

City of College Park, Georgia
Annual Financial Budget
for Fiscal Year Ending
June 30th, 2013





City of College Park, Georgia

Mayor and Council



Jack Longino, Mayor



Ambrose Clay, Ward I



Joe Carn, Ward II



Tracey Wyatt, Ward III



Charles Phillips, Sr. Esq., Ward IV

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CITY OF COLLEGE PARK

P. O. BOX 87137 • COLLEGE PARK, GA. 30337 • 404/767-1537

Annual Budget

Adopted for the fiscal year ending June 30, 2013

Hugh Austin
Interim City Manager

Richard D. Chess, MBA
Director of Finance and Accounting

L. Carl LaFleur, CPA
Accounting Supervisor

Rodrique D. Taylor
Utility Accountant

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VOTING PRECINCTS

AUDITORIUM - CP01A, CP01B, CP01C
CP02A, CP02B, CP02C

C. P. ELEMENTARY - CP04

HARRIET TURNAN ELEMENTARY - CP05A, CP05B

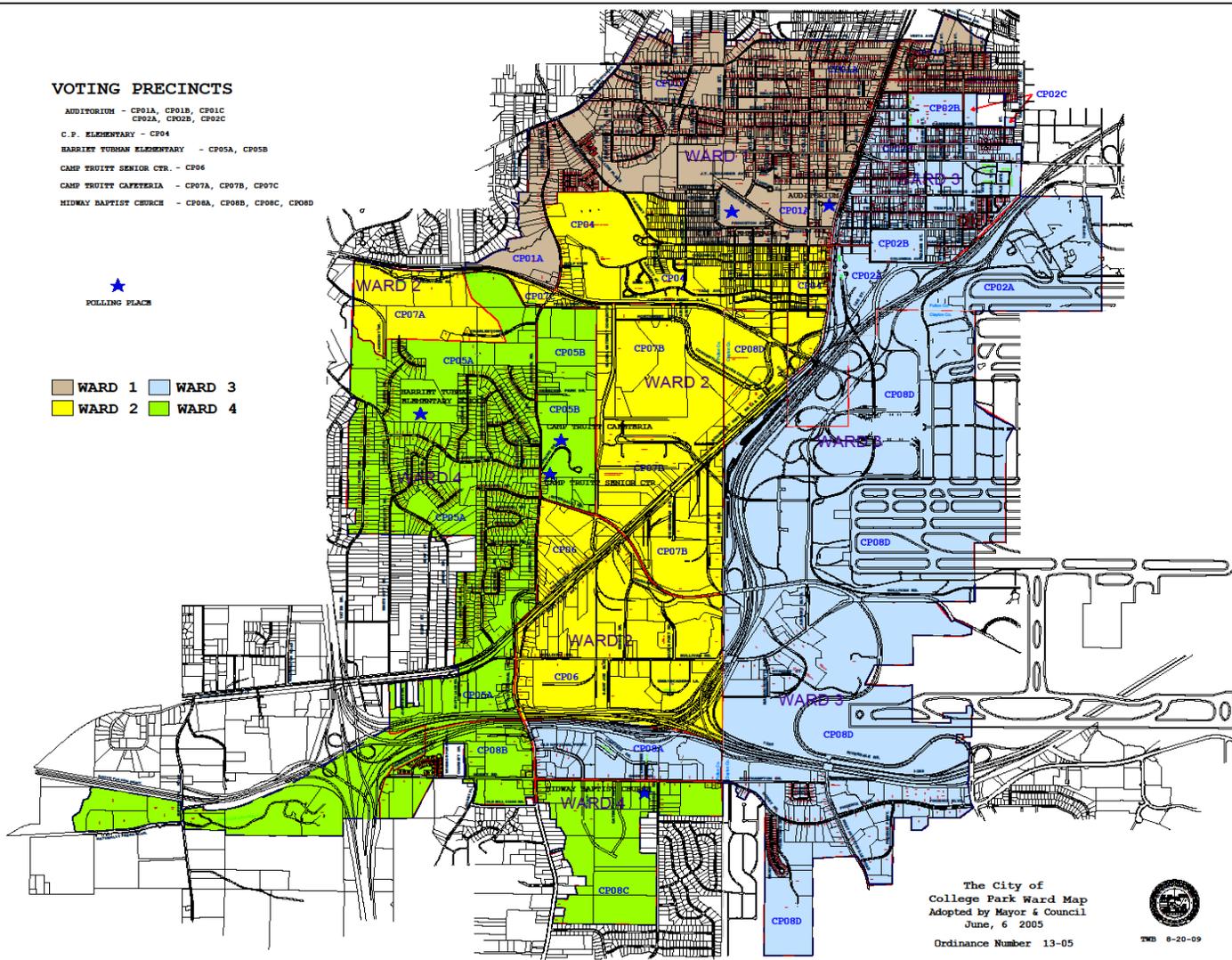
CAMP TRUITT SENIOR CTR. - CP06

CAMP TRUITT CAFETERIA - CP07A, CP07B, CP07C

MIDWAY BAPTIST CHURCH - CP08A, CP08B, CP08C, CP08D

★
ROLLING PLACE

■ WARD 1 ■ WARD 3
■ WARD 2 ■ WARD 4



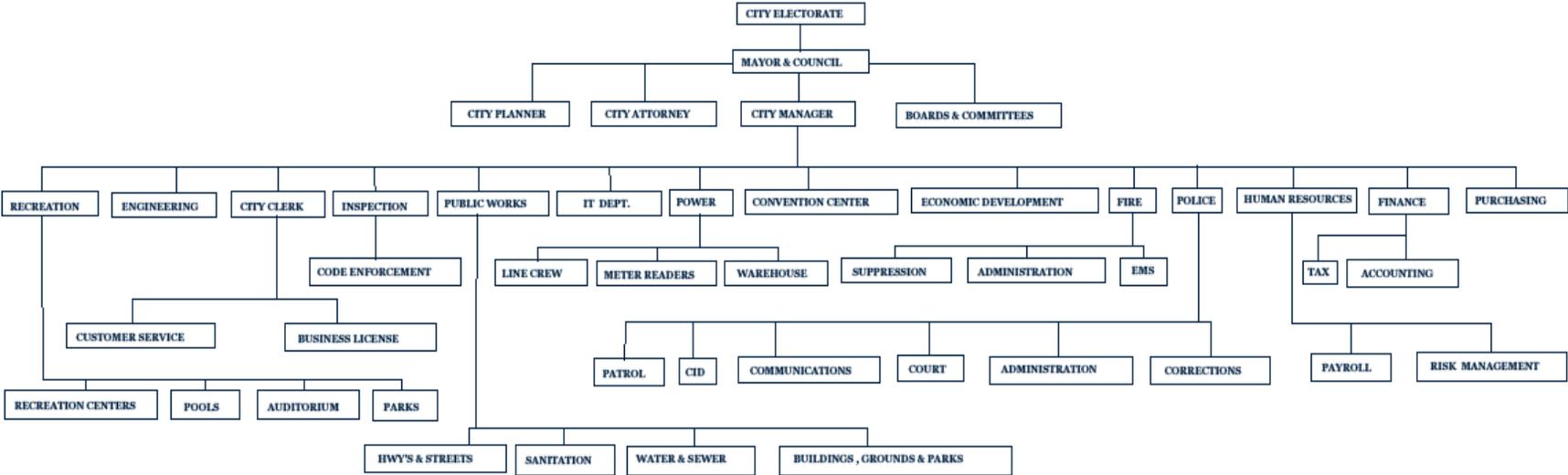
The City of
College Park Ward Map
Adopted by Mayor & Council
June, 6 2005
Ordinance Number 13-05



TWB 8-20-05

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City of College Park Organization Chart



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of College Park
Georgia**

For the Fiscal Year Beginning

July 1, 2011

Linda C. Dawson Jeffrey R. Egan

President

Executive Director

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

Just the Facts

Government

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

More Facts

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

Geographic Characteristics of College Park, Georgia

	Land Area	Climate	Topography
Square Miles	9.7 Sq/Miles		
Average Annual Temperature		64 Degrees	
Average Annual Rainfall		4.18 Inches	
Elevation			1,050 Feet

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just the Facts

Demographics

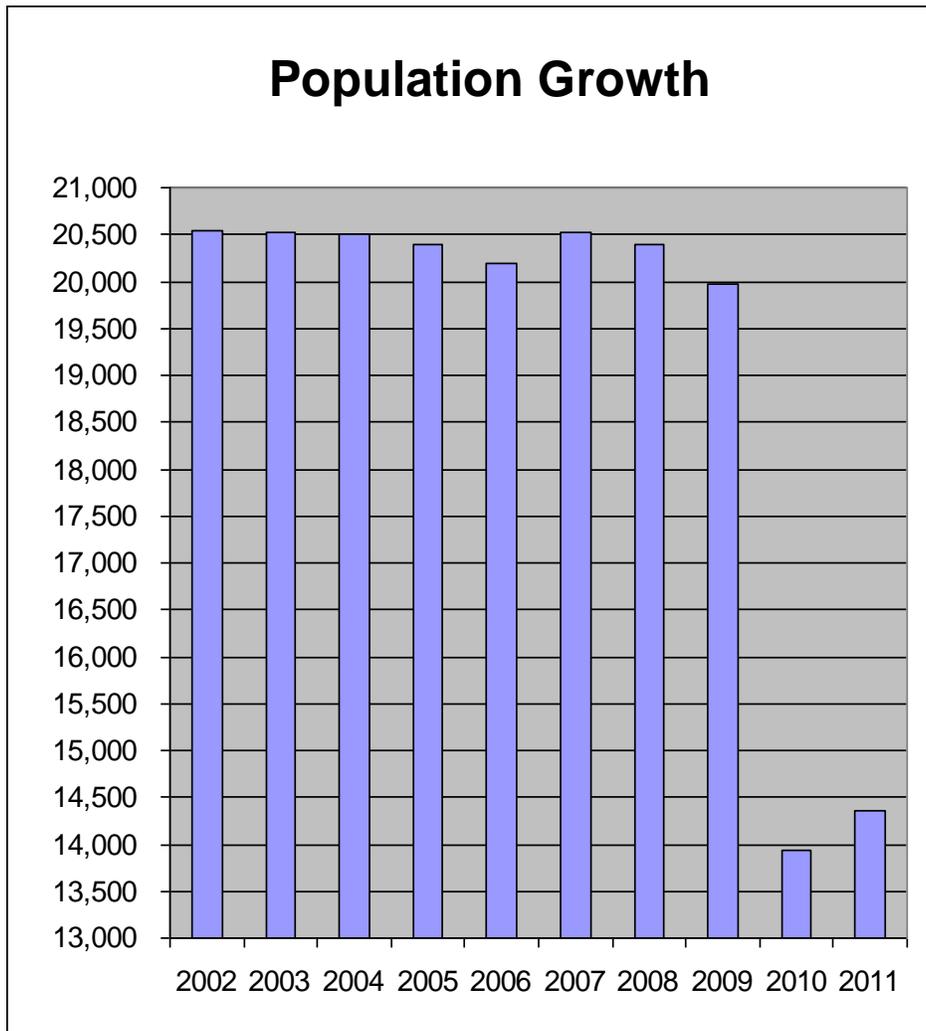
Age, Race & Gender Composition	
Non-Hispanic Black	79%
Non-Hispanic White	12%
Hispanic	7%
Native American	1%
Asian	1%
Male	47%
Female	53%
Age 18 & Under	30.2%
Age 19 - 24	14%
Age 25 - 44	35.7%
Age 45 - 64	14.9%
Age 65 +	4.8%

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

All About College Park, Georgia

Just the Facts



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just the Facts

Economy

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

Top Ten Employers in College Park, Georgia	
Company	Employees
#1 Atlantic Southeastern Airlines	1,259
#2 Chick-Fil-A Inc	759
#3 Sysco Corporation	603
#4 Woodward Academy	504
#5 Marriott Hotel	218
#6 Airtran Airlines	312
#7 Atlanta Coca Cola Enterprises	291
#8 Westin Atlanta Airport Hotel	210
#9 John Wieland Homes & Neighborhood	130
#10 UHS of Delaware	75

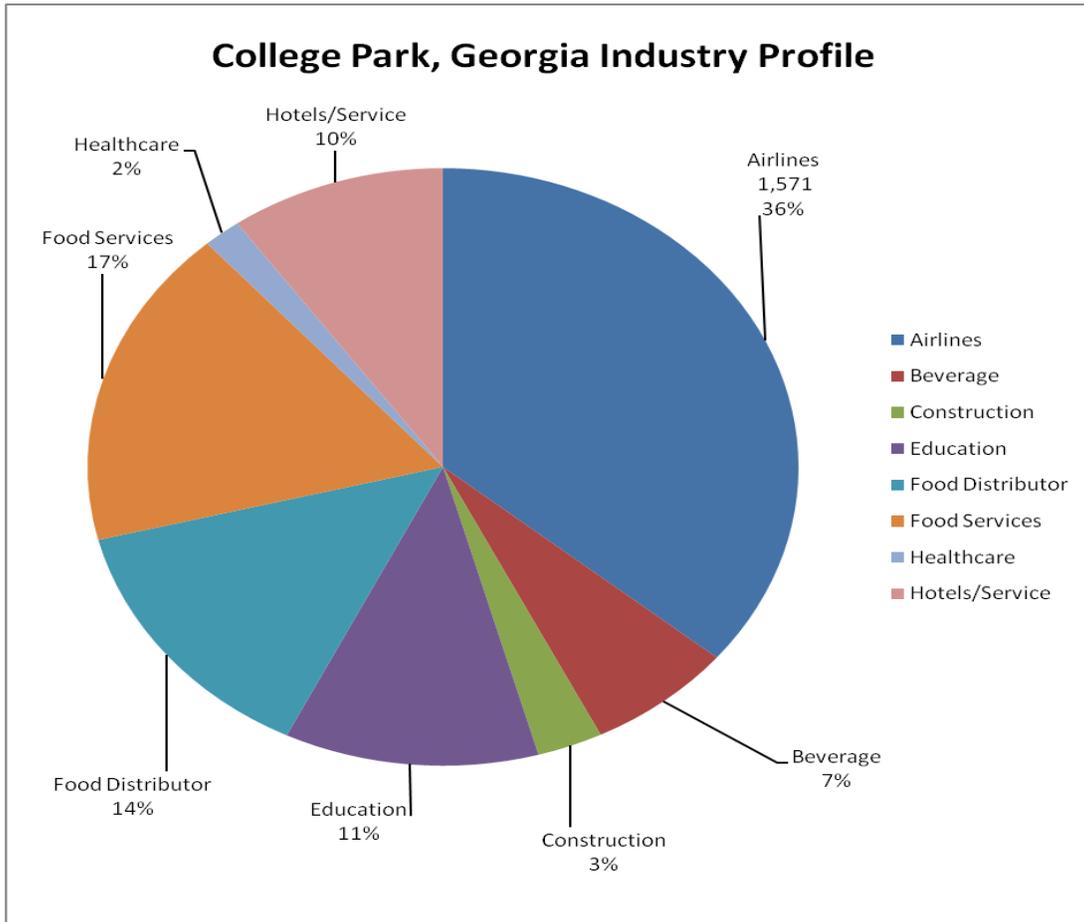
College Park has over 1,200 licensed businesses.

Unemployment within College Park has remained lower than the state and national rates.	
2011	
U.S.....	9%
Georgia.....	9.5%
CollegePark.....	10.%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just the Facts



Housing Statistics 2011

Number of Housing Units-----	8,449
Single Family Housing Units-----	27%
Multi Family Housing Units-----	72%
Mobile Housing Units-----	1%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just the Facts

Service Statistics:

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

Public Safety 2011	
Fire Protection	Police Protection
Fire Stations.....2	
Precincts.....3	
Sworn Employees.....65	Sworn Employees...108
Civilian Employees....3	Civilian Employees...47

Highways and Streets	
Miles of Road Maintained.....	75
Traffic Lights.....	2,000

The City owns and operates a water distribution system.

Water and Sewer 2011 Statistics	
Customer Accounts Served.....	2,677
Miles of Water Lines.....	94
Fire Hydrants.....	950
Water Storage Capacity (Gallons).....	1.25 million

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just the Facts

The City owns and operates a retail electric distribution system.

Electric System 2011 Statistics

Electric Customers-----	8,060
Average Consumption-----	825 mega watts per day

Educational System

Elementary Schools-----	4
Middle Schools-----	2
High School-----	1
Alternative School-----	1
Private School-----	1

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just for Facts

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

All About College Park, Georgia

Just the Facts

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

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

Historic Sites

College Park Auditorium

College Park Historical Society

College Park's Women's Club

Historic College Park Neighborhood
Association

Georgia International Convention Center

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

For More Information

If you would like more information about College Park, Georgia, please visit the College Park, Georgia website at www.collegeparkga.com, call City of College Park 404-767-1537.

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CITY OF COLLEGE PARK

P. O. BOX 87137 • COLLEGE PARK, GA. 30337 • 404/767-1537

July 31, 2012

The Honorable Mayor
Members of the City Council
City of College Park, Georgia

RE: FISCAL YEAR 2012-2013 BUDGET MESSAGE

Dear Mayor and Council:

I am pleased to present to you this budget document and supporting information/data. The current economic condition of our County and State governments presented challenges for our city:

- to properly control the utilization of the resources entrusted to local government by its citizens
- to meet Council priorities
- to maximize the public services provided with these resources
- to eliminate the use of fund balance in the general fund to balance the budget

The budget directive was to address the request of Mayor and Council and balance the budget without using budget carry forward or fund balance. This directive was accomplished by the concerted effort of City management and staff. We had to address a \$1.6 million budget shortfall in the General Fund. The gap was not as significant as prior years budget shortfall of \$7.4 million. However, it required the City management and staff to take action to reduce costs. As in prior years, this was accomplished by reducing expenditures in all categories: Personnel costs, operating expenditures and capital expenditures. We also reduced all Other Funds for a total of \$1.9 million.

The adopted budget reflects a net reduction of 10.5 positions for FY 2012-13, a decrease of 2.0 percent. This budget does not reflect a salary increase for employees nor does it reflect an increase in our millage rate. The millage rate is recommended to remain the same for FY 2012-13. This budget does include a 17% increase in Water and Sewer rates; also a 10 mils Power Cost Adjustment. The city pension contribution will remain flat at 17%; however, there will be a 5% increase in health insurance costs.

This budget will maintain the level of quality municipal services and programs which meet the needs, desires, and resources of our community. The adopted budget reflects a dedicated commitment to our citizens and continued support of our employees. In this budget we will continue to seek to utilize other

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

means of funding such as federal and state grants by enlisting the services of our federal and state lobbyist.

SUMMARY OF THE FY 2012-2013 BUDGET

The adopted FY 2012-13 General Fund Budget may be summarized as follows:

Revenues

Taxes	\$17,786,035
Fee, Licenses & Permits	2,981,459
Leases and Other Rents	45,000
Intergovernmental	1,986,380
Other Income	1,997,873
Operating transfers In	<u>4,399,021</u>

Total Revenue	<u><u>\$29,195,768</u></u>
----------------------	----------------------------

Expenditures

Personnel Services *	\$18,663,918
Operating Expenses**	5,402,372
Material & Supplies	1,078,233
Capital Outlay	2,974,549
Cost of Sales	24,200
Non-Operating***	<u>1,052,496</u>

Total Appropriations	<u><u>\$29,195,768</u></u>
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*Personnel Services include salaries and employee benefits.

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

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

Budget Format

The College Park budget worksheet format has been structured to address Council's requests from previous years' budget meetings. The FY 2011 Actual Expenses are shown, 2012 Amended Budget, 2012 Actual expenses (year to date through March 2012), Percent Used (percentage of 2012 Actual expenses over 2012 Amended Budget), 2012 Estimated Column (comprised of Departmental entries on the Logos .Net system), 2013 Department Head Requested, 2013 City Manager Recommended, and

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Percentage (2013 City Manager Recommended to 2012 Amended Budget). Also, in response to Council's requests is a summary for Department Directors with budgets comprised of multiple departments. The College Park Budget is prepared to conform to the modified accrual accounting basis which is also used in our accounting system, accounting procedures and audited financial statements.

Budget

The presented budget for FY 2012-13 is \$114,991,186. This represents a 3% net decrease and \$3,428,185 less than the amended FY 2011-12 budget of \$118,239,371. Below is the summary of the total All Funds Budget:

	Amended Budget 2011-2012	Proposed Budget 2012-2013	Increase (Decrease)	%
General	\$28,810,391	\$29,195,768	\$385,377	1%
Confiscated Drugs	76,450	55,475	(20,975)	-27%
State Drug	16,800	-	(16,800)	-100%
Emergency 911	813,720	910,565	96,845	12%
Power	28,048,019	30,701,000	2,652,981	9%
Water and Sewer	11,564,297	11,544,309	(19,988)	0%
Sanitation	2,752,902	2,750,000	(2,902)	0%
Convention Center	14,740,891	15,027,930	287,039	2%
Hospitality Fund	8,657,000	8,518,970	(138,030)	-2%
GICC Special District	125,200	105,200	(20,000)	-16%
FAA Facility	6,351,233	5,859,680	(491,553)	-8%
BIDA	9,032,092	6,054,182	(2,977,910)	-33%
Car Rental Tax	2,487,927	2,501,150	13,223	1%
Main Street	120,122	104,206	(15,916)	-13%
SPLOST	426,000	436,000	10,000	2%
Storm Water	832,912	855,000	22,088	3%
Golf	46,400	54,152	7,752	17%
CDBG	108,355	-	(108,355)	-100%
Grants	3,228,660	317,599	(2,911,061)	-90%
	<u>\$118,239,371</u>	<u>\$114,991,186</u>	<u>(\$3,248,185)</u>	-3%

GENERAL FUND

The General Fund is a service organization involved with providing services to the entire citizenry; and simply stated, it represents the expenditures for governmental operations. The expenditures, largely personnel services, are susceptible to inflationary increase and the revenues for the upcoming fiscal year look to not be increasing (specifically building permits and business license).

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

The General Fund balance has decreased from \$16.0 million in FY 2010-11 to \$13.1 million in FY 2011-12. The fund balance has been used to fund basic services. The projected expenditures for FY 2012-13 are balanced by General Fund Revenues and no use of fund balance. During FY 2010-11 the Mayor and Council adopted a Governmental Accounting Standards Board (GASB) 54 Fund Balance Policy. The City will strive to maintain an unassigned fund balance in the General Fund between 30%-60% based upon annual expenditures. As of June 30, 2011 the City's unassigned fund balance was 31% of total General Fund expenditures.

The General Fund has the following transfers: (1) transfer to Main Street of \$104,156 for salaries and operating expenditures (2) transfer to FAA to of \$377,895 to cover bond payments (3) transfer to E911 of \$570,445 for salaries and operating expenditures.

Included in General Fund Revenues is Operating Transfers In-Hospitality Fund in the amount of \$1,200,000. This amount is dedicated to economic development efforts in the City (the costs of the Business Development and Main Street Departments) as well as an appropriation to further the general purposes of the City government. The funds are included in the General Fund Revenues for the following reasons:

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

- The expenditures necessary to continue with the new developments are a valid use of the Hotel/Motel Taxes.

Also included in revenues is an operating transfer from the Power Fund of \$2,000,000, which represents that funds allocated costs for shared computer services, administrative costs and payment in lieu of taxes. In addition, operating transfer from the following funds is included in the General Fund Revenues to cover operating expenses:

- Golf Fund - \$42,482
- Sanitation Fund - \$208,061
- GICC Fund - \$248,419
- Storm Water Fund - \$122,127
- Water and Sewer Fund - \$273,966

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

REVENUES

Ad Valorem (Property Tax)

The FY 2012-13 General Fund (Operating Budget) proposes a continued millage rate of 11.56 mills same as the adopted FY 2011-12 budget.

	<u>2011-12</u>	<u>2012-13</u>	<u>+ or -</u>
General Fund (mills) (General Operating)	11.56	11.56	0%

The Proposed tax rate levied against the City’s new assessed valuation (taking into consideration the application of Homestead Exemption and the assessment ratio of 40% of taxable value for all properties) is expected to yield a flat amount of revenues for FY 2012-13 over the amended budget for FY 2011-12. This anticipated neutrality of the tax digest is predominantly due to an estimation of the reevaluations of existing properties throughout the City.

The City’s total assessed valuation of properties of all types, residential and commercial throughout the City has increased from \$867,750,222 in 2010 to \$899,544,656 in 2011, primarily due to an increase in commercial property values. The Car Rental Facility was added to the 2011 tax digest as requested of Fulton County

The Flight Equipment Tax, computed on the value of the airplanes and related equipment parked on the airport concourses within College Park’s jurisdiction as of January 1st, is projected at \$1,800,000 in the FY 2012-13 Budget, an increase of \$200,000 from the previous year’s budget. The increased collections are based on actual billings for the calendar year 2011.

The Special District Tax is presently a 14.5 mills tax rate applied to hotels operating in the defined Special District. This tax was imposed to recover amounts from the economic benefits enjoyed by the hotels provided by the Convention Center. All of the tax collections are used to supplement facility-generated revenues and to provide for debt service. This revenue is projected to be the same as last year’s budgeted amount.

A review of the history of the General Fund millage rates are as follows:

<u>Year</u>	<u>Millage Rate</u>
2012 - 13	11.56
2011 - 12	11.56
2009 - 10	9.56
2008 - 09	9.56
2007 - 08	9.56
2006 - 07	9.56
2005 - 06	9.56
2004 - 05	9.56
2003 - 04	9.56
2002 - 03	9.56

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Ad Valorem (Vehicles)

The assessed valuation of vehicles has increased from \$33 million in FY 2010-11 to \$202 million in FY 2011-12. The significant increase is attributable to the inclusion of the valuations for the Car Rental Facility vehicles. The 2010 tax digest did not reflect such assessments. The car rental companies remit taxes on their inventory based on an alphabet/ month schedule, i.e. Alamo would submit taxes in January (A-B), Enterprise in March (E-H), Hertz in May and so on.

Other Revenues

The economy is experiencing a gradual recovery, several revenue sources such as fees, licenses, and other income (fines, forfeitures and probation) are anticipated to increase slightly by \$48,000. The actual sales tax revenues collected in FY 2010-11 totaled \$4,897,269 and the sales tax revenue collections for FY 2011-12 are projected to be \$5,150,000; a slight increase in revenue of \$32,731. Any significant increase in consumer spending in the local area equates to increased sales tax dollars to the local municipalities. Business expansion and construction are improving. Departmental revenues such as business license, building, planning and zoning fees/permits anticipate an increase of \$313,442 for FY 2012-13. Continued economic development throughout the City of College Park, specifically targeted toward the designated redevelopment areas, continues to be in the forefront of the City's goals for FY 2012-13.

Other projected revenues are expected to remain relatively flat in the FY 2012-13 presented budget as compared to the FY 2011-12 amended budget with exceptions in the following areas:

- **Mixed Drink Tax:** Decrease \$4,000 anticipated. Collections projected at \$300,000.

- **Tax on Spirituous Liquor:** Increase of \$50,000 anticipated. Collections projected at \$560,000.

- **Recreation Fees:** Increase of \$33,064 anticipated. Collections projected at \$425,864.

- **Fines and Forfeitures:** Increase of \$354,873 anticipated. Collections projected at \$1,854,873.

- **Administrative Fee–Hospitality:** Transfer decreased by \$1,822 from FY 2011-12.

In summary, the total revenue schedule is one that we feel is diversified, equitable and realistic in the terms of services offered. The revenues are expected to grow slowly as development projects are completed.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

EXPENDITURES

The budgeted expenditures for FY 2012-13 will be \$385,377 greater than the amended FY 2011-12 Budget, representing an increase of 1%. In general, Operating Expenses decreased 17%, Personnel Costs decreased by 6%, Materials/Supplies increased 7%, and Cost of Sales decreased 2%. Capital Outlay increased 489% and Operating Transfers increased by 26%.

Personnel Costs

The Personnel Costs (salaries, wages and employee benefits) in the proposed FY 2012-13 Budget Year will equal approximately 66% of the General Fund (Operating Budget) net Operating Transfers. This budget will sustain the current level of municipal services to the City of College Park

The adopted budget eliminated 15.75 positions in the General Fund. It should be noted that all of the positions eliminated in the General Fund were vacant positions. Also, we added 4.5 positions to the General Fund. In addition, we eliminated 1.25 positions in the Enterprise Fund, both were vacant positions. Also, 2 positions were added to the Enterprise Fund.

The total personnel count for the overall budget program (All Funds) for FY 2012-13 is 472.50 positions; 10.5 positions less than FY 2011-2012. For the General Fund Budget, the total personnel count is 310.75 positions; a change of 11.25 positions from FY 2011-12. For the Other Fund Budgets the total personnel count is 161.75 positions; a change of .75 positions from FY 2011-12.

There is a 5% increase in health insurance costs and the city pension contribution will remain flat at 17%. For FY 2012-13 the City will continue its Healthy City Initiative Program for City employees.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Operating Expenditures

The total cost of Operating Expenditures shows a net decrease in the FY 2012-13 presented General Fund budget over that of the FY 2011-12 amended budget of \$1,096,427.

The decrease is comprised of the following object accounts:

Communications and Utilities	\$42,415
Rentals	19,140
Repairs and Maintenance	(94,969)
Building Maintenance	(126,020)
Training and Education	(47,401)
Other Services and Charges	<u>(889,592)</u>
 Total Net Change in Expenditures	 <u><u>(\$1,096,427)</u></u>

Materials and Supplies

The total cost of Materials and Supplies reflects an increase in the adopted FY 2012-13 General Fund budget of \$68,164 over that of the FY 2011-12 amended budget.

Capital Outlay

Overall, the cost of Capital Improvements increased from \$505,247 in the Amended FY 2011-12 General Fund budget to \$2,974,549 in the proposed FY 2012-13 Budget, an increase of \$2,469,302 primarily due to capital projects of \$2,489,800 in the Engineering budget that will be funded by grants.

A comprehensive listing and explanation of these Capital Improvement items appropriated under All Funds FY 2012-13 are provided in the Capital Improvement listing.

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Debt Service

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

Summary

To summarize the General Fund, the budget basically maintains the current level of municipal services and programs. There is no increase of the millage rate. The FY 2012-2013 budget proposes a staff reduction for 10.5 positions and request to fund two new positions. There was an increase of 5% for health care cost to the city and the city's pension contribution remained flat at 17%

Various projects were scaled back in the prior fiscal year's budget. The budget for FY 2012-2013 reflects the inclusion of those delayed projects.

Several of the projects and activities/programs include the following:

- Convention Center - Refurbish/Renovation Upgrade
- Sanitation- Container Replacement Program
- Power- Phoenix Blvd Re-Conductor
- Godby Road Rebuild
- Substation Voltage
- Bucket Truck Vehicle Replacement Program
- Police-5 squad cars
- Cars-Vehicle Replacement Program

These noted projects and activities/programs, as well as others, are progressive and necessary ones and will serve and benefit the residents of the community. Thus, we should provide the necessary resources for their completion and continued implementation.

ENTERPRISE FUNDS

POWER FUND

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

- College Park Power in conjunction with MEAG has established the above-mentioned "Municipal Competitive Trust Fund" which is administered by MEAG for the benefit of each MEAG participant. The purpose of this fund is to offset future wholesale power cost increases, which allow each MEAG participant to stabilize rates and become increasingly competitive with surrounding public and private utilities.

- A Comprehensive Cost of Service Study was completed based on data collected for Fiscal Year End June 30, 2009 and showed that overall rates are continuing to adequately recover all operating costs plus a reasonable margin. It also showed that College Park Power has some of the lowest rates in the State of Georgia and is 25-35% below the surrounding municipalities.

- All City departments contribute to the revenue stream by paying for their actual costs of electricity. The estimated revenue from Other City Sales for FY 2012-13 is \$300,000.

- The Georgia International Convention Center (GICC) power is estimated to be \$1.3 million FY 2012-13. An increase of \$200,000 from FY 2011-12.

The Power Fund has a 10 mil Power Cost Adjustment (PCA) for FY 2012-13. The increase is due to an anticipated increase in power cost to be passed on to the City by MEAG. The increase in PCA is necessary for the Power Fund to continue to generate sufficient revenues necessary to contribute to cash reserves.

Power Fund operating transfers for FY 2012-13 are as follows:

- Operating Transfers to the General Fund is \$2,303,966 for FY 2012-2013, which represents a decrease of \$196,034 over prior year budgeted transfer amount of \$2,500,000.

- Operating transfers to the BIDA Fund is \$2,000,000, which represents an increase of \$358,294 over the prior year budgeted transfer amount of \$1,641,706.

WATER AND SEWER FUND

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

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The City of College Park owns and operates a Water Distribution System and a Sanitary Sewer Conveyance System. The City of East Point provides approximately 3 million gallons of potable water to College Park per day. The City of Atlanta and Fulton County provides treatment of the City's waste water. During FY 2009-10 the City of College Park began to purchase an estimated .5 to 1.5 million gallons of potable water per day from the Clayton County Water Authority as a secondary source of water supply.

An estimated 17% increase for water and sewer sales have been built into the FY 2012-2013 budget. This increase is necessary to recover wholesale supply increases. In addition, the increase is necessary to cover debt service payments for the Georgia Environmental Finance Authority (GEFA) loan, whose funds will be used for Water and Sewer capital projects.

The City is planning to use groundwater wells in College Park to supplement the existing water supply. The City groundwater wells have been through the development process by, disinfecting the well and conducting a yield test. Well development has been complete, removing fine sediment and drilling fluid from the area immediately surrounding the perforations. This increases the well's ability to produce water and maximize production from the aquifer. To date the flow rate is around 106 gallons per minute or 152,640 gallons per day or 4,579,200 per month.

Estimated construction cost is at \$180,000 which has been requested in the Water and Sewer Fund for FY 2012-13. Also, Public Works and Engineering departments has requested financial assistance by making application to GEFA on a low interest loan to help offset some of the upfront cost of construction over future periods.

STORM WATER UTILITY FUND

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

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

This is the fifth year of the program and we are addressing infrastructure needs, cost effective design and construction of the necessary improvements, providing leadership through implementation of Best Management Practices (BPMs) that will enhance water quality throughout the City improving the overall quality of life for our citizens. During FY 2012-2013 the Storm Water Utility fund will continue making debt service payments on the \$2,000,000 of stimulus funds received from GEFA. There is no proposed increase in the storm water fee for FY 2012-2013. A recommended budget of \$206,600 is for storm sewer improvements and for equipment replacement.

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SANITATION FUND

The Sanitation Fund is for residential and commercial trash-pick-up, the city's recycling program, animal control and yard waste curbside pick-up.

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

There is no proposed increase in the solid waste management fee for FY 2012-2013. A recommended budget of \$75,000 is for sanitation container replacement.

CONVENTION CENTER FUND

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

The Revenue Budget for the GICC reflects an increase in anticipated revenues from the FY 2012-13 amended budget of \$287,039 (proposed budget FY 2012-13 over amended budgeted FY 2011-12). The increase in revenues reflects the transfer of Hotel Special District Tax and GICC Special District Fund taxes to the GICC for bonded indebtedness for the Convention Center and infrastructure as well as the budget carry-forward.

Adopted budget expenditures for FY 2012-13 indicate an overall increase net of capital expenditures and debt service of \$287,039 or 2%. This increase is comprised of the following object accounts:

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	Increase (Decrease)
Convention Center - Change in Revenues	
Sales Food and Beverage	\$339,000
Security	5,000
Parking	50,000
Exhibit Hall	(50,000)
Meeting Rooms	100,000
Electrical Rental	45,000
Audio Visuals	3,000
Interest	(12,400)
Miscellaneous Income	108,000
Administrative/Hospitality	(886,208)
Transfers - GICC	8,613
Budget Carryforward	577,034
 Total Net Change in Revenues	 \$287,039

	Increase (Decrease)
Convention Center - Change in Expenses	
Personnel Services	(\$21,892)
Employee Benefits	(34,605)
Cost of Sales	246,000
General Operating Expenses	126,892
Capital Outlay	(276,000)
Operating Transfers Out	248,419
Change in Debt Service	(1,775)
 Total Net Change in Expenses	 \$287,039

Major Capital Outlay projects include:

- Wi-Fi Controller and Security
- HVAC Work Platform
- HVAC DDC Control System
- Riding/Vacuum/Sweeper

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FEDERAL AVIATION ADMINISTRATION FUND

The Federal Aviation Administration (FAA) Fund is used to account for the lease of office buildings to the General Services Administration of the federal government regional headquarters. This fund also accounts for the operating activities of these buildings as well. Its revenue sources are derived from projected Facility Rental Income of \$5,480,800 and Operating Transfer In from the General Fund of \$377,895.

BUSINESS INDUSTRIAL AND DEVELOPMENT AUTHORITY

The Business Industrial and Development Authority (BIDA) work to encourage business relocation and expansion by offering access to BIDA owned property and BIDA funding initiatives. The purpose of BIDA, according to Georgia Senate Resolution No. 348, is to attain development and promote for the public good, general welfare, trade commerce, industry and employment opportunities. BIDA revenue sources are derived from sales of land, rental income and property tax income.

BIDA's Budget decreased from \$6,351,233 in the Amended FY 2011-12 to \$5,859,680 in the adopted FY 2012-13 Budget, a decrease of \$491,553 primarily due to a lack of sales of land.

GOLF COURSE FUND

The Golf Course Fund is used to report the revenues and expenses generated or incurred through golf course activities. Its revenue sources are derived from fees and equipment rental. The Golf Course Budget for FY 2012-2013 is \$54,152.

SPECIAL REVENUE FUNDS

HOSPITALITY FUND

This fund accounts for \$8,518,970 in anticipated collections of the Hotel/Motel and Special District Taxes.

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

Mayor and Council ratified the 2% Hotel/Motel tax increase that became effective on July 1, 2011. 1.5 % of the Hotel/Motel tax increase will be used for the CP-DMO operation and .5% may be used for

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tourist/convention product development (CP-TPD). A Destination Marketing Organization line item was established in the Hospitality Fund for FY 2012-2013 budget.

The distribution of these tax collections is as follows:

- General Fund – \$1,200,000
This transfer covers the costs of the Main Street and Business Development departments, as well as the portion of collections not necessary for bond debt or other purposes from funds other than the General Fund.
- GICC – \$5,548,970
This amount is transferred to pay principal and interest on bond debt as well as to cover operational costs associated with the GICC facility. \$20,000 is budgeted for legal fees related to the Hospitality Fund as well.
- CP-DMO – \$1,312,500
This amount is distributed to the CP-DMO to promote tourism, conventions, and trade shows by the CP-DMO.
- CP-TPD – \$437,500
This amount is allocated for tourism/convention product development.

GICC SPECIAL DISTRICT FUND

This Fund is set up to pay the bond interest and principal expenses for the Gateway Development (including the GICC) and the Global Gateway Connector infrastructure through a transfer to the GICC fund. A special district tax was established in late 2001 for the entire Gateway Development in anticipation that the tax revenues generated from new development within the redevelopment area (7.5 mills) would pay the annual debt service. Due to a lack of development an infusion of funds from the Hospitality Fund will need to occur to make up the balance due on the annual payment. The Automated People Mover (APM) and hotel development opened in this tax district in December 2009. We anticipate that sufficient revenues would be collected to pay the annual debt service. The primary revenue source for the GICC Special District Fund in FY 2012-13 is fund income of Special District Taxes estimated at \$105,000.

COMMUNICATIONS (E911) FUND

The E-911 Fund accounts for monthly user charges on telephone service for operation and maintenance of the E-911 System, as well as for capital equipment purchases. This Fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community. Its revenue sources are derived as an Operating Transfer In from the General Fund of \$570,445 as well as the projected E911 collections and interest of \$340,120.

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CAR RENTAL FUND

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

Car Rental Tax collections for the FY 2012-13 have been budgeted upon the settlement of the funding formula litigation. This fund is projected to receive \$2,501,150 in FY 2012-13. Collections for prior years are as follows:

2002	\$2,301,327
2003	2,083,252
2004	2,198,593
2005	2,548,311
2006	2,703,314
2007	2,748,648
2008	2,681,445
2009	2,622,351
2010	2,454,827
2011	2,467,323

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

Projected disbursements from this fund for FY 2012-13 are for costs associated with bonded indebtedness and operating expenditures.

GRANT FUNDS

This fund accounts for activities carried out by the City under the terms of various intergovernmental grants. Numerous federal and state grants comprise the Grants Funds. Most grants require either local match funds or soft (in-kind) contributions. The grants anticipated for FY 2012-13 are as follows:

Source	Title	FY 2012-2013 Project Costs	Match \$'s	Match Ratio
Federal Grant	Department of Justice - Justice Assistance Grant	\$36,380	\$0	0%
Federal Grant	Safer Grant	130,200	\$0	0%
Federal Grant	Small Business Admin	97,695	\$0	0%
State Grant	GDOT/ARC Grant Phoenix Trail	879,000	\$0	0%
State Grant	Godby Road and Old National Parkway TE Project	440,800	\$0	0%
State Grant	Main Street TE Project	500,000	\$0	0%
State Grant	Old National Bus Shelters - MARTA	236,000	\$0	0%
		\$2,320,075		

Community Development Block Grant (CDBG) Fund \$0 – This Fund reports the Grant Income from the CDBG and the expenditure of those funds. There are no monies budgeted for CDBG funds for FY 2012-13.

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Confiscated Drug Funds \$55,475 - This Fund records the proceeds from confiscated drug funds and the expenditures of those funds on Police-related operations, supplies and/or capital items.

State Drug Fund \$0 – This Fund reports the City share of State Drug monies that are confiscated by the City. There are no monies budgeted for State Drug funds for FY 2012-13.

CAPITAL PROJECT FUNDS

Main Street Fund \$104,206 – This fund accounts for the purpose of redevelopment of the City’s Main Street. Mayor and Council have appropriated fund for the purchase of properties and the renovation of those structures for ultimate resale to new businesses. Proceeds from sales are then reinvested in additional properties.

Special Local Option Sales Tax Fund (SPLOST) Fund \$436,000 – This fund accounts for proceeds of a sales tax levied in Clayton County, which will be used by the City for the exclusive purpose of capital outlay projects.

AGENCY FUND

Municipal Court Fund \$0 – This fund accounts for the receipt and disbursement of bonds (posted to secure release of individuals charged with various crimes) and court-ordered fines and fees made on behalf of third parties. There are no monies budgeted for Municipal Court funds for FY 2012-13.

DEBT

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

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

Convention Center - \$20,375,000. These revenue bonds, Series 2001, were issued for the purpose of constructing the new Georgia International Convention Center. The outstanding balance of these revenue bonds at June 30, 2011 was \$16,250,000.

Convention Center - \$53,475,000. These revenue bonds, Series 2005, were issued for the purpose of refunding a portion of the City’s Civic Center Project Revenue Bonds, series 2000, in order to refinance a portion of the costs of the convention center facility leased by BIDA to the City of College Park. The outstanding balance of these revenue bonds at June 30, 2011 was \$53,375,000.

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BIDA - \$11,250,000. These revenue bonds, Series 2004, relates to the construction of the Public Safety Complex completed in November 2005. The outstanding balance of these revenue bonds at June 30, 2011 was \$8,715,000.

BIDA - \$25,875,000. These revenue bonds, Series 2006, were issued for the purpose of financing the costs of acquiring land to be used as a site for a new hotel, retail, and office complex near the convention center facility, which land will be leased by BIDA to the City of College Park. The outstanding balance of these revenue bonds at June 30, 2011 was \$24,660,000.

BIDA - \$34,060,000. These revenue bonds, Series 2008, were issued for the purpose of financing the costs of acquiring, construction, and opening of a 402-key first class headquarters hotel and a 148-key select service hotel, on a site owned by the Authority which is adjacent to Georgia International Convention Center. The outstanding balance of these revenue bonds at June 30, 2011 was \$34,060,000.

BIDA - \$7,445,000. These revenue bonds, Series 2008A, were issued for the purpose of financing the costs of acquiring and construction of a 138,000 gross square foot, four story office building and related parking, on a site owned by the Authority which is adjacent to Georgia International Convention Center. The outstanding balance of these revenue bonds at June 30, 2011 was \$7,180,000.

FAA Projects I and II - The amounts borrowed in two separate issues (Series 1993 and 1999) were used to construct and equip the Regional Offices of the Federal Aviation Administration (FAA) and secured by a non-cancelable lease from the General Services Administration (GSA). Under the lease with the City, the City is obligated to make up the difference of rental payments received by the FAA to ensure amounts are sufficient to make principal and interest payments on the bonds. A management company runs the facilities and disbursements are authorized at that level.

FAA – \$8,500,000. Series 1993. The outstanding balance of these revenue bonds at June 30, 2011 was \$2,955,000.

FAA – \$28,995,000. Series 1998. The outstanding balance of these revenue bonds at June 30, 2011 was \$8,680,000.

CONCLUSION

In conclusion, the programs outlined in the following pages of this budget document are attainable, reasonable, and worthy of your serious consideration. Although again this has been another difficult budget process, this budget will allow the City to continue to provide outstanding services to our citizens. The City will also be able to continue our efforts in economic development and continued development of the GICC Gateway Project. Finally, College Park is committed to improving our process and procedures and become a more efficient organization. My sincere appreciation goes to all the Department Heads and

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all other City staff members for their careful effort put forth in the planning and implementation of this budget. Also special thanks to Richard D. Chess, Director of Finance and Accounting and his staff for their professional attention to detail during this year's budget process.

The 5 year financial forecast that was developed during FY 2011-12 will be used as a strategic financial planning tool to address the fiscal challenges and opportunities as we continue to grow and prosper in College Park.

Respectfully submitted,



Hugh Austin
Interim City Manager

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BUDGET PROCESS

Budget Definition

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

A good budget process is characterized by several essential features:

- Incorporates a long term perspective

- Establishes linkages to broad goals

- Focuses budget decisions on results and outcomes

- Involves and promotes effective communication with stakeholders

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

Mission of the Budget Process

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

It is vital that the budget processes include diverse stakeholders. The budget process should accomplish the following:

- Involve stakeholders
-
- Identify stakeholder issues and concerns

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- Obtain stakeholder support for the overall budgeting process

- Achieve stakeholder acceptance of decisions related to goals, services, and resource utilization
- Report to stakeholders on services and resource utilization, and serve generally to enhance the stakeholders' view of government
-

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

Principles and Elements of the Budget Process

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

- 1) Establish Broad Goals to Guide Government Decision-Making - A government should have broad goals that provide overall direction for the government and serve as a basis for decision making.
 - a) Assess community needs, priorities, challenges and opportunities
 - b) Identify opportunities and challenges for government services, capital assets, and management
 - c) Develop and disseminate broad goals

- 2) Develop Approaches to Achieve Goals – A government should have specific policies, plans, programs, and management strategies to define how it will achieve its long-term goals.
 - a) Adopt financial policies
 - b) Develop programmatic, operating, and capital policies and plans
 - c) Develop programs and services that are consistent with policies and plans
 - d) Develop management strategies

- 3) Develop a Budget Consistent with Approaches to Achieve Goals - A financial plan and budget that moves toward achievement of goals, within the constraints of available resources, should be prepared and adopted.
 - a) Develop a process for preparing and adopting a budget

 - b) Develop and evaluate financial options

 - c) Make choices necessary to adopt a budget

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- 4) Evaluate Performance and Make Adjustments - Program and financial performance should be continually evaluated, and adjustments made, to encourage progress toward achieving goals.
 - a) Monitor, measure, and evaluate performance
 - b) Make adjustments, as needed

Budget Roles and Responsibilities

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

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

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

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

The **Finance Department staff** is responsible for preparing the multi-fund short-range and long-range revenue and expenditure forecasts, coordinating with Budget Liaisons in calculating user and indirect cost rates, developing the process and related forms for preparing and monitoring the budget, coordinating the compilation of budget data, analyzing operating and capital budget requests, supporting Finance Department in the Comprehensive Annual Financial Report preparation, asset monitoring, evaluating and summarizing budget requests from divisions and preparing budget review materials for the Director of Finance and Accounting, Department Directors, City Manager, Mayor and City Council, media and citizens.

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

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recommendations that are consistent with management strategies, and the City's Adopted Financial Policies

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

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

City of College Park's Traditional Budget Process

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

Policy/Strategy Development and Prioritization Process Phase

In the fall and spring, City Council typically reviews citizen input, Citizen Board feedback, Financial Policies, Economic Trends Analysis, citizen survey results and the most current Financial Forecast. They discuss broad organizational goals, priorities, and constituents' suggestions and expectations for College Park. From this, the Council establishes broad goals and strategic directives, which are the cornerstone for the development of the budget. These broad goals provide the overall direction for College Park and serve as a basis for decision-making. The executive and senior management staff updates City financial policies, plans, programs, and management strategies to define how the City will achieve the broad goals. It is within this framework that the City staff formulates the proposed Program Operating and Capital Budgets.

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Budget Development and Prioritization Process Phase

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

Capital project requests and changes to existing capital projects are reviewed by cross-divisional teams for accurate costing, congruence with City objectives and prioritized using a set of pre-determined criteria. Financing sources are then sought for the

highest-ranking projects. The City Manager and Department Directors are involved in this

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

City Management Review and Modification Phase

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

Mayor and City Council Budget Review and Adoption Phase

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

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Budget, they recommend their changes to the budget. Next, two required public budget hearings are held and the Mayor and Council adopt the budget consistent with the City Ordinance and State law.

Implementing, Monitoring, and Amending the Budget Phase

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

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

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

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

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CAPITAL IMPROVEMENT PROGRAMING

INTRODUCTION

Capital improvement programming is a guide toward the efficient and effective provision of public facilities. Programming capital facilities over time can promote better use of the City's limited financial resources and assist in the coordination of public and private development. In addition, the programming process is valuable as a means of coordinating and taking advantage of joint planning and development of facilities where possible. By looking beyond year-to-year budgeting and projecting what, where, when and how capital investments should be made, capital programming enables public organizations to maintain an effective level of service for both the present and future population.

The Capital Improvement Program ("CIP")

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

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

The CIP is primarily a planning document. As such, it is subject to change each year as the needs of the community become more defined and projects move closer to final implementation. The adoption of the Capital Improvement Program is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and controlling future debt service requirements. For this reason, the CIP

includes some projects where needs have been defined, but specific solutions or funding amounts have not been identified.

When adopted, the CIP provides the framework for the City Manager, Mayor and Council with respect to managing bond sales, investment planning and project planning.

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What is Capital Improvement Plan (CIP)?

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

The Capital budget authorizes and provides the basis for control of expenditures for the acquisition of significant City assets and construction of all capital facilities. A five-year CIP is developed and updated annually, including anticipated funding sources. This is done to ensure that the CIP continues to address the City's highest priorities. Capital budget appropriations lapse at the end of the fiscal year, however, they may be re-budgeted by the City Council until the project is complete and capitalized in the accounting fixed asset records.

Three key elements constitute a CIP:

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

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

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

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

CIP Linkages

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

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

The Annual Capital Budget serves to appropriate funds for specific facilities, equipment and improvements. For projects supported by the General Fund (Paydown Projects), the first year included in

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the CIP reflects the approved annual capital budget funding level. Funding for subsequent years in the program are included for planning purposes only and do not receive ultimate expenditure authority until they are eventually incorporated into the annual Capital Budget. In general, General Obligation Bond funded projects and projects supported by other financing, are reflected in the 5-year program as approved for funding and the cash flow required for spending is reflected in each year. The CIP is a

“rolling” process and subsequent year items in the CIP are evaluated annually and advanced each fiscal year.

The CIP Process

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

Principles of Sound Capital Improvement Planning

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

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

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

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improvements to spur private reinvestment and revitalization in support of City's land use policy. The CIP shall support the City's efforts to encourage the development of affordable and effective multi-use public facilities as feasible.

5. The CIP shall be developed to provide facilities that are cost effective, consistent with appropriate best practice standards, community standards and expectations of useful life.
6. The City will endeavor to execute the projects as approved and scheduled in the CIP. Value Engineering principles will continue to be applied to appropriate capital projects. Changes in project scope cost and scheduling will be subject to close scrutiny.

The CIP Review

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

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

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

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

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DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
MIS-Info Technology	Other Equipment/New	1	75,000	61,700
Subtotal - MIS-Info Tecnology				61,700
Engineering	Other Equipment/Replace	1	11,900	11,900
	Capital Improvement Fund	1	1,819,800	2,489,800
Subtotal - Engineering				2,501,700
Police Patrol	Vehicle/Replace	5	32,100	114,000
	Communications	1	78,255	78,255
Subtotal - Police Patrol				192,255
Fire Suppression	Other Equipment/New	1	39,000	-
	Other Equipment/Replacement	1	70,000	9,700
	Communications	1	16,374	-
Subtotal - Fire Administration				9,700
Highway and Street		1	150,000	125,000
	Other Equipment/New	1	14,290	14,290
Subtotal - Highway and Street				139,290
Recreation Facilities	Buildings	1	135,290	104,122
	Other Equipment/Replacement	1	6,500	6,500
	Parks	1	84,282	84,282
Subtotal - Recreation Facilities				194,904
Grand Total - General Fund				3,099,549
Confiscated Drugs	Communications	1	10,000	10,000
Subtotal - Confiscated Drugs				10,000
E911 Communicastions	Communications	1	41,806	81,806
Subtotal - E911 Communications				81,806
Grant Funds	Other Equipment/New	1	11,939	11,939
	Capital Improvement Fund	1	196,000	196,000
Subtotal - Grants				207,939

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S.P.L.O.S.T.	Buildings	1	291,000	291,000
Subtotal - S.P.L.O.S.T.				291,000
Water and Sewer	Sewer Extensions	1	303,700	303,700
	Other System Improvements	1	180,000	958,442
Subtotal - Water and Sewer				1,262,142
Electric/Power Fund				
Electric/Line	Vehicle Replacement	1	281,000	241,000
	Communications	1	19,500	19,500
	Capital Improvement Fund	1	150,000	150,000
	Electrical Improvements	1	1,060,000	560,000
	Other System Improvements	1	104,200	104,200
	Street Lighting	1	247,000	572,000
Subtotal - Electric/Line				1,646,700
Electric/Meter	Vehicle Replacement	1	45,000	20,000
	Other System Improvements	1	400,000	-
Subtotal - Electric/Meter				20,000
Electric/Customer Service	Other Equipment-Replace	1	10,000	10,000
Subtotal - Electric/Customer Service				10,000
Total - Electric/Power Fund				1,676,700
Sanitation	Vehicle Replacement	1	130,000	-
	Sanitation Containers	1	100,000	75,000
Subtotal - Sanitation				75,000
Fund: 555-Convention Center	Other Equipment/Replace	1	21,900	-
	Other Equipment/New	1	35,000	-
	Other Equipment/Replace	1	55,000	10,000
Subtotal - Convention Center				10,000

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Business Industrial Development (BIDA)	Capital Improvement Fund	1	245,000	-
Subtotal - BIDA				-
Storm Water Utility	Other Equipment/New	1	6,600	6,600
	Improvements-Storm Sewers	1	200,000	218,000
Subtotal - Storm Water Utility				224,600
Grand Total - Other Funds				3,839,187
Grand Total of General and Other Funds				6,938,736

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Department/Division:
Information Technology

Project Name or Title:
Server Upgrade

Project Description:
Purchase additional Windows Server 2008 licenses, SQL 2008 licenses, memory and hardware to continue the process of virtualizing various departments' servers and applications.

Project Justification and Impact:
It is important to virtualize what servers we can to ensure a unified management and backup system for all applications.

Project Costs: \$25,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

Useful Life: 3 - 5 years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

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Department/Division:

Information Technology

Project Name or Title:

MS Office 2010 / Windows 7 Upgrade

Project Description:

Upgrade all users to a unified platform to raise the overall productivity of all users. In the past, users used whatever standard software came with the computer that was purchased and software could not be transferred from one machine to another. With the implementation of volume license purchasing in fiscal year 2012, the city will now be able to purchase software as needed and will be able to ensure affordable upgrade costs in the future.

Project Justification and Impact:

Microsoft's software assurance plan allows the purchaser to upgrade to the next implementation of software at little or no cost. Users will be able to open documents and files sent using the latest versions of Microsoft Office and run applications that are standardized to the latest versions of Windows' operating system.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 60,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

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Department/Division:

Information Technology

Project Name or Title:

Offsite Storage

Project Description:

Purchase appliance(s) to facilitate a virtualized storage solution.

Project Justification and Impact:

Currently, even with the advent of the VMWare solution and the EqualLogic SAN devices, the city's (and GICC's) offsite storage solution still consists mainly of tapes and data disks shipped to Iron Mountain's storage facility.

Project Costs: \$16,700

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 16,700	\$ -	\$ -	\$ -	\$ -	\$ 16,700

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: There will be a monthly fee associated with the storage space needed offsite. The city already pays for offsite tape storage and this will take the place of that cost.

Funding Source: General Fund

Relationship to Other Primary Projects: None

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Department/Division:

Engineering

Project Name or Title:

Godby Road and Old National Parkway TE Project

Project Description:

New sidewalk and lighting improvement down Godby Road

Project Justification and Impact:

This project will increase walkable for the locate public to walk down Godby Road inside College Park.

Project Costs: \$440,800

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$440,800	\$ -	\$ -	\$ -	\$ -	\$440,800

Useful Life: 20 years.

Estimated Cost Beyond Five Year Program: Funding for advertising with come from this project.

Funding Source: GDOT/ARC Fund 80% of this project

Relationship to Other Primary Projects: None

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Department/Division:

Engineering

Project Name or Title:

Vidar Scanner

Project Description:

This scanner will replace the faster scanner that no longer works.

Project Justification and Impact:

Scanner no longer works.

Project Costs: \$11,900

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 11,900	\$ -	\$ -	\$ -	\$ -	\$ 11,900

Useful Life: 10 - 20 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

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Department/Division:

Engineering

Project Name or Title:

GDOT/ARC Grant Phoenix Trail

Project Description:

New bicycle path and walking trail up and down CSX Railroad from West Point Avenue to the deadend

Project Justification and Impact:

College Park and MARTA have an Intergovernmental Agreement (IGA) with College park's commitment \$236,000. Engineering Services \$40,000 Construction Cost \$156,000 Right-of-Way Cost \$40,000.

Project Costs: \$879,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$879,000	\$ -	\$ -	\$ -	\$ -	\$879,000.

Useful Life: 20 years.

Estimated Cost Beyond Five Year Program: Funding for advertising with come from this project.

Funding Source: GDOT/ARC Fund 80%

Relationship to Other Primary Projects: None

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Department/Division:

Engineering

Project Name or Title:

Main Street TE Project

Project Description:

New sidewalk and lighting improvement down Main Street

Project Justification and Impact:

This project will increase walkable for the locate business to walk down Main Street will shopping in and around our city of College Park

Project Costs: \$500,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$500,000			\$ -	\$ -	\$500,000

Useful Life: 20 years.

Estimated Cost Beyond Five Year Program:

Funding Source: GDOT/ARC Fund 80% of this project

Relationship to Other Primary Projects: None

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Department/Division:

Engineering Department

Project Name or Title:

Quiet Zone along Main Street College Park

Project Description:

Upgrade to railroad grade crossing at Harvard Ave. and Rugby Ave. to form a quiet zone.

Project Justification and Impact:

Diagnostic Review Team. Campbell Technology Corporation (CTC) worked with the City of College Park to conduct a Quiet Zone Assessment Study to determine the possibility of creating a quiet zone at four identified at-grade rail crossings. Two of the crossings along the CSX Railway line were roadway crossings and two were Pedestrian Railway crossings. As part of CTC on-site diagnostic field work; coordinating project elements with State and federal approval agencies; developing project cost estimates with CSX Railway officials; preparing conceptual layouts for recommended Supplementary Safety Measures (SSMs); and prepare final report recommending SSM design and improvement plans that take into account pedestrian safety, trail, and crossing aesthetics.

Project Costs: \$670,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$670,000	\$ -	\$ -	\$ -	\$ -	\$670,000

Useful Life: 20 years.

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

Funding Source: Congestion Mitigation Air Quality funding (80%)

Relationship to Other Primary Projects: None

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Department/Division:

Police/Patrol

Project Name or Title:

Mobile Video System Upgrade

Project Description:

This capital improvement request is to replace the aging server and associated operational software for police vehicle video retention and management.

Project Justification and Impact:

The existing server has been in use for over six years, exceeding expected life standards for critical server life. The hardware has been end-of-lived by the manufacturer and replacement parts are no longer available in the event of failure. Should the existing server fail, there will be no access to historical or future patrol unit video, including evidentiary video for existing cases.

Project Costs: \$25,300

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
-	\$25,300	-	-	-	\$25,300	\$50,600

Useful Life: 5 Years

Estimated Cost Beyond Five Year Program: Replacement

Funding Source: Police Technology Fund

Relationship to Other Primary Projects: Core technology hardware infrastructure for patrol mobile video solution.

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Department/Division:

Police/Patrol

Project Name or Title:

Motorcycle Mobile Video System

Project Description:

Expanding patrol mobile video system to include motorcycles.

Project Justification and Impact:

The police department has long utilized mobile video and audio recording for evidentiary and safety purposes when officers are assigned to patrol cars. However, the video and audio recording equipment was not available for officers assigned to motorcycles. This project expands the mobile video recording capability to the motorcycles using specific, compatible ruggedized equipment designed for motorcycles.

Project Costs: \$16,575

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
-	\$16,575	-	-	-	\$16,575	\$33,150

Useful Life: 5 Years

Estimated Cost Beyond Five Year Program: Replacement

Funding Source: Police Technology Fund

Relationship to Other Primary Projects: Compatible with existing Mobile Video infrastructure.

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Department/Division:

Police/Patrol

Project Name or Title:

Police Patrol Car Replacement

Project Description:

This capital improvement request is to replace patrol cars.

Project Justification and Impact:

Police cars are used daily for all manner of patrol activities; response to calls traffic enforcement, accident investigations, special events, etc. They are driven in all weather conditions, traffic types, idle for long periods of time, and have little down time. Units are out of warranty and have reached high mileage (over 100,00 miles), increasing the expectation of major repairs and increased repair costs.

Project Costs: \$114,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$205,320	\$114,000	\$192,600	\$160,500	\$192,600	\$160,500	\$820,200

Useful Life: 3-5 years.

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

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Department/Division:

Police/Patrol

Project Name or Title:

Public Safety Surveillance Cameras

Project Description:

This Capital improvement item is to purchase Surveillance Cameras

Project Justification and Impact:

Enhance our existing camera system. This enhancement will consist of an additional 12 cameras located within the City's recreational parks and in and around our hospitality districts or any other predetermined area. Included with the 12 cameras will be all necessary supporting computer servers, hardware, software, and enhanced connectivity to the surveillance system network.

Project Costs: \$36,380

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$36,380	\$ -	\$ -	\$ -	\$ -	\$36,380

Useful Life: 7 - 10 Years

Estimated Cost Beyond Five Year Program: Replacement

Funding Source: Police Technology Fund

Relationship to Other Primary Projects: NA

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Department/Division:

Fire Suppression

Project Name or Title:

CPU replacements for Fire Suppression (Station 1 and 2)

Project Description:

This capital improvement item is to provide resources for the purchase of 8 CPUs

Project Justification and Impact:

The current CPUs are over 8 years old and they function very slowly. We need to upgrade the CPUs to help the department operate more efficiently.

Project Costs: \$9,700

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 9,700	-	\$ -	\$ -	\$ -	\$ 9,700

Useful Life: 10 - 20 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

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Department/Division:

Public Works Highways & Streets

Project Name or Title:

Capital Improvement- Wacker RD 12A-90 Asphalt Compaction Roller

Project Description:

This capital improvement item is a Drivable Asphalt Compaction Machine that is designed to deliver even asphalt coverage on large areas at faster speeds while maintaining excellent finished results.

Project Justification and Impact:

The manual push Asphalt Compaction Roller that is on hand is designed to deliver even asphalt coverage on small areas of asphalt at slower coverage speeds. The drivable Asphalt Compaction Roller will be used for even asphalt coverage on larger areas which will allow for more asphalt street deficiencies to be restored by Public Work employees opposed to contractors.

Project Costs: \$ 14,290

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 14,290	\$ -	\$ -	\$ -	\$ -	\$ 14,290

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

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Department/Division:

Public Works Highways & Streets

Project Name or Title:

Capital Improvement- Street Resurfacing for DOT Local Maintenance and Improvement Grant Program

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$125,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$125,000	\$150,000	\$150,000	\$150,000	\$150,000	\$725,000

Useful Life: 7 to 10 years

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

Funding Source: General Fund

Relationship to Other Primary Projects: No

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Department/Division: Recreation/Facilities

Project Name or Title: Replace Lobby Furniture @ Godby Center

Project Description:

This capital improvement item is to provide resources of the purchase of furniture in the lobby at Godby Center.

Project Justification and Impact:

1. Furniture is worn and beginning to tear in some of the seating of the cushions.
2. Furniture is beginning to absorb the sweat and odors of the people sitting on the furniture.
3. The staining is remaining even after cleaning.
4. The furniture because of the staining is becoming an eye sore to the lobby area.

Project Costs: \$ 6,500

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ 6,500

Useful Life: 10 years

Estimated Cost Beyond Five Year Program: Clean as needed.

Funding Source: General Fund

Relationship to Other Primary Projects: None

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Department/Division:

Recreation/Facilities

Project Name or Title: Phillips Park Restroom

Project Description:

New men's/women's restroom facility.

Project Justification and Impact:

This restroom is to replace port-a-john with a free standing restroom building.

Project Costs: 84,282

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 84,282		\$ -	\$ -	\$ -	\$ 84,282

Useful Life: 10-20 years

Estimated Cost Beyond Five Year Program: This new facility will help our citizens with cleaner and health environment.

Funding Source: General Fund

Relationship to Other Primary Projects: None

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Police/Confiscated Drugs

Project Name or Title:

Computerized Voice Stress Analysis

Project Description:

This capital improvement request is to purchase a Computerized Voice Stress Analysis unit.

Project Justification and Impact:

Voice Stress Analysis is widely used by the Police Department in screening new employees, internal affairs investigations, and in criminal investigations as a tool to assist in determining the facts in various scenarios. The system is a valuable tool in all types of inquires in background checks, criminal investigations, and administrative investigations and inquires. Voice Stress Analysis is widely used throughout the state and nation as a more cost effective tool versus polygraph examination.

Project Costs: \$10,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Useful Life: 5-7 years.

Estimated Cost Beyond Five Year Program: \$10,000 End of life; computer and software will become outdated.

Funding Source: Confiscated Drugs

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

E911

Project Name or Title:

Replace 911 Recording System

Project Description:

This capital improvement request is to replace the current 911 Center's recording system.

Project Justification and Impact:

E911's current recording system is almost seven years old. The hardware is at end life cycle and the current system has become outdated with conversion from analog systems to digital. The system records all 911 lines, certain administrative lines, and police/fire/EMS radio traffic. These recordings are often subpoenaed for various types of court proceedings and administrative inquiries.

Project Costs: \$81,806

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ 0	\$ 81,806	\$ -	\$ -	\$ -	\$ -	\$ 81,806

Useful Life: 7 - 10 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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division
Economic Development/BIDA

Project Name or Title
Old National Highway Bus Stop/Shelter Improvement Project/MARTA

Project Description
ARC/MARTA has set aside \$196,000 for bus stop/shelter improvements for Old National Highway in College Park, Georgia. This will bring much needed enhancements to existing bus stops on Old National Highway. These funds will help in implementing the recommendation of the Old National Highway LCI Study's Concept Plan which called for "public art...benches and other streetscape improvements."

Project Justification and Impact
\$196,000 was set aside in ARC/MARTA Offset Funds to assist in implementing transportation and streetscape improvement recommendations. This project will include the design and construction of improvements to existing bus stops and bus shelters, incorporation of public art into the stops and shelter areas, public involvement in the creation of the art for bus stops/shelters located along Old National Highway.

Project Costs: \$196,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$196,000	\$ -	\$ -	\$ -	\$ -	\$196,000

Useful Life: 15 years

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

Funding Source: MARTA/ARC

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:
Economic Development

Project Name or Title:
SBA Entrepreneurial Development Center Grant Project

Project Description:
This capital improvement item is to provide resources for the purchase of equipment and office furniture to include training room tables and chairs for Club E, the College Park Entrepreneurial Development Center.

Project Justification and Impact:
This is part of the approved budget for the Small Business Administration (SBA) grant project for the establishment of a College Park Entrepreneurial Development Center.

Project Costs: \$11,939

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$11,939	\$ -	\$ -	\$ -	\$ -	\$ 11,939

Useful Life: 10 - 20 years.

Estimated Cost Beyond Five Year Program: None

Funding Source: Grants

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Fire/Special Purpose Local Option Sales Tax (SPLOST)

Project Name or Title:

Capital Improvement-Buildings: Construction of Station 3

Project Description:

This capital improvement item is to provide resources for the construction of Fire Station 3.

Project Justification and Impact:

Station 3 is needed to provide Fire and EMS services to the Southeast portion of the City. The City was able to obtain funding via the Clayton County SPLOST fund to be utilized for the construction of Fire Station..

Project Costs: \$291,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$291,000	\$ -	\$ -	\$ -	\$ -	\$291,000

Useful Life: 10 - 20 years.

Estimated Cost Beyond Five Year Program: None

Funding Source: Clayton County-Special Purpose Local Option Sales Tax (SPLOST)

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Chemical Feeder/Odor Control

Project Description:

Chemical Feeder/Odor Control-PH Control

Project Justification and Impact:

Chemical Injection for proper PH control of wastewater stream to City of Atlanta Flint River Pumping Station.

Project Costs: \$60,000

<u>Prior Year</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Total</u>
\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Useful Life: N/A

Estimated Cost Beyond Five Year Program:

Funding Source: General Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Levitz and Old National Lift Station Improvements

Project Description:

To replace existing pumps, piping, valves, and epoxy lining at the Levitz and Old National Lift Stations located in the City of College Park.

Project Justification and Impact:

The existing Levitz and Old National Lift Stations are currently outdated and present a safety hazard to City staff entering these facilities for routine maintenance and repairs. The City of College Park existing Levitz and Old National Lift Stations have been in service for more than 25 years. These two (2) Lift Stations were established so that solid waste could be pumped from the low areas of Sullivan Road to the existing gravity flow main on Old National Highway.

Project Costs: \$203,700

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 203,700	\$ -	\$ -	\$ -	\$ -	\$ 203,700

Useful Life: 100 years.

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

Funding Source: Water and Sewer Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Pressure Reducers and SCADA

Project Description:

The purchase and installation of four (4) Pressure Reducing Valve Assemblies at the City of College Park water connections located at Lyle Avenue and Jackson Street Pumping Stations.

Project Justification and Impact:

Currently the City of East Point's system pressure is greater than the City of College Park which allows the City to receive water from East Point even when the pumps are not in service. This unregulated pressure can also cause water hammering conditions due to spikes in pressure, therefore producing leaks in our distribution system. Having the ability to regulate East Point's water pressure using our Supervisory Control and Data Acquisition (SCADA) system will also allow for our elevated water tanks to perform at the most optimal operating level. This is especially needed in order to receive water from other sources.

Project Costs: \$75,788

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 75,788	\$ -	\$ -	\$ -	\$ -	\$ 75,788

Useful Life: 30 years.

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

Funding Source: Water and Sewer Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Groundwater Production Wells

Project Description:

Design and construction for the installation of a production well system.

Project Justification and Impact:

To add an additional supply of water to the City's Water Distribution System. This is also for the design and construction for the installation of a production well system that will help supply the City of College Park. (Per Engineering Exhibit J)

Project Costs: \$180,000

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000

Useful Life: 100 years.

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

Funding Source: Water and Sewer Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Northeast Water and Sanitary Sewer Main Improvement Project (GEFA)

Project Description:

To replace approximately 6,050 LF of existing 1 ½” – 3” water main with 8” Ductile Iron Pipe, to increase fire protection and water pressure. Also, approximately 6,000 LF of existing 6”/ 8” damaged (Concrete or Clay) sanitary sewer pipe will be replaced in conjunction with the water main improvement project with 8” Ductile Iron Pipe.

Project Justification and Impact:

The City of College Park has approximately 6,050 LF of 1 ½” – 3” water lines and approximately 6,000 LF of existing 6”/ 8” damaged (Concrete or Clay) Sanitary Sewer pipe within the City’s Water Distribution System/Sanitary Sewer Collection System that is in poor condition. These water/sewer mains have deteriorated due to age, the use of substandard materials in the past, soil conditions which have caused these water/sewer to corrode, or a combination of these factors.

Project Costs: \$600,000

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

Useful Life: 100 years.

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

Funding Source: Water and Sewer Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Sewer/Water Replace On-Demand Contractual Services

Project Description:

To provide the City with an On-Demand Water and Sewer Construction Services on “as needed” basis and will be negotiated through Work Orders.

Project Justification and Impact:

The City of College Park is in need of an Annual On-Demand Water and Sewer Contractual Services to provide pipe laying services on an on-demand basis as authorized by the Department of Public Works through work orders issued by the Water and Sewer Division for specific items of work. The work shall include furnishing all labor, equipment, materials, appliances, performing all directed repair, and replacements throughout all of the City of College Park Water Distribution and Waste Water Collection System. The work includes, but is not limited to installation, disinfection, testing of water/sewer mains of various sizes, point repairs, installation of valves, fire hydrants, removal and replacement of asphalt, concrete paving, sidewalks, curbs and driveway.

Project Costs: \$100,000

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Useful Life: 100 years.

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

Funding Source: Water and Sewer Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Water Hydraulic Analyzers

Project Description:

The purchase and installation Water Hydraulic Analyzers at the City of College Park water connections located at Lyle Avenue and Jackson Street Pumping Stations.

Project Justification and Impact:

Currently the City of East Point's system pressure is greater than the City of College Park which allows the City to receive water from East Point even when the pumps are not in service. This unregulated pressure can also cause water hammering conditions due to spikes in pressure, therefore producing leaks in our distribution system. Having the ability to regulate East Point's water pressure using our Supervisory Control and Data Acquisition (SCADA) system will also allow for our elevated water tanks to perform at the most optimal operating level. This is especially needed in order to receive water from other sources.

Project Costs: \$42,654

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 42,654	\$ -	\$ -	\$ -	\$ -	\$ 42,654

Useful Life: 30 years.

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

Funding Source: Water and Sewer Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division: Power/Line

Project Name or Title: Unit #543 replacement

Project Description:

This capital improvement item is to replace Unit #543 Digger Derrick

Project Justification and Impact:

Unit #543 is a 1998 Ford F-800 Digger Derrick that is 14 yrs old with over 13,500 hrs of use. In the past 48 months it has been in the shop for repair numerous times and is unreliable. This truck is used for construction, maintenance and repair of the City power lines. It is used to lift material and transformers weighing up to 15,000 lbs, dig pole holes and set poles. The age and mechanical condition of this truck make it a safety concern to employees and the public. We depend on this truck to provide the safest and most reliable service to the citizens of College Park and can no longer do so using this vehicle.

Project Costs: \$241,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$241,000	\$ -	\$ -	\$ -	\$ -	\$241,000

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power / Line

Project Name or Title:

Substation Radio Communications Upgrade

Project Description:

Description of Item/Project: Willingham, Edison, Lakemont, and West Fayetteville Substations all communicate to the SCADA Frontend Processor via analog radio. This project would replace the analog radio system with a fiber optic Frame Relay system hosted by MEAG. This system would improve reliability, and reduce maintenance and the expense of upgrading to a very expensive digital radio system.

Project Justification and Impact:

Justify need for this item, including use: The system being replaced is no longer being manufactured and is becoming extremely difficult to maintain due to decreasing number of spare parts. Cost estimates for a new digital radio replacement system range from approximately \$60,000 to \$80,000 for 4 substation redundant transceivers, 1 redundant base station and 1 redundant repeater. The frame relay has a higher degree of reliability and initial replacement cost is approximately 25% to 33% less than digital radio.

Project Costs: \$19,500

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$19,500	\$ -	\$ -	\$ -	\$ -	\$19,500

Useful Life: 10 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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

SPCC System Project (Spill Prevention and Control Countermeasures)

Project Description:

Spill Prevention and Control Countermeasures (SPCC) System construction and installation at four sites as defined by EPA Title 40 of CFR Part 112. The Sites are: 1. Edison Drive Substation; 2. West Fayetteville Substation; 3. GICC; 4. Power Department Storage Facility at 1060 Forest Parkway.

Project Justification and Impact:

Title 40 CFR 112 requires that any facility having oil storage vessels containing more than 1,320 gallons on any one site to have a plan and a system to prevent, contain and control any of the stored oil from reaching any body of water in the event of a spill under substantial penalty of law. Government agencies are not exempt from this requirement. The Power Department commissioned a survey and preparation of a plan, which has identified four sites in College Park (see above) that fall into the category requiring site specific facilities to mitigate the possibility of a spill. This requirement has been in effect since 1974 however it has not been enforced. EPA announced a plan to begin enforcement of the rule beginning in 2014. However, in 2011 EPA advanced the timetable to the end of 2012.

Project Costs: \$104,200

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ 0.00	\$104,200	\$ -	\$ -	\$ -	\$ -	\$ 104,200

Useful Life: 30 years.

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

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Decorative Lighting

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$15,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$12,500	\$15,000	\$6,000	\$6,000	\$6,000	\$6,000	\$39,000

Useful Life: 20 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division: Power / Line

Project Name or Title: Godby Rd Line Upgrade

Project Description:

Replace out of spec obsolete poles, crossarms and equipment on Godby rd between Old National Hwy and West Fayetteville rd.

Project Justification and Impact:

The current poles and equipment on Godby rd are in poor condition. Many of the poles and crossarms are rotten and becoming a safety hazard. By replacing the poles and equipment system reliability and safety will be greatly improved.

Project Costs: \$330,000

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$330,000	\$ -	\$ -	\$ -	\$ -	\$330,000

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

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

Project Description:

Rebuild the overhead distribution system due to the road widening project and extend the overhead lines to create a tie to W. Fayetteville Substation and serve the future Fire Station #2.

Project Justification and Impact:

Relocate existing distribution system facilities due to Godby Rd. road widening by Clayton County from Southampton Rd. east to W.Fayetteville Rd. The impact is minimal on the existing electrical system. However, included in this project is the installation of a 1300 ft. line extension overbuild with Georgia Power to create a system tie to W.Fayetteville Substation between Yorktown Dr. and the proposed future site of Fire Station #2.

Completing this project will improve system reliability, reduce power outages, and provide a reliable source of power for the proposed future site of Fire Station #2.

Project Costs: \$50,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division: Power / Line

Project Name or Title: Hwy 29 CSX Crossing

Project Description: Create a Feeder Tie Point between Lakemont and Edison Substations

Project Justification and Impact:

This is the last component of a system reliability project begun in 2010 to strengthen the cross town tie options between Lakemont and Edison Substations. This tie point adds additional switching options during emergency and scheduled power outages, and increases reliability by utilizing native distribution grid.

PriorYear	FY2013	FY2014	FY2015	FY2016	FY2017	Total
\$ -	\$80,000.00	\$ -	\$ -	\$ -	\$ -	\$80,000.00

Useful Life: 30 years

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power / Line

Project Name or Title:

Large Customer Line Extension

Project Description:

Project Justification and Impact:

Justify need for this item, including use: This project will only be activated only if a new large power customer presents itself to be served by the City of College Park and requires new or upgraded power infrastructure.

Project Costs: \$150,000

<u>PriorYear</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Total</u>
\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$150.000

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power / Line

Project Name or Title:

Old National Hwy. Streetscape TE Project - Decorative Lighting [P.I. 6912]

Project Description:

Install 53 decorative light assemblies with associated wiring and conduit system for Streetscape. Limits of project include both sides of Old National Hwy. between Bill Cook Rd. and Sullivan Rd.

Project Justification and Impact:

Approved TE Grant Project: CSTEE-0006-00(912), P.I. No. 0006912.

Project Costs: \$212,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 212,000	\$ -	\$ -	\$ -	\$ -	\$ 212,000

Useful Life: 25 - 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

(The plan is to be reimbursed through the GDOT Force Account for this TE Grant)

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Outdoor Lighting

Project Description:

Outdoor lighting equipment for both public and private area lighting applications.

Project Justification and Impact:

Outdoor lighting offers improved safety and security to customers and increases in the case of leased lighting, off-peak power sales are generated with the lowest possible impact to system capacity.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$15,000	\$20,000	\$25,000	\$25,000	\$30,000	\$30,000	\$145,000

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

SPCC System Project (Spill Prevention and Control Countermeasures)

Project Description:

Spill Prevention and Control Countermeasures (SPCC) System construction and installation at four sites as defined by EPA Title 40 of CFR Part 112. The Sites are: 1. Edison Drive Substation; 2. West Fayetteville Substation; 3. GICC; 4. Power Department Storage Facility at 1060 Forest Parkway.

Project Justification and Impact:

Title 40 CFR 112 requires that any facility having oil storage vessels containing more than 1,320 gallons on any one site to have a plan and a system to prevent, contain and control any of the stored oil from reaching any body of water in the event of a spill under substantial penalty of law. Government agencies are not exempt from this requirement. The Power Department commissioned a survey and preparation of a plan, which has identified four sites in College Park (see above) that fall into the category requiring site specific facilities to mitigate the possibility of a spill. This requirement has been in effect since 1974 however it has not been enforced. EPA announced a plan to begin enforcement of the rule beginning in 2014. However, in 2011 EPA advanced the timetable to the end of 2012.

Project Costs: \$104,200

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$104,200	\$ -	\$ -	\$ -	\$ -	\$ 104,200

Useful Life: 30 years.

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

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power / Line

Project Name or Title:

Substation Radio Communications Upgrade

Project Description:

Description of Item/Project: Willingham, Edison, Lakemont, and West Fayetteville Substations all communicate to the SCADA Frontend Processor via analog radio. This project would replace the analog radio system with a fiber optic Frame Relay system hosted by MEAG. This system would improve reliability, and reduce maintenance and the expense of upgrading to a very expensive digital radio system.

Project Justification and Impact:

Justify need for this item, including use: The system being replaced is no longer being manufactured and is becoming extremely difficult to maintain due to decreasing number of spare parts. Cost estimates for a new digital radio replacement system range from approximately \$60,000 to \$80,000 for 4 substation redundant transceivers, 1 redundant base station and 1 redundant repeater. The frame relay has a higher degree of reliability and initial replacement cost is approximately 25% to 33% less than digital radio.

Project Costs: \$19,500

<u>PriorYear</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
\$ -	\$19,500	\$ -	\$ -	\$ -	\$ -	\$19,500

Useful Life: 10 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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power / Line

Project Name or Title:

Transformers – New and Replacement

Project Description:

Transformers used for replacement of in-service units due to increased loading, damage, etc.; new units for new customers & expanded service, and spare units to meet in-service replacement requirements. This includes pole type and pad mounted units. Pole type units range in size from 10KVA to 500KVA. Pad mount units range in size from 37.5KVA single phase to 2500KVA 3-Phase.

Project Justification and Impact:

Power Department is responsible for maintaining a sufficient stock of serviceable transformers to be used as stated above. It is imperative to have units on hand to replace overloaded or damaged units in order to minimize inconvenience and loss to existing customers. The ability to expand or increase service to new and or growing customers with a minimum of delay helps retain existing customers and draw new customers on to the system.

Project Costs: \$100,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$100,000	\$100,000	\$50,000	\$100,000	\$50,000	\$100,000	\$500,000

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Main Street Lighting

Project Description:

Outdoor lighting equipment for both public and private area lighting applications.

Project Justification and Impact:

Outdoor lighting offers improved safety and security to customers and increases in the case of leased lighting, off-peak power sales are generated with the lowest possible impact to system capacity.

Project Costs: \$50,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Virginia Avenue Street Lighting

Project Description:

Outdoor lighting equipment for both public and private area lighting applications.

Project Justification and Impact:

Outdoor lighting offers improved safety and security to customers and increases in the case of leased lighting, off-peak power sales are generated with the lowest possible impact to system capacity.

Project Costs: \$275,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$275,000	\$ -	\$ -	\$ -	\$ -	\$275,000

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power/Meter

Project Name or Title:

Vehicle #519 Replacement

Project Description:

Replace Meter Reading 2002 Ford F-150 pick-up truck

Project Justification and Impact:

Unit 519 is 10 years old. At the time of this writing it has 101,223 miles of constant stop and go city driving over its life. It is worn out. Per Moody's the transmission requires major overhaul, the front end will not hold alignment and needs a complete rebuild, and a rod is knocking in the engine. This vehicle is no longer reliable transportation.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$20,000	\$ -	\$ -	\$ -	\$ -	\$20,000

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Power: Electric Customer Service

Project Name or Title:

New Utility Billing and Customer Information

Project Description:

This capital improvement item is to purchase a replacement for the City's utility billing system.

Project Justification and Impact:

The billing system must be upgraded on a continuous basis to maintain the most reliable and efficient service to its customers. Electric distribution systems which are not properly maintained present safety Hazards to citizens and employees alike reliability suffers, eventually costing to repair than it would Have to provide timely maintenance and removal.

Project Costs: \$10,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ 380,116	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 390,116

Useful Life: 10 years.

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

Funding Source: Electric Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Public Works/Sanitation

Project Name or Title:

Container Replacement Program

Project Description:

To replace old and worn out front load containers

Project Justification and Impact:

The current containers are damaged beyond repair.

Project Costs: 75,000

<u>Prior Year</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ 26,661	\$ 75,000	\$35,000	\$35,000	\$35,000	\$35,000	\$ 241,661

Useful Life: 10 years.

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

Funding Source: Enterprise Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement-Riding Vacuum/Sweeper

Project Description:

This capital improvement item is to provide resources for the purchase of a new RW-37 commercial riding vacuum/sweeper.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The GICC is in need of a new commercial riding vacuum/sweeper to be used to vacuum the large carpeted areas of the facility before and after events. This piece of equipment will cut down personnel time required to accomplish this task. The old vacuum/sweeper which is in need of repair, will remain at the GICC to be used for smaller areas.

Project Costs: \$10,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$ 10,000	\$ -	\$11,000 -	\$ -	\$ -	\$ 21,000

Useful Life: 3-4 years.

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Storm Water Utility

Project Name or Title:

Herbicide Skid Sprayer

Project Description:

Manage weed control in gutter lines and right of ways.

Project Justification and Impact:

The current herbicide sprayer is about 20 years old. The tank is leaking herbicide chemical and the connections are worn and rusted. During the months of May-September a two man crew patrol the city spraying gutter lines and right of ways in attempt to control weeds and kudzu over growth.

Project Costs: \$6,600

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$6,600	\$ -	\$ -	\$ -	\$ -	\$6,600

Useful Life: 15 - 20 years.

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

Funding Source: Storm Water Utility Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department/Division:

Storm Water Utility

Project Name or Title:

Capital Improvement-Storm Sewer Improvement Project

Project Description:

Improvement of storm sewers throughout the city. Restore detention pond and control structures within the City easement.

Project Justification and Impact:

The current control structures and detention pond is showing signs of deterioration that will began to cause Property erosion and flood hazards.

Project Costs: \$218,000

<u>PriorYear</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>Total</u>
\$ -	\$218,000	\$ -	\$ -	\$ -	\$ -	\$218,000

Useful Life: 20 -30 years.

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

Funding Source: Storm Water Utility Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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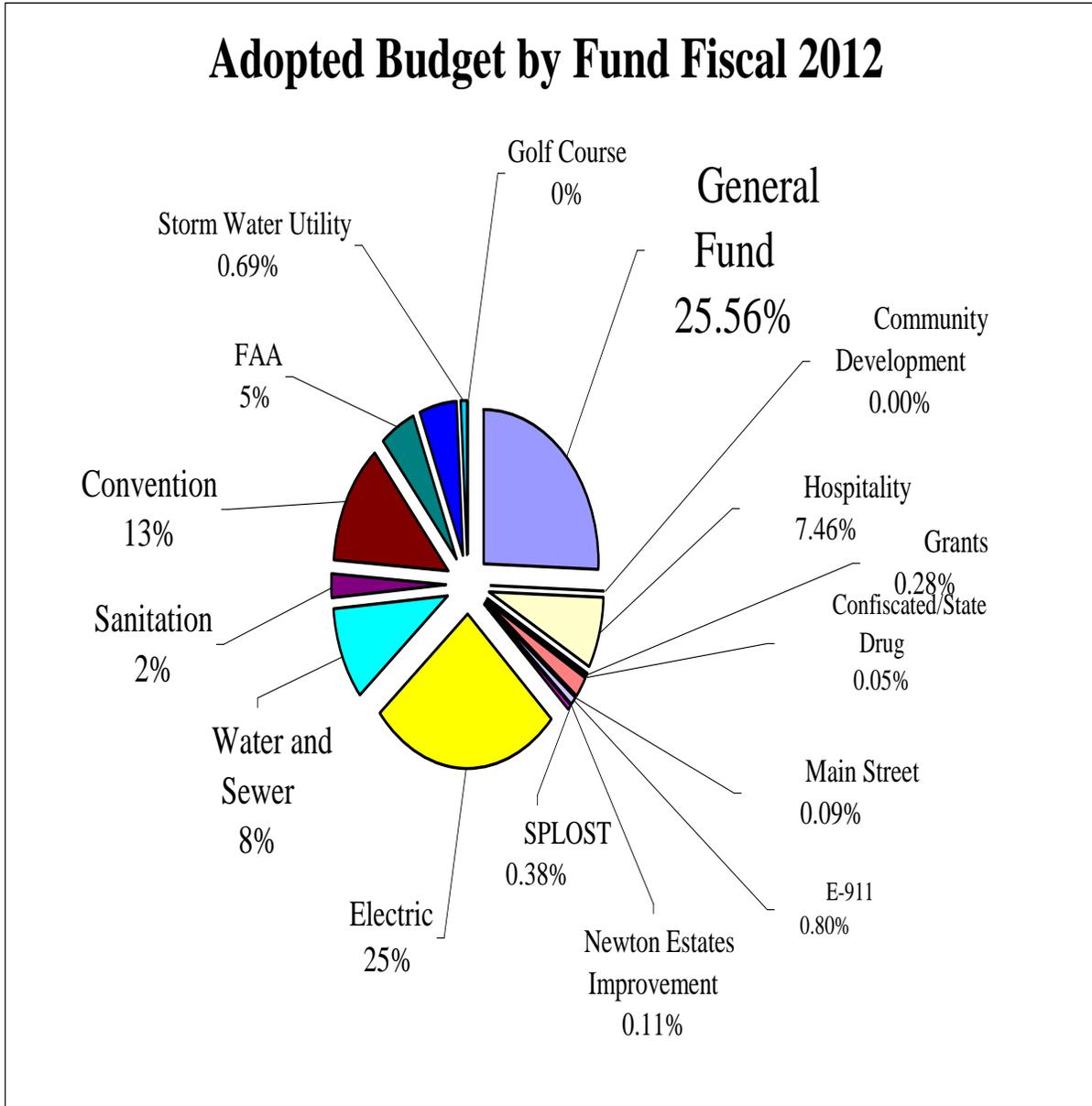
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

**TABLE 1
CITY WIDE ADOPTED BUDGET**

	Actual Fiscal 2010	Actual Fiscal 2011	Amended Fiscal 2012	Adopted Fiscal 2013	Dollar Change 2011 to 2012	Percent Change 2011 to 2012
REVENUES						
General Fund	25,249,283	26,571,972	28,810,391	29,195,768	385,377	1.3%
Special Revenue Funds:						
Community Development	20,000	108,048	108,355	-	(108,355)	-100.0%
Hospitality	6,898,077	7,229,495	8,657,000	8,518,970	(138,030)	-1.6%
Grants	286,617	591,452	3,228,660	317,599	(2,911,061)	-90.2%
Confiscated Drug	41,719	368	76,450	55,475	(20,975)	-27.4%
State Drug Fund	26,917	9,566	16,800	-	(16,800)	-100.0%
Car Rental	2,440,881	2,467,324	2,487,927	2,501,150	13,223	0.5%
Main Street	246,776	190,477	120,122	104,206	(15,916)	-13.2%
E-911	915,709	736,944	813,720	910,565	96,845	11.9%
Newton Estates Improvement	119,402	131,818	125,200	105,200	(20,000)	-16.0%
SPLOST Fund	461,883	454,594	426,000	436,000	10,000	2.3%
Enterprise Funds:						
Electric	21,429,638	23,662,145	28,048,019	30,701,000	2,652,981	9.5%
Water and Sewer	7,870,615	8,814,920	11,564,297	11,544,309	(19,988)	-0.2%
Sanitation	2,706,756	2,732,796	2,752,902	2,750,000	(2,902)	-0.1%
Convention	10,408,980	13,085,641	14,740,891	15,027,930	287,039	1.9%
FAA	3,463,723	2,889,667	6,351,233	5,859,680	(491,553)	-7.7%
BIDA Redevelopment	2,515,781	5,551,243	9,032,092	6,054,182	(2,977,910)	-33.0%
Storm Water Utility	3,724,886	854,607	832,912	855,000	22,088	2.7%
Golf Course	57,941	44,682	46,400	54,152	7,752	16.7%
TOTAL REVENUES	88,885,584	96,127,759	118,239,371	114,991,186	(3,248,185)	-2.7%
EXPENDITURES						
General Fund	29,813,206	29,295,927	28,810,391	29,195,768	385,377	1.3%
Special Revenue Funds:						
Community Development	20,264	107,603	108,355	-	(108,355)	-100.0%
Hospitality	7,440,808	6,552,055	8,657,000	8,518,970	(138,030)	-1.6%
Grants	297,618	615,433	3,228,660	317,599	(2,911,061)	-90.2%
Confiscated Drug	68,044	24,843	76,450	55,475	(20,975)	-27.4%
State Drug Fund	20,588	17,406	16,800	-	(16,800)	-100.0%
E-911	760,933	730,404	813,720	910,565	96,845	11.9%
Newton Estates Improvement	105,200	105,200	125,200	105,200	(20,000)	-16.0%
Car Rental	2,100,658	2,128,601	2,487,927	2,501,150	13,223	0.5%
Main Street	172,282	151,106	120,122	104,206	(15,916)	-13.2%
SPLOST Fund	-	30,882	426,000	436,000	10,000	2.3%
Enterprise Funds:						
Electric	22,879,693	26,497,598	28,048,019	30,701,000	2,652,981	9.5%
Water and Sewer	11,132,889	7,723,049	11,564,297	11,544,309	(19,988)	-0.2%
Sanitation	2,789,039	2,738,628	2,752,902	2,750,000	(2,902)	-0.1%
Convention	15,556,327	15,258,592	14,740,891	15,027,930	287,039	1.9%
FAA	3,652,398	2,910,645	6,351,233	5,859,680	(491,553)	-7.7%
BIDA Redevelopment	5,832,946	5,990,619	9,032,092	6,054,182	(2,977,910)	-33.0%
Storm Water Utility	558,272	724,411	832,912	855,000	22,088	2.7%
Golf Course	73,580	96,219	46,400	54,152	7,752	16.7%
TOTAL EXPENSES	103,274,745	101,699,221	118,239,371	114,991,186	(3,248,185)	-2.7%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

GRAPH 1

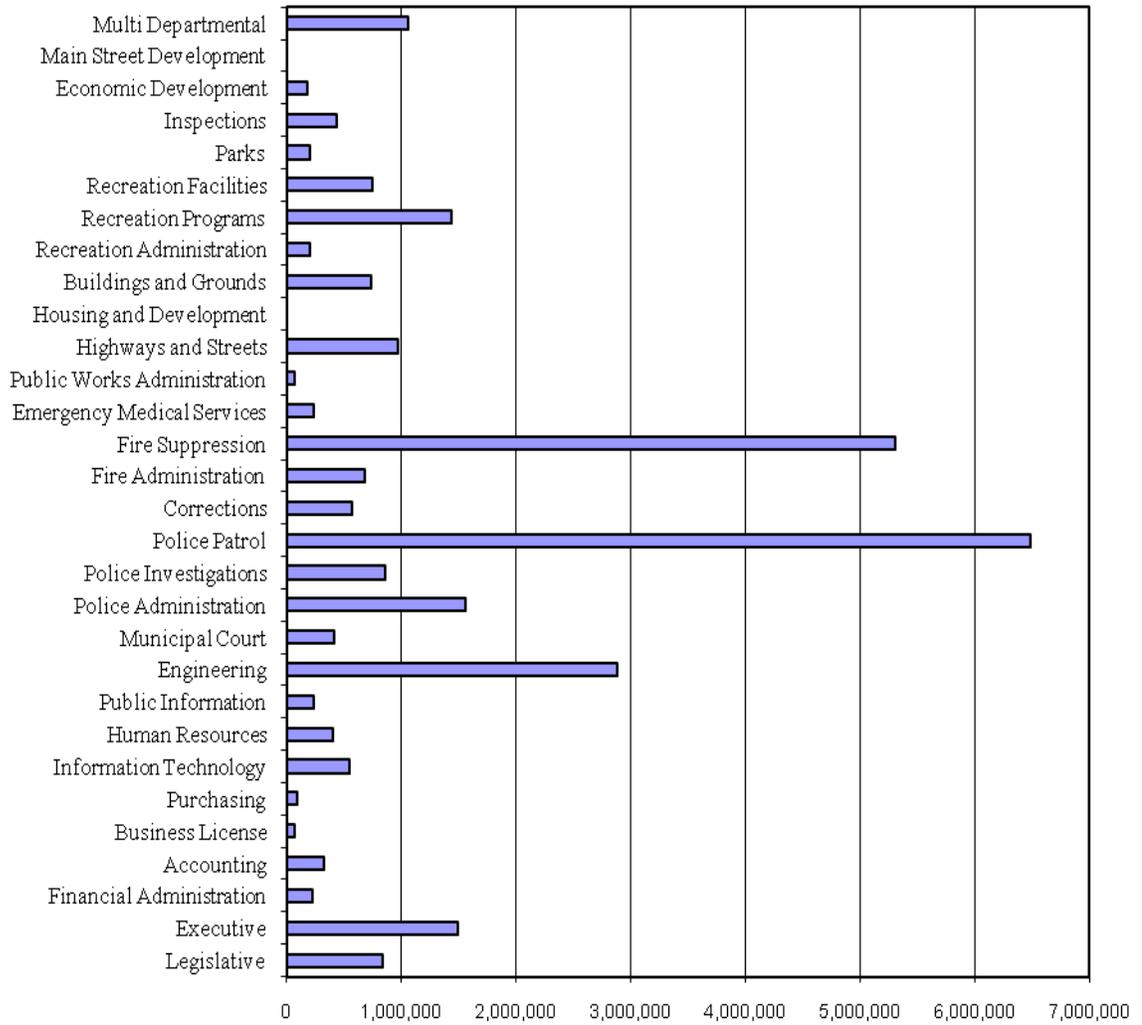


**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

TABLE 2 GENERAL FUND ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Taxes	17,121,984	18,435,016	\$ 18,304,008	\$ 17,786,035	\$ (517,973)	-3%
Licenses and Permits	1,730,285	2,351,208	2,029,822	2,310,200	280,378	14%
Intergovernmental Revenue	385,451	331,287	6,000	1,986,380	1,980,380	33006%
Fines and Forfeitures	1,659,279	1,365,197	1,500,000	1,854,873	354,873	24%
Charges for Services	349,067	350,561	459,135	671,259	212,124	46%
Interest	52,673	1,077	100,000	-	(100,000)	-100%
Other	48,936	193,472	2,643,803	188,000	(2,455,803)	-93%
Total Revenues	21,347,675	23,027,818	25,042,768	24,796,747	(246,021)	-1%
EXPENDITURES						
Legislative	729,264	819,737	1,514,792	838,575	(676,217)	-45%
Executive	1,905,459	1,659,540	1,487,247	1,494,942	7,695	1%
Financial Administration	232,208	215,515	230,737	228,211	(2,526)	-1%
Accounting	315,515	326,539	311,199	326,653	15,454	5%
Business License	72,294	68,641	73,280	72,062	(1,218)	-2%
Purchasing	161,041	158,376	163,722	88,097	(75,625)	-46%
Information Technology	751,113	768,315	675,371	546,053	(129,318)	-19%
Human Resources	463,586	354,689	406,246	405,818	(428)	0%
Public Information	164,825	226,936	244,115	235,827	(8,288)	-3%
Engineering	321,043	398,179	351,798	2,882,465	2,530,667	719%
Municipal Court	349,798	332,745	353,586	411,843	58,257	16%
Police Administration	1,958,495	1,692,281	1,691,127	1,554,291	(136,836)	-8%
Police Investigations	1,101,717	758,118	762,177	852,264	90,087	12%
Police Patrol	6,622,040	6,380,077	6,961,223	6,486,214	(475,009)	-7%
Corrections	505,407	502,405	598,580	565,067	(33,513)	-6%
Fire Administration	825,179	875,535	1,152,436	673,768	(478,668)	-42%
Fire Suppression	3,707,871	3,619,516	5,477,732	5,301,612	(176,120)	-3%
Emergency Medical Services	2,163,424	1,913,826	478,140	213,705	(264,435)	-55%
Public Works Administration	54,401	59,136	64,973	64,148	(825)	-1%
Highways and Streets	1,162,624	888,192	1,138,494	964,379	(174,115)	-15%
Housing and Development	4,402	-	-	-	-	0%
Buildings and Grounds	844,739	791,021	723,824	730,707	6,883	1%
Recreation Administration	315,422	302,623	308,760	203,211	(105,549)	-34%
Recreation Programs	1,357,358	1,470,569	1,414,165	1,432,878	18,713	1%
Recreation Facilities	614,879	652,017	705,411	747,976	42,565	6%
Parks	439,717	358,721	336,618	204,606	(132,012)	-39%
Inspections	483,323	480,030	498,137	436,751	(61,386)	-12%
Economic Development	387,497	1,847,841	286,052	181,149	(104,903)	-37%
Debt Service						
Principal	358,863	352,236	-	-	-	0%
Interest	19,965	8,393	-	-	-	0%
Total Expenditures	28,393,469	28,281,749	28,409,942	28,143,272	(266,670)	-1%
OTHER FINANCING SOURCES						
Operating transfers in	3,901,608	3,544,154	3,755,622	4,399,021	643,399	17%
Operating transfers out	(1,419,737)	(1,014,178)	(400,448)	(1,052,496)	(652,048)	163%
Proceeds from sale of capital assets	-	-	12,000	-	(12,000)	-100%
TOTAL OTHER	2,481,871	2,529,976	3,367,174	3,346,525	(20,649)	-1%
Net change in fund balance	(4,563,923)	(2,723,955)	-	-	-	0%
Fund balance (deficit), beginning	20,587,861	16,023,938	13,299,983	13,299,983	13,299,983	0%
Fund balance (deficit), end of year	\$ 16,023,938	\$ 13,299,983	\$ 13,299,983	\$ 13,299,983	\$ 13,299,983	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

General Fund Departmental Expenditures

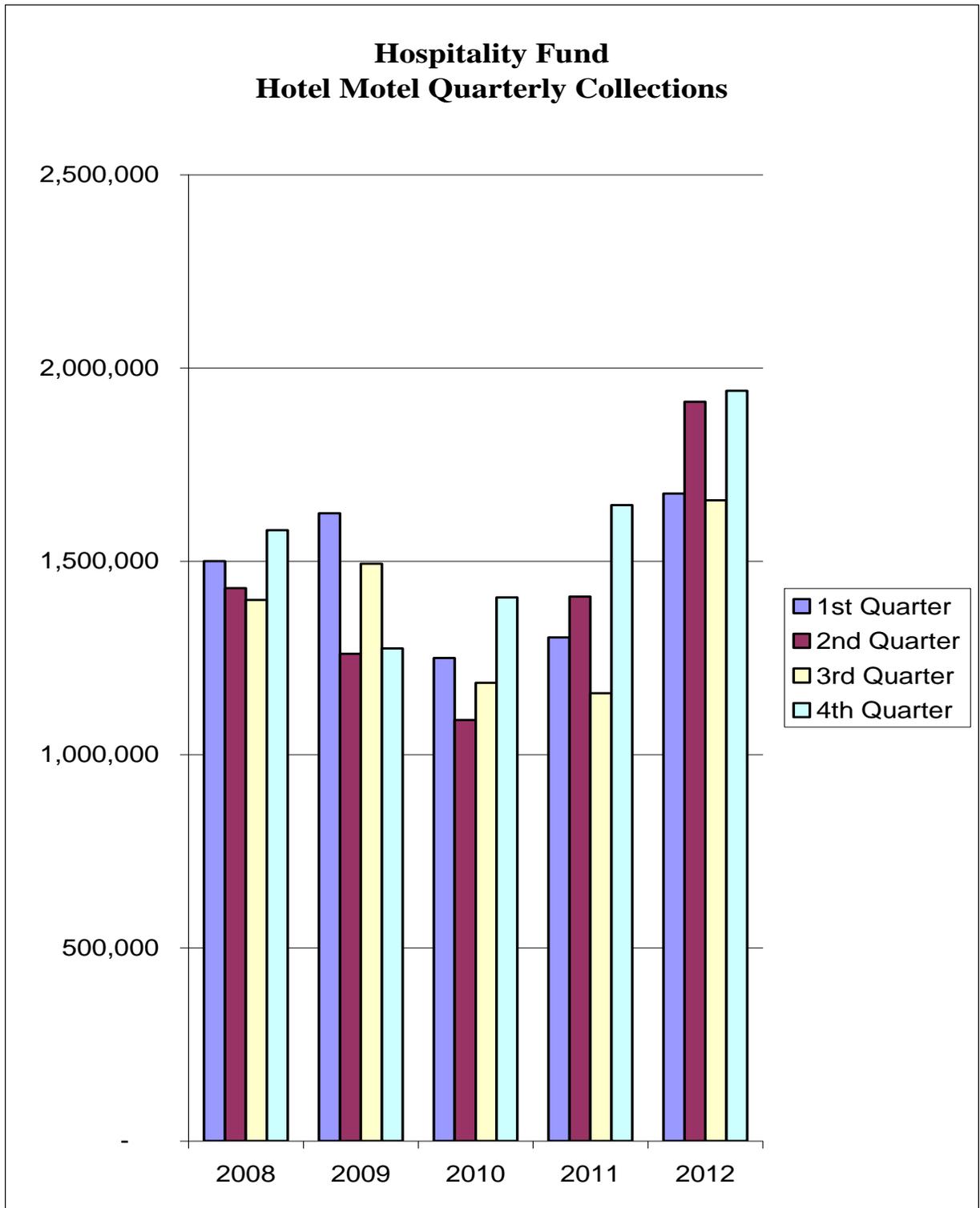


CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

TABLE 3						
COMMUNITY DEVELOPMENT ADOPTED BUDGET						
					Dollar	Percent
	Actual	Actual	Amended	Adopted	Increase	Increase
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	(Decrease)	(Decrease)
REVENUES						
Intergovernmental Revenue	20,000	108,048	108,355	-	(108,355)	-100%
Total Revenue	20,000	108,048	108,355	-	(108,355)	-100%
EXPENSES						
Recreation	20,264	107,603	108,355	-	(108,355)	-100%
Change in fund balance	(264)	445	-	-	-	0%
Fund balance, beginning of year	89,413	89,149	89,594	89,594	-	0%
Fund balance, end of year	89,149	89,594	89,594	89,594	-	0%
TABLE 4						
HOSPITALITY FUND ADOPTED BUDGET						
					Dollar	Percent
	Actual	Actual	Amended	Adopted	Increase	Increase
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	(Decrease)	(Decrease)
REVENUES						
Taxes	6,898,077	7,226,425	8,655,000	8,518,971	(136,029)	-2%
Interest	-	3,070	2,000	-	(2,000)	-100%
	6,898,077	7,229,495	8,657,000	8,518,970	(138,029)	-2%
EXPENDITURES						
Other Services and Charges	13,748	7,204,940	1,420,000	1,770,000	350,000	25%
Total Expenditures	13,748	7,204,940	1,420,000	1,770,000	350,000	25%
Transfer In	-	-	-	-	-	0%
Transfers Out	(7,427,060)	(6,527,500)	(7,237,000)	(6,748,970)	488,030	-7%
Net change in fund balance	(542,731)	677,440	-	-	-	
Fund balance (deficit), beginning	1,281,537	738,806	1,416,246	1,416,246	-	0%
Fund balance (deficit), ending	738,806	1,416,246	1,416,246	1,416,246	-	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

GRAPH 3



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

TABLE 5						
CAR RENTAL ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Taxes	2,440,447	2,465,341	2,486,777	2,500,000	13,223	1%
Interest	434	1,818	1,150	1,150	-	100%
Other	-	165	-	-		
Total Revenue	2,440,881	2,467,324	2,487,927	2,501,150	13,223	1%
EXPENDITURES						
Police	81,499	39,917	-	-	-	0%
Other Expenditures	1,801,159	233,684	714,000	470,000	(244,000)	-34%
Total Expenditures	1,882,658	273,601	714,000	470,000	(244,000)	-34%
Transfer In	-	-	259,000	-	(259,000)	
Transfer Out	(218,000)	(1,855,000)	2,017,927	2,011,150	(6,777)	
Net change in fund balances	340,223	338,723	4,050,854	4,042,300	(8,554)	1%
Fund balance (deficit), beginning	(3,588,154)	(3,247,931)	(2,909,208)	(2,909,208)	-	0%
Fund balance (deficit), ending	(3,247,931)	(2,909,208)	(2,909,208)	(2,909,208)	-	0%
TABLE 6						
E-911 ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Charges for Service	356,298	335,202	320,000	340,000	20,000	6%
Interest	-	1,742	160	120	(40)	100%
Total Revenues	356,298	336,944	320,160	340,120	19,960	6%
EXPENDITURES						
Current	760,933	730,404	813,720	910,565	96,845	12%
Transfer In	559,411	400,000	493,560	570,445	76,885	16%
Net change in fund balance	154,776	6,540	-	-	-	0%
Fund balance (deficit), beginning	81,972	236,748	243,288	243,288	-	0%
Fund balance (deficit), ending	236,748	243,288	243,288	243,288	-	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

TABLE 7						
ELECTRIC FUND ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Charges for Services	19,333,985	21,393,948	26,980,787	29,505,000	2,524,213	9%
Interest	133,213	49,590	-	-	-	0%
Other Income	1,962,440	2,218,607	1,060,000	1,196,000	136,000	13%
Total Revenues	21,429,638	23,662,145	28,040,787	30,701,000	2,660,213	9%
EXPENSES						
Electric	20,471,193	21,488,050	26,657,933	28,040,787	1,382,854	5%
Total Expenses	20,471,193	21,488,050	26,657,933	28,040,787	1,382,854	5%
Transfers:						
Transfer In	-	-	3,260,433	-	(3,260,433)	-100%
Transfer Out	(2,408,500)	(5,009,548)	-	-	-	0%
Change in net assets	(1,450,055)	(2,835,453)	4,643,287	2,660,213	(1,983,074)	-43%
Total net assets, beginning	46,910,335	45,460,280	42,624,827	47,268,114	4,643,287	11%
Total net assets, ending	45,460,280	42,624,827	47,268,114	49,928,327	2,660,213	6%
TABLE 8						
WATER FUND ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Charges for Services	7,844,420	8,806,595	9,620,604	11,358,149	1,737,545	18%
Interest	28,221	6,725	5,300	5,000	(300)	-6%
Other Income	-	1,367	1,000	1,160	160	16%
Total Revenues	7,872,641	8,814,687	9,626,904	11,364,309	1,737,405	18%
EXPENSES						
Water Dept	8,595,790	6,220,841	7,719,271	8,157,030	437,759	6%
Other	1,976,625	1,501,975	1,622,460	2,225,588	603,128	37%
Total Expenses	10,572,415	7,722,816	9,341,731	10,382,618	1,040,887	11%
Transfers:						
Transfer In	-	-	-	-	-	0%
Transfer Out	(562,500)	-	-	273,966	273,966	100%
Change in net assets	(3,262,274)	1,091,871	285,173	1,255,657	970,484	340%
Total net assets, beginning	15,921,604	12,659,330	13,751,201	14,036,374	15,292,031	2%
Total net assets (deficit), ending	12,659,330	13,751,201	14,036,374	15,292,031	16,262,515	9%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

TABLE 9 SANITATION FUND ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Charges for Services	2,676,346	2,685,384	2,700,000	2,700,000	-	0%
Interest	1,033	-	-	-	-	0%
Other Income	29,377	46,877	50,000	50,000	-	0%
Total Revenue	2,706,756	2,732,261	2,750,000	2,750,000	-	0%
EXPENSES						
Sanitation	2,789,039	2,736,060	2,752,901	2,750,000	16,841	-1%
Transfers In	-	-	-	-	-	0%
Change in net assets	(82,283)	(3,799)	(2,901)	-	(2,901)	-100%
Total net assets (deficit), beginning	1,611,737	1,529,454	1,523,622	1,520,721	1,520,721	0%
Total net assets (deficit), ending	1,529,454	1,523,622	1,520,721	1,520,721	1,517,820	-1%
TABLE 10 CONVENTION FUND ADOPTED BUDGET						
	Actual	Actual	Amended	Adopted	Dollar	Percent
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Increase (Decrease)	Increase (Decrease)
REVENUES						
Sales	2,238,727	3,489,177	6,396,000	6,885,000	489,000	8%
Commissions	2,271,369	3,153,825	103,000	106,000	3,000	3%
Interest	-	-	15,000	2,600	(12,400)	-83%
Other Income	35,732	45,760	6,477,178	5,698,971	(778,207)	-12%
Total Revenue	4,545,828	6,688,762	12,991,178	12,692,571	(298,607)	-2%
EXPENSES						
Convention	15,020,362	11,120,252	15,041,380	14,735,595	(305,785)	-2%
Transfers In	5,863,152	6,394,195	1,744,417	1,753,030	8,613	0%
Transfer Out	(535,965)	(270,400)	-	(248,419)	(248,419)	0%
Change in net assets	(5,147,347)	(2,172,951)	(305,785)	(289,994)	15,791	0%
Change in net assets (deficit), beginning	22,960,665	17,813,318	15,640,367	15,334,582	(305,785)	-2%
Change in net assets (deficit), ending	17,813,318	15,640,367	15,334,582	15,044,588	(289,994)	-2%
TABLE 11 CITY OF COLLEGE PARK, GEORGIA FISCAL 2012						
	Actual	Actual	Amended	Adopted	Increase	Increase
	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	(Decrease)	(Decrease)
REVENUES						
FAA Facility	1,388,837	1,322,215	5,428,855	5,480,800	51,945	1%
Interest	1,461,336	1,143,485	985	985	-	100%
Total Revenue	2,850,173	2,465,700	5,429,840	5,481,785	51,945	1%
EXPENSES						
FAA	3,652,398	1,862,737	6,023,967	5,558,527	(465,440)	-8%
Transfers In	613,550	423,967	128,687	377,895	249,208	194%
Change in net assets	(188,675)	1,026,930	(465,440)	301,153	-	0%
Change net assets (deficit), beginning	4,814,509	4,625,834	5,652,764	5,187,324	(465,440)	-8%
Change net assets (deficit), ending	4,625,834	5,652,764	5,187,324	5,488,477	-	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

**CITY OF COLLEGE PARK, GEORGIA
PERSONNEL SUMMARY**

Fund	Department	FY 2010-2011	FY 2011-2012	FY 2012-2013
		Actual	Actual	Council Approved
General	Legislative	10	10	10
	Executive	6	5.5	5.5
	Financial Admin.	2	2	2
	Accounting	5	5	5
	Public Information	3	2.33	2.34
	Taxes/Licenses	1	1	1
	Purchasing	2	2	1
	Information Technology	6	6.33	5.33
	Human Resources	4	3	3
	Buildings/Grounds	17	11	14
	Engineering	4	3	3
	Municipal Court	8	9	9
	Police Admin.	17	15	13
	Police Patrol	91	91	89
	Police Investigations	16	12	12
	Corrections (Jail)	6	6	6
	Fire Admin.	8	8	7
	Fire Suppression	46	70	70
	EMS	25	1	1
	Public Works Admin.	1	1	0.75
	Highways/Streets	13	12	11
	Recreation Admin.	3	3	2
	Recreation Programs	16	15	16
Recreation Facilities	8	8	6	
Parks	13	13	9	
Inspection	7	5	4.5	
Business Development	3	1.83	2.33	
Total General Fund		341	321.99	310.75
Power	Line Section	17	14	14
	Warehouse	1	1	1
	Meter Reading	7	5	4
	Account Maintenance	11	11	11
Main Street	1	1	1	
Water and Sewer	19	18	19.5	
Sanitation	31	36	35.75	
Convention Center	60	54	54	
Communications (E911)	15	17	17	
Storm Water Utility	6	4	4.5	
Total Other Funds		168	161	161.75
TOTAL ALL FUNDS		509	482.99	472.50

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

NEW POSITIONS REQUESTED

Department	Request	Number Requested	Council Approved
Inspections	Part-time Office Clerk	1	0
Economic Development	Administrative Coordinator	1	0
Total New Positions General		2	0

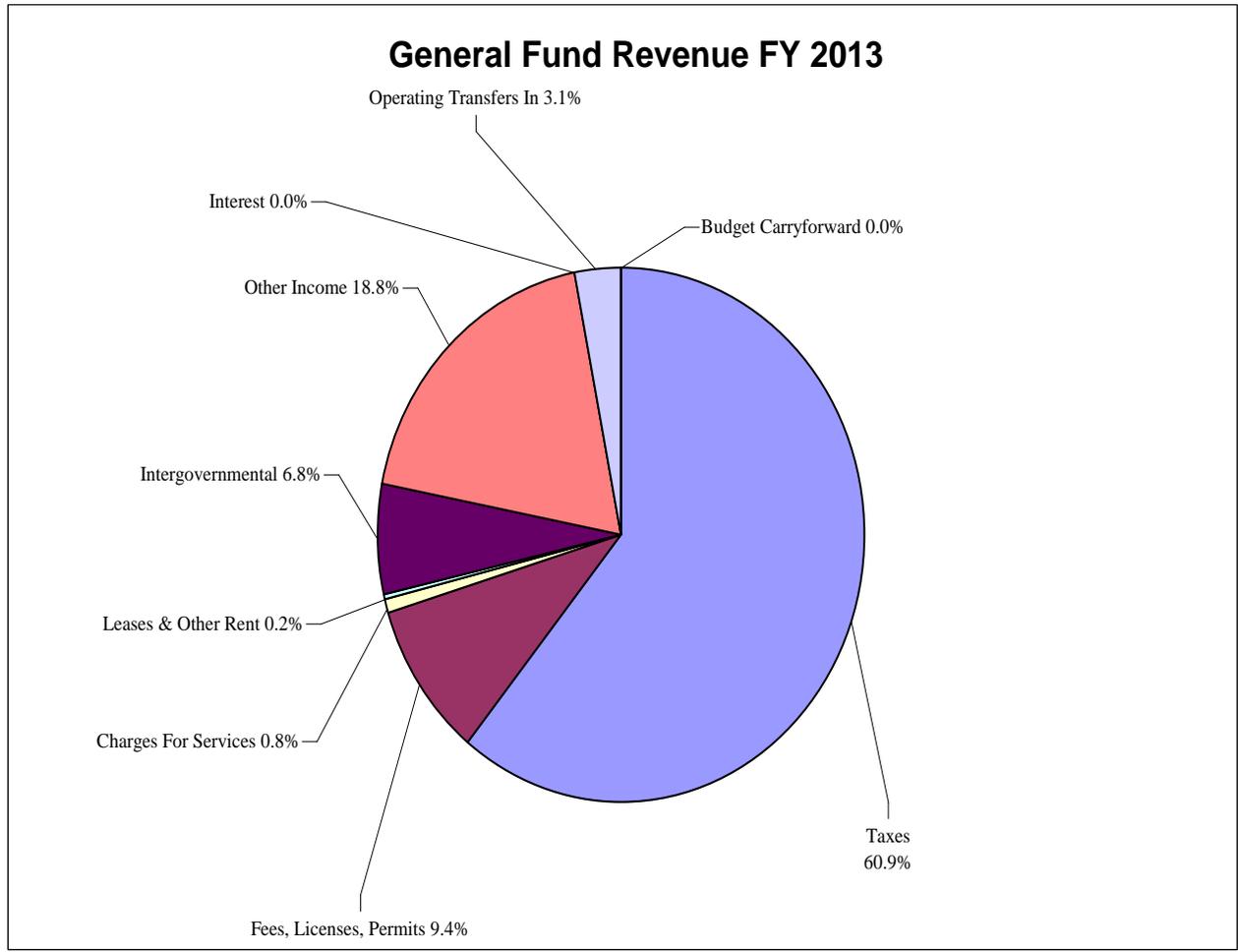
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

EXPENDITURES BY CATEGORY

	Personnel	Other Operating Expenditures	Materials and Supplies	Capital	Cost of Sales	Debt Service	Operating Transfers	Total
Legislative	\$ 369,903	\$ 419,507	\$ 48,665	\$ -	\$ 500	\$ -	\$ -	\$ 838,575
Executive	393,742	1,058,300	32,900	-	10,000	-	-	1,494,942
Financial	194,473	26,688	7,050	-	-	-	-	228,211
Public Information	149,127	81,950	4,750	-	-	-	-	235,827
Accounting	228,378	87,125	11,150	-	-	-	-	326,653
Engineering	288,301	76,014	16,450	2,501,700	-	-	-	2,882,465
Human Resources	247,038	136,680	22,100	-	-	-	-	405,818
Purchasing	76,849	7,623	3,625	-	-	-	-	88,097
Business License	58,160	7,452	6,450	-	-	-	-	72,062
Business Development	131,701	44,673	4,775	-	-	-	-	181,149
Inspections	335,737	87,814	13,200	-	-	-	-	436,751
Non Departmental	-	-	-	-	-	-	1,052,496	1,052,496
Police								
Administration	909,607	584,999	59,685	-	-	-	-	1,554,291
Patrol	5,410,995	596,104	286,860	192,255	-	-	-	6,486,214
Investigations	788,909	41,515	21,840	-	-	-	-	852,264
Fire								
Administration	465,711	181,699	24,858	-	1,500	-	-	673,768
Suppression	4,917,311	279,801	93,300	9,700	1,500	-	-	5,301,612
EMS	84,093	72,912	56,700	-	-	-	-	213,705
Corrections	206,479	333,088	18,300	-	7,200	-	-	565,067
Municipal Court	311,049	82,034	18,760	-	-	-	-	411,843
Recreation								
Administration	179,486	18,475	5,250	-	-	-	-	203,211
Programs	984,911	339,737	104,730	-	3,500	-	-	1,432,878
Facilities	227,279	255,121	70,672	194,904	-	-	-	747,976
Parks	174,152	23,254	7,200	-	-	-	-	204,606
Public Works Admin	58,912	4,050	1,186	-	-	-	-	64,148
Buildings and Grounds	562,332	104,311	64,064	-	-	-	-	730,707
Highways and Streets	553,894	328,932	67,263	14,290	-	-	-	964,379
Information Technology	355,389	122,514	6,450	61,700	-	-	-	546,053
Subtotal General Funds	18,663,918	5,402,372	1,078,233	2,974,549	24,200	-	1,052,496	29,195,768
Electric								
Line Section	1,066,841	2,390,772	113,750	1,646,700	19,895,789	-	4,303,966	29,417,818
Warehouse	61,190	37,894	1,050	-	-	-	-	100,134
Meter Reading	215,926	38,648	31,830	20,000	-	-	-	306,404
Customer Service	447,114	94,160	93,370	10,000	-	32,000	-	676,644
CNG	-	170,000	30,000	-	-	-	-	200,000
Water and Sewer	1,074,958	2,170,907	54,681	1,262,142	6,502,072	205,583	273,966	11,544,309
Sanitation	1,415,266	390,273	151,400	75,000	510,000	-	208,061	2,750,000
Convention Center	2,511,920	3,043,391	182,100	10,000	2,662,000	6,370,100	248,419	15,027,930
Confiscated Drugs	-	29,275	16,200	10,000	-	-	-	55,475
State Drug Fund	-	-	-	-	-	-	-	-
E911	741,939	83,515	3,305	81,806	-	-	-	910,565
Hospitality	-	1,770,000	-	-	-	-	6,748,970	8,518,970
GICC Special District	-	-	-	-	-	-	105,200	105,200
FAA Building	-	1,233,884	-	-	571,974	4,053,822	-	5,859,680
BIDA	-	416,744	100	-	-	5,637,338	-	6,054,182
Car Rental Tax	-	-	-	-	-	490,000	2,011,150	2,501,150
Main Street	68,652	35,004	550	-	-	-	-	104,206
Golf Course	-	11,670	-	-	-	-	42,482	54,152
CDBG	-	-	-	-	-	-	-	-
SPLOST	-	145,000	-	291,000	-	-	-	436,000
Grants	4	100,517	9,139	207,939	-	-	-	317,599
Storm Water Utility	245,657	117,053	13,563	224,600	-	132,000	122,127	855,000
Subtotal Other Funds	7,849,467	12,278,707	701,038	3,839,187	30,141,835	16,920,843	14,064,341	85,795,418
Grand Total	\$ 26,513,385	\$ 17,681,079	\$ 1,779,271	\$ 6,813,736	\$ 30,166,035	\$ 16,920,843	\$ 15,116,837	\$ 114,991,186

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

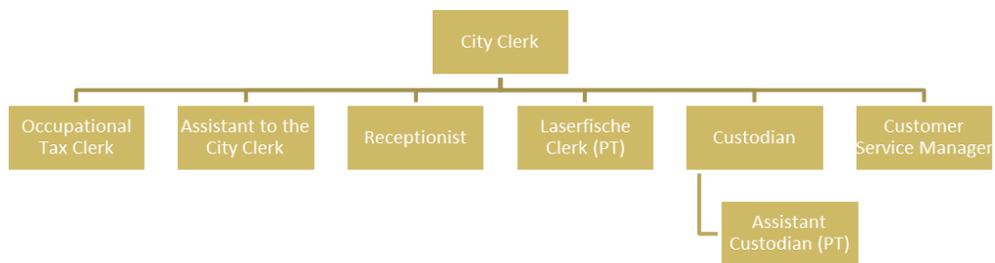
GENERAL FUND	2010 Actual	2011 Actual	2012 Adopted Budget	2013 Adopted Budget	% of Total General fund Revenues
Revenue					
Taxes	\$17,121,984	\$18,435,016	\$18,304,008	\$17,786,035	60.9%
Fees, Licenses, Permits	2,082,736	2,701,590	2,422,622	2,736,064	9.4%
Charges For Services	-	-	66,335	245,395	0.8%
Leases & Other Rent	20,010	40,430	25,000	45,000	0.2%
Intergovernmental	385,451	331,287	6,000	1,986,380	6.8%
Other Income	5,408,101	4,400,514	5,342,822	5,501,839	18.8%
Interest	52,674	1,075	100,000	-	0.0%
Operating Transfers In	41,500	49,100	53,800	895,055	3.1%
Budget Carryforward	92,415	-	2,489,804	-	0.0%
Total GENERAL FUND	\$25,204,871	\$25,959,012	\$28,810,391	\$29,195,768	



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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City Clerk's Office Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Legislative					
Expenditures					
Personnel - Personnel Services	\$ 308,452	\$ 312,599	\$ 318,136	\$ 290,278	-9%
Employee B - Employee Benefits	75,040	67,318	76,950	79,625	3%
Communications & Util.	44,661	43,243	24,980	29,580	18%
Repair & Maintenance			6,138	6,138	
Building Maintenance	55,218	39,756	50,000	45,000	-10%
Training & Education	72,890	65,775	78,260	79,300	1%
Other Services & Charges	111,267	220,165	894,571	259,489	-71%
Materials & Supplies	61,304	55,925	65,257	48,665	-25%
Cost Of Sales	433	911	500	500	100%
Capital Outlay	-	9,927	-	-	-45%
Legislative Expenditure Total	<u>\$ 729,264</u>	<u>\$ 815,618</u>	<u>\$ 1,514,792</u>	<u>\$ 838,575</u>	<u>-45%</u>

Legislative Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Councilmembers	4	4	4	4
City Clerk	1	1	1	1
Assistant to City Clerk	1	1	1	1
Receptionist	1	1	1	1
Custodian	1	1	1	1
Part Time Positions:				
Custodian (moved to Bldgs & Grounds)	1	1	1	1
Laserfische Clerk	1	1	1	1
Total Personnel	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>

Legislative Department | City Clerk

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Program Description:

The City Clerk serves as the Election Superintendent and Custodian of Records.

Trends:

Election scheduled for FY 12/13.

Program Broad Goals:

Maintain Open and Responsive Government by encouraging participation in the democratic process, preserving the integrity of election.

Program 12/13 Objectives:

Ensure all City of College Park municipal elections are conducted fairly and impartially and without challenge.

Ensure all registered voter households receive candidate and election information prior to the start of early voting and according to State law.

Conduct a successful 2011 College Park general election.

Provide responses to Open Record Requests efficiently and in a timely manner.

Re-vamp records management practices amongst the various departments within the City of College Park.

Performance Measures

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

	Actual 11/12
# of College Park registered voters	6500
# of Open Record Requests	250

Program / Service Outcomes: (based on program objectives)

	Estimated 12/13
% of ballots cast	17%
% of timely responses to open record request	98%

Prior Year Highlights

1. Re-keyed 50% of building
2. Had a successful tax sale
3. Responded to approximately 200 requests

Executive Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Amended Budget</u>	<u>2012 Council Adopted</u>	<u>% Change 2011 to 2012</u>
Executive					
Expenditures					
Personnel Services	\$ 284,187	\$ 427,285	\$ 386,600	\$ 340,755	-12%
Employee Benefits	55,741	87,985	85,100	67,679	-20%
Communications & Util.	15,239	16,676	15,400	8,590	-44%
Rentals	4,890	3,564	8,100	11,300	40%
Repair & Maintenance	250	2,519	2,000	20,000	900%
Building Maintenance	-	-	15,000	-	-100%
Training & Education	12,547	51,843	59,990	51,580	-14%
Other Services & Charges	28,320	1,224,042	1,185,240	828,615	-30%
Materials & Supplies	1,527,120	32,333	35,300	30,200	-14%
Cost Of Sales	13,686	1,835	10,000	10,000	0%
Capital Outlay	5,502	9,870	-	-	0%
Executive Total	<u>\$ 1,947,482</u>	<u>\$ 1,857,952</u>	<u>\$ 1,802,730</u>	<u>\$ 1,368,719</u>	-24%

Executive Personnel

	<u>2009 Actual</u>	<u>2010 Actual</u>	<u>2011 Amended Budget</u>	<u>2012 Council Adopted</u>
Full Time Positions:				
Mayor	1	1	1	1
City Manager	1	1	1	1
Airport Affairs Director	1	1	1	1
Special Assistant to City Manager	1	1	1	1
Administrative Assistant	1	1	1	1
Administrative Assistant/Deputy City Clerk	1	1	1	1
Total Personnel	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>

City Manager | Executive

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Executive Division – City Manager’s Office

Program Description:

The City of College Park City Manager’s Office provides the organizational leadership necessary to ensure the efficient and effective delivery of City services and implements the policy direction of the Mayor and City Council.

Trends:

One of the biggest challenges facing local governments in the current economic climate is attracting businesses and providing jobs. With fewer people working, many restaurants, movie theaters and downtown retail spaces now have “for lease” signs displayed. This trend in economic development is expected to continue into the foreseeable future.

Program Broad Goals:

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

Program 12/13 Objectives:

Continue an ongoing review of operating processes with City departments to monitor revenues and expenses to ensure more efficient delivery of services; look for ways to improve our revenue resources; and maintain staffing levels by completing the hiring of the Director of Aviation Affairs.

Performance Measures

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

Actual 11/12

AA bond rating maintained

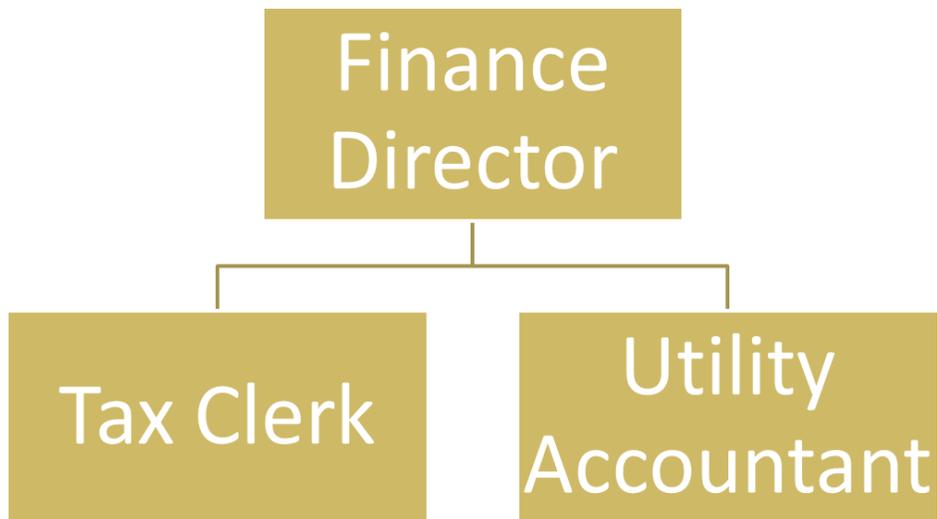
Yes

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Prior Year Highlights

1. Hosted two forums with City of College Park Employees during first quarter of fiscal year to provide information on city accomplishments, update on fiscal year 2011-2012 budget, goals for fiscal year 2011-2012, projects in progress and facilitated a question and answer session with employees (i.e., ask the City Manager).
2. Held three day City Council Advance with the Mayor and City Council members during first quarter of fiscal year at Lake Lanier Islands Resort facilitated by Gordon Maner, Program Manager, Local Government Programs Governmental Training, Education, and Development Division of the Carl Vinson Institute of Government - University of Georgia.
3. Held Department Head Retreat and Strategic Planning Sessions with Department Heads during second quarter of fiscal year.
4. Filled key department head vacancies: Fire Chief, Police Chief and Director of Power.

Finance Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Finance					
Expenditures					
Personnel Services	\$ 126,736	\$ 144,213	\$ 160,200	\$ 160,704	0%
Employee Benefits	34,789	30,581	43,717	42,419	-3%
Communications & Util.	4,169	5,808	4,230	4,230	0%
Training & Education	3,663	1,496	4,130	2,700	-35%
Other Services & Charges	45,801	21,550	7,251	4,858	-33%
Materials & Supplies	13,908	10,249	8,400	7,050	-16%
Cost Of Sales	3,142	-	-	-	-100%
Financial Administration Total	\$ 232,208	\$ 213,897	\$ 227,928	\$ 221,961	-3%

Financial Administration

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Director of Finance	1	1	1	1
Tax Clerk	1	1	1	1
Utility Accountant*	1	1	-	-
Total Personnel	3	3	2	2

*25% Public Works Administration, 25% Sanitation, 50% Water/Sewer

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Finance Department | Financial Administration

Program Description:

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

Trends:

The national and local economy is very sluggish and has not recovered from the recession. Local property values continue to decline, resulting in decreased ad valorem revenues. Consumer spending is moderate at best with the general focus having shifted from spending to savings. Consequently, local governments are experiencing a reduction in expenditures due to the lack of consumer spending and a decrease in ad valorem and other revenues. Overall, economic growth in the public sector has been stymied by revenue shortfalls, reduction in expenditures and curtailment of federal government stimulus funds.

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

Program Broad Goals:

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

Prepare a balanced operating and capital budget. Prepare accurate financial information and distribute it in a timely manner to City Council, citizens, media, financial institutions and internal

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Finance Department | Financial Administration

customers in response to their specific financial needs. Promote increased business acumen and fiscal accountability within the organization.

Program 12/13 Objectives:

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

Performance Measures

Program/Service Outputs: (goods, services, units produced) Actual 10/11

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

Program/Service Outcomes: (based on program objectives) Actual 10/11

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

Program/Service Outputs: (goods, services, units produced) Estimated 11/12

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

Program/Service Outcomes: (based on program objectives) Estimated 11/12

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

Prior Year Highlights:

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City's FY2010/11 Budget
- Bond rating upgrade received due to Financial Policies and 5 Year Capital Improvement Plan

Accounting Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Accounting					
Expenditures					
Personnel Services	\$ 176,864	\$ 170,431	\$ 158,664	\$ 188,902	19%
Employee Benefits	30,333	31,497	35,477	39,476	11%
Communications & Util.	9,751	8,475	4,080	4,080	0%
Rentals	2,303	2,335	4,000	3,540	-12%
Repair & Maintenance	-	-	2,217	1,500	-32%
Building Maintenance	-	-	2,100	600	-71%
Training & Education	4,028	957	6,634	3,680	-45%
Other Services & Charges	80,028	103,811	86,878	73,725	-15%
Materials & Supplies	12,208	9,033	11,150	11,150	0%
Capital Outlay	-	-	-	-	0%
Accounting Total	\$ 315,515	\$ 326,539	\$ 311,200	\$ 326,653	5%

Accounting Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Accounting Supervisor	1	1	1	1
Accounting Assistant	1	1	1	1
Accounting Clerk	1	1	1	1
Part Time Positions:				
Accounts Payable Clerk	1	1	1	1
Accounting Clerk	1	1	1	1
Total Personnel	5	5	5	5

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Finance Department | Accounting

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 12/13 Objectives:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 10/11
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	3,521
# of accounts payable checks issued	7,630

Finance Department | Accounting

Program/Service Outcomes: (based on program objectives)	Actual 10/11
Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20 th or prior	5/19/2011

Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks	Yes
Program/Service Outputs: (goods, services, units produced)	Estimated 12/13

% of monthly closes within 20 working days of month-end	100%
# of journal entries processed annually	3400
# of accounts payable checks issued	7,500

Program/Service Outcomes: (based on program objectives)	Estimated 12/13
Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20 th or prior	12/16/2012

Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks	Yes
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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Business License					
Expenditures					
Personnel Services	\$ 43,514	\$ 43,499	\$ 43,307	\$ 43,247	0%
Employee Benefits	15,306	14,254	15,068	14,913	-1%
Communications & Util.	4,185	4,342	4,325	4,325	0%
Training & Education	1,253	-	1,955	1,255	-36%
Other Services & Charges	1,468	665	1,775	1,872	5%
Materials & Supplies	6,568	5,880	6,850	6,450	-6%
Business License Total	\$ 72,294	\$ 68,640	\$ 73,280	\$ 72,062	-2%

Business License Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Tax Clerk	1	1	1	1
Total Personnel	1	1	1	1

* Refer to Organization Chart on Page 96

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Business License | Occupation Tax

Program Description:

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

Trends:

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

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

Program Broad Goals:

Educate the City of College Park by providing accurate information on obtaining an occupation tax certificate.

Program Objectives:

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

Evaluate possible occupation tax revenue for businesses located at the airport.

Crystal Report training to enable this department to track and cut down on the number of delinquencies and increase revenue.

Performance Measures

Program/Service Output: (goods, services, units produced) Estimated 12/13

Number of active licenses during the fiscal year 1239

(includes 300 insurance licenses; companies selling insurance and collecting premiums)

Program/Service Output: (based on program objectives) Estimated 12/13

Amount of “face to face” contact 40%

Prior Year Highlights:

- Slight revenue increase from mixed drink tax and wholesale liquor tax for locations at the airport previously remitting to the City of Atlanta
- Rivertree Systems Inc. has been very successful in their audit process. The City has recovered a substantial amount of unreported revenue.
- Room Occupancy Tax was increased from 6% to 8% effective July 1, 2011.

Purchasing Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Purchasing					
Expenditures					
Personnel Services	\$ 120,950	\$ 120,975	\$ 120,561	\$ 49,809	-59%
Employee Benefits	31,162	29,822	\$ 31,732	27,040	-15%
New Personnel Costs	\$ -	\$ -	\$ -	-	0%
Communications & Util.	3,900	3,909	\$ 2,260	2,260	0%
Repair & Maintenance	-	-	\$ 1,668	1,668	0%
Building Maintenance	-	-	\$ -	-	0%
Training & Education	381	381	\$ 3,350	2,405	-28%
Other Services & Charges	2,847	1,531	\$ 1,551	1,290	-17%
Materials & Supplies	1,800	1,758	\$ 2,600	3,625	39%
Purchasing Total	\$ 161,040	\$ 158,376	\$ 163,722	\$ 88,097	-46%

Purchasing Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Purchasing Manager	1	1	1	-
Purchasing Clerk	1	1	1	1
Total Personnel	2	2	2	1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Purchasing Department

Program Description:

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

Trends:

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

Program Broad Goals:

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

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

Program 12/13 Objectives:

Continue to improve the throughput processing time for requisitions so that the goods and services needed by the City staff are available in a timely manner. Improve the solicitation process so that it represents the City's needs for Best Value procurements in acquiring the multitude of various goods and services the City needs to operate. Improve the Document Management (DM) retention / approval process that will continue to lead us to an on line set of data that will be more accessible to City staff. Continue to provide education to City staff through various means.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Purchasing Department

Performance Measures

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

	Actual 11/12
# of Purchase Orders processed	325
\$ value of Purchase Orders	\$3,828,225.95
# of long term contracts in place	32

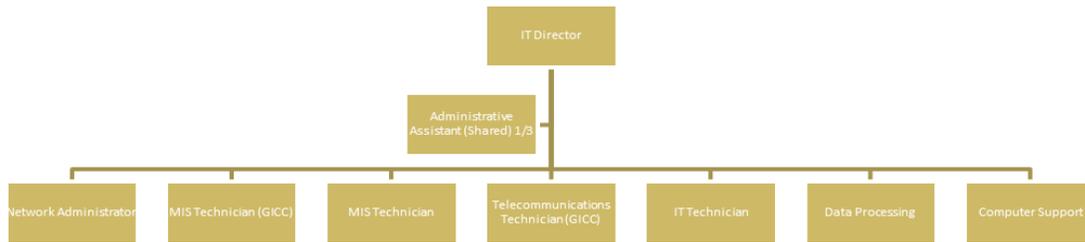
Program / Service Outputs: (goods, services, units produced)

	Estimated 12/13
# of Purchase Orders processed	400
\$ value of Purchase Orders	\$2,100,000
# of long term contracts in place	25

Prior Year Highlights:

- Provided training opportunities to several departments during the year for requisitions.
- Vendor applications, bid information and RFPs are provided online.
- Provided training to vendors on how to do business with the City of College Park, Georgia.

Information Technology Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Information Technology					
Expenditures					
Personnel Services	\$ 303,358	\$ 340,546	\$ 344,913	\$ 278,478	-19%
Employee Benefits	80,734	86,662	94,443	76,911	-19%
Communications & Util.	16,753	15,639	16,150	16,150	0%
Repair & Maintenance	134,324	180,920	93,561	98,445	5%
Training & Education	9,241	2,474	6,800	3,650	-46%
Other Services & Charges	39,597	28,555	8,054	4,269	-47%
Materials & Supplies	10,898	7,209	6,450	6,450	0%
Capital Outlay	156,207	106,311	105,000	61,700	-41%
Information Technology Total	\$ 751,113	\$ 768,315	\$ 675,371	\$ 546,053	-19%

Information Technology Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
IT Director	1	1	1	1
Computer Operations Specialist	1	1	1	1
IT Technician	1	1	1	1
Network Admin	1	1	1	1
MIS Technician	1	1	1	1
IT Support Technician	1	1	1	1
Total Personnel	6	6	6	6

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Information Technology

Program Description:

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

The IT Department is responsible for:

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

Trends:

The City network infrastructure is moving towards centralization versus decentralization. The cost savings, improved management and security benefits justify any upfront expense that may be required. The IT Department looks to rectify this situation through various current and future Capital Improvement Projects. Examples of these projects for FY 2012 include the Harris Utility implementation and the ARCGIS (ESRI) implementation. The IT Department will also perform several key upgrades as well as a Blackberry server upgrade, a NWS Logos.NET upgrade and a transition to SQL 2008. The IT Department will also institute a citywide tracking and inventory system called BOSS. This system will allow for more remote system maintenance, the building of a more robust knowledgebase and license and software management. Another benefit of the BOSS system will be the ability to conduct mass updates across the Enterprise and facilitation of a move towards standardized software for all users.

Program Broad Goals:

The IT Department strives to continually examine and reexamine the technology needs of the Mayor and Council, staff and citizens of the City of College Park and to meet those needs in the most cost effective and efficient manner possible. The IT Department will maintain an above average depth and breadth of knowledge of industry standards and innovations through training and collaborative efforts. The IT Department will function as a unified team through cross-training, regular meetings and cooperation.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Program 12/13 Objectives:

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

Information Technology

Performance Measures

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

Actual 11/12

- | | |
|---|---|
| 1. # of computers and networked devices maintained in performance of City business | Approximately 500 |
| 2. # of software solutions supported | Approximately 30-40 |
| 3. # of public "e-Gov" (Internet) services provides | 3 through 3 rd party vendors |
| 4. # of remote access users supported; increased use of netbooks and VPN connections. | 20-25 |

Program/Service Output: (based on program objectives)

Estimated 12/13

- | | |
|--|-----|
| 1. Target % of 95% of Cell phones and telephone bills paid on time | 99% |
|--|-----|

Prior Year Highlights

1. Phone internet savings by switching 80% of internet, land line, long distance and switch and router maintenance from AT&T to PAETEC.

2. Improved city network with updated MPLS (Multiple Protocol Labeled Switching) system. Allows for data and voice calls to travel the same network connections. Creates mobility of users and easier configuration and management. Features include:
 - a. 4-digit dialing between locations

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

- a. 4-digit dialing between locations
 - b. IM services
 - c. Soft phone application
 - d. Call Center for Customer Service
 - e. Fax Server
 - f. Voice mail to email for all users
2. BOSS installed and deployed throughout enterprise for evaluation.
 3. GovDeals savings.
 4. VMWare completion.
 5. MS Sharepoint (intranet) begun.

Human Resources Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Human Resources					
Expenditures					
Personnel Services	\$ 214,280	\$ 201,222	\$ 197,017	\$ 186,930	-5%
Employee Benefits	46,849	42,887	49,632	60,108	21%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	12,893	11,911	5,200	9,180	77%
Repair & Maintenance	-	-	3,194	3,645	14%
Training & Education	12,230	10,114	20,500	13,000	-37%
Other Services & Charges	152,758	61,663	106,553	110,855	4%
Materials & Supplies	24,576	26,892	24,150	22,100	-8%
Capital Outlay	0	0	0	0	0%
Human Resources Total	\$ 463,586	\$ 354,689	\$ 406,246	\$ 405,818	0%

Human Resources Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Human Resources Director	1	1	1	1
Administrative Assistant	1	1	1	1
Human Resources Specialist	1	1	1	1
Part-Time Positions:				
Administrative Coordinator/Records Clerk	1	1	1	-
Total Personnel	4	4	4	3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department

Program Description:

The Human Resources program provides guidance and support to all Human Resource (HR) programs, with special emphasis on communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such goals, coordinating key projects and management information reports and addressing critical human resources issues and concerns.

Trends:

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

Program Broad Goals:

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

Program Objectives:

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

Performance Measures

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

	Actual 11/12
# of approved Full Time and Part Time Equivalentents	554

Program/Service Output: (based on program objectives)

	Actual 11/12
HR Operating Cost as a Percentage of City payroll	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department

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

of approved Full Time and
Part Time Equivalentents

Estimated 12/13
502

Program/Service Output: (based on program objectives)

HR Operating Cost as
a Percentage of City payroll

Estimated 12/13
0%

Prior Year Highlights:

- Begin revision of the Human Resources Policies and Procedures Manual.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department | Staffing Services /Employee Relations

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 2012/13 Objectives:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department | Staffing Services /Employee Relations

Performance Measures

	Actual 11/12
Percent of favorable findings by the Equal Employment Opportunity Commission (EEOC) in response to formal complaints filed by employees	100%
Program/Service Output: (based on program objectives)	
	Actual 11/12
Citywide turnover (total)	12%
Citywide turnover (without retirements)	11%
Program/Service Output: (goods, services, units produced)	
	Estimated 12/13
Percent of favorable findings by the Equal Employment Opportunity Commission (EEOC) in response to formal complaints filed by employees	100%
Program/Service Output: (based on program objectives)	
	Estimated 12/13
Citywide turnover (total)	1%
Citywide turnover (without retirements)	1%

Prior Year Highlights

- Implemented Citywide Internship Program for Graduate and Undergraduate Students
- Coordinated the SunTrust Bank at Work Program

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department | Benefits Management

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 2012/13 Objectives:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department | Benefits Management

Performance Measures

Program/Service Output: (goods, services, units produced)	Actual 11/12
Annual medical/dental cost per employee/retiree	4,488
Program/Service Output: (based on program objectives)	Actual 11/12
Number of employees/retirees provided health benefits	436
Program/Service Output: (goods, services, units produced)	Estimated 12/13
Annual medical/dental cost per employee/retiree	4,488
Program/Service Output: (based on program objectives)	Estimated 12/13
Number of employees/retirees provided health benefits	466

Prior Year Highlights:

- Coordinated Flu Shots & H1N1 Shots with Concentra Medical Group for interested personnel - 150 employees participated.
- Increased employee participation with Flexible Spending Account and Debit Card. Program from 46 employees to 49 employees with a maximum spending amount increase from \$2,000 to \$2,500.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Human Resources Department | Operational Support and Employee Programs

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 12/13 Objectives:

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

Performance Measures

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

	Actual 11/12
Annual Employee Programs cost per employee	35

Program/Service Output: (based on program objectives)

	Actual 11/12
Annual Employee Programs expenditures	17,500.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Prior Year Highlights:

- Implemented Employee Health City Program with a personal trainer to effectively improve employee health.
- United Way Campaign City wide contribution insurance from 4,047.00 to 8,698.00

Human Resources Department | Operational Support and Employee Programs

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

Annual Employee Programs cost per employee	Estimated 12/13 34
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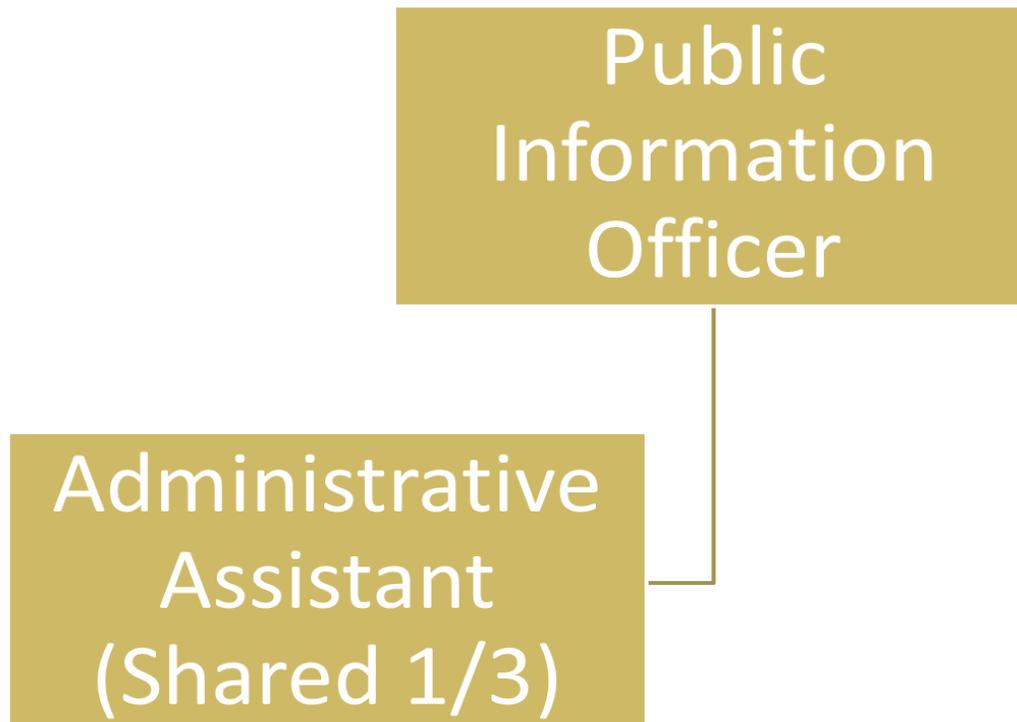
Program/Service Output: (based on program objectives)

Annual Employee Programs expenditures	Estimated 12/13 17,000
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Prior Year Highlights:

- Coordinated Health and Wellness Fair in conjunction with Cityfest- 30 vendors participated
- Coordinated the United Way Campaign - pledge participation amount - \$4,047

Public Information Office Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Public Information Department

Program Description:

The Public Information program is responsible for the timely dissemination of city government facts and information to local media, citizens and business owners in College Park. The PIO is first responder to media inquiries, and provides talking points for city staffers who encounter local media during the course of daily duties. Additionally, PIO posts general information to city's website, social media sites Facebook and Twitter, and develops College Park's marketing campaigns and ad buys. PIO has full production and programming responsibility for College Park TV-23, the city's government cable channel via Comcast.

Trends:

Key indicators of performance are measured by the number of city-generated stories placed on local television, radio or newspapers. Other measureable trends include a hit counter on city's website, and an increasing number of followers on Facebook & Twitter. The city's website has incorporated a Citizens Request tracker, which measures complaints and suggestions, including potholes locations, power outages, crime reporting, etc. The Citizens Request tracker has a reporting module indicating the number of requests, appropriate department, and summary of how issue was resolved.

Program Broad Goals:

Reduce negative media stories associated with the City of College Park. Develop production center with new video edit personnel and Marketing Specialist. Utilize video editor to archive materials and produce video stories for cable channel on day-to-day basis. PIO seeks to further refine Marketing operation to gain access to broader national and international publications. Produce collateral materials for Development and other departments, creating an atmosphere attractive to prospective developers, corporate interests and potential new residents.

Program 12/13 Objectives:

Produce in-house and submit collateral materials to staff members attending nationwide conferences highlighting development, public works, engineering and land use initiatives. Synergize College Park's hospitality industry with Hartsfield-Jackson International Airport, as a result of their close proximity. Focus marketing and branding efforts on new hotels, while developing cargo and shipping industry as major potential expansion of land use. Regularly update citizens with dining, hospitality, development and policy information via Facebook and Twitter. Work with media to develop new contacts to assist in communicating the positive attributes of College Park.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Performance Measures

	Actual 11/12
Video story creation	180-200
Press Releases	50
Facebook/Twitter Followers	450
fans# of readers for local, statewide and national publications	avg 30,000 per magazine
# of likes on Facebook, twitter page	appx 176 on 6.23.2011
# of viewers on College Park TV-23	up to 5,000 daily
# of hits on College Park video-on-demand	avg. 300 weekly
# of programs produced for College Park TV-23	91 video reports – FY 2010-11

Program/Service Outcomes: (based on program objectives)

	Actual 11/12
Continue to build fans of the city’s web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on collegeparkga.com.	450 fans/followers

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

	Estimated 12/13
Video story creation	180-200
Press Releases	50
Facebook/Twitter Followers	450 fans

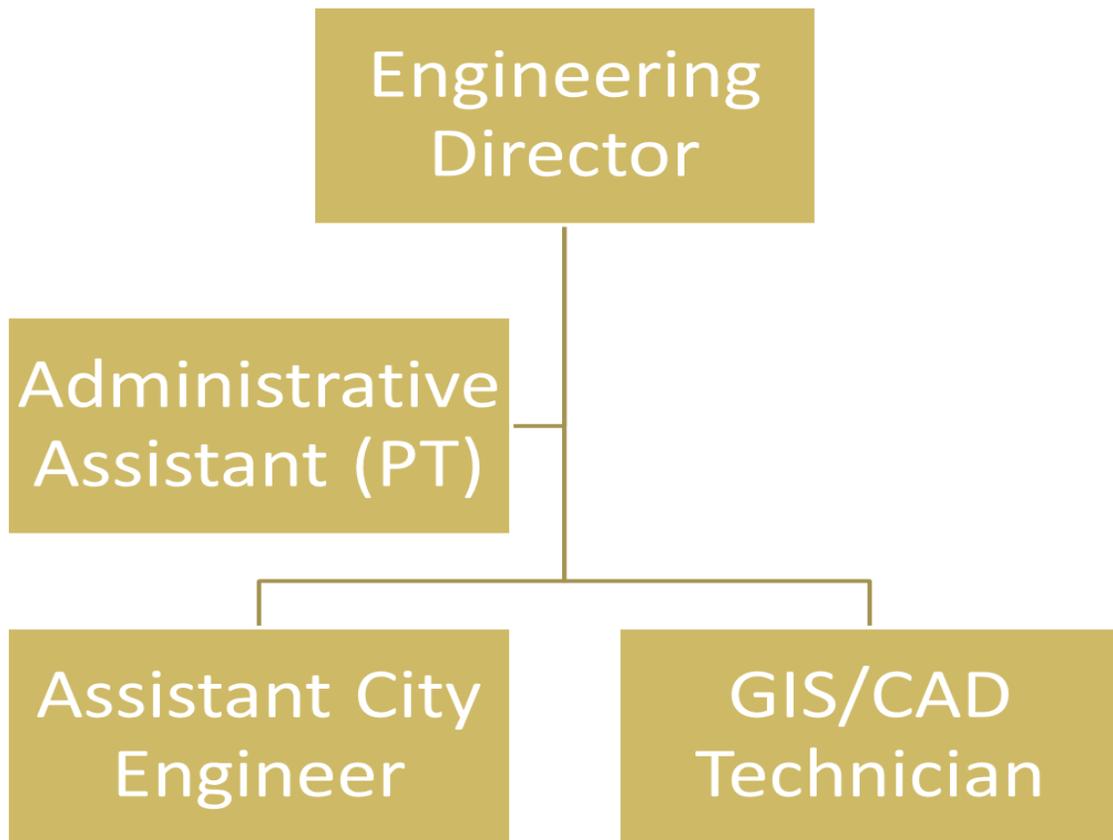
Program/Service Outcomes: (based on program objectives)

	Estimated 12/13
Continue to build fans of the city’s web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on collegeparkga.com.	450 fans/followers

Prior Year Highlights:

- Launch of Facebook, Twitter pages
- Acquisition of video equipment for video-on-demand (website)
- Expansion into corporate development-based publications (marketing)
- Developed ad campaign highlighting newly launched assets – Gateway Center rail stop, Class A office space, new hotels

Engineering Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2011 to 2012</u>
Engineering					
Expenditures					
Personnel Services	\$ 249,395	\$ 292,082	\$ 252,354	\$ 230,492	-9%
Employee Benefits	50,282	59,091	57,367	57,809	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	11,531	8,980	7,780	7,780	0%
Repair & Maintenance	787.06	762.10	4,505	4,505	0%
Training & Education	3,436	4,691	4,670	7,300	56%
Other Services & Charges	19,498	21,479	12,672	56,429	345%
Materials & Supplies	14,660	11,093	12,450	16,450	32%
Capital Outlay	-	-	100	2,501,700	-100%
Engineering Total	\$ 349,590	\$ 398,179	\$ 351,898	\$ 2,882,465	719%

Engineering Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Engineering Director	1	1	1	1
City Engineer	1	1	1	1
Assistant City Engineer	1	1	-	-
GIS/CAD Technician	1	1	1	1
Administrative Assistant	-	-	1	-
Part Time Positions:				
Administrative Coordinator	1	1	1	-
Total Personnel	5	5	5	3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

ENGINEERING DEPARTMENT

Program Description:

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

Trends:

Preserve Historic College Park (Fourth largest Historic District in Georgia behind Savannah, Macon, and Atlanta (all former or current State capitols)) while building a futuristic City to handle the demands of the Busiest Airport in the World at Hartsfield Jackson International Airport with 35 hotels having 5,000 rooms. Anticipate our customers' desires while providing the best possible customer service through a quick turnaround in reviewing Site Plans for Engineering and Storm Water issues.

Program Broad Goals:

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

Program 12/13 Objectives:

Complete Plan Review within two weeks. Maintain or improve Community Rating System (CRS) Class 6. Complete first inspection within five business days.

Performance Measures

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

Provide timely and quality construction document review for engineering and site plan submittals within 14 days.

Actual 11/12
96%

Program/Service Outcomes (based on program objectives)

Review Site Plans within fourteen days.

Actual 11/12
96%

Federal Emergency Management Administration (FEMA)

Community Rating System (CRS) (Measures how well the City Manages its floodplains based on Insurance Services Organization's (ISO) federal audit. First organization in the State of Georgia to receive

95%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Level 6 which is in the 95th percentile in the Nation).

Inspections to be performed within five business days. 96%

ENGINEERING DEPARTMENT

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

Estimated 12/13

Provide timely and quality construction document review for engineering and site plan submittals with 14 days. 95%

Program/Service Outcomes (based on program objectives)

Estimated 12/13

Review Site Plans within fourteen days. 95%

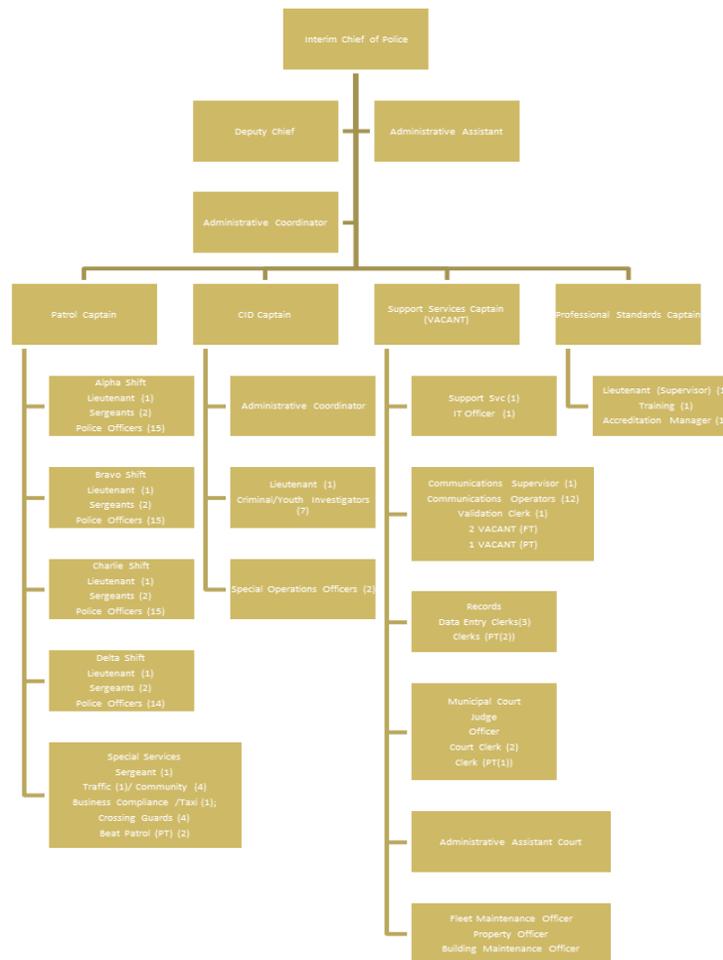
Federal Emergency Management Administration (FEMA) 6
Community Rating System (CRS) (Measures how well the City
Manages its floodplains based on Insurance Services Organization's
(ISO) federal audit. First organization in the State of Georgia to receive
Level 6 which is in the 95th percentile in the Nation).

Inspections to be performed within five business days. 95%

Prior Year Accomplishments

- Assisted Water and Sewer Division in the negotiated settlement which minimized our financial liability to \$3 million in Operational Costs and \$8 million in Capital costs.
- Completed Storm Water Management Program and Golf Course Pond Rehabilitation with 60% Federal Stimulus grant and 40% Georgia Environmental Facilities Authority (GEFA) loan at 3% for 20 years.

Police Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Municipal Court					
Expenditures					
Personnel Services	\$ 215,983	\$ 231,602	\$ 212,222	\$ 257,851	22%
Employee Benefits	37,206	31,535	40,817	53,198	30%
Repair & Maintenance	592	-	300	300	0%
Training & Education	3,083	1,746	3,050	5,780	90%
Other Services & Charges	78,614	55,379	82,130	75,954	-8%
Materials & Supplies	14,320	12,389	15,067	18,760	25%
Municipal Court Expenditure Total	\$ 349,798	\$ 332,651	\$ 353,586	\$ 411,843	16%

Municipal Court Personnel

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted
Full Time Positions:				
Administrative Assistant	1	1	1	1
Administrative Coordinator	1	1	1	0
Judge	1	1	1	1
EDP Technician	0	1	-	-
Account Clerk	1	1	1	1
Solicitor	0	0	1	1
Part Time Positions:				
Clerk	2	2	2	3
Judge	2	2	2	2
Total Personnel	8	9	9	9

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Police Administration					
Expenditures					
Personnel Services	\$ 995,976	\$ 832,630	\$ 768,000	\$ 701,402	-9%
Employee Benefits	284,075	229,962	245,440	208,205	-15%
Communications & Util.	124,095	122,990	110,128	124,128	13%
Rentals	-	36	-	-	0%
Repair & Maintenance	10,030	7,108	13,449	23,455	74%
Building Maintenance	164,754	197,019	176,900	107,880	-39%
Training & Education	7,433	3,449	3,650	3,850	5%
Other Services & Charges	332,435	254,991	338,570	325,686	-4%
Materials & Supplies	39,696	31,426	34,990	59,685	71%
Capital Outlay	-	-	-	-	0%
Police Administration Total	\$ 1,958,495	\$ 1,679,611	\$ 1,691,127	\$ 1,554,291	-8%

Police Administration Personnel

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted
Full Time Positions				
Chief	1	1	1	1
Deputy Chief	1	1	1	1
Captain	2	2	1	0
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	3	3	3	2
EDP Tech	1	1	1	1
Validation Clerk	1	0	0	0
Administrative Assistant	2	2	2	2
Administrative Coordinator	2	2	2	2
Custodian (Building Maint Specialist)	1	1	1	1
Part Time Positions:				
Clerk	1	1	1	1
Total Personnel	17	16	15	13

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Police Administration

Program Description:

The Police Administration program provides the leadership, management, strategic planning and administrative support necessary to ensure the most effective delivery of public safety services to the community. These include special community functions such as the citizen academies, citizen and media requests for information, and the reporting of newsworthy items of community interest. This office is also responsible for coordination and administration of fiscal control and accountability functions.

Trends:

Retaining the open lines of communication with the community remains vital to our public safety mission. Thus, this outreach effort is established as one of the key objectives of the Office of the Police Chief. Identify and implement strategies, initiatives and staffing needs assessments to ensure the department continues to meet service demands during the current economic challenges.

Program Broad Goals:

Implement the new City structure for the Police Department for effective and timely services to the community. Create positive community partnerships and enhance quality communication with our citizens.

Program 12/13 Objectives:

Identify and implement efficiency and effectiveness improvements in the Police Department. Continue community outreach efforts through the Citizen Academy and through the Public Information Officer's response to requests for information.

Performance Measures

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

	Actual 11/12
# of community meetings attended (monthly)	20
# of Citizen Academy conducted	132

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Community Neighborhood Watch meetings, Crime Prevention/Safety Education and Awareness events.	24

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Ensure College Park Uniform Crime Report, Part I crimes are below Fulton County average of 71,068.

College Park
2,905
(Below Fulton County)

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

of community meetings attended (monthly)

Estimated 12/13
16

Program / Service Outcomes: (based on program objectives)

Community Neighborhood Watch meetings, Crime Prevention/Safety Education and Awareness events.

Estimated 12/13
240

Ensure College Park Uniform Crime Report, Part I crimes are below Fulton County average of 71,068.

College Park
3,000
(Below Fulton County)

Police Administration

Prior Year Highlights

- Twelve officers added into the ranks.
- The firearms staff instituted a process whereby officers have the opportunity to sign up and attend “Open Range” days twice a month. The result has been more officers taking and interest in their firearm skills and qualifying with higher scores. It has also decreased the number of officers receiving remedial training.
- We were able to hold a mock inspection for our state certification which will enable us to complete the process before the end of the 2011-2012 budget.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Police Investigations					
Expenditures					
Personnel Services	\$ 780,288	\$ 538,745	\$ 517,123	\$ 622,050	20%
Employee Benefits	244,956	155,624	182,957	163,131	-11%
Communications & Util.	19,882	18,446	11,600	10,600	-9%
New Personnel Costs	-	-	-	3,728	
Repair & Maintenance	7,796	10,670	6,401	8,779	37%
Training & Education	917	550	2,850	2,850	0%
Other Services & Charges	31,558	17,138	22,396	19,286	-14%
Materials & Supplies	16,321	16,945	18,850	21,840	16%
Capital Outlay	-	-	-	-	0%
Police Investigations Total	\$ 1,101,717	\$ 758,118	\$ 762,177	\$ 852,264	12%

Police Investigations Personnel

Full Time Positions:	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted
Major	0	0	0	1
Captain	1	1	1	0
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Investigators	12	12	8	8
Administrative Assistant	0	0	0	0
Administrative Coordinator	1	1	1	1
Total Personnel	16	16	12	12

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Public Safety | Criminal Investigation Division

Program Description:

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

Trends:

Property crimes are on the increase city wide due to economic stress. The number of quality of life cases (prostitution, loitering, etc) has declined due to targeted enforcement efforts.

Program Broad Goals:

Conduct thorough and complete investigations in a timely manner with an emphasis of targeting repeat offenders in order to exceed Uniform Crime Report clearance rates. Utilize a multi-disciplinary approach to burglary and property crime investigation through intelligence, crime analysis, investigation and crime prevention, in an effort to increase the burglary and property crime clearance rates and obtain a reduction in these same crimes.

Program 12/13 Objectives:

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

Performance Measures

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

	Actual 11/12
# of property crimes	1,082
# of violent crimes	205

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Achieve a 31% clearance rate for property crimes and violent crimes combined.	13%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

	Estimated 12/13
# of property crimes	800
# of violent crimes	180

Program / Service Outcomes: (based on program objectives)

	Estimated 12/13
Achieve a 31% clearance rate for property crimes and violent crimes combined.	15%

Prior Year Highlights:

- The Patrol Division and the Criminal Investigation Division jointly set up a Special Operations Unit whose purpose is to target specific areas in the city. They utilize a combination of marked and unmarked units to conduct operations. The unit works closely with Patrol shifts and has helped make a positive impact in crime reduction.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Police Patrol					
Expenditures					
Personnel Services	\$ 4,529,721	\$ 4,051,486	\$ 4,726,991	\$ 4,296,267	-9%
Employee Benefits	1,346,428	1,114,033	1,218,016	1,113,855	-9%
New Personnel Costs	-	-	-	873	
Communications & Util.	27,532	23,729	55,524	76,300	37%
Rentals	-	(36)	-	-	0%
Repair & Maintenance	291,231	298,288	271,200	271,200	0%
Building Maintenance	32	20	-	-	0%
Training & Education	6,792	2,387	2,000	2,000	0%
Other Services & Charges	173,793	333,986	243,357	246,604	1%
Materials & Supplies	212,172	271,874	233,100	286,860	23%
Capital Outlay	34,338	331,287	211,035	192,255	-9%
Debt Services	93,888	91,929			
Police Patrol Total	\$ 6,715,928	\$ 6,518,984	\$ 6,961,223	\$ 6,486,214	-7%

Police Patrol Personnel

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted
Full Time Positions:				
Major	0	0	0	1
Captain	1	1	1	0
Lieutenant	5	5	5	5
Sergeant	9	9	9	9
Police Officer	70	70	70	70
Part Time Positions:				
School Crossing Guards	5	4	4	2
Police Officers (Foot Patrol)	2	2	2	2
Total Personnel	92	91	91	89

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Public Safety | Patrol Services

Program Description:

The Patrol Services program provides general law enforcement and first responder responsibilities, completes initial criminal and traffic investigations, performs traffic control and enforcement duties, implements community policing strategies and utilizes other department resources to solve community or crime related problems.

Trends:

Increased demand for patrol resources due to the increased growth and development within the city.

Program Broad Goals:

Prevent crime and disorder by taking appropriate and proactive measures designed to reduce criminal activity and by maintaining the quality and effectiveness of policing services. Respond promptly to calls for service. Develop safer neighborhoods through community partnerships and participation. Enhance traffic safety through enforcement and education.

Program 12/13 Objectives:

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

Performance Measures

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

	Actual 11/12
# Proactive (self initiated and directed patrol) calls	21,422.
# of all calls for service	48,520.

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Achieve a standard of 5 minutes or less for response to Emergency calls for service	5.43

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

	Estimated 12/13
# Proactive (self initiated and directed patrol) calls	22,000
# of all calls for service	42,000

Program / Service Outcomes: (based on program objectives)

	Estimated 12/13
Achieve a standard of 5 minutes or less for response to Emergency calls for service	5.30

Prior Year Highlights:

- The Patrol Division and the Criminal Investigation Division jointly set up a Special Operations Unit whose purpose is to target specific areas in the city. They utilize a combination of marked and unmarked units to conduct operations. The unit works closely with Patrol shifts and has helped make a positive impact in crime reduction.
- The Community Oriented Police (COPS) unit participated in a record number of community events to demonstrate our commitment to develop positive relationships with the citizens and businesses of College Park. Fleet accidents were significantly reduced.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Corrections					
Expenditures					
Personnel Services	\$ 120,878	\$ 139,655	\$ 169,076	\$ 166,045	-2%
Employee Benefits	32,651	37,274	40,908	40,434	-1%
Communications & Util.	-	-	200	200	0%
Repair & Maintenance	367	546	1,450	1,450	0%
Training & Education	100	-	600	600	0%
Other Services & Charges	330,373	257,606	331,381	330,838	0%
Materials & Supplies	10,823	13,137	13,100	18,300	40%
Cost Of Sales	10,214	6,894	7,200	7,200	0%
Capital Outlay	-	-	34,665	-	0%
Corrections Total	\$ 505,407	\$ 455,112	\$ 598,580	\$ 565,067	-6%

Corrections Personnel

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted
Full Time Positions				
Jailer	4	4	4	4
Part Time Positions:				
Jailer	2	2	2	2
Total Personnel	6	6	6	6

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Public Safety | Corrections

Program Description:

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

Trends:

Detention continues to experience growth in the number of bookings, which drive all workload activities. The number of prisoner transports grows at a greater pace due to a larger proportion of detainees who cannot afford to post bond. The unit is also experiencing more hearings in which our prisoners housed at the Union City jail have to be brought back to City Court. The contract costs for prisoner housing at the Union City jail continues to rise because of the increasing number of arrest and the sentencing.

Program Broad Goals:

Provide quality care, custody and control of detainees in a safe environment. Provide prisoner transportation between Union City jail, County jails, and City Court. Provide night time prisoner transport to Union City and Fulton County jail.

Program 12/13 Objectives:

Respond to increased number of prisoner bookings and ensure proper identification and compliance with judicial proceedings. To increase the number of certified jailers to handle the increased number of prisoner transports due to the ride in prisoners housed at the Union City jail and the number of hearings required at City Court. Keep Patrol officers on the streets by using detention personnel for night time prisoner transports to Union City when staffing permits.

Performance Measures

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

	Actual 11/12
# of bookings performed	3,120
# of prisoner transports completed	745

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Reduce prisoner transports to Union City by patrol officers by using detention officers when scheduling permits.	20%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

	Estimated 12/13
# of bookings performed	2,800
# of prisoner transports completed	680

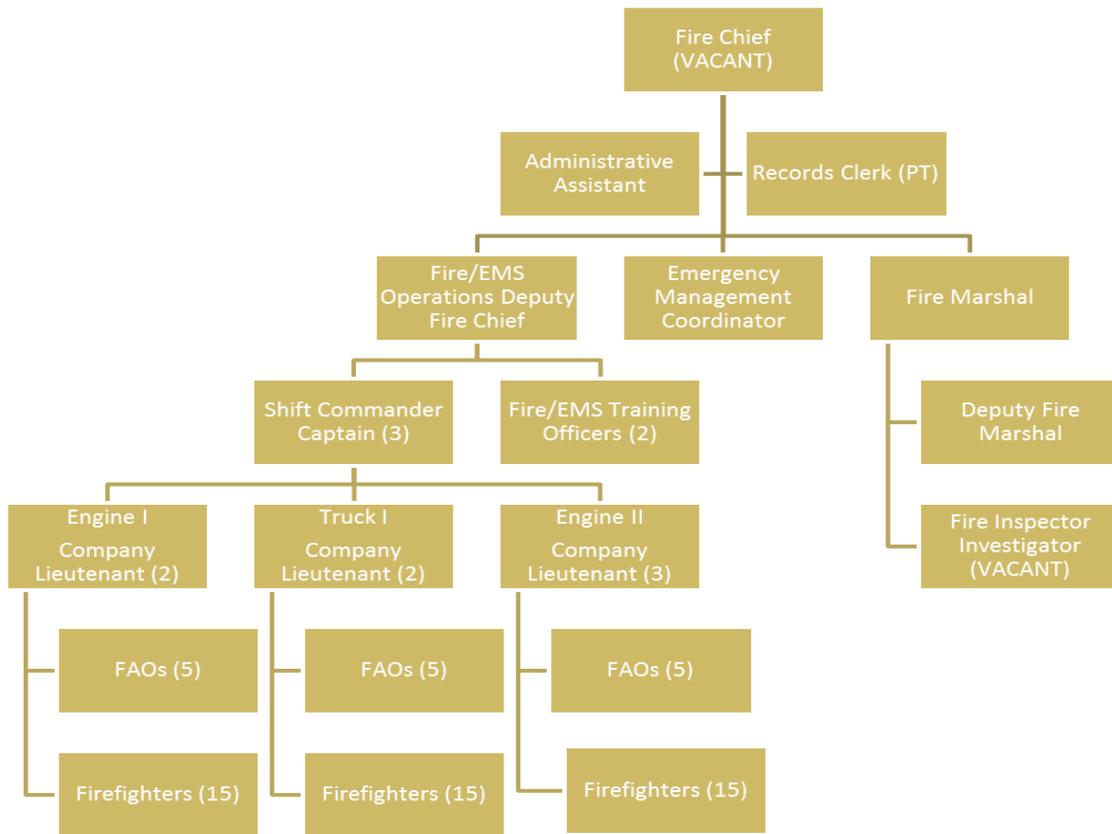
Program / Service Outcomes: (based on program objectives)

	Estimated 12/13
Reduce prisoner transports to Union City by patrol officers by using detention officers when scheduling permits.	10%

Prior Year Highlights

- The Corrections Division completed the required guidelines for the State Certification.
- Improved data collection and booking guidelines for inmates.

Fire Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual Amount</u>	<u>2011 Actual Amount</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Fire Administration					
Expenditures					
Personnel Services	\$ 429,216	\$ 468,670	\$ 713,101	\$ 379,977	-47%
Employee Benefits	136,285	120,165	162,014	85,734	-47%
Communications & Util.	82,802	78,014	81,142	80,242	-1%
Repair & Maintenance	15,196	16,654	22,804	23,044	1%
Building Maintenance	68,832	101,291	85,000	35,000	-59%
Training & Education	15,824	25,348	28,671	14,799	-48%
Other Services & Charges	35,570	43,399	40,304	28,614	-29%
Materials & Supplies	15,986	20,723	17,900	24,858	39%
Cost Of Sales	568	1,272	1,500	1,500	0%
Capital Outlay	24,899	-	-	-	0%
Fire Administration Total	\$ 825,178	\$ 875,536	\$ 1,152,436	\$ 673,768	-42%

Fire Administration Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Approved</u>
Full Time Positions:				
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Fire Marshal	1	1	1	1
Deputy Fire Marshal	1	1	1	-
Inspector/Investigator	1	-	-	-
Fire Training Instructor	1	1	1	1
Emergency Management Coordinator	1	1	1	1
Part Time Positions:				
Records Clerk	1	1	1	1
Total Personnel	9	8	8	7

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Public Safety | Fire Administration

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (5) primary service areas: Administration, Fire Suppression, Emergency Medical Services, Fire Marshal/Risk Management and Training and Support Services.

Trends:

The overall mission of the fire service is to protect life, property, and natural resources from fire and other emergencies. With increasing demands, the fire service must utilize the best tools, techniques, and training methods to meet the expectations of its residents, businesses and visitors. Risk assessment, preparedness, and mitigation are primary issues challenging today's fire and emergency services departments. Timely and effective emergency response cannot be continually achieved without adequate planning and preparedness. One of the tools that greatly assists the fire service in providing an efficient level of service delivery is geographic information system (GIS) technology. GIS supports planning, preparedness, mitigation, response, and incident management. GIS information can be used to determine resources, staffing, response times, strategies to reduce property damage and loss of lives.

Program Broad Goals:

Office of the Fire Chief/Administration

Goals:

1. Improve Emergency Response and Fire Operations to provide an effective, timely, and efficient emergency response capability to all areas in the City of College Park.
2. Improve Disaster preparedness and response capability by staying current with the College Park Emergency Operations plans and guidelines and practicing the plan.
3. Improve Professional Standards, Communications and Member Inter-personal Relationships-Continue to promote a high degree of professional behavior and communications for all members of the department.
4. Improve Dispatch processing time and radio communications-Provide clear and concise emergency communications to our internal and external customers through a professional enhanced-911 center.

CITY OF COLLEGE PARK, GEORGIA
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1. Aggressively educate our community on the dangers of fire and provide prevention information to help prevent fires and limit life risk.
2. Provide the absolute safest possible environment for our firefighters.
3. Improve training and accountability to ensure employees are appropriately trained to safely meet applicable requirements

Program 12/13 Objectives:

1. Accurately identify and validate the Standards of Response and ensure it is publicized to our members and the community.
2. Participate in the annual Disaster Exercise and participate in County LEPC and Regional UASI and stay abreast with information throughout the year.
3. Improve communication and strengthen relationships between divisions in the department; between Management and Labor; employees assigned to operational shifts and between operations and other administrative elements.
4. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.
5. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
6. Limit fire losses in the community.
7. Perform accurate and timely enforcement functions to ensure a minimum level of compliance with established safety standards.
8. Strive to minimize fire ground injuries; zero injuries in 2011.
9. Ensure 100% of fire department members are trained to a level commensurate with their rank and position.
10. Improve health, wellness and fitness for all CPFR employees

Public Safety | Fire Administration

Performance Measures

1. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2012.
2. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by October 2012.

CITY OF COLLEGE PARK, GEORGIA
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1. Establish a shift change process that includes all company officers to capture all previous day activities and discuss future events; conduct and document regular staff and department meetings and briefings.
2. Maintain accurate data that captures the time of call and time of dispatch for every incident 80% of the time.
3. Work with appropriate College Park departments Building Department and conduct accurate plans review of all designs prior to established deadlines.
4. Provide at least 1 fire safety event per quarter at each schools with age-specific programs appropriate with the audience.
5. Conduct comprehensive fire inspections on all fire department facilities annually to include all department stations, administrative offices and the training facility.
6. Develop an annual training plan that includes 100% of the subject areas required to meet State requirement, maintain certifications and improve skill levels
7. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
8. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted duty time to participate in physical fitness activity one hour per shift in 2012.

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

FIRE AND LIFE SAFETY ACTIVITIES

Investigations & Inspections 2009-2011	2009	2010	2011
Investigations (Fire & Code Enforcement)	144	167	142
Inspections (New & Existing Structures)	1,280	678	1085

Plan Reviews 2009-2011	2009	2010	2011
New Construction, ADA Life Safety Codes, etc.	113	111	164

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Public Education /Fire Safety Education 2009-2011	2009	2010	2011
Community Presentations, Schools, Fire Prevention Week	72	58	36

Arrests 2009-2011	2009	2010	2011
Arrests (charges) resulting from arson fires, code violations	12	21	21

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	2010 Actual Amount	2011 Actual Amount	2012 Amended Budget	2013 Council Approved	% Change 2012 to 2013
Fire Suppression					
Expenditures					
Personnel Services	\$ 2,516,013	\$ 2,378,932	\$ 4,073,354	\$ 4,000,075	-2%
Employee Benefits	782,505	771,679	964,671	917,236	-5%
Communicat - Communications & Util.	25,279	32,016	26,500	26,500	0%
Repair & Maintenance	81,161	95,804	127,322	143,702	13%
Building Maintenance	400	1,298	-	-	0%
Training & Education	20,869	14,353	16,500	7,950	-52%
Other Services & Charges	142,660	118,389	123,984	101,649	-18%
Materials & Supplies	113,526	183,884	143,900	93,300	-35%
Cost Of Sales	3,684	2,102	1,500	1,500	0%
Capital Outlay	21,774	21,058	-	9,700	100%
Fire Suppression Total	\$ 3,707,871	\$ 3,619,515	\$ 5,477,731	\$ 5,301,612	-3%

Fire Suppression Personnel

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Approved
Full Time Positions:				
Captain	3	3	3	3
Lieutenant	5	5	9	9
Driver Engineer (FAO)	12	12	21	21
Firefighter	26	26	37	37
Total Personnel	46	46	70	70

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Public Safety | Fire Suppression

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (5) primary service areas: Administration, Fire Suppression, Emergency Medical Services, Fire Marshal/Risk Management and Training and Support Services.

Trends:

The overall mission of the fire service is to protect life, property, and natural resources from fire and other emergencies. With increasing demands, the fire service must utilize the best tools, techniques, and training methods to meet the expectations of its residents, businesses and visitors. Risk assessment, preparedness, and mitigation are primary issues challenging today's fire and emergency services departments. Timely and effective emergency response cannot be continually achieved without adequate planning and preparedness. One of the tools that greatly assists the fire service in providing an efficient level of service delivery is geographic information system (GIS) technology. GIS supports planning, preparedness, mitigation, response, and incident management. GIS information can be used to determine resources, staffing, response times, strategies to reduce property damage and loss of lives

Program Broad Goals:

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

Program Objectives:

Comply with the validated the Standards of Response

CITY OF COLLEGE PARK, GEORGIA
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Public Safety | Fire Suppression

Performance Measures

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

1. All structural firefighting operations will have a minimum of 19 personnel on scene 100% of the time.
2. Provide training and equipment to ensure all major hazardous materials events will have a minimum of 9 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 number of minimum on-duty firefighters per shift (work towards NFPA 1710 standards).

Program/Service Output:

CPFR THREE YEAR CALL HISTORY

	2009	2010	2011
Fire Calls	1,376	897	1340
EMS Calls	3,537	4,016	3592
Total Calls	4,542	4,913	4932

Prior Year Highlights / Fire Suppression

Completed Strategies and Tactics for Initial Company Officers NFA Class
 Tech Rescue Awareness
 Completed Driver Operator II (Aerial Operator Class) (5 new Truck Drivers)
 All Operations personnel completed the How to handle an Airplane Crash in your Community
 Terrorism Awareness
 Incident Safety Officer (NFA)
 Incident Safety Officer Class for the Department
 Administered a New Hire Physical Agility Test and process
 Administered New Hire Written Test for 56 applicants
 Administered the Driver Operator I x 2 training, (7 new Engine Drivers)
 NPQ Written test for FFI and II
 Completed the annual Live Fire training at DeKalb County

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	<u>2010 Actual Amount</u>	<u>2011 Actual Amount</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Emergency Medical Services					
Expenditures					
Personnel Services	\$ 1,296,436	\$ 1,163,997	\$ 65,489	\$ 65,461	0%
Employee Benefits	363,800	352,320	25,649	18,632	-27%
Communications & Util.	-	-	1,000	-	-100%
Repair & Maintenance	21,834	22,960	24,820	24,820	0%
Training & Education	14,218	17,206	16,500	16,385	-1%
Other Services & Charges	286,866	299,003	288,982	31,707	-89%
Materials & Supplies	53,635	58,341	55,700	56,700	2%
Capital Outlay	126,636	-	-	-	0%
Emergency Medical Total	\$ 2,163,425	\$ 1,913,827	\$ 478,140	\$ 213,705	-55%

Emergency Medical Services Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
EMS Training Instructor	1	1	1	1
Lt./Paramedic-CT	4	4	-	-
FAO/Paramedic	9	9	-	-
Firefighter/Paramedic-CT	11	11	-	-
Total Personnel	25	25	1	1

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Public Safety | Emergency Medical Services

Program Description:

Emergency Medical Services program provides staffing and equipment to respond, prevent and manage community emergencies, such as emergency medical incidents (chest pains, cardiac arrest, trauma, stroke, etc.). Some of the actions that support this mission include pre-hospital emergency medical care and the treatment of ill and injured citizens.

Trends:

The Emergency Medical Services division constantly trains and works on certification renewals. This keeps our EMS staff current on their licenses and the ever changing techniques and processes of Emergency Medical Services enabling them to provide the highest quality pre-hospital medical care to our citizens, visitors and businesses.

Program Broad Goals:

Improve Emergency Medical Services Response-Minimize death and suffering for people experiencing sudden illness, accidents, or injury.

Program Objectives:

Planning to establish employee/community wide Health Initiative program, conduct health fairs, provide healthcare education to the employees/community, provide onsite access to screening and testing for various medical issues such as Blood pressure checks, diabetes and cardiac related illnesses and nutrition. Program Provided in Partnership with: Mayor and City Council, City Manager, businesses, citizens, churches and Fire Department staff.

Public Safety | Emergency Medical Services

Performance Measures

1. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance as dictated by the Standards of Response Coverage.
2. Provide timely emergency medical and rescue services.

Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance in accordance College Park Fire Rescue Standard Operating Guidelines

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Program/Service Output:

CPFR THREE YEAR CALL HISTORY

	2009	2010	2011
EMS Calls	3,537	4016	3592

Prior Year Highlights

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

Public Works Organizational Chart



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	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Public Works Administration					
Expenditures					
Personnel Services	\$ 32,873	\$ 40,934	\$ 46,619	\$ 46,619	0%
Employee Benefits	8,856	10,403	12,490	12,293	-2%
Communications & Util.	-	-	864	-	0%
Repair & Maintenance	1,773	-	850	850	0%
Training & Education	3,278	2,843	2,200	2,200	0%
Other Services & Charges	7,308	4,030	1,000	1,000	0%
Materials & Supplies	312	925	950	1,186	25%
Public Works Administration Total	\$ 54,400	\$ 59,135	\$ 64,973	\$ 64,148	-1%

Public Works Administration Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Public Works Director	1	1	1	1
Administrative Assistant*	1	1	1	-
Total Personnel	2	2	2	1

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

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Department of Public Works | Public Works Administration

Program Description:

The Public Works Administration program manages Public Works operational, budget and financial activities. It also provides leadership, direction and customer service support for all Divisions in Public Works. The Administration program coordinates all staffing requests, policies and procedures (SOP).

Trends:

The Department's administrative office provides leadership and administrative support for six very diverse Divisions. Continued challenges for the Department are limited funding and decrease in personnel. To meet these challenges, the Department is adapting new policies and procedures in improving the services we provide to meet the needs of the community.

Program Broad Goals:

Provide leadership and management to ensure the most effective delivery of services by the Divisions in support of the City Council's goals. Closely manage the Division's operating budget to ensure continued quality services to our citizens. Monitor the Solid Waste Enterprise and Fleet Internal Service funds to ensure sufficient long term funding of the Division's and City's needs.

Program 12/13 Objectives:

Provide necessary resources to the Departments for efficient delivery of service. Coordinate preparation and implementation of the Department's budgets. Closely monitor Division's monthly expenditures/revenues.

Performance Measures:

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

	Actual 11/12
Address concerns and complaints within 24 hours	100%

	Estimated 12/13
Address concerns and complaints within 24 hours	100%

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Maintain department budget at or below adopted budget	100%

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Maintain department budget at or below adopted budget

100%

Prior Year Highlights:

- Updated Water & Sewer Fee Ordinance.
- Public Works Surveillance System Installation.
- Developed Department Wide Vehicle & Equipment Maintenance Schedule.
- Conducted a Public Works Outreach Program with local elementary schools.

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	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Highway and Streets					
Expenditures					
Personnel Services	\$ 451,546	\$ 430,090	\$ 428,357	\$ 404,756	-6%
Employee Benefits	153,600	138,328	151,780	149,138	-2%
Communications & Util.	3,615	3,928	3,000	3,500	17%
Rentals	4,060	2,520	5,000	5,000	0%
Repair & Maintenance	210,258	222,509	426,500	296,400	-31%
Building Maintenance	1,263	4,170	2,000	1,500	-25%
Training & Education	2,820	4,317	2,500	2,350	-6%
Other Services & Charges	35,389	22,027	34,035	20,182	-41%
Materials & Supplies	56,157	60,201	68,300	67,263	-2%
Capital Outlay	286,585	25,765	17,022	14,290	-16%
Highway and Streets Total	<u>\$ 1,205,293</u>	<u>\$ 913,855</u>	<u>\$ 1,138,494</u>	<u>\$ 964,379</u>	<u>-15%</u>

Highway and Streets Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Superintendent	1	1	1	1
Supervisor	1	1	1	-
Equipment Operator II	3	3	3	3
Equipment Operator I	3	3	3	3
Laborer II	3	3	3	3
Laborer I	2	2	2	2
Total Personnel	<u>13</u>	<u>13</u>	<u>13</u>	<u>12</u>

CITY OF COLLEGE PARK, GEORGIA
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Department of Public Works | Highway and Streets Sign Shop Operations

Program Description:

The Highways & Streets Sign Shop program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Streets Sign Shop program repairs, installs and routinely inspects the City's traffic signs and roadway markings for maintenance. The sign shop is also responsible for maintaining the minimum standards of retro reflectivity which is required to maintain compliance with federal regulations. The sign shop also fabricates street signs, specialty signs and decals.

Trends:

The Signs and Markings inventory has been increasingly proportionate to the level of growth experienced by the City. As development occurs, lanes of roadway markings and additional signage are added to the inventory. New signs are being fabricated using higher grade sheeting material, which is more durable, last longer in the sunlight, and requires less maintenance. The life span of signs is increasing as this material is used exclusively. Crosswalk markings are lasting longer due to the use of new striping material. As a result, crosswalks may not have to be repainted on an annual basis.

Program Broad Goals:

Maintain, repair and install traffic control and street name signs on public roadways. Inspect all traffic signs annually to insure compliance with federal regulations. Fabricate signs for new installations. Maintain the city's roadway striping, pavement messages, crosswalks, and parking stalls.

Performance Measures

Program/Service Output: (good, services, unit produced) **Actual 11/12**
95%

Remark all roadway striping, crosswalks, and messages at least once per year.
Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year
Restore 95% of all signage, roadway striping and crosswalk markings after they are responded to within seven (8) working days of the initial response.

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Respond to all deficiencies related to street signs and road markings within 24 hours of the report.

Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually.

Estimated 12/13
95%

Remark all roadway striping, crosswalks, and messages at least once per year.

Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year

Restore 95% of all signage, roadway striping and crosswalk markings after they are responded to within seven (8) working days of the initial response.

Respond to all deficiencies related to street signs and road markings within 24 hours of the report.

Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually.

Prior Year Highlights:

- Re-established stop bars and crosswalks pertaining to streets receiving overlays
- Updated established roadway signs and surface markings as necessary during the summer months
- Fulfilled resolutions as directed by Mayor and Council
- Complied with ordinance changes adopted by Mayor and Council
- Replaced all out dated or faded roadway and/or informational signs through the City
- Updated traffic signs for retro reflectivity

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Department of Public Works | Highways and Streets Concrete Operations

Program Description:

The Highways & Streets Concrete (sidewalks, curbing and driveway apron maintenance, installation and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Concrete program protects and maintains the expected service life of all concrete structures by providing concrete sidewalk installation, repair and replacement; curbing installation, repair and replacement; driveway apron repair and replacement; ADA ramps installation, repair and replacement; and the construction, maintenance or repair of any and all brick or concrete structures as assigned. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the concrete sidewalks, curbing and driveway aprons. The concrete program targets sidewalks and curbing deficiencies such as trip hazards, broken sidewalks, broken curbing and missing curbing on a daily basis.

Trends:

The General workload is increasing due to the preventive maintenance program for sidewalks, curbing and driveway aprons. Citizen's service request is also increasing due to the City's online website for reporting an issue. As a result in an increase in service, more money will be spent on material.

Program Broad Goals:

Implement and maintain a preventive maintenance program that adequately protects the concrete assets through an aggressive pro-active approach for repair, maintenance and installation on all existing and new concrete sidewalks, curbing, driveway aprons and all brick or concrete structures as assigned.

Performance Measures

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

Actual	11/12
	95%

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

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Respond to 95% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

Estimated 12/13
95%

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

Respond to 95% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

Program/Service Outcomes: (based on program objectives)

Actual 11/12
95%

Restore 95% of sidewalks, curbing and driveway apron deficiencies after they are responded to within seven (10) working days of the initial response.

Restore 95% of all brick or concrete structures as they relate to Highways & Streets within seven (7) working days of the initial response.

Replace or Repair a Minimum of 35 sidewalks, curbing or driveway apron sections a year

Estimated 12/13
95%

Restore 95% of sidewalks, curbing and driveway apron deficiencies after they are responded to within seven (10) working days of the initial response.

Restore 95% of all brick or concrete structures as they relate to Highways & Streets within seven (7) working days of the initial response.

Replace or Repair a Minimum of 35 sidewalks, curbing or driveway apron sections a year

Prior Year Highlights:

- Installed and repaired curbing and sidewalks at various locations throughout the City.
- Installed new ADA ramps and repaired existing ADA ramps at various locations throughout the City.
- Repaired or replaced existing driveway aprons at various locations throughout the City.

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Department of Public Works | Highways and Streets Asphalt Operations

Program Description:

The Highways & Streets Asphalt (street maintenance and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Asphalt program protects and maintains the expected service life of an asphalt street by providing asphalt and concrete street maintenance and repair, street resurfacing, street patching of potholes, asphalt street overlaying for deficiencies on all City streets and road ways, and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the street pavement and concrete. The program daily targets street deficiencies such as potholes, cave-ins, and depressions that are caused by street failure. The program also performs pre and post inspections for the LMIG (Local Maintenance and Improvement Grant Program) and Execute the 2011 -2012 LMIG schedule in accordance with the State Contract.

Trends:

The General workload is increasing due to the increase number of asphalt road deficiencies within the City. Citizen's service request is also increasing due to the number of road deficiencies. As a result of an increase in service, more money will be spent on material for repairs.

Program Broad Goals:

Implement and maintain a preventive maintenance program that adequately protects the pavement asset through an aggressive pro-active approach for repair and maintenance on all existing and new road surfaces.

Performance Measures

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

**Actual 11/12
95%**

Respond to 95% of request or complaints for pothole repairs, cave-ins and depressions after they are reported within 24 hours.

Respond to 95% of utility cut repairs after they are reported from an internal or external source within one (1) week of the report.

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Estimated 12/13
95%

Respond to 95% of request or complaints for pothole repairs, cave-ins and depressions after they are reported within 24 hours.
Respond to 95% of utility cut repairs after they are reported from an internal or external source within one (1) week of the report.

Program/Service Outcomes: (based on program objectives)

Actual 11/12
95%

Restore 95% of potholes, cave-ins and depressions after they are responded to within seven (7) working days of the initial response.
Restore 95% of all utility cuts within seven (7) working days of the initial response.
Restore 95% of all utility cuts within seven (7) working days of the initial response.
Restore 95% of all utility cuts within seven (7) working days of the initial response.
Resurface a minimum of (1) street a year under the LMIG (Local Maintenance and Improvement Grant) program as approved by the State.

Estimated 12/13
95%

Restore 95% of potholes, cave-ins and depressions after they are responded to within seven (7) working days of the initial response.
Restore 95% of all utility cuts within seven (7) working days of the initial response.
Restore 95% of all utility cuts within seven (7) working days of the initial response.
Restore 95% of all utility cuts within seven (7) working days of the initial response.
Resurface a minimum of (1) street a year under the LMIG (Local Maintenance and Improvement Grant) program as approved by the State.

Prior Year Highlights:

- Patched an average of 375 potholes a year
- Restored or Repaired an average of 98 utility cuts a year
- Repaired an average of 75 street depressions or cave ins caused by tree roots or other deficiencies
- Resurfaced Virginia Avenue from Madison to Howard Slade

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Department of Public Works | Highways and Streets Street Cleaning Operations

Program Description:

The Street Cleaning program cleans public street, paved alleys, parking lots and multi-use paths through schedule periodic sweeping. The regenerative air sweeper is fulfilling our expectations of reduced noise and air pollutants. Sweeping is conducted on a daily basis consistently sweeping the entire city takes approximately 45 days.

Trends:

An increased in service to remove sediment from roadways and curb lines due to weather related events has yielded a more aggressive sweeping program.

Program Goals

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through Street and grate sweeping.
- Completing sweeping cycle in 30 day or less.
- Remove storm water sediment from grates within five day of major rain event.
- Sweep all city owned parking lots and alleys by- weekly.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 12/13
Sweeping / Cleaning	100%
Roads	100%
Grates	100%
Parking Lots (city)	100%
Debris Removal	67,200 pounds

Prior Years Highlights:

- Sweeping a total of 3,657 miles of street, grates parking lots and paved alleys during the 2011-2012 Fiscal Year.
- Downtown streets were swept every two weeks
- Remove 67,200 pounds of sediment from city streets.
- Dust controlling surfaces were maintained on 100% of regulated surfaces.

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	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Building and Grounds					
Expenditures					
Personnel Services	\$ 482,231	\$ 455,150	\$ 442,559	\$ 418,691	-5%
Employee Benefits	162,376	139,979	144,171	143,641	0%
Communications & Util.	6,086	5,187	4,482	3,600	-20%
Repair & Maintenance	40,455	44,418	26,050	30,350	17%
Building Maintenance	-	-	-	-	0%
Training & Education	659	1,406	1,250	1,250	0%
Other Services & Charges	82,304	76,103	58,662	69,111	18%
Materials & Supplies	50,817	54,012	46,650	64,064	37%
Capital Outlay	-	12,000	-	-	-100%
Building and Grounds Total	\$ 824,928	\$ 788,255	\$ 723,824	\$ 730,707	1%

Building and Grounds

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Superintendent	1	1	1	1
Supervisor	1	1	1	1
Laborer II	2	2	2	2
Equipment Operator I	4	4	4	4
Laborer I	4	4	3	3
Temporary Laborer	6	6	6	-
Seasonal Positions: 6 Positions for 6 Months	6	6	-	-
*Transfer to Parks				
Total Personnel	24	24	17	11

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Department of Public Works | Grounds and Landscape Maintenance

Program Description:

The Grounds and Landscaping Maintenance program manages all landscape contracts for the City, including retention ponds, sports facilities maintenance, City Hall and the Public Safety Complex maintenance, and code enforcement homes. Also, the program generates requisitions for the purchase of materials related to these contracts. In addition, this program provides training for staff in the related fields. The website has FAQ's and citizen complaints are responded to through emails, City hall or the administrative office of Public Works.

Trends:

The addition of new programs, as well as the renovation and expansion of existing parks and sports facilities throughout the City, presents an ongoing challenge to the program. Also with future businesses coming in the City, we will expand our services.

Program Broad Goals:

Manage all mowing, trimming, and pesticide Citywide. Provide grounds and maintenance in all City Parks, City Hall, and Public Safety Complex. Making necessary plans to maintain the Buildings and Grounds Division at the highest standards possible to ensure the citizens are satisfied.

Program 2012/13 Objectives:

Continually evaluate maintenance contracts to ensure compliance of agreements. Also monitor grass cutting and grounds maintenance to ensure time efficiency and professionalism is kept at its highest standards. Continue working with the City of College Park Courts and the community service workers. Continued comprehensive cutting schedule. Monitor and control cost associated with Buildings and Grounds daily operations.

Performance Measures

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

	Actuals 11/12
Managed all mowing, trimming and pesticide programs Citywide	100%
	Estimated 12/13
Monitor and managed all mowing, trimming and pesticide programs Citywide	100%

Prior Year Highlights:

- Assisted the Director of Public Works with landscaping the Godby Rd. Recreation Center entrance
- Replanted flower beds interring and exiting the city
- Planted junipers at Zupp Park around the tennis court
- Installed reservation signs at all parks per the Director's instructions

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Grounds and Downtown Maintenance

Program Description:

The Downtown Maintenance Program provides an increased level of maintenance service for the downtown area. Services performed include landscaping, litter removal, shrub and tree grooming, seasonal planting and removal as needed. The management staff offers direction, leadership, and support for all Buildings and Grounds employees. We also use a motorized trash dispenser in and around the downtown corridor to police the area.

Trends:

Request for enhanced maintenance services levels throughout the downtown area. Expanding services with the facelift of the downtown area, and new businesses coming to the downtown area.

Programs Broad Goals:

Improve the cleanliness and appearance of downtown through the maintenance services. Keep building relationships with all business owners in the downtown area.

Programs 2012/13 Objectives:

Maintain plants, trim trees and shrubs of City Hall, Public Safety, Historical Society, Auditorium, and the Recreation Department, Ensure new downtown trash cans are maintained and keep planters maintained in the downtown area.

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

	Actuals 11/12
Maintained plants, trim trees and shrubs throughout the City	100%
	Estimated 12/13
Maintain plants, trim trees and shrubs throughout the City	100%

Prior Year Highlights:

- Installed new flowers in the planters in the downtown corridors
- Assisted in the repair of the Water Fountain on Main St.
- Removed dead trees and bushes from the downtown corridors

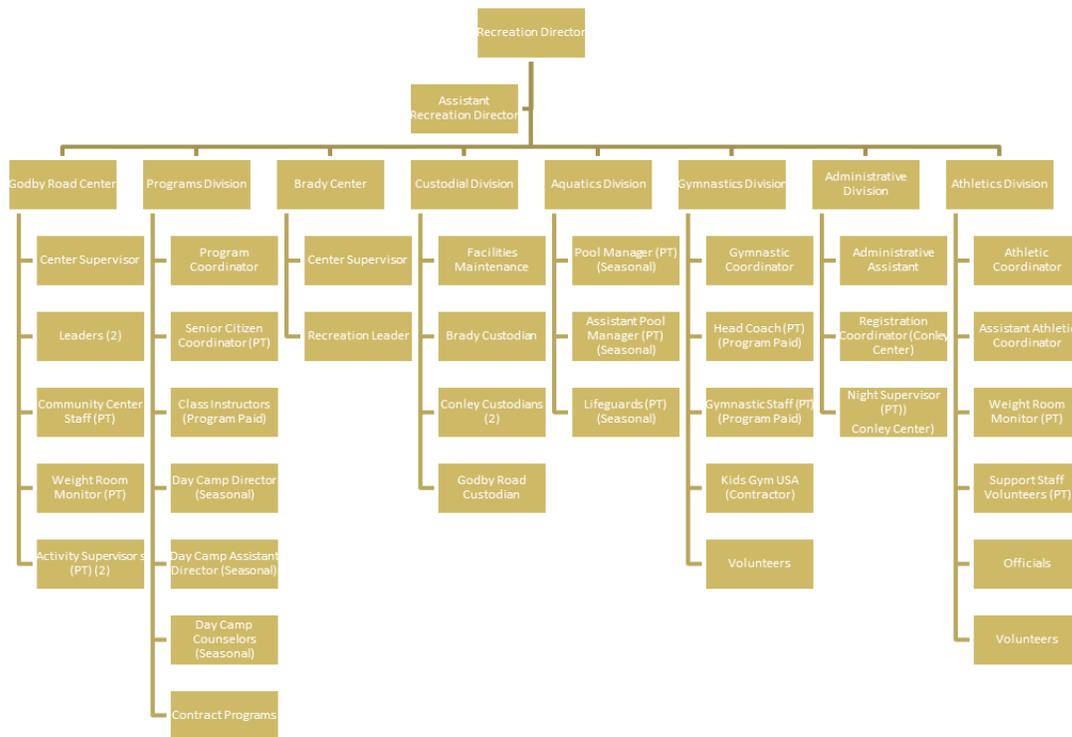
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Parks					
Expenditures					
Personnel Services	\$ 285,462	\$ 261,488	\$ 217,363	\$ 141,745	-35%
Employee Benefits	59,530	59,390	66,132	32,407	-51%
Communications & Util.	1,642	404	-	1,700	-100%
Rentals	-	-	250	250	0%
Repair & Maintenance	2,901	9,847	10,500	10,500	0%
Training & Education	-	290	500	500	0%
Other Services & Charges	8,777	15,348	10,083	10,304	2%
Materials & Supplies	8,065	11,954	7,200	7,200	0%
Capital Outlay	68,877	-	24,590	-	100%
Parks Total	\$ 435,254	\$ 358,721	\$ 336,618	\$ 204,606	-39%

Parks Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Maintenance Leader	1	1	1	1
Laborer I	3	3	2	2
Laborer II	-	-	2	2
Part Time Positions:				
Laborer 1	2	2	2	2
Park Rangers (Transfer from Bldg & Grd)	-	-	6	4
Total Personnel	6	6	13	11

Recreation Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
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	<u>2010 Actual Amount</u>	<u>2011 Actual Amount</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>%Change 2012 to 2013</u>
Recreation Administration					
Expenditures					
Personnel Services	\$ 227,959	\$ 224,906	\$ 226,200	\$ 142,473	-37%
Employee Benefits	58,193	51,224	57,121	37,013	-35%
Communications & Util.	6,186	6,034	4,230	4,230	0%
Repair & Maintenance	6,872	4,072	8,372	9,049	8%
Training & Education	1,348	1,550	3,025	1,600	-47%
Other Services & Charges	4,823	4,455	6,062	3,596	-41%
Materials & Supplies	9,393	9,225	3,750	5,250	40%
Recreation Administration Total	\$ 314,774	\$ 301,466	\$ 308,760	\$ 203,211	-34%

Recreation Administration Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Director	1	1	1	1
Assistant Director	1	1	1	-
Executive Secretary	1	1	1	1
Total Personnel	3	3	3	2

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual Amount</u>	<u>2011 Actual Amount</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Recreation Programs					
Expenditures					
Personnel Services	\$ 803,825	\$ 869,930	\$ 858,760	\$ 859,861	0%
Employee Benefits	120,105	124,895	128,742	125,050	-3%
Communications & Util.	-	185	-	-	0%
Repair & Maintenance	91,464	87,633	79,965	91,500	14%
Training & Education	6,547	3,035	5,115	3,733	-27%
Other Services & Charges	238,560	269,078	229,878	244,504	6%
Materials & Supplies	97,179	112,720	107,705	104,730	-3%
Cost Of Sales	3,604	3,092	4,000	3,500	-13%
Capital Outlay	-	-	-	-	0%
Recreation Programs Total	\$ 1,361,284	\$ 1,470,568	\$ 1,414,165	\$ 1,432,878	1%

Recreation Programs Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Athletic Director	1	1	1	1
Program Coordinator	1	1	1	1
Gymnastics Coordinator	1	1	1	1
Recreation Leader	4	4	4	4
Receptionist	1	1	2	2
Part Time Positions:				
Arts & Crafts Specialist	1	1	1	1
Night Activity Supervisor	1	1	1	2
Weight Room Monitor	1	2	2	2
Program Coordinator-Godby Road	1	1	2	2
Total Personnel	12	13	15	16

CITY OF COLLEGE PARK, GEORGIA
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	<u>2010 Actual Amount</u>	<u>2011 Actual Amount</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Recreation Facilities					
Expenditures					
Personnel Services	\$ 186,531	\$ 207,284	\$ 231,943	\$ 178,197	-23%
Employee Benefits	68,140	64,240	64,484	49,082	-24%
Communications & Util.	153,179	158,975	139,620	141,252	1%
Repair & Maintenance	262	149	-	-	-100%
Building Maintenance	73,948	99,295	85,000	85,000	0%
Other Services & Charges	51,895	39,356	30,429	28,869	-5%
Materials & Supplies	71,209	80,523	41,000	70,672	72%
Capital Outlay	9,953	-	112,935	194,904	73%
Recreation Facilities Total	\$ 615,117	\$ 649,822	\$ 705,411	\$ 747,976	6%

Recreation Facilities Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Center Director	2	2	2	2
Building Maintenance Mechanic	1	1	1	-
Custodian	4	4	4	3
Part Time Positions:				
Custodian	-	1	1	1
Total Personnel	7	8	8	6

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Recreation Department

Program Description:

The Recreation Administration Programs centralizes the management staff for the Parks and Recreation Department. This program manages and maintains 229 acres of developed parks and different recreation programs and services throughout the community.

Trends:

High demand continues for after school programs and summer youth programs, as well as for many City facilities including youth and adult sports fields, tennis courts, swimming pools and fitness facilities. National trends and local statistics outline the need and demand for programs and services that promote healthy living, physical activity, healthy eating, nutrition, exercise, and access to natural outdoor areas. Growth of partnerships, sponsorships, and volunteer programs bring additional resources to the City and must be managed. Request for new and increased maintenance of parks grounds and landscaped areas continue due to growth in the city.

Program Broad Goals:

Proactively manage the Recreation operations and programs. Continuously improve the level of service delivery to the public through staff development, capital improvements, and consistent community involvement.

Program 12/13 Objectives:

Monitor and evaluate the quality, quantity, and satisfaction level of programs, services and facilities. Increase programs offered by the Recreation Department. Coordinate with the Public Information Officer to promote Recreation programs. Foster relationship with Public Information Office to write articles on athletic events/programs. Increase programs offered by the Recreation Department. Staff members will have input for program level increases. Operate within budget levels. Implement quality control programs.

Performance Measures

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

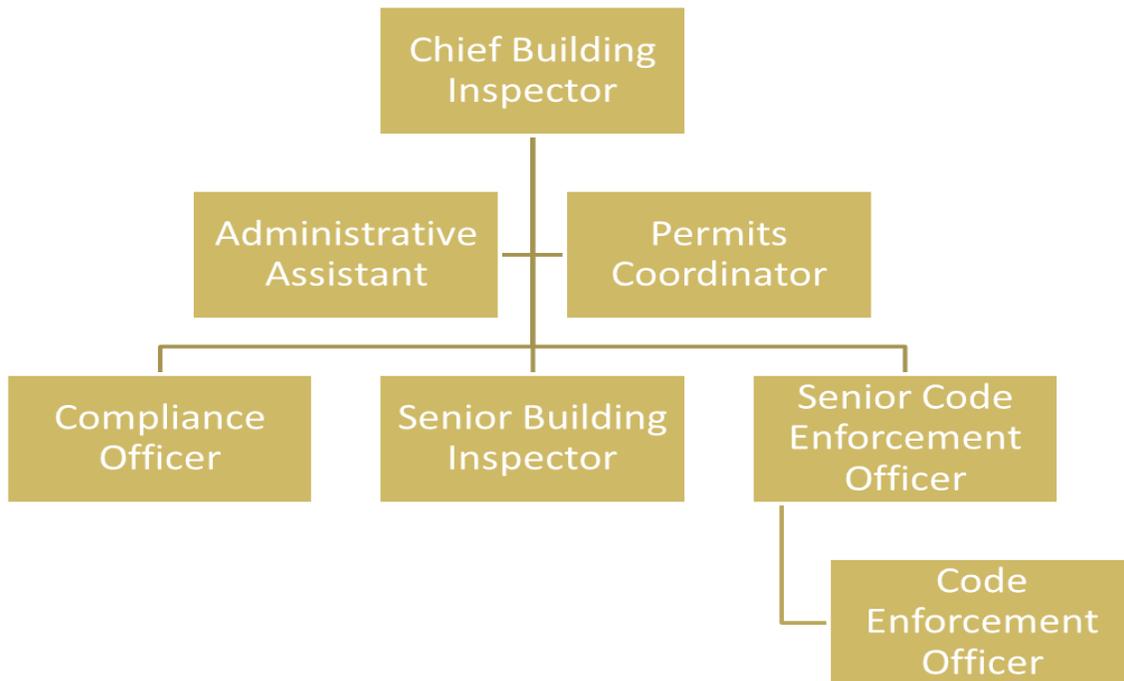
	Actual 11/12
# of approved Full Time and Part Time Equivalentents	32,487

CITY OF COLLEGE PARK, GEORGIA
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Prior Year Highlights:

- Provided four quarters of quality programs, special events, activities, reservations for parks.
- The Godby Road Recreation 35,000 square feet, state of the art center was opened.
- Gymnastics Program increased numbers, Youth Basketball Program increased numbers.

Inspections Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Inspections Department

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 12/13 Objectives:

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

Performance Measures

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

	Actual 11/12
Maintain initial case response time of 2 calendar days	95%
Forecast exterior to be reduced by	15%
Forecast interior to increase by	25%

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Maintain overall case cycle time of 30 days or less	100%
Permits issued	826
Maintain inspector-initiated cases of 35% or greater of total cases received	100%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

	Estimated 12/13
Maintain initial case response time of 2 calendar days	95%
Forecast exterior to be reduced by	15%
Forecast interior to increase by	25%

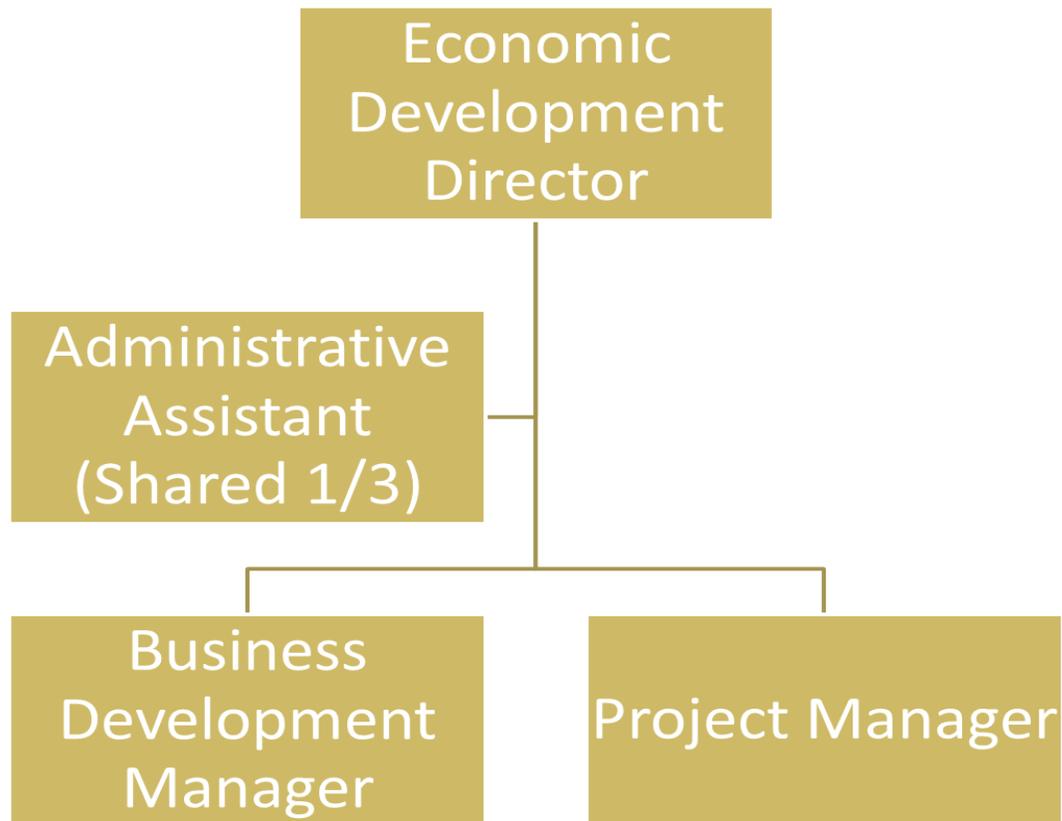
Program / Service Outcomes: (based on program objectives)

	Estimated 12/13
Maintain overall case cycle time of 30 days or less	100%
Permits issued	850
Maintain inspector-initiated cases of 35% or greater of total cases received	100%

Prior Year Highlights:

- Business License Enforcement
- New World System Enhancement

Economic Development Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Economic Development					
Expenditures					
Personnel Services	\$ 150,932	\$ 179,845	\$ 188,504	\$ 94,196	-50%
Employee Benefits	34,306	36,412	42,705	37,505	-12%
Communications & Util.	7,982	6,845	5,130	5,130	0%
Repair & Maintenance	-	-	1,986	2,434	23%
Training & Education	13,209	14,162	15,500	17,210	11%
Other Services & Charges	153,496	30,915	24,827	19,899	-20%
Materials & Supplies	8,680	8,161	7,400	4,775	-35%
Capital Outlay	-	1,571,500	-	-	0%
Economic Development Total	\$ 368,606	\$ 1,847,841	\$ 286,052	\$ 181,149	-37%

Economic Development Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Director of Development	1	1	1	1
Economic Development Specialist	1	1	1	1
Administrative Assistant	-	-	1	0
Total Personnel	2	2	3	2

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Economic Development Department

Program Description:

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

Trends:

The key indicators of performance for Economic Development are the number of jobs created by recruited companies, economic impact of new companies, the ongoing expansion of local industry and helping maintain or increasing the existing tax base.

Program Broad Goals:

Recruit targeted industries to College Park by employing effective and comprehensive marketing strategies and support business retention and small business development in order to provide sustainable employment opportunities throughout the city. Expand and maintain tax revenue generators, such as hotel/motel tax. Provide high quality, accessible market information on the City of College Park to those seeking to develop or locate business in the city.

Economic Development Department Core Program Areas include the following:

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

Program 12/13 Objectives:

Economic Development will target aviation/aerospace, biotech, medical, advanced business services, retail, hospitality and tourism in our industry recruitment efforts. We will build and maintain relationships with local businesses to leverage the existing business leadership in attraction efforts and to improve communications between government and business leaders to strengthen and support local industry. We will establish and implement redevelopment policies and incentives in order to create economic vitality, improve the city's image, and promote quality architectural design. We will support small businesses and entrepreneurial activity.

Performance Measures

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

	ACTUAL 11/12
Targeted Job Creation	2 companies attracted and/or 50 jobs added
# Business Licenses	100

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Jobs in College Park 9,750

Economic Development Department

Program/Service Outcomes: (based on program objectives)

	Estimated 12/13
Tax Revenue Enhancement	1%
Hotel/Motel Tax Enhancement	2%
Hotel/Motel Avg Occupancy Rate	60%
# Existing Business Visits	20

Prior Year Highlights:

- Completed the Old National Medians Project involving the construction of landscaping in the medians along Old National Highway.
- 49 new businesses opened in south College Park between May of 2009 and January of 2010.
- Created the Old National Celebrates Photography event that led to the launch of the Bethune schools.
- Re-opened the Main Street Office (MSO) in the downtown Depot.

CITY OF COLLEGE PARK, GEORGIA
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	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Multi Departmental Costs Total					
Expenditures					
Other Services & Charges	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	1,419,737	1,014,178	400,448	1,052,496	163%
Multi Departmental Costs Total	\$ 1,419,737	\$ 1,014,178	\$ 400,448	\$ 1,052,496	163%

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
General Fund Total					
Revenue Totals	\$ 25,204,870	\$ 25,959,011	\$ 28,810,390	\$ 29,195,768	1%
Expenditure Totals	28,330,987	28,269,065	28,409,942	28,143,272	-1%
General Fund Net Revenues/ (Expenditures)	\$ (3,126,117)	\$ (2,310,054)	\$ 400,448	\$ 1,052,496	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

SPECIAL REVENUE FUNDS

Program Description:

Special Revenue Funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt services and capital projects.

Car Rental Fund:

This fund is used to record the revenue and expenditures of taxes collected from the excise tax levied on rental cars in the City. The proceeds of this tax are restricted by State law for construction of convention centers, public safety and recreation facilities.

Community Development Block Grant Fund:

This fund is used to report the revenue and expenditures of funds that are being utilized to construct and maintain certain City recreation facilities. These grant funds are restricted by the grantor agency.

Grants Fund:

This fund accounts for activities carried out by the City under the terms of various intergovernmental grants. Included in this fund is the Criminal Justice Block Grant which provides funds to be used by local government for drug enforcement activities. These funds are restricted by Federal law.

Confiscated Drug Fund:

This fund accounts for the City's portion of cash condemned by Federal law enforcement officials through drug confiscations at Hartsfield-Jackson International Airport and is used to further general police enforcement activities. These funds are restricted by Federal law.

State Drug Fund:

This fund accounts for cash condemned by local law enforcement officials through drug confiscations and is used to further general police enforcement activities. These funds are restricted by State law.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

E911 Fund:

This fund accounts for the revenues derived from the E911 surcharge levied on all telephones within the City and the payment of expenditures related to that purpose. Police Dispatch is also included in this fund and is financed through an operating transfer in from the General Fund. These funds are restricted by State law.

Newton Estates Improvement Fund:

This fund accounts for the revenues and expenditures related to a Special District Tax in the Convention Center area. These funds are restricted by State law.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Confiscated Drugs					
Revenues					
Other Income	\$ 41,719	\$ -	\$ 1,000	\$ 1,000	0%
Interest	-	369	60	120	-100%
Budget Carryforward	-	-	75,390	54,355	-28%
Confiscated Drugs Revenue Total	41,719	369	76,450	55,475	-27%
Expenditures					
Communications & Util.	\$ -	\$ 3,090	\$ -	\$ 3,100	0%
Training & Education	-	4,448	-	9,300	
Other Services & Charges	8,380	5,508	15,250	16,875	11%
Materials & Supplies	3,057	11,797	11,200	16,200	45%
Capital Outlay	56,607	-	50,000	10,000	-100%
Confiscated Drugs Expenditure Total	68,044	24,843	76,450	55,475	-27%
Confiscated Drugs Net Revenues/ (Expenditures)	\$ (26,325)	\$ (24,474)	\$ -	\$ -	0%
State Drug Revenue					
Revenues					
Other Income	\$ 26,917	\$ 9,352	\$ 16,800	\$ -	-100%
Interest	-	28	-	-	0%
Budget Carryforward	-	-	-	-	0%
State Drug Revenue Total	26,917	9,380	16,800	-	-100%
Expenditures					
Communications & Util.	\$ -	\$ 1,545	\$ -	\$ -	0%
Repair & Maintenance	-	-	-	-	0%
Training & Education	-	-	-	-	0%
Other Services & Charges	12,128	2,044	5,500	-	-100%
Materials & Supplies	8,460	7,323	11,300	-	-100%
Capital Outlay	-	6,493	-	-	
State Drug Expenditure Total	20,588	17,406	16,800	-	-100%
State Drug Net Revenues/ (Expenditures)	\$ 6,329	\$ (8,026)	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
E911 Communications					
Revenue					
Other Income	\$ 356,298	\$ 335,202	\$ 320,000	\$ 340,000	6%
Interest	327	369	160	120	100%
Operating Transfers In	559,411	400,000	493,560	570,445	16%
E911 Communications Revenue Total	916,036	735,572	813,720	910,565	12%
Expenditures					
Personnel Services	486,889	482,703	588,589	582,088	-1%
Employee Benefits	158,965	143,262	142,295	159,851	12%
Communications & Util.	87,408	86,593	55,579	60,499	9%
Repair & Maintenance	2,448	1,975	5,300	5,300	0%
Training & Education	1,729	1,671	6,348	6,553	3%
Other Services & Charges	19,740	12,244	12,479	11,163	-11%
Materials & Supplies	3,429	2,061	3,130	3,305	6%
Capital Outlay	-	-	-	81,806	100%
E911 Communications Expenditures	760,606	730,511	813,720	910,565	12%
E911 Communications Net Revenues/ (Expenditures)	\$ 155,430	\$ 5,061	\$ -	\$ -	0%

E911 Personnel

	<u>2010 Actual</u>	<u>2011Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Communications Supervisor	1	1	1	1
Communications Shift-Supv				
Communications Operator	13	13	13	13
Vaidation Clerk	-	-	1	1
Part Time Positions:				
Commnications Operator	2	2	2	2
Total Personnel	16	16	17	17

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
CDBG Fund					
Revenues					
Intergovernmental	\$ 20,000	\$ 107,603	\$ 108,355	\$ -	-100%
CDBG Revenue Total	20,000	107,603	108,355	-	-100%
Expenditures					
Other Services & Charges	-	-	-	-	0%
Capital Outlay	20,263	107,603	108,355	-	-100%
CDBG Expenditure Total	20,263	107,603	108,355	-	-100%
CDBG Fund Total	\$ (263)	\$ -	\$ -	\$ -	0%
	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Grants					
Revenue					
Intergovernmental	\$ 285,717	\$ 588,263	\$ 3,228,660	\$ 317,599	-90%
Other Income	899	2,003	-	-	0%
Interest	-	1,186	-	-	0%
Operating Transfers In	-	-	-	-	-100%
Grant Fund Revenue Totals	286,616	591,452	3,228,660	317,599	-90%
Personnel Services	17,585	335,230	267,740	4	-100%
Training & Education	1,070	6,796	5,000	5,000	0%
Other Services & Charges	18,238	6,963	166,400	95,517	-43%
Materials & Supplies	10,347	2,794	22,639	9,139	-60%
Building Maintenance	-	194,228	155,772	-	-100%
Capital Outlay	250,377	69,359	2,611,109	207,939	-92%
Grants Expenditure Total	297,617	615,371	3,228,660	317,599	-90%
Grants Fund Net Revenues/ (Expenditures)	\$ (11,001)	\$ (23,918)	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Newton Estates Improvement Fund					
Revenues					
Taxes	\$ 119,402	131,692	\$ 125,100	\$ 105,100	-16%
Other Income	-	-	-	-	0%
Interest	-	126	100	100	0%
Newton Estates Improvement Revenue Total	119,402	131,817	125,200	105,200	-16%
Expenditures					
Other Services & Charges	-	-	-	-	0%
Operating Transfers Out	105,200	105,200	125,200	105,200	-16%
Newton Estates Improvement Expenditure	105,200	105,200	125,200	105,200	-16%
Newton Estates Improvement Fund Total	\$ 14,202	\$ 26,617	\$ -	\$ -	0%
	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Hospitality					
Revenues					
Taxes	\$ 6,898,077	\$ 7,227,084	\$ 8,655,000	\$ 8,517,770	-2%
Interest	-	2,410	2,000	1,200	-40%
Budget Carryforward	-	-	-	-	0%
Hospitality Revenue Total	6,898,077	7,229,494	8,657,000	8,518,970	-2%
Expenditures					
Other Services & Charges	13,745	24,555	1,420,000	1,770,000	25%
Operating Transfers Out	7,427,059	6,527,500	7,237,000	6,748,970	-7%
Hospitalilty Expenditure Total	7,440,804	6,552,055	8,657,000	8,518,970	-2%
Hospitality Net Revenue/(Expenditures)	\$ (542,727)	\$ 677,439	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Car Rental Tax					
Revenues					
Taxes	\$ 2,440,447	\$ 2,465,341	\$ 2,486,777	\$ 2,500,000	1%
Other Income	-	165	-	-	0%
Interest	432	1,817	1,150	1,150	0%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
Car Rental Revenue Total	<u>2,440,879</u>	<u>2,467,323</u>	<u>2,487,927</u>	<u>2,501,150</u>	1%
Expenditures					
Other Services & Charges	82,574	1,116	-	-	0%
Operating Transfers Out	218,000	1,855,000	2,017,927	2,011,150	0%
Capital Outlay	1,801,158	199,752	-	-	0%
Debt Service	-	455,000	470,000	490,000	4%
Car Rental Expenditure Total	<u>2,101,732</u>	<u>2,510,868</u>	<u>2,487,927</u>	<u>2,501,150</u>	1%
Car Rental Net Revenues/(Expenditures)	<u>\$ 339,147</u>	<u>\$ (43,545)</u>	<u>\$ -</u>	<u>\$ -</u>	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
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CAPITAL PROJECTS FUND

Program Description:

The Capital Projects are used to account for financial resources to be used for the acquisition or construction of major capital facilities.

Main Street Fund:

This funds accounts for the redevelopment of the City's Main Street. The Mayor and Council have appropriated \$300,000 for the purchase of properties and the renovation of those structures for ultimate resale to new businesses. Proceeds from sales are then reinvested in additional properties..

SPLOST Fund:

This fund accounts for proceeds of a sales tax levied in Clayton County, which will be used by the City for the exclusion purpose of capital outlay projects.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Main Street Development					
Revenues					
Interest		198.53		50	
Operating Transfers In	\$ 246,776	\$ 190,211	\$ 120,122	\$ 104,156	-13%
Main Street Revenue Total	246,776	190,410	120,122	104,206	-13%
Expenditures					
Personnel Services	50,422	51,190	51,234	51,236	0%
Employee Benefits	16,654	16,245	17,416	17,416	0%
Communications & Util.	4,949	5,928	3,780	3,780	0%
Repair & Maintenance	150	1,000	792	800	1%
Building Maintenance	1,701	2,057	4,400	1,900	-57%
Training & Education	8,812	10,017	9,200	14,400	57%
Other Services & Charges	85,105	60,467	32,775	14,124	-57%
Materials & Supplies	4,490	4,202	525	550	5%
Main Street Expenditure Total	172,282	151,107	120,122	104,206	-13%
Main Street Net Revenues/(Expenditures)	\$ 74,494	\$ 39,303	\$ -	\$ -	0%

Main Street Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Main Street Manager	1	1	1	1
Total Personnel	1	1	1	1

* Refer to Organization Chart on Page 190

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Economic Development Department |Main Street Division

Program Description:

The Main Street program is responsible for enhancing the economic well-being and quality of life of the downtown business district providing quality, useful information and responsive, effective services in order to attract retail and office opportunities, infill development and redevelopment.

Trends:

The key indicators of performance for Main Street are the number of jobs created by recruited businesses, public and private reinvestment dollars spent in the downtown area, number of special events held downtown and tax revenue increases.

Program Broad Goals:

Continue to build downtown as a destination attraction and encourage the continuing revitalization of downtown College Park through a comprehensive approach to business development, promotions, and quality design, encouraging pedestrian amenities and activities that support downtown business needs.

Program 12/13 Objectives:

Main Street will actively recruit retail and office uses to vacant space downtown and guide and direct future infill development projects. Maximize special event opportunities in downtown. Facilitate public private partnerships for the redevelopment of key downtown parcels. Participate in activities to improve the image of downtown including leveraging streetscape improvement project funding opportunities.

Performance Measures

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

	Actual 11/12	Estimated 12/13
Targeted Job Creation Downtown	5 businesses/35 jobs	1 business and/or 5 jobs
# Special Events Coordinated	3	4
# Business Seminars Hosted	4	8

Program/Service Outcomes: (based on program objectives)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Actual 11/12

Estimated 12/13

Building Façade Grants Awarded 0 (program on hold FY11) 2

Prior Year Highlights:

In October 2011 we reorganized the Main Street Association board expanding it to 9 members and forming three committees. We rolled out a citywide shop local campaign to support local merchants' efforts to increase their share of business. We recruited BPM Specialists which took 5,000 sf in downtown College Park and added 20 new jobs with average starting salaries at \$35,000/year. This represents the first new jobs in downtown in many years. New banners were installed throughout the Main & Virginia Business District.

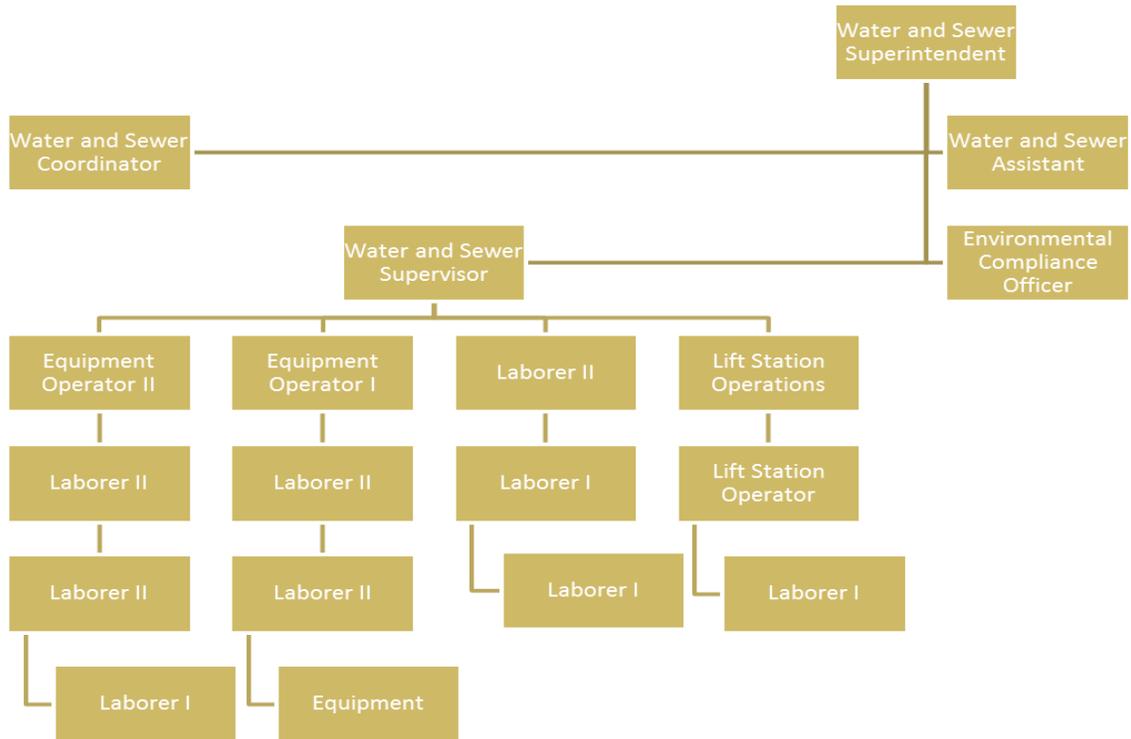
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
SPLOST					
Revenue					
Taxes	\$ 461,078	\$ 453,449	\$ 425,000	\$ 435,000	2%
Interest	805	1,112	1,000	1,000	0%
SPLOST Revenue Total	461,883	454,561	426,000	436,000	2%
Expenditures					
Other Services & Charges	-	30,882	145,000	145,000	0%
Capital Outlay	-	-	281,000	291,000	100%
SPLOST Expenditure Total	-	30,882	426,000	436,000	2%
SPLOST Net Revenues/ (Expenditures)	\$ 461,883	\$ 423,679	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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Public Works Department Water and Sewer Fund



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Water and Sewer					
Revenues					
Charges For Services	\$ 7,844,420	\$ 9,113,581	\$ 9,620,604	\$11,538,149	20%
Other Income	-	1,367	1,000	1,160	100%
Interest	28,221	6,957	5,300	5,000	-6%
Operating Transfers In	-	-	-	-	0%
Budget Carryforward	-	-	1,937,393	-	-100%
Revenue Total	7,872,641	9,121,905	11,564,297	11,544,309	0%
Expenditures					
Personnel Services	782,793	816,856	816,414	816,788	0%
Employee Benefits	251,550	266,356	272,857	258,170	-5%
Communications & Util.	36,816	32,182	26,520	23,520	-11%
Rentals	8,362	6,732	8,000	9,000	0%
Repair & Maintenance	209,710	330,309	347,902	600,902	73%
Building Maintenance	73	300	15,000	5,000	-67%
Training & Education	25,254	24,781	22,800	25,300	11%
Other Services & Charges	1,532,308	1,043,143	1,153,539	1,507,185	31%
Materials & Supplies	43,381	50,269	48,700	54,681	12%
Cost Of Sales	7,014,554	4,558,553	6,050,000	6,502,072	7%
Operating Transfers Out	562,500	-	-	273,966	0%
Accounting Charges	482,034	306,986	-	-	0%
Capital Outlay	659,022	863,793	2,088,406	1,262,142	-40%
Debt Service	2,026	7,944	714,160	205,583	-71%
Water & Sewer Expenditure Total	11,610,383	8,308,204	11,564,298	11,544,309	0%
Water and Sewer Net Revenues (Expenditures)	(3,737,742)	\$ 813,701	\$ (1)	\$ -	0%
Water and Sewer Personnel					
Full Time Positions:	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	
Public Works Director*	1	1	1	1	
Accountant*	-	-	-	-	
Water/Sewer Superintendent	1	1	1	1	
Water/Sewer Supervisor	1	1	1	1	
Environmental Compliance Coordinator	1	1	1	1	
Equipment Operator II	2	2	2	2	
Equipment Operator I	1	1	1	1	
Lift Station Operator	2	2	2	2	
Water/Sewer Coordinator	1	1	1	1	
Utility Clerk	-	-	-	-	
Laborer II	5	5	5	5	
Laborer I	4	4	4	3	
Total Personnel	19	19	19	18	
*50 % Public Works Director, Accountant, Admin Asst & Clerk position moved to PW Administration					

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Water and Sewer-Water Distribution

Program Description:

The Water Distribution System program provides for maintenance, repair, installation and replacement of the City Water Distribution System. This systems includes approximately 94,000 miles of water main's, approximately 1000 fire hydrants, 3000 water service lines (meter's) and approximately 5000 main line valves. The program also provides for operations, maintenance, repair and replacement for four (4) Booster Pump Stations, and two (2) elevated tank sites (500,000 gal and 750,00 gal storage capacity).

Trends:

The aggressive replacement of aging water lines through capital improvement will result in a reduction in emergency main and service line repairs. The rapid growth of development in the City has slowed, allowing staff to focus on preventive and predictive maintenance, increasing the efficiency and extending the life of the primary equipment. The City also has an active leak detection program that has proven beneficial to the City. This program has identified many leaks in the City. The City is looking into the possibility of establishing ground water wells for alternative water use.

Program Broad Goals:

Deliver safe and reliable potable water to City water customer's through the distribution system. Provide proper maintenance for the distribution and production system components to prevent service disruptions. Also a meter replacement program has been established to increase revenues and water loss accountability.

Program 12/13 Objectives:

Minimize service disruptions through preventative maintenance of production equipment and proper underground utility identification and markings. Deliver the highest level of service to customers. Continue with the aggressive meter replacement program to increase revenues and water accountability. Complete budget capital infra-structure improvements.

Performance Measures

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

	Actual	11/12
Water main line repairs		18
Service line repairs		86
	Estimated	12/13
Water main line repairs		10
Service line repairs		35

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Water and Sewer-Water Distribution

Program / Service Outcomes: (based on program objectives)

Number of meters changed out to capture water revenues and increase water accountability.	Actual	11/12 800
Number of leaks detected and repaired to capture water revenues and increase water accountability.		25
Number of meters changed out to capture water revenues and increase water accountability.	Estimated 12/13	850
Number of leaks detected and repaired to capture water revenues and increase water accountability.		30

Prior Year Highlights:

- Washington and Hemphill, Temple Water Line Replacement
- Vesta Ave Water Line Replacement
- Water Installation for Godby Road Recreation Center and Clipper Drive for New Development

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Water and Sewer-Water Administration

Program Description:

The Water & Sewer Administration program provide leadership, direction, and support for all the Operations programs including Water Distribution and Production, Wastewater Collection, Wastewater Maintenance in the City of College Park. Some of the duties include, but not limited to: Update standby board at Police Department. – Submit weekly reports to Public Works of daily and weekly activities and projected activities for upcoming week/monthly for weekly reports – Submit bi-weekly payroll, contact City of East Point by 6th of the month to obtain billing – prepare budget – processing invoices – answering all incoming calls – call in locate requested by UPC, etc.....

Trends:

The Water Operations Administration program is responsible for the distribution of an increasing number of work order related to operations and phone calls to the correct customer complaints. They are also responsible for logging in and tracking an increasing number of utilities locates requests. (UPC)

Program Broad Goals:

Provide leadership, direction, and management to the Operations program to ensure the delivery of safe, reliable, and efficient services.

Program 12/13 Objectives:

Manage the City water and wastewater Operations programs to provide safe and reliable services and maintain compliance with all federal and state requirements. Monitor and update the High Performance Work System, which promotes efficient use of the various disciplines within the Operations programs.

Performance Measures

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

	Actual	11/12
Phone inquires processed, which relate to water and sewer operational issues.		2,000
Process and locate UPC tickets.		3,500
	Estimated 12/13	
Phone inquires processed, which relate to water and sewer operational issues.		2,250
Process and locate UPC tickets.		4,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Programs / Service Outcomes: (based on program objectives)

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

Actual 11/12
Yes

Programs / Service Outcomes: (based on program objectives)

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

Estimated 12/13
Yes

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Water and Sewer- Wastewater Maintenance

Program Description:

Water and Sewer Wastewater Maintenance Program is responsible for the maintenance and operations of the Waste Water collection System and Sewer Services connections for residential and commercial customers. The Sewer collection system services approximately ten (10) square miles with a total of 76.28 miles of sewer mains.

Trends:

The Division has established an aggressive Stormwater/Sanitary Sewer Evaluation System (SSES) to provide the City with a comprehensive map of its sanitary sewer system while identifying defects and inefficiencies in the system. The results of the SSES will be used to identify portions of the system requiring repairs and/or maintenance to improve the efficiency of the system while reducing the City's waste treatment cost.

Program Broad Goals:

Operate and maintain sewer lift stations without spills or odor complaints. Meet or surpass all state and federal regulatory requirements. Also provide safe continuous transport of all wastewater within the City of College Park. Ensure correct sewer line operation conditions to avoid odor complaints. Reduce the number of sewer spill in wastewater collection system.

Program 12/13 Objectives:

Operate the sewer lift station in an effective and cost efficient manner without sewer spills or odor complaints. Provide preventive maintenance and quick responses to operational needs. Reduce odor control, chemical costs within the system by evaluating alternative chemicals to control odors.

Performance Measures

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

	Actual	11/12
Sewer lift station repairs		4
Hours of overtime needed to make sewer lift station repairs		125 hrs

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Program / Service Outcomes: (based on program objectives)

	Actual	11/12
Sewer discharges that cause a “Notice of Violation” to be issued by the state		0
Sewer manholes located and repaired		20
Annually clean one-third of sewer collection system; continue to clean complete collection system every three years		Yes
Estimated 12/13		
Sewer lift station repairs		3
Hours of overtime needed to make sewer lift station repairs		120hrs

Program / Service Outcomes: (based on program objectives)

	Estimated 12/13	
Sewer discharges that cause a “Notice of Violation” to be issued by the state		0
Sewer manholes located and repaired		20
Annually clean one-third of sewer collection system; continue to clean complete collection system every three years.		Yes

Prior Year Highlights:

Complete the following budgeted capital infra-structure projects:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Water and Sewer- Water Resources

Program Description:

The Water Resources Department program promotes water conservation to citizen through education and incentives and maintains compliance with the Georgia Environmental Protection Division (EPD) and the Metropolitan North Georgia Water Planning District.

Trends:

The City will continue to promote and encourage water conservation to our customers. The City will also continue to meet all of the conservation measures under the Georgia Environmental Protection Division. The City also participates in an active toilet rebate program under the guidelines of the Metropolitan North Georgia Water Planning District.

Program Broad Goals:

Maintain compliance with the State Conservation program. Promote water conservation to customer, especially in the context of larger sustainability issues.

Program 12/13 Objectives:

Meet or surpass the conservation measures required under the guidelines of the Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD). Provide information on water conservation, best management practices to citizen through public outreach education, workshops, the City's website and literature.

Performance Measures

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

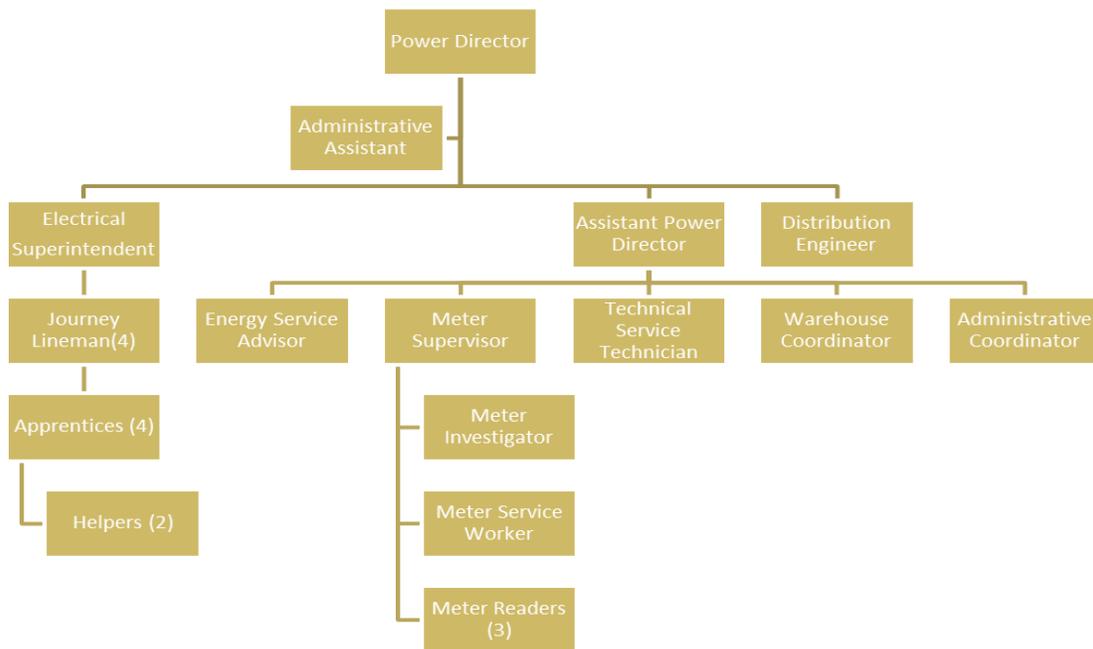
	Actual	11/12
Water conservation educational Workshop provided		10
Number of toilet rebates approved		6
Customer contacts made by the Water Conservation office		150
	Estimated 12/13	
Water conservation educational Workshop provided		10
Number of toilet rebates approved		4
Customer contacts made by the Water Conservation office		25

CITY OF COLLEGE PARK, GEORGIA
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Program / Service Outcomes: (based on program objective)

Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	Actual	11/12 Yes
Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	Estimated	12/13 Yes

Power Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Electric Line					
Revenues					
Charges For Services	\$20,240,787	\$22,653,993	\$ 26,980,787	\$29,505,000	9%
Leases & Other Rent	66,529	110,680	80,000	90,000	13%
Other Income	989,110	1,106,254	980,000	1,106,000	13%
Interest	133,215	49,592	-	-	0%
Budget Carryforward	-	-	7,232	-	-100%
Electric Line Revenue Total	21,429,641	23,920,519	28,048,019	30,701,000	9%
Expenditures					
Personnel Services	842,440	784,644	773,377	824,964	7%
Employee Benefits	253,744	227,225	219,888	241,877	10%
Communications & Util.	55,175	51,285	32,990	28,168	-15%
Rentals	4,471	5,497	5,400	5,500	2%
Repair & Maintenance	501,352	598,664	720,730	859,050	19%
Building Maintenance	8,435	2,522	21,500	21,500	0%
Training & Education	49,191	53,298	58,215	60,300	4%
Other Services & Charges	629,104	492,883	509,367	1,416,254	178%
Materials & Supplies	97,859	124,087	117,505	113,750	-3%
Cost Of Sales	14,734,279	17,401,171	18,260,000	19,895,789	9%
Operating Transfers Out	2,408,500	5,009,548	4,141,706	4,303,966	4%
Capital Outlay	1,112,483	837,226	1,350,000	1,646,700	22%
Electric Line Expenditure Total	20,697,033	25,588,050	26,210,678	29,417,818	12%
Electric Line Net Revenues/(Expenditures)	\$ 732,608	\$ (1,667,531)	\$ 1,837,341	\$ 1,283,182	1%
Electric Line Personnel					
	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	
Full Time Positions:					
Power Director	1	1	1	1	
Assistant Power Director	1	1	1	1	
Power Superintendent	1	1	1	1	
Distribution Engineer	1	1	1	1	
Lineman/Electrical Worker	4	4	4	4	
Electrical Technician	1	1	1	1	
Apprentice/Electrical Worker I	2	2	2	2	
Apprentice/Electrical Worker II	-	-	-	-	
Apprentice/Electrical Worker III	2	2	2	2	
Laborer I/Electrical Helper	2	2	2	2	
Administrative Assistant	1	1	1	1	
Accounts Payable Technician	1	1	1	1	
Administrative Coordinator	-	-	-	-	
Total Personnel	17	17	17	17	

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Power Department | Line Division

Program Description:

The Power Department Line Division program includes the overall department administration function and is responsible for operational, budget, purchasing, financial, and staffing activities for all divisions of the Power Department. The management staff provides leadership, direction and support for all Power Department divisions. Senior staff participates in and interacts with joint action agency, MEAG Power, and state electric utility agency, Electric Cities of Georgia, and other professional and industry organizations to maximize the efficiency of the operation, and revenue from the sale of excess power to external customers, local utilities, and regional and national power grids.

The Line Division is responsible for engineering, design, construction, installation, and maintenance of the City's electric power distribution system, and traffic signals. This distribution system includes eight power distribution substations, 27 feeder circuits and approximately 150 miles of overhead and underground line serving approximately 8,000 electric utility customers. There are 42 traffic signals in the city, 24 of which are owned by College Park, and operated and maintained by the Power Department.

Trends:

Weak economic conditions continue to influence budget priorities, and require vigilant and aggressive budget management to ensure maximum benefit from budgeted expenditures. Annual Power Department projects continue to focus on infrastructure improvements.

The Department is currently working with two new commercial customers who have plans to locate to College Park during FY 12; Buckhead Beef plans to locate into an expansion of the SYSCO Foods complex; and Telecycle plans to locate into the warehouse complex on St. Joseph Blvd. Both will require expanded commercial three phase electric service.

Program Broad Goals:

Continue to provide clean, reliable electric power to the citizens and rate payers at economically competitive rates by providing insight and planning necessary to maintain the power distribution system at the highest levels possible while ensuring the citizens, and rate payers dollars are spent wisely and with maximum effect.

Program 12/13 Objectives:

Complete budgeted capital infra-structure improvements within the fiscal year that include (NOTE: fiscal budget adjustments and constraints may cause the initially approved budgeted projects to be altered or amended during the fiscal year):

- West Fayetteville Substation fiber optic control upgrade
- Replace 18 obsolete substation voltage regulators at the West Fayetteville Substation, which will complete the four year program to replace all 51 City owned voltage regulators.
- Godby Road feeder upgrade from Old National Hwy to Southampton Rd.

CITY OF COLLEGE PARK, GEORGIA
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- Lakemont Drive feeder upgrade, to include all of the lateral feeds off Lakemont and Pelot Drives
- Upgrade 12 intersection caution flashing signals to LED standard
- Upgrade traffic signal intersection Godby Road at Scofield Dr.
- Godby Road Streetscape Lighting Project (Reimbursable through federal and state grant funds)

Power Department | Line Division

Performance Measures

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

	Actual 11/12
# of Budgeted Capital Infrastructure and Expansion Projects/Programs	6
# of Budgeted In-House Capital Projects/Programs	0
	Estimated 12/13
# of Budgeted Capital Infrastructure and Expansion Projects/Programs	7
# of Budgeted In-House Capital Projects/Programs	6

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Maintain project costs at or below 5.0% of capital project budgets	3%
	Estimated 12/13
Maintain project costs at or below 5.0% of capital project budgets	3%
Complete all budgeted infrastructure and expansion projects listed (or as amended) within the fiscal year as budgeted	

Prior Year Highlights:

Completed the following budgeted capital infra-structure projects in FY 2012.

- SCADA frontend equipment upgrade
- Edison Substation Voltage Regulator Replacement
- Edison Substation Fiber Optic Control upgrade
- Golf Course Feeder Conversion (Fairway Dr. to Herschel Rd.)
- Crystal Lake Substation Feeder Extension and Interconnect
- Traffic Signal Upgrade – Riverdale Rd @ Colonial Drive
- 95% - Crystal Lake and Jonesboro SCADA Start-up – frame relay communications circuit, all equipment and hardware installed. Programming and commissioning to be completed first quarter FY12;

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Electric Meter					
Expenditures					
Personnel Services	\$ 208,402	\$ 201,785	\$ 181,241	\$ 137,368	-24%
Employee Benefits	78,391	74,762	80,696	78,558	-3%
Communications & Util.	4,094	5,556	16,380	9,060	-45%
Repair & Maintenance	9,978	14,134	20,392	19,100	-6%
Building Maintenance	1,249	51	2,500	500	-80%
Training & Education	5,108	2,406	2,000	2,200	10%
Other Services & Charges	33,190	9,136	12,874	7,788	-40%
Materials & Supplies	18,598	22,622	23,530	31,830	35%
Capital Outlay	54,745	15,542	342,250	20,000	-94%
Electric Meter Expenditure Total	\$ 413,755	\$ 345,994	\$ 681,863	\$ 306,404	-55%

Electric Meter Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Meter Reader Supervisor	1	1	1	-
Energy Service Advisor	1	1	1	1
Meter Investigator	1	1	1	1
Meter Serviceman	1	1	1	1
Meter Reader	3	3	3	2
Total Personnel	7	7	7	5

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Power Department | Meter Division

Program Description:

The Power Department Meter Division program is responsible for accurately reading all electric and water meters within the City of College Park and for those individual customers outside the city but who are on College Park's power system. Other primary activities include daily connects and disconnects (move in and move out), completion of miscellaneous work and service orders, cut-offs and paid cut-ons for non-payment, meter installation and replacements, and theft of service investigation.

Trends:

Due to the weak economy, business downsizing, reduced customer base, and other economic pressures, there has very little change in the total number of electric meters being read each month. The installation and upgrade of water meters to AMR standards by the Water Department is improving the efficiency of the meter reading process, and the ongoing AMR electric meter installation program has more than 5,500 meters installed. The next level of electric AMR is now being upgraded in anticipation of the installation of a consolidated meter reading system that will electronically reading electric and water meters via telephone and ERT technology.

Program Broad Goals:

Ensure the accurate and timely reading of all water and electric meters. Complete all work and service orders in a timely manner. Work with Customer Service Division and Water Department to quickly identify and correct water meter mechanical and AMR problems and reading errors and reduce the number of water meter re-reads caused by such issues.

Program 12/13 Objectives:

Upgrade 1000 residential AMR electric meters to the new Hi-Power ERT AMR meter. Reduce the number water meter re-read requests by 50 %.

Performance Measures

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

	Actual 11/12
# of Budgeted Capital Projects/Programs	2
# of In-House Capital Projects/Programs	2

Program / Service Outcomes: (based on program objectives)

	Actual 11/12
Maintain project costs at or below 5.0% of capital project budgets	3%
Complete all In-House projects within the fiscal year as budgeted	2

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

# of Budgeted Capital Projects/Programs	2
# of In-House Capital Projects/Programs	2

Program / Service Outcomes: (based on program objectives)

Estimated 12/13

Maintain project costs at or below 5.0% of capital project budgets	3%
--	----

Complete all In-House projects within the fiscal year as budgeted	2
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Power Department | Meter Division

Prior Year Highlights:

- Completed purchase of and continued ongoing upgrade, replacement and new installation of residential AMR meters.
- Completed purchase of and placed in service one new replacement meter reading pick-up truck.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Electric Warehouse					
Expenditures					
Personnel Services	\$ 42,694	\$ 43,396	\$ 43,343	\$ 43,345	0%
Employee Benefits	15,460	15,412	15,883	17,845	12%
Communications & Util.	2,468	2,262	5,880	9,750	66%
Rentals	-	-	1,000	1,000	0%
Repair & Maintenance	2,037	1,210	8,898	4,930	-45%
Building Maintenance	2,888	50	2,700	7,700	185%
Training & Education	-	-	400	400	0%
Other Services & Charges	10,745	9,395	14,145	14,114	0%
Materials & Supplies	761	365	2,250	1,050	-53%
Warehouse Expenditure Total	\$ 77,053	\$ 72,090	\$ 94,499	\$ 100,134	6%

Electric Warehouse Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Warehouse Coordinator	1	1	1	1
Total Personnel	1	1	1	1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Power Department | Warehouse Division

Program Description:

The Power Department Warehouse Division program is responsible for bidding ordering, receiving and stocking all items for the Power Department and, to a lesser degree, certain items used by other non-power department users. Power Department catalog items include office supplies, meters, pole and underground hardware, aerial and underground cable, and other material, hardware and equipment used in the construction and maintenance of the power distribution system. Non-power related catalog items include building cleaning supplies, light bulbs, trash bags, batteries, etc. The warehouse maintains two storage locations, one at the Power Department headquarters location at 1886 Harvard Avenue in College Park, and the remote location at 1060 Forest Parkway. The warehouse operation provides monthly use and requisition reports, semi-annual inventories, as well as all shipping and receiving documents to match with purchase orders and invoices.

Trends:

With the advent of internet suppliers and ordering, and both local and national vendors improved delivery systems, the warehouse has moved to reduce the number of office supply items and preprinted paper forms carried in the catalog by shifting the items to the user department through the use of “just in time” ordering via the internet. This trend will continue where efficiency and economy can be improved.

Program Broad Goals:

Ensure all bids and RFPs issued by the warehouse comply with current purchasing policies and are closely reviewed for best quality at lowest price. Maintain minimum stock levels on high use items by closely monitoring re-order quantities. Produce accurate and timely monthly reports for accounting and department use. Ensure highest possible level of security and loss prevention.

Program 12/13 Objectives:

Reduce the remaining number of central stores catalog items by 20 out of a total of 165. Reduce the central stores shrinkage loss to below 2.5% of total central stores valuation as reported in the annual fiscal year end inventory.

Performance Measures

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

	Actual 11/12
Reduced the shrinkage loss	2.5%
	Estimated 12/13
Reduce the shrinkage loss to below 2.5%	Below 2.5%

Prior Year Highlights:

- Evaluated and removed surplusd 17 items from catalog and inventory.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

- Prepared monthly reports in a timely manner.
- Performed and prepared the annual inventory and report.
- Maintained electronic storage and retrieval system for all order and receiving documents by scanning all to PDF format and maintaining them in the warehouse computer data base.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Electric CNG					
Expenditures					
Repair & Maintenance	\$ -	\$ 2,450	\$ 42,000	\$ 60,000	43%
Other Services & Charges	-	10,816	206,000	110,000	-47%
Materials & Supplies	-	-	30,000	30,000	0%
Electric CNG Expenditure Total	\$ -	\$ 13,266	\$ 278,000	\$ 200,000	-28%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

**Power Department | Economic Development Department
CNG Circulator Shuttle Bus Program**

Program Description:

The CNG Circulator Shuttle Bus Program is responsible for enhancing the economic well-being and quality of life of the community providing free transportation to residents and visitors in the City of College Park linking key attractions such as the Georgia International Convention Center, hotels and downtown College Park shopping and dining district.

Trends:

The key indicators of performance for the CNG Circulator Shuttle Bus Program are the number of riders on the buses, number of advertising dollars generated for the bus system, number of routes for the bus service.

Program Broad Goals:

Launch the circulator shuttle buses as College Park Go Bus and create two routes for peak service times connecting hotel visitors and employees in the area to the GICC and downtown businesses. This free transportation option will increase patrons to local businesses and provide a much needed amenity to hotel guests in our city.

Program 12/13 Objectives:

The College Park Go Bus will offer two lunchtime express routes to begin serving the community by November, 2011. Putting four of seven buses in circulation is the start-up goal. Economic Development staff will oversee promotion and marketing of the bus system in order to educate the community about its existence and increase ridership throughout the year.

Performance Measures

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

	Estimated 12/13
# Shuttle Bus Riders	5000
# Advertisers	\$8000
# Routes	2

Program/Service Outcomes: (based on program objectives)

	Estimated 12/13
Tax Revenue Enhancement (mixed drink, sales tax)	1%

Customer Service Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Electric Customer Service					
Personnel Services	\$ 324,114	\$ 331,819	\$ 333,662	\$ 338,756	2%
Employee Benefits	95,369	98,185	98,853	108,358	10%
Expenditures	-	-	-	-	0%
Communications & Util.	11,376	13,491	8,080	9,525	18%
Repair & Maintenance	14	-	6,423	39,236	511%
Training & Education	2,596	2,016	4,030	3,905	-3%
Other Services & Charges	26,047	26,969	19,156	30,494	59%
Materials & Supplies	83,080	111,143	101,020	93,370	-8%
Accounting Charges	11,443	6,791	11,000	11,000	0%
Capital Outlay	-	240,034	168,756	10,000	-94%
Debt Service	30,962	32,501	32,000	32,000	0%
Customer Service Expenditure Total	\$ 585,001	\$ 862,949	\$ 782,980	\$ 676,644	-14%

Customer Service Personnel

	<u>2010 Actual</u>	<u>2011Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Customer Service Supervisor	1	1	1	1
Utility Cashier Coordinator	3	1	1	1
Customer Service Representative I	2	3	3	3
Customer Service Representative II	2	2	2	2
Customer Service Representative III	-	2	2	2
Credit Coordinator	-	-	-	-
Part Time Positions:				
Utility Clerk/Cashier	2	2	2	2
Total Personnel	10	11	11	11

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Electric | Customer Service

Program Description:

The Customer Service program provides for the accurate and timely billing of the city's electric, water, sewer, sanitation and stormwater services in accordance with Section 10 of the City of College Park code of ordinances. The program assists customers with establishing and disconnecting utility services, responding to billing inquiries and taking payments. Revenue recovery is also a function of this program.

Trends:

The city's utility customer base has decreased over the past several years due to airport expansion. The growth rate has been flat over the last three years. The utility billing program continues to employ new technology and process improvements to streamline and operate more efficiently.

Program Broad Goals:

Bill electric, water, sewer, sanitation and storm water services and associated taxes/fees in a timely and accurate manner. Answer all customer inquiries in a timely manner. Complete all customer requests to establish or disconnect services in a timely and accurate manner.

Program 11/12 Objectives:

Implement a new user friendly CIS/Utility Billing System that will improve internal processes and allow customers to view and pay their bills online. Implement a utility deposit refund process based on credit scoring criteria. Integrate the meter reading function with the customer service /billing function to streamline process and reduce billing errors.

Performance Measures

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

	Actual 11/12
Total utility statements issued	95,750
Total dollars billed	30,127,500

Program/Service outcomes: (based on program objectives)

	Actual 11/12
Utility bills mailed accurately	99.8%
Utility bills mailed timely	100%
Customer calls answered timely	94

CITY OF COLLEGE PARK, GEORGIA
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Delinquency as a % of total	1.15%
	Estimated 12/13
Total utility statements issued	95,750
Total dollars billed	30,127,500
Program/Service outcomes: (based on program objectives)	Estimated 12/13
Utility bills mailed accurately	99.8%
Utility bills mailed timely	100%
Customer calls answered timely	94%
Delinquency as a % of total	1.15%

Electric | Customer Service

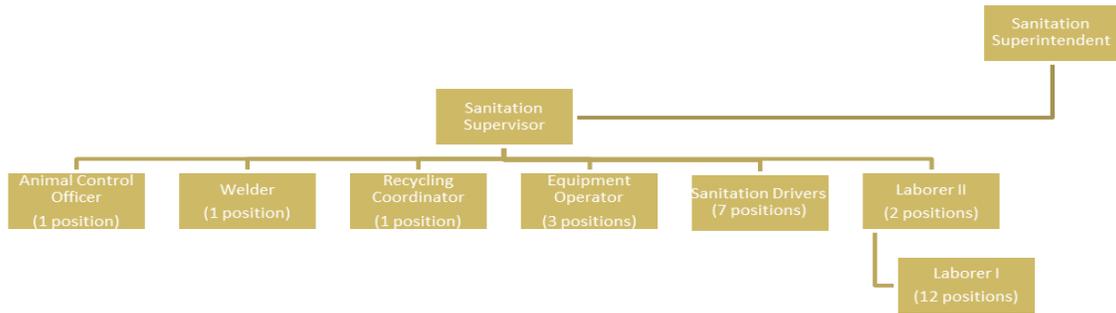
Prior Year Highlights

- A reorganization moving the meter section from the power department to reporting to the customer service department took place. This will improve processes and closely align the two business units.
- Contracted with Harris NorthStar for the new CIS/Utility Billing System and are progressing very well on the conversion process.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Golf Course Fund					
Revenues					
Fees, Licenses, Permits	\$ 10,717	\$ 6,464	\$ 8,400	\$ 3,500	-58%
Leases & Other Rent	20,059	31,568	38,000	42,482	12%
Other Income	4,650	6,650	-	8,170	0%
Operating Transfers In	22,515	-	-	-	0%
Golf Course Fund Revenue Total	57,683	44,790	46,400	54,152	17%
Expenditures					
Other Services & Charges	-	12,107	-	-	0%
Operating Transfers Out	41,500	49,100	46,400	54,152	17%
Capital Outlay	165,264	(28)	-	-	0%
Golf Course Fund Expenditure Total	206,764	61,179	46,400	54,152	17%
Golf Course Net Revenues/ (Expenditures)	\$ (149,081)	\$ (16,388)	\$ -	\$ -	0%

Public Works Department Sanitation Fund



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	% Change 2012 to 2013
Sanitation Fund					
Revenues					
Charges for Services	\$ 2,676,346	\$ 2,681,994	\$ 2,700,000	\$ 2,700,000	0%
Other Income	29,377	46,074	50,000	50,000	0%
Interest	1,038	533	-	-	-100%
Budget Carryforward	-	-	2,902	-	-100%
Sanitation Fund Revenue Total	2,706,761	2,728,601	2,752,902	2,750,000	0%
Expenditures					
Personnel Services	1,059,191	1,108,218	1,105,626	1,089,719	-1%
Employee Benefits	341,701	338,382	325,270	325,547	0%
Communications & Util.	27,702	24,007	14,200	19,400	37%
Repair & Maintenance	168,002	223,074	232,047	263,500	14%
Building Maintenance	21,023	15,474	15,000	20,000	33%
Training & Education	6,651	4,492	4,000	5,000	25%
Other Services & Charges	111,196	116,330	263,359	82,373	-69%
Materials & Supplies	143,084	151,305	141,000	151,400	7%
Cost of Sales	510,009	502,905	500,000	510,000	2%
Transfers Out	-	-	7,400	208,061	2712%
Accounting Charges	157,432	(3,390)	-	-	0%
Capital Outlay	795,435	336,666	145,000	75,000	-74%
Debt Service	2,568	50,392	-	-	-100%
Sanitation Fund Expenditure Total	3,343,994	2,867,855	2,752,902	2,750,000	-21%
Sanitation Net Revenues/ (Expenditures)	\$ (637,233)	(139,254)	\$ -	\$ -	
Sanitation Personnel					
Full Time Positions:	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted	
Superintendent	1	1	1	-	
Supervisor	1	1	1	1	
Administrative Assistant	1	1	1	1	
Recycle Coordinator	1	1	1	1	
Equipment Operator II	3	3	3	3	
Equipment Operator I/Crew Leader	7	7	7	7	
Welder	1	1	1	1	
Animal Control Officer	1	1	1	1	
Laborer II	2	2	2	2	
Laborer I	12	12	12	12	
Utility Accountant	1	1	1	1	
Total Personnel	31	31	31	30	

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

**Department of Public Works | Sanitation Division- Residential
Collection**

Program Description:

The Residential Collection Program consists of three major programs whose primary function is to provide twice a week service for household trash, leaf /grass clipping, and brush collection. A total of 2,100 homes are serviced twice a week. This program also provides a complimentary service designed to provide an easy, convenient way for residents to dispose of large items once a week.

Trends:

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

Program Broad Goals:

Promote safe and sanitary living conditions in College Park neighborhoods through the delivery of quality solid waste residential, brush, leaf, and recycling collection services in an efficient and responsive manner.

Program 12/13 Objectives:

Purchase new CNG rear load garbage truck. Reduce the number of missed residential calls by 10%. Purchase more safety equipment for employees.

Performance Measures

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

	Actual	11/12
Percentage of Residential routes completed daily		100 %
Percentage of Brush routes completed daily		100 %
Percentage of Leaf routes completed daily		100 %
	Estimated	12/13
Percentage of Residential routes completed daily		100 %
Percentage of Brush routes completed daily		100 %
Percentage of Leaf routes completed daily		100

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Prior Year Highlights:

- Purchased the last CNG Garbage Truck – Rear Loader
- Conducted our annual “April Clean Month”, which allows citizens to conduct their own household cleanup that Sanitation will collect at no charge
- Conducted our annual “Old National Clean Up Blitz”, which Sanitation invites the citizens of College Park to help in keep the Old National ROW clean.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

**Department of Public Works | Sanitation Division-Commercial
Collection**

Program Description:

The Commercial Collection Program provides six days a week commercial refuse collection service to business establishments, multi-family housing developments, all city facilities and parks. This program services over 800 dumpsters from one to six days a week.

Trends:

The City's growth with new land acquisitions and start up businesses has grown our commercial pickups by 45 new accounts.

Program Broad Goals:

Promote safe and sanitary living conditions in College Park neighborhoods and business districts through the delivery quality commercial solid waste collection services in an efficient, responsive and professional manner. Provide and promote environmentally friendly collection programs.

Program 12/13 Objectives:

Purchase the two more CNG front load garbage trucks. Reduce the number of missed commercial calls by 10%.

Performance Measures

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

	Actual	11/12
Number of Commercial accounts		453
Number of Front Load bins		807
Percentage of Commercial routes completed daily		100 %
	Estimated	12/13
Number of Commercial accounts		453
Number of Front Load bins		807
Percentage of Commercial routes completed daily		100 %

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Prior Year Highlights:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Sanitation Division - Recycling Collection

Program Description:

The Recycling Division has three drop off location throughout the City. Items that are collected are glass, newspaper, cardboard, aluminum, and plastic. All of our commercial businesses have the opportunity to receive cardboard service for a \$50 per month container fee. The City's hotels can participate with more recycling services, such as paper, aluminum, and plastic. Other commercial businesses can partake in our glass and office paper recycling program.

Trends:

The commercial recycling request has increased. Since the City offers cardboard pickup for no charge, many businesses have taken full advantage of our service. With the increasing pressure to recycle, the City's recycling program is growing each year. The number of businesses that use the City's recycling services has grown by 150 %.

Program Broad Goals:

Promote safe and sanitary living conditions in College Park neighborhoods through the delivery of quality solid waste residential, brush, leaf, and recycling collection services in an efficient and responsive manner.

Program 12/13 Objectives:

Increase the money received for recyclables. Purchase a new trailer for glass. Purchase more paper shred containers. Purchase 15 more cardboard recycling containers

Performance Measures

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

	Actual	11/12
Percentage of Recycling routes completed daily		100%
Tons of recycling collected		750
	Estimated 12/13	
Percentage of Recycling routes completed daily		100%
Tons of recycling collected		750

Prior Year Highlights:

- Visited Harriett Tubman Elementary School to promote Recycling Awareness
- Started to collect our own newspaper and magazines from Recycling Sites
- Conducted "Household Hazardous Waste Day" for the citizens to dispose of materials not normally collected by Sanitation
- Held the first "Recycling Awareness Day" to inform citizens what to bring to the recycling sites

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works | Sanitation Division-Animal Control

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 12/13 Objectives:

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

Performance Measures

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

	Actual	11/12
Number of Dead Animals collected		153
Number of Live Animals collected		156
Number of Citations given		23
	Estimated 12/13	
Number of Dead Animals collected		175
Number of Live Animals collected		120
Number of Citations given		10

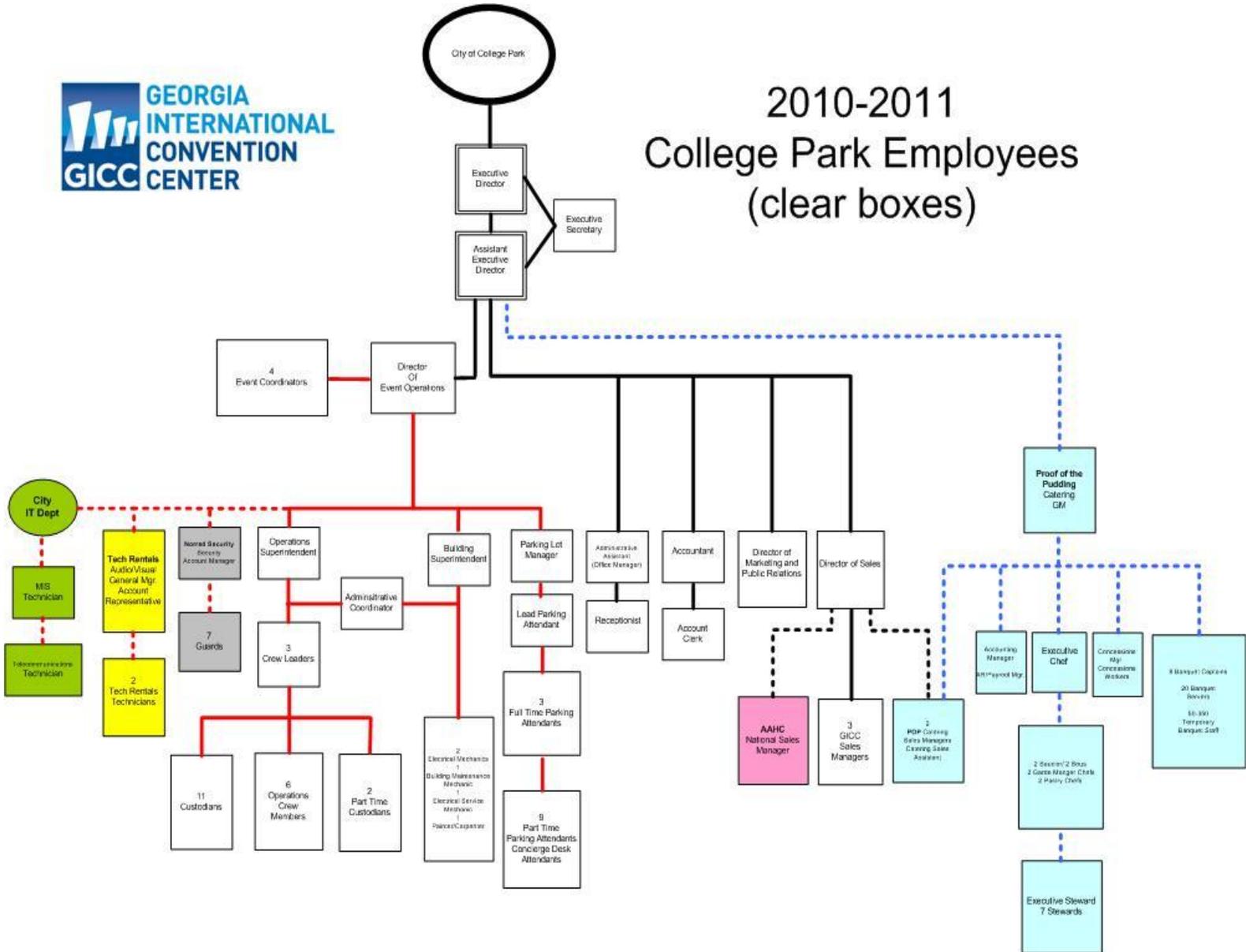
Prior Year Highlights:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET



2010-2011
College Park Employees
(clear boxes)



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Convention Center					
Revenues					
Charges for Sevices	\$ 4,445,953	\$ 6,543,459	\$ 6,396,000	\$ 6,885,000	8%
Rentals and Commissions	64,143	100,393	103,000	106,000	3%
Other Income	5,793,683	4,045,759	6,477,178	5,698,970	-12%
Interest	0	2,685	15,000	2,600	-83%
Operating Transfers In	105,200	2,394,195	1,744,417	1,753,030	0%
Budget Carryforward	-	-	5,296	582,330	10896%
Convention Center Revenue Total	10,408,980	13,086,491	14,740,891	15,027,930	2%
Expenditures					
Personnel Services	\$ 2,263,990	\$ 2,231,432	\$ 1,941,470	\$ 1,919,578	-1%
Employee Benefits	672,870	633,328	626,947	592,342	-6%
Communicat - Communications & Util.	1,203,785	1,426,901	1,270,000	1,652,550	30%
Rentals - Rentals	16,224	16,664	20,700	20,000	-3%
Repair & Maintenance	208,456	216,469	278,034	206,790	-26%
Building Maintenance	200,225	180,180	248,500	222,000	-11%
Training & Education	57,974	44,668	57,175	61,610	8%
Other Services & Charges	858,621	1,108,761	1,024,290	880,441	-14%
Materials & Supplies	139,163	170,279	194,900	182,100	-7%
Cost Of Sales	1,893,587	2,377,516	2,416,000	2,662,000	10%
Operating Transfers Out	535,965	270,400	-	248,419	-100%
Accounting Charges	10,610	-	5,000	-	-100%
Capital Outlay	145,009	185,555	286,000	10,000	-97%
Debt Service	6,136,494	6,127,596	6,371,875	6,370,100	0%
Convention Center Expenditure Total	14,342,972	14,989,749	14,740,891	15,027,930	2%
Convention Center Net Revenues/ (Expenditures)	\$ (3,933,992)	\$ (1,903,259)	\$ 0	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Convention Center Personnel				
Full Time Positions:	2010 Actual	2011 Actual	2012 Amended Budget	2013 Council Adopted
Director	1	1	1	1
Assistant Director	1	1	1	1
Director of Event Operations	-	-	-	1
Director of Marketing and Public Relations	1	1	1	1
Director of Sales	1	1	1	1
Building Superintendent	1	1	1	1
Operations Supervisor	1	1	1	1
Event Services Manager	1	1	1	-
Parking Lot Manager	1	1	1	1
Accountant	1	1	1	1
Sales Manager	3	3	3	2
Market Research Analyst	1	1	-	-
Event Coordinator	4	4	4	4
Administrative Assistant	1	1	1	1
MIS Technician	1	1	1	1
Executive Secretary	1	1	1	1
Administrative Coordinator	1	1	1	1
Account Clerk	1	1	1	1
Lead Parking Attendant	1	1	1	1
Parking Attendant	3	3	3	2
Receptionist	1	1	1	1
Building Maintenance Mechanic	1	1	2	2
Electrical Services Mechanic	1	1	1	1
Telecommunications Technician	1	1	1	1
Electric Mechanic	2	2	2	2
Crew Worker	6	6	6	5
Crew Leader	3	3	3	3
Custodian	11	11	11	11
Part Time Positions:				
Custodian	2	2	2	2
Parking Attendant	9	9	9	9
Total Personnel	63	63	63	60

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Georgia International Convention Center

Program Description:

The Convention Center program was developed in the 1980s to serve as a magnet for hotel development in the Airport Corridor and to supplement their revenues through room referrals and local businesses. The new Georgia International Convention Center opened in April 2003. The GICC is a premier facility in the Southeast covering 400,000 square feet; which includes a 40,000 square foot ballroom (the largest in the State of Georgia) and a 150,000 square foot exhibition hall.

Trends:

Facility Use has been down in the past few years due to our struggling economy industry wide. Revenues for the past two years have been lower than the two previous years. With the new hotels and the Atlanta Skytrain, as well the slowly improving economy, we are projecting our revenue to improve over the actual 2009/2010 revenues. We are seeing an increase in bookings, and several new large events are contracted for the Fall of 2010.

Program Broad Goals:

The goals of the Georgia International Convention Center is to provide a world class facility, to create an awareness of the Gateway Complex, to create successful client events, all to increase revenues to the city. The revenues include revenues from the Convention Center, but also through Hospitality Tax Revenue, local Business Sales Tax, and Property Taxes.

Program 12/13 Objectives:

Diligently monitor and utilize all opportunities for additional revenue to include collaborating with the new hotel partners, being active in industry related organizations, and aggressively targeting and soliciting events that are meeting at competing facilities.

Performance Measures:

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

	Actual 11/12
Exhibit Hall Revenue	1,150,000
Meeting Room Revenue	700,000
Food & Beverage Revenue	2,600,000

Program/Services Outputs: (based on program objective)

	Estimated 12/13
Number of Events	3,400
Total Attendance	280,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Prior Year Highlights:

Convention Center participated in the grand openings of the Rental Car Lot, the Atlanta Skytrain, the Spring Hill Suites and the reopening of the Marriot Hotel.

- Successfully hosted a site visit with the Taiwan Economic And Cultural Development Authority

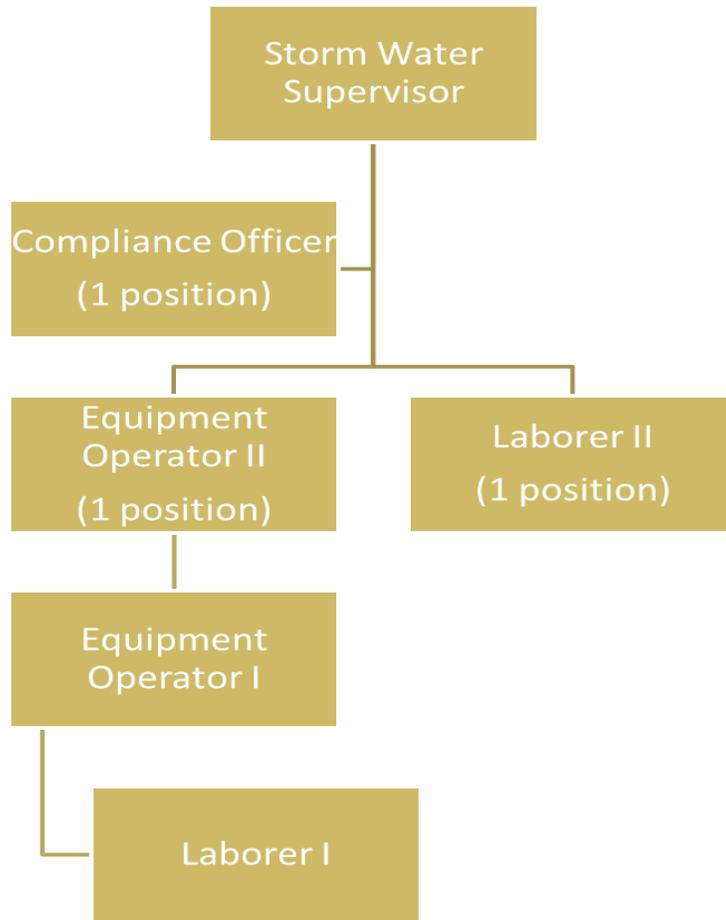
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Federal Aviation Administration					
Revenues					
Leases & Other Rent	\$ -	\$ -	\$ 5,428,855	\$ 5,428,855	0%
Interest	1,461,338	1,143,485	985	985	100%
Operating Transfers In	613,500	423,967	423,967	128,687	-70%
Federal Aviation Administration Revenue Total					
	2,074,838	1,567,452	5,853,807	5,558,527	-5%
Expenditures					
Communications & Util.	465,646	522,678	611,464	588,608	-4%
Repair & Maintenance	150,675	480,641	192,450	155,459	-19%
Building Maintenance	81,058	43,955	65,520	43,105	-34%
Other Services & Charges	385,866	427,182	431,432	420,112	-3%
Cost Of Sales	552,572	495,110	635,174	291,042	-54%
Operating Transfers Out	4,150	-	-	-	0%
Capital Outlay	-	-	25,300	-	-100%
Debt Service	4,021,444	4,016,438	4,062,627	4,060,201	0%
Federal Aviation Administration Expenditure Total					
	5,661,411	5,986,004	6,023,967	5,558,527	-8%
Federal Aviation Administration Net Revenues/(Expenditures)					
	\$ (3,586,573)	\$ (4,418,552)	\$ (170,160)	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Business Ind Develop Authority					
Revenues					
Taxes	\$ -	\$ 28,661	\$ 861,260	\$ 910,000	6%
Charges For Services	-	-	3,466,586	4,228,400	22%
Leases & Other Rent	585,810	818,427	818,428	818,427	0%
Other Income	46,000	25,150	-	-	0%
Interest	89,689	-	-	500	100
Operating Transfers In	428,837	1,533,965	3,822,109	2,040,416	-47%
Budget Carryforward	-	-	(1,613,861)	-	100%
Business Ind Develop Authority Revenue Total	1,150,336	2,406,203	7,354,522	7,997,743	9%
Expenditures					
Repair & Maintenance	-	194,804	169,567	-	-100%
Training & Education	33,432	41,163	56,075	30,375	-46%
Other Services & Charges	479,657	264,676	418,400	300,100	-28%
Materials & Supplies	104	12,840	600	50,100	8250%
Operating Transfers Out	310,517	22,515	-	-	0%
Capital Outlay	2,451	5,287,968	1,516,260	1,958,000	29%
Debt Service	5,305,130	5,296,884	5,193,620	5,659,168	9%
Business Ind Develop Authority Expenditure Total	6,131,291	11,120,850	7,354,522	7,997,743	9%
Business Ind Develop Authority Net Revenues/(Expenditures)	\$ (4,980,956)	\$ (8,714,647)	\$ -	\$ -	0%

Public Works Department Storm Water Fund



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>	<u>% Change 2012 to 2013</u>
Storm Water Utility Fund					
Charges for Services	\$ 725,159	\$ 837,080	\$ 778,300	\$ 855,000	10%
Intergovernmental	2,999,727	11,650	-	-	-100%
Interest	-	-	-	-	0%
Budget Carryforward	-	-	54,612	-	0%
Storm Water Utility Fund Revenue Total	3,724,886	848,730	832,912	855,000	3%
Expenditures					
Personnel Services	199,908	192,822	150,795	183,973	22%
Employee Benefits	77,742	63,012	61,273	61,684	1%
Communications & Util.	2,217	1,693	1,000	1,000	0%
Rental	-	-	5,000	5,000	0%
Repair & Maintenance	5,625	82,477	57,600	87,000	51%
Training & Education	2,868	1,684	1,900	2,900	53%
Other Services & Charges	17,652	30,391	120,182	21,153	-82%
Materials & Supplies	10,418	12,878	12,550	13,563	8%
Operating Transfer Out	-	-	-	122,127	100%
Accounting Charges	35,092	5,056	-	-	0%
Capital Outlay	462,082	1,476,960	290,612	224,600	-23%
Debt Service	155,290	170,426	132,000	132,000	0%
Storm Water Utility Fund Expenditure Total	968,893	2,037,399	832,912	855,000	3%
Storm Water Utility Fund Net Revenues/(Expenditures)	\$ 2,755,993	\$ (1,188,669)	\$ -	\$ -	

Storm Water Utility Personnel

	<u>2010 Actual</u>	<u>2011 Actual</u>	<u>2012 Amended Budget</u>	<u>2013 Council Adopted</u>
Full Time Positions:				
Supervisor	1	1	1	1
Compliance Officer	1	1	1	-
Equipment Operator II	1	1	1	1
Equipment Operator I	1	1	1	1
Laborer II	1	1	1	1
Laborer I	1	1	1	-
Total Personnel	6	6	6	4

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Department of Public Works / Storm Water Utility Maintenance Division

Program Description:

The Storm Water Utility Division provides a comprehensive maintenance program of scheduled and unscheduled, inspections, cleaning, repairing and replacing storm water structures such as catch basins, headwalls and drop inlets, corroded pipe segments, and herbicide spraying in right of ways and gutter lines to manage weed control. The program allows the city to stay in compliance with federal and state water quality regulations and city codes. Another essential activity performed in the storm water utility program is creek, channel, and detention pond inspection and maintenance.

Trends:

With the increase in the volume of rainfall in recent years a more aggressive inspection program has proven an affected best management practice. As a result we have exceeded this year's state mandated reporting requirements.

Program Goals:

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through drainage structure inspection and maintenance.
- Locate drainage ways (floodplain area) to convey required floodwaters through periodic inspection and cleaning.

Performance Measures

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

	(Inspected)	Actual 11/12 (Maintained)
Storm Structures		
Catch Basins	100%	100%
Ditches	100%	100%
Detention Ponds	6	6
Storm Drain Lines	1	1
Herbicide Spraying		738 gallons
Debris Removal		25,063 pounds

	(Inspected)	Estimated 12/13 (Maintained)
Storm Structures		
Catch Basins	100%	100%
Ditches	100%	100%
Detention Ponds	6	6
Storm Drain Lines	1	1
Herbicide Spraying		738 gallons

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Debris Removal

25,063 pounds

Prior Years Highlights:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

SCHEDULE 1
Operating Indicators by Function
Last Ten Calendar Years

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Function										
Police:										
Physical arrests	2,741	2,971	2,571	2,971	3,368	3,572	3,264	3,559	2,850	4,645
Traffic violations	16,834	17,439	14,889	19,177	19,237	23,757	14,465	12,608	11,008	23,006
Fire:										
Number of fire calls answered	620	585	624	564	713	852	706	923	897	1,101
Number of rescue calls answered	3,213	3,360	3,243	3,794	3,553	3,570	2,903	3,062	4,016	3,959
Inspections	314	490	812	1,261	936	931	1,307	955	678	876
Highways and streets										
Streets resurfacing (miles)	0	1.2	2.9	1.1	0.9	0.9	2.4	1	0.05	1.46
Sanitation										
Refuse collected (tons/yr)	16,358	16,452	15,565	16,032	14,787	13,694	16,476	18,009	17,176	11,978
Recyclables collected (tons/yr)	3,940	3,770	4,033	4,154	8,564	7,958	6,953	7,264	6,928	6,110
Water										
New connections	12	11	82	8	112	63	52	13	8	7
Water main breaks	4	6	8	5	7	10	3	15	15	25
Daily average consumption in gallons	3.6	3.5	3.5	3.6	3.3	3.3	1.5	3.0	3.5	3.0
Sewer										
Sanitary sewers (miles)	85.6	86.4	87.5	88.8	77	77	72.6	73	74	74
Number of service connections	2,495	2,516	2,588	2,635	2,533	2,533	2,500	2,800	2,750	2,800
Electric										
Miles of power lines	128	130	128	128	130	135	135	135	135	150
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	9,056	8,793	8,606	8,507	8,617	8,300	8,130	8,060	8,000	7,699
Daily average consumption in MWH	875.2	895.9	850.1	878.3	769.5	782.1	759.8	738	825	825
Convention Center										
Number of Meeting Rooms	35	36	36	36	35	35	35	35	35	35
Occupancy	47%	33%	38%	40%	38%	30%	32%	31%	42%	37%
Square footage	31,000	56,000	56,000	56,000	56,000	56,000	56,000	40,000	54,600	54,600

Source: Various College Park City Departments

Note: Indicators not available for recreation, inspection, building and grounds, parks, redevelopment, and FAA projects functions.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET**

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

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Function										
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	24	38	38	47	47	42	47	46	65	65
Fire stations	1	1	1	1	1	2	2	2	2	2
Sanitation										
Collection Trucks	24	24	24	24	24	23	25	21	23	23
Highways and streets										
Streets (miles)	79	79	79	66	66	67	70	75	75	75
Streetlights	1,940	1,949	1,992	2,031	2,059	2,924	2,924	2,924	2,924	2,924
Traffic signals	29	30	29	29	29	33	32	37	37	37
Culture and recreation										
Parks acreage	279	279	279	279	375	279	279	279	229	229
Parks	6	6	6	6	6	7	7	7	5	5
Swimming pools	2	2	2	2	4	2	4	2	4	4
Tennis courts	10	10	10	10	10	10	10	10	10	10
Community centers	3	3	3	3	3	3	3	3	3	3
Water										
Water mains (miles)	78	79	79	82	83	74	77	94	94	94
Fire hydrants	777	782	788	794	803	750	950	900	950	950
Number of service connections	2,690	2,701	2,783	2,791	2,835	2,879	2,923	2,969	2,800	2,800
Daily average consumption in gallons	3.6	3.5	3.5	3.6	3.7	3.3	3.5	3.2	3.27	3.00
Sewer										
Sanitary sewers (miles)	85.6	86.4	87.5	88.8	89.7	77.0	79.0	72.6	72.6	74.0
Number of service connections	2,495	2,516	2,588	2,635	2,672	2,533	2,596	2,500	2,800	2,800
Electric										
Miles of power lines	128	128	130	128	128	130	130	135	135	150
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	9,146	9,056	8,793	8,606	8,507	8,617	8,526	8,130	8,060	7,699
Daily average consumption in MWH	846.2	875.2	895.9	850.1	878.3	769.5	830.2	759.80	825	825
Convention Center										
Number of meeting rooms	35	35	36	36	36	35	35	35	24	24
Exhibit Hall square footage	112,000	112,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Occupancy	46%	41%	32%	40%	39%	36%	34%	32%	31%	28%

Source: Various College Park City Departments

Note: Indicators not available for inspection, building and grounds, parks, redevelopment, and FAA projects functions.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

Fiscal Year	Population(1)	Personal Income (amounts in thousands)	Per Capita Personal Income (1)	Median Age (1)	Education Level in % completed High School (1)	School Enrollment (1)	Unemployment Rate (2)
2002	20,464	294,088	14,371	27.4	77.1	6,591	5.90%
2003	20,530	295,037	14,371	27.4	77.1	6,591	5.90%
2004	20,498	294,577	14,371	27.4	77.1	6,591	5.50%
2005	20,242	290,898	14,371	27.4	77.1	6,591	6.30%
2006	20,181	290,021	14,371	27.4	77.1	6,591	5.30%
2007	20,533	295,080	14,371	27.4	77.1	6,591	5.00%
2008	20,382	292,910	14,371	27.4	77.1	7,292	6.90%
2009	19,969	334,161	16,734	31.5	78.7	8,939	9.40%
2010	13,292	345,106	16,907	30.4	77.1	5,835	10.50%
2011	13,942	353,751	18,330	31.1	81.2	3,695	15.80%

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

(2) Source: Georgia Department of Labor

(3) Sperling's Best Places to live 2010

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

SCHEDULE 4
Principal Employers
Current Year and Ten Years Ago

<u>Employer</u>	<u>2011</u>			<u>Employer</u>	<u>2002</u>		
	<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>		<u>Employees</u>	<u>Rank</u>	<u>Percentage of Total City Employment</u>
Atlantic Southeast Airlines	1,259	1	2.15%	Federal Aviation Administration	1,550	1	3.54%
Federal Aviation Administration	1,100	2	1.88%	John Wieland Homes	823	2	1.88%
Chick-Fil-A, Inc	757	3	1.29%	Sysco Corporation	791	3	1.81%
Sysco Corporation	603	4	1.03%	Argenbright Security	486	4	1.11%
Woodward Academy	504	5	0.86%	Westin atlanta Airport Hotel	365	5	0.83%
AirTran Airlines	437	6	0.75%	Marriott Hotel	350	6	0.80%
Atlanta Coca Cola Enterprises	291	7	0.50%	AirTran Airlines	288	7	0.66%
Marriott Hotel	218	8	0.37%	Sheraton Gateway Hotel	215	8	0.49%
Westin Atlanta Airport Hotel	210	9	0.36%	Sears Products	196	9	0.45%
Zodiac Services Americas	142	10	0.24%	Mellon Financial	170	10	0.39%
Total Workforce	5,521			Total Workforce	5,234		

Source: College Park Business License Department

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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

	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Debt limit	\$ 73,800	\$ 66,321	\$ 69,303	\$ 74,477	\$ 86,322	\$ 100,456	\$ 105,213	\$ 120,845	\$ 129,298	\$ 158,381
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<u>\$ 73,800</u>	<u>\$ 66,321</u>	<u>\$ 69,303</u>	<u>\$ 74,477</u>	<u>\$ 86,322</u>	<u>\$ 100,456</u>	<u>\$ 105,213</u>	<u>\$ 120,845</u>	<u>\$ 129,298</u>	<u>\$ 158,381</u>
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Legal Debt Margin Calculation for Fiscal Year
2011**

Assessed value	\$ 1,186,927
Add back: exempt real property	396,885
Total assessed value	<u>1,583,812</u>
Debt limit (10% of total assessed value)	158,381
Debt applicable to limit	
General obligation bonds	<u>-</u>
Legal debt margin	<u>\$ 158,381</u>

Note: The Constitution of the State of Georgia provides that the City may not incur long-term obligations payable out of general property taxes in excess of ten (10) percent

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

FINANCIAL PLANNING POLICIES

Balanced Budget

The City of College Park will finance all current on-going expenditures with current recurring revenues. One-time revenue can be used to increase the unassigned fund balance or be used for one-time expenses without impacting service levels. The City of College Park makes every effort to avoid budgetary procedures that balance current expenditures through the obligation of future resources. Any year-end surplus should be directed to the unassigned fund balance and not be used to finance recurring expenses in the following fiscal year. All unencumbered operating budget appropriations lapse at year-end. Encumbered balances are carried over to the following fiscal period and paid from the reserve for encumbrances account. Should it be determined that actual revenues may be less than the adopted budget, the elected body will be notified immediately, procedures put in place to reduce expenditures and a plan implemented to cover the potential loss in revenues. The elected body will also be notified if a deviation from a balanced operating budget is planned.

All Operating Funds are adopted during the annual budget process. Total anticipated revenues and other funding sources available must equal total estimated expenditures for each fund. The legal level of budgetary control is the department level, with the Council being the only body authorized to make amendments to the budget. Revisions that alter the total expenditures of any department or fund must be approved by the Mayor and City Council. Budgets for the governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are legally adopted for the General Fund, each Special Revenue Fund and each Enterprise Fund. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Budget Policies

Expenditures may not exceed the total budget for any department within a fund. Department heads and management personnel are directed to operate within budget limitations. Transfers between departments or funds or an increase in departmental appropriations or authorized positions shall require the approval of the elected body.

Enterprise Fund budgets will be self supporting. Rates charged within such Enterprise budgets will be examined annually to determine their self sufficiency. Every effort will be made to plan for long term price adjustments by suppliers of goods and services to the Enterprise funds.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

The City of College Park will maintain a budgetary control system and will prepare on a monthly basis a summary report comparing actual revenues, expenditures and encumbrances with budgeted amounts.

The City of College Park will comply with all state laws applicable to budget hearings, public notices, public inspections, and budget adoption.

LONG-RANGE PLANNING

Capital Improvements

The operating budget will provide for adequate maintenance of capital equipment and facilities. Capital improvements should be financed from current revenues, but may be financed by debt instruments that provide for a pay back period that does not exceed the life of the improvement. Once the City has borrowed for such improvements, debt service becomes a current expense to be covered by recurring revenue.

A five year Capital Improvement Plan for Capital Outlay expenditures greater than \$5,000 will be submitted by each department during the budget process. A five year Capital Improvement Program that determines the cash needs for Capital Projects will be submitted to the Planning Commission and the elected body for approval to determine cash future cash needs. Once the five year Capital Improvement Program is adopted by the elected body, every effort will be made to budget for capital expenditures within the outlined program. Modifications to the Capital Improvement Program will be submitted to the elected body on an annual basis.

The City will seek public and private grants, and other sources of revenue to fund projects included in the Capital Improvement Program.

Cash Management Policy

Funds for day to day operations, payroll, accounts payable and other immediate cash needs are maintained in Depository accounts. Holding accounts are maintained for investments not needed on an immediate basis. Maturity scheduling is timed according to anticipated needs. Maturity limitations depend on whether the funds being invested are considered short or long term funds.

Cash and Cash Equivalents

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. The City of College Park considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2013 BUDGET

Deposits and Investments

State statutes authorize the City to invest in obligations of the U.S. Government and agencies of corporations of the U.S. Government; obligations of any state; obligations of any political subdivision of any state; certificates of deposit or time deposits of any national state bank or savings and loan which have deposits insured by the FDIC or FSLIC; prime bankers acceptances; repurchase agreements; and the Local Government Investment Pool of the State of Georgia (“Georgia Fund 1”).

Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair values.

Short-Term Interfund Receivables/Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

More information on City Financial Policies is in Investment and Portfolio Policies Section II.

ASSET INVENTORY

On an annual basis all major capital assets are inventoried and the condition of the asset is assessed. Inventory is valued at cost, using the first-in, first-out method. The cost of governmental fund type inventory is recorded as an expenditure when consumed rather than when purchased. Prepaid items are accounted for using the consumption method. A prepaid item is recognized when a cash expenditure is made for goods or services that were purchased for consumption, but not consumed as of June 30.

Capital Asset schedules are prepared for the Comprehensive Annual Financial Report with the disposition of acquired or disposed of assets noted along with depreciation schedules for major capital items. The City of College Park undertakes and maintains an on-going viable Capital Outlay Program yearly because these costs in total are usually the heaviest in any budget document and the ongoing financial commitment is required to maximize the public’s benefit. Proper scheduling of Capital Outlay, as well as levelized appropriation (i.e., an equal dollar allocation each fiscal year), prevents excessive costs in any one budget year. Capital Outlay appropriations help to maintain the current level of

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service, updates equipment/service standards and needs, and increases productivity in the work assignment areas.

REVENUE POLICIES

Revenue Diversification

The City of College Park has a wide variety of revenue streams that fund City General and other operations. The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Property taxes currently comprise approximately one third of General fund revenues. Other Taxes, Grants and contributions make up about half of General Fund Revenues. Charges for services are roughly fifteen per cent of General Fund Revenues and Interest Income accounts for another one to two percent of General Fund Revenues. Other City tax revenues include Car Rental, Hotel-Motel, Sales, Franchise, Insurance Premiums, Alcohol, Mixed Drink, and Real Estate Transfer. The diversity of revenue streams enables the City of College Park to not be overly financially dependent on any one source of revenue. If a downturn is experienced in one area, contingency plans will be implemented to reduce revenues and increase transfers from permissible funding sources until funding levels have stabilized.

The City of College Park has two major governmental funds other than the General: Hospitality and the Car Rental Fund. The Hospitality Fund is a special revenue fund that receives income from the levy of a special district tax as well as a percentage of gross rentals of all hotels operating within the City. Funds are used to pay the debt service on the convention center owned and operated by the City, as well as a portion being dedicated to general governmental administration and services.

The Car Rental Fund is a special revenue fund that is used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in the City. The proceeds of this tax are restricted for construction of convention centers, public safety and recreation facilities.

The City of College Park has five major enterprise funds: the Electric, Water and Sewer, Convention Center, FAA Project, and the Redevelopment Authority Fund. The Water and Sewer Fund is established for the furnishing of environmentally sound water and sewer services to the City residents and businesses. The Convention Center Fund is for the operations of the Georgia International Convention Center (GICC). The FAA Project Fund accounts for the lease of office buildings to the General Services Administration of the federal government and used for the FAA regional headquarters. This fund also accounts for the operating activities of these buildings as well. The Redevelopment Authority Fund accounts for the administrative activities of the College Park Business and Industrial Development Authority as well as property acquisitions and sales for the purpose of redeveloping land within the City.

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Two non-major governmental funds exist for the City of College Park: special revenue and capital projects funds. The special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes. The capital projects funds account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Fees and Charges

Inspection, Recreation, Police Fees and Charges are implemented to help offset the burden to the General Fund for services provided. Building Inspection Fees and Permits have been gradually increased in recent years in order to bring the City more up-to-date with neighboring jurisdictions fees and permit charges. Recreation fees are collected to help offset staff and operating expenses. Other fees are charged as permissible by state statute to cover copy and employee expenses. Enterprise Fund Fees and Charges are designed such that each fund is to be wholly self sufficient and require no transfers from the General fund for normal operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services provided. The City also recognizes as revenues the portion of tap fees intended to recover the cost of connecting new customers to the system.

Use of One-time and Unpredictable Revenues

Revenues that are unique to a particular year and considered one-time are not used for ongoing expenditures. Rather, the income is restored to the General and other Enterprise Fund balances to cover any potential future revenue shortfalls. Only major revenue sources that are steady in nature and non-fluctuating are used for budgetary purposes.

EXPENDITURE POLICIES

Debt Capacity, Issuance, and Management

Currently in the General Fund Budget there are no General Obligation Bonds outstanding, however, there are debt service payment on capital lease purchases.

All of the long-term obligations of the City are in the form of Intergovernmental Contract backed Revenue Bonds issued by BIDA. In general, Revenue Bonds are repaid from the revenues paid by users of the service for which the bonds were issued to finance (such as water and sewer revenue bonds), as opposed to General Obligation Bonds, which are tax supported. The outstanding BIDA Revenue Bonds are backed by Intergovernmental Contracts between BIDA and the City pursuant to which the full, faith, and credit of the City and its property taxing authority are pledged to make the contract payments in amounts sufficient to pay the principal and interest of such bonds. The City has historically utilized various excise taxes and sources other than property taxed to make such contract payments.

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Bond issues should, generally, be scheduled to level annual debt service requirements so that cash flow requirements are generally level and borrowing costs are minimized. The City will constantly seek to maintain and improve its municipal bond ratings issued by the appropriate nationally recognized rating agencies in New York City. With each bond offering and annually as required, the City will disclose its financial position and fiscal management policies to such rating agencies and the applicable municipal bond insurance companies.

A summary of the City's bond ratings for outstanding long-term obligations is as follows:

	<u>BOND RATING</u>	
	Standard &Poor's	Moody's
FAA Series 1993	AAA*	Aaa*
FAA Series 2011	AAA*	Aaa*
Public Safety Series 2004	AAA*	Aaa*
GICC Series 2000(unrefunded portion)	AAA*	Aaa*
GICC Series 2001	AAA*	Aaa*
GICC Series 2005 (refunded 2000:2011-2026 maturities)	AAA*	Aaa*
GICC Series 2006 (Hotel Project)	AAA*	Aaa*

*Insured, reflecting the triple rating. Ratings prior to insurance for all GICC issues and Public Safety Series 2004 were S&P A+, Moody's A2. GICC Series 2005 included a negative outlook that was removed with the GICC Series 2006 issuance.

Fund Balance

On June 22, 2011 the Mayor and Council adopted a Fund Balance Policy in accordance with GASB Statement No.54. See page 283 for the City of College Park GASB No. 54 Fund Balance Policy.

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GASB STATEMENT NO. 54 FUND BALANCE POLICY

Purpose

The Mayor and Council recognize that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City of College Park (the City) and is fiscally advantageous for both the City and the taxpayer. This policy establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by the City and the management of fund balance levels and is applicable only to the General Fund of the City.

Fund balance is a measurement of available financial resources defined as the difference between total assets and total liabilities in each fund.

The Governmental Accounting Standards (GASB) Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

1. Non spendable Fund Balance – Fund balance reported as “non spendable” represents fund balance associated with inventory, prepaid items, long-term amounts of loans and notes receivable, property held for resale (however, if the use of the proceeds from the collection of receivables or sale of the property is restricted, committed, or assigned, then the receivables or property should be reported in those categories), and corpus of a permanent fund (legally/contractually required to be maintained).
2. Restricted Fund Balance – Fund balance reported as “restricted” represents amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions and covenants and SPLOST referendums, E911, and Hotel/Motel Tax Fund).
3. Committed Fund Balance – Fund balance reported as “committed” includes amounts that can be used only for the specific purposes determined by a formal action of the Mayor and Council. The Mayor and Council as the highest level of decision making authority will have the sole authority to commit fund balance. Constraints can be removed or changed only by the Mayor and Council. Actions to constrain resources should occur prior to the end of the City of College Parks fiscal year, though the exact amount may be determined subsequently.

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1. Assigned Fund Balance – Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. The intent is expressed either by the Mayor and Council or a high level body (budget or finance committee) or individual authorized by the Mayor and Council (i.e., City Manager or Finance Director). Assigned fund balance also includes residual fund balance amounts in the special revenue funds, capital projects funds, and debt service funds. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The Mayor and Council will have the authority under this policy to assign funds for a particular purpose.

2. Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications. The Mayor and Council will strive to maintain an unassigned fund balance in the General Fund of between 30%-60% based upon annual budgeted expenditures. The balance may be drawn down in the event of an unexpected decrease in the property tax digest or a reduction to state funding.

Unassigned fund balance is reported only in the General Fund except in cases of negative fund balances in other governmental funds. If expenditures incurred exceed the amounts that have been restricted, committed, and assigned to a specific purpose and results in a negative residual amount for that specific purpose, amounts assigned to other purposes in that governmental fund are reduced to eliminate the deficit.

When an expenditure is incurred that would qualify as an expenditure of either Restricted or Unrestricted fund balance those expenditures will first be applied to the Restricted Fund Balance category. When expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, Unassigned), those expenditures will be applied in the order of Assigned first, then unassigned, and then Committed.

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BUDGET MEETING INFORMATION

Pursuant to Georgia Code, Section 36-81-5(e), the local government shall publish in a newspaper of general circulation in the local unit a statement advising the residents of the availability of the budget and also give notice of the time and place of the budget meeting (public hearing). The notice may be a displayed advertisement or news article, not displayed in the legal notices section of the paper, and shall be published at least one (1) week before the budget hearing. Said notice and statement appeared in the South Fulton Neighbor on May 16, 2012 properly advising the residents that the College Park Fiscal Year 2012-2013 Budget Public Hearing would be held on Wednesday, June 4, 2012 at 7:30 p.m. and June 18, 2012 at 7:30 p.m.

Further, in accordance with Section 36-81-5(f) at least one week prior to the adoption of the budget the governing authority (Mayor and City Council) shall conduct a public hearing at which time any persons wishing to be heard on the budget may appear. Again, said public hearing was held Monday, June 4, 2012 and another public hearing for final was held Monday, June 18, 2012 at 7:30 p.m. Per Section 36-81-6, on a date after the conclusion of the hearing the governing authority shall adopt a budget at a public meeting making appropriations for the fiscal year. This public meeting was held June 18, 2012. Georgia law requires each municipality to operate under an annual balanced budget; and, a municipality may amend its budget during the fiscal year to adapt to changing governmental needs.

Budget workshop sessions were held on April 10, 11, 18, 23, 25 and April 30 to review each departmental budget; specifically personnel, capital outlay, and any significant proposed expenditure on a departmental expense or contractual service. Also, Special Called Meetings were held on May 14, 2012 and June 11, 2012 to review each departmental budget. The updated Five Year Capital Improvement Plan was distributed to Council along with the Fiscal Year 2012-2013 Budget Worksheet Report for the first Public Hearing held June 4, 2012. Mayor and Council adopted the Fiscal Year 2012-2013 Operating Budget and Capital Improvement Budget at the June 18, 2012 Mayor and Council Meeting. The Five Year Capital Improvement Plan will be adopted by the Mayor and Council at the August 6, 2012 Mayor and Council Meeting.

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BUDGET CALENDAR FISCAL YEAR 2012-2013

For preparation of the FY 2012-2013 Budget

July 1, 2012

Fiscal Year 2011 begins.

June 4, 2012

City Manager's presentation of the FY 2012-2013 Proposed Budget and Five Year Capital Improvement Plan.

January 19, 2012

Distribution of the FY 2013 budget development guide.

June 4 and June 18, 2012

Public hearings on FY 2011-2012 Proposed Budget.

February 20, 2012

Director of Finance and Accounting Mid-Year Review and Presentation to Mayor and Council for Fiscal Year 2012.

June 18, 2012

Adoption of the FY 2012-2013 budget by the Mayor and Council.

February 2012 - March 2012

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

July 1, 2012

Distribution of the FY 2012 Adopted Budget. Fiscal Year 2010 ends.

April 2012 – June 2012

Budget Workshops Departments presented proposed Lines of Business reductions to City Manager and to the Mayor and Council. City obtained feedback on the budget from the public and employees.

July 1, 2012

Fiscal Year 2012 begins.

May 19, 2010

City Manager's presentation of the FY 2010-2011 Capital Improvement Program (CIP) to Mayor and Council.

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A

Accrual Basis: The basis of an accounting under which transactions are recognized when they occur, regardless of when related cash is actually received or spent.

Adopted Budget: Appropriation of funds approved by the governing body at the beginning of each fiscal year.

Ad Valorem Tax: Tax levied on the assessed value of real and personal property.

Amended Budget: The original adopted budget plus any amendments passed as of a certain date.

Appraised Value: The anticipated fair market value of property.

Appropriation: A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

Assessed Value: The value placed on property as a basis for levying taxes. Fulton County assesses real and personal property at forty percent (40%) of the appraised fair market value in accordance with Georgia Law.

B

BIDA: Business Industry Development Authority created to attract development, industry and employment opportunities.

Bond: A Certificate of debt issued by a government to finance a capital expenditure or other liability, in which payment of the original investment plus interest is guaranteed by a specified future date.

Bond Rating: A system of appraising and rating the investment value of individual bond issues.

Budget: A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.

Budget Amendment: The increase, decrease, or transfer of appropriations requiring the approval of the governing body.

Budget Calendar: The schedule of key dates which the city follows in the preparation, adoption, and administration of the budget.

Budget Message: A general discussion of the proposed budget, presented in writing as part of the budget document. The message explains current budget issues compared to recent financial history and presents recommendations made by the governing body and City Manager.

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Budget Resolution or Ordinance: The official enactment by the Board of Commissioners authorizing the appropriation of revenues for specified purposes, functions, or activities during the fiscal year.

C

CAFR: Comprehensive Annual Financial Report- a report compiled annually which provides detailed information on an organization's financial status.

Capital Assets: See Fixed Assets.

Capital Budget: A financial plan of proposed capital expenditures and the means of financing them.

Capital Expenditures: Expenses or expenditures for non-consumable items or projects that have a useful life of one year or more and a unit cost of \$5,000 or more.

Capital Improvement Program (CIP): A multi-year plan used to identify new and/or additional capital items or projects. The CIP threshold is \$5,000 or more per unit cost.

Capital Outlay: Expenditures for the acquisition of capital assets.

Capital Projects Fund: Accounts for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

Car Rental Fund: A special revenue fund used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in College Park, Georgia.

Cash Reserves: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation or subsequent spending.

CDBG: Community Development Block Grant

Communications (E911) Fund: This fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community.

Comprehensive Plan: A long-term plan to control and direct the use and development of property in the city. It is also used to make strategic decisions regarding water and sewage lines, infrastructure, and roads.

Confiscated Drug Funds: This fund records the proceeds from confiscated drug funds and expenditures of those funds on Police-related operations, supplies and/or capital items.

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CONRAC: Consolidated Car Rental Facility.

Contingency: Funds set aside to be used on an as needed basis for either a specific purpose or unexpected emergencies.

Convention Center Fund: Accounts for the operations of the Georgia International Convention Center.

D

Debt Limit: The maximum amount of debt that can be legally incurred.

Debt Service: Costs associated with the interest, principal, or other expense payments related to bond issues or capital leases.

Disbursement: Funds paid out for goods or services received which results in a decrease in net financial resources; also referred to as an expenditure or expense.

E

Encumbrance: Funds that have been committed for disbursement for a specific purpose.

Enterprise Funds: Proprietary Funds used to account for operations that are financed/operated in a manner similar to private business enterprises where the intent of the governing body is to finance/recover the costs of providing certain goods or services to the general public primarily through user charges.

Expenditures: Decreases in net financial resources. Expenditures include current operating expenses requiring use of the net current assets, debt service, or capital outlays.

Expenses: Outflows or obligations of assets from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

F

FAA: Federal Aviation Administration-an agency charged with regulating air commerce to foster aviation safety, promoting civil aviation and a national system of airports, achieving uses of navigable airspace, and developing and operating a common system of air traffic control and air navigation for both civilian and military aircrafts.

Fines & Forfeitures: Revenue received from bond forfeitures and authorized fines such as library and parking violation fines.

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

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

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

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

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

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

G

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

GASB: Governmental Accounting Standard's Board.

General Fund: A fund used to account for financial resources and liabilities except those which are required to be accounted for in another fund.

General Property Tax: A category of county revenue from taxes levied on property located in or owned by the residents and business of Fulton County. This includes taxes on real and personal property, motor vehicles, mobile homes, intangibles, timber sales, and railroad equipment.

GICC: Georgia International Convention Center.

GICC Special District Fund: This fund is set up to pay the bond interest and principal expenses for the Gateway Development and the Global Gateway Connector infrastructure through a transfer to the GICC Fund.

Goal: A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

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Governmental Fund: A fund category used to account for a government's governmental-type activities. This category includes four fund types: general fund, special revenue fund, debt service fund, and capital projects fund.

Grant: A contribution of assets from one organization to another to support a particular function or purpose.

H

Homestead Exemption: A tax relief whereby state law permits local governments to exempt a fixed dollar amount of the appraised value of the qualifying residential.

Hospitality Fund: This fund is setup to collect Hotel/Motel and Special District Taxes.

I

Infrastructure: The basic facilities, equipment, and installations needed for the functioning of a system or organization (e.g., roads, bridges, water/sewer lines, public buildings).

Interest Income: Revenue generated from city investments.

J

L

Licenses & Permits: Fees collected for the issuance of licenses and permits such as business licenses and sign permits.

M

MEAG: Municipal Electrical Authority of Georgia

Millage Rate: The property tax rate which is set by the governing body.

Miscellaneous Revenue: All revenue received, not otherwise classified into another line item, such as interest, concessions, and rental of property/equipment.

Modified Accrual Basis: The basis of accounting under which transactions are recognized when they become both measurable and available.

N

O

Objective: A defined method to accomplish an established goal.

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Defining Terms

Glossary

Occupation Tax: Taxes levied on occupations, businesses, trades, and professions.

Operating Budget: Plans of current expenditures and the proposed means to finance them. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, supplies, training, utilities, fuel, various services, repair and maintenance, rentals and leases, and capital outlay.

Operating Expenses: Costs associated with the non-capitalized materials and services required in the daily operation of service delivery such as office supplies, maintenance supplies, professional services, and rental fees.

P

Penalties & Interest: Fees collected for violations or delinquent payments.

Personal Services: Costs associated with wages, salaries, retirement and other fringe benefits for City of College Park employees.

Power Fund: The City owns and operates an electrical distribution system serving its corporate limits.

Proprietary Fund: A fund category used to account for the business type activities within a government. This category includes two fund types: enterprise fund and internal service fund.

R

Real Property: Immobile property such as land, natural resources (above and below the ground) and fixed improvements to land.

Reserves: Monies set aside and restricted for a specific purpose. Any unspent reserves revert back to the appropriate Fund Balance at year end.

Revenue: Income which represents an increase in governmental fund type net current assets.

Revenue Bond: A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.

S

Sanitation Fund: Established for providing solid waste collection services for the citizens of College Park.

SSES: Sanitary Sewer Evaluation System.

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Defining Terms

Glossary

SOP: Standard Operating Procedures.

Special District Tax: Tax collections from hotels operating in the legally defined Special District.

Special Revenue: A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specific purpose.

SPLOST: Special Purpose Local Option Sales Tax-a sales tax imposed in the county for a predetermined period to be used for a specific purpose.

State Drug Fund: This fund reports the Grant Income from the Department of Justice Grant for Tri-City Narcotics and the expenditure of those funds.

Storm Water Utility Fund: This program allows the City to collect a monthly fee from residential and commercial utility customers for the amount impervious surface that allows storm water run-off from their property to convey into the City's storm sewer system.

T

Tax Digest: A listing of all property owners within the city, their property's assessed value, and amount of taxes due.

Tax Rate Limit: The maximum legal rate at which a locality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.

U

V

W

Y

Z