

City of College Park, Georgia
Annual Financial Report
for Fiscal Year Ending
June 30, 2018





City of College Park, Georgia

Mayor and Council



Mayor Jack P. Longino



Councilman Ambrose Clay - Ward I



Councilman Joe Carn - 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, 2018

Terrence Moore, ICMA-CM

City Manager

Michael Forsythe, CPA

Interim Director of Finance and Accounting

Rodrique 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.



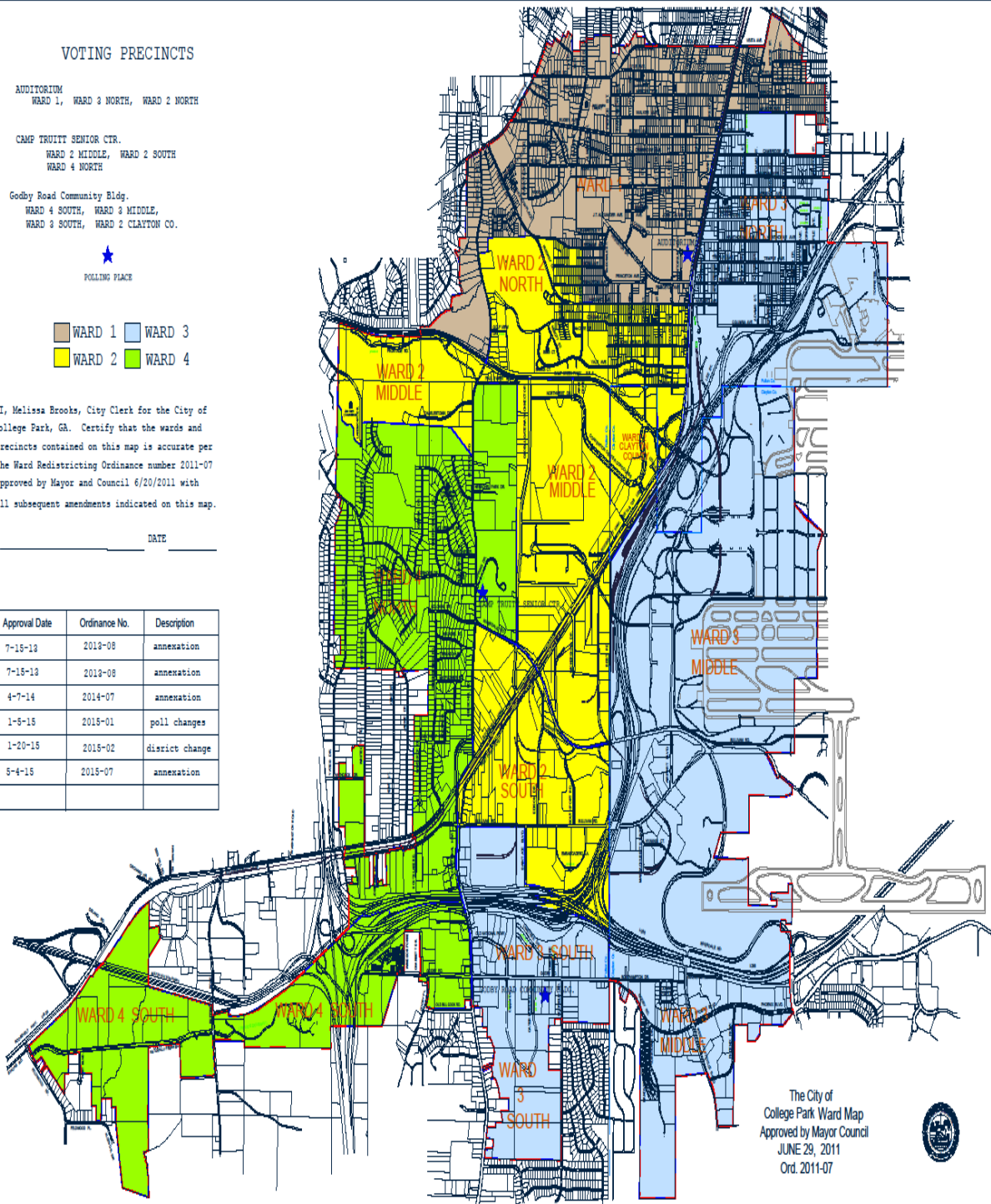
POLLING PLACE

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 6/20/2011 with all subsequent amendments indicated on this map.

DATE _____

Approval Date	Ordinance No.	Description
7-15-12	2012-08	annexation
7-15-13	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

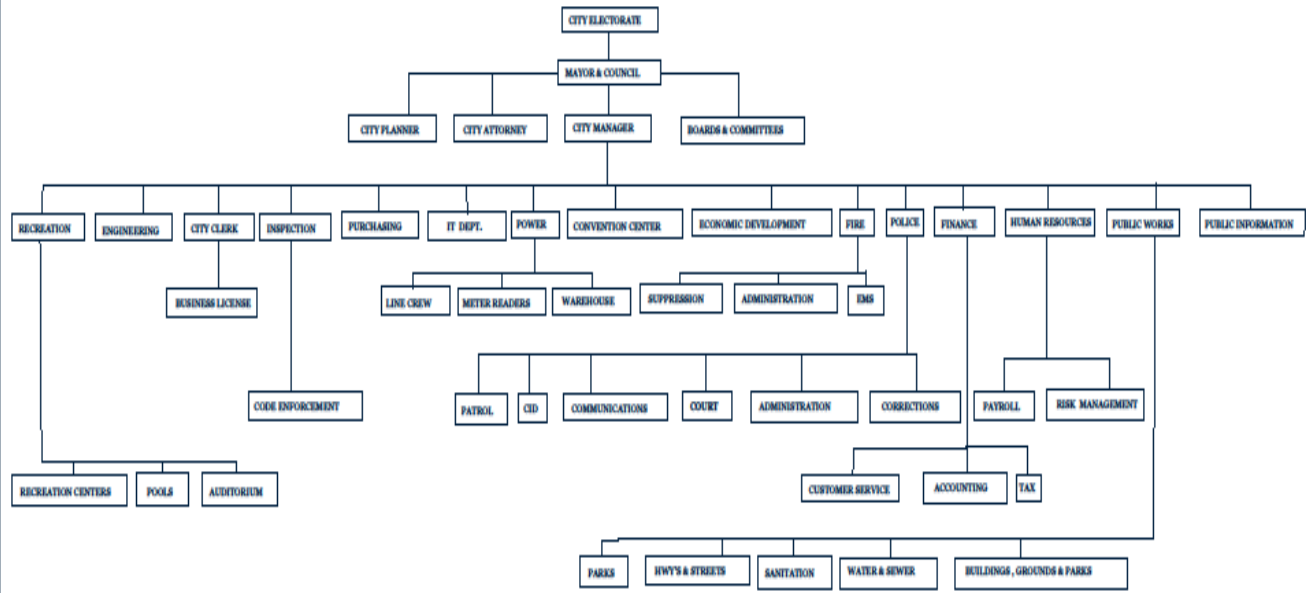
**City of College Park
Georgia**

For the Fiscal Year Beginning

July 1, 2016

Executive Director

City of College Park Organization Chart



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SECTION: JUST THE FACTS

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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

	Land Area	Climate	Topography
Square Miles	10.51 Sq/Miles		
Average Annual Temperature		64 Degrees	
Average Annual Rainfall		4.18 Inches	
Elevation			1,050 Feet

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

All About College Park, Georgia

Just the Facts

Demographics

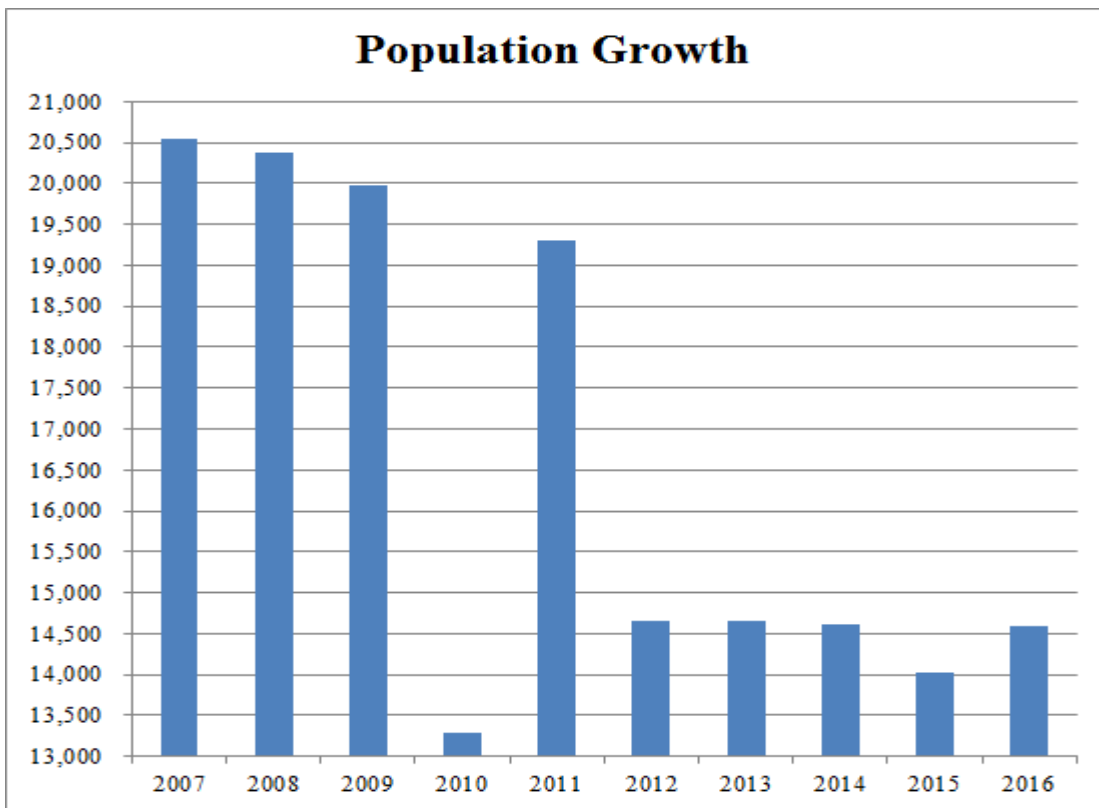
Age, Race & Gender Composition	
Non-Hispanic Black	79%
Non-Hispanic White	12%
Hispanic	7%
Native American	1%
Asian	1%
Male	47%
Female	53%
Age 18 & Under	30.2%
Age 19 - 24	14%
Age 25 - 44	35.7%
Age 45 - 64	14.9%
Age 65 +	4.8%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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 2018 BUDGET

All About College Park, Georgia

Just the Facts

Economy

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

Top Ten Employers in College Park, Georgia	
Company	Employees
#1 Federal Aviation Administration	1,250
#2 Chick-Fil-A Incl.	1,000
#3 Atlanta Southeastern	966
#4 Sysco Corporation	700
#5 Woodward Academy	600
#6 Atlanta Coca Cola Enterprises	325
#7 Southwest Airlines	314
#8 Marriott Hotel	240
#9 Interstate Atlanta Aiport, LLC dba Westin Atl Airport	220
#10 Sheraton Gateway Atlanta Airport	140

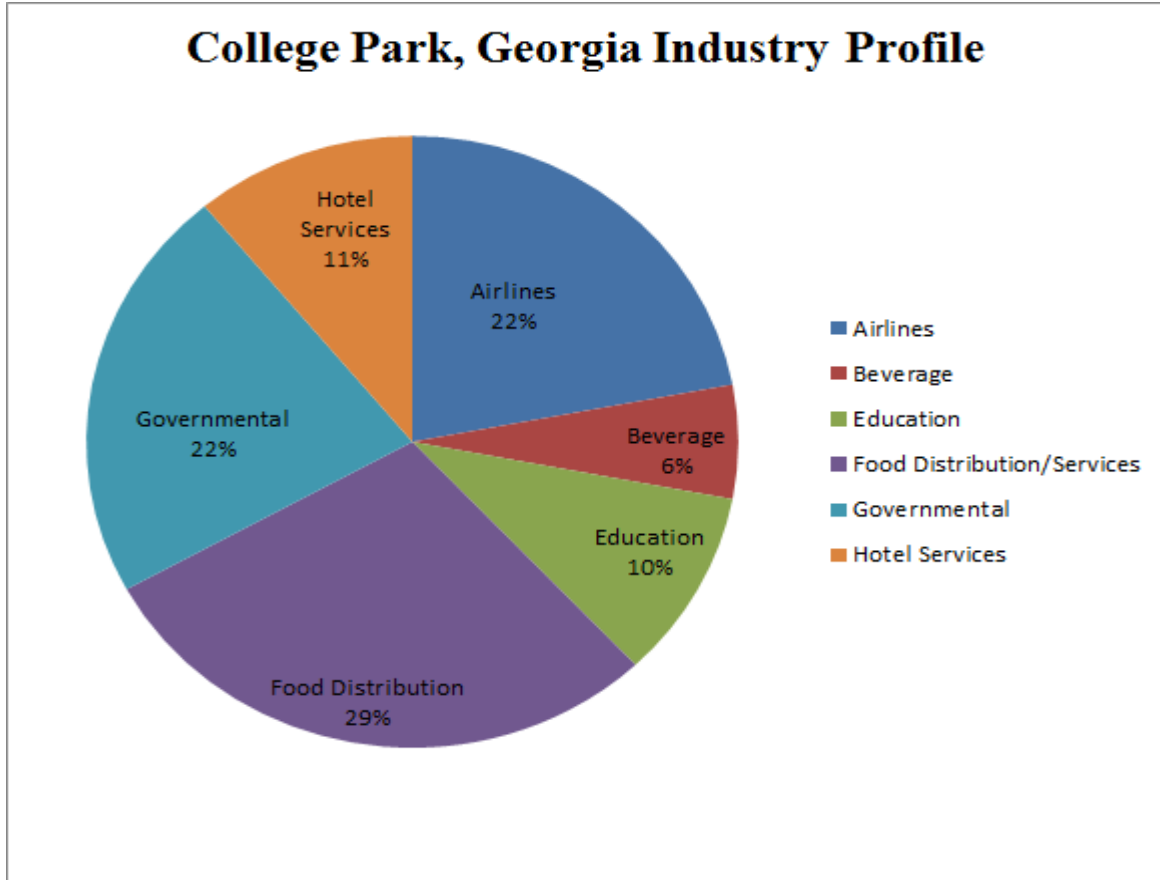
College Park has over 1,300 licensed businesses.

Unemployment within College Park is above the state and national rates.	
2016	
U.S.....	5.3%
Georgia.....	5.2%
CollegePark.....	7.8%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

All About College Park, Georgia

Just the Facts



Housing Statistics 2016

Number of Housing Units-----	8,449
Single Family Housing Units-----	28%
Multi-Family Housing Units-----	71%
Mobile Housing Units-----	1%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

All About College Park, Georgia

Just the Facts

Service Statistics:

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

Public Safety 2016	
Fire Protection	Police Protection
Fire Stations.....2	
Sworn Employees.....70	Sworn Employees...103
Civilian Employees....3	Civilian Employees...38

Highways and Streets	
Miles of Road Maintained.....	75
Traffic Signals.....	37

The City owns and operates a water distribution system.

Water and Sewer 2016 Statistics	
Customer Accounts Served.....	3,419
Miles of Water Lines.....	95
Fire Hydrants.....	956
Water Storage Capacity (Gallons).....	1.25 million

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

All About College Park, Georgia

Just the Facts

The City owns and operates a retail electric distribution system.

Electric System 2016 Statistics

Electric Customers-----	7,720
Average Consumption-----	749 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 2018 BUDGET

All About College Park, Georgia

Just the Facts

Parks, Recreation & Cultural Affairs	
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 2018 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 2018 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, call City of College Park 404-767-1537.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: BUDGET MESSAGE

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



July 31, 2017

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.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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 FY2017-2018 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 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, 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. Major actions taken over the past fiscal years were:

1. The Adopted Budget for FY 2015-16 follows the yearly trend of efficient and effective fiscal responsibility by lowering the overall budget by \$6,092,177 from the previous year amended budget. This objective was accomplished by:
 - a. Reducing personnel cost through attrition
 - b. A modest reduction in the city pension contribution
 - c. Debt service savings through bond refinancing
 - d. Reductions in capital outlay expenditures
 - e. Reductions in operating expenses

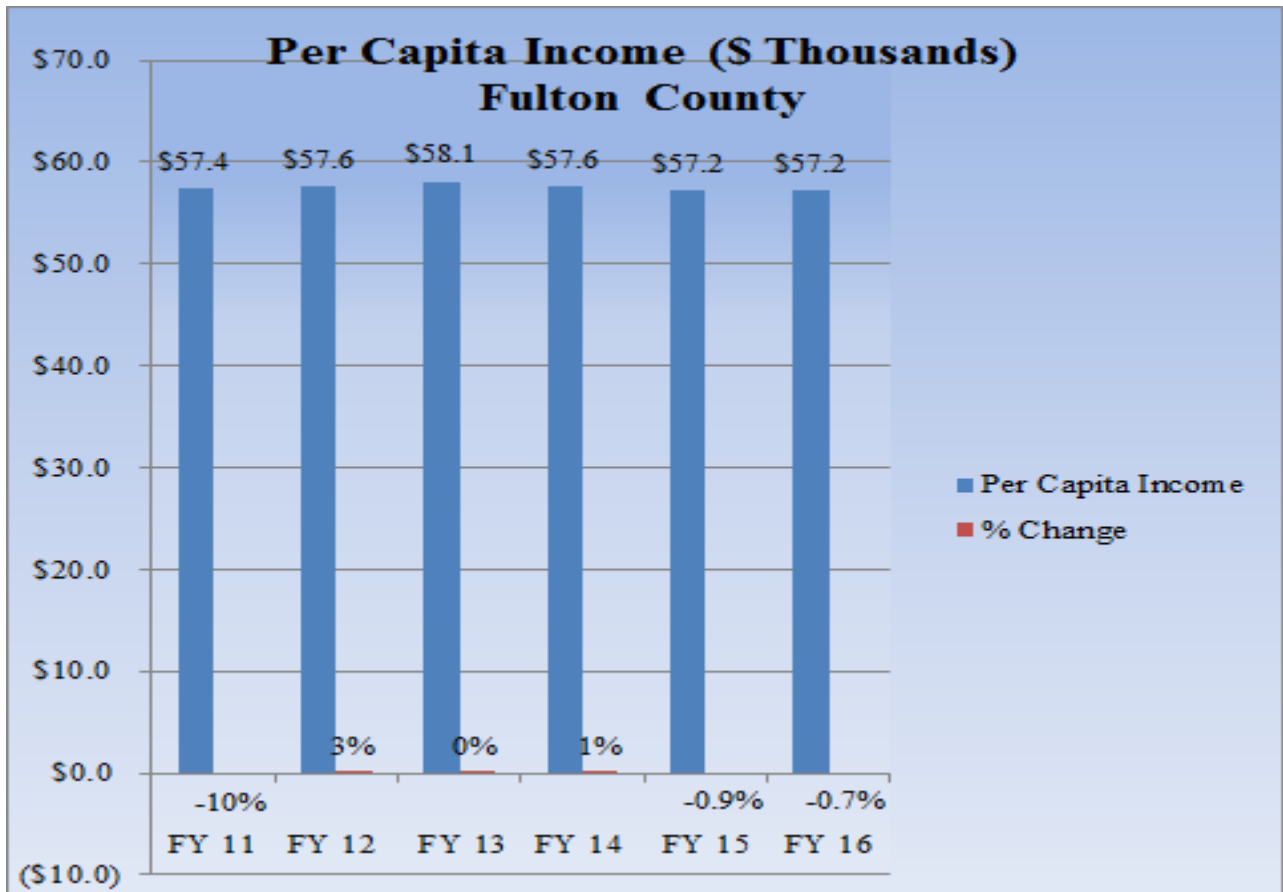
2. Once again management has been successful in lowering cost in the FY 2016-17 budgets. The total budgeted cost was reduced from the previous year's amended budget by \$4,718,456. This objective was accomplished by:

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

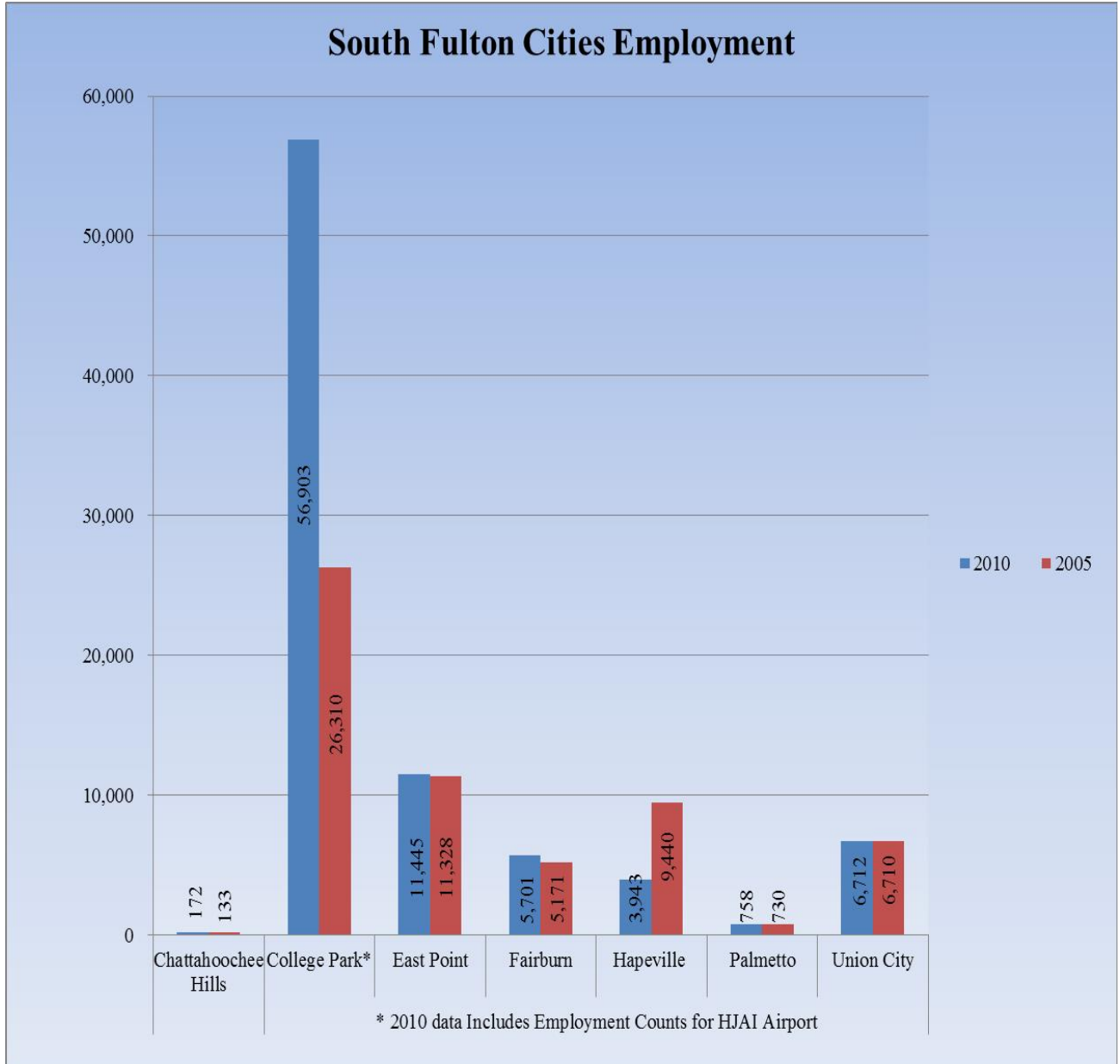
- a. Reductions in operating expenses
- b. Reductions in capital outlay expenses

Economic Climate

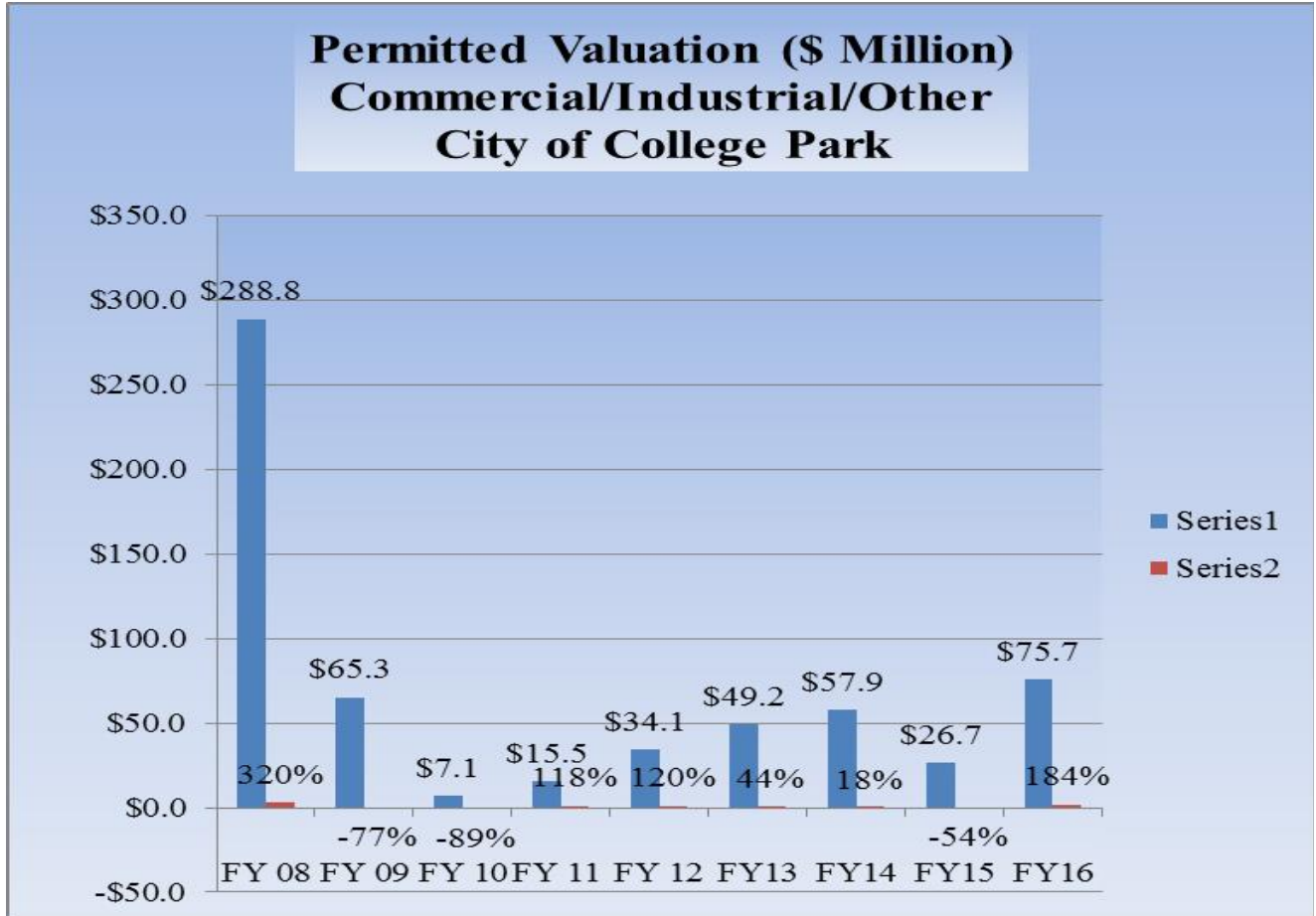
The local economy is expected to continue its modest growth mode as the new fiscal year unfolds. The two primary economic variables are construction investment and personnel income growth. Both variables are expected to continue modest gains, as job growth turns slightly positive. Employment information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



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



Summary of the FY 2017-2018 Budget

The proposed expenditure budget for FY 2017-2018 is \$112,673,878. This represents a 2.4% increase and \$2,707,369 more than the amended FY 2016-2017 budget of \$109,966,509. Below is the summary of the total All Funds Budget:

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Budget Format

The College Park budget worksheet format has been structured to address Council’s requests from previous years’ budget meetings. The FY 2016 Actual Expenses are presented, 2017 Amended Budget, 2017 Actual Expenses (year to date through June 30, 2017), Percent Used (percentage of 2017 Actual expenses over 2017 Amended Budget), 2018 Department Head Requested, 2018 City Manager Recommended, and Percentage (2018 City Manager Recommended to 2017 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.

	Amended Budget FY2016-2017	Adopted Budget FY2017-2018	Increase (Decrease)	Percent Change %
General Fund	\$ 28,410,761	\$ 28,843,384	432,623	2%
Confiscated Drugs	3,868	28,000	24,132	624%
State Drugs	11,000	73,000	62,000	564%
E911 Fund	921,826	935,644	13,818	1%
GICC Spec District Tax Fund	105,850	105,850	-	0%
Hospitality Fund	9,938,970	10,778,082	839,112	8%
Car Rental Fund	2,200,300	2,856,750	656,450	30%
Main Street Fund	112,697	65,323	(47,374)	-42%
SPLOST Fund	120,600	73,300	(47,300)	-39%
TSPLOST Fund	-	-	-	0%
Water and Sewer Fund	9,286,916	9,577,407	290,491	3%
Electric Fund	29,771,785	29,835,903	64,118	0%
Golf Course Fund	48,114	48,114	-	0%
Sanitation Fund	2,557,598	2,684,057	126,459	5%
Convention Center Fund	16,389,150	15,953,084	(436,066)	-3%
FAA Fund	2,420,263	3,100,600	680,337	28%
BIDA Fund	6,852,318	6,836,318	(16,000)	0%
Storm Water Fund	814,493	879,062	64,569	8%
Total	\$ 109,966,509	\$ 112,673,878	\$ 2,707,369	2.40%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

The adopted FY 2017-18 General Fund Budget is summarized as follows:

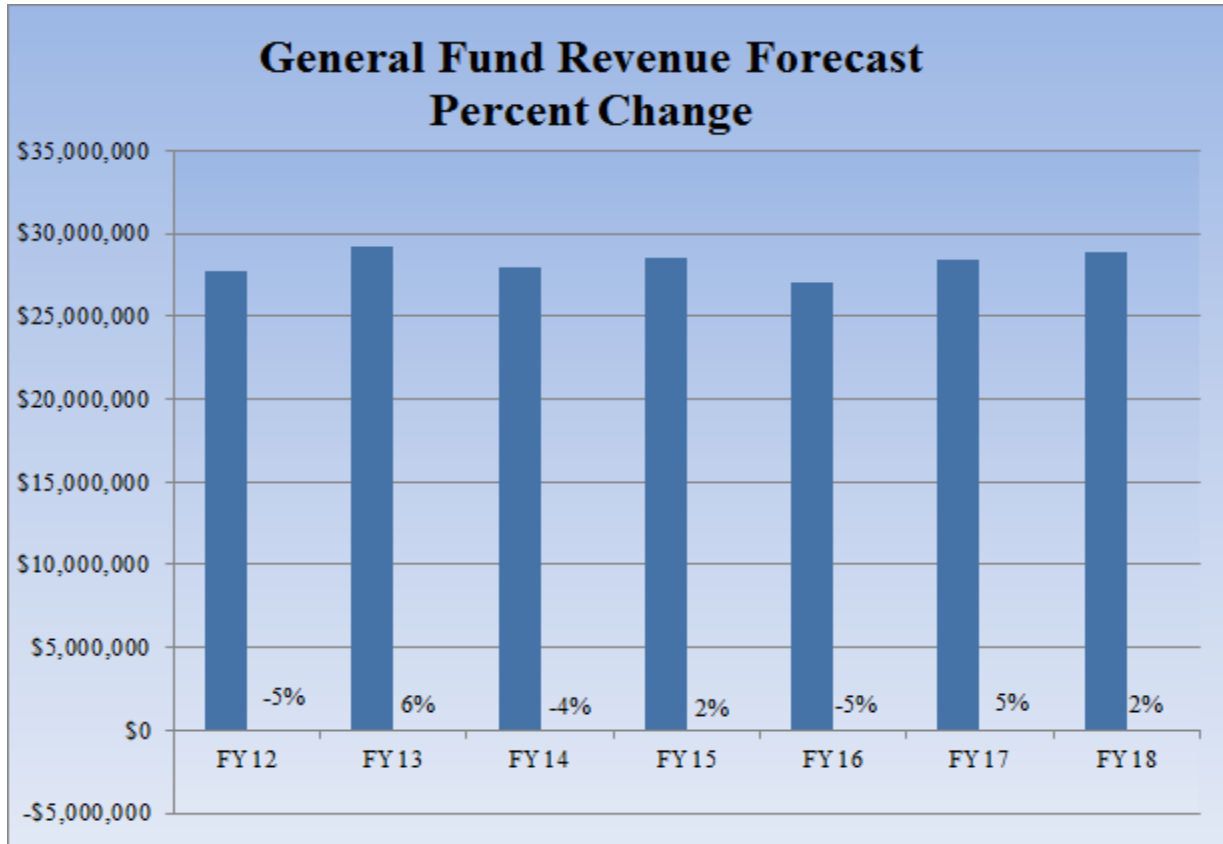
	Mayor & Council Adopted
Revenues	
Taxes	18,127,171
Fee, Licenses & Permits	4,601,650
Charges for Services	180,000
Leases and Other Rents	69,510
Intergovernmental	-
Other Income	3,680,836
Operating Transfer In	2,184,217
Budget Carryforward	-
	<hr/>
Total Revenue	<u><u>28,843,384</u></u>
Expenditures	
Personal Services *	20,437,746
Operating Expenses **	6,584,366
Materials & Supplies	1,024,840
Capital Outlay	157,094
Cost of Sales	21,500
Non-Operating ***	<hr/> 617,838
Total Appropriations	<u><u>28,843,384</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 2018 BUDGET

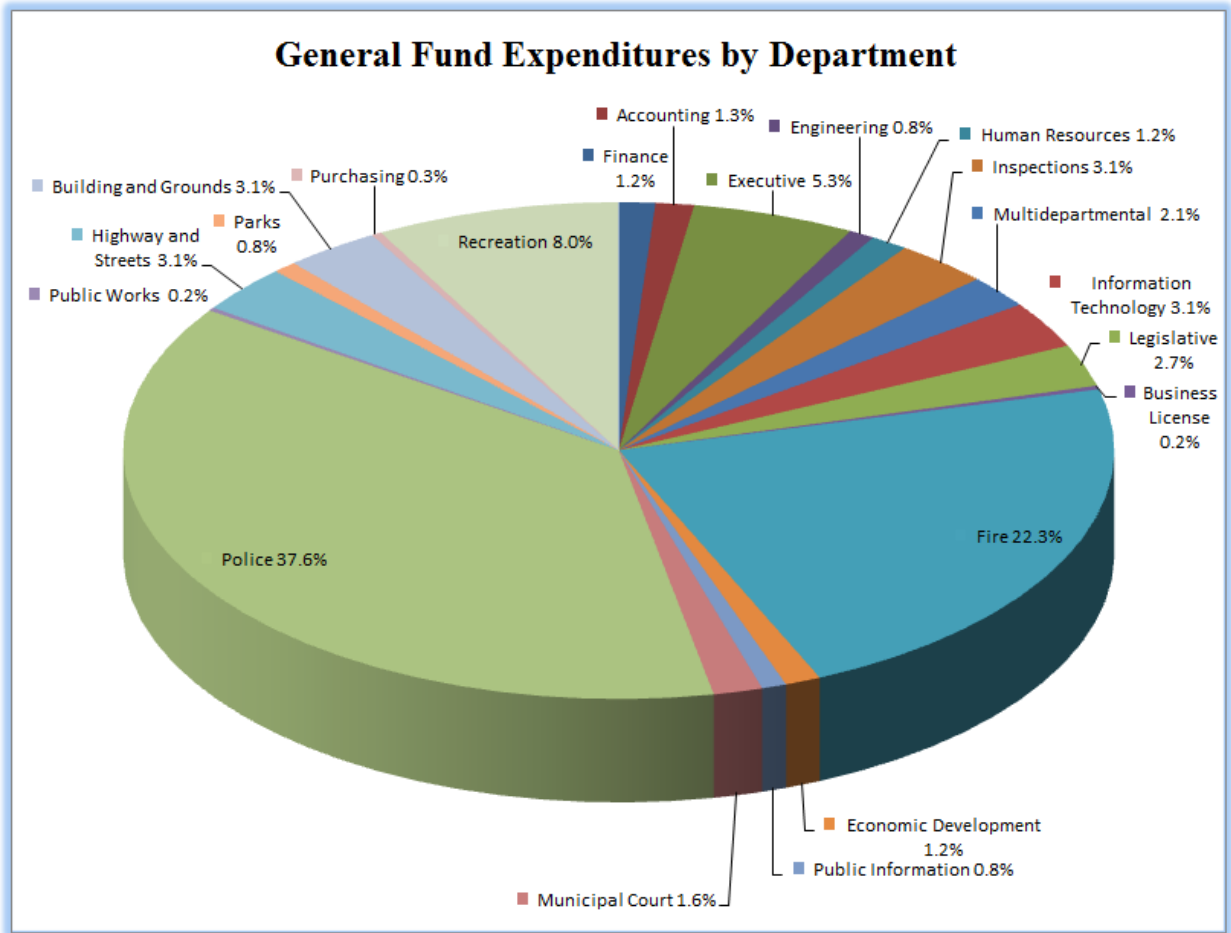


**FY 2017-18 General Fund Summary
Dollars Millions**

	Projected FY 17	Proposed FY 18
Beginning	\$17.0	\$17.0
Revenue	28.4	29.0
Expenditures	28.4	29.0
Ending Balance	<u>\$17.0</u>	<u>\$17.0</u>
*Req. Unassigned Fund Balance 30%-60%	\$5.1	\$5.1
Unassigned Fund Balance	\$3.9	\$3.9

*Transfers-out are omitted from expenditures to arrive at unassigned fund balance.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 balance experienced a major increase from \$14.2 million in FY 2011-12 to \$17.8 million in FY 2013-14. The fund balance has been used to fund basic services. During FY 2010-11, the Mayor and Council adopted a Governmental Accounting Standards Board (GASB) 54 Fund Balance Policy. The City will strive to maintain an unassigned fund balance in the

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

General Fund between 30%-60% based upon annual expenditures. As of June 30, 2016, the City's unassigned fund balance is 78% of total General Fund expenditures.

The General Fund has the following transfers: (1) Main Street of \$113,323 for contractual services and operating expenditures ((3) E911 of \$542,007 for salaries and operating expenditures.

Included in General Fund Revenues is Operating Transfers In–Hospitality Fund in the amount of \$2,344,436. 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 Enter (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-\$1,111,602.

REVENUES

Ad Valorem (Property Tax)

The FY 2017-18 General Fund (Operating Budget) proposes a flat millage rate of 12.619 mills, as adopted during FY 2013-14.

	<u>2016-17</u>	<u>2017-18</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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

properties) is expected to yield a slight increase for FY 2017-2018 over the amended budget for FY 2016-2017. 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 decreased from \$976,819,720 in 2015 to \$948,337,568 in 2016. Projected Freeport Inventory Tax initiative @ 60% will yield a reduction of taxable assessment of \$33,325,870. The CONRAC facility was added to the 2011 tax digest as requested of Fulton County.

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 \$1,555,000 to \$1,590,000 in the FY 2017-18 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 hotels operating in the defined special district. This tax was imposed to recover amounts from the economic benefits enjoyed by the hotels 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 \$32 million in 2015 to \$11 million in 2016. 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 2016-2017. College Park has not finalized negotiations for LOST distributions

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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 was reduced by \$1 million for FY 2013-14 and is expected to remain flat for FY 2015-2016. Municipalities receive LOST 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 2017-2018 budget year as compared to the FY 2016–17 amended budgets.

EXPENDITURES

The proposed general fund expenditures budget for FY 2017-18 will be \$423,623 more than the amended FY 2016-17 Budget, representing an increase of 2.0 %. In general, Operating Expenses increased 14.0%, Personnel Costs increased 2.0%, Materials/Supplies decreased 1.0%, and Cost of Sales in the General fund increased by 9.0% Capital Outlay decreased 85% and Operating Transfers decreased by 34.0%.

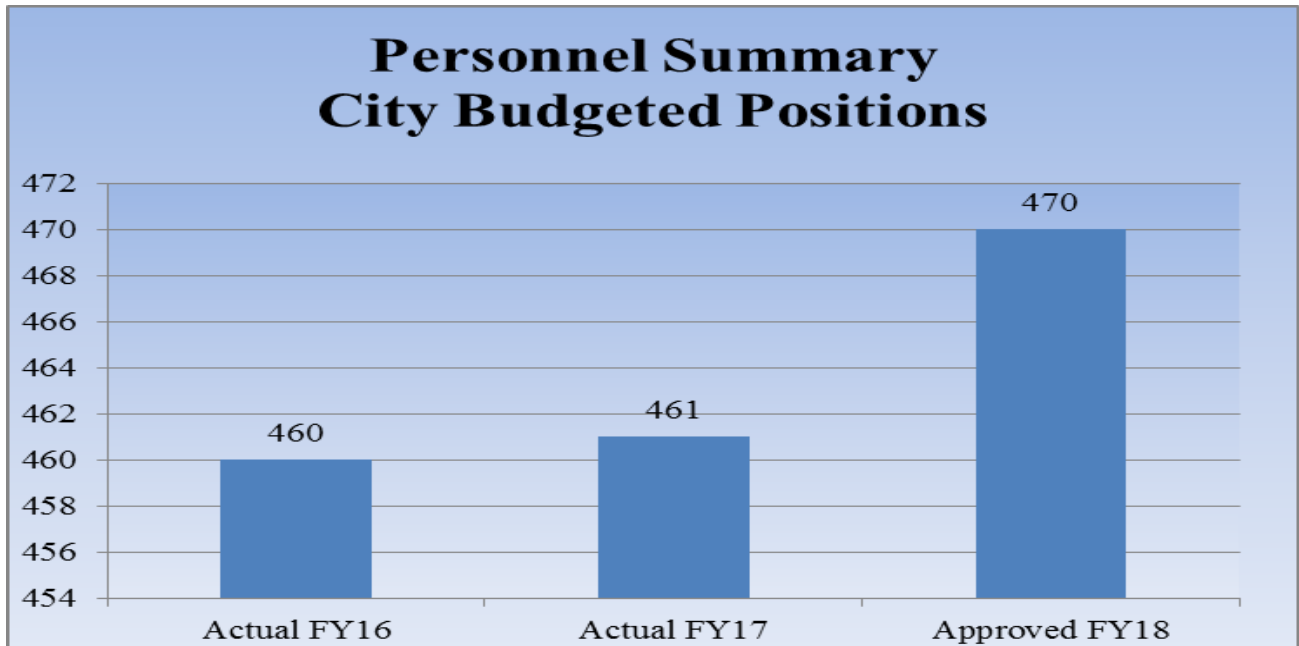
Personnel Costs

The Personnel Costs (salaries, wages and employee benefits) in the proposed 2017-18 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 2017-2018 is 470 positions. For the General Fund Budget, the total personnel count is 314 positions and reflects a change in personnel count from FY 2016-17. For the Other Funds Budget the total personnel count is 156 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 2017-2018, the City will continue its Healthy City Initiative Program for City employees.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



Operating Expenditures

The total cost of operating expenditures reflects an increase in the FY 2017-2018 Approved General Fund budget of \$621,266 compared to the FY 2016-2017 amended budget.

The increase is comprised of the following object accounts:

Operating

Communication/Utilities	31,862
Rentals	2,600
Repairs & Maintenance	(10,850)
Building Maintenance	(20,650)
Training & Education	28,300
Other Services & Charges	590,004
	621,266
	621,266

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Materials and Supplies

The total cost of Materials and Supplies reflects a increase in the proposed FY 2017-18 General Fund budget of \$4,116 over that of the FY 2016–17 amended budget.

Capital Outlay

Overall, the cost of Capital Outlay decreased from \$1,051,483 in the Amended FY 2016-17 General Fund budget to \$307,094 in the proposed FY 2017-2018 Budget, a decrease of \$744,389.

A comprehensive listing and explanation of these Capital Improvement items appropriated under All Funds FY 2017-18 are provided in the Capital Improvement listing.

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

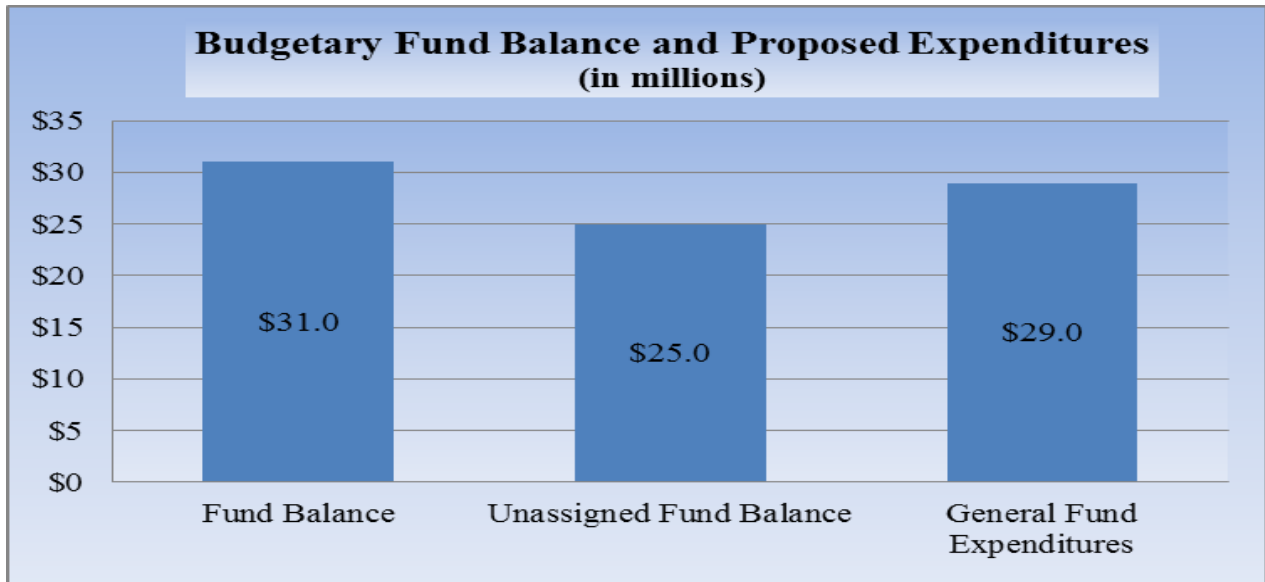
Capital Outlay Summary by Fund

	FY 2016-17	FY 2017-18	
	Amended Budget	Proposed Budget	Percent Change
General Fund	\$ 1,051,483	\$ 307,094	-70.8%
SPLOST Fund	47,300	2,187,288	4524.3%
Water and Sewer Fund	125,000	286,500	129.2%
Sanitation Fund	123,105	45,000	-63.4%
Storm Water Utility Fund	407,500	453,926	11.4%
Electric Fund	1,108,500	1,376,000	24.1%
Convention Center Fund	1,000,000	795,500	-20.5%
Golf Course Fund	48,114	-	-100.0%
Car Rental	407,703	1,064,153	161.0%
FAA	17,990	12,480	-30.6%
BIDA Fund	25,000	25,000	0.0%
Total	\$ 4,361,695	\$ 6,552,941	50.2%

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 86%.

**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 2017-2018 Adopted Budget includes a staff increase of 7 positions in the General Fund and 2 positions in the Convention Center Fund in direct correlation to increased revenue projections. The city's recommend pension contribution has remained the same. There is a 3 mil power cost adjustment for power utility.

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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.

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 13th lowest and their summer rates were the 35th lowest in the State.
- During FY 2016-2017 the Power Department will finish 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 2017-2018.
- The Georgia International Convention Center (GICC) power will remain constant at \$1.2 million for FY 2017-2018.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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 2016-2017 are as follows:

- Operating transfers to the BIDA Fund of \$1,000,000 is consistent with the previous year fiscal year.

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 2016-2017, the City performed exploration for additional water wells and will continue those explorations during FY2017-18.

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)

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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 sixth 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 2017-2018 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, 2017 was \$1,448,941. There is no increase in the storm water fee for FY 2017-2018.

SANITATION ENTERPRISE FUND

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 2017-2018. Capital Expenses recommended budget of \$45,000 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 2017-2018 Adopted Budget of \$419,040 above the amended budget for FY 2016-2017. The increase in revenue is primarily

**CITY OF COLLEGE PARK, GEORGIA
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due to the upsurge in facility leasing and Sales Food & Beverage for FY 2017-2018. 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.

Convention Center-Change in Revenues	Increase/(Decrease)
Sales Food and Beverage	200,000
Security	20,000
Parking	85,000
Meeting Rooms	-
Telecommunications	60,000
Audio Visuals	50,000
Administrative/Hospitality	4,040
Transfer-GICC	-
Budget Carryforward	-
	<hr/>
Total Net Change in Revenue	419,040
	<hr/>

Adopted Budget expenditures for FY 2017-2018 indicate an overall increase in personal services, employee benefits, cost of sales, general operating expenses, capital expenditures and debt service of \$392,440 or 2%. This increase is comprised of the following object accounts:

**CITY OF COLLEGE PARK, GEORGIA
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Convention Center-Change in Expenses	Increase/(Decrease)
Personal Services	25,275
Employee Benefits	2,791
Cost of Sales	91,250
General Operating Expenses	996,939
Capital Outlay	(204,500)
Operating Transfer Out	-
Debt Service	(519,315)
	<hr/>
Total Net Change in Expenses	392,440
	<hr/>

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

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

BIDA's budget decreased from \$6,852,318 in the Amended FY 2016-17 to \$6,836,318 in the Adopted FY 2017-2018. The adopted budget decrease is primarily due to a reduction in debt service payments of the exclusion of prior year's budget item of \$4.1 million to purchase non-master land purchase 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 2017-2018 is \$48,114.

SPECIAL REVENUE FUNDS

HOSPITALITY FUND

The total revenue budget for the Hospitality Fund reflects an increase in the FY 2017-2018 budget of \$839,112 over the amended budget for FY 2016-17.

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 was established in the Hospitality Fund for FY 2012-2013 budget.

**CITY OF COLLEGE PARK, GEORGIA
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The distribution of these tax collections is as follows:

- General Fund – \$2,344,436

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 – \$6,451,676

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.

- CP-DMO – \$1,500,000

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

- CP-TPD – \$500,000

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 2017-2018 is fund income of Special District Taxes estimated at \$105,850.

**CITY OF COLLEGE PARK, GEORGIA
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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 \$542,007, as well as the projected E911 collections and interest of \$383,000.

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 2017-18 have been budgeted upon the settlement of the funding formula litigation. This fund is projected to receive \$3,200,000 in FY 2017-2018. Collections for prior years are as follows:

<u>Fiscal Year</u>	<u>Amount</u>	<u>Fiscal Year</u>	<u>Amount</u>
2008	\$2,681,445	2013	\$2,602,801
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

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 2017-2018 are for costs associated with bonded indebtedness, operating expenditures and recreation and public safety projects.

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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. There are no amounts budgeted for FY 2017-2018.

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 \$73,000 – This Fund reports the City share of State Drug monies that are confiscated by the City.

CAPITAL PROJECT FUNDS

Main Street Fund \$113,323 – 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

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 2017-18.

CITY OF COLLEGE PARK, GEORGIA
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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 balance of these revenue bonds at June 30, 2017 is \$13,035,460.

Convention Center - \$53,475,000. 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 balance of these revenue bonds at June 30, 2017 is \$36,033,050.

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 balance of these revenue bonds at June 30, 2017 is \$6,241,972.

BIDA - \$24,885,000. These revenue bonds, Series 2006, 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. In FY2014 the Series 2006 revenue bonds were partially refunded. The outstanding balance of these revenue bonds at June 30, 2017 is \$23,070,478.

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

CITY OF COLLEGE PARK, GEORGIA
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Georgia International Convention Center. The outstanding balance of these revenue bonds at June 30, 2017 is \$5,935,473.

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 balance of these revenue bonds at June 30, 2017 is \$34,826,382.

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 balance of these revenue bonds at June 30, 2017 is \$7,616,902.

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 balance of these revenue bonds at June 30, 2017 is \$38,867,403.

BIDA - \$10,640,000. 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 balance as of June 30, 2017 is \$9,505,990.

FAA Project Fund- On December 28, 2014, the City issued the \$11,700,000 Federal Aviation Administration (FAA) Project, Series 2014 taxable revenue bond. The bond shall bear interest (from the dates advances are made) on the outstanding balance of advances made at the floating rate per annum equal to the sum of the Adjusted LIBOR plus one hundred fifty (150 basis points)(1.50%). The outstanding balance of this revenue bond at June 30, 2017 was zero the debt has been paid in full.

SUMMARY

There are many numbers, indicators, projections, charts and graphs in the Adopted Fiscal Year 2017-2018 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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

The Fiscal Year 2017-2018 Adopted Budget represents the character of a city whose unique identity distinguishes itself from other geographical areas of Southwest Fulton County and the 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 2.4%, as a result of increased personnel services. The pension contributions will remain constant. Fiscal Year 2017-2018 will also mark the sixth 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 \$112,673,878. As such, the overall Fiscal Year 2017-2018 Adopted Budget is financially sound and delivers quality services our residents have come to expect.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	Amended Budget FY2016-2017	Adopted Budget FY2017-2018	Increase (Decrease)	Percent Change %
General Fund	\$ 28,410,761	\$ 28,843,384	432,623	2%
Confiscated Drugs	3,868	28,000	24,132	624%
State Drugs	11,000	73,000	62,000	564%
E911 Fund	921,826	935,644	13,818	1%
GICC Spec District Tax Fund	105,850	105,850	-	0%
Hospitality Fund	9,938,970	10,778,082	839,112	8%
Car Rental Fund	2,200,300	2,856,750	656,450	30%
Main Street Fund	112,697	65,323	(47,374)	-42%
SPLOST Fund	120,600	73,300	(47,300)	-39%
TSPLOST Fund	-	-	-	0%
Water and Sewer Fund	9,286,916	9,577,407	290,491	3%
Electric Fund	29,771,785	29,835,903	64,118	0%
Golf Course Fund	48,114	48,114	-	0%
Sanitation Fund	2,557,598	2,684,057	126,459	5%
Convention Center Fund	16,389,150	15,953,084	(436,066)	-3%
FAA Fund	2,420,263	3,100,600	680,337	28%
BIDA Fund	6,852,318	6,836,318	(16,000)	0%
Storm Water Fund	814,493	879,062	64,569	8%
Total	\$ 109,966,509	\$ 112,673,878	\$ 2,707,369	2.40%

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 2017-2018 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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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 Clerk-Sandra Heard, Accounting Clerk-Carolyn Grant, Tax Clerk- Phillip Latona, and Administrative Assistant-Aline Malone-Farrar, 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', with a long, sweeping underline.

Terrence R. Moore, ICMA-CM
City Manager

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: BUDGET PROCESS

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2018 BUDGET

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 FISCAL YEAR 2018 BUDGET

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

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2018 BUDGET

- d) Develop management strategies
- 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.

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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 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,

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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 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,

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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 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 service or program is 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 Budget are adopted at a division level. The City uses the following as guidance throughout the fiscal year for adjustments to the budgeted amounts

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(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 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

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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 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

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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.

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.

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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.

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

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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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SECTION: CAPITAL OUTLAY

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
MIS-Info Technology	Other Equipment/New	1	157,094	157,094
Subtotal - MIS-Info Technology				157,094
Highway and Street	Street Resurfacing	1	150,000	150,000
Subtotal - Highway and Street				150,000
Grand Total - General Fund				307,094
Car Rental Fund	Patrol Other Equipment New	1	177,900	177,900
	Patrol Vehicle-Replace	7	35,510	248,570
	Investigations Vehicle Replace	2	28,590	57,180
	Patrol Surveillance Cameras	7	7,000	49,000
	Patrol Mobile Video System Upgrade	1	55,000	55,000
	Patrol Other Equipment New	1	172,562	172,562
	Investigations Laser Mapping	1	50,000	50,000
	Police Technology-Lic Plate Reader	2	16,000	32,000
	EMS-Lifepak 15 Cardiac Mon	3	29,167	87,501
	Recreation Capital Projects	1	134,440	134,440
Subtotal - Car Rental Fund				1,064,153

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
SPLOST Fund				
	Buildings	1	2,187,288	2,187,288
Subtotal - SPLOST Fund				2,187,288
Water and Sewer Fund				
	Vehicle Replace	1	75,000	75,000
	Water Line Replacement	1	52,500	52,500
	Water Line Extension	1	159,000	159,000
Subtotal - Water and Sewer Fund				286,500
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	960,000	660,000
	Other System Improvements	1	125,000	125,000
	Street Lighting	1	180,000	180,000
Subtotal - Electric/Line				1,356,000
Electric/Customer Service				
	Other Equipment New	1	20,000	20,000
				20,000
Total - Electric/Power Fund				1,376,000

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
Sanitation	Sanitation Containers	1	45,000	45,000
Subtotal - Sanitation				45,000
Convention Center	Furniture Fixtures/Replace	1	604,500	604,500
	Office Equipment/New	1	50,000	50,000
	Other Equipment/Replace	1	141,000	141,000
Subtotal - Convention Center				795,500
Federal Aviation Administration (FAA)	Other Equipment	1	12,480	12,480
Subtotal - FAA				12,480
Business Industrial Development (BIDA)	Land Purchase Cost	1	25,000	25,000
Subtotal -BIDA				25,000
Stormwater Utility	Improvements Stormwater	1	453,926	453,926
Subtotal- Stormwater Utility Fund				453,926
Grand Total - Other Funds				6,245,847
Grand Total - General and Other Funds				6,552,941

**CITY OF COLLEGE PARK, GEORGIA
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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: \$23,069

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$ 23,069	\$5,640	\$5,640	\$5,640	\$5,640	\$45,629

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 2018 BUDGET**

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. Wht 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>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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: \$15,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</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

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Department/Division:

Various Departments

Project Name or Title:

ESRI GIS-Geographic Information System)

Project Description:

ESRI GIS-Geographic Information System)

Project Justification and Impact:

The ESRI System is an international standard that will enhance GIS functionality and facilitate integration with a variety of other applications including video surveillance system(s), tax information, and enterprise software applications.

Project Costs: \$15,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</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 2018 BUDGET**

Department/Division:

Information Technology

Project Name or Title:

(2) DELL EqualLogic PS6100E SAN Upgrade/Replacement

Project Description:

The SAN storage expansion will allow more citywide data to be backed up locally. As a result of the increased storage requirements throughout the city of College Park, the limited space available and legacy state of the current systems that we are currently using an updated onsite storage system is necessary.

The Dell EqualLogic PS6100E is a high-capacity storage solution with a virtualized scale-out architecture that delivers enhanced storage performance that is easy to manage. The PS6100 Series family features: dual controllers for built-in redundancy, four GbE ports for controller, 24 hot-swappable drives, 7.2 NL-SAS, Cache-to-flash memory de-staging, Vertical Port Failover, designed to enable you to maintain full bandwidth if a networking port fails, and Enhanced security with self-encrypting drives (SED).

Dell offers ProSupport Plus: Mission Critical 4-Hour 24X7 on-site service with emergency dispatch for their Dell EqualLogic PS Series PS Series solution.

Project Justification and Impact:

The city continues to accumulate more data that must be stored, secured and remain accessible to users including video surveillance, enterprise data and an ever expanding array of applications. The above recommended units will provide more storage than is currently possible on the three current older N4000 and N5000 units that we are currently utilizing.

Project Costs: \$8,944

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$ 8,944	\$ 8,944	\$8,944	\$8,944	\$ 8,944	\$44,720

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 2018 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 10GdbE 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 temperature 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-swapped redundant power supplies (460W).

Project Justification and Impact:

The city continues to accumulate more virtualized servers and application request 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>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$ 11,881	\$ -	\$ -	\$ -	\$ -	\$11,881

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 2018 BUDGET**

Department/Division:

Information Technology

Project Name or Title:

Vicitadel Fiber Ring

Project Description:

Last fall we encountered a critical outage due to the ceiling falling in the technology room and destroying the Subscriber phone system. We replaced that equipment and we are now looking to tie all of our phones to the 10 GIG fiber network. Our Publisher resides in the Public Safety building as a failover. Once we get our fiber ring installed we will be able to choose another carrier for all of our locations. The architecture will include the Publisher, Subscriber and the internet/voice provider.

Project Justification and Impact:

The impact of having our phone system connected to our newly installed fiber ring will yield enormous results. These results will lead to greater access to affordable internet, capacity for network storage and possible site for disaster recovery Business Continuity.

Project Costs: \$ -

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$ -	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000

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 2018 BUDGET**

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.

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.

Project Costs: \$28,201

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$ 28,201	\$ 5,200	\$ 5,200	\$ 5,200	\$5,200	\$49,000

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 2018 BUDGET

Department/Division:

Public Works: Highway and Streets

Project Name or Title:

Street Resurfacing for DOT Local Maintenance and Improvement Grant Program

Project Description:

This capital improvement item is to allocate funds so that priority streets with deficiencies can be restored under the GDOT LMIG Program.

Project Justification and Impact:

The allocated funds for street resurfacing will allow for priority street with deficiencies to be addressed and restored under the Georgia Department of Transportation Local Maintenance and Improvement Grant Fund.

Project Costs: \$150,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000

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 2018 BUDGET

Department/Division:

Police-Investigations

Project Name or Title:

Major Incident/Crime Scene Mapping System

Project Description:

This capital improvement item is to obtain digital mapping system to detail map major incident scenes for evidence location and court purposes.

Project Justification and Impact:

Mapping of crime scenes and other major incidents has long been a part of evidence processing. Good mapping of the scene and documenting evidence locations within that scene preserves a sense of the scene for court purposes. It is especially crucial where the locations has undergone demolition, expansion, remodel, etc. A digital system most accurately pinpoints the scene as data is obtained.

Project Costs: \$50,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

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 2018 BUDGET

Department/Division:

Police-Investigations

Project Name or Title:

Capital Improvement: Fund/Purchase Replacement Investigations Vehicles

Project Description:

This capital improvement item is to provide resources to purchase replacement investigations vehicles.

Project Justification and Impact:

Patrol vehicles are called upon to operate in all manner of driving and in all conditions providing services to our citizens around the clock, necessitating the need for patrol vehicles to be in safe and reliable condition. The Investigations Division currently has one vehicle that was involved in a traffic accident and damaged beyond repair, nine operational vehicles are in excess of 100,000 miles and the remaining two vehicles have been in service since 1996. The high mileage and additional engine run time create concerns for increased reliability and major repair cost.

Project Costs: \$57,180

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$57,180	\$ -	\$ -	\$ -	\$ -	\$57,180

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 2018 BUDGET

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Replace Obsolete 800MHz Radios.

Project Description:

Procure funding to replace obsolete, end of life 800MHz Radios.

Project Justification and Impact:

The current mobile radios are being phased out by the manufacturer over the next five years. Replacement parts will no longer be available for current units at that time adversely affecting Public Safety communications.

Project Costs: \$172,562

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ 172,562	\$172,562	\$172,562	\$172,562	\$172,562	\$172,562	\$862,810

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 2018 BUDGET

Department/Division:

Police-Patrol

Project Name or Title:

Stationary License Plate Readers

Project Description:

This capital improvement item is to provide for the deployment of stationary license plate readers in problem areas.

Project Justification and Impact:

We currently deploy five mobile license plate readers on marked patrol cars which patrol the City on a daily basis. Stationary, more permanently mounted units in specific areas can provide a more accurate picture of what type vehicles frequent those areas. These include stolen vehicles, want vehicles/and persons, suspended registrations, etc. The data gained aids in criminal intelligence information and more detailed crime analysis for better deployment of resources.

Project Costs: \$32,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$32,000	\$ -	\$ -	\$ -	\$ -	\$32,000

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 2018 BUDGET

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Replace Surveillance Camera

Project Description:

This capital improvement item is to provide for adding cameras to the citywide surveillance system.

Project Justification and Impact:

There are approximately 96 cameras and associated equipment deployed throughout the City and there is a need to expand the system to cover additional locations.

Project Costs: \$49,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$15,000	\$49,000	\$ -	\$ -	\$ -	\$ -	\$64,000

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 2018 BUDGET

Department/Division:

Police-Patrol

Project Name or Title:

Taser Program

Project Description:

This capital improvement project is to provide Tasers with cameras to every police officer.

Project Justification and Impact:

The current mobile radios are being phased out by the manufacturer over the next five years. Replacement parts will no longer be available for current units at that time adversely affecting Public Safety communications.

Project Costs: \$177,900

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$177,900	\$ -	\$ -	\$ -	\$ -	\$177,900

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 2018 BUDGET**

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Fund/Purchase Replacement Patrol Vehicles

Project Description:

This capital improvement item is to provide resources to purchase replacement patrol vehicles.

Project Justification and Impact:

Patrol vehicles are called upon to operate in all manner of driving and in all conditions providing services to our citizens around the clock, necessitating the need for patrol vehicles to be in safe and reliable condition. The Patrol Division currently has one vehicle that was involved in a traffic accident and damaged beyond repair, nine operational vehicles are in excess of 100,000 miles and the remaining two vehicles have been in service since 1996. The high mileage and additional engine run time create concerns for increased reliability and major repair cost.

Project Costs: \$248,570

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$150,000	\$248,570	\$ -	\$ -	\$ -	\$ -	\$398,570

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 2018 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: \$87,501

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$87,501	\$ -	\$ -	\$ -	\$ -	\$87,501

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 2018 BUDGET

Department/Division:

Recreation/Facilities

Project Name or Title:

Replace 7.5 Ton Scroll Air Cooled Chiller

Project Description:

This capital improvement item is to provide resources for the purchase of 7.5 Ton Air Cooled Chiller.

Project Justification and Impact:

The current HVAC system is 23 years old, installed in 1994 has holes in the coil which requires Freon to be added on a regular basis..

Project Costs: \$64,900

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$64,900	\$ -	\$ -	\$ -	\$ -	\$64,900

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 2018 BUDGET

Department/Division:

Recreation/Facilities

Project Name or Title:

Bounce House

Project Description:

Special Events Bounce House that includes sand bags and blowers.

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Project Justification and Impact:

This will allow us to have our own bounce house without having to rent one for every event conducted at the facility.

Project Costs: \$6,820

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$6,820	\$ -	\$ -	\$ -	\$ -	\$6,820

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 2018 BUDGET

Department/Division:

Recreation/Facilities

Project Name or Title:

Deep Freezer

Project Description:

Deep Freezer for Tracey Wyatt Recreation Complex.

Project Justification and Impact:

This freezer will allow the facility to store food that is consistently donated for special events. It would also benefit in the storage of food for the 80 plus kids that are eat at the center daily. It will be beneficial for the summer food and after school programs.

Project Costs: \$5,100

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$5,100	\$ -	\$ -	\$ -	\$ -	\$5,100

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 2018 BUDGET**

Department/Division:

Recreation/Facilities

Project Name or Title:

Kaboom Playground Build-Ward 2

Project Description:

This capital improvement item is to provide resources for playground build on Camp Creek Parkway.

Project Justification and Impact:

Currently we do not have a playground in the area of the apartments near the proposed build site. The playground will impact many of the youth in the area while giving them an enjoyable recreation facility.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$20,000

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 2018 BUDGET

Department/Division:

Recreation/Facilities

Project Name or Title:

Lobby Furniture

Project Description:

Lobby Furniture for the Tracey Wyatt Recreation Complex.

Project Justification and Impact:

This will allow visitors and customers a place to sit and wait on their kids while they practicing sports or participating in other programs. It will also replace the existing furniture that is worn. The impact on the facility would be that it is continuing to create a professional type environment and standard that has been maintained within all city facilities.

Project Costs: \$7,200

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$7,200	\$ -	\$ -	\$ -	\$ -	\$7,200

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 2018 BUDGET

Department/Division:

Recreation/Facilities

Project Name or Title:

Phillips Park Upgrade

Project Description:

This capital improvement item is to provide resources for construction of a pavilion/concrete pad and 8 outdoor fitness/stretch stations.

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Project Justification and Impact:

The numerous individual that use Phillips Park would benefit with these additions.

Project Costs: \$30,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$30,000	\$ -	\$ -	\$ -	\$ -	\$30,000

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 2018 BUDGET

Department/Division:

S.P.L.O.S.T.

Project Name or Title:

Construction of Fire Station 3

Project Description:

Requesting this funding to construct Fire Station 3 at the intersection of West Fayetteville Road and South Hampton Road. This station will assist and reduce the response times in the south eastern part of the city. This will enable the Fire Department to provide emergency services.

Project Justification and Impact:

This project will allow our department to provide better Fire and Emergency services to the Godby/South Hampton corridor. The impact will reduce the response times to those areas that will allow us to provide faster services to the citizens.

Project Costs: \$2,187,288

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$2,187,288	\$ -	\$ -	\$ -	\$ -	\$2,187,288

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: SPLOST Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Public Works /Water and Sewer

Project Name or Title:

Overhaul of Unit #341 (1996 Ford F-800 Heavy Dump Truck)

Project Description:

Scheduled Replacement

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: \$75,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$75,000	\$ -	\$ -	\$ -	\$ -	\$75,000

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 2018 BUDGET**

Department/Division:

Public Works /Water and Sewer

Project Name or Title:

Water Line Extension

Project Description:

Water Module Study Recommendation

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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. The proposed Water Module Study improvements areas are; East Main Street(Ward 3), Hardin Avenue(Ward 3) and Cambridge Avenue(Ward 3).

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Project Costs: \$159,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$159,000	\$ -	\$ -	\$ -	\$ -	\$159,000

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 2018 BUDGET**

Department/Division:

Public Works /Water and Sewer

Project Name or Title:

Water Line Extension

Project Description:

Water Module Study Recommendation

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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. The proposed Water Module Study improvements areas are; East Main Street(Ward 3), Hardin Avenue(Ward 3) and Cambridge Avenue(Ward 3).

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Project Costs: \$52,500

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$52,500	\$ -	\$ -	\$ -	\$ -	\$52,500

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 2018 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Apartment URD Cable Upgrades

Project Description:

Replace deteriorated underground primary cable to apartment complexes.

Project Justification and Impact:

Several apartment services, especially those at Alexander Landing, have old and deteriorated underground primary conductor. These installations were made 15 or more years ago and have an exposed neutral that is corroding and has had several repairs over the years. In order to provide the best reliable service to these apartments, the underground conductor needs replacing.

Project Costs: \$125,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$125,000	\$ -	\$ -	\$ -	\$ -	\$125,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Power-Line

Project Name or Title:

Capital Improvement: Surveillance Camera

Project Description:

Obtain funding to procure Surveillance Camera to be installed in strategic locations.

Project Justification and Impact:

Add camera to existing surveillance system.

Project Costs: \$5,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$5,000	\$ -	\$ -	\$ -	\$ -	\$5,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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:

This is required as stock replacements for damaged existing lighting and seed.

Project Costs: \$50,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Distribution Automation

Project Description:

Install automatic transfer switches on the distribution system to restore power to sections not under fault.

Project Justification and Impact:

This is materials and labor required to install the Distribution Automation to improve reliability of power and power restorations to the customers.

Project Costs: \$150,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$110,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$860,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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: \$150,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$150,000	\$ -	\$ -	\$ -	\$ -	\$150,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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: \$60,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$60,000	\$ -	\$ -	\$ -	\$ -	\$60,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:
Power-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 and provide savings to the City.

Project Costs: \$20,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$20,000

Useful Life: 10+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$125,000	\$ -	\$ -	\$ -	\$ -	\$125,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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: \$120,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$120,000	\$150,000	\$150,000	\$150,000	\$150,000	\$720,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$8,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$58,000

Useful Life: 10 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Power/Line

Project Name or Title:

The Landing Project

Project Description:

Install new underground power system for apartment and hotel expansion.

Project Justification and Impact:

This project will result in over 100 additional electric customers.

Project Costs: \$100,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Power/Line

Project Name or Title:

The Marriott Hotel Underground Service

Project Description:

Install new underground power system for new hotel.

Project Justification and Impact:

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

Project Costs: \$100,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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: \$100,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Vehicle Unit 539 Replacement

Project Description:

Replacement of 12 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>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$240,000	\$ -	\$ -	\$240,000	\$240,000	\$720,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Vehicle Unit 530 Replacement

Project Description:

Replacement of 17 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>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$21,000	\$21,000	\$ -	\$21,000	\$ -	\$63,000

Useful Life: 15 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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: \$45,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$45,000	\$ -	\$ -	\$ -	\$ -	\$45,000

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 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – 8X30 Tables

Project Description:

This capital improvement item is to provide resources for the purchase of 6X30 tables.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. Currently the GICC has to rent tables to cover the needs of our clients. 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: \$22,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$22,000	\$ -	\$ -	\$ -	\$ -	\$22,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – 8X30 Tables

Project Description:

This capital improvement item is to provide resources for the purchase of 8X30 tables.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. Currently the GICC has to rent tables to cover the needs of our clients. 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: \$30,000

<u>Prior Year</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>Total</u>
\$ -	\$30,000	\$ -	\$ -	\$ -	\$ -	\$30,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – 18X72 Tables

Project Description:

This capital improvement item is to provide resources for the purchase of 18X72 tables.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. Currently the GICC has to rent tables to cover the needs of our clients. 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: \$20,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$20,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – 18X96 Tables

Project Description:

This capital improvement item is to provide resources for the purchase of 18X96 tables.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. Currently the GICC has to rent tables to cover the needs of our clients. 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: \$25,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$25,000	\$25,000	\$ -	\$ -	\$25,000	\$75,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Avaya Phone System Hardware

Project Description:

This capital improvement item is to provide resources for the purchase/replacement of the Avaya phone system hardware.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. This hardware is needed to comply with the upgrade of the current Avaya phone system software. 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: \$50,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Banquet Chairs

Project Description:

This capital improvement item is to provide resources for the purchase of banquet chairs.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The current banquet chairs were purchased in 2003 and are showing wear and tear from use over the past 10 years. 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: \$250,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$250,000	\$ -	\$250,000	\$250,000	\$ -	\$250,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Suites/Ballroom Wallpaper

Project Description:

This capital improvement item is to provide resources for the refurbishment of wallpaper in the Suites and Ballrooms.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing wallpaper in these areas are worn, torn and damaged. They are in need of overall refurbishment. 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: \$175,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$175,000	\$ -	\$ -	\$ -	\$ -	\$175,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Cocktail Tables

Project Description:

This capital improvement item is to provide resources for the purchase of cocktail tables.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. Currently the GICC has to rent tables to cover the needs of our clients. 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: \$7,500

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$7,500	\$ -	\$ -	\$ -	\$ -	\$7,500

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – HVAC Work Platform

Project Description:

Install two (2) work platforms for HVAC units in two (2) dimmer rooms.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003.

Project Costs: \$35,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$35,000	\$ -	\$ -	\$ -	\$ -	\$35,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Landscape Improvement

Project Description:

This capital improvement item is to provide resources for the landscape enhancement of the GICC campus.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The landscape at the GICC is showing the wear and tear of the pedestrian traffic in areas. 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: \$50,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Large Laundry Presser

Project Description:

This capital improvement item is to provide resources for the purchase of a large laundry presser.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The current laundry presser requires constant maintenance causing additional labor time and rental of linen. Purchase of the new equipment will decrease labor time and provide a better service to our clients. 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>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$40,000	\$ -	\$ -	\$ -	\$ -	\$40,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Banquet Chairs

Project Description:

This capital improvement item is to provide resources for the purchase of banquet chairs.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The current stage decks are used for client events. The decking is warped and in need of 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: \$75,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$75,000	\$ -	\$50,000	\$ -	\$50,000	\$175,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Riding Vacuum/Sweeper

Project Description:

This capital improvement item is to provide resources for the purchase of a Sweeper Scrubber.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The riding sweeper/scrubber is used to clean exhibit hall floors. 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: \$16,000

<u>Prior Year</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$16,000	\$ -	\$ -	\$ -	\$ -	\$16,000

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department/Division:

FAA

Project Name or Title:

FAA-Replacement of Variable Speed Drives

Project Description:

This capital improvement item is to provide resources for the purchase of Variable Speed Drives on air Handlers 1B & 1C.

Project Justification and Impact:

The current motor is 20 years old and in need of repairs.

Project Costs: \$12,480

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$12,480	\$ -	\$ -	\$ -	\$ -	\$12,480

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 2018 BUDGET

Department/Division:

Business Industrial Development Authority

Project Name or Title:

Land Purchase

Project Description:

This capital improvement is purchase land.

.

Project Justification and Impact:

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

Project Costs: \$25,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000

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 2018 BUDGET

Department/Division:

Public Works/Storm Water

Project Name or Title:

Green Spring Road Stream Restoration (Phase I)

Project Description:

Storm Water Distribution System Improvements

.

Project Justification and Impact:

To prevent flooding and erosion conditions throughout the city.

Project Costs: \$128,926

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$128,926	\$ -	\$ -	\$ -	\$ -	\$175,000

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 2018 BUDGET

Department/Division:

Public Works/Storm Water

Project Name or Title:

City Wide Drainage Projects

Project Description:

Improve Storm Water Distribution System

.

Project Justification and Impact:

To prevent flooding and erosion conditions throughout the city.

Project Costs: \$75,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$75,000	\$ -	\$ -	\$ -	\$ -	\$75,000

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 2018 BUDGET

Department/Division:

Public Works/Storm Water

Project Name or Title:

Vesta Avenue Project

Project Description:

Improve Storm Water Distribution System

.

Project Justification and Impact:

To prevent flooding and erosion conditions throughout the city.

Project Costs: \$250,000

<u>PriorYear</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Total</u>
\$ -	\$250,000	\$ -	\$ -	\$ -	\$ -	\$250,000

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 2018 BUDGET



SECTION: ADOPTED BUDGET TABLES&GRAPHS

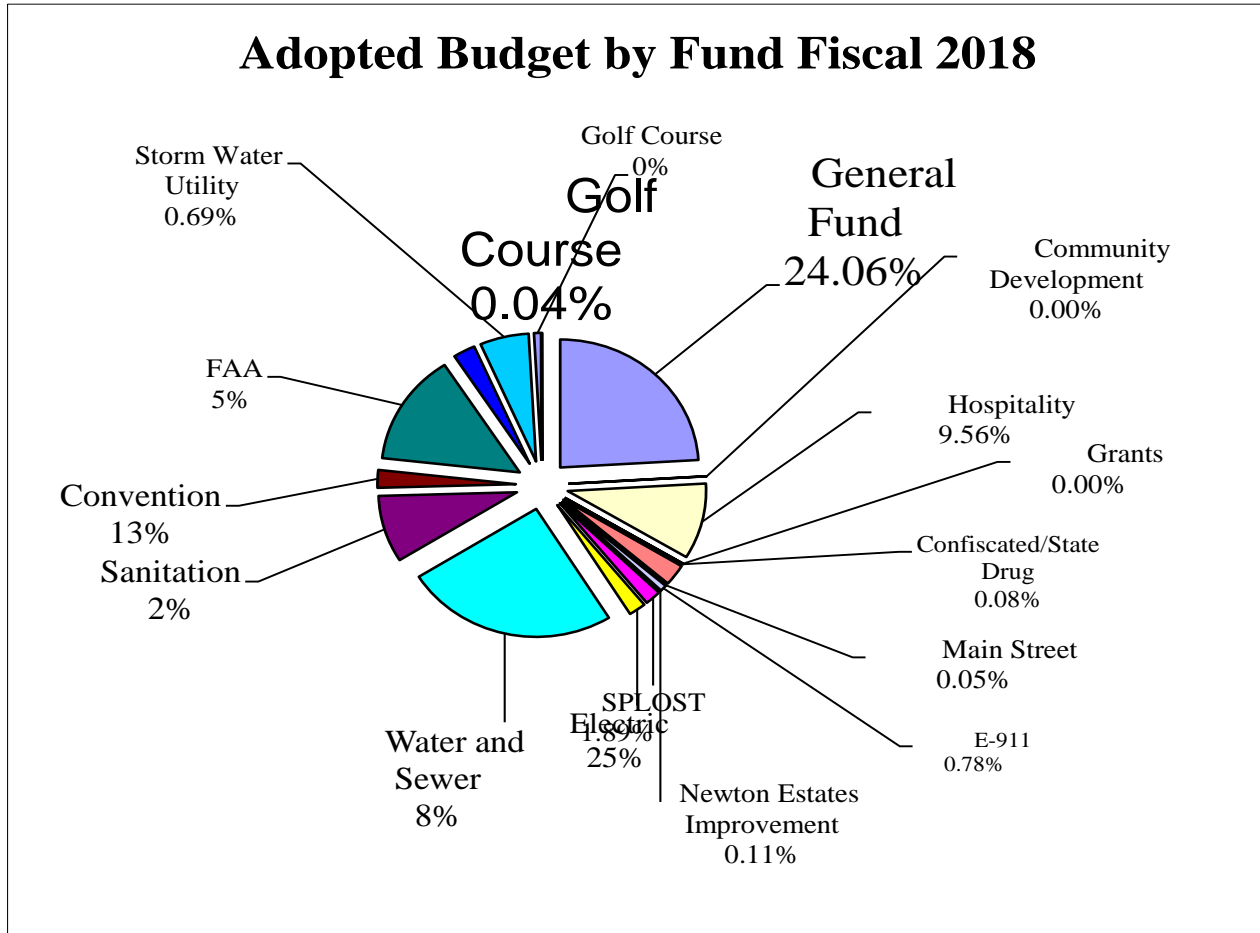
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**TABLE 1
CITY WIDE ADOPTED BUDGET**

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Change 2017 to 2018	Percent Change 2017 to 2018
REVENUES						
General Fund	31,502,402	38,902,791	28,410,761	28,843,384	432,623	1.5%
Special Revenue Funds:						
Community Development	92,075	90,406	-	-	-	0.0%
Hospitality	11,302,427	12,244,994	9,938,970	11,463,072	1,524,102	15.3%
Grants	4,621	387,204	-	-	-	0.0%
Confiscated Drug	-	-	3,868	28,000	24,132	623.9%
State Drug Fund	6,298	87,701	11,000	73,000	62,000	0.0%
Car Rental	2,921,564	3,251,417	3,200,300	3,200,300	-	0.0%
Main Street	93,268	163,073	112,697	65,323	(47,374)	-42.0%
E-911	926,100	4,216,299	921,826	935,644	13,818	1.5%
Newton Estates Improvement	91,195	111,803	105,850	105,850	-	0.0%
SPLOST Fund	332,362	211,597	217,000	2,260,588	2,043,588	941.7%
T-SPLOST Fund	-	-	-	2,400,000	2,400,000	100.0%
Enterprise Funds:						
Electric	29,677,593	26,316,557	30,193,000	29,853,000	(340,000)	-1.1%
Water and Sewer	9,820,400	10,772,995	10,215,490	10,117,000	(98,490)	-1.0%
Sanitation	2,872,374	2,801,519	2,611,974	2,684,057	72,083	2.8%
Convention	14,843,608	15,537,846	16,445,126	16,862,566	417,440	2.5%
FAA	4,369,798	3,461,496	3,045,700	3,100,600	54,900	1.8%
BIDA Redevelopment	5,099,462	7,075,083	6,852,318	6,836,318	(16,000)	-0.2%
Storm Water Utility	985,556	1,032,354	975,000	980,380	5,380	0.6%
Golf Course	43,862	335,208	48,114	48,114	-	0.0%
TOTAL REVENUES	114,984,965	127,000,343	113,308,994	119,857,196	6,548,202	5.8%
EXPENDITURES						
General Fund	27,212,392	30,430,937	28,410,761	28,843,384	432,623	1.5%
Special Revenue Funds:						
Community Development	92,011	90,389	-	-	-	0.0%
Hospitality	8,101,229	18,042,426	9,938,970	11,463,072	1,524,102	15.3%
Grants	4,621	387,204	-	-	-	0.0%
Confiscated Drug	59,842	30,644	3,868	28,000	24,132	623.9%
State Drug Fund	2,356	11,213	11,000	73,000	62,000	0.0%
E-911	909,048	884,556	921,826	935,644	13,818	1.5%
Newton Estates Improvement	105,850	111,803	105,850	105,850	-	0.0%
Car Rental	3,590,831	2,650,738	3,200,300	3,200,300	-	0.0%
Main Street	96,967	147,902	112,697	65,323	(47,374)	-42.0%
SPLOST Fund	633,560	203,292	217,000	2,260,588	2,043,588	941.7%
T-SPLOST Fund	-	-	-	2,400,000	2,400,000	100.0%
Enterprise Funds:						
Electric	26,983,799	24,910,034	30,193,000	29,853,000	(340,000)	-1.1%
Water and Sewer	9,078,947	9,524,956	10,215,490	10,117,000	(98,490)	-1.0%
Sanitation	2,564,479	2,463,150	2,611,974	2,684,057	72,083	2.8%
Convention	13,927,231	13,927,231	16,445,126	16,862,566	417,440	2.5%
FAA	2,073,054	2,689,016	3,045,700	3,100,600	54,900	1.8%
BIDA Redevelopment	8,083,151	7,624,288	6,852,318	6,836,318	(16,000)	-0.2%
Storm Water Utility	790,681	474,392	975,000	980,380	5,380	0.6%
Golf Course	35,148	72,345	48,114	48,114	-	0.0%
TOTAL EXPENSES	104,345,197	114,676,516	113,308,994	119,857,196	6,548,202	5.8%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

GRAPH 1

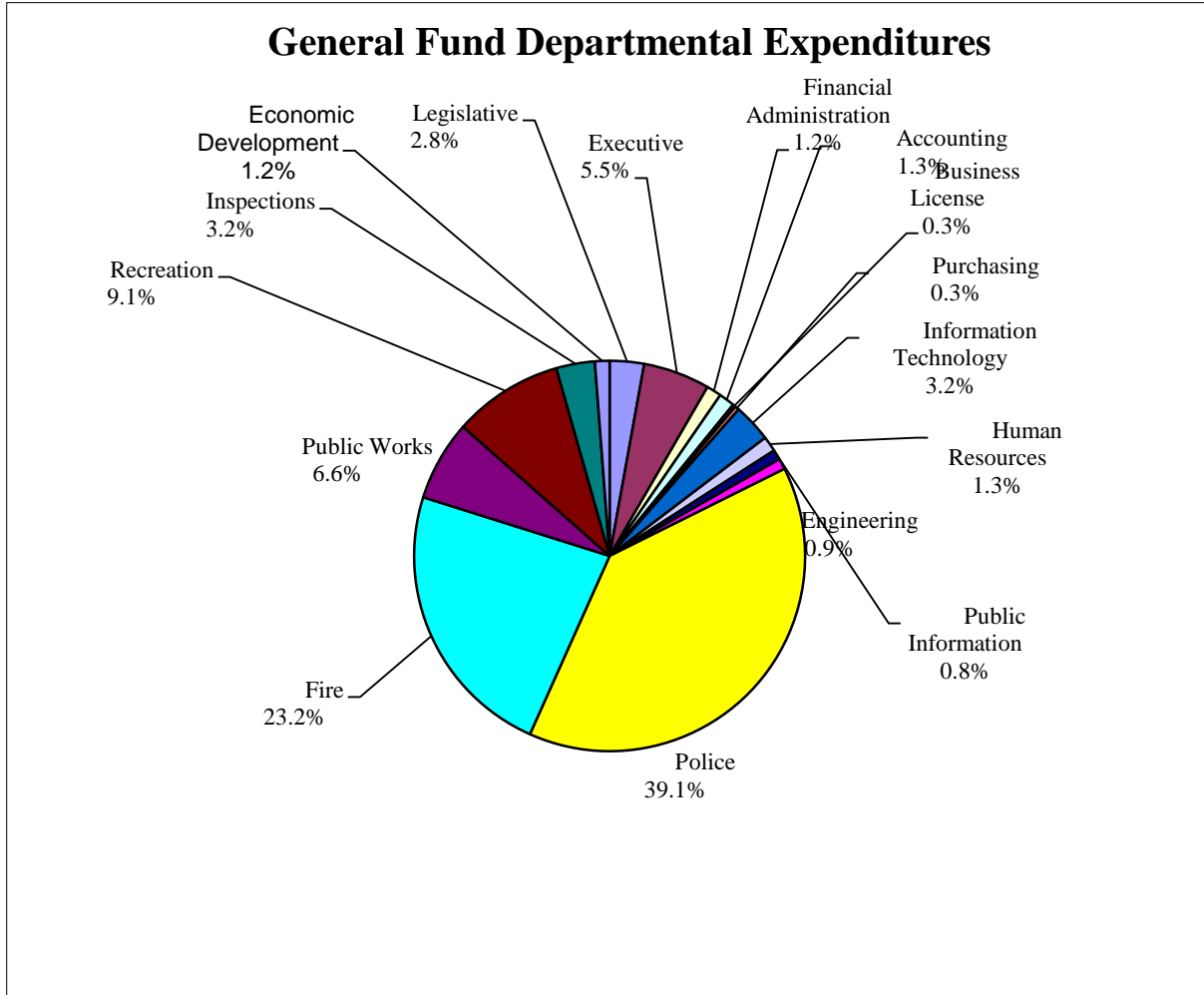


**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**TABLE 2
GENERAL FUND ADOPTED BUDGET**

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Taxes	17,828,440	19,515,904	\$ 17,628,322	\$ 18,127,171	\$ 498,849	3%
Licenses and Permits	6,773,739	5,523,703	4,772,150	4,601,650	(170,500)	-4%
Intergovernmental Revenue	197,187	-	-	-	-	0%
Fines and Forfeitures	1,668,542	2,197,185	2,002,824	910,000	(1,092,824)	-55%
Charges for Services	146,144	78,541	200,400	180,000	(20,400)	-10%
Interest	1,123	27,663	11,010	11,010	-	0%
Other	1,988,079	2,489,096	484,900	339,327	(145,573)	-30%
Total Revenues	28,603,254	29,832,092	25,099,606	24,169,158	(930,448)	-4%
EXPENDITURES						
Legislative	776,724	960,290	751,359	787,452	36,093	5%
Executive	1,528,434	1,663,310	1,572,018	1,530,164	(41,854)	-3%
Financial Administration	191,264	294,277	339,379	341,785	2,406	1%
Accounting	359,119	324,050	359,729	362,295	2,566	1%
Business License	73,599	64,553	71,016	69,976	(1,040)	-1%
Purchasing	84,959	89,463	93,227	94,636	1,409	2%
Information Technology	540,641	693,067	848,579	880,677	32,098	4%
Human Resources	325,389	367,383	332,749	350,782	18,033	5%
Public Information	215,798	219,653	230,483	233,380	2,897	1%
Engineering	449,734	309,770	269,293	245,103	(24,190)	-9%
Municipal Court	451,501	439,758	458,156	461,487	3,331	1%
Police Administration	1,609,344	1,764,010	1,823,300	2,027,539	204,239	11%
Police Investigations	713,842	879,549	1,026,483	1,068,894	42,411	4%
Police Patrol	6,674,034	6,705,261	7,658,032	7,181,750	(476,282)	-6%
Corrections	525,370	613,036	574,178	563,938	(10,240)	-2%
Fire Administration	563,081	579,517	581,053	628,249	47,196	8%
Fire Suppression	5,709,459	5,181,167	5,293,848	5,546,839	252,991	5%
Emergency Medical Services	223,616	446,757	289,077	259,922	(29,155)	-10%
Public Works Administration	110,919	75,264	60,801	61,555	754	1%
Highways and Streets	947,463	933,769	920,802	889,455	(31,347)	-3%
Housing and Development	-	-	-	-	-	0%
Buildings and Grounds	787,225	1,050,353	903,442	893,530	(9,912)	-1%
Recreation Administration	212,582	222,187	222,167	228,355	6,188	3%
Recreation Programs	1,382,008	1,489,358	1,391,837	1,418,145	26,308	2%
Recreation Facilities	651,663	820,022	713,784	655,422	(58,362)	-8%
Parks	229,403	219,867	218,866	223,983	5,117	2%
Inspections	427,748	574,517	512,036	884,667	372,631	73%
Economic Development	220,649	2,411,553	229,665	335,566	105,901	46%
Debt Service						
Principal	-	-	-	-	-	0%
Interest	-	-	-	-	-	0%
Total Expenditures	25,985,568	29,391,761	27,745,359	28,225,546	480,187	2%
OTHER FINANCING SOURCES						
Operating transfers in	2,899,148	9,070,699	3,311,155	4,674,226	1,363,071	41%
Operating transfers out	(1,226,824)	(1,039,176)	(665,402)	(617,838)	47,564	-7%
Proceeds from sale of capital assets	-	-	-	-	-	0%
TOTAL OTHER	1,672,324	8,031,523	2,645,753	4,056,388	1,410,635	53%
Net change in fund balance	4,290,010	8,471,854	-	-	-	0%
Fund balance (deficit), beginning	14,237,974	12,702,770	14,930,962	14,930,962	14,930,962	0%
Fun balance (deficit), end of year	\$ 18,527,984	\$ 21,174,624	\$ 14,930,962	\$ 14,930,962	\$ 14,930,962	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**TABLE 3
COMMUNITY DEVELOPMENT ADOPTED BUDGET**

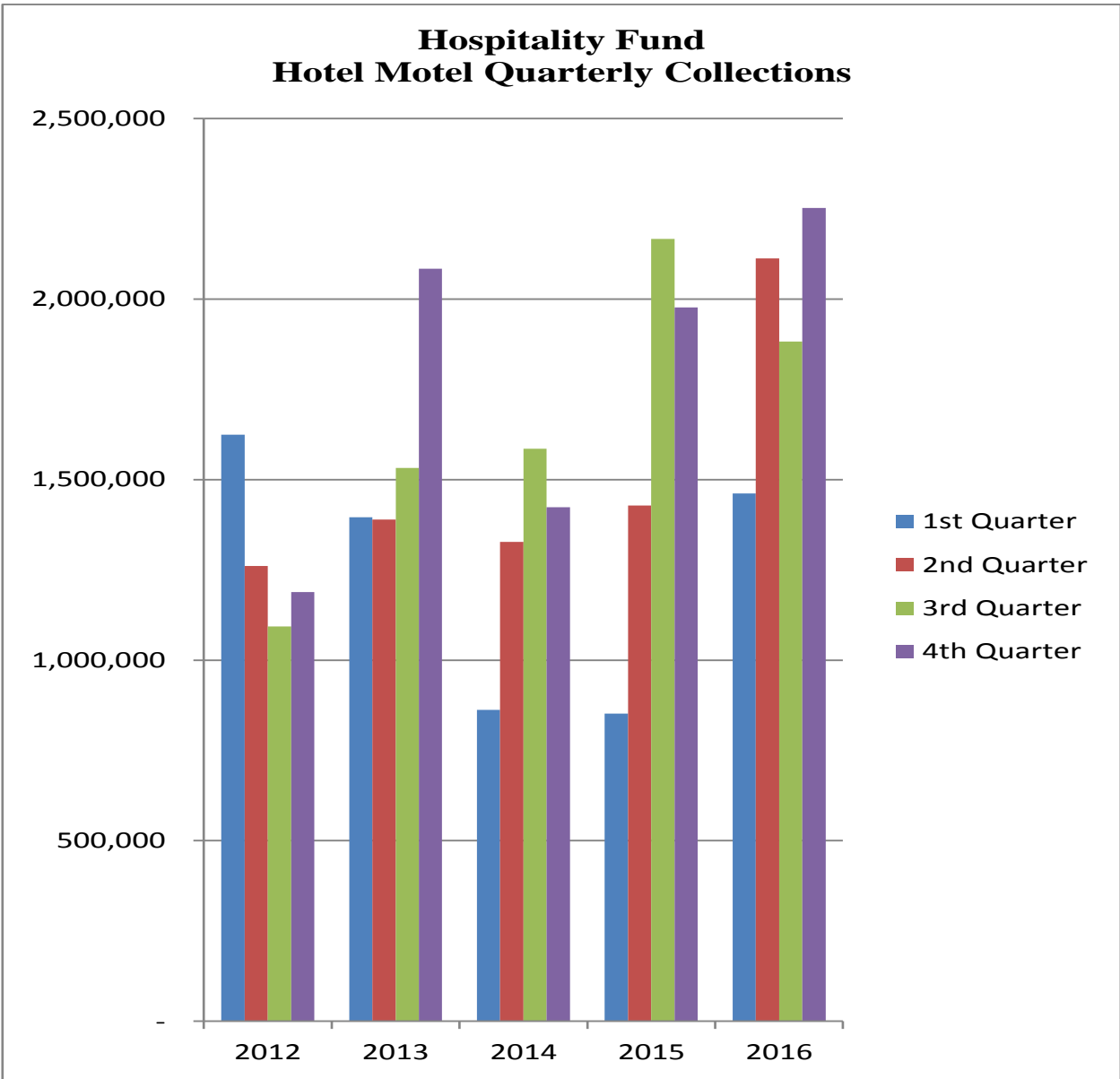
	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Intergovernmental Revenue	92,075	90,406	-	-	-	-100%
Total Revenue	92,075	90,406	-	-	-	-100%
EXPENSES						
Recreation	92,011	90,389	-	-	-	-100%
Change in fund balance	64	17	-	-	-	0%
Fund balance, beginning of year	89,594	89,658	89,675	89,675	-	0%
Fund balance, end of year	89,658	89,675	89,675	89,675	-	0%

**TABLE 4
HOSPITALITY FUND ADOPTED BUDGET**

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Taxes	11,190,010	12,120,570	9,937,770	11,461,872	1,524,102	15%
Budget Carryforward	-	-	-	-	-	0%
Misc Income	110,913	124,195	-	-	-	-
Interest	1,504	229	1,200	1,200	-	0%
	11,302,427	12,244,994	9,938,970	11,463,072	1,524,102	15%
EXPENDITURES						
Other Services and Charges	2,401,229	2,996,445	2,171,970	2,666,960	494,990	23%
Total Expenditures	2,401,229	2,996,445	2,171,970	2,666,960	494,990	23%
Transfer In	-	-	-	-	-	0%
Transfers Out	(5,700,000)	(15,045,981)	(7,767,000)	(8,796,112)	(1,029,112)	13%
Net change in fund balance	3,201,198	(5,797,432)	-	-	-	-
Fund balance (deficit), beginning	1,683,259	3,121,176	(2,676,256)	(2,676,256)	-	0%
Fund balance (deficit), ending	4,884,457	(2,676,256)	(2,676,256)	(2,676,256)	-	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

GRAPH 3



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

TABLE 5

CAR RENTAL FUND ADOPTED BUDGET

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Taxes	2,921,564	3,248,789	3,200,000	3,200,000	-	0%
Interest	-	2,628	300	300	-	0%
Other	-	-	-	-	-	-
Total Revenue	<u>2,921,564</u>	<u>3,251,417</u>	<u>3,200,300</u>	<u>3,200,300</u>	<u>-</u>	<u>0%</u>
EXPENDITURES						
Police	16,530	-	380,119	1,006,533	626,414	165%
Other Expenditures	905,593	705,468	1,747,584	1,121,170	(626,414)	-36%
Total Expenditures	<u>922,123</u>	<u>705,468</u>	<u>2,127,703</u>	<u>2,127,703</u>	<u>-</u>	<u>0%</u>
Transfer In	-	-	-	-	-	-
Transfer Out	<u>(2,668,708)</u>	<u>(1,945,270)</u>	<u>(1,072,597)</u>	<u>(1,072,597)</u>	<u>-</u>	<u>0%</u>
Net change in fund balances	(669,267)	600,679	-	-	-	1%
Fund balance (deficit), beginning	<u>(3,012,698)</u>	<u>(3,681,965)</u>	<u>(3,081,286)</u>	<u>(3,081,286)</u>	<u>-</u>	<u>0%</u>
Fund balance (deficit), ending	<u><u>(3,681,965)</u></u>	<u><u>(3,081,286)</u></u>	<u><u>(3,081,286)</u></u>	<u><u>(3,081,286)</u></u>	<u><u>-</u></u>	<u><u>0%</u></u>

TABLE 6

E-911 FUND ADOPTED BUDGET

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Service	367,009	3,703,113	369,000	383,008	14,008	4%
Interest	-	531	121	121	-	100%
Total Revenues	<u>367,009</u>	<u>3,703,644</u>	<u>369,121</u>	<u>383,129</u>	<u>14,008</u>	<u>4%</u>
EXPENDITURES						
Current	<u>909,048</u>	<u>884,556</u>	<u>921,826</u>	<u>935,644</u>	<u>13,818</u>	<u>1%</u>
Transfer In	<u>559,091</u>	<u>512,655</u>	<u>552,705</u>	<u>552,515</u>	<u>(190)</u>	<u>0%</u>
Net change in fund balance	17,052	3,331,743	-	-	-	0%
Fund balance (deficit), beginning	<u>287,329</u>	<u>304,381</u>	<u>3,636,124</u>	<u>3,636,124</u>	<u>-</u>	<u>0%</u>
Fund balance (deficit), ending	<u><u>304,381</u></u>	<u><u>3,636,124</u></u>	<u><u>3,636,124</u></u>	<u><u>3,636,124</u></u>	<u><u>-</u></u>	<u><u>0%</u></u>

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

TABLE 7

ELECTRIC FUND ADOPTED BUDGET

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Services	28,081,940	25,148,683	28,805,000	29,005,000	200,000	1%
Interest	13,139	21,821	-	-	-	0%
Other Income	1,582,514	1,146,053	1,388,000	848,000	(540,000)	-39%
Total Revenues	<u>29,677,593</u>	<u>26,316,557</u>	<u>30,193,000</u>	<u>29,853,000</u>	<u>(340,000)</u>	<u>-1%</u>
EXPENSES						
Electric	25,983,799	22,809,529	29,193,000	28,853,000	(340,000)	-1%
Total Expenses	<u>25,983,799</u>	<u>22,809,529</u>	<u>29,193,000</u>	<u>28,853,000</u>	<u>(340,000)</u>	<u>-1%</u>
Transfers:						
Transfer In	-	-	-	-	-	0%
Transfer Out	(1,000,000)	(2,100,505)	(1,000,000)	(1,000,000)	-	0%
Change in net assets	(2,769,516)	1,406,523	-	-	-	0%
Total net assets, beginning	39,855,311	37,085,795	38,492,318	38,492,318	-	0%
Total net assets, ending	<u>37,085,795</u>	<u>38,492,318</u>	<u>38,492,318</u>	<u>38,492,318</u>	<u>-</u>	<u>0%</u>

TABLE 8

WATER FUND ADOPTED BUDGET

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Services	9,810,893	10,737,776	10,207,490	10,111,500	(95,990)	-1%
Interest	3,176	7,100	3,000	3,000	-	0%
Other Income	6,331	28,119	5,000	2,500	(2,500)	-50%
Total Revenues	<u>9,820,400</u>	<u>10,772,995</u>	<u>10,215,490</u>	<u>10,117,000</u>	<u>(98,490)</u>	<u>-1%</u>
EXPENSES						
Water Dept	6,965,949	7,405,934	7,935,027	8,117,000	181,973	2%
Other	1,849,692	2,119,022	2,062,000	2,000,000	(62,000)	-3%
Total Expenses	<u>8,815,641</u>	<u>9,524,956</u>	<u>9,997,027</u>	<u>10,117,000</u>	<u>119,973</u>	<u>1%</u>
Transfers:						
Transfer In	-	-	-	-	-	0%
Transfer Out	263,306	-	218,463	-	(218,463)	-100%
Change in net assets	741,453	1,248,039	-	-	-	0%
Total net assets, beginning	13,881,953	14,623,406	15,871,445	15,871,445	15,292,031	0%
Total net assets (deficit), ending	<u>14,623,406</u>	<u>15,871,445</u>	<u>15,871,445</u>	<u>15,871,445</u>	<u>15,292,031</u>	<u>0%</u>

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**TABLE 9
SANITATION FUND ADOPTED BUDGET**

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Services	2,852,327	2,439,483	2,596,974	2,639,274	42,300	2%
Interest	88	149	-	735	735	0%
Other Income	19,959	161,887	15,000	44,048	29,048	194%
Total Revenue	2,872,374	2,601,519	2,611,974	2,684,057	72,083	3%
EXPENSES						
Sanitation	2,564,479	2,463,150	2,611,974	2,684,057	72,083	-1%
Transfers In	-	200,000	-	-	-	0%
Change in net assets	307,895	338,369	-	-	-	0%
Total net assets (deficit), beginning	1,162,222	1,468,084	1,804,420	1,804,420	-	0%
Total net assets (deficit), ending	1,468,084	1,804,420	1,804,420	1,804,420	-	0%

**TABLE 10
CONVENTION CENTER FUND ADOPTED BUDGET**

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Sales	5,053,182	4,817,035	4,500,000	4,036,253	(463,747)	-10%
Commissions	3,951,592	4,124,718	4,240,000	4,230,000	(10,000)	0%
Interest	-	1,720	2,600	1,000	(1,600)	-62%
Other Income	105,521	107,512	1,145,000	2,033,747	888,747	78%
Total Revenue	9,110,295	9,050,985	9,887,600	10,301,000	413,400	4%
EXPENSES						
Convention	12,756,053	13,927,231	16,445,126	16,862,566	417,440	3%
Transfers In	5,733,313	6,486,861	6,557,526	6,561,566	4,040	0%
Transfer Out	(1,171,178)	-	-	-	-	0%
Change in net assets	916,377	1,610,615	-	-	-	0%
Change in net assets (deficit), beginning	15,640,367	16,556,744	18,167,359	18,167,359	-	0%
Change in net assets (deficit), ending	16,556,744	18,167,359	18,167,359	18,167,359	-	0%

**TABLE 11
FAA FUND ADOPTED BUDGET**

	Actual Fiscal 2015	Actual Fiscal 2016	Amended Fiscal 2017	Adopted Fiscal 2018	Increase (Decrease)	Increase (Decrease)
REVENUES						
FAA Facility	3,775,385	3,458,087	3,045,100	3,100,000	54,900	2%
Other	-	-	-	-	-	-
Interest	19,905	3,409	600	600	-	100%
Total Revenue	3,795,290	3,461,496	3,045,700	3,100,600	54,900	2%
EXPENSES						
FAA	2,073,054	2,689,016	3,045,700	3,100,600	54,900	2%
Transfers In	574,508	-	-	-	-	0%
Change in net assets	(5,461,082)	772,480	-	-	-	0%
Change net assets (deficit), beginning	4,202,217	(1,258,865)	(486,385)	(486,385)	-	0%
Change net assets (deficit), ending	(1,258,865)	(486,385)	(486,385)	(486,385)	-	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

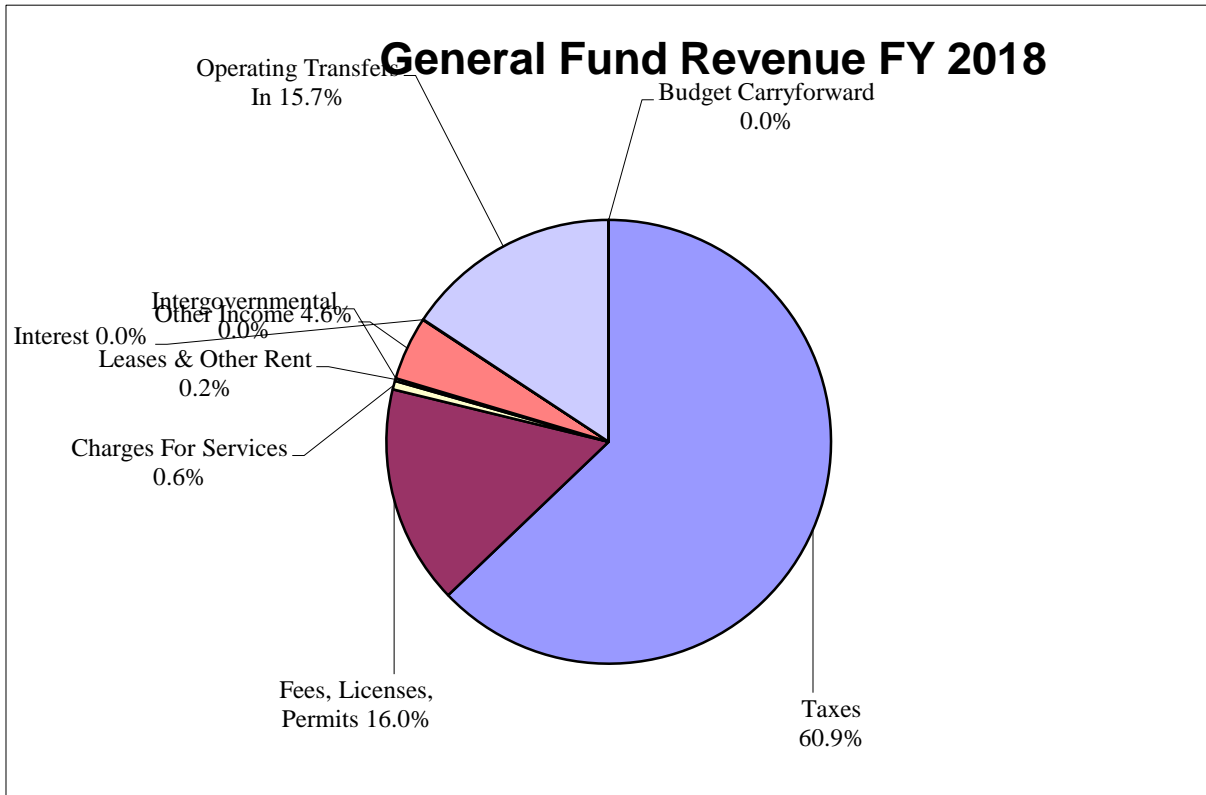
Department	Request	Number Requested	Council Approved
MIS-Information Techonogy	Administrative Assistant	1	1
Fire Administration	Administrative Assistant	1	1
Economic Development	Main Street Manager	1	1
Building and Grounds	Laborers	4	4
Total New Positions General Fund		7	7
Convention Center	Arena Booking/Sponsor Manager	1	1
Convention Center	Accounting Clerk-Part-Time	1	1
Total New Positions Other Fund		2	2
Total New Positions FY2017-18		9	9

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

EXPENDITURES BY CATEGORY								
	Personnel	Other Operating Expenditures	Materials and Supplies	Capital	Cost of Sales	Debt Service	Operating Transfers	Total
Legislative	\$ 335,072	\$ 396,483	\$ 51,897	-	\$ 4,000	-	\$ -	787,452
Executive	411,276	1,090,688	20,200	-	8,000	-	-	1,530,164
Financial	217,623	114,112	10,050	-	-	-	-	341,785
Communications	115,487	107,040	10,853	-	-	-	-	233,380
Accounting	198,970	152,225	11,100	-	-	-	-	362,295
Engineering	172,248	63,405	9,450	-	-	-	-	245,103
Human Resources	211,308	123,774	15,700	-	-	-	-	350,782
Purchasing	62,674	29,987	1,975	-	-	-	-	94,636
Business License	38,482	27,394	4,100	-	-	-	-	69,976
Economic Development	225,638	104,978	4,950	-	-	-	-	335,566
Inspections	273,621	598,196	12,850	-	-	-	-	884,667
Non Departmental	-	-	-	-	-	-	617,838	617,838
Police								
Administration	796,698	1,162,171	68,670	-	-	-	-	2,027,539
Patrol	4,630,930	2,327,535	223,285	-	-	-	-	7,181,750
Investigations	696,433	347,846	24,615	-	-	-	-	1,068,894
Fire								
Administration	302,649	308,600	15,500	-	1,500	-	-	628,249
Suppression	3,697,582	1,544,057	138,700	-	1,500	165,000	-	5,546,839
EMS	72,715	138,707	48,500	-	-	-	-	259,922
Corrections	193,162	350,801	14,975	-	5,000	-	-	563,938
Municipal Court	300,102	144,525	16,860	-	-	-	-	461,487
Recreation								
Administration	154,327	73,128	900	-	-	-	-	228,355
Programs	808,360	513,275	95,010	-	1,500	-	-	1,418,145
Facilities	202,413	340,009	113,000	-	-	-	-	655,422
Parks	150,336	68,247	5,400	-	-	-	-	223,983
Public Works Admin	35,363	25,042	1,150	-	-	-	-	61,555
Buildings and Grounds	513,086	344,944	35,500	-	-	-	-	893,530
Highways and Streets	364,208	460,347	64,900	-	-	-	-	889,455
Information Technology	346,468	372,365	4,750	157,094	-	-	-	880,677
Subtotal General Funds	15,527,231	11,329,881	1,024,840	157,094	21,500	165,000	617,838	28,843,384
Electric								
Line Section	802,606	1,993,977	131,675	1,356,000	23,501,000	-	1,000,000	28,785,258
Warehouse	45,020	49,568	1,050	-	-	-	-	95,638
Meter Reading	89,370	65,234	12,581	-	-	-	-	167,185
Customer Service	451,277	245,072	68,570	20,000	-	20,000	-	804,919
CNG	-	-	-	-	-	-	-	-
Water and Sewer	837,479	2,212,379	45,250	286,500	5,700,000	1,035,392	-	10,117,000
Sanitation	1,107,568	726,589	118,400	45,000	555,000	131,500	-	2,684,057
Convention Center	2,185,908	4,873,063	214,170	795,500	2,917,500	5,876,425	-	16,862,566
Confiscated Drugs	-	28,000	-	-	-	-	-	28,000
State Drug Fund	-	73,000	-	-	-	-	-	73,000
E911	586,353	336,716	12,575	-	-	-	-	935,644
Hospitality	-	2,666,960	-	-	-	-	8,796,112	11,463,072
GICC Special District	-	-	-	-	-	-	105,850	105,850
FAA Building	-	1,406,042	-	12,480	570,458	-	1,111,620	3,100,600
BIDA	-	742,450	15,100	-	25,000	6,053,768	-	6,836,318
Car Rental Tax	-	343,550	-	1,064,153	-	720,000	1,072,597	3,200,300
Main Street	-	62,873	2,450	-	-	-	-	65,323
Golf Course	-	-	-	48,114	-	-	-	48,114
CDBG	-	-	-	-	-	-	-	-
SPLOST	-	73,300	-	2,187,288	-	-	-	2,260,588
TSPLOST	-	-	-	2,400,000	-	-	-	2,400,000
Grants	-	-	-	-	-	-	-	-
Storm Water Utility	171,189	213,848	8,313	453,926	-	133,104	-	980,380
Subtotal Other Funds	6,276,770	16,112,621	630,134	8,668,961	33,268,958	13,970,189	12,086,179	91,013,812
Grand Total	\$ 21,804,001	\$ 27,442,502	\$ 1,654,974	\$ 8,826,055	\$ 33,290,458	\$ 14,135,189	\$ 12,704,017	\$ 119,857,196

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

GENERAL FUND	2015 Actual	2016 Actual	2017 Amended Budget	2018 Adopted Budget	% of Total General fund Revenues
Revenue					
Taxes	\$17,828,440	\$19,515,904	\$17,628,322	\$18,127,171	62.8%
Fees, Licenses, Permits	6,773,739	5,523,703	4,772,150	4,601,650	16.0%
Charges For Services	146,144	78,541	200,400	180,000	0.6%
Leases & Other Rent	58,061	62,178	58,500	58,500	0.2%
Intergovernmental	197,187	-	-	-	0.0%
Other Income	3,656,621	4,686,280	2,429,224	1,336,400	4.6%
Interest	1,123	27,663	11,010	11,010	0.0%
Operating Transfers In	2,899,148	9,070,699	3,311,155	4,528,653	15.7%
Budget Carryforward	-	-	(1,340)	-	0.0%
Total GENERAL FUND	\$31,560,463	\$38,964,968	\$28,409,421	\$28,843,384	

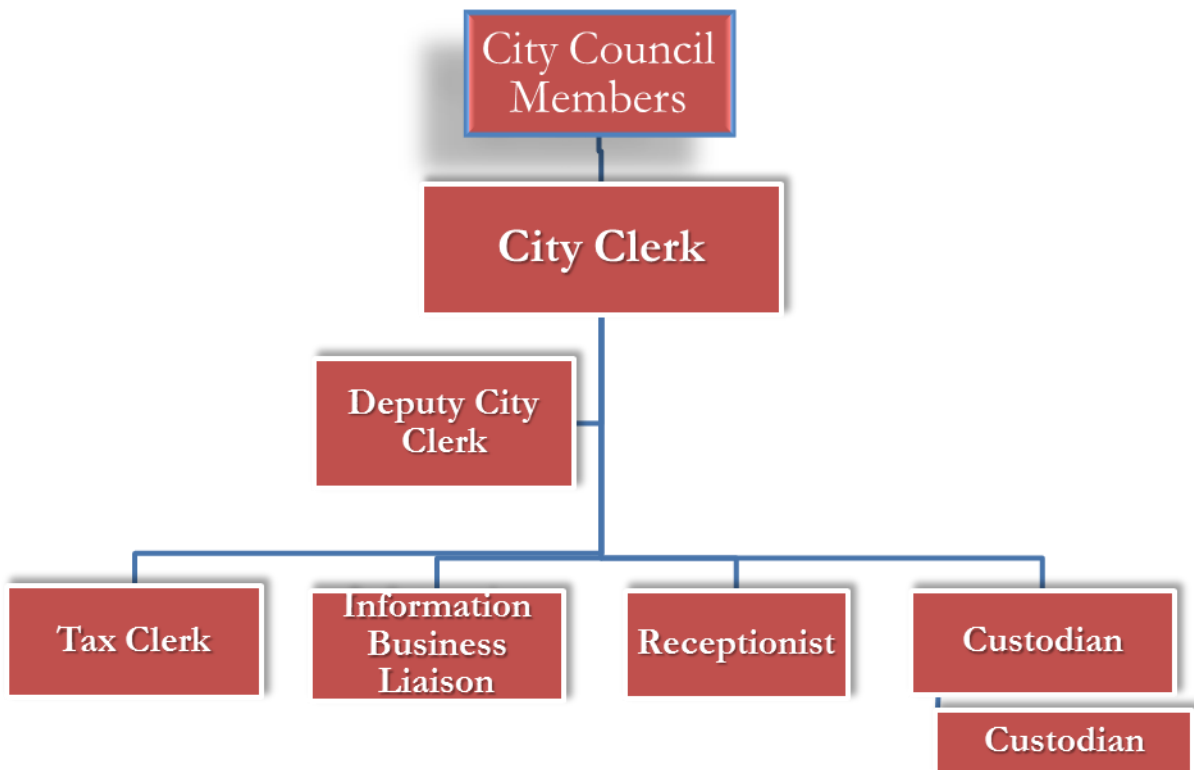


CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: GENERAL FUND

Legislative Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Legislative					
Expenditures					
Personnel - Personnel Services	\$ 314,642	\$ 318,575	\$ 328,096	\$ 335,072	2%
Employee B - Employee Benefits	96,055	96,586	106,723	106,723	0%
Communications & Util.	36,336	37,680	35,421	35,421	0%
Repair & Maintenance	3,418	7,171	9,276	9,275	0%
Building Maintenance	43,071	110,138	45,201	56,701	-3%
Training & Education	51,754	69,149	48,810	47,257	-3%
Other Services & Charges	184,966	194,826	121,085	141,106	17%
Materials & Supplies	42,942	55,482	64,450	51,897	-19%
Cost Of Sales	3,539	6,647	3,000	4,000	33%
Capital Outlay	-	64,035	-	-	0%
Legislative Expenditure Total	\$ 776,723	\$ 960,289	\$ 762,062	\$ 787,452	3%

Legislative Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
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
Part Time Positions:				
Custodian	1	1	1	1
Receptionist	0	1	2	2
Laserfische Clerk	1	0	0	0
Total Personnel	11	11	11	11

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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 2018 BUDGET

Performance Measures

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

	Actual 16/17
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%
Estimated 17/18	
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%

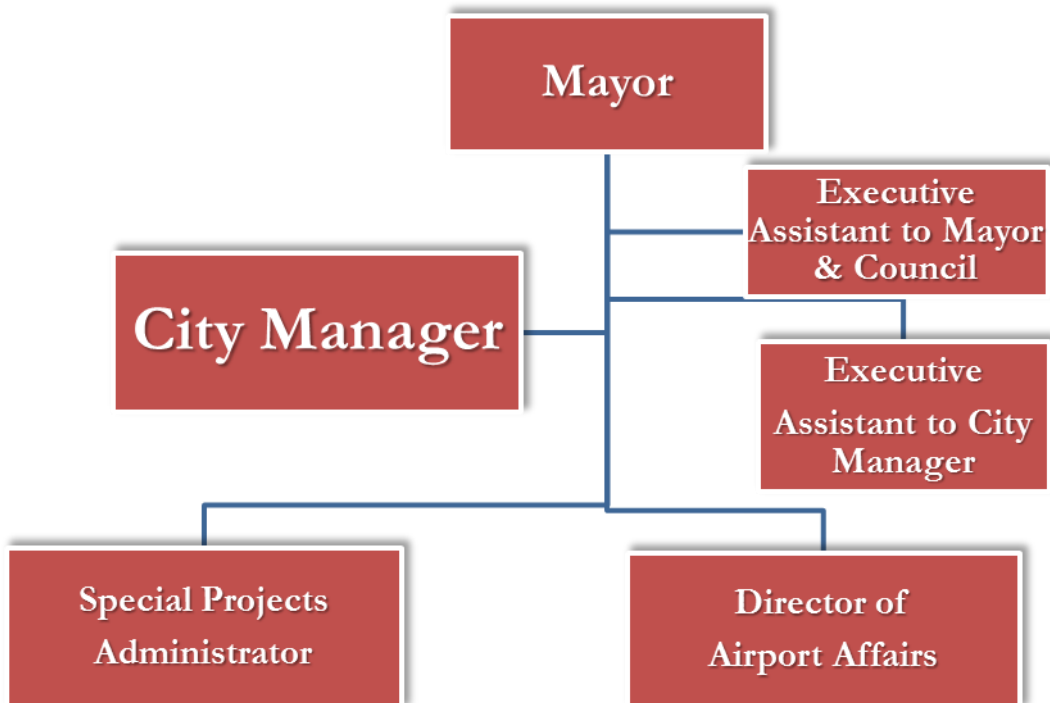
Program / Service Outcomes: (based on program objectives)

	Actual 16/17
Number of College Park registered voters	7.186
Estimated 17/18	
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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Executive					
Expenditures					
Personnel Services	\$ 352,369	\$ 418,923	\$ 403,520	\$ 411,276	2%
Employee Benefits	90,445	105,182	113,876	113,631	0%
Communications & Util.	12,386	11,592	16,672	16,672	0%
Rentals	15,284	16,992	19,240	19,240	0%
Repair & Maintenance	10,456	13,835	11,488	11,968	4%
Building Maintenance	-	-	-	-	0%
Training & Education	38,450	51,138	42,524	42,524	0%
Other Services & Charges	984,457	1,017,473	935,498	886,653	-5%
Materials & Supplies	17,403	19,991	22,762	20,200	-11%
Cost Of Sales	7,187	8,181	7,000	8,000	14%
Capital Outlay	-	-	-	-	0%
Executive Total	\$ 1,528,437	\$ 1,663,307	\$ 1,572,580	\$ 1,530,164	-3%

Executive Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Mayor	1	1	1	1
City Manager	1	1	1	1
Airport Affairs Director	1	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	0	1	0	0
Total Personnel	5	5.5	5.5	5.5

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

City Manager | Executive

Executive Division – City Manager’s Office

Program Description:

The City of College Park City Manager’s Office provides the organizational leadership necessary to ensure the efficient and effective delivery of City services and implements the 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 17/18 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

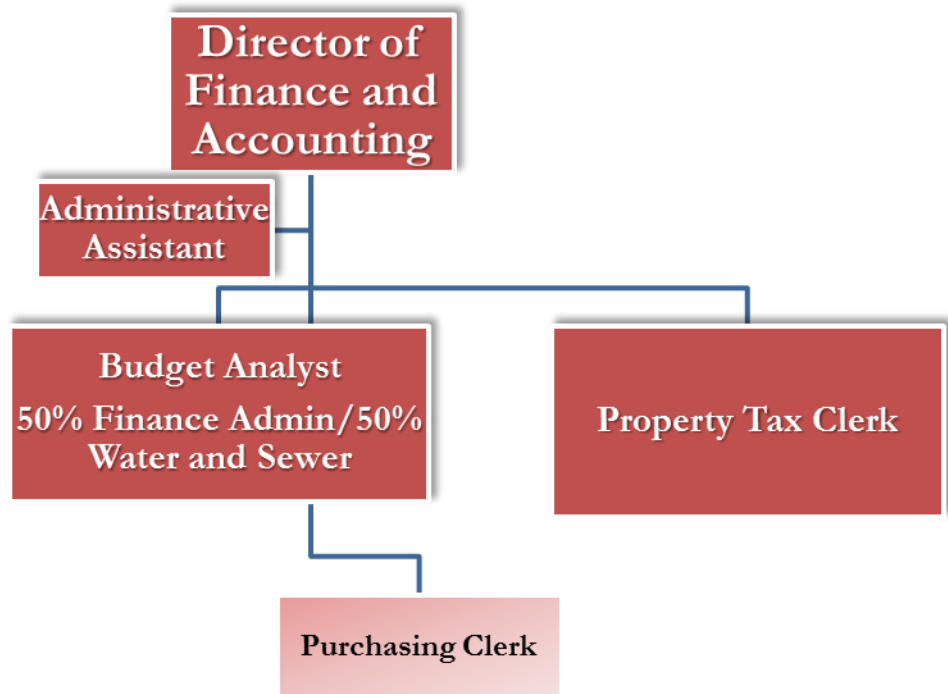
Program / Service Outputs: (goods, services, units produced)

Aa3 bond rating maintained	Estimated 17/18 Yes
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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 completed 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.
5. Work with the Federal Aviation Administration Southern United States Regional Headquarters on the expansion and employee relocation of facilities in College Park, Georgia.

Finance Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Finance					
Expenditures					
Personnel Services	\$ 94,384	\$ 182,091	\$ 214,821	\$ 217,623	1%
Employee Benefits	24,268	45,565	52,740	52,740	0%
Communications & Util.	5,997	6,227	6,932	6,931	0%
Repair & Maintenance	13,218	12,221	15,710	15,710	0%
Training & Education	5,752	5,034	5,274	6,374	21%
Other Services & Charges	38,095	28,468	33,852	32,357	-4%
Materials & Supplies	9,549	14,671	10,050	10,050	0%
Cost Of Sales	-	-	-	-	0%
Financial Administration Total	\$ 191,263	\$ 294,277	\$ 339,379	\$ 341,785	1%

Financial Administration

Full Time Positions:	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
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
Total Personnel	3	3	4	4

*50% Water/Sewer Fund

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 Citywide 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 is improving and is recovering from the recession. Local property values have begun to increase, resulting in increased ad valorem revenues. Consumer spending is improving with the general focus having shifted from savings to spending. Even though the national and local economy is improving, cash flow needs continue to be evaluated to ensure essential city services are provided and adjustments to the budget are being analyzed. With relatively low market rates and investor's recent flight to quality, the market for new bond issuances to fund the City's capital plan continues to be favorable.

In light of economic improvements for local governments the City of College Park is well positioned. The City has ample land and existing structures for redevelopment. Although, banks are loosening the strings, there are still some relatively low interest rates available to provide public and private funding.

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.

Program 17/18 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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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	Actual 16/17 Yes
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Program/Service Outcomes: (based on program objectives)

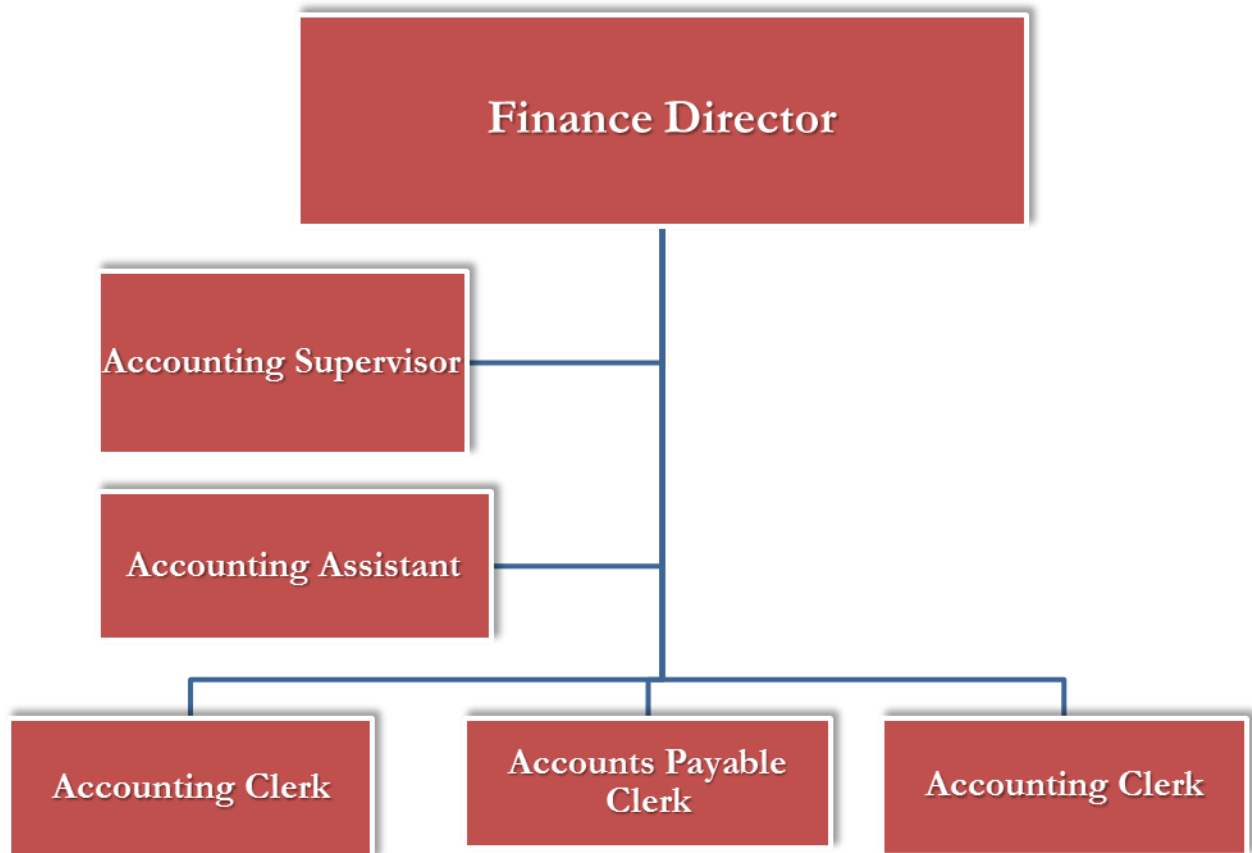
Estimated 17/18

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Accounting					
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%
Accounting Total	\$ 359,118	\$ 324,050	\$ 359,729	\$ 362,295	1%

Accounting Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Accounting Supervisor	1	1	1	1
Accounting Assistant	1	1	1	1
Accounting Clerk	1	1	1	1
Part Time Positions:				
Accounts Payable Clerk	1	1	1	1
Accounting Clerk	1	1	1	1
Total Personnel	5	5	5	5

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Finance Department | Accounting

Program Description:

The Accounting program maintains the City’s financial systems and fiscal controls over 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 and procedures, systems, laws and policies. The program is also responsible for the coordination of the financial statement audit and preparation of the City’s annual financial statements, operating budget, capital improvements budgets.

Trends:

Accounting is seeking alternative ways of doing business. As a result, the accounts payable section has begun scanning invoices and supporting documentation for record storage and retrieval. Also, the accounts payable section will begin examining the invoice automation solutions approach. The solution provides full transparency and internal controls throughout the accounts payable process. In addition, the accounting department is placing greater emphasis on applying technology for the analysis, compilation and reporting of data. The Accounting staff in collaboration with the Information Technology staff will explore the various reporting features that the New World Financial Systems has to offer.

Program Broad Goals:

Ongoing efforts are in place to develop and maintain integrated financial systems. Staff develop and administer the various financial, operating, and internal control systems to ensure data integrity and ease of financial information tracking and retrieval. They 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).

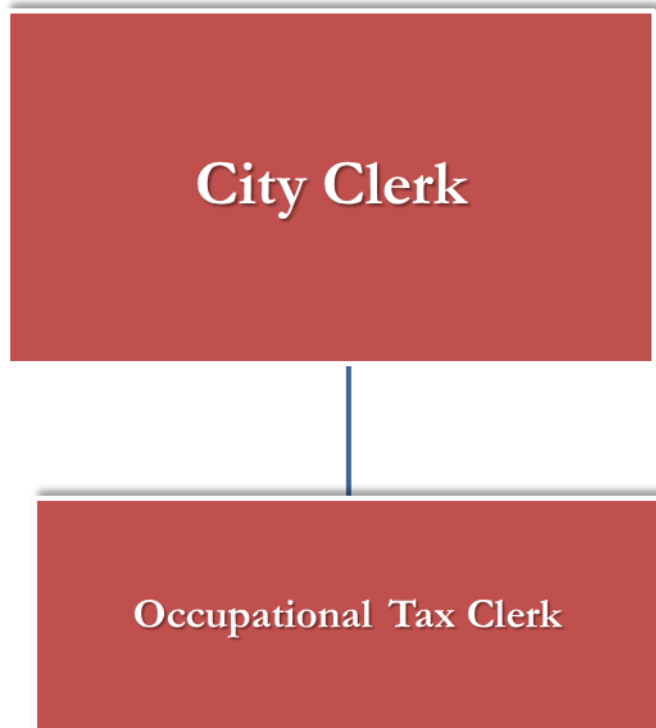
Program 17/18 Objectives:

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. Implement a cash pooling methodology that will improve cash-flow and improve operating efficiencies.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 16/17
# of accounts payable checks issued	6000
# of journal entries processed annually	3,926

Business License Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Business License					
Expenditures					
Personnel Services	\$ 45,023	\$ 36,971	\$ 37,741	\$ 38,482	2%
Employee Benefits	13,735	13,711	15,067	15,067	0%
Communications & Util.	4,309	5,064	5,437	5,437	0%
Repair & Maintenance	2,588	3,036	3,176	3,176	0%
Training & Education	153	-	1,555	1,555	0%
Other Services & Charges	1,594	1,599	1,940	2,158	11%
Materials & Supplies	6,197	4,172	6,100	4,100	-33%
Business License Total	\$ 73,599	\$ 64,553	\$ 71,016	\$ 69,976	-1%

Business License Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Tax Clerk	1	1	1	1
Total Personnel	1	1	1	1

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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 occupation tax, room occupancy tax, excise tax (mixed drink and wholesale), car rental tax and alcohol 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 an occupation tax certificate must be verified through the Systematic Alien Verification Entitlements (SAVE) program. Private employer affidavits indicating number of employees (providing Federal Work Authorization User Identification Number if required) must be completed when applying for an occupation tax certificate.

The Georgia Department of Revenue has requested that the City notify the State of all businesses operating within its jurisdiction.

Program Broad Goals:

Educate the City of College Park by providing accurate information on obtaining an occupation tax certificate bringing all businesses into compliance with the city code. The successful implementation of this goal should also increase revenue.

Program Objectives:

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

Continue the ongoing evaluation regarding possible occupation tax revenue for businesses located at the airport. Training in report writing to enable the department to track and cut down on the number of delinquencies and increase revenue.

Performance Measures

Program/Service Output: (goods, services, units produced)

	Actual 16/17
Number of active licenses during the fiscal year	1,250
Amount of "face to face" contact	40%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Program/Service Output: (based on program objectives)

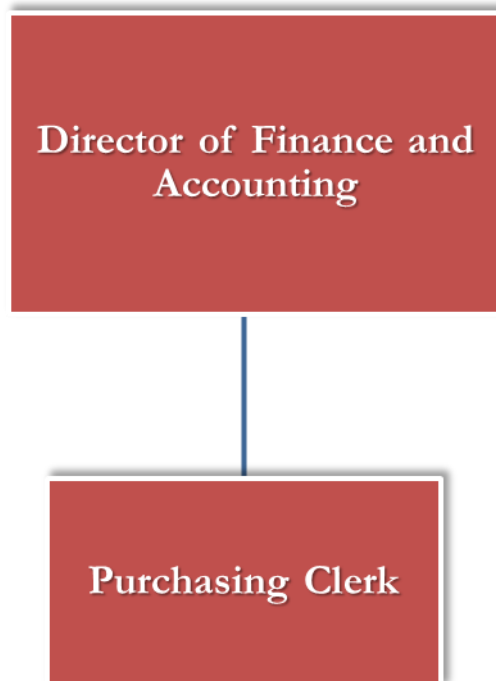
Estimated 17/18

Number of active licenses during the fiscal year	1,400
Amount of “face to face” contact	50%

Prior Year Highlights:

- The 2% Room Occupancy Tax increase effective July 1, 2011 for the Destination Marketing Organization (DMO – 1.5%) and Tourism Product Development (TPD - .5%) has been and will continue through the next fiscal year being accurately reported on the monthly report.
- Revenues have increased since implementing the Hotel/Motel Tax Recovery Program
- The Alcohol Beverage License Renewal process has been improved.
- Occupation Tax web page has been updated to include all reporting forms.

Purchasing Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Purchasing					
Expenditures					
Personnel Services	\$ 59,421	\$ 61,094	\$ 61,459	\$ 62,674	2%
Employee Benefits	16,710	18,871	21,376	21,376	0%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	2,952	3,908	4,556	4,556	0%
Repair & Maintenance	2,617	1,652	1,960	1,960	0%
Building Maintenance	-	-	-	-	0%
Training & Education	211	900	655	655	0%
Other Services & Charges	1,490	958	1,246	1,440	16%
Materials & Supplies	1,559	2,079	1,975	1,975	0%
Purchasing Total	\$ 84,959	\$ 89,462	\$ 93,227	\$ 94,636	2%

Purchasing Personnel

Full Time Positions:	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Purchasing Manager	-	-	-	-
Purchasing Coordinator	1	1	1	1
Total Personnel	1	1	1	1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 Contract 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 web site 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, but understand that is not optimal 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 is crucial for the City to succeed in meeting its goods and services requirements.

Program Objectives: 17/18

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Purchasing Department

Performance Measures

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

	Actual 16/17
# of Purchase Orders processed	350
\$ value of Purchase Orders	\$3,200,183
# of long term contracts in place	25

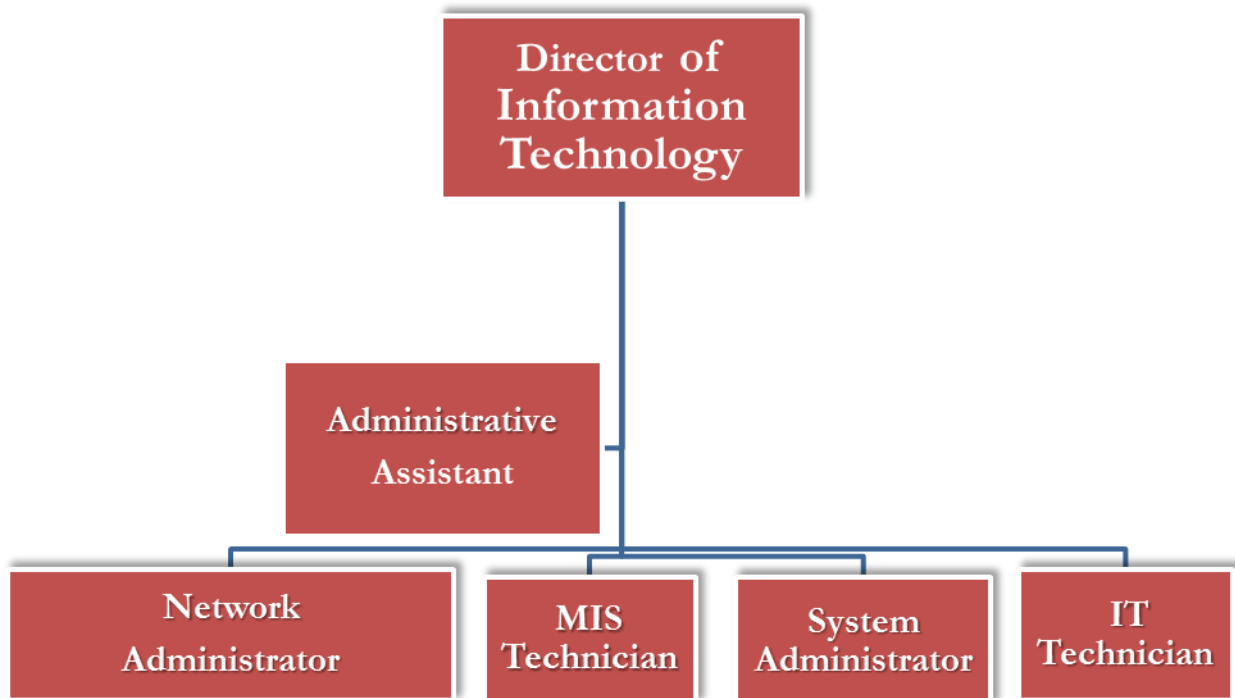
Program / Service Outputs: (goods, services, units produced)

	Estimated 17/18
# of Purchase Orders processed	400
\$ value of Purchase Orders	\$3,500,000
# of long term contracts in place	25

Prior Year Highlights:

- Provided training opportunities to several departments during the year for requisitions.
- Vendor applications, bid information and RFPs are provided online.
- Provided training to vendors on how to do business with the City of College Park, Georgia.
- Established a relationship with Vendor Registry to increase the number of bidders that correspond to RFP's.

Information Technology Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2017 Council Adopted</u>	<u>% Change 2016 to 2017</u>
Information Technology					
Expenditures					
Personnel Services	\$ 263,965	\$ 281,161	\$ 299,500	\$ 311,760	4%
Employee Benefits	81,561	76,227	76,510	89,536	17%
Communications & Util.	15,328	11,334	11,389	12,733	12%
Repair & Maintenance	90,655	138,347	193,001	243,445	26%
Training & Education	3,324	8,311	14,000	10,550	-25%
Other Services & Charges	3,946	23,170	12,678	11,396	-10%
Materials & Supplies	3,492	2,091	6,300	4,750	-25%
Capital Outlay	28,471	-	84,015	164,409	96%
Information Technology Total	\$ 490,742	\$ 540,641	\$ 697,393	\$ 848,579	22%

Information Technology Personnel

Full Time Positions:	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2017 Council Adopted</u>
IT Director	1	1	1	1
System Admin	1	1	1	1
IT Technician	1	1	1	1
Network Admin	1	1	1	1
MIS Technician	1	1	1	1
IT Support Technician	0	0	0	0
Total Personnel	5	5	5	5

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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 2018 BUDGET**

Performance Measures

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

Estimated 17/18

- | | |
|--|---|
| 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 rd party vendors |
| 4. # of remote access users supported (includes mobile laptops and telework) | 70+ |
| 5. # of city wireless devices supported | 375 |

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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

Actual 16/17

- | | |
|--|---|
| 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 rd 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)**

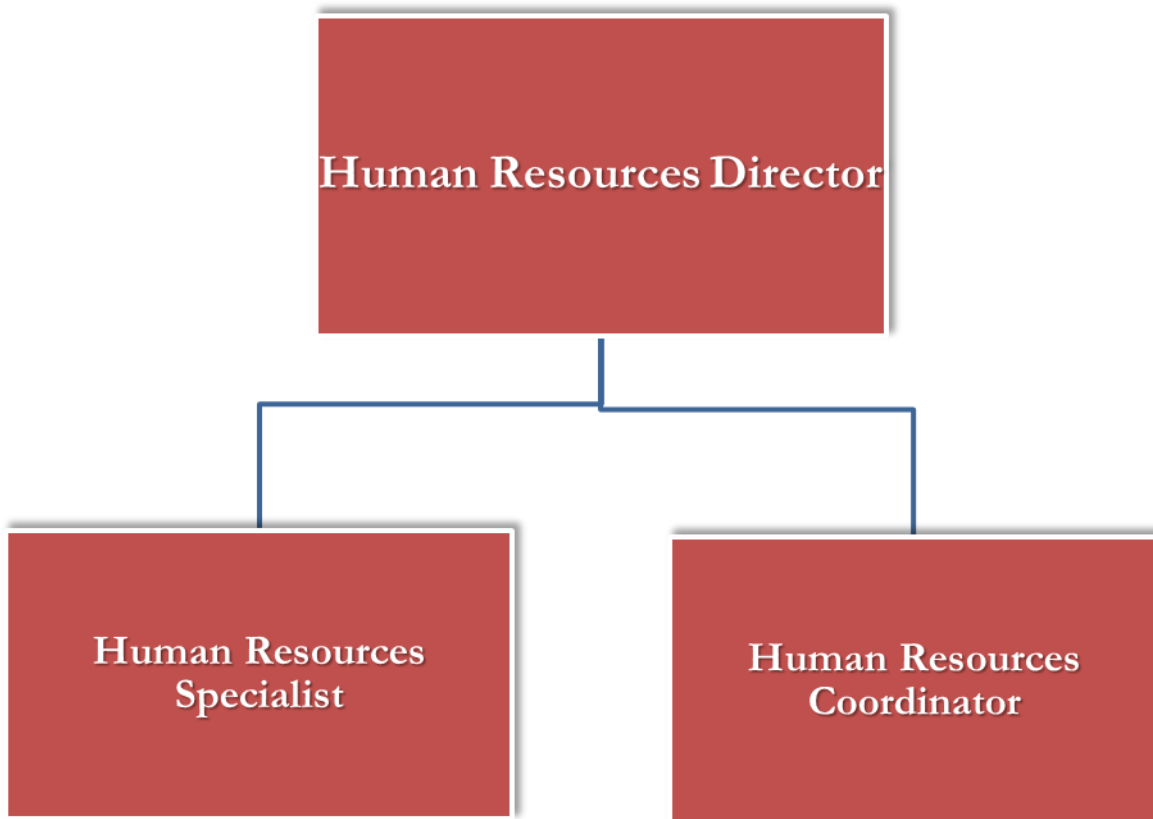
Actual 16/17

- | | |
|--|-----|
| 1. Target % of 95% of Cell phones and telephone bills paid on time | 95% |
|--|-----|

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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Human Resources					
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%
Human Resources Total	\$ 325,389	\$ 367,382	\$ 332,749	\$ 350,782	5%

Human Resources Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Human Resources Director	1	1	1	1
Administrative Assistant	1	1	1	1
Human Resources Specialist	1	1	1	1
Part-Time Positions:				
Administrative Coordinator/Records Clerk	-	-	-	-
Total Personnel	3	3	3	3

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Human Resources Department

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 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 15/16 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)

Estimated 17/18

# of approved Full Time and Part Time Equivalents	457
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HR Operating Cost as a Percentage of City payroll	1%
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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Human Resources Department

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 17/18 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)

	Estimated 17/18
Annual Employee Programs expenditures	\$20,000
Annual Employee Programs cost per employee	\$40

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Human Resources Department

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 17/18 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)

	Estimated 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%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Human Resources Department

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 16/17 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)

	Estimated 16/17
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 2018 BUDGET

Human Resources Department

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.

Program 17/18 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 issues. 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)	Estimated 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 2018 BUDGET

Human Resources Department

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 17/18 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)

	Estimated 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 2018 BUDGET**

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2017 Council Adopted</u>	<u>% Change 2016 to 2017</u>
Communications					
Expenditures					
Personnel Services	\$ 95,038	108,818	\$ 111,154	\$ 113,339	2%
Employee Benefits	34,706	31,147	33,213	38,878	17%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	5,860	3,951	5,450	5,570	2%
Repair & Maintenance	1,660	2,935	2,894	2,894	0%
Building Maintenance	-	-	-	-	0%
Training & Education	2,998	3,759	5,384	5,644	5%
Other Services & Charges	46,390	62,525	45,282	54,555	20%
Materials & Supplies	5,903	2,662	7,392	9,603	30%
Public Information Total	\$ 192,554	\$ 215,797	\$ 210,769	\$ 230,483	9%

Public Information Personnel

Full Time Positions:	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2017 Council Adopted</u>
Director of Communications	1	1	1	1
Media Editor	1	1	1	1
Total Personnel	1	1	1	1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Communications Department

Program Description:

The Communications department serves as the initial line of external communications to general public and media contacts via email, the collegeparkga.com website, social media (Facebook, Twitter, Flickr, Vimeo), telephony, in-person briefings, media contacts, etc.

Additionally, the department has been charged with creating the (business development) marketing platform for the city, including conceptualizing the media, managing the production, and tracking the negotiating of ad buys, frequency, budgeting, communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such goals, event planning for key projects and addressing critical issues and concerns.

Trends:

Media conduits, specifically social media outlets have become the norm for successful marketing of ideas or products. Within the Communications office, *information* is treated similarly, due to the belief that disseminated messages are analogous to a packaged product. Our ultimate goal is to reach the target audience. High tech media, including flash pdf newsletters (including video) have proven to be reliable sources for marketing measures. Email, web, Facebook, twitter is 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. It is imperative to utilize every resource possible, and to convincingly build the public expectation that the city of College Park is on the cutting edge of technology – social media, video, email and other external means of communication.

Program Objectives:

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

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 (ad campaigns).
Serves as the media's liaison to the city.

Coordinates media releases for local newspapers/TV/radio/collegeparkga.com/social media.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Produces video photography to chronicle special events for broadcast on College Park’s Comcast TV-23 channel.

Writes, narrates and programs video segments for College Park TV-23

Provides guidance for various city departments regarding media inquiries.

Performance Measures

Program/Service Output: (goods, services, units produced) Estimated 2017/18

of readers for local, statewide and national publications (age 30,000 per magazine)

of likes on Facebook, twitter page (appx 650 followers)

of viewers on College Park TV-23/Streaming via web (up to 5,000 daily)

of views College Park video-on-demand – YouTube/Vimeo (appx. 5500 views annually)

of programs produced for College Park TV-23 (300+ video reports – YTD)

of press releases/media alerts to be produced (65+ appx.)

of ad campaigns produced (appx. 10 new campaigns)

Program/Service Expectations, New Initiatives

The Communications Office continues to initiate new policies and procedures to ensure ultimate transparency and positive visibility for the City of College Park. In June/July of 2013, the Communications Director spearheaded the installation of streaming video to accompany/mirror/replicate the College Park TV-23 signal. Streaming allows those citizens or individuals interested in staying up-to-date on College Park news and information the ability to watch our government cable channel in real time.

Technological advancements from years 1-4 include a complete overhaul of the city’s www.collegeparkga.com website; 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. Most recently, the installation of streaming video capability for the city’s The Communications Director 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; a city newsletter, aimed at inside and outside communications is among the new endeavors, and have become policy during the 2012 - 13 fiscal year. Also, program offerings on College Park TV-23, the city’s government television channel will become more varied and broad, with emphasis on helpful documentaries for College Park citizens. Recent developments, specifically, College Park’s new designation as an

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Opportunity Zone have resulted in a concerted effort to help market the city by developing narrated video stories regarding available land, business incubator programs and positive quality-of-life stories to help attract new corporate interests. Many of the video vignettes have been viewed during engagements for the Airport Area Chamber, the College Park Destination

Marketing Organization, various city-supported ribbon cuttings, and professional workshops or out of town Development/Airport Director conferences.

Prior Year Highlights: High quality production of marketing videos, new ad campaigns and continued exploration in Youtube.com marketing and PR have highlighted the 2016-17 fiscal year. College Park enjoyed a reduction in cost for video-on-demand by eliminating the proprietary Leightronix service (\$2800 annual contract) for a free version @ www.Youtube.com/CollegeParkTV23. 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)

Program/Service Outputs: (goods, services, unit produced)	Estimated 17/18
Video story creation	50
Press Releases	55
Facebook/Twitter Followers	2500
Newsletters	2

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

Engineering Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Engineering					
Expenditures					
Personnel Services	\$ 239,829	\$ 180,925	\$ 168,965	\$ 172,248	2%
Employee Benefits	53,076	39,373	52,015	23,943	-54%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	8,681	9,000	9,694	9,694	0%
Repair & Maintenance	5,554	6,395	10,990	10,990	0%
Training & Education	6,567	4,302	3,600	3,600	0%
Other Services & Charges	104,797	17,836	14,579	15,178	4%
Materials & Supplies	11,746	7,299	9,450	9,450	0%
Capital Outlay	19,484	44,640	-	-	0%
Engineering Total	\$ 449,734	\$ 309,770	\$ 269,293	\$ 245,103	-9%

Engineering Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Engineering Director	1	1	1	1
City Engineer	1	1	1	0
Assistant City Engineer	-	-	-	-
GIS/CAD Technician	1	1	1	1
Administrative Assistant	-	-	-	-
Part Time Positions:				
Administrative Coordinator	-	-	-	-
Total Personnel	3	3	3	2

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Engineering Department

Program Description:

The Engineering Department provides technical services to the Citizens, Mayor, Council, Department Heads, Staff and other Governmental 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 system (GIS), Records, and Construction Administration to insure compliance with all Federal, State, County, and City rules and regulations.

Trends:

Preserve Historic College Park (Fourth largest Historic Urban District in Georgia behind Savannah, Macon, and Atlanta (all former or current State Capitols) while building a futuristic City to sustain the demands of the World's Busiest Airport in the World at Hartsfield Jackson Atlanta International Airport with 38 hotels and 6,000 rooms. Anticipate our customers' desires before they request them while providing the best possible customer service through a quick turnaround in reviewing Site Plans for Engineering and Storm Water Issues.

Program Broad Goals:

Provide timely review for 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), National Pollution discharge Elimination System (NPDES), and Community Rating System (CRS).

Program 17/18 Objectives:

Complete Plan Review within two weeks. Maintain or improve the Improve CRS rating from 6 to 5 for affected citizens to get an additional 5% insurance reduction.

Performance Measures

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

Number plans to be submitted.

Estimated 17/18

50

Program/Service Outcomes: (based on program objectives)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Review site plans within 14 days	Estimated 17/18 96%
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Performance Measures

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

Number of plan reviewed	Actual 16/17 40
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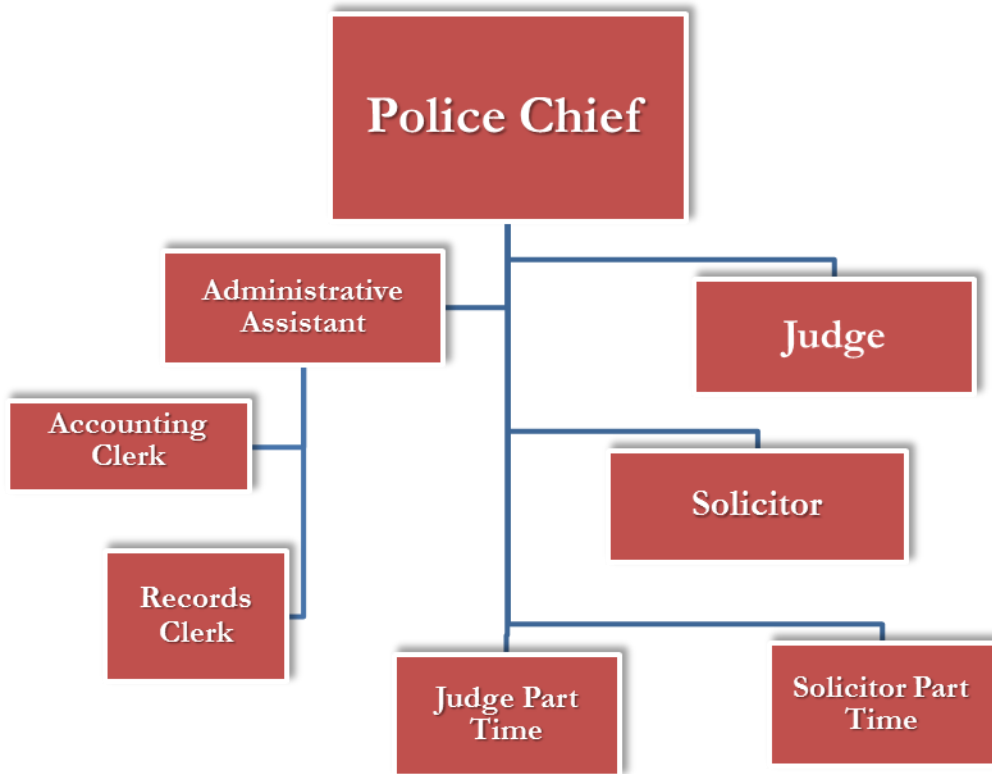
Program/Service Outcomes: (based on program objectives)

Review site plan within 14 days	Actual 16/17 90%
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Prior Year Highlights:

- Buffington Road south bound runaround completed south of South Fulton Parkway.
- South Fulton Parkway's left hand turn from ramp to Buffington Road southbound.
- Old National Highway Transportation Enhancement contract started after 20 years of planning and design.
- Drainage
- Renaissance Hotel construction completed.
- The Pad on Harvard construction completed.
- Fire Station #3 construction started.
- Links Residential Development has sold 17 homes.

Municipal Court Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Municipal Court					
Expenditures					
Personnel Services	\$ 299,965	\$ 298,736	\$ 294,647	\$ 300,102	2%
Employee Benefits	26,496	32,115	32,466	37,898	14%
Repair & Maintenance	-	304	605	605	0%
Training & Education	1,585	2,227	2,980	4,480	33%
Other Services & Charges	109,372	90,549	111,498	101,542	-10%
Materials & Supplies	14,082	15,826	15,960	16,860	5%
Debt Service	-	-	-	-	0%
Municipal Court Expenditure Total	\$ 451,500	\$ 439,757	\$ 458,156	\$ 461,487	1%

Municipal Court Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
Administrative Assistant	1	1	1	1
Administrative Coordinator	1	-	-	-
Judge	1	1	1	1
EDP Technian	-	-	-	-
Account Clerk	1	1	1	1
Solicitor	1	1	1	1
Part Time Positions:				
Clerk	2	3	3	3
Judge	2	2	2	2
Solicitor	-	1	1	1
Total Personnel	9	10	10	10

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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 provided and improved 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.).

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 16/17
Court cases handled and citations entered for previous year.	
Court Cases	18,780
Citations	23,439

Program/Service Outcomes: (based on program objectives)	Estimate 17/18
--	-----------------------

*Provide training for court software for new employees.

*Provide cross training in the court software to the new court staff for a more efficient court system.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

COURT SERVICES (Continued)

Prior Year Highlights:

- The Court Division provided 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 transitioned to an electronic court system with new court software, Syscon.

Police Administration Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Police Administration					
Expenditures					
Personnel Services	\$ 731,088	\$ 747,418	\$ 781,677	\$ 795,698	2%
Employee Benefits	219,180	227,480	265,016	266,516	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	148,064	147,134	170,408	168,880	-1%
Rentals	-	-	-	-	0%
Repair & Maintenance	30,662	39,021	39,356	39,356	0%
Building Maintenance	83,061	62,191	72,000	92,850	29%
Training & Education	3,317	5,416	4,800	11,650	143%
Other Services & Charges	295,789	492,757	428,753	583,919	36%
Materials & Supplies	45,280	42,592	61,290	68,670	12%
Capital Outlay	52,903	-	-	-	0%
Debt Service	-	-	-	-	0%
Police Administration Total	\$ 1,609,344	\$ 1,764,009	\$ 1,823,300	\$ 2,027,539	11%

Police Administration Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions				
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
Part Time Positions:				
Clerk	1	1	1	1
Total Personnel	15	15	15	15

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 Police Chief. Attending Community meetings/events and hosting community events 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:

Implement the new structure for the Police Department for effective and timely services to the community. 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 in order to enhance our service and to 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 enhances supervision, improved documentation, more use of force alternatives, and broader deployment of technical equipment.

Program 17/18 Objectives:

Identify and implement efficient and effective improvements in the Police Department. Continue community outreach efforts, through the Citizen Academy, National Night Out and other community events, 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)

	Actual:	16/17
# of community meetings attended		36

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Program / Service Outcomes: (based on program objectives)

Actual: 16/17

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

400

Estimated: 17/18

Ensure College Park Uniform Crime Report, Part I crimes are
well below (56%) East Point's average over 8 months of available data.

East Point
3,016

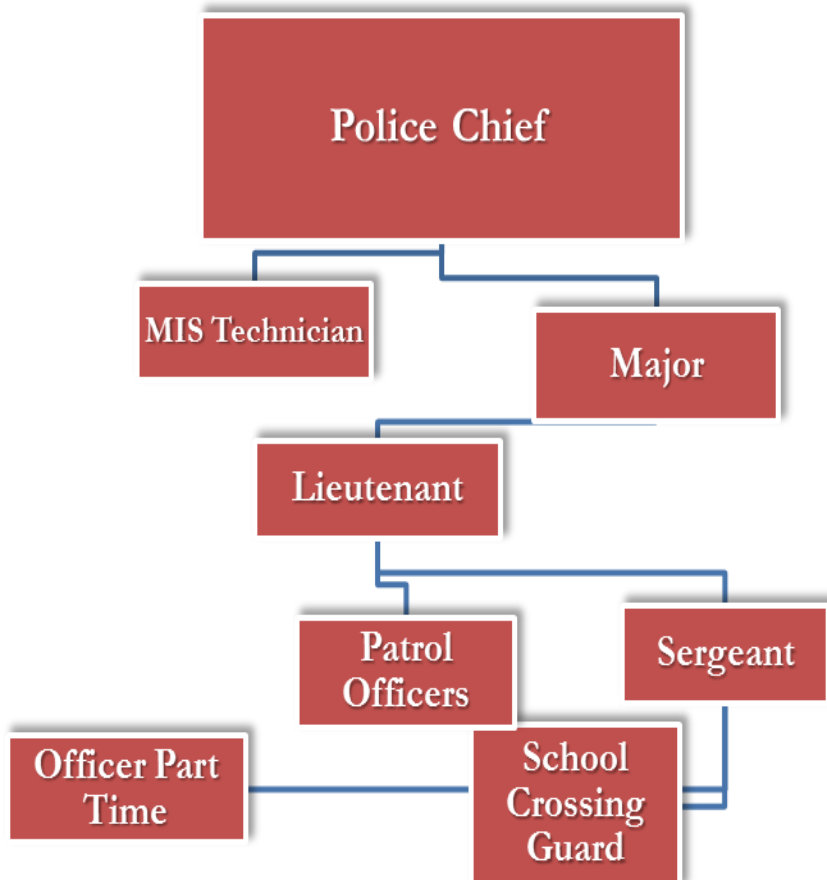
College Park
1,329

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 to leave this agency for another career path this year. The creation of new cities had an 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. The firearms staff instituted a process whereby officers have the opportunity to sign up and attend "Open Range" days once a month. In addition, when an officer feels confident in his/her skill level, they are allowed to qualify. The result has been more officers taking an interest in their firearm skills and bettering those skills. It has also decreased the number of officers receiving remedial training and the associated costs. The Department also implemented a monthly training program focusing on nutrition, weight training, aerobic training and defensive tactics, to improve the mental and physical readiness of all employees.
- 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.

Patrol Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Police Patrol					
Expenditures					
Personnel Services	\$ 4,012,420	\$ 4,123,340	\$ 4,544,893	\$ 4,630,930	2%
Employee Benefits	1,323,624	1,393,892	1,495,017	1,515,495	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	43,317	67,956	73,542	84,742	15%
Rentals	-	-	-	-	0%
Repair & Maintenance	286,647	291,132	273,308	267,127	-2%
Building Maintenance	-	-	-	-	0%
Training & Education	2,243	2,380	4,000	17,115	328%
Other Services & Charges	506,221	345,935	387,182	443,056	14%
Materials & Supplies	246,280	182,036	248,750	223,285	-10%
Capital Outlay	253,281	298,590	631,340	-	-100%
Debt Services	-	-	-	-	0%
Police Patrol Total	\$ 6,674,033	\$ 6,705,261	\$ 7,658,032	\$ 7,181,750	-6%

Police Patrol Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
Major	-	-	1	1
Captain	1	1	1	1
Lieutenant	5	5	5	5
Sergeant	9	9	9	9
Police Officer	70	70	62	62
Part Time Positions:				
School Crossing Guards	2	2	2	2
Police Officers (Foot Patrol)	2	2	2	2
Total Personnel	89	89	82	82

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Police Patrol

Program Description:

Field Operations perform first responder duties and is responsible for all aspects of initial criminal and traffic investigations. This division is responsible for crime detection and suppression, traffic control and enforcement, 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 increase on the interstates and 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 more resources to address spikes in crime.

Program 17/18 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.

Performance Measures

Program / Service Outputs: (goods, services, units produced) Actual: 16/17

Incidents:	20,502
Calls for Service:	33,312
Citations:	23,043
Arrests:	4,539

Program / Service Outcomes: (based on program objectives) Actual: 16/17

Return to a standard response time of 5 minutes or less for response to emergency calls for service. The current response time average of 8.9 minutes was computed on 4 February 2015, based on the current fiscal year-to-date. This response time includes the travel time to other metro jurisdictions for picking up wanted persons as well as all non-emergency calls for service.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

PATROL SERVICES Continued

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

	Estimated 17/18
# Proactive (self-initiated and directed patrol) calls	22,000
# of all calls for service	42,000

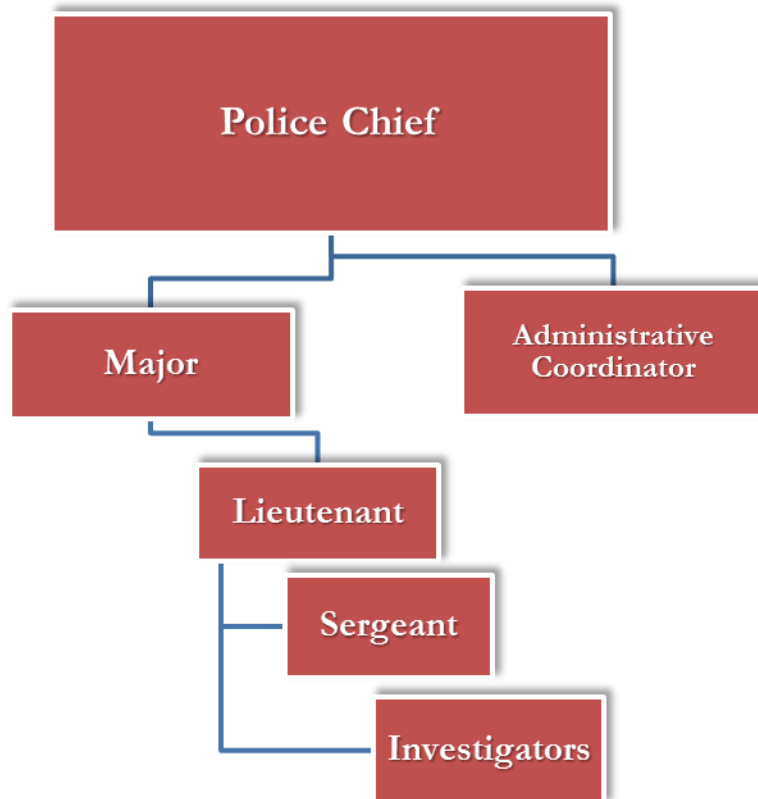
Program / Service Outcomes: (based on program objectives)

	Estimated 17/18
Achieve a standard of 5 minutes or less for response to Emergency calls for service	

Prior Year Highlights

1. The Special Operations Unit of the Patrol Division continued to target specific problem areas in the city. 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 search warrants. The unit works closely with the Patrol shifts and has helped make a positive impact in crime reduction (-4%).
2. The Community Oriented Police (COPS) unit hosted and participated in a record number of community outreach events to demonstrate our commitment to develop positive relationships with the citizens and businesses of College Park as well as patrolling “hot spots” to augment normal patrol shifts. They perform weekly road safety checks as well as scooter and foot patrols. Additionally, there has been an overall participation in community events by officers who are assigned to regular patrol shifts.
3. The Field Operations Division maintained continuity of services despite a high attrition rate and the increase in scrutiny of the new recruits in Field Training status. Despite these staffing challenges, we have a full commitment of COPS, Traffic Officers, Special Operations and Investigators. As a result, there has been an overall decrease in crime. We have been strategically adjusting our resources to meet the changes in trends and hotspots in an effort to thwart serious crime, this will remain our focus for the indefinite future.

Investigations Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Police Investigations					
Expenditures					
Personnel Services	\$ 493,264	\$ 549,167	\$ 673,093	\$ 696,433	3%
Employee Benefits	167,324	190,361	244,199	246,085	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	32,120	52,801	35,653	38,200	7%
Rentals	-	-	-	3,600	0%
Repair & Maintenance	22,355	19,735	20,428	22,428	10%
Training & Education	868	2,231	6,005	10,480	75%
Other Services & Charges	(17,546)	20,508	25,390	27,053	7%
Materials & Supplies	15,457	17,931	21,715	24,615	13%
Capital Outlay	-	26,814	-	-	0%
Debt Service	0	-	-	-	0%
Police Investigations Total	\$ 713,842	\$ 879,548	\$ 1,026,483	\$ 1,068,894	4%

Police Investigations Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
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
Total Personnel	12	12	12	12

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 are in a declining trend. 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.) 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. Continue to work with multi-jurisdictions in the area to reduce property crimes by apprehending multi-jurisdictional offenders, targeting burglars and car thieves.

Program 17/18 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)

	Actual:	16/17
# of property crimes		1722
# of violent crimes		334
Case clearance rate		12%

Program / Service Outcomes: (based on program objectives)

	Estimate:	17/18
Achieve a 26% clearance rate for property crimes and violent crimes combined. This goal is consistent with the national average.		26%

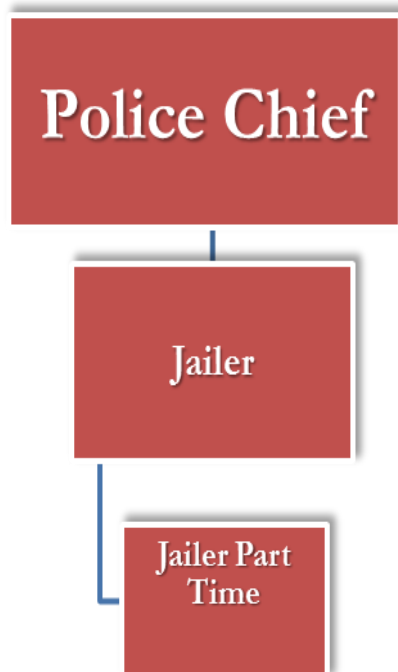
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

POLICE CRIMINAL INVESTIGATION DIVISION (Continued)

Prior Year Highlights

- The number of residential burglaries was reduced from 319 the previous year to 260 (an 18% decrease) throughout the city, due to both aggressive patrol efforts and aggressive investigations.
- 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.

Corrections Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Corrections					
Expenditures					
Personnel Services	\$ 164,945	\$ 167,686	\$ 183,165	\$ 193,162	5%
Employee Benefits	58,799	61,181	71,579	76,965	8%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	-	-	-	-	0%
Repair & Maintenance	2,072	22,639	16,916	4,900	-71%
Building Maintenance	-	-	-	-	0%
Training & Education	58	127	600	600	0%
Other Services & Charges	288,467	347,434	281,833	268,336	-5%
Materials & Supplies	6,977	8,651	15,085	14,975	-1%
Cost Of Sales	4,051	5,318	5,000	5,000	0%
Capital Outlay	-	-	-	-	0%
Other Debt	-	-	-	-	0%
Corrections Total	\$ 525,369	\$ 613,036	\$ 574,178	\$ 563,938	-2%

Corrections Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions				
Jailer	4	4	4	4
Part Time Positions:				
Jailer	2	2	2	2
Total Personnel	6	6	6	6

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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. The costs for inmate housing increased due to Union City closing their jail and East Point reopening. Rate increased from \$50 a day to \$65 a day per inmate.

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 17/18 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)

	Actual:	16/17
# of bookings performed fiscal year to date		2,083
# of prisoner transports completed fiscal year to date		759

Program / Service Outcomes: (based on program objectives)

	Estimated:	17/18
Reduce prisoner processing time with the assistance of part time jailers.		50%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Prior Year Highlights

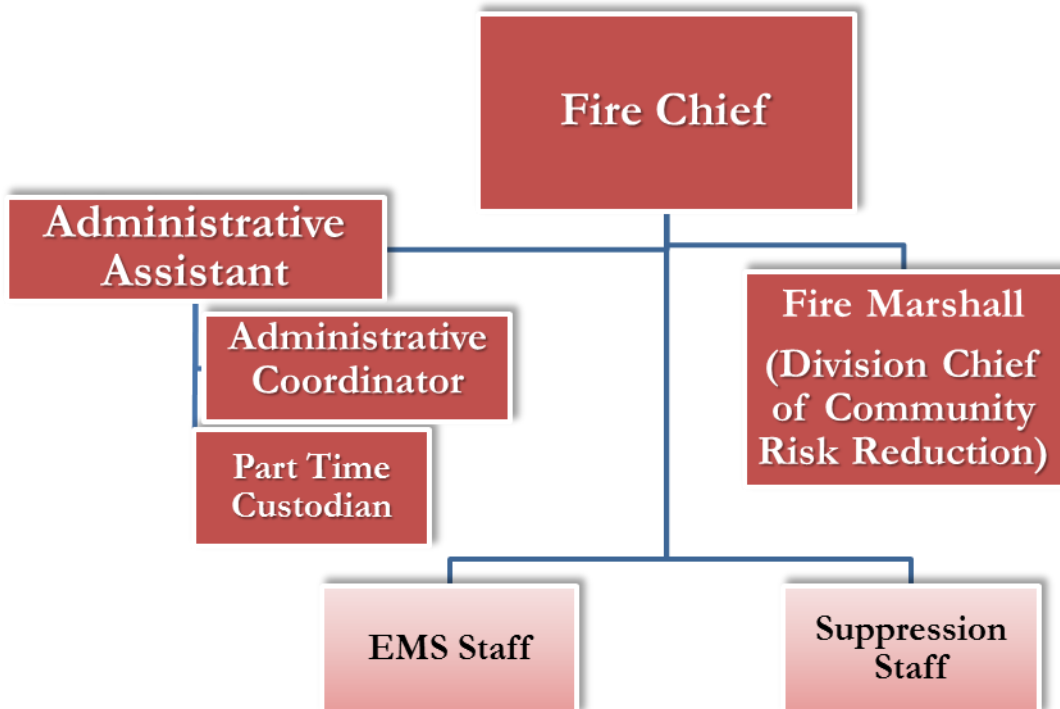
The Corrections Division completed the required guidelines for the State Certification.

- a.) The jailers received bonding training from the Fulton County Sheriff's Department.
- b.) They also received Fire Safety training for the facility.
- c.) They received OC training.

Improved data collection and booking guidelines for inmates.

Each jailer was issued a puncture resistant safety vest for improved officer protection.

Fire Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted	% Change 2016 to 2017
Fire Administration					
Expenditures					
Personnel Services	\$ 314,036	\$ 276,707	\$ 280,185	\$ 282,233	-12%
Employee Benefits	88,941	73,208	70,284	79,755	-18%
Communications & Util.	90,152	72,859	74,490	74,490	-19%
Repair & Maintenance	33,384	29,682	34,586	37,193	-11%
Building Maintenance	37,999	52,905	47,000	47,000	39%
Training & Education	14,165	15,079	17,429	17,429	6%
Other Services & Charges	26,483	28,383	27,983	25,953	7%
Materials & Supplies	16,570	12,874	15,700	15,500	-22%
Cost of Sales	1,459	1,383	1,500	1,500	-5%
Fire Administration Total	\$ 623,188	\$ 563,081	\$ 569,157	\$ 581,053	2%

Fire Administration Personnel

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted
Full Time Positions:				
Fire Chief	1	1	1	1
Deputy Fire Chief	-	-	-	-
Administrative Assistant	1	1	1	1
Fire Marshal	1	1	1	1
Fire Training Instructor	1	-	-	-
Part Time Positions:				
Records Clerk	1	1	1	1
Custodian	1	1	1	1
Total Personnel	6	5	5	5

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Fire Administration

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency service protection possible. Our department consists of three (3) primary service areas: Fire Administration, Fire Operations and Emergency Medical Services.

Trends

The overall mission of the fire service is to protect life, property, and natural resources from fire 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 assists the fire service in providing an efficient level of service delivery is geographic information system (GIS) technology. GIS supports planning, preparedness, mitigation, response, and incident management.

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 revising 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.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Objectives:

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. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
4. Offer a promotional process to place members of our department in permanent positions.

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.
2. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise.
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. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time

Fire Marshal/Risk Assessment

Goal:

Aggressively educate our community on the dangers of fire and provide prevention information 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.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Performance Measures:

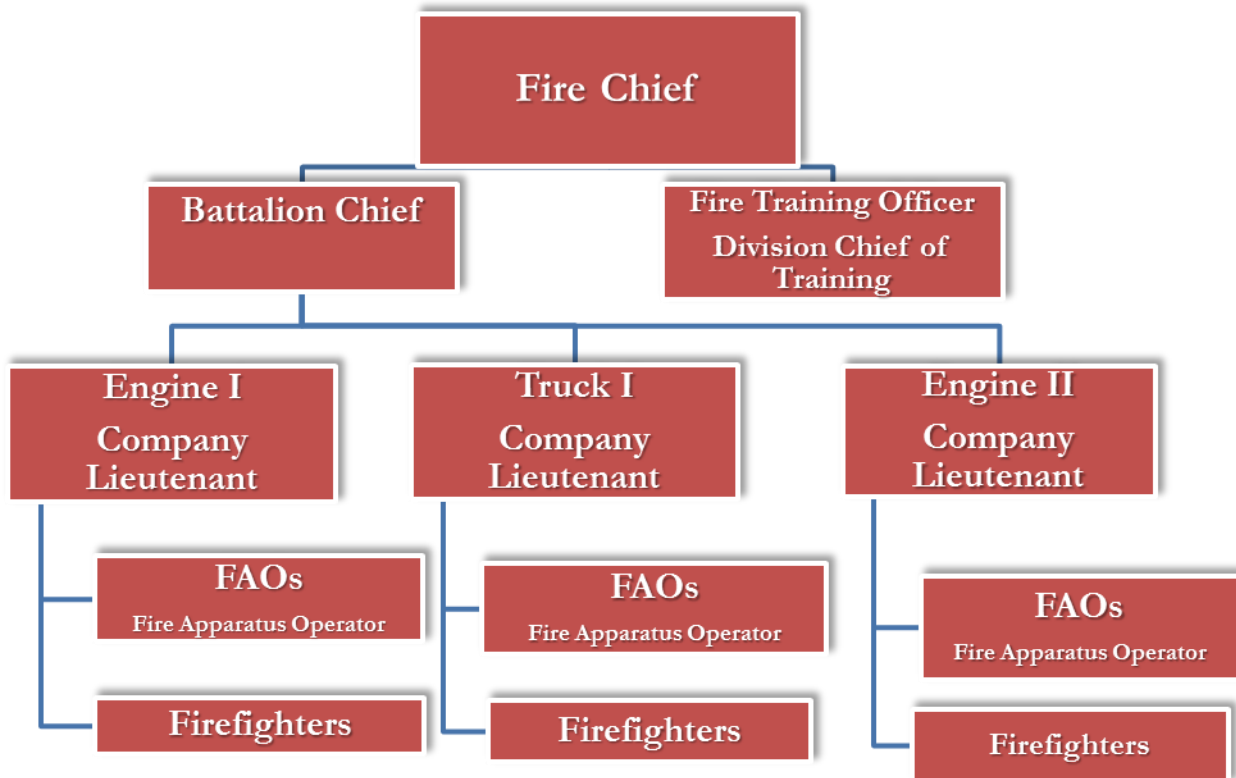
1. Work with appropriate College Park departments Building Department and conduct accurate plans review of all designs prior to established deadlines.
2. Provide at least 1 fire safety event per quarter at each schools with age-specific programs appropriate with the audience.
3. Conduct comprehensive fire inspections on all fire department facilities annually to include all department stations, administrative offices and the training facility.
4. Increase fire inspections to ensure all businesses are inspected annually.
5. Work with appropriate College Park departments, Code Enforcement and Building inspections Department to conduct accurate plans review of all designs prior to established deadlines.

Prior Year Highlights

Fire Administration

- Reduced overtime
- Reduced Staffing

Fire Suppression Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Fire Suppression					
Expenditures					
Personnel Services	\$ 3,474,089	\$ 3,366,761	\$ 3,632,681	\$ 3,697,582	2%
Employee Benefits	1,143,931	1,197,993	1,244,733	1,244,733	0%
Communications & Util.	12,122	16,726	12,708	37,542	66%
Repair & Maintenance	126,545	100,089	127,796	126,196	-1%
Building Maintenance	-	-	-	-	0%
Training & Education	11,223	15,764	13,407	14,500	8%
Other Services & Charges	180,360	208,840	122,323	121,086	-1%
Materials & Supplies	189,480	157,855	138,700	138,700	0%
Cost of Sales	1,426	1,707	1,500	1,500	0%
Debt Service	-	-	-	165,000	100%
Capital Outlay	570,282	115,432	-	-	0%
Fire Suppression Total	\$ 5,709,458	\$ 5,181,167	\$ 5,293,848	\$ 5,546,839	5%

Fire Suppression Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
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
Total Personnel	70	70	67	67

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Fire Suppression

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency service protection possible. Our department consists of three (3) primary service areas: Fire Administration, Fire Operations and Emergency Medical Services.

Trends

The overall mission of the fire service is to protect life, property, and natural resources from fire 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 assists the fire service in providing an efficient level of service delivery is geographic information system (GIS) technology. GIS supports planning, preparedness, mitigation, response, and incident management.

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 revising 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.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Objectives:

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. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
4. Offer a promotional process to place members of our department in permanent positions.

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.
2. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise.
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. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time

Fire Suppression

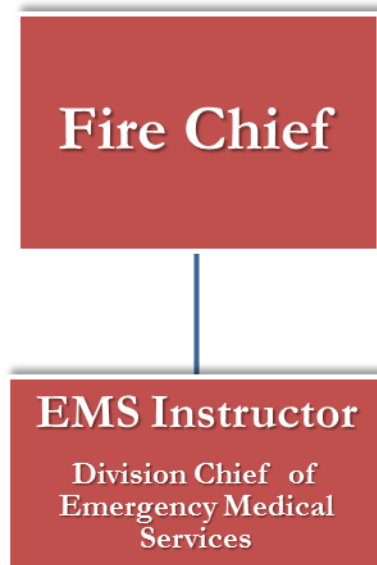
Goals

1. Consider whether there are areas where fees should be assessed to recover costs
2. Build a third fire station where the minimum number of firefighters will be assigned to initiate the critical tasks that are outlined in the City of College Parks Standards of Response
3. Continue to maintain the minimum number of personnel assigned daily to initiate the critical tasks that are outlined in the City of College Parks Standards of Response.

Objectives

1. Comply with the NFPA Standards of Response, by having full staffing per shift to respond on structure fires with an initial first alarm.

Emergency Medical Services Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted	% Change 2016 to 2017
Emergency Medical Services					
Expenditures					
Personnel Services	\$ 72,575	\$ 70,798	\$ 69,569	\$ 71,379	-2%
Employee Benefits	24,587	23,242	24,116	25,801	-5%
Communications & Util.	1,666	931	1,800	1,800	-44%
Repair & Maintenance	27,847	20,702	19,239	20,905	-26%
Training & Education	30,627	32,124	29,385	53,585	5%
Other Services & Charges	28,729	33,968	80,720	37,940	18%
Materials & Supplies	59,186	41,850	40,500	48,500	-29%
Capital Outlay	-	-	5,800	29,167	100%
Emergency Medical Services Total	\$ 245,218	\$ 223,616	\$ 271,129	\$ 289,077	7%

Emergency Medical Services Personnel

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted
Full Time Positions:				
EMS Training Instructor	1	1	1	1
Total Personnel	1	1	1	1

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Emergency Medical Services

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency service protection possible. Our department consists of three (3) primary service areas: Fire Administration, Fire Operations and Emergency Medical Services.

Trends

The overall mission of the fire service is to protect life, property, and natural resources from fire 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 assists the fire service in providing an efficient level of service delivery is geographic information system (GIS) technology. GIS supports planning, preparedness, mitigation, response, and incident management.

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 revising 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.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Objectives:

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. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
4. Offer a promotional process to place members of our department in permanent positions.

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.
2. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise.
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. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time

Emergency Medical Services (EMS)

Goal

Improve our emergency medical services in our community by minimizing the death and suffering for patients experiencing illness, accidents, or injury.

Performance Measures

1. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance as dictated by the Standards of Response Coverage.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park
3. Provide timely emergency medical and rescue services.
4. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance in accordance College Park Fire Rescue Standard Operating Guidelines.

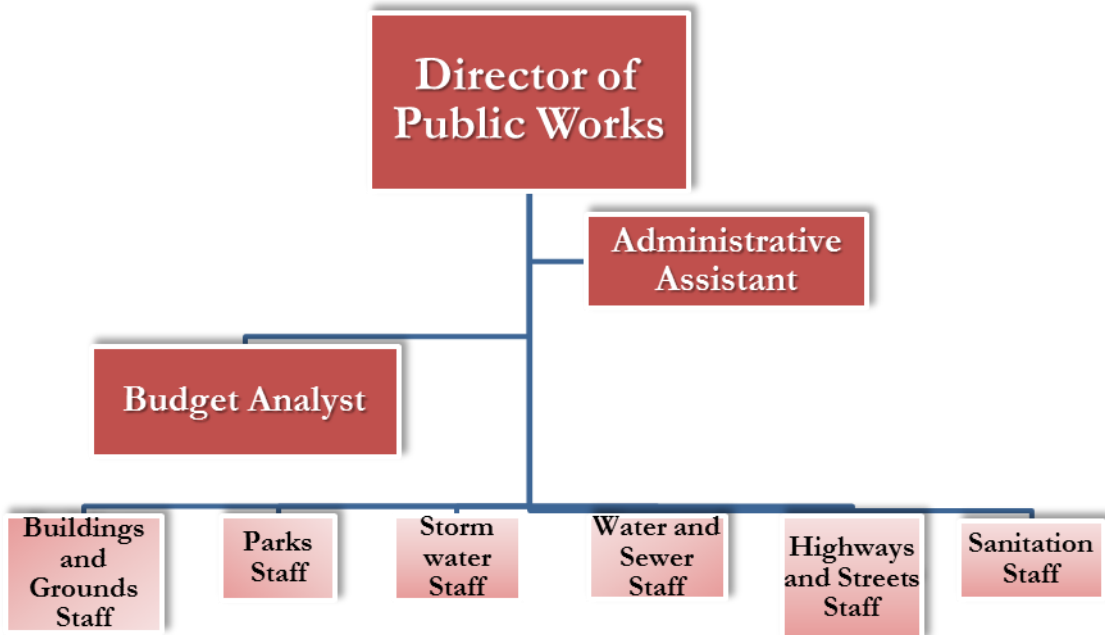
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Prior Year Highlights

Emergency Medical Services

- Completed Departmental First responders License Recertification
- All members in Fire Operations division completed an Emergency Vehicle Operations Course
- 3 Firefighters completed training and obtained Paramedic certifications
- 5 members are enrolled in EMT training and received their certification
- Emergency Medical Dispatch program/training (in progress)
- Bike Medic program up and running
- Completed Departmental First Responders License Recertification

Public Works Administration Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

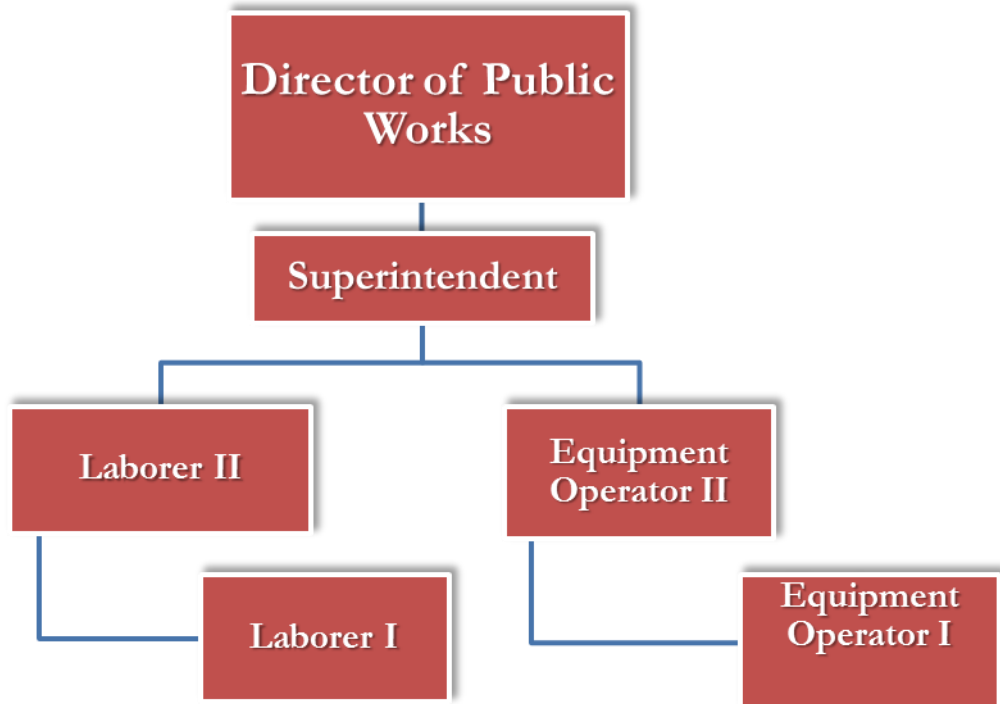
	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Public Works Administration					
Expenditures					
Personnel Services	\$ 42,238	\$ 45,667	\$ 34,716	\$ 35,363	2%
Employee Benefits	11,858	13,492	14,690	14,690	0%
Capital Outlay	49,060	-	-	-	0%
Communications & Utility	425	1,188	727	727	0%
Repair & Maintenance	3,849	9,996	4,466	4,466	0%
Training & Education	1,646	1,796	1,950	1,950	0%
Other Services & Charges	954	2,644	3,066	3,209	5%
Materials & Supplies	889	480	1,186	1,150	-3%
Public Works Administration Total	\$ 110,919	\$ 75,263	\$ 60,801	\$ 61,555	1%

Public Works Administration Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Public Works Director	1	1	1	1
Administrative Assistant*	1	1	1	1
Total Personnel	2	2	2	2

*Position is included in Sanitation Department position count due to funding from Sanitation and Water&Sewer

Highway and Streets Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Highway and Streets					
Expenditures					
Personnel Services	\$ 320,980	\$ 370,314	\$ 365,972	\$ 364,208	0%
Employee Benefits	112,896	143,763	145,373	145,373	0%
Communications & Util.	2,786	2,461	3,200	3,200	0%
Rentals	-	-	-	-	0%
Repair & Maintenance	426,398	344,408	271,739	283,739	4%
Building Maintenance	13	305	60,000	-	-100%
Training & Education	1,188	880	1,650	1,650	0%
Other Services & Charges	34,436	24,796	20,668	26,385	28%
Materials & Supplies	48,765	46,841	52,200	64,900	24%
Capital Outlay	-	-	-	-	0%
Highway and Streets Total	\$ 947,462	\$ 933,768	\$ 920,802	\$ 889,455	-3%

Highway and Streets Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
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
Total Personnel	13	12	10	10

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 2017 -2018 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:

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 16/17
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
FISCAL YEAR 2018 BUDGET**

Estimated 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.

Program/Service Outcomes: (based on program objectives)

**Actual 16/17
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 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.

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 2018 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:

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	16/17
	95%

Respond to 95% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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 17/18
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 16/17
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 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

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department of Public Works | Highway and Streets Sign Shop Operations

Program Description:

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:

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

Program/Service Output: (good, services, unit produced) **Actual 16/17**
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.

CITY OF COLLEGE PARK, GEORGIA
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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.

Estimated 17/18

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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.
- Sweep all city owned parking lots and alleys by- weekly.

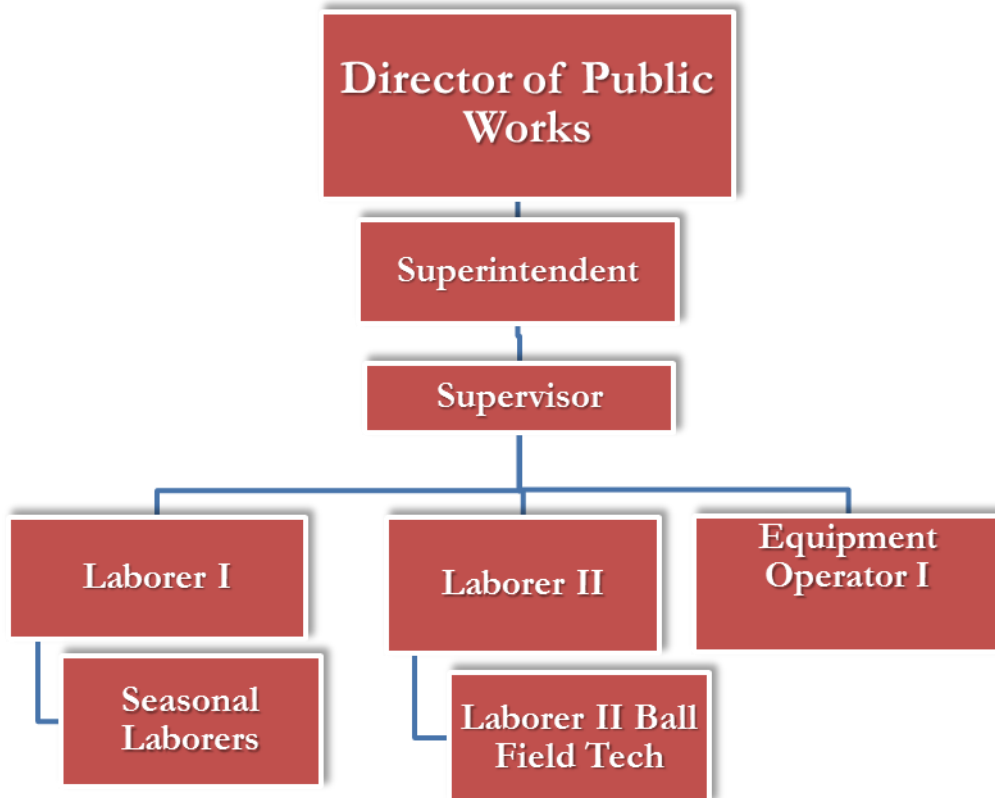
Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 17/18
Sweeping / Cleaning	100%
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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Building and Grounds					
Expenditures					
Personnel Services	\$ 450,492	\$ 492,262	\$ 538,620	\$ 513,086	-5%
Employee Benefits	160,459	185,715	190,804	216,424	13%
Communications & Util.	4,058	5,656	5,900	5,900	0%
Repair & Maintenance	43,619	77,416	56,055	50,055	-11%
Building Maintenance	-	-	-	-	0%
Training & Education	508	125	900	750	-17%
Other Services & Charges	79,722	69,796	64,638	71,815	11%
Materials & Supplies	48,367	46,737	46,525	35,500	-24%
Capital Outlay	-	172,645	-	-	0%
Building and Grounds Total	\$ 787,225	\$ 1,050,352	\$ 903,442	\$ 893,530	-1%

Building and Grounds

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
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
Total Personnel	18	18	18	18

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 2016/17 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.

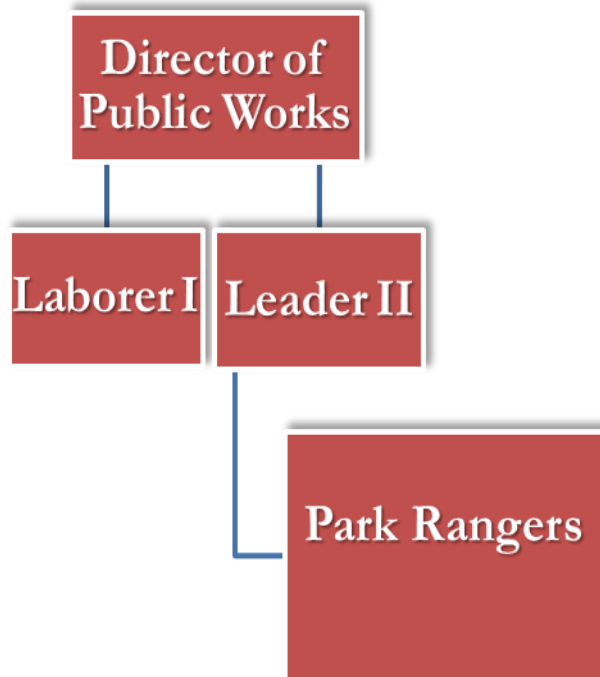
Program / Service Outputs: (goods, services, unit produced)

	Actuals 15/16
Maintained plants, trim trees and shrubs throughout the City	100%
	Estimated 16/17
Maintain plants, trim trees and shrubs throughout the City	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

Parks Organizational Chart



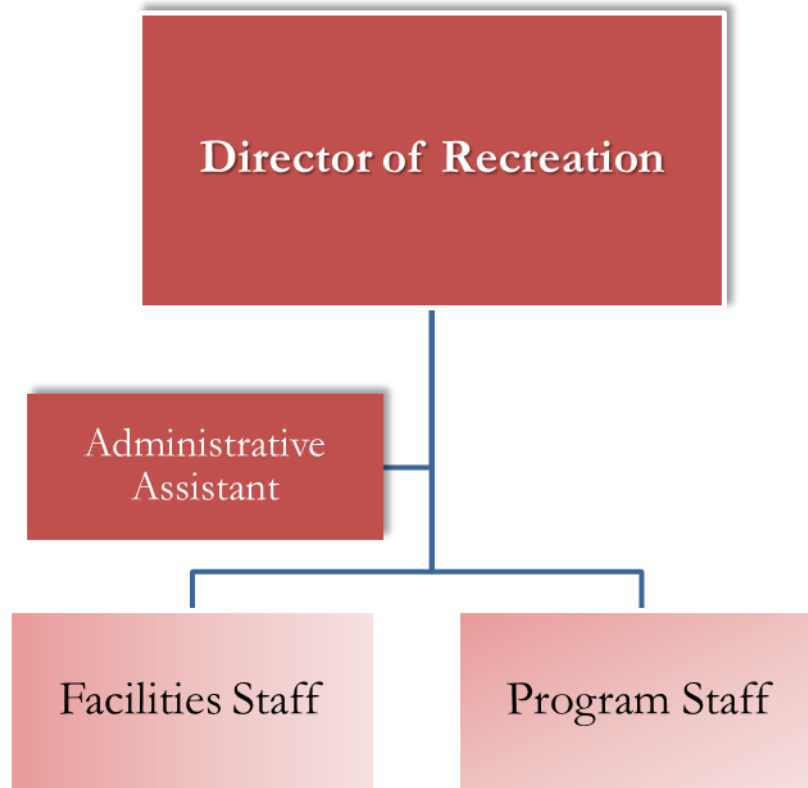
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Parks					
Expenditures					
Personnel Services	\$ 140,931	\$ 144,461	\$ 147,684	\$ 150,336	2%
Employee Benefits	34,175	33,584	34,537	34,790	1%
Communications & Util.	1,789	1,728	3,000	3,000	0%
Rentals	-	-	-	-	0%
Repair & Maintenance	12,405	15,522	12,900	12,900	0%
Training & Education	-	-	500	500	0%
Other Services & Charges	34,887	18,359	14,817	17,057	15%
Materials & Supplies	5,215	6,213	5,428	5,400	-1%
Capital Outlay	-	-	-	-	0%
Parks Total	\$ 229,402	\$ 219,867	\$ 218,866	\$ 223,983	2%

Parks Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Maintenance Leader	1	1	1	1
Laborer I	3	1	1	1
Laborer II	-	-	-	-
Part Time Positions:				
Laborer 1	2	2	2	2
Park Rangers	-	6	3	3
Total Personnel	6	10	7	7

Recreation Administration Organizational Chart



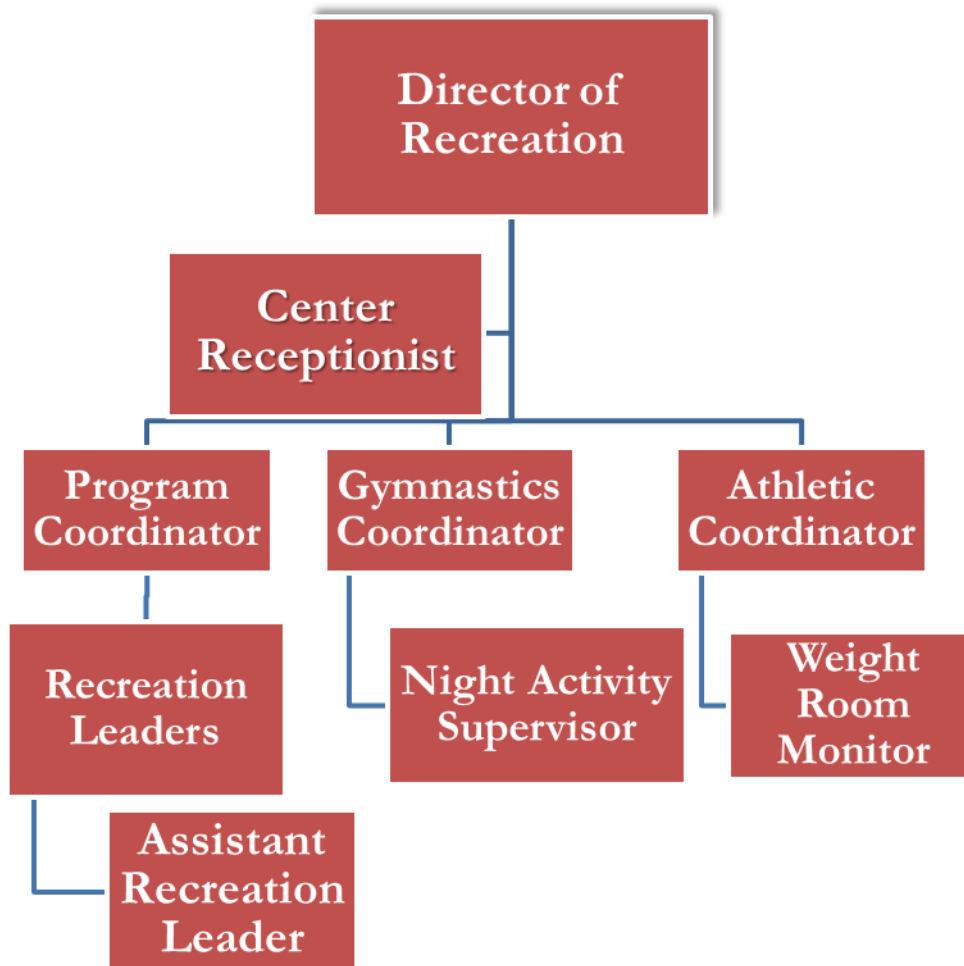
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted	% Change 2016 to 2017
Recreation Administration					
Expenditures					
Personnel Services	\$ 146,811	\$ 149,692	\$ 151,850	\$ 154,327	2%
Employee Benefits	40,999	38,696	37,809	42,967	-6%
Communications & Util.	5,800	4,449	5,281	5,281	-23%
Repair & Maintenance	8,119	7,505	7,344	6,863	-8%
Training & Education	1,358	1,658	1,400	1,400	22%
Other Services & Charges	8,285	9,268	9,003	10,329	12%
Materials & Supplies	3,142	1,313	1,500	1,000	-58%
Recreation Administration Total	\$ 214,514	\$ 212,581	\$ 214,187	\$ 222,167	4%

Recreation Administration Personnel

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted
Full Time Positions:				
Director	1	1	1	1
Assistant Director	-	-	-	-
Executive Secretary	1	1	1	1
Total Personnel	2	2	2	2

Recreation Programs Organizational Chart



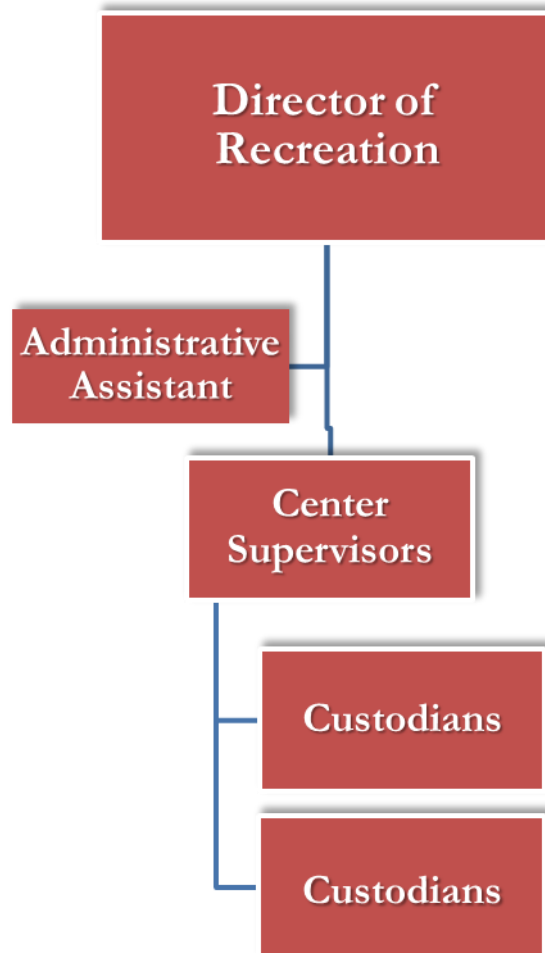
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted	% Change 2016 to 2017
Recreation Programs					
Expenditures					
Personnel Services	\$ 749,644	\$ 765,699	\$ 794,979	\$ 809,270	2%
Employee Benefits	153,409	140,707	133,978	148,902	-8%
Communications & Util.	325	-	-	-	0%
Rentals	13,491	16,201	14,000	14,000	20%
Repair & Maintenance	67,194	78,785	68,632	68,632	17%
Training & Education	1,186	2,456	3,533	2,833	107%
Other Services & Charges	248,943	284,895	249,246	251,690	14%
Materials & Supplies	87,426	92,010	92,510	95,010	5%
Cost of Sales	1,477	1,255	2,000	1,500	-15%
Recreation Programs Total	\$ 1,323,095	\$ 1,382,008	\$ 1,358,878	\$ 1,391,837	2%

Recreation Programs Personnel

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted
Full Time Positions:				
Athletic Coordinator	1	1	1	1
Program Coordinator	-	-	-	-
Gymnastics Coordinator	1	1	1	1
Recreation Leader	5	5	4	4
Administrative Coordinator	1	1	1	1
Receptionist	2	2	2	2
Part Time Positions:				
Arts & Crafts Specialist	1	1	-	-
Night Activity Supervisor	2	2	2	2
Weight Room Monitor	2	2	2	2
Assistant Recreation Leader	2	2	2	2
Total Personnel	17	17	15	15

Recreation Facilities Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted	% Change 2016 to 2017
Recreation Facilities					
Expenditures					
Personnel Services	\$ 146,379	\$ 185,842	\$ 204,297	\$ 196,222	27%
Employee Benefits	57,348	64,701	62,033	75,357	13%
Communications & Util.	165,826	200,450	151,197	169,873	21%
Repair & Maintenance	-	155	-	-	-100%
Building Maintenance	96,481	93,847	87,500	87,500	-3%
Other Services & Charges	34,429	6,733	46,605	5,265	-80%
Materials & Supplies	73,838	99,934	70,000	103,000	35%
Capital Outlay	194,001	0	213,000	76,567	-100%
Recreation Facilities Total	\$ 768,302	\$ 651,662	\$ 834,632	\$ 713,784	-14%

Recreation Facilities Personnel

	2014 Actual	2015 Actual	2016 Amended Budget	2017 Council Adopted
Full Time Positions:				
Center Director	2	2	2	2
Building Maintenance Mechanic	-	-	-	-
Custodian	4	3	3	3
Part Time Positions:				
Custodian	-	2	2	2
Total Personnel	6	7	7	7

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 2017/2018 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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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

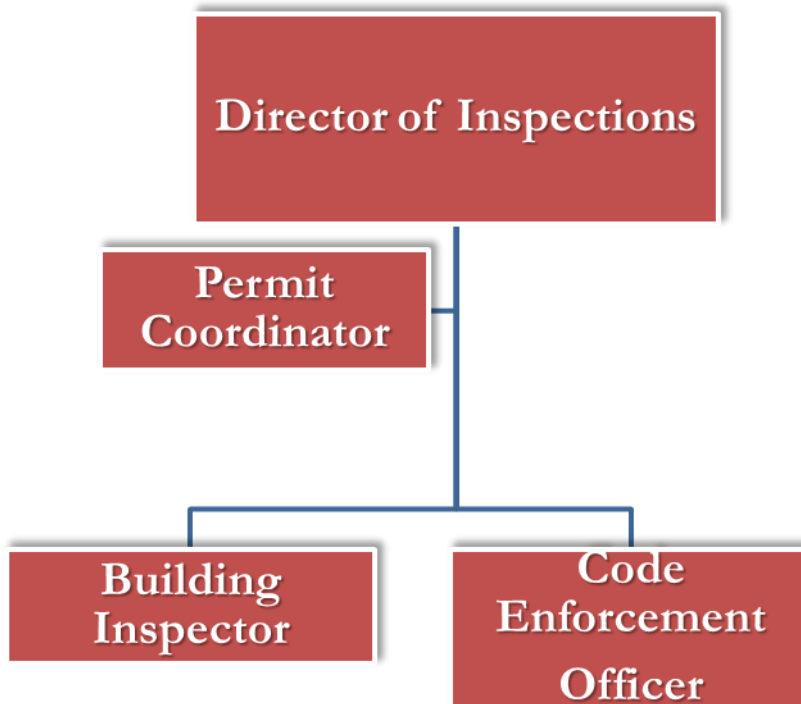
Volleyball training has begun on Sundays from 4pm-7pm.

Began two dance programs “Dancers of Distinction” and “Dancing Jewels” in which both participated in local parades and programs.

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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Inspections					
Expenditures					
Personnel Services	253,965	259,805	\$ 267,425	\$ 273,621	2%
Employee Benefits	76,241	78,317	82,402	83,202	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	10,519	11,651	11,811	11,811	0%
Repair & Maintenance	16,140	17,992	24,426	24,526	0%
Building Maintenance	-	750	1,000	5,000	400%
Training & Education	12,996	14,548	20,700	18,400	-11%
Other Services & Charges	46,776	158,690	91,422	455,257	398%
Materials & Supplies	11,111	8,218	12,850	12,850	0%
Capital Outlay	-	24,545	-	-	0%
Purchasing Total	\$ 427,748	\$ 574,516	\$ 512,036	\$ 884,667	73%

Inspections Personnel

Full Time Positions:	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 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
Total Personnel	5	5	5	5

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Inspections Department

Program Description:

The Inspections program increases public awareness on the value of building codes – Inspections. Code Enforcement encourages a safe and healthy environment for the citizens of College Park by enforcing building, zoning, housing, and environmental ordinances.

Trends:

Even with the slow economy inspections have remained steady on electrical, HVAC, plumbing Increases in vacant properties have impacted Code Enforcement approaches specifically extending case resolution times to gain compliance. The number of Code Enforcement cases increased by more than 100% over the past fiscal years.

Program Broad Goals:

To help all citizens and commercial businesses achieve there goals in compliance with the city codes. Inspections Department plan and implement Code Enforcement Week enforce the demolition or renovation of dilapidated or unfinished structures on Mercer Avenue, Karen Road, and Princeton Avenue, as defined by the City Code.

Program 17/18 Objectives:

Maintain a high level of Customer Service and increase training certifications.

Performance Measures

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

	Actual 16/17
Maintain initial case response time of 2 calendar days	95%
Forecast exterior to be reduced by	15%
Forecast interior to increase by	25%

Program / Service Outcomes: (based on program objectives)

	Actual 16/17
Maintain overall case cycle time of 30 days or less	100%
Permits issued	826
Maintain inspector-initiated cases of 35% or greater of total cases received	100%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

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

Estimated 17/18

Maintain initial case response time of 2 calendar days	95%
Forecast exterior to be reduced by	15%
Forecast interior to increase by	25%

Program / Service Outcomes: (based on program objectives)

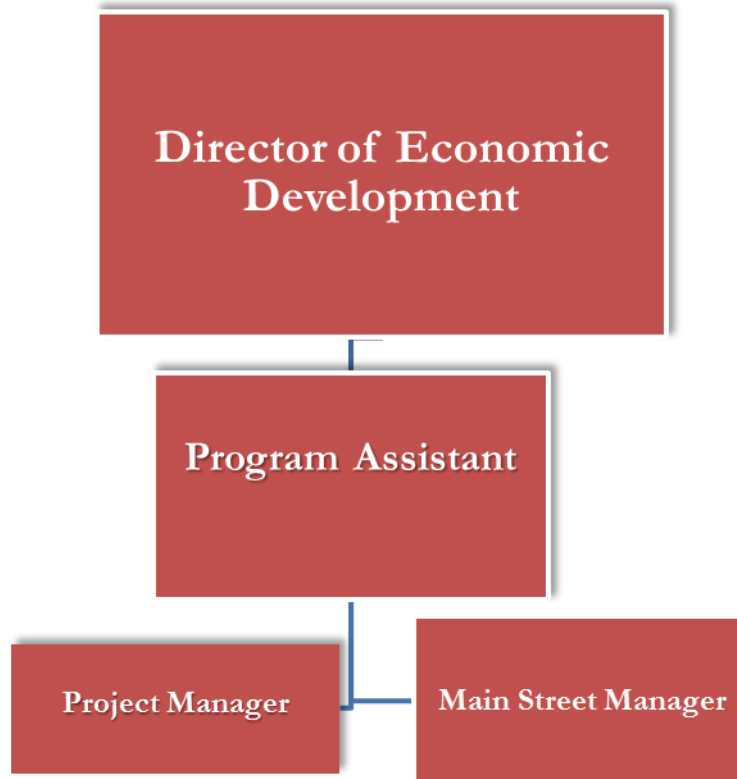
Estimated 17/18

Maintain overall case cycle time of 30 days or less	100%
Permits issued	850
Maintain inspector-initiated cases of 35% or greater of total cases received	100%

Prior Year Highlights:

- Business License Enforcement
- New World System Enhancement

Economic Development Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Economic Development					
Expenditures					
Personnel Services	\$ 139,035	\$ 180,218	\$ 139,061	\$ 225,638	38%
Employee Benefits	22,768	42,813	43,516	61,510	29%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	10,739	8,193	10,885	10,985	1%
Repair & Maintenance	2,725	3,442	2,967	2,967	0%
Training & Education	20,743	19,100	16,660	16,660	0%
Other Services & Charges	17,071	27,572	11,626	12,856	10%
Materials & Supplies	7,567	5,792	4,950	4,950	0%
Capital Outlay	-	2,124,423	-	-	0%
Economic Development Total	\$ 220,648	\$ 2,411,553	\$ 229,665	\$ 335,566	32%

Economic Development Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Director of Development	1	1	1	1
Economic Dev. Proj Manager	1	1	1	1
Economic Dev. Proj Asst.			0	1
Administrative Asst.	1	1	1	0
Total Personnel	3	3	3	3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 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, economic impact of new companies, the ongoing expansion of local industry and helping maintain or increasing the existing tax base.

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

Program 17/18 Objectives:

Economic Development will target aviation/aerospace, biotech, medical, advanced business services, retail, hospitality and tourism in our industry 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 business leaders to strengthen and support local industry. 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.

Performance Measures

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

	Actual 16/17
Targeted Job Creation	2 companies attracted and/or 50 jobs added
# Business Licenses	100
# Jobs in College Park	9,750

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Economic Development Department

Program/Service Outcomes: (based on program objectives)

	Estimated 17/18
Tax Revenue Enhancement	1%
Hotel/Motel Tax Enhancement	2%
Hotel/Motel Avg Occupancy Rate	60%
# Existing Business Visits	20

Prior Year Highlights:

- Completed the Old National Medians Project involving the construction of landscaping in the medians along Old National Highway.
- Created the Old National Celebrates Photography event that led to the launch of the Bethune schools.
- Re-opened the Main Street Office (MSO) in the downtown Depot.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Multi Departmental Costs Total					
Expenditures					
Other Services & Charges	\$ 19,853	\$ 77,420	\$ -	\$ -	0%
Interest	-	-	-	-	0%
Operating Transfers Out	1,226,824	1,039,176	665,402	552,515	-17%
Multi Departmental Costs Total	<u>\$ 1,246,677</u>	<u>\$ 1,116,596</u>	<u>\$ 665,402</u>	<u>\$ 552,515</u>	-17%

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
General Fund Total					
Revenue Totals	\$ 31,560,463	\$ 38,964,967	\$ 28,409,421	\$ 28,843,384	2%
Expenditure Totals	27,238,184	30,516,490	28,409,421	28,843,384	2%
General Fund Net Revenues/ (Expenditures)	<u>\$ 4,322,279</u>	<u>\$ 8,448,477</u>	<u>\$ -</u>	<u>\$ -</u>	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: SPECIAL REVENUE FUNDS

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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.

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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.

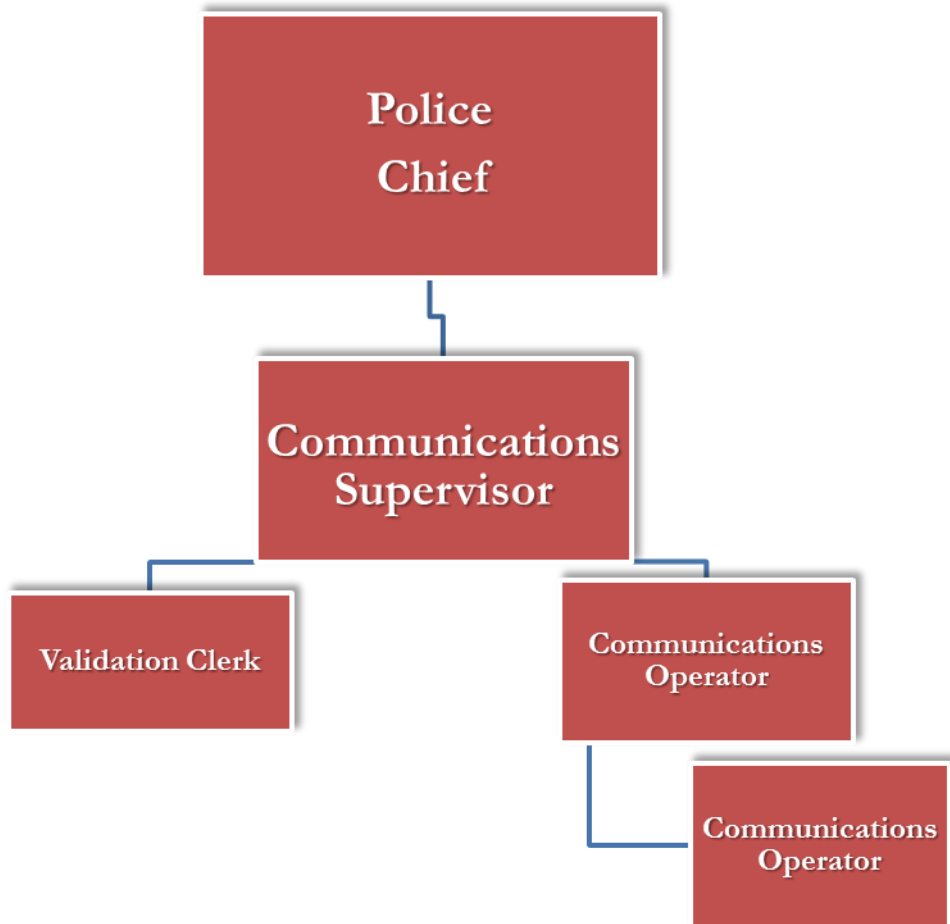
Newton Estates Improvement Fund:

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 funds 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 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
E911 Communications Fund					
Revenue					
Other Income	\$ 367,008	\$ 370,313	\$ 369,000	\$ 383,008	4%
Interest	-	531	121	121	0%
Operating Transfers In	559,091	512,655	552,705	552,515	0%
E911 Communications Revenue Total	926,099	883,499	921,826	935,644	1%
Expenditures					
Personnel Services	530,415	557,626	575,845	586,353	2%
Employee Benefits	175,946	192,876	216,377	217,177	0%
Communications & Util.	107,310	91,938	104,959	98,859	-6%
Repair & Maintenance	1,030	304	2,304	2,304	0%
Training & Education	4,439	5,792	5,728	5,730	0%
Other Services & Charges	87,363	33,432	12,638	15,646	24%
Materials & Supplies	2,545	2,588	3,975	12,575	216%
Operatig Transfers Out	-	-	-	-	0%
Capital Outlay	-	-	-	-	0%
Other Debt	-	-	-	-	0%
E911 Communications Expenditures	909,048	884,556	921,826	938,644	2%
E911 Communications Net Revenues/ (Expenditures)	\$ 17,051	\$ (1,057)	\$ -	\$ -	0%

E911 Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
Communications Supervisor	1	1	1	1
Communications Shift-Supv				
Communications Operator	13	13	13	13
Vaidation Clerk	1	1	1	1
Part Time Positions:				
Commnications Operator	2	2	2	2
Total Personnel	17	17	17	17

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
CDBG Fund					
Revenues					
Intergovernmental	\$ 92,075	\$ 90,406	\$ -	\$ -	0%
CDBG Revenue Total	92,075	90,406	-	-	0%
Expenditures					
Other Services & Charges	40,859	-	-	-	0%
Capital Outlay	51,153	90,389	-	-	0%
CDBG Expenditure Total	92,012	90,389	-	-	0%
CDBG Fund Total	\$ 63	\$ 17	\$ -	\$ -	0%
	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Grants Fund					
Revenue					
Intergovernmental	\$ 4,620	\$ 320,467	\$ 320,466	\$ -	-100%
Other Income	-	-	-	-	0%
Interest	-	-	-	-	0%
Operating Transfers In	-	66,737	65,077	-	-100%
Grant Fund Revenue Totals	4,620	387,204	385,543	-	-100%
Personnel Services	-	-	-	-	0%
Training & Education	-	-	-	-	0%
Other Services & Charges	4,620	27,648	27,648	-	0%
Materials & Supplies	-	-	-	-	0%
Transfers Out	-	-	-	-	
Repair Maintenance	-	110,441	110,441	-	-100%
Capital Outlay	-	249,115	247,454	-	-100%
Grants Expenditure Total	4,620	387,204	385,543	-	-100%
Grants Fund Net Revenues/ (Expenditures)	\$ -	\$ -	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Confiscated Drugs Fund					
Revenues					
Other Income	\$ -	\$ -	\$ -	\$ -	0%
Interest	78	-	-	-	-100%
Budget Carryforward	-	-	30,000	-	-100%
Confiscated Drugs Revenue Total	78	-	30,000	-	-100%
Expenditures					
Communications & Util.	\$ 11,423	\$ 2,994	\$ -	\$ -	0%
Training & Education	1,374	725	5,000	-	-
Other Services & Charges	9,063	11,471	12,000	-	-100%
Materials & Supplies	10,481	15,453	13,000	-	-100%
Operating Transfers Out	21,427	-	-	-	-
Capital Outlay	6,075	-	-	-	-100%
Confiscated Drugs Expenditure Total	59,842	30,644	30,000	-	-100%
Confiscated Drugs Net Revenues/ (Expenditures)	\$ (59,764)	\$ (30,644)	\$ -	\$ -	0%
	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
State Drugs Fund Revenue					
Revenues					
Other Income	\$ 9,100	-	-	-	0%
Interest	-	-	-	-	0%
Operating Transfers In	30,296	-	-	-	-
Budget Carryforward	-	-	-	-	0%
State Drug Revenue Total	39,396	-	-	-	0%
Expenditures					
Communications & Util.	\$ 4,893	\$ 4,640	-	-	0%
Repair & Maintenance	-	-	-	-	0%
Training & Education	-	-	-	-	0%
Other Services & Charges	6	847	-	-	0%
Materials & Supplies	-	-	-	-	0%
Operating Transfers Out	2,653	-	-	-	-
Capital Outlay	-	-	-	-	-
State Drug Expenditure Total	7,552	5,487	-	-	0%
State Drug Net Revenues/ (Expenditures)	\$ 31,844	\$ (5,487)	\$ -	\$ -	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Special District Tax Fund					
Revenues					
Taxes	89,740	108,439	\$ 105,000	\$ 105,000	0%
Other Income	43	25	250	250	0%
Interest	1,412	3,340	600	600	0%
Budget Carryforward	-	-	-	-	0%
Newton Estates Improvement Revenue Total	91,195	111,804	105,850	105,850	0%
Expenditures					
Other Services & Charges	-	-	-	-	0%
Operating Transfers Out	105,850	111,804	105,850	105,850	0%
Newton Estates Improvement Expenditure	105,850	111,804	105,850	105,850	0%
Newton Estates Improvement Fund Total	\$ (14,655)	\$ -	\$ -	\$ -	0%
	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Hospitality Fund					
Revenues					
Taxes	\$ 11,190,010	\$ 12,120,569	\$ 9,937,770	\$ 11,461,872	15%
Other Income	110,913	124,295	-	-	0%
Interest	1,504	229	1,200	1,200	0%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
Hospitality Revenue Total	11,302,427	12,245,093	9,938,970	11,463,072	15%
Expenditures					
Other Services & Charges	2,401,229	2,996,445	2,171,970	2,666,960	23%
Operating Transfers Out	5,700,000	15,045,981	7,767,000	8,796,112	13%
Hospitality Expenditure Total	8,101,229	18,042,426	9,938,970	11,463,072	15%
Hospitality Net Revenue/(Expenditures)	\$ 3,201,198	\$ (5,797,333)	\$ -	\$ -	0%
	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Car Rental Tax Fund					
Revenues					
Taxes	\$ 2,921,564	\$ 3,251,417	\$ 3,200,300	\$ 3,200,300	0%
Other Income	-	-	-	-	0%
Interest	-	-	-	-	0%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
Car Rental Revenue Total	2,921,564	3,251,417	3,200,300	3,200,300	0%
Expenditures					
Other Services & Charges	16,530	468	1,000,000	343,550	0%
Operating Transfers Out	2,668,708	1,945,270	1,072,597	1,072,597	0%
Capital Outlay	215,593	-	407,703	1,064,153	161%
Debt Service	690,000	705,000	720,000	720,000	0%
Car Rental Expenditure Total	3,590,831	2,650,738	3,200,300	3,200,300	459%
Car Rental Net Revenues/(Expenditures)	\$ (669,267)	\$ 600,679	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: CAPITAL PROJECTS FUND

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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 2018 BUDGET

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2017 Council Adopted</u>	<u>% Change 2016 to 2017</u>
Main Street Development					
Revenues					
Other Income	3894	-			
Interest	65	43			
Operating Transfers In	\$ 95,113	\$ 93,225	\$ 141,006	\$ 112,697	-20%
Total	99,072	93,268	141,006	112,697	-20%
Expenditures					
Personnel Services	31,166	-	-	-	0%
Employee Benefits	11,913	-	-	-	0%
Util.	7,902	8,494	5,547	5,547	0%
Repair & Maintenance	513	-	-	-	0%
Building Maintenance	17,336	1,795	1,200	1,200	0%
Training & Education	9,431	10,496	9,000	8,200	-9%
Charges	35,557	73,980	122,809	95,300	-22%
Materials & Supplies	326	2,201	2,450	2,450	0%
Expenditure Total	114,143	96,967	141,006	112,697	-20%
Revenues/(Expenditure)	\$ (15,071)	\$ (3,699)	\$ -	\$ -	0%

Main Street Personnel

	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Amended Budget</u>	<u>2017 Council Adopted</u>
Main Street Manager	1	1	-	-
Total Personnel	1	1	-	-

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 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, economic impact of new companies, the ongoing expansion of local industry and helping maintain or increasing the existing tax base.

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

Program 17/18 Objectives:

Economic Development will target aviation/aerospace, biotech, medical, advanced business services, retail, hospitality and tourism in our industry 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 business leaders to strengthen and support local industry. 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.

Performance Measures

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

	Actual 16/17
Targeted Job Creation	2 companies attracted and/or 50 jobs added
# Business Licenses	100
# Jobs in College Park	9,750

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Economic Development Department

Program/Service Outcomes: (based on program objectives)

	Estimated 17/18
Tax Revenue Enhancement	1%
Hotel/Motel Tax Enhancement	2%
Hotel/Motel Avg Occupancy Rate	60%
# Existing Business Visits	20

Prior Year Highlights:

- Completed the Old National Medians Project involving the construction of landscaping in the medians along Old National Highway.
- Created the Old National Celebrates Photography event that led to the launch of the Bethune schools.
- Re-opened the Main Street Office (MSO) in the downtown Depot.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
SPLOST Fund					
Revenue					
Taxes	\$ 331,238	\$ 210,832	\$ 216,000	\$ 216,000	0%
Budget Carryforward	-	-	-	\$ 2,043,588	100%
Interest	1,124	765	1,000	1,000	0%
SPLOST Revenue Total	<u>332,362</u>	<u>211,597</u>	<u>217,000</u>	<u>2,260,588</u>	942%
Expenditures					
Other Services & Charges	33,560	203,292	169,700	73,300	-57%
Capital Outlay	600,000	-	47,300	2,187,288	4524%
SPLOST Expenditure Total	<u>633,560</u>	<u>203,292</u>	<u>217,000</u>	<u>2,260,588</u>	942%
SPLOST Net Revenues/	<u>\$ (301,198)</u>	<u>\$ 8,305</u>	<u>\$ -</u>	<u>\$ -</u>	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

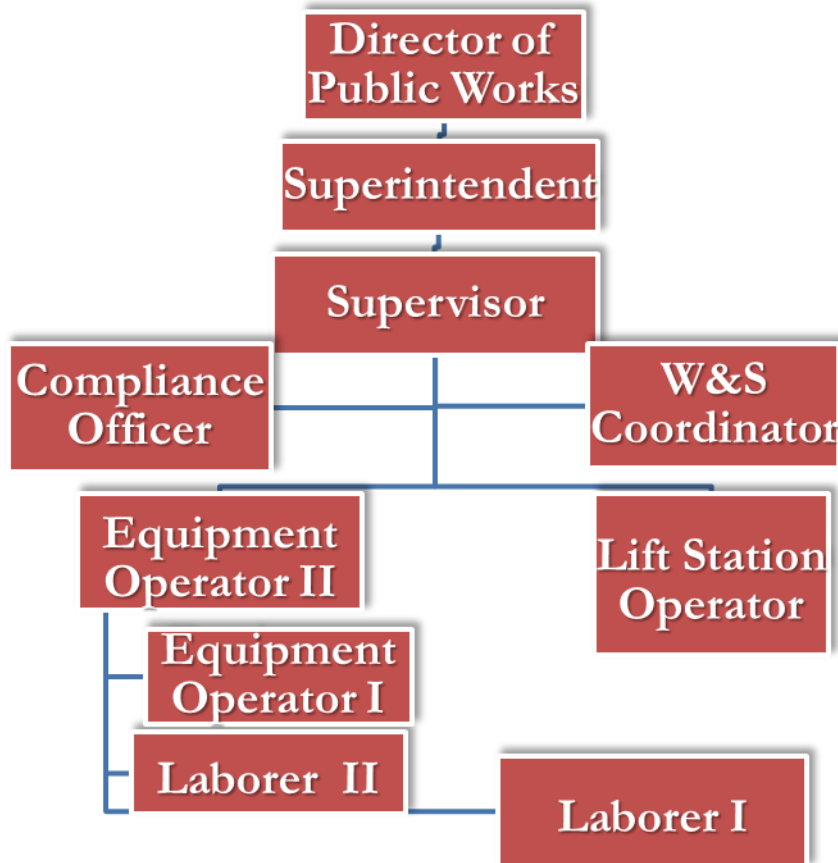
	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
TSPLOST Fund					
Revenue					
Taxes	\$ -	\$ -	\$ -	\$ 2,400,000	100%
Budget Carryforward	-	-	-	-	0%
Interest	-	-	-	-	0%
T SPLOST Revenue Total	-	-	-	2,400,000	100%
CAPITAL PROJECTS Fund					
Expenditures					
Capital Outlay	-	-	-	2,400,000	100%
SPLOST Expenditure Total	-	-	-	2,400,000	100%
SPLOST Net Revenues/	\$ -	\$ -	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: ENTERPRISE FUND

Water and Sewer Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Water and Sewer					
Revenues					
Charges For Services	\$ 9,687,393	\$ 10,737,776	\$ 10,207,490	\$ 10,111,500	-1%
Other Income	129,831	28,119	5,000	2,500	-100%
Interest	3,176	7,100	3,000	3,000	0%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
Revenue Total	9,820,400	10,772,995	10,215,490	10,117,000	-1%
Expenditures					
Personnel Services	747,757	762,929	856,799	837,479	-2%
Employee Benefits	237,323	190,896	303,701	303,501	0%
Communications & Util.	74,904	81,274	83,770	83,770	0%
Rentals	4,561	7,628	8,000	8,000	0%
Repair & Maintenance	707,142	712,394	778,992	733,492	-6%
Building Maintenance	15,471	5,152	5,000	7,000	29%
Training & Education	19,489	17,473	24,300	23,800	-2%
Other Services & Charges	399,020	678,349	1,369,423	1,052,816	-30%
Materials & Supplies	42,333	42,879	44,650	45,250	1%
Cost Of Sales	5,495,256	5,948,900	5,362,000	5,700,000	6%
Operating Transfers Out	263,306	-	218,463	-	-100%
Accounting Charges	-	(156,736)	-	-	0%
Capital Outlay	688,194	530,684	125,000	286,500	56%
Debt Service	384,191	873,834	1,035,392	1,035,392	0%
Water & Sewer Expenditure Total	9,078,947	9,695,656	10,215,490	10,117,000	-1%
Water and Sewer Net Revenues (Expenditures)					
	741,453	\$ 1,077,339	\$ -	\$ -	0%

Water and Sewer Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
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
Total Personnel	18	18	18	18

*50 % Public Works Director and Budget Analyst salary.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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.

Performance Measures

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

	Actual	16/17
Water main line repairs		18
Service line repairs		86
	Estimated	17/18
Water main line repairs		10
Service line repairs		35

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department of Public Works | Water and Sewer-Water Distribution

Program / Service Outcomes: (based on program objectives)

	Actual	16/17
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
	Estimated 17/18	
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 2018 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 6th 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 17/18 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)

	Actual	16/17
Phone inquires processed, which relate to water and sewer operational issues.		2,000
Process and locate UPC tickets.		3,500
	Estimated 17/18	
Phone inquires processed, which relate to water and sewer operational issues.		2,250
Process and locate UPC tickets.		4,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Programs / Service Outcomes: (based on program objectives)

Manage all Operations Division programs to maintain compliance with all federal and state requirements.

Actual 16/17
Yes

Programs / Service Outcomes: (based on program objectives)

Manage all Operations Division programs to maintain compliance with all federal and state requirements.

Estimated 17/18
Yes

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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. The Sewer collection system services approximately ten (10) square miles with a total of 76.28 miles of sewer mains.

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. Reduce the number of sewer spill in wastewater collection system.

Program 17/18 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.

Performance Measures

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

	Actual	16/17
Sewer lift station repairs		4
Hours of overtime needed to make sewer lift station repairs		125 hrs

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Program / Service Outcomes: (based on program objectives)

	Actual	16/17
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

	Estimated 17/18
Sewer lift station repairs	3
Hours of overtime needed to make sewer lift station repairs	120hrs

Program / Service Outcomes: (based on program objectives)

	Estimated 17/18
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

Department of Public Works | Water and Sewer- Wastewater Maintenance

Prior Year Highlights:

Complete the following budgeted capital infra-structure projects:

- Best Road Sanitary Sewer Replacement
- English Lane Sanitary Sewer Replacement
- Conley Street Sanitary Sewer Force Main
- City Auditorium Sanitary Sewer Repair
- Completion of Camp Creek Basin I – (SSES)
- Completion of Flint River Basin I – (SSES)
- Completion of Camp Creek Basin II

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 16/17 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)

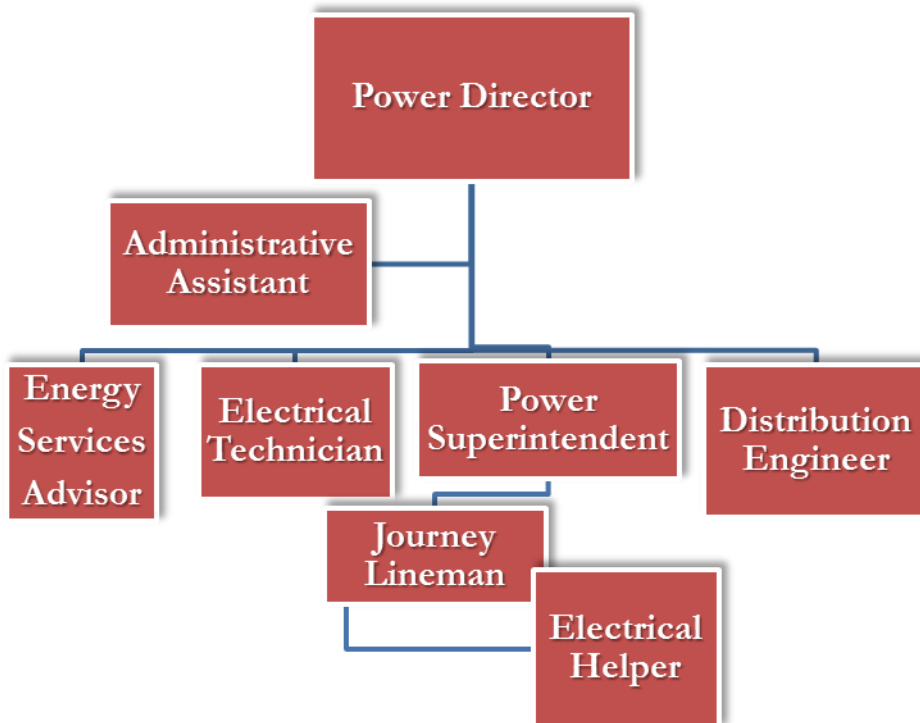
	Actual	16/17
Water conservation educational Workshop provided		10
Number of toilet rebates approved		6
Customer contacts made by the Water Conservation office		150
		Estimated 17/18
Water conservation educational Workshop provided		10
Number of toilet rebates approved		4
Customer contacts made by the Water Conservation office		25

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Program / Service Outcomes: (based on program objective)

Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	Actual	16/17 Yes
Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	Estimated	17/18 Yes

Power-Line Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Electric Line					
Revenues					
Charges For Services	\$ 28,081,939	\$ 25,148,683	\$ 28,805,000	\$ 29,005,000	1%
Leases & Other Rent	122,425	116,329	140,000	100,000	-29%
Other Income	1,460,089	1,029,724	1,248,000	748,000	-40%
Interest	13,138	21,821	-	-	0%
Operating Transfer In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
Electric Line Revenue Total	29,677,591	26,316,557	30,193,000	29,853,000	-1%
Expenditures					
Personnel Services	526,167	664,742	796,324	802,606	1%
Employee Benefits	148,935	100,491	228,117	228,117	0%
Communications & Util.	143,238	106,570	37,657	101,607	170%
Rentals	1,735	1,735	3,500	3,500	0%
Repair & Maintenance	683,311	679,015	686,592	686,592	0%
Building Maintenance	14,337	8,392	7,400	7,400	0%
Training & Education	55,478	54,198	56,990	56,990	0%
Other Services & Charges	372,463	452,701	1,315,413	909,771	-31%
Materials & Supplies	90,946	92,770	131,675	131,675	0%
Cost Of Sales	22,040,092	21,690,614	23,501,000	23,501,000	0%
Accounting Charges	619,915	(2,326,450)	-	-	0%
Operating Transfers Out	1,000,000	2,100,505	1,218,464	1,000,000	-18%
Other Debt	-	-	-	-	0%
Capital Outlay	659,990	1,296,673	1,081,000	1,356,000	25%
Electric Line Expenditure Total	26,356,607	24,921,956	29,064,132	28,785,258	-1%
Electric Line Net Revenues/(Expenditures)	\$ 3,320,984	\$ 1,394,601	\$ 1,128,868	\$ 1,067,742	-5%

Electric Line Personnel

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted
Full Time Positions:				
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	-	-	-	-
Total Personnel	10	14	14	14

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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
- Complete installation of AMI equipment for 2-way meter communication for remote reading & disconnect.
- Upgrade the feeder circuit on Godby Road for better reliability
- Install 53 decorative lights on the Old National Streetscape project
- Place feeders underground at the Wally Park development project
- Replace underground primary conductor at Embarcardero & Alexander Landing apartments.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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
- Install new underground service to the Marriott Renaissance.
- Upgrade traffic signals and wiring at Lee and Main.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 17/18
Complete all projects as planned within the budget constraints.	11

Program/Service Outcomes: (based on program objectives)	Estimated 17/18
Maintain projects at or below budget projections.	5%

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 17/18
Complete projects as budgeted	6

Program/Service Outcomes: (based on program objectives)	Estimated 17/18
Maintain projects at or below budget projections	7%

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 16/17
Goals of project completion continue finishing 2 more.	6

Program/Service Outcomes: (based on program objectives)	Actual 16/17
Maintain projects at or below budget projections	8%

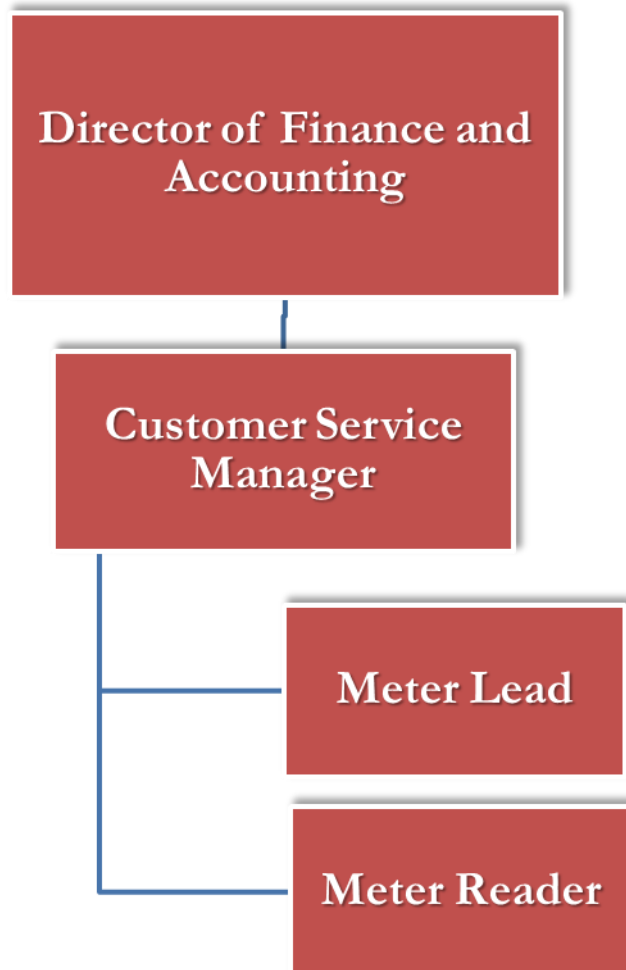
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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 2018 BUDGET

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Electric Meter					
Expenditures					
Personnel Services	\$ 147,679	\$ 121,162	\$ 85,593	\$ 89,370	4%
Employee Benefits	64,361	47,862	38,358	37,875	-1%
Communications & Util.	3,073	3,951	3,628	3,128	-14%
Repair & Maintenance	18,880	21,783	16,045	11,800	-26%
Building Maintenance	-	7	-	-	0%
Training & Education	240	-	1,000	1,000	0%
Other Services & Charges	11,225	14,201	10,070	11,431	14%
Materials & Supplies	22,295	17,874	16,030	12,581	-22%
Debt	-	-	-	-	0%
Capital Outlay	-	-	22,500	-	-100%
Electric Meter Expenditure Total	\$ 267,753	\$ 226,840	\$ 193,224	\$ 167,185	-13%

Electric Meter Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
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	-	-
Total Personnel	7	5	2	2

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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 17/18

Convert electric meters to AMI.

20%

Program/Service Outcomes: (based on program objectives)

Estimated 17/18

Complete all projects within budget constraints or less.

2

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Program Name: Information Technology Department – Meter Division

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 17/18
Read all meters and completed service orders on a timely basis.	95%

Program/Service Outcomes: (based on program objectives)	Estimated 17/18
Completed projects within budget constraints.	2

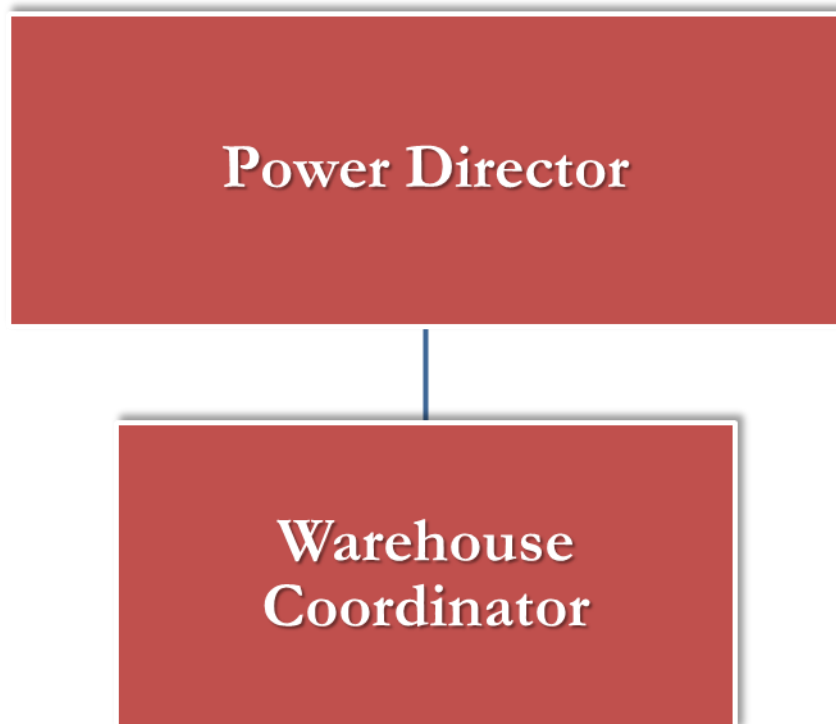
Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 16/17
Read all meters and completed service orders on a timely basis.	98%

Program/Service Outcomes: (based on program objectives)	Actual 16/17
Completed projects within budget constraints.	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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Electric Warehouse					
Expenditures					
Personnel Services	\$ 42,419	\$ 46,127	\$ 44,264	\$ 45,020	2%
Employee Benefits	18,137	20,091	20,798	20,798	0%
Communications & Util.	1,710	1,771	3,000	3,000	0%
Rentals	-	-	-	-	0%
Repair & Maintenance	6,701	7,688	11,026	11,026	0%
Building Maintenance	2,603	2,941	2,700	2,700	0%
Training & Education	286	-	400	400	0%
Other Services & Charges	12,824	13,055	10,489	11,644	11%
Materials & Supplies	396	1,070	1,050	1,050	0%
Warehouse Expenditure Total	\$ 85,076	\$ 92,743	\$ 93,727	\$ 95,638	2%

Electric Warehouse Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
Warehouse Coordinator	1	1	1	1
Total Personnel	1	1	1	1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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. Non-power related catalog items include building cleaning supplies, light bulbs, trash bags, batteries, etc. The warehouse maintains two storage locations, one at the Power Department headquarters location and the other, a remote location at 1060 Forest Parkway. The warehouse program provides monthly use and requisition reports, semi-annual inventories, as well as all shipping and receiving documents to match with purchase orders and invoices.

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 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

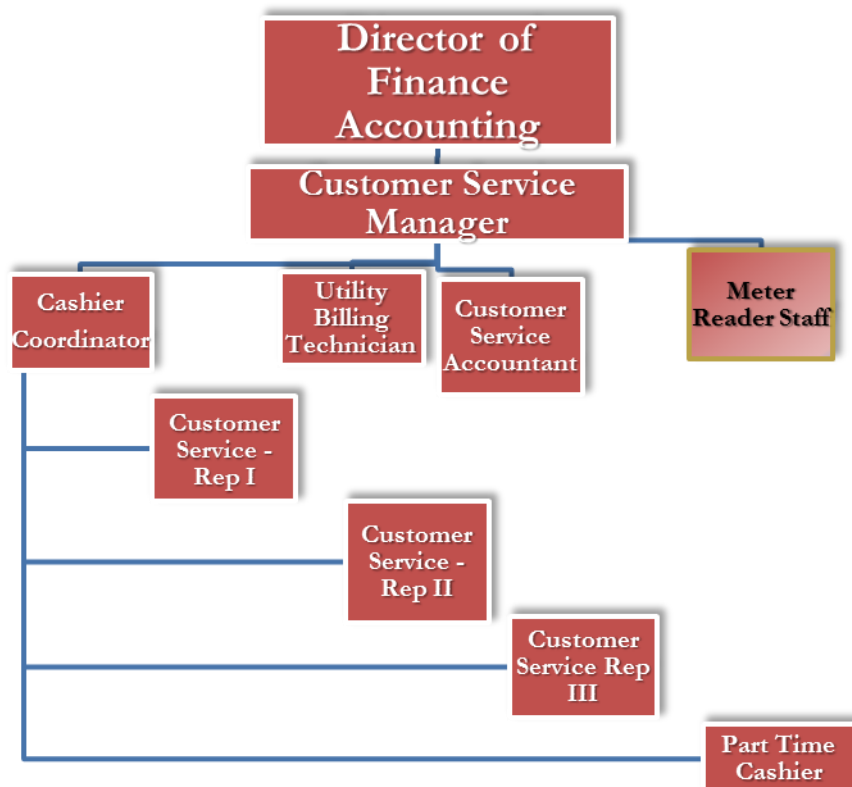
Program / Service Outputs: (goods, services, units produced)

	Estimated 17/18
# 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 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Electric Customer Service					
Personnel Services	\$ 337,772	\$ 345,737	\$ 391,653	\$ 399,166	2%
Employee Benefits	103,979	109,119	112,506	106,982	-5%
Expenditures	-	-	-	-	0%
Communications & Util.	10,556	15,987	20,166	20,637	2%
Repair & Maintenance	26,131	27,931	41,296	48,286	17%
Training & Education	3,200	348	4,905	8,355	70%
Other Services & Charges	114,215	91,977	58,508	71,413	22%
Materials & Supplies	84,377	97,916	95,170	86,970	-9%
Accounting Charges	897	42,048	5,000	25,000	400%
Capital Outlay	-	1,384	235,629	20,000	-92%
Debt Service	460,683	353,038	32,000	32,000	0%
Customer Service Expenditure Total	\$ 1,141,810	\$ 1,085,486	\$ 996,833	\$ 818,809	-18%

Customer Service Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
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	-	-	-	-
Part Time Positions:				
Utility Clerk/Cashier	2	2	2	2
Total Personnel	11	11	12	12

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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)

Estimated 17/18

Bill all existing and new accounts	\$99,000
Total dollars billed	\$57,600,000

Program/Service Outcomes: (based on program objectives)

Estimated 17/18

Utility bills mailed accurately	90%
Utility bills mailed timely	80%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Program Name: Information Technology Department – Customer Service

Performance Measures

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

Estimated 17/18

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)

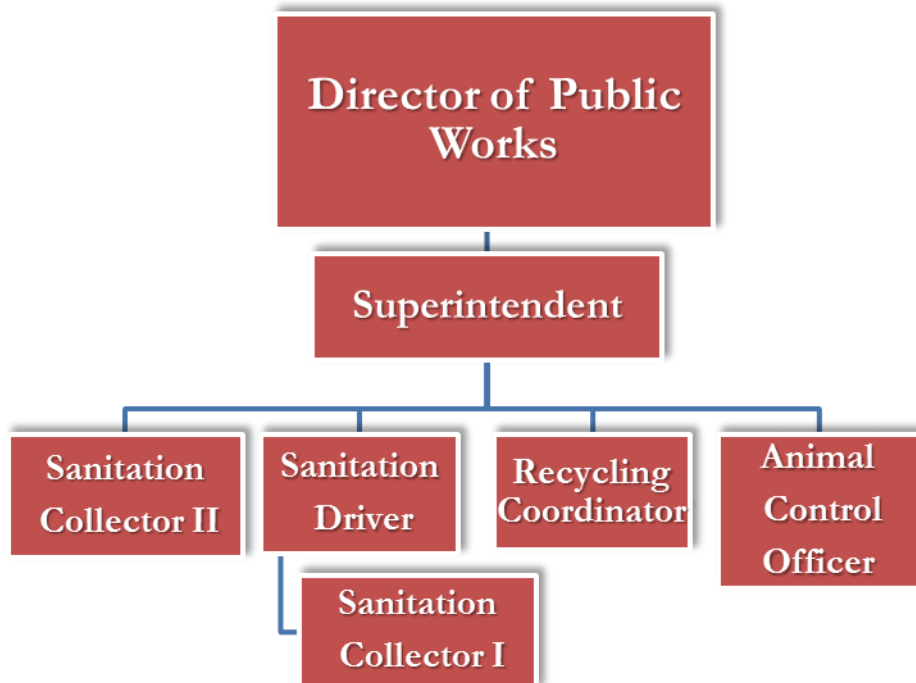
Prior Year Highlights:

- 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 2018 BUDGET

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Golf Course Fund					
Revenues					
Fees, Licenses, Permits	\$ -	\$ -	\$ -	\$ -	0%
Leases & Other Rent	33,200	33,762	31,755	31,755	0%
Other Income	10,662	2,368	16,359	16,359	0%
Operating Transfers In	-	299,078	-	-	0%
Golf Course Fund Revenue Total	43,862	335,208	48,114	48,114	0%
Expenditures					
Other Services & Charges	35,148	34,946	24,057	-	0%
Operating Transfers Out	-	-	-	-	0%
Capital Outlay	-	31,500	24,057	48,114	100%
Golf Course Fund Expenditure Total	35,148	72,345	48,114	48,114	0%
Golf Course Net Revenues/ (Expenditures)	\$ 8,714	\$ 262,863	\$ -	\$ -	0%

Sanitation Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Department of Public Works | Sanitation Division-Animal Control

Program Description:

The Animal Control Program primary function is to ensure that all City laws and codes are followed by all citizens in the City. The Animal Control Section also removes all dead animals from the City ROW and collects stray animals throughout the City.

Trends:

The City's growth with new land acquisitions has caused numerous development projects throughout the City, has caused the number of stray animals in the City to grow.

Program Broad Goals:

To enforce all City Codes dealing with animal services. To allow all the citizens in the City the opportunity to enjoy safe and sanitary environment, for exercise, leisure walking, and school and bus travel.

Program 17/18 Objectives:

Promote safe and sanitary living conditions in College Park neighborhoods through the delivery of quality animal control services.

Performance Measures

Program/Services Outputs: (goods, services, units produced)

	Actual	16/17
Number of Dead Animals collected		153
Number of Live Animals collected		156
Number of Citations given		23
	Estimated	17/18
Number of Dead Animals collected		175
Number of Live Animals collected		120
Number of Citations given		10

Prior Year Highlights:

- Implemented a new technique in animal control collection
- Rescued and returned over 37 live animals to pet owners
- Assisted the CPPD on numerous occasions to apprehend loose animals
- Maintain an onsite shelter for live animals found endangered or harmed

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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. This program services over 800 dumpsters from one to six days a week.

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. Provide and promote environmentally friendly collection programs.

Program 16/17 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)

	Actual	16/17
Number of Commercial accounts		453
Number of Front Load bins		807
Percentage of Commercial routes completed daily		100 %

Prior Year Highlights:

- Started collecting 14 new commercial businesses including new hotels and several new businesses along Old National and Sullivan Rd.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 17/18 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)

	Actual	16/17
Percentage of Recycling routes completed daily		100%
Tons of recycling collected		750
	Estimated 17/18	
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
- Held the first "Recycling Awareness Day" to inform citizens what to bring to the recycling sites

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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. This program also provides a complimentary service designed to provide an easy, convenient way for residents to dispose of large items once a week.

Trends:

Due to the current housing market, there hasn't been any new residential housing in the City, although yard waste has remained constant.

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 17/18 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)

	Actual	16/17
Percentage of Residential routes completed daily		100 %
Percentage of Brush routes completed daily		100 %
Percentage of Leaf routes completed daily		100 %
	Estimated	17/18
Percentage of Residential routes completed daily		100 %
Percentage of Brush routes completed daily		100 %
Percentage of Leaf routes completed daily		100 %

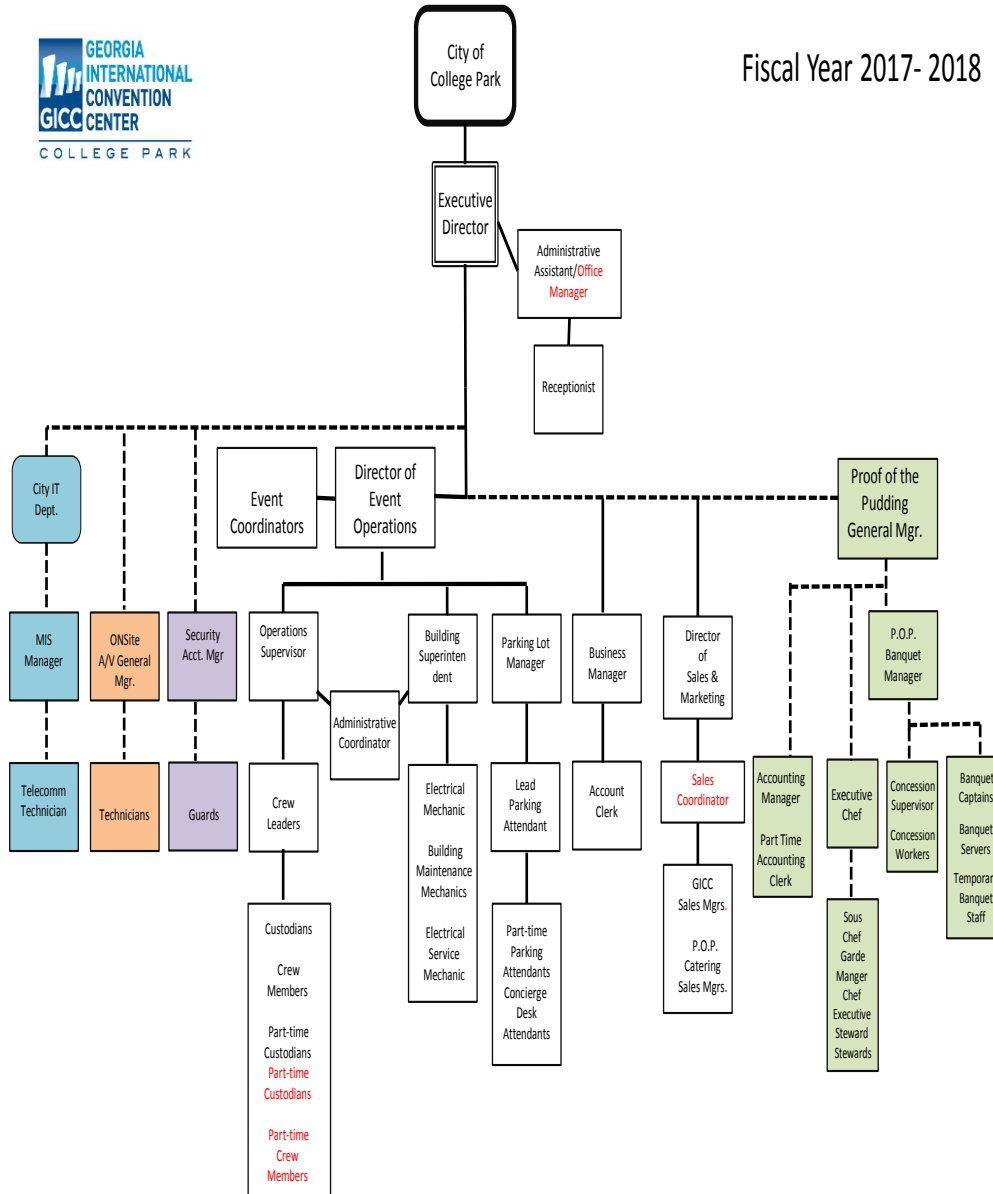
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2018 BUDGET



Fiscal Year 2017- 2018



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Convention Center Fund					
Revenues					
Charges for Sevices	\$ 8,802,236	\$ 8,740,907	\$ 8,565,000	\$ 8,930,000	4%
Rentals and Commissions	202,536	200,846	175,000	225,000	29%
Other Income	4,605,520	6,482,574	6,596,676	6,600,716	0%
Interest	-	1,720	2,600	1,000	-62%
Operating Transfers In	1,233,313	111,803	105,850	105,850	0%
Budget Carryforward	-	-	1,000,000	1,000,000	0%
Convention Center Revenue Total	14,843,605	15,537,850	16,445,126	16,862,566	3%
Expenditures					
Personnel Services	\$ 1,904,689	\$ 1,966,058	\$ 2,160,633	\$ 2,185,908	1%
Employee Benefits	522,974	383,346	698,850	701,641	0%
New Personnel Cost	-	-	-	128,487	100%
Communicat - Communications & Util.	1,688,178	1,572,395	1,725,000	1,702,850	-1%
Rentals - Rentals	29,273	16,255	20,000	25,000	20%
Repair & Maintenance	187,476	350,993	241,058	256,833	6%
Building Maintenance	216,987	252,814	250,000	255,000	2%
Training & Education	22,902	29,557	38,749	40,877	5%
Other Services & Charges	681,719	745,751	905,746	1,762,375	49%
Materials & Supplies	157,297	214,214	183,100	214,170	15%
Cost Of Sales	2,921,150	3,115,287	2,826,250	2,917,500	3%
Operating Transfers Out	1,171,178	-	-	-	0%
Depreciation & Amortization	(1,885,824)	(1,397,455)	-	-	
Interest Expense & Fiscal Charges	-	-	-	-	
Amortization	-	-	-	-	
Accounting Charges	1,600	-	-	-	
Capital Outlay	592,954	456,918	1,000,000	795,500	-20%
Debt Service	6,320,693	6,948,511	6,395,740	5,876,425	-8%
Convention Center Expenditure Total	14,533,246	14,654,644	16,445,126	16,862,566	3%
Convention Center Net Revenues/ (Expenditures)	\$ 310,359	\$ 883,206	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Convention Center Personnel

	2015	2016	2017	2018
	Actual	Actual	Amended	Council
Full Time Positions:			Budget	Adopted
Director	1	1	1	1
Assistant Director	0	0	0	0
Director of Event Operations	1	1	1	1
Director of Marketing and Public Relations	1	0	0	0
Director of Sales Marketing	0	1	1	1
Director of Sales	1	0	0	0
Building Superintendent	1	1	1	1
Operations Supervisor	1	1	1	1
Event Services Manager	0	0	0	0
Arena Booking/Sponsor Mgr	0	0	0	1
Parking Lot Manager	1	1	1	1
Business Manager	0	1	1	1
Accountant	1	1	1	1
Sales Manager	3	3	3	3
Sales Administrative Coordinator	0	1	1	1
Market Research Analyst	0	0	-	-
Event Coordinator	3	3	3	3
Administrative Assistant	1	1	1	0
Office Manager	0	1	0	1
MIS Technician	1	0	0	0
MIS Manager	0	1	1	1
Executive Secretary	0	0	0	0
Administrative Coordinator	1	1	1	1
Account Clerk	1	1	1	1
Lead Parking Attendent	1	1	1	1
Parking Attendent	0	0	0	0
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	1	1	1
Crew Worker	5	5	5	5
Crew Leader	3	3	3	3
Custodian	7	7	7	7
Part Time Positions:				
Custodian	3	5	5	5
Crew Worker	0	0	2	2
Accounting Clerk	0	0	0	1
Parking Attendant	11	11	11	11
Total Personnel	54	58	59	61

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Georgia International Convention Center

Program Description:

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 GICC may be the nation's most accessible convention center

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:

In 2009 Hartsfield-Jackson Atlanta International Airport's ATL SkyTrain, began operation, transporting visitors from the airport to the GICC and to the Rental Car Center, a two-minute trip that, at the time, marks the GICC as America's only convention center directly connected to a major airport avoiding the inconveniences associated with ground transportation and rental agency shuttle buses.

2009 also marks the opening of the 147-room LEED-certified SpringHill Suites hotel and in 2010 The Atlanta Airport Marriott Gateway opened on the GICC campus. The 403-room convention center hotel features a ballroom and meeting space to supplement the GICC's offerings.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Program Broad Goals:

The goal of the GICC is to become LEED certified and to create successful client events to generate economic impact all to increase revenues to the city. The revenue includes hospitality tax revenues, local business sales tax and property tax.

Program 17/18 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 plays 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 13/14	Actual 14/15	Actual 15/16	Estimated 16/17
Number of Events	4,813	5,384	5,000	5,100
Total Attendance	368,436	382,310	390,000	400,000
Ex Hall/Mtg Room Revenue	\$1,760,454	\$1,732,508	\$2,100,000	\$2,200,000
Food & Beverage Revenue	\$3,191,602	\$4,775,498	\$4,350,000	\$4,500,000
Parking Revenue	\$705,047	\$709,242	\$700,000	\$715,000

Prior Year Highlights:

The 18th Biennial JAINA Convention focused on Spiritual development on social and economical issues. This group showcased JAIN community achievements. There were over 15,000 in attendance and produced over \$200,000 in revenue.

Badcock Furniture Annual Dealers Meeting, this event had seven load in days where they turned Exhibit Hall A&B into a beautiful showroom displaying furniture, rugs and accessories for the home. Revenues for this event were in excess of \$300,000.

One of the largest highlights was the Southern Volley Ball Tournament with over 6,000 people, the NCAA Beast of the Southeast Volley Tournament with over 8,000 people and the “Big South” Volley Tournament with over 4,000 people.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

We also booked (4) events for Arena Football and (4) weekends in June for Jehovah’s Witensses Conference with over 5,000 people per weekend.

We hosted the 9th annual Cityfest Event, with over 2,000 attendees. The attendees enjoyed a superb night of fun with health and dry good vendors.

DMO

In 2012 College Park City Council created a Destination Marketing Organization. The mission of the CP-DMO is to generate and stimulate economic impact for the City of College Park by effectively marketing facilities of the community as a preferred tourism, convention and business destination. The DMO’s use of funding to promote the GICC and services of the hotels and the attractions within the area.

In 2015 the CP-DMO added East Point to their sales and marketing efforts. They have created an overarching brand which has immediately made our area recognizable to meeting planners and visitors. The brand is bold, contemporary and has improved their ability to sell and market College Park and East Point. The new name is ATL Airport District!

ATL Airport District Numbers

ATL Airport District Largest Bookings:

ACCOUNT	
Regional Jehovah’s Witness Conference 2016	1,740 RN
State Leadership & Skills Conference 2016	1,620 RN
Rent Path Annual Meeting 2016	1,131 RN
Beast of the Southeast 2016 NCAA Qualifier	1,644 RN

YTD Numbers:

July 1, 2016-December 31, 2016

Sales Leads: 124
Room Nights: 15,398
Economic Impact: \$20.5 Mi

The ATL Airport District has increased their Sales Leads by 60% increase in room nights in the area by 39% and increase in Economic Impact by 68%.

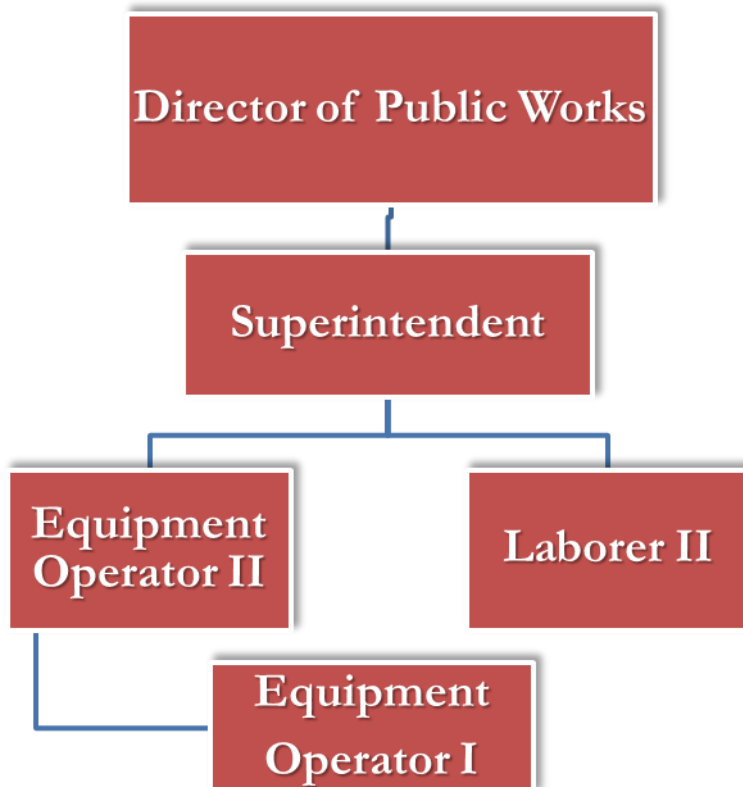
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	2015 Actual	2016 Actual	2017 Amended Budget	2018 Council Adopted	% Change 2017 to 2018
Federal Aviation Administration					
Revenues					
Leases & Other Rent	\$ 3,775,385	\$ 3,458,087	\$ 3,045,100	\$ 3,100,000	2%
Interest	19,905	3,467	600	600	0%
Operating Transfers In	574,508	-	-	-	0%
Budget Carryforward	-	-	-	-	
Federal Aviation Administration Revenue Total	4,369,798	3,461,554	3,045,700	3,100,600	2%
Expenditures					
Communications & Util.	753,067	689,825	711,156	711,470	0%
Repair & Maintenance	117,839	141,516	146,699	146,699	0%
Building Maintenance	31,570	34,528	73,226	86,128	18%
Other Services & Charges	503,803	422,916	1,051,380	461,745	-56%
Cost Of Sales	532,724	505,989	558,942	570,458	2%
Operating Transfers Out	-	399,776	486,307	1,111,620	129%
Accounting Charges	(144,804)	19,169	-	-	0%
Depreciation	-	-	-	-	0%
Interest	-	-	-	-	0%
Capital Outlay	898,374	242,604	17,990	12,480	0%
Debt Service	1,171,675	273,692	-	-	0%
Federal Aviation Administration Expenditure Total	3,864,248	2,730,015	3,045,700	3,100,600	2%
Federal Aviation Administration Net Revenues/(Expenditures)	\$ 505,550	\$ 731,539	\$ -	\$ -	0%
Business Ind Develop Authority					
Revenues					
Taxes	\$ 1,574,376	\$ 1,668,736	\$ 1,625,207	\$ 1,625,207	0%
Charges For Services	-	2,527,000	3,227,643	2,600,253	-19%
Leases & Other Rent	818,427	818,427	818,427	818,427	0%
Intergovernmental	-	-	-	-	
Other Income	2,591,865	2,661,514	1,000,000	2,100,505	0%
Interest	404	249	467	467	100
Operating Transfers In	6,552,944	2,998,400	851,245	1,802,368	112%
Budget Carryforward	-	-	-	-	0%
Business Ind Develop Authority Revenue Total	11,538,016	10,674,326	7,522,989	8,947,227	19%
Expenditures					
Repair & Maintenance	89,276	382,894	275,788	520,000	89%
Training & Education	49,407	37,284	48,150	44,650	-7%
Other Services & Charges	195,768	184,818	199,000	202,001	2%
Materials & Supplies	85	38	15,100	15,100	0%
Cost of Sales	138,787	-	474,212	100,000	-79%
Operating Transfers Out	18,451	-	-	-	0%
Capital Outlay	(139,687)	-	-	-	0%
Debt Service	5,637,944	6,503,712	6,510,739	8,065,476	24%
Business Ind Develop Authority Expenditure Total	5,990,030	7,108,747	7,522,989	8,947,227	19%
Business Ind Develop Authority Net Revenues/(Expenditures)	\$ 5,547,986	\$ 3,565,579	\$ -	\$ -	0%

Storm Water Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>	<u>% Change 2017 to 2018</u>
Storm Water Utility Fund					
Charges for Services	\$ 985,556	\$ 1,032,353	\$ 975,000	\$ 980,380	1%
Other Income	-	-	-	-	0%
Interest	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
Storm Water Utility Fund Revenue Total	985,556	1,032,353	975,000	980,380	1%
Expenditures					
Personnel Services	125,158	91,969	149,379	171,189	15%
Employee Benefits	47,369	43,009	59,238	59,438	0%
Communications & Util.	666	404	500	500	0%
Rental	2,526	1,500	1,500	1,800	20%
Repair & Maintenance	36,143	36,852	44,898	41,398	-8%
Training & Education	370	2,280	2,100	1,700	-19%
Other Services & Charges	22,188	7,553	166,969	109,012	-35%
Materials & Supplies	12,827	10,659	9,813	8,313	-15%
Operating Transfer Out	264,664	-	-	-	0%
Accounting Charges	125,397	230,633	-	-	0%
Capital Outlay	20,269	-	407,500	453,927	11%
Debt Service	133,103	133,103	133,103	133,103	0%
Storm Water Utility Fund Expenditure Total	790,680	557,962	975,000	980,380	1%
Storm Water Utility Fund Net Revenues/(Expenditures)	\$ 194,876	\$ 474,391	\$ -	\$ -	

Storm Water Utility Personnel

	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Amended Budget</u>	<u>2018 Council Adopted</u>
Full Time Positions:				
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	-	-	-	-
Total Personnel	4	4	4	4

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Program Name: Department of Public Works / Storm Water Utility Division

Program Description: The Storm Water Utility Division provides a comprehensive maintenance program of scheduled and unscheduled, inspections, cleaning, repairing and replacing of storm water structures such as catch basins, headwalls and drop inlets, corroded pipe segments, and herbicide spraying in the gutter line and right of ways 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 division is creek, channel, and detention pond inspection and maintenance.

Trends: An increase in inspection and maintenance of the storm sewer system has proven an affected best management practice. As a result of this more aggressive program we have exceeded this year's state mandated reporting requirements.

Program Broad 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.
- Locate drainage way (floodplain areas) to convey required floodwater through periodic inspection and maintenance.
- Continue a storm sewer box rehabilitation program up-dating old lid with new manhole lid covers. (with City of College Park on each lid)

Program 17/18 Objectives:

Performance Measures

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

	Actual 16/17
Debris Removal	120 Tons
Herbicide Spraying	120 Gals.

Program/Service Outcomes: (based on program objectives)

	(Inspected)	Estimated 17/18 (Maintained)
Catch Basins / Grates	95%	95%
Ditches	100%	100%
Detention Ponds	5	5
Storm Drain Lines	1000 LF	1000 LF

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Debris Removal

25,063 pounds

Prior Years Highlights:

1. Maintain our Phase I MS4 permit issued by Georgia EPD.
2. Cleaned and inspect 100% of catch basins and inlet grates city wide.
3. Installed (235) liner feet of storm sewer pipe.
4. Installed (4) new catch basin.
5. Repaired / Replaced (18) damaged catch basin.
6. Awarded \$29,254.12 funding for emergency maintenance and repairs from Federal Emergency Management Agency (FEMA) and Natural Resources Conservation Services (NSRC) US Department of Agriculture.
7. Completed 5 year Storm Water Management Plan.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: SUPPLEMENTAL SCHEDULES

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**SCHEDULE 1
Operating Indicators by Function
Last Ten Calendar Years**

	<u>2007</u>	<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>
Function										
Police:										
Physical arrests	3,572	3,264	3,559	2,850	4,645	4,694	3,850	3,862	4,000	4,095
Traffic violations	23,757	14,465	12,608	11,008	23,006	29,032	19,681	12,511	17,988	10,002
Fire:										
Number of fire calls answered	778	706	923	897	1,101	2,012	848	946	971	1,160
Number of rescue calls answered	3,570	2,903	3,062	4,016	3,959	2,012	4,812	4,938	5,385	5,547
Inspections	931	1,307	955	678	876	2,012	646	947	825	645
Highways and streets										
Streets resurfacing (miles)	0.9	2.4	1.0	0.1	1.5	0.9	1.4	1.3	1.2	0.9
Sanitation										
Refuse collected (tons/yr)	13,694	16,476	18,009	17,176	11,978	16,895	13,042	13,430	13,284	14,503
Recyclables collected (tons/yr)	7,958	6,953	7,264	6,928	6,110	1,438	591.31	569.95	595.00	533.00
Water										
New connections	63	52	13	8	7	5	7	4	8	6
Water main breaks	10	3	15	15	25	25	9	7	15	14
Daily average consumption in gallons	3.3	1.5	3.3	3.5	3	3	3.3	2.8	2.3	3.1
Sewer										
Sanitary sewers (miles)	77	72.6	73	74	74	74	74	74	74	74
Number of service connections	2,533	2,500	2,800	2,750	2,800	3,143	3,336	2,570	2,598	2,638
Electric										
Miles of power lines	135	135	135	135	150	152	152	152	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,300	8,130	8,060	8,000	7,699	7,639	7,613	7,657	7,755	7,720
Daily average consumption in MWH	782.1	759.8	738	825	825	764	764.2	776.9	778.2	749
Convention Center										
Number of meeting rooms	35	35	35	35	35	36	36	36	36	36
Occupancy	30%	32%	31%	42%	37%	34%	34%	35%	34%	37%
Meeting Rooms Square footage	56,000	56,000	40,000	54,600	54,600	75,000	53,602	56,000	53,602	53,602
Total Square footage	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000

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 2018 BUDGET

SCHEDULE 2 CITY OF COLLEGE PARK, GEORGIA Capital Asset Statistics by Function Last Ten Fiscal Years

	<u>2007</u>	<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>
Function										
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	42	47	46	65	65	48	54	54	54	54
Fire stations	2	2	2	2	2	2	2	2	2	2
Sanitation										
Collection Trucks	23	25	21	23	23	23	23	23	20	19
Highways and streets										
Streets (miles)	67	70.0	75	75.0	75.0	75.0	75.0	75.0	75.0	75.0
Streetlights	2,924	2,924	2,924	2,924	2,924	2,924	2,924	2,924	2,924	2,924
Traffic signals	33	32	37	37	37	37	37	37	37	37
Culture and recreation										
Parks acreage	279	279	279	279	279	279	279	279	279	279
Parks	7	7	7	9	9	9	5	5	5	5
Swimming pools	2	4	2	4	4	4	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)	74	77	94	94	94	94	94	94	94	94
Fire hydrants	750	950	900	950	950	1,000	956	956	956	956
Number of service connections	3,227	3,227	2,969	2,800	2,800	3,340	3,353	3,353	2,775	2,826
Daily average consumption in gallons (MGD)	3.3	3.5	3.2	3.3	3.3	3.0	3.0	3.0	3.0	3.1
Sewer										
Sanitary sewers (miles)	77.0	79.0	72.6	72.6	74.0	74.0	74.0	74.0	74.0	74.0
Number of service connections	2,533	2,596	2,500	2,800	2,800	3,143	3,143	3,143	2,598	2,638
Electric										
Miles of power lines	130	130	135	135	150	152	152	152	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,617	8,526	8,130	8,060	7,699	7,639	7,613	7,613	7,755	7,720
Daily average consumption in (MWH)	769.5	830.2	759.8	738.0	825.0	764.0	764.0	764.0	778.0	749.0
Convention Center										
Number of meeting rooms	35	35	35	24	24	36	36	36	36	36
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	36%	34%	32%	31%	28%	25%	25%	28%	37%	61%
Total Square footage	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000

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 2018 BUDGET**

**SCHEDULE 3
CITY OF COLLEGE PARK, GEORGIA
Demographic and Economic Statistics Information
Last Ten Fiscal Years**

Fiscal Year	Population(1)	Personal	Per Capita	Education		School Enrollment (1)	Unemployment Rate (2)
		Income (amounts in thousands)	Personal Income (1)	Median Age (1)	Level in % completed High School (1)		
2007	20,533	295,080	14,371	27.4	77.1	6,591	5.00%
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%

(1) Source: U.S.Census (available every tenth year)

(2) Source: Georgia Department of Labor

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**SCHEDULE 4
Principal Employers
Current Year and Ten Years Ago**

<u>Employer</u>	<u>2016</u>			<u>2007</u>			
	<u>Employees</u>	<u>Rank</u>	<u>Percentage</u> <u>Employment</u>	<u>Employer</u>	<u>Employees</u>	<u>Rank</u>	<u>Percentage</u> <u>Employment</u>
Federal Aviation Administration	1,250	1	22%	Federal Aviation Administration	1,550	1	31%
Chick-Fil-A Inc.	1,000	2	17%	Sysco Corporation	631	2	13%
Atlantic Southeast Airlines Inc.	966	3	17%	Woodward Academy	599	3	12%
Sysco Corporation	700	4	12%	Air Tran Airlines	402	4	8%
Woodward Academy	600	5	10%	John Weiland Homes	392	5	8%
Atlanta Coca-Cola Enterprise	325	6	6%	Atlantic Southeast Airlines Inc.	342	6	7%
Southwest Airlines Co. (Clipper Drive)	314	7	5%	Marriott Hotel	325	7	7%
Marriott Hotel	240	8	4%	Atlanta Coca-Cola Enterprise	271	8	6%
Interstate Atlanta Airport LLC dba/Westin Atlanta Airport	220	9	4%	Westin Atlanta Airport	236	9	5%
Sheraton Gateway Atl Airport	140	10	2%	Sheraton Gateway Atl Airport	177	10	4%
Total	<u>5,755</u>		<u>100.00%</u>		<u>4,925</u>		<u>100.00%</u>

Sources: College Park Business License Department

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

**SCHEDULE 5
CITY OF COLLEGE PARK, GEORGIA
Legal Debt Margin Information
Last Ten Fiscal Years
(amounts expressed in thousands)**

	<u>2007</u>	<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>
Debt limit	\$ 100,456	\$ 105,213	\$ 120,845	\$ 129,298	\$ 158,381	\$ 151,466	\$ 133,715	\$ 151,996	\$ 217,714	\$ 221,291
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<u>\$ 100,456</u>	<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>
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	\$ 1,122,905
Add back: exempt real property	<u>1,090,002</u>
Total assessed value	2,212,907
Debt limit (10% of total assessed value)	221,291
Debt applicable to limit	
General obligation bonds	<u>-</u>
Legal debt margin	<u>\$ 221,291</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 2018 BUDGET



SECTION: FINANCIAL POLICIES

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 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 2018 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.

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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 2018 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 2018 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.

**CITY OF COLLEGE PARK, GEORGIA
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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.

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.

CITY OF COLLEGE PARK, GEORGIA
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SECTION: BUDGET MEETINGS

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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, 2017 properly advising the residents that the College Park Fiscal Year 2017-2018 Budget Public Hearing would be held on Monday, May 15, 2017 at 7:30 p.m. and June 5, 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 15, 2017 and another public hearing for final was held Monday, June 5, 2017 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 29-30, 2017 and April 5, 11, 12, 19 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 2017-2018 Budget Worksheet Report for the first Public Hearing held May 15, 2017. Mayor and Council adopted the Fiscal Year 2017-2018 Operating Budget and Capital Improvement Budget at the June 5, 2017 Mayor and Council Meeting. The Five Year Capital Improvement Plan will be adopted by the Mayor and Council at the August 21, 2017 Mayor and Council Meeting.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET**

Budget Calendar

July 1, 2017

Fiscal Year 2017-2018 begins.

January 20, 2017

Distribution of the FY 2016-2017 budget development guide.

January 20, 2017

Director of Finance and Accounting
Mid-Year Review and Presentation to
Mayor and Council for Fiscal Year 2017.

February 6, 2017

Departments forward completed budget
submissions to the Finance and
Accounting Department for review.

February 13, 2017 – March 13, 2017

City Manager and Director of Finance and
Finance and Accounting meet with Budget
Department Heads on budget request for
FY 2017-2018.

March 29, 2017 – April 19, 2017

City Manager's and Department Heads
conduct budget workshop sessions with the
Mayor and Council on preliminary FY
2017-2018 budget. City obtains feedback
from the general public and employees.

May 15, 2017

Public Hearings on FY 2017-2018 proposed
budget. **314**

June 5, 2017

Mayor and Council adoption of the FY
2017-2018 budget.

June 19, 2017

City Manager's presentation of the Five
Year Capital Improvement Plan.

June 19, 2017

Adoption of the Five Year Capital
Improvement Plan by the Mayor and
Council.

July 1, 2017

Distribution of the FY 2017-2018 adopted
budget.

July 1, 2017

Fiscal Year 2017-2018 begins.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET



SECTION: GLOSSARY

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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.

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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.

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

Defining Term

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.

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

FISCAL YEAR 2018 BUDGET

Defining Terms

Glossary

Fiscal Year: The twelve month period for which an organization plans the use of its funds. College Park's fiscal year begins July 1st and ends June 30th.

Fixed Asset: Capital items of a long-term character which are intended to be held or used, such as land, buildings, improvements, machinery and equipment.

Flight Equipment Tax: A tax based upon the value of the airplanes and related equipment parked on the airport concourses with College Park's jurisdiction as of January 1st.

Franchise Tax: A tax based upon a legal agreement between College Park and another entity (often a private company) to provide a service or product in the community.

Fund: A fiscal and accounting entity with self-balancing set of accounts recording all financial resources and liabilities which are segregated for a specific purpose, activity or objective.

Fund Balance: The difference between total revenues and total expenditures since the fund was created. Fund balance can be designated (reserved for a specific purpose) and/or undesignated (available to be used with proper authorization).

G

GAAP: Generally Accepted Accounting Principles-guidelines to financial accounting and reporting which set uniform minimum standards for accepted accounting practices.

GASB: Governmental Accounting Standard's Board.

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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.

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
FISCAL YEAR 2018 BUDGET

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.

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2018 BUDGET

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.

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