LOTS, PERMITS, CREMATION GARDEN | -5,000 |
| | 285.0000.34.911500.00000 | CEMETERY TREES REVENUE | MEMORIAL TREES | -700 |
| | 285.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -684 |
| | 285.0000.37.000000.00000 | CONTRIBUTION/DONATIONS | CONTRIBUTIONS/DONATIONS | -500 |
| | 285.0000.37.100000.00000 | DONATION - CEM. PRESERVATION FOUND | FOUNDATION DONATION | -3,000 |
| | 285.0000.39.110000.00000 | TRANSFERS IN - GENERAL FUND | TRANSFER IN FROM GF | -6,908 |
| | 285.0000.39.400000.00000 | USE OF PY RESERVE | RESERVES | -6,908 |
| | 285.4950.52.325000.00000 | POSTAGE | POSTAGE | 500 |
| | 285.4950.52.350000.00000 | TRAVEL | TRAVEL | 650 |
| | 285.4950.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | ORGANIZATIONAL MEMBERSHIPS | 50 |
| | 285.4950.53.118000.00000 | OPERATING MATERIALS/SUPP | OPERATING MATERIALS/SUPPLIES | 8,000 |
| | 285.4950.53.118500.00000 | CEMETERY TREES | TREE PURCHASES | 500 |
| | 285.4950.54.121000.00000 | CEMETERY IMPROVEMENTS | CEMETERY IMPROVEMENTS | 14,000 |
| | Sum | | | 0 |
| | Grand Total | | | 0 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Public Works - Sanitation

Operating Budget Comments

Fiscal Year 2019 Budget: \$2,549,900

Fiscal Year 2020 Budget: \$2,659,100

Fiscal Year 2021 Budget: \$2,795,802

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- Costs associated with contracted services remain steady for FY 21 increasing by only 1%
- Increase in software of \$100,000 due to purchase of Financial Accounting and Reporting Software

Position Summary

Fiscal Year 2020 Total Authorized Positions: 2*

Fiscal Year 2020 Total Funded Positions: 2*

Fiscal Year 2021 Total Authorized Positions: 2*

Fiscal Year 2021 Total Funded Positions: 2*

- The Sanitation fund pays for 2 positions (Utility Billing Clerk and Support Clerk) that are accounted for in the total number of authorized positions in the Finance department

CITY OF KENNESAW

Sanitation

Fund 540

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|--------------------------------|-------------------------|-----------------------|
| 540.0000.34.411000.00000 | RESIDENTIAL COLLECTION CHARGES | \$ 2,500,000 | \$ 2,500,000 |
| 540.0000.34.412000.00000 | COMMERCIAL COLLECTION CHARGES | 17,000 | 17,000 |
| 540.0000.34.413000.00000 | SAN-SALE OF RECYCLED MATERIAL | 3,000 | 3,000 |
| 540.0000.34.414000.00000 | SAN - BULK PICKUP CHARGES | 31,000 | 31,000 |
| 540.0000.34.419100.00000 | SANITATION PENALTY | 50,000 | 50,000 |
| 540.0000.34.421200.00000 | RESTART FEE | 35,000 | 35,000 |
| 540.0000.34.930000.00000 | BAD CHECK FEES | 600 | 600 |
| 540.0000.36.100000.00000 | INTEREST REVENUES | 22,500 | 39,000 |
| 540.0000.39.400000.00000 | USE OF PY RES FOR SOFTWARE | - | 120,202 |
| Total Revenues | | <u>\$ 2,659,100</u> | <u>\$ 2,795,802</u> |
| 540.4500.51.110000.00000 | REGULAR EMPLOYEES | \$ (74,441) | \$ (70,407) |
| 540.4500.51.130000.00000 | OVERTIME | (200) | (200) |
| 540.4500.51.145000.00000 | HOLIDAY BONUS PAYMENT | (400) | (400) |
| 540.4500.51.170000.00000 | VACATION PAY | (5,221) | (6,761) |
| 540.4500.51.210000.00000 | GROUP INSURANCE | (21,579) | (24,949) |
| 540.4500.51.215000.00000 | GROUP INSURANCE-RETIREE | (18,000) | (18,000) |
| 540.4500.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | (6,140) | (5,949) |
| 540.4500.51.240000.00000 | RETIREMENT CONTRIBUTIONS | (13,311) | (27,658) |
| 540.4500.51.270000.00000 | WORKER'S COMPENSATION | (77) | (78) |
| 540.4500.52.125000.00000 | OTHER PROFESSIONAL SERV | (1,900,000) | (1,923,200) |
| 540.4500.52.325000.00000 | POSTAGE | (38,000) | (38,000) |
| 540.4500.52.340000.00000 | PRINTING & BINDING | (15,000) | (15,000) |
| 540.4500.52.392000.00000 | LANDFILL DISPOSAL SERV | (25,000) | (25,000) |
| 540.4500.52.396000.00000 | MERCHANT SERV FEES | (40,000) | (40,000) |
| 540.4500.53.111000.00000 | OFFICE SUPPLIES | (200) | (200) |
| 540.4500.54.245000.00000 | SOFTWARE | - | (100,000) |
| 540.9100.61.109000.00000 | TRANSFERS OUT - GENERAL FUND | (500,000) | (500,000) |
| Total Expenses | | <u>\$ (2,657,569)</u> | <u>\$ (2,795,802)</u> |
| Excess | | \$ 1,531 | \$ - |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|--------------------------------|---------------------------------|-------------------|
| 540 | | | | |
| | 540.0000.34.411000.00000 | RESIDENTIAL COLLECTION CHARGES | RESIDENTIAL COLLECTION CHARGES | -2,500,000 |
| | 540.0000.34.412000.00000 | COMMERCIAL COLLECTION CHARGES | COMMERCIAL COLLECTION CHARGES | -17,000 |
| | 540.0000.34.413000.00000 | SAN-SALE OF RECYCLED MATERIAL | SAN-SALE OF RECYCLED MATERIAL | -3,000 |
| | 540.0000.34.414000.00000 | SAN - BULK PICKUP CHARGES | SAN - BULK PICKUP CHARGES | -31,000 |
| | 540.0000.34.419100.00000 | SANITATION PENALTY | SANITATION PENALTY | -50,000 |
| | 540.0000.34.421200.00000 | RESTART FEE | RESTART FEE | -35,000 |
| | 540.0000.34.930000.00000 | BAD CHECK FEES | BAD CHECK FEES | -600 |
| | 540.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -39,000 |
| | 540.0000.39.400000.00000 | USE OF PY RESERVES | USE OF PY RESERVES FOR SOFTWARE | -120,202 |
| | 540.4500.51.110000.00000 | REGULAR EMPLOYEES | REG EMP | 70,407 |
| | 540.4500.51.130000.00000 | OVERTIME | OT | 200 |
| | 540.4500.51.145000.00000 | HOLIDAY BONUS PAYMENT | HOL BONUS | 400 |
| | 540.4500.51.170000.00000 | VACATION PAY | VAC PAY | 6,761 |
| | 540.4500.51.210000.00000 | GROUP INSURANCE | INCREASE | 1,539 |
| | 540.4500.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 21,579 |
| | 540.4500.51.210000.00000 | GROUP INSURANCE | INCREASE | 1,831 |
| | 540.4500.51.215000.00000 | GROUP INSURANCE-RETIREE | GR INS RETIREES | 18,000 |
| | 540.4500.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | SS | 5,949 |
| | 540.4500.51.240000.00000 | RETIREMENT CONTRIBUTIONS | VALIC CITY PORTION | 419 |
| | 540.4500.51.240000.00000 | RETIREMENT CONTRIBUTIONS | REIREMENT CONTRIBUTIONS | 27,239 |
| | 540.4500.51.270000.00000 | WORKER'S COMPENSATION | WORKERS COMPENSATION | 78 |
| | 540.4500.52.125000.00000 | OTHER PROFESSIONAL SERV | Republic Serv 1.22% increase | 1,923,200 |
| | 540.4500.52.325000.00000 | POSTAGE | Postage for billing | 38,000 |
| | 540.4500.52.340000.00000 | PRINTING & BINDING | Bill printing | 15,000 |
| | 540.4500.52.392000.00000 | LANDFILL DISPOSAL SERV | Disposal of bulk items | 25,000 |
| | 540.4500.52.396000.00000 | BANK CHARGES | Bank charges | 40,000 |
| | 540.4500.53.111000.00000 | OFFICE SUPPLIES | Paper, stamps, etc | 200 |
| | 540.4500.54.245000.00000 | SOFTWARE | UB SOFTWARE | 100,000 |
| | 540.9100.61.109000.00000 | TRANSFERS OUT - GENERAL FUND | TRAN OUT TO GF | 500,000 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Southern Museum of Civil War & Locomotive History

The Southern Museum of Civil War and Locomotive History collects and preserves objects and archival materials pertaining to the Civil War, Reconstruction, Southeastern Railroads, Great Locomotive Chase, Glover Machine Works, and relevant historic southern economic and social issues. The Railroad Education Center Library & Archives offers researchers the opportunity to study collections. The Museum offers various options for community rental facilities and boasts a highly successful gift shop. A public-private partnership exists between the City and the Kennesaw Museum Foundation for the purpose of the Museum. The Southern Museum is the only Smithsonian Affiliated history museum in Georgia.

Goals and Objectives

- The overall objective of the Southern Museum is to promote education initiatives and programming through mission-relevant curriculum and community partnerships.
- Raising additional private dollars through the Kennesaw Museum Foundation in support of specific educational projects at the Southern Museum is on-going. The Foundation is focusing on expanding its donor base by partnering with individuals, trusts, and companies that have a vested interest in our community.
- Marketing and promoting public awareness of museum rental venues. It is our goal to increase the volume of business gatherings, social museum rentals, weddings, and train-themed Birthday Parties. Facility rental revenue has already increased 31% this past year.
- Increase number of special events each year - Current events include Trains, Trains, Trains!, Railroad Rendezvous, Civil War Days, Museum Magic, and Polar Express Adventure.
- Increase number of school tours
- Increase gift shop sales
- Devise an exhibition plan for updating gallery components based on current collections. This project will be affected by and begin following relocation of collections into the Repository and Silent Voices.
- Specifically, by the year 2020 the museum wants to demonstrate growth in operational revenue through continued progression in museum and program attendance by 4%, increasing gift shop sales by 6%, tripling rental income, and growing substantial local economic impact (as defined by Cobb Travel and Tourism utilizing the DMAI Impact Calculator) by exceeding \$8 million annual impact.

Museum Highlights

- Tour revenue, number of tour participants, and school visitation reached a three year high in the last full fiscal year.
- The Museum gift shop, the General Emporium, continues to be a tremendous asset. Gift shop sales increased 20% over the last three years, with sales totaling \$138,220 in the last full fiscal year.
- The Museum received a CARES Act Emergency Operating Grant in the amount of \$7,500 through the Board of Directors of Georgia Humanities.
- The educational traveling trunk program was revamped to better meet Georgia curriculum standards and was made more accessible for teachers. Title 1 schools now have the opportunity to request the trunk for free through a Cobb EMC Community Foundation grant awarded to the Kennesaw Museum Foundation.

- A reinterpreted exhibition case that explores the impact of the Civil War on civilians, especially women and children, continues museum efforts to tell a broader, more inclusive story.
- The continuing partnership between the Museum and Kennesaw State University was evident at several events, most notably the iron pour at Railroad Rendezvous and the aluminum pour at the Artisan Faire. Museum staff also served as a resource for KSU students working on classroom assignments and extracurricular projects.
- The tenth annual Trains! Trains! Trains!, the Museum's most popular event, took place in January 2020.
- An extensive cleaning of all exhibitions and gallery components was undertaken while the Museum was closed due to COVID-19. Coupled with new labels, signage, and a new interactive, these updates make for an enhanced visitor experience.

Operating Budget Comments

Fiscal Year 2019 Budget: \$934,453

Fiscal Year 2020 Budget: \$959,425

Fiscal Year 2021 Budget: \$911,911

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- A \$40,898 decrease in regular employees due to moving marketing specialist to communications under the City Manager to better align with city goals and improve overall city wide marketing efforts
- \$13,400 decrease to curatorial supplies due to onetime purchase in FY 20
- \$25,000 decrease in energy based on historic trends
- \$2,300 decrease in furniture and fixtures due to onetime purchase in FY 20

Capital Outlay items include:

- \$18,820 Theatre AV system replacement for 20 yr old system

Position Summary

Fiscal Year 2020 Total Authorized Positions: 12

Fiscal Year 2020 Total Funded Positions: 12

Fiscal Year 2021 Total Authorized Positions: 11

Fiscal Year 2021 Total Funded Positions: 11

CITY OF KENNESAW

Museum

Fund 556

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|--------------------------------|-------------------------|--------------|
| 556.0000.31.440000.00000 | VEHICLE RENTAL TAX | \$ 120,000 | \$ 124,000 |
| 556.0000.34.730000.00000 | SPECIAL EVENT ADMISSION FEES | 28,000 | 25,000 |
| 556.0000.34.732500.00000 | ARCHIVE FEES | 2,000 | 1,000 |
| 556.0000.34.741000.00000 | MUSEUM WALK IN ADMISSIONS | 130,000 | 130,000 |
| 556.0000.34.741500.00000 | MUS. GIFT SHOP SALES | 135,000 | 145,000 |
| 556.0000.34.741600.00000 | COST OF GOODS SOLD | (60,000) | (72,000) |
| 556.0000.34.750000.00000 | EDUC, PROGRAM, GROUP TOURS | 25,000 | 25,000 |
| 556.0000.34.790000.00000 | FACILITY RENTAL | 20,000 | 30,000 |
| 556.0000.36.100000.00000 | INTEREST REVENUES | 1,500 | 7,000 |
| 556.0000.38.100500.00000 | MUSEUM DONATIONS | 1,500 | 1,500 |
| 556.0000.38.101000.00000 | MUSEUM DONATIONS - ARTIFACTS | 20,000 | 40,000 |
| 556.0000.39.110000.00000 | OPERATING TRANSFERS IN HTL/MTL | 13,000 | 19,540 |
| 556.0000.39.113000.00000 | TRANSFERS IN GENERAL FUND | 523,425 | 435,871 |
| Total Revenues, Non-Operating Income, Capital Contributions & Transfers | | \$ 959,425 | \$ 911,911 |
| 556.6172.51.110000.00000 | REGULAR EMPLOYEES | \$ (512,276) | \$ (471,378) |
| 556.6172.51.130000.00000 | OVERTIME | (1,500) | (3,000) |
| 556.6172.51.145000.00000 | HOLIDAY BONUS PAYMENT | (2,250) | (2,000) |
| 556.6172.51.170000.00000 | VACATION PAY | (21,418) | (20,132) |
| 556.6172.51.210000.00000 | GROUP INSURANCE | (97,927) | (113,224) |
| 556.6172.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | (41,115) | (37,983) |
| 556.6172.51.270000.00000 | WORKER'S COMPENSATION | (1,939) | (1,980) |
| 556.6172.52.125000.00000 | OTHER PROFESSIONAL SERV | (4,900) | (4,300) |
| 556.6172.52.132000.00000 | TECHNICAL DESIGN/GRAPHICS | (1,000) | (500) |
| 556.6172.52.232000.00000 | RENTAL OF EQUIP & VEHICLE | (300) | (300) |
| 556.6172.52.310000.00000 | INS, OTHER THAN EMP BEN | (33,867) | (35,161) |
| 556.6172.52.325000.00000 | POSTAGE | (700) | (500) |
| 556.6172.52.332000.00000 | MARKETING | (48,827) | (48,827) |
| 556.6172.52.340000.00000 | PRINTING & BINDING | (900) | (1,000) |
| 556.6172.52.350000.00000 | TRAVEL | (3,000) | (3,000) |
| 556.6172.52.360000.00000 | DUES & FEES | (500) | (500) |
| 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | (4,195) | (4,195) |
| 556.6172.52.363000.00000 | MEETING EXPENSES | (1,000) | (500) |
| 556.6172.52.370000.00000 | EDUCATION & TRAINING | (700) | (500) |
| 556.6172.52.371000.00000 | PROFESSIONAL DEVELOPMENT | (1,780) | (1,500) |
| 556.6172.52.395000.00000 | MILEAGE REIMBURSEMENT | (300) | (125) |
| 556.6172.52.396000.00000 | MERCHANT SERV FEES | (6,000) | (6,000) |
| 556.6172.53.111000.00000 | OFFICE SUPPLIES | (1,000) | (1,000) |
| 556.6172.53.111100.00000 | COPY PAPER | (500) | (500) |
| 556.6172.53.117000.00000 | CLOTHING | (700) | (700) |
| 556.6172.53.118000.00000 | OPERATING MATERIALS/SUPP | (5,957) | (9,262) |
| 556.6172.53.118700.00000 | CURATORIAL SUPPLIES | (19,400) | (6,000) |
| 556.6172.53.118800.00000 | ARCHIVAL SUPPLIES | (5,500) | (4,500) |

CITY OF KENNESAW

Museum

Fund 556

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|---------------------------|-------------------------|--------------|
| 556.6172.53.118900.00000 | SPECIAL EVENT MATL/SUPPLY | (7,200) | (10,000) |
| 556.6172.53.119200.00000 | SIGNAGE | (1,650) | (1,200) |
| 556.6172.53.121000.00000 | WATER/SEWERAGE | (5,500) | (5,000) |
| 556.6172.53.122500.00000 | STORMWATER UTILITY | (1,239) | (1,239) |
| 556.6172.53.123000.00000 | ENERGY-ELECTRICITY | (115,000) | (90,000) |
| 556.6172.53.123100.00000 | STREET LIGHTING | (85) | (85) |
| 556.6172.53.160600.00000 | BLDG MAINT SMALL EQUIP | (300) | (300) |
| 556.6172.53.180000.00000 | MISCELLANEOUS | (1,000) | (1,000) |
| 556.6172.53.230000.00000 | FURNITURE & FIXTURES | (8,000) | (5,700) |
| 556.6172.54.200000.00000 | MACHINERY & EQUIPMENT | - | (18,820) |
| Total Expenses | | \$ (959,425) | \$ (911,911) |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|------------------------------------|-----------------------------------|-------------------|
| 556 | | | | |
| | 556.0000.31.440000.00000 | VEHICLE RENTAL TAX | VEHICLE RENTAL TAX | -124,000 |
| | 556.0000.34.730000.00000 | SPECIAL EVENT ADMISSION FEES | SPECIAL EVENT ADMISSION FEES REVE | -25,000 |
| | 556.0000.34.732500.00000 | ARCHIVE FEES | ARCHIVE FEES REVENUE | -1,000 |
| | 556.0000.34.741000.00000 | MUSEUM WALK IN ADMISSIONS | MUSEUM WALK IN ADMISSIONS REVE | -130,000 |
| | 556.0000.34.741500.00000 | MUS. GIFT SHOP SALES | MUS. GIFT SHOP SALES REVENUE | -145,000 |
| | 556.0000.34.741600.00000 | COST OF GOODS SOLD | COST OF GOODS SOLD GIFT SHOP | 72,000 |
| | 556.0000.34.750000.00000 | EDUC, PROGRAM, GROUP TOURS | EDUC, PROGRAM, GROUP TOURS REV | -25,000 |
| | 556.0000.34.790000.00000 | FACILITY RENTAL | FACILITY RENTAL REVENUE | -30,000 |
| | 556.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -7,000 |
| | 556.0000.38.100500.00000 | MUSEUM DONATIONS | MUSEUM DONATIONS REVENUE | -1,500 |
| | 556.0000.38.101000.00000 | MUSEUM DONATIONS - ARTIFACTS | MUSEUM DONATIONS ARTIFACTS | -40,000 |
| | 556.0000.39.110000.00000 | OPERATING TRANSFERS IN HOTEL/MOTEL | TRANSFER IN HOTEL MOTEL | -19,540 |
| | 556.0000.39.113000.00000 | TRANSFERS IN GENERAL FUND | TRAN IN GF | -435,871 |
| | 556.6172.51.110000.00000 | REGULAR EMPLOYEES | REG EMP | 471,378 |
| | 556.6172.51.130000.00000 | OVERTIME | OVERTIME | 3,000 |
| | 556.6172.51.145000.00000 | HOLIDAY BONUS PAYMENT | HOL BONUS | 2,000 |
| | 556.6172.51.170000.00000 | VACATION PAY | VAC PAY | 20,132 |
| | 556.6172.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 97,927 |
| | 556.6172.51.210000.00000 | GROUP INSURANCE | INCREASE | 6,986 |
| | 556.6172.51.210000.00000 | GROUP INSURANCE | INCREASE | 8,311 |
| | 556.6172.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | SS | 37,983 |
| | 556.6172.51.270000.00000 | WORKER'S COMPENSATION | WORKERS COMPENSATION | 1,980 |
| | 556.6172.52.125000.00000 | OTHER PROFESSIONAL SERV | LOUD SECURITY SYSTEMS | 1,000 |
| | 556.6172.52.125000.00000 | OTHER PROFESSIONAL SERV | FONTIS WATER | 900 |
| | 556.6172.52.125000.00000 | OTHER PROFESSIONAL SERV | TECHNOLOGY MAINTENANCE | 400 |
| | 556.6172.52.125000.00000 | OTHER PROFESSIONAL SERV | STAFF RETREAT | 2,000 |
| | 556.6172.52.132000.00000 | TECHNICAL DESIGN/GRAPHICS | TECHNICAL DESIGN/GRAPHICS | 500 |
| | 556.6172.52.232000.00000 | RENTAL OF EQUIP & VEHCLE | RENTAL OF EQUIP & VEHCLE | 300 |
| | 556.6172.52.310000.00000 | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 35,161 |
| | 556.6172.52.325000.00000 | POSTAGE | POSTAGE | 500 |
| | 556.6172.52.332000.00000 | MARKETING | ADVERTISING | 25,327 |
| | 556.6172.52.332000.00000 | MARKETING | MISCELLANEOUS | 1,000 |
| | 556.6172.52.332000.00000 | MARKETING | EVENT PHOTOGRAPHY | 2,000 |

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|---------------------------|----------------------------------|-------------------|
| | 556.6172.52.332000.00000 | MARKETING | SOFTWARE NEEDS | 1,000 |
| | 556.6172.52.332000.00000 | MARKETING | WEBSITE FEES/MAINTENANCE | 1,500 |
| | 556.6172.52.332000.00000 | MARKETING | RACK CARD PRINTING/DISTRIBUTION | 18,000 |
| | 556.6172.52.340000.00000 | PRINTING & BINDING | LETTERHEAD/ENVELOPES | 600 |
| | 556.6172.52.340000.00000 | PRINTING & BINDING | EVENT CARDS | 400 |
| | 556.6172.52.350000.00000 | TRAVEL | NATIONAL CONFERENCE | 1,300 |
| | 556.6172.52.350000.00000 | TRAVEL | LOCAL OR EDUCATION CONFERENCE(S | 400 |
| | 556.6172.52.350000.00000 | TRAVEL | SMITHSONIAN CONFERENCE | 1,300 |
| | 556.6172.52.360000.00000 | DUES & FEES | LOCAL/REGIONAL HISTORICAL SOCIET | 300 |
| | 556.6172.52.360000.00000 | DUES & FEES | MDJ | 200 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | GEORGIA ASSOC. OF MUSEUMS | 270 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | ANNUAL SMITHSONIAN AFFILIATION F | 3,000 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | MUSEUM STORE ASSOC. | 185 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | SOCIETY OF AMERICAN ARCHIVISTS | 185 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | SOCIETY OF GEORGIA ARCHIVISTS | 25 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | AMERICAN ASSOC. FOR STATE AND LO | 220 |
| | 556.6172.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | AMERICAN ALLIANCE OF MUSEUMS | 310 |
| | 556.6172.52.363000.00000 | MEETING EXPENSES | PROFESSIONAL MEETING EXPENSE | 300 |
| | 556.6172.52.363000.00000 | MEETING EXPENSES | TEAM MEETINGS | 200 |
| | 556.6172.52.370000.00000 | EDUCATION & TRAINING | EDUCATION AND TRAINING | 500 |
| | 556.6172.52.371000.00000 | PROFESSIONAL DEVELOPMENT | ATLANTA MART EXPO | 200 |
| | 556.6172.52.371000.00000 | PROFESSIONAL DEVELOPMENT | SOUTHEAST HOMESCHOOL EXPO | 800 |
| | 556.6172.52.371000.00000 | PROFESSIONAL DEVELOPMENT | EVENT AND RENTAL EXPOS | 300 |
| | 556.6172.52.371000.00000 | PROFESSIONAL DEVELOPMENT | OTHER | 200 |
| | 556.6172.52.395000.00000 | MILEAGE REIMBURSEMENT | MILEAGE REIMBURSEMENT | 125 |
| | 556.6172.52.396000.00000 | BANK CHARGES | MERCHANT/CC FEES | 6,000 |
| | 556.6172.53.111000.00000 | OFFICE SUPPLIES | OFFICE SUPPLIES | 1,000 |
| | 556.6172.53.111100.00000 | COPY PAPER | COPY PAPER | 500 |
| | 556.6172.53.117000.00000 | CLOTHING | STAFF SHIRTS | 700 |
| | 556.6172.53.118000.00000 | OPERATING MATERIALS/SUPP | GIFT SHOP OPERATIONS | 1,500 |
| | 556.6172.53.118000.00000 | OPERATING MATERIALS/SUPP | MISCELLANEOUS | 1,100 |
| | 556.6172.53.118000.00000 | OPERATING MATERIALS/SUPP | MOMMY AND ME | 4,662 |
| | 556.6172.53.118000.00000 | OPERATING MATERIALS/SUPP | HOMESCHOOL WORKSHOP | 1,500 |
| | 556.6172.53.118000.00000 | OPERATING MATERIALS/SUPP | JOLLEY EDUCATION CENTER | 500 |
| | 556.6172.53.118700.00000 | CURATORIAL SUPPLIES | CLEANING AND CATALOGING SUPPLIE | 1,400 |
| | 556.6172.53.118700.00000 | CURATORIAL SUPPLIES | IMPROVEMENTS AND DISPLAY/EXHIBI | 4,600 |
| | 556.6172.53.118800.00000 | ARCHIVAL SUPPLIES | ENVIRONMENT CONTROL SUPPLIES | 500 |

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|---------------------------|------------------------------|-------------------|
| | 556.6172.53.118800.00000 | ARCHIVAL SUPPLIES | ARCHIVAL PROCESSING SUPPLIES | 4,000 |
| | 556.6172.53.118900.00000 | SPECIAL EVENT MATL/SUPPLY | EDUCATIONAL EVENTS | 1,500 |
| | 556.6172.53.118900.00000 | SPECIAL EVENT MATL/SUPPLY | TRAINS, TRAINS, TRAINS | 6,500 |
| | 556.6172.53.118900.00000 | SPECIAL EVENT MATL/SUPPLY | RAILROAD RENDEZVOUS | 2,000 |
| | 556.6172.53.119200.00000 | SIGNAGE | MUSEUM BANNERS | 800 |
| | 556.6172.53.119200.00000 | SIGNAGE | GENERAL SIGNAGE | 400 |
| | 556.6172.53.121000.00000 | WATER/SEWERAGE | WATER/SEWERAGE | 5,000 |
| | 556.6172.53.122500.00000 | STORMWATER UTILITY | COK SW | 1,239 |
| | 556.6172.53.123000.00000 | ENERGY-ELECTRICITY | ELECTRICITY | 90,000 |
| | 556.6172.53.123100.00000 | STREET LIGHTING | COK STREETLIGHTING | 85 |
| | 556.6172.53.160600.00000 | BLDG MAINT SMALL EQUIP | BLDG MAINT SMALL EQUIP | 300 |
| | 556.6172.53.180000.00000 | MISCELLANEOUS | MISCELLANEOUS | 1,000 |
| | 556.6172.53.230000.00000 | FURNITURE & FIXTURES | EVENT FURNITURE/ HARDWARE | 2,000 |
| | 556.6172.53.230000.00000 | FURNITURE & FIXTURES | GALLERY FURNITURE | 1,000 |
| | 556.6172.53.230000.00000 | FURNITURE & FIXTURES | WORK AREA FURNITURE | 2,700 |
| | 556.6172.54.200000.00000 | MACHINERY & EQUIPMENT | THEATER SYSTEM UPGRADE | 18,820 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Smith-Gilbert Gardens

Smith-Gilbert Gardens is the City of Kennesaw's botanical garden. Voted one of the top five places to take children in the Atlanta metro area, the 17-acre property is rich with botanical, artistic and historic treasures. Fifteen themed garden spaces, anchored by the reconstruction era Hiram Butler House, contain more than 4,000 curated plant species. The award-winning "Garden with Wings" butterfly house and pollinator garden promote conservation of beneficial Georgia native plants and insects. The crevice garden displays a gardening style and plant collection rarely seen in the southeastern United States. Robust collections of hydrangeas, camellias, conifers and roses along with woodland and perennial gardens inspire visitors to explore variety for their own landscapes. Blending horticulture and art, the bonsai collection includes more than 70 trees, diligently trained during monthly work sessions that are open to garden visitors. Thirty-one remarkable garden sculptures by nationally and internationally known artists add drama to the landscape. Koi ponds, a waterfall, and child-friendly play structures throughout the property round out the experience.

Smith-Gilbert Gardens' conservation mission is evident throughout the gardens. A minimal-toxicity ethic means that we curtail the use of chemical treatments in garden maintenance. Through best practices in collection management and collaborations with Georgia Power, State Botanical Garden of Georgia and Atlanta Botanical Garden, we work to preserve global plant biodiversity and improve local habitat. Our educational programs share knowledge of and passion for nature, while inspiring participants to be conservation minded.

Goals and Objectives

- Continue to identify temporary exhibitions (including art) and initiate new programming supporting revenue growth
- Pursue grant funding focusing on plant and art collections, visitor services, educational programming
- Coordinate with Building Services to implement refurbishment plan for preserving historic Hiram Butler House
- Standardize horticulture practices, including plant label criteria; standardize plant recordkeeping
- Work towards securing AAM accreditation for Smith-Gilbert Gardens
- Obtain national recognition for specific plant collections through the American Public Garden Association
- Build new Education and Visitor Center with additional parking spaces through 2011 and 2016 SPLOSTS and capital campaign

Garden Highlights

- Secured plant donations, including several rare cacti, succulents, Japanese maples, Japanese snowbell, 'Flame Thrower' redbud, a red-leafed weeping plum, a not-yet-named redbud, plus a very rare, native witch hazel.
- Notable new additions in the crevice garden include: dwarf alliums, dwarf crested iris (difficult to find), dwarf conifer – *Picea pungens*, variety of sedums, and a fragrant dianthus.

- The Cobb County Master Gardeners, under the guidance of the Garden Manager, transitioned the rose garden from chemical based to organic management. The goal is to create an innovative and sustainable rose garden featuring roses suitable for Georgia soils and climate. We now follow an organic regimen, which includes selecting roses that do not require multiple applications of pesticides. This is a very forward thinking approach – creating a public rose garden that reflects a healthy eco-system.
- Obtained plant donations from nurseries in Georgia, Tennessee, North Carolina, Alabama and Oregon.
- Secured grant and private donations to double the square footage of the Garden with Wings Butterfly House as the featured exhibition in 2020. Native plants in the Butterfly House and adjacent pollinator garden highlight best horticulture practices.
- Over the previous 12 months, 262 volunteers donated 5,999 hours, the equivalent of nearly 3 FT employees. Their service includes assisting with garden tasks in all weather conditions, leading school tours, greeting visitors, helping at special events, and serving as Butterfly Ambassadors in the butterfly house – among many other activities.
 - Corporate volunteer support from Citrix, ASD/SKY, Cox and Company, and Georgia Power.
 - High school volunteers from Kennesaw Mountain High School and Wheeler High School and college students from Kennesaw State University.
 - Fourteen volunteers have been here 5 or more years.
 - Forty-one volunteers received their official name badge, given after the first year of service.
 - Seventeen graduates of the annual docent training program, an intensive 5-week program.
- Smith-Gilbert Gardens was selected as a Comcast Cares Day site, which included a grant from Comcast and completion of two garden projects with volunteers from the company.
- Received the Historic Preservation Recognition Award from the Daughters of the American Revolution, The National Society of the Daughters of the American Revolution Kennesaw Mountain Chapter, for “Remarkable work in preserving history by honoring the local community heritage while focusing on future endeavors and celebrating America.”
- The Executive Director and Garden Manager served on a statewide selection committee for the new Georgia Pollinator Plants of the Year program, organized by the State Botanical Garden of Georgia.

Operating Budget Comments

Fiscal Year 2019 Budget: \$517,288

Fiscal Year 2020 Budget: \$533,761

Fiscal Year 2021 Budget: \$550,586

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- Increase of \$6,900 in regular employees due to reclassification due to change in job responsibilities and realignment of the organizational chart. These are justified due to changing job duties and for consistency with industry standards and market realities.

Position Summary

Fiscal Year 2019 Total Funded Positions: 7

Fiscal Year 2020 Total Authorized Positions: 7

Fiscal Year 2021 Total Funded Positions: 7

CITY OF KENNESAW
Smith Gilbert Gardens
Fund 557

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|----------------------------|-------------------------|-------------------|
| 557.0000.33.410200.00000 | GRANT | \$ 5,000 | \$ 5,000 |
| 557.0000.34.735000.00000 | SPECIAL EVENTS | 8,000 | 4,000 |
| 557.0000.34.736000.00000 | RENTAL | 15,000 | 18,000 |
| 557.0000.34.741500.00000 | GIFT SHOP SALES | 17,500 | 22,500 |
| 557.0000.34.741600.00000 | COST OF GOODS SOLD | (7,000) | (8,000) |
| 557.0000.34.750000.00000 | PROGRAM FEES | 22,000 | 22,000 |
| 557.0000.34.791000.00000 | TOUR FEES | 44,500 | 44,500 |
| 557.0000.36.100000.00000 | INTEREST REVENUES | 60 | 2,000 |
| 557.0000.38.100500.00000 | DONATIONS | 50,000 | 30,000 |
| 557.0000.39.113000.00000 | TRANSFER IN - GENERAL FUND | 378,701 | 410,586 |
| Total Revenues, Non-Operating Income, Capital Contributions & Transfers | | <u>\$ 533,761</u> | <u>\$ 550,586</u> |

| | | | |
|--------------------------|---------------------------|--------------|--------------|
| 557.6171.51.110000.00000 | REGULAR EMPLOYEES | \$ (311,762) | \$ (318,675) |
| 557.6171.51.130000.00000 | OVERTIME | (1,000) | (2,000) |
| 557.6171.51.145000.00000 | HOLIDAY BONUS PAYMENT | (1,400) | (1,400) |
| 557.6171.51.170000.00000 | VACATION PAY | (15,019) | (12,577) |
| 557.6171.51.210000.00000 | GROUP INSURANCE | (76,166) | (88,063) |
| 557.6171.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | (25,182) | (25,601) |
| 557.6171.51.270000.00000 | WORKER'S COMPENSATION | (77) | (78) |
| 557.6171.52.125000.00000 | OTHER PROFESSIONAL SERV | (19,000) | (19,000) |
| 557.6171.52.211000.00000 | DISPOSAL | (1,000) | (1,000) |
| 557.6171.52.220000.00000 | REPAIRS & MAINTENANCE | (12,000) | (12,000) |
| 557.6171.52.232000.00000 | SCULPTURE CONSERVATION | (1,500) | (1,500) |
| 557.6171.52.310000.00000 | INS, OTHER THAN EMP BEN | (966) | (1,003) |
| 557.6171.52.325000.00000 | POSTAGE | (50) | (50) |
| 557.6171.52.332000.00000 | MARKETING | (6,500) | (5,000) |
| 557.6171.52.340000.00000 | PRINTING & BINDING | (5,200) | (4,000) |
| 557.6171.52.350000.00000 | TRAVEL | (4,800) | (3,800) |
| 557.6171.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | (1,450) | (1,450) |
| 557.6171.52.363000.00000 | MEETING EXPENSES | (500) | (500) |
| 557.6171.52.450000.00000 | RADIO REPAIRS & MAINT | (400) | (400) |
| 557.6171.53.111000.00000 | OFFICE SUPPLIES | (600) | (600) |
| 557.6171.53.111100.00000 | COPY PAPER | (300) | (300) |
| 557.6171.53.112000.00000 | JANITORIAL SUPPLIES | (50) | (50) |
| 557.6171.53.117000.00000 | CLOTHING | (500) | (500) |
| 557.6171.53.118000.00000 | OPERATING MATERIALS/SUPP | (8,500) | (10,000) |
| 557.6171.53.118700.00000 | PLANT DEVELOPMENT | (8,500) | (10,000) |
| 557.6171.53.118900.00000 | SPECIAL EVENT MATL/SUPPLY | (12,000) | (12,600) |
| 557.6171.53.119200.00000 | SIGNAGE | (2,000) | (2,600) |
| 557.6171.53.121000.00000 | WATER/SEWERAGE | (300) | (300) |
| 557.6171.53.121500.00000 | NATURAL GAS | (5,000) | (5,000) |
| 557.6171.53.122500.00000 | STORMWATER UTILITY | (289) | (289) |
| 557.6171.53.123000.00000 | ENERGY-ELECTRICITY | (9,000) | (9,000) |

CITY OF KENNESAW
Smith Gilbert Gardens
Fund 557

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--------------------------|------------------------------|-------------------------|---------------------|
| 557.6171.53.123100.00000 | STREET LIGHTING | (350) | (350) |
| 557.6171.53.127000.00000 | ENERGY-GASOLINE/DIESEL | (300) | (300) |
| 557.6171.53.160000.00000 | GARDEN MAINT SMALL EQUIPMENT | (600) | (600) |
| 557.6171.53.160500.00000 | GENL OFFICE SMALL EQUIP | (1,500) | - |
| Total Expenses | | <u>\$ (533,761)</u> | <u>\$ (550,586)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|----------------------------|----------------------------------|-------------------|
| 557 | | | | |
| | 557.0000.33.410200.00000 | GRANT | GRANT - STANLEY SMITH HORTICULTU | -5,000 |
| | 557.0000.34.735000.00000 | SPECIAL EVENTS | SPONSORSHIPS | -4,000 |
| | 557.0000.34.736000.00000 | RENTAL | WEDDINGS, PARTIES, VENUE RENTAL | -18,000 |
| | 557.0000.34.741500.00000 | GIFT SHOP SALES | GIFT SHOP + PLANT SALES | -22,500 |
| | 557.0000.34.741600.00000 | COST OF GOODS SOLD | COST OF GOODS + PLANTS | 8,000 |
| | 557.0000.34.750000.00000 | PROGRAM FEES | SCHOOL TOURS AND ADULT PROGRA | -22,000 |
| | 557.0000.34.791000.00000 | TOUR FEES | VISITOR ADMISSION FEES | -44,500 |
| | 557.0000.36.100000.00000 | INTEREST REVENUES | INTEREST FEES | -2,000 |
| | 557.0000.38.100500.00000 | DONATIONS | SGG FOUNDATION | -30,000 |
| | 557.0000.39.113000.00000 | TRANSFER IN - GENERAL FUND | TRAN IN GF | -410,586 |
| | 557.6171.51.110000.00000 | REGULAR EMPLOYEES | REG EMP | 318,675 |
| | 557.6171.51.130000.00000 | OVERTIME | OVERTIME HOURLY EMPLOYEES | 2,000 |
| | 557.6171.51.145000.00000 | HOLIDAY BONUS PAYMENT | HOL BONUS | 1,400 |
| | 557.6171.51.170000.00000 | VACATION PAY | VAC PAY | 12,577 |
| | 557.6171.51.210000.00000 | GROUP INSURANCE | INCREASE | 5,433 |
| | 557.6171.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 76,166 |
| | 557.6171.51.210000.00000 | GROUP INSURANCE | INCREASE | 6,464 |
| | 557.6171.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | SS | 25,601 |
| | 557.6171.51.270000.00000 | WORKER'S COMPENSATION | WORKERS COMPENSATION | 78 |
| | 557.6171.52.125000.00000 | OTHER PROFESSIONAL SERV | BONSAI, INSTRUCTORS, ETC | 19,000 |
| | 557.6171.52.211000.00000 | DISPOSAL | TREE WASTE, ETC | 1,000 |
| | 557.6171.52.220000.00000 | REPAIRS & MAINTENANCE | INCLUDES 1ST PHASE OF UPDATE FOR | 12,000 |
| | 557.6171.52.220000.00000 | REPAIRS & MAINTENANCE | INCLUDES 2ND PHASE OF IRRIGATION | 0 |
| | 557.6171.52.232000.00000 | SCULPTURE CONSERVATION | CONSERVE SCULPTURES | 1,500 |
| | 557.6171.52.310000.00000 | INS, OTHER THAN EMP BEN | PROPERTY & LIABLITY INSURANCE | 1,003 |
| | 557.6171.52.325000.00000 | POSTAGE | STAMPS | 50 |
| | 557.6171.52.332000.00000 | MARKETING | PROMOTIONAL MATERIALS FOR SGG E | 5,000 |
| | 557.6171.52.340000.00000 | PRINTING & BINDING | IN BLOOM MAG + VISITOR MAPS | 4,000 |
| | 557.6171.52.350000.00000 | TRAVEL | APGA, REG CONFERENCE + LOCAL SYM | 3,800 |
| | 557.6171.52.361000.00000 | ORGANIZATIONAL MEMBERSHIP | PROFESSIONAL PLANT ORG: ROSE, BO | 1,450 |
| | 557.6171.52.363000.00000 | MEETING EXPENSES | COBB EXEC WOMEN, CHAMBER | 500 |
| | 557.6171.52.450000.00000 | RADIO REPAIRS & MAINT | RADIOS | 400 |
| | 557.6171.53.111000.00000 | OFFICE SUPPLIES | GENERAL OFFICE SUPPLIES | 600 |

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|------------------------------|------------------------------------|-------------------|
| | 557.6171.53.111100.00000 | COPY PAPER | COPY PAPER | 300 |
| | 557.6171.53.112000.00000 | JANITORIAL SUPPLIES | MISC JANITORIAL SUPP | 50 |
| | 557.6171.53.117000.00000 | CLOTHING | STAFF SHIRTS FOR EVENTS | 500 |
| | 557.6171.53.118000.00000 | OPERATING MATERIALS/SUPP | FERTILIZER, PINE STRAW, MULCH, ETC | 10,000 |
| | 557.6171.53.118700.00000 | PLANT DEVELOPMENT | ANNUALS AND PERENNIALS FOR COLL | 10,000 |
| | 557.6171.53.118900.00000 | SPECIAL EVENT MATL/SUPPLY | EGG HUNT, HUMMINGBIRD, VOLUNTE | 12,600 |
| | 557.6171.53.119200.00000 | SIGNAGE | WAYFINDING SIGNS + GARDEN INFOR | 2,600 |
| | 557.6171.53.121000.00000 | WATER/SEWERAGE | WATER SEWERAGE | 300 |
| | 557.6171.53.121500.00000 | NATURAL GAS | NATURAL GAS | 5,000 |
| | 557.6171.53.122500.00000 | STORMWATER UTILITY | STORMWATER UTILITY | 289 |
| | 557.6171.53.123000.00000 | ENERGY-ELECTRICITY | ELECTRICITY | 9,000 |
| | 557.6171.53.123100.00000 | STREET LIGHTING | STREET LIGHTING | 350 |
| | 557.6171.53.127000.00000 | ENERGY-GASOLINE/DIESEL | GAS FOR TRUCK AND GATOR | 300 |
| | 557.6171.53.160000.00000 | GARDEN MAINT SMALL EQUIPMENT | WEED EATER, SMALL TOOLS | 600 |
| | 557.6171.53.160500.00000 | GENL OFFICE SMALL EQUIP | GIFT SHOP IMPROVMENT, TABLES FOR | 0 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

Fiscal Year 2020-2021 Budget Briefing Paper

Department: Public Works - Stormwater

Operating Budget Comments

Fiscal Year 2019 Budget: \$1,062,955

Fiscal Year 2020 Budget: \$1,225,409

Fiscal Year 2021 Budget: \$1,242,204

Department Highlights

- Completion of detention area at Swift-Cantrell Park to limit waterflow onto property boarding the rear of the park
- Hundreds of construction site inspections
- Upkeeping numerous detention ponds
- Major repair of stormwater pipe and road in Legacy Park after washout

The highlights of the recommended budget include the following:

- An increase in group insurance and retirement contributions due to increases of group health insurance costs and retirement contributions spread throughout each department
- An increase of \$220,000 software due to purchase of Financial Accounting and Reporting software
- A decrease of \$32,000 in operating materials and supply due to one-time purchase of materials in FY 20
- A decrease of \$60,000 in stormwater construction and improvement
- A \$300,000 decrease in machinery and equipment due to one-time purchase of streetsweeper in FY 20

Capital Outlay items include:

- \$120,000 for two Ford F-450's Crew Cab Dump Body as shown under Vehicles

Position Summary

Fiscal Year 2020 Total Authorized Positions: 7

Fiscal Year 2020 Total Funded Positions: 7

Fiscal Year 2021 Total Authorized Positions: 8

Fiscal Year 2021 Total Funded Positions: 8

CITY OF KENNESAW
Storm Water Utility
Fund 560

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|---------------------------------|-------------------------|-----------------------|
| 560.0000.34.411000.00000 | STORM WATER UTILITY RESIDENTIAL | \$ 585,000 | \$ 585,000 |
| 560.0000.34.412000.00000 | STORM WATER UTILITY COMMERCIAL | 670,000 | 670,000 |
| 560.0000.36.100000.00000 | INTEREST REVENUES | 13,000 | 40,000 |
| 560.0000.39.400000.00000 | USE OF PRIOR YEAR RESERVE | 92,000 | - |
| Total Revenues, Non-Operating Income, Capital Contributions & Transfers | | <u>\$ 1,360,000</u> | <u>\$ 1,295,000</u> |
| | | | |
| 560.4320.51.110000.00000 | REGULAR EMPLOYEES | \$ (232,224) | \$ (305,274) |
| 560.4320.51.130000.00000 | OVERTIME | (6,000) | (6,000) |
| 560.4320.51.130500.00000 | STORMWATER - ONCALL | (2,000) | (2,000) |
| 560.4320.51.145000.00000 | HOLIDAY BONUS PAYMENT | (1,200) | (1,550) |
| 560.4320.51.170000.00000 | VACATION PAY | (11,128) | (10,584) |
| 560.4320.51.210000.00000 | GROUP INSURANCE | (76,166) | (88,063) |
| 560.4320.51.215000.00000 | GROUP INSURANCE - RETIREE | (9,300) | (9,300) |
| 560.4320.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | (19,320) | (24,894) |
| 560.4320.51.240000.00000 | RETIREMENT CONTRIBUTIONS | (26,680) | (28,121) |
| 560.4320.51.270000.00000 | WORKER'S COMPENSATION | (31,412) | (32,063) |
| 560.4320.52.125000.00000 | OTHER PROFESSIONAL | (18,000) | (18,000) |
| 560.4320.52.220000.00000 | REPAIRS & MAINTENANCE | (7,000) | (7,000) |
| 560.4320.52.310000.00000 | INS, OTHER THAN EMP BEN | (9,665) | (10,034) |
| 560.4320.52.325000.00000 | POSTAGE | (3,000) | (3,000) |
| 560.4320.52.340000.00000 | PRINTING & BINDING | (1,100) | (1,100) |
| 560.4320.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | (500) | (500) |
| 560.4320.52.370000.00000 | EDUCATION & TRAINING | (4,000) | (4,000) |
| 560.4320.52.430000.00000 | VEHICLE REPAIRS & MAINT | (20,000) | (20,000) |
| 560.4320.53.111000.00000 | OFFICE SUPPLIES | (500) | (500) |
| 560.4320.53.117200.00000 | UNIFORMS | (4,300) | (4,300) |
| 560.4320.53.118000.00000 | OPERATING MATERIAL/SUPP | (52,000) | (20,000) |
| 560.4320.53.127000.00000 | ENERGY-GASOLINE/DIESEL | (10,000) | (10,000) |
| 560.4320.53.180000.00000 | MISCELLANEOUS | (500) | (500) |
| 560.4320.54.142000.00000 | STORM WATER CONST & IMPROVMENT | (225,000) | (165,000) |
| 560.4320.54.200000.00000 | MACHINERY & EQUIPMENT | (300,000) | - |
| 560.4320.54.220000.00000 | VEHICLES | (22,000) | (120,000) |
| 560.4320.54.245000.00000 | SOFTWARE | - | (220,000) |
| 560.4320.58.220000.00000 | INTEREST-CAPITAL LEASE | (7,414) | (5,421) |
| 560.9100.61.109000.00000 | TRANSFER - GENERAL FUND | (125,000) | (125,000) |
| Total Expenses | | <u>\$ (1,225,409)</u> | <u>\$ (1,242,204)</u> |
| | | | |
| Excess | | \$ 134,591 | \$ 52,796 |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|---------------------------------|---------------------------------|-------------------|
| 560 | | | | |
| | 560.0000.34.411000.00000 | STORM WATER UTILITY RESIDENTIAL | STORM WATER UTILITY RESIDENTIAL | -585,000 |
| | 560.0000.34.412000.00000 | STORM WATER UTILITY COMMERCIAL | STORM WATER UTILITY COMMERCIAL | -670,000 |
| | 560.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -40,000 |
| | 560.4320.51.110000.00000 | REGULAR EMPLOYEES | REG EMP | 305,274 |
| | 560.4320.51.130000.00000 | OVERTIME | OT | 6,000 |
| | 560.4320.51.130500.00000 | STORMWATER - ONCALL | ON CALL | 2,000 |
| | 560.4320.51.145000.00000 | HOLIDAY BONUS PAYMENT | HOL BONUS | 1,550 |
| | 560.4320.51.170000.00000 | VACATION PAY | VAC PAY | 10,584 |
| | 560.4320.51.210000.00000 | GROUP INSURANCE | GROUP INSURANCE | 76,166 |
| | 560.4320.51.210000.00000 | GROUP INSURANCE | INCREASE | 5,433 |
| | 560.4320.51.210000.00000 | GROUP INSURANCE | INCREASE | 6,464 |
| | 560.4320.51.215000.00000 | GROUP INSURANCE - RETIREE | GR INS RETIREES | 9,300 |
| | 560.4320.51.220000.00000 | SOCIAL SEC (FICA) CNTRIB | SS | 24,894 |
| | 560.4320.51.240000.00000 | RETIREMENT CONTRIBUTIONS | REIREMENT CONTRIBUTIONS | 27,239 |
| | 560.4320.51.240000.00000 | RETIREMENT CONTRIBUTIONS | VALIC CITY PORTION | 882 |
| | 560.4320.51.270000.00000 | WORKERS COMPENSATION | WORKERS COMPENSATION | 32,063 |
| | 560.4320.52.125000.00000 | OTHER PROFESSIONAL | Engineering and consulting fees | 18,000 |
| | 560.4320.52.220000.00000 | REPAIRS & MAINTENANCE | Repairs to equipment | 7,000 |
| | 560.4320.52.310000.00000 | INS,OTHER THAN EMP BEN | PROPERTY & LIABILITY INSURANCE | 10,034 |
| | 560.4320.52.325000.00000 | POSTAGE | Utility billing | 3,000 |
| | 560.4320.52.340000.00000 | PRINTING & BINDING | Bill printing | 1,100 |
| | 560.4320.52.362000.00000 | PROFESSIONAL MEMBERSHIPS | APWA/ASFPM | 500 |
| | 560.4320.52.370000.00000 | EDUCATION & TRAINING | Flagging class | 1,400 |
| | 560.4320.52.370000.00000 | EDUCATION & TRAINING | Erosion control renewals | 1,300 |
| | 560.4320.52.370000.00000 | EDUCATION & TRAINING | APWA conference | 1,300 |
| | 560.4320.52.430000.00000 | VEHICLE REPAIRS & MAINT | Preventive maintenance | 15,000 |
| | 560.4320.52.430000.00000 | VEHICLE REPAIRS & MAINT | Tires and batteries | 5,000 |
| | 560.4320.53.111000.00000 | OFFICE SUPPLIES | Paper, toner, etc | 500 |
| | 560.4320.53.117200.00000 | UNIFORMS | Uniforms for staff | 4,300 |
| | 560.4320.53.118000.00000 | OPERATING MATERIAL/SUPP | Small Equipment | 5,000 |
| | 560.4320.53.118000.00000 | OPERATING MATERIAL/SUPP | Pipe, manholes, etc | 15,000 |
| | 560.4320.53.127000.00000 | ENERGY-GASOLINE/DIESEL | Fuel for vehicles and equipment | 10,000 |
| | 560.4320.53.180000.00000 | MISCELLANEOUS | Shovels, rakes, etc | 500 |

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|--------------------------------|----------------------------------|-------------------|
| | 560.4320.54.142000.00000 | STORM WATER CONST & IMPROVMENT | Annual pipe relining | 165,000 |
| | 560.4320.54.142000.00000 | STORM WATER CONST & IMPROVMENT | . | 0 |
| | 560.4320.54.142000.00000 | STORM WATER CONST & IMPROVMENT | . | 0 |
| | 560.4320.54.200000.00000 | MACHINERY & EQUIPMENT | UTILILTY BILLING SOFTWARE | 220,000 |
| | 560.4320.54.200000.00000 | MACHINERY & EQUIPMENT | . | 0 |
| | 560.4320.54.200000.00000 | MACHINERY & EQUIPMENT | . | 0 |
| | 560.4320.54.220000.00000 | VEHICLES | FORD F-450 Crew Cab Dump Body | 60,000 |
| | 560.4320.54.220000.00000 | VEHICLES | FORD F-450 Crew Cab Dump Body | 60,000 |
| | 560.4320.58.220000.00000 | INTEREST - CAPITAL LEASE | 2018 Vactor Trailer Sewer Ramjet | 2,195 |
| | 560.4320.58.220000.00000 | INTEREST - CAPITAL LEASE | 2017 F-250 | 404 |
| | 560.4320.58.220000.00000 | INTEREST - CAPITAL LEASE | 2018 Ford F-250 truck | 921 |
| | 560.4320.58.220000.00000 | INTEREST - CAPITAL LEASE | 2018 Intl Dump Truck | 1,901 |
| | 560.9100.61.109000.00000 | TRANSFER - GENERAL FUND | TRAN OUT TO GF | 125,000 |
| Sum | | | | -52,796 |
| Grand Total | | | | -52,796 |

CITY OF KENNESAW

Street Lights

Fund 565

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|---------------------------|-------------------------|---------------------|
| 565.0000.34.430000.00000 | STREET LIGHTS RESIDENTIAL | \$ 249,000 | \$ 249,000 |
| 565.0000.34.430500.00000 | STREET LIGHTS COMMERCIAL | 112,000 | 112,000 |
| 565.0000.36.100000.00000 | INTEREST REVENUES | 600 | 635 |
| 565.0000.39.400000.00000 | USE OF PRIOR YEAR RESERVE | - | 30,000 |
| Total Revenues, Non-Operating Income, Capital Contributions & Transfers | | <u>\$ 361,600</u> | <u>\$ 391,635</u> |
| 565.4260.53.123100.00000 | STREET LIGHTING | \$ (361,600) | \$ (361,635) |
| 565.4260.54.245000.00000 | SOFTWARE | - | (30,000) |
| Total Expenses | | <u>\$ (361,600)</u> | <u>\$ (391,635)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|---------------------------|---------------------------|-------------------|
| 565 | | | | |
| | 565.0000.34.430000.00000 | STREET LIGHTS RESIDENTIAL | STREET LIGHTS RESIDENTIAL | -249,000 |
| | 565.0000.34.430500.00000 | STREET LIGHTS COMMERCIAL | STREET LIGHTS COMMERCIAL | -112,000 |
| | 565.0000.36.100000.00000 | INTEREST | INTEREST | -635 |
| | 565.4260.53.123100.00000 | STREET LIGHTING | STREET LIGHTING | 361,635 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

CITY OF KENNESAW
Partially Self Insured
Fund 600

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|---------------------------------|-------------------------|-----------------------|
| 600.0000.34.990500.00000 | CITY/EMPLOYEE PAYMENTS | \$ 2,648,545 | \$ 2,956,185 |
| 600.0000.36.100000.00000 | INTEREST REVENUES | 1,500 | 1,000 |
| Total Revenues and Non-Operating Income | | <u>\$ 2,650,045</u> | <u>\$ 2,957,185</u> |
| 600.6000.52.120000.00000 | ADMINSTRATIVE FEE - HEALTHSCOPE | \$ (76,986) | \$ (79,320) |
| 600.6000.52.121000.00000 | BROKER FEES | (36,000) | (36,000) |
| 600.6000.52.123000.00000 | AGGREGATE STOP/LOSS | (24,199) | (27,480) |
| 600.6000.52.124000.00000 | SPECIFIC STOP/LOSS | (198,503) | (210,000) |
| 600.6000.52.125000.00000 | OTHER PROFESSIONAL SERV | (19,300) | (12,000) |
| 600.6000.52.360000.00000 | DUES & FEES | (5,718) | (4,800) |
| 600.6000.55.220200.00000 | CLAIMS MEDICAL/HOSPITAL | (1,806,695) | (1,940,689) |
| 600.6000.55.220600.00000 | CLAIMS PHARMACY | (482,644) | (646,896) |
| Total Expenses | | <u>\$ (2,650,045)</u> | <u>\$ (2,957,185)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|------|--------------------------|------------------------------|-----------------------------------|-------------------|
| 600 | | | | |
| | 600.0000.34.990500.00000 | CITY/EMPLOYEE PAYMENTS | CITY/EMPLOYEE PAYMENTS | -2,956,185 |
| | 600.0000.36.100000.00000 | INTEREST REVENUES | INTEREST | -1,000 |
| | 600.6000.52.120000.00000 | ADMINSTRATIVE FEE - LIFEWELL | MED/DEN ADMIN FEE MTHLY \$6610 A | 79,320 |
| | 600.6000.52.121000.00000 | COMMISSIONS | BROKER FEES \$3,000 MONTHLY | 36,000 |
| | 600.6000.52.121000.00000 | COMMISSIONS | RECEIVE FINAL QUOTE | 0 |
| | 600.6000.52.121000.00000 | COMMISSIONS | COULD INCREASE PER STEPHANIE ADJ | 0 |
| | 600.6000.52.123000.00000 | AGGREGATE STOP/LOSS | ASL PREM \$2290 AVE MONTHLY | 27,480 |
| | 600.6000.52.124000.00000 | SPECIFIC STOP/LOSS | ISL PEPM \$17,500 AVE MONTHLY | 210,000 |
| | 600.6000.52.125000.00000 | OTHER PROFESSIONAL SERV | BASED ON CURR YEAR TRENDS | 10,000 |
| | 600.6000.52.135000.00000 | SPECIALIZED REC SERVICES | BASED ON CURRENT YEAR TRENDS | 2,000 |
| | 600.6000.52.360000.00000 | DUES & FEES | DISCOVERY BENEFITS \$400 AVE MONT | 4,800 |
| | 600.6000.52.360000.00000 | DUES & FEES | FROM HEALTHSCOPE | 0 |
| | 600.6000.52.360000.00000 | DUES & FEES | FY20 ACTUAL INCLUDES CARRY OVER F | 0 |
| | 600.6000.55.220200.00000 | CLAIMS MEDICAL | CLAIMS MEDICAL/HOSP | 1,940,689 |
| | 600.6000.55.220600.00000 | CLAIMS PHARMACY | CLAIMS PHARMACY | 646,896 |
| | Sum | | | 0 |
| | Grand Total | | | 0 |

CITY OF KENNESAW
URA
Fund 700

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|--|-----------------------------|-------------------------|---------------------|
| 700.0000.36.100000.00000 | INTEREST REVENUES | \$ 25 | \$ 25 |
| 700.0000.39.113000.00000 | TRANSFERS IN - GENERAL FUND | 393,737 | 398,537 |
| Total Revenues and Other Financing Sources | | <u>\$ 393,762</u> | <u>\$ 398,562</u> |
| | | | |
| 700.7300.52.396000.00000 | PAYING AGENT FEES | \$ (5,500) | \$ (5,500) |
| 700.8000.58.110600.00000 | PRINCIPAL - SERIES 2014 B | (125,000) | (135,000) |
| 700.8000.58.210500.00000 | INTEREST - SERIES 2014 A | (161,319) | (161,319) |
| 700.8000.58.210600.00000 | INTEREST - SERIES 2014 B | (101,943) | (96,743) |
| Total Expenditures | | <u>\$ (393,762)</u> | <u>\$ (398,562)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|-----------------------------|--------------------------|-------------------|
| 700 | | | | |
| | 700.0000.36.100000.00000 | INTEREST REVENUES | INTEREST REVENUES | -25 |
| | 700.0000.39.113000.00000 | TRANSFERS IN - GENERAL FUND | TRAN IN FROM GF | -398,537 |
| | 700.7300.52.396000.00000 | PAYING AGENT FEES | PAYING AGENT FEES | 5,500 |
| | 700.8000.58.110600.00000 | PRINCIPAL - SERIES 2014 B | PRIN SERIES 2014 B BONDS | 135,000 |
| | 700.8000.58.210500.00000 | INTEREST - SERIES 2014 A | INT SERIES 2014 A BONDS | 161,319 |
| | 700.8000.58.210600.00000 | INTEREST - SERIES 2014 B | INT SERIES 2014 B BONDS | 96,743 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

CITY OF KENNESAW
Kennesaw Downtown Development Authority
Fund 760

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|------------------------------------|-------------------------|---------------------|
| 760.0000.34.756500.00000 | FARMERS MARKET | \$ 2,080 | \$ - |
| 760.0000.34.758500.00000 | BEER FESTIVAL REVENUE | 8,500 | 8,500 |
| 760.0000.36.100000.00000 | INTEREST REVENUES | 350 | 300 |
| 760.0000.38.100700.00000 | RENTS & ROYALTIES BURGER FI | 39,150 | 39,150 |
| 760.0000.39.110000.00000 | TRAN IN FROM CITY FOR 2001 BONDS | 436,144 | 451,914 |
| 760.0000.39.400000.00000 | USE OF PY RESERVES | 10,234 | 81,218 |
| Total Revenues, Non-Operating Income, Capital Contributions & Transfers | | <u>\$ 496,458</u> | <u>\$ 581,082</u> |
| | | | |
| 760.7550.52.121000.00000 | LEGAL SERVICES | \$ (15,000) | \$ (15,000) |
| 760.7550.52.125000.00000 | OTHER PROFESSIONAL SERV | (1,500) | (1,500) |
| 760.7550.52.127000.00000 | DESIGN & GRAPHIC DESIGN | (500) | (500) |
| 760.7550.52.231000.00000 | RENTAL OF LAND & BUILDING | (6,000) | (8,400) |
| 760.7550.52.325000.00000 | POSTAGE | (100) | (100) |
| 760.7550.52.330000.00000 | ADVERTISING | (500) | (500) |
| 760.7550.52.350000.00000 | TRAVEL | (1,500) | (750) |
| 760.7550.52.360000.00000 | DUES & FEES | (165) | (165) |
| 760.7550.52.363000.00000 | MEETING EXPENSES | (100) | (100) |
| 760.7550.52.371000.00000 | PROFESSIONAL DEVELOPMENT | (1,000) | (600) |
| 760.7550.52.395000.00000 | MILEAGE REIMBURSEMENT | (500) | (500) |
| 760.7550.52.514000.00000 | DINNER AT DEPOT | (1,125) | (1,200) |
| 760.7550.58.110100.00000 | PRINCIPAL -LOAN FROM CITY-BURGERFI | (30,884) | (31,351) |
| 760.7550.58.110200.00000 | PRINCIPAL - SERIES 2001 | (390,000) | (410,000) |
| 760.7550.58.210100.00000 | INTEREST - SERIES 2001 | (46,144) | (28,224) |
| 760.7550.58.230000.00000 | INTEREST-SERIES 2019 | - | (81,218) |
| 760.7550.58.230100.00000 | INTEREST-\$300K LOAN FROM CITY | (1,440) | (974) |
| Total Expenses | | <u>\$ (496,458)</u> | <u>\$ (581,082)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|--------------------------------------|--------------------------------------|-------------------|
| 760 | | | | |
| | 760.0000.34.758500.00000 | BEER FESTIVAL REVENUE | BEER FESTIVAL REVENUE | -8,500 |
| | 760.0000.36.100000.00000 | INTEREST REVENUES | INTEREST | -300 |
| | 760.0000.38.100700.00000 | RENTS&ROYALTIES(BURGERFI) 2844 S. MA | RENT | -39,150 |
| | 760.0000.39.110000.00000 | KDDA OPS - CITY FUNDING | Transfer from Gen. Fund for 2001 bon | -451,914 |
| | 760.0000.39.400000.00000 | USE OF PY RESERVES | PRIOR YEAR RESERVE CAPITALIZED INT | -81,218 |
| | 760.7550.52.121000.00000 | LEGAL SERVICES | KDDA LEGAL FEES | 15,000 |
| | 760.7550.52.125000.00000 | OTHER PROFESSIONAL SERV | PROJECT SUPPORT | 1,500 |
| | 760.7550.52.127000.00000 | DESIGN & GRAPHIC DESIGN | BUSINESS CARDS, NAMETAGS | 500 |
| | 760.7550.52.231000.00000 | RENTAL OF LAND & BUILDNG | D COLLIER (\$700 MONTHLY) | 8,400 |
| | 760.7550.52.325000.00000 | POSTAGE | KDDA MAILINGS | 100 |
| | 760.7550.52.330000.00000 | ADVERTISING | KDDA ADVERTISING - EVENTS, ETC | 500 |
| | 760.7550.52.350000.00000 | TRAVEL | KDDA TRAINING, MEETINGS | 750 |
| | 760.7550.52.360000.00000 | DUES & FEES | GA DOWNTOWN ASSOC | 165 |
| | 760.7550.52.363000.00000 | MEETING EXPENSES | MEETINGS | 100 |
| | 760.7550.52.371000.00000 | PROFESSIONAL DEVELOPMENT | KDDA TRAINING/CONFERENCE REGIST | 600 |
| | 760.7550.52.395000.00000 | MILEAGE REIMBURSEMENT | REIMBURSEMENT FOR TRAVEL MILEA | 500 |
| | 760.7550.52.514000.00000 | DINNER AT DEPOT | MAY - AUG MARKET SEASON | 0 |
| | 760.7550.52.514000.00000 | DINNER AT DEPOT | PORTABLE TOILET + HANDWASH STATI | 1,200 |
| | 760.7550.58.110100.00000 | PRINCIPAL -LOAN FROM CITY-BURGERFI | PRINCIPAL -LOAN FROM CITY-BURGER | 31,351 |
| | 760.7550.58.110200.00000 | PRINCIPAL - SERIES 2001 | PRINCIPAL - SERIES 2001 | 410,000 |
| | 760.7550.58.210100.00000 | INTEREST - SERIES 2001 | INTEREST - SERIES 2001 | 28,224 |
| | 760.7550.58.230000.00000 | INTEREST-SERIES 2019 | INTEREST 2019 BONDS | 81,218 |
| | 760.7550.58.230100.00000 | INTEREST-\$300K LOAN FROM CITY BURGE | INTEREST-\$300K LOAN FROM CITY BU | 974 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |

CITY OF KENNESAW
Kennesaw Development Authority
Fund 780

| Account Number | Account Name | FY 20 Budget Revised | FY 21 Budget |
|---|---------------------------|-------------------------|--------------------|
| 780.0000.36.100000.00000 | INTEREST REVENUES | \$ 400 | \$ 2,000 |
| 780.0000.39.310000.00000 | LAKESIDE VISTA/'04 SERIES | 24,830 | - |
| 780.0000.39.310500.00000 | WALTON RIDENOUR APTS | 23,750 | 25,581 |
| 780.0000.39.311000.00000 | ALTA RIDENOUR | 16,935 | 16,344 |
| 780.0000.39.400000.00000 | USE OF PY RESERVES | - | 41,225 |
| Total Revenues, Non-Operating Income, Capital Contributions & Transfers | | <u>\$ 65,915</u> | <u>\$ 85,150</u> |
| 780.7880.52.121000.00000 | LEGAL SERVICES | \$ (25,000) | \$ (25,000) |
| 780.7880.52.125000.00000 | OTHER PROFESSIONAL SERV | (3,000) | (23,000) |
| 780.7880.52.332000.00000 | MARKETING | (250) | (250) |
| 780.7880.52.350000.00000 | TRAVEL | (500) | (500) |
| 780.7880.52.363000.00000 | MEETING EXPENSES | (200) | (200) |
| 780.7880.52.370000.00000 | CONFERENCE FEES | (1,000) | (700) |
| 780.7880.52.395000.00000 | MILEAGE REIMBURSEMENT | (200) | (200) |
| 780.7880.52.600000.00000 | SPECIAL EVENTS | (300) | (300) |
| 780.7880.53.101000.00000 | RESERVES | (465) | - |
| 780.7880.53.102000.00000 | ED STAFF SUPPORT | (10,000) | (10,000) |
| 780.7880.53.103000.00000 | BUSINESS DEVELOPMENT | (25,000) | (25,000) |
| Total Expenses | | <u>\$ (65,915)</u> | <u>\$ (85,150)</u> |

Budget Detail by Fund

| Fund | Account | AccountName | DescriptionFld | AmountWithoutDeci |
|-------------|--------------------------|---------------------------|----------------------------------|-------------------|
| 780 | | | | |
| | 780.0000.36.100000.00000 | INTEREST REVENUES | INTEREST | -2,000 |
| | 780.0000.39.310000.00000 | LAKESIDE VISTA/'04 SERIES | PROPERTY SOLD-BONDS PAID OFF 201 | 0 |
| | 780.0000.39.310500.00000 | WALTON RIDENOUR APTS | BOND FEES | -25,581 |
| | 780.0000.39.311000.00000 | ALTA RIDENOUR | BOND FEES | -16,344 |
| | 780.0000.39.400000.00000 | USE OF PY RESERVES | USE OF PY RESERVES | -41,225 |
| | 780.7880.52.121000.00000 | LEGAL SERVICES | LEGAL SERVICES- KDA | 25,000 |
| | 780.7880.52.125000.00000 | OTHER PROFESSIONAL SERV | ED STRATEGIC PLAN SUPPORT | 20,000 |
| | 780.7880.52.125000.00000 | OTHER PROFESSIONAL SERV | KDA PROFESSIONAL SERVICES | 3,000 |
| | 780.7880.52.332000.00000 | MARKETING | KDA PROJECT MARKETING | 250 |
| | 780.7880.52.350000.00000 | TRAVEL | GEDA TRAINING, DA TRAINING | 500 |
| | 780.7880.52.363000.00000 | MEETING EXPENSES | GEDA LUNCHEONS, DA MEETINGS | 200 |
| | 780.7880.52.370000.00000 | CONFERENCE FEES | REGISTRATION FOR CONFERENCES/TR | 700 |
| | 780.7880.52.395000.00000 | MILEAGE REIMBURSEMENT | MILEAGE REIMB. CONFERENCE/TRAINI | 200 |
| | 780.7880.52.600000.00000 | SPECIAL EVENTS | SPECIAL EVENT FEES | 300 |
| | 780.7880.53.102000.00000 | ED STAFF SUPPORT | ED STAFF SUPPORT | 10,000 |
| | 780.7880.53.103000.00000 | BUSINESS DEVELOPMENT | BUSINESS DEVELOPMENT SUPPORT | 25,000 |
| Sum | | | | 0 |
| Grand Total | | | | 0 |