



CITY OF STONECREST, GEORGIA

Honorable Mayor Jason Lary, Sr.

Council Member Jimmy Clanton, Jr. – District 1 Council Member Rob Turner - District 2

Council Member Jazzmin Cobble – District 3 Council Member George Turner - District 4

Council Member Tammy Grimes – District 5

SPECIAL CALLED CITY COUNCIL MEETING AGENDA – VIRTUAL

Wednesday, November 10, 2021 at 6:00 P.M.

Citizen Access: [Stonecrest YouTube Live Channel](#)

I. CALL TO ORDER: George Turner, Mayor Pro-Tem

II. ROLL CALL: Tomika R. Lewis, Acting City Clerk

III. PUBLIC COMMENTS

(This meeting will be conducted virtually. The public comments received via email by 4:00pm on the day of the meeting, will be read or played via voice memo or video into the minutes by the City Clerk.)

There is a three (3) minute time limit for each speaker during public comment.

IV. DISCUSSION ITEM:

a. Approval – Fiscal Year 2022 Budget Resolution

b. Approval – Information Technology Services Contract

V. EXECUTIVE SESSION:

*(When an executive session is required, one will be called for the following issues:
1) Personnel, 2) Litigation, 3) Real Estate)*

VI. ADJOURNMENT

Americans with Disabilities Act

The City of Stonecrest does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator, Sonya Isom, as soon as possible, preferably 2 days before the activity or event.



CITY COUNCIL AGENDA ITEM

SUBJECT: FISCAL YEAR 2022 BUDGET RESOLUTION APPROVAL

AGENDA SECTION: *(check all that apply)*

PRESENTATION PUBLIC HEARING CONSENT AGENDA OLD BUSINESS
 NEW BUSINESS OTHER, PLEASE STATE:

CATEGORY: *(check all that apply)*

ORDINANCE RESOLUTION CONTRACT POLICY STATUS REPORT
 OTHER, PLEASE STATE:

ACTION REQUESTED: DECISION DISCUSSION, REVIEW, or UPDATE ONLY

Previously Heard Date(s): 10/11/21 & 11/8/21

Current Work Session:

Current Council Meeting: Wednesday, November 10, 2021

SUBMITTED BY: Gia Scruggs

PRESENTER: Janice Allen Jackson & Gia Scruggs

PURPOSE: The Acting City Manager has presented the budget for fiscal year 2022 to the Mayor, Council and General public. In accordance with Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated, the required balanced budget has been reviewed by Mayor and Council as present by the City Manager. The anticipated revenue and other financing resources for each fund equal to the proposed expenditures or expenses.

FACTS: The City Manager is recommending approval of the FY22 budget that has been reviewed with Mayor and Council and made available for public view and comment.

OPTIONS: Approve, Approve with Modifications, Table, Deny, or Defer

RECOMMENDED ACTION: Approve

ATTACHMENTS:

- (1) Attachment 1 - FY22 Budget Resolution
- (2) Attachment 2 - FY22 Budget

**STATE OF GEORGIA
DEKALB COUNTY
CITY OF STONECREST**

RESOLUTION 2021 – _____

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STONECREST TO ADOPT THE FISCAL YEAR 2022 BUDGET FOR EACH FUND OF THE CITY OF STONECREST, GEORGIA, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE FUNDING AVAILABLE; AND FOR OTHER LAWFUL PURPOSES.

WHEREAS: Sound governmental operations require a budget in order to plan the financing of services for the residents of the City of Stonecrest (“City”); and

WHEREAS: Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated requires a balanced budget for the City's fiscal year, which runs from January 1, 2022 to December 31, 2022; and

WHEREAS: the City Manager and City Staff have established estimates for the Fiscal Year 2022 budget; and

WHEREAS: The Mayor and City Council of the City of Stonecrest have reviewed the proposed budget as presented by the City Manager and each fund is balanced so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses; and

WHEREAS: The Mayor and City Council wish to adopt the proposed budget as the Fiscal Year 2022 Annual Budget, effective from January 1, 2022 to December 31, 2022.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Stonecrest, Georgia as follows:

Section 1:

That the proposed Fiscal Year 2022 Budget, attached hereto and incorporated herein as part of this Resolution is hereby adopted as the Budget for the City of Stonecrest, Georgia for the Fiscal Year of 2022, which begins January 1, 2022 and ends on December 31, 2022.

Section 2:

That the Fiscal Year 2022 anticipations and appropriations for the various funds herein, based on upon the estimates of revenues for the Fiscal Year 2022 to be hereby adopted for each fund of the City listed herein.

Section 3:

That the "legal level of control" as defined in O.C.G.A. § 36-81-2 is set at the department level, meaning that the City Manager in her capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further Budget amendment approved by the Mayor and City Council or otherwise as required by the Charter of the City of Stonecrest.

Section 4:

That all appropriations shall lapse at the end of the fiscal year.

Section 5:

That this Resolution shall be and remain in **full** force and effect after its date of adoption.

Section 6:

That all Ordinances and parts of Ordinances is conflict herewith be and are hereby waived.

SO RESOLVED this ____ day of _____ 2021.

City of Stonecrest, Georgia

George Turner, Mayor Pro Tem

Attest:

Tomika R. Lewis, Acting City Clerk

Approved As to Form:

City Attorney



October 21, 2021

City Council
City of Stonecrest
3120 Stonecrest Blvd.
Stonecrest, GA 30038

Dear City Council,

Attached is proposed fiscal year 2022 (FY22) Annual Budget for the City of Stonecrest that will be presented to Council on Monday, October 25, 2021. We recommend this budget based upon your desire to be a "World Class City." I firmly believe our goal should be to identify and exercise best management practices to reach that status, and this budget places us a step closer as we transition from a contract model to largely in-house services.

Based upon the priorities you identified, the notable changes from FY21 are as follows:

REVENUE

The City's major funding sources are general property taxes, franchise fees, and business taxes, namely the insurance premium tax and business licenses. Frankly, I have some concerns about the sustainability of these revenue sources that I will discuss in further detail during Monday's meeting.

To ensure that we receive all funds we are due, the Finance Department will continue to review returns submitted by business and other establishments that are required to submit revenue to the City of Stonecrest and take the appropriate action for revenue recovery. In conjunction with the selected SPLOST Management/Capital Program management vendor, the Finance Department will look for additional grant funding and other revenue.

EXPENSES

Mayor-Council Budget

Mayor and Council salaries will remain at the current level. An Internal Audit department has been added to the FY22 budget as the approved vendor (Elliott Davis, LLC) continues to develop a three (3) year strategic audit plan. The City Council will have an opportunity to determine if it

wants to continue with the contractual services or to hire a full-time Internal Auditor. In previous years, the expenses for film activities were included under the Mayor's budget, however this was moved back to Economic Development. This includes all filming activities: Marketing, permitting and programs. Under this proposed budget, the Mayor and Council now have different expenditure lines for education and training, travel expense and district expenses

City Clerk

The City is actively recruiting for a permanent City Clerk. Under this proposed budget, this department will increase in personnel by the addition of two administrative support staff that assist the Mayor and Council, provide support for the increasing number of committees and Council meetings, and ensure proper document management.

City Manager

The City Manager's office will reflect what we have done since May 2021, specifically, an Executive Assistant to provide administrative support, and a Deputy City Manager and Assistant to the City Manager/Office Manager to assist with day-to-day operations. In FY2022, the Deputy City Manager will oversee contractual services for engineering and SPLOST/Capital management, as well as serve as second in command for the entire organization. The Assistant to the City Manager will play a significant role in process improvement and quality control.

Human Resources Department – The City is actively recruiting for its first permanent Human Resource Director, necessitated by our transition to in-house services. As a result, the City of Stonecrest will have its own employees for the first time, and a Human Resources Department with a staff of two Employees – Human Resources Director and Human Resources Analyst. This department will be responsible for attracting, recruiting, on-boarding, training, and developing the City of Stonecrest's workforce. This department will continue its efforts to develop competitive compensation and benefit plans to allow the City of Stonecrest to hire the best available employees.

Public Works > Engineering

The Public Works naming convention has been replaced with Engineering to more accurately reflect the services we provide as DeKalb County continues to provide public works. The expenses for contract Engineering, SPLOST/Capital management, augmentation of DeKalb County services, and a public works study have been recorded in this department

Public Safety

\$25,000 has been budgeted in this department to provide resources for further study of the pros and cons of Stonecrest establishing our own police department.

Community and Cultural Affairs

This department was dissolved in 2021 so there is no funding included under the Community and Cultural Affairs department. The special events that were covered under this department were moved to the Parks budget under City Events.

Business Development

This department was dissolved in 2021 so there is funding included in the FY22 Budget.

Parks > Leisure Services

All City events will be budgeted out of the newly proposed Leisure Services and Special Events Department, which will provide traditional parks and recreation services, as well as activities and special events designed to create a sense of community among our residents. All current Parks staff will remain, and the City will begin recruitment for a Director for this reorganized department.

Communications

The City will soon be recruiting for a Communications and Technology Director that will be responsible for the City's Communication and Information Technology needs and promote transparency. This department will also add staff – an Information Technology Manager to oversee the IT Services contract, and a Community Engagement Coordinator to create opportunities for our residents to engage with us and to ensure that they know as much as possible about our operations.

The FY22 budget includes funding for an economic development masterplan. This plan will guide the City in identifying and prioritizing projects that will have the potential for a sustainable economic impact. This plan will also set economic development goals and development of a strategy to attain them.

Legal Services

During the FY21 budget process, you discussed studying ways to reduce legal expenses. We have followed up by initiating discussions with Fincher Denmark about practices we can employ to cut our costs while also taking advantage of the historical knowledge their firm has about our organization. We have agreed to a monthly flat rate for routine legal services, as well as a lawyer at City Hall for eight hours per week. We believe these and other procedural changes will result in efficiencies and reduced costs.

SPLOST/Capital Improvement Plan (CIP)

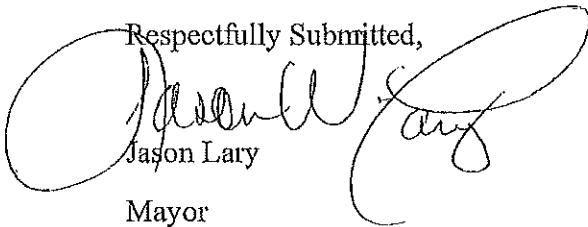
SPLOST/Capital Program management and paving of roads remain top priorities for the Mayor and Council, the Acting City Manager and Finance Director will evaluate financing options to support Capital projects such as road paving, sidewalks, and other capital project needs. The City will be seeking an outside vendor to perform SPLOST/Capital management. Mayor, Council, and city staff will continue to work together to present to the public a 5-year comprehensive plan that will include recommendations from the Comprehensive Study 2038, Transportation Plan,

and the Parks and Recreation Masterplan as a guide. This will be an ongoing effort. The City's Financial Oversight and SPLOST committees will continue to look at the City's proposed Capital projects and make recommendations for the priority and funding of these projects.

Conclusion

The budget presented is focused on our residents, the priorities you have identified and ranked, and staff's professional judgement about the best ways to address your priorities and needs. One of the largest challenges of this budget was projecting our human resource allocation needs while building the Stonecrest Standard for the service delivery. Staff will watch service delivery and organizational issues during the first two quarters of FY22, and monitor the need for changes that could require shifts in resources through mid-year budget adjustments. While remaining fiscally responsible, we are not able to include every item presented, however, we will continue to review governmental operations, service delivery and processes and procedures to ensure that we are being good stewards of financial resources as we strive to be a "World Class City!"

Respectfully Submitted,



Jason Lary

Mayor

Janice Allen Jackson

Oct 22, 2021

Janice Allen Jackson

Acting City Manager






20211022165925842

Final Audit Report

2021-10-22

Created:	2021-10-22
By:	Marla Greene (mgreene@stonecrestga.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWCs51vwhElcSIQaJE4Zj2kLp2BMSCMx-

"20211022165925842" History

-  Document created by Marla Greene (mgreene@stonecrestga.gov)
2021-10-22 - 8:57:39 PM GMT- IP address: 69.180.52.149
-  Document emailed to Janice Allen Jackson (jallenjackson@stonecrestga.gov) for signature
2021-10-22 - 8:58:32 PM GMT
-  Email viewed by Janice Allen Jackson (jallenjackson@stonecrestga.gov)
2021-10-22 - 8:59:00 PM GMT- IP address: 3.239.45.78
-  Document e-signed by Janice Allen Jackson (jallenjackson@stonecrestga.gov)
Signature Date: 2021-10-22 - 8:59:36 PM GMT - Time Source: server- IP address: 104.191.52.89
-  Agreement completed.
2021-10-22 - 8:59:36 PM GMT

2022

PROPOSED BUDGET



Fiscal Year 2022

January 1, 2022 - December 31, 2022

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
FY 2022 GENERAL FUND BUDGET SUMMARY				
031 TAXES	\$ 9,295,917	\$ 2,244,428	\$ 11,149,325	\$ 9,829,250
032 LICENSES & FEES	4,305,243	2,810,184	1,976,900	3,335,000
033 INTERGOVERNMENTAL REVENUES	562,496	497,475	497,500	
034 GENERAL GOVERNMENT	6,814	47,797	12,100	30,000
035 FINES AND FORFEITURES		18,733		
036 INTEREST REVENUES	184	506	400	500
037 CON/DON FROM PRIVATE SOURCES		306		
038 MISC REVENUE	3,474			
039 OTHER FINANCING SOURCES	353,669		339,000	551,250
Total General Fund Revenues	14,527,797	5,619,429	13,975,225	13,746,000
010 ADMINISTRATIVE SERVICE	4,007,745	3,545,688	6,547,819	8,313,175
050 COURT	61,821	69,137		364,801
060 LEISURE SERVICES	1,709,387	971,431	3,164,205	2,707,214
070 PLANNING & ZONING	556,139	479,961	653,013	658,659
072 BUSINESS DEVELOPMENT	209,171	92,469	289,980	
073 COMMUNITY & CULTURAL AFFAIRS	152,843	116,514	203,000	
080 CODE ENFORCEMENT	968,660	834,943	1,102,463	750,033
090 BUILDING	925,937	809,226	1,018,745	952,118
093 OTHER FINANCING USES		215,000	990,800	
Total General Fund Expenditures	\$ 8,591,703	\$ 7,134,369	\$ 13,970,025	\$ 13,746,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
FY 2022 HOTEL MOTEL FUND SUMMARY				
031 TAXES	\$ (589,449)	\$ (641,660)	\$ 565,000	\$ 980,000
Total Hotel Motel Fund Revenues	(589,449)	(641,660)	565,000	980,000
075 ECONOMIC DEVELOPMENT	589,449	261,196	565,000	980,000
Total Hotel Motel Fund Expenditures	\$ 589,449	\$ 261,196	\$ 565,000	\$ 980,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
FY 2022 SPLOST FUND BUDGET SUMMARY				
033 INTERGOVTL REVENUES SPLOST	\$ 7,423,276	\$ 6,541,864	\$ 6,980,000	\$ 8,000,000
033 INTERGOVTL REVENUES LMIG			497,500	548,000
036 INTEREST REVENUES	2,887	2,982	2,800	2,500
Total SPLOST Fund Revenues	7,426,163	6,544,846	7,480,300	8,550,500
010 ADMINISTRATIVE SERVICE	4,310,725	4,413,557	10,750,000	8,550,500
Total SPLOST Fund Expenditures	\$ 4,310,725	\$ 4,413,557	\$ 10,750,000	\$ 8,550,500

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
FY 2022 MUNICIPAL COURT FUND BUDGET SUMMARY				
035 FINES AND FORFEITURES	\$ 20,893		\$ 12,400	\$ 28,000
Total Municipal Court Fund Revenues	20,893		12,400	28,000
050 COURT			98,100	28,000
Total Municipal Court Fund Expenditures			\$ 98,100	\$ 28,000

General Fund Detail



	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Revenue Detail				
031 TAXES				
03110 GENERAL PROPERTY TAX				
31100 REAL PROPERTY-CURRENT YEAR	\$ 1,422,125	\$ 259,178	\$ 2,111,225	\$ 1,873,000
31110 PUBLIC UTILITY TAX			30,400	
31200 REAL PROPERTY-PRIOR YEAR		37,169	120,000	50,000
31301 PERSONAL PROPERTY-CURRENT YEAR	321,854	23,577	357,100	300,000
31310 MOTOR VEHICLE TAX		6,860	12,400	12,400
31315 TITLE AD VALOREM TAX	955,961	1,011,455	887,300	975,000
31325 HEAVY EQUIPMENT TAX			100	
31340 INTANGIBLE TAX REVENUE		1,517		2,500
31360 REAL ESTATE TRANSFER TAX	241	94		250
31400 PERSONAL PROPERTY- PRIOR YEAR		46,069	26,000	50,000
32451 PEN & INT ON DELINQ PROP TAX	5,142	3,290		10,000
03110 TOTAL GENERAL PROPERTY TAX	2,705,323	1,389,209	3,544,525	3,273,150
03111 FRANCHISE FEES				
31371 ATL GAS LIGHT (SOUTHERN CO.)	341,035	278,089	300,000	300,000
31372 SSEMC	422,038		324,800	350,000
31373 COMCAST	519,268	370,754	509,300	500,000
31374 AT&T	179,200	77,151	183,700	150,000
31375 GEORGIA POWER	978,811		1,000,000	975,000
31376 FUEL GEORGIA/CENNAT		9		100
03111 TOTAL FRANCHISE FEES	2,440,352	726,003	2,317,800	2,275,100
03140 SELECTIVE SALES AND USE TAX				
34200 ALCOHOLIC BEVERAGE EXCISE TAX	62,259	35,015	32,400	46,000
34300 LOCAL OPTION MIXED DRINK	55,785	73,161	76,800	125,000
03140 TOTAL SELECTIVE SALES AND USE TAX	118,044	108,176	109,200	171,000
03160 BUSINESS TAXES				
31610 BUSINESS & OCCUPATION TAXES		19,939	1,387,800	
31620 INSURANCE PREMIUM TAX	4,032,198		3,790,000	4,100,000
31630 FINANCIAL INSTITUTIONS TAXES				10,000
32410 BUSINESS LICENSE PENALTY		844		
32440 INTEREST ON BUSINESS LICENSES		257		
03160 TOTAL BUSINESS TAXES	4,032,198	21,040	5,177,800	4,110,000
031 TOTAL TAXES	9,295,917	2,244,428	11,149,325	9,829,250
032 LICENSES & FEES				
03210 BUSINESS LICENSE				
32110 ALCOHOLIC BEVERAGES CY	148,575	81,275	127,100	100,000
32120 GEN BUSINESS LICENSE CY	1,421,856	1,364,605		1,500,000
03210 TOTAL BUSINESS LICENSE	1,570,431	1,445,880	127,100	1,600,000
03220 LICENSES & PERMITS				
32200 BUILDING PERMITS	2,688,862	1,341,013	1,800,000	1,700,000
32202 DEVELOPMENT PERMITS	35,040	12,718	44,100	25,000
32205 ZONING APPLICATIONS	10,910	10,573	5,700	10,000
03220 TOTAL LICENSES & PERMITS	2,734,812	1,364,304	1,849,800	1,735,000
032 TOTAL LICENSES & FEES	4,305,243	2,810,184	1,976,900	3,335,000
033 INTERGOVERNMENTAL REVENUES				
03430 STATE GOVERNMENT GRANTS				
33430 STATE GRANT CAPITAL-LMIG	562,496	497,475	497,500	
033 TOTAL INTERGOVERNMENTAL REVENUES	562,496	497,475	497,500	

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Revenue Detail				
034 GENERAL GOVERNMENT				
03400 GENERAL GOVERNMENT				
34110 COURT COSTS, FEES, CHARGES		820		
34118 NOTARY FEE				
34119 OTHER FEES		7,000		10,000
34120 FILM PERMITTING	5,714	21,852	7,500	10,000
34720 ACTIVITY FEES		13,625		10,000
34750 PROGRAM FEES	1,100		4,600	
03400 TOTAL GENERAL GOVERNMENT	6,814	43,297	12,100	30,000
03900 OTHER CHARGES FOR SVCS				
31910 ELECTION QUALIFYING FEE		4,500		
03900 TOTAL OTHER CHARGES FOR SVCS		4,500		
034 TOTAL GENERAL GOVERNMENT	6,814	47,797	12,100	30,000
035 FINES AND FORFEITURES				
03510 FINES AND FORFEITURES				
35100 MUNICIPAL COURT		18,733		
035 TOTAL FINES AND FORFEITURES		18,733		
036 INTEREST REVENUES				
03610 INTEREST REVENUES				
36100 INTEREST	184	506	400	500
036 TOTAL INTEREST REVENUES	184	506	400	500
037 CON/DON FROM PRIVATE SOURCES				
03710 CONTRIBUTIONS/DONATIONS				
37100 GENERAL CITY		306		
037 TOTAL CON/DON FROM PRIVATE SOURCES		306		
038 MISC REVENUE				
03800 MISC REVENUE				
38900 OTHER MISC REVENUE	3,474			
038 TOTAL MISC REVENUE	3,474			
039 OTHER FINANCING SOURCES				
03910 OTHER FINANCING SOURCES				
39120 TRANSFER FROM HOTEL	353,669		339,000	551,250
039 TOTAL OTHER FINANCING SOURCES	353,669		339,000	551,250
Total General Fund Revenues	\$ 14,527,797	\$ 5,619,429	\$ 13,975,225	\$ 13,746,000

FY 2020 Actuals

FY 2021 Actuals

FY 2021 Budget

FY 2022 Proposed

100 - General Fund Expenditures Detail**010 ADMINISTRATIVE SERVICE**

05110 MAYOR & CITY COUNCIL

51110	REGULAR SALARIES	\$	96,250	\$	71,250	\$	95,000	\$	95,000
51200	FICA/MEDICARE		7,763		5,451		8,275		7,268
51210	GROUP INSURANCE						30,000		79,378
51240	RETIREMENT						3,000		14,250
51260	UNEMPLOYMENT EXPENSE								2,565
51270	WORKERS COMP						2,000		1,026
52105	UNIFORMS						1,000		1,000
52120	PROFESSIONAL SERVICES		32,982		10,475		135,000		25,000
52134	FILM MARKETING						30,000		
52136	FILM PERMITTING						5,000		
52137	FILM PROGRAMS						20,000		
52352	TRAVEL-DISTRICT 1				1,186		1,000		3,000
52353	TRAVEL-DISTRICT 2				1,057		1,000		3,000
52354	TRAVEL-DISTRICT 3				731		1,000		3,000
52355	TRAVEL-DISTRICT 4				838		1,000		3,000
52356	TRAVEL-DISTRICT 5				1,138		1,000		3,000
52359	MAYOR TRAVEL EXPENSES		11,050		1,882		3,000		4,000
52362	LATE FEES				2,943		2,000		
52374	EDUCATION & TRAINING-D 1				760		1,000		2,000
52375	EDUCATION & TRAINING-D 2				875		1,000		2,000
52376	EDUCATION & TRAINING-D 3						1,000		2,000
52377	EDUCATION & TRAINING- D 4				1,035		1,000		2,000
52378	EDUCATION & TRAINING-D 5		690		1,319		1,000		2,000
52379	EDUCATION & TRAINING-MAYOR				1,275		1,000		2,000
53100	OPERATING SUPPLIES		107		1,687		6,000		3,000
53160	MAYOR EXPENSE				79				
53169	MAYOR VEHICLE ALLOWANCES		8,108		8,789		7,800		
53171	DISTRICT EXPENSES - D1						1,000		3,000
53172	DISTRICT EXPENSES - D2				651		1,000		3,000
53173	DISTRICT EXPENSES - D3				503		1,000		3,000
53174	DISTRICT EXPENSES - D4						1,000		3,000
53176	DISTRICT EXPENSES D5						1,000		3,000
53177	CITYWIDE MAYOR EXPENSE						1,000		5,000
53178	COUNCIL INITIATIVES		2,874		(113)		25,000		25,000
53180	MAYOR INITIATIVES				2,500		50,000		50,000
05110	TOTAL MAYOR & CITY COUNCIL		159,824		116,311		440,075		354,487

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail				
05130	CITY MANAGER			
51110	REGULAR SALARIES			462,500
51130	OVERTIME			10,000
51200	FICA/MEDICARE			30,849
51210	GROUP INSURANCE			87,157
51240	RETIREMENT			57,863
51260	UNEMPLOYMENT EXPENSE			10,888
51270	WORKERS COMP			4,355
51280	RELOCATION EXPENSE			10,000
52120	PROFESSIONAL SERVICES		127,248	210,000
52121	CONTRACTUAL SVCS JACOBS	205,836	175,085	460,000
52135	SOFTWARE/SERVICE CONTRACTS			25,000
52350	TRAVEL EXPENSE		(2,561)	16,000
52360	DUES & FEES	75	1,625	2,000
52370	EDUCATION & TRAINING			1,000
53100	OPERATING SUPPLIES	2,680	162	2,000
53181	HOSPITALITY SUPPLIES			5,000
05130	TOTAL CITY MANAGER	208,591	301,559	433,898
05131	CITY CLERK			
51110	REGULAR SALARIES			200,083
51130	OVERTIME			10,000
51200	FICA/MEDICARE			15,306
51210	GROUP INSURANCE			87,763
51240	RETIREMENT			30,012
51260	UNEMPLOYMENT EXPENSE			5,402
51270	WORKERS COMP			2,161
52112	ELECTION SERVICES			50,000
52121	CONTRACTUAL SVCS JACOBS	118,197	109,428	135,608
52135	SOFTWARE/SERVICE CONTRACTS	4,510	690	46,000
52330	ADVERTISING	2,360	21,716	10,000
52350	TRAVEL EXPENSE			250
52360	DUES & FEES	235		400
52370	EDUCATION & TRAINING			1,000
53100	OPERATING SUPPLIES	20,400	895	3,000
53101	POSTAGE			200
54240	COMPUTER/SOFTWARE	15,985	10,646	4,500
05131	TOTAL CITY CLERK	161,687	143,375	246,458
05135	ENGINEERING			
51300	TECHNICAL SERVICES			150,000
52120	PROFESSIONAL SERVICES	25,962	4,000	542,000
52121	CONTRACTUAL SVCS JACOBS	318,667	271,381	317,363
52200	REPAIRS & MAINTENANCE			60,000
52350	TRAVEL EXPENSE			4,000
52370	EDUCATION & TRAINING			5,000
53100	OPERATING SUPPLIES		55	4,250
05135	TOTAL ENGINEERING	344,629	275,436	1,082,613
05136	PUBLIC SAFETY			
52120	PROFESSIONAL SERVICES	14,000		24,000
52370	EDUCATION & TRAINING			500
53100	OPERATING SUPPLIES			500
05136	TOTAL PUBLIC SAFETY	14,000		25,000

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail					
05151	FINANCE ADMINISTRATION				
51110	REGULAR SALARIES				527,915
51130	OVERTIME				15,000
51200	FICA/MEDICARE				40,386
51210	GROUP INSURANCE				99,222
51240	RETIREMENT				79,187
51260	UNEMPLOYMENT EXPENSE				14,254
51270	WORKERS COMP				5,701
52110	AUDIT SERVICES	13,633	55,150	110,000	60,000
52120	PROFESSIONAL SERVICES	61,851	113,162	220,000	220,000
52121	CONTRACTUAL SVCS JACOBS	411,435	341,415	424,463	
52135	SOFTWARE/SERVICE CONTRACTS	5,895	4,131	20,000	20,000
52350	TRAVEL EXPENSE			2,000	10,000
52360	DUES & FEES	1,554	595	1,500	4,000
52370	EDUCATION & TRAINING			3,000	5,000
53100	OPERATING SUPPLIES	1,817	1,771	500	1,500
54240	COMPUTER/SOFTWARE	9,760	(1,599)	230,000	120,000
05151	TOTAL FINANCE ADMINISTRATION	505,945	514,625	1,011,463	1,222,165
05152	HUMAN RESOURCES				
51110	REGULAR SALARIES				190,000
51200	FICA/MEDICARE				14,535
51210	GROUP INSURANCE				39,766
51240	RETIREMENT				28,500
51260	UNEMPLOYMENT EXPENSE				5,130
51270	WORKERS COMP				2,052
52120	PROFESSIONAL SERVICES				10,000
52330	ADVERTISING				500
52350	TRAVEL EXPENSE				5,000
52360	DUES & FEES				2,000
52370	EDUCATION & TRAINING				3,000
53100	OPERATING SUPPLIES				6,000
05152	TOTAL HUMAN RESOURCES				306,483
05153	LEGAL SERVICES DEPARTMENT				
52120	PROFESSIONAL SERVICES		5,643	20,000	
52122	ATTORNEY FEES	621,232	545,497	550,000	450,000
52130	ATTORNEY FEES/OTHER	6,903		50,000	100,000
05153	TOTAL LEGAL SERVICES DEPARTMENT	628,135	551,140	620,000	550,000
05154	INTERNAL AUDIT DEPARTMENT				
52120	PROFESSIONAL SERVICES				80,000
05154	TOTAL INTERNAL AUDIT DEPARTMENT				80,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail				
05155	ECONOMIC DEVELOPMENT			
51110	REGULAR SALARIES			155,000
51130	OVERTIME			5,000
51200	FICA/MEDICARE			11,858
51210	GROUP INSURANCE			58,256
51240	RETIREMENT			23,250
51260	UNEMPLOYMENT EXPENSE			4,185
51270	WORKERS COMP			1,674
52120	PROFESSIONAL SERVICES	95,350	32,950	120,000
52121	CONTRACTUAL SVCS JACOBS	219,874	113,805	141,120
52131	CONTRACTUAL SERVICES		348	
52132	MARKETING	37,388	1,519	45,000
52133	TRAINING TRAVEL		775	21,000
52134	FILM MARKETING	16,500		30,000
52136	FILM PERMITTING			5,000
52137	FILM PROGRAMS			20,000
52350	TRAVEL EXPENSE			10,000
52360	DUES & FEES	1,650		4,000
52370	EDUCATION & TRAINING			10,000
52371	DEVELOPMENT AUTHORITY			15,000
52372	LEGAL SVCS (DEVELOPMENT AUTH)			20,000
52373	ECONOMIC DEVELOPMENT PLAN			100,000
53100	OPERATING SUPPLIES	350	100	3,500
05155	TOTAL ECONOMIC DEVELOPMENT	371,112	149,497	379,620
05156	FACILITIES & BLDG/ CITY HALL			
51300	TECHNICAL SERVICES		(674)	
52120	PROFESSIONAL SERVICES	25,267	8,993	75,000
52200	REPAIRS & MAINTENANCE	31,402	91,201	75,000
52210	RECYCLE/SHREDDING	482	569	1,000
52301	REAL ESTATE RENTS/LEASES	215,893	230,306	280,000
52302	EQUIPMENT RENTAL	7,146	12,700	15,000
53102	PEST CONTROL	715	2,435	5,000
53105	INTERNET/PHONES		390	
53120	STORMWATER UTILITY CHARGES		17,834	6,500
53121	WATER/SEWER	166	350	500
53122	NATURAL GAS	322	2,111	44,500
53123	ELECTRICITY	76,682	96,597	200,000
53161	SMALL EQUIPMENT	1,707		2,500
54130	BUILDINGS & IMPROVEMENTS	8,661	3,916	120,000
54230	FURNITURE AND FIXTURES		810	10,000
54250	OTHER EQUIPMENT			5,000
05156	TOTAL FACILITIES & BLDG/ CITY HALL	368,443	467,538	742,500

		FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail					
05157 COMMUNICATIONS					
51110	REGULAR SALARIES				309,852
51130	OVERTIME				20,000
51200	FICA/MEDICARE				5,858
51210	GROUP INSURANCE				121,739
51240	RETIREMENT				42,165
51260	UNEMPLOYMENT EXPENSE				7,590
51270	WORKERS COMP				3,036
52120	PROFESSIONAL SERVICES	31,237	580	28,000	15,000
52121	CONTRACTUAL SVCS JACOBS	347,749	288,890	358,313	
52135	SOFTWARE/SERVICE CONTRACTS	3,403	8,444		32,000
52340	PRINTING			500	500
52350	TRAVEL EXPENSE				2,000
52360	DUES & FEES	345	400		1,500
52370	EDUCATION & TRAINING			1,800	2,000
53100	OPERATING SUPPLIES	405	1,246	1,000	1,500
53161	SMALL EQUIPMENT	1,495	1,240	5,000	
54250	OTHER EQUIPMENT			2,000	10,000
05157	TOTAL COMMUNICATIONS	384,634	300,800	396,613	574,740
05158 IT/GIS					
52120	PROFESSIONAL SERVICES			10,000	475,000
52121	CONTRACTUAL SVCS JACOBS	265,449	306,398	367,500	
52135	SOFTWARE/SERVICE CONTRACTS	37,918	37,509	31,000	31,000
53100	OPERATING SUPPLIES	877	1,063	6,000	5,000
53161	SMALL EQUIPMENT	22,386	6,950	18,000	
54240	COMPUTER/SOFTWARE	21,093		25,500	10,000
54250	OTHER EQUIPMENT			4,000	22,000
05158	TOTAL IT/GIS	347,723	351,920	462,000	543,000
05159 GENERAL OPERATIONS					
52105	UNIFORMS		367	20,000	7,500
52120	PROFESSIONAL SERVICES	8,209	5,401		35,000
52121	CONTRACTUAL SVCS JACOBS	108,392	91,920	116,820	
52132	MARKETING	9,383			
52135	SOFTWARE/SERVICE CONTRACTS		1,675		
52200	REPAIRS & MAINTENANCE	1,566		2,000	
52210	RECYCLE/SHREDDING			2,000	
52232	EQUIPMENT LEASE	21,377	20,701	25,000	25,000
52310	GENERAL LIABILITY INSURANCE	22,324	43,395	25,000	75,000
52340	PRINTING		1,046	2,500	2,000
52360	DUES & FEES	64,432	16,354	70,000	70,000
52361	BANK FEES	52,129	39,172	50,000	50,000
53100	OPERATING SUPPLIES	31,114	8,766	35,000	20,000
53101	POSTAGE	3,198	3,393	5,000	3,000
53103	OFFICE SUPPLIES	1,051	1,808		1,000
53104	SERVICE FEES				250
53105	INTERNET/PHONES	79,876	85,203	100,000	100,000
53115	VEHICLE FUEL				36,000
54240	COMPUTER/SOFTWARE	21,571	5,886		
54250	OTHER EQUIPMENT				10,000
57101	TAX BILL PROCESSING	50,000	26,000	30,000	30,000
58210	CAPITAL LEASE-PRINCIPAL	29,991	19,763		20,000
58220	CAPITAL LEASE-INTEREST	8,409	2,637		5,000
05159	TOTAL GENERAL OPERATIONS	513,022	373,487	483,320	489,750
05900 DESIGNATED RESERVE					
57902	RESERVE CONTINGENCY			224,259	280,988
05900	TOTAL DESIGNATED RESERVE			224,259	280,988
010	TOTAL ADMINISTRATIVE SERVICE	\$ 4,007,745	\$ 3,545,688	\$ 6,547,819	\$ 8,313,175
050 COURT					
05160 MUNICIPAL COURT					
51110	REGULAR SALARIES				\$ 190,640
51130	OVERTIME				10,000
51200	FICA/MEDICARE				14,584
51210	GROUP INSURANCE				31,914
51240	RETIREMENT				26,957
51260	UNEMPLOYMENT EXPENSE				5,147
51270	WORKERS COMP				2,059
52120	PROFESSIONAL SERVICES	9,500	13,450		25,000
52121	CONTRACTUAL SVCS JACOBS	26,334	21,886		
52135	SOFTWARE/SERVICE CONTRACTS	45	40		2,000
52140	SOLICITOR	21,107	23,124		30,000
52150	PUBLIC DEFENDER				2,500
52160	PROBATION SERVICES	(521)	(100)		2,500
52180	SECURITY	4,200	5,400		12,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail				
52351	ADMINISTRATION EXPENSES	47	5,337	
52370	EDUCATION & TRAINING	1,100		7,500
54240	COMPUTER/SOFTWARE	9		2,000
050	TOTAL COURT	61,821	69,137	364,801
060 LEISURE SERVICES				
06210 PARKS ADMINISTRATION				
51110	REGULAR SALARIES			418,421
51130	OVERTIME			25,000
51200	FICA/MEDICARE			32,000
51210	GROUP INSURANCE			116,214
51240	RETIREMENT			62,763
51260	UNEMPLOYMENT EXPENSE			11,297
51270	WORKERS COMP			4,519
51300	TECHNICAL SERVICES		217,000	40,000
52105	UNIFORMS	112	924	4,000
52120	PROFESSIONAL SERVICES	452,595	320,758	1,001,760
52121	CONTRACTUAL SVCS JACOBS	463,995	393,941	496,125
52135	SOFTWARE/SERVICE CONTRACTS		61	10,620
52180	SECURITY	1,860	24,305	42,000
52200	REPAIRS & MAINTENANCE	434,907	344,241	305,000
52232	EQUIPMENT LEASE	819	7,656	21,000
52320	INTERNET/PHONES		2,889	1,700
52330	ADVERTISING	25,663	2,724	10,000
52360	DUES & FEES	65	738	3,300
52370	EDUCATION & TRAINING	1,505	1,135	9,300
52385	CONTRACT LABOR	2,275		17,400
53100	OPERATING SUPPLIES	11,692	48,312	50,000
53120	STORMWATER UTILITY CHARGES		13,498	
53124	UTILITIES	2,013	70,445	225,000
53125	PARKS ACQUISITION	11,684	(34,450)	300,000
53126	SUMMER PROGRAMS			100,000
53175	CITY EVENTS	315	17,123	200,000
54110	SITES	299,887	(299,887)	
54130	BUILDINGS & IMPROVEMENTS		57,018	100,000
54240	COMPUTER/SOFTWARE			50,000
060	TOTAL LEISURE SERVICES	\$ 1,709,387	\$ 971,431	\$ 3,164,205
				\$ 2,707,214

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail				
070 PLANNING & ZONING				
07210 PLANNING & ZONING				
51110	REGULAR SALARIES			\$ 290,000
51130	OVERTIME			5,000
51200	FICA/MEDICARE			22,185
51210	GROUP INSURANCE			116,512
51240	RETIREMENT			43,500
51260	UNEMPLOYMENT EXPENSE			7,830
51270	WORKERS COMP			3,132
52105	UNIFORMS		500	
52120	PROFESSIONAL SERVICES		20,000	125,000
52121	CONTRACTUAL SVCS JACOBS	549,456	468,352	578,813
52135	SOFTWARE/SERVICE CONTRACTS		3,354	6,000
52180	SECURITY		3,000	3,000
52320	INTERNET/PHONES		287	
52330	ADVERTISING	3,200	70	10,000
52340	PRINTING	1,410	90	2,000
52350	TRAVEL EXPENSE			5,000
52360	DUES & FEES		200	2,000
52370	EDUCATION & TRAINING	548		7,000
53100	OPERATING SUPPLIES	989	308	2,000
53161	SMALL EQUIPMENT			2,000
54240	COMPUTER/SOFTWARE		7,500	8,000
54250	OTHER EQUIPMENT	536		1,500
070	TOTAL PLANNING & ZONING	556,139	479,961	653,013
072 BUSINESS DEVELOPMENT				
07220 BUSINESS DEVELOPMENT				
52120	PROFESSIONAL SERVICES	77,472	(3,500)	95,000
52121	CONTRACTUAL SVCS JACOBS	113,521	96,297	123,480
52132	MARKETING	17,373	(373)	40,000
52340	PRINTING			1,000
52350	TRAVEL EXPENSE			15,000
52360	DUES & FEES			2,000
52370	EDUCATION & TRAINING			3,000
53100	OPERATING SUPPLIES	805	45	2,500
58210	CAPITAL LEASE-PRINCIPAL			8,000
072	TOTAL BUSINESS DEVELOPMENT	209,171	92,469	289,980
073 COMMUNITY & CULTURAL AFFAIRS				
07330 COMMUNITY & CULTURAL AFFAIRS				
52121	CONTRACTUAL SVCS JACOBS	123,778	105,051	132,300
52135	SOFTWARE/SERVICE CONTRACTS	3,060		2,300
52330	ADVERTISING	22,432	251	25,000
52340	PRINTING	25		2,000
52350	TRAVEL EXPENSE	478	325	4,300
52370	EDUCATION & TRAINING			600
53100	OPERATING SUPPLIES	321	1,507	1,500
53175	CITY EVENTS		2,692	35,000
53178	COUNCIL INITIATIVES	1,600	4,188	
53179	INITIATIVES	1,149	2,500	
073	TOTAL COMMUNITY & CULTURAL AFFAIRS	\$ 152,843	\$ 116,514	\$ 203,000

	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
100 - General Fund Expenditures Detail				
080 CODE ENFORCEMENT				
08210 CODE ENFORCEMENT				
51110	REGULAR SALARIES			\$ 363,304
51130	OVERTIME			25,000
51200	FICA/MEDICARE			27,793
51210	GROUP INSURANCE			164,507
51240	RETIREMENT			54,496
51260	UNEMPLOYMENT EXPENSE			9,809
51270	WORKERS COMP			3,924
52105	UNIFORMS	2,924	2,800	2,500
52121	CONTRACTUAL SVCS JACOBS	944,362	805,390	997,763
52135	SOFTWARE/SERVICE CONTRACTS	18,450	17,886	30,000
52180	SECURITY			2,000
52330	ADVERTISING			2,000
52340	PRINTING	2,025	733	2,000
52360	DUES & FEES		455	1,000
52370	EDUCATION & TRAINING			2,000
53100	OPERATING SUPPLIES	899	179	3,000
53101	POSTAGE			1,000
53161	SMALL EQUIPMENT			2,200
54240	COMPUTER/SOFTWARE		7,500	20,000
54250	OTHER EQUIPMENT			40,000
080	TOTAL CODE ENFORCEMENT	968,660	834,943	1,102,463
090 BUILDING				
09210 BUILDING				
51110	REGULAR SALARIES			595,882
51130	OVERTIME			35,000
51200	FICA/MEDICARE			45,585
51210	GROUP INSURANCE			120,744
51240	RETIREMENT			89,382
51260	UNEMPLOYMENT EXPENSE			16,089
51270	WORKERS COMP			6,436
52105	UNIFORMS	599		3,500
52120	PROFESSIONAL SERVICES			500
52121	CONTRACTUAL SVCS JACOBS	923,847	787,881	981,225
52135	SOFTWARE/SERVICE CONTRACTS		10,000	5,000
52340	PRINTING		240	2,000
52360	DUES & FEES			1,000
52370	EDUCATION & TRAINING		45	4,000
53100	OPERATING SUPPLIES	533	560	3,500
54240	COMPUTER/SOFTWARE		10,500	2,500
54250	OTHER EQUIPMENT	958		15,520
090	TOTAL BUILDING	925,937	809,226	1,018,745
093 OTHER FINANCING USES				
09300 OTHER FINANCING USES				
57200	PAYMENTS TO OTHER AGENCIES		215,000	357,600
61103	TRANSFER TO SPLOST			497,500
61104	TRANSFER TO MUNICIPAL COURT			85,700
61105	TRANSFER TO HOUSING AUTHORITY			50,000
093	TOTAL OTHER FINANCING USES		215,000	990,800
Total General Fund Expenditures		\$ 8,591,703	\$ 7,134,369	\$ 13,970,025
				\$ 13,746,000

Hotel Motel Fund Detail



	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed	
275 - Hotel Motel Fund Revenues					
031 TAXES					
03140	SELECTIVE SALES AND USE TAX				
31410	HOTEL/MOTEL EXCISE TAX	\$ 589,449	\$ 641,660	\$ 565,000	\$ 980,000
Total Hotel Motel Fund Revenues		589,449	641,660	565,000	980,000
275 - Hotel Motel Fund Expenditures					
075 ECONOMIC DEVELOPMENT					
07500	ECONOMIC DEVELOPMENT				
57200	PAYMENTS TO OTHER AGENCIES		261,196	226,000	428,750
61100	TRANSFER TO GENERAL FUND	353,669		339,000	551,250
75400	DISCOVER DEKALB	235,780			
Total Hotel Motel Fund Expenditures		\$ 589,449	\$ 261,196	\$ 565,000	\$ 980,000

SPLOST Fund Detail



	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
300 - SPLOST Fund Revenues				
033 INTERGOVERNMENTAL REVENUES				
33710 INTERGOVTL SPLOST Revenue	\$ 7,423,276	\$ 6,541,864	\$ 6,980,000	\$ 8,000,000
33430 INTERGOVTL REVENUE LMIG			497,500	548,000
036 INTEREST REVENUES				
36100 INTEREST	2,887	2,982	2,800	2,500
Total SPLOST Fund Revenues	7,426,163	6,544,846	7,480,300	8,550,500
300 - SPLOST Fund Expenditures				
05135 ENGINEERING				
52120 PROFESSIONAL SERVICES			500,000	500,000
54140 TRANS INFRASTRUCTURE IMPROVEME	4,264,546	2,389,012	6,000,000	6,850,000
54141 TRANS INFRA IMPROVEMENT SIDEWA			750,000	
54142 TRANS INFRA IMPROVEMENT BIKE P			750,000	
05135 TOTAL ENGINEERING	4,264,546	2,389,012	8,000,000	7,350,000
05156 FACILITIES & BLDG/ CITY HALL				
52120 PROFESSIONAL SERVICES	24,520	24,520	250,000	100,000
54130 BUILDINGS & IMPROVEMENTS			750,000	50,000
54140 TRANS INFRASTRUCTURE IMPROVEME		2,000,000		
05156 TOTAL FACILITIES & BLDG/ CITY HALL	24,520	2,024,520	1,000,000	150,000
05159 GENERAL OPERATIONS				
52361 BANK FEES		25		
05159 TOTAL GENERAL OPERATIONS		25		
06210 PARKS ADMINISTRATION				
52120 PROFESSIONAL SERVICES	21,659		250,000	125,000
54120 SITE IMPROVEMENTS			750,000	925,500
54142 TRANS INFRA IMPROVEMENT BIKE P			750,000	
06210 TOTAL PARKS ADMINISTRATION	21,659		1,750,000	1,050,500
Total SPLOST Fund Expenditures	\$ 4,310,725	\$ 4,413,557	\$ 10,750,000	\$ 8,550,500

Municipal Court Fund Detail



	FY 2020 Actuals	FY 2021 Actuals	FY 2021 Budget	FY 2022 Proposed
745 - Municipal Court Fund Revenues				
035 FINES AND FORFEITURES				
03510 FINES AND FORFEITURES				
35100 MUNICIPAL COURT	\$ 20,893		\$ 12,400	\$ 28,000
Total Municipal Court Fund Revenues	20,893		12,400	28,000
745 - Municipal Court Fund Expenditures				
050 COURT				
05160 MUNICIPAL COURT				
52120 PROFESSIONAL SERVICES			20,000	
52121 CONTRACTUAL SVCS JACOBS			27,600	
52135 SOFTWARE/SERVICE CONTRACTS			2,000	
52140 SOLICITOR			30,000	
52150 PUBLIC DEFENDER			1,000	
52160 PROBATION SERVICES			2,500	
52170 COURT CLERK			1,000	
52180 SECURITY			5,000	
52351 ADMINISTRATION EXPENSES			3,000	
52360 DUES & FEES				1,460
52370 EDUCATION & TRAINING			4,000	
54240 COMPUTER/SOFTWARE			2,000	
57200 PAYMENTS TO OTHER AGENCIES				6,540
61100 TRANSFER TO GENERAL FUND				20,000
Total Municipal Court Fund Expenditures			\$ 98,100	\$ 28,000

City of Stonecrest
FY22 Operating Priorities - Mayor Council

PRIORITY	RANK	Proposed Budget Placement
Enhance Code Enforcement	1	Additional Officer included in proposed budget
Economic Development Master Plan	2	Included in FY22 Economic Development Budget
Enhanced Right of Way Maintenance/Litter Control	3	Included in Engineering Budget and City Manager will have discussions with DeKalb County regarding IGA
Further study to guide decision making on whether to take over Police from DeKalb; revisit IGA to see if there are metrics and if we can buy a higher level of service. Are there new services available?	4	Funding provided in Public Safety Budget
Support staff for Mayor and Council/3 Full-Time	5	Requesting 2 additional support staff in the City Clerk's Office to assist with Council Support
Enhance citizen reporting of problems and compliments/Interaction	6	Included in City Manager's Budget
Update Mayor/Council expenditure line items to appropriately account for travel, Education and training, and Mayor/council district expense lines	7	Mayor/Council Expense lines updated to reflect increase to Mayor and Council Travel, Council education and training and district expenses
Public Works Study to guide decision making on whether to take over Public Works from DeKalb	8	Included in FY22 Engineering Budget
Enhance Citizen Engagement/Town Hall meetings per district or citywide	9	Additional Staff requested in Communication Leisure Services that focus on bring Citizens together
Eliminate need for vehicle ; add money to travel line with expectation of reimbursement after incurring expenses. Same policy for out of town and local travel. Receipts required.	10	Mayor's Travel line increased and Mayor Allowance line removed
Online revenue and payment software for various types of payments to the city	11	Parks and Finance/Admin is currently in the process of implementing online solutions for revenue payments
City-wide Special Events, particularly around holidays: End of the Year/Tree lighting/NYE; City Incorporation Date; Juneteenth; Census; National Night Out; Screen on the Green; Halloween/Trunk or Treat; Kite Festival; Easter Egg Hunt; Senior Prom; 5K at Arabia Mountain; Health Fair; Seniors of Stonecrest; Black History Month; Maintain a special events calendar	12	Funding provided in Leisure Services
Parks After School Programming	13	
Best of Stonecrest Program and Gala	14	
Staff support for committees	14	
Enhanced Park Security	15	
Jobs/work study program for high school students/Stonecrest Hires	15	
Training/travel for appointees to boards	16	
Film and Entertainment Commission	17	
Study idea of taking on Traffic Court	17	
District events, with a budget per Council district	18	
Master Plan for New Fairington Park	19	
Master Plan for Southeast Athletic Complex	19	

City of Stonecrest
 FY22 Capital Priorities- Mayor/Council

PRIORITY	RANK	Proposed Budget Placement
SPLOST/Capital Program Management	1.5	Included in Engineering
Bond funding to complete paving, i.e., when all streets have a PCI score of 70+	1.5	Finance Director and City Manager will research funding options to recommend to Council
Develop Parks Property at Salem and Evans Mill consistent with Master Plan	3	Not included in proposed budget

Mayor Lary's
FY22 Priorities

Priority	Rank	Amount	Proposed Budget Placement
Office of the Mayor events	1	\$100,000	\$50,000 included under Mayor Initiatives line item
Economic Development Authority Funding	2	\$250,000	Not included in Proposed Budget
Business Development Department	3	\$125,000	Personnel and additional resources included in Economic Development
Stonecrest Cares or Equivolent non-profit	4	\$100,000	Not Included in Proposed Budget
Stonecrest Visitors and Convention Bureau	5	\$250,000	Not Included in Proposed Budget



CITY COUNCIL AGENDA ITEM

SUBJECT: Information Technology Services Contract Approval

CATEGORY: (check all that apply)

- OLD BUSINESS NEW BUSINESS
- PUBLIC HEARING STATUS REPORT
- ORDINANCE POLICY RESOLUTION
- DISCUSSION ONLY DECISION
-

Date Submitted: **Work Session:** **Council Meeting: November 10, 2021**

Date(s) Previously Heard:

SUBMITTED BY: Gia Scruggs, Finance Director

PRESENTER: Gia Scruggs, Finance Director

PURPOSE: The City of Stonecrest requested proposals from qualified Information Technology professionals to perform the Information Technology functions for the City of Stonecrest on August 26, 2021. On September 29, 2021, the City received five electronic submissions in response to the solicitation 2021-024. The proposals were evaluated by the evaluation committee. The Finance Department factored cost as a separate component of the evaluation. Once all factors were weighed, the Finance Director received all supporting documentation and is making this recommendation based on what is in the best interest of the City of Stonecrest and provides the best solution, value and accessibility to meet the needs of the organization.

FACTS AND ISSUES: The Finance Department is recommending Interdev perform the Information Technology Support Services. This includes the initial information technology and cybersecurity assessment to be conducted and reviewed with the Acting City Manager and/or her designee.

For over 40 years Interdev has provided IT solutions for governments. Their client list includes more than 1,250 businesses, governments, non-profits, school systems and other organizations. They have an office located in metro Atlanta and will have dedicated staff assigned to the City of Stonecrest. Interdev will review the current inventory, update network diagram, assess the system architecture and equipment for efficiency, life expectancy, capacity, speed, and current processes, making recommendations for improving routine support and reducing or eliminating emergency situations. The Finance Department is recommending approval of a contract with an amount not to exceed \$375,672.00 annually. Interdev's cost proposal includes a 4% annual escalation factor that will be included in future budget processes. The funding for this contract is included in the FY22 Information Technology budget.

OPTIONS: Approve, Deny, Defy

RECOMMENDED ACTION: Approve

ATTACHMENTS:

Bid Summary

Interdev Proposal

Information Technology Services
Evaluation Summary

Information Technology Support Services No. 2021-024			Dokun Technologies	InterDev	Maestro Technologies	Soft HQ	Soft Stage Technologies
Item No.	Evaluation Summary	Maximum Possible Points					
1	Section 1 - Qualifications and Experience Points	400	147	336	281	383	328
2	Section 2 - Methodology Points	500	181	416	401	463	376
3	Section 1 +Section 2 = Total Technical Score	900	328	752	682	846	704
4	Cost Points	100	<i>Technical score too low to be considered</i>	21	100	19.46	6.75
5	Section 1 + Section 2 + Cost = Total Points	1000		773	782	865.46	710.75
6	Cost for five (5) years						
7	Year One (1)			\$ 375,672	\$ 80,100	\$ 420,000	\$ 1,260,000
8	Year Two (2)			\$ 389,844	\$ 82,500	\$ 428,400	\$ 1,260,000
9	Year Three (3)			\$ 404,592	\$ 84,972	\$ 436,968	\$ 1,260,000
10	Year Four (4)			\$ 419,916	\$ 87,516	\$ 445,707	\$ 1,260,000
11	Year Five (5)			\$ 435,864	\$ 90,144	\$ 454,618	\$ 1,260,000
12	Total Cost of Service			\$ 2,025,888	\$ 425,232	\$ 2,185,693	\$ 6,300,000

REQUEST FOR PROPOSAL

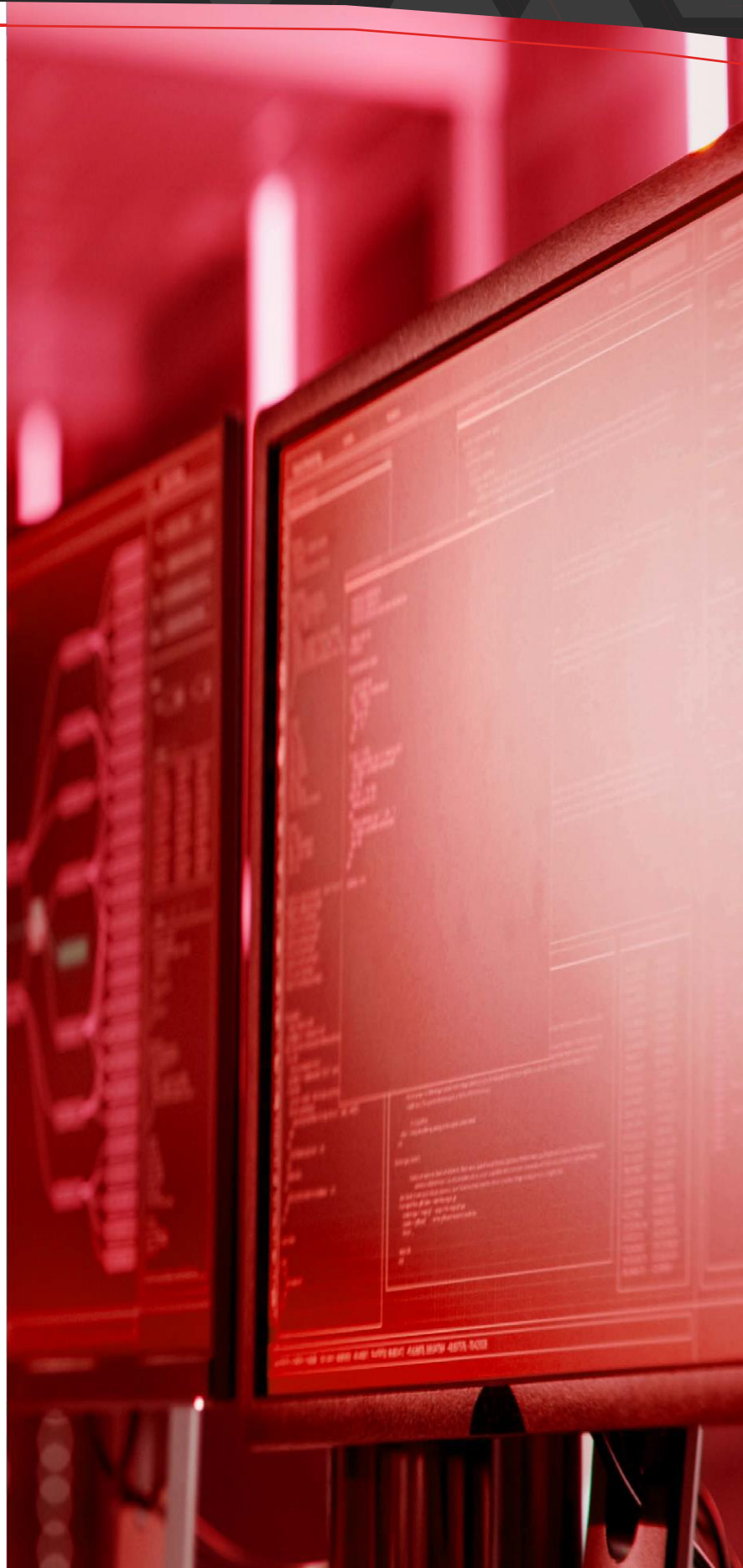
Information Technology Support Services (Section One)



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Executive Summary



Letter of Transmittal

September 29, 2021

Dear Selection Committee:

InterDev is honored to have the opportunity to continue to serve the City of Stonecrest. The relationship we've developed with the City over the last five (4) years is special. So much so, we view our relationship through the lens of a partnership. As your partner it is our priority to address each item within our scope of services, while also delivering a roadmap that will impact the City of Stonecrest's goals and objectives.

InterDev's response addresses the requirements for the following:

Information Technology Support Services

SUBMITTING ORGANIZATION	ORGANIZATION CONTACT
InterDev 900 Holcomb Woods Pkwy Roswell, GA 30076 770.643.4400 www.interdev.com Fed EIN: 58-2553449	Nathan Holder Account Manager 770.643.4400 main 678.672.1508 direct nholder@interdev.com

In addressing the necessary requirements, InterDev is prepared to deliver services to the City of Stonecrest in a manner that advances the following priorities:

Security	24x7 Responsiveness	Cost Savings
InterDev strives to build and maintain a security environment that promotes cybersecurity, and that reduces the likelihood of external threats that could impair the City of Stonecrest ability to operate.	When there is a security threat, InterDev will be poised to deliver the very best we have to offer to mitigate and minimize harm, while also aggressively working to remove the threat. Our responsiveness also extends to employee-related matters. When there is a need for tutorials, or workplace IT maintenance matters, InterDev will respond with proficiency.	At every turn, InterDev will strive to recommend equipment replacement, software, hardware, and processes that ensure maximum performance for the IT environment we build, and best-of- breed resources at a price that promotes cost savings.

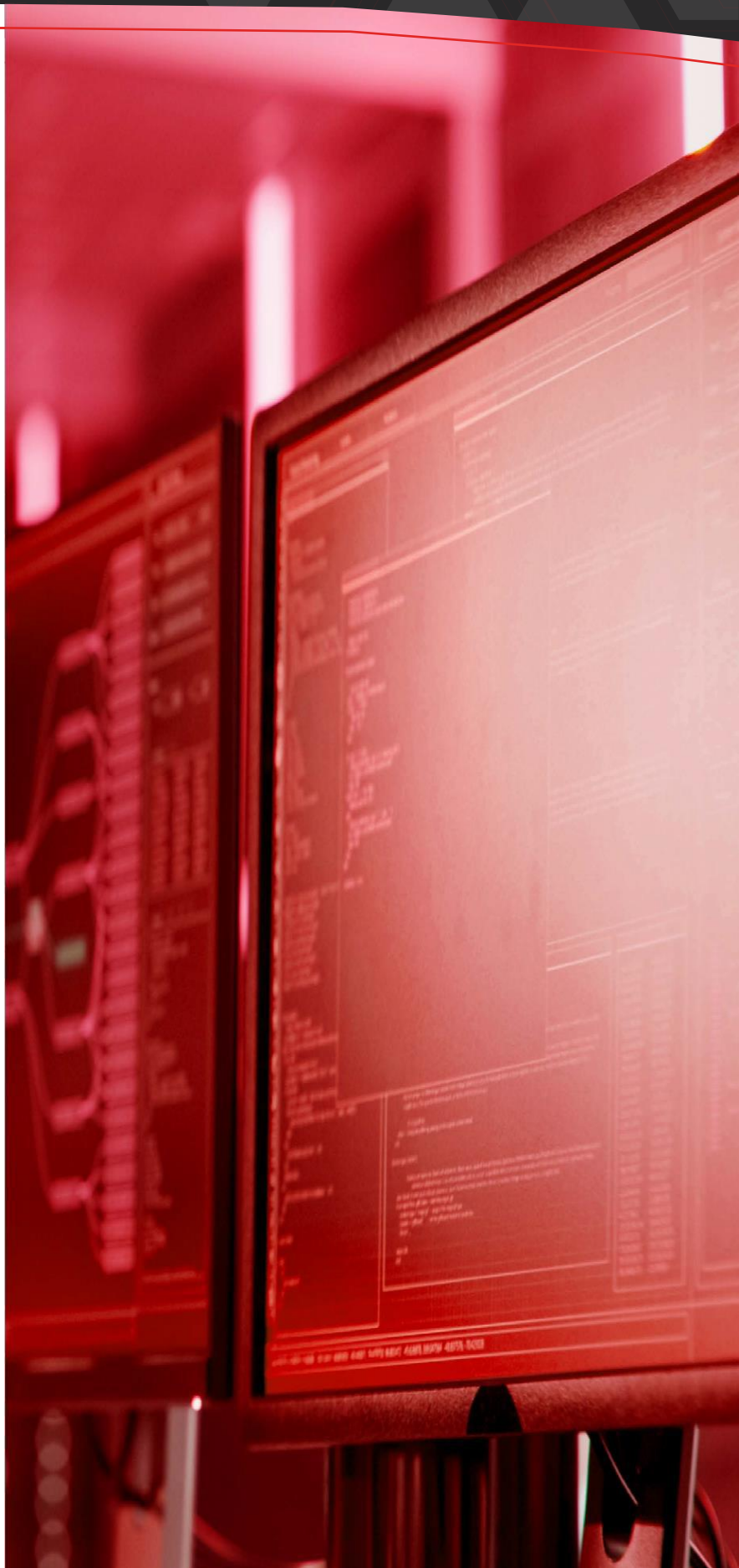
The following proposal is in all respects fair and in good faith without collusion or fraud and has been signed by the authority to bind the principal proponent.

Sincerely,



Gary Nichols
CEO

InterDev Qualifications & Experience



InterDev Company Overview

InterDev is widely recognized as a champion of IT visioning and innovation for local government agencies. We have perfected the services we provide to government entities over nearly four decades.

Forty years ago, InterDev became an IT solution for government IT challenges. Our years of experience have allowed us to consistently develop Managed IT Programs and Security Programs that are compliant, effective, and responsive to internal and external threats. We have helped our clients maximize their existing IT infrastructure to increase performance and efficiency.

InterDev provides Managed IT, Security Program development, GIS, and IT related business process support services to clients across the Southeast and Midwest.

MUNICIPAL GOVERNMENT IT SERVICES

Our client list contains more than 1,250 businesses, governments, non-profits, school systems, and other organizations from our 40 years of experience. InterDev provides more than 20 of these accounts with complete IT department staff and support services — from CIO to helpdesk support, and all strategic planning, security, networking, and troubleshooting.

PUBLIC-PRIVATE PARTNERSHIPS

It is no longer practical or affordable for municipalities to single-handedly stay abreast of the latest developments in IT, GIS, and Security. Through public-private partnerships, our award-winning expertise has helped local governments realize improved IT services, GIS, Security, and productivity.

As threat landscapes become more hostile, budget restrictions make it difficult for governments to stay current with emerging technologies.

Our security-focused, Managed IT Services offering has become a model for nearly two-dozen successful public-private partnerships.

One benefit of our public-private partnerships is our ongoing work with cities and counties that positions us to help municipalities leverage powerful synergies that will result in more efficient and enhanced service delivery to the public.

OFFICE LOCATIONS

Atlanta 900 Holcomb Woods Parkway Roswell, GA 30076	Chicago 2700 Patriot Blvd Suite 250 Glenview, IL 60026	Beaufort 1901 Boundary Street Beaufort, SC 29902
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LOCAL GOVERNMENT ACCOUNTS

Local government clients include, but are not limited to, the following cities and counties:

- City of Dunwoody, GA
- City of Milton, GA
- City of Stockbridge, GA
- City of Stonecrest, GA
- City of Tucker, GA
- City of Chamblee, GA
- City of Canton, GA
- City of Albany, GA
- City of Sandy Springs, GA
- City of Doraville, GA
- City of Dalton, GA
- Columbia County, GA
- Hall County, GA
- Henry County, GA
- City of Ball Ground, GA
- City of Highland Park, IL
- City of Lake Forest, IL
- Village of Buffalo Grove, IL
- Village of Glenview, IL
- Georgetown County, SC
- Village of Lake Bluff, IL
- City of Beaufort, SC
- Brevard County Sheriff, FL
- City of Delray Beach, FL
- City of Lake Worth, FL
- City of Marco Island, FL
- City of Treasure Island, FL
- Jasper County, SC
- Town of Mebane, NC

INTERDEV'S LEADERSHIP

Gary Nichols, CISSP
Senior Management / Founder and CEO



Gary Nichols earned a Bachelor of Business Administration from Georgia State University, is currently working on a master's degree in Cybersecurity from the Georgia Institute of Technology and is a Certified Information Systems Security Professional (CISSP). He is a member of the Technology Association of Georgia (TAG) and a volunteer with TAG-Ed. Nichols is an avid technology professional and as an early adopter of PC technologies, he is well versed in local and wide-area networking, the internet, and the value of Managed IT services.

Today, Gary leads InterDev, a firm of 85+ professionals. His experience provides broad background for consulting in the critical areas of network infrastructure, knowledge management solutions, cloud computing, network security, and municipal IT outsourcing.

Nichols's vision for how private-private-sector managed services could benefit the public sector, coupled with decades of service to various local and state government agencies, is what ultimately led to the formation of successful public-private partnerships (PPP) with the City of Sandy Springs, the City of Brookhaven, the City of Dunwoody, and other municipalities in Georgia.

Jennifer Braithwaite **Business Development Manager**



Jennifer Braithwaite, InterDev's Business Development Manager, leads her team by developing key relationships throughout the Southeast region in collaboration with the Government team at InterDev. Her talent and ability for building business relationships enables her to connect naturally with InterDev clients and prospects, making her a highly valued team member. Always focused on company achievement, Jennifer challenges the team to identify potential opportunities and helps them develop and execute the strategies that will bring them – and InterDev – success.

After joining InterDev in 2012 as a Sales and Marketing Assistant, Jennifer has logged an impressive track record. In 2014, Jennifer began selling for InterDev full time, landing several major accounts. In 2015, she was promoted to Business Development Associate after more than doubling her sales by securing over \$2 million in revenue. Jennifer was also instrumental in helping InterDev land engagements with the City of Beaufort, South Carolina, and the cities of Canton, Chamblee, Douglasville, Fairburn, South Fulton, and Stonecrest, Georgia. In 2017, she was named to the InterDev \$5 Million Dollar Club for another year of record-setting sales.

Prior to joining InterDev, Jennifer held a series of progressively responsible administrative positions, gaining operational insight that informed her work helping municipalities recognize the value in robust IT structures. She is a member of the Georgia City-County Management Association, the South Carolina City-County Management Association, the Texas City Management Association, the Florida City-County Management Association, Government Management Information Sciences, and the Georgia Municipal Association. She has also been named to the InterDev \$5 Million Dollar Club for record-setting sales.

Ashley Smith, CGCIO **Chief Government Information Officer**



Ashley Smith earned a Master of Public Administration from Georgia Southern University and has his Certified Government Chief Information Officer (CGCIO) certification.

Before joining InterDev, Ashley served as the IT and Communications Manager for the City of Hapeville, Georgia, and as the IT Manager for the Hapeville Wi-Fi Network, part of the Wireless Community Georgia Grant program sponsored by the Georgia Technology Authority. He later served as the IT Manager at the City of Dunwoody for four years before joining the InterDev team. Smith's insight and planning helped position the City of Dunwoody as a leader in the municipal arena.

Along with his team, Smith has worked diligently to ensure Dunwoody continues to set the bar for exceptional municipal services for its citizens. He has been working in government IT for the last 15 years at both the state and local level.

Ashley is a frequent presenter and educator at the Georgia Municipal Association's Annual Conference and the Annual Mayors' Day conference. He has taught classes on best practices in government IT and on using technology to improve government operations.

Jesse Cail, CISSP, GCCC, GSEC
Information Security Manager



Jesse Cail is a retired, United States Army veteran with unique experiences in Special Operations. He served and deployed with both 3rd Special Forces Group (Airborne) and 5th Special Forces Group (Airborne). Jesse Cail was selected for special assignment to the White House Communications Agency and served for six years. As a member of the White House Situation Support Staff, he directly supported the White House Situation Room and National Security Council.

Jesse joined the InterDev team in 2012, building a security program out of his experience and strong domain administration skills from the ground up for the City of Sandy Springs. This program would later serve as the model program for all of InterDev's clients.

Currently, he leads InterDev's Security team and is charged with providing, establishing, and deploying the best security practices for InterDev and our clients. He is a Certified Information Systems Security Professional (CISSP), a GIAC Certified Critical Controls Implementation/Auditor, and a certified GIAC Security Essentials practitioner (GSEC).

Nathan Holder, PMP
Government Account Manager



As the Account Manager for InterDev, Nathan Holder is responsible for ensuring InterDev is considered more than just an IT Service Provider, but also a "Strategic Partner" with the local governments it serves.

He is a certified Project Management Professional (PMP) and serves as InterDev's Account Manager for multiple government accounts. He played a crucial role in the City of Brookhaven's startup in 2013 and continues to implement planning strategies to keep all InterDev projects moving forward.

With 10+ years of experience in the municipal government space, Holder has been an integral part of the InterDev team. He graduated from Valdosta State University in 2009 with a Bachelor of Business Administration in Accounting.

InterDev Staffing

InterDev is committed to continual development and education. This commitment keeps our team abreast of industry standards, and helps InterDev remain a relevant leader in an ever-evolving technological world. From the first day of employment, our employees are held accountable for keeping up with the latest in technology solutions and trends. It is due to this requirement that our employees hold some of the most prestigious certifications in the technology industry:

Certifications

- Cisco Certified Internetwork Expert Certification (CCIE)
- GSEC - GIAC Security Essentials Certification
- CompTIA Cybersecurity Analyst (CySA+) certification
- Certified Information Systems Security Professional (CISSP)
- Microsoft Certified Solutions Expert (MCSE)
- GCCC - GIAC Critical Controls Certification
- Certified Government Chief Information Officer PTI (CGCIO)
- Cisco CCNA
- VMware Certified Professional (VCP)
- ITIL v4
- GIS Certification Institute
- Project Management Professional (PMP)
- C | EH - EC Council Certified Ethical Hacker
- Citrix Certified Associate – Networking (CCA-N)

InterDev's close working relationship with industry-leading hardware and software vendors provides our clients with critical information about the latest technology and best practices. In addition to maintaining these partnerships, we are also a Microsoft Gold Certified Partner — the highest level of Microsoft solutions partners — and an Esri Certified Silver Level Partner — a partner level that very few firms have achieved.

Industry Partners

- Microsoft Gold Certified
- VMware
- Cisco
- SonicWall
- NetApp
- Barracuda
- Fortinet
- Laserfiche
- Cloud Accelerator Partner
- Esri Partner Network, Silver
- ArcGIS for Local Government Specialty
- Darkweb ID

Client References



CLIENT	SERVICES	DATES
City of Milton, GA	Managed IT and GIS Services	Nov 2018 – Present
Primary Contact: Steven Krokoff, City Manager Phone: 678-242-2492 Email: Steven.Krokoff@cityofmiltonga.us Address: 2006 Heritage Walk, Milton, GA 30004		
City of Canton, GA	Managed IT and GIS Services	July 2017 – Present
Primary Contact: Billy Peppers, City Manager Phone: 770-704-1500 Email: billy.peppers@cantonga.gov Address: 110 Academy St, Canton, GA 30114		
City of Chamblee, GA	Managed IT Services	Nov 2016 – Present
Primary Contact: Jon Walker, City Manager Phone: 770-986-5010 Email: jwalker@chambleega.gov Address: 5468 Peachtree Road, Chamblee, GA 30341		
City of Tucker, GA	Managed IT and GIS Services	June 2016 – Present
Primary Contact: Tami Hamlin, City Manager Phone: 470-273-3104 Email: thanlin@tuckerga.gov Address: 1975 Lakeside Parkway, Suite350, Tucker, GA 30084		
City of Beaufort, SC	Managed IT and Security	Nov 2016 – Present
Primary Contact: Bill Prokop, City Manager Phone: 843-525-7070 Email: wprokop@cityofbeaufort.org Address: 1911 Boundary St, Beaufort, SC 29902		
City of Dunwoody, GA	Managed IT and GIS Services	Feb 2015 – Present
Primary Contact: Eric Linton, City Manager Phone: 678-382-6700 Email: eric.linton@dunwoodyga.gov Address: 4800 Ashford Dunwoody Rd, Dunwoody, GA 30338		

REQUEST FOR PROPOSAL

Information Technology Support Services (Section 2)



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Methodology & Scope of Services: IT and Security



IT Services Approach and Methodology

InterDev believes in the power of results. Since 1980 InterDev has applied its extensive information technology experience to improve the IT environment for municipalities — providing them with improved cybersecurity, IT infrastructure, and increased helpdesk responsiveness. To ensure high-quality services, InterDev applies continuous assessment that extends to the staff that we supply for our clients and partners, and this assessment involves our customers. Our management assessment culminates into a quarterly report that measures the decision-making ability and judgment of each of our team members. This review measures our team's ability to deliver services that exceed our client's expectations. InterDev also uses a customer satisfaction survey to identify areas of opportunity regarding our helpdesk capabilities, overall responsiveness, and general satisfaction with the services being provided.

InterDev will supply an IT management team that will work collaboratively with the City Manager (or their designee) to identify and execute various priorities for the provision of Information Technology, and Security Component for Information Technology services. This collaboration will provide the incumbent information technology team at the City with cross-training to ensure continuity, and to ensure that InterDev's knowledge and expertise has the effect of raising the efficacy of the entire team. In managing projects and activities that align with the priorities of the City Manager, InterDev will proactively identify opportunities to improve, maximize, or replace hardware and software to improve performance and security.

To ensure all computers meet current industry standards, InterDev will deploy a PC Lifecycle Replacement Plan for the City of Stonecrest. To ensure that users have the appropriate systems for their job responsibilities, we have created a tiered user rating system to properly fit all City users with appropriate workstation configuration for their needs. Annually, InterDev will review the City's cellular devices and performs upgrades to all phones and handheld devices when necessary.

InterDev will properly budget all costs related to IT projects that staff decide on during the annual strategic planning process. All projects and new major purchases will be listed in the Annual IT Work Plan that will be submitted to the City Manager and Finance Department during the City's budgeting process.

A major component of a successful IT department is constant communication with end users and City Management. We have set up our helpdesk system to ensure that Service Level Agreements for responses to service requests are followed by our staff. Our standard operating procedures include making regular updates to end users throughout the ticket resolution process, so they know the status of their requests. InterDev's communications with City Management are essential for the delivery of exceptional services to the City. InterDev will provide updates via the regularly scheduled department head meetings and weekly meetings with the Assistant City Manager. Monthly performance reports will also be submitted to City Management to keep them abreast on the workload of the department.

IT Support

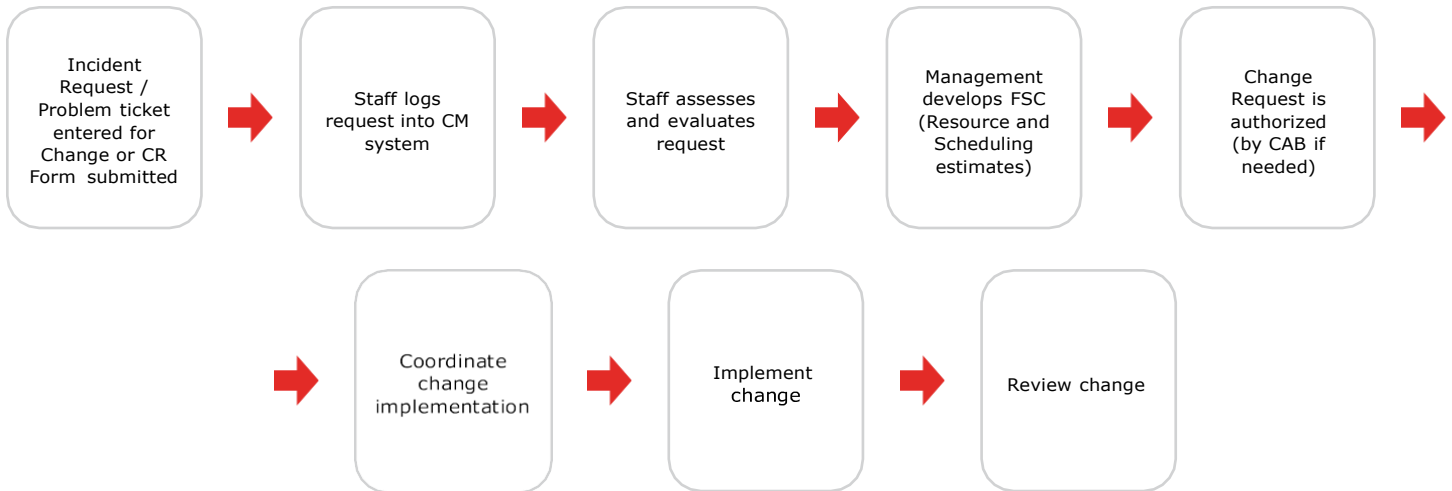
WORK ORDER / TROUBLE TICKET SYSTEM:

Below are abbreviated workflow diagrams of our Incident Management, Problem Management, and Change Management processes.

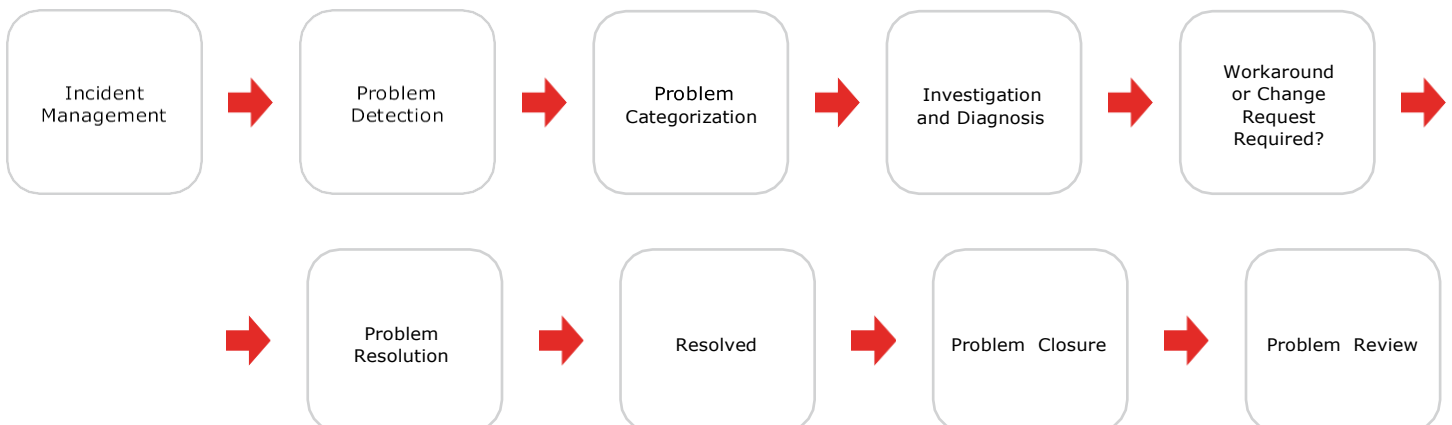
Incident Management Process



Change Management Process



Problem Management Process



Staff Availability and Support Services Response

SUPPORT SERVICES RESPONSE

InterDev's ITIL based support structure for all support services are guided by our customer specific Service Level Agreements (SLAs) that are developed prior to the client onboarding process. InterDev will provide Stonecrest with 24x7 support options that includes our advanced monitoring services.

Service Levels and Response Times

InterDev will work with Stonecrest to determine the most appropriate levels of support for each category of incident. This process will ensure InterDev's response is in sync with Stonecrest expectations, business needs, and budgets. Defined SLAs are only valid during normal business hours, which are 8 AM to 5 PM EST Monday through Friday, unless otherwise agreed upon by InterDev and the client.

Urgency + Impact = Priority

An Incident's priority is determined by assessing its impact and urgency, where:

- Urgency is a measure of how quickly a resolution of the Incident is required
- Impact is a measure of the extent of the Incident and of the potential damage caused by the Incident before it can be resolved.

Incident Urgency (Categories of Urgency)

SERVICE NAME	DESCRIPTION
High (H)	The damage caused by the Incident increases rapidly. Work that cannot be completed by staff is highly time sensitive. A minor Incident can be prevented from becoming a major Incident by acting immediately. Several users with VIP status are affected.
Medium (M)	The damage caused by the Incident increases considerably over time. A single user with VIP status is affected.
Low (L)	The damage caused by the Incident only marginally increases over time. Work that cannot be completed by staff is not time sensitive.

Incident Impact (Categories of Impact)

SERVICE NAME	DESCRIPTION
High (H)	Many staff are affected and/or not able to do their job. Many customers are affected and/or acutely disadvantaged in some way. The damage to the reputation of the business is likely to be high. Someone has been injured.
Medium (M)	A moderate number of staff are affected and/or not able to do their job properly. A moderate number of customers are affected and/or inconvenienced in some way. The damage to the reputation of the business is likely to be moderate
Low (L)	A minimal number of staff (single user incidents) are affected and/or able to deliver an acceptable service but this requires extra effort. A minimal number of customers are affected and/or inconvenienced but not in a significant way. The damage to the reputation of the business is likely to be minimal.

A defined SLA structure increases our efficiency and effectiveness of dispatching tickets and getting them resolved in a timely manner. It also helps to set the City's staff expectations for when they can anticipate their incident or service requests to be filled. These levels can be modified if higher response levels are necessary for certain City services (i.e. Police, Fire, Emergency Operations.)

The finalized Priority Matrix for each Service Level or SLA layer would resemble the draft version below. The City's actual SLA's will be determined jointly between Stonecrest and InterDev.

		IMPACT		
		H	M	L
Urgency	H	1	2	3
	M	2	3	4
	L	3	4	5

PRIORITY CODE	DESCRIPTION	TARGET RESPONSE TIME	TARGET RESOLUTION TIME
1	Critical	30 Minutes	1 Hour
2	High	1 Hour	8 Hours
3	Medium	4 Hours	24 Hours
4	Low	8 Hours	48 Hours
5	Very Low	1 Day	1 Week

After Hours & Emergency Services

With our experience supporting municipalities we understand that local governments are 24x7 operations. InterDev will provide 24x7 support to Stonecrest that will include after-hours support that gets routed to our support call center. For after-hours support end users can submit emails or call a dedicated support number. Support request calls will go to a live operator based here in the US that will take note of their issues and do a live hand-off with their assigned technician or his/her backup. The Stonecrest staff will be directed to a technician and never be sent to a voicemail. In the case a technician cannot be contacted, the support call will be escalated to a manager.

The InterDev team is dedicated to providing the best response time for our clients. We adhere to the SLAs and strive to support our clients.

Data Backup and Disaster Recovery

The foundational underpinning for the City's technology infrastructure will be the development and implementation of comprehensive disaster recovery and IT business continuity plans. These plans will directly influence policy, security, network and hardware infrastructure and software setup and deployment.

The plan will detail how long it will take to get back online, what it will cost, and what plan is followed in the interim.

InterDev has completely restructured and improved many backup and recovery infrastructures for our customers by implementing solutions that drastically reduce the amount of downtime that could occur during a disaster situation, while increasing the customers' backup capabilities. InterDev will improve backup and recovery systems and procedures to ensure all the City's critical data are properly protected.

Reviews and training for the Disaster Recovery / Business Continuity plan will be conducted annually and after any significant changes that are made to the computer/network/ telecommunications, so that changes to the City's environment can be incorporated. In addition, audits and simulation of a disaster and recovery will be conducted on a schedule to be mutually determined during initial planning.

Cybersecurity Assessment

InterDev will provide the City of Stonecrest with an objective, baseline report as to the current cybersecurity state of the environment, to understand the overall risk to the environment, and to identify, and prioritize any issues that may need to be addressed.

Network Monitoring

InterDev has experience supporting networks made up of all types of network hardware and applications. Managed network services include:

- Basic device monitoring uptime and downtime.
- Proactive and Reactive monitoring.
- Our basic monitoring includes device configuration backups.
- Advanced network monitoring includes S-flow, NetFlow, bandwidth utilization, application traffic monitoring, etc.
- Device configuration and installation
- Device patching and firmware upgrades
- Asset Management

The InterDev network support team has technical certifications on numerous brands of network hardware including Cisco, Cisco Meraki, HP, Fortinet, Barracuda, etc.

Our network monitoring services include basic device and application up/downtime monitoring, along with advanced features like S-flow, NetFlow, bandwidth analysis, and many more. Below is a breakdown of our network monitoring benefits and capabilities:

Proactive Network Monitoring

ALERTS & NOTIFICATIONS

We stay on top of important events on your networks with preconfigured and customizable alerting.

SERVICE MONITORING

Inventory and monitor the services running on nearly any device.

CONTEXT-AWARE DATA

Get relevant and actionable information tailored to each device type.

RICH STATISTICS

We can supply City of Stonecrest with data that will help you understand and improve the stability of your networks with usage and health stats.

LIVE & HISTORIC DATA

View network performance as it happens with 60-second polling, or dive into detailed logs

Network Topology

AUTOMATED NETWORK MAPPING

In minutes, see a complete map of physical and logical topologies.

AUTOMATED INVENTORY

Have a profile for every device on a network at your fingertips. Export the data to a spreadsheet or sync it to your CRM or helpdesk system.

NETWORK DOCUMENTATION

Instantly know how everything on a network is connected and configured.

IP ADDRESS MANAGEMENT

Get an automatic list of all the IP addresses you are currently using, and which devices are using them.

MAP SEARCH & FILTER

Quickly find and visually isolate any part of a managed network.

MAP EXPORT

Print multiple map views of your network and server infrastructure to PDF or SVG for easy sharing or storage

Network Monitoring (continued)

Troubleshooting

NETWORK EVIDENCE

- Instantly know where a device has been seen across a network.

DEBUG DATA

- With our tools we can collect all the technical debugging data needed to help diagnosis simple and complex network and server issues.

CONFIGURATION MANAGEMENT

- We can know exactly how devices are configured and when they change. Part of our configuration management is the automated backup the configuration files of network switches, routers, firewall, wireless controllers, and other network attached devices.

CONFIGURATION RESTORE

- Our tools can instantly bring back any configuration from your version history.

CONFIGURATION ANALYSIS

- We can provide data driven suggestions for improving the performance and stability of your network.

IT Security

InterDev understands the importance of operating in a secure IT environment. For over 15 years, we have helped municipal governments build secure networks, establish protocols to ensure they could be defended, and influence policies to maintain a secure environment.

Security has become an integral, necessary component of any organization. It no longer matters if you are a commercial entity or a public service organization, if you are large or small; security is a necessary part of conducting business. We believe that a well-constructed, layered defense, that is fully integrated into your systems and processes will serve as an enabler for your organization.

Conducting regular assessments, continually analyzing vulnerabilities, and testing those systems are critical components to any security program. Built specifically for these types of opportunities, InterDev has garnered a regional reputation for providing solutions-focused and industry leading managed IT services.

InterDev's deliberate approach to comprehensive IT solutions for government has prepared us to implement a strategy that will provide Stonecrest with the following benefits:

A. INCREASED OPERATING EFFICIENCY	B. INCREASED OPPORTUNITIES FOR COST SAVINGS	C. INCREASED FOCUS ON HUMAN CAPITAL
Will include increased capacity via an in-house IT team of professionals	Extensive experience working with municipalities to reduce costs and to become more efficient	Includes developed security services to benefit the City and the community
Reduced workload on in-house resources	InterDev's professional IT assessment provides critical data from your servers, PC workstations, laptops, network printers, cell phone, and camera systems to benefit the City.	Aims to support Stonecrest to improve the function of the City and the lives of residents
Increases a focus on compliance	Provide critical data for increasing equipment and product utilization, efficiency, and security of the City's environment.	Includes management of services to reduce security vulnerabilities, provide routine maintenance, and monitor overall infrastructure in developing an Information security framework
Increases the accuracy and vigilance around identifying and addressing malware events	No lost time due to systems being unavailable. Reduced loss of time for minor incidents. Reduction in brand damage due to ransomware.	Security Program specifically for City of Stonecrest

InterDev Security Stacks

InterDev has two Security Bundles – **Core Security** and **Security Essentials**. These bundles can be modified to fit our client’s needs but have been configured to provide the levels of security that are required in today’s technology focused world.

Security Essentials - This package of security products and services represents what InterDev considers the absolute minimum level of security and risk management required for an organization. Our security essentials stack provides clients with a cost-effective set of security tools and represents what we would consider the minimum amount of due care to meet basic cyber-hygiene.

Core Security - The Essentials bundle of products and services broadens Security coverage to include more complete set of security tools. This is InterDev’s recommended entry point for our clients and is more representative of the tools that every organization should have. This package provides organizations with a very rapid increase in overall security posture that directly translates to a reduction in cyber-risk.

Managed Security Services	Essentials	Core	Advanced*
Endpoint Security	X	X	X
Email Security	X	X	X
Firewall Management	X	X	X
Multi-Factor Authentication	X	X	X
External Vulnerability Scans	X	X	X
Endpoint Detection and Response (EDR)		X	X
DNS Filtering		X	X
Email Archiving		X	X
Dark Web Monitoring		X	X
Server & Workstation Benchmarking		X	X
Email Security, Archive & Cloud-To-Cloud Backup			X
Web Application Firewall			X
Continuous Cyber Risk Management			X

** Items from the Advanced packages can be added to packages a la carte. Those items may replace or alter items from the other packages.*

Endpoint Protection / Endpoint Detection and Response (EDR) - We have partnered with SentinelOne to provide an enterprise-grade, lightweight and highly effective endpoint protection platform with our high security configuration. This product is backed by a cybersecurity insurance product. We have witnessed this product stop browser-based web attacks in near real time. This is the security team's go-to tool when performing incident response to ensure an environment is fully protected. This offering comes in two variations to fit any budget.

Email Security - Provided by Barracuda networks and hardened by our security team, this platform ensures that malicious email does not reach your users' mailbox. For our Office 365 customers, we also leverage Barracuda's Sentinel platform that leverages a behavior-based AI engine to prevent account take-over, auto-remediate phishing attempts and prevent domain spoofing.

Firewall Management - Having your firewall hardened and managed by our security team will ensure that only authorized communications traverse your network boundary. The team also ensures that the platform is backed up, updated and current with manufacturer recommendations.

Multi-Factor Authentication (MFA) - InterDev uses Duo Security for our three multi-factor authentication offerings. Duo MFA as a base offering, Duo Access for organizations requiring more granular control and conditional access, and Duo Beyond for those requiring much greater control over endpoints. Duo is completely cloud-based, easy to use and offers several methods for authentication.

Monthly External Vulnerability Scans - Using the Nessus platform, the InterDev team conducts monthly scans of all publicly owned Internet Protocol (IP) address space to identify any public facing vulnerabilities or misconfigurations that could impact overall security.

DNS Filtering - DNS Filtering is one of the number one strategies to defeat malware as it detects potential malicious activity prior to the connection being established. It provides this protection whether on or off network and extends on-premise web filtering to mobile users.

Dark Web Monitoring - Using Kaseya's DarkWeb ID platform, the security team monitors and is alerted when your credentials are found on the DarkWeb allowing us to take pre-emptive action to protect against account compromise.

Web Application Firewall - Provided by Barracuda Networks, the cloud-based Web Application Firewall (WAF) provides an additional layer of protection for your public facing web services. Protection schemes are tailored for each application by our security team.

Onboarding Security Assessment - Our onboarding assessment, accomplished with Rapid Fire Tools Network Detective, is designed to create a baseline of the current network security posture. This baseline is used to produce a roadmap for improving security and to make well informed, risk-based budgeting decisions. This assessment can be performed annually to provide regular reporting on overall security posture.

INTERDEV SERVICE CATALOG

The following tables indicate the services included in InterDev's standard IT managed support services.

END USER SERVICES

Service functions that directly involve the support of the client End User. These services focus primarily on desktop hardware, application, training, monitoring, and management support. Inclusive of all work to be performed during normal business hours. Patch management and updates will be performed on a scheduled basis during a maintenance window. Service metrics to be measured will be specified in the client's agreement(s) that will cover this service.

SERVICE NAME	DESCRIPTION	FEATURES
Desktop Support	Provides in-person support for individual business users regarding end-user technology (hardware or applications)	<ul style="list-style-type: none"> Onsite support for server & peripheral hardware Remote hardware support Incident Management Problem Management
Application Support	Helping employees troubleshoot application errors or malfunctions (On-premise/Hosted/ Cloud)	<ul style="list-style-type: none"> Remote application support On-site application support Incident Management Problem Management
Mobile Device Support	Provides support for individual business users regarding mobile device technology (hardware or applications)	<ul style="list-style-type: none"> Remote application and hardware support On-site application and hardware support
Lifecycle Management	Standard management and administration of end user hardware and applications (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> Version Control Asset Management License Management Change Management
Patch Management	Patch and Firmware management of all end user desktop hardware and applications (On- premise/Hosted/Cloud)	<ul style="list-style-type: none"> Windows Updates Firmware Updates Third Party Applications Updates
Monitoring	Proactive and reactive monitoring of end user desktop hardware and applications (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> Device Monitoring Limited Application Monitoring
Software Provisioning	Supply employees with necessary up-to-date software for them to work	<ul style="list-style-type: none"> Request non-standard software Procure/order new software Install and upgrade standardized desktop software

DATA CENTER SERVICES

Service functions that directly involve the support of the data center operations and infrastructure. These services focus primarily on server and storage hardware, applications, monitoring, and management support. Inclusive of all work to be performed during normal business hours. Patch management and updates will be performed on a scheduled basis during a maintenance window. Service metrics to be measured will be specified in the client's agreement(s) that will cover this service.

SERVICE NAME	DESCRIPTION	FEATURES
Server and Storage Hardware Support	Provides in-person support for server and storage hardware regarding end-user technology (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> ▪ Remote hardware support ▪ Onsite support for server & peripheral hardware ▪ Incident Management ▪ Problem Management
Server and Storage Application Support	Troubleshoot application errors or malfunctions (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> ▪ On-site application support ▪ Remote application support ▪ Incident Management • Problem Management
Lifecycle Management	Standard management and administration of enterprise applications, server and storage hardware (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> • Asset Management • Version Control • License Management • Change Management
Patch Management	Patch and Firmware management of all end user desktop hardware and applications (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> • Hypervisor Updates • Windows Updates • Firmware Updates • Third Party Applications Updates
Monitoring	Proactive and reactive monitoring of server and storage related hardware and applications (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> • Device Monitoring • Application Monitoring
Data Backup and Recovery Management	Management and monitoring of all data backup and recovery systems. Includes any Data Backup and Disaster Recovery Policies and practices (On-premise/Hosted/Cloud)	<ul style="list-style-type: none"> • On-premise data backup management • Cloud data backup management • Data backup application support (on-premise or cloud) • Disaster Recovery application support (On-premise or Cloud)
Facilities Management Support	Management and support of all data center facilities related infrastructure	<ul style="list-style-type: none"> ▪ Access Control System Management ▪ Power Systems Management and Monitoring ▪ Cable Infrastructure Management ▪ Environmental Control Systems Management and Monitoring
Hardware and Software Provisioning	Supply employees with necessary up-to-date software and hardware for them to work	<ul style="list-style-type: none"> • Request non-standard software • Procure/order new software • Install and upgrade standardized desktop software

NETWORK SERVICES

Service functions that directly involve the support of the network operations and infrastructure. These services focus primarily on network hardware, applications, monitoring, and management support. Inclusive of all work to be performed during normal business hours. Patch management and updates will be performed on a scheduled basis during a maintenance window. Service metrics to be measured will be specified in the client's agreement(s) that will cover this service.

SERVICE NAME	DESCRIPTION	FEATURES
Network Hardware Support	Provides in-person support for network hardware regarding network and telecommunication technology	<ul style="list-style-type: none"> ▪ Onsite support for server & peripheral hardware ▪ Remote hardware support ▪ Incident Management ▪ Problem Management
Network Application Support	Troubleshoot network application errors or malfunctions	<ul style="list-style-type: none"> ▪ Remote application support ▪ On-site application support ▪ Incident Management ▪ Problem Management
Lifecycle Management	Standard management and administration of enterprise-wide network hardware and applications	<ul style="list-style-type: none"> ▪ Version Control ▪ Asset Management ▪ License Management ▪ Change Management
Patch Management	Patch and Firmware management of all network-related hardware and applications	<ul style="list-style-type: none"> ▪ IOS Updates ▪ Firmware Updates ▪ Third Party Applications Updates
Monitoring	Proactive and reactive monitoring of network related hardware and applications	<ul style="list-style-type: none"> ▪ Device Monitoring ▪ Limited Application Monitoring
Facilities Management Support	Management and support of all data center facilities related infrastructure	<ul style="list-style-type: none"> ▪ Access Control System Management ▪ Power Systems Management and Monitoring ▪ Cable Infrastructure Management ▪ Environmental Control Systems Management and Monitoring

SECURITY SERVICES

Service functions that directly involve the support of the security team. These services focus primarily on security hardware, applications, monitoring, and management support. Inclusive of all work to be performed during normal business hours. Patch management and updates will be performed on a scheduled basis during a maintenance window. Service metrics to be measured will be specified in the client's agreement(s) that will cover this service.

SERVICE NAME	DESCRIPTION	FEATURES
Security Support	Security Engineer(s) Security Analyst(s)	<ul style="list-style-type: none"> ▪ Remote Support ▪ Incident Management ▪ Problem Management
Basic Firewall Management	Includes ensuring all appropriate services are enabled and configured, rules are configured in accordance with best practice, and performing regular backups of configuration	<ul style="list-style-type: none"> ▪ Remote support ▪ On-site support ▪ Incident Management ▪ Problem Management
Anti-Virus Management and Support	Configuration, Management, and monitoring of Anti-Virus / Endpoint Protection Platform to include ensuring complete coverage of AV/EPP in the environment	<ul style="list-style-type: none"> ▪ Remote application support ▪ On-site application support ▪ Incident Management ▪ Problem Management
Lifecycle Management	Administrative management of security related hardware and software specific to product lifecycle	<ul style="list-style-type: none"> ▪ Version Control ▪ Asset Management ▪ License Management ▪ Change Management
Patch Management	Patch and Firmware management of all security related hardware and applications	<ul style="list-style-type: none"> ▪ Operating System Updates ▪ Firmware Updates ▪ Third Party Application Updates
Email Security Management	Configuration, management, and monitoring of email security platform.	<ul style="list-style-type: none"> ▪ Remote support ▪ On-site support ▪ Incident Management ▪ Problem Management

Geographic Information Systems



InterDev GIS Services

InterDev provides GIS services as part of a comprehensive IT strategy for the City of Stonecrest. InterDev understands the critical importance of GIS in today's municipal operations.

At InterDev, GIS services goes well beyond simply creating maps. InterDev's GIS staff will focus on analysis and gaining insight that helps the City of Stonecrest make more informed decisions. GIS is an excellent engagement platform which allows our GIS staff the opportunity to focus on smart strategies that promote the following aims:

- Create or modify departmental processes and workflows to advance efficiency.
- Bolster the City's ability to manage its own data.
- Create tools to increase public awareness of operations and other important GIS-related activities impacting the community.

Data development, storage, and retrieval/accessibility are some of the strengths to InterDev's GIS approach. InterDev believes that city staff, more than ever before, should be empowered with tools that allow them to actively participate in GIS-related activities. The closer we can connect staff knowledge to these activities, the more useful and informative data becomes.

Through web applications the public is provided access to information and data that Stonecrest can develop from its GIS activities. InterDev feels that GIS is an excellent engagement tool with the ability to connect the community to the city's information and vice versa.

Our approach to a successful Geographic Information System (GIS)

GIS has become an integral part of the local government landscape. Many cities are embracing new technology for improved processes and better decision making by turning to GIS. A properly run GIS can facilitate innovation beyond just maps. The primary objectives of our GIS Services are to build and maintain an enterprise GIS environment and provide ongoing proactive GIS services for the City.

Our Collaborative Approach

InterDev will dedicate a skilled GIS professional to the city who will not only work with City departments and citizens but also collaborate with InterDev's GIS team to ensure that a steady flow of ideas and solutions. We are very proud of our ability to provide high-level team knowledge and believe that our "team" approach separates us from other service providers.

The primary objective of the proposed GIS Services is to expand the City's GIS and to provide proactive GIS support for the City of Stonecrest.

Our Vision

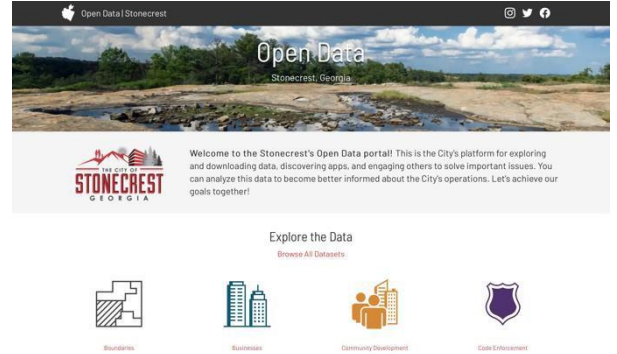
InterDev understands the importance of GIS services and data to the day-to-day operations of local governments. Our team will closely manage the development and maintenance of your GIS environment to ensure it brings positive results and benefits to the City, its staff, and citizens.

Our strategy for delivering these objectives is simple:

- Provide an onsite GIS resource for ad-hoc mapping and data requests
- Enhance City projects with the use of GIS technology
- Empower GIS users at the City with tools to improve their daily workflows
- Educate staff, council, and citizens on the capabilities and uses of GIS technology

In our experience, the best way to achieve growth and success is to encourage others to engage in the use of GIS technology. In the past five years, we've implemented this strategy successfully by providing GIS tools to many of Stonecrest's staff members. These platforms have been implemented specifically at Stonecrest, for example:

- Open Data Hub to share the City's data and eliminate administrative overhead associated with open records requests
- Automated generation of staff report maps, saving countless staff hours
- Tools that allow for the automated creation of mailing lists to alert residents of zoning changes
- Management of traffic assets
- Field tools that allow for mobile data collection



One of the tools we leveraged to great success in the past was MosaicGIS, our cloud-hosted enterprise GIS platform. However, due to licensing requirements, we are migrating many clients away from this approach onto a combination of ArcGIS Online and ArcGIS Desktop. We are still a strong believer in cloud-first approach and this combination of software will provide a strong platform for Stonecrest to run its operations.

Smart Cities and Innovation

Smart cities and smart communities are those that make the lives of their citizens better. As the core data platform for most cities, GIS is the key to unlocking a city's ability to offer such services. With GIS technology, they can meet current challenges; rethink "business as usual" mindsets; and reimagine a community based on technological advances that support infrastructure needs, humans in crisis, and whatever else the future may bring.

InterDev follows Esri's four technology tenants that governments need to deliver a smart community:

Planning and Engineering

Support urban and community design

Operational Efficiency

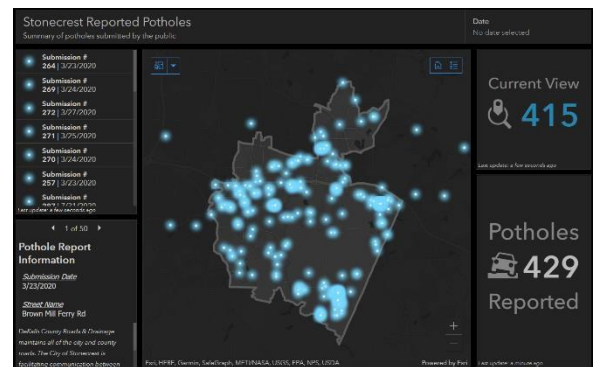
Deliver good government services

Data-Driven Performance

Achieve insight, fueled by real-time data and analytics

Civic Inclusion

Connect with the community through civic engagement and social balance



Many cities labor under the incorrect assumption that they need to pay some slick consultant exorbitant prices in order to achieve such initiatives, but the truly useful practical solutions are often right under their nose in the GIS department.

Information Technology Support Services - RFP No. 2021-24

Cost Proposal Form

(Provide monthly cost below)

Item No.	Year	Monthly Cost	Monthly Cost x 12 months	Annual Cost
1	Year One (1)	\$ 31,306.00	12	\$ 375,672
2	Year Two (2)	\$ 32,487.00	12	\$ 389,844
3	Year Three (3)	\$ 33,716.00	12	\$ 404,592
4	Year Four (4)	\$ 34,993.00	12	\$ 419,916
5	Year Five (5)	\$ 36,322.00	12	\$ 435,864
6	Total Cost	\$		\$ 2,025,888

Company Name: InterDev, LLC

Authorized Company Official: Gary Nichols, CEO

Authorized Company Official Signature: 

Date: 09/23/2021