



# **FY 2022 Budget Book**

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# Memo



To: Mayor and Council

From: Joseph Bennett, City Administrator  
Kristin Robinson, Finance Director

Date: June 7, 2021

Re: FY 2022 Recommended Budget

Staff is presenting for your consideration the FY 2022 Recommended Budget totaling \$110,205,348. Fiscal Year 2022 refers to the period of time between July 1, 2021, and June 30, 2022. This submittal is the result of the annual budgeting process that began last November. It satisfies the State of Georgia requirement for every local government to adopt a balanced operating budget. Once adopted, subsequent amendments may be considered and approved by the Governing Body as needed.

The budget document plays a critical role in setting and pursuing the overall direction of the City. It allows the City to implement the policies adopted by Mayor & Council. It requires staff to think strategically about both short- and long-term goals, prioritizing funding requests and making best use of limited resources. It incorporates public input on a number of fronts, with recommendations taken from formal public engagement initiatives as well as informal conversations between constituents and elected officials.

As the City looks toward a full recovery from the COVID-19 pandemic, some budgeting questions still remain. This budget has been developed in anticipation of a return to “normal,” while considering the deliberate nature of such a large-scale economic rebound. In short, this budget takes a cautiously optimistic approach. The following pages provide a few highlights of the detailed information found elsewhere in this Budget Book.

## Contents of Budget Book

Overview	Fund level summaries of revenues and expenditures and the impact on reserves with a comparison to the FY 2021 revised budget.
Revenues	Projections for each revenue type as well as comparisons with prior years have been provided.
Fees/Charges	Suggested schedule of fees and charges for FY 2022 with a comparison to current year fees.
Expenditures	A summary level overview of the total expenditures as well as comparisons with prior years.
Debt	A summary of future debt obligations including revenue bonds and capital leases.
Personnel	Information on historical personnel levels as well as the requested and recommended staffing changes.
Capital	An overview of FY 2022 recommended projects and five-year plans for the various capital project funds.
Details	Function, goals, and measures for each department. High level department summaries of requested and recommended expenditures, including historical data grouped by personnel costs and other operating costs. Summaries are followed by line item detail for non-personnel accounts.

## Revenues

- Property taxes remain the General Fund's largest source of revenue. This budget anticipates the millage rate will remain unchanged at 8.99 mills for the fifteenth consecutive year. A projected 5.5% increase in the tax digest will increase the billed amount compared to last year, which saw a smaller increase than in previous years.
- Revenues in the Hotel/Motel Fund are collected through a tax imposed on each room night occupied in Smyrna hotels and motels. Although recreational and business travel are expected to increase from last fiscal year, revenues from FY 2021 saw a substantial decrease. Additionally, recent revenues have not indicated a full rebound to pre-COVID levels. As a result, revenue projections remain conservative as we wait to see the extent of travel increases. To fund proposed expenditures, a \$238K use of cash reserves is budgeted.
- Emergency 911 operations are funded primarily by fees collected from telecommunications providers. Historically, those revenues have been supplemented by a transfer from the General Fund. For FY 2022, the transfer is budgeted at \$280K (13% of total revenues).
- Utility revenues in the Water/Sewer Fund are based on customer demand. Weather is unpredictable and a significant contributing factor. Through nine months, FY 2022 revenues are tracking slightly higher than budgeted. The FY 2022 revenue projection is 1.9% higher than the FY 2021 Revised Budget. Built into this projection is an automatic pass-through of the Cobb County-Marietta Water Authority's annual increase in January (2% in recent years).
- Revenues projected for the Storm Water CIP include a \$0.07 increase effective January 2022. At that time, the monthly storm water fee will increase from \$3.52 to \$3.59. Following more sizable fee increases of \$0.50 each in 2018 and 2020, a smaller annual increase going forward should give the City sufficient revenues to maintain its infrastructure over the next five years.

## Expenditures

- The proposed General Fund budget of \$55.5M is \$1.9M higher than the FY 2021 Revised Budget. The General Fund has absorbed 90% of a \$290K increase for health insurance. Health insurance and other employee benefits are budgeted in the General Government & Allocations division, along with the General Fund transfers to other funds and a contingency of \$437K. Excluding that division, the proposed budgets for General Fund departments total \$745K more than the FY 2021 Revised Budget, an increase of 2%. General Government services have increased by \$560K (12.1%).
- In the Hotel/Motel Fund, proposed expenditures include increases for website design and implementation services. Additionally, funds have been budgeted for continuing the annual City Birthday Celebration.
- Expenses in the Water/Sewer Fund are projected to increase \$147K (0.8%) compared to the FY 2021 Revised Budget. This is due primarily to larger transfers to the General Fund and for Water/Sewer capital projects. The wholesale purchase of water is the largest line item at \$10.6M (57% of fund total).

## Personnel

- One new Emergency Management Specialist is recommended for the EMA Division. The City of Smyrna is one of only two cities in the state with its own Emergency Management Agency (EMA) and this position will assist in managing the accompanying regulatory obligations. This includes creating and maintaining a variety of emergency plans.
- One new Assistant City Engineer is recommended for the Engineering Department. Increased project demands require an additional assistant to effectively maintain a high level of service. This position will focus primarily on stormwater and will be paid by a transfer-in from the Stormwater Fund.
- One new Human Resources Systems Coordinator is recommended for the Human Resources Department. This position will allow the City to better manage processes such as payroll by using an improved level of technical efficiency to coordinate across HR systems.
- Two new Crew Worker positions are recommended for the Highways & Streets Division. With work from the upcoming 2022 SPLOST planned to be completed in-house and added work for additional projects, current staffing levels will be insufficient to manage these responsibilities.
- One new Utility Services Clerk is recommended for the Water Administration Division. Utility customers have been increasing steadily, while staffing levels have remained the same. This position will enable the City to meet the changing customer service needs of its citizens.
- One part-time Clerk is recommended for Court. This position will provide support for additional court sessions and allow court personnel to evenly distribute work, while improving processes for citizens.
- In all, department heads requested twenty-three new full-time positions and two new part-time positions. Six of the new full-time positions and one part-time position are recommended. Of the recommended positions, one is funded a half of the fiscal year and three are funded at three quarters of the fiscal year. The total budgeted impact of new positions for FY 2022 is about \$324K.
- Four reclassifications of existing positions, which are all recommended. Each of these is justified due to changing job duties, enhanced qualifications, or re-evaluation of existing workload. The total budget impact for reclassifications is \$11K.
- Merit raises totaling \$264K are set aside in General Fund contingency. Annual merit raises have historically ranged from 0% to 3.5% based on each employee's annual performance review. Adoption of this budget does not guarantee any of these measures will be implemented. Subsequent action by Mayor & Council will be required to make them effective.
- The full-time employee salary line items for the Jail and E-911 have been budgeted at 97% to account for turnover in these divisions. Highways & Streets, Police Administration, and Water Distribution have been budgeted at 98%. Fire Response is budgeted at 99%. Current year actuals are in line with these budget projections.
- Overtime across all funds and departments is budgeted at \$569K, a decrease of \$12K (2%) under the FY 2021 Revised Budget.



## Capital Projects

- The CIP Committee recommends funding 11 capital projects totaling \$2.1M in the General Fund CIP. Projects totaling \$896K were eliminated or moved out of FY 2022.
- The Water/Sewer CIP includes \$3.4M for new equipment and various infrastructure projects. Two projects totaling \$72K were moved out of FY 2022.
- The Storm Water CIP includes \$1.4M for various infrastructure projects.
- The Vehicle Replacement Fund includes planned expenditures of just under \$1.3M. This includes thirteen scheduled replacements, two early replacements, and two fleet additions. By budgeting the 30-year average annual contribution, the City is also able to fund \$100K for emergency replacements and send an anticipated \$265K to reserves for future years.
- Revenues projected for the 2016 SPLOST anticipate the collection of \$7M from Cobb County, representing part of a larger contribution committed for construction of Windy Hill Road improvements. That project represents the largest planned expenditure in FY 2022, but smaller amounts have been allocated for resurfacing, pedestrian access improvements, Oakdale Road improvements, and other projects.

## Other Highlights

- The Buildings & Plant division has budgeted \$60K to paint the interior of City Hall.
- A \$112K line item is included in the Community Development department will account for ongoing maintenance costs associated with the department's new OpenGov online permitting service. This service will provide a convenient and efficient permitting process for both the City and developers.
- The Administration department has budgeted \$30K total for heritage celebrations. This funding will cover occasions celebrating things like Black History Month, Hispanic Heritage Month, and other cultural events.
- The Community Relations department has budgeted \$43,500 for website redesign and implementation. This process will take steps to update the City's website and create an improved experience for those utilizing the page.
- A \$35K line item is included in the Community Relations department for the City to hold a new Culture & Spirit event. The budget includes funds for a band and other entertainment.
- The Economic Development department has budgeted \$30K to develop an urban redevelopment plan for the North Smyrna Opportunity Zone. State law requires an updated plan for the renewal of the opportunity zone designation, which expires at the end of the year.
- Engineering has budgeted \$185K for traffic signal optimization. The analysis will help optimize signal timings to address increased traffic volumes resulting from population growth. Additionally, \$35K has been budgeted to convert the City's signal software to match that of the Georgia Department of Transportation.

- The Highways & Streets division increased its budget for right of way acquisition, surveys, and deeds from \$5K in FY 2021 to \$45K for FY 2022. This has been done in anticipation of increased acquisitions.
- As it did last year, the Parks Administration division has budgeted a \$15K line item for miscellaneous public art projects.
- To improve accessibility and, a \$15K line item has been budgeted in Parks Administration for building signage and new ADA room signs.
- Parks Programs has budgeted a total of \$17,091 to rent screens for drive-in movies. The division plans to provide 9 movies over the course of the year with FM transmitters allowing attendees to hear the movie through their car radios.
- A new recurring CIP project called “Green Initiatives” was added this year for \$800K. This project will be paid using revenue from the new street light fee and will address various needs across the City, including lighting upgrades, HVAC replacements, and electrical improvements.

## FY 2022 Budget Summary by Fund

<b>Governmental Funds</b>	<b>Projected Revenues</b>	<b>Recommended Expenditures</b>	<b>Transfer To/(From) Cash Reserves</b>
<b>General Fund</b>	<b>55,491,625</b>	<b>55,491,625</b>	<b>-</b>
<b>Special Revenue Funds</b>			
Auto Rental Tax Fund	160,000	160,000	-
CDBG Fund	390,000	390,000	-
Confiscated Assets	96,403	96,403	-
Donations & Special Fees Fund	375,000	375,000	-
E-911 Fund	2,033,239	2,033,239	-
Hotel/Motel Fund <sup>1</sup>	1,371,152	1,371,152	-
Multiple Grant Fund	148,732	148,732	-
TAD Fund	1,747,000	1,747,000	-
<b>Total Special Revenue Funds:</b>	<b>6,321,526</b>	<b>6,321,526</b>	<b>-</b>
<b>Capital Project Funds</b>			
2011 SPLOST Fund	-	-	-
2016 SPLOST Fund	11,823,703	21,379,829	(9,556,126)
Capital Improvement Plan Fund	2,108,200	2,108,200	-
E-911 Capital Project Fund	-	-	-
<b>Total Capital Project Funds</b>	<b>13,931,903</b>	<b>23,488,029</b>	<b>(9,556,126)</b>
<b>Internal Service Funds</b>			
Vehicle Replacement Fund	1,613,000	1,248,000	365,000
<b>Total Internal Service Funds</b>	<b>1,613,000</b>	<b>1,248,000</b>	<b>365,000</b>
<b>Total Governmental Funds:</b>	<b>77,358,054</b>	<b>86,549,180</b>	<b>(9,191,126)</b>

<b>Enterprise Funds</b>	<b>Projected Revenues</b>	<b>Recommended Expenditures</b>	<b>Transfer To/(From) Cash Reserves</b>
Stormwater Fund	1,490,000	1,490,000	-
Water/Sewer Capital Project Fund	3,446,000	3,446,000	-
Water/Sewer Fund	20,638,734	18,720,168	1,918,566
<b>Total Enterprise Funds:</b>	<b>25,574,734</b>	<b>23,656,168</b>	<b>1,918,566</b>

<b>Total of All Budgeted Funds</b>	<b>102,932,788</b>	<b>110,205,348</b>	<b>(7,272,560)</b>
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### NOTES

1. The Hotel/Motel Fund has been balanced using \$238K from reserves.

## FY 2022 - FY 2021 Budget Comparison

<b>Governmental Funds</b>	<b>FY 2021 Revised</b>	<b>FY 2022 Recommended</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
<b>General Fund</b>	<b>53,598,327</b>	<b>55,491,625</b>	<b>1,893,298</b>	<b>3.5%</b>
<b>Special Revenue Funds</b>				
Auto Rental Tax Fund	112,000	160,000	48,000	42.9%
CDBG Fund	221,525	390,000	168,475	76.1%
Confiscated Assets	122,000	96,403	(25,597)	-21.0%
Donations & Special Fees Fund	365,454	375,000	9,546	2.6%
E-911 Fund	2,038,903	2,033,239	(5,664)	-0.3%
Hotel/Motel Fund	1,493,797	1,371,152	(122,645)	-8.2%
Multiple Grant Fund	2,977,755	148,732	(2,829,023)	-95.0%
TAD Fund	1,750,000	1,747,000	(3,000)	-0.2%
<b>Total Special Revenue Funds</b>	<b>9,081,435</b>	<b>6,321,526</b>	<b>(2,759,909)</b>	<b>-30.4%</b>
<b>Capital Project Funds</b>				
2011 SPLOST Fund	-	-	-	N/A
2016 SPLOST Fund	24,553,185	21,379,829	(3,173,356)	-12.9%
Capital Improvement Plan Fund	1,458,310	2,108,200	649,890	44.6%
E-911 Capital Project Fund	1,619	-	(1,619)	-100.0%
<b>Total Capital Project Funds</b>	<b>26,013,114</b>	<b>23,488,029</b>	<b>(2,525,085)</b>	<b>-9.7%</b>
<b>Internal Service Funds</b>				
Vehicle Replacement Fund	1,331,463	1,248,000	(83,463)	-6.3%
<b>Total Internal Service Funds</b>	<b>1,331,463</b>	<b>1,248,000</b>	<b>(83,463)</b>	<b>-6.3%</b>
<b>Total Governmental Funds</b>	<b>90,024,338</b>	<b>86,549,180</b>	<b>(3,475,159)</b>	<b>-3.9%</b>

<b>Enterprise Funds</b>	<b>FY 2021 Revised</b>	<b>FY 2022 Recommended</b>	<b>Increase/ (Decrease)</b>	<b>% Change</b>
Stormwater Fund	1,415,000	1,490,000	75,000	5.3%
Water/Sewer Capital Project Fund	3,330,000	3,446,000	116,000	3.5%
Water/Sewer Fund	18,573,447	18,720,168	146,721	0.8%
<b>Total Enterprise Funds</b>	<b>23,318,447</b>	<b>23,656,168</b>	<b>337,721</b>	<b>1.4%</b>

<b>Total of All Budgeted Funds</b>	<b>113,342,785</b>	<b>110,205,348</b>	<b>(3,137,437)</b>	<b>-2.8%</b>
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## **Descriptions of Budgeted Funds**

### **General Fund**

The General Fund is the principal fund of the City and is used to account for all activities related to providing central governmental services, such as police protection, fire protection, recreation, library services, street repairs, sanitation and recycling services, and administration services. The primary revenue source for the General Fund is property taxes.

Revenue projections are based on historical data analysis, property assessments performed by the Cobb County Tax Assessor's Office, advice from Department Heads, and consideration of other pertinent information.

General Fund expenditures were requested by department heads to cover the cost of operations for the upcoming fiscal year. These requests were reviewed and revised in budget meetings with Finance and Administration.

### **Special Revenue Funds**

#### *Auto Rental Tax Fund*

The Auto Rental Tax Fund is set up to receive tax collections from vehicles rented within Smyrna City limits. One hundred percent of the revenues are transferred into the Hotel/Motel Fund each year.

#### *Community Development Block Grant (CDBG) Fund*

CDBG is a flexible federal grant program providing resources to address a wide range of community development needs. The budget is based on the award letter from Cobb County for eligible projects. The amount is tentative pending a final funding decision from HUD. In FY 2022, CDBG reimbursements are expected to help fund improvements for Parks and Recreation, the Library, and homeowner assistance programs. They will also continue to fund the Ward 5 Code Enforcement Marshal's salary, a portion of the CDBG Coordinator's salary, and an administrative fee payable to Cobb County.

#### *Confiscated Assets - MCS Fund*

The Confiscated Assets Fund holds the city's allocated portion of the confiscated assets collected by the Marietta-Cobb-Smyrna joint police task force. These funds can be spent at the discretion of the Chief of Police and have historically been used to pay for education and training for officers and for equipment purchases. Since staff cannot anticipate when proceeds from confiscated assets will come in, revenues and expenditures are budgeted as the available cash on hand at the time of budget development.

#### *Donations & Special Fees Fund*

The Donations & Special Fees fund holds several cash accounts for various specialized functions. Some examples of these cash accounts are Records Management (separate accounts for Fire and Community Development), Tree Bank, Jonquil Jog Road Race, Community Garden, Summer Camp, and Senior Trips.

Revenues and expenditures for this fund are budgeted as an estimate of the combined total activity among the various cash accounts.

#### *E-911 Fund*

The E-911 Fund provides for the staffing and maintenance of the Smyrna E-911 Communications Center. Revenues are generated from state-mandated E-911 fees that landline and mobile phone providers collect from their customers and pass on to the City. In addition to these revenues, a subsidy from the General Fund has historically been required to fully fund the operations and maintenance of the Center.

#### *Hotel/Motel Fund*

The Hotel/Motel Fund provides for the promotion of travel and tourism in the City. Revenues are generated from a tax on proceeds from hotels and motels within City limits. A portion of these revenues is passed on to the Cobb-Marietta Coliseum and Exhibit Hall Authority per the terms of an intergovernmental agreement. A fixed percentage of the revenues (37.5%) is also transferred to the General Fund each year. Expenditures include the staffing of the Community Relations department and operations related to the promotion of travel and tourism.

#### *Multiple Grant Fund*

The Multiple Grant Fund holds the proceeds from several miscellaneous public safety grants awarded to the City. Since staff cannot predict which grants will be renewed, revenues and expenditures are budgeted as the available cash on hand at the time of budget development.

### **Capital Project Funds**

#### *2011 SPLOST Fund*

The 2011 SPLOST Fund holds the city's revenues received from the 2011 1% Special Purpose Local Option Sales Tax (SPLOST). There are no new revenues or expenditures budgeted for FY 2022.

#### *2016 SPLOST Fund*

The 2016 SPLOST Fund holds the city's revenues received from the 2016 1% Special Purpose Local Option Sales Tax (SPLOST). Cobb County voters approved this tax to be collected through 2021. Projects include transportation, infrastructure, public safety, and park improvements. Budgeted expenditures represent project costs as provided by Croy Engineering, LLC, which serves as the city's project manager for all SPLOST projects.

#### *General Fund CIP*

The General Fund Capital Improvement Plan (CIP) is a five-year schedule approved by Mayor & Council each year in conjunction with the annual operating budget. The City defines a capital project as an expenditure costing at least \$20K with a useful life of at least three years. Department heads initiate the process by submitting requests for capital projects. The recommended projects reflect these requests

after review and revision by the CIP Committee. Although this is a five-year plan, only the first year is funded by the FY 2022 Budget. These capital projects are funded by an operating transfer from the General Fund.

#### *E-911 CIP*

The E-911 CIP was established in FY 2015 to hold any capital projects needed for the E-911 Communications Center. It is funded by an operating transfer from the General Fund. Separating these capital projects from other General Fund capital projects makes it easier to see how much the General Fund is subsidizing the E-911 Fund. No projects are recommended for FY 2022.

### **Internal Service Funds**

#### *Vehicle Replacement Fund*

The Vehicle Replacement Fund (VRF) was created in FY 2014 to support the scheduled replacement of vehicles and rolling equipment. Replacement criteria include mileage, age, and life-to-date maintenance costs. The Budget Office tracks the data and makes a recommendation each year for vehicles to be replaced. In addition to the qualified vehicle replacements and recommended fleet additions, the FY 2022 Budget adds an additional \$100,000 for emergency purchases as needed. The VRF is funded by operating transfers from both the General Fund and the Water/Sewer Fund.

### **Enterprise Funds**

#### *Water/Sewer Fund*

The Water/Sewer Fund provides for the operation of the city's water and sewer systems. Revenues are generated from charges for services. Expenses were requested by staff to cover the cost of operating and maintaining the water and sewer systems. These requests were reviewed and revised in budget meetings with Finance and Administration.

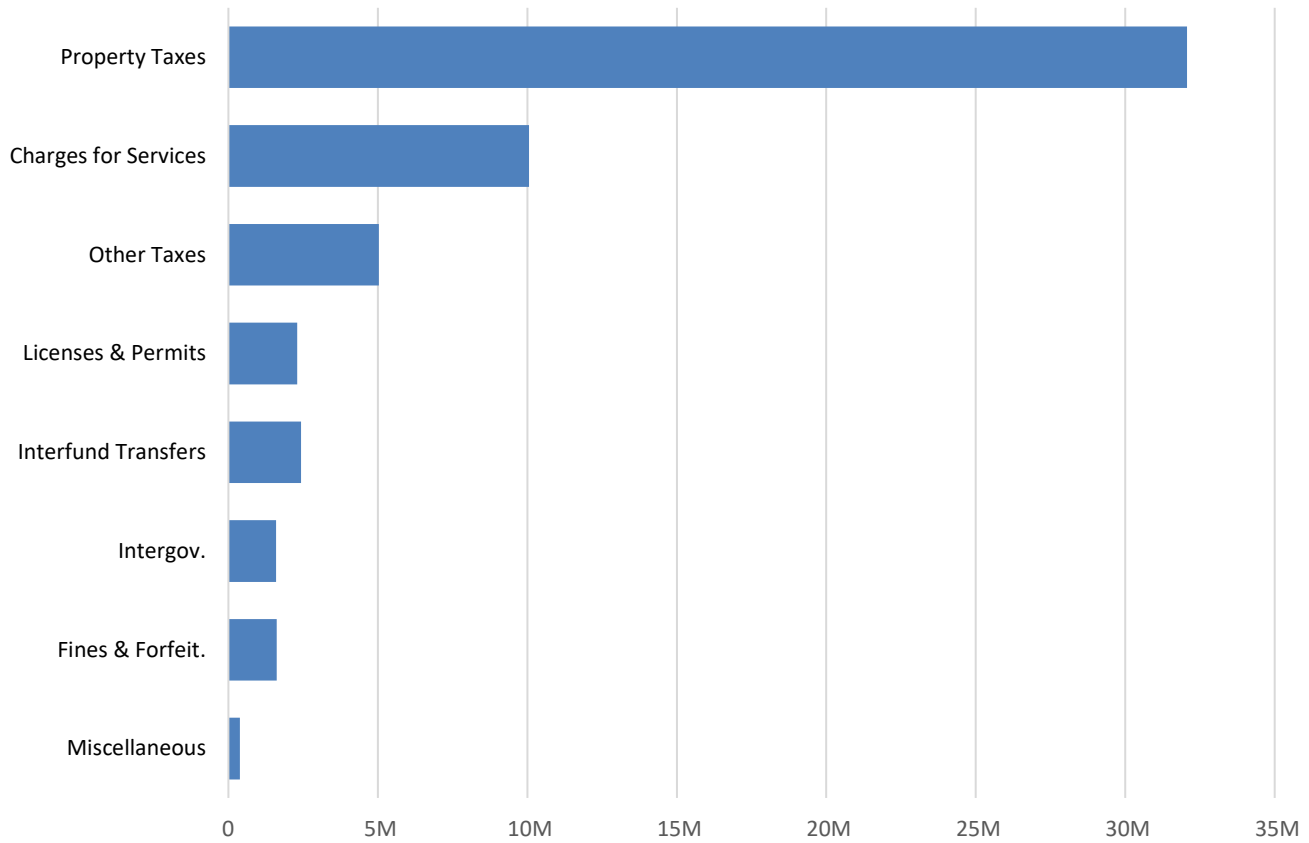
#### *Water/Sewer CIP*

The Water/Sewer CIP was created in FY 2014. This fund was established to hold the capital projects for the Water/Sewer Fund and to hold the Water/Sewer Renewal & Extension cash account. It is funded by an annual transfer-in from the Water/Sewer Fund. These revenues balance the capital project expenses requested by the Director of Public Works.

#### *Storm Water CIP*

The Storm Water Fund was created in FY 2014. This fund was established to account for all storm water infrastructure and maintenance projects. Revenues come from the storm water fee paid by customers of the city's water utility. The fee is based on square feet of impervious surface for commercial customers. Residential customers pay a flat fee per residential unit. Budgeted expenses are the capital projects necessary to maintain the storm water system.

## General Fund Revenues Summary



Revenue Category	FY 2020 Actuals	FY 2021 Revised	FY 2022 Projected	% of Fund Total
Property Taxes	29,667,310	30,459,000	32,065,085	57.8%
Charges for Services	8,667,182	9,283,400	10,053,000	18.1%
Other Taxes	4,997,141	4,810,000	5,034,000	9.1%
Licenses & Permits	2,976,193	2,287,000	2,306,750	4.2%
Interfund Transfers	1,965,026	2,587,825	2,430,390	4.4%
Intergovernmental	1,592,635	1,600,000	1,600,000	2.8%
Fines & Forfeitures	1,058,289	1,441,000	1,617,500	2.9%
Miscellaneous	555,431	508,400	384,900	0.7%
<b>Total General Fund</b>	<b>51,479,207</b>	<b>52,976,625</b>	<b>55,491,625</b>	<b>100.0%</b>



## Special Revenue Fund Revenues Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Projected	% of Fund Total
<b>Auto Tax Rental Fund</b>	179,624	112,000	160,000	100.0%
<b>CDBG Fund</b>	100,490	215,000	390,000	100.0%
<b>Confiscated Assets</b>	53,655	122,000	96,403	100.0%
<b>Donations &amp; Special Fees Fund</b>	379,819	350,000	375,000	100.0%
<b>TAD Fund</b>	14,208,798	1,750,000	1,747,000	100.0%
<b>E-911 Fund</b>				
Charges for Services	1,628,687	1,650,000	1,675,239	82.4%
Miscellaneous	82,846	78,000	78,000	3.8%
Transfer-In from General Fund	329,875	300,150	280,000	13.8%
<b>Total E-911 Fund</b>	2,041,408	2,028,150	2,033,239	100.0%
<b>Hotel/Motel Fund</b>				
Other Taxes	1,256,156	1,207,000	956,000	69.7%
Charges for Services	30,154	21,833	17,293	1.3%
Miscellaneous	-	-	-	0.0%
Other Financing Sources	182,250	264,964	397,859	28.9%
<b>Total Hotel/Motel Fund</b>	1,468,560	1,493,797	1,371,152	100.0%
<b>Multiple Grant Fund</b>	50,386	2,969,559	148,732	100.0%
<b>Total Special Revenue Funds</b>	<b>4,273,942</b>	<b>9,040,506</b>	<b>6,321,526</b>	

### Capital Project Fund Revenues Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Projected	% of Fund Total
2011 SPLOST Fund	25	-	-	100.0%
2016 SPLOST Fund	11,515,769	22,672,439	11,823,703	100.0%
Capital Improvement Plan Fund	1,278,750	1,407,950	2,108,200	100.0%
E-911 Capital Project Fund	76,611	-	-	100.0%
<b>Total Capital Project Funds</b>	<b>12,871,155</b>	<b>24,080,389</b>	<b>13,931,903</b>	

### Internal Service Fund Revenues Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Projected	% of Fund Total
Vehicle Replacement Fund	1,654,454	1,586,923	1,613,000	100.0%
<b>Total Internal Service Funds</b>	<b>1,654,454</b>	<b>1,586,923</b>	<b>1,613,000</b>	

### Enterprise Fund Revenues Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Projected	% of Fund Total
Stormwater Fund	1,261,889	1,415,000	1,490,000	100.0%
Water/Sewer Capital Project Fund	4,308,720	3,330,000	3,446,000	100.0%
Water/Sewer Fund	20,434,233	20,245,388	20,638,734	100.0%
<b>Total Enterprise Funds</b>	<b>26,004,842</b>	<b>24,990,388</b>	<b>25,574,734</b>	

<b>Total of All Budgeted Funds</b>	<b>96,283,600</b>	<b>112,674,831</b>	<b>102,932,788</b>	
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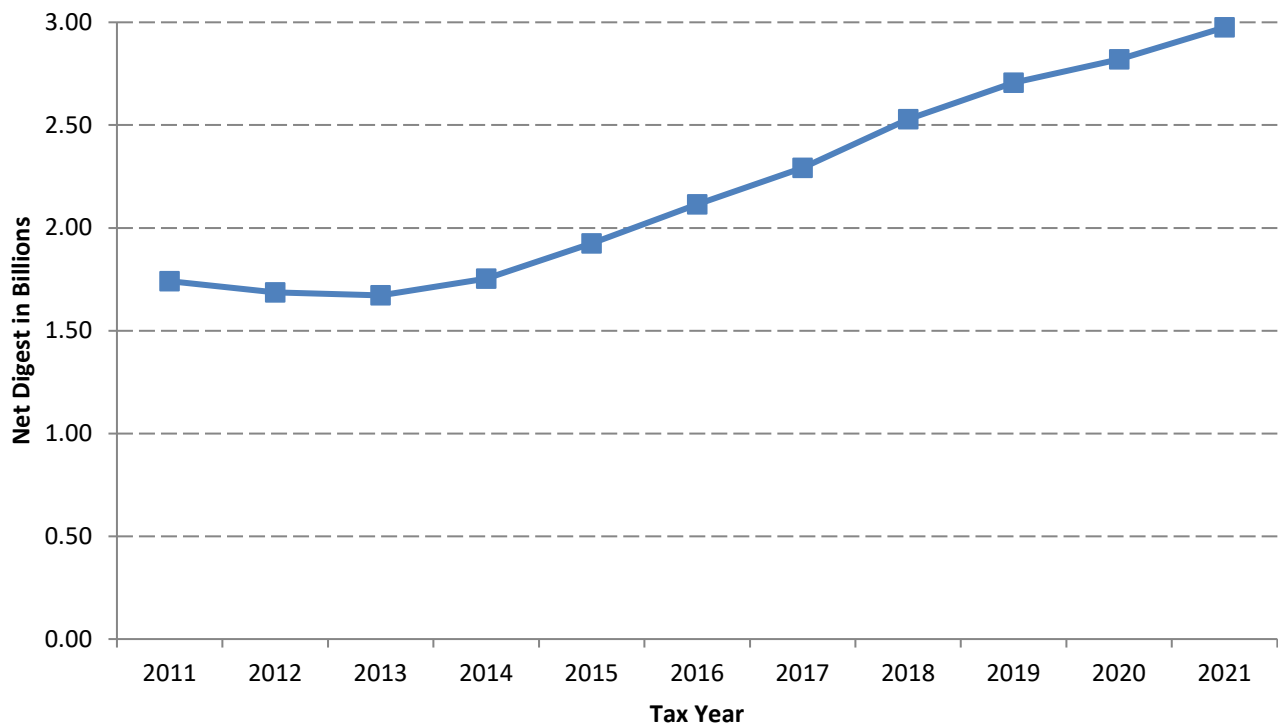
## Estimated Net Property Tax Digest

The **Net Property Tax Digest** is the total value of all real and personal property (40% of fair market value) minus any property tax exemptions. This is the actual amount that is multiplied by the millage rate to estimate property tax revenues. Since 2007, Smyrna has been able to balance its budget using the same low millage rate of 8.99 mills.

Based on preliminary information from the Cobb County Tax Assessor's office, staff is estimating a 5.5% increase in the property tax digest for tax year 2021. As always, Smyrna residents with the floating homestead exemption will not see an increase to their Smyrna tax bill.

Tax Year	Net Property Tax Digest	% Change from Prior Year
2011	\$1,740,440,900	-6.42%
2012	\$1,686,342,619	-3.11%
2013	\$1,671,755,506	-0.87%
2014	\$1,753,938,784	4.92%
2015	\$1,924,567,923	9.73%
2016	\$2,114,707,898	9.88%
2017	\$2,292,551,418	8.41%
2018	\$2,528,561,304	10.29%
2019	\$2,705,867,791	7.01%
2020	\$2,819,982,092	4.22%
2021*	\$2,975,081,107	5.50%

\*Preliminary estimates based on current information.



### General Fund Revenues by Account

Obj	Account	Revenue Description	FY20 Actuals	FY21 Revised	FY22 Projected	FY22/FY21 Difference	% Diff
311100	REAL PROP TAX - CURR YR	Ad valorem taxes levied on assessed value of property.	23,272,593	24,223,000	25,384,000	1,161,000	4.8%
311110	REAL PROP-PUB UTIL - CY	Ad valorem taxes levied on property of public utilities.	287,634	300,000	300,000	-	0.0%
311200	REAL PROP TAX-PRIOR YR	Revenues from collected prior year property taxes.	36,713	50,000	50,000	-	0.0%
311310	PERS PROP TAX - VEH-CURR	Annual ad valorem tax levied on motor vehicles.	147,322	110,000	35,000	(75,000)	-68.2%
311315	AD VALOREM TAX	One-time title ad valorem tax levied on motor vehicles.	1,338,464	1,312,000	1,647,085	335,085	25.5%
311340	INTANGIBLES (REG & RECD)	Taxes levied on issuance of mortgages on real estate.	714,055	575,000	750,000	175,000	30.4%
311350	RAILROAD EQUIPMENT TAX	Ad valorem taxes levied on railroad equipment.	1,189	1,000	1,000	-	0.0%
311600	REAL ESTATE TRANSFER TAX	Tax on real property when sold or transferred.	188,187	160,000	170,000	10,000	6.3%
311700	FRANCHISE TAX	Tax on using public right of way for private purposes.	3,652,292	3,700,000	3,700,000	-	0.0%
311790	GOLF CONCESSION FEES	Revenues from contract for Fox Creek golf course.	28,860	28,000	28,000	-	0.0%
314200	ALCOHOLIC BEV EXCISE TAX	Tax on alcohol wholesale distributors based on volume.	729,425	580,000	700,000	120,000	20.7%
314300	LOCAL 3% MIXED DRINK TAX	Tax levied on sale of liquor purchased by the drink.	195,470	176,000	185,000	9,000	5.1%
316200	INSURANCE PREMIUM TAX	Tax on premiums of all insurers with policies in the City.	3,897,186	3,900,000	4,000,000	100,000	2.6%
316300	FIN INSTITUTIONS TAX	Tax on gross receipts of financial institutions in the City.	113,101	103,000	103,000	-	0.0%
319100	PEN & INT-GEN PROP TAX	Penalties and interest on late property tax payments.	55,206	45,000	40,000	(5,000)	-11.1%
319500	PEN & INT-FIFA	Charge for tax lien recorded with Clerk of Supeior Court.	6,754	6,000	6,000	-	0.0%
321100	ALCOHOLIC BEVERAGE LIC	Fees collected for the issue of alcohol business licenses.	441,509	380,000	400,000	20,000	5.3%
321200	GENERAL BUSINESS LICENSE	Fees collected for the issue of general business licenses.	1,657,089	1,350,000	1,350,000	-	0.0%
322230	SIGN PERMIT	One time fees collected when applying for a sign permit.	26,310	25,000	25,000	-	0.0%
322300	TAXI OPERATORS PERMIT	Fees for applying for vehicle-for-hire permits.	-	-	-	-	-
322990	ADVERTISEMT FEES FOR LIC	Fees assessed to run ads for alcohol business licenses.	4,325	6,000	6,000	-	0.0%
322995	RACE PERMIT FEES	Processing fee for parade/race permit applications.	250	500	250	(250)	-50.0%
323120	BUILDING INSPECTION FEES	Fees for inspections conducted by Comm. Development.	817,624	500,000	500,000	-	0.0%
323130	PLUMBING INSPECTION FEES	Fees when applying for a plumbing permit & inspection.	8,400	8,000	8,000	-	0.0%
323140	ELECTRIC INSPECTION FEES	Fees when applying for a electrical permit & inspection.	4,554	5,000	5,000	-	0.0%
323160	AIR COND INSPECT FEES	Fees when applying for a HVAC permit & inspection.	15,960	12,000	12,000	-	0.0%
324100	PEN&INT-LICENSE & PERMITS	Penalties and interest on late business license fees.	172	500	500	-	0.0%
336000	LOCAL GOV UNIT GRANTS	Revenues from local government grants.	-	-	-	-	-
341120	COURT COST-PROBATION FEE	Supervision fees collected from people sentenced to probation.	37,191	35,000	35,000	-	0.0%
341300	PLANNING & DEV FEES	Misc. charges for services from Comm. Dev. department.	145,242	120,000	130,000	10,000	8.3%
341400	PRINTING & DUPLIC SVCS	Fees for providing copies requested by public.	2,308	1,000	1,000	-	0.0%
341910	OTHER-ELECTION QUAL FEE	Fees for candidates qualifying for local elections.	10,584	-	-	-	-
341930	OTHER-SALE OF MAPS & PUB	Fees for providing maps when requested by public.	-	-	-	-	-
342120	SPEC POL SVC-ACCID/PERMS	Fees for providing accident reports from Police dept.	69,900	95,000	85,000	(10,000)	-10.5%
342130	SPEC POL SVC-FALSE ALARM	Fees for emergency response to multiple false alarms.	20,265	22,000	22,000	-	0.0%
342330	DET&CORR SVC-PRISON HSG	Revenue from housing other municipality's prisoners.	419,907	540,000	400,000	(140,000)	-25.9%
342600	EMS TRAINING	Revenue from Fire staff training staff of other jurisdictions.	-	-	-	-	-
342900	EMERGENCY MANAGEMENT	Money from the state for Emergency Management dept.	-	20,000	20,000	-	0.0%
344110	SANI-REFUSE COLLECTN CHG	Charges for garbage collection service.	7,025,213	7,258,000	7,425,000	167,000	2.3%
344130	SANI-SALE OF RECYCL MATL	Revenues from sale of mixed recycled materials.	7,407	5,000	5,000	-	0.0%
344190	SANI-OTHER CHARGES	Misc. charges for services from Sanitation dept.	43,716	38,000	38,000	-	0.0%

### General Fund Revenues by Account

Obj	Account	Revenue Description	FY20 Actuals	FY21 Revised	FY22 Projected	FY22/FY21 Difference	% Diff
344192	FUEL SURCHARGE	Fuel surcharge for sanitation service.	-	-	4,000	4,000	
344195	RECYCLE CTR DRY TRASH	Fees on disposal of dry solid waste at recycling center.	-	-	3,000	3,000	
346700	KSB RECYCLING	Revenues generated by KSB through recycling center.	4,112	4,000	-	(4,000)	-100.0%
346800	ADS RECYCLING	Rebates from agreement with Advanced Diposal.	1,759	3,000	-	(3,000)	-100.0%
346900	COMMERCIAL RECYCLING	Revenues for providing recycling services to businesses.	106,487	95,000	95,000	-	0.0%
346910	STREET LIGHTS	Revenues generated through street light fee.	-	-	800,000	800,000	
347000	OIL RECYCLING	Revenues from sale of collected used motor oil.	-	-	-	-	
347100	LIBRARY USE FEES	Misc. charges for Library services.	24,946	31,000	31,000	-	0.0%
347200	ACTIVITY FEES	Fees for use of recreational & other facilities.	438,677	664,000	635,000	(29,000)	-4.4%
347210	ACTIVE NET FEES	Charged to the City for citizens' online use of ActiveNet.	-	-	-	-	
347300	EVENT ADMISSION FEES	Fees collected for admission to certain city events.	-	-	-	-	
347500	PROGRAM FEES	Fees collected for participation in recreation programs.	305,288	348,000	320,000	(28,000)	-8.0%
347900	OTHER CULTURE/REC FEES	Misc. charges for other culture & recreation services.	4,154	4,400	4,000	(400)	-9.1%
349300	BAD CHECK FEES	Fees applied when a bad check is written to the City.	25	-	-	-	
351170	COURT-MUNICIPAL	Fines from tickets or citations written within City limits.	946,149	1,323,000	1,500,000	177,000	13.4%
351175	RESTITUTION	Revenues from court-ordered restitution paid to the City.	4,825	5,000	4,500	(500)	-10.0%
351500	LIBRARY FINES	Fines from when borrowed materials are returned late.	18,778	13,000	13,000	-	0.0%
351900	PROBATION FINES	Fines from tickets or citations paid monthly over probation.	88,536	100,000	100,000	-	0.0%
361000	INTEREST REVENUES	Interest revenues from the General Fund cash account.	3,686	125,000	3,500	(121,500)	-97.2%
361100	INTEREST RESERVE/INVEST	Interest revenues from the reserve cash account.	-	-	-	-	
361110	INTEREST FSA ACCOUNT	Interest revenues from the FSA account.	-	-	-	-	
381000	RENTS & ROYALTIES	Revenue from cell tower and bus stop shelter leases.	211,065	190,000	190,000	-	0.0%
381100	VILLAGE MAINT FEES	From agreement with building owners in Market Village.	61,258	62,000	62,000	-	0.0%
381200	INTERGOVERNMENTAL REV489	Revenues from Cobb County in accordance with HB 489.	1,592,635	1,600,000	1,600,000	-	0.0%
382000	TELEPHONE COMMISSIONS	Charges for use of the jail phones by inmates.	9,278	18,000	16,000	(2,000)	-11.1%
382010	SMALL CELL	Rental fees for use of right of way related to small cells.	35,850	5,400	5,400	-	0.0%
383000	INSURANCE REIMBURSEMENT	Insurance reimbursement for damages to City property.	83,459	50,000	50,000	-	0.0%
383100	DONATIONS	Miscellaneous donations.	2	-	-	-	
389000	OTHER MISC REVENUE	Any miscellaneous revenues that do not fit elsewhere.	24,880	8,000	8,000	-	0.0%
391110	OPER TRN IN-HOTEL(275)	Transfer in from Hotel/Motel fund.	386,526	452,625	358,500	(94,125)	-20.8%
391115	OPER TRN IN E911 CIP (216)	Transfer in from E-911 CIP fund.	-	-	-	-	
391120	OPER TRN IN-HICKORY(376)	Transfer in from Hickory Lake Apartments fund.	-	-	-	-	
391125	OPER TRN IN E911 (215)	Transfer in from E-911 fund.	-	-	-	-	
391150	OPER TRN IN - CIP(370)	Transfer in from CIP fund.	60,000	-	-	-	
391175	OPER TRN IN-FIRE STA(285)	Transfer in from Fire Station Construction Grant fund.	-	-	-	-	
391200	OPER TRN IN-WATER (505)	Transfer in from Water/Sewer fund.	1,518,500	1,535,200	1,623,200	88,000	5.7%
391210	OPER TRANS IN-SW (540)	Transfer in from Stormwater fund.	-	-	48,690	48,690	
391225	USE OF COMMITTED FUNDS	Funds set aside for specific uses.	-	100,000	400,000	300,000	300.0%
391220	USE OF RESERVE(FUNDBAL)	Use of General Fund fund balance.	-	500,000	-	(500,000)	-100.0%
392100	SALE OF GEN FIXED ASSETS	Proceeds from the sale of surplusd fixed assets.	125,952	50,000	50,000	-	0.0%
<b>General Fund Total</b>			<b>51,479,207</b>	<b>52,976,625</b>	<b>55,491,625</b>	<b>2,515,000</b>	<b>4.7%</b>

### E-911 Fund Revenues by Account

Obj	Account	Revenue Description	FY20 Actuals	FY21 Revised	FY22 Projected	FY22/FY21 Difference	% Diff
342500	E-911 FEES	State mandated E-911 fees from phone companies	1,628,687	1,650,000	1,675,239	25,239	1.5%
361000	INTEREST REVENUES	Interest revenues from E-911 cash account.	4,096	3,000	3,000	-	0.0%
361200	INTEREST-CORE REPLACEMENT	Interest revenues from core replacement account.	-	-	-	-	
381210	INTERGOVERNMENTAL REVENUE	Revenues passed on from state for prepaid wireless.	78,750	75,000	75,000	-	0.0%
391100	OPER TRN IN-GENERAL(101)	Transfer in from General Fund.	329,875	300,150	280,000	(20,150)	-6.7%
<b>E-911 Fund Total</b>			<b>2,041,408</b>	<b>2,028,150</b>	<b>2,033,239</b>	<b>5,089</b>	<b>0.3%</b>

### Hotel/Motel Fund Revenues by Account

Obj	Account	Revenue Description	FY20 Actuals	FY21 Revised	FY22 Projected	FY22/FY21 Difference	% Diff
314100	HOTEL/MOTEL TAXES	Tax from hotels & motels within city limits.	1,256,156	1,207,000	956,000	(251,000)	-20.8%
314400	EXCISE TAX ON RENTAL VEH	Tax from vehicle rentals within city limits.	-	-	-	-	
341940	COMMSSN ON TAX COLLECTD	Received from Cobb Galleria for commission.	30,154	21,833	17,293	(4,540)	-20.8%
347910	CAR TAGS	Sales of tags with Smyrna logo.	-	-	-	-	
361000	INTEREST REVENUES	Interest earned from Hotel/Motel fund cash account.	-	-	-	-	
391100	OPER TRANS IN-GEN FUND (101)	Transfer in from General Fund.	2,626	2,766	-	(2,766)	-100.0%
391220	USE OF RESERVE (FUND BAL)	Use of fund balance reserves.	-	150,198	237,859	87,661	58.4%
391130	OPER TRANS IN - AUTO RENTAL	Transfer of Excise Tax revenues from Auto Rental Fund.	179,624	112,000	160,000	48,000	42.9%
<b>Hotel/Motel Fund Total</b>			<b>1,468,560</b>	<b>1,493,797</b>	<b>1,371,152</b>	<b>(122,645)</b>	<b>-8.2%</b>

### Water/Sewer Fund Revenues by Account

Obj	Account	Revenue Description	FY20 Actuals	FY21 Revised	FY22 Projected	FY22/FY21 Difference	% Diff
344210	WATER/SEWERAGE-WATER CHG	Revenues from metered water service.	6,894,809	7,123,000	7,134,000	11,000	0.2%
344215	WATER REFUNDS/ADJS	Water refunds and adjustments.	(8,966)	-	-	-	
344217	TOILET REBATE PROGRAM	Refunds for low-flow toilet rebate program.	(6,050)	(7,000)	(7,000)	-	0.0%
344255	WATER/SEWERAGE-SEWER CHG	Revenues from sewer service.	9,506,744	9,075,000	9,551,000	476,000	5.2%
344258	BASE RATE WATER & SEWER	Base rates for water and sewer service.	3,233,572	3,282,000	3,318,000	36,000	1.1%
344265	SEWER TAP FEES	Fees from new service tapping into sewer.	175,111	180,000	180,000	-	0.0%
344270	WATER TAP FEES	Fees from new service tapping into water.	234,610	200,000	225,000	25,000	12.5%
344275	CONNECTION FEES	Fees generated from connection fees.	53,615	55,000	55,000	-	0.0%
344280	WS LATE FEES	Revenues from 10% penalty on late payments.	287,092	316,000	170,884	(145,116)	-45.9%
344285	COLLECTION FEE REVENUE	Collections fee for receipts on past-due accounts.	29,280	-	-	-	
349300	BAD CHECK FEES	Fees for checks returned NSF.	1,200	1,850	1,850	-	0.0%
361000	INTEREST REVENUES	Interest on water/sewer fund cash account.	15,681	10,000	10,000	-	0.0%
389000	OTHER MISC REVENUE	Revenue from other miscellaneous charges.	4,463	-	-	-	
389100	CONTRIBUTED CAPITAL	Assets conveyed to City ownership.	-	-	-	-	
391100	OPER TRANS IN-GEN FUND (101)	Transfer in from General Fund.	13,071	9,538	-	(9,538)	-100.0%
<b>Water/Sewer Fund Total</b>			<b>20,434,233</b>	<b>20,245,388</b>	<b>20,638,734</b>	<b>393,346</b>	<b>1.9%</b>



## **FY 2022 Schedule of Fees & Charges**

### **Summary of Proposed Changes**

Staff proposes the FY 2022 Schedule of Fees & Charges with the following changes from the FY 2021 Schedule. All of the proposed changes are summarized below by department and can be found in each department's respective section of the proposed FY 2022 Schedule of Fees & Charges.

#### **Community Development**

The department has added a \$15 technology fee to be charged per transaction during issuance of building permits. This fee is being added to cover ongoing maintenance costs associated with the department's new online software.

The department has added a townhome plan review fee of \$50 per plan. The City does not currently charge for residential townhome plan review.

#### **Finance**

The department is proposing a new street light fee on all residential, commercial, and industrial property tax bills. Staff is proposing annual fees of \$42 per year (\$3.50/month) on residential tax bills and \$84 per year (\$7.00/month) on commercial and industrial tax bills. This fee will pass along street light charges currently paid by the City.

#### **Parks**

The department is proposing adding fees for department managed athletics, including a \$40-80 individual player fee (all leagues), a \$300 fee for ultimate frisbee league, and fees for pickle ball leagues (\$30 for individuals & \$200 for teams).

The department is also proposing several changes to its park fees. This includes eliminating some differences between resident and non-resident fees and moving to single fees for several areas, including single fields and full complex rentals. Under this proposal, single fields rentals would change to single rate of \$120, which is the current resident rate, with the fee for each additional hour increasing from \$20 to \$40. Several complex rentals would increase as well. The proposal shows rentals of Riverline & Jonquil Soccer Complex and full Brinkley Baseball Complex increasing from \$500 (\$550 for non-residents) to \$900 for everyone, and rentals of Brinkley (3 fields only) and Chuck Camp Baseball Complex increasing from \$450 (\$500 non-resident) to \$900 for everyone. Additionally, the department is proposing to eliminate the rental of the full Tolleson Complex and add alternative options for rentals of the Tolleson Softball Fields for \$600 per day and Tolleson multipurpose field for \$400 per day.

Due to lack of use, the department is proposing eliminating existing additional equipment rentals for pianos, projector/screens, TVs, and table linens. It is also proposing to increase other rentals, including those of racquetball courts from \$3 (\$4 for non-residents) to \$5 (\$10 for non-residents) and rentals of the outdoor sand volleyball courts from \$10 (\$15 for non-residents) to \$50 (\$60 for non-residents).

The department is also proposing to restructure its event rentals in the Community Center. Rather than offer separate rates for wedding events and other activities, the proposal would offer the same rental rates, regardless of activity. Along with changes to existing fees, the department is proposing a new 4-hour rental option of the kitchen in the Community Center (Professional use only) for a \$200 fee (\$250 for non-residents). With the addition of the Oak Room in the Community Center, the department is proposing a \$300 fee (\$350 non-resident) for a 4-hour rental of this room.

The department is proposing several minor adjustments to fees for Brawner Hall and the Reed House to accommodate the use of CivicRec software including those in Brawner for wedding use (12 hours), entire first floor wedding use (12 hours), front porch ceremony add-on, and the entire house/property (12 hours) fee for the Reed House. The department is proposing new rental options for Brawner Hall, including rental of the entire first floor for \$650 (\$780 non-resident), a special event service package for \$150 (\$180 non-resident), and a chair rental of \$4 per chair.

### **Police**

The department is proposing to decrease charges for color photos (non-public safety) from \$5 each to \$1 each. Probation fees have been moved to Court Services since probation has been moved under Court.

### **Sanitation**

A 3.5% increase is proposed for commercial customers on dumpster collections. This passes along vendor fee increases charged to the City. FY 2022 would be the first year the City has passed along these fee increases since 2018.

The department is also proposing an additional \$100 fee for removal of large items due to citation from City Marshal. The current fee is \$200-\$400 for this activity.

### **Water/Sewer/Storm Water Utilities**

Annual increases by the Cobb County Marietta Water Authority are automatically passed through to Smyrna customers. Water utility rates have been updated to reflect the 2.5% increase which went into effect January 1, 2021. Tier 1 (0-3,000 gallons) has increased from \$4.21 per thousand gallons to \$4.32. Tier 2 (3,001-7,000 gallons) has increased from \$5.61 per thousand gallons to \$5.75. Tier 3 (7,001-14,000 gallons) has increased from \$6.99 per thousand gallons to \$7.16. Tier 4 (14,001 gallons and up) has increased from \$8.18 per thousand gallons to \$8.38. The multi-family/commercial rate has increased from \$5.61 per thousand gallons to \$5.75.

The irrigation rate has increased from \$8.42 to \$8.63, or 200% of the lowest water tier, as required by the Metropolitan North Georgia Water Planning District.

In addition to anticipated water rate increases next January, this budget also includes a storm water fee increase at that time. The monthly fee is currently \$3.52 per residential unit. Commercial properties pay

the same rate per 3,900 SF of impervious surface. To continue covering this utility's future capital needs, the storm water fee would increase by 2 percent, from \$3.52 to \$3.59.

### **Water Distribution**

The department is proposing to increase certain DCDA Fire Line fees to match fees from Cobb County. These are charged on a monthly basis. This proposal includes increasing 4" fire lines from \$20 to \$40, 6" fire lines from \$50 to \$151, 8" fire lines from \$60 to \$201, 10" fire lines from \$80 to \$251, and 12" fire lines from \$110 to \$350.

# FY 2022 Schedule of Fees & Charges



## Schedule of Fees & Charges

Administration	
Parade/Race Permit Application	\$250

City Clerk's Office	
<b>Records and Record Retrieval</b>	
Actual time of record preparation (varies)	Hours x Hourly rate of preparer in excess of 15 min.
Actual time of record copying (varies)	Hours x Hourly rate of preparer in excess of 15 min.
Actual time of supervising record research	Hours x Hourly rate of preparer in excess of 15 min.
<b>Administrative Fee for Incident/Accident Reports:</b>	
Police Department	\$0.10 / page
Fire Department Report (2-6 pages)	\$0.10 / page
B&W copies per page (8.5x11, 8.5x17, and 11x17)	\$0.10 / page
Color copies per page (8.5x11, 8.5x17, and 11x17)	\$1.00 / page
DVDs	\$10.00 each plus staff time in excess of 15 min.
Audio Tapes	\$10.00 each plus staff time in excess of 15 min.
Photographs	\$10.00 each plus staff time in excess of 15 min.
Plats	\$50.00 plus \$2.00 per additional lot
Mileage costs for record retrievals	Current IRS mileage rate
Comprehensive Annual Financial Report (CAFR)	\$0.10 / page
<b>Court Services</b>	
Fees and Citation Fines vary. Please call 770-431-2804 for more information.	
<b>Probation</b>	
Per Probationee	\$44 / month
Drug Screens	\$35
Minimum Application Fee & Permit	\$100

Community Development	
Building Permits	\$7.00 per \$1,000 of construction cost
Records Fee	10% of above total
Technology Fee	\$15
Mechanical permits	\$50
Residential Tree Removal Permit	\$100
Refuse Container	\$150
Arborist Plan Review & Inspections	\$350
Plan Review	\$350 per plan
Townhome Plan Review	\$50 per plan
Film Permit Review	\$200
Monument Signs	\$300
Wall Signs	\$150
Sign Face Changes	\$100
Temporary (Banners, Construction ID, etc.)	\$100
Maps	\$30
Copies	\$0.10 per copy regular size / \$5 ea. for plan size copy
Ordinance books	\$35
Subdivision books	\$35
Preliminary Plats	\$50 plus \$2 per lot
Final Plats	\$25
Special Event Permit	\$100

## Schedule of Fees & Charges

Community Development (continued)		
<b>Zoning Fees:</b>		
0 - 5 Acres		
Single Family	\$500	
M/H Density	\$700	
Commerical	\$900	
5 - 10 Acres		
Single Family	\$700	
M/H Density	\$1,200	
Commerical	\$1,500	
10 - 20 Acres		
Single Family	\$1,000	
M/H Density	\$1,500	
Commerical	\$1,800	
20 - 100 Acres		
Single Family	\$1,500	
M/H Density	\$2,000	
Commerical	\$2,000	
Zoning Amendment	Same as sliding scale above	
Zoning Certification Letter	\$30	
Rezoning Tree Plan Review	\$500	
Special Land Use Permit	\$500	
<b>Variance Fees:</b>		
Residential	\$250 plus \$50 for each additional variance	
Commercial	\$450	
NPDES Fees	\$40.00 per disturbed acre	
Inspection fee (Site)	1% of development cost	
<b>Occupational Taxes (Business License):</b>		See "Schedule 1" for details
Based on type of business and annual gross receipts	\$95 and up	
Insurance Policy written in City Limits	\$150 / yr	
<b>Alcoholic Beverage License:</b>	<b>Commercial:</b>	<b>Non-Profit Veteran Orgs:</b>
Beer Pouring	\$600	\$500
Wine Pouring	\$600	\$500
Liquor Pouring	\$5,000	\$1,000
Sunday Sales (restaurant)	\$1,000	\$500
Special Hours	\$2,600	
Beer Package	\$600	
Wine Package	\$600	
Liquor Package	\$5,000	
Sunday Sales (package stores)	\$500	
Alcohol Catering License (pouring at festivals/events)	\$50 for 30-day permit	
Hotel Sundry Shop / Hotel Reception License	\$600 for beer and wine (no existing alcohol permit) \$200 for beer and wine (with existing alcohol permit)	
Brewery (manufacturing, package & tastings)	\$1,700	
Distillery (manufacturing, package & tastings)	\$1,700	
Winery (manufacturing, package & tastings)	\$1,700	
<b>Advertising for Alcohol License:</b>		
Beer (only)	\$275	
Wine (only)	\$275	
Beer and Wine (combination)	\$300	
Beer, Wine and Liquor	\$400	

## Schedule of Fees & Charges

Community Development (continued)	
<b>Additional Alcohol Fees:</b>	
Liquor Sales	3% per drink
<b>Alcohol Distributor Wholesale Tax:</b>	
Beer	\$1.20 per case
Wine	\$0.22 per liter
Liquor	\$0.22 per liter
Hotel - Motel Fee	8% of revenues
False alarm response fees	\$50 each (after 3rd false alarm per quarter).
Computer printout of all businesses in Smyrna	\$50

Environmental Services		
<b>Recycling Center</b>		
Compost bins	\$5.00 each for non-residents and after 1st free bin for residents.	
<b>Community Garden Annual Leases:</b>	<b>Resident:</b>	<b>Non-Resident:</b>
4' x 6' plot	\$35	\$50
4' x 8' plot	\$45	\$60
4' x 10' plot	\$58	\$73
4' x 12' plot	\$70	\$85
12' x 13' plot	\$195	\$205

Finance Department		
Property Tax	40% of assessed value × millage rate	
	<b>Residential:</b>	<b>Commercial / Industrial:</b>
Street Light Fee	\$3.50 per month (\$42/year)	\$7.00 per month (\$84/year)

Fire Department	
<b>Permits:</b>	
Anhydrous Ammonia storage permit in bulk	\$100 One-time fee for sale or distribution
Manufacture of explosives other than fireworks	\$100 Annual license
Manufacture, storage, or transport of fireworks	\$1,000 Annual license
Carnival License	\$100
Certificate of Occupancy	\$100
Special Event Permit	\$100
Firework Sales (Buildings)	\$100
Consumer Firework Retail Sales Stand	\$500
Firework Special Use Permit	\$100
<b>Construction Plan Review:</b>	
Sprinkler Plan Per Riser	\$100 NFPA 13; \$100 NFPA 13R; \$50 NFPA 13D
Fire Alarm Plan	\$200
Mechanical (Hood & Suppression System)	\$200
Site Plans	\$150 First acre or less
	\$10 per additional acre or part thereof
Bulk Storage Construction	\$100
Building construction, 10,000 square feet or less	\$200
Building construction, more than 10,000 sq. ft.	\$0.020 per square foot
Other Construction	\$100

## Schedule of Fees & Charges

Fire Department (continued)	
Fire Marshal's Office Plan Review Expedite Fee (in addition to normal fee)	\$1,000 per project
<b>Liquefied Petroleum Gas Storage License:</b>	
2,000 gallons or less	\$100
More than 2,000 gallons	\$500
<b>Building Construction Inspection:</b>	
80% & 100% completion, initial and first follow-up	None
First follow-up	\$150
Second follow-up	\$200
Third and each subsequent follow-up	\$250
<b>Existing Building Inspection:</b>	
Annual inspection & first follow-up	None
Second follow-up	\$150
Third and each subsequent follow-up	\$200
<b>Purchase, Storage, Sale, Transport, or Use of Explosives Other Than Fireworks:</b>	
500 pounds or less	\$50
More than 500 pounds	\$100
Blast Permit	\$25 per week
New self-service gasoline station permit	\$100 One-time fee

Human Resources	
<b>Personnel File Records</b>	
Actual time of record research (varies)	Hours x Hourly rate of preparer in excess of 15 min.
Actual time of record copying (varies)	Hours x Hourly rate of preparer in excess of 15 min.
Actual time of record preparation (varies)	Hours x Hourly rate of preparer in excess of 15 min.
B&W copies per page (8.5x11, 8.5x17, and 11x17)	\$0.10 / page
Color copies per page (8.5x11, 8.5x17, and 11x17)	\$1.00 / page
* The individual requesting the file will be responsible for postage costs.	

Library	
Non-resident library card (annual card)	\$25 / Individual \$60 / Family
Non-resident library card (two-year card)	\$50 / Individual \$120 / Family
Replacement library card	\$2.00
Public Computers	\$1.00 / hr for non-cardholders (free for cardholders)
B&W Printouts and Photocopies	\$0.15 / page
Color Printouts and Photocopies	\$0.50 / page
Test proctoring	\$10 / hr (for cardholders only)
<b>Late Fees:</b>	
Books/tapes/CDs	\$0.20 / day
Video tapes/DVDS	\$1.00 / day
<b>Meeting Room Rentals:</b>	
Residents (or non-residents with a library card)	\$15 for up to 2 hours
Non-residents	\$30 for up to 2 hours



## Schedule of Fees & Charges

Police Department	
Central Records	
<b>Copies of Reports:</b>	
Phone Requests (credit/debit card only)	\$5
Mail Requests (fee must be received prior to mailing)	\$5
BuyCrash (online option)	\$10
Parties involved in incident	First copy free for involved Smyrna residents (ID or utility bill required). \$2 additional copies and non-residents.
Attorneys and Insurance Agencies	\$5
Private Investigators and Parties not involved	\$5
<b>Open Records Requests:</b>	
Copies	\$0.10 per page (front & back are 2 pages)
Administrative Fee	Hourly rate of preparer in excess of 15 minutes
911 Tape	Hourly rate of preparer in excess of 15 minutes
Video Tape (DVDs)	\$1 plus staff cost of preparation in excess of 15 min.
Dash Camera Video	\$10 plus staff cost of preparation in excess of 15 min.
Body Camera Video	\$10 plus staff cost of preparation in excess of 15 min.
Color Photos (non public safety)	\$1 each
Inmate Housing for Other Jurisdictions	\$42/day per inmate \$45/day per inmate: Powder Springs, incl. bonding \$50/day per inmate: Sandy Springs, incl. court
<b>Fingerprinting:</b>	
Live Scan	\$15 up to 3 cards. \$1 each additional card
<b>Permits:</b>	
Bingo Permits	\$35 / two years
Alcohol Serving Permit with Photo	\$45 / two years
Replacement Fee for Lost Alcohol Serving Permit	\$10
Pawn Brokers	\$35 / two years
Peddler Permit	\$30 (30 days only)
Peddler Permit Renewal	\$10
Bonding Company	\$100
Personal Background Check	\$25 each
<b>Impounds:</b>	
Electric Mobility Device Storage and Return	\$100 plus \$5 / day

Sanitation		
<b>Garbage Pick-Up:</b>	<b>Residential</b>	<b>Commercial</b>
Roll-Out Can	\$21.50 / month	\$24.50 / month
Additional Roll-Out Can	\$10 / month	\$10 / month
In-Ground Can	\$21.50 / month	n/a
City Recycling	Included w/garbage pick-up	\$2.58 / month
Senior Citizen Discount (age 62 & over)	(\$2.00) / month	n/a
Large item pick-up (per item)	\$25	\$25
Mowing grass due to citation from City Marshal	\$200 - \$400	\$200 - \$400
Additional charge for large item removal due to citation from City Marshal	\$100	\$100
Commercial & Residential Dumpsters	See "Schedule 2" for details	

## Schedule of Fees & Charges

Water Administration	
<b>Water Rates:</b> Effective January 1, 2021	
Tier 1: 0 - 3,000 gallons	\$4.32 per thousand gallons
Tier 2: 3,001 - 7,000 gallons	\$5.75 per thousand gallons
Tier 3: 7,001 - 14,000 gallons	\$7.16 per thousand gallons
Tier 4: 14,001 gallons & up	\$8.38 per thousand gallons
Multi-Family / Commercial	\$5.75 per thousand gallons
Irrigation	\$8.63 per thousand gallons
Sewer	\$8.10 per thousand gallons (effective Feb 1, 2019)
Storm Water	\$3.52 per unit (residential) \$3.52 per 3,900 sq ft of impervious surface
<b>Base Rates:</b>	
3/4" Residential	\$15.18 per month
3/4" Irrigation	\$12.77 per month
3/4" Commercial	\$15.18 per month
1" Residential	\$15.18 per month
1" Irrigation	\$12.77 per month
1" Commercial	\$22.24 per month
1 1/2"	\$48.43 per month
2"	\$90.00 per month
3"	\$266.25 per month
4"	\$317.24 per month
6"	\$421.18 per month
8"	\$526.11 per month
DCDA Fire Line - 1"	\$20.00 per month
DCDA Fire Line - 2"	\$20.00 per month
DCDA Fire Line - 3"	\$20.00 per month
DCDA Fire Line - 4"	\$40.00 per month
DCDA Fire Line - 6"	\$151.00 per month
DCDA Fire Line - 8"	\$201.00 per month
DCDA Fire Line - 10"	\$251.00 per month
DCDA Fire Line - 12"	\$350.00 per month
<b>Deposits:</b>	
Residential	\$100 (\$50 for sanitation)
Commercial	\$150
Restaurants	\$150
Hotel/Motel/Apartments	\$150
<b>Water Meters:</b>	
1"	\$1,700 Residential & Commercial
2"	\$1,950 Residential & Commercial
3"	\$4,000
4"	\$4,500
6"	\$23,250
8"	\$26,775
Apartments 6" or 8" meter with bypass	Developer to pay all costs + 20% of contractor's fee
3/4" Line Charge	\$4.50/LF 100 LF min.
1" Line Charge	\$7.00/LF 100 LF min.
2" Line Charge	\$11.00/LF 100 LF min.
Long Side Tap Fee	\$2,700

## Schedule of Fees & Charges

<b>Water Administration (continued)</b>	
<b>Sewer Fees:</b>	
Residential	\$1,331
Commercial	Calculated
City of Smyrna to install all water meters other than 3" or larger; unless special arrangements have been made and approved by Public Works Director.	
<b>Water Meter Fees:</b>	
<b>Meter Installation - Water Main Taps</b>	
6" x 4" Tap	\$1,887
6" x 6" Tap	\$1,887
8" x 6" Tap	\$2,092
8" x 8" Tap	\$2,181
10" x 6" Tap	\$3,158
10" x 8" Tap	\$3,293
10" x 10" Tap	\$3,338
12" x 6" Tap	\$3,158
12" x 8" Tap	\$3,293
12" x 10" Tap	\$3,653
12" x 12" Tap	\$3,727
20" x 6" Tap	\$8,360
20" x 8" Tap	\$8,515
20" x 10" Tap	\$8,759
20" x 20" Tap	\$12,530
<b>Water Main Installation</b>	
4" Ductile Iron Pipe	\$13.85 per foot
6" Ductile Iron Pipe	\$17.04 per foot
8" Ductile Iron Pipe	\$23.43 per foot
10" Ductile Iron Pipe	\$29.82 per foot
12" Ductile Iron Pipe	\$38.34 per foot
20" Ductile Iron Pipe	\$52.19 per foot
<b>Water Casing Bores</b>	
12" Casing Bore	\$125 per foot
16" Casing Bore	\$135 per foot
20" Casing Bore	\$155 per foot
24" Casing Bore	\$175 per foot
36" Casing Bore	\$230 per foot
<b>Water Meter w/ Bypass, Single Check Valve and Vault Only</b>	
4" x 2" MFM MVR	\$15,400
6" x 3" MFM MVR	\$18,212
8" x 4" MFM MVR	\$21,087
8" x 6" MFM MVR	\$26,902
10" x 6" MFM MVR	\$35,337
<b>Double Check Detector Valves with Vault</b>	
4"	\$7,668
6"	\$11,502
8"	\$13,206
10"	\$15,443

## Schedule of Fees & Charges

Water Administration (continued)	
Large Water Meters	
2"	\$1,651
3"	\$4,260
Irrigation Meters	
1"	\$1,700
4"	\$4,793
6"	\$24,761
8"	\$28,515
Fire Hydrant	\$2,663
6" Gate Valve	\$426
8" Gate Valve	\$692
10" Gate Valve	\$1,012
12" Gate Valve	\$1,385
Asphalt Saw Cuts	\$80 per foot
Concrete Saw Cuts	\$80 per foot
Sewer Main Installation	
6" DIP 0 - 6 ft depth	\$17.04 per foot
6" DIP 6 - 8 ft depth	\$20.24 per foot
6" DIP 8 - 10 ft depth	\$24.50 per foot
6" DIP 10 - 12 ft depth	\$28.76 per foot
6" DIP 12 - 14 ft depth	\$33.02 per foot
6" DIP 14 - 16 ft depth	\$39.41 per foot
6" DIP 16 - 18 ft depth	\$43.67 per foot
6" DIP 18 - 20 ft depth	\$47.93 per foot
6" DIP 20 - 22 ft depth	\$59.64 per foot
6" DIP 22 - 24 ft depth	\$91.59 per foot
6" PVC 0 - 6 ft depth	\$10.95 per foot
6" PVC 6 - 8 ft depth	\$12.52 per foot
6" PVC 8 - 10 ft depth	\$14.14 per foot
6" PVC 10 - 12 ft depth	\$19.44 per foot
6" PVC 12 - 14 ft depth	\$21.57 per foot
6" PVC 14 - 16 ft depth	\$24.76 per foot
6" PVC 16 - 18 ft depth	\$35.41 per foot
8" DIP 0 - 6 ft depth	\$16.81 per foot
8" DIP 6 - 8 ft depth	\$18.37 per foot
8" DIP 8 - 10 ft depth	\$20.00 per foot
8" DIP 10 - 12 ft depth	\$26.92 per foot
8" DIP 12 - 14 ft depth	\$27.42 per foot
8" DIP 14 - 16 ft depth	\$30.62 per foot
8" DIP 16 - 18 ft depth	\$41.27 per foot
8" DIP 18 - 20 ft depth	\$51.92 per foot
8" DIP 20 - 22 ft depth	\$62.57 per foot
8" DIP 22 - 24 ft depth	\$73.22 per foot
8" PVC 0 - 6 ft depth	\$10.95 per foot
8" PVC 6 - 8 ft depth	\$12.51 per foot
8" PVC 8 - 10 ft depth	\$14.14 per foot
8" PVC 10 - 12 ft depth	\$19.44 per foot
8" PVC 12 - 14 ft depth	\$21.57 per foot
8" PVC 14 - 16 ft depth	\$24.76 per foot

## Schedule of Fees & Charges

Water Administration (continued)	
8" PVC 16 - 18 ft depth	\$35.41 per foot
Standard Manhole 0 - 6 feet	\$127.80 V.F.
Extra Depth Manhole 6 - 12 feet	\$95.85 V.F.
Extra Depth Manhole 12 + feet	\$95.85 V.F.
Connection to existing manhole	\$852 each
Construct invert and table	\$320 each
Frame and Cover	\$266 each
Watertight Frame and Cover	\$373 each
<b>Miscellaneous</b>	
Changes in Direction	4" \$90; 6" \$101; 8" \$133; 10" \$160; 12" \$213; 20" \$266
Line Valves M & H	6" \$53; 8" \$91; 10" \$107; 12" \$160
Reducers	6"x8" \$43; 8"x10" \$48; 10"x12" \$53
Solid Sleeve	6" \$53; 8" \$69; 10" \$80; 12" \$91
Grade Lock	6" \$107
Threaded Rod	\$1.07 / LF
Sewer Tap Locating	\$250 each
Crew and Equipment	\$375 per hour
Public Works Re-Connect Fees	\$50 (weekday); \$100 (weekend)

CITY OF SMYRNA, GEORGIA  
FEES AND CHARGES  
SCHEDULE 1

**COMMUNITY DEVELOPMENT - BUSINESS LICENSE TABLES**

Occupational Tax

<b>Class 1</b>		
Annual Gross Receipts		Amount
At Least	Not More Than	Of Tax
\$0	\$99,999	\$95
\$100,000	\$249,999	\$170
\$250,000	\$499,999	\$295
\$500,000	\$749,000	\$450
\$750,000	\$999,999	\$610
\$1,000,000	\$2,999,999	\$1,315
\$3,000,000	\$4,999,999	\$2,575
\$5,000,000	\$9,999,999	\$3,625
\$10,000,000	\$19,999,999	\$5,600
\$20,000,000	\$39,999,999	\$7,600
\$40,000,000	\$79,999,999	\$9,600
\$80,000,000	And Above	\$11,500 Plus \$105 Per Million or Portion Thereof Over \$100,000,000

Occupational Tax

<b>Class 2</b>		
Annual Gross Receipts		Amount
At Least	Not More Than	Of Tax
\$0	\$99,999	\$95
\$100,000	\$249,999	\$185
\$250,000	\$499,999	\$335
\$500,000	\$749,000	\$520
\$750,000	\$999,999	\$700
\$1,000,000	\$2,999,999	\$1,525
\$3,000,000	\$4,999,999	\$2,995
\$5,000,000	\$9,999,999	\$4,045
\$10,000,000	\$19,999,999	\$5,995
\$20,000,000	\$39,999,999	\$7,995
\$40,000,000	\$79,999,999	\$9,995
\$80,000,000	And Above	\$11,900 Plus \$210 Per Million or Portion Thereof Over \$100,000,000

**CITY OF SMYRNA, GEORGIA**

**FEES AND CHARGES**

**SCHEDULE 2**

**PUBLIC WORK - SANITATION**

Effective July 1, 2021

**Commercial Sanitation**

Size of Dumpster	Number of Times Picked Up Each Week					
	1	2	3	4	5	6
2 yard	48.28	92.40	127.48	166.03	207.58	249.04
4 yard	73.17	144.83	186.84	238.38	291.64	339.60
6 yard	97.88	204.64	271.39	320.36	377.42	452.91
8 yard	122.62	245.19	311.49	402.59	503.24	599.92
Extra pickup fee is \$36.						
One-time fee for locking top dumpster is \$122..32.						

**Commercial Recycling**

Size of Dumpster	Number of Times Picked Up Each Week					
	1	2	3	4	5	6
8 yard	85.74	171.47	257.22	342.95	428.68	514.41

**Construction Dumpster**

Size of Dumpster	Charges / Fees		
	Rental	Per Pull	Per Ton
20 yard	161.99	173.97	49.43
30 yard	161.99	173.97	49.43
40 yard	222.46	173.97	49.43
Delivery fee for each dumpster is \$80.63.			
The only size for residential will be the 20 yard and waiver must be signed.			

**Other Charges**

Compactors	\$491.88 per month rental
	\$210.09 per pull charge
	\$57.23 per ton

CITY OF SMYRNA, GEORGIA  
FEES AND CHARGES  
SCHEDULE 3

PARKS & RECREATION	Resident Fee	Program / Activity/ Rental Fee
Department Managed Athletics		
Youth Sports Participant Facility Use Fee (per person season fee)	\$ 15	\$ 25
Adult Basketball (team)	\$ 420	
Adult Softball		
Spring (team)	\$ 455	
Fall (team)	\$ 400	
Adult Volleyball (team)	\$ 400	
Sand Volleyball (team)	\$ 250	
ALTA Tennis Leage (team)	\$ 135	
Non Resident Player Fee		\$ 10
Individual Player Fee (All Leagues)	\$40-\$80	
Ultimate Frisbee League	\$ 300	
Pickle Ball Leagues (Individuals and Team)	\$30-\$200	
Tolleson Pool Admission		
Daily admission Kids (16 years and younger)	\$ 5	
Daily Adminssion Adults (17 years and older)	\$ 7	
Tolleson Pool Passes		
Individual season pass	\$ 50	\$ 75
Family season pass (up to 4)	\$ 125	\$ 150
Each Additional Family Member		\$ 15
Tolleson Swim Lesson Fees		
IPAP	\$ 50	\$ 85
Level 1	\$ 75	\$ 125
Tolleson Pool Parties (3 hours)		
Up to 100	\$ 200	\$ 275
100 - 150 participant max (For each additonal group up to 50)		\$ 60
Park Fees		
Facility Rentals		
Tolleson Dayroom (2 hour)		\$ 80
Each additional hour		\$ 20
Pavilion (Per Hour)	\$ 30	\$ 50
Athletic Fields Rental		
Single Field - Cobb, Chuck Camp, Tolleson, and Ward Parks (2 hours)	\$ 120	
Each additional hour	\$ 40	



CITY OF SMYRNA, GEORGIA  
FEES AND CHARGES  
SCHEDULE 3

	Resident Fee	Program / Activity/ Rental Fee
<b>PARKS &amp; RECREATION</b>		
<b>Complex Rental</b>		
Riverline & Jonquil Soccer Complex, Brinkley Baseball Complex (per day)	\$	900
Brinkley (Wagon Wheel - 3 fields) (per day)	\$	900
Chuck Camp Baseball Complex (per day)	\$	900
Tolleson Softball Fields (per day)	\$	600
Tolleson Multipurpose Field (per day)	\$	400
Light Usage Fee First hour (per field per hour)	\$	30
Light Usage Fee each additional hour (per field per hour)	\$	15
<b>Other Rentals (Per Hour)</b>		
Racquetball Court	\$ 5	\$ 10
Tennis Court Rental	\$ 5	\$ 10
Commercial Classes		\$ 50
Outdoor Sand Volleyball Court	\$ 50	\$ 60
<b>Community Center</b>		
Membership ID Card	\$	5
<b>Fitness Equipment Area &amp; Open Gym</b>		
Daily / walk-in	\$ 2	\$ 2
Monthly	\$ 5	\$ 15
Quarterly	\$ 15	\$ 45
Annually	\$ 50	\$ 150
<b>Gymnasium</b>		
Basketball Gym Rental (2 hour), each gym)	\$ 120	\$ 180
Each additional hour		\$ 40
Special Events/Tournaments (4 hour minimum)		\$ 600
Each additional hour		\$ 60
<b>Event Rentals</b>		
Magnolia Room / Kitchen (8 hours)	\$ 1,200	\$ 1,350
Magnolia Room / Kitchen (12 hours)	\$ 1,400	\$ 1,550
Magnolia / Dogwood / Kitchen (8 hours)	\$ 1,400	\$ 1,550
Magnolia / Dogwood / Kitchen (12 hours)	\$ 1,600	\$ 1,750
Dogwood Room / Kitchen (8 hours)	\$ 650	\$ 700
Dogwood Room / Kitchen (12 hours)	\$ 900	\$ 1,000
Gazebo (Wedding Ceremony, 4 hours)	\$ 250	\$ 300

CITY OF SMYRNA, GEORGIA  
FEES AND CHARGES  
SCHEDULE 3

	Resident Fee	Program / Activity/ Rental Fee
PARKS & RECREATION		
Dogwood Room (4 hours)	\$ 300	\$ 350
Each Additional hour	\$ 50	
Magnolia Room* (4 hours)	\$ 425	\$ 475
Each Additional hour	\$ 50	
*Kitchen use with rooms	\$ 100	
Kitchen ( 4 hours) (Professional use only)	\$ 200	\$ 250
Jonquil Room (4 hours)	\$ 150	\$ 200
Each Additional hour	\$ 20	
Lily, Orchid, Sunflower, Azalea Rooms (4 hours)	\$ 90	\$ 140
Each Additional hour	\$ 20	
Tulip Room (4 hours)	\$ 120	\$ 170
Each Additional hour	\$ 20	
Daisy Room (2 hours)	\$ 55	\$ 105
Oak Room (4 hours)	\$ 300	\$ 350
Aunt Fanny's Cabin		
Aunt Fanny's Cabin (4 hours)	\$ 150	\$ 200
Each Additional hour	\$ 25	
Brawner Hall		
Reception Room with Kitchen (4 hours)	\$ 400	\$ 450
Each Additional hour	\$ 50	
Wedding Use (8 hours)	\$ 1,200	\$ 1,300
Wedding Use (12 hours)	\$ 1,350	\$ 1,440
Entire First Floor-Wedding Use (8 hours)	\$ 1,600	\$ 1,700
Entire First Floor-Wedding Use (12 hours)	\$ 1,950	\$ 2,040
Front Porch Ceremony add-on w/entire First Floor rental	\$ 250	\$ 250
Studios A or B (Single Classrooms) (2 hours)	\$ 75	\$ 90
Each Additional hour	\$ 20	
Conference Room (4 hours)	\$ 75	\$ 90
Each Additional hour	\$ 10	
Entire First Floor (4 hours minumum)	\$ 650	\$ 780
Each Additional hour	\$ 100	
Special Event Service Package (add-on to entire First Floor rental)	\$ 150	\$ 180
Chiavari Chair Rental (per Chair)	\$ 4	\$ 4

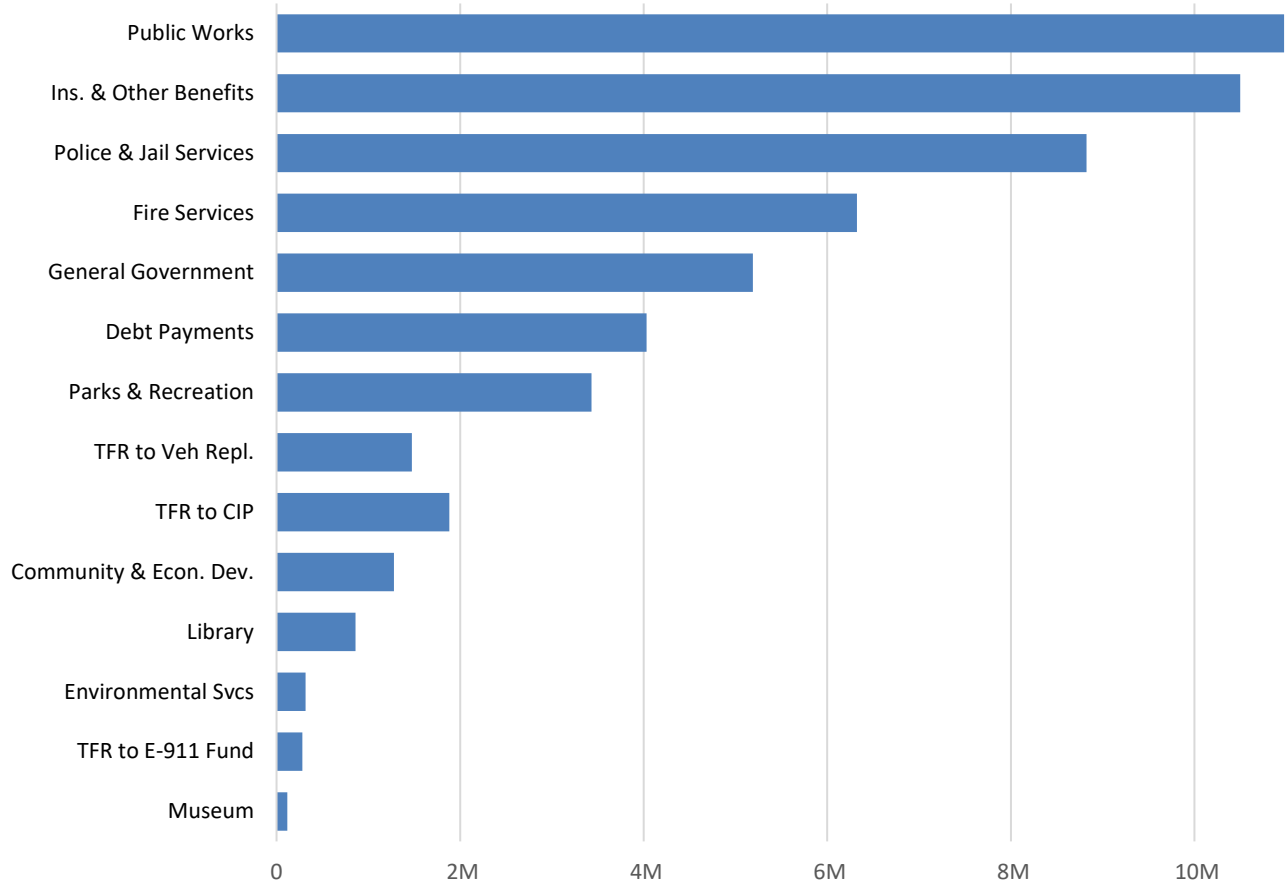
CITY OF SMYRNA, GEORGIA  
FEES AND CHARGES  
SCHEDULE 3

	Resident Fee	Program / Activity/ Rental Fee
PARKS & RECREATION		
Taylor - Brawner Park		
Pavilion (per hour)	\$ 30	\$ 40
Amphitheater (seats 75)	\$ 35	\$ 40
Taylor - Brawner House		
Taylor - Brawner House Rental (4 hours)	\$ 350	\$ 450
Each Additional hour	\$ 50	
Wedding Function (8 hours)	\$ 1,000	\$ 1,200
Reed House		
First Floor Only (4 hours)	\$ 600	\$ 700
Each Additional hour	\$ 75	
Entire House/Property (4 hours)	\$ 1,000	\$ 1,200
Entire House/Property (8 hours)	\$ 1,500	\$ 1,700
Entire House/Property (12 hours)	\$ 1,800	\$ 1,980
Entire House/Property (each additional hour)	\$ 125	
Reed House Damage Deposit	\$ 250	
General Rental Booking Terms		
Alcohol Permit with Security (3 hours, any facility)	\$ 200	
Each Additional hour	\$ 50	
Cancellation Fee	20% of rental fee prior to 30 days of rental	
Date Change Fee	20% of rental fee prior to 30 days of rental	
Refundable Deposit		
Gymnasium, Brawner Banquet, TB House, and Reed House	\$ 250	
Magnolia, Dogwood, Jonquil, Aunt Fanny's Cabin	\$ 200	
All other rooms	\$ 100	
Table Rental		
Summer Concert Series (per table)	\$ 35	\$ 45
Birthday Celebration (per table)	\$ 50	\$ 60
COncert Table Bundle	\$ 100	\$ 125
Senior Adults		
Aqua Exercise at Tolleson Pool		
With Wolfe Center Pass	\$ -	\$ -
Without Wolfe Center Pass	\$ 5	\$ 6
Wolfe Center Membership (annual)	\$ 25	\$ 55

CITY OF SMYRNA, GEORGIA  
FEES AND CHARGES  
SCHEDULE 3

	Resident Fee	Program / Activity/ Rental Fee
<b>PARKS &amp; RECREATION</b>		
Wolfe Center Membership (6 months)	\$ 20	\$ 35
Wolfe Center Fitness Room Pass (per month)	\$ 10	
Wolfe Center Fitness Room Pass (annual)	\$ 100	\$ 120
Wolfe Therapy Pool Pass (annual)	\$ 55	\$ 130
Wolfe Therapy Pool Pass (6 months)	\$ 35	\$ 75
Senior Adult Group Fitness (per class)	\$ 5	\$ 5
Senior Adult Group Fitness (per month)	\$ 40	\$ 45
One-on-One with Rudi (30 minute session)	\$ 25	
One-on-One with Rudi (eight 30 minute session)	\$ 185	
Senior Day Trips (prices vary based on destination)		
<b>Classes</b>		
Smyrna Summer Day Camp (per week)	\$125-\$175	\$150-\$200
Early Drop-Off OR Late Pick-Up (weekly)	\$ 40	\$ 50
Early Drop-Off AND Late Pick-Up (weekly)	\$ 70	\$ 80
<i>Many classes offered as a service by independent contractors. See class instructors for pricing.</i>		

## General Fund Expenditures Summary



Expenditure Category	FY 2020 Actuals	FY 2021 Revised	FY 2022 Recomm	% of Fund Total
Public Works	9,475,963	11,159,445	10,977,858	19.7%
Insurance & Other Benefits	8,783,840	10,088,986	10,500,999	18.9%
Police & Jail Services	8,317,147	8,514,572	8,824,452	15.9%
Fire Services	5,751,603	6,053,799	6,324,655	11.3%
General Government	3,894,054	4,628,313	5,188,287	9.3%
Debt Payments	4,052,569	4,050,532	4,031,326	7.3%
Parks & Recreation	2,866,382	3,463,344	3,432,689	6.2%
Transfer to CIP	1,355,361	1,407,950	1,883,084	3.4%
Transfer to Veh Replacement	1,391,838	1,449,923	1,474,000	2.7%
Community & Economic Dev.	1,053,854	1,173,162	1,279,605	2.3%
Library	818,896	843,850	862,115	1.6%
Transfer to E-911 Fund	329,875	300,150	280,000	0.5%
Environmental Services	283,228	308,362	315,624	0.6%
Museum	245,525	155,940	116,930	0.2%
<b>Total General Fund</b>	<b>48,620,134</b>	<b>53,598,327</b>	<b>55,491,625</b>	<b>100.0%</b>

## Special Revenue Fund Expenditures Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Recomm	% of Fund Total
<b>Auto Rental Tax Fund</b>	179,624	112,000	160,000	100.0%
<b>CDBG Fund</b>	102,429	221,525	390,000	100.0%
<b>Confiscated Assets</b>	170,745	122,000	96,403	100.0%
<b>Donations &amp; Special Fees Fund</b>	441,103	365,454	375,000	100.0%
<b>TAD Fund</b>	14,206,536	1,750,000	1,747,000	100.0%
<b>E-911 Fund</b>				
Salaries	1,171,892	1,267,218	1,237,323	60.9%
Insurance & Other Benefits	352,073	409,030	433,860	21.3%
Other Operating Expenditures	372,039	362,655	362,056	17.8%
<b>Total E-911 Fund</b>	<b>1,896,004</b>	<b>2,038,903</b>	<b>2,033,239</b>	<b>100.0%</b>
<b>Hotel/Motel Fund</b>				
Salaries	153,935	159,747	162,687	11.9%
Insurance & Other Benefits	50,702	59,312	63,036	4.6%
Other Operating Expenditures	180,168	365,499	425,270	31.0%
Payments to Cobb Galleria	360,948	456,614	361,659	26.4%
Transfer to General Fund	386,526	452,625	358,500	26.1%
<b>Total Hotel/Motel Fund</b>	<b>1,132,279</b>	<b>1,493,797</b>	<b>1,371,152</b>	<b>100.0%</b>
<b>Multiple Grant Fund</b>	209,499	2,977,755	148,732	100.0%
<b>Total Special Revenue Funds</b>	<b>18,338,220</b>	<b>9,081,435</b>	<b>6,321,526</b>	

### Capital Project Fund Expenditures Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Recomm	% of Fund Total
2011 SPLOST Fund	114,624	-	-	100.0%
2016 SPLOST Fund	9,739,715	24,553,185	21,379,829	100.0%
Capital Improvement Plan Fund	1,321,510	1,458,310	2,108,200	100.0%
E-911 Capital Project Fund	74,992	1,619	-	100.0%
<b>Total Capital Project Funds</b>	<b>11,250,841</b>	<b>26,013,114</b>	<b>23,488,029</b>	

### Internal Service Fund Expenditures Summary

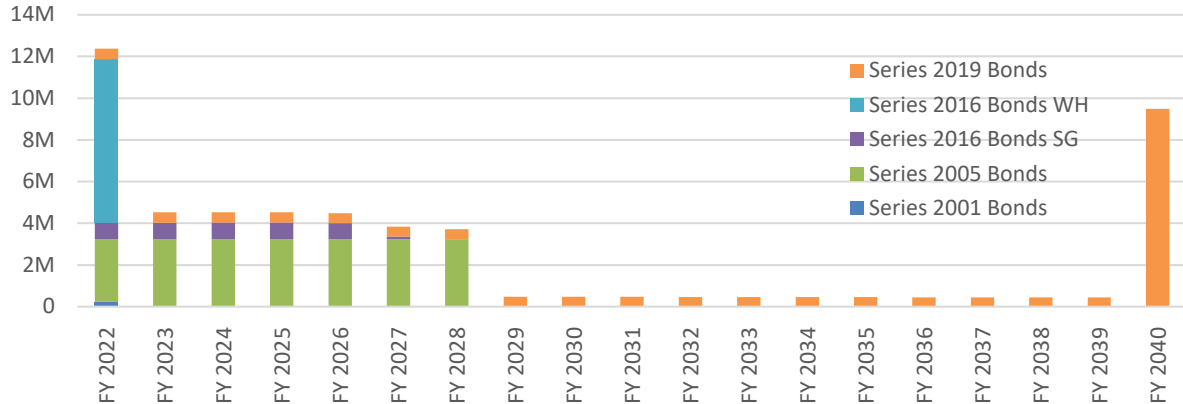
	FY 2020 Actuals	FY 2021 Revised	FY 2022 Recomm	% of Fund Total
Vehicle Replacement Fund	1,227,461	1,331,463	1,248,000	100.0%
<b>Total Internal Service Funds</b>	<b>1,227,461</b>	<b>1,331,463</b>	<b>1,248,000</b>	

### Enterprise Fund Expenditures Summary

	FY 2020 Actuals	FY 2021 Revised	FY 2022 Recomm	% of Fund Total
Storm Water Fund	679,897	1,415,000	1,490,000	100.0%
Water/Sewer Capital Project Fund	5,660,201	3,330,000	3,446,000	100.0%
<b>Water/Sewer Fund</b>				
Salaries	1,033,812	1,201,461	1,228,607	6.6%
Insurance & Other Benefits	503,860	558,681	592,201	3.1%
Operating Expenses	1,288,836	1,364,744	1,241,160	6.6%
Depreciation	1,297,014	-	-	0.0%
Transfer to General Fund	1,518,500	1,535,200	1,623,200	8.7%
Wholesale Purchase of Water	10,815,780	10,583,361	10,589,000	56.6%
Infrastructure	-	-	-	0.0%
Transfer to Water/Sewer CIP Fund	4,295,000	3,330,000	3,446,000	18.4%
Debt Obligations	-	-	-	0.0%
<b>Total Water/Sewer Fund</b>	<b>20,752,802</b>	<b>18,573,447</b>	<b>18,720,168</b>	<b>100.0%</b>
<b>Total Enterprise Funds</b>	<b>27,092,901</b>	<b>23,318,447</b>	<b>23,656,168</b>	
<b>Total of All Budgeted Funds</b>	<b>106,529,556</b>	<b>113,342,785</b>	<b>110,205,348</b>	

## Summary of Debt Obligations

As of June 30, 2021, the City will have approximately \$52.5M in outstanding revenue bond debt (principal and interest). The breakdown of this General Fund debt is shown in the charts below:



Revenue Bond	Principal Outstanding	Interest Outstanding	Total Outstanding	Date of Final Payment
2001 Series	225,000	5,783	230,783	8/1/2021
2005 Series	18,325,000	4,081,350	22,406,350	2/1/2028
2016 Series SG	3,850,000	222,978	4,072,978	2/1/2027
2016 Series WH	7,725,000	119,738	7,844,738	2/1/2022
2019 Series	10,950,000	6,969,675	17,919,675	2/1/2040
<b>Totals</b>	<b>41,075,000</b>	<b>11,399,523</b>	<b>52,474,523</b>	

*2001 Series Revenue Bonds* – Bonds totaling \$2,875,000 were issued through the Downtown Development Authority to purchase the Taylor-Brawner Park and Brawner Hall property.

*2005 Series Revenue Bonds* – Bonds totaling \$22,000,000 were issued through the Downtown Development Authority to acquire, construct and renovate parks and recreation facilities.

*2016 Series Smyrna Grove Revenue Bonds* – Bonds totaling \$6,175,000 were issued through the Downtown Development Authority for public infrastructure and other improvements necessary for site development at the former Hickory Lake Apartment complex. These were refinanced in 2016.

*2016 Series Windy Hill Road Revenue Bonds* – Bonds totaling \$15,325,000 were issued through the Downtown Development Authority to cover expenditures being reimbursed by 2016 SPLOST revenues.

*2019 Series Smyrna TAD Bonds* – Bonds in the amount of \$12,725,000 were issued through the Downtown Development Authority to satisfy payments owed for infrastructure reimbursements in the Tax Allocation District. The tax increment from the redevelopment will amortize this debt.



## Recommended FY 2022 Funding for General Fund Bond Obligations

As summarized by the table below, staff recommends funding from cash reserves a portion of the FY 2022 payments owed for the 2016 Series (Smyrna Grove). As of June 30, 2021, there will be approximately \$1.22M set aside for future debt obligations, so using \$100K of this toward the FY 2022 payments will reduce the reserves for future debt obligations to \$1.12M.

Bond Series	Scheduled Payments	Funding Source					Total Funding
		General Fund	TAD Fund	TAVT	SPLOST	Reserves	
2001 Series	230,783	230,783					230,783
2005 Series	3,002,063	3,002,063					3,002,063
2016 Series SG <sup>1</sup>	796,481	696,481				100,000	796,481
2016 Series WH <sup>2</sup>	7,844,738			119,738	7,725,000		7,844,738
2019 Series <sup>3</sup>	499,675		1,747,000				1,747,000
<b>TOTAL</b>	<b>12,373,739</b>	<b>3,929,326</b>	<b>1,747,000</b>	<b>119,738</b>	<b>7,725,000</b>	<b>100,000</b>	<b>13,621,064</b>

### NOTES

1. The 2016 Series Smyrna Grove bonds are a refinancing of the 2014 Series bonds.
2. Interest payments on the 2016 Series Windy Hill Road bond is funded by that portion of the Title Ad Valorem Tax which Smyrna has historically allocated to SPLOST revenues. The principal is being reimbursed by SPLOST revenues.
3. The 2019 Series is being amortized by the tax increment from redevelopment within the Tax Allocation District. Since the contributions from the Smyrna tax increment and the Cobb County tax increment are expected to exceed the scheduled payments, the additional revenues will be applied as an additional principal payment.

## Full Life of Current Bond Obligations

	2001 Series			2005 Series Parks Bond			2016 Series Smyrna Grove			2016 Series Windy Hill Rd			2019 Series Smyrna TAD <sup>1</sup>			Date Total	Fiscal Year	Fiscal Year Totals
Date Due	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I			
8/1/2021	225,000	5,783	230,783	-	481,031	481,031	-	35,740	35,740	-	59,869	59,869	-	-	-	807,423	FY2022	12,373,739
2/1/2022	-	-	-	2,040,000	481,031	2,521,031	725,000	35,740	760,740	7,725,000	59,869	7,784,869	100,000	399,675	499,675	11,566,316		
8/1/2022	-	-	-	-	427,481	427,481	-	29,063	29,063	-	-	-	-	-	-	456,544	FY2023	4,524,113
2/1/2023	-	-	-	2,380,000	427,481	2,807,481	735,000	29,063	764,063	-	-	-	100,000	396,025	496,025	4,067,569		
8/1/2023	-	-	-	-	365,006	365,006	-	22,227	22,227	-	-	-	-	-	-	387,233	FY2024	4,521,842
2/1/2024	-	-	-	2,505,000	365,006	2,870,006	750,000	22,227	772,227	-	-	-	100,000	392,375	492,375	4,134,608		
8/1/2024	-	-	-	-	299,250	299,250	-	15,252	15,252	-	-	-	-	-	-	314,502	FY2025	4,522,729
2/1/2025	-	-	-	2,635,000	299,250	2,934,250	770,000	15,252	785,252	-	-	-	100,000	388,725	488,725	4,208,227		
8/1/2025	-	-	-	-	230,081	230,081	-	8,091	8,091	-	-	-	-	-	-	238,172	FY2026	4,486,420
2/1/2026	-	-	-	2,775,000	230,081	3,005,081	750,000	8,091	758,091	-	-	-	100,000	385,075	485,075	4,248,247		
8/1/2026	-	-	-	-	157,238	157,238	-	1,116	1,116	-	-	-	-	-	-	158,354	FY2027	3,838,132
2/1/2027	-	-	-	2,920,000	157,238	3,077,238	120,000	1,116	121,116	-	-	-	100,000	381,425	481,425	3,679,779		
8/1/2027	-	-	-	-	80,588	80,588	-	-	-	-	-	-	-	-	-	80,588	FY2028	3,708,950
2/1/2028	-	-	-	3,070,000	80,588	3,150,588	-	-	-	-	-	-	100,000	377,775	477,775	3,628,363		
8/1/2028	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2029	474,125
2/1/2029	-	-	-	-	-	-	-	-	-	-	-	-	100,000	374,125	474,125	474,125		
8/1/2029	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2030	470,475
2/1/2030	-	-	-	-	-	-	-	-	-	-	-	-	100,000	370,475	470,475	470,475		
8/1/2030	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2031	466,825
2/1/2031	-	-	-	-	-	-	-	-	-	-	-	-	100,000	366,825	466,825	466,825		
8/1/2031	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2032	463,175
2/1/2032	-	-	-	-	-	-	-	-	-	-	-	-	100,000	363,175	463,175	463,175		
8/1/2032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2033	459,525
2/1/2033	-	-	-	-	-	-	-	-	-	-	-	-	100,000	359,525	459,525	459,525		
8/1/2033	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2034	455,875
2/1/2034	-	-	-	-	-	-	-	-	-	-	-	-	100,000	355,875	455,875	455,875		
8/1/2034	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2035	452,225
2/1/2035	-	-	-	-	-	-	-	-	-	-	-	-	100,000	352,225	452,225	452,225		
8/1/2035	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2036	448,575
2/1/2036	-	-	-	-	-	-	-	-	-	-	-	-	100,000	348,575	448,575	448,575		
8/1/2036	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2037	444,925
2/1/2037	-	-	-	-	-	-	-	-	-	-	-	-	100,000	344,925	444,925	444,925		
8/1/2037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2038	441,275
2/1/2038	-	-	-	-	-	-	-	-	-	-	-	-	100,000	341,275	441,275	441,275		
8/1/2038	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2039	437,625
2/1/2039	-	-	-	-	-	-	-	-	-	-	-	-	100,000	337,625	437,625	437,625		
8/1/2039	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	FY2040	9,483,975
2/1/2040	-	-	-	-	-	-	-	-	-	-	-	-	9,150,000	333,975	9,483,975	9,483,975		
Bonds Total	2001 Series			2005 Series Parks Bond			2016 Series Smyrna Grove			2016 Series Windy Hill Rd			2019 Series Smyrna TAD			Grand Total		
	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I	Principal	Interest	Total P+I			
Bonds Total	225,000	5,783	230,783	18,325,000	4,081,350	22,406,350	3,850,000	222,978	4,072,978	7,725,000	119,738	7,844,738	10,950,000	6,969,675	17,919,675	52,474,523		

**NOTES**

1. 2019 Series Smyrna TAD amortization schedule subject to change if additional principal paid each year as expected.

## Summary of Requested Personnel Additions

Requested Additions						Totals					% of Year Budgeted	FTE	Budget Impact*
Department	Position Title	Type	Grade	#	Position Salary	Salaries	Benefits	Oper. & Maint Exp	Capital Outlay	Fiscal Impact			
Court	Part-time Court Clerk <sup>1</sup>	PT	8	1	15,000	15,000	1,148			16,148	75%	0.50	12,111
EMA	EMA Management Specialist <sup>2</sup>	FT	18	1	45,810	45,810	22,094			67,904	75%	0.75	50,928
Engineering	Assistant City Engineer <sup>3</sup>	FT	23	1	70,982	70,982	26,398			97,380	50%	0.50	48,690
Human Resources	Human Resources Systems Coord. <sup>4</sup>	FT	17	1	48,285	48,285	22,517			70,802	100%	1.00	70,802
Hwys & Streets	Crew Worker <sup>5</sup>	FT	4	2	31,655	63,310	39,346	2,000		104,656	100%	2.00	104,656
Water Admin	Utility Services Clerk <sup>6</sup>	FT	7	1	29,714	29,714	19,341			49,055	75%	0.75	36,791
<b>Totals</b>	<b>FT = 6   PT = 1</b>				<b>241,446</b>	<b>273,101</b>	<b>130,843</b>	<b>2,000</b>	<b>-</b>	<b>405,945</b>		<b>5.50</b>	<b>323,978</b>

Additions Requested but NOT Recommended						Totals					% of Year Requested	FTE	Requested Impact
Department	Position Title	Type	Grade	#	Position Salary	Salaries	Benefits	Oper. & Maint Exp	Capital Outlay	Fiscal Impact			
Admin	Electronic Records Management Coorc	PT	12	1	29,120	29,120	2,228			31,348	100%	0.70	31,348
Court	Court Clerk	FT	8	1	36,000	36,000	20,416			56,416	100%	1.00	56,416
Fire Admin	Community Risk Reduction Coord.	FT	18	1	45,810	45,810	22,094	300	45,000	113,204	75%	0.75	96,228
Parks Admin	Business Operations Superintendent	FT	21	1	63,655	63,655	25,145			88,800	50%	0.50	44,400
Parks Maint	Crew Worker	FT	4	2	31,655	63,310	39,346			102,656	50%	1.00	51,328
Bldgs & Plant	HVAC Master Technician (Certified)	FT	17	1	55,434	55,434	23,739	500	30,000	109,673	100%	1.00	109,673
Bldgs & Plant	HVAC Technician (Journeyman)	FT	7	1	37,142	37,142	20,611	500		58,253	100%	1.00	58,253
Bldgs & Plant	Crew Leader	FT	6	1	35,313	35,313	20,299	500	30,000	86,112	100%	1.00	86,112
Bldgs & Plant	Crew Worker	FT	4	2	31,655	63,310	39,346	1,000		103,656	100%	2.00	103,656
Hwys & Streets	Crew Worker	FT	4	2	31,655	63,310	39,346	2,000		104,656	100%	2.00	104,656
Hwys & Streets	Personnel Safety Coordinator	FT	21	1	63,665	63,665	25,147	500		89,312	100%	1.00	89,312
Recycling	Crew Worker	FT	4	2	31,655	63,310	39,346	500		103,156	100%	2.00	103,156
Recycling	Truck Driver	FT	8	1	38,971	38,971	20,924	8,000	181,600	249,495	100%	1.00	249,495
Comm Dev	City Arborist	FT	17	1	55,000	55,000	23,665	5,520	25,000	109,185	100%	1.00	109,185
<b>Totals</b>	<b>FT = 17   PT = 1</b>				<b>586,730</b>	<b>713,350</b>	<b>361,651</b>	<b>19,320</b>	<b>311,600</b>	<b>1,405,922</b>		<b>15.95</b>	<b>1,293,218</b>

\* Budget impact is based on anticipated hiring dates for new positions. Hiring date delays will save approximately \$82K.

### NOTES

1. Twenty-hour part-time position to assist with additional court session and workload.
2. Recommended to assist with regulatory compliance and lead emergency preparedness planning.
3. Recommended to handle stormwater management and keep up with increased engineering projects.
4. Recommended to take over internal payroll process and increase efficiency across HR systems.
5. Recommended to assist with increased project load including SPLOST, curb, gutter, landscaping, and sidewalks.
6. Recommended to improve customer service response in Utility Department.

## Summary of Requested Personnel Reclassifications

Department	Original			Requested			Increase		
	Job	Type	Grade	Job	Type	Grade	Salary	Benefits	Budget Impact
Fire Prev	Fire Lieutenant	FT	21	Fire Captain <sup>1</sup>	FT	23	3,463	592	4,055
Fire Training	EMS Director (Fire Lt.)	FT	21	EMS Director (Fire Captain) <sup>1</sup>	FT	23	3,929	672	4,601
Water Admin	Utility Services Foreman	FT	11	Utility Services Coordinator <sup>2</sup>	FT	13	2,068	354	2,422
HR	HR Technician	FT	12	HR and Risk Management Assistant <sup>3</sup>	FT	12	-	-	-
<b>Totals</b>	<b>FT = 4   PT = 0</b>			<b>FT = 4   PT = 0</b>			<b>9,461</b>	<b>1,618</b>	<b>11,078</b>

### NOTES

1. Five percent increase justified by additional duties completed in line with classification of Captain
2. Five percent increase justified by increased job responsibilities
3. No salary or grade change. Title change only due to changing duties of position.

# Full Time Salary Grades

Effective July 1, 2018

In FY 2018, an independent third-party Human Resources consulting firm completed a review of the City's full-time salary grades, comparing them to regional and industry standards. The recommendations from this class and compensation study were adopted by Mayor & Council for the FY 2019 Budget. They remain unchanged for the FY 2022 Budget.

Grade	Minimum	Midpoint	Maximum
1	20,934	26,167	31,401
2	22,397	27,996	33,596
3	23,860	29,826	35,791
4	25,324	31,655	37,986
5	26,787	33,484	40,181
6	28,250	35,313	42,376
7	29,714	37,142	44,571
8	31,177	38,971	46,766
9	32,640	40,801	48,961
10	34,104	42,630	51,156
11	35,567	44,459	53,351
12	37,030	46,288	55,546
13	38,494	48,117	57,741
14	39,957	49,946	59,936
15	41,420	51,775	62,131
16	42,884	53,605	64,326
17	44,347	55,434	66,521
18	45,810	57,263	68,716
19	47,274	59,092	70,911
20	48,737	60,921	73,106
21	50,932	63,665	76,398
22	53,859	67,323	80,788
23	56,785	70,982	85,178
24	59,712	74,640	89,568
25	62,639	78,298	93,958
26	65,565	81,957	98,348
27	68,492	85,615	102,738
28	71,419	89,273	107,128
29	75,809	94,761	113,713
30	81,662	102,077	122,493
31	87,515	109,394	131,273
32	93,369	116,711	140,053
33	99,222	124,027	148,833
34	105,075	131,344	157,613
35	110,928	138,661	166,393

## Summary of Personnel by Fund - Full Time Equivalents

As recommended for FY 2022 Budget

<b>Fund</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>	<b>FY22/FY21 Difference</b>
General Fund	406.41	411.34	410.63	431.68	415.10	4.47
E-911 Fund	23.36	23.93	24.31	24.31	24.31	0.00
Hotel/Motel Fund	2.07	2.07	2.07	2.07	2.07	0.00
Water/Sewer Fund	27.00	26.00	27.00	28.00	28.00	1.00
<b>Totals</b>	<b>458.84</b>	<b>463.34</b>	<b>464.01</b>	<b>486.06</b>	<b>469.48</b>	<b>5.47</b>

# Summary of Personnel by Department - Full Time Equivalents

As recommended for FY 2022 Budget

Function	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Requested	FY 2022 Recomm.	FY22/FY21 Difference
<b>General Government</b>						
Administration	9.25	9.25	9.25	9.95	9.25	0.00
Buildings & Plant	4.00	4.00	4.00	9.00	4.00	0.00
Court	6.90	8.90	8.90	10.40	9.40	0.50
Finance	7.00	7.00	7.00	7.00	7.00	0.00
Governing Body	9.25	9.25	9.25	9.25	9.25	0.00
Human Resources	4.07	4.07	4.07	5.07	5.07	1.00
Information Technology	5.00	6.00	6.00	6.00	6.00	0.00
Water Administration	7.00	7.00	7.00	8.00	8.00	1.00
<b>Total General Government</b>	<b>52.47</b>	<b>55.47</b>	<b>55.47</b>	<b>64.67</b>	<b>57.97</b>	<b>2.50</b>
<b>Public Safety</b>						
E-911 Communications	23.36	23.93	24.31	24.31	24.31	0.00
Emergency Management	0.00	0.00	0.00	1.00	1.00	1.00
Fire Administration	5.00	4.00	4.00	6.00	5.00	1.00
Fire Prevention	5.00	6.00	6.00	6.00	6.00	0.00
Fire Response	69.00	69.00	69.00	69.00	69.00	0.00
Fire Training	3.00	3.00	3.00	3.00	3.00	0.00
Police Administration	108.00	106.00	106.00	106.00	106.00	0.00
Police - Jail	21.50	21.50	21.50	21.50	21.50	0.00
<b>Total Public Safety</b>	<b>234.86</b>	<b>233.43</b>	<b>233.81</b>	<b>236.81</b>	<b>235.81</b>	<b>2.00</b>
<b>Community Services</b>						
Community Development	13.00	13.00	13.00	14.00	13.00	0.00
Community Relations	2.07	2.07	2.07	2.07	2.07	0.00
Economic Development	2.00	2.00	2.00	2.00	2.00	0.00
Environmental Services	4.86	5.36	5.30	5.15	5.15	-0.15
Library	12.35	12.35	12.45	12.60	12.60	0.15
Museum	1.00	1.50	1.75	1.75	1.75	0.00
Parks Administration	10.67	11.38	11.38	12.86	11.86	0.48
Parks Athletics/Aquatics	5.85	5.85	5.85	4.22	4.22	-1.63
Parks Brawner Hall	5.49	4.81	4.81	4.81	4.81	0.00
Parks Maintenance	11.25	11.25	11.25	13.25	11.25	0.00
Parks Programs	8.97	8.87	8.87	8.87	8.99	0.12
<b>Total Community Services</b>	<b>77.51</b>	<b>78.44</b>	<b>78.73</b>	<b>81.58</b>	<b>77.70</b>	<b>-1.03</b>
<b>Public Works</b>						
Engineering	6.00	8.00	8.00	9.00	9.00	1.00
Highways & Streets	25.00	26.00	25.00	28.00	26.00	1.00
Maintenance & Shop	7.00	7.00	7.00	7.00	7.00	0.00
Recycling	12.00	12.00	12.00	15.00	12.00	0.00
Sanitation	24.00	24.00	24.00	24.00	24.00	0.00
Water Distribution	20.00	19.00	20.00	20.00	20.00	0.00
<b>Total Public Works</b>	<b>94.00</b>	<b>96.00</b>	<b>96.00</b>	<b>103.00</b>	<b>98.00</b>	<b>2.00</b>
<b>Grand Total</b>	<b>458.84</b>	<b>463.34</b>	<b>464.01</b>	<b>486.06</b>	<b>469.48</b>	<b>5.47</b>

## Departmental Position Listing

As recommended for FY 2022 Budget

<b>Administration</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
City Administrator	FT	N/A	1	1	1	1	1
City Administrator	FT	33	0	0	0	0	0
Assistant City Administrator	FT	32	1	1	1	1	1
City Clerk	FT	29	1	1	1	1	1
Special Projects Mgr & Reg. Liaison	FT	24	0	0	1	1	1
Special Projects Coordinator	FT	20	1	1	0	0	0
Executive Assistant	FT	15	1	1	1	1	1
ICMA Local Govt Mgt Fellow	FT	15	0	1	1	1	1
Deputy City Clerk	FT	12	1	1	1	1	1
City Attorney	FT	N/A	1	1	1	1	1
<b>Total FT Employees</b>			<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
Total PT FTEs			1.25	1.25	1.25	1.95	1.25
Total TEMP FTEs			1.00	0.00	0.00	0.00	0.00

<b>Buildings &amp; Plant</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Supervisor - Bldgs & Grounds	FT	21	1	1	1	1	1
HVAC Master Technician (Certified)	FT	15	0	0	0	1	0
Maintenance Technician Sr	FT	8	1	1	2	2	2
HVAC Technician (Journeyman)	FT	7	0	0	0	1	0
Maintenance Technician	FT	6	2	2	1	1	1
Crew Leader	FT	6	0	0	0	1	0
Crew Worker	FT	4	0	0	0	2	0
<b>Total FT Employees</b>			<b>4</b>	<b>4</b>	<b>4</b>	<b>9</b>	<b>4</b>

<b>Community Development</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Comm Dev/Planning	FT	30	1	1	1	1	1
Chief Building Officer	FT	25	0	0	0	1	1
Chief Building Officer	FT	23	1	1	1	0	0
Senior Planner	FT	18	1	1	1	1	1
Planner II	FT	17	1	1	1	1	1
City Arborist	FT	17	0	0	0	1	0
Lead City Marshal	FT	16	1	1	1	1	1
Planner I	FT	15	1	1	1	1	1
Building Inspector	FT	14	2	2	2	2	2
Business License Officer	FT	12	1	1	1	1	1
City Marshal - Code Enforcement	FT	12	3	3	3	3	3
Office Assistant	FT	6	1	1	1	1	1
<b>Total FT Employees</b>			<b>13</b>	<b>13</b>	<b>13</b>	<b>14</b>	<b>13</b>

<b>Community Relations</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Community Relations	FT	26	1	1	1	1	1
Community Relations Coordinator	FT	15	0	0	1	1	1
Community Relations Assistant	FT	13	1	1	0	0	0
<b>Total FT Employees</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Total TEMP FTEs			0.07	0.07	0.07	0.07	0.07



<b>Court</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Judge	FT	N/A	1	1	1	1	1
Solicitor	FT	N/A	1	1	1	1	1
Court Administrator	FT	21	0	1	1	1	1
Chief Probation Officer	FT	18	0	1	1	1	1
Clerk of Court	FT	17	1	0	0	0	0
Probation Officer	FT	15	0	1	1	1	1
Court Services Clerk Sr	FT	9	0	0	1	1	1
Court Services Clerk	FT	8	3	3	2	3	2
<b>Total FT Employees</b>			<b>6</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>8</b>
Total PT FTEs			0.90	0.90	0.90	1.40	1.40

<b>E-911</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Police Lieutenant	FT	23	1	1	1	1	1
Police Lieutenant	FT	20	0	0	0	0	0
Public Safety Sys Administrator	FT	16	1	1	1	1	1
Emergency Comm Supervisor	FT	15	0	4	4	4	4
Communications Shift Supervisor	FT	13	4	0	0	0	0
Emergency Comm Officer II (Cert.)	FT	13	0	12	12	12	12
Emergency Comm Officer I (Unc.)	FT	10	0	4	4	4	4
Communications Officer	FT	10	16	0	0	0	0
GCIC Specialist	FT	10	1	1	1	1	1
<b>Total FT Employees</b>			<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>
Total PT FTEs			0.36	0.93	1.31	1.31	1.31

<b>Economic Development</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Economic Development Director	FT	29	0	0	1	1	1
Economic Development Manager	FT	24	1	1	0	0	0
Economic Development Coord	FT	17	1	1	1	1	1
<b>Total FT Employees</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Emergency Management</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Emergency Mgt Specialist	FT	18	0	0	0	1	1
<b>Total FT Employees</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>

<b>Engineering</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
City Engineer	FT	29	1	1	1	1	1
Assistant City Engineer	FT	23	1	1	1	2	2
Environmental Inspector	FT	12	1	2	2	2	2
Traffic Signal Technician	FT	12	2	2	2	2	2
Stormwater Sewer Technician	FT	10	0	1	1	1	1
Crew Worker	FT	4	1	1	1	1	1
<b>Total FT Employees</b>			<b>6</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>

<b>Environmental Services</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Environmental Services	FT	26	1	1	1	1	1
KSB Manager	FT	19	0	0	0	1	0
KSB Coordinator	FT	15	0	0	1	0	1
KSB Coordinator	FT	13	1	1	0	0	0
Recycling Center Coordinator	FT	12	1	1	1	1	1
Recycling Center Attendant	FT	6	1	2	2	2	2
<b>Total FT Employees</b>			<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Total PT FTEs			0.80	0.15	0.15	0.15	0.15
Total TEMP FTEs			0.06	0.21	0.15	0.00	0.00

<b>Finance</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Finance Director	FT	31	1	1	1	1	1
Controller	FT	23	1	1	1	1	1
Purchasing Manager	FT	22	1	1	1	1	1
Budget Officer	FT	20	1	1	1	1	1
Accounting Coordinator	FT	17	1	1	1	1	1
Purchasing Buyer	FT	14	1	1	1	1	1
AP/Payroll Coordinator	FT	12	1	1	1	1	1
<b>Total FT Employees</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>Fire Administration</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Fire Chief	FT	31	1	1	1	1	1
Deputy Fire Chief	FT	28	1	1	1	1	1
Community Risk Reduction Coord.	FT	18	0	0	0	1	0
Administrative Svcs Coordinator	FT	13	1	1	1	1	1
Support Services Coordinator	FT	13	1	1	1	1	1
Fire Hydrant Inspector*	FT	12	0	0	0	1	1
Office Assistant	FT	6	1	0	0	0	0
<b>Total FT Employees</b>			<b>5</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>5</b>

\*NOTE: Fire Hydrant Inspector transferred from Water Dist.

<b>Fire Prevention</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Division Chief, Prevention	FT	25	0	1	1	1	1
Battalion Chief	FT	25	1	0	0	0	0
Fire Captain	FT	23	0	0	0	1	1
Battalion Chief	FT	23	0	0	0	0	0
Fire Lieutenant	FT	21	3	3	4	3	3
Fire Lieutenant	FT	20	0	0	0	0	0
Fire Engineer	FT	18	1	1	0	0	0
Administrative Assistant	FT	11	0	0	1	1	1
Office Assistant	FT	6	0	1	0	0	0
<b>Total FT Employees</b>			<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>Fire Response</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Battalion Chief	FT	25	3	3	3	3	3
Battalion Chief	FT	23	0	0	0	0	0
Fire Lieutenant	FT	21	18	15	15	15	15
Fire Lieutenant	FT	20	0	0	0	0	0
Fire Engineer	FT	18	13	18	18	18	18
Firefighter II	FT	16	15	15	15	15	15
Firefighter I	FT	15	15	15	15	15	15
Firefighter (un-certified)	FT	13	5	3	3	3	3
<b>Total FT Employees</b>			<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>

<b>Fire Training</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Division Chief, Training	FT	25	0	1	1	1	1
Battalion Chief	FT	25	1	0	0	0	0
EMS Director (Captain)	FT	23	0	0	0	1	1
Training Officer (Lt)	FT	21	1	1	1	1	1
EMS Director (Lt)	FT	21	1	1	1	0	0
<b>Total FT Employees</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>Governing Body</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Mayor	FT	N/A	1	1	1	1	1
City Council	FT	N/A	7	7	7	7	7
Executive Assistant	FT	15	1	1	1	1	1
<b>Total FT Employees</b>			<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
Total PT FTEs			0.25	0.25	0.25	0.25	0.25

<b>Highways &amp; Streets</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Public Works	FT	31	1	1	1	1	1
Assistant Director of Pub Works	FT	24	2	2	1	1	1
Capital Projects Manager*	FT	22	0	1	1	0	0
Streets Supervisor	FT	21	1	1	1	1	1
Warehouse Supervisor	FT	18	1	1	1	1	1
Administrative Svcs Coord Sr	FT	15	1	1	1	1	1
Streets Foreman	FT	12	1	1	1	1	1
Heavy Equipment Operator	FT	11	4	4	4	4	4
Equipment Operator Sr	FT	8	4	3	3	2	2
Equipment Operator	FT	7	2	3	3	3	3
Crew Leader	FT	6	1	1	1	1	1
Office Assistant	FT	6	1	1	1	1	1
Warehouse Attendant	FT	6	2	2	2	2	2
Crew Worker	FT	4	4	4	4	9	7
<b>Total FT Employees</b>			<b>25</b>	<b>26</b>	<b>25</b>	<b>28</b>	<b>26</b>

\*NOTE: Capital Projects Manager moved to Water Dist. for FY22

<b>Human Resources</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of HR/Risk Management	FT	30	1	1	1	1	1
Human Resources Manager	FT	22	1	1	1	1	1
Employee Benefits Coordinator	FT	17	1	1	1	1	1
HR Systems Coordinator	FT	17	0	0	0	1	1
HR Technician	FT	12	1	1	1	0	0
HR and Risk Management Assistant	FT	12	0	0	0	1	1
<b>Total FT Employees</b>			<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>
Total TEMP FTEs			0.07	0.07	0.07	0.07	0.07

<b>Information Technology</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Information Technology	FT	30	1	1	1	1	1
Asst. Director of IT	FT	26	0	0	1	1	1
Manager of Information Technology	FT	21	1	1	0	0	0
GIS Coordinator	FT	19	1	1	1	1	1
Web Administrator	FT	19	0	1	1	1	1
System Administrator	FT	18	1	1	1	1	1
Info Systems Specialist	FT	18	1	1	1	1	1
<b>Total FT Employees</b>			<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>Library</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Library	FT	29	1	1	1	1	1
Technical Services Librarian	FT	18	0	0	1	1	1
Youth Services Librarian	FT	16	1	1	1	1	1
Adult Services Librarian	FT	15	1	1	1	1	1
Technical Services Librarian	FT	15	1	1	0	0	0
Circulation Manager	FT	12	0	0	1	1	1
Library Clerk Senior	FT	7	1	1	0	0	0
Library Clerk	FT	6	2	2	2	2	2
<b>Total FT Employees</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
Total PT FTEs			5.35	5.35	5.45	5.60	5.60

<b>Maintenance &amp; Shop</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Fleet Manager	FT	22	0	0	1	1	1
Supervisor Fleet Maintenance	FT	21	1	1	0	0	0
Fleet Maintenance Foreman	FT	12	1	1	1	1	1
Mechanic Sr	FT	10	4	4	4	4	4
Mechanic	FT	9	1	1	1	1	1
<b>Total FT Employees</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

<b>Museum</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Museum Manager	FT	19	1	1	1	1	1
<b>Total FT Employees</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Total PT FTEs			0.00	0.00	0.75	0.75	0.75
Total TEMP FTEs			0.00	0.50	0.00	0.00	0.00

<b>Parks Administration</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Director of Parks & Recreation	FT	30	1	1	1	1	1
Business Operations Superint.	FT	24	0	0	0	1	0
Facilities Superint.	FT	20	0	1	1	1	1
Facility Events Coordinator, Comm Ctr	FT	15	0	0	1	1	1
Department Administrative Asst	FT	12	1	1	1	1	1
Event & Sales Assistant	FT	8	1	1	0	0	0
Maintenance Technician Senior	FT	8	1	1	1	1	1
Maintenance Technician	FT	6	1	1	1	1	1
Receptionist	FT	4	1	1	1	1	1
<b>Total FT Employees</b>			<b>6</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>7</b>
Total PT FTEs			4.67	4.38	4.38	4.86	4.86

<b>Parks Athletics/Aquatics</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Athletics & Aquatics Coordinator	FT	15	1	1	1	1	1
<b>Total FT Employees</b>			<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Total TEMP FTEs			4.85	4.85	4.85	3.22	3.22

<b>Parks Brawner Hall</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Facility Event Coordinator	FT	15	1	1	1	1	1
Maintenance Technician	FT	6	1	1	1	1	1
<b>Total FT Employees</b>			<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Total PT FTEs			3.49	2.81	2.81	2.81	2.81

<b>Parks Maintenance</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Park Superintendent	FT	21	1	1	1	1	1
Parks Maintenance Coordinator	FT	18	1	1	1	1	1
Maintenance Technician Sr	FT	8	1	1	1	1	1
Crew Leader	FT	6	2	2	2	2	2
Crew Worker	FT	4	6	6	6	8	6
<b>Total FT Employees</b>			<b>11</b>	<b>11</b>	<b>11</b>	<b>13</b>	<b>11</b>
Total PT FTEs			0.25	0.25	0.25	0.25	0.25

<b>Parks Programs</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Recreation Services Superintendent	FT	21	0	0	1	1	1
Senior Programs Coordinator	FT	15	1	1	0	0	0
Recreation Coordinator	FT	10	2	2	2	2	2
Head Lifeguard	FT	6	1	1	1	1	1
<b>Total FT Employees</b>			<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
Total PT FTEs			4.97	4.87	4.87	4.87	4.99

<b>Police Administration</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Police Chief	FT	31	1	1	1	1	1
Deputy Police Chief	FT	28	2	2	2	2	2
Police Major	FT	25	3	3	3	3	3
Police Major	FT	23	0	0	0	0	0
Police Lieutenant	FT	23	7	7	7	7	7
Police Lieutenant	FT	20	0	0	0	0	0
Police Sergeant	FT	20	7	7	8	8	8
Chief Probation Officer	FT	18	1	0	0	0	0
Police Sergeant	FT	18	0	0	0	0	0
Certification Manager	FT	18	1	1	1	1	1
Forensic Evidence Specialist	FT	16	2	0	0	0	0
Master Patrol Officer	FT	16	12	9	9	9	9
Park Ranger Senior	FT	16	1	1	1	1	1
Police Officer	FT	15	38	49	49	49	49
Probation Officer	FT	15	1	0	0	0	0
Senior Crime Intelligence Analyst	FT	15	1	1	0	0	0
Warrants Officer	FT	15	1	1	1	1	1
Central Records Supervisor	FT	14	1	1	1	1	1
Crime Intelligence Analyst	FT	13	1	1	1	1	1
Police Officer Uncertified	FT	13	19	13	13	13	13
Quartermaster	FT	13	1	1	1	1	1
Department Administrative Asst	FT	12	1	1	1	1	1
Open Records Coordinator	FT	12	1	1	1	1	1
Property & Evidence Custodian	FT	11	2	2	2	2	2
Administrative Assistant	FT	11	0	0	0	0	0
Central Records Supervisor	FT	10	0	0	0	0	0
Central Records Assistant	FT	7	4	4	4	4	4
<b>Total FT Employees</b>			<b>108</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>106</b>

<b>Police - Jail</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Police Major	FT	25	1	1	1	1	1
Police Major	FT	23	0	0	0	0	0
Chief Jailer	FT	17	1	1	1	1	1
Detention Shift Supervisor	FT	13	4	4	4	4	4
Detention Officer	FT	10	14	14	14	14	14
Jail Cook	FT	6	1	1	1	1	1
<b>Total FT Employees</b>			<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
Total PT FTEs			0.50	0.50	0.50	0.50	0.50

<b>Recycling</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Truck Driver - Recycling	FT	8	4	4	4	5	4
Crew Worker - Recycling	FT	4	8	8	8	10	8
<b>Total FT Employees</b>			<b>12</b>	<b>12</b>	<b>12</b>	<b>15</b>	<b>12</b>

<b>Sanitation</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Sanitation Supervisor	FT	21	1	1	1	1	1
Sanitation Foreman	FT	12	1	1	1	1	1
Truck Driver, Senior - Sanitation	FT	9	0	0	1	1	1
Truck Driver - Sanitation	FT	8	8	8	7	7	7
Crew Worker - Sanitation	FT	4	14	14	14	14	14
<b>Total FT Employees</b>			<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>

<b>Water Administration</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Utilities Services Manager	FT	20	1	1	1	1	1
Utility Billing Coordinator	FT	12	1	1	1	1	1
Utility Services Foreman	FT	11	1	1	1	1	1
Utility Services Clerk Sr	FT	9	0	1	1	1	1
Utility Services Meter Tech	FT	7	2	2	2	2	2
Utility Services Clerk	FT	7	2	1	1	2	2
<b>Total FT Employees</b>			<b>7</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>

<b>Water Distribution</b>	<b>Status</b>	<b>Grade</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Assistant Director of Pub Works	FT	24	0	0	1	1	1
Water Distribution Supervisor	FT	21	1	1	1	1	1
Capital Projects Coordinator*	FT	21	0	0	0	1	1
Environmental Inspector	FT	12	1	0	0	0	0
Fire Hydrant Inspector*	FT	12	1	1	1	0	0
Water/Sewer Foreman	FT	12	1	1	1	1	1
Heavy Equipment Operator	FT	11	2	2	2	2	2
Utilitites Locator	FT	11	1	2	2	2	2
Equipment Operator Sr	FT	8	2	1	1	1	1
Equipment Operator	FT	7	3	3	3	3	3
Crew Leader	FT	6	1	1	1	1	1
Utilities Meter Installation Tech	FT	6	1	1	1	1	1
Crew Worker	FT	4	6	6	6	6	6
<b>Total FT Employees</b>			<b>20</b>	<b>19</b>	<b>20</b>	<b>20</b>	<b>20</b>

\*NOTE: Fire Hydrant Inspector position moved to Fire Admin. for FY22.

\*NOTE: Capital Projects Coordinator moved from Hwys. & Streets for FY22

<b>Grand Totals</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022 Requested</b>	<b>FY 2022 Recomm.</b>
Full-Time Employees	430	436	436	458	442
Part-Time Employees	22.79	21.64	22.87	24.70	24.12
Temporary Employees	6.05	5.70	5.14	3.36	3.36
<b>Grand Totals</b>	<b>458.84</b>	<b>463.34</b>	<b>464.01</b>	<b>486.06</b>	<b>469.48</b>

# Capital Improvement Plan

FY 2022 to FY 2026

The Capital Improvement Plan (CIP) is a document approved by Mayor & Council along with the Operating Budget to outline a 5-year plan for upgrading, maintaining and replacing the City's capital assets. Capital assets cost at least \$20,000 and have a useful life of at least three years.

The "CIP" encompasses four capital project funds: General Fund CIP, E-911 CIP, Water/Sewer CIP, and Storm Water CIP. The General Fund CIP and E-911 CIP are funded by transfers-in from the General Fund. The Water/Sewer CIP is funded by a transfer-in from the Water/Sewer Fund. The Storm Water CIP is funded by a storm water fee assessed on residential and commercial properties.

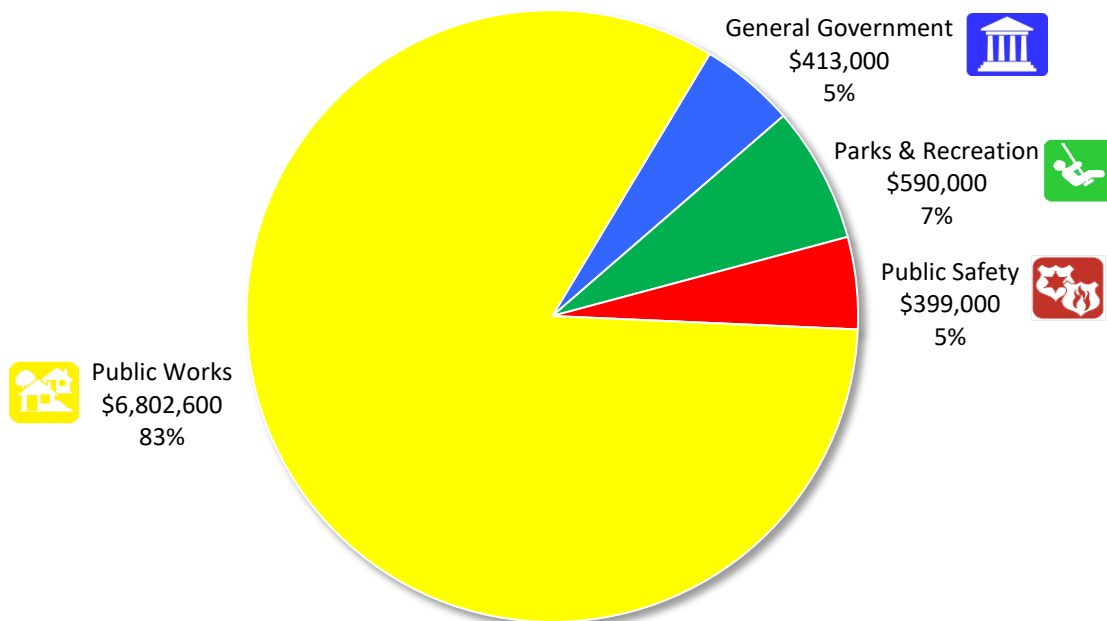
Departments submitted their new and revised capital requests for review by the CIP Committee, an ad-hoc committee composed of staff from Administration, Finance, and select Departments.

## General Fund CIP

The Committee recommends 26 projects for funding through the FY 2022 - FY 2026 CIP. Twenty-two of these projects are carried over from the FY 2021 - FY 2025 CIP adopted by Mayor & Council in the FY 2021 budget process. Four projects are new requests from the Departments:

- 4 new requests to fund Public Works projects

The total cost of projects recommended for funding through the FY 2022 - FY 2026 CIP is \$8.2M. A breakdown of the total recommended funding over the 5-year time period is shown below:





Eleven projects totaling \$2,108,200 have been recommended for funding in FY 2022.  
 Descriptions for these General Fund CIP projects are included below.



### *General Government*

There are no General Government projects recommended for FY 2022.

<b>Total General Government</b>	<b>\$0</b>
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### *Parks & Recreation*

Reed House Landscaping	Parks Administration	\$150,000
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This project would help maintain and enhance the Reed House property by completing the landscape master plan. Improved landscaping will create a more visually appealing space and allow events to better utilize the outdoor space around the Reed House.

Maintenance Areas @ Tolleson / Chuck Camp	Parks Maintenance	\$50,000
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Parks Maintenance staff store supplies and equipment in two maintenance areas located at Tolleson Park and Chuck Camp Park. This project will fund miscellaneous repairs intended to improve the safety and function of these spaces.

<b>Total Parks &amp; Recreation</b>	<b>\$200,000</b>
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### *Public Safety*

Cascade Air-Filling System	Fire	\$50,000
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This project will replace the outdated cascade air filling system that fills air cylinders used during structural firefighting operations. The current system is over 10 years old.

Police Laptop Computer Refresh	Police	\$42,500
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This is an ongoing project to replace outdated Police computers.

SWAT Tactical Vest Replacement	Police	\$56,500
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This project will replace the SWAT team's tactical body armor vests that have expired.

<b>Total Public Safety</b>	<b>\$149,000</b>
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## Public Works

Green Energy Projects	Bldgs/Plant	\$800,000
This is a recurring project that focuses on various energy improvements, including HVAC replacement, lighting, and generators.		
Miscellaneous Carpet Replacement	Bldgs/Plant	\$20,000
This is an on-going project for miscellaneous carpet replacement throughout city buildings. Public Works staff will determine which locations get new carpet based on age and current condition.		
Roof Repairs & Replacements	Bldgs/Plant	\$735,000
This project will be used to replace the roof at the Police Station, which will stop frequent leaks.		
Detention Pond Maintenance	Engineering	\$100,000
This annually recurring project helps maintain detention ponds for which the City is liable. Improvements will help prevent flooding and prevent a discharge of pollutants downstream.		
Replace Underground Sanitation Cans	Sanitation	\$48,000
This is a multi-year project to replace underground sanitation cans throughout the City. Neighborhoods with underground cans are not well-suited for the standard roll-out carts. The new cans have a 10-15 year life expectancy.		
Sanitation Carts	Sanitation	\$56,200
This annually recurring project funds the purchase of new and replacement roll-out carts.		
<b>Total Public Works</b>		<b>\$1,759,200</b>
<b>General Government</b>		<b>\$0</b>
<b>Parks &amp; Recreation</b>		<b>\$200,000</b>
<b>Public Safety</b>		<b>\$149,000</b>
<b>Public Works</b>		<b>\$1,759,200</b>
<b>Total FY 2022 Recommended Funding for General Fund CIP</b>		<b>\$2,108,200</b>

### E-911 CIP

There are no projects recommended for funding in FY 2022.

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<b>Total FY 2022 Recommended Funding for E-911 CIP</b>	<b>\$0</b>
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### Water/Sewer CIP

<b>Drainage Improvements</b>	<b>Water Distribution</b>	<b>\$225,000</b>
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This annually recurring project funds miscellaneous drainage improvements. These include routine repairs and maintenance as well as curbs and gutters, sidewalks and catch basins, and other drainage structures.

<b>Lead and Copper Inventory</b>	<b>Water Distribution</b>	<b>\$100,000</b>
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This is an EPA mandated project to provide safe water by ensuring the quality of lead and copper. It is a multi-year project that will be completed in 3 phases: testing, inventory and information to the public, and replacement.

<b>Water Meters and Dials</b>	<b>Water Distribution</b>	<b>\$660,000</b>
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This is a multi-year project to replace approximately ten thousand 5/8" water meters and dials in use across the City. The new assemblies have a 15-year life expectancy.

<b>Infrastructure Improvements</b>	<b>Water Distribution</b>	<b>\$2,461,000</b>
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This annually recurring project funds miscellaneous infrastructure improvements. These include routine repairs and maintenance as well as upgrades to the city's water and sewer mains, services, sewer lift stations, manholes, and valves.

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<b>Total FY 2022 Recommended Funding for Water/Sewer CIP</b>	<b>\$3,446,000</b>
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### Storm Water CIP

<b>Storm Water Projects</b>	<b>Storm Water</b>	<b>\$1,441,310</b>
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This annually recurring project funds miscellaneous storm water infrastructure improvements. These include routine repairs and maintenance as well as upgrades to storm water piping and structures.

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<b>Total FY 2022 Recommended Funding for Storm Water CIP</b>	<b>\$1,441,310</b>
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## Projects Eliminated or Moved Out of FY 2022

Below is a summary of the projects requested by departments for funding in FY 2022 that the CIP Committee eliminated or delayed to a future year:

### General Fund CIP

Church Street & Love Street Drainage	Engineering	\$500,000
Pulled from CIP and recommended for funding by Stormwater Fund.		
Desktop Computer Upgrades	Information Technology	\$46,000
Capital project not needed this year, per IT Department.		
Downstairs Bathroom Remodel	Library	\$80,000
Removed from CIP schedule. Recommended for funding by CDBG.		
Parks Signage System Wide	Parks Administration	\$20,000
Removed from CIP schedule. Will finish signage with existing funds.		
Burger Park	Parks Administration	\$75,000
Pushed two years.		
Aunt Fanny's Cabin Repairs	Parks Brawner	\$50,000
Removed from CIP schedule.		
Wedding Gazebo & Grounds Upgrades	Parks Maintenance	\$75,000
Pushed one year.		
Library Playground & PIP Surfacing	Parks Maintenance	\$50,000
Pushed one year.		
<b>General Fund CIP Projects Eliminated or Moved Out of FY 2022</b>		<b>\$896,000</b>

### E-911 CIP

Upgrade E-911 Phone System	E-911	\$150,000
Project pushed one year.		
<b>E-911 CIP Projects Eliminated or Moved Out of FY 2022</b>		<b>\$150,000</b>

### Water/Sewer CIP

Pull-Behind Valve Exerciser/Cleaner	Water Distribution	\$52,000
Pushed one year.		
Replacement Arrow Board	Water Distribution	\$20,000
Removed from CIP schedule.		
<b>Water/Sewer CIP Projects Eliminated or Moved Out of FY 2022</b>		<b>\$72,000</b>

## Past Projects to Be Closed

Every year, Mayor & Council take formal action to close past capital projects. This is a recommended practice in the field of local government finance because it gives the Governing Body an update on the completion of adopted projects. It also gives Finance the authority to reallocate any remaining funds for future capital projects. Staff recommends the following past projects be closed and project balances be returned to their respective funds:

### General Fund CIP

Dept	Proj #	Project Name	Initial FY	Revised Budget	Life to Date Actuals	Remaining Balance
Fire Admin	32099	Extrication Equipment	2020	90,000.00	97,277.56	(7,277.56)
IT	31857	Office Phone Replacement	2018	27,500.00	22,822.94	4,677.06
IT	31908	Desktop Computer Upgrades	2019	41,000.00	50,660.96	(9,660.96)
IT	31987	Replace SAN Units	2019	212,000.00	202,288.14	9,711.86
IT	32003	Network Vulnerability Study	2020	35,000.00	-	35,000.00
Bldgs & Plant	31760	Painting Interior of Public Works Offices	2017	40,000.00	39,965.00	35.00
Bldgs & Plant	31761	Paint Equipment Sheds at Public Works	2017	35,000.00	34,680.00	320.00
Bldgs & Plant	31983	HVAC Computer Board - Fire Station 1	2019	25,000.00	24,300.00	700.00
Bldgs & Plant	31985	Resurface Police Parking Lot	2019	70,000.00	69,156.68	843.32
Bldgs & Plant	31994	Fire Station 4 Renovation	2019	30,000.00	29,910.00	90.00
Bldgs & Plant	32095	Roll Coat PWC Roof	2020	158,000.00	153,821.00	4,179.00
Sanitation	31881	Replace Underground Sanitation Carts	2018	50,000.00	49,997.00	3.00
<b>General Fund CIP Totals</b>				<b>813,500.00</b>	<b>774,879.28</b>	<b>38,620.72</b>

### Water/Sewer CIP

Dept	Proj #	Project Name	Initial FY	Revised Budget	Life to Date Actuals	Remaining Balance
Water Dist	51707	Jonquil Sanitary Outfall	2017	3,450,680.00	2,105,391.16	1,345,288.84
Water Dist	52001	Infrastructure Improvements	2020	1,300,000.00	1,300,642.04	(642.04)
Water Dist	52002	Drainage Improvements	2020	210,000.00	210,070.12	(70.12)
Water Dist	52011	Fire Line DDC Meter Installations	2020	100,000.00	100,032.73	(32.73)
<b>Water/Sewer CIP Totals</b>				<b>5,060,680.00</b>	<b>3,716,136.05</b>	<b>1,344,543.95</b>

**General Fund CIP**  
FY 2022 - FY 2026

GENERAL GOVERNMENT									
Dept Name	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Env Svcs	264	Baler Replacement	Existing				75,000		75,000
IT	56	Desktop Computer Upgrades	Revised		46,000	46,000	46,000		138,000
IT	221	Core Network Router Replacement	Existing			120,000			120,000
Library	245	Upstairs Bathroom Remodel	Existing		80,000				80,000
									-
Total General Government				-	126,000	166,000	121,000	-	413,000

PARKS & RECREATION									
Dept Name	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Parks Admin	268	Burger Park	Existing			75,000			75,000
Parks Admin	269	Reed House Landscaping	Existing	150,000					150,000
Parks Ath/Aq	224	Bleacher Replacement	Existing					85,000	85,000
Parks Maint	271	Playground for 2-5 Year Olds @ Tolleson	Existing		30,000				30,000
Parks Maint	272	Wedding Gazebo & Grounds Upgrades	Existing		75,000				75,000
Parks Maint	273	Maintenance Areas @ Tolleson / Chuck Camp	Existing	50,000					50,000
Parks Maint	253	Library Playground & PIP Surfacing	Existing		50,000				50,000
Parks Maint	275	Whitfield Park Enhancements	Existing		75,000				75,000
Total Parks & Recreation				200,000	230,000	75,000	-	85,000	590,000

PUBLIC SAFETY									
Dept Name	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Fire	158	Cascade Air-Filling System	Existing	50,000					50,000
Fire	240	Weather Siren Software Upgrade	Existing		80,000				80,000
Police	61	Police Laptop Computer Refresh	Existing	42,500	42,500	42,500	42,500	42,500	212,500
Police	184	SWAT Tactical Vest Replacement	Existing	56,500					56,500
									-
Total Public Safety				149,000	122,500	42,500	42,500	42,500	399,000

PUBLIC WORKS									
Dept Name	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Bldgs & Plant	62	Misc Carpet Replacement	Revised	20,000	20,000	30,000	40,000	40,000	150,000
Bldgs & Plant	235	Replace Generators	Revised		50,000	50,000	35,000		135,000
Bldgs & Plant	188	Roof Repairs & Replacements	Revised	735,000		115,000	96,000	52,000	998,000
Bldgs & Plant	281	Painting of City-Owned Buildings	New			150,000	150,000	165,000	465,000
Bldgs & Plant	285	Green Energy Projects	New	800,000	800,000	800,000	800,000	800,000	4,000,000
Engineering	238	Detention Pond Maintenance	Existing	100,000	100,000	100,000	100,000	100,000	500,000

Dept Name	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Hwys & Streets	283	Material Shed Storage	New					34,200	34,200
Hwys & Streets	284	Street Striping	New					60,000	60,000
Sanitation	131	Replace Underground Sanitation Cans	Revised	48,000	48,000	20,000	20,000	20,000	156,000
Sanitation	81	Sanitation Carts	Revised	56,200	56,200	60,000	64,000	68,000	304,400
<b>Total Public Works</b>				<b>1,759,200</b>	<b>1,074,200</b>	<b>1,325,000</b>	<b>1,305,000</b>	<b>1,339,200</b>	<b>6,802,600</b>
<b>Total General Fund CIP</b>				<b>2,108,200</b>	<b>1,552,700</b>	<b>1,608,500</b>	<b>1,468,500</b>	<b>1,466,700</b>	<b>8,204,600</b>

*FY 2022 projects to be funded by a transfer-in from the General Fund.*



**E-911 CIP**  
FY 2022 - FY 2026

Dept	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
E-911	278	Upgrade E-911 Phone System	Existing			150,000			150,000
<b>Total E-911 CIP</b>				-	-	150,000	-		150,000

## Water/Sewer CIP

FY 2022 - FY 2026

Dept	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Distrib	518	Drainage Improvements	Revised	225,000	241,000	258,000	276,000	296,000	1,296,000
Water Distrib	523	Water Meters and Dials	Existing	660,000	118,000				778,000
Water Distrib	517	Infrastructure Improvements	Revised	2,461,000	2,633,000	2,817,000	3,014,000	3,221,000	14,146,000
Water Distrib	539	Lead and Copper Inventory	New	100,000	400,000				500,000
<b>Total Water/Sewer CIP</b>				<b>3,446,000</b>	<b>3,392,000</b>	<b>3,075,000</b>	<b>3,290,000</b>	<b>3,517,000</b>	<b>16,720,000</b>

*FY 2022 projects to be funded by a transfer-in from the Water/Sewer Fund.*

## Storm Water CIP

FY 2022 - FY 2026

Dept	Proj #	Project Name	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Storm Water	519	Storm Water Projects	Revised	1,441,310	1,470,000	1,499,000	1,544,000	1,575,000	7,529,310
<b>Total Storm Water CIP</b>				<b>1,441,310</b>	<b>1,470,000</b>	<b>1,499,000</b>	<b>1,544,000</b>	<b>1,575,000</b>	<b>7,529,310</b>

*FY 2022 projects to be funded by the Storm Water Fee levied on residential and commercial properties.*

*This budget includes a \$0.07 (2%) rate increase effective January 2022.*

## Vehicle Replacement Fund

Summary of Replacements by Fund - FY 2022 to FY 2026

General Fund	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Administration	-	-	-	-	-	-
Buildings & Plant	-	-	-	-	34,000	34,000
Community Development	28,000	-	25,000	25,000	-	78,000
Economic Development	25,000	-	-	-	-	25,000
E-911	-	-	-	-	-	-
Engineering	150,000	-	37,000	-	-	187,000
Environmental Svcs	-	-	-	-	-	-
Fire Administration	90,000	283,000	900,000	1,350,000	1,200,000	3,823,000
Fleet Maintenance	-	45,000	-	-	-	45,000
Highways & Streets	65,000	55,000	80,000	375,000	50,000	625,000
Information Technology	-	32,000	-	-	-	32,000
Library	-	-	-	-	-	-
Parks Administration	-	-	-	-	-	-
Parks Athl/Aquatics	-	-	-	-	-	-
Parks Brawner Hall	-	-	-	-	-	-
Parks Programs	-	60,000	-	-	70,000	130,000
Parks Maintenance	-	-	-	-	34,000	34,000
Police Admin	392,000	291,000	392,000	399,000	413,000	1,887,000
Police - Jail	-	-	-	49,000	-	49,000
Recycling	-	181,600	-	-	-	181,600
Sanitation	470,000	-	227,000	-	454,000	1,151,000
<b>Total General Fund</b>	<b>1,220,000</b>	<b>947,600</b>	<b>1,661,000</b>	<b>2,198,000</b>	<b>2,255,000</b>	<b>8,281,600</b>

Water/Sewer Fund	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Administration	-	25,000	-	-	-	25,000
Water Distribution	28,000	25,000	65,000	50,000	155,000	323,000
<b>Total Water/Sewer Fund</b>	<b>28,000</b>	<b>50,000</b>	<b>65,000</b>	<b>50,000</b>	<b>155,000</b>	<b>348,000</b>

3.03%      3.01%      2.98%

Transfers In	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Transfers In - General Fund	1,474,000	1,518,000	1,564,000	1,611,000	1,659,000	7,826,000
Transfers In - Water/Sewer Fund	139,000	143,000	147,000	151,000	156,000	736,000
Use of Prev Committed Funds	-	-	-	-	-	-
<b>Total Transfers In</b>	<b>1,613,000</b>	<b>1,661,000</b>	<b>1,711,000</b>	<b>1,762,000</b>	<b>1,815,000</b>	<b>8,562,000</b>

The FY 2022 General Fund Transfer-In is the 30-yr avg annual contribution, plus \$100K for emergency funds.

The FY 2022 Water/Sewer Transfer-In is the 30-yr avg annual contribution.

Net Change to Fund Balance	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Total Transfers In	1,613,000	1,661,000	1,711,000	1,762,000	1,815,000	8,562,000
- Scheduled Expenditures	1,248,000	997,600	1,726,000	2,248,000	2,410,000	8,629,600
- Scheduled Emergency Funds	100,000	100,000	100,000	100,000	100,000	500,000
<b>Net Change to Fund Balance</b>	<b>265,000</b>	<b>563,400</b>	<b>(115,000)</b>	<b>(586,000)</b>	<b>(695,000)</b>	<b>(567,600)</b>

Additions to fund balance build up reserves for years with higher scheduled expenditures.

## Vehicle Replacement Fund

Age and Mileage Criteria for Replacement Eligibility

Vehicle Type	Mileage	Age
City Pick Ups	150,000	20
City Sedans	150,000	20
City SUVs/Vans	150,000	20
Fire Ladders	150,000	15
Fire Rescue/Engine	150,000	10
Fire Vehicles	150,000	20
Police Admin/Det	150,000	20
Police Cruisers	140,000	20
City Med. Diesel Trucks	125,000	15
VacCon	125,000	15
Dump Trucks	100,000	10
San/Recycling Trucks	100,000	15
Backhoes*	15,000	20
Front Loaders*	15,000	20
Takeuchis*	15,000	15
Bobcats*	10,000	20

\* Engine hours instead of mileage.

## Past Projects to Be Closed

Staff recommends the following past projects be closed and project balances be returned to the Vehicle Replacement Fund:

### Vehicle Replacement Fund

Dept	Proj #	Project Name	Initial FY	Revised Budget	Life to Date Actuals	Remaining Balance
Admin	62113	Administration Vehicles	2021	37,922.85	37,922.85	-
Comm Dev	62172	Community Development Vehicles	2021	25,000.00	24,279.00	721.00
Hwys & Streets	61942	Highways & Streets Vehicles	2019	150,000.00	151,587.00	(1,587.00)
Hwys & Streets	62142	Highways & Streets Vehicles	2021	160,000.00	160,494.00	(494.00)
Police	62032	Police Vehicles	2020	275,575.00	274,344.62	1,230.38
Sanitation	62043	Sanitation Vehicles	2020	492,000.00	482,890.00	9,110.00
Sanitation	62143	Sanitation Vehicles	2021	105,000.00	106,532.00	(1,532.00)
Water Dist	62144	Water Distribution Vehicles	2021	37,000.00	32,501.00	4,499.00
<b>Vehicle Replacement Fund Totals</b>				<b>1,282,497.85</b>	<b>1,270,550.47</b>	<b>11,947.38</b>

**Vehicle Replacement Fund**  
Replacement Schedule - FY 2022 to FY 2026

GENERAL GOVERNMENT								
Dept Name	Veh. #	Description	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Comm Dev	7400	2001 FORD TAURUS	Scheduled	28,000				
Comm Dev	9159	2003 FORD F-150	Scheduled			25,000		
Comm Dev	9140	2004 FORD F-150	Scheduled				25,000	
Econ Dev		FORD ESCAPE <sup>1</sup>	New	25,000				
IT	3961	2010 FORD ESCAPE HYBRID	Scheduled		32,000			
<b>Total General Government</b>				<b>53,000</b>	<b>32,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
PARKS & RECREATION								
Dept Name	Veh. #	Description	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Parks Prog	4958	2002 FORD E-450 BUS	Scheduled		60,000			
Parks Prog	7080	2005 DODGE 3500 SPRINTER	Scheduled					70,000
Parks Maint	2606	2005 FORD SD (PARKS DUMP TRUCK)	Scheduled					34,000
<b>Total Parks &amp; Recreation</b>				<b>-</b>	<b>60,000</b>	<b>-</b>	<b>-</b>	<b>104,000</b>
PUBLIC SAFETY								
Dept Name	Veh. #	Description	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fire Admin	3087	2006 FORD EXPLORER	Scheduled	45,000				
Fire Admin	3079	2006 FORD EXPLORER XLT <sup>2</sup>	Early Repl	45,000				
Fire Admin	3089	2012 FORD TAURUS SD	Scheduled		42,000			
Fire Admin	3091	2013 FORD EXPLORER	Scheduled		42,000			
Fire Admin	3097	2015 FORD EXPLORER	Scheduled		42,000			
Fire Admin	3080	2007 FORD EXPEDITION	Scheduled		42,000			
Fire Admin	3094	2013 FORD EXPLORER	Scheduled		45,000			
Fire Admin	3044	2001 FORD F-250	Scheduled		70,000			
Fire Admin	3074	2001 AMERICAN LAFRANCE (RESERVE TRUCK)	Scheduled			900,000		
Fire Admin	3088	2009 PIERCE ARIEL 100'	Scheduled				1,350,000	
Fire Admin	3095	2015 PIERCE ARROW XT PUMPER	Scheduled					600,000
Fire Admin	3096	2014 PIERCE ARROW XT PUMPER	Scheduled					600,000
Jail	71033	2012 FORD TAURUS SD	Scheduled				49,000	
Police Admin	1961	2010 FORD CROWN VIC	Scheduled	49,000				
Police Admin	4578	2010 CHEVROLET TAHOE	Scheduled	49,000				
Police Admin	5376	2011 FORD CROWN VIC	Scheduled	49,000				
Police Admin	7743	2007 FORD CROWN VIC	Scheduled	49,000				
Police Admin	9692	2009 FORD CROWN VIC	Scheduled	49,000				
Police Admin	9693	2009 FORD CROWN VIC	Scheduled	49,000				
Police Admin	5372	2011 FORD CROWN VIC	Scheduled	49,000				

Dept Name	Veh. #	Description	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Police Admin	97003	2009 FORD CROWN VIC	Scheduled	49,000				
Police Admin	3159	2002 FORD F-150	Scheduled		25,000			
Police Admin	3001	2005 FORD EXPLORER	Scheduled		35,000			
Police Admin	797	2002 FORD TAURUS	Scheduled		35,000			
Police Admin	4387	2008 FORD CROWN VIC	Scheduled		49,000			
Police Admin	4388	2008 FORD CROWN VIC	Scheduled		49,000			
Police Admin	8458	2014 FORD TAURUS	Scheduled		49,000			
Police Admin	9691	2009 FORD CROWN VIC	Scheduled		49,000			
Police Admin	9699	2009 FORD CROWN VIC	Scheduled			49,000		
Police Admin	877	2013 FORD EXPLORER INTERCEPTOR	Scheduled			49,000		
Police Admin	951	2015 FORD TAURUS	Scheduled			49,000		
Police Admin	1975	2011 FORD CROWN VIC	Scheduled			49,000		
Police Admin	4396	2008 FORD CROWN VIC	Scheduled			49,000		
Police Admin	5374	2011 FORD CROWN VIC	Scheduled			49,000		
Police Admin	9690	2009 FORD CROWN VIC	Scheduled			49,000		
Police Admin	1495	2017 FORD EXPLORER	Scheduled			49,000		
Police Admin	5408	2005 FORD CROWN VIC	Scheduled				35,000	
Police Admin	972	2010 MERCURY GRAND MARQUES	Scheduled				35,000	
Police Admin	8611	2012 FORD TAURUS SD	Scheduled				35,000	
Police Admin	7744	2007 FORD CROWN VIC	Scheduled				49,000	
Police Admin	185	2015 FORD TAURUS INTERCEPTOR	Scheduled				49,000	
Police Admin	873	2013 FORD EXPLORER INTERCEPTOR	Scheduled				49,000	
Police Admin	876	2013 FORD EXPLORER INTERCEPTOR	Scheduled				49,000	
Police Admin	4394	2008 FORD CROWN VIC	Scheduled				49,000	
Police Admin	8297	2007 FORD CROWN VIC	Scheduled				49,000	
Police Admin	948	2015 FORD TAURUS	Scheduled					35,000
Police Admin	1691	2005 FORD CROWN VIC	Scheduled					35,000
Police Admin	8654	2007 FORD CROWN VIC	Scheduled					49,000
Police Admin	1498	2017 FORD EXPLORER	Scheduled					49,000
Police Admin	1960	2010 FORD CROWN VIC	Scheduled					49,000
Police Admin	1973	2011 FORD CROWN VIC	Scheduled					49,000
Police Admin	8460	2014 FORD TAURUS	Scheduled					49,000
Police Admin	9512	2016 FORD EXPLORER	Scheduled					49,000
Police Admin	2863	2020 FORD EXPLORER	Scheduled					49,000
<b>Total Public Safety</b>				<b>482,000</b>	<b>574,000</b>	<b>1,292,000</b>	<b>1,798,000</b>	<b>1,613,000</b>



PUBLIC WORKS								
Dept Name	Veh. #	Description	Status	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Bldgs & Plant	5779	2005 FORD F-250	Scheduled					34,000
Engineering	5503	2006 FORD F-550 BUCKET TRUCK	Scheduled	150,000				
Engineering	4701	2003 FORD F-150 (ENVIRO. INSPECTOR)	Scheduled			37,000		
Hways & Sts		FORD F-450 CREW CAB DUMP TRUCK <sup>3</sup>	New	65,000				
Hways & Sts		TACK WAGON	Prev Adopt		55,000			
Hways & Sts	6548	LEE BOY ROLLER				30,000		
Hways & Sts	2547	2003 BOBCAT S300	Scheduled			50,000		
Hways & Sts	6610	2005 JOHN DEERE 644J LOADER	Scheduled				155,000	
Hways & Sts	54	2004 JOHN DEERE 710 4X4	Scheduled				220,000	
Hways & Sts	6030	2005 FORD F-150	Scheduled					25,000
Hways & Sts	6031	2005 FORD F-150	Scheduled					25,000
Maint & Shop	8848	2004 FORD F-550 (FLEET SERVICE TRUCK)	Scheduled		45,000			
Recycling		MACK RECYCLING TRUCK	Prev Adopt		181,600			
Sanitation	4575	2006 MACK GARBAGE TRUCK	Scheduled	235,000				
Sanitation	4574	2006 MACK GARBAGE TRUCK <sup>4</sup>	Early Repl	235,000				
Sanitation	2263	2003 MACK MR688S	Scheduled			227,000		
Sanitation	9726	2010 MACK	Scheduled					227,000
Sanitation	9727	2010 MACK	Scheduled					227,000
Water Admin	4469	2002 FORD F-150 (METER TRUCK)	Scheduled		25,000			
Water Dist	7512	2001 FORD F-150 (ON-CALL TRUCK)	Scheduled	28,000				
Water Dist	916	2012 FORD F-150 (LOCATE TRUCK)	Scheduled		25,000			
Water Dist	8497	2008 FORD F-550 SD (CREW TRUCK)	Scheduled			65,000		
Water Dist	1247	2004 STERLING	Scheduled				50,000	
Water Dist	4463	2006 FORD F-150	Scheduled					25,000
Water Dist	5092	2005 JOHN DEERE 41G BACKHOE	Scheduled					130,000
<b>Total Public Works</b>				<b>713,000</b>	<b>331,600</b>	<b>409,000</b>	<b>425,000</b>	<b>693,000</b>
TOTALS				FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Scheduled Replacements				878,000	761,000	1,726,000	2,248,000	2,410,000
Previously Adopted Fleet Additions				-	236,600	-	-	-
New Requests, Early Replacements, and Upgrades				370,000	-	-	-	-
Emergency Funds				100,000	100,000	100,000	100,000	100,000
<b>Proposed Vehicle Expenditures</b>				<b>1,348,000</b>	<b>1,097,600</b>	<b>1,826,000</b>	<b>2,348,000</b>	<b>2,510,000</b>

#### NOTES

1. Economic Development is requesting one fleet addition for the department director, who currently does not have a vehicle.
2. This early replacement will help facilitate the Bureau of Fire Prevention's transition from Explorers to F-150s, improving the health and safety of fire investigators.
3. Highways & Streets is requesting a new truck to assist the department with in-house SPLOST projects.
4. Sanitation is requesting early replacement of heavily-used garbage truck that meets all replacement criteria, but has previously been scheduled for a later year.

## 2016 SPLOST Fund

Expenditures FY 2016 to FY 2023\*

TRANSPORTATION PROJECTS										
Proj #	Project	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021*	FY 2022*	FY 2023*	Total
1-601	Windy Hill Road (Joint project w/ Cobb)	70,428	8,252,305	6,894,359	5,284,950	5,092,810	14,019,794	11,302,513	9,172,219	60,089,376
1-602	Church Street Improvements	6,156	64,084	188,388	76,036	5,629	559,706	-	-	900,000
1-603	Pat Mell Road Improvements	280	-	3,384	-	-	-	-	200,000	203,664
1-604	Spring Road and Cumberland Blvd Impr	1,330,785	4,116,337	374,538	42,957	3,706	181,677	-	-	6,050,000
1-605	Intersection Impr at Five Points	2,860	94,810	284,941	125,607	1,134,591	34,903	-	-	1,677,711
1-606	Concord Rd at S Cobb Dr Intersection Impr	2,900	3,430	312	5,388	-	200,000	-	-	212,029
1-607	Riverview Rd at S Cobb Dr Intersection Impr	-	-	-	-	-	20,000	-	-	20,000
1-608	Oakdale Road Improvements	334	35,528	-	-	561	73,764	625,675	-	735,862
1-609	Dickerson Drive Improvements	294	57,763	-	-	-	494	-	-	58,550
1-610	Pedestrian Access Improvements	-	16,922	3,126	494	952	-	482,585	677,115	1,181,194
1-611	Gann Road Culvert Replacement	-	-	86,960	217,814	1,025,103	56,468	-	-	1,386,344
1-612	Congestion Relief Improvements	33,116	1,438,589	100,501	1,741	544	-	-	-	1,574,492
1-613	Traffic Calming	-	26,513	31,970	14,456	25,104	128,847	-	-	226,890
1-614	Traffic and Pedestrian Xing Signal Upgrades	5,327	18,135	6,803	148	13,528	118,673	-	-	162,614
1-615	Street Signage and Signal Pole Upgrades	2,135	1,177	2,402	335,159	-	-	-	-	340,873
1-616	Paths / Sidewalks	4,132	204,954	127,799	440,468	160,470	150,000	150,000	-	1,237,823
1-617	Resurfacing	13,874	797,251	497,086	1,264,441	1,332,447	858,014	924,318	-	5,687,431
1-618	Pavement Marking	-	70,902	16,120	185,695	-	-	-	-	272,717
1-619	Curb and Gutter	-	8,226	187,876	84,573	71,191	50,000	50,000	-	451,866
1-620	Stormwater Drainage Rehabilitation	1,144	8,678	-	3,856	31,518	64,626	-	50,000	159,822
1-621	Studies	91	71,620	240,217	15,631	688	-	-	-	328,246
<b>Total Transportation Projects</b>		<b>1,473,854</b>	<b>15,287,223</b>	<b>9,046,782</b>	<b>8,099,413</b>	<b>8,898,843</b>	<b>16,516,966</b>	<b>13,535,091</b>	<b>10,099,334</b>	<b>82,957,505</b>
PARKS PROJECTS										
Proj #	Project	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021*	FY 2022*	FY 2023*	Total
1-622	Park Improvements	36,720	2,546,639	1,073,833	141,597	239,431	-	-	-	4,038,220
<b>Total Parks Projects</b>		<b>36,720</b>	<b>2,546,639</b>	<b>1,073,833</b>	<b>141,597</b>	<b>239,431</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,038,220</b>
PUBLIC SAFETY PROJECTS										
Proj #	Project	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021*	FY 2022*	FY 2023*	Total
1-623	Public Safety Facility Improvements	9,982	512,386	2,045,031	1,418,548	76,480	-	-	-	4,062,427
1-624	Public Safety Equipment	810,000	362,388	438,990	322,295	300,000	200,000	-	-	2,433,672
<b>Total Public Safety Projects</b>		<b>819,982</b>	<b>874,774</b>	<b>2,484,021</b>	<b>1,740,843</b>	<b>376,480</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>6,496,100</b>
BOND REPAYMENT										
Proj #	Project	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021*	FY 2022*	FY 2023*	Total
1-625	Repayment of 2016 Series Bonds	-	52,058	162,136	230,067	237,538	7,836,219	7,844,738	-	16,362,756
<b>Total Bond Repayment</b>		<b>-</b>	<b>52,058</b>	<b>162,136</b>	<b>230,067</b>	<b>237,538</b>	<b>7,836,219</b>	<b>7,844,738</b>	<b>-</b>	<b>16,362,756</b>
<b>Total Expenditures</b>		<b>2,330,556</b>	<b>18,760,694</b>	<b>12,766,772</b>	<b>10,211,919</b>	<b>9,752,292</b>	<b>24,553,185</b>	<b>21,379,829</b>	<b>10,099,334</b>	<b>109,854,580</b>

\*Projected budgets subject to change.

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## FY 2022 BUDGET - TOTAL EXPENDITURES BY DEPARTMENT

Page	General Fund	FY19 Actuals	FY20 Actuals	FY21 Revised	FY22 Recomm	FY22/21 Difference	% Diff
86	<a href="#">Administration</a>	774,995	701,366	845,889	850,801	4,912	0.6%
96	<a href="#">Buildings &amp; Plant</a>	1,793,483	1,612,311	1,927,752	1,917,128	(10,624)	-0.6%
108	<a href="#">Community Development</a>	989,576	877,785	1,005,582	1,055,139	49,557	4.9%
144	<a href="#">Court</a>	379,874	499,856	560,886	616,169	55,283	9.9%
160	<a href="#">Economic Development</a>	-	176,069	167,580	224,466	56,886	33.9%
168	<a href="#">Emergency Management</a>	5,772	3,172	8,450	52,936	44,486	526.5%
174	<a href="#">Engineering</a>	335,790	556,156	1,133,461	991,859	(141,603)	-12.5%
182	<a href="#">Environmental Services</a>	258,861	283,228	308,362	315,624	7,262	2.4%
192	<a href="#">Finance</a>	513,308	538,417	596,976	611,408	14,432	2.4%
202	<a href="#">Fire Administration</a>	724,255	806,930	867,248	917,682	50,434	5.8%
210	<a href="#">Fire Prevention</a>	398,270	456,362	483,154	507,423	24,270	5.0%
220	<a href="#">Fire Response</a>	4,277,399	4,225,569	4,422,072	4,563,974	141,903	3.2%
226	<a href="#">Fire Training</a>	247,917	259,569	272,876	282,640	9,764	3.6%
232	<a href="#">General Govt &amp; Allocations</a>	20,503,509	15,988,206	17,537,544	18,686,050	1,148,506	6.5%
238	<a href="#">Governing Body</a>	349,172	397,852	486,250	504,351	18,102	3.7%
246	<a href="#">Highways &amp; Streets</a>	2,148,479	2,348,469	2,492,353	2,504,061	11,708	0.5%
256	<a href="#">Human Resources</a>	483,520	566,800	653,650	683,455	29,804	4.6%
268	<a href="#">Information Technology</a>	1,110,784	1,115,040	1,244,658	1,405,463	160,805	12.9%
284	<a href="#">Library</a>	820,581	818,896	843,850	862,115	18,265	2.2%
298	<a href="#">Maintenance &amp; Shop</a>	326,746	334,964	400,117	435,145	35,028	8.8%
308	<a href="#">Museum</a>	N/A	245,525	155,940	116,930	(39,010)	-25.0%
320	<a href="#">Parks Administration</a>	1,039,254	1,074,541	1,105,838	1,177,354	71,516	6.5%
330	<a href="#">Parks Athletics &amp; Aquatics</a>	248,652	188,672	274,529	234,877	(39,652)	-14.4%
340	<a href="#">Parks Brawner Hall</a>	202,538	197,193	263,059	224,397	(38,662)	-14.7%
348	<a href="#">Parks Maintenance</a>	965,253	908,209	1,170,777	1,118,805	(51,973)	-4.4%
368	<a href="#">Parks Programs</a>	547,237	497,766	649,141	677,257	28,115	4.3%
382	<a href="#">Police Administration</a>	7,364,668	7,182,812	7,205,116	7,540,358	335,242	4.7%
402	<a href="#">Police - Jail Operations</a>	1,152,917	1,134,335	1,309,456	1,284,094	(25,362)	-1.9%
408	<a href="#">Recycling</a>	387,473	406,922	464,501	540,947	76,447	16.5%
414	<a href="#">Sanitation</a>	4,122,818	4,217,141	4,741,260	4,588,717	(152,542)	-3.2%
	<b>Total General Fund</b>	<b>52,473,103</b>	<b>48,620,134</b>	<b>53,598,327</b>	<b>55,491,625</b>	<b>1,893,298</b>	<b>3.5%</b>

## FY 2022 BUDGET - TOTAL EXPENDITURES BY DEPARTMENT

Page	E-911 Fund	FY19 Actuals	FY20 Actuals	FY21 Revised	FY22 Recomm	FY22/21 Difference	% Diff
152	<a href="#">E-911</a>	1,923,077	1,896,004	2,038,903	2,033,239	(5,664)	-0.3%
	<b>Total E-911 Fund</b>	<b>1,923,077</b>	<b>1,896,004</b>	<b>2,038,903</b>	<b>2,033,239</b>	<b>(5,664)</b>	<b>-0.3%</b>

Page	Hotel/Motel Fund	FY19 Actuals	FY20 Actuals	FY21 Revised	FY22 Recomm	FY22/21 Difference	% Diff
122	<a href="#">Community Relations</a>	1,607,941	1,132,278	1,493,797	1,371,152	(122,645)	-8.2%
	<b>Total Hotel/Motel Fund</b>	<b>1,607,941</b>	<b>1,132,278</b>	<b>1,493,797</b>	<b>1,371,152</b>	<b>(122,645)</b>	<b>-8.2%</b>

Page	Water/Sewer Fund	FY19 Actuals	FY20 Actuals	FY21 Revised	FY22 Recomm	FY22/21 Difference	% Diff
422	<a href="#">Water Administration</a>	454,166	470,978	562,511	472,867	(89,644)	-15.9%
432	<a href="#">Water Debt Service</a>	-	-	-	-	-	N/A
436	<a href="#">Water Distribution</a>	5,791,431	7,104,021	5,148,379	5,255,235	106,856	2.1%
450	<a href="#">Water Supply</a>	12,048,115	13,177,805	12,862,557	12,992,066	129,509	1.0%
	<b>Total Water/Sewer Fund</b>	<b>18,293,712</b>	<b>20,752,803</b>	<b>18,573,447</b>	<b>18,720,168</b>	<b>146,721</b>	<b>0.8%</b>

## **ADMINISTRATION**

### **Function**

Division 13200 funds the executive or administrative function of the City. The City Administrator, Assistant City Administrator, City Attorney, City Clerk, Deputy City Clerk, Special Projects Manager and Regional Liaison, Administrative Services Coordinator, City Hall Receptionist, and ICMA Local Government Management Fellow positions are budgeted here.

The City Administrator is appointed by the Mayor and Council and is responsible for overseeing the day-to-day operations of the City. Departments report to the City Administrator and he/she provides general guidance in the operation of departments. It is the City Administrator's responsibility to ensure accomplishment of Mayor and Council requests made on behalf of their constituents and resolution of complaints received by the Administrator's office.

The Assistant City Administrator assists with the daily operation of City government and support services under the general supervision of the City Administrator.

The City Attorney is responsible for advising the Mayor and Council, City Administrator, City Clerk, City Departments and Advisory Boards on legal matters and represents the City in civil litigation.

The City Clerk is appointed by the Mayor and Council and is the custodian of the minutes, ordinances, and other official records of the City. The Deputy City Clerk supports the City Clerk's duties and is responsible for retention and records management.

The Special Projects Manager and Regional Liaison reports directly to the City Administrator and this position is responsible for the implementation of the City's Strategic Vision Plan. This position also assists with the planning, coordination, and facilitation of various municipal policies, services, operations and programs, and other special projects as assigned.

The Administrative Services Coordinator provides executive level support to the City Administrator, Assistant City Administrator and senior staff. This position manages and coordinates the City's Community Development Block Grant Program (CDBG).

The Receptionist position is responsible for directing incoming calls to the appropriate personnel and for greeting visitors within City Hall.

The ICMA Local Government Management Fellow provides support to the City Administrator, Assistant City Administrator, and the Special Projects Manager and Regional Liaison. The Fellow participates in meaningful and important City projects. The Fellowship is a temporary position with a service commitment of one year. Fellows are required to have a Master of Public Administration (MPA) Degree.

### **Major Goals & Objectives**

- Promote policies, procedures, codes and ordinances that will maintain a fiscally sound and progressive City.
- Assist the Mayor and Council in making good business decisions and ensure that those policies adopted by Council are carried out.
- Provide general direction and supervision for the City Departments.
- Meet goals and objectives established by Mayor, Council, and Department Heads at annual goal-setting retreats.
- Continue efforts to maintain business, family, and staff retention.
- Continue maintaining transparency.
- Goal of excelling in customer service.
- Continue promoting the great things about our city.
- Implementation of the City's Strategic Vision Plan.

#### **Performance Measures**

- Citizen satisfaction with City services.
- Efforts to promote and market the City expanded.
- Major projects completed.
- Open records and information requests processed.
- Increased visibility for the City of Smyrna.
- Yearly Strategic Vision Plan initiatives completed.

## ADMINISTRATION - 13200

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	627,043	579,229	701,317	675,116	(26,201)	-3.7%
OTHER OPERATING	147,952	122,137	144,573	175,685	31,112	21.5%
<b>TOTAL EXPENDITURES</b>	<b>774,995</b>	<b>701,366</b>	<b>845,889</b>	<b>850,801</b>	<b>4,912</b>	<b>0.6%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	9.25	9.25	9.25	9.25



**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - ADMINISTRATION**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01113201	511100		REG/FULL TIME EMPLOYEES	552,567	500,641	621,852	596,023	(25,829)	-4.2%
01113201	511101		PART TIME EMPLOYEES	34,012	34,870	36,414	36,257	(157)	-0.4%
01113201	511200		TEMPORARY EMPLOYEES	-	-	-	-	-	N/A
01113201	512200		SOC SEC/FICA CONTRIB	39,940	35,987	43,051	42,836	(215)	-0.5%
01113201	512900		OTHER EMPLOYEE BENEFIT	524	-	-	-	-	N/A
01113201	521200		PURCH PROFESSIONAL SVC	68,782	65,668	52,530	77,300	24,770	47.2%
01113201	521300		PURCH TECHNICAL SVCS	13,259	7,950	12,420	13,975	1,555	12.5%
01113201	522200		REPAIRS & MAINTENANCE	1,022	712	686	350	(336)	-49.0%
01113201	522320		RENTAL OF EQUIP & VEH	4,688	4,536	5,500	6,000	500	9.1%
01113201	523200		COMMUNICATIONS	3,201	3,496	3,300	5,200	1,900	57.6%
01113201	523300		ADVERTISING	-	-	150	-	(150)	-100.0%
01113201	523400		PRINTING & BINDING	6,959	10,580	10,600	16,600	6,000	56.6%
01113201	523500		TRAVEL	14,032	5,008	22,207	26,700	4,493	20.2%
01113201	523600		DUES & FEES	3,455	3,563	3,790	4,285	495	13.1%
01113201	523700		EDUCATION & TRAINING	10,779	6,779	10,906	11,500	594	5.4%
01113201	531100		GEN SUPPLIES & MATERIALS	12,105	5,703	4,855	4,970	115	2.4%
01113201	531270		ENERGY-GASOLINE/DIESEL	950	728	1,000	1,500	500	50.0%
01113201	531300		FOOD	6,897	2,842	1,935	3,870	1,935	100.0%
01113201	531400		BOOKS & PERIODICALS	183	183	385	185	(200)	-51.9%
01113201	531700		OTHER SUPPLIES	-	4,389	3,309	3,250	(59)	-1.8%
01113201	542300		CAP OUTLAY-FURN & EQ	-	-	11,000	-	(11,000)	-100.0%
01113201	542400		CAP OUTLAY-COMPUTERS	1,640	-	-	-	-	N/A
<b>ADMINISTRATION</b>				<b>774,995</b>	<b>701,366</b>	<b>845,889</b>	<b>850,801</b>	<b>4,912</b>	<b>0.6%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-CITY ADMIN

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01113201 521200 -				
Cochran & Edwards (legal fees for City Attorney)		1.00	30,000.00	77,300.00 * 30,000.00
GMA Cable & Telecommunications Services		1.00	11,000.00	11,000.00
Facilitator for Council/Dept Head Retreat		1.00	4,300.00	4,300.00
Document Destruction Services		1.00	2,000.00	2,000.00
Heritage Celebrations.		1.00	30,000.00	30,000.00
<b>521300 PURCH TECHNICAL SVCS</b>				
01113201 521300 -				
FOIA Open Records Software - Annual Fee		1.00	3,575.00	13,975.00 * 3,575.00
Boards and Commissions Software Subscription for Granicus		1.00	6,000.00	6,000.00
Municode annual fee for online accessibility.		1.00	1,600.00	1,600.00
MCCI Training Center.		1.00	2,800.00	2,800.00
<b>522200 REPAIRS &amp; MAINTENANCE</b>				
01113201 522200 -				
Maintenance Cost for 2021 Ford Explorer (City Administrator)		1.00	350.00	350.00 * 350.00
<b>522320 RENTAL OF EQUIP &amp; VEHICLES</b>				
01113201 522320 -				
Monthly Copier Costs - \$250 monthly lease fees, plus monthly copy charge (varies)		1.00	6,000.00	6,000.00 * 6,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-CITY ADMIN

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523200 COMMUNICATIONS

01113201 523200 -				5,200.00 *
Postage	1.00	350.00		350.00
Monthly Service for 7 mobile phones (City Administrator, Asst City Administrator, City Clerk, Deputy City Clerk, Assistant to CA, Spec Proj Coord, iPad for CA)	1.00	4,850.00		4,850.00

## 523400 PRINTING &amp; BINDING

01113201 523400 -				16,600.00 *
Municode Supplements - Printed copies, codification fees, legal review fees	1.00	16,000.00		16,000.00
Misc Printing	1.00	600.00		600.00

## 523500 TRAVEL

01113201 523500 -				26,700.00 *
Spring Council/Dept Head Retreat; Lodging (cost share with Gov Body)	1.00	8,750.00		8,750.00
GMA Annual Conference - travel, lodging, meals for City Administrator, Asst City Administrator and City Clerk or Deputy City Clerk	1.00	4,500.00		4,500.00
Assistant City Administrator Training; Either ICMA (Portland) or Certified Public Manager Program	1.00	3,700.00		3,700.00
GCCMA Fall Conference: Lodging, travel & meals for City Administrator and Asst City Administrator	1.00	2,250.00		2,250.00
GCCMA Spring Conference: Lodging, travel & meals for City Administrator and Asst City Administrator	1.00	1,500.00		1,500.00
City Clerk Fall and Spring Conference: travel, lodging & meals for City Clerk and Deputy City Clerk	1.00	1,500.00		1,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-CITY ADMIN

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Local Georgia Conferences: travel, lodging & meals for City Clerk's office		1.00	2,000.00		2,000.00
Misc. Department Travel		1.00	1,000.00		1,000.00
POST Certification Training (City Administrator)		1.00	1,500.00		1,500.00
<b>523600 DUES &amp; FEES</b>					
01113201 523600 -					
Annual ICMA Dues for City Administrator and Asst City Administrator		1.00	2,300.00		4,285.00 *
					2,300.00
Annual GCCMA Dues for City Administrator, Asst City Administrator and Management Fellow		1.00	500.00		500.00
Annual IIMC Dues for City Clerk & Deputy City Clerk		1.00	450.00		450.00
Annual GMCFOA Dues for City Clerk and Deputy City Clerk		1.00	300.00		300.00
Annual GA Records Association Dues for City Clerk & Deputy City Clerk		1.00	60.00		60.00
Annual Subscription for GoToMeeting (two licenses for City Clerk & Asst City Administrator)		1.00	400.00		400.00
GACP Annual Dues (City Administrator)		1.00	125.00		125.00
FBINA Annual Dues (City Administrator)		1.00	150.00		150.00
<b>523700 EDUCATION &amp; TRAINING</b>					
01113201 523700 -					
Council-Dept Head Local Retreat Costs		1.00	1,000.00		11,500.00 *
					1,000.00
GMA Annual Conference - Registration and Training Institute Classes for City Administrator, Asst City Administrator and City Clerk or Deputy City Clerk (Registration \$400 each x 3 attendees; Classes \$200 per class for 12 classes)		1.00	3,600.00		3,600.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-CITY ADMIN

VENDOR QUANTITY UNIT COST 2022 PROPOSED

Asst City Administrator ICMA  
Registration/ICMA University Workshop  
Classes or CPM Program Training Fees.  
(ICMA Registration \$710; workshop  
Classes - two at \$195)

1.00 1,100.00 1,100.00

GCCMA Fall Conference Registration for  
City Administrator and Asst City  
Administrator (\$450 each)

1.00 900.00 900.00

GCCMA Spring Conference Registration  
for City Administrator and Asst City  
Administrator (\$450 each)

1.00 900.00 900.00

Cities United Summit - Registration &  
Classes for City Administrator and Asst  
City Administrator (\$355 each for  
registration; \$500 each for classes)

1.00 1,700.00 1,700.00

GMCFOA/Carl Vinson Institute -  
Mandatory Training for City Clerk &  
Deputy City Clerk

1.00 1,800.00 1,800.00

POST Certification Training (City  
Administrator)

1.00 500.00 500.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01113201 531100 -

Supplies for 10 employees

1.00 2,750.00 4,970.00 \*  
2,750.00

Copy paper for Admin (2 cases per  
month; plus colored paper when needed)

1.00 920.00 920.00

Coffee Supplies

1.00 300.00 300.00

warehouse Supplies - paper towels,  
tissue, cups, etc., (Admin portion of  
City Hall supplies)

1.00 1,000.00 1,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-CITY ADMIN

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>531270 ENERGY-GASOLINE/DIESEL</b>				
01113201 531270 -				1,500.00 *
Gasoline for 2021 Ford Explorer (City Administrator)		1.00	1,500.00	1,500.00
<b>531300 FOOD</b>				
01113201 531300 -				3,870.00 *
Food Costs for City Council and/or Dept Head Meetings		1.00	2,000.00	2,000.00
Smyrna Business Assn Monthly Luncheon Meetings		1.00	750.00	750.00
Cobb Chamber Marquee Monday Breakfast/Luncheons		1.00	420.00	420.00
Smyrna Area Council Quarterly Breakfast/Luncheons		1.00	200.00	200.00
City Manager Luncheon		1.00	500.00	500.00
<b>531400 BOOKS &amp; PERIODICALS</b>				
01113201 531400 -				185.00 *
Marietta Daily Journal - Annual Subscription		1.00	185.00	185.00
<b>531700 OTHER SUPPLIES</b>				
01113201 531700 -				3,250.00 *
City Hall Holiday Decorations (Plant Peddler); cost share with Gov Body		1.00	2,000.00	2,000.00
City Logo Shirts for six employees		1.00	650.00	650.00
Misc General Supplies		1.00	600.00	600.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-CITY ADMIN

GRAND TOTAL

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

175,685.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **BUILDINGS & PLANT**

### **Function**

Division 15650 is responsible for maintaining 19 city buildings & grounds and maintenance of City Right-of-Ways on Windy Hill Road, Spring Road and Concord Linear Park, Market Village and public building landscape.

These include Public Works, Smyrna Police and Jail, Smyrna Records, Community Center, Smyrna Library, City Hall, Smyrna Museum, Taylor House, Smyrna Recycling Center, Fire Stations 1-5, Wolf Center, Reed House, Aunt Fanny's Cabin and Brawner Hall.

### **Major Goals & Objectives**

- Provide repairs and maintenance for city buildings, grounds and right-of-way.
- Contract management of landscape, janitorial and HVAC maintenance, fire protection, security cameras, City owned street lights, elevator inspections, generator maintenance, Pest Control Contract, all general maintenance contracts and general contractors.

### **Performance Measures**

- City Facilities & Grounds
- Miles of right-of-way and medians



## BUILDINGS & PLANT - 15650

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	177,838	175,335	179,694	185,980	6,286	3.5%
OTHER OPERATING	1,615,645	1,436,977	1,748,058	1,731,148	(16,910)	-1.0%
<b>TOTAL EXPENDITURES</b>	<b>1,793,483</b>	<b>1,612,311</b>	<b>1,927,752</b>	<b>1,917,128</b>	<b>(10,624)</b>	<b>-0.6%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	4.00	4.00	4.00	4.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - BUILDINGS & PLANT**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01115601	511100		REG/FULL TIME EMPLOYEES	164,740	163,026	168,236	171,859	3,623	2.2%
01115601	511300		OVERTIME	2,145	1,571	2,000	2,000	-	0.0%
01115601	512200		SOC SEC/FICA CONTRIB	10,954	10,738	9,458	12,121	2,663	28.2%
01115601	521200		PURCH PROFESSIONAL SVC	82,656	84,040	121,762	126,700	4,938	4.1%
01115601	521300		PURCH TECHNICAL SVCS	-	2,418	4,279	7,000	2,721	63.6%
01115601	522130		PURCH SVC-CUSTODIAL	171,766	170,003	195,058	180,960	(14,098)	-7.2%
01115601	522140		PURCH SVC-LAWN CARE	732,286	587,069	656,484	660,234	3,750	0.6%
01115601	522200		REPAIRS & MAINTENANCE	434,662	407,105	552,107	528,000	(24,107)	-4.4%
01115601	522320		RENTAL OF EQUIP & VEH	-	-	6,000	6,000	-	0.0%
01115601	523200		COMMUNICATIONS	2,057	3,287	3,110	6,150	3,040	97.8%
01115601	523500		TRAVEL	1,652	-	3,100	3,050	(50)	-1.6%
01115601	523700		EDUCATION & TRAINING	1,375	5,600	6,800	5,700	(1,100)	-16.2%
01115601	531100		GEN SUPPLIES & MATERIALS	32,487	32,455	41,357	37,000	(4,357)	-10.5%
01115601	531111		INVENTORY WRITEOFF	(1,215)	(10,127)	-	-	-	N/A
01115601	531220		ENERGY-NATURAL GAS	22,744	21,216	25,000	24,996	(4)	0.0%
01115601	531230		ENERGY-ELECTRICITY	127,866	127,501	125,000	125,000	(0)	0.0%
01115601	531270		ENERGY-GASOLINE/DIESEL	4,930	3,908	4,500	5,625	1,125	25.0%
01115601	531600		SMALL EQUIPMENT	1,051	252	1,500	6,700	5,200	346.7%
01115601	531700		OTHER SUPPLIES	1,328	2,008	2,000	8,033	6,033	301.7%
01115602	542100		CAP OUTLAY-MACH & EQUIP	-	-	-	-	-	N/A
<b>BUILDINGS &amp; PLANT</b>				<b>1,793,483</b>	<b>1,612,311</b>	<b>1,927,752</b>	<b>1,917,128</b>	<b>(10,624)</b>	<b>-0.6%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-BLDGS & PLANT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01115601 521200 -				
Elevator Maintenance and Inspections for city buildings STATE MANDATE INSPECTION		6.00	6,400.00	126,700.00 * 38,400.00
Fire System Inspections STATE MANDATE INSPECTION		12.00	150.00	1,800.00
Locksmith Services For all city buildings including City Jail, Police & Fire Stations for internal and external locks		1.00	5,000.00	5,000.00
Pest Control Pest Control for all city buildings - Annual Contract		1.00	33,000.00	33,000.00
Tree Service Tree Removal and Replacement Tree pruning and tree surgeon for city buildings and grounds		1.00	6,000.00	6,000.00
Standpipe Fire Sprinkler State Mandate Yearly inspection and servicingAnnual Contract		1.00	20,000.00	20,000.00
Yearly Generator Inspections and Servicing Price increase due to labor and materials To maintain City Buildings when power outrage or electrical issues occur		1.00	9,000.00	9,000.00
Emergency Fence Repairs For all security at all City Buildings Damage for repairs or Tree Fell on Fence		1.00	5,000.00	5,000.00
LIBRARY PARKING LOT REPAIR RESTRIPIING & RESEALING PARKING LOTS AT LIBRARY		1.00	8,500.00	8,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-BLDGS & PLANT

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521300 PURCH TECHNICAL SVCS

01115601 521300 -				7,000.00 *
Maintenance on security cameras	1.00	4,000.00	4,000.00	
Security at Public Works Complex (PWC)				
Price increase due to labor and materials				
Security Doors at City Buildings	1.00	3,000.00	3,000.00	
Repair & Maintenance on security doors with swipe badges				
Price increase due to labor and software				

## 522130 PURCH PROP SVC-CUSTODIAL

01115601 522130 -				180,960.00 *
Custodial Services	12.00	14,930.00	179,160.00	
Custodial Contract for all city buildings				
CINTAS Mat Service	12.00	150.00	1,800.00	
Mats for all city buildings to remove dirt from shoes before entry				

## 522140 PURCH PROP SVC-LAWN CARE

01115601 522140 -				660,233.92 *
lawn maintenance & landscaping service	12.00	54,186.16	650,233.92	
annual contract to maintain beautification on city grounds				
landscaping and newly planting islands	1.00	10,000.00	10,000.00	
SPLOST Projects and Traffic Calming Measures				

## 522200 REPAIRS &amp; MAINTENANCE

01115601 522200 -				528,000.00 *
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-BLDGS & PLANT						
General Vehicles Maintenance			1.00	8,000.00		8,000.00
Repair & Maintenance for Vehicles						
Brakes, Tires, Fluids, Hydraulics,						
Batteries, Etc.						
Preventive Maintenance (PM's) Services						
including but not limited to Oil,						
Transmission, Differential, Fuel,						
Coolant, Hydraulics, Brakes, Tires,						
Etc.						
Repairs on Electrical/Lighting Systems						
Installation of Accessories (Computer						
Mounts, Radios, Accessories plugs, Etc.						
Major and Minor Repairs						
Miscellaneous Pressure Washing			1.00	45,000.00		45,000.00
Subject to change if staff is approved						
General Maintenance Pressure Washing to						
all city buildings & grounds						
Repairs to Village Green Fountain			1.00	10,000.00		10,000.00
Due to Downtown Redevelopment						
Repairs as needed						
HVAC Contract			1.00	180,000.00		180,000.00
Subject to change if staff is approved						
Annual Contract						
Increase more equipment for heating and						
air conditioning services						
General Repairs & Maintenance to all						
City Buildings						
(Finance recommendation: Cut \$13K from						
original request of \$193K)						
City Buildings Emergency After Hours			1.00	40,000.00		40,000.00
service calls for contract laborer						
Adhere to repairs for HVAC/ Electrical/						
Plumbing as needed before city						
buildings are open to the public						
Downtown (Patio) Arbor (Pavilion)			1.00	10,000.00		10,000.00
across from City Hall						
repair and rebuild due to foundation						
issues general repair and maintenance						
PAINTING INTERIOR CITY HALL			1.00	60,000.00		60,000.00
SUBJECT TO CHANGE IF STAFF IS APPROVED						
CURRENTLY NOT IN CIP 2022-2023						

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-BLDGS & PLANT						
GENERAL REPAIRS & MAINTENANCE TO ALL CITY BUILDINGS			1.00	175,000.00		175,000.00
PLUMBING & ELECTRICAL REPAIRS						
PAINTING, PAVERS, WALKWAYS, ETC.						
MAINTENANCE FOR AGING OF BUILDINGS & CONTRACT LABOR						
522320 RENTAL OF EQUIP & VEHICLES						
01115601	522320 -					
	Rental Equipment		1.00	6,000.00		6,000.00 *
	Lifts, Forklifts & Boom Lifts					6,000.00
	Repairs & Roofing at City Buildings					
523200 COMMUNICATIONS						
01115601	523200 -					
	Verizon Cell Phones Service		12.00	405.00		6,150.04 *
	If new staff is approved, subject to change					4,860.00
	9 Staff Members x \$45 monthly fee=					
	Yearly \$405					
	Charter TV for Public Works		12.00	79.17		950.04
	Cable Services to be aware of inclement weather					
	Verizon MIFI Boxes		2.00	45.00		90.00
	Wireless Internet Connection for Staff Members					
	Verizon Cell Phones		5.00	50.00		250.00
	5 Staff Members x \$50= \$250 - one time fee					
523500 TRAVEL						
01115601	523500 -					
	Detention Lock Training		1.00	3,000.00		3,050.00 *
	Lock Training for Staff					3,000.00
	William Warren, Keith Raymond, Mario Kimbell					

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-BLDGS & PLANT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Electrical Class Staff Training		1.00	50.00		50.00

## 523700 EDUCATION &amp; TRAINING

01115601 523700 -

Electrical Training Staff Members Training to reduce the need for outside contractor and to keep employees safe.		3.00	1,100.00		5,700.00 * 3,300.00
Lock Smith Training Staff Supervisor William Warren Inhouse locksmith service for city buildings to avoid contract fees		1.00	1,200.00		1,200.00
Aerial Lift Training Training fees price increase Staff training for cutting tree limbs, hanging city banners on light poles and Christmas lights at city buildings		4.00	300.00		1,200.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01115601 531100 -

BULBS, BALAST, FIXTURES, ETC. BUILDINGS & GROUNDS OPERATING SUPPLIES TO MAINTAIN ALL CITY BUILDINGS		1.00	15,000.00		37,000.00 * 15,000.00
PLUMBING SUPPLIES SUPPLIES PRICE INCREASE BUILDINGS & GROUNDS OPERATING SUPPLIES TO MAINTAIN ALL CITY BUILDINGS		1.00	5,000.00		5,000.00
CONCRETE/TOP SOIL/NAILS/ SCREWS/SIRE/PAINT/ETC. BUILDINGS & GROUNDS OPERATING SUPPLIES REPAIR SIDEWALKS & AS NEEDED REPAIRS TO CITY BUILDINGS		1.00	3,000.00		3,000.00
DRILL BITS, ELECTRICAL SUPPLIES, CABLE BUILDINGS & GROUNDS OPERATING SUPPLIES TO MAINTAIN ALL CITY BUILDINGS		1.00	2,000.00		2,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-BLDGS & PLANT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
SAND PAPER, SCREW DRIVERS, SMALL SAW BLADES, ETC. BUILDINGS & GROUNDS OPERATING SUPPLIES TO MAINTAIN ALL CITY BUILDINGS		1.00	2,000.00		2,000.00
REPLACEMENT CHRISTMAS DECORATIONS BUILDINGS & GROUNDS OPERATING SUPPLIES TO MAINTAIN ALL CITY BUILDINGS		1.00	5,000.00		5,000.00
LUMBER, PAINTING & CLEANING SUPPLIES BUILDING & GROUNDS OPERATING SUPPLIES REPAIRS AS NEEDED FOR ALL CITY BUILDINGS		1.00	5,000.00		5,000.00
<b>531220 ENERGY-NATURAL GAS</b>					
01115601 531220 -					
NATURAL GAS SERVICE FOR PUBLIC WORKS BUILDING & RECYCLING CENTER AS OF MARCH 2021, BALANCE \$11,006.77 ONLY 3 MONTHS REMAINING IN CURRENT BUDGET YEAR		12.00	2,083.00		24,996.00 *
					24,996.00
<b>531230 ENERGY-ELECTRICITY</b>					
01115601 531230 -					
ELECTRICITY GA POWER LIGHTS & HEAT PUBLIC WORKS COMPLEX & RECYCLING CENTER		12.00	10,416.66		124,999.92 *
					124,999.92
<b>531270 ENERGY-GASOLINE/DIESEL</b>					
01115601 531270 -					
unleaded Fuel For vehicles Fuel price increased 25% from last year		1.00	5,625.00		5,625.00 *
					5,625.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-BLDGS & PLANT

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531600 SMALL EQUIPMENT

01115601 531600 -				6,700.00 *
SMALL TOOLS, DRILLS, ETC.	1.00	2,500.00		2,500.00
BUILDINGS & GROUNDS OPERATING SUPPLIES				
PRICE INCREASE TO PURCHASE NEW				
EQUIPMENT TO MAINTAIN CITY BUILDINGS				
LADDERS & AUGER FOR PLUMBING	1.00	1,200.00		1,200.00
BUILDINGS & GROUNDS OPERATING SUPPLIES				
TO MAINTAIN CITY BUILDINGS				
ICE MACHINE	12.00	250.00		3,000.00
LEASING ICE MACHINE FOR PUBLIC WORKS				
PERSONNEL				

## 531700 OTHER SUPPLIES

01115601 531700 -				8,033.40 *
REQUIRED UNIFORMS PER YEAR	9.00	360.00		3,240.00
PANTS, SHIRTS, JACKETS				
REQUEST ADDITIONAL PERSONNEL				
Division Uniformity and professionalism				
BOOT ALLOTMENT	9.00	150.00		1,350.00
REQUESTING ADDITIONAL PERSONNEL ALONG				
WITH BOOT ALLOTMENT INCREASE & PPE				
GLOVES (INSULATED FOR ELECTRICAL WORK)	36.00	4.60		165.60
PPE/SAFETY				
SAFETY VEST	36.00	4.80		172.80
PPE/SAFETY				
SAFETY GLASSES	36.00	1.50		54.00
PPE/SAFETY				
RAIN SUITS	18.00	55.00		990.00
PPE SAFETY/ INCLEMENT WEATHER				
SUMMER T-SHIRT WITH HIGH VISIBILITY	45.00	20.00		900.00
SUMMER T-SHIRT WITH HIGH				
VISIBILITY/COMFORT				
COLD WEATHER JACKET WITH HIGH VISIBILITY	9.00	129.00		1,161.00
PPE SAFETY/ INCLEMENT WEATHER				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget				
ACCOUNTS FOR: GF-BLDGS & PLANT	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
GRAND TOTAL				1,731,148.28

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **COMMUNITY DEVELOPMENT**

### **Function**

The mission of the Community Development Department is to ensure the health, safety and welfare of the citizens in their residences, as well as in all commercial and public buildings and to provide assistance to the public with building, development and zoning related matters. The Community Development Department contains four divisions consisting of Planning and Zoning, Building Inspections, Code Compliance and Business Licenses. Under the direction of the Community Development Director, this department has as its primary function the administration and enforcement of the City's building, plumbing, mechanical, electrical, sign, property maintenance, zoning and other development codes. For new construction and alterations, the department issues necessary permits, examines all plans, coordinates plan reviews with other departments and checks for compliance with building and zoning codes.

The Code Enforcement division inspects properties routinely and on a complaint basis for code violations including abandoned and inoperative vehicles, sign regulations and unkempt yards (such as tall grass or weeds, trash and litter and exterior accumulation of personal property). The Planning & Zoning divisions handles all requests associated with the zoning and rezoning of property as well as variances. The Business Licenses division is responsible for issuing and renewal of all business and alcohol related licenses. All sections work internally together as well as with other departments to help promote a high quality of living within the City.

### **Major Goals & Objectives**

- Continue to provide assistance on planning, zoning, building, business licensing and property maintenance issues to the general public.
- Continue to encourage high quality development through rational, thoughtful and realistic decision making.
- Continue discussions, participation and coordination with Cobb County, State DOT, Cumberland CID, the Braves and other appropriate parties associated with dealing with the impact, both positive and negative, of Truist Park (formerly known as SunTrust Park) and The Battery. Including pedestrian safety and access issues.
- Continue to work towards improving the zoning ordinance to better address development pressures associated with the "halo" effect of Truist Park and The Battery.
- Continue to use the Spring Road LCI Study as a guide when dealing with new rezoning requests along the corridor and in the Cumberland Area.
- Continue to focus on improving the appearance of South Cobb Drive through better code enforcement and the use of better design and coordination with other departments.
- Begin to develop implementation plans and funding strategies associated with the completion of the South Cobb Drive STP study.
- Assist the Economic Development division with implementation of the strategies and recommendations from the Smyrna Connects study.

- Continue discussions on affordable housing through the GICH program.
- Continue to offer yearly Planning Commission training to at least three (3) board members.
- Continue to work closely with Downtown Redevelopment and applicable city boards and committees.
- Assist the Economic Development division to ensure that the Market Village area is properly maintained.
- Continue staff cross-training where appropriate and promote a team approach.
- Continue the effective use of the latest technology.
- Improve the department's on-line service capability, including on-line payments.
- Full implementation of an on-line permitting system for the submittal of building permit applications, digital plan review, automate inspection scheduling and automated inspection results.
- Continue to review and amend the zoning ordinance as needed.
- Develop new architectural design standards for townhome developments.
- Develop a new ordinance to address short-term rentals.
- Create new ways to connect Ward 7 to the rest of Smyrna.

#### **Performance Measures**

- Residential and commercial permits issued.
- Building inspections and site visits made.
- Zoning and variance applications received and processed.
- Complaints received and resolved.
- Complaint sites visited within 48 hours and resolved within an average time period of 30-45 days.
- Number of development plans that are and are not reviewed and returned to applicant within two weeks (or less) of original submittal date.

## COMMUNITY DEVELOPMENT - 72100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	866,657	654,812	748,903	769,737	20,834	2.8%
OTHER OPERATING	122,919	222,972	256,679	285,402	28,723	11.2%
<b>TOTAL EXPENDITURES</b>	<b>989,576</b>	<b>877,785</b>	<b>1,005,582</b>	<b>1,055,139</b>	<b>49,557</b>	<b>4.9%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	13.00	13.00	13.00	13.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - COMMUNITY DEVELOPMENT**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01672101	511100		REG/FULL TIME EMPLOYEES	808,497	610,006	705,538	724,755	19,217	2.7%
01672101	512200		SOC SEC/FICA CONTRIB	58,160	44,807	43,365	44,982	1,617	3.7%
01672101	521200		PURCH PROFESSIONAL SVC	51,527	162,114	162,507	80,000	(82,507)	-50.8%
01672101	521300		PURCH TECHNICAL SVCS	4,300	3,550	4,800	4,800	-	0.0%
01672101	522200		REPAIRS & MAINTENANCE	3,907	1,566	5,363	5,175	(188)	-3.5%
01672101	522320		RENTAL OF EQUIP & VEH	1,547	1,645	1,745	1,860	115	6.6%
01672101	523200		COMMUNICATIONS	16,338	13,405	14,572	14,572	-	0.0%
01672101	523300		ADVERTISING	4,470	4,493	7,395	6,750	(645)	-8.7%
01672101	523400		PRINTING & BINDING	6,735	8,795	9,740	7,750	(1,990)	-20.4%
01672101	523500		TRAVEL	4,968	6,207	13,525	12,875	(650)	-4.8%
01672101	523600		DUES & FEES	4,220	3,188	5,931	118,625	112,694	1900.1%
01672101	523700		EDUCATION & TRAINING	5,040	3,895	12,175	14,350	2,175	17.9%
01672101	523850		CONTRACT LABOR	-	-	-	-	-	N/A
01672101	531100		GEN SUPPLIES & MATERIALS	7,416	7,276	7,200	7,200	-	0.0%
01672101	531270		ENERGY-GASOLINE/DIESEL	6,671	4,450	6,975	6,975	-	0.0%
01672101	531300		FOOD	404	-	-	-	-	N/A
01672101	531400		BOOKS & PERIODICALS	2,149	373	1,670	1,670	-	0.0%
01672101	531700		OTHER SUPPLIES	3,229	2,014	3,082	2,800	(282)	-9.1%
<b>COMMUNITY DEV.</b>				<b>989,576</b>	<b>877,785</b>	<b>1,005,582</b>	<b>1,055,139</b>	<b>49,557</b>	<b>4.9%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-COMMUNITY DEVELOPMENT

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01672101 521200 -

City Arborist - Contract Services

1.00

48,000.00

80,000.00 \*  
48,000.00(This line item should be removed if  
the City Council approves the requested  
full-time arborist position.)The current invoices run between \$2,000  
to \$2,500/month.

City Attorney - Contract Services

1.00

32,000.00

32,000.00

The City Attorney provides consultation  
to Community Development regarding land  
use issues, rezonings, code amendments,  
etc...

## 521300 PURCH TECHNICAL SVCS

01672101 521300 -

P&Z Board Members - Payment for meeting  
attendance  
8 P&Z members x \$50/meeting x 12  
meetings/year

96.00

50.00

4,800.00 \*  
4,800.00

## 522200 REPAIRS &amp; MAINTENANCE

01672101 522200 -

Vehicle Maintenance & Repair  
9 vehicles x \$575/year for vehicle  
maintenance and repairs (oil changes,  
tire replacement, repair mechanical  
issues, etc...)

9.00

575.00

5,175.00 \*  
5,175.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01672101 522320 -

Copier Lease - This is 1/2 the copier  
lease cost (the other 1/2 is charged to  
Community Development Records  
Management Account).  
12months x \$55/month=\$660/year

12.00

55.00

1,860.00 \*  
660.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-COMMUNITY DEVELOPMENT

Copy Costs for Black/White and Color Printouts - This is 1/2 of the copy costs (the other 1/2 of the copy costs are charged to the Community Development Records Management Account).

12 months x \$100/month= \$1200/year in copying costs. Copying expenses have increased this year due to the volume of work. Current copy expense are ranging between \$85 and \$121 per month, with an average expense of \$100/month.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	12.00	100.00		1,200.00

## 523200 COMMUNICATIONS

01672101 523200 -

Smartphones for Field Personnel  
 These are smartphones for field personnel, such as Building Inspectors, City Marshals, Community Development Director and a pool phone for the office employees if they go out into the field.

9 phones x \$68/month x 12 months = \$7344/year.

General Postage  
 This is for the mailing of business licenses, alcohol licenses, notice of violations letters, certified notice of violations, zoning certifications, etc...

Aircards for the Laptops for Building Inspectors and City Marshals.  
 7 people x \$42/month x 12months = \$3528/year

108.00	68.00	14,572.00 *
		7,344.00

1.00	3,700.00	3,700.00
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84.00	42.00	3,528.00
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## 523300 ADVERTISING

01672101 523300 -

Legal Advertisements in the MDJ  
 These are legal ads in the MDJ for zoning requests, code amendments, variances, business licenses and alcohol licenses.

1.00	6,750.00	6,750.00 *
		6,750.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-COMMUNITY DEVELOPMENT

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523400 PRINTING &amp; BINDING

01672101 523400 -

General Printing and Binding  
 This line item handles the printing and binding expenses for the printing of forms, applications, door hangers, letterhead, citations, zoning/variance signs, etc... In addition, this is where we pay MLS to print and send out the business license renewals.

1.00

7,750.00

 7,750.00 \*  
 7,750.00

For the past two fiscal years, the department has been right at or has gone over the budgeted amount.

## 523500 TRAVEL

01672101 523500 -

Travel, Lodging & Meals for Georgia Planning Association (GPA) Conferences. Travel expenses for attending conferences. (Planning: NC, CC & JS)

2.00

675.00

 12,875.00 \*  
 1,350.00

Travel, Lodging & Meals for American Planning Association (APA) National Conference  
 Travel expenses for attending the conference. (Planning: RM)

1.00

1,650.00

1,650.00

Travel and Meals for General Training in the Metro Atlanta Area  
 General travel expenses for parking, gas, etc.. (All employees are eligible).

1.00

250.00

250.00

Travel, Lodging and Meals for Georgia Association of Business & Tax Officials (GABTO) Conference (Fall or Spring)  
 Travel expenses for attending conference. (Business License: KM)

1.00

800.00

800.00

Travel, Lodging & Meals for American Association of Code Enforcement (AACE) National Conference.  
 Travel expenses to attend conference (Code Enforcement: SC)

1.00

1,400.00

1,400.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-COMMUNITY DEVELOPMENT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Travel, Lodging & Meals for Georgia Association of Code Enforcement Spring or Fall Conference. Travel expenses for attending the conference. (Code Enforcement: HH, JF, TF)		3.00	1,000.00	3,000.00
Travel, Lodging & Meals for Georgia Association of Zoning Administrators Conference. Travel expenses for attending the conference. (Planning: JS, CC, or NC)		1.00	675.00	675.00
Travel & Meals for Planning Commissioner Training. Travel expenses for training for 4 Planning Commissioners.		4.00	100.00	400.00
Travel, Lodging & Meals for International Code Council (ICC) for Building Inspection Classes. Travel expenses for training classes. (Building: AC, WH & BH)		3.00	750.00	2,250.00
Travel, Lodging & Meals for ICC/Educode National Conference Travel expenses for attending conference. (Building: WH or BH)		1.00	1,100.00	1,100.00

## 523600 DUES &amp; FEES

01672101 523600 -

American Planning Association (APA) Annual Dues & AICP Certification (Planning: RM) Membership dues to maintain certification.	1.00	500.00	118,625.00 *
American Planning Association (APA) Annual Dues & AICP Certification (Planning: JS) Yearly APA Membership needed to maintain certification	1.00	433.00	433.00
American Planning Association (APA) Annual Membership Dues (Planning: CC) Yearly membership dues.	1.00	227.00	227.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-COMMUNITY DEVELOPMENT						
Planning Advisory Service (PAS) Annual Dues This service provides research for ordinance amendments from the American Planning Association.			1.00	850.00		850.00
TLO Research Subscription Services This is the skip tracing service the City Marshals use to find absentee property owners. \$75/month x 12 months = \$900. (Code Enforcement)			12.00	75.00		900.00
American Association of Code Enforcement (AACE) membership dues. Annual membership dues for the 4 City Marshals (Code Enforcement: Lead, HH, JF & TF).			4.00	75.00		300.00
Georgia Association of Code Enforcement (GACE) Annual Dues Membership dues into the state association. (Code Enforcement: Lead, HH, TF & JF)			1.00	62.00		62.00
SAVE Monthly Membership This is required by the state for business license processing. (Business License)			12.00	50.00		600.00
American Planning Association (APA) Planning Commissioners Annual Membership Dues Provides membership in to APA, which provides articles on current planning trends and etc. (Planning: 8 P&Z Members)			8.00	80.00		640.00
International Code of Council (ICC) Membership Dues Annual Membership Dues for Chief Building Official (Building: AC)			1.00	135.00		135.00
International Code Council (ICC) Membership Dues for Permit Tech Membership dues for permit tech certification (Building: NC)			1.00	90.00		90.00
Georgia State Inspectors Association (GSIA) Membership Dues Annual Membership Dues (Building: AC, BH, WH)			3.00	35.00		105.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-COMMUNITY DEVELOPMENT

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
GCIC Subscription Fee for Finger Printing	12.00	41.00	492.00
Alcohol License requirement for processing alcohol license requests. (Business License: KM)			
Georgia Association of Business & Tax Officials (GABTO) Annual Membership Dues (Business License: KM).	1.00	35.00	35.00
International Code Council (ICC) for Certified City Marshals Annual Dues for ICC Certified City Marshal (Code Enforcement: SC).	1.00	175.00	175.00
Smyrna Business Association Luncheons Networking with local businesses (Planning: RM)	12.00	15.00	180.00
Shred It - Document Shredding Service Monthly Fee for Shredding Services for Document Destruction.	12.00	53.50	642.00
Zoom Meeting Subscription Monthly Subscription Service for Virtual Meetings.	12.00	15.00	180.00
OpenGov Yearly Subscription Service for Online Permitting System Yearly service fee for Community Development's Online Permit System based on contract rate.	1.00	112,079.00	112,079.00

## 523700 EDUCATION &amp; TRAINING

01672101 523700 -

Registration for Georgia Planning Association (GPA) Planning Conference Training Conference for Professional Staff (Planning: JS, CC & NC). Continuing Education for Certifications.	3.00	250.00	14,350.00 * 750.00
Registration for National American Planning Association (APA) Conference Continuing education for certification maintenance. (Planning: RM)	1.00	800.00	800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED	
GF-COMMUNITY DEVELOPMENT						
Registration for Georgia Association of Zoning Administrators (GAZA) Conference Continuing education for certification maintenance. (Planning: NC, JS or CC)			1.00	450.00		450.00
Registration for General Training in the Metro Atlanta Area. Continuing Education for certification. (Open to all staff)			1.00	250.00		250.00
Registration for Georgia Association of Business & Tax Officials (GABTO) Conference Continuing education for certification maintenance. (Business License: KM)			1.00	125.00		125.00
Registration for American Association of Code Enforcement (AACE) National Conference Continuing Education for certification. (Code Enforcement: SC)			1.00	600.00		600.00
Registration for Fall or Spring Conferences for Georgia Association of Code Enforcement (GACE). Continuing Education for certifications. (Code Enforcement: TF, JF & HH)			3.00	850.00		2,550.00
Building Inspections Certification Licensing & Testing Licensing & Testing for new certifications for Building Inspectors. (Building: NC, WH & BH)			3.00	225.00		675.00
Online Training for Building Inspectors Continuing Education training for building inspectors. (Building: WH & BH)			2.00	600.00		1,200.00
Registration for International Code Council (ICC) Educoder Conference Continuing education and certification maintenance. (Building: WH or BH)			1.00	900.00		900.00
Licensing and Testing for Chief Building Official Certification Licensing and Testing for Chief Building Official Certification. (Building: AC)			1.00	800.00		800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-COMMUNITY DEVELOPMENT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Planning Commissioner Training through ARC		4.00	225.00		900.00
4 Planning Member Training through Atlanta Regional Commission. (Planning)					
Registration for Property Maintenance Certification Testing		1.00	100.00		100.00
Testing for certification. (Code Enforcement: SC, TF or JF)					
Registration for International Code Council (ICC) Educodes Conference for Property Maintenance.		1.00	850.00		850.00
Continuing education for certifications. (Code Enforcement: SC)					
International Code Council (ICC) Training Classes for Building Inspectors.		4.00	850.00		3,400.00
Continuing education for certifications. (Building: AC, NC, BH & WT)					

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01672101 531100 -					
General office and field supplies		1.00	7,200.00		7,200.00 *
The office has been near or over budget for this line item for the past couple fiscal years.					7,200.00

## 531270 ENERGY-GASOLINE/DIESEL

01672101 531270 -					
Gas for 9 CD Vehicles		9.00	775.00		6,975.00 *
Gas for 9 Community development Vehicles - 4 City Marshal, 3 Building Inspector, 1 Pool and 1 Director. The standard allocation for the past years is \$775/vehicle.					6,975.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-COMMUNITY DEVELOPMENT

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531400 BOOKS &amp; PERIODICALS

01672101 531400 -

Books & publications related to  
Community Development functions.  
This is for the purchase of books and  
magazine subscriptions for Community  
Development research and staying up to  
date on development trends.

1.00

720.00

1,670.00 \*

720.00

Code Books

This is for the purchase of any new  
code books regarding building  
construction or property maintenance.  
(IBC, ICC, International Property  
Maintenance Code)

1.00

950.00

950.00

## 531700 OTHER SUPPLIES

01672101 531700 -

uniforms, protective gear and equipment  
for field personnel.  
This line item is for the purchase of  
uniforms, protective gear and equipment  
for field personnel. This would be for  
the 4 City Marshals and 3 Building  
Inspectors. We typically allocate  
\$400/employee for this expense.

7.00

400.00

2,800.00 \*

2,800.00

GRAND TOTAL

285,402.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*



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## **COMMUNITY RELATIONS**

### **Function**

The 15700 account funds the Community Relations Department. One hundred percent (100%) of funding for the Community Relations Department is drawn from hotel/motel taxes and associated taxation/fees and as such carries special considerations in application/use related to governing legislation. Hotel/motel tax revenues have support the General Fund by a percentage, annually, but no residential or commercial taxes support the Community Relations Department staffing, programs, events or products. The department carries the dual role of promoting the community that supplies and is served by the general fund supported activities and departments but derives funding for the work from tourism. The Community Relations Department Director voluntarily maintains an elected Board leadership role (without compensation) in county tourism management to support tourism and grow funding which supports the department as well as the annual monetary benefit to the City of Smyrna General Fund and all benefits of the department's work realized by the work of the Community Relations Department.

The department articulates complex processes, ideas and governmental actions for productive communication and calls to action for/with/by citizens and other audiences for overall and strategic City of Smyrna concerns and image outcomes with anticipated outcomes specific to community improvement/growth in addition to communication and image objectives – accomplished through various and changing ways.

The department manages and influences employer and community image through brand development, brand management/promotion and adaptation with strategic and targeted messaging, production and approval of communication pieces (visual or otherwise) as needed, various events and activities as well as manages media relations (including proactive measures to avoid or correct negative outcomes), manages social media, and practices proactive crisis avoidance and provides crisis communication. The department director provides input in management of public relations/image matters and issues for the City of Smyrna across departments, as an organization-wide management function. Department director also provides public relations counsel to administration, elected officials as well as direction to staff and departments for overall City of Smyrna concerns.

Tools, professional abilities and mechanisms of department staff and service delivery include (but are not limited to) creative and professional solutions, advertising, marketing, design, brand development and management, written and visual communication pieces, strategic events creation and/or management, social media management (including overall strategy and standards) and delivery, professional knowledge and practices as well as website development and management (including overall strategy and standards), along with other tools and processes. The department also works with special projects in various capacities for projects, committees and studies such as education, visioning, the downtown master plan and the transportation studies.

The department oversees production and execution of an aggressive schedule of events ranging in size from a few hundred to 20,000+ attendees which includes a five-month+ series of weekly food truck gatherings titled “Smyrna Food Truck Tuesday,” a series originated and managed by the department that drives interest in and enjoyment of the Smyrna Community for residents and first-time visitors, providing support to economic development objectives, facility/parks rental objectives as well as other promotional and recreational objectives of the City of Smyrna. Other events managed and/or delivered by the department include large festivals, a fundraising road race, a summer concert series, the annual City Birthday Celebration with fireworks, as well as other special events of substantial marketing value such as Woofstock with Star-94.1 that has generated, for instance, in excess of \$129,600 annually in promotional value and expressed community value in step with the strategic vision.

Other activities of the department include, but are not limited to: emergency management team and weather emergency team duties, tourism representation for the City, film permitting representation, and team lead as needed on various projects. The department provides in-house design, writing and editorial for various materials produced by the department and many produced by other departments, along with working with outside designer/video/creative service suppliers, and is the City brand originator and manager.

### **Major Goals & Objectives**

- Deliver and reinforce image development through brand guidelines, application, enforcement and adaptation with strategic and targeted as well as general messaging delivery and guidance through various events and activities and media (new - where warranted - and existing mainstream), media relations, social media management/monitoring/delivery, advertising, marketing and printed and produced materials/media - promoting the City as a viable and thriving business, living and tourism community (through various and changing ways) with focus on the City's enhanced quality of life offerings - as a unified brand, instructed and authorized through City of Smyrna Brand Guide and social media policy.
- Achieve brand compliance by all departments.
- Achieve compliance and enforcement of social media policy across all departments/platforms in support of unified brand and community appeal and vitality.
- Continue to provide, public relations and media relations guidance and counseling - manage/direct media relations for the City and provide proactive crisis avoidance and crisis communications thorough all means necessary.
- Re-establish public relations as a management function city-wide.
- Ensure proper coordination and promotion of various special strategic and special impactful tourism/economic development and community events /activities (annual series of approved events of large scale/promotional value/impact).
- Manage/direct the standards, design, structure (and/or visual presentation/appeal in line with brand and standards) and deployment of all brand/branded tools and items, marks, communication, communication materials and citizen web-based services such as the City website and social media/new media (citizen communication channels).

- Continue and expand successful targeted online paid advertising making use of geo-targeting tools/services to enhance City image and brand awareness – continuing Facebook and Instagram advertising (exclusive of boosting) as well as continue to expand use of strategic video pieces through social media and website as needed.
- Continue to expand graphic design support and video production services.
- Provide media training for elected officials and key staff as needed.
- Promote departmental review for approval of all marks and materials (including review of all advertising, printed and station / signage / kiosk, apparel and other City products) graphics and text, content, stories, communication channels/content, uniforms as well as marks for equipment such as vehicles and other image impacts requiring consistency) originating on departmental as well as higher levels to support quality brand expression, support and maintenance.
- Continue process of departments-assisted refresh and update of departmental information and offerings on City website.
- Refresh of City website / adoption of a 24/7 text/AI platform for service assistance/direction
- Continue, and re-establish Community Relations departmental authority in website branding direction/support overseeing practices of overall communication standards.
- Continue tracking media outcomes with expansion/fine tuning or replacement of service provider platform or platform/tracking service migration.
- Expand and maintain department role/authority in major projects and City initiatives such as education, economic development, etc.
- Upgrade annual concert series and City Birthday entertainment.

#### **Performance Measures**

- Strength, relevance and reach of messaging and products
- Clarity, value, relevance, branding appeal (as well as branding and standards matching) and functionality of website, materials and media and other media services where possible.
- Quality, execution and relevance of events and activities
- City Reputation

## COMMUNITY RELATIONS - 61720

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	206,384	204,637	219,059	225,723	6,664	3.0%
OTHER OPERATING	1,401,557	927,641	1,274,738	1,145,429	(129,309)	-10.1%
<b>TOTAL EXPENDITURES</b>	<b>1,607,941</b>	<b>1,132,278</b>	<b>1,493,797</b>	<b>1,371,152</b>	<b>(122,645)</b>	<b>-8.2%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	2.07	2.07	2.07	2.07

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - COMMUNITY RELATIONS**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
75561701	511100		REG/FULL TIME EMPLOYEES	130,310	143,196	149,411	151,982	2,571	1.7%
75561701	511101		PART TIME EMPLOYEES	1,953	1,114	-	-	-	N/A
75561701	511200		TEMPORARY EMPLOYEES	7,020	-	1,500	1,500	-	0.0%
75561701	511300		OVERTIME	7	-	-	-	-	N/A
75561701	512100		GROUP INSURANCE	37,332	30,197	36,000	37,680	1,680	4.7%
75561701	512110		COMM HEALTH NETWORK	711	711	750	750	-	0.0%
75561701	512111		PRESCRIPTIONS	5,960	5,611	5,880	5,880	-	0.0%
75561701	512200		SOC SEC/FICA CONTRIB	9,573	9,625	8,837	9,205	368	4.2%
75561701	512400		RETIREMENT CONTRIBS	13,038	13,768	16,028	18,000	1,972	12.3%
75561701	512450		RETIREMENT 401A CONTRIB	481	415	654	726	72	11.0%
75561701	521200		PURCH PROFESSIONAL SVC	68,398	55,771	98,333	132,117	33,784	34.4%
75561701	521400		PURCH SOFTWARE	-	-	1,608	600	(1,008)	-62.7%
75561701	522200		REPAIRS & MAINTENANCE	-	6,770	5,400	6,850	1,450	26.9%
75561701	522320		RENTAL OF EQUIP & VEH	3,260	3,190	11,300	9,500	(1,800)	-15.9%
75561701	523200		COMMUNICATIONS	1,496	1,512	2,040	2,400	360	17.6%
75561701	523300		ADVERTISING	68,772	62,134	79,030	80,030	1,000	1.3%
75561701	523400		PRINTING & BINDING	19,493	16,105	27,600	29,585	1,985	7.2%
75561701	523500		TRAVEL	5	7	100	3,000	2,900	2900.0%
75561701	523600		DUES & FEES	5,450	5,748	5,510	5,510	-	0.0%
75561701	523700		EDUCATION & TRAINING	75	955	-	2,000	2,000	N/A
75561701	523850		CONTRACT LABOR	30,395	13,339	123,550	143,150	19,600	15.9%
75561701	531100		GEN SUPPLIES & MATERIALS	1,169	171	1,800	1,800	-	0.0%
75561701	531300		FOOD	130	238	960	960	-	0.0%
75561701	531400		BOOKS & PERIODICALS	705	12,294	968	968	-	0.0%
75561701	531590		INVENTORY PURCH FOR RESALE	-	-	500	500	-	0.0%
75561701	531600		SMALL EQUIPMENT	117	-	1,800	1,300	(500)	-27.8%
75561701	531700		OTHER SUPPLIES	3,754	1,934	5,000	5,000	-	0.0%
75561701	542100		CAP OUTLAY-MACH & EQUIP	-	-	-	-	-	N/A
75561701	572000		PMTS AGENCIES-COBB GALL	653,704	360,948	456,614	361,659	(94,955)	-20.8%
75561701	611000		OPER TRANS OUT-GEN FUND	544,635	386,526	452,625	358,500	(94,125)	-20.8%
<b>COMMUNITY RELATIONS</b>				<b>1,607,941</b>	<b>1,132,278</b>	<b>1,493,797</b>	<b>1,371,152</b>	<b>(122,645)</b>	<b>-8.2%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget				
ACCOUNTS FOR:				
HOTEL / MOTEL TAX	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
75561701 521200 -				
Existing large event banners (bridge banners) replacement/addition costs - Date changes and new event potential combined. Existing banners are getting old and have been in storage an extended amount of time. Until they are pulled (there is cost involved) for use, actual condition is unknown. Planning for some repair/replacement costs and the Birthday Banners may be our largest concern for this Fiscal Year - date change in addition to other info changes on the banners. Expecting full replacement.		3.00	1,800.00	132,117.00 * 5,400.00
ASCAP annual required licensing for music played in buildings and on property. Legally required license. Updates to cost typically unknown until billing. Not expecting increase.		1.00	712.00	712.00
BMI annual required licensing for music played in buildings and on grounds. Legally required licensing. Billing amount not usually known until time of billing. Not expecting increase.		1.00	800.00	800.00
SESAC annual required licensing for music played in buildings and on grounds. legally required. Increase not typically communicated ahead of billing. Do not expect any increase to exceed budget amount.		1.00	1,500.00	1,500.00
Professional photography sessions for marketing (media release, printed and online materials). Seasonal and according to need and change. Anticipate up to three sessions. The \$500 is the most basic rate. Some sessions may require more.		5.00	500.00	2,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
HOTEL /	MOTEL TAX					
	Street-level event/directional signage for up to five events in 2021 and spring through June 2022. Way finding and parking signage may be required for anticipated but not yet identified events in Ward 7 along with changing needs of City events as we emerge from the pandemic. Though this is an item that is not always needed, budgeting for it is appropriate so that needs can be met without delay. Amount is based on parking/directional signage costs for prior Food Truck Tuesday events (local rates).		5.00	400.00		2,000.00
	Annual professional fireworks display - City Birthday Celebration. The is the current amount set with the existing supplier. It covers the remaining costs for October 2021 (new date) and deposit for the 2022 event season. Though we are able to reduce the scope of the display, density of area does not allow for increase.		1.00	20,000.00		20,000.00
	Misc. expenses for events for event delivery and/or operation. Costs that may or may not be anticipated such as supplies to secure banners / special papers / products, etc.		14.00	55.00		770.00
	website hosting and costs for professional work not included in hosting costs. Cost of hosting is \$8,022 (current agreement - increases 5% each year). The additional \$211.50 per month is speculative, but could cover an additional \$2,538 in unanticipated work.		12.00	880.00		10,560.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
HOTEL /	MOTEL TAX					
	website Design and Implementation with GovAccess Developer Toolkit (includes one-time, initial training and annual costs). Project includes working with existing supplier for a custom redesign that includes \$38,600 one-time cost for Trailblazer design, \$4,500 in annual cost for GovAccess Developer Toolkit, \$5,000 Content Strategy/Accessibility Training (cost is \$14,000 if they do the work), \$2,400 Developer Toolkit set-up & configuration, \$1,000 toolkit training. We are receiving an \$8,000 credit toward the Trailblazer design/implementation. Hosting in separate line item.		1.00	43,500.00		43,500.00
	TextMyGov Citizen information platform - 24/7 directional through an established phone number. Cost includes the one-time implementation cost of \$1,000 and the annual cost (contracted to be stable/no increases ever) of \$6,000. This will serve as an addition to or bridge to 311/411 service without adding staffing costs to City budget. There will be work required of staff who work with the website, but the platform information pointing (AI) can be patterned after the website information and other processes and applications used by the City for across-the-board service request/delivery. The system also allows direct communication and provides data.		1.00	7,000.00		7,000.00
	Media Monitoring Service A service is needed. However, it is anticipated that our service provider will need to be changed. Exact cost is currently not identified. Preference is to continue with budgeted amount or less, if possible.		1.00	6,500.00		6,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED	
HOTEL /	MOTEL TAX					
	New Bridge Banner Set for New event "Culture & Spirit"		.00	.00		.00
	It is anticipated that the Culture & Spirit event will be offered for the first time during the 2022 event season (perhaps as early as August), which will mean event costs for the new event could occur before the close of fiscal year.					
	Ongoing professional graphic updates and assistance / branding support (logo updates/color refresh and calibration / brand guide updates) - at rate of \$750 per hour.		80.00	75.00		6,000.00
	Converting cost estimating to hourly as pattern of production has shifted through the pandemic.					
	Media Training for Council/Dept Directors as needed.		1.00	4,000.00		4,000.00
	This is an expenditure that is based on circumstance. It can be anticipated as a requirement or put on hold for this fiscal year.					
	Electrician to be available during annual Birthday Celebration.		1.00	475.00		475.00
	Price based on past, but could increase depending upon availability. Relying upon Parks & Recreation and/or Public Works for the assignment of a professional electrician.					
	Outsourcing for professional video and graphics as needed which may or may not include podcasting.		12.00	1,700.00		20,400.00
	This anticipates one to two professional video projects for emerging opportunities/needs at \$4,000 each or one at \$8,000 with balance for other graphical/video needs. If not needed, not used and sent to fund balance for future and departmental funding as COVID impact is expected to continue to impact funding source of department for several more years.					

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
HOTEL / MOTEL TAX

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521400 PURCH SOFTWARE

75561701 521400 -	Annual subscription for Illustrator and Photoshop. Required design capabilities with an annual subscription of \$599.88 beginning with PC upgrade in 2020/2021.	1.00	600.00	600.00 * 600.00
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## 522200 REPAIRS &amp; MAINTENANCE

75561701 522200 -	Mobile Hydraulic Stage Training and Inspection. Required for operation. This includes annual inspection. Training/Inspection missed because of COVID. Training is \$5,400 and inspection is \$1,450 (based on last quote).	1.00	6,850.00	6,850.00 * 6,850.00
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## 522320 RENTAL OF EQUIP &amp; VEHICLES

75561701 522320 -	Memorial Day Tent Rental This has been an item promised to the Veterans Group by past Council as support for the annual event, which is organized and managed by the Veterans Group. The tent is ordered by Parks & Recreation who works with the Committee. Travel & Tourism has traditionally paid for the item.	1.00	1,200.00	9,500.00 * 1,200.00
	Tent rental(s) for Culture & Spirit to be offered in 2022. This is the amount approved in the current fiscal year. Event could not take place during the 2020 event season and the stretch of the pandemic has pushed the first Culture & Spirit event to the 2022 event season (no date specified).	1.00	1,800.00	1,800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED	
HOTEL /	MOTEL TAX					
	Tent rental(s) for annual City Birthday Celebration Previously approved amount based on traditional event setup.		1.00	1,800.00		1,800.00
	Trailer and/or tent rental for annual Birthday Celebration (national act to be booked). Though we wish to use the Library and/or the Community Center for band services, proximity to the stage is more important for national acts. Additional portable structure(s) need to be planned. Previously approved item.		1.00	1,800.00		1,800.00
	Generator rentals for Birthday Celebration and Culture & Spirit event(s). Previously needed and previously approved. Mirror Culture & Spirit need off of the annual Birthday Celebration.		2.00	850.00		1,700.00
	Portable Restroom and Hand washing station rentals for City Birthday Celebration and Culture & Spirit event.		2.00	600.00		1,200.00
<b>523200 COMMUNICATIONS</b>						
75561701	523200 - wireless mobile for two staff and postage as needed. Estimated - If postage is not needed, it is not used.		12.00	200.00		2,400.00 *
						2,400.00
<b>523300 ADVERTISING</b>						
75561701	523300 - special tourism (print and/or online) event-specific promotion/advertising. Previously approved - remains unused if not needed.		1.00	4,000.00		80,030.00 *
						4,000.00
	Cobb County Chamber of Commerce economic publications Annual representation - updates to our community economic stats / other economic/strength/marketing info		2.00	2,000.00		4,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: HOTEL / MOTEL TAX	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Cobb InFocus - regular lifestyle / economic / event with editorial options/input. Price of 1/2 page has been applied to full-page through pandemic. Local reach and reinforcement of brand/messages about who we are as a city and what activities are taking place/what opportunities exist.		6.00	1,300.00	7,800.00
Guide to Georgia - Festivals publication distributed for tourism. Spring and Fall Jonquil Festivals are listed in this festival publication.		2.00	615.00	1,230.00
BrightSide - hyperlocal / local events and news - mailbox drops for all households. Hyper-local good news and information. Event advertising and local stories.		4.00	650.00	2,600.00
Know Atlanta Magazine - major relocation publication Relocation focus - economic/brand/lifestyles focus		3.00	2,000.00	6,000.00
Marietta Daily Journal print/magazine set of annual ads and opportunities Includes progress/economic ads and opportunity for special local/region advertising as needed.		4.00	1,100.00	4,400.00
Newcomer Magazine - relocation/education/community information (loads in restaurants/entertainment locations). In the past, this has been helpful in getting Smyrna elevated, but focus needs to shift with different ad sets. Currently under review for continuation. The pandemic has reduced if not halted it's reach. Currently under review/negotiation - have informed publisher that a new agreement needs to be discussed if we continue.		4.00	2,000.00	8,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED	
HOTEL /	MOTEL TAX					
	Community Profiles - includes Cobb County and Atlanta As this has been largely residential in focus, have informed the that we need to focus on commercial now. Full year for 1/2 page ad in both Atlanta and Cobb is a negotiated \$3,000 for us (regular price is \$5,700). Cobb only would be \$1500. with the focus on developing/redeveloping ward 7, we need could make use of the FMLS commercial info / or we could pass. It's under review.		1.00	3,000.00		3,000.00
	Cobb Chamber of Commerce Insights Publication coop with Cobb Travel & Tourism - tourism partnership ad Focus has been on Food Truck Tuesday as tourism and lifestyle focus.		1.00	1,500.00		1,500.00
	ReachLocal online discounted placements for seasonal and lifestyle promotion - includes major events. This is a high performing targeted campaign platform. As needed, we migrate target depending upon need. The reach is powerful and this process helped reach tremendous visitation to Smyrna for major events since it's addition to the advertising set.		12.00	2,250.00		27,000.00
	Braves Yearbook Proximity representation		1.00	4,500.00		4,500.00
	Georgia Trend - Regional/State Currently with Georgia Trend. Has been reserved for regional opportunities - Atlanta Business Chronicle etc... (last fiscal year, larger opportunities were cut from budget to make room for new Culture & Spirit and increase in funding for changes to Birthday Celebration.		1.00	6,000.00		6,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
HOTEL / MOTEL TAX

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523400 PRINTING &amp; BINDING

75561701 523400 -

Street pole banners for Market Village, Atlanta Road, Concord Road and Spring with added estimate for poles that are City controlled/managed at Riverview Landing added.

2.00

6,480.00

29,585.00 \*  
12,960.00

Cost is increasing with the request by Administration to add banners in Ward 7. Riverview Landing has been identified. Poles have been visually surveyed with estimate having to be provided prior to confirmation of size and exact number of poles. Estimate adding \$980 for 35 banners at \$28 each (double sided). Anticipate size to fit the existing Market Village size and add to volume discount. Third size will increase cost.

Citizen Guide or other targeted citizen communication piece mailed with water bills.

1.00

3,500.00

3,500.00

Citizen Guide with each new Council term - repeated as needed with flexibility of converting to another publication of special focus (as needed). Citizen guide has included Council contact information and sanitation schedules in addition to other general resident messages.

Water Bill Inserts as needed - various purposes - events are primary.

4.00

450.00

1,800.00

Events focus. In previous budget years, departments have been instructed to anticipate and budget for the cost of special 1/3 page single or double-sided communication pieces to be inserted in water bill mailings (as warranted and approved/scheduled).

Printed materials (programs) for Memorial Day as City support to veterans group for event managed by Veterans Committee and Parks & Recreation.

1.00

600.00

600.00

As sponsorship as approved by past Councils.

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED	
HOTEL /	MOTEL TAX					
	Memorial Day Ceremony Lapel Pins with event image/year This has been a sponsorship item for the annual event that is organized by the Veterans Committee and Parks & Recreation. The expenditure was approved by past Councils.		1.00	1,300.00		1,300.00
	Annual Event Calendar printing - insert in water bill prior to start of event season. Mailed with water bills and distributed at various locations.		1.00	2,500.00		2,500.00
	Image use/licenses for vector and other promotional images used for annual campaigns/events/activities. Includes expanded licenses for images on street pole banners and heavy use/online ads. Branding/design need.		12.00	75.00		900.00
	Outsourcings as needed for design/print and/or online projects at discounted rate of \$75 per hour (27 hours estimated). Actual need may increase.		27.00	75.00		2,025.00
	Misc. event-related printing/programs For unanticipated needs - as has happened with Council projects that are not budgeted.		1.00	500.00		500.00
	Special purpose publication (such as annual report or economic report supporting image/place/purpose/brand). This has historically been for a printed Annual Report that has had limited reach or use for changing needs.		1.00	3,500.00		3,500.00
<b>523500 TRAVEL</b>						
75561701	523500 -					
	Travel / Lodging for up to two conferences - one for Director and one for employee, if warranted/possible. Not yet possible to confirm the preferred annual opportunities and pricing due to pandemic. Amount based on past estimate.		2.00	1,500.00		3,000.00 *
						3,000.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
HOTEL / MOTEL TAX

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523600 DUES &amp; FEES

75561701 523600 -

Cobb Travel & Tourism Annual Membership  
Leadership roll / City support of the  
economic engine activities that support  
and grow the funding source for this  
department.

1.00

5,000.00

5,510.00 \*  
5,000.00Leadership Cobb Alumni Assoc. Dues  
Annual dues

1.00

55.00

55.00

Honorary Commanders Alumni Association  
Dues  
Annual Dues

1.00

55.00

55.00

3CMA annual dues  
Annual dues

1.00

400.00

400.00

## 523700 EDUCATION &amp; TRAINING

75561701 523700 -

Conference Fees for up to two  
professional conferences.  
Price based on past professional  
conference costs ranging from \$800 to  
\$1200.

2.00

1,000.00

2,000.00 \*  
2,000.00

## 523850 CONTRACT LABOR

75561701 523850 -

Band for June Concert  
Previous approval amount - includes  
band/travel/support, stage set,  
exclusive of professional sound.

1.00

16,000.00

143,150.00 \*  
16,000.00Band for July Concert  
Previous approval amount - includes  
band/travel/support, stage set,  
exclusive of professional sound.

1.00

16,000.00

16,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
HOTEL /	MOTEL TAX					
	Headliner for City Birthday Celebration (150th celebration). Includes all costs for performers, stage set, travel, deposit and final payment, travel/hotel if needed.		1.00	50,000.00		50,000.00
	Opening band for Birthday Celebration. Includes travel and all other costs exclusive of sound.		1.00	3,000.00		3,000.00
	Amusement (stilt walker, face painting) for two concerts and Birthday Celebration Child entertainment for three events.		3.00	650.00		1,950.00
	Professional Sound management for two concerts (June & July). May or may not include stage management. Based on past supplier. Cost may go up, but can be balanced by cost of band(s).		2.00	3,000.00		6,000.00
	Profession sound crew and set for Birthday Celebration - supporting national act. Based on estimate for national act in \$25,000 - \$45,000 price range. Includes instrument rentals for travel-in act.		1.00	10,000.00		10,000.00
	Sound for Memorial Day event organized and managed by Veterans Committee and Parks & Recreation. Sound is selected and ordered by Parks & Recreation. Any overage beyond budgeted (sponsor) amount must be covered by the Veterans Committee.		1.00	1,500.00		1,500.00
	Booking fee/onsite assist for national act for Birthday Celebration (Professional Band management fee). This is a fee that may or may not be required, but was identified while budgeting. It is based on a band in the \$30,000 range.		1.00	3,000.00		3,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

HOTEL / MOTEL TAX

Ground Assist / local band movement (van/driver) for Birthday Celebration Band/crew.  
 This charge has been identified while working through national band booking requirements. The charge may or may not happen, but could be an add-on based on final lodging/travel arrangements of national act and crew(s).

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

700.00

700.00

Culture & Spirit event budget - bands, performance, professional event costs. This is an estimated total cost for a startup event that does not include fireworks, but does include multiple stage sets, bands and entertainment along with legal assistance for new event with new alcohol permissions and sales structures and other legal review of performance agreements etc.

1.00

35,000.00

35,000.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

75561701 531100 -

Office supplies for two offices (and possible intern).  
 Estimate on office supplies - paper and other materials.

12.00

125.00

 1,800.00 \*  
 1,500.00

Department share of warehouse supplies. Amount previously supplied through budget process. Believed to be a share, but not based on actual use of supplies.

1.00

300.00

300.00

## 531300 FOOD

75561701 531300 -

960.00 \*

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
HOTEL / MOTEL TAX						
	Food for events - includes costs for hospitality for Birthday Celebration Band(s) (back of house) - national recording act(s) and all other concerts. Bulk is anticipated for Birthday Celebration and could include charge for City Birthday Cake (of \$400 or more) if sponsorship is not possible for bakery. The tentative amount of \$500 is identified just for the Birthday Celebration, but could be less depending upon rider of signed act. Food for bands for two smaller concerts typically run in the approx. range of \$30-\$40.		1.00	960.00		960.00
<b>531400 BOOKS &amp; PERIODICALS</b>						
75561701 531400 -						968.00 *
	Atlanta Business Chronicle Subscription		1.00	260.00		260.00
	Atlanta Journal Constitution Subscription		1.00	165.00		165.00
	Marietta Daily Journal Subscription		1.00	193.00		193.00
	PR Week Subscription - trade publication		1.00	350.00		350.00
<b>531590 INVENTORY PURCH FOR RESALE</b>						
75561701 531590 -						500.00 *
	Annual purchase of license plates for sale (Water Department). As needed. There is no return to the Department from the sale of these plates. The sales are never identified and/or deposited into Community Relations Budget. Community Relations does, however, replenish the supply.		1.00	500.00		500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
HOTEL / MOTEL TAX

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531600 SMALL EQUIPMENT

75561701 531600 -				1,299.98 *
Replacement/upgrade of departmental mobile devices with improved camera/video.	2.00	649.99		1,299.98
Small equipment replacement is for this fiscal year is phone/digital device replacement/upgrade. Department is operating on equipment purchased three years ago.				

## 531700 OTHER SUPPLIES

75561701 531700 -				5,000.00 *
City Branded Lapel Pins Replacement - supply depleted.	1.00	1,500.00		1,500.00
City branded items for children used by Mayor's office and others. The Smyrna bears have been ordered in the past.	3.00	500.00		1,500.00
City Branded Premium Item(s) - unspecified. Budgeted for special need/opportunity.	1.00	500.00		500.00
City Branded Premium Item for recurring use - unspecified. This was reserved for magnets that the previous City Administrator wanted ordered. Magnets may not be what we want to order again.	3.00	500.00		1,500.00

## 572000 PMTS OTH AGENCIES-COBB GALL

75561701 572000 -				361,659.00 *
Payment to Cobb Galleria.	1.00	361,659.00		361,659.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
HOTEL / MOTEL TAX				

611000 OPER TRANS OUT-GEN FUND (101)

75561701 611000 -				358,500.00 *
Transfer out to General Fund.		1.00	358,500.00	358,500.00

GRAND TOTAL				1,145,428.98
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\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **COURT**

### **Function**

This division is responsible for processing citations and preparing court dockets to try offenses against city ordinances and State laws and to impose fines upon those convicted.

Traffic Court is held two days a week, each day has 2 sessions that have dockets averaging 75 cases. Trial court is conducted once monthly with a morning session and an afternoon session and approximately 20 cases heard each day. Environmental Court is responsible for code enforcement for city ordinances. This court holds sessions during traffic court arraignment schedules and trial schedules.

The Probation Division is a probation facility operated under the authority of the City of Smyrna Mayor and Council. The mission of this facility is to provide supervision of all court orders and collection of all fines and fees to ensure the safety of the community.

### **Major Goals & Objectives**

- To handle all municipal court cases in a timely, efficient and courteous manner.
- To improve communications with the citizens.
- To insure the proper administration of justice and uniform application of the law of all who appear before the court.
- Continue effective court operational practices using current technology.

### **Performance Measures**

- Citations processed
- Cases completed in Municipal Court
- Number of reporting probationers



## COURT - 25000

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	337,710	468,490	500,136	564,987	64,851	13.0%
OTHER OPERATING	42,165	31,366	60,750	51,182	(9,568)	-15.8%
<b>TOTAL EXPENDITURES</b>	<b>379,874</b>	<b>499,856</b>	<b>560,886</b>	<b>616,169</b>	<b>55,283</b>	<b>9.9%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	6.90	8.90	8.90	9.40

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - COURT**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff
01225001	511100		REG/FULL TIME EMPLOYEES	281,080	403,473	432,739	475,237	42,498
01225001	511101		PART TIME EMPLOYEES	35,821	36,514	41,710	56,912	15,202
01225001	512200		SOC SEC/FICA CONTRIB	20,809	28,503	25,687	32,838	7,151
01225001	521200		PURCH PROFESSIONAL SVC	24,630	13,415	29,180	25,000	(4,180)
01225001	522110		PURCH SVC-DISPOSAL	-	139	339	200	(139)
01225001	522200		REPAIRS & MAINTENANCE	-	756	1,000	500	(500)
01225001	522320		RENTAL OF EQUIP & VEH	3,230	2,673	4,800	5,300	500
01225001	523200		COMMUNICATIONS	2,922	4,139	4,400	5,000	600
01225001	523300		ADVERTISING	40	-	75	75	-
01225001	523400		PRINTING & BINDING	483	1,040	2,950	2,000	(950)
01225001	523500		TRAVEL	1,443	-	4,300	2,800	(1,500)
01225001	523600		DUES & FEES	245	666	448	448	-
01225001	523700		EDUCATION & TRAINING	905	975	2,955	2,055	(900)
01225001	523800		PROFESSIONAL LICENSES	94	60	150	250	100
01225001	531100		GEN SUPPLIES & MATERIALS	6,491	4,868	7,033	5,200	(1,833)
01225001	531270		ENERGY-GASOLINE/DIESEL	37	83	-	-	-
01225001	531400		BOOKS & PERIODICALS	227	252	370	354	(16)
01225001	531600		SMALL EQUIPMENT	1,417	2,125	500	500	-
01225001	531700		OTHER SUPPLIES	-	176	2,250	1,500	(750)
<b>COURT</b>				<b>379,874</b>	<b>499,856</b>	<b>560,886</b>	<b>616,169</b>	<b>55,283</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-MUNICIPAL COURT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>					
01225001 521200 -					
Indigent defense, Spanish interpreter, fill-in Judges and Solicitors		1.00	25,000.00	25,000.00 *	25,000.00
<b>522110 PURCH PROP SVC-DISPOSAL</b>					
01225001 522110 -					
Record destruction		1.00	200.00	200.00 *	200.00
<b>522200 REPAIRS &amp; MAINTENANCE</b>					
01225001 522200 -					
Appliance replacement		1.00	500.00	500.00 *	500.00
<b>522320 RENTAL OF EQUIP &amp; VEHICLES</b>					
01225001 522320 -					
Copier lease, copy charges COVID copies		1.00	5,300.00	5,300.00 *	5,300.00
<b>523200 COMMUNICATIONS</b>					
01225001 523200 -					
Postage for FTA notices and dispositions and probation postage Additional mailings due to COVID		1.00	5,000.00	5,000.00 *	5,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-MUNICIPAL COURT

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523300 ADVERTISING

01225001 523300 - Ad for Lis Pendens for E-Court

1.00

75.00

75.00 \*  
75.00

## 523400 PRINTING &amp; BINDING

01225001 523400 - Legal forms, Envelopes, Probation  
copies and forms

1.00

2,000.00

2,000.00 \*  
2,000.00

## 523500 TRAVEL

01225001 523500 - Judge and Fill in Judges training,  
Court Administrator training, probation  
training(meals, lodging and mileage)

1.00

2,800.00

2,800.00 \*  
2,800.00

## 523600 DUES &amp; FEES

01225001 523600 - Membership dues for GMCCC for Cardi  
McManus, Probation certification, Tina  
Woodard language certification, GPAC  
annual membership, Ga Dept of  
Corrections membership

1.00

448.00

448.00 \*  
448.00

## 523700 EDUCATION &amp; TRAINING

01225001 523700 -

2,055.00 \*

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-MUNICIPAL COURT

Court Administrator mandatory training seminar fee, Judge and Fill In Judge mandatory training seminar fee, GCIC TAC training seminar fee for Lisa Collins, Probation training/GPAC MPOU summer conference registration fee/probation

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

2,055.00

2,055.00

## 523800 PROFESSIONAL LICENSES

01225001 523800 -

Notary renewals for 4 clerks  
Increase for additional clerk

1.00

250.00

250.00 \*  
250.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01225001 531100 -

Office supplies for court and probation, copy paper, warehouse supplies and coffee supplies

1.00

5,200.00

5,200.00 \*  
5,200.00

## 531400 BOOKS &amp; PERIODICALS

01225001 531400 -

Blue Media 360 traffic manuals/GCIC access

1.00

354.00

354.00 \*  
354.00

## 531600 SMALL EQUIPMENT

01225001 531600 -

Replace equipment such scanners/desk top printers

1.00

500.00

500.00 \*  
500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
GF-MUNICIPAL COURT				

531700 OTHER SUPPLIES

01225001 531700 -				1,500.00 *
Drug screens for indigent probationers, ETG dip test, 12 panel screens		1.00	1,500.00	1,500.00

GRAND TOTAL				51,182.00
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\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **E-911 COMMUNICATIONS**

### **Function**

The Emergency 911 Public Safety Communications Center conveys information from those in need of assistance to those who provide that assistance as quickly and accurately as possible. The Communications Center dispatches Fire, Police and Emergency Medical assistance, provides pre-arrival emergency medical dispatch (EMD) instructions, and is responsible for the distribution of after-hours requests for other City services such as Public Works, Sanitation and the Water Department, for the City of Smyrna and Powder Springs.

The Center also monitors the weather and activates the Emergency Weather Warning System. In addition, the Communications Center also monitors the Georgia Crime Information Center (GCIC) 24 hours a day responding to all requests for information and entering stolen items and wanted suspects into the GCIC system, as well as maintaining all records and files for this system and the warrants for the for the City of Smyrna and Powder Springs, Hiram Courts.

### **Major Goals & Objectives**

- Relay emergency information as effectively and efficiently as possible to improve the quality of life for our citizens and visitors.
- Actively support the Police and Fire Departments in accomplishing their goals & objectives.
- Maintain a high level of training for our dispatchers and supervisors and to improve the services we provide to our employees and the citizens of the Cities of Smyrna and Powder Springs.

### **Performance Measures**

- Track the number of 911 calls processed
- Track the number of Administrative calls processed
- Total number of Police and Fire calls dispatched
- Monitor the quality of emergency pre-arrival instructions given
- Mean time until calls are answered
- Hours of training per communications officer
- % of emergency calls answered within 10 seconds
- % of Priority 1 calls dispatched within 2 minutes 30 seconds



## E-911 - 38000

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	1,591,768	1,523,965	1,676,248	1,671,183	(5,065)	-0.3%
OTHER OPERATING	331,309	372,039	362,655	362,056	(599)	-0.2%
<b>TOTAL EXPENDITURES</b>	<b>1,923,077</b>	<b>1,896,004</b>	<b>2,038,903</b>	<b>2,033,239</b>	<b>(5,664)</b>	<b>-0.3%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	23.36	23.93	24.31	24.31

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - E-911**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
15338001	511100		REG/FULL TIME EMPLOYEES	917,830	868,672	1,011,565	1,011,922	357	0.0%
15338001	511101		PART TIME EMPLOYEES	8,794	12,098	52,779	23,382	(29,397)	-55.7%
15338001	511300		OVERTIME	191,533	215,546	125,000	125,000	-	0.0%
15338001	512100		GROUP INSURANCE	248,879	201,317	240,000	251,200	11,200	4.7%
15338001	512110		COMM HEALTH NETWORK	4,738	4,738	5,000	5,000	-	0.0%
15338001	512111		PRESCRIPTIONS	39,736	37,404	39,200	39,200	-	0.0%
15338001	512200		SOC SEC/FICA CONTRIB	77,213	75,577	77,874	77,019	(855)	-1.1%
15338001	512400		RETIREMENT CONTRIBS	86,923	91,787	106,850	120,000	13,150	12.3%
15338001	512450		RETIREMENT 401A CONTRIB	3,206	2,768	4,360	4,840	480	11.0%
15338001	512700		WORKER'S COMPENSATION	12,917	14,060	13,620	13,620	-	0.0%
15338001	521200		PURCH PROFESSIONAL SVCS	15,001	13,163	251	-	(251)	-100.0%
15338001	522200		REPAIRS & MAINTENANCE	13,334	32,874	23,825	23,520	(305)	-1.3%
15338001	522320		RENTAL OF EQUIP & VEHICLE	121,613	131,715	146,087	149,000	2,913	2.0%
15338001	523200		COMMUNICATIONS	143,408	144,252	147,992	138,700	(9,292)	-6.3%
15338001	523400		PRINTING & BINDING	580	-	550	550	-	0.0%
15338001	523500		TRAVEL	5,434	3,808	3,900	7,300	3,400	87.2%
15338001	523600		DUES & FEES	1,105	360	1,906	1,906	-	0.0%
15338001	523700		EDUCATION & TRAINING	5,848	4,048	4,000	7,810	3,810	95.3%
15338001	531100		GEN SUPPLIES & MATERIALS	3,853	3,958	6,752	6,500	(252)	-3.7%
15338001	531300		FOOD	1,614	1,985	2,500	2,500	-	0.0%
15338001	531600		SMALL EQUIPMENT	14,237	25,326	16,321	15,700	(621)	-3.8%
15338001	531700		OTHER SUPPLIES	5,281	2,814	8,570	8,570	-	0.0%
15338001	611000		OPER TRNS OUT-GEN FUND	-	-	-	-	-	N/A
<b>E-911</b>				<b>1,923,077</b>	<b>1,896,004</b>	<b>2,038,903</b>	<b>2,033,239</b>	<b>(5,664)</b>	<b>-0.3%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
EMERGENCY 911

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>522200 REPAIRS &amp; MAINTENANCE</b>				
15338001 522200 -				
Voice Recorder Warranty		1.00	5,500.00	23,520.00 *
				5,500.00
800mhz Repairs (Police and Fire)		1.00	6,000.00	6,000.00
Motorola Portable Radio PD		80.00	94.00	7,520.00
(Finance recommendation: Cut quantity to 40 from original request of 80).				
Radio Parts (shoulder mics, etc.		1.00	4,500.00	4,500.00
<b>522320 RENTAL OF EQUIP &amp; VEHICLES</b>				
15338001 522320 -				
Konica-Minolta Copier		1.00	3,500.00	149,000.00 *
				3,500.00
Konica Per-click		1.00	500.00	500.00
Cobb Radio User Fees (5%)		1.00	145,000.00	145,000.00
<b>523200 COMMUNICATIONS</b>				
15338001 523200 -				
AT&T Phone Charges		1.00	62,500.00	138,700.00 *
				62,500.00
Verizon Cell Service		1.00	62,500.00	62,500.00
Zayo T-1 Line		1.00	10,000.00	10,000.00
Language Line		1.00	3,000.00	3,000.00
Postage		1.00	700.00	700.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
EMERGENCY 911

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523400 PRINTING &amp; BINDING</b>				
15338001 523400 -				
911 Fee Mailers		1.00	250.00	550.00 *
				250.00
Training Manuals		1.00	300.00	300.00
<b>523500 TRAVEL</b>				
15338001 523500 -				
GCIC Conference		1.00	1,000.00	7,300.00 *
				1,000.00
GECC Spring Conference (Hotel)		2.00	600.00	1,200.00
GECC Fall Conference (Hotel)		2.00	600.00	1,200.00
GPSTC Meal Cards		1.00	700.00	700.00
EMD Training Travel		1.00	1,200.00	1,200.00
Emergency Lodging		1.00	1,000.00	1,000.00
Misc. Travel		1.00	1,000.00	1,000.00
<b>523600 DUES &amp; FEES</b>				
15338001 523600 -				
NENA for Director		1.00	200.00	1,906.00 *
				200.00
APCO for Director		1.00	200.00	200.00
GA 911 Director's Association		1.00	150.00	150.00
APCO for staff		1.00	856.00	856.00
Misc. Dues		1.00	500.00	500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
EMERGENCY 911

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523700 EDUCATION &amp; TRAINING</b>				
15338001 523700 -				
Misc. Training (EMD, APCO, etc.)		1.00	6,760.00	7,810.00 *
				6,760.00
GECC Spring		3.00	175.00	525.00
GECC Fall		3.00	175.00	525.00
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>				
15338001 531100 -				
Misc. Supplies		1.00	6,500.00	6,500.00 *
				6,500.00
<b>531300 FOOD</b>				
15338001 531300 -				
Training refreshments		1.00	500.00	2,500.00 *
				500.00
Authority meetings		1.00	500.00	500.00
911 Week meal		1.00	1,000.00	1,000.00
Misc. food		1.00	500.00	500.00
<b>531600 SMALL EQUIPMENT</b>				
15338001 531600 -				
Headsets		1.00	1,000.00	15,700.00 *
				1,000.00
Replacement wireless Receivers		1.00	700.00	700.00
Convert EOC radios for headset		1.00	2,000.00	2,000.00
New radio for EOC (3rd)		1.00	2,000.00	2,000.00
Misc. small equipment		1.00	5,000.00	5,000.00
24/7 Chairs		2.00	2,500.00	5,000.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
EMERGENCY 911

VENDOR QUANTITY UNIT COST 2022 PROPOSED

**531700 OTHER SUPPLIES**

15338001 531700 -				8,570.00 *
Uniform Allowance	1.00	7,500.00	7,500.00	
Part time uniform shirts	1.00	320.00	320.00	
Lieutenant uniform allowance	1.00	750.00	750.00	

GRAND TOTAL

362,056.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **ECONOMIC DEVELOPMENT**

### **Function**

The mission of the Economic Development Division is to help ensure and enhance the economic prosperity and viability of the City of Smyrna. Under the direction of the City Administrator, this Division has as its primary function the retention, expansion and attraction of businesses and the encouragement of development (public and private) that supports an energetic and sustainable business environment. The Division is responsible for the administration and appropriate application of the city's economic development incentive programs which include, but are not limited to, fee waiver requests, bond for title projects and the supervision of the North Smyrna Opportunity Zone and the Smyrna-Osborne Enterprise Zone. Additionally, the Division partners with the Community Development Department to provide technical assistance to the Smyrna Downtown Development Authority.

The Economic Development Division works closely with many of the other departments within the City to make sure that the business community is efficiently provided with the necessary municipal services critical to their operation and growth. The Division's functions require day to day coordination with the various divisions of the Community Development Department. The Division assists the Community Development Department in long range planning activities that relate directly to the economic development goals and objectives of the City. The Division also cooperates closely with planning staff to supervise and coordinate the studies and initiatives that formulate a vision and plan for the city's business centers and corridors.

### **Major Goals & Objectives**

- Provide assistance to existing businesses looking to expand their operations in the City.
- Provide facility and site location assistance to brokers, agents and businesses looking to locate facilities in the City.
- Continue to encourage high quality development through rational, thoughtful and realistic decision making.
- Coordinate with local, regional and state economic development partners (Cobb County, other Cobb Municipalities, Cobb Chamber of Commerce, Cobb Development Authority, the Cumberland CID, Atlanta Regional Commission, the Braves Development Company and other governmental and private entities associated with economic development activities and initiatives).
- Continue to implement the Business Retention Visit Program.
- Continue to use the Spring Road LCI Study as a guide when reviewing development and/or redevelopment proposals along the corridor.
- Continue to use the Spring Road LCI Study to identify, prioritize and implement public infrastructure improvements in the Spring Road Corridor.
- Seek funding to implement the proposed improvements to South Cobb Drive recommended in the South Cobb Drive Corridor Improvement Study.
- Begin to develop implementation plans and funding strategies associated with the completion of the Smyrna Connects Transit Study.
- Begin implementation of the Smyrna BOLD Initiative in the downtown Smyrna area.
- Continue monitoring maintenance of the Smyrna Market Village area.
- Provide technical assistance to the Smyrna Downtown Development Authority and the Downtown Design Commission.



- Coordinate with Community Relations on marketing strategy to tout Smyrna's investment and business opportunities
- Cohost marketing events with regional partners to tout Smyrna's investment and business opportunities
- Modify the City's incentive package to align with economic development goals
- Work to renew North Smyrna Opportunity Zone
- Maintain and increase networking with economic development partners.
- Continue with economic development training and education.
- Assist Community Development Department in implementation of annexation efforts.

### **Performance Measures**

- New business licenses issued (non-home occupation licenses).
- Increase in the non-residential tax base.
- New jobs created or retained.
- New businesses attracted and existing businesses retained and/or expanded.
- Property representative meetings.
- Broker contacts made.
- Business retention visits completed.
- Special studies or initiatives begun and/or completed.
- Key infrastructure projects funded and/or implemented.
- Networking events attended.
- Continuing education courses attended and certifications earned.
- Grant applications awarded.

## ECONOMIC DEVELOPMENT - 75100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	-	143,912	144,682	164,256	19,574	13.5%
OTHER OPERATING	-	32,157	22,898	60,210	37,313	163.0%
<b>TOTAL EXPENDITURES</b>	-	<b>176,069</b>	<b>167,580</b>	<b>224,466</b>	<b>56,886</b>	<b>33.9%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	2.00	2.00	2.00	2.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - ECONOMIC DEVELOPMENT**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01675101	511100		REG/FULL TIME EMPLOYEES	-	135,053	137,128	154,330	17,202	12.5%
01675101	512200		SOC SEC/FICA CONTRIB	-	8,859	7,554	9,926	2,372	31.4%
01675101	521200		PURCH PROFESSIONAL SVC	-	29,950	1,498	30,000	28,503	1903.3%
01675101	522320		RENTAL OF EQUIP & VEH	-	-	1,100	-	(1,100)	-100.0%
01675101	523200		COMMUNICATIONS	-	4	480	1,000	520	108.3%
01675101	523300		ADVERTISING	-	-	3,000	17,340	14,340	478.0%
01675101	523500		TRAVEL	-	822	2,160	100	(2,060)	-95.4%
01675101	523600		DUES & FEES	-	-	1,560	6,620	5,060	324.4%
01675101	523700		EDUCATION & TRAINING	-	1,380	10,400	2,450	(7,950)	-76.4%
01675101	531100		GEN SUPPLIES & MATERIALS	-	-	2,000	2,000	-	0.0%
01675101	531300		FOOD	-	-	700	700	-	0.0%
<b>ECONOMIC DEV.</b>				<b>-</b>	<b>176,069</b>	<b>167,580</b>	<b>224,466</b>	<b>56,886</b>	<b>33.9%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-ECONOMIC DEVELOPMENT

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01675101 521200 -

North Smyrna Opportunity Zone Plan  
 An Urban Redevelopment Plan is required  
 by state law for the 10-year renewal of  
 the North Smyrna Opportunity Zone  
 designation. Current designation  
 expires 12/31/2021. Staff has  
 researched recent costs of plans in  
 other jurisdictions.

1.00

30,000.00

 30,000.00 \*  
 30,000.00

## 523200 COMMUNICATIONS

01675101 523200 -

Mobile phone service for department  
 director and coordinator.

2.00

500.00

 1,000.00 \*  
 1,000.00

## 523300 ADVERTISING

01675101 523300 -

Update economic development printed  
 materials

1.00

3,000.00

 17,340.00 \*  
 3,000.00

Bisnow event sponsorship (Cumberland or  
 Marietta/Smyrna)  
 Price could be less, depending on the  
 number of other sponsors

1.00

3,500.00

3,500.00

Atlanta Business Chronicle: Cumberland  
 Market Report (print ad + advertorial)

1.00

6,000.00

6,000.00

Cobb walks Co-sponsorship

1.00

1,000.00

1,000.00

Opportunity to highlight Riverview  
 development at 2022 Best in Estate  
 Awards (Atlanta Business Chronicle)  
 Better connection and to showcase a  
 Smyrna development opportunities

1.00

3,000.00

3,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-ECONOMIC DEVELOPMENT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Monthly service for e-newsletter / digital marketing campaign Monthly contract, service provider options include Mailchimp (\$20/month) or Constant Contact (\$45 - \$70/month based on number of accounts). TBD which product will meet needs		12.00	70.00		840.00

## 523500 TRAVEL

01675101 523500 -					
parking expenses for downtown events/meetings (10 events at \$10 each)		10.00	10.00		100.00 *
					100.00

## 523600 DUES &amp; FEES

01675101 523600 -					
Georgia Economic Developers Association Membership for Econ Dev Coordinator Industry knowledge and professional development opportunities; networking for ecn dev best practices.  Only one dept employee needs representation in the organization		1.00	400.00		6,620.00 *
					400.00
International Economic Development Council Member Professional development and best practices; research support for ecn dev efforts. Membership also gives discounted rates for training  Membership is registered to the organization (public entity) and covers both department employees		1.00	660.00		660.00
CoStar annual subscription (1 user) Commercial real estate database to track property sales, tenants, and ownership changes. Also used in market properties. Info will also be used by Comm Dev to support enforcement of business licenses,		12.00	400.00		4,800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-ECONOMIC DEVELOPMENT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Atlanta Business Chronicle subscription (digital and print) Tracking of market issues and advertising opportunities. Annual subscription rate		1.00	150.00		150.00
Urban Land Institute Associate membership for Director Networking with development community; events to highlight Smyrna opportunities		1.00	250.00		250.00
Customer Relationship Manager (CRM) subscription for 2 departmental users (\$15/month/user = \$180/user) To manage recruitment, retention and marketing prospects.		2.00	180.00		360.00

## 523700 EDUCATION &amp; TRAINING

01675101 523700 -

IEDC Training/Certification Two sessions for Econ Dev Coordinator / Director Professional development		2.00	700.00	2,450.00 *	1,400.00
Urban Land Institute webinars, events		1.00	250.00		250.00
Georgia Economic Developer Association meetings (4 year @ \$35)		4.00	35.00		140.00
Cobb Chamber Marquee Monday - Director and Coordinator (\$35 per person/event, 6 events annually)		6.00	35.00		210.00
Bisnow Atlanta events (6 events at \$75 each) Bisnow offers continuing education for commercial real estate professionals - also a networking venue to meet developers		6.00	75.00		450.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-ECONOMIC DEVELOPMENT

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01675101 531100 -

Display booth and Materials for Bisnow  
and other developer events

1.00

2,000.00

2,000.00 \*  
2,000.00

## 531300 FOOD

01675101 531300 -

Prospect/ED Partner Expenses (meals,  
events, etc)

1.00

700.00

700.00 \*  
700.00

GRAND TOTAL

60,210.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **Emergency Management**

### **Function**

The Office of Emergency Management functions principally as a coordinating entity for services required during an emergency. They are responsible for implementing all Federal, State, and Local emergency action plans in the event of a natural disaster or foreign aggression. The importance of this function in the area of communication and coordinating services was underscored in the past during the crash of a jet plane and a tornado that hit the area in the recent past.

This Division is managed by the Director of EMA and supported by the Deputy EMA Director, who reports directly to the City Administrator. A large percentage of the expenditures in this account are reimbursed by the Georgia Emergency Management Agency.

### **Major Goals & Objectives**

- Actively participate and develop the strategic guidance for the City of Smyrna's response to the COVID-19 pandemic.
  - The continue support of testing efforts and preparation for expanded testing if necessary.
  - Support for implementation of an expanded vaccine program.
- Request a new position; "Emergency Management Specialist".
- Continue to ensure that the City is adequately prepared in the event of an emergency.
- Continue community preparedness activities.
- Provide department heads training on the functional roles and responsibilities within EMA
- Maintain and operate the severe weather emergency warning system.

### **Performance Measures**

1. No. of Emergency Warning Siren activations.
2. Number of Mock Disasters and/or Drills
3. Number of citizen/business contacts for preparedness efforts.
4. Strategic Plan



## EMERGENCY MANAGEMENT - 39200

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	-	-	-	36,986	36,986	N/A
OTHER OPERATING	5,772	3,172	8,450	15,950	7,500	88.8%
<b>TOTAL EXPENDITURES</b>	<b>5,772</b>	<b>3,172</b>	<b>8,450</b>	<b>52,936</b>	<b>44,486</b>	<b>526.5%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	0.00	0.00	0.00	1.00

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - EMERGENCY MANAGEMENT**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01339201	511100		REG/FULL TIME EMPLOYEES	-	-	-	34,358	34,358	N/A
01339201	512200		SOC SEC/FICA CONTRIB	-	-	-	2,628	2,628	N/A
01339201	521200		PURCH PROFESSIONAL SVC	-	-	500	8,000	7,500	1500.0%
01339201	522200		REPAIRS & MAINTENANCE	(500)	-	-	-	-	N/A
01339201	523400		PRINTING & BINDING	1,668	310	1,500	1,500	-	0.0%
01339201	523500		TRAVEL	1,003	-	1,000	1,000	-	0.0%
01339201	523600		DUES & FEES	165	250	650	650	-	0.0%
01339201	523700		EDUCATION & TRAINING	-	-	500	500	-	0.0%
01339201	531100		GEN SUPPLIES & MATERIALS	1,692	384	1,800	1,800	-	0.0%
01339201	531230		ENERGY-ELECTRICITY	1,744	2,228	2,000	2,000	-	0.0%
01339201	531700		OTHER SUPPLIES	-	-	500	500	-	0.0%
<b>EMERGENCY MGT</b>				<b>5,772</b>	<b>3,172</b>	<b>8,450</b>	<b>52,936</b>	<b>44,486</b>	<b>526.5%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-EMERGENCY MGMT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01339201 521200 -				
Cinemassive		1.00	8,000.00	8,000.00 *
EOC tech software				8,000.00
<b>523400 PRINTING &amp; BINDING</b>				
01339201 523400 -				
Printing of Materials		1.00	1,500.00	1,500.00 *
Publishing materials needed for annual				1,500.00
preparedness efforts				
<b>523500 TRAVEL</b>				
01339201 523500 -				
Emergency Management conference		1.00	1,000.00	1,000.00 *
				1,000.00
<b>523600 DUES &amp; FEES</b>				
01339201 523600 -				
Professional Dues and Fees		1.00	650.00	650.00 *
Annual EMA association dues EMAG dues				650.00
<b>523700 EDUCATION &amp; TRAINING</b>				
01339201 523700 -				
CERT Annual Training		1.00	500.00	500.00 *
CERT training for instructors Annual				500.00
training classes to maintain EMA				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-EMERGENCY MGMT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>				
01339201 531100 -				1,800.00 *
General Supplies		1.00	1,800.00	1,800.00
EMA supplies,				
weather warning radios and CERT program				
materials				
<b>531230 ENERGY-ELECTRICITY</b>				
01339201 531230 -				2,000.00 *
Electricity for weather sirens		1.00	2,000.00	2,000.00
<b>531700 OTHER SUPPLIES</b>				
01339201 531700 -				500.00 *
Uniforms		1.00	500.00	500.00
Uniform allowance for EMA position				

GRAND TOTAL

15,950.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **ENGINEERING**

### **Function**

Division 42700, Engineering, began operations in Fiscal Year 2003 and was created from the Highways & Streets division.

Engineering reviews civil plans for new commercial and residential developments for conformance with City Ordinances and State/Federal mandates. The City of Smyrna is a Local Issuing Authority allows us to administer and enforce our erosion and sedimentation inspection program. The City also has a Memorandum of Agreement with Cobb County Soil and Water Conservation District to review Erosion, Sedimentation & Pollution Control plans. The City Engineer serves at the City's Flood Plain Manager. Engineering assists property owners with Stream Buffer determination and reviews civil plans for conformance with the City's Stream Buffer Protection Ordinance. Engineering provides construction inspections related to site erosion control and the installation of new water, sewer, and roadway infrastructure. The Department responds to citizens' requests related drainage issues, traffic calming, site distance, and street lighting. Coordination with other governmental entities such as Cobb County, Georgia Dept of Transportation, Atlanta Regional Commission and Georgia Environmental Protection Division also falls under the umbrella of the Engineering Division. Engineering works with Environmental Consultants to prepare and submit reports related to MS4 and Industrial Stormwater Permits. The City Engineer reviews subdivision plats for conformance with City Ordinances.

The Engineering division is responsible for ensuring that traffic signals within the city limits are repaired and maintained. This division installs, repairs and replaces street, stop and information signs.

### **Major Goals & Objectives**

- To provide safe and maintained traffic signals for the citizens of the City of Smyrna.
- To ensure correct street and traffic signs are repaired and maintained.
- To ensure new street and traffic signs are installed.
- Maintain signal timing.
- Enforce erosion control ordinances on all active construction sites.
- Maintain good standing with the County and State related to the enforcement of all erosion control, environmental and stormwater policies.
- Timely response to citizen and administrative requests.

### **Performance Measures**

- Traffic Signals.
- Active Land Disturbance Permits.

## ENGINEERING - 42700

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	239,233	326,055	474,864	514,455	39,591	8.3%
OTHER OPERATING	96,557	230,101	658,597	477,404	(181,194)	-27.5%
<b>TOTAL EXPENDITURES</b>	<b>335,790</b>	<b>556,156</b>	<b>1,133,461</b>	<b>991,859</b>	<b>(141,603)</b>	<b>-12.5%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	6.00	8.00	8.00	9.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - ENGINEERING**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01442701	511100		REG/FULL TIME EMPLOYEES	219,038	304,180	433,121	475,083	41,962	9.7%
01442701	511300		OVERTIME	4,386	511	6,000	6,000	-	0.0%
01442701	512200		SOC SEC/FICA CONTRIB	15,809	21,364	35,743	33,372	(2,371)	-6.6%
01442701	521200		PURCH PROFESSIONAL SVC	-	34,334	320,000	285,000	(35,000)	-10.9%
01442701	521300		PURCH TECHNICAL SVC	375	25,323	105,000	-	(105,000)	-100.0%
01442701	522200		REPAIRS & MAINTENANCE	9,023	125,166	154,587	55,764	(98,824)	-63.9%
01442701	523200		COMMUNICATIONS	4,320	3,938	3,400	4,300	900	26.5%
01442701	523500		TRAVEL	-	172	3,500	3,000	(500)	-14.3%
01442701	523600		DUES & FEES	160	-	1,200	1,100	(100)	-8.3%
01442701	523700		EDUCATION & TRAINING	855	1,585	8,200	5,700	(2,500)	-30.5%
01442701	523850		CONTRACT LABOR	24,158	8,816	30,000	65,000	35,000	116.7%
01442701	531100		GEN SUPPLIES & MATERIALS	51,300	16,864	15,900	40,500	24,600	154.7%
01442701	531270		ENERGY-GASOLINE/DIESEL	4,904	8,899	10,000	12,000	2,000	20.0%
01442701	531600		SMALL EQUIPMENT	1,005	4,483	3,100	1,200	(1,900)	-61.3%
01442701	531700		OTHER SUPPLIES	455	521	3,710	3,840	130	3.5%
<b>ENGINEERING</b>				<b>335,790</b>	<b>556,156</b>	<b>1,133,461</b>	<b>991,859</b>	<b>(141,603)</b>	<b>-12.5%</b>



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-ENGINEERING

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01442701 521200 -				
Consulting fee to prepare MS4 report. The City is required to prepare an annual MS4 report and submit to EPD. The City utilizes a consultant for this work.		1.00	65,000.00	285,000.00 * 65,000.00
City-wide signal timing optimization A traffic engineering firm will be hired to optimize signal timings to address increased traffic volumes. The project was originally scheduled for FY 21 but was put on hold.		1.00	185,000.00	185,000.00
Signal software conversion The City's signal software needs to be upgraded to match the software currently used by GDOT. The funds will be used to hire a consultant to project manage the conversion.		1.00	35,000.00	35,000.00
<b>522200 REPAIRS &amp; MAINTENANCE</b>				
01442701 522200 -				
Maintenance Costs for Nickajack Silent RR Crossing The City agreed to pay 25% of annual maintenance.		1.00	1,463.75	55,763.75 * 1,463.75
Replacement of decorative light poles 10 - 20ft @ 1860.00 per pole 10 -12ft @ 980 per pole\$1400 shipping The City is responsible for the replacement of decorative light poles within the public right of way.		1.00	29,800.00	29,800.00
Repair 5 radar signs Radar signs are used to determine speed and traffic volumes as part of the City's traffic calming policy.		5.00	1,000.00	5,000.00
General Vehicle Repairs Vehicle Repairs		1.00	19,000.00	19,000.00
Annual Bucket Truck Safety Inspection Inspection of vehicle and bucket		1.00	500.00	500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-ENGINEERING

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523200 COMMUNICATIONS

01442701 523200 -

Verizon Phones  
Cell phone bills

1.00

3,300.00

4,300.00 \*  
3,300.00

New phones

2.00

500.00

1,000.00

1 for traffic signal tech

1 for stormwater inspector

Currently, these two positions are  
using personal phones for city business.

## 523500 TRAVEL

01442701 523500 -

Travel for City Eng and Assistant City  
Engineer (TBD depending upon conference  
availability)  
Travel for conferences/training

2.00

1,000.00

3,000.00 \*  
2,000.00Travel for Infrastructure Inspector for  
Stormwater Conference  
Annual stormwater conference

1.00

1,000.00

1,000.00

## 523600 DUES &amp; FEES

01442701 523600 -

ASCE dues for City Engineer and  
Assistant City Engineer  
ASCE is a professional civil  
engineering organization

2.00

500.00

1,100.00 \*  
1,000.00ITE dues for Assistant City Engineer  
ITE is a professional organization for  
traffic engineers

1.00

100.00

100.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-ENGINEERING

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523700 EDUCATION &amp; TRAINING

01442701 523700 -				5,700.00 *
	Traffic Signal Cabinet training	3.00	500.00	1,500.00
	Signal tech (2) and Assistant City Engineer			
	Erosion control training2-inspectors	2.00	600.00	1,200.00
	Ongoing training in erosion control and inspections			
	Registration for Regional Stormwater Conference	1.00	1,000.00	1,000.00
	Infrastructure Inspector			
	General training for City Eng and Assistant City Eng	2.00	1,000.00	2,000.00
	Specifics TBD (depending upon availability)			

## 523850 CONTRACT LABOR

01442701 523850 -				65,000.00 *
	The Engineering Dept. hires contract to assist in repairs of traffic and traffic signal infrastructure.	1.00	50,000.00	50,000.00
	Signal infrastructure is often damaged via accidents or age. Contractors are needed to assist in the repair.			
	The Engineering Department uses contractors to assist with large scale paving projects (Do Not Block, crosswalks, etc).	1.00	15,000.00	15,000.00
	Contract labor is needed to assist with larger thermoplastic striping job.			

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01442701 531100 -				40,500.00 *
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-ENGINEERING

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
General supplies for signal and sign repaired ordered by the warehouse - signs, bolts, foundations, striping, signal heads, bulbs, detection equipment, etc Parts and equipment needed for signal and sign repair and to restock items from the warehouse		1.00	40,000.00		40,000.00
General office supplies Pens, notebooks, etc		1.00	500.00		500.00
<b>531270 ENERGY-GASOLINE/DIESEL</b>					
01442701 531270 - Energy-Gasoline & Diesel Unleaded and diesel fuel for engineering fleet		1.00	12,000.00		12,000.00 *
					12,000.00
<b>531600 SMALL EQUIPMENT</b>					
01442701 531600 - New monitors for e-plan review City and Assistant City engineer will need larger monitors for e-plan software		2.00	600.00		1,200.00 *
					1,200.00
<b>531700 OTHER SUPPLIES</b>					
01442701 531700 - New golf style shirts for Engineering		35.00	20.00		3,840.00 *
					700.00
Boot allowance boots for 8 staff members		8.00	130.00		1,040.00
Replacement jackets New reflective and water proof jackts for 6 staff		6.00	350.00		2,100.00

GRAND TOTAL

477,403.75

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **ENVIRONMENTAL SERVICES**

### **Function**

Division 45800 – The Environmental Services Division (renamed from Keep Smyrna Beautiful in July 2019) is responsible for leading the City of Smyrna initiatives in environmental stewardship. This includes, but is not limited to the overseeing of the Hefty Energy Bag Program, Keep Smyrna Beautiful a 501(c)3 organization, Smyrna Community Garden, and Smyrna Recycling Education Center

Public Education (Keep Smyrna Beautiful) coordinates activities of the 16 member volunteer Keep Smyrna Beautiful Board of Directors, for the quarterly Adopt-a-Mile program (Vision Plan 1.1.2), and for beautification projects at local schools (Vision Plan 1.1.2 and 3.1.2) and in public spaces (V.P. 3.3.3) as needed. This division also offers on-going educational presentations to civic groups, schools, and business organizations on a variety of topics relating to waste reduction, beautification, and litter and graffiti, and oversees in-house recycling. KSB conducts an annual litter index, an educational Garden Tour, volunteer recognition, annual appreciation event for outdoor employees, provides recycling for all City events (V.P. 3.3.4 and 1.1.1) and manages the Recycling Education Center (V.P. 3.3.4), the Smyrna Community Garden (V.P. 3.3.4) and the Saturday Community Service Program (V.P. 3.3.3 - roadways are distinctively litter-free). KSB engages all aspects of the vision fulfillment process, promoting Involvement by providing volunteer opportunities, Promoting Quality of Place through beautification, education and cleanups, and promoting a positive Image for the City through its sustainability programs.

Keep Smyrna Beautiful is a member of the non-profit Keep American Beautiful Systems, a behavioral based systems approach to preventing litter and encouraging recycling and community beautification/improvement. The purpose of this division is to promote the advantages of environmental stewardship, proper handling of solid waste including litter reduction, reducing waste, recycling and composting through educational programs and to promote quality of life through maintaining a clean and beautiful community, providing access to local gardening, and promoting best practices for gardening and tree management. (V.P. 3.3). The Recycling Education Center provides instruction to school children and adults in ways to recycle. Along with educational benefits, this center also provides the citizens a place to bring their recyclable goods, particularly for items that cannot be taken at the curb and for our residents in multi-family housing who, are not served by our curbside recycling program.

### **Major Goals & Objectives**

- To be the department focusing on environmental programs/activities for the City of Smyrna.
- Reinforce image development by coordinating beautification projects, promoting best practices in gardening and tree management, clean-up efforts and ordinance education.
- Educate the public as to recyclable items and the proper collection of those items, through brochures, displays, signage, social media and the website.
- Market the programs of the department as well as Keep Smyrna Beautiful and the Smyrna Recycling Center through targeted social media, email blasts, and the KSB website.

- Promote the proper handling of solid waste and litter through education and recycling services and through educational programs on recycling, composting, waste reduction and litter prevention.
- Educate citizens on a variety of environmental issues including energy, water, litter, recycling, and other programs.
- Develop, and reinforce, relationships with other city departments to combine resources to help engage residents and businesses.
- Develop, and reinforce, partnerships with city businesses and organizations.

#### **Performance Measures**

- Volunteer hours
- Litter Index performance
- Pounds of litter cleaned by Adopt-A-Mile and Community Cleanup volunteers
- Materials recycled thru the Smyrna Recycling Center and various special events.
- Educational materials distributed and messages delivered in social media and other media
- Presentations

## ENVIRONMENTAL SERVICES - 45800

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	249,047	251,783	272,944	285,418	12,474	4.6%
OTHER OPERATING	9,814	31,446	35,418	30,206	(5,212)	-14.7%
<b>TOTAL EXPENDITURES</b>	<b>258,861</b>	<b>283,228</b>	<b>308,362</b>	<b>315,624</b>	<b>7,262</b>	<b>2.4%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	4.86	5.36	5.30	5.15



**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - ENVIRONMENTAL SERVICES**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01445801	511100		REG/FULL TIME EMPLOYEES	201,971	212,135	247,679	262,979	15,300	6.2%
01445801	511101		PART TIME EMPLOYEES	31,364	23,931	5,144	5,008	(136)	-2.6%
01445801	511200		TEMPORARY EMPLOYEES	3	-	4,575	-	(4,575)	-100.0%
01445801	512200		SOC SEC/FICA CONTRIB	15,709	15,717	15,546	17,431	1,885	12.1%
01445801	521200		PURCH PROFESSIONAL SVC	-	5,858	1,200	1,200	-	0.0%
01445801	522110		PURCH SVC-DISPOSAL	-	5,000	9,400	6,450	(2,950)	-31.4%
01445801	522140		PURCH SVC-LAWN CARE	205	-	-	-	-	N/A
01445801	522200		REPAIRS & MAINTENANCE	352	10,916	4,350	3,800	(550)	-12.6%
01445801	522320		RENTAL OF EQUIP & VEHS	-	1,311	6,374	2,160	(4,214)	-66.1%
01445801	523200		COMMUNICATIONS	1,004	1,457	1,464	1,964	500	34.2%
01445801	523400		PRINTING & BINDING	405	-	150	180	30	20.0%
01445801	523500		TRAVEL	3,723	2,363	3,600	4,200	600	16.7%
01445801	523600		DUES & FEES	330	330	330	200	(130)	-39.4%
01445801	523700		EDUCATION & TRAINING	2,890	2,515	2,720	2,525	(195)	-7.2%
01445801	531100		GEN SUPPLIES & MATERIALS	480	348	3,224	2,320	(904)	-28.0%
01445801	531270		ENERGY-GASOLINE/DIESEL	425	348	1,606	1,707	101	6.3%
01445801	531300		FOOD	-	1,000	1,000	1,000	-	0.0%
01445801	531600		SMALL EQUIPMENT	-	-	-	500	500	N/A
01445801	531700		OTHER SUPPLIES	-	-	-	2,000	2,000	N/A
<b>ENVIRONMENTAL SVCS</b>				<b>258,861</b>	<b>283,228</b>	<b>308,362</b>	<b>315,624</b>	<b>7,262</b>	<b>2.4%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-ENVIRONMENTAL SERVICES

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01445801 521200 -

Rodent control at Recycling Center  
 Recycling Center had a rodent infestation in 2019 that moved staff out of their offices for months. This service is for monthly preventative maintenance at the recycling center. \$1,200 is based on the current contract with the vendor.

12.00

100.00

 1,200.00 \*  
 1,200.00

## 522110 PURCH PROP SVC-DISPOSAL

01445801 522110 -

Disposal of motor oil and anti-freeze from Recycling Center  
 \$50 per disposal with current vendor. Disposals range from 2-5 per year depending on amount brought to the center.

5.00

50.00

 6,450.00 \*  
 250.00

Disposal of CFL light bulbs from crusher at Recycling Center  
 \$350 per disposal service with current vendor. Disposal of hazardous waste must be done at least once per year and depending on the amount of bulbs dropped off, can happen twice per year.

2.00

350.00

700.00

Disposal of electronics from Recycling Center  
 The amount the vendor charges is dependent on the type and amount of items brought in. This varies greatly and is entirely dependent on what patrons bring into the center and the amount for disposal appears to be increasing. In 2019, disposal cost \$825.89 and in 2020 disposal cost \$1,270.11.

1.00

2,000.00

2,000.00

Disposal costs for bulky trash amnesty day.

1.00

2,000.00

2,000.00

(Finance recommendation: Cut \$4K from original \$6K request).

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-ENVIRONMENTAL SERVICES

Disposal of household hazardous waste from recycling center (fire extinguishers, paint, pesticides).

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

1,500.00

1,500.00

## 522200 REPAIRS &amp; MAINTENANCE

01445801 522200 -

Preventative maintenance and service of forklift at recycling center.  
 Forklift has preventative maintenance done three times a year and has needed at least one additional service for an issue during the year for the past several years. Services from current vendor have ranged from \$207-\$590. FY21 budget has \$1,000 for forklift and we will most likely go over that amount with the next service in April/May.

375.00

4.00

 3,800.00 \*  
 1,500.00

Preventative maintenance and service of baler at recycling center.

Preventative maintenance and service for the baler is done twice per year with services ranging in price from \$500-\$1,032 depending on parts needed. Current line item budget of \$1,200 will not be enough to cover second annual service for FY21.

2.00

1,000.00

2,000.00

Gate repairs at recycling center.

The gate frequently has issues and repairs are needed.

1.00

2,000.00

2,000.00

Repairs to vehicle. 1 van and 1 edge.

FY19 there was \$351 in repairs, FY20 there was \$274 in repairs. FY21 currently has \$148 in repairs. \$350 more adequately reflects the cost of repairs for the two vehicles.

1.00

300.00

300.00

Finance recommendation: Complete gate repairs at Recycling Center in-house.

1.00

2,000.00

-2,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-ENVIRONMENTAL SERVICES

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01445801 522320 -				2,160.00 *
Konica Minolta copier lease.	12.00	80.00		960.00
12 month lease is currently \$78.47 per month.				
Konica Minolta copies	12.00	100.00		1,200.00

## 523200 COMMUNICATIONS

01445801 523200 -				1,964.00 *
Cell phones for Environmental Services Director and KSB Coordinator	12.00	122.00		1,464.00
\$122 per month is the current amount for the two cell phones from current vendor.				
Computer monitors for two staff. Both Director and Coordinator have one monitor. Increasing to two monitors to help increase productivity.	2.00	250.00		500.00

## 523400 PRINTING &amp; BINDING

01445801 523400 -				180.00 *
Business cards for Environmental Services Director, KSB Coordinator, and Recycling Center Coordinator	3.00	60.00		180.00
\$60 for last set of cards in FY19 for one person from past vendor.				

## 523500 TRAVEL

01445801 523500 -				4,200.00 *
Two staff to attend Keep America Beautiful Annual Conference.	2.00	1,300.00		2,600.00
Based on room rates from 2020 hotel rates and current flight rates from Atlanta to DC.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-ENVIRONMENTAL SERVICES

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

Two staff to attend Keep Georgia  
Beautiful Foundation Annual Conference  
Based on costs of hotel, gas, and food  
spent at conference during FY20.

2.00

425.00

850.00

One staff to attend Georgia Recycling  
Coalition Annual Conference  
Conference is usually held at St.  
Simons Island. FY19 and FY20 mileage  
reimbursement for 1 staff averaged  
\$371.50. Conference stay is two nights,  
approximately \$150 each night.

1.00

750.00

750.00

## 523600 DUES &amp; FEES

01445801 523600 -

Membership in the Georgia Recycling  
Coalition for one staff.  
Government/nonprofit rate for annual  
membership is \$200 for one person.

1.00

200.00

200.00 \*  
200.00

## 523700 EDUCATION &amp; TRAINING

01445801 523700 -

Two staff to attend Keep America  
Beautiful Conference  
Past registration was \$595 a person.

2.00

600.00

2,525.00 \*  
1,200.00

Two staff to attend the Keep Georgia  
Beautiful Foundation Annual Conference.  
Based on past conference registration  
fees.

2.00

300.00

600.00

One staff to attend Georgia Recycling  
Coalition Annual Conference.  
Based off past registration fees of  
\$315.

1.00

315.00

315.00

Two staff to attend annual Council of  
Volunteer Administrators of Metro  
Atlanta Annual Conference  
Based off of conference fees of \$40 per  
person from 2019 conference. September  
2021 conference will be held virtually.

2.00

40.00

80.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-ENVIRONMENTAL SERVICES

For one staff to attend three Georgia Center for Nonprofits classes. Classes are \$110 each, currently held virtually, and provide professional development in nonprofit leadership for better management of Keep Smyrna Beautiful.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	3.00	110.00		330.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01445801 531100 -

Stretch wrap for wrapping electronics for shipping at the recycling center. Item costs about \$100 per order and is ordered 2-3 times per year depending on the amount of electronics collected at the recycling center.

3.00	100.00	2,320.00 *
		300.00

Baling wire for securing recycling bales at recycling center. Baling wire costs on average about between \$585-\$650 per order and is needed about twice a year.

2.00	650.00	1,300.00
------	--------	----------

Toilet tissue, facial tissue, paper towels, gloves from Public Works warehouse.

1.00	230.00	230.00
------	--------	--------

Signage for the recycling center. Center signage for the past three years has cost an average of \$333 per year with this past year reaching over \$500. Signs need to be replaced and cost an average of \$70 an order.

7.00	70.00	490.00
------	-------	--------

## 531270 ENERGY-GASOLINE/DIESEL

01445801 531270 -

Propane for forklift at the recycling center. Based off past amounts for propane.

28.00	25.25	1,707.00 *
		707.00

Fuel for two vehicles.

1.00	1,000.00	1,000.00
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-ENVIRONMENTAL SERVICES

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531300 FOOD

01445801 531300 -

work Glove Luncheon  
 Support for annual Keep Smyrna  
 Beautiful event where city workers who  
 work in Public works, Parks, etc. are  
 given an appreciation lunch.

1.00

1,000.00

1,000.00 \*

1,000.00

## 531600 SMALL EQUIPMENT

01445801 531600 -

Small equipment for the recycling  
 center like scoop shovels, rakes,  
 carts, and bins.

1.00

500.00

500.00 \*

500.00

## 531700 OTHER SUPPLIES

01445801 531700 -

Uniforms for 4 staff at recycling  
 center.  
 Short sleeve and long sleeve shirts,  
 boots, jackets, hats, etc. for working  
 outside at the recycling center in all  
 weather conditions.

4.00

500.00

2,000.00 \*

2,000.00

GRAND TOTAL

30,206.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **FINANCE**

### **Function**

The Financial Administration Department is managed by the Director of Finance. The department includes four divisions with three funded through the General Fund. These three divisions are Financial Reporting, Revenue Collections and Purchasing. The fourth division, Utility Services, is funded through the Water – Sewer Fund. All four divisions support the City through:

- Financial Reporting & Budgeting
- Long Term Planning
- Billing/Collection and Funds Disbursement
- Coordinating the Annual Audit
- Compliance with State Purchasing Laws
- Water Utility Services
- Commercial Sanitation Services

### **Major 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.
- Responsible budgeting and spending to maintain reserves.
- Continued 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.
- Streamline of processes within the Utility Billing department to increase efficiency in operations.
- Implementation of a new credit/ debit card processing process City-wide.
- Increased interaction and participation from residents in the budgeting process.

### **Performance Measures**

- Certificate of Achievement for Excellence in Financial Reporting
- Unqualified Audit Opinion
- Council Approved Budget
- Property Tax Collection Rate (in percent)
- Bond Rating (Moody's and S&P)



## FINANCE - 15100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	437,945	463,795	507,892	520,678	12,786	2.5%
OTHER OPERATING	75,363	74,622	89,084	90,730	1,646	1.8%
<b>TOTAL EXPENDITURES</b>	<b>513,308</b>	<b>538,417</b>	<b>596,976</b>	<b>611,408</b>	<b>14,432</b>	<b>2.4%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	7.00	7.00	7.00	7.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - FINANCE**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01115101	511100		REG/FULL TIME EMPLOYEES	409,851	434,119	477,047	489,623	12,576	2.6%
01115101	512200		SOC SEC/FICA CONTRIB	28,094	29,676	30,845	31,055	210	0.7%
01115101	521200		PURCH PROFESSIONAL SVC	34,210	34,663	39,750	43,000	3,250	8.2%
01115101	521300		PURCH TECHNICAL SVCS	550	570	575	590	15	2.6%
01115101	522320		RENTAL OF EQUIP & VEH	5,329	5,280	5,418	5,360	(58)	-1.1%
01115101	523200		COMMUNICATIONS	13,468	13,977	14,540	15,056	516	3.5%
01115101	523300		ADVERTISING	2,804	3,968	4,300	4,300	-	0.0%
01115101	523400		PRINTING & BINDING	8,180	5,914	8,250	7,750	(500)	-6.1%
01115101	523500		TRAVEL	2,827	1,809	3,250	3,050	(200)	-6.2%
01115101	523600		DUES & FEES	2,105	2,749	3,129	3,014	(115)	-3.7%
01115101	523700		EDUCATION & TRAINING	1,623	1,619	2,630	1,850	(780)	-29.7%
01115101	531100		GEN SUPPLIES & MATERIALS	4,121	2,859	5,342	3,560	(1,782)	-33.4%
01115101	531400		BOOKS & PERIODICALS	148	-	-	-	-	N/A
01115101	531600		SMALL EQUIPMENT	-	1,148	1,900	3,200	1,300	68.4%
<b>FINANCE</b>				<b>513,308</b>	<b>538,417</b>	<b>596,976</b>	<b>611,408</b>	<b>14,432</b>	<b>2.4%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01115101 521200 -				
ANNUAL FINANCIAL AUDIT REQUIRED TO HAVE AN AUDIT OF OUR FINANCIALS ANNUALLY. OVER THE LAST SEVERAL YEARS IT HAS RANGED FROM APPROX. \$27K-\$30K. IN THESE YEARS THERE HAS NOT BEEN A SINGLE AUDIT. WE WILL HAVE A SINGLE AUDIT THIS YEAR FROM CARES RECEIPTS. THIS WILL ADD APPROX. \$5K TO THE ANNUAL AMOUNT.		1.00	35,000.00	43,000.00 * 35,000.00
ANNUAL BOND DISCLOSURE WE ARE REQUIRED TO FILE AN ANNUAL DISCLOSURE RELATED TO BONDS OUTSTANDING. THIS HAS RANGED FROM \$3750 TO \$3925 OVER THE LAST SEVERAL YEARS.		1.00	4,000.00	4,000.00
FIFA FILINGS WE FILE FIFAS WITH COBB COUNTY FOR DELINQUENT TAXES. THIS AMOUNT HAS RANGED FROM \$1000 TO \$2100 YTD FOR FY 2021. WE HAVE SEEN AN INCREASE IN THE FILINGS DUE TO MORE DELINQUENT BILLS. ANTICIPATE THIS TREND TO CONTINUE IN FY 2022.		1.00	3,000.00	3,000.00
LEGAL WE HAVE HAD MINIMAL LEGAL EXPENSES IN THE LAST SEVERAL YEARS. WE HAVE TO CONSULT WITH LEGAL USUALLY ON PURCHASING MATTERS AND WHEN WE ARE LOOKING AT BOND DEBT. WITH THE NEW SPLOST BEGINNING IN FY 2022, WE NEED TO HAVE FUNDS AVAILABLE IF COUNCIL CHOSSES TO BEGIN PROJECTS AHEAD OF COLLECTIONS.		1.00	1,000.00	1,000.00
<b>521300 PURCH TECHNICAL SVCS</b>				
01115101 521300 -				
NIGP COMMODITY CODES MUNIS IS BUILT ON THE CODES FOR PURCHASING. WE HAVE TO RENEW ANNUALLY.		1.00	590.00	590.00 * 590.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>52320 RENTAL OF EQUIP &amp; VEHICLES</b>				
01115101 52320 -				
COPIER LEASE AND COPIES		12.00	400.00	5,360.00 *
THE LEASE RATE IS SET AT 189.35 AND WE				4,800.00
PAY A PER COPY CHARGE. WE HAVE				
AVERAGED AROUND \$400 A MONTH				
PO BOX RENTAL		1.00	560.00	560.00
THE PO BOX RENTAL HAS INCREASED				
SLIGHTLY EACH YEAR. IT WAS \$512 LY.				
<b>523200 COMMUNICATIONS</b>				
01115101 523200 -				
CELL PHONE FOR FINANCE DIRECTOR		12.00	49.99	15,055.76 *
				599.88
MONTHLY MIFI FOR FINANCE DIRECTOR		12.00	37.99	455.88
POSTAGE		1.00	14,000.00	14,000.00
POSTAGE FOR MAILING TAX BILLS WAS 10K				
IN FY19 AND ALMOST 11K IN FY20.				
MONTHLY POSTAGE AVERAGES 300 A MONTH.				
ROUNDED UP				
<b>523300 ADVERTISING</b>				
01115101 523300 -				
TAX ADS		1.00	4,000.00	4,300.00 *
WE ARE REQUIRED TO PLACE ADS IN THE				4,000.00
NEWSPAPER WHEN COUNCIL IS APPROVING THE				
MILLAGE RATE. THEY HAVE BEEN APPROX.				
\$4K THE PAST SEVERAL YEARS.				
BUDGET AD		1.00	300.00	300.00
WE ARE REQUIRED ADVERTISE WHEN WE ARE				
DISCUSSING AND APPROVING THE BUDGET.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523400 PRINTING &amp; BINDING</b>				
01115101 523400 -				
PRINTING OF THE PROPERTY TAX BILLS WE HAVE A 3RD PARTY PRINT OUR TAX BILLS. IT HAS BEEN AROUND \$4400 IN THE PAST.		1.00	4,500.00	7,750.00 * 4,500.00
PRINTING OF ENVELOPES, BUSINESS CARDS, AND OTHER MISC THIS IS FOR THE SMYRNA LOGO ON THE ENEVELOPES FOR VENDER PAYMENTS. WE ALSO HAVE THE BLANK ONES THAT ARE USED FOR EMPLOYEE PAYROLL CHECKS BUSINESS CARDS FOR CONTROLLER		1.00	1,750.00	1,750.00
TYLER FORMS FOR PAYROLL AND AP WE HAVE TO PURCHASE OUR CHECK STOCK FROM TYLER FOR BOTH PAYROLL AND ACCOUNTS PAYABLE. WE ALSO HAVE TO PURCHASE W-2 AND 1099 FROM TYLER AS WELL.		1.00	1,500.00	1,500.00
<b>523500 TRAVEL</b>				
01115101 523500 -				
GGFOA TRAINING 3 DAYS HOTEL AND MEALS ANNUAL TRAINING WITH GA GOVERNMENT FINANCE OFFICERS ASSOC. DIRECTOR REQUIRED CONTINUING EDUCATION.		1.00	800.00	3,050.00 * 800.00
MISC TRAINING FOR PURCHASING AND FINANCE STAFF REQUIRED CONTINUING EDUCATION FOR DIRECTOR AND PURCHASING MANAGER. USUALLY REQUIRES ONE OVERNIGHT STAY IN HOTEL AND MEALS. THIS WILL GET US 3 OR 4 TRIPS. CONTROLLER AND BUDGET OFFICER SPECIFIC TRAINING SINCE THEY ARE BOTH NEW IN THEIR POSITIONS		1.00	1,250.00	1,250.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

MUNIS ANNUAL TRAINING  
 MUNIS HOLDS A COUNTRY WIDE TRAINING  
 EVENT ANNUALLY. LOCATION HAS NOT BEEN  
 DETERMINED FOR 2022. USUALLY REQUIRES  
 A FLIGHT AND 2 NIGHT HOTEL STAY PLUS  
 MEALS. FINANCE USUALLY GETS ONE  
 ADMISSION TO CONFERENCE FOR FREE  
 ANNUALLY.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	1.00	1,000.00		1,000.00

## 523600 DUES &amp; FEES

01115101 523600 -

GA SOCIETY OF CPAS  
 ANNUAL MEMBERSHIP TO GSCPAS

1.00	295.00	3,014.00 *
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295.00

ANNUAL MEMBERSHIP TO GGFOA  
 GA GOVERNMENTAL FINANCE OFFICERS ASSOC  
 MEMBERSHIP FOR DIRECTOR, CONTROLLER,  
 AND ACCOUNTING COORDINATOR

3.00	50.00	150.00
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COSTCO MEMBERSHIP  
 PURCHASING HOLDS THE CITY'S MEMBERSHIP  
 TO COSTCO

1.00	120.00	120.00
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NIGP MEMBERSHIP  
 MEMBERSHIP FOR PURCHASING MANAGER AND  
 BUYER

2.00	190.00	380.00
------	--------	--------

GPAG MEMBERSHIP  
 MEMBERSHIP FOR PURCHASING MANAGER AND  
 BUYER

2.00	25.00	50.00
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GFOA MEMBERSHIP  
 MEMBERSHIP FOR DIRECTOR, CONTROLLER,  
 AND ACCOUNTING COORDINATOR

1.00	595.00	595.00
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CPA RENEWAL  
 CPA RENEWAL FOR DIRECTOR

1.00	100.00	100.00
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CPFO PROGRAM FEE  
 FEE FOR CONTROLLER MEMBERSHIP

1.00	175.00	175.00
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GFOA CERTIFICATE OF EXCELLENCE  
 CITY SUBMITS IT'S FINANCIALS FOR  
 APPROVAL AND RECEIVES AN AWARD FOR THE  
 PRESENTATION OF THE COMPREHENSIVE  
 ANNUAL FINANCIAL REPORT (CAFR)

1.00	650.00	650.00
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
PRIME MEMBERSHIP PURCHASING HAS THE CITY'S MEMBERSHIP FOR AMAZON PRIME		1.00	499.00	499.00
<b>523700 EDUCATION &amp; TRAINING</b>				
01115101 523700 -				
DUNWOODY CONFERENCE CONTINUING EDUCATION FOR DIRECTOR AND CONTROLLER		2.00	150.00	1,850.00 * 300.00
GGFOA CONFERENCE ANNUAL GGFOA CONFERENCE FOR CONTINUING EDUCATION		1.00	450.00	450.00
MISC CPE MISC CPE FOR DIRECTOR FOR STATE LICENSURE		1.00	500.00	500.00
GPAG CONFERENCE CONTINUING EDUCATION FOR PURCHASING MANAGER		1.00	300.00	300.00
MISC ONLINE TRAINING FOR PURCHASING		1.00	300.00	300.00
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>				
01115101 531100 -				
COPY PAPER PAPER FOR FINANCE, HR, COURT. FINANCE USUALLY BUYS IN BULK AND DISTRIBUTES TO CITY HALL DEPARTMENTS		1.00	1,000.00	3,560.00 * 1,000.00
DOCUMENT DESTRUCTION MONTHLY DOCUMENT DESTRUCTION IS \$50. WE HAVE MONTHS WHERE WE HAVE TO HAVE EXTRA PICKUPS DUE TO FILE CLEAN OUT AND DESTRUCTION. INCREASED THE MONTHLY AMOUNT TO COVER THOSE LARGER, INFREQUENT BILLS		12.00	75.00	900.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
MISC SUPPLIES		1.00	1,000.00		1,000.00
PRINTER CARTRIDGES \$50 EACH, 4 PRINTERS IN OFFICE					
THERMAL PAPER FOR CREDIT CARD MACHINE 19/ROLL					
BINDERS FOR BUDGETOFFICE SUPPLIES					
COFFEE SERVICE		1.00	360.00		360.00
SERVICE AVERAGES ABOUT \$30 A MONTH					
WAREHOUSE		1.00	300.00		300.00
IN 2020 WE SPENT ABOUT \$300 ON PAPER TOWELS, CUPS, ETC. FROM THE WAREHOUSE. FY 2021 HAS BEEN A BIT LESS, ABOUT \$30 BUT SEVERAL SUPPLIES HAVE BEEN COVID RELATED AND NOT CHARGED TO THE DEPT. BUDGETING FOR THE USUAL AMOUNT SINCE SUPPLIES PURCHASED WITH COVID FUNDS WILL LIKELY BE EXHAUSTED AND WE WILL NEED TO HAVE FUNDS TO COVER.					

## 531600 SMALL EQUIPMENT

01115101 531600 -

OFFICE CHAIRS	2.00	400.00		3,200.00 *
NEW OFFICE CHAIRS FOR ACCOUNTING COORDINATOR AND AP/PAYROLL. CHAIRS ARE ORIGINAL TO THE BUILDING.				800.00
DESKTOP SCANNERS	2.00	450.00		900.00
SEVERAL OF OUR SCANNERS ARE STARTING TO SHOW WEAR AND TEAR AND IT HAS BEEN HELPING US KEEP THEM RUNNING. ANTICIPATE REPLACEMENT OF SEVERAL IN FY 2022				
MISC COMPUTER NEEDS	1.00	500.00		500.00
MONITOR REPLACEMENT, PRINTER REPLACEMENT, REPAIR PIECES FOR EQUIPMENT, ETC.				
CUMMINS ALLISON BILL COUNTER	1.00	1,000.00		1,000.00
THE COUNTING FUNCTION FOR ALL OF THE CITY IS MOVING FROM UTILITY SERVICES TO FINANCE. WE WILL NEED A BILL COUNTER TO EXPEDITE THAT PROCESS. DEPENDING ON THE TYPE THEY RANGE FROM \$700 TO \$1500.				



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FINANCE

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
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GRAND TOTAL

90,729.76

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **Fire Administration**

### **Function**

Provides leadership to all aspects of operations and improvements to meet quality, cost- effective operating standards. Develops and implements long- and short-term plans, goals, and objectives: researches, assesses and develops strategies to meet current and future issues - implements needed changes. Prioritizes, and assigns work activities, ensures employees have the proper resources; monitors status of work --resolves problem situations and provides technical expertise; provides progress and activity reports to elected officials through as needed.

### **Major Goals & Objectives**

- Evaluate and execute the mission and vision for the SFD and ensure it meets the objectives set forth in FY 2022.
  - Workflow productivity for all divisions through quality control improvements (CQI).
- Implement the SFD strategic plan
- Successfully complete the ISO evaluation with rating of a 2 or greater
- Submit and support request for essential personnel throughout the organization
- Effectively execute and manage the adopted budget for all divisions in FY 2022
  - Capital projects, vehicle replacement, SPLOST, and operating budget

### **Performance Measures**

1. ISO Rating Schedule
2. NFPA Guidelines
3. Strategic Plan Performance Indicators

## FIRE ADMIN - 35100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	346,555	333,413	351,450	409,462	58,012	16.5%
OTHER OPERATING	377,700	473,517	515,798	508,220	(7,578)	-1.5%
<b>TOTAL EXPENDITURES</b>	<b>724,255</b>	<b>806,930</b>	<b>867,248</b>	<b>917,682</b>	<b>50,434</b>	<b>5.8%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	5.00	4.00	4.00	5.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - FIRE ADMIN**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01335101	511100		REG/FULL TIME EMPLOYEES	324,431	311,977	330,622	384,904	54,282	16.4%
01335101	511300		OVERTIME	44	106	500	500	-	0.0%
01335101	512200		SOC SEC/FICA CONTRIB	22,081	21,330	20,328	24,058	3,730	18.3%
01335101	521200		PURCH PROFESSIONAL SVC	58,723	45,557	52,394	52,000	(394)	-0.8%
01335101	521300		PURCH TECHNICAL SVCS	16,274	16,762	16,775	25,775	9,000	53.7%
01335101	522200		REPAIRS & MAINTENANCE	1,609	136,244	154,819	144,000	(10,819)	-7.0%
01335101	522310		RENTAL OF LAND & BLDG	-	-	-	3,400	3,400	N/A
01335101	522320		RENTAL OF EQUIP & VEH	3,735	2,443	3,400	-	(3,400)	-100.0%
01335101	523200		COMMUNICATIONS	26,864	25,102	20,561	20,500	(61)	-0.3%
01335101	523400		PRINTING & BINDING	330	-	600	600	-	0.0%
01335101	523500		TRAVEL	235	171	-	-	-	N/A
01335101	523600		DUES & FEES	8,933	6,052	8,540	9,000	460	5.4%
01335101	523700		EDUCATION & TRAINING	3,320	3,036	3,000	3,000	-	0.0%
01335101	531100		GEN SUPPLIES & MATERIALS	115,220	99,898	125,554	120,000	(5,554)	-4.4%
01335101	531220		ENERGY-NATURAL GAS	17,020	16,877	14,000	14,000	-	0.0%
01335101	531230		ENERGY-ELECTRICITY	66,938	71,270	68,000	68,000	-	0.0%
01335101	531270		ENERGY-GASOLINE/DIESEL	49,527	46,920	45,000	45,000	-	0.0%
01335101	531300		FOOD	1,560	1,119	1,000	1,000	-	0.0%
01335101	531400		BOOKS & PERIODICALS	205	206	245	245	-	0.0%
01335101	531600		SMALL EQUIPMENT	-	28	-	-	-	N/A
01335101	531700		OTHER SUPPLIES	1,458	1,833	1,910	1,700	(210)	-11.0%
01335101	541350		CAP OUTLAY - BLDG IMPR	5,750	-	-	-	-	N/A
<b>FIRE ADMIN</b>				<b>724,255</b>	<b>806,930</b>	<b>867,248</b>	<b>917,682</b>	<b>50,434</b>	<b>5.8%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-FIRE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01335101 521200 -

Department Physicals - SiteMed  
Annual NFPA Physical

Medical Director  
Medical Directors Fee- Dr. Knox

Department Legal and Consulting  
Services  
Lexipol, Legal, CVIOG  
Grants, Promotional testing, Cochran

Testing Forms and Background  
Investigation  
Fingerprints, Applicant testing

1.00

26,500.00

52,000.00 \*  
26,500.00

1.00

16,000.00

16,000.00

1.00

7,500.00

7,500.00

1.00

2,000.00

2,000.00

## 521300 PURCH TECHNICAL SVCS

01335101 521300 -

Image Trend Software  
Record management system(RMS)

Target Solutions  
Training RMS and online training  
platform

1.00

16,775.00

25,775.00 \*  
16,775.00

1.00

9,000.00

9,000.00

## 522200 REPAIRS &amp; MAINTENANCE

01335101 522200 -

Municipal Emergency  
SCBA repairs and maintenance

Diversified Electronics  
iPad, Knox Box, light repair, radio  
systems

Firefox EVS, 10-8, Performance Diesel.  
Williams  
Engine and ladder pump repairs and  
maintenance

1.00

25,000.00

144,000.00 \*  
25,000.00

1.00

15,000.00

15,000.00

1.00

25,000.00

25,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-FIRE ADMINISTRATION	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Metro Garage Doors Service work for 22 bay doors and preventative maintenance program		1.00	9,000.00		9,000.00
Pierce Peirce manufacturing		1.00	30,000.00		30,000.00
PW Service , Auto Zone, Hardware Pick Tickets		1.00	6,000.00		6,000.00
Facility Repairs Granger, QDC		1.00	15,000.00		15,000.00
CardioTronix Cardiac monitor maintenance		1.00	4,000.00		4,000.00
Georgia Fire & Rescue TIC, Extrication, and auxiliary equipment repairs and maintenance		1.00	12,000.00		12,000.00
MT Beverage Ice machine service		1.00	3,000.00		3,000.00
<b>522310 RENTAL OF LAND &amp; BUILDINGS</b>					
01335101 522310 -					
Biz Hub Konica Minolta		1.00	3,400.00		3,400.00 *
<b>523200 COMMUNICATIONS</b>					
01335101 523200 -					
Verizon Wireless Cell phones, Ipads ,GPS monitoring		1.00	12,000.00		20,500.00 *
Charter Communication Cable		1.00	5,500.00		12,000.00
KONICA MINOLTA PREMIER Printer		1.00	3,000.00		5,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-FIRE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523400 PRINTING &amp; BINDING

01335101 523400 -

 Printing materials  
 Annual Report, Strategic Plan, Business  
 cards

1.00

600.00

 600.00 \*  
 600.00

## 523600 DUES &amp; FEES

01335101 523600 -

 Association memberships  
 GAFC, IAFC, Cobb Chamber, Rotary, Safe  
 Kids

1.00

3,000.00

 9,000.00 \*  
 3,000.00

 EMS certification renewals  
 EMT, Paramedic, Alphabet courses

1.00

6,000.00

6,000.00

## 523700 EDUCATION &amp; TRAINING

01335101 523700 -

 Professional Development  
 Administrative career matrix, Executive  
 certifications, CSU

1.00

3,000.00

 3,000.00 \*  
 3,000.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01335101 531100 -

 Station Supplies and Material  
 Pick Tickets(5 FS facilities)Janitorial  
 supplies

1.00

60,000.00

 120,000.00 \*  
 60,000.00

 EMS Section medical supplies  
 Bound Tree Medical/ Drug pharmacy

1.00

35,000.00

35,000.00

 O2 PLUS, INC.  
 monthly O2 rental/replacement

1.00

4,000.00

4,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-FIRE ADMINISTRATION	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Victory Hardware Basic Supplies for apparatus and stations		1.00	2,000.00		2,000.00
General Supplies Office supplies		1.00	8,000.00		8,000.00
Facility Improvements Fire annex, FS, and offices		1.00	10,000.00		10,000.00
SHRED-IT USA Document destruction at HQ		1.00	1,000.00		1,000.00
<b>531220 ENERGY-NATURAL GAS</b>					
01335101 531220 -					
Carry Over		1.00	14,000.00		14,000.00 *
					14,000.00
<b>531230 ENERGY-ELECTRICITY</b>					
01335101 531230 -					
Carry Over		1.00	68,000.00		68,000.00 *
					68,000.00
<b>531270 ENERGY-GASOLINE/DIESEL</b>					
01335101 531270 -					
Carry Over		1.00	45,000.00		45,000.00 *
					45,000.00
<b>531300 FOOD</b>					
01335101 531300 -					
Food		1.00	1,000.00		1,000.00 *
Meetings, testing assessments, community events					1,000.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-FIRE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531400 BOOKS &amp; PERIODICALS

01335101 531400 -				245.00 *
Books and periodicals	1.00	245.00	245.00	

## 531700 OTHER SUPPLIES

01335101 531700 -				1,700.00 *
Uniforms	1.00	1,700.00	1,700.00	
Chief(s) and Administrative service				
Coord.				

GRAND TOTAL

508,220.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **FIRE PREVENTION**

### **Function**

The Bureau of Fire Prevention (BOFP) currently has six staff members: The Fire Marshal (division chief) four Fire Inspector/Investigators and one administrative assistant. The Bureau of Fire Prevention is responsible for the protection of life and property from fire, explosion and/or other related hazards through the enforcement of adopted fire codes and standards.

Some of the activities it takes to achieve compliance with the applicable codes and standards include:

- Plan review for new construction and fire protection systems
- Inspection of new construction
- Inspection of fire protection systems
- Annual fire safety inspections of existing buildings
- Investigating complaints of reported hazards
- Business license inspections
- Inspection of city buildings
- Issuance of fireworks permits, blasting permits and special event permits
- Inspection of apartment buildings
- Inspection of hotel/motel occupancies
- Inspection of assisted living facilities
- Inspection of schools and daycare occupancies
- Municipal Code and policy development and interpretation

These efforts promote a fire safe environment through engineering, education, and enforcement.

In addition to inspection activities, the Bureau functions as a coordinated team of fire investigators. Our team is comprised of the Fire Marshal and four additional state/nationally certified fire investigators. This group is charged with investigating the causes and circumstances of every fire occurring in the city which is of suspicious nature or which involves loss of life or injury to any person.

A tertiary function of the BOFP is the Office of Internal Affairs (IA). This role is fulfilled by two special investigators who conduct unbiased investigations of work rule violations in addition to their primary duties as fire investigators/inspectors. An IA investigator acts on behalf of the Fire Chief while conducting these investigations or parts of these investigations. At the conclusion of the investigation, the BOFP Division Chief may recommend modifications to current procedures or training based upon the outcome. These investigators also perform pre-employment background investigations on fire department job applicants. This process aids in reducing personnel related issues once hired and minimizes overall risk to the city.

## **Major Goals & Objectives**

- Implement critical tasks outlined in departmental strategic plan
- Facilitate the transition to online permitting and plan review
- Identify processes within the division to create efficiencies
- Develop a remote inspection program for certain inspection types
- Expand third-party inspection reporting program
- Develop a position specific task book for employees that guides professional development
- Review current evidence inventory and identify a new storage location
- Develop division specific policy and procedure
- Reclassify Fire Lieutenant Position to Fire Prevention Captain
- Enhance investigation documentation
- Cultivate a stronger relationship with the criminal investigation division
- Continue fleet transition
- Enhance development of “Community Risk Reduction” efforts

## **Performance Measures**

1. Number of inspections performed
2. Plans review requests
3. Certificates of Occupancies issued
4. Number of fire safety contacts
5. ISO rating schedule (CRR)

## FIRE PREVENTION - 35300

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	369,564	427,344	442,372	462,669	20,297	4.6%
OTHER OPERATING	28,706	29,018	40,781	44,754	3,973	9.7%
<b>TOTAL EXPENDITURES</b>	<b>398,270</b>	<b>456,362</b>	<b>483,154</b>	<b>507,423</b>	<b>24,270</b>	<b>5.0%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	5.00	6.00	6.00	6.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - FIRE PREVENTION**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01335301	511100		REG/FULL TIME EMPLOYEES	339,924	394,445	409,724	429,020	19,296	4.7%
01335301	511300		OVERTIME	6,982	6,371	8,000	7,000	(1,000)	-12.5%
01335301	512200		SOC SEC/FICA CONTRIB	22,657	26,528	24,648	26,649	2,001	8.1%
01335301	521200		PURCH PROFESSIONAL SVC	3,102	533	1,725	2,311	586	34.0%
01335301	521300		PURCH TECHNICAL SVC	-	2,715	2,715	9,404	6,689	246.4%
01335301	522200		REPAIRS & MAINTENANCE	-	-	-	-	-	N/A
01335301	522320		RENTAL OF EQUIP & VEH	2,722	3,445	3,400	3,660	260	7.6%
01335301	523400		PRINTING & BINDING	-	112	300	300	-	0.0%
01335301	523500		TRAVEL	5,320	3,900	7,120	7,793	673	9.4%
01335301	523600		DUES & FEES	2,282	4,138	3,874	4,035	161	4.1%
01335301	523700		EDUCATION & TRAINING	1,775	2,170	5,535	4,115	(1,420)	-25.7%
01335301	531100		GEN SUPPLIES & MATERIALS	10,425	8,579	12,612	9,137	(3,475)	-27.6%
01335301	531400		BOOKS & PERIODICALS	698	442	-	500	500	N/A
01335301	531700		OTHER SUPPLIES	2,382	2,984	3,500	3,500	-	0.0%
<b>FIRE PREVENTION</b>				<b>398,270</b>	<b>456,362</b>	<b>483,154</b>	<b>507,423</b>	<b>24,270</b>	<b>5.0%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-FIRE PREVENTION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01335301 521200 -

Forensic Testing  
Fees associated with forensic  
laboratory analysis of fire debris.

1.00

800.00

2,311.00 \*  
800.00

MCCI LaserFiche  
Fees associated with scanning and  
electronically archiving fire  
protection plans.

1.00

550.00

550.00

TLO  
Monthly fees for background  
investigations.

1.00

600.00

600.00

CoreLogic  
Fees associated with obtaining  
STRIKENet reports. (used when  
investigating fires that are classified  
as natural)

2.00

95.00

190.00

Ten-8  
Fees associated with annual fit test  
for half mask respirators for 5  
investigators.

1.00

171.00

171.00

## 521300 PURCH TECHNICAL SVCS

01335301 521300 -

MCCI LaserFiche  
Laserfiche annual software support -  
Basic.

2.00

130.50

9,403.76 \*  
261.00

Axon  
Evidence.com annual license fee for  
body worn cameras.

5.00

543.00

2,715.00

Adobe  
Acrobat Pro DC annual license fee.

2.00

179.88

359.76

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-FIRE PREVENTION						
Matterport professional software license (annual)			1.00	708.00		708.00
Matterport will improve our ability to accurately document a fire scene through the use of laser scanning technology. Providing a comprehensive snapshot of a fire scene, 3D laser scanning improves workflow efficiencies, from the collection of evidence at a scene to post-processing and courtroom presentations for forensic investigations. Used for fire or explosion origin and cause investigation, fire fatalities or casualties, laser scanning provides a highly accurate, systematic approach to evidence collection in accordance with the guidelines of NFPA 921 and exceeds the requirements outlined in NFPA 1033.						
921Docs/HotDocs one time setup fee			1.00	2,360.00		2,360.00
921Docs Structure and Automotive Modules will ensure our investigators efficiently demonstrate their adherence to the requirements of NFPA 1033; while documenting that they (at a minimum) considered the recommendations and suggestions of NFPA 921. As a result minimizing, "Legal Challenges" to their fire scene documentation and reporting.						
Promotes:						
-Consistency of fire investigations						
-Consistency of reporting						
-Efficient scene documentation						
-Successful prosecution						
-Reduced overtime (saves time)						
921Docs premium module set (annual subscription)			5.00	600.00		3,000.00
921Docs Modules are provided per Investigator on a month-to-month (not an annual) basis meaning, there is no "contract" per say. Item calculated as cost per year for budgeting purposes.						

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-FIRE PREVENTION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01335301 522320 -				3,660.00 *
Konica Minolta	1.00	3,660.00		3,660.00
BizHub Copier Lease.				

## 523400 PRINTING &amp; BINDING

01335301 523400 -				300.00 *
Printing	1.00	300.00		300.00
Printing of various inspection forms & business cards.				

## 523500 TRAVEL

01335301 523500 -				7,792.50 *
Georgia Fire Investigators Assoc. Arson Conference - Savannah, GA	2.00	760.00		1,520.00
Associated travel and lodging costs for GFIA conference.				
National Fire Academy Meal Ticket	3.00	200.00		600.00
Meal tickets for on-campus training.				
Alabama Fire College, Tuscaloosa AL. - Fire Inspector III	1.00	900.00		900.00
Associated travel and lodging for one week of advanced development at the Alabama Fire College.				
IAAI ITC Conference - Jacksonville, FL	1.00	927.50		927.50
Associated travel and lodging costs for IAAI ITC conference.				
EduCode Conference - TBD	1.00	1,500.00		1,500.00
Associated travel and lodging costs for ICC EduCode conference.				
Alabama IAAI Conference - TBD	1.00	1,000.00		1,000.00
Associated travel and lodging costs for Alabama investigator's conference.				



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-FIRE PREVENTION						
Fire Findings - Gas & Electric Appliance Investigation - Benton Harbor Associated travel and lodging costs for the Fire Findings Investigation of Appliance Fire training course.			1.00	1,345.00		1,345.00
523600 DUES & FEES						
01335301 523600 -						
International Code Council 3 yr. ICC certification renewal fee ICC.			2.00	100.00		4,035.00 * 200.00
National Fire Protection Association (N.F.P.A.) Professional dues associated with membership.			1.00	1,575.00		1,575.00
Georgia Fire Investigators Association (G.F.I.A.) Professional dues associated with membership.			5.00	25.00		125.00
Metro Fire Investigators Association Professional dues associated with membership.			5.00	25.00		125.00
National Association of Fire Investigators Professional dues associated with membership.			1.00	55.00		55.00
International Association of Arson Investigators (I.A.A.I.) Professional dues associated with membership.			5.00	150.00		750.00
IAAI -ECT (Evidence Collection Tech) Test Fees Associated with IAAI Certification as an Evidence Collection Technician.			2.00	280.00		560.00
IAAI - FIT (Fire Investigation Technician) Fees associated with IAAI FIT application.			3.00	90.00		270.00
Center for Public Safety Excellence Fees associated with Fire Marshal credential application.			1.00	375.00		375.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-FIRE PREVENTION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523700 EDUCATION &amp; TRAINING

01335301 523700 -

Georgia Fire Investigators Assoc. Arson  
Conference - Savannah, GA  
Associated registration fee for IAAI  
Summer conference.

2.00

200.00

4,115.00 \*

400.00

Alabama Fire College, Tuscaloosa AL. -  
Fire Inspector III  
Registration fee for Fire Inspector III.

1.00

570.00

570.00

IAAI ITC Conference - Jacksonville, FL  
Registration fee for IAAI ITC  
conference.

1.00

850.00

850.00

EduCode Conference - TBD  
Registration for ICC EduCode conference.

1.00

800.00

800.00

Alabama IAAI Conference - TBD  
Registration for Alabama IAAI  
conference.

1.00

100.00

100.00

Fire Findings - Gas and Electric  
Appliance Fire Investigation - Benton  
Harbor  
Registration for Fire Findings course.

1.00

895.00

895.00

Georgia Fire Investigators Assoc. Arson  
Conference - Cobb County, GA  
Registration fee for Georgia Fire  
Investigators Assoc. Arson Conference.

5.00

100.00

500.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01335301 531100 -

Tools and Office Supplies  
Cost for replacement of required tools  
and office supplies.

1.00

2,500.00

9,137.00 \*

2,500.00

Targets & Ammunition  
Practice ammunition and targets to  
prepare for annual qualification.

1.00

800.00

800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-FIRE PREVENTION

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Calibration Gas for Qrae Calibration Gas for air monitoring equipment.	3.00	465.00	1,395.00
Matterport Pro2 3D Camera Camera compatible with Matterport software used to perform 3D laser scanning of fire scene in accordance with NFPA 921.	1.00	3,500.00	3,500.00
DSLR Camera Replacement for older camera.	1.00	800.00	800.00
Evidence Bags (Paper) Fire investigation supplies.	2.00	52.00	104.00
Evidence Bags (Plastic) Fire investigation supplies.	1.00	38.00	38.00

## 531400 BOOKS &amp; PERIODICALS

01335301 531400 -	Fire Inspection Textbooks & Reference Material Books required for specific training courses.	4.00	125.00	500.00 *
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## 531700 OTHER SUPPLIES

01335301 531700 -	Uniforms and Accessories for BOFP Division Personnel Costs to purchase uniforms and accessories for all BOFP division staff members.	5.00	700.00	3,500.00 *
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GRAND TOTAL

44,754.26

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **FIRE RESPONSE**

### **Function**

Under the direction of the Deputy Chief; three Battalion Chiefs are primarily responsible for the daily operations of the Fire Response Division. This Division is the largest in the Smyrna Fire Department and also consists of 15 Lieutenants and over 50 certified firefighters who are cross-trained in various levels of emergency medical care.

The goal of this division is to enhance the lives and well-being of the citizens by promoting incident response, safety, training, accountability, and professional development for field personnel. The Response Division staffs 3 Engine companies, 2 Truck companies as well as specialty units including 2 Rescues and tactical medical response.

In conjunction with the Fire Prevention and Training Divisions, members of the Response Division cooperatively participate in community based public education / fire prevention programs, in-service training, pre-incident planning, facility and equipment maintenance/inspection activities.

### **Major Goals & Objectives**

- Prepare and execute excellent public safety response to our Smyrna Citizens through the following;
  - Strategic response deployment
  - Utilize the new training facility and create relevant training action plans
  - Intergrade Covid mitigation practices into policy/procedure
- Successfully implement and execute life safety prevention programs the following;
  - Pre-Incident Planning Program
  - Cancer Prevention Program
  - 35/35 IAP's phase three
- Continue to ensure performance benchmarks are improving within the Response Division
  - Turnout Times
  - Report writing accuracy and completion within 24 hours

### **Performance Measures**

1. ISO Rating Schedule
2. Strategic Plan Indicators
3. Response Time
4. NFPA Guidelines
5. National Fire Incident Reporting System

## FIRE RESPONSE - 35200

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	4,017,505	4,039,166	4,232,677	4,373,324	140,648	3.3%
OTHER OPERATING	259,894	186,403	189,395	190,650	1,255	0.7%
<b>TOTAL EXPENDITURES</b>	<b>4,277,399</b>	<b>4,225,569</b>	<b>4,422,072</b>	<b>4,563,974</b>	<b>141,903</b>	<b>3.2%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	69.00	69.00	69.00	69.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - FIRE RESPONSE**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01335201	511100		REG/FULL TIME EMPLOYEES	3,605,774	3,563,287	3,857,055	3,989,098	132,043	3.4%
01335201	511300		OVERTIME	159,406	222,624	130,000	130,000	-	0.0%
01335201	512200		SOC SEC/FICA CONTRIB	252,325	253,255	245,622	254,226	8,604	3.5%
01335201	521200		PURCH PROFESSIONAL SVC	15,030	19,543	19,200	23,500	4,300	22.4%
01335201	521300		PURCH TECHNICAL SVCS	-	-	-	-	-	N/A
01335201	522200		REPAIRS & MAINTENANCE	114,976	17,974	-	-	-	N/A
01335201	523600		DUES & FEES	-	-	-	-	-	N/A
01335201	523700		EDUCATION & TRAINING	24,482	23,012	21,200	23,200	2,000	9.4%
01335201	531100		GEN SUPPLIES & MATERIALS	-	565	-	-	-	N/A
01335201	531110		RECORDS MANAGEMENT	-	-	-	-	-	N/A
01335201	531400		BOOKS & PERIODICALS	367	18	450	450	-	0.0%
01335201	531600		SMALL EQUIPMENT	52,031	46,169	64,100	61,000	(3,100)	-4.8%
01335201	531700		OTHER SUPPLIES	44,651	72,678	76,145	75,000	(1,145)	-1.5%
<b>FIRE RESPONSE</b>				<b>4,277,399</b>	<b>4,225,569</b>	<b>4,422,072</b>	<b>4,563,974</b>	<b>141,903</b>	<b>3.2%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FIRE RESPONSE

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01335201 521200 -

NFPA Annual service testing  
Pump testing, fit testing, Hydrostatic  
Testing

1.00

10,500.00

23,500.00 \*  
10,500.00Bi-annual turnout gear cleaning  
Cleaning/Repairs made as needed

1.00

13,000.00

13,000.00

## 523500 TRAVEL

01335201 523500 -

GAFC conference, Axioms, Firehouse  
conference, FDIC  
Conference travel

1.00

4,500.00

5,000.00 \*  
4,500.00

National Fire Academy

1.00

500.00

500.00

## 523700 EDUCATION &amp; TRAINING

01335201 523700 -

Paramedic School  
MAAS Academy

2.00

5,000.00

23,200.00 \*  
10,000.00Georgia Public Safety Training Center,  
MAFFC  
Professional development, Task Books

1.00

7,000.00

7,000.00

Training symposium, work sessions  
RIT, Search and Rescue, Strategies and  
Tactics

6.00

200.00

1,200.00

CVIIOG Manager certification and United  
Leadership Program

1.00

5,000.00

5,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FIRE RESPONSE

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531300 FOOD

01335201 531300 -				2,500.00 *
Food graduations, retirements, long operational periods, special events	1.00	2,500.00		2,500.00

## 531400 BOOKS &amp; PERIODICALS

01335201 531400 -				450.00 *
Books and periodicals, EMT study guides Educational material, reading list, promotional material	1.00	450.00		450.00

## 531600 SMALL EQUIPMENT

01335201 531600 -				61,000.00 *
Georgia Fire & Rescue	1.00	28,000.00		28,000.00
Hand tools, intakes ,hose, batteries, auxiliary equipment, Stair Chairs				
Municipal Emergency	1.00	15,000.00		15,000.00
Helmet Shields, helmets, SCBA Tags, apparatus equipment				
Peirce	1.00	7,000.00		7,000.00
Ladder belts, Nozzles, mounting equipment				
Narcotic Safe	8.00	1,375.00		11,000.00
Safe guards and RMS for narcotics				

## 531700 OTHER SUPPLIES

01335201 531700 -				75,000.00 *
T &T Uniforms, Galls, Smyrna Police Distributors	1.00	40,000.00		40,000.00
Uniforms (69) personnel				



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget						
ACCOUNTS FOR:						
GF-FIRE RESPONSE	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED	
Municipal Emergency		1.00	35,000.00		35,000.00	
Vest, replacement gear, facemask,						
hoods, extrication gloves, Honor Guard						
GRAND TOTAL					190,650.00	

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **FIRE TRAINING**

### **Function**

Through the direction of the Division Chief of Training, EMS Director, Field Training Officer, Battalion Chiefs, and the Response Division; the Training Division provides basic and advanced fire, rescue, emergency medical services, hazardous materials, and technical rescue training. The Training Division is also responsible for writing policies and procedures, course development, scheduling of in-service training, implementation and delivery of new programs as directed, career development planning, administration of promotional examinations, continued professional research and hiring/onboarding of new personnel. The Division Training is also responsible for ensuring departmental compliance in accordance with both state and national standards at it pertains to training, health, and safety. In addition, the Division Chief of Training functions as the Public Information Officer and Health and Safety Officer.

### **Major Goals and Objectives**

- Officer development implementation
  - Blue Card Command recertification process
  - Management Development Programs
- Continue planning and construction phase of the Smyrna Fire Department Training Ground
  - Create implementations timeline based on Capital Improvement Plan (CIP)
  - Oversee construction process
- Acquire training equipment to enhance service provision
  - Training Ground props and equipment
  - Updating fire service manuals for EMT Schools and promotion process
- Schedule and execute the adopted department training calendar
  - Emergency Medical Technicians (EMT), advance and basic
  - Officer and Professional Development
  - High-Rise Training
  - Firefighter Survival/Rapid Intervention Team training
- Fire Department Personnel
  - Recruitment
    - Using Accuplacer as a new platform for testing
    - Updating and reconstructing Physical Ability Test
  - Recruit School
  - Reclassing of EMS Director to rank of Captain
  - Outsourcing the promotion process to a reputable organization
- Implement critical tasks outlined in departmental strategic plan

### **Performance Measures**

1. Number of AEMT and Paramedic
2. Hours of EMS and Fire Training
3. Number of Fire, BLS, ACLS, and PALS instructors
4. Insurance Service Office (ISO) rating schedule, section concerning training
5. Site Reviews

## FIRE TRAINING - 35400

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	222,667	233,048	242,327	247,966	5,639	2.3%
OTHER OPERATING	25,250	26,521	30,549	34,674	4,125	13.5%
<b>TOTAL EXPENDITURES</b>	<b>247,917</b>	<b>259,569</b>	<b>272,876</b>	<b>282,640</b>	<b>9,764</b>	<b>3.6%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	3.00	3.00	3.00	3.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - FIRE TRAINING**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01335401	511100		REG/FULL TIME EMPLOYEES	206,876	217,443	225,967	231,143	5,176	2.3%
01335401	511300		OVERTIME	1,531	433	1,500	2,500	1,000	66.7%
01335401	512200		SOC SEC/FICA CONTRIB	14,261	15,172	14,860	14,323	(537)	-3.6%
01335401	523500		TRAVEL	7,279	2,627	5,509	5,359	(150)	-2.7%
01335401	523600		DUES & FEES	362	363	410	410	-	0.0%
01335401	523700		EDUCATION & TRAINING	10,726	13,902	13,860	12,160	(1,700)	-12.3%
01335401	531100		GEN SUPPLIES & MATERIALS	2,968	4,020	4,490	3,450	(1,040)	-23.2%
01335401	531400		BOOKS & PERIODICALS	436	804	900	8,600	7,700	855.6%
01335401	531600		SMALL EQUIPMENT	2,037	3,511	3,880	3,195	(685)	-17.7%
01335401	531700		OTHER SUPPLIES	1,442	1,201	1,500	1,500	-	0.0%
<b>FIRE TRAINING</b>				<b>247,917</b>	<b>259,569</b>	<b>272,876</b>	<b>282,640</b>	<b>9,764</b>	<b>3.6%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FIRE TRAINING

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523500 TRAVEL

01335401 523500 -

FDIC

Associated travel and lodging costs for  
Fire & Rescue products and professional  
development conference.

2.00

405.00

5,359.00 \*  
810.00

Blue Card Command TTtT (Phoenix AZ)

Associated travel and lodging costs for  
Blue Card Command Train-the-Trainer  
course.

1.00

1,529.00

1,529.00

GA EMS Educators' Conference (Savannah)

Associated travel and lodging costs for  
EMS educators' conference.

1.00

550.00

550.00

GA EMS Leadership Conference

Associated travel and lodging costs for  
GA EMS Leadership Conference.

1.00

370.00

370.00

EMS World Expo

Associated travel and lodging cost for  
EMS World Expo

3.00

400.00

1,200.00

Image Trend Training

Associated travel and lodging costs for  
Image Trend

1.00

900.00

900.00

## 523600 DUES &amp; FEES

01335401 523600 -

International Society of Fire Service  
InstructorsProfessional dues and fees associated  
with ISFSI.

1.00

125.00

410.00 \*  
125.00Fire Department Safety Officers  
AssociationProfessional dues and fees associated  
with FDSOA.

1.00

85.00

85.00

Georgia EMS Directors / NAEMT

Professional dues and fees associated  
with GAEMS and NAEMT (director's  
combo).

1.00

80.00

80.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-FIRE TRAINING						
International Association of Fire Chiefs			1.00	120.00		120.00
Professional dues and fees associated with IAFC to include southeastern						
523700 EDUCATION & TRAINING						
01335401 523700 -						
FDIC			2.00	600.00		12,160.00 *
Associated registration fee for FDIC						1,200.00
Blue Card Command TtT Registration Fee			1.00	4,500.00		4,500.00
Associated registration fee for Blue Card Command Train-the-Trainer course.						
Blue Card Command Renewal			40.00	125.00		5,000.00
Associated training cost of continuing education subscriptions to maintain certification						
GA EMS Educators Conference Fee			1.00	125.00		125.00
Associated registration fee for EMS instructor's update.						
GA EMS Leadership Conference Fee			1.00	250.00		250.00
Associated registration fee for GA EMS Leadership Conference						
EMS World Expo			1.00	440.00		440.00
Associated registration fee for EMS World Expo						
Image Trend			1.00	645.00		645.00
Associated registration fee for Image Trend Connect education conference.						
531100 GENERAL SUPPLIES & MATERIALS						
01335401 531100 -						
General Supplies / Building Materials			1.00	3,200.00		3,450.00 *
Cost to purchase building materials for the construction and maintenance of various training props and training						3,200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-FIRE TRAINING

BulEx Smoke Generator Accessories  
 Cost of BulEx liquid smoke for smoke  
 generator.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	1.00	250.00		250.00

## 531400 BOOKS &amp; PERIODICALS

01335401 531400 -

Fire Textbooks  
 Subscription to IFSTA manuals  
  
 EMT Basic Textbooks  
 EMT Textbooks  
 Cost for books, examinations, clinicals  
 and testing for  
 both basic and advanced EMT.

1.00	3,100.00	8,600.00 *
		3,100.00
1.00	5,500.00	5,500.00

## 531600 SMALL EQUIPMENT

01335401 531600 -

Firesled - The Punisher  
 wall breach prop used for PATs

1.00	3,195.00	3,195.00 *
		3,195.00

## 531700 OTHER SUPPLIES

01335401 531700 -

Uniforms and Accessories for Training  
 Division  
 Costs to purchase uniforms and  
 accessories for all training division  
 staff members.

3.00	500.00	1,500.00 *
		1,500.00

GRAND TOTAL

34,674.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **GENERAL GOVERNMENT & ALLOCATIONS**

### **Function**

Division 15700 contains appropriations for those line items that are not specifically related to one division, such as retired employee health insurance, contingency expenditures, operating transfers, and Downtown Development Authority revenue bond debt service.

### **Major Goals & Objectives**

- Provide adequate funds to pay unemployment claims
- Provide adequate funds to meet unexpected future expenses.
- Provide adequate funds for the City's lease agreement with the Downtown Development Authority.
- Provide adequate funds for operating transfers.

### **Performance Measures**

- Measure certain allocated costs related to Citywide operations



## GENERAL GOVERNMENT & ALLOCATIONS - 15700

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	9,009,125	8,050,394	9,309,884	9,717,400	407,516	4.4%
OTHER OPERATING	11,494,384	7,938,202	8,227,660	8,968,650	740,990	9.0%
<b>TOTAL EXPENDITURES</b>	<b>20,503,509</b>	<b>15,988,596</b>	<b>17,537,544</b>	<b>18,686,050</b>	<b>1,148,506</b>	<b>6.5%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	0.00	0.00	0.00	0.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - GENERAL GOVT & ALLOCATIONS**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01115701	512100		GROUP INSURANCE	5,590,157	4,523,204	5,389,470	5,652,000	262,530	4.9%
01115701	512110		COMM HEALTH NETWORK	106,594	106,594	112,500	112,500	-	0.0%
01115701	512111		PRESCRIPTIONS	894,049	841,593	882,000	720,000	(162,000)	-18.4%
01115701	512200		SOC SEC/FICA CONTRIB	2,182	5,335	-	-	-	N/A
01115701	512400		RETIREMENT CONTRIBS	1,955,767	2,065,202	2,404,134	2,700,000	295,866	12.3%
01115701	512450		RETIREMENT 401A CONTR	77,675	77,682	98,100	108,900	10,800	11.0%
01115701	512600		UNEMPLOYMENT INSUR	2,166	-	6,000	6,000	-	0.0%
01115701	512700		WORKER'S COMPENSATION	380,536	431,174	417,680	418,000	320	0.1%
01115701	521450		CREDIT CARD FEES	32,789	33,315	28,000	30,000	2,000	7.1%
01115701	523200		COMMUNICATIONS	16,515	5,711	26,666	30,000	3,334	12.5%
01115701	523100		INS OTHER THAN EE BEN	637,736	733,446	779,101	783,599	4,498	0.6%
01115701	541100		LAND	312,457	-	-	-	-	N/A
01115701	579000		CONTINGENCIES	170,577	-	153,033	436,641	283,608	185.3%
01115701	581200		PRINCIPAL-CAP LEASE	109,321	-	-	-	-	N/A
01115701	582200		INTEREST-CAPITAL LEASE	4,883	-	-	-	-	N/A
01115701	583000		FISCAL AGENT'S FEES	981	981	2,000	2,000	-	0.0%
01115701	611001		OPER TRN OUT-E911(215)	57,979	329,875	300,150	280,000	(20,150)	-6.7%
01115701	611002		OPER TRN OUT-CIP(370)	3,058,550	1,278,750	1,407,950	1,883,084	475,134	33.7%
01115701	611003		OPER TRN OUT-CIP07(351)	20,000	20,000	20,000	20,000	-	0.0%
01115701	611005		OPER TRN OUT-BONDS(420)	4,034,204	4,051,588	4,048,532	4,029,326	(19,206)	-0.5%
01115701	611011		OPER TRANS OUT-275	1,846	2,626	2,766	-	(2,766)	-100.0%
01115701	611014		OPER TRN OUT - E911 CIP	-	76,611	-	-	-	N/A
01115701	611015		OPER TRN OUT - VEH REPLC	1,932,000	1,391,838	1,449,923	1,474,000	24,077	1.7%
01115701	611018		OPER TRANS OUT-505	13,991	13,071	9,538	-	(9,538)	-100.0%
01115701	611019		OPER TRANS OUT-TAD(261)	1,090,556	-	-	-	-	N/A
<b>GEN GOVT &amp; ALLOCATIONS</b>				<b>20,503,509</b>	<b>15,988,595</b>	<b>17,537,544</b>	<b>18,686,050</b>	<b>1,148,506</b>	<b>6.5%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-GEN GOV-ALLOC/TRANSFERS

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521450 CREDIT CARD FEES

01115701 521450 -

Credit Card Fees.

1.00

30,000.00

30,000.00 \*

30,000.00

## 523100 INS OTHER THAN EMP BEN

01115701 523100 -

1.00

783,599.00

783,599.00 \*

783,599.00

## 523200 COMMUNICATIONS

01115701 523200 -

GF allocation (94%) for vehicle GPS tracking.

1.00

30,000.00

30,000.00 \*

30,000.00

## 579000 CONTINGENCIES

01115701 579000 -

Unallocated contingencies.

1.00

172,641.00

436,641.00 \*

172,641.00

Half-year merit increases, effective Jan. 1 with Council consent.

1.00

264,000.00

264,000.00

## 583000 FISCAL AGENT'S FEES

01115701 583000 -

Fiscal agent's fees for various bond series.

1.00

2,000.00

2,000.00 \*

2,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-GEN GOV-ALLOC/TRANSFERS

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 611001 OPER TRANS OUT-E911 (215)

01115701 611001 -				280,000.00 *
GF transfer to E-911.	1.00	280,000.00		280,000.00

## 611002 OPER TRANS OUT-CIP (370)

01115701 611002 -				1,883,084.00 *
Transfer Out - GF CIP	1.00	1,883,084.00		1,883,084.00

## 611003 OPER TRANS OUT-CIP-07 (351)

01115701 611003 -				20,000.00 *
Transfer to DDA for Small Business Grant Program.	1.00	20,000.00		20,000.00

## 611005 OPER TRANS OUT-BOND PMTS (420)

01115701 611005 -				4,029,326.00 *
2001 Series Bonds	1.00	230,783.00		230,783.00
2005 Series Bonds	1.00	3,002,062.00		3,002,062.00
2016 Series Smyrna Grove, less portion paid by previously committed funds	1.00	696,481.00		696,481.00
2016 Series Smyrna Grove - the portion paid by previously committed funds	1.00	100,000.00		100,000.00

## 611015 OPER TRANS OUT - 612

01115701 611015 -				1,474,000.00 *
GF transfer to VRF	1.00	1,374,000.00		1,374,000.00
This is the avg. annual contribution, sufficient to cover scheduled replacements and additions.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-GEN	GOV-ALLOC/TRANSFERS					
	GF transfer to VRF		1.00	100,000.00		100,000.00
	Emergency funds for early replacements as needed.					

GRAND TOTAL

8,968,650.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **GOVERNING BODY**

### **Function**

The 11100 Division funds the salaries and operating expenses for the Mayor, City Council, executive assistant and all other legal or professional services required for the legislative process of the City. All legislative powers and the determination of City policy are vested in the City Council.

The Mayor and Council are responsible for enacting ordinances and resolutions, reviewing and adopting the annual budget, and through effective zoning providing for orderly growth and development of the City to ensure health, safety and welfare of its citizens.

### **Major Goals & Objectives**

- Economic Development and Responsible Business Growth
- South Cobb Drive Corridor Re-Development
- Ward 7 Connectivity/Opportunities
- Traffic Calming
- Code Enforcement (Staffing, Ordinances)
- Smart Growth
- Walkability
- Staff Training/Succession Planning
- Technology (Social Media, Website, Communications Plan)
- Opportunities for Revenue Generation
- Support staff with the development and implementation of the City's New Strategic Plan
- Fiscal responsibility
- Environmental responsibility
- Continue to provide high levels of services

### **Performance Measures**

- Number of Strategic Plan Goals Implemented
- Ordinances and Resolutions Adopted
- Energy and Conservation benchmarks and recognitions achieved
- Training Seminars / Retreats
- Feedback from Citizen Surveys and Communications

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**GOVERNING BODY - 11100**

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<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	226,259	230,041	230,962	242,721	11,759	5.1%
OTHER OPERATING	122,914	167,811	255,288	261,630	6,342	2.5%
<b>TOTAL EXPENDITURES</b>	<b>349,172</b>	<b>397,852</b>	<b>486,250</b>	<b>504,351</b>	<b>18,102</b>	<b>3.7%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	9.25	9.25	9.25	9.25

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - GOVERNING BODY**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01111101	511100		REG/FULL TIME EMPLOYEES	212,702	216,376	217,224	228,251	11,027	5.1%
01111101	511101		PART TIME EMPLOYEES	9,070	9,070	9,560	9,360	(200)	-2.1%
01111101	512200		SOC SEC/FICA CONTRIB	4,486	4,596	4,178	5,110	932	22.3%
01111101	521200		PURCH PROFESSIONAL SVC	52,894	92,161	110,000	110,000	-	0.0%
01111101	521300		PURCH TECHNICAL SVC	-	-	-	-	-	N/A
01111101	523200		COMMUNICATIONS	8,822	10,629	6,550	6,850	300	4.6%
01111101	523300		ADVERTISING	423	-	300	4,500	4,200	1400.0%
01111101	523400		PRINTING & BINDING	992	3,455	1,625	1,450	(175)	-10.8%
01111101	523500		TRAVEL	6,637	6,118	28,819	31,850	3,031	10.5%
01111101	523600		DUES & FEES	27,764	26,789	32,100	33,100	1,000	3.1%
01111101	523700		EDUCATION & TRAINING	10,277	8,675	20,200	20,800	600	3.0%
01111101	531100		GEN SUPPLIES & MATERIALS	1,582	2,715	3,650	3,650	-	0.0%
01111101	531300		FOOD	11,150	13,263	3,720	5,000	1,280	34.4%
01111101	531400		BOOKS & PERIODICALS	80	127	130	130	-	0.0%
01111101	531600		SMALL EQUIPMENT	1,219	-	-	-	-	N/A
01111101	531700		OTHER SUPPLIES	1,073	3,877	35,500	39,000	3,500	9.9%
01111101	541350		CAP OUTLAY-BLDG IMPR	-	-	7,394	-	(7,394)	-100.0%
01111101	542300		CAP OUTLAY-FURN & EQ	-	-	5,300	5,300	-	0.0%
<b>GOVERNING BODY</b>				<b>349,172</b>	<b>397,852</b>	<b>486,250</b>	<b>504,351</b>	<b>18,102</b>	<b>3.7%</b>



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-GOV BODY

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01111101 521200 -				
Cochran & Edwards (legal fees for City Attorney)		1.00	40,000.00	110,000.00 * 40,000.00
Election Costs		1.00	10,000.00	10,000.00
Planning for costs in case of special election(s) related to County utilizing city facilities				
Government Affairs Consultant (KT Strategies)		1.00	60,000.00	60,000.00
<b>523200 COMMUNICATIONS</b>				
01111101 523200 -				
Monthly service for 8 mobile phones and 1 air card for Mayor & Council & Exec Asst		1.00	4,300.00	6,850.00 * 4,300.00
Postage (Mayor & Council Misc Mailings)		1.00	500.00	500.00
Replacement mobile devices (cell phone/ipad/laptop) in case of damage, upgrades, etc		1.00	1,500.00	1,500.00
Monthly Cable Service for Mayor's Office		1.00	550.00	550.00
<b>523300 ADVERTISING</b>				
01111101 523300 -				
City Promotional Items for Mayor (giveaways, presentations, etc.)		1.00	3,500.00	4,500.00 * 3,500.00
Required advertising for Mayor & Council (yearly calendar of meetings, etc)		1.00	1,000.00	1,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-GOV BODY

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523400 PRINTING &amp; BINDING</b>				
01111101 523400 -				
Business Cards for Mayor & Council		1.00	500.00	1,450.00 *
				500.00
Letterhead/Envelopes for Mayor & Council		1.00	800.00	800.00
Lillie Glass (Jonquil for CHS Homecoming Queen)		1.00	150.00	150.00
<b>523500 TRAVEL</b>				
01111101 523500 -				
Offsite Retreat M&C and Dept Heads (cost share with Admin)		1.00	8,750.00	31,850.00 *
				8,750.00
GMA Annual Conf - Travel, Lodging & Meals for Mayor & Council (8 attendees x \$1200 average)		1.00	9,600.00	9,600.00
NLC Spring OR Fall Conf - Travel, Lodging & meals for Mayor & Council (\$2000 avg x 4 attendees to attend one of the two conferences)		1.00	8,000.00	8,000.00
US Conf of Mayors: travel, lodging and meals for Washington D.C. Conf (January) and Annual Conf (June). (\$2000 avg for each conference - Mayor only)		1.00	4,000.00	4,000.00
Misc Department Travel for Mayor & Council		1.00	1,500.00	1,500.00
<b>523600 DUES &amp; FEES</b>				
01111101 523600 -				
Cobb Chamber/Chairman's Club Annual Dues		1.00	6,800.00	33,100.00 *
				6,800.00
Cobb Municipal Assn Annual Dues		1.00	500.00	500.00
GMA Annual Dues		1.00	15,000.00	15,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-GOV BODY						
	GoToMeeting Annual Subscription (2 license fees @ \$200 each for City Clerk and Asst City Admin)		1.00	400.00		400.00
	Nat'l League of Cities Annual Dues		1.00	4,700.00		4,700.00
	Smyrna Optimist Club Annual Dues for Mayor		1.00	400.00		400.00
	US Conf of Mayors Annual Dues		1.00	5,300.00		5,300.00
523700 EDUCATION & TRAINING						
01111101	523700 -					20,800.00 *
	Local Retreat M&C and Dept Heads (cost share with admin)		1.00	1,000.00		1,000.00
	GMA Annual Conf; registration & classes for Mayor & Council (\$1000 avg x 8 attendees)		1.00	8,000.00		8,000.00
	NLC Fall OR Spring Conf; registration/classes (\$1000 avg x 4 attendees)		1.00	4,000.00		4,000.00
	Cities United Summit in Atlanta; registration/classes (\$750 avg x 4 attendees)		1.00	3,000.00		3,000.00
	US Conf of Mayors (Jan & Jun); registration/classes for Mayor		1.00	2,000.00		2,000.00
	Misc training (computer courses, etc) for Exec Asst to Mayor & Council		1.00	800.00		800.00
	Misc local training for Mayor & Council (SBA, Cobb Chamber, GMA local seminars, etc)		1.00	2,000.00		2,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-GOV BODY

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>				
01111101 531100 -				
General Office Supplies Mayor & Council		1.00	3,500.00	3,650.00 *
warehouse Supplies M&C		1.00	150.00	3,500.00
				150.00
<b>531300 FOOD</b>				
01111101 531300 -				
Cobb Municipal Assn (city sponsored dinner and holiday dinner)		1.00	2,000.00	5,000.00 *
				2,000.00
Mayor Expenses (meals with staff and vendors)		1.00	2,000.00	2,000.00
Refreshments/catering for Mayor & Council meetings		1.00	1,000.00	1,000.00
<b>531400 BOOKS &amp; PERIODICALS</b>				
01111101 531400 -				
Atlanta Business Chronicle (Annual Subscription)		1.00	130.00	130.00 *
				130.00
<b>531700 OTHER SUPPLIES</b>				
01111101 531700 -				
Mayor's State of the City Address Catering (6000)		1.00	15,000.00	39,000.00 *
A/V (7000)Floral (1500)Misc (500)				15,000.00
Mayor's Education Awards Catering (6000)		1.00	15,000.00	15,000.00
A/V (4000)				
Floral (1300)				
Pipe & Drape/Red Carpet (1000)				
Invitations/Certificates (1000)				
Awards (1200)Misc (500)				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-GOV BODY

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
CHS Teacher Appreciation Luncheon Catering (4000) Entertainment (1500) Table & Misc Decor (1000)		1.00	6,500.00		6,500.00
City Hall Holiday Decor (Plant Peddler); cost share with Admin		1.00	2,000.00		2,000.00
Sponsorship for CHS Teacher of the Year Awards		1.00	500.00		500.00

## 542300 CAP OUTLAY-OFFICE FURN &amp; EQ

01111101 542300 -

New Chairs for Council Chambers 9 chairs for M&C & City Administrator (est \$425 each)		1.00	5,300.00		5,300.00 *
4 chairs for City Clerk, Deputy City Clerk, City Attorney & Asst City Administrator (est \$375 each)					5,300.00

GRAND TOTAL

261,630.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **HIGHWAYS & STREETS**

### **Function**

Division 42100 is the cost center for the Streets Department of the City. The Streets Division of the Public Works Department is responsible for maintain about 179 miles of roadways. Those specific roadway related responsibilities include all paving work, maintaining the right of ways, curb and gutter, sidewalks and storm drainage systems within the City. This department also maintains and dispenses an inventory of operating supplies. The management structure and support staff for the Public Works division is also programmed in this account.

### **Major Goals & Objectives**

- To provide safe, well-maintained roadways for the residents of the City.
- To provide effective administration of the Public Works area.
- To provide assistance with the yard waste program.
- Implement storm drain inventory including GPS.
- Provide for efficient drainage of the storm water system

### **Performance Measures**

- 179 Miles of City Streets Maintained
- 172 Miles of Storm drainage maintenance

## HIGHWAYS & STREETS - 42100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	874,779	992,537	1,086,422	1,088,942	2,520	0.2%
OTHER OPERATING	1,273,700	1,355,932	1,405,931	1,415,119	9,188	0.7%
<b>TOTAL EXPENDITURES</b>	<b>2,148,479</b>	<b>2,348,469</b>	<b>2,492,353</b>	<b>2,504,061</b>	<b>11,708</b>	<b>0.5%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	25.00	26.00	25.00	26.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - HIGHWAYS & STREETS**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01442101	511100		REG/FULL TIME EMPLOYEES	809,519	921,543	1,010,749	1,010,924	175	0.0%
01442101	511101		PART TIME EMPLOYEES	1,413	308	-	-	-	N/A
01442101	511300		OVERTIME	9,034	7,118	10,000	10,000	-	0.0%
01442101	512200		SOC SEC/FICA CONTRIB	54,813	63,568	65,672	68,018	2,346	3.6%
01442101	521200		PURCH PROFESSIONAL SVC	61,774	61,540	115,000	155,000	40,000	34.8%
01442101	521300		PURCH TECHNICAL SVCS	-	1,098	26,976	20,000	(6,976)	-25.9%
01442101	522200		REPAIRS & MAINTENANCE	65,295	48,974	55,040	55,000	(40)	-0.1%
01442101	522320		RENTAL OF EQUIP & VEHICLE	4,021	6,156	6,800	4,800	(2,000)	-29.4%
01442101	523200		COMMUNICATIONS	10,347	7,026	5,642	6,000	358	6.3%
01442101	523400		PRINTING & BINDING	188	220	700	2,200	1,500	214.3%
01442101	523500		TRAVEL	825	466	1,300	2,100	800	61.5%
01442101	523600		DUES & FEES	120	-	450	500	50	11.1%
01442101	523700		EDUCATION & TRAINING	1,075	2,863	7,025	3,425	(3,600)	-51.2%
01442101	523850		CONTRACT LABOR	57,160	152,080	164,875	120,000	(44,875)	-27.2%
01442101	531100		GEN SUPPLIES & MATERIALS	164,978	146,429	157,784	142,700	(15,084)	-9.6%
01442101	531220		ENERGY-NATURAL GAS	8	-	-	-	-	N/A
01442101	531230		ENERGY-ELECTRICITY	828,149	854,170	800,000	800,000	-	0.0%
01442101	531270		ENERGY-GASOLINE/DIESEL	31,454	27,944	34,800	43,500	8,700	25.0%
01442101	531600		SMALL EQUIPMENT	23,001	16,439	9,923	45,864	35,941	362.2%
01442101	531700		OTHER SUPPLIES	8,859	8,682	14,616	14,030	(586)	-4.0%
01442101	541200		CAP OUTLAY-LAND IMPR	16,447	-	-	-	-	N/A
01442101	542100		CAP OUTLAY-MACH & EQ	-	21,847	5,000	-	(5,000)	-100.0%
<b>HIGHWAYS &amp; STREETS</b>				<b>2,148,479</b>	<b>2,348,469</b>	<b>2,492,353</b>	<b>2,504,061</b>	<b>11,708</b>	<b>0.5%</b>



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-HIGHWAYS &amp; STREETS ADMIN

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01442101 521200 -

Right of way Acquisition, Surveys and  
Deeds

1.00

45,000.00

155,000.00 \*  
45,000.00Right of Ways for Drainage repair  
projects.Right of way Acquisition, Surveys and  
Deeds

1.00

100,000.00

100,000.00

Fence Installations and Repairs  
Fence projects, new installations and  
repairs.

1.00

10,000.00

10,000.00

## 521300 PURCH TECHNICAL SVCS

01442101 521300 -

Fiber Optic Emergency Repairs  
Emergency Fiber Optic Repairs

1.00

20,000.00

20,000.00 \*  
20,000.00

## 522200 REPAIRS &amp; MAINTENANCE

01442101 522200 -

General Maintenance to Vehicles and  
Equipment  
PM's, Fluids, Transmission, Coolant,  
Hyd. Brakes,

1.00

55,000.00

55,000.00 \*  
55,000.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01442101 522320 -

Lease payment on Konica Minolta  
Lease payments 12 x 350.00

12.00

350.00

4,800.00 \*  
4,200.00

Lease payment on Konica Minolta

6.00

100.00

600.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-HIGHWAYS &amp; STREETS ADMIN

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523200 COMMUNICATIONS

01442101 523200 -				6,000.00 *
6 Smart Phones Monthly Service Plan 12 months x 6 phones x 45.00	12.00	270.00		3,240.00
General Postage for Department and mailouts Postage and Mailouts	12.00	200.00		2,400.00
Purchase 4 Smart phones for Heavy Equip. Opr. Communication with Lead Personnel	4.00	50.00		200.00
MIFI Boxes Wireless Connection for GIS Mapping . work orders for field computers	4.00	40.00		160.00

## 523400 PRINTING &amp; BINDING

01442101 523400 -				2,200.00 *
Printing for warehouse forms and Street Division Door Hangers and Customer information.	1.00	450.00		450.00
Business Cards, New and re-prints New and reprints	1.00	250.00		250.00
Printing for Project Plans Printing of plans for in-house projects.	1.00	1,500.00		1,500.00

## 523500 TRAVEL

01442101 523500 -				2,100.00 *
Travel for Public Works Director Certified Public Works Manager	1.00	1,500.00		1,500.00
Travel for Warehouse Supervisor Certified Warehouse Buyer	1.00	100.00		100.00
Erosion Control and Work Zone Training Mandatory Training Classes	1.00	500.00		500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-HIGHWAYS &amp; STREETS ADMIN

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523600 DUES &amp; FEES

01442101 523600 -

American Public Works Association Dues  
Frank and Bo, Paul

3.00

150.00

500.00 \*  
450.00Georgia Procurement Association  
Procurement Dues

2.00

25.00

50.00

## 523700 EDUCATION &amp; TRAINING

01442101 523700 -

Forklift Training.  
Mandatory training and certification

3.00

75.00

3,425.00 \*  
225.00Flagging, Erosion, Confined Space and  
GDOT trainin  
Mandatory training and certification

1.00

1,200.00

1,200.00

NPDES , Work Zone Trainings  
Re-certifications for staff

1.00

2,000.00

2,000.00

## 523850 CONTRACT LABOR

01442101 523850 -

Contract Labor  
Landscaping, Asphalt , Surveying ,  
Pipelining and Concrete

1.00

120,000.00

120,000.00 \*  
120,000.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01442101 531100 -

General office supplies for 18 separate  
work stations.  
Maintain administrative duties

18.00

150.00

142,700.00 \*  
2,700.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-HIGHWAYS & STREETS ADMIN		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Printing supplies - copy paper, Ink and toner for 13 printers / copiers Maintain administrative duties			1.00	5,000.00		5,000.00
Grass seed, Sod grass, Trees, Shrubs, Flowers Maintain division supplies			1.00	25,000.00		25,000.00
Landscape supplies for right of the way maintenance Supplies to maintain division			1.00	25,000.00		25,000.00
Cleaning materials, Ice melting materials, Oil dry, Sweeping compound. JAXX-ZORB Spill Kits,Bulk salt, bag salt, oxides Supplies to maintain division			1.00	15,000.00		15,000.00
Nails, Screws, Bolts, Nuts, Lumber, Barrels, Cones, Roll up signs, Sign posts, Barricades, Paint, Wooden surveying stakes, Marking flags. Supplies to maintain division			1.00	10,000.00		10,000.00
Hand tools - Rakes, Shovels, Brooms, Post hole diggers, Pitch forks, Pliers, Chain, Tie downs, Chisels, Hand tamps, Asphalt lutes, Tar buckets, Hand sprayers. Loppers, Bolt cutters, Drill bits, Hammers, Maddocks, Marking wands, Tape measures, Measure wheels. Supplies to maintain division			1.00	5,000.00		5,000.00
General operating supplies - Gloves, Toilet paper, Paper towel, Cleaning sprays, Glass cleaner, Bleach, Soap, Gatorade, Gatorade coolers, Rain suits, Rain Boots, Vests, Safety glasses, Bleach, Floor cleaner, Insecticides. Supplies to maintain division			1.00	5,000.00		5,000.00
General roadway, sidewalk and curb repair materials - Concrete blocks, Bricks, Brick pavers, Rebar, Fast setting bagged concrete, Silt fence. Supplies to maintain division			1.00	10,000.00		10,000.00
Asphalt supplies' Roadway repair			1.00	40,000.00		40,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-HIGHWAYS &amp; STREETS ADMIN

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531230 ENERGY-ELECTRICITY

01442101 531230 -

 Street Lights, Light Poles.  
 Georgia Power, Greystone and EMC

1.00

800,000.00

 800,000.00 \*  
 800,000.00

## 531270 ENERGY-GASOLINE/DIESEL

01442101 531270 -

 Diesel and Unleaded Fuel, increase of  
 25%  
 Fuel for Street vehicles and equipment.

12.00

3,625.00

 43,500.00 \*  
 43,500.00

## 531600 SMALL EQUIPMENT

01442101 531600 -

 Takeuchi Quick Coupler for TB240  
 Attachment for Takeuchi Mini Excavator

1.00

785.00

 45,864.00 \*  
 785.00

 Purchase 2 replacement SWZ48V 15FS  
 Scagg mowers  
 Replacement walk behind mowers

2.00

5,400.00

10,800.00

 Purchase GT Pro Style Saw Blades  
 Used for saw concrete and heavy pipe

40.00

249.00

9,960.00

 Purchase 2 replacement Chain Saws  
 Chain Saws with 18" Bar  
 Replacements used for Street Division  
 Right a Way Maintenance

2.00

399.00

798.00

 Purchase 3 replacement Chain Saws with  
 25" Bar  
 Replacements used for Street Division  
 Right a Way Maintenance

3.00

822.00

2,466.00

 Purchase 3 Limb Chain Saws with 16" Bar  
 Replacements used for Street Division  
 Right a Way Maintenance

3.00

561.00

1,683.00

 Purchase HT 131 Pole Saw  
 Replacements used in Street Division  
 Right a Way Maintenance

2.00

514.00

1,028.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-HIGHWAYS & STREETS ADMIN						
Purchase 3 Weed Eaters FS 240R			3.00	490.00		1,470.00
Replacements used in Street Division						
Right a Way Maintenance						
Purchase 3 Blowers BR800X			3.00	474.00		1,422.00
Replacements used in Street Division						
Right a Way Maintenance						
Purchase 2 complete Slab Cut Saws			2.00	1,907.00		3,814.00
Carts, attachments, water tank and saws						
Purchase Cut Off Saws			2.00	854.00		1,708.00
Replacements Cut Off Saws						
Purchase Wainroy Claw Bucket 410 Backhoe			1.00	7,450.00		7,450.00
Replacement Claw for 410 Claw Backhoe						
Purchase BOMAG BT65 Ditch Packer			1.00	3,563.00		3,563.00
Purchase new Ditch Packer						
Purchase replacement Mini X Tracks OEM			1.00	2,693.00		2,693.00
TB240						
Replacement tracks Mini Excavator						
Purchase 2 velke Pro1 for Scagg Mowers			2.00	350.00		700.00
Attachments foot stands for ride on						
Scagg MowersRight a Way Maintenance						
Plastic 95 x 107" heavy duty tank			2.00	2,762.00		5,524.00
T1132NHD & kit						
Tanks to hold liquid sodium and						
magnesium pretreat						
Division currently has one tank						
Finance recommendation: Cut \$10K from			1.00	10,000.00		-10,000.00
total of this account.						
<b>531700 OTHER SUPPLIES</b>						
01442101 531700 -						
Required uniforms-			23.00	360.00		14,030.00 *
Pants, Shirts						8,280.00
Summer Uniform Tee Shirts			1.00	1,500.00		1,500.00
Summer Tee Shirts- replacements						
Supervisor city shirts			4.00	200.00		800.00
Replacement Supervisor shirts						

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-HIGHWAYS & STREETS ADMIN						
Boot Allotments			23.00	150.00		3,450.00
PPE boot allotment						

GRAND TOTAL	1,415,119.00
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\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **HUMAN RESOURCES**

### **Function**

The staff of Human Resources and Risk Management department is comprised of a Director, HR Manager, Employee Benefits Coordinator, HR Systems Coordinator and HR/Risk Management Assistant. The department is responsible for administering the City's Personnel Management System as established by Mayor and Council to provide a fair, equitable, safe and productive work environment for all City employees. Other responsibilities include employee recruitment, policies and procedures, benefits, classification and compensation, employee relations, training, and risk management activities and programs.

### **Major Goals & Objectives**

- Continued reduction in work comp and property claims by raising awareness and providing ongoing safety training. Each on the job accident is reviewed individually and in detail by the safety committee to assess causes and implement prevention measures.
- Provide professional human resource assistance and support to all city employees, and the general public in the areas including but not limited to recruitment, benefits, classification and compensation, employee relations, training and professional development.
- Provide enhanced HR services through existing, untapped technological resources.
- Implement new benefits and/or policies that enhance the City's benefits and employee morale.
- Support the City's strategic goals and initiatives.

### **Performance Measures**

- Maintaining current low unemployment claims costs
- Reduction of at-fault property claims and costs
- Maintaining city's low worker's compensation claims and costs (reducing costs if possible)



## HUMAN RESOURCES - 15400

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	402,451	475,240	486,104	517,771	31,667	6.5%
OTHER OPERATING	81,069	91,560	167,546	165,684	(1,862)	-1.1%
<b>TOTAL EXPENDITURES</b>	<b>483,520</b>	<b>566,800</b>	<b>653,650</b>	<b>683,455</b>	<b>29,804</b>	<b>4.6%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	4.07	4.07	4.07	5.07

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - HUMAN RESOURCES**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01115401	511100		REG/FULL TIME EMPLOYEES	251,294	262,954	272,069	340,022	67,953	25.0%
01115401	511200		TEMPORARY EMPLOYEES	1,528	-	1,500	-	(1,500)	-100.0%
01115401	512200		SOC SEC/FICA CONTRIB	17,977	22,010	18,900	22,621	3,721	19.7%
01115401	512500		TUITION REIMBURSEMENT	12,847	11,330	21,000	21,000	-	0.0%
01115401	512900		OTHER EMPLOYEE BENEFIT	118,805	178,947	172,635	134,128	(38,507)	-22.3%
01115401	521200		PURCH PROFESSIONAL SVC	45,535	78,401	136,022	70,000	(66,022)	-48.5%
01115401	521300		PURCH TECHNICAL SVCS	16,873	-	5,000	64,872	59,872	1197.4%
01115401	522320		RENTAL OF EQUIP & VEH	1,042	967	1,056	1,048	(8)	-0.8%
01115401	523200		COMMUNICATIONS	1,313	1,599	1,900	2,500	600	31.6%
01115401	523300		ADVERTISING	80	-	500	500	-	0.0%
01115401	523400		PRINTING & BINDING	914	660	1,600	1,101	(499)	-31.2%
01115401	523500		TRAVEL	3,825	37	7,310	5,888	(1,422)	-19.5%
01115401	523600		DUES & FEES	1,421	2,031	1,715	2,240	525	30.6%
01115401	523700		EDUCATION & TRAINING	1,840	355	3,065	3,065	-	0.0%
01115401	531100		GEN SUPPLIES & MATERIALS	2,536	4,211	2,578	5,220	2,642	102.5%
01115401	531300		FOOD	4,351	3,299	6,800	9,250	2,450	36.0%
01115401	531600		SMALL EQUIPMENT	1,338	-	-	-	-	N/A
<b>HUMAN RESOURCES</b>				<b>483,520</b>	<b>566,800</b>	<b>653,650</b>	<b>683,455</b>	<b>29,804</b>	<b>4.6%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-HUMAN RESOURCES

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01115401 521200 -

Psychological Exams - Pre-Placement and Post-Incident(Public Safety only) Pre-employment and post critical incident psychological examinations.

60.00

300.00

70,000.00 \*  
18,000.00

Police/E911/Detention officer exams are required.

Exams needed due employee turn-over and high candidate exam fail rate.

Legal Services (Cochran & Edwards) Estimated need for consultation on labor/risk law matters.

1.00

3,000.00

3,000.00

Physicals, Drug Screen, Medical Services (various providers)

1.00

24,000.00

24,000.00

Physicals:  
Pre-employment/pre-placement, fit-for-duty

Drug screens: Pre-employment, post-accident, random, reasonable suspicion, regulated-DOT drug screens.

In an effort to reduce risk, requesting to return to DOT physicals (\$150 per exam) and DOT-regulated drug screen (\$54 per test) for CDL positions and a routine physical for other physically demanding, safety sensitive positions (\$65 per exam).

Inmate Medical Services (Placeholder) This was in prior year budget.

1.00

500.00

500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-HUMAN RESOURCES						
Background, MVR, Credit Checks			1.00	2,500.00		2,500.00
Pre-employment background (if PD is unavailable to perform) and credit checks (@\$5 ea) performed by HRTruCheck. Credit checks are performed for public safety, positions that hold a p-card and/or have access to/control of cash/funds.						
Pre-employment (as needed) and annual MVR checks Georgia Department of Driver Services (@\$6. ea. x 312 drivers (current#) = \$1872.) for all positions requiring a drivers license or operating a city vehicle.						
Other Post Employment Benefits (OPEB) Valuation (Annual)			1.00	22,000.00		22,000.00
GMA/Segal Company						
Annual valuation of OPEB (retiree health).						
<b>521300 PURCH TECHNICAL SVCS</b>						
01115401 521300 -						
Employee Benefits Enrollment System (Selerix Systems)			1.00	20,370.00		64,871.71 *
Benefits-Selection license fee @ \$3.50 per employee/retiree per month.						20,370.00
Based on avg 485 employee/retirees x 3.50 x 12 = \$20,370 annually.						
This expense was partially covered by the former insurance broker. The City now covers this expense.						
This can be partially offset by the Anthem IT fund of \$11,000.						
Prior to 2022 enrollment, I would like to look at transitioning this to Munis/ESS.						

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-HUMAN RESOURCES						
ACA Compliance Services (Quarterly): IRS forms, filing, reporting and ACA Compliance Services (Annual) 1095-C mailing, reporting (Selerix Systems) ACA Compliance Services (Quarterly): IRS forms, filing, reporting @ \$1.50 per life (based on avg 452) \$1.50 x 452 x 4 = \$2,712.  ACA Compliance Services (Annual): 1095-C Mailing and Annual reporting \$3,000.			1.00	5,712.00		5,712.00
Nitro Pro (PDF read, write, edit) Software - Annual Nitro Pro PDF productivity suite for all 4 HR staff (5, if approved).			5.00	113.25		566.25
KRONOS Absence Management Module Implementation Kronos Workforce Absence Manager standardizes and streamlines the administration and enforcement of organizational, local, state, and federal leave policies, including the Family and Medical Leave Act (FMLA), for which noncompliance can put an organization at risk for costly fines and lawsuits.  At the present time, the administration of leave is a manual process and is very difficult to manage.  Implementation Costs: Professional Services \$15,840.00 Educational Services \$2,150.00 Total - \$17,990.00			1.00	17,990.00		17,990.00
KRONOS Absence Management Module (ongoing) Leave Module Annual Licenses (@550) \$15,939.Support - 1 year \$3,506.58			1.00	19,445.16		19,445.16
Laserfiche License Laserfiche license for additional HR staff, if approved.			1.00	788.30		788.30

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-HUMAN RESOURCES

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01115401 522320 -				1,047.96 *
Copier Rental (Konica Minolta)	12.00	87.33		1,047.96
Monthly rental @ \$87.33/month				
(may have been mingled with printing charges)				

## 523200 COMMUNICATIONS

01115401 523200 -				2,500.00 *
Cell Phone (Verizon)	3.00	600.00		1,800.00
For HR Director, HR Manager, Employee				
Benefits Coordinator (@\$50/line /				
month)				
\$50 x 3 = \$150/month = \$1,800/year				
Postage & Shipping	1.00	700.00		700.00
general postage charges, over-night and				
certified mail.				

## 523300 ADVERTISING

01115401 523300 -				500.00 *
Advertising	1.00	500.00		500.00
Job posting in various publications,				
websites and Civil Service election				
notice in local paper (legal ad).				
This budget appears to have been				
underutilized in the past but, we will				
be ramping up our job advertising				
efforts.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-HUMAN RESOURCES

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523400 PRINTING &amp; BINDING

01115401 523400 -				1,101.00 *
Printing- b/w & color copies/printing overages (Konica Minolta)	1.00	780.00		780.00
B/w and color copies and printing in excess of allowed in \$87.33 monthly base charge.				
Avg \$65/month x 12 = \$780				
Badge Printing Cartridge (LMI)	2.00	78.00		156.00
Color printer cartridge for employee ID badge printer. (2 per year)				
\$78 per cartridge x 2 = \$156.				
Business cards for HR Staff	3.00	55.00		165.00
For 3 HR staff - Victoria Brown (last order 09/2019) and reclass/new staff member, if approved.				
HR Director, Manager, Technician (if reclass not approved) will be included in FY23.				

## 523500 TRAVEL

01115401 523500 -				5,888.00 *
Lodging - GLGPA Conferences (Spring/Fall)	12.00	185.00		2,220.00
3 nights for 2 staff per conference (2)				
Est. \$185/night x 3 x 2 = \$1,110 per conference, \$2,220 total.				
Attendance at conferences is necessary to obtain attend classes to obtain and maintain certifications.				
The GLGPA offers two professional certification programs designed to enhance the knowledge, skills and abilities of those responsible for the management and administration of personnel systems in local government in Georgia.				
The Certified Human Resource Manager				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-HUMAN RESOURCES	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Lodging - Munis Annual Conference 3 nights for 2 staff @ \$275/night  Est. \$275/night x 3 x 2 = \$1,650.  Scheduled for Sunday, May 15 - Wednesday, May 18, 2022 LOCATION Indiana Convention Center 100 S Capitol Ave. Indianapolis, IN 46225		6.00	275.00	1,650.00
Lodging - (Georgia PRIMA Conference) 2 nights for 1 staff Est. \$125/night No conference info at this timme.		2.00	125.00	250.00
Mileage to conferences and training locations @ .56/mile GLGPA - Lake Lanier (50 miles x 2 x 2 x .56 = \$112) and LaGrange (77 miles x 2 x 2 x .56 = \$172) GA PRIMA (usually Athens) 75 x 2 = \$84  Misc offsite trainings throughout the year 200 miles = \$112.		1.00	368.00	368.00
Flights to Munis Conference 2022 - Indianapolis, IN 2 staff @ \$450 ea.  Est. \$185/night x 3 x 2 = \$1,110 per conference, \$2,220 total.  Scheduled for Sunday, May 15 - Wednesday, May 18, 2022 LOCATION Indiana Convention Center 100 S Capitol Ave. Indianapolis, IN 46225		2.00	450.00	900.00
Meals - not covered by conference fees Meals not included in conference fees		1.00	300.00	300.00
Parking / Shuttle at conferences Parking / Shuttle at conferences		1.00	200.00	200.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-HUMAN RESOURCES

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523600 DUES &amp; FEES

01115401 523600 -				2,240.00 *
Georgia Local Government Personnel Association (GLGPA) Annual Agency Dues covers up to 5 HR staff members (due January)	1.00	150.00		150.00
Society for Human Resources Management (SHRM) Annual Membership for Director, Manager, Employee Benefits Coordinator and HR Technician or Systems Coordinator (if approved)	4.00	225.00		900.00
SHRM membership is required to take advantage of SHRM's training and professional development/certification program opportunities.				
Georgia Public Risk Management Association Membership Director and HR/Risk Assistant or HR Technician	2.00	50.00		100.00
Civil Service Board Payments to board members for quarterly CSB meetings 3 members x \$30/meeting x 4 quarters = \$360	1.00	540.00		540.00
Civil Service Hearing, if necessary = \$180				
PRIMA (National) membership Director membership	1.00	385.00		385.00
Notary Exam / Commission Based on Cobb County - \$55 ea. Director, Manager, and Assistant/Tech	3.00	55.00		165.00

## 523700 EDUCATION &amp; TRAINING

01115401 523700 - 3,065.00 \*

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-HUMAN RESOURCES						
GLGPA Conference 2 Staff @ 2 Conferences / year \$435 per attendee			4.00	435.00		1,740.00
Attendance at conferences is necessary to attend classes to obtain and maintain certifications.						
The GLGPA offers two professional certification programs designed to enhance the knowledge, skills and abilities of those responsible for the management and administration of personnel systems in local government in Georgia.						
The Certified Human Resource Manager Program (CHRM) and the Advanced Certification in Human Resource Management Program (ACHRM) are						
GLGPA - Mid-year Conference (1 day) Registration for 1 staff			1.00	275.00		275.00
GA PRIMA Conference Director and HR/Risk Assistant or HR Intern			2.00	50.00		100.00
Munis Conference - Tyler Connect 1 staff member (not covered by PACE)			1.00	950.00		950.00
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>						
01115401 531100 -						
General Office Supplies Desk supplies, folders, envelopes, pens, ink cartridges.			1.00	1,000.00		5,219.97 *
Employee ID Badges and related supplies ID Badge Blanks - \$650 Badge Covers - \$75 Lanyards (125 qty) \$395 Belt Clips (100 qty) \$260  (printer cartridges have been coming out of printing)			1.00	1,380.00		1,380.00
Shirts - City Logo Shirts for HR Staff			5.00	40.00		200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-HUMAN RESOURCES

Scanners - Desktop

For 3 staff (if 5th staff person is approved, for 2 - if not)

HR has transitioned to a 100% electronic filing system (Laserfiche) for all personnel files. Our goal is to transition all files to Laserfiche. To do so, we need to be able to readily scan and file documents as handled. Desktop scanners allow us to scan documents as processed to assure that personnel files are up-to-date. This unit allows for scanning IDs and cards and will automatically scan double sided documents.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

3.00

879.99

2,639.97

## 531300 FOOD

01115401 531300 -

Food For Holiday Luncheon and Spring Cookout  
\$3,400 per event

2.00

3,400.00

9,250.00 \*

6,800.00

Food - Cake for Milestone Anniversaries  
\$50 ea for cake/goodies for 20 (6), 25 (2), 30 (1), 35 (2), and 40 (2) year anniversaries

13.00

50.00

650.00

Retirement Receptions  
Per policy \$300 for 20 years and above.

6.00

300.00

1,800.00

GRAND TOTAL

165,683.64

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **INFORMATION TECHNOLOGY**

### **Function**

Division 15350 funds the administrative and operational functions of the Information Technology department of the City of Smyrna. The Information Technology Director, Assistant Information Technology Director, System Administrator, GIS Coordinator, Web Administrator and the Systems Support Specialist positions are budgeted here. This division is responsible for all work related to the support of the City's computer systems and network infrastructure, phones, cameras, access controls, website and certain A/V systems. Some of the responsibilities assigned include:

- Network infrastructure/network design, implementation and management
- Computer desktop hardware and software installation, training and support
- Maintains the servers, and virtual server environment
- Managing the backup of critical systems, virus protection and Internet firewalls
- New system implementation, software and hardware consultation for major system such as ERP, Public Safety, Video Cameras or Time Keeping
- Managing all the major software systems in use by the City
- Support the ATS traffic control system and Security Camera Systems
- Managing system and data security, virus scanners, two factor authentication, SSL VPN
- Managing the City's communications including Internet, VPN, cell phones, analog phones, VoIP telephone system, and VoIP call recording system.
- Provides GIS information/analysis to both internal and external customers and manages the City's GIS data.
- Council chamber audio/video systems, streaming of meetings, connection to Charter Cable
- Video storage for police car and body cameras
- User support via training and helpdesk
- Maintain the City Website and Intranet

There is considerable overlap within the department which functions as a team to accomplish the department's goals.

- The Director is responsible for developing and implementing a strategic technology plan for the City's information technology and managing the staff of the department.
- The Assistant IT Director monitors and manages the City's server farm and network infrastructure, including the traffic control system network and servers.
- The System Administrator monitors and maintains the City's major software systems with primary responsibility for the Munis ERP system.
- The Systems Support Specialist provides front line support and implementation as well as server monitoring and maintenance.
- The GIS Coordinator supports the City's GIS systems, providing coordination between the various departments and in some cases outside entities.

- The Web Administrator maintains the City website and intranets from a technical and functional aspect and insures that both the City's needs and the Public needs are being met.

### **Major Goals & Objectives**

- Monitor the health of the City's computers and network
- Maintain the City's website and intranet
- Support the city-wide VoIP and analog telephone systems
- Provide system administration and support of the Munis system
- Maintain viable system backups and disaster recovery strategies
- Support the ArcGIS Online web-based GIS portal
- Support the use of ArcGIS Online and Open Data (GIS data sharing)
- Manage the IT security systems which include firewalls, network access control, physical access control
- Support the traffic control system and security camera system networks
- Provide user training
- Provide cyber security awareness training and testing to all employees using IT systems
- Manage the IT infrastructure life cycle, hardware replacement
- Support mobile public safety access and devices (phones, cellular connections, MDT)

### **Performance Measures**

- Time to initial response to help desk ticket
- Time to resolution to help desk ticket
- Uptime for network
- Uptime for email
- Uptime for Munis
- Uptime for Internet

## INFORMATION TECHNOLOGY - 15350

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	367,872	357,232	404,284	474,625	70,341	17.4%
OTHER OPERATING	742,912	757,807	840,374	930,838	90,464	10.8%
<b>TOTAL EXPENDITURES</b>	<b>1,110,784</b>	<b>1,115,040</b>	<b>1,244,658</b>	<b>1,405,463</b>	<b>160,805</b>	<b>12.9%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	5.00	6.00	6.00	6.00

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - INFORMATION TECHNOLOGY**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01115301	511100		REG/FULL TIME EMPLOYEES	344,291	334,324	379,436	445,240	65,804	17.3%
01115301	512200		SOC SEC/FICA CONTRIB	23,581	22,909	24,849	29,385	4,536	18.3%
01115301	521200		PURCH PROFESSIONAL SVC	58,453	58,900	63,500	77,000	13,500	21.3%
01115301	521300		PURCH TECHNICAL SVCS	-	2,555	-	-	-	N/A
01115301	521400		PURCH SOFTWARE	65,609	48,095	58,000	85,000	27,000	46.6%
01115301	522200		REPAIRS & MAINTENANCE	480,832	526,831	569,806	621,838	52,032	9.1%
01115301	523200		COMMUNICATIONS	89,567	85,360	97,578	93,960	(3,618)	-3.7%
01115301	523500		TRAVEL	8,824	3,819	11,000	11,600	600	5.5%
01115301	523600		DUES & FEES	200	200	440	440	-	0.0%
01115301	523700		EDUCATION & TRAINING	24,966	18,041	30,650	29,300	(1,350)	-4.4%
01115301	531100		GEN SUPPLIES & MATERIALS	2,040	2,675	3,000	3,000	-	0.0%
01115301	531270		ENERGY-GASOLINE/DIESEL	323	332	400	200	(200)	-50.0%
01115301	531600		SMALL EQUIPMENT	10,718	10,026	2,000	8,500	6,500	325.0%
01115301	542300		CAP OUTLAY-OFF FURN & EQ	1,381	-	2,000	-	(2,000)	-100.0%
01115301	542400		CAP OUTLAY-COMPUTERS	-	974	2,000	-	(2,000)	-100.0%
<b>INFORMATION TECH.</b>				<b>#####</b>	<b>1,115,040</b>	<b>1,244,658</b>	<b>1,405,463</b>	<b>160,805</b>	<b>12.9%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

VENDOR QUANTITY UNIT COST 2022 PROPOSED

521200 PURCH PROFESSIONAL SVCS

01115301 521200 -

Red Canary Network Security Monitoring is a service that utilizes a combination of software loaded on our computer endpoint and 24/7 monitoring by Security Engineers. This service acts as an early warning system, with the capability to take the necessary action should a security threat be detected.

1.00

47,500.00

77,000.00 \*  
47,500.00

The threats to our Information Systems infrastructure have never been greater. This is evidenced by the ransomware attacks on that have begun happening to local governments with increasing frequency. This service provides 24x7 monitoring and early detection of this type of attack on all of our endpoints.

Albert Network Monitoring and Management service available to US State, Local, Tribal and Territorial government from the Center for Internet Security. This service is available to us because we are a member of the MS-ISAC organization funded by Homeland Security.

1.00

8,500.00

8,500.00

The Albert service adds an additional layer of security to our network infrastructure. It monitor actual network traffic, independent of the individual workstations for suspicious traffic patterns and alerts us from a 24x7 Security Operations Center.

Consulting for network or server related support that cannot be handled by the IT department staff.

1.00

10,000.00

10,000.00

Each year, issues will occur that cannot be solved by the IT department staff and require outside contracted assistance. One example of this would be penetration testing of our network, or VoIP system support.



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Purchase new aerial photography from Cobb County The county produces new aerial photography each year. We occasionally need to update portions of our aerial photography due to either expansion of the city's boundaries, or major projects that make significant changes to an area of the city. This money is needed to fund those purchases from the county.		1.00	1,000.00	1,000.00
IT Incidence response plan Currently, the IT department does not have a written Cyber Security Incidence Response plan. With the increasing threats against local governments in the realm of Cyber Security, we do not want to be trying to determine how to respond to an incident without a formal plan to guide our response.		1.00	10,000.00	10,000.00

## 521400 PURCH SOFTWARE

01115301 521400 -

Microsoft Office 365 Microsoft Office is used by every computer user in the city. For the past three years, we have used a combination of license levels, with a combination of older perpetual licensing loaded on computers and 0365 subscription licensing. Our perpetual licenses are no longer supported, and either need to be updated or replaced with 0365 licenses. Using all 0365 insures everyone has the same software and capability.		1.00	82,000.00	85,000.00 * 82,000.00
Nessus Professional On demand vulnerability scanner This is a subscription to software that allows us to run system vulnerability scans on our hardware. We need to periodically test our systems for known vulnerabilities, allowing us to correct those systems before they can be compromised.		1.00	3,000.00	3,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>522200 REPAIRS &amp; MAINTENANCE</b>				
01115301 522200 -				
Annual Software Maintenance for OSSl public safety systems (Police, Jail, Records, Fire) This provides for vendor support and software upgrades to the Public Safety software used by the police department for dispatch, records management and jail operations. It also provides support for the interface from dispatch to the software used by the fire department.		1.00	189,500.00	621,838.00 * 189,500.00
Software maintenance contract for Munis Required for support and updates from Tyler Technologies for our Munis systems		1.00	148,500.00	148,500.00
Software and hardware maintenance for Cistera VoIP call recording system This software is used to provide on-demand phone call recording for primarily police personnel, and continuous recording of certain phones in the police department.		1.00	6,000.00	6,000.00
Service contracts for Dell Equallogic SAN units still in use. This is need to insure the availability of the data housed on these SAN units		1.00	2,410.00	2,410.00
Cisco smartnet for phone system servers and routers This provides software support and hardware service for our phone system servers and software.		1.00	3,500.00	3,500.00
Annual software maintenance for the PRTG network and system monitoring software The IT department uses this software to monitor essential IT resources such as servers, network gear, internet connections, etc. and to send alerts which a monitored resource develops an issue or becomes unavailable.		1.00	1,400.00	1,400.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-DATA PROC/IT		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Annual subscription of Proofpoint Zero-hour Anti-Virus, Email Firewall, Smart Search, URL Defense, Attachment Defense - FSecure - Email protection suite This software provides our primary defense against cyber security threats from email.			1.00	15,500.00		15,500.00
Annual maintenance of Cylance Protect, advanced endpoint protection This software protects our computers (desktops, laptops, and servers) from malicious threats, such as viruses, malware, ransomware. The use of the software requires annual maintenance of the license.			1.00	12,100.00		12,100.00
Software maintenance for Netmotion (police car secure VPN to dispatch) Required for CJIS compliance			1.00	8,000.00		8,000.00
Annual Maintenance for the City's firewall, both hardware and software Provides hardware support (with immediate replacement on failure) of our firewalls. It also provides daily updates to threat information to keep the firewall effect in protecting our network from outside threats.			1.00	9,000.00		9,000.00
Annual license maintenance of Meraki WiFi access points and security cameras Needed to maintain the functioning of the City's WiFi network and the functioning of Meraki security cameras located at the Taylor Brawner house and the maintenance shed on McCauley Rd.			1.00	7,400.00		7,400.00
Miscellaneous phone system repairs and maintenance, cable repairs, network cabling. This covers unanticipated phone and network repairs and maintenance.			1.00	2,000.00		2,000.00
Annual software/hardware maintenance of the hybrid onsite/offsite backup system Required to maintain the backing up of our systems.			12.00	4,248.00		50,976.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-DATA	PROC/IT					
	Cloud backup of Office 365 data As we have begun to use more of the features in Microsoft Office 365, we are storing more information in the cloud and it needs to be protected from Ransomware.		12.00	1,236.00		14,832.00
	Annual software/hardware maintenance for the Dell Kace 1000 Help desk/update management appliance The Dell Kace 1000 appliance is used by the IT department to manage the Helpdesk. It also provides inventory management of IT hardware and software resources, and is our primary means of insuring systems are kept up to date with patch management of both Microsoft software and other third party software.		1.00	8,000.00		8,000.00
	Annual software subscription software used by the police car laptops to provide two factor authentication This system provides advanced authentication for mobile devices that access CJIS systems and data, and is required to maintain compliance		1.00	2,200.00		2,200.00
	Annual software subscription for SSRPM self service password reset system This system provides for people to reset their own forgotten passwords anytime, rather than waiting for the IT department to do it. This is especially useful after normal working hours.		1.00	400.00		400.00
	Replace aging UPS systems in the server racks of various buildings Many of the UPS systems used in city buildings were purchased when the Cisco VoIP phone system was installed. These are essential to provide temporary power backup to the equipment in the server racks in order to keep the phone systems and computer networks functional during a power outage. The current units are no longer supported by the manufacturer and must be replaced.		1.00	2,000.00		2,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-DATA PROC/IT						
Replace the batteries in the main UPS in the Police Station computer room The batteries in this UPS are 4 and 1/2 years old and have reached the end of their useful life. This UPS backs up the entire computer room and the 911 dispatch center, and is essential to the IT operation and 911.			1.00	5,600.00		5,600.00
Annual maintenance of our Bomgar remote desktop support software Bomgar is a secure remote desktop software system which allows the IT department staff to connect to a user's computer remotely to troubleshoot and perform software support and repairs. Using this system allows us to avoid the time lost to go to each person's location in order to solve problems.			1.00	4,500.00		4,500.00
Annual maintenance of NAC and Netsight NAC is our Network Access Control system software and provide for network level security of our network by preventing unauthorized devices from being able to access our network. Netsight is used to monitor and maintain our network infrastructure by directly connecting to all network hardware. It also allows for configuration management. Both of these are required to keep the network healthy and secure.			1.00	14,000.00		14,000.00
Annual maintenance of our ESRI Enterprise Agreement The ESRI Enterprise agreement is needed to allow us to utilize the ESRI GIS software where needed across all departments and to allow us to enhance our use of GIS data (maps) online both for internal customers and our citizens. We have been using the free version which is limited in scope to provide web applications for such things as the historical trail, the garden tour, etc. There are also apps available through the agreement for more specific functions, such as public works field workers.			1.00	55,000.00		55,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Annual software maintenance for Netwrix Auditor Netwrix Auditor is a software system used by the IT department to monitor Windows Active Directory logs and actions, Office 365 access, Sharepoint, and Windows Servers. It provides a history of who/what/when as well as immediate alerts for suspicious activities. Without it, the IT department would not have visibility into the Windows environment used by the city.	1.00	7,420.00	7,420.00
Annual maintenance for the server room monitoring systems. These devices are located in both server racks and monitor the environmental conditions in the server rooms.	1.00	200.00	200.00
Miscellaneous hardware repairs of servers, network gear, routers, printers, etc. This covers unforeseen repairs of major IT equipment.	1.00	10,000.00	10,000.00
Annual software maintenance for RightFAX This system is used to provide reliable Faxing via our normal network connection.	1.00	1,900.00	1,900.00
Software maintenance for Laserfiche Continued use of Laserfiche requires software maintenance.	1.00	13,500.00	13,500.00
Maintain our ARIN registration Our ARIN registration number is what allows us to have seamless failover in the event that one of our two Internet Service Providers goes down.	1.00	150.00	150.00
Annual Maintenance for Kronos Timekeeping Software Needed to maintain the hardware and software used for the City's employee timekeeping	1.00	19,250.00	19,250.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

Software maintenance for Exacqvision  
 This is needed to maintain the software  
 used to monitor and record video from  
 the City's security cameras. Without  
 this support, we are unable to update  
 the system to address security issues.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	1.00	6,600.00		6,600.00

## 523200 COMMUNICATIONS

01115301 523200 -

Primary Internet Service  
 The City's primary internet connection

12.00 1,690.00 93,960.00 \*

20,280.00

Secondary Internet Service  
 The City's second internet connection,  
 used for redundancy and as the primary  
 connection for the public internet  
 available in the library and other city  
 buildings.

12.00 1,200.00 14,400.00

Analog phone lines used at small  
 facilities not on our network and as  
 backup for 911 calls from other  
 locations

12.00 2,600.00 31,200.00

There is still a need for analog lines  
 at parks and other remote facilities  
 that do not have access to our  
 network. Also, those facilities that do  
 use our VoIP phone system need an  
 emergency backup in case the system is  
 inaccessible in order to place a call  
 to 911. Also, building alarm systems  
 and elevator phones require analog  
 lines.

VoIP Trunk Lines  
 Trunk lines to provide our main phone  
 service

12.00 1,800.00 21,600.00

IT Staff cell phones and MiFi's  
 5 lines x \$80 x 12 months.

1.00 4,800.00 4,800.00

RightFAX hybrid FAX service  
 RightFAX is used by the city to provide  
 FAX service through our standard  
 internet connection as opposed to  
 providing additional analog phone lines  
 for each FAX or copy machine in the  
 city.

12.00 140.00 1,680.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523500 TRAVEL</b>				
01115301 523500 -				
Travel expense for GA GMIS training conferences Needed for two people to attend the spring and fall conferences. These conferences are training conference run by the Carl Vinson Institute of Government and provide IT and managerial training tailored for government IT professionals		4.00	1,200.00	11,600.00 * 4,800.00
Travel expense for the GMIS International annual conference This provides travel expense for the IT Director and the Asst. IT Director to attend the annual GMIS International conference.		2.00	1,600.00	3,200.00
Travel expense for the annual Tyler Technologies Training Conference This provides for the travel to the annual Tyler Technologies Training Conference for the Munis System Administrator		1.00	1,600.00	1,600.00
Travel to the ESRI International User Conference Travel expense to allow the GIS Coordinator to attend the ERSI User Conf. The fee for the conference is included in our Enterprise Agreement.		1.00	2,000.00	2,000.00
<b>523600 DUES &amp; FEES</b>				
01115301 523600 -				
GA URISA membership dues GA GIS professional organization		1.00	40.00	440.00 * 40.00
Annual Dues for GMIS Annual dues for the GMIS professional organization for the the City.		1.00	400.00	400.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523700 EDUCATION &amp; TRAINING</b>				
01115301 523700 -				
Registration fees for GA GMIS Training Conference Fees needed to allow two IT staff to attend the Fall Conference and two to attend the Spring Conference		4.00	400.00	29,300.00 * 1,600.00
Registration for the GMIS International Training Conference Registration for the IT Director and Asst. Director to attend the GMIS International conference		2.00	600.00	1,200.00
KnowBe4 Cyper Security training subscription This system provides end user training on how to recognize and avoid various email scams and phishing attacks. It does so by providing online training videos, sending phishing 'campaigns' to the user that illustrate and instruct them on the ways that hackers and scammer use email to break into systems, steal user information, etc. Phishing is becoming the predominate means that criminals are using to gain access to users information and the systems they can access.		1.00	4,300.00	4,300.00
Planned Annual Continuing Education (PACE) for Munis This program provides one week of training on existing Munis modules, 3 conference registrations, and an assessment of how well we areutilizing a single module every three years.		1.00	7,200.00	7,200.00
On-going professional training for IT staff. This is for local professional training for the staff of the IT department. Course topics typically include Microsoft SQL, Office 365, Sharepoint Training, ESRI ArcGIS training. Specific courses with be chosen based on current needs and projects identified during the fiscal year.		5.00	3,000.00	15,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>				
01115301 531100 -				
office supplies, computer supplies, network cables, power strips, printer supplies, etc.		1.00	3,000.00	3,000.00 * 3,000.00
<b>531270 ENERGY-GASOLINE/DIESEL</b>				
01115301 531270 -				
Estimated fuel costs		1.00	200.00	200.00 * 200.00
<b>531600 SMALL EQUIPMENT</b>				
01115301 531600 -				
Spare SAN Network Switch The high speed SAN network utilizes 4 10G network switches to create the SAN network. While the switches are arranged in two redundant pairs, should two fail at the same time, we could lose access to a significant portion of our servers. This will provide a spare switch that can be used to replace a failed one, while it is sent back to the vendor for warranty repair. The alternative would be to purchase next day advanced replacement warranty for \$3800 annually, but that could still leave us down for a day until it arrives, and it would have to be paid each year.		1.00	6,500.00	8,500.00 * 6,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-DATA PROC/IT

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Replacement Outdoor WiFi access points for Brawner Hall and Tolleson Pool The city currently has outdoor WiFi provided for the Tolleson pool deck and the rear area of Brawner Hall. The Tolleson AP is used mostly for the public, while the one at Brawner is often used by city employees to connect to the network while in their vehicles. Both these are old, and operate with limited capabilities compared to current technology. This will replace both of them.		2.00	1,000.00		2,000.00
Replace the speaker and microphone in the Admin and HR conference rooms (removed during department budget meeting. Will use alternate funding source). This will replace the speakers and microphones on the MondoPads with newer units of high fidelity		2.00	2,500.00		5,000.00
Finance recommendation: Cut replacement of speaker and microphone for HR and Admin conference rooms. Use alternate funding source.		1.00	5,000.00		-5,000.00

GRAND TOTAL

930,838.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **LIBRARY**

### **Function**

Smyrna Public Library serves to inform, engage and inspire the residents of Smyrna, Georgia, through a wide variety of materials, events and services for all ages. The Library's collections include physical and digital books, audiobooks, magazines, music and movies for babies through seniors. Special collections include genealogy resources in print, microforms and online. The library continues to develop its "Library of Things" collection of non-traditional materials. This collection includes jigsaw puzzles, fitness/health equipment, musical instruments, baking pans, and WiFi hotspots. Events such as story times, technology workshops and history lectures provide lifetime learning opportunities for all ages. These programs as well as services such as free WiFi, free public computers, meeting rooms, printing services, voters registration, reference help, and reader's advisory engage our citizens with the community and empower them to advance their educational and economic well-being.

### **Major Goals & Objectives**

- Cultivate collections that excite and energize customers.
- Offer engaging programs for people of all ages and backgrounds that inspire curiosity and support individual growth.
- Rejuvenate public spaces to be inviting for visitors, readers, researchers and computer users.
- Strengthen the Library's communications to make customers better aware of the diversity of services, collections and programming offered.

### **Performance Measures**

- Annual circulation of materials returns to normal levels (2018-2019)
- Registration of new borrowers returns to normal levels (2018-2019)
- Library programs are offered both in-person and virtually
- In-person visits to the library return to normal levels (2018-2019)
- 5% increase in subscribers to Library newsletters and social media followers

## LIBRARY - 65100

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	566,546	569,949	593,255	613,300	20,045	3.4%
OTHER OPERATING	254,035	248,947	250,595	248,815	(1,780)	-0.7%
<b>TOTAL EXPENDITURES</b>	<b>820,581</b>	<b>818,896</b>	<b>843,850</b>	<b>862,115</b>	<b>18,265</b>	<b>2.2%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	12.35	12.35	12.45	12.60

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - LIBRARY**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01565101	511100		REG/FULL TIME EMPLOYEES	360,506	389,784	373,812	380,242	6,430	1.7%
01565101	511101		PART TIME EMPLOYEES	168,595	142,545	182,743	194,218	11,475	6.3%
01565101	511300		OVERTIME	222	177	-	-	-	N/A
01565101	512200		SOC SEC/FICA CONTRIB	37,223	37,443	36,700	38,840	2,140	5.8%
01565101	521200		PURCH PROFESSIONAL SVC	35	105	-	-	-	N/A
01565101	521300		PURCH TECHNICAL SVCS	5,136	11,878	11,090	12,240	1,150	10.4%
01565101	522200		REPAIRS & MAINTENANCE	380	1,727	10,200	200	(10,000)	-98.0%
01565101	522320		RENTAL OF EQUIP & VEH	7,772	8,301	8,065	8,000	(65)	-0.8%
01565101	523200		COMMUNICATIONS	663	686	1,500	3,350	1,850	123.3%
01565101	523300		ADVERTISING	2,205	2,310	2,400	2,500	100	4.2%
01565101	523400		PRINTING & BINDING	55	68	150	100	(50)	-33.3%
01565101	523500		TRAVEL	2,831	2,202	3,407	2,750	(657)	-19.3%
01565101	523600		DUES & FEES	27,690	27,397	28,930	29,470	540	1.9%
01565101	523700		EDUCATION & TRAINING	675	1,125	1,000	1,150	150	15.0%
01565101	531100		GEN SUPPLIES & MATERIALS	15,207	15,816	15,455	16,905	1,450	9.4%
01565101	531230		ENERGY-ELECTRICITY	38,016	40,672	40,000	41,000	1,000	2.5%
01565101	531400		BOOKS & PERIODICALS	153,369	132,443	128,398	127,050	(1,348)	-1.0%
01565101	531700		OTHER SUPPLIES	-	-	-	600	600	N/A
01565101	542300		CAP OUTLAY-OFF FURN & EQ	-	4,218	-	3,500	3,500	N/A
<b>LIBRARY</b>				<b>820,581</b>	<b>818,896</b>	<b>843,850</b>	<b>862,115</b>	<b>18,265</b>	<b>2.2%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-LIBRARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521300 PURCH TECHNICAL SVCS

01565101 521300 -

LS2 catalog enhancements  
 Populates material records with cover  
 images and plot descriptions to provide  
 a high quality library catalog.

1.00

1,500.00

 12,240.00 \*  
 1,500.00

SIP2 maintenance  
 Communications protocol software needed  
 for library services platform to  
 communicate with databases and other  
 online resources.

1.00

515.00

515.00

Envisionware maintenance  
 Technical support and licenses for  
 computer reservation system, print  
 management system, security gates and  
 RFID equipment.

1.00

6,000.00

6,000.00

LS2 PAC eBook integration  
 Improves access and use of eBooks and  
 eAudiobooks by integrating Axis360  
 resources into TLC public access  
 catalog (PAC) and library patron  
 account.

1.00

1,500.00

1,500.00

PayWare credit card gateways  
 Allows customers to pay for library  
 fines/fees by credit card using the  
 Self-Check stations.

1.00

1,700.00

1,700.00

MobilePrint services  
 Allows customers to send print jobs  
 directly from their own devices to  
 library print release station instead  
 of using library computers. Four-year  
 pre-paid subscription expired; annual  
 billing has started.

1.00

725.00

725.00

NetKiosk management software  
 Software and technical support to  
 manage security on public access  
 catalog computers.

1.00

300.00

300.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-LIBRARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 522200 REPAIRS &amp; MAINTENANCE

01565101 522200 -

Basic repairs  
 Funds for small unexpected repairs or  
 needed tools.

1.00

200.00

 200.00 \*  
 200.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01565101 522320 -

Copier rental and maintenance  
 Rental agreements for four  
 photocopiers, two for public use and  
 two for staff use.

1.00

8,000.00

 8,000.00 \*  
 8,000.00

## 523200 COMMUNICATIONS

01565101 523200 -

Mobile phone carrier fees  
 Annual cost of phone bill for  
 Director's mobile phone.

1.00

650.00

 3,350.00 \*  
 650.00

Postage  
 Postage for library correspondence and  
 interlibrary loan packages.

1.00

300.00

300.00

Mobile Beacon data lines for hotspots  
 Annual cost of data lines for five WiFi  
 hotspots for patron check out and staff  
 use.

1.00

600.00

600.00

Springshare communications tools  
 "LibAnswers" communications resource to  
 accept and reply to information  
 requests from library customers via  
 email, online form, and text funneled  
 through one queue. Service also  
 provides platform for FAQ of library  
 information. Originally purchased to  
 manage communications during COVID  
 closure and Curbside Pickup services  
 but the resource has long-term  
 advantages to improve communication  
 with clients.

1.00

1,800.00

1,800.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-LIBRARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523300 ADVERTISING

01565101 523300 -

LibraryAware public relations online resource  
 Library PR service which provides print, email and social media marketing tools including templates and content.

Promotional materials  
 Supplies and materials for displays and promotional campaigns.

1.00

2,400.00

2,500.00 \*  
2,400.00

1.00

100.00

100.00

## 523400 PRINTING &amp; BINDING

01565101 523400 -

Business cards  
 Annual printing costs for staff business cards.

1.00

100.00

100.00 \*  
100.00

## 523500 TRAVEL

01565101 523500 -

Travel to TLCU Conference  
 Airfare for Ruth Hayden to attend the annual TLCU Conference for technical services librarians using the TLC library platform.

Hotel for TLCU Conference  
 Hotel fees for Ruth Hayden to attend the annual TLCU Conference for technical services librarians using the TLC library platform.

Food for TLCU Conference  
 Food and incidentals at the TLCU annual conference for technical services librarians. Ruth Hayden will attend.

1.00

250.00

2,750.00 \*  
250.00

1.00

800.00

800.00

1.00

100.00

100.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-LIBRARY ADMINISTRATION

Airfare to American Library Association conference  
 Transportation costs for Mary Moore to attend the annual professional development conference sponsored by the American Library Association.

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

300.00

Hotel for American Library Association conference  
 Hotel costs for Mary Moore to attend the annual professional development conference sponsored by the American Library Association.

1.00

1,000.00

1,000.00

Food for American Library Association conference  
 Food and incidental costs for Mary Moore to attend the annual professional development conference sponsored by the American Library Association.

1.00

200.00

200.00

Local travel  
 Mileage reimbursement for travel to local workshops and professional meetings

1.00

100.00

100.00

## 523600 DUES &amp; FEES

01565101 523600 -

North Georgia Associated Libraries annual dues  
 Organizational dues for professional networking and development association.

1.00

35.00

29,470.00 \*

35.00

TLC Integrated Library System  
 Annual fees for library platform which provides cataloging and circulation systems.

1.00

8,100.00

8,100.00

OCLC ILL database  
 Annual fees for interlibrary loan database. Allows library to borrow materials from other libraries to fulfill customer requests.

1.00

550.00

550.00

Mango Languages learning resource  
 Annual fees for lifetime learning online resource to learn non-English languages and ESL.

1.00

1,200.00

1,200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-LIBRARY ADMINISTRATION

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GADD platform consortium fees	1.00	350.00		350.00
Overdrive platform fees for Georgia Download Destination consortium of Georgia libraries sharing eBooks, eAudiobooks, and eMagazines. Platform moved from RecordBooks (RB Digital) to Overdrive.				
Axis360 eBook platform fees	1.00	2,000.00		2,000.00
Platform allows library patrons to check out eBooks and eAudiobooks purchased by Smyrna Library.				
LinkedIn Learning (Lynda.com) online learning resource	1.00	13,125.00		13,125.00
Annual fees for lifetime learning database of professional development and personal development tutorials. Database for public use and city of Smyrna employee use.				
MyHeritage genealogy online resource	1.00	1,500.00		1,500.00
Annual fees for genealogy research database for public use both in the library and remotely from home or office.				
Zoobean online reading promotion platform	1.00	1,400.00		1,400.00
Annual fees for "Beanstack" online summer reading platform used by all libraries in state of Georgia. Friends of Smyrna Library underwrote cost for first two years of subscription.				
Vimeo subscription fees	1.00	400.00		400.00
Video sharing platform fees to host the library's virtual story times as well as a collection of oral history interviews. Library will continue to offer regular virtual story times even after in-person programming returns. Also this platform will allow the library to make the collection of oral history interviews publicly accessible.				
Georgia Library Association annual dues	1.00	35.00		35.00
Membership dues				
American Library Association annual dues	1.00	275.00		275.00
Membership dues				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-LIBRARY ADMINISTRATION

World Travel database  
 Annual subscription fees to information  
 for international travel for public use.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

500.00

500.00

## 523700 EDUCATION &amp; TRAINING

01565101 523700 -

TLCU Conference registration  
 Registration fees for Ruth Hayden to  
 attend TLCU Conference for technical  
 services librarians using the TLC  
 library platform.

1.00

300.00

1,150.00 \*

300.00

American Library Association conference  
 registration  
 Registration fees for Mary Moore to  
 attend the American Library  
 Association's annual conference for  
 professional development.

1.00

350.00

350.00

Georgia Associated Libraries Conference  
 fees  
 Registration fees for three staff  
 members to purchase a day-pass for the  
 Georgia libraries annual conference for  
 professional development.

1.00

400.00

400.00

Registration fees for local workshops  
 and webinars  
 Funds for staff to attend local  
 professional development workshops  
 and/or online courses or webinars

1.00

100.00

100.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01565101 531100 -

Appreciation gifts for volunteers  
 During the holidays, the library gives  
 gifts to its regular volunteers in  
 appreciation for all they do. \$15 @ 20  
 volunteers

1.00

300.00

16,905.00 \*

300.00

Holiday decorations  
 Budgeting more than normal because the  
 library's Christmas trees have worn out  
 and were discarded this year.

1.00

700.00

700.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-LIBRARY ADMINISTRATION

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Patron library cards Professionally pre-printed library cards with custom barcodes are purchased each year to create cards for new members and replacement cards for members who lose theirs.	1.00	1,385.00		1,385.00
Technical Services supplies Book covers, cases, spine labels, stickers, and specialty tape to process approximately 6,000 new materials purchased annually in addition to donated materials. Supplies also used to repair existing materials in the collection.	1.00	5,500.00		5,500.00
Office supplies Envelopes, padded envelopes, pens, pencils, note pads, rubber bands, paper clips, folders, etc., for normal clerical and business office use.	1.00	450.00		450.00
Barcodes for library materials Professionally printed custom barcode stickers are purchased to process approximately 6,000 new materials annually.	1.00	350.00		350.00
Ink cartridges Ink for poster printer used to create in-house posters for promotion of collections and events.	1.00	100.00		100.00
Copier paper for four photocopiers, two for public use and two for staff use. (approximately 50 boxes @ \$30)	1.00	1,500.00		1,500.00
Receipt paper Thermal receipt paper for Self Check machines, staff Public Services computers, and cash registers. Receipts are printed for due date slips, holds notices, and for fees/fines received.	1.00	300.00		300.00
First aid supplies First aid kit supplies for Public Services desks.	1.00	50.00		50.00
Laminating film Rolls of laminating film are used by Technical Services to process some materials for check out, and by Youth Services for programs and displays.	1.00	150.00		150.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-LIBRARY ADMINISTRATION

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
RFID tags Professionally printed RFID tags are purchased for the processing of approximately 6,000 items added to the collection annually. RFID tags allow customers to check out materials themselves at the Self Check units and are used for security/inventory control.		1.00	1,100.00	1,100.00
Light bulbs Replacement bulbs for desk lamps and display cases in the library.		1.00	200.00	200.00
Paper towels Paper towels for library's public and staff bathrooms. Approximately 25 shipments @ \$28 in a normal year.		1.00	700.00	700.00
Toilet Tissue Toilet paper for library's public and staff bathrooms. Approximately 15 shipments @ \$60 in a normal year.		1.00	900.00	900.00
Hand soap Foaming hand soap for soap dispensers in library's public bathrooms and liquid hand soap for staff bathrooms. Approximately 20 shipments @ \$50 in a normal year.		1.00	1,000.00	1,000.00
Trash can liners Trash bags for library's trash cans throughout the building in public and staff areas. Approximately 11 shipments @ \$20 in a normal year.		1.00	220.00	220.00
Program/event supplies Craft and STEM supplies for children's, young adult and adult programming.		1.00	2,000.00	2,000.00

## 531230 ENERGY-ELECTRICITY

01565101 531230 -

Power for the library	1.00	41,000.00	41,000.00 *
Annual utility costs			41,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-LIBRARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531400 BOOKS &amp; PERIODICALS

01565101 531400 -

Adult circulating materials  
 Print books for regular and large print  
 adult mystery, fiction, science  
 fiction, non-fiction and biography  
 collections. Average price of print  
 adult books has increased over the past  
 two years, plus demand from library  
 customers for more copies of  
 bestsellers has risen.

1.00

48,000.00

 127,050.00 \*  
 48,000.00

Juvenile circulating books  
 Print books for board book, picture  
 book, easy reader, chapter book,  
 non-fiction, biography and Spanish  
 language collections in the Youth  
 Services department.

1.00

17,000.00

17,000.00

Young Adult Circulating  
 Books for the young adult fiction,  
 non-fiction, biography, graphics and  
 manga collections.

1.00

5,000.00

5,000.00

Reference books  
 Print reference materials such as  
 atlases, directories and special  
 reports.

1.00

800.00

800.00

Genealogy & Smyrna Collections  
 Print materials and ephemera for the  
 genealogy and local history collections.

1.00

500.00

500.00

DVDs and Blu-rays  
 Movie and TV Show DVDs for adult and  
 family collections.

1.00

7,000.00

7,000.00

Audiobooks  
 Books on CD for the adult and  
 children's collections.

1.00

4,500.00

4,500.00

Magazines and newspapers  
 High-interest and local coverage print  
 magazine and newspaper subscriptions  
 for adult, young adult and juvenile  
 readers.

1.00

4,500.00

4,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-LIBRARY ADMINISTRATION

Hoopla downloadables  
eBook, eAudiobook, and streaming movies  
and music for the Hoopla Digital  
platform.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

18,000.00

18,000.00

Axis360 downloadables  
eBooks and eAudiobooks for the Axis360  
platform. During the pandemic, use of  
library digital platforms increased and  
interest in these collections has  
stayed strong. Customers are requesting  
the library purchase more copies and a  
wider selection of eBooks and  
eAudiobooks.

1.00

20,000.00

20,000.00

GADD consortium digital content  
Required content purchases on the  
Overdrive platform of eBooks,  
eAudiobooks, and digital magazines for  
the Georgia Download Destination  
consortium collection. This consortium  
allows libraries throughout Georgia to  
share eBooks, which is a cost effective  
way of increasing selection for our  
digital readers.

1.00

1,750.00

1,750.00

## 531700 OTHER SUPPLIES

01565101 531700 -

Staff Shirts  
Golf shirts with library logo for  
staff. 17 shirts at approximately \$35  
each. Staff has not received shirts in  
four years.

1.00

600.00

 600.00 \*  
600.00

## 542300 CAP OUTLAY-OFFICE FURN &amp; EQ

01565101 542300 -

Executive office furniture  
Office furniture and chair for the  
Director's office. Existing furniture  
is 30 years old and has reached  
end-of-life. Furniture pre-dates  
computers; does not include access  
points for electrical cords.

1.00

3,500.00

 3,500.00 \*  
3,500.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget					
ACCOUNTS FOR:					
GF-LIBRARY ADMINISTRATION	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GRAND TOTAL					248,815.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **MAINTENANCE & SHOP**

### **Function**

The 49000 Division represents the cost center for the Garage division of the Public Works Department. The Maintenance & Shop Division is comprised of 1 Fleet Manager, 1 Foreman, 5 Senior Mechanics and 1 Small Engine Mechanic that are responsible for maintaining the productivity of the City's fleet of vehicles and equipment. Both preventive maintenance and general repairs are performed as needed by the garage staff. A service truck is available to perform repairs to vehicles and equipment that have broken down in the field. The division also has a full-service tire shop. It has a small engine shop for small equipment repairs and maintenance.

With the purchase of advanced diagnostic equipment, the garage is capable of quickly identifying the problem with a particular vehicle. The mechanics are also responsible for ensuring the emission testing is done on the City's fleet.

### **Major Goals & Objectives**

- Schedule and perform the necessary preventative maintenance on all vehicles and equipment
- Perform most repairs to the City's fleet in-house and in an economically efficient manner
- Ensure the City meets fuel efficiency standards
- Ensure the City's fuel dispensing equipment and fuel system is working efficiently by upgrading fuel system software
- Continue to install and monitor GPS units in the City's fleet
- Ensure small equipment such as pumps, mowers, chainsaws, etc. are maintained and ready for use at any time
- Continue to upgrade vehicle repair software for repairs and maintenance to the City's vehicles

### **Performance Measures**

- 260 Vehicles
- Pieces of Light Equipment
- Maintenance Costs per Mile Driven
- Continue to meet annual Georgia EPD compliance reporting for Clean Fueled Fleet Program (CFFP)
- Fuel tanks annual fuel compliance inspection and reporting
- Scheduled preventative maintenance on vehicles and maintenance

## MAINTENANCE & SHOP - 49000

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	283,668	271,760	333,882	359,336	25,454	7.6%
OTHER OPERATING	43,078	63,204	66,235	75,809	9,574	14.5%
<b>TOTAL EXPENDITURES</b>	<b>326,746</b>	<b>334,964</b>	<b>400,117</b>	<b>435,145</b>	<b>35,028</b>	<b>8.8%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	7.00	7.00	7.00	7.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - MAINTENANCE & SHOP**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01449001	511100		REG/FULL TIME EMPLOYEES	265,867	255,351	315,328	338,284	22,956	7.3%
01449001	511300		OVERTIME	883	491	2,000	2,000	-	0.0%
01449001	512200		SOC SEC/FICA CONTRIB	16,919	15,917	16,554	19,052	2,498	15.1%
01449001	521200		PURCH PROFESSIONAL SVC	-	875	3,700	5,350	1,650	44.6%
01449001	521400		PURCH SOFTWARE	3,485	5,399	16,800	6,750	(10,050)	-59.8%
01449001	522110		PURCH SVC-DISPOSAL	1,720	750	3,400	3,000	(400)	-11.8%
01449001	522200		REPAIRS & MAINTENANCE	11,430	5,221	6,066	5,500	(566)	-9.3%
01449001	523200		COMMUNICATIONS	1,048	1,001	504	540	36	7.1%
01449001	523600		DUES & FEES	-	-	-	-	-	N/A
01449001	523700		EDUCATION & TRAINING	5,811	2,923	3,700	2,000	(1,700)	-45.9%
01449001	531100		GEN SUPPLIES & MATERIALS	8,497	5,070	6,350	8,000	1,650	26.0%
01449001	531270		ENERGY-GASOLINE/DIESEL	1,357	1,094	1,500	1,875	375	25.0%
01449001	531600		SMALL EQUIPMENT	6,720	14,838	14,250	28,934	14,684	103.0%
01449001	531700		OTHER SUPPLIES	3,010	7,033	9,965	13,860	3,895	39.1%
01449001	542100		CAP OUTLAY-MACH & EQUIP	-	19,000	-	-	-	N/A
<b>MAINT &amp; SHOP</b>				<b>326,746</b>	<b>334,964</b>	<b>400,117</b>	<b>435,145</b>	<b>35,028</b>	<b>8.8%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-MAINTENANCE & SHOP

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01449001 521200 -				
Underground / Above-ground Fuel Tank Inspections		1.00	1,700.00	5,350.00 *
Mandatory State Inspection of Underground / Above-ground Fuel Tank Inspections				1,700.00
State Emission inspections for Fleet vehicles		60.00	25.00	1,500.00
State required inspections (Gas vehicles Only)				
60 Vehicle X \$25.00 State Price				
Negotiated 16.00 per car last year				
Shop Floor Scrubber - Yearly Maintenance / Service To Maintain Warranty		1.00	730.00	730.00
Pressure Washer - Yearly Maintenance / Service (service pump, Engine, Inspect lines) To Maintain Warranty		1.00	620.00	620.00
Shop Air Compressor - Yearly Maintenance / Service To Maintain Warranty		1.00	800.00	800.00
<b>521400 PURCH SOFTWARE</b>				
01449001 521400 -				
Software Maintenance for Fuel Master (AIMS) fuel system. Software updates, Maintenance and Troubleshooting		1.00	2,650.00	6,750.00 *
Yearly subscription for fuel system (AIMS)				2,650.00
Truck Scanner Updates		1.00	1,300.00	1,300.00
Software revisions				
Yearly Subscriptions Updates				
Car Scanner Updates Software revisions		1.00	1,300.00	1,300.00
Yearly Subscription Updates				
All Data software - Diagnostics software		1.00	1,500.00	1,500.00
Shop Yearly Subscription - Repair				
Software for Cars, Trucks and Equipment				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-MAINTENANCE & SHOP

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 522110 PURCH PROP SVC-DISPOSAL

01449001 522110 -				3,000.00 *
Disposal Fees for Disposal of Used Tires	3.00	600.00		1,800.00
State & EPA Mandatory Fee for used Tires				
Water / Oil Separator Pit Collection	1.00	1,200.00		1,200.00
Mandatory State and EPA Driven				
Collections of Contaminants				

## 522200 REPAIRS &amp; MAINTENANCE

01449001 522200 -				5,500.00 *
General Vehicle Maintenance	1.00	5,500.00		5,500.00
Preventive Maintenance ( PM's) Services				
Including but not limited to Oil,				
Transmission, Differential, Fuel,				
Coolant, Hydraulics, Brakes, Tires,				
Repairs on Electrical / Lighting				
systems				
Installation of Accessories ,Computer				
Mounts, Radios,				
Accessories plugs.				
Major and Minor repairs				
Vehicle Maintenance / Repairs				
Adding 2 Pool vehicles to R&M budget				

## 523200 COMMUNICATIONS

01449001 523200 -				540.00 *
Verizon Cell Phone	12.00	45.00		540.00
Fleet Foreman Cell phone				
Monthly service				

## 523700 EDUCATION &amp; TRAINING

01449001 523700 -				2,000.00 *
Safety Training for 6 Mechanics	1.00	2,000.00		2,000.00
Continuing Safety Training for Staff.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-MAINTENANCE &amp; SHOP

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01449001 531100 -

Inground Fuel Tank Fuel Treatment  
 Chemicals for Diesel Fuel Storage  
 Fuel Treatment to be added every 2  
 months to maintain safe levels of  
 Microbials that grow in diesel fuel

6.00

250.00

 8,000.00 \*  
 1,500.00

Fleet Operating Supplies  
 Fluids, Oils, Grease, Bolts, Hardware,  
 Degreasers,  
 Hand Cleaners, Work Gloves, Paper  
 Towels, Tissue Paper Office Supplies,  
 ETC.  
 General Supplies for Fleet Maintenance

1.00

5,000.00

5,000.00

Consumable Items, Drill bits, Grinding  
 Discs, Cut Off and Sanding Discs, Drain  
 pans, Oil dry, Brake wash, Wheel  
 weights, Tire Mounting Lube, Tire Valve  
 Stems,  
 Welding wire, Torch Tips ,Plazma  
 Cutting tips and guards, ect  
 Supplies to maintain fleet vehicles

1.00

1,500.00

1,500.00

## 531270 ENERGY-GASOLINE/DIESEL

01449001 531270 -

unleaded and Diesel fuels for Service  
 Trucks and Small Equipment  
 25% Increase from last year due to  
 rising fuel costs

1.00

1,875.00

 1,875.00 \*  
 1,875.00

## 531600 SMALL EQUIPMENT

01449001 531600 -

Fuel Master AIMS kits for New Vehicles  
 and Maintenance / worn kits  
 Required for all New vehicle purchases  
 per Fleet Management Standard Operating  
 Procedures

10.00

350.00

 28,934.00 \*  
 3,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-MAINTENANCE & SHOP		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Misc. Specialty Tools for Small Engine Shop Specialty Tools required to maintain small equipment			1.00	500.00		500.00
Specialty Tools / Equipment for Car/Truck Shop Specialty Tools to Test, Repair and Maintain Vehicles			1.00	1,000.00		1,000.00
Millermatic Mig welder Current welder is 20 plus years old			1.00	3,000.00		3,000.00
22 Ton Under Axle Truck Jack Current Jack is 6 plus years old (Safety precaution)			1.00	800.00		800.00
Rolling 12/24 volt Commercial Charger/Jumper Box Current Jumper box is 10 years old and does not charge			1.00	2,000.00		2,000.00
Master Kerosene forced air heater 215000BTU's No current inventory To aid in thawing out Inclement weather vehicles (Air brakes, Sand spreader, Brine equipment)			2.00	540.00		1,080.00
Portacool Cyclone Garage Evaporative Air Cooler Temperatures in summer stay above 90 degrees in shop Cooler Temperatures equal more productivity			2.00	2,150.00		4,300.00
8" Shop Bench Grinder with wire wheel Current Grinder has no safety guards			1.00	300.00		300.00
welding Helmet Current helmet is 10 years old and is not Auto-darkening (safety precaution)			1.00	325.00		325.00
12' Fiberglass Step Ladder (375 lb. load capacity) Current Ladder has broken step (safety precaution)			1.00	325.00		325.00
6' Fiberglass Step Ladder with 375lb load capacity Current Ladder has bent step (safety precaution)			1.00	225.00		225.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## GF-MAINTENANCE &amp; SHOP

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
1 - 42" Truck Engine Platform Ladder with Safety handrails		1.00	7,624.00		7,624.00
1 - 9' Aluminum Truck Platform Ladder with Safety Guardrails To Safely aid in repairs on top of Trucks (hydraulic lines, hoses, Cylinders) Can be used buy all departments for Safely washing and inspecting trucks and heavy equipment					
Shop Air Hose Reels To add to rear of shop, keeping air hoses off floors (safety precaution)		3.00	275.00		825.00
Brake Wash Sprayers Replace broken sprayers		5.00	50.00		250.00
Metabo 4.5" Electric Angle Grinders Replace broken grinders		2.00	150.00		300.00
Wilton Heavy Duty welding F-clamps Aid in welding / Fabrication projects		4.00	70.00		280.00
Air lines install - Finish Adding to Exiting Air Lines to Rear of Shop Unable to complete air lines last year for budget reasons		1.00	1,000.00		1,000.00
Update / replace Service Truck Tools Replace broken service tools for road service calls vehicle jacks, lifting equipment, impact tools ,hand tools ,tire tools		1.00	1,000.00		1,000.00
Brother label Maker for oil change Labels 1 for each mechanic Previous decals was not adhering properly to windshields and not being able to monitor service intervals		5.00	60.00		300.00
<b>531700 OTHER SUPPLIES</b>					
01449001 531700 -					
Supervisors Shirts ( Polo Style)		5.00	30.00		13,860.00 *
					150.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-MAINTENANCE &amp; SHOP

Tool Allowance for Mechanics  
Replacement of broken tools and to  
purchase tools required to perform  
duties as assigned  
  
(Finance recommendation: Cut \$7K from  
original request of \$17,500)

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

7.00

1,500.00

10,500.00

Boot Allowance  
PPE

7.00

150.00

1,050.00

City Uniforms (Required)  
Pants, Shirts, Jackets

6.00

360.00

2,160.00

GRAND TOTAL

75,809.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **MUSEUM**

### **Function**

Division 66100 funds the Smyrna History Museum. The Museum Manager position is budgeted here. The Smyrna History Museum in partnership with the Smyrna Historical Society aims to engage present and future generations in the history and preservation of Smyrna and surrounding communities. The museum is an educational facility that physically preserves historic objects and documents and shares them with the community through exhibits and programming.

The Museum Manager is supervised by the City Administration and oversees all Museum functions including policies, staffing, volunteers, exhibits, marketing, collections care, and programming. The manager is responsible for periodically updating the Smyrna Historical Society Board on museum events and policies.

### **Major Goals & Objectives**

- Bring the Museum's storage space up to professional standards.
- Continue to professionally catalog the Museum's collections.
- Appoint a committee through the Smyrna Historical Society (SHS) and begin AASLH (American Association for State and Local History) accreditation process.
- Advertise and promote the City of Smyrna through various activities.
- Creation of promotional items, publications and activities.
- Partner with local schools to offer programming on and off-site
- Partner with local universities to host interns and help train the next generation in museum studies.

### **Performance Measures**

- Increase membership in the Smyrna Historical Society.
- Increase museum visitation numbers.
- Increase educational partnerships with local schools and groups through programming.

## MUSEUM - 66100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	60,661	62,822	87,753	65,613	(22,140)	-25.2%
OTHER OPERATING	75,170	182,702	68,187	51,317	(16,870)	-24.7%
<b>TOTAL EXPENDITURES</b>	<b>135,831</b>	<b>245,525</b>	<b>155,940</b>	<b>116,930</b>	<b>(39,010)</b>	<b>-25.0%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	1.00	1.50	1.75	1.75

**FY 2022 BUDGET TOTAL EXPENDITURES ACCOUNT DETAIL - MUSEUM**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01566101	511100		REG/FULL TIME EMPLOYEES	56,676	58,706	60,422	61,462	1,040	1.7%
01566101	511101		PART TIME EMPLOYEES	-	-	21,653	-	(21,653)	-100.0%
01566101	511200		TEMP EMPLOYEES	-	-	-	-	-	N/A
01566101	512200		SOC SEC/FICA CONTRIB	3,986	4,117	5,678	4,151	(1,527)	-26.9%
01566101	521200		PURCH PROFESSIONAL SVC	53,840	176,860	47,760	37,111	(10,649)	-22.3%
01566101	521450		CREDIT CARD FEES	-	-	500	-	(500)	-100.0%
01566101	522200		REPAIRS & MAINTENANCE	3,561	1,000	950	1	(949)	-99.9%
01566101	522310		RENTAL OF LAND & BLDGS	-	528	2,400	500	(1,900)	-79.2%
01566101	523500		TRAVEL	-	402	-	750	750	N/A
01566101	523600		DUES & FEES	-	118	1,030	1,635	605	58.7%
01566101	523700		EDUCATION & TRAINING	245	430	-	420	420	N/A
01566101	531100		GEN SUPPLIES & MATERIALS	12,363	1,853	10,800	7,050	(3,750)	-34.7%
01566101	531600		SMALL EQUIPMENT	5,161	1,512	4,247	3,850	(397)	-9.3%
01566101	531700		OTHER SUPPLIES	-	-	500	-	(500)	-100.0%
<b>MUSEUM</b>				<b>135,831</b>	<b>245,525</b>	<b>155,940</b>	<b>116,930</b>	<b>(39,010)</b>	<b>-25.0%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01566101 521200 -				
Reprint of Jonquil City Historic Trail Stickers through Commercial Signs, Inc.		1.00	1,162.00	37,112.00 *
Not sure if this is under my budget (the original printing was not) but the stickers are looking worn. They are designed to last 1 year and it has been around 3 years since they were installed. Cost is based on quote from Commercial Signs Inc.				1,162.00
Print Tripod street sign.		1.00	250.00	250.00
A sign to set up at the island on the NB corner of Atlanta Rd. and Spring St SE will capture the attention of the many walkers/ joggers in the area and increase our museum attendance. Cost is based on online estimates from sites like Vistaprint.				
Print Temporary Exhibit Panels		2.00	1,200.00	2,400.00
The Temporary Exhibit space was designed to switch out exhibits every 6 months. This covers the cost of reprinting the Inkjet on 1/8 Sintra panels in that section and all object labels. This refreshes the offerings of the museum and keeps visitors coming back to learn new things. Cost is based on quote from Commercial Signs, Inc.				
Printing for Special Programs, Events, and Exhibits.		1.00	4,000.00	4,000.00
We will always have a need to print brochures, flyers, posters, etc. to advertise upcoming programs to increase visitation. This will also cover the printing of any hand-outs during programs.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Replace 5 upstairs windows to better weatherize the windows and install UV filtering glass. Replace 4 doors (2 sets of French doors) upstairs to better weatherize the space and make the entrances more secure against unlawful entry. This is a continuation of the repairs made to 4 upstairs windows already. This helps regulate the climate in the museum, and helps with energy efficiency. Otherwise, the museum will have to purchase and replace the UV filtering film on all the windows and doors yearly. That would not however fix the gaps that are visible in the door jambs. Cost is based on estimate from Bill Warren.	1.00	9,500.00	9,500.00
Tree maintenance for cemeteries. As the tree canopies continue to age in the 3 cemeteries: Smyrna Memorial, Mt. Zion, and Daniell, we will continue to face the possibility of removal/clean-up work. Not sure if this is budgeted under me or Public works. Cost is based on average of previous tree work.	1.00	6,000.00	6,000.00
Hardscape repair at 3 cemeteries. As the 3 cemeteries will always be vulnerable to weather/ vandalism, we need to have money set aside for repair as needed. Cost is based on average of previous work done by Ashley Shares.	1.00	6,000.00	6,000.00
Purchase and install of 6 security cameras and software (removed during department budget meeting). This is a carryover of a previous FY budget approved item that was put on hold due to Covid. The security cameras will allow us to monitor the museum exhibits, visitors, and storage area in real time to safeguard against incidents. Cost is based on estimate by Chris Addicks.	1.00	6,000.00	6,000.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Build and/or install storage shelves/ cabinet above sink upstairs. This will allow us to safely store our cleaning supplies out of the reach of children and also free up storage space for other supplies. Cost based on estimate from Bill Warren.		1.00	1,800.00		1,800.00
<b>522310 RENTAL OF LAND &amp; BUILDINGS</b>					
01566101 522310 -					
Rental of climate controlled storage unit to allow for the safe storage of collection items while repairs are done in the basement. If repairs are done to the museum basement, there is no where else currently in the city to safely house the collection. This is based on the average cost of renting a unit per month for up to a year. \$200 x 12 months.  (Finance recommendation: Cut down to \$500 from original request of \$2,400)		1.00	500.00		500.00 *
					500.00
<b>523500 TRAVEL</b>					
01566101 523500 -					
Travel to annual Georgia Association of Museums (GAM) Conference. Location in state TBD. Attending this conference allows the Museum manager to learn about industry best practices, new trends, and network with colleagues. Because I attended a workshop on dangerous collection materials at GAM 2019, I knew what to do when an unexploded Civil war shell was found in the collection.		1.00	750.00		750.00 *
					750.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>523600 DUES &amp; FEES</b>				
01566101 523600 -				
Annual subscription bundle to Ancestry.com and Newspapers.com for research. Access to primary historic records like the census allow us to create new programming like our Black History Tour. Use of Ancestry through the Smyrna library is free now due to the Covid pandemic, but that will end sometime soon. Cost based on Ancestry.com annual price billed at one time for a single user.		1.00	400.00	1,635.00 * 400.00
Annual dues for the American Association of State and Local History (AASLH). Membership in AASLH allows access to programs and research from an industry leader that have helped in the management of the museum.		1.00	120.00	120.00
Annual subscription to Adobe Photoshop for use in graphic design of exhibit panels, program announcements, brochures, posters, etc. The basic computer offerings do not allow for the quality graphic design software needed to create the visuals required for exhibits and programming. Cost based on 1 user's yearly subscription to Adobe.		1.00	260.00	260.00
Additional user license for Past Perfect software. This additional license will allow more than 1 person and computer to house and update the collection records. It is a safeguard against record loss and less expensive than other options. Price based on cost with AASLH membership discount. (\$412)		1.00	450.00	450.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Yearly fee for museum website hosting. Bluehost. The museum website on Word Press allows us to schedule tours, advertise tours and programs, display directions and open hours, and create dynamic presentations and pages like the display of Mt. Zion residents.		1.00	345.00		345.00
Yearly dues to the Georgia Association of Museums (GAM)		1.00	60.00		60.00
<b>523700 EDUCATION &amp; TRAINING</b>					
01566101 523700 - Attendance at GAM annual conference.		1.00	420.00		420.00 *
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>					
01566101 531100 - office supplies Items like paper, pencils, highlighters, binders, etc. needed to run the museum and supply 2 staff members throughout the year.  (Finance recommendation: Cut \$1k from original request of \$2K)		1.00	1,000.00		7,050.00 * 1,000.00
Cleaning supplies for the museum building and bathrooms. Supplies to help keep the museum an inviting place for visitors in all amenities. Based on percentage of library spending on similar items.		1.00	1,200.00		1,200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: SMYRNA MUSEUM		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Archival supplies. Industry accepted packing, storage and labelling materials for the safe storage of the museum collection. Acid-free, pH balanced and other special materials must be used to safely store the museum collection for the future. Objects will be sorted into size-appropriate boxes to cut down on storage space. Cost based on past year's purchases.  (Finance recommendation: Cut \$2,500 from original request of \$5k)			1.00	2,500.00		2,500.00
Exhibit cleaning supplies Special museum - appropriate supplies and solvents to clean the museum displays and vitrines without damage to surfaces.			1.00	250.00		250.00
Cemetery cleaning supplies Cleaning solvents and tools such as brushes and gloves to safely clean cemetery hardscape such as tombstones. Hopefully will become a community volunteer project to clean up cemeteries a few times a year.			1.00	450.00		450.00
Program supplies. Items such as foam floor mats and small hand -outs or children's activities supplies. The museum would like to get back to holding group and special programming once Covid restrictions are over. This allows us to target special groups like children and draw new and returning visitors in with special events.			1.00	300.00		300.00
Book fund For research purposes, staff must buy books and other materials to increase knowledge in the museum field.			1.00	500.00		500.00
DSLR Camera and small photo studio. A small, digital photo studio is needed to adequately photo all collections items for records. This would also allow museum staff to create digital exhibits to share objects with a wider audience. Price based on online averages.			1.00	700.00		700.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Humidifier Another humidifier is needed to cover the entire square footage of the museum space. During the winter, humidity levels fall below what is good for the collection and a humidifier is the easiest way to rectify that. Cost based on previous purchase.		1.00	150.00	150.00
<b>531600 SMALL EQUIPMENT</b>				
01566101 531600 - Chrome wire shelving racks (8) to finish out main storage space in basement. These storage racks allow for safe storage of the museum collection and will bring the storage space more inline with industry standards. Price based on past purchase.		8.00	375.00	3,850.00 * 3,000.00
Lockable metal storage cabinet for Deed of Gift records, etc. A lockable, protective cabinet to store the original records of Deeds of Gift along with other documents will bring the museum more inline with industry standards. Price based on online average.		1.00	300.00	300.00
Gallery benches for visitor comfort. 2 benches to be placed in either of the main open floor spaces of the museum will allow people with mobility issues to rest while visiting the museum. They can also offer seating during programs, and can be easily moved to the side to create more floor space. Price based on online average.		2.00	175.00	350.00
wall-mount storage cabinet for bathroom supplies in Men's room. Fire Marshall said the current storage bin in the men's room needs to come out since it impedes the full opening of the door to the handicapped stall. A wall-mount cabinet is the only other storage solution available in that small space. Price based on online average.		1.00	200.00	200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
SMYRNA MUSEUM

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
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GRAND TOTAL

51,317.00

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## **PARKS ADMINISTRATION**

### **Function**

The 61100 account funds the Administrative Division of the Parks and Recreation Department as well as the operation and management of the Community Center. Responsibilities of this division are to ensure activities of the department remain consistent with the mission to offer a range of leisure activities for all ages and interest groups in safe, clean and suitable park facilities.

This division performs various administrative duties necessary to manage recreation, fitness, and cultural activities offered by the department. Some of the responsibilities assigned to this division include planning long range goals and objectives, provision of assistance to and cooperate with other department divisions and City Departments, forecasting and analysis, establishing and executing department policy, cash management and internal control, registering individuals for classes and events utilizing a web-based class registration and facility reservation software program, scheduling of park facilities, customer relations and correspondence, public contract, fee collection and reimbursement, prepare and track requisitions using a financial ERP system, preparation and control of the department budget, recommending new park development and existing park rehabilitation, lending support to the planning and execution of city-wide and department managed events, hiring and evaluating personnel, designing and disseminating promotional materials, park advocacy through managed volunteerism and partnerships, coordination of the appointed Parks and Recreation Commission, maintenance, logistical coordination, visitor management, and supervision of Community Center activities.

### **Major Goals & Objectives**

- Manage CIP projects to ensure all improvements are completed on time and within the allocated budget in FY21
- Implement the following strategies of the Master Plan:
  - Hire Business Operations Superintendent
- Continue work on policy and procedure manual for Parks and Recreation Department as a precursor to Agency Accreditation
- Develop Park Amenities Standards Book
- Develop and coordinate SPLOST '22 Park Projects implementation plan

### **Performance Measures**

- Implementation of Master Plan strategies
- Staff attendance of professional training and involvement in GRPA and NRPA sanctioned trainings and maintenance of professional certifications
- Completion of CIP projects on time and on budget.



## PARKS ADMIN - 61100

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	407,846	403,965	479,397	531,548	52,151	10.9%
OTHER OPERATING	631,409	670,576	626,441	645,806	19,365	3.1%
<b>TOTAL EXPENDITURES</b>	<b>1,039,254</b>	<b>1,074,541</b>	<b>1,105,838</b>	<b>1,177,354</b>	<b>71,516</b>	<b>6.5%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	10.67	11.38	11.38	11.86

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - PARKS ADMIN**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01561101	511100		REG/FULL TIME EMPLOYEES	257,914	298,111	316,613	352,307	35,694	11.3%
01561101	511101		PART TIME EMPLOYEES	121,810	79,298	132,250	143,830	11,580	8.8%
01561101	511300		OVERTIME	1,352	149	750	1,000	250	33.3%
01561101	512200		SOC SEC/FICA CONTRIB	26,769	26,407	29,783	34,411	4,628	15.5%
01561101	521200		PURCH PROFESSIONAL SVC	14,172	77,581	31,000	24,650	(6,350)	-20.5%
01561101	521300		PURCH TECHNICAL SVCS	49	-	-	27,960	27,960	N/A
01561101	521310		PURCH TECHNICAL SVCS-ART	-	-	15,000	15,000	-	0.0%
01561101	521450		ACTIVE NET FEES	63,386	43,034	-	36,000	36,000	N/A
01561101	522110		PURCH SVC-DISPOSAL	-	-	-	-	-	N/A
01561101	522200		REPAIRS & MAINTENANCE	24,434	14,492	47,010	15,100	(31,910)	-67.9%
01561101	522320		RENTAL OF EQUIP & VEH	5,446	22,358	19,080	6,396	(12,684)	-66.5%
01561101	523200		COMMUNICATIONS	674	902	760	1,240	480	63.2%
01561101	523300		ADVERTISING	30,425	32,940	37,350	28,460	(8,890)	-23.8%
01561101	523400		PRINTING & BINDING	614	517	1,000	250	(750)	-75.0%
01561101	523500		TRAVEL	3,685	2,806	2,050	4,400	2,350	114.6%
01561101	523600		DUES & FEES	4,455	3,031	4,624	2,400	(2,224)	-48.1%
01561101	523700		EDUCATION & TRAINING	1,300	480	1,510	1,200	(310)	-20.5%
01561101	531100		GEN SUPPLIES & MATERIALS	25,306	21,925	26,927	18,300	(8,627)	-32.0%
01561101	531220		ENERGY-NATURAL GAS	20,212	21,669	22,020	20,000	(2,020)	-9.2%
01561101	531230		ENERGY-ELECTRICITY	400,838	405,652	388,992	400,000	11,008	2.8%
01561101	531270		ENERGY-GASOLINE/DIESEL	3,374	3,236	3,600	3,000	(600)	-16.7%
01561101	531300		FOOD	2,706	1,873	2,160	3,430	1,270	58.8%
01561101	531400		BOOKS & PERIODICALS	-	121	500	200	(300)	-60.0%
01561101	531600		SMALL EQUIPMENT	29,893	17,462	20,359	32,100	11,741	57.7%
01561101	531700		OTHER SUPPLIES	439	494	2,500	3,720	1,220	48.8%
01561101	542300		CAP OUTLAY -OFF FURN & EQ	-	-	-	2,000	2,000	N/A
<b>PARKS ADMIN</b>				<b>1,039,254</b>	<b>1,074,541</b>	<b>1,105,838</b>	<b>1,177,354</b>	<b>71,516</b>	<b>6.5%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS ADMINISTRATION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01561101 521200 -				24,650.00 *
Building Upkeep	1.00	15,000.00		15,000.00
Necessary upkeep for CC.				
Refinish court surfaces	1.00	7,500.00		7,500.00
Annual refinish to maintain properly.				
Annual Clock Tower Maintenance	1.00	650.00		650.00
Maintenance.				
Kitchen exhaust maintenance	1.00	500.00		500.00
Necessary for use.				
Legal fees	1.00	1,000.00		1,000.00

## 521300 PURCH TECHNICAL SVCS

01561101 521300 -				27,960.00 *
When I work	12.00	50.00		600.00
Monthly staff scheduling				
Pandora	12.00	30.00		360.00
Monthly music fee.				
Civic Plus	1.00	27,000.00		27,000.00
Civic Rec fees.				

## 521310 PURCH TECH SERVICES-ART

01561101 521310 -				15,000.00 *
Art Projects.	1.00	15,000.00		15,000.00

## 521450 CREDIT CARD FEES

01561101 521450 -				36,000.00 *
Open Edge	12.00	3,000.00		36,000.00
Monthly Civic Plus Fees.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS ADMINISTRATION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 522200 REPAIRS &amp; MAINTENANCE

01561101 522200 -				15,100.00 *
Fast Track Car Wash	1.00	100.00		100.00
Cleaning of two vehicles				
General Repair & Maintenance	1.00	15,000.00		15,000.00
R&M of CC				

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01561101 522320 -				6,396.00 *
Konica Printer	12.00	215.00		2,580.00
Monthly fee for printer				
Konica Copies	12.00	100.00		1,200.00
Monthly copies				
TWC	12.00	218.00		2,616.00
Monthly ice machine lease for CC				

## 523200 COMMUNICATIONS

01561101 523200 -				1,240.00 *
	12.00	95.00		1,140.00
	1.00	100.00		100.00

## 523300 ADVERTISING

01561101 523300 -				28,460.00 *
Adobe Annual License	1.00	900.00		900.00
REACH Digital Annual	1.00	1,800.00		1,800.00
Digital screens.				
Adobe Stock	12.00	80.00		960.00
Monthly service				
Marietta Daily Journal	6.00	800.00		4,800.00
Ad in MDJ				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	ADMINISTRATION					
	Graphic Design Flyers, brochures, etc		1.00	10,000.00		10,000.00
	Miscellaneous Advertising		1.00	5,000.00		5,000.00
	P&R Advertising Brochure (Finance Recommendation: Cut from original request of \$10K)		1.00	5,000.00		5,000.00
<b>523400 PRINTING &amp; BINDING</b>						
01561101	523400 -					
	Business Cards		1.00	250.00		250.00 *
	Staff business cards (Finance recommendation: Cut \$750 from original request of \$1,000).					250.00
<b>523500 TRAVEL</b>						
01561101	523500 -					
	GRPA Conference Meals Three staff		3.00	325.00		4,400.00 *
						975.00
	GRPA Conference Housing Three staff		3.00	700.00		2,100.00
	NRPA Conference Meals		1.00	325.00		325.00
	NRPA Conference Housing		1.00	1,000.00		1,000.00
<b>523600 DUES &amp; FEES</b>						
01561101	523600 -					
	GRPA State Dues Annual Dues		1.00	1,000.00		2,400.00 *
						1,000.00
	GRPA District Dues Annual Dues		1.00	300.00		300.00
	NRPA Agency Dues Annual Dues		1.00	1,100.00		1,100.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
GF-PARKS ADMINISTRATION					
<b>523700 EDUCATION &amp; TRAINING</b>					
01561101	523700 -				
	GRPA Conference		3.00	200.00	1,200.00 *
	Registration Fees				600.00
	NRPA Conference		1.00	600.00	600.00
	Registration Fees				
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>					
01561101	531100 -				
	warehouse Supplies		12.00	550.00	18,300.00 *
	City Warehouse Supplies				6,600.00
	Office Supplies		1.00	3,000.00	3,000.00
	Paper, ink, general office supplies for CC				
	Grainger		1.00	1,200.00	1,200.00
	Vickery		1.00	1,200.00	1,200.00
	Hardware supplies				
	Uline & People's Janitorial		1.00	2,400.00	2,400.00
	Janitorial supplies for CC				
	Cintas Corp		1.00	300.00	300.00
	First aid supplies				
	Lowe's		1.00	1,200.00	1,200.00
	Supplies				
	Miscellaneous Supplies		1.00	2,400.00	2,400.00
<b>531220 ENERGY-NATURAL GAS</b>					
01561101	531220 -				
	Gas Service		1.00	20,000.00	20,000.00 *
					20,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS ADMINISTRATION

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>531230 ENERGY-ELECTRICITY</b>				
01561101 531230 -				400,000.00 *
Electric		1.00	400,000.00	400,000.00
<b>531270 ENERGY-GASOLINE/DIESEL</b>				
01561101 531270 -				3,000.00 *
Gas		1.00	3,000.00	3,000.00
Fuel for vehicles				
<b>531300 FOOD</b>				
01561101 531300 -				3,430.00 *
Parks Commission Meetings		6.00	125.00	750.00
Food for meeting meals				
Staff Recognition		12.00	100.00	1,200.00
Monthly recognition				
P&R Staff Luncheon		1.00	500.00	500.00
Annual holiday meal				
Event Staff Meals		1.00	500.00	500.00
Food for event staff working				
Crystal Springs		1.00	480.00	480.00
Coffee service				
<b>531400 BOOKS &amp; PERIODICALS</b>				
01561101 531400 -				200.00 *
Books		1.00	200.00	200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS ADMINISTRATION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531600 SMALL EQUIPMENT

01561101 531600 -				32,100.00 *
Six Foot Rectangle Tables	1.00	7,500.00		7,500.00
Additional event tables				
Community Center Furnishings	1.00	4,600.00		4,600.00
Recover 8 chairs & 2 benches				
Game Room Furnishings	1.00	5,000.00		5,000.00
Update furnishings in CC game room				
Community Center building signage	1.00	15,000.00		15,000.00
new ADA room signs				

## 531700 OTHER SUPPLIES

01561101 531700 -				3,720.00 *
Staff hats	60.00	20.00		1,200.00
Hats for staff				
Staff t-shirts	60.00	12.00		720.00
T-shirts for staff				
Staff Polos	60.00	30.00		1,800.00
Polos for staff, uniform needs				

## 542300 CAP OUTLAY-OFFICE FURN &amp; EQ

01561101 542300 -				2,000.00 *
Furn & Equip for Facility Super &	2.00	1,000.00		2,000.00
Business Ops (Finance Recommendation:				
Cut \$8K from original request of				
\$10K).				

GRAND TOTAL

645,806.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*



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## **PARKS ATHLETICS & AQUATICS**

### **Function**

The Parks Athletics & Aquatics Division is staffed by one Coordinator, seasonal softball and basketball staff, as well as seasonal lifeguards and cashiers for the outdoor pool at Tolleson and a seasonal full time pool manager. The Coordinator is responsible for all hiring and training of part time and seasonal staff within the division. The Coordinator is also responsible for developing and administering the budget for this division each fiscal year.

The division is responsible for the administration of all department-based athletics and sports activities as well as managing all aspects of the operation of the City's public pools.

This division is the primary point of contact for all Youth sports associations including baseball, swimming/diving, soccer, and basketball. All city services in relation to youth association use of facilities are coordinated through this division. Facility use agreements and related contracts with private, volunteer-based organizations and associations are maintained by this division. The coordinator for this division is also responsible for the planning, scheduling, marketing and operation of all adult athletic leagues offered through the city.

The division manages all athletic field requests and permits which include phone and email correspondence, facility and maintenance coordination, and one on one client interaction. In addition to these activities, this division also provides scheduling for tennis and volleyball courts, open-gym basketball, and all gym rentals and scheduling. Research, purchases, and maintenance of all Community Center Fitness Area and Game Room equipment is the responsibility of this office as well.

### **Major Goals & Objectives**

- Assess the potential for new aquatic programming opportunities that could be implemented around the existing pool schedules.
- Explore opportunities for expanding youth & adult sports league options.
- Develop more female oriented adult league opportunities.
- Determine possible areas of improvement for fitness & game room offerings in Community Center that are fiscally responsible and enhance members' options.
- Evaluate the need and potential for a more universal part-time athletics position to help expand athletic programming opportunities and events that could be offered.
- Growth of mountain bike clinics and other outdoor recreation opportunities at North Cooper Lake.

### **Performance Measures**

- Offering of new programs at Tolleson Pool outside of open swim, swim lessons, and swim team operations.

- Development and implementation of new and more diverse sporting opportunities in the City of Smyrna FY21.
- Growth of registration numbers across existing athletic leagues.
- Addition of Community Center equipment that helps expand the demographic of the facilities fitness area and game room users.
- Increase of more hands-on athletic rentals, events, and revenue opportunities that would not be possible with current athletics/aquatics division staff structure.
- Implementation of more consistent mountain bike clinics and outdoor recreation opportunities that are new to the department and unique to the North Cooper Lake area.

## PARKS ATHLETICS & AQUATICS - 61300

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	135,011	94,129	143,835	123,270	(20,565)	-14.3%
OTHER OPERATING	113,641	94,544	130,694	111,607	(19,087)	-14.6%
<b>TOTAL EXPENDITURES</b>	<b>248,652</b>	<b>188,672</b>	<b>274,529</b>	<b>234,877</b>	<b>(39,652)</b>	<b>-14.4%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	5.85	5.85	5.85	4.22

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - PARKS ATHLETICS & AQUATICS**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01561301	511100		REG/FULL TIME EMPLOYEES	47,083	35,982	41,420	42,456	1,036	2.5%
01561301	511101		PART TIME EMPLOYEES	28,347	45,920	193	-	(193)	-100.0%
01561301	511200		TEMPORARY EMPLOYEES	47,290	5,096	84,000	70,000	(14,000)	-16.7%
01561301	511300		OVERTIME	3,002	646	8,000	2,000	(6,000)	-75.0%
01561301	512200		SOC SEC/FICA CONTRIB	9,290	6,485	10,222	8,814	(1,408)	-13.8%
01561301	522200		REPAIRS & MAINTENANCE	15,033	6,992	15,260	6,310	(8,950)	-58.7%
01561301	523200		COMMUNICATIONS	507	167	600	600	-	0.0%
01561301	523400		PRINTING & BINDING	173	55	200	200	-	0.0%
01561301	523500		TRAVEL	847	45	2,025	885	(1,140)	-56.3%
01561301	523600		DUES & FEES	598	55	880	200	(680)	-77.3%
01561301	523700		EDUCATION & TRAINING	228	1,944	200	865	665	332.5%
01561301	523850		CONTRACT LABOR	66,753	44,894	60,000	56,544	(3,456)	-5.8%
01561301	531100		GEN SUPPLIES & MATERIALS	24,408	21,309	34,641	41,003	6,362	18.4%
01561301	531600		SMALL EQUIPMENT	194	18,559	15,000	5,000	(10,000)	-66.7%
01561301	531700		OTHER SUPPLIES	1,447	523	1,888	-	(1,888)	-100.0%
01561301	541350		CAP OUTLAY-BLDG IMPROV	3,455	-	-	-	-	N/A
<b>PARKS ATHL/AQUATICS</b>				<b>248,652</b>	<b>188,672</b>	<b>274,529</b>	<b>234,877</b>	<b>(39,652)</b>	<b>-14.4%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS ATHLETICS/AQUATICS

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

**522200 REPAIRS & MAINTENANCE**

01561301 522200 -

Community center fitness equipment  
preventative maintenance

4.00

315.00

6,310.00 \*  
1,260.00Preventative maintenance is done on  
community center fitness equipment  
every three months to ensure proper  
operation of all machines. Price is  
based on current contract price with  
vendor.Preventative maintenance and repairs  
for community center basketball goals.  
Preventative maintenance is needed to  
ensure proper operation of basketball  
goal motors, components, and safety  
devices.

1.00

1,900.00

1,900.00

Preparation work for Tolleson Pool:  
cover removal, pressure washing, cover  
install.

1.00

3,150.00

3,150.00

Preparation work is needed each year to  
safely remove pool cover and clean  
surface of pool prior to filling with  
water. Pricing is based on current  
quotes with pool vendor.**523200 COMMUNICATIONS**

01561301 523200 -

Verizon Phone Plan

12.00

50.00

600.00 \*  
600.00Phone plan is needed to maintain  
city-provided cell phone operation.  
Pricing is based on current plan price.**523400 PRINTING & BINDING**

01561301 523400 -

Printing of Tolleson Pool season passes  
Season passes can be purchased by  
community members to enter Tolleson  
Pool for the summer months. These  
passes need to be printed in order to  
supply them to purchasing customers.

1.00

200.00

200.00 \*  
200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS ATHLETICS/AQUATICS

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523500 TRAVEL

01561301 523500 -

GRPA annual conference meals and housing  
 GRPA conference provides a local  
 opportunity to network within the field  
 of Parks and Recreation and learn new  
 strategies and ideas to improve our  
 department.

1.00

885.00

 885.00 \*  
 885.00

## 523600 DUES &amp; FEES

01561301 523600 -

American Red Cross facility agreement.  
 Dues are paid each year to the American  
 Red Cross in order to register our  
 facility so we can teach Red Cross  
 classes there. Pricing is based on  
 current fee charged by the American Red  
 Cross.

1.00

200.00

 200.00 \*  
 200.00

## 523700 EDUCATION &amp; TRAINING

01561301 523700 -

Lifeguard certification costs for  
 Tolleson Pool staff  
 Certifications are needed for all  
 lifeguard staff that work at Tolleson  
 Pool and providing the courses for them  
 allows us to ensure our staff are all  
 certified and properly trained. Pricing  
 is based on current fee charged to our  
 department by the American Red Cross  
 for each participant.

10.00

35.00

 865.00 \*  
 350.00

Water Safety Instructor certification  
 course

1.00

315.00

315.00

Water Safety Instructor course would  
 provide me the certification needed to  
 teach swim lessons under the American  
 Red Cross and allow our facility to  
 offer those courses to the community.

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS ATHLETICS/AQUATICS

GRPA conference registration fee  
 Registration fee is needed to attend the annual GRPA conference. GRPA conference provides a local opportunity to network within the field of Parks and Recreation and learn new strategies and ideas to improve our department.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	1.00	200.00		200.00

## 523850 CONTRACT LABOR

01561301 523850 -

Sport officials for all adult sport leagues  
 Officials needed for operation of adult sport leagues. Prices are based on current contract prices with providing organizations and reflect the expected number of games for each league. Cost of officials is accounted for in team registration fees.

1.00	56,544.00	56,544.00 *
		56,544.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01561301 531100 -

Pool chemical supplies for summer operation of Tolleson Pool  
 Pool chemical orders are necessary for yearly pool operations and numbers are based off of current pricing and historical usage.

1.00	27,283.00	41,003.00 *
		27,283.00

Staff uniforms for lifeguards, cashier staff, pool manager and athletics staff as well as swim suits for lifeguards.  
 Uniforms needed for identification of pool staff and athletics staff when working at Tolleson Pool or athletic event. Prices based off of current quotes and historical usage with two items accounted for each staff member.

1.00	1,720.00	1,720.00
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	ATHLETICS/AQUATICS					
	Risk management supplies needed for Tolleson Pool operation including upgrading old rescue boards, lifeguard tubes, and new CPR teaching manikins. Items needed to ensure proper safety equipment is in place in case of emergencies and that we have adequate supplies to train and certify our staff.		1.00	2,890.00		2,890.00
	Championship t-shirts for all adult sport leagues. Championship t-shirts are provided to each player on the winning team of every sport league in fall, spring, and summer. Prices are based off of current quotes and historical usage. All t-shirt costs are accounted for in team registration fees.		1.00	3,800.00		3,800.00
	Equipment and supplies for all adult sport leagues. Balls and supplies are provided for all sport leagues and are needed for operation of leagues. The cost of these items are accounted for in team registration fees and are based off current pricing from our sport equipment vendor.		1.00	4,310.00		4,310.00
	Marketing costs and materials for adult sport leagues. Prices are based off of quotes to purchase social media adds on Facebook and Instagram as well as promotional material to add marketing strategies to promote our adult leagues.		1.00	1,000.00		1,000.00
531600	SMALL EQUIPMENT					
01561301	531600 - Miscellaneous pool furniture replacement. Furniture replacement is needed each year at Tolleson Pool due to damage and wear on current furniture. Pricing is based on historical replacement numbers and current furniture pricing.		1.00	5,000.00		5,000.00 *
						5,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:				VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	ATHLETICS/AQUATICS	GRAND TOTAL						111,607.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **PARKS BRAWNER HALL**

### **Function**

The Facility Event Coordinator is responsible for proper building maintenance as well as pre-event consultation, event planning, reservations and post-event follow up for all rentals at Brawner Hall, the Taylor-Brawner House, Aunt Fanny's Cabin, the Reed House and the Taylor-Brawner Park. The Coordinator maintains effective relationships with clients, vendors and the business community. This position reviews business strategies, policies and prices and makes recommendations for continued rental growth and customer satisfaction.

The Coordinator schedules the previously mentioned facilities through a web-based facility reservation software program. This position manages a staff of approximately 6 people to ensure proper building maintenance, event services and customer satisfaction.

The Coordinator markets and advertises the various rental options via printed media, social media and online sites. This position promotes department services by attending civic and business association meetings, Cobb Travel & Tourism, Georgia Meeting Professionals International and like opportunities to increase awareness and use of the historic venues.

### **Major Goals & Objectives**

- Effectively and efficiently manage the facilities of Brawner Hall, the Taylor-Brawner House, Aunt Fanny's Cabin, the Reed House and amenities in the Taylor-Brawner Park.
- Continue to expand brand awareness for Smyrna's historic properties by attending business and organizational events, exhibiting at trade shows, hosting community events, advertising in appropriate magazines/periodicals/online, partnering with suitable businesses, etc.
- Reserve the above mentioned historic facilities and aid in the planning and execution of events.
- Conduct post-event follow up to ensure a high level of customer satisfaction.

### **Performance Measures**

- Continue to increase rentals of Smyrna's historic venues.
- Maintain a high level of customer satisfaction based on data from client surveys.

**PARKS BRAWNER HALL - 61400**

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	156,524	160,542	185,095	157,082	(28,013)	-15.1%
OTHER OPERATING	46,014	36,651	77,964	67,315	(10,649)	-13.7%
<b>TOTAL EXPENDITURES</b>	<b>202,538</b>	<b>197,193</b>	<b>263,059</b>	<b>224,397</b>	<b>(38,662)</b>	<b>-14.7%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	5.49	4.81	4.81	4.81

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - PARKS BRAUNER HALL**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01561401	511100		REG/FULL TIME EMPLOYEES	86,183	105,293	89,376	90,914	1,538	1.7%
01561401	511101		PART TIME EMPLOYEES	60,129	44,893	84,639	56,853	(27,786)	-32.8%
01561401	511300		OVERTIME	-	-	-	-	-	N/A
01561401	512200		SOC SEC/FICA CONTRIB	10,211	10,356	11,080	9,315	(1,765)	-15.9%
01561401	521200		PURCH PROFESSIONAL SVCS	9,735	14,449	26,000	29,000	3,000	11.5%
01561401	522200		REPAIRS & MAINTENANCE	7,969	1,211	10,150	10,000	(150)	-1.5%
01561401	522310		RENTAL OF LAND & BLDGS	-	-	-	-	-	N/A
01561401	522320		RENTAL OF EQUIP & VEH	1,175	653	1,500	1,500	-	0.0%
01561401	523200		COMMUNICATIONS	664	972	720	720	-	0.0%
01561401	523300		ADVERTISING	-	-	-	-	-	N/A
01561401	523400		PRINTING & BINDING	80	109	1,200	660	(540)	-45.0%
01561401	523500		TRAVEL	946	1,000	1,125	1,270	145	12.9%
01561401	523600		DUES & FEES	543	557	955	785	(170)	-17.8%
01561401	523700		EDUCATION & TRAINING	200	200	400	300	(100)	-25.0%
01561401	531100		GEN SUPPLIES & MATERIALS	7,079	8,210	11,986	7,880	(4,106)	-34.3%
01561401	531270		ENERGY-GASOLINE/DIESEL	18	-	-	-	-	N/A
01561401	531300		FOOD	290	-	500	500	-	0.0%
01561401	531600		SMALL EQUIPMENT	17,288	8,672	16,228	11,000	(5,228)	-32.2%
01561401	531700		OTHER SUPPLIES	28	618	700	700	-	0.0%
01561401	542100		CAP OUTLAY-MACH & EQ	-	-	-	-	-	N/A
01561401	542300		CAP OUTLAY-OFF FURN & EQ	-	-	6,500	3,000	(3,500)	-53.8%
<b>PARKS BRAUNER HALL</b>				<b>202,538</b>	<b>197,193</b>	<b>263,059</b>	<b>224,397</b>	<b>(38,662)</b>	<b>-14.7%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS BRAUNER HALL

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01561401 521200 -

Contract painting of interior of  
Brawner Hall, due to high volume of  
use, needed yearly  
Estimate based on previous (January  
2019) painting costs of \$9735.

1.00

10,000.00

29,000.00 \*  
10,000.00

Contract painting of interior of the  
Reed House. Due to high volume of use,  
many areas are needed yearly

1.00

9,000.00

9,000.00

Contract painting of several high-use  
rooms on the interior of the  
Taylor-Brawner House.  
Estimate based on quote from QDS (Feb  
2019) for entire inside and outside of  
TBH. Did not issue a PO.

1.00

5,000.00

5,000.00

General contract services for  
maintaining historic buildings.

1.00

5,000.00

5,000.00

## 522200 REPAIRS &amp; MAINTENANCE

01561401 522200 -

General repairs of historic buildings  
This includes the building themselves  
(windows, doors, etc.) and the A/V  
systems, alarms, elevator, etc.

1.00

10,000.00

10,000.00 \*  
10,000.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01561401 522320 -

Lease of Konica-Minolta printer/copier  
and print/copy fees for Event Office  
based on Purchasing Dept. signed  
agreement/contract.

12.00

125.00

1,500.00 \*  
1,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS BRAUNER HALL

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523200 COMMUNICATIONS

01561401 523200 -				720.00 *
verizon wireless monthly cell charges	12.00	60.00		720.00
for Event Coordinator				

## 523400 PRINTING &amp; BINDING

01561401 523400 -				660.00 *
Business cards for Event Coordinator	2.00	80.00		160.00
Misc. printing for business expos, Cobb Chamber events, etc.	1.00	500.00		500.00

## 523500 TRAVEL

01561401 523500 -				1,270.00 *
GRPA Conf. hotel	1.00	700.00		700.00
Georgia Recreation & Park Assoc. Annual Conf.				
GRPA Conf. Meals	1.00	325.00		325.00
Georgia Recreation & Park Assoc. Annual Conf.				
Mileage to GRPA Conf.	1.00	145.00		145.00
Based on miles to Columbus, GA and \$.56 current IRS reimbursement.				
Gas - Event Coordinator to attend business meetings, expos, etc.	1.00	100.00		100.00

## 523600 DUES &amp; FEES

01561401 523600 -				785.00 *
Meeting Professionals International membership	1.00	375.00		375.00
Renews in February/March of each year				
Vinings Business Association membership	1.00	95.00		95.00
Renews in May of each year				



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS BRAUNER HALL

Cobb Chamber and Cobb Travel & Tourism  
Meetings for promotion/marketing of  
historic buildings  
Usually budget to attend 4/year;  
however, do not anticipate that many  
in-person sessions

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

70.00

2.00

35.00

Various Business Association meetings  
for promotion/marketing of historic  
buildings  
Usually budget to attend 12/year;  
however, do not anticipate that many  
in-person sessions

6.00

30.00

180.00

Georgia Recreation & Parks Assoc.  
membership  
Renews yearly

1.00

65.00

65.00

## 523700 EDUCATION &amp; TRAINING

01561401 523700 -

Meeting Professionals International  
Seminars/Training  
Usually budget to attend 4/year;  
however, do not anticipate that many  
in-person sessions

2.00

50.00

300.00 \*

100.00

GRPA Conference Fee  
Georgia Recreation & Park Assoc. Annual  
Conf.

1.00

200.00

200.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01561401 531100 -

warehouse orders / Hardware stores  
(including Vickery, Uline, E Sam Jones,  
Lowe's) - janitorial/maintenance  
supplies, light bulbs, etc. for  
historic buildings (BH, TBH, RH, AFC)  
This assumes that we are at 50% of  
normal rentals for last half 2021 (July  
- Dec) and 75% of normal rental rates  
for first half 2022 (Jan - June).

12.00

565.00

7,880.00 \*

6,780.00

Office supplies for Event Office  
Office supplies to run Event Office.

4.00

125.00

500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS BRAUNER HALL

Paint for interiors of historic  
buildings (BH, TBH, RH, AFC)

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

600.00

600.00

## 531300 FOOD

01561401 531300 -

Open houses at historic building for  
promotion/marketing

4.00

125.00

500.00 \*  
500.00

## 531600 SMALL EQUIPMENT

01561401 531600 -

Replace electronics, equipment, etc. at  
historic buildings as they wear out or  
break

1.00

8,000.00

11,000.00 \*  
8,000.00Additional/replacement event tables in  
historic buildings (BH, TBH, RH, AFC)  
Estimate based on pricing from MityLite  
Inc.

1.00

3,000.00

3,000.00

(Finance recommendation: Cut original  
request of \$8,250 down to \$3k).

## 531700 OTHER SUPPLIES

01561401 531700 -

staff uniforms

1.00

700.00

700.00 \*  
700.00

## 542300 CAP OUTLAY-OFFICE FURN &amp; EQ

01561401 542300 -

3,000.00 \*

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS BRAWNER HALL

Replace worn-out 13-year-old reception furniture at Brawner Hall: loveseat, chairs, tables.

This was in the approved 2020 budget but COVID hit just as we were preparing to order. I priced out a loveseat, 4 wing back chairs, 2 side chairs, 2 benches and 5 side tables at National Business Furniture. The total was \$8925.

(Finance recommendation: Cut to \$3K from original \$9K request.)

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

3,000.00

3,000.00

GRAND TOTAL

67,315.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **PARKS MAINTENANCE**

### **Function**

The 61500 cost center funds the Maintenance Division of the Parks and Recreation Department. The Division is responsible for addressing maintenance needs for 36 Recreation sites on 321 acres. By providing this service, the Maintenance Division supplies the means for Smyrna citizens to enjoy the outdoors in safe, clean surroundings. This Division currently functions with 10 FT positions, and a City-wide landscape contract. This account is also where Parks Improvements are budgeted.

Parks Maintenance oversees various maintenance activities including those required by playground equipment, tennis and basketball courts, athletic fields, passive play areas, landscaped properties, and multi-use and concession facilities. Some maintenance tasks are scheduled as preventive maintenance. Taking a proactive posture in completing maintenance related tasks aids in controlling the total cost of those tasks. Other unscheduled or emergency tasks are reactive in nature by necessity. Inspections of Park grounds are conducted on a regular basis.

### **Major Goals & Objectives**

- Reply to citizen concerns within 48 hours to ensure timely communication with targeted external stakeholders.
- Address repairs, & maintenance for park amenities within a 48 hour period. Implement a routine to inspect parks play structures.
  - Education for staff relating to play structure inspections
  - Utilize play structure inspection form to aid in documentation, and highlight possible maintenance items that need to be addressed.
- Successfully manage the Parks Maintenance budget at or below approved amounts

### **Performance Measures**

- Average time on return communication with citizen concerns
- Average time for addressing repairs and maintenance
- Successfully manage all Sports Field Maintenance to be done by Parks Staff that coincides with FY22 Preventive Maintenance Program for Sports Fields.
- Budget Management Efficiency

## PARKS MAINTENANCE - 61500

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	432,132	409,277	494,661	481,677	(12,984)	-2.6%
OTHER OPERATING	533,121	498,932	676,116	637,128	(38,988)	-5.8%
<b>TOTAL EXPENDITURES</b>	<b>965,253</b>	<b>908,209</b>	<b>1,170,777</b>	<b>1,118,805</b>	<b>(51,973)</b>	<b>-4.4%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	11.25	11.25	11.25	11.25

**FY 2022 BUDGET TOTAL EXPENDITURES ACCOUNT DETAIL - PARKS MAINTENANCE**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01561501	511100		REG/FULL TIME EMPLOYEES	383,759	370,579	414,187	401,003	(13,184)	-3.2%
01561501	511101		PART TIME EMPLOYEES	-	-	7,379	7,680	301	4.1%
01561501	511300		OVERTIME	21,359	12,674	45,000	45,000	-	0.0%
01561501	512200		SOC SEC/FICA CONTRIB	27,014	26,024	28,095	27,994	(101)	-0.4%
01561501	521200		PURCH PROF SVC	138,393	175,017	228,886	186,000	(42,886)	-18.7%
01561501	522200		REPAIRS & MAINTENANCE	202,109	209,511	225,020	227,668	2,647	1.2%
01561501	522320		RENTAL OF EQUIP & VEH	12,581	11,390	12,740	15,800	3,060	24.0%
01561501	523200		COMMUNICATIONS	3,703	3,971	5,375	7,430	2,055	38.2%
01561501	523400		PRINTING & BINDING	55	-	-	-	-	N/A
01561501	523500		TRAVEL	6,411	3,462	2,050	5,050	3,000	146.3%
01561501	523600		DUES & FEES	325	510	1,060	930	(130)	-12.3%
01561501	523700		EDUCATION & TRAINING	1,919	618	3,550	2,050	(1,500)	-42.3%
01561501	531100		GEN SUPP & MATERIALS	65,704	50,424	70,013	76,425	6,412	9.2%
01561501	531210		ENERGY-WATER/SEWARAGE	11,242	16,028	20,000	20,000	-	0.0%
01561501	531270		ENERGY-GASOLINE/DIESEL	12,126	10,072	15,000	18,175	3,175	21.2%
01561501	531300		FOOD	-	-	250	350	100	40.0%
01561501	531600		SMALL EQUIPMENT	45,468	13,806	60,162	53,250	(6,912)	-11.5%
01561501	531700		OTHER SUPPLIES	1,933	4,123	4,500	4,500	-	0.0%
01561501	541400		CAP OUTLAY-INFRASTR	28,661	-	-	-	-	N/A
01561501	542100		CAP OUTLAY-MACH & EQUIP	2,490	-	27,510	19,500	(8,010)	-29.1%
<b>PARKS MAINTENANCE</b>				<b>965,253</b>	<b>908,209</b>	<b>1,170,777</b>	<b>1,118,805</b>	<b>(51,973)</b>	<b>-4.4%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget				
ACCOUNTS FOR: GF-PARKS MAINTENANCE		VENDOR	QUANTITY	UNIT COST 2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01561501 521200 -				
Contracted tree services to address tree removals, storm damage, invasive trees and lifting/pruning tree canopies. Tree pricing is difficult to price a "per tree" cost estimate with many variables including size, height, location terrain and what specialized equipment is required for each particular job site in addition to unpredictable tree work as a result of storm damage. We utilized historical invoices and storm damage reports to make an educated decision of an appropriate dollar amount to be allocated.			1.00	38,000.00
				186,000.00 *
				38,000.00
Fire suppression system maintenance at Chuck Camp Park, Jonquil Park, Tolleson Park, & Brinkley Park restrooms/concession/storage buildings Chuck Camp Park, Jonquil Park, Tolleson Park, & Brinkley Park restrooms/concession/storage building all have fire suppression systems that require annual inspection and repair and maintenance. Based on cost to maintain and make appropriate repairs this past year we were quoted and invoice \$4,000 to keep these systems in working order and up to code.			1.00	4,000.00
				4,000.00
Storm Water Management/sub-surface drainage Sub-surface drainage quoted at 6.95 per linier foot and although we have much more than 2,500 LF of drainage needs, we would like to begin to address our high priority needs which we have identified at Brinkley Park Baseball complex's where the design drains more water onto the fields than drains off causing prolonged interference and usage following rain events.			1.00	17,400.00
				17,400.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	MAINTENANCE					
	Building repairs and maintenance in the parks system Historical data was utilized to arrive at this number. Although wear and tear items are more easily identified and priced, the majority of cost associated with this line item are a result of vandalism and storm damage. This number was put together based on average cost incurred from previous 2 years.		1.00	8,000.00		8,000.00
	LED Upgrades & Park Electrical Repairs We would like to continue to upgrade old lighting systems to LED for longevity and long term cost savings. These dollar amount calculations are based off of FY20 and FY21 which captured the unpredictable aspect of electrical systems that malfunction and need repair. We utilize All-Star Electric utilizing the Cobb County Contract pricing.		1.00	10,000.00		10,000.00
	Athletic field & tennis court re-lamping and ballast replacement. Utilize All-Star Electric who provides the Cobb County Contract pricing and utilized historical data from previous years to estimate the amount of stadium lights that burn out or need further repair through out each season.		1.00	7,500.00		7,500.00
	Commercial Plumbing Repairs Required repairs to keep park plumbing systems online and functional. Utilized past years invoices to average the dollar amounts required to address plumbing issues that arise.		1.00	5,000.00		5,000.00
	Building system repairs such as electronic door security, motion sensors, HVAC repairs etc. Power surges, storm damage, vandalism, and wear/tear all play roles in determining when repairs outside of preventative maintenance must be made. Previous years invoices for such work was averaged to determine an appropriate line item amount.		1.00	5,500.00		5,500.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	MAINTENANCE					
	Fencing, protective netting & windscreen repairs/replacement. Previous years financial data was utilized to determine appropriate amount to allocate to the repair or replacement. The city's parks system has an extensive amount of fencing, netting and windscreen through out and vandalism, storm damage and normal wear/tear dictate where repairs must be made.  (Finance Recommendation: Cut \$20K from original \$40K request.)		1.00	20,000.00		20,000.00
	Contracted mechanical brush removal at Lake Court, Brinkley, Poplar Creek Trail, Rose Garden and Tolleson Parks Pricing based on historical averages to contract mechanical brush removal services in dangerous and difficult to reach terrain area's identified above.		1.00	12,000.00		12,000.00
	Re-roof (shingle replacement & wood.trim repairs) appx 2,000 sq ft of shingled pavilion's at Tolleson Tennis, Cobb Park and Lake Court Parks. Atlanta Roofing Specialist has been the low bidder the past 2 years at \$6.50 per square foot of repairs.		1.00	12,000.00		12,000.00
	Contracted painting services to include Tolleson Tennis Pavilion, Exterior of entire lower Tolleson Park, Lake Court Pavilion and and entire exterior of Lake Court restroom. Part of the yearly rotation of painting to be completed each year in the parks systems. This \$ amount and scope of work is based of the previous 2 years of RFP's for similar work to similar structures utilizing the same approved park color paints to retain uniformity.		1.00	34,000.00		34,000.00
	Sports complex grading and sod repairs as needed. The total amount needed depends on environmental factors, league use, and wear and tear. This number is based off of historical averages.		1.00	20,000.00		20,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS MAINTENANCE

Irrigation system/hardware repairs required that fall outside of the landscape contract.

Each year we have irrigations systems that become in disrepair either due to vandalism, power surges, or old age. In order to reach our desired goals of maintaining the best athletics fields as possible, the irrigation systems need to be addressed and repairs upon issues developing.

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	1.00	5,000.00		5,000.00

Contracted infield repairs such as laser grading and homeplate and mound repairs/resetting.

Each year the city's ball parks are typically are heavily utilized 10 months out of the year and in addition to our daily and weekly in house maintenance they require contracted labor with specialized equipment to keep them and bring them back to within both city and safety standards. Historically we average the attached dollar amount to complete these items.

1.00	15,000.00	15,000.00
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Finance recommendation: Move Stormwater drainage to Stormwater Fund.

1.00	17,400.00	-17,400.00
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Finance recommendation: Move LED Upgrades & Park Electrical Repairs to Energy Initiatives CIP project.

1.00	10,000.00	-10,000.00
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## 522200 REPAIRS &amp; MAINTENANCE

01561501 522200 -

New Infield mix to be incorporated into the city's 12 softball/baseball fields. The quoted unit price in \$55 per ton of delivered material. It takes typically 250 tons of infield material to make daily/weekly repairs in addition to adding bulk amount of mix in the off season to bring the fields make to acceptable safe levels.

250.00	55.00	227,667.60 *
		13,750.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

Trail mix clay/sand material utilized for trail repairs and maintenance at North Cooper Lake Bike Park

The trails at North Cooper Lake Bike Park have been a huge success since the addition of the bike and trail features & with this huge increase in foot and bike traffic, the trails require regular maintenance and the incorporation of new earth material to keep the trails up to standard and safe for riding.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

120.00

38.00

4,560.00

Field turface, Field clay, and clay bricks to maintain infields, mound and Homeplate area's

Historical average was utilized to calculate the amount of \$'s required to purchase field turface (highly absorbant material) to allow quicker dry times and safer playing conditions during and after rain events. Field clay and clay bricks are utilized to build, repair and maintain pitching mounds and home plate area's.

1.00

4,000.00

4,000.00

Field Chalk, turf paint, and application tools to apply products.

We typically average 5k in cost associated with buying chalk, paint for lining athletic fields and replacing the appropriate tools that are needed for application purposes.

1.00

5,000.00

5,000.00

90/10 sand/organic top-dressing materials to top-dress wall to wall soccer complex's, and all baseball infields.

Top-dressing in a vital agricultural practice to maintain safe healthy turf grass. This procedure is done annually to mitigate poor native clay soils. The unit price is the quoted per tone delivered price and the total amount used in based off of previous record keeping.

280.00

50.00

14,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	MAINTENANCE					
	Certified Kids Safe Mulch for city wide playground surface applications. \$35 is the Cobb County contract pricing awarded to Mountain High Mulch which whom we acquire this material from. The 860 cubic yard total is the amount required to do an annual top-coating at each playground to keep and maintain the appropriate "fall zone" safety levels.		860.00	35.00		30,100.00
	Playground replacement parts and wooden playground replacements. Playground part cost vary greatly by size and complexity of component in need of replacing. We utilized the OMNIA PARTNER purchasing agreement to purchase our playground parts and tools.		1.00	17,000.00		17,000.00
	Key & lock replacement and cost to "re-key" entire park system. The parks locking systems are aging and require more and more lock-smith repair like services. In additional the parks system has not been re-keyed in recent times, which has resulted in an untold number of athletic association, contractor and past employee missing keys. We have encountered an increase in the amount of unauthorized access to lock facilities and feel it to be prudent to re-key the system for safety and security reason. This quote accounts for the new locks as well as enough keys for the appropriate employee and associations.		254.00	37.40		9,499.60
	Irrigation Replacement Parts for repair and maintenance. heads, valves, damaged unit replacement. Historically we utilize 8k to replace in house irrigation repairs and supply our Landscape Contractors with the actual hardware to make said repairs. The labor is included in the landscape agreement, but the responsibility of supplying the materials is that of the city.		1.00	8,000.00		8,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-PARKS	MAINTENANCE					
	In-house repairs of park hardware, equipment repair and maintenance. Including in-house repairs made to park infrastructure. Based on yearly averages, as most repairs un-predictable and a result of weather damage and vandalism and we respond to these issues daily as they are reported and discovered through routine inspection by our staff.		1.00	14,000.00		14,000.00
	City vehicle maintenance Average for parts and materials utilized by the centralized garage to repair and maintain all city vehicles.		1.00	8,000.00		8,000.00
	Annual 2x park wide flag replacement system wide every 6 months. The parks fly 2 dozen flags (combination of US, Georgia and Smyrna) in the park system and due to weathering and discoloration, need to be replaced every 6 months. pricing based on quotes and prior fiscal year cost to acquire flags from local Flag Source distributor		2.00	1,179.00		2,358.00
	In-house repair and maintenance for damaged internal and external park components. Average yearly cost for our staff to address damage to park systems including fields, fencing, plumbing, light electrical.		1.00	12,000.00		12,000.00
	Park signage repair and replacement Parks signs are often vandalized or damaged by the elements which need to be addressed each season to keep them up to city standards. Total amounts are based of historical averages and anticipated needs for new signs in nearly designated area's.		1.00	5,500.00		5,500.00
	Parking lot repairs and maintenance for items such as lining, stencils, and surface treatment. As parking lot features fade from wear and tear we have averaged around 10k annually to repair and keep them up to the standards of the city.		1.00	10,000.00		10,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

Jerry Pate (Toro) field equipment mower lease agreement.  
 We currently rent our specialized turf reel mowing equipment from Jerry Pater Turf and Irrigation. These mowers allow us to maintain the athletic fields with the appropriate equipment.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

22,000.00

22,000.00

Jerry Pate (Toro) ride-on GPS turf sprayer to apply, fertilizers, herbicides and micro nutrients.  
 The city is currently under a lease agreement for this piece of specialized equipment with the Jerry Pate Turf and Irrigation Company

1.00

14,000.00

14,000.00

Granular/Liquid fertilizer and micro nutrients that are applied to all 25 acres of the City's athletic complex's  
 This includes wall to wall bulk fertilizer applications in February, June, and September. In addition 46-0-0 urea fertilizer is applied wall to wall on 21 day intervals to promote turf growth and combat the heavy field usage. On the soccer complex's and dugout areas that receive the peek of activity supplemental fertilizer applications are made periodically as needed to combat worn out turf.

1.00

16,000.00

16,000.00

Athletic Field herbicides and insecticides for 25 acres of total fields.

1.00

14,000.00

14,000.00

Wall to wall Pre-Emergent applications are made to 25 acres of turf grass every February to help combat spring weed germination and every September to combat fall/winter weed germination. In addition we are constantly spot spraying for invasive weed species and utilizing products wall to wall to protect the grass from invasive insect species such as fire ants, grubs, army worms etc.

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS MAINTENANCE

CISCO security cameras to be purchased and installed with cell network cards at Rose Garden Park, Lake Court Park, and Brinkley (Cook Field Restroom) worked with IT to gain pricing for cameras requested at the above area's that have never had security cameras installed due to lack of fiber network connectivity.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

3.00

1,300.00

3,900.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01561501 522320 -

Rental of 60' boom lift for a month to install/repair Christmas Lights Displays.  
Monthly cost to rent from United Rental

1.00

5,300.00

15,800.00 \*  
5,300.00

Bulk top-dressing machine rental to bulk spread 240 tons of sand at both Riverline and Jonquil soccer complex's. Needed to efficiently top-dress our 2 largest athletic complex's. Quote provided by Harrell's whom we have partnered with this past year for the same rental.

1.00

4,000.00

4,000.00

Annual rental contract with Pitstop Sanitation for 2 port-a-john units at North Cooper Lake Park  
No permanent restroom currently exists on property and rental units are utilized.

2.00

2,000.00

4,000.00

Emergency rental in event of equipment failure or plumbing issues requiring the addition of port-a-john units for temporary park usage.

1.00

2,500.00

2,500.00

Inevitably equipment breaks and plumbing issues arise which requires us to rent equipment and portable restrooms so both our work and the public are not interrupted.

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523200 COMMUNICATIONS

01561501 523200 -

City issued cell phones for 5 staff members  
 5 phones (Superintendent, Maintenance Coord, 2 Crew Leaders and 1 on-call wkld staff phone) x\$70 month x 12 months

1.00

4,500.00

7,430.00 \*

4,500.00

Annual Outdoor Link Lighting user agreement for remote access and control of Chuck Camp lighting  
 Annual contracted cost to utilized web based Outdoor link to remote into lighting controls at Chuck Camp Park.

1.00

500.00

500.00

Rainbird IQ irrigation cellular user agreement for 5 irrigation systems that are \$150 to allow remote access and control of irrigation systems  
 Annual user agreement of \$150 user fee for 5 units.

5.00

150.00

750.00

CISCO Meraki security cameras (4 cell units x \$35 month x 12 months)  
 Annual cell network charges for new cameras to be installed at Brinkley, Lake Court, Rose Garden and the existing system at Tolleson Maintenance Facility.

4.00

420.00

1,680.00

## 523500 TRAVEL

01561501 523500 -

GRPA Maintenance Management School Year 1 (meals, lodging, for 2 Crew Leaders. Continued education for Parks Crew Leaders.

2.00

525.00

5,050.00 \*

1,050.00

GRPA Annual State Conference (Bert) Meals and Lodging)  
 Continued Education

1.00

1,000.00

1,000.00

Misc. Equipment, turf, Parks, pesticide training for park division staff.  
 Continued education and safety seminars

1.00

3,000.00

3,000.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523600 DUES &amp; FEES

01561501 523600 -

Georgia Sports Turf Management  
Association Annual Dues for parks staff  
Job related association

National Sports Turf Management  
Association for 2 staff members.  
job related associations.

National Georgia Superintendent  
Association Membership  
For allowed access to continued  
education material and pesticide  
education points required to retain cat  
24 commercial spray license

Georgia Superintendents Association  
annual dues  
For allowed access to continued  
education material and pesticide  
education points required to retain cat  
24 commercial spray license

1.00

180.00

930.00 \*  
180.00

2.00

110.00

220.00

1.00

380.00

380.00

1.00

150.00

150.00

## 523700 EDUCATION &amp; TRAINING

01561501 523700 -

GRPA Annual Conference fees for  
education and trade floor pass  
Continued industry education

GRPA Maintenance Management education  
fees for 2 crew leader positions  
Training and continued education for  
our parks crew leaders

Misc. local state, equipment, turf and  
pesticide classes for all parks staff.  
Safety classes and educational classes  
to obtain class 24 commercial  
applicator points to retain license.

1.00

200.00

2,050.00 \*  
200.00

2.00

175.00

350.00

1.00

1,500.00

1,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01561501 531100 -

Athletic hardware annual replacement and for damaged units. Include pitching rubbers, Homeplate's, base pads and plugs, tennis nets and basketballs nets. Annual cost to replace 12 homeplates, 12-16 pitching rubbers (some fields require 2 rubbers and 2 separate distances) 12 bases, 8 tennis nets and ratchet systems, and the necessary tools such as base plug which last for a few months and hand tool to clear bases

1.00

7,400.00

76,425.00 \*  
7,400.00

Annual Christmas light repairs and replacements, including electrical supplies, lights, accessories. Based off historical data it requires the attached \$ amount to meet the standard set forth each year for the holiday light displays.

1.00

8,750.00

8,750.00

Janitorial, building and parks supplies such as cleaning supplies, tools, hardware and general building supplies needed to service and clean the restrooms and parks each day. Items utilized to keep the cleanliness of the parks system up to acceptable standards and beyond. These items are typically stored in the PW warehouse and billed according to use.

1.00

20,000.00

20,000.00

Lumber, hardware, field aggregates, stone, safety equipment, paints and painting materials, concrete etc to address any and all maintenance issues in the parks system. Using historical averages we utilize the asked amount to fix, maintain and enhance park issues, hardware, seating and other infrastructure related items.

1.00

35,000.00

35,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS MAINTENANCE

Perennial rye-grass seed (fungicide coated) for overseeding applications planned for Ward Baseball Facility and Veterans Memorial Lawn.  
 Last quoted price of coated rye grass seed is \$80 per bag for a total of 25 bags to complete our planned seeding.

Annual repair and replacement of mechanical tools, building equipment such as air compressors, HVAC parts, fuels tanks, etc.

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

2,000.00

25.00

80.00

1.00

3,275.00

3,275.00

## 531210 ENERGY-WATER/SEWERAGE

01561501 531210 -

water (drinking&irrigation), sewer, and electrical utility cost for Riverline Park operations.  
 Average annual cost of utilities for Riverline Park system

1.00

20,000.00

20,000.00 \*

20,000.00

## 531270 ENERGY-GASOLINE/DIESEL

01561501 531270 -

Propane for Tolleson Maintenance building heating system  
 This past year marks the 1st year in about a decade that we overhauled and brought the heating system back online at Tolleson maintenance building to store liquids and cold sensitive materials such as diesel equipment. We arrived at this number based off this past year cost to fill the propane tanks.

1.00

3,175.00

18,175.00 \*

3,175.00

Diesel & Gas usage for all park vehicles and equipment  
 Based off off annual averages.

1.00

15,000.00

15,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531300 FOOD

01561501 531300 -

Food purchases for parks staff members to host staff appreciation events and celebrates the division success in combination with planned safety sessions Safety, staff appreciation, and division team building lunches.

1.00

350.00

350.00 \*  
350.00

## 531600 SMALL EQUIPMENT

01561501 531600 -

Additional and replacement backpack blowers for park maintenance  
Planned purchase at Cobb County Hardware which participates in the state contract pricing

5.00

375.00

53,250.00 \*  
1,875.00

Additional/replacement weed-eaters for park maintenance  
Planned purchase at Cobb County Hardware which participates in the state contract pricing

5.00

425.00

2,125.00

1 Replacement and 1 additional field power edging machine to be used to edge hardscape areas and baseball/softball fields

2.00

750.00

1,500.00

Planned purchased from Jerry Pate Turf and Irrigation on the sate pricing contract.

Small hand tool replacement and additions that include hoes, rakes, square shovels, soft rakes, sift shovels, hand pumps, field line, saws, trash pickers, brooms, dry vacs etc.  
Historical average calculated to repair and replace broken and or additional units required for maintenance operations.

1.00

5,000.00

5,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-PARKS MAINTENANCE

Planned replacement of 1 broken generator and 1 additional generator for events and remote working condition where onsite power isn't available, and 2 additional compressor tanks  
 Estimated cost based on historical average purchases (Waiting on official quotes to be returned)

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

3,000.00

3,000.00

Park amenities to be replaced or added for increase need such as 3-4 park benches, 10 trash cans, 2 bike rack systems, 2 bike "fix-it" stations, 3 drinking fountains, bleacher repairs as needed, half a dozen picnic tables etc. We anticipate replacing the above material and based on averages need to account for damaged units in need of replacement. These equipment items are purchased through the US Communities OMNIA Partner Pricing groups.

1.00

20,000.00

20,000.00

(Finance recommendation: Cut \$8K from original \$28K request).

New heavy equipment trailer planned purchase 18ft  
 waiting for official state pricing quote (will replace old trailer that is extremely old & becoming unsafe to utilize as an equipment hauler.

1.00

15,250.00

15,250.00

Uniform needs for all park staff members to include 4 sets of pants, 4 polos, 1 sweatshirt and boot allowance. Also new winter coat as needed for new hires

10.00

450.00

4,500.00

Uniform requirements for parks staff

## 531700 OTHER SUPPLIES

01561501 531700 -

Uniform needs for all park staff members to include, 4 sets of pants, 4 polos, 1 sweatshirt and work boot allowance for each team member. Also new winter coat as needed for new hires. Required uniform for all park staff

10.00

450.00

 4,500.00 \*  
 4,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-PARKS MAINTENANCE

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

542100 CAP OUTLAY-MACHINERY &amp; EQUIP

01561501 542100 -

Toro Dingo 323. Step on loader, auger,  
tiller, trencher.

1.00

19,500.00

19,500.00 \*

19,500.00

This piece of equipment is vital to the parks operations, and due to its diverse abilities and nimble aspects, we use it quite frequently in numerous aspects of our park maintenance operations. Depending on the attachment we choose to hook up, it has the ability to serve as a loader, auger, tiller, and trencher. Our current step on loader (Kanga) is 21 years old and has come to a point where it needs constant "fix's" and has reached the point where the continuation of pouring money into it to keep it running doesn't make sense from both a financial and operations standpoint.

GRAND TOTAL

637,127.60

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **PARKS PROGRAMS**

### **Function**

The 61200 cost center funds the Programs Division of the Parks and Recreation Department. The division is responsible for planning, conducting, scheduling, and evaluating an array of leisure and cultural activities for varying interests and age groups. Instructional classes at the Community Center and Aline Wolfe Adult Recreation Center and Therapy Pool are open to the general public and are promoted and coordinated by Program Division staff. Youth school break (fall, winter, spring and summer) camps are planned and coordinated by this division. All of this divisions programs and events are advertised and promoted through the use of a bi-annual program guide, the City's website and social media sites, the RECREATE Smyrna Facebook site, digital displays located at the Smyrna Community Center, Aline Wolfe Adult Recreation Center, Brawner Hall and Smyrna City Hall, Brightside Newspaper and some magazine. Two full-time Coordinators, one full-time Lifeguard, part-time lifeguards, two part-time Receptionists and a host of Aquatic and Classroom Instructors and Trainers work alongside the Recreation Services Superintendent to deliver programming to the community.

The parks programs team currently maintain the following certifications: Certified Parks and Recreation Professional, Certified Festival and Events Associate, Commercial Driver's License, Aquatic Facility Operator and Certified Pool Operators.

Division staff serve the senior adult community through the Wolfe Adult Recreation Center and Therapy Pool. Aquatics, fitness, crafts, art classes, bus trips, special events and socials are developed for this group. Division staff also plan for and provide community events, including a spring event, fall event, Coming Home of the Holidays and Tree Lighting event, and Daddy-Daughter Dance. This division also oversees school break camps (summer, fall, winter and spring). The Recreation Services Superintendent also oversees a variety of contract labor programs. These include a gymnastics program, dance program, Tae Kwon do program, adult and youth exercise program and specialty summer camps.

### **Major Goals & Objectives**

- Increase the use of surveys to determine the following: user satisfaction/dissatisfaction; programs ideas, and needs and wants in order to continue to provide outstanding programs and recreation opportunities to the clientele at Community Center and Wolfe Center.
- Using the Smyrna Parks and Recreation Master Plan and user surveys as our guide, we will evaluate all programs being offered to make sure we are programming for the needs and wants of the citizens of Smyrna.
- Develop an outdoor market experience for Smyrna.
- Continue to seek out alternative marketing and promotion methods to better market and promote our programs in FY2022.

### **Performance Measures**



- Successful implementation of program surveys for all programs operated under Smyrna Parks and Recreation Department.
- Launch new and/or improved offerings at the Smyrna Community Center and Wolfe Adult Recreation Center in the Fall 2021.
- Smyrna Handmade Market opens in May 2021.
- Increase our following and interaction on Facebook, Instagram and Twitter.

## PARKS PROGRAMS - 61200

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	346,432	333,463	408,973	417,162	8,189	2.0%
OTHER OPERATING	200,806	164,304	240,168	260,095	19,927	8.3%
<b>TOTAL EXPENDITURES</b>	<b>547,237</b>	<b>497,766</b>	<b>649,141</b>	<b>677,257</b>	<b>28,115</b>	<b>4.3%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	8.97	8.87	8.87	8.99

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - PARKS PROGRAMS**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01561201	511100		REG/FULL TIME EMPLOYEES	140,471	158,983	164,255	165,932	1,677	1.0%
01561201	511101		PART TIME EMPLOYEES	179,215	151,800	216,594	223,628	7,034	3.2%
01561201	511200		TEMPORARY EMPLOYEES	2,181	-	-	-	-	N/A
01561201	511300		OVERTIME	1,100	139	500	-	(500)	-100.0%
01561201	512200		SOC SEC/FICA CONTRIB	23,465	22,540	27,624	27,602	(22)	-0.1%
01561201	521200		PURCH PROFESSIONAL SVC	6,612	4,875	9,950	14,255	4,305	43.3%
01561201	522200		REPAIRS & MAINTENANCE	7,463	11,386	9,222	19,949	10,727	116.3%
01561201	522320		RENTAL OF EQUIP & VEH	11,503	7,970	10,925	24,431	13,506	123.6%
01561201	523200		COMMUNICATIONS	45	42	-	-	-	N/A
01561201	523300		ADVERTISING	-	-	2,000	4,000	2,000	100.0%
01561201	523400		PRINTING & BINDING	55	-	-	-	-	N/A
01561201	523500		TRAVEL	4,511	5,293	1,850	-	(1,850)	-100.0%
01561201	523600		DUES & FEES	155	842	220	450	230	104.4%
01561201	523700		EDUCATION & TRAINING	1,080	200	450	55	(395)	-87.8%
01561201	523800		PROFESSIONAL LICENSES	3,776	1,927	600	5,400	4,800	800.0%
01561201	523850		CONTRACT LABOR	129,891	87,573	140,067	132,650	(7,417)	-5.3%
01561201	531100		GEN SUPPLIES & MATERIALS	22,165	25,500	32,558	28,205	(4,353)	-13.4%
01561201	531270		ENERGY-GASOLINE/DIESEL	1,234	637	1,000	500	(500)	-50.0%
01561201	531300		FOOD	2,687	3,588	8,400	5,450	(2,950)	-35.1%
01561201	531600		SMALL EQUIPMENT	9,128	13,926	22,226	3,600	(18,626)	-83.8%
01561201	531700		OTHER SUPPLIES	502	545	700	1,150	450	64.3%
01561201	542100		CAP OUTLAY-MACH & EQUIP	-	-	-	20,000	20,000	N/A
<b>PARKS PROGRAMS</b>				<b>547,237</b>	<b>497,766</b>	<b>649,141</b>	<b>677,257</b>	<b>28,115</b>	<b>4.3%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS PROGRAMS

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

01561201 521200 -

DJ services for the following programs:  
Easter Egg Hunt, Movie Night,  
Halloween Event, Home for the Holidays,  
Daddy Daughter Dance, Mother Son Event,  
Bike Rodeo

This service enhances all of the  
program listed above.

1.00 3,400.00 14,255.00 \*

3,400.00

bubble lady for the following events:  
Home for the Holidays, Halloween Event  
and Movie night

The bubble lady presentation adds  
another experience to our events.

3.00 400.00 1,200.00

Professional Sound for Home for the  
Holidays - large gym, outside fountain  
area, small gym

Sound on Site provides professional  
sound for the musical performances in  
the large gym as well as in the  
fountain area and also music and sound  
in the small gym for the large  
community event.

1.00 4,505.00 4,505.00

Scott Gassman - professional Santa used  
for Santa Stops By home visits

Santa Stops By was a new program  
December 2020. It was developed as a  
way to get Santa to our community since  
we could not hold the annual Home for  
the Holidays event. This program was  
very popular and got rave reviews from  
participants so we want to bring it  
back in December 2021.

1.00 3,150.00 3,150.00

wolfe Center power washing

1.00 2,000.00 2,000.00

## 522200 REPAIRS &amp; MAINTENANCE

01561201 522200 -

Preventative Maintenance wolfe Center  
Fitness Center Equipment

In order to keep unforeseen repairs and  
equipment shutdown for repairs at a  
minimum, we have our fitness center  
equipment checked out 4 times per year.

4.00 266.00 19,949.00 \*

1,064.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-PARKS PROGRAMS		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
replacement ceiling fans for wolfe Center fitness center and front porch We have a few non operational fans. All 11 fans are 11 years old so it makes sense to replace all 11 at the same time.			11.00	180.00	1,980.00
repairs and maintenance wolfe Center fitness center Occasionally we have repairs that are needed to our fitness center equipment.			1.00	1,000.00	1,000.00
preventative maintenance on the pool pak system Wolfe Center Therapy Pool Since having this system installed, it has been maintained and serviced by the same company the city contracts with for heating and air. They are not pool pak experts so the system has had costly issues in recent years. By contracting with a company that is well versed in the operation of the system, we hope to eliminate some of the costly repairs. And also have system that runs consistently so we don't have operational shutdowns.			4.00	1,250.00	5,000.00
UV System lamp replacement The UV lamp is coming to the end of it's workable life. We will need to replace this lamp to continue to provide safe, sanitary water for our members.			1.00	2,105.00	2,105.00
general repairs and maintenance for wolfe Center Therapy Pool Operating a therapy pool is harsh on the pool systems.			1.00	3,000.00	3,000.00
washing of sprinter van and bus.  (Finance recommendation: Cut \$1,600 from original \$2,400 request).			4.00	200.00	800.00
paint of the interior walls of wolfe Center Therapy Pool In order to continue to have a welcoming facility, we need to paint the interior walls of the therapy pool.			1.00	5,000.00	5,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS PROGRAMS

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01561201 522320 -				24,431.00 *
Costume rentals for Easter Egg Hunt (1) and Home for the Holidays (5)	6.00	65.00		390.00
We rent an Easter Bunny Costume for Easter Egg Hunt and (5) costumes for Home for the Holidays				
Movie Screen rental 45' screen	9.00	1,899.00		17,091.00
We provide 9 movies per year. These movies are drive in style so this fee includes the FM transmitter needed to hear the movie through the car radio.				
CO2 tank rental wolfe Center Therapy Pool	12.00	74.00		888.00
CO2 is used to maintain proper pH levels in the therapy pool				
wolfe Center copy machine rental	12.00	251.00		3,012.00
Inflatable for the following events: Easter Egg Hunt, Movie Series, Halloween Event, Home for the Holidays, Bike Rodeo	1.00	3,050.00		3,050.00
We provide inflatables for the events listed above to enhance the experience at these events.				

## 523300 ADVERTISING

01561201 523300 -				4,000.00 *
promotional items to promote: Smyrna Handmade Market, Parks and Recreation	1.00	4,000.00		4,000.00
These items will be used to promote our NEW Smyrna Handmade Market and Parks and Recreation.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS PROGRAMS

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523600 DUES &amp; FEES

01561201 523600 -	annual license for ZOOM account. Annual license will be used by (3) divisions of programs - seniors, programs and camps. We will use this account to offer an alternative to in person programming. Programs include: In the Kitchen, virtual game night, wolfe center fitness class, wolfe center jarred memories, wolfe center crafts, camp activities.	1.00	449.70	449.70 * 449.70
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## 523700 EDUCATION &amp; TRAINING

01561201 523700 -	Certified Pool Operator retest - wolfe Center Therapy Pool Head Guard the state of Georgia requires all public pools to have a CPO on staff	1.00	55.00	55.00 * 55.00
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## 523800 PROFESSIONAL LICENSES

01561201 523800 -	License fee for Movies we will do (9) movies this year.	9.00	600.00	5,400.00 * 5,400.00
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## 523850 CONTRACT LABOR

01561201 523850 -	Elizabeth's Edibles - provides instruction for In the Kitchen cooking classes. These classes provide opportunities for all ages to learn cooking skills. Classes include In the Kitchen with Dad, sugar cookies, instant pot basics, pizza night, etc.	1.00	3,150.00	132,650.00 * 3,150.00
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-PARKS PROGRAMS	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Kim Duggins, Music Director Home for the Holidays Ms. Duggins programs the musical groups for our Home for the Holidays event. She contacts the schools, churches about their choirs performing at this event. She also scheduled the evenings musical line up. At the event she is the point of contact for all things musical.		1.00	500.00	500.00
Smyrna Gymnastics (Rita Matazinsky) Smyrna Gymnastics operates the youth gymnastics program at the community center August - May		10.00	5,500.00	55,000.00
Juanita Barlow - piano lessons Juanita offers piano lessons at the community center for youth - adults		12.00	250.00	3,000.00
Park Tae Kwon Do (Susan George) Park Tae Kwon Do offer tae kwon do classes at the community center for ages 5 years through adults.		12.00	1,650.00	19,800.00
Core de Force/Cardio Kickboxing (April Voris) This exercise class is offered at the community center for ages 18 and up.		12.00	150.00	1,800.00
Smyrna Dancers (Mary McGehee) Smyrna Dancers offer youth dance programs at the community center as well as a few adult classes.		12.00	3,300.00	39,600.00
Zumba classes (LaSonya) Zumba classes are offered at Brawner Park (when weather permits) and community center (when weather does not permit). These classes are for those 16 years and older.		12.00	250.00	3,000.00
Santa for Optimist Santa House each holiday season, the Smyrna Optimist club hosts Santa House at Aunt Fanny's Cabin. The city of Smyrna has always supported this program by paying for Santa.		1.00	1,500.00	1,500.00
future contract labor classes We are always looking at new programming opportunities at the community center.		12.00	150.00	1,800.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-PARKS PROGRAMS		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
	Santa for home for the holidays		1.00	500.00	500.00
	monthly wellness presentations at Wolfe Center We bring in a variety of speakers to educate our members on random healthy aging topics		12.00	250.00	3,000.00
<b>531100 GENERAL SUPPLIES &amp; MATERIALS</b>					
01561201	531100 - prizes for Virtual game nights Virtual game nights are an alternative to traditional programming. These games nights can be all virtual, or can be a hybrid of in person and virtual.		1.00	480.00	28,205.00 * 480.00
	Easter Egg Hunt supplies (includes 15000 stuffed eggs, banners, craft supplies, bunny photo op, etc) The Easter egg hunt is an annual event. This event offers egg hunts for age groups, craft project and photos with Easter Bunny.		1.00	3,500.00	3,500.00
	Halloween event supplies. Includes games prizes, decorations for a haunted walk, craft supplies, general program needs.		1.00	2,000.00	2,000.00
	Home for the Holidays-stage decorations, Santa photo op decorations, craft projects, For the annual community event we decorate the stage for the school performances. We also set up a Santa photo area. As one of our activities for the evening we set up a few craft tables with a holiday craft for the kids to do.		1.00	1,250.00	1,250.00
	Supplies for Santa Stops By (decorations for car, goodie bags, etc) This program brings Santa to the house. Families can pose for a picture with Santa. In the goody bag this year, they will get a book, candy, and cookie cutter.		1.00	1,025.00	1,025.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-PARKS PROGRAMS	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
CO2 for wolfe Center therapy pool we pay \$.46 per lb and \$40 per delivery. We typically order a delivery every other month and we usually get around 350 lbs of CO2 per delivery.		1.00	1,200.00		1,200.00
Chlorine briquettes for wolfe Therapy Pool we usually go though a 1/2 of pallet of Chlorine per year.		1.00	1,500.00		1,500.00
general supplies used to maintain the pool, including muriatic acid, soda ash, pool chemical testing supplies		1.00	250.00		250.00
copies		1.00	1,500.00		1,500.00
office supplies to operate wolfe Center, Wolfe Center Therapy Pool and programs This includes your typical "office supplies": pens, pencils, post its, paper clips, clipboards, lined paper, folders, laminating sheets, staples, etc.		1.00	2,000.00		2,000.00
janitorial supplies for wolfe Center and Therapy Pool operations		1.00	4,500.00		4,500.00
Bike rodeo supplies		1.00	750.00		750.00
Daddy Daughter Dance includes decorations to transform large gym, craft supplies, parting gift and general supplies		1.00	3,750.00		3,750.00
Mother son event This event will be an active event for moms and sons.		1.00	2,000.00		2,000.00
wolfe Center program supplies includes art supplies, mah.john supplies, card games supplies, additional games supplies, luncheon supplies		1.00	2,500.00		2,500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-PARKS PROGRAMS

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531270 ENERGY-GASOLINE/DIESEL

01561201 531270 -				500.00 *
bus and van travel	1.00	500.00		500.00

## 531300 FOOD

01561201 531300 -				5,450.00 *
candy for Halloween event	1.00	1,000.00		1,000.00
Each year we do a Halloween event that involves passing out candy, toys, etc.				
monthly luncheons at wolfe center	11.00	200.00		2,200.00
wolfe center member appreciation lunch	1.00	2,000.00		2,000.00
food for volunteers at events	1.00	250.00		250.00

## 531600 SMALL EQUIPMENT

01561201 531600 -				3,600.00 *
robotic pool cleaner wolfe Therapy Pool	1.00	2,100.00		2,100.00
it is time to replace our current pool cleaner.				
water bottle filling station for wolfe Center	1.00	1,500.00		1,500.00

## 531700 OTHER SUPPLIES

01561201 531700 -				1,150.00 *
lifeguard shirts	1.00	200.00		200.00
wolfe Center Front desk staff shirts (2 staff members)	1.00	200.00		200.00
staff shirts for programmers (3)	1.00	750.00		750.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-PARKS PROGRAMS	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
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542100 CAP OUTLAY-MACHINERY & EQUIP

01561201 542100 -				20,000.00 *
replacement of flooring in wolfe Center fitness center		1.00	20,000.00	20,000.00
The rubber flooring is 11 years old and there are places that have broken and we have holes in the flooring. These holes are a tripping hazard to those using the fitness center.				

GRAND TOTAL				260,094.70
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\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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# **POLICE ADMINISTRATION**

## **Function**

We, the members of the Smyrna Police Department, are committed to providing the highest quality of police services to the community while at the same time maintaining respect for individual rights and human dignity.

Our primary mission is to maintain social order within prescribed ethical and constitutional limits, while providing professional law enforcement services to all. To attain this the Department enforces the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. The Department recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. The Department actively solicits and encourages the cooperation of all citizens to decrease the opportunities for crime and to facilitate the maximum use of resources.

## **Mission Statement**

**Loyalty too All, Integrity Beyond Reproach, Service Done Well, and Trust Earned**

## **Major Goals & Objectives**

I. Crime and Motor Vehicle Accident Reduction A primary goal of any law enforcement agency is to ensure the public is as safe as possible. In order to strive to accomplish our public safety goal, the Smyrna Police Department strives to reduce crime and motor vehicle accidents and make our city safer for those who depend on us.

Goal: Implement analysis and selected enforcement to provide measureable effectiveness in the reduction of crime and motor vehicle accidents. Objective: Direct and conduct selective enforcement in high crime and motor vehicle accident areas identified by data driven analysis.

Strategies: A. Collect data B. Develop strategies for enforcement C. Implement strategies

Performance Measures: A. Collect data 1. Utilize the Crime Intelligence Analyst to collect data on specific events; including time of occurrence, location and type of incident through all available resources. 2. Implement and utilize Data Driven Approaches to Crime and Traffic Safety (DDACTS) software to create heat maps and assist in the direction of future directed enforcement. B. Develop strategies for enforcement 1. The Crime Intelligence Analyst will analyze collected data in an attempt to identify patterns or trends in crime and motor vehicle accidents. 2. The Crime Intelligence Analyst will complete a recommendation to intercept any identified patterns or trends. 3. Documented monthly meetings with key/relevant personnel, including the Crime Intelligence Analyst, will occur to review current patterns and trends and to develop a plan of action for enforcement to intercept and prevent foreseeable incidents. C. Implement Strategies 1. Fully staff Special Operations Units (STEP, ACE Unit) so ample units are available to implement enforcement strategies and plans of action. 2. Strategies and plans of action will be delegated to appropriate units for implementation. 3. Previous month's, and

current, strategy implementation will be reviewed and an analysis will be conducted on the results to determine effectiveness.

II. Mobile Field Force (MFF) Unit The Smyrna Police Department has a responsibility to respond to all civil disturbances occurring within its jurisdiction and bring such events to a safe and timely conclusion, while safeguarding the rights of the people to peaceful assembly.

Goal: Provide a safe and effective response to civil disturbances within the City of Smyrna Objectives The agency has identified the need to establish and implement a Mobile Field Force Unit.

Strategies: A. Select staffing B. Establish training requirements C. Create and implement policy D. Procure equipment

Performance Measures: A. Select staffing 1. The Chief of Police will select a MFF Unit Commander to oversee the operations of the Unit. 2. The MFF Unit Commander will select personnel to compose the unit before January 31st, 2021. B. Establish training requirements 1. The MFF Unit Commander and other key personnel will establish training requirements for the unit before January 31st, 2021. Page 4 of 5 2. Training on unit responsibilities will occur at least quarterly and specifics will be documented by the MFF Unit Commander, including team members present. C. Create and implement policy 1. Reach out to law enforcement agencies with similar responsibilities and makeup to review their current policy. 2. Implement policy through the PowerDMS workflow approval and distribute to all personnel in the first quarter of 2021. D. Procure Equipment 1. Establish listing of equipment and weapon needs and complete proper acquisition procedures in the first quarter of 2021. 2. Training and proficiency shall occur on all lethal and less lethal weapons utilized by the unit before being issued or carried by any personnel.

III. Professional Development Professional development refers to the continuous developing and improving of skills and practices within the department to provide the best service possible to the community we serve.

Goal: Improve Professional Development within our department. Objectives Continually evaluate internal practices, strengths, and weaknesses to identify opportunities to improve professional development.

Strategies: A. Provide Internal Supervisor Leadership Training B. Maintain State Certification and Standards C. Conduct internal 40 hour training for sworn personnel

Performance Measurements: A. Provide internal supervisor leadership training 1. Create a course curriculum for newly promoted sergeants and lieutenants by the first quarter of 2021. 2. Provide training for newly promoted sergeants and lieutenants within three months of promotion. B. Maintain State Certification and Standards 1. Ensure Certification Manager stays engaged with the Georgia Police Accreditation Coalition and continued education in the process of state certification. Ensure the Certification Manager assesses at least one agency every two months to comply with Georgia Association Chiefs of Police state certification program requirements and stay abreast of best practices in the state. 3. Audit internal practices and compare to current policies and standards to ensure discrepancies are identified and corrected in a timely manner. C. Improve internal training 1. Create a 40 hour annual training course/schedule, which includes all state mandated and state certification training requirements, for sworn personnel by the first quarter of 2021. 2. Create a training course/schedule to ensure all other personnel received training required by state certification by the first quarter of 2021. 3. Complete all mandated training for agency personnel by November 25, 2021.



**POLICE ADMIN - 32100**

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	6,047,365	5,977,687	6,089,294	6,338,016	248,722	4.1%
OTHER OPERATING	1,317,302	1,205,125	1,115,822	1,202,342	86,520	7.8%
<b>TOTAL EXPENDITURES</b>	<b>7,364,668</b>	<b>7,182,812</b>	<b>7,205,116</b>	<b>7,540,358</b>	<b>335,242</b>	<b>4.7%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	108.00	106.00	106.00	106.00

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - POLICE ADMIN**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01332101	511100		REG/FULL TIME EMPLOYEES	5,511,503	5,447,162	5,621,547	5,847,044	225,497	4.0%
01332101	511300		OVERTIME	154,295	151,220	120,500	120,000	(500)	-0.4%
01332101	512200		SOC SEC/FICA CONTRIB	381,567	379,105	347,247	370,972	23,725	6.8%
01332101	512900		OTHER EMPLOYEE BENEFIT	-	-	-	-	-	N/A
01332101	521200		PURCH PROFESSIONAL SVC	37,281	161,536	26,362	33,180	6,818	25.9%
01332101	521300		PURCH TECHNICAL SVCS	65,490	75,835	59,292	98,979	39,687	66.9%
01332101	522200		REPAIRS & MAINTENANCE	187,774	345,212	326,984	345,400	18,416	5.6%
01332101	522320		RENTAL OF EQUIP & VEH	24,288	21,599	28,256	24,000	(4,256)	-15.1%
01332101	523200		COMMUNICATIONS	15,844	16,701	21,511	20,900	(611)	-2.8%
01332101	523300		ADVERTISING	1,763	104	-	-	-	N/A
01332101	523400		PRINTING & BINDING	3,020	3,311	5,295	2,500	(2,795)	-52.8%
01332101	523500		TRAVEL	25,799	22,157	15,958	27,995	12,037	75.4%
01332101	523600		DUES & FEES	4,899	2,456	4,129	4,394	265	6.4%
01332101	523700		EDUCATION & TRAINING	40,067	28,992	16,865	57,456	40,591	240.7%
01332101	531100		GEN SUPPLIES & MATERIALS	53,466	44,465	94,106	89,788	(4,318)	-4.6%
01332101	531220		ENERGY-NATURAL GAS	10,830	8,707	12,000	12,000	-	0.0%
01332101	531230		ENERGY-ELECTRICITY	104,475	102,215	100,000	100,000	-	0.0%
01332101	531270		ENERGY-GASOLINE/DIESEL	197,593	166,148	210,000	210,000	-	0.0%
01332101	531300		FOOD	5,368	7,377	4,000	4,000	-	0.0%
01332101	531600		SMALL EQUIPMENT	72,373	102,115	86,954	76,150	(10,804)	-12.4%
01332101	531700		OTHER SUPPLIES	69,471	93,659	104,109	95,600	(8,509)	-8.2%
01332101	542100		CAP OUTLAY-MACH & EQUIP	397,504	-	-	-	-	N/A
01332101	542200		CAP OUTLAY-VEHICLES	-	-	-	-	-	N/A
01332101	542400		CAP OUTLAY-COMPUTERS	-	2,537	-	-	-	N/A
<b>POLICE ADMIN</b>				<b>7,364,668</b>	<b>7,182,812</b>	<b>7,205,116</b>	<b>7,540,358</b>	<b>335,242</b>	<b>4.7%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-POLICE ADMINISTRATION

## 521200 PURCH PROFESSIONAL SVCS

01332101 521200 -

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Scott Cochran	1.00	20,000.00	33,180.00 *
Office of Insurance Commissioner	1.00	120.00	20,000.00
HR TruCheck Used in background investigations for hiring	1.00	1,000.00	120.00
Cintas	1.00	1,440.00	1,000.00
K-9 Vet Services	1.00	1,000.00	1,440.00
Transunion TLO Used as research tool for criminal investigations and background investigations.	1.00	2,000.00	1,000.00
Polygraph Services	1.00	750.00	2,000.00
Misc. shipping costs	1.00	200.00	750.00
Bank Records	1.00	500.00	200.00
Ten Eight Forensics	1.00	4,000.00	500.00
GACP Certification Costs Covers team leader, assessors, mock assessors, and hotel costs for certification.	1.00	1,570.00	4,000.00
Sharps Compliance, Inc. Disposal of contaminated materials (bloody clothes, syringes, etc).	1.00	600.00	1,570.00

## 521300 PURCH TECHNICAL SVCS

01332101 521300 -

Crash Data Group annual update update for current software	1.00	1,250.00	98,978.86 *
Video Oversight annual fee Covers software fees and maintenance	1.00	6,250.00	1,250.00
**Potential to drop if switch is made to Axon Live Stream			

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GF-POLICE	ADMINISTRATION					
	PowerDMS		1.00	1,600.00		1,600.00
	Palatine		1.00	3,500.00		3,500.00
	EWI software					
	Laserfiche License		1.00	1,600.00		1,600.00
	Cellbrite		1.00	4,000.00		4,000.00
	yearly maintenance					
	Rite Weight drug scale calibration		3.00	170.00		510.00
	SOKIA Calibration		1.00	300.00		300.00
	annual calibration for STEP					
	investigative equipment					
	LPR annual fees		1.00	1,900.00		1,900.00
	**May be eliminated next budget year or					
	when contract expires if Axon begins					
	LPR program.					
	Guardian Tracking		1.00	4,991.00		4,991.00
	Cellhawk		1.00	2,995.00		2,995.00
	Investigative research tool - cell					
	phone tracking and mapping					
	FileonQ and DigitalonQ yearly		1.00	10,546.00		10,546.00
	maintenance					
	Leads Online		1.00	7,300.00		7,300.00
	Investigative research tool					
	GIS, Inc.		1.00	4,500.00		4,500.00
	Central Square Superion		1.00	2,667.00		2,667.00
	FARO Update		1.00	302.55		302.55
	Update for current STEP investigative					
	software					
	FARO license purchase		1.00	1,200.00		1,200.00
	Additional licenses needed for new STEP					
	investigators					
	ROCIC		1.00	300.00		300.00
	Investigative research tool					
	Central Square OSSI server update		1.00	16,575.00		16,575.00
	Updates server from 2008 server to					
	current 2019 system. Required for					
	continued access to CJIS.					

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

Microsoft Visio License

103.00

199.77

20,576.31

NEC Corporation. AFIS computer  
maintenance.

1.00

6,116.00

6,116.00

## 522200 REPAIRS &amp; MAINTENANCE

01332101 522200 -

Diversified Electronics

1.00

3,500.00

345,400.00 \*  
3,500.00

Other undefined repairs

1.00

115,000.00

115,000.00

FastTrac Car Wash

1.00

12,000.00

12,000.00

Axon

1.00

172,400.00

172,400.00

Taser  
Upgrade to current Taser model

1.00

40,000.00

40,000.00

Drone maintenance  
Anticipated costs for drone maintenance

1.00

2,500.00

2,500.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01332101 522320 -

Konica Minolta Copiers

1.00

24,000.00

24,000.00 \*  
24,000.00

## 523200 COMMUNICATIONS

01332101 523200 -

AT&amp;T

1.00

10,000.00

20,900.00 \*  
10,000.00

Charter Communications

1.00

1,500.00

1,500.00

GA Technology Authority.

1.00

7,000.00

7,000.00

Postage

1.00

2,400.00

2,400.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523400 PRINTING &amp; BINDING

01332101 523400 -

operational printing costs

1.00

2,500.00

2,500.00 \*

2,500.00

(Finance recommendation: Cut \$2,500 from original \$5K request).

## 523500 TRAVEL

01332101 523500 -

Chief GACP Travel

1.00

750.00

27,995.00 \*

750.00

Cost covers incoming chief

SPI Conference

1.00

1,500.00

1,500.00

Covers travel cost for SPI Conference

RAD Conference

1.00

800.00

800.00

NTI Conference - Olivier

1.00

800.00

800.00

Surveillance conference - travel cost

SCIAI Conference

1.00

500.00

500.00

Crime Scene Conference

Opportunity Travel

1.00

5,000.00

5,000.00

(Finance recommendation: Cut \$5K from original \$10K request).

Homicide School - Olivier and Pettis

2.00

800.00

1,600.00

Travel costs for homicide school

Investigative Courses

1.00

4,000.00

4,000.00

Travel for misc. investigative courses (Reid, PATC, General Inv) for detectives

FBI NA Winter and Summer hotel fee

1.00

917.00

917.00

Hotel costs for FBI NA for Chief Bennett and incoming chief

FBI NA National Conference - Police

1.00

576.00

576.00

Chief

Hotel costs for FBI NA Conference for incoming chief

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

GPAC Meetings - Boyes  
Includes hotel and per diem for all  
FY2022 GPAC meetings

GPAC June Conference - Boyes  
Includes hotel and per diem

PowerDMS Conference - Boyes  
Includes hotel, airfare,  
transportation, and per diem.

(Finance recommendation: Cut down to  
\$500 from original request of \$1,176).

Travel for Commercial MVA 1 (IPTM) for  
two officers

Travel for Commercial MVA 2 (IPTM) for  
two officers

Travel for Honor Guard detail to  
National Officer Memorial in Washington  
DC

Travel to GALEC Conference  
Includes hotel and per diem for 3  
requested chaplains

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
	10.00	130.00	1,300.00
	1.00	950.00	950.00
	1.00	500.00	500.00
	1.00	1,145.00	1,145.00
	1.00	1,145.00	1,145.00
	1.00	5,000.00	5,000.00
	3.00	504.00	1,512.00

## 523600 DUES &amp; FEES

01332101 523600 -

OSHA Certification for Evidence Techs

GACP - Police Chief

FBI NA - Police Chief

IACP - Police Chief

GACP - Harvey

SPIAA - Harvey

IACP - Harvey

Honorary Commander - Harvey

Leadership Cobb - Harvey

GACP - McCormick

1.00	120.00	4,394.00 *
1.00	100.00	120.00
1.00	105.00	100.00
1.00	150.00	105.00
1.00	100.00	150.00
1.00	50.00	100.00
1.00	150.00	50.00
1.00	50.00	150.00
1.00	50.00	50.00
1.00	100.00	100.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-POLICE ADMINISTRATION		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
	SPIAA - McCormick		1.00	50.00	50.00
	NAPWD		1.00	45.00	45.00
	SWAT NTOA Annual NTOA dues for team.		1.00	150.00	150.00
	GTOA - SWAT Annual GTOA dues for SWAT		1.00	225.00	225.00
	GACP Certification Fee		1.00	375.00	375.00
	Miscellaneous dues		1.00	500.00	500.00
	NATIA dues - Singleton required to keep Singleton active in the organization		1.00	50.00	50.00
	IALEIA - N. Hill annual dues for Crime Analyst		1.00	50.00	50.00
	IACA - N. Hill Annual membership dues		1.00	25.00	25.00
	NATIA - Olivier Tech Inv. Certification		1.00	100.00	100.00
	IAHI - Olivier & Pettis Annual dues for Homicide Association		2.00	50.00	100.00
	NIOA - Defense Annual dues for PIO organization		1.00	84.00	84.00
	RAD Recertification Recertification for Defense, Forman, Hill, Elliott, Cason, Ware		6.00	100.00	600.00
	ATAP Threat Assessment Threat Assessment Cert for Defense and Elliott		2.00	100.00	200.00
	NACVSA CVSA dues for certification		3.00	100.00	300.00
	IAI Memberships IAI memberships for Eaton, Thompson, and Christ		3.00	80.00	240.00
	IAPE Membership - Christ and Thompson		2.00	50.00	100.00
	IA Association - Binicewicz		1.00	100.00	100.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
GPAC Dues - Boyes	1.00	125.00		125.00

## 523700 EDUCATION &amp; TRAINING

01332101 523700 -

GACP - Police Chief	1.00	350.00	57,455.95 *	350.00
SPIAA - Harvey & McCormick	2.00	300.00		600.00
NCGLEA dues dues for all officers	97.00	100.00		9,700.00
GA POST Dues POST dues for all officers	97.00	20.00		1,940.00
Paulding County Range Fees Fees for usage of Paulding County Firing Range	24.00	200.00		4,800.00
Opportunity Training  (Finance recommendation: Cut \$2,500 from original \$5K request.)	1.00	2,500.00		2,500.00
NTOA Command Level II - Martin Due to Covid, this class is being offered online this year, so there would not be the normal travel cost associated with this training. This class is important for Sgt. Martin's role as assistant commander.	1.00	750.00		750.00
NTOA Team Leader Development Currently no SWAT Team Leaders have received this training due to the scarcity of offerings. The NTOA plans to put on this class in Austell this August, so there will be no travel cost associated with it.	4.00	750.00		3,000.00
Safariland ICP Munitions Instructor Course This class is required for the department to train, possess, and utilize chemical and impact munitions for SWAT and MFF. Currently Lt. Copeland is the only active instructor, and his cert expires in May 2022. Cost is for his recert. along with Sgt. Martin's certification.	2.00	895.00		1,790.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-POLICE ADMINISTRATION	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Alerrrt Instructor Training - Singleton & Turner Needed for the training division to be able to handle active shooter training.		2.00	2,500.00	5,000.00
Commercial MVA Reconstruction Level I STEP Training		2.00	800.00	1,600.00
Commercial MVA Reconstruction Level II STEP Training		2.00	900.00	1,800.00
ACTAR Test Prep STEP Training		1.00	500.00	500.00
Drug Alcohol Impaired Driving Conference		1.00	1,000.00	1,000.00
IPTM STEP Training		1.00	2,000.00	2,000.00
Matten Meeting Hosted by Smyrna - Cost includes catering		1.00	1,000.00	1,000.00
RAD Training Demand for RAD classes has increased need for additional training		1.00	2,000.00	2,000.00
Financial Crimes Investigator Certification - Spencer and Lanzing		2.00	1,000.00	2,000.00
Homicide School Need to have additional homicide investigators to ensure adequate coverage		2.00	385.00	770.00
NTI National Tech. Inv. Tech. investigator course for surveillance and covert operations		2.00	375.00	750.00
K-9 workshop Best known option for K-9 cert to meet our needs and K-9 type. Mandatory consideration for integrity of K-9.		1.00	45.00	45.00
K-9 Legal Update Same justification as K-9 workshop		1.00	35.00	35.00
K-9 NNDDA Certification Same justification as K-9 workshop		1.00	55.00	55.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

IAI Conference - Eaton & Christ  
 IAI Conference registration in  
 Nashville, Tn

CVSA Conference - Eaton  
 All inclusive training cost includes  
 recert.

Certified Evidence Specialist Exam -  
 Thompson  
 Evidence specialist test for Thompson

Reinhardt University MPA classes  
 MPA classes for Lt. Binicewicz

Flowers PMP Classes

GALEC Conference  
 Conference fees for 3 requested  
 chaplains

VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
	2.00	395.00		790.00
	1.00	1,675.00		1,675.00
	1.00	174.00		174.00
	1.00	7,500.00		7,500.00
	5.00	546.39		2,731.95
	3.00	200.00		600.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01332101 531100 -

Tac Med Kits and Training Kits

Coffee Service

warehouse Supplies

Office Depot / Office Max

Batteries Plus

Flex Imaging

Lamination Services

Backyard Feed and Seed

Printer Paper

Insight Public Sector

Narcan Replacements

Flex Cuffs

1.00	2,000.00	89,788.29 *	2,000.00
1.00	3,000.00	3,000.00	
1.00	3,600.00	3,600.00	
1.00	6,500.00	6,500.00	
1.00	250.00	250.00	
1.00	2,400.00	2,400.00	
1.00	1,000.00	1,000.00	
1.00	750.00	750.00	
1.00	3,000.00	3,000.00	
1.00	6,000.00	6,000.00	
1.00	2,000.00	2,000.00	
1.00	530.00	530.00	

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Avon C50 Mask Filters - MFF 4 pack Avon mask filters for MFF team leaders	2.00	190.00	380.00
Pepperball Rounds Needed for implementation of revived pepperball program	1.00	3,329.00	3,329.00
Avon C50 mask filters - SWAT SWAT does not have enough replacement filters to outfit the team and current filters are 3 years old	4.00	190.00	760.00
K-9 Equipment and Replacement	1.00	500.00	500.00
Munitions and Range Gear	1.00	46,692.70	46,692.70
Battery Replacement Required to replace all RMR, Aimpoint, and weaponlight batteries annually	1.00	590.00	590.00
Drug Testing Supplies	1.00	190.60	190.60
Evident - Supplies	1.00	3,009.00	3,009.00
Sirchie - Supplies	1.00	258.00	258.00
Georgia S/A Evidence Kits 13 kits per case	2.00	75.00	150.00
FileonQ Supplies	1.00	1,014.00	1,014.00
Mystaire Isola Filtered Workstation supplies	1.00	1,279.14	1,279.14
Amazon Supplies Basic evidence processing items available through Amazon	1.00	405.87	405.87
MA-40 Replacement Filters Replacement filters for evidence processing lab.	3.00	66.66	199.98

## 531220 ENERGY-NATURAL GAS

01332101 531220 -

Gas South	1.00	12,000.00	12,000.00 *
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531230 ENERGY-ELECTRICITY

01332101 531230 -				100,000.00 *
Georgia Power	1.00	100,000.00		100,000.00

## 531270 ENERGY-GASOLINE/DIESEL

01332101 531270 -				210,000.00 *
State Contract Rack Price	1.00	210,000.00		210,000.00

## 531300 FOOD

01332101 531300 -				4,000.00 *
Misc. Luncheons	1.00	4,000.00		4,000.00

## 531600 SMALL EQUIPMENT

01332101 531600 -				76,150.18 *
Primer Residue	1.00	140.00		140.00
Tourniquet Training	1.00	330.00		330.00
Brought forward from FY21				
Taser FATS devices	1.00	4,490.00		4,490.00
Brought forward from FY21. Would allow officers to train in simulations with Tasers				
Scorpion round shields - MFF	24.00	123.00		2,952.00
Interlocking 6ft Shields - MFF	7.00	207.00		1,449.00
Baton holders for duty belts - MFF	25.00	12.00		300.00
Damascus Flex Force riot control suit	14.00	400.00		5,600.00
Prescription glasses inserts for gas masks - MFF	5.00	50.00		250.00
Avon C50 Gas Masks with voice amplifiers - MFF	5.00	1,200.00		6,000.00
To be used by MFF team leaders				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR: GF-POLICE ADMINISTRATION		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
Safariland ALS System - MFF			48.00	25.00	1,200.00
Nylon duty belt system - MFF			24.00	200.00	4,800.00
Cold fire extinguishers (12pk) - MFF			1.00	310.00	310.00
Cold fire extinguisher pouches - MFF			1.00	240.00	240.00
Cold fire fireblock - MFF			1.00	240.00	240.00
Office Chairs replacement of worn out UPD office chairs			5.00	200.00	1,000.00
Collapsible cones (4pk)			24.00	94.00	2,256.00
FTC Full Tacticle Carbine (yellow) bundle New pepperball guns for revival of pepperball program. Cost includes instructor training.			2.00	1,000.00	2,000.00
Laser batteries Replacement batteries for aging LIDAR batteries			1.00	1,500.00	1,500.00
Daniel Defense Delta 5 .308 weapon system - SWAT Replacement for two aging left handed bolt rifles.  (Finance recommendation: Cut quantity from 2 to 1, reducing price to \$3,307).			1.00	3,307.00	3,307.00
Trijicon RMR pistol optics Training Division currently does not have enough RMR optics to match pistols in vault.			7.00	440.00	3,080.00
Trijicon RMR mounting kits Needed to mount RMR to pistol			7.00	15.00	105.00
Ameriglo Custom firearms sights Needed for RMR conversion			7.00	90.00	630.00
Safety glasses Current glasses for firearms program are old and need to be replaced.			24.00	2.50	60.00
Streamlight TLR-1HL Needed for several handguns and as backup for rifle			12.00	120.00	1,440.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
GF-POLICE ADMINISTRATION					
	walker Hearing Protection Needed to replace old earpro in firearms program		12.00	10.99	131.88
	MILO Rifle for FATS machine would allow officers to train rifle simulations		1.00	1,495.00	1,495.00
	Taser static targets Needed for Taser training		2.00	150.00	300.00
	Computer Towers for FARO software Standard CPUs are unable to handle the FARO software. STEP has two new investigators that will need computers with access.		1.00	3,374.00	3,374.00
	0Finance recommendation: Reduce quantity from 2 to 1, cutting budget down to \$3,374 from original request of \$6,748).				
	Kustom Signals Raptor radar dual KA-band Includes installation. Needed for two new STEP officers		2.00	2,352.65	4,705.30
	Trucam Laser speed detection devices LIDARS specifically designed for aggressive driving violators (video capture)		2.00	5,632.50	11,265.00
	Crash Data Group hardware Cables for new vehicles/applications		1.00	2,100.00	2,100.00
	Flock cameras (additional cameras to program)		4.00	2,000.00	8,000.00
	Glock handgun replacement replacement handguns for two retiring officers		2.00	550.00	1,100.00
<b>531700 OTHER SUPPLIES</b>					
01332101 531700 -					
	Officer Uniform Allowance		1.00	65,000.00	95,600.00 *
	CID Uniform Allowance		1.00	12,000.00	12,000.00
	New Officer Uniforms		1.00	10,000.00	10,000.00

**NEXT YEAR BUDGET DETAIL REPORT**

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-POLICE ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

Honor Guard Uniforms

3.00

1,500.00

4,500.00

Honor Guard needs three new members,  
and each would need a uniform.

Mobile Field Force BDU Uniforms

16.00

100.00

1,600.00

One set per officer

(Finance recommendation: Cut \$800 from  
original request of \$2,400).

Replacement Armor

1.00

2,500.00

2,500.00

GRAND TOTAL

1,202,342.28

\*\* END OF REPORT - Generated by Landon O'Neal \*\*



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## **POLICE – JAIL**

Division 33250 is the Police Department's Detention Center which functions as a pretrial holding facility and a detention center to carry out court-ordered sentencing. Our center also accepts pre-trial and sentenced individuals on a contractual basis from nearby agencies.

The Warrants Officer is responsible for providing service to the City of Smyrna Municipal Court. This officer is responsible for court security and transports inmates, and serves warrants issued by the court.

### **Major Goals & Objectives**

- To protect Smyrna citizens by holding arrested subjects and assuring their appearance in court through incarceration or bonding.
- To carry out the sentence of the court.
- Maintain a safe and secure environment for detained individuals.
- Document all intakes, releases, and unusual occurrences.

### **Performance Measures**

- Number of prisoner intakes
- Document population count on a daily, weekly, and yearly basis.
- Audio/Video review
- Number and cost of meals served
- Number of City warrants served

**POLICE - JAIL OPERATIONS - 33250**

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	948,309	959,038	1,009,938	1,008,354	(1,584)	-0.2%
OTHER OPERATING	204,608	175,298	299,519	275,740	(23,779)	-7.9%
<b>TOTAL EXPENDITURES</b>	<b>1,152,917</b>	<b>1,134,335</b>	<b>1,309,456</b>	<b>1,284,094</b>	<b>(25,362)</b>	<b>-1.9%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	21.50	21.50	21.50	21.50

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - POLICE - JAIL**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01333201	511100		REG/FULL TIME EMPLOYEES	826,113	850,106	900,146	894,493	(5,653)	-0.6%
01333201	511101		PART TIME EMPLOYEES	12,378	13,345	15,259	15,262	3	0.0%
01333201	511300		OVERTIME	49,775	35,238	35,000	35,000	-	0.0%
01333201	512200		SOC SEC/FICA CONTRIB	60,043	60,349	59,532	63,599	4,067	6.8%
01333201	521200		PURCH PROFESSIONAL SVC	55,676	91,275	109,880	95,000	(14,880)	-13.5%
01333201	521300		PURCH TECHNICAL SVCS	4,153	1,200	12,366	13,400	1,034	8.4%
01333201	522200		REPAIRS & MAINTENANCE	715	6,404	16,340	13,140	(3,200)	-19.6%
01333201	523400		PRINTING & BINDING	1,970	1,140	3,700	3,700	-	0.0%
01333201	523500		TRAVEL	774	209	2,000	2,000	-	0.0%
01333201	523600		DUES & FEES	155	363	850	850	-	0.0%
01333201	523700		EDUCATION & TRAINING	3,079	294	9,500	7,500	(2,000)	-21.1%
01333201	531100		GEN SUPPLIES & MATERIALS	31,809	23,021	55,169	52,000	(3,169)	-5.7%
01333201	531270		ENERGY-GASOLINE/DIESEL	4,375	4,859	4,500	4,500	-	0.0%
01333201	531300		FOOD	95,320	40,116	70,789	70,000	(789)	-1.1%
01333201	531600		SMALL EQUIPMENT	561	2,253	4,275	2,000	(2,275)	-53.2%
01333201	531700		OTHER SUPPLIES	6,022	4,164	10,150	11,650	1,500	14.8%
<b>POLICE - JAIL</b>				<b>1,152,917</b>	<b>1,134,335</b>	<b>1,309,456</b>	<b>1,284,094</b>	<b>(25,362)</b>	<b>-1.9%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-JAIL OPERATIONS

	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
<b>521200 PURCH PROFESSIONAL SVCS</b>				
01333201 521200 -				95,000.00 *
Metro Ambulance		30.00	240.00	7,200.00
Pitts Dental		10.00	500.00	5,000.00
Securus (inmate calling cards)		900.00	8.00	7,200.00
Onsite Medical - Southern Health		12.00	6,300.00	75,600.00
<b>521300 PURCH TECHNICAL SVCS</b>				
01333201 521300 -				13,400.00 *
Eagle Advantage Solutions, Inc. Jail and PD Livescan		1.00	13,400.00	13,400.00
<b>522200 REPAIRS &amp; MAINTENANCE</b>				
01333201 522200 -				13,140.00 *
A&E Maint. Remote Locks		1.00	2,000.00	2,000.00
Overhead doors and interior locks		1.00	2,000.00	2,000.00
Exterminator		1.00	900.00	900.00
Intoximeter		1.00	3,000.00	3,000.00
Grease Trap		1.00	1,240.00	1,240.00
Refrigeration		1.00	2,000.00	2,000.00
Appliance Maintenance		1.00	2,000.00	2,000.00
<b>523400 PRINTING &amp; BINDING</b>				
01333201 523400 -				3,700.00 *
Operational Printing Costs		1.00	3,200.00	3,200.00
Daily Journals		1.00	500.00	500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-JAIL OPERATIONS

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523500 TRAVEL

01333201 523500 -				2,000.00 *
GPSTC - Lodging and meals	1.00	2,000.00		2,000.00
Training in Forsyth - Intox. All				
officers will need to be either				
certified or recertified this year.				

## 523600 DUES &amp; FEES

01333201 523600 -				850.00 *
Notary Fees	1.00	700.00		700.00
Cobb Chamber	1.00	50.00		50.00
American Jail	1.00	100.00		100.00

## 523700 EDUCATION &amp; TRAINING

01333201 523700 -				7,500.00 *
Reinhardt Command College	1.00	7,500.00		7,500.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01333201 531100 -				52,000.00 *
Peoples Janitorial	1.00	300.00		300.00
Associated Bags	1.00	1,500.00		1,500.00
warehouse Supplies	1.00	20,000.00		20,000.00
Bob Barker	1.00	20,000.00		20,000.00
Coffee	1.00	500.00		500.00
Officer Supplies	1.00	2,500.00		2,500.00
Paper	1.00	2,400.00		2,400.00
white, pink, and blue				
Dishwasher chemicals	12.00	150.00		1,800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-JAIL OPERATIONS

	VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
Gas Cylinders - Intoximeter		1.00	3,000.00		3,000.00
531270 ENERGY-GASOLINE/DIESEL					
01333201 531270 -					
Fuel		3.00	1,500.00		4,500.00 *
Three vehicles					4,500.00
531300 FOOD					
01333201 531300 -					
		1.00	70,000.00		70,000.00 *
					70,000.00
531600 SMALL EQUIPMENT					
01333201 531600 -					
Misc. Replacement equipment		1.00	2,000.00		2,000.00 *
					2,000.00
531700 OTHER SUPPLIES					
01333201 531700 -					
Major uniforms		1.00	750.00		11,650.00 *
					750.00
Court Officer uniform		1.00	750.00		750.00
Chief Jailer uniforms		1.00	750.00		750.00
Detention officer uniforms		19.00	400.00		7,600.00
Jail Cook uniforms including part time		3.00	300.00		900.00
New hire uniforms		2.00	450.00		900.00

GRAND TOTAL

275,740.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **RECYCLING**

### **Function**

Division 45400 represents the cost center for the Recycling Division of the Public Works Department. The Recycling Division is responsible for performing residential curbside recycling and commercial roll cart collection for the citizens of Smyrna. Expenditures within this division relate to personnel and operating costs for the residential and commercial roll cart recycling collection program.

The twelve employees in Recycling are responsible for performing recycling and yard waste pick-ups once per week. This is accomplished by utilizing three recycling trucks. Fiscal Year 2008 represents the first full fiscal year with an adopted budget for this in-house program.

### **Major Goals & Objectives**

- Maintain the City in a sanitary manner through the collection of recycling materials.
- Provide the highest level of collection services at a fair cost to the citizens.
- Encourage recycling in the community to save landfill space and reduce disposal costs.
- Continue to provide an in-house recycling service program.
- Continue curbside collection of used cooking oil and motor oil.

### **Performance Measures**

- Number of residential customers 16,357
- Number of commercial customers 93 (38 of these with city roll cart service)



## RECYCLING - 45400

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	301,135	343,315	378,101	387,221	9,120	2.4%
OTHER OPERATING	86,339	63,607	86,400	153,726	67,327	77.9%
<b>TOTAL EXPENDITURES</b>	<b>387,473</b>	<b>406,922</b>	<b>464,501</b>	<b>540,947</b>	<b>76,447</b>	<b>16.5%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	12.00	12.00	12.00	12.00

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - RECYCLING**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01445401	511100		REG/FULL TIME EMPLOYEES	277,216	318,394	350,804	357,639	6,835	1.9%
01445401	511300		OVERTIME	4,698	2,963	6,000	6,000	-	0.0%
01445401	512200		SOC SEC/FICA CONTRIB	19,221	21,958	21,297	23,582	2,285	10.7%
01445401	522110		PURCH SVC - DISPOSAL	30,560	-	-	48,000	48,000	N/A
01445401	522200		REPAIRS & MAINTENANCE	29,233	34,878	33,890	30,000	(3,890)	-11.5%
01445401	523200		COMMUNICATIONS	-	-	-	590	590	N/A
01445401	531100		GEN SUPPLIES & MATERIALS	246	1,583	12,010	10,042	(1,968)	-16.4%
01445401	531270		ENERGY-GASOLINE/DIESEL	22,204	23,262	25,000	31,250	6,250	25.0%
01445401	531600		SMALL EQUIPMENT	-	677	10,500	10,000	(500)	-4.8%
01445401	531700		OTHER SUPPLIES	4,096	3,207	5,000	14,344	9,344	186.9%
<b>RECYCLING</b>				<b>387,473</b>	<b>406,922</b>	<b>464,501</b>	<b>540,947</b>	<b>76,447</b>	<b>16.5%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-RECYCLABLES COLLECTION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 522110 PURCH PROP SVC-DISPOSAL

01445401 522110 -

Recycle Disposal  
 Average 2,400 tons per month @ \$20.00  
 per ton

12.00

4,000.00

48,000.00 \*  
 48,000.00

## 522200 REPAIRS &amp; MAINTENANCE

01445401 522200 -

General Vehicle Maintenance  
 Preventive Maintenance (PM) services  
 including but not limited to oil,  
 transmission, differential, fuel,  
 coolant, hydraulics, brakes, tires  
 Repairs on electrical / lighting  
 systems  
 Installation of accessories ( computers  
 mounts, radios, accessories plugs ECT.  
 Major and Minor repairs.

1.00

30,000.00

30,000.00 \*  
 30,000.00

## 522320 RENTAL OF EQUIP &amp; VEHICLES

01445401 522320 -

Truck rental.  
 Truck Rental to ensure routes are  
 completed when other equipment go down  
 for repairs for an extended amount of  
 time \$2,000 a week @ four week minimum

1.00

8,000.00

8,000.00 \*  
 8,000.00

## 523200 COMMUNICATIONS

01445401 523200 -

Verizon Cell Phone Purchase.  
 Communication for Lead Driver.

1.00

50.00

590.00 \*  
 50.00

Verizon Phone service plan .  
 Communication with Lead Driver.  
 monthly pay plan

12.00

45.00

540.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-RECYCLABLES COLLECTION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523500 TRAVEL

01445401 523500 -				1,500.00 *
Solid Waste Association of North America Conference	1.00	1,500.00		1,500.00
Keeping up with recycling industry trends and networking				

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01445401 531100 -				10,042.00 *
General Supplies for division	1.00	6,413.00		6,413.00
Trash Bags, de-ice, paper goods, truck greases, ,hand warmers, disinfect , truck wash ECT.				
General supplies to maintain the division				
JAXX-ZORB (oil dry) 100 bags	100.00	16.85		1,685.00
Emergency supply for large hydraulic /motor oil, coolant and fuel spills				
5 Gallon Cooler	4.00	36.00		144.00
Cooler used to supply cold fluids to crews on truck				
Gatorade Mix	300.00	3.80		1,140.00
Gatorade mix to help replenish fluids				
JAXX-ZORB spill kits	4.00	165.00		660.00
Emergency supply spill kit used to catch and clean up hydraulic oil, motor oil, coolant, and fuel spills required to be on truck. MS4				

## 531270 ENERGY-GASOLINE/DIESEL

01445401 531270 -				31,250.00 *
Low Sulphur Diesel / Gasoline	1.00	31,250.00		31,250.00
Fuel for division equipment				
budget increase due to increase in Fuel pricing.				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
GF-RECYCLABLES COLLECTION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531600 SMALL EQUIPMENT

01445401 531600 -				10,000.00 *
Cart Tippers	2.00	5,000.00		10,000.00
Replacement of tippers due to wear and tear				

## 531700 OTHER SUPPLIES

01445401 531700 -				14,344.32 *
uniform rental per year	12.00	360.00		4,320.00
Division uniformity and professionalism				
Boot allotment	12.00	150.00		1,800.00
PPE / Safety				
Cold weather Jacket with High Visibility	12.00	129.00		1,548.00
PPE Safety / Inclement weather				
Summer T-Shirts with High Visibility	12.00	100.00		1,200.00
Summer T-Shirt with High Visibility / Comfort				
Safety glasses	12.00	18.00		216.00
PPE / Safety				
Gloves	1.00	3,120.00		3,120.00
PPE / Safety				
Rain Suits	12.00	110.00		1,320.00
PPE / Safety Inclement weather				
Rain Boots	12.00	36.00		432.00
PPE / Safety Inclement weather				
Safety Vest	36.00	4.80		172.80
PPE / Safety				
Back Brace	24.00	8.98		215.52
PPE / Safety				

GRAND TOTAL

153,726.32

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **SANITATION**

### **Function**

Division 43100 represents the cost center for the Sanitation Division of the Public Works Department. Sanitation is responsible for performing very essential service to the citizens of Smyrna – the removal of garbage and refuse. Expenditures within this account relate to residential and commercial sanitation collection within the City and its subsequent disposal.

The twenty-four employees in Sanitation are responsible for performing garbage, trash and yard waste pickups once a week. This is accomplished by utilizing five garbage trucks, a trash truck, and two knuckle boom trucks. Payments are made to a transfer station company to cover the costs of disposal. Commercial garbage is handled through a contractual agreement with a large garbage collection company.

### **Major Goals & Objectives**

- Maintain the City in a sanitary manner through the collection and disposal of garbage.
- Provide the highest level of collection services at a fair cost to the citizens.
- Continue to provide an in-house sanitation service program.

### **Performance Measures**

- Number of residential customers: 16,357
- Number of commercial customers: 974 ( 82 of these with City roll cart service )

## SANITATION - 43100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	807,201	852,729	890,286	894,006	3,720	0.4%
OTHER OPERATING	3,315,617	3,364,412	3,850,973	3,694,711	(156,262)	-4.1%
<b>TOTAL EXPENDITURES</b>	<b>4,122,818</b>	<b>4,217,141</b>	<b>4,741,260</b>	<b>4,588,717</b>	<b>(152,542)</b>	<b>-3.2%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	24.00	24.00	24.00	24.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - SANITATION**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
01443101	511100		REG/FULL TIME EMPLOYEES	735,500	786,803	815,345	823,078	7,733	0.9%
01443101	511300		OVERTIME	21,378	13,006	25,000	20,000	(5,000)	-20.0%
01443101	512200		SOC SEC/FICA CONTRIB	50,324	52,920	49,941	50,928	987	2.0%
01443101	522110		PURCH SVC-DISPOSAL	3,059,428	3,138,524	3,548,911	3,369,888	(179,023)	-5.0%
01443101	522200		REPAIRS & MAINTENANCE	99,085	107,756	163,609	130,000	(33,609)	-20.5%
01443101	523200		COMMUNICATIONS	3,383	355	5,620	6,490	870	15.5%
01443101	523400		PRINTING & BINDING	7,332	3,755	7,850	5,000	(2,850)	-36.3%
01443101	523500		TRAVEL	-	584	1,500	1,500	-	0.0%
01443101	523700		EDUCATION & TRAINING	587	4,512	5,700	3,310	(2,390)	-41.9%
01443101	531100		GEN SUPPLIES & MATERIALS	31,542	3,302	3,500	20,475	16,975	485.0%
01443101	531270		ENERGY-GASOLINE/DIESEL	96,866	83,716	87,000	108,750	21,750	25.0%
01443101	531600		SMALL EQUIPMENT	4,129	8,182	13,000	21,132	8,132	62.6%
01443101	531700		OTHER SUPPLIES	13,266	12,992	14,283	28,167	13,884	97.2%
<b>SANITATION</b>				<b>4,122,818</b>	<b>4,217,141</b>	<b>4,741,260</b>	<b>4,588,717</b>	<b>(152,542)</b>	<b>-3.2%</b>



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-SANITARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 522110 PURCH PROP SVC-DISPOSAL

01443101 522110 -

Street Sweeping yearly  
 Beautification  
 Sweeping of Major roadways through out  
 the City and the Downtown district

12.00

2,700.00

 3,369,888.00 \*  
 32,400.00

Residential Sanitation Tipping Fee  
 Residential Sanitation Tipping fee  
 Increase in Budget due to the increase  
 in pricing for services

12.00

55,521.00

666,252.00

Commercial Tipping Fee  
 Commercial Tipping Fee  
 Increase in budget due to the increase  
 in pricing of services

12.00

220,675.00

2,648,100.00

C&D Disposal  
 C&D Disposal Tipping Fee  
 Increase in budget due to the increase  
 in pricing of services

12.00

1,928.00

23,136.00

## 522200 REPAIRS &amp; MAINTENANCE

01443101 522200 -

General Vehicle Maintenance  
 Preventive maintenance (PM) services  
 including but not limited to oil,  
 transmission, differential, fuel,  
 coolant, hydraulics, brakes, tires  
 repairs on electrical / lighting  
 systems  
 installation of accessories ( computer  
 mounts, radios, accessories, ECT>  
 Major and minor repairs.

1.00

130,000.00

 130,000.00 \*  
 130,000.00

(Finance recommendation: Cut \$33K from  
 original \$163K request.)

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-SANITARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 523200 COMMUNICATIONS

01443101 523200 -

 Verizon Cell Phone purchase  
 Communication for Sanitation Foreman

1.00

50.00

6,490.00 \*  
50.00
 Verizon Cell Phone service plan  
 Communications for Sanitation Foreman  
 monthly service pay plan

12.00

45.00

540.00

 Revised sanitation Mail out  
 Communicate with citizens for  
 scheduling revisions of routes

1.00

3,500.00

3,500.00

 MIFI box Monthly service plan  
 MIFI box for the computers in 5  
 service trucks to receive work orders  
 remotely

12.00

200.00

2,400.00

## 523400 PRINTING &amp; BINDING

01443101 523400 -

 Door hangers, Roll Cart Decals, Driver  
 logs  
 literature to communicate with citizens

1.00

5,000.00

5,000.00 \*  
5,000.00

## 523500 TRAVEL

01443101 523500 -

 Solid waste Association of North America  
 Learning new trends in the sanitation  
 industry and Networking

1.00

1,500.00

1,500.00 \*  
1,500.00

## 523700 EDUCATION &amp; TRAINING

01443101 523700 -

3,310.00 \*

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

GF-SANITARY ADMINISTRATION

Training for division  
 Flagging  
 Defense Driving  
 Spill Retention Fork lift  
 Safety

VENDOR

QUANTITY

UNIT COST

2022

PROPOSED

1.00

2,500.00

2,500.00

Reduction in budget due to in-house  
 training program

SWANA Membership Fees  
 Solid Waste Association of North America  
 Membership Fees

3.00

270.00

810.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

01443101 531100 -

General supplies for the division.  
 truck wash, paper towels, bathroom  
 papers, truck grease, glass cleaner,  
 hand warmers, disinfect, air freshener,  
 de-ice, trash bags ECT.  
 Supplies to maintain division

1.00

11,686.60

20,474.60 \*  
 11,686.60

JAXX-ZORP Spill kits ( oil dry)  
 Emergency supply spill kit used to  
 catch and clean up hydraulic oil,  
 motor oil, coolant and fuel spills  
 required to carry on truck. required  
 MS4 program

18.00

165.00

2,970.00

JAXX-ZORB (oil dry)  
 Emergency supply for large spills 200  
 bags

200.00

16.85

3,370.00

5 Gallon water coolers  
 Cooler used to supply cold fluids to  
 crews on truck

18.00

36.00

648.00

Gatorade Mix  
 Gatorade mix to help replenish fluids

1.00

1,800.00

1,800.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-SANITARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531270 ENERGY-GASOLINE/DIESEL

01443101 531270 -

Low Sulphur fuel Diesel / Gasoline  
 Fuel for Fleet  
 Increase of budget due to increase of  
 fuel pricing

1.00

108,750.00

 108,750.00 \*  
 108,750.00

## 531600 SMALL EQUIPMENT

01443101 531600 -

Cart Tippers  
 Replacement of worn equipment used to  
 dump carts

2.00

5,000.00

 21,132.17 \*  
 10,000.00

Hand Held battery operated equipment  
 Grinder, drill, replacement battery's,  
 drill bit set, cut off wheel / blades  
 equipment used to maintain carts /  
 undergrounds containers

1.00

849.00

849.00

Chain saws  
 equipment used for limb and brush pickup

2.00

500.00

1,000.00

hand tools  
 shovels, pitch forks, push brooms  
 ,hammers ,socket sets  
 equipment used to maintain daily work  
 for division

1.00

4,423.17

4,423.17

Tool Boxes  
 Addition to trucks for MS4 Spill kits

6.00

250.00

1,500.00

Small Hand Pumps  
 To pump out In Ground Cans

10.00

36.00

360.00

ConX Box  
 Storage for Recycling Carts

1.00

3,000.00

3,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

GF-SANITARY ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531700 OTHER SUPPLIES

01443101 531700 -

Uniform rental per year  
Division Uniformity and professionalism

12.00

720.00

28,166.64 \*  
8,640.00Boot allotment  
PPE / Safety

24.00

150.00

3,600.00

Gloves  
PPE / Safety

1.00

6,000.00

6,000.00

Rain Suits  
PPE Safety / Inclement weather

48.00

55.00

2,640.00

Rain boots  
PPE Safety / Inclement weather

48.00

18.00

864.00

Safety Vest  
PPE / Safety

72.00

4.80

345.60

Safety Glasses  
PPE / Safety

100.00

1.50

150.00

Back Brace  
PPE / Safety

48.00

8.98

431.04

Cold weather Jacket with High Visibility  
PPE Safety / Inclement weather

24.00

129.00

3,096.00

Summer T-Shirt with High Visibility  
Summer T-Shirt with High Visibility /  
Comfort

120.00

20.00

2,400.00

GRAND TOTAL

3,694,711.41

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **WATER ADMINISTRATION**

### **Function**

The Water Administration department is responsible for the billing and collection of water, sewer and sanitation monthly charges. The customer service staff is responsible for more than 15,000 active accounts which also include the commercial sanitation customers.

Office staff manages billing, collections, applications for new accounts, completing work orders for disconnection of service and work orders for meter repair and meter reading checks. Receiving phone calls, handling customer complaints and data entry work are also included in their daily tasks. In addition, this office receives payments for property taxes, business licenses and other revenues of the City.

The meter services staff in this division is responsible for meter reading, meter repairs, connection of new service, disconnection of existing service, meter checks, meter testing and water checks.

Presently, active delinquent account collections are handled monthly. Inactive collections are part of an on-going procedure provided by City ordinance.

### **Major Goals & Objectives**

- Continue the current program of meter repair and replacement as needed to ensure accurate billings and increase revenues.
- Seamlessly incorporate new water boundary service areas into current operations as new properties are annexed into the City.
- Continue research for new programs that will generate additional revenue assisting with cost containment.
- Continue to provide clean, safe drinking water that meets or exceeds federal and state quality standards.

### **Performance Measures**

- Locate and identify any water meters not currently recognized in our system
- Track and repair water leaks to lower unaccounted water volume
- Continue residential meter dial replacement program to upgrade equipment
- Lower the monthly ratio of water purchased to water sold to less than fifteen percent

## WATER ADMIN - 44100

EXPENDITURES	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Difference	% Diff.
TOTAL SALARIES/BENEFITS	304,535	310,515	307,113	317,437	10,324	3.4%
OTHER OPERATING	149,631	160,463	255,397	155,430	(99,967)	-39.1%
<b>TOTAL EXPENDITURES</b>	<b>454,166</b>	<b>470,978</b>	<b>562,511</b>	<b>472,867</b>	<b>(89,644)</b>	<b>-15.9%</b>

STAFFING	FY19	FY20	FY21	FY22 Recomm
PERSONNEL - FTE	7.00	7.00	7.00	8.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - WATER ADMIN**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
05144101	511100		REG/FULL TIME EMPLOYEES	283,004	289,259	289,883	294,661	4,778	1.6%
05144101	511300		OVERTIME	2,816	2,288	2,000	2,000	-	0.0%
05144101	512200		SOC SEC/FICA CONTRIB	18,716	18,968	15,231	20,776	5,545	36.4%
05144101	521200		PURCH PROFESSIONAL SVC	93,471	105,691	100,000	100,000	-	0.0%
05144101	521300		PURCH TECHNICAL SVCS	12,936	20,734	90,665	6,250	(84,415)	-93.1%
05144101	521450		CREDIT CARD FEES	8,681	9,435	10,000	10,000	-	0.0%
05144101	522200		REPAIRS & MAINTENANCE	5,545	1,837	10,500	3,350	(7,150)	-68.1%
05144101	522320		RENTAL OF EQUIP & VEH	5,046	4,645	6,400	7,600	1,200	18.8%
05144101	523200		COMMUNICATIONS	3,300	3,318	4,000	2,580	(1,420)	-35.5%
05144101	523400		PRINTING & BINDING	3,522	3,055	6,144	3,500	(2,644)	-43.0%
05144101	523500		TRAVEL	1,898	575	3,607	1,300	(2,307)	-64.0%
05144101	523600		DUES & FEES	237	200	200	-	(200)	-100.0%
05144101	523700		EDUCATION & TRAINING	1,145	1,185	1,324	450	(874)	-66.0%
05144101	531100		GEN SUPPLIES & MATERIALS	2,688	3,808	4,632	3,700	(932)	-20.1%
05144101	531270		ENERGY-GASOLINE/DIESEL	4,386	3,723	7,550	6,500	(1,050)	-13.9%
05144101	531600		SMALL EQUIPMENT	1,645	985	5,185	8,650	3,465	66.8%
05144101	531700		OTHER SUPPLIES	131	1,274	1,590	1,550	(40)	-2.5%
05144101	542100		CAP OUTLAY-MACH & EQUIP	5,000	-	-	-	-	N/A
05144101	542400		CAP OUTLAY-COMPUTERS	-	-	3,600	-	(3,600)	-100.0%
<b>WATER ADMIN</b>				<b>454,166</b>	<b>470,978</b>	<b>562,511</b>	<b>472,867</b>	<b>(89,644)</b>	<b>-15.9%</b>



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
WATER ADMINISTRATION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

05144101 521200 -	PRINTING AND MAILING OF UTILITY BILLS	1.00	100,000.00	100,000.00 *
	IT IS APPROX \$8K A MONTH TO PROCESS AND			100,000.00
	MAIL UTILITY BILLS. WHEN WE HAVE TO			
	ADD INSERTS, NEWSLETTERS, OR WATER			
	QUALITY REPORTS THAT AMOUNT INCREASES.			

## 521300 PURCH TECHNICAL SVCS

05144101 521300 -	ANNUAL MASTER METER SOFTWARE	1.00	3,250.00	6,250.00 *
	MAINTENANCE (HARMONY)			3,250.00
	MUNIS AND HARMONY ENHANCEMENTS	1.00	3,000.00	3,000.00
	IN AN EFFORT TO INCREASE EFFICIENCY, WE			
	HAVE BEEN LOOKING AT ENHANCEMENTS FOR			
	THE SOFTWARE. IT INTERLINKS WITH MUNIS			
	AND REQUIRES ASSISTANCE FROM MUNIS.			
	MUNIS BILLS BY THE HOUR.			

## 521450 CREDIT CARD FEES

05144101 521450 -	CREDIT CARD FEES	1.00	10,000.00	10,000.00 *
	FEES FOR CREDIT/ DEBIT MACHINES IN THE			10,000.00
	OFFICE. AVERAGES ABOUT \$800 A MONTH.			

## 522200 REPAIRS &amp; MAINTENANCE

05144101 522200 -	CUMMINS-ALLISON BILL COUNTER ANNUAL	1.00	500.00	3,350.00 *
	MAINTENANCE			500.00
	DIEBOLD DRIVE UP DRAWER ANNUAL	1.00	600.00	600.00
	MAINTENANCE			

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER ADMINISTRATION						
	MAINTENANCE ON 4 VEHICLES		1.00	1,000.00		1,000.00
	IN PREVIOUS YEARS, WE HAVE HIGHER MAINTENANCE COSTS. WE HAVE NEW VEHICLES WHICH REQUIRE LESS MAINTENANCE. WE HAVE BEEN AVERAGING \$1000 A YEAR THE LAST FEW YEARS.					
	MISC MAINTENANCE		1.00	750.00		750.00
	WATER ADMIN HANDLES THE R&M FOR THE POSTAGE METER AND THE LETTER OPENER THAT CITY HALL UTILIZES. WE ALSO HAVE AN OLD SAFE THAT IS BEGINNING TO PRESENT PROBLEMS					
	MISC R&M		1.00	500.00		500.00
	BREAKROOM SINK, REFRIGERATOR, ICE MAKER. ETC.					
522320 RENTAL OF EQUIP & VEHICLES						
05144101	522320 -					
	PITNEY BOWES POSTAGE LEASE		4.00	1,300.00		7,600.00 *
	THE QUARTERLY PAYMENTS ARE A LITTLE SHORT OF 1,300 WITH THE ADDITIONS WE HAVE MADE. CERTIFIED MAIL IS ONE THAT HAS BEEN ADDED.					5,200.00
	KONICA COPIER LEASE		12.00	200.00		2,400.00
	THE BASE PRICE FOR THE LEASE IS APPROX. \$90 A MONTH. WE ARE BILLED FOR COPIES AND THAT IS APPROX. \$80 TO \$100 A MONTH.					
523200 COMMUNICATIONS						
05144101	523200 -					
	POSTAGE		12.00	150.00		2,580.00 *
	POSTAGE FOR FINAL BILLS, REFUND, ETC. AVERAGE MONTHLY EXP IS \$150.					1,800.00
	CELL PHONES		4.00	145.00		580.00
	CELL PHONES FOR MANAGER, FOREMAN, 2 METER TECHS. COSTS WERE ABOUT \$145 A MONTH WITH FULL STAFF					

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
WATER ADMINISTRATION					
	MAILINGS		1.00	200.00	200.00
	WE SEND INFORMATION TO OUR COLLECTION AGENCY AND FOR METER TESTS VIA FEDEX OR UPS. THIS IS AN AVERAGE OF THE ANNUAL EXPENSES WE HAVE INCURRED IN THE PAST.				
523400 PRINTING & BINDING					
05144101	523400 -				
	ANNUAL WATER QUALITY REPORT MANDATED TO PROVIDE AN ANNUAL WATER QUALITY REPORT BY EPD		1.00	2,500.00	3,500.00 * 2,500.00
	MISC PRINTING		1.00	1,000.00	1,000.00
	BILL INSERTS, DOOR HANGERS, BUSINESS CARDS, PAPER FOR FINAL BILLS. THE AVERAGE FOR THESE PRINT JOB HAS BEEN \$1000 ANNUALLY.				
523500 TRAVEL					
05144101	523500 -				
	MASTER METER CONFERENCE		2.00	450.00	1,300.00 * 900.00
	WE HAVE 15,000 METERS IN THE CITY. STAFF CURRENTLY AT THE CITY HAVE NEVER ATTENDED A CONFERENCE PUT ON BY THE METER COMPANY. WOULD LIKE 2 STAFF TO ATTEND TO LEARN MORE ABOUT THE METERS AND THEIR FUNCTIONALITY. 2 NIGHTS AT \$200 PLUS MEALS.				
	MILEAGE FOR CONTINUING EDUCATION		2.00	200.00	400.00
523700 EDUCATION & TRAINING					
05144101	523700 -				450.00 *

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

## ACCOUNTS FOR:

## WATER ADMINISTRATION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

GA ASSOCIATION OF WATER PROFESSIONALS  
ANNUAL WORKSHOP  
MANDATED TO HAVE A CERTIFIED PERSON TO  
COMPLETE THE ANNUAL WATER AUDIT REPORT.  
IN THE PAST, THIS HAS BEEN A FULL  
CONFERENCE REGISTRATION OF BETWEEN \$169  
AND \$199. IN THE CY, THERE IS A PER 2  
HOUR BLOCK CHARGE OF \$75 AND A CHOICE  
OF WHICH SESSIONS TO ATTEND VIRTUALLY.  
IF THE VIRTUAL STAYS, THIS WILL GIVE US  
3 SESSIONS.

2.00 225.00 450.00

## 531100 GENERAL SUPPLIES &amp; MATERIALS

05144101 531100 -

COPY PAPER  
PAST SEVERAL YEARS THE DEPARTMENT HAS  
BEEN AROUND \$600 ANNUALLY.

COFFEE SERVICE  
UTILITY SERVICES IS RESPONSIBLE FOR THE  
COFFEE SUPPLIES IN THE BREAKROOM.  
THERE IS NOT A CONSISTENT FEE. IT IS  
BASED ON THE SUPPLIES WE PURCHASE.  
LAST SEVERAL YEARS IT HAS BEEN APPROX.  
\$600

WAREHOUSE SUPPLIES  
UTILITY PROVIDES THE SUPPLIES FOR THE  
BREAKROOM.  
PAPER TOWELS, CUPS, WATER FILTERS, ETC.

OFFICE SUPPLIES  
PRINTER TONER, RUBBER STAMPS FOR  
PAYMENTS, PENS, PENCILS, MONEY  
WRAPPERS, COIN ENVELOPES, ETC.  
NEEDED FOR OPERATION OF THE DEPARTMENT

POSTAGE METER SUPPLIES

1.00 600.00 3,700.00 \*  
600.00

1.00 600.00 600.00

1.00 500.00 500.00

1.00 1,500.00 1,500.00

1.00 500.00 500.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
WATER ADMINISTRATION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 531270 ENERGY-GASOLINE/DIESEL

05144101 531270 -

GASOLINE FOR 4 VEHICLES  
 WE HAVE HISTORICALLY BEEN BELOW THIS  
 AMOUNT, ABOUT HALF. INCREASE IN GAS  
 PRICES OVER PREVIOUS YEARS. WE HAVE  
 SEEN AN INCREASE IN EXPENSE AND WE HAVE  
 BEEN BELOW FULL STAFF.

1.00 6,500.00 6,500.00 \*

6,500.00

## 531600 SMALL EQUIPMENT

05144101 531600 -

DESKTOP SCANNER  
 WE HAVE RECEIVED 4 SCANNERS FOR CURRENT  
 PERSONNEL. WE WILL NEED ONE MORE ONCE  
 WE BECOME FULLY STAFFED.

1.00 450.00 8,650.00 \*

450.00

TOUGH BOOKS  
 WE HAVE 3 LAPTOPS THAT ARE USED FOR  
 METER READING. THEY HAVE STARTED TO  
 LOSE CHARGE AFTER A SHORT PERIOD OF  
 TIME AND ARE BECOMING UNRELIABLE.

3.00 1,500.00 4,500.00

REPLACEMENT LAPTOP  
 THE LAPTOP USED BY THE MANAGER IS VERY  
 OLD. IT NEEDS REPLACEMENT TO ALLOW FOR  
 REMOTE ACCESS IF NEEDED. IT ALSO IS  
 SOMETIMES USED BY PERSONNEL TO COMPLETE  
 BILLING PROCESSES REMOTELY.

1.00 1,000.00 1,000.00

CREDIT CARD READERS  
 WE ARE HOPING TO MOVE TO A NEW CREDIT  
 CARD PROCESSOR IN FY 2022. MAY NEED  
 FUNDS TO PURCHASE NEW READERS FOR THAT  
 MIGRATION.

3.00 500.00 1,500.00

MISC SMALL EQUIPMENT  
 CHAIR REPLACEMENT, COMPUTER MONITORS,  
 HEADSETS FOR STAFF

1.00 750.00 750.00

SMALL HAND TOOLS  
 THE TECHS AND FOREMAN ARE USING OLD  
 TOOLS AND BORROWING FROM THE WATER  
 DISTRIBUTION EMPLOYEES. THIS WILL ALSO  
 THEM TO HAVE THERE OWN TOOLS TO PREFORM  
 THEIR TASKS.

3.00 150.00 450.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:

WATER ADMINISTRATION

VENDOR

QUANTITY

UNIT COST

2022 PROPOSED

## 531700 OTHER SUPPLIES

05144101 531700 -

CLOTHING ALLOWANCE  
ALLOWANCE FOR FOREMAN AND 2 METER TECHS

3.00

450.00

1,550.00 \*  
1,350.00CITY LOGO SHIRTS  
SHIRTS FOR OFFICE STAFF. MANAGER, 2  
CLERKS, AND BILLING COORDINATOR

1.00

200.00

200.00

GRAND TOTAL

155,430.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

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## **WATER DEBT SERVICE**

### **Function**

Division 15180 represents the Debt Service funding mechanism for the Water and Sewer Fund. Financial resources are accumulated to pay the interest on and redeem those revenue bonds that have been issued for improvements to the Water and Sewer system. In 1984 and 1986 the City issued revenue bonds to construct, extend, improve and equip the City's water and sewer system. In 1989 and 1997 the City issued additional revenue bonds for the purpose of refunding some of its earlier bonds that had been issued at a higher interest rate. In 1999, the City of Smyrna issued an additional \$6,645,000 Water and Sewerage Revenue Refunding and Improvement Bonds. The proceeds from the bonds were used to upgrade, expand and relocate portions of the City's water and sewer infrastructure. Lease payments for an improved water meter reading system were also included here. The final capital lease payment was paid in FY 2018.

### **Major Goals & Objectives**

- N/A

### **Performance Measures**

- N/A



## WATER DEBT SERVICE - 15200

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	-	-	-	-	-	N/A
OTHER OPERATING	-	-	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	<b>N/A</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	0.00	0.00	0.00	0.00

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - WATER DEBT SERVICE**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
05715201	522320		RENTAL OF EQUIP & VEH	-	-	-	-	-	N/A
05715201	581100		PRINCIPAL - BONDS	-	-	-	-	-	N/A
05715201	582100		INTEREST - BONDS	-	-	-	-	-	N/A
05715201	583000		FISCAL AGENT'S FEES	-	-	-	-	-	N/A
<b>WATER DEBT SERVICE</b>				-	-	-	-	-	N/A

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget				
ACCOUNTS FOR:				
WATER DEBT SERVICE	VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
522320 RENTAL OF EQUIP & VEHICLES				
05715201 522320 -				.00
581100 PRINCIPAL-BONDS				
05715201 581100 -				.00
582100 INTEREST-BONDS				
05715201 582100 -				.00
583000 FISCAL AGENT'S FEES				
05715201 583000 -				.00
GRAND TOTAL				.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*

## **WATER DISTRIBUTION**

### **Function**

Division 44400 represents the cost center for the Water and Sewer Division of the Public Works Department. The Water-Sewer Division is primarily responsible for ensuring that the City has adequate water and sewer services. The 20 employees that are budgeted here are responsible for maintaining 240.5 miles of water lines and 140 miles of sewer lines. Expenditures budgeted in this account include emergency repairs to lines, the normal maintenance of lines, the installation of water and sewer taps, the operation of lift stations, the installation of DDC's (Double Detector Check) valves on fire lines and the replacement of older infrastructure, enforcement of backflow requirements. Water-Sewer Division is responsible for all related audits set forth through EPA and EPD to ensure the standards of the AWWA safe drinking water act is upheld. Audits consist of AWIA, MNGWD, Sanitary Survey and Water Loss Audit conducted through billing and distribution department.

### **Major Goals & Objectives**

- To provide potable water service to the citizens
- To provide sanitary sewer service to the citizens
- 20% system cleaning and video annually (10% contract & 10% in house)
- Water main inventory including GPS
- Continue sanitary sewer GPS
- Continue FOG ( Fats, Oils, Grease ) program
- Back Flow Preventer inspection program annually
- Fire Line DDC (Double Detector Check) program

### **Performance Measures**

- 240.5 Miles of water lines maintained
- 140 Miles of sewer lines maintained
- Active addresses with water service: 15,625
- Active addresses with sewer service: 13,111
- FOG program to ensure restaurants are pumping their grease traps quarterly to ensure grease is not entering into our sewer system and to prevent sewer overflows.
- Back Flow prevention program to ensure our water system is protected from back siphonage.
- Fire Line DDC (Double Detector Check) to ensure all unaccounted water is accounted for.

## WATER DISTRIBUTION - 44400

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	802,060	725,474	898,348	914,470	16,122	1.8%
OTHER OPERATING	4,989,371	6,378,546	4,250,032	4,340,765	90,733	2.1%
<b>TOTAL EXPENDITURES</b>	<b>5,791,431</b>	<b>7,104,021</b>	<b>5,148,379</b>	<b>5,255,235</b>	<b>106,856</b>	<b>2.1%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	21.00	20.00	19.00	20.00

**FY 2022 BUDGET      TOTAL EXPENDITURES ACCOUNT DETAIL - WATER DISTRIBUTION**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
05444401	511100		REG/FULL TIME EMPLOYEES	696,373	635,646	789,644	800,923	11,279	1.4%
05444401	511300		OVERTIME	53,950	43,257	53,000	53,000	-	0.0%
05444401	512200		SOC SEC/FICA CONTRIB	50,801	44,394	51,703	57,247	5,544	10.7%
05444401	512900		OTHER EMPLOYEE BENEFITS	937	2,177	4,000	3,300	(700)	-17.5%
05444401	521200		PURCH PROFESSIONAL SVC	24,867	15,978	74,038	57,000	(17,038)	-23.0%
05444401	521300		PURCH TECHNICAL SVCS	367,894	380,555	387,243	384,940	(2,303)	-0.6%
05444401	521400		PURCH SOFTWARE	1,666	17,807	14,800	13,700	(1,100)	-7.4%
05444401	522200		REPAIRS & MAINTENANCE	37,525	135,366	158,008	139,500	(18,508)	-11.7%
05444401	522210		R & M SEWER CLEAN UP	2,744	8,458	5,000	25,000	20,000	400.0%
05444401	523200		COMMUNICATIONS	10,928	11,677	11,060	10,300	(760)	-6.9%
05444401	523500		TRAVEL	3,572	890	3,000	7,000	4,000	133.3%
05444401	523600		DUES & FEES	1,253	459	3,155	20,105	16,950	537.2%
05444401	523700		EDUCATION & TRAINING	10,096	6,659	7,150	17,100	9,950	139.2%
05444401	531100		GEN SUPPLIES & MATERIALS	155,468	109,628	164,197	110,500	(53,697)	-32.7%
05444401	531220		ENERGY-NATURAL GAS	377	1,056	480	480	-	0.0%
05444401	531230		ENERGY-ELECTRICITY	3,521	3,658	4,200	4,200	-	0.0%
05444401	531270		ENERGY-GASOLINE/DIESEL	48,010	31,387	50,000	62,484	12,484	25.0%
05444401	531600		SMALL EQUIPMENT	39,152	51,963	23,900	30,916	7,016	29.4%
05444401	531700		OTHER SUPPLIES	10,934	10,992	13,800	11,540	(2,260)	-16.4%
05444401	541400		CAP OUTLAY-INFRASTRUCT	(889)	-	-	-	-	N/A
05444401	542100		CAP OUTLAY-MACH & EQ	-	-	-	-	-	N/A
05444401	561034		DEPRECIATION - INFRA	988,630	1,046,134	-	-	-	N/A
05444401	561054		DEPRECIATION - M&E	60,553	66,503	-	-	-	N/A
05444401	561064		DEPRECIATION - VEH	162,375	182,849	-	-	-	N/A
05444401	611016		OPER TRN OUT - WATER CIP	3,060,000	4,295,000	3,330,000	3,446,000	116,000	3.5%
05444401	561044		DEPR-BLDGS-W/S	694	1,529	-	-	-	N/A
<b>WATER DISTRIBUTION</b>				<b>5,791,431</b>	<b>7,104,021</b>	<b>5,148,379</b>	<b>5,255,235</b>	<b>106,856</b>	<b>2.1%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
WATER DISTRIBUTION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 521200 PURCH PROFESSIONAL SVCS

05444401 521200 -

Hep shots	1.00	2,000.00	57,000.00 *
Hep shots for 10 employees @ 200 each			2,000.00
Tree removal	1.00	10,000.00	10,000.00
Removal of trees for water sewer breaks			
Water sewer Audit	1.00	5,000.00	5,000.00
Water sewer audits to finalize and review documentation, 3rd party consultant 125 hour no more than 40 hours a year			
fats, oils, grease program	1.00	40,000.00	40,000.00
Contract price for yearly inspection documentation of all businesses that maintain grease traps, part of the good faith promised to north metro district			

## 521300 PURCH TECHNICAL SVCS

05444401 521300 -

GIS mapping	1.00	70,000.00	384,940.00 *
New subdivisions and updating new water and sewer lines in software. prior quote 68,000 to add new subdivisions and changes			70,000.00
Water Sewer designs	1.00	150,000.00	150,000.00
design for projects to be put out to bid for upgrades roughly 50,000-60,000 per design, PW does at least 3 designs a year to stick to proposed goals to upgrade all water and sewer lines			
Water sampling / leak detection	1.00	45,240.00	45,240.00
Monthly charges from cobb county to do water samples throughout the city, roughly 50 locations along with special request from new water line install to customer complaints monthly charges range 1,000 month. tetra tech quarterly sampling 7,040.00 yearly for TAA5's, Leak detection 2 times year 10 days each 1237.00 = 26,200.00			

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
State of Georgia DNR/EPD mandated drinking water testing currently Billing 9,200.00 from July transferred from water admin			1.00	14,700.00		14,700.00
Large/ Small meter testing and calibration Mandated by EPD during annual water test, small meter change testing, large meter repairs and testing.  Moved 2 items out of water administration to water distribution, also added line item parts and labor for large meter labor and repairs. original budget in water admin 71,000 reduced due to CIP meter change out program			1.00	50,000.00		50,000.00
Sewer System Modeling Completion of sewer model calibration to project future sewer flows 5 year, 10 year, 25 year projections . This will assist with future downtown redevelopment along with projected CIP projects of possible upsizing sewer mains to handle future capacity.			1.00	55,000.00		55,000.00
<b>521400 PURCH SOFTWARE</b>						
05444401 521400 - Smyrna back flow program BSI Annual fee for software to keep our back flow inventory and testing online portal			1.00	700.00		13,700.00 * 700.00
SLRAT Sewer Sonar Annual fee for software to asses sewer system for asset management			1.00	1,000.00		1,000.00
Belmont Sewer Lift Station Annual fees to upgrade and maintain 4G software along with possible PM's to software.			1.00	6,000.00		6,000.00
E-Gov software maintenance yearly maintenance to egov work order software			1.00	5,000.00		5,000.00



## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
water leak detection device software this will allow staff to pinpoint leaks in field to cut down on damage to property trying to locate leaks			1.00	1,000.00		1,000.00
522200 REPAIRS & MAINTENANCE						
05444401 522200 -						
General Repairs Maintenance to Water Sewer Fleet Preventive Maintenance (PM's) Services including but not limited to Oil, Transmission, Differential, fuel, Coolant, Hydraulics, Breaks, Tires.  Repairs on Electrical/Lighting systems  Installations of accessories (Computer mounts, Radio, Accessories, ECT, Major and Minor Repairs			1.00	30,000.00		139,500.00 *
Repairs to locator Used to locate underground utilities for damage prevention specialist, reduced budget amount due to new locators being purchase			1.00	2,000.00		2,000.00
Sewer Outfall Clearing Mowing and clearing of sewer outfall for preventive maintenance to be able to access main truck lines that carry the majority of the sewerage flow, if out falls are not maintained it may cause an overflow into tributary waters resulting in major fines from the EDP, EPA, and wildlife fish and game. fish kills could cost from 500 per fish to 5000 per fish depending on species. reduced amount due to majority have been cut just need to be maintained yearly			1.00	35,000.00		35,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
water Valve and Manhole Installation Need to be able to isolate water mains during main breaks in small areas to reduce water outage and water quality, also be able to access manholes at beginning of sewer mains to jet to clear blockages and CCTV for infrastructure issues. water valves to install 1,500 each and manholes are 4,000 each, the city infrastructure			1.00	30,000.00		30,000.00
Large Backflow Repairs Public works has Mandated backflow program not only to commercial accounts through out the city but this applies to city owned backflows as well, repairs to large backflows 6" or larger, cost to rebuild and test 2500.00 per device			5.00	2,500.00		12,500.00
Sewer Camera System R&M up keep and maintenance of this system is costly to maintain, Camera needs monthly PM's along with repairs being in such of a hostile environment, wear and tear from debris and volatile gases, replacement parts etc. from July 2020 to march 2021R&M cost 30,791.00			1.00	30,000.00		30,000.00
522210 R & M SEWER CLEAN UP						
05444401 522210 -						
Water and Sewer Remediation Funds to have properties remediated after water main breaks and sewerage overflows into residence. Typically 5,000.00 per house hold to remediate, this is an unforeseen action that cannot be fully anticipated.			5.00	5,000.00		25,000.00 *
						25,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:  
WATER DISTRIBUTION

VENDOR QUANTITY UNIT COST 2022 PROPOSED

## 523200 COMMUNICATIONS

05444401 523200 -				10,300.00 *
Verizon Cell Phones	12.00	450.00		5,400.00
1 Assistant Director water sewer phone				
7 crew leaders phones				
1 supervisor				
1 foreman				
to respond to emergency calls and				
communication between staff during				
infrastructure repairs.				
10 phones 45X12months				
MiFi boxes for field computers	12.00	400.00		4,800.00
For field computers for work orders,				
GIS mapping of infrastructure during				
routine work and emergency work.				
10 @45X 12				
Cost of replacement phone Due to Damage	2.00	50.00		100.00

## 523500 TRAVEL

05444401 523500 -				7,000.00 *
Travel, Lodging, food water and	1.00	7,000.00		7,000.00
governmental finance and EPD				
requirements updates				
water Certification and governmental				
finance and EPD requirements updates				
for Finance Director , Public Works				
Director , Assistant Director , 3				
members water sewer staff with water				
Certifications , Capital Projects				
Coordinator. covers 1 week of motels				
and food to all be recertified				

## 523600 DUES &amp; FEES

05444401 523600 -				20,105.00 *
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## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
State License Renewal			12.00	300.00		3,600.00
Renewal of State license Water Distribution , Waste water collections, Backflow , NPDES 12 total Licenses in department among staff, Staff must keep these license to operate a public water system						
GRWA Membership Fee			1.00	900.00		900.00
Georgia Rural Water Association						
AWWA membership Fees			3.00	85.00		255.00
Assistant Director Water, Director, Water Waste Water Supervisor						
GAWP Membership Fees			7.00	50.00		350.00
Bo, Frank, Jason, Guy, Donald, Steven, Kristin						
Georgia 811 Fee			1.00	15,000.00		15,000.00
Annual Fee to be part of the call before you dig program, this allows the city locating department to log on there software to close and respond to tickets called in by other underground utilities.						
Moved fee from technical services to dues and fees						
523700 EDUCATION & TRAINING						
05444401 523700 -						
Training and Education for renewal of existing license			6.00	500.00		17,100.00 *
Classes to be recertified yearly						3,000.00
Confined Space And Competent Person Training			10.00	200.00		2,000.00
Mandatory Training for all staff to enter into excavation sites as well as Sewerage and Storm drain manholes						
Classes for new water sewer employees			3.00	1,300.00		3,900.00
\$1,300.00 per person, 2 license each for class and testing						
each class per license 550.00						
each test at AMP 100.00						

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
	work Zone, Flagging, NPDES, Trench Safety Mandatory yearly training for new and existing employees		1.00	2,000.00		2,000.00
	Supervisor/ Management Training Training for new supervisor		1.00	1,700.00		1,700.00
	Heavy Equipment Training Training Staff for progression training on equipment, Public works operates the most dangerous equipment in and around utilities that could cause catastrophic damages if not properly excavated around, will be held through united rentals		3.00	1,500.00		4,500.00
531100 GENERAL SUPPLIES & MATERIALS						
05444401	531100 -					
	Grass seed , Pine and wheat Straw . Repairs to Landscaping after water sewer repairs  (Finance recommendation: Cut \$10K from original \$20K request).		1.00	10,000.00		110,500.00 * 10,000.00
	Asphalt, bagged cement, Concrete , Lumber Water operating supplies for water sewer breaks		1.00	20,000.00		20,000.00
	Manhole hooks, Manhole plugs , Hydrant Parts For Water Sewer preventive maintenance, Hydrant Repairs		1.00	40,000.00		40,000.00
	Hip and knee boots, Gloves - Blue palm, Brown, Latex, Gatorade and water Coolers, Safety Vest and Glasses, Knee pads, Rain Suits and White Suits PPE Employees Safety		1.00	5,000.00		5,000.00
	Sewer Aid, Dye, Smoke Bombs, water and Sewer Treatment Chemicals. Water Operating Supplies Locate Sewer leaks, Keep the water to the standards		1.00	7,000.00		7,000.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
Paper goods, Cups, Paper towels, Toilet paper Hand soap. Water operating supplies Employees hygiene  (Finance recommendation: Cut \$10K from original \$20K request).			1.00	10,000.00		10,000.00
Printing , Paper, Ink, Toners. Water operating supplies cost is split in each department , this item is water sewer portion			1.00	7,000.00		7,000.00
Deodorizer, Bathroom sprays, Track wash detergent, First aid kits.Water operating supplies Cost is split for each department this is for Water Sewer portion  (Finance recommendation: Cut \$3,500 from original \$7K request).			1.00	3,500.00		3,500.00
Rope, Chain, String, Paint, Metal, Nails, Screws.Water operating supplies supplies for pulling and moving water pipe, paint for marking underground utilities			1.00	8,000.00		8,000.00
<b>531220 ENERGY-NATURAL GAS</b>						
05444401 531220 -						
Natural Gas Bill Sewer Pumping Station			12.00	40.00		480.00 *
						480.00
<b>531230 ENERGY-ELECTRICITY</b>						
05444401 531230 -						
Electricity Bill Sewer Pumping Station			12.00	350.00		4,200.00 *
						4,200.00

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
WATER DISTRIBUTION					
531270	ENERGY-GASOLINE/DIESEL				
05444401	531270 -				
	Unleaded Fuel		12.00	2,291.00	62,484.00 *
	Price increase of 25% to fuel				27,492.00
	Diesel fuel		12.00	2,916.00	34,992.00
	Price increase 25% to fuel				
531600	SMALL EQUIPMENT				
05444401	531600 -				
	Automatic Flushers		2.00	3,500.00	30,916.00 *
	Water flushing System for water quality				7,000.00
	Gas detectors		1.00	1,800.00	1,800.00
	Safety Item to enter into Manholes and confined space entry				
	Replacement tools		1.00	2,000.00	2,000.00
	Hand tools used to repair water and sewer infrastructure				
	Concrete Saw TS800		1.00	1,906.00	1,906.00
	Large Roadway cuts for water sewer breaks				
	Pipe Saws		2.00	854.00	1,708.00
	Diamonded blade saws to cut pipes and materials during water sewer repairs				
	Replacement hose for Vac Con		1.00	1,800.00	1,800.00
	Hose needs to be replaced due to wear tear				
	Tractor Bucket		1.00	1,080.00	1,080.00
	replacement bucket for Track hoe TB153				
	Tractor Parts		1.00	800.00	800.00
	quick coupling for tractor				
	replacement tracks		1.00	8,800.00	8,800.00
	Tracks for TB153 and TB260				
	Ditch Machine		1.00	2,290.00	2,290.00
	Gas powered ditch packer for packing roadway base after water sewer repairs				

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022 FY2022 Operating Budget

ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022	PROPOSED
WATER DISTRIBUTION						
	Metal Locators To locate buried valves , meters etc		2.00	866.00		1,732.00
531700 OTHER SUPPLIES						
05444401	531700 -					
	Boots		21.00	150.00		11,540.00 *
	Work Boots for water sewer employees, PPE/ Saftey					3,150.00
	Uniform services for employees		12.00	600.00		7,200.00
	Supervisor Polo Shirts For New supervisor		1.00	200.00		200.00
	JAXX-ZORP Spill kits MS4 Program		6.00	165.00		990.00
611016 OPER TRANS OUT - 506						
05444401	611016 -					
	Water CIP Transfer Out		1.00	3,446,000.00		3,446,000.00 *
						3,446,000.00
GRAND TOTAL						4,340,765.00

\*\* END OF REPORT - Generated by Landon O'Neal \*\*



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## **WATER SUPPLY**

### **Function**

Division 44200 contains appropriations for those line items that are not specifically related to a single division, such as operating transfers, payments to Cobb County for purchase of water and treatment of wastewater, and unforeseen expenses.

### **Major Goals & Objectives**

- Provide adequate funds for the purchase of water and treatment of wastewater, operating transfers, and contingency expenses.

### **Performance Measures**

- Measure certain allocated costs related to Water/Sewer Fund

## WATER SUPPLY - 44200

<b>EXPENDITURES</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Revised</b>	<b>FY22 Recomm</b>	<b>FY22/FY21 Difference</b>	<b>% Diff.</b>
TOTAL SALARIES/BENEFITS	524,363	501,683	556,504	590,024	33,520	6.0%
OTHER OPERATING	11,523,752	12,676,122	12,306,053	12,402,042	95,989	0.8%
<b>TOTAL EXPENDITURES</b>	<b>12,048,115</b>	<b>13,177,805</b>	<b>12,862,557</b>	<b>12,992,066</b>	<b>129,509</b>	<b>1.0%</b>

<b>STAFFING</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 Recomm</b>
PERSONNEL - FTE	0.00	0.00	0.00	0.00

**FY 2022 BUDGET    TOTAL EXPENDITURES ACCOUNT DETAIL - WATER SUPPLY**

Org	Obj	Proj	Description	FY19 Actual	FY20 Actual	FY21 Revised	FY22 Recomm	FY22/FY21 Diff	% Diff
05144201	512100		GROUP INSURANCE	339,338	237,894	324,000	339,120	15,120	4.7%
05144201	512110		COMM HEALTH NETWORK	6,396	6,396	6,750	6,750	-	0.0%
05144201	512111		PRESCRIPTIONS	53,643	50,496	52,920	52,920	-	0.0%
05144201	512400		RETIREMENT CONTRIBS	99,131	179,728	144,248	162,000	17,752	12.3%
05144201	512450		RETIREMENT 401A CONTR	4,328	3,736	5,886	6,534	648	11.0%
05144201	512700		WORKER'S COMPENSATION	21,528	23,433	22,700	22,700	-	0.0%
05144201	523100		INS OTHER THAN EE BEN	37,948	42,818	48,808	49,401	593	1.2%
05144201	523200		COMMUNICATIONS	1,041	365	1,684	1,441	(243)	-14.4%
05144201	531210		ENERGY-WATER/SEWERAGE	9,683,688	10,815,780	10,583,361	10,589,000	5,639	0.1%
05144201	574000		BAD DEBTS	191,175	175,659	-	-	-	N/A
05144201	611000		OPER TRANS OUT-GEN FUND	1,489,900	1,518,500	1,535,200	1,623,200	88,000	5.7%
05144201	611015		OPER TRANS OUT - VEH REPLC	120,000	123,000	137,000	139,000	2,000	1.5%
<b>WATER SUPPLY</b>				<b>12,048,115</b>	<b>13,177,805</b>	<b>12,862,557</b>	<b>12,992,066</b>	<b>129,509</b>	<b>1.0%</b>

## NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2022      FY2022 Operating Budget					
ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2022 PROPOSED
WATER SUPPLY					
523100    INS OTHER THAN EMP BEN					
05144201	523100 -				49,401.00 *
	w/s allocation (6.0%).		1.00	49,401.00	49,401.00
523200    COMMUNICATIONS					
05144201	523200 -				1,441.00 *
	w/s allocation (6%) for vehicle GPS tracking.		1.00	1,441.00	1,441.00
531210    ENERGY-WATER/SEWERAGE					
05144201	531210 -				10,589,000.00 *
	Projected wholesale purchase of water.		1.00	10,589,000.00	10,589,000.00
611000    OPER TRANS OUT-GEN FUND (101)					
05144201	611000 -				1,623,200.00 *
	Transfer-out to reimburse GF budget for w/s expenses otherwise covered by the GF.		1.00	1,623,200.00	1,623,200.00
611015    OPER TRANS OUT - 612					
05144201	611015 -				139,000.00 *
	Transfer to VRF for proportionate share of contributions.		1.00	139,000.00	139,000.00
GRAND TOTAL					12,402,042.00