



APRIL 15, 2021

MAYOR AND  
COUNCIL BUDGET  
MEETING

PROPOSED BUDGET  
FY2021-2022



# INSPECTIONS

# Inspections Department Organizational Chart







# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>7200 - Inspections</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	185,935.77	175,803.00	125,743.76	72	178,568.00	178,568.00	2
51 5020	Salary/Overtime	1,499.69	3,000.00	461.95	15	3,000.00	3,000.00	
51 5040	Shared Utility Payments	2,011.96	2,400.00	1,944.14	81	2,400.00	2,400.00	
51 5190	Medicare	2,648.07	2,549.00	1,768.15	69	2,589.00	2,589.00	2
<i>Personnel Services Totals</i>		<b>\$192,095.49</b>	<b>\$183,752.00</b>	<b>\$129,918.00</b>	<b>71%</b>	<b>\$186,557.00</b>	<b>\$186,557.00</b>	<b>2%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	30,654.98	29,168.00	21,916.87	75	29,735.00	29,735.00	2
51 5161	Life Insurance	200.29	149.00	144.97	97	149.00	149.00	
51 5163	ST Disability Insurance	467.12	667.00	335.35	50	667.00	667.00	
51 5164	LT Disability Insurance	368.05	602.00	261.82	43	602.00	602.00	
51 5165	Health Insurance	22,303.36	24,750.00	18,233.95	74	24,720.00	24,720.00	
51 5166	Dental Insurance	798.82	774.00	733.72	95	774.00	774.00	
51 5180	Uniforms	1,879.48	3,000.00	.00		3,000.00	.00	(100)
<i>Employee Benefits Totals</i>		<b>\$56,672.10</b>	<b>\$59,110.00</b>	<b>\$41,626.68</b>	<b>70%</b>	<b>\$59,647.00</b>	<b>\$56,647.00</b>	<b>(4%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	12,976.78	11,744.00	4,275.83	36	6,388.00	6,388.00	(46)
52 5260	Heat & Power	6,426.40	4,700.00	5,468.17	116	4,700.00	4,700.00	
52 5270	Water	263.19	184.00	130.31	71	184.00	184.00	
52 5280	Other Communication/Util	786.12	676.00	631.71	93	676.00	676.00	
<i>Communications &amp; Util. Totals</i>		<b>\$20,452.49</b>	<b>\$17,304.00</b>	<b>\$10,506.02</b>	<b>61%</b>	<b>\$11,948.00</b>	<b>\$11,948.00</b>	<b>(31%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	7,707.67	9,760.00	5,424.66	56	785.00	785.00	(92)
52 5730	R&M - D/P Equipment	7,918.38	7,523.00	7,676.32	102	195,844.00	172,804.00	2,197
53 5680	Tires	1,437.74	1,000.00	.00		1,000.00	1,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$17,063.79</b>	<b>\$18,283.00</b>	<b>\$13,100.98</b>	<b>72%</b>	<b>\$197,629.00</b>	<b>\$174,589.00</b>	<b>855%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	5,200.00	.00	.00		.00	.00	
<i>Building Maintenance Totals</i>		<b>\$5,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Training &amp; Education</i>								
52 6200	Training	4,589.16	8,550.00	103.00	1	15,500.00	8,500.00	(1)
52 6210	Dues	210.00	700.00	145.00	21	700.00	700.00	
52 6220	Subscription/Publications	355.40	700.00	925.53	132	700.00	700.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>7200 - Inspections</b>								
Training & Education								
52 6230	Conventions/Meetings	5,550.00	7,000.00	5,300.00	76	7,000.00	6,000.00	(14)
<i>Training &amp; Education Totals</i>		<u>\$10,704.56</u>	<u>\$16,950.00</u>	<u>\$6,473.53</u>	<u>38%</u>	<u>\$23,900.00</u>	<u>\$15,900.00</u>	<u>(6%)</u>
<i>Other Services &amp; Charges</i>								
52 5510	Consulting Fees	17,413.67	.00	58.66		1,548.00	1,548.00	
52 6000	Advertising Expense	6,581.98	7,500.00	3,421.98	46	7,500.00	7,500.00	
52 6060	Demolition	18,550.00	15,000.00	.00		50,000.00	15,000.00	
52 6100	Auto Insurance	2,748.04	2,742.00	3,381.73	123	3,874.00	3,874.00	41
52 6110	Other Insurance	3,128.06	3,180.00	3,275.40	103	3,752.00	3,752.00	18
52 6130	Miscellaneous Services	744.90	600.00	389.13	65	600.00	600.00	
52 6170	Contractual Services	85,180.36	92,000.00	10,003.66	11	92,000.00	92,000.00	
52 6560	Workers Comp/Administrati	(6,342.84)	820.00	698.29	85	800.00	800.00	(2)
52 6600	Claims Workers Comp.	982.32	.00	491.16		.00	.00	
<i>Other Services &amp; Charges Totals</i>		<u>\$128,986.49</u>	<u>\$121,842.00</u>	<u>\$21,720.01</u>	<u>18%</u>	<u>\$160,074.00</u>	<u>\$125,074.00</u>	<u>3%</u>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	1,649.45	1,600.00	348.60	22	1,600.00	1,600.00	
52 7320	Stationery & Printing	121.79	785.00	356.19	45	720.00	.00	(100)
52 7330	Copy Expense	1,654.27	2,400.00	972.79	41	2,400.00	2,400.00	
53 7000	Gas & Oil	1,353.09	2,000.00	213.62	11	2,000.00	2,000.00	
53 7010	Tools/Shop Supplies	379.66	300.00	236.27	79	300.00	.00	(100)
53 7050	Medical Services/Supplies	736.50	200.00	.00		450.00	.00	(100)
53 7121	Computer Hardware	1,470.35	3,000.00	1,431.70	48	1,500.00	1,500.00	(50)
53 7310	Office Supplies	1,423.89	1,000.00	302.42	30	1,000.00	1,000.00	
53 7360	Other Admin. Supplies	.00	.00	58.66		.00	.00	
53 7400	Emergency/Pandemic Expense	.00	.00	661.47		.00	.00	
<i>Materials &amp; Supplies Totals</i>		<u>\$8,789.00</u>	<u>\$11,285.00</u>	<u>\$4,581.72</u>	<u>41%</u>	<u>\$9,970.00</u>	<u>\$8,500.00</u>	<u>(25%)</u>
<i>Capital Outlay</i>								
54 7550	Furniture/Fixtures New	.00	.00	.00		5,000.00	.00	
<i>Capital Outlay Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>	<u>\$5,000.00</u>	<u>\$0.00</u>	<u>+++</u>
Department <b>7200 - Inspections Totals</b>		<u>\$439,963.92</u>	<u>\$428,526.00</u>	<u>\$227,926.94</u>	<u>53%</u>	<u>\$654,725.00</u>	<u>\$579,215.00</u>	<u>35%</u>
<b>EXPENSE TOTALS</b>		<u>\$439,963.92</u>	<u>\$428,526.00</u>	<u>\$227,926.94</u>	<u>53%</u>	<u>\$654,725.00</u>	<u>\$579,215.00</u>	<u>35%</u>
Fund <b>100 - GENERAL FUND Totals</b>								
<b>EXPENSE TOTALS</b>		<u>\$439,963.92</u>	<u>\$428,526.00</u>	<u>\$227,926.94</u>	<u>53%</u>	<u>\$654,725.00</u>	<u>\$579,215.00</u>	<u>35%</u>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
	Fund <b>100 - GENERAL FUND</b> Totals	(\$439,963.92)	(\$428,526.00)	(\$227,926.94)	53%	(\$654,725.00)	(\$579,215.00)	35%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$439,963.92	\$428,526.00	\$227,926.94	53%	\$654,725.00	\$579,215.00	35%
	Net Grand Totals	(\$439,963.92)	(\$428,526.00)	(\$227,926.94)	53%	(\$654,725.00)	(\$579,215.00)	35%



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund <b>100 - GENERAL FUND</b>					
Department <b>7200 - Inspections</b>					
Account <b>52 5240 - Telephone</b>					
100 7200 52 5240	AT&T Club	12.0000	22.00	264.00	
100 7200 52 5240	Cisco Phone Upgrade	2.0000	356.00	712.00	
100 7200 52 5240	Comcast	12.0000	64.00	768.00	
100 7200 52 5240	Verizon Wireless	12.0000	205.00	2,460.00	
100 7200 52 5240	Windstream	12.0000	182.00	2,184.00	
		Account <b>52 5240 - Telephone</b> Totals	Transactions	5	<u>6,388.00</u>
Account <b>52 5510 - Consulting Fees</b>					
100 7200 52 5510	Recall (Offsite storage for permits)	1.0000	1,548.00	1,548.00	
		Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	1	<u>1,548.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>					
100 7200 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00	
100 7200 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00	
		Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	2	<u>785.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>					
100 7200 52 5730	Email License	1.0000	753.00	753.00	
100 7200 52 5730	Mimecast	1.0000	349.00	349.00	
100 7200 52 5730	Quantum Workplace	1.0000	714.00	714.00	
100 7200 52 5730	Sages Networks Online Software (All departments will share cost)	1.0000	164,545.00	164,545.00	
100 7200 52 5730	Tyler NW	1.0000	6,443.00	6,443.00	
		Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	5	<u>\$172,804.00</u>
Account <b>52 6000 - Advertising Expense</b>					
100 7200 52 6000	Advertising for public hearing meeting (PC, BZA & Demo)	1.0000	7,500.00	7,500.00	
		Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	1	<u>7,500.00</u>
Account <b>52 6100 - Auto Insurance</b>					
100 7200 52 6100	Apex Auto Liability	1.0000	3,874.00	3,874.00	
		Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>3,874.00</u>
Account <b>52 6110 - Other Insurance</b>					
100 7200 52 6110	Apex Insurance Personnel	1.0000	3,752.00	3,752.00	
		Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>3,752.00</u>
Account <b>52 6170 - Contractual Services</b>					
100 7200 52 6170	Apartment Inspection (Rental Ordinance)	1.0000	80,000.00	80,000.00	
100 7200 52 6170	Consultant (Review cell tower applications)	1.0000	5,040.00	5,040.00	
100 7200 52 6170	Stenographer Linda McDaniel (PC and BZA Board Meeting)	1.0000	6,960.00	6,960.00	
		Account <b>52 6170 - Contractual Services</b> Totals	Transactions	3	<u>\$92,000.00</u>
Account <b>52 6200 - Training</b>					
100 7200 52 6200	10 Board Members and 1 Staff Member (Fall GPA Conference)	1.0000	1,500.00	1,500.00	



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>7200 - Inspections</b>			
Account	<b>52 6200 - Training</b>			
100 7200 52 6200	Building Inspector Karen Banks Residential ICC	1.0000	3,000.00	3,000.00
100 7200 52 6200	Fire Inspector Training for Director of Inspections	1.0000	2,000.00	2,000.00
100 7200 52 6200	Re-certification Training for Director of Inspections	1.0000	2,000.00	2,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	4	<u>\$8,500.00</u>
Account	<b>52 6210 - Dues</b>			
100 7200 52 6210	ICC Annual Renewal	1.0000	250.00	250.00
100 7200 52 6210	State Certification for Oscar Hudson and Karen Banks	2.0000	150.00	300.00
100 7200 52 6210	State License for Oscar Hudson & Karen Banks	2.0000	75.00	150.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	3	<u>\$700.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 7200 52 6220	Georgia Superior Court Clerk (GSCCCA)	1.0000	700.00	700.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>\$700.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 7200 52 6230	Board Members Salary (PC & BZA)	10.0000	600.00	6,000.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	1	<u>\$6,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 7200 52 6560	Apex Insurance Workers Comp	1.0000	800.00	800.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$800.00</u>
Account	<b>52 7300 - Postage</b>			
100 7200 52 7300	Public notice mailing (PC, BZA, and Demo Meetings)	1.0000	1,600.00	1,600.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$1,600.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 7200 52 7330	Inspections Dept Lease Agreement for Xerox machine	1.0000	2,400.00	2,400.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$2,400.00</u>
Account	<b>53 5680 - Tires</b>			
100 7200 53 5680	2 vehicles (Set of 4)	1.0000	1,000.00	1,000.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>\$1,000.00</u>
	Department <b>7200 - Inspections</b> Totals	Transactions	32	<u>\$310,351.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	32	<u>\$310,351.00</u>
	<b>EXPENSES</b> Totals	Transactions	32	<u>\$310,351.00</u>
	Grand Totals	Transactions	32	<u>\$310,351.00</u>



**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>100</b>		Department and Number: <b>Inspections 7200</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2021-22 Maintenance Cost
_____ Van		_____	Actual FYE 2021-22 Operating Cost
_____ 1/2 ton Truck		_____	Estimated FYE 2021-22 Maintenance Cost
_____ 3/4 ton Truck		_____	Estimated FYE 2021-22 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2021-22		_____ Estimated Use During 2021-22	
_____ Estimated Operating Cost During 2021-22		_____ Estimated Operating Cost During 2021-22	

**EXHIBIT F-1**  
**City of College Park, Georgia**  
**Vehicle Inventory List**

*Dept: Inspections*

**Fuel Type:**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<b>Prior Year <i>Mileage</i></b>	<b>Curr Year <i>Mileage</i></b>	<i>Hours</i>	<i>Tag #.</i>
<i>All Departments are required to submit a vehicle inventory list.</i>										
<i>871- G</i>	<i>2016</i>	<i>Ford</i>	<i>Explorer</i>	<i>1FM5K7B83GGC50289</i>	<i>24,545.00</i>	<i>11/20/2015</i>	<i>0</i>	<i>22,981</i>		<i>GV8027F</i>
<i>872 - G</i>	<i>2007</i>	<i>Ford</i>	<i>Explorer</i>	<i>1FMEU63EX8UA53602</i>	<i>18,371.00</i>	<i>10/24/2007</i>	<i>47,127</i>	<i>53,752</i>		<i>GV133078</i>
<i>x</i>										

*G=Gas*

*D=Diesel*

*AF=Alternative Fuel*

*N/A=Not Available or Required*

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2021-22

Department: Inspections

Department Number: 7200

Account Number	Description/Justificat	Suggested Funding					
		Source	2021-22	2022-23	2023-24	2024-25	2025-26
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-2022

Department: Inspections

Fund: 100

Division:

Department Number: 7200

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

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Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

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Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade-In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**  
Inspections

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I-BUDGET PERFORMANCE

### Inspections

#### Program Description:

The Inspections department increases public awareness on the value of building codes.

#### Trends:

Even with the slow economy, inspections have remained steady on building and all trade permits for Commercial and Residential.

#### Program Broad Goals:

To help all citizens and commercial businesses achieve their goals in compliance with the city codes, initiate online applications and payment process for permits, internal hands on training with permit system.

#### Program 21/22 Objectives:

Maintain a high level of customer service and increase training certifications.

#### Performance Measures

##### Inspections - Program/Service Outcomes: (based on program objectives)

	<b>Estimated 21/22</b>
Maintain overall case cycle time of 30 days or less	100%

#### Performance Measures

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

	<b>Actual 20/21</b>
Permits Issued	1118

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

	<b>Actual 20/21</b>
Direct amount of “face to face” contact with customers	80%

#### Prior Year Highlights: NA

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **100**

Department and Number: **Inspections / 7200**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# ECONOMIC DEVELOPMENT

# Economic Development Organizational Chart







# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>7520 - Economic Development</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	168,262.04	230,495.00	135,000.00	59	230,495.00	191,526.00	(17)
51 5020	Salary/Overtime	3,048.10	.00	351.63		.00	.00	
51 5040	Shared Utility Payments	5,160.48	4,800.00	5,021.17	105	4,800.00	4,800.00	
51 5190	Medicare	2,506.31	3,342.00	1,927.82	58	3,342.00	2,777.00	(17)
<i>Personnel Services Totals</i>		<b>\$178,976.93</b>	<b>\$238,637.00</b>	<b>\$142,300.62</b>	<b>60%</b>	<b>\$238,637.00</b>	<b>\$199,103.00</b>	<b>(17%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	27,934.62	39,142.00	24,184.70	62	39,142.00	31,150.00	(20)
51 5161	Life Insurance	162.09	248.00	144.97	58	248.00	198.00	(20)
51 5163	ST Disability Insurance	108.68	109.00	79.42	73	109.00	109.00	
51 5164	LT Disability Insurance	304.20	389.00	222.30	57	389.00	389.00	
51 5165	Health Insurance	13,697.50	24,665.00	18,783.03	76	24,635.00	20,702.00	(16)
51 5166	Dental Insurance	451.44	839.00	519.84	62	839.00	711.00	(15)
<i>Employee Benefits Totals</i>		<b>\$42,658.53</b>	<b>\$65,392.00</b>	<b>\$43,934.26</b>	<b>67%</b>	<b>\$65,362.00</b>	<b>\$53,259.00</b>	<b>(19%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	7,698.00	8,062.00	5,386.63	67	9,208.00	9,208.00	14
52 5260	Heat & Power	2,409.89	2,500.00	2,050.56	82	2,500.00	2,500.00	
52 5270	Water	98.76	100.00	48.88	49	100.00	100.00	
52 5280	Other Communication/Util	919.52	300.00	1,183.39	394	350.00	350.00	17
<i>Communications &amp; Util. Totals</i>		<b>\$11,126.17</b>	<b>\$10,962.00</b>	<b>\$8,669.46</b>	<b>79%</b>	<b>\$12,158.00</b>	<b>\$12,158.00</b>	<b>11%</b>
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	4,738.59	3,703.00	4,139.30	112	4,599.00	4,599.00	24
<i>Repair &amp; Maintenance Totals</i>		<b>\$4,738.59</b>	<b>\$3,703.00</b>	<b>\$4,139.30</b>	<b>112%</b>	<b>\$4,599.00</b>	<b>\$4,599.00</b>	<b>24%</b>
<i>Training &amp; Education</i>								
52 6200	Training	1,650.00	.00	39.00		3,000.00	1,000.00	
52 6210	Dues	4,185.00	.00	675.00		4,250.00	700.00	
52 6220	Subscription/Publications	9,634.63	600.00	2,706.03	451	5,508.00	5,508.00	818
52 6230	Conventions/Meetings	12,472.95	5,000.00	419.00	8	12,900.00	.00	(100)
52 6231	Sales & Marketing/Meeting	5,046.32	.00	.00		.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$32,988.90</b>	<b>\$5,600.00</b>	<b>\$3,839.03</b>	<b>69%</b>	<b>\$25,658.00</b>	<b>\$7,208.00</b>	<b>29%</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	399.77	250.00	.00		400.00	400.00	60
52 5510	Consulting Fees	5,471.14	.00	.00		.00	.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>7520 - Economic Development</b>								
<i>Other Services &amp; Charges</i>								
52 5530	Municipal Planning	.00	.00	.00		40,000.00	.00	
52 6000	Advertising Expense	3,530.00	.00	.00		1,000.00	.00	
52 6110	Other Insurance	3,128.05	2,120.00	3,275.40	155	3,752.00	3,752.00	77
52 6130	Miscellaneous Services	6,133.62	5,350.00	1,084.18	20	1,000.00	1,000.00	(81)
52 6170	Contractual Services	2,486.00	.00	.00		.00	.00	
52 6240	Auto Allowance	6,000.00	6,000.00	4,500.00	75	6,000.00	6,000.00	
52 6560	Workers Comp/Administrati	669.96	545.00	698.29	128	800.00	800.00	47
<i>Other Services &amp; Charges Totals</i>		<b>\$27,818.54</b>	<b>\$14,265.00</b>	<b>\$9,557.87</b>	<b>67%</b>	<b>\$52,952.00</b>	<b>\$11,952.00</b>	<b>(16%)</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	189.97	.00	45.00		100.00	100.00	
52 7320	Stationery & Printing	597.79	.00	56.05		800.00	800.00	
52 7330	Copy Expense	765.57	.00	.00		.00	.00	
53 7050	Medical Services/Supplies	568.17	100.00	.00		.00	.00	(100)
53 7121	Computer Hardware	4,695.59	.00	.00		2,100.00	1,000.00	
53 7122	Computer Supplies	1,053.69	100.00	60.33	60	70.00	70.00	(30)
53 7150	Other Operating Supplies	74.42	100.00	.00		.00	.00	(100)
53 7310	Office Supplies	4,212.28	.00	3,968.36		1,500.00	1,500.00	
53 7360	Other Admin. Supplies	1,460.28	.00	922.08		1,000.00	1,000.00	
53 7400	Emergency/Pandemic Expense	3,015.33	.00	32.30		.00	.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$16,633.09</b>	<b>\$300.00</b>	<b>\$5,084.12</b>	<b>1695%</b>	<b>\$5,570.00</b>	<b>\$4,470.00</b>	<b>1390%</b>
Department <b>7520 - Economic Development Totals</b>		<b>\$314,940.75</b>	<b>\$338,859.00</b>	<b>\$217,524.66</b>	<b>64%</b>	<b>\$404,936.00</b>	<b>\$292,749.00</b>	<b>(14%)</b>
<b>EXPENSE TOTALS</b>		<b>\$314,940.75</b>	<b>\$338,859.00</b>	<b>\$217,524.66</b>	<b>64%</b>	<b>\$404,936.00</b>	<b>\$292,749.00</b>	<b>(14%)</b>
Fund <b>100 - GENERAL FUND Totals</b>		<b>\$314,940.75</b>	<b>\$338,859.00</b>	<b>\$217,524.66</b>	<b>64%</b>	<b>\$404,936.00</b>	<b>\$292,749.00</b>	<b>(14%)</b>
<b>EXPENSE TOTALS</b>		<b>\$314,940.75</b>	<b>\$338,859.00</b>	<b>\$217,524.66</b>	<b>64%</b>	<b>\$404,936.00</b>	<b>\$292,749.00</b>	<b>(14%)</b>
Fund <b>100 - GENERAL FUND Totals</b>		<b>(\$314,940.75)</b>	<b>(\$338,859.00)</b>	<b>(\$217,524.66)</b>	<b>64%</b>	<b>(\$404,936.00)</b>	<b>(\$292,749.00)</b>	<b>(14%)</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$314,940.75</b>	<b>\$338,859.00</b>	<b>\$217,524.66</b>	<b>64%</b>	<b>\$404,936.00</b>	<b>\$292,749.00</b>	<b>(14%)</b>
Net Grand Totals		<b>(\$314,940.75)</b>	<b>(\$338,859.00)</b>	<b>(\$217,524.66)</b>	<b>64%</b>	<b>(\$404,936.00)</b>	<b>(\$292,749.00)</b>	<b>(14%)</b>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>7520 - Economic Development</b>				
Account <b>52 5240 - Telephone</b>				
100 7520 52 5240	AT&T Club	12.0000	7.00	84.00
100 7520 52 5240	Cisco Phone Upgrade	2.0000	356.00	712.00
100 7520 52 5240	Comcast	12.0000	65.00	780.00
100 7520 52 5240	Verizon Data Plan	12.0000	136.00	1,632.00
100 7520 52 5240	Verizon Wireless	12.0000	318.00	3,816.00
100 7520 52 5240	Windstream	12.0000	182.00	2,184.00
Account <b>52 5240 - Telephone</b> Totals		Transactions	6	<u>\$9,208.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
100 7520 52 5730	Email License	1.0000	447.00	447.00
100 7520 52 5730	Mimecast	1.0000	229.00	229.00
100 7520 52 5730	Quantum Workplace	1.0000	714.00	714.00
100 7520 52 5730	Tyler NW	1.0000	3,209.00	3,209.00
Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals		Transactions	4	<u>\$4,599.00</u>
Account <b>52 6110 - Other Insurance</b>				
100 7520 52 6110	Apex Insurance Personnel	1.0000	3,752.00	3,752.00
Account <b>52 6110 - Other Insurance</b> Totals		Transactions	1	<u>\$3,752.00</u>
Account <b>52 6200 - Training</b>				
100 7520 52 6200	GA Academy	1.0000	1,000.00	1,000.00
Account <b>52 6200 - Training</b> Totals		Transactions	1	<u>\$1,000.00</u>
Account <b>52 6210 - Dues</b>				
100 7520 52 6210	ATL Airport Chamber of Commerce	1.0000	500.00	500.00
100 7520 52 6210	NFBPA	1.0000	200.00	200.00
Account <b>52 6210 - Dues</b> Totals		Transactions	2	<u>\$700.00</u>
Account <b>52 6220 - Subscription/Publications</b>				
100 7520 52 6220	Dropbox	3.0000	200.00	600.00
100 7520 52 6220	iCloud	12.0000	2.99	35.88
100 7520 52 6220	Lexis Nexis	12.0000	306.00	3,672.00
100 7520 52 6220	LinkedIn	1.0000	600.00	600.00
100 7520 52 6220	Zoom	1.0000	600.00	600.00
Account <b>52 6220 - Subscription/Publications</b> Totals		Transactions	5	<u>\$5,507.88</u>
Account <b>52 6560 - Workers Comp/Administrati</b>				
100 7520 52 6560	Apex Insurance Workers Comp	1.0000	800.00	800.00
Account <b>52 6560 - Workers Comp/Administrati</b> Totals		Transactions	1	<u>\$800.00</u>
Account <b>52 7320 - Stationery &amp; Printing</b>				
100 7520 52 7320	Copy Paper	1.0000	150.00	150.00
100 7520 52 7320	Notecards/Business cards	1.0000	50.00	50.00
100 7520 52 7320	Old National Printing	1.0000	300.00	300.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>7520 - Economic Development</b>			
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 7520 52 7320	Portfolio paper	1.0000	300.00	300.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	4	\$800.00
Account	<b>53 7121 - Computer Hardware</b>			
100 7520 53 7121	Old National Computer	1.0000	1,000.00	1,000.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	1	\$1,000.00
Account	<b>53 7122 - Computer Supplies</b>			
100 7520 53 7122	Microsoft Office renewal	1.0000	70.00	70.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	\$70.00
Department	<b>7520 - Economic Development</b> Totals	Transactions	26	\$27,436.88
Fund	<b>100 - GENERAL FUND</b> Totals	Transactions	26	\$27,436.88
	<b>EXPENSES Totals</b>	<b>Transactions</b>	26	\$27,436.88
	<b>Grand Totals</b>	<b>Transactions</b>	26	\$27,436.88

EXHIBIT D  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2021-22

Department and  
Number: **Economic Development -7520**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions: From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	<b>Total</b>			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>100</b>		Department and Number: <b>Economic Development 7520</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2020-21 Maintenance Cost
_____ Van		_____	Actual FYE 2020-21 Operating Cost
_____ 1/2 ton Truck		_____	Estimated FYE 2021-22 Maintenance Cost
_____ 3/4 ton Truck		_____	Estimated FYE 2021-22 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2021-22		_____ Estimated Use During 2021-22	
_____ Estimated Operating Cost During 2021-22		_____ Estimated Operating Cost During 2021-22	

**EXHIBIT F-1**  
City of College Park, Georgia  
Vehicle Inventory List

**Dept: Economic Development 7520      Fuel Type:**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<b>N/A</b>										

***G=Gas***

***D=Diesel***

***AF=Alternative Fuel***

***N/A=Not Available or Required***

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2021-22

Department: Economic Development

Department Number: 7520

Account Number	Description/Justification	Suggested Funding					
		Source	2021-22	2022-23	2023-24	2024-25	2025-26
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-2022

Department: Economic Development

Fund: 100

Division:

Department Number: 7520

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade-In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**

Economic Development

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## **EXHIBIT I-BUDGET PERFORMANCE**

### **Economic Development Department & BIDA**

#### **Program Description:**

The Economic Development program is responsible for enhancing the economic well-being and quality of life of the community by providing quality, useful information and responsive, effective services to targeted employers and industries, and attracting revenue and employment generators to the City of College Park.

#### **Trends:**

The key indicators of performance for Economic Development are the number of jobs created by recruited companies, City of College Park properties sold, and new residential & commercial development.

#### **Program Broad Goals:**

Support business retention and small business development in order to provide sustainable employment opportunities throughout the city, while expanding and maintaining tax revenue generators, such as hotel/motel tax. Provide high quality, accessible market information on the City of College Park to those seeking to develop or locate business in the city.

Economic Development Department Core Program Areas include the following:

- Business Attraction
- Business Retention & Expansion
- Redevelopment
- Small Business Development
- Community Development

#### **Program 21/22 Objectives:**

Economic Development will target attainable housing developers, grocers, retail, hospitality and entertainment within our recruitment efforts. We will establish and maintain relationships with local businesses and organizations to leverage the existing business leadership in attraction efforts and to improve communications between government and private sector leaders. We will establish, market, and implement redevelopment strategies & incentives in order to sustain economic vitality, improve the city's image, and promote quality architectural design. We will support small businesses and entrepreneurial activity by encouraging small business mentoring and outreach efforts.

## **Performance Measures**

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

	<b>Estimated 21/22</b>
Hotel/Motel Avg Occupancy Rate	50 %
# Existing Business Visits	6%
Net New Business Licenses Issued	5%
Ribbon Cutting Ceremonies	6%

### **Prior Year Highlights:**

- During FY21 BIDA completed the district plan for the Six West Development, entitled the project area, and completed the DRI for the entire development.
- The Marriot AC opened October 2020.
- Hawthorne Station development residential development is under construction to build up to 300 single-family homes.

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **100**

Department and Number: **Economic Development / 7520**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

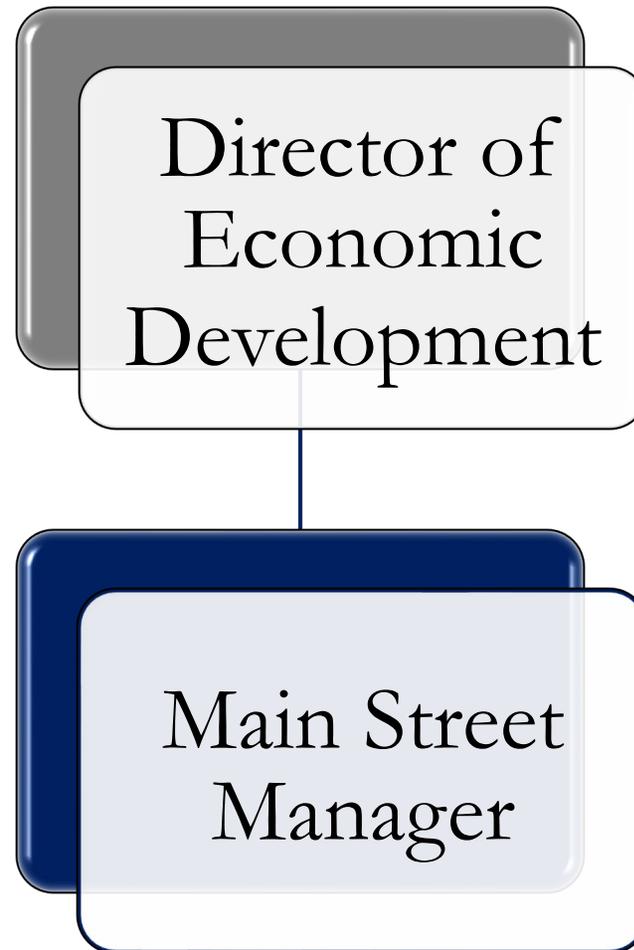
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



MAIN STREET

# Main Street Development Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET**

Fund: 100	Department and Number: Main Street 7550				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Main Street Manager	1	1	1	1	1

Total Personnel:	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
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# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>7550 - Main Street Development</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	59,116.61	59,238.00	41,693.42	70	59,238.00	59,238.00	
51 5190	Medicare	815.04	859.00	567.30	66	859.00	859.00	
<i>Personnel Services Totals</i>		<b>\$59,931.65</b>	<b>\$60,097.00</b>	<b>\$42,260.72</b>	<b>70%</b>	<b>\$60,097.00</b>	<b>\$60,097.00</b>	<b>0%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	12,146.28	12,150.00	8,878.50	73	12,150.00	12,150.00	
51 5161	Life Insurance	49.66	50.00	36.29	73	50.00	50.00	
51 5163	ST Disability Insurance	.00	80.00	.00		80.00	80.00	
51 5164	LT Disability Insurance	.00	150.00	.00		150.00	150.00	
51 5166	Dental Insurance	225.16	225.00	164.54	73	225.00	225.00	
<i>Employee Benefits Totals</i>		<b>\$12,421.10</b>	<b>\$12,655.00</b>	<b>\$9,079.33</b>	<b>72%</b>	<b>\$12,655.00</b>	<b>\$12,655.00</b>	<b>0%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	3,522.75	2,712.00	2,256.68	83	4,560.00	4,560.00	68
52 5260	Heat & Power	347.99	525.00	.00		525.00	525.00	
52 5270	Water	161.44	250.00	.00		250.00	250.00	
52 5280	Other Communication/Util	125.50	300.00	.00		300.00	300.00	
<i>Communications &amp; Util. Totals</i>		<b>\$4,157.68</b>	<b>\$3,787.00</b>	<b>\$2,256.68</b>	<b>60%</b>	<b>\$5,635.00</b>	<b>\$5,635.00</b>	<b>49%</b>
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	28.15	284.00	289.90	102	393.00	393.00	38
<i>Repair &amp; Maintenance Totals</i>		<b>\$28.15</b>	<b>\$284.00</b>	<b>\$289.90</b>	<b>102%</b>	<b>\$393.00</b>	<b>\$393.00</b>	<b>38%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	3,335.16	1,820.00	577.25	32	.00	.00	(100)
<i>Building Maintenance Totals</i>		<b>\$3,335.16</b>	<b>\$1,820.00</b>	<b>\$577.25</b>	<b>32%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	3,507.96	5,550.00	225.00	4	7,700.00	6,200.00	12
52 6210	Dues	200.00	575.00	575.00	100	650.00	650.00	13
52 6220	Subscription/Publications	.00	250.00	200.00	80	250.00	250.00	
52 6230	Conventions/Meetings	6,501.17	500.00	82.34	16	1,700.00	700.00	40
<i>Training &amp; Education Totals</i>		<b>\$10,209.13</b>	<b>\$6,875.00</b>	<b>\$1,082.34</b>	<b>16%</b>	<b>\$10,300.00</b>	<b>\$7,800.00</b>	<b>13%</b>
<i>Other Services &amp; Charges</i>								
52 6000	Advertising Expense	10,938.92	7,273.00	7,637.47	105	5,500.00	1,500.00	(79)
52 6110	Other Insurance	99.25	1,060.00	1,091.80	103	1,251.00	1,251.00	18
52 6170	Contractual Services	44,551.92	46,700.00	22,058.36	47	109,158.00	66,158.00	42
52 6193	City Wide Events	13,676.86	3,750.00	399.00	11	8,000.00	8,000.00	113



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
EXPENSE								
Department <b>7550 - Main Street Development</b>								
<i>Other Services &amp; Charges</i>								
52 6560	Workers Comp/Administrati	324.39	273.00	232.76	85	267.00	267.00	(2)
	<i>Other Services &amp; Charges Totals</i>	<u>\$69,591.34</u>	<u>\$59,056.00</u>	<u>\$31,419.39</u>	53%	<u>\$124,176.00</u>	<u>\$77,176.00</u>	31%
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	.00	150.00	.00		.00	.00	(100)
52 7320	Stationery & Printing	517.54	1,500.00	.00		1,500.00	1,000.00	(33)
53 7121	Computer Hardware	.00	250.00	.00		.00	.00	(100)
53 7122	Computer Supplies	.00	.00	.00		250.00	250.00	
53 7310	Office Supplies	344.09	550.00	.00		800.00	800.00	45
53 7360	Other Admin. Supplies	51.36	.00	.00		400.00	400.00	
	<i>Materials &amp; Supplies Totals</i>	<u>\$912.99</u>	<u>\$2,450.00</u>	<u>\$0.00</u>	0%	<u>\$2,950.00</u>	<u>\$2,450.00</u>	0%
Department <b>7550 - Main Street Development Totals</b>		<u>\$160,587.20</u>	<u>\$147,024.00</u>	<u>\$86,965.61</u>	59%	<u>\$216,206.00</u>	<u>\$166,206.00</u>	13%
	<b>EXPENSE TOTALS</b>	<u>\$160,587.20</u>	<u>\$147,024.00</u>	<u>\$86,965.61</u>	59%	<u>\$216,206.00</u>	<u>\$166,206.00</u>	13%
Fund <b>100 - GENERAL FUND Totals</b>		<u>\$160,587.20</u>	<u>\$147,024.00</u>	<u>\$86,965.61</u>	59%	<u>\$216,206.00</u>	<u>\$166,206.00</u>	13%
	<b>EXPENSE TOTALS</b>	<u>\$160,587.20</u>	<u>\$147,024.00</u>	<u>\$86,965.61</u>	59%	<u>\$216,206.00</u>	<u>\$166,206.00</u>	13%
Fund <b>100 - GENERAL FUND Totals</b>		<u>(\$160,587.20)</u>	<u>(\$147,024.00)</u>	<u>(\$86,965.61)</u>	59%	<u>(\$216,206.00)</u>	<u>(\$166,206.00)</u>	13%
Net Grand Totals								
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	<u>\$160,587.20</u>	<u>\$147,024.00</u>	<u>\$86,965.61</u>	59%	<u>\$216,206.00</u>	<u>\$166,206.00</u>	13%
Net Grand Totals		<u>(\$160,587.20)</u>	<u>(\$147,024.00)</u>	<u>(\$86,965.61)</u>	59%	<u>(\$216,206.00)</u>	<u>(\$166,206.00)</u>	13%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>7550 - Main Street Development</b>				
Account <b>52 5240 - Telephone</b>				
100 7550 52 5240	AT&T Club	12.0000	99.00	1,188.00
100 7550 52 5240	Comcast	12.0000	65.00	780.00
100 7550 52 5240	Verizon Data Plan	12.0000	115.00	1,380.00
100 7550 52 5240	Verizon Wireless	12.0000	66.00	792.00
100 7550 52 5240	Windstream	12.0000	35.00	420.00
Account <b>52 5240 - Telephone</b> Totals		Transactions	5	<u>\$4,560.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
100 7550 52 5730	Email License	1.0000	224.00	224.00
100 7550 52 5730	Mimecast	1.0000	169.00	169.00
Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals		Transactions	2	<u>\$393.00</u>
Account <b>52 6000 - Advertising Expense</b>				
100 7550 52 6000	Creative Loafing Ad	1.0000	1,500.00	1,500.00
Account <b>52 6000 - Advertising Expense</b> Totals		Transactions	1	<u>\$1,500.00</u>
Account <b>52 6110 - Other Insurance</b>				
100 7550 52 6110	Apex Insurance Personnel	1.0000	1,251.00	1,251.00
Account <b>52 6110 - Other Insurance</b> Totals		Transactions	1	<u>\$1,251.00</u>
Account <b>52 6170 - Contractual Services</b>				
100 7550 52 6170	Carroll Exterminator	6.0000	25.00	150.00
100 7550 52 6170	CPMSA Facade Grant Payment (Wellness Spot)	1.0000	2,500.00	2,500.00
100 7550 52 6170	CPMSA Fascade Grant Program	1.0000	10,000.00	10,000.00
100 7550 52 6170	Landscape Contract	12.0000	2,674.16	32,089.92
100 7550 52 6170	Ornamental Lighting Maintance	1.0000	3,000.00	3,000.00
100 7550 52 6170	Reimburse CPMSA Facade Grant (Atlanta Hair)	1.0000	1,512.00	1,512.00
100 7550 52 6170	System 5 (Train Depot)	1.0000	205.50	205.50
100 7550 52 6170	Tree Trimming (Spring)	1.0000	16,700.00	16,700.00
Account <b>52 6170 - Contractual Services</b> Totals		Transactions	8	<u>\$66,157.42</u>
Account <b>52 6193 - City Wide Events</b>				
100 7550 52 6193	Community Clean-Up	1.0000	500.00	500.00
100 7550 52 6193	ReKindle Art and Music Event	1.0000	5,000.00	5,000.00
100 7550 52 6193	Wine Stroll	1.0000	2,500.00	2,500.00
Account <b>52 6193 - City Wide Events</b> Totals		Transactions	3	<u>\$8,000.00</u>
Account <b>52 6200 - Training</b>				
100 7550 52 6200	GA Downtown Conference	1.0000	1,500.00	1,500.00
100 7550 52 6200	National Mainstreet	1.0000	2,700.00	2,700.00
100 7550 52 6200	Strategic Planning Session	1.0000	2,000.00	2,000.00
Account <b>52 6200 - Training</b> Totals		Transactions	3	<u>\$6,200.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>7550 - Main Street Development</b>			
Account	<b>52 6210 - Dues</b>			
100 7550 52 6210	GA Downtown Association Membership	1.0000	200.00	200.00
100 7550 52 6210	Main Street 101 Certification	1.0000	75.00	75.00
100 7550 52 6210	National Main Street Membership	1.0000	375.00	375.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	3	<u>\$650.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 7550 52 6220	Dropbox	1.0000	250.00	250.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>\$250.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 7550 52 6230	Local DCA Downtown Workshops (in state)	5.0000	100.00	500.00
100 7550 52 6230	Main Street Meetings	4.0000	50.00	200.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	2	<u>\$700.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 7550 52 6560	Apex Insurance Workers Comp	1.0000	267.00	267.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$267.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 7550 52 7320	MAVA Brochures	1.0000	1,000.00	1,000.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
100 7550 53 7122	Printer Ink	1.0000	250.00	250.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	1	<u>\$250.00</u>
	Department <b>7550 - Main Street Development</b> Totals	Transactions	32	<u>\$91,178.42</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	32	<u>\$91,178.42</u>
	<b>EXPENSES</b> Totals	Transactions	32	<u>\$91,178.42</u>
	Grand Totals	Transactions	32	<u>\$91,178.42</u>

EXHIBIT D  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2021-22

Department and  
Number: **Main Street - 7550**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions: From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>100</b>		Department and Number: <b>Main Street 7550</b>	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2020-21 Maintenance Cost <hr/> Actual FYE 2020-21 Operating Cost <hr/> Estimated FYE 2021-22 Maintenance Cost <hr/> Estimated FYE 2021-22 Operating Cost <hr/>	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2021-22 <hr/> Estimated Operating Cost During 2021-22 <hr/>		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2021-22 <hr/> Estimated Operating Cost During 2021-22 <hr/>	

**EXHIBIT F-1**  
**City of College Park, Georgia**  
**Vehicle Inventory List**

***Dept: Main Street***      **Fuel Type:**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										
<b>N/A</b>										

***G=Gas***  
***D=Diesel***  
***AF=Alternative Fuel***  
***N/A=Not Available or Required***

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2021-22

Department: Main Street

Department Number: 7550

Account Number	Description/Justification	Suggested Funding					
		Source	2021-22	2022-23	2023-24	2024-25	2025-26
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-22

Department: Main Street

Fund: 100

Division:

Department Number: 7550

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade-In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**

Main Street

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

# EXHIBIT I-BUDGET PERFORMANCE

## Economic Development | Main Street

### Program Description:

The Main Street program is responsible for the enhancement and economic well-being of the Main Street and Virginia Avenue business corridor of the College Park community. The Main Street program is responsible for providing useful information to potential, new, and existing businesses. Working directly with the City of College Park's Economic Development Department in attracting revenue and employment generators to the City, and providing effective & responsive services to address issues that may arise in the Main Street and Virginia Avenue area.

### Trends:

The key indicators for the Main Street program are the number of retail storefronts available for business, number of store fronts occupied with viable businesses, and the percentage of existing businesses retained in the Main Street area.

### Program Broad Goals:

Recruit target industries to the Main Street area by employing effective and comprehensive marketing strategies, support business retention, and small business development; in order to provide sustainable employment opportunities in the Main Street area. Main Street is responsible for providing high quality, accessible market information on the City of College Park to those seeking to develop or locate business within the city.

Main Street's core program areas include:

- Business attraction
- Business retention & expansion
- Redevelopment
- Small business development

### Program 20/21 Objectives:

The Main Street program will target retail, hospitality, small office, and residential end users in their recruitment efforts. We will build and maintain relationships with local businesses to leverage the existing business leadership in attraction efforts, and to improve communications between government and private sector leaders. We will establish and implement redevelopment policies and incentives in order to create economic vitality, improve the city's image, and promote quality architectural design. We will support small businesses and entrepreneurial activity by encouraging small business lending through special programs.

**Prior Year Highlights:**

During 2020-21, the Main Street organization worked with existing property owners and city staff to complete the parklet proposal to city and GDOT officials which will aid businesses with additional seating to serve their customers post issues arising from the hit of the pandemic. Also created, the ReKindle Art & Music event that aided in fundraising efforts for a second mural to be erected in the Main Street program area. Collectively over \$30,000 was raised between these two initiatives.

The Main Street program continues to work through the College Park Main Street Association to identify viable projects and work the College Park Business and the Industrial Development Authority to facilitate instrumental developments.

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **100**

Department and Number: **Main Street / 7550**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



BIDA



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 558 - BUSINESS IND DEVEL AUTH</b>								
<b>REVENUE</b>								
Department <b>4985 - Bus Ind Devel Authority</b>								
<i>Taxes</i>								
31 1104	PILOTs Income	1,796,765.06	1,924,266.00	1,912,595.44	99	1,948,147.00	1,948,147.00	1
<i>Taxes Totals</i>		\$1,796,765.06	\$1,924,266.00	\$1,912,595.44	99%	\$1,948,147.00	\$1,948,147.00	1%
<i>Charges For Services</i>								
39 2000	Sales Land	.00	3,269,517.00	163,116.84	5	3,500,000.00	3,500,000.00	7
<i>Charges For Services Totals</i>		\$0.00	\$3,269,517.00	\$163,116.84	5%	\$3,500,000.00	\$3,500,000.00	7%
<i>Leases &amp; Other Rent</i>								
38 1000	Other Rental Income	999,167.56	818,427.00	670,591.87	82	920,168.00	920,168.00	12
<i>Leases &amp; Other Rent Totals</i>		\$999,167.56	\$818,427.00	\$670,591.87	82%	\$920,168.00	\$920,168.00	12%
<i>Intergovernmental</i>								
33 1100	Federal Grants	358,537.28	.00	32,855.04		.00	.00	
<i>Intergovernmental Totals</i>		\$358,537.28	\$0.00	\$32,855.04	+++	\$0.00	\$0.00	+++
<i>Other Income</i>								
34 1900	Miscellaneous Income	635,289.40	388,730.00	262,916.76	68	553,729.00	553,729.00	42
<i>Other Income Totals</i>		\$635,289.40	\$388,730.00	\$262,916.76	68%	\$553,729.00	\$553,729.00	42%
<i>Interest</i>								
36 1010	Interest - Restricted	1,393.01	1,000.00	20.78	2	1,000.00	1,000.00	
<i>Interest Totals</i>		\$1,393.01	\$1,000.00	\$20.78	2%	\$1,000.00	\$1,000.00	0%
<i>Operating Transfers In</i>								
39 1200	Operating Transfers In	.00	250,000.00	.00		.00	.00	(100)
39 1228	Administrative/Hospitalit	.00	725,000.00	483,333.36	67	725,000.00	725,000.00	
39 1230	Transfer Car Rental	1,408,919.00	1,409,082.00	939,388.64	67	564,000.00	564,000.00	(60)
39 1251	Administrative/Electric	500,000.00	.00	.00		.00	.00	
39 1255	Transfers In	.00	250,000.00	166,666.64	67	250,000.00	250,000.00	
<i>Operating Transfers In Totals</i>		\$1,908,919.00	\$2,634,082.00	\$1,589,388.64	60%	\$1,539,000.00	\$1,539,000.00	(42%)
Department <b>4985 - Bus Ind Devel Authority Totals</b>		\$5,700,071.31	\$9,036,022.00	\$4,631,485.37	51%	\$8,462,044.00	\$8,462,044.00	(6%)
<b>REVENUE TOTALS</b>		\$5,700,071.31	\$9,036,022.00	\$4,631,485.37	51%	\$8,462,044.00	\$8,462,044.00	(6%)
<b>EXPENSE</b>								
Department <b>4985 - Bus Ind Devel Authority</b>								
<i>Repair &amp; Maintenance</i>								
52 5790	R&M-Distribution System	733,874.29	600,000.00	.00		400,000.00	640,000.00	7
<i>Repair &amp; Maintenance Totals</i>		\$733,874.29	\$600,000.00	\$0.00	0%	\$400,000.00	\$640,000.00	7%
<i>Training &amp; Education</i>								
52 6210	Dues	18,712.97	13,000.00	.00		13,000.00	13,000.00	
52 6220	Subscription/Publications	19.88	250.00	.00		250.00	250.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 558 - BUSINESS IND DEVEL AUTH</b>								
<b>EXPENSE</b>								
Department <b>4985 - Bus Ind Devel Authority</b>								
Training & Education								
52 6230	Conventions/Meetings	73,694.65	6,615.00	15,309.85	231	17,615.00	17,615.00	166
52 6231	Sales & Marketing/Meeting	17,832.77	6,500.00	.00		6,500.00	6,500.00	
<i>Training &amp; Education Totals</i>		<b>\$110,260.27</b>	<b>\$26,365.00</b>	<b>\$15,309.85</b>	<b>58%</b>	<b>\$37,365.00</b>	<b>\$37,365.00</b>	<b>42%</b>
<i>Other Services &amp; Charges</i>								
52 5450	Legal Fees	104,185.57	60,000.00	55,442.05	92	75,000.00	75,000.00	25
52 5470	Appraisals	12,500.00	6,000.00	2,750.00	46	6,000.00	6,000.00	
52 5480	Survey Fees	240,800.00	.00	645.00		10,000.00	10,000.00	
52 5510	Consulting Fees	358,537.28	858,000.00	190,741.44	22	251,000.00	206,000.00	(76)
52 5530	Municipal Planning	330,836.81	.00	52,729.34		.00	.00	
52 6040	Paying Agent Fees	8,225.98	.00	8,876.00		.00	.00	
52 6060	Demolition	.00	.00	.00		.00	50,000.00	
52 6130	Miscellaneous Services	220,048.53	.00	45,596.80		106,000.00	56,000.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$1,275,134.17</b>	<b>\$924,000.00</b>	<b>\$356,780.63</b>	<b>39%</b>	<b>\$448,000.00</b>	<b>\$403,000.00</b>	<b>(56%)</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	68.68	.00	.00		.00	.00	
52 7320	Stationery & Printing	734.09	100.00	1,801.93	1,802	100.00	100.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$802.77</b>	<b>\$100.00</b>	<b>\$1,801.93</b>	<b>1802%</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>0%</b>
<i>Operating Transfers Out</i>								
61 1000	Operating Trans.	.00	.00	.00		.00	3,706,877.00	
<i>Operating Transfers Out Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$3,706,877.00</b>	<b>+++</b>
<i>Capital Outlay</i>								
54 6031	Land Purchase Cost	1,030,170.27	643,709.00	5,000.00	1	400,000.00	400,000.00	(38)
<i>Capital Outlay Totals</i>		<b>\$1,030,170.27</b>	<b>\$643,709.00</b>	<b>\$5,000.00</b>	<b>1%</b>	<b>\$400,000.00</b>	<b>\$400,000.00</b>	<b>(38%)</b>
<i>Debt Service</i>								
54 7911	Bond Issuance Costs	169,117.67	.00	.00		.00	.00	
58 1100	Bond Principal	3,860,000.00	4,015,000.00	2,667,871.88	66	620,000.00	620,000.00	(85)
58 2000	Bond Interest	3,450,431.08	2,826,848.00	2,807,824.63	99	2,654,702.00	2,654,702.00	(6)
<i>Debt Service Totals</i>		<b>\$7,479,548.75</b>	<b>\$6,841,848.00</b>	<b>\$5,475,696.51</b>	<b>80%</b>	<b>\$3,274,702.00</b>	<b>\$3,274,702.00</b>	<b>(52%)</b>
Department <b>4985 - Bus Ind Devel Authority Totals</b>		<b>\$10,629,790.52</b>	<b>\$9,036,022.00</b>	<b>\$5,854,588.92</b>	<b>65%</b>	<b>\$4,560,167.00</b>	<b>\$8,462,044.00</b>	<b>(6%)</b>
<b>EXPENSE TOTALS</b>		<b>\$10,629,790.52</b>	<b>\$9,036,022.00</b>	<b>\$5,854,588.92</b>	<b>65%</b>	<b>\$4,560,167.00</b>	<b>\$8,462,044.00</b>	<b>(6%)</b>
<b>Fund 558 - BUSINESS IND DEVEL AUTH Totals</b>								
<b>REVENUE TOTALS</b>		<b>\$5,700,071.31</b>	<b>\$9,036,022.00</b>	<b>\$4,631,485.37</b>	<b>51%</b>	<b>\$8,462,044.00</b>	<b>\$8,462,044.00</b>	<b>(6%)</b>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
	<b>EXPENSE TOTALS</b>	\$10,629,790.52	\$9,036,022.00	\$5,854,588.92	65%	\$4,560,167.00	\$8,462,044.00	(6%)
Fund	<b>558 - BUSINESS IND DEVEL AUTH</b> Totals	(\$4,929,719.21)	\$0.00	(\$1,223,103.55)	+++	\$3,901,877.00	\$0.00	+++
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$5,700,071.31	\$9,036,022.00	\$4,631,485.37	51%	\$8,462,044.00	\$8,462,044.00	(6%)
	<b>EXPENSE GRAND TOTALS</b>	\$10,629,790.52	\$9,036,022.00	\$5,854,588.92	65%	\$4,560,167.00	\$8,462,044.00	(6%)
	Net Grand Totals	(\$4,929,719.21)	\$0.00	(\$1,223,103.55)	+++	\$3,901,877.00	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund	<b>558 - BUSINESS IND DEVEL AUTH</b>			
Department	<b>4985 - Bus Ind Devel Authority</b>			
Account	<b>31 1104 - PILOTs Income</b>			
558 4985 31 1104	Marriott Pilot	1.0000	1,191,376.00	1,191,376.00
558 4985 31 1104	Office building	1.0000	452,000.00	452,000.00
558 4985 31 1104	Springhill Suites	1.0000	304,771.00	304,771.00
	Account <b>31 1104 - PILOTs Income</b> Totals	Transactions	3	<u>\$1,948,147.00</u>
Account	<b>34 1900 - Miscellaneous Income</b>			
558 4985 34 1900	APM Fees Reimbursment	1.0000	268,475.00	268,475.00
558 4985 34 1900	Marriott Administrative/Financing Fees	1.0000	90,524.45	90,524.45
558 4985 34 1900	Renaissance - Additional Rent - Minimum Charges	1.0000	132,000.00	132,000.00
558 4985 34 1900	Renaissance Administrative/Financing Fees	1.0000	45,162.00	45,162.00
558 4985 34 1900	Springhill Suites Administrative/Financing Fees	1.0000	17,567.49	17,567.49
	Account <b>34 1900 - Miscellaneous Income</b> Totals	Transactions	5	<u>\$553,728.94</u>
Account	<b>38 1000 - Other Rental Income</b>			
558 4985 38 1000	Marriott Monthly Rent	12.0000	26,359.83	316,317.96
558 4985 38 1000	Office Gateway Monthly Rent	12.0000	19,533.80	234,405.60
558 4985 38 1000	Renaissance Monthly Rent	12.0000	16,203.67	194,444.04
558 4985 38 1000	Springhill Suites Monthly Rent	12.0000	14,583.33	174,999.96
	Account <b>38 1000 - Other Rental Income</b> Totals	Transactions	4	<u>\$920,167.56</u>
Account	<b>39 1228 - Administrative/Hospitalit</b>			
558 4985 39 1228	Transfer In from Hospitality District Tax	1.0000	725,000.00	725,000.00
	Account <b>39 1228 - Administrative/Hospitalit</b> Totals	Transactions	1	<u>\$725,000.00</u>
Account	<b>39 1230 - Transfer Car Rental</b>			
558 4985 39 1230	Transfer in to fund APM Debt Service	1.0000	564,000.00	564,000.00
	Account <b>39 1230 - Transfer Car Rental</b> Totals	Transactions	1	<u>\$564,000.00</u>
Account	<b>39 1255 - Transfers In</b>			
558 4985 39 1255	Transfer In from GICC Special District	1.0000	250,000.00	250,000.00
	Account <b>39 1255 - Transfers In</b> Totals	Transactions	1	<u>\$250,000.00</u>
	Department <b>4985 - Bus Ind Devel Authority</b> Totals	Transactions	15	<u>\$4,961,043.50</u>
	Fund <b>558 - BUSINESS IND DEVEL AUTH</b> Totals	Transactions	15	<u>\$4,961,043.50</u>
	<b>REVENUES</b> Totals	<b>Transactions</b>	15	<u>\$4,961,043.50</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>558 - BUSINESS IND DEVEL AUTH</b>			
Department	<b>4985 - Bus Ind Devel Authority</b>			
Account	<b>52 5510 - Consulting Fees</b>			
558 4985 52 5510	Brownfield Grant Match	1.0000	100,000.00	100,000.00
558 4985 52 5510	Internship	1.0000	6,000.00	6,000.00
558 4985 52 5510	Six West Marketing	1.0000	80,000.00	80,000.00
558 4985 52 5510	Six West Web Design	1.0000	20,000.00	20,000.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	4	<u>\$206,000.00</u>
Account	<b>52 6060 - Demolition</b>			
558 4985 52 6060	Demolition (Inspections)	1.0000	50,000.00	50,000.00
	Account <b>52 6060 - Demolition</b> Totals	Transactions	1	<u>\$50,000.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
558 4985 52 6130	CPEDPA Homebuyer Program	5.0000	10,000.00	50,000.00
558 4985 52 6130	LoopNet	1.0000	6,000.00	6,000.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	2	<u>\$56,000.00</u>
Account	<b>52 6210 - Dues</b>			
558 4985 52 6210	Aerotropolis	1.0000	5,000.00	5,000.00
558 4985 52 6210	Metro ATL Chamber	1.0000	8,000.00	8,000.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	2	<u>\$13,000.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
558 4985 52 6230	BIDA Board stipend	7.0000	945.00	6,615.00
558 4985 52 6230	Development Tours	2.0000	1,500.00	3,000.00
558 4985 52 6230	GEDA Annual Conference	5.0000	1,200.00	6,000.00
558 4985 52 6230	GEDA Spring Conference	1.0000	1,200.00	1,200.00
558 4985 52 6230	UGA Dev Authority Training	4.0000	200.00	800.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	5	<u>\$17,615.00</u>
Account	<b>52 6231 - Sales &amp; Marketing/Meeting</b>			
558 4985 52 6231	ARC State of the Region	1.0000	1,000.00	1,000.00
558 4985 52 6231	ECG (event support)	1.0000	1,000.00	1,000.00
558 4985 52 6231	GA Power (event support)	1.0000	1,000.00	1,000.00
558 4985 52 6231	South Metro Development Outlook sponsorship	1.0000	3,500.00	3,500.00
	Account <b>52 6231 - Sales &amp; Marketing/Meeting</b> Totals	Transactions	4	<u>\$6,500.00</u>
Account	<b>58 1100 - Bond Principal</b>			
558 4985 58 1100	2013A Series 2004 Public Safety Refunding	1.0000	790,000.00	790,000.00
558 4985 58 1100	2013A Series 2004 Public Safety Refunding - Refinance	1.0000	(790,000.00)	(790,000.00)
558 4985 58 1100	2014 BIDA Refunding 2006	1.0000	960,000.00	960,000.00
558 4985 58 1100	2014 BIDA Refunding 2006 - Refinance Reduction	1.0000	(960,000.00)	(960,000.00)
558 4985 58 1100	2014 Series Masterland	1.0000	455,000.00	455,000.00
558 4985 58 1100	2014 Series Masterland	1.0000	(455,000.00)	(455,000.00)
558 4985 58 1100	2014A Refunding 2008 Dev Tax Rev Bond	1.0000	(1,320,000.00)	(1,320,000.00)



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

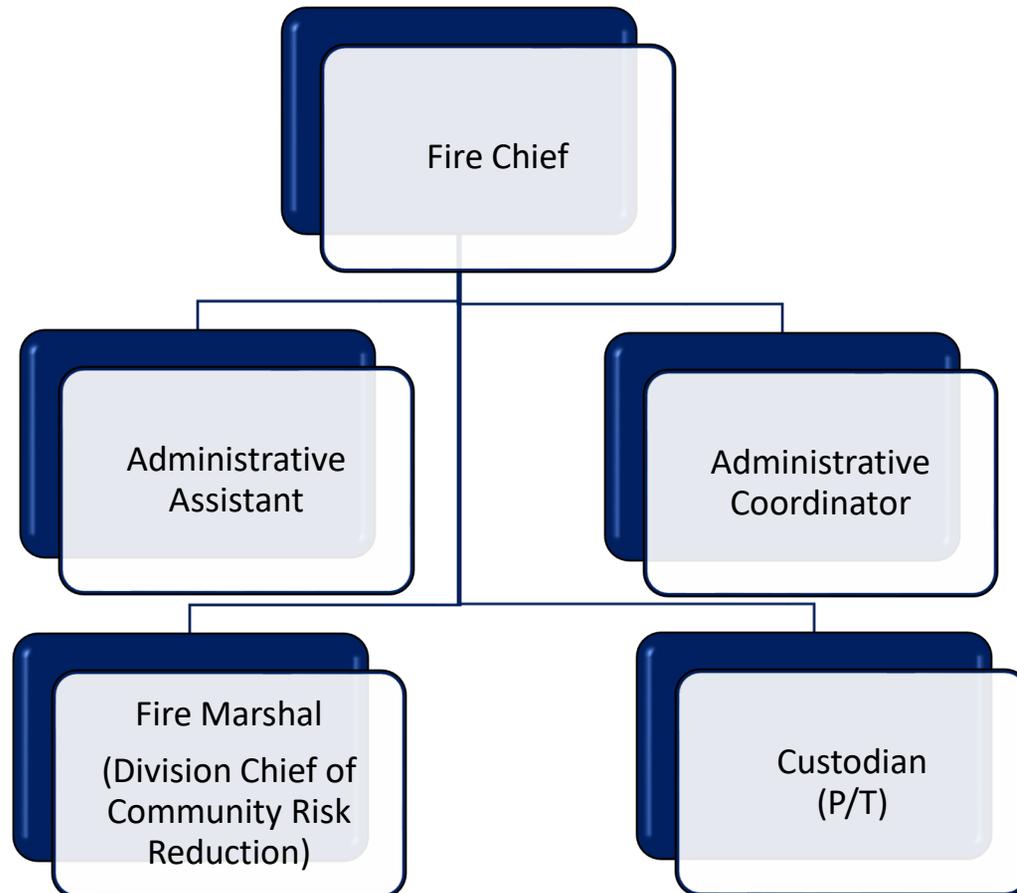
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>558 - BUSINESS IND DEVEL AUTH</b>			
Department	<b>4985 - Bus Ind Devel Authority</b>			
Account	<b>58 1100 - Bond Principal</b>			
558 4985 58 1100	2014A Refunding 2008 Dev Tax Rev Bond	1.0000	1,320,000.00	1,320,000.00
558 4985 58 1100	2018 APM Refinance	1.0000	365,000.00	365,000.00
558 4985 58 1100	2019 Gateway Office Refunding	1.0000	255,000.00	255,000.00
	Account <b>58 1100 - Bond Principal</b> Totals	Transactions	10	<u>\$620,000.00</u>
Account	<b>58 2000 - Bond Interest</b>			
558 4985 58 2000	2013A Series 2004 Public Safety Refunding	1.0000	30,894.00	30,894.00
558 4985 58 2000	2013A Series 2004 Public Safety Refunding	1.0000	23,350.00	23,350.00
558 4985 58 2000	2013A Series 2004 Public Safety Refunding - Refinance	1.0000	17,144.00	17,144.00
558 4985 58 2000	2014 BIDA Refunding 2006	1.0000	414,361.00	414,361.00
558 4985 58 2000	2014 BIDA Refunding 2006	1.0000	433,561.00	433,561.00
558 4985 58 2000	2014 BIDA Refunding 2006 - Refinance	1.0000	(20,486.00)	(20,486.00)
558 4985 58 2000	2014 Masterland	2.0000	24,921.00	49,842.00
558 4985 58 2000	2014 Series Masterland - Refinance	1.0000	(13,583.00)	(13,583.00)
558 4985 58 2000	2014A Refunding 2008 Dev Tax Rev Bond	2.0000	684,409.00	1,368,818.00
558 4985 58 2000	2014A Refunding 2008 Dev Tax Rev Bond - Refinance	1.0000	(16,807.00)	(16,807.00)
558 4985 58 2000	2018 APM Refinance	2.0000	99,710.00	199,420.00
558 4985 58 2000	2019 Gateway Office Refunding	2.0000	84,094.00	168,188.00
	Account <b>58 2000 - Bond Interest</b> Totals	Transactions	12	<u>\$2,654,702.00</u>
Account	<b>61 1000 - Operating Trans.</b>			
558 4985 61 1000	Transfer Out to other internal funds to reduce outstanding debt	1.0000	3,706,877.00	3,706,877.00
	Account <b>61 1000 - Operating Trans.</b> Totals	Transactions	1	<u>\$3,706,877.00</u>
	Department <b>4985 - Bus Ind Devel Authority</b> Totals	Transactions	41	<u>\$7,330,694.00</u>
	Fund <b>558 - BUSINESS IND DEVEL AUTH</b> Totals	Transactions	41	<u>\$7,330,694.00</u>
	<b>EXPENSES</b> Totals	Transactions	41	<u>\$7,330,694.00</u>
	Grand Totals	Transactions	56	<u>\$12,291,737.50</u>



# FIRE ADMINISTRATION

# Fire Administration Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET**

Fund: 100	Department and Number: Fire Administration 3500				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Fire Chief	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Fire Marshal/Division Chief	1	1	1	1	1
Administrative Coordinator	0	1	1	1	1
 Part Time Positions:					
Records Clerk	1	1	0	0	0
Custodian	1	1	1	1	1
 Total Personnel :	 5	 6	 5	 5	 5



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>3500 - FIRE ADMINISTRATION</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	271,155.36	281,963.00	180,986.70	64	256,111.00	256,111.00	(9)
51 5017	Salary/EMS Incentive Pay	7,000.08	3,500.00	2,625.03	75	3,500.00	3,500.00	
51 5020	Salary/Overtime	3,174.29	3,000.00	541.50	18	3,000.00	3,000.00	
51 5030	Salary/Partime	14,804.74	.00	11,280.00		15,600.00	15,600.00	
51 5040	Shared Utility Payments	1,810.27	4,800.00	.00		4,800.00	4,800.00	
51 5041	Shared Personnel Costs	879.20	.00	.00		.00	.00	
51 5060	Salary-Holiday Pay	441.64	.00	.00		.00	.00	
51 5190	Medicare	3,772.70	4,141.00	2,475.87	60	3,940.00	3,940.00	(5)
51 5200	Fica	976.97	967.00	675.45	70	967.00	967.00	
<i>Personnel Services Totals</i>		<b>\$304,015.25</b>	<b>\$298,371.00</b>	<b>\$198,584.55</b>	<b>67%</b>	<b>\$287,918.00</b>	<b>\$287,918.00</b>	<b>(4%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	53,482.05	55,369.00	39,186.11	71	52,528.00	52,528.00	(5)
51 5161	Life Insurance	276.46	297.00	217.36	73	297.00	297.00	
51 5163	ST Disability Insurance	457.62	552.00	249.66	45	552.00	552.00	
51 5164	LT Disability Insurance	442.64	524.00	250.99	48	524.00	524.00	
51 5165	Health Insurance	47,836.38	48,229.00	35,646.89	74	52,004.00	52,004.00	8
51 5166	Dental Insurance	1,282.14	1,255.00	1,087.18	87	1,255.00	1,255.00	
51 5180	Uniforms	647.07	3,000.00	238.90	8	3,000.00	.00	(100)
<i>Employee Benefits Totals</i>		<b>\$104,424.36</b>	<b>\$109,226.00</b>	<b>\$76,877.09</b>	<b>70%</b>	<b>\$110,160.00</b>	<b>\$107,160.00</b>	<b>(2%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,697.08	4,665.00	1,233.31	26	5,020.00	5,020.00	8
52 5260	Heat & Power	74,727.50	60,000.00	81,402.54	136	60,000.00	60,000.00	
52 5270	Water	1,464.18	4,582.00	1,060.04	23	4,582.00	4,582.00	
52 5280	Other Communication/Util	(.05)	1,100.00	.00		1,100.00	1,100.00	
<i>Communications &amp; Util. Totals</i>		<b>\$78,888.71</b>	<b>\$70,347.00</b>	<b>\$83,695.89</b>	<b>119%</b>	<b>\$70,702.00</b>	<b>\$70,702.00</b>	<b>1%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	18,010.76	17,592.00	11,905.56	68	18,377.00	18,377.00	4
52 5710	R&M Furn. & Equip.	1,110.85	1,100.00	1,011.50	92	1,100.00	.00	(100)
52 5720	R&M Communication Equip	3,314.76	.00	.00		.00	.00	
52 5730	R&M - D/P Equipment	6,574.15	7,182.00	6,704.18	93	7,976.00	7,976.00	11
52 5780	Grounds	.00	.00	118.00		.00	.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>3500 - FIRE ADMINISTRATION</b>								
<i>Repair &amp; Maintenance</i>								
53 5680	Tires	.00	700.00	3,262.66	466	700.00	700.00	
<i>Repair &amp; Maintenance Totals</i>		\$29,010.52	\$26,574.00	\$23,001.90	87%	\$28,153.00	\$27,053.00	2%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	11,967.11	10,000.00	68,668.73	687	10,000.00	5,000.00	(50)
52 5743	R&M Bldg-Fire	28,674.12	27,000.00	4,826.88	18	27,000.00	13,500.00	(50)
52 5749	R&M Bldg-PubSafety	.00	.00	1,177.40		.00	.00	
<i>Building Maintenance Totals</i>		\$40,641.23	\$37,000.00	\$74,673.01	202%	\$37,000.00	\$18,500.00	(50%)
<i>Training &amp; Education</i>								
52 6200	Training	669.00	.00	84.90		.00	.00	
52 6210	Dues	1,810.00	1,145.00	275.00	24	1,145.00	1,145.00	
52 6220	Subscription/Publications	299.00	1,787.00	2,110.90	118	1,787.00	1,787.00	
52 6230	Conventions/Meetings	2,423.64	.00	.00		.00	.00	
52 6270	Fire Prevention	8,598.52	.00	.00		.00	.00	
<i>Training &amp; Education Totals</i>		\$13,800.16	\$2,932.00	\$2,470.80	84%	\$2,932.00	\$2,932.00	0%
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	38.00	100.00	.00		100.00	.00	(100)
52 6000	Advertising Expense	.00	.00	900.90		900.00	.00	
52 6100	Auto Insurance	12,366.19	12,341.00	15,217.77	123	17,431.00	17,431.00	41
52 6110	Other Insurance	5,213.43	5,300.00	5,458.99	103	6,253.00	6,253.00	18
52 6130	Miscellaneous Services	9,074.71	4,692.00	4,755.75	101	4,692.00	4,692.00	
52 6560	Workers Comp/Administrati	1,621.94	1,363.00	1,163.82	85	1,496.00	1,496.00	10
52 6600	Claims Workers Comp.	.00	1,000.00	.00		1,000.00	1,000.00	
<i>Other Services &amp; Charges Totals</i>		\$28,314.27	\$24,796.00	\$27,497.23	111%	\$31,872.00	\$30,872.00	25%
<i>Materials &amp; Supplies</i>								
52 7300	Postage	69.80	.00	2.00		.00	.00	
52 7320	Stationery & Printing	2,074.50	2,000.00	.00		2,000.00	.00	(100)
52 7330	Copy Expense	2,355.86	3,000.00	1,590.69	53	3,000.00	3,000.00	
53 7000	Gas & Oil	.00	.00	51.03		.00	.00	
53 7010	Tools/Shop Supplies	.00	.00	13.72		.00	.00	
53 7020	Janitorial Supplies	4,442.87	4,000.00	582.59	15	4,000.00	2,000.00	(50)
53 7050	Medical Services/Supplies	878.25	1,000.00	.00		1,000.00	.00	(100)
53 7121	Computer Hardware	1,010.51	.00	1,028.09		.00	.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
<b>EXPENSE</b>								
Department 3500 - FIRE ADMINISTRATION								
<i>Materials &amp; Supplies</i>								
53 7122	Computer Supplies	1,548.80	1,000.00	593.42	59	1,000.00	.00	(100)
53 7310	Office Supplies	3,543.85	3,000.00	2,643.64	88	3,000.00	.00	(100)
53 7360	Other Admin. Supplies	1,676.79	1,500.00	1,090.47	73	1,500.00	.00	(100)
53 7400	Emergency/Pandemic Expense	826.48	846.00	8,461.32	1,000	.00	.00	(100)
<i>Materials &amp; Supplies Totals</i>		<b>\$18,427.71</b>	<b>\$16,346.00</b>	<b>\$16,056.97</b>	<b>98%</b>	<b>\$15,500.00</b>	<b>\$5,000.00</b>	<b>(69%)</b>
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	2,232.18	3,000.00	2,776.37	93	3,000.00	.00	(100)
<i>Cost Of Sales Totals</i>		<b>\$2,232.18</b>	<b>\$3,000.00</b>	<b>\$2,776.37</b>	<b>93%</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>(100%)</b>
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	33,991.00	.00	.00		.00	.00	
<i>Capital Outlay Totals</i>		<b>\$33,991.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Department 3500 - FIRE ADMINISTRATION Totals		<b>\$653,745.39</b>	<b>\$588,592.00</b>	<b>\$505,633.81</b>	<b>86%</b>	<b>\$587,237.00</b>	<b>\$550,137.00</b>	<b>(7%)</b>
<b>EXPENSE TOTALS</b>		<b>\$653,745.39</b>	<b>\$588,592.00</b>	<b>\$505,633.81</b>	<b>86%</b>	<b>\$587,237.00</b>	<b>\$550,137.00</b>	<b>(7%)</b>
Fund 100 - GENERAL FUND Totals		<b>\$653,745.39</b>	<b>\$588,592.00</b>	<b>\$505,633.81</b>	<b>86%</b>	<b>\$587,237.00</b>	<b>\$550,137.00</b>	<b>(7%)</b>
<b>EXPENSE TOTALS</b>		<b>\$653,745.39</b>	<b>\$588,592.00</b>	<b>\$505,633.81</b>	<b>86%</b>	<b>\$587,237.00</b>	<b>\$550,137.00</b>	<b>(7%)</b>
Fund 100 - GENERAL FUND Totals		<b>(\$653,745.39)</b>	<b>(\$588,592.00)</b>	<b>(\$505,633.81)</b>	<b>86%</b>	<b>(\$587,237.00)</b>	<b>(\$550,137.00)</b>	<b>(7%)</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$653,745.39</b>	<b>\$588,592.00</b>	<b>\$505,633.81</b>	<b>86%</b>	<b>\$587,237.00</b>	<b>\$550,137.00</b>	<b>(7%)</b>
Net Grand Totals		<b>(\$653,745.39)</b>	<b>(\$588,592.00)</b>	<b>(\$505,633.81)</b>	<b>86%</b>	<b>(\$587,237.00)</b>	<b>(\$550,137.00)</b>	<b>(7%)</b>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>3500 - FIRE ADMINISTRATION</b>				
Account <b>52 5240 - Telephone</b>				
100 3500 52 5240	AT&T Club (Public Safety Elevator)	12.0000	132.00	1,584.00
100 3500 52 5240	Cisco (Telephone Service)	2.0000	356.00	712.00
100 3500 52 5240	Ipad (Monthly)	12.0000	50.00	600.00
100 3500 52 5240	Verizon Cellular Data Plan (Monthly)	12.0000	77.00	924.00
100 3500 52 5240	Verizon Smart Phones (FC, FM, AA, AC)	12.0000	100.00	1,200.00
Account <b>52 5240 - Telephone</b> Totals		Transactions	5	<u>\$5,020.00</u>
Account <b>52 5260 - Heat &amp; Power</b>				
100 3500 52 5260	Heat & Power Costs (Fire Stations 1, 2, & 3)	1.0000	60,000.00	60,000.00
Account <b>52 5260 - Heat &amp; Power</b> Totals		Transactions	1	<u>\$60,000.00</u>
Account <b>52 5270 - Water</b>				
100 3500 52 5270	Water usage (Fire Stations: 1, 2, & 3)	1.0000	4,582.00	4,582.00
Account <b>52 5270 - Water</b> Totals		Transactions	1	<u>\$4,582.00</u>
Account <b>52 5280 - Other Communication/Util</b>				
100 3500 52 5280	Sanitation/ Storm Water Fees	1.0000	1,100.00	1,100.00
Account <b>52 5280 - Other Communication/Util</b> Totals		Transactions	1	<u>\$1,100.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>				
100 3500 52 5700	Moody's Contract (Allocation Payments)	12.0000	1,211.00	14,532.00
100 3500 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00
100 3500 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
100 3500 52 5700	Vehicle Repairs (Outside Vendors)	1.0000	3,060.00	3,060.00
Account <b>52 5700 - R&amp;M - Vehicles</b> Totals		Transactions	4	<u>\$18,377.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
100 3500 52 5730	Civic Live	1.0000	606.00	606.00
100 3500 52 5730	Email Account Licenses	1.0000	976.00	976.00
100 3500 52 5730	Mimecast (Email)	1.0000	408.00	408.00
100 3500 52 5730	Quantum Workplace	1.0000	714.00	714.00
100 3500 52 5730	Tyler NW	1.0000	5,272.00	5,272.00
Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals		Transactions	5	<u>\$7,976.00</u>
Account <b>52 5740 - R&amp;M-Buildings</b>				
100 3500 52 5740	Facility Maintenance (Station 2 & Station 3)	1.0000	5,000.00	5,000.00
Account <b>52 5740 - R&amp;M-Buildings</b> Totals		Transactions	1	<u>\$5,000.00</u>
Account <b>52 5743 - R&amp;M Bldg-Fire</b>				
100 3500 52 5743	Building repairs & Maintenance (Station 1/Public Safety Complex)	1.0000	13,500.00	13,500.00
Account <b>52 5743 - R&amp;M Bldg-Fire</b> Totals		Transactions	1	<u>\$13,500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>3500 - FIRE ADMINISTRATION</b>			
Account	<b>52 6100 - Auto Insurance</b>			
100 3500 52 6100	Apex Auto Liability	1.0000	17,431.00	17,431.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>17,431.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 3500 52 6110	Apex Insurance Personnel	1.0000	6,253.00	6,253.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>6,253.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
100 3500 52 6130	Comcast Cable & Internet Services (Stations 1, 2, & 3)	12.0000	391.00	4,692.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	1	<u>4,692.00</u>
Account	<b>52 6210 - Dues</b>			
100 3500 52 6210	Black Chief Officers Committee	1.0000	120.00	120.00
100 3500 52 6210	GA Association of Fire Chiefs	2.0000	65.00	130.00
100 3500 52 6210	GA Fire Inspector Association	1.0000	25.00	25.00
100 3500 52 6210	GA Fire Investigator Association	2.0000	25.00	50.00
100 3500 52 6210	IAAP	2.0000	115.00	230.00
100 3500 52 6210	Int'l Association Bomb Techs & Investigators (Group)	1.0000	150.00	150.00
100 3500 52 6210	Int'l Association of Arson Investigators (Group)	1.0000	150.00	150.00
100 3500 52 6210	Int'l Association of Fire Chiefs	2.0000	25.00	50.00
100 3500 52 6210	Metro Atlanta Fire Chiefs Association	1.0000	150.00	150.00
100 3500 52 6210	Metro Fire Investigators Association	2.0000	20.00	40.00
100 3500 52 6210	National Fire Investigators Association	1.0000	50.00	50.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	11	<u>\$1,145.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
100 3500 52 6220	GA Criminal Codes (Annual)	1.0000	212.00	212.00
100 3500 52 6220	NFPA Codes (Annual)	1.0000	1,575.00	1,575.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	2	<u>1,787.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 3500 52 6560	Apex Insurance Workers Comp	1.0000	1,333.00	1,333.00
100 3500 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	163.00	163.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>1,496.00</u>
Account	<b>52 6600 - Claims Workers Comp.</b>			
100 3500 52 6600	Claims- Workers Comp	1.0000	1,000.00	1,000.00
	Account <b>52 6600 - Claims Workers Comp.</b> Totals	Transactions	1	<u>1,000.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 3500 52 7330	Copier lease fees, toner and paper	1.0000	3,000.00	3,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>3,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>3500 - FIRE ADMINISTRATION</b>			
Account	<b>53 5680 - Tires</b>			
100 3500 53 5680	Tires- Administrative Vehicles	1.0000	700.00	700.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>700.00</u>
				\$700.00
Account	<b>53 7020 - Janitorial Supplies</b>			
100 3500 53 7020	Disinfectants, cleaning supplies, solvents, paper supplies, soap	1.0000	2,000.00	2,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>2,000.00</u>
				\$2,000.00
	Department <b>3500 - FIRE ADMINISTRATION</b> Totals	Transactions	41	<u>\$155,059.00</u>
				\$155,059.00
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	41	<u>\$155,059.00</u>
				\$155,059.00
	<b>EXPENSES Totals</b>	<b>Transactions</b>	41	<u>\$155,059.00</u>
				\$155,059.00
	Grand Totals	Transactions	41	<u>\$155,059.00</u>
				\$155,059.00

EXHIBIT D  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2021-22

Department and Number: **Fire Administration 3500** Fund: **100**

Number of Positions Requested	0	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
Additional Positions – Full Time					
Additional Positions – Part Time					
Reclassified Positions:					
From:					
Justification (including assignment and responsibilities of position requested)					
See attached					
<b>Wages</b>					
Regular					
Overtime					
Medicare (1.45%)					
FICA (6.2%) part- time only					
Total (5210 Proposed New Personnel – Personnel Services)					-
<b>Fringe Benefits</b>					
Group Life and AD & D \$350 per year					
Health Insurance \$7,800 per position per year					
Pensions (18%)*					
Uniforms					
Total (5211 Proposed New Personnel – Benefits)					-
<b>Training and Education</b>					
Training					
Dues/ Memberships					
Other					
Total (5212 Proposed New Personnel – Training/ Education)					-
<b>Material and Supplies</b>					
Office Supplies					
Safety Clothing and Equipment					
Other					
Total (5213 Proposed New Personnel – Supplies)					-
<b>Capital Outlay (Needed if position is approved)</b>					
Furniture and Fixtures					
Office Machines and Equipment					
Other					
Total (5214 Proposed New Personnel – Capital Outlay)					-
<b>Vehicle (Additional Needed if Position Approved)</b>					
Vehicle Type and Cost					
Vehicle Service Costs					
Total (5215 New Personnel – Vehicles)					-
<b>Total</b>					-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>100</b>		Department and Number: <b>Fire Administration 3500</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2020-21 Maintenance Cost
_____ Van		_____	Actual FYE 2020-21 Operating Cost
_____ 1/2 ton Truck		_____	Estimated FYE 2021-22 Maintenance Cost
_____ 3/4 ton Truck		_____	Estimated FYE 2021-22 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2021-22		_____ Estimated Use During 2021-22	
_____ Estimated Operating Cost During 2021-22		_____ Estimated Operating Cost During 2021-22	

**EXHIBIT F-1**

City of College Park, Georgia  
Vehicle Inventory List

<b>Dept: Fire</b>							<b>Prior Year</b>	<b>Current Year</b>			<b>Surplus</b>
<b>Unit#</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Vin Number</b>	<b>Cost</b>	<b>D.O.P.</b>	<b>Mileage</b>	<b>Mileage</b>	<b>Hours</b>	<b>Tag #</b>	<b>Date</b>
25-G	2002	Ford	Crown	2FAP71W82X113688	\$ 20,899.00	8/31/2001	104,305	107,270	N/A	GV3910M	N/A
29-G	2006	Ford	F250-SD	1FTNX20516EC01913	\$ 19,382.00	11/22/2005	78,579	87,963	N/A	GV19231	N/A
30-G	2008	Ford	Crown	2FAHP71V89X108937	\$ 20,088.00	9/18/2008	101,576	111,213	N/A	GV6200M	N/A
33-G	2010	Ford	F250 4x2 Crew C	1FTSW2A57AEB25255	\$ 21,676.00	1/26/2010	77,871	98,871	N/A	GV6202M	N/A
35-G	2008	Ford	Crown	2FAHP71V78X139899	\$ 22,817.00	12/27/2007	113,000	126,036	N/A	GV19219	N/A
37-G	1999	Ford	Crown	2FAFP71W8XX232297	\$ 19,937.00	9/13/1999	91,729	92,032	N/A	GV6205M	N/A
44-G	2020	Ford	Explorer	1FM5K8AB9LGB67172	\$ 34,000.00	8/13/2019	N/A	7,559	N/A	GV6829N	N/A
2005-N/A	29ft.	2 level Fire Safety House		1F9BA29236S217628	\$ 29,967.00	10/1/2005	Grant funded	N/A	N/A	GV6207M	N/A

G= Gas

D= Diesel

AF= Alternative Fuel

N/A= Not Applicable or Required

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2021-22

Department: Fire Administration Department Number: 3500

Account Number	Description/Justification	Suggested Funding Source	2022-23	2023-24	2024-25	2025-26
		N/A				
Totals			\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-2022

Department: Fire Administration

Fund: 100

Division:

Department Number: 3500

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade-In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**  
Fire Administration

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**  
10-15 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## **EXHIBIT I- BUDGET PERFORMANCE**

### **Fire Department**

#### **Program Description:**

The purpose of the Fire Department is to reduce the incidence and severity of emergencies. In addition, to provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of three (3) primary service areas: Administration that includes: (Fire Marshal/Risk Management and the Training Division), Fire Suppression 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 our residents, businesses and visitors. Risk assessment, Emergency management preparedness, and mitigation are primary issues challenging today's fire and emergency service departments. Timely and effective emergency response cannot be achieved without adequate planning and preparedness. Last year, when COVID-19 pandemic struck, the fire service had to change the way we respond to calls and protect ourselves.

#### **Program Broad Goals**

##### Office of the Fire Chief/Administration

##### Goals:

1. Revise our Emergency Response Plan for Fire/EMS Operations. Continue to provide a timely and efficient emergency response, with safety as a first priority by keeping all members of our department safe from COVID-19.
2. Filled the position of the Emergency Manager Coordinator, so the city would be better prepared to handle disasters when they occur. Develop a new College Park Emergency Operations plan and guidelines.
3. Improve the department's staffing shortages by creating a Part-Time firefighter program that will fill the department vacancies at a minimum cost.
4. Improve the fire dispatch information from the CAD to our vehicle tablets and laptops. This will allow members of the department to conduct their reports on the scene.

## **Objectives:**

1. Identify the responsibility of the Emergency Manager Coordinator and provide support as needed. Collaborate with the other departments in the city to receive buy in, to support the EMC.
2. Issued tablets to all fire department officers to help improve our communications between divisions in the department.
3. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
4. Increase the fire department staffing that will allow us to become compliant with the National Fire Protection Agency 1710 (NFPA) standards when responding to structure fires.

## **Performance Measures**

1. Develop mutual aid and automatic aid agreements with the surrounding municipalities. We should have this completed by August of 2021.
2. Maintain accurate data that captures the time of call and time of dispatch for every incident 90% of the time.
3. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department.
4. Train 80% of the city employees in CPR. Completed by December 2021.
5. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events.
6. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2021.
7. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by December 2021.

## **Fire Suppression**

### **Goal**

1. All companies will have the minimum number of personnel assigned to initiate the critical tasks that are outlined in the City of College Parks Standards of Response.

### **Objectives**

1. Comply with the validated the Standards of Response.

### **Performance Measures**

1. All structural firefighting operations will have a minimum of 22 personnel on scene 100% of the time.

2. Provide training and equipment to ensure all major hazardous materials events will have a minimum of 12 appropriately trained personnel on scene 100% of the time.
3. All EMS incidents will have a minimum of 2 personnel on scene 100% of the time.
4. Explore the cost impact and evaluate the efficacy of the following for potential submission in future budgets: increase the minimum number of on-duty firefighters per shift (work towards NFPA 1710 standards).

**Emergency Medical Services (EMS)**

**Goals**

Improve emergency medical services in our community by providing a higher level of staff training and education opportunities for paramedics and Emergency Medical Technicians via virtual sources. Establish and implement more community- based programs to enhance health awareness and prevention measures.

- Increase health awareness in the community in the wake of the COVID19 pandemic
- Implement Community Para-medicine Program
- Implement an AED awareness program
- Continue employee CPR/AED training program via virtual sources
- Increase Operational involvement in departmental programs

**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 and College Park Fire Rescue Operating Standards.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park via virtual sources
3. Promote community involvement by promoting the Pulse Point program.
4. Provide timely emergency medical and rescue services.

**Prior Year Highlights**

**THREE YEAR HISTORY OF TRAINING HOURS**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>EMS*</b>	2813	3612	2708

*\*EMS training hour fluctuations were caused by the CORONAVIRUS PANDEMIC.*

## THREE YEAR HISTORY OF TRAINING HOURS

Year	2018	2019	2020
Fire Training	9216 hours	11,125 hours	6204 hours

*\*Fire training hour fluctuations were caused by the CORONAVIRUS PANDEMIC*

### Training and Support Services

#### **Goal:**

1. Assure all member certifications are maintained
2. Increase Strategy and Tactics Training to include a 3<sup>rd</sup> station.
3. Increase participation in outside training opportunities
4. Increase the number of Driver Operators
5. Increase the number of NPQ Evaluator's
6. Officer Development.
7. Increase applicants and work on a plan for retention
8. Increase Pre-Fire Plan training
9. Develop virtual training and accountability programs to ensure employees are appropriately trained to safely meet applicable requirements.

#### **Program Objectives:**

1. Ensure 100% of fire department members are trained to a level commensurate with their rank and position
2. Strive to minimize fire ground injuries
3. Improve health and wellness and fitness for all employees
4. Accountability at all levels
5. Find ways to minimize exposure to hazardous carcinogens

#### **Performance Measures:**

1. Quarterly written test for basic FF skills
2. Driver Operator quarterly refresher written and practical testing.
3. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
4. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted time while on duty to participate in physical fitness activity one hour per shift.
5. Minimum standard testing of hose deployments/water supply operations and basic FF skills on an obstacle course

### Program/Service Output:

## **CPFR THREE YEAR CALL HISTORY**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Fire Calls</b>	1432	1467	1489
<b>EMS Calls</b>	6128	6309	6715
<b>Total Calls</b>	7560	7776	8204

### **Fire Marshal/Community Risk Reduction**

#### **Goal:**

Our goal is to streamline the process for individuals or companies wishing to establish businesses in the city. This process will also require coordination and cooperation with the city Inspections Department. The new business will have the ability to schedule certain inspections online, submit plans for approval, and make payments via an electronic means. The goal of the division is an efficient, while safe start-up, that makes them happy they chose College Park as the location for their business.

#### **Objectives:**

1. Virtual inspections will be an option for many of our lower hazard, lower occupancy businesses. Inspections will be possible using platforms like Zoom, GoToMeetings, and even Facetime. This will not only be more efficient, but safer for everyone. Certain virtual inspections can be conducted by members assigned to Fire & EMS Operations.
2. Documentation of reports, inspections, plan review and other correspondence to be electronic, and available to other city departments.
3. Work with other departments to research guidelines and establish an account/method for tracking money generated by the fire department.
4. Grow our Car Safety Seat Program and establish safe and efficient guidelines for citizens to make a request and have a car seat installed.
5. Fire, Police, and Code Enforcement will develop a program that requires apartment residences be maintained to the highest possible standard. This program will inform residents of the lessor's responsibility to them, as the lessee. With this knowledge, and multiple ways to contact city leaders should this be violated, decreasing the chances of apartment fires.
6. Research and develop fire safety programs that are both in person, as well as virtual. During a time that more children are home alone...fire safety educators must find a way to continue to instill safety in our kids

#### **Performance Measures:**

1. Work with appropriate College Park departments to streamline our inspection process and increase or proficiency by using new technology.

2. Offering fire safety education classes to citizens in various methods to increase participation. Classes will be offered by traditional methods, as well as being available through video.
3. Convert all fire marshal functions from paper files and documents, to digital form.
4. Increase the database of occupancy fire safety compliance records through an online document management system. All target hazards will report compliance of the buildings fire safety systems.

**Program/Service Output:**

**FIRE AND LIFE SAFETY ACTIVITIES**

<b>Investigations &amp; Inspections 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Investigations (Fire &amp; Code Enforcement)</b>	97	126	68
<b>Inspections (New &amp; Existing Structures)</b>	613	605	318

<b>Plan Reviews 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>New Construction, ADA Life Safety Codes, etc.</b>	220	225	312

<b>Public Education /Fire Safety Education 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Community Presentations, Schools, Fire Prevention Week</b>	47	68	22

<b>Arrests 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Arrests (charges) resulting from arson fires, code violations</b>	14	12	2

**Prior Year Highlights**

**Fire Suppression**

Implemented new virtual training platform (Fire Rescue One Academy)  
 Strategies and Tactics for Initial Company Officers NFA Class  
 Completed Driver Operator II (Aerial Operator Class) (4 new Truck Drivers)  
 Administered the Driver Operator I x 2 training, (4 new Engine Drivers)

**Emergency Medical Services**

All members in Fire Operations division completed an Emergency Vehicle Operations Course  
2 Firefighters completed training and obtained Paramedic certifications  
4 Members certified in Advanced EMT  
Implemented new virtual training platform (Fire Rescue One Academy)

### **Administration**

COVID19 Testing site activated

Started a Car Seat program, the department distributes and install car new born and infant car seats.

All Fire Stations Are Safe Havens for mothers who are not able to care for their new born babies. (They can drop their newborns off at the stations) with no questions asked.

Signed Mutual Aid Agreement with the City of Atlanta

Signed Mutual Aid Agreement with the South Fulton Cities

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **100**

Department and Number: **Fire Administration / 3500**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

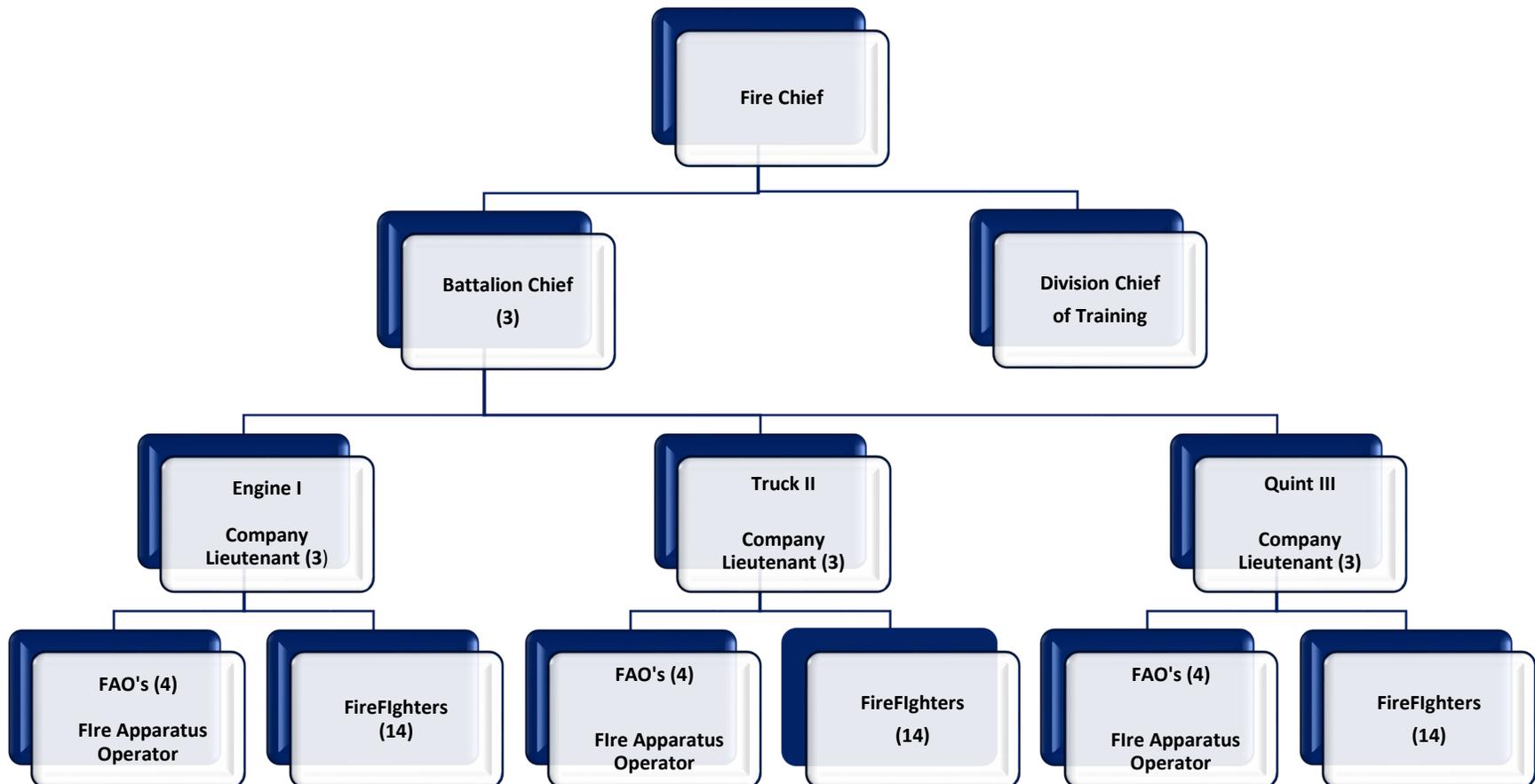
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# FIRE SUPPRESSION

# Fire Suppression Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET**

Fund: 100

Department and Number: Fire Suppression 3520

	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Battalion Chief	3	3	3	3	3
Division Chief of Fire Training	1	1	1	1	1
Lieutenant	9	9	9	9	9
FAO	12	12	12	12	12
Firefighter	42	42	42	42	42
<b>Total Personnel:</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>67</b>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>3520 - Fire Suppression</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	3,211,951.14	3,418,381.00	2,096,131.37	61	3,249,561.00	3,249,561.00	(5)
51 5017	Salary/EMS Incentive Pay	58,625.67	77,000.00	46,375.53	60	77,000.00	77,000.00	
51 5020	Salary/Overtime	151,627.21	200,000.00	197,261.21	99	140,000.00	140,000.00	(30)
51 5040	Shared Utility Payments	10,955.12	19,200.00	8,176.90	43	19,200.00	19,200.00	
51 5060	Salary-Holiday Pay	74,368.20	80,000.00	41,104.40	51	80,000.00	80,000.00	
51 5080	Salary/Pay Compression	.00	.00	.00		134,147.00	157,732.00	
51 5190	Medicare	45,273.54	47,163.00	30,456.60	65	46,829.00	46,829.00	(1)
<i>Personnel Services Totals</i>		<b>\$3,552,800.88</b>	<b>\$3,841,744.00</b>	<b>\$2,419,506.01</b>	<b>63%</b>	<b>\$3,746,737.00</b>	<b>\$3,770,322.00</b>	<b>(2%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	703,496.46	654,724.00	502,991.81	77	662,383.00	662,383.00	1
51 5161	Life Insurance	5,553.33	5,647.00	3,833.05	68	5,647.00	5,647.00	
51 5163	ST Disability Insurance	6,016.78	9,564.00	4,211.66	44	9,564.00	9,564.00	
51 5164	LT Disability Insurance	4,806.69	8,427.00	3,370.99	40	8,427.00	8,427.00	
51 5165	Health Insurance	662,648.50	604,690.00	454,997.12	75	608,528.00	608,528.00	1
51 5166	Dental Insurance	15,740.06	16,257.00	11,221.07	69	16,257.00	16,257.00	
51 5180	Uniforms	45,579.17	47,000.00	34,430.77	73	47,000.00	47,000.00	
<i>Employee Benefits Totals</i>		<b>\$1,443,840.99</b>	<b>\$1,346,309.00</b>	<b>\$1,015,056.47</b>	<b>75%</b>	<b>\$1,357,806.00</b>	<b>\$1,357,806.00</b>	<b>1%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	64,129.83	60,696.00	40,046.91	66	77,327.00	76,227.00	26
52 5260	Heat & Power	310.78	4,800.00	298.89	6	4,800.00	4,800.00	
52 5270	Water	1,294.96	1,200.00	1,090.43	91	1,200.00	1,200.00	
52 5280	Other Communication/Util	1,300.84	2,000.00	1,006.11	50	2,000.00	2,000.00	
<i>Communications &amp; Util. Totals</i>		<b>\$67,036.41</b>	<b>\$68,696.00</b>	<b>\$42,442.34</b>	<b>62%</b>	<b>\$85,327.00</b>	<b>\$84,227.00</b>	<b>23%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	82,972.70	81,532.00	60,558.41	74	87,317.00	87,317.00	7
52 5710	R&M Furn. & Equip.	9,697.22	4,000.00	3,681.14	92	4,000.00	.00	(100)
52 5720	R&M Communication Equip	20,251.11	7,225.00	10,475.00	145	15,225.00	15,225.00	111
52 5730	R&M - D/P Equipment	4,188.71	18,025.00	12,874.85	71	15,673.00	15,673.00	(13)
52 5780	Grounds	708.00	2,326.00	971.15	42	2,326.00	2,326.00	
53 5680	Tires	7,676.42	8,000.00	3,653.12	46	8,000.00	8,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$125,494.16</b>	<b>\$121,108.00</b>	<b>\$92,213.67</b>	<b>76%</b>	<b>\$132,541.00</b>	<b>\$128,541.00</b>	<b>6%</b>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>3520 - Fire Suppression</b>								
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	.00	.00	62.00		.00	.00	
<i>Building Maintenance Totals</i>		\$0.00	\$0.00	\$62.00	+++	\$0.00	\$0.00	+++
<i>Training &amp; Education</i>								
52 6200	Training	8,740.06	5,000.00	3,750.00	75	5,000.00	.00	(100)
52 6210	Dues	775.00	1,000.00	.00		1,000.00	.00	(100)
52 6220	Subscription/Publications	1,169.07	2,500.00	.00		2,500.00	.00	(100)
52 6230	Conventions/Meetings	740.00	.00	.00		3,800.00	.00	
<i>Training &amp; Education Totals</i>		\$11,424.13	\$8,500.00	\$3,750.00	44%	\$12,300.00	\$0.00	(100%)
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	.00	100.00	.00		.00	.00	(100)
52 6100	Auto Insurance	12,372.58	9,598.00	15,217.77	159	17,431.00	17,431.00	82
52 6110	Other Insurance	72,830.46	71,025.00	78,341.17	110	83,791.00	83,791.00	18
52 6130	Miscellaneous Services	18,947.81	5,800.00	5,171.13	89	5,800.00	5,800.00	
52 6170	Contractual Services	507.02	17,690.00	10,516.18	59	17,690.00	17,690.00	
52 6560	Workers Comp/Administrati	14,579.10	18,269.00	15,595.24	85	20,053.00	20,053.00	10
52 6600	Claims Workers Comp.	27,655.68	25,000.00	6,135.33	25	25,000.00	25,000.00	
<i>Other Services &amp; Charges Totals</i>		\$146,892.65	\$147,482.00	\$130,976.82	89%	\$169,765.00	\$169,765.00	15%
<i>Materials &amp; Supplies</i>								
52 7300	Postage	67.63	800.00	.00		800.00	800.00	
52 7320	Stationery & Printing	767.85	800.00	56.03	7	800.00	.00	(100)
52 7330	Copy Expense	1,146.21	2,000.00	360.43	18	2,000.00	2,000.00	
53 7000	Gas & Oil	30,244.89	40,100.00	11,731.11	29	40,100.00	40,100.00	
53 7010	Tools/Shop Supplies	8,361.20	5,000.00	2,246.98	45	5,000.00	2,500.00	(50)
53 7020	Janitorial Supplies	8,790.84	8,000.00	5,949.86	74	8,000.00	4,000.00	(50)
53 7050	Medical Services/Supplies	7,645.00	2,000.00	972.59	49	2,000.00	2,000.00	
53 7070	Firefighting Supplies	7,406.24	8,000.00	3,125.00	39	8,000.00	8,000.00	
53 7100	Lubricants & Chemicals	5,984.95	5,000.00	1,799.86	36	5,000.00	5,000.00	
53 7110	Safety Supplies	4,997.59	3,000.00	576.75	19	3,000.00	1,500.00	(50)
53 7121	Computer Hardware	1,636.75	1,500.00	.00		1,500.00	.00	(100)
53 7130	Rescue Supplies	5,378.31	5,000.00	2,585.57	52	5,000.00	2,500.00	(50)
53 7150	Other Operating Supplies	3,517.38	3,000.00	639.48	21	3,000.00	.00	(100)



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 100 - GENERAL FUND								
<b>EXPENSE</b>								
Department 3520 - Fire Suppression								
Materials & Supplies								
53 7161	Protective Clothing	38,458.35	30,000.00	21,783.00	73	30,000.00	30,000.00	
53 7310	Office Supplies	1,972.37	3,000.00	1,992.53	66	3,000.00	1,500.00	(50)
53 7360	Other Admin. Supplies	.00	.00	379.94		.00	.00	
53 7400	Emergency/Pandemic Expense	12,135.72	5,620.00	9,105.63	162	.00	.00	(100)
<i>Materials &amp; Supplies Totals</i>		<b>\$138,511.28</b>	<b>\$122,820.00</b>	<b>\$63,304.76</b>	<b>52%</b>	<b>\$117,200.00</b>	<b>\$99,900.00</b>	<b>(19%)</b>
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	1,882.01	2,000.00	1,331.51	67	2,000.00	1,000.00	(50)
<i>Cost Of Sales Totals</i>		<b>\$1,882.01</b>	<b>\$2,000.00</b>	<b>\$1,331.51</b>	<b>67%</b>	<b>\$2,000.00</b>	<b>\$1,000.00</b>	<b>(50%)</b>
<i>Capital Outlay</i>								
54 7580	Vehicles - New	650,000.00	.00	.00		.00	.00	
54 7630	Other Equipment - New	106,001.89	.00	.00		.00	.00	
<i>Capital Outlay Totals</i>		<b>\$756,001.89</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Debt Service</i>								
58 1200	CAPITAL LEASE PRINCIPAL	276,035.86	284,289.00	284,288.93	100	292,790.00	292,790.00	3
58 2200	CAPITAL LEASE INTEREST	39,017.43	30,765.00	30,764.36	100	22,263.00	22,263.00	(28)
<i>Debt Service Totals</i>		<b>\$315,053.29</b>	<b>\$315,054.00</b>	<b>\$315,053.29</b>	<b>100%</b>	<b>\$315,053.00</b>	<b>\$315,053.00</b>	<b>0%</b>
Department 3520 - Fire Suppression Totals		<b>\$6,558,937.69</b>	<b>\$5,973,713.00</b>	<b>\$4,083,696.87</b>	<b>68%</b>	<b>\$5,938,729.00</b>	<b>\$5,926,614.00</b>	<b>(1%)</b>
<b>EXPENSE TOTALS</b>		<b>\$6,558,937.69</b>	<b>\$5,973,713.00</b>	<b>\$4,083,696.87</b>	<b>68%</b>	<b>\$5,938,729.00</b>	<b>\$5,926,614.00</b>	<b>(1%)</b>
Fund 100 - GENERAL FUND Totals								
<b>EXPENSE TOTALS</b>		<b>\$6,558,937.69</b>	<b>\$5,973,713.00</b>	<b>\$4,083,696.87</b>	<b>68%</b>	<b>\$5,938,729.00</b>	<b>\$5,926,614.00</b>	<b>(1%)</b>
Fund 100 - GENERAL FUND Totals		<b>(\$6,558,937.69)</b>	<b>(\$5,973,713.00)</b>	<b>(\$4,083,696.87)</b>	<b>68%</b>	<b>(\$5,938,729.00)</b>	<b>(\$5,926,614.00)</b>	<b>(1%)</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$6,558,937.69</b>	<b>\$5,973,713.00</b>	<b>\$4,083,696.87</b>	<b>68%</b>	<b>\$5,938,729.00</b>	<b>\$5,926,614.00</b>	<b>(1%)</b>
Net Grand Totals		<b>(\$6,558,937.69)</b>	<b>(\$5,973,713.00)</b>	<b>(\$4,083,696.87)</b>	<b>68%</b>	<b>(\$5,938,729.00)</b>	<b>(\$5,926,614.00)</b>	<b>(1%)</b>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund <b>100 - GENERAL FUND</b>					
Department <b>3520 - Fire Suppression</b>					
Account <b>52 5240 - Telephone</b>					
100 3520 52 5240	10MG Computer Line (Station 3)	12.0000	900.00	10,800.00	
100 3520 52 5240	Air cards (Annual)	5.0000	500.00	2,500.00	
100 3520 52 5240	AT&T (911/Elevator Line)	1.0000	2,508.00	2,508.00	
100 3520 52 5240	AT&T Fire Station#2 (Monthly)	12.0000	82.00	984.00	
100 3520 52 5240	Cisco Phone Upgrade	3.0000	357.00	1,071.00	
100 3520 52 5240	Comcast	12.0000	262.00	3,144.00	
100 3520 52 5240	ImageTrend (Software & support) Annual	1.0000	11,000.00	11,000.00	
100 3520 52 5240	iPad (EMS Chief)	1.0000	300.00	300.00	
100 3520 52 5240	iPhone ( Logistics Officer)	1.0000	700.00	700.00	
100 3520 52 5240	iPhones (Battalion Chiefs- Shifts A, B & C)	3.0000	700.00	2,100.00	
100 3520 52 5240	iPhones (Division Training Chiefs -EMS & Fire)	2.0000	700.00	1,400.00	
100 3520 52 5240	IT Comcast back-up Internet server	12.0000	148.00	1,776.00	
100 3520 52 5240	Verizon (Hotspot-MiFi devices)	3.0000	500.00	1,500.00	
100 3520 52 5240	Verizon Broadband (Suppression Tablets)	12.0000	266.00	3,192.00	
100 3520 52 5240	Verizon- Phone	12.0000	954.00	11,448.00	
100 3520 52 5240	Windstream (Telephone Service -Stations 1, 2 &3)	12.0000	1,817.00	21,804.00	
		Account <b>52 5240 - Telephone</b> Totals	Transactions	16	<u>\$76,227.00</u>
Account <b>52 5260 - Heat &amp; Power</b>					
100 3520 52 5260	Utility fees (Retirees)	1.0000	4,800.00	4,800.00	
		Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>\$4,800.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>					
100 3520 52 5700	Moody's Allocation	12.0000	1,211.00	14,532.00	
100 3520 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00	
100 3520 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00	
100 3520 52 5700	Vehicle Repair Costs (Outside Vendors)	1.0000	72,000.00	72,000.00	
		Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	4	<u>\$87,317.00</u>
Account <b>52 5720 - R&amp;M Communication Equip</b>					
100 3520 52 5720	Emergency Warning System	1.0000	3,225.00	3,225.00	
100 3520 52 5720	Equipment installs/updates & repairs	1.0000	4,000.00	4,000.00	
100 3520 52 5720	Pulse Point Software/Support (Annual)	1.0000	8,000.00	8,000.00	
		Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	3	<u>\$15,225.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>					
100 3520 52 5730	NWS license fees	1.0000	2,239.00	2,239.00	
100 3520 52 5730	Email licenses	1.0000	10,211.00	10,211.00	
100 3520 52 5730	Mimecast (Email)	1.0000	3,223.00	3,223.00	
		Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>\$15,673.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>3520 - Fire Suppression</b>				
Account <b>52 5780 - Grounds</b>				
100 3520 52 5780	Pest Control Services (Stations 1, 2, & 3)	1.0000	1,500.00	1,500.00
100 3520 52 5780	Trugreen (Lawn service- Fire Station 3)	7.0000	118.00	826.00
Account <b>52 5780 - Grounds</b> Totals		Transactions	2	<u>\$2,326.00</u>
Account <b>52 6100 - Auto Insurance</b>				
100 3520 52 6100	Apex Auto Liability	1.0000	17,431.00	17,431.00
Account <b>52 6100 - Auto Insurance</b> Totals		Transactions	1	<u>\$17,431.00</u>
Account <b>52 6110 - Other Insurance</b>				
100 3520 52 6110	Apex Insurance Personnel	1.0000	83,791.00	83,791.00
Account <b>52 6110 - Other Insurance</b> Totals		Transactions	1	<u>\$83,791.00</u>
Account <b>52 6130 - Miscellaneous Services</b>				
100 3520 52 6130	Hayes Coffee Service	12.0000	150.00	1,800.00
100 3520 52 6130	Hydrotesting (50 Bottles) Annually	1.0000	2,300.00	2,300.00
100 3520 52 6130	SCBA Repairs (Annual)	1.0000	1,700.00	1,700.00
Account <b>52 6130 - Miscellaneous Services</b> Totals		Transactions	3	<u>\$5,800.00</u>
Account <b>52 6170 - Contractual Services</b>				
100 3520 52 6170	Image Trend Cloud Maint. Fee (Annual)	1.0000	10,390.00	10,390.00
100 3520 52 6170	OSSI/CAD maint. fee (Annual)	1.0000	4,500.00	4,500.00
100 3520 52 6170	Westnet Station Paging System (Annual)	1.0000	1,200.00	1,200.00
100 3520 52 6170	Westnet/OSSI Sungard Maint. support fees (Annual)	1.0000	1,600.00	1,600.00
Account <b>52 6170 - Contractual Services</b> Totals		Transactions	4	<u>\$17,690.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>				
100 3520 52 6560	Apex Insurance Workers Comp	1.0000	17,864.00	17,864.00
100 3520 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	2,189.00	2,189.00
Account <b>52 6560 - Workers Comp/Administrati</b> Totals		Transactions	2	<u>\$20,053.00</u>
Account <b>52 6600 - Claims Workers Comp.</b>				
100 3520 52 6600	Workers Comp (Claims)	1.0000	25,000.00	25,000.00
Account <b>52 6600 - Claims Workers Comp.</b> Totals		Transactions	1	<u>\$25,000.00</u>
Account <b>52 7300 - Postage</b>				
100 3520 52 7300	UPS/FedEx fees, mailing, shipping and postage fees	1.0000	800.00	800.00
Account <b>52 7300 - Postage</b> Totals		Transactions	1	<u>\$800.00</u>
Account <b>52 7330 - Copy Expense</b>				
100 3520 52 7330	Copier lease fees, paper & toner	1.0000	2,000.00	2,000.00
Account <b>52 7330 - Copy Expense</b> Totals		Transactions	1	<u>\$2,000.00</u>
Account <b>53 5680 - Tires</b>				
100 3520 53 5680	Tires- Suppression Apparatus and vehicles	1.0000	8,000.00	8,000.00
Account <b>53 5680 - Tires</b> Totals		Transactions	1	<u>\$8,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>3520 - Fire Suppression</b>				
Account <b>53 7000 - Gas &amp; Oil</b>				
100 3520 53 7000	Fuel and Oil costs (All Fire Units)	1.0000	40,100.00	40,100.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$40,100.00</u>
Account <b>53 7010 - Tools/Shop Supplies</b>				
100 3520 53 7010	Saws, blades, small hand tools, keys, etc.	1.0000	2,500.00	2,500.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account <b>53 7020 - Janitorial Supplies</b>				
100 3520 53 7020	Cleaning supplies, disinfectants, towels, etc (Stations 1,2 &3)	1.0000	4,000.00	4,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>\$4,000.00</u>
Account <b>53 7030 - Food &amp; Dietary Supplies</b>				
100 3520 53 7030	Extended Fire Scene Meals, Citizen's Academy	1.0000	1,000.00	1,000.00
	Account <b>53 7030 - Food &amp; Dietary Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account <b>53 7050 - Medical Services/Supplies</b>				
100 3520 53 7050	Drug screens & physicals	1.0000	2,000.00	2,000.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account <b>53 7070 - Firefighting Supplies</b>				
100 3520 53 7070	Hose, nozzles, pike poles, axes, clamps, fans	1.0000	8,000.00	8,000.00
	Account <b>53 7070 - Firefighting Supplies</b> Totals	Transactions	1	<u>\$8,000.00</u>
Account <b>53 7100 - Lubricants &amp; Chemicals</b>				
100 3520 53 7100	Foam, truck wash, hydrant grease & paint, DEF fuel	1.0000	5,000.00	5,000.00
	Account <b>53 7100 - Lubricants &amp; Chemicals</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account <b>53 7110 - Safety Supplies</b>				
100 3520 53 7110	Tarps, lanterns, ropes, safety cones	1.0000	1,500.00	1,500.00
	Account <b>53 7110 - Safety Supplies</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account <b>53 7130 - Rescue Supplies</b>				
100 3520 53 7130	Axes, tools, pike poles, salvage covers	1.0000	2,500.00	2,500.00
	Account <b>53 7130 - Rescue Supplies</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account <b>53 7161 - Protective Clothing</b>				
100 3520 53 7161	Turn-out gear, helmets, boots and gloves	1.0000	30,000.00	30,000.00
	Account <b>53 7161 - Protective Clothing</b> Totals	Transactions	1	<u>\$30,000.00</u>
Account <b>53 7310 - Office Supplies</b>				
100 3520 53 7310	Binders, legal pads, pens, clips & general office supplies	1.0000	1,500.00	1,500.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$1,500.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>3520 - Fire Suppression</b>				
Account <b>58 1200 - CAPITAL LEASE PRINCIPAL</b>				
100 3520 58 1200	Fire Truck Leases	1.0000	292,790.00	292,790.00
	Account <b>58 1200 - CAPITAL LEASE PRINCIPAL</b> Totals	Transactions	1	<u>292,790.00</u>
	Account <b>58 2200 - CAPITAL LEASE INTEREST</b>			
100 3520 58 2200	Fire Truck Leases	1.0000	22,263.00	22,263.00
	Account <b>58 2200 - CAPITAL LEASE INTEREST</b> Totals	Transactions	1	<u>22,263.00</u>
	Department <b>3520 - Fire Suppression</b> Totals	Transactions	57	<u>\$795,286.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	57	<u>\$795,286.00</u>
	<b>EXPENSES</b> Totals	Transactions	57	<u>\$795,286.00</u>
	Grand Totals	Transactions	57	<u>\$795,286.00</u>

EXHIBIT D  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2021-22

Department and  
Number: **Fire Suppression 3520** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions: From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	<b>Total</b>			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>100</b>		Department and Number: <b>Fire Suppression 3520</b>	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2020-21 Maintenance Cost <hr/> Actual FYE 2020-21 Operating Cost <hr/> Estimated FYE 2021-22 Maintenance Cost <hr/> Estimated FYE 2021-22 Operating Cost <hr/>	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2021-22 <hr/> Estimated Operating Cost During 2021-22 <hr/>		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2021-22 <hr/> Estimated Operating Cost During 2021-22 <hr/>	

**EXHIBIT F-1**

City of College Park, Georgia  
Vehicle Inventory List

**Dept: Fire**

<b>Unit#</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Vin Number</b>	<b>Cost</b>	<b>D.O.P.</b>	<b>Prior Year Mileage</b>	<b>Current Year Mileage</b>	<b>Hours</b>	<b>Tag #</b>	<b>Surplus Date</b>
20-D	2008	Pierce	Arrow XT-Aerial	4P1CA01H28A008130	\$ 675,195.00	6/13/2008	68,301	70,471	7,702	GV3908M	N/A
23-D	2001	Pierce	Dash 2000	4PICT02S91A001525	\$ 309,002.00	6/11/2001	85,672	86,427	8,582	GV3909M	N/A
27-D	1999	Pierce	Quantum	4PICTO2S0YA000072	\$ 249,991.00	10/1/1999	117,206	147,517	6,195	GV3911M	N/A
28-G	1988	GMC	1500	1GTFC24H2JZ541447	\$ 9,015.00	4/7/1988	79,502	79,552	N/A	GV3912M	N/A
31-D	2009	Pierce	Arrow XT-Engine	4P1CA01HX9A009768	\$ 499,556.83	10/30/2008	69,444	76,202	8,734	GV6304M	N/A
34-D	2008	Chev	5500	1GBE5C1928F412021	\$ 200,378.00	7/18/2008	8,569	8,678	937	GV6203M	N/A
41-G	2016	Ford	Expedition	1FMJU1FT9GEF38009	\$ 28,172.00	4/16/2016	48,207	63,481	N/A	GV2625L	N/A
42-D	2018	Pierce	Enforcer (Quint)	4P1BCAFF9JA019120	\$ 860,744.00	7/24/2018	14375	22938	2062	GV9927L	N/A
43-D	2019	Pierce	Enforcer	4P1BAAFF4KA020649	\$650,000.00	7/24/2019	2913	7544	979	GV9707M	N/A

G= Gas

D= Diesel

AF= Alternative Fuel

N/A= Not Applicable or Required

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2021-22

Department: Fire Suppression

Department Number: 3520

Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-2022

Department: Fire Suppression

Fund: 100

Division:

Department Number: 3520

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade-In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## **EXHIBIT I- BUDGET PERFORMANCE**

### **Fire Department**

#### **Program Description:**

The purpose of the Fire Department is to reduce the incidence and severity of emergencies. In addition, to provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of three (3) primary service areas: Administration that includes: (Fire Marshal/Risk Management and the Training Division), Fire Suppression 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 our residents, businesses and visitors. Risk assessment, Emergency management preparedness, and mitigation are primary issues challenging today's fire and emergency service departments. Timely and effective emergency response cannot be achieved without adequate planning and preparedness. Last year, when COVID-19 pandemic struck, the fire service had to change the way we respond to calls and protect ourselves.

#### **Program Broad Goals**

##### Office of the Fire Chief/Administration

##### Goals:

1. Revise our Emergency Response Plan for Fire/EMS Operations. Continue to provide a timely and efficient emergency response, with safety as a first priority by keeping all members of our department safe from COVID-19.
2. Filled the position of the Emergency Manager Coordinator, so the city would be better prepared to handle disasters when they occur. Develop a new College Park Emergency Operations plan and guidelines.
3. Improve the department's staffing shortages by creating a Part-Time firefighter program that will fill the department vacancies at a minimum cost.
4. Improve the fire dispatch information from the CAD to our vehicle tablets and laptops. This will allow members of the department to conduct their reports on the scene.

## **Objectives:**

1. Identify the responsibility of the Emergency Manager Coordinator and provide support as needed. Collaborate with the other departments in the city to receive buy in, to support the EMC.
2. Issued tablets to all fire department officers to help improve our communications between divisions in the department.
3. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
4. Increase the fire department staffing that will allow us to become compliant with the National Fire Protection Agency 1710 (NFPA) standards when responding to structure fires.

## **Performance Measures**

1. Develop mutual aid and automatic aid agreements with the surrounding municipalities. We should have this completed by August of 2021.
2. Maintain accurate data that captures the time of call and time of dispatch for every incident 90% of the time.
3. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department.
4. Train 80% of the city employees in CPR. Completed by December 2021.
5. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events.
6. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2021.
7. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by December 2021.

## **Fire Suppression**

### **Goal**

1. All companies will have the minimum number of personnel assigned to initiate the critical tasks that are outlined in the City of College Parks Standards of Response.

### **Objectives**

1. Comply with the validated the Standards of Response.

### **Performance Measures**

1. All structural firefighting operations will have a minimum of 22 personnel on scene 100% of the time.

2. Provide training and equipment to ensure all major hazardous materials events will have a minimum of 12 appropriately trained personnel on scene 100% of the time.
3. All EMS incidents will have a minimum of 2 personnel on scene 100% of the time.
4. Explore the cost impact and evaluate the efficacy of the following for potential submission in future budgets: increase the minimum number of on-duty firefighters per shift (work towards NFPA 1710 standards).

**Emergency Medical Services (EMS)**

**Goals**

Improve emergency medical services in our community by providing a higher level of staff training and education opportunities for paramedics and Emergency Medical Technicians via virtual sources. Establish and implement more community- based programs to enhance health awareness and prevention measures.

- Increase health awareness in the community in the wake of the COVID19 pandemic
- Implement Community Para-medicine Program
- Implement an AED awareness program
- Continue employee CPR/AED training program via virtual sources
- Increase Operational involvement in departmental programs

**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 and College Park Fire Rescue Operating Standards.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park via virtual sources
3. Promote community involvement by promoting the Pulse Point program.
4. Provide timely emergency medical and rescue services.

**Prior Year Highlights**

**THREE YEAR HISTORY OF TRAINING HOURS**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>EMS*</b>	2813	3612	2708

*\*EMS training hour fluctuations were caused by the CORONAVIRUS PANDEMIC.*

## THREE YEAR HISTORY OF TRAINING HOURS

Year	2018	2019	2020
Fire Training	9216 hours	11,125 hours	6204 hours

*\*Fire training hour fluctuations were caused by the CORONAVIRUS PANDEMIC*

### Training and Support Services

#### **Goal:**

1. Assure all member certifications are maintained
2. Increase Strategy and Tactics Training to include a 3<sup>rd</sup> station.
3. Increase participation in outside training opportunities
4. Increase the number of Driver Operators
5. Increase the number of NPQ Evaluator's
6. Officer Development.
7. Increase applicants and work on a plan for retention
8. Increase Pre-Fire Plan training
9. Develop virtual training and accountability programs to ensure employees are appropriately trained to safely meet applicable requirements.

#### **Program Objectives:**

1. Ensure 100% of fire department members are trained to a level commensurate with their rank and position
2. Strive to minimize fire ground injuries
3. Improve health and wellness and fitness for all employees
4. Accountability at all levels
5. Find ways to minimize exposure to hazardous carcinogens

#### **Performance Measures:**

1. Quarterly written test for basic FF skills
2. Driver Operator quarterly refresher written and practical testing.
3. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
4. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted time while on duty to participate in physical fitness activity one hour per shift.
5. Minimum standard testing of hose deployments/water supply operations and basic FF skills on an obstacle course

#### **Program/Service Output:**

## **CPFR THREE YEAR CALL HISTORY**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Fire Calls</b>	1432	1467	1489
<b>EMS Calls</b>	6128	6309	6715
<b>Total Calls</b>	7560	7776	8204

### **Fire Marshal/Community Risk Reduction**

#### **Goal:**

Our goal is to streamline the process for individuals or companies wishing to establish businesses in the city. This process will also require coordination and cooperation with the city Inspections Department. The new business will have the ability to schedule certain inspections online, submit plans for approval, and make payments via an electronic means. The goal of the division is an efficient, while safe start-up, that makes them happy they chose College Park as the location for their business.

#### **Objectives:**

1. Virtual inspections will be an option for many of our lower hazard, lower occupancy businesses. Inspections will be possible using platforms like Zoom, GoToMeetings, and even Facetime. This will not only be more efficient, but safer for everyone. Certain virtual inspections can be conducted by members assigned to Fire & EMS Operations.
2. Documentation of reports, inspections, plan review and other correspondence to be electronic, and available to other city departments.
3. Work with other departments to research guidelines and establish an account/method for tracking money generated by the fire department.
4. Grow our Car Safety Seat Program and establish safe and efficient guidelines for citizens to make a request and have a car seat installed.
5. Fire, Police, and Code Enforcement will develop a program that requires apartment residences be maintained to the highest possible standard. This program will inform residents of the lessor's responsibility to them, as the lessee. With this knowledge, and multiple ways to contact city leaders should this be violated, decreasing the chances of apartment fires.
6. Research and develop fire safety programs that are both in person, as well as virtual. During a time that more children are home alone...fire safety educators must find a way to continue to instill safety in our kids

#### **Performance Measures:**

1. Work with appropriate College Park departments to streamline our inspection process and increase or proficiency by using new technology.

2. Offering fire safety education classes to citizens in various methods to increase participation. Classes will be offered by traditional methods, as well as being available through video.
3. Convert all fire marshal functions from paper files and documents, to digital form.
4. Increase the database of occupancy fire safety compliance records through an online document management system. All target hazards will report compliance of the buildings fire safety systems.

**Program/Service Output:**

**FIRE AND LIFE SAFETY ACTIVITIES**

<b>Investigations &amp; Inspections 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Investigations (Fire &amp; Code Enforcement)</b>	97	126	68
<b>Inspections (New &amp; Existing Structures)</b>	613	605	318

<b>Plan Reviews 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>New Construction, ADA Life Safety Codes, etc.</b>	220	225	312

<b>Public Education /Fire Safety Education 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Community Presentations, Schools, Fire Prevention Week</b>	47	68	22

<b>Arrests 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Arrests (charges) resulting from arson fires, code violations</b>	14	12	2

**Prior Year Highlights**

**Fire Suppression**

Implemented new virtual training platform (Fire Rescue One Academy)  
 Strategies and Tactics for Initial Company Officers NFA Class  
 Completed Driver Operator II (Aerial Operator Class) (4 new Truck Drivers)  
 Administered the Driver Operator I x 2 training, (4 new Engine Drivers)

**Emergency Medical Services**

All members in Fire Operations division completed an Emergency Vehicle Operations Course  
2 Firefighters completed training and obtained Paramedic certifications  
4 Members certified in Advanced EMT  
Implemented new virtual training platform (Fire Rescue One Academy)

### **Administration**

COVID19 Testing site activated

Started a Car Seat program, the department distributes and install car new born and infant car seats.

All Fire Stations Are Safe Havens for mothers who are not able to care for their new born babies. (They can drop their newborns off at the stations) with no questions asked.

Signed Mutual Aid Agreement with the City of Atlanta

Signed Mutual Aid Agreement with the South Fulton Cities

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **100**

Department and Number: **Fire Suppression / 3520**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

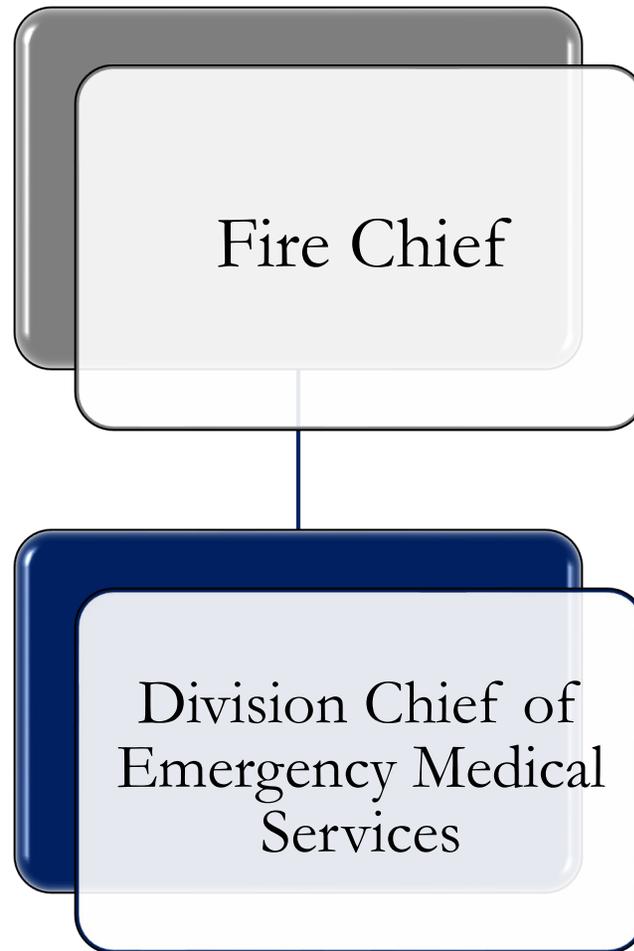
Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# FIRE EMS

# Emergency Medical Services Organizational Services







# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>3560 - Emergency Medical Service</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	65,465.42	70,348.00	48,917.82	70	68,848.00	68,848.00	(2)
51 5017	Salary/EMS Incentive Pay	3,500.04	3,500.00	2,625.03	75	3,500.00	3,500.00	
51 5020	Salary/Overtime	1,634.04	.00	.00		.00	.00	
51 5060	Salary-Holiday Pay	584.40	.00	.00		.00	.00	
51 5190	Medicare	890.34	998.00	631.75	63	998.00	998.00	
<i>Personnel Services Totals</i>		<b>\$72,074.24</b>	<b>\$74,846.00</b>	<b>\$52,174.60</b>	<b>70%</b>	<b>\$73,346.00</b>	<b>\$73,346.00</b>	<b>(2%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	17,366.97	14,121.00	10,959.07	78	14,121.00	14,121.00	
51 5161	Life Insurance	112.40	99.00	72.39	73	99.00	99.00	
51 5163	ST Disability Insurance	222.80	214.00	145.92	68	214.00	214.00	
51 5164	LT Disability Insurance	166.05	189.00	108.30	57	189.00	189.00	
51 5165	Health Insurance	16,706.60	14,780.00	10,699.85	72	14,642.00	14,642.00	(1)
51 5166	Dental Insurance	666.68	613.00	448.21	73	613.00	613.00	
51 5180	Uniforms	554.60	700.00	599.90	86	200.00	.00	(100)
<i>Employee Benefits Totals</i>		<b>\$35,796.10</b>	<b>\$30,716.00</b>	<b>\$23,033.64</b>	<b>75%</b>	<b>\$30,078.00</b>	<b>\$29,878.00</b>	<b>(3%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,615.40	.00	.00		.00	.00	
<i>Communications &amp; Util. Totals</i>		<b>\$2,615.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	7,820.95	7,000.00	6,617.49	95	7,786.00	7,786.00	11
52 5710	R&M Furn. & Equip.	369.81	500.00	598.00	120	500.00	.00	(100)
52 5720	R&M Communication Equip	10,341.92	1,500.00	.00		1,500.00	1,500.00	
52 5730	R&M - D/P Equipment	127.95	964.00	2,280.50	237	5,729.00	5,729.00	494
53 5680	Tires	.00	2,500.00	.00		2,502.00	1,000.00	(60)
<i>Repair &amp; Maintenance Totals</i>		<b>\$18,660.63</b>	<b>\$12,464.00</b>	<b>\$9,495.99</b>	<b>76%</b>	<b>\$18,017.00</b>	<b>\$16,015.00</b>	<b>28%</b>
<i>Training &amp; Education</i>								
52 6200	Training	46,000.00	19,000.00	9,658.30	51	22,500.00	8,000.00	(58)
52 6210	Dues	125.00	244.00	.00		244.00	.00	(100)
52 6230	Conventions/Meetings	.00	.00	.00		2,000.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$46,125.00</b>	<b>\$19,244.00</b>	<b>\$9,658.30</b>	<b>50%</b>	<b>\$24,744.00</b>	<b>\$8,000.00</b>	<b>(58%)</b>
<i>Other Services &amp; Charges</i>								
52 5512	Medical Services Director	25,353.50	25,000.00	16,664.00	67	25,000.00	25,000.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>3560 - Emergency Medical Service</b>								
<i>Other Services &amp; Charges</i>								
52 6100	Auto Insurance	4,122.06	4,114.00	5,072.59	123	5,810.00	5,810.00	41
52 6110	Other Insurance	9,889.12	14,136.00	1,091.80	8	1,251.00	1,251.00	(91)
52 6560	Workers Comp/Administrati	324.39	273.00	232.76	85	266.00	266.00	(3)
52 6600	Claims Workers Comp.	982.36	500.00	491.18	98	500.00	500.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$40,671.43</b>	<b>\$44,023.00</b>	<b>\$23,552.33</b>	<b>54%</b>	<b>\$32,827.00</b>	<b>\$32,827.00</b>	<b>(25%)</b>
<i>Materials &amp; Supplies</i>								
52 7320	Stationery & Printing	.00	500.00	56.03	11	500.00	.00	(100)
53 7000	Gas & Oil	23.69	.00	.00		.00	.00	
53 7010	Tools/Shop Supplies	979.96	1,000.00	176.94	18	1,000.00	.00	(100)
53 7050	Medical Services/Supplies	24,637.35	22,000.00	13,798.70	63	22,000.00	22,000.00	
53 7100	Lubricants & Chemicals	73.75	.00	.00		.00	.00	
53 7122	Computer Supplies	7,800.00	.00	3,333.30		.00	.00	
53 7130	Rescue Supplies	18,607.50	17,000.00	1,893.53	11	17,000.00	17,000.00	
53 7140	Rescue Supplies(Hardware)	.00	.00	991.82		.00	.00	
53 7150	Other Operating Supplies	145.56	.00	.00		.00	.00	
53 7400	Emergency/Pandemic Expense	5,739.59	.00	.00		.00	.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$58,007.40</b>	<b>\$40,500.00</b>	<b>\$20,250.32</b>	<b>50%</b>	<b>\$40,500.00</b>	<b>\$39,000.00</b>	<b>(4%)</b>
<i>Capital Outlay</i>								
54 7630	Other Equipment - New	.00	.00	27,213.40		.00	.00	
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,213.40</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Department <b>3560 - Emergency Medical Service Totals</b>		<b>\$273,950.20</b>	<b>\$221,793.00</b>	<b>\$165,378.58</b>	<b>75%</b>	<b>\$219,512.00</b>	<b>\$199,066.00</b>	<b>(10%)</b>
<b>EXPENSE TOTALS</b>		<b>\$273,950.20</b>	<b>\$221,793.00</b>	<b>\$165,378.58</b>	<b>75%</b>	<b>\$219,512.00</b>	<b>\$199,066.00</b>	<b>(10%)</b>
Fund <b>100 - GENERAL FUND Totals</b>		<b>\$273,950.20</b>	<b>\$221,793.00</b>	<b>\$165,378.58</b>	<b>75%</b>	<b>\$219,512.00</b>	<b>\$199,066.00</b>	<b>(10%)</b>
<b>EXPENSE TOTALS</b>		<b>\$273,950.20</b>	<b>\$221,793.00</b>	<b>\$165,378.58</b>	<b>75%</b>	<b>\$219,512.00</b>	<b>\$199,066.00</b>	<b>(10%)</b>
Fund <b>100 - GENERAL FUND Totals</b>		<b>(\$273,950.20)</b>	<b>(\$221,793.00)</b>	<b>(\$165,378.58)</b>	<b>75%</b>	<b>(\$219,512.00)</b>	<b>(\$199,066.00)</b>	<b>(10%)</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$273,950.20</b>	<b>\$221,793.00</b>	<b>\$165,378.58</b>	<b>75%</b>	<b>\$219,512.00</b>	<b>\$199,066.00</b>	<b>(10%)</b>
Net Grand Totals		<b>(\$273,950.20)</b>	<b>(\$221,793.00)</b>	<b>(\$165,378.58)</b>	<b>75%</b>	<b>(\$219,512.00)</b>	<b>(\$199,066.00)</b>	<b>(10%)</b>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>3560 - Emergency Medical Service</b>				
Account <b>52 5512 - Medical Services Director</b>				
100 3560 52 5512	(Emory) Medical Director's Contract (Annual)	1.0000	25,000.00	25,000.00
	Account <b>52 5512 - Medical Services Director Totals</b>	Transactions	1	<u>\$25,000.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>				
100 3560 52 5700	Moody's Contract-Allocation (Annual)	12.0000	302.67	3,632.04
100 3560 52 5700	Repairs (Outside Vendors-Recue Units R1, R2, & R3)	1.0000	3,368.00	3,368.00
100 3560 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00
100 3560 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
	Account <b>52 5700 - R&amp;M - Vehicles Totals</b>	Transactions	4	<u>\$7,785.04</u>
Account <b>52 5720 - R&amp;M Communication Equip</b>				
100 3560 52 5720	Lifepak-15 Defibrillator support (5 Devices)	1.0000	1,500.00	1,500.00
	Account <b>52 5720 - R&amp;M Communication Equip Totals</b>	Transactions	1	<u>\$1,500.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
100 3560 52 5730	Civic Plus-Website	1.0000	2,500.00	2,500.00
100 3560 52 5730	Email License	1.0000	2,461.00	2,461.00
100 3560 52 5730	Mimecast	1.0000	768.00	768.00
	Account <b>52 5730 - R&amp;M - D/P Equipment Totals</b>	Transactions	3	<u>\$5,729.00</u>
Account <b>52 6100 - Auto Insurance</b>				
100 3560 52 6100	Apex Auto Liability	1.0000	5,810.00	5,810.00
	Account <b>52 6100 - Auto Insurance Totals</b>	Transactions	1	<u>\$5,810.00</u>
Account <b>52 6110 - Other Insurance</b>				
100 3560 52 6110	Apex Insurance Personnel	1.0000	1,251.00	1,251.00
	Account <b>52 6110 - Other Insurance Totals</b>	Transactions	1	<u>\$1,251.00</u>
Account <b>52 6200 - Training</b>				
100 3560 52 6200	EMS Recertifications (Annual)	1.0000	8,000.00	8,000.00
	Account <b>52 6200 - Training Totals</b>	Transactions	1	<u>\$8,000.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>				
100 3560 52 6560	Apex Insurance Workers Comp	1.0000	266.00	266.00
	Account <b>52 6560 - Workers Comp/Administrati Totals</b>	Transactions	1	<u>\$266.00</u>
Account <b>52 6600 - Claims Workers Comp.</b>				
100 3560 52 6600	Claims Workers Comp	1.0000	500.00	500.00
	Account <b>52 6600 - Claims Workers Comp. Totals</b>	Transactions	1	<u>\$500.00</u>
Account <b>53 5680 - Tires</b>				
100 3560 53 5680	Replacement tires (3 Units)	2.0000	500.00	1,000.00
	Account <b>53 5680 - Tires Totals</b>	Transactions	1	<u>\$1,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>3560 - Emergency Medical Service</b>			
Account	<b>53 7050 - Medical Services/Supplies</b>			
100 3560 53 7050	EMS pharmaceuticals, medicines, kits, etc.	1.0000	22,000.00	22,000.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	1	<u>22,000.00</u>
Account	<b>53 7130 - Rescue Supplies</b>			
100 3560 53 7130	BP cuffs, Saline, gloves, bandages, IV needles, syringes, etc.	1.0000	17,000.00	17,000.00
	Account <b>53 7130 - Rescue Supplies</b> Totals	Transactions	1	<u>17,000.00</u>
	Department <b>3560 - Emergency Medical Service</b> Totals	Transactions	17	<u>\$95,841.04</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	17	<u>\$95,841.04</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	17	<u>\$95,841.04</u>
	Grand Totals	Transactions	17	<u>\$95,841.04</u>

EXHIBIT D  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2021-22

Department and  
Number: **Fire EMS – 3560** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions: From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>100</b>		Department and Number: <b>Fire EMS 3560</b>	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2020-21 Maintenance Cost <hr/> Actual FYE 2020-21 Operating Cost <hr/> Estimated FYE 2021-22 Maintenance Cost <hr/> Estimated FYE 2021-22 Operating Cost <hr/>	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2021-22 <hr/> Estimated Operating Cost During 2021-22 <hr/>		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2021-22 <hr/> Estimated Operating Cost During 2021-22 <hr/>	

**EXHIBIT F-1**

City of College Park, Georgia  
Vehicle Inventory List

<b>Dept: Fire</b>							<b>Prior Year</b>	<b>Current Year</b>			<b>Surplus</b>
<b>Unit#</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Vin Number</b>	<b>Cost</b>	<b>D.O.P.</b>	<b>Mileage</b>	<b>Mileage</b>	<b>Hours</b>	<b>Tag #</b>	<b>Date</b>
<b>32-D</b>	<b>2009</b>	<b>Dodge</b>	<b>D 4500</b>	<b>3D6WC66L49G558281</b>	<b>\$ 126,636.00</b>	<b>3/30/2010</b>	78,212	83,824	<b>N/A</b>	<b>GV620PM</b>	
<b>39-D</b>	<b>2015</b>	<b>Dodge</b>	<b>Ram 5500</b>	<b>3C7WRMCL0FG502706</b>	<b>\$ 86,362.00</b>	<b>1/28/2016</b>	32,518	46,518	<b>N/A</b>	<b>GV6135F</b>	
<b>40-D</b>	<b>2015</b>	<b>Dodge</b>	<b>Ram 4500</b>	<b>3C7WRKBL1FG602111</b>	<b>\$ 82,000.00</b>	<b>8/5/2015</b>	53,441	65,288	<b>N/A</b>	<b>GV2524L</b>	

*G= Gas*

*D= Diesel*

*AF= Alternative Fuel*

*N/A= Not Applicable or Required*

**EXHIBIT G**  
 City of College Park, Georgia  
 5 Year Capital Improvement Program  
 Budget Year 2021-22

Department: Fire EMS

Department Number: 3560

Account Number	Description/Justification	Suggested Funding Source	2021-22	2022-23	2023-24	2024-25	2025-26
	N/A						
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-2022

Department: Fire EMS

Fund: 100

Division:

Department Number: 3560

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade-In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**

Fire EMS

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## **EXHIBIT I- BUDGET PERFORMANCE**

### **Fire Department**

#### **Program Description:**

The purpose of the Fire Department is to reduce the incidence and severity of emergencies. In addition, to provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of three (3) primary service areas: Administration that includes: (Fire Marshal/Risk Management and the Training Division), Fire Suppression 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 our residents, businesses and visitors. Risk assessment, Emergency management preparedness, and mitigation are primary issues challenging today's fire and emergency service departments. Timely and effective emergency response cannot be achieved without adequate planning and preparedness. Last year, when COVID-19 pandemic struck, the fire service had to change the way we respond to calls and protect ourselves.

#### **Program Broad Goals**

##### Office of the Fire Chief/Administration

##### Goals:

1. Revise our Emergency Response Plan for Fire/EMS Operations. Continue to provide a timely and efficient emergency response, with safety as a first priority by keeping all members of our department safe from COVID-19.
2. Filled the position of the Emergency Manager Coordinator, so the city would be better prepared to handle disasters when they occur. Develop a new College Park Emergency Operations plan and guidelines.
3. Improve the department's staffing shortages by creating a Part-Time firefighter program that will fill the department vacancies at a minimum cost.
4. Improve the fire dispatch information from the CAD to our vehicle tablets and laptops. This will allow members of the department to conduct their reports on the scene.

## **Objectives:**

1. Identify the responsibility of the Emergency Manager Coordinator and provide support as needed. Collaborate with the other departments in the city to receive buy in, to support the EMC.
2. Issued tablets to all fire department officers to help improve our communications between divisions in the department.
3. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
4. Increase the fire department staffing that will allow us to become compliant with the National Fire Protection Agency 1710 (NFPA) standards when responding to structure fires.

## **Performance Measures**

1. Develop mutual aid and automatic aid agreements with the surrounding municipalities. We should have this completed by August of 2021.
2. Maintain accurate data that captures the time of call and time of dispatch for every incident 90% of the time.
3. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department.
4. Train 80% of the city employees in CPR. Completed by December 2021.
5. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events.
6. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2021.
7. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by December 2021.

## **Fire Suppression**

### **Goal**

1. All companies will have the minimum number of personnel assigned to initiate the critical tasks that are outlined in the City of College Parks Standards of Response.

### **Objectives**

1. Comply with the validated the Standards of Response.

### **Performance Measures**

1. All structural firefighting operations will have a minimum of 22 personnel on scene 100% of the time.

2. Provide training and equipment to ensure all major hazardous materials events will have a minimum of 12 appropriately trained personnel on scene 100% of the time.
3. All EMS incidents will have a minimum of 2 personnel on scene 100% of the time.
4. Explore the cost impact and evaluate the efficacy of the following for potential submission in future budgets: increase the minimum number of on-duty firefighters per shift (work towards NFPA 1710 standards).

**Emergency Medical Services (EMS)**

**Goals**

Improve emergency medical services in our community by providing a higher level of staff training and education opportunities for paramedics and Emergency Medical Technicians via virtual sources. Establish and implement more community- based programs to enhance health awareness and prevention measures.

- Increase health awareness in the community in the wake of the COVID19 pandemic
- Implement Community Para-medicine Program
- Implement an AED awareness program
- Continue employee CPR/AED training program via virtual sources
- Increase Operational involvement in departmental programs

**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 and College Park Fire Rescue Operating Standards.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park via virtual sources
3. Promote community involvement by promoting the Pulse Point program.
4. Provide timely emergency medical and rescue services.

**Prior Year Highlights**

**THREE YEAR HISTORY OF TRAINING HOURS**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>EMS*</b>	2813	3612	2708

*\*EMS training hour fluctuations were caused by the CORONAVIRUS PANDEMIC.*

## THREE YEAR HISTORY OF TRAINING HOURS

Year	2018	2019	2020
Fire Training	9216 hours	11,125 hours	6204 hours

*\*Fire training hour fluctuations were caused by the CORONAVIRUS PANDEMIC*

### Training and Support Services

#### **Goal:**

1. Assure all member certifications are maintained
2. Increase Strategy and Tactics Training to include a 3<sup>rd</sup> station.
3. Increase participation in outside training opportunities
4. Increase the number of Driver Operators
5. Increase the number of NPQ Evaluator's
6. Officer Development.
7. Increase applicants and work on a plan for retention
8. Increase Pre-Fire Plan training
9. Develop virtual training and accountability programs to ensure employees are appropriately trained to safely meet applicable requirements.

#### **Program Objectives:**

1. Ensure 100% of fire department members are trained to a level commensurate with their rank and position
2. Strive to minimize fire ground injuries
3. Improve health and wellness and fitness for all employees
4. Accountability at all levels
5. Find ways to minimize exposure to hazardous carcinogens

#### **Performance Measures:**

1. Quarterly written test for basic FF skills
2. Driver Operator quarterly refresher written and practical testing.
3. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
4. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted time while on duty to participate in physical fitness activity one hour per shift.
5. Minimum standard testing of hose deployments/water supply operations and basic FF skills on an obstacle course

### Program/Service Output:

## **CPFR THREE YEAR CALL HISTORY**

	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Fire Calls</b>	1432	1467	1489
<b>EMS Calls</b>	6128	6309	6715
<b>Total Calls</b>	7560	7776	8204

### **Fire Marshal/Community Risk Reduction**

#### **Goal:**

Our goal is to streamline the process for individuals or companies wishing to establish businesses in the city. This process will also require coordination and cooperation with the city Inspections Department. The new business will have the ability to schedule certain inspections online, submit plans for approval, and make payments via an electronic means. The goal of the division is an efficient, while safe start-up, that makes them happy they chose College Park as the location for their business.

#### **Objectives:**

1. Virtual inspections will be an option for many of our lower hazard, lower occupancy businesses. Inspections will be possible using platforms like Zoom, GoToMeetings, and even Facetime. This will not only be more efficient, but safer for everyone. Certain virtual inspections can be conducted by members assigned to Fire & EMS Operations.
2. Documentation of reports, inspections, plan review and other correspondence to be electronic, and available to other city departments.
3. Work with other departments to research guidelines and establish an account/method for tracking money generated by the fire department.
4. Grow our Car Safety Seat Program and establish safe and efficient guidelines for citizens to make a request and have a car seat installed.
5. Fire, Police, and Code Enforcement will develop a program that requires apartment residences be maintained to the highest possible standard. This program will inform residents of the lessor's responsibility to them, as the lessee. With this knowledge, and multiple ways to contact city leaders should this be violated, decreasing the chances of apartment fires.
6. Research and develop fire safety programs that are both in person, as well as virtual. During a time that more children are home alone...fire safety educators must find a way to continue to instill safety in our kids

#### **Performance Measures:**

1. Work with appropriate College Park departments to streamline our inspection process and increase or proficiency by using new technology.

2. Offering fire safety education classes to citizens in various methods to increase participation. Classes will be offered by traditional methods, as well as being available through video.
3. Convert all fire marshal functions from paper files and documents, to digital form.
4. Increase the database of occupancy fire safety compliance records through an online document management system. All target hazards will report compliance of the buildings fire safety systems.

**Program/Service Output:**

**FIRE AND LIFE SAFETY ACTIVITIES**

<b>Investigations &amp; Inspections 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Investigations (Fire &amp; Code Enforcement)</b>	97	126	68
<b>Inspections (New &amp; Existing Structures)</b>	613	605	318

<b>Plan Reviews 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>New Construction, ADA Life Safety Codes, etc.</b>	220	225	312

<b>Public Education /Fire Safety Education 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Community Presentations, Schools, Fire Prevention Week</b>	47	68	22

<b>Arrests 2018-2020</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Arrests (charges) resulting from arson fires, code violations</b>	14	12	2

**Prior Year Highlights**

**Fire Suppression**

Implemented new virtual training platform (Fire Rescue One Academy)  
 Strategies and Tactics for Initial Company Officers NFA Class  
 Completed Driver Operator II (Aerial Operator Class) (4 new Truck Drivers)  
 Administered the Driver Operator I x 2 training, (4 new Engine Drivers)

**Emergency Medical Services**

All members in Fire Operations division completed an Emergency Vehicle Operations Course  
2 Firefighters completed training and obtained Paramedic certifications  
4 Members certified in Advanced EMT  
Implemented new virtual training platform (Fire Rescue One Academy)

### **Administration**

COVID19 Testing site activated

Started a Car Seat program, the department distributes and install car new born and infant car seats.

All Fire Stations Are Safe Havens for mothers who are not able to care for their new born babies. (They can drop their newborns off at the stations) with no questions asked.

Signed Mutual Aid Agreement with the City of Atlanta

Signed Mutual Aid Agreement with the South Fulton Cities

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **100**

Department and Number: **Fire EMS / 3560**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



**SPLOST**



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 320 - SPLOST FUND</b>								
<b>REVENUE</b>								
Department <b>4960 - S.P.L.O.S.T.</b>								
<i>Taxes</i>								
31 3101	Local Option/Clayton Co.	239,330.57	.00	166,043.84		240,000.00	249,060.00	
<i>Taxes Totals</i>		\$239,330.57	\$0.00	\$166,043.84	+++	\$240,000.00	\$249,060.00	+++
<i>Interest</i>								
36 1000	Interest - Nonrestricted	953.95	.00	5.38		.00	.00	
<i>Interest Totals</i>		\$953.95	\$0.00	\$5.38	+++	\$0.00	\$0.00	+++
<i>Operating Transfers In</i>								
39 1255	Transfers In	200,000.00	.00	.00		.00	.00	
<i>Operating Transfers In Totals</i>		\$200,000.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
Department <b>4960 - S.P.L.O.S.T. Totals</b>		\$440,284.52	\$0.00	\$166,049.22	+++	\$240,000.00	\$249,060.00	+++
<b>REVENUE TOTALS</b>		\$440,284.52	\$0.00	\$166,049.22	+++	\$240,000.00	\$249,060.00	+++
<b>EXPENSE</b>								
Department <b>4960 - S.P.L.O.S.T.</b>								
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	66,000.00	.00	.00		.00	.00	
<i>Repair &amp; Maintenance Totals</i>		\$66,000.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<i>Other Services &amp; Charges</i>								
52 6590	Contingencies	.00	.00	.00		240,000.00	249,060.00	
<i>Other Services &amp; Charges Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$240,000.00	\$249,060.00	+++
Department <b>4960 - S.P.L.O.S.T. Totals</b>		\$66,000.00	\$0.00	\$0.00	+++	\$240,000.00	\$249,060.00	+++
<b>EXPENSE TOTALS</b>		\$66,000.00	\$0.00	\$0.00	+++	\$240,000.00	\$249,060.00	+++
<b>Fund 320 - SPLOST FUND Totals</b>								
<b>REVENUE TOTALS</b>		\$440,284.52	\$0.00	\$166,049.22	+++	\$240,000.00	\$249,060.00	+++
<b>EXPENSE TOTALS</b>		\$66,000.00	\$0.00	\$0.00	+++	\$240,000.00	\$249,060.00	+++
<b>Fund 320 - SPLOST FUND Totals</b>		\$374,284.52	\$0.00	\$166,049.22	+++	\$0.00	\$0.00	+++
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$440,284.52	\$0.00	\$166,049.22	+++	\$240,000.00	\$249,060.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$66,000.00	\$0.00	\$0.00	+++	\$240,000.00	\$249,060.00	+++
Net Grand Totals		\$374,284.52	\$0.00	\$166,049.22	+++	\$0.00	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund	<b>320 - SPLOST FUND</b>			
Department	<b>4960 - S.P.L.O.S.T.</b>			
Account	<b>31 3101 - Local Option/Clayton Co.</b>			
320 4960 31 3101	Monthly estimated @ \$20,755.00	12.0000	20,755.00	249,060.00
Account	<b>31 3101 - Local Option/Clayton Co. Totals</b>	Transactions	1	<u>\$249,060.00</u>
Department	<b>4960 - S.P.L.O.S.T. Totals</b>	Transactions	1	<u>\$249,060.00</u>
Fund	<b>320 - SPLOST FUND Totals</b>	Transactions	1	<u>\$249,060.00</u>
	<b>REVENUES Totals</b>	Transactions	1	<u>\$249,060.00</u>
	<b>Grand Totals</b>	Transactions	1	<u>\$249,060.00</u>



# GICC SPECIAL DISTRICT



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	<b>270 - GICC SPECIAL DISTRICT TAX</b>							
	<b>REVENUE</b>							
	Department <b>4980 - Newt Est-GICC Tax Dist</b>							
	<i>Taxes</i>							
31 1190	Special District Tax	149,331.90	371,650.00	461,329.86	124	410,000.00	410,000.00	10
31 9000	Interest On Taxes	96.23	.00	21.70		25.00	25.00	
31 9500	Fi Fa Tax	10.00	.00	24.00		25.00	25.00	
	<i>Taxes Totals</i>	<u>\$149,438.13</u>	<u>\$371,650.00</u>	<u>\$461,375.56</u>	<u>124%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	Department <b>4980 - Newt Est-GICC Tax Dist Totals</b>	<u>\$149,438.13</u>	<u>\$371,650.00</u>	<u>\$461,375.56</u>	<u>124%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	<b>REVENUE TOTALS</b>	<u>\$149,438.13</u>	<u>\$371,650.00</u>	<u>\$461,375.56</u>	<u>124%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	<b>EXPENSE</b>							
	Department <b>4980 - Newt Est-GICC Tax Dist</b>							
	<i>Operating Transfers Out</i>							
61 1555	Oper. Trans.GICC	121,650.00	371,650.00	164,433.32	44	160,050.00	160,050.00	(57)
61 1558	Transfer BIDA	.00	.00	83,333.32		250,000.00	250,000.00	
	<i>Operating Transfers Out Totals</i>	<u>\$121,650.00</u>	<u>\$371,650.00</u>	<u>\$247,766.64</u>	<u>67%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	Department <b>4980 - Newt Est-GICC Tax Dist Totals</b>	<u>\$121,650.00</u>	<u>\$371,650.00</u>	<u>\$247,766.64</u>	<u>67%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	<b>EXPENSE TOTALS</b>	<u>\$121,650.00</u>	<u>\$371,650.00</u>	<u>\$247,766.64</u>	<u>67%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
Fund	<b>270 - GICC SPECIAL DISTRICT TAX Totals</b>							
	<b>REVENUE TOTALS</b>	<u>\$149,438.13</u>	<u>\$371,650.00</u>	<u>\$461,375.56</u>	<u>124%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	<b>EXPENSE TOTALS</b>	<u>\$121,650.00</u>	<u>\$371,650.00</u>	<u>\$247,766.64</u>	<u>67%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
Fund	<b>270 - GICC SPECIAL DISTRICT TAX Totals</b>	<u>\$27,788.13</u>	<u>\$0.00</u>	<u>\$213,608.92</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<u>\$149,438.13</u>	<u>\$371,650.00</u>	<u>\$461,375.56</u>	<u>124%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	<b>EXPENSE GRAND TOTALS</b>	<u>\$121,650.00</u>	<u>\$371,650.00</u>	<u>\$247,766.64</u>	<u>67%</u>	<u>\$410,050.00</u>	<u>\$410,050.00</u>	<u>10%</u>
	Net Grand Totals	<u>\$27,788.13</u>	<u>\$0.00</u>	<u>\$213,608.92</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>



# Budget Transaction Report

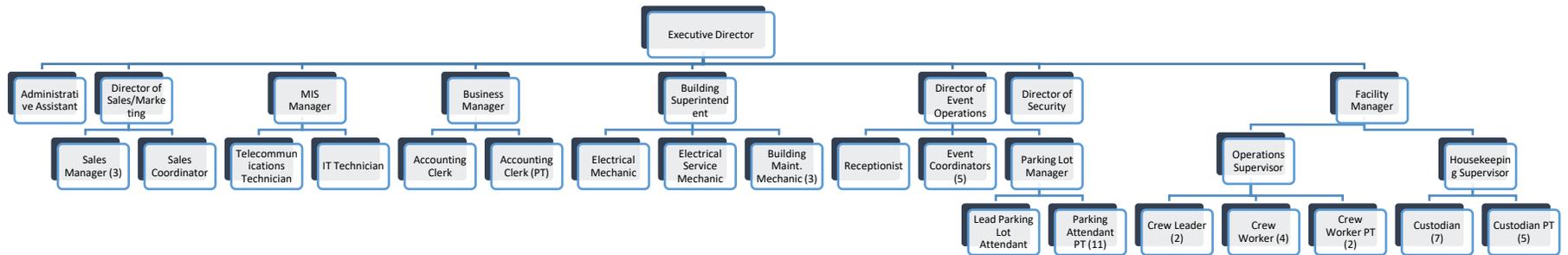
Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>270 - GICC SPECIAL DISTRICT TAX</b>				
Department <b>4980 - Newt Est-GICC Tax Dist</b>				
Account <b>61 1555 - Oper. Trans.GICC</b>				
270 4980 61 1555	Transfer to GICC	1.0000	160,050.00	160,050.00
	Account <b>61 1555 - Oper. Trans.GICC Totals</b>	Transactions	1	<u>\$160,050.00</u>
	Account <b>61 1558 - Transfer BIDA</b>			
270 4980 61 1558	Transfer to BIDA	1.0000	250,000.00	250,000.00
	Account <b>61 1558 - Transfer BIDA Totals</b>	Transactions	1	<u>\$250,000.00</u>
	Department <b>4980 - Newt Est-GICC Tax Dist Totals</b>	Transactions	2	<u>\$410,050.00</u>
	Fund <b>270 - GICC SPECIAL DISTRICT TAX Totals</b>	Transactions	2	<u>\$410,050.00</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	2	<u>\$410,050.00</u>
	<b>Grand Totals</b>	<b>Transactions</b>	2	<u>\$410,050.00</u>



# CONVENTION CENTER

# Georgia International Convention Center Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET**

Fund: 555

Department and Number: Convention Center 4970

	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Executive Director	1	1	1	1	1
Facility Manager	0	1	1	1	1
Director of Event Operations	1	1	1	1	1
Director of Sales Marketing	1	1	1	1	1
Building Superintendent	1	1	1	1	1
Director of Security	1	1	1	1	1
Operations Supervisor	1	1	1	1	1
Business Manager	1	1	1	1	1
Office Manager/Special Asst.	1	1	1	1	1
IT Technician	0	0	1	1	1
MIS Manager	1	1	1	1	1
Parking Lot Manager	1	1	0	1	1
Sales Manager	3	3	3	3	3
Event Coordinators	3	3	4	5	5
Accounting Clerk	1	1	1	1	1
Administrative Coordinator	1	1	1	0	0
Sales Admn Coordinator	1	1	1	1	1
Lead Parking Attendant	1	1	1	1	1
Receptionist	1	1	1	1	1
Telecommunications Tech	1	1	1	1	1
Electrical Mechanic	1	1	1	1	1
Electrical Service Mechanic	1	1	1	1	1
Bldg. Maintenance Mechanic	3	3	3	3	3
Housekeeping Supervisor	0	0	1	1	1
Crew Leader	3	4	2	2	2
Crew Worker	5	5	5	4	4
Custodian	7	7	7	7	7
<b>Total Full Time Positions</b>	<b>42</b>	<b>44</b>	<b>44</b>	<b>44</b>	<b>44</b>
Part Time Postions:					
Parking Attendant	11	11	11	11	11
Custodian	5	5	5	5	5
Crew Workers	2	2	2	2	2
Accounting Clerk	0	1	1	1	1
<b>Total Part Time Positions</b>	<b>18</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>Total Personnel:</b>	<b>60</b>	<b>63</b>	<b>63</b>	<b>63</b>	<b>63</b>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>REVENUE</b>								
Department <b>4970 - CONVENTION CENTER</b>								
<i>Charges For Services</i>								
34 5100	Sales Food & Beverage	4,574,955.27	4,150,000.00	227,386.35	5	3,750,000.00	3,750,000.00	(10)
34 5110	Security Revenue	137,911.00	55,000.00	133,394.06	243	150,000.00	150,000.00	173
34 5120	Parking Rental	658,011.78	783,000.00	229,882.66	29	750,000.00	750,000.00	(4)
34 5140	Meeting Rooms	1,714,366.40	2,000,000.00	502,173.99	25	1,750,000.00	1,750,000.00	(13)
34 5150	Equipment Rental	154,992.00	180,000.00	38,134.00	21	110,000.00	110,000.00	(39)
34 5160	Electrical Rental	238,791.96	325,000.00	28,550.00	9	275,000.00	275,000.00	(15)
34 5170	Telecommunications Rental	189,510.00	170,000.00	21,370.00	13	150,000.00	150,000.00	(12)
<i>Charges For Services Totals</i>		<b>\$7,668,538.41</b>	<b>\$7,663,000.00</b>	<b>\$1,180,891.06</b>	<b>15%</b>	<b>\$6,935,000.00</b>	<b>\$6,935,000.00</b>	<b>(10%)</b>
<i>Intergovernmental</i>								
33 1150	CARES Act Grant	.00	.00	23,068.83		.00	.00	
<i>Intergovernmental Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,068.83</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Other Income</i>								
34 1900	Miscellaneous Income	112,842.31	100,000.00	28,122.22	28	109,100.00	109,100.00	9
<i>Other Income Totals</i>		<b>\$112,842.31</b>	<b>\$100,000.00</b>	<b>\$28,122.22</b>	<b>28%</b>	<b>\$109,100.00</b>	<b>\$109,100.00</b>	<b>9%</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	7,376.40	3,000.00	12.54		3,000.00	3,000.00	
<i>Interest Totals</i>		<b>\$7,376.40</b>	<b>\$3,000.00</b>	<b>\$12.54</b>	<b>0%</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<i>Operating Transfers In</i>								
39 1200	Operating Transfers In	610,544.40	93,802.00	62,534.64	67	93,000.00	93,000.00	(1)
39 1228	Administrative/Hospitalit	6,726,156.00	5,997,698.00	3,998,465.36	67	4,112,819.00	2,219,114.00	(63)
39 1255	Transfers In	121,650.00	121,650.00	81,100.00	67	160,050.00	160,050.00	32
<i>Operating Transfers In Totals</i>		<b>\$7,458,350.40</b>	<b>\$6,213,150.00</b>	<b>\$4,142,100.00</b>	<b>67%</b>	<b>\$4,365,869.00</b>	<b>\$2,472,164.00</b>	<b>(60%)</b>
<i>Commissions</i>								
34 5180	Audio/Visual Commissions	207,739.26	265,000.00	15,762.72	6	225,000.00	225,000.00	(15)
<i>Commissions Totals</i>		<b>\$207,739.26</b>	<b>\$265,000.00</b>	<b>\$15,762.72</b>	<b>6%</b>	<b>\$225,000.00</b>	<b>\$225,000.00</b>	<b>(15%)</b>
Department <b>4970 - CONVENTION CENTER Totals</b>		<b>\$15,454,846.78</b>	<b>\$14,244,150.00</b>	<b>\$5,389,957.37</b>	<b>38%</b>	<b>\$11,637,969.00</b>	<b>\$9,744,264.00</b>	<b>(32%)</b>
<b>REVENUE TOTALS</b>		<b>\$15,454,846.78</b>	<b>\$14,244,150.00</b>	<b>\$5,389,957.37</b>	<b>38%</b>	<b>\$11,637,969.00</b>	<b>\$9,744,264.00</b>	<b>(32%)</b>
<b>EXPENSE</b>								
Department <b>4970 - CONVENTION CENTER</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	1,927,412.07	2,033,483.00	1,157,367.70	57	2,127,374.00	1,895,149.00	(7)
51 5020	Salary/Overtime	33,365.48	10,000.00	.00		25,000.00	25,000.00	150
51 5030	Salary/Partime	257,885.55	150,000.00	25,373.46	17	250,000.00	125,000.00	(17)



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>EXPENSE</b>								
Department <b>4970 - CONVENTION CENTER</b>								
<i>Personnel Services</i>								
51 5040	Shared Utility Payments	11,733.20	12,000.00	7,209.17	60	15,000.00	15,000.00	25
51 5041	Shared Personnel Costs	50,789.48	25,000.00	19,254.03	77	25,000.00	25,000.00	
51 5190	Medicare	30,419.77	33,182.00	16,058.95	48	34,472.00	29,292.00	(12)
51 5200	Fica	13,228.59	10,500.00	3,052.86	29	15,500.00	15,540.00	48
<i>Personnel Services Totals</i>		<b>\$2,324,834.14</b>	<b>\$2,274,165.00</b>	<b>\$1,228,316.17</b>	<b>54%</b>	<b>\$2,492,346.00</b>	<b>\$2,129,981.00</b>	<b>(6%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	210,264.72	386,831.00	238,029.85	62	403,822.00	346,583.00	(10)
51 5161	Life Insurance	2,151.24	2,180.00	1,346.54	62	2,283.00	2,010.00	(8)
51 5162	AD&D Insurance	.00	46.00	.00		46.00	.00	(100)
51 5163	ST Disability Insurance	2,891.18	4,115.00	1,707.75	42	4,115.00	3,500.00	(15)
51 5164	LT Disability Insurance	2,522.70	3,652.00	1,478.03	40	3,652.00	2,100.00	(42)
51 5165	Health Insurance	389,124.12	377,880.00	209,303.31	55	392,250.00	328,828.00	(13)
51 5166	Dental Insurance	8,852.31	7,814.00	5,704.45	73	9,017.00	7,778.00	
51 5180	Uniforms	17,962.41	20,000.00	550.00	3	30,000.00	25,000.00	25
<i>Employee Benefits Totals</i>		<b>\$633,768.68</b>	<b>\$802,518.00</b>	<b>\$458,119.93</b>	<b>57%</b>	<b>\$845,185.00</b>	<b>\$715,799.00</b>	<b>(11%)</b>
<i>New Personnel Costs</i>								
51 5210	Position Consideration	.00	3,000.00	.00		.00	.00	(100)
<i>New Personnel Costs Totals</i>		<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	213,843.45	252,300.00	135,209.10	54	272,300.00	272,300.00	8
52 5260	Heat & Power	1,327,429.51	1,000,000.00	979,021.49	98	1,050,000.00	1,500,000.00	50
52 5270	Water	75,772.56	80,000.00	30,968.97	39	70,000.00	70,000.00	(13)
52 5280	Other Communication/Util	24,850.85	24,900.00	16,031.25	64	37,900.00	22,900.00	(8)
<i>Communications &amp; Util. Totals</i>		<b>\$1,641,896.37</b>	<b>\$1,357,200.00</b>	<b>\$1,161,230.81</b>	<b>86%</b>	<b>\$1,430,200.00</b>	<b>\$1,865,200.00</b>	<b>37%</b>
<i>Rentals</i>								
52 5360	Other Equipment Rental	7,659.25	2,000.00	1,950.00	98	20,000.00	20,000.00	900
<i>Rentals Totals</i>		<b>\$7,659.25</b>	<b>\$2,000.00</b>	<b>\$1,950.00</b>	<b>98%</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>900%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	3,338.66	3,016.00	988.43	33	4,335.00	4,335.00	44
52 5710	R&M Furn. & Equip.	31,151.19	42,600.00	9,111.32	21	61,450.00	61,450.00	44
52 5730	R&M - D/P Equipment	121,707.49	163,369.00	114,670.29	70	160,964.00	160,964.00	(1)
52 5780	Grounds	128,251.43	152,000.00	64,886.67	43	154,000.00	154,000.00	1



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>EXPENSE</b>								
Department <b>4970 - CONVENTION CENTER</b>								
<i>Repair &amp; Maintenance</i>								
53 5680	Tires	160.00	.00	.00		.00	.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$284,608.77</b>	<b>\$360,985.00</b>	<b>\$189,656.71</b>	<b>53%</b>	<b>\$380,749.00</b>	<b>\$380,749.00</b>	<b>5%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	362,206.49	226,500.00	109,226.09	48	208,500.00	208,500.00	(8)
<i>Building Maintenance Totals</i>		<b>\$362,206.49</b>	<b>\$226,500.00</b>	<b>\$109,226.09</b>	<b>48%</b>	<b>\$208,500.00</b>	<b>\$208,500.00</b>	<b>(8%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	9,305.26	4,875.00	269.00	6	17,875.00	6,825.00	40
52 6210	Dues	7,816.83	14,178.00	5,911.17	42	13,679.00	13,679.00	(4)
52 6220	Subscription/Publications	165.00	.00	165.00		515.00	515.00	
52 6230	Conventions/Meetings	2,379.63	3,000.00	199.00	7	.00	.00	(100)
<i>Training &amp; Education Totals</i>		<b>\$19,666.72</b>	<b>\$22,053.00</b>	<b>\$6,544.17</b>	<b>30%</b>	<b>\$32,069.00</b>	<b>\$21,019.00</b>	<b>(5%)</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	278.69	200.00	82.44	41	500.00	500.00	150
52 5290	Central Plant - Misc.	11,758.72	15,000.00	7,033.15	47	15,000.00	15,000.00	
52 5450	Legal Fees	.00	1,000.00	.00		2,000.00	2,000.00	100
52 6000	Advertising Expense	7,613.21	11,000.00	2,163.54	20	15,000.00	13,000.00	18
52 6050	Bank Charges	79,438.12	54,000.00	9,289.57	17	40,400.00	40,400.00	(25)
52 6100	Auto Insurance	2,748.04	2,742.00	3,381.73	123	3,874.00	3,874.00	41
52 6110	Other Insurance	155,966.25	163,285.00	117,117.92	72	134,153.00	134,153.00	(18)
52 6130	Miscellaneous Services	1,566.18	.00	.00		.00	.00	
52 6170	Contractual Services	72,797.91	50,000.00	25,561.96	51	65,000.00	65,000.00	30
52 6171	Security Services	360,415.33	345,000.00	186,431.21	54	394,600.00	394,600.00	14
52 6172	Contractual Services for Projects	425,525.80	.00	.00		.00	.00	
52 6193	City Wide Events	241,082.62	.00	.00		.00	.00	
52 6240	Auto Allowance	6,040.00	6,000.00	3,500.00	58	6,000.00	6,000.00	
52 6560	Workers Comp/Administrati	27,774.99	12,905.00	14,198.65	110	16,264.00	16,264.00	26
52 6590	Contingencies	.00	50,000.00	.00		.00	.00	(100)
52 6600	Claims Workers Comp.	15,959.26	.00	7,755.93		10,000.00	10,000.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$1,408,965.12</b>	<b>\$711,132.00</b>	<b>\$376,516.10</b>	<b>53%</b>	<b>\$702,791.00</b>	<b>\$700,791.00</b>	<b>(1%)</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	629.17	325.00	(17.63)	(5)	400.00	400.00	23
52 7320	Stationery & Printing	999.32	3,600.00	.00		4,500.00	4,500.00	25



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
<b>Fund 555 - CONVENTION CENTER FUND</b>								
<b>EXPENSE</b>								
Department <b>4970 - CONVENTION CENTER</b>								
<i>Materials &amp; Supplies</i>								
52 7330	Copy Expense	21,698.80	10,800.00	3,416.56	32	11,600.00	11,600.00	7
53 7000	Gas & Oil	6,800.00	7,000.00	2,911.82	42	6,000.00	6,000.00	(14)
53 7010	Tools/Shop Supplies	1,211.56	1,000.00	1,159.48	116	1,500.00	1,500.00	50
53 7020	Janitorial Supplies	48,147.55	63,140.00	7,203.48	11	55,000.00	51,500.00	(18)
53 7050	Medical Services/Supplies	1,397.00	600.00	.00		600.00	600.00	
53 7121	Computer Hardware	15,274.40	40,700.00	1,342.67	3	46,200.00	46,200.00	14
53 7122	Computer Supplies	8,692.82	12,500.00	1,516.07	12	18,500.00	18,500.00	48
53 7150	Other Operating Supplies	9,548.80	10,000.00	.00		20,462.00	18,712.00	87
53 7310	Office Supplies	2,021.99	2,000.00	768.21	38	2,000.00	2,000.00	
53 7400	Emergency/Pandemic Expense	23,573.73	.00	10,142.61		22,000.00	22,000.00	
<i>Materials &amp; Supplies Totals</i>		\$139,995.14	\$151,665.00	\$28,443.27	19%	\$188,762.00	\$183,512.00	21%
<i>Cost Of Sales</i>								
52 6260	Management Fee	295,000.01	284,000.00	30,000.00	11	266,500.00	266,500.00	(6)
52 6280	Contract Labor	1,079,411.89	750,000.00	394,857.96	53	750,000.00	750,000.00	
52 6290	Contract Miscellaneous	327,845.35	272,500.00	75,347.27	28	245,000.00	245,000.00	(10)
53 5961	Expendable Reserve	96,008.77	30,000.00	.00		93,750.00	93,750.00	213
53 5962	Marketing Reserve	82,273.58	90,000.00	8,937.78	10	75,000.00	75,000.00	(17)
53 5963	Kitchen Equipment Reserve	27,506.56	30,000.00	16,558.74	55	56,250.00	56,250.00	88
53 5964	Bad Debt Reserve	.00	14,000.00	.00		9,375.00	9,375.00	(33)
53 6420	Concessions Purchased	192,222.71	60,000.00	23,798.85	40	75,000.00	75,000.00	25
53 7030	Food & Dietary Supplies	976,202.28	725,000.00	57,120.12	8	725,000.00	725,000.00	
<i>Cost Of Sales Totals</i>		\$3,076,471.15	\$2,255,500.00	\$606,620.72	27%	\$2,295,875.00	\$2,295,875.00	2%
<i>Operating Transfers Out</i>								
61 1556	Operating Transfers Out - GICC ARENA	3,454,425.59	.00	.00		.00	.00	
<i>Operating Transfers Out Totals</i>		\$3,454,425.59	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<i>Accounting Charges</i>								
56 1000	Amortization Expense	160,566.44	.00	.00		.00	.00	
57 4000	Bad Debt Expense	218,619.20	.00	.00		.00	.00	
<i>Accounting Charges Totals</i>		\$379,185.64	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<i>Capital Outlay</i>								
54 7560	Furniture/Fixtures Replac	389,430.47	.00	.00		.00	.00	
54 7640	Other Equipment - Replace	991,211.34	201,475.00	38,590.22	19	558,500.00	410,000.00	103



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	<b>555 - CONVENTION CENTER FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4970 - CONVENTION CENTER</b>							
	Capital Outlay							
	<i>Capital Outlay Totals</i>	\$1,380,641.81	\$201,475.00	\$38,590.22	19%	\$558,500.00	\$410,000.00	103%
	<i>Debt Service</i>							
58 1100	Bond Principal	4,945,000.00	5,065,000.00	5,065,000.00	100	.00	.00	(100)
58 2000	Bond Interest	887,680.83	810,957.00	1,244,517.25	153	812,838.00	812,838.00	
	<i>Debt Service Totals</i>	\$5,832,680.83	\$5,875,957.00	\$6,309,517.25	107%	\$812,838.00	\$812,838.00	(86%)
Department	<b>4970 - CONVENTION CENTER Totals</b>	\$20,947,005.70	\$14,244,150.00	\$10,514,731.44	74%	\$9,967,815.00	\$9,744,264.00	(32%)
	<b>EXPENSE TOTALS</b>	\$20,947,005.70	\$14,244,150.00	\$10,514,731.44	74%	\$9,967,815.00	\$9,744,264.00	(32%)
Fund	<b>555 - CONVENTION CENTER FUND Totals</b>							
	<b>REVENUE TOTALS</b>	\$15,454,846.78	\$14,244,150.00	\$5,389,957.37	38%	\$11,637,969.00	\$9,744,264.00	(32%)
	<b>EXPENSE TOTALS</b>	\$20,947,005.70	\$14,244,150.00	\$10,514,731.44	74%	\$9,967,815.00	\$9,744,264.00	(32%)
Fund	<b>555 - CONVENTION CENTER FUND Totals</b>	(\$5,492,158.92)	\$0.00	(\$5,124,774.07)	+++	\$1,670,154.00	\$0.00	+++
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$15,454,846.78	\$14,244,150.00	\$5,389,957.37	38%	\$11,637,969.00	\$9,744,264.00	(32%)
	<b>EXPENSE GRAND TOTALS</b>	\$20,947,005.70	\$14,244,150.00	\$10,514,731.44	74%	\$9,967,815.00	\$9,744,264.00	(32%)
	Net Grand Totals	(\$5,492,158.92)	\$0.00	(\$5,124,774.07)	+++	\$1,670,154.00	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>34 1900 - Miscellaneous Income</b>			
555 4970 34 1900	Advertising Revenues	1.0000	48,600.00	48,600.00
555 4970 34 1900	ATM Fees	1.0000	500.00	500.00
555 4970 34 1900	Coke Pouring Rights	1.0000	25,000.00	25,000.00
555 4970 34 1900	Dumpster/Misc Special Rentals	1.0000	20,000.00	20,000.00
555 4970 34 1900	Other Misc Revenue	1.0000	10,000.00	10,000.00
	Account <b>34 1900 - Miscellaneous Income</b> Totals	Transactions	5	<u>\$104,100.00</u>
Account	<b>34 5100 - Sales Food &amp; Beverage</b>			
555 4970 34 5100	Concession Sales	1.0000	1,000,000.00	1,000,000.00
555 4970 34 5100	Food and Beverage Catering Sales	1.0000	2,750,000.00	2,750,000.00
	Account <b>34 5100 - Sales Food &amp; Beverage</b> Totals	Transactions	2	<u>\$3,750,000.00</u>
Account	<b>34 5110 - Security Revenue</b>			
555 4970 34 5110	Security for Events	1.0000	150,000.00	150,000.00
	Account <b>34 5110 - Security Revenue</b> Totals	Transactions	1	<u>\$150,000.00</u>
Account	<b>39 1200 - Operating Transfers In</b>			
555 4970 39 1200	Transfer from TPD for Police Officer	1.0000	93,000.00	93,000.00
	Account <b>39 1200 - Operating Transfers In</b> Totals	Transactions	1	<u>\$93,000.00</u>
Account	<b>39 1228 - Administrative/Hospitalit</b>			
555 4970 39 1228	Transfers In to cover debt service obligations	1.0000	812,838.00	812,838.00
555 4970 39 1228	Transfers to cover operating expenses	1.0000	1,406,276.00	1,406,276.00
	Account <b>39 1228 - Administrative/Hospitalit</b> Totals	Transactions	2	<u>\$2,219,114.00</u>
Account	<b>39 1255 - Transfers In</b>			
555 4970 39 1255	Transfer In from GICC Special District Tax	1.0000	160,050.00	160,050.00
	Account <b>39 1255 - Transfers In</b> Totals	Transactions	1	<u>\$160,050.00</u>
	Department <b>4970 - CONVENTION CENTER</b> Totals	Transactions	12	<u>\$6,476,264.00</u>
	Fund <b>555 - CONVENTION CENTER FUND</b> Totals	Transactions	12	<u>\$6,476,264.00</u>
	<b>REVENUES Totals</b>	<b>Transactions</b>	<b>12</b>	<u><b>\$6,476,264.00</b></u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>555 - CONVENTION CENTER FUND</b>				
Department <b>4970 - CONVENTION CENTER</b>				
Account <b>52 3505 - Mileage Reimbursement</b>				
555 4970 52 3505	Local Mileage for Employees	1.0000	500.00	500.00
Account <b>52 3505 - Mileage Reimbursement Totals</b>		Transactions	1	<u>500.00</u>
Account <b>52 5240 - Telephone</b>				
555 4970 52 5240	Cell Service	1.0000	17,500.00	17,500.00
555 4970 52 5240	Comcast	1.0000	13,900.00	13,900.00
555 4970 52 5240	Windstream Subscrisor Fees	1.0000	10,000.00	10,000.00
555 4970 52 5240	Wiondstream	1.0000	230,900.00	230,900.00
Account <b>52 5240 - Telephone Totals</b>		Transactions	4	<u>\$272,300.00</u>
Account <b>52 5260 - Heat &amp; Power</b>				
555 4970 52 5260	GNG Natural Gas	1.0000	50,000.00	50,000.00
555 4970 52 5260	Power	1.0000	1,000,000.00	1,000,000.00
Account <b>52 5260 - Heat &amp; Power Totals</b>		Transactions	2	<u>\$1,050,000.00</u>
Account <b>52 5270 - Water</b>				
555 4970 52 5270	College Park Water	1.0000	70,000.00	70,000.00
Account <b>52 5270 - Water Totals</b>		Transactions	1	<u>\$70,000.00</u>
Account <b>52 5280 - Other Communication/Util</b>				
555 4970 52 5280	Dumpster Rental for Clients	1.0000	10,000.00	10,000.00
555 4970 52 5280	Sanitation	1.0000	5,000.00	5,000.00
555 4970 52 5280	Stormwater	1.0000	7,900.00	7,900.00
Account <b>52 5280 - Other Communication/Util Totals</b>		Transactions	3	<u>\$22,900.00</u>
Account <b>52 5290 - Central Plant - Misc.</b>				
555 4970 52 5290	Chiller Repairs	1.0000	8,000.00	8,000.00
555 4970 52 5290	Fire Sprinkler Inspections and Maintenance	1.0000	2,000.00	2,000.00
555 4970 52 5290	Generator Maintenance	1.0000	5,000.00	5,000.00
Account <b>52 5290 - Central Plant - Misc. Totals</b>		Transactions	3	<u>\$15,000.00</u>
Account <b>52 5360 - Other Equipment Rental</b>				
555 4970 52 5360	Furniture and Equipment for Events	1.0000	20,000.00	20,000.00
Account <b>52 5360 - Other Equipment Rental Totals</b>		Transactions	1	<u>\$20,000.00</u>
Account <b>52 5450 - Legal Fees</b>				
555 4970 52 5450	Allocation From City Hall	1.0000	2,000.00	2,000.00
Account <b>52 5450 - Legal Fees Totals</b>		Transactions	1	<u>\$2,000.00</u>
Account <b>52 5700 - R&amp;M - Vehicles</b>				
555 4970 52 5700	Allocations from Moody's	12.0000	150.00	1,800.00
555 4970 52 5700	Battery and Tire Repairs for Roling Stock	1.0000	1,000.00	1,000.00
555 4970 52 5700	Misc. Maintenance	1.0000	750.00	750.00
555 4970 52 5700	SquareRigger Annual Maintenance Fee (Allocation)	1.0000	89.00	89.00



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>555 - CONVENTION CENTER FUND</b>				
Department <b>4970 - CONVENTION CENTER</b>				
Account <b>52 5700 - R&amp;M - Vehicles</b>				
555 4970 52 5700	SquareRigger Monthly Cost (Allocation)	12.0000	58.00	696.00
		Account <b>52 5700 - R&amp;M - Vehicles Totals</b>	Transactions 5	<u>\$4,335.00</u>
Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b>				
555 4970 52 5710	Audio System Maintenance and Contract	1.0000	10,000.00	10,000.00
555 4970 52 5710	CCTV Maintenance	1.0000	25,000.00	25,000.00
555 4970 52 5710	Gable Sign - Display Maintenance	1.0000	18,000.00	18,000.00
555 4970 52 5710	Lifts and Equipment Repairs	1.0000	4,000.00	4,000.00
555 4970 52 5710	Radio Maintenance	1.0000	2,500.00	2,500.00
555 4970 52 5710	Radio Replacement	3.0000	650.00	1,950.00
		Account <b>52 5710 - R&amp;M Furn. &amp; Equip. Totals</b>	Transactions 6	<u>\$61,450.00</u>
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
555 4970 52 5730	Civic Live	1.0000	610.00	610.00
555 4970 52 5730	Delphi Diagrams/Meeting Matrix Seervicing	1.0000	2,900.00	2,900.00
555 4970 52 5730	Delphi Fdc Service and Support	1.0000	5,250.00	5,250.00
555 4970 52 5730	Dephoil FDC Subbscription	1.0000	48,884.00	48,884.00
555 4970 52 5730	Email License	12.0000	671.00	8,052.00
555 4970 52 5730	Microsoft Exchange - Cloud Services	1.0000	21,500.00	21,500.00
555 4970 52 5730	MIcrosoft Service Subscription	1.0000	2,500.00	2,500.00
555 4970 52 5730	Mimecast	12.0000	289.00	3,468.00
555 4970 52 5730	Misc Services and Repairs	1.0000	5,000.00	5,000.00
555 4970 52 5730	New Servicing iRouter	1.0000	3,600.00	3,600.00
555 4970 52 5730	Palto Firewall Subscription	1.0000	13,500.00	13,500.00
555 4970 52 5730	Reader Board Services and Maintenance	1.0000	17,800.00	17,800.00
555 4970 52 5730	Sonicwall, PaloAlto Add-On, Cisco AP's, Adobe Barracuda	1.0000	8,500.00	8,500.00
555 4970 52 5730	Time Card Servicing and Repair	1.0000	2,500.00	2,500.00
555 4970 52 5730	VanRan Services	2.0000	1,100.00	2,200.00
555 4970 52 5730	Vcitadel 10G (12 Month Term Cost)	1.0000	14,700.00	14,700.00
		Account <b>52 5730 - R&amp;M - D/P Equipment Totals</b>	Transactions 16	<u>\$160,964.00</u>
Account <b>52 5740 - R&amp;M-Buildings</b>				
555 4970 52 5740	Electric Supplies	1.0000	5,000.00	5,000.00
555 4970 52 5740	Exterior and Window Cleaning	1.0000	5,000.00	5,000.00
555 4970 52 5740	Fire Alarm & VESDA Monitoring & Maint.	1.0000	18,000.00	18,000.00
555 4970 52 5740	Fire Extinguisher Service	1.0000	2,000.00	2,000.00
555 4970 52 5740	General Repairs	1.0000	5,000.00	5,000.00
555 4970 52 5740	General Supplies	1.0000	5,000.00	5,000.00
555 4970 52 5740	Glass Replacement	1.0000	3,000.00	3,000.00



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>555 - CONVENTION CENTER FUND</b>				
Department <b>4970 - CONVENTION CENTER</b>				
Account <b>52 5740 - R&amp;M-Buildings</b>				
555 4970 52 5740	HVAC filters	1.0000	10,000.00	10,000.00
555 4970 52 5740	HVAC Maintenance Service	1.0000	110,000.00	110,000.00
555 4970 52 5740	Lamp Replacement	1.0000	30,000.00	30,000.00
555 4970 52 5740	Overhead Door Service	1.0000	5,000.00	5,000.00
555 4970 52 5740	Paint Supplies	1.0000	7,500.00	7,500.00
555 4970 52 5740	Repair and Maintenance Key System	1.0000	3,000.00	3,000.00
Account <b>52 5740 - R&amp;M-Buildings</b> Totals		Transactions	13	<u>\$208,500.00</u>
Account <b>52 5780 - Grounds</b>				
555 4970 52 5780	Landscaping Contract	1.0000	145,000.00	145,000.00
555 4970 52 5780	Parking Equipment and Supplies	1.0000	4,000.00	4,000.00
555 4970 52 5780	Sail Light and Repairs	1.0000	5,000.00	5,000.00
Account <b>52 5780 - Grounds</b> Totals		Transactions	3	<u>\$154,000.00</u>
Account <b>52 6000 - Advertising Expense</b>				
555 4970 52 6000	Client Entertainment	1.0000	6,000.00	6,000.00
555 4970 52 6000	Local Advertising	1.0000	4,000.00	4,000.00
555 4970 52 6000	Sales Promotion	1.0000	3,000.00	3,000.00
Account <b>52 6000 - Advertising Expense</b> Totals		Transactions	3	<u>\$13,000.00</u>
Account <b>52 6050 - Bank Charges</b>				
555 4970 52 6050	Replacement Equipment	1.0000	400.00	400.00
555 4970 52 6050	Usage Fee for Events	1.0000	30,000.00	30,000.00
555 4970 52 6050	Usage Fee for Parking	1.0000	10,000.00	10,000.00
Account <b>52 6050 - Bank Charges</b> Totals		Transactions	3	<u>\$40,400.00</u>
Account <b>52 6100 - Auto Insurance</b>				
555 4970 52 6100	Apex Auto Liability	1.0000	3,874.00	3,874.00
Account <b>52 6100 - Auto Insurance</b> Totals		Transactions	1	<u>\$3,874.00</u>
Account <b>52 6110 - Other Insurance</b>				
555 4970 52 6110	Apex Insurance GICC Allocation	1.0000	134,153.00	134,153.00
Account <b>52 6110 - Other Insurance</b> Totals		Transactions	1	<u>\$134,153.00</u>
Account <b>52 6170 - Contractual Services</b>				
555 4970 52 6170	Other Misc Services	1.0000	5,000.00	5,000.00
555 4970 52 6170	Temp Labor Operations, Bldg Svcs, Houskeeping, Parking	1.0000	60,000.00	60,000.00
Account <b>52 6170 - Contractual Services</b> Totals		Transactions	2	<u>\$65,000.00</u>
Account <b>52 6171 - Security Services</b>				
555 4970 52 6171	Building Security (ALL N One)	52.0000	4,800.00	249,600.00
555 4970 52 6171	Clayton County Officers	1.0000	110,000.00	110,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>52 6171 - Security Services</b>			
555 4970 52 6171	Outside Security	1.0000	35,000.00	35,000.00
		Transactions	3	<u>\$394,600.00</u>
	Account	<b>52 6171 - Security Services Totals</b>		
Account	<b>52 6200 - Training</b>			
555 4970 52 6200	Continuing Ed Sales Managers	1.0000	700.00	700.00
555 4970 52 6200	Crowd Management Training	25.0000	15.00	375.00
555 4970 52 6200	Electrica Training and License Renewals	1.0000	600.00	600.00
555 4970 52 6200	IAEE SE Classic	1.0000	1,800.00	1,800.00
555 4970 52 6200	IAVM Public Assembly Mgrs Training	1.0000	1,750.00	1,750.00
555 4970 52 6200	Mediation Training and Dues	1.0000	600.00	600.00
555 4970 52 6200	Misc. Training Operatong, Parking, Accounting	1.0000	1,000.00	1,000.00
		Transactions	7	<u>\$6,825.00</u>
	Account	<b>52 6200 - Training Totals</b>		
Account	<b>52 6210 - Dues</b>			
555 4970 52 6210	Airport Area Chamber	1.0000	675.00	675.00
555 4970 52 6210	American Society of Assn. Executives	1.0000	500.00	500.00
555 4970 52 6210	Atlanta CVB	1.0000	3,880.00	3,880.00
555 4970 52 6210	Atlanta G&L Chamber	1.0000	1,000.00	1,000.00
555 4970 52 6210	Building Owners and Managers of Atl	1.0000	250.00	250.00
555 4970 52 6210	Clayton County Chamber	1.0000	600.00	600.00
555 4970 52 6210	Convention Sales Professionals	1.0000	400.00	400.00
555 4970 52 6210	GA Hotel and Lodging Assn	1.0000	500.00	500.00
555 4970 52 6210	GA Society of Assn Executives	1.0000	350.00	350.00
555 4970 52 6210	GEMA CEM	1.0000	350.00	350.00
555 4970 52 6210	IEEE Adv Tech for Humanity	1.0000	360.00	360.00
555 4970 52 6210	Int'l Assn of Venue Managers	1.0000	3,600.00	3,600.00
555 4970 52 6210	Meeting Planners Int'l	1.0000	479.00	479.00
555 4970 52 6210	Professional Convention Managment Assn	1.0000	250.00	250.00
555 4970 52 6210	South Fulton Chamber	1.0000	485.00	485.00
		Transactions	15	<u>\$13,679.00</u>
	Account	<b>52 6210 - Dues Totals</b>		
Account	<b>52 6220 - Subscription/Publications</b>			
555 4970 52 6220	Journal Of Emergency Management	1.0000	350.00	350.00
555 4970 52 6220	Venues Today	1.0000	165.00	165.00
		Transactions	2	<u>\$515.00</u>
	Account	<b>52 6220 - Subscription/Publications Totals</b>		
Account	<b>52 6240 - Auto Allowance</b>			
555 4970 52 6240	Executive Director Car Allowance	1.0000	6,000.00	6,000.00
		Transactions	1	<u>\$6,000.00</u>
	Account	<b>52 6240 - Auto Allowance Totals</b>		



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>52 6260 - Management Fee</b>			
555 4970 52 6260	Fixed Management Fee	12.0000	5,000.00	60,000.00
555 4970 52 6260	Variable Management Fee (7% Over \$800,000.)	1.0000	206,500.00	206,500.00
	Account <b>52 6260 - Management Fee</b> Totals	Transactions	2	<u>\$266,500.00</u>
Account	<b>52 6280 - Contract Labor</b>			
555 4970 52 6280	Net Labor for Food and Beverage Service	1.0000	750,000.00	750,000.00
	Account <b>52 6280 - Contract Labor</b> Totals	Transactions	1	<u>\$750,000.00</u>
Account	<b>52 6290 - Contract Miscellaneous</b>			
555 4970 52 6290	Direct Event Expenses	1.0000	125,000.00	125,000.00
555 4970 52 6290	Indirect Operating Expenses	1.0000	40,000.00	40,000.00
555 4970 52 6290	Operating Exeprnses POP	1.0000	60,000.00	60,000.00
555 4970 52 6290	Trash Removal	1.0000	20,000.00	20,000.00
	Account <b>52 6290 - Contract Miscellaneous</b> Totals	Transactions	4	<u>\$245,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
555 4970 52 6560	Apex Insurance Workers Comp	1.0000	16,264.00	16,264.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	1	<u>\$16,264.00</u>
Account	<b>52 6600 - Claims Workers Comp.</b>			
555 4970 52 6600	Workers Comp Claims	1.0000	10,000.00	10,000.00
	Account <b>52 6600 - Claims Workers Comp.</b> Totals	Transactions	1	<u>\$10,000.00</u>
Account	<b>52 7300 - Postage</b>			
555 4970 52 7300	Postage and Shipping	1.0000	400.00	400.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$400.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
555 4970 52 7320	Business Cards	1.0000	1,400.00	1,400.00
555 4970 52 7320	Lanyards and Badges	1.0000	900.00	900.00
555 4970 52 7320	Logo Cards and Pens	1.0000	500.00	500.00
555 4970 52 7320	Sales Collateral	1.0000	600.00	600.00
555 4970 52 7320	Stationary	1.0000	1,100.00	1,100.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	5	<u>\$4,500.00</u>
Account	<b>52 7330 - Copy Expense</b>			
555 4970 52 7330	Copiers	2.0000	7,000.00	14,000.00
555 4970 52 7330	Copy Paper Supplies	12.0000	300.00	3,600.00
555 4970 52 7330	POP Allocation	1.0000	(6,000.00)	(6,000.00)
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	3	<u>\$11,600.00</u>
Account	<b>53 5961 - Expendable Reserve</b>			
555 4970 53 5961	Per Contract 2.5% of Revenue	1.0000	93,750.00	93,750.00
	Account <b>53 5961 - Expendable Reserve</b> Totals	Transactions	1	<u>\$93,750.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>53 5962 - Marketing Reserve</b>			
555 4970 53 5962	Per Contract `2% of Revenue	1.0000	75,000.00	75,000.00
	Account <b>53 5962 - Marketing Reserve</b> Totals	Transactions	1	<u>\$75,000.00</u>
Account	<b>53 5963 - Kitchen Equipment Reserve</b>			
555 4970 53 5963	Per Contract 1.5% of Revenue	1.0000	56,250.00	56,250.00
	Account <b>53 5963 - Kitchen Equipment Reserve</b> Totals	Transactions	1	<u>\$56,250.00</u>
Account	<b>53 5964 - Bad Debt Reserve</b>			
555 4970 53 5964	Per Contractg .25% of Revenue	1.0000	9,375.00	9,375.00
	Account <b>53 5964 - Bad Debt Reserve</b> Totals	Transactions	1	<u>\$9,375.00</u>
Account	<b>53 6420 - Concessions Purchased</b>			
555 4970 53 6420	Third Party Concessions Commissions	1.0000	75,000.00	75,000.00
	Account <b>53 6420 - Concessions Purchased</b> Totals	Transactions	1	<u>\$75,000.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
555 4970 53 7000	Gas and Oil for Police Vehcle	1.0000	2,500.00	2,500.00
555 4970 53 7000	Gas, Oil and Propane for Rolling Stock	1.0000	3,500.00	3,500.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	2	<u>\$6,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
555 4970 53 7010	Tool and Supplies for Operations	1.0000	500.00	500.00
555 4970 53 7010	Tools and Suplies for Building Services	1.0000	1,000.00	1,000.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	2	<u>\$1,500.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
555 4970 53 7020	Clean Core Caddy (Restroom Cleaner)	2.0000	4,000.00	8,000.00
555 4970 53 7020	Paper Products and Chemicals	1.0000	41,500.00	41,500.00
555 4970 53 7020	Replacement Vacuums	2.0000	1,000.00	2,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	3	<u>\$51,500.00</u>
Account	<b>53 7030 - Food &amp; Dietary Supplies</b>			
555 4970 53 7030	Food and Beverage Cost for Catering and Concessions	1.0000	725,000.00	725,000.00
	Account <b>53 7030 - Food &amp; Dietary Supplies</b> Totals	Transactions	1	<u>\$725,000.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
555 4970 53 7050	Employee Physicals	1.0000	300.00	300.00
555 4970 53 7050	Medical Supplies	1.0000	300.00	300.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	2	<u>\$600.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
555 4970 53 7121	Cisco Network Switches	1.0000	12,300.00	12,300.00
555 4970 53 7121	Client Switches, Spec Equipment	1.0000	2,500.00	2,500.00
555 4970 53 7121	Closet Switches	1.0000	4,500.00	4,500.00



# Budget Transaction Report

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G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>53 7121 - Computer Hardware</b>			
555 4970 53 7121	Fiber Hardware and Repairs	1.0000	4,500.00	4,500.00
555 4970 53 7121	Parts, Recepticals and Dyes	1.0000	1,200.00	1,200.00
555 4970 53 7121	Security Hardware	1.0000	5,000.00	5,000.00
555 4970 53 7121	Server Controllers Hard Disk, Etc.	1.0000	4,000.00	4,000.00
555 4970 53 7121	SoftwareUpgrades and Licencing	1.0000	5,500.00	5,500.00
555 4970 53 7121	Tape Devises	1.0000	1,500.00	1,500.00
555 4970 53 7121	Wireless Controllers, Aps Management	1.0000	5,200.00	5,200.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	10	<u>\$46,200.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
555 4970 53 7122	Cables and Accessories	1.0000	2,500.00	2,500.00
555 4970 53 7122	Network Tools/Testers/Fiber Kits	1.0000	4,500.00	4,500.00
555 4970 53 7122	Printer Caartridges	1.0000	5,700.00	5,700.00
555 4970 53 7122	REplacement Printers	4.0000	500.00	2,000.00
555 4970 53 7122	Software Security Monitoring & Licencing	1.0000	3,800.00	3,800.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	5	<u>\$18,500.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
555 4970 53 7150	Chair Dollies	4.0000	400.00	1,600.00
555 4970 53 7150	Coffee Supplies	1.0000	1,000.00	1,000.00
555 4970 53 7150	Flatbead Dollies	2.0000	1,000.00	2,000.00
555 4970 53 7150	Linens	1.0000	1,750.00	1,750.00
555 4970 53 7150	Plastic Barriers/Bike Racks	52.0000	156.00	8,112.00
555 4970 53 7150	Stanchions	50.0000	85.00	4,250.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	6	<u>\$18,712.00</u>
Account	<b>53 7310 - Office Supplies</b>			
555 4970 53 7310	General Office Supplies	1.0000	2,000.00	2,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>53 7400 - Emergency/Pandemic Expense</b>			
555 4970 53 7400	Cleaning Products	1.0000	18,000.00	18,000.00
555 4970 53 7400	Sprayers/Cleaners	2.0000	2,000.00	4,000.00
	Account <b>53 7400 - Emergency/Pandemic Expense</b> Totals	Transactions	2	<u>\$22,000.00</u>
Account	<b>54 7640 - Other Equipment - Replace</b>			
555 4970 54 7640	CCTV Cameras	1.0000	300,000.00	300,000.00
555 4970 54 7640	Water Cooling Tower	1.0000	110,000.00	110,000.00
	Account <b>54 7640 - Other Equipment - Replace</b> Totals	Transactions	2	<u>\$410,000.00</u>
Account	<b>58 1100 - Bond Principal</b>			
555 4970 58 1100	2005 BIDA Civic Center Bond	1.0000	3,865,000.00	3,865,000.00
555 4970 58 1100	2005 BIDA Civic Center Bond - Reduce to Refinance	1.0000	(3,865,000.00)	(3,865,000.00)



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>555 - CONVENTION CENTER FUND</b>			
Department	<b>4970 - CONVENTION CENTER</b>			
Account	<b>58 1100 - Bond Principal</b>			
555 4970 58 1100	2013 Series 2001 CC Refunding	1.0000	1,320,000.00	1,320,000.00
555 4970 58 1100	2013 Series 2001 CC Refunding - Reduce to Refinance	1.0000	(1,320,000.00)	(1,320,000.00)
	Account <b>58 1100 - Bond Principal</b> Totals	Transactions	4	<u>\$0.00</u>
Account	<b>58 2000 - Bond Interest</b>			
555 4970 58 2000	2005 BIDA Civic Center Bond	1.0000	292,919.00	292,919.00
555 4970 58 2000	2005 BIDA Civic Center Bond	1.0000	246,925.00	246,925.00
555 4970 58 2000	2005 BIDA Civic Center Bond - Refinance Portion	1.0000	89,178.00	89,178.00
555 4970 58 2000	2013 Series 2001 CC Refunding	1.0000	70,350.00	70,350.00
555 4970 58 2000	2013 Series 2001 CC Refunding	1.0000	83,616.00	83,616.00
555 4970 58 2000	2013 Series 2001 CC Refunding - Refinance Portion	1.0000	29,850.00	29,850.00
	Account <b>58 2000 - Bond Interest</b> Totals	Transactions	6	<u>\$812,838.00</u>
	Department <b>4970 - CONVENTION CENTER</b> Totals	Transactions	166	<u>\$6,448,484.00</u>
	Fund <b>555 - CONVENTION CENTER FUND</b> Totals	Transactions	166	<u>\$6,448,484.00</u>
	<b>EXPENSES</b> Totals	Transactions	166	<u>\$6,448,484.00</u>
	Grand Totals	Transactions	178	<u>\$12,924,748.00</u>

EXHIBIT D  
 City of College Park, Georgia  
 Personnel Request Worksheet  
 Budget Year 2021-22

Department and  
 Number:

**Convention Center - 4970**

Fund: **555**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions: From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>555</b>		Department and Number: <b>Convention Center 4970</b>	
New Replacement for Vehicle/Equipment No.		Priority: 1	
Vehicle Type	Sedan 2 Door Sedan 4 Door Cruiser Station Wagon Van 1/2 ton Truck 3/4 ton Truck Sanitation Front Loader Sanitation Rear Loader Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2020-21 Maintenance Cost Actual FYE 2020-21 Operating Cost Estimated FYE 2021-22 Maintenance Cost Estimated FYE 2021-22 Operating Cost	
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:  N/A	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment Purchase Price Estimated Useful Life Estimated Use During 2021-22 Estimated Operating Cost During 2021-22		Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2021-22 Estimated Operating Cost During 2021-22	

**EXHIBIT F-1**  
**City of College Park, Georgia**  
**Vehicle Inventory List**

**Dept:** Convention Cente **Fuel Type:** *Gas*

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year</i>	<i>Current Year</i>	<i>Hours</i>	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>		
<i>91</i>	<i>2001</i>	<i>Ford</i>	<i>E-150</i>	<i>1FMRE11231HB04740</i>	<i>19,506.00</i>	<i>1/1/2001</i>	<i>35,628</i>	<i>36,093</i>	<i>175</i>	<i>133121</i>
	<i>2007</i>	<i>Ford</i>	<i>Crown Victoria</i>	<i>2FAFP71W77X147175</i>	<i>10,000.00</i>	<i>11/16/2016</i>	<i>109,072</i>	<i>116,710</i>	<i>2,700</i>	<i>GV183B</i>

*G=Gas*  
*D=Diesel*  
*AF=Alternative Fuel*  
*N/A=Not Available or Required*

**EXHIBIT G**  
City of College Park, Georgia  
5 Year Capital Improvement Program  
Budget Year 2021-22

Department: Convention Center		Fund: 555		Department Number: 4970				
Account Number	Description/Justification	Suggested Funding						
		Source	2021-22	2022-23	2023-24	2024-25	2025-26	
54 7630	Water Tower Cooling	General Fund	\$110,000					
54 7640	CCTV Cameras	General Fund	\$300,000					
54 7560	Internal Digital Display	General Fund		\$489,000				
54 7630	Network Switching/Data	General Fund		\$398,000				
54 7640	HVAC Towers	General Fund		\$200,000				
54 7560	Exhibit Hall Lights	General Fund		\$300,000				
54 7630	Way Finding	General Fund		\$200,000				
54 7640	Exterior Refurbish	General Fund		\$100,000				
54 7640	Exterior Post Lights	General Fund		\$100,000				
54 7580	Van	General Fund		\$40,000				
54 7630	Exterior Storage	General Fund		\$25,000				
54 7640	Riding Vacuum	General Fund		\$15,000	\$15,000			
54 7640	Fire Alarm Panels	General Fund			\$300,000			
54 7560	Salon Millwork	General Fund			\$100,000			
54 7640	Exterior Cleaning	General Fund			\$100,000			
54 7560	Salon Airwalls	General Fund			\$999,000			
54 7560	Suites Lights	General Fund			\$100,000			
54 7640	Sail Towers	General Fund			\$100,000			
54 7560	Salon Lights	General Fund			\$750,000			
54 7640	Roof Coating	General Fund			\$999,000			
54 7640	Parking Lot Paving	General Fund			\$999,000			
54 7640	Restrooms Ex. Halls	General Fund				\$999,000		
54 7560	Carpet Lobby-Suites	General Fund				\$750,000		
54 7560	Lobby Lights	General Fund				\$750,000		
54 7640	Ex. Hall Airwalls	General Fund						\$999,000
54 7640	HVAC Chillers	General Fund						\$500,000
54 7640	HVAC Bypass Valve	General Fund						\$100,000
54 7560	Glass	General Fund						\$200,000
Totals			\$410,000	\$1,867,000	\$4,462,000	\$2,499,000	\$1,799,000	

EXHIBIT G-1  
City of College Park, Georgia  
Capital Outlay Request  
Budget Year 2021-2022

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: CCTV Camera Replacement

Item/Project Manager: Philip Mobley

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

---

Description of Item/Project: This capital improvement item is to provide resources for the purchase/replacement of the original analog cameras and additional wiring at GICC.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced. The existing analog cameras are obsolete and do not provide the resolution needed for public safety and security.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use: The existing cameras are old, obsolete, and several are not working and do not provide the needed resolution.

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life 10 + years

Estimated Cost \$300,000

Less: Trade-In 0

Net Cost \$300,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

1. Johnson Controls \$300,000

2.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

CCTV Camera  
Replacement

**Project Description:** This capital improvement item is to provide resources for the purchase/replacement of the original analog cameras and additional wiring at GICC.

**Project Justification and Impact:** The GICC has been operating at its location since April 2003. The existing analog cameras are obsolete and do not provide the resolution needed for public safety and security. 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: \$300,000**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$300,000	\$	\$	\$ -	\$	\$300,000

**Useful Life:**

10 + years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2021-22**

Department: Convention Center

Fund:555

Division:

Department Number: 4970

Item/Project Name: Water Tower Cooling

Item/Project Manager: Robert Ligon

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

---

Description of Item/Project: This capital Improvement item is to provide resources necessary to obtain and maintain client servicing requirements.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use:

Will requested expenditure require additional personnel?  Yes  No **X**, If yes, explain:

Cost Breakdown,

Estimated Useful Life 5 Years

Estimated Cost \$110,000

Less: Trade In

Net Cost \$ 110,000

---

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Water Tower Cooling

**Project Description:**

**Project Justification and Impact:**

**Project Costs: \$ 110,000**

<u>PriorYear</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
-	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

**Useful Life:**

5+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** Critical

## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name:**

#### **Georgia International Convention Center**

Georgia's newest and second largest convention center, the GICC is uniquely positioned to offer its guests and clients unprecedented convenience. The world's only convention center directly connected to a major airport, our modern facility embodies the grace and efficiency of flight itself.

The ATL SkyTrain connects the GICC to a major airport; it is just as convenient by car — at the juncture of two major U.S. interstates. The heart of Atlanta is 10 minutes away by rental car or **MARTA train**. And the airport's **Rental Car Center** links to the GICC by the **ATL SkyTrain** automated people mover.

**Gateway Center Arena @ College Park** is now officially open to the public. Operated by the Georgia International Convention Center (GICC) in partnership with The Fox Theatre, the multipurpose sports and entertainment venue serves as home to the College Park Skyhawks, the official NBA G League affiliate of the Atlanta Hawks, and the WNBA's Atlanta Dream, along with a variety of other events.

The City of College Park and the Georgia International Convention Center (GICC) broke ground in February 2018 on College Park's new multipurpose arena. Arena @ College Park Gateway Center, is a sports and entertainment venue projected to bring significant economic impact to the area,

### **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) opened with 136,000 total square feet. In 1993 GICTC opened Phase 2 expansion and changed the 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 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.

2009 marked 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.

The Renaissance Atlanta Airport Gateway Hotel opened April 2017. The hotel features 204 exquisite rooms, a 3,220 square foot ballroom, meeting space and will be accessible to HJIA.

Construction on the new Marriott AC Hotel to be completed Spring 2020 with 220 guest rooms.

Construction on the Sheraton Hotel with 300 guest room will begin late Summer 2020.

Trends:

### **Program 21/22 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**

#### **Number of Events**

	<b>Actual 17/18</b>	<b>Actual 18/19</b>	<b>Estimate 19/20</b>	<b>Projected 20/21</b>
<b>Number of Events</b>	5,900	6,100	6,400	6,600
<b>Total Attendance</b>	425,000	470,000	525,000	585,000
<b>Ex Hall/Mtg Rm Revenue</b>	\$2,128,799	\$2,400,000	\$2,600,000	\$2,845,000
<b>Food &amp; Beverage</b>	\$5,328,799	\$5,500,000	\$5,500,000	\$6,000,000
<b>Parking Revenue</b>	\$ 807,347	\$ 800,000	\$ 900,000	\$ 950,000

### **Booking Accomplishments**

Chick-Fil- A Regional Meeting. Franchise Owners/Operations from across the USA met in 6 waves for 24 consecutive days. The estimated economic impact for this event was 3,700,000.00. Currently working to secure this event for 2020-2023.

Girls Under Amour Association. This is a high school basketball tournament that included the following organizations; Insider Exposure, Zero Gravity Basketball, and contracted under Select Events, LLC Girl Basketball. Historically it is held in conjunction with other organizations at the GWCC. The estimated economic impact for this event was \$1,500,000.00.

RentPath Annual Conference. RentPath is the leading digital marketing solutions company, that empowers millions nationwide to find apartments and houses for rent. Through its brands, RentPath continues to simplify the apartment search experience while driving quality advertiser leads that result in occupancies and a high return on investment. With powerful online and mobile solutions that provide prospective renters with the information and tools they need, RentPath connects consumers with a home that reflects their personal lifestyles. The estimated economic impact for this event is this event is \$800,000.00

Pray's Mill (G3 Conference) the mission of the G3 Conference is to educate, encourage, and equip for the work of ministry and for the glory of God. Their mission is built upon the foundation of the holy Scriptures and upheld by three pillars – gospel, grace, and glory. It is our goal to facilitate people who attend the G3 to reach the neighborhoods and the nations with the gospel. The estimated economic impact for this event was \$1,200,000.00

Federal Emergency Management Agency (FEMA) rented conference space in support of the Staging, Personnel Mobilization to intake first responder supporting Hurricane Dorian. The processing center processed approximately 500+ first responders in support of South Carolina, North Carolina, Georgia and Florida. The approximately revenue was over \$400,000.00.

### **ATL Airport District (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 promotes the GICC and services of the hotels and the attractions within the area.

In 2017, the CP College Park DMO was re-branded as *ATL Airport District*. The brand is bold, contemporary and has improved their ability to sell and market College Park, East Point, and Union City and in 2017, the DMO added Hapeville to their sales efforts.

The mission of the ATL Airport District is to generate economic development for the City of College Park, East Point, Hapeville and Union City by effectively marketing the community as a preferred tourism, convention and meeting destination.

## **Key Groups Booked**

### **ISA Southern Chapter**

Total Room Nights: 1320

Economic Impact: 1.0 Million

### **FreightWaves**

Total Room Nights: 1510

Economic Impact: 1.9 Million

### **Chick-fil-A**

Total Room Nights: 3080

Economic Impact: 5.3 Million

### **USA Weightlifting**

Total Room Nights: 1155

Economic Impact: 1.0 Million

### **CRU Publishing Ltd.**

Total Room Nights: 1326

Economic Impact: 1.8 Million

### **Varsity Spirit**

Total Room Nights: 2284

Economic Impact: 2.1 Million

## **July 1, 2019 – January 2020**

Sales Leads: **416**

The DMO held their 5th annual meeting with over 250 people in attendance

The theme for this year was “Let the Revolution Begin” featuring Arrested Development

## **Sponsorship**

The GICC continues their agreement with Coca-Cola Refreshments for “Pouring Rights”. The Coca-Cola company will pay the GICC \$100,000 over the next 5 year period with over \$500 per year complimentary products and \$28,000 marketing funds.

We also have a sponsorship with AT&T for \$144,000 for 3 years.

## **Accomplishments**

Completed renovation of Ballroom wallcovering

Purchased new carpet for the ballroom with SPLOST money

Mercedes Miller listed in Atlanta Business Chronicle as 100 Leaders in Atlanta Hospitality Industry.

Hired Jason Causey as Convention Center Manager

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

---

Fund: **555**

Department and Number: **Convention Center / 4970**

---

Department Submitting Request: GICC

Division Submitting Request: GICC

Requested For Department: Streets

Prepared By: Jane Cox

Description of Item:

Repainting the Curbs and the Street Striping on Convention Center Concourse and Walt Belamy Way.

Reason for Requesting:

The paint is fading and hard to see.

Cost Estimate/Revenue Enhancement:

\$5,000

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

---

Fund: **555**

Department and Number: **Convention Center / 4970**

---

Department Submitting Request: GICC

Division Submitting Request: GICC

Requested For Department: TPD

Prepared By: Jane Cox

Description of Item:

Cover the Cost of the Police Officer for the Convention Center

Reason for Requesting:

To provide Safety for the Convention Center as well as the City.

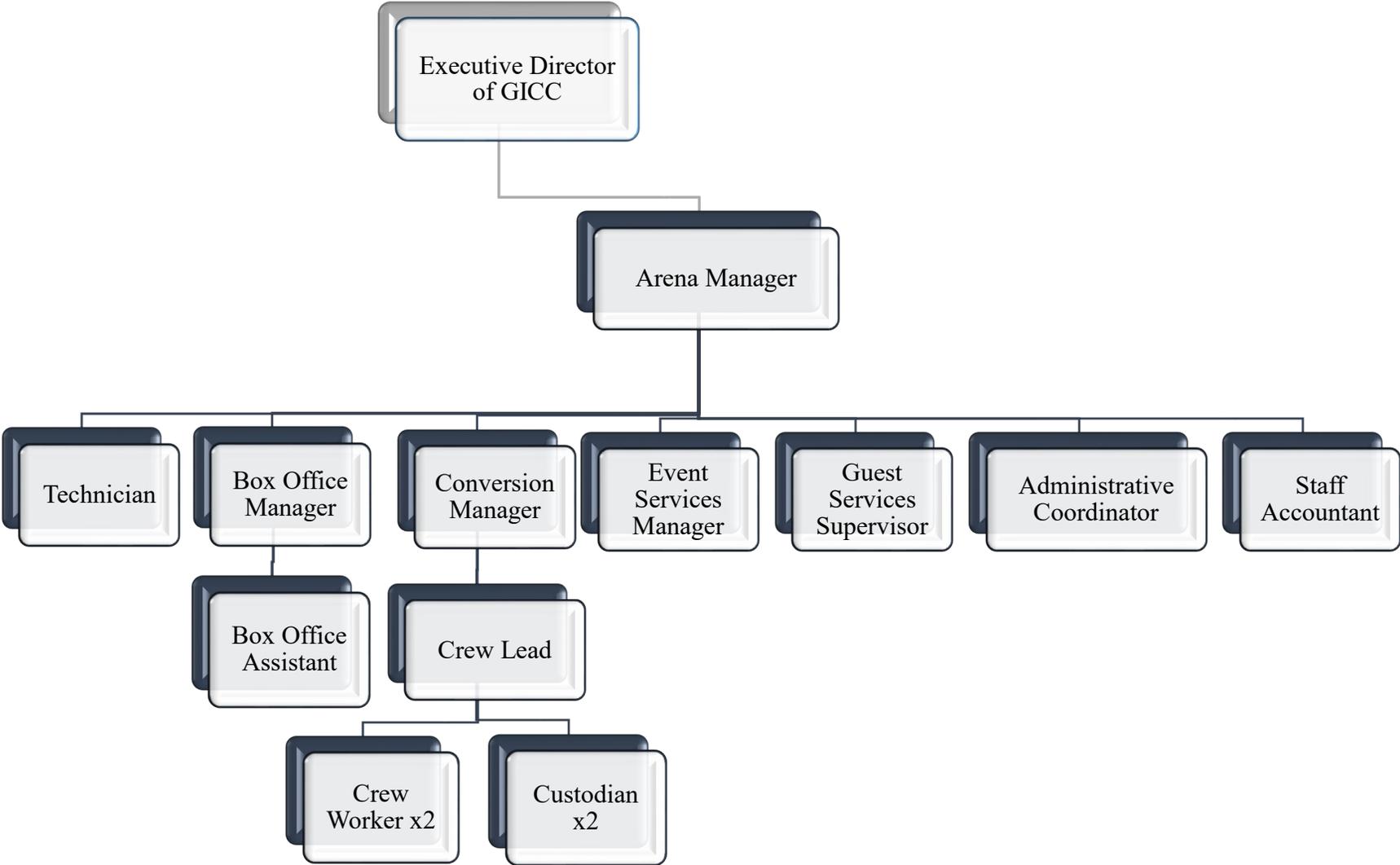
Cost Estimate/Revenue Enhancement:

\$93,000



# GATEWAY ARENA

# Gateway Center Arena Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET**

Fund: 556	Department and Number: Gateway Arena 4969				
	2018-19	2019-20	2020-21	2021-22	2021-22
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Arena Manager	0	1	1	1	1
Arena Box Office Mgr.	0	1	1	1	1
Arena Event Services Mgr.	0	1	1	1	1
Arena Conversion Mgr.	0	1	1	1	1
Arena Staff Accountant	0	1	1	1	1
Arena Administrative Asst.	0	1	1	1	1
Arena Technician	0	1	1	1	1
Arena Custodian	0	1	1	1	1
Arena Crew Leader	0	1	1	1	1
Arena Crew Worker	0	2	2	2	2
Arena Service Supervisor	0	1	1	1	1
Arena Guest Service Lead	0	1	0	0	0
Part Time Positions:					
Arena Box Office Assistant	0	0	1	1	1
Arena Custodian	0	1	1	1	1
<b>Total Personnel:</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>556 - GICC - ARENA</b>								
<b>REVENUE</b>								
Department <b>0000 - Revenues</b>								
<i>Charges For Services</i>								
34 5100	Sales Food & Beverage	363,865.56	1,500,000.00	105,888.11	7	1,500,000.00	1,000,000.00	(33)
34 5110	Security Revenue	75,103.36	90,000.00	53,749.80	60	100,000.00	75,000.00	(17)
34 5120	Parking Rental	2,265.00	30,000.00	83,915.00	280	30,000.00	30,000.00	
34 5140	Meeting Rooms	236,485.32	1,000,000.00	145,120.20	15	1,000,000.00	702,000.00	(30)
34 5150	Equipment Rental	10,610.00	50,000.00	5,800.00	12	50,000.00	50,000.00	
34 5160	Electrical Rental	15,500.00	50,000.00	3,750.00	8	50,000.00	50,000.00	
34 5170	Telecommunications Rental	5,150.00	50,000.00	3,650.00	7	50,000.00	50,000.00	
<i>Charges For Services Totals</i>		<b>\$708,979.24</b>	<b>\$2,770,000.00</b>	<b>\$401,873.11</b>	<b>15%</b>	<b>\$2,780,000.00</b>	<b>\$1,957,000.00</b>	<b>(29%)</b>
<i>Other Income</i>								
34 1900	Miscellaneous Income	73,709.45	350,000.00	4,015.62	1	350,000.00	150,000.00	(57)
<i>Other Income Totals</i>		<b>\$73,709.45</b>	<b>\$350,000.00</b>	<b>\$4,015.62</b>	<b>1%</b>	<b>\$350,000.00</b>	<b>\$150,000.00</b>	<b>(57%)</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	127,999.08	74,808.00	.00		74,808.00	.00	(100)
<i>Interest Totals</i>		<b>\$127,999.08</b>	<b>\$74,808.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$74,808.00</b>	<b>\$0.00</b>	<b>(100%)</b>
<i>Operating Transfers In</i>								
39 1200	Operating Transfers In	581,507.00	.00	.00		.00	.00	
39 1228	Administrative/Hospitalit	3,642,435.00	.00	.00		.00	1,218,155.00	
39 1255	Transfers In	3,454,425.59	2,869,819.00	2,630,667.42	92	2,867,538.00	2,867,538.00	
<i>Operating Transfers In Totals</i>		<b>\$7,678,367.59</b>	<b>\$2,869,819.00</b>	<b>\$2,630,667.42</b>	<b>92%</b>	<b>\$2,867,538.00</b>	<b>\$4,085,693.00</b>	<b>42%</b>
Department <b>0000 - Revenues Totals</b>		<b>\$8,589,055.36</b>	<b>\$6,064,627.00</b>	<b>\$3,036,556.15</b>	<b>50%</b>	<b>\$6,072,346.00</b>	<b>\$6,192,693.00</b>	<b>2%</b>
Department <b>4969 - GATEWAY ARENA</b>								
<i>Intergovernmental</i>								
33 1150	CARES Act Grant	.00	.00	6,411.12		.00	.00	
<i>Intergovernmental Totals</i>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,411.12</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Department <b>4969 - GATEWAY ARENA Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,411.12</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>REVENUE TOTALS</b>		<b>\$8,589,055.36</b>	<b>\$6,064,627.00</b>	<b>\$3,042,967.27</b>	<b>50%</b>	<b>\$6,072,346.00</b>	<b>\$6,192,693.00</b>	<b>2%</b>
<b>EXPENSE</b>								
Department <b>4969 - GATEWAY ARENA</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	469,642.00	612,290.00	395,595.02	65	612,290.00	524,830.00	(14)
51 5020	Salary/Overtime	.00	5,000.00	.00		5,000.00	.00	(100)
51 5030	Salary/Partime	8,445.00	42,600.00	.00		21,000.00	21,000.00	(51)
51 5040	Shared Utility Payments	2,414.09	5,800.00	3,012.34	52	5,800.00	5,800.00	



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 556 - GICC - ARENA								
<b>EXPENSE</b>								
Department 4969 - GATEWAY ARENA								
<i>Personnel Services</i>								
51 5041	Shared Personnel Costs	.00	5,000.00	.00		5,000.00	5,000.00	
51 5190	Medicare	5,966.47	9,496.00	5,197.77	55	9,183.00	7,915.00	(17)
51 5200	Fica	385.02	2,663.00	.00		1,313.00	656.00	(75)
<i>Personnel Services Totals</i>		<b>\$486,852.58</b>	<b>\$682,849.00</b>	<b>\$403,805.13</b>	<b>59%</b>	<b>\$659,586.00</b>	<b>\$565,201.00</b>	<b>(17%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	561,790.64	125,581.00	84,139.05	67	125,581.00	109,796.00	(13)
51 5161	Life Insurance	490.57	695.00	540.15	78	695.00	596.00	(14)
51 5163	ST Disability Insurance	363.68	1,000.00	339.15	34	1,000.00	700.00	(30)
51 5164	LT Disability Insurance	303.37	1,200.00	282.34	24	1,200.00	600.00	(50)
51 5165	Health Insurance	41,549.58	113,954.00	63,187.81	55	112,889.00	97,156.00	(15)
51 5166	Dental Insurance	2,067.09	2,716.00	2,163.97	80	2,716.00	2,471.00	(9)
51 5180	Uniforms	7,095.70	15,000.00	.00		10,000.00	.00	(100)
<i>Employee Benefits Totals</i>		<b>\$613,660.63</b>	<b>\$260,146.00</b>	<b>\$150,652.47</b>	<b>58%</b>	<b>\$254,081.00</b>	<b>\$211,319.00</b>	<b>(19%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	127,099.51	237,900.00	106,393.52	45	224,200.00	184,500.00	(22)
52 5260	Heat & Power	15,346.41	125,000.00	172,547.51	138	270,000.00	270,000.00	116
52 5270	Water	.00	55,000.00	206.77		25,000.00	20,000.00	(64)
52 5280	Other Communication/Util	.00	18,000.00	10,325.43	57	18,000.00	10,000.00	(44)
<i>Communications &amp; Util. Totals</i>		<b>\$142,445.92</b>	<b>\$435,900.00</b>	<b>\$289,473.23</b>	<b>66%</b>	<b>\$537,200.00</b>	<b>\$484,500.00</b>	<b>11%</b>
<i>Rentals</i>								
52 5360	Other Equipment Rental	2,073.62	20,000.00	.00		10,000.00	5,000.00	(75)
<i>Rentals Totals</i>		<b>\$2,073.62</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$10,000.00</b>	<b>\$5,000.00</b>	<b>(75%)</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	7,668.00	12,000.00	.00		32,000.00	25,000.00	108
52 5730	R&M - D/P Equipment	13,465.80	26,908.00	13,040.25	48	132,568.00	119,368.00	344
52 5780	Grounds	11,311.00	10,000.00	10,045.34	100	10,000.00	10,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$32,444.80</b>	<b>\$48,908.00</b>	<b>\$23,085.59</b>	<b>47%</b>	<b>\$174,568.00</b>	<b>\$154,368.00</b>	<b>216%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	4,619.31	105,000.00	25,801.22	25	109,000.00	94,000.00	(10)
<i>Building Maintenance Totals</i>		<b>\$4,619.31</b>	<b>\$105,000.00</b>	<b>\$25,801.22</b>	<b>25%</b>	<b>\$109,000.00</b>	<b>\$94,000.00</b>	<b>(10%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	.00	6,300.00	.00		5,300.00	1,700.00	(73)
52 6210	Dues	500.00	2,485.00	495.00	20	1,655.00	1,655.00	(33)



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 556 - GICC - ARENA								
<b>EXPENSE</b>								
Department 4969 - GATEWAY ARENA								
Training & Education								
52 6230	Conventions/Meetings	419.67	.00	.00		.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$919.67</b>	<b>\$8,785.00</b>	<b>\$495.00</b>	<b>6%</b>	<b>\$6,955.00</b>	<b>\$3,355.00</b>	<b>(62%)</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	22.49	400.00	.00		400.00	400.00	
52 5451	Audit Fees	29,000.00	.00	.00		.00	.00	
52 5460	Audit Fees	20,000.00	.00	.00		.00	.00	
52 6000	Advertising Expense	85,458.07	200,000.00	22,999.95	11	75,500.00	22,000.00	(89)
52 6050	Bank Charges	93.20	5,000.00	451.45	9	5,000.00	5,000.00	
52 6110	Other Insurance	61,743.82	.00	110,697.58		111,000.00	111,000.00	
52 6170	Contractual Services	257,205.73	350,000.00	1,503.20		500,000.00	236,035.00	(33)
52 6171	Security Services	240,547.16	250,000.00	154,488.11	62	460,000.00	370,000.00	48
52 6172	Contractual Services for Projects	1,209,067.77	77,250.00	60,798.12	79	79,500.00	79,500.00	3
52 6560	Workers Comp/Administrati	2,919.74	2,181.00	3,724.24	171	4,527.00	4,527.00	108
52 6590	Contingencies	.00	.00	.00		10,000.00	.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$1,906,057.98</b>	<b>\$884,831.00</b>	<b>\$354,662.65</b>	<b>40%</b>	<b>\$1,245,927.00</b>	<b>\$828,462.00</b>	<b>(6%)</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	57.44	200.00	.00		200.00	200.00	
52 7320	Stationery & Printing	6,041.24	1,050.00	250.00	24	1,050.00	1,050.00	
52 7330	Copy Expense	2,137.96	5,000.00	2,199.67	44	5,000.00	5,000.00	
53 7000	Gas & Oil	.00	5,000.00	287.30	6	3,000.00	3,000.00	(40)
53 7010	Tools/Shop Supplies	626.57	500.00	.00		1,500.00	1,500.00	200
53 7020	Janitorial Supplies	50,021.94	60,000.00	12,236.08	20	55,000.00	50,900.00	(15)
53 7050	Medical Services/Supplies	.00	1,000.00	.00		1,000.00	1,000.00	
53 7121	Computer Hardware	47,369.60	36,500.00	77.20		48,700.00	42,700.00	17
53 7122	Computer Supplies	9,676.00	9,239.00	838.99	9	15,300.00	11,500.00	24
53 7150	Other Operating Supplies	45,359.78	21,550.00	.00		36,000.00	1,750.00	(92)
53 7310	Office Supplies	11,487.12	5,000.00	826.62	17	11,000.00	6,000.00	20
53 7400	Emergency/Pandemic Expense	6,712.62	.00	9,657.08		15,000.00	.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$179,490.27</b>	<b>\$145,039.00</b>	<b>\$26,372.94</b>	<b>18%</b>	<b>\$192,750.00</b>	<b>\$124,600.00</b>	<b>(14%)</b>



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 556 - GICC - ARENA								
<b>EXPENSE</b>								
Department 4969 - GATEWAY ARENA								
Cost Of Sales								
52 6260	Management Fee	60,000.00	130,000.00	35,000.00	27	137,000.00	137,000.00	5
52 6280	Contract Labor	216,626.37	125,000.00	16,959.28	14	225,000.00	225,000.00	80
52 6290	Contract Miscellaneous	94,031.89	75,000.00	20,379.69	27	75,000.00	75,000.00	
53 5961	Expendable Reserve	39,985.88	20,000.00	.00		37,500.00	27,500.00	38
53 5962	Marketing Reserve	47,483.76	30,000.00	500.00	2	30,000.00	25,000.00	(17)
53 5963	Kitchen Equipment Reserve	1,539.90	10,000.00	5,068.55	51	22,500.00	17,500.00	75
53 5964	Bad Debt Reserve	.00	1,750.00	.00		3,750.00	3,750.00	114
53 6420	Concessions Purchased	20,189.63	20,000.00	13,537.83	68	70,000.00	70,000.00	250
53 7030	Food & Dietary Supplies	108,968.06	186,600.00	19,932.37	11	286,600.00	273,600.00	47
<i>Cost Of Sales Totals</i>		\$588,825.49	\$598,350.00	\$111,377.72	19%	\$887,350.00	\$854,350.00	43%
<i>Capital Outlay</i>								
54 7520	Buildings	14,316,567.03	.00	.00		.00	.00	
54 7550	Furniture/Fixtures New	284,533.44	.00	.00		.00	.00	
54 7630	Other Equipment - New	426,960.28	5,000.00	.00		20,000.00	.00	(100)
54 7640	Other Equipment - Replace	865,552.54	.00	.00		.00	.00	
<i>Capital Outlay Totals</i>		\$15,893,613.29	\$5,000.00	\$0.00	0%	\$20,000.00	\$0.00	(100%)
<i>Debt Service</i>								
58 1100	Bond Principal	.00	1,735,000.00	1,735,000.00	100	1,790,000.00	1,790,000.00	3
58 2000	Bond Interest	1,163,012.50	1,134,819.00	1,134,818.75	100	1,077,538.00	1,077,538.00	(5)
<i>Debt Service Totals</i>		\$1,163,012.50	\$2,869,819.00	\$2,869,818.75	100%	\$2,867,538.00	\$2,867,538.00	0%
Department 4969 - GATEWAY ARENA Totals		\$21,014,016.06	\$6,064,627.00	\$4,255,544.70	70%	\$6,964,955.00	\$6,192,693.00	2%
<b>EXPENSE TOTALS</b>		\$21,014,016.06	\$6,064,627.00	\$4,255,544.70	70%	\$6,964,955.00	\$6,192,693.00	2%
Fund 556 - GICC - ARENA Totals								
<b>REVENUE TOTALS</b>		\$8,589,055.36	\$6,064,627.00	\$3,042,967.27	50%	\$6,072,346.00	\$6,192,693.00	2%
<b>EXPENSE TOTALS</b>		\$21,014,016.06	\$6,064,627.00	\$4,255,544.70	70%	\$6,964,955.00	\$6,192,693.00	2%
Fund 556 - GICC - ARENA Totals		(\$12,424,960.70)	\$0.00	(\$1,212,577.43)	+++	(\$892,609.00)	\$0.00	+++
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$8,589,055.36	\$6,064,627.00	\$3,042,967.27	50%	\$6,072,346.00	\$6,192,693.00	2%
<b>EXPENSE GRAND TOTALS</b>		\$21,014,016.06	\$6,064,627.00	\$4,255,544.70	70%	\$6,964,955.00	\$6,192,693.00	2%
Net Grand Totals		(\$12,424,960.70)	\$0.00	(\$1,212,577.43)	+++	(\$892,609.00)	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>0000 - Revenues</b>			
Account	<b>34 1900 - Miscellaneous Income</b>			
556 0000 34 1900	Coke Sponsorship	1.0000	25,000.00	25,000.00
556 0000 34 1900	Sponsorship	1.0000	125,000.00	125,000.00
	Account <b>34 1900 - Miscellaneous Income</b> Totals	Transactions	2	<u>150,000.00</u>
Account	<b>34 5100 - Sales Food &amp; Beverage</b>			
556 0000 34 5100	Sales Food and Beverage	1.0000	1,000,000.00	1,000,000.00
	Account <b>34 5100 - Sales Food &amp; Beverage</b> Totals	Transactions	1	<u>\$1,000,000.00</u>
Account	<b>34 5110 - Security Revenue</b>			
556 0000 34 5110	Event Staffing	1.0000	75,000.00	75,000.00
	Account <b>34 5110 - Security Revenue</b> Totals	Transactions	1	<u>\$75,000.00</u>
Account	<b>34 5120 - Parking Rental</b>			
556 0000 34 5120	Parking Lot Cleanup	1.0000	30,000.00	30,000.00
	Account <b>34 5120 - Parking Rental</b> Totals	Transactions	1	<u>\$30,000.00</u>
Account	<b>34 5140 - Meeting Rooms</b>			
556 0000 34 5140	Arena Rentals	1.0000	300,000.00	300,000.00
556 0000 34 5140	Basketball Facility Fee	76.0000	2,000.00	152,000.00
556 0000 34 5140	Concert Facility Fee and Ticket Revenue	1.0000	150,000.00	150,000.00
556 0000 34 5140	Meeting Room Rental	1.0000	100,000.00	100,000.00
	Account <b>34 5140 - Meeting Rooms</b> Totals	Transactions	4	<u>\$702,000.00</u>
Account	<b>34 5150 - Equipment Rental</b>			
556 0000 34 5150	Equipment Rentals	1.0000	50,000.00	50,000.00
	Account <b>34 5150 - Equipment Rental</b> Totals	Transactions	1	<u>\$50,000.00</u>
Account	<b>34 5160 - Electrical Rental</b>			
556 0000 34 5160	Special Electrical for Events	1.0000	50,000.00	50,000.00
	Account <b>34 5160 - Electrical Rental</b> Totals	Transactions	1	<u>\$50,000.00</u>
Account	<b>34 5170 - Telecommunications Rental</b>			
556 0000 34 5170	MIS Rentals1	1.0000	50,000.00	50,000.00
	Account <b>34 5170 - Telecommunications Rental</b> Totals	Transactions	1	<u>\$50,000.00</u>
Account	<b>39 1228 - Administrative/Hospitalit</b>			
556 0000 39 1228	Transfer in from Hotel/Motel Tax	1.0000	1,218,155.00	1,218,155.00
	Account <b>39 1228 - Administrative/Hospitalit</b> Totals	Transactions	1	<u>\$1,218,155.00</u>
Account	<b>39 1255 - Transfers In</b>			
556 0000 39 1255	Transfers in from Hospitality Fund to cover debt service obligat	1.0000	2,867,538.00	2,867,538.00
	Account <b>39 1255 - Transfers In</b> Totals	Transactions	1	<u>\$2,867,538.00</u>
	Department <b>0000 - Revenues</b> Totals	Transactions	14	<u>\$6,192,693.00</u>
	Fund <b>556 - GICC - ARENA</b> Totals	Transactions	14	<u>\$6,192,693.00</u>
	<b>REVENUES</b> Totals	Transactions	14	<u>\$6,192,693.00</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>4969 - GATEWAY ARENA</b>			
Account	<b>52 3505 - Mileage Reimbursement</b>			
556 4969 52 3505	Sales and Operating Employee Mileage	1.0000	400.00	400.00
	Account <b>52 3505 - Mileage Reimbursement Totals</b>	Transactions	1	<u>400.00</u>
Account	<b>52 5240 - Telephone</b>			
556 4969 52 5240	ATT Bandwidth Circuits	1.0000	118,000.00	118,000.00
556 4969 52 5240	Cell Service	1.0000	7,000.00	7,000.00
556 4969 52 5240	IPTV	1.0000	7,500.00	7,500.00
556 4969 52 5240	Windstream VOIP +Subscriber Fees	1.0000	52,000.00	52,000.00
	Account <b>52 5240 - Telephone Totals</b>	Transactions	4	<u>184,500.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
556 4969 52 5260	Electric	1.0000	270,000.00	270,000.00
	Account <b>52 5260 - Heat &amp; Power Totals</b>	Transactions	1	<u>270,000.00</u>
Account	<b>52 5270 - Water</b>			
556 4969 52 5270	Water	1.0000	20,000.00	20,000.00
	Account <b>52 5270 - Water Totals</b>	Transactions	1	<u>20,000.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
556 4969 52 5280	Sanitation Services	1.0000	10,000.00	10,000.00
	Account <b>52 5280 - Other Communication/Util Totals</b>	Transactions	1	<u>10,000.00</u>
Account	<b>52 5360 - Other Equipment Rental</b>			
556 4969 52 5360	Equipment Rental For Events and Services	1.0000	5,000.00	5,000.00
	Account <b>52 5360 - Other Equipment Rental Totals</b>	Transactions	1	<u>5,000.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
556 4969 52 5710	Audio System Maintenance Contract	1.0000	2,500.00	2,500.00
556 4969 52 5710	CCTV Maintenance	1.0000	5,000.00	5,000.00
556 4969 52 5710	Daktronics Signs-Display Maintenance	1.0000	15,000.00	15,000.00
556 4969 52 5710	Lifts and Equipment Repairs	1.0000	2,500.00	2,500.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip. Totals</b>	Transactions	4	<u>25,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
556 4969 52 5730	AV Repairs and Replacements	1.0000	5,800.00	5,800.00
556 4969 52 5730	Avigilon Maintenance and Repairs	1.0000	10,000.00	10,000.00
556 4969 52 5730	Delphi Diagrams/Meeting Matrix Servicing	1.0000	1,980.00	1,980.00
556 4969 52 5730	Delphi FDC Services and Support	1.0000	7,000.00	7,000.00
556 4969 52 5730	Digital Content Development	1.0000	6,500.00	6,500.00
556 4969 52 5730	Logos Licensing	1.0000	1,200.00	1,200.00
556 4969 52 5730	Microsoft Cloud Services	1.0000	2,500.00	2,500.00
556 4969 52 5730	Microsoft Subscription	1.0000	2,500.00	2,500.00
556 4969 52 5730	Mimecast	12.0000	349.00	4,188.00
556 4969 52 5730	Misc. Service and Repairs	1.0000	5,000.00	5,000.00



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>4969 - GATEWAY ARENA</b>			
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
556 4969 52 5730	Palto Firewall Subscription	1.0000	24,500.00	24,500.00
556 4969 52 5730	S2 Door Access Repairs	1.0000	7,000.00	7,000.00
556 4969 52 5730	Vcitadel 10G (12 month Term Cost)	1.0000	35,700.00	35,700.00
556 4969 52 5730	Wifi Equipment Replacement	1.0000	5,500.00	5,500.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	14	<u>\$119,368.00</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
556 4969 52 5740	Building Maintenance	1.0000	10,000.00	10,000.00
556 4969 52 5740	Door Maintenance and Repairs	1.0000	7,500.00	7,500.00
556 4969 52 5740	Electrical Repairs and Supplies	1.0000	5,000.00	5,000.00
556 4969 52 5740	Elevator Repair	1.0000	5,500.00	5,500.00
556 4969 52 5740	Fire Alarm Maintenance Contract	1.0000	5,000.00	5,000.00
556 4969 52 5740	Fire Extinguisher Service	1.0000	1,000.00	1,000.00
556 4969 52 5740	Fire Sprinkler Service	1.0000	2,000.00	2,000.00
556 4969 52 5740	Generator Maintenance	1.0000	3,000.00	3,000.00
556 4969 52 5740	HVAC Maintenance	1.0000	50,000.00	50,000.00
556 4969 52 5740	Smoke System Testing and Repairs	1.0000	5,000.00	5,000.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	10	<u>\$94,000.00</u>
Account	<b>52 5780 - Grounds</b>			
556 4969 52 5780	Landscaping Contract	1.0000	10,000.00	10,000.00
	Account <b>52 5780 - Grounds</b> Totals	Transactions	1	<u>\$10,000.00</u>
Account	<b>52 6000 - Advertising Expense</b>			
556 4969 52 6000	Social Media Services	1.0000	15,000.00	15,000.00
556 4969 52 6000	Website Maintenance	1.0000	7,000.00	7,000.00
	Account <b>52 6000 - Advertising Expense</b> Totals	Transactions	2	<u>\$22,000.00</u>
Account	<b>52 6050 - Bank Charges</b>			
556 4969 52 6050	Visa/MC/Discover/AMEX Charges	1.0000	5,000.00	5,000.00
	Account <b>52 6050 - Bank Charges</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
556 4969 52 6110	Apex Insurance Personnel	1.0000	111,000.00	111,000.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$111,000.00</u>
Account	<b>52 6170 - Contractual Services</b>			
556 4969 52 6170	American Servco International	1.0000	65,000.00	65,000.00
556 4969 52 6170	Argus Staffing	1.0000	100,000.00	100,000.00
556 4969 52 6170	Contract Technical Staff	1.0000	14,835.00	14,835.00
556 4969 52 6170	Conversion Staffing	1.0000	56,200.00	56,200.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	4	<u>\$236,035.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>4969 - GATEWAY ARENA</b>			
Account	<b>52 6171 - Security Services</b>			
556 4969 52 6171	All N One	1.0000	220,000.00	220,000.00
556 4969 52 6171	Clayton County Officers	1.0000	75,000.00	75,000.00
556 4969 52 6171	Grady EMS	1.0000	75,000.00	75,000.00
	Account <b>52 6171 - Security Services</b> Totals	Transactions	3	<u>\$370,000.00</u>
Account	<b>52 6172 - Contractual Services for Projects</b>			
556 4969 52 6172	Fox Theatre Consulting Fee	1.0000	79,500.00	79,500.00
	Account <b>52 6172 - Contractual Services for Projects</b> Totals	Transactions	1	<u>\$79,500.00</u>
Account	<b>52 6200 - Training</b>			
556 4969 52 6200	IAVM	1.0000	1,700.00	1,700.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$1,700.00</u>
Account	<b>52 6210 - Dues</b>			
556 4969 52 6210	IAVM	3.0000	385.00	1,155.00
556 4969 52 6210	Old National Merchants Association	1.0000	500.00	500.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	2	<u>\$1,655.00</u>
Account	<b>52 6260 - Management Fee</b>			
556 4969 52 6260	POP Management Fee	1.0000	60,000.00	60,000.00
556 4969 52 6260	Variable Management Fee	1.0000	77,000.00	77,000.00
	Account <b>52 6260 - Management Fee</b> Totals	Transactions	2	<u>\$137,000.00</u>
Account	<b>52 6280 - Contract Labor</b>			
556 4969 52 6280	Food and Beverage Contract Labor	1.0000	225,000.00	225,000.00
	Account <b>52 6280 - Contract Labor</b> Totals	Transactions	1	<u>\$225,000.00</u>
Account	<b>52 6290 - Contract Miscellaneous</b>			
556 4969 52 6290	Direct Operating Expenses	1.0000	30,000.00	30,000.00
556 4969 52 6290	Indirect Operating Expenses	1.0000	15,000.00	15,000.00
556 4969 52 6290	Misc. Expenses	1.0000	6,000.00	6,000.00
556 4969 52 6290	Operating Expenses	1.0000	11,000.00	11,000.00
556 4969 52 6290	Trash Removal	1.0000	13,000.00	13,000.00
	Account <b>52 6290 - Contract Miscellaneous</b> Totals	Transactions	5	<u>\$75,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
556 4969 52 6560	Apex Insurance Workers Comp	1.0000	4,266.00	4,266.00
556 4969 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	261.00	261.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$4,527.00</u>
Account	<b>52 7300 - Postage</b>			
556 4969 52 7300	Postage	1.0000	200.00	200.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$200.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>4969 - GATEWAY ARENA</b>			
Account	<b>52 7320 - Stationery &amp; Printing</b>			
556 4969 52 7320	Business Cards	1.0000	450.00	450.00
556 4969 52 7320	Stationary, Envelopes, Stamps	1.0000	600.00	600.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	2	<u>\$1,050.00</u>
Account	<b>52 7330 - Copy Expense</b>			
556 4969 52 7330	Sharp Copier	1.0000	5,000.00	5,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account	<b>53 5961 - Expendable Reserve</b>			
556 4969 53 5961	Expendable Reserve	1.0000	27,500.00	27,500.00
	Account <b>53 5961 - Expendable Reserve</b> Totals	Transactions	1	<u>\$27,500.00</u>
Account	<b>53 5962 - Marketing Reserve</b>			
556 4969 53 5962	Marketing Reserve	1.0000	25,000.00	25,000.00
	Account <b>53 5962 - Marketing Reserve</b> Totals	Transactions	1	<u>\$25,000.00</u>
Account	<b>53 5963 - Kitchen Equipment Reserve</b>			
556 4969 53 5963	Kitchen Reserve	1.0000	17,500.00	17,500.00
	Account <b>53 5963 - Kitchen Equipment Reserve</b> Totals	Transactions	1	<u>\$17,500.00</u>
Account	<b>53 5964 - Bad Debt Reserve</b>			
556 4969 53 5964	Bad Debt	1.0000	3,750.00	3,750.00
	Account <b>53 5964 - Bad Debt Reserve</b> Totals	Transactions	1	<u>\$3,750.00</u>
Account	<b>53 6420 - Concessions Purchased</b>			
556 4969 53 6420	Third Party Vendors	1.0000	70,000.00	70,000.00
	Account <b>53 6420 - Concessions Purchased</b> Totals	Transactions	1	<u>\$70,000.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
556 4969 53 7000	Gas and Fuel	1.0000	3,000.00	3,000.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
556 4969 53 7010	Bldg Supplies	1.0000	500.00	500.00
556 4969 53 7010	Maintenance Tools	1.0000	500.00	500.00
556 4969 53 7010	Paint	1.0000	500.00	500.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	3	<u>\$1,500.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
556 4969 53 7020	Cleaning Supplies/ Chemicals	1.0000	26,900.00	26,900.00
556 4969 53 7020	Dust Mops, Mops, Push Brooms	1.0000	4,000.00	4,000.00
556 4969 53 7020	Paper Products	1.0000	20,000.00	20,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	3	<u>\$50,900.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>4969 - GATEWAY ARENA</b>			
Account	<b>53 7030 - Food &amp; Dietary Supplies</b>			
556 4969 53 7030	F & B Related Expenses	1.0000	273,600.00	273,600.00
	Account <b>53 7030 - Food &amp; Dietary Supplies</b> Totals	Transactions	1	<u>\$273,600.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
556 4969 53 7050	AED Supplies	1.0000	700.00	700.00
556 4969 53 7050	First Aid Supply Replenishments	1.0000	300.00	300.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	2	<u>\$1,000.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
556 4969 53 7121	Cisco Network Switches	1.0000	10,500.00	10,500.00
556 4969 53 7121	Client Switches & Spec. Equipment	1.0000	1,500.00	1,500.00
556 4969 53 7121	Closet Switches	1.0000	5,000.00	5,000.00
556 4969 53 7121	Computer Equipment	1.0000	7,000.00	7,000.00
556 4969 53 7121	Fiber Hardware	1.0000	1,500.00	1,500.00
556 4969 53 7121	Parts Receptacles and Dyes	1.0000	1,200.00	1,200.00
556 4969 53 7121	Security Hardware	1.0000	5,000.00	5,000.00
556 4969 53 7121	Server, Controllers, Hard Disk, etc.	1.0000	2,500.00	2,500.00
556 4969 53 7121	Software Upgrades and Microsoft Licensing	1.0000	3,500.00	3,500.00
556 4969 53 7121	Tape Devices/Backup	1.0000	1,500.00	1,500.00
556 4969 53 7121	Wireless Controllers, APS Mgmt	1.0000	3,500.00	3,500.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	11	<u>\$42,700.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
556 4969 53 7122	Cables and Accessories	1.0000	1,500.00	1,500.00
556 4969 53 7122	Network Tools/Testers/ Fiber Kits/Misc.	1.0000	2,500.00	2,500.00
556 4969 53 7122	Printer Cartridges	1.0000	3,200.00	3,200.00
556 4969 53 7122	Printers	1.0000	1,500.00	1,500.00
556 4969 53 7122	Software Monitoring and Licensing	1.0000	2,800.00	2,800.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	5	<u>\$11,500.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
556 4969 53 7150	Rim Tester	1.0000	1,750.00	1,750.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	1	<u>\$1,750.00</u>
Account	<b>53 7310 - Office Supplies</b>			
556 4969 53 7310	Copy Paper	1.0000	3,000.00	3,000.00
556 4969 53 7310	Office Supplies	1.0000	3,000.00	3,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	2	<u>\$6,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>556 - GICC - ARENA</b>			
Department	<b>4969 - GATEWAY ARENA</b>			
Account	<b>58 1100 - Bond Principal</b>			
556 4969 58 1100	2018 BIDA Arena Bond	1.0000	1,790,000.00	1,790,000.00
	Account <b>58 1100 - Bond Principal</b> Totals	Transactions	1	<u>1,790,000.00</u>
Account	<b>58 2000 - Bond Interest</b>			
556 4969 58 2000	2018 BIDA Arena Bonds	1.0000	553,313.00	553,313.00
556 4969 58 2000	2018 BIDA Arena Bonds	1.0000	524,225.00	524,225.00
	Account <b>58 2000 - Bond Interest</b> Totals	Transactions	2	<u>\$1,077,538.00</u>
	Department <b>4969 - GATEWAY ARENA</b> Totals	Transactions	104	<u>\$5,416,173.00</u>
	Fund <b>556 - GICC - ARENA</b> Totals	Transactions	104	<u>\$5,416,173.00</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>104</b>	<u><b>\$5,416,173.00</b></u>
	Grand Totals	Transactions	118	<u><u>\$11,608,866.00</u></u>

EXHIBIT D  
City of College Park, Georgia  
Personnel Request Worksheet  
Budget Year 2021-22

Department and  
Number: **Gateway Arena -4969**

Fund: **556**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions: From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

**EXHIBIT F**

City of College Park, Georgia  
Vehicle Request  
Budget Year 2021-22

Fund: <b>556</b>		Department and Number: <b>Gateway Arena 4969</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door		_____	Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____	Units of Use to Date (hours, miles, etc.)
_____ Cruiser		_____	Total Operating/Maintenance Costs to Date
_____ Station Wagon		_____	Actual FYE 2020-21 Maintenance Cost
_____ Van		_____	Actual FYE 2020-21 Operating Cost
_____ 1/2 ton Truck		_____	Estimated FYE 2021-22 Maintenance Cost
_____ 3/4 ton Truck		_____	Estimated FYE 2021-22 Operating Cost
_____ Sanitation Front Loader			
_____ Sanitation Rear Loader			
_____ Other			
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
_____ Purchase Price		_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life		_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2021-22		_____ Estimated Use During 2021-22	
_____ Estimated Operating Cost During 2021-22		_____ Estimated Operating Cost During 2021-22	

**EXHIBIT F-1**  
City of College Park, Georgia  
Vehicle Inventory List

**Dept:** Gateway Arena    **Fuel Type:**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Current Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<b><i>NA</i></b>										

***G=Gas***  
***D=Diesel***  
***AF=Alternative Fuel***  
***N/A=Not Available or Required***

**EXHIBIT G-1**  
**City of College Park, Georgia**  
**Capital Outlay Request**  
**Budget Year 2021-22**

Department: Gateway Arena

Fund:556

Division:

Department Number: 4969

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

---

Description of Item/Project: Storage Unit is an exterior building needed to store large equipment that will not fit in the storage built into the Arena.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If replacement, describe item to be replaced:

---

Disposition of item replaced: N/A

Sale

Trade In

Scrap

Other Department Use

---

Justify need for this item, including use: There is an increased need for storage space as the services provided and equipment is increased.

Will requested expenditure require additional personnel?  Yes  No If yes, explain:

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Less: Trade In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

---

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2022 BUDGET

**Department/Division:**  
Gateway Center Arena/556

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs: \$**

<u>Prior Year</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

**Estimated Cost Beyond Five Year Program:** Support and Repair costs to upkeep equipment.

**Funding Source:** Gateway Arena Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name:**

#### **Georgia International Convention Center**

Georgia's second largest convention center, the GICC is uniquely positioned to offer its guests and clients unprecedented convenience. The world's only convention center directly connected to a major airport, our modern facility embodies the grace and efficiency of flight itself.

The ATL SkyTrain connects the GICC to a major airport; it is just as convenient by car — at the juncture of two major U.S. interstates. The heart of Atlanta is 10 minutes away by rental car or **MARTA train**. And the airport's **Rental Car Center** links to the GICC by the **ATL SkyTrain** automated people mover.

#### **Arena @ College Park Gateway Center**

The City of College Park, the Georgia International Convention Center (GICC) broke ground in February 2018 on College Park's new multipurpose arena. Arena @ College Park Gateway Center, will be a sports and entertainment venue projected to bring significant economic impact to the area, with the Atlanta Hawks G League team confirmed as the destination's anchor tenant and the Atlanta

First renderings of the arena, were unveiled showcasing a development spanning 100,000 square feet of space, which is expected to be completed in fall 2019, bringing an estimated 600 jobs to College Park and surrounding areas, with a focus on women and minority participation. The Arena will hold 5,000 seats for events such as concerts and convocations, with 3,500 seats available for the Hawks G League basketball games. Its insulated precast panels, curtainwall glazing system and energized lobby for pregame entertainment will make it the premier event facility in the south metro area.

This marks the first time that the Hawks will have an Atlanta-based development team, just miles away from their home at Philips Arena.

### **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.

2009 marked 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.

The Renaissance Atlanta Airport Gateway Hotel opened April 2017. The hotel features 204 exquisite rooms, a 3,220 square foot ballroom, meeting space and will be accessible to HJIA.

The AC Atlanta Airport Gateway Hotel opened January 2020. The hotel features 222 guest rooms, including deluxe king and double queen rooms. Spacious floor plans, KORRES bath products and the trademark “Between the Woods” AC scent are complemented by everyday necessities: complimentary WiFi, a well-equipped fitness center and flexible meeting spaces.

Trends:

This past year has been unprecedented for the travel and tourism industry. And while meeting, conventions and tradeshow hit record low, the resolve of the hospitality industry across the country grew stronger.

If there is one thing that we learned during the past year, it's to never underestimate the strength and resilience of the hospitality industry. While it has been an historically challenging year, our team remained strong and we accomplished a lot together.

**Program 21/22 Objectives:**

Georgia International Convention Center strives to make all of our guests welcome by meeting or exceeding all client requirements. The GICC also works closely with show managers and meeting planners to facilitate a successful event and produce revenue for the city of College Park.

The GICC play many different roles in the community. By hosting regional and national conventions we generate taxes, individual spending, job creation and major economic impact to our local city, state and region. We also play a pivotal role in the local and state meeting and hospitality market by providing first class space for conventions, meetings, corporate events, fund raisers, banquets, consumer shows and entertainment concerts. The convention center staff strives to maximize the revenue potential of the facility while delivering first-rate customer service.

## Performance Measures

	Actual 17/18	Actual 18/19	Actual 19/20	Projected 20/21
Number of Events	5,122	6,100	4,135	3,257
Total Attendance	425,000	470,000	305,000	289,000
Ex Hall/Mtg Room Revenue	2,128,799	2,400,000	1,714,366	1,700,000
Food & Beverage Revenue	5,328,799	5,500,000	4,574,955	3,862,000
Parking Revenue	807,347	800,000	658,011	529,384

## Booking Accomplishments

- Chick-Fil- A Regional Meeting. Franchise Owners/Operations from across the USA met in 6 waves for 24 consecutive days. The estimated economic impact for this event was 3,700,000.00. Currently working to secure this event for 2020-2023.
- Girls Under Armour Association. This is a high school basketball tournament that included the following organizations; Insider Exposure, Zero Gravity Basketball, and contracted under Select Events, LLC Girl Basketball. Historically held in conjunction with other organizations at the GWCC. The estimated economic impact for this event was 1,500,000.00.
- RentPath Annual Conference. RentPath is the leading digital marketing solutions company, that empowers millions nationwide to find apartments and houses for rent. Through its brands, RentPath continues to simplify the apartment search experience while driving quality advertiser leads that result in occupancies and a high return on investment. With powerful online and mobile solutions that provide prospective renters with the information and tools they need, RentPath connects consumers with a home that reflects their personal lifestyles. The estimated economic impact for this event is this event is 800,000.00
- Pray's Mill (G3 Conference) the mission of the G3 Conference is to educate, encourage, and equip for the work of ministry and for the glory of God. Our mission is built upon the foundation of the holy Scriptures and upheld by three pillars – gospel, grace, and glory. It is our goal to see the people who attend the G3 to reach the neighborhoods and the nations with the gospel. The estimated economic impact for this event was \$1,200,000.00

## **ATL Airport District (CVB)**

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 2017, the CP College Park DMO was re-branded ATL Airport District. The brand is bold, contemporary and has improved their ability to sell and market College Park, East Point, and Union City and in 2017, the DMO added Hapeville to their sales efforts.

The mission of the ATL Airport District is to generate economic development for the City of College Park, East Point, Hapeville and Union City by effectively marketing the community as a preferred tourism, convention and meeting destination.

### Key Groups Booked

#### **CRU Publishing Ltd. 2021, 2022 and 2023**

Total Room Nights: 1326 each year for total of 3978

Economic Impact: approximately 1.7 Million each year for total \$5.1 Million

#### **Southern Volleyball**

Total Room Nights: 3935

Economic Impact: \$3.7 Million

#### **Varsity Spirit All Star Challenge**

Total Room Nights: 2284

Economic Impact: \$2.1 Million

#### **UAA Finals**

Total Room Nights: 1553

Economic Impact: 1.5 Million

#### **World Pet Association**

Total Room Nights: 867

Economic Impact: \$1.4 Million

#### **National Black Chef's Association**

Total Room Nights: 300

Economic Impact: .9 Million

#### **Walmart Inc.**

Total Room nights: 1130 Room Nights

Economic Impact: .6 Million

**Tire Hub**

Total Room Nights: 745

Economic Impact: .5 Million

Sales Leads: **561**

The DMO held their 4th annual meeting with over 250 people in attendance  
The ATL will sponsored “SPIN THE DISTRICT”, September 2018  
ATL District and the GICC also sponsored “Sandbox Live”, with over 100 valued  
Sherpard Expo services clients in July 2018.

**Sponsorship**

The GICC continues their agreement with Coca-Cola Refreshments for “Pouring Rights”. The Coca-Cola company will pay the GICC \$50,000 over the next 2 year period with over \$500 per year complimentary products and \$28,000 marketing funds.

We signed a agreement with Hartsfield Jackson Internatnioal Airport for a \$12,000 sign sponsorship.

**Accomplishments**

Completed carpet installation in the Ballroom

GICC received Convention South 2020 Readers’ Choice Award

GICC received Best Southeast US Convention Center (Prevue Visionary Award Winner)

**EXHIBIT J**

City of College Park, Georgia  
Budget Suggestions for Other Than Originating Department  
Budget Year 2021-22

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Fund: **556**

Department and Number: **Gateway Arena / 4969**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



T-SPLOST



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund	<b>235 - TSPLOST</b>							
	<b>REVENUE</b>							
	Department <b>4962 - T-SPLOST</b>							
	Taxes							
31 3400	TSPLOST	2,266,792.79	2,000,000.00	1,456,564.81	73	2,300,000.00	2,268,247.00	13
	<i>Taxes Totals</i>	<u>\$2,266,792.79</u>	<u>\$2,000,000.00</u>	<u>\$1,456,564.81</u>	<u>73%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	Department <b>4962 - T-SPLOST Totals</b>	<u>\$2,266,792.79</u>	<u>\$2,000,000.00</u>	<u>\$1,456,564.81</u>	<u>73%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	<b>REVENUE TOTALS</b>	<u>\$2,266,792.79</u>	<u>\$2,000,000.00</u>	<u>\$1,456,564.81</u>	<u>73%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	<b>EXPENSE</b>							
	Department <b>4962 - T-SPLOST</b>							
	Capital Outlay							
54 7700	Capital Improvement Fund	1,928,458.50	2,000,000.00	.00		2,300,000.00	2,268,247.00	13
	<i>Capital Outlay Totals</i>	<u>\$1,928,458.50</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	Department <b>4962 - T-SPLOST Totals</b>	<u>\$1,928,458.50</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,928,458.50</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
Fund	<b>235 - TSPLOST Totals</b>							
	<b>REVENUE TOTALS</b>	<u>\$2,266,792.79</u>	<u>\$2,000,000.00</u>	<u>\$1,456,564.81</u>	<u>73%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,928,458.50</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
Fund	<b>235 - TSPLOST Totals</b>	<u>\$338,334.29</u>	<u>\$0.00</u>	<u>\$1,456,564.81</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<u>\$2,266,792.79</u>	<u>\$2,000,000.00</u>	<u>\$1,456,564.81</u>	<u>73%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	<b>EXPENSE GRAND TOTALS</b>	<u>\$1,928,458.50</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$2,300,000.00</u>	<u>\$2,268,247.00</u>	<u>13%</u>
	Net Grand Totals	<u>\$338,334.29</u>	<u>\$0.00</u>	<u>\$1,456,564.81</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>235 - TSPLOST</b>			
Department	<b>4962 - T-SPLOST</b>			
Account	<b>54 7700 - Capital Improvement Fund</b>			
235 4962 54 7700	CP-101 Maintenance and Safety Enhancements- Resurfacing	1.0000	470,375.00	470,375.00
235 4962 54 7700	CP-116 Pedestrian Lakeshore Drive/Janice Drive	1.0000	374,000.00	374,000.00
235 4962 54 7700	CP-117 Pedestrian/Bike Improvement Camp Truit	1.0000	515,872.00	515,872.00
235 4962 54 7700	CP-118 Pedestrian/Bike Improvement College Street	1.0000	908,000.00	908,000.00
	Account <b>54 7700 - Capital Improvement Fund</b> Totals	Transactions	4	<u>\$2,268,247.00</u>
	Department <b>4962 - T-SPLOST</b> Totals	Transactions	4	<u>\$2,268,247.00</u>
	Fund <b>235 - TSPLOST</b> Totals	Transactions	4	<u>\$2,268,247.00</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	4	<u><u>\$2,268,247.00</u></u>
	Grand Totals	Transactions	4	<u><u>\$2,268,247.00</u></u>



**TAD-TAX  
ALLOCATION  
DISTRICT FUND**



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund 277	<b>TAD-Tax Allocation District Fund</b>							
	<b>REVENUE</b>							
	Department 4976 - TAD-Tax Allocation District							
	Taxes							
31 1100	Ad Valorem Taxes	234,019.50	232,990.00	255,217.06	110	240,000.00	340,290.00	46
	<i>Taxes Totals</i>	<u>\$234,019.50</u>	<u>\$232,990.00</u>	<u>\$255,217.06</u>	<u>110%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>46%</u>
	<i>Budget Carryforward</i>							
39 9900	Budget Carryforward	.00	645,332.00	.00		.00	.00	(100)
	<i>Budget Carryforward Totals</i>	<u>\$0.00</u>	<u>\$645,332.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(100%)</u>
	Department 4976 - TAD-Tax Allocation District Totals	<u>\$234,019.50</u>	<u>\$878,322.00</u>	<u>\$255,217.06</u>	<u>29%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
	<b>REVENUE TOTALS</b>	<u>\$234,019.50</u>	<u>\$878,322.00</u>	<u>\$255,217.06</u>	<u>29%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
	<b>EXPENSE</b>							
	Department 4976 - TAD-Tax Allocation District							
	Other Services & Charges							
52 3950	Property Tax Collection Expense	1,668.53	3,000.00	2,552.17	85	.00	.00	(100)
52 6150	Engineering Services	.00	.00	6,100.00		.00	.00	
52 6170	Contractual Services	.00	35,000.00	.00		.00	.00	(100)
52 6590	Contingencies	.00	590,322.00	.00		240,000.00	340,290.00	(42)
	<i>Other Services &amp; Charges Totals</i>	<u>\$1,668.53</u>	<u>\$628,322.00</u>	<u>\$8,652.17</u>	<u>1%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(46%)</u>
	<i>Operating Transfers Out</i>							
61 1558	Transfer BIDA	.00	250,000.00	.00		.00	.00	(100)
	<i>Operating Transfers Out Totals</i>	<u>\$0.00</u>	<u>\$250,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>(100%)</u>
	Department 4976 - TAD-Tax Allocation District Totals	<u>\$1,668.53</u>	<u>\$878,322.00</u>	<u>\$8,652.17</u>	<u>1%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,668.53</u>	<u>\$878,322.00</u>	<u>\$8,652.17</u>	<u>1%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
Fund 277	<b>TAD-Tax Allocation District Fund Totals</b>							
	<b>REVENUE TOTALS</b>	<u>\$234,019.50</u>	<u>\$878,322.00</u>	<u>\$255,217.06</u>	<u>29%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,668.53</u>	<u>\$878,322.00</u>	<u>\$8,652.17</u>	<u>1%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
Fund 277	<b>TAD-Tax Allocation District Fund Totals</b>	<u>\$232,350.97</u>	<u>\$0.00</u>	<u>\$246,564.89</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<u>\$234,019.50</u>	<u>\$878,322.00</u>	<u>\$255,217.06</u>	<u>29%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
	<b>EXPENSE GRAND TOTALS</b>	<u>\$1,668.53</u>	<u>\$878,322.00</u>	<u>\$8,652.17</u>	<u>1%</u>	<u>\$240,000.00</u>	<u>\$340,290.00</u>	<u>(61%)</u>
	Net Grand Totals	<u>\$232,350.97</u>	<u>\$0.00</u>	<u>\$246,564.89</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2022

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund	<b>277 - TAD-Tax Allocation District Fund</b>			
Department	<b>4976 - TAD-Tax Allocation District</b>			
Account	<b>31 1100 - Ad Valorem Taxes</b>			
277 4976 31 1100	Monthly estimated cost @ \$28,357.45	12.0000	28,357.45	340,289.40
	Account <b>31 1100 - Ad Valorem Taxes</b> Totals	Transactions	1	<u>\$340,289.40</u>
	Department <b>4976 - TAD-Tax Allocation District</b> Totals	Transactions	1	<u>\$340,289.40</u>
	Fund <b>277 - TAD-Tax Allocation District Fund</b> Totals	Transactions	1	<u>\$340,289.40</u>
	<b>REVENUES Totals</b>	<b>Transactions</b>	<b>1</b>	<u><b>\$340,289.40</b></u>
	Grand Totals	Transactions	1	<u><u>\$340,289.40</u></u>



# MULTI- DEPARTMENT



# Budget Worksheet Report

Budget Year 2022

Account	Account Description	2020 Actual Amount	2021 Amended Budget	2021 Actual Amount	% Used	2022 Dept Head Requested	2022 City Mgr Recommended	% Chg 2022 CM to 2021 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>9980 - MULTI DEPARTMENTAL COSTS</b>								
<i>Other Services &amp; Charges</i>								
52 6050	Bank Charges	4,007.83	.00	230.98		.00	.00	
52 6110	Other Insurance	253.79	.00	2,791.64		3,198.00	3,198.00	
52 6193	City Wide Events	1,210.50	.00	.00		.00	.00	
57 2001	Grants/Aid	157,051.95	128,526.00	6,000.00	5	.00	378,526.00	195
<i>Other Services &amp; Charges Totals</i>		\$162,524.07	\$128,526.00	\$9,022.62	7%	\$3,198.00	\$381,724.00	197%
<i>Materials &amp; Supplies</i>								
53 7400	Emergency/Pandemic Expense	15,839.60	1,122.00	1,122.00	100	.00	.00	(100)
<i>Materials &amp; Supplies Totals</i>		\$15,839.60	\$1,122.00	\$1,122.00	100%	\$0.00	\$0.00	(100%)
<i>Operating Transfers Out</i>								
61 1000	Operating Trans.	26,755.00	.00	.00		.00	.00	
61 1100	Oper. Transfer Out Gen	340,382.00	35,014.00	23,342.64	67	.00	191,561.00	447
61 1215	Operating Trans./E911	.00	395,869.00	263,912.64	67	579,099.00	579,099.00	46
61 1220	Transfer To CDBG	24,026.02	.00	.00		.00	.00	
61 1221	Oper. Tran. In Grant	18,300.00	.00	.00		.00	.00	
<i>Operating Transfers Out Totals</i>		\$409,463.02	\$430,883.00	\$287,255.28	67%	\$579,099.00	\$770,660.00	79%
Department <b>9980 - MULTI DEPARTMENTAL COSTS</b>		\$587,826.69	\$560,531.00	\$297,399.90	53%	\$582,297.00	\$1,152,384.00	106%
Totals								
<b>EXPENSE TOTALS</b>		\$587,826.69	\$560,531.00	\$297,399.90	53%	\$582,297.00	\$1,152,384.00	106%
Fund <b>100 - GENERAL FUND</b> Totals								
<b>EXPENSE TOTALS</b>		\$587,826.69	\$560,531.00	\$297,399.90	53%	\$582,297.00	\$1,152,384.00	106%
Fund <b>100 - GENERAL FUND</b> Totals		(\$587,826.69)	(\$560,531.00)	(\$297,399.90)	53%	(\$582,297.00)	(\$1,152,384.00)	106%
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$587,826.69	\$560,531.00	\$297,399.90	53%	\$582,297.00	\$1,152,384.00	106%
Net Grand Totals		(\$587,826.69)	(\$560,531.00)	(\$297,399.90)	53%	(\$582,297.00)	(\$1,152,384.00)	106%



# Budget Transaction Report

Report by Budget Transactions  
 Budget Year of 2022  
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>9980 - MULTI DEPARTMENTAL COSTS</b>				
Account <b>52 6110 - Other Insurance</b>				
100 9980 52 6110	Apex Insurance 2 Fuel Tanks PW Bldg.	1.0000	3,198.00	3,198.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$3,198.00</u>
Account <b>57 2001 - Grants/Aid</b>				
100 9980 57 2001	Community Programs Support	1.0000	300,000.00	300,000.00
100 9980 57 2001	DDI Enhancement Payment	1.0000	78,526.00	78,526.00
	Account <b>57 2001 - Grants/Aid</b> Totals	Transactions	2	<u>\$378,526.00</u>
Account <b>61 1100 - Oper. Transfer Out Gen</b>				
100 9980 61 1100	Transfer to Golf Course	1.0000	191,561.00	191,561.00
	Account <b>61 1100 - Oper. Transfer Out Gen</b> Totals	Transactions	1	<u>\$191,561.00</u>
Account <b>61 1215 - Operating Trans./E911</b>				
100 9980 61 1215	Operating Transfer Out to E-911	1.0000	579,099.00	579,099.00
	Account <b>61 1215 - Operating Trans./E911</b> Totals	Transactions	1	<u>\$579,099.00</u>
	Department <b>9980 - MULTI DEPARTMENTAL COSTS</b> Totals	Transactions	5	<u>\$1,152,384.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	5	<u>\$1,152,384.00</u>
	<b>EXPENSES</b> Totals	Transactions	5	<u>\$1,152,384.00</u>
	Grand Totals	Transactions	5	<u>\$1,152,384.00</u>