

City of College Park, Georgia  
**Annual Financial Budget**  
for Fiscal Year Ending  
June 30th, 2019





# City of College Park, Georgia

## Mayor and Council



Mayor Jack P. Longino



Councilman Ambrose Clay, Ward I



Councilman Derrick Taylor, Ward II



Councilman Tracey Wyatt, Ward III



Councilman Roderick Gay, Ward IV

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**Annual Budget**

**Approved for the fiscal year ending June 30, 2019**

**Terrence Moore, ICMA-CM**

City Manager

**Michael Forsythe**

Interim Director of Finance and Accounting

**Rodrique D. Taylor**

Accounting Supervisor

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### VOTING PRECINCTS

AUDITORIUM  
WARD 1, WARD 3 NORTH, WARD 2 NORTH

CAMP TRUITT SENIOR CTR.  
WARD 2 MIDDLE, WARD 2 SOUTH  
WARD 4 NORTH

Godby Road Community Bldg.  
WARD 4 SOUTH, WARD 3 MIDDLE,  
WARD 3 SOUTH, WARD 2 CLAYTON CO.



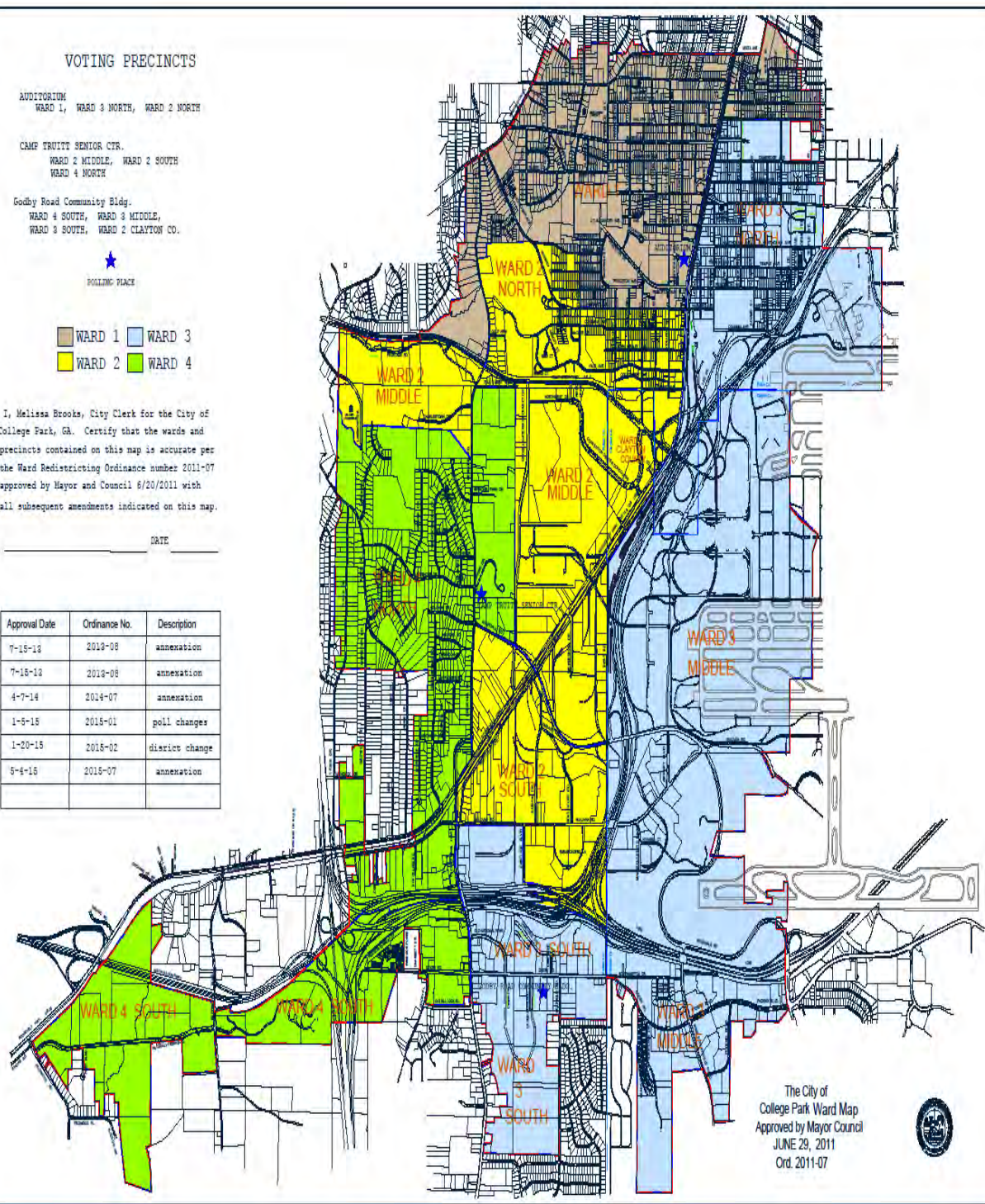
POLLING PLACE

WARD 1
  WARD 3  
 WARD 2
  WARD 4

I, Melissa Brooks, City Clerk for the City of College Park, GA. Certify that the wards and precincts contained on this map is accurate per the Ward Redistricting Ordinance number 2011-07 approved by Mayor and Council 6/29/2011 with all subsequent amendments indicated on this map.

DATE \_\_\_\_\_

Approval Date	Ordinance No.	Description
7-16-13	2013-08	annexation
7-16-13	2013-08	annexation
4-7-14	2014-07	annexation
1-5-15	2015-01	poll changes
1-20-15	2015-02	district change
5-4-15	2015-07	annexation



The City of  
College Park Ward Map  
Approved by Mayor Council  
JUNE 29, 2011  
Ord. 2011-07





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of College Park  
Georgia**

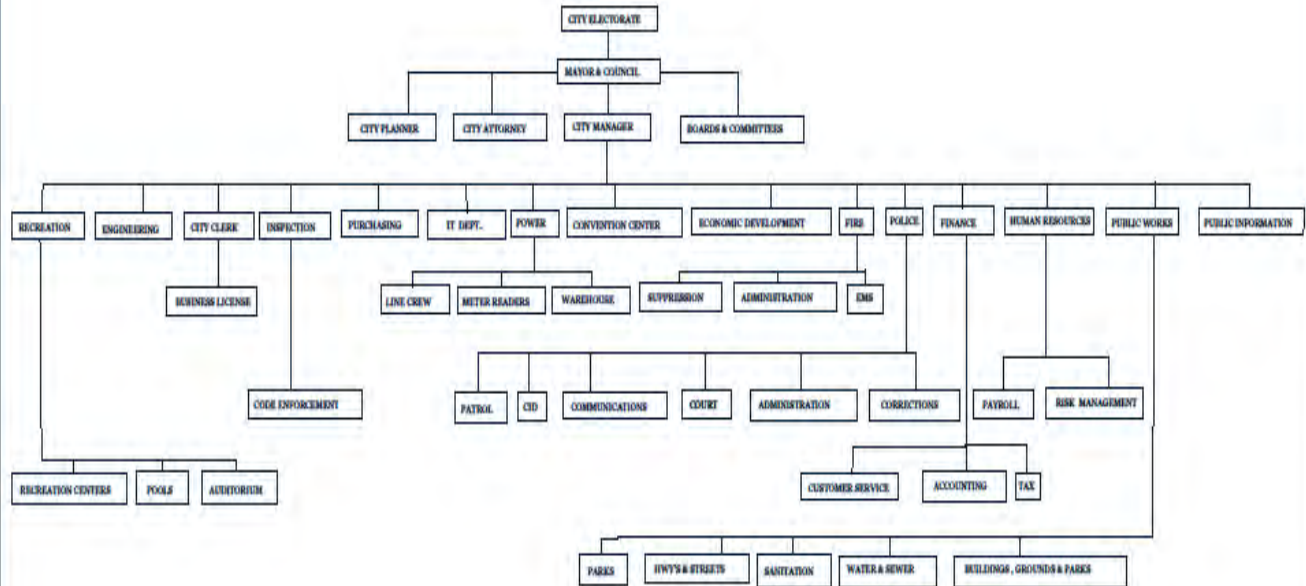
For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morill*

Executive Director

# City of College Park Organization Chart





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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Government**

- Chartered on December 16, 1895.
- Originally, College Park was known as Manchester and was renamed by Lula Roper who placed the name in a lottery.
- The affairs of College Park, Georgia are conducted by a Mayor and a Council consisting of four members.
- The daily operations of the city are run by the city manager appointed by and responsible to the mayor and council.

**More Facts**

- The city has 853 properties listed on the National Register of Historic Places by the United States Department of the Interior.
- The College Park Woman’s Club is located in Historic College Park and is one of the oldest in Georgia.
- Also, the east-west streets(avenues) are named for Ivy League institutions and the north-south streets are named for influential College Park residents.

**Geographic Characteristics of College Park, Georgia**

	<b>Land Area</b>	<b>Climate</b>	<b>Topography</b>
Square Miles	12.01 Sq/Miles		
Average Annual Temperature		64 Degrees	
Average Annual Rainfall		4.18 Inches	
Elevation			1,050 Feet

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Demographics**

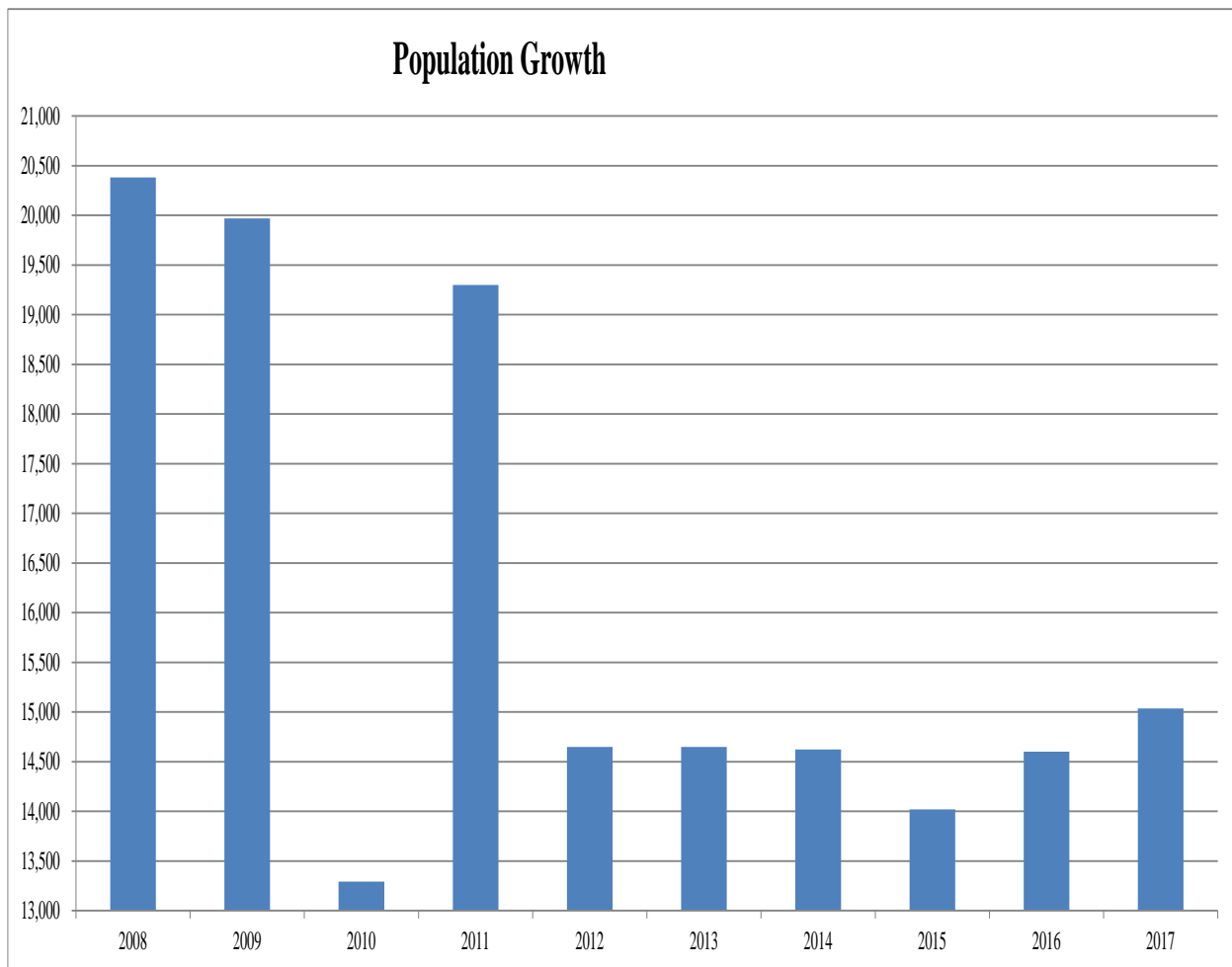
<b>Age, Race &amp; Gender Composition</b>	
Non-Hispanic Black	79%
Non-Hispanic White	12%
Hispanic	7%
Native American	1%
Asian	1%
Male	47%
Female	53%
Age 19 & Under	14.0%
Age 20 - 24	7.9%
Age 25 - 44	31.0%
Age 45 - 64	23.0%
Age 65 +	7.0%

CITY OF COLLEGE PARK, GEORGIA  
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The following table depicts information related to the population of College Park, Georgia.

**All About College Park, Georgia**

**Just the Facts**





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Economy**

The following information reveals the many economic highlights in College Park, Georgia.

<b>Top Ten Employers in College Park, Georgia</b>	
<b>Company</b>	<b>Employees</b>
#1 Chick-Fil-A Inc.	1,599
#2 Federal Aviation Administration	1,300
#3 Sysco Corporation	768
#4 Southwest Airlines Co.	664
#5 Woodward Academy	630
#6 Express Jet Airlines	532
#7 Logisticare Solutions, LLC	403
#8 VXI Global	360
#9 Marriott Hotel #481	238
#10 Marriott Hotel #11005	206

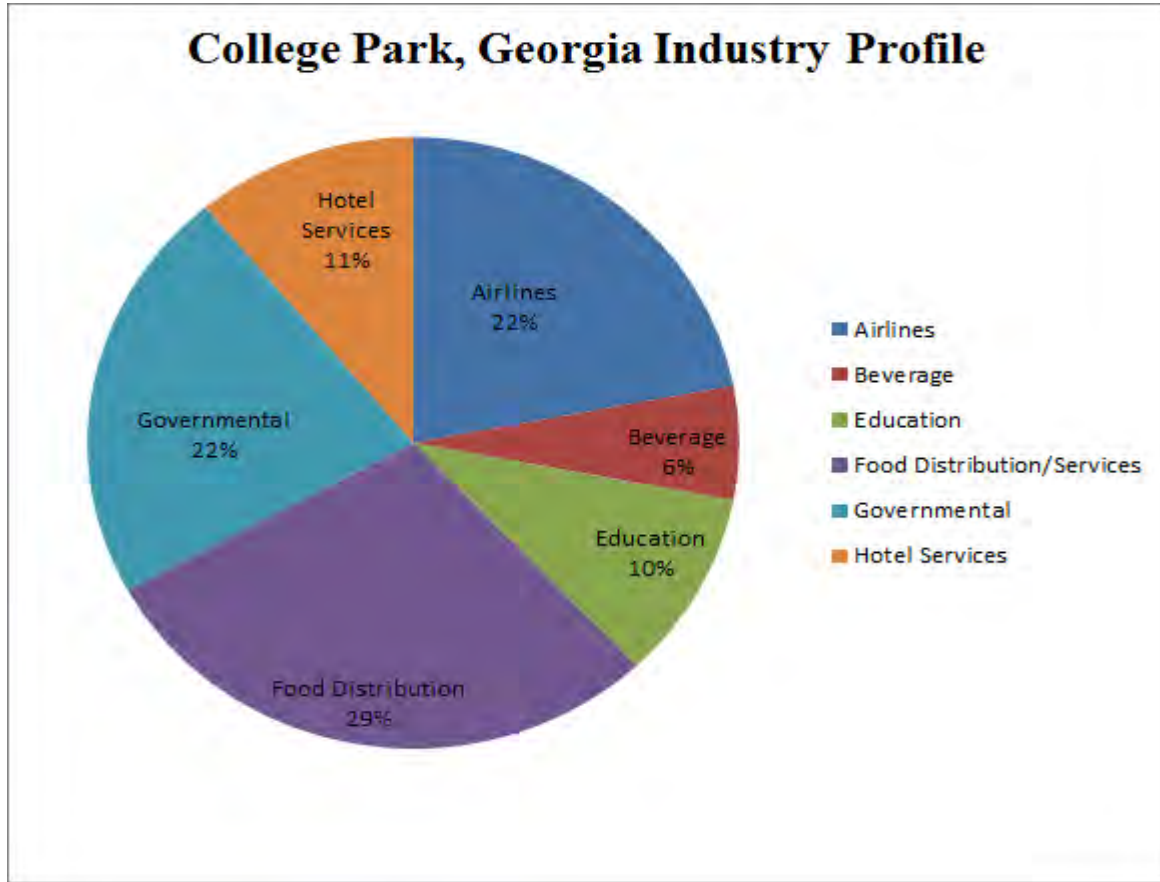
<b>College Park has over 1,300 licensed businesses.</b>
---

<b>Unemployment within College Park is above the state and national rates.</b>	
<b>2017</b>	
U.S.....	<b>4.35%</b>
Georgia.....	<b>4.7%</b>
CollegePark.....	<b>4.4%</b>

CITY OF COLLEGE PARK, GEORGIA  
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All About College Park, Georgia

Just the Facts



Housing Statistics 2017

Number of Housing Units-----	7,317
Single Family Housing Units-----	30%
Multi-Family Housing Units-----	70%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Service Statistics:**

The chart below describes several of the services provided in College Park, Georgia.

<b>Public Safety 2017</b>	
<b>Fire Protection</b>	<b>Police Protection</b>
Fire Stations.....2	
Sworn Employees.....70	Sworn Employees...93
Civilian Employees....3	Civilian Employees...43

<b>Highways and Streets</b>	
Miles of Road Maintained.....75	
Traffic Signals.....37	

The City owns and operates a water distribution system.

<b>Water and Sewer 2017 Statistics</b>	
Customer Accounts Served.....2,880	
Miles of Water Lines.....99	
Fire Hydrants.....957	
Water Storage Capacity (Gallons).....1.25 million	

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

The City owns and operates a retail electric distribution system.

**Electric System 2017 Statistics**

Electric Customers-----	7,149
Average Consumption-----	705 megawatts per day

**Educational System**

Elementary Schools-----	2
Middle Schools-----	0
High School-----	0
Alternative School-----	1
Private School-----	1

Woodard Academy is the largest private school in the continental United States, enrolling students from more than 22 metro counties.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

<b>Parks, Recreation &amp; Cultural Affairs</b>	
City Park Properties-----	6
City-Owned Golf Course-----	1
Golf Academy-----	1
Recreation Centers-----	3
Gymnastic Center-----	1
Lighted Tennis Courts-----	10
Multi-Purpose Fields-----	6
Football Stadium-----	1
Swimming Pools-----	2
Play Grounds-----	8
Basket Ball/Volley Ball Courts-----	4
Picnic Areas-----	8
City Auditorium-----	1
Georgia International Convention Center-----	1
Library(Fulton County)-----	1
Senior Center-----	1
Health Center-----	1

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**All About College Park, Georgia**

**Just the Facts**

Named one of Atlanta Magazine's "Best Places To Call Home" in April 2003, the City of College Park has become one of the most exciting communities in the greater metropolitan Atlanta area in which to live. A well established community with an individuality all its own, College Park, located near the Hartsfield-Jackson Atlanta International Airport, Interstates I-85 and I-285.

Residents and visitors alike will find that this revitalized City offers the best of Southern hospitality in its city services, local restaurants, lodging accommodations, parks and recreation, and community events.

**Historic Sites**

College Park Auditorium

College Park Historical Society

College Park's Women's Club

Historic College Park Neighborhood  
Association

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Georgia International Convention Center**

The second largest convention facility in Georgia with a total of 400,000 square feet of space featuring Georgia's largest ballroom at 40,000 square feet, the GICC is "a marvel of form and function," a new standard of convention in aesthetics, amenities and accommodations.

**For More Information**

If you would like more information about College Park, Georgia, please visit the College Park, Georgia website at [www.collegeparkga.com](http://www.collegeparkga.com), call City of College Park 404-767-1537.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET



July 31, 2018

The Honorable Mayor  
Members of the City Council  
City of College Park, City Hall  
3667 Main Street  
City of College Park, Georgia 30337

Dear Mayor and City Council:

**Strategic Goals and Initiatives**

The mission of the City of College Park is “to provide cost effective programs and services while continuously focusing on preserving and enhancing the quality of life that is enjoyed by all College Park residents”. The purpose of this document is to provide Mayor and Council, citizens, and staff with information on performance in order to 1) enhance public transparency, 2) show what we accomplished using public funds, 3) assist with decision making and 4) enhance the delivery of public services.

All departments are charged with implementing and maintaining programs and services which support the mission and goals of the City. Each department has developed and monitors specific performance measures which allow Council and citizens to more accurately measure outputs and efficiencies of the City’s departments. This FY2018-2019 Budget section clearly aligns the City’s mission, goals and initiatives with spending and shows the impact on operations the proposed capital projects will have.

The City of College Park has initiated processes to provide for the future, and plan for services, programs and facilities to meet the needs of citizens, visitors and businesses in the community. The most current budget process addresses both revenues and expenditures for its operating

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

programs for the current year. The Five Year Capital Improvement Plan (CIP) is developed to address future needs and project financial trends in order to plan for the long-term needs of the City, including personnel, equipment, facilities, operations and maintenance.

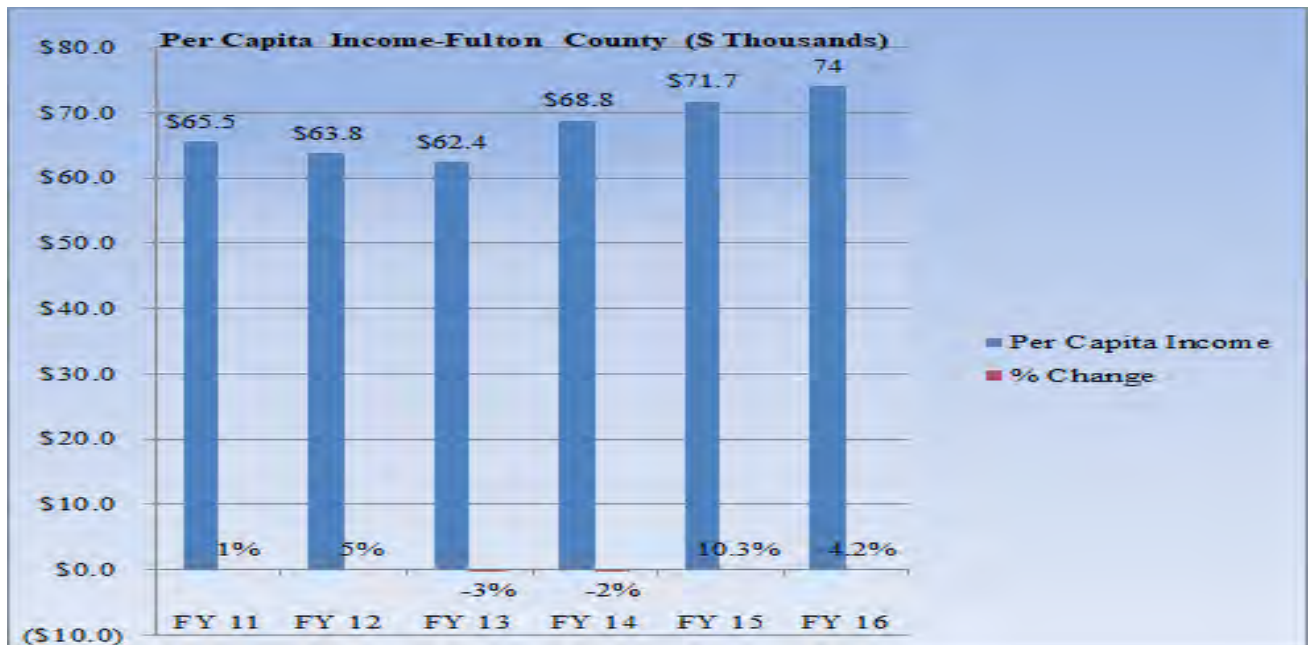
I am pleased to submit for your review and consideration, the Adopted Budget for Fiscal Year 2018-2019, in compliance with provisions of the City of College Park Charter and State of Georgia Statutes. In addition to my detailed discussion regarding the budget, I have included an Executive Summary version.

**Executive Summary**

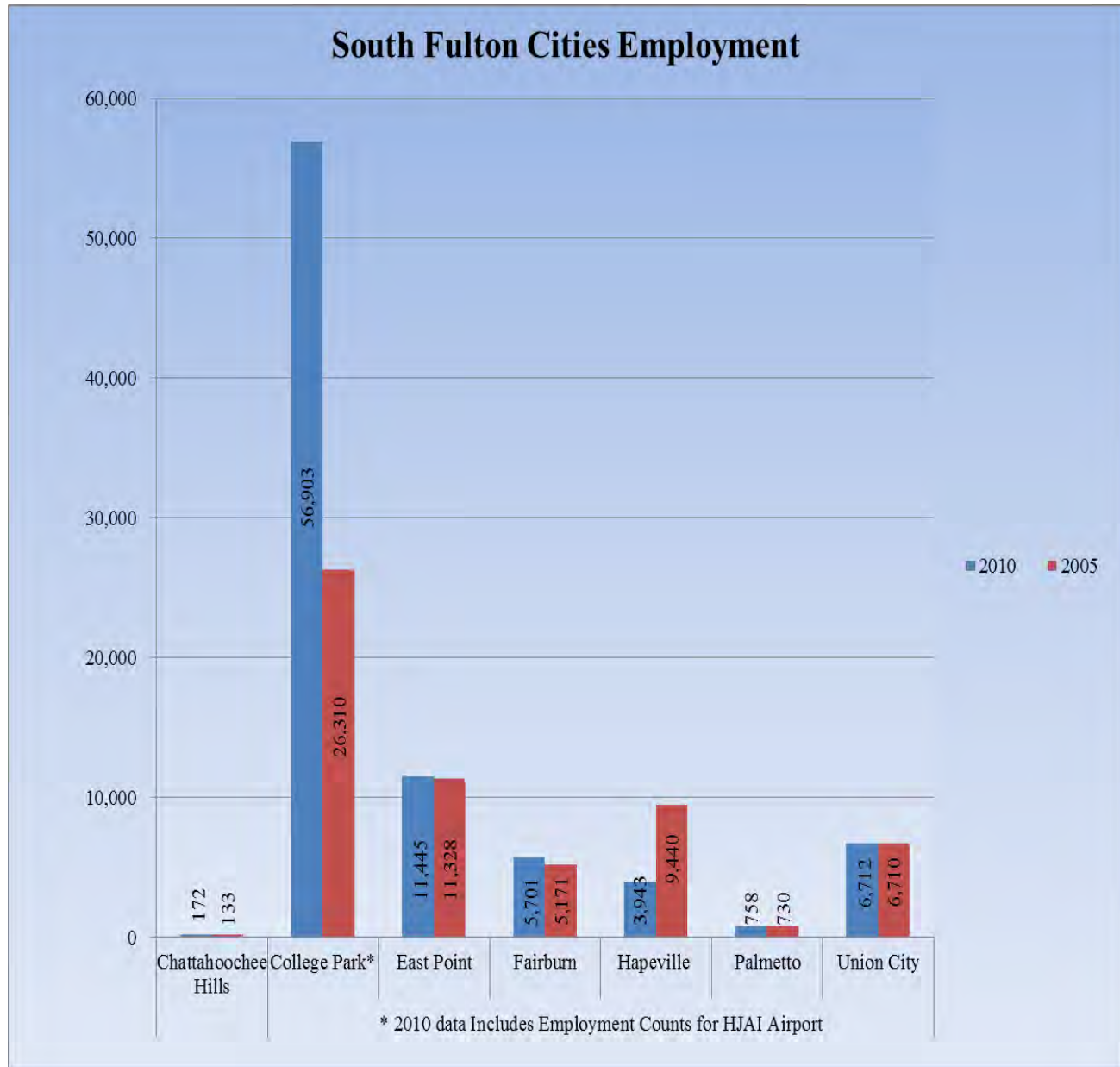
The City of College Park has taken major steps to execute continued efficiencies in operations and municipal services during the past two fiscal years. This was accomplished while maintaining the services provided to the residents of College Park.

**Economic Climate**

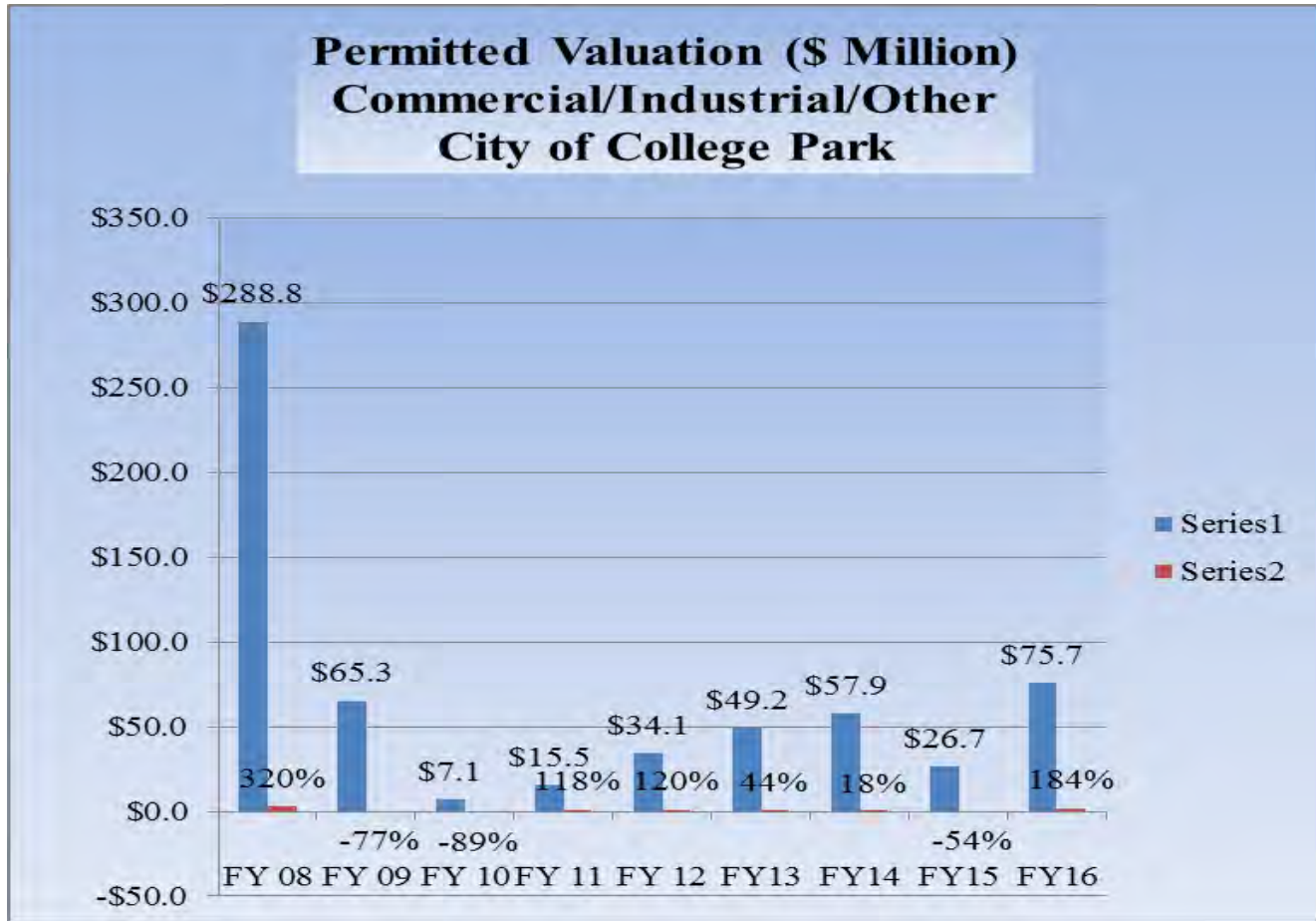
The local economy is predicted to continue its modest growth mode as the new fiscal year unfolds. The two primary economic variables are construction investment and personnel income growth. Both variables are expected to continue modest gains, as job growth remains positive. Employment information based on South Fulton County employment statistics.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET



**Summary of the FY 2018-2019 Budget**

The adopted expenditure budget for FY 2018-2019 is \$122,264,084. This represents a 2.0% increase and \$2,384,496 more than the amended FY 2017-2018 budget of \$119,879,588. Below is the summary of the total All Funds Budget:

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Budget Format**

The College Park budget worksheet format has been structured to address Council’s requests from previous years’ budget meetings. The FY 2017 Actual Expenses are presented, 2018 Amended Budget, 2018 Actual Expenses (year to date through June 30, 2018), Percent Used (percentage of 2018 Actual expenses over 2018 Amended Budget), 2019 Department Head Requested, 2018 City Manager Recommended, and Percentage (2019 City Manager Recommended to 2018 Amended Budget). Also, in response to Council’s requests is a summary for department directors with budgets comprised of multiple departments. The College Park Adopted Budget is prepared to conform to the modified accrual accounting basis, which is also used in our accounting system and procedures.

	<b>Amended Budget</b>	<b>Adopted Budget</b>	<b>Increase</b>	<b>Percent</b>
	<b>FY2017-2018</b>	<b>FY2018-2019</b>	<b>(Decrease)</b>	<b>Change %</b>
General Fund	\$ 28,865,776	\$ 29,879,234	\$ 1,013,458	0.03
Confiscated Drugs	28,000	28,000	-	-
State Drugs	73,000	50,000	(23,000)	(0.46)
E911 Fund	935,644	939,703	4,059	0.00
TSPLOST Fund	2,400,000	2,000,000	(400,000)	(0.20)
GICC Special District Fund	105,850	105,000	(850)	(0.01)
Hospitality Fund	11,463,072	11,570,477	107,405	0.01
Car Rental Fund	3,200,300	3,300,300	100,000	0.03
Main Street Fund	65,323	146,112	80,789	0.55
SPLOST Fund	2,260,588	217,000	(2,043,588)	(9.42)
Water and Sewer Fund	10,117,000	10,020,500	(96,500)	(0.01)
Electric Fund	29,853,000	32,450,000	2,597,000	0.08
Golf Course Fund	48,114	37,755	(10,359)	(0.27)
Sanitation Fund	2,684,057	2,719,142	35,085	0.01
Convention Center Fund	16,862,566	17,043,230	180,664	0.01
FAA Fund	3,100,600	3,100,600	-	-
BIDA Fund	6,836,318	7,671,890	835,572	0.11
Storm Water Fund	980,380	985,141	4,761	0.00
<b>Total</b>	<b>\$ 119,879,588</b>	<b>\$ 122,264,084</b>	<b>\$ 2,384,496</b>	<b>0.02</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

The adopted FY 2018-19 General Fund Budget is summarized as follows:

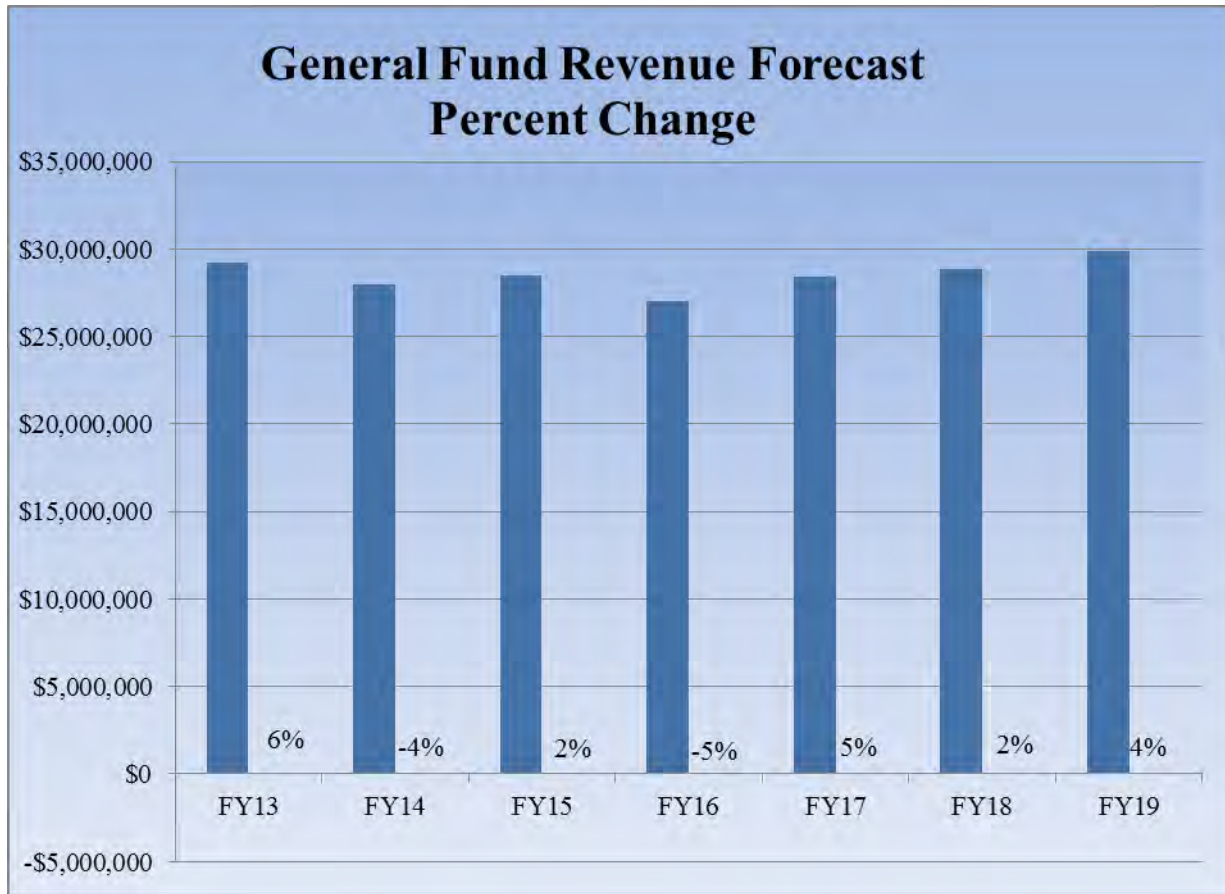
	Mayor & Council Adopted
Revenues	
Taxes	18,145,701
Fee, Licenses & Permits	3,957,800
Charges for Services	60,000
Leases and Other Rents	58,500
Intergovernmental	-
Other Income	4,866,548
Operating Transfer In	2,785,685
Budget Carryforward	-
	<hr/>
Total Revenue	<u><u>29,874,234</u></u>
Expenditures	
Personal Services *	20,430,407
Operating Expenses **	7,166,326
Materials & Supplies	1,106,455
Capital Outlay	524,236
Cost of Sales	24,450
Non-Operating ***	627,360
	<hr/>
Total Appropriations	<u><u>29,879,234</u></u>

\*Personnel Services include salaries and employee benefits.

\*\*Operating Expenses include communications/utilities, rentals, repairs and maintenance, training and education, and other services and charges.

\*\*\*Non-Operating Expenses include transfers from the General Fund to the FAA, Main Street and E911 funds.

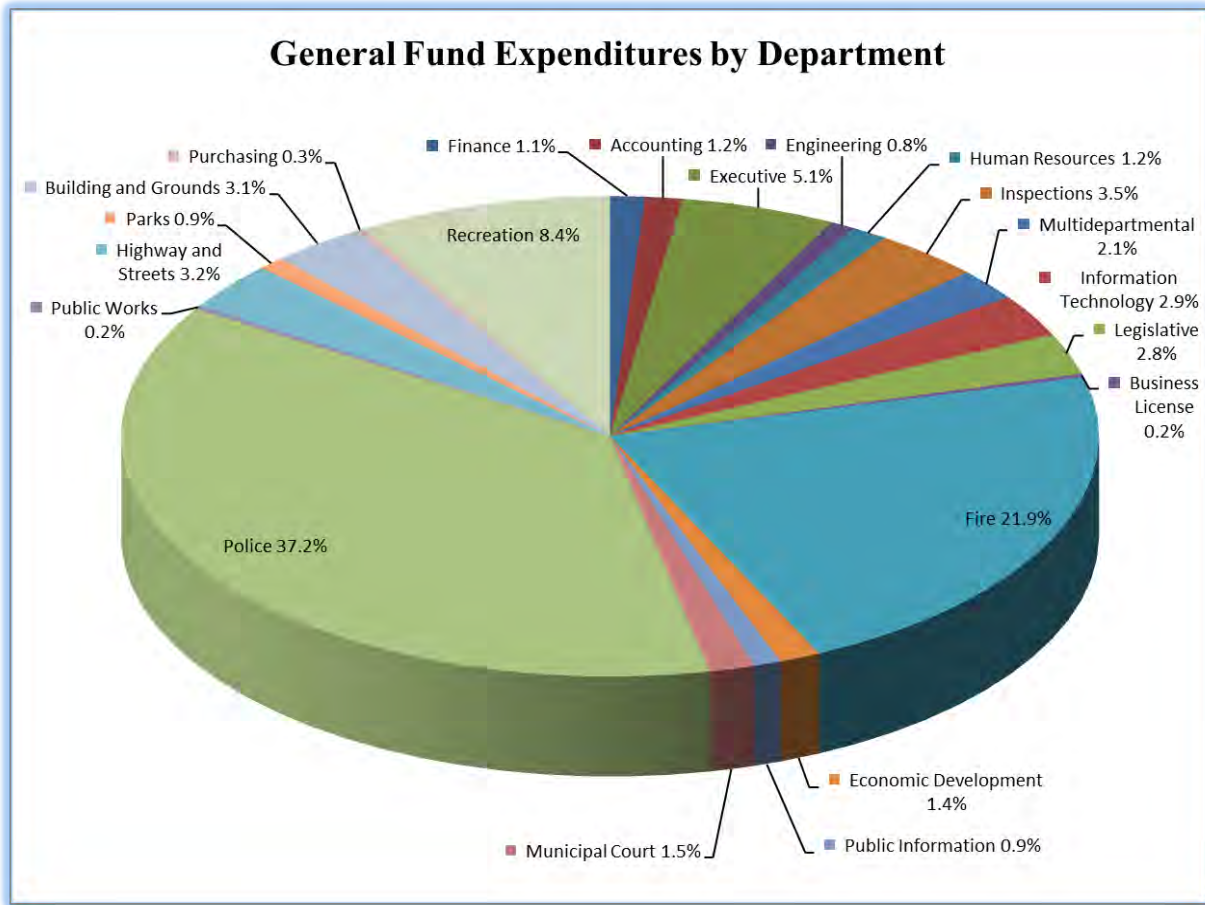
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET



### FY 2018-19 General Fund Summary Dollars Millions

	Projected <u>FY 18</u>	Proposed <u>FY 19</u>
Beginning	\$30.1	\$21.1
Revenue	29.5	29.8
Expenditures	<u>38.5</u>	<u>29.9</u>
Ending Balance	<u>\$21.1</u>	<u>\$21.1</u>
*Req. Unassigned Fund Balance 30%-60%	\$6.3	\$6.3
Unassigned Fund Balance	\$14.8	\$14.7

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**



**BUDGET BY FUNCTION**

**GENERAL FUND**

The General Fund is a service organization involved with providing services to the entire citizenry; and simply stated, it represents the expenditures for governmental operations. The expenditures, largely personnel services, are susceptible to inflationary increase and the revenues for the upcoming fiscal year will remain constant.

The General Fund unassigned balance experienced a decrease from \$30.1 million in FY 2016/2017 to an estimated \$21M million in FY 2017/18. The reduction in unassigned fund balance is primarily due to the General Fund’s contribution to the construction of the new City Arena which will be a component of the Georgia International Convention Center (GICC). In the past fund balance has been used to fund capital improvements and one-time basic services.. The City strives to maintain an unassigned fund balance in the General Fund between 30%-60% based upon annual expenditures. As of June 30, 2018, the City’s unassigned fund balance is 70% of total General Fund expenditures.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

The General Fund has the following transfers: (1) Main Street of \$146,112 for contractual services and operating expenditures ((3) E911 of \$ 481,248 for salaries and operating expenditures.

Included in General Fund Revenues is Operating Transfers In–Hospitality Fund in the amount of \$2,426,841 This amount is dedicated to economic development efforts in the City (the costs of the Business Development and Main Street Departments) as well as an appropriation to further the general purposes of the City government. The funds are included in the General Fund Revenues for the following reasons:

- The combination of the Hotel/Motel Tax and the Special District Tax when added to operating revenues from the Georgia International Convention Center (GICC), are more than sufficient to cover all of the debt service on the existing and adopted bonds as well as all other costs.
- The expenditures necessary to continue with the new developments are a valid use of the Hotel/Motel Taxes.

Also included in revenues are operating transfers from Enterprise Funds that represents funds allocated costs for shared computer services, administrative costs, operating expenses and payment in lieu of taxes:

- FAA Fund-\$1,100,000
- Car Rental - \$1,400,000
- Storm Water Utility - \$216,456
- Sanitation Fund - \$69,229
- Electric Fund - \$115,182

**REVENUES**

**Ad Valorem (Property Tax)**

The FY 2018-19 General Fund (Operating Budget) proposes a flat millage rate of 12.619 mills, as adopted during FY 2017/2018.

	<u>2017-2018</u>	<u>2018-2019</u>	% Change <u>+ / (-)</u>
General Fund (mills) (General Operating)	12.619	12.619	0%

The tax rate levied against the City’s new assessed valuation (taking into consideration the application of homestead exemption and the assessment ratio of 40% of taxable value for all properties) is expected to yield a slight increase for FY 2018-2019 over the amended budget for FY

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

2017-2018. This anticipated neutrality of the tax digest is predominantly due to an estimation of the revaluations of existing properties throughout the City.

The City's total assessed valuation of properties of all types, residential and commercial throughout the City has increased from \$883,573,770 in 2017 to \$948,036,435 in 2018. Projected Freeport Inventory Tax initiative @60% will yield a reduction of taxable assessment of \$22,339,865.

The Flight Equipment Tax, computed on the value of the airplanes and related equipment parked on the airport concourses within College Park's jurisdiction as of January 1st, is projected to increase slightly from \$1,590,000 to \$1,700,000 in the FY 2018-19 Budget. The collections are based on actual billings for the calendar year 2015. Valuations are self-reported by the airlines to the Department of Revenue and are listed in the Utility Digest. Additional factors that affect the valuation include aging fleets, depreciated values and a decline in the number of airlines with fleets based at the Atlanta airport when not in operation.

The GICC Special District Tax is presently a 7.5 mills tax rate applied to businesses operating in the defined special district. This tax was imposed to recover amounts from the economic benefits enjoyed by these entities provided by the Convention Center. All of the tax collections are used to supplement facility-generated revenues and to provide for debt service. This revenue is projected to be the same as last year's budgeted amount of \$105,850.

**Ad Valorem (Vehicles)**

The assessed valuation of vehicles has decreased from \$11 million in 2016 to \$7.9 million in 2017. The decrease is a result of the new Title Ad Valorem Tax (TAVT) revenue recognition process. The car rental companies remit taxes on their inventory based on an alphabet/ month schedule, i.e. Alamo would submit taxes in January (A-B), Enterprise in March (E-H), Hertz in May and so on.

**Other Revenues**

The economy is continuing to experience gradual recovery. Consequently, new business and construction activity is increasing incrementally. Several revenue sources such as business license occupation taxes, inspection fees, permits, planning and zoning fees are anticipated to increase.

During FY 2013-14, College Park finalized negotiations with Clayton County for their share of local option sales tax (LOST). Clayton County LOST distributions to College Park will remain constant for FY 2017-2018. College Park has not finalized negotiations for LOST distributions with Fulton County. The proportionate share of College Park LOST allocation from Fulton County is much smaller due to the number of cities in Fulton County. College Park is anticipating a decrease in LOST distribution from Fulton County when negotiations are finalized. Fulton County LOST distributions budgeted amount is estimated to increase slightly in FY2018-2019 by \$37,440 when compared to FY2017/2018 estimated actuals... Municipalities receive LOST

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

distributions from the County based on eight criteria. The agreement for LOST distributions is for 10 years.

Other projected revenues are expected to remain constant in the FY 2018-2019 budget year as compared to the FY 2017–18 amended budgets.

**EXPENDITURES**

The proposed general fund expenditures budget for FY 2018-19 will be \$1,013,458 more than the amended FY 2017-18 Budget, representing an increase of 3.4%. In general, Operating Expenses increased 14.6%, Personnel Costs increased .43%, Materials/Supplies increased 5.0%, and Cost of Sales in the General fund decreased by 7.0% Capital Outlay budget doubled from \$248K to \$524K % and Operating Transfers increased by 1.5%.

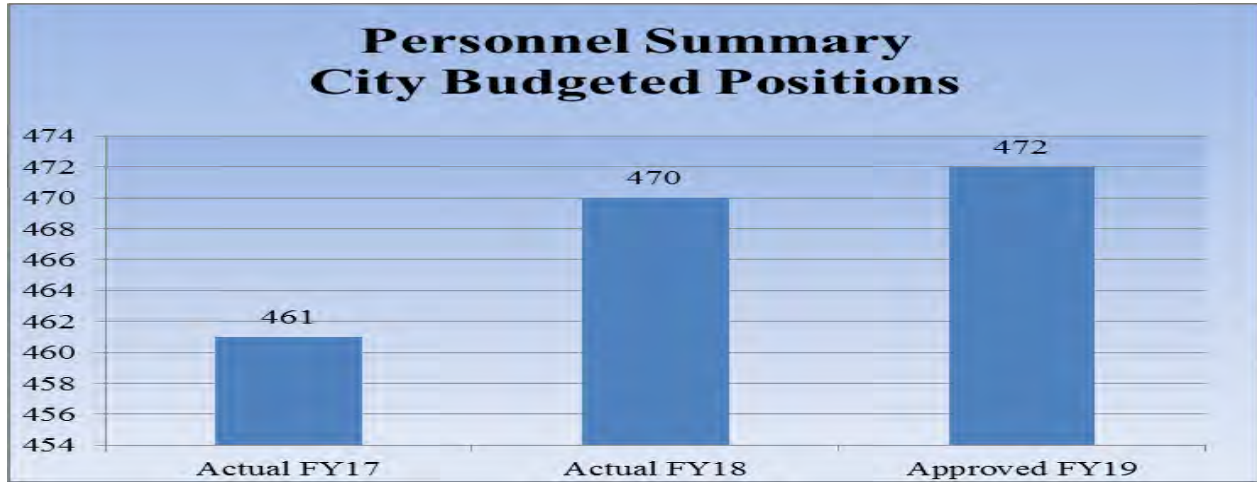
**Personnel Costs**

The Personnel Costs (salaries, wages and employee benefits) in the proposed 2018-19 Budget Year will equal approximately 70% of the General Fund (Operating Budget) net of Operating Transfers. This budget will sustain the current level of municipal services to the City of College Park.

The total personnel count for the overall budget program (All Funds) for the Adopted FY 2018-2019 is 472 positions. For the General Fund Budget, the total personnel count is 331 positions and reflects a change in personnel count from FY 2017-18. For the Other Funds Budget the total personnel count is 139 positions.

The City’s recommended pension contribution will remain at 18.67% based on the results of the most recent Georgia Municipal Association actuarial computation. For FY 2018-2019, the City will continue its Healthy City Initiative Program for City employees.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET



**Operating Expenditures**

The total cost of operating expenditures reflects an increase in the FY 2018-2019 Approved General Fund budget of \$385,613 compared to the FY 2017-2018 amended budget.

The increase is comprised of the following object accounts:

**Operating**

Communications/Utilities	23,079
Rentals	-
Repairs & Maintenance	63,829
Building & Maintenance	48,799
Training & Education	910
Other Services & Charges	248,996
	385,613

**Materials and Supplies**

The total cost of Materials and Supplies reflects an increase in the proposed FY 2018-19 General Fund budget of \$53,223 over that of the FY 2017-18 amended budget.

**Capital Outlay**

Overall, the cost of Capital Outlay increased from \$248,459 in the Amended FY 2017-18 General Fund budget to \$524,236 in the adopted FY 2018-2019 Budget, an increase of \$275,777.

A comprehensive listing and explanation of these Capital Improvement items appropriated under All Funds FY 2018-19 are provided in the Capital Improvement listing.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

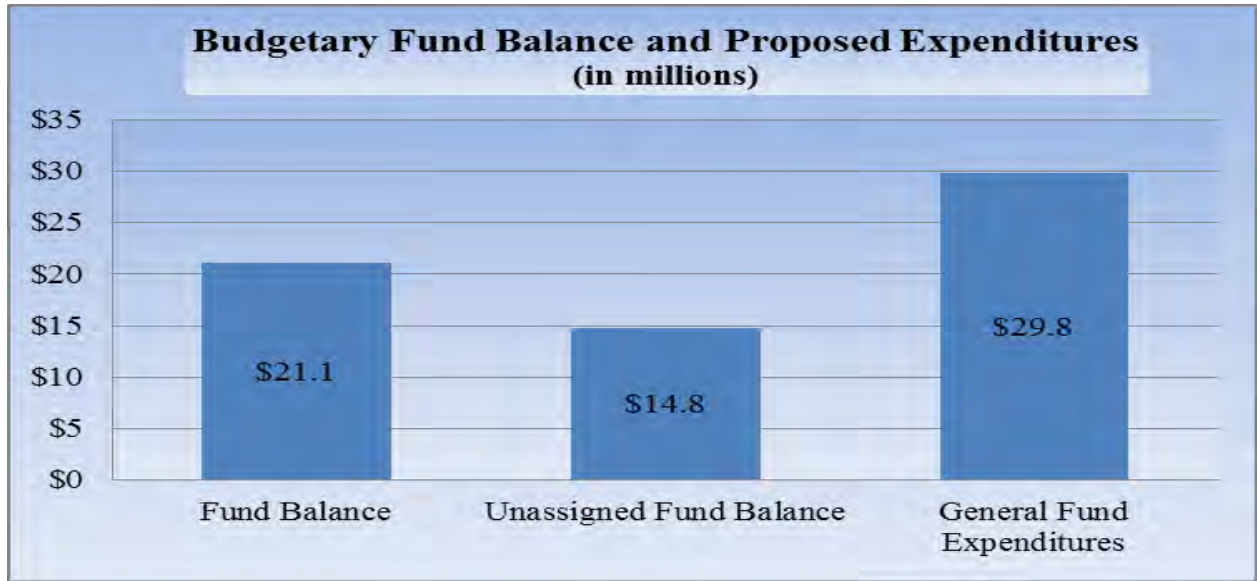
It is advisable, as well as extremely important, for a City to undertake and maintain an on-going viable annual capital improvement program yearly because these costs in total are usually the heaviest faced in any budget. Proper scheduling of capital improvement projects, as well as a level appropriation (i.e., an equal dollar allocation each fiscal year), prevents excessive costs in any one budget year.

<b>Capital Outlay</b>	<b>Amended</b>		<b>Adopted</b>		<b>Increase/Decrease</b>
	FY2017-18		FY2018-19		
General Fund	\$	248,459	\$	524,236	275,777
Car Rental		1,064,153		952,625	(111,528)
SPLOST		2,187,288		-	(2,187,288)
Capital Projects Fund		2,400,000		2,000,000	(400,000)
Water and Sewer Fund		286,500		365,000	78,500
Electric Fund		1,376,000		2,850,000	1,474,000
Golf Course Fund		48,114		13,755	(34,359)
Sanitation Fund		45,000		217,000	172,000
FAA Fund		12,480		25,976	13,496
Convention Center		775,500		1,446,700	671,200
BIDA Fund		-		-	-
Storm Water Fund		453,926		133,426	(320,500)
<b>Total</b>	<b>\$</b>	<b>8,897,420</b>	<b>\$</b>	<b>8,528,718</b>	<b>\$ (368,702)</b>

**Fund Balance**

The graph below illustrates the Unassigned General Fund Balance and Total General Fund Balance as a percentage of General Fund Expenditures projected for June 30, 2018. The City's GASB 54 Fund Balance Policy requires the City to maintain an Unassigned General Fund Balance between 30%-60% based upon annual budgeted expenditures. The Unassigned General Fund Balance is at 70%.

CITY OF COLLEGE PARK, GEORGIA  
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**Debt Service**

There is currently no debt service obligation in the General Fund budget.

**Summary**

To summarize the General Fund, the budget basically maintains the current level of municipal services and programs. There is no increase to the millage rate. The FY 2018-2019 Adopted Budget includes a staff increase of 2 positions in the General Fund. The city's recommend pension contribution has remained the same.

**BUDGET BY FUNCTION**

**POWER ENTERPRISE FUND**

Until approximately 1998, College Park was legally limited in the ability to sell or trade this excess generating capacity. However, beginning in 1998, federal and state laws governing such sales changed so that energy could now be traded as a commodity, allowing College Park to more effectively address the excess capacity cost obligation. By selling it to other Municipal Electric Authority of Georgia (MEAG) cities (i.e., Inter-participant Transfers or IPT's) and into the open market, as well as seeking other opportunities to this asset such as competing for "off-system" competitive loads. This effort continues as evidenced by the agreement in FY 2008 between College Park and two of its sister electric cities for the long-term sale of 21MW of excess capacity.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

In order to continue the City's efforts to maximize the opportunities available as a result of excess power supply position, the Power Department has completed or is contemplating the following measures:

- College Park Power in conjunction with MEAG has established the above-mentioned "Municipal Competitive Trust Fund" which is administered by MEAG for the benefit of each MEAG participant. The purpose of this fund is to offset future wholesale power cost increases, which allow each MEAG participant to stabilize rates and become increasingly competitive with surrounding public and private utilities.
- A comprehensive cost of service study was completed based on data collected for Fiscal Year End June 30, 2009 and showed that overall rates are continuing to adequately recover all operating costs plus a reasonable margin. It also showed that College Park Power has some of the lowest rates in the State of Georgia. Georgia's 94 electrical companies participated in a 2014 rate analysis, performed by the Georgia Public Service Commission, which disclosed that College Park Power's winter rates were the 13<sup>th</sup> lowest and their summer rates were the 35<sup>th</sup> lowest in the State.
- The Power Department has completed transitioning all electric meters and water meters to the advanced stage of remote reading, connections, and disconnections. The process involves a pilot project, full deployment of meters, and a parallel read period. Once completed, the Power Department and Customer Service Department will have remote access to all meters for real time data and re-reads to expedite customer service needs.
  - All City departments contribute to the revenue stream by paying for their actual costs of electricity. The estimated revenue from Other City Sales will remain constant at \$300,000 for FY 2018-2019
  - The Georgia International Convention Center (GICC) power will remain constant at \$1.2 million for FY 2018-2019.

The Power Fund has included a 3 mil Power Cost Adjustment (PCA) for FY 2016-2017. The increase is required to offset an anticipated increase in power cost to be passed on to the City by MEAG in 2018. The increase in PCA is necessary for the Power Fund to continue to generate sufficient revenues necessary to contribute to cash reserves.

Power Fund operating transfers for FY 2018-2019 are as follows:

- Operating the General Fund of \$115,182

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**WATER AND SEWER FUND ENTERPRISE FUND**

The Water and Sewer Fund accounts for all operating and capital cost required to provide efficient water/wastewater services to the public. Revenues are provided from user charges for services and interest on investments.

The City of College Park owns and operates a Water Distribution System and a Sanitary Sewer Conveyance System. The City of East Point provides approximately 3 million gallons of potable water to College Park per day. FY 2012-13 budget reflected a \$0.50 increase in the water rate, which became effective April 2012. The City of Atlanta and Fulton County provides treatment of the City's wastewater. During FY 2009-10, the City of College Park began to purchase an estimated .5 to 1.5 million gallons of potable water per day from the Clayton County Water Authority as a secondary source of water supply.

During FY 2012-13, the City began construction to develop groundwater wells to supplement their existing water supply. Well No. 1 was completed and has a pumping capacity of 70 gallons per minute or 100,000 gallons per day. To treat more than one well with the filters, flows can be blended with finished water. Also, chemical feed capacity can be increased easily to treat up to 300,000 gallons per day at facility. During FY 2017-2018, the City performed exploration for additional water wells and will continue those explorations during FY 2018-2019.

**STORM WATER UTILITY FUND ENTERPRISE FUND**

The Storm Water Fund accounts for the repair and maintenance of the city's storm sewer collection system.

On July 1, 2007, Mayor and Council approved the City of College Park's Storm Water Utility Program. This program allows the City to collect a monthly fee from residential and commercial utility customers for the amount of impervious surface that allows storm water run-off from their property into the City's storm water sewer system. Fees are based on single family units (SFU) and each customer is charged a fixed rate per unit depending upon category. Revenues from this fee are allocated to improve the City's overall storm sewer infrastructure and enhance the existing (CPM) comprehensive preventive maintenance program, construction and general maintenance.

This is the eleventh year of the program and we are addressing infrastructure needs; cost effective design and construction of the necessary improvements; providing leadership through implementation of best management practices (BPMs) that will enhance water quality throughout the City improving the overall quality of life for our citizens. During FY 2018-2019 the Storm Water Utility fund will continue making debt service payments on the \$2,000,000 of stimulus funds received from Georgia Environmental Finance Authority. The outstanding loan balance at June 30, 2018 was \$1,446,336. There is no increase in the storm water fee for FY 2018-2019.

**SANITATION ENTERPRISE FUND**



CITY OF COLLEGE PARK, GEORGIA  
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The Sanitation Fund is for residential and commercial trash-pick-up, the City’s recycling program, animal control and yard waste curbside pick-up.

The current cost for solid waste collection is \$16.50 per household or unit. College Park also provides commercial collection within the corporate limits. Revenues collected for providing these services fund operations and capital expenditures within this division. In 2006, Mayor and City Council authorized a \$1.00 increase to establish a Capital Improvement Plan for Sanitation. This amount is \$36,000 per year.

There is no increase in the solid waste management fee for FY 2018-2019. Capital Expenses recommended budget of \$217,000 for vehicle and equipment purchases should insure continued effective and efficient collection services for the citizens of College Park.

**CONVENTION CENTER ENTERPRISE FUND**

The Georgia International Convention Center (GICC) opened at its current location in April 2003. The GICC is a premier facility in the Southeast United States, covering 400,000 square feet; which includes a 40,000 square foot ballroom (the largest in the State of Georgia) and a 150,000 square foot exhibition hall.

The total revenue budget for the GICC reflects an increase in the FY 2018-2019 Adopted Budget of \$180,664 above the amended budget for FY 2017-2018. The increase in revenue is primarily due to the upsurge in Sales Food & Beverage for FY 2018-2019. Total revenue reflects the transfer of Hotel Special District Tax and GICC Special District Fund taxes to the GICC for bonded indebtedness for the Convention Center and infrastructure.

<b>Convention Center-Change in Revenues</b>	<b>Increase/(Decrease)</b>
Sales Food and Beverage	800,000
Security	-
Parking	-
Meeting Rooms	250,000
Telecommunications	-
Audio Visuals	125,000
Administrative/Hospitality	6,514
Transfer-GICC	(850)
Budget Carryforward	<b>(1,000,000)</b>
	<hr/>
Total Net Change in Revenue	<b>180,664</b>
	<hr/>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

Adopted Budget expenditures for FY 2018-2019 indicate an overall increase in personal services, employee benefits, cost of sales, , and capital expenditures of \$180,664 or 1.1%. This increase is comprised of the following object accounts:

<b>Convention Center-Change in Expenses</b>	Increase/(Decrease)
Personal Services	59,755
Employee Benefits	260,272
Cost of Sales	67,820
General Operating Expenses	(878,383)
Capital Outlay	671,200
Operating Transfer Out	-
Debt Service	-
Total Net Change in Expenses	180,664

**FEDERAL AVIATION ADMINISTRATION ENTERPRISE FUND**

The Federal Aviation Administration (FAA) Fund is used to account for the lease of office buildings to the General Services Administration of the federal government regional headquarters. This fund also accounts for the operating activities of these buildings as well. Its revenue sources are derived from projected Facility Rental Income of \$3,100,000 and interest income of \$600.

The 2011 FAA Taxable Refunding Revenue Bonds retired in FY 2013-2014 which substantially reduce the expenditures budget for FY 2015-2016. In addition, as per the agreement with the General Services Administration the rental rate for the Phase I Building was renegotiated during FY 2013-2014. In the original agreement the rental rate was \$17.97 per square foot and was agreed to be reduced to \$7.78 on October 1, 2013, however, the final rental rate was negotiated to \$11.28 per square foot over a ten year period. The 1993 Revenue Bonds were retired in FY 2015. In addition, as per the agreement the rental rate for the Phase II Building was renegotiated in FY 2015.

**BUSINESS INDUSTRIAL AND DEVELOPMENT AUTHORITY**

The Business Industrial and Development Authority (BIDA) work to encourage business relocation and expansion by offering access to BIDA owned property and BIDA funding initiatives. The purpose of BIDA, according to Georgia Senate Resolution No. 348, is to attain development and promote for the public good, general welfare, trade commerce, and industry and

CITY OF COLLEGE PARK, GEORGIA  
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employment opportunities. BIDA revenue sources are derived from sales of land, rental income and property tax income.

BIDA's budget increased from \$6,836,318 in the Amended FY 2017-18 to \$7,671,890 in the Adopted FY 2018-2019. The adopted budget increase is primarily due to an increase in fees associated with land purchases for future economic development.

**GOLF COURSE ENTERPRISE FUND**

The Golf Course Fund is used to report the revenues and expenses generated or incurred through golf course activities. Its revenue sources are derived from fees and equipment rental. The Golf Course operating budget for FY 2018-2019 is \$13,114.

**SPECIAL REVENUE FUNDS**

**HOSPITALITY FUND**

The total revenue budget for the Hospitality Fund reflects an increase in the FY 2018-2019 budget of \$107,405 over the amended budget for FY 2017-18.

With the passing of the 2% increase in the Hotel/Motel excise tax in FY 2011-12, the City of College Park created a College Park Destination Management Organization (CP-DMO), a non-profit, non-sectarian corporation. The general purpose of the CP-DMO is to operate exclusively for the purpose of promoting tourism, attracting groups, conventions and trade shows to the City of College Park's convention venue, local hotels and restaurants.

Mayor and Council ratified the 2% Hotel/Motel tax increase that became effective on July 1, 2011. 1.5 % of the Hotel/Motel tax increase will be used for the CP-DMO and .5% may be used for tourist/convention product development (CP-TPD). A Destination Marketing Organization line item has since been established in the Hospitality Fund budget.

The distribution of these tax collections is as follows:

- General Fund – \$2,426,841

This transfer covers the costs of the Main Street and Business Development departments, as well as the portion of collections not necessary for bond debt or other purposes from funds other than the General Fund.

- GICC – \$6,462,231

This amount is transferred to pay principal and interest on bond debt as well as to cover operational costs associated with the GICC facility. \$20,000 is budgeted for legal fees related to the Hospitality Fund as well.

CITY OF COLLEGE PARK, GEORGIA  
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- CP-DMO – \$ 1,932,000

This amount is distributed to the CP-DMO to promote tourism, conventions, and trade shows by the CP-DMO.

- CP-TPD – \$684,990

This amount is allocated for tourism/convention product development.

**GICC SPECIAL DISTRICT FUND**

This fund is set up to pay the bond interest and principal expenses for the Gateway Development (including the GICC) and the Global Gateway Connector infrastructure through a transfer to the GICC fund. A special district tax was established in late 2001 for the entire project in anticipation that the tax revenues generated from new development within the redevelopment area (7.5 mills) would pay the annual debt service. Due to a lack of development, an infusion of funds from the Hospitality Fund will need to occur to make up the balance due on the annual payment. The Automated People Mover (APM) and hotel development opened in this tax district in December 2009. We anticipate that sufficient revenues would be collected to pay the annual debt service. The primary revenue source for the GICC Special District Fund in FY 2018-2019 is fund income of Special District Taxes estimated at \$105,000

**COMMUNICATIONS (E911) FUND**

The E-911 Fund accounts for monthly user charges on telephone service for operation and maintenance of the E-911 System, as well as for capital equipment purchases. This fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community. Its revenue sources are derived as an Operating Transfer In from the General Fund of \$481,248, as well as the projected E911 collections and interest of \$458,334.

**CAR RENTAL FUND**

Car rental funds are used to account for revenue and expenditure of taxes collected from the excise tax levied on rental cars in the City.

Car Rental Tax collections for the FY 2018-2019 have been budgeted upon the settlement of the funding formula litigation. This fund is projected to receive \$3,300,000 in FY 2018-2019. Collections for prior years are as follows:

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<u>Fiscal Year</u>	<u>Amount</u>	<u>Fiscal Year</u>	<u>Amount</u>
2009	\$2,622,351	2014	\$2,712,754
2010	\$2,454,827	2015	\$2,921,337
2011	\$2,467,323	2016	\$3,173,391
2012	\$2,668,779	2017	\$3,161,590
2013	\$2,602,801	2018	\$3,511,614

The annual allocations are added to the existing fund balance, less expenses for projects. The Car Rental Tax may only be expended for public safety projects, parks and recreation projects, and convention center/tourism uses.

Projected disbursements from this fund for FY 2018-2019 are for costs associated with bonded indebtedness, operating expenditures and recreation and public safety projects.

**GRANT FUNDS**

This fund accounts for activities carried out by the City under the terms of various intergovernmental grants. Numerous federal and state grants comprise the Grants Funds. Most grants require either local match funds or soft (in-kind) contributions. Below are the amounts budgeted for FY 2018-2019.

**Community Development Block Grant (CDBG) Fund** \$0 – This Fund reports the grant revenue from the CDBG and the expenditure of those funds.

**Confiscated Drug Funds** \$28,000 - This Fund records the proceeds from confiscated drug funds and the expenditures of those funds on police-related operations, supplies and/or capital items.

**State Drug Fund** \$50,000 – This Fund reports the City share of State Drug monies that are confiscated by the City.

**CAPITAL PROJECT FUNDS**

**Main Street Fund** \$146,112– This fund accounts for the purpose of redevelopment of College Park Main Street.

**Special Local Option Sales Tax Fund (SPLOST) Fund** \$217,000 – This fund accounts for proceeds of a sales tax levied in Clayton County, which will be used by the City for the exclusive purpose of capital outlay projects.

**AGENCY FUND**

CITY OF COLLEGE PARK, GEORGIA  
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**Municipal Court Fund** \$0 – This fund accounts for the receipt and disbursement of bonds (posted to secure release of individuals charged with various crimes) and court-ordered fines and fees made on behalf of third parties. There are no funds budgeted for the Municipal Court for FY 2018-2019.

**DEBT**

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs. Also, to account for lease purchases from commercial paper loans for shorter-term financing.

All of the long-term debt owed by the City is in the form of Revenue Bonds. Revenue Bonds are repaid with proceeds of revenues paid by users of that service, as opposed to General Obligation Bonds, which are tax supported. By using this form of debt, pressures on the General Fund are minimized.

**Convention Center** - On July 11, 2013 the City of College Park Business and Industrial Development Authority (BIDA) issued \$17,090,000, 2.010% Civic Center Project Revenue Refunding Bonds, Series 2013. These revenue bonds were issued for the purpose of refunding of the City of College Park BIDA, 5.00% Revenue Bonds, Georgia International Convention Center, Series 2001. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$12,105,000.

**Convention Center** – On December 1, 2015, the City of College Park Industrial Development Authority (BIDA) issued \$53,475,000, 3.5% to 5.25% revenue bonds with varying interest payments due through September 2026. These revenue bonds, Series 2005, were issued for the purpose of refunding a portion of the City’s Civic Center Project Revenue Bonds, series 2000, in order to refinance a portion of the costs of the convention center facility leased by BIDA to the City of College Park. The outstanding principal balance of these revenue bonds was paid off as of June 30, 2017.

**BIDA** - On July 11, 2013 the City of College Park Business and Industrial Development Authority (BIDA) issued \$7,960,000, 1.910% Public Safety Revenue Refunding Bonds, Series 2013. These revenue bonds were issued for the purpose of refunding of the City of College Park BIDA, 5.25% Revenue Bonds, Public Safety Complex, Series 2004. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$5,515,000.

**BIDA** - .On December 31, 2014, the City issued \$24,885,000, 4.00% to 5.000% Taxable Refunding Bonds, Series 2014 for the purpose of advance refunding a portion of the Series 2006 revenue bonds. These revenue bonds, , were issued for the purpose of financing the costs of acquiring land to be used as a site for a new hotel, retail, and office complex near the convention center facility, which land will be leased by BIDA to the City of College Park. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$23,605,000.

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**BIDA** - \$4,220,000. These revenue bonds, Series 2014, were issued for the purpose of financing the acquisition of land from the City of Atlanta. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$2,695,000.

**BIDA** - \$7,445,000. These revenue bonds, Series 2008A, were issued for the purpose of financing the costs of acquiring and construction of a 138,000 gross square foot, four story office building and related parking, on a site owned by the Authority which is adjacent to Georgia International Convention Center. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$6,060,000.

**BIDA** - \$37,175,000. These revenue bonds, Series 2014, were issued for the purpose of refunding Series 2008 Economic Development taxable revenue bonds (Gateway Project). The original bonds were issued for the purpose of financing a portion of the cost of acquiring, constructing, and installing approximately 400-key first class headquarters hotel and approximately 147-key select service hotel and parking components on a site owned by the authority which is adjacent to the GICC. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$35,975,000.

**BIDA** - \$39,815,000. These revenue bonds, Series 2016, were issued for the purpose of refunding a portion of the City's Civic Center Project Revenue Refunding Bonds, Series 2005, at an interest rate of 2.38%.The outstanding principal balance of these revenue bonds at June 30, 2018 is \$36,395,000.

**BIDA** - \$8,000,000. This note payable is the City's share of the Automated People Mover System located between the City and Hartsfield/Jackson International Airport. The note bears an initial interest rate of 4.0% for the first two years and thereafter the interest rate varies from 4.125% to 4.50%. The outstanding principal balance as of June 30, 2018 is \$8,000,000 plus accrued interest of \$2,912,999..

**BIDA** - \$8,720,000. These revenue bonds, Series 2015, were issued for the purpose of financing the cost of the City of College Park's equity in the City of Atlanta Water and Sewer System. The outstanding principal balance of these revenue bonds at June 30, 2018 is \$7,375,000.

**SUMMARY**

There are many numbers, indicators, projections, charts and graphs in the Adopted Fiscal Year 2018-2019 Budget document. This is rightfully so, since this Adopted Budget also reflects College Park's vision and focus on improving the quality of life for our residents, businesses and visitors. This Adopted Budget reflects community values, goals, objectives and ideas, all of which are indicative and consistent with the expectations articulated by Mayor and City Council.

The Fiscal Year 2018-2019 Adopted Budget represents the character of a city whose unique identity distinguishes itself from other geographical areas of Southwest Fulton County and the

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

overall Atlanta Metropolitan Area. City administration began finalizing its recommendations for next year's budget with 58% of the current fiscal year completed, 68% of the approved budget expended, and 77% of anticipated revenues collected. Staff is likewise working to promote and establish an unassigned fund balance that remains healthy.

Total General Fund expenditures are up 2.0%, as a result of increased personnel services. The pension contributions will remain constant. Fiscal Year 2018-2019 will also mark the seventh consecutive year of administering a performance budget, enabling our ability to again secure recognition from the Government Finance Officers Association of the United States and Canada for best budget format. However, make no mistake that this effort represents a continuous process, as more work is required to truly solidify our belief that we are moving in the right direction.

Total local property tax millage for City operations will result in neutral revenues. Total expenditure appropriation for all funds is recommended to be \$122,264,084 As such, the overall Fiscal Year 2018-2019 Adopted Budget is financially sound and delivers quality services our residents have come to expect.

	<b>Amended Budget FY2017-2018</b>	<b>Adopted Budget FY2018-2019</b>	<b>Increase (Decrease)</b>	<b>Percent Change %</b>
General Fund	\$ 28,865,776	\$ 29,879,234	\$ 1,013,458	3.4%
Confiscated Drugs	28,000	28,000	-	0.0%
State Drugs	73,000	50,000	(23,000)	-46.0%
E911 Fund	935,644	939,703	4,059	0.4%
TSPLOST Fund	2,400,000	2,000,000	(400,000)	-20.0%
GICC Special District Fund	105,850	105,000	(850)	-0.8%
Hospitality Fund	11,463,072	11,570,477	107,405	0.9%
Car Rental Fund	3,200,300	3,300,300	100,000	3.0%
Main Street Fund	65,323	146,112	80,789	55.3%
SPLOST Fund	2,260,588	217,000	(2,043,588)	-941.7%
Water and Sewer Fund	10,117,000	10,020,500	(96,500)	-1.0%
Electric Fund	29,853,000	32,450,000	2,597,000	8.0%
Golf Course Fund	48,114	37,755	(10,359)	-27.4%
Sanitation Fund	2,684,057	2,719,142	35,085	1.3%
Convention Center Fund	16,862,566	17,043,230	180,664	1.1%
FAA Fund	3,100,600	3,100,600	-	0.0%
BIDA Fund	6,836,318	7,671,890	835,572	10.9%
Storm Water Fund	980,380	985,141	4,761	0.5%
<b>Total</b>	<b>\$ 119,879,588</b>	<b>\$ 122,264,084</b>	<b>\$ 2,384,496</b>	<b>2.0%</b>



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The College Park Executive team enjoyed working with Mayor and City Council during the budget workshops and public hearings, as well as welcomes the opportunity to address questions and concerns, accordingly. In summary, the Fiscal Year 2018-2019 Adopted Budget outlines and supports the City's good financial position, continues to engage various scale infrastructure improvements, encourages well-managed growth management policies and principles, and is supportive of expanding private/public collaborations and economic development.

I wish to offer a special and a very personal thanks to all department directors who assisted the Office of the City Manager in preparing this year's budget submission. Interim Director of Finance and Accounting-Michael Forsythe-CPA and Accounting Supervisor-Rodrique Taylor, Accounting Assistant-Yolanda Thomas, Accounting Technician-Maureen Deanes, Accounting Clerk-Sandra Heard, Accounting Clerk-Carolyn Grant, Tax Clerk- Phillip Latona, and Administrative Assistant-Stephanie Tigner, as well as all department managers, supervisors and section administrators who contributed invaluable in preparing the budget document. This year's submittal of an enhanced performance-oriented budget will enable us to continue to exercise factually to ascertain how the organization is doing in terms of productivity and how well we are responding to meet goals and objectives. We all must therefore operate on the premise that if you cannot measure output, you cannot improve it. Our efforts to more thoroughly benchmark municipal services, as well as highlight both performance indicators and accomplishments, will direct continuous improvement accordingly. We also hope the City and General Public will avail themselves of the many facts and figures contained in this budget document so that we can better meet the challenges and expectations of our residents and other stakeholders. The City's administration and organization are up to the challenge and we look forward to a very productive year for our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Terrence R. Moore", written in a cursive style.

Terrence R. Moore, ICMA-CM  
City Manager

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**BUDGET PROCESS**

**Basis of Budgeting**

Budgeting Basis refers to the basis of accounting used to estimate financing sources and uses in the budget. The City of College Park, Georgia basis of budgeting is identical to the basis of accounting used in the audited fund financial statements for some or all categories of funds (governmental, proprietary and fiduciary).

**Budget Definition**

The Budget process consists of activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital assets.

A good budget process is characterized by several essential features:

- Incorporates a long-term perspective
  
- Establishes linkages to broad goals
  
- Focuses budget decisions on results and outcomes
  
- Involves and promotes effective communication with stakeholders

These key characteristics of good budgeting make clear that the budgeting process is not simply an exercise in balancing the budget one year at a time, but strategic in nature, encompassing a financial and operation plan that allocates resources on the basis of identifiable goals. A good budget process moves beyond the traditional concept of line-item expenditure control, providing incentives and flexibility to managers that can lead to improved program efficiency and effectiveness.

**Mission of the Budget Process**

The mission of the budget process is to help decision-makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. Communication and involvement with citizens and other stakeholders is stressed. The broad nature of the budget mission allows issues to be addressed that have limited the success of budgeting in the past. The term stakeholder refers to anyone affected by or who has a stake in government. This term stakeholder includes, but is not limited to: citizens, customers, elected officials, management, employees and their representatives (whether unions or other agents), businesses, vendors, other governments, and the media.

CITY OF COLLEGE PARK, GEORGIA  
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It is vital that the budget processes include diverse stakeholders. The budget process should accomplish the following:

- Involve stakeholders
- Identify stakeholder issues and concerns
- Obtain stakeholder support for the overall budgeting process
- Achieve stakeholder acceptance of decisions related to goals, services, and resource utilization
- Report to stakeholders on services and resource utilization, and serve generally to enhance the stakeholders' view of government

The importance of this aspect of the budget process cannot be overstated. Regular and frequent reporting is necessary to provide accountability, educate and inform stakeholders, and improve their confidence in the government. Communication and involvement are essential components of every aspect of the budget process.

### **Principles and Elements of the Budget Process**

The budget process consists of four broad principles that stem from the definition and mission previously described. These principles encompass many functions that spread across a governmental organization. They reflect the fact that development of a balanced budget is a political and managerial process that also has financial and technical dimensions. Each of the principles of the budget process incorporates components or elements that represent achievable results. These elements help translate the guiding principles into action components. Individual budgetary practices are derived from these elements and are a way to accomplish the elements. The principles and elements provide a structure to categorize budgetary practices.

- 1) Establish Broad Goals to Guide Government Decision-Making - A government should have broad goals that provide overall direction for the government and serve as a basis for decision making.
  - a) Assess community needs, priorities, challenges and opportunities
  - b) Identify opportunities and challenges for government services, capital assets, and management
  - c) Develop and disseminate broad goals
- 2) Develop Approaches to Achieve Goals – A government should have specific policies, plans, programs, and management strategies to define how it will achieve its long-term goals.
  - a) Adopt financial policies
  - b) Develop programmatic, operating, and capital policies and plans
  - c) Develop programs and services that are consistent with policies and plans
  - d) Develop management strategies

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- 3) Develop a Budget Consistent with Approaches to Achieve Goals - A financial plan and budget that moves toward achievement of goals, within the constraints of available resources, should be prepared and adopted.
  - a) Develop a process for preparing and adopting a budget
  - b) Develop and evaluate financial options
  - c) Make choices necessary to adopt a budget
  
- 4) Evaluate Performance and Make Adjustments - Program and financial performance should be continually evaluated, and adjustments made, to encourage progress toward achieving goals.
  - a) Monitor, measure, and evaluate performance
  
  - b) Make adjustments, as needed

**Budget Roles and Responsibilities**

Traditionally, every City of College Park employee plays a role in the City's budget — whether in its formulation, preparation, implementation, administration, or evaluation.

The City divisions have **Budget Liaisons** that coordinate the day-to-day budget management within their respective divisions along with the Finance Department. The Budget Liaisons serve as the vital communication link between their City division and the Finance Department on matters related to their specific operating and capital budget. Budget Liaisons are responsible for revenue and expenditure forecasts, monthly expenditure and revenue variance analysis, calculating user and indirect cost rates, monitoring the budget, support to the Finance Department in the Comprehensive Annual Financial Report preparation, and preparing budget review materials for the Director of Finance and Accounting, Department Directors, City Manager, Mayor and City Council, media and citizen.

The **Department Directors** are responsible for reviewing historical performance, anticipating future problems and opportunities, considering alternative solutions, and modifying and assembling their program data into a cohesive budget information package.

Traditionally, each Department Director is responsible for evaluating, reviewing, justifying and prioritizing all operating and capital budget requests for their division. Only those requests, that a Department Director believes support the City Manager's work plan, administrative direction, and program objectives are to be submitted to the Finance Department.

The **Finance Department staff** is responsible for preparing the multi-fund short-range and long-range revenue and expenditure forecasts, coordinating with Budget Liaisons in calculating user and indirect cost rates, developing the process and related forms for preparing and monitoring the budget, coordinating the compilation of budget data, analyzing operating and capital budget requests, supporting Finance Department in the Comprehensive Annual Financial Report preparation, asset monitoring, evaluating and summarizing

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budget requests from divisions and preparing budget review materials for the Director of Finance and Accounting, Department Directors, City Manager, Mayor and City Council, media and citizens.

The **Director of Finance and Accounting and Department Directors** collaborate in developing programmatic, operating, and capital policies and financial plans that help define how the City of College Park will achieve its long-term goals. They are traditionally responsible for reviewing the program operating budget and capital budget requests and working with program managers to develop service recommendations that are consistent with management strategies, and the City's Adopted Financial Policies

The **City Manager** is responsible for reviewing and submitting a balanced Citywide proposed budget to the Mayor and City Council. Traditionally, from January through March, the City Manager holds weekly meetings with the various Departments, Director of Finance and Accounting and Department Directors to ensure the staff is preparing a proposed budget that address Council's priorities and to provide guidance on key policy issues related to the budget development.

The **Mayor and City Council** set the policy direction for staff related to the forthcoming budget by establishing broad goals for the organization, which serve as a basis for decision-making. The Council reviews key aspects of the City Manager's proposed budget including an examination of the revenue forecast and related assumptions, employee compensation including healthcare and retirement costs, changes to rates and fees, comprehensive financial policies, debt schedules, property tax rate and the capital budget. The budget process culminates in late spring with the Mayor and City Council holding two public budget hearings. The Mayor and City Council are ultimately responsible for the review of the City Manager's proposed budget, tentative budget adoption and final adoption of the budget. All Council budget hearings are open to the public for comment.

**City of College Park's Traditional Budget Process**

City of College Park's budget process is a key aspect of its strategic visioning and planning efforts - allowing the Mayor and City Council and staff the opportunity to reassess goals and objectives and the means for accomplishing them. The Mayor and City Council typically review the City's proposed budget in detail from April through the June adoption; they also traditionally provide input to the City Manager and staff throughout the year in regular Council meetings. In these meetings, the Mayor and City Council members collaborate to establish a mission and broad goals for the community articulate their priorities, discuss relevant issues such as methods of expanding and enhancing public input, and the most recent Economic/Revenue Forecast, and emerging budget, legislative and policy issues.

**Policy/Strategy Development and Prioritization Process Phase**

In the fall and spring, City Council typically reviews citizen input, Citizen Board feedback, Financial Policies, Economic Trends Analysis, citizen survey results and the most current Financial Forecast. They discuss broad organizational goals, priorities, and constituents' suggestions and expectations for College Park. From this, the Council establishes broad goals and strategic directives, which are the cornerstone for the development of the budget. These broad goals provide the overall direction for College Park and serve

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as a basis for decision-making. The executive and senior management staff updates City financial policies, plans, programs, and management strategies to define how the City will achieve the broad goals. It is within this framework that the City staff formulates the proposed Program Operating and Capital Budgets.

**Budget Development and Prioritization Process Phase**

Traditionally, in the early fall, the Capital Improvement Plan (CIP) development begins.

Capital project requests and changes to existing capital projects are reviewed by cross-divisional teams for accurate costing, congruence with City objectives and prioritized using a set of pre-determined criteria. Financing sources are then sought for the highest-ranking projects. The City Manager and Department Directors are involved in this process. The CIP is also developed along with mid-level managers from various City divisions. The staff, when developing their Program Operating Budget plans, closely considers the ongoing operating impacts of current and proposed capital projects. Staff also considers Mayors and City Council's goals and strategic directives as they develop program objectives and work plans for the budget period. The staff also prepares their proposed Program Operating Budgets, which requires that the budget be prepared solely at the existing service operating levels – no modifications are permitted at this stage of the budget development process. The divisional staff is also asked to evaluate their programs and/or positions for possible trade-offs, reductions or eliminations, or service level changes to offset inflation, contractual, compensation, and benefit cost increases. Traditionally any proposed changes in service levels, new programs, population/service growth, additional staff, and program trade-offs resulting in service level reductions/increases must be submitted to the Finance and Accounting Department in the preliminary budget.

**City Management Review and Modification Phase**

Traditionally, in the early winter, the divisions submit their proposed Program Operating Budget and Capital Project Budget requests to the Finance and Accounting Department. The initial multi-faceted review focuses on ascertaining the divisions complied with the Budget Department's budget instructions, reviewing the mathematical accuracy and logic of the divisional base budget, new employee requests and capital project requests. The review also includes a broader assessment of whether the divisional budget proposals address City Council's goals, strategic directives, and program service needs while maintaining a City-wide perspective ensuring the fiscal integrity of the City (not exceeding our forecasted resources/limits).

**Mayor and City Council Budget Review and Adoption Phase**

In the early spring, the City Manager, Director of Finance and Accounting presents the proposed operating and capital budgets to the Mayor and Council citizens for consideration and further public input. The proposed budget is also communicated to the general public via the City's webpage. The City Manager, Mayor and Council along with the Director of Finance and Accounting and Department Directors holds public work sessions to review each division's proposed budget. This review focuses on how the division's program operating and capital budgets address citizens' priorities and City Council's goals. Additionally, there is a detail review of rates and fees, financial policies and compensation, including benefits. After the

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Mayor and Council complete their review of the City Manager's Proposed Budget, they recommend their changes to the budget. Next, two required public budget hearings are held and the Mayor and Council adopt the budget consistent with the City Ordinance and State law.

**Implementing, Monitoring, and Amending the Budget Phase**

In July, the City staff begins the process of implementing the newly adopted budget and is accountable for budgetary control throughout the fiscal year. Revenue and expenditure patterns are examined, compared to budget plans, and corrective action, if necessary, is taken during the fiscal year. Members of the Finance and Accounting Department and divisional Budget Liaisons meet every month to review current demographic, economic and financial trends, which may impact the City, and to plan strategy to ensure the City's fiscal integrity. City management are also provided monthly Financial Reports disclosing actual revenue, expenditure, and fund balance performance as compared to the budget plan. These Reports also include updates on the uses of the current year contingency and the budget planning/ development for the coming fiscal year. The Mayor and City Council are providing a midyear budget, which highlights the variance of budgeted to actual expenditures for all funds.

College Park's programs and activities are periodically reviewed to determine if they are achieving City Council's goals, accomplishing strategic objectives and making efficient use of limited resources. The City Manager, Finance and Accounting Department and Department Directors provide assistance to staff in their review of programs. The staff of every City services or programs are expected to conduct self-assessments and develop cost and quality measures of efficiency and effectiveness. Internal performance measurements are developed and reviewed on a periodic basis by management.

Ongoing monitoring of the City's financial performance is required of all Directors and Managers on a monthly basis. College Park's Program Operating and Capital Budgets are adopted at a division level. The City uses the following as guidance throughout the fiscal year for adjustments to the budgeted amounts (Budget Amendment) and actual amounts (Adjusting Journal Entries). All proposed Budget Transfers and capital projects must be approved by the Department Director, Director of Finance and Accounting, and the City Manager before being submitted to the Mayor and City Council for consideration in a public meeting. If approved by City Council, the transfer is processed in the budget system by the Finance Department.

All Adjusting Journal Entry requests to actual expenditures require a written justification and an explanation of the fiscal impact, which is reviewed and approved by the Finance Department staff before being processed. All amendments to the budget require Mayor and City Council's prior approval at a public meeting before the adjustment can be made by staff. If approved, the transfer is processed in the budget system by the Finance Department staff.

**CAPITAL IMPROVEMENT PROGRAMMING**

**INTRODUCTION**

Capital Improvement Programming is a guide toward the efficient and effective provision of public facilities. Programming capital facilities over time can promote better use of the City's limited financial resources and assist in the coordination of public and private development. In addition, the programming



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process is valuable as a means of coordinating and taking advantage of joint planning and development of facilities where possible. By looking beyond year-to-year budgeting and projecting what, where, when and how capital investments should be made, capital programming enables public organizations to maintain an effective level of service for both the present and future population.

**The Capital Improvement Program (CIP)**

The result of this continuing programming process is the Capital Improvement Program - the CIP – which is the City’s five-year roadmap for creating, maintaining and funding present and future infrastructure requirements. The Capital Improvement Program addresses the City’s needs relating to the acquisition, expansion and rehabilitation of long-lived facilities and systems. The CIP serves as a planning instrument to identify needed capital projects and coordinate the financing and timing of improvements in a way that maximizes the return to the public. It provides a planned and programmed approach to utilizing the City’s financial resources in the most responsive and efficient manner to meet its service and facility needs. It serves as a “blueprint” for the future of the community and is a dynamic tool, not a static document.

The underlying strategy of the CIP is to plan for land acquisition, construction and maintenance of public facilities necessary for the safe and efficient provision of public services in accordance with broad policies and objectives adopted in the County’s Comprehensive Plan. A critical element of a balanced CIP is the provision of funds to both preserve or enhance existing facilities and provide new assets to respond to changing service needs and community growth. While the program serves as a long range plan, it is reviewed and revised annually based on current circumstances and opportunities. Priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset. Projects may be revised for significant costing variances.

The CIP is primarily a planning document. As such, it is subject to change each year as the needs of the community become more defined and projects move closer to final implementation. The adoption of the Capital Improvement Program is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and controlling future debt service requirements. For this reason, the CIP includes some projects where needs have been defined, but specific solutions or funding amounts have not been identified. When adopted, the CIP provides the framework for the City Manager, Mayor and Council with respect to managing bond sales, investment planning and project planning.

**What is Capital Improvement Plan (CIP)?**

A Capital Improvement Plan is a comprehensive plan that projects the capital needs of the community. Generally, it is a cyclical process that projects the needs for a set number of years. Capital improvement plans are essential to sound infrastructure and long-term financial planning. The annual capital budget is derived from the long-term CIP.

The Capital budget authorizes and provides the basis for control of expenditures for the acquisition of significant City assets and construction of all capital facilities. A five-year CIP is developed and updated

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annually, including anticipated funding sources. This is done to ensure that the CIP continues to address the City's highest priorities. Capital budget appropriations lapse at the end of the fiscal year, however, they may be re-budgeted by the City Council until the project is complete and capitalized in the accounting fixed asset records.

Three key elements constitute a CIP:

- Relatively high monetary value (at least \$5,000)
- Long life (five years or more)
- Results in creation of a fixed asset, or the revitalization of a fixed asset

A capital project includes one or more of the following items:

- Construction of new facilities
- Remodeling or expansion of existing facilities
- Purchase, improvement and development of land
- Operating equipment and machinery for new or expanded facilities
- Planning and engineering costs related to specific capital improvements
- Street construction, reconstruction, resurfacing or renovation

In general, automotive and other rolling stock, personal computers, and other equipment not attached to or parts of new facilities are not to be included as a CIP project. The exception to this is when the total dollar amount of all the items are of a considerable value that they are grouped together and considered as a single capital project.

### **CIP Linkages**

College Park comprehensive capital project planning process has two essential components:

- The Capital Improvement Program (Mid-term Element, 5-10 years)
- The Capital Budget (Short-term Element, 1 year)

The Annual Capital Budget serves to appropriate funds for specific facilities, equipment and improvements. For projects supported by the General Fund (Paydown Projects), the first year included in the CIP reflects the approved annual capital budget funding level. Funding for subsequent years in the program are included for planning purposes only and do not receive ultimate expenditure authority until they are eventually incorporated into the annual Capital Budget. In general, General Obligation Bond funded projects and projects supported by other financing, are reflected in the 5-year program as approved for funding and the cash flow required for spending is reflected in each year. The CIP is a "rolling" process and subsequent year items in the CIP are evaluated annually and advanced each fiscal year.

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**The CIP Process**

The capital program and budget is the result of an ongoing infrastructure planning process. Infrastructure planning decisions must be made with regard to both existing and new facilities and equipment. For existing facilities, the planning process addresses appropriate capital renewal strategies and repair versus replacement of facilities. New service demands are also considered since they often affect capital facility requirements. The CIP is developed annually using the following Principles of Capital Improvement Planning.

**Principles of Sound Capital Improvement Planning**

The Mayor and Council adopted Comprehensive Master Land Plan. The Capital Improvement Program (CIP) shall execute the goals and objectives of the adopted Comprehensive Plan for College Park, Georgia.

The Capital Improvement Program (CIP) shall execute the goals and objectives of the Mayor and Council adopted Comprehensive Master Plan for College Park.

1. Criteria consistent with the Comprehensive Plan, and with the principles stated herein, shall be established to guide the selection and prioritization of CIP projects.
2. The development of the CIP shall be guided by the principles of life cycle planning to ensure that long-term maintenance, renewal and replacement requirements are adequately addressed to protect the County's investment and maximize the useful life of facilities. The County shall allocate an appropriate amount of its general operating, special revenue, enterprise and other funds to finance ongoing infrastructure maintenance, renewal and replacement of facilities. Facilities are defined to include all fixed installations constructed and/or maintained with public funds, including buildings and structures, utilities and related improvements.
3. The CIP shall include the fiscal impact of each project and identify unfunded capital requirements to adequately anticipate resource requirements and capacity to provide services beyond the planning period.
4. The CIP shall support the City's efforts to promote economic vitality and high quality of life. The CIP should recognize the revenue generating and/or cost avoiding value of making public infrastructure improvements to spur private reinvestment and revitalization in support of City's land use policy. The CIP shall support the City's efforts to encourage the development of affordable and effective multi-use public facilities as feasible.
5. The CIP shall be developed to provide facilities that are cost effective, consistent with appropriate best practice standards, community standards and expectations of useful life.

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6. The City will endeavor to execute the projects as approved and scheduled in the CIP. Value Engineering principles will continue to be applied to appropriate capital projects. Changes in project scope cost and scheduling will be subject to close scrutiny.

**The CIP Review**

A CIP is reviewed by the City Manager, Director of Finance and Accounting, Department Directors and other staff members. Throughout the fiscal year an in depth analysis of the impact of the Capital Program on cash flow and bonding requirements is conducted, as well as the City's ability to finance, process, design and ultimately maintain projects.

The overall goal of the CIP Review to develop CIP recommendations that:

- ✓ Preserve the past, by investing in the continued upgrade of City's assets and infrastructure;
- ✓ Protect the present with improvements to City's facilities; and
- ✓ Plan for the future.

Projects most often are forwarded to the team by a sponsoring department, which is responsible for their implementation. Being aware that there are always more project proposals submitted than can be funded in the 5 year CIP period, the team conducts an internal project ranking process. The criteria used in this internal ranking include, but are not limited to, public health and safety, federal or state mandates, preservation of the City's existing capital investment, alleviation of overcrowding, demand for services. While project ratings are important in determining recommended priorities, the realities of the City's financial situation are critical to all decisions.

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
MIS-Info Technology	Other Equipment/New	1	148,196	148,196
<b>Subtotal - MIS-Info Technology</b>				<b>148,196</b>
Highway and Street	Vehicle	1	27,720	27,720
	Street Resurfacing	1	165,000	165,000
<b>Subtotal - Highway and Street</b>				<b>192,720</b>
Fire Suppression	Buildings	1	15,000	15,000
	Vehicles-Capital Lease	1	153,000	153,000
<b>Subtotal - Fire Suppression</b>				<b>168,000</b>
Emergency Medical Services	Other Equipment/New	1	28,000	28,000
<b>Subtotal - Emergency Medical Services</b>				<b>28,000</b>
Building and Grounds	Other Equipment/New	1	8,100	8,100
<b>Subtotal - Building and Grounds</b>				<b>8,100</b>
Recreation Facilities	Buildings	1	39,500	39,500
	Other Equipment/Replace	1	25,000	25,000
	Other Equipment/New	1	8,000	8,000
	Parks	1	9,000	9,000
<b>Subtotal - Recreation Facilities</b>				<b>81,500</b>
Parks	Other Equipment/New	1	16,000	16,000
	Vehicles-Replace	1	25,720	25,720
<b>Subtotal - Parks</b>				<b>41,720</b>
Inspections	Vehicles-New	1	21,000	21,000
				<b>21,000</b>
<b>Grand Total - General Fund</b>				<b>689,236</b>
Car Rental Fund	Police Adm-Genetec Hardware	1	68,200	68,200
	Patrol Vehicle-Replace	6	44,510	267,060
	Patrol-Fingerprint Readers	2	5,800	11,600
	Patrol-Radio Infrastructure-Clayt	1	400,000	400,000
	Investigations-Vehicle Replace	1	28,590	28,590
	Investigations-Interview Room U	1	32,975	32,975
	Fire Suppression-SCBA	10	7,320	73,200
	Fire Suppression-Jaws of Life	1	55,000	55,000
	Thermal Imaging Cameras	2	8,000	16,000
<b>Subtotal - Car Rental Fund</b>				<b>952,625</b>

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
T-SPLOST	Capital Improvement	1	2,000,000	2,000,000
<b>Subtotal - T-SPLOST Fund</b>				<b>2,000,000</b>
Water and Sewer Fund	Vehicle Replace	1	65,000	65,000
	Water Line Replacement	1	250,000	250,000
	Other System Improvements	1	50,000	50,000
<b>Subtotal - Water and Sewer Fund</b>				<b>365,000</b>
Electric/Power Fund				
Electric/Line	Vehicle Replacement	1	261,000	261,000
	Communications	1	5,000	5,000
	Capital Improvement Fund	1	125,000	125,000
	Electric Improvements	1	1,935,000	1,935,000
	Other System Improvements	1	244,000	244,000
	Street Lighting	1	260,000	260,000
<b>Subtotal - Electric/Line</b>				<b>2,830,000</b>
Electric/Customer Service	Other Equipment New	1	20,000	20,000
				<b>20,000</b>
<b>Total - Electric/Power Fund</b>				<b>2,850,000</b>

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
Golf Course Fund	Recreation Capital Project	1	13,755	13,755
<b>Subtotal -Golf Course Fund</b>				<b>13,755</b>
Sanitation	Vehicle Replace	1	180,000	180,000
	Sanitation Containers	1	37,000	37,000
<b>Subtotal - Sanitation Fund</b>				<b>217,000</b>
Convention Center	Furniture Fixtures/Replace	1	361,000	361,000
	Office Equipment/Replace	1	530,200	530,200
	Other Equipment/Replace	1	555,500	555,500
<b>Subtotal - Convention Center</b>				<b>1,446,700</b>
Federal Aviation Administration (FAA)	Other Equipment	1	25,976	25,976
<b>Subtotal - FAA</b>				<b>25,976</b>
Business Industrial Development (BIDA)	Land Purchase Cost	1	660,572	660,572
<b>Subtotal -BIDA</b>				<b>660,572</b>
Stormwater Utility	Improvements Stormwater	1	133,426	133,426
<b>Subtotal- Stormwater Utility Fund</b>				<b>133,426</b>
<b>Grand Total - Other Funds</b>				<b>8,665,054</b>
<b>Grand Total - General and Other Funds</b>				<b>9,354,290</b>



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**Department/Division:**

Information Technology

**Project Name or Title:**

Cisco Meraki Cloud-Managed Wireless LAN

**Project Description:**

The cloud-managed wireless LAN will allow network management data to be separated from user data through the use of Cisco Meraki’s out of band control plane. Because of the out of band architecture, most end users will not be affected if Cisco Meraki wireless APs or security cannot communicate with Cisco Meraki cloud services (e.g., because of a temporary WAN failure): users can access the internet; wireless users can roam between access points; established VPN tunnels continue to operate; and, local configuration tools are available. Cisco Meraki offers a number of tools for administrators to maximize the security of their network deployments such as two-factor authentication, role-based administration and SSL based encryption.

Cisco Meraki operates the industry’s largest-scale Cloud Networking service. The cloud-hosted infrastructure of Cisco Meraki Enterprise Cloud Central Management provides all the configuration and monitoring functionality from a single-plane-of-glass, and also includes all software maintenance and phone support. Cisco Meraki’s cloud hosted architecture is as secure as and more highly available than controller-based architectures.

Cisco Meraki’s solution includes easy to configure and use guest wireless capabilities including splash pages, active directory integration and more are all configurable on a per SSID basis. Each network can support up to 15 SSIDs and each SSID can have different configuration and security settings allowing a complete separation of public and private wireless traffic.

**Project Justification and Impact:**

By allowing Laying 7 fingerprinting to be captured at the WAP level, the Cisco Meraki solution will allow the City of College Park to have full control over the applications and programs being utilized on the WLAN. Such control includes blocking applications, setting bandwidth controls and/or setting priority (QOS). Comcast Business Services will provide internet bandwidth rates of 150Mbps download and 20Mbps upstream, which will satisfy the demand the network usage requirements. The impact will also be tremendous value for our customers who come to City Hall. They can have instant access to check their accounts online, browse our website, and communicate with their peers via our wireless LAN.

**Project Costs: \$ 28,200**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$28,200	\$ 14,000	\$14,000	\$14,000	\$14,000	\$ 84,200

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

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**Department/Division:**

Information Technology

**Project Name or Title:**

Cisco Unified Communications Manager, Unity Connection 9.X/10X, Unified Contact Center Express Upgrade

**Project Description:**

Install 2 new BE6K servers. Upgrade CM, UCN and UCCX for 250 phones, 350 vm boxes and 5 agents. Migrate Unity to Unity Connection. Upgrade IOS on up to 9 Cisco 2900 VG's. Upgrade up to 5 attendant consoles. Upgrade Informacast on existing server. Replace 2 exiting 2800 SIP VG's with (2) 4331 SIP VG's . Valid maintenance is required for upgrade media and licensing from all manufacturers. IM & Presence nodes /Jabber not included.

**Project Justification and Impact:**

Cisco Unified Communication Manager Version 9.0 optimizes end-user management and configuration. With the new release customers can enjoy improved interoperability, including SIP normalization and transparency enhancements, as well as enhanced video quality and call admission control improvements.. Cisco Unity Connections saves users time and increases productivity by providing quick and efficient access to messages, from the devices and applications they use, delivered in the formats that they want. It is virtualized, flexible and easily integrates into diverse network and application environments. Unity Connection is the unified messaging solution consistently selected by the mid-size and global corporations, government agencies, and the security conscious since 2005. Cisco Unified CCX business benefits include improved customer satisfaction and loyalty with comprehensive contact management and significant cost optimization with and easy to deploy, easy to use, all in one solution.

**Project Costs: \$70,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$70,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

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**Department/Division:**

Information Technology

**Project Name or Title:**

Barracuda Firewall

**Project Description:**

The Barracuda Web Filter 410 being installed at City Hall will allow the city hall users to benefit from online applications and tools without exposing our network to web-borne malware and viruses, lost user productivity, and bandwidth misuse.

The Barracuda NG Firewall is designed and built from the group up to provide comprehensive, next-generation firewall capabilities. Cloud-hosted content filtering and reported offload computer-intensive tasks to the cloud for greater resource efficiency and throughput. It spot lights the following features: advanced threat detection; client-to-site VPN via browser (SSL VPN), mobile apps and desktop VPN clients; tightly integrated (QOS) Quality of Service and link balancing; and centralized management of all functionality.

**Project Justification and Impact:**

The Barracuda Web Filter will filter internet content, malware, social media and rouge application threats for City of College Park's city hall users. The web filter will allow network administration to control access to web sites, applications and Web 2.0 platforms based on users, groups, time, bandwidth, and other criteria. SSL-filtering and inspection capabilities provide policy enforcement on social-media and search platforms that are otherwise obfuscated.

The Barracuda NG Firewall is an essential tool to optimize the performance, security, and availability of the City of College Park's enterprise wide area network. It will allow us to provide VPN access for users of various departments such as Mayor and Council, Fire, Police and Information Technology.

**Project Costs: \$29,171**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$29,171	\$29,518	\$29,518	\$29,518	\$29,518	\$176,761

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Information Technology

**Project Name or Title:**

Barracuda Load Balance 540 ADC

**Project Description:**

The Barracuda Load Balancer ADC is ideal for optimizing application performance. It offloads compute-intensive SSL transactions from the server, preserving resources for applications. In addition, optimization features such as caching, compression, and TCP pooling enable faster application delivery and ensure scalability.

Using health and performance checks, the Barracuda Load Balance ADC distributes traffic for efficient use of server resources and employs server failover for high availability. Global Server Load Balancing allows redundancy across multiple sites enhancing availability and speeding disaster recovery.

Content routing and content rewrites enable full control of application traffic and customized application delivery based on users, regions, and/or devices. Client control gives administrators the ability to throttle request to ensure application availability even during periods of heavy traffic.

Application Security provides superior protection against data loss, DDos, and all known application-layer attack modalities. Automatic updates ensure comprehensive security for existing and merging Layer 7 threats such as Cross-site Scripting (XSS), SQL Injections (SLQi), and Cross-site Request Forgery (CSRF)

**Project Justification and Impact:**

The city continues to accumulate more network data that must navigate through our local and wide area network and requires a load balancing solution that will allow traffic to be distributed efficiently while ensuring high application availability.

The Barracuda Load Balancer ADC Vx has full traffic control and can route requests to servers based on region, device, browser, or a number of other factors. This will enable the city of College Park to deliver customized application responses to users throughout the city.

**Project Costs: \$8,944**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$ 8,944	\$ -	\$ -	\$ -	\$ -	\$8,944

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:**  
(2) Dell Networking N4032 Switches + (3) Dell FC630 Servers

**Project Description:**

The Dell N4032 switches are from a family of energy-efficient and cost-effective 10GbE units that are designed for modernizing and scaling networking infrastructure. They promote greater interoperability through interfaces with Cisco's Rapid Per VLAN Spanning Tree (RPVST+) 1 and devices using CDP (Cisco Discovery Protocol). These switches also feature advanced IPv4 and IPv6 Layer 3 routing, security and scalability features. Built to keep operating costs down, the N4000 series has fresh air capability, enabling them to operate at temperatures up to 113 degrees F (45 degrees C) to help reduce cooling costs. It features include: 24 10GbE RJ45 auto-sensing (10Gb/1GB) fixed ports, up to 32 10GbE port using breakout cables and option QSFP+ module, one hot swap expansion module bay and dual hot-swappable redundant power supplies (460W).

With powerful processors, impressive large memory and highly scalable I/O capabilities, the PowerEdge FC630 excels at running applications for midsize businesses, like the City of College Park. Combining exceptional performance and functional flexibility, the FC630 is also ideal for large databases or substantial virtualization environments. Powered by up to two 18-core Intel® Xeon® E5-2600 v3 processors, each FC630 has 24 DIMMs of memory, two 2.5 inch or four 1.8-inch front-access drives, a 10GB SNA and access to two PCI Express® (PCIe) expansion slots in the shared chassis. With the capability to handle demanding business applications and the databases that support them, the future FC630 is the perfect building block for the core of a corporate data center. Offering exceptional performance and rich set of storage options, including the FD332 storage block with up to 16 direct attached drives, the FX architecture enables you to building an infrastructure that is tailor-made to suite your unique IT requirements.

Dell offers ProSupport Plus: Mission Critical 4-Hour 24X7 on-site service with emergency dispatch for their Dell N4032 switches and PowerEdge FC630 servers, as well as, Agile Consulting for deployments & initial setups.

**Project Justification and Impact:**

The city continues to accumulate more virtualized servers and application requests that must be stored, processed and remain accessible to internal and external users. The above recommended units will provide the needed backend server and switch capabilities for our environment and far exceeds the outdated equipment of its type that we are currently using.

**Project Costs: \$ 11,881**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$11,881	\$11,881	\$11,881	\$11,881	\$11,881	\$ 59,405

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**  
Public Works/ Highways &  
Streets Division

**Project Name or Title:** New  
2018 F-350 Crew Cab Vehicle

**Capital Improvement** – Ford F-350 Crew Cab Pickup Truck

**Project Description:**  
2018 Ford F-350 Crew Cab Pickup Truck is to haul employees, material and equipment, traffic control signs hand tools to job sites.

**Project Justification and Impact:**  
The 2018 Ford F-350 Gas Crew Cab Pickup Truck will replace the 2007 Ford F-350 Diesel Dually Pickup Truck that is presently in the fleet with over 139,644 miles, and will save money in the repair maintenance and fuel cost. Budget for vehicles and equipment by minimizing cost associated with repairing an old vehicle and fuel cost.

**Project Costs: \$27,720**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
-	27,720	\$ -	\$ -	\$ -	\$ -	\$27,720

**Useful Life: 7 – 10** years

**Estimated Cost Beyond Five Year Program: N/A**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**  
Public Works/ Highways &  
Streets Division

**Project Name or Title:**  
GDOT LMIG Program  
**Capital Improvement** – Street Resurfacing for GDOT Local Maintenance and Improvement Grant Program

**Project Description:**  
This capital improvement item is to allocate funds so that the list of streets with Potholes, load cracking, and pavement failure can be resurfaced under the GDOT LMIG Program.

**Project Justification and Impact:**  
The allocated funds for street resurfacing will allow the street division to address City street that is in need for resurfacing or overlay due to potholes, load cracking, block cracking, alligator cracking, under the Georgia Department of Transportation Local Maintenance and Improvement Grant Fund

**Project Costs:** \$150,000

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
-	\$150,000	\$150,000	\$ 150,000	\$ 150,000	\$150,000	\$750,000

**Useful Life:** 7 – 10 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**  
Public Works/ Highways &  
Streets Division

**Project Name or Title:**  
GDOT Federal off system  
Program  
**Capital Improvement –**

**Project Description:**  
This program will allow the street division to address city street that needs to be re-strip due to faded out edge line, centerline, and pavement marking for the safety of the traveling public

**Project Justification and Impact:**

The allocated funds will be use on city streets to address faded out handicap cross walks, stop bars, edge line, centerline, bicycle symbol, turning arrows, words symbol, for the city of College Park.

**Project Costs: \$15,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
-	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000

**Useful Life: 7 – 10** years

**Estimated Cost Beyond Five Year Program: N/A**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Emergency Medical Services

**Project Name or Title:**

Lifepak 15 Cardiac Monitor/Defibrillator

**Project Description:**

This capital improvement item is to purchase Lifepak 15 Cardiac Monitor/Defibrillator.

**Project Justification and Impact:**

This equipment will provide Rescue 3 with a patient transport stretcher. This unit currently does not have a stretcher and this will enable all three rescue units to be fully equipped.

**Project Costs: \$28,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$28,000	\$ -	\$ -	\$ -	\$ -	\$28,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division**

Public Works/ Building and  
Grounds

**Project Name or Title:**

2018 Exmark 60" Lazer S

**Project Description:**

2018 Exmark 60" Lazer S

**Project Justification and Impact:**

To replace current mower has been down more than up. Frame of machine has numerous broken welds, engine is needing constant attention and repairs. Slowing down our mowing.

Purpose is to prevent the current down time and help speed up mowing.

**Project Costs: \$8,100**

<b><u>PriorYear</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>	<b><u>FY2023</u></b>	<b><u>Total</u></b>
\$ -	\$8,100	\$ -	\$ -	\$ -	\$ -	\$8,100

**Useful Life:** 7yrs

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Recreation/Facilities

**Project Name or Title:**

Mats and Padding

**Project Description:**

Trampoline Upgrade.

.

**Project Justification and Impact:**

The padding needs to be replaced.

**Project Costs: \$8,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$8,000	\$ -	\$ -	\$ -	\$ -	\$8,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Recreation/Facilities

**Project Name or Title:**

Various Park Projects

**Project Description:**

This capital improvement item is to provide resources for Zupp, Phillips and Barrett Parks.

**Project Justification and Impact:**

Various capital improvements are needed.

**Project Costs: \$9,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$ -	\$ -	\$ -	\$9,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Recreation/Facilities

**Project Name or Title:**

Bleacher Replacement-Conley

**Project Description:**

This capital improvement item is to provide resources for bleacher replacement at the Conley Recreation Center.

.

**Project Justification and Impact:**

The numerous individuals that use Conley Center would benefit with this bleacher upgrade.

**Project Costs: \$22,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$22,000	\$ -	\$ -	\$ -	\$ -	\$22,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Recreation/Facilities

**Project Name or Title:**

Restroom Upgrade-Brady

**Project Description:**

This capital improvement item is to provide resources for construction/restroom upgrade.

.

**Project Justification and Impact:**

The numerous individuals that use Brady Center would benefit with this restroom upgrade.

**Project Costs: \$17,500**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$17,500	\$ -	\$ -	\$ -	\$ -	\$17,500

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:**

Fire Engine

**Project Description:**

This capital improvement item is to purchase of a Fire Engine.

**Project Justification and Impact:**

This request is to provide funds for the purchase of a Fire Engine. The fire engine will replace Engine 1(Reserve), a 21 year-old fire truck that has been incurring multiple repairs. Some of the current fire engines in our fleet are aged and worn and are costing the city additional money.

**Project Costs: \$153,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$153,000	\$ -	\$ -	\$ -	\$ -	\$153,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:**

Storage Building

**Project Description:**

This capital improvement item is to purchase of storage building.

**Project Justification and Impact:**

This request is to provide funds for Storage to store tools, equipment and training props. Currently, none of the three stations have any storage space.

**Project Costs: \$15,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$15,000	\$ -	\$ -	\$ -	\$ -	\$15,000

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police-Administration

**Project Name or Title:**

Capital Improvement-Replace Access Control System

**Project Description:**

This capital improvement item is to replace and update the access control system of the Public Safety Building.

**Project Justification and Impact:**

The current access control system in the Public Safety Building is 12 to 13 years old. In planning for the new Godby Road Precinct it has been revealed that the software packages that manages the system is outdated.

**Project Costs: \$68,200**

<b><u>Prior Year</u></b>	<b><u>FY2019</u></b>	<b><u>FY2020</u></b>	<b><u>FY2021</u></b>	<b><u>FY2022</u></b>	<b><u>FY2023</u></b>	<b><u>Total</u></b>
\$ -	\$68,200	\$ -	\$ -	\$ -	\$ -	\$68,200

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Inspections

**Project Name or Title:**

Capital Improvement: New Vehicle

**Project Description:**

This project is to purchase a new vehicle for Code Enforcement Officer.

**Project Justification and Impact:**

The new Code Enforcement Officer needs a vehicle to carry-out his or her duties.

**Project Costs: \$21,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$21,000	\$ -	\$ -	\$ -	\$ -	\$21,000

**Useful Life:** 5+ Years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police/Patrol

**Project Name or Title:**

Vehicle Replacement/Purchase

**Project Description:**

This capital improvement project is to obtain replacement vehicles for the Patrol Division.

**Project Justification and Impact:**

Vehicles identified for replacement are aged and in overall rough condition. One wrecked and deemed a total loss.

**Project Costs: \$267,060**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$248,570	\$267,060	\$473,100	\$445,100	\$445,100	\$445,100	\$2,324,030

**Useful Life:** 3-6 years.

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

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police/Patrol

**Project Name or Title:**

Replace Portable Fingerprint Readers

**Project Description:**

This capital improvement project is to facilitate the replacement of three portable fingerprint readers.

**Project Justification and Impact:**

The College Park Police Department has deployed a number of portable fingerprint readers in the field to aid in identifying individuals who are encountered and have no identification and may be subject to provide false names and/or false identifying information in an effort to conceal their identity. Many times this effort is for the purpose of evading detection of an outstanding arrest warrant. Fingerprint readers generally facilitates discovering one's legal identity and warrants if any. Three of the current units are obsolete and no longer supported and need to be replaced.

**Project Costs: \$11,600**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$11,600	\$11,600	\$ -	\$ -	\$ -	\$23,200

**Useful Life:** 5 years

**Estimated Cost Beyond Five Year Program:** Major repair or replacement.

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police/Patrol

**Project Name or Title:**

Public Safety Radio Conversion

**Project Description:**

This capital improvement project is to facilitate converting from City of Atlanta’s 800 Mhz radio system to Clayton County’s system.

**Project Justification and Impact:**

College Park has been a subscriber user of Atlanta’s 800 MHz radio system for police and fire services since 2010 as part of a federal program to have interagency interoperability. The annual fees Atlanta charges has increased from approximately \$155.00 per unit to \$899.00 per unit (\$42,780.00 to \$248,100.00 annually). Becoming a subscriber to Clayton County’s system will cost an estimated \$400,000.00 to establish connectivity with no recurring annual subscriber/user fees. Preliminary testing has revealed no significant change in signal strength.

**Project Costs: \$400,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$400,000

**Useful Life:** 3-6 years.

**Estimated Cost Beyond Five Year Program:** Routine repair and maintenance expenses.

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police/Investigations

**Project Name or Title:**

Vehicle Replacement/Purchase

**Project Description:**

This capital improvement project is to obtain replacement vehicles for the Criminal Investigations Division.

**Project Justification and Impact:**

Vehicles identified for replacement are aged and in overall rough condition.

**Project Costs: \$28,590**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$28,590	\$57,180	\$28,590	\$28,590	\$28,590	\$171,540

**Useful Life:** 8-10 years.

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

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police/Investigations

**Project Name or Title:**

Update/Upgrade Criminal Investigations Recording System in Interview Rooms

**Project Description:**

This capital improvement project is to update and replace the recording system in the investigative interview rooms.

**Project Justification and Impact:**

Current system is obsolete and no longer supported by manufacturer. Investigative interviews are both video and audio recorded from a central system into all four interview rooms.

**Project Costs: \$32,975**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$32,975	\$ -	\$ -	\$ -	\$ -	\$32,975

**Useful Life:** 8-10 years.

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

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title: Capital Improvement – Jaws of Life**

**Project Description:**

This capital improvement item is to provide resources for the purchase of one set of jaws of life.

**Project Justification and Impact:**

This request is to provide funds for Jaws of Life which are used for vehicle extrication. This unit will be placed in service as equipment for the new Quint Ladder Truck. This unit will replace an inoperable set of jaws requiring repairs and is obsolete.

**Project Costs: \$55,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$55,000	\$55,000	\$ -	\$ -	\$ -	\$110,000

**Useful Life:** 10 years

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

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

3520 Suppression

**Project Name or Title: Capital Improvement - SCBAs**

**Project Description:**

This capital improvement item is to provide resources for the purchase of 10 SCBA units.

**Project Justification and Impact:**

SCBA upgrades to meet NFPA requirements. SCBAs are used for life safety and IDLH (Immediate Danger to Life and Health) environments. This will complete the phase out of the old air paks that have been replaced.

**Project Costs: \$73,200**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$73,200	\$ -	\$ -	\$ -	\$ -	\$73,200

**Useful Life:** 10 years

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

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Suppression

**Project Name or Title: Capital Improvement – Thermal Imaging Cameras**

**Project Description:**

This capital improvement item is to provide resources for the purchase of two thermal imaging cameras.

**Project Justification and Impact:**

This request is to provide funds for TICS (Thermal Imaging Cameras), which are used for search and rescue operations and to measure heat temperatures. Currently we only have one operational unit.

**Project Costs: \$16,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$16,000	\$ -	\$ -	\$ -	\$ -	\$16,000

**Useful Life:** 10 years

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

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

TSPLOST

**Project Name or Title:**

Capital Projects

**Project Description:**

Various Capital Projects for infrastructure throughout the City.

**Project Justification and Impact:**

Many of the infrastructure components in the City need to be replaced or improved such as roadways and distribution systems.

**Project Costs: \$2,000,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$2,000,000	\$ -	\$ -	\$ -	\$ -	\$2,000,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

TSPLOST Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works /Water and Sewer

**Project Name or Title:**

Purchase of 2018 Ford F-150 Pickup Truck

**Project Description:**

2018 Ford F-150 Pickup Truck

**Project Justification and Impact:**

Unit#344 is utilized in the daily functions of the Water and Sewer Division's construction/maintenance. This vehicle/equipment has taken a lot of wear and tear over the past 20 years. Also the truck has a lot of discontinued parts and has been inoperable more times than it has been used.

**Project Costs: \$27,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$27,000	\$ -	\$ -	\$ -	\$ -	\$27,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works /Water and Sewer

**Project Name or Title:**

Purchase of 2018 Ford F-250 Crew Cab w/Utility Body

**Project Description:**

2018 Ford F-250 Crew Cab w/Utility Body

**Project Justification and Impact:**

Unit#341 is utilized in the daily functions of the Water and Sewer Division's construction/maintenance. This vehicle/equipment has taken a lot of wear and tear over the past 20 years. Also the truck has a lot of discontinued parts and has been inoperable more times than it has been used.

**Project Costs: \$38,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$38,000	\$ -	\$ -	\$ -	\$ -	\$38,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works /Water and Sewer

**Project Name or Title:**

Water Line Replacement

**Project Description:**

Jones Circle Waterline Replacement

**Project Justification and Impact:**

The Water&Sewer Division will be replacing the deteriorated 1 ½ “galvanized” water main, Upsizing 6” water main with 8”-10” pipe, looping the system, and increasing fire protection throughout the city’s Water Distribution System.

**Project Costs: \$250,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2020</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$250,000	\$ -	\$ -	\$	\$ -	\$250,000

**Useful Life:** 50 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works /Water and Sewer

**Project Name or Title:**

Main Street-Milling and Street Resurfacing

**Project Description:**

Main Street-Milling and Street Resurfacing

**Project Justification and Impact:**

A section of the roadway on Main Street was excavated due to exploratory digging attempting to locate a water leak. The water leak was located and repaired. Per GDOT specifications, any repairs on state roads have to be milled and resurfaced at a minimum of 50ft on each side of the repair.

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2022</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

**Useful Life:** 50 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Vehicle Unit 530 Replacement

**Project Description:**

Replacement of 18 year old Ford F150 Truck

**Project Justification and Impact:**

This unit is becoming unreliable and requiring more maintenance.

**Project Costs: \$21,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$21,000	\$21,000	\$ -	\$21,000	\$ -	\$63,000

**Useful Life:** 15 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Vehicle Unit 539 Replacement

**Project Description:**

Replacement of 13 Year Old Bucket Truck

**Project Justification and Impact:**

This unit is becoming unreliable and requiring more maintenance.

**Project Costs: \$240,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$240,000	\$ -	\$ -	\$240,000	\$240,000	\$720,000

**Useful Life:** 12 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Large Customer Line Extension

**Project Description:**

Install new power system for development of potential large customer(s) that may present opportunities during this fiscal period.

**Project Justification and Impact:**

This project will only be activated if a new large customer presents itself to be served by the City of College Park.

**Project Costs: \$125,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$175,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$800,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Transformers - New and Replacement

**Project Description:**

Transformers used for replacement of in service units due to increased loading, damage, etc.: new units for new customers & expanded service, and spare units to meet in service requirements. This includes pole type and pad mounted units. Pole type units range in size from 10 KVA to 500 KVA. Pad mount units range in size from 25 KVA single phase to 2500 KVA 3-Phase.

**Project Justification and Impact:**

Stock replacement of failed equipment and inventory for new customer projects.

**Project Costs: \$125,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$178,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$803,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Virtual Citadel Circuit for additional 7 MW of service.

**Project Description:**

Install new underground and overhead power system, switching cabinets, and transformers to serve an expanded large power load.

**Project Justification and Impact:**

This project will add 7 additional MW to an existing 5 MW large power load on the distribution system.

**Project Costs: \$700,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$193,000	\$700,000	\$ -	\$ -	\$ -	\$ -	\$893,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Godby Rd. Road Widening

**Project Description:**

Godby Rd. widening from Southampton Rd. to W. Fayetteville Rd. – Clayton County road widening and relocation project.

**Project Justification and Impact:**

The distribution system in the Godby Rd./ Yorktown Dr. area is in conflict with the Clayton County road widening project. Many poles need replacing and the equipment is obsolete. Completing this project will improve system reliability and reduce power outages and eliminate conflicts with the new road. This project starts on Goby Rd. at Southampton Rd. and continues east on Godby Rd. to W. Fayetteville Rd.

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Godby Rd. Line Upgrade

**Project Description:**

Replace end of service life and out of specification wooden poles, cross-arms and framing as needed on Godby Rd between Old National Hwy and W. Fayetteville rd. This section of feeder is a tie point between two substations and is a very important reliability factor in supplying power to our customers relying on this circuit and tie point.

**Project Justification and Impact:**

This project will replace out of spec code violations with obsolete wooden poles, cross-arms and framing on Godby Rd between Old National Hwy and W. Fayetteville Rd. Improving system reliability and service to our customers. This line feeds all apartments, businesses and hotels on Godby Rd and Old National Pkwy.

**Project Costs: \$200,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$200,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Atlanta West Parking Deck Underground Service

**Project Description:**

Install new underground power system, switching cabinets, and transformers to a new large power customer.

**Project Justification and Impact:**

This project will add another large power load to the distribution system.

**Project Costs: \$140,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$140,000	\$ -	\$ -	\$ -	\$ -	\$140,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Atlanta West Parking Deck Underground Service

**Project Description:**

Install new underground power system, switching cabinets, and transformers for a new parking deck.

**Project Justification and Impact:**

This project will add a new large power load to the distribution system.

**Project Costs: 100,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

City of College Park Multipurpose Arena Underground Service

**Project Description:**

Install new underground power system, auto transfer switch and transformers with dual feed to a City owned Arena.

**Project Justification and Impact:**

This project will add another large power load to the distribution system.

**Project Costs: \$275,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$275,000	\$ -	\$ -	\$ -	\$ -	\$275,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Leslie Drive & Main St.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: \$82,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$82,000	\$ -	\$ -	\$ -	\$ -	\$82,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Global Gateway & Riverdale Road.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: 62,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$62,000	\$ -	\$ -	\$ -	\$ -	\$62,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Riverdale Road and Sysco Foods traffic signals.

**Project Description:**

Install traffic signals, controls, arms, control loops.

**Project Justification and Impact:**

This project is part of an agreement with the Sysco Foods expansion.

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

**Useful Life:** 10 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Private Lighting

**Project Description:**

Customer requested lighting to provide safety and security.

**Project Justification and Impact:**

Leasing of outdoor security lighting provides safety and security to customers and increases off-peak power sales.

**Project Costs: \$10,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$55,000

**Useful Life:** 10 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Decorative Lighting

**Project Description:**

Stock decorative lighting for replacement of damaged existing lighting and new installations.

**Project Justification and Impact:**

Required as stock replacements for damaged existing lighting and seed stock for developers.

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$36,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$286,000

**Useful Life:** 10 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

LED Lighting Upgrades

**Project Description:**

Upgrades of existing high pressure sodium and metal halide street lighting to LED design.

**Project Justification and Impact:**

LED lighting is a more economical light and requires less maintenance. The price of LED is dropping and now can be phased in for replacement of the older type of lights. LED is also a whiter light and provides a better spread of coverage.

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY202</u>	<u>Total</u>
\$128,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$828,000

**Useful Life:** 15 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Godby Rd. Decorative Lighting

**Project Description:**

Install 65 new LED post top decorative lights during the Godby Road widening project.

**Project Justification and Impact:**

This project will enhance the safety and beauty of the Godby Road and Southampton road areas and extend existing decorative lighting from the west end of the road.

**Project Costs: 100,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$118,000	\$100,000	\$ -	\$ -	\$ -	\$ -	\$218,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Information Technology-Customer Service

**Project Name or Title:**

Payment Kiosk

**Project Description:**

Capital Improvement is designed to offer payment options at the Kiosk.

**Project Justification and Impact:**

Kiosk system will enhance the payment and billing to provide savings to the City.

**Project Costs: \$20,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$20,000

**Useful Life:** N/A

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Golf Course/Recreation

**Project Name or Title:**

Capital Improvement

**Project Description:**

This capital improvement is to provide resources for Golf Course.

**Project Justification and Impact:**

This project is in conformity with the Master Plan in maintaining an efficient and safe keeping operating facility for the citizens of College Park.

**Project Costs: \$13,755**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$13,755	\$ -	\$ -	\$ -	\$ -	\$13,755

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works/Sanitation

**Project Name or Title:**

Commercial Container Replacement Program

**Project Description:**

To replace old 3,4,5,6,8 yard dumpsters.

**Project Justification and Impact:**

Replacement of worn equipment to maintain a high level of professional service.

**Project Costs: \$37,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$37,000	\$ -	\$ -	\$ -	\$ -	\$37,000

**Useful Life:** 10 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Sanitation Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works/Sanitation

**Project Name or Title:**

Rear Loader Garbage Collection Vehicle Replacement

**Project Description:**

To Replace a (18) year old Residential Garbage Collection (Rear Loader) vehicle.

**Project Justification and Impact:**

Replacement of worn equipment to maintain a high level of professional service.

**Project Costs: \$180,000**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$180,000	\$ -	\$ -	\$ -	\$ -	\$180,000

**Useful Life:** 10 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Sanitation Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Acoustic Fabric Replacement - Ballroom

**Project Description:**

This capital improvement item is to replace existing acoustic fabric in the ballrooms.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing fabric is worn out and stained. It needs to be replaced.

**Project Costs: \$150,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$150,000	\$ -	\$ -	\$ -	\$ -	\$150,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Wireless Infrastructure

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of the Wireless Access Points, controllers and various hardware.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. To stay competitive, standardize, technically advance, and meet capability standards with client's equipment.

This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$530,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$530,000	\$ -	\$ -	\$ -	\$ -	\$530,000

**Useful Life:** 5+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement –Boom Lift

**Project Description:**

This capital improvement item is to provide resources for the purchase of a narrow boom lift.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing lift will not fit into areas of the GICC where repair is needed. The new boom lift will provide a smaller and more versatile option when a lift is needed for access to areas throughout the facility. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$40,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$40,000	\$ -	\$ -	\$ -	\$ -	\$40,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – GABLE SIGNS – DIGITAL DISPLAYS

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of three building mounted outdoor displays.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The GICC upgraded the outdoor display units that were most visible in 2015/16 budget year. The three remaining outdoor displays are behind in technology, and non-operational. This upgrade project is scheduled over a three-year period. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$355,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$355,000	\$ -	\$ -	\$ -	\$ -	\$375,000

**Useful Life:** 5+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Electric Handicap Ramp

**Project Description:**

This capital improvement item is to provide access to stage and risers for our Special Needs Clients or guests.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The Operations Department needs an electric handicap ramp to be in compliance with the ADA rules and regulations as well as service our clients and guests. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$32,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$32,000	\$ -	\$ -	\$ -	\$ -	\$32,000

**Useful Life:** 5+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – INTERNAL ROOM DISPLAYS

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of 41 room displays, 6 concierge's displays.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The GICC upgraded the internal display units that were most visible in 2012/2013 budget year. The current displays are no-longer available. Parts are obsolete. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$211,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$211,000	\$ -	\$ -	\$ -	\$ -	\$211,000

**Useful Life:** 5+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Cushman Cart

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of our Cushman utility cart.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The current utility cart was purchased in 2000 and is aging with normal wear and tear. A new utility cart will provide the most current efficient batteries, parts and overall mechanics. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$10,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$10,000	\$ -	\$15,000	\$ -	\$ -	\$25,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Sign and Sails Power Conditioner

**Project Description:**

This capital improvement item is to install power surge equipment on GICC Sails and Sign electrical panels at Camp Creek Parkway.

**Project Justification and Impact:**

This project will enhance safety and prevent damages to the video signs and sail lighting.

**Project Costs: \$10,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$10,000	\$ -	\$ -	\$ -	\$ -	\$10,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Small Sweeper Scrubber

**Project Description:**

The smaller sweeper scrubber is used in the back hallway as well as the exhibit halls.

**Project Justification and Impact:**

The current sweeper scrubber is in need of repair and stays inoperable most of the time. It is very costly to repair. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$8,500**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$8,500	\$ -	\$ -	\$ -	\$ -	\$8,500

**Useful Life:** 5 years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Fire Sprinkler Head Cover Replacement

**Project Description:**

This capital improvement item is to replace current sprinkler Heads throughout the building.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The Fire Sprinkler Heads have been flagged as deficient by the system inspections and should be replaced. Safety will be enhanced by the replacement project.

**Project Costs: \$25,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Federal Aviation Administration

**Project Name or Title:**

Capital Improvement-80 gallon Air Compressor for HVAC System.

**Project Description:**

This capital improvement item is to provide resources for the purchase of 80 gallon tank air compressor powered by a 1.5 HP premium efficiency motor for the HVAC System.

**Project Justification and Impact:**

The existing unit is 25 years old and in need of repairs.

**Project Costs: \$13,246**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$13,246	\$ -	\$ -	\$ -	\$ -	\$13,246

**Useful Life:** 10+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Federal Aviation Administration-Phase I

**Project Name or Title:**

Variable Speed Drives

**Project Description:**

Install Variable Speed Drives on Air Handlers 1B & 1C in August 2019.

**Project Justification and Impact:**

The present motor is 20 years old and in need of repairs. Installing new ABB ACH-550 Variable Speed Drives on Air Handlers 1B and 1C will save longevity of the motor and will be energy efficient.

**Project Costs: \$12,730**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$12,730	\$ -	\$ -	\$ -	\$ -	\$12,730

**Useful Life:** 10+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

**Department/Division:**

Business Industrial Development Authority



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Project Name or Title:**

Land Purchase

**Project Description:**

This capital improvement is purchase land.

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**Project Justification and Impact:**

The City of College Park purchases land for sale and redevelopment.

**Project Costs: \$660,572**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$660,572	\$ -	\$ -	\$ -	\$ -	\$660,572

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** BIDA Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works/Storm Water

**Project Name or Title:**

Virginia Avenue Drainage Projects

**Project Description:**

Improve Storm Water Distribution System

.

**Project Justification and Impact:**

To prevent flooding and erosion conditions throughout the city.

**Project Costs: \$41,426**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$41,426	\$ -	\$ -	\$ -	\$ -	\$41,426

**Useful Life:** 100 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Stormwater Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works/Storm Water

**Project Name or Title:**

Green Spring and Brandon Road

**Project Description:**

Storm Water Distribution System Improvements

**Project Justification and Impact:**

To prevent flooding and erosion conditions throughout the city.

**Project Costs: \$35,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$35,000	\$ -	\$ -	\$ -	\$ -	\$35,000

**Useful Life:** 100 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Stormwater Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works/Storm Water

**Project Name or Title:**

Identify improvement: Storm Sewer improvements to prevent flooding during heavy rain fall.

**Project Description:**

Storm Sewer Improvement Projects

**Project Justification and Impact:**

To prevent flooding and erosion conditions throughout the city.

**Project Costs: \$25,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000

**Useful Life:** 100 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Stormwater Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Public Works/Storm Water

**Project Name or Title:**

City Wide Projects

**Project Description:**

Storm Water Distribution System Improvements

.

**Project Justification and Impact:**

To prevent flooding and erosion conditions throughout the city.

**Project Costs: \$32,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$32,000	\$ -	\$ -	\$ -	\$ -	\$32,000

**Useful Life:** 100 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Stormwater Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Police-Administration

**Project Name or Title:**

Capital Improvement-Replace Access Control System

**Project Description:**

This capital improvement item is to replace and update the access control system of the Public Safety Building.

**Project Justification and Impact:**

The current access control system in the Public Safety Building is 12 to 13 years old. In planning for the new Godby Road Precinct it has been revealed that the software packages that manages the system is outdated.

**Project Costs: \$68,200**

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$68,200	\$ -	\$ -	\$ -	\$ -	\$68,200

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Car Rental Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

The Marriott AC Hotel Underground Service

**Project Description:**

Install new underground power system for a new hotel.

**Project Justification and Impact:**

This project will add another large power load to the distribution system.

**Project Costs: \$120,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

City of College Park Godby Road Police Precinct

**Project Description:**

Install new underground power system, parking lighting and transformers to a new police precinct.

**Project Justification and Impact:**

This project will add another large power load to the distribution system.

**Project Costs: \$175,000**

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$175,000	\$ -	\$ -	\$ -	\$ -	\$175,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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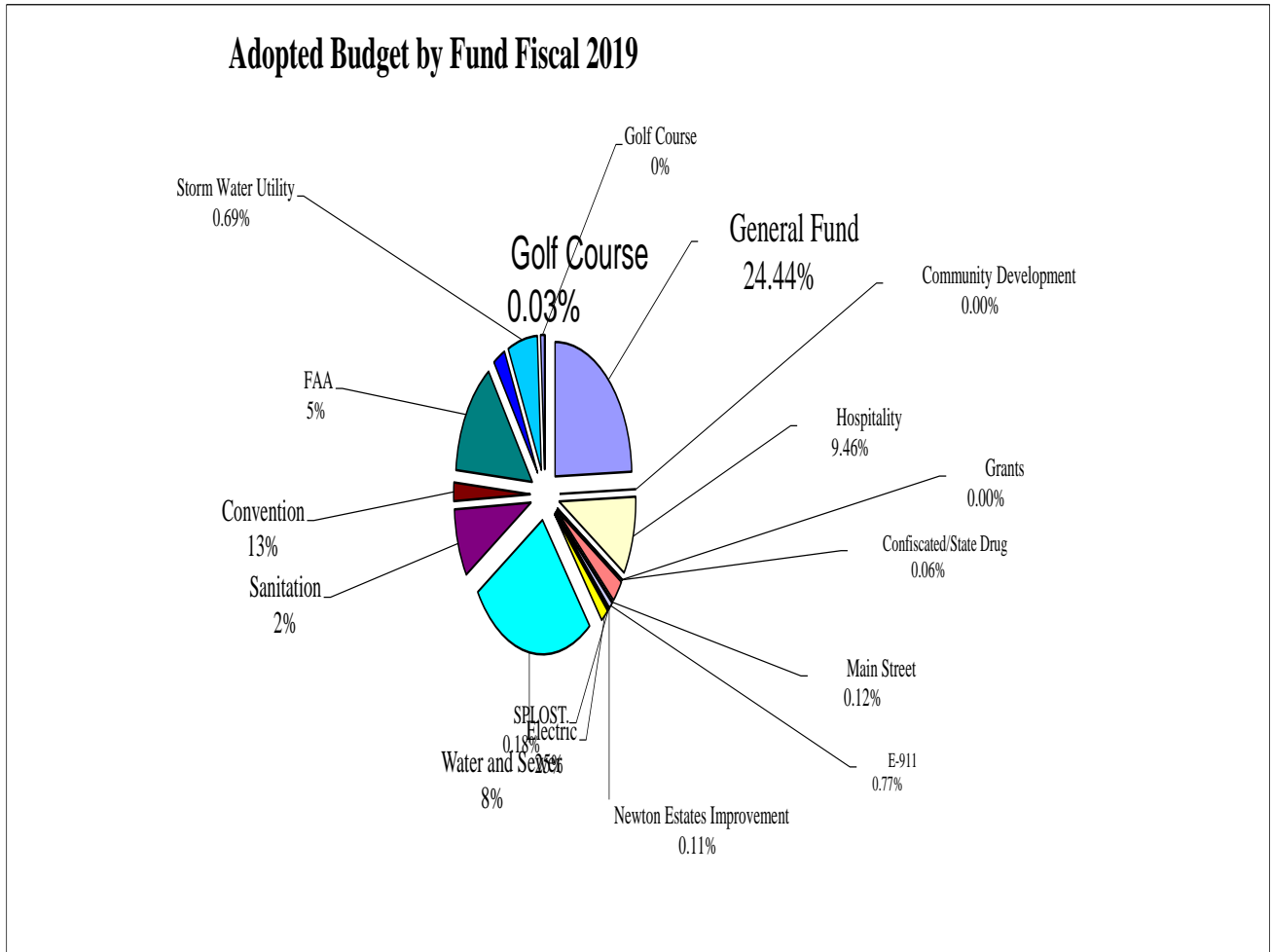
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**TABLE 1  
CITY WIDE ADOPTED BUDGET**

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Change 2018 to 2019	Percent Change 2018 to 2019
<b>REVENUES</b>						
General Fund	38,964,967	32,389,806	28,864,776	29,879,234	1,014,458	3.5%
<b>Special Revenue Funds:</b>						
Community Development	90,407	110,000	-	-	-	0.0%
Hospitality	12,245,093	13,098,679	11,463,072	11,570,477	107,405	0.9%
Grants	387,204	231,997	-	-	-	0.0%
Confiscated Drug	-	134	28,000	28,000	-	0.0%
State Drug Fund	87,701	263	73,000	50,000	(23,000)	-31.5%
Car Rental	3,251,416	3,169,258	3,200,300	3,300,300	100,000	3.1%
Main Street	163,073	112,989	65,323	146,112	80,789	123.7%
E-911	883,499	1,050,032	935,644	939,703	4,059	0.4%
Newton Estates Improvement	110,803	99,950	105,850	105,000	(850)	-0.8%
SPLOST Fund	211,597	220,558	2,260,588	217,000	(2,043,588)	-90.4%
T-SPLOST Fund	-	-	2,400,000	2,000,000	(400,000)	100.0%
<b>Enterprise Funds:</b>						
Electric	26,316,557	26,222,010	29,853,000	32,450,000	2,597,000	8.7%
Water and Sewer	10,772,995	9,794,464	10,117,000	10,020,500	(96,500)	-1.0%
Sanitation	2,801,519	2,349,671	2,684,057	2,719,142	35,085	1.3%
Convention	15,537,851	15,556,885	16,862,566	17,043,230	180,664	1.1%
FAA	3,461,553	3,142,718	3,100,600	3,100,600	-	0.0%
BIDA Redevelopment	7,075,083	5,113,147	6,836,318	7,671,890	835,572	12.2%
Storm Water Utility	1,032,354	878,636	980,380	985,141	4,761	0.5%
Golf Course	335,208	26,248	48,114	37,755	(10,359)	-21.5%
<b>TOTAL REVENUES</b>	<b>123,728,880</b>	<b>113,567,445</b>	<b>119,878,588</b>	<b>122,264,084</b>	<b>2,385,496</b>	<b>2.0%</b>
<b>EXPENDITURES</b>						
General Fund	30,516,493	31,866,506	28,864,776	29,879,234	1,014,458	3.5%
<b>Special Revenue Funds:</b>						
Community Development	90,389	90,098	-	-	-	0.0%
Hospitality	18,042,426	11,577,224	11,463,072	11,570,477	107,405	0.9%
Grants	387,204	641,853	-	-	-	0.0%
Confiscated Drug	-	8,382	28,000	28,000	-	0.0%
State Drug Fund	11,213	16,257	73,000	50,000	(23,000)	0.0%
E-911	884,556	1,081,365	935,644	939,703	4,059	0.4%
Newton Estates Improvement	111,803	100,116	105,850	105,000	(850)	-0.8%
Car Rental	2,650,738	2,914,325	3,200,300	3,300,300	100,000	3.1%
Main Street	147,902	113,806	65,323	146,112	80,789	123.7%
SPLOST Fund	203,292	891,831	2,260,588	217,000	(2,043,588)	-90.4%
T-SPLOST Fund	-	-	2,400,000	2,000,000	(400,000)	100.0%
<b>Enterprise Funds:</b>						
Electric	24,910,034	32,839,828	29,853,000	32,450,000	2,597,000	8.7%
Water and Sewer	9,695,656	11,393,495	10,117,000	10,020,500	(96,500)	-1.0%
Sanitation	2,445,682	2,796,820	2,684,057	2,719,142	35,085	1.3%
Convention	16,052,100	16,300,362	16,862,566	17,043,230	180,664	1.1%
FAA	2,730,014	2,887,069	3,100,600	3,100,600	-	0.0%
BIDA Redevelopment	7,604,129	8,756,808	6,836,318	7,671,890	835,572	12.2%
Storm Water Utility	946,087	831,869	980,380	985,141	4,761	0.5%
Golf Course	72,345	58,902	48,114	37,755	(10,359)	-21.5%
<b>TOTAL EXPENSES</b>	<b>117,502,063</b>	<b>125,166,916</b>	<b>119,878,588</b>	<b>122,264,084</b>	<b>2,385,496</b>	<b>2.0%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

GRAPH 1



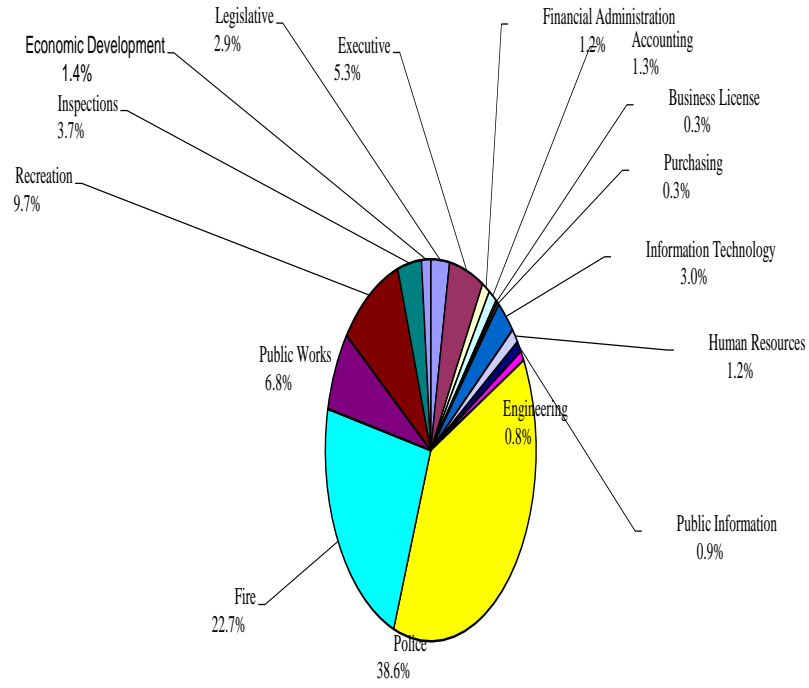
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**TABLE 2  
GENERAL FUND ADOPTED BUDGET**

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Taxes	19,515,904	17,819,844	\$ 18,127,171	\$ 18,145,701	\$ 18,530	0%
Licenses and Permits	5,523,703	5,328,551	4,601,650	3,957,800	(643,850)	-14%
Intergovernmental Revenue	-	-	-	-	-	0%
Fines and Forfeitures	2,197,185	762,474	910,000	600,000	(310,000)	-34%
Charges for Services	78,541	68,027	180,000	60,000	(120,000)	-67%
Interest	27,663	138,579	11,010	16,000	4,990	0%
Other	2,551,272	1,668,676	506,292	1,696,470	1,190,178	235%
<b>Total Revenues</b>	<b>29,894,268</b>	<b>25,786,151</b>	<b>24,336,123</b>	<b>24,475,971</b>	<b>139,848</b>	<b>1%</b>
<b>EXPENDITURES</b>						
Legislative	960,290	837,468	802,176	825,093	22,917	3%
Executive	1,663,310	1,985,178	1,540,832	1,535,023	(5,809)	0%
Financial Administration	294,277	322,633	341,785	342,213	428	0%
Accounting	324,050	305,938	361,795	363,311	1,516	0%
Business License	64,553	68,339	69,976	73,221	3,245	5%
Purchasing	89,463	88,700	94,636	78,405	(16,231)	-17%
Information Technology	693,067	827,985	880,177	859,179	(20,998)	-2%
Human Resources	367,383	345,839	350,782	358,558	7,776	2%
Public Information	219,653	198,842	232,880	269,704	36,824	16%
Engineering	309,770	311,187	244,603	243,374	(1,229)	-1%
Municipal Court	439,758	442,066	461,487	445,817	(15,670)	-3%
Police Administration	1,764,010	1,743,077	2,027,539	2,103,295	75,756	4%
Police Investigations	879,549	907,492	1,068,894	1,047,861	(21,033)	-2%
Police Patrol	6,705,261	7,518,658	7,181,750	7,391,589	209,839	3%
Corrections	613,036	556,542	563,438	560,974	(2,464)	0%
Fire Administration	579,517	545,564	628,249	602,337	(25,912)	-4%
Fire Suppression	5,181,167	5,226,345	5,546,839	5,660,719	113,880	2%
Emergency Medical Services	446,757	331,503	259,922	287,577	27,655	11%
Public Works Administration	75,264	62,973	61,555	67,788	6,233	10%
Highways and Streets	933,769	964,195	889,455	967,522	78,067	9%
Housing and Development	-	-	-	-	-	0%
Buildings and Grounds	1,050,353	870,568	893,530	919,985	26,455	3%
Recreation Administration	222,187	234,386	228,355	204,129	(24,226)	-11%
Recreation Programs	1,489,358	1,579,844	1,418,145	1,573,418	155,273	11%
Recreation Facilities	820,022	959,852	655,422	738,409	82,987	13%
Parks	219,867	233,084	223,983	264,258	40,275	18%
Inspections	574,517	1,139,733	884,167	1,056,774	172,607	20%
Economic Development	2,411,553	904,185	335,566	405,510	69,944	21%
<b>Debt Service</b>						
Principal	-	-	-	-	-	0%
Interest	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>29,399,896</b>	<b>29,512,176</b>	<b>28,247,938</b>	<b>29,246,043</b>	<b>998,105</b>	<b>4%</b>
<b>OTHER FINANCING SOURCES</b>						
Operating transfers in	9,070,699	6,603,655	4,528,653	5,403,263	874,610	19%
Operating transfers out	(1,116,597)	(2,354,330)	(616,838)	(633,191)	(16,353)	3%
Proceeds from sale of capital assets	-	-	-	-	-	0%
<b>TOTAL OTHER</b>	<b>7,954,102</b>	<b>4,249,325</b>	<b>3,911,815</b>	<b>4,770,072</b>	<b>858,257</b>	<b>22%</b>
Net change in fund balance	8,448,477	522,725	-	-	-	0%
Fund balance (deficit), beginning	22,150,854	30,606,830	30,078,105	30,078,105	30,078,105	0%
Fund balance (deficit), end of year	\$ 30,599,331	\$ 31,129,555	\$ 30,078,105	\$ 30,078,105	\$ 30,078,105	0%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

General Fund Departmental Expenditures



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

TABLE 3  
COMMUNITY DEVELOPMENT ADOPTED BUDGET

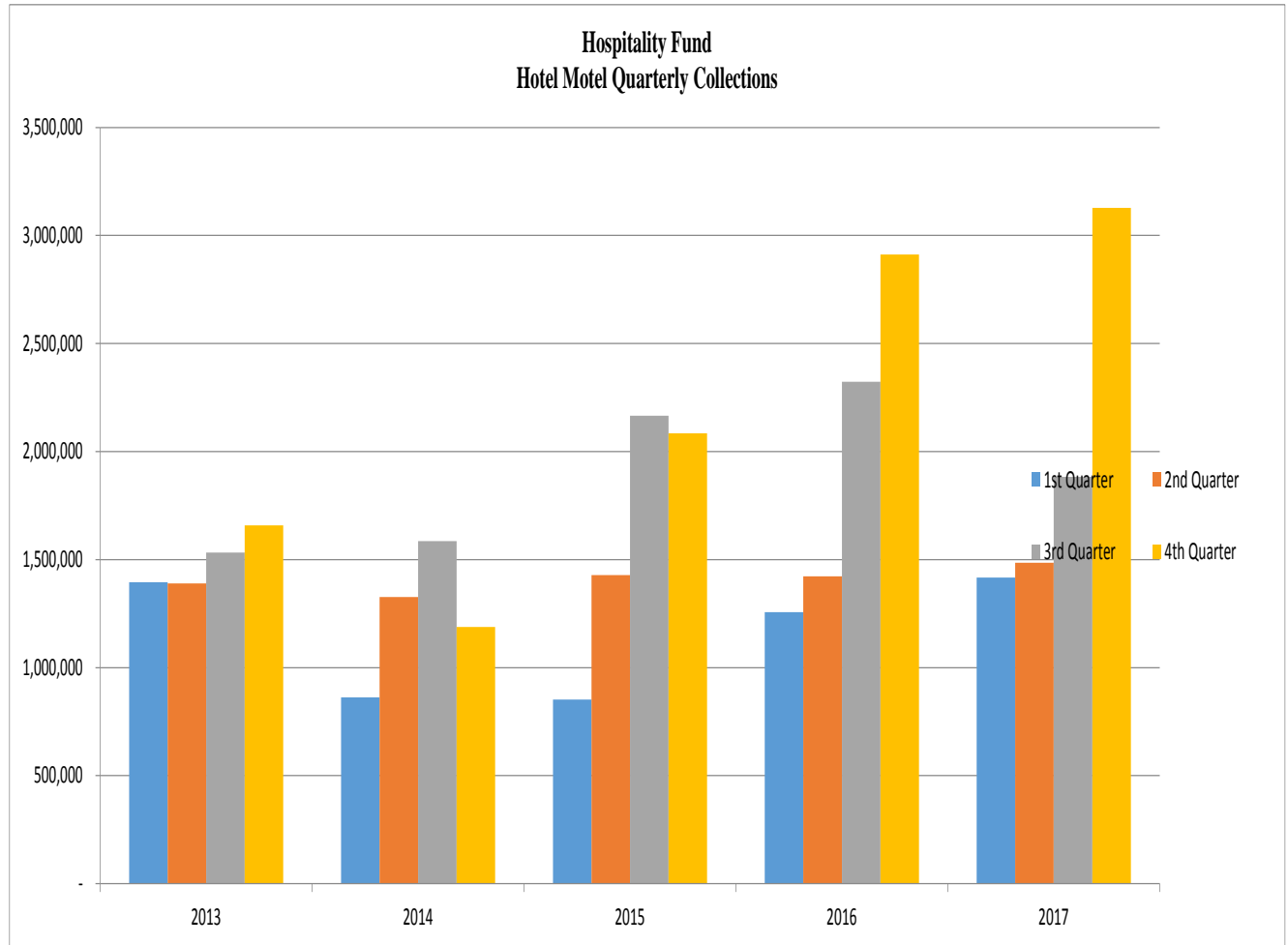
	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Intergovernmental Revenue	90,407	110,000	-	-	-	-100%
Total Revenue	90,407	110,000	-	-	-	-100%
<b>EXPENSES</b>						
Economic Development	90,389	90,098	-	-	-	-100%
Change in fund balance	18	19,902	-	-	-	0%
Fund balance, beginning of year	90,080	90,098	110,000	110,000	-	0%
Fund balance, end of year	90,098	110,000	110,000	110,000	-	0%

TABLE 4  
HOSPITALITY FUND ADOPTED BUDGET

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Taxes	12,120,570	13,008,825	11,461,872	11,536,872	75,000	1%
Budget Carryforward	-	-	-	-	-	0%
Misc Income	124,295	87,915	-	33,305	-	
Interest	228	1,939	1,200	300	(900)	-75%
	12,245,093	13,098,679	11,463,072	11,570,477	74,100	1%
<b>EXPENDITURES</b>						
Other Services and Charges	2,996,445	2,328,471	2,666,960	2,681,405	14,445	1%
Total Expenditures	2,996,445	2,328,471	2,666,960	2,681,405	14,445	1%
Transfer In	-	-	-	-	-	0%
Transfers Out	(15,045,981)	(9,248,753)	(8,796,112)	(8,889,072)	(92,960)	1%
Net change in fund balance	(5,797,333)	1,521,455	-	-	-	
Fund balance (deficit), beginning	7,201,964	1,404,631	2,926,086	2,926,086	-	0%
Fund balance (deficit), ending	1,404,631	2,926,086	2,926,086	2,926,086	-	0%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**GRAPH 3**





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

TABLE 5

CAR RENTAL FUND ADOPTED BUDGET

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Taxes	3,248,789	3,161,590	3,200,000	3,300,000	100,000	3%
Interest	2,627	7,668	300	300	-	0%
Other	-	-	-	-	-	-
<b>Total Revenue</b>	<u>3,251,416</u>	<u>3,169,258</u>	<u>3,200,300</u>	<u>3,300,300</u>	<u>100,000</u>	<u>3%</u>
<b>EXPENDITURES</b>						
Police	-	44,539	305,750	295,650	(10,100)	-3%
Other Expenditures	705,468	917,189	1,821,953	1,604,650	(217,303)	-12%
<b>Total Expenditures</b>	<u>705,468</u>	<u>961,728</u>	<u>2,127,703</u>	<u>1,900,300</u>	<u>(227,403)</u>	<u>-11%</u>
Transfer In	-	-	-	-	-	-
Transfer Out	(1,945,270)	(1,952,597)	(1,072,597)	(1,400,000)	(327,403)	31%
<b>Net change in fund balances</b>	<b>600,678</b>	<b>254,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1%</b>
<b>Fund balance (deficit), beginning</b>	<u><b>958,680</b></u>	<u><b>1,559,358</b></u>	<u><b>1,814,291</b></u>	<u><b>1,814,291</b></u>	<u><b>-</b></u>	<u><b>0%</b></u>
<b>Fund balance (deficit), ending</b>	<u><u><b>1,559,358</b></u></u>	<u><u><b>1,814,291</b></u></u>	<u><u><b>1,814,291</b></u></u>	<u><u><b>1,814,291</b></u></u>	<u><u><b>-</b></u></u>	<u><u><b>0%</b></u></u>

TABLE 6

E-911 FUND ADOPTED BUDGET

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Service	370,313	495,974	383,008	458,334	75,326	20%
Interest	531	1,353	121	121	-	100%
<b>Total Revenues</b>	<u>370,844</u>	<u>497,327</u>	<u>383,129</u>	<u>458,455</u>	<u>75,326</u>	<u>20%</u>
<b>EXPENDITURES</b>						
Current	884,556	1,081,365	935,644	939,703	4,059	0%
Transfer In	512,655	552,705	552,515	481,248	(71,267)	-13%
<b>Net change in fund balance</b>	<b>(1,057)</b>	<b>(31,333)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Fund balance (deficit), beginning</b>	<u><b>552,645</b></u>	<u><b>551,588</b></u>	<u><b>520,255</b></u>	<u><b>520,255</b></u>	<u><b>-</b></u>	<u><b>0%</b></u>
<b>Fund balance (deficit), ending</b>	<u><u><b>551,588</b></u></u>	<u><u><b>520,255</b></u></u>	<u><u><b>520,255</b></u></u>	<u><u><b>520,255</b></u></u>	<u><u><b>-</b></u></u>	<u><u><b>0%</b></u></u>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

TABLE 7

ELECTRIC FUND ADOPTED BUDGET

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Services	24,079,384	21,641,498	29,005,000	30,005,000	1,000,000	3%
Interest	21,822	41,979	-	-	-	0%
Other Income	2,197,563	2,986,095	848,000	2,445,000	1,597,000	188%
<b>Total Revenues</b>	<u>26,298,769</u>	<u>24,669,572</u>	<u>29,853,000</u>	<u>32,450,000</u>	<u>2,597,000</u>	<u>9%</u>
<b>EXPENSES</b>						
Electric	23,545,432	28,501,340	28,853,000	32,334,818	3,481,818	12%
<b>Total Expenses</b>	<u>23,545,432</u>	<u>28,501,340</u>	<u>28,853,000</u>	<u>32,334,818</u>	<u>3,481,818</u>	<u>12%</u>
<b>Transfers:</b>						
Transfer In	-	-	-	-	-	0%
Transfer Out	(2,100,505)	(218,463)	(1,000,000)	(115,182)	(884,818)	-88%
<b>Change in net assets</b>	<u>1,814,839</u>	<u>(4,224,790)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
<b>Total net assets, beginning</b>	<u>32,041,959</u>	<u>33,856,798</u>	<u>29,632,008</u>	<u>29,632,008</u>	<u>-</u>	<u>0%</u>
<b>Total net assets, ending</b>	<u>33,856,798</u>	<u>29,632,008</u>	<u>29,632,008</u>	<u>29,632,008</u>	<u>-</u>	<u>0%</u>

TABLE 8

WATER FUND ADOPTED BUDGET

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Services	10,737,776	9,044,268	10,111,500	10,015,000	(96,500)	-1%
Interest	7,102	14,845	3,000	3,000	-	0%
Other Income	28,119	130	2,500	2,500	-	0%
<b>Total Revenues</b>	<u>10,772,997</u>	<u>9,059,243</u>	<u>10,117,000</u>	<u>10,020,500</u>	<u>(96,500)</u>	<u>-1%</u>
<b>EXPENSES</b>						
Water Dept	7,692,942	8,313,434	8,117,000	7,944,945	(172,055)	-2%
Other	1,539,503	1,585,727	2,000,000	2,000,000	-	0%
<b>Total Expenses</b>	<u>9,232,445</u>	<u>9,899,161</u>	<u>10,117,000</u>	<u>9,944,945</u>	<u>(172,055)</u>	<u>-2%</u>
<b>Transfers:</b>						
Transfer In	-	-	-	-	-	0%
Transfer Out	-	(218,463)	-	(75,555)	75,555	100%
<b>Change in net assets</b>	<u>1,195,380</u>	<u>(1,367,925)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
<b>Total net assets, beginning</b>	<u>15,544,062</u>	<u>16,739,442</u>	<u>15,371,517</u>	<u>15,371,517</u>	<u>15,292,031</u>	<u>0%</u>
<b>Total net assets (deficit), ending</b>	<u>16,739,442</u>	<u>15,371,517</u>	<u>15,371,517</u>	<u>15,371,517</u>	<u>15,292,031</u>	<u>0%</u>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**TABLE 9  
SANITATION FUND ADOPTED BUDGET**

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Services	2,439,483	2,193,862	2,639,274	2,674,407	35,133	1%
Interest	149	1,250	735	735	-	0%
Other Income	161,888	29,523	44,048	44,000	(48)	0%
<b>Total Revenue</b>	<b>2,601,520</b>	<b>2,224,635</b>	<b>2,684,057</b>	<b>2,719,142</b>	<b>35,085</b>	<b>1%</b>
<b>EXPENSES</b>						
Sanitation	2,463,150	2,768,963	2,684,057	2,719,142	35,085	-1%
Transfers In	-	-	-	-	-	0%
Change in net assets	338,370	(552,226)	-	-	-	0%
Total net assets (deficit), beginning	(698,194)	(359,824)	(912,050)	(912,050)	-	0%
Total net assets (deficit), ending	(359,824)	(912,050)	(912,050)	(912,050)	-	0%

**TABLE 10  
CONVENTION CENTER FUND ADOPTED BUDGET**

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Sales	4,817,035	4,579,072	4,700,000	5,500,000	800,000	17%
Commissions	4,123,882	4,280,543	4,455,000	4,830,000	375,000	8%
Interest	1,724	6,434	1,000	1,000	-	0%
Other Income	107,515	138,021	1,145,000	145,000	(1,000,000)	-87%
<b>Total Revenue</b>	<b>9,050,156</b>	<b>9,004,070</b>	<b>10,301,000</b>	<b>10,476,000</b>	<b>175,000</b>	<b>2%</b>
<b>EXPENSES</b>						
Convention	11,031,793	11,537,193	16,862,566	17,043,230	180,664	1%
Transfers In	6,486,861	6,842,937	6,561,566	6,567,230	5,664	0%
Transfer Out	-	(257,656)	-	-	-	0%
Change in net assets	1,330,978	3,113,476	-	-	-	0%
Change in net assets (deficit), beginning	15,732,110	17,063,088	20,176,564	20,176,564	-	0%
Change in net assets (deficit), ending	17,063,088	20,176,564	20,176,564	20,176,564	-	0%

**TABLE 11  
FAA FUND ADOPTED BUDGET**

	Actual Fiscal 2016	Actual Fiscal 2017	Amended Fiscal 2018	Adopted Fiscal 2019	Increase (Decrease)	Increase (Decrease)
<b>REVENUES</b>						
FAA Facility	7,886,618	3,459,449	3,100,000	3,100,000	-	0%
Other Interest	3,466	52,189	600	600	-	100%
<b>Total Revenue</b>	<b>7,890,084</b>	<b>3,511,638</b>	<b>3,100,600</b>	<b>3,100,600</b>	<b>-</b>	<b>0%</b>
<b>EXPENSES</b>						
FAA	2,689,016	2,173,931	3,100,600	3,100,600	-	0%
Transfers In	-	-	-	-	-	0%
Change in net assets	5,201,268	919,205	-	-	-	0%
Change net assets (deficit), beginning	8,472,948	13,674,216	14,593,421	14,593,421	-	0%
Change net assets (deficit), ending	13,674,216	14,593,421	14,593,421	14,593,421	-	0%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**PERSONNEL SUMMARY**

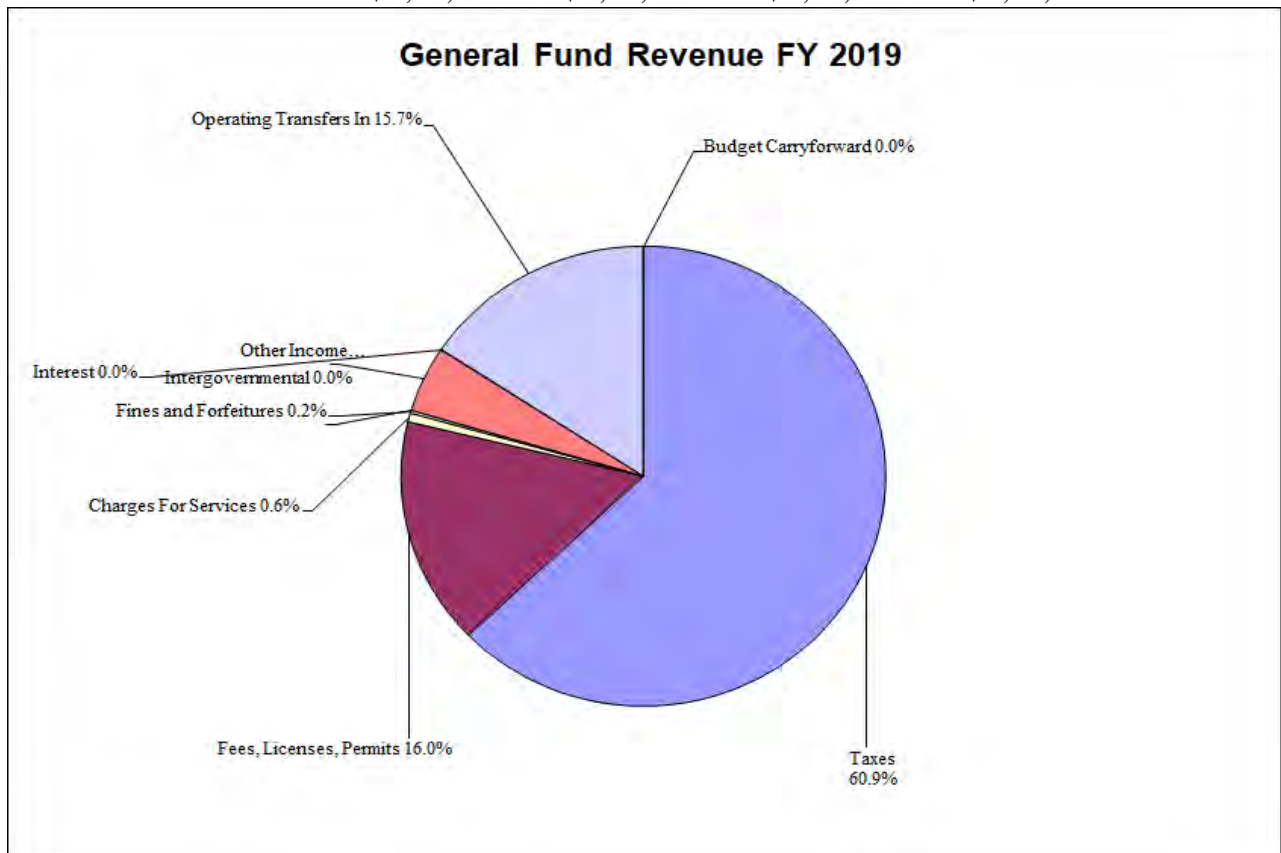
<b>Fund</b>	<b>Department</b>	<b>FY 2016-2017</b>	<b>FY 2017-2018</b>	<b>Vacant Positions</b>	<b>FY 2018-2019</b>
		<b>Actual Positions</b>	<b>Actual Positions</b>		<b>Council Adopted</b>
General	Legislative	11	11		11
	Executive	5.5	5.5		5.5
	Financial Admin.	3.3	3.5		3.5
	Accounting	5	5		5
	Public Information	2	2		2
	Business License	1	1		1
	Purchasing	1	1		1
	Information Technology	5	7		8
	Human Resources	3	3		3
	Buildings/Grounds	18	22		22
	Engineering	2	2		2
	Municipal Court	10	10		10
	Police Admin.	15	15		15
	Police Patrol	82	82		82
	Police Investigations	12	12		12
	Corrections (Jail)	6	6		6
	Fire Admin.	5	5		5
	Fire Suppression	67	67		67
	EMS	1	1		1
	Public Works Admin.	2.5	2.5		2.5
	Highways/Streets	10	10		10
	Parks	8	8		8
	Recreation Admin.	2	2		2
Recreation Programs	15	15		15	
Recreation Facilities	7	7		7	
Inspection	5	5		6	
Economic Development	2.5	3.5		3.5	
<b>Total General Fund</b>		<b>307</b>	<b>314</b>		<b>316</b>
Power	Line Section	14	14		14
	Warehouse	1	1		1
	Meter Reading	2	2		2
	Customer Service	12	12		12
Main Street	0	0		0	
Water and Sewer	18	18		18	
Sanitation	28	28		28	
Convention Center	59	61		61	
Communications (E911)	17	17		17	
Storm Water Utility	3	3		3	
<b>Total Other Funds</b>		<b>154</b>	<b>156</b>		<b>156</b>
<b>TOTAL ALL FUNDS</b>		<b>461</b>	<b>470</b>		<b>472</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

<b>EXPENDITURES BY CATEGORY</b>								
	<b>Personnel</b>	<b>Other Operating Expenditures</b>	<b>Materials and Supplies</b>	<b>Capital</b>	<b>Cost of Sales</b>	<b>Debt Service</b>	<b>Operating Transfers</b>	<b>Total</b>
Legislative	\$ 338,728	\$ 407,918	\$ 72,947	-	\$ 5,500	-	\$ -	825,093
Executive	404,200	1,101,123	21,700	-	8,000	-	-	1,535,023
Financial	218,153	114,010	10,050	-	-	-	-	342,213
Communications	116,487	143,844	9,373	-	-	-	-	269,704
Accounting	198,921	153,290	11,100	-	-	-	-	363,311
Engineering	170,923	63,001	9,450	-	-	-	-	243,374
Human Resources	210,432	133,526	14,600	-	-	-	-	358,558
Purchasing	50,700	25,730	1,975	-	-	-	-	78,405
Business License	40,677	27,444	5,100	-	-	-	-	73,221
Economic Development	222,338	178,222	4,950	-	-	-	-	405,510
Inspections	300,199	723,725	11,850	21,000	-	-	-	1,056,774
Non Departmental	-	5,831	-	-	-	-	627,360	633,191
Police								
Administration	795,798	1,238,427	69,070	-	-	-	-	2,103,295
Patrol	4,626,049	2,298,455	294,485	-	-	-	172,600	7,391,589
Investigations	694,033	321,003	32,825	-	-	-	-	1,047,861
Fire								
Administration	302,649	282,688	15,500	-	1,500	-	-	602,337
Suppression	3,593,619	1,586,751	138,700	-	1,500	168,000	172,149	5,660,719
EMS	72,715	138,362	48,500	28,000	-	-	-	287,577
Corrections	192,591	351,583	13,800	-	3,000	-	-	560,974
Municipal Court	300,177	127,380	18,260	-	-	-	-	445,817
Recreation								
Administration	119,800	80,429	900	-	3,000	-	-	204,129
Programs	940,902	527,521	103,045	-	1,950	-	-	1,573,418
Facilities	202,416	353,493	101,000	81,500	-	-	-	738,409
Parks	145,333	72,505	4,700	41,720	-	-	-	264,258
Public Works Admin	43,219	23,419	1,150	-	-	-	-	67,788
Buildings and Grounds	505,900	364,185	41,800	8,100	-	-	-	919,985
Highways and Streets	359,192	512,385	43,225	27,720	25,000	-	-	967,522
Information Technology	350,638	353,945	6,400	148,196	-	-	-	859,179
<b>Subtotal General Funds</b>	<b>15,516,789</b>	<b>11,710,195</b>	<b>1,106,455</b>	<b>356,236</b>	<b>49,450</b>	<b>168,000</b>	<b>972,109</b>	<b>29,879,234</b>
Electric								
Line Section	801,849	3,168,520	130,675	2,830,000	24,201,000	-	115,182	31,247,226
Warehouse	44,590	49,828	1,050	-	-	-	-	95,468
Meter Reading	88,290	65,591	16,581	-	-	-	-	170,462
Customer Service	451,277	396,197	62,370	20,000	-	7,000	-	936,844
CNG	-	-	-	-	-	-	-	-
Water and Sewer	837,479	1,955,408	44,200	365,000	5,700,000	1,042,858	75,555	10,020,500
Sanitation	1,007,706	693,955	112,300	217,000	555,000	63,952	69,229	2,719,142
Convention Center	2,342,500	4,165,785	226,500	1,446,700	2,985,320	5,876,425	-	17,043,230
Confiscated Drugs	-	28,000	-	-	-	-	-	28,000
State Drug Fund	-	50,000	-	-	-	-	-	50,000
E911	586,353	345,575	7,775	-	-	-	-	939,703
Hospitality	-	2,681,405	-	-	-	-	8,889,072	11,570,477
GICC Special District	-	-	-	-	-	-	105,000	105,000
FAA Building	-	1,410,977	-	25,976	563,647	-	1,100,000	3,100,600
BIDA	-	942,450	15,100	-	660,572	6,053,768	-	7,671,890
Car Rental Tax	-	227,675	-	952,625	-	720,000	1,400,000	3,300,300
Main Street	58,200	85,462	2,450	-	-	-	-	146,112
Golf Course	-	24,000	-	13,755	-	-	-	37,755
CDBG	-	-	-	-	-	-	-	-
SPLOST	-	217,000	-	-	-	-	-	217,000
TSPLOST	-	-	-	2,000,000	-	-	-	2,000,000
Grants	-	-	-	-	-	-	-	-
Storm Water Utility	170,166	324,063	7,926	133,426	-	133,104	216,456	985,141
<b>Subtotal Other Funds</b>	<b>6,388,410</b>	<b>16,831,891</b>	<b>626,927</b>	<b>8,004,482</b>	<b>34,665,539</b>	<b>13,897,107</b>	<b>11,970,494</b>	<b>92,384,850</b>
<b>Grand Total</b>	<b>\$ 21,905,199</b>	<b>\$ 28,542,086</b>	<b>\$ 1,733,382</b>	<b>\$ 8,360,718</b>	<b>\$ 34,714,989</b>	<b>\$ 14,065,107</b>	<b>\$ 12,942,603</b>	<b>\$ 122,264,084</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

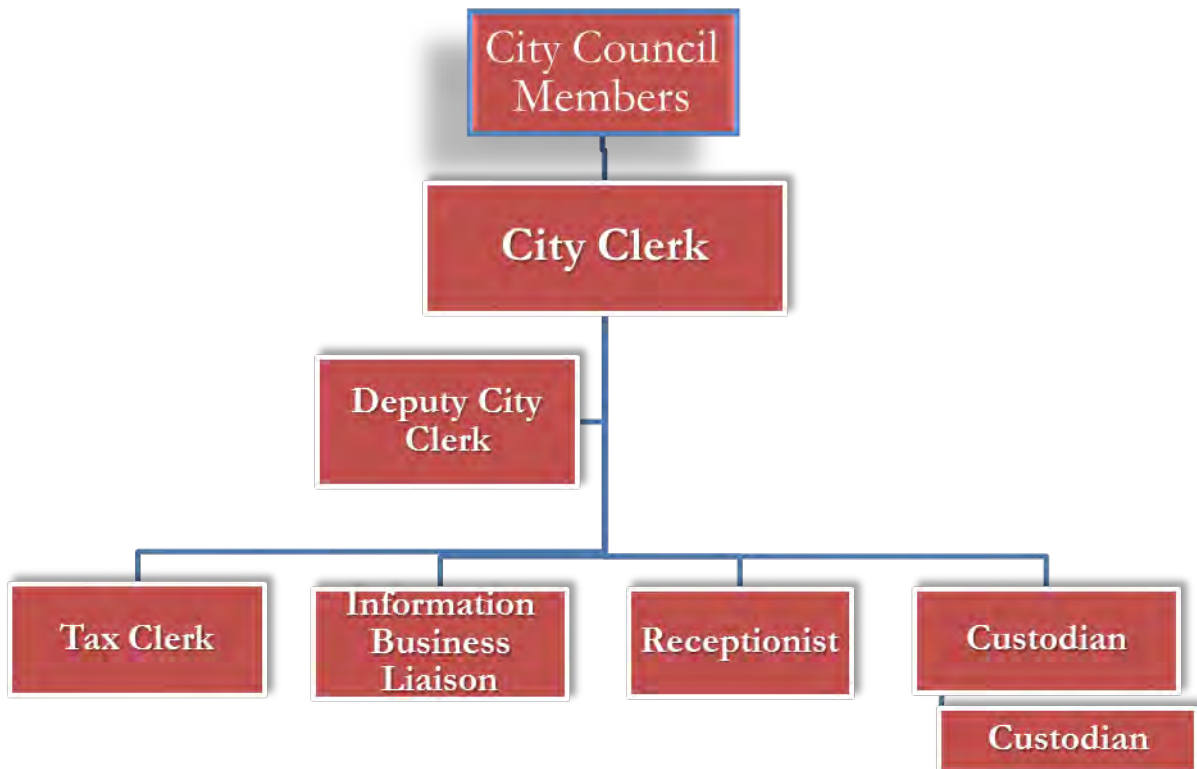
<b>GENERAL FUND</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Adopted Budget</b>	<b>% of Total General fund Revenues</b>
Revenue					
Taxes	\$19,515,904	\$17,819,844	\$18,127,171	\$18,127,171	62.8%
Fees, Licenses, Permits	5,523,703	5,328,551	4,601,650	4,601,650	16.0%
Charges For Services	78,541	68,027	180,000	180,000	0.6%
Fines and Forfeitures	2,197,185	762,474	910,000	58,500	0.2%
Intergovernmental	-	-	-	-	0.0%
Other Income	2,551,272	1,668,676	506,292	1,336,400	4.6%
Interest	27,663	138,579	11,010	11,010	0.0%
Operating Transfers In	9,070,699	6,603,655	4,528,653	4,528,653	15.7%
Budget Carryforward	-	-	-	-	0.0%
<b>Total GENERAL FUND</b>	<b>\$38,964,967</b>	<b>\$32,389,806</b>	<b>\$28,864,776</b>	<b>\$28,843,384</b>	



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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# Legislative Organizational Chart





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Legislative</b>					
Expenditures					
Personnel - Personnel Services	\$ 318,575	\$ 317,942	\$ 335,072	\$ 338,728	1%
Employee B - Employee Benefits	96,586	110,328	106,723	107,893	1%
Communications & Util.	37,680	34,311	35,421	35,421	0%
Repair & Maintenance	7,171	9,276	9,275	15,081	63%
Building Maintenance	110,138	54,855	56,701	50,000	-31%
Training & Education	69,149	45,717	45,257	31,423	-31%
Other Services & Charges	194,826	204,170	141,106	168,100	19%
Materials & Supplies	55,482	54,581	68,621	72,947	6%
Cost Of Sales	6,647	6,286	4,000	5,500	38%
Capital Outlay	64,035	-	-	-	0%
<b>Legislative Expenditure Total</b>	<b><u>960,289</u></b>	<b><u>\$ 837,466</u></b>	<b><u>\$ 802,176</u></b>	<b><u>\$ 825,093</u></b>	<b>3%</b>

**Legislative Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Council Members	4	4	4	4
City Clerk	1	1	1	1
Deputy City Clerk	0	0	0	1
Assistant to City Clerk	1	1	1	0
Receptionist	1	1	0	0
Information Business Liason	1	1	1	1
Custodian	1	1	1	1
<b>Part Time Positions:</b>				
Custodian	1	1	1	1
Receptionist	0	1	2	2
Laserfische Clerk	1	0	0	0
<b>Total Personnel</b>	<b><u>11</u></b>	<b><u>11</u></b>	<b><u>11</u></b>	<b><u>11</u></b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Legislative Department |City Clerk**

**Program Description:**

The City Clerk serves as the Custodian of Records, Election Superintendent, provides support to municipal administration, oversees the issuance of occupation tax certificates, issuance of alcohol licenses, building maintenance, official filer of legal notices and public notices. The City Clerk's office serves as the official source for Municipal Information.

**Trends:**

Increase in airport businesses due to renovations on concourses B&T.  
Continual improvement in Organizational Processes.  
Create Standard Operating Procedures within the City Clerk's Office.  
Create a process to eliminate businesses operating without an Occupation Tax Certificate; especially non-profit organizations.

**Program Broad Goals:**

Maintain Open and Responsive Government by encouraging participation in the democratic process, preserving the integrity of elections, and remaining in compliance with the Open Meeting and Information laws. The City of College Park is expecting to receive approximately 150 new businesses from Hartsfield-Jackson Atlanta International Airport. Our goal is to provide a high level of professional customer care to incoming businesses. Implement improved records management practices. Implement new sign in procedures for visitors of city hall. Provide informational letter to internal clients.

**Program 18/19 Objectives:**

Implementation of on-line payments for Occupation Taxes.  
Provide exceptional Customer Service.  
Ensure all City of College Park municipal elections are conducted fairly and impartially and without challenge.

Implementation of Election Workshops for citizens to learn more about the election process

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Performance Measures**

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

	<b>Actual 17/18</b>
Number of Open Record Request Processed	325
% of Open requested processed timely	99%
Direct amount of face to face contact with citizens and customers	50%

	<b>Estimated 18/19</b>
Number of Open Record Request Processed	250
% of Open requested processed timely	100%
Direct amount of face to face contact with citizens and customers	50%

**Program / Service Outcomes: (based on program objectives)**

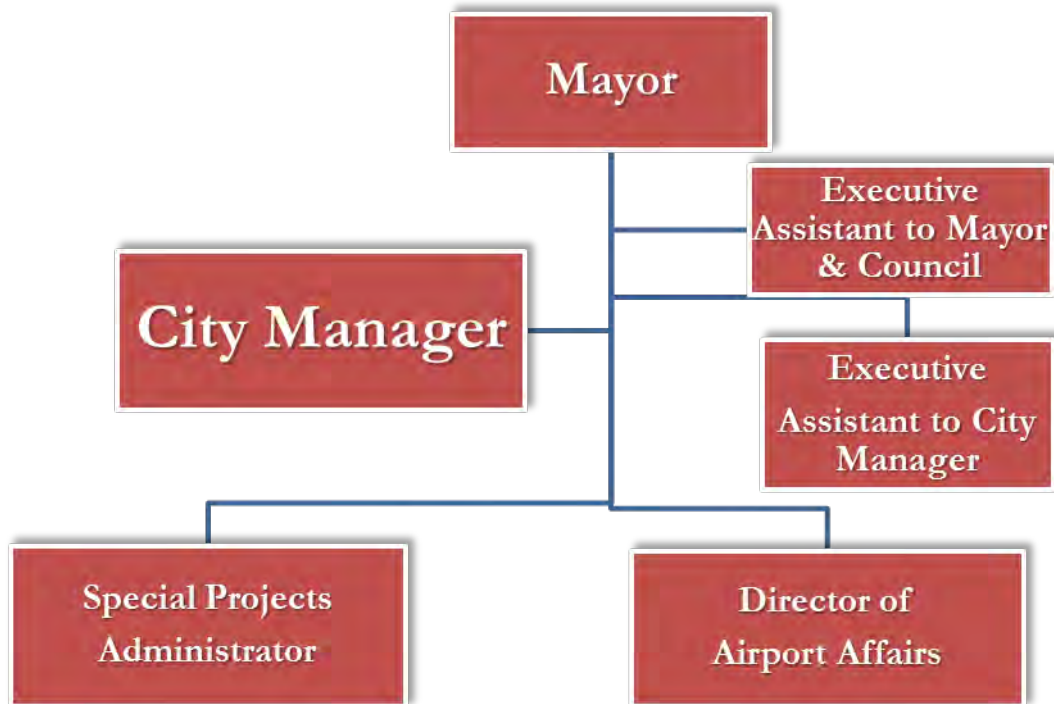
	<b>Actual 17/18</b>
Number of College Park registered voters	7,186

	<b>Estimated 18/19</b>
Number of College Park registered voters	7,500

**Prior Year Highlights**

1. Implementation of Contract Transmittal Form
2. Relocated the Occupation Tax Office to a larger office.
3. Responded to 99% of all Open Records Request in a timely manner.
4. Updated the City Clerks Web Page-offering more helpful information.

# Executive Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Executive</b>					
Expenditures					
Personnel Services	\$ 418,923	\$ 415,378	\$ 411,276	\$ 404,200	-2%
Employee Benefits	105,182	110,223	113,631	115,135	1%
Communications & Util.	11,592	11,597	16,672	15,671	-6%
Rentals	16,993	14,472	19,240	19,240	0%
Repair & Maintenance	13,835	7,176	11,968	11,968	0%
Building Maintenance	-	-	-	-	0%
Training & Education	51,138	36,518	42,024	39,124	-7%
Other Services & Charges	1,017,473	1,366,633	886,653	899,985	2%
Materials & Supplies	19,992	12,272	25,868	21,700	-16%
Cost Of Sales	8,181	10,909	13,500	8,000	-41%
Capital Outlay	-	-	-	-	0%
<b>Executive Total</b>	<b>\$ 1,663,309</b>	<b>\$ 1,985,178</b>	<b>\$ 1,540,832</b>	<b>\$ 1,535,023</b>	<b>0%</b>

**Executive Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Mayor	1	1	1	1
City Manager	1	1	1	1
Airport Affairs Director	0.5	0.5	0.5	0.5
Executive Assistant to Mayor&Council	1	1	1	1
Special Projects Administrator	0	0	1	1
Executive Assistant	1	1	1	1
Administrative Assistant/Floater	1	1	0	0
<b>Total Personnel</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Executive Division – Office of the City Manager**

**Program Description:**

The Office of the City Manager directly manages and oversees all City operating departments. The Office of the City Manager also ensures the efficient and effective delivery of City services and implements policy direction of the Mayor and City Council.

**Trends:**

Maintaining and generating revenue sources continues to be a challenge facing local governments.

**Program Broad Goals:**

Provide organizational leadership to successfully implement and administer programs and services to serve the citizens of the City of College Park.

**Program 18/19 Objectives:**

1. Engage efficiencies in operations in all City departments commensurate with the annual budget process.
2. Identify and develop additional revenue generating initiatives for the City.

**Performance Measures:**

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

**Estimated 17/18**

AA bond rating maintained

Yes

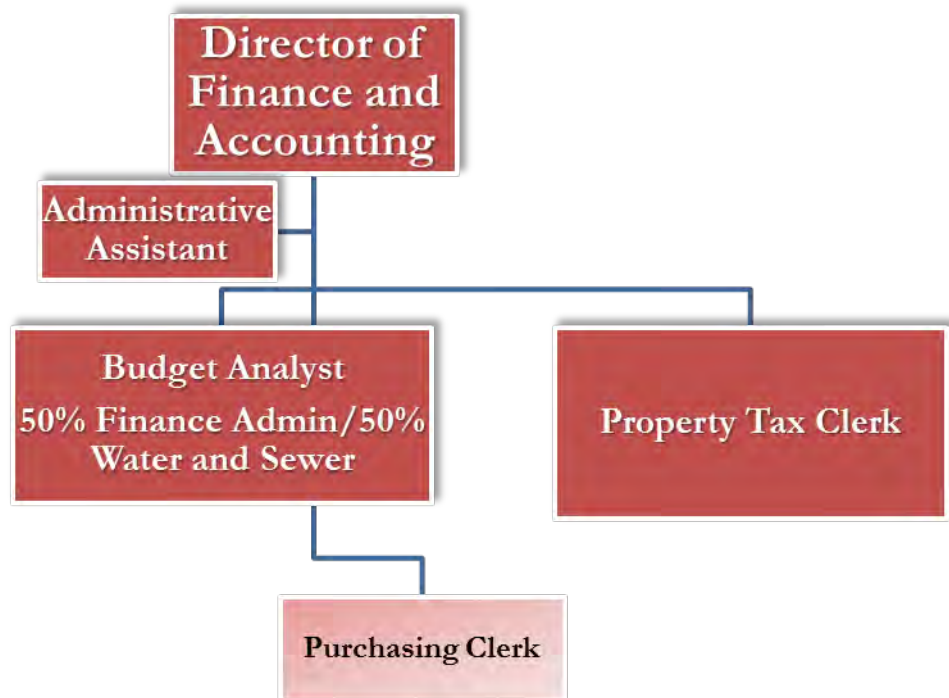
**Prior Year Highlights:**

1. Successful negotiations with the Fulton County Board of Commissioners and the Fulton County School Board resulted in College Park’s receiving approval for the establishment of a Tax Allocation District (TAD).
2. Construction underway on the development of the Marriott Renaissance Hotel located at the Gateway Center.
3. Construction underway on a mixed use development – The Pad.
4. Received approval from the Georgia Department of transportation for the Buffington Road Widening Project with over \$1.1 million to fund necessary engineering, design, and right-of-way acquisition.

Work with the Federal Aviation Administration Southern United States Regional Headquarters on the expansion and employee relocation of facilities in College Park

# Finance

## Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Finance</b>					
Expenditures					
Personnel Services	\$ 182,091	\$ 210,737	\$ 217,623	\$ 218,153	0%
Employee Benefits	45,565	50,695	52,740	53,264	1%
Communications & Util.	6,227	5,974	6,931	6,931	0%
Repair & Maintenance	12,221	12,105	15,710	15,710	0%
Training & Education	5,034	4,159	6,374	6,074	-5%
Other Services & Charges	28,468	30,564	32,357	32,031	-1%
Materials & Supplies	14,671	8,399	10,050	10,050	0%
Cost Of Sales	-	-	-	-	0%
<b>Financial Administration Total</b>	<b>\$ 294,277</b>	<b>\$ 322,633</b>	<b>\$ 341,785</b>	<b>\$ 342,213</b>	<b>0%</b>

**Financial Administration**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Director of Finance	1	1	1	1
Tax Clerk	1	1	1	1
Administrative Assistant	0	0	1	1
Budget Analyst	0	0	0	1
Utility Accountant	1	1	1	0
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Finance Department | Financial Administration**

**Program Description:**

The Financial Administration program facilitates Citywide financial planning, manages the City's short-term and long-term debt, coordinates the financing of City projects, and provides City management with current information concerning economic conditions and the potential fiscal impact to College Park. Also, the Finance Department is responsible for the preparation and adoption of the City's annual budget. It coordinates the City-wide development and ongoing monitoring of the operating and capital budgets on behalf of the City Manager. Embodied within this process are assisting City Council with the City's budget public input efforts and assisting other stakeholders with their requests regarding the budget.

**Trends:**

The national and local economy are improving and is fastly recovering from the recession. Local property values continue to rise, resulting in increased ad valorem revenues. Consumer spending is very good, with the general focus having shifted from saving to spending. Consequently, local governments are experiencing a increase in expenditures due to consumer spending ad valorem and other revenues. Overall, economic growth in the public sector has been spurred by revenue gains and increases in expenditures.

In light of the challenges of local government the City of College Park is well positioned for economic recovery. The City has ample land and existing structures for redevelopment. Although, banks are cautious, low to moderate interest rates are available to provide public and private concerns with the ability to access capital with minimum debt service cost. Over the next year, the national and local economies are expected to experience moderate economic growth. However, the City will continue to seek opportunities for public and private partnerships to stimulate the economy of the City of College Park.

**Program Broad Goals:**

Prepare strategic forecasts and assist others in developing long-term financial models to prudently manage assets and identify the City's capacity to fund future service and capital needs. Seek optimum financing structure to mitigate debt service costs, while reinforcing our solid standing with credit rating agencies and maintain or improve College Park's excellent bond ratings.

Prepare a balanced operating and capital budget. Prepare accurate financial information and distribute it in a timely manner to City Council, citizens, media, financial institutions and internal customers in response to their specific financial needs. Promote increased business acumen and fiscal accountability within the organization.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Finance Department | Financial Administration**

**Program 18/19 Objectives:**

Improve the efficiency and effectiveness of city wide business processes to ensure management of the City’s resources. Provide decision-makers and citizens with the necessary information to make informed budget and policy decisions. Effectively manage the City’s planned resources to ensure organizational priorities are met.

**Performance Measures**

**Program/Service Outputs: (goods, services, units produced) Estimated 18/19**

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

**Program/Service Outcomes: (based on program objectives) Estimated 18/19**

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt Moody’s Aaa  
S&P AAA

**Program/Service Outputs: (goods, services, units produced) Actual 17/18**

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

**Program/Service Outcomes: (based on program objectives) Actual 17/18**

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt Moody’s Aaa  
S&P AAA

**Prior Year Highlights:**

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City’s FY2017/18.
- Bond rating upgrade received due to Financial Policies and 5 Year Capital Improvement Plan

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Finance Department | Financial Administration**

**Performance Measures**

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

Budget meets or exceeds all requirements and GFOA reporting excellence benchmarks	<b>Actual 16/17</b> Yes
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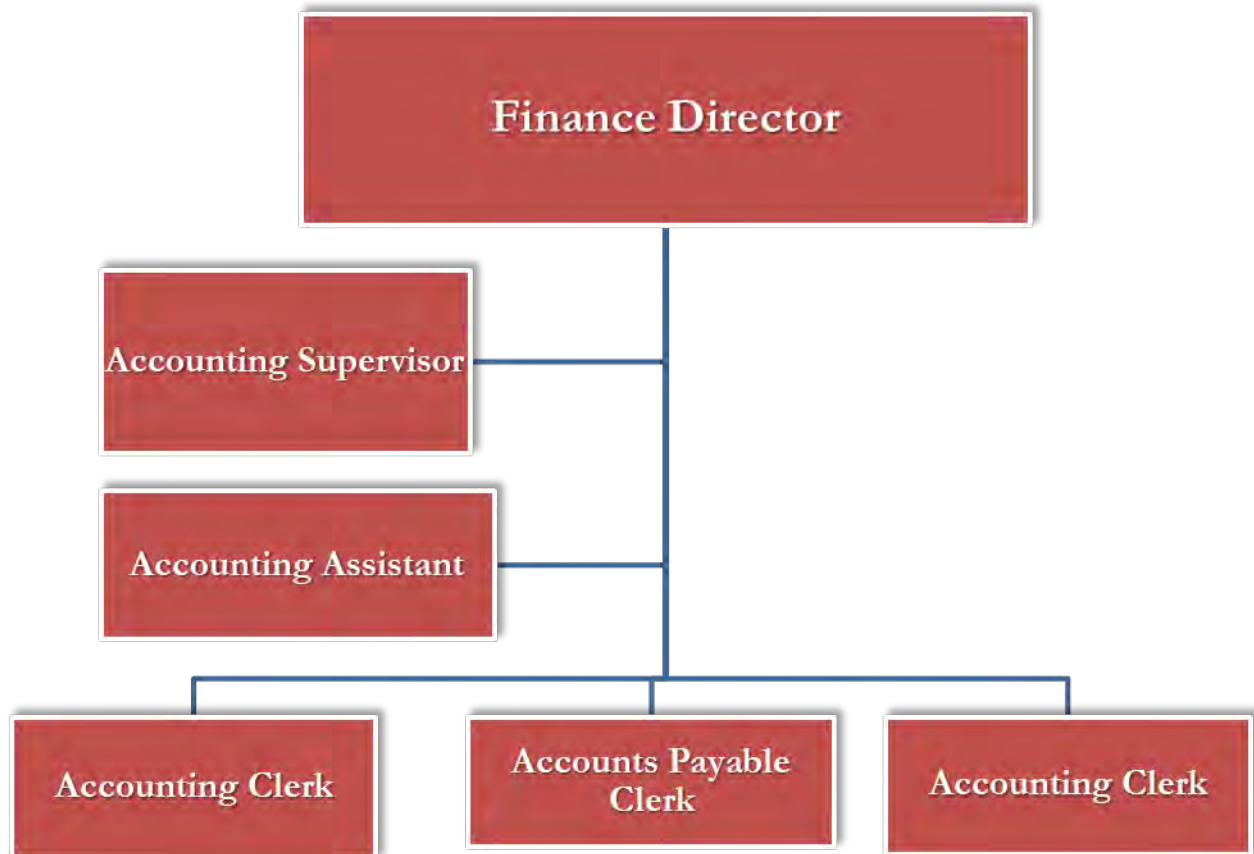
**Program/Service Outcomes: (based on program objectives)**

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	<b>Estimated 17/18</b> Moody's Aaa S&P AAA
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**Prior Year Highlights:**

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City's FY2015/16 and FY2016/17.
- Bond rating upgrade received due to Financial Policies and 5 Year Capital Improvement Plan

# Accounting Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2016 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Accounting</b>					
Expenditures					
Personnel Services	201,133	174,845	\$ 197,565	\$ 198,970	1%
Employee Benefits	49,749	53,959	55,723	55,723	0%
Communications & Util.	4,553	5,812	6,276	6,275	0%
Rentals	4,020	4,339	4,500	4,500	0%
Repair & Maintenance	4,381	304	4,598	4,599	0%
Building Maintenance	-	-	300	300	0%
Training & Education	2,061	2,984	4,590	5,645	23%
Other Services & Charges	79,230	69,736	75,077	75,183	0%
Materials & Supplies	13,991	12,071	11,100	11,100	0%
Capital Outlay	-	-	-	-	0%
<b>Accounting Total</b>	<b>\$ 359,118</b>	<b>\$ 324,050</b>	<b>\$ 359,729</b>	<b>\$ 362,295</b>	<b>1%</b>

**Accounting Personnel**

	<u>2016 Actual</u>	<u>2016 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Accounting Supervisor	1	1	1	1
Accounting Assistant	1	1	1	1
Accounting Clerk	1	1	1	1
<b>Part Time Positions:</b>				
Accounts Payable Clerk	1	1	1	1
Accounting Clerk	1	1	1	1
<b>Total Personnel</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Finance Department | Accounting**

**Program Description:**

The Accounting program maintains the City's financial systems and fiscal controls over: Property Taxes, Cash and Investments, Accounts Receivables, Fixed Assets, Grants, and Accounts Payable. In addition, the program provides in-house training, guidance and support to City staff related to financial controls, systems, laws and policies and procedures. The program is also responsible for the coordination of the financial statement audit and preparation of the City's annual financial statements, grant compliance.

**Trends:**

Accounting has purchased a high speed optical scanner in its effort to place greater emphasis on technology. Scanning will assist in the reduction of paper supply costs. Also, record storage retrieval will be more efficient. Accounting will continue to monitor internal control at the department level to ensure the City assets are properly safeguarded. Accounting is continuing to place emphasis on applying technology for the analysis, compilation and reporting of data. The Accounting staff in collaboration with the City's financial system software provider, New World Financial Systems is developing programs to enhance the City's timely and accurate production of financial reports.

**Program Broad Goals:**

Develop and Maintain Integrated Financial Systems. Develop and administer the various financial, operating, and internal control systems to ensure data integrity and ease of financial information tracking. Maintain the City's accounting and financial reporting systems in conformance with all state and federal laws, Generally Accepted Accounting Principles (GAAP) and standards of the Governmental Accounting Standards Board (GASB) and standards of the Government Finance Officers Association (GFOA). Be a Financial and Administrative Consultant to Departments – Provide training, advice, tools and support to departmental customers.

**Program 18/19**

**Objectives:**

Maintain financial systems internal controls to monitor expenditures and program performance on an ongoing basis. Continue to review and collaborate with technical staff to analyze and develop process enhancements by applying current available technology and provide city-wide education to assist with compliance.

**Performance Measures**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 17/18</b>
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	3,923

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

# of accounts payable checks issued 8,027

**Finance Department | Accounting**

**Program/Service Outcomes: (based on program objectives) Actual 17/18**

Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20<sup>th</sup> or prior 12/31/2015

Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks Yes

**Program/Service Outputs: (goods, services, units produced) Estimated 18/19**

% of monthly closes within 20 working days of month-end n/a%

# of journal entries processed annually 4,000

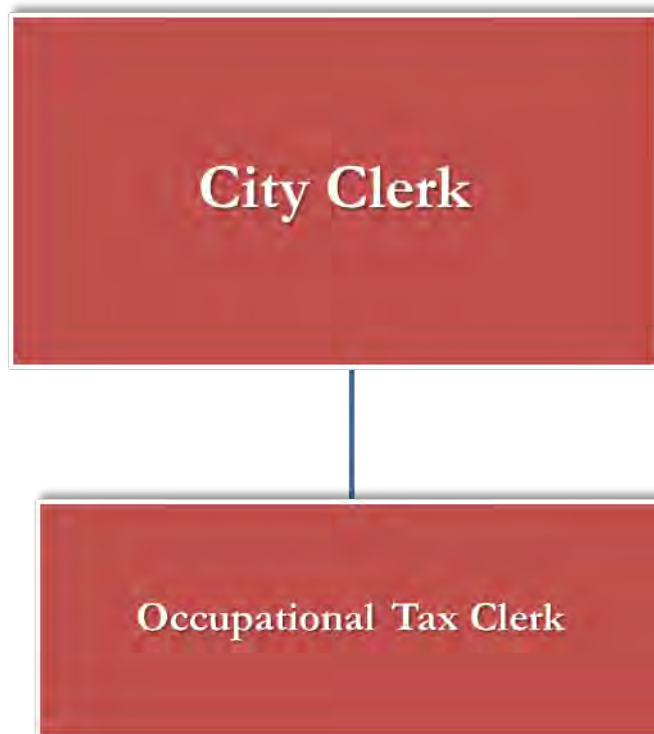
# of accounts payable checks issued 7,000

**Program/Service Outcomes: (based on program objectives) Estimated 18/19**

Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20<sup>th</sup> or prior 12/16/2018

Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks Yes

# Business License Organizational Chart





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Business License</b>					
Expenditures					
Personnel Services	\$ 36,971	\$ 37,566	\$ 38,482	\$ 40,677	6%
Employee Benefits	13,711	15,099	15,067	15,117	0%
Communications & Util.	5,064	4,695	5,437	5,437	0%
Repair & Maintenance	3,036	1,798	3,176	3,176	0%
Training & Education	-	1,500	1,555	1,555	0%
Other Services & Charges	1,599	1,700	2,159	2,159	0%
Materials & Supplies	4,172	5,980	4,100	5,100	24%
<b>Business License Total</b>	<b>\$ 64,553</b>	<b>\$ 68,338</b>	<b>\$ 69,976</b>	<b>\$ 73,221</b>	<b>5%</b>

**Business License Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Tax Clerk	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Business License | Occupation Tax**

**Program Description:**

The Occupation Tax program maintains business license records and processes occupation tax returns for payment. The program oversees the collection of room occupancy tax, excise tax (mixed drink and wholesale), car rental tax, and liquor license fees.

**Trends:**

The State of Georgia strengthened the requirement to verify a customer’s legal right to work in the United States. The resident status of all non-citizens applying for a license must be verified through the Systematic Alien Verification Entitlements (SAVE) program.

**Program Broad Goals:**

Provide helpful information to business owners regarding: The business License process, renewal process, gross receipts, tax exempt and non-profit status filing.

**Program 18/19 Objectives:**

Improve processes by reviewing, refining, and updating City ordinances.

**Performance Measures**

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

Number of active licenses during the fiscal year

**Estimated 18/19**  
1800

**Program/Service Outcomes: (based on program objectives)**

Direct amount of “face to face” contact with customers

**Estimated 18/19**  
85%

**Performance Measures**

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

Number of active licenses during the fiscal year

**Actual 17/18**  
1600

**Prior Year Highlights:**

- Out of 2508 renewals mailed 95% renewed.
- Strict implementation of providing proof of gross revenue. This requirement must be met in order to renew the occupation tax certificate.
- Enforcement of Bad Debt Ordinance.
- Proactive in discovering businesses operating at the airport without a College Park OTC.
- Streamlined the renewal process.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

Active License Report (Number of licensed issued) 7/1/2016 – 7/1/2017

<b><u>2016/2017</u></b>	
Airport	141
Annual	870
Apartment	23
Cosmetology	60
Flea Market	138
Home Occ	82
Hotel	41
Taxi	2
Insurance	254
Total	1611

# Purchasing Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Purchasing</b>					
Expenditures					
Personnel Services	\$ 61,094	\$ 60,929	\$ 62,674	\$ 40,677	-35%
Employee Benefits	18,871	20,008	21,376	15,117	-29%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	3,908	4,152	4,556	5,437	19%
Repair & Maintenance	1,652	978	1,960	3,176	62%
Building Maintenance	-	-	-	-	0%
Training & Education	900	25	655	1,555	137%
Other Services & Charges	958	1,336	1,440	2,159	50%
Materials & Supplies	2,079	1,271	1,975	5,100	158%
<b>Purchasing Total</b>	<b>\$ 89,462</b>	<b>\$ 88,699</b>	<b>\$ 94,636</b>	<b>\$ 73,221</b>	<b>-23%</b>

**Purchasing Personnel**

<b>Full Time Positions:</b>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
Purchasing Manager	-	-	-	-
Purchasing Coordinator	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

## **Purchasing Department**

### **Program Description:**

The Purchasing program is responsible for the timely and best value acquisition and/or facilitation of all materials, services, and construction required by the City and provides assistance to the various Contractor Administrators throughout the City Staff. It analyzes goods and services from many aspects to insure that best value is provided to the City and promotes an open and public procurement process, including seeking environmentally friendly products and opportunities for various small businesses including Minority, Women-Owned and Disadvantaged.

### **Trends:**

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

### **Program Broad Goals:**

Education in terms of outreach to our City staff and end users is a key strategic goal of Purchasing. Combining increased meaningful training along with Best Practices will provide a stronger foundation throughout the City for procurement activity. Establishing a strong and consistent commitment to Best Value procurements is another strategic goal for Purchasing. By providing the functional expertise to the City to be able to properly solicit and procure more requirements using a Best Value (RFP – Request for Proposal) methodology versus just a low price (IFB – Invitation for Bids) will yield a better long term result for the City.

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

### **Program 18/19 Objectives:**

Continue to improve the throughput processing time for requisitions so that the goods and services needed by the City staff are available in a timely manner. Improve the solicitation process so that it represents the City's needs for Best Value procurements in acquiring the multitude of various goods and services the City needs to operate. Improve the document Management (DM) retention / approval process that will continue to lead us to an on-line set of data that will be more accessible to City staff. Continue to provide education to City staff through various means. Continue to update and revise the Purchasing Policy Manual, when required, to adhere to current changes in laws or policy changes.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Performance Measures**

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

**Estimated 18/19**

**# of Purchase Orders processed**

**\$ value of Purchase Orders**

**# of long term contracts in place**

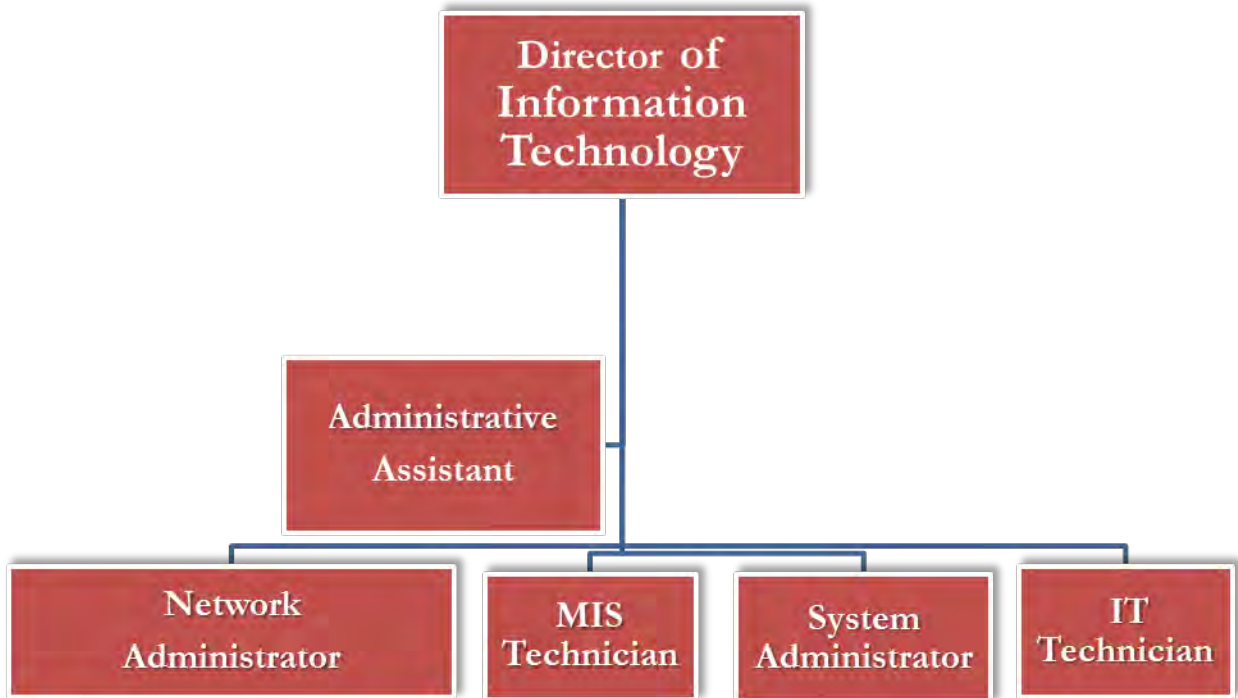
**Prior Year Highlights:**

**--Continue to provide training opportunities to various City departments during the year for processing of requisitions;**

**--Manage and oversee the RFP bidding processes;**

**--Vendor applications, bid information and RFPs are provided online with continual updates as needed;**

# Information Technology Organizational Chart





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Information Technology</b>					
Expenditures					
Personnel Services	\$ 281,161	\$ 297,008	\$ 311,760	\$ 346,468	11%
Employee Benefits	76,227	90,210	89,536	103,336	15%
Communications & Util.	11,334	12,819	12,733	13,433	5%
Repair & Maintenance	138,347	172,154	243,445	226,832	-7%
Training & Education	8,311	12,135	10,550	15,550	47%
Other Services & Charges	23,170	10,588	11,396	13,214	16%
Materials & Supplies	2,091	6,668	4,750	4,750	0%
Capital Outlay	-	91,484	164,409	157,094	-4%
<b>Information Technology Total</b>	<b>\$ 540,641</b>	<b>\$ 693,066</b>	<b>\$ 848,579</b>	<b>\$ 880,677</b>	<b>4%</b>

**Information Technology Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
IT Director	1	1	1	1
System Analyst	1	1	1	1
Assistant Network Administrator	1	1	0	1
Network Admin	1	1	1	0
MIS Technician	1	1	1	1
Database Analyst	0	0	0	1
Administrative Assistant	1	1	1	1
<b>Total Personnel</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Information Technology and Telecommunications Department**

**Program Description:**

The mission of the Information Technology and Telecommunication (IT) Department is to provide innovative and quality solutions that enhance the functions of the city, citizenship and community as a whole.

The IT Department is responsible for:

- Network Infrastructure
- Application Support
- Desktop and User Support
- Telecommunications Planning and Support
- Citywide Helpdesk

**Trends:**

Plans for the upcoming Fiscal year include completion of the migration of the MS Exchange server mailboxes to the new server, the expansion of the Datto data storage environment and the upgrade of all remaining MS Windows XP Operating Systems to MS Windows 7/8 or better.

The upgraded Exchange server will allow MAC users to directly interface using MS Outlook for MAC and allow GICC users to possibly be added to the city's email infrastructure.

**Program Broad Goals:**

The IT Department strives to continually examine the technology needs of the Mayor and Council, staff and citizens of the City of College Park and to meet those needs in the most cost effective and efficient manner possible. The IT Department will maintain an above average depth and breadth of knowledge of industry standards and innovations through training and collaborative efforts. The IT Department will function as a unified team through cross-training, regular meetings and cooperation. In order to meet this need a new training initiative will be introduced in FY2015 focused on internal staff development and retention.

**Program 18/19 Objectives:**

The IT Department objectives include meeting the technology and telecommunication needs of the city's Mayor and Council, staff and citizens. Such support includes, helpdesk service, hardware/software purchasing, contract review, wireless support and acting as a vendor liaison.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Performance Measures**

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

**Estimated 18/19**

- |  |   |
|--|---|
| 1. # of computers and networked devices maintained in performance of City business | Approximately 500                               |
| 2. # of software solutions supported   | Approximately 40-50                             |
| 3. # of public “e-Gov” (Internet) services provides                                | Three (3) through 3 <sup>rd</sup> party vendors |
| 4. # of remote access users supported (includes mobile laptops and telework)       | 70+   |
| 5. # of city wireless devices supported  | 375   |

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

**Actual 17/18**

- |  |   |
|--|---|
| 1. # of computers and networked devices maintained in performance of City business | Approximately 500                               |
| 2. # of software solutions supported   | Approximately 30-40                             |
| 3. # of public “e-Gov” (Internet) services provides                                | Three (3) through 3 <sup>rd</sup> party vendors |
| 4. # of remote access users supported (includes mobile laptops and telework)       | 70+   |
| 5. # of city wireless devices supported  | 350   |

**Program/Service Outcomes: (based on program objectives)**

**Actual 17/18**

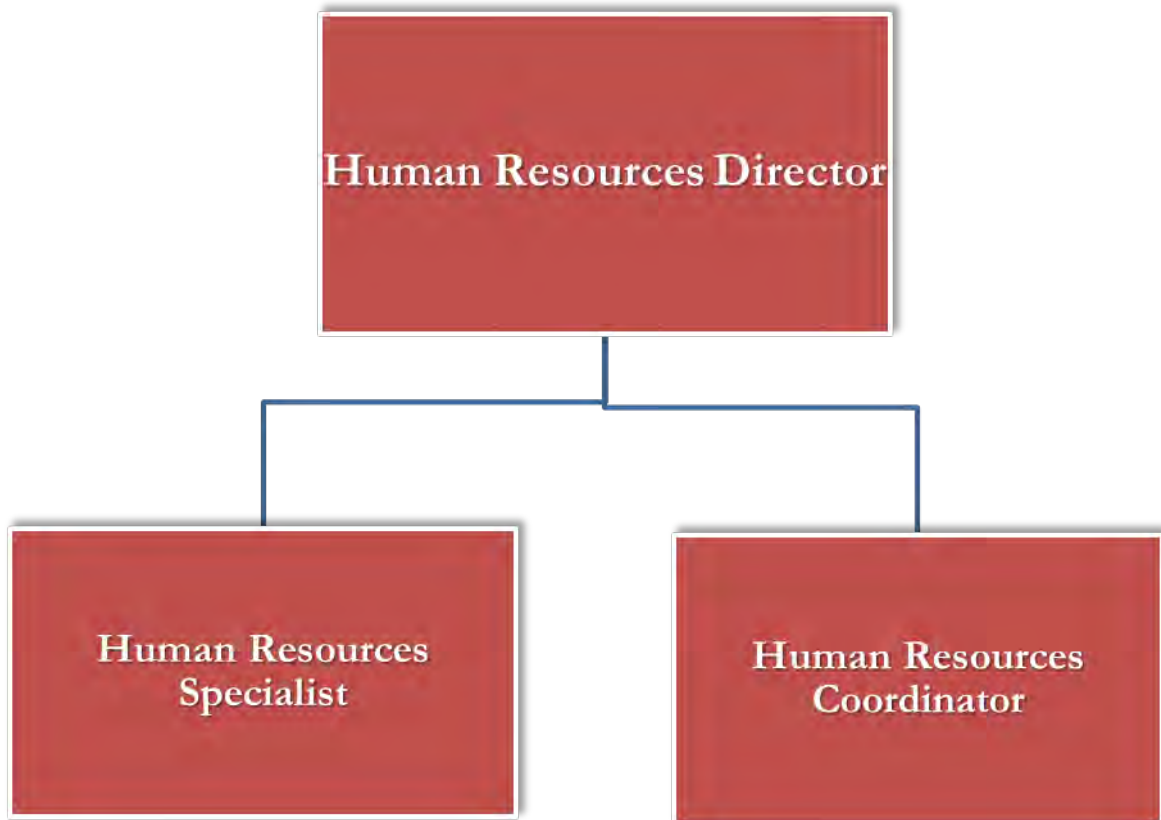
CITY OF COLLEGE PARK, GEORGIA  
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1. Target % of 95% of Cell phones and telephone bills paid 95%  
on time

**Prior Year Highlights:**

- Supported Public Safety mobile deployments and video surveillance projects
- Completed data storage implementation
- Several (7-8) new server implementations
- Firehouse upgrade

# Human Resources Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Human Resources</b>					
Expenditures					
Personnel Services	\$ 195,652	\$ 204,081	\$ 206,355	\$ 211,308	2%
Employee Benefits	47,256	48,811	49,318	49,318	0%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	6,835	6,855	10,702	10,702	0%
Repair & Maintenance	7,969	8,267	4,251	9,231	117%
Training & Education	8,489	6,192	11,000	8,500	-23%
Other Services & Charges	50,516	42,849	36,523	46,023	26%
Materials & Supplies	8,672	50,327	14,600	15,700	8%
Capital Outlay	-	-	-	-	0%
<b>Human Resources Total</b>	<b>\$ 325,389</b>	<b>\$ 367,382</b>	<b>\$ 332,749</b>	<b>\$ 350,782</b>	<b>5%</b>

**Human Resources Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Human Resources Director	1	1	1	1
Administrative Assistant	1	1	1	1
Human Resources Specialist	1	1	1	1
<b>Part-Time Positions:</b>				
Administrative Coordinator/Records Clerk	-	-	-	-
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Human Resources**

**Program Description:** The Human Resources office provides guidance and support to all Human Resource (HR) programs, with special emphasis on communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such

CITY OF COLLEGE PARK, GEORGIA  
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goals, coordinating key projects and management information reports and addressing critical human resources issues and concerns.

**Trends:** A growing customer base relative to retirees, increases in service demands (e.g., public records requests, benefits enrollments), changing employee demographics, evolving and complex employment laws and regulations, civil litigation cases and benefits regulations continue to challenge staff's capacity to address ongoing HR service delivery needs and workplace compliance requirements.

**Program Broad Goals:** Develop and manage a departmental budget and work plans to address City Council, organizational and succession planning goals, as well as other critical operational needs to ensure the delivery of quality and cost effective HR services and policy compliance.

**Program 18/19 Objectives:** Design and execute a citywide succession and workforce development plan for all operating divisions. This will include maintaining a competitive position in the southern region market in terms of compensation and benefits

**Performance Measures**

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

**Actual 17/18**

# of approved Full Time and Part Time Equivalent	465
HR Operating Cost as a Percentage of City payroll	0%

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**Operational Support and Employee Programs**

**Program Description:** Human Resources Operations and Employee Programs provide guidance and support to all Human Resources (HR) related programs, with emphasis on pre-employment/volunteer services and employee engagement activities. Staff conduct fingerprinting/background checks, process public records, and maintain all personnel and medical employee files. This program also assists in the design and coordination of the employee's wellness programs, and citywide employee recognition efforts including the Years of Service Program.

**Trends:** City budgetary and workforce reductions require employees to stretch resources and maximize productivity, making it more important than ever to recognize outstanding professional performance in formal and informal ways.

**Program Broad Goals:** Continue to recognize and reward employee contributions in accordance with the City Council goals and employee values in a cost effective manner. Develop, implement and coordinate a document management process to establish an electronic records management system.

**Program 18/19 Objectives:** Continue to refine employee recognition programs and develop methods to recognize employees in meaningful ways within fiscal constraints. Continue to maintain compliance in our records retention schedule while transitioning to an electronic records management system.

**Performance Measures**

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

**Actual 17/18**

Annual Employee Programs expenditures \$20,000

Annual Employee Programs cost per employee \$40



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**Staffing Services/Employee Relations**

**Program Description:** Staffing Services/Employee Relations provides human resource coordination to management and employees at all levels of the organization. This includes the hiring of critical staff, managing employee relations, the implementation of total compensation, and ensuring compliance with employment laws, practices and policies to promote a healthy and productive work environment.

**Trends:** There are increases in workload due to the current budget deficit, implementation of a citywide retirement incentive package, separations, applications, employee reductions and the overall number of employees and retirees served. Employee relations issues and public records requests continue to be complex and time consuming with greater public scrutiny.

**Program Broad Goals:** Ensure compliance with federal, state and City of College Park employment laws and policies, and manage employee relations issues to promote a healthy and productive work environment. Strategically strengthen the quality and diversity of the workforce (“right people in the right jobs”). Provide competitive total compensation for employees, including quality and cost effective health insurance. Manage employee reductions and provide guidance and assistance to the workforce in adjusting to reduced personnel.

**Program 18/19 Objectives:** Fill mission critical positions with the most qualified individuals, retain and develop qualified individuals, develop/refine recruitment and marketing strategies to meet the challenge of a competitive labor market, particularly in areas of leadership, public safety, technology and skilled labor. Implement competitive total compensation practices and programs. Manage executive recruitments on behalf of the City or City Council. Proactively address employee relations, through departments-specific training, to consistent with the City’s values, policies and legal requirements.

**Performance Measures**

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

**Actual 17/18**

Percent of favorable findings by the Equal Employment Opportunity Commission (EEOC) in response to formal complaints filed by employees	100%
Citywide turnover (total)	2%
Citywide turnover (without retirements)	1.5%

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**Payroll**

**Program Description:** The payroll program develop, implements and maintains time recording and compensation payment processes in compliance with all Federal, State and City regulations.

**Trends:** The primary trend in payroll management is to provide management and employee documentation through paperless automated systems. The payroll department utilizes direct deposit for payroll checks, which resulted in an increase from 85% to 87% of all employees receiving their bi-weekly pay electronically into their personal bank accounts. In keeping up with this trend, the Payroll department utilizes automated Reporting Service to provide historical payroll.

**Program Broad Goals:** Develop and maintain integrated Personnel and Financial Systems – Develop and administer the various financial operating and internal control systems to ensure data integrity and ease of personal services financial information recording. Provide personal services financial information to stakeholders, i.e. citizens, media, financial institutions, and city staff on which they can make informed decisions and judgments about City operations and finances. Develop and implement efficient and effective time recording and payment processes – Ensure employee labor and leave usage is recorded and payroll transactions are processed in a timely, efficient and accurate manner.

**Program 18/19 Objectives:** Continue to maintain all systems for time keeping payroll transactions and record retention in conformance with all State and Federal laws, and City administrative regulations. Complete all payroll processes within the required timeline. Continue to review and collaborate inter-departmentally and with technical staff to analyze and develop process enhancements by applying current available technology. Continue to provide citywide education to assist with compliance.

**Performance Measures**

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

**Actual 17/18**

Number of Payroll checks and direct deposits processed	22,000
Percentage of time Payroll processed bi-weekly payroll by 12 p.m. on pay week Wednesday	100%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Benefits Management**

**Program Description:** The Benefits Management department is responsible for administration of City employee benefits programs in accordance with existing provider’s contracts, plan document provision and city code. Major benefit programs included in this effort are medical and dental, flexible spending, retirement, basic and optional life insurance, deferred compensation, disability and Employee Assistance Program. This department is also responsible for communication of employee benefits matters within the organization and working individually with employees to help them use their benefit program effectively.

**Trends:** Primary universal trend in Benefits Management is the continual increase in the cost of health care services. Such cost increases challenge us to provide benefits as efficiently as possible and to provide benefit plans and programs that emphasize wellness and accountability for health issues. Over the next several years, a large percentage of city employees will become eligible to retire. This will require an increased level of service from Benefits Management to prepare these individual to retire as well as process all necessary pension and medical plan paperwork.

**Program Broad Goals:** Contribute toward employee retention efforts by developing benefit programs that consistently meets the needs of the city and its employees. Manage employee benefit program in accordance with existing contract and plan provisions to the largest extent possible, within budget. Ensure compliance with federal laws and policies related to employee benefit matters included but not limited to HIPAA, COBRA and FLMA. Effectively communicate benefit program provisions and procedures to employees and retirees of the City. Explore and develop cost effective benefit plan improvements and processes.

**Program 18/19 Objectives:** Develop and promote programs that will increase employee wellness, reduce medical claim costs, decrease workplace injuries, and increase productivity through Employee Healthy City Initiative. Develop and implement cost-effective health education and programs that emphasize wellness and individual accountability for health issuers. Work with vendors to maximize value we receive from our contractual relationships (e.g. availability of additional programs, process improvements etc.)

**Performance Measures**

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

**Actual 17/18**

Number of employees/retirees provided health benefits	385
Annual medical/dental cost per employee/retiree	\$6,240

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Risk Management**

**Program Description:** The Risk Management program coordinates the City’s safety and risk management function, including the procurement of insurance; investigates and adjusts claims in areas of property loss, liability, workers compensation; and unemployment compensation exposures; and assists in the preparation of fiscal impact statements and negotiations in the areas of employee health benefits. This budget is offset by internal service “user rates” charged to City operating departments.

**Trends:** The City has experienced a leveling off in property-casualty insurance premiums for the past three years. The international reinsurance market hardened dramatically a few years ago because of the uncommonly severe 2004-2005 storm seasons. The city has faced a continuing restricted market capacity that has resulted in a reduction of property coverage for flood zones areas the past three years.

**Program Broad Goals:** Reduce and contain the financial impact of liability and employee accident claims against the City to reduce cost to Taxpayers. Provide employee safety in the workplace through highly visible efforts and programs.

**Program 18/19 Objectives:** Achieve the most cost effective excess insurance program for the premium funding available. Maintain financial health of the Loss Trust Fund. Keep total risk expenditures to less than 2% of overall City operating budget.

**Performance Measures**

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

**Actual 17/18**

Premiums for excess insurance programs	\$540,012
Maintain Risk Management budget to within 2% Of the City’s operating budget	2%

# Communications Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Communications</b>					
Expenditures					
Personnel Services	113,582	103,497	\$ 115,487	\$ 116,487	1%
Employee Benefits	33,830	32,174	38,878	39,301	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	5,169	5,362	5,069	5,450	8%
Repair & Maintenance	2,239	-	2,894	2,894	0%
Building Maintenance	-	-	-	-	0%
Training & Education	995	1,323	5,644	5,644	0%
Other Services & Charges	56,826	47,801	54,555	90,555	66%
Materials & Supplies	7,012	8,684	10,853	9,373	-14%
<b>Public Information Total</b>	<b>\$ 219,652</b>	<b>\$ 198,841</b>	<b>\$ 233,380</b>	<b>\$ 269,704</b>	<b>16%</b>

**Public Information Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Director of Communications	1	1	1	1
Media Editor	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Communications**

**Program Description:**

The Communications Department provides the first line of external communications to general public during times of peace and tranquility, as well as during crisis emergency events. The Communications Director engages local & national media contacts via email, the collegeparkga.com website, social media (Facebook, Twitter, Instagram, Vimeo & Flickr), telephony, and in-person briefings. The department has also managed the overall marketing platform for the city, including conceptualizing the media, managing the production, and tracking the negotiating of ad buys, frequency, and budgeting by communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such goals. Moreover, the department engages in teamwork to coordinate those key projects and manages to perform additional/last minute requests consistent with the city's overall mission.

**Trends:**

Media conduits, specifically social media outlets have become the norm for successful storage and transfer of information. High tech media, including newsletters (that include embedded video) have proven to be reliable sources for marketing measures. Email, web, facebook, twitter, instagram and linkedin are other business-related social media outlets.

**Program Broad Goals:**

The goal of the Communications Office is to create an atmosphere for the honest, open flow of information to the general public, citizens, media and business interests in the city. Additional goals include marketing the city to enhance business or quality of life interests, thus giving College Park a positive image for consideration by groups interested in visiting or setting up businesses here.

**Program Objectives:**

The Communications Office is responsible for keeping the community informed and involved in our city. As a result, the Communications Director:

- Serves as a point of contact for citizens and the community when they are seeking information or wanting to share a suggestion or concern.
- Works with city departments to promote the positive accomplishments of employees.
- Maintains the city's website.
- Produces publications and marketing materials.
- Serves as the media's liaison to the city.
- Coordinates media releases for local newspapers/TV/radio.
- Produces video stories for broadcast on College Park's Comcast TV-23 channel.
- Provides guidance for various city departments regarding media inquiries.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Performance Measures**

<b>Program/Service Output: (goods, services, units produced)</b>	<b>Actual 2017/18</b>
# of views LED on Main Street	appx. 10,000 – 20,000 views daily
# of readers for local, statewide and national publications	(avg 30,000 per magazine)
# of likes on Facebook, twitter	(1,342 Facebook Likes/1298 Twitter followers)
# of viewers on College Park TV-23	(up to 5,000 daily)
# of youtube videos/vimeo videos produced since April 2012	(285 youtube/98 vimeo)

**Program/Service Expectations, New Initiatives**

The Communications Office has embarked upon a complete overhaul of the city's [www.collegeparkga.com](http://www.collegeparkga.com) website, with a scheduled go-live date of June 2018. new (print) media campaigns, including the hiring of local talent that is instantly accessible so as to reduce delay or expedite rush orders for publication; and the transition from slide based television messages to a high-quality broadcast via the Comcast government television channel. The Communications Office singlehandedly performed requests for proposals on each of the aforementioned enhancements, and carried out the finalization of each task while following all requirements of transparency, and keeping the City Manager, Mayor & Council abreast at each crucial period during the processes.

Greater challenges are just over the horizon; we always adjust our mission to seek reaching new stakeholders. A quarterly news broadcast, aimed at informing viewers/social media followers, become policy long ago, during the 2011-12 fiscal year, resulting in a broader fan base. (Improved reach) Also, program offerings on College Park TV-23, the city's government television channel have become more varied and broad, with emphasis on helpful documentaries for College Park citizens. We believe our primary mission is to assist the city's Development team with video information regarding available land, business incubator programs and positive quality-of-life stories to help attract new corporate interests.

**Prior Year Highlights:** Production of the PulsePoint film vignette, social media advancements, including Facebook, Twitter, Vimeo HD (16:9)video-on-demand account, in addition to employee-wide website training, and extending marketing to national-based magazines. Expanded reach of video chronicles, with concentration on merging ideas with the Development unit. The city's venture into electronic billboards was a great success. Media coverage included many areas around the I-285 corridor (market-wide) and the Camp Creek/Tuskegee Airman highway.

**Performance Measures (additional)**



CITY OF COLLEGE PARK, GEORGIA  
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**Program/Service Outputs: (goods, services, unit produced) Estimated For 2018/19**

Video story creation	90
Press Releases	40 - 65
Facebook/Twitter Followers	2000
LED Updates	50
Special Events Coverage/Preparation	20

**Program/Service Outcomes: (based on program objectives) Estimated 2018/19**

Seek continued reliance to research, prepare and chronicle special events such as the Mayor's "State of the City" message, video messages for Economic Development, and general events that allow the City of College Park to promote redeeming value to its image. Also pleased to have new responsibility of conveying messages on the LED signage in front of City Hall. Will also continue to build fans of the city's web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on [collegeparkga.com](http://collegeparkga.com).

# Engineering Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Engineering</b>					
Expenditures					
Personnel Services	\$ 180,925	\$ 113,041	\$ 172,248	\$ 170,923	-1%
Employee Benefits	39,373	24,364	23,943	23,443	-2%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	9,000	8,891	9,694	9,694	0%
Repair & Maintenance	6,395	9,360	10,990	10,990	0%
Training & Education	4,302	2,564	3,100	3,600	16%
Other Services & Charges	17,836	145,258	15,178	15,274	1%
Materials & Supplies	7,299	7,709	9,450	9,450	0%
Capital Outlay	44,640	-	-	-	0%
<b>Engineering Total</b>	<b>\$ 309,770</b>	<b>\$ 311,187</b>	<b>\$ 244,603</b>	<b>\$ 243,374</b>	<b>-1%</b>

**Engineering Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Engineering Director	1	1	1	1
City Engineer	1	1	0	0
Assistant City Engineer	-	-	-	-
GIS/CAD Technician	1	1	1	1
Administrative Assistant	-	-	-	-
<b>Part Time Positions:</b>				
Administrative Coordinator	-	-	-	-
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>

CITY OF COLLEGE PARK, GEORGIA  
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**Engineering Department**

**Program Description:**

The Engineering Department provides Technical Services to the Citizens, Mayor, Council, City Manager, Department Heads, Staff and other Government Agencies on the Federal, State, County, and Municipal levels. These technical services include but are not limited to Plan Review, Storm Water Review, Geographic Information Systems (GIS), Records, and Construction Administration to insure compliance with Federal, State, and County, and City rules and regulations.

**Trends:**

Building our Global Gateway to sustain the demands of The World's Busiest Airport in the world at Hartsfield Jackson Atlanta International Airport with 39 hotels having 6,209 rooms while preserving the small town atmosphere of Historic College Park (Fourth Largest Urban Historic District in Georgia after Savannah, Macon, and Atlanta). Providing the best possible customer services by anticipating their desires before they can communicate their request with a quick turnaround in reviewing Site Plans for engineering and storm water Issues.

**Program Broad Goals:**

Provide timely review of all Site Plans concerning all Engineering issues. Provide quality and timely inspections. Ensure that the City complies with all mandates of Storm Water Management including National Flood Insurance Program (NFIP), Community Rating System (CRS), and National Discharge Elimination System (NPDES).

**Program 18/19 Objectives:**

Completed all Plan Reviews within 2 weeks. Maintained the CRS rating at 6.

**Performance Measures**

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

Number of plans to be submitted.

**Estimated 18/19**  
75

**Program/Service Outcomes: (based on program objectives)**

Review site plans with 2 weeks

**Estimated 18/19**  
90%

**Performance Measures**

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

Number of plans submitted during the fiscal year (48 X 2)

**Actual 17/18**  
96

**Program/Service Outcomes: (based on program objectives)**

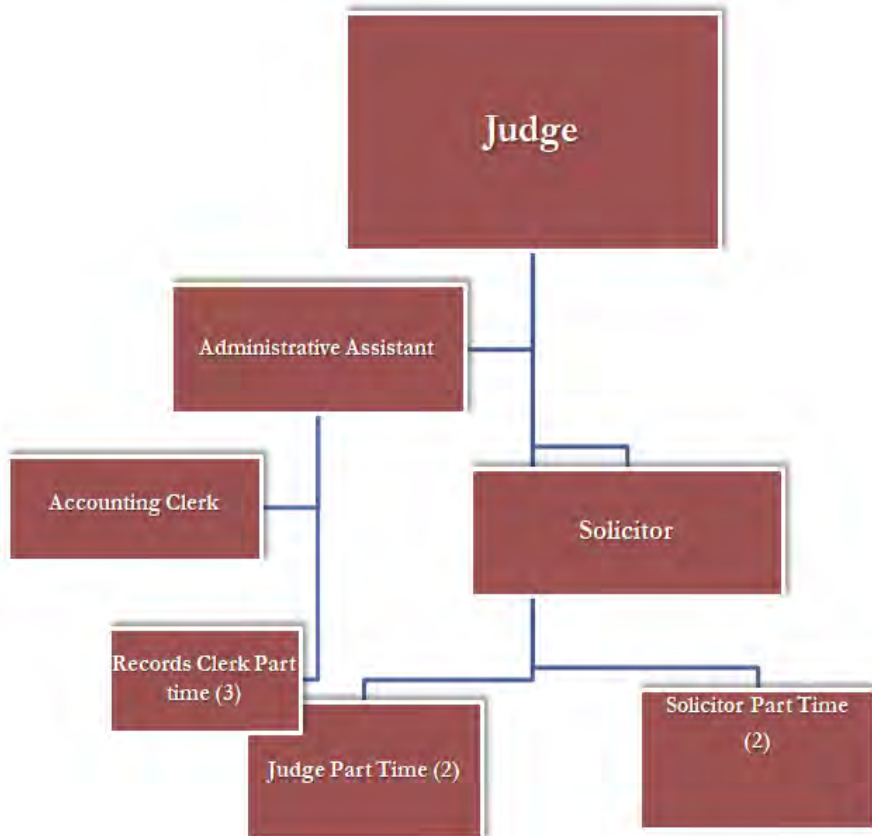
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

Review site plans within 2 weeks. **Actual 17/18**  
90%

**Prior Year Highlights:**

- Old National Highway Transportation Enhancement contract completed after 20 years of planning and design.
- Fire Station #3 completed.
- Links has 57 homes sold.
- Oxford Walk has 4 homes completed, while 2 homes and 9 townhomes are under construction.
- Lesley Drive completed.
- Godby Road Widening started.
- HJAIA – Commercial Vehicles (CV) completed.
- HJAIA – ATL West Parking Deck started.
- HJAIA – Cargo Buildings 2A & 2B started (100 acres in College Park).

# Municipal Court Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Municipal Court</b>					
Expenditures					
Personnel Services	\$ 298,736	\$ 291,557	\$ 300,102	\$ 300,177	0%
Employee Benefits	32,115	42,500	37,898	28,753	-32%
Repair & Maintenance	304	300	605	605	0%
Training & Education	2,227	2,650	4,480	4,480	0%
Other Services & Charges	90,549	93,278	101,542	93,542	-9%
Materials & Supplies	15,826	11,780	16,860	18,260	8%
Debt Service	-	-	-	-	0%
<b>Municipal Court Expenditure Total</b>	<b>\$ 439,757</b>	<b>\$ 442,065</b>	<b>\$ 461,487</b>	<b>\$ 445,817</b>	<b>-3%</b>

**Municipal Court Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Administrative Assistant	1	1	1	1
Administrative Coordinator	-	-	-	-
Judge	1	1	1	1
EDP Technician	-	-	-	-
Account Clerk	1	1	1	1
Solicitor	1	1	1	1
<b>Part Time Positions:</b>				
Clerk	3	3	3	3
Judge	2	2	2	2
Solicitor	1	1	1	1
<b>Total Personnel</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**MUNICIPAL COURT**

**Program Description:**

The court division provides equal access to a fair and effective system of justice for all without excess cost, inconvenience, or delay, with sensitivity to all members of society.

**Trends:**

We continue our commitment to discover and utilize alternatives to incarceration while holding offenders accountable. The Court continues to identify our core services and focus our resources on these services in innovative ways to accomplish our mission.

**Program Broad Goals:**

The Court Division provides an efficient program for the representation of indigent criminal defendants to those who are charged with a crime and cannot afford an attorney. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures that all are treated with courtesy, dignity, and respect.

Maintain a high quality of customer service and provide annual customer service training to all personnel. Increase efficiency and effectiveness of the court system.

**Program 18/19 Objectives:**

Acknowledge and enhance the potential of every employee in our organization to contribute to the administration of justice through participation, training, and technology.

Utilize technology to disseminate essential information.

The Court Division provides and improves customer service by developing informational pamphlets and brochures for individuals to resolve vehicle and licensing registration issues that are handled by entities outside the court (DMV, State, DPS, etc.).

Develop specific court calendars to address code enforcement/environmental violations by creating a special environmental court. This project is in line with current trends in addressing these various types of violations.

**Performance Measures**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 17/18</b>
Court cases handled and citations entered for previous year.	
Court Cases	18,780
Citations	23,439
<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Actual 17/18</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

\*Provide training for court software for employees.

\*Provide cross training in all software applications to court staff for a more efficient court system.

**COURT SERVICES (Continued)**

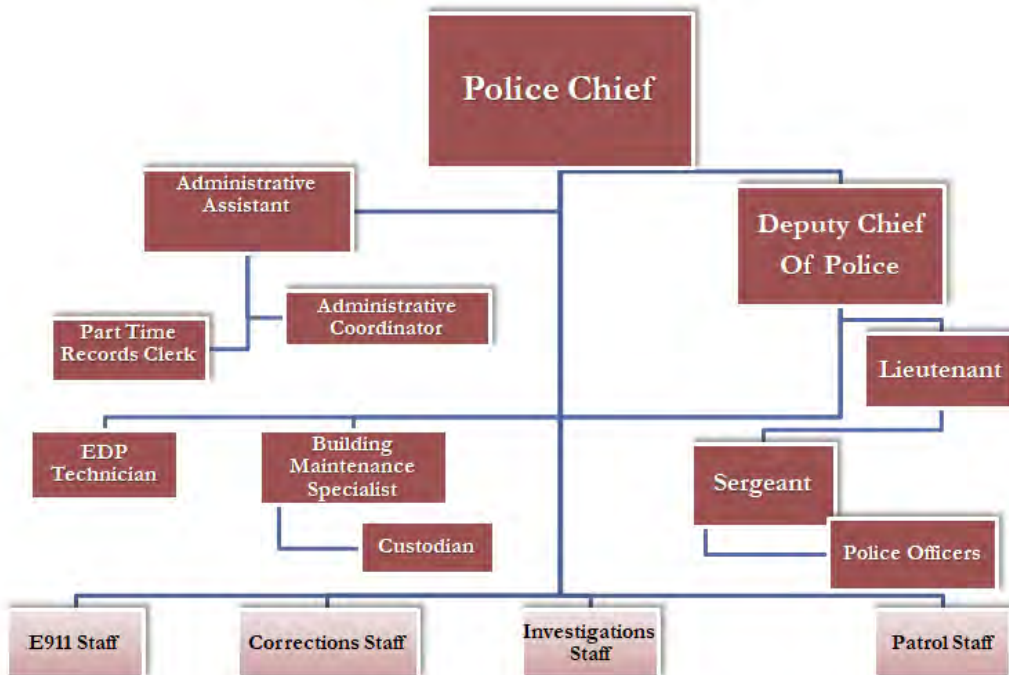
**Prior Year Highlights:**

- The Court Division provides equal access to a fair and effective system of justice for all without excess cost, inconvenience, or delay, with sensitivity to all members of society
- The Court Division implemented a court technology fee to help offset the costs of technology.
- The Court Division began two night court sessions per month to aid in providing a higher adjudication rate as well as creating an environmental court calendar to deal specifically with nuisance and code enforcement issues.

**Goals**

- Achieve and maintain 100% accuracy with court and citation entries and customer service interaction.
- Achieve and maintain 100% accountability on all monies received, ensuring accurate balancing with receipts.

# Police Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Police Administration</b>					
<b>Expenditures</b>					
Personnel Services	\$ 747,418	\$ 692,342	\$ 796,698	\$ 795,798	0%
Employee Benefits	227,480	269,663	266,516	255,665	-4%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	147,134	109,362	168,880	170,080	1%
Rentals	-	-	-	-	0%
Repair & Maintenance	39,021	15,629	38,356	38,356	0%
Building Maintenance	62,191	72,292	92,850	125,050	35%
Training & Education	5,416	4,291	11,650	17,043	46%
Other Services & Charges	492,757	525,157	583,919	632,233	8%
Materials & Supplies	42,592	54,338	68,670	69,070	1%
Capital Outlay	-	-	-	-	0%
Debt Service	-	-	-	-	0%
<b>Police Administration Total</b>	<b>\$ 1,764,009</b>	<b>\$ 1,743,074</b>	<b>\$ 2,027,539</b>	<b>\$ 2,103,295</b>	<b>4%</b>

**Police Administration Personnel**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
<b>Full Time Positions</b>				
Chief	1	1	1	1
Deputy Chief	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	3	3	3	3
EDP Tech	1	1	1	1
Validation Clerk	-	-	-	-
Administrative Assistant	2	2	2	2
Administrative Coordinator	2	2	2	2
Custodian (Building Maint Specialist)	1	1	1	1
Building Maint Specialist	1	1	1	1
<b>Part Time Positions:</b>				
Clerk	1	1	1	1
<b>Total Personnel</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**POLICE ADMINISTRATION**

**Program Description:**

The Office of the Chief provides the leadership, management, strategic planning and administrative support necessary to ensure the most effective delivery of public safety services and awareness to the community. These include special community functions such as the Citizen Police Academy, National Night Out, citizen and media requests for information and the reporting of newsworthy items of community interest. This office is also responsible for coordination and administration of fiscal control, record keeping, accountability functions and overall oversight of the Department.

**Trends:**

Retaining the open lines of communication with the community remains vital to our public safety mission. Thus, this outreach effort is established as a key objective of the Office of the Chief of Police. Attending community meetings/events and hosting the same are a significant part of CPPD's outreach efforts. Identify and implement strategies, initiatives and staffing needs assessments to ensure the department continues to meet service demands during economic challenges.

**Program Broad Goals:**

Coordinate the structure of the Police Department for effective and timely services to the community and unity of command. Create positive community partnerships and enhance quality communication with our citizens. In order to continue providing quality law enforcement services to the City of College Park and in order to enhance our services and mitigate concerns of liability claims, an Action Plan was implemented and is ongoing. Elements of the Action Plan include, training specifically focusing on Stop, Arrest and Search of persons; Search and Seizure; Criminal Procedure; Constitutional Law; Legal Updates and Scenario Training. Additional elements include enhanced supervision, improved documentation, more use of force alternatives and a broader deployment of technical equipment.

**Program Objectives:**

Identify and implement efficient and effective improvements in the Police Department. Continue community outreach efforts through the Citizen Academy, National Night Out, Trunk-Or-Treat and other community events, as well as through the Public Information Officer's role in informing our citizens, and through the Department's daily contact with residents, business owners and visitors at the officer level.

**Performance Measures**

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

	<b>Actual:</b>	<b>17/18</b>
# of community meetings attended		36

**Program / Service Outcomes: (based on program objectives)**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Actual: 17/18**

Conduct Community Neighborhood Watch meetings,  
Crime Prevention, and Awareness Events.

400

Ensure College Park Uniform Crime Report, Part I crimes are  
well below (45%) East Point's crime numbers.

East Point

5,092

College Park

2,303

**POLICE ADMINISTRATION (Continued)**

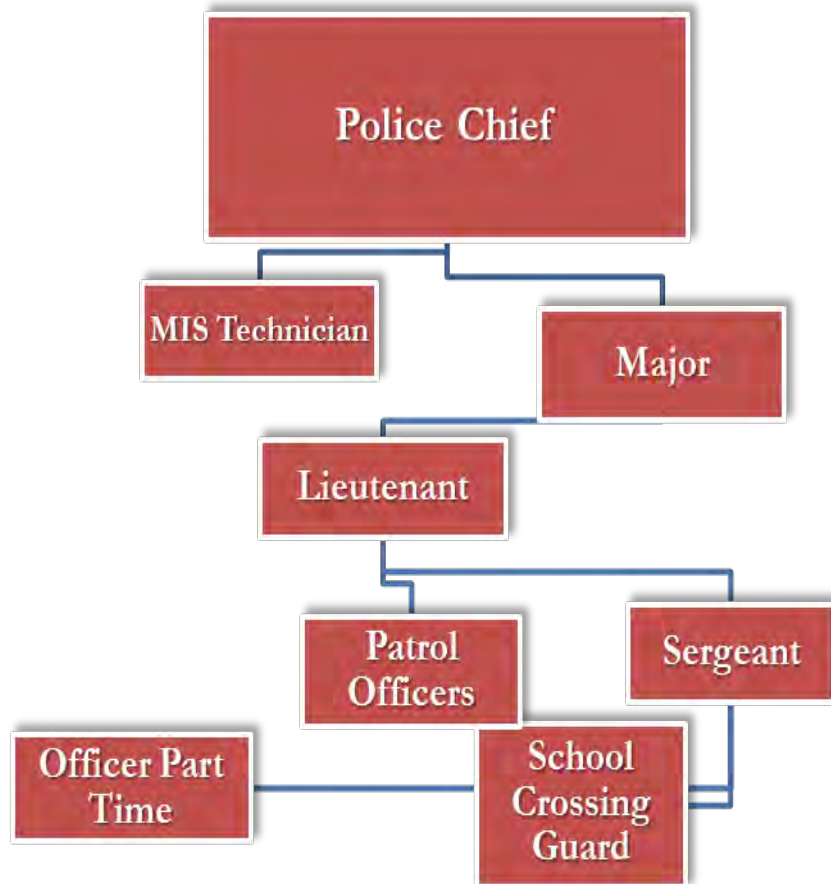
**Prior Year Highlights**

- As we have hired some of the best and brightest our community has to offer, we had a number of officers leave this agency for other career past this year. The trend of creating new cities throughout the Metro Atlanta Area continues to have an adverse impact on retention as these new entities tend to recruit experienced management and line level personnel. This trend is not isolated to our agency however; in speaking with neighboring police departments; we find they are experiencing it as well. These comparisons reflect a trend in the area where new cities are being established. The trend does provide the opportunity to recruit, employ and train new officers, and better mold them into accomplishing our mission of providing a more highly effective College Park Police Department.
- During our in-service training period we ensured that all personnel received the training mandated. With us having several instructors within the department, several assisted in the training as well as utilizing online courses hosted by the Georgia Public Safety Training Center. As a result, personnel were exposed to a wide range of knowledge and experiences.
- As we continue to strive to hold ourselves accountable for our actions and instill an atmosphere of fair and equitable discipline, the department entertains all citizen complaints and investigations are conducted when necessary. In doing so, we ensure that the concerned citizens and the involved agency personnel receive fair and impartial treatment.
- The Department obtained State Accreditation in July of 2010 and we are consistently updating and making policy changes to maintain compliance with Accreditation requirements.

**Goals**

- Purchase and integrate the use of Body Cameras to be used by all officers. This will assist with officer accountability in reviewing critical incidents.
- Purchase and integrate the use of tasers. This equipment can aid officers when encountering combative persons where force may be necessary.

# Patrol Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Police Patrol</b>					
<b>Expenditures</b>					
Personnel Services	\$ 4,123,340	\$ 4,258,674	\$ 4,630,930	\$ 4,626,049	0%
Employee Benefits	1,393,892	1,541,750	1,515,495	1,524,395	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	67,956	72,662	84,742	88,242	4%
Rentals	-	-	-	-	0%
Repair & Maintenance	291,132	323,028	267,127	277,127	4%
Building Maintenance	-	445	-	-	0%
Training & Education	2,380	6,553	17,115	18,910	10%
Other Services & Charges	345,935	520,696	443,056	389,781	-12%
Materials & Supplies	182,036	217,347	223,285	294,485	32%
Capital Outlay	298,590	404,942	-	-	0%
Debt Services	-	172,561	-	172,600	100%
<b>Police Patrol Total</b>	<b>\$ 6,705,261</b>	<b>\$ 7,518,658</b>	<b>\$ 7,181,750</b>	<b>\$ 7,391,589</b>	<b>3%</b>

**Police Patrol Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Major	-	-	1	1
Captain	1	1	1	1
Lieutenant	5	5	5	5
Sergeant	9	9	9	9
Police Officer	70	70	62	62
<b>Part Time Positions:</b>				
School Crossing Guards	2	2	2	2
Police Officers (Foot Patrol)	2	2	2	2
<b>Total Personnel</b>	<b>89</b>	<b>89</b>	<b>82</b>	<b>82</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Police Patrol**

**Program Description:**

Field Operations perform first responder duty and is responsible for all aspects of initial criminal and traffic investigations. This division is responsible for crime detection and suppression, traffic control, enforcement, drug interdiction, community policing and outreach programs and coordination with other departments to direct resources to solve community or crime related problems.

**Trends:**

Field Operations continue to experience an increase in the demand of available resources due to growth, expansion, and development in the city. The daily transient and commuter population is continuing to rise on the interstates and on all forms of mass transit.

**Program Broad Goals:**

Prevent crime and disorder by taking appropriate and proactive measures designed to reduce criminal activity and by maintaining the quality and effectiveness of policing services. Respond promptly to calls for service. Develop safer neighborhoods through community partnerships and participation. Enhance traffic safety through enforcement and education. Maintain a high level of visibility. Allocate resources based on the Intelligence Led Policing business model.

**Program 18/19 Objectives:**

Proactively target repeat offenders, identify and predict problem areas and crime patterns in the community utilizing crime data analysis, community input and police observation. Increase neighborhood watch participation and strengthen partnerships with home owners, businesses and community associations.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Performance Measures:**

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

**Actual: 17/18**

Incidents: 18,156

Calls for Service: 48,698

Citations: 13,138

Arrests: 4,134

These calculations are based on the calendar date from 2018

**Program / Service Outcomes: (based on program objectives)**

Return to a standard response time of 5 minutes or less for response to emergency calls for service. The average response time is 1.92 minutes (after dispatch).

**Field Operations Continued**

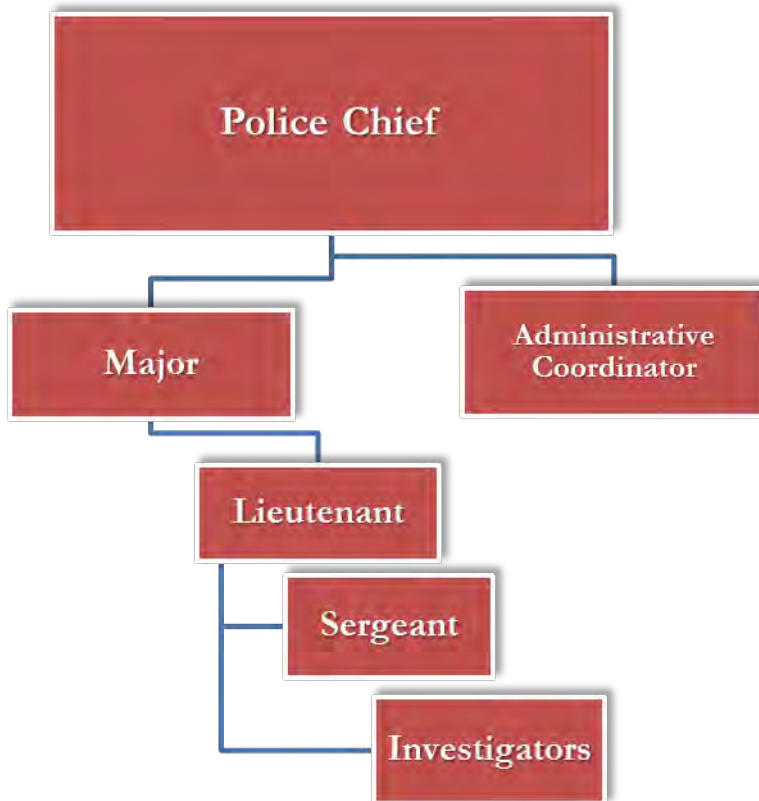
**Prior Year Highlights**

1. The Special Operations Unit of the Field Operations Division continued to target specific problem areas in the city according to emerging trends based on crime analysis and intelligence. They utilize a combination of marked and unmarked units to conduct operations to include surveillance, roadblocks, vice (prostitution stings, drug and alcohol investigations) and the execution of narcotics related search warrants and felony arrest warrants; the unit works closely with the Patrol shifts, Criminal Investigation Division, as well as outside agencies.
2. The Field Operations Division maintained continuity of services despite a high number of new recruits in Field Training status. Despite these staffing challenges, we have a full complement of COPs, Traffic Officers, and Special Operations Investigators, the result of which was an overall double digit decrease in crime for the calendar year. We have been strategically adjusting our resources to meet the changes in trends, spikes and hotspots in an effort to thwart serious crime; this will remain our focus for the indefinite future. This year we are adding a K-9/Drug Interdiction Unit and will be adding a motorcycle unit to our Traffic Unit this summer.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

3. The Community Oriented Policing Division (COPs) has hosted and participated in community based events partnering with public safety, citizens, organizations and businesses. We are constantly growing and adding additional outreach community events and participation. Community Officers are being a part of education on many levels within the community. Targeted enforcement has been implemented to include traffic enforcement, organized foot patrols, Community liaison functions and crime reduction details. City of College Park Community Policing Division is highly requested within our agency, community, city and neighboring jurisdictions.

# Investigations Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Police Investigations</b>					
<b>Expenditures</b>					
Personnel Services	\$ 549,167	\$ 579,867	\$ 696,433	\$ 694,033	0%
Employee Benefits	190,361	222,924	246,085	215,642	-12%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	52,801	35,230	38,200	38,200	0%
Rentals	-	-	3,600	3,600	0%
Repair & Maintenance	19,735	17,830	22,428	22,528	0%
Training & Education	2,231	5,302	10,480	13,780	31%
Other Services & Charges	20,508	27,392	27,053	27,253	1%
Materials & Supplies	17,931	18,946	24,615	32,825	33%
Capital Outlay	26,814	-	-	-	0%
Debt Service	-	-	-	-	0%
<b>Police Investigations Total</b>	<b>\$ 879,548</b>	<b>\$ 907,491</b>	<b>\$ 1,068,894</b>	<b>\$ 1,047,861</b>	<b>-2%</b>

**Police Investigations Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Major	-	-	-	1
Captain	1	1	1	0
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Investigators	8	8	8	8
Administrative Assistant	-	-	-	-
Administrative Coordinator	1	1	1	1
<b>Total Personnel</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**POLICE INVESTIGATIONS**

**Program Description:**

The Criminal Investigation Division is responsible for the investigation of all manner of crimes; both felony and misdemeanor which occurs within the jurisdiction of the City of College Park.

**Trends:**

Property crimes continue to be the primary driver in our crime numbers, particularly thefts from vehicles. The Criminal Investigations Division in conjunction with the Special Operations Division continues target enforcement operations to reduce the number of quality of life issues (prostitution, loitering, etc.), and theft from vehicles throughout the city.

**Program Broad Goals:**

Conduct thorough and complete investigations in a timely manner with an emphasis of targeting repeat offenders in order to exceed Uniform Crime Report clearance rates. Utilize a multi-disciplinary approach to burglary and property crime investigation through intelligence, crime analysis, investigation and crime prevention, in an effort to increase the burglary and property crime clearance rates and obtain a reduction in these same crimes. Creation of the Fugitive Intelligence Tactical Team and Motor Vehicle Theft Unit to aid the department in apprehending numerous violent offenders and identify and target offenders responsible for multiple thefts from vehicles throughout our jurisdiction and others. Collaborate with other jurisdictions in a continuous effort to establish a pattern of criminal activity throughout the metro area, thereby compelling the courts to impose stricter sentences. Continue to work with multi-jurisdictions, specifically the Marshal's Office, to reduce property crimes by apprehending multi-jurisdictional offenders, targeting burglars and car thieves.

**Program 18/19 Objectives:**

Exceed the Uniform Crime Report clearance rate for homicide, aggravated assault and robbery. Identify violent crime and property crime trends and concentrate investigative efforts on dangerous repeat offenders and distribute information in a timely manner. Increase the clearance rate in burglary and theft cases by proactively and aggressively investigating crimes, crime trends and repeat offenders with a goal of burglary and theft reduction.

**Performance Measures**

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

	<b>Actual:</b>	<b>2017</b>
# of property crimes (Fiscal Year 2017)	713	1173
# of violent crimes (Fiscal Year 2017)	116	231
Case clearance rate		18%

**Program / Service Outcomes: (based on program objectives)**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Actual      17/18**

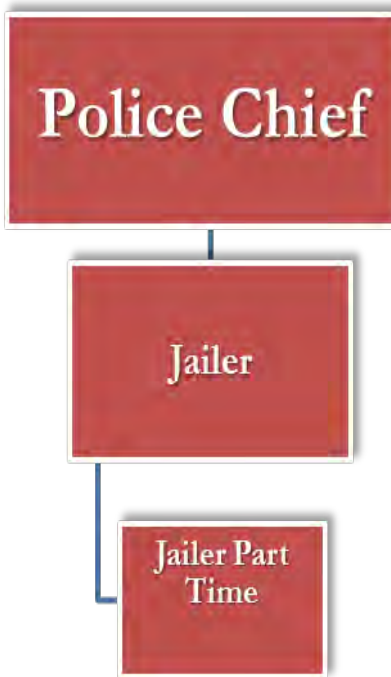
Achieve a 26% clearance rate for property crimes and violent crimes combined. This goal is consistent with the national average. Our overall crime clearance rate is at 41%; a 9% increase over 2016.

**POLICE CRIMINAL INVESTIGATION DIVISION (Continued)**

**Prior Year Highlights**

- The number of residential burglaries was decreased from 318 the previous year to 175 (a 45% decrease) throughout the city, due to both aggressive patrol efforts and aggressive investigations. We had 91 robbery cases in 2017 compared to 134 in 2016, giving us a 32% decrease. There were 257 motor vehicle theft cases in 2017 compared to 223 in 2016, giving us a 15% increase.
- This fiscal year (2017-18) we have experienced 89 burglaries, 45 robberies and 168 motor vehicle related crimes.
- Aggressive investigations and intelligence information sharing between ourselves and other jurisdictions in our area has resulted in the identification and arrests of several multi-jurisdictional offenders for property crimes, most specifically burglary and motor vehicle theft and illegal business practices.

# Corrections Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Corrections</b>					
<b>Expenditures</b>					
Personnel Services	\$ 167,686	\$ 159,807	\$ 193,162	\$ 192,591	0%
Employee Benefits	61,181	72,596	76,965	78,147	2%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	-	-	-	-	0%
Repair & Maintenance	22,639	8,260	4,900	4,500	-8%
Building Maintenance	-	-	-	-	0%
Training & Education	127	500	600	600	0%
Other Services & Charges	347,434	299,780	268,336	268,336	0%
Materials & Supplies	8,651	10,598	14,975	13,800	-8%
Cost Of Sales	5,318	5,001	4,500	3,000	-33%
Capital Outlay	-	-	-	-	0%
Other Debt	-	-	-	-	0%
<b>Corrections Total</b>	<b>\$ 613,036</b>	<b>\$ 556,542</b>	<b>\$ 563,438</b>	<b>\$ 560,974</b>	<b>0%</b>

**Corrections Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions</b>				
Jailer	4	4	4	4
<b>Part Time Positions:</b>				
Jailer	2	2	2	2
<b>Total Personnel</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**CORRECTIONS**

**Program Description:**

The Corrections Program provides short-term holding for persons arrested by College Park police officers, prisoner transportation coordination between our jail, the county jails (both Fulton and Clayton) and City Court, and fingerprinting services for City Court and the public.

**Trends:**

Detention continues to experience growth in the number of bookings, which drives workload activities. The unit is also experiencing more hearings in which our prisoners housed at the East Point city jail have to be brought back to City Court.

**Program Broad Goals:**

Provide quality care, custody and control of detainees in a safe environment. We will continue to provide prisoner transportation between East Point city jail, County jails, and City Court, with current law enforcement personnel. Part time jailers will provide prisoner transportation for Special Operations and The Patrol Division conducting investigations where large numbers of arrests will be anticipated. We will also be able to handle the increased court cases by utilizing part time jailers to assist with the managing of the inmates.

**Program 18/19 Objectives:**

Respond to increased number of prisoner bookings and ensure proper identification and compliance with training on the new fingerprinting system (Live Scan) for all detention officers. Keep Patrol officers on the streets by using part time detention personnel to assist with the processing of inmates during court days and night time special operations. Inmate property will be maintained and released back to them or their designee within 30 days of release from incarceration. Items that inmates fail to reclaim after the 30 days will be either disposed of by destruction or donated to charitable organizations for use, such as clothing and electronic items, particularly cell phones and their accessories.

**Performance Measures**

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

	<b>Actual:</b>	<b>17/18</b>
# of bookings performed fiscal year to date		1,976
# of prisoner transports completed fiscal year to date		674

**Program / Service Outcomes: (based on program objectives)**

	<b>Estimated:</b>	<b>18/19</b>
Continue to reduce prisoner processing time.		20%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Prior Year Highlights**

The Corrections Division has continued to meet the required guidelines for the State Certification.

Data collection and the efficiency of booking procedures for inmates has improved.

Each jailer was issued a Taser in order to facilitate reducing physical conflicts.

Jail has been painted and undergone a major cleaning as well as new bedding.

**Goals**

Continue to decrease the booking time for inmates processed into our facility.

# Fire Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Fire Administration</b>					
Expenditures					
Personnel Services	\$ 273,958	\$ 286,543	\$ 302,649	\$ 302,649	0%
Employee Benefits	78,756	90,500	93,072	93,960	1%
Communications & Util.	68,608	37,167	65,682	65,682	0%
Repair & Maintenance	27,657	23,936	37,193	37,193	0%
Building Maintenance	73,256	35,973	50,000	42,000	-19%
Training & Education	16,602	16,335	17,929	19,129	6%
Other Services & Charges	23,790	39,003	44,724	24,724	-81%
Materials & Supplies	15,410	14,606	15,500	15,500	0%
Cost of Sales	1,479	1,500	1,500	1,500	0%
<b>Fire Administration Total</b>	<b>\$ 579,516</b>	<b>\$ 545,563</b>	<b>\$ 628,249</b>	<b>\$ 602,337</b>	<b>-4%</b>

**Fire Administration Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Fire Chief	1	1	1	1
Deputy Fire Chief	1	0	0	0
Administrative Assistant	1	1	1	1
Fire Marshal	1	1	1	1
Administrative Coordinator	0	0	0	1
Fire Training Instructor	1	0	0	0
<b>Part Time Positions:</b>				
Records Clerk	1	1	1	0
Custodian	1	1	1	1
<b>Total Personnel</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>5</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Fire Administration**

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (5) primary service areas: Administration, Fire Marshal/Risk Management, Fire Suppression, Emergency Medical Services, Fire Marshal/Risk Management and Training and Support Services.

**Trends:**

The overall mission of the fire service is to protect life, property, and natural resources from fire, Medical and other emergencies. With increasing demands, the fire service must utilize the best tools, techniques, and training methods to meet the expectations of its residents, businesses and visitors. Risk assessment, preparedness, and mitigation are primary issues challenging today's fire and emergency services departments. Timely and effective emergency response cannot be continually achieved without adequate planning and preparedness. One of the tools that greatly assist our department in providing an efficient level of service delivery is by opening a new fire station that will enable our department to reduce our response times to various areas in the city. Also we will need to add additional personnel to keep up with the city's growth (multi-purpose facilities, high-rise hotels, Convention center and expressways).

**Program Broad Goals:**

Office of the Fire Chief/Administration  
Goals:

1. Improve Emergency Response and Fire Operations to provide an effective, timely, and efficient emergency response capability to all areas in the City of College Park.
2. Improve Disaster preparedness and response capability by staying current with the College Park Emergency Operations plans and guidelines and practicing the plan.
3. Improve Professional Standards, Communications and Member Inter-Personal Relationships-Continue to promote a high degree of professional behavior and communications for all members of the department.
4. Improve Dispatch processing time and radio communications- Provide clear and concise emergency communications to our internal and external customers through a professional enhanced-911 center.
5. Aggressively educate our community on the dangers of fire and provide prevention information to help prevent fires and limit life risk.
6. Provide the absolute safest possible environment for our firefighters.
7. Improve training and accountability to ensure employees are appropriately trained to safely meet applicable requirements

**Program 18/19 Objectives:**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

1. Accurately identify and validate the Standards of Response and ensure it is publicized to our members and the community.
2. Participate in the annual Disaster Exercise and participate in County LEPC and Regional UASI and stay abreast with information throughout the year.
3. Improve communication and strengthen relationships between divisions in the department; between Management and Labor; employees assigned to operational shifts and between operations and other administrative elements.
4. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
5. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
6. Limit fire losses in the community.
7. Perform accurate and timely enforcement functions to ensure a minimum level of compliance with established safety standards.
8. Strive to minimize fire ground injuries; zero injuries in 2018-19.
9. Ensure 100% of fire department members are trained to a level commensurate with their rank and position.
10. Improve health, wellness and fitness for all CPFR employees

**Performance Measures**

1. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2019.
2. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by October 2018.
3. Establish a shift change process that includes all company officers to capture all previous day activities and discuss future events; conduct and document regular staff and department meetings and briefings.
4. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time.
5. Work with appropriate College Park Departments Building Department and conduct accurate plans review of all designs prior to established deadlines.
6. Provide at least one fire safety event per quarter at each school with age-specific programs appropriate with the audience.
  
7. Conduct comprehensive fire inspections on all fire department facilities annually to include all department fire stations, administrative offices and the training facility.
8. Develop an annual training plan that includes 100% of the subject areas required to meet State requirement, maintain certifications and improve skill levels

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

9. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
10. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted duty time to participate in physical fitness activity one hour per shift in 2019.

**Fire Marshal/Community Risk Reduction**

**Goal:**

Work aggressively to reduce the loss of life and property to fire incidences in the community by providing fire prevention and safety information and education to help prevent fires and limit life risk.

**Objectives:**

1. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
2. Limit fire losses in the community.
3. Perform accurate and timely enforcement functions to ensure a minimum level of compliance with established safety standards
4. Implement a Home Fire Safety Inspection program to all residents in the city to survey the home for potential safety hazards and offer corrective measures and provide safety information.

**Performance Measures:**

1. Work with appropriate College Park departments and conduct accurate and timely plan review of all new construction and renovation projects.
2. Provide fire and life safety programs to schools, daycares, and community groups throughout the city.
3. Conduct comprehensive fire inspections on all City facilities annually to include all City owned and operated buildings, fire stations, and administrative offices.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**FIRE AND LIFE SAFETY ACTIVITIES**

<b>Investigations &amp; Inspections 2015-2017</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Investigations (Fire &amp; Code Enforcement)</b>	<b>114</b>	<b>113</b>	<b>103</b>
<b>Inspections (New &amp; Existing Structures)</b>	<b>702</b>	<b>627</b>	<b>603</b>

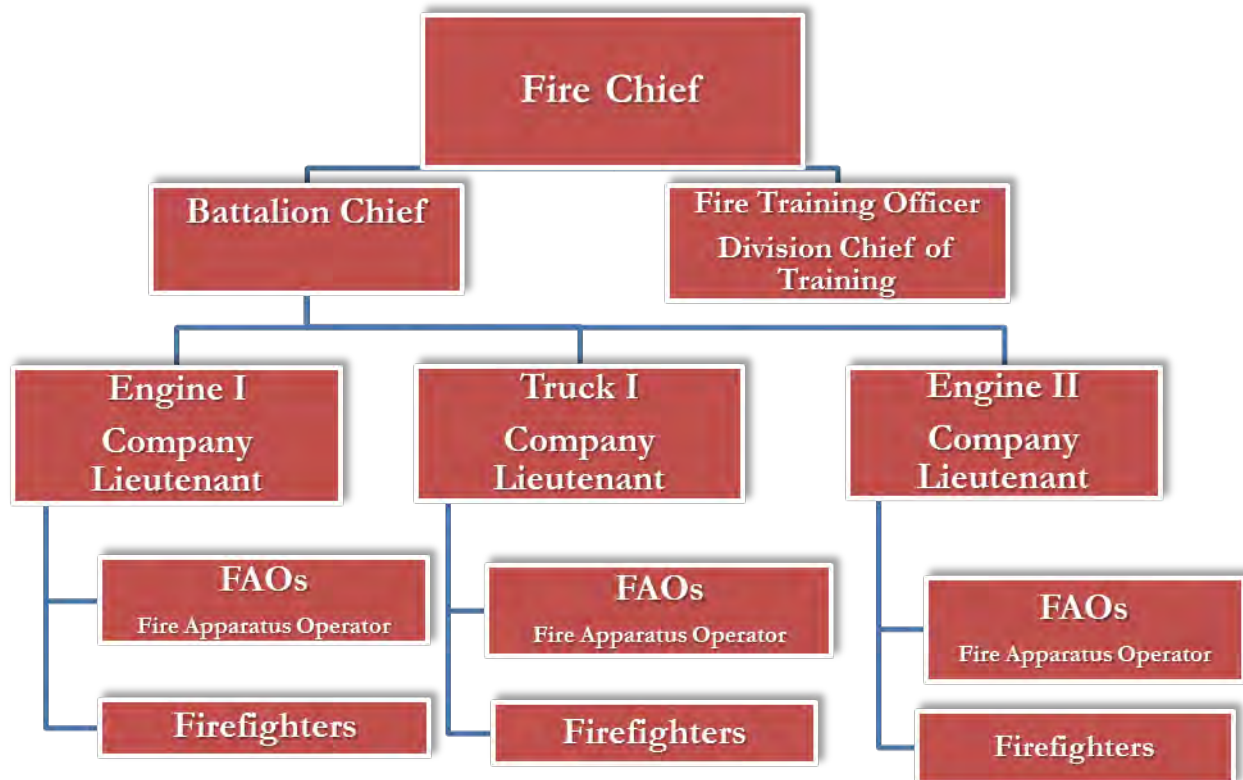
<b>Plan Reviews 2015-2017</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>New Construction, ADA Life Safety Codes, etc.</b>	<b>210</b>	<b>229</b>	<b>221</b>

<b>Public Education /Fire Safety Education 2015-2017</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Community Presentations, Schools, Fire Prevention Week</b>	<b>53</b>	<b>40</b>	<b>37</b>

<b>Arrests 2015-2017</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>Arrests (charges) resulting from arson fires, code violations</b>	<b>8</b>	<b>9</b>	<b>12</b>



# Fire Suppression Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Fire Suppression</b>					
Expenditures					
Personnel Services	\$ 3,366,761	\$ 3,255,464	\$ 3,613,619	\$ 3,593,619	-1%
Employee Benefits	1,197,993	1,255,879	1,244,733	1,257,176	1%
Communications & Util.	16,726	34,516	37,542	60,342	38%
Repair & Maintenance	100,089	141,475	126,196	121,196	-4%
Building Maintenance	-	-	-	-	0%
Training & Education	15,764	11,337	14,500	14,750	2%
Other Services & Charges	208,840	199,063	121,086	133,287	9%
Materials & Supplies	157,855	166,156	138,700	138,700	0%
Cost of Sales	1,707	1,500	1,500	1,500	0%
Debt Service	-	-	165,000	172,149	4%
Capital Outlay	115,432	160,955	83,963	168,000	0%
<b>Fire Suppression Total</b>	<b>\$ 5,181,167</b>	<b>\$ 5,226,345</b>	<b>\$ 5,546,839</b>	<b>\$ 5,660,719</b>	<b>2%</b>

**Fire Suppression Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Captain	3	3	3	3
Lieutenant	9	9	9	1
Driver Engineer (FAO)	21	21	12	9
Firefighter	37	37	42	12
Fire Training Instructor	0	0	1	42
<b>Total Personnel</b>	<b>70</b>	<b>70</b>	<b>67</b>	<b>67</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Fire Suppression**

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (5) primary service areas: Administration, Fire Marshal/Risk Management, Fire Suppression, Emergency Medical Services, Fire Marshal/Risk Management and Training and Support Services.

**Trends:**

The overall mission of the fire service is to protect life, property, and natural resources from fire, Medical and other emergencies. With increasing demands, the fire service must utilize the best tools, techniques, and training methods to meet the expectations of its residents, businesses and visitors. Risk assessment, preparedness, and mitigation are primary issues challenging today's fire and emergency services departments. Timely and effective emergency response cannot be continually achieved without adequate planning and preparedness. One of the tools that greatly assist our department in providing an efficient level of service delivery is by opening a new fire station that will enable our department to reduce our response times to various areas in the city. Also we will need to add additional personnel to keep up with the city's growth (multi-purpose facilities, high-rise hotels, Convention center and expressways).

**Program Broad Goals:**

Office of the Fire Chief/Administration

Goals:

8. Improve Emergency Response and Fire Operations to provide an effective, timely, and efficient emergency response capability to all areas in the City of College Park.
9. Improve Disaster preparedness and response capability by staying current with the College Park Emergency Operations plans and guidelines and practicing the plan.
10. Improve Professional Standards, Communications and Member Inter-Personal Relationships-Continue to promote a high degree of professional behavior and communications for all members of the department.
11. Improve Dispatch processing time and radio communications- Provide clear and concise emergency communications to our internal and external customers through a professional enhanced-911 center.
12. Aggressively educate our community on the dangers of fire and provide prevention information to help prevent fires and limit life risk.
13. Provide the absolute safest possible environment for our firefighters.
14. Improve training and accountability to ensure employees are appropriately trained to safely meet applicable requirements

**Program 18/19 Objectives:**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

11. Accurately identify and validate the Standards of Response and ensure it is publicized to our members and the community.
12. Participate in the annual Disaster Exercise and participate in County LEPC and Regional UASI and stay abreast with information throughout the year.
13. Improve communication and strengthen relationships between divisions in the department; between Management and Labor; employees assigned to operational shifts and between operations and other administrative elements.
14. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
15. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
16. Limit fire losses in the community.
17. Perform accurate and timely enforcement functions to ensure a minimum level of compliance with established safety standards.
18. Strive to minimize fire ground injuries; zero injuries in 2018-19.
19. Ensure 100% of fire department members are trained to a level commensurate with their rank and position.
20. Improve health, wellness and fitness for all CPFR employees

**Performance Measures**

11. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2019.
12. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by October 2018.
13. Establish a shift change process that includes all company officers to capture all previous day activities and discuss future events; conduct and document regular staff and department meetings and briefings.
14. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time.
15. Work with appropriate College Park Departments Building Department and conduct accurate plans review of all designs prior to established deadlines.
16. Provide at least one fire safety event per quarter at each school with age-specific programs appropriate with the audience.
  
17. Conduct comprehensive fire inspections on all fire department facilities annually to include all department fire stations, administrative offices and the training facility.
18. Develop an annual training plan that includes 100% of the subject areas required to meet State requirement, maintain certifications and improve skill levels

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

19. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
20. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted duty time to participate in physical fitness activity one hour per shift in 2019.

**Fire Marshal/Community Risk Reduction**

**Goal:**

Work aggressively to reduce the loss of life and property to fire incidences in the community by providing fire prevention and safety information and education to help prevent fires and limit life risk.

**Objectives:**

2. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
2. Limit fire losses in the community.
3. Perform accurate and timely enforcement functions to ensure a minimum level of compliance with established safety standards
4. Implement a Home Fire Safety Inspection program to all residents in the city to survey the home for potential safety hazards and offer corrective measures and provide safety information.

**Performance Measures:**

4. Work with appropriate College Park departments and conduct accurate and timely plan review of all new construction and renovation projects.
5. Provide fire and life safety programs to schools, daycares, and community groups throughout the city.
6. Conduct comprehensive fire inspections on all City facilities annually to include all City owned and operated buildings, fire stations, and administrative offices.

# Emergency Medical Services Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2016 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Emergency Medical Services</b>					
Expenditures					
Personnel Services	\$ 72,673	\$ 89,906	\$ 72,715	\$ 72,715	0%
Employee Benefits	26,562	54,069	25,801	26,056	1%
Communications & Util.	1,292	-	-	-	0%
Repair & Maintenance	19,812	16,051	18,905	17,905	-6%
Training & Education	12,786	44,777	51,700	52,100	1%
Other Services & Charges	72,659	52,326	42,301	42,301	0%
Materials & Supplies	47,393	45,286	48,500	48,500	0%
Capital Outlay	193,580	29,087	-	28,000	0%
<b>Emergency Medical Services Total</b>	<b>\$ 446,757</b>	<b>\$ 331,502</b>	<b>\$ 259,922</b>	<b>\$ 287,577</b>	<b>11%</b>

**Emergency Medical Services Personnel**

	2016 Actual	2016 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
EMS Training Instructor	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Emergency Medical Services**

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (5) primary service areas: Administration, Fire Marshal/Risk Management, Fire Suppression, Emergency Medical Services, Fire Marshal/Risk Management and Training and Support Services.

**Trends:**

The overall mission of the fire service is to protect life, property, and natural resources from fire, Medical and other emergencies. With increasing demands, the fire service must utilize the best tools, techniques, and training methods to meet the expectations of its residents, businesses and visitors. Risk assessment, preparedness, and mitigation are primary issues challenging today's fire and emergency services departments. Timely and effective emergency response cannot be continually achieved without adequate planning and preparedness. One of the tools that greatly assist our department in providing an efficient level of service delivery is by opening a new fire station that will enable our department to reduce our response times to various areas in the city. Also we will need to add additional personnel to keep up with the city's growth (multi-purpose facilities, high-rise hotels, Convention center and expressways).

**Program Broad Goals:**

Office of the Fire Chief/Administration

Goals:

15. Improve Emergency Response and Fire Operations to provide an effective, timely, and efficient emergency response capability to all areas in the City of College Park.
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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Program 18/19 Objectives:**

21. Accurately identify and validate the Standards of Response and ensure it is publicized to our members and the community.
22. Participate in the annual Disaster Exercise and participate in County LEPC and Regional UASI and stay abreast with information throughout the year.
23. Improve communication and strengthen relationships between divisions in the department; between Management and Labor; employees assigned to operational shifts and between operations and other administrative elements.
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29. Ensure 100% of fire department members are trained to a level commensurate with their rank and position.
30. Improve health, wellness and fitness for all CPFR employees

**Performance Measures**

21. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2019.
22. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by October 2018.
23. Establish a shift change process that includes all company officers to capture all previous day activities and discuss future events; conduct and document regular staff and department meetings and briefings.
24. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time.
25. Work with appropriate College Park Departments Building Department and conduct accurate plans review of all designs prior to established deadlines.
26. Provide at least one fire safety event per quarter at each school with age-specific programs appropriate with the audience.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

27. Conduct comprehensive fire inspections on all fire department facilities annually to include all department fire stations, administrative offices and the training facility.
28. Develop an annual training plan that includes 100% of the subject areas required to meet State requirement, maintain certifications and improve skill levels
29. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
30. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted duty time to participate in physical fitness activity one hour per shift in 2019.

**Fire Marshal/Community Risk Reduction**

**Goal:**

Work aggressively to reduce the loss of life and property to fire incidences in the community by providing fire prevention and safety information and education to help prevent fires and limit life risk.

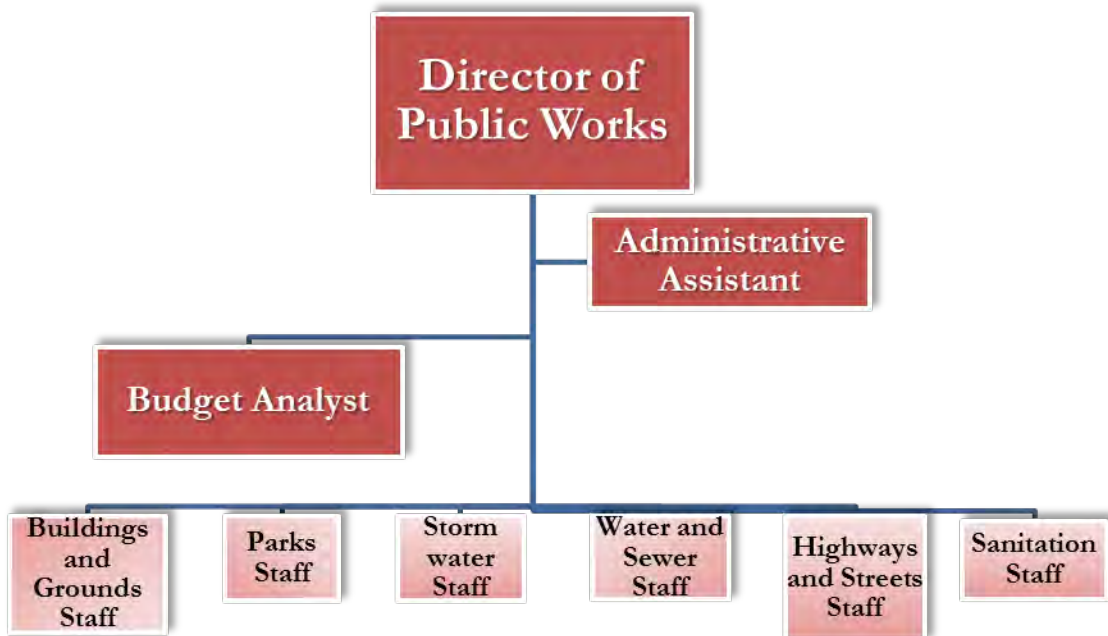
**Objectives:**

3. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
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4. Implement a Home Fire Safety Inspection program to all residents in the city to survey the home for potential safety hazards and offer corrective measures and provide safety information.

**Performance Measures:**

7. Work with appropriate College Park departments and conduct accurate and timely plan review of all new construction and renovation projects.
8. Provide fire and life safety programs to schools, daycares, and community groups throughout the city.
9. Conduct comprehensive fire inspections on all City facilities annually to include all City owned and operated buildings, fire stations, and administrative offices.

# Public Works Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Public Works Administration</b>					
Expenditures					
Personnel Services	\$ 45,667	\$ 42,837	\$ 35,363	\$ 43,219	22%
Employee Benefits	13,492	15,150	14,690	13,067	-11%
Capital Outlay	-	-	-	-	0%
Communications & Utility	1,188	778	727	727	0%
Repair & Maintenance	9,996	(1,879)	4,466	4,466	0%
Training & Education	1,796	1,895	1,950	1,950	0%
Other Services & Charges	2,644	3,082	3,209	3,209	0%
Materials & Supplies	480	1,110	1,150	1,150	0%
<b>Public Works Administration Total</b>	<b>\$ 75,263</b>	<b>\$ 62,973</b>	<b>\$ 61,555</b>	<b>\$ 67,788</b>	<b>10%</b>

**Public Works Administration Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Public Works Director	1	1	1	1
Administrative Assistant*	1	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

\*Position is included in Sanitation Department position count due to funding from Sanitation and Water&Sewer

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Public Works / Administration**

**Program Description:**

The Public Works Administration program manages Public Works operational, budget and financial activities. It also provides leadership, direction and customer service support for all Divisions in Public Works. The Administration program coordinates all staffing requests, department contracts, intergovernmental agreements (IGA), policies, procedures (SOP) and long and short term capital improvement projects (CIP).

**Trends:**

The Department of Public Works administrative office provides leadership and administrative support for six very diverse Divisions. Continued challenges for the Department are limited funding and decrease in personnel. To meet these challenges, the Department is adapting new policies and procedures in improving services with limited resources.

**Program Broad Goals:**

Provide leadership and management to ensure the most effective delivery of services by each Division within the Department in support of the City Council's goals. Closely manage the Divisional operating budget to ensure fiscal responsibility. This consists of Monitor Solid Waste, Water & Sewer, Storm Water Utility Enterprise funds and general funded Highways & Streets, Buildings & Grounds and Parks to ensure sufficient long term funding of the Department's services to meet the needs of the community. Coordinate strategic planning and implementation of Departmental Capital Improvement Projects.

**Program 18/19 Objectives:**

Provide necessary resources to the Departments for efficient delivery of service. Coordinate preparation and implementation of the Department's budgets. Closely monitor Division's monthly expenditures/revenues. Coordinate Department's Capital Improvement Projects and contract execution. Coordinate the function of all deliverable services provided by each Division.

**Performance Measures**

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

**Public Works / Admin**

**Program Description:**

The Public Works Administration program manages Public Works operational, budget and financial activities. It also provides leadership, direction and customer service support for all Divisions in Public Works. The Administration program coordinates all staffing requests, department contracts, intergovernmental agreements (IGA), policies, procedures (SOP) and long and short term capital improvement projects (CIP).

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Trends:**

The Department of Public Works administrative office provides leadership and administrative support for six very diverse Divisions. Continued challenges for the Department are limited funding and decrease in personnel. To meet these challenges, the Department is adapting new policies and procedures in improving services with limited resources.

**Program Broad Goals:**

Provide leadership and management to ensure the most effective delivery of services by each Division within the Department in support of the City Council's goals. Closely manage the Divisional operating budget to ensure fiscal responsibility. This consists of Monitor Solid Waste, Water & Sewer, Storm Water Utility Enterprise funds and general funded Highways & Streets, Buildings & Grounds and Parks to ensure sufficient long term funding of the Department's services to meet the needs of the community. Coordinate strategic planning and implementation of Departmental Capital Improvement Projects.

**Program 18/19 Objectives:**

Provide necessary resources to the Departments for efficient delivery of service. Coordinate preparation and implementation of the Department's budgets. Closely monitor Division's monthly expenditures/revenues. Coordinate Department's Capital Improvement Projects and contract execution. Coordinate the function of all deliverable services provided by each Division.

**Performance Measures**

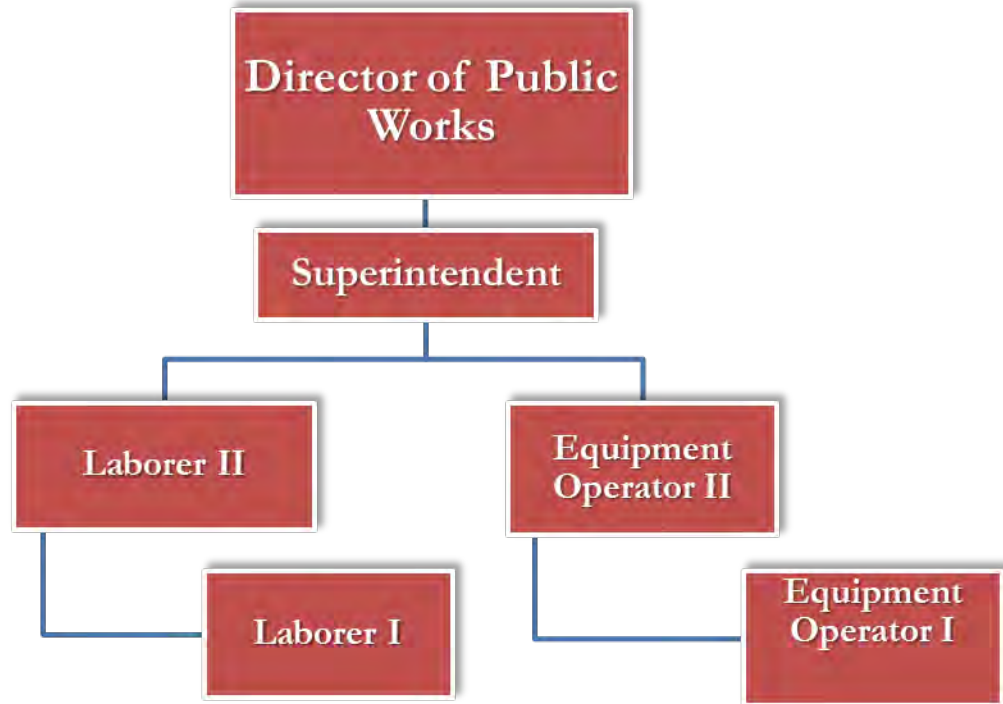
**Program/Service Outputs: (goods, services, units produced)**

- Conducted additional onsite meeting with homeowners to address concerns for the Herschel Road Drainage Improvement Program.
- Conducted meeting with City of East Point Storm Water personal regarding Herschel Road (Westside) drainage issues.
- Conducted meeting with homeowner at 1579 Vesta Avenue regarding storm drainage project along Myrtle Street.
- Initiated proposal to lower storm water grate on Herschel Road to allow storm water run-off to flow freely into the storm water structure.
- Coordinated project document transmittal to Marta regarding easement agreement approval to proceed with the installation of storm sewer pipe across Marta owned property as part of the Myrtle Street and Vesta Avenue Storm Water Project.
- Conducted meeting with the City of East Point Storm Water personnel regarding drainage issues on Herschel Road.
- Administered contract documents for the resurfacing of Herschel Road, between Old National Highway and Camp Creek Parkway.
- Administered work order for the Princeton Avenue storm water pipe upgrade with Kemi Construction.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

- Implemented contract for Greenspring Road Drainage Creek Rehabilitation Improvement Project.
- Tore down and rebuilt new Welding & Sign Shop.
- Executed contract for Gasoline & Diesel Purchasing for City vehicles.
- Executed contract Phoenix Boulevard Milling and Resurfacing (East & West Bound Lane)
- Executed contract for Hawthorne Avenue (Richard Zupp Park) storm sewer pipe restoration.
- Executed contract for Herschel Road milling and inlay.

# Highway and Streets Organizational Chart





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Highway and Streets</b>					
Expenditures					
Personnel Services	\$ 370,314	\$ 355,480	\$ 364,208	\$ 359,192	-1%
Employee Benefits	143,763	153,291	145,373	147,046	1%
Communications & Util.	2,461	12,961	3,200	3,200	0%
Debt Service	-	-	-	25,000	0%
Repair & Maintenance	344,408	295,207	283,739	327,854	16%
Building Maintenance	305	59,500	-	6,400	0%
Training & Education	880	1,630	1,650	1,300	-21%
Other Services & Charges	24,796	34,234	26,385	26,585	1%
Materials & Supplies	46,841	51,892	64,900	43,225	-33%
Capital Outlay	-	-	-	27,720	0%
<b>Highway and Streets Total</b>	<b>\$ 933,768</b>	<b>\$ 964,195</b>	<b>\$ 889,455</b>	<b>\$ 967,522</b>	<b>9%</b>

**Highway and Streets Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Superintendent	1	1	1	1
Supervisor	1	-	-	-
Equipment Operator II	3	3	3	3
Equipment Operator I	3	3	2	2
Laborer II	3	3	3	3
Laborer I	2	2	1	1
<b>Total Personnel</b>	<b>13</b>	<b>12</b>	<b>10</b>	<b>10</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Highways and Streets Asphalt Operations**

**Program Description:**

The Highways & Streets Asphalt (street maintenance and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Asphalt program protects and maintains the expected service life of an asphalt street by providing asphalt and concrete street maintenance and repair, street resurfacing, street patching of potholes, asphalt street overlaying for deficiencies on all City streets and road ways, and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the street pavement and concrete. The program daily targets street deficiencies such as potholes, cave-ins, and depressions that are caused by street failure. The program also performs pre and post inspections for the LMIG (Local Maintenance and Improvement Grant Program) and Execute the 2018 -2019 LMIG schedule in accordance with the State Contract.

**Trends:**

The General workload is increasing due to the increase number of asphalt road deficiencies within the City. Citizen's service request is also increasing due to the number of road deficiencies. As a result of an increase in service, more money will be spent on materials for repairs.

**Program Broad Goals 18/19:**

Implement and maintain a preventive maintenance program that adequately protects the pavement asset through an aggressive pro-active approach for repair and maintenance on all existing and new road surfaces.

**Performance Measures**

**Program/Service Outputs: (goods, services, unit produced)**

**Actual 17/18  
95%**

Respond to 95% of request or complaints for pothole repairs, cave-ins and depressions after they are reported within 24 hours.

Respond to 95% of utility cut repairs after they are reported from an internal or external source within one (1) week of the report.

CITY OF COLLEGE PARK, GEORGIA  
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**Estimated 18/19**

**95%**

Respond to 95% of request or complaints for pothole repairs, cave-ins and depressions after they are reported within 24 hours.

Respond to 95% of utility cut repairs after they are reported from an internal or external source within one (1) week of the report.

**Program/Service Outcomes: (based on program objectives)**

**Actual 17/18**

**95%**

Restore 95% of potholes, cave-ins and depressions after they are responded to within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Resurface a minimum of (1) street a year under the LMIG (Local Maintenance and Improvement Grant) program as approved by the State.

**Estimated 18/19**

**95%**

Restore 95% of potholes, cave-ins and depressions after they are responded to within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Resurface a minimum of (1) street a year under the LMIG (Local Maintenance and Improvement Grant) program as approved by the State.

**Prior Year Highlights:**

- Patched an average of 375 potholes a year
- Restored or Repaired an average of 98 utility cuts a year
- Repaired an average of 75 street depressions or cave ins caused by tree roots or other deficiencies.
- Resurfaced Virginia Avenue from Madison to Howard Slade.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Highways and Streets Concrete Operations**

**Program Description:**

The Highways & Streets Concrete (sidewalks, curbing and driveway apron maintenance, installation and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Concrete program protects and maintains the expected service life of all concrete structures by providing concrete sidewalk installation, repair and replacement; curbing installation, repair and replacement; driveway apron repair and replacement; ADA ramps installation, repair and replacement; and the construction, maintenance or repair of any and all brick or concrete structures as assigned. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the concrete sidewalks, curbing and driveway aprons. The concrete program targets sidewalks and curbing deficiencies such as trip hazards, broken sidewalks, broken curbing and missing curbing on a daily basis.

**Trends:**

The General workload is increasing due to the preventive maintenance program for sidewalks, curbing and driveway aprons. Citizen's service request is also increasing due to the City's online website for reporting an issue. As a result in an increase in service, more money will be spent on material.

**Program Broad Goals 18/19:**

Implement and maintain a preventive maintenance program that adequately protects the concrete assets through an aggressive pro-active approach for repair, maintenance and installation on all existing and new concrete sidewalks, curbing, driveway aprons and all brick or concrete structures as assigned.

**Performance Measures**

**Program/Service Output: (goods, services, unit produced)**

**Actual      17/18  
                  95%**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

Respond to 95% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.

Respond to 95% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

**Estimated 18/19  
95%**

Respond to 95% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.

Respond to 95% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

**Program/Service Outcomes: (based on program objectives)**

**Actual 17/18  
95%**

Restore 95% of sidewalks, curbing and driveway apron deficiencies after they are responded to within seven (10) working days of the initial response.

Restore 95% of all brick or concrete structures as they relate to Highways & Streets within seven (7) working days of the initial response.

Replace or Repair a Minimum of 35 sidewalks, curbing or driveway apron sections a year

**Estimated 18/19  
95%**

Restore 95% of sidewalks, curbing and driveway apron deficiencies after they are responded to within seven (10) working days of the initial response.

Restore 95% of all brick or concrete structures as they relate to Highways & Streets within seven (7) working days of the initial response.

Replace or Repair a Minimum of 35 sidewalks, curbing or driveway apron sections a year

**Prior Year Highlights:**

- Installed and repaired curbing and sidewalks at various locations throughout the City.
- Installed new ADA ramps and repaired existing ADA ramps at various locations throughout the City.
- Repaired or replaced existing driveway aprons at various locations throughout the City.

**Department of Public Works | Highway and Streets Sign Shop Operations**

**Program Description:**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

The Highways & Streets Sign Shop program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Streets Sign Shop program repairs, installs and routinely inspects the City's traffic signs and roadway markings for maintenance. The sign shop is also responsible for maintaining the minimum standards of retro reflectivity which is required to maintain compliance with federal regulations. The sign shop also fabricates street signs, specialty signs and decals.

**Trends:**

The Signs and Markings inventory has been increasingly proportionate to the level of growth experienced by the City. As development occurs, lanes of roadway markings and additional signage are added to the inventory. New signs are being fabricated using higher grade sheeting material, which is more durable, last longer in the sunlight, and requires less maintenance. The life span of signs is increasing as this material is used exclusively. Crosswalk markings are lasting longer due to the use of new striping material. As a result, crosswalks may not have to be repainted on an annual basis.

**Program Broad Goals 18/19:**

Maintain, repair and install traffic control and street name signs on public roadways. Inspect all traffic signs annually to insure compliance with federal regulations. Fabricate signs for new installations. Maintain the city's roadway striping, pavement messages, crosswalks, and parking stalls.

**Performance Measures**

<b>Program/Service Output: (good, services, unit produced)</b>	<b>Actual 17/18</b>
	<b>95%</b>

Remark all roadway striping, crosswalks, and messages at least once per year.  
Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year  
Restore 95% of all signage, roadway striping and crosswalk markings after they are responded to within seven (8) working days of the initial response.

Respond to all deficiencies related to street signs and road markings within 24 hours of the report. Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually.

CITY OF COLLEGE PARK, GEORGIA  
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**Estimated 18/19**

**95%**

Remark all roadway striping, crosswalks, and messages at least once per year.

Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year

Restore 95% of all signage, roadway striping and crosswalk markings after they are responded to within seven (8) working days of the initial response.

Respond to all deficiencies related to street signs and road markings within 24 hours of the report.

Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually.

**Prior Year Highlights:**

- Re-established stop bars and crosswalks pertaining to streets receiving overlays
- Updated established roadway signs and surface markings as necessary during the summer months
- Fulfilled resolutions as directed by Mayor and Council
- Complied with ordinance changes adopted by Mayor and Council
- Replaced all out dated or faded roadway and/or informational signs through the City
- Updated traffic signs for retro reflectivity

**Department of Public Works | Highways and Streets Street Cleaning Operations**

**Program Description:**

The Street Cleaning program cleans public street, paved alleys, parking lots and multi-use paths through schedule periodic sweeping. The regenerative air sweeper is fulfilling our expectations of reduced noise and air pollutants. Sweeping is conducted on a daily basis consistently sweeping the entire city takes approximately 45 days.

**Trends:**

An increased in service to remove sediment from roadways and curb lines due to weather related events has yielded a more aggressive sweeping program.

**Program Goals**

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through Street and grate sweeping.
- Completing sweeping cycle in 30 day or less.
- Remove storm water sediment from grates within five day of major rain event.

CITY OF COLLEGE PARK, GEORGIA  
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- Sweep all city owned parking lots and alleys by- weekly.

**Performance Measures**

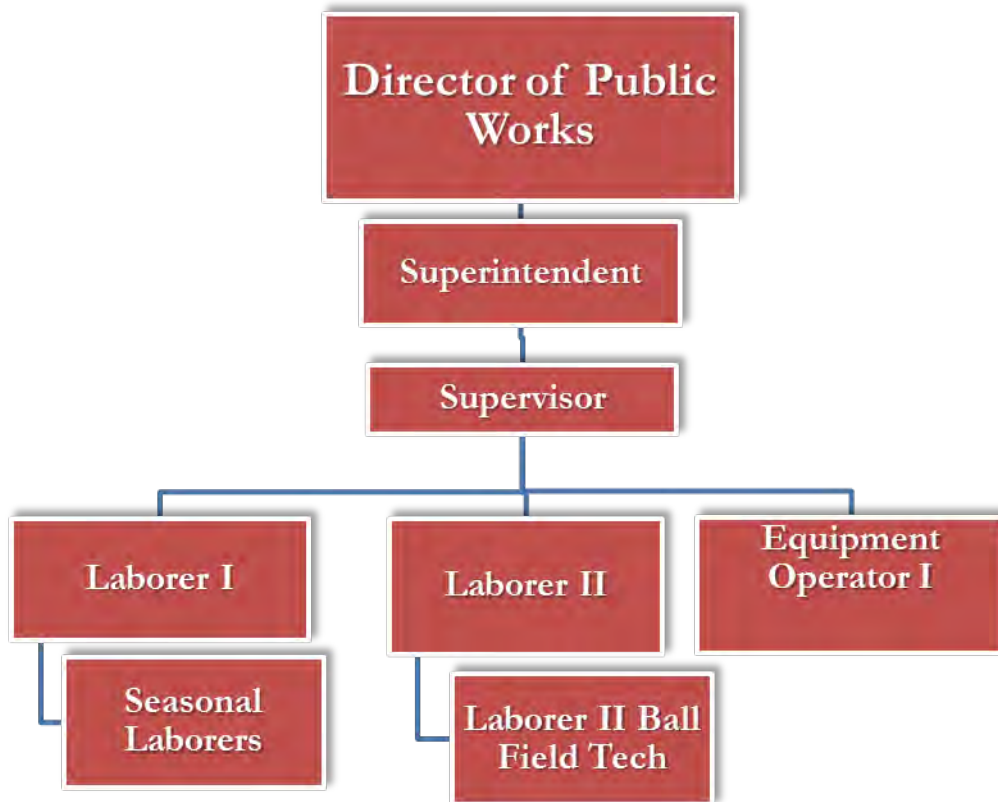
<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Estimated 18/19</b>
<b>Sweeping / Cleaning</b>	<b>100%</b>
Roads	100%
Grates	100%
Parking Lots (city)	100%
Debris Removal	67,200 pounds

**Prior Years Highlights:**

- Sweeping a total of 3,657 miles of street, grates parking lots and paved alleys during the 2016-2017 Fiscal Year.
- Downtown streets were swept every two weeks
- Remove 67,200 pounds of sediment from city streets.
- Dust controlling surfaces were maintained on 100% of regulated surfaces.



# Building and Grounds Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Building and Grounds</b>					
Expenditures					
Personnel Services	\$ 492,262	\$ 419,797	\$ 513,086	\$ 505,900	-1%
Employee Benefits	185,715	178,452	216,424	220,140	2%
Communications & Util.	5,656	4,787	5,900	4,400	-25%
Repair & Maintenance	77,416	55,275	50,055	50,055	0%
Building Maintenance	-	-	-	14,400	100%
Training & Education	125	500	750	1,000	33%
Other Services & Charges	69,796	165,352	71,815	74,190	3%
Materials & Supplies	46,737	46,404	35,500	41,800	18%
Capital Outlay	172,645	-	-	8,100	100%
<b>Building and Grounds Total</b>	<b><u>\$ 1,050,352</u></b>	<b><u>\$ 870,567</u></b>	<b><u>\$ 893,530</u></b>	<b><u>\$ 919,985</u></b>	<b><u>3%</u></b>

**Building and Grounds**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Superintendent	1	1	1	1
Supervisor	1	1	1	1
Laborer II	2	2	2	2
Laborer II/Ballfield Tech	0	1	1	1
Equipment Operator I	4	4	4	4
Laborer I	4	3	2	6
Temporary Laborer	3	3	4	0
Seasonal Positions:	3	3	3	3
<b>Total Personnel</b>	<b><u>18</u></b>	<b><u>18</u></b>	<b><u>18</u></b>	<b><u>18</u></b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Grounds and Downtown Maintenance**

**Program Description:**

The Downtown Maintenance Program provides an increased level of maintenance service for the downtown area. Services performed include landscaping, litter removal, shrub and tree grooming, seasonal planting and removal as needed. The management staff offers direction, leadership, and support for all Buildings and Grounds employees. We also use a motorized trash dispenser in and around the downtown corridor to police the area.

**Trends:**

Request for enhanced maintenance services levels throughout the downtown area. Expanding services with the facelift of the downtown area, and new businesses coming to the downtown area.

**Programs Broad Goals:**

Improve the cleanliness and appearance of downtown through the maintenance services. Keep building relationships with all business owners in the downtown area.

**Programs 18/19 Objectives:**

Maintain plants, trim trees and shrubs of City Hall, Public Safety, Historical Society, Auditorium, and the Recreation Department, Ensure new downtown trash cans are maintained and keep planters maintained in the downtown area.

**Program / Service Outputs: (goods, services, unit produced)**

Maintained plants, trim trees and shrubs throughout the City	<b>Actuals 17/18</b> 100%
Maintain plants, trim trees and shrubs throughout the City	<b>Estimated 18/19</b> 100%

**Prior Year Highlights:**

- Installed new flowers in the planters in the downtown corridors
- Assisted in the repair of the Water Fountain on Main St.
- Removed dead trees and bushes from the downtown corridors

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Grounds and Landscape Maintenance**

**Program Description:**

The Grounds and Landscaping Maintenance program manages all landscape contracts for the City, including retention ponds, sports facilities maintenance, City Hall and the Public Safety Complex maintenance, and code enforcement homes. Also, the program generates requisitions for the purchase of materials related to these contracts. In addition, this program provides training for staff in the related fields. The website has FAQ's and citizen complaints are responded to through emails, City hall or the administrative office of Public Works.

**Trends:**

The addition of new programs, as well as the renovation and expansion of existing parks and sports facilities throughout the City, presents an ongoing challenge to the program. Also with future businesses coming in the City, we will expand our services.

**Program Broad Goals:**

Manage all mowing, trimming, and pesticide Citywide. Provide grounds and maintenance in all City Parks, City Hall, and Public Safety Complex. Making necessary plans to maintain the Buildings and Grounds Division at the highest standards possible to ensure the citizens are satisfied.

**Program 18/19 Objectives:**

Continually evaluate maintenance contracts to ensure compliance of agreements. Also monitor grass cutting and grounds maintenance to ensure time efficiency and professionalism is kept at its highest standards. Continue working with the City of College Park Courts and the community service workers. Continued comprehensive cutting schedule. Monitor and control cost associated with Buildings and Grounds daily operations.

**Performance Measures**

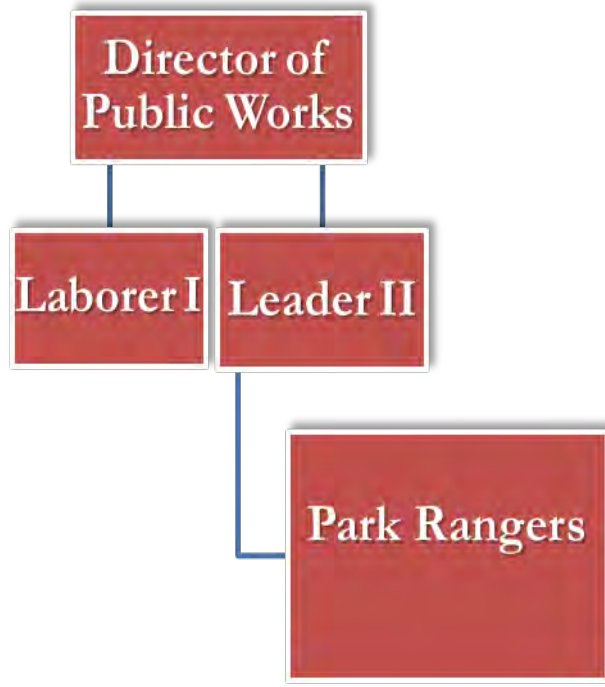
**Program / Service Outputs: (goods, services, units produced)**

	<b>Actuals 17/18</b>
Managed all mowing, trimming and pesticide programs Citywide	100%
	<b>Estimated 18/19</b>
Monitor and managed all mowing, trimming and pesticide programs Citywide	100%

**Prior Year Highlights:**

- Assisted the Director of Public Works with landscaping the Tracey Wyatt Recreation Complex entrance
- Replanted flower beds interring and exiting the city
- Planted junipers at Zupp Park around the tennis court
- Installed reservation signs at all parks per the Director's instructions
- Upgraded Landscaping at Phillips Park.

# Parks Organizational Chart



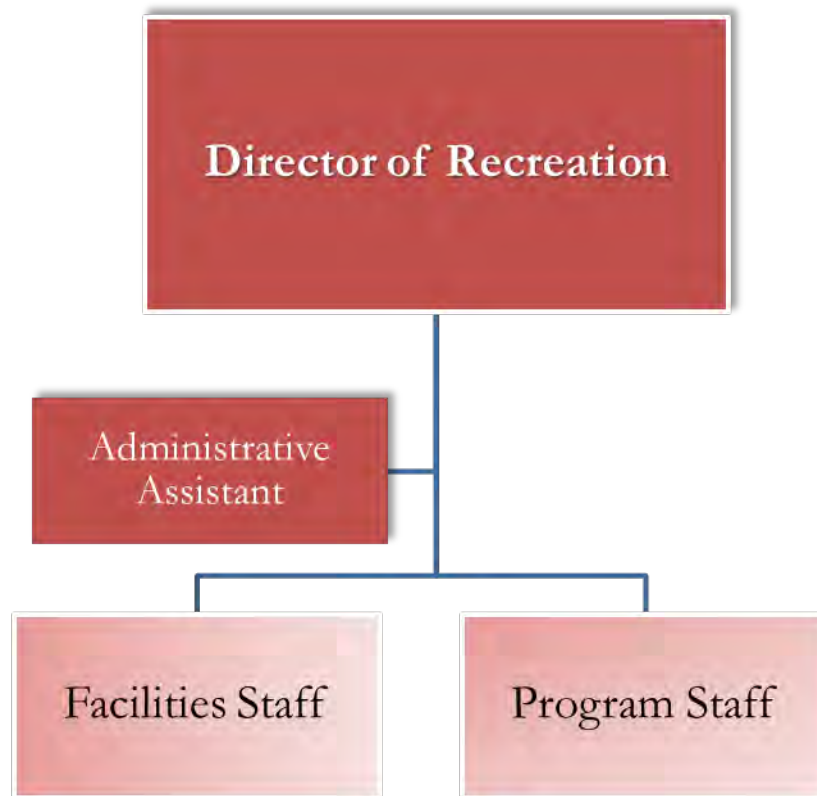
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Parks</b>					
Expenditures					
Personnel Services	\$ 144,461	\$ 137,922	\$ 150,336	\$ 145,333	-3%
Employee Benefits	33,584	41,717	34,790	35,523	2%
Communications & Util.	1,728	-	3,000	500	-83%
Rentals	-	-	-	-	0%
Repair & Maintenance	15,522	14,144	12,900	18,900	47%
Training & Education	-	338	500	500	0%
Other Services & Charges	18,359	34,470	17,057	17,082	0%
Materials & Supplies	6,213	4,493	5,400	4,700	-13%
Capital Outlay	-	-	-	41,720	0%
<b>Parks Total</b>	<b>\$ 219,867</b>	<b>\$ 233,084</b>	<b>\$ 223,983</b>	<b>\$ 264,258</b>	<b>18%</b>

**Parks Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Maintenance Leader	1	1	1	1
Laborer I	3	1	1	1
Laborer II	-	-	-	-
<b>Part Time Positions:</b>				
Laborer 1	2	2	2	2
Park Rangers	-	6	3	3
<b>Total Personnel</b>	<b>6</b>	<b>10</b>	<b>7</b>	<b>7</b>

# Recreation Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

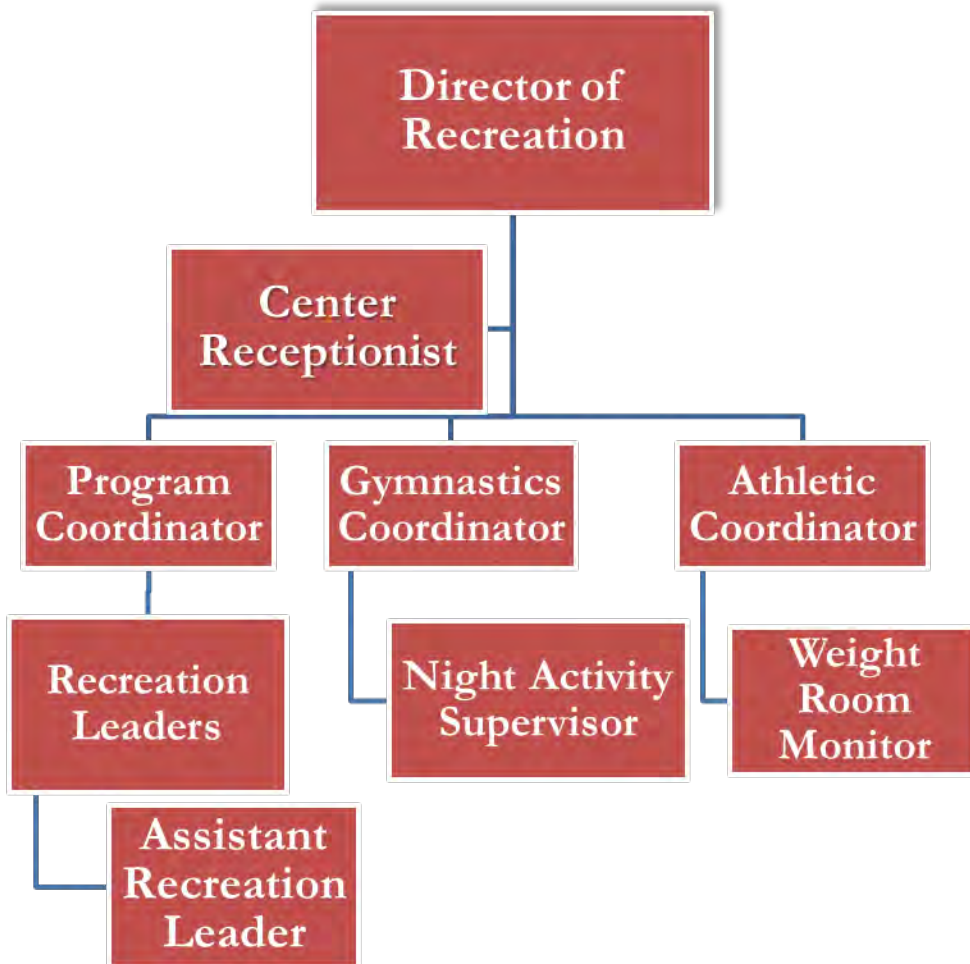
	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Recreation Administration</b>					
Expenditures					
Personnel Services	\$ 154,989	\$ 155,349	\$ 154,327	\$ 119,800	-29%
Employee Benefits	40,966	44,169	42,967	43,400	1%
Communications & Util.	5,265	14,491	10,401	10,601	2%
Repair & Maintenance	7,136	4,080	6,863	8,210	16%
Training & Education	2,445	2,330	1,400	6,372	78%
Other Services & Charges	10,589	13,419	11,497	11,846	3%
Cost of Sales	-	-	-	3,000	100%
Materials & Supplies	796	548	900	900	0%
<b>Recreation Administration Total</b>	<b>\$ 222,186</b>	<b>\$ 234,386</b>	<b>\$ 228,355</b>	<b>\$ 204,129</b>	<b>-11%</b>

**Recreation Administration Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Director	1	1	1	1
Assistant Director	-	-	-	-
Executive Secretary	1	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



# Recreation Programs Organizational Chart



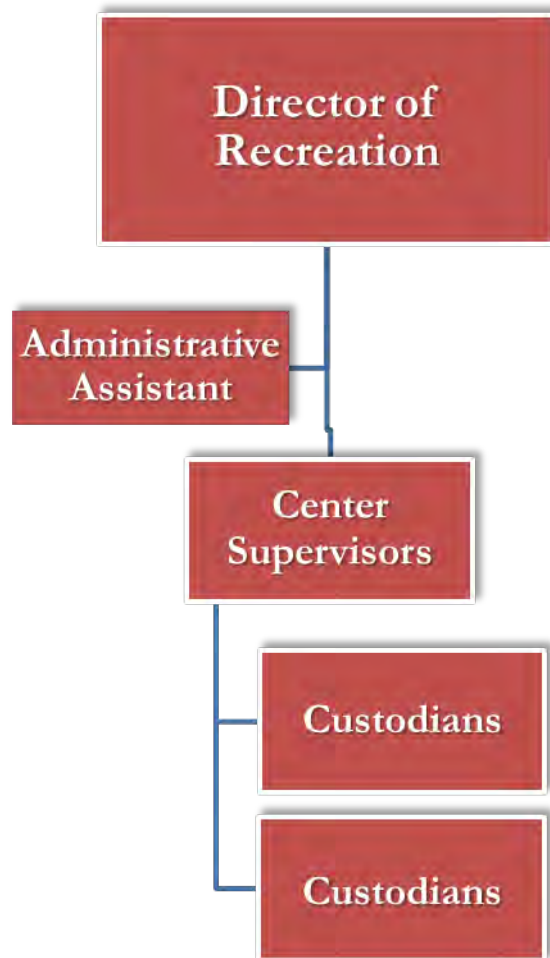
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Recreation Programs</b>					
Expenditures					
Personnel Services	\$ 804,665	\$ 843,892	\$ 808,360	\$ 808,360	0%
Employee Benefits	149,481	169,118	148,902	148,902	0%
Communications & Util.	-	60	-	-	0%
Rentals	10,749	13,487	13,000	14,000	7%
Repair & Maintenance	85,450	110,737	83,632	83,632	0%
Building Maintenance	-	5,010	-	-	
Training & Education	565	687	2,833	2,833	0%
Other Services & Charges	331,276	346,046	264,908	264,908	0%
Materials & Supplies	105,939	89,307	95,010	95,010	0%
Cost of Sales	1,233	1,500	1,500	1,500	0%
<b>Recreation Programs Total</b>	<b>\$ 1,489,358</b>	<b>\$ 1,579,844</b>	<b>\$ 1,418,145</b>	<b>\$ 1,419,145</b>	<b>0%</b>

**Recreation Programs Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Athletic Coordinator	1	1	1	1
Program Coordinator	2	2	0	0
Gymnastics Coordinator	1	1	1	1
Recreation Leader	4	4	5	5
Administrative Coordinator	0	1	1	1
Receptionist	2	1	1	1
<b>Part Time Positions:</b>				
Arts & Crafts Specialist	1	1	1	0
Night Activity Supervisor	2	2	2	2
Weight Room Monitor	2	2	2	2
Assistant Recreation Leader	2	2	2	2
<b>Total Personnel</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>15</b>

# Recreation Facilities Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Recreation Facilities</b>					
Expenditures					
Personnel Services	\$ 184,139	\$ 172,380	\$ 202,413	\$ 202,416	0%
Employee Benefits	66,939	69,030	75,357	76,341	1%
Communications & Util.	207,973	247,474	169,873	169,873	0%
Repair & Maintenance	1,086	17,000	-	-	0%
Building Maintenance	110,667	146,270	87,500	100,000	13%
Other Services & Charges	15,897	43,489	7,279	7,279	0%
Materials & Supplies	140,797	144,895	113,000	101,000	-12%
Capital Outlay	95,523	119,314	-	81,500	0%
<b>Recreation Facilities Total</b>	<b>\$ 823,021</b>	<b>\$ 959,852</b>	<b>\$ 655,422</b>	<b>\$ 738,409</b>	<b>13%</b>

**Recreation Facilities Personnel**

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted
<b>Full Time Positions:</b>				
Center Director	2	2	2	2
Building Maintenance Mechanic	0	0	0	0
Custodian	4	3	3	3
<b>Part Time Positions:</b>				
Custodian		1	2	2
<b>Total Personnel</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Recreation**

**Program Description:**

The College Park Recreation Department is to enhance the livelihood of all ages through leisure activities and recreation. The Recreation Department consists of parks, pavilions, recreational facilities, tennis courts and walking trails for your leisure enjoyment. We also offer pavilions at our parks for activities as well as our Historic College Park Auditorium.

**Trends:**

The many facilities are offered to City of College Park residents and surrounding communities for their leisure services and community activities.

**Program Broad Goals:**

Enhance the activity of the City of College Park residents through all of the activities provided within the recreation facilities.

**Program 18/19 Objectives:**

Improve by increasing participation from youth and adults. Increase the communication of all of the programs and awards won from the Recreation Department.

Performance Measures

**Program Goals and Objectives:**

Continue to offer high quality programs such as karate, dance, zumba and aerobics that will create a diverse group of who benefits from the Recreation Department.

Create more of a community involvement with all of the promotions the bridge the community with the recreation department.

Educate the community, employees and City Officials of all the benefits recreation and leisure services. Grow the youth sporting programs to alternative sports (volleyball) as an outlet.

Create more opportunity for the seniors program to offer more for their recreational services.

Partner more with the schools, businesses and social groups within the community to gain more volunteers.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Prior Year Highlights:**

Programs such as karate, boot camp, dance and zumba grew and enhance the programs offered by the recreation department.

Senior Citizens Program “Wisdom for All Seasons” at the Godby Road Center.

Partnered with ABI Prep School in helping young men from overseas fulfill their dreams of competing in basketball in the United States.

We earned the distinction of being one of 8 Cities in Georgia as a “Kaboom” Playful City

We were able to host “Godbyfest” an event that culminated games, bounce houses and a haunted house at no cost to the community

Continued the book bag and back to school workshop that fed over 1500 people and gave school supplies to over 800

Youth basketball continued its dominance with district and state victories.

Summer camp and the swimming pool was another success with hosting events at our local parks

Partnerships grew and a sponsorship wall was placed for recognition

Christmas “Toy Drive” was another success in providing toys for over 75 families and with the help of “Big Daddy’s Dish”, we were able to feed over 300 people.

Hosted our first Middle School Volleyball tournament with Bear Creek Middle School

Volleyball training has begun on Sundays from 4pm-7pm.

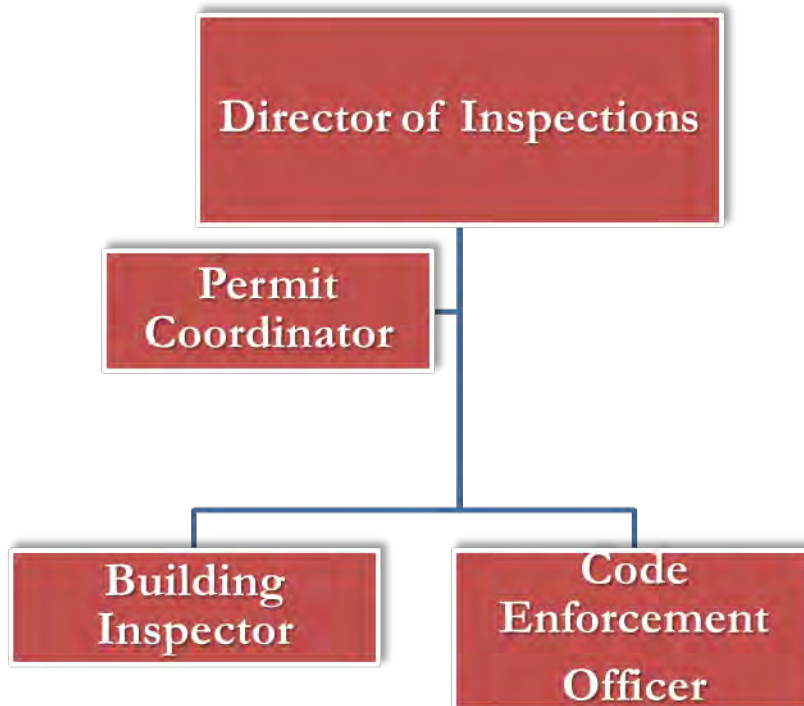
Began two dance programs “Dancers of Distinction” and “Dancing Jewels” in which both participated in local parades and programs.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

Classes for youth and teen girls are being featured. Dress for Success and Aid Atlanta are biweekly seminars being done that deal with topics geared towards teen girls.

Senior Line Dancing class was formed; “Seniors on the Move” which has grown to over 40 participants. They have performed at numerous events throughout the year.

# Inspections Organizational Chart





**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Inspections</b>					
Expenditures					
Personnel Services	259,805	257,583	\$ 273,621	\$ 300,199	10%
Employee Benefits	78,317	87,563	83,202	111,691	34%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	11,651	11,066	11,811	11,811	0%
Repair & Maintenance	17,992	8,777	24,526	24,526	0%
Building Maintenance	750	-	5,000	3,000	-40%
Training & Education	14,548	19,146	18,400	18,400	0%
Other Services & Charges	158,690	743,319	454,757	554,297	22%
Materials & Supplies	8,218	12,278	12,850	11,850	-8%
Capital Outlay	24,545	-	-	21,000	0%
<b>Purchasing Total</b>	<b>\$ 574,516</b>	<b>\$ 1,139,732</b>	<b>\$ 884,167</b>	<b>\$ 1,056,774</b>	<b>20%</b>

**Inspections Personnel**

<b>Full Time Positions:</b>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
Director of Inspections	1	1	1	1
Senior Building Inspector	1	1	1	1
Permit Coordinator	1	1	1	1
Code Enforcement Officer Senior	1	1	1	1
Code Enforcement Officer	1	1	1	1
Code Enforcement/Compliance Officer	-	-	-	1
<b>Total Personnel</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Inspections | Code Enforcement**

**Program Description:**

The Inspections department increases public awareness on the value of building codes. Code Enforcement encourages a safe and healthy environment for the citizens of College Park by enforcing building, zoning, housing and environment ordinances.

**Trends:**

Even with the slow economy, inspections have remained steady on building and all trade permits for Commercial and Residential. Code Enforcement include a higher number of foreclosed and vacant properties that are not being maintained by the bank, holding company, or investor; more residential property owners are using property in deference to the zoning ordinance (renting rooms, using structure for halfway houses, group home settings, or for commercial uses); violations that were once identified and fixed by the owner are now more readily being identified by code enforcement, which increases the number of cases, paperwork, and citations; and enforcement of commercial property (including Apartment complexes) where there may be less capital to perform regular maintenance and upkeep have increased.

**Program Broad Goals:**

To help all citizens and commercial businesses achieve their goals in compliance with the city codes, initiate online applications and payment process for permits, internal hands on training with permit system.

**Program 18/19 Objectives:**

Maintain a high level of customer service and increase training certifications.

**Performance Measures**

**Code Enforcement - Program/Service Outputs: (goods, services, units produced)**

	<b>Estimated 18/19</b>
Improve initial case response time to one (1) workday	95%
Forecast exterior to be reduced by	25%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

Forecast interior to increase by 25%

**Inspections - Program/Service Outcomes: (based on program objectives)**

Maintain overall case cycle time of 30 days or less **Estimated 18/19**  
100%

**Performance Measures**

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

Permits Issued **Actual 17/18**  
1093

**Program/Service Outcomes: (based on program objectives)**

Direct amount of “face to face” contact with customers **Actual 17/18**  
80%

**Prior Year Highlights:**

Business License Enforcement  
New World System Enhancement

# Economic Development Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

## **Economic Development Department & BIDA**

### **Program Description:**

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

### **Trends:**

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

### **Program Broad Goals:**

Recruit targeted industries to College Park by employing effective and comprehensive marketing strategies and support business retention and small business development in order to provide sustainable employment opportunities throughout the city. Expand and maintain tax revenue generators, such as hotel/motel tax. Provide high quality, accessible market information on the City of College Park to those seeking to develop or locate business in the city.

Economic Development Department Core Program Areas include the following:

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

### **Program 18/19 Objectives:**

Economic Development will target aviation/aerospace, training/education, advanced business services, retail, hospitality and tourism in our recruitment efforts. We will build and maintain relationships with local businesses to leverage the existing business leadership in attraction efforts and to improve communications between government and private sector leaders. We will establish and implement redevelopment policies and incentives in order to create economic

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

vitality, improve the city's image, and promote quality architectural design. We will support small businesses and entrepreneurial activity by encouraging small business lending through special programs.

**Performance Measures**

**Program/Service Outcomes: (based on program objectives)**

	<b>Actual 17/18</b>
Hotel/Motel Avg Occupancy Rate	75%
# Existing Business Visits	6
New Business License Issued	20
Ribbon Cutting Ceremonies	15

**Prior Year Highlights:**

- During 2017-2018, Economic Development worked towards the redevelopment for the Old National Corridor. BMW's technical training facility was attracted to College Park where development and construction is currently underway. It is anticipated that the facility will be completed by May 2018. The groundbreaking for the multi purpose arena is underway. Construction is anticipated to be completed by Summer 2019. The first phase of College Park's Airport City Property which is located in tax allocation district #1 is proposed to begin construction during the 3<sup>rd</sup> quarter of 2018. Final negotiations are currently underway and should be completed by Spring 2018. In addition, Economic Development received \$300K in grant funding from the US EPA Brownsfield Grant.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
Multi Departmental Costs Total					
Expenditures					
Other Services & Charges	\$ 36,417	\$ 55,609	\$ -	\$ 5,831	0%
Accounting Charges	41,003.00	-	-	-	0%
Operating Transfers Out	1,039,176	2,298,721	617,838	627,360	2%
<b>Multi Departmental Costs Total</b>	<b>\$ 1,116,596</b>	<b>\$ 2,354,330</b>	<b>\$ 617,838</b>	<b>\$ 633,191</b>	<b>2%</b>

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
General Fund Total					
Revenue Totals	\$ 38,964,967	\$ 32,389,806	\$ 28,864,776	\$ 29,879,234	4%
Expenditure Totals	30,516,490	31,867,081	28,864,776	29,879,234	4%
<b>General Fund Net Revenues/ (Expenditures)</b>	<b>\$ 8,448,477</b>	<b>\$ 522,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**SPECIAL REVENUE FUNDS**

**Program Description:**

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt services and capital projects.

**Car Rental Fund:**

This fund is used to record the revenue and expenditures of taxes collected from the excise tax levied on rental cars in the City. The proceeds of this tax are restricted by State law for construction of convention centers, public safety and recreation facilities.

**Community Development Block Grant Fund:**

This fund is used to report the revenue and expenditures of funds that are being utilized to construct and maintain certain City recreation facilities. These grant funds are restricted by the grantor agency.

**Grants Fund:**

This fund accounts for activities carried out by the City under the terms of various intergovernmental grants. Included in this fund is the Criminal Justice Block Grant which provides funds to be used by local government for drug enforcement activities. These funds are restricted by Federal law.

**Confiscated Drug Fund:**

This fund accounts for the City's portion of cash condemned by Federal law enforcement officials through drug confiscations at Hartsfield-Jackson International Airport and is used to further general police enforcement activities. These funds are restricted by Federal law.

intergovernmental grants.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**State Drug Fund:**

This fund accounts for cash condemned by local law enforcement officials through drug confiscations and is used to further general police enforcement activities. These funds are restricted by State law.

**E911 Fund:**

This fund accounts for the revenues derived from the E911 surcharge levied on all telephones within the City and the payment of expenditures related to that purpose. Police Dispatch is also included in this fund and is financed through an operating transfer in from the General Fund. These funds are restricted by State law.

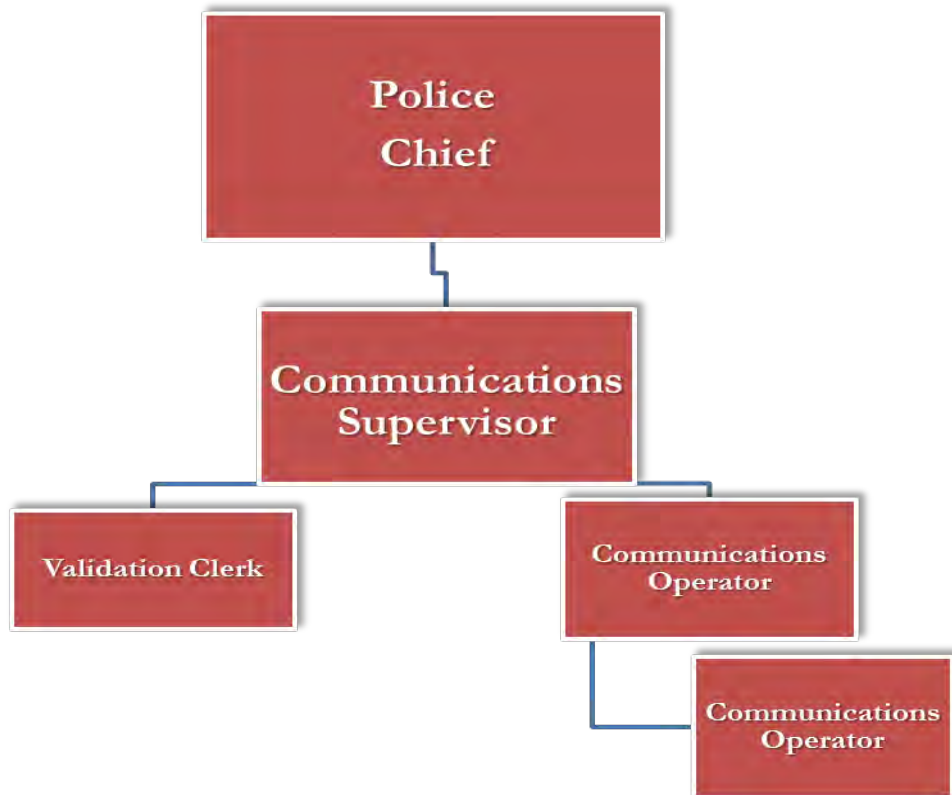
**Newton Estates Improvement Fund:**

This fund accounts for the revenues and expenditures related to a Special District Tax in the Convention Center area. These funds are restricted by State law.

**TSPLOST Fund:**

This fund accounts for the 25% discretionary portion of the tax proceeds in a special revenue fund. Three of the 12 regions in Georgia passed the TSPLOST as part of Transportation Investment Act.

# E-911 Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>	<b>% Change 2018 to 2019</b>
<b>E911 Communications Fund</b>					
Revenue					
Other Income	\$ 370,313	\$ 495,974	\$ 383,008	\$ 458,334	20%
Interest	531	1,353	121	121	0%
Operating Transfers In	512,655	552,705	552,515	481,248	-13%
<b>E911 Communications Revenue Total</b>	<b>883,499</b>	<b>1,050,032</b>	<b>935,644</b>	<b>939,703</b>	<b>0%</b>
Expenditures					
Personnel Services	557,626	563,683	586,353	586,353	0%
Employee Benefits	192,876	228,796	217,177	219,536	1%
Communications & Util.	91,938	81,841	95,859	95,859	0%
Repair & Maintenance	304	6,695	2,304	8,104	252%
Training & Education	5,792	6,391	5,730	6,430	12%
Other Services & Charges	33,432	28,062	15,646	15,646	0%
Materials & Supplies	2,588	2,215	12,575	7,775	-38%
Operatig Transfers Out	-	163,681	-	-	0%
Capital Outlay	-	-	-	-	0%
Other Debt	-	-	-	-	0%
<b>E911 Communications Expenditures</b>	<b>884,556</b>	<b>1,081,364</b>	<b>935,644</b>	<b>939,703</b>	<b>0%</b>
<b>E911 Communications Net Revenues/ (Expenditures)</b>	<b>\$ (1,057)</b>	<b>\$ (31,332)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**E911 Personnel**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>
Full Time Positions:				
Communications Supervisor	1	1	1	1
Communications Shift-Supv				
Communications Operator	13	13	13	13
Vaidation Clerk	1	1	1	1
<b>Part Time Positions:</b>				
Commnications Operator	2	2	2	2
<b>Total Personnel</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>CDBG Fund</b>					
Revenues					
Intergovernmental	\$ 90,406	\$ 19,902	\$ -	\$ -	0%
<b>CDBG Revenue Total</b>	<b>90,406</b>	<b>19,902</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Expenditures					
Other Services & Charges	-	-	-	-	0%
Capital Outlay	90,389	-	-	-	0%
<b>CDBG Expenditure Total</b>	<b>90,389</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>CDBG Fund Total</b>	<b>\$ 17</b>	<b>\$ 19,902</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Grants Fund</b>					
Revenue					
Intergovernmental	\$ 320,467	\$ 215,101	\$ -	\$ -	0%
Other Income	-	-	-	-	0%
Interest	-	163	-	-	0%
Operating Transfers In	66,737	16,732	-	-	0%
<b>Grant Fund Revenue Totals</b>	<b>387,204</b>	<b>231,996</b>	<b>-</b>	<b>-</b>	<b>0%</b>
Personnel Services	-	-	-	-	0%
Training & Education	-	-	-	-	0%
Other Services & Charges	27,648	181,136	-	-	0%
Materials & Supplies	-	46,000	-	-	0%
Transfers Out	-	271,388	-	-	
Repair Maintenance	110,441	143,328	-	-	0%
Capital Outlay	249,114	-	-	-	0%
<b>Grants Expenditure Total</b>	<b>387,203</b>	<b>641,852</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Grants Fund Net Revenues/ (Expenditures)</b>	<b>\$ 1</b>	<b>\$ (409,856)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	2016 Actual	2017 Actual	2018 Amended Budget	2019 Council Adopted	% Change 2018 to 2019
<b>Confiscated Drugs Fund</b>					
Revenues					
Other Income	\$ -	\$ -	\$ 18,000	\$ 18,000	0%
Interest	-	134	-	-	0%
Budget Carryforward	-	-	10,000	10,000	0%
<b>Confiscated Drugs Revenue Total</b>	<b>-</b>	<b>134</b>	<b>28,000</b>	<b>28,000</b>	<b>0%</b>
Expenditures					
Communications & Util.	\$ -	\$ -	\$ -	\$ -	0%
Training & Education	-	-	-	8,000	100%
Other Services & Charges	-	7,313	28,000	20,000	-29%
Materials & Supplies	-	1,068	-	-	0%
Operating Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	-100%
<b>Confiscated Drugs Expenditure Total</b>	<b>-</b>	<b>8,381</b>	<b>28,000</b>	<b>28,000</b>	<b>0%</b>
<b>Confiscated Drugs Net Revenues/ (Expenditures)</b>	<b>\$ -</b>	<b>\$ (8,247)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>State Drug Fund Revenue</b>					
Revenues					
Other Income	\$ 87,548	-	\$ 69,000	\$ 46,000	-33%
Interest	153	263	-	-	0%
Operating Transfers In	-	-	-	-	
Budget Carryforward	-	-	4,000	4,000	0%
<b>State Drug Revenue Total</b>	<b>87,701</b>	<b>263</b>	<b>73,000</b>	<b>50,000</b>	<b>0%</b>
Expenditures					
Communications & Util.	\$ -	\$ -	\$ -	\$ -	0%
Rentals	7,194	13,806	-	5,000	100%
Training & Education	1,030	2,055	-	5,000	100%
Other Services & Charges	1,439	396	73,000	40,000	-45%
Materials & Supplies	1,550	-	-	-	0%
Operating Transfers Out	-	-	-	-	
Capital Outlay	-	-	-	-	
<b>State Drug Expenditure Total</b>	<b>11,213</b>	<b>16,257</b>	<b>73,000</b>	<b>50,000</b>	<b>0%</b>
<b>State Drug Net Revenues/ (Expenditures)</b>	<b>\$ 76,488</b>	<b>\$ (15,994)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Special District Tax Fund</b>					
Revenues					
Taxes	\$ 111,803	\$ 99,950	\$ 105,750	\$ 105,000	-1%
Other Income	-	-	-	-	0%
Interest	-	-	100	-	-100%
Budget Carryforward	-	-	-	-	0%
<b>Newton Estates Improvement Revenue Total</b>	<b>111,803</b>	<b>99,950</b>	<b>105,850</b>	<b>105,000</b>	<b>-1%</b>
Expenditures					
Other Services & Charges	-	-	-	-	0%
Operating Transfers Out	111,803	100,116	105,850	105,000	-1%
<b>Newton Estates Improvement Expenditure</b>	<b>111,803</b>	<b>100,116</b>	<b>105,850</b>	<b>105,000</b>	<b>-1%</b>
<b>Newton Estates Improvement Fund Total</b>	<b>\$ -</b>	<b>\$ (166)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Hospitality Fund</b>					
Revenues					
Taxes	\$ 12,120,570	\$ 13,008,825	\$ 11,461,872	\$ 11,536,872	1%
Other Income	124,295	87,915	-	33,305.00	0%
Interest	229	1,939	1,200	300	-75%
Operating Transfers In	-	-	-	-	
Budget Carryforward	-	-	-	-	0%
<b>Hospitality Revenue Total</b>	<b>12,245,094</b>	<b>13,098,679</b>	<b>11,463,072</b>	<b>11,570,477</b>	<b>1%</b>
Expenditures					
Other Services & Charges	2,996,445	2,328,471	2,666,960	2,681,405	1%
Operating Transfers Out	15,045,981	9,248,753	8,796,112	8,889,072	1%
<b>Hospitality Expenditure Total</b>	<b>18,042,426</b>	<b>11,577,224</b>	<b>11,463,072</b>	<b>11,570,477</b>	<b>1%</b>
<b>Hospitality Net Revenue/(Expenditures)</b>	<b>\$ (5,797,332)</b>	<b>\$ 1,521,455</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Car Rental Tax Fund</b>					
Revenues					
Taxes	\$ 3,248,788	\$ 3,161,590	\$ 3,200,000	\$ 3,300,000	3%
Other Income	-	-	-	-	0%
Interest	2,629	7,668	300	300	0%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Car Rental Revenue Total</b>	<b>3,251,417</b>	<b>3,169,258</b>	<b>3,200,300</b>	<b>3,300,300</b>	<b>3%</b>
Expenditures					
Other Services & Charges	468	10,292	343,550	227,675	0%
Operating Transfers Out	1,945,270	1,952,597	1,072,597	1,400,000	31%
Capital Outlay	-	231,436	1,064,153	952,625	-10%
Debt Service	705,000	720,000	720,000	720,000	0%
<b>Car Rental Expenditure Total</b>	<b>2,650,738</b>	<b>2,914,325</b>	<b>3,200,300</b>	<b>3,300,300</b>	<b>3%</b>
<b>Car Rental Net Revenues/(Expenditures)</b>	<b>\$ 600,679</b>	<b>\$ 254,933</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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**CAPITAL PROJECTS FUND**

**Program Description:**

The Capital Projects are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

**Main Street Fund:**

This funds accounts for the redevelopment of the City's Main Street. The Mayor and Council have appropriated \$300,000 for the purchase of properties and the renovation of those structures for ultimate resale to new businesses. Proceeds from sales are then reinvested in additional properties.

**SPLOST Fund:**

This fund accounts for proceeds of a sales tax levied in Clayton County, which will be used by the City for the exclusion purpose of capital outlay projects.

**TPLOST Fund:**

This funds accounts for the 25% discretionary portion of the tax proceeds in a special revenue fund that can be utilized for capital projects. Three of the 12 regions in Georgia passed the TSPLOST as part of Transportation Investment Act.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Main Street Development</b>					
Revenues	\$ -	\$ -	\$ -	\$ -	0%
Other Income	2,250	-	-	-	0%
Interest	117	293	-	-	0%
Operating Transfers In	160,706	112,697	65,323	146,112	124%
<b>Total</b>	<b>163,073</b>	<b>112,990</b>	<b>65,323</b>	<b>146,112</b>	<b>124%</b>
<b>Expenditures</b>					
Personnel Services	-	-	-	58,200	100%
Benefits	-	-	-	18,945	100%
Communications & Util.	7,740	7,482	5,847	5,847	0%
Repair & Maintenance	304	25	-	-	0%
Building Maintenance	496	4,700	1,526	1,820	19%
Training & Education	6,831	7,195	8,200	7,350	-10%
Other Services & Charges	130,957	81,967	47,300	51,500	9%
Operating Transfers Out	-	11,692	-	-	0%
Materials & Supplies	1,574	743	2,450	2,450	0%
<b>Expenditure Total</b>	<b>147,902</b>	<b>113,805</b>	<b>65,323</b>	<b>146,112</b>	<b>124%</b>
<b>Revenues/(Expenditures)</b>	<b>\$ 15,171</b>	<b>\$ (815)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**Main Street Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
Main Street Manager	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Economic Development Department**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

Recruit targeted industries to College Park by employing effective and comprehensive marketing strategies and support business retention and small business development in order to provide sustainable employment opportunities throughout the city. Expand and maintain tax revenue generators, such as hotel/motel tax. Provide high quality, accessible market information on the City of College Park to those seeking to develop or locate business in the city.

Economic Development Department Core Program Areas include the following:

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

**Program 18/19 Objectives:**

Economic Development will target aviation/aerospace, training/education, advanced business services, retail, hospitality and tourism in our recruitment efforts. We will build and maintain

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

relationships with local businesses to leverage the existing business leadership in attraction efforts and to improve communications between government and private sector leaders. We will establish and implement redevelopment policies and incentives in order to create economic vitality, improve the city's image, and promote quality architectural design. We will support small businesses and entrepreneurial activity by encouraging small business lending through special programs.

**Performance Measures**

**Program/Service Outcomes: (based on program objectives)**

	<b>Actual 17/18</b>
Hotel/Motel Avg Occupancy Rate	75%
# Existing Business Visits	6
New Business License Issued	20
Ribbon Cutting Ceremonies	15

**Prior Year Highlights:**

- During 2017-2018, Economic Development worked towards the redevelopment for the Old National Corridor. BMW's technical training facility was attracted to College Park where development and construction is currently underway. It is anticipated that the facility will be completed by May 2018. The groundbreaking for the multi purpose arena is underway. Construction is anticipated to be completed by Summer 2019. The first phase of College Park's Airport City Property which is located in tax allocation district #1 is proposed to begin construction during the 3<sup>rd</sup> quarter of 2018. Final negotiations are currently underway and should be completed by Spring 2018. In addition, Economic Development received \$300K in grant funding from the US EPA Brownsfield Grant.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

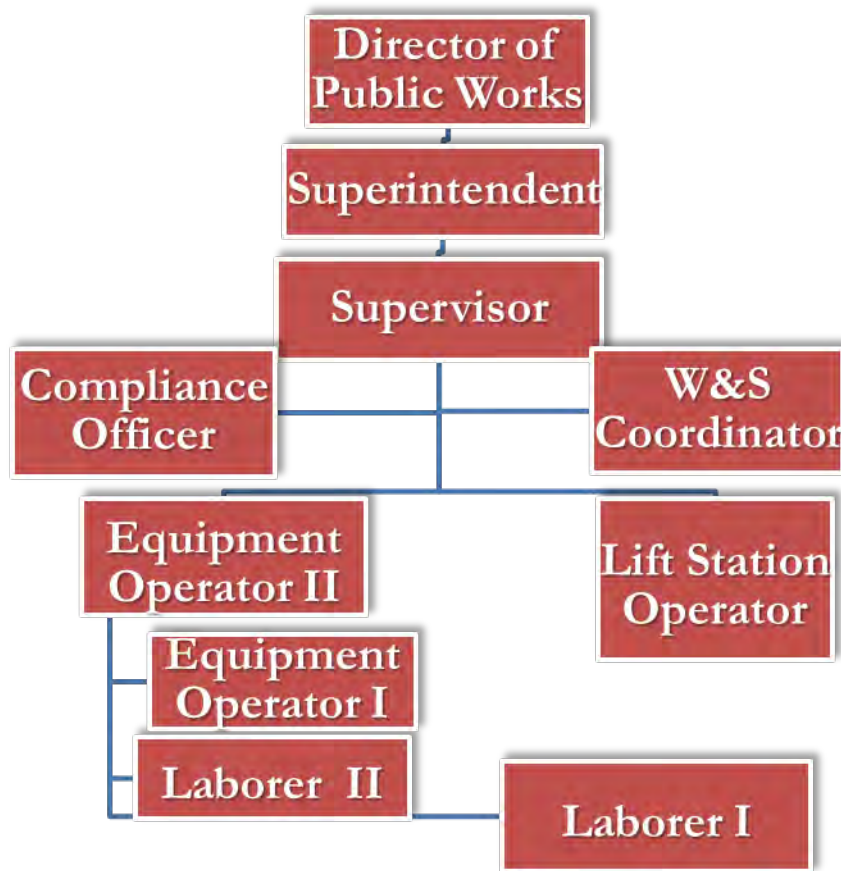
	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>SPLOST Fund</b>					
Revenue					
Taxes	\$ 210,832	\$ 219,769	\$ 216,000	\$ 216,000	0%
Budget Carryforward	-	-	2,043,588	-	-100%
Interest	765	788	1,000	1,000	0%
<b>SPLOST Revenue Total</b>	<b>211,597</b>	<b>220,557</b>	<b>2,260,588</b>	<b>217,000</b>	<b>-90%</b>
Expenditures					
Other Services & Charges	203,292	44,322	73,300	217,000	196%
Capital Outlay		847,509	2,187,288	-	-100%
<b>SPLOST Expenditure Total</b>	<b>203,292</b>	<b>891,831</b>	<b>2,260,588</b>	<b>217,000</b>	<b>-90%</b>
<b>SPLOST Net Revenues/</b>	<b>\$ 8,305</b>	<b>\$ (671,274)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

	<u>2016 Actual</u>	<u>2016 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>TSPLOST Fund</b>					
Revenue					
Taxes	\$ -	\$ -	\$ 2,400,000	\$ -	-100%
Budget Carryforward	-	-	-	-	0%
Interest	-	-	-	-	0%
<b>T SPLOST Revenue Total</b>	<b>-</b>	<b>-</b>	<b>2,400,000</b>	<b>-</b>	<b>100%</b>
<b>CAPITAL PROJECTS Fund</b>					
Expenditures					
Capital Outlay	-	-	2,400,000	2,000,000	-17%
<b>SPLOST Expenditure Total</b>	<b>-</b>	<b>-</b>	<b>2,400,000</b>	<b>2,000,000</b>	<b>-17%</b>
<b>SPLOST Net Revenues/</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,000,000)</b>	<b>100%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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# Water and Sewer Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>	<b>% Change 2018 to 2019</b>
<b>Water and Sewer</b>					
Revenues					
Charges For Services	\$ 10,737,776	\$ 9,779,489	\$ 10,111,500	\$ 10,015,000	-1%
Other Income	28,119	130	2,500	2,500	0%
Interest	7,100	14,845	3,000	3,000	0%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Revenue Total</b>	<b>10,772,995</b>	<b>9,794,464</b>	<b>10,117,000</b>	<b>10,020,500</b>	<b>-1%</b>
Expenditures					
Personnel Services	762,929	775,966	837,479	837,479	0%
Employee Benefits	190,896	325,535	303,501	306,758	1%
Communications & Util.	81,274	87,310	83,770	84,570	1%
Rentals	7,628	8,734	8,000	8,000	0%
Repair & Maintenance	712,394	766,607	733,492	691,507	-6%
Building Maintenance	5,152	5,610	7,000	25,000	72%
Training & Education	17,473	20,030	23,800	23,580	-1%
Other Services & Charges	678,349	669,494	1,052,816	815,993	-29%
Materials & Supplies	42,879	32,526	45,250	44,200	-2%
Cost Of Sales	5,948,900	6,422,783	5,700,000	5,700,000	0%
Operating Transfers Out	-	218,463	-	75,555	-100%
Accounting Charges	(156,736)	735,221	-	-	0%
Capital Outlay	359,984	444,271	286,500	365,000	22%
Debt Service	873,834	759,544	1,035,392	1,042,858	1%
<b>Water &amp; Sewer Expenditure Total</b>	<b>9,524,956</b>	<b>11,272,094</b>	<b>10,117,000</b>	<b>10,020,500</b>	<b>-1%</b>
<b>Water and Sewer Net Revenues (Expenditures)</b>					
	<b>1,248,039</b>	<b>\$ (1,477,630)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**Water and Sewer Personnel**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>
<b>Full Time Positions:</b>				
Public Works Director*	1	1	1	1
Budget Analyst*	-	-	-	-
Water/Sewer Superintendent	1	1	1	1
Water/Sewer Supervisor	1	1	1	1
Environmental Compliance Coordinator	1	1	1	1
Equipment Operator II	1	1	1	2
Equipment Operator I	1	1	1	1
Lift Station Operator	2	2	2	2
Water/Sewer Coordinator	1	1	1	1
Utility Clerk	-	-	-	-
Laborer II	5	5	5	5
Laborer I	4	4	4	3
<b>Total Personnel</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>

\*50 % Public Works Director and Budget Analyst salary.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Water and Sewer-Water Distribution**

**Program Description:**

The Water Distribution System program provides for maintenance, repair, installation and replacement of the City Water Distribution System. This systems includes approximately 94,000 miles of water main's, approximately 1000 fire hydrants, 3000 water service lines (meter's) and approximately 5000 main line valves. The program also provides for operations, maintenance, repair and replacement for four (4) Booster Pump Stations, and two (2) elevated tank sites (500,000 gal and 750,00 gal storage capacity).

**Trends:**

The aggressive replacement of aging water lines through capital improvement will result in a reduction in emergency main and service line repairs. The rapid growth of development in the City has slowed, allowing staff to focus on preventive and predictive maintenance, increasing the efficiency and extending the life of the primary equipment. The City also has an active leak detection program that has proven beneficial to the City. This program has identified many leaks in the City. The City is looking into the possibility of establishing ground water wells for alternative water use.

**Program Broad Goals:**

Deliver safe and reliable potable water to City water customer's through the distribution system. Provide proper maintenance for the distribution and production system components to prevent service disruptions. Also a meter replacement program has been established to increase revenues and water loss accountability.

**Program 18/19 Objectives:**

Minimize service disruptions through preventative maintenance of production equipment and proper underground utility identification and markings. Deliver the highest level of service to customers. Continue with the aggressive meter replacement program to increase revenues and water accountability. Complete budget capital infra-structure improvements.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Water and Sewer-Water Distribution**

**Program / Service Outcomes: (based on program objectives)**

	<b>Actual</b>	<b>17/18</b>
Number of meters changed out to capture water revenues and increase water accountability.		800
Number of leaks detected and repaired to capture water revenues and increase water accountability.		25
	<b>Estimated 18/19</b>	
Number of meters changed out to capture water revenues and increase water accountability.		850
Number of leaks detected and repaired to capture water revenues and increase water accountability.		30

**Prior Year Highlights:**

- Washington and Hemphill, Temple Water Line Replacement
- Vesta Ave Water Line Replacement
- Water Installation for Godby Road Recreation Center and Clipper Drive for New Development

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Water and Sewer-Water Administration**

**Program Description:**

The Water & Sewer Administration program provide leadership, direction, and support for all the Operations programs including Water Distribution and Production, Wastewater Collection, Wastewater Maintenance in the City of College Park. Some of the duties include, but not limited to: Update standby board at Police Department. – Submit weekly reports to Public Works of daily and weekly activities and projected activities for upcoming week/monthly for weekly reports – Submit bi-weekly payroll, contact City of East Point by 6<sup>th</sup> of the month to obtain billing – prepare budget – processing invoices – answering all incoming calls – call in locate requested by UPC, etc.....

**Trends:**

The Water Operations Administration program is responsible for the distribution of an increasing number of work order related to operations and phone calls to the correct customer complaints. They are also responsible for logging in and tracking an increasing number of utilities locates requests. (UPC)

**Program Broad Goals:**

Provide leadership, direction, and management to the Operations program to ensure the delivery of safe, reliable, and efficient services.

**Program 18/19 Objectives:**

Manage the City water and wastewater Operations programs to provide safe and reliable services and maintain compliance with all federal and state requirements. Monitor and update the High Performance Work System, which promotes efficient use of the various disciplines within the Operations programs.

**Performance Measures**

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Programs / Service Outcomes: (based on program objectives)**

Manage all Operations Division programs to maintain compliance with all federal and state requirements.

**Actual 17/18**  
Yes

**Programs / Service Outcomes: (based on program objectives)**

Manage all Operations Division programs to maintain compliance with all federal and state requirements.

**Estimated 18/19**  
Yes

**Department of Public Works | Water and Sewer- Wastewater Maintenance**

**Program Description:**

Water and Sewer Wastewater Maintenance Program is responsible for the maintenance and operations of the Waste Water collection System and Sewer Services connections for residential and commercial customers.

**Trends:**

The Division has established an aggressive Stormwater/Sanitary Sewer Evaluation System (SSES) to provide the City with a comprehensive map of its sanitary sewer system while identifying defects and inefficiencies in the system. The results of the SSES will be used to identify portions of the system requiring repairs and/or maintenance to improve the efficiency of the system while reducing the City's waste treatment cost.

**Program Broad Goals:**

Operate and maintain sewer lift stations without spills or odor complaints. Meet or surpass all state and federal regulatory requirements. Also provide safe continuous transport of all wastewater within the City of College Park. Ensure correct sewer line operation conditions to avoid odor complaints.

**Program 18/19 Objectives:**

Operate the sewer lift station in an effective and cost efficient manner without sewer spills or odor complaints. Provide preventive maintenance and quick responses to operational needs. Reduce odor control, chemical costs within the system by evaluating alternative chemicals to control odors.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Performance Measures**

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

	<b>Actual</b>	<b>17/18</b>
Sewer lift station repairs		4
Hours of overtime needed to make sewer lift station repairs		125 hrs

**Program / Service Outcomes: (based on program objectives)**

	<b>Actual</b>	<b>17/18</b>
Sewer discharges that cause a “Notice of Violation” to be issued by the state		0
Sewer manholes located and repaired		20
Annually clean one-third of sewer collection system; continue to clean complete collection system every three years		Yes

	<b>Estimated 18/19</b>
Sewer lift station repairs	3
Hours of overtime needed to make sewer lift station repairs	120hrs

**Program / Service Outcomes: (based on program objectives)**

	<b>Estimated 18/19</b>
Sewer discharges that cause a “Notice of Violation” to be issued by the state	0
Sewer manholes located and repaired	20
Annually clean one-third of sewer collection system; continue to clean complete collection system every three years.	Yes

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Water and Sewer- Water Resources**

**Program Description:**

The Water Resources Department program promotes water conservation to citizen through education and incentives and maintains compliance with the Georgia Environmental Protection Division (EPD) and the Metropolitan North Georgia Water Planning District.

**Trends:**

The City will continue to promote and encourage water conservation to our customers. The City will also continue to meet all of the conservation measures under the Georgia Environmental Protection Division. The City also participates in an active toilet rebate program under the guidelines of the Metropolitan North Georgia Water Planning District.

**Program Broad Goals:**

Maintain compliance with the State Conservation program. Promote water conservation to customer, especially in the context of larger sustainability issues.

**Program 18/19 Objectives:**

Meet or surpass the conservation measures required under the guidelines of the Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD). Provide information on water conservation, best management practices to citizen through public outreach education, workshops, the City's website and literature.

**Performance Measures**

**Program / Service Outputs: (goods, services, unit produced)**

	<b>Actual</b>	<b>17/18</b>
Water conservation educational Workshop provided		10
Number of toilet rebates approved		6
Customer contacts made by the Water Conservation office		150

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

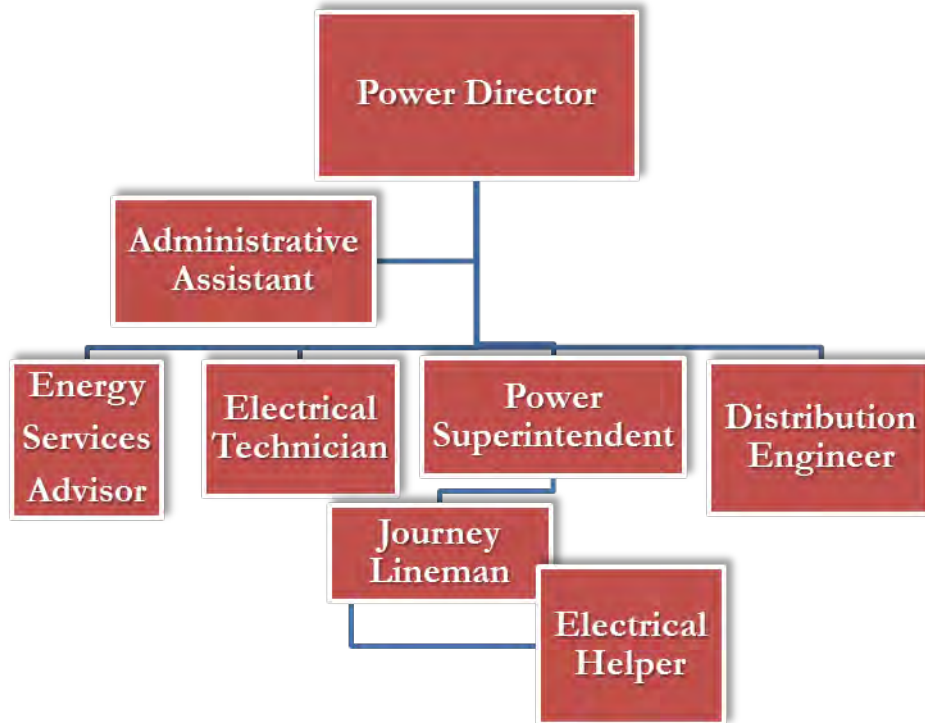
**Estimated 18/19**

Water conservation educational	10
Workshop provided	
Number of toilet rebates approved	4
Customer contacts made by the Water Conservation office	25

**Program / Service Outcomes: (based on program objective)**

Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	<b>Actual</b>	<b>17/18</b> Yes
Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	<b>Estimated 18/19</b>	Yes

# Power-Line Organizational Chart





**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>	<b>% Change 2018 to 2019</b>
<b>Electric Line</b>					
Revenues					
Charges For Services	\$ 25,148,683	\$ 25,895,687	\$ 29,005,000	\$ 30,005,000	3%
Leases & Other Rent	116,329	110,403	100,000	100,000	0%
Other Income	1,029,724	173,941	748,000	2,345,000	214%
Interest	21,821	41,979	-	-	0%
Operating Transfer In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Electric Line Revenue Total</b>	<b>26,316,557</b>	<b>26,222,010</b>	<b>29,853,000</b>	<b>32,450,000</b>	<b>9%</b>
Expenditures					
Personnel Services	664,742	705,885	802,606	801,849	0%
Employee Benefits	100,491	393,994	228,117	230,471	1%
Communications & Util.	106,570	139,565	101,607	101,607	0%
Rentals	1,735	2,250	3,500	3,000	-14%
Repair & Maintenance	679,015	866,669	686,592	686,592	0%
Building Maintenance	8,392	10,780	7,400	7,400	0%
Training & Education	54,198	132,946	56,990	56,990	0%
Other Services & Charges	452,701	724,760	909,771	2,082,460	129%
Materials & Supplies	92,770	122,648	131,675	130,675	-1%
Cost Of Sales	21,690,614	23,252,457	23,501,000	24,201,000	3%
Accounting Charges	(2,326,450)	3,397,738	-	-	0%
Operating Transfers Out	2,100,505	1,718,463	1,000,000	115,182	-88%
Other Debt	-	-	-	-	0%
Capital Outlay	1,296,673	859,375	1,356,000	2,830,000	109%
<b>Electric Line Expenditure Total</b>	<b>24,921,956</b>	<b>32,327,530</b>	<b>28,785,258</b>	<b>31,247,226</b>	<b>9%</b>
<b>Electric Line Net Revenues/(Expenditures)</b>	<b>\$ 1,394,601</b>	<b>\$ (6,105,520)</b>	<b>\$ 1,067,742</b>	<b>\$ 1,202,774</b>	<b>13%</b>

**Electric Line Personnel**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>
<b>Full Time Positions:</b>				
Power Director	1	1	1	1
Assistant Power Director	-	-	-	-
Power Superintendent	1	1	1	1
Distribution Engineer	1	1	1	1
Energy Service Advisor	1	1	1	1
Lineman/Electrical Worker	2	4	4	4
Electrical Technician	1	1	1	1
Apprentice/Electrical Worker I	-	-	-	-
Apprentice/Electrical Worker II	-	-	-	-
Apprentice/Electrical Worker III	-	-	-	-
Laborer I/Electrical Helper	2	4	4	4
Administrative Assistant	1	1	1	1
Accounts Payable Technician	-	-	-	-
Administrative Coordinator	-	-	-	-
<b>Total Personnel</b>	<b>10</b>	<b>14</b>	<b>14</b>	<b>14</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Power Department – Line Division**

**Program Description:** The line division program includes the overall department administration function and is responsible for operational, budget, purchasing, financial, and staffing activities for all divisions of the Power Department. The management staff provides leadership, direction and support for all divisions. Senior staff participates in and interacts with joint agency, MEAG Power, state electric utility agencies, Electric Cities of Georgia, and other professional and industry organizations to maximize the efficiency of the operation and revenue from the sale of excess power to external customers, local utilities, and regional and national power grids.

The line division is responsible for engineering, design, construction, installation, and maintenance of the City's electric power distribution system and traffic signals. This distribution system includes eight power distribution substations, 27 feeder circuits, and approximately 152 miles of overhead and underground line serving approximately 8,000 electric utility customers. There are 42 traffic signals in the City with 24 owned and operated by the Power Department.

**Trends:** Economic conditions continue to influence budget priorities and require vigilant and aggressive budget management to ensure maximum benefit from budgeted expenditures. Annual Power Department projects continue to focus on infrastructure improvements for reliability to its customers.

Commercial customer prospects are starting to pick up and should result in more projected revenue in the near future.

**Program Broad Goals:** Continue to provide clean, reliable power to the citizens and rate payers at economically competitive rates by providing insight and planning necessary to maintain the power distribution system at the highest levels possible while ensuring the citizens and rate payers' dollars are spent wisely and with maximum effect.

**Program 18/19 Objectives:** Complete budgeted capital infrastructure improvements within the fiscal year that include:

- Phase 2 of the feeder improvement at Phoenix Boulevard.
- Install new and replacement line capacitors to improve power factor

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Program Name: Power Department – Line Division**

- Install new conductor at Coca Cola bottling plant.
- Install additional decorative street lighting on Main Street for safety and appearance.
- Continue to upgrade street lighting to LED for higher output, longer life, and energy savings
- Install a tie line on HWY 29 CSX crossing to tie Lakemont and Edison substations for better reliability

**Performance Measures**

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

Complete projects as budgeted

**Estimated 18/19**

6

**Program/Service Outcomes: (based on program objectives)**

Maintain projects at or below budget projections

**Estimated 18/19**

7%

**Performance Measures**

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

Goals of project completion continue finishing 2 more.

**Actual 17/18**

6

**Program/Service Outcomes: (based on program objectives)**

Maintain projects at or below budget projections

**Actual 17/18**

8%

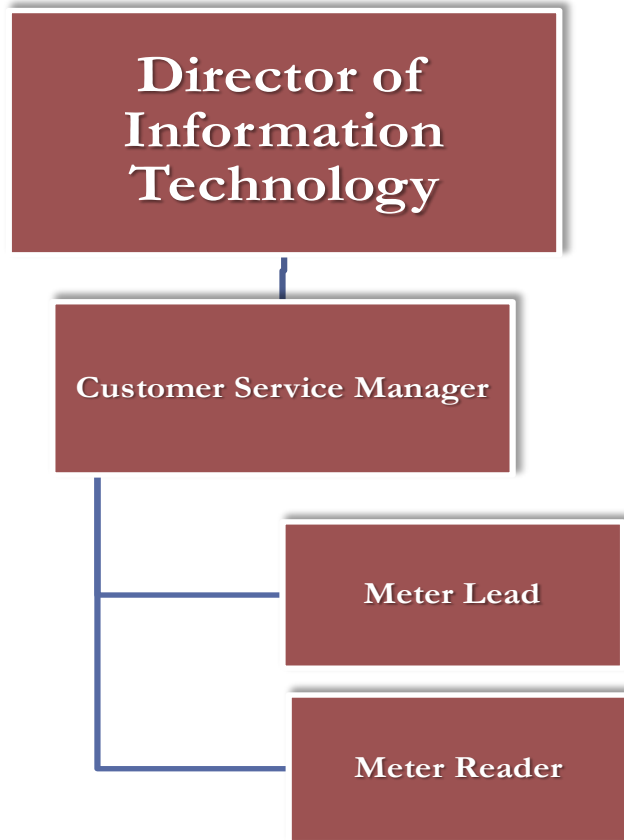
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Program Name: Power Department – Line Division**

**Prior Year Highlights:**

- Improved lighting illumination by 400% on Main Street between Princeton Avenue and Yale.
- Continued installing LED street lights for comparison to existing HPS lights in the future.
- Installed new auto transfer switches for reliable service to the GICC
- Installed new switched capacitor banks on circuits to improve power factor
- Completed all necessary work required for Woodward Academy's humanities building improvements
- Provided service to new homes on 2190, 2348, and 2289 Rugby Avenue; 3296 Madison St; and 3637 College St.
- Provided new service to electrical vehicle charging stations at the FAA building
- Began installation of the new AMI system for improved remote reading and reconnect/disconnect service
- Installed and utilized a new work order system to better track jobs and repairs in a more timely fashion
- Completed loop feed for the Blu Station service
- Installed new service for Fire Station 2
- Installed decorative lighting for the Walt Bellamy Veterans Memorial Park
- Upgrade traffic signals, pedestrian controls, and wiring at Harvard & Main

# Power-Meter Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Electric Meter</b>					
Expenditures					
Personnel Services	\$ 121,162	\$ 118,497	\$ 89,370	\$ 88,290	-1%
Employee Benefits	47,862	49,224	37,875	37,330	-1%
Communications & Util.	3,951	3,958	3,128	3,128	0%
Repair & Maintenance	21,783	19,282	11,800	11,800	0%
Building Maintenance	7	-	-	-	0%
Training & Education	-	-	1,000	1,000	0%
Other Services & Charges	14,201	14,165	11,431	12,333	8%
Materials & Supplies	17,874	9,185	12,581	16,581	32%
Debt	-	-	-	-	0%
Capital Outlay	-	-	-	-	0%
<b>Electric Meter Expenditure Total</b>	<b>\$ 226,840</b>	<b>\$ 214,311</b>	<b>\$ 167,185</b>	<b>\$ 170,462</b>	<b>2%</b>

**Electric Meter Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Meter Reader Supervisor	1	-	-	-
Energy Service Advisor	1	1	-	-
Meter Investigator	1	1	1	1
Meter Serviceman	1	1	1	1
Meter Reader	3	2	-	-
<b>Total Personnel</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>2</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Information Technology Department – Meter Division**

**Program Description:** The Finance Department meter division is responsible for accurately reading all electric and water meters in the City and for those customers outside the City but who are receiving power from the system. Other primary activities include daily connects and disconnects, completion of miscellaneous work and service orders, cut-offs and cut-ons, re-reads, meter installation & replacements, and theft of service investigation.

**Trends:** Due to the weak economy, business downsizing, reduced customer base, and other economic pressures, there has been very little change in the total number of electric and power meters being read each month. The installation and upgrade of water meters to AMR standards by the Water Department is improving the efficiency of the meter reading process and the ongoing AMR electric meter installation program has more than 4,500 meters installed.

**Program Broad Goals:** Ensure the accurate and timely reading of all water and electric meters; complete all work and service orders in a timely manner; work with other departments to quickly identify and correct water meter mechanical and AMR problems and reading errors and reduce the number of water meter re-reads caused by such issues.

**Program 18/19 Objectives:** Maintain a high rate of accuracy at 98% or better; complete all service cut-ons within 24 hours of issue; complete reading routes and schedules on time; complete re-reads and can't read list for current billing. AMI installation will proceed and eventually lead to total remote reading and disconnect of all electric meters.

**Performance Measures**

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

**Estimated 18/19**

Convert electric meters to AMI.

20%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Program Name: Information Technology Department – Meter Division**

**Performance Measures**

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

Read all meters and completed service orders on a timely basis.

**Estimated 18/19**  
95%

**Program/Service Outcomes: (based on program objectives)**

Completed projects within budget constraints.

**Estimated 18/19**  
2

**Performance Measures**

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

Read all meters and completed service orders on a timely basis.

**Actual 17/18**  
98%

**Program/Service Outcomes: (based on program objectives)**

Completed projects within budget constraints.

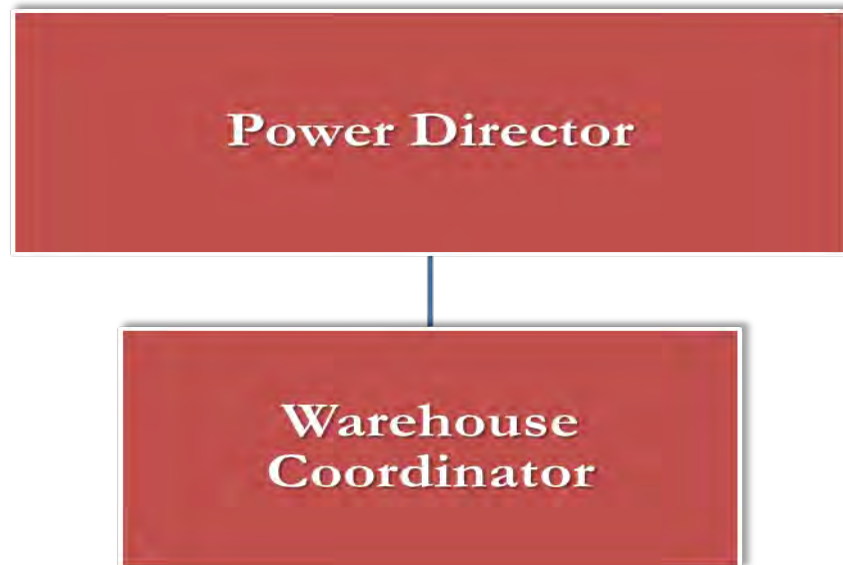
**Actual 17/18**

2

**Prior Year Highlights:** Worked to complete the transition of the Northstar billing system with relation to timely readings and re-reads to get billing back into proper order. Identified and investigated more theft of services.



# Power-Warehouse Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Electric Warehouse</b>					
Expenditures					
Personnel Services	\$ 46,127	\$ 45,502	\$ 45,020	\$ 44,590	-1%
Employee Benefits	20,091	22,881	20,798	21,058	1%
Communications & Util.	1,771	2,404	3,000	3,000	0%
Rentals	-	-	-	-	0%
Repair & Maintenance	7,688	15,333	11,026	11,026	0%
Building Maintenance	2,941	3,363	2,700	2,700	0%
Training & Education	-	-	400	400	0%
Other Services & Charges	13,055	14,708	11,644	11,644	0%
Materials & Supplies	1,070	612	1,050	1,050	0%
<b>Warehouse Expenditure Total</b>	<b>\$ 92,743</b>	<b>\$ 104,804</b>	<b>\$ 95,638</b>	<b>\$ 95,468</b>	<b>0%</b>

**Electric Warehouse Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Warehouse Coordinator	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Power Department – Warehouse Division**

**Program Description:**

The Power Department Warehouse Division program is responsible for bidding ordering, receiving and stocking all items for the Power Department and, to a lesser degree, certain items used by other non-power department users. Power Department catalog items include office supplies, meters, pole and underground hardware, aerial and underground cable, and other material, hardware and equipment used in the construction and maintenance of the power distribution system.

**Trends:**

With the advent of internet suppliers and ordering, and both local and national vendors improved delivery systems, the warehouse has moved to reduce the number of office supply items and preprinted paper forms carried in the catalog by shifting the items to the user department through the use of “just in time” ordering via the internet. This trend will continue where efficiency and economy can be improved.

**Program Broad Goals:**

Ensure all bids and RFPs issued by the warehouse comply with current purchasing policies and are closely reviewed for best quality at lowest price; Maintain minimum stock levels on high use items by closely monitoring re-order quantities; Produce accurate and timely monthly reports for accounting and department use; Ensure highest possible level of security and loss prevention.

**Program 18/19 Objectives:**

Reduce the central stores shrinkage loss to below 2.5% of total central stores valuation as reported in the annual fiscal year-end inventory.

**Performance Measures**

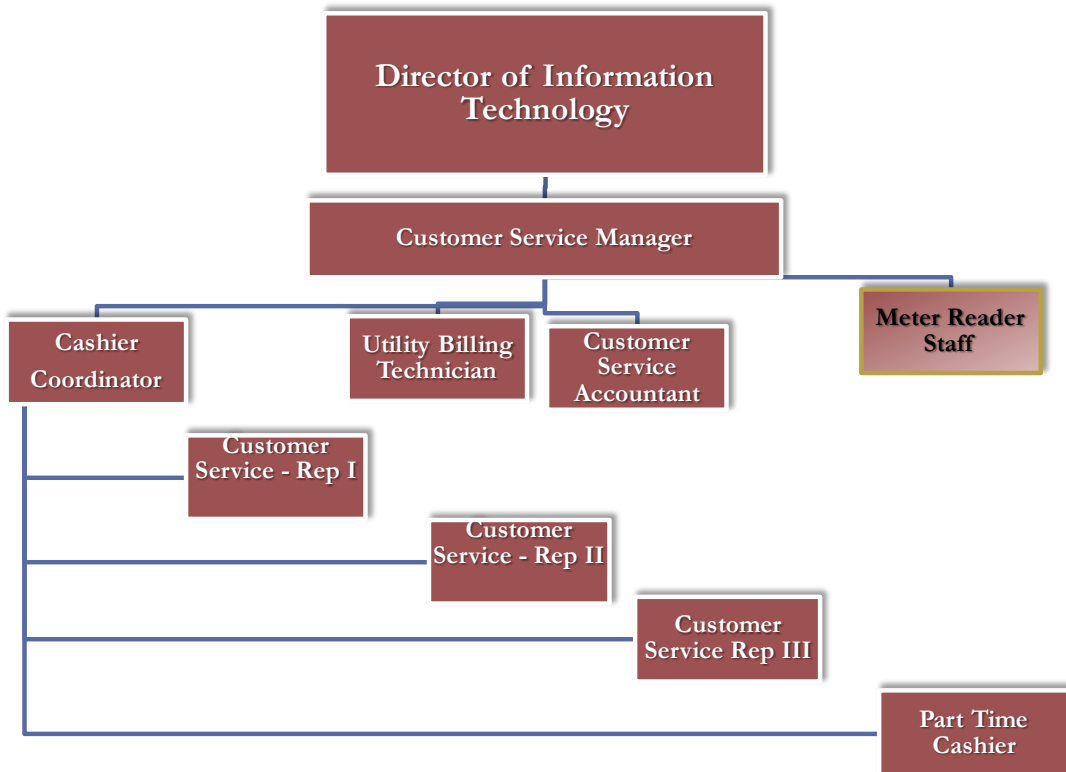
**Program / Service Outputs: (goods, services, units produced)**

	<b>Estimated 18/19</b>
# of Budgeted Capital Projects/Programs	0

**Prior Year Highlights:**

- Prepared monthly reports in a timely manner.
- Performed and prepared and the annual inventory report.

# Customer Service Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Information Technology Customer Service</b>					
Personnel Services	\$ 420,403	\$ 416,615	\$ 451,277	\$ 451,277	0%
Employee Benefits	124,113	151,394	116,600	117,925	1%
Expenditures	-	-	-	-	0%
Communications & Util.	11,460	22,757	14,868	14,868	0%
Repair & Maintenance	42,813	43,993	43,085	43,085	0%
Training & Education	3,196	4,154	7,705	11,505	49%
Other Services & Charges	166,159	174,346	45,814	208,814	356%
Materials & Supplies	75,151	82,842	68,570	62,370	-9%
Accounting Charges	19,570	6,142	17,000	7,000	-59%
Capital Outlay	-	-	20,000	20,000	100%
Debt Service	117,533	110,887	20,000	-	-100%
<b>Customer Service Expenditure Total</b>	<b><u>\$ 980,398</u></b>	<b><u>\$ 1,013,130</u></b>	<b><u>\$ 804,919</u></b>	<b><u>\$ 936,844</u></b>	<b>16%</b>

**Customer Service Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Customer Service Supervisor	1	1	1	1
Utility Cashier Coordinator	1	1	1	1
Customer Service Representative I	3	3	3	3
Customer Service Representative II	2	2	2	2
Customer Service Representative III	2	1	1	1
Utility Billing Technician	-	1	1	1
Billing Accountant	-	-	1	1
Credit Coordinator	-	-	-	-
<b>Part Time Positions:</b>				
Utility Clerk/Cashier	2	2	2	2
<b>Total Personnel</b>	<b><u>11</u></b>	<b><u>11</u></b>	<b><u>12</u></b>	<b><u>12</u></b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Information Technology Department – Customer Service**

**Program Description:** The Customer Service Program provides for the accurate and timely billing of the City’s electric, water, sewer, storm water, and sanitation services. In accordance with Section 10 of the City’s ordinances, the program assists customers with establishing and disconnecting utility services while responding to billing inquiries and processing payments. Revenue recovery is also a function of this program.

**Trends:** The City’s utility customer base had decreased over the past several years due to airport expansion, but has leveled over the past 5 years. At the same time, the remaining and new customers are demanding more information and accuracy.

**Program Broad Goals:** Bill electric, water, meter, sanitation, storm water services and associated taxes/fees in a more timely and accurate manner; answer all customer calls and inquiries in timely and more accurate manner; increase in-house professionalism by providing employees with the tools and training necessary to meet customer needs; stronger customer service performance that could strengthen the relationship the City shares with employees and customers.

**Program 18/19 Objectives:**

To improve on the use of the new CIS/Utility billing system implemented to improve process and to begin billing and data collection using new AMI technology.

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

	<b>Estimated 18/19</b>
Bill all existing and new accounts	\$99,000
Total dollars billed	\$57,600,000

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Program/Service Outcomes: (based on program objectives)**

	<b>Estimated 18/19</b>
Utility bills mailed accurately	90%
Utility bills mailed timely	80%

**Program Name: Information Technology Department – Customer Service**

**Performance Measures**

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

	<b>Estimated 18/19</b>
Utility bills mailed accurately	100%
Utility bills mailed timely	100%
Customer call answered timely	90%
Customer signed up for on-line payment/account access.	\$2,000

**Program/Service Outcomes: (based on program objectives)**

**Prior Year Highlights:**

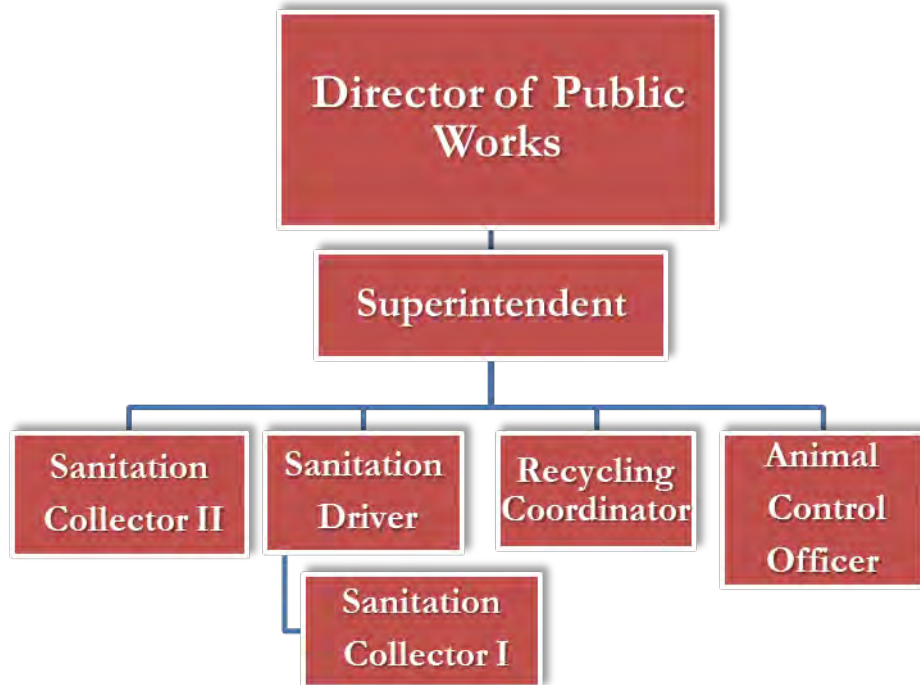
- Better handling of incoming phone calls despite the increase calls for inquiries and bill extension.
- Improve drive-through customer drawer.
- Improve collections of Commercial accounts.
- Increased payment arrangements.
- Implemented the lockbox program.
- Implemented payment program.
- Improved new service from Apartments to Renter.
- Implemented a new Lockbox Payment System.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Golf Course Fund</b>					
Revenues					
Fees, Licenses, Permits	\$ -	\$ -	\$ -	\$ -	0%
Leases & Other Rent	33,762	26,248	31,755	37,755	19%
Other Income	2,368	-	16,359	-	-100%
Operating Transfers In	<u>299,078</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
<b>Golf Course Fund Revenue Total</b>	<b>335,208</b>	<b>26,248</b>	<b>48,114</b>	<b>37,755</b>	<b>-22%</b>
Expenditures					
Other Services & Charges	34,948	28,516	24,057	-	0%
Operating Transfers Out	-	-	-	-	0%
Capital Outlay	<u>31,500</u>	<u>-</u>	<u>24,057</u>	<u>37,755</u>	57%
<b>Golf Course Fund Expenditure Total</b>	<b>66,448</b>	<b>28,516</b>	<b>48,114</b>	<b>37,755</b>	<b>-22%</b>
<b>Golf Course Net Revenues/ (Expenditures)</b>	<b><u>\$ 262,862</u></b>	<b><u>\$ (32,654)</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b>0%</b>



# Sanitation Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Sanitation Fund</b>					
Revenues					
Charges for Services	\$ 2,439,483	\$ 2,318,897	\$ 2,639,274	\$ 2,674,407	1%
Other Income	161,887	29,522	44,048	44,000	0%
Interest	149	1,251	735	735	100%
Operataing Transfer In	200,000	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Sanitation Fund Revenue Total</b>	<b>2,801,519</b>	<b>2,349,670</b>	<b>2,684,057</b>	<b>2,719,142</b>	<b>1%</b>
Expenditures					
Personnel Services	950,476	949,204	1,107,568	1,007,706	-9%
Employee Benefits	238,061	328,366	381,912	384,461	1%
Communications & Util.	20,234	21,339	21,500	19,224	-11%
Repair & Maintenance	229,073	275,189	220,855	202,607	-8%
Building Maintenance	33,902	20,489	12,000	7,000	-42%
Training & Education	2,192	808	3,470	3,470	0%
Other Services & Charges	119,227	252,942	86,852	77,193	-11%
Materials & Supplies	139,767	109,677	118,400	112,300	-5%
Cost of Sales	574,832	588,741	555,000	555,000	0%
Transfers Out	-	-	-	69,229	100%
Accounting Charges	(99,610)	125,036	-	-	0%
Capital Outlay	237,527	59,500	45,000	217,000	79%
Debt Service	-	65,528	131,500	63,952	-51%
<b>Sanitation Fund Expenditure Total</b>	<b>2,445,681</b>	<b>2,796,819</b>	<b>2,684,057</b>	<b>2,719,142</b>	<b>1%</b>
<b>Sanitation Net Revenues/ (Expenditures)</b>	<b>\$ 338,368</b>	<b>(609,855)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Sanitation Personnel**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>
<b>Full Time Positions:</b>				
Superintendent	-	1	1	1
Supervisor	-	-	-	-
Administrative Assistant	-	-	-	-
Recycle Coordinator	1	1	1	1
Sanitation Collector II	2	2	2	2
Sanitation Driver II	9	10	10	10
Welder	-	-	-	-
Animal Control Officer	1	1	1	1
Sanitation Collector I	9	10	10	10
<b>Total Personnel</b>	<b>22</b>	<b>25</b>	<b>25</b>	<b>25</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Sanitation Division - Recycling Collection**

**Program Description:**

The Recycling Division has three drop off location throughout the City. Items that are collected are glass, newspaper, cardboard, aluminum, and plastic. All of our commercial businesses have the opportunity to receive cardboard service for a \$50 per month container fee. The City's hotels can participate with more recycling services, such as paper, aluminum, and plastic. Other commercial businesses can partake in our glass and office paper recycling program.

**Trends:**

The commercial recycling request has increased. Since the City offers cardboard pickup for no charge, many businesses have taken full advantage of our service. With the increasing pressure to recycle, the City's recycling program is growing each year. The number of businesses that use the City's recycling services has grown by 150 %.

**Program Broad Goals:**

Promote safe and sanitary living conditions in College Park neighborhoods through the delivery of quality solid waste residential, brush, leaf, and recycling collection services in an efficient and responsive manner.

**Program 18/19 Objectives:**

Increase the money received for recyclables. Purchase a new trailer for glass. Purchase more paper shred containers. Purchase 15 more cardboard recycling containers

**Performance Measures**

**Program/Services Outputs: (goods, services, units produced)**

	<b>Actual</b>	<b>17/18</b>
Percentage of Recycling routes completed daily		100%
Tons of recycling collected		750

**Prior Year Highlights:**

- Visited Harriett Tubman Elementary School to promote Recycling Awareness
- Started to collect our own newspaper and magazines from Recycling Sites
- Conducted "Household Hazardous Waste Day" for the citizens to dispose of materials not normally collected by Sanitation

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Sanitation Division- Residential Collection**

**Program Description:**

The Residential Collection Program consists of three major programs whose primary function is to provide twice a week service for household trash, leaf /grass clipping, and brush collection. A total of 2,100 homes are serviced twice a week.

**Trends:**

Due to the current housing market, there has been new residential housing in the City, and the yard waste has increased.

**Program Broad Goals:**

Promote safe and sanitary living conditions in College Park neighborhoods through the delivery of quality solid waste residential, brush, leaf, and recycling collection services in an efficient and responsive manner.

**Program 18/19 Objectives:**

Purchase new CNG rear load garbage truck. Reduce the number of missed residential calls by 10%. Purchase more safety equipment for employees.

**Performance Measures**

**Program/Services Outputs: (goods, services, units produced)**

	<b>Estimated 18/19</b>
Percentage of Residential routes completed daily	100 %
Percentage of Brush routes completed daily	100 %
Percentage of Leaf routes completed daily	100 %

**Prior Year Highlights:**

- Purchased the last CNG Garbage Truck – Rear Loader

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Department of Public Works | Sanitation Division-Commercial  
Collection**

**Program Description:**

The Commercial Collection Program provides six days a week commercial refuse collection service to business establishments, multi-family housing developments, all city facilities and parks.

**Trends:**

The City's growth with new land acquisitions and start up businesses has grown our commercial pickups by 45 new accounts.

**Program Broad Goals:**

Promote safe and sanitary living conditions in College Park neighborhoods and business districts through the delivery quality commercial solid waste collection services in an efficient, responsive and professional manner.

**Program 18/19 Objectives:**

Purchase the two more CNG front load garbage trucks. Reduce the number of missed commercial calls by 10%.

**Performance Measures**

**Program/Services Outputs: (goods, services, units produced)**

	<b>Actual</b>	<b>17/18</b>
Number of Commercial accounts		453
Number of Front Load bins		807
Percentage of Commercial routes completed daily		100 %

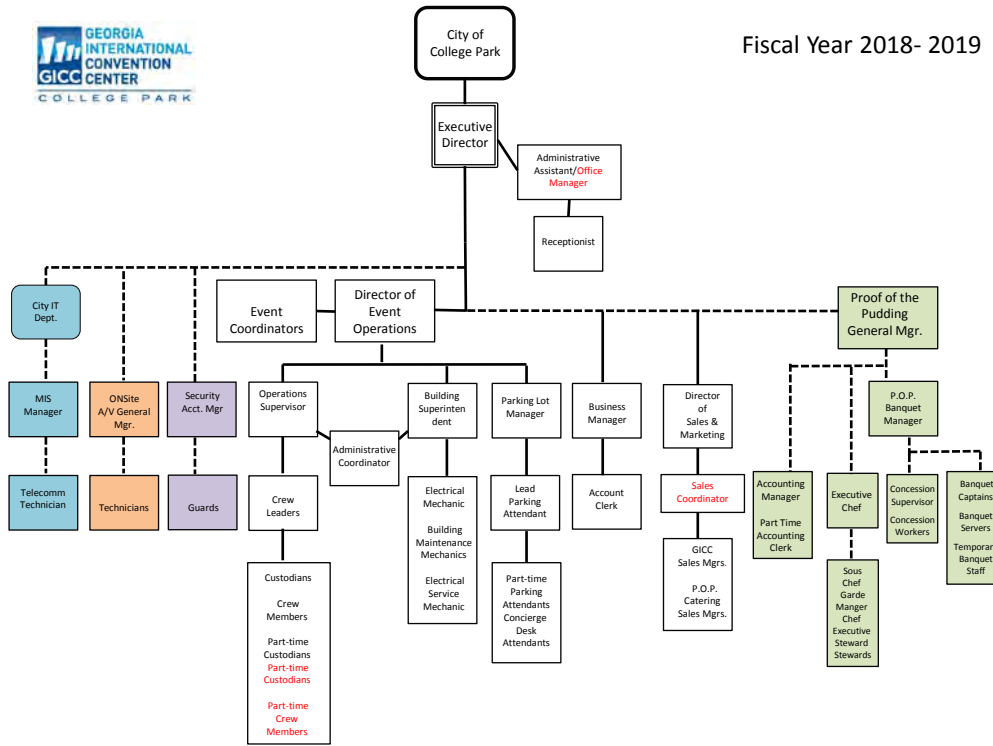
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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# CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2019 BUDGET



Fiscal Year 2018- 2019



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Convention Center</b>					
<b>Revenues</b>					
Charges for Sevices	\$ 8,740,908	\$ 8,525,773	\$ 8,930,000	\$ 9,980,000	12%
Rentals and Commissions	200,846	334,863	225,000	350,000	56%
Other Income	6,482,574	6,589,698	6,600,716	6,607,230	0%
Interest	1,720	6,434	1,000	1,000	0%
Operating Transfers In	111,803	100,116	105,850	105,000	-1%
Budget Carryforward	-	-	1,000,000	-	-100%
<b>Convention Center Revenue Total</b>	<b>15,537,851</b>	<b>15,556,884</b>	<b>16,862,566</b>	<b>17,043,230</b>	<b>1%</b>
<b>Expenditures</b>					
Personnel Services	\$ 1,966,058	\$ 2,083,317	\$ 2,282,745	\$ 2,342,500	3%
Employee Benefits	383,346	750,196	712,131	972,403	37%
Communicat - Communications & Util.	1,572,395	1,529,405	1,706,110	1,420,850	-17%
Rentals - Rentals	16,255	12,137	25,000	35,000	40%
Repair & Maintenance	350,993	252,531	353,576	556,833	57%
Building Maintenance	252,814	239,312	255,000	255,000	0%
Training & Education	29,557	24,999	52,777	40,153	-24%
Other Services & Charges	745,751	856,066	1,635,632	885,546	-46%
Materials & Supplies	214,214	191,576	270,170	226,500	-16%
Cost Of Sales	3,115,287	3,146,867	2,917,500	2,985,320	2%
Operating Transfers Out	-	257,656	-	-	0%
Accounting Charges	-	-	-	-	0%
Capital Outlay	456,918	1,490,978	775,500	1,446,700	87%
Debt Service	6,948,511	5,465,321	5,876,425	5,876,425	0%
<b>Convention Center Expenditure Total</b>	<b>16,052,099</b>	<b>16,300,362</b>	<b>16,862,566</b>	<b>17,043,230</b>	<b>1%</b>
<b>Convention Center Net Revenues/ (Expenditures)</b>	<b>\$ 883,207</b>	<b>\$ 1,708,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Convention Center Personnel**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Council</b>
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Director	1	1	1	1
Assistant Director	-	-	-	-
Director of Event Operations	1	1	1	1
Director of Marketing and Public Relations	1	1	1	1
Director of Sales Marketing	1	1	1	1
Director of Sales	-	-	-	0
Building Superintendent	1	1	1	1
Operations Supervisor	1	1	1	1
Event Services Manager	-	-	-	-
Business Manager	-	1	1	1
Parking Lot Manager	1	1	1	1
Accountant	1	1	1	1
Sales Manager	3	3	3	3
Office Manager	-	-	1	1
Event Coordinator	3	3	3	3
Administrative Assistant	1	1	1	1
Office Manager	1	0	1	1
MIS Technician	1	1	-	-
Executive Secretary	-	-	-	-
Administrative Coordinator	1	1	1	1
Account Clerk	1	1	1	1
Lead Parking Attendant	1	1	1	1
Parking Attendant	-	-	-	-
Receptionist	1	1	1	1
Building Maintenance Mechanic	2	2	2	2
Electrical Services Mechanic	1	1	1	1
Telecommunications Technician	1	1	1	1
Electric Mechanic	1	2	1	1
Crew Worker	5	5	5	5
Crew Leader	3	3	3	3
Custodian	7	7	7	7
<b>Part Time Positions:</b>				
Custodian	3	2	5	5
Crew Worker	-	-	2	2
Accounting Clerk	-	-	1	1
Parking Attendant	11	11	11	11
<b>Total Personnel</b>	<b>55</b>	<b>55</b>	<b>61</b>	<b>61</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Georgia International Convention Center**

Georgia's newest and second largest convention center, the GICC is uniquely positioned to offer its guests and clients unprecedented convenience. The world's only convention center directly connected to a major airport, our modern facility embodies the grace and efficiency of flight itself.

The ATL SkyTrain connects the GICC to a major airport; it is just as convenient by car — at the juncture of two major U.S. interstates. The heart of Atlanta is 10 minutes away by rental car or **MARTA train**. And the airport's **Rental Car Center** links to the GICC by the **ATL SkyTrain** automated people mover.

**Program History:**

In 1983 the city of College Park established the Business and Industrial Development Authority (BIDA) to solicit major hotels and start work on a public assembly facility owned and operated by College Park through BIDA. In 1983, the first Georgia International Convention & Trade Center (GICTC) opens with 136,000 total square feet. In 1993 GICTC opens Phase 2 expansion and changes name to the Georgia International Convention Center (GICC) with 329,000 square feet, including 5 exhibit halls totaling 120,000 square feet, 35 meeting rooms and 2 ballrooms, and an in-house food and beverage provider Proof of the Pudding.

In 2003, the GICC relocated to a new facility with 400,000 square foot facility with a 40,000 square foot ballroom, Georgia's largest. The facility included 150,000 square feet of exhibition space, 15,000 square feet of flexible meeting space, three executive boardrooms, a VIP Green Room, and a Culinary Arts Center. The new facility is located on Camp Creek Parkway, about ¼ mile from the airport.

**Trends:**

November 10, 2016, The City of College Park announced that they will construct a 3,500 Seat Arena at the Georgia International Convention Center.

The Atlanta Hawks Basketball Association has acquired an NBA Developmental League team that will begin league play in the 2019-20 season.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Program 18/19 Objectives:**

Georgia International Convention Center strives to make all of our guests welcome by meeting or exceeding all client requirements. The GICC also works closely with show managers and meeting planners to facilitate a successful event and produce revenue for the city of College Park.

The GICC play many different roles in the community. By hosting regional and national conventions we generate taxes, individual spending, job creation and major economic impact to our local city, state and region. We also play a pivotal role in the local and state meeting and hospitality market by providing first class space for conventions, meetings, corporate events, fund raisers, banquets, consumer shows and entertainment concerts. The convention center staff strives to maximize the revenue potential of the facility while delivering first-rate customer service.

**Performance Measures**

	Actual 15/16	Actual 16/17	Estimate 17/18	Projected 18/19
Number of Events	4,920	5,122	5,900	6,100
Total Attendance	419,908	417,222	425,000	470,000
Ex Hall/Mtg Room Revenue	\$1,963,973	\$2,010,018	\$2,200,000	\$2,400,000
Food & Beverage Revenue	\$5,053,181	\$4,579,072	\$4,900,000	\$5,500,000
Parking Revenue	\$ 812,547	\$ 799,736	\$ 750,000	\$ 800,000

**Booking Accomplishments**

- Scheduling Institute (TBMSE & 5x) Scheduling Institute is an Army of full-time support people. Their exclusive purpose is to support you, their clients and their staff members in every way. From preparing and delivering your “Practice Transformation Package” to training your team in your office... to making sure all your needs are met whether over the phone, online or in person at one of our many workshops or events. There were approximately 1,500 in attendance. The estimated economic impact for this event was 1,700,000.00.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Sponsorship**

The GICC continues their agreement with Coca-Cola Refreshments for “Pouring Rights”. The Coca-Cola company will pay the GICC \$50,000 over the next 2 year period with over \$500 per year complimentary products and \$28,000 marketing funds to create a recycling program.

We signed a agreement with Hartsfield Jackson Internatnioal Airport for a \$12,000 sign sponsorship.

We signed a agreement with Verizon Wireless for \$44,000 per year for antenna services.

**Accomplishments**

Goundbreaking ceremony held for The Gateway Center @ College Pak on February 12, 2018 with over 200 people in attendance.

Upgraded, enhanced and added Integrated Security Cameras throughout the facility.

Completed walk-way from ATL Skytrain to front of GICC using Clayton County T-SPLOST funds.

Executed with Atlanta Hawks Leadership and City of College Park

Mercedes Miller, Cookie Smoak, and (2) GM from Marriott hotels in the Gateway center featured in “Chics In Charge” article from the “we are Clayton” magazine.

Mercedes Miller listed in Atlanta Business Chronicle as 100 Leaders in Atlanta Hospitality Industry.

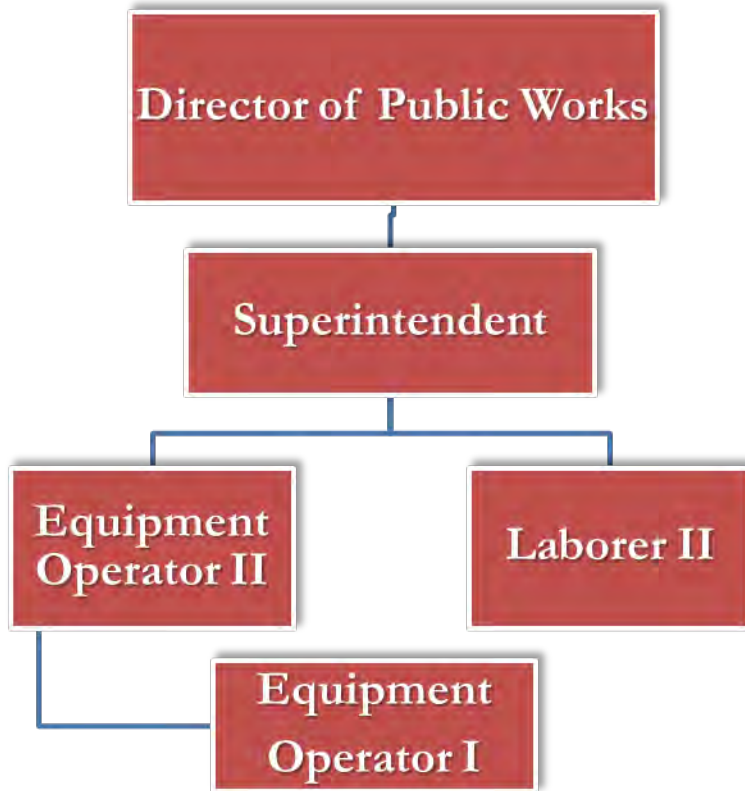
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Federal Aviation Administration</b>					
Revenues					
Leases & Other Rent	\$ 3,458,087	\$ 3,090,529	\$ 3,100,000	\$ 3,100,000	0%
Interest	3,467	52,189	600	600	0%
Operating Transfers In	-	-	-	-	0%
<b>Federal Aviation Administration Revenue Total</b>	<b>3,461,554</b>	<b>3,142,718</b>	<b>3,100,600</b>	<b>3,100,600</b>	<b>0%</b>
Expenditures					
Communications & Util.	689,825	628,202	711,470	686,456	-4%
Repair & Maintenance	141,516	145,130	146,699	138,306	-6%
Building Maintenance	34,528	46,404	86,128	70,000	-19%
Other Services & Charges	422,916	453,638	461,745	516,215	12%
Cost Of Sales	505,989	547,344	570,458	563,647	-1%
Operating Transfers Out	418,945	965,523	1,111,620	1,100,000	-1%
Capital Outlay	242,604	54,645	12,480	25,976	52%
Debt Service	273,692	46,182	-	-	0%
<b>Federal Aviation Administration Expenditure Total</b>	<b>2,730,015</b>	<b>2,887,068</b>	<b>3,100,600</b>	<b>3,100,600</b>	<b>0%</b>
<b>Federal Aviation Administration Net Revenues/(Expenditures)</b>	<b>\$ 772,537</b>	<b>\$ (201,470)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Amended Budget</u>	<u>2019 Council Adopted</u>	<u>% Change 2018 to 2019</u>
<b>Business Ind Develop Authority</b>					
Revenues					
Taxes	\$ 1,747,093	\$ 1,727,147	\$ 1,852,996	\$ 1,852,996	0%
Charges For Services	-	-	3,164,428	5,000,000	58%
Leases & Other Rent	989,834	1,066,949	818,427	818,427	0%
Other Income	2,307,204	1,598,972	1,000,000	-	0%
Interest	85,682	78	467	467	0%
Operating Transfers In	1,945,270	720,000	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Business Ind Develop Authority Revenue Total</b>	<b>7,075,083</b>	<b>5,113,146</b>	<b>6,836,318</b>	<b>7,671,890</b>	<b>12%</b>
Expenditures					
Repair & Maintenance	521,047	722,690	520,000	520,000	0%
Training & Education	48,781	75,788	58,950	58,950	0%
Other Services & Charges	125,449	250,258	163,500	363,500	55%
Materials & Supplies	10,953	418	15,100	15,100	0%
Cost of Sales	-	-	25,000	660,572	98%
Capital Outlay	-	-	-	-	0%
Debt Service	6,897,899	7,707,654	6,053,768	6,053,768	0%
<b>Business Ind Develop Authority Expenditure Total</b>	<b>7,604,129</b>	<b>8,756,808</b>	<b>6,836,318</b>	<b>7,671,890</b>	<b>12%</b>
<b>Business Ind Develop Authority Net Revenues/(Expenditures)</b>	<b>\$ (549,205)</b>	<b>\$ (3,663,821)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

# Storm Water Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>	<b>% Change 2018 to 2019</b>
<b>Storm Water Utility Fund</b>					
Charges for Services	\$ 1,032,353	\$ 878,636	\$ 980,380	\$ 985,141	0%
Other Income	-	-	-	-	0%
Interest	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Storm Water Utility Fund Revenue Total</b>	<b>1,032,353</b>	<b>878,636</b>	<b>980,380</b>	<b>985,141</b>	<b>0%</b>
<b>Expenditures</b>					
Personnel Services	91,970	121,827	171,189	170,166	-1%
Employee Benefits	43,009	58,522	59,438	60,110	1%
Communications & Util.	404	373	500	500	0%
Rental	1,500	1,390	1,800	1,800	0%
Repair & Maintenance	36,853	45,778	41,398	52,228	26%
Training & Education	2,280	325	1,700	800	-53%
Other Services & Charges	7,553	43,785	109,012	208,625	91%
Materials & Supplies	10,660	7,353	8,313	7,926	-5%
Operating Transfer Out	-	218,463	-	216,456	0%
Accounting Charges	50	86,937	-	-	0%
Capital Outlay	618,705	114,013	453,926	133,426	-71%
Debt Service	133,103	133,103	133,104	133,104	0%
<b>Storm Water Utility Fund Expenditure Total</b>	<b>946,087</b>	<b>831,869</b>	<b>980,380</b>	<b>985,141</b>	<b>0%</b>
<b>Storm Water Utility Fund Net Revenues/(Expenditures)</b>	<b>\$ 86,266</b>	<b>\$ 46,767</b>	<b>\$ -</b>	<b>\$ -</b>	

**Storm Water Utility Personnel**

<b>Full Time Positions:</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Amended Budget</b>	<b>2019 Council Adopted</b>
Superintendent	1	1	1	1
Compliance Officer	-	-	-	-
Equipment Operator II	1	1	1	1
Equipment Operator I	1	1	1	1
Laborer II	1	1	1	1
Laborer I	-	-	-	-
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Department of Public Works / Storm Water Utility Maintenance Division**

**Program Description:**

The Storm Water Utility Division provides a comprehensive maintenance program of scheduled and unscheduled, inspections, cleaning, repairing and replacing storm water structures such as catch basins, headwalls and drop inlets, corroded pipe segments, and herbicide spraying in right of ways and gutter lines to manage weed control. The program allows the city to stay in compliance with federal and state water quality regulations and city codes. Another essential activity performed in the storm water utility program is creek, channel, and detention pond inspection and maintenance.

**Trends:**

With the increase in the volume of rainfall in recent years a more aggressive inspection program has proven an affected best management practice. As a result we have exceeded this year's state mandated reporting requirements.

**Program Goals:**

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through drainage structure inspection and maintenance.

**Performance Measures**

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

<b>Storm Structures</b>	<b>(Inspected)</b>	<b>Estimated 18/19 (Maintained)</b>
Catch Basins	100%	100%
Ditches	100%	100%
Detention Ponds	6	6
Storm Drain Lines	1	1
Herbicide Spraying		738 gallons
Debris Removal		25,063 pounds

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**Performance Measures**

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

	<b>Actual 17/18</b>
Debris Removal	93.0 Tons
Herbicide Spraying	50 Gals.

**Program/Service Outcomes: (based on program objectives)**

		<b>Actual 17/18</b>
	Inspected)	(Maintained)
Catch Basins / Grates	100%	100%
Ditches	100%	100%
Detention Ponds	5	5
Storm Drain Lines	927.2 LF	2563.0 LF

**Prior Year Highlights:**

1. Maintain the Phase I MS4 permit issued by Georgia EPD.
2. Cleaned all assigned storm grates within (2) two day following rain event.
3. Clean and inspect 100% of catch basins and inlet grates city wide.
4. Installed (65) linear feet of storm sewer pipe on Adams Street
5. The rehabilitation of (220) linear feet of storm sewer on Lakeshore Drive.
6. Repair / replace (15) damage catch basins city wide.
7. Inspected (5) private detention ponds.
8. Installed (120) linear feet of storm sewer pipe for Brady Recreation Center

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**SCHEDULE 1  
Operating Indicators by Function  
Last Ten Calendar Years**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Function</b>										
<b>Police:</b>										
Physical arrests	3,264	3,559	2,850	4,645	4,694	3,850	3,862	4,000	4,095	3,731
Traffic violations	14,465	12,608	11,008	23,006	29,032	19,681	12,511	17,988	10,002	12,018
<b>Fire:</b>										
Number of fire calls answered	706	923	897	1,101	2,012	848	946	971	1,160	689
Number of rescue calls answered	2,903	3,062	4,016	3,959	2,012	4,812	4,938	5,385	5,547	5,568
Inspections	1,307	955	678	876	2,012	646	947	825	645	546
<b>Highways and streets</b>										
Streets resurfacing (miles)	2.4	1.0	0.1	1.5	0.9	1.4	1.3	1.2	0.9	1.4
<b>Sanitation</b>										
Refuse collected (tons/yr)	16,476	18,009	17,176	11,978	16,895	13,042	13,430	13,284	14,503	16,650
Recyclables collected (tons/yr)	6,953	7,264	6,928	6,110	1,438	591.31	569.95	595.00	533.00	594.12
<b>Water</b>										
New connections	52	13	8	7	5	7	4	8	6	13
Water main breaks	3	15	15	25	25	9	7	15	14	9
Daily average consumption in gallons	1.5	3.3	3.5	3	3	3.3	2.8	2.3	3.1	3.1
<b>Sewer</b>										
Sanitary sewers (miles)	72.6	73	74	74	74	74	74	74	74	74.25
Number of service connections	2,500	2,800	2,750	2,800	3,143	3,336	2,570	2,598	2,638	2,687
<b>Electric</b>										
Miles of power lines	135	135	135	150	152	152	152	152	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,130	8,060	8,000	7,699	7,639	7,613	7,657	7,755	7,720	7,149
Daily average consumption in MWH	759.8	738	825	825	764	764.2	776.9	778.2	749	705.2
<b>Convention Center</b>										
Number of meeting rooms	35	35	35	35	36	36	36	36	36	35
Occupancy	32%	31%	42%	37%	34%	34%	35%	34%	37%	64%
Meeting Rooms Square footage	56,000	40,000	54,600	54,600	75,000	53,602	56,000	53,602	53,602	72,000

Source: Various College Park City Departments

Note: Indicators not available for recreation, inspections, building and grounds, parks, redevelopment, golf course, and FAA functions.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2019 BUDGET

### SCHEDULE 2 CITY OF COLLEGE PARK, GEORGIA Capital Asset Statistics by Function Last Ten Fiscal Years

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Function										
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	47	46	65	65	48	54	54	65	65	39
Fire stations	2	2	2	2	2	2	2	2	2	2
Sanitation										
Collection Trucks	25	21	23	23	23	23	23	20	19	8
Highways and streets										
Streets (miles)	70.0	75	75.0	75.0	75.0	75.0	75.0	75.0	75.0	71.2
Streetlights	2,924	2,924	2,924	2,924	2,924	2,924	2,924	2,924	2,924	4,500
Traffic signals	32	37	37	37	37	37	37	37	37	25
Culture and recreation										
Parks acreage	279	279	279	279	279	279	279	279	279	279
Parks	7	7	9	9	9	5	5	5	5	5
Swimming pools	4	2	4	4	4	2	2	2	2	2
Tennis courts	10	10	10	10	10	10	10	10	10	10
Community centers	3	3	3	3	3	3	3	3	3	3
Water										
Water mains (miles)	77	94	94	94	94	94	94	94	94	99
Fire hydrants	950	900	950	950	1,000	956	956	956	956	957
Number of service connections	3,227	2,969	2,800	2,800	3,340	3,353	3,353	2,775	2,826	2,880
Daily average consumption in gallons (MGD)	3.5	3.2	3.3	3.3	3.0	3.0	3.0	3.0	3.1	3.1
Sewer										
Sanitary sewers (miles)	79.0	72.6	72.6	74.0	74.0	74.0	74.0	74.0	74.0	74.3
Number of service connections	2,596	2,500	2,800	2,800	3,143	3,143	3,143	2,598	2,638	2,880
Electric										
Miles of power lines	130	135	135	150	152	152	152	152	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,526	8,130	8,060	7,699	7,639	7,613	7,613	7,755	7,720	7,149
Daily average consumption in (MWH)	830.2	759.8	738.0	825.0	764.0	764.0	764.0	778.0	749.0	705.2
Convention Center										
Number of meeting rooms	35	35	24	24	36	36	36	36	36	35
Exhibit Hall square footage	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Occupancy	34%	32%	31%	28%	25%	25%	28%	37%	61%	64%

Source: Various College Park City Departments

Note: Indicators not available for inspections, building and grounds, parks, redevelopment, golf course, and FAA functions.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**SCHEDULE 3  
CITY OF COLLEGE PARK, GEORGIA  
Demographic and Economic Statistics Information  
Last Ten Fiscal Years**

<b>Fiscal Year</b>	<b>Population(1)</b>	<b>Personal Income (amounts in thousands)</b>	<b>Per Capita Personal Income (1)</b>	<b>Median Age (1)</b>	<b>Education Level in % completed High School (1)</b>	<b>School Enrollment (1)</b>	<b>Unemployment Rate (2)</b>
2008	20,382	295,080	14,371	27.4	77.1	7,292	6.90%
2009	19,969	334,161	16,734	31.5	78.7	8,939	9.40%
2010	13,292	345,106	16,907	30.4	77.1	5,835	10.50%
2011	19,299	353,751	18,330	31.1	81.2	3,695	15.80%
2012	14,649	297,292	19,708	30.7	85.4	4,124	9.60%
2013	14,649	281,656	19,227	31.7	77.1	3,749	9.40%
2014	14,621	250,399	17,126	30.8	83.0	3,949	8.30%
2015	14,019	242,711	17,313	30.9	78.3	3,963	10.10%
2016	14,601	260,657	17,752	31.0	78.6	3,800	7.80%
2017	15,035	293,814	19,542	32.1	76.9	2,611	9.40%

(1) Source: U.S.Census (available every tenth year)

(2) Source: Georgia Department of Labor

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**SCHEDULE 4  
Principal Employers  
Current Year and Ten Years Ago**

<u>Employer</u>	<u>2017</u>			<u>2008</u>			
	<u>Employees</u>	<u>Rank</u>	<u>Percentage</u>	<u>Employer</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage</u>
			<u>Employment</u>				<u>Employment</u>
Chick-Fil-A Inc.	1,599	1	24%	Federal Aviation Administration	1,400	1	26%
Federal Aviation Administration	1,300	2	19%	Eagle Group International	830	2	15%
Sysco Corporation	768	3	11%	Woodward Academy	660	3	12%
Southwest Airlines Co. (Clipper Drive)	664	4	10%	Sysco Corporation	656	4	12%
Woodward Academy	630	5	9%	John Weiland Homes	307	5	6%
Express Jet Airlines	532	6	8%	Atlantic Southeast Airlines Inc.	395	6	7%
Logisticare Solutions LLC	403	7	6%	Air Tran Airlines	390	7	7%
VXI Global	360	8	5%	Marriott Hotel	325	8	6%
Marriott Hotel #481	238	9	4%	Atlanta Coca-Cola Enterprise	250	9	5%
Marriott Hotel #11005	206	10	3%	Westin Atlanta Airport	225	10	4%
Total	<u>6,700</u>		<u>100.00%</u>		<u>5,438</u>		<u>100.00%</u>

Sources: College Park Business License Department

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET**

**SCHEDULE 5  
CITY OF COLLEGE PARK, GEORGIA  
Legal Debt Margin Information  
Last Ten Fiscal Years  
(amounts expressed in thousands)**

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Debt limit	\$ 105,213	\$ 120,845	\$ 129,298	\$ 158,381	\$ 151,466	\$ 133,715	\$ 151,996	\$ 217,714	\$ 221,291	\$ 219,307
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<u>\$ 105,213</u>	<u>\$ 120,845</u>	<u>\$ 129,298</u>	<u>\$ 158,381</u>	<u>\$ 151,466</u>	<u>\$ 133,715</u>	<u>\$ 151,996</u>	<u>\$ 217,714</u>	<u>\$ 221,291</u>	<u>\$ 219,307</u>
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Legal Debt**

Assessed value	\$ 1,104,823
Add back: exempt real property	1,088,243
Total assessed value	<u>2,193,066</u>
Debt limit (10% of total assessed value)	219,307
Debt applicable to limit	
General obligation bonds	-
Legal debt margin	<u>\$ 219,307</u>

Note: The Constitution of the State of Georgia provides that the City may not incur long-term obligations payable out of general property taxes in excess of ten (10) percent of the assessed value of all taxable property within the City.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**FINANCIAL PLANNING POLICIES**

**Balanced Budget**

The City of College Park will finance all current on-going expenditures with current recurring revenues. One-time revenue can be used to increase the unassigned fund balance or be used for one-time expenses without impacting service levels. The City of College Park makes every effort to avoid budgetary procedures that balance current expenditures through the obligation of future resources. Any year-end surplus should be directed to the unassigned fund balance and not be used to finance recurring expenses in the following fiscal year. All unencumbered operating budget appropriations lapse at year-end. Encumbered balances are carried over to the following fiscal period and paid from the reserve for encumbrances account. Should it be determined that actual revenues may be less than the adopted budget, the elected body will be notified immediately, procedures put in place to reduce expenditures and a plan implemented to cover the potential loss in revenues. The elected body will also be notified if a deviation from a balanced operating budget is planned.

All Operating Funds are adopted during the annual budget process. Total anticipated revenues and other funding sources available must equal total estimated expenditures for each fund. The legal level of budgetary control is the department level, with the Council being the only body authorized to make amendments to the budget. Revisions that alter the total expenditures of any department or fund must be approved by the Mayor and City Council. Budgets for the governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are legally adopted for the General Fund, each Special Revenue Fund and each Enterprise Fund. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

**Budget Policies**

Expenditures may not exceed the total budget for any department within a fund. Department heads and management personnel are directed to operate within budget limitations. Transfers between departments or funds or an increase in departmental appropriations or authorized positions shall require the approval of the elected body.

Enterprise Fund budgets will be self supporting. Rates charged within such Enterprise budgets will be examined annually to determine their self sufficiency. Every effort will be made to plan for long term price adjustments by suppliers of goods and services to the Enterprise funds.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2019 BUDGET

The City of College Park will maintain a budgetary control system and will prepare on a monthly basis a summary report comparing actual revenues, expenditures and encumbrances with budgeted amounts.

The City of College Park will comply with all state laws applicable to budget hearings, public notices, public inspections, and budget adoption.

### **LONG-RANGE PLANNING**

#### **Capital Improvements**

The operating budget will provide for adequate maintenance of capital equipment and facilities. Capital improvements should be financed from current revenues, but may be financed by debt instruments that provide for a pay back period that does not exceed the life of the improvement. Once the City has borrowed for such improvements, debt service becomes a current expense to be covered by recurring revenue.

A five year Capital Improvement Plan for Capital Outlay expenditures greater than \$5,000 will be submitted by each department during the budget process. A five year Capital Improvement Program that determines the cash needs for Capital Projects will be submitted to the Planning Commission and the elected body for approval to determine cash future cash needs. Once the five year Capital Improvement Program is adopted by the elected body, every effort will be made to budget for capital expenditures within the outlined program. Modifications to the Capital Improvement Program will be submitted to the elected body on an annual basis.

The City will seek public and private grants, and other sources of revenue to fund projects included in the Capital Improvement Program.

#### **Cash Management Policy**

Funds for day to day operations, payroll, accounts payable and other immediate cash needs are maintained in Depository accounts. Holding accounts are maintained for investments not needed on an immediate basis. Maturity scheduling is timed according to anticipated needs. Maturity limitations depend on whether the funds being invested are considered short or long term funds.

#### **Cash and Cash Equivalents**

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. The City of College Park considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2019 BUDGET

### **Deposits and Investments**

State statutes authorize the City to invest in obligations of the U.S. Government and agencies of corporations of the U.S. Government; obligations of any state; obligations of any political subdivision of any state; certificates of deposit or time deposits of any national state bank or savings and loan which have deposits insured by the FDIC or FSLIC; prime bankers acceptances; repurchase agreements; and the Local Government Investment Pool of the State of Georgia ("Georgia Fund 1"). Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair values.

### **Short-Term Interfund Receivables/Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances." Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources. More information on City Financial Policies is in Investment and Portfolio Policies Section II.

### **ASSET INVENTORY**

On an annual basis all major capital assets are inventoried and the condition of the asset is assessed. Inventory is valued at cost, using the first-in, first-out method. The cost of governmental fund type inventory is recorded as an expenditure when consumed rather than when purchased. Prepaid items are accounted for using the consumption method. A prepaid item is recognized when cash expenditure is made for goods or services that were purchased for consumption, but not consumed as of June 30. Capital Asset schedules are prepared for the Comprehensive Annual Financial Report with the disposition of acquired or disposed of assets noted along with depreciation schedules for major capital items. The City of College Park undertakes and maintains an on-going viable Capital Outlay Program yearly because these costs in total are usually the heaviest in any budget document and the ongoing financial commitment is required to maximize the public's benefit. Proper scheduling of Capital Outlay, as well as levelized appropriation (i.e., an equal dollar allocation each fiscal year), prevents excessive costs in any one budget year. Capital Outlay appropriations help to maintain the current level of service, updates equipment/service standards and needs, and increases productivity in the work assignment areas.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2019 BUDGET

service, updates equipment/service standards and needs, and increases productivity in the work assignment areas.

### **REVENUE POLICIES**

#### **Revenue Diversification**

The City of College Park has a wide variety of revenue streams that fund City General and other operations. The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Property taxes currently comprise approximately one third of General fund revenues. Other Taxes, Grants and contributions make up about half of General Fund Revenues. Charges for services are roughly fifteen per cent of General Fund Revenues and Interest Income accounts for another one to two percent of General Fund Revenues. Other City tax revenues include Car Rental, Hotel-Motel, Sales, Franchise, Insurance Premiums, Alcohol, Mixed Drink, and Real Estate Transfer. The diversity of revenue streams enables the City of College Park to not be overly financially dependent on any one source of revenue. If a downturn is experienced in one area, contingency plans will be implemented to reduce revenues and increase transfers from permissible funding sources until funding levels have stabilized.

The City of College Park has two major governmental funds other than the General: Hospitality and the Car Rental Fund. The Hospitality Fund is a special revenue fund that receives income from the levy of a special district tax as well as a percentage of gross rentals of all hotels operating within the City. Funds are used to pay the debt service on the convention center owned and operated by the City, as well as a portion being dedicated to general governmental administration and services.

The Car Rental Fund is a special revenue fund that is used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in the City. The proceeds of this tax are restricted for construction of convention centers, public safety and recreation facilities.

The City of College Park has five major enterprise funds: the Electric, Water and Sewer, Convention Center, FAA Project, and the Redevelopment Authority Fund. The Water and Sewer Fund is established for the furnishing of environmentally sound water and sewer services to the City residents and businesses. The Convention Center Fund is for the operations of the Georgia International Convention Center (GICC). The FAA Project Fund accounts for the lease of office buildings to the General Services Administration of the federal government and used for the FAA regional headquarters. This fund also accounts for the operating activities of these buildings as well. The Redevelopment Authority Fund accounts for the administrative activities of the College Park Business and Industrial Development Authority as well as property acquisitions and sales for the purpose of redeveloping land within the City.

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2019 BUDGET

Two non-major governmental funds exist for the City of College Park: special revenue and capital projects funds. The special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes. The capital projects funds account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

### **Fees and Charges**

Inspection, Recreation, Police Fees and Charges are implemented to help offset the burden to the General Fund for services provided. Building Inspection Fees and Permits have been gradually increased in recent years in order to bring the City more up-to-date with neighboring jurisdictions fees and permit charges. Recreation fees are collected to help offset staff and operating expenses. Other fees are charged as permissible by state statute to cover copy and employee expenses. Enterprise Fund Fees and Charges are designed such that each fund is to be wholly self sufficient and require no transfers from the General fund for normal operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services provided. The City also recognizes as revenues the portion of tap fees intended to recover the cost of connecting new customers to the system.

### **Use of One-time and Unpredictable Revenues**

Revenues that are unique to a particular year and considered one-time are not used for ongoing expenditures. Rather, the income is restored to the General and other Enterprise Fund balances to cover any potential future revenue shortfalls. Only major revenue sources that are steady in nature and non-fluctuating are used for budgetary purposes.

## **EXPENDITURE POLICIES**

### **Debt Capacity, Issuance, and Management**

Currently in the General Fund Budget there are no General Obligation Bonds outstanding, however, there are debt service payment on capital lease purchases.

All of the long-term obligations of the City are in the form of Intergovernmental Contract backed Revenue Bonds issued by BIDA. In general, Revenue Bonds are repaid from the revenues paid by users of the service for which the bonds were issued to finance (such as water and sewer revenue bonds), as opposed to General Obligation Bonds, which are tax supported. The outstanding BIDA Revenue Bonds are backed by Intergovernmental Contracts between BIDA and the City pursuant to which the full, faith, and credit of the City and its property taxing authority are pledged to make the contract payments in amounts sufficient to pay the principal and interest of such bonds. The City has historically utilized various excise taxes and sources other than property taxed to make such contract payments.

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Bond issues should, generally, be scheduled to level annual debt service requirements so that cash flow requirements are generally level and borrowing costs are minimized. The City will constantly seek to maintain and improve its municipal bond ratings issued by the appropriate nationally recognized rating agencies in New York City. With each bond offering and annually as required, the City will disclose its financial position and fiscal management policies to such rating agencies and the applicable municipal bond insurance companies.

**CITY OF COLLEGE PARK, GEORGIA  
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A summary of the City’s bond ratings for outstanding long-term obligations is as follows:

	<u>BOND RATING</u>	
	Standard &Poor’s	Moody’s
Economic Development Series 2008	AA	Aa3
Economic Development Series 2008A	AA	Aa3
Economic Development Series 2014	AA-	Aa3
Public Safety Series 2013	AA-	Aa3
GICC Series 2013	AA-	Aa3
GICC Series 2005 (refunded 2000:2011-2026 maturities)	AA-	Aa3
GICC Series 2006 (Hotel Project)	AA	Aa3

AAA-Extremely strong capacity to meet financial commitments. AA-/Aa3-Best ability to repay short-term debt. BBB-Adequate capacity to meet its financial commitments. Baa2-High ability or acceptable ability to repay short-term debt. Insured, reflecting the triple rating. Ratings prior to insurance for all GICC issues and Public Safety Series 2004 were S&P A+, Moody’s A2. GICC Series 2005 included a negative outlook that was removed with the GICC Series 2006 issuance.

**Fund Balance**

The Mayor and Council recognize that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City of College Park (the City) and is fiscally advantageous for both the City and the taxpayer. This policy establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by the City and the management of fund balance levels and is applicable only to the General Fund. Fund balance is a measurement of available financial resources defined as the difference between total assets and total liabilities in each fund.



**CITY OF COLLEGE PARK, GEORGIA  
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**GASB STATEMENT NO. 54 FUND BALANCE POLICY**

**Purpose**

The Mayor and Council recognize that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City of College Park (the City) and is fiscally advantageous for both the City and the taxpayer. This policy establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by the City and the management of fund balance levels and is applicable only to the General Fund of the City.

Fund balance is a measurement of available financial resources defined as the difference between total assets and total liabilities in each fund.

The Governmental Accounting Standards (GASB) Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

1. Non spendable Fund Balance – Fund balance reported as “non spendable” represents fund balance associated with inventory, prepaid items, long-term amounts of loans and notes receivable, property held for resale (however, if the use of the proceeds from the collection of receivables or sale of the property is restricted, committed, or assigned, then the receivables or property should be reported in those categories), and corpus of a permanent fund (legally/contractually required to be maintained).
2. Restricted Fund Balance – Fund balance reported as “restricted” represents amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions and covenants and SPLOST referendums, E911, and Hotel/Motel Tax Fund).
3. Committed Fund Balance – Fund balance reported as “committed” includes amounts that can be used only for the specific purposes determined by a formal action of the Mayor and Council. The Mayor and Council as the highest level of decision making authority will have the sole authority to commit fund balance. Constraints can be removed or changed only by the Mayor and Council. Actions to constrain resources should occur prior to the end of the City of College Parks fiscal year, though the exact amount may be determined subsequently.

CITY OF COLLEGE PARK, GEORGIA  
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1. Assigned Fund Balance – Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. The intent is expressed either by the Mayor and Council or a high level body (budget or finance committee) or individual authorized by the Mayor and Council (i.e., City Manager or Finance Director). Assigned fund balance also includes residual fund balance amounts in the special revenue funds, capital projects funds, and debt service funds. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The Mayor and Council will have the authority under this policy to assign funds for a particular purpose.
  
2. Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications. The Mayor and Council will strive to maintain an unassigned fund balance in the General Fund of between 30%-60% based upon annual budgeted expenditures. The balance may be drawn down in the event of an unexpected decrease in the property tax digest or a reduction to state funding.

Unassigned fund balance is reported only in the General Fund except in cases of negative fund balances in other governmental funds. If expenditures incurred exceed the amounts that have been restricted, committed, and assigned to a specific purpose and results in a negative residual amount for that specific purpose, amounts assigned to other purposes in that governmental fund are reduced to eliminate the deficit.

When an expenditure is incurred that would qualify as an expenditure of either Restricted or Unrestricted fund balance those expenditures will first be applied to the Restricted Fund Balance category. When expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, Unassigned), those expenditures will be applied in the order of Assigned first, then unassigned, and then Committed.

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**Budget Meeting Information**

Pursuant to Georgia Code, Section 36-81-5(e), the local government shall publish in a newspaper of general circulation in the local unit a statement advising the residents of the availability of the budget and also give notice of the time and place of the budget meeting (public hearing). The notice may be a displayed advertisement or news article, not displayed in the legal notices section of the paper, and shall be published at least one (1) week before the budget hearing. Said notice and statement appeared in the South Fulton Neighbor on May 1, 2018 properly advising the residents that the College Park Fiscal Year 2018-2019 Budget Public Hearing would be held on Monday, May 21, 2018 at 7:30 p.m. and June 4, 2017 at 7:30 p.m.

Further, in accordance with Section 36-81-5(f) at least one week prior to the adoption of the budget the governing authority (Mayor and City Council) shall conduct a public hearing at which time any persons wishing to be heard on the budget may appear. Again, said public hearing was held Monday, May 21, 2018 and another public hearing for final was held Monday, June 4, 2018 at 7:30 p.m. Per Section 36-81-6, on a date after the conclusion of the hearing the governing authority shall adopt a budget at a public meeting making appropriations for the fiscal year. This public meeting was held June 5, 2017. Georgia law requires each municipality to operate under an annual balanced budget; and, a municipality may amend its budget during the fiscal year to adapt to changing governmental needs.

Budget workshop sessions were held on March 28, 2018 and April 10, 11, 18, 24 and 25 to review each departmental budget; specifically personnel, capital outlay, and any significant proposed expenditure on a departmental expense or contractual service. The updated Five Year Capital Improvement Plan was distributed to Council along with the Fiscal Year 2018-2019 Budget Worksheet Report for the first Public Hearing held May 21, 2018. Mayor and Council adopted the Fiscal Year 2018-2019 Operating Budget and Capital Improvement Budget at the June 4, 2018 Mayor and Council Meeting. The Five Year Capital Improvement Plan will be adopted by the Mayor and Council at the September 22, 2018 Mayor and Council Meeting.

**CITY OF COLLEGE PARK, GEORGIA  
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**Budget Calendar**

**July 2, 2018**

Fiscal Year 2018-19 begins.

**May 21, 2018**

Public Hearings on FY2018-19 Proposed Budget.

**January 19, 2018**

Distribution of the FY2018-19 Budget.

**June 4, 2018**

Mayor and Council Adoption of FY2018-19 Budget.

**January 23, 2018**

Director of Finance and Accounting  
Mid-Year Review and Presentation to  
Mayor and Council for FY2018-19.

**June 18, 2018**

City Manager's presentation of the Five Year  
Capital Improvement Plan.

**February 5, 2018**

Departments forward completed budget  
Submissions to the Finance and Accounting  
Department for review.

**June 18, 2018**

Adoption of the Five Year Capital Improvement  
Plan by the Mayor and Council.

**CITY OF COLLEGE PARK, GEORGIA  
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**February 12, 2018 –March 12, 2018**

City Manager and Director of Finance and Accounting meet with Department Heads on budget requests for FY2018-19.

**July 2, 2018**

Distribution of the FY2017-18 Adopted Budget.

**March 26, 2018-April 13, 2018**

City Manager's and Department Heads conduct Budget workshop sessions with the Mayor and Council on preliminary FY2018-19 budgets. City obtains feedback from the general public and employees.

**July 2, 2018**

Fiscal Year 2018-19 begins.

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CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Defining Terms**

**Glossary**

**A**

**Accrual Basis:** The basis of an accounting under which transactions are recognized when they occur, regardless of when related cash is actually received or spent.

**Adopted Budget:** Appropriation of funds approved by the governing body at the beginning of each fiscal year.

**Ad Valorem Tax:** Tax levied on the assessed value of real and personal property.

**Amended Budget:** The original adopted budget plus any amendments passed as of a certain date.

**Appraised Value:** The anticipated fair market value of property.

**Appropriation:** A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

**Assessed Value:** The value placed on property as a basis for levying taxes. Fulton County assesses real and personal property at forty percent (40%) of the appraised fair market value in accordance with Georgia Law.

**B**

**Balanced Budget:** Revenues equal expenses.

**BIDA:** Business Industry Development Authority created to attract development, industry and employment opportunities.

**Bond:** A Certificate of debt issued by a government to finance a capital expenditure or other liability, in which payment of the original investment plus interest is guaranteed by a specified future date.

**Bond Rating:** A system of appraising and rating the investment value of individual bond issues.

**Budget:** A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.



# CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2019 BUDGET

**Budget Amendment:** The increase, decrease, or transfer of appropriations requiring the approval of the governing body.

**Budget Calendar:** The schedule of key dates which the city follows in the preparation, adoption, and administration of the budget.

**Budget Message:** A general discussion of the proposed budget, presented in writing as part of the budget document. The message explains current budget issues compared to recent financial history and presents recommendations made by the governing body and City Manager.

## Defining Terms

### Glossary

**Budget Resolution or Ordinance:** The official enactment by the Board of Commissioners authorizing the appropriation of revenues for specified purposes, functions, or activities during the fiscal year.

### C

**CAFR:** Comprehensive Annual Financial Report- a report compiled annually which provides detailed information on an organization's financial status.

**Capital Assets:** See Fixed Assets.

**Capital Budget:** A financial plan of proposed capital expenditures and the means of financing them.

**Capital Expenditures:** Expenses or expenditures for non-consumable items or projects that have a useful life of one year or more and a unit cost of \$5,000 or more.

**Capital Improvement Program (CIP):** A multi-year plan used to identify new and/or additional capital items or projects. The CIP threshold is \$5,000 or more per unit cost.

**Capital Outlay:** Expenditures for the acquisition of capital assets.

CITY OF COLLEGE PARK, GEORGIA  
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**Capital Projects Fund:** Accounts for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

**Car Rental Fund:** A special revenue fund used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in College Park, Georgia.

**Cash Reserves:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation or subsequent spending.

**CDBG:** Community Development Block Grant

**Communications (E911) Fund:** This fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community.

**Comprehensive Plan:** A long-term plan to control and direct the use and development of property in the city. It is also used to make strategic decisions regarding water and sewage lines, infrastructure, and roads.

**Confiscated Drug Funds:** This fund records the proceeds from confiscated drug funds and expenditures of those funds on Police-related operations, supplies and/or capital items.

**Defining Terms**

**Glossary**

**CONRAC:** Consolidated Car Rental Facility.

**Contingency:** Funds set aside to be used on an as needed basis for either a specific purpose or unexpected emergencies.

**Convention Center Fund:** Accounts for the operations of the Georgia International Convention Center.

CITY OF COLLEGE PARK, GEORGIA  
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**D**

**Debt Limit:** The maximum amount of debt that can be legally incurred.

**Debt Service:** Costs associated with the interest, principal, or other expense payments related to bond issues or capital leases.

**Disbursement:** Funds paid out for goods or services received which results in a decrease in net financial resources; also referred to as an expenditure or expense.

**E**

**Encumbrance:** Funds that have been committed for disbursement for a specific purpose.

**Enterprise Funds:** Proprietary Funds used to account for operations that are financed/operated in a manner similar to private business enterprises where the intent of the governing body is to finance/recover the costs of providing certain goods or services to the general public primarily through user charges.

**Expenditures:** Decreases in net financial resources. Expenditures include current operating expenses requiring use of the net current assets, debt service, or capital outlays.

**Expenses:** Outflows or obligations of assets from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

**F**

**FAA:** Federal Aviation Administration-an agency charged with regulating air commerce to foster aviation safety, promoting civil aviation and a national system of airports, achieving uses of navigable airspace, and developing and operating a common system of air traffic control and air navigation for both civilian and military aircrafts.

**Fines & Forfeitures:** Revenue received from bond forfeitures and authorized fines such as library and parking violation fines.

CITY OF COLLEGE PARK, GEORGIA  
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**General Fund:** A fund used to account for financial resources and liabilities except those which are required to be accounted for in another fund.

**General Property Tax:** A category of county revenue from taxes levied on property located in or owned by the residents and business of Fulton County. This includes taxes on real and personal property, motor vehicles, mobile homes, intangibles, timber sales, and railroad equipment.

**GICC:** Georgia International Convention Center.

**GICC Special District Fund:** This fund is set up to pay the bond interest and principal expenses for the Gateway Development and the Global Gateway Connector infrastructure through a transfer to the GICC Fund.

**Goal:** A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

**Defining Terms**

**Glossary**

**Governmental Fund:** A fund category used to account for a government's governmental-type activities. This category includes four fund types: general fund, special revenue fund, debt service fund, and capital projects fund.

**Grant:** A contribution of assets from one organization to another to support a particular function or purpose.

**H**

**Homestead Exemption:** A tax relief whereby state law permits local governments to exempt a fixed dollar amount of the appraised value of the qualifying residential.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2019 BUDGET

**Hospitality Fund:** This fund is setup to collect Hotel/Motel and Special District Taxes.

**I**

**Infrastructure:** The basic facilities, equipment, and installations needed for the functioning of a system or organization (e.g., roads, bridges, water/sewer lines, public buildings).

**Interest Income:** Revenue generated from city investments.

**J**

**L**

**Licenses & Permits:** Fees collected for the issuance of licenses and permits such as business licenses and sign permits.

**M**

**MEAG:** Municipal Electrical Authority of Georgia

**Millage Rate:** The property tax rate which is set by the governing body.

**Miscellaneous Revenue:** All revenue received, not otherwise classified into another line item, such as interest, concessions, and rental of property/equipment.

**Modified Accrual Basis:** The basis of accounting under which transactions are recognized when they become both measurable and available.

**N**

**O**

**Objective:** A defined method to accomplish an established goal.

CITY OF COLLEGE PARK, GEORGIA  
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**Defining Terms**

**Glossary**

**Occupation Tax:** Taxes levied on occupations, businesses, trades, and professions.

**Operating Budget:** Plans of current expenditures and the proposed means to finance them. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, supplies, training, utilities, fuel, various services, repair and maintenance, rentals and leases, and capital outlay.

**Operating Expenses:** Costs associated with the non-capitalized materials and services required in the daily operation of service delivery such as office supplies, maintenance supplies, professional services, and rental fees.

**P**

**Penalties & Interest:** Fees collected for violations or delinquent payments.

**Personal Services:** Costs associated with wages, salaries, retirement and other fringe benefits for City of College Park employees.

**Power Fund:** The City owns and operates an electrical distribution system serving its corporate limits.

**Proprietary Fund:** A fund category used to account for the business type activities within a government. This category includes two fund types: enterprise fund and internal service fund.

**R**

**Real Property:** Immobile property such as land, natural resources (above and below the ground) and fixed improvements to land.

**Reserves:** Monies set aside and restricted for a specific purpose. Any unspent reserves revert back to the appropriate Fund Balance at year end.

CITY OF COLLEGE PARK, GEORGIA  
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**Revenue:** Income which represents an increase in governmental fund type net current assets.

**Revenue Bond:** A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.

**S**

**Sanitation Fund:** Established for providing solid waste collection services for the citizens of College Park.

**SSES:** Sanitary Sewer Evaluation System.

**Defining Terms**

**Glossary**

**SOP:** Standard Operating Procedures.

**Special District Tax:** Tax collections from hotels operating in the legally defined Special District.

**Special Revenue:** A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specific purpose.

**SPLOST:** Special Purpose Local Option Sales Tax-a sales tax imposed in the county for a predetermined period to be used for a specific purpose.

**State Drug Fund:** This fund reports the Grant Income from the Department of Justice Grant for Tri-City Narcotics and the expenditure of those funds.

**Storm Water Utility Fund:** This program allows the City to collect a monthly fee from residential and commercial utility customers for the amount impervious surface that allows storm water run-off from their property to convey into the City's storm sewer system.

CITY OF COLLEGE PARK, GEORGIA  
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**T**

**Tax Digest:** A listing of all property owners within the city, their property's assessed value, and amount of taxes due.

**Tax Rate Limit:** The maximum legal rate at which a locality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

**U**

**V**

**W**

**Y**

**Z**