



**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
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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:
<p>Parks and Recreation:</p> <ul style="list-style-type: none"> • (4) PT Facility Monitors for Recreation Center <p>Finance:</p> <ul style="list-style-type: none"> • Business License Compliance Officer 	<p>Public Works:</p> <ul style="list-style-type: none"> • Unfreeze Assistant Public Work Director • Freeze Constructor Inspector <p>Planning & Zoning:</p> <ul style="list-style-type: none"> • Unfreeze PT Zoning Clerk <p>Finance:</p> <ul style="list-style-type: none"> • PT Tax clerk to FT Tax clerk <p>City Manager</p> <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-ACCIDNT REP	40,000	30,000
100.0000.34.231000.00000	DET & COR SVC-FINGERPRNT	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 CONTRIBUTION	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 ELECTE	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		<u>\$ 915,197</u>	<u>\$ 962,162</u>

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 & LIABLITY 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 LUNCHES	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		\$ 346,500	\$ 346,500

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 (FUELMAS	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		\$ 371,589	\$ 407,348

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 & VEHCL	SPECIAL RENTAL EQUIP. - EVENTS	1,100
		RENTAL OF EQUIP & VEHCL	RENTAL TOOLS	1,100
		RENTAL OF EQUIP & VEHCL	RENTAL LIFTS	1,100
			Sum	3,300
	100.1565.52.310000.00000			
		INS, OTHER THAN EMP BEN	PROPERTY & LIABLITY 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	PUBLICICE 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		<u>\$ 7,495,635</u>	<u>\$ 7,502,709</u>

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 COMMERCIAL 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 ELSEWHERE 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		\$ 355,028	\$ 328,193

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 & LIABLITY 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 AFFILATE DUES	250
		SUPPORT FOR OTR COMM O	KAB AFFILATE 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 PROGRAMATIC 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 $\frac{3}{4}$ 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		\$ 706,282	\$ 655,215

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 & LIABLITY 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 TRAIING 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 & LIABLITY 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

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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 Trfers Out		\$ 972,466	\$ 1,117,558

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		\$ 1,669,853	\$ 1,686,744

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		<u>\$ 1,177,000</u>	<u>\$ 1,349,900</u>
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		<u>\$ (1,177,000)</u>	<u>\$ (1,349,900)</u>

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		<u>\$ 1,000</u>	<u>\$ 1,300</u>

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		\$ 25,500	\$ 38,290
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		\$ (25,500)	\$ (38,290)

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		\$ 2,659,100	\$ 2,795,802
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		\$ (2,657,569)	\$ (2,795,802)
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		\$ 533,761	\$ 550,586
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		\$ (533,761)	\$ (550,586)

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		\$ 1,360,000	\$ 1,295,000
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		\$ (1,225,409)	\$ (1,242,204)
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 & LIABLITY 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		\$ 361,600	\$ 391,635
565.4260.53.123100.00000	STREET LIGHTING	\$ (361,600)	\$ (361,635)
565.4260.54.245000.00000	SOFTWARE	-	(30,000)
Total Expenses		\$ (361,600)	\$ (391,635)

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		\$ 2,650,045	\$ 2,957,185
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		\$ (2,650,045)	\$ (2,957,185)

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		\$ 393,762	\$ 398,562
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		\$ (393,762)	\$ (398,562)

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		\$ 496,458	\$ 581,082
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		\$ (496,458)	\$ (581,082)

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		\$ 65,915	\$ 85,150
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		\$ (65,915)	\$ (85,150)

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