

City of College Park, Georgia
Annual Financial Budget
for Fiscal Year Ending
June 30th, 2015



College Park City Hall





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, 2015

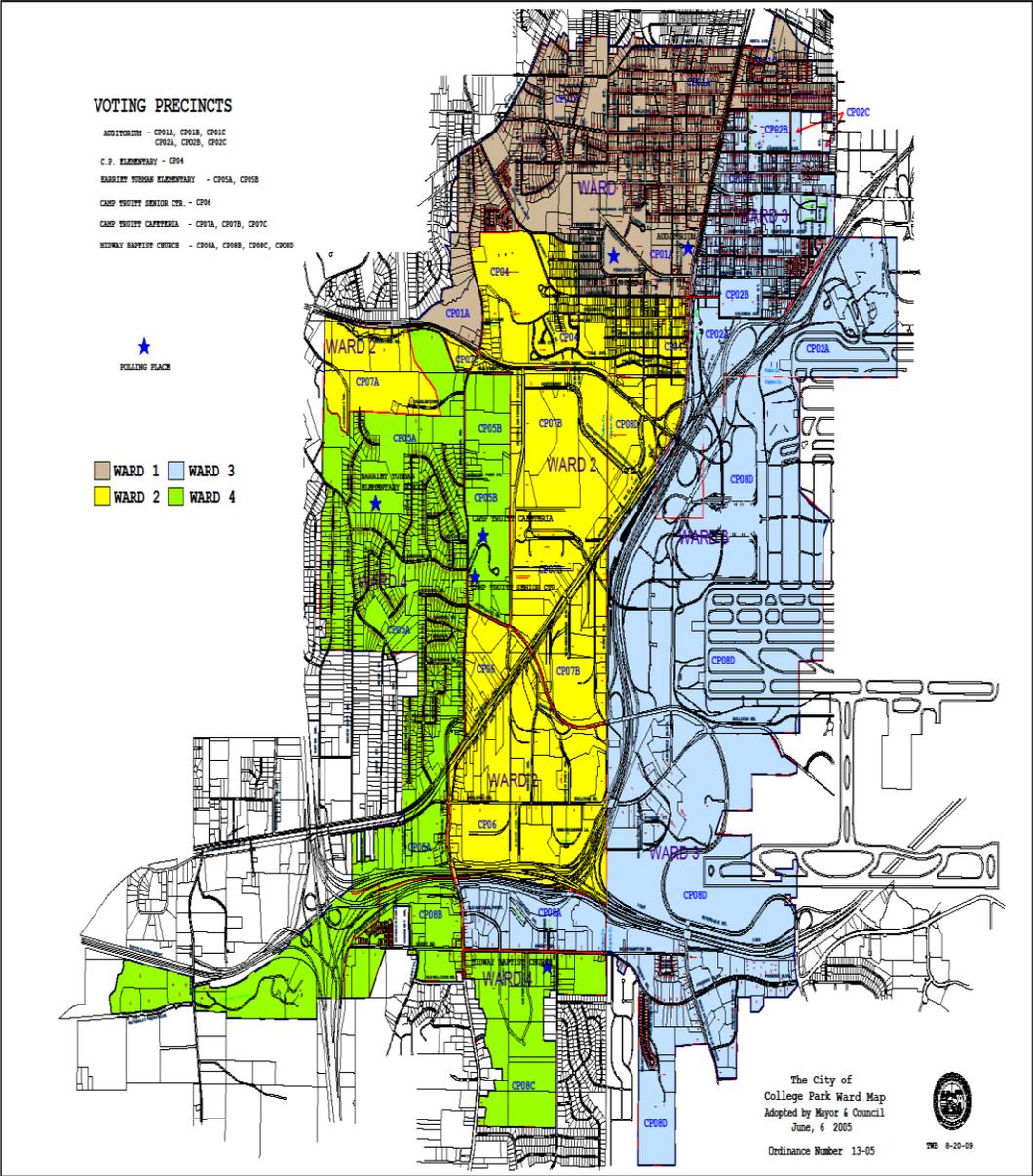
Terrance Moore, ICMA
City Manager

Richard D. Chess, MBA
Director of Finance and Accounting

Nina Mallard
Accounting Supervisor

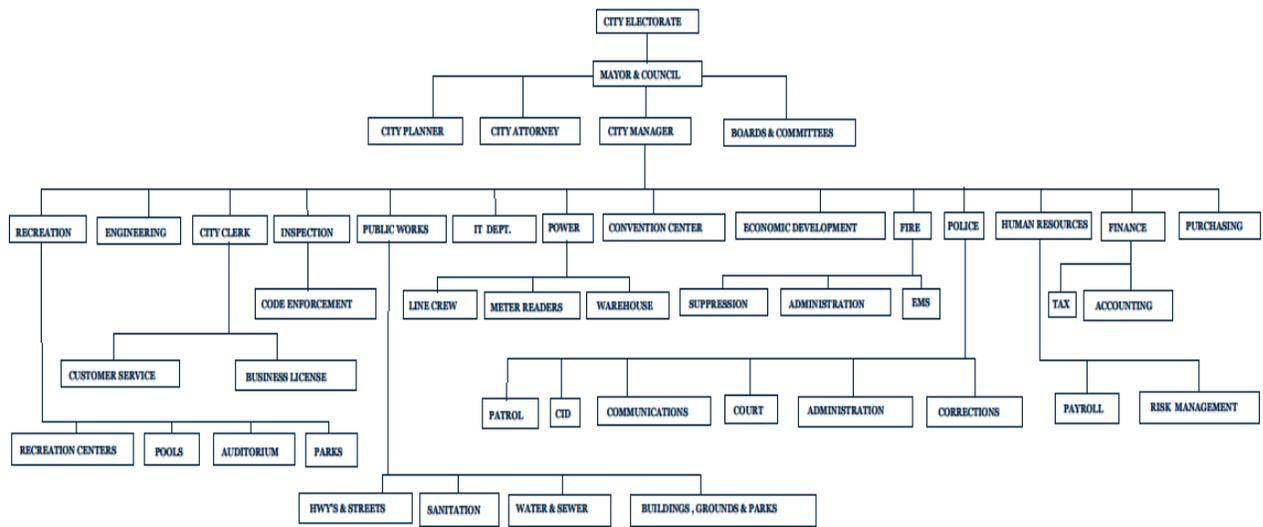
Rodrique D. Taylor
Utility Accountant

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City of College Park Organization Chart



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**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Richard D. Chess
Director of Finance and Accounting
City of College Park, Georgia**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Date April 14, 2013

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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 2015 BUDGET

All About College Park, Georgia

Just the Facts

Demographics

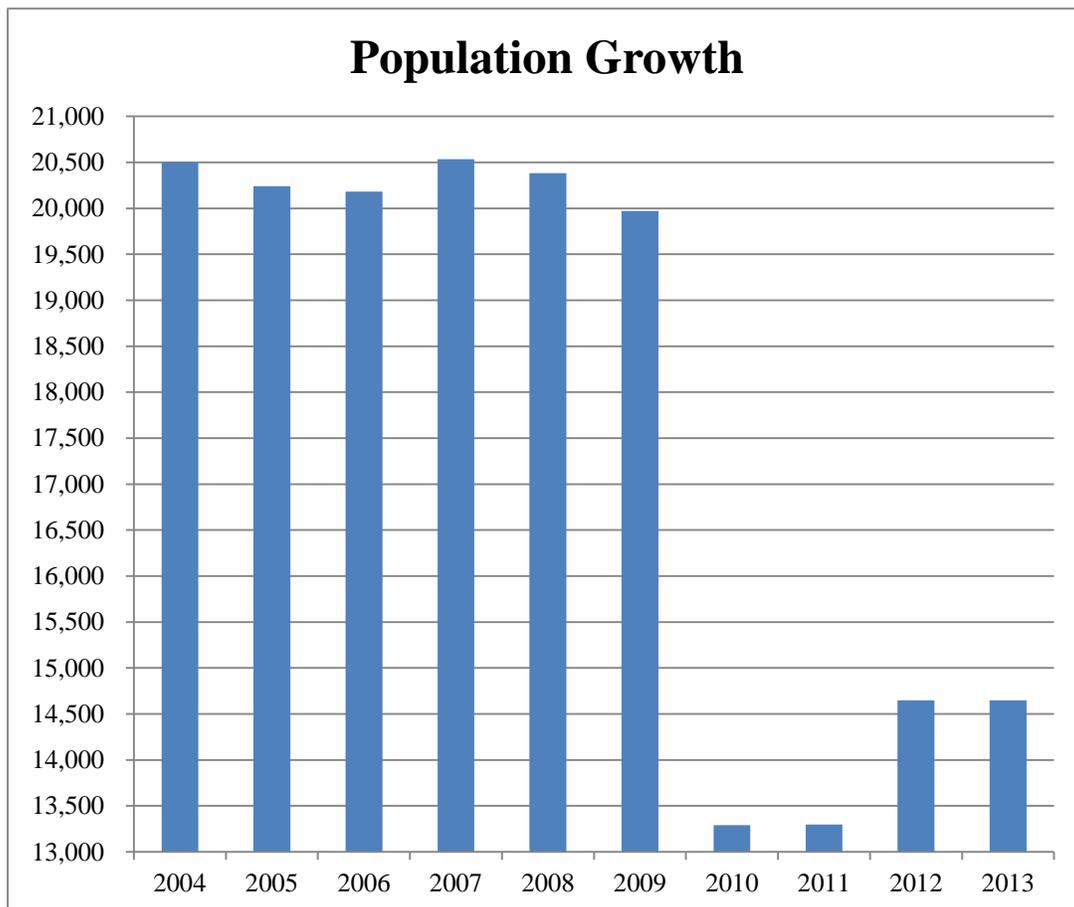
Age, Race & Gender Composition	
Non-Hispanic Black	79%
Non-Hispanic White	12%
Hispanic	7%
Native American	1%
Asian	1%
Male	47%
Female	53%
Age 18 & Under	30.2%
Age 19 - 24	14%
Age 25 - 44	35.7%
Age 45 - 64	14.9%
Age 65 +	4.8%

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
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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 Woodward Academy	860
#2 Chick-Fil-A Inc	600
#3 Atlanta Southeastern	786
#4 Sysco Corporation	574
#5 Air Tran Airlines	318
#6 Atlanta Coca Cola Enterprises	300
#7 Interstate Atlanta Airport LLC dba Westin Atlanta Airport	255
#8 Marriott Hotel	210
#9 Buckhead Beef	144
#10 Western Host dba Sheraton Gateway Atlanta Airport	140

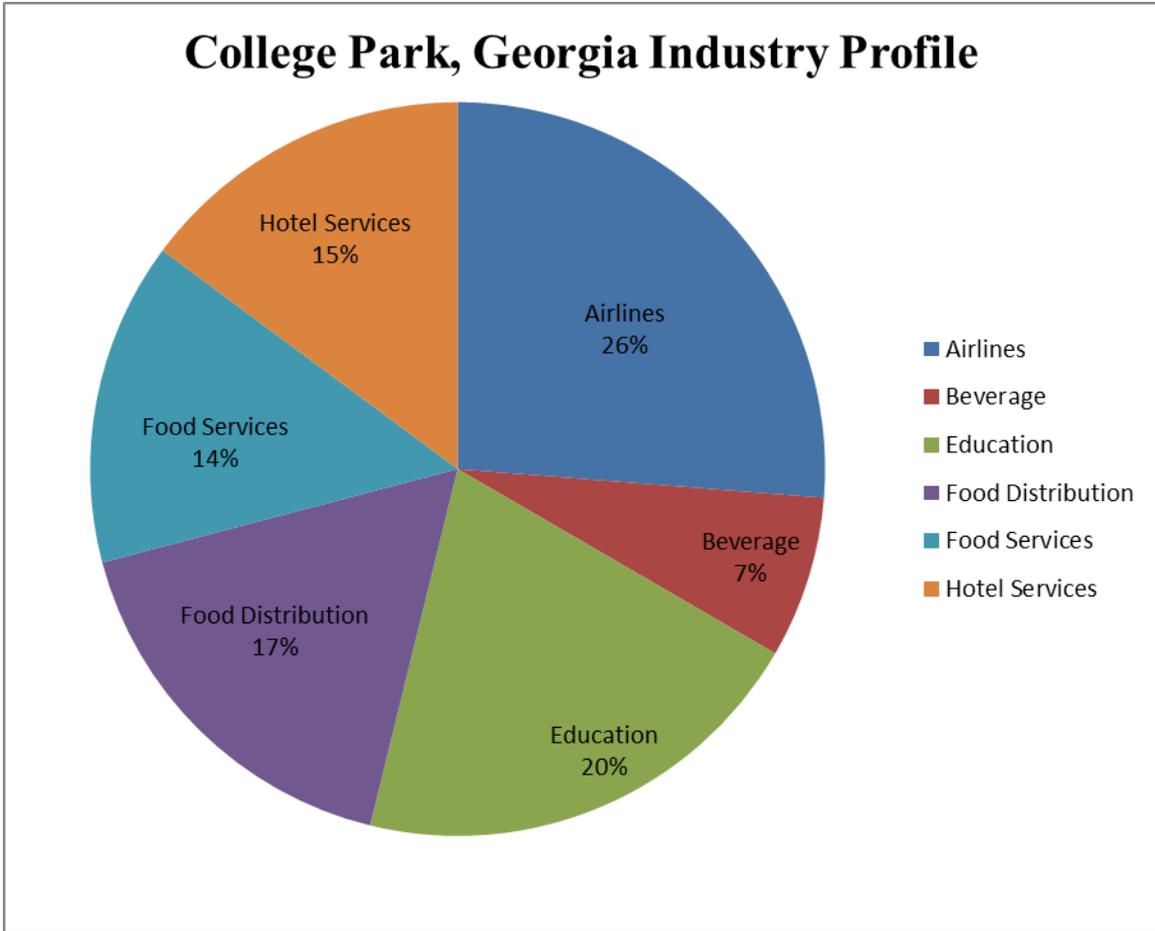
College Park has over 1,200 licensed businesses.

Unemployment within College Park has remained lower than the state and national rates.	
2013	
U.S.....	7.3%
Georgia.....	8.04%
CollegePark.....	8.6.%

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

Just the Facts



Housing Statistics 2013

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

CITY OF COLLEGE PARK, GEORGIA
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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 2013	
Fire Protection	Police Protection
Fire Stations.....2	
Precincts.....3	
Sworn Employees.....74	Sworn Employees...95
Civilian Employees....2	Civilian Employees...34

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

The City owns and operates a water distribution system.

Water and Sewer 2013 Statistics	
Customer Accounts Served.....	3,353
Miles of Water Lines.....	94
Fire Hydrants.....	956
Water Storage Capacity (Gallons).....	1.25 million

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

Just the Facts

The City owns and operates a retail electric distribution system.

Electric System 2013 Statistics

Electric Customers-----	7,613
Average Consumption-----	764 megawatts per day

Educational System

Elementary Schools-----	4
Middle Schools-----	2
High School-----	2
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
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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-----	2
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 2015 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, GEORGIA
FISCAL YEAR 2015 BUDGET



July 31, 2014

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

Re: Fiscal Year 2014-2015 Budget Message

Dear Mayor and City Council:

I am pleased to submit for your review and consideration, the Fiscal Year 2015, in compliance with provisions of the City of College Park Charter and State of Georgia Statutes. In addition to my detailed discussion regarding the budget, I have included an Executive Summary version.

Executive Summary

The City of College Park has taken major steps to address budget shortfall over the past two fiscal years. This was accomplished while maintaining the services provided to the residents of College Park. Major actions taken over the past fiscal years were:

1. In Fiscal Year 2011-12, the City closed a \$7.4 million budget shortfall in the General Fund. This was accomplished by:
 - a. Instituted an Early Retirement Incentive Program (ERIP).
 - b. Reduced personnel cost through attrition and layoffs.
 - c. No salary increases were given to employees.
 - d. Reduced travel, training, conventions and meetings expenditures.

2. Although not as significant a budget shortfall as in prior years, for Fiscal Year 2012-13 the City had to address a \$1.6 million budget shortfall in the General Fund. To close the budget gap, Water and Sewer rates were increased by 17% and there was 7 mils Power Cost Adjustment. In addition, there were reductions in operating and capital expenditures in the

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

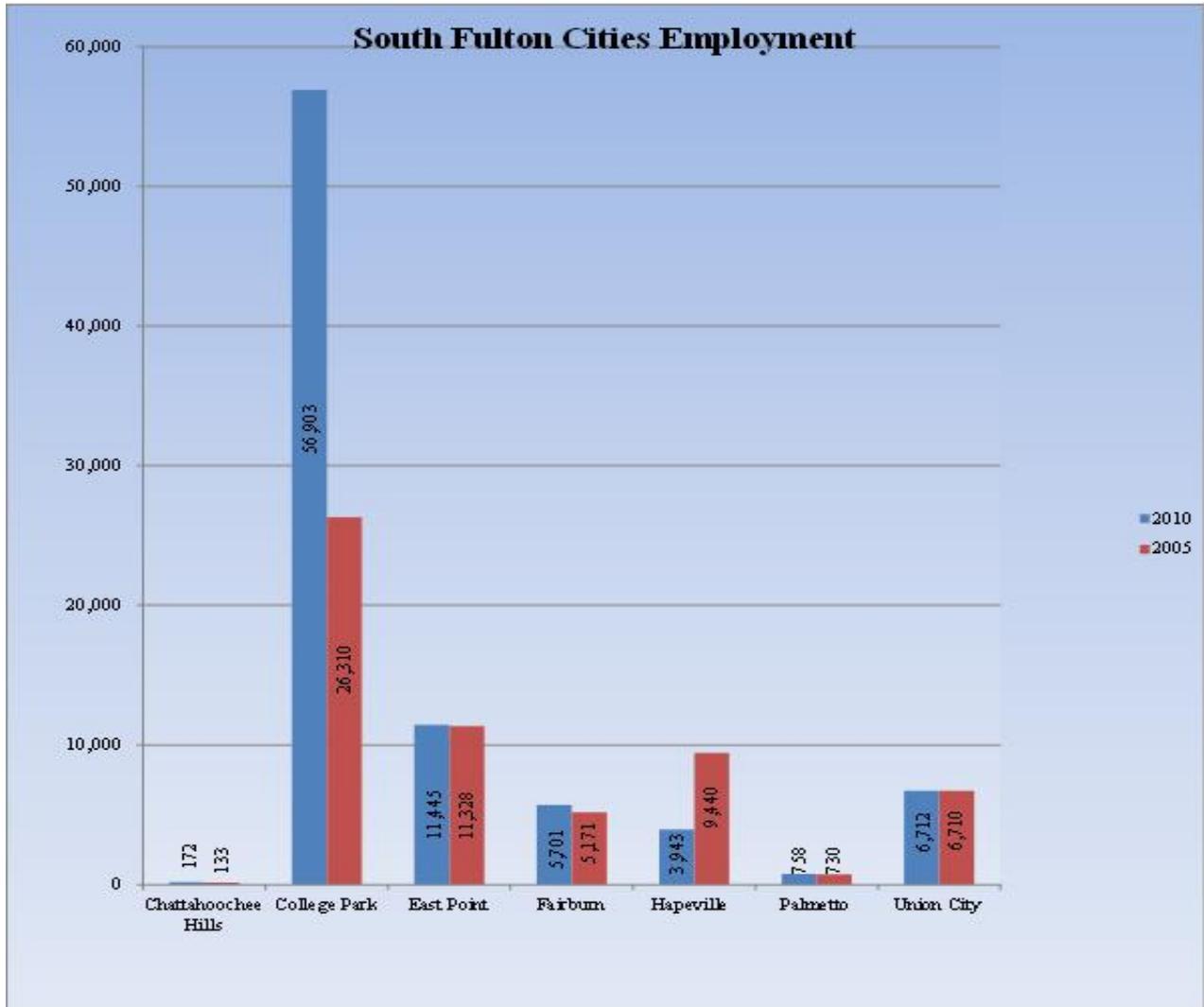
Enterprise Fund, with savings used to support and balance the General Fund. It should be noted, the fiscal actions taken for FY 2012 and FY 2013 resulted in a balanced budget for FY 2013 without the use of budget carry forward.

As per the Mayor and Council directions for the budget for FY 2014-15 was developed with an effort to reduce overall budget expenditures by \$2.5 million. The Mayor and Council Council expectations were met by reducing the FY 2014-15 Budget by \$9.9 million. This was accomplished with a 9.2% decrease in health care costs and a slight increase of 0.91% in city pension contributions. Also, the budget was decreased due to a reduction in capital outlay. There is a 3 mil power cost adjustment to the power utility. In addition, the budget reflects a two percent salary increase for full-time and part-time employees.

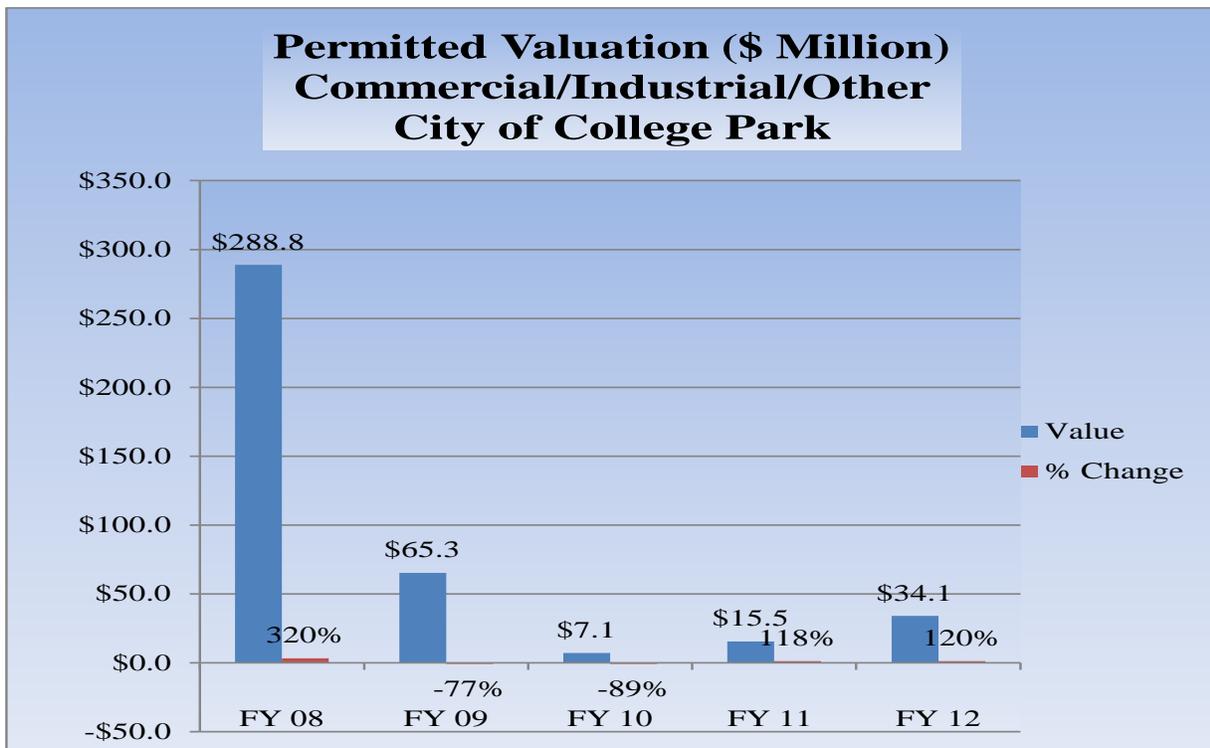
Economic Climate

The local economy is expected to return to a modest growth mode as the new fiscal year unfolds. The two primary economic variables are construction investment and personnel income growth. While weak by comparison, to recent years, both variables are expected to show modest gains, as job growth turns slightly positive. Employment information based on South Fulton County employment statistics.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Summary of the FY 2014-2015 Budget

The adopted budget for FY 2014-15 is \$114,684,753. This represents a 7.9% net decrease and \$9,903,582 less than the amended FY 2013-14 budget of \$124,588,335. Below is the summary of the total All Funds Budget:

	Amended Budget 2013-2014	Proposed Budget 2014-2015	Increase (Decrease)	%
General	\$30,864,791	\$28,483,269	(\$2,381,522)	-7.7%
Confiscated Drugs	55,475	30,000	(25,475)	-45.9%
State Drug Fund	1,006	-	(1,006)	-100.0%
Emergency 911	934,791	899,212	(35,579)	-3.8%
Power	31,681,836	31,433,530	(248,306)	-0.8%
Water & Sewer	10,552,812	9,367,570	(1,185,242)	-11.2%
Sanitation	2,745,000	2,662,512	(82,488)	-3.0%
Convention Center	16,710,756	16,344,613	(366,143)	-2.2%
Hospitality Fund	9,202,086	9,506,970	304,884	3.3%
GICC Spec District	105,850	105,850	-	0.0%
FAA Facility	6,236,773	3,026,399	(3,210,374)	-51.5%
BIDA	10,999,106	7,522,989	(3,476,117)	-31.6%
Car Rental Tax	2,550,500	2,665,500	115,000	4.5%
Main Street	95,113	93,225	(1,888)	-2.0%
SPLOST	436,000	1,600,000	1,164,000	267.0%
Storm Water	1,055,000	895,000	(160,000)	-15.2%
Golf	43,175	48,114	4,939	11.4%
CDBG	112,814	-	(112,814)	-100.0%
Grant Funds	205,451	-	(205,451)	-100.0%
Total	<u>\$124,588,335</u>	<u>\$114,684,753</u>	<u>(\$9,903,582)</u>	-7.9%

Budget Format

The College Park budget worksheet format has been structured to address Council's requests from previous years' budget meetings. The FY 2013 Actual Expenses are shown, 2014 Amended Budget, 2014 Actual Expenses (year to date through March 2014), Percent Used

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

(percentage of 2014 Actual expenses over 2014 Amended Budget), 2014 Estimated Column (comprised of Department head entries on the Logos .Net system), 2015 Department Head Requested, 2015 City Manager Recommended, and Percentage (2015 City Manager Recommended to 2014 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 and procedures.

The adopted FY 2014-15 General Fund Budget is summarized as follows:

Revenues

Taxes	\$17,794,032
Fee, Licenses & Permits	2,984,753
Charges for Services	200,400
Leases and Other Rents	35,000
Intergovernmental	195,998
Other Income	2,513,524
Operating Transfers In	4,434,562
Budget Carryforward	<u>325,000</u>

Total Revenue	<u><u>\$28,483,269</u></u>
----------------------	-----------------------------------

Expenditures

Personnel Services *	\$19,565,119
Operating Expenses**	5,338,154
Material & Supplies	1,022,732
Capital Outlay	1,310,940
Cost of Sales	19,500
Non-Operating***	<u>1,226,824</u>

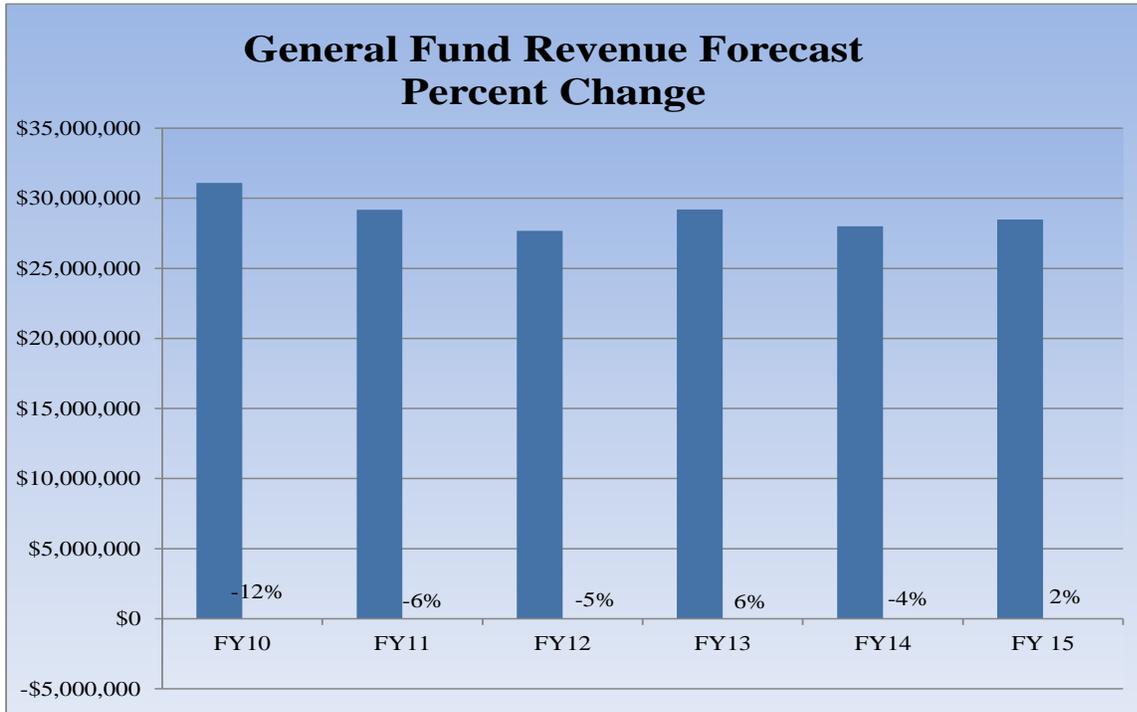
Total Appropriations	<u><u>\$28,483,269</u></u>
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*Personnel Services include salaries and employee benefits.

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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



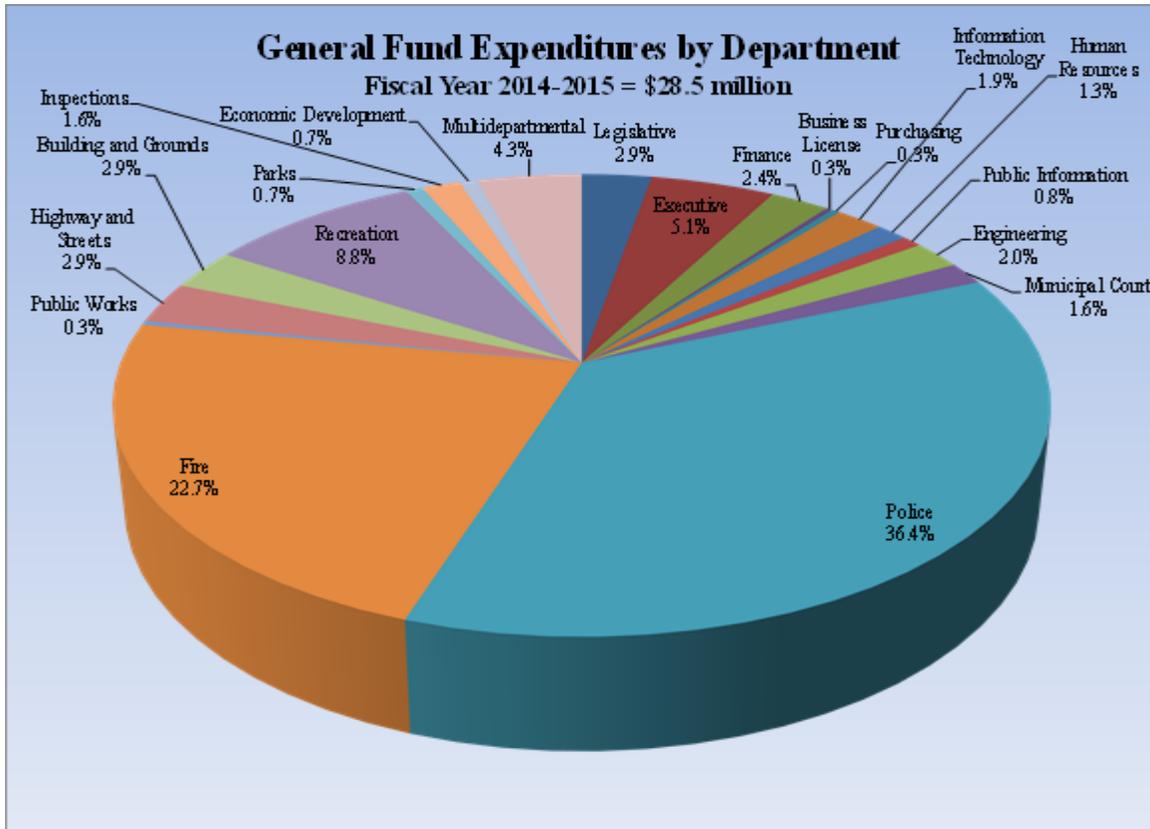
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

FY 2014-15 General Fund Summary
Dollars Millions

	Projected FY 14	Proposed FY 15
Beginning	<u>\$14.3</u>	<u>\$14.3</u>
Revenue	28.0	27.7
Expenditures	<u>28.0</u>	<u>27.7</u>
Ending Balance	<u>\$14.3</u>	<u>\$14.3</u>
*Req. Unassigned Fund Balance 30%-60%	\$4.3	\$4.3
Unassigned Fund Balance	\$3.9	\$3.9

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**



BUDGET BY FUNCTION

GENERAL FUND

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

The General Fund balance will increase slightly from \$14.2 million in FY 2011-12 to \$14.3 million in FY 2012-13. The fund balance has been used to fund basic services. In this presented budget there is a fund balance appropriation of \$325,000 for FY 2014-15. 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, 2013, the City's unassigned fund balance is 15% of total General Fund expenditures.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

The General Fund has the following transfers: (1) Main Street of \$93,225 for salaries and operating expenditures (2) FAA of \$574,508 to cover bond payments (3) E911 of \$559,091 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 are operating transfers from Enterprise Funds that represents funds allocated costs for shared computer services, administrative costs, operating expenses and payment in lieu of taxes:

- GICC - \$1,171,178
- Power Fund - \$1,535,414
- Water and Sewer Fund - \$263,306
- Storm Water Utility Fund - \$264,664

REVENUES

Ad Valorem (Property Tax)

The FY 2014-15 General Fund (Operating Budget) proposes a flat millage rate of 12.619 mills, as adopted during FY 2013-14.

	<u>2012-13</u>	<u>2013-14</u>	% Change
			<u>+ / (-)</u>
General Fund (mills)	12.619	12.619	0%
(General Operating)			

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

The tax rate levied against the City's new assessed valuation (taking into consideration the application of homestead exemption and the assessment ratio of 40% of taxable value for all properties) is expected to yield a slight increase for FY 2014-15 over the amended budget for FY 2013-14. This anticipated neutrality of the tax digest is predominantly due to an estimation of the revaluations of existing properties throughout the City.

The City's total assessed valuation of properties of all types, residential and commercial throughout the City has increased from \$905,532,442 in 2012 to \$991,614,737 in 2013,

primarily due to an increase in commercial property values. The CONRAC Facility was added to the 2011 tax digest as requested of Fulton County.

The Flight Equipment Tax, computed on the value of the airplanes and related equipment parked on the airport concourses within College Park's jurisdiction as of January 1st, is projected reduce slightly from \$1,800,000 to \$1,650,000 in the FY 2014-15 Budget. The collections are based on actual billings for the calendar year 2013.

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 of \$105,850.

Ad Valorem (Vehicles)

The assessed valuation of vehicles has increased from \$165 million in 2012 to \$175 million in 2013. The car rental companies remit taxes on their inventory based on an alphabet/ month schedule, i.e. Alamo would submit taxes in January (A-B), Enterprise in March (E-H), Hertz in May and so on.

Other Revenues

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

During FY 2013-14, College Park finalized negotiations with Clayton County for their share of local option sales tax (LOST). Clayton County LOST distributions to College Park will remain constant for FY 2014-15. College Park has not finalized negotiations for LOST distributions

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

with Fulton County. The proportionate share of College Park LOST allocation from Fulton County is much smaller due to the number of cities in Fulton County. College Park is anticipating a decrease in LOST distribution from Fulton County when negotiations are finalized. Fulton County LOST distributions budgeted amount was reduced by \$1 million for FY 2013-14 and will remain flat for FY 2014-15. Municipalities receive LOST distributions from the County based on eight criteria. The agreement for LOST distributions is for 10 years.

Other projected revenues are expected to remain constant in the FY 2014-15 budget year as compared to the FY 2014-15 amended budget.

EXPENDITURES

The budgeted general fund expenditures for FY 2014-15 will be \$2.4 million less than the amended FY 2013-14 Budget, representing a decrease of 7.7%. In general, Operating Expenses decreased 2.5%, Personnel Costs decreased by 0.5%, Materials/Supplies decreased 0.2%, and Cost of Sales decreased by 7.1%. Capital Outlay decreased 62.9% and Operating Transfers increased by 6.0%.

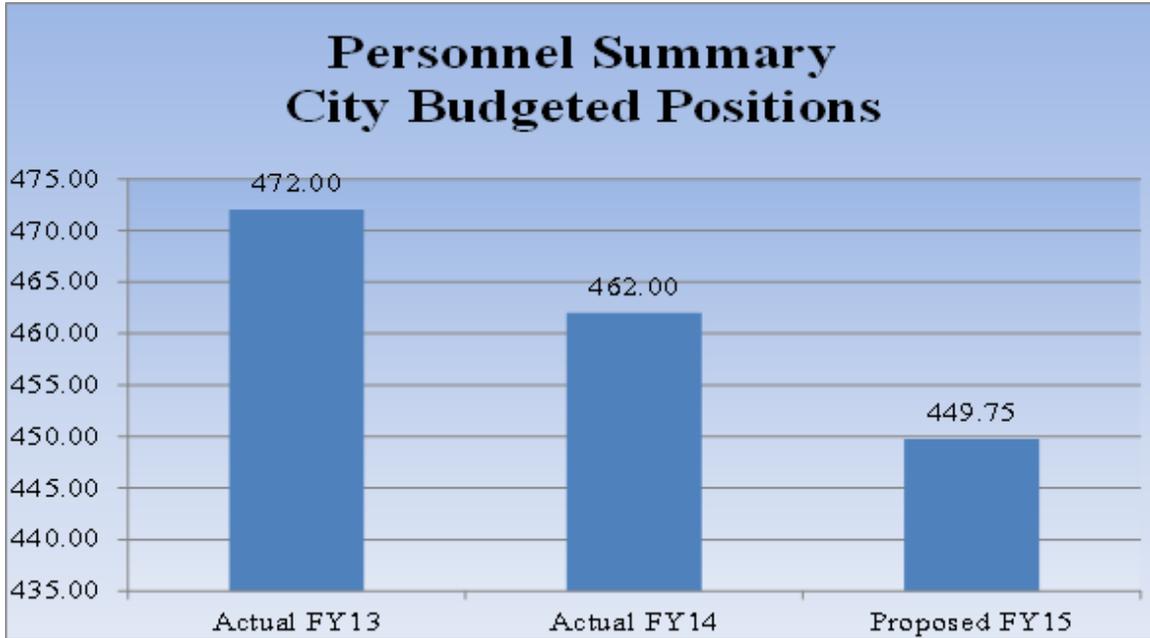
Personnel Costs

The Personnel Costs (salaries, wages and employee benefits) in the adopted 2014-15 Budget Year will equal approximately 69% of the General Fund (Operating Budget) net of Operating Transfers. This budget will sustain the current level of municipal services to the City of College Park.

The total personnel count for the overall budget program (All Funds) for the adopted FY 2014-15 is 448.75 positions; 14.5 positions less than the FY 2013-2014. For the General Fund Budget, the total personnel count is 302.75 positions; a change of -0.5 positions from FY 2013-14. For the Other Funds Budget the total personnel count is 146 positions: a change of 14 positions from FY 2013-14.

There is a 9.2 decrease in health insurance costs and the city pension contribution will increase from 21.63% to 22.54%. For FY 2014-15, the City will continue its Healthy City Initiative Program for City employees.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET



Operating Expenditures

The total cost of operating expenditures reflects a net decrease in the FY 2014-15 General Fund budget of \$138,547 compared to the FY 2013-14 amended budget.

The decrease is comprised of the following object accounts:

Communications and Utilities	\$13,974
Rentals	1,164
Repairs and Maintenance	71,889
Building Maintenance	(22,371)
Training and Education	(13,848)
Other Services and Charges	<u>(189,355)</u>
 Total Net Change in Expenditures	 <u><u>(\$138,547)</u></u>

Materials and Supplies

The total cost of Materials and Supplies reflects an increase in the adopted FY 2014-15 General Fund budget of \$2,036 over that of the FY 2013-14 amended budget.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Capital Outlay

Overall, the cost of Capital Outlay decreased from \$3,531,940 in the Amended FY 2013-14 General Fund budget to \$1,310,940 in the adopted FY 2014-15 Budget, a decrease of \$2,221,000.

A comprehensive listing and explanation of these Capital Improvement items appropriated under All Funds FY 2014-15 are provided in the Capital Improvement listing.

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

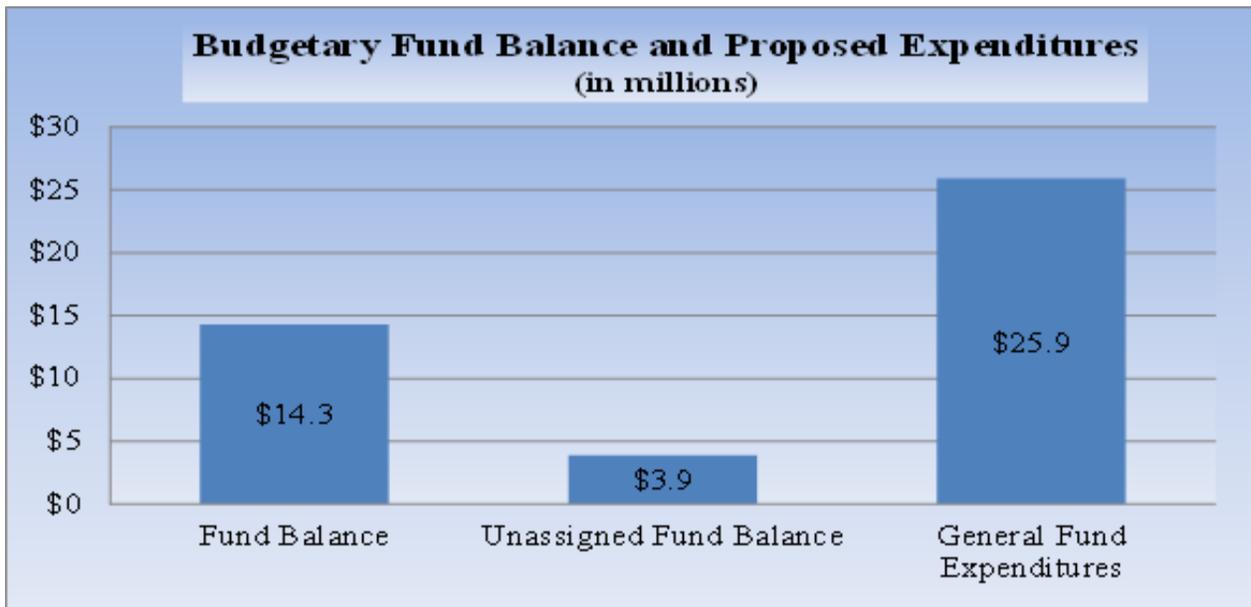
Capital Outlay Summary by Fund

	FY 2013-14 Amended Budget	FY 2014-15 Proposed Budget	Percent Change
General Fund	\$ 3,531,940	\$ 1,310,940	-62.9%
CDBG Fund	112,814	-	-100.0%
Grants Fund	195,998	-	-100.0%
SPLOST Fund	393,187	1,575,000	300.6%
Water and Sewer Fund	470,465	1,488,504	216.4%
Sanitation Fund	75,000	218,500	191.3%
Storm Water Utility Fund	200,000	45,000	-77.5%
Electric Fund	1,446,300	3,530,332	144.1%
Convention Center Fund	1,821,250	1,085,000	-40.4%
FAA Fund	400,305	-	-100.0%
BIDA Fund	4,490,000	80,000	-98.2%
Total	\$ 13,137,259	\$ 9,333,276	-29.0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Fund Balance

The graph below illustrates the Unassigned General Fund Balance and Total General Fund Balance as a percentage of General Fund Expenditures projected for June 30, 2013. The City's GASB 54 Fund Balance Policy requires the City to maintain an Unassigned General Fund Balance between 30%-60% based upon annual budgeted expenditures. The Unassigned General Fund Balance is at 15%.



Debt Service

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

Summary

To summarize the General Fund, the budget basically maintains the current level of municipal services and programs. There is no increase to the millage rate. The FY 2014-2015 budget proposes a staff reduction of 14.5 positions. Also, the budget reflects a two percent salary increase for full-time and part-time employees. There was a decrease of 9.2% for health care cost to the city and the city's pension contribution increased by 0.91%. There is a 3 mil power cost adjustment for power utility.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

BUDGET BY FUNCTION

POWER ENTERPRISE FUND

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

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.
- During FY 2014-15 the Power Department is proposing to transition all electric meters and water meters to the advanced stage of remote reading, connections, and disconnections. The process will take approximately 12 months including a pilot project, full deployment of meters, and a parallel read period. Once completed, the Power Department and Customer Service Department will have remote access to all meters for real time data and re-reads to expedite customer service needs.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

- All City departments contribute to the revenue stream by paying for their actual costs of electricity. The estimated revenue from Other City Sales will remain constant at \$300,000 for FY 2014-15.
- The Georgia International Convention Center (GICC) power will remain constant at \$1.2 million for FY 2014-15.

The Power Fund has a 3 mil Power Cost Adjustment (PCA) for FY 2014-15. The increase is due 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 2014-15 are as follows:

- Operating Transfers to the General Fund is \$1,535,414 for FY 2014-15, which represents an decrease of \$2,525,104 over the prior year budgeted transfer amount of \$4,060,518.
- Operating transfers to the BIDA Fund is \$1,000,000 which represents a decrease of \$3,100,000 over the prior year budgeted transfer amount of \$4,100,000.

WATER AND SEWER FUND ENTERPRISE FUND

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

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

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

During FY 2012-13, the City began construction to develop groundwater wells to supplement their existing water supply. Well No. 1 was completed and has a pumping capacity of 70 gallons per minute or 100,000 gallons per day. To treat more than one well with the filters, flows can be blended with finished water. Also, chemical feed capacity can be increased easily to treat up to 300,000 gallons per day at facility. During FY 2014-15, the City will perform exploration for additional water wells.

STORM WATER UTILITY FUND ENTERPRISE FUND

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

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

This is the sixth year of the program and we are addressing infrastructure needs; cost effective design and construction of the necessary improvements; providing leadership through implementation of best management practices (BPMs) that will enhance water quality throughout the City improving the overall quality of life for our citizens. During FY 2014-2015 the Storm Water Utility fund will continue making debt service payments on the \$2,000,000 of stimulus funds received from Georgia Environmental Finance Authority. The outstanding loan balance at June 30, 2014 was \$1,784,097. There is no increase in the storm water fee for FY 2014-15.

SANITATION ENTERPRISE FUND

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

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

There is no increase in the solid waste management fee for FY 2014-15. Capital Expenses recommended budget of \$130,000 for vehicle and equipment purchases should insure continued effective and efficient collection services for the citizens of College Park.

CONVENTION CENTER ENTERPRISE FUND

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

The total revenue budget for the GICC reflects a decrease in the FY 2014-15 budget of \$366,143 over the amended budget for FY 2013-14. The decrease is primarily due to the decrease in budget carry forward and Transfers – GICC and an increase in Administrative/Hospitality for FY 2014-15. Total revenue reflects the transfer of Hotel Special District Tax and GICC Special District Fund taxes to the GICC for bonded indebtedness for the Convention Center and infrastructure.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	Increase (Decrease)
Convention Center - Change in Revenues	
Sales Food and Beverage	\$141,700
Security	5,000
Parking	25,000
Meeting Rooms	100,000
Telecommunications	5,000
Audio Visuals	5,000
Administrative/Hospitality	570,030
Transfers - GICC	(570,354)
Budget Carryforward	(647,519)
 Total Net Change in Revenues	 (366,143)

Budget expenditures for FY 2014-15 indicate an overall decrease net of capital expenditures, operating transfers out and debt service of \$366,143 or -5.42%. This decrease is comprised of the following object accounts:

	Increase (Decrease)
Convention Center - Change in Expenses	
Personnel Services	(\$13,990)
Employee Benefits	(11,172)
Cost of Sales	(205,750)
General Operating Expenses	(211,218)
Capital Outlay	(736,250)
Operating Transfers Out	820,839
Debt Service	(8,602)
 Total Net Change in Expenses	 (366,143)

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

FEDERAL AVIATION ADMINISTRATION ENTERPRISE FUND

The Federal Aviation Administration (FAA) Fund is used to account for the lease of office buildings to the General Services Administration of the federal government regional headquarters. This fund also accounts for the operating activities of these buildings as well. Its revenue sources are derived from projected Facility Rental Income of \$2,451,291 and Operating Transfer In from the General Fund of \$574,508.

The 2011 FAA Taxable Refunding Revenue Bonds retired in FY 2013-2014 which substantially reduce the expenditures budget for FY 2014-15. In addition, as per the agreement with the General Services Administration the rental rate for the Phase I Building was renegotiated during FY 2013-2014. In the original agreement the rental rate was \$17.97 per square foot and was agreed to be reduced to \$7.78 on October 1, 2013, however, the final rental rate was negotiated to \$11.28 per square foot over a ten year period. The 1993 Revenue Bonds will retire in FY 2014-15. In addition, as per the agreement the rental rate for the Phase II Building will be renegotiated in FY 2014-15.

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 \$10,999,706 in the Amended FY 2013-14 to \$7,522,989 in the Adopted FY 2014-15. The adopted budget decrease is primarily due to the exclusion of prior year's budget item of \$4.1 million to purchase non-master land property for future economic development.

GOLF COURSE ENTERPRISE FUND

The Golf Course Fund is used to report the revenues and expenses generated or incurred through golf course activities. Its revenue sources are derived from fees and equipment rental. The Golf Course operating budget for FY 2014-2015 is \$48,114.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

SPECIAL REVENUE FUNDS

HOSPITALITY FUND

The total revenue budget for the Hospitality Fund reflects an increase in the FY 2014-15 budget of \$800,000 over the amended budget for FY 2013-14.

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

Mayor and Council ratified the 2% Hotel/Motel tax increase that became effective on July 1, 2011. 1.5 % of the Hotel/Motel tax increase will be used for the CP-DMO and .5% may be used for tourist/convention product development (CP-TPD). A Destination Marketing Organization line item was established in the Hospitality Fund for FY 2012-2013 budget.

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 – \$6,257,000

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

- CP-DMO – \$1,500,000

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

- CP-TPD – \$500,000

This amount is allocated for tourism/convention product development.

**CITY OF COLLEGE PARK, GEORGIA
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GICC SPECIAL DISTRICT FUND

This fund is set up to pay the bond interest and principal expenses for the Gateway Development (including the GICC) and the Global Gateway Connector infrastructure through a transfer to the GICC fund. A special district tax was established in late 2001 for the entire project in anticipation that the tax revenues generated from new development within the redevelopment area (7.5 mills) would pay the annual debt service. Due to a lack of development, an infusion of funds from the Hospitality Fund will need to occur to make up the balance due on the annual payment. The Automated People Mover (APM) and hotel development opened in this tax district in December 2009. We anticipate that sufficient revenues would be collected to pay the annual debt service. The primary revenue source for the GICC Special District Fund in FY 2014-15 is fund income of Special District Taxes estimated at \$105,850.

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 \$559,091, as well as the projected E911 collections and interest of \$340,121.

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 2013-14 have been budgeted upon the settlement of the funding formula litigation. This fund is projected to receive \$2,665,000 in FY 2014-15. Collections for prior years are as follows:

<u>Fiscal Year</u>	<u>Amount</u>	<u>Fiscal Year</u>	<u>Amount</u>
2005	\$2,548,311	2010	\$2,454,827
2006	\$2,703,314	2011	\$2,467,323
2007	\$2,748,648	2012	\$2,668,779
2008	\$2,681,445	2013	\$2,602,801
2009	\$2,622,351	2014	\$2,712,754

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.

**CITY OF COLLEGE PARK, GEORGIA
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Projected disbursements from this fund for FY 2014-15 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. There are no amounts budget for FY 2014-15 in the Grants Fund, however, the following grants are budgeted in the General Fund:

Source	Title	FY 2014-2015 Project Costs	Match \$'s	Match Ratio
State Grant	Metropolitan Atlanta Rapid Transit Authority	<u>\$ 195,998</u>	\$0	0%

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

Confiscated Drug Funds \$30,000 - This Fund records the proceeds from confiscated drug funds and the expenditures of those funds on Police-related operations, supplies and/or capital items.

State Drug Fund \$0 – This Fund reports the City share of State Drug monies that are confiscated by the City.

CAPITAL PROJECT FUNDS

Main Street Fund \$93,225 – This fund accounts for the purpose of redevelopment of College Park Main Street. Mayor and Council have appropriated funds 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 \$1,600,000 – 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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

and fees made on behalf of third parties. There are no funds budgeted for the Municipal Court for FY 2013-14.

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 constructing the new Georgia International Convention Center. The outstanding balance of these revenue bonds at June 30, 2014 is \$0.

On July 11, 2013 the City of College Park Business and Industrial Development Authority (BIDA) issued \$17,090,000, 2.010% Civic Center Project Revenue Refunding Bonds, Series 2013. These revenue bonds were issued for the purpose of refunding of the City of College Park BIDA, 5.00% Revenue Bonds, Georgia International Convention Center, Series 2001. The outstanding balance of these revenue bonds at June 30, 2014 is \$16,795,000.

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, 2014 is \$46,300,000.

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, 2014 is \$0.

On July 11, 2013 the City of College Park Business and Industrial Development Authority (BIDA) issued \$7,960,000, 1.910% Public Safety Revenue Refunding Bonds, Series 2013. These revenue bonds were issued for the purpose of refunding of the City of College Park

**CITY OF COLLEGE PARK, GEORGIA
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BIDA, 5.25% Revenue Bonds, Public Safety Complex, Series 2004. The outstanding balance of these revenue bonds at June 30, 2014 is \$7,830,000.

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, 2014 is \$23,810,000.

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, 2014 is \$33,075,000.

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, 2014 is \$6,885,000.

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.

On July 20, 2011 the City of College Park Business and Industrial Development Authority (BIDA) issued \$8,960,000, 2.010% Taxable Refunding Revenue Bond, FAA Project, Series 2011. These taxable revenue bonds were issued for the purpose of refunding of the City of College Park BIDA, 6.5% Taxable Revenue Bond, FAA Project, Series 1999.

FAA – \$8,500,000. These revenue bonds Series 1993 outstanding balance at June 30, 2014 is \$1,775,000.

FAA – \$8,960,000. These revenue bonds Series 2011 outstanding balance at June 30, 2014 is \$0.

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

SUMMARY

There are many indicators, projections, charts and graphs in the Fiscal Year 2014-15 Budget document. This is rightfully so, since this budget also reflects College Park's vision and focus on improving the quality of life for our residents, businesses and visitors, respectively. This budget reflects community values, goals, objectives and ideas, all of which are indicative and consistent with the expectations articulated by Mayor and City Council.

The Fiscal Year 2014-15 Budget represents the character of a city whose unique identity distinguishes itself from other geographical areas of Southwest Fulton County and the overall Atlanta Metropolitan Area. City administration began finalizing its recommendations for next year's budget with 58% of the current fiscal year completed, 57% of the approved budget expended, and 62% of anticipated revenues collected. Staff is likewise working to promote and establish an unassigned fund balance that remains healthy.

Total General Fund expenditures are down 7.7%, and personnel services are down 0.5%. There is a 9.2% decrease in health care costs and a slight increase of 0.91% for the city pension contribution. Fiscal Year 2014-15 will also mark the third consecutive year of administering a performance budget, enabling our ability to again secure recognition from the Government Finance Officers Association of the United States and Canada for best budget format. However, make no mistake that this effort represents a continuous process, as more work is required to truly solidify our belief that we are moving in the right direction.

Total local property tax millage for City operations will result in neutral revenues. Total appropriation for all funds is recommended to be \$114,684,753. As such, the overall Fiscal Year 2014-15 Budget is financially sound and delivers services our residents have come to expect.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	Amended Budget 2013-2014	Proposed Budget 2014-2015	Increase (Decrease)	%
General	\$30,864,791	\$28,483,269	(\$2,381,522)	-7.7%
Confiscated Drugs	55,475	30,000	(25,475)	-45.9%
State Drug Fund	1,006	-	(1,006)	-100.0%
Emergency 911	934,791	899,212	(35,579)	-3.8%
Power	31,681,836	31,433,530	(248,306)	-0.8%
Water & Sewer	10,552,812	9,367,570	(1,185,242)	-11.2%
Sanitation	2,745,000	2,662,512	(82,488)	-3.0%
Convention Center	16,710,756	16,344,613	(366,143)	-2.2%
Hospitality Fund	9,202,086	9,506,970	304,884	3.3%
GICC Spec District	105,850	105,850	-	0.0%
FAA Facility	6,236,773	3,026,399	(3,210,374)	-51.5%
BIDA	10,999,106	7,522,989	(3,476,117)	-31.6%
Car Rental Tax	2,550,500	2,665,500	115,000	4.5%
Main Street	95,113	93,225	(1,888)	-2.0%
SPLOST	436,000	1,600,000	1,164,000	267.0%
Storm Water	1,055,000	895,000	(160,000)	-15.2%
Golf	43,175	48,114	4,939	11.4%
CDBG	112,814	-	(112,814)	-100.0%
Grant Funds	205,451	-	(205,451)	-100.0%
Total	<u>\$124,588,335</u>	<u>\$114,684,753</u>	<u>(\$9,903,582)</u>	-7.9%

The College Park Executive Team therefore looks forward to working with Mayor and City Council during the upcoming budget workshops and public hearings, as well as welcomes the opportunity to address questions and concerns accordingly. In summary, the Fiscal Year 2014-15 Budget outlines and supports the City's good financial position, continues attention to engage various scale infrastructure improvements, encourages well-managed growth management policies and principles, and is supportive of expanding private/public collaborations and economic development.

I wish to offer a special and a very personal thanks to all department directors who assisted the Office of the City Manager in preparing this year's budget submission. Director of Finance and Accounting Richard D. Chess, Accounting Supervisor Nina Mallard, Utility Accountant Rodrique Taylor, Accounting Assistant Cleshette Davis, Accounting Clerk Sandra Heard, Accounting Clerk Yolanda Thomas, Accounting Clerk Aline Malone-Farrar, and Tax Clerk

CITY OF COLLEGE PARK, GEORGIA
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Philip Latona, as well as all department managers, supervisors and section administrators who contributed invaluable in preparing the budget document. This year's submittal of an enhanced performance-oriented budget will enable us to continue exercises factually to ascertain how the organization is doing in terms of productivity and how well we are responding to meet goals and objectives. We all must therefore operate on the premise that if you cannot measure output, you cannot improve it. Our efforts to more thoroughly benchmark municipal services, as well as highlight both performance indicators and accomplishments, will direct continuous improvement accordingly. We also hope the City and general public will avail themselves of the many facts and figures contained in this budget document so that we can better meet the challenges and expectations of our residents and other stakeholders. The City's administration and organization are up to the challenge and we look forward to a very productive year for our community.

Sincerely,

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

Terrence R. Moore, ICMA-CM
City Manager

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

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

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

- Identify stakeholder issues and concerns

- Obtain stakeholder support for the overall budgeting process

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

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

Principles and Elements of the Budget Process

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

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

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

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

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

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

Budget Roles and Responsibilities

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

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

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

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

The **Finance Department staff** is responsible for preparing the multi-fund short-range and long-range revenue and expenditure forecasts, coordinating with Budget Liaisons in calculating user and indirect cost

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

rates, developing the process and related forms for preparing and monitoring the budget, coordinating the compilation of budget data, analyzing operating and capital budget requests, supporting Finance Department in the Comprehensive Annual Financial Report preparation, asset monitoring, evaluating and summarizing budget requests from divisions and preparing budget review materials for the Director of Finance and Accounting, Department Directors, City Manager, Mayor and City Council, media and citizens.

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

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

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

City of College Park's Traditional Budget Process

City of College Park's budget process is a key aspect of its strategic visioning and planning efforts - allowing the Mayor and City Council and staff the opportunity to reassess goals and objectives and the means for accomplishing them. The Mayor and City Council typically review the City's proposed budget in detail from April through the June adoption; they also traditionally provide input to the City Manager and staff throughout the year in regular Council meetings. In these meetings, the Mayor and City Council members collaborate to establish a mission and broad goals for the community articulate their priorities,

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discuss relevant issues such as methods of expanding and enhancing public input, and the most recent Economic/Revenue Forecast, and emerging budget, legislative and policy issues.

Policy/Strategy Development and Prioritization Process Phase

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

Budget Development and Prioritization Process Phase

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

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

City Management Review and Modification Phase

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

Implementing, Monitoring, and Amending the Budget Phase

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

College Park's programs and activities are periodically reviewed to determine if they are achieving City Council's goals, accomplishing strategic objectives and making efficient use of limited resources. The City Manager, Finance and Accounting Department and Department Directors provide assistance to staff in their review of programs. The staff of every City service or program is expected to conduct self-

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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 PROGRAMMING

INTRODUCTION

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

The Capital Improvement Program ("CIP")

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

The underlying strategy of the CIP is to plan for land acquisition, construction and maintenance of public facilities necessary for the safe and efficient provision of public services in accordance with broad policies and objectives adopted in the County's Comprehensive Plan. A critical element of a balanced CIP is the provision of funds to both preserve or enhance existing facilities and provide new assets to respond to changing service needs and community growth. While the program serves as a long range plan, it is reviewed and revised annually based on current circumstances and opportunities. Priorities may be 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 parts of new facilities are not to be included as a CIP project. The exception to this is when the total dollar amount of all the items are of a considerable value that they are grouped together and considered as a single capital project.

CIP Linkages

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

- The Capital Improvement Program (Mid-term Element, 5-10 years)

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- The Capital Budget (Short-term Element, 1 year)

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

The CIP Process

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

Principles of Sound Capital Improvement Planning

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

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

1. Criteria consistent with the Comprehensive Plan, and with the principles stated herein, shall be established to guide the selection and prioritization of CIP projects.

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.

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3. The CIP shall include the fiscal impact of each project and identify unfunded capital requirements to adequately anticipate resource requirements and capacity to provide services beyond the planning period.
4. The CIP shall support the City's efforts to promote economic vitality and high quality of life. The CIP should recognize the revenue generating and/or cost avoiding value of making public infrastructure improvements to spur private reinvestment and revitalization in support of City's land use policy. The CIP shall support the City's efforts to encourage the development of affordable and effective multi-use public facilities as feasible.
5. The CIP shall be developed to provide facilities that are cost effective, consistent with appropriate best practice standards, community standards and expectations of useful life.
6. The City will endeavor to execute the projects as approved and scheduled in the CIP. Value Engineering principles will continue to be applied to appropriate capital projects. Changes in project scope cost and scheduling will be subject to close scrutiny.

The CIP Review

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

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

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

Projects most often are forwarded to the team by a sponsoring department, which is responsible for their implementation. Being aware that there are always more project proposals submitted than can be funded 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	50,000	50,000
Subtotal - MIS-Info Tecnology				50,000
Engineering	Capital Improvement Fund	1	215,998	215,998
Subtotal - Engineering				215,998
Police Administration	Vehicle Replace	1	27,584	27,584
Subtotal - Police Administration				27,584
Police Investigations	Vehicle Replace	1	25,584	25,584
Subtotal - Police Investigations				25,584
Police Patrol	Vehicle Replace	1	146,530	146,530
Police Patrol	Police Technology	1	131,244	131,244
Subtotal - Police Patrol				277,774
Fire Suppression	Buildings	1	244,000	244,000
Subtotal - Fire Suppression				244,000
Public Works	Infrastructure	1	20,000	20,000
Subtotal - Public Works Administration				20,000
Highway and Street	Street Resurfacing	1	125,000	125,000
Subtotal - Highway and Street				125,000
Recreation Facilities	Parks	1	325,000	325,000
Subtotal - Recreation Facilities				325,000
Grand Total - General Fund				<u><u>1,310,940</u></u>

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
S.P.L.O.S.T.	Buildings	1	1,575,000	1,575,000
Subtotal - S.P.L.O.S.T.				1,575,000
Water and Sewer Fund	Water Line Replacement	1	731,304	731,304
Water and Sewer Fund	Other System Improvements	1	757,200	757,200
Subtotal - Water and Sewer Fund				1,488,504
Electric/Power Fund				
Electric/Line	Communications	1	5,000	5,000
	Capital Improvement Fund	1	356,163	356,163
	Electrical Improvements	1	760,000	760,000
	Other System Improvements	1	300,000	346,700
	Street Lighting	1	252,000	252,000
Subtotal - Electric/Line				1,719,863
Electric/Meter	Other System Improvements	1	1,574,840	1,574,840
Subtotal - Electric/Meter				1,574,840
Electric/Customer	Other Equipment	1	235,629	235,629
Subtotal - Electric/Customer Service				235,629
Total - Electric/Power Fund				3,530,332
Sanitation	Infrastructure	1	37,000	37,000
Sanitation	Buildings	1	106,500	106,500
Sanitation	Sanitation Containers	1	75,000	75,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
Subtotal - Sanitation				218,500
Fund: 555-Convention Center	Furniture Fixtures/Replace	1	255,000	255,000
	Other Equipment/Replace	1	830,000	830,000
Subtotal - Convention Center				1,085,000
Business Industrial Development (BIDA)	Land Purchase Cost	1	80,000	80,000
Subtotal - BIDA				80,000
Storm Water Utility Fund	Improvements Storm Sewers	1	45,000	45,000
Subtotal - Storm Water Utility Fund				45,000
Grand Total - Other Funds				<u>8,022,336</u>
Grand Total of General and Other Funds				<u>9,333,276</u>

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:
Information Technology

Project Name or Title:
DATTO Data Storage

Project Description:

The data storage expansion will allow more data to be backed up locally and to the “cloud” utilizing an appliance designed specifically for that purpose. Several more servers have been brought online during FY2014 requiring additional offsite storage and backup capability. A NAS (Network Attached Storage) space was also created to allow greater flexibility with data backup for specific, essential functions.

Cloud storage allows for the instant retrieval of data and the management necessary to support a 24/7 operation such as the city’s Public Safety department. The cloud vendor also provides a disaster recovery site to spin up server(s) in the case of a disaster involving our local equipment. IT also utilizes the system to test changes in live environments before making permanent upgrades by creating expendable clone servers in the virtual environment.

Project Justification and Impact:

The city continues to accumulate more data that must be stored, secured and remain accessible to users including video surveillance, enterprise data and an ever expanding array of applications.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 20,000	-	-	-	-	\$20,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Relationship to Other Primary Projects: None

Department/Division:

Information Technology

Project Name or Title:

MS Exchange Server

Project Description:

Licensing for new MS Exchange Email Server created during FY2014 budget.

Project Justification and Impact:

MS Exchange Server must be upgraded to maintain best practices for industry standards. Licensing is required for mailboxes (approximately 300) that will be migrated from current (OLD) server to new server.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ 20,000	\$ 20,000	-	-	-	-	\$40,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:
Information Technology

Project Name or Title:
MS OS Licensing

Project Description:
Licensing necessary for remaining users on Microsoft Windows XP Operating System to be brought up to Windows 7/8 Operating System.

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: \$10,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ 20,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Useful Life: 5+ years.

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Engineering

**Project Name or Title: Old National Highway Streetscape using MARTA
General Funds**

Project Description:

Sidewalk and bus pads on both sides of Old National Highway

Project Justification and Impact:

College Park and MARTA have an Intergovernmental Agreement (IGA) with College Park's commitment \$ 195,998

Project Costs: \$195,998

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ 0	\$195,998	\$ -	\$ -	\$ -	\$ -	\$195,998

Useful Life: 20 years.

Estimated Cost Beyond Five Year Program: Fulton County Streetscape Project using TE funds.

Funding Source: GRANT (MARTA)

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Engineering

Project Name or Title:

Quiet Crossings of CSX

Project Description:

Train safety equipment is being added at Rugby Avenue and Harvard Avenue for vehicles and at John Wesley Avenue and Princeton Avenue for pedestrians.

Project Justification and Impact:

College Park is contractually obligated to United States Department of Commerce, Economic Development Administration (EDA) but the great decrease in the number of times that a train engineer needs to blow the train horn for safety will improve the Quality of Life. Unforeseen additional requirements to complete our city quiet crossing project.

Project Costs: \$20,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Useful Life: 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: Street and Highway

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Police/Administration

Project Name or Title:

Capital Improvement: Replace Unmarked Police Vehicle

Project Description:

This project is to replace a 2002 Chevrolet Impala, 4 door police package sedan with over 118,000 miles.

Project Justification and Impact:

Vehicle is 12 years old, has high engine mileage and engine hours. Continued reliability and potential for major repairs a greater possibility.

Project Costs: \$27,584

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 27,584	\$ 27,584	\$ -	\$ 27,584	\$ -	\$ 82,752

Useful Life: 5-8 years.

Estimated Cost Beyond Five Year Program: Many vehicles have powertrain warranties for up to 100,000 miles. Increased maintenance and operation cost may be expected beyond that point.

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Police/Investigations

Project Name or Title:

Capital Improvement: Replace Unmarked Police Vehicle

Project Description:

This project is to replace a 2001 Ford Taurus, 4 door police package sedan with over 108,000 miles.

Project Justification and Impact:

Vehicle is 13 years old, has high engine mileage and engine hours. Continued reliability and potential for major repairs a greater possibility.

Project Costs: \$ 25,584

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 25,584	-	\$ 25,584	\$ 25,584	-	\$76,752

Useful Life: 5-8 years.

Estimated Cost Beyond Five Year Program: Many vehicles have powertrain warranties for up to 100,000 miles. Increased maintenance and operation cost may be expected beyond that point.

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Replace Obsolete Intoximeter (Breathalyzer)

Project Description:

This capital improvement item is to provide resources to purchase a replacement intoximeter as mandated by the State of Georgia.

Project Justification and Impact:

The current instrument, Intoximeter 5000 is being phased out by the manufacturer. The current instrument can no longer be used to measure blood alcohol levels in DUI suspects after December 2014. The new mandated instrument is the Intoximeter 9000 manufactured by CMI, the only instrument authorized by the State of Georgia.

Project Costs: \$10,000

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$10,000	\$ -	\$ -	\$ -	\$ -	\$10,000

Useful Life: 10 years.

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
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Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: PTZ Surveillance Camera

Project Description:

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

Project Justification and Impact:

Add PTZ camera to existing surveillance system.

Project Costs: \$11,000

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 66,000

Useful Life: 5 years.

Estimated Cost Beyond Five Year Program: Replacement expenses will be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Stationary License Plate Reader (LPR)

Project Description:

Obtain funding to procure license plate readers to be installed in strategic locations.

Project Justification and Impact:

The City of College Park is a major transportation hub, not only for air travel, but motor vehicles as well. Stationary license plate readers (LPR) can be permanently mounted on utility poles in strategic areas in order to collect valuable investigative information and identify stolen vehicles and wanted drivers in real time.

Project Costs: \$47,040

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 47,040	\$ 47,040	\$ 47,040	\$ 47,040	\$ 47,040	\$235,200

Useful Life: 5 years.

Estimated Cost Beyond Five Year Program: Replacement expenses will be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Replace Obsolete Mobile 800MHz Radios

Project Description:

Obtain funding to replace obsolete mobile 800MHz radios in Police Department Vehicles.

Project Justification and Impact:

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

Project Costs: \$40,000

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ N/A	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$200,000

Useful Life: 10 years.

Estimated Cost Beyond Five Year Program: Replacement expenses will be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Replace Obsolete Mobile Video Systems in Patrol Cars

Project Description:

Procure funding to replace obsolete, end of life Mobile Video Systems in patrol cars.

Project Justification and Impact:

The Patrol Division has mobile video systems installed in each vehicle. A number of these systems are at or beyond their projected life cycle.

Project Costs: \$23,204

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ 5,801	\$ 23,204	\$ 23,204	\$ 23,204	\$ 23,204	\$ 23,204	\$121,821

Useful Life: 7 years.

Estimated Cost Beyond Five Year Program: Replacement expenses will be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Police-Patrol

Project Name or Title:

Capital Improvement: Fund/Purchase Replacement Patrol Vehicles

Project Description:

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

Project Justification and Impact:

Patrol vehicles are called upon to operate in all manner of driving and in all conditions providing services to our citizens around the clock, necessitating the need for patrol vehicles to be in safe and reliable condition. The Patrol Division currently has three vehicles which were involved in traffic accidents and damaged beyond repair and three vehicles in addition are in excess of 100,000 miles. The high mileage and additional engine run time create concerns for increased reliability and major repair cost

Project Costs: \$146,530

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$146,530	\$146,530	\$146,530	\$146,530	\$146,530	\$732,650

Useful Life: 3 - 5 years.

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Fire Suppression

Project Name or Title:

Remodel of Station 2

Project Description:

This capital improvement item is to provide resources for the RFP and construction phases to remodel Fire Station #2 located at 2336 Sullivan Road

Project Justification and Impact:

This project is to renovate Fire Station 2 on Sullivan Rd. Fire personnel are currently operating out of modular units and will move operations to the renovated permanent building upon completion.

Project Costs: \$ 244,000.00

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$244,000	\$244,000	\$	\$ -	\$ -	\$ -	\$ 244,000

Useful Life: 50 years

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Public Works/Administration

Project Name or Title:

Herschel Rd. Bridge Railing & Repair and Pedestrian Bridge Installation

Project Description:

Replace Bridge Railings and Install Pedestrian Bridge

Project Justification and Impact:

Current railings are damaged and in need of replacement. There is not a pedestrian walkway along the bridge. Currently pedestrians must walk into the roadway to cross over the bridge.

Project Costs: \$20,000

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

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 2015 BUDGET**

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>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Recreation/Facilities

Project Name or Title:

Purchase approximately 3.6 acres of land on Godby Road.

Project Description:

This capital improvement item is located on Godby Road next to the Godby Recreation Center.

Project Justification and Impact:

The College Park Recreation and Parks Department adopted the Vision, Insight, and Planning (VIP) Action Plan model as a strategy for making recreation and parks central to a healthy and vibrant community. It emphasizes the importance of recreation and parks.

Project Costs: \$ 325,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ 325,000

Useful Life: 40 years

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

Funding Source: General Fund

Relationship to Other Primary Projects:

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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: \$1,575,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$1,575,000	\$ -	\$ -	\$ -	\$ -	\$1,575,000

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 2015 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: \$731,304

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 731,304	\$ -	\$ -	\$ -	\$ -	\$ 731,304

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 2015 BUDGET**

Department/Division:

Public Works/Water and Sewer

Project Name or Title:

Back-Up Diesel Generators

Project Description:

SD 300 Back-Up Diesel Generators

Project Justification and Impact:

To install back-up generators at West Fayetteville and Charlestown Elevated Water Tanks and Jackson Street and Lyle Avenue Water Pump Stations. If there are power failure/interruptions at either of these facilities, these facilities will not be able to supply water throughout the City of College Park, Water Distribution System. Installing these system (4) four back-up generators will enable these facilities to have continuous operation until electrical power is restored.

Project Costs: \$375,000

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000

Useful Life: N/A

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 2015 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.

Project Costs: \$382,000

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 382,000	\$ 382,000	\$ 382,000	\$382,000	\$ 382,000	\$ 1,910,000

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 2015 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>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000

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 2015 BUDGET

Department/Division:

Power/Line

Project Name or Title:

AMI Transceivers & Equipment

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$68,466

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
-	\$68,466	\$ -	\$ -	\$ -	\$ -	\$68,466

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 2015 BUDGET

Department/Division:

Power/Line

Project Name or Title:

AMI Server

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$50,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
-	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

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 2015 BUDGET

Department/Division:

Power/Line

Project Name or Title:

AMI Broadband Equipment

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$87,697

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
-	\$87,697	\$ -	\$ -	\$ -	\$ -	\$87,697

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 2015 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Wally Park Development Line Relocation

Project Description:

This project will consist of the removal of two overhead feeders to be placed underground during the construction phase of the new Wally Park Development located at Paul D. West Dr.

Project Justification and Impact:

Overhead line is in direct path of new construction of the Wally Park Complex and will have to be relocated in order to serve new customers properly.

Project Costs: \$150,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</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 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

Transformers - New and Replacement

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$100,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 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 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

SPCC System Project (Spill Prevention and Control)

Project Description:

Spill Prevention and Control Countermeasures (SPCC) System construction and installation at three sites as defined by EPA Title 40 of CFR Part 112. The Sites are 1. Edison Drive Substation; 2. West Fayetteville Substation.

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 in preparation of a plan, which has identified 3 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: \$150,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</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 2015 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Outdoor Lighting

Project Description:

Customer requested lighting to provide safety and security.

Project Justification and Impact:

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

Project Costs: \$25,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$20,000	\$25,000	\$25,000	\$25,000	\$30,000	\$30,000	\$155,000

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 2015 BUDGET**

Department/Division: Power/Line

Project Name or Title:
Phoenix Blvd Cable Replacement

Project Description:
Replace power cable on the North side of Phoenix Blvd and Phoenix Parkway. The existing underground cable capacity (4/0) is marginal to carry hot summer load. This cable also has some serious age on it and is deteriorating quickly. We have already experienced several outages and loop feed situations that are now radial feed due to wire has failed in many sections under roads and needs to be replaced to at least repair our loop feed to these businesses. This will be the first section of a 5 year project. Sections 2 thru 5 will be completed on a yearly basis until project is fully complete and operating at full potential.

Project Justification and Impact:
This project will replace 4/0 wire with 1000MCM wire. It will also replace depleted 1/0 primary. Increase wire size for more load capacity will improve reliability and load carrying capacity when interconnecting substation circuits.

Project Costs: \$100,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 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:

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Old National Highway Streetscape TE-209 Project – Decorative Lighting [P.I. 6912]

Project Description:

Install 53 decorative light assemblies with associated wiring and conduit system for Streetscape.

Project Justification and Impact:

This is materials and labor required to install the College Park Power standard decorative lighting system for the approved Streetscape Project listed above.

Project Costs: \$212,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 212,000	\$ -	\$ -	\$ -	\$ -	\$ 212,000

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 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

Large Customer Line Extension

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$150,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</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 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

Hwy 29 CSX Crossing

Project Description:

To strengthen our electrical distribution system and reduce power outages by creating a feeder tie point between Lakemont and Edison substations.

Project Justification and Impact:

This the last component of a system reliability project that began 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.

Project Costs: \$80,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

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 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

Godby Rd. Road Widening

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$100,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

Godby Rd. Line Upgrade

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$330,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</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 2015 BUDGET**

Department/Division:

Power/Line

Project Name or Title:

System Capacitors

Project Description:

Making modifications needed to improve the overall system power factor.

Project Justification and Impact:

Modifications needed to improve the overall system power factor.

Project Costs: \$100,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source:

Power Fund

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:
Finance/Meter

Project Name or Title:
AMI Meter Installation

Project Description:
Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:
AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$196,580

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
-	\$196,580	\$ -	\$ -	\$ -	\$ -	\$196,580

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 2015 BUDGET**

Department/Division:

Finance/Meter

Project Name or Title:

AMI Meters

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$1,378,260

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
-	\$1,378,260	\$ -	\$ -	\$ -	\$ -	\$1,378,260

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 2015 BUDGET**

Department/Division:

Finance/Customer Service

Project Name or Title:

AMI Prepay Software

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$25,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000

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 2015 BUDGET**

Department/Division:

Finance/Customer Service

Project Name or Title:

AMI Communication Software

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$20,950

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$20,950	\$ -	\$ -	\$ -	\$ -	\$20,950

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 2015 BUDGET**

Department/Division:

Finance/Customer Service

Project Name or Title:

AMI Harris MDM Software

Project Description:

Conversion of the meter reading system to an advanced system with 2-way communication and remote reading and disconnects.

Project Justification and Impact:

AMI system will enhance the meter reading and billing and provide savings to the City.

Project Costs: \$189,679

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$189,679	\$ -	\$ -	\$ -	\$ -	\$189,679

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 2015 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>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ 26,661	\$ 75,000	\$50,000	\$50,000	\$40,000	\$40,000	\$ 281,661

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 2015 BUDGET**

Department/Division:

Public Works/Sanitation

Project Name or Title:

Winter De-icing Storage Facility

Project Description:

To installation of a removable storage facility to be used for the storage of winter de-icing materials.

Project Justification and Impact:

The current storage facility allows for storage of a limited amount of of deicing materials used for clearing Roadways during inclement weather condition. The installation of a larger facility will increase the storage capacity.

Project Costs: 106,500

<u>Prior Year</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$ 106,500-	\$ -	\$ -	\$ -	\$ -	\$106,500

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 2015 BUDGET**

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Daktronics Digital Screens

Project Description:

This capital improvement item is to provide resources for the replacement/purchase of our current outdoor video screens.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing outdoor video screens are behind in technology, replacement/repair parts are obsolete and the system is hard to maintain. The new system will allow us more flexibility with our clients as well as the marketing effort of selling advertisement on video screens resulting in larger revenue dollars. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$500,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$500,000					\$500,000

Useful Life: 5-7 years

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

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – HVAC DDC Control System

Project Description:

This capital improvement item is to provide resources for the purchase/upgrade of our existing HVAC DDC control unit.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The HVAC DDC control hardware is obsolete and cannot be repaired when failure occurs. If failure occurs, the building HVAC control system will be inoperative and would impact our ability to conduct business. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$40,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$40,000					\$40,000

Useful Life: 10+ years

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Leather Ottoman Refurbishment

Project Description:

This capital improvement item is to provide resources for the refurbishment of 54 GICC leather ottomans.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The leather ottomans (lobby furnishings) are 10+ years old and are showing significant wear and tear. They are in need of overall refurbishment. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$130,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$130,000					\$130,000

Useful Life: 7+ years

Estimated Cost Beyond Five Year Program: None

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Sail Lighting Retrofit

Project Description:

This capital improvement item is to provide resources for the purchase of new LED lighting fixtures and controls for the GICC Concourse Sail lights.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing sail lighting fixtures are old and continually fail to operate. New LED lighting has a life span of up to 20 years and operates more efficiently using substantially less power. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$250,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$250,000					\$250,000

Useful Life: Up to 20 years

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

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – CCTV Upgrade

Project Description:

This capital improvement item is to provide resources for the purchase/replacement of our current CCTV cameras and control equipment.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing CCTV system is outdated and cameras are not functioning properly. Cameras are needed in new locations to expand the areas under surveillance. This upgrade is needed to continue the safety and security of our clients. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$125,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$125,000					\$125,000

Useful Life: 5+ years

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

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – Suites/Boardroom Wallpaper

Project Description:

This capital improvement item is to provide resources for the purchase/replacement of the wallpaper in the Suites and Boardrooms.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing wallpaper in these areas are worn, torn and damaged. Wall coverings are scheduled for replacement as they age. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$75,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$75,000	\$ -	\$ -	\$ -	\$ -	\$75,000

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 2015 BUDGET**

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement – HVAC Work Platform

Project Description:

This capital improvement item is to provide resources for the purchase of a work platform for the HVAC system located in the dimmer equipment room.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The HVAC unit in the dimmer equipment room is located in an area that cannot be accessed safely for maintenance and repairs. If the unit fails, the lighting equipment and controls for the building could be compromised and fail due to excessive heat in the room. This platform is needed for safer and easier access to these areas. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

Project Costs: \$40,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$40,000					\$40,000

Useful Life: 10+ years

Estimated Cost Beyond Five Year Program: None

Funding Source: Bond Refinance

Relationship to Other Primary Projects: None

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department/Division:

Convention Center

Project Name or Title:

Capital Improvement - Handicap Ramp

Project Description:

This capital improvement item is to provide resources for the purchase of an additional handicap ramp.

Project Justification and Impact:

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. Currently the GICC has one handicap ramp and additional ramps are rented. The additional ramp is needed to fulfill the needs of clients and to be ADA regulated. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the GICC.

Project Costs: \$15,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
	\$15,000					\$15,000

Useful Life: 5 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 2015 BUDGET

Department/Division:

Business Industrial Development Authority

Project Name or Title:

Land Purchase

Project Description:

This project is to purchase land.

Project Justification and Impact:

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

Project Costs: \$80,000.00

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$80,000	\$ -	\$ -	\$ -	\$ -	\$80,000

Useful Life: 30 Years

Estimated Cost Beyond Five Year Program: None.

Funding Source: BIDA Fund

Relationship to Other Primary Projects: NA

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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: \$45,000

<u>PriorYear</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>Total</u>
\$ -	\$45,000	\$400,000	\$400,000	\$375,000	\$200,000	\$1,420,000

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 2015 BUDGET

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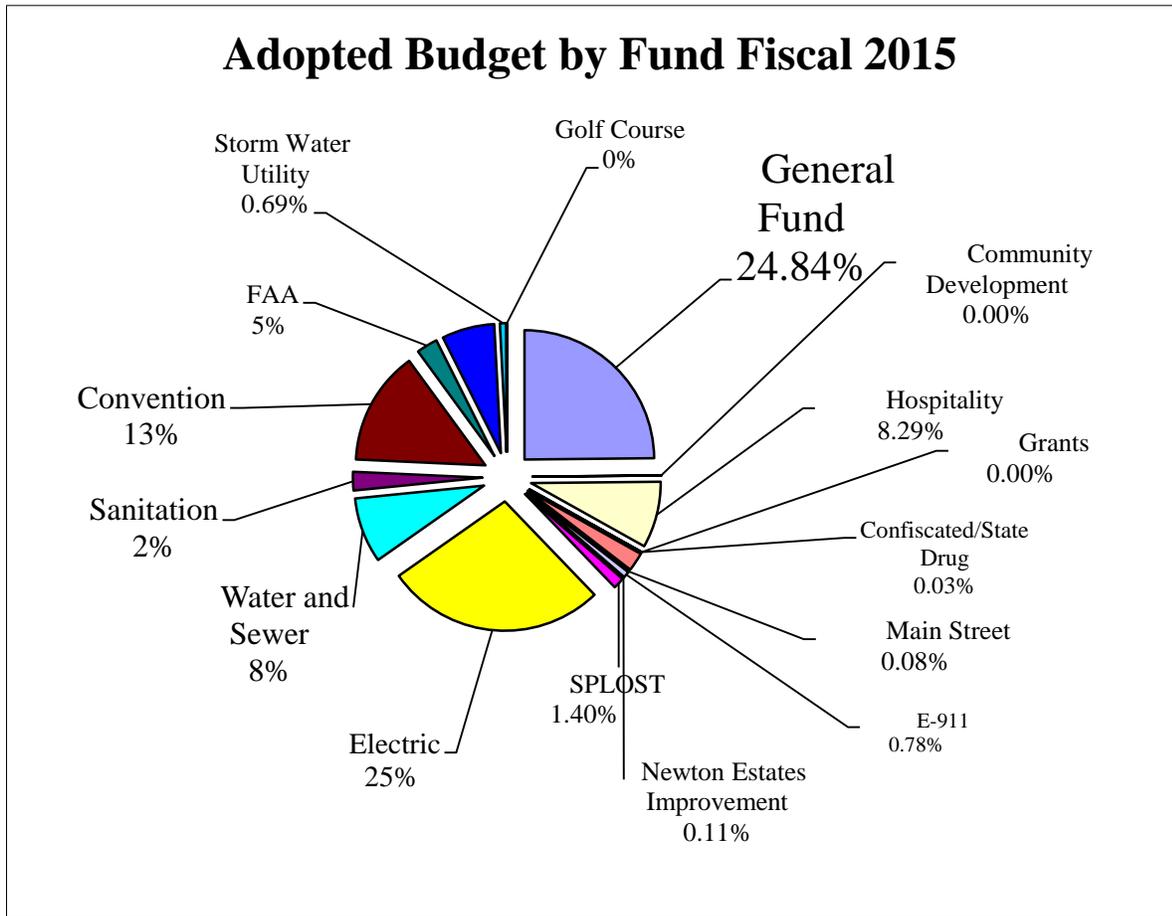
**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

**TABLE 1
CITY WIDE ADOPTED BUDGET**

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Change 2014 to 2015	Percent Change 2014 to 2015
REVENUES						
General Fund	29,746,526	30,242,743	30,864,791	28,483,269	(2,381,522)	-7.7%
Special Revenue Funds:						
Community Development	107,492	100,200	112,814	-	(112,814)	-100.0%
Hospitality	9,007,240	10,054,584	9,202,086	9,506,970	304,884	3.3%
Grants	286,617	226,264	205,451	-	(205,451)	-100.0%
Confiscated Drug	41,719	78	55,475	30,000	(25,475)	-45.9%
State Drug Fund	26,917	39,396	1,006	-	(1,006)	-100.0%
Car Rental	2,669,568	7,643,063	2,550,500	2,665,500	115,000	4.5%
Main Street	246,776	130,403	95,113	93,225	(1,888)	-2.0%
E-911	853,816	899,402	934,791	899,212	(35,579)	-3.8%
Newton Estates Improvement	119,402	100,098	105,850	105,850	-	0.0%
SPLOST Fund	461,883	475,789	436,000	1,600,000	1,164,000	267.0%
Enterprise Funds:						
Electric	25,453,097	29,454,453	31,681,836	31,433,530	(248,306)	-0.8%
Water and Sewer	9,063,463	9,807,561	10,552,812	9,367,570	(1,185,242)	-11.2%
Sanitation	2,439,580	2,869,719	2,745,000	2,662,512	(82,488)	-3.0%
Convention	18,024,658	15,109,421	16,710,756	16,344,613	(366,143)	-2.2%
FAA	1,506,039	781,734	6,236,773	3,026,399	(3,210,374)	-51.5%
BIDA Redevelopment	2,515,781	11,538,016	10,999,706	7,522,989	(3,476,717)	-31.6%
Storm Water Utility	3,724,886	953,118	1,055,000	895,000	(160,000)	-15.2%
Golf Course	57,941	34,440	43,175	48,114	4,939	11.4%
TOTAL REVENUES	106,353,401	120,460,482	124,588,935	114,684,753	(9,904,182)	-7.9%
EXPENDITURES						
General Fund	28,808,535	31,777,995	30,864,791	28,483,269	(2,381,522)	-7.7%
Special Revenue Funds:						
Community Development	107,340	100,200	112,814	-	(112,814)	-100.0%
Hospitality	8,740,227	8,616,667	9,202,086	9,506,970	304,884	3.3%
Grants	297,618	152,004	205,451	-	(205,451)	-100.0%
Confiscated Drug	68,044	59,842	55,475	30,000	(25,475)	-45.9%
State Drug Fund	20,588	7,552	1,006	-	(1,006)	-100.0%
E-911	809,775	906,411	934,791	899,212	(35,579)	-3.8%
Newton Estates Improvement	105,200	132,672	105,850	105,850	-	0.0%
Car Rental	2,773,058	4,219,257	2,550,500	2,665,500	115,000	4.5%
Main Street	172,282	110,454	95,113	93,225	(1,888)	-2.0%
SPLOST Fund	-	20	436,000	1,600,000	1,164,000	267.0%
Enterprise Funds:						
Electric	30,224,356	32,223,969	31,681,836	31,433,530	(248,306)	-0.8%
Water and Sewer	8,932,566	10,278,819	10,552,812	9,367,570	(1,185,242)	-11.2%
Sanitation	2,793,783	3,146,221	2,745,000	2,662,512	(82,488)	-3.0%
Convention	11,153,201	16,360,431	16,710,756	16,344,613	(366,143)	-2.2%
FAA	2,039,168	6,242,816	6,236,773	3,026,399	(3,210,374)	-51.5%
BIDA Redevelopment	5,832,946	6,128,817	10,999,706	7,522,989	(3,476,717)	-31.6%
Storm Water Utility	558,272	724,411	1,055,000	895,000	(160,000)	-15.2%
Golf Course	73,580	77,360	43,175	48,114	4,939	11.4%
TOTAL EXPENSES	103,510,539	121,265,918	124,588,935	114,684,753	(9,904,182)	-7.9%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

GRAPH 1

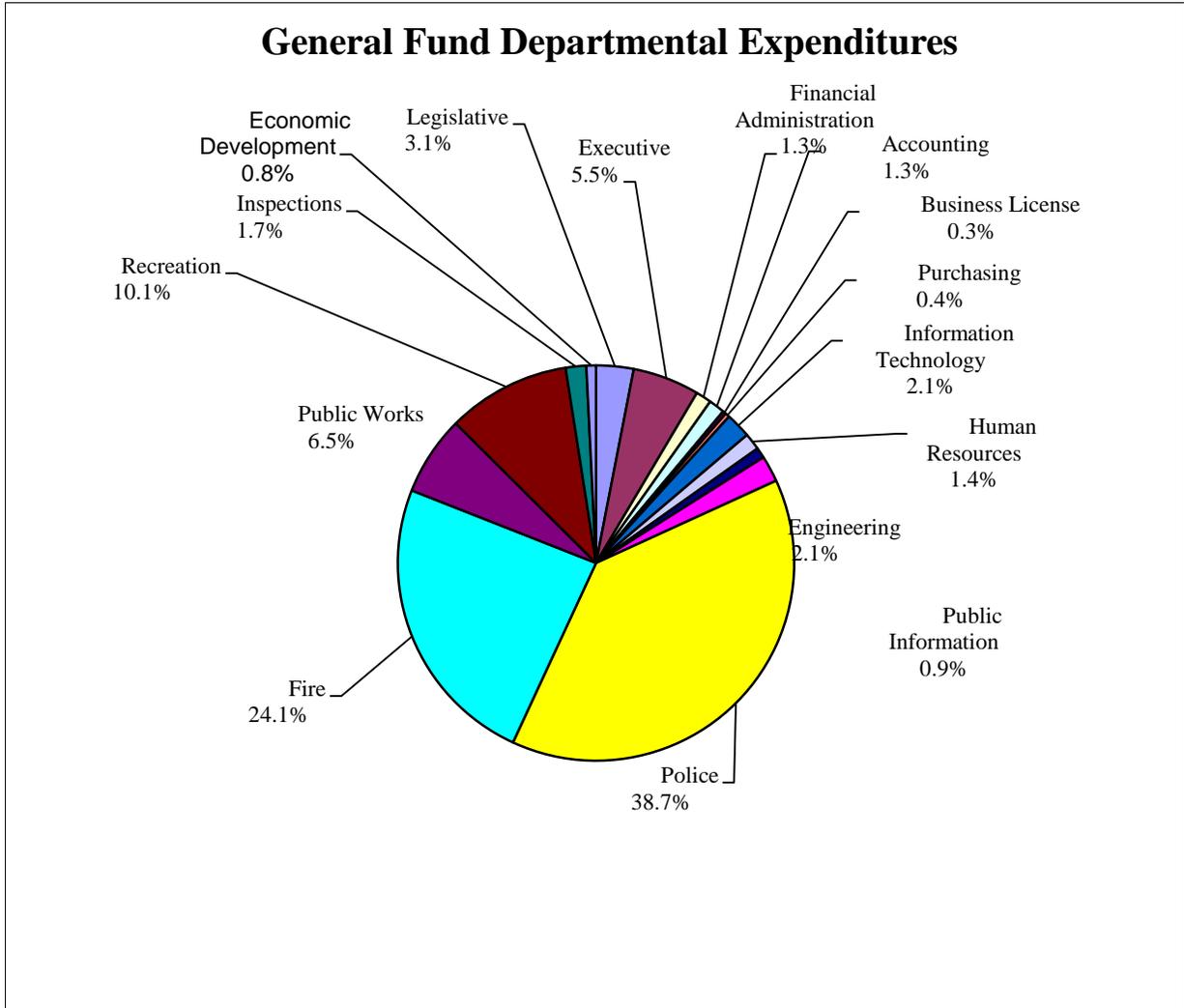


**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

**TABLE 2
GENERAL FUND ADOPTED BUDGET**

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Taxes	21,042,890	19,112,272	\$ 16,282,000	\$ 17,794,032	\$ 1,512,032	9%
Licenses and Permits	2,933,572	2,901,060	2,736,064	2,952,753	216,689	8%
Intergovernmental Revenue	438,247	135,662	1,265,346	195,998	(1,069,348)	-85%
Fines and Forfeitures	2,088,603	2,654,432	2,346,030	2,342,824	(3,206)	0%
Charges for Services	410,144	221,793	210,120	200,400	(9,720)	-5%
Interest	723	496	-	-	-	0%
Other	76,725	381,721	1,239,308	237,700	(1,001,608)	-81%
Total Revenues	26,990,904	25,407,436	24,078,868	23,723,707	(355,161)	-1%
EXPENDITURES						
Legislative	1,561,318	832,193	902,026	817,720	(84,306)	-9%
Executive	1,522,920	1,510,451	1,467,792	1,460,908	(6,884)	0%
Financial Administration	241,108	211,286	281,351	341,661	60,310	21%
Accounting	308,889	344,932	336,001	349,469	13,468	4%
Business License	212,084	70,411	77,903	73,781	(4,122)	-5%
Purchasing	120,148	78,001	82,268	96,260	13,992	17%
Information Technology	617,486	686,224	508,808	554,549	45,741	9%
Human Resources	370,016	260,304	376,256	368,132	(8,124)	-2%
Public Information	272,871	226,121	216,821	230,750	13,929	6%
Engineering	338,447	543,361	2,635,559	574,794	(2,060,765)	-78%
Municipal Court	402,062	526,090	447,151	453,276	6,125	1%
Police Administration	1,726,686	1,609,311	1,669,097	1,716,264	47,167	3%
Police Investigations	877,291	978,533	950,787	989,092	38,305	4%
Police Patrol	6,998,167	6,606,345	7,175,853	7,081,396	(94,457)	-1%
Corrections	525,567	484,351	604,375	591,886	(12,489)	-2%
Fire Administration	896,137	646,917	659,140	574,267	(84,873)	-13%
Fire Suppression	5,340,093	4,852,291	5,854,394	5,663,325	(191,069)	-3%
Emergency Medical Services	500,683	282,296	266,635	222,351	(44,284)	-17%
Public Works Administration	56,087	57,595	285,905	87,607	(198,298)	-69%
Highways and Streets	1,093,371	1,006,733	1,041,298	829,768	(211,530)	-20%
Housing and Development	-	-	-	-	-	0%
Buildings and Grounds	754,424	766,666	758,875	824,391	65,516	9%
Recreation Administration	246,465	212,205	213,517	215,665	2,148	1%
Recreation Programs	1,501,425	1,386,201	1,426,353	1,365,746	(60,607)	-4%
Recreation Facilities	673,529	768,302	578,257	913,821	335,564	58%
Parks	254,735	278,244	204,711	201,317	(3,394)	-2%
Inspections	430,108	405,925	458,231	448,472	(9,759)	-2%
Economic Development	224,049	218,961	222,770	209,777	(12,993)	-6%
Debt Service						
Principal	-	352,236	-	-	-	0%
Interest	-	8,393	-	-	-	0%
Total Expenditures	28,066,166	26,210,879	29,702,134	27,256,445	(2,445,689)	-8%
OTHER FINANCING SOURCES						
Operating transfers in	2,755,622	4,835,307	6,785,923	4,759,562	(2,026,361)	-30%
Operating transfers out	(742,369)	(5,567,116)	(1,162,657)	(1,226,824)	(64,167)	6%
Proceeds from sale of capital assets	-	-	-	-	-	0%
TOTAL OTHER	2,013,253	(731,809)	5,623,266	3,532,738	(2,090,528)	-37%
Net change in fund balance	937,991	(1,535,252)	-	-	-	0%
Fund balance (deficit), beginning	13,299,983	14,237,974	12,702,712	12,702,712	12,702,712	0%
Fun balance (deficit), end of year	\$ 14,237,974	\$ 12,702,722	\$ 12,702,712	\$ 12,702,712	\$ 12,702,712	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

**TABLE 3
COMMUNITY DEVELOPMENT ADOPTED BUDGET**

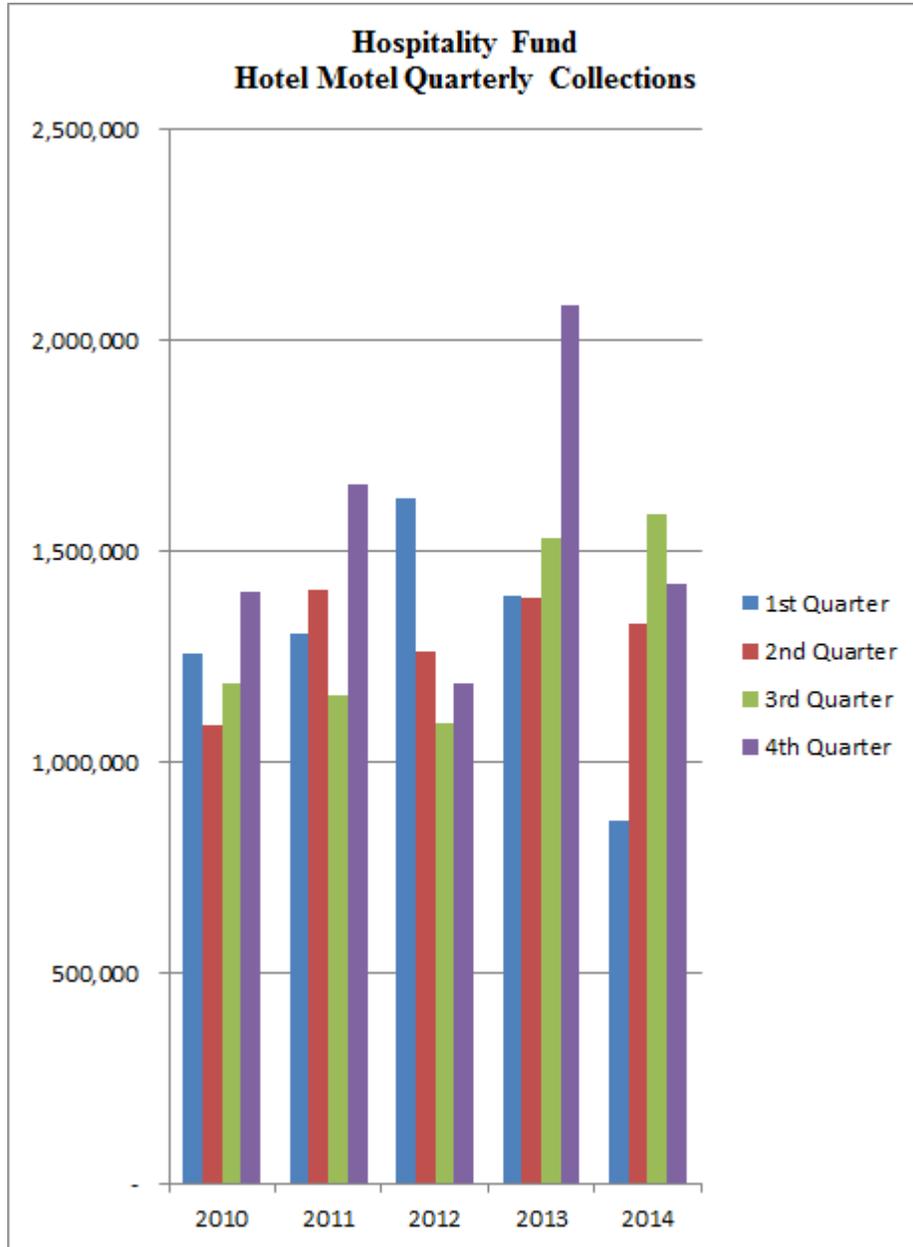
	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Intergovernmental Revenue	107,492	100,200	112,814	-	(112,814)	-100%
Total Revenue	107,492	100,200	112,814	-	(112,814)	-100%
EXPENSES						
Recreation	107,340	100,200	112,814	-	(112,814)	-100%
Change in fund balance	152	-	-	-	-	0%
Fund balance, beginning of year	89,594	89,746	89,746	89,746	-	0%
Fund balance, end of year	89,746	89,746	89,746	89,746	-	0%

**TABLE 4
HOSPITALITY FUND ADOPTED BUDGET**

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Taxes	9,004,104	10,028,623	8,705,770	9,505,770	800,000	9%
Budget Carryforward			495,116			-100%
Misc Income	-	24,379	-	-	-	
Interest	3,136	1,582	1,200	1,200	-	0%
	9,007,240	10,054,584	9,202,086	9,506,970	800,000	3%
EXPENDITURES						
Other Services and Charges	1,488,405	1,673,696	1,854,116	2,049,970	195,854	11%
Total Expenditures	1,488,405	1,673,696	1,854,116	2,049,970	195,854	11%
Transfer In	-	77,480	-	-	-	0%
Transfers Out	(7,251,822)	(6,942,971)	(7,347,970)	(7,457,000)	(109,030)	1%
Net change in fund balance	267,013	1,437,917	-	-	-	
Fund balance (deficit), beginning	1,416,246	1,683,259	3,121,176	3,121,176	-	0%
Fund balance (deficit), ending	1,683,259	3,121,176	3,121,176	3,121,176	-	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

GRAPH 3



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

TABLE 5

CAR RENTAL ADOPTED BUDGET

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Taxes	2,668,779	2,602,801	2,550,000	2,665,000	115,000	5%
Interest	789	470	500	500	-	100%
Other	-	3,997	-	-		
Total Revenue	<u>2,669,568</u>	<u>2,607,268</u>	<u>2,550,500</u>	<u>2,665,500</u>	<u>115,000</u>	<u>5%</u>
EXPENDITURES						
Police	4,348	-	-	-	-	0%
Other Expenditures	-	490,000	510,000	686,792	176,792	35%
Total Expenditures	<u>4,348</u>	<u>490,000</u>	<u>510,000</u>	<u>686,792</u>	<u>176,792</u>	<u>35%</u>
Transfer In	-	5,035,795	-	-	-	
Transfer Out	<u>(2,768,710)</u>	<u>(3,729,257)</u>	<u>(2,040,500)</u>	<u>(1,978,708)</u>	<u>61,792</u>	<u>-3%</u>
Net change in fund balances	<u>(103,490)</u>	<u>3,423,806</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1%</u>
Fund balance (deficit), beginning	<u>(2,909,208)</u>	<u>(3,012,698)</u>	<u>411,108</u>	<u>411,108</u>	<u>-</u>	<u>0%</u>
Fund balance (deficit), ending	<u><u>(3,012,698)</u></u>	<u><u>411,108</u></u>	<u><u>411,108</u></u>	<u><u>411,108</u></u>	<u><u>-</u></u>	<u><u>0%</u></u>

TABLE 6

E-911 ADOPTED BUDGET

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Service	360,114	293,913	340,000	340,000	-	0%
Interest	142	156	121	121	-	100%
Total Revenues	<u>360,256</u>	<u>294,069</u>	<u>340,121</u>	<u>340,121</u>	<u>-</u>	<u>0%</u>
EXPENDITURES						
Current	<u>809,775</u>	<u>906,411</u>	<u>934,791</u>	<u>899,212</u>	<u>(35,579)</u>	<u>-4%</u>
Transfer In	<u>493,560</u>	<u>605,333</u>	<u>594,670</u>	<u>559,091</u>	<u>(35,579)</u>	<u>-6%</u>
Net change in fund balance	<u>44,041</u>	<u>(7,009)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Fund balance (deficit), beginning	<u>243,288</u>	<u>287,329</u>	<u>280,320</u>	<u>280,320</u>	<u>-</u>	<u>0%</u>
Fund balance (deficit), ending	<u><u>287,329</u></u>	<u><u>280,320</u></u>	<u><u>280,320</u></u>	<u><u>280,320</u></u>	<u><u>-</u></u>	<u><u>0%</u></u>

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

TABLE 7

ELECTRIC FUND ADOPTED BUDGET

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Services	23,544,233	28,028,936	26,552,424	28,005,000	1,452,576	5%
Interest	24,483	10,804	-	-	-	0%
Other Income	1,884,381	1,225,840	5,129,412	3,428,530	(1,700,882)	-33%
Total Revenues	25,453,097	29,265,580	31,681,836	31,433,530	(248,306)	-1%
EXPENSES						
Electric	23,869,113	24,128,558	23,521,318	28,898,116	5,376,798	23%
Total Expenses	23,869,113	24,128,558	23,521,318	28,898,116	5,376,798	23%
Transfers:						
Transfer In	-	188,873	-	-	-	0%
Transfer Out	(6,355,243)	(8,095,411)	(8,160,518)	(2,535,414)	5,625,104	-69%
Change in net assets	(4,167,326)	(2,769,516)	-	-	-	0%
Total net assets, beginning	42,624,827	38,457,501	35,687,985	35,687,985	-	0%
Total net assets, ending	<u>38,457,501</u>	<u>35,687,985</u>	<u>35,687,985</u>	<u>35,687,985</u>	<u>-</u>	<u>0%</u>

TABLE 8

WATER FUND ADOPTED BUDGET

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Services	7,511,344	9,685,945	9,675,347	9,360,570	(314,777)	-3%
Interest	-	2,648	5,000	5,000	-	0%
Other Income	1,552,119	771	872,465	2,000	(870,465)	-100%
Total Revenues	9,063,463	9,689,364	10,552,812	9,367,570	(1,185,242)	-11%
EXPENSES						
Water Dept	7,638,183	7,738,263	8,109,843	7,413,264	(696,579)	-9%
Other	1,294,383	1,995,084	1,767,900	1,691,000	(76,900)	-4%
Total Expenses	8,932,566	9,733,347	9,877,743	9,104,264	(773,479)	-8%
Transfers:						
Transfer In	-	118,197	-	-	-	0%
Transfer Out	-	545,472	675,069	263,306	(411,763)	-61%
Change in net assets	130,897	(471,258)	-	-	-	0%
Total net assets, beginning	13,751,201	13,882,098	13,410,840	13,410,840	15,292,031	0%
Total net assets (deficit), ending	<u>13,882,098</u>	<u>13,410,840</u>	<u>13,410,840</u>	<u>13,410,840</u>	<u>15,292,031</u>	<u>0%</u>

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

**TABLE 9
SANITATION FUND ADOPTED BUDGET**

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Charges for Services	2,375,413	2,688,895	2,700,000	2,622,512	(77,488)	-3%
Interest	-	121	-	-	-	0%
Other Income	64,167	28,805	45,000	40,000	(5,000)	-11%
Total Revenue	2,439,580	2,717,821	2,745,000	2,662,512	(82,488)	-3%
EXPENSES						
Sanitation	2,793,783	3,146,221	2,745,000	2,662,512	(401,221)	-1%
Transfers In	-	151,898	-	-	-	0%
Change in net assets	(354,203)	(276,502)	-	-	-	0%
Total net assets (deficit), beginning	1,523,622	1,162,222	883,687	883,687	-	0%
Total net assets (deficit), ending	1,162,222	883,687	883,687	883,687	-	0%

**TABLE 10
CONVENTION FUND ADOPTED BUDGET**

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Dollar Increase (Decrease)	Percent Increase (Decrease)
REVENUES						
Sales	3,386,910	3,689,778	3,500,000	3,641,700	141,700	4%
Commissions	3,318,183	3,349,037	3,795,000	3,935,000	140,000	4%
Interest	-	1,350	2,600	2,600	-	0%
Other Income	39,122	101,961	1,922,519	1,275,000	(647,519)	-34%
Total Revenue	6,744,215	7,142,126	9,220,119	8,854,300	(365,819)	-4%
EXPENSES						
Convention	11,153,201	13,927,231	16,360,417	15,173,435	(1,186,982)	-7%
Transfers In	11,280,443	7,967,295	7,490,637	7,490,313	(324)	0%
Transfer Out	-	(2,433,200)	(350,339)	(1,171,178)	(820,839)	234%
Change in net assets	3,234,822	(1,251,010)	-	-	-	0%
Change in net assets (deficit), beginning	15,640,367	18,875,189	17,624,179	17,624,179	-	0%
Change in net assets (deficit), ending	18,875,189	17,624,179	17,624,179	17,624,179	-	0%

**TABLE 11
CITY OF COLLEGE PARK, GEORGIA
FISCAL 2012**

	Actual Fiscal 2012	Actual Fiscal 2013	Amended Fiscal 2014	Adopted Fiscal 2015	Increase (Decrease)	Increase (Decrease)
REVENUES						
FAA Facility	1,377,352	-	5,538,672	2,451,291	(3,087,381)	-56%
Other	-	385,559	244,867	-	-	-
Interest	-	385,559	600	600	-	100%
Total Revenue	1,377,352	385,559	5,784,139	2,451,891	(3,332,248)	-58%
EXPENSES						
FAA	2,039,168	6,242,816	6,236,773	3,026,399	(3,210,374)	-51%
Transfers In	128,687	396,175	452,634	574,508	121,874	27%
Change in net assets	(402,639)	(5,461,082)	-	-	-	0%
Change net assets (deficit), beginning	4,604,856	4,202,217	(1,258,865)	(1,258,865)	-	0%
Change net assets (deficit), ending	4,202,217	(1,258,865)	(1,258,865)	(1,258,865)	-	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

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

Fund	Department	FY 2013-2014 Adopted Positions	Vacant Positions	FY 2014-2015 City Manager Recommended
General	Legislative	10		10
	Executive	5.5		5.5
	Financial Admin.	2		3
	Accounting	5		5
	Public Information	2		2
	Business License	1		1
	Purchasing	1		1
	Information Technology	5		5
	Human Resources	3		3
	Buildings/Grounds	14		17
	Engineering	3		3
	Municipal Court	9		10
	Police Admin.	13		15
	Police Patrol	82		82
	Police Investigations	11		12
	Corrections (Jail)	6		6
	Fire Admin.	7	2	5
	Fire Suppression	70		67
	EMS	1		1
	Public Works Admin.	0.75		0.75
	Highways/Streets	12	1	10
	Recreation Admin.	2		2
	Recreation Programs	16		16
	Recreation Facilities	6		6
	Parks	9		8
	Inspection	5		5
Business Development	2		1.5	
Total General Fund		303.25	3	302.75
Power	Line Section	13	1	10
	Warehouse	1		1
	Meter Reading	5	1	4
	Account Maintenance (Customer Service)	11	1	12
Main Street	1		0	
Water and Sewer	18		18	
Sanitation	36		28	
Convention Center	54	1	53	
Communications (E911)	17		17	
Storm Water Utility	4		3	
Total Other Funds		160	4	146
TOTAL ALL FUNDS		463.25	7	448.75

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

NEW POSITIONS REQUESTED

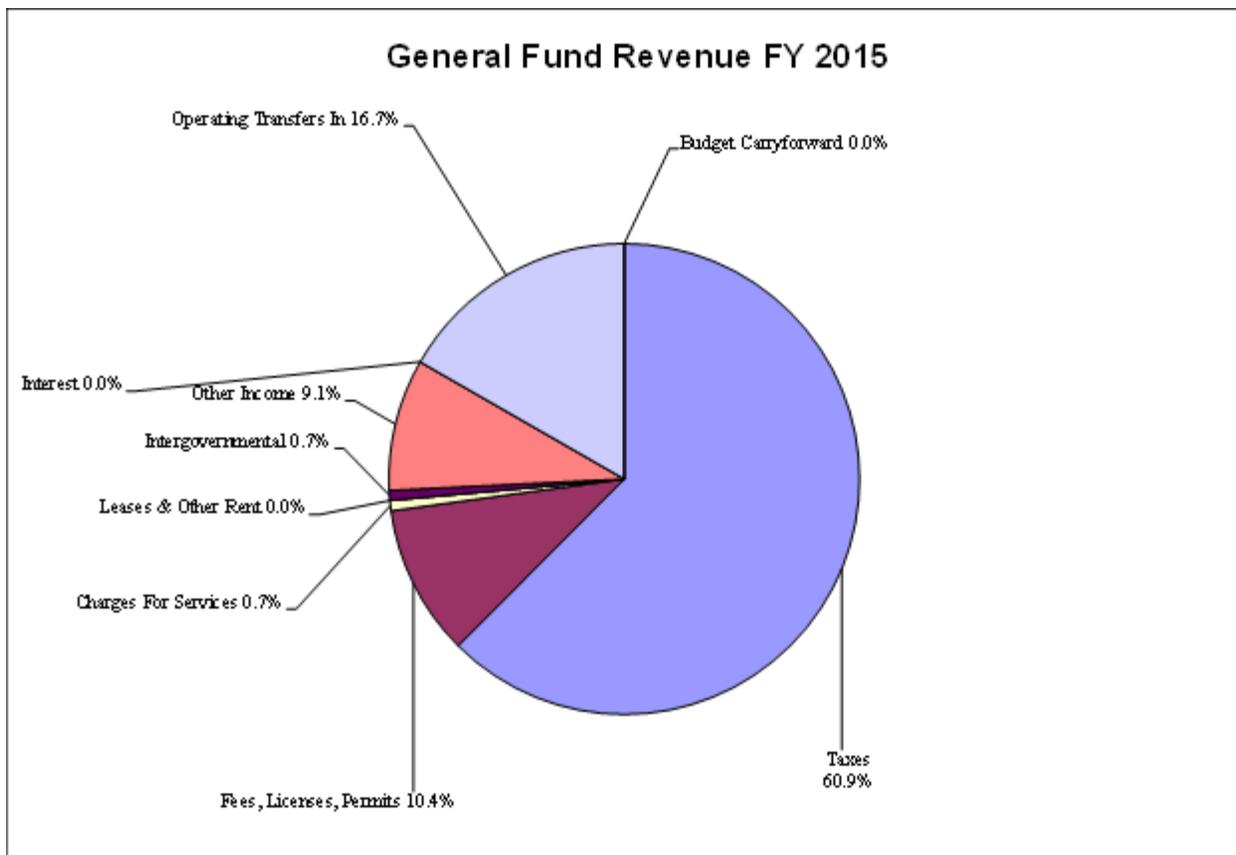
Department	Request	Number Requested	Council Approved
Finance	Administrative	1	1
Total New Positions General Fund		1	1

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

EXPENDITURES BY CATEGORY								
	Personnel	Other Operating Expenditures	Materials and Supplies	Capital	Cost of Sales	Debt Service	Operating Transfers	Total
Legislative	\$ 324,632	\$ 451,017	\$ 40,071	-	\$ 2,000	-	-	817,720
Executive	398,322	1,031,886	24,200	-	6,500	-	-	1,460,908
Financial	169,308	162,803	9,550	-	-	-	-	341,661
Public Information	107,589	117,019	6,142	-	-	-	-	230,750
Accounting	191,017	147,302	11,150	-	-	-	-	349,469
Engineering	239,583	105,863	13,350	215,998	-	-	-	574,794
Human Resources	200,156	148,126	19,850	-	-	-	-	368,132
Purchasing	-	92,810	3,450	-	-	-	-	96,260
Business License	40,329	26,252	7,200	-	-	-	-	73,781
Business Development	130,754	73,323	5,700	-	-	-	-	209,777
Inspections	268,679	164,493	15,300	-	-	-	-	448,472
Non Departmental	-	-	-	-	-	-	1,226,824	1,226,824
Police								
Administration	772,787	859,618	56,275	27,584	-	-	-	1,716,264
Patrol	4,334,855	2,208,607	260,160	277,774	-	-	-	7,081,396
Investigations	631,889	311,894	21,725	25,584	-	-	-	991,092
Fire								
Administration	275,083	281,484	16,200	-	1,500	-	-	574,267
Suppression	3,729,444	1,525,713	162,668	244,000	1,500	-	-	5,663,325
EMS	68,284	111,567	42,500	-	-	-	-	222,351
Corrections	185,224	385,562	15,100	-	6,000	-	-	591,886
Municipal Court	286,143	148,293	18,840	-	-	-	-	453,276
Recreation								
Administration	148,873	62,542	4,250	-	-	-	-	215,665
Programs	787,377	483,859	92,510	-	-	-	-	1,363,746
Facilities	185,100	338,221	65,500	325,000	-	-	-	913,821
Parks	127,478	68,111	5,728	-	-	-	-	201,317
Public Works Admin	46,102	20,319	1,186	20,000	-	-	-	87,607
Buildings and Grounds	487,298	286,848	50,245	-	-	-	-	824,391
Highways and Streets	330,560	447,476	51,732	-	-	-	-	829,768
Information Technology	289,491	212,908	2,150	50,000	-	-	-	554,549
Subtotal General Funds	14,756,357	10,273,916	1,022,732	1,185,940	17,500	-	1,226,824	28,483,269
Electric								
Line Section	609,324	1,847,386	144,850	1,719,863	21,000,000	-	2,535,414	27,856,837
Warehouse	43,759	52,039	1,150	-	-	-	-	96,948
Meter Reading	149,306	111,844	67,530	1,574,840	-	579,392	-	2,482,912
Customer Service	391,653	242,381	95,170	235,629	-	32,000	-	996,833
CNG	-	-	-	-	-	-	-	-
Water and Sewer	860,310	2,159,769	54,804	1,488,504	4,311,400	229,477	263,306	9,367,570
Sanitation	1,036,376	752,386	146,250	218,500	509,000	-	-	2,662,512
Convention Center	1,944,137	3,235,131	164,169	1,085,000	2,373,000	6,371,998	1,171,178	16,344,613
Confiscated Drugs	-	17,000	13,000	-	-	-	-	30,000
State Drug Fund	-	-	-	-	-	-	-	-
E911	552,033	343,904	3,275	-	-	-	-	899,212
Hospitality	-	2,049,970	-	-	-	-	7,457,000	9,506,970
GICC Special District	-	-	-	-	-	-	105,850	105,850
FAA Building	-	1,274,314	-	-	560,886	1,191,199	-	3,026,399
BIDA	-	917,150	15,100	-	80,000	6,510,739	-	7,522,989
Car Rental Tax	-	526,792	-	-	-	160,000	1,978,708	2,665,500
Main Street	-	90,275	2,950	-	-	-	-	93,225
Golf Course	-	48,114	-	-	-	-	-	48,114
CDBG	-	-	-	-	-	-	-	-
SPLOST	-	25,000	-	1,575,000	-	-	-	1,600,000
Grants	-	-	-	-	-	-	-	-
Storm Water Utility	150,705	288,318	14,313	45,000	-	132,000	264,664	895,000
Subtotal Other Funds	5,737,603	13,981,773	722,561	7,942,336	28,834,286	15,206,805	13,776,120	86,201,484
Grand Total	\$ 20,493,960	\$ 24,255,689	\$ 1,745,293	\$ 9,128,276	\$ 28,851,786	\$ 15,206,805	\$ 15,002,944	\$ 114,684,753

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

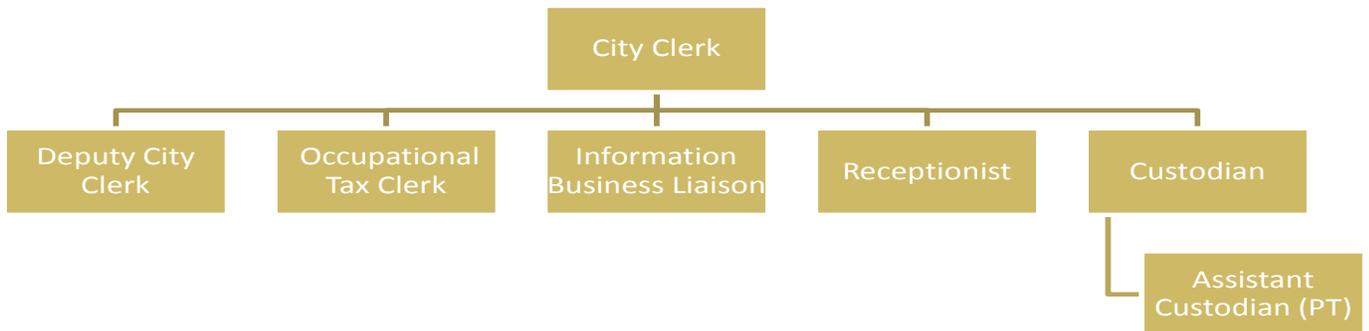
GENERAL FUND	2012 Actual	2013 Actual	2014 Amended Budget	2015 Adopted Budget	% of Total General fund Revenues
Revenue					
Taxes	\$21,042,890	\$19,112,272	\$16,282,000	\$17,794,032	62.5%
Fees, Licenses, Permits	2,933,572	2,901,060	2,736,064	2,952,753	10.4%
Charges For Services	410,144	221,793	210,120	200,400	0.7%
Leases & Other Rent	76,725	381,721	1,239,308	-	0.0%
Intergovernmental	438,247	135,662	1,265,346	195,998	0.7%
Other Income	2,088,603	2,654,432	2,346,030	2,580,524	9.1%
Interest	723	496	-	-	0.0%
Operating Transfers In	2,755,622	4,835,307	6,785,923	4,759,562	16.7%
Budget Carryforward	-	-	-	-	0.0%
Total GENERAL FUND	\$29,746,526	\$30,242,743	\$30,864,791	\$28,483,269	



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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Legislative Office Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Legislative					
Expenditures					
Personnel - Personnel Services	\$ 327,002	\$ 297,495	\$ 310,101	\$ 324,632	5%
Employee B - Employee Benefits	76,236	87,714	89,313	95,818	7%
Communications & Util.	35,475	40,780	32,237	34,202	6%
Repair & Maintenance	6,138	10,926	4,101	6,938	
Building Maintenance	44,202	46,802	85,655	47,201	-45%
Training & Education	91,483	60,156	47,340	47,340	0%
Other Services & Charges	891,485	244,532	242,654	219,518	-10%
Materials & Supplies	69,726	43,545	49,160	40,071	-18%
Cost Of Sales	500	242	2,000	2,000	100%
Capital Outlay	-	-	39,465	-	-100%
Legislative Expenditure Total	\$ 1,542,247	\$ 832,193	\$ 902,026	\$ 817,720	-9%

Legislative Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
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	10	10	10	10

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Legislative Department | City Clerk

Program Description:

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

Trends:

City-wide election scheduled for FY 15/16.

New airport businesses.

Implementation of hotel/motel tax recovery program.

Implement Organizational Processes

Create Standard Operating Procedures within the City Clerk's Office.

Program Broad Goals:

Maintain Open and Responsive Government by encouraging participation in the democratic process, preserving the integrity of elections, and remaining in compliance with the Open Meeting and Information laws. The City of College Park is expecting to receive approximately 150 new businesses from Hartsfield-Jackson Atlanta International Airport. Our goal is to provide a high level of professional customer care to incoming businesses.

Program 14/15 Objectives:

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

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

Implementation of **"Rule 3"** Provide responses to Open Record Requests efficiently within 3 days, respond to telephone calls in 3 rings, respond to citizens, business owners and customers with a smile within 3 seconds (spoken or non-verbal).

Overhaul records management practices amongst the various departments within the City of College Park and ensure compliance.

Circulation of departmental newsletter quarterly.

Relocate the Occupation Tax Office to a larger space that will offer more privacy to customers.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Performance Measures

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

	Actual 13/14
# of College Park registered voters (Ward IV)	3,016
# of Open Record Requests	321

Estimated 14/15

# of College Park registered voters (City Wide)	9,030
# of Open Record Requests	300

Program / Service Outcomes: (based on program objectives)

	Actual 13/14
% of ballots cast	13%
% of timely responses to open record request	99%

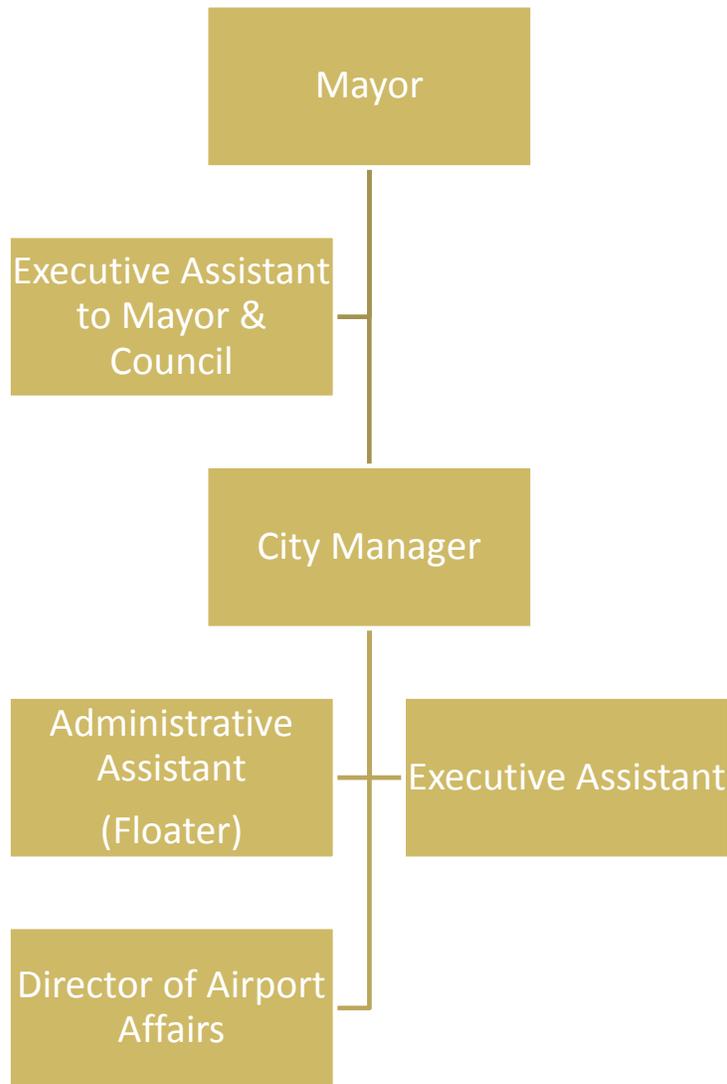
Estimated 14/15

% of ballots cast (not an election year)	0%
% of timely responses to open record request	98%

Prior Year Highlights

1. Implementation of Contract Transmittal Form
2. Successful property tax sale.
3. Responded to 321 open record requests in a timely manner generating \$2,600 in revenue.
4. Implemented hotel/motel tax recovery, which allows on-line payments.
5. Utilized voting machines for early voting.
6. Utilized the Council Chambers as an election tabulation center.
7. Employed election workers for 3 weeks of early voting.

Executive Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

City Manager | Executive

Executive Division – City Manager’s Office

Program Description:

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

Trends:

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 14/15 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

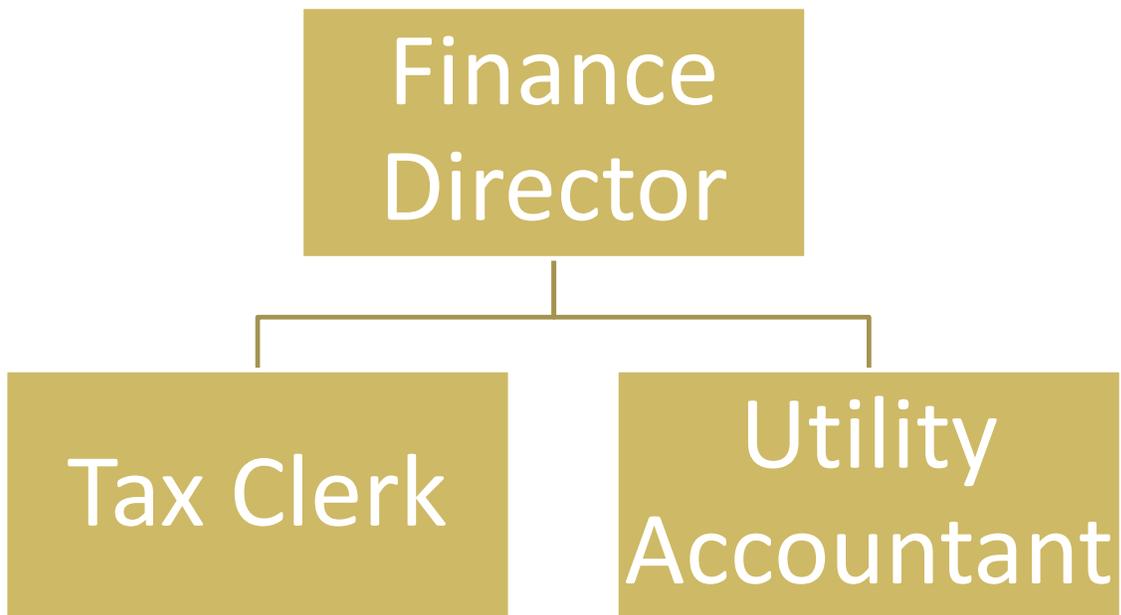
Program / Service Outputs: (goods, services, units produced)

	Actual 13/14
AA bond rating maintained	Yes

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 2013-2014 budget, goals for fiscal year 2014-2015, 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 2015 BUDGET**

	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Finance					
Expenditures					
Personnel Services	\$ 73,612	\$ 157,891	\$ 155,133	\$ 213,976	38%
Employee Benefits	18,194	35,658	48,305	62,980	30%
Communications & Util.	5,374	5,547	5,224	6,717	29%
Repair & Maintenance	9,997	16,340	18,587	16,316	-12%
Training & Education	1,901	2,111	4,700	4,700	0%
Other Services & Charges	96,567	42,480	27,447	27,422	0%
Materials & Supplies	5,642	6,148	6,550	9,550	46%
Cost Of Sales	-	-	-	-	0%
Financial Administration Total	\$ 211,286	\$ 266,174	\$ 265,946	\$ 341,661	28%

Financial Administration

	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Director of Finance	1	1	1	1
Tax Clerk	1	1	1	1
Administrative Assistant	0	0	0	1
Utility Accountant*	1	1	1	1
Total Personnel	3	3	3	4

123

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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:

Due to the slowing national and local economy, cash flow needs continue to be evaluated to ensure essential city services are provided and adjustments to the budget are being analyzed. With relatively low market rates and investor's recent flight to quality, the market for new bond issuances to fund the City's capital plan continues to be favorable.

Due to the weak overall economic conditions within the nation, state and region are expected to limit the City's economic growth. Looking forward, there are ongoing concerns regarding the stability of the economy. The national and Georgia economies have been feeling the effects of a recovery during FY2013. Over the next year the recovery will be slow, with unemployment static and economic growth anemic at best.

Program Broad Goals:

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

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

Program 14/15 Objectives:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Finance Department

Performance Measures

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

Budget meets or exceeds all requirements and GFOA reporting excellence benchmarks	Actual 13/14 Yes
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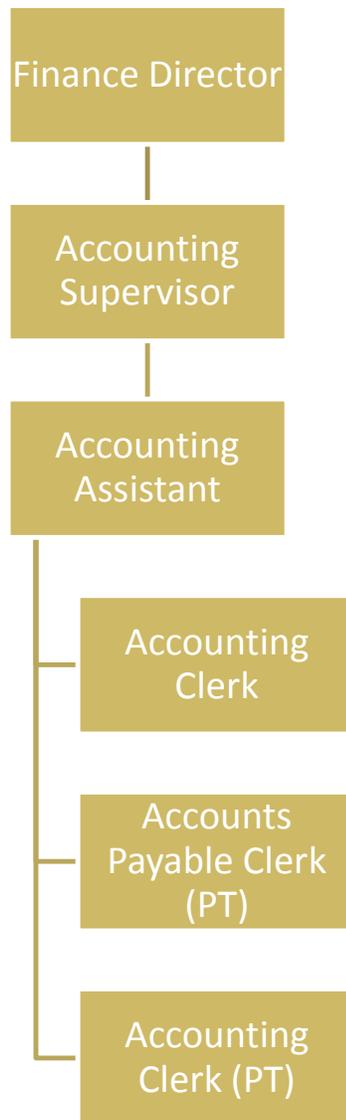
Program/Service Outcomes: (based on program objectives)

Maintain or improve General Obligation Bond rating which contributes to lower cost of debt	Estimated 14/15 Moody's Aaa S&P AAA
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Prior Year Highlights:

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City's FY2011/12 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 2015 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 is seeking alternative ways of doing business. As a result, Accounts Payable section has begun scanning invoices and supporting documentation for record storage and retrieval. Also, the Accounts Payable section will began examining the invoice automation solutions approach. The solution provides full transparency and internal controls throughout the accounts payable process. In addition, Accounting is placing greater emphasis on applying technology for the analysis, compilation and reporting of data. The Accounting staff in collaboration with the Information Technology staff will explore the various reporting features that the New World Financial Systems has to offer.

Program Broad Goals:

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 14/15 Objectives:

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

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 13/14
% of monthly closes within 20 working days of month-end	100%
# of journal entries processed annually	3,926

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Business License					
Expenditures					
Personnel Services	\$ 42,879	\$ 43,640	\$ 44,091	\$ 40,329	-9%
Employee Benefits	16,027	15,768	17,746	16,436	-7%
Communications & Util.	4,453	5,136	5,165	5,103	-1%
Repair & Maintenance	-	-	1,620	2,598	0%
Training & Education	1,220	615	1,255	455	-64%
Other Services & Charges	1,053	1,120	1,526	1,660	9%
Materials & Supplies	4,244	4,132	6,500	7,200	11%
Business License Total	\$ 69,876	\$ 70,411	\$ 77,903	\$ 73,781	-5%

Business License Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Tax Clerk	1	1	1	1
Total Personnel	1	1	1	1

* Refer to Organization Chart on Page 115

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Occupation Tax

Program Description:

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

Trends:

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

Private employer affidavits indicating number of employees (providing Federal Work Authorization User Identification Number if required) must be completed when applying for an occupation tax certificate.

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

Program Broad Goals:

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

Program Objectives:

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

Continue the ongoing evaluation from 2013/2014 regarding possible occupation tax revenue for businesses located at the airport.

Training in report writing to enable the department to track and cut down on the number of delinquencies and increase revenue.

Performance Measures

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

Actual 13/14

Number of active licenses during the fiscal year	1238 (includes 293 insurance licenses; companies selling insurance and collecting premiums)
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Amount of "face to face" contact	40%
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**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Program/Service Output: (based on program objectives)

Estimated 14/15

Prior Year Highlights:

- SR Revenue Services (fka Rivertree Systems Inc.) has been very successful in their audit process. The City has recovered a substantial amount of unreported revenue.
- The 2% Room Occupancy Tax increase effective July 1, 2011 for the Destination Marketing Organization (DMO – 1.5%) and Tourism Product Development (TPD - .5%) has been and will continue through the next fiscal year being accurately reported on the monthly report.
- Tax Revenues were up from the same time last year.
Hotel/Motel Tax – up \$230,000.00
Car Rental Tax - up \$113,400.00
Wholesale Liquor Tax – up \$17,500.00

Purchasing Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Purchasing					
Expenditures					
Personnel Services	\$ 89,144	\$ 52,638	\$ 53,259	\$ -	-100%
Employee Benefits	18,497	16,483	\$ 16,765	-	-100%
New Personnel Costs	\$ -	\$ -	\$ -	83,847	0%
Communications & Util.	3,459	3,849	\$ 3,663	3,586	-2%
Repair & Maintenance	1,668	1,920	\$ 2,090	2,669	28%
Building Maintenance	-	-	\$ -	-	0%
Training & Education	411	161	\$ 1,405	1,405	0%
Other Services & Charges	1,869	1,757	\$ 1,636	1,303	-20%
Materials & Supplies	1,632	1,192	\$ 3,450	3,450	0%
Purchasing Total	\$ 116,680	\$ 78,001	\$ 82,268	\$ 96,260	17%

Purchasing Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Purchasing Manager		1	1	-
Purchasing Clerk	1	1	1	1
Total Personnel	1	2	2	1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 maintains but lead in such a dynamic is crucial for the City to succeed in meeting its goods and services requirements.

Program Objectives: 14/15

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

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.

Purchasing Department

Performance Measures

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

	Actual 13/14
# of Purchase Orders processed	325
\$ value of Purchase Orders	\$3,828,225.95
# of long term contracts in place	32

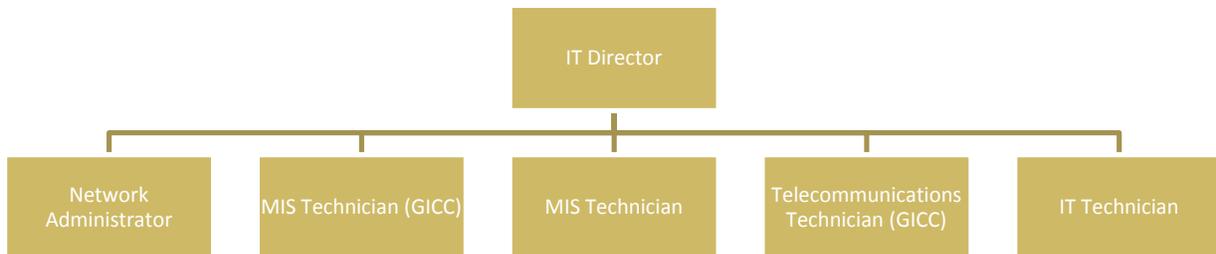
Program / Service Outputs: (goods, services, units produced)

	Estimated 14/15
# 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 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Information Technology					
Expenditures					
Personnel Services	\$ 282,719	\$ 274,058	\$ 283,141	\$ 289,491	2%
Employee Benefits	74,049	79,944	88,926	83,094	-7%
Communications & Util.	15,228	16,268	15,050	15,050	0%
Repair & Maintenance	105,759	128,722	80,254	99,785	24%
Training & Education	6,031	2,204	3,150	9,650	206%
Other Services & Charges	16,871	139,014	4,737	5,329	12%
Materials & Supplies	8,789	7,904	1,550	2,150	39%
Capital Outlay	97,638	38,112	32,000	50,000	56%
Information Technology Total	\$ 607,084	\$ 686,224	\$ 508,808	\$ 554,549	9%

Information Technology Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
IT Director	1	1	1	1
System Admin	0	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	0	0	0
Total Personnel	5	5	5	5

CITY OF COLLEGE PARK, GEORGIA

FISCAL YEAR 2015 BUDGET

Information Technology and Telecommunications Department

Program Description:

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

The IT Department is responsible for:

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

Trends:

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

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

Program Broad Goals:

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

Program 14/15 Objectives:

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Performance Measures

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

	Estimated 14/15
1. # of computers and networked devices maintained in performance of City business	Approximately 500
2. # of software solutions supported	Approximately 40-50
3. # of public “e-Gov” (Internet) services provides	Three (3) through 3 rd party vendors
4. # of remote access users supported (includes mobile laptops and telework)	70+
5. # of city wireless devices supported	375

Program/Service Outcomes: (based on program objectives)

	Estimated 14/15
1. Target % of 95% of Cell phones and telephone bills paid on time	99%

Performance Measures

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

	Estimated 14/15
1. # of computers and networked devices maintained in performance of City business	Approximately 500
2. # of software solutions supported	Approximately 30-40
3. # of public “e-Gov” (Internet) services provides	Three (3) through 3 rd party vendors
4. # of remote access users supported (includes mobile laptops and telework)	50+
5. # of city wireless devices supported	250-300

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Program/Service Outcomes: (based on program objectives)

Estimated 14/15

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

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

Actual 13/14

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

Program/Service Outcomes: (based on program objectives)

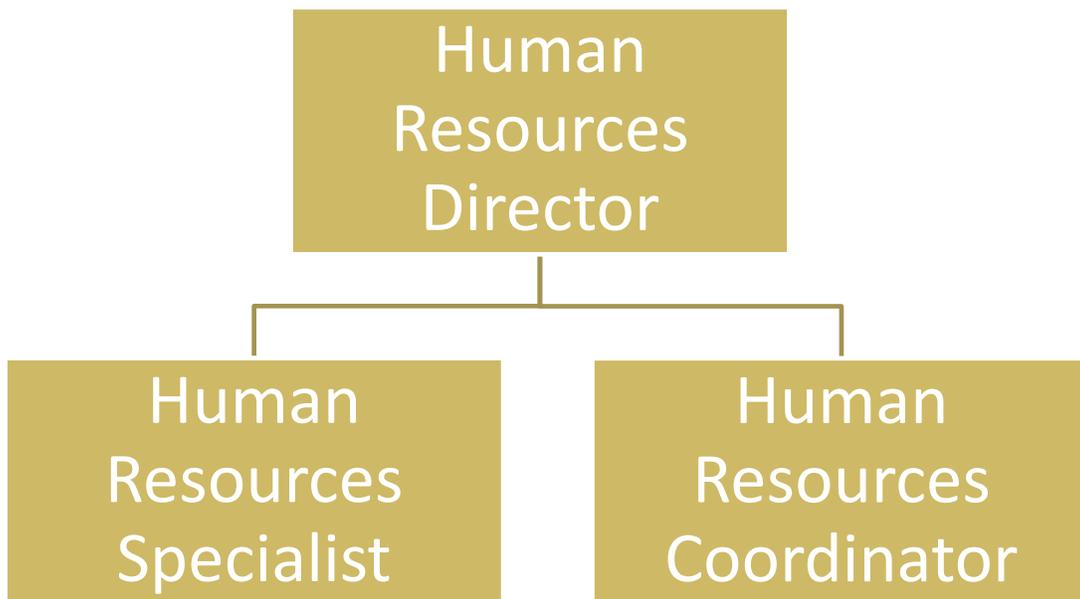
Actual 13/14

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

Prior Year Highlights:

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

Human Resources Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Human Resources					
Expenditures					
Personnel Services	\$ 189,096	\$ 100,185	\$ 193,033	\$ 200,156	4%
Employee Benefits	46,233	28,607	57,239	56,451	-1%
New Personnel Costs	945	-	-	-	0%
Communications & Util.	10,508	10,259	10,276	10,791	5%
Repair & Maintenance	3,194	4,145	4,167	4,618	11%
Training & Education	9,608	6,363	10,750	12,700	18%
Other Services & Charges	84,422	89,471	79,691	63,566	-20%
Materials & Supplies	19,075	21,273	21,100	19,850	-6%
Capital Outlay	0	0	0	0	0%
Human Resources Total	\$ 363,081	\$ 260,304	\$ 376,256	\$ 368,132	-2%

Human Resources Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Human Resources Director	1	0	1	1
Administrative Assistant	1	1	1	1
Human Resources Specialist	1	1	1	1
Part-Time Positions:				
Administrative Coordinator/Records Clerk		0	0	-
Total Personnel	3	2	3	3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Human Resources

Program Description: The Human Resources office provides guidance and support to all Human Resource (HR) programs, with special emphasis on communicating City Council and organizational goals, planning and managing resources to ensure the accomplishments of such 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 14/15 Objectives: Design and execute a citywide succession and workforce development plan for all operating divisions. This will include maintaining a competitive position in the southern region market in terms of compensation and benefits

Performance Measures

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

Estimated 14/15

# of approved Full Time and Part Time Equivalent	492
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HR Operating Cost as a Percentage of City payroll	0%
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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: 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 14/15 Objectives: Continue to refine employee recognition programs and develop methods to recognize employees in meaningful ways within fiscal constraints. Continue to maintain compliance in our records retention schedule while transitioning to an electronic records management system.

Performance Measures

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

Estimated 14/15

Annual Employee Programs expenditures	\$20,000
Annual Employee Programs cost per employee	\$35

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Staffing Services/Employee Relations

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

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

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

Program 14/15 Objectives: Fill mission critical positions with the most qualified individuals, retain and develop qualified individuals, develop/refine recruitment and marketing strategies to meet the challenge of a competitive labor market, particularly in areas of leadership, public safety, technology and skilled labor. Implement competitive total compensation practices and programs. Manage executive recruitments on behalf of the City or City Council. Proactively address employee relations, through departments-specific training, to consistent with the City’s values, policies and legal requirements.

Performance Measures

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

Estimated 14/15

Percent of favorable findings by the Equal Employment
100%

Opportunity Commission (EEOC) in response to formal
complaints filed by employees **145**

Citywide turnover (total)
1%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Program Name: Payroll

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

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

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

Program 14/15 Objectives: Continue to maintain all systems for time keeping payroll transactions and record retention in conformance with all State and Federal laws, and City administrative regulations. Complete all payroll processes within the required timeline. Continue to review and collaborate inter-departmentally and with technical staff to analyze and develop process enhancements by applying current available technology. Continue to provide citywide education to assist with compliance.

Performance Measures

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

Estimated 14/15

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Benefits Management

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

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

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

Program 14/15 Objectives: Develop and promote programs that will increase employee wellness, reduce medical claim costs, decrease workplace injuries, and increase productivity through Employee Healthy City Initiative. Develop and implement cost-effective health education and programs that emphasize wellness and individual accountability for health issuers. Work with vendors to maximize value we receive from our contractual relationships (e.g. availability of additional programs, process improvements etc.)

Performance Measures

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

	Estimated 14/15
Number of employees/retirees provided health benefits	455
Annual medical/dental cost per employee/retiree	\$5,219.04

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Risk Management

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

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

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

Program 14/15 Objectives: Achieve the most cost effective excess insurance program for the premium funding available. Maintain financial health of the Loss Trust Fund. Keep total risk expenditures to less than 2% of overall City operating budget.

Performance Measures

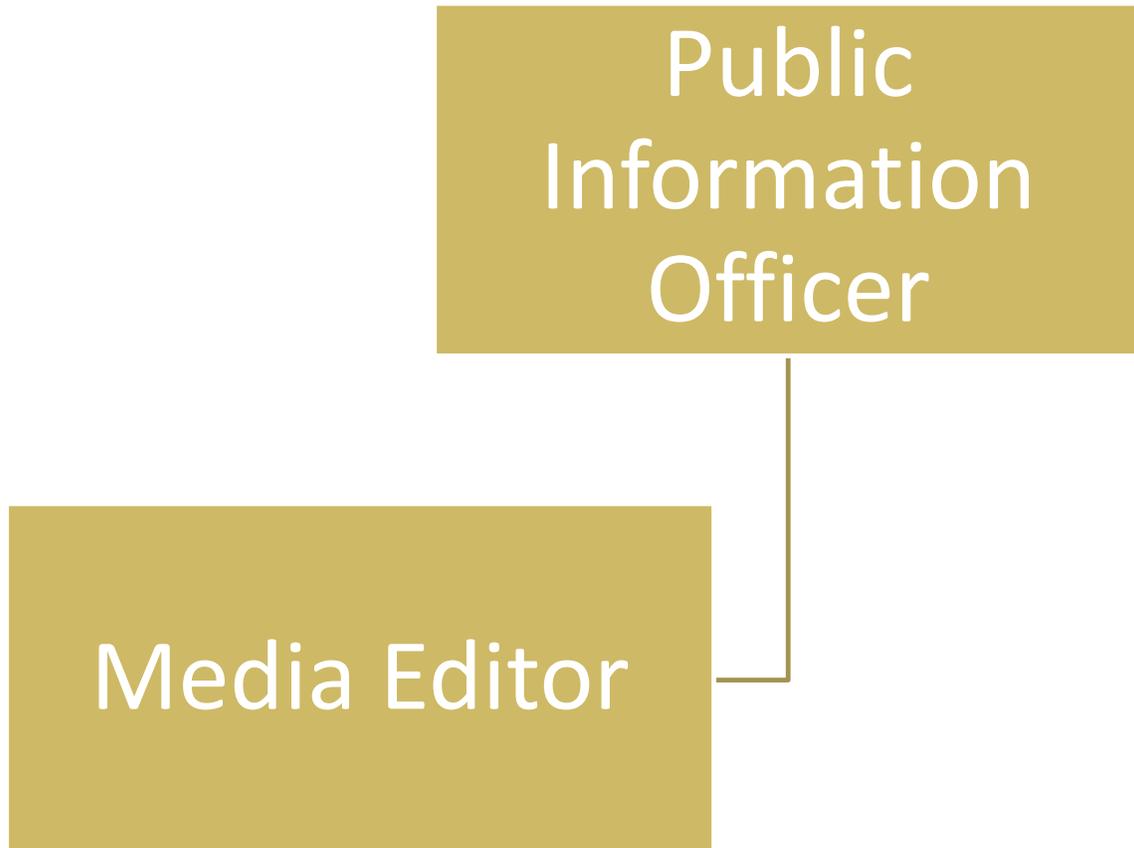
Program/Service Outputs: (goods, services, units produced)

Estimated 14/15

Premiums for excess insurance programs \$540,012

Maintain Risk Management budget to within 2% 2%
Of the City’s operating budget

Public Information Office Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Public Information					
Expenditures					
Personnel Services	\$ 113,369	\$ 110,219	\$ 104,877	\$ 107,589	3%
Employee Benefits	43,080	39,042	32,090	42,218	32%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	5,958	5,482	5,083	5,035	-1%
Rentals	-	-	-	-	0%
Repair & Maintenance	1,223	1,494	1,076	3,322	0%
Building Maintenance	-	-	-	-	0%
Training & Education	653	1,350	4,515	4,780	6%
Other Services & Charges	98,274	65,437	61,220	61,664	1%
Materials & Supplies	8,580	3,097	7,960	6,142	-23%
Capital Outlay	-	-	-	-	0%
Public Information Total	\$ 271,137	\$ 226,121	\$ 216,821	\$ 230,750	6%

Public Information Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Public Info. Officer/Marketing Rep.	1	1	1	1
Administrative Production Assistant	0.33	0	0	0
Media Editor	1	1	1	1
Total Personnel	2.33	2	2	2

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Communications/Marketing Department

Program Description:

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

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

Trends:

Media conduits, specifically social media outlets have become the norm for successful marketing of ideas or products. Within the Communications office, *information* is treated similarly, due to the belief that disseminated messages are analogous to a packaged product. Our ultimate goal is to reach the target audience. High tech media, including flash pdf newsletters (including video) have proven to be reliable sources for marketing measures. Email, web, Facebook, twitter is other business-related social media outlets.

Program Broad Goals:

The goal of the Communications Office is to create an atmosphere for the honest, open flow of information to the general public, citizens, media and business interests in the city. Additional goals include marketing the city to enhance business or quality of life interests, thus giving College Park a positive image for consideration by groups interested in visiting or setting up businesses here. It is imperative to utilize every resource possible, and to convincingly build the public expectation that the city of College Park is on the cutting edge of technology – social media, video, email and other external means of communication.

Program Objectives:

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

- Serves as a point of contact for citizens and the community when they are seeking information or wanting to share a suggestion or concern.
- Works with city departments to promote the positive accomplishments of employees.
 - Maintains the city's website.
 - Produces publications and marketing materials (ad campaigns).
 - Serves as the media's liaison to the city.
- Coordinates media releases for local newspapers/TV/radio/collegeparkga.com/social media.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Performance Measures

Program/Service Output: (goods, services, units produced)	Estimated 2014/15
# of readers for local, statewide and national publications	(age 30,000 per magazine)
# of likes on Facebook, twitter page	(appx 650 followers)
# of viewers on College Park TV-23/Streaming via web	(up to 5,000 daily)
# of views College Park video-on-demand – YouTube/Vimeo	(appx. 5500 views annually)
# of programs produced for College Park TV-23	(300+ video reports – YTD)
# of press releases/media alerts to be produced	(65+ appx.)
# of ad campaigns produced	(appx. 10 new campaigns)

Program/Service Expectations, New Initiatives

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

Technological advancements from years 1-4 include a complete overhaul of the city's www.collegeparkga.com website; new (print) media campaigns, including the hiring of local talent that is instantly accessible so as to reduce delay or expedite rush orders for publication; and the transition from slide based television messages to a high-quality broadcast via the Comcast government television channel. Most recently, the installation of streaming video capability for the city's The Communications Director singlehandedly performed requests for proposals on each of the aforementioned enhancements, and carried out the finalization of each task while following all requirements of transparency, and keeping the City Manager, Mayor & Council abreast at each crucial period during the processes.

Greater challenges are just over the horizon; a city newsletter, aimed at inside and outside communications is among the new endeavors, and have become policy during the 2012 - 13 fiscal year. Also, program offerings on College Park TV-23, the city's government television channel will become more varied and broad, with emphasis on helpful documentaries for College Park citizens.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

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

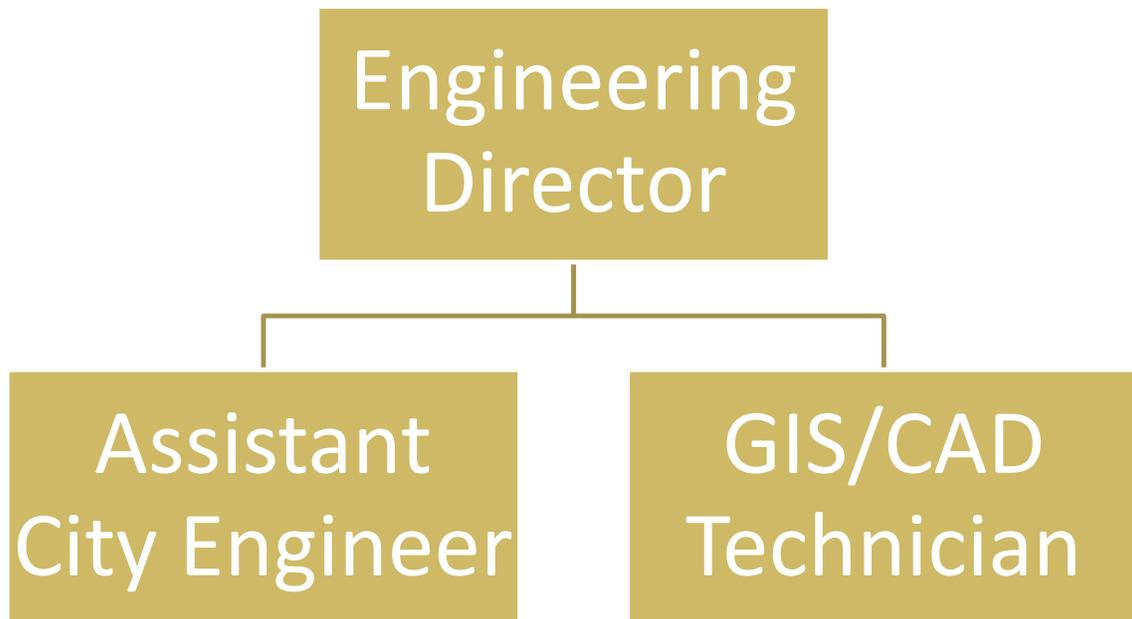
Prior Year Highlights: High quality production of marketing videos, new ad campaigns and continued exploration in Youtube.com marketing and PR have highlighted the 2011-12 fiscal year. College Park enjoyed a reduction in cost for video-on-demand by eliminating the proprietary Leightronix service (\$2800 annual contract) for a free version @ www.Youtube.com/CollegeParkTV23. Expanded reach of video chronicles, with concentration on merging ideas with the Development unit. The city’s venture into electronic billboards was a great success. Media coverage included many areas around the I-285 corridor (market-wide) and the Camp Creek/Tuskegee Airman highway.

Performance Measures (additional)

Program/Service Outputs: (goods, services, unit produced)	Estimated 14/15
Video story creation	50
Press Releases	55
Facebook/Twitter Followers	2500
Newsletters	2

Program/Service Outcomes: (based on program objectives) **Estimated 14/15**
 Continue to build fans of the city’s web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on collegeparkga.com.

Engineering Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Engineering					
Expenditures					
Personnel Services	\$ 231,087	\$ 292,082	\$ 252,354	\$ 230,492	-9%
Employee Benefits	50,066	59,091	57,367	57,809	1%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	8,968	8,980	7,780	7,780	0%
Repair & Maintenance	3,832.00	762.10	4,505	4,505	0%
Training & Education	4,535	4,691	4,670	7,300	56%
Other Services & Charges	23,723	21,479	12,672	56,429	345%
Materials & Supplies	9,302	11,093	12,450	16,450	32%
Capital Outlay	-	-	100	2,501,700	-100%
Engineering Total	\$ 331,513	\$ 398,179	\$ 351,898	\$ 2,882,465	719%

Engineering Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Engineering Director	1	1	1	1
City Engineer	1	1	1	1
Assistant City Engineer		1	-	-
GIS/CAD Technician	1	1	1	1
Administrative Assistant	-	-	1	-
Part Time Positions:				
Administrative Coordinator	-	1	1	-
Total Personnel	3	5	5	3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Engineering Department

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 14/15 Objectives:

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

Performance Measures

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

Estimated 14/15

Number plans to be submitted.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Review site plans within 14 days	Estimated 14/15 96%
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Performance Measures

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

Number of plan reviewed	Actual 13/14 40
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Program/Service Outcomes: (based on program objectives)

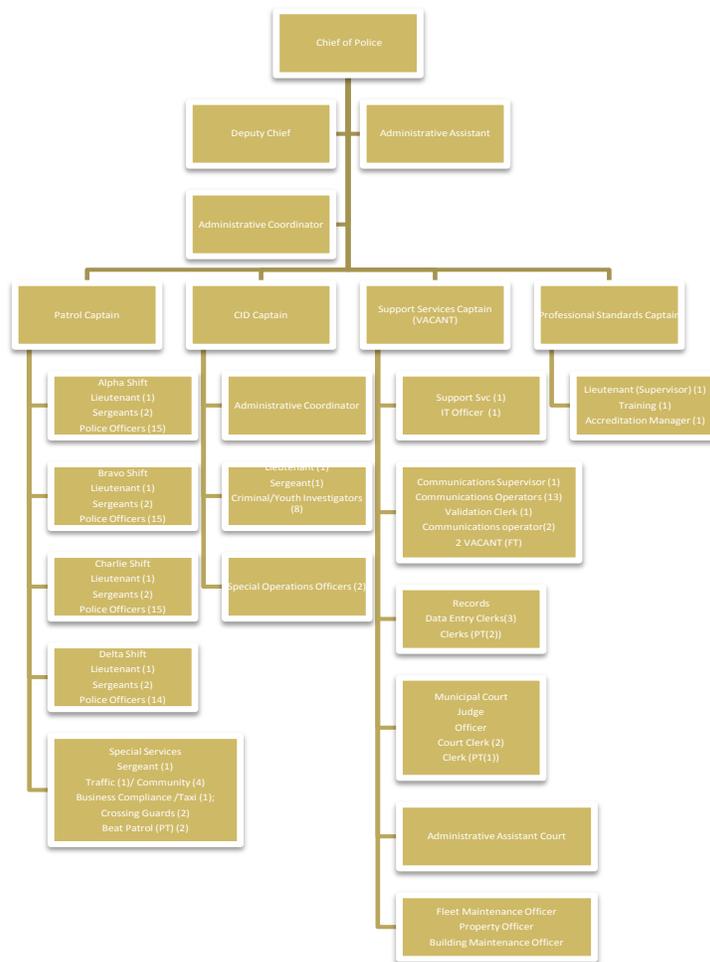
Review site plan within 14 days	Actual 13/14 90%
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Prior Year Highlights:

- Completed Godby Road/ Old National Parkway but was not called for any of the three audits that were required of Stimulus projects.
- Started and completed Phoenix Trail for pedestrian and bicycle which is a portion of Georgia’s “March to the Sea” bicycle path. Ribbon cutting and grand opening will be in the near future.
- Completed Columbia Avenue and Downtown parking lots.
- Started construction of CSX Quiet Crossings with follow-up expected to be finished at the beginning of next financial year.
- Completed Bill Badgett Field parking lot for use by football and soccer.
- Completed South Fulton Comprehensive Transportation Plan in collaboration with six South Fulton municipalities and Fulton County which will have an impact on transportation funding and construction for the next twenty years.
- Completion of the Old National Highway Automated Transportation Management Systems (ATMS) should be operational after College Park Power provides 4 service connections and Georgia Power Company provides 8 service connections.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Police Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Municipal Court					
Expenditures					
Personnel Services	\$ 237,922	\$ 281,848.96	\$ 292,220.00	\$ 286,143.00	18%
Employee Benefits	29,090	32,589	32,156.00	25,941.00	12%
Repair & Maintenance	150	-	300	300	-100%
Training & Education	3,012	1,751	5,780.00	5,780.00	-42%
Other Services & Charges	103,934	194,432	97,655.00	116,272.00	87%
Materials & Supplies	12,351	15,468	19,040.00	18,840.00	25%
Municipal Court Expenditure Total	\$ 386,459	\$ 526,089	\$ 447,151	\$ 453,276	1%

Municipal Court Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions:				
Administrative Assistant	1	1	1	1
Administrative Coordinator	1	0	0	0
Judge	1	1	1	1
EDP Technician	0	0	0	0
Account Clerk	1	1	1	1
Solicitor	1	1	1	1
Part Time Positions:				
Clerk	3	3	3	3
Judge	2	2	2	2
Solicitor	1	1	1	1
Total Personnel	11	10	10	10

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

PROGRAM NAME - MUNICIPAL COURT

Program Description:

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

Trends:

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

Program Broad Goals:

The Court Division provides an efficient program for the representation of indigent criminal defendants to those who are charged with a crime and cannot afford an attorney. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures that all are treated with courtesy, dignity, and respect. Maintain a high quality of customer service and provide annual customer service training to all personnel. Increase efficiency and effectiveness of the court system.

Program 14/15 Objectives:

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

Utilize technology to disseminate essential information.

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

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Actual 13/14
Court cases handled and citations entered for previous year.	
Court Cases	17,320
Citations	19,651

Program/Service Outcomes: (based on program objectives)	Estimate 14/15
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*Provide training for court software for new employees.

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

COURT SERVICES (Continued)

Prior Year Highlights:

- The Court Division provided equal access to a fair and effective system of justice for all without excess cost, inconvenience, or delay, with sensitivity to all members of society
- The Court Division implemented a court technology fee to help offset the costs of technology.
- The Court Division transitioned to an electronic court system with new court software, Syscon.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Police Administration					
Expenditures					
Personnel Services	\$ 799,717	\$ 699,273	\$ 724,200	\$ 772,787	7%
Employee Benefits	240,181	240,179	252,379	249,720	-1%
Communications & Util.	150,644	180,844	172,589	171,088	-1%
Rentals	-	-	-	-	0%
Repair & Maintenance	11,083	19,427	36,875	31,863	-14%
Building Maintenance	189,493	91,522	82,417	76,000	-8%
Training & Education	1,786	1,997	3,500	3,600	3%
Other Services & Charges	269,137	328,031	337,202	327,347	-3%
Materials & Supplies	33,440	48,037	59,935	56,275	-6%
Capital Outlay	-	-	-	27,584	0%
Police Administration Total	\$ 1,695,481	\$ 1,609,311	\$ 1,669,097	\$ 1,716,264	3%

Police Administration Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions				
Chief	1	1	1	1
Deputy Chief	1	1	1	1
Captain	0	0	1	1
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	3	2	3	3
EDP Tech	1	1	1	1
Validation Clerk	0	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	14	13	15	15

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

PROGRAM NAME: POLICE ADMINISTRATION

Program Description:

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

Trends:

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

Program Broad Goals:

Implement the new structure for the Police Department for effective and timely services to the community. Create positive community partnerships and enhance quality communication with our citizens. In order to continue providing quality law enforcement services to the City of College Park in order to enhance our service and to mitigate concerns of liability claims an Action Plan was implemented and is ongoing. Elements of the Action Plan include, training specifically focusing on Stop, Arrest, and Search of Persons, search and seizure, criminal procedure, constitutional law, legal updates, and scenario training. Additional elements include enhances supervision, improved documentation, more use of force alternatives, and broader deployment of technical equipment.

Program 14/15 Objectives:

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

Performance Measures

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

		Actual:	13/14
# of Citizen Academy conducted	163		1

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

of community meetings attended 36

Program / Service Outcomes: (based on program objectives)

Actual: 13/14

Conduct Community Neighborhood Watch meetings,
Crime Prevention, and Awareness Events. 400

Estimate: 14/15

Ensure College Park Uniform Crime Report, Part I crimes are
well below (56%) East Point's average over 8 months of available data. East Point
3,016

College Park
1,329

POLICE ADMINISTRATION (Continued)

Prior Year Highlights

- As we have hired some of the best and brightest our community has to offer, we had a number of officers to leave this agency for another career path this year. The creation of new cities had an impact on retention as these new entities tend to recruit experienced management and line level personnel. This trend is not isolated to our agency however, in speaking with neighboring police departments; we find they are experiencing it as well. These comparisons reflect a trend in the area where new cities are being established. The trend does provide the opportunity to recruit, employ, and train new officers and better mold them into accomplishing our mission of providing a more highly effective College Park Police Department.
- During our in-service training period we ensured that all personnel received the training mandated. With us having several instructors within the department, several assisted in the training as well as utilizing online courses hosted by the Georgia Public Safety Training Center. As a result, personnel were exposed to a wide range of knowledge and experiences. The firearms staff instituted a process whereby officers have the opportunity to sign up and attend "Open Range" days once a month. In addition, when an officer feels confident in his/her skill level, they are allowed to qualify. The result has been more officers taking an interest in their firearm skills and bettering those skills. It has also decreased the number of officers receiving remedial training and the associated costs. The Department also implemented a monthly training program focusing on nutrition, weight training, aerobic training and defensive tactics, to improve the mental and physical readiness of all employees.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

- The Department obtained State Accreditation in July of 2010 and are consistently updating and making policy changes to maintain compliance with Accreditation requirements. The College Park Police Department (CPPD) underwent an Accreditation Review during 2013 and as a result retained Georgia Accreditation.
- The Department had a 1% decrease in burglaries in 2013 and a 4% decrease in overall crime. CPPD officers continue to work diligently to reduce crime.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Police Patrol					
Expenditures					
Personnel Services	\$ 4,152,717	\$ 4,010,044	\$ 4,368,180	\$ 4,334,855	-1%
Employee Benefits	1,330,531	1,345,462	1,509,706	1,476,225	-2%
New Personnel Costs	-	-	-	-	
Communications & Util.	31,261	46,592	65,742	69,402	6%
Rentals	-	-	-	-	0%
Repair & Maintenance	278,119	263,204	274,155	267,048	-3%
Building Maintenance	-	-	-	-	0%
Training & Education	2,118	1,105	2,000	2,000	0%
Other Services & Charges	390,793	476,282	505,920	393,932	-22%
Materials & Supplies	296,353	286,414	260,160	260,160	0%
Capital Outlay	429,786	177,242	189,990	277,774	46%
Debt Services	-	-	-	-	
Police Patrol Total	\$ 6,911,678	\$ 6,606,344	\$ 7,175,853	\$ 7,081,396	-1%

Police Patrol Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions:				
Major	0	0	1	1
Captain	1	1	1	1
Lieutenant	5	5	5	5
Sergeant	9	9	9	9
Police Officer	64	70	62	62
Part Time Positions:				
School Crossing Guards	2	2	2	2
Police Officers (Foot Patrol)	2	2	2	2
Total Personnel	83	89	82	82

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Police Patrol

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 growth and development within the city and the number of transients/commuters passing through on all methods of transportation (interstates, mass transit, surface streets, etc.).

Program Broad Goals:

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

Program 14/15 Objectives:

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

Performance Measures

Program / Service Outputs: (goods, services, units produced) Actual: 13/14

Incidents: 9,489
Events: 33,312
Citations: 7,964
Arrests: 2,083

**These calculations are based on the partial fiscal year-to-date (1 July 13 – 29 Jan 14) or 7/12th of the fiscal year.*

Program / Service Outcomes: (based on program objectives) Actual: 13/14

Return to a standard response time of 5 minutes or less for response to emergency calls for service. The current response time average of 8.9 minutes was computed on 4 February 2014,

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

based on the current fiscal year-to-date. This response time includes the travel time to other metro jurisdictions for picking up wanted persons as well as all non-emergency calls for service.

PATROL SERVICES Continued

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

	Estimated 14/15
# Proactive (self-initiated and directed patrol) calls	22,000
# of all calls for service	42,000

Program / Service Outcomes: (based on program objectives)

	Estimated 14/15
Achieve a standard of 5 minutes or less for response to Emergency calls for service	

Prior Year Highlights

1. The Special Operations Unit of the Patrol Division continued to target specific problem areas in the city. They utilize a combination of marked and unmarked units to conduct operations to include surveillance, roadblocks, vice (prostitution stings, drug and alcohol investigations) and the execution of search warrants. The unit works closely with the Patrol shifts and has helped make a positive impact in crime reduction (-4%).
2. The Community Oriented Police (COPS) unit hosted and participated in a record number of community outreach events to demonstrate our commitment to develop positive relationships with the citizens and businesses of College Park as well as patrolling “hot spots” to augment normal patrol shifts. They perform weekly road safety checks as well as scooter and foot patrols. Additionally, there has been an overall participation in community events by officers who are assigned to regular patrol shifts.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

PROGRAM NAME: POLICE INVESTIGATIONS

Program Description:

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

Trends:

Property crimes are in a declining trend. The Criminal Investigations Division in conjunction with the Special Operations Division continues target enforcement operations to reduce the number of quality of life issues (prostitution, loitering, etc.) throughout the city.

Program Broad Goals:

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

Program 14/15 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:	13/14
# of property crimes		1677
# of violent crimes		279
Case clearance rate		19%

Program / Service Outcomes: (based on program objectives)

	Estimate:	14/15
Achieve a 26% clearance rate for property crimes and violent crimes combined. This goal is consistent with the national average.		26%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

POLICE CRIMINAL INVESTIGATION DIVISION (Continued)

Prior Year Highlights

- The number of residential burglaries was reduced from 398 the previous year to 395 (a >1% decrease) throughout the city, due to both aggressive patrol efforts and aggressive investigations.
- Aggressive investigations and intelligence information sharing between ourselves and other jurisdictions in our area has resulted in the identification and arrests of several multi-jurisdictional offenders for property crimes, most specifically burglary and motor vehicle theft.
-

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Corrections					
Expenditures					
Personnel Services	\$ 155,218	\$ 179,571	\$ 203,647	\$ 185,224	-9%
Employee Benefits	49,521	50,051	54,952	60,424	10%
Communications & Util.	-	-	-	-	0%
Repair & Maintenance	703	1,447	3,589	3,266	-9%
Training & Education	350	39	600	600	0%
Other Services & Charges	261,111	236,363	320,487	321,272	0%
Materials & Supplies	6,949	12,757	15,100	15,100	0%
Cost Of Sales	6,648	4,123	6,000	6,000	0%
Capital Outlay	34,665	-	-	-	0%
Corrections Total	\$ 515,165	\$ 484,351	\$ 604,375	\$ 591,886	-2%

Corrections Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 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 2015 BUDGET

PROGRAM NAME: CORRECTIONS

Program Description:

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

Trends:

Detention continues to experience growth in the number of bookings, which drives workload activities. The unit is also experiencing more hearings in which our prisoners housed at the East Point city jail have to be brought back to City Court. The costs for inmate housing increased due to Union City closing their jail and East Point reopening. Rate increased from \$50 a day to \$65 a day per inmate.

Program Broad Goals:

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

Program 14/15 Objectives:

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

Performance Measures

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

	Actual:	13/14
# of bookings performed fiscal year to date		2,083
# of prisoner transports completed fiscal year to date		759

Program / Service Outcomes: (based on program objectives)

	Estimated:	14/15
Reduce prisoner processing time with the assistance of part time jailers.		50%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Prior Year Highlights

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

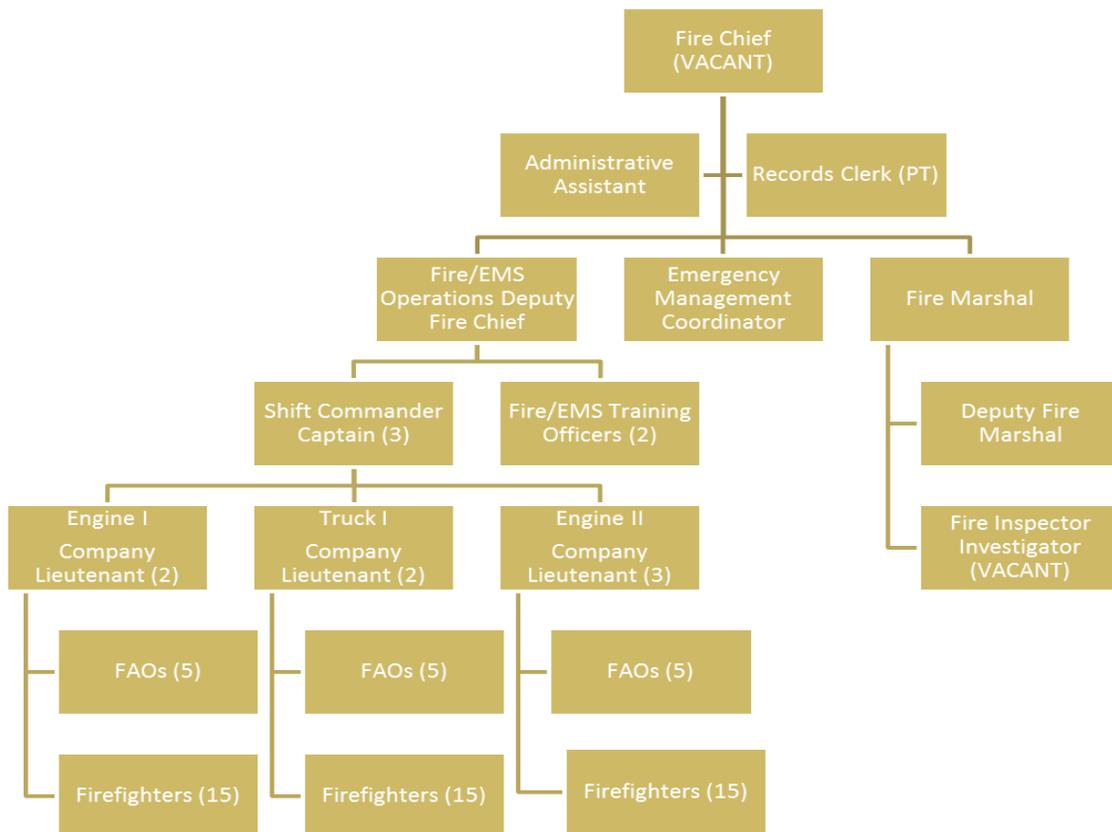
- a.) The jailers received bonding training from the Fulton County Sheriff's Department.
- b.) They also received Fire Safety training for the facility.
- c.) They received OC training.

Improved data collection and booking guidelines for inmates.

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

CITY OF COLLEGE PARK, GEORGIA
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Fire Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Fire Administration					
Expenditures					
Personnel Services	\$ 447,973	\$ 312,682	\$ 333,726	\$ 275,083	-18%
Employee Benefits	108,488	91,341	116,473	72,736	-38%
Communications & Util.	80,609	93,537	79,595	74,490	-6%
Repair & Maintenance	22,889	26,288	35,448	34,586	-2%
Building Maintenance	82,344	43,144	35,000	50,000	43%
Training & Education	20,271	13,704	16,129	17,429	8%
Other Services & Charges	99,445	42,599	25,069	32,243	29%
Materials & Supplies	17,054	22,126	16,200	16,200	0%
Cost Of Sales	1,461	1,494	1,500	1,500	0%
Capital Outlay	-	-	-	-	0%
Fire Administration Total	\$ 880,534	\$ 646,917	\$ 659,140	\$ 574,267	-13%

Fire Administration Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Approved
Full Time Positions:				
Fire Chief	1	1	1	1
Deputy Fire Chief	1	1	0	0
Administrative Assistant	1	1	1	1
Fire Marshal	1	1	1	1
Fire Training Instructor	1	1	1	0
Part Time Positions:				
Records Clerk	1	1	1	1
Custodian	0	1	1	1
Total Personnel	6	7	6	5

CITY OF COLLEGE PARK, GEORGIA

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Program Description: Fire Administration

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

The Fire Department's emergency response core service focuses on providing comprehensive life safety services to residents and visitors in the City of College Park GA., totaling approximately 10.5 square miles. These life safety services include fire suppression, Emergency Medical Services (EMS), hazardous materials mitigation and managing the Emergency Operations Center when needed. The Department delivers service from 2 fire stations, operated by two fire engine companies, one ladder truck company and two transport capable Rescue units.

Trends

The mission of our department is to protect life, property conservation and natural resources from fire and other emergencies. With the increasing demands, our department must utilize the best tools, techniques, and training methods to meet the expectations of our citizens, 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 staffing, planning and preparedness.

Program Broad Goals

Fire Administration

Goals:

1. Provide Continuity of Operations Plan (COOP) training to City all City Departments
2. Promote a high degree of professional behavior and communications for all members of the department.
3. Coordinate Disaster Preparedness and response capability by providing direct training to current personnel who will assist with the training of the various City departments.
4. Assure timely and efficient fire and emergency response to all citizens, visitors and businesses in the City of College Park

Objectives:

1. Identify and validate the Standards of Response and ensure it is publicized to our members and the community.
2. Develop and coordinate an annual Disaster Exercise (Table Top Exercise) with the City departments. Have members attend the County LEPC and Regional UASI meetings.
3. Provide a promotional process to place members of our

**CITY OF COLLEGE PARK, GEORGIA
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Performance Measures:

1. Conduct College Park Disaster Preparedness Exercise by January 2015.
2. Maintain accurate data that captures the time of call and time of dispatch for every incident 75% of the time
3. Establish a shift change process that includes all company officers to capture all previous day activities and discuss future events; conduct and document regular staff and department meetings and briefings.

Fire Marshal/Risk Assessment

Goals:

Educate our community on the dangers of fire and provide prevention information to help prevent fires and limit life risks.

Objectives:

1. Limit fire losses in the community
2. Strengthen Fire Prevention support capability to ensure critical life safety and fire safety components are included in all levels of work.
3. Perform accurate and timely enforcement functions to ensure a minimum level of compliance with established safety standards.

Performance Measures:

1. Increase fire inspections to ensure all businesses are inspected annually.
2. Conduct comprehensive fire inspections on all City owned facilities annually to include all fire stations
3. Work with appropriate College Park departments, Code Enforcement and Building inspections Department to conduct accurate plans review of all designs prior to established deadlines.

Program/Service Output:

FIRE AND LIFE SAFETY ACTIVITIES

Investigations & Inspections 2011-2013	2011	2012	2013
Investigations (Fire & Code Enforcement)	144	167	114
Inspections (New & Existing Structures)	1,280	678	790

Plan Reviews 2011-2013	2011	2012	2013
New Construction, ADA Life Safety Codes, etc.	95	118	189

**CITY OF COLLEGE PARK, GEORGIA
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Public Education /Fire Safety Education 2011-2013	2011	2012	2013
Community Presentations, Schools, Fire Prevention Week	87	49	48

Arrests 2011-2013	2011	2012	2013
Arrests (charges) resulting from arson fires, code violations	9	4	11

Prior Year Highlights

Fire Administration

- Appointed new Fire Chief
- Reduced overtime

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual Amount</u>	<u>2013 Actual Amount</u>	<u>2014 Amended Budget</u>	<u>2015 Council Approved</u>	<u>% Change 2014 to 2015</u>
Fire Suppression					
Expenditures					
Personnel Services	\$ 3,661,553	\$ 3,354,261	\$ 3,742,298	\$ 3,729,444	0%
Employee Benefits	1,167,832	1,110,248	1,199,507	1,242,870	4%
Communicat - Communications & Util.	28,377	24,531	7,161	9,994	40%
Repair & Maintenance	118,806	109,097	99,040	136,992	38%
Building Maintenance	-	-	-	-	0%
Training & Education	8,600	6,151	14,450	14,450	0%
Other Services & Charges	91,748	119,057	156,338	121,407	-22%
Materials & Supplies	134,446	127,122	116,100	162,668	40%
Cost Of Sales	1,450	1,824	1,500	1,500	0%
Capital Outlay	49,268	-	518,000	244,000	100%
Fire Suppression Total	\$ 5,262,080	\$ 4,852,291	\$ 5,854,394	\$ 5,663,325	-3%

Fire Suppression Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Approved</u>
Full Time Positions:				
Captain	3	3	3	3
Lieutenant	9	9	9	9
Driver Engineer (FAO)	21	21	21	12
Firefighter	37	37	37	42
Fire Training Instructor	0	0	0	1
Total Personnel	70	70	70	67

CITY OF COLLEGE PARK, GEORGIA

FISCAL YEAR 2015 BUDGET

Program Description: Fire Suppression

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

The Fire Department's emergency response core service focuses on providing comprehensive life safety services to residents and visitors in the City of College Park GA., totaling approximately 10.5 square miles. These life safety services include fire suppression, Emergency Medical Services (EMS), hazardous materials mitigation and managing the Emergency Operations Center when needed. The Department delivers service from 2 fire stations, operated by two fire engine companies, one ladder truck company and two transport capable Rescue units.

Trends

The mission of our department is to protect life, property conservation and natural resources from fire and other emergencies. With the increasing demands, our department must utilize the best tools, techniques, and training methods to meet the expectations of our citizens, 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 staffing, planning and preparedness.

Program Broad Goals

Fire Suppression

Goals:

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

Objectives:

1. Comply with the validated the Standards of Response.

Performance Measures:

1. All structural firefighting operations will have a minimum of 17 personnel on scene 100% of the time.
2. Coordinate training to ensure all major hazardous materials events will have the appropriately trained personnel on scene 100% of the time.
3. All Emergency Medical incidents will have a minimum of 2 trained personnel on scene 100% of the time.

**CITY OF COLLEGE PARK, GEORGIA
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Program/Service Output:

Prior Year Highlights

THREE YEAR HISTORY OF FIRE DEPARTMENT TRAINING HOURS

Year	2011	2012	2013
Fire Training	2,746	2,242	3,588

Training and Support Services

Goals:

1. Provide the absolute safest possible environment for our firefighters.
2. Improve training and accountability to ensure employees are appropriately trained to safely meet applicable requirements.

Program Objectives:

1. Ensure 100% of fire department members are trained to a level commensurate with their rank and position
2. Strive to minimize fire ground injuries; 2 injuries in 2014.
3. Improve health and wellness and fitness for all employees

Performance Measures:

1. Develop an annual training plan that includes subject areas required to meet State requirements and maintain certifications that improve skill levels
2. Conduct exercises with surrounding agencies to familiarize members of the department with their incident command structure and ensure tactical assignments are integrated.
3. Provide an effective wellness program for members of the Department by conducting in-station wellness education sessions a minimum of three times annually and ensure every member is permitted time while on duty to participate in physical fitness activity one hour per shift in 2014.

Program/Service Output:

CPFR THREE YEAR CALL HISTORY

	2011	2012	2013
Fire Calls	153	151	160
Other Calls	510	650	840
Total Calls	663	801	1,000

CITY OF COLLEGE PARK, GEORGIA
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Prior Year Highlights

Fire Suppression

- Hired 7 New Firefighter
- Completed Department wide Driver Operator I (Engine Operator Class) (30 new back-up Engine Drivers)
- Incident Safety Officer (NFA)
- Battalion Chief's enrolled to attend the Executive Fire Officer Program at the National Fire Academy
- Honor Guard Team has participated in events metro Atlanta
- Incident Safety Officer Class for the Department
- Terrorism Awareness
- 5 employees retired,

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual Amount	2013 Actual Amount	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Emergency Medical Services					
Expenditures					
Personnel Services	\$ 68,170	\$ 68,258	\$ 66,878	\$ 68,284	2%
Employee Benefits	31,035	22,516	25,363	25,243	0%
Communications & Util.	-	239	2,200	2,200	0%
Repair & Maintenance	24,467	20,576	20,432	20,132	-1%
Training & Education	9,460	13,923	56,385	29,385	-48%
Other Services & Charges	277,831	98,942	33,173	34,607	4%
Materials & Supplies	46,378	57,843	62,204	42,500	-32%
Capital Outlay	-	-	-	-	0%
Emergency Medical Total	\$ 457,341	\$ 282,296	\$ 266,635	\$ 222,351	-55%

Emergency Medical Services Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions:				
EMS Training Instructor	1	1	1	1
Total Personnel	1	1	1	1

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Program Description: Fire EMS

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

The Fire Department's emergency response core service focuses on providing comprehensive life safety services to residents and visitors in the City of College Park GA., totaling approximately 10.5 square miles. These life safety services include fire suppression, Emergency Medical Services (EMS), hazardous materials mitigation and managing the Emergency Operations Center when needed. The Department delivers service from 2 fire stations, operated by two fire engine companies, one ladder truck company and two transport capable Rescue units.

Trends

The mission of our department is to protect life, property conservation and natural resources from fire and other emergencies. With the increasing demands, our department must utilize the best tools, techniques, and training methods to meet the expectations of our citizens, 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 staffing, planning and preparedness.

Program Broad Goals

Emergency Medical Services (EMS)

Goals:

Improve our emergency medical response by minimizing the death and suffering for patients experiencing sudden illness, accidents, or injury.

Performance Measures:

1. Continue to offer CPR training to all citizens and businesses in the City of College Park.
2. Provide a 3 ½ to 4 minute responses by our emergency medical rescue units.
3. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance in accordance College Park Fire Rescue Standard Operating Guidelines.

**CITY OF COLLEGE PARK, GEORGIA
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Program/Service Output:

CPFR THREE YEAR CALL HISTORY

	2011	2012	2013
EMS Calls	4,051	4,573	4,670
Total Calls	4,051	4,573	4,670

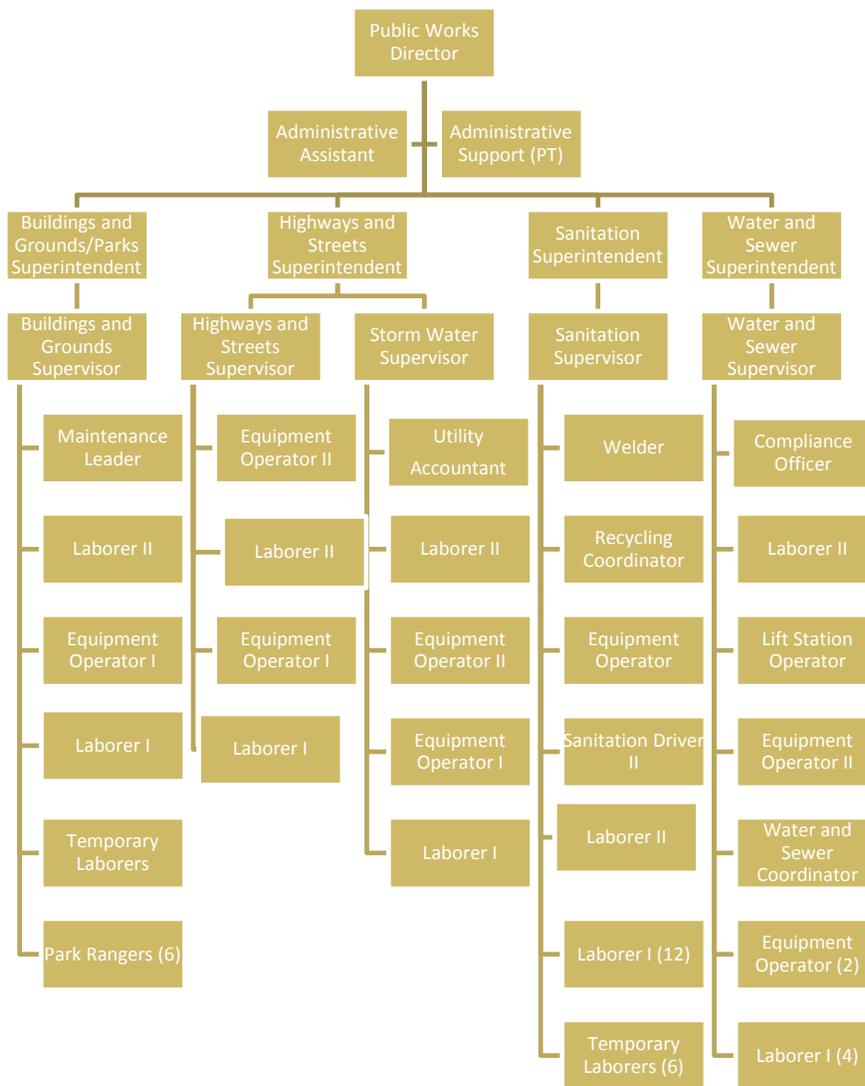
Prior Year Highlights

Emergency Medical Services

- Implemented an Emergency Medical Dispatch program with training for both public safety departments and the communications center.
- 4 members completed EMT training
- 6 members completed Paramedic school
- Completed Departmental First Responders License Recertification

CITY OF COLLEGE PARK, GEORGIA
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Public Works Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Public Works Administration					
Expenditures					
Personnel Services	\$ 42,701	\$ 43,360	\$ 45,950	\$ 46,102	0%
Employee Benefits	11,125	11,121	13,919	12,233	-12%
Capital Outlay	-	-	220,000	-	-100%
Communications & Utility	-	-	-	727.00	100%
Repair & Maintenance	-	-	2,150	4,299	100%
Training & Education	1,499	2,142	2,200	1,950	-11%
Other Services & Charges	80	-	500	1,110	122%
Materials & Supplies	683	972	1,186	1,186	0%
Public Works Administration Total	\$ 56,088	\$ 57,595	\$ 285,905	\$ 67,607	-76%

Public Works Administration Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Highway and Streets					
Expenditures					
Personnel Services	\$ 380,138	\$ 365,281	\$ 404,756	\$ 330,560	-18%
Employee Benefits	140,744	139,757	149,138	131,658	-12%
Communications & Util.	4,259	3,497	3,500	2,500	-29%
Rentals	1,185	176	5,000	-	-100%
Repair & Maintenance	429,423	387,162	400,926	280,939	-30%
Building Maintenance	-	1,229	1,500	1,000	-33%
Training & Education	1,494	1,404	2,350	1,850	-21%
Other Services & Charges	27,934	29,785	20,182	29,529	46%
Materials & Supplies	75,421	64,151	67,263	51,732	-23%
Capital Outlay	8,502	14,290	14,290	-	-100%
Highway and Streets Total	\$ 1,069,100	\$ 1,006,732	\$ 1,068,905	\$ 829,768	-22%

Highway and Streets Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Superintendent	1	1	1	1
Supervisor	1	-	-	-
Equipment Operator II	3	3	3	3
Equipment Operator I	3	3	3	2
Laborer II	3	3	3	3
Laborer I	2	2	2	1
Total Personnel	13	12	12	10

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department of Public Works | Highways and Streets Asphalt Operations

Program Description:

The Highways & Streets Asphalt (street maintenance and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Asphalt program protects and maintains the expected service life of an asphalt street by providing asphalt and concrete street maintenance and repair, street resurfacing, street patching of potholes, asphalt street overlaying for deficiencies on all City streets and road ways, and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the street pavement and concrete. The program daily targets street deficiencies such as potholes, cave-ins, and depressions that are caused by street failure. The program also performs pre and post inspections for the LMIG (Local Maintenance and Improvement Grant Program) and Execute the 2013 -2014 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 13/14
95%

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

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

**CITY OF COLLEGE PARK, GEORGIA
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Estimate 14/15

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 13/14

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.

Estimate 14/15

95%

Restore 95% of potholes, cave-ins and depressions after they are responded to within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Restore 95% of all utility cuts within seven (7) working days of the initial response.

Resurface a minimum of (1) street a year under the LMIG (Local Maintenance and Improvement Grant) program as approved by the State.

Prior Year Highlights:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department of Public Works | Highways and Streets Concrete Operations

Program Description:

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

Trends:

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

Program Broad Goals:

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

Performance Measures

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

Actual	13/14
	95%

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

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

**Estimated 14/15
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 13/14
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 14/15
95%**

Restore 95% of sidewalks, curbing and driveway apron deficiencies after they are responded to within seven (10) working days of the initial response.
Restore 95% of all brick or concrete structures as they relate to Highways & Streets within seven (7) working days of the initial response.
Replace or Repair a Minimum of 35 sidewalks, curbing or driveway apron sections a year

Prior Year Highlights:

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department of Public Works | Highway and Streets Sign Shop Operations

Program Description:

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

Trends:

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

Program Broad Goals:

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

Performance Measures

**Program/Service Output: (good, services, unit produced) Actual 13/14
95%**

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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 14/15
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 sign at least once per year

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

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

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

Prior Year Highlights:

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department of Public Works | Highways and Streets Street Cleaning Operations

Program Description:

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

Trends:

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

Program Goals

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

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 14/15
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 2012-2013 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.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Building and Grounds					
Expenditures					
Personnel Services	\$ 421,921	\$ 414,732	\$ 446,251	\$ 487,298	9%
Employee Benefits	158,605	164,220	174,326	177,245	2%
Communications & Util.	3,992	2,698	3,300	3,700	12%
Repair & Maintenance	27,766	35,991	29,648	41,179	39%
Building Maintenance	-	-	-	-	0%
Training & Education	707	749	1,250	1,250	0%
Other Services & Charges	64,863	80,130	57,094	63,474	11%
Materials & Supplies	57,368	68,145	47,006	50,245	7%
Capital Outlay	-	-	-	-	-100%
Building and Grounds Total	\$ 735,222	\$ 766,665	\$ 758,875	\$ 824,391	9%

Building and Grounds

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 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	3	3
Seasonal Positions: 6 Positions for 6 Months	6	6	-	3
*Transfer to Parks				
Total Personnel	24	24	14	17

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 2014/15 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 13/14
Maintained plants, trim trees and shrubs throughout the City	100%
	Estimated 14/15
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 2015 BUDGET**

Department of Public Works | Grounds and Landscape Maintenance

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 2014/15 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 13/14
Managed all mowing, trimming and pesticide programs Citywide	100%
	Estimated 14/15
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 2015 BUDGET**

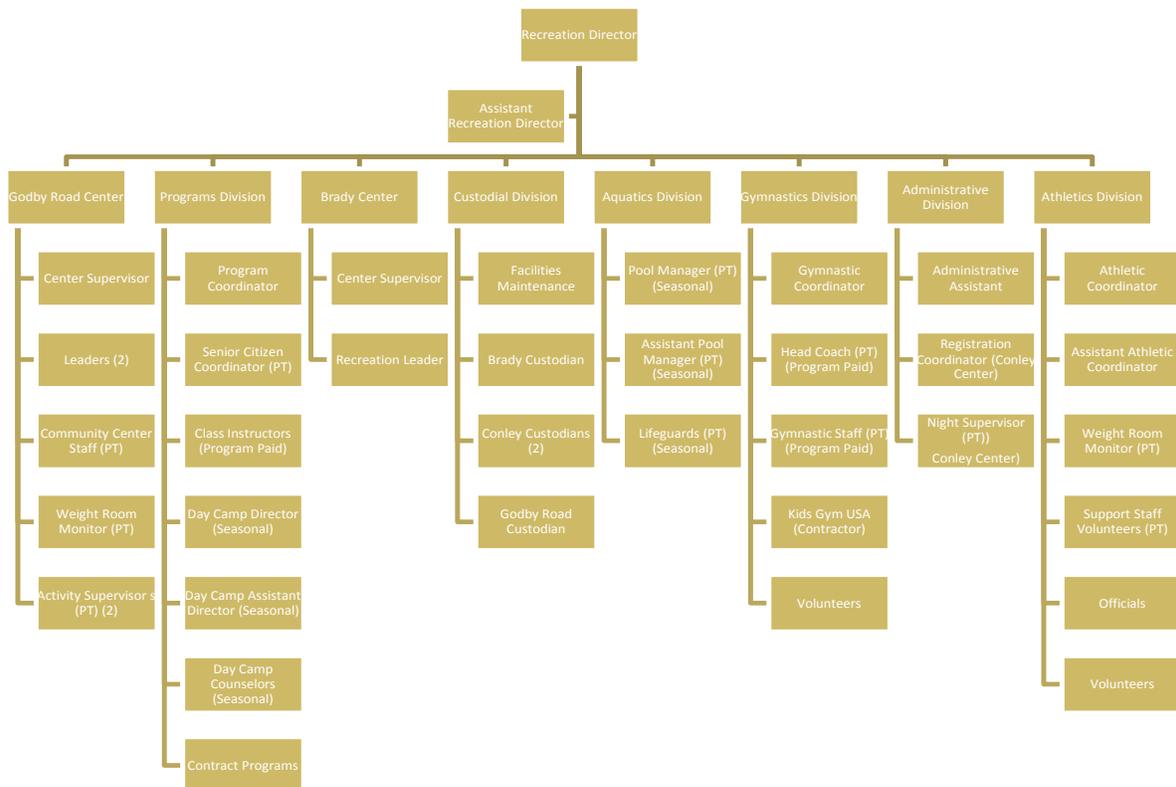
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Parks					
Expenditures					
Personnel Services	\$ 147,159	\$ 117,533	\$ 135,444	\$ 127,478	-6%
Employee Benefits	37,041	41,810	36,699	35,823	-2%
Communications & Util.	1,797	2,001	1,700	1,700	0%
Rentals	-	280	-	-	0%
Repair & Maintenance	10,880	9,014	10,688	14,529	36%
Training & Education	160	-	500	500	0%
Other Services & Charges	17,287	101,606	13,980	15,559	11%
Materials & Supplies	6,446	6,000	5,700	5,728	0%
Capital Outlay	23,565	-	-	-	0%
Parks Total	\$ 244,335	\$ 278,244	\$ 204,711	\$ 201,317	-2%

Parks Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Maintenance Leader	1	1	1	1
Laborer I	3	1	1	1
Laborer II	-	-	-	-
Part Time Positions:				
Laborer 1	2	2	2	2
Park Rangers (Transfer from Bldg & Grd)	-	2	4	4
Total Personnel	6	6	8	8

CITY OF COLLEGE PARK, GEORGIA
 FISCAL YEAR 2015 BUDGET

Recreation Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual Amount</u>	<u>2013 Actual Amount</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>%Change 2014 to 2015</u>
Recreation Administration					
Expenditures					
Personnel Services	\$ 173,533	\$ 142,586	\$ 144,084	\$ 148,873	3%
Employee Benefits	40,673	41,550	45,051	39,631	-12%
Communications & Util.	5,222	5,481	5,142	5,065	-1%
Repair & Maintenance	9,696	9,017	6,971	7,443	7%
Training & Education	1,232	1,180	1,600	1,400	-13%
Other Services & Charges	7,132	7,832	6,419	9,003	40%
Materials & Supplies	3,776	4,557	4,250	4,250	0%
Recreation Administration Total	\$ 241,264	\$ 212,205	\$ 213,517	\$ 215,665	1%

Recreation Administration Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Director	1	1	1	1
Assistant Director	1	0	0	-
Executive Secretary	1	1	1	1
Total Personnel	3	2	2	2

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual Amount</u>	<u>2013 Actual Amount</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Recreation Programs					
Expenditures					
Personnel Services	\$ 869,339	\$ 800,542	\$ 848,627	\$ 787,377	-7%
Employee Benefits	142,553	153,764	153,214	151,505	-1%
Communications & Util.	-	-	-	-	0%
Rentals	-	13,923	14,800	15,964	
Repair & Maintenance	87,516	83,878	70,154	68,632	-2%
Training & Education	2,204	1,321	4,633	4,633	0%
Other Services & Charges	255,234	241,999	237,415	243,125	2%
Materials & Supplies	109,594	87,926	94,010	92,510	-2%
Cost Of Sales	3,213	2,847	3,500	2,000	-43%
Capital Outlay	-	-	-	-	0%
Recreation Programs Total	\$ 1,469,653	\$ 1,386,200	\$ 1,426,353	\$ 1,365,746	-4%

Recreation Programs Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Athletic Coordinator	1	1	1	1
Program Coordinator	2	2	2	0
Gymnastics Coordinator	1	1	1	1
Recreation Leader	4	4	4	5
Administrative Coordinator	0	0	1	1
Receptionist	2	2	1	1
Part Time Positions:				
Arts & Crafts Specialist	1	1	1	1
Night Activity Supervisor	2	2	2	2
Weight Room Monitor	2	2	2	2
Assistant Recreation Leader	2	2	2	2
Total Personnel	17	17	17	16

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Recreation Facilities					
Expenditures					
Personnel Services	\$ 142,535	\$ 146,379	\$ 183,187	\$ 185,100	1%
Employee Benefits	42,765	57,348	60,911	69,056	13%
Communications & Util.	156,940	165,826	149,721	149,450	0%
Repair & Maintenance	800	-	192	192	-100%
Building Maintenance	106,074	96,481	80,000	87,500	9%
Other Services & Charges	60,064	34,429	31,798	30,023	-6%
Materials & Supplies	77,086	73,838	72,448	65,500	-10%
Capital Outlay	78,598	194,001	-	325,000	100%
Recreation Facilities Total	\$ 664,862	\$ 768,302	\$ 578,257	\$ 825,201	43%

Recreation Facilities Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Center Director	1	2	2	2
Building Maintenance Mechanic	1	0	0	0
Custodian	4	4	3	3
Part Time Positions:				
Custodian	1	-	1	1
Total Personnel	7	6	6	6

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Program Description: Recreation Department

The College Park Recreation Department is to enhance the livelihood of all ages through leisure activities and recreation. The Recreation Department consists of parks, pavilions, recreational facilities, tennis courts and walking trails for your leisure enjoyment. We also offer pavilions at our parks for activities as well as our Historic College Park Auditorium.

Trends:

The many facilities are offered to City of College Park residents and surrounding communities for their leisure services and community activities.

Program Broad Goals:

Enhance the activity of the City of College Park residents through all of the activities provided within the recreation facilities.

Program 2014/2015 Objectives:

Improve by increasing participation from youth and adults. Increase the communication of all of the programs and awards won from the Recreation Department.

Performance Measures

Program Goals and Objectives:

Continue to offer high quality programs such as karate, dance, zumba and aerobics that will create a diverse group of who benefits from the Recreation Department.

Create more of a community involvement with all of the promotions the bridge the community with the recreation department.

Educate the community, employees and City Officials of all the benefits recreation and leisure services.

Grow the youth sporting programs to alternative sports (volleyball) as an outlet.

Create more opportunity for the seniors program to offer more for their recreational services.

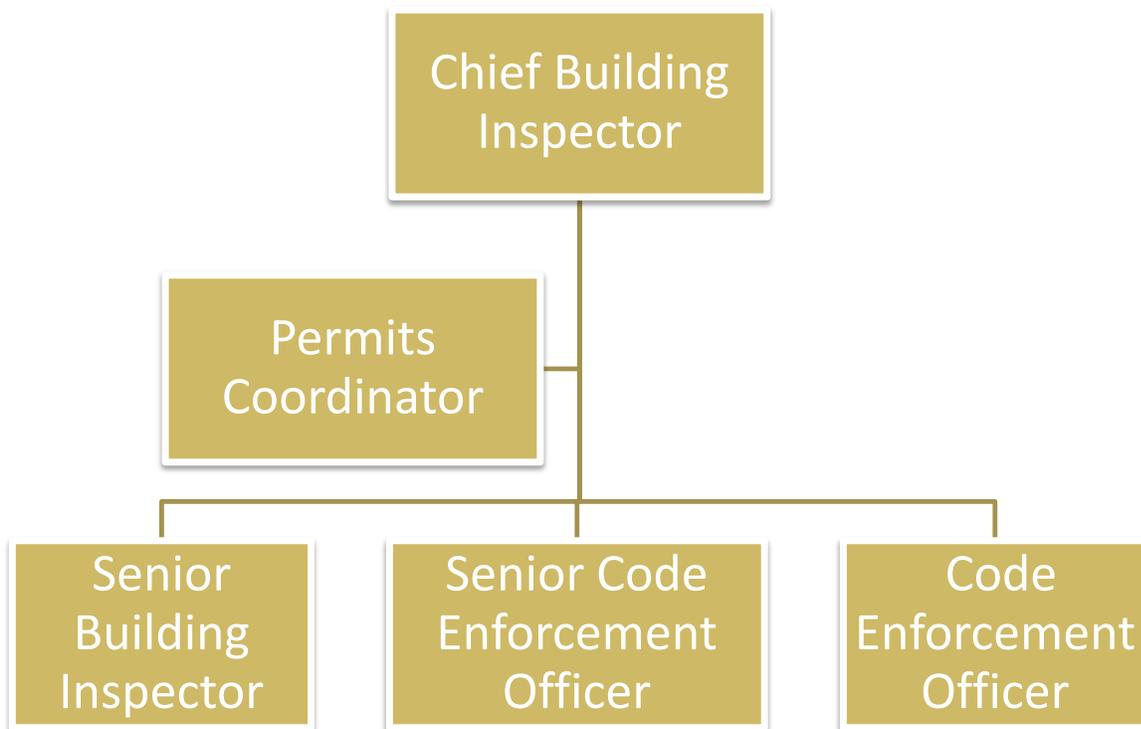
Partner more with the schools, businesses and social groups within the community to gain more volunteerism.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Prior Year Highlights:

- Programs such as karate, boot camp, dance and zumba grew and enhance the programs offered by the recreation department.
- Senior Citizens Program “Wisdom for All Seasons” at the Godby Road Center.
- Partnered with ABI Prep School in helping young men from overseas fulfill their dreams of competing in basketball in the United States.
- We earned the distinction of being one of 8 Cities in Georgia as a “Kaboom” Playful City USA.
- We were able to host “Godbyfest” an event that culminated games, bounce houses and a haunted house at no cost to the community
- Continued the book bag and back to school workshop that fed over 800 people and gave school supplies to over 500
- Youth basketball continued its dominance with district and state victories.
- Summer camp was another success with hosting events at our local parks
- Partnerships grew and a sponsorship wall was placed for recognition

Inspections Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Inspections					
Expenditures					
Personnel Services	\$ 306,414	\$ 246,489	\$ 271,409	\$ 268,679	-1%
Employee Benefits	81,317	75,791	87,650	85,198	-3%
New Personnel Costs	-	-	-	-	0%
Communications & Util.	18,061	12,852	11,389	11,347	0%
Repair & Maintenance	7,767	12,738	17,515	16,167	-8%
Building Maintenance	-	-	500	500	0%
Training & Education	14,498	7,664	12,168	13,950	15%
Other Services & Charges	39,958	38,727	42,373	37,331	-12%
Materials & Supplies	15,308	11,664	13,100	15,300	17%
Inspections Total	\$ 483,323	\$ 405,925	\$ 456,104	\$ 448,472	-2%

Inspections Personnel

Full Time Positions:	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Chief Building Inspector	1	1	1	1
Senior Building Inspector	1	1	1	1
Permit Coordinator	1	1	1	1
Code Enforcement Officer Sr.	1	1	1	1
Code Enforcement Officer	1	1	1	1
Administrative Coordinator	0	0	0	0
Compliance Officer	0	0	0	0
Total Personnel	5	5	5	5

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 Objectives:

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

Performance Measures

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

	Actual 13/14
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 13/14
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 2015 BUDGET**

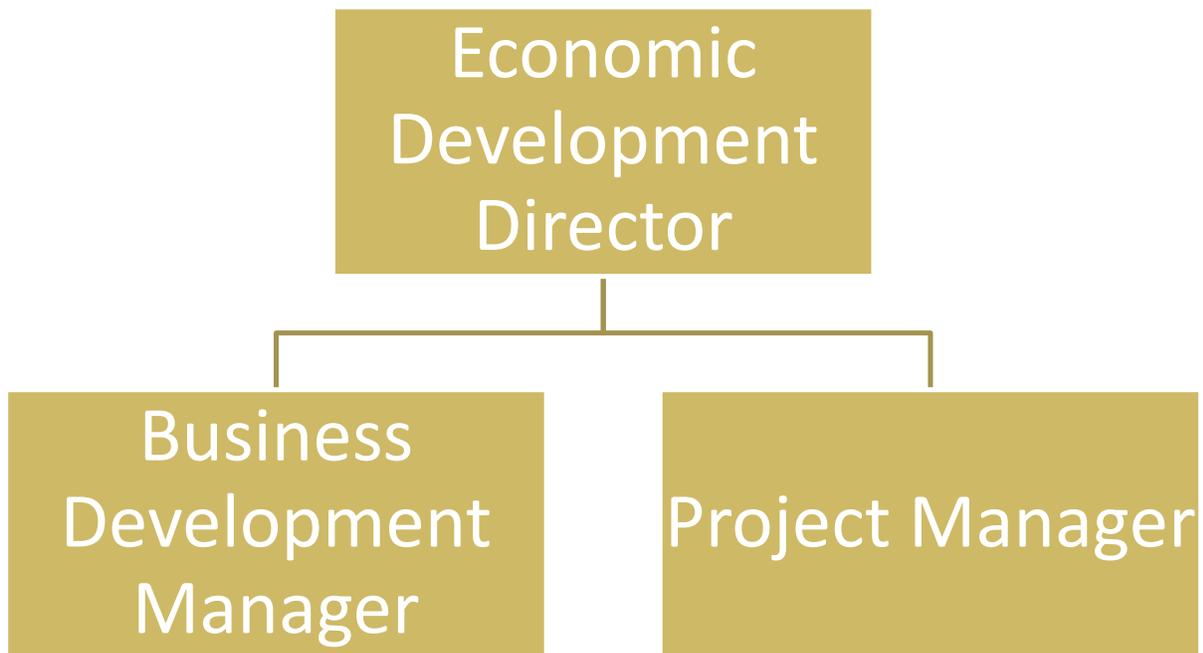
Program / Service Outputs: (goods, services, units produced)	Estimated 14/15
Maintain initial case response time of 2 calendar days	95%
Forecast exterior to be reduced by	15%
Forecast interior to increase by	25%
Program / Service Outcomes: (based on program objectives)	Estimated 14/15
Maintain overall 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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Economic Development Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Economic Development					
Expenditures					
Personnel Services	\$ 124,524	\$ 131,803	\$ 143,537	\$ 130,754	-9%
Employee Benefits	35,296	31,519	39,069	26,324	-33%
New Personnel Costs	-	7,388	-	-	0%
Communications & Util.	7,891	6,946	6,291	10,771	71%
Repair & Maintenance	1,986	1,924	3,374	2,749	-19%
Training & Education	15,125	16,801	15,580	18,665	20%
Other Services & Charges	25,811	19,497	10,669	14,814	39%
Materials & Supplies	4,698	4,492	4,250	5,700	34%
Capital Outlay	3,350	(1,410)	-	-	
Economic Development Total	\$ 218,681	\$ 218,961	\$ 222,770	\$ 209,777	-6%

Economic Development Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Director of Development	1	1	1	1
Project Manager	1	1	1	1
Intern	0	1	1	0
Administrative Coord	0	-	0	0
Total Personnel	2	3	3	2

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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 13/14
Targeted Job Creation	2 companies attracted and/or 50 jobs added	
# Business Licenses		100
# Jobs in College Park	213	9,750

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Economic Development Department

Program/Service Outcomes: (based on program objectives)

	Estimated 14/15
Tax Revenue Enhancement	1%
Hotel/Motel Tax Enhancement	2%
Hotel/Motel Avg Occupancy Rate	60%
# Existing Business Visits	20

Prior Year Highlights:

In October 2014 Club E (Club Entrepreneur) opened its doors for business. Club E is the physical home for entrepreneurs and a business resource center. Club E is a place where for a reasonable price, entrepreneurs can go to collaborate, meet, work, learn, and network with other entrepreneurs. In November it was announced that Wally Park proposed a mixed use development off of Camp Creek Parkway and Herschel Drive. The project will include two select service hotels with approximately 115-120 rooms each, a state of the art 2000 space secured parking facility, a 10,000 sq. ft. office building, a major automotive convenience center, and 26,000 sq. ft. of retail.

The City of Atlanta in March 2014 sold to the City of College Park approximately 33 acres of property known as non-master land. Now the City of College Park is in ownership of over 220 acres of property which puts the City in a favorable position for future development opportunities.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Multi Departmental Costs Total					
Expenditures					
Other Services & Charges	\$ -	\$ -	\$ -	\$ -	0%
Interest			\$ 5,000		-100%
Operating Transfers Out	742,369	5,567,116	1,157,657	1,226,824	6%
Multi Departmental Costs Total	\$ 742,369	\$ 5,567,116	\$ 1,162,657	\$ 1,226,824	6%

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
General Fund Total					
Revenue Totals	\$ 28,266,002	\$ 30,242,743	\$ 30,864,791	\$ 28,483,269	-8%
Expenditure Totals	28,207,401	31,417,567	30,864,791	28,483,269	-8%
General Fund Net Revenues/ (Expenditures)	\$ 58,601	\$ (1,174,824)	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 2015 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 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Confiscated Drugs					
Revenues					
Other Income	\$ 51,840	\$ -	\$ 1,000	\$ -	-100%
Interest	128	78	120	-	-100%
Budget Carryforward	-	-	54,355	30,000	-45%
Confiscated Drugs Revenue Total	51,968	78	55,475	30,000	-46%
Expenditures					
Communications & Util.	\$ 1,604	\$ 11,423	\$ 3,100	\$ -	0%
Training & Education	-	1,374	9,100	5,000	
Other Services & Charges	24,536	9,063	22,275	12,000	-46%
Materials & Supplies	12,409	10,481	21,000	13,000	-38%
Operating Transfers Out	-	21,427	-	-	
Capital Outlay	32,468	6,075	-	-	-100%
Confiscated Drugs Expenditure Total	71,017	59,842	55,475	30,000	-46%
Confiscated Drugs Net Revenues/ (Expenditures)	\$ (19,049)	\$ (59,764)	\$ -	\$ -	0%
State Drug Revenue					
Revenues					
Other Income	\$ 775	\$ 9,100	\$ 1,000	\$ -	-100%
Interest	-	-	6	-	0%
Operating Transfers In	-	30,296	-	-	
Budget Carryforward	-	-	-	-	0%
State Drug Revenue Total	775	39,396	1,006	-	-100%
Expenditures					
Communications & Util.	\$ 802	\$ 4,893	\$ -	\$ -	0%
Repair & Maintenance	-	-	-	-	0%
Training & Education	-	-	-	-	0%
Other Services & Charges	2,211	6	1,006	-	-100%
Materials & Supplies	20,264	-	-	-	0%
Operating Transfers Out	-	2,653	-	-	
Capital Outlay	-	-	-	-	
State Drug Expenditure Total	23,277	7,552	1,006	-	-100%
State Drug Net Revenues/ (Expenditures)	\$ (22,502)	\$ 31,844	\$ -	\$ -	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
E911 Communications					
Revenue					
Other Income	\$ 360,114	\$ 293,913	\$ 340,000	\$ 340,000	0%
Interest	141	156	121	121	100%
Operating Transfers In	493,560	605,333	594,670	559,091	-6%
E911 Communications Revenue Total	853,815	899,402	934,791	899,212	-4%
Expenditures					
Personnel Services	501,286	533,114	586,394	552,033	-6%
Employee Benefits	174,724	199,481	216,105	212,611	-2%
Communications & Util.	79,799	82,422	107,279	108,259	1%
Repair & Maintenance	3,610	1,146	4,044	2,500	-38%
Training & Education	1,553	3,126	5,928	5,928	0%
Other Services & Charges	13,116	13,121	11,766	14,606	24%
Materials & Supplies	2,195	2,615	3,275	3,275	0%
Operatig Transfers Out	-	56,359	-	-	0%
Capital Outlay	-	15,028	-	-	100%
E911 Communications Expenditures	776,283	906,410	934,791	899,212	-4%
E911 Communications Net Revenues/ (Expenditures)	\$ 77,532	\$ (7,008)	\$ -	\$ -	0%

E911 Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 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	1	1
Part Time Positions:				
Commnications Operator	2	2	2	2
Total Personnel	17	17	17	17

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
CDBG Fund					
Revenues					
Intergovernmental	\$ 107,340	\$ 107,603	\$ 108,355	\$ -	-100%
CDBG Revenue Total	107,340	107,603	108,355	-	-100%
Expenditures					
Other Services & Charges	-	-	-	-	0%
Capital Outlay	107,340	107,603	108,355	-	-100%
CDBG Expenditure Total	107,340	107,603	108,355	-	-100%
CDBG Fund Total	\$ -	\$ -	\$ -	\$ -	0%
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Grants					
Revenue					
Intergovernmental	\$ 364,146	\$ 109,444	\$ 205,451	\$ -	-100%
Other Income	15,025	21,680	-	-	0%
Interest	367	522	-	-	0%
Operating Transfers In	-	94,618	-	-	-100%
Grant Fund Revenue Totals	379,538	226,264	205,451	-	-100%
Personnel Services	37,121	-	-	-	0%
Training & Education	2,075	3,175	502	-	-100%
Other Services & Charges	71,302	57,214	-	-	0%
Materials & Supplies	11,176	39,642	8,951	-	-100%
Transfers Out		42,559	-	-	
Building Maintenance	148,814				
Capital Outlay	6,540	9,414	195,998	-	-100%
Grants Expenditure Total	277,028	152,004	205,451	-	-100%
Grants Fund Net Revenues/ (Expenditures)	\$ 102,510	\$ 74,260	\$ -	\$ -	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Newton Estates Improvement Fund					
Revenues					
Taxes	\$ 99,615	99,440	\$ 105,750	\$ 105,750	0%
Other Income	-	625	-	-	0%
Interest	69	33	100	100	0%
Budget Carryforward	-	-	-	-	0%
Newton Estates Improvement Revenue Total	99,684	100,098	105,850	105,850	0%
Expenditures					
Other Services & Charges	-	-	-	-	0%
Operating Transfers Out	125,200	132,672	105,850	105,850	0%
Newton Estates Improvement Expenditure	125,200	132,672	105,850	105,850	0%
Newton Estates Improvement Fund Total	\$ (25,516)	\$ (32,574)	\$ -	\$ -	0%
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Hospitality					
Revenues					
Taxes	\$ 9,000,528	\$ 10,028,623	\$ 8,705,770	\$ 9,505,770	9%
Other Income	0	24,379	0	0	0%
Interest	1,411	1,582	1,200	1,200	0%
Operating Transfers In	-	77,480	-	-	0%
Budget Carryforward	-	-	495,116	-	0%
Hospitality Revenue Total	9,001,939	10,132,064	9,202,086	9,506,970	3%
Expenditures					
Other Services & Charges	1,236,701	1,673,696	1,854,116	2,049,970	11%
Operating Transfers Out	7,251,822	6,942,971	7,347,970	7,457,000	1%
Hospitality Expenditure Total	8,488,523	8,616,667	9,202,086	9,506,970	3%
Hospitality Net Revenue/(Expenditures)	\$ 513,416	\$ 1,515,397	\$ -	\$ -	0%
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Car Rental Tax					
Revenues					
Taxes	\$ 2,668,779	\$ 2,602,801	\$ 2,550,000	\$ 2,665,000	5%
Other Income	-	3,997	-	-	0%
Interest	789	470	500	500	0%
Operating Transfers In	-	5,035,795	-	-	0%
Budget Carryforward	-	-	-	-	0%
Car Rental Revenue Total	2,669,568	7,643,063	2,550,500	2,665,500	5%
Expenditures					
Other Services & Charges	-	-	-	526,792	0%
Operating Transfers Out	2,303,058	3,729,257	2,040,500	1,978,708	-3%
Capital Outlay	-	-	-	-	0%
Debt Service	470,000	490,000	510,000	160,000	-69%
Car Rental Expenditure Total	2,773,058	4,219,257	2,550,500	2,665,500	5%
Car Rental Net Revenues/(Expenditures)	\$ (103,490)	\$ 3,423,806	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

CAPITAL PROJECTS FUND

Program Description:

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

Main Street Fund:

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

SPLOST Fund:

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

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Main Street Development					
Revenues					
Interest	63	64			
Operating Transfers In	\$ 120,122	\$ 130,340	\$ 95,113	\$ 93,225	-2%
Main Street Revenue Total	120,185	130,403	95,113	93,225	-2%
Expenditures					
Personnel Services	49,505	51,908	52,153	-	-100%
Employee Benefits	16,920	19,539	21,553	-	-100%
Communications & Util.	5,840	5,877	5,980	5,547	-7%
Repair & Maintenance	143	800	32	-	-100%
Building Maintenance	1,220	2,646	1,200	1,200	0%
Training & Education	9,912	14,482	10,200	10,200	0%
Other Services & Charges	43,646	14,760	3,695	73,328	1885%
Materials & Supplies	531	446	300	2,950	883%
Main Street Expenditure Total	127,717	110,458	95,113	93,225	-2%
Main Street Net Revenues/(Expenditures)	\$ (7,532)	\$ 19,946	\$ -	\$ -	0%

Main Street Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Main Street Manager	1	1	1	0
Total Personnel	1	1	1	0

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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 13/14	Estimated 14/15
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 2015 BUDGET

Actual 13/14

Estimated 14/15

Building Façade Grants Awarded 0 (program on hold FY13) 2

Prior Year Highlights:

In October 2013 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 2015 BUDGET

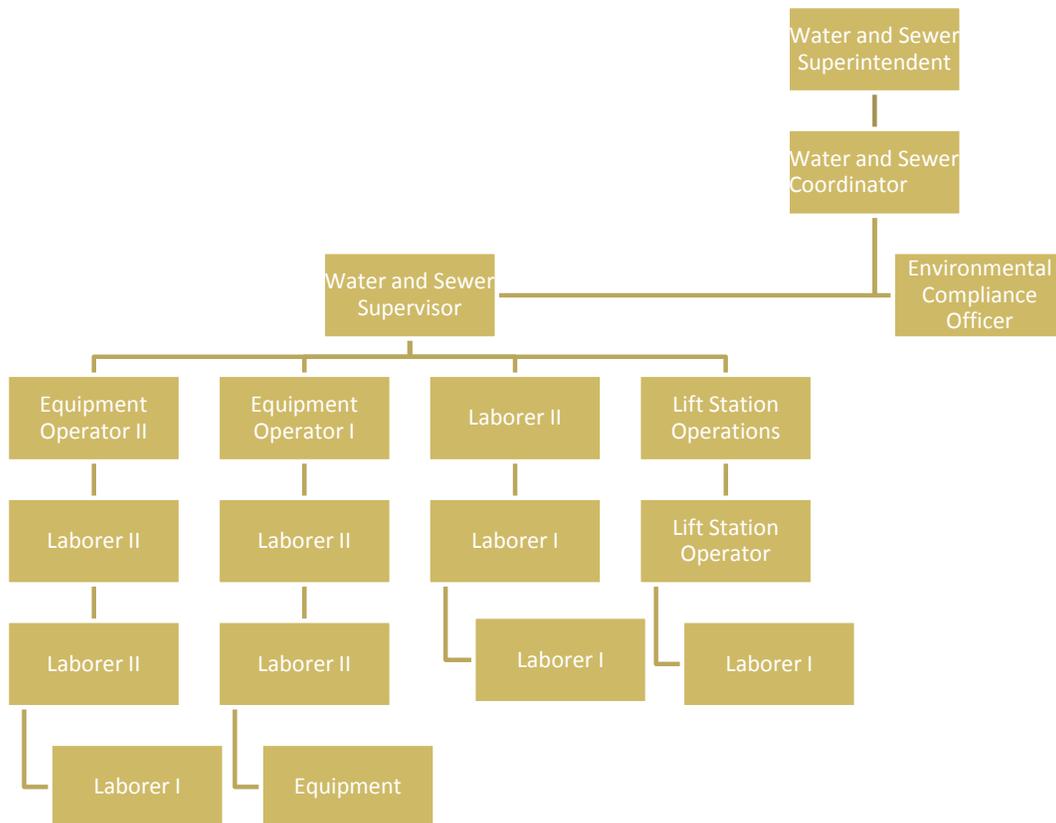
	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended</u>	<u>2015 Council</u>	<u>% Change</u>
SPLOST					
Revenue					
Taxes	\$ 465,210	\$ 474,725	\$ 435,000	\$ 435,000	0%
Budget Carryforward				\$ 1,164,000	
Interest	789	1,064	1,000	1,000	0%
SPLOST Revenue Total	<u>465,999</u>	<u>475,789</u>	<u>436,000</u>	<u>1,600,000</u>	267%
Expenditures					
Other Services & Charges	-	20	42,813	25,000	-42%
Capital Outlay	-	-	393,187	1,575,000	100%
SPLOST Expenditure Total	<u>-</u>	<u>20</u>	<u>436,000</u>	<u>1,600,000</u>	267%
SPLOST Net Revenues/	<u>\$ 465,999</u>	<u>\$ 475,768</u>	<u>\$ -</u>	<u>\$ -</u>	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department of Public Works Water and Sewer



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Water and Sewer					
Revenues					
Charges For Services	\$ 7,511,344	\$ 9,685,945	\$ 9,675,347	\$ 9,360,570	-3%
Other Income	1,549,636	771	2,000	2,000	100%
Interest	2,483	2,648	5,000	5,000	0%
Operating Transfers In	-	118,197	-	-	0%
Budget Carryforward	-	-	870,465	-	-100%
Revenue Total	9,063,463	9,807,561	10,552,812	9,367,570	-11%
Expenditures					
Personnel Services	783,063	809,047	840,221	860,310	2%
Employee Benefits	280,787	285,636	307,395	301,737	-2%
Communications & Util.	29,212	43,058	31,470	31,670	1%
Rentals	5,376	3,732	9,000	9,000	0%
Repair & Maintenance	289,587	298,636	718,902	1,004,768	40%
Building Maintenance	8,057	4,847	5,000	15,000	200%
Training & Education	18,927	22,291	25,300	25,300	0%
Other Services & Charges	635,683	309,624	1,293,442	772,294	-40%
Materials & Supplies	44,554	42,966	58,011	54,804	-6%
Cost Of Sales	4,450,415	5,838,720	5,795,060	4,311,400	-26%
Operating Transfers Out	-	545,472	675,069	263,306	0%
Accounting Charges	1,396,295	540,158	-	-	0%
Capital Outlay	990,610	1,534,633	470,465	1,488,504	216%
Debt Service	-	-	323,477	229,477	-29%
Water & Sewer Expenditure Total	8,932,566	10,278,820	10,552,812	9,367,570	-11%
Water and Sewer Net Revenues (Expenditures)					
	130,897	\$ (471,259)	\$ -	\$ -	0%

Water and Sewer Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
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	1	1	1	2
Equipment Operator I	1	1	1	1
Lift Station Operator	2	2	2	2
Water/Sewer Coordinator	1	1	1	1
Utility Clerk	-	-	-	-
Laborer II	5	5	5	5
Laborer I	4	4	4	3
Total Personnel	18	18	18	18

*50 % Public Works Director, Accountant, Admin Asst & Clerk position moved to PW Administration

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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	13/14
Water main line repairs		18
Service line repairs		86
	Estimated	14/15
Water main line repairs		10
Service line repairs		35

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Department of Public Works | Water and Sewer-Water Distribution

Program / Service Outcomes: (based on program objectives)

	Actual	13/14
Number of meters changed out to capture water revenues and increase water accountability.		800
Number of leaks detected and repaired to capture water revenues and increase water accountability.		25
	Estimated 14/15	
Number of meters changed out to capture water revenues and increase water accountability.		850
Number of leaks detected and repaired to capture water revenues and increase water accountability.		30

Prior Year Highlights:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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	13/14
Phone inquires processed, which relate to water and sewer operational issues.		2,000
Process and locate UPC tickets.		3,500
	Estimated	14/15
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 2015 BUDGET

Programs / Service Outcomes: (based on program objectives)

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

Actual 13/14
Yes

Programs / Service Outcomes: (based on program objectives)

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

Estimated 14/15
Yes

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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	13/14
Sewer lift station repairs		4
Hours of overtime needed to make sewer lift station repairs		125 hrs

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Program / Service Outcomes: (based on program objectives)

	Actual	13/14
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 14/15		
Sewer lift station repairs		3
Hours of overtime needed to make sewer lift station repairs		120hrs

Program / Service Outcomes: (based on program objectives)

	Estimated 14/15	
Sewer discharges that cause a “Notice of Violation” to be issued by the state		0
Sewer manholes located and repaired		20
Annually clean one-third of sewer collection system; continue to clean complete collection system every three years.		Yes

Department of Public Works | Water and Sewer- Wastewater Maintenance

Prior Year Highlights:

Complete the following budgeted capital infra-structure projects:

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

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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	13/14
Water conservation educational Workshop provided		10
Number of toilet rebates approved		6
Customer contacts made by the Water Conservation office		150
		Estimated 14/15
Water conservation educational Workshop provided		10
Number of toilet rebates approved		4
Customer contacts made by the Water Conservation office	238	25

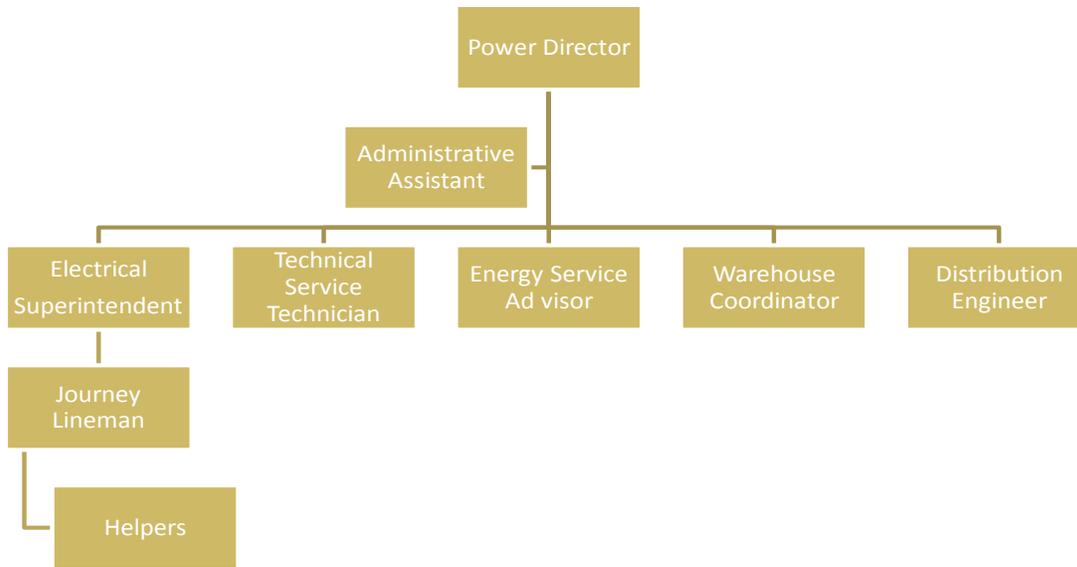
CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program / Service Outcomes: (based on program objective)

Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	Actual	13/14 Yes
Maintain compliance with Metropolitan North Georgia Water Planning District and Georgia Environmental Protection Division (EPD).	Estimated	14/15 Yes

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Power Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Electric Line					
Revenues					
Charges For Services	\$ 23,544,233	\$ 28,028,936	\$ 26,552,424	\$ 28,005,000	5%
Leases & Other Rent	-	139,008	110,000	120,000	9%
Other Income	1,859,898	1,086,832	913,000	1,097,000	20%
Interest	24,483	10,804	-	-	0%
Operating Transfer In		188,873			
Budget Carryforward	-	-	4,106,412	2,211,530	-100%
Electric Line Revenue Total	25,428,614	29,454,453	31,681,836	31,433,530	-1%
Expenditures					
Personnel Services	784,593	720,538	754,626	609,324	-19%
Employee Benefits	244,239	237,849	247,521	220,086	-11%
Communications & Util.	42,020	97,730	76,626	211,102	175%
Rentals	4,260	2,466	5,500	5,500	0%
Repair & Maintenance	476,131	678,987	712,848	702,796	-1%
Building Maintenance	18,844	15,758	7,400	17,400	135%
Training & Education	49,956	50,810	70,820	64,720	-9%
Other Services & Charges	1,163,712	612,986	451,700	625,782	39%
Materials & Supplies	86,973	85,136	114,850	144,850	26%
Cost Of Sales	19,742,889	19,932,964	18,497,830	21,000,000	14%
Depreciation	708,248	-	-	-	0%
Operating Transfers Out	6,355,243	8,095,411	8,160,518	2,535,414	-69%
Other Debt	-	(98)	-	-	
Capital Outlay	547,248	918,364	937,000	1,719,863	84%
Electric Line Expenditure Total	30,224,356	31,448,901	30,037,239	27,856,837	-7%
Electric Line Net Revenues/(Expenditures)	\$ (4,795,742)	\$ (1,994,448)	\$ 1,644,597	\$ 3,576,693	54%

Electric Line Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions:				
Power Director	1	1	1	1
Assistant Power Director	1	1	1	-
Power Superintendent	1	1	1	1
Distribution Engineer	1	1	1	1
Energy Service Advisor	1	1	1	1
Lineman/Electrical Worker	4	4	4	1
Electrical Technician	1	1	1	1
Apprentice/Electrical Worker I	2	2	2	-
Apprentice/Electrical Worker II	-	-	-	-
Apprentice/Electrical Worker III	2	2	2	-
Laborer I/Electrical Helper	2	2	2	2
Administrative Assistant	1	1	1	1
Accounts Payable Technician	1	1	1	-
Administrative Coordinator	-	-	-	-
Total Personnel	18	18	18	9

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Program Name: Power Department – Line Division

Program Description: The line division program includes the overall department administration function and is responsible for operational, budget, purchasing, financial, and staffing activities for all divisions of the Power Department. The management staff provides leadership, direction and support for all divisions. Senior staff participates in and interacts with joint agency, MEAG Power, state electric utility agencies, Electric Cities of Georgia, and other professional and industry organizations to maximize the efficiency of the operation and revenue from the sale of excess power to external customers, local utilities, and regional and national power grids. The line division is responsible for engineering, design, construction, installation, and maintenance of the City's electric power distribution system and traffic signals. This distribution system includes eight power distribution substations, 27 feeder circuits, and approximately 152 miles of overhead and underground line serving approximately 8,000 electric utility customers. There are 42 traffic signals in the City with 24 owned and operated by the Power Department.

Trends: 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. New customer applications are starting to pick up and should result in more projected revenue in the near future.

Program Broad Goals: Continue to provide clean, reliable power to the citizens and rate payers at economically competitive rates by providing insight and planning necessary to maintain the power distribution system at the highest levels possible while ensuring the citizens and rate payers' dollars are spent wisely and with maximum effect.

Program 14/15 Objectives: Complete budgeted capital infrastructure improvements within the fiscal year that include:

- SPCC oil spill system containment to comply with EPA standards should an oil spill occur from transformers or substation equipment – two substations.
- Replace the auto transfer switches at the GICC.
- Phase 1 of the feeder improvement at Phoenix Boulevard.
- Install new and replacement line capacitors to improve power factor
- Install AMI equipment for 2-way meter communication for remote reading & disconnect.
- Upgrade the feeder circuit on Godby Road for better reliability
- Install 53 decorative lights on the Old National Streetscape project
- Place feeders underground at the Wally Park development project

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Power Department – Line Division

- Install a tie line on HWY 29 CSX crossing to tie Lakemont and Edison substations for better reliability

Performance Measures

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

Complete all projects as planned within the budget constraints.

Estimated 14/15

9

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections.

Estimated 14/15

5%

Performance Measures

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

Complete projects as budgeted

Estimated 14/15

7

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections

Estimated 14/15

7%

Performance Measures

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

Goals of project completion continue finishing 2 more.

Actual 13/14

7

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections

Actual 13/14

8%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Power Department – Line Division

Prior Year Highlights:

- Installed decorative lighting on Virginia Avenue for improved safety and appearance.
- Completed new service installation to RaceTrac, one of the newer high usage commercial customers.
- Installed all new holiday decorative lights throughout the City.
- Completed all necessary work required for Woodward Academy's expansions and improvements.
- Completed new installations for service to College Park Elementary.
- Continued installing LED street lights for comparison to existing HPS lights in the future.
- Installed Oil Spill Prevention as required by the EPA at the Georgia International Convention Center and at the Power Department transformer storage area.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Electric Meter					
Expenditures					
Personnel Services	\$ 161,274	\$ 155,594	\$ 149,458	\$ 149,306	0%
Employee Benefits	63,563	65,363	60,107	66,785	11%
Communications & Util.	4,948	6,305	7,193	3,628	-50%
Repair & Maintenance	10,399	14,161	25,378	27,887	10%
Building Maintenance	1,919	398	-	-	0%
Training & Education	1,180	2,000	2,200	2,200	0%
Other Services & Charges	12,946	12,907	13,490	11,344	-16%
Materials & Supplies	24,431	22,609	34,980	67,530	93%
Debt	-	-	-	579,392	100%
Capital Outlay	-	-	509,300	1,574,840	209%
Electric Meter Expenditure Total	\$ 280,660	\$ 279,337	\$ 802,106	\$ 2,482,912	210%

Electric Meter Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Meter Reader Supervisor	1	1	1	-
Energy Service Advisor	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	4

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Finance Department – Meter Division

Program Description: The Finance Department meter division is responsible for accurately reading all electric and water meters in the City and for those customers outside the City but who are receiving power from the system. Other primary activities include daily connects and disconnects, completion of miscellaneous work and service orders, cut-offs and cut-ons, re-reads, meter installation & replacements, and theft of service investigation.

Trends: Due to the weak economy, business downsizing, reduced customer base, and other economic pressures, there has been very little change in the total number of electric and power meters being read each month. The installation and upgrade of water meters to AMR standards by the Water Department is improving the efficiency of the meter reading process and the ongoing AMR electric meter installation program has more than 4,500 meters installed.

Program Broad Goals: Ensure the accurate and timely reading of all water and electric meters; complete all work and service orders in a timely manner; work with other departments to quickly identify and correct water meter mechanical and AMR problems and reading errors and reduce the number of water meter re-reads caused by such issues.

Program 14/15 Objectives: Maintain a high rate of accuracy at 98% or better; complete all service cut-ons within 24 hours of issue; complete reading routes and schedules on time; complete re-reads and can't read list for current billing. AMI installation will proceed and eventually lead to total remote reading and disconnect of all electric meters.

Performance Measures

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

Estimated 14/15

Convert electric meters to AMI. 20%

Program/Service Outcomes: (based on program objectives)

Estimated 14/15

Complete all projects within budget constraints or less. 2

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Program Name: Finance Department – Meter Division

Performance Measures

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

Read all meters and completed service orders on a timely basis.

Estimated 14/15
95%

Program/Service Outcomes: (based on program objectives)

Completed projects within budget constraints.

Estimated 14/15
2

Performance Measures

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

Read all meters and completed service orders on a timely basis.

Actual 13/14
98%

Program/Service Outcomes: (based on program objectives)

Completed projects within budget constraints.

Actual 13/14
2

Prior Year Highlights:

Worked to complete the transition of the Northstar billing system with relation to timely readings and re-reads to get billing back into proper order.

Identified and investigated more theft of services.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Electric Warehouse					
Expenditures					
Personnel Services	\$ 42,683	\$ 42,352	\$ 42,944	\$ 43,759	2%
Employee Benefits	16,872	18,185	19,268	19,469	1%
Communications & Util.	2,613	7,238	3,505	3,528	1%
Rentals	-	-	1,000	1,000	0%
Repair & Maintenance	5,508	2,720	12,462	12,597	1%
Building Maintenance	658	4,495	2,700	2,700	0%
Training & Education	-	-	400	400	0%
Other Services & Charges	13,253	12,226	11,221	12,345	10%
Materials & Supplies	1,832	684	1,150	1,150	0%
Warehouse Expenditure Total	\$ 83,418	\$ 87,900	\$ 94,650	\$ 96,948	2%

Electric Warehouse Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions:				
Warehouse Coordinator	1	1	1	1
Total Personnel	1	1	1	1

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Power Department – Warehouse Division

Program Description:

The Power Department Warehouse Division program is responsible for bidding ordering, receiving and stocking all items for the Power Department and, to a lesser degree, certain items used by other non-power department users. Power Department catalog items include office supplies, meters, pole and underground hardware, aerial and underground cable, and other material, hardware and equipment used in the construction and maintenance of the power distribution system. Non-power related catalog items include building cleaning supplies, light bulbs, trash bags, batteries, etc. The warehouse maintains two storage locations, one at the Power Department headquarters location and the other, a remote location at 1060 Forest Parkway. The warehouse program provides monthly use and requisition reports, semi-annual inventories, as well as all shipping and receiving documents to match with purchase orders and invoices.

Trends:

With the advent of internet suppliers and ordering, and both local and national vendors improved delivery systems, the warehouse has moved to reduce the number of office supply items and preprinted paper forms carried in the catalog by shifting the items to the user department through the use of “just in time” ordering via the internet. This trend will continue where efficiency and economy can be improved.

Program Broad Goals:

Ensure all bids and RFPs issued by the warehouse comply with current purchasing policies and are closely reviewed for best quality at lowest price; Maintain minimum stock levels on high use items by closely monitoring re-order quantities; Produce accurate and timely monthly reports for accounting and department use; Ensure highest possible level of security and loss prevention.

Program Objectives:

Reduce the central stores shrinkage loss to below 2.5% of total central stores valuation as reported in the annual fiscal year end inventory.

Performance Measures

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

	Estimated 14/15
# of Budgeted Capital Projects/Programs	0

Prior Year Highlights:

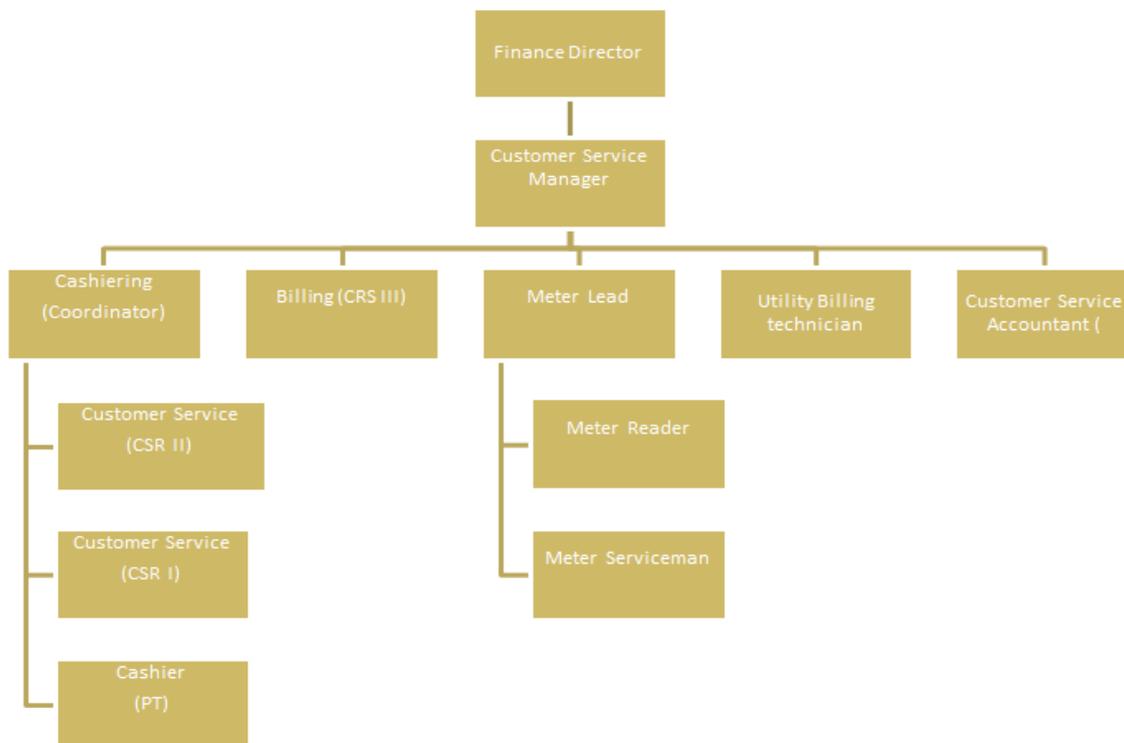
- Prepared monthly reports in a timely manner.
- Performed and prepared and the annual inventory report.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Electric CNG					
Expenditures					
Repair & Maintenance	\$ 28,999	\$ 48,919	\$ -	\$ -	0%
Other Services & Charges	135,586	195,139	-	-	0%
Materials & Supplies	3,663	11,536	-	-	0%
Electric CNG Expenditure Total	<u>\$ 168,248</u>	<u>\$ 255,594</u>	<u>\$ -</u>	<u>\$ -</u>	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Customer Service Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</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>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Customer Service Manager	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
Utility Billing Technician	-	2	2	2
Billing Accountant	-	-	1	1
Part Time Positions:				
Utility Clerk/Cashier	2	2	2	2
Total Personnel	10	11	12	12

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Finance Department – Customer Service

Program Description: The Customer Service Program provides for the accurate and timely billing of the City’s electric, water, sewer, storm water, and sanitation services. In accordance with Section 10 of the City’s code of ordinances, the program assists customers with establishing and disconnecting utility services while responding to billing inquiries and processing payments. Revenue recovery is also a function of this program.

Trends: The City’s utility customer base had decreased over the past several years due to airport expansion, but has leveled over the past 5 years. At the same time, the remaining and new customers are demanding more information and accuracy.

Program Broad Goals: Bill electric, water, meter, sanitation, storm water services and associated taxes/fees in a more timely and accurate manner; answer all customer calls and inquiries in timely and more accurate manner; increase in-house professionalism by providing employees with the tools and training necessary to meet customer needs; stronger customer service performance that could strengthen the relationship the City shares with employees and customers.

Program 14/15 Objectives: To improve on the use of the new CIS/Utility billing system implemented to improve processes and to begin billing and data collection using new AMI technology.

Performance Measures

Program/Service Outputs: (goods, services, units produced)	Estimated 14/15
Bill all existing and new accounts	98,000
Total dollars billed	\$56,000,000.00
Program/Service Outcomes: (based on program objectives)	Estimated 14/15
Utility bills mailed accurately	98%
Utility bills mailed timely	90%
Customer call answered timely	85%
Customers signed up for on-line payment/account access.	4,000

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Finance Department – Customer Service

Performance Measures

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

Estimated 14/15

Bill all existing and new accounts	98,000
Total dollars billed	\$54,000,000.00

Program/Service Outcomes: (based on program objectives)

Estimated 14/15

Utility bills mailed accurately	95%
Utility bills mailed timely	85%
Customer call answered timely	80%
Customers signed up for on-line payment/account access.	2,000

Performance Measures

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

Actual 13/14

Bill all existing and new accounts	49,000
Total dollars billed	\$27,000,000.00

Program/Service Outcomes: (based on program objectives)

Actual 13/14

Utility bills mailed accurately	95%
Utility bills mailed timely	85%
Customer calls answered timely	80%
Customers signed up for on-line payment/account access.	1,150

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Prior Year Highlights:

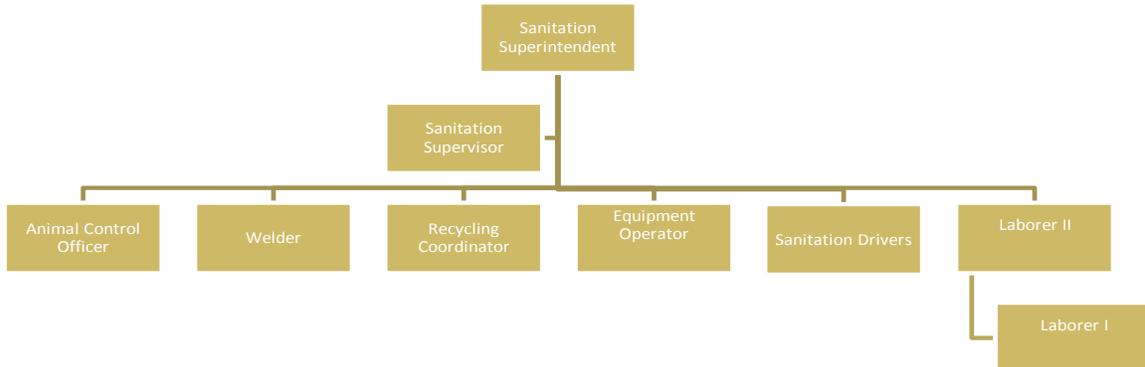
- Completed the transition of the new CIS/Utility billing system.
- Initiated an on-line customer portal for access to account information and on-line bill payment.
- Better handling of incoming phone calls despite the increase calls for inquiries and bill extensions.
- Updated all rate changes as initiated by the Power Department and Water/Sewer Department.
- Improved drive-through customer drawer.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Golf Course Fund					
Revenues					
Fees, Licenses, Permits	\$ -	\$ -	\$ -	\$ -	0%
Leases & Other Rent	44,496	34,413	43,175	48,114	11%
Other Income	2,352	27	-	-	0%
Operating Transfers In	-	-	-	-	0%
Golf Course Fund Revenue Total	46,848	34,440	43,175	48,114	11%
Expenditures					
Other Services & Charges	1,970	-	-	-	0%
Operating Transfers Out	46,400	42,482	43,175	48,114	11%
Capital Outlay	-	-	-	-	0%
Golf Course Fund Expenditure Total	48,370	42,482	43,175	48,114	11%
Golf Course Net Revenues/ (Expenditures)	\$ (1,522)	\$ (8,042)	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Public Works Department Sanitation Fund



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Sanitation Fund					
Revenues					
Charges for Services	\$ 2,767,728	\$ 2,688,895	\$ 2,700,000	\$ 2,622,512	-3%
Other Income	64,167	28,805	45,000	40,000	-11%
Interest	203	121	-	-	-100%
Operataing Transfer In	-	151,898	-	-	0%
Budget Carryforward	-	-	-	-	-100%
Sanitation Fund Revenue Total	2,832,098	2,869,719	2,745,000	2,662,512	-3%
Expenditures					
Personnel Services	1,018,509	917,864	1,008,501	1,036,376	3%
Employee Benefits	338,459	337,328	355,873	375,605	6%
Communications & Util.	24,986	22,479	24,200	22,536	-7%
Repair & Maintenance	261,565	290,513	257,715	248,851	-3%
Building Maintenance	12,242	15,019	20,000	10,000	-50%
Training & Education	2,957	2,415	5,000	5,300	6%
Other Services & Charges	100,408	60,351	104,200	90,094	-14%
Materials & Supplies	168,500	158,336	156,100	146,250	-6%
Cost of Sales	516,028	485,859	510,000	509,000	0%
Transfers Out	7,400	521,814	228,411	-	-100%
Accounting Charges	610,289	260,133	-	-	0%
Capital Outlay	129,201	74,300	75,000	218,500	-74%
Debt Service	-	50,392	-	-	-100%
Sanitation Fund Expenditure Total	3,190,544	3,196,803	2,745,000	2,662,512	-3%
Sanitation Net Revenues/ (Expenditures)	\$ (358,446)	(327,084)	\$ -	\$ -	

Sanitation Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Superintendent	1	1	1	1
Supervisor	1	1	1	1
Administrative Assistant	1	1	1	1
Recycle Coordinator	1	1	1	1
Sanitation Collector II	2	2	2	1
Sanitation Driver II	10	10	10	10
Welder	1	1	1	1
Animal Control Officer	1	1	1	1
Sanitation Collector I	12	12	11	11
Laborer I				
Utility Accountant	1	1	1	1
Total Personnel	31	31	30	28

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 14/15 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	13/14
Number of Dead Animals collected		153
Number of Live Animals collected		156
Number of Citations given		23
		Estimated 14/15
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 2015 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 startup 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 14/15 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	13/14
Number of Commercial accounts		453
Number of Front Load bins		807
Percentage of Commercial routes completed daily		100 %
		Estimated 14/15
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 2015 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 2015 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 14/15 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	13/14
Percentage of Recycling routes completed daily		100%
Tons of recycling collected		750
Estimated 14/15		
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 2015 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 14/15 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	13/14
Percentage of Residential routes completed daily		100 %
Percentage of Brush routes completed daily		100 %
Percentage of Leaf routes completed daily		100 %
	Estimated	14/15
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 2015 BUDGET

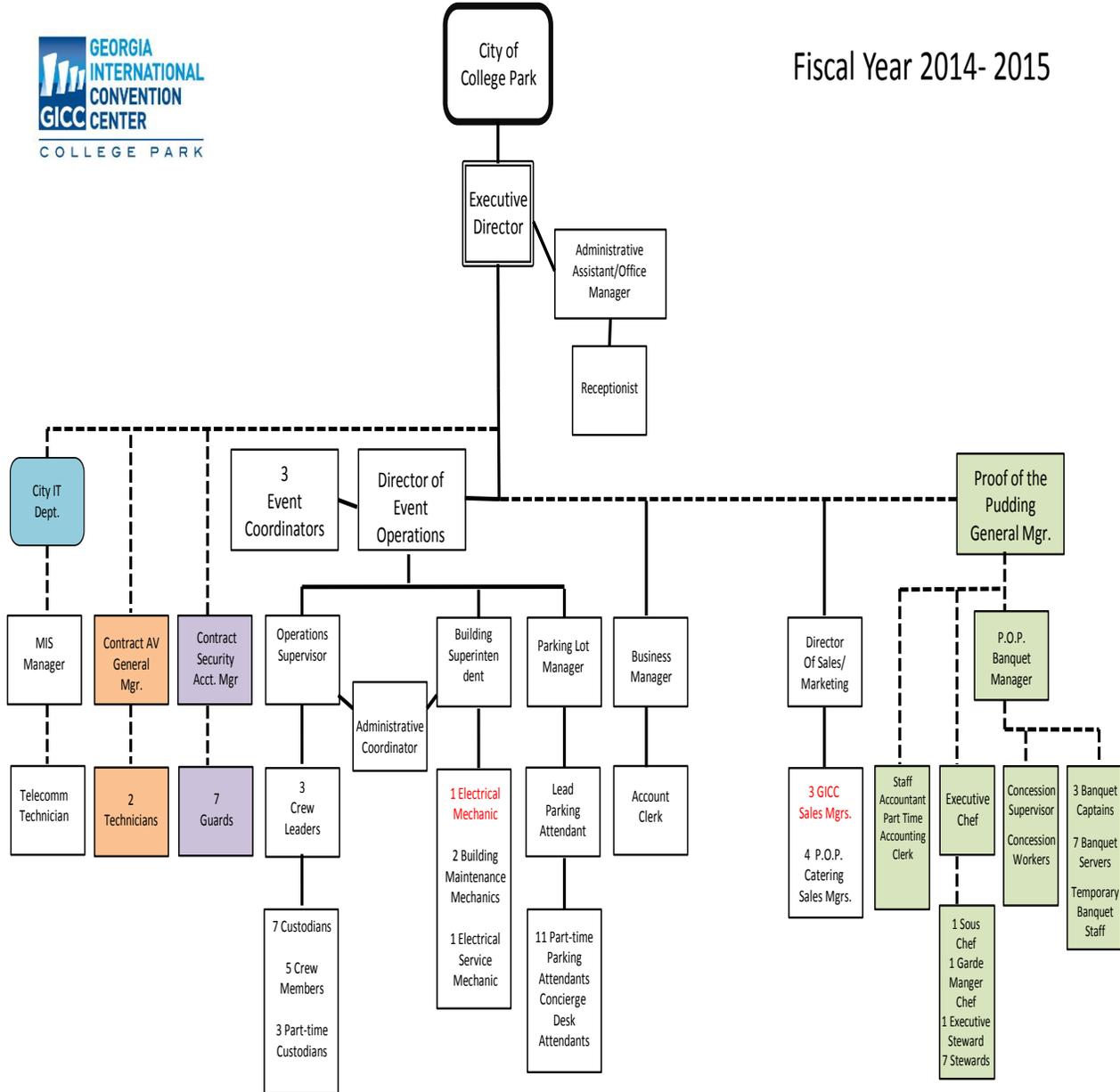
Prior Year Highlights:

- 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 2015 BUDGET



Fiscal Year 2014- 2015



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Convention Center					
Revenues					
Charges for Services	\$ 6,608,392	\$ 6,952,609	\$ 7,195,000	\$ 7,471,700	4%
Rentals and Commissions	96,701	86,206	100,000	105,000	5%
Other Income	39,122	5,650,931	5,786,970	6,357,000	10%
Interest	1,487	1,350	2,600	2,600	0%
Operating Transfers In	11,280,443	2,418,325	1,803,667	1,233,313	-32%
Budget Carryforward	-	-	1,822,519	1,175,000	-36%
Convention Center Revenue Total	18,026,145	15,109,422	16,710,756	16,344,613	-2%
Expenditures					
Personnel Services	\$ 2,006,282	\$ 1,827,122	\$ 1,961,857	\$ 1,944,137	-1%
Employee Benefits	587,528	541,488	638,056	626,884	-2%
New Personnel Cost	-	-	-	3,730	
Communicat - Communications & Util.	1,413,628	1,433,561	1,628,878	1,583,200	-3%
Rentals - Rentals	21,776	21,145	30,000	25,000	-17%
Repair & Maintenance	198,568	221,127	208,191	199,699	-4%
Building Maintenance	185,966	244,114	245,500	240,500	-2%
Training & Education	34,896	44,099	33,505	28,109	-16%
Other Services & Charges	1,006,844	913,216	674,030	528,009	-22%
Materials & Supplies	167,520	166,076	159,800	164,169	3%
Cost Of Sales	2,609,399	2,135,656	2,578,750	2,373,000	-8%
Operating Transfers Out	-	2,433,200	350,339	1,171,178	-100%
Depreciation & Amortization	2,750,794	-	-	-	
Interest Expense & Fiscal Charges	3,384,608	-	-	-	
Amortization	253,514	-	-	-	
Accounting Charges	-	-	-	-	
Capital Outlay	170,000	9,800	1,821,250	1,085,000	-40%
Debt Service	-	6,369,827	6,380,600	6,371,998	0%
Convention Center Expenditure Total	14,791,323	16,360,433	16,710,756	16,344,613	-2%
Convention Center Net Revenues/ (Expenditures)	\$ 3,234,822	\$ (1,251,011)	\$ -	\$ -	0%

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Convention Center Personnel

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted
Full Time Positions:				
Director	1	1	1	1
Assistant Director	1	0	0	0
Director of Event Operations	1	1	1	1
Director of Marketing and Public Relations	1	1	0	0
Director of Sales Marketing	0	0	1	1
Director of Sales	1	1	0	0
Building Superintendent	1	1	1	1
Operations Supervisor	1	1	1	1
Event Services Manager	0	0	0	0
Parking Lot Manager	1	1	1	1
Business Manager	0	0	0	1
Accountant	1	1	1	0
Sales Manager	2	2	3	3
Market Research Analyst	0	0	-	-
Event Coordinator	3	3	3	3
Administrative Assistant	1	1	1	1
MIS Technician	1	1	0	0
MIS Manager	0	0	1	1
Executive Secretary	0	0	0	0
Administrative Coordinator	1	1	1	1
Account Clerk	1	1	1	1
Lead Parking Attendent	1	1	1	1
Parking Attendent	0	0	0	0
Receptionist	1	1	1	1
Building Maintenance Mechanic	2	2	2	2
Electrical Services Mechanic	1	1	1	1
Telecommunications Technician	1	1	1	1
Electric Mechanic	1	1	1	1
Crew Worker	5	5	5	5
Crew Leader	3	3	3	3
Custodian	7	7	7	7
Part Time Positions:				
Custodian	3	3	3	3
Parking Attendant	11	11	11	11
Total Personnel	<u>54</u>	<u>53</u>	<u>53</u>	<u>53</u>

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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: In 2009 Hartsfield-Jackson Atlanta International Airport's ATL SkyTrain, began operation, transporting visitors from the airport to the GICC and to the Rental Car Center, a two-minute trip that, at the time, marks the GICC as America's only convention center directly connected to a major airport avoiding the inconveniences associated with ground transportation and rental agency shuttle buses. In 2009 also marks the opening of the 147-room LEED-certified SpringHill Suites hotel. The Atlanta Airport Marriott Gateway opened in 2010 on the GICC campus. The 403-room convention center hotel features a ballroom and meeting space to supplement the GICC's offerings.

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 14/15 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 13/14
Exhibit Hall Revenue	2,000,000
Meeting Room Revenue	700,000
Food & Beverage Revenue	3,400,000

Program/Services Outputs: (based on program objective)

	Estimated 14/15
Number of Events	5,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Total Attendance 380,000

Prior Year Highlights:

We hosted several high profile groups this year. Spelman College Commencement with guest speaker Oprah Winfrey. Delta Airlines Leadership meeting with guest speaker Rudy Giuliani, former Mayor of New York City, The Family Life Ministries with guest speaker Hank Aaron. We were featured nationwide on the Bravo Channel for Housewives of Atlanta. We also hosted the HOPE Global Economic Summit with featured speakers Russell Simmons and Ben Bernanke, Chairman of the Federal Reserve, the Kings and Priest CONQUER Business Conference featuring Bishop TD Jakes and Pastor Dale Bronner. The GICC hosted The 14th annual live TV taping of The Allstate Gospel Superfest, one of America's brightest new stars in urban gospel television. Seen on multiple TV networks including Bounce, Aspire, The Word Network, TBN and GMC, along with airing in national syndication on ABC, CBS, NBC and FOX affiliates nationwide,

DMO

The DMO Board put together a team of talented hospitality professionals serving the marketing and sales support of 33 hotel properties, over 50 unique dining experiences and the second largest convention center in the state, the Georgia International Convention Center (GICC)

Sponsorship

The GICC will enter into an agreement with Coca-Cola Refreshments for "Pouring Rights". The Coca-Cola Company will pay the GICC \$125,000 over a 5 year period with over \$500 per year complimentary products and \$28,000 Marketing funds to create a recycling program.

Sustainability Program

The GICC is working with M-pass to collect information relating to client's current waste, recycling and associated expenses. This information will help the GICC yield a positive financial impact.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Surveillance Cameras –Parking Lot

Iron Sky Cameras are scheduled to be installed at the GICC in March 2013. These cameras will allow the City of College Park to increase police awareness of activities taking place at the GICC parking area to create a safer.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	2012 Actual	2013 Actual	2014 Amended Budget	2015 Council Adopted	% Change 2014 to 2015
Federal Aviation Administration					
Revenues					
Leases & Other Rent	\$ 1,377,352	\$0.44	\$ 5,538,672	\$ 2,451,291	-56%
Interest	783,247	385,559	600	600	0%
Operating Transfers In	128,687	396,175	452,634	574,508	27%
Budget Carryforward	-	-	215,000	-	-
Federal Aviation Administration Revenue Total	2,289,286	781,735	6,206,906	3,026,399	-51%
Expenditures					
Communications & Util.	608,622	668,892	590,816	632,351	7%
Repair & Maintenance	131,805	142,648	147,045	147,925	1%
Building Maintenance	22,093	86,723	58,735	58,980	0%
Other Services & Charges	324,483	450,412	650,058	435,058	-33%
Cost Of Sales	521,248	571,004	557,454	560,886	1%
Operating Transfers Out	-	254,445	-	-	0%
Depreciation	216,144	-	-	-	-
Amortization of deferred	285,207	-	-	-	-
Capital Outlay	214,773	14,962	400,305	-	-100%
Interest	367,550	-	-	-	-
Debt Service	-	4,053,732	3,802,493	1,191,199	-69%
Federal Aviation Administration Expenditure Total	2,691,925	6,242,817	6,206,906	3,026,399	-51%
Federal Aviation Administration Net Revenues/(Expenditures)	\$ (402,639)	\$ (5,461,082)	\$ -	\$ -	0%
Business Ind Develop Authority					
Revenues					
Taxes	\$ 1,547,426	\$ 1,574,376	\$ 1,593,062	\$ 1,625,207	2%
Charges For Services	971,800	-	3,668,794	3,227,643	-12%
Leases & Other Rent	818,427	818,427	818,427	818,427	0%
Intergovernmental	85,547	-	-	-	-
Other Income	861,342	2,591,865	4,100,000	1,000,000	0%
Interest	322	404	500	467	-7%
Operating Transfers In	1,768,710	6,552,944	357,923	851,245	138%
Budget Carryforward	-	-	-	-	-
Business Ind Develop Authority Revenue Total	6,053,574	11,538,016	10,538,706	7,522,989	-29%
Expenditures					
Repair & Maintenance	201,944	89,276	201,944	675,000	234%
Training & Education	30,713	49,407	43,150	43,150	0%
Other Services & Charges	400,304	195,768	187,940	199,000	6%
Materials & Supplies	2,622	85	100	15,100	15000%
Cost of Sales	23,468	138,787	4,490,000	80,000	-98%
Operating Transfers Out	-	18,451	-	-	0%
Capital Outlay	858,915	(900)	-	-	0%
Debt Service	5,659,168	5,637,944	5,615,572	6,510,739	16%
Business Ind Develop Authority Expenditure Total	7,177,134	6,128,817	10,538,706	7,522,989	-29%
Business Ind Develop Authority Net Revenues/(Expenditures)	\$ (1,123,560)	\$ 5,409,199	\$ -	\$ -	0%

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Public Works Department
Storm Water Fund



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>	<u>% Change 2014 to 2015</u>
Storm Water Utility Fund					
Charges for Services	\$ 900,391	\$ 921,461	\$ 855,000	\$ 850,000	-1%
Other Income	211	31,657	-	-	-100%
Interest	-	-	-	-	0%
Budget Carryforward	-	-	200,000	45,000	0%
Storm Water Utility Fund Revenue Total	900,601	953,118	1,055,000	895,000	-15%
Expenditures					
Personnel Services	176,545	181,361	165,768	150,705	-9%
Employee Benefits	63,663	67,685	65,603	63,521	-3%
Communications & Util.	1,693	727	1,000	744	-26%
Rental	2,064	-	3,500	3,500	0%
Repair & Maintenance	37,468	24,580	134,948	63,384	-53%
Training & Education	1,311	2,255	2,500	2,100	-16%
Other Services & Charges	7,844	36,059	107,707	155,069	44%
Materials & Supplies	14,298	15,611	13,563	14,313	6%
Operating Transfer Out	-	199,375	228,411	264,664	16%
Accounting Charges	127,836	34,500	-	-	0%
Capital Outlay	71,475	-	200,000	45,000	-78%
Debt Service	154,845	132,913	132,000	132,000	0%
Storm Water Utility Fund Expenditure Total	659,042	695,066	1,055,000	895,000	-15%
Storm Water Utility Fund Net Revenues/(Expenditures)	\$ 241,559	\$ 258,052	\$ -	\$ -	

Storm Water Utility Personnel

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Amended Budget</u>	<u>2015 Council Adopted</u>
Full Time Positions:				
Supervisor	1	1	1	-
Compliance Officer	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	-	-
Total Personnel	6	6	4	3

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Department of Public Works / Storm Water Utility Division

Program Description: The Storm Water Utility Division provides a comprehensive maintenance program of scheduled and unscheduled, inspections, cleaning, repairing and replacing of storm water structures such as catch basins, headwalls and drop inlets, corroded pipe segments, and herbicide spraying in the gutter line and right of ways to manage weed control. The program allows the city to stay in compliance with federal and state water quality regulations and city codes. Another essential activity performed in the division is creek, channel, and detention pond inspection and maintenance.

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

Program Broad Goals:

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through drainage structure inspection and maintenance.
- Locate drainage way (floodplain areas) to convey required floodwater through periodic inspection and maintenance.
- Implement a storm sewer box rehabilitation program up-dating old lid with new manhole lid covers. (with City of College Park on each lid)

**Program 14/15 Objectives:
Performance Measures**

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

	Actuals 13/14
Debris Removal	90 Tons
Herbicide Spraying	300 Gals.

Program/Service Outcomes: (based on program objectives)

	(Inspected)	Estimated 14/15 (Maintained)
Catch Basins / Grates	100%	100%
Ditches	100%	100%
Detention Ponds	13	13
Storm Drain Lines	1000 LF	1000 LF

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Performance Measures

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

	Actual 13/14
Debris Removal	103 Tons
Herbicide Spraying	375 Gals.

Program/Service Outcomes: (based on program objectives)

	Inspected)	Estimated 13/14 (Maintained)
Catch Basins / Grates	100%	100%
Ditches	100%	100%
Detention Ponds	10	10
Storm Drain Lines	1572 LF	2000 LF

Prior Year Highlights:

1. Maintain the Phase I MS4 permit issued by Georgia EPD.
2. Cleaned all assigned storm grates within (2) two day following rain event.
3. Clean and inspect 100% of catch basins and inlet grates city wide.
4. Cleaned (2000) linear feet of storm sewer pipe.
5. The rehabilitation of (102) linear feet of storm sewer on Mercer Avenue, Conley Street and Sullivan Road.
6. Replace (15) damage catch basins city wide.
7. Inspected (7) private detention ponds.
8. Install (100) liner feet of storm pipe on Mercer Avenue / Walker Avenue

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

SCHEDULE 1										
Operating Indicators by Function										
Last Ten Calendar Years										
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Function										
Police:										
Physical arrests	2,571	2,971	3,368	3,572	3,264	3,559	2,850	4,645	4,694	3,850
Traffic violations	14,889	19,177	19,237	23,757	14,465	12,608	11,008	23,006	29,032	19,681
Fire:										
Number of fire calls answered	624	564	713	778	706	923	897	1,101	2,012	848
Number of rescue calls answered	3,243	3,794	3,553	3,570	2,903	3,062	4,016	3,959	2,012	4,812
Inspections	812	1,261	936	931	1,307	955	678	876	2,012	646
Highways and streets										
Streets resurfacing (miles)	2.9	1.1	0.9	0.9	2.4	1.0	0.1	1.5	0.9	1.4
Sanitation										
Refuse collected (tons/yr)	15,565	16,032	14,787	13,694	16,476	18,009	17,176	11,978	16,895	13,042
Recyclables collected (tons/yr)	4,033	4,154	8,564	7,958	6,953	7,264	6,928	6,110	1,438	591.31
Water										
New connections	82	8	112	63	52	13	8	7	5	7
Water main breaks	8	5	7	10	3	15	15	25	25	9
Daily average consumption in gall	3.5	3.6	3.3	3.3	1.5	3.3	3.5	3	3	3.3
Sewer										
Sanitary sewers (miles)	87.5	88.8	77	77	72.6	73	74	74	74	94.25
Number of service connections	2,588	2,635	2,533	2,533	2,500	2,800	2,750	2,800	3,143	3,336
Electric										
Miles of power lines	128	128	130	135	135	135	135	150	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,606	8,507	8,617	8,300	8,130	8,060	8,000	7,699	7,639	7,613
Daily average consumption in MV	850.1	878.3	769.5	782.1	759.8	738	825	825	764	764.2
Convention Center										
Number of meeting rooms	36	36	35	35	35	35	35	35	36	36
Occupancy	38%	40%	38%	30%	32%	31%	42%	37%	34%	34%
Square footage	56,000	56,000	56,000	56,000	56,000	40,000	54,600	54,600	75,000	53,602
Source: Various College Park City Departments										
Note: Indicators not available for recreation, inspection, building and grounds, parks, redevelopment, golf course, and FAA projects functions.										

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

SCHEDULE 2										
CITY OF COLLEGE PARK, GEORGIA										
Capital Asset Statistics by Function										
Last Ten Fiscal Years										
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Function										
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	38	47	47	42	47	46	65	65	48	54
Fire stations	1	1	1	2	2	2	2	2	2	2
Sanitation										
Collection Trucks	24	24	24	23	25	21	23	23	23	23
Highways and streets										
Streets (miles)	79	66	66	67	70.0	75	75.0	75.0	75.0	75.0
Streetlights	1,992	2,031	2,059	2,924	2,924	2,924	2,924	2,924	2,924	2,924
Traffic signals	29	29	29	33	32	37	37	37	37	37
Culture and recreation										
Parks acreage	279	279	375	279	279	279	279	279	279	279
Parks	6	6	6	7	7	7	9	9	9	5
Swimming pools	2	2	4	2	4	2	4	4	4	2
Tennis courts	10	10	10	10	10	10	10	10	10	10
Community centers	3	3	3	3	3	3	3	3	3	3
Water										
Water mains (miles)	79	82	83	74	77	94	94	94	94	94
Fire hydrants	788	794	803	750	950	900	950	950	1,000	956
Number of service connections	2,783	2,791	2,835	3,227	3,227	2,969	2,800	2,800	3,340	3,353
Daily average consumption in galls	3.5	3.6	3.7	3.3	3.5	3.2	3.3	3.3	3.0	3.0
Sewer										
Sanitary sewers (miles)	87.5	88.8	89.7	77.0	79.0	72.6	72.6	74.0	74.0	74.0
Number of service connections	2,588	2,635	2,672	2,533	2,596	2,500	2,800	2,800	3,143	3,143
Electric										
Miles of power lines	130	128	128	130	130	135	135	150	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,793	8,606	8,507	8,617	8,526	8,130	8,060	7,699	7,639	7,613
Daily average consumption in (MV	895.9	850.1	878.3	769.5	830.2	759.8	738.0	825.0	764.0	764.0
Convention Center										
Number of meeting rooms	36	36	36	35	35	35	24	24	36	36
Exhibit Hall square footage	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Occupancy	32%	40%	39%	36%	34%	32%	31%	28%	25%	25%
Source: Various College Park City Departments										
Note: Indicators not available for inspection, building and grounds, parks, redevelopment, golf course, and FAA projects functions.										

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

SCHEDULE 3							
CITY OF COLLEGE PARK, GEORGIA							
Demographic and Economic Statistics Information							
Last Ten Fiscal Years							
		Personal			Education		
		Income	Per Capita		Level in		
Fiscal		(amounts in	Personal	Median	% completed	School	Unemployment
Year	Population(1)	thousands)	Income (1)	Age (1)	High	Enrollment (1)	Rate (2)
					School (1)		
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	295,080	14,371	27.4	77.1	7,292	6.90%
2009	19,969	334,161	16,734	31.5	78.7	8,939	9.40%
2010	13,292	345,106	16,907	30.4	77.1	5,835	10.50%
2011	19,299	353,751	18,330	31.1	81.2	3,695	15.80%
2012	14,649	297,292	19,708	30.7	85.4	4,124	9.60%
2013	14,649	281,656	19,227	31.7	77.1	3,749	9.40%
(1) Source: U.S.Census (available every tenth year)							
(2) Source: Georgia Department of Labor							

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

SCHEDULE 4							
Principal Employers							
Current Year and Ten Years Ago							
2013				2004			
Percentage				Percentage			
Employer	Employees	Rank	Employment	Employer	Employees	Rank	Employment
Atlantic Southeast Airlines Inc.	1,088	1	23%	Sysco Corporation	740	1	26%
Chick-Fil-A Inc.	800	2	17%	AirTran Airlines	319	2	11%
Sysco Corporation	684	3	15%	Marriott Hotel	300	3	11%
Woodward Academy	610	4	13%	Interstate Atlanta Airport LLC dba	300	4	11%
Southwest Airlines Co. (Clipper Dr	460	5	10%	John Weiland Homes	200	5	7%
Atlanta Coca-Cola Enterprise	300	6	6%	Western Host dba/Sheraton Gatew	300	6	11%
Marriott Hotel	266	7	6%	Atlanta Southeast Airline	180	7	6%
Interstate Atlanta Airport LLC dba	218	8	5%	Atlanta Coca-Cola Enterprise	160	8	6%
Buckhead Beef Company	145	9	3%	Sears Product Service	153	9	5%
Western Host dba/Sheraton Gatew	138	10	3%	Holiday Inn Airport North	152	10	5%
Total	4,709		100.00%		2,804		100.00%
Sources: College Park Business License Department							

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

SCHEDULE 5											
CITY OF COLLEGE PARK, GEORGIA											
Legal Debt Margin Information											
Last Ten Fiscal Years											
(amounts expressed in thousands)											
	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	
Debt limit	\$69,303	\$74,477	\$ 86,322	\$ 100,456	\$ 105,213	\$ 120,845	\$ 129,298	\$ 158,381	\$151,466	\$ 133,715	
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-	
Legal debt margin	<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>	<u>\$151,466</u>	<u>\$ 133,715</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				
							Assessed value				\$ 965,176
							Add back: exempt real property				371,977
							Total assessed value				1,337,153
							Debt limit (10% of total assessed value)				133,715
							Debt applicable to limit				-
							General obligation bonds				-
							Legal debt margin				<u>\$ 133,715</u>
<p>Note: The Constitution of the State of Georgia provides that the City may not incur long-term obligations payable out of general property taxes in excess of ten (10) percent of the</p>											

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 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 2015 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 2015 BUDGET

Deposits and Investments

State statutes authorize the City to invest in obligations of the U.S. Government and agencies of corporations of the U.S. Government; obligations of any state; obligations of any political subdivision of any state; certificates of deposit or time deposits of any national state bank or savings and loan which have deposits insured by the FDIC or FSLIC; prime bankers acceptances; repurchase agreements; and the Local Government Investment Pool of the State of Georgia (“Georgia Fund 1”). Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair values.

Short-Term Interfund Receivables/Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.” Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources. More information on City Financial Policies is in Investment and Portfolio Policies Section II.

ASSET INVENTORY

On an annual basis all major capital assets are inventoried and the condition of the asset is assessed. Inventory is valued at cost, using the first-in, first-out method. The cost of governmental fund type inventory is recorded as an expenditure when consumed rather than when purchased. Prepaid items are accounted for using the consumption method. A prepaid item is recognized when cash expenditure is made for goods or services that were purchased for consumption, but not consumed as of June 30. Capital Asset schedules are prepared for the Comprehensive Annual Financial Report with the disposition of acquired or disposed of assets noted along with depreciation schedules for major capital items. The City of College Park undertakes and maintains an on-going viable Capital Outlay Program yearly because these costs in total are usually the heaviest in any budget document and the ongoing financial commitment is required to maximize the public’s benefit. Proper scheduling of Capital Outlay, as well as levelized appropriation (i.e., an equal dollar allocation each fiscal year), prevents excessive costs in any one budget year. Capital Outlay appropriations help to maintain the current level of service, updates equipment/service standards and needs, and increases productivity in the work assignment areas.

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

service, updates equipment/service standards and needs, and increases productivity in the work assignment areas.

REVENUE POLICIES

Revenue Diversification

The City of College Park has a wide variety of revenue streams that fund City General and other operations. The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Property taxes currently comprise approximately one third of General fund revenues. Other Taxes, Grants and contributions make up about half of General Fund Revenues. Charges for services are roughly fifteen per cent of General Fund Revenues and Interest Income accounts for another one to two percent of General Fund Revenues. Other City tax revenues include Car Rental, Hotel-Motel, Sales, Franchise, Insurance Premiums, Alcohol, Mixed Drink, and Real Estate Transfer. The diversity of revenue streams enables the City of College Park to not be overly financially dependent on any one source of revenue. If a downturn is experienced in one area, contingency plans will be implemented to reduce revenues and increase transfers from permissible funding sources until funding levels have stabilized.

The City of College Park has two major governmental funds other than the General: Hospitality and the Car Rental Fund. The Hospitality Fund is a special revenue fund that receives income from the levy of a special district tax as well as a percentage of gross rentals of all hotels operating within the City. Funds are used to pay the debt service on the convention center owned and operated by the City, as well as a portion being dedicated to general governmental administration and services.

The Car Rental Fund is a special revenue fund that is used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in the City. The proceeds of this tax are restricted for construction of convention centers, public safety and recreation facilities.

The City of College Park has five major enterprise funds: the Electric, Water and Sewer, Convention Center, FAA Project, and the Redevelopment Authority Fund. The Water and Sewer Fund is established for the furnishing of environmentally sound water and sewer services to the City residents and businesses. The Convention Center Fund is for the operations of the Georgia International Convention Center (GICC). The FAA Project Fund accounts for the lease of office buildings to the General Services Administration of the federal government and used for the FAA regional headquarters. This fund also accounts for the operating activities of these buildings as well. The Redevelopment Authority Fund accounts for the administrative activities of the College Park Business and Industrial Development Authority as well as property acquisitions and sales for the purpose of redeveloping land within the City.

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Two non-major governmental funds exist for the City of College Park: special revenue and capital projects funds. The special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes. The capital projects funds account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Fees and Charges

Inspection, Recreation, Police Fees and Charges are implemented to help offset the burden to the General Fund for services provided. Building Inspection Fees and Permits have been gradually increased in recent years in order to bring the City more up-to-date with neighboring jurisdictions fees and permit charges. Recreation fees are collected to help offset staff and operating expenses. Other fees are charged as permissible by state statute to cover copy and employee expenses. Enterprise Fund Fees and Charges are designed such that each fund is to be wholly self sufficient and require no transfers from the General fund for normal operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services provided. The City also recognizes as revenues the portion of tap fees intended to recover the cost of connecting new customers to the system.

Use of One-time and Unpredictable Revenues

Revenues that are unique to a particular year and considered one-time are not used for ongoing expenditures. Rather, the income is restored to the General and other Enterprise Fund balances to cover any potential future revenue shortfalls. Only major revenue sources that are steady in nature and non-fluctuating are used for budgetary purposes.

EXPENDITURE POLICIES

Debt Capacity, Issuance, and Management

Currently in the General Fund Budget there are no General Obligation Bonds outstanding, however, there are debt service payment on capital lease purchases.

All of the long-term obligations of the City are in the form of Intergovernmental Contract backed Revenue Bonds issued by BIDA. In general, Revenue Bonds are repaid from the revenues paid by users of the service for which the bonds were issued to finance (such as water and sewer revenue bonds), as opposed to General Obligation Bonds, which are tax supported. The outstanding BIDA Revenue Bonds are backed by Intergovernmental Contracts between BIDA and the City pursuant to which the full, faith, and credit of the City and its property taxing authority are pledged to make the contract payments in amounts sufficient to pay the principal and interest of such bonds. The City has historically utilized various excise taxes and sources other than property taxed to make such contract payments.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Bond issues should, generally, be scheduled to level annual debt service requirements so that cash flow requirements are generally level and borrowing costs are minimized. The City will constantly seek to maintain and improve its municipal bond ratings issued by the appropriate nationally recognized rating agencies in New York City. With each bond offering and annually as required, the City will disclose its financial position and fiscal management policies to such rating agencies and the applicable municipal bond insurance companies.

A summary of the City’s bond ratings for outstanding long-term obligations is as follows:

	<u>BOND RATING</u>	
	Standard &Poor’s	Moody’s
Economic Development Series 2008	AA-	Aa3
Economic Development Series 2008A	AA-	Aa3
FAA Series 1993	BBB	Baa2
FAA Series 2011	AAA	AAA
Public Safety Series 2004	AA-	Aa3
GICC Series 2001	AA-	Aa3
GICC Series 2005 (refunded 2000:2011-2026 maturities)	AA-	Aa3
GICC Series 2006 (Hotel Project)	AAA	Aa3

AAA-Extremely strong capacity to meet financial commitments. AA-/Aa3-Best ability to repay short-term debt. BBB-Adequate capacity to meet its financial commitments. Baa2-High ability or acceptable ability to repay short-term debt.

Fund Balance Policy

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

GASB STATEMENT NO. 54 FUND BALANCE POLICY

Purpose

The Mayor and Council recognize that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City of College Park (the City) and is fiscally advantageous for both the City and the taxpayer. This policy establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by the City and the management of fund balance levels and is applicable only to the General Fund of the City.

Fund balance is a measurement of available financial resources defined as the difference between total assets and total liabilities in each fund.

The Governmental Accounting Standards (GASB) Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

1. Non spendable Fund Balance – Fund balance reported as “non spendable” represents fund balance associated with inventory, prepaid items, long-term amounts of loans and notes receivable, property held for resale (however, if the use of the proceeds from the collection of receivables or sale of the property is restricted, committed, or assigned, then the receivables or property should be reported in those categories), and corpus of a permanent fund (legally/contractually required to be maintained).
2. Restricted Fund Balance – Fund balance reported as “restricted” represents amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions and covenants and SPLOST referendums, E911, and Hotel/Motel Tax Fund).
3. Committed Fund Balance – Fund balance reported as “committed” includes amounts that can be used only for the specific purposes determined by a formal action of the Mayor and Council. The Mayor and Council as the highest level of decision making authority will have the sole authority to commit fund balance. Constraints can be removed or changed only by the Mayor and Council. Actions to constrain resources should occur prior to the end of the City of College Parks fiscal year, though the exact amount may be determined subsequently.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

1. Assigned Fund Balance – Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. The intent is expressed either by the Mayor and Council or a high level body (budget or finance committee) or individual authorized by the Mayor and Council (i.e., City Manager or Finance Director). Assigned fund balance also includes residual fund balance amounts in the special revenue funds, capital projects funds, and debt service funds. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The Mayor and Council will have the authority under this policy to assign funds for a particular purpose.

2. Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications. The Mayor and Council will strive to maintain an unassigned fund balance in the General Fund of between 30%-60% based upon annual budgeted expenditures. The balance may be drawn down in the event of an unexpected decrease in the property tax digest or a reduction to state funding.

Unassigned fund balance is reported only in the General Fund except in cases of negative fund balances in other governmental funds. If expenditures incurred exceed the amounts that have been restricted, committed, and assigned to a specific purpose and results in a negative residual amount for that specific purpose, amounts assigned to other purposes in that governmental fund are reduced to eliminate the deficit.

When an expenditure is incurred that would qualify as an expenditure of either Restricted or Unrestricted fund balance those expenditures will first be applied to the Restricted Fund Balance category. When expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, Unassigned), those expenditures will be applied in the order of Assigned first, then unassigned, and then Committed.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Budget Meeting Information

Pursuant to Georgia Code, Section 36-81-5(e), the local government shall publish in a newspaper of general circulation in the local unit a statement advising the residents of the availability of the budget and also give notice of the time and place of the budget meeting (public hearing). The notice may be a displayed advertisement or news article, not displayed in the legal notices section of the paper, and shall be published at least one (1) week before the budget hearing. Said notice and statement appeared in the South Fulton Neighbor on May 7, 2014 properly advising the residents that the College Park Fiscal Year 2014-2015 Budget Public Hearing would be held on Tuesday, May 20, 2014 at 7:30 p.m. and June 2, 2014 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 Tuesday, May 20, 2014 and another public hearing for final was held Monday, June 2, 2014 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 2, 2014. 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 2, 3, 9, 15, 16 and April 23 to review each departmental budget; specifically personnel, capital outlay, and any significant proposed expenditure on a departmental expense or contractual service. The updated Five Year Capital Improvement Plan was distributed to Council along with the Fiscal Year 2014-2015 Budget Worksheet Report for the first Public Hearing held May 29, 2014. Mayor and Council adopted the Fiscal Year 2014-2015 Operating Budget and Capital Improvement Budget at the June 2, 2014 Mayor and Council Meeting. The Five Year Capital Improvement Plan will be adopted by the Mayor and Council at the August 4, 2014 Mayor and Council Meeting.

**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET**

Budget Calendar

July 1, 2014

Fiscal Year 2014-2015 begins.

June 4, 2015

Mayor and Council adoption of the FY 2015-2016 budget.

January 11, 2015

Distribution of the FY 2013 budget development guide.

June 17, 2015

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

January 23, 2015

Director of Finance and Accounting Mid-Year Review and Presentation to Mayor and Council for Fiscal Year 2012.

June 17, 2015

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

February 5, 2015

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

July 1, 2015

Distribution of the FY 2015-2016 adopted budget.

February 12, 2015 – March 12, 2015

City Manager and Director of Finance and Accounting meet with Budget Department Heads on budget request for FY 2015-16.

July 1, 2015

Fiscal Year 2015-2016 begins.

April 2, 2015 - May 4, 2015

City Manager's and Department Heads conduct budget workshop sessions with the Mayor and Council on preliminary FY 2015-2016 budget. City obtains feedback from the general public and employees.

May 20, 2015

Public Hearings on FY 2015-2016 propose budget.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

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CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Defining Terms

Glossary

A

Accrual Basis: The basis of an accounting under which transactions are recognized when they occur, regardless of when related cash is actually received or spent.

Adopted Budget: Appropriation of funds approved by the governing body at the beginning of each fiscal year.

Ad Valorem Tax: Tax levied on the assessed value of real and personal property.

Amended Budget: The original adopted budget plus any amendments passed as of a certain date.

Appraised Value: The anticipated fair market value of property.

Appropriation: A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

Assessed Value: The value placed on property as a basis for levying taxes. Fulton County assesses real and personal property at forty percent (40%) of the appraised fair market value in accordance with Georgia Law.

B

BIDA: Business Industry Development Authority created to attract development, industry and employment opportunities.

Bond: A Certificate of debt issued by a government to finance a capital expenditure or other liability, in which payment of the original investment plus interest is guaranteed by a specified future date.

Bond Rating: A system of appraising and rating the investment value of individual bond issues.

Budget: A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.

Budget Amendment: The increase, decrease, or transfer of appropriations requiring the approval of the governing body.

Budget Calendar: The schedule of key dates which the city follows in the preparation, adoption, and administration of the budget.

Budget Message: A general discussion of the proposed budget, presented in writing as part of the budget document. The message explains current budget issues compared to recent financial history and presents recommendations made by the governing body and City Manager.

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Defining Terms

Glossary

Budget Resolution or Ordinance: The official enactment by the Board of Commissioners authorizing the appropriation of revenues for specified purposes, functions, or activities during the fiscal year.

C

CAFR: Comprehensive Annual Financial Report- a report compiled annually which provides detailed information on an organization's financial status.

Capital Assets: See Fixed Assets.

Capital Budget: A financial plan of proposed capital expenditures and the means of financing them.

Capital Expenditures: Expenses or expenditures for non-consumable items or projects that have a useful life of one year or more and a unit cost of \$5,000 or more.

Capital Improvement Program (CIP): A multi-year plan used to identify new and/or additional capital items or projects. The CIP threshold is \$5,000 or more per unit cost.

Capital Outlay: Expenditures for the acquisition of capital assets.

Capital Projects Fund: Accounts for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

Car Rental Fund: A special revenue fund used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in College Park, Georgia.

Cash Reserves: An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation or subsequent spending.

CDBG: Community Development Block Grant

Communications (E911) Fund: This fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community.

Comprehensive Plan: A long-term plan to control and direct the use and development of property in the city. It is also used to make strategic decisions regarding water and sewage lines, infrastructure, and roads.

Confiscated Drug Funds: This fund records the proceeds from confiscated drug funds and expenditures of those funds on Police-related operations, supplies and/or capital items.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2015 BUDGET

Defining Term

Glossary

CONRAC: Consolidated Car Rental Facility.

Contingency: Funds set aside to be used on an as needed basis for either a specific purpose or unexpected emergencies.

Convention Center Fund: Accounts for the operations of the Georgia International Convention Center.

D

Debt Limit: The maximum amount of debt that can be legally incurred.

Debt Service: Costs associated with the interest, principal, or other expense payments related to bond issues or capital leases.

Disbursement: Funds paid out for goods or services received which results in a decrease in net financial resources; also referred to as an expenditure or expense.

E

Encumbrance: Funds that have been committed for disbursement for a specific purpose.

Enterprise Funds: Proprietary Funds used to account for operations that are financed/operated in a manner similar to private business enterprises where the intent of the governing body is to finance/recover the costs of providing certain goods or services to the general public primarily through user charges.

Expenditures: Decreases in net financial resources. Expenditures include current operating expenses requiring use of the net current assets, debt service, or capital outlays.

Expenses: Outflows or obligations of assets from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

F

FAA: Federal Aviation Administration-an agency charged with regulating air commerce to foster aviation safety, promoting civil aviation and a national system of airports, achieving uses of navigable airspace, and developing and operating a common system of air traffic control and air navigation for both civilian and military aircrafts.

Fines & Forfeitures: Revenue received from bond forfeitures and authorized fines such as library and parking violation fines.

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Defining Terms

Glossary

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

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

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

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

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

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

G

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

GASB: Governmental Accounting Standard's Board.

General Fund: A fund used to account for financial resources and liabilities except those which are required to be accounted for in another fund.

General Property Tax: A category of county revenue from taxes levied on property located in or owned by the residents and business of Fulton County. This includes taxes on real and personal property, motor vehicles, mobile homes, intangibles, timber sales, and railroad equipment.

GICC: Georgia International Convention Center.

GICC Special District Fund: This fund is set up to pay the bond interest and principal expenses for the Gateway Development and the Global Gateway Connector infrastructure through a transfer to the GICC Fund.

Goal: A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

CITY OF COLLEGE PARK, GEORGIA
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Glossary

Governmental Fund: A fund category used to account for a government's governmental-type activities. This category includes four fund types: general fund, special revenue fund, debt service fund, and capital projects fund.

Grant: A contribution of assets from one organization to another to support a particular function or purpose.

H

Homestead Exemption: A tax relief whereby state law permits local governments to exempt a fixed dollar amount of the appraised value of the qualifying residential.

Hospitality Fund: This fund is setup to collect Hotel/Motel and Special District Taxes.

I

Infrastructure: The basic facilities, equipment, and installations needed for the functioning of a system or organization (e.g., roads, bridges, water/sewer lines, public buildings).

Interest Income: Revenue generated from city investments.

J

L

Licenses & Permits: Fees collected for the issuance of licenses and permits such as business licenses and sign permits.

M

MEAG: Municipal Electrical Authority of Georgia

Millage Rate: The property tax rate which is set by the governing body.

Miscellaneous Revenue: All revenue received, not otherwise classified into another line item, such as interest, concessions, and rental of property/equipment.

Modified Accrual Basis: The basis of accounting under which transactions are recognized when they become both measurable and available.

N

O

Objective: A defined method to accomplish an established goal.

CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2015 BUDGET

Defining Terms

Glossary

Occupation Tax: Taxes levied on occupations, businesses, trades, and professions.

Operating Budget: Plans of current expenditures and the proposed means to finance them. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, supplies, training, utilities, fuel, various services, repair and maintenance, rentals and leases, and capital outlay.

Operating Expenses: Costs associated with the non-capitalized materials and services required in the daily operation of service delivery such as office supplies, maintenance supplies, professional services, and rental fees.

P

Penalties & Interest: Fees collected for violations or delinquent payments.

Personal Services: Costs associated with wages, salaries, retirement and other fringe benefits for City of College Park employees.

Power Fund: The City owns and operates an electrical distribution system serving its corporate limits.

Proprietary Fund: A fund category used to account for the business type activities within a government. This category includes two fund types: enterprise fund and internal service fund.

R

Real Property: Immobile property such as land, natural resources (above and below the ground) and fixed improvements to land.

Reserves: Monies set aside and restricted for a specific purpose. Any unspent reserves revert back to the appropriate Fund Balance at year end.

Revenue: Income which represents an increase in governmental fund type net current assets.

Revenue Bond: A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.

S

Sanitation Fund: Established for providing solid waste collection services for the citizens of College Park.

SSES: Sanitary Sewer Evaluation System.

CITY OF COLLEGE PARK, GEORGIA
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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