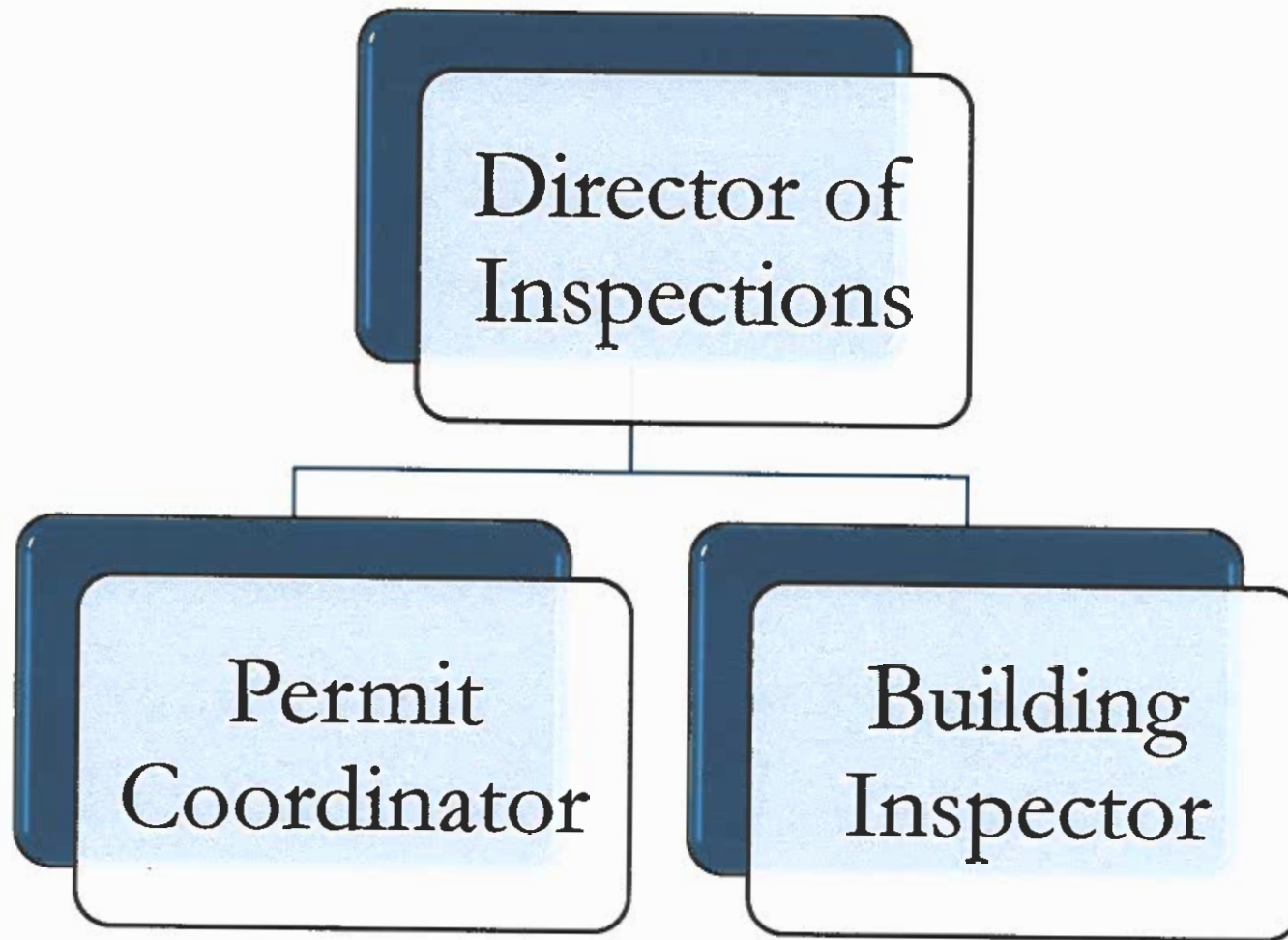


April 22, 2020

Inspections

Inspections Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

Fund: 100

Department and Number: Inspections 7200

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Director of Inspections	1	1	1	1	1
Sr. Building Inspector	1	1	1	0	0
Permit Coordinator	1	1	1	1	1
Administrative Assistant	0	0	0	1	0
Code Enforcement Officer	2	2	0	0	0
Building Inspector	0	0	1	1	1
Part Time Positions:					
Administrative Assistant	0	0	0	0	1
Total Personnel:	5	5	4	4	4



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7200 - Inspections								
<i>Personnel Services</i>								
51 5010	Salary/Operating	233,287.36	191,656.00	131,725.96	69	175,803.00	175,803.00	(8)
51 5020	Salary/Overtime	1,974.29	3,000.00	1,499.69	50	3,000.00	3,000.00	
51 5030	Salary/Partime	3,700.16	.00	.00		.00	19,500.00	
51 5040	Shared Utility Payments	3,241.80	2,400.00	2,011.96	84	2,400.00	2,400.00	
51 5190	Medicare	3,093.46	2,779.00	1,873.48	67	2,549.00	2,549.00	(8)
<i>Personnel Services Totals</i>		\$245,297.07	\$199,835.00	\$137,111.09	69%	\$183,752.00	\$203,252.00	2%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	41,933.08	31,837.00	21,571.38	68	28,674.00	29,168.00	(8)
51 5161	Life Insurance	259.50	149.00	139.25	93	149.00	149.00	
51 5163	ST Disability Insurance	550.58	667.00	325.92	49	667.00	667.00	
51 5164	LT Disability Insurance	449.07	602.00	257.81	43	602.00	602.00	
51 5165	Health Insurance	26,621.33	22,000.00	15,534.08	71	22,000.00	24,750.00	13
51 5166	Dental Insurance	1,260.36	1,152.00	560.82	49	774.00	774.00	(33)
51 5180	Uniforms	1,119.27	3,000.00	1,879.48	63	3,000.00	3,000.00	
<i>Employee Benefits Totals</i>		\$72,193.19	\$59,407.00	\$40,268.74	68%	\$55,866.00	\$59,110.00	0%
<i>New Personnel Costs</i>								
51 5210	Position Consideration	.00	.00	.00		36,000.00	.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$36,000.00	\$0.00	+++
<i>Communications & Util.</i>								
52 5240	Telephone	17,328.22	4,920.00	7,435.37	151	11,744.00	11,744.00	139
52 5260	Heat & Power	6,559.73	4,700.00	4,946.77	105	4,700.00	4,700.00	
52 5270	Water	252.70	184.00	193.47	105	184.00	184.00	
52 5280	Other Communication/Util	786.14	676.00	589.59	87	676.00	676.00	
<i>Communications & Util. Totals</i>		\$24,926.79	\$10,480.00	\$13,165.20	126%	\$17,304.00	\$17,304.00	65%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	8,513.88	9,760.00	5,286.35	54	9,760.00	9,760.00	
52 5710	R&M Furn. & Equip.	.00	.00	.00		.00	5,000.00	
52 5730	R&M - D/P Equipment	6,754.02	8,336.00	7,713.23	93	7,523.00	7,523.00	(10)
53 5680	Tires	216.54	500.00	1,437.74	288	1,000.00	1,000.00	100
<i>Repair & Maintenance Totals</i>		\$15,484.44	\$18,596.00	\$14,437.32	78%	\$18,283.00	\$23,283.00	25%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	3,000.00	3,000.00	.00		10,000.00	6,000.00	100



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7200 - Inspections								
Building Maintenance								
<i>Building Maintenance Totals</i>		\$3,000.00	\$3,000.00	\$0.00	0%	\$10,000.00	\$6,000.00	100%
<i>Training & Education</i>								
52 6200	Training	12,547.35	9,700.00	4,589.16	47	15,550.00	12,550.00	29
52 6210	Dues	135.00	1,000.00	210.00	21	700.00	700.00	(30)
52 6220	Subscription/Publications	953.41	700.00	222.65	32	700.00	700.00	
52 6230	Conventions/Meetings	5,250.00	7,000.00	5,550.00	79	7,000.00	7,000.00	
<i>Training & Education Totals</i>		\$18,885.76	\$18,400.00	\$10,571.81	57%	\$23,950.00	\$20,950.00	14%
<i>Other Services & Charges</i>								
52 5510	Consulting Fees	31,658.50	25,000.00	9,875.46	40	25,000.00	.00	(100)
52 6000	Advertising Expense	2,036.54	7,500.00	5,206.53	69	7,500.00	7,500.00	
52 6060	Demolition	9,850.00	400,000.00	18,550.00	5	400,000.00	100,000.00	(75)
52 6100	Auto Insurance	6,826.79	7,422.00	2,440.61	33	2,742.00	2,742.00	(63)
52 6110	Other Insurance	3,194.14	4,738.00	2,830.30	60	3,180.00	3,180.00	(33)
52 6130	Miscellaneous Services	4,448.47	4,000.00	2,388.40	60	5,000.00	5,000.00	25
52 6170	Contractual Services	91,908.71	92,000.00	76,862.75	84	92,000.00	92,000.00	
52 6560	Workers Comp/Administrati	1,630.91	1,144.00	745.44	65	820.00	820.00	(28)
52 6600	Claims Workers Comp.	4,757.71	.00	245.58		.00	.00	
<i>Other Services & Charges Totals</i>		\$156,311.77	\$541,804.00	\$119,145.07	22%	\$536,242.00	\$211,242.00	(61%)
<i>Materials & Supplies</i>								
52 7300	Postage	729.08	1,600.00	859.15	54	1,600.00	1,600.00	
52 7320	Stationery & Printing	210.00	850.00	121.79	14	785.00	785.00	(8)
52 7330	Copy Expense	2,485.25	2,400.00	1,227.52	51	2,400.00	2,400.00	
53 7000	Gas & Oil	3,913.16	3,000.00	826.46	28	3,000.00	2,000.00	(33)
53 7010	Tools/Shop Supplies	267.51	300.00	261.96	87	300.00	300.00	
53 7050	Medical Services/Supplies	142.00	200.00	619.50	310	200.00	200.00	
53 7121	Computer Hardware	1,560.63	1,500.00	1,470.35	98	3,000.00	3,000.00	100
53 7150	Other Operating Supplies	1,625.00	.00	.00		.00	.00	
53 7310	Office Supplies	1,430.09	1,000.00	1,302.13	130	1,000.00	1,000.00	
<i>Materials & Supplies Totals</i>		\$12,362.72	\$10,850.00	\$6,688.86	62%	\$12,285.00	\$11,285.00	4%



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	100 - GENERAL FUND							
	EXPENSE							
	Department 7200 - Inspections							
	Capital Outlay							
54 7550	Furniture/Fixtures New	.00	.00	.00		5,000.00	.00	
	<i>Capital Outlay Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$5,000.00	\$0.00	+++
Department	7200 - Inspections Totals	\$548,461.74	\$862,372.00	\$341,388.09	40%	\$898,682.00	\$552,426.00	(36%)
	EXPENSE TOTALS	\$548,461.74	\$862,372.00	\$341,388.09	40%	\$898,682.00	\$552,426.00	(36%)
Fund	100 - GENERAL FUND Totals	\$548,461.74	\$862,372.00	\$341,388.09	40%	\$898,682.00	\$552,426.00	(36%)
	EXPENSE TOTALS	\$548,461.74	\$862,372.00	\$341,388.09	40%	\$898,682.00	\$552,426.00	(36%)
Fund	100 - GENERAL FUND Totals	(\$548,461.74)	(\$862,372.00)	(\$341,388.09)	40%	(\$898,682.00)	(\$552,426.00)	(36%)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$548,461.74	\$862,372.00	\$341,388.09	40%	\$898,682.00	\$552,426.00	(36%)
	Net Grand Totals	(\$548,461.74)	(\$862,372.00)	(\$341,388.09)	40%	(\$898,682.00)	(\$552,426.00)	(36%)



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7200 - Inspections			
Account	52 5240 - Telephone			
100 7200 52 5240	AT&T	1.0000	276.00	276.00
100 7200 52 5240	Cisco Phone	2.0000	291.66	583.32
100 7200 52 5240	Comcast	1.0000	636.00	636.00
100 7200 52 5240	Verizon Cell Phone	12.0000	672.00	8,064.00
100 7200 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	5	\$11,743.32
Account	52 5700 - R&M - Vehicles			
100 7200 52 5700	Moody's Allocation for 2 vehicles	12.0000	605.00	7,260.00
100 7200 52 5700	On hand vehicle repairs and maintenance	1.0000	2,500.00	2,500.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	\$9,760.00
Account	52 5710 - R&M Furn. & Equip.			
100 7200 52 5710	Furniture for Permit Coordinator and New employee	1.0000	5,000.00	5,000.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	\$5,000.00
Account	52 5730 - R&M - D/P Equipment			
100 7200 52 5730	Email License	1.0000	753.00	753.00
100 7200 52 5730	Mimecast	1.0000	240.00	240.00
100 7200 52 5730	Tyler NW	1.0000	6,530.00	6,530.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	\$7,523.00
Account	52 5740 - R&M-Buildings			
100 7200 52 5740	Repairs needed for Inspection Office -New Employee	1.0000	6,000.00	6,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	1	\$6,000.00
Account	52 6000 - Advertising Expense			
100 7200 52 6000	Advertisement for public hearing meetings (PC, BZA & Demo)	1.0000	7,500.00	7,500.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	\$7,500.00
Account	52 6100 - Auto Insurance			
100 7200 52 6100	Apex Auto Liability (Allocation)	1.0000	2,742.00	2,742.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$2,742.00
Account	52 6110 - Other Insurance			
100 7200 52 6110	Apex insurance Personnel Allocation	1.0000	3,180.00	3,180.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$3,180.00
Account	52 6130 - Miscellaneous Services			
100 7200 52 6130	Christmas Decoration	1.0000	600.00	600.00
100 7200 52 6130	Christmas Parade	1.0000	1,000.00	1,000.00
100 7200 52 6130	Employee Holiday Luncheon	1.0000	600.00	600.00
100 7200 52 6130	Inspections Department Week	1.0000	1,000.00	1,000.00
100 7200 52 6130	Ward 2 Backschool	1.0000	600.00	600.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7200 - Inspections			
Account	52 6130 - Miscellaneous Services			
100 7200 52 6130	Ward 3 Godbyfest	1.0000	600.00	600.00
100 7200 52 6130	Ward 4 Fall Festival	1.0000	600.00	600.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	7	<u>\$5,000.00</u>
Account	52 6170 - Contractual Services			
100 7200 52 6170	Apartment Inspection (Rental Ordinance)	1.0000	80,000.00	80,000.00
100 7200 52 6170	Consultant (Review cell tower applications)	1.0000	5,040.00	5,040.00
100 7200 52 6170	Stenographer Linda McDaniel (PC and BZA Board Meeting)	1.0000	6,960.00	6,960.00
	Account 52 6170 - Contractual Services Totals	Transactions	3	<u>\$92,000.00</u>
Account	52 6200 - Training			
100 7200 52 6200	10 Board Members and 1 Staff Member (Fall GPA Conference)	1.0000	4,550.00	4,550.00
100 7200 52 6200	Building Inspector Residential International Code Compliance	1.0000	2,000.00	2,000.00
100 7200 52 6200	Fire Inspector Training for Director of Inspections	1.0000	2,000.00	2,000.00
100 7200 52 6200	Permit Coordinator (NWS Conference)	1.0000	2,000.00	2,000.00
100 7200 52 6200	Training for Re-Certification of Chief Building Official	1.0000	2,000.00	2,000.00
	Account 52 6200 - Training Totals	Transactions	5	<u>\$12,550.00</u>
Account	52 6210 - Dues			
100 7200 52 6210	ICC Annual Renewal	1.0000	250.00	250.00
100 7200 52 6210	State Certification for Oscar & Karen	2.0000	150.00	300.00
100 7200 52 6210	State License for Oscar & Karen	2.0000	75.00	150.00
	Account 52 6210 - Dues Totals	Transactions	3	<u>\$700.00</u>
Account	52 6220 - Subscription/Publications			
100 7200 52 6220	Georgia Superior Court Clerk (GSCCCA)	1.0000	700.00	700.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$700.00</u>
Account	52 6230 - Conventions/Meetings			
100 7200 52 6230	Board Member Annual Training Dinner	1.0000	1,000.00	1,000.00
100 7200 52 6230	Board Members Salary (PC & BZA)	10.0000	600.00	6,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$7,000.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 7200 52 6560	Apex Insurance Workers Comp Allocation	1.0000	720.00	720.00
100 7200 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	100.00	100.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$820.00</u>
Account	52 7300 - Postage			
100 7200 52 7300	Public notice mailing for (PC, BZA and Demo Meetings)	1.0000	1,600.00	1,600.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$1,600.00</u>
Account	52 7320 - Stationery & Printing			
100 7200 52 7320	Business Cards	4.0000	65.00	260.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7200 - Inspections			
Account	52 7320 - Stationery & Printing			
100 7200 52 7320	City Envelopes	1.0000	250.00	250.00
100 7200 52 7320	City Letterhead	1.0000	275.00	275.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	3	<u>\$785.00</u>
Account	52 7330 - Copy Expense			
100 7200 52 7330	Inspections Dept Lease Agreement for Xerox machine	1.0000	2,400.00	2,400.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$2,400.00</u>
Account	53 5680 - Tires			
100 7200 53 5680	2 Vehicles (Set of 4)	1.0000	1,000.00	1,000.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$1,000.00</u>
Account	53 7010 - Tools/Shop Supplies			
100 7200 53 7010	Voltage tester, Receptacle tester, Measuring wheel, Hand Tools	1.0000	300.00	300.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$300.00</u>
Account	53 7050 - Medical Services/Supplies			
100 7200 53 7050	Random Employee Testing	4.0000	50.00	200.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$200.00</u>
Account	53 7121 - Computer Hardware			
100 7200 53 7121	Chief Building Inspector and new employee	1.0000	3,000.00	3,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>\$3,000.00</u>
	Department 7200 - Inspections Totals	Transactions	47	<u>\$181,503.32</u>
	Fund 100 - GENERAL FUND Totals	Transactions	47	<u>\$181,503.32</u>
	EXPENSES Totals	Transactions	47	<u>\$181,503.32</u>
	Grand Totals	Transactions	47	<u>\$181,503.32</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

Department and Number: **Inspections -7200** Fund: **100**

Number of Positions Requested	1	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
<p style="text-align: center;">Additional Positions Additional Positions – Part Time New Positions: Administrative Assistant From:</p>					
<p>Justification (including assignment and responsibilities of position requested) <u>See attached</u></p>					
Wages					\$15,000
Regular					-
Overtime					-
Medicare (1.45%)					-
FICA (6.2%) part- time only					<u>\$930.00</u>
Total (5210 Proposed New Personnel – Personnel Services)					\$15,930
Fringe Benefits					
Group Life and AD & D \$350 per year					-
Health Insurance \$7,800 per position per year					-
Pensions (18%)*					-
Uniforms					<u>-</u>
Total (5211 Proposed New Personnel – Benefits)					\$15,930
Training and Education					
Training					-
Dues/ Memberships					-
Other					<u>-</u>
Total (5212 Proposed New Personnel – Training/ Education)					-
Material and Supplies					
Office Supplies					-
Safety Clothing and Equipment					-
Other					<u>-</u>
Total (5213 Proposed New Personnel – Supplies)					-
Capital Outlay (Needed if position is approved)					
Furniture and Fixtures					-
Office Machines and Equipment					-
Other					<u>-</u>
Total (5214 Proposed New Personnel – Capital Outlay)					-
Vehicle (Additional Needed if Position Approved)					
Vehicle Type and Cost					-
Vehicle Service Costs					<u>-</u>
Total (5215 New Personnel – Vehicles)					-
Total					<u>\$15,930</u>

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Part Time Administrative Assistant

Job Summary: This position is responsible for providing back-up administrative support to the Inspections Department in the event the Permit Coordinator is out of the office on vacation or leave. Administrative support will be provided to assist the department to organize and facilitate the day-to-day workload by performing a variety of clerical and administrative functions.

Major Duties: Answers telephones and direct calls to appropriate person. Relieves the Permit Coordinator for lunch/break periods and provides back-up support or assistance as requested. Receives incoming and process outgoing mail and takes appropriate action/distributes to departmental personnel. Issue and process permit applications; maintain computerized files on permits and tracking of status; draft correspondences including letters, memoranda, reports and other documents from brief notes or written/verbal instructions; prepares written communications, presentations, charts, graphs and technical reports using a variety of software applications; may operate a City vehicle in the performance of duties and/or to attend training programs; performs other related duties as assigned.

Knowledge Required by the Position: Knowledge of business and general practices; knowledge of computerized systems for maintaining records; skilled in operating a computer; ability to organize and prioritize workload with attention to detail; ability to understand and accurately follow oral and written instructions; ability to type fifty (50) words per minute (wpm). Ability to communicate, meet and deal with the public and employees in a pleasant, courteous and professional manner. Ability to maintain confidentiality related to documents, reports, correspondences and calls; Intermediate to advanced knowledge of Microsoft Word and Microsoft Office Programs; excellent listening and verbal communication skills in person and on the telephone.

Supervisory Controls: This position is supervised by Director of Inspections.

Guidelines: Includes the City personnel handbook, City codes and Ordinances, and other applicable laws and regulations.

Complexity: This position requires the individual to work independently; operate and use modern office equipment including computer; communicate clearly and concisely, both orally and written.

Scope and Effect: This position will enhance the efficiency and productivity of the department; enabling Permit Coordinator to take leave, lunch and the building inspectors to review plans and work the field.

Personal Contacts: Contacts are with co-workers, vendors, contractors, other City departments, and elected officials.

Purpose of Contacts: To provide administrative support, issues permits to contractors, assist Director of Inspections and Senior Building Inspector.

Physical Demands: Involves the ability to lift or carry up to 25 lbs., sitting, bending.

Work Environment: Is typically performed in an office setting, with a moderate level of noise.

Supervisory and Management Responsibility: None

Minimum Qualifications: High school diploma; three (3) years of progressive administrative experience; with some experience at the local government level preferred.

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: 100		Department and Number: Inspections 7200	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2020-21 Maintenance Cost <hr/> Estimated FYE 2020-21 Operating Cost	
List of Special Features, Not Standard: <hr/>		Specific Description & Condition of Item Being Replaced including VIN#: <hr/>	
Justification/Description: <hr/>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21	

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

Dept: Inspections

Fuel Type:

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year Mileage	Curr Year Mileage	Hours	Tag #.
<i>All Departments are required to submit a vehicle inventory list.</i>										
871- G	2016	Ford	Explorer	1FM5K7B83GGC50289	24,545.00	11/20/2015	11,851	22,981		GV8027F
872 - G	2007	Ford	Explorer	1FMEU63EX8UA53602	18,371.00	10/24/2007	47,127	53,752		GV133078
	x									

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2020-21

Department: Inspections		Fund: 100		Department Number: 7200				
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25	
		N/A						
Totals			\$0	\$0	\$0	\$0	\$0	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Inspections

Fund: 100

Division:

Department Number: 7200

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Inspections

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Inspections

Program Description:

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

Trends:

Even with the slow economy, inspections have remained steady on building and all trade permits for Commercial and Residential. Code Enforcement include a higher number of foreclosed and vacant properties that are not being maintained by the bank, holding company, or investor; more residential property owners are using property in deference to the zoning ordinance (renting rooms, using structure for halfway houses, group home settings, or for commercial uses); violations that were once identified and fixed by the owner are now more readily being identified by code enforcement, which increases the number of cases, paperwork, and citations; and enforcement of commercial property (including Apartment complexes) where there may be less capital to perform regular maintenance and upkeep have increased.

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Maintain overall case cycle time of 30 days or less	100%

Performance Measures

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

	Actual 19/20
Permits Issued	794

Program/Service Outcomes: (based on program objectives)

	Actual 19/20
Direct amount of "face to face" contact with customers	80%

Prior Year Highlights: NA

EXHIBIT J

City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: 100

Department and Number: Inspections / 7200

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

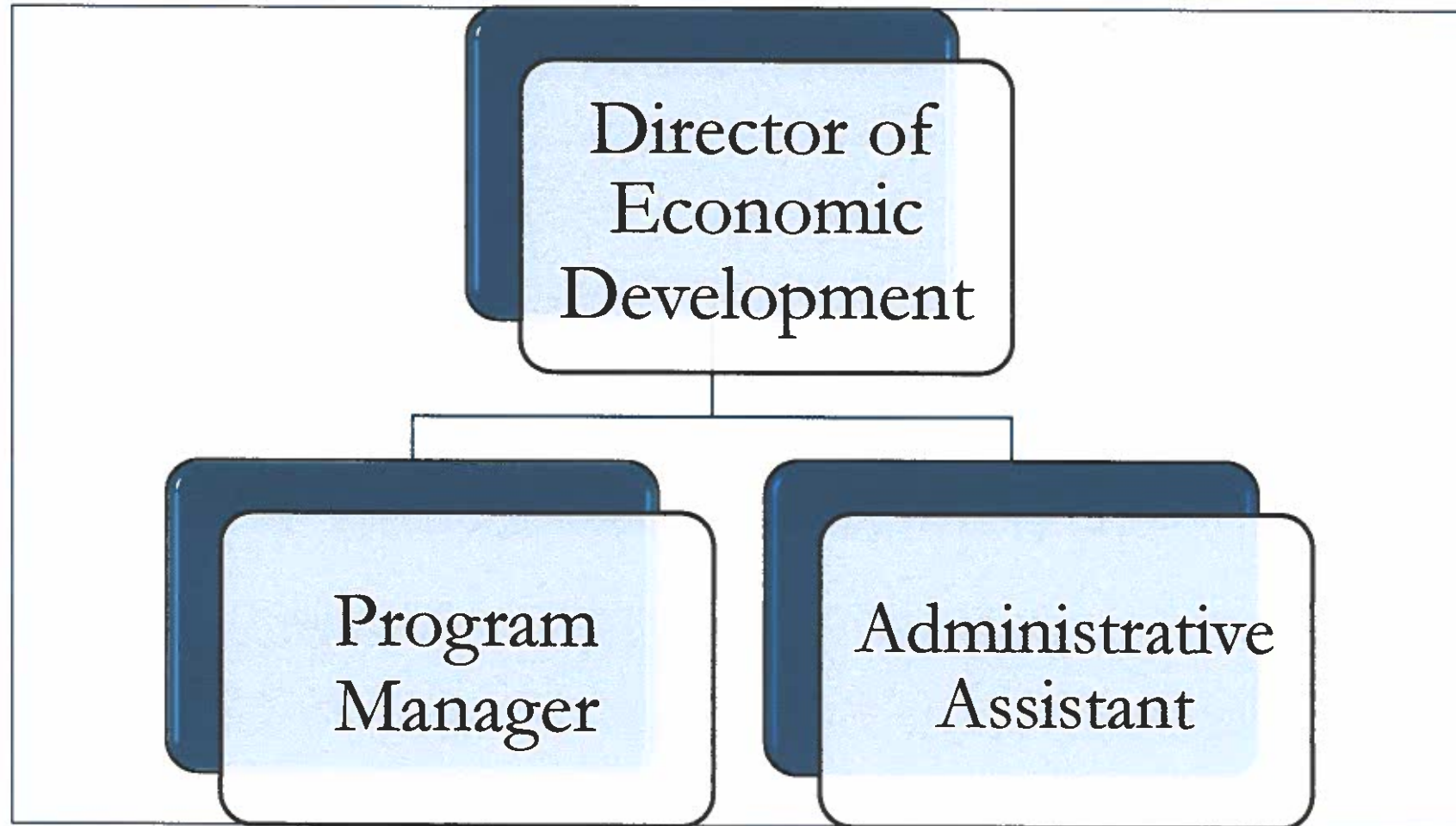
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Economic Development

Economic Development Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

Fund: 100

Department and Number: Economic Development 7520

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Director	1	1	1	1	1
Program Manager	1	1	1	1	1
Administrative Assistant	0	0	1	1	1
Total Personnel:	2	2	3	3	3



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7520 - Economic Development								
<i>Personnel Services</i>								
51 5010	Salary/Operating	190,980.04	189,513.00	148,914.02	79	230,495.00	230,495.00	22
51 5020	Salary/Overtime	4,198.89	.00	2,641.68		.00	.00	
51 5040	Shared Utility Payments	3,891.41	4,800.00	4,217.10	88	4,800.00	4,800.00	
51 5190	Medicare	2,840.26	2,748.00	2,195.88	80	3,342.00	3,342.00	22
<i>Personnel Services Totals</i>		\$201,910.60	\$197,061.00	\$157,968.68	80%	\$238,637.00	\$238,637.00	21%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	32,738.30	30,253.00	26,313.93	87	38,433.00	39,142.00	29
51 5161	Life Insurance	194.41	198.00	137.34	69	248.00	248.00	25
51 5163	ST Disability Insurance	108.68	109.00	75.24	69	109.00	109.00	
51 5164	LT Disability Insurance	352.80	389.00	210.60	54	389.00	389.00	
51 5165	Health Insurance	10,644.34	14,041.00	7,277.40	52	21,924.00	24,665.00	76
51 5166	Dental Insurance	507.12	576.00	402.12	70	839.00	839.00	46
<i>Employee Benefits Totals</i>		\$44,545.65	\$45,566.00	\$34,416.63	76%	\$61,942.00	\$65,392.00	44%
<i>Communications & Util.</i>								
52 5240	Telephone	7,123.53	6,012.00	3,814.26	63	7,388.00	8,062.00	34
52 5260	Heat & Power	2,459.89	2,067.00	1,855.03	90	.00	2,500.00	21
52 5270	Water	94.79	100.00	72.59	73	.00	100.00	
52 5280	Other Communication/Util	294.84	250.00	221.13	88	.00	300.00	20
<i>Communications & Util. Totals</i>		\$9,973.05	\$8,429.00	\$5,963.01	71%	\$7,388.00	\$10,962.00	30%
<i>Repair & Maintenance</i>								
52 5730	R&M - D/P Equipment	3,759.77	5,102.00	4,553.40	89	3,703.00	3,703.00	(27)
<i>Repair & Maintenance Totals</i>		\$3,759.77	\$5,102.00	\$4,553.40	89%	\$3,703.00	\$3,703.00	(27%)
<i>Training & Education</i>								
52 6200	Training	358.67	1,000.00	1,650.00	165	2,500.00	2,500.00	150
52 6210	Dues	4,966.00	4,685.00	1,042.99	22	4,685.00	4,685.00	
52 6220	Subscription/Publications	6,477.68	3,908.00	5,163.05	132	5,028.00	4,308.00	10
52 6230	Conventions/Meetings	8,615.25	10,000.00	9,712.47	97	11,100.00	9,500.00	(5)
52 6231	Sales & Marketing/Meeting	360.98	.00	917.38		.00	.00	
<i>Training & Education Totals</i>		\$20,778.58	\$19,593.00	\$18,485.89	94%	\$23,313.00	\$20,993.00	7%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	108.41	500.00	399.77	80	500.00	500.00	
52 6000	Advertising Expense	3,045.20	4,530.00	1,130.95	25	9,880.00	7,904.00	74



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7520 - Economic Development								
<i>Other Services & Charges</i>								
52 6110	Other Insurance	2,227.32	3,067.00	2,830.29	92	2,120.00	2,120.00	(31)
52 6130	Miscellaneous Services	2,301.86	5,350.00	3,345.05	63	5,350.00	5,350.00	
52 6170	Contractual Services	144,700.40	.00	2,486.00		.00	.00	
52 6240	Auto Allowance	5,790.46	3,600.00	4,000.00	111	6,900.00	6,000.00	67
52 6560	Workers Comp/Administrati	1,139.72	801.00	496.98	62	545.00	545.00	(32)
<i>Other Services & Charges Totals</i>		\$159,313.37	\$17,848.00	\$14,689.04	82%	\$25,295.00	\$22,419.00	26%
<i>Materials & Supplies</i>								
52 7300	Postage	272.47	800.00	12.75	2	800.00	800.00	
52 7320	Stationery & Printing	176.98	500.00	474.09	95	500.00	500.00	
52 7330	Copy Expense	520.52	1,000.00	765.57	77	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	83.50	100.00	463.50	464	100.00	100.00	
53 7121	Computer Hardware	69.99	600.00	3,158.84	526	2,100.00	2,100.00	250
53 7122	Computer Supplies	59.99	100.00	628.96	629	100.00	100.00	
53 7150	Other Operating Supplies	200.53	100.00	74.42	74	100.00	100.00	
53 7310	Office Supplies	2,138.44	1,000.00	1,946.17	195	1,000.00	1,000.00	
53 7360	Other Admin. Supplies	1,484.73	750.00	802.22	107	750.00	750.00	
<i>Materials & Supplies Totals</i>		\$5,007.15	\$4,950.00	\$8,326.52	168%	\$6,450.00	\$6,450.00	30%
Department 7520 - Economic Development Totals		\$445,288.17	\$298,549.00	\$244,403.17	82%	\$366,728.00	\$368,556.00	23%
EXPENSE TOTALS		\$445,288.17	\$298,549.00	\$244,403.17	82%	\$366,728.00	\$368,556.00	23%
Fund 100 - GENERAL FUND Totals		\$445,288.17	\$298,549.00	\$244,403.17	82%	\$366,728.00	\$368,556.00	23%
EXPENSE TOTALS		\$445,288.17	\$298,549.00	\$244,403.17	82%	\$366,728.00	\$368,556.00	23%
Fund 100 - GENERAL FUND Totals		(\$445,288.17)	(\$298,549.00)	(\$244,403.17)	82%	(\$366,728.00)	(\$368,556.00)	23%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$445,288.17	\$298,549.00	\$244,403.17	82%	\$366,728.00	\$368,556.00	23%
Net Grand Totals		(\$445,288.17)	(\$298,549.00)	(\$244,403.17)	82%	(\$366,728.00)	(\$368,556.00)	23%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7520 - Economic Development			
Account	52 5240 - Telephone			
100 7520 52 5240	AT&T	12.0000	7.00	84.00
100 7520 52 5240	Cisco Phone	2.0000	291.66	583.32
100 7520 52 5240	Comcast	1.0000	396.00	396.00
100 7520 52 5240	iPhone Main St Manager	12.0000	67.00	804.00
100 7520 52 5240	iPhone Program Manager	12.0000	105.00	1,260.00
100 7520 52 5240	iPhone- Ec Dev Director and Admins Asst	12.0000	134.00	1,608.00
100 7520 52 5240	Verizon Data Plan	12.0000	95.19	1,142.28
100 7520 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	8	<u>\$8,061.60</u>
Account	52 5730 - R&M - D/P Equipment			
100 7520 52 5730	Email License	1.0000	448.00	448.00
100 7520 52 5730	Mimecast	1.0000	120.00	120.00
100 7520 52 5730	Tyler NW	1.0000	3,135.00	3,135.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	<u>\$3,703.00</u>
Account	52 6000 - Advertising Expense			
100 7520 52 6000	Promotional Material	4.0000	1,976.00	7,904.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$7,904.00</u>
Account	52 6110 - Other Insurance			
100 7520 52 6110	Apex Insurance Personnel Allocation	1.0000	2,120.00	2,120.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$2,120.00</u>
Account	52 6200 - Training			
100 7520 52 6200	GA Academy	1.0000	1,000.00	1,000.00
100 7520 52 6200	IEDC Training	1.0000	1,000.00	1,000.00
100 7520 52 6200	UGA Carl Vinson	1.0000	500.00	500.00
	Account 52 6200 - Training Totals	Transactions	3	<u>\$2,500.00</u>
Account	52 6210 - Dues			
100 7520 52 6210	ATL Airport Chamber of Commerce	1.0000	500.00	500.00
100 7520 52 6210	Georgia Economic Developers Association	3.0000	300.00	900.00
100 7520 52 6210	International Council of Shopping Centers	2.0000	100.00	200.00
100 7520 52 6210	International Economic Development Council (IEDC)	3.0000	250.00	750.00
100 7520 52 6210	National Association of Office & Indus	1.0000	735.00	735.00
100 7520 52 6210	NFBPA	2.0000	200.00	400.00
100 7520 52 6210	Old National Merchants Association	1.0000	1,200.00	1,200.00
	Account 52 6210 - Dues Totals	Transactions	7	<u>\$4,685.00</u>
Account	52 6220 - Subscription/Publications			
100 7520 52 6220	iCoud	12.0000	2.99	35.88
100 7520 52 6220	Lexis Nexis	12.0000	306.00	3,672.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7520 - Economic Development			
Account	52 6220 - Subscription/Publications			
100 7520 52 6220	LinkedIn	1.0000	600.00	600.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	3	<u>\$4,307.88</u>
Account	52 6230 - Conventions/Meetings			
100 7520 52 6230	ECG Spring Conference	1.0000	1,500.00	1,500.00
100 7520 52 6230	ICSC National Conference- RECON	1.0000	4,700.00	4,700.00
100 7520 52 6230	ICSC Southeast Retail Conference	3.0000	100.00	300.00
100 7520 52 6230	IEDC Annual Conference	1.0000	1,000.00	1,000.00
100 7520 52 6230	NFBPA Annual Conference	1.0000	1,000.00	1,000.00
100 7520 52 6230	NFBPA Regional Conference	1.0000	1,000.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	6	<u>\$9,500.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 7520 52 6560	Apex Insurance Workers Comp Allocation	1.0000	480.00	480.00
100 7520 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	65.00	65.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$545.00</u>
Account	52 7320 - Stationery & Printing			
100 7520 52 7320	Copy paper	1.0000	150.00	150.00
100 7520 52 7320	Notecards/Business card	1.0000	50.00	50.00
100 7520 52 7320	Paper for portfolios	1.0000	300.00	300.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	3	<u>\$500.00</u>
Account	53 7121 - Computer Hardware			
100 7520 53 7121	Departmental Computer Hardware	1.0000	600.00	600.00
100 7520 53 7121	Hardware for Old National office	1.0000	1,500.00	1,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	<u>\$2,100.00</u>
Department	7520 - Economic Development Totals	Transactions	39	<u>\$45,926.48</u>
Fund	100 - GENERAL FUND Totals	Transactions	39	<u>\$45,926.48</u>
	EXPENSES Totals	Transactions	39	<u>\$45,926.48</u>
	Grand Totals	Transactions	39	<u>\$45,926.48</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

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

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: **100** Department and Number: **Economic Development 7520**

New Replacement for Vehicle/Equipment No. _____ Priority: _____

Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced _____ Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost
---	--

List of Special Features, Not Standard: _____ Specific Description & Condition of Item Being Replaced including VIN#:: _____

Justification/Description: _____	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
----------------------------------	--

Purchase Option New Vehicle/Equipment _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21
---	--

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

Dept: Economic Development 7520 Fuel Type:

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

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

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2020-21

Department: Economic Development Fund: 100 Department Number: 7520

Account Number	Description/Justification	Suggested Funding	2020-21	2021-22	2022-23	2023-24	2024-25
		Source					
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Economic Development

Fund: 100

Division:

Department Number: 7520

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

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Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2020-21 BUDGET

Department/Division:
Economic Development

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$

<u>PriorYear</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Economic Development Department & BIDA

Program Description:

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

Trends:

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

Program Broad Goals:

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

Economic Development Department Core Program Areas include the following:

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

Program 20/21 Objectives:

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

Performance Measures

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

	Estimated 20/21
Hotel/Motel Avg Occupancy Rate	80 %
# Existing Business Visits	12
Net New Business Licenses Issued	30
Ribbon Cutting Ceremonies	12

Prior Year Highlights:

- During 2019-2020, Economic Development completed the masterplan of the Airport City, a 311 acre master planned mixed- use development that will include residential, Class A office, retail, hospitality, and entertainment venues.
 - Development of the new Marriott AC Hotel at the Gateway Center, which is part of a new mixed use development at the Gateway Center. This new development will include Class A office, a full service hotel, restaurant and retail.
 - Groundbreaking of the Sheraton Hotel at the Gateway Center.
 - The Arena @ Gateway Center, a new 100Ksf multipurpose facility was opened and serves as the home court to the WNBA Atlanta Dream; in addition to serving as the home court of the G League Team, The College Park Skyhawks. This facility will also house concerts, collegiate events, convocations, plays and other noteworthy events.
-

EXHIBIT J
City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

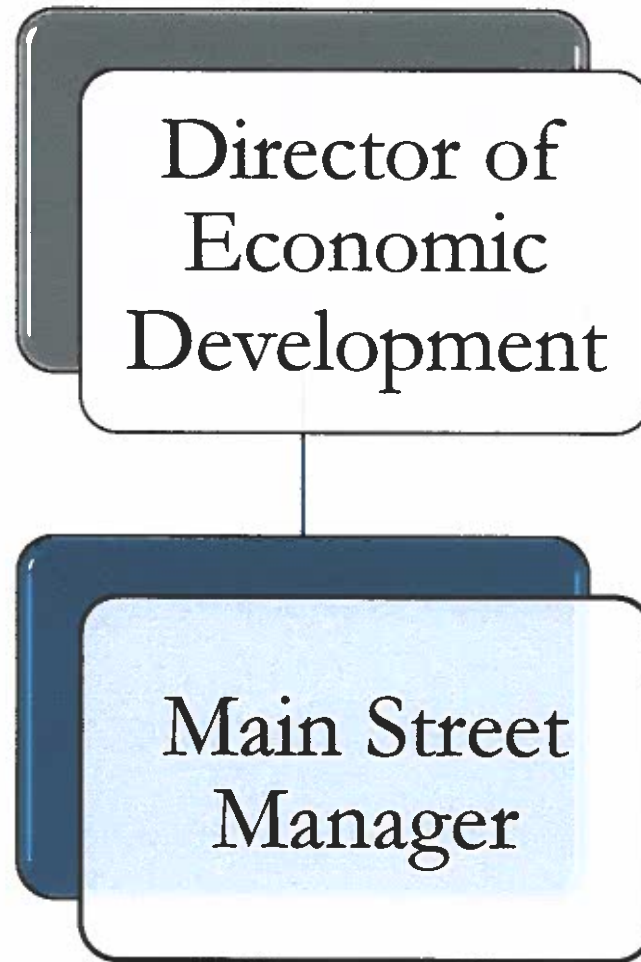
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Main Street

Main Street Development Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

Fund: 100

Department and Number: Main Street 7550

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Main Street Manager	0	1	1	1	1

Total Personnel: 0 1 1 1 1



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 7550 - Main Street Development								
<i>Personnel Services</i>								
51 5010	Salary/Operating	38,622.59	59,243.00	.00		59,238.00	59,238.00	
51 5190	Medicare	539.50	859.00	.00		859.00	859.00	
<i>Personnel Services Totals</i>		\$39,162.09	\$60,102.00	\$0.00	0%	\$60,097.00	\$60,097.00	0%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	7,856.15	11,825.00	.00		11,824.00	12,150.00	3
51 5161	Life Insurance	32.47	50.00	.00		50.00	50.00	
51 5163	ST Disability Insurance	.00	80.00	.00		80.00	80.00	
51 5164	LT Disability Insurance	.00	150.00	.00		150.00	150.00	
51 5166	Dental Insurance	147.22	225.00	.00		225.00	225.00	
<i>Employee Benefits Totals</i>		\$8,035.84	\$12,330.00	\$0.00	0%	\$12,329.00	\$12,655.00	3%
<i>Communications & Util.</i>								
52 5240	Telephone	2,613.33	3,654.00	1,526.34	42	2,712.00	2,712.00	(26)
52 5260	Heat & Power	1,333.11	2,048.00	347.99	17	.00	525.00	(74)
52 5270	Water	403.60	.00	161.44		.00	250.00	
52 5280	Other Communication/Util	308.98	725.00	125.50	17	.00	300.00	(59)
<i>Communications & Util. Totals</i>		\$4,659.02	\$6,427.00	\$2,161.27	34%	\$2,712.00	\$3,787.00	(41%)
<i>Repair & Maintenance</i>								
52 5730	R&M - D/P Equipment	.00	.00	.00		284.00	284.00	
<i>Repair & Maintenance Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$284.00	\$284.00	+++
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	3,459.68	1,820.00	1,877.24	103	1,820.00	1,820.00	
<i>Building Maintenance Totals</i>		\$3,459.68	\$1,820.00	\$1,877.24	103%	\$1,820.00	\$1,820.00	0%
<i>Training & Education</i>								
52 6200	Training	3,360.40	4,200.00	3,507.96	84	8,210.00	6,050.00	44
52 6210	Dues	700.00	150.00	200.00	133	575.00	575.00	283
52 6220	Subscription/Publications	.00	250.00	.00		250.00	250.00	
52 6230	Conventions/Meetings	6,388.45	2,600.00	6,465.21	249	2,700.00	2,700.00	4
<i>Training & Education Totals</i>		\$10,448.85	\$7,200.00	\$10,173.17	141%	\$11,735.00	\$9,575.00	33%
<i>Other Services & Charges</i>								
52 6000	Advertising Expense	1,053.00	11,000.00	5,861.92	53	26,023.00	16,023.00	46
52 6110	Other Insurance	85.77	.00	.00		1,060.00	1,060.00	
52 6170	Contractual Services	18,595.41	33,000.00	20,288.00	61	52,700.00	52,700.00	60
52 6193	City Wide Events	6,537.21	8,500.00	12,221.86	144	11,550.00	9,500.00	12



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	100 - GENERAL FUND							
	EXPENSE							
	Department 7550 - Main Street Development							
	<i>Other Services & Charges</i>							
52 6560	Workers Comp/Administrati	19.42	119.00	248.48	209	273.00	273.00	129
	<i>Other Services & Charges Totals</i>	\$26,290.81	\$52,619.00	\$38,620.26	73%	\$91,606.00	\$79,556.00	51%
	<i>Materials & Supplies</i>							
52 7300	Postage	111.91	150.00	.00		150.00	150.00	
52 7320	Stationery & Printing	702.85	1,500.00	517.54	35	1,500.00	1,500.00	
53 7121	Computer Hardware	1,125.11	250.00	.00		250.00	250.00	
53 7310	Office Supplies	812.76	550.00	344.09	63	550.00	550.00	
	<i>Materials & Supplies Totals</i>	\$2,752.63	\$2,450.00	\$861.63	35%	\$2,450.00	\$2,450.00	0%
	Department 7550 - Main Street Development Totals	\$94,808.92	\$142,948.00	\$53,693.57	38%	\$183,033.00	\$170,224.00	19%
	EXPENSE TOTALS	\$94,808.92	\$142,948.00	\$53,693.57	38%	\$183,033.00	\$170,224.00	19%
	Fund 100 - GENERAL FUND Totals	\$94,808.92	\$142,948.00	\$53,693.57	38%	\$183,033.00	\$170,224.00	19%
	EXPENSE TOTALS	\$94,808.92	\$142,948.00	\$53,693.57	38%	\$183,033.00	\$170,224.00	19%
	Fund 100 - GENERAL FUND Totals	(\$94,808.92)	(\$142,948.00)	(\$53,693.57)	38%	(\$183,033.00)	(\$170,224.00)	19%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$94,808.92	\$142,948.00	\$53,693.57	38%	\$183,033.00	\$170,224.00	19%
	Net Grand Totals	(\$94,808.92)	(\$142,948.00)	(\$53,693.57)	38%	(\$183,033.00)	(\$170,224.00)	19%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7550 - Main Street Development			
Account	52 5240 - Telephone			
100 7550 52 5240	AT&T Club	12.0000	38.00	456.00
100 7550 52 5240	AT&T Club II	12.0000	13.00	156.00
100 7550 52 5240	Comcast	12.0000	33.00	396.00
100 7550 52 5240	Verizon Cell Phone	12.0000	67.00	804.00
100 7550 52 5240	Verizon Wireless Data Plan	12.0000	39.00	468.00
100 7550 52 5240	Windstream	12.0000	36.00	432.00
	Account 52 5240 - Telephone Totals	Transactions	6	<u>\$2,712.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 7550 52 5730	Email License	1.0000	224.00	224.00
100 7550 52 5730	Mimecast	1.0000	60.00	60.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	<u>\$284.00</u>
Account	52 6000 - Advertising Expense			
100 7550 52 6000	CPMSA Swag items	1.0000	750.00	750.00
100 7550 52 6000	Creative Loafing ad	1.0000	1,500.00	1,500.00
100 7550 52 6000	Dining Guides	1.0000	500.00	500.00
100 7550 52 6000	Main Street Banners	25.0000	270.90	6,772.50
100 7550 52 6000	South Fulton Magazine ad	1.0000	1,500.00	1,500.00
100 7550 52 6000	Website	1.0000	5,000.00	5,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	6	<u>\$16,022.50</u>
Account	52 6110 - Other Insurance			
100 7550 52 6110	Apex Insurance Personnel Allocation	1.0000	1,060.00	1,060.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$1,060.00</u>
Account	52 6170 - Contractual Services			
100 7550 52 6170	Landscape Contract	1.0000	30,000.00	30,000.00
100 7550 52 6170	Ornamental Lighting Maintenance	1.0000	3,000.00	3,000.00
100 7550 52 6170	Tree Trimming (Fall)	1.0000	3,000.00	3,000.00
100 7550 52 6170	Tree Trimming (Spring)	1.0000	16,700.00	16,700.00
	Account 52 6170 - Contractual Services Totals	Transactions	4	<u>\$52,700.00</u>
Account	52 6193 - City Wide Events			
100 7550 52 6193	Community Clean-up	1.0000	250.00	250.00
100 7550 52 6193	Main Street Block Party	1.0000	3,750.00	3,750.00
100 7550 52 6193	Movie Nights	2.0000	500.00	1,000.00
100 7550 52 6193	Summer Music Series	2.0000	500.00	1,000.00
100 7550 52 6193	Taste of SoFu- College Park	1.0000	1,500.00	1,500.00
100 7550 52 6193	Wine Stroll	1.0000	2,000.00	2,000.00
	Account 52 6193 - City Wide Events Totals	Transactions	6	<u>\$9,500.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	7550 - Main Street Development			
Account	52 6200 - Training			
100 7550 52 6200	GA Downtown Conference	2.0000	1,500.00	3,000.00
100 7550 52 6200	Mobilize Main Street	1.0000	350.00	350.00
100 7550 52 6200	National Mainstreet	1.0000	2,700.00	2,700.00
	Account 52 6200 - Training Totals	Transactions	3	<u>\$6,050.00</u>
Account	52 6210 - Dues			
100 7550 52 6210	GA Downtown Association Membership	1.0000	200.00	200.00
100 7550 52 6210	National Main Street Membership	1.0000	375.00	375.00
	Account 52 6210 - Dues Totals	Transactions	2	<u>\$575.00</u>
Account	52 6220 - Subscription/Publications			
100 7550 52 6220	Dropbox	1.0000	250.00	250.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$250.00</u>
Account	52 6230 - Conventions/Meetings			
100 7550 52 6230	Local DCA Downtown workshosp (In State)	5.0000	100.00	500.00
100 7550 52 6230	Merchant Meetings	12.0000	100.00	1,200.00
100 7550 52 6230	Tri-Cities Mixer	4.0000	250.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	3	<u>\$2,700.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 7550 52 6560	Apex Insurance Workers Comp Allocation	1.0000	240.00	240.00
100 7550 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	33.00	33.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$273.00</u>
	Department 7550 - Main Street Development Totals	Transactions	36	<u>\$92,126.50</u>
	Fund 100 - GENERAL FUND Totals	Transactions	36	<u>\$92,126.50</u>
	EXPENSES Totals	Transactions	36	<u>\$92,126.50</u>
	Grand Totals	Transactions	36	<u>\$92,126.50</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

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

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: 100 Department and Number: Main Street 7550

New Replacement for Vehicle/Equipment No. Priority:

Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced _____ Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost
---	--

List of Special Features, Not Standard: _____

Specific Description & Condition of Item Being Replaced including VIN#:: _____

Justification/Description: _____

Recommended Disposition of Replaced Item:
 Sell by Sealed Bid
 Sell at Auction
 Retain as Backup
 Dismantle and Use for Parts
 Junk
 Other

Purchase Option New Vehicle/Equipment _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21
---	--

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

Dept: Main Street Fuel Type:

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

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

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2020-21

Department: Main Street		Fund: 100	Department Number: 7550				
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Main Street

Fund: 100

Division:

Department Number: 7550

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Main Street

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Economic Development | Main Street

Program Description:

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

Trends:

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

Program Broad Goals:

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

Main Street's core program areas include:

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

Program 20/21 Objectives:

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

Prior Year Highlights:

During 2019-2020, the Main Street organization worked with existing property owners and city staff to complete the alley project to address flooding in the alley behind

EXHIBIT I-BUDGET PERFORMANCE

the row of businesses from Harvard Avenue to Columbia Avenue. This city investment will improve the sewage system in this area, current flooding issues for business owners, as well as improve the overall aesthetics of the alley.

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



EXHIBIT J
City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: 100

Department and Number: Main Street / 7550

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 558 - BUSINESS IND DEVEL AUTH								
REVENUE								
Department 4985 - Bus Ind Devel Authority								
<i>Taxes</i>								
31 1104	PILOTs Income	1,427,721.72	1,852,996.00	2,247,611.32	121	1,852,996.00	1,924,266.00	4
<i>Taxes Totals</i>		\$1,427,721.72	\$1,852,996.00	\$2,247,611.32	121%	\$1,852,996.00	\$1,924,266.00	4%
<i>Charges For Services</i>								
39 2000	Sales Land	.00	6,500,000.00	150,000.00	2	5,151,408.00	5,151,408.00	(21)
<i>Charges For Services Totals</i>		\$0.00	\$6,500,000.00	\$150,000.00	2%	\$5,151,408.00	\$5,151,408.00	(21%)
<i>Leases & Other Rent</i>								
38 1000	Other Rental Income	881,099.96	818,427.00	660,369.24	81	818,427.00	818,427.00	
<i>Leases & Other Rent Totals</i>		\$881,099.96	\$818,427.00	\$660,369.24	81%	\$818,427.00	\$818,427.00	0%
<i>Other Income</i>								
34 1900	Miscellaneous Income	285,298.15	.00	211,319.96		35,000.00	388,730.00	
<i>Other Income Totals</i>		\$285,298.15	\$0.00	\$211,319.96	+++	\$35,000.00	\$388,730.00	+++
<i>Interest</i>								
36 1010	Interest - Restricted	1,495.10	467.00	990.65	212	1,000.00	1,000.00	114
<i>Interest Totals</i>		\$1,495.10	\$467.00	\$990.65	212%	\$1,000.00	\$1,000.00	114%
<i>Operating Transfers In</i>								
39 1230	Transfer Car Rental	878,940.00	1,990,426.00	.00		1,409,082.00	1,409,082.00	(29)
39 1251	Administrative/Electric	500,000.00	.00	.00		.00	.00	
<i>Operating Transfers In Totals</i>		\$1,378,940.00	\$1,990,426.00	\$0.00	0%	\$1,409,082.00	\$1,409,082.00	(29%)
<i>Budget Carryforward</i>								
39 9900	Budget Carryforward	.00	581,507.00	.00		.00	.00	(100)
<i>Budget Carryforward Totals</i>		\$0.00	\$581,507.00	\$0.00	0%	\$0.00	\$0.00	(100%)
Department 4985 - Bus Ind Devel Authority Totals		\$3,974,554.93	\$11,743,823.00	\$3,270,291.17	28%	\$9,267,913.00	\$9,692,913.00	(17%)
REVENUE TOTALS		\$3,974,554.93	\$11,743,823.00	\$3,270,291.17	28%	\$9,267,913.00	\$9,692,913.00	(17%)
EXPENSE								
Department 4985 - Bus Ind Devel Authority								
<i>Repair & Maintenance</i>								
52 5790	R&M-Distribution System	715,189.90	520,000.00	188,117.86	36	.00	600,000.00	15
<i>Repair & Maintenance Totals</i>		\$715,189.90	\$520,000.00	\$188,117.86	36%	\$0.00	\$600,000.00	15%
<i>Training & Education</i>								
52 6210	Dues	779.84	12,875.00	10,712.97	83	13,000.00	13,000.00	1
52 6220	Subscription/Publications	59.99	250.00	19.88	8	250.00	250.00	
52 6230	Conventions/Meetings	79,440.04	53,700.00	47,446.07	88	80,215.00	80,215.00	49
52 6231	Sales & Marketing/Meeting	19,359.23	5,928.00	14,844.16	250	6,500.00	6,500.00	10
<i>Training & Education Totals</i>		\$99,639.10	\$72,753.00	\$73,023.08	100%	\$99,965.00	\$99,965.00	37%



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	558 - BUSINESS IND DEVEL AUTH							
	EXPENSE							
	Department 4985 - Bus Ind Devel Authority							
	<i>Other Services & Charges</i>							
52 3505	Mileage Reimbursement	269.23	.00	.00		.00	.00	
52 5450	Legal Fees	141,026.49	120,000.00	70,033.78	58	100,000.00	100,000.00	(17)
52 5470	Appraisals	673.28	20,000.00	9,000.00	45	16,000.00	16,000.00	(20)
52 5510	Consulting Fees	274,058.32	57,000.00	218,408.20	383	994,000.00	874,000.00	1,433
52 6040	Paying Agent Fees	500.00	.00	6,856.00		.00	.00	
52 6050	Bank Charges	9,114.60	.00	.00		.00	.00	
52 6130	Miscellaneous Services	224,998.37	166,500.00	99,517.37	60	206,000.00	156,000.00	(6)
	<i>Other Services & Charges Totals</i>	\$650,640.29	\$363,500.00	\$403,815.35	111%	\$1,316,000.00	\$1,146,000.00	215%
	<i>Materials & Supplies</i>							
52 7320	Stationery & Printing	381.55	100.00	734.09	734	100.00	100.00	
53 7091	Road Signs & Delineators	.00	10,000.00	.00		10,000.00	5,000.00	(50)
	<i>Materials & Supplies Totals</i>	\$381.55	\$10,100.00	\$734.09	7%	\$10,100.00	\$5,100.00	(50%)
	<i>Operating Transfers Out</i>							
61 1100	Oper. Transfer Out Gen	.00	2,058,433.00	.00		.00	.00	(100)
61 1556	Operating Transfers Out - GICC ARENA	32,960,082.06	.00	.00		.00	.00	
	<i>Operating Transfers Out Totals</i>	\$32,960,082.06	\$2,058,433.00	\$0.00	0%	\$0.00	\$0.00	(100%)
	<i>Capital Outlay</i>							
54 6031	Land Purchase Cost	2,322,080.28	660,572.00	1,034,671.27	157	1,000,000.00	1,000,000.00	51
	<i>Capital Outlay Totals</i>	\$2,322,080.28	\$660,572.00	\$1,034,671.27	157%	\$1,000,000.00	\$1,000,000.00	51%
	<i>Debt Service</i>							
54 7911	Bond Issuance Costs	209,373.00	.00	.00		.00	.00	
58 1100	Bond Principal	3,355,000.00	3,830,000.00	3,090,000.00	81	4,015,000.00	4,015,000.00	5
58 2000	Bond Interest	3,377,613.99	4,228,465.00	3,961,972.38	94	2,826,848.00	2,826,848.00	(33)
	<i>Debt Service Totals</i>	\$6,941,986.99	\$8,058,465.00	\$7,051,972.38	88%	\$6,841,848.00	\$6,841,848.00	(15%)
	Department 4985 - Bus Ind Devel Authority Totals	\$43,690,000.17	\$11,743,823.00	\$8,752,334.03	75%	\$9,267,913.00	\$9,692,913.00	(17%)
	EXPENSE TOTALS	\$43,690,000.17	\$11,743,823.00	\$8,752,334.03	75%	\$9,267,913.00	\$9,692,913.00	(17%)
	Fund 558 - BUSINESS IND DEVEL AUTH Totals							
	REVENUE TOTALS	\$3,974,554.93	\$11,743,823.00	\$3,270,291.17	28%	\$9,267,913.00	\$9,692,913.00	(17%)
	EXPENSE TOTALS	\$43,690,000.17	\$11,743,823.00	\$8,752,334.03	75%	\$9,267,913.00	\$9,692,913.00	(17%)
	Fund 558 - BUSINESS IND DEVEL AUTH Totals	(\$39,715,445.24)	\$0.00	(\$5,482,042.86)	+++	\$0.00	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$3,974,554.93	\$11,743,823.00	\$3,270,291.17	28%	\$9,267,913.00	\$9,692,913.00	(17%)



Budget Worksheet Report

Budget Year 2021

EXPENSE GRAND TOTALS	\$43,690,000.17	\$11,743,823.00	\$8,752,334.03	75%	\$9,267,913.00	\$9,692,913.00	(17%)
Net Grand Totals	(\$39,715,445.24)	\$0.00	(\$5,482,042.86)	+++	\$0.00	\$0.00	+++



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
REVENUES				
Fund 558 - BUSINESS IND DEVEL AUTH				
Department 4985 - Bus Ind Devel Authority				
Account 39 1230 - Transfer Car Rental				
558 4985 39 1230	Transfer from Car Rental to cover Bond Debt Service	1.0000	1,409,082.00	1,409,082.00
	Account 39 1230 - Transfer Car Rental Totals	Transactions	1	<u>\$1,409,082.00</u>
	Department 4985 - Bus Ind Devel Authority Totals	Transactions	1	<u>\$1,409,082.00</u>
	Fund 558 - BUSINESS IND DEVEL AUTH Totals	Transactions	1	<u>\$1,409,082.00</u>
	REVENUES Totals	Transactions	1	<u>\$1,409,082.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	558 - BUSINESS IND DEVEL AUTH			
Department	4985 - Bus Ind Devel Authority			
Account	52 5450 - Legal Fees			
558 4985 52 5450	BIDA Attorney (Dan Lee)	1.0000	70,000.00	70,000.00
558 4985 52 5450	Supporting Legal (Fincher Denmark)	1.0000	30,000.00	30,000.00
	Account 52 5450 - Legal Fees Totals	Transactions	2	<u>\$100,000.00</u>
Account	52 5470 - Appraisals			
558 4985 52 5470	Appraisals	8.0000	2,000.00	16,000.00
	Account 52 5470 - Appraisals Totals	Transactions	1	<u>\$16,000.00</u>
Account	52 5510 - Consulting Fees			
558 4985 52 5510	Airport City District Plans	3.0000	30,000.00	90,000.00
558 4985 52 5510	Airport City Marketing	1.0000	100,000.00	100,000.00
558 4985 52 5510	Airport City Website	1.0000	15,000.00	15,000.00
558 4985 52 5510	Brownfield Assessment	42.0000	3,500.00	147,000.00
558 4985 52 5510	Brownfield Clean Up	1.0000	500,000.00	500,000.00
558 4985 52 5510	Feasibility Studies	1.0000	10,000.00	10,000.00
558 4985 52 5510	Internship	2.0000	6,000.00	12,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	7	<u>\$874,000.00</u>
Account	52 5790 - R&M-Distribution System			
558 4985 52 5790	APM Fees	1.0000	600,000.00	600,000.00
	Account 52 5790 - R&M-Distribution System Totals	Transactions	1	<u>\$600,000.00</u>
Account	52 6130 - Miscellaneous Services			
558 4985 52 6130	Facade Grant (Main Street)	1.0000	50,000.00	50,000.00
558 4985 52 6130	Facade Grant (Old Nat)	5.0000	10,000.00	50,000.00
558 4985 52 6130	Homebuyer DPA	5.0000	10,000.00	50,000.00
558 4985 52 6130	LoopNet	1.0000	6,000.00	6,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	4	<u>\$156,000.00</u>
Account	52 6210 - Dues			
558 4985 52 6210	Aerotropolis	1.0000	5,000.00	5,000.00
558 4985 52 6210	Metro ATL Chamber	1.0000	8,000.00	8,000.00
	Account 52 6210 - Dues Totals	Transactions	2	<u>\$13,000.00</u>
Account	52 6220 - Subscription/Publications			
558 4985 52 6220	Atlanta Business Chronicle	1.0000	125.00	125.00
558 4985 52 6220	Atlanta Business Journal	1.0000	125.00	125.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	2	<u>\$250.00</u>
Account	52 6230 - Conventions/Meetings			
558 4985 52 6230	Annual BIDA Reception	1.0000	60,000.00	60,000.00
558 4985 52 6230	BIDA Board Member stipend	7.0000	945.00	6,615.00
558 4985 52 6230	Clearly College Park Golf Tournament	1.0000	5,000.00	5,000.00
558 4985 52 6230	GEDA Annual Conference	5.0000	1,200.00	6,000.00



Budget Transaction Report

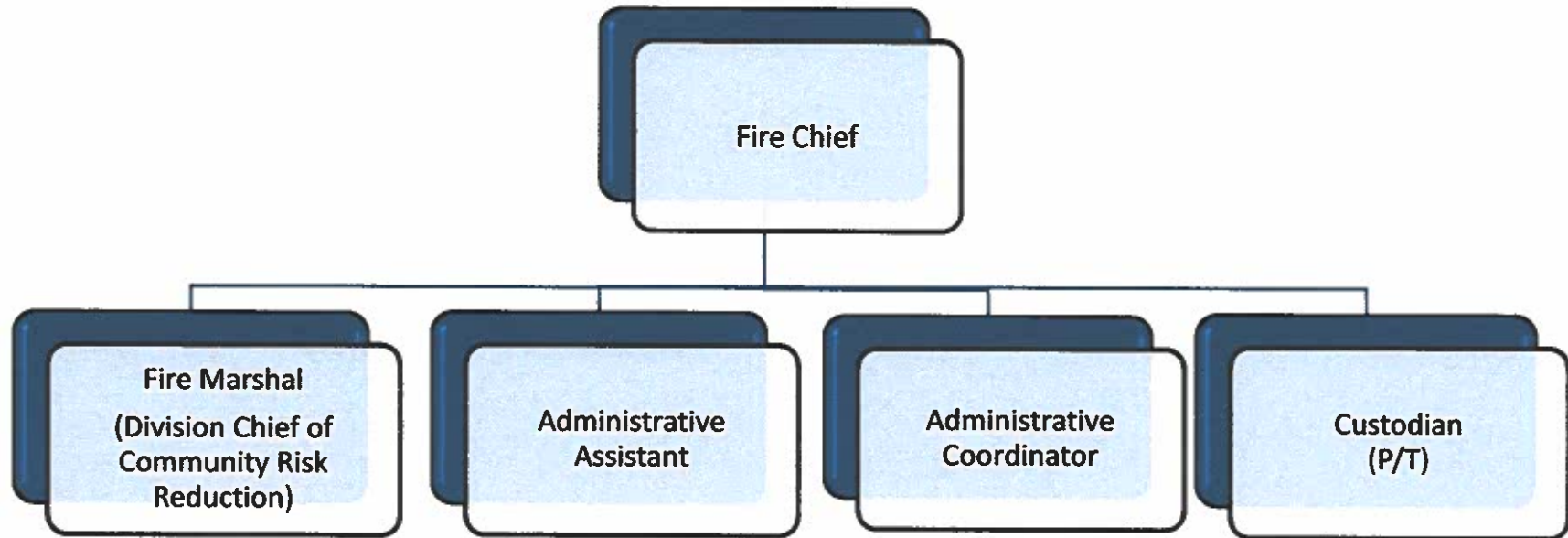
Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	558 - BUSINESS IND DEVEL AUTH			
Department	4985 - Bus Ind Devel Authority			
Account	52 6230 - Conventions/Meetings			
558 4985 52 6230	GEDA Spring Conference	1.0000	1,200.00	1,200.00
558 4985 52 6230	UGA Dev. Authority Training	7.0000	200.00	1,400.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	6	<u>\$80,215.00</u>
Account	52 6231 - Sales & Marketing/Meeting			
558 4985 52 6231	ARC State of the Region	1.0000	1,000.00	1,000.00
558 4985 52 6231	ECG (event support)	1.0000	1,000.00	1,000.00
558 4985 52 6231	GA Power (Event Support)	1.0000	1,000.00	1,000.00
558 4985 52 6231	South Metro Development Outlook sponsorship	1.0000	3,500.00	3,500.00
	Account 52 6231 - Sales & Marketing/Meeting Totals	Transactions	4	<u>\$6,500.00</u>
Account	58 1100 - Bond Principal			
558 4985 58 1100	2013A Series 2004 Public Safety Refunding	1.0000	775,000.00	775,000.00
558 4985 58 1100	2014 BIDA Refunding 2006	1.0000	930,000.00	930,000.00
558 4985 58 1100	2014 Masterland	1.0000	440,000.00	440,000.00
558 4985 58 1100	2014A Refunding 2008Dev Tax Rev	1.0000	1,265,000.00	1,265,000.00
558 4985 58 1100	2018 APM Refinance	1.0000	355,000.00	355,000.00
558 4985 58 1100	2019 Gateway Initial Office Project Refunding	1.0000	250,000.00	250,000.00
	Account 58 1100 - Bond Principal Totals	Transactions	6	<u>\$4,015,000.00</u>
Account	58 2000 - Bond Interest			
558 4985 58 2000	2013A Series 2004 Pub Safety Refunding	1.0000	30,894.25	30,894.25
558 4985 58 2000	2013A Series 2004 Public Safety Refunding	1.0000	38,295.50	38,295.50
558 4985 58 2000	2014 BIDA Refunding 2006	1.0000	447,511.25	447,511.25
558 4985 58 2000	2014 BIDA Refunding 2006	1.0000	433,561.25	433,561.25
558 4985 58 2000	2014 Masterland	1.0000	32,643.00	32,643.00
558 4985 58 2000	2014 Masterland	1.0000	32,643.00	32,643.00
558 4985 58 2000	2014A Refunding 2008Dev Tax Rev Bonds	1.0000	712,871.88	712,871.88
558 4985 58 2000	2014A Refunding 2008Dev Tax Rev Bonds	1.0000	712,871.88	712,871.88
558 4985 58 2000	2018 APM Refinance	1.0000	104,946.25	104,946.25
558 4985 58 2000	2018 APM Refinance	1.0000	104,946.25	104,946.25
558 4985 58 2000	2019 Gateway Office Refunding Bonds	1.0000	87,831.50	87,831.50
558 4985 58 2000	2019 Gateway Office Refunding Bonds	1.0000	87,831.50	87,831.50
	Account 58 2000 - Bond Interest Totals	Transactions	12	<u>\$2,826,847.51</u>
Department	4985 - Bus Ind Devel Authority Totals			
		Transactions	47	<u>\$8,687,812.51</u>
Fund	558 - BUSINESS IND DEVEL AUTH Totals			
		Transactions	47	<u>\$8,687,812.51</u>
	EXPENSES Totals	Transactions	47	<u>\$8,687,812.51</u>
	Grand Totals	Transactions	48	<u>\$10,096,894.51</u>

Fire Administration Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

fund: 100

Department and Number: Fire Administration 3500

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Fire Chief	1	1	1	1	1
Deputy Fire Chief	0	0	0	1	0
Administrative Assistant	1	1	1	1	1
Fire Marshal/Division Chief	1	1	1	1	1
Deputy Fire Marshal	0	0	0	1	0
Administrative Coordinator	0	0	1	1	1
Part Time Positions:					
Records Clerk	1	1	0	0	0
Custodian	1	1	1	1	1
Total Personnel:	5	5	5	7	5



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3500 - FIRE ADMINISTRATION								
<i>Personnel Services</i>								
51 5010	Salary/Operating	275,619.77	276,801.00	191,732.24	69	280,363.00	280,363.00	1
51 5017	Salary/EMS Incentive Pay	8,593.18	7,000.00	5,833.40	83	7,000.00	7,000.00	
51 5020	Salary/Overtime	2,467.86	3,000.00	2,371.54	79	3,000.00	3,000.00	
51 5030	Salary/Partime	12,062.75	15,600.00	10,004.74	64	15,600.00	15,600.00	
51 5040	Shared Utility Payments	3,111.12	4,800.00	1,810.27	38	4,800.00	4,800.00	
51 5041	Shared Personnel Costs	.00	.00	879.20		.00	.00	
51 5060	Salary-Holiday Pay	.00	.00	220.82		.00	.00	
51 5190	Medicare	4,030.84	4,240.00	2,648.14	62	4,291.00	4,291.00	1
51 5200	Fica	877.19	967.00	663.35	69	967.00	967.00	
<i>Personnel Services Totals</i>		\$306,762.71	\$312,408.00	\$216,163.70	69%	\$316,021.00	\$316,021.00	1%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	59,661.48	55,250.00	36,649.97	66	55,960.00	57,502.00	4
51 5161	Life Insurance	297.44	297.00	184.94	62	297.00	297.00	
51 5163	ST Disability Insurance	555.33	552.00	352.50	64	552.00	552.00	
51 5164	LT Disability Insurance	526.21	524.00	336.96	64	524.00	524.00	
51 5165	Health Insurance	39,887.00	42,870.00	26,179.44	61	42,870.00	48,229.00	13
51 5166	Dental Insurance	1,214.46	1,414.00	824.38	58	1,255.00	1,255.00	(11)
51 5180	Uniforms	1,022.72	3,000.00	612.07	20	3,000.00	3,000.00	
<i>Employee Benefits Totals</i>		\$103,164.64	\$103,907.00	\$65,140.26	63%	\$104,458.00	\$111,359.00	7%
<i>Communications & Util.</i>								
52 5240	Telephone	.00	4,764.00	2,279.33	48	31,021.00	4,665.00	(2)
52 5260	Heat & Power	3,439.14	60,000.00	53,333.60	89	60,000.00	60,000.00	
52 5270	Water	(41,430.67)	4,582.00	1,111.86	24	4,582.00	4,582.00	
52 5280	Other Communication/Util	.00	1,100.00	.00		1,100.00	1,100.00	
<i>Communications & Util. Totals</i>		(\$37,991.53)	\$70,446.00	\$56,724.79	81%	\$96,703.00	\$70,347.00	0%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	18,893.63	17,588.00	11,360.89	65	17,592.00	17,592.00	
52 5710	R&M Furn. & Equip.	887.04	1,100.00	987.96	90	1,100.00	1,100.00	
52 5720	R&M Communication Equip	9,523.30	10,200.00	975.76	10	10,200.00	10,200.00	
52 5730	R&M - D/P Equipment	5,470.78	6,417.00	6,359.02	99	7,182.00	7,182.00	12
53 5680	Tires	.00	1,000.00	.00		1,000.00	700.00	(30)



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3500 - FIRE ADMINISTRATION								
Repair & Maintenance								
<i>Repair & Maintenance Totals</i>		\$34,774.75	\$36,305.00	\$19,683.63	54%	\$37,074.00	\$36,774.00	1%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	7,445.59	10,000.00	8,986.96	90	15,000.00	12,000.00	20
52 5743	R&M Bldg-Fire	25,211.06	28,000.00	25,632.91	92	28,000.00	28,000.00	
<i>Building Maintenance Totals</i>		\$32,656.65	\$38,000.00	\$34,619.87	91%	\$43,000.00	\$40,000.00	5%
<i>Training & Education</i>								
52 6200	Training	1,777.01	2,000.00	669.00	33	5,079.00	5,079.00	154
52 6210	Dues	895.00	1,237.00	1,810.00	146	1,370.00	1,370.00	11
52 6220	Subscription/Publications	1,104.48	1,692.00	299.00	18	2,225.00	2,225.00	32
52 6230	Conventions/Meetings	3,991.51	6,200.00	2,423.64	39	7,000.00	6,000.00	(3)
52 6270	Fire Prevention	7,744.83	9,000.00	5,428.34	60	14,854.00	14,000.00	56
<i>Training & Education Totals</i>		\$15,512.83	\$20,129.00	\$10,629.98	53%	\$30,528.00	\$28,674.00	42%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	100.00	38.00	38	100.00	100.00	
52 6000	Advertising Expense	4,272.50	3,250.00	.00		5,000.00	4,000.00	23
52 6100	Auto Insurance	8,475.33	11,875.00	10,982.76	92	12,341.00	12,341.00	4
52 6110	Other Insurance	3,365.67	5,333.00	4,717.16	88	5,300.00	5,300.00	(1)
52 6130	Miscellaneous Services	3,488.66	8,000.00	7,819.98	98	8,000.00	7,000.00	(13)
52 6170	Contractual Services	332.50	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	1,984.29	1,373.00	1,242.40	90	1,363.00	1,363.00	(1)
52 6600	Claims Workers Comp.	(29,048.61)	1,000.00	.00		1,000.00	1,000.00	
<i>Other Services & Charges Totals</i>		(\$7,129.66)	\$30,931.00	\$24,800.30	80%	\$33,104.00	\$31,104.00	1%
<i>Materials & Supplies</i>								
52 7300	Postage	44.90	.00	65.15		.00	.00	
52 7320	Stationery & Printing	1,955.67	2,000.00	1,489.94	74	2,000.00	2,000.00	
52 7330	Copy Expense	3,265.85	3,000.00	1,849.60	62	3,000.00	3,000.00	
53 7010	Tools/Shop Supplies	8.00	.00	.00		.00	.00	
53 7020	Janitorial Supplies	4,126.04	4,000.00	1,141.00	29	4,000.00	4,000.00	
53 7050	Medical Services/Supplies	.00	1,000.00	109.00	11	1,000.00	1,000.00	
53 7121	Computer Hardware	1,470.69	.00	.00		.00	.00	
53 7122	Computer Supplies	2,613.22	1,000.00	1,181.63	118	1,000.00	1,000.00	



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3500 - FIRE ADMINISTRATION								
<i>Materials & Supplies</i>								
53 7310	Office Supplies	3,409.00	3,000.00	3,533.87	118	3,000.00	3,000.00	
53 7360	Other Admin. Supplies	1,485.55	1,500.00	1,468.84	98	1,500.00	1,500.00	
<i>Materials & Supplies Totals</i>		\$18,378.92	\$15,500.00	\$10,839.03	70%	\$15,500.00	\$15,500.00	0%
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	1,639.30	2,000.00	2,232.18	112	6,000.00	4,000.00	100
<i>Cost Of Sales Totals</i>		\$1,639.30	\$2,000.00	\$2,232.18	112%	\$6,000.00	\$4,000.00	100%
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	34,000.00	.00		.00	.00	(100)
<i>Capital Outlay Totals</i>		\$0.00	\$34,000.00	\$0.00	0%	\$0.00	\$0.00	(100%)
Department 3500 - FIRE ADMINISTRATION Totals		\$467,768.61	\$663,626.00	\$440,833.74	66%	\$682,388.00	\$653,779.00	(1%)
EXPENSE TOTALS		\$467,768.61	\$663,626.00	\$440,833.74	66%	\$682,388.00	\$653,779.00	(1%)
Fund 100 - GENERAL FUND Totals		\$467,768.61	\$663,626.00	\$440,833.74	66%	\$682,388.00	\$653,779.00	(1%)
EXPENSE TOTALS		\$467,768.61	\$663,626.00	\$440,833.74	66%	\$682,388.00	\$653,779.00	(1%)
Fund 100 - GENERAL FUND Totals		(\$467,768.61)	(\$663,626.00)	(\$440,833.74)	66%	(\$682,388.00)	(\$653,779.00)	(1%)
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$467,768.61	\$663,626.00	\$440,833.74	66%	\$682,388.00	\$653,779.00	(1%)
Net Grand Totals		(\$467,768.61)	(\$663,626.00)	(\$440,833.74)	66%	(\$682,388.00)	(\$653,779.00)	(1%)



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	3500 - FIRE ADMINISTRATION			
Account	52 3505 - Mileage Reimbursement			
100 3500 52 3505	Mileage Reimbursement	1.0000	100.00	100.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	<u>100.00</u>
Account	52 5240 - Telephone			
100 3500 52 5240	AT&T Club (Public Safety Elevator)	12.0000	82.00	984.00
100 3500 52 5240	Cisco Phone	1.0000	957.00	957.00
100 3500 52 5240	Ipad (monthly)	12.0000	50.00	600.00
100 3500 52 5240	Verizon data plan (monthly)	12.0000	77.00	924.00
100 3500 52 5240	Verizon smart phones (Fire Chief, Fire Marshal, Admin)	12.0000	100.00	1,200.00
	Account 52 5240 - Telephone Totals	Transactions	5	<u>\$4,665.00</u>
Account	52 5260 - Heat & Power			
100 3500 52 5260	Heat and Power cost (Station 1,2, & 3)	1.0000	60,000.00	60,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$60,000.00</u>
Account	52 5270 - Water			
100 3500 52 5270	Water Usage cost (Station 1, 2 & 3)	1.0000	4,582.00	4,582.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$4,582.00</u>
Account	52 5280 - Other Communication/Util			
100 3500 52 5280	Sanitation and /storm water fees (Station 1,2, &3)	1.0000	1,100.00	1,100.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$1,100.00</u>
Account	52 5700 - R&M - Vehicles			
100 3500 52 5700	Moodys contract (monthly)	12.0000	1,211.00	14,532.00
100 3500 52 5700	Repair/Maintenance (outside repair vendors)	1.0000	3,060.00	3,060.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>\$17,592.00</u>
Account	52 5710 - R&M Furn. & Equip.			
100 3500 52 5710	Furniture and equipment	1.0000	1,100.00	1,100.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	<u>\$1,100.00</u>
Account	52 5720 - R&M Communication Equip			
100 3500 52 5720	Motorola Radio Maint (annual)	1.0000	10,200.00	10,200.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	<u>\$10,200.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 3500 52 5730	Civic Live	1.0000	606.00	606.00
100 3500 52 5730	Email License	1.0000	976.00	976.00
100 3500 52 5730	Mimecast	1.0000	299.00	299.00
100 3500 52 5730	Tyler NW	1.0000	5,301.00	5,301.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>\$7,182.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	3500 - FIRE ADMINISTRATION			
Account	52 5740 - R&M-Buildings			
100 3500 52 5740	Station 2 & Station 3 facility maintenance	1.0000	12,000.00	12,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	1	\$12,000.00
Account	52 5743 - R&M Bldg-Fire			
100 3500 52 5743	Maintenance Public Safety Complex (Station 1)	1.0000	28,000.00	28,000.00
	Account 52 5743 - R&M Bldg-Fire Totals	Transactions	1	\$28,000.00
Account	52 6000 - Advertising Expense			
100 3500 52 6000	RFP advertisement & employment announcement	1.0000	4,000.00	4,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	\$4,000.00
Account	52 6100 - Auto Insurance			
100 3500 52 6100	Auto Insurance	1.0000	12,341.00	12,341.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$12,341.00
Account	52 6110 - Other Insurance			
100 3500 52 6110	Apex Insurance Personnel Allocation	1.0000	5,300.00	5,300.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$5,300.00
Account	52 6130 - Miscellaneous Services			
100 3500 52 6130	Comcast-cable and internet services (Stations 1, 2, &3)	12.0000	391.00	4,692.00
100 3500 52 6130	Overhead Garage Door	1.0000	2,308.00	2,308.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	2	\$7,000.00
Account	52 6200 - Training			
100 3500 52 6200	Chief Officer Training (Fire Chief)	1.0000	1,000.00	1,000.00
100 3500 52 6200	Fire Marshal Office (Arson, Inspector training courses)	1.0000	500.00	500.00
100 3500 52 6200	NFPA Fire alarm class (Fire Marshal Office)	1.0000	1,500.00	1,500.00
100 3500 52 6200	NFPA Sprinkler Certification course (FMO)	1.0000	1,579.00	1,579.00
100 3500 52 6200	Training Chief (Command & Control, Instructor, Leadership)	1.0000	500.00	500.00
	Account 52 6200 - Training Totals	Transactions	5	\$5,079.00
Account	52 6210 - Dues			
100 3500 52 6210	Black Chief Officers Committee	1.0000	120.00	120.00
100 3500 52 6210	Georgia Association of Fire Chiefs	2.0000	65.00	130.00
100 3500 52 6210	Georgia Fire Investigator Association	2.0000	25.00	50.00
100 3500 52 6210	Georgia Fire Inspector Association	1.0000	25.00	25.00
100 3500 52 6210	IAAP	2.0000	115.00	230.00
100 3500 52 6210	Int'l Assoc. Bomb Techs & Investigators (Group)	1.0000	150.00	150.00
100 3500 52 6210	Int'l Assoc. of Arson Investigators (Group)	1.0000	150.00	150.00
100 3500 52 6210	Int'l Assoc. of Fire Chiefs	2.0000	25.00	50.00
100 3500 52 6210	Int'l society of Fire Service Instructors	1.0000	75.00	75.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 3500 - FIRE ADMINISTRATION					
Account 52 6210 - Dues					
100 3500 52 6210	Metro Atlanta Fire Chiefs Assoc.	1.0000	150.00	150.00	
100 3500 52 6210	Metro Fire Investigator's Assoc.	2.0000	20.00	40.00	
100 3500 52 6210	National Fire Investigator's Assoc.	1.0000	50.00	50.00	
100 3500 52 6210	National Fire Protection Assoc.	1.0000	150.00	150.00	
		Account 52 6210 - Dues Totals	Transactions	13	<u>\$1,370.00</u>
Account 52 6220 - Subscription/Publications					
100 3500 52 6220	Fire Apparatus & Emergency Equipment Magazine	3.0000	22.00	66.00	
100 3500 52 6220	Fire Chief Magazine	2.0000	22.00	44.00	
100 3500 52 6220	Fire House Magazine	2.0000	20.00	40.00	
100 3500 52 6220	Fire Rescue Magazine	4.0000	22.00	88.00	
100 3500 52 6220	Georgia Criminal Codes (Annual)	1.0000	412.00	412.00	
100 3500 52 6220	NFPA Codes (Annual)	1.0000	1,575.00	1,575.00	
		Account 52 6220 - Subscription/Publications Totals	Transactions	6	<u>\$2,225.00</u>
Account 52 6230 - Conventions/Meetings					
100 3500 52 6230	Fire Rescue Med (Phoenix, AZ)	1.0000	1,200.00	1,200.00	
100 3500 52 6230	IAAI Regional Seminar (Savannah, GA)	1.0000	1,500.00	1,500.00	
100 3500 52 6230	IAFC Fire Rescue International (Phoenix, AZ)	1.0000	2,100.00	2,100.00	
100 3500 52 6230	IAFC SE Symposium 2020 (Clearwater, FL)	1.0000	1,200.00	1,200.00	
		Account 52 6230 - Conventions/Meetings Totals	Transactions	4	<u>\$6,000.00</u>
Account 52 6270 - Fire Prevention					
100 3500 52 6270	Camera, vest, holster, handcuffs	1.0000	1,000.00	1,000.00	
100 3500 52 6270	Cityfest (Prevention Education/Promotional Items)	1.0000	2,000.00	2,000.00	
100 3500 52 6270	Event materials (City events school, station visits)	1.0000	3,000.00	3,000.00	
100 3500 52 6270	Fire Expo (Educational Material/Promotional Items)	1.0000	2,000.00	2,000.00	
100 3500 52 6270	Fire Prevention Week (Fire hats, brochures, etc.)	1.0000	2,000.00	2,000.00	
100 3500 52 6270	Fire Safety house upgrades (Technology, equip.)	1.0000	4,000.00	4,000.00	
		Account 52 6270 - Fire Prevention Totals	Transactions	6	<u>\$14,000.00</u>
Account 52 6560 - Workers Comp/Administrati					
100 3500 52 6560	Apex Insurance Workers Comp Allocation	1.0000	1,200.00	1,200.00	
100 3500 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	163.00	163.00	
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$1,363.00</u>
Account 52 7320 - Stationery & Printing					
100 3500 52 7320	Business cards, pamphlets, etc.	1.0000	2,000.00	2,000.00	
		Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$2,000.00</u>
Account 52 7330 - Copy Expense					
100 3500 52 7330	Copier, lease fees, paper & toner	1.0000	3,000.00	3,000.00	
		Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$3,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 3500 - FIRE ADMINISTRATION				
Account 53 5680 - Tires				
100 3500 53 5680	Tires-Administrative vehicles	1.0000	700.00	700.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>700.00</u>
Account 53 7020 - Janitorial Supplies				
100 3500 53 7020	Disinfectants, air freshers, dish liquid, paper towels, etc.	1.0000	4,000.00	4,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>\$4,000.00</u>
Account 53 7030 - Food & Dietary Supplies				
100 3500 53 7030	Extended Fire scenes	1.0000	1,000.00	1,000.00
100 3500 53 7030	Food/Beverage ceremonies or events	1.0000	3,000.00	3,000.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	2	<u>\$4,000.00</u>
Account 53 7050 - Medical Services/Supplies				
100 3500 53 7050	Caduceus fees-physical, flu shots, H1N1, drug screens	1.0000	1,000.00	1,000.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account 53 7122 - Computer Supplies				
100 3500 53 7122	USB drives external supplies & devices	1.0000	1,000.00	1,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account 53 7310 - Office Supplies				
100 3500 53 7310	Various office supplies	1.0000	3,000.00	3,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$3,000.00</u>
Account 53 7360 - Other Admin. Supplies				
100 3500 53 7360	Exams supplies, plaques, service awards, & engraving	1.0000	1,500.00	1,500.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	<u>\$1,500.00</u>
	Department 3500 - FIRE ADMINISTRATION Totals	Transactions	70	<u>\$225,399.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	70	<u>\$225,399.00</u>
	EXPENSES Totals	Transactions	70	<u>\$225,399.00</u>
	Grand Totals	Transactions	70	<u>\$225,399.00</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

Department and
 Number:

Fire Administration -3500

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Deputy Fire Chief	0	1	74
Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions: From:				
Justification (including assignment and responsibilities of position requested) <u>See attached Exhibit D-1 (Job Description)</u>				
Wages				
	Regular			75,000
	Overtime			0.00
	Medicare (1.45%)			1087.50
	FICA (6.2%) part- time only			0.00
	Total (5210 Proposed New Personnel – Personnel Services)			76,087.50
Fringe Benefits				
	Group Life and AD & D \$150 per year			350.00
	Health Insurance \$7,800 per position per year			7,800.00
	Pensions (18%)*			13,500
	Uniforms			600.00
	Total (5211 Proposed New Personnel – Benefits)			22,250.00
Training and Education				
	Training			1000.00
	Dues/ Memberships			250.00
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			1,250.00
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			3000.00
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			3000.00
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			102,587.45

EXHIBIT D-1

Job Title: Assistant Fire Chief- Fire Department

Job Summary: This position assists the Fire Chief in directing and overseeing all functions of the Fire Services Department. This employee serves as second in command of the Fire Services Department and is responsible for maintaining discipline, order and proper conduct of all personnel. This individual oversees and coordinates a variety of operational and administrative functions. This position is FLSA exempt and appointed by the Fire Chief.

Major Duties:

- Serves as acting Fire Chief in his or her absence;
- Responsible for ensuring effective and efficient operation of shift personnel in suppression, EMS and daily operations;
- Responds to fire alarms and other emergencies and directs the deployment of fire companies and equipment;
- Coordinates with the Fire Training Emergency Medical Officer for scheduling and in-service training programs in ventilation, fire extinguishment, salvage work, and search and rescue operations;
- Assesses and analyzes staff complement in relation to apparatus and equipment capabilities and the needs of each fire company;
- Reviews and recommends changes in standard operating procedures within the framework of departmental policies;
- Enforces departmental rules and regulations and maintains discipline among staff;
- Assists in preparing assigned program budgets to be included in annual departmental budget;
- May review, evaluate and reorder expenditure priorities; writes reports and maintains records;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of administrative functions of the department;
- Knowledge of laws, ordinances, policies and procedures governing Fire Department operations, principles and practices of planning and organization;
- Knowledge of principles of fire behavior and effect of weather conditions on fires;
- Knowledge of principles and practices of technical firefighting subjects sufficient to effectively train and direct staff in the use of equipment in fire tactics, strategy and control;
- Knowledge of fire control safety, practices and procedures;
- Knowledge of fire prevention techniques;
- Knowledge of investigative techniques;
- Knowledge of the geographic lay-out of City of College Park to effectively direct staff and equipment to emergencies;
- Knowledge of principles and practices of personnel administration as they relate to training, supervising, motivating and evaluating subordinates;
- Knowledge of budgeting techniques and basic bookkeeping and record keeping practices;
- Knowledge of the staff, operations and equipment of other related agencies and mutual aid systems and knowledge of Fire Department funding sources;

Job Title: Assistant Fire Chief- Fire Department (continued)

- Knowledge of the Incident Management System;
- Skill in the use of tools, equipment and apparatus to fight fires, rescue or provide emergency medical care;
- Skill in the application of first aid principles and techniques;
- Ability to assess job skill levels of staff and equipment capabilities to manage and lead several fire companies;
- Ability to assess training needs and plan training programs accordingly;
- Ability to retain and recall technical information under stress;
- Ability to read and interpret complex technical documents, topographic and road maps;
- Ability to communicate effectively both verbally and in written form with technical accuracy in English;
- Ability to perform basic mathematical computations;
- Ability to keep records and answer correspondence with staff and the public with patience, tact and courtesy;
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

Supervisory Controls: Work is assigned by Fire Chief in terms of Fire department goals and objectives.

Guidelines: Guidelines include federal, state and local fire safety rules, regulations, policies, procedures and standards.

Complexity: Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect: The purpose of this position is to protect lives and property through fire suppression activities, fire prevention and safety activities, and education. Successful performance results in increased public safety and decreased property loss.

Personal Contacts: Contacts are typically with co-workers, fire and emergency victims, other emergency personnel, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, and provide services.

Physical Demands: The work is typically performed while standing, walking, bending, crouching and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

Department and
 Number:

Fire Administration -3500

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Deputy Fire Marshal	0	1	67

Additional Positions – Full Time
 Additional Positions – Part Time
 Reclassified Positions:
 From:

Justification (including assignment and responsibilities of position requested)
 See attached Exhibit D-1 (Job Description)

Wages				
Regular				52,875.00
Overtime				0.00
Medicare (1.45%)				755.09
FICA (6.2%) part- time only				0.00
Total (5210 Proposed New Personnel – Personnel Services)				52,830.09
Fringe Benefits				
Group Life and AD & D \$350 per year				350.00
Health Insurance \$7,800 per position per year				7,800.00
Pensions (18%)*				9,373.50
Uniforms				600.00
Total (5211 Proposed New Personnel – Benefits)				18,123.50
Training and Education				
Training				800.00
Dues/ Memberships				350.00
Other				-
Total (5212 Proposed New Personnel – Training/ Education)				1,150.00
Material and Supplies				
Office Supplies				-
Safety Clothing and Equipment				3,000.00
Other				-
Total (5213 Proposed New Personnel – Supplies)				3,000.00
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures				-
Office Machines and Equipment				-
Other				-
Total (5214 Proposed New Personnel – Capital Outlay)				-
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost				-
Vehicle Service Costs				-
Total (5215 New Personnel – Vehicles)				-
Total				75,103.59

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Deputy Fire Marshal

Job Summary: Under general direction and supervision of the Fire Marshal, the person in this position is responsible for enforcement of city and state fire codes and ordinances, plan review, fire investigation and public education.

Major Duties:

- Assists with fire prevention inspections of occupancies and processes to determine compliance with federal, state, local and other applicable laws and/or ordinances;
- Assists with investigating fires, preparing documentation, gathering evidence, photographing fire scenes, interviewing witnesses regarding siren cause and suspicious fires;
- Performs field acceptance tests on protective systems and hazardous installations to ensure code compliance;
- Assists with conducting community education and consultation to the general public, civic organizations, schools, businesses and the development community;
- Represents the Fire Marshal at Site Plan Review and other meetings with architects, builders, developers, and other City Departments;
- Serves as the Fire Marshal in the absence of the Fire Marshal;
- Perform other related duties as assigned.

Knowledge Required by the Position:

- Extensive knowledge of department policies, rules, and regulations; and controlling laws and ordinances pertaining to Fire Code Enforcement;
- Considerable knowledge of methods, materials, and equipment used in Code Enforcement;
- Detailed knowledge of fire suppression methods, travel of fire, flame propagation, effects of building construction on fire spread, and other technical aspects affecting fire control;
- Detailed knowledge of methods of fire inspection and fire investigation;
- Detailed knowledge of codes and ordinances affecting fire safety and engineering, fire protection systems, and laws pertaining to the crime of arson;
- Knowledge of current supervisory practices and techniques;
- Skill to maintain records and prepare reports in an efficient, well organized, and time sensitive manner;
- Knowledge of the Incident Management System;
- Skill to express ideas clearly and concisely, both verbally and in writing;
- Skill in performing fire suppression and emergency activities;
- Ability to effectively schedule, assign, and evaluate the work of subordinates;
- Ability to assist in the preparation of departmental budget, policy, and regulation recommendations;
- Ability to effectively conduct interviews with witnesses/suspects in fire investigations;
- Ability to effectively communicate with and educate audiences varying widely in age, interests, objectives, and level of knowledge;
- Ability to tactfully deal with developers, business owners, and the general public regarding code requirements, compliance, and violations.

Job Title: Deputy Fire Marshal (continued)

- Ability to inform, persuade, and effectively negotiate alternatives to assure code compliance and problem resolution in the best interests of the public;
- Ability to express ideas clearly and concisely, verbally and in writing to groups and individuals;
- Ability effectively conduct fire and medical operations as assigned;
- Ability to evaluate, approve, and inspect various types of fire protection systems, analyze fire protection problems, and develop objective solutions by applying innovating approaches to problem solving;
- Ability to analyze and evaluate statistical data, make hydraulic calculations to determine adherence to code requirements for fire extinguishing systems;
- Ability to work in a cooperative manner with architects, engineers, developers, the general public, and City staff to provide a high level of customer service in plan review, inspections, and consultation services.

Supervisory Controls: Work is assigned by Fire Marshal in terms of Fire department goals and objectives.

Guidelines: Guidelines include federal, state, county and city fire safety rules, regulations, policies, procedures and standards.

Complexity: Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect: The purpose of this position is to protect lives and property through fire code enforcement, suppression activities, fire prevention and safety activities, and education. Successful performance results in increased public safety and decreased property loss.

Personal Contacts: Contacts are typically with co-workers, fire and emergency victims, other emergency personnel, the general public, City and County employees, developers, architects and builders.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems, and provide services.

Physical Demands: The work is typically performed while standing, walking, bending, crouching and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

Work Environment: The Deputy Fire Marshal works primarily in an office. Most Firefighter work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous

Job Title: Deputy Fire Marshal (continued)

or toxic chemicals or gases, extremes in temperature, cramped surroundings, and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects, and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear a hard hat, safety glasses, ear plugs, respirator, rubber or plastic gloves and rubber boots.

Supervisory and Management Responsibility: May assume the responsibilities of the Fire Marshal during times of temporary absence. May at times coordinate Public Fire Prevention Exercises directing the activities of assigned Fire Suppression personnel.

Minimum Qualifications:

Associate's degree or two (2) years of related college coursework; Bachelor's degree preferred; a minimum of five (5) years of progressively responsible experience as Certified State of Georgia firefighter; two (2) years of which equivalent to Fire Inspector/ Investigator; at least three (3) years with the City of College Park Fire Department preferred; State of Georgia Certified Peace Officer; certification as APQ Fire Officer II; Fire Instructor I; Fire Inspector II; Haz Mat. OPS; Fire Investigator II; equivalent combination of education, training, and experience.

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: 100 Department and Number: Fire Administration 3500

New Replacement for Vehicle/Equipment No.

Priority:

Vehicle Type

Sedan 2 Door

Information on Vehicle/Equipment Being Replaced

Sedan 4 Door

Age of Vehicle/Equipment Being Replaced

Cruiser

Units of Use to Date (hours, miles, etc.)

Station Wagon

Total Operating/Maintenance Costs to Date

Van

Actual FYE 2019-20 Maintenance Cost

1/2 ton Truck

Actual FYE 2019-20 Operating Cost

3/4 ton Truck

Estimated FYE 2020-21 Maintenance Cost

Sanitation Front Loader

Estimated FYE 2020-21 Operating Cost

Sanitation Rear Loader

Other

Specific Description & Condition of Item Being Replaced including VIN#:

List of Special Features, Not Standard:

Justification/Description:

Recommended Disposition of Replaced Item:

Sell by Sealed Bid

Sell at Auction

Retain as Backup

Dismantle and Use for Parts

Junk

Other

Purchase Option New Vehicle/Equipment

Purchase Price

Estimated Useful Life

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

Rental Option New Vehicle/Equipment

Rental/Lease Cost per Year

Estimated Length of Rental/Lease

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

EXHIBIT F-1

City of College Park, Georgia
Vehicle Inventory List

Dept: Fire

Unit#	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year	Current Year	Hours	Tag #
							Mileage	Mileage		
25-G	2002	Ford	Crown	2FAP71W82X113688	\$ 20,899.00	8/31/2001	97,811	104,305	N/A	GV3910M
29-G	2006	Ford	F250-SD	1FTNX20516EC01913	\$ 19,382.00	11/22/2005	75,503	78,579	N/A	GV19231
30-G	2008	Ford	Crown	2FAHP71V89X108937	\$ 20,088.00	9/18/2008	87,247	101,576	N/A	GV6200M
33-G	2010	Ford	F250 4x2 Crew C	1FTSW2A57AEB25255	\$ 21,676.00	1/26/2010	73,045	77,871	N/A	GV6202M
35-G	2008	Ford	Crown	2FAHP71V78X139899	\$ 22,817.00	12/27/2007	109,503	113,000	N/A	GV19219
36-G	2000	Ford	Taurus	1FAFP5227YA255287	\$ 15,704.00	8/15/2000	77,308	80,898	N/A	GV6204M
37-G	1999	Ford	Crown	2FAFP71W8XX232297	\$ 19,937.00	9/13/1999	90,822	91,729	N/A	GV6205M
2005-N/A	29ft. 2 level Fire Safety House			1F9BA29236S217628	\$ 29,967.00	10/1/2005	Grant funded	N/A	N/A	GV6207M

G= Gas

D= Diesel

AF= Alternative Fuel

N/A= Not Applicable or Required

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2020-21

Department: Fire Administration

Fund: 100

Department Number: 3500

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
		N/A					
Totals			\$0	\$0	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Administration

Fund: 100

Division:

Department Number: 3500

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade-In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Administration

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I- BUDGET PERFORMANCE

Fire Department

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (3) primary service areas: Administration which includes; (Fire Marshal/Risk Management and the Training Division), Fire Suppression and Emergency Medical Services.

Trends

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

Program Broad Goals

Office of the Fire Chief/Administration

Goals:

1. Improve the customer service and patient care provided by our department members, for the citizens and visitors of College Park.
2. Increase the fire department staffing that will allow us to become compliant with the National Fire Protection Agency (NFPA) standards when responding to structure fires.
3. Provide an effective, timely and efficient emergency response to all areas in the City of College Park.
4. Revise the City of College Park Emergency Operations plan and guidelines.

Objectives:

1. Continue collaborating with our Communications center dispatch personnel and work towards improving dispatch process times.
2. Assure the fire department has the proper number of personnel to respond to single family residential, strip malls, apartments and hotel fires.

EXHIBIT I- BUDGET PERFORMANCE

3. Improve the City's ISO rating to a class 1 with proper staffing and automatic aid agreements with the surrounding municipalities.

Performance Measures

1. Coordinate and develop mutual aid and automatic aid agreements with the surrounding municipalities. We should have this completed by August of 2020.
2. Conduct mutual aid training exercises with the airport fire department.
3. Provide all city employees with CPR training. Completed by December 2020.
4. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events.

Fire Suppression

Goal

1. Increase daily staffing to **27** personnel per shift. This will allow the proper number of personnel on shift when members are out sick or on leave. Currently there are 22 members assigned to a shift but with annual, sick, FMLA leave our numbers drop 14 members daily.

Objectives

1. Comply with the NFPA Standards, responding to structure fires.

Performance Measures

1. Must have a minimum of 22 firefighters respond to structure fires 100% of the time. This will help with the improvement of our ISO rating.
2. Suppression personnel will participate in additional community events. Health fairs
Company level inspections, community meetings.
3. Increase our number of Paramedics within the department. This will allow us to staff all of our apparatus with paramedic to provide advanced life service to the community.

Emergency Medical Services (EMS)

EXHIBIT I- BUDGET PERFORMANCE

Goals

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

- Upgrade city defibrillators
- Increase health awareness in the community
- Implement Community Para-medicine Program
- Implement an AED awareness program
- All employee CPR/AED training program
- Increase Operational involvement in departmental programs

Performance Measures

1. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance as dictated by the Standards of Response Coverage and College Park Fire Rescue Operating Standards.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park
3. Provide opportunities for community input on medical needs.
4. Provide a higher level of walk-in services to the community.
5. Promote community involvement by promoting the Pulse Point program.
6. Provide timely emergency medical and rescue services.

Prior Year Highlights

THREE-YEAR HISTORY OF EMS TRAINING HOURS

	2017	2018	2019
EMS*	2104	2813	3612

**EMS training hour fluctuations were caused by the need to catch up on recertification.*

Fire Marshal/Community Risk Reduction

EXHIBIT I- BUDGET PERFORMANCE

Goal:

Work aggressively to reduce the number of apartment fires in the city.. We will work with the apartment management to develop fire safety programs.

Objectives:

1. Improve our Fire Prevention support capability to ensure critical life and fire safety components are included in all levels of our work.
2. Increase the number of smoke alarms we supply to our community.
3. Perform accurate and timely fire safety and enforcement functions to ensure a minimum An acceptable level of compliance with established life safety and fire code standards.
4. Develop company level inspections program to enhance fire safety Inspections throughout the community.

Performance Measures:

1. Work with appropriate College Park departments and conduct accurate and timely plan review of all new construction and renovation projects.
2. Provide fire and life safety programs to schools, daycares, and community groups Throughout the city.
3. Conduct comprehensive fire inspections on all City facilities annually to include all City owned and operated buildings, fire stations, and administrative offices.

Program/Service Output:

FIRE AND LIFE SAFETY ACTIVITIES

Investigations & Inspections 2016-2018	2017	2018	2019
Investigations (Fire & Code Enforcement)	103	97	83
Inspections (New & Existing Structures)	603	613	406

Plan Reviews 2016-2018	2017	2018	2019

EXHIBIT I- BUDGET PERFORMANCE

New Construction, ADA Life Safety Codes, etc.	221	220	211
--	------------	------------	------------

Public Education /Fire Safety Education 2016-2018	2017	2018	2019
Community Presentations, Schools, Fire Prevention Week	37	46	146

Arrests 2016-2018	2017	2018	2019
Arrests (charges) resulting from arson fires, code violations	12	14	12

HREE-YEAR HISTORY OF FIRE TRAINING HOURS

Year	2017	2018	2019
Fire Training	11980 hours	9216 hours	5741

Training and Support Services

Goal:

1. Assure all member certifications are maintained
2. Increase Strategy and Tactics Training.
3. Increase participation in outside training opportunities
4. Increase the number of Driver Operators
5. Increase the number of NPQ Evaluator's
6. Officer Development.
7. Increase applicants and work on a plan for retention
8. Increase Pre Fire Plan training
9. Cancer mitigation
10. Health and fitness program
11. Promotional Process and job description revisions to reflect current career path

Program Objectives:

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

Performance Measures:

1. Quarterly written test for basic FF skills
2. Driver Operator quarterly refresher written and practical testing.

EXHIBIT I- BUDGET PERFORMANCE

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

Program/Service Output:

CPFR THREE-YEAR CALL HISTORY

	2017	2018	2019
Fire Calls	1395	1432	1268
EMS Calls	5468	6128	4861
Total Calls	6863	7560	6129

Prior Year Highlights

Fire Suppression

1. Purchased New Fire Engine
2. Installed over 500 Smoke Alarms
3. Fire House Updated to Fire House Cloud
4. 7 members trained to install car seats
5. All fire stations are Safe Havens, where parents who are unable to care for their newborn, are able to bring them to the fire stations.
6. Fire stations are used as a Citywide Vehicle Emission Station for city vehicles
7. 7 firefighters received Star of Life Presentation for Save at Chick-fil-A
8. Administered the Driver Operator I x 2 training, (6 new Engine Drivers)
9. Completed the annual Live Fire training at DeKalb County
10. All supervisors completed the Diversity training
11. Terrorism Awareness
12. Signed Mutual Aid Agreement with the South Fulton Cities

EXHIBIT J
City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: 100

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

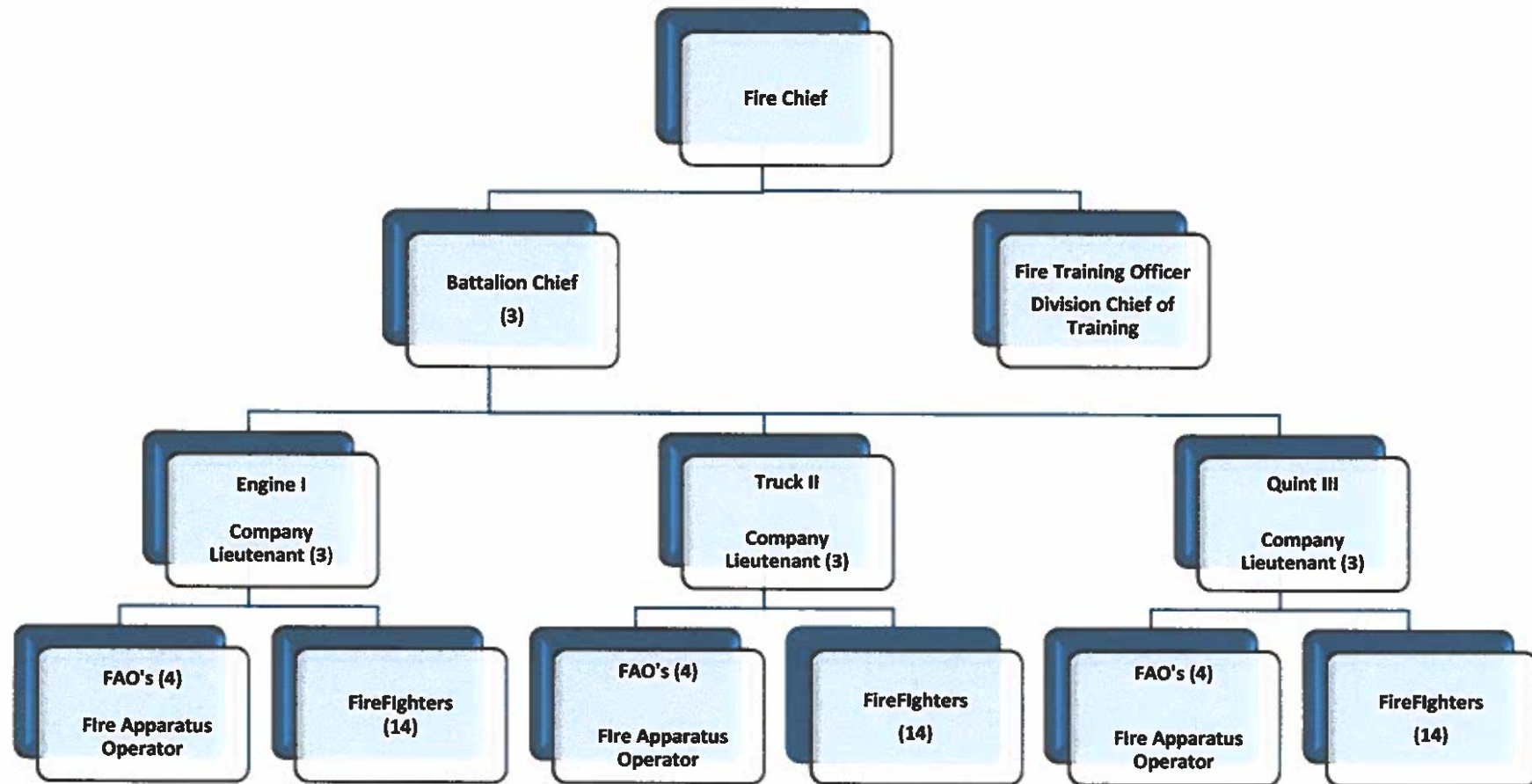
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

**Fire
Suppression**

Fire Suppression Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

Fund: 100

Department and Number: Fire Suppression 3520

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Battalion Chief	3	3	3	3	3
Fire Training	1	1	1	1	1
Division Chief					
Lieutenant	9	9	9	12	9
FAO	12	12	12	12	12
Firefighter	42	42	42	54	42
Total Personnel:	67	67	67	82	67



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3520 - Fire Suppression								
<i>Personnel Services</i>								
51 5010	Salary/Operating	3,001,204.77	3,351,396.00	2,173,141.52	65	3,478,525.00	3,365,577.00	
51 5016	Salary On-Call	.00	20,000.00	.00		20,000.00	20,000.00	
51 5017	Salary/EMS Incentive Pay	56,292.35	77,000.00	38,792.11	50	77,000.00	77,000.00	
51 5020	Salary/Overtime	187,808.85	140,000.00	118,778.85	85	140,000.00	140,000.00	
51 5040	Shared Utility Payments	11,143.75	19,200.00	9,316.24	49	19,200.00	19,200.00	
51 5060	Salary-Holiday Pay	101,705.62	80,000.00	57,729.98	72	80,000.00	80,000.00	
51 5080	Salary/Pay Compression	.00	176,430.00	.00		147,025.00	147,025.00	(17)
51 5190	Medicare	44,664.57	48,595.00	30,794.61	63	50,439.00	48,801.00	
<i>Personnel Services Totals</i>		\$3,402,819.91	\$3,912,621.00	\$2,428,553.31	62%	\$4,012,189.00	\$3,897,603.00	0%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	694,999.35	668,939.00	486,554.84	73	694,314.00	690,280.00	3
51 5161	Life Insurance	5,429.37	5,944.00	3,876.85	65	5,944.00	6,043.00	2
51 5163	ST Disability Insurance	6,291.10	9,564.00	4,226.01	44	9,564.00	9,564.00	
51 5164	LT Disability Insurance	5,031.05	8,427.00	3,373.04	40	8,427.00	8,427.00	
51 5165	Health Insurance	572,201.15	618,576.00	380,444.04	62	589,001.00	633,067.00	2
51 5166	Dental Insurance	15,403.52	20,193.00	10,966.95	54	17,123.00	17,123.00	(15)
51 5180	Uniforms	37,519.27	47,000.00	39,793.41	85	47,000.00	47,000.00	
<i>Employee Benefits Totals</i>		\$1,336,874.81	\$1,378,643.00	\$929,235.14	67%	\$1,371,373.00	\$1,411,504.00	2%
<i>Communications & Util.</i>								
52 5240	Telephone	48,479.79	59,900.00	39,090.51	65	74,696.00	60,696.00	1
52 5260	Heat & Power	290.24	4,800.00	.00		4,800.00	4,800.00	
52 5270	Water	1,141.22	1,200.00	920.84	77	1,200.00	1,200.00	
52 5280	Other Communication/Util	1,253.05	2,000.00	987.58	49	2,000.00	2,000.00	
<i>Communications & Util. Totals</i>		\$51,164.30	\$67,900.00	\$40,998.93	60%	\$82,696.00	\$68,696.00	1%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	85,102.36	86,528.00	53,320.29	62	86,532.00	86,532.00	
52 5710	R&M Furn. & Equip.	3,995.78	4,000.00	8,745.25	219	4,000.00	4,000.00	
52 5720	R&M Communication Equip	28,491.00	50,051.00	2,035.00	4	7,225.00	7,225.00	(86)
52 5730	R&M - D/P Equipment	.00	2,239.00	3,651.58	163	15,564.00	18,025.00	705
52 5780	Grounds	478.00	800.00	708.00	89	2,326.00	2,326.00	191
53 5680	Tires	10,185.30	8,000.00	4,719.22	59	8,000.00	8,000.00	



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3520 - Fire Suppression								
Repair & Maintenance								
<i>Repair & Maintenance Totals</i>		\$128,252.44	\$151,618.00	\$73,179.34	48%	\$123,647.00	\$126,108.00	(17%)
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	27.00	.00	.00		.00	.00	
<i>Building Maintenance Totals</i>		\$27.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<i>Training & Education</i>								
52 6200	Training	4,511.42	9,500.00	7,243.06	76	9,500.00	9,500.00	
52 6210	Dues	469.00	1,000.00	475.00	48	1,000.00	1,000.00	
52 6220	Subscription/Publications	1,326.61	2,500.00	1,169.07	47	2,500.00	2,500.00	
52 6230	Conventions/Meetings	.00	1,750.00	740.00	42	5,600.00	3,800.00	117
<i>Training & Education Totals</i>		\$6,307.03	\$14,750.00	\$9,627.13	65%	\$18,600.00	\$16,800.00	14%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	100.00	.00		100.00	100.00	
52 5510	Consulting Fees	.00	15,000.00	.00		53,782.00	15,000.00	
52 6100	Auto Insurance	11,344.42	11,875.00	10,989.15	93	9,598.00	9,598.00	(19)
52 6110	Other Insurance	49,821.50	68,097.00	66,180.41	97	71,025.00	71,025.00	4
52 6130	Miscellaneous Services	10,791.35	9,000.00	7,729.27	86	9,000.00	9,000.00	
52 6170	Contractual Services	2,252.13	13,100.00	.00		17,690.00	17,690.00	35
52 6510	Claims Not Workmans Comp.	.00	3,000.00	.00		.00	.00	(100)
52 6560	Workers Comp/Administrati	(14,342.83)	12,124.00	16,648.24	137	18,269.00	18,269.00	51
52 6600	Claims Workers Comp.	57,278.65	25,000.00	15,058.64	60	25,000.00	25,000.00	
<i>Other Services & Charges Totals</i>		\$117,145.22	\$157,296.00	\$116,605.71	74%	\$204,464.00	\$165,682.00	5%
<i>Materials & Supplies</i>								
52 7300	Postage	186.19	800.00	67.63	8	800.00	800.00	
52 7320	Stationery & Printing	656.26	800.00	84.95	11	800.00	800.00	
52 7330	Copy Expense	2,011.18	2,000.00	917.90	46	2,000.00	2,000.00	
53 7000	Gas & Oil	46,123.95	40,100.00	19,393.82	48	40,100.00	40,100.00	
53 7010	Tools/Shop Supplies	7,253.10	5,000.00	7,330.03	147	5,000.00	5,000.00	
53 7020	Janitorial Supplies	12,553.04	8,000.00	5,872.76	73	8,000.00	8,000.00	
53 7050	Medical Services/Supplies	12,707.00	6,000.00	7,371.50	123	6,000.00	6,000.00	
53 7070	Firefighting Supplies	5,247.39	4,500.00	6,447.56	143	4,500.00	4,500.00	
53 7100	Lubricants & Chemicals	5,442.16	5,000.00	5,228.95	105	5,000.00	5,000.00	



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	100 - GENERAL FUND							
	EXPENSE							
	Department 3520 - Fire Suppression							
	Materials & Supplies							
53 7110	Safety Supplies	4,657.77	5,000.00	4,977.61	100	8,142.00	5,000.00	
53 7121	Computer Hardware	1,664.54	1,500.00	706.10	47	1,500.00	28,041.00	1,769
53 7122	Computer Supplies	.00	.00	.00		.00	6,006.00	
53 7130	Rescue Supplies	5,023.75	5,000.00	5,378.31	108	5,000.00	5,000.00	
53 7150	Other Operating Supplies	2,558.27	3,000.00	3,517.38	117	3,000.00	3,000.00	
53 7161	Protective Clothing	38,471.42	50,000.00	5,704.18	11	50,000.00	50,000.00	
53 7310	Office Supplies	2,691.95	3,000.00	1,242.80	41	3,000.00	3,000.00	
53 7360	Other Admin. Supplies	77.50	.00	.00		.00	.00	
	<i>Materials & Supplies Totals</i>	\$147,325.47	\$139,700.00	\$74,241.48	53%	\$142,842.00	\$172,247.00	23%
	<i>Cost Of Sales</i>							
53 7030	Food & Dietary Supplies	1,879.15	2,000.00	1,110.59	56	2,000.00	2,000.00	
	<i>Cost Of Sales Totals</i>	\$1,879.15	\$2,000.00	\$1,110.59	56%	\$2,000.00	\$2,000.00	0%
	<i>Capital Outlay</i>							
54 7520	Buildings	(58,906.08)	.00	.00		.00	.00	
54 7580	Vehicles - New	789,400.72	.00	.00		.00	.00	
54 7630	Other Equipment - New	.00	134,267.00	77,506.37	58	47,915.00	47,915.00	(64)
54 7640	Other Equipment - Replace	.00	.00	.00		259,654.00	161,705.00	
	<i>Capital Outlay Totals</i>	\$730,494.64	\$134,267.00	\$77,506.37	58%	\$307,569.00	\$209,620.00	56%
	<i>Debt Service</i>							
58 1200	CAPITAL LEASE PRINCIPAL	146,318.77	325,149.00	315,053.29	97	315,054.00	284,289.00	(13)
58 2200	CAPITAL LEASE INTEREST	.00	.00	.00		.00	30,765.00	
	<i>Debt Service Totals</i>	\$146,318.77	\$325,149.00	\$315,053.29	97%	\$315,054.00	\$315,054.00	(3%)
	Department 3520 - Fire Suppression Totals	\$6,068,608.74	\$6,283,944.00	\$4,066,111.29	65%	\$6,580,434.00	\$6,385,314.00	2%
	EXPENSE TOTALS	\$6,068,608.74	\$6,283,944.00	\$4,066,111.29	65%	\$6,580,434.00	\$6,385,314.00	2%
	Fund 100 - GENERAL FUND Totals							
	EXPENSE TOTALS	\$6,068,608.74	\$6,283,944.00	\$4,066,111.29	65%	\$6,580,434.00	\$6,385,314.00	2%
	Fund 100 - GENERAL FUND Totals	(\$6,068,608.74)	(\$6,283,944.00)	(\$4,066,111.29)	65%	(\$6,580,434.00)	(\$6,385,314.00)	2%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$6,068,608.74	\$6,283,944.00	\$4,066,111.29	65%	\$6,580,434.00	\$6,385,314.00	2%
	Net Grand Totals	(\$6,068,608.74)	(\$6,283,944.00)	(\$4,066,111.29)	65%	(\$6,580,434.00)	(\$6,385,314.00)	2%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	3520 - Fire Suppression			
Account	52 3505 - Mileage Reimbursement			
100 3520 52 3505	Mileage reimbursements	1.0000	100.00	100.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	<u>\$100.00</u>
Account	52 5240 - Telephone			
100 3520 52 5240	10MG Computer line (Station 3)	1.0000	5,000.00	5,000.00
100 3520 52 5240	Aircards (Annual)	5.0000	500.00	2,500.00
100 3520 52 5240	At&T 911/Elevator line	1.0000	2,508.00	2,508.00
100 3520 52 5240	AT&T Fire #2 (Monthly)	12.0000	82.00	984.00
100 3520 52 5240	Cellphone (Inspections)	1.0000	500.00	500.00
100 3520 52 5240	Cellphone (Rescue 1/Rescue 2)	2.0000	300.00	600.00
100 3520 52 5240	Comcast	1.0000	1,776.00	1,776.00
100 3520 52 5240	Firehouse cloud system	1.0000	11,000.00	11,000.00
100 3520 52 5240	iPad (EMS Chief)	1.0000	500.00	500.00
100 3520 52 5240	iPhone (Battalion A)	1.0000	700.00	700.00
100 3520 52 5240	iPhone (Battalion B)	1.0000	700.00	700.00
100 3520 52 5240	iPhone (Battalion C)	1.0000	700.00	700.00
100 3520 52 5240	iPhone (EMS Division Chief) Annual	1.0000	700.00	700.00
100 3520 52 5240	iPhone (Logistics Officer)	1.0000	700.00	700.00
100 3520 52 5240	iPhone (Training Division Chief) Annual	1.0000	500.00	500.00
100 3520 52 5240	IT Comcast backup internet service (Annual)	12.0000	148.00	1,776.00
100 3520 52 5240	Verizon Broadband (Operations Tablets) (Monthly)	12.0000	266.00	3,192.00
100 3520 52 5240	Verizon Cell Phone	12.0000	1,085.00	13,020.00
100 3520 52 5240	Verizon Internet Hotspots	3.0000	500.00	1,500.00
100 3520 52 5240	Windstream (Telephone-Station 1, 2, & 3) Monthly	1.0000	11,840.00	11,840.00
	Account 52 5240 - Telephone Totals	Transactions	20	<u>\$60,696.00</u>
Account	52 5260 - Heat & Power			
100 3520 52 5260	Utility fees (Retirees)	1.0000	4,800.00	4,800.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$4,800.00</u>
Account	52 5510 - Consulting Fees			
100 3520 52 5510	Consulting (Promotional Processes)	1.0000	15,000.00	15,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	1	<u>\$15,000.00</u>
Account	52 5700 - R&M - Vehicles			
100 3520 52 5700	Moody's Allocation (Annual)	12.0000	1,211.00	14,532.00
100 3520 52 5700	Suppression Vehicle repairs (Annual) Other vendors	1.0000	72,000.00	72,000.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>\$86,532.00</u>
Account	52 5710 - R&M Furn. & Equip.			
100 3520 52 5710	Furniture and Equipment (Stations 1 & 2)	1.0000	4,000.00	4,000.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	<u>\$4,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	3520 - Fire Suppression			
Account	52 5720 - R&M Communication Equip			
100 3520 52 5720	Emergency Warning System- Annual Maint.	1.0000	3,225.00	3,225.00
100 3520 52 5720	Equipment installs/updates and repairs	1.0000	4,000.00	4,000.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	2	<u>\$7,225.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 3520 52 5730	Email License	1.0000	12,672.00	12,672.00
100 3520 52 5730	Mimecast	1.0000	3,114.00	3,114.00
100 3520 52 5730	NWS license fees	1.0000	2,239.00	2,239.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	<u>\$18,025.00</u>
Account	52 5780 - Grounds			
100 3520 52 5780	Pest control, grounds keeping (Station 1, 2, & 3)	1.0000	1,500.00	1,500.00
100 3520 52 5780	Tru-Green lawn treatments (Station 3)	7.0000	118.00	826.00
	Account 52 5780 - Grounds Totals	Transactions	2	<u>\$2,326.00</u>
Account	52 6100 - Auto Insurance			
100 3520 52 6100	Apex Auto Liability (Allocation)	1.0000	9,598.00	9,598.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$9,598.00</u>
Account	52 6110 - Other Insurance			
100 3520 52 6110	Apex Insurance Personnel Allocation	1.0000	71,025.00	71,025.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$71,025.00</u>
Account	52 6130 - Miscellaneous Services			
100 3520 52 6130	Fire Department Events (GICC fees)	1.0000	2,200.00	2,200.00
100 3520 52 6130	GBI investigations (Employment Background checks)	1.0000	1,000.00	1,000.00
100 3520 52 6130	Hayes Coffee Service	12.0000	150.00	1,800.00
100 3520 52 6130	Hydrotesting (50 bottles) Annual	1.0000	2,300.00	2,300.00
100 3520 52 6130	SCBA Annual repairs	1.0000	1,700.00	1,700.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	5	<u>\$9,000.00</u>
Account	52 6170 - Contractual Services			
100 3520 52 6170	Firehouse Cloud (Annual Maint. fee)	1.0000	10,390.00	10,390.00
100 3520 52 6170	Maint support (Westnet paging system) Annual	1.0000	1,200.00	1,200.00
100 3520 52 6170	Maint. support (Westnet/OSSI Sungard) annual fee	1.0000	1,600.00	1,600.00
100 3520 52 6170	OSSI/CAD maint. (Annual fee)	1.0000	4,500.00	4,500.00
	Account 52 6170 - Contractual Services Totals	Transactions	4	<u>\$17,690.00</u>
Account	52 6200 - Training			
100 3520 52 6200	Firefighter training and annual recertifications	1.0000	9,500.00	9,500.00
	Account 52 6200 - Training Totals	Transactions	1	<u>\$9,500.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 3520 - Fire Suppression				
Account 52 6210 - Dues				
100 3520 52 6210	Int'l Association of Fire Chiefs (Annual dues)	4.0000	250.00	1,000.00
	Account 52 6210 - Dues Totals	Transactions	1	<u>\$1,000.00</u>
Account 52 6220 - Subscription/Publications				
100 3520 52 6220	Books/training manuals (training library)	1.0000	2,500.00	2,500.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$2,500.00</u>
Account 52 6230 - Conventions/Meetings				
100 3520 52 6230	FDIC (Indianapolis, IN)	1.0000	1,800.00	1,800.00
100 3520 52 6230	Firehouse Expo (Nashville, TN)	1.0000	2,000.00	2,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$3,800.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 3520 52 6560	Apex Insurance Workers Comp Allocation	1.0000	16,080.00	16,080.00
100 3520 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	2,189.00	2,189.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$18,269.00</u>
Account 52 7300 - Postage				
100 3520 52 7300	Postage fees (annual) mailing, UPS/Fedex shipping fees	1.0000	800.00	800.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$800.00</u>
Account 52 7320 - Stationery & Printing				
100 3520 52 7320	Pamphelts, flyers & banners	1.0000	800.00	800.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$800.00</u>
Account 52 7330 - Copy Expense				
100 3520 52 7330	Copier lease fees, paper & toner	1.0000	2,000.00	2,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$2,000.00</u>
Account 53 5680 - Tires				
100 3520 53 5680	Tires-Suppression apparatus	1.0000	8,000.00	8,000.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$8,000.00</u>
Account 53 7000 - Gas & Oil				
100 3520 53 7000	Fuel & Oil costs-Suppression Apparatus (annual)	1.0000	40,100.00	40,100.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$40,100.00</u>
Account 53 7010 - Tools/Shop Supplies				
100 3520 53 7010	Keys, saws, hand tools, etc.	1.0000	5,000.00	5,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$5,000.00</u>
Account 53 7020 - Janitorial Supplies				
100 3520 53 7020	Cleaning supplies (Station 1, 2 & 3)	1.0000	8,000.00	8,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>\$8,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	3520 - Fire Suppression			
Account	53 7030 - Food & Dietary Supplies			
100 3520 53 7030	Water, food (Extended fire scenes)	1.0000	2,000.00	2,000.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	1	<u>2,000.00</u>
Account	53 7050 - Medical Services/Supplies			
100 3520 53 7050	Caduceus fees-pre-hire, drug screens, flu shots, etc.	1.0000	6,000.00	6,000.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>6,000.00</u>
Account	53 7070 - Firefighting Supplies			
100 3520 53 7070	Foam, ladders, small fire tools & equipment	1.0000	4,500.00	4,500.00
	Account 53 7070 - Firefighting Supplies Totals	Transactions	1	<u>4,500.00</u>
Account	53 7100 - Lubricants & Chemicals			
100 3520 53 7100	Truck wash, hydrant grease & paint, DEF fuel & other chemicals	1.0000	5,000.00	5,000.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	<u>5,000.00</u>
Account	53 7110 - Safety Supplies			
100 3520 53 7110	Eye protection, safety vest, accountability tags	1.0000	2,000.00	2,000.00
100 3520 53 7110	Radio remote speaker microphones	8.0000	375.00	3,000.00
	Account 53 7110 - Safety Supplies Totals	Transactions	2	<u>5,000.00</u>
Account	53 7121 - Computer Hardware			
100 3520 53 7121	Dell Latitude 7220 rugged tablets	9.0000	2,948.95	26,540.55
100 3520 53 7121	Flash drives, USB Cables & external drives	1.0000	1,500.00	1,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	<u>28,040.55</u>
Account	53 7122 - Computer Supplies			
100 3520 53 7122	Dell tablet mounting brackets	9.0000	667.33	6,005.97
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>6,005.97</u>
Account	53 7130 - Rescue Supplies			
100 3520 53 7130	Pike poles, salvage covers, axes & tools	1.0000	5,000.00	5,000.00
	Account 53 7130 - Rescue Supplies Totals	Transactions	1	<u>5,000.00</u>
Account	53 7150 - Other Operating Supplies			
100 3520 53 7150	Special events supplies (photo paper, SD cards, ink)	1.0000	3,000.00	3,000.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	<u>3,000.00</u>
Account	53 7161 - Protective Clothing			
100 3520 53 7161	Turn-out gear, helmets, boots, & gloves	1.0000	50,000.00	50,000.00
	Account 53 7161 - Protective Clothing Totals	Transactions	1	<u>50,000.00</u>
Account	53 7310 - Office Supplies			
100 3520 53 7310	Pens, binders, notepads, clips, general office supplies	1.0000	3,000.00	3,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>3,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 3520 - Fire Suppression				
Account 54 7630 - Other Equipment - New				
100 3520 54 7630	Battery operated fan	3.0000	5,184.00	15,552.00
100 3520 54 7630	F-500 foam	1.0000	6,238.00	6,238.00
100 3520 54 7630	Forcible entry simulator	1.0000	6,250.00	6,250.00
100 3520 54 7630	Gas meter and calibration stations	1.0000	6,507.00	6,507.00
100 3520 54 7630	Marken protective clothing cleaning/maint. (annual)	1.0000	13,368.00	13,368.00
Account 54 7630 - Other Equipment - New Totals		Transactions	5	<u>\$47,915.00</u>
Account 54 7640 - Other Equipment - Replace				
100 3520 54 7640	Emergency Warning Siren upgrade (5 Units)	1.0000	35,475.00	35,475.00
100 3520 54 7640	Extractor (Station 1)	1.0000	8,027.00	8,027.00
100 3520 54 7640	Jaws of Life (Extrication tools) 1 set	1.0000	45,203.00	45,203.00
100 3520 54 7640	Roof replacement (Station 2)	1.0000	73,000.00	73,000.00
Account 54 7640 - Other Equipment - Replace Totals		Transactions	4	<u>\$161,705.00</u>
Account 58 1200 - CAPITAL LEASE PRINCIPAL				
100 3520 58 1200	Fire Truck Lease FY2018	1.0000	158,496.68	158,496.68
100 3520 58 1200	Fire Truck Lease FY2019	1.0000	125,792.25	125,792.25
Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals		Transactions	2	<u>\$284,288.93</u>
Account 58 2200 - CAPITAL LEASE INTEREST				
100 3520 58 2200	Fire Truck Lease FY2018	1.0000	13,651.80	13,651.80
100 3520 58 2200	Fire Truck Lease FY2019	1.0000	17,112.24	17,112.24
Account 58 2200 - CAPITAL LEASE INTEREST Totals		Transactions	2	<u>\$30,764.04</u>
Department 3520 - Fire Suppression Totals		Transactions	84	<u>\$1,048,005.49</u>
Fund 100 - GENERAL FUND Totals		Transactions	84	<u>\$1,048,005.49</u>
EXPENSES Totals		Transactions	84	<u>\$1,048,005.49</u>
Grand Totals		Transactions	84	<u>\$1,048,005.49</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

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

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
12	Firefighters	42	54	62
	Additional Positions – Full Time 12			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached (Exhibit D1-Job description)				
Wages				
	Regular			489,624
	Overtime			-
	Medicare (1.45%)			7,099
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			496,723
Fringe Benefits				
	Group Life and AD & D \$350 per year			4,200
	Health Insurance \$7,800 per position per year			93,600
	Cancer Insurance			1,824
	Pensions (18%)*			88,132
	Uniforms			8,400
	Total (5211 Proposed New Personnel – Benefits)			196,156
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			36,000
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			36,000
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			728,879

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Fire Fighter/EMT

Job Summary: This position performs firefighting work in combating, extinguishing and preventing fires; provides emergency medical care to the sick and injured; maintains equipment and apparatus. This position is primarily responsible for safe and efficient operation of a variety of fire apparatus.

Major Duties:

- Responds to fire alarms and other emergency calls such as medical emergencies, traumatic emergencies and motor vehicle accidents;
- Extinguishes, controls fires and protects property from smoke damage;
- Places equipment, lays and connects hose, operates high-capacity pumps and directs water streams; raises and climbs ladders; uses safety belts, lines and hooks;
- Participates in training drills; attends school and departmental classes on fire fighting, hydraulics, first aid, fire equipment and apparatus construction and operation;
- Services and operates all department equipment and apparatus; performs necessary maintenance, testing and care of fire hoses, trucks, ladders and auxiliary equipment and apparatus;
- Provides operating and procedural information to the public and school groups; performs incident activity data entry in computers;
- Responds to hazardous materials incidents; provides necessary support activities; performs related work as required;
- Attends required training programs; reads necessary manuals, books, etc.; practices skills and techniques; completes required proficiency tests; participates in regular classes on firefighting emergency medical techniques, rescue, equipment maintenance and related subjects;
- Responds as part of team when incident occurs; operates assigned equipment at fire scenes, involving laying and connecting hoses; holding nozzles and detecting fire streams; raising and climbing ladders; using chemical extinguishers, lines and other equipment;
- Provides emergency medical assistance at incidents;
- Creates an opening for gaining access to patients in peculiar situations and positions;
- Administers basic life support care, including bleeding control, automatic external defibrillation, intravenous therapy, oxygen therapy and CPR;
- Performs pre-fire planning of assigned establishments;
- Performs other related duties as required.

Knowledge Required by the Position:

- Knowledge of City Fire Codes and related ordinances;
- Knowledge of modern firefighting principals, practices and methods;
- Knowledge of firefighting equipment including personal protective equipment;
- Knowledge of hazard identification and correction including escape route planning;
- Knowledge of behavior and mechanics of various types of fire;

Job Title: Fire Fighter/EMT (continued)

- Knowledge of principles of hydraulics applied to fire suppression;
- Knowledge of the Incident Management System;
- Knowledge of the street system and physical layout of the City;
- Knowledge of emergency care methods, techniques and equipment;
- Skill in operating heavy emergency equipment;
- Skill in the use of tools, equipment and apparatus to fight fires, rescue or provide emergency medical care;
- Skill in operating a computer;
- Skill in effective and efficient oral and written communication;
- Ability to understand and follow written and oral instructions;
- Ability to establish and maintain cooperative relationships with fellow employees and the public;
- Ability to perform duties in a safe and effective manner under stressful situations and conditions;
- Ability to perform fire prevention building inspections and building familiarization activities;
- Ability to perform heavy manual labor;
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

Supervisory Controls: Work is assigned by Fire Officers in terms of Fire Department goals and objectives.

Guidelines: Guidelines include local, state and federal fire safety rules, regulations, policies, procedures and standards and Georgia Basic Firefighter course curriculum for Firefighter I.

Complexity: Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect: The purpose of this position is to protect lives and property through fire suppression activities, fire prevention and safety activities and education. Successful performance results in increased public safety and decreased property loss.

Personal Contacts: Contacts are typically with co-workers, fire and emergency victims, other emergency personnel and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provide services.

Physical Demands: The work is typically performed while standing, walking, bending, crouching and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

Job Title: Fire Fighter/EMT (continued)

Work Environment: Most Firefighter work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear protective equipment such as: a hard hat, face and ear protection, breathing apparatus, fire protective leather gloves, boots, fire retardant clothing, and to utilize body substances isolation – including latex gloves, eye protection, pocket valve resuscitation masks, and bag valve masks.

Supervisory and Management Responsibility: May be called upon to assume the responsibilities of a Fire Apparatus Operator during an absence on a temporary basis.

Minimum Qualifications:

High School diploma or equivalent; Associate's degree or two (2) years of college coursework preferred; certification as State of Georgia Firefighter; must obtain or maintain Georgia State EMT Certification within 24 months of hire along with NPQ FF II; must be 21 years of age at time of application; equivalent combination of education, training, and experience.

ations:

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

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

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
3	Lieutenants	9	12	67
	Additional Positions – Full Time 3			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached (Exhibit D1-Job description)				
Wages				
	Regular			156,225
	Overtime			-
	Medicare (1.45%)			2,265
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			158,490
Fringe Benefits				
	Group Life and AD & D \$350 per year			1,050
	Health Insurance \$7,800 per position per year			23,400
	Cancer Insurance			571.00
	Pensions (18%)*			28,120
	Uniforms			2,100
	Total (5211 Proposed New Personnel – Benefits)			55,242
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			1,050
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			1,050
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			214,782

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Lieutenant—Fire Department

Job Summary: This position is supervisory and administrative work in supervising the fire suppression, prevention and rescue activities of an assigned Fire Station under the direction of a Fire Captain/ Shift Commander. Work involves overall responsibility for supervision of personnel, operations and maintenance of equipment and facilities.

Major Duties:

- Responds to fire alarms and other emergency calls such as medical emergencies, traumatic emergencies and motor vehicle accidents;
- Extinguishes, controls fires and protects property from smoke damage;
- Drives or rides a fire vehicle in response to fire alarms; places equipment, lays and connects hose, operates high-capacity pumps and directs water streams; raises and climbs ladders; uses safety belts, lines and hooks;
- Participates in and conducts regular community classes in firefighting, emergency medical techniques, equipment maintenance and related subjects;
- Serves as first line supervisor at assigned station; supervises subordinates involved in fire suppression, prevention and rescue activities of an assigned station;
- Supervises the inventory, operations and maintenance of firefighting equipment and station facilities;
- Instructs personnel in the efficient and safe application of firefighting equipment and techniques;
- Reviews and submits all reports prepared by subordinate officers through the appropriate chain of command;
- Assists in developing plans for special assignments, such as, emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials and emergency aid activities;
- Serves as company officer and/or incident commander during emergency calls; operates assigned equipment at fire scenes, involving laying and connecting hoses; holding nozzles and detecting fire streams; raising and climbing ladders; using chemical extinguishers, bars hooks, lines and other equipment;
- Provides emergency medical assistance at incidents;
- Performs pre-fire planning of assigned establishments;
- Performs other related duties as required.

Knowledge Required by the Position:

- Knowledge of emergency apparatus operations;
- Knowledge of City Fire Codes and related ordinances;
- Knowledge of modern firefighting principals, practices and methods;
- Knowledge of firefighting equipment including personal protective equipment;
- Knowledge of hazard identification and correction including escape route planning;
- Knowledge of the Incident Management System;
- Knowledge of behavior and mechanics of various types of fire;
- Knowledge of principles of hydraulics applied to fire suppression;

Job Title: Lieutenant- Fire Department (continued)

- Knowledge of the street system and physical layout of the city;
- Knowledge of emergency care methods, techniques and equipment;
- Knowledge of principles and practices of leadership and management;
- Skill in operating heavy emergency equipment;
- Skill in the use of tools, equipment and apparatus to fight fires, rescue or provide emergency medical care;
- Skill in operating a computer;
- Skill in effective and efficient oral and written communication;
- Ability to effectively supervise fire suppression operations and other station activities;
- Ability to understand and give written and oral instructions;
- Ability to train subordinates in modern fire suppression and rescue techniques;
- Ability to express ideas clearly and concisely, both orally and in writing;
- Ability to cope with emergency situations calmly but effectively;
- Ability to react quickly to secure accurate and precise information on the location, extent and nature of fires and emergency aid requests;
- Ability to acquire and maintain local, state and federal certifications as required;
- Ability to analyze situations quickly and objectively and to determine proper courses of action, based upon training;
- Ability to sustain heavy physical labor during periods of intense activity in emergency situations;
- Ability to work effectively as a team member;
- Ability to work within a paramilitary organization and respond readily to command instructions;
- Ability to establish and maintain cooperative relationships with fellow employees and the public.

Supervisory Controls: Work is assigned by Captains/ Shift Commanders in terms of Fire Department goals and objectives.

Guidelines: Guidelines include local, state, and federal; fire safety rules, regulations, policies, procedures and standards.

Complexity: Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards and precedents.

Scope and Effect: The purpose of this position is to protect lives and property through fire suppression activities, fire prevention and safety activities and education. Successful performance results in increased public safety and decreased property loss.

Personal Contacts: Contacts are typically with co-workers, fire and emergency victims, other emergency personnel and the general public.

Job Title: Lieutenant—Fire Department (continued)

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provide services.

Physical Demands: The work is typically performed while standing, walking, bending, crouching and stooping. The employee must frequently lift light and heavy objects, climb ladders, use tools and equipment requiring a high degree of dexterity and be able to distinguish between shades of color.

Work Environment: Most Firefighter work is performed in various indoor settings including living quarters and office areas. Varying work schedules are required. Hazardous tasks performed under emergency conditions may require strenuous exertion under such handicaps such as limited visibility, exposure to hazardous or toxic chemicals or gases, extremes in temperature, cramped surroundings and contact with death, emotional stress, trauma, contagious disease and terminal illnesses. Firefighters are also exposed to extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors and gases. May be required to wear protective equipment such as: a hard hat, face and ear protection, breathing apparatus, fire protective leather gloves, boots, fire retardant clothing, and to utilize body substances isolation – including latex gloves, eye protection, pocket valve resuscitation masks, and bag valve masks.

Supervisory and Management Responsibility: Directs work performed by firefighters, EMT's and Paramedics. May assume the responsibility of a Fire Captain/Shift Commander in an absence on a temporary basis.

Minimum Qualifications:

Associate's degree required; Bachelor's degree preferred; six (6) years experience as Certified State of Georgia Firefighter including three (3) years at a supervisory level and three (3) years with the City of College Park preferred; must possess valid State of Georgia Class B driver's license; certification as NPQ Fire Officer II, Fire Instructor II, Fire Safety Educator I, Haz. Mat, OPS, Safety Officer I, IFS 100 and 200; equivalent combination of education and experience.

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: 100 Department and Number: Fire Suppression 3520

New Replacement for Vehicle/Equipment No.

Priority:

Vehicle Type

Sedan 2 Door

Sedan 4 Door

Cruiser

Station Wagon

Van

1/2 ton Truck

3/4 ton Truck

Sanitation Front Loader

Sanitation Rear Loader

Other

Information on Vehicle/Equipment Being Replaced

Age of Vehicle/Equipment Being Replaced

Units of Use to Date (hours, miles, etc.)

Total Operating/Maintenance Costs to Date

Actual FYE 2019-20 Maintenance Cost

Actual FYE 2019-20 Operating Cost

Estimated FYE 2020-21 Maintenance Cost

Estimated FYE 2020-21 Operating Cost

List of Special Features, Not Standard:

Specific Description & Condition of Item Being Replaced including VIN#:

Justification/Description:

Recommended Disposition of Replaced Item:

Sell by Sealed Bid

Sell at Auction

Retain as Backup

Dismantle and Use for Parts

Junk

Other

Purchase Option New Vehicle/Equipment

Purchase Price

Estimated Useful Life

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

Rental Option New Vehicle/Equipment

Rental/Lease Cost per Year

Estimated Length of Rental/Lease

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

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

Dept: Fire										
Unit#	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year Mileage	Current Year Mileage	Hours	Tag #
20-D	2008	Pierce	Arrow XT-Aerial	4P1CA01H28A008130	\$ 675,195.00	6/13/2008	65,644	68,301	7,463	GV3908M
23-D	2001	Pierce	Dash 2000	4PICT02S91A001525	\$ 309,002.00	6/11/2001	80,214	85,672	8,497	GV3909M
27-D	1999	Pierce	Quantum	4PICTO2S0YA000072	\$ 249,991.00	10/1/1999	115,779	117,206	6,088	GV3911M
28-G	1988	GMC	1500	1GTFC24H2JZ541447	\$ 9,015.00	4/7/1988	79,401	79,502	N/A	GV3912M
31-D	2009	Pierce	Arrow XT-Engine	4P1CA01HX9A009768	\$ 499,556.83	10/30/2008	63,719	69,444	8,041	GV6304M
34-D	2008	Chev	5500	1GBE5C1928F412021	\$ 200,378.00	7/18/2008	8,438	8,569	N/A	GV6203M
41-G	2016	Ford	Expedition	1FMJU1FT9GEF38009	\$ 28,172.00	4/16/2016	35,120	48,207	N/A	GV2625L
42-D	2018	Pierce	Enforcer (Quint)	4P1BCAFF9JA019120	\$ 860,744.00	7/24/2018	5414	14375	1248	GV9927L
43-D	2019	Pierce	Enforcer	4P1BAAFF4KA020649	\$650,000.00	7/24/2019	N/A	2913	301	GV9707M

G= Gas

D= Diesel

AF= Alternative Fuel

N/A= Not Applicable or Required

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2020-21

Department: Fire Suppression		Fund: 100	Department Number: 3520				
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
54-7630	F500 Foam	General Funds	\$6,238				
54-7630	Forcible Entry Simulator	General Funds	\$6,250				
54-7630	Gas Meter & Callibration Station	General Funds	\$6,507				
54-7630	Markan Protective clothing	General Funds	\$13,368				
54-7630	(Cleaning & Maint.) Annual	General Funds					
54-7630	Battery Operated Fan	General Funds	\$15,552				
54-7640	(3 units)						
54-7640	Warning Siren Panel Upgrade	General Funds	\$35,475				
54-7640	(5 units)						
54-7640	Extractor (Station 1)	General Funds	\$8,027				
54-7640	Jaws of Life	General Funds	\$45,203				
54-7640	Roof replacment (Station 2)	General Funds	\$73,000				
54-7590	Mid Mount Ladder Truck	General Funds			\$1,413,000		
Totals			\$209,620	\$0	\$1,413,000	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Warning Siren Panel Upgrade

Item/Project Manager: Chief Jason Terry

Priority Rating: 1

Units Requested: 5

Number of Similar Units on Hand: Currently 6

Description of Item/Project: This funding is to provide for the panel upgrade of the emergency warning sirens located throughout the city.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. The current equipment is outdated and not supported by current technology.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: Warning sirens are strategically located throughout the city to provide notification to the City of College Park citizens in the event of severe weather warnings.

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost 35,475

Less: Trade-In 0

Net Cost 35,475

Comparable Quotes:

Vendor Name

Vendor Quote

1. Mobile Communications America (Regional single source vendor)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Fire Suppression

Project Name or Title:

Warning Siren Panel Upgrade

Project Description:

This funding is to provide for the panel upgrade of the emergency warning sirens located throughout the city.

Project Justification and Impact: Warning sirens are strategically located throughout the city to provide notification to the City of College Park citizens in the event of severe weather warnings.

Project Costs: \$35,475

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 35,475	\$ -	\$ -	\$ -	\$ -	\$ 35,475

Useful Life: 10 years

Estimated Cost Beyond Five Year Program: Routine repair and maintenance expenses will be incurred. The initial purchase includes a 5 year service agreement. The estimated service agreement cost is \$2500 per year after starting on the 6th year.

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: F-500 Foam

Item/Project Manager: Chief Kevin Harris

Priority Rating: 1

Units Requested: 50

Number of Similar Units on Hand: Currently 14

Description of Item/Project: This funding is to provide for the purchase of F-500 foam that is used to extinguish all fires residential and vehicles.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: We have 2 fire apparatus that have 30 gallon foam tanks. The foam is used to supplement water to extinguish both structure fires and vehicle fires efficiently.

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

Cost Breakdown:

Estimated Useful Life 6 months

Estimated Cost \$6,238

Less: Trade-In 0

Net Cost \$6,238

Comparable Quotes:

Vendor Name

Vendor Quote

1. Hazard Control Technologies (Local single source vendor)

2.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: F500 Foam

Project Description: This funding is to provide for the purchase of F-500 foam that is used to extinguish all fires residential and vehicles.

Project Justification and Impact: We have 2 fire apparatus that have 30 gallon foam tanks. The foam is used to supplement water to extinguish both structure fires and vehicle fires efficiently.

Project Costs: \$6,238

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 6,238	\$ -	\$ -	\$ -	\$ -	\$ 6,238

Useful Life: 6 months

Estimated Cost Beyond Five Year Program:

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Forcible Entry Simulator

Item/Project Manager: Chief Kevin Harris

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: Currently 0

Description of Item/Project: This funding is to provide for the purchase of a Forcible Entry Door Simulator.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: This device is used to train firefighters on forcible entry into buildings (commercial or residential).

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$6,250

Less: Trade-In 0

Net Cost \$6,250

Comparable Quotes:

Vendor Name

Vendor Quote

1. East Coast Rescue Solutions (Single source vendor)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Fire Suppression

Project Name or Title: Forcible Entry Simulator

Project Description: This funding is to provide for the purchase of a Forcible Entry Door Simulator.

Project Justification and Impact: This device is used to train firefighters on forcible entry into buildings (commercial or residential).

Project Costs: \$6,250

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 6,250	\$ -	\$ -	\$ -	\$ -	\$ 6,250

Useful Life: 15 years

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Gas Meter & Calibration Station

Item/Project Manager: Chief Kevin Harris

Priority Rating: 1

Units Requested: 4 stations & 1 meter

Number of Similar Units on Hand: Currently 1 station & 3 meters

Description of Item/Project: This funding is to provide for the purchase 4 calibration stations and 1 gas meter. The gas meter detect multiple hazardous gases in the environment. The calibration stations are used to calibrate the meters.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: This item is used to test for toxic materials in the air and detect potential hazardous materials. The additional calibration meters are needed to calibrate the requested unit and units on hand.

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

Cost Breakdown:

Estimated Useful Life 6 years

Estimated Cost \$6,507

Less: Trade-In 0

Net Cost \$6,507

Comparable Quotes:

Vendor Name

Vendor Quote

Safeware (Npp.gov)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: Gas Meters

Project Description:

This funding is to provide for the purchase 4 calibration stations and 1 gas meter. The gas meter detect multiple hazardous gases in the environment. The calibration stations are used to calibrate the meters.

Project Justification and Impact: This item is used to test for toxic materials in the air and detect potential hazardous materials. The additional calibration meters are needed to calibrate the requested unit and units on hand.

Project Costs: \$6,507

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 6,507	\$ -	\$ -	\$ -	\$ -	\$ 6,507

Useful Life: 6 years

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Marken (Protective Clothing Cleaning & Maint.)

Item/Project Manager: Chief Kevin Harris

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: This funding is to provide for the cleaning and maint. of protective clothing.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: Chemically treated advanced cleaning of gear in efforts to reduce carcinogens and toxins which contribute to cancer.

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

Cost Breakdown:

Estimated Useful Life 1 year

Estimated Cost \$13,368

Less: Trade-In 0

Net Cost \$13,368

Comparable Quotes:

Vendor Name

Vendor Quote

1. Marken

(Regional Single Source Vendor)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: Marken (Protective Clothing Cleaning & Maint.)

Project Description:

This funding is to provide for the cleaning and maintenance of protective clothing.

Project Justification and Impact: This process is to provide an advance chemical treatment and cleaning of fire protective gear in efforts to reduce carcinogens and toxins which contribute to cancer.

Project Costs: \$13,368

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$13,368	\$ -	\$ -	\$ -	\$ -	\$13,368

Useful Life: 1 year (Annual)

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Battery operated fans

Item/Project Manager: Chief Kevin Harris

Priority Rating: 1

Units Requested: 3

Number of Similar Units on Hand:

Description of Item/Project: This funding is to provide for the purchase of Battery operated fans.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: These fans will ventilate/clear smoke and carcinogens out of structures during fires and hazardous incidents.

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

Cost Breakdown:

Estimated Useful Life 10-15 years

Estimated Cost \$15,552

Less: Trade-In 0

Net Cost \$15,552

Comparable Quotes:

Vendor Name

Vendor Quote

1. MES

(NPPGOV- Public Safety GPO)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: Battery operated fans

Project Description:

This funding is to provide for the purchase of Battery operated fans.

Project Justification and Impact: These fans ventilate/clear smoke and carcinogens out of structures during fires and hazardous incidents.

Project Costs: \$15,552

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$15,552	\$ -	\$ -	\$ -	\$ -	\$15,552

Useful Life: 10 years

Estimated Cost Beyond Five Year Program: General repair or maintenance costs may be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Extractor (Station 1)

Item/Project Manager: Chief James Walker

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: Currently 1

Description of Item/Project: This funding is to provide for the replacement of firefighter gear washing extractor.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. The current equipment is worn out and beyond repair.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: This equipment is used to wash soiled firefighter gear after a significant incident.

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$8,027

Less: Trade-In 0

Net Cost \$8,027

Comparable Quotes:

Vendor Name

Vendor Quote

1. Wholesale Commercial Laundry Equipment

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: Extractor (station 1)

Project Description:

This funding is to provide for This funding is to provide for the replacement of firefighter gear washing extractor.

Project Justification and Impact: This equipment is used to wash soiled firefighter gear after a significant incident.

Project Costs: \$8,027

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 8,027	\$ -	\$ -	\$ -	\$ -	\$ 8,027

Useful Life: 15 years

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Jaws of Life (1 set)

Item/Project Manager: Chief Kevin Harris

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 3

Description of Item/Project: This funding is to provide for the purchase of 1 set of extrication tools.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. The current equipment is outdated and not supported by current technology; it is obsolete and the repair/replacement parts are no longer being manufactured.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: Jaws of Life extrication tools are used at motor vehicle accident scenes to remove victims from vehicles. We currently have three and an additional set is needed for Truck 2.

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$45,203

Less: Trade-In 0

Net Cost \$45,203

Comparable Quotes:

Vendor Name

Vendor Quote

MES

(NPPGOV-Public Safety GPO)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: Jaws of Life (1 set)

Project Description:

This funding is to provide for the purchase of Jaws of Life (1 set of extrication tools).

Project Justification and Impact: Jaws of Life extrication tools are used at motor vehicle accident scenes to remove victims from vehicles. We currently have three and an additional set is needed for Truck 2.

Project Costs: \$45,203

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$45,203	\$ -	\$ -	\$ -	\$ -	\$45,203

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

EXHIBIT G-1
 City of College Park, Georgia
 Capital Outlay Request
 Budget Year 2020-2021

Department: Fire Suppression

Fund: 100

Division: Suppression

Department Number: 3520

Item/Project Name: Roof replacement (Station 2)

Item/Project Manager: BC James Walker

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project: This funding is to provide for the replacement of the roof at Fire station 2.

Explain need for this expenditure:

Scheduled Replacement Expanded Service
 Replace Worn-Out Equipment New Operation
 Obsolete Equipment Increased Safety Replacement
 Reduce Personnel Time Additional

If the item is a replacement, please describe the item that needs to be replaced. The entire roof at Fire Station 2 that was installed in the late 1970's is in need of replacement.

Disposition of item replaced:

Sale Trade-In Scrap Other Department Use

Justify need for this item, including use: Fire Station 2 was remodeled in 2015 and a new roof will prevent rain damage in the structure.

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

Cost Breakdown:

Estimated Useful Life 20 years
 Estimated Cost \$73,000
 Less: Trade-In 0
 Net Cost \$73,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Warden contracting company	(Roof replacement)	\$73,000.00
2. Sentry Roof services, LLC	(Roof replacement)	\$68,350.00
Warden contracting company	(Repair/patch)	\$24,000.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire Suppression

Project Name or Title: Roof replacement (Station 2)

Project Description:

This funding is to provide for the replacement of the roof at Fire station 2

Project Justification and Impact: Fire Station 2 was remodeled in 2015 and a new roof will prevent rain damage in the structure.

Project Costs: \$73,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$73,000	\$ -	\$ -	\$ -	\$ -	\$73,000

Useful Life: 20 years

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I- BUDGET PERFORMANCE

Fire Department

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (3) primary service areas: Administration which includes; (Fire Marshal/Risk Management and the Training Division), Fire Suppression and Emergency Medical Services.

Trends

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

Program Broad Goals

Office of the Fire Chief/Administration

Goals:

1. Improve the customer service and patient care provided by our department members, for the citizens and visitors of College Park.
2. Increase the fire department staffing that will allow us to become compliant with the National Fire Protection Agency (NFPA) standards when responding to structure fires.
3. Provide an effective, timely and efficient emergency response to all areas in the City of College Park.
4. Revise the City of College Park Emergency Operations plan and guidelines.

Objectives:

1. Continue collaborating with our Communications center dispatch personnel and work towards improving dispatch process times.
2. Assure the fire department has the proper number of personnel to respond to single family residential, strip malls, apartments and hotel fires.

EXHIBIT I- BUDGET PERFORMANCE

3. Improve the City's ISO rating to a class 1 with proper staffing and automatic aid agreements with the surrounding municipalities.

Performance Measures

1. Coordinate and develop mutual aid and automatic aid agreements with the surrounding municipalities. We should have this completed by August of 2020.
2. Conduct mutual aid training exercises with the airport fire department.
3. Provide all city employees with CPR training. Completed by December 2020.
4. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events.

Fire Suppression

Goal

1. Increase daily staffing to 27 personnel per shift. This will allow the proper number of personnel on shift when members are out sick or on leave. Currently there are 22 members assigned to a shift but with annual, sick, FMLA leave our numbers drop 14 members daily.

Objectives

1. Comply with the NFPA Standards, responding to structure fires.

Performance Measures

1. Must have a minimum of 22 firefighters respond to structure fires 100% of the time. This will help with the improvement of our ISO rating.
2. Suppression personnel will participate in additional community events. Health fairs
Company level inspections, community meetings.
3. Increase our number of Paramedics within the department. This will allow us to staff all of our apparatus with paramedic to provide advanced life service to the community.

Emergency Medical Services (EMS)

EXHIBIT I- BUDGET PERFORMANCE

Goals

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

- Upgrade city defibrillators
- Increase health awareness in the community
- Implement Community Para-medicine Program
- Implement an AED awareness program
- All employee CPR/AED training program
- Increase Operational involvement in departmental programs

Performance Measures

1. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance as dictated by the Standards of Response Coverage and College Park Fire Rescue Operating Standards.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park
3. Provide opportunities for community input on medical needs.
4. Provide a higher level of walk-in services to the community.
5. Promote community involvement by promoting the Pulse Point program.
6. Provide timely emergency medical and rescue services.

Prior Year Highlights

THREE-YEAR HISTORY OF EMS TRAINING HOURS

	2017	2018	2019
EMS*	2104	2813	3612

**EMS training hour fluctuations were caused by the need to catch up on recertification.*

Fire Marshal/Community Risk Reduction

EXHIBIT I- BUDGET PERFORMANCE

Goal:

Work aggressively to reduce the number of apartment fires in the city.. We will work with the apartment management to develop fire safety programs.

Objectives:

1. Improve our Fire Prevention support capability to ensure critical life and fire safety components are included in all levels of our work.
2. Increase the number of smoke alarms we supply to our community.
3. Perform accurate and timely fire safety and enforcement functions to ensure a minimum An acceptable level of compliance with established life safety and fire code standards.
4. Develop company level inspections program to enhance fire safety Inspections throughout the community.

Performance Measures:

1. Work with appropriate College Park departments and conduct accurate and timely plan review of all new construction and renovation projects.
2. Provide fire and life safety programs to schools, daycares, and community groups Throughout the city.
3. Conduct comprehensive fire inspections on all City facilities annually to include all City owned and operated buildings, fire stations, and administrative offices.

Program/Service Output:

FIRE AND LIFE SAFETY ACTIVITIES

Investigations & Inspections 2016-2018	2017	2018	2019
Investigations (Fire & Code Enforcement)	103	97	83
Inspections (New & Existing Structures)	603	613	406

Plan Reviews 2016-2018	2017	2018	2019
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EXHIBIT I- BUDGET PERFORMANCE

New Construction, ADA Life Safety Codes, etc.	221	220	211
--	------------	------------	------------

Public Education /Fire Safety Education 2016-2018	2017	2018	2019
Community Presentations, Schools, Fire Prevention Week	37	46	146

Arrests 2016-2018	2017	2018	2019
Arrests (charges) resulting from arson fires, code violations	12	14	12

HREE-YEAR HISTORY OF FIRE TRAINING HOURS

Year	2017	2018	2019
Fire Training	11980 hours	9216 hours	5741

Training and Support Services

Goal:

1. Assure all member certifications are maintained
2. Increase Strategy and Tactics Training.
3. Increase participation in outside training opportunities
4. Increase the number of Driver Operators
5. Increase the number of NPQ Evaluator's
6. Officer Development.
7. Increase applicants and work on a plan for retention
8. Increase Pre Fire Plan training
9. Cancer mitigation
10. Health and fitness program
11. Promotional Process and job description revisions to reflect current career path

Program Objectives:

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

Performance Measures:

1. Quarterly written test for basic FF skills
2. Driver Operator quarterly refresher written and practical testing.

EXHIBIT I- BUDGET PERFORMANCE

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

Program/Service Output:

CPFR THREE-YEAR CALL HISTORY

	2017	2018	2019
Fire Calls	1395	1432	1268
EMS Calls	5468	6128	4861
Total Calls	6863	7560	6129

Prior Year Highlights

Fire Suppression

1. Purchased New Fire Engine
2. Installed over 500 Smoke Alarms
3. Fire House Updated to Fire House Cloud
4. 7 members trained to install car seats
5. All fire stations are Safe Havens, where parents who are unable to care for their newborn, are able to bring them to the fire stations.
6. Fire stations are used as a Citywide Vehicle Emission Station for city vehicles
7. 7 firefighters received Star of Life Presentation for Save at Chick-fil-A
8. Administered the Driver Operator I x 2 training, (6 new Engine Drivers)
9. Completed the annual Live Fire training at Dekalb County
10. All supervisors completed the Diversity training
11. Terrorism Awareness
12. Signed Mutual Aid Agreement with the South Fulton Cities

EXHIBIT J
City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: **100**

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

Department Submitting Request:

Division Submitting Request:

Requested For Department:

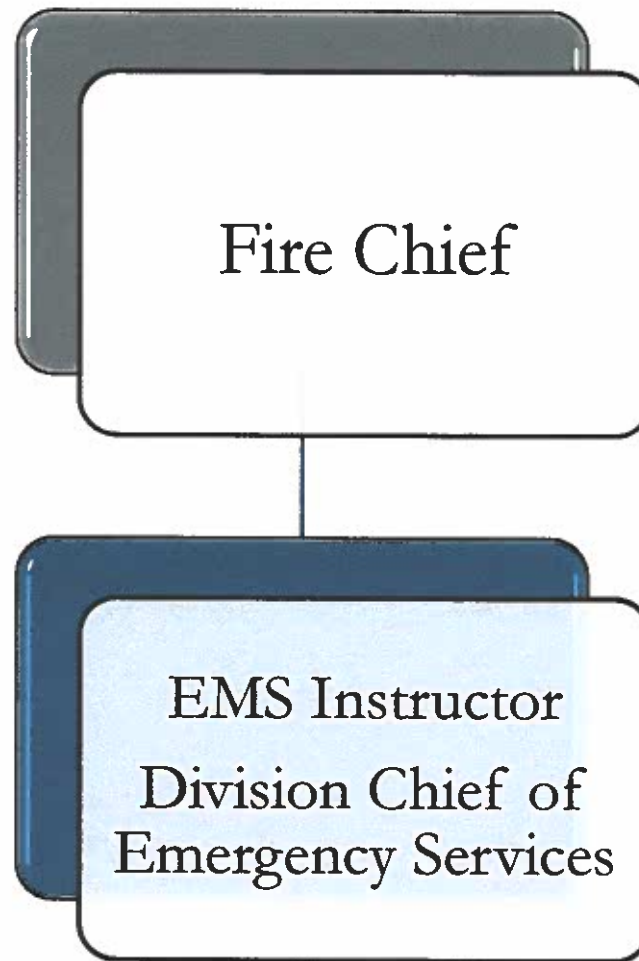
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Emergency Medical Services Organizational Services



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Fund: 100 Department and Number: Fire EMS 3560

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
EMS Chief /Division Chief	1	1	1	1	1

Total Personnel: 1 1 1 1 1



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3560 - Emergency Medical Service								
<i>Personnel Services</i>								
51 5010	Salary/Operating	53,656.18	68,843.00	56,655.63	82	68,848.00	68,848.00	
51 5017	Salary/EMS Incentive Pay	3,500.00	3,500.00	2,333.36	67	3,500.00	3,500.00	
51 5020	Salary/Overtime	.00	.00	1,634.04		.00	.00	
51 5060	Salary-Holiday Pay	.00	.00	584.40		.00	.00	
51 5190	Medicare	1,055.00	998.00	764.84	77	998.00	998.00	
<i>Personnel Services Totals</i>		\$58,211.18	\$73,341.00	\$61,972.27	84%	\$73,346.00	\$73,346.00	0%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	13,830.42	13,741.00	12,578.11	92	13,742.00	14,121.00	3
51 5161	Life Insurance	241.98	99.00	81.92	83	99.00	99.00	
51 5163	ST Disability Insurance	454.22	214.00	161.36	75	214.00	214.00	
51 5164	LT Disability Insurance	343.46	189.00	120.45	64	189.00	189.00	
51 5165	Health Insurance	12,037.22	13,138.00	10,547.77	80	13,138.00	14,780.00	12
51 5166	Dental Insurance	1,172.72	740.00	477.96	65	613.00	613.00	(17)
51 5180	Uniforms	599.40	700.00	554.60	79	700.00	700.00	
<i>Employee Benefits Totals</i>		\$28,679.42	\$28,821.00	\$24,522.17	85%	\$28,695.00	\$30,716.00	7%
<i>Communications & Util.</i>								
52 5240	Telephone	.00	.00	1,240.70		.00	.00	
<i>Communications & Util. Totals</i>		\$0.00	\$0.00	\$1,240.70	+++	\$0.00	\$0.00	+++
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	11,677.87	7,000.00	4,970.02	71	7,000.00	7,000.00	
52 5710	R&M Furn. & Equip.	297.85	500.00	.00		500.00	500.00	
52 5720	R&M Communication Equip	2,976.97	7,600.00	7,200.00	95	7,600.00	7,600.00	
52 5730	R&M - D/P Equipment	.00	305.00	.00		3,425.00	964.00	216
53 5680	Tires	1,689.00	2,500.00	.00		2,500.00	2,500.00	
<i>Repair & Maintenance Totals</i>		\$16,641.69	\$17,905.00	\$12,170.02	68%	\$21,025.00	\$18,564.00	4%
<i>Training & Education</i>								
52 6200	Training	44,634.56	50,000.00	26,079.14	52	50,000.00	50,000.00	
52 6210	Dues	364.00	244.00	125.00	51	244.00	244.00	
52 6220	Subscription/Publications	200.00	.00	.00		.00	.00	
52 6230	Conventions/Meetings	.00	2,000.00	.00		2,000.00	2,000.00	
<i>Training & Education Totals</i>		\$45,198.56	\$52,244.00	\$26,204.14	50%	\$52,244.00	\$52,244.00	0%



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 3560 - Emergency Medical Service								
<i>Other Services & Charges</i>								
52 5512	Medical Services Director	24,996.00	25,000.00	17,021.50	68	25,000.00	25,000.00	
52 6100	Auto Insurance	2,974.79	2,969.00	3,660.92	123	4,114.00	4,114.00	39
52 6110	Other Insurance	9,483.67	14,136.00	9,789.87	69	14,136.00	14,136.00	
52 6560	Workers Comp/Administrati	1,250.00	3,661.00	248.48	7	273.00	273.00	(93)
52 6600	Claims Workers Comp.	1,227.95	500.00	245.59	49	500.00	500.00	
	<i>Other Services & Charges Totals</i>	\$39,932.41	\$46,266.00	\$30,966.36	67%	\$44,023.00	\$44,023.00	(5%)
<i>Materials & Supplies</i>								
52 7320	Stationery & Printing	208.92	500.00	.00		500.00	500.00	
53 7000	Gas & Oil	1,353.08	.00	23.69		.00	.00	
53 7010	Tools/Shop Supplies	536.76	1,000.00	889.27	89	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	13,374.44	22,000.00	19,988.94	91	22,000.00	22,000.00	
53 7122	Computer Supplies	8,000.00	8,000.00	4,666.70	58	8,000.00	8,000.00	
53 7130	Rescue Supplies	14,483.74	17,000.00	10,063.06	59	17,000.00	17,000.00	
53 7150	Other Operating Supplies	.00	.00	145.56		.00	.00	
	<i>Materials & Supplies Totals</i>	\$37,956.94	\$48,500.00	\$35,777.22	74%	\$48,500.00	\$48,500.00	0%
<i>Capital Outlay</i>								
54 7630	Other Equipment - New	27,372.76	28,000.00	.00		37,383.00	37,383.00	34
	<i>Capital Outlay Totals</i>	\$27,372.76	\$28,000.00	\$0.00	0%	\$37,383.00	\$37,383.00	34%
Department 3560 - Emergency Medical Service Totals		\$253,992.96	\$295,077.00	\$192,852.88	65%	\$305,216.00	\$304,776.00	3%
EXPENSE TOTALS		\$253,992.96	\$295,077.00	\$192,852.88	65%	\$305,216.00	\$304,776.00	3%
Fund 100 - GENERAL FUND Totals		\$253,992.96	\$295,077.00	\$192,852.88	65%	\$305,216.00	\$304,776.00	3%
EXPENSE TOTALS		\$253,992.96	\$295,077.00	\$192,852.88	65%	\$305,216.00	\$304,776.00	3%
Fund 100 - GENERAL FUND Totals		(\$253,992.96)	(\$295,077.00)	(\$192,852.88)	65%	(\$305,216.00)	(\$304,776.00)	3%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$253,992.96	\$295,077.00	\$192,852.88	65%	\$305,216.00	\$304,776.00	3%
Net Grand Totals		(\$253,992.96)	(\$295,077.00)	(\$192,852.88)	65%	(\$305,216.00)	(\$304,776.00)	3%



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 3560 - Emergency Medical Service				
Account 52 5512 - Medical Services Director				
100 3560 52 5512	Medical Director Contract (Annual)	1.0000	25,000.00	25,000.00
	Account 52 5512 - Medical Services Director Totals	Transactions	1	<u>\$25,000.00</u>
Account 52 5700 - R&M - Vehicles				
100 3560 52 5700	Moody's Allocation 1	1.0000	3,632.00	3,632.00
100 3560 52 5700	Repairs (Outside Vendors: Rescue 1, Rescue 2, Rescue 3)	1.0000	3,368.00	3,368.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>\$7,000.00</u>
Account 52 5710 - R&M Furn. & Equip.				
100 3560 52 5710	Parts /Repairs of medical equipment	2.0000	250.00	500.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	<u>\$500.00</u>
Account 52 5720 - R&M Communication Equip				
100 3560 52 5720	Communication Equipment Repairs	1.0000	1,500.00	1,500.00
100 3560 52 5720	Physio-Control Medtronic (Defibrillators)	1.0000	6,100.00	6,100.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	2	<u>\$7,600.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 3560 52 5730	Civic Plus-Website	1.0000	305.00	305.00
100 3560 52 5730	Mimecast	1.0000	659.00	659.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	<u>\$964.00</u>
Account 52 6100 - Auto Insurance				
100 3560 52 6100	Apex Auto Liability (Allocation)	1.0000	4,114.00	4,114.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$4,114.00</u>
Account 52 6110 - Other Insurance				
100 3560 52 6110	Apex Insurance Personnel Allocation	1.0000	1,060.00	1,060.00
100 3560 52 6110	GIRMA (FF Cancer Policy)	1.0000	13,076.00	13,076.00
	Account 52 6110 - Other Insurance Totals	Transactions	2	<u>\$14,136.00</u>
Account 52 6200 - Training				
100 3560 52 6200	Annual EMS Recertifications	1.0000	8,000.00	8,000.00
100 3560 52 6200	EMT School	4.0000	4,500.00	18,000.00
100 3560 52 6200	Paramedic School	4.0000	6,000.00	24,000.00
	Account 52 6200 - Training Totals	Transactions	3	<u>\$50,000.00</u>
Account 52 6210 - Dues				
100 3560 52 6210	NAEMSE (National Association of EMS Educator)	1.0000	244.00	244.00
	Account 52 6210 - Dues Totals	Transactions	1	<u>\$244.00</u>
Account 52 6230 - Conventions/Meetings				
100 3560 52 6230	Georgia EMS Conference Savannah GA	1.0000	2,000.00	2,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	<u>\$2,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	3560 - Emergency Medical Service			
Account	52 6560 - Workers Comp/Administrati			
100 3560 52 6560	Apex Insurance Workers Comp Allocation	1.0000	240.00	240.00
100 3560 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	33.00	33.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$273.00</u>
Account	52 6600 - Claims Workers Comp.			
100 3560 52 6600	Claims Workers Comp	1.0000	500.00	500.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>\$500.00</u>
Account	52 7320 - Stationery & Printing			
100 3560 52 7320	EMS Training Manual and pamphlets (Annual)	1.0000	500.00	500.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$500.00</u>
Account	53 5680 - Tires			
100 3560 53 5680	EMS division (tires for R1, R2, & R3)	1.0000	2,500.00	2,500.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$2,500.00</u>
Account	53 7010 - Tools/Shop Supplies			
100 3560 53 7010	Tool/Shop fees (R1, R2, & R3)	1.0000	1,000.00	1,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account	53 7050 - Medical Services/Supplies			
100 3560 53 7050	Pharmaceuticals, medicines, kits, etc.	1.0000	22,000.00	22,000.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$22,000.00</u>
Account	53 7122 - Computer Supplies			
100 3560 53 7122	Pulse Point support contract (Annual)	1.0000	8,000.00	8,000.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$8,000.00</u>
Account	53 7130 - Rescue Supplies			
100 3560 53 7130	IV needles, bp, cuffs, saline, gloves, sprints, bandages, etc.	1.0000	17,000.00	17,000.00
	Account 53 7130 - Rescue Supplies Totals	Transactions	1	<u>\$17,000.00</u>
Account	54 7630 - Other Equipment - New			
100 3560 54 7630	Lifepak 15 Defibrillator (Phase 2 equipment upgrade)	1.0000	28,000.00	28,000.00
100 3560 54 7630	Megacode Training Simulator Mannequin	1.0000	9,383.00	9,383.00
	Account 54 7630 - Other Equipment - New Totals	Transactions	2	<u>\$37,383.00</u>
	Department 3560 - Emergency Medical Service Totals	Transactions	27	<u>\$200,714.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	27	<u>\$200,714.00</u>
	EXPENSES Totals	Transactions	27	<u>\$200,714.00</u>
	Grand Totals	Transactions	27	<u>\$200,714.00</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

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

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

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

New Replacement for Vehicle/Equipment No. _____	Priority: _____
--	--------------------

Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost _____
---	---

List of Special Features, Not Standard: _____ _____	Specific Description & Condition of Item Being Replaced including VIN#: _____ _____
---	---

Justification/Description: _____ _____ _____	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
---	--

Purchase Option New Vehicle/Equipment _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21
---	--

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

Dept: Fire

Unit#	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year	Current Year	Hours	Tag #
							Mileage	Mileage		
32-D	2009	Dodge	D 4500	3D6WC66L49G558281	\$ 126,636.00	3/30/2010	76,448	78,212	N/A	GV620PM
39-D	2015	Dodge	Ram 5500	3C7WRMCL0FG502706	\$ 86,362.00	1/28/2016	24,519	32,518	N/A	GV6135F
40-D	2015	Dodge	Ram 4500	3C7WRKBL1FG602111	\$ 82,000.00	8/5/2015	39,021	53,441	N/A	GV2524L

G= Gas

D= Diesel

AF= Alternative Fuel

N/A= Not Applicable or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2020-21

Department: Fire EMS		Fund: 100		Department Number: 3560				
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25	
			54-7630	Lifepak 15 defibrillator	General fund	\$28,000		
54-7630	Megacode Mannequin	General fund	\$9,383					
Totals			\$37,383	\$0	\$0	\$0	\$0	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire EMS

Fund: 100

Division: EMS

Department Number: 3560

Item/Project Name: Defibrillator Replacement

Item/Project Manager: Chief Ron Taylor

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 5

Description of Item/Project: This project is to provide funding to replace the remaining Lifepak 12 defibrillators

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. Physio-control lifepak 12 biphasic cardiac monitor/defibrillator

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: This project is to provide funding to replace the current lifepak 12 defibrillators. The current units are worn out obsolete and have exceeded life expectancy. These units are used to elevate the cardiac function of cardiac patients.

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

Cost Breakdown:

Estimated Useful Life 7 years

Estimated Cost 28,000

Less: Trade-In TBD

Net Cost 28,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Physio-control, INC

(Single Source Vendor)

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire EMS

Project Name or Title:
Defibrillator Replacement

Project Description:
Funds for this project will be utilize for the purchase of one lifepak 15 defibrillator

Project Justification and Impact:
This funding will allow the purchase of Phase 6, the final replacement of the lifepak 12 defibrillators currently in EMS inventory

Project Costs: 28,000.00

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ 28,000

Useful Life: 7 years

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Fire EMS

Fund: 100

Division: EMS

Department Number: 3560

Item/Project Name: Megacode Mannequin simulator

Item/Project Manager: Chief Ron Taylor

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: This project is to provide funding to purchase a Megacode Kelly Advanced training simulator mannequin. It is a realistic mannequin for training and a wide range of advanced lifesaving skills and pre-hospital emergencies.

Explain need for this expenditure:

Scheduled Replacement Expanded Service
 Replace Worn-Out Equipment New Operation
 Obsolete Equipment Increased Safety Replacement
 Reduce Personnel Time Additional

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

Disposition of item replaced:

Sale Trade-In Scrap Other Department Use

Justify need for this item, including use: This project is to provide funding to purchase a Megacode Kelly Advanced training simulator mannequin. It is a realistic mannequin for training and a wide range of advanced lifesaving skills and pre-hospital emergencies.

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

Cost Breakdown:

Estimated Useful Life 10 years
Estimated Cost \$9,383
Less: Trade-In _____
Net Cost \$9,383

Comparable Quotes:

Vendor Name

Vendor Quote

.. Boundtree Medical

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Fire EMS

Project Name or Title: Megacode Training Simulator Mannequin

Project Description:
Funds for this project will be utilize for the purchase of one Megacode Mannequin

Project Justification and Impact: This funding will allow the purchase of a Megacode Kelly Advanced training simulator mannequin. It is a realistic mannequin for training and a wide range of advanced lifesaving skills and pre-hospital emergencies.

Project Costs: \$9,383

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 9,383	\$ -	\$ -	\$ -	\$ -	\$ 9,383

Useful Life: 10 years

Estimated Cost Beyond Five Year Program: No additional costs to be incurred.

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I- BUDGET PERFORMANCE

Fire Department

Program Description:

The purpose of the Fire Department is to reduce the incidence and severity of emergencies and provide the highest level of fire and emergency services protection possible. College Park Fire Rescue consists of five (3) primary service areas: Administration which includes; (Fire Marshal/Risk Management and the Training Division), Fire Suppression and Emergency Medical Services.

Trends

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

Program Broad Goals

Office of the Fire Chief/Administration

Goals:

1. Improve the customer service and patient care provided by our department members, for the citizens and visitors of College Park.
2. Increase the fire department staffing that will allow us to become compliant with the National Fire Protection Agency (NFPA) standards when responding to structure fires.
3. Provide an effective, timely and efficient emergency response to all areas in the City of College Park.
4. Revise the City of College Park Emergency Operations plan and guidelines.

Objectives:

1. Continue collaborating with our Communications center dispatch personnel and work towards improving dispatch process times.
2. Assure the fire department has the proper number of personnel to respond to single family residential, strip malls, apartments and hotel fires.

EXHIBIT I- BUDGET PERFORMANCE

3. Improve the City's ISO rating to a class 1 with proper staffing and automatic aid agreements with the surrounding municipalities.

Performance Measures

1. Coordinate and develop mutual aid and automatic aid agreements with the surrounding municipalities. We should have this completed by August of 2020.
2. Conduct mutual aid training exercises with the airport fire department.
3. Provide all city employees with CPR training. Completed by December 2020.
4. Rotate personnel to various shifts that will include all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events.

Fire Suppression

Goal

1. Increase daily staffing to 27 personnel per shift. This will allow the proper number of personnel on shift when members are out sick or on leave. Currently there are 22 members assigned to a shift but with annual, sick, FMLA leave our numbers drop 14 members daily.

Objectives

1. Comply with the NFPA Standards, responding to structure fires.

Performance Measures

1. Must have a minimum of 22 firefighters respond to structure fires 100% of the time. This will help with the improvement of our ISO rating.
2. Suppression personnel will participate in additional community events. Health fairs
Company level inspections, community meetings.
3. Increase our number of Paramedics within the department. This will allow us to staff all of our apparatus with paramedic to provide advanced life service to the community.

Emergency Medical Services (EMS)

EXHIBIT I- BUDGET PERFORMANCE

Goals

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

- Upgrade city defibrillators
- Increase health awareness in the community
- Implement Community Para-medicine Program
- Implement an AED awareness program
- All employee CPR/AED training program
- Increase Operational involvement in departmental programs

Performance Measures

1. Provide emergency medical service, including automatic external defibrillator capability at a minimum, for all calls requiring emergency medical assistance as dictated by the Standards of Response Coverage and College Park Fire Rescue Operating Standards.
2. Continue to offer CPR training to all citizens and businesses in the City of College Park
3. Provide opportunities for community input on medical needs.
4. Provide a higher level of walk-in services to the community.
5. Promote community involvement by promoting the Pulse Point program.
6. Provide timely emergency medical and rescue services.

Prior Year Highlights

THREE-YEAR HISTORY OF EMS TRAINING HOURS

	2017	2018	2019
EMS*	2104	2813	3612

**EMS training hour fluctuations were caused by the need to catch up on recertification.*

Fire Marshal/Community Risk Reduction

EXHIBIT I- BUDGET PERFORMANCE

Goal:

Work aggressively to reduce the number of apartment fires in the city.. We will work with the apartment management to develop fire safety programs.

Objectives:

1. Improve our Fire Prevention support capability to ensure critical life and fire safety components are included in all levels of our work.
2. Increase the number of smoke alarms we supply to our community.
3. Perform accurate and timely fire safety and enforcement functions to ensure a minimum An acceptable level of compliance with established life safety and fire code standards.
4. Develop company level inspections program to enhance fire safety Inspections throughout the community.

Performance Measures:

1. Work with appropriate College Park departments and conduct accurate and timely plan review of all new construction and renovation projects.
2. Provide fire and life safety programs to schools, daycares, and community groups Throughout the city.
3. Conduct comprehensive fire inspections on all City facilities annually to include all City owned and operated buildings, fire stations, and administrative offices.

Program/Service Output:

FIRE AND LIFE SAFETY ACTIVITIES

Investigations & Inspections 2016-2018	2017	2018	2019
Investigations (Fire & Code Enforcement)	103	97	83
Inspections (New & Existing Structures)	603	613	406

Plan Reviews 2016-2018	2017	2018	2019
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EXHIBIT I- BUDGET PERFORMANCE

New Construction, ADA Life Safety Codes, etc.	221	220	211
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Public Education /Fire Safety Education 2016-2018	2017	2018	2019
Community Presentations, Schools, Fire Prevention Week	37	46	146

Arrests 2016-2018	2017	2018	2019
Arrests (charges) resulting from arson fires, code violations	12	14	12

HREE-YEAR HISTORY OF FIRE TRAINING HOURS

Year	2017	2018	2019
Fire Training	11980 hours	9216 hours	5741

Training and Support Services

Goal:

1. Assure all member certifications are maintained
2. Increase Strategy and Tactics Training.
3. Increase participation in outside training opportunities
4. Increase the number of Driver Operators
5. Increase the number of NPQ Evaluator's
6. Officer Development.
7. Increase applicants and work on a plan for retention
8. Increase Pre Fire Plan training
9. Cancer mitigation
10. Health and fitness program
11. Promotional Process and job description revisions to reflect current career path

Program Objectives:

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

Performance Measures:

1. Quarterly written test for basic FF skills
2. Driver Operator quarterly refresher written and practical testing.

EXHIBIT I- BUDGET PERFORMANCE

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

Program/Service Output:

CPFR THREE-YEAR CALL HISTORY

	2017	2018	2019
Fire Calls	1395	1432	1268
EMS Calls	5468	6128	4861
Total Calls	6863	7560	6129

Prior Year Highlights

Fire Suppression

1. Purchased New Fire Engine
2. Installed over 500 Smoke Alarms
3. Fire House Updated to Fire House Cloud
4. 7 members trained to install car seats
5. All fire stations are Safe Havens, where parents who are unable to care for their newborn, are able to bring them to the fire stations.
6. Fire stations are used as a Citywide Vehicle Emission Station for city vehicles
7. 7 firefighters received Star of Life Presentation for Save at Chick-fil-A
8. Administered the Driver Operator I x 2 training, (6 new Engine Drivers)
9. Completed the annual Live Fire training at DeKalb County
10. All supervisors completed the Diversity training
11. Terrorism Awareness
12. Signed Mutual Aid Agreement with the South Fulton Cities

EXHIBIT J
City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: 100

Department and Number: Fire EMS / 3560

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

T-SPLOST



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	235 - TSPLOST							
	REVENUE							
	Department 4962 - T-SPLOST							
	Taxes							
31 3400	TSPLOST	2,336,810.88	2,000,000.00	1,408,115.99	70	2,000,000.00	2,000,000.00	
	<i>Taxes Totals</i>	<u>\$2,336,810.88</u>	<u>\$2,000,000.00</u>	<u>\$1,408,115.99</u>	<u>70%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	Department 4962 - T-SPLOST Totals	<u>\$2,336,810.88</u>	<u>\$2,000,000.00</u>	<u>\$1,408,115.99</u>	<u>70%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	REVENUE TOTALS	<u>\$2,336,810.88</u>	<u>\$2,000,000.00</u>	<u>\$1,408,115.99</u>	<u>70%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	EXPENSE							
	Department 4962 - T-SPLOST							
	Operating Transfers Out							
61 1000	Operating Trans.	34,458.00	2,000,000.00	.00		2,000,000.00	.00	(100)
	<i>Operating Transfers Out Totals</i>	<u>\$34,458.00</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$2,000,000.00</u>	<u>\$0.00</u>	<u>(100%)</u>
	Capital Outlay							
54 7700	Capital Improvement Fund	490,253.78	.00	473,904.20		.00	2,000,000.00	
	<i>Capital Outlay Totals</i>	<u>\$490,253.78</u>	<u>\$0.00</u>	<u>\$473,904.20</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$2,000,000.00</u>	<u>+++</u>
	Department 4962 - T-SPLOST Totals	<u>\$524,711.78</u>	<u>\$2,000,000.00</u>	<u>\$473,904.20</u>	<u>24%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	EXPENSE TOTALS	<u>\$524,711.78</u>	<u>\$2,000,000.00</u>	<u>\$473,904.20</u>	<u>24%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	Fund 235 - TSPLOST Totals							
	REVENUE TOTALS	<u>\$2,336,810.88</u>	<u>\$2,000,000.00</u>	<u>\$1,408,115.99</u>	<u>70%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	EXPENSE TOTALS	<u>\$524,711.78</u>	<u>\$2,000,000.00</u>	<u>\$473,904.20</u>	<u>24%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	Fund 235 - TSPLOST Totals	<u>\$1,812,099.10</u>	<u>\$0.00</u>	<u>\$934,211.79</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Net Grand Totals							
	REVENUE GRAND TOTALS	<u>\$2,336,810.88</u>	<u>\$2,000,000.00</u>	<u>\$1,408,115.99</u>	<u>70%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	EXPENSE GRAND TOTALS	<u>\$524,711.78</u>	<u>\$2,000,000.00</u>	<u>\$473,904.20</u>	<u>24%</u>	<u>\$2,000,000.00</u>	<u>\$2,000,000.00</u>	<u>0%</u>
	Net Grand Totals	<u>\$1,812,099.10</u>	<u>\$0.00</u>	<u>\$934,211.79</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>

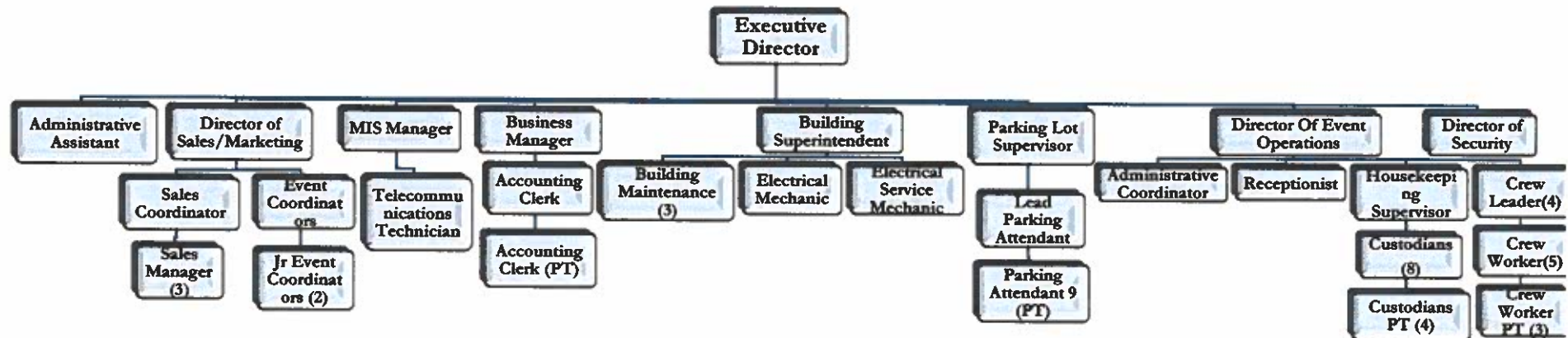


Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	270 - GICC SPECIAL DISTRICT TAX							
	REVENUE							
	Department 4980 - Newt Est-GICC Tax Dist							
	<i>Taxes</i>							
31 1190	Special District Tax	115,904.42	121,650.00	146,226.45	120	121,650.00	121,650.00	
31 9000	Interest On Taxes	(10.62)	.00	15.36		.00	.00	
	<i>Taxes Totals</i>	<u>\$115,893.80</u>	<u>\$121,650.00</u>	<u>\$146,241.81</u>	<u>120%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	Department 4980 - Newt Est-GICC Tax Dist Totals	<u>\$115,893.80</u>	<u>\$121,650.00</u>	<u>\$146,241.81</u>	<u>120%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	REVENUE TOTALS	<u>\$115,893.80</u>	<u>\$121,650.00</u>	<u>\$146,241.81</u>	<u>120%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	EXPENSE							
	Department 4980 - Newt Est-GICC Tax Dist							
	<i>Operating Transfers Out</i>							
61 1555	Oper. Trans.GICC	105,000.00	121,650.00	.00		121,650.00	121,650.00	
	<i>Operating Transfers Out Totals</i>	<u>\$105,000.00</u>	<u>\$121,650.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	Department 4980 - Newt Est-GICC Tax Dist Totals	<u>\$105,000.00</u>	<u>\$121,650.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	EXPENSE TOTALS	<u>\$105,000.00</u>	<u>\$121,650.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
Fund	270 - GICC SPECIAL DISTRICT TAX Totals							
	REVENUE TOTALS	<u>\$115,893.80</u>	<u>\$121,650.00</u>	<u>\$146,241.81</u>	<u>120%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	EXPENSE TOTALS	<u>\$105,000.00</u>	<u>\$121,650.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
Fund	270 - GICC SPECIAL DISTRICT TAX Totals	<u>\$10,893.80</u>	<u>\$0.00</u>	<u>\$146,241.81</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
	Net Grand Totals							
	REVENUE GRAND TOTALS	<u>\$115,893.80</u>	<u>\$121,650.00</u>	<u>\$146,241.81</u>	<u>120%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	EXPENSE GRAND TOTALS	<u>\$105,000.00</u>	<u>\$121,650.00</u>	<u>\$0.00</u>	<u>0%</u>	<u>\$121,650.00</u>	<u>\$121,650.00</u>	<u>0%</u>
	Net Grand Totals	<u>\$10,893.80</u>	<u>\$0.00</u>	<u>\$146,241.81</u>	<u>+++</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>

Georgia International Convention Center Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

Fund: 555

Department and Number: Convention Center 4970

Full Time	2017-18	2018-19	2019-20	2019-20	2019-20
Positions:	Actual	Actual	Current	Requested	Recommended
Executive Director	1	1	1	1	1
Facility Manager	0	0	0	1	1
Director of Event Operations	1	1	1	1	1
Director of Sales Marketing	1	1	1	1	1
Dir of Mktg. & PR	0	0	0	0	0
Building Superintendent	1	1	1	1	1
Director of Sales	0	0	0	0	0
Director of Security	1	1	1	1	1
Operations Supervisor	1	1	1	1	1
Accountant	0	0	0	0	0
Business Manager	1	1	1	1	1
Administrative Assistant	1	0	0	0	0
Office Manager/Special Asst.	1	1	1	1	1
MIS Technician	0	0	0	0	0
MIS Manager	1	1	1	1	1
Parking Lot Manager	1	1	1	1	1
Sales Manager	3	3	3	3	3
Event Coordinators	3	3	3	3	3
Executive Secretary	0	0	0	0	0
Accounting Clerk	1	1	1	1	1
Administrative Coordinator	1	1	1	1	1
Sales Administrative Coordinator	1	1	1	1	1
Lead Parking Attendant	1	1	1	1	1
Receptionist	1	1	1	1	1
Telecommunications Technician	1	1	1	1	1
Parking Attendant – Full Time	0	0	0	0	0
Electrical Mechanic	1	1	1	1	1
Electrical Service Mechanic	1	1	1	1	1
Bldg. Maintenance Mechanic	2	3	3	3	3
Crew Leader	3	3	3	4	4
Crew Worker	5	5	5	5	5
Custodian	7	7	7	8	8
Law Enforcement Police Officer	1	1	1	1	1
Parking Attendant	11	11	11	9	9
Custodian	5	5	5	4	4
Crew Workers	2	2	2	2	2
Accounting Clerk	0	1	1	1	1
Total Part Time Positions	18	19	19	17	17
Total Personnel:	59	62	62	62	62



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 555 - CONVENTION CENTER FUND								
REVENUE								
Department 4970 - CONVENTION CENTER								
<i>Charges For Services</i>								
34 5100	Sales Food & Beverage	4,697,240.78	5,600,000.00	4,475,313.79	80	6,000,000.00	5,430,000.00	(3)
34 5110	Security Revenue	194,010.00	225,000.00	126,393.00	56	225,000.00	225,000.00	
34 5120	Parking Rental	749,982.42	900,000.00	579,755.13	64	950,000.00	943,000.00	5
34 5140	Meeting Rooms	2,176,962.99	2,650,000.00	1,589,603.00	60	2,845,000.00	2,802,000.00	6
34 5150	Equipment Rental	199,764.50	280,000.00	149,327.00	53	225,000.00	225,000.00	(20)
34 5160	Electrical Rental	358,268.50	450,000.00	230,966.96	51	450,000.00	400,000.00	(11)
34 5170	Telecommunications Rental	227,790.00	300,000.00	187,585.00	63	300,000.00	240,000.00	(20)
<i>Charges For Services Totals</i>		\$8,604,019.19	\$10,405,000.00	\$7,338,943.88	71%	\$10,995,000.00	\$10,265,000.00	(1%)
<i>Commissions</i>								
34 5180	Audio/Visual Commissions	255,114.33	350,000.00	182,152.49	52	375,000.00	365,000.00	4
<i>Commissions Totals</i>		\$255,114.33	\$350,000.00	\$182,152.49	52%	\$375,000.00	\$365,000.00	4%
<i>Other Income</i>								
34 1900	Miscellaneous Income	121,930.82	145,000.00	86,347.72	60	150,000.00	150,000.00	3
<i>Other Income Totals</i>		\$121,930.82	\$145,000.00	\$86,347.72	60%	\$150,000.00	\$150,000.00	3%
<i>Interest</i>								
36 1000	Interest - Nonrestricted	10,968.35	1,000.00	5,884.79	588	3,000.00	3,000.00	200
36 1010	Interest - Restricted	.00	1,000.00	.00		.00	.00	(100)
<i>Interest Totals</i>		\$10,968.35	\$2,000.00	\$5,884.79	294%	\$3,000.00	\$3,000.00	50%
<i>Operating Transfers In</i>								
39 1200	Operating Transfers In	717,821.16	90,023.00	.00		91,500.00	93,802.00	4
39 1228	Administrative/Hospitalit	6,532,230.00	6,636,133.00	.00		7,000,000.00	6,997,698.00	5
39 1255	Transfers In	105,000.00	121,650.00	.00		121,650.00	121,650.00	
<i>Operating Transfers In Totals</i>		\$7,355,051.16	\$6,847,806.00	\$0.00	0%	\$7,213,150.00	\$7,213,150.00	5%
Department 4970 - CONVENTION CENTER Totals		\$16,347,083.85	\$17,749,806.00	\$7,613,328.88	43%	\$18,736,150.00	\$17,996,150.00	1%
REVENUE TOTALS		\$16,347,083.85	\$17,749,806.00	\$7,613,328.88	43%	\$18,736,150.00	\$17,996,150.00	1%
EXPENSE								
Department 4970 - CONVENTION CENTER								
<i>Personnel Services</i>								
51 5010	Salary/Operating	2,032,089.94	2,048,592.00	1,362,672.38	67	2,236,137.00	2,127,374.00	4
51 5020	Salary/Overtime	38,802.79	58,000.00	32,305.45	56	58,000.00	58,000.00	
51 5030	Salary/Partime	206,317.44	367,134.00	218,822.78	60	250,000.00	250,000.00	(32)
51 5040	Shared Utility Payments	15,557.45	15,000.00	9,789.37	65	15,000.00	15,000.00	
51 5041	Shared Personnel Costs	25,273.25	30,000.00	47,769.48	159	30,000.00	30,000.00	



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 555 - CONVENTION CENTER FUND								
EXPENSE								
Department 4970 - CONVENTION CENTER								
<i>Personnel Services</i>								
51 5190	Medicare	31,298.85	35,125.00	22,326.53	64	36,049.00	34,472.00	(2)
51 5200	Fica	9,496.13	22,762.00	10,951.82	48	15,500.00	15,500.00	(32)
<i>Personnel Services Totals</i>		\$2,358,835.85	\$2,576,613.00	\$1,704,637.81	66%	\$2,640,686.00	\$2,530,346.00	(2%)
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	449,282.29	395,287.00	274,377.21	69	419,476.00	403,822.00	2
51 5161	Life Insurance	2,368.75	2,332.00	1,517.52	65	2,531.00	2,283.00	(2)
51 5162	AD&D Insurance	.00	46.00	.00		46.00	46.00	
51 5163	ST Disability Insurance	3,490.52	4,115.00	2,089.20	51	4,115.00	4,115.00	
51 5164	LT Disability Insurance	3,029.14	3,652.00	1,821.65	50	3,652.00	3,652.00	
51 5165	Health Insurance	344,457.55	324,747.00	208,860.14	64	379,107.00	394,733.00	22
51 5166	Dental Insurance	9,259.10	9,406.00	6,139.27	65	9,425.00	8,192.00	(13)
51 5180	Uniforms	21,405.81	30,000.00	15,895.33	53	30,000.00	30,000.00	
<i>Employee Benefits Totals</i>		\$833,293.16	\$769,585.00	\$510,700.32	66%	\$848,352.00	\$846,843.00	10%
<i>New Personnel Costs</i>								
51 5210	Position Consideration	.00	.00	.00		10,000.00	10,000.00	
51 5211	Fringe Benefits A/P	.00	.00	.00		1,620.00	1,620.00	
51 5212	Training/New Personnel	.00	.00	.00		2,000.00	2,000.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$13,620.00	\$13,620.00	+++
<i>Communications & Util.</i>								
52 5240	Telephone	258,204.87	310,850.00	160,795.42	52	287,850.00	287,850.00	(7)
52 5260	Heat & Power	1,471,758.62	1,150,000.00	1,128,140.89	98	1,299,000.00	1,299,000.00	13
52 5270	Water	93,220.70	120,000.00	62,515.07	52	180,000.00	160,000.00	33
52 5280	Other Communication/Util	22,197.15	55,000.00	17,129.60	31	42,900.00	42,900.00	(22)
<i>Communications & Util. Totals</i>		\$1,845,381.34	\$1,635,850.00	\$1,368,580.98	84%	\$1,809,750.00	\$1,789,750.00	9%
<i>Rentals</i>								
52 5360	Other Equipment Rental	23,482.67	30,000.00	7,659.25	26	22,000.00	22,000.00	(27)
<i>Rentals Totals</i>		\$23,482.67	\$30,000.00	\$7,659.25	26%	\$22,000.00	\$22,000.00	(27%)
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	2,165.96	4,016.00	2,293.84	57	5,016.00	5,016.00	25
52 5710	R&M Furn. & Equip.	57,135.55	64,250.00	10,726.99	17	64,850.00	58,000.00	(10)
52 5730	R&M - D/P Equipment	80,305.06	154,486.00	35,331.22	23	169,318.00	205,618.00	33
52 5780	Grounds	311,540.22	165,350.00	96,499.43	58	184,000.00	154,000.00	(7)



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 555 - CONVENTION CENTER FUND								
EXPENSE								
Department 4970 - CONVENTION CENTER								
Repair & Maintenance								
<i>Repair & Maintenance Totals</i>		\$451,146.79	\$388,102.00	\$144,851.48	37%	\$423,184.00	\$422,634.00	9%
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	303,422.07	276,500.00	207,557.18	75	328,500.00	328,500.00	19
<i>Building Maintenance Totals</i>		\$303,422.07	\$276,500.00	\$207,557.18	75%	\$328,500.00	\$328,500.00	19%
<i>Training & Education</i>								
52 6200	Training	27,132.31	20,690.00	8,472.26	41	25,675.00	25,675.00	24
52 6210	Dues	13,374.00	15,047.00	7,094.00	47	15,443.00	15,443.00	3
52 6220	Subscription/Publications	527.00	550.00	165.00	30	525.00	525.00	(5)
52 6230	Conventions/Meetings	2,030.36	8,600.00	2,379.63	28	11,700.00	11,700.00	36
<i>Training & Education Totals</i>		\$43,063.67	\$44,887.00	\$18,110.89	40%	\$53,343.00	\$53,343.00	19%
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	832.55	1,500.00	278.69	19	1,200.00	1,200.00	(20)
52 5290	Central Plant - Misc.	18,866.35	15,000.00	11,323.72	75	25,000.00	25,000.00	67
52 5450	Legal Fees	4,583.85	2,000.00	.00		2,000.00	2,000.00	
52 6000	Advertising Expense	72,389.16	20,000.00	6,500.22	33	17,000.00	17,000.00	(15)
52 6050	Bank Charges	52,736.98	60,000.00	53,015.30	88	94,000.00	94,000.00	57
52 6100	Auto Insurance	1,542.86	1,484.00	2,440.61	164	2,742.00	2,742.00	85
52 6110	Other Insurance	148,472.32	145,648.00	145,319.17	100	163,285.00	163,285.00	12
52 6170	Contractual Services	85,765.61	90,000.00	74,294.64	83	100,000.00	100,000.00	11
52 6171	Security Services	372,356.94	435,000.00	271,648.62	62	445,000.00	445,000.00	2
52 6193	City Wide Events	202,053.97	150,000.00	217,749.28	145	100,000.00	100,000.00	(33)
52 6240	Auto Allowance	6,000.00	6,000.00	4,040.00	67	6,000.00	6,000.00	
52 6560	Workers Comp/Administrati	25,133.85	13,497.00	15,405.84	114	16,905.00	16,905.00	25
52 6590	Contingencies	.00	.00	.00		500,000.00	230,710.00	
52 6600	Claims Workers Comp.	2,686.12	9,591.00	830.08	9	9,600.00	9,600.00	
<i>Other Services & Charges Totals</i>		\$993,420.56	\$949,720.00	\$802,846.17	85%	\$1,482,732.00	\$1,213,442.00	28%
<i>Materials & Supplies</i>								
52 7300	Postage	462.74	500.00	392.08	78	500.00	500.00	
52 7320	Stationery & Printing	2,053.84	6,350.00	1,415.11	22	6,100.00	6,100.00	(4)
52 7330	Copy Expense	7,695.69	10,000.00	17,855.10	179	13,800.00	13,800.00	38
53 7000	Gas & Oil	10,320.43	6,800.00	5,823.76	86	10,000.00	10,000.00	47



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 555 - CONVENTION CENTER FUND								
EXPENSE								
Department 4970 - CONVENTION CENTER								
<i>Materials & Supplies</i>								
53 7010	Tools/Shop Supplies	580.22	1,500.00	939.80	63	1,500.00	1,500.00	
53 7020	Janitorial Supplies	88,301.79	109,140.00	39,902.82	37	109,140.00	109,140.00	
53 7050	Medical Services/Supplies	1,945.36	1,400.00	1,255.00	90	1,600.00	1,600.00	14
53 7121	Computer Hardware	57,550.62	65,700.00	13,736.12	21	65,700.00	65,700.00	
53 7122	Computer Supplies	13,431.80	15,500.00	8,075.94	52	15,500.00	15,500.00	
53 7150	Other Operating Supplies	34,595.08	37,500.00	.00		27,000.00	27,000.00	(28)
53 7310	Office Supplies	4,794.33	3,000.00	1,732.92	58	3,000.00	3,000.00	
<i>Materials & Supplies Totals</i>		\$221,731.90	\$257,390.00	\$91,128.65	35%	\$253,840.00	\$253,840.00	(1%)
<i>Cost Of Sales</i>								
52 6260	Management Fee	355,026.99	295,000.00	275,000.01	93	295,000.00	295,000.00	
52 6280	Contract Labor	1,344,294.32	1,100,000.00	868,488.10	79	1,300,000.00	1,250,000.00	14
52 6290	Contract Miscellaneous	346,001.79	325,000.00	278,085.55	86	350,000.00	350,000.00	8
53 5961	Expendable Reserve	131,917.78	137,500.00	87,933.92	64	140,000.00	140,000.00	2
53 5962	Marketing Reserve	69,574.73	110,000.00	58,612.46	53	112,000.00	112,000.00	2
53 5963	Kitchen Equipment Reserve	67,642.39	82,500.00	46,580.06	56	84,000.00	84,000.00	2
53 5964	Bad Debt Reserve	3,453.73	5,000.00	.00		14,000.00	14,000.00	180
53 6420	Concessions Purchased	165,201.45	170,000.00	165,244.56	97	180,000.00	180,000.00	6
53 7030	Food & Dietary Supplies	1,102,097.69	1,155,000.00	931,188.60	81	1,300,000.00	1,150,000.00	
<i>Cost Of Sales Totals</i>		\$3,585,210.87	\$3,380,000.00	\$2,711,133.26	80%	\$3,775,000.00	\$3,575,000.00	6%
<i>Capital Outlay</i>								
54 7560	Furniture/Fixtures Replac	44,752.50	361,000.00	146,199.57	40	.00	.00	(100)
54 7580	Vehicles - New	.00	.00	.00		50,000.00	50,000.00	
54 7620	Office Equipment-Replace	258,152.28	198,400.00	66,944.80	34	.00	.00	(100)
54 7640	Other Equipment - Replace	508,056.65	1,011,400.00	584,964.95	58	1,482,875.00	1,020,875.00	1
<i>Capital Outlay Totals</i>		\$810,961.43	\$1,570,800.00	\$798,109.32	51%	\$1,532,875.00	\$1,070,875.00	(32%)
<i>Debt Service</i>								
58 1100	Bond Principal	4,835,000.00	4,945,000.00	4,945,000.00	100	4,945,000.00	5,065,000.00	2
58 2000	Bond Interest	1,000,289.25	925,359.00	925,357.50	100	925,359.00	810,957.00	(12)
<i>Debt Service Totals</i>		\$5,835,289.25	\$5,870,359.00	\$5,870,357.50	100%	\$5,870,359.00	\$5,875,957.00	0%
Department 4970 - CONVENTION CENTER Totals		\$17,305,239.56	\$17,749,806.00	\$14,235,672.81	80%	\$19,054,241.00	\$17,996,150.00	1%
EXPENSE TOTALS		\$17,305,239.56	\$17,749,806.00	\$14,235,672.81	80%	\$19,054,241.00	\$17,996,150.00	1%
Fund 555 - CONVENTION CENTER FUND Totals								



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
	REVENUE TOTALS	\$16,347,083.85	\$17,749,806.00	\$7,613,328.88	43%	\$18,736,150.00	\$17,996,150.00	1%
	EXPENSE TOTALS	\$17,305,239.56	\$17,749,806.00	\$14,235,672.81	80%	\$19,054,241.00	\$17,996,150.00	1%
Fund	555 - CONVENTION CENTER FUND Totals	(\$958,155.71)	\$0.00	(\$6,622,343.93)	+++	(\$318,091.00)	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$16,347,083.85	\$17,749,806.00	\$7,613,328.88	43%	\$18,736,150.00	\$17,996,150.00	1%
	EXPENSE GRAND TOTALS	\$17,305,239.56	\$17,749,806.00	\$14,235,672.81	80%	\$19,054,241.00	\$17,996,150.00	1%
	Net Grand Totals	(\$958,155.71)	\$0.00	(\$6,622,343.93)	+++	(\$318,091.00)	\$0.00	+++



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
REVENUES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	39 1200 - Operating Transfers In			
555 4970 39 1200	Transfer from Hospitality to Cover Patrolman expense	1.0000	93,802.00	93,802.00
	Account 39 1200 - Operating Transfers In Totals	Transactions	1	<u>\$93,802.00</u>
Account	39 1228 - Administrative/Hospitalit			
555 4970 39 1228	2005 BIDA Civic Center Bond Interest	1.0000	292,919.00	292,919.00
555 4970 39 1228	2005 BIDA Civic Center Bond Interest	1.0000	337,841.00	337,841.00
555 4970 39 1228	2005 BIDA Civic Center Bond Principal	1.0000	3,775,000.00	3,775,000.00
555 4970 39 1228	2013 Series 2001 CC Refunding Interest	1.0000	96,581.00	96,581.00
555 4970 39 1228	2013 Series 2001 CC Refunding Interest	1.0000	83,616.00	83,616.00
555 4970 39 1228	2013 Series 2001 CC Refunding Principal	1.0000	1,290,000.00	1,290,000.00
555 4970 39 1228	Transfer to Cover Operating Expenses	1.0000	1,121,741.00	1,121,741.00
	Account 39 1228 - Administrative/Hospitalit Totals	Transactions	7	<u>\$6,997,698.00</u>
Account	39 1255 - Transfers In			
555 4970 39 1255	Transfer From GICC Special Dist. to Cover Operating Expenses	1.0000	121,650.00	121,650.00
	Account 39 1255 - Transfers In Totals	Transactions	1	<u>\$121,650.00</u>
	Department 4970 - CONVENTION CENTER Totals	Transactions	9	<u>\$7,213,150.00</u>
	Fund 555 - CONVENTION CENTER FUND Totals	Transactions	9	<u>\$7,213,150.00</u>
	REVENUES Totals	Transactions	9	<u>\$7,213,150.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	51 5210 - Position Consideration			
555 4970 51 5210	Reclassification of Technition including OT	1.0000	10,000.00	10,000.00
	Account 51 5210 - Position Consideration Totals	Transactions	1	<u>\$10,000.00</u>
Account	52 3505 - Mileage Reimbursement			
555 4970 52 3505	Local Mileage Reimbursement	1.0000	1,200.00	1,200.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	<u>\$1,200.00</u>
Account	52 5240 - Telephone			
555 4970 52 5240	Cell and Wireless Service	1.0000	17,500.00	17,500.00
555 4970 52 5240	Comcast	1.0000	13,900.00	13,900.00
555 4970 52 5240	Windstream Bandwidth & Subscriber Service	1.0000	25,550.00	25,550.00
555 4970 52 5240	Windstream Telecommunications	1.0000	230,900.00	230,900.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>\$287,850.00</u>
Account	52 5260 - Heat & Power			
555 4970 52 5260	Scana	1.0000	75,000.00	75,000.00
555 4970 52 5260	Utility Allocation From Power	1.0000	1,224,000.00	1,224,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	2	<u>\$1,299,000.00</u>
Account	52 5270 - Water			
555 4970 52 5270	College Park Water	1.0000	160,000.00	160,000.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$160,000.00</u>
Account	52 5280 - Other Communication/Util			
555 4970 52 5280	Dumpster Rental for Clients	1.0000	10,000.00	10,000.00
555 4970 52 5280	Sanitation	1.0000	25,000.00	25,000.00
555 4970 52 5280	stormwater	1.0000	7,900.00	7,900.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	3	<u>\$42,900.00</u>
Account	52 5290 - Central Plant - Misc.			
555 4970 52 5290	Chiller Repairs	1.0000	15,000.00	15,000.00
555 4970 52 5290	Fire Sprinkler	1.0000	5,000.00	5,000.00
555 4970 52 5290	Generator Fuel aqnd Maintenance	1.0000	5,000.00	5,000.00
	Account 52 5290 - Central Plant - Misc. Totals	Transactions	3	<u>\$25,000.00</u>
Account	52 5360 - Other Equipment Rental			
555 4970 52 5360	Equipment Rental for Events	1.0000	12,000.00	12,000.00
555 4970 52 5360	Furniture Rental for Events	1.0000	10,000.00	10,000.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	2	<u>\$22,000.00</u>
Account	52 5450 - Legal Fees			
555 4970 52 5450	Allocated Legal Fees from City Hall	1.0000	2,000.00	2,000.00
	Account 52 5450 - Legal Fees Totals	Transactions	1	<u>\$2,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	52 5700 - R&M - Vehicles			
555 4970 52 5700	Battery and Tire Replacement for Rolling Stock	1.0000	2,000.00	2,000.00
555 4970 52 5700	Moodys Alloction	1.0000	1,816.00	1,816.00
555 4970 52 5700	Repair and Maintenance	1.0000	1,200.00	1,200.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	3	<u>\$5,016.00</u>
Account	52 5710 - R&M Furn. & Equip.			
555 4970 52 5710	CCTV Maintennce	1.0000	25,000.00	25,000.00
555 4970 52 5710	Emergency Supplies	1.0000	600.00	600.00
555 4970 52 5710	Gable Sign Maintenance	1.0000	11,650.00	11,650.00
555 4970 52 5710	Lift and Equipment Repairs	1.0000	5,000.00	5,000.00
555 4970 52 5710	Radio Maintenance and Replacement	1.0000	5,750.00	5,750.00
555 4970 52 5710	Repairs to Audio System and Equipment	1.0000	10,000.00	10,000.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	6	<u>\$58,000.00</u>
Account	52 5730 - R&M - D/P Equipment			
555 4970 52 5730	Civic Live	1.0000	606.26	606.26
555 4970 52 5730	Delphi FDC Subscription	1.0000	48,884.00	48,884.00
555 4970 52 5730	Delphi Serice and Support	1.0000	5,250.00	5,250.00
555 4970 52 5730	Email License	1.0000	671.00	671.00
555 4970 52 5730	Meeting Matrix Serviceing	1.0000	1,980.00	1,980.00
555 4970 52 5730	Microsoft Subscription Service	1.0000	2,500.00	2,500.00
555 4970 52 5730	Mimecast	1.0000	180.00	180.00
555 4970 52 5730	Palto Firewall Service	1.0000	13,500.00	13,500.00
555 4970 52 5730	Reader Board Maintenance	1.0000	5,800.00	5,800.00
555 4970 52 5730	Service and Repairs to Miswc Equipment	1.0000	5,000.00	5,000.00
555 4970 52 5730	Servicing IP Segmitted Router	1.0000	3,600.00	3,600.00
555 4970 52 5730	Sonic Wall Proxim, Adobe, Nomadix, Allied Tell	1.0000	9,500.00	9,500.00
555 4970 52 5730	Timecard Equipment and Sericing	1.0000	2,500.00	2,500.00
555 4970 52 5730	Tyler NW	1.0000	7,946.00	7,946.00
555 4970 52 5730	Van Ran Maintenance	1.0000	13,200.00	13,200.00
555 4970 52 5730	Vcitadel 10G (12 month Term Cost)	12.0000	6,000.00	72,000.00
555 4970 52 5730	Vcitadel Fiber Installation	1.0000	12,500.00	12,500.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	17	<u>\$205,617.26</u>
Account	52 5740 - R&M-Buildings			
555 4970 52 5740	Building Cleaning	1.0000	50,000.00	50,000.00
555 4970 52 5740	Carpet Cleaning	1.0000	35,000.00	35,000.00
555 4970 52 5740	Electric Supplies	1.0000	10,000.00	10,000.00
555 4970 52 5740	Exterior and Window Cleaning	1.0000	5,000.00	5,000.00
555 4970 52 5740	Facility Dude CMMS	1.0000	3,500.00	3,500.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	52 5740 - R&M-Buildings			
555 4970 52 5740	Fire Alarm and Vesda Moitoring and Maintenance	1.0000	18,000.00	18,000.00
555 4970 52 5740	Fire Extinguisher Service	1.0000	2,000.00	2,000.00
555 4970 52 5740	General Repairs and Supplies	1.0000	12,000.00	12,000.00
555 4970 52 5740	Glass Replacement	1.0000	3,000.00	3,000.00
555 4970 52 5740	HVAC Filters	1.0000	12,000.00	12,000.00
555 4970 52 5740	HVAC Maintenance	1.0000	120,000.00	120,000.00
555 4970 52 5740	Lamp Replacement	1.0000	40,000.00	40,000.00
555 4970 52 5740	Paint Supplies	1.0000	10,000.00	10,000.00
555 4970 52 5740	Repair and Maintenance Key System	1.0000	3,000.00	3,000.00
555 4970 52 5740	Roll-Up Door Maintenance	1.0000	5,000.00	5,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	15	<u>\$328,500.00</u>
Account	52 5780 - Grounds			
555 4970 52 5780	Booth Maintenance	1.0000	2,000.00	2,000.00
555 4970 52 5780	Irrigation Repairs	1.0000	20,000.00	20,000.00
555 4970 52 5780	Landscaping Contract	1.0000	127,000.00	127,000.00
555 4970 52 5780	SAil Light Maintenance and Repairs	1.0000	5,000.00	5,000.00
	Account 52 5780 - Grounds Totals	Transactions	4	<u>\$154,000.00</u>
Account	52 6000 - Advertising Expense			
555 4970 52 6000	Client Entertainment	1.0000	5,000.00	5,000.00
555 4970 52 6000	Local Advertising	1.0000	4,000.00	4,000.00
555 4970 52 6000	Sales Promotion	1.0000	8,000.00	8,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	3	<u>\$17,000.00</u>
Account	52 6050 - Bank Charges			
555 4970 52 6050	REplacement of Equipment	1.0000	1,000.00	1,000.00
555 4970 52 6050	Usage Fee for Credit Cards	1.0000	75,000.00	75,000.00
555 4970 52 6050	Usage Fee for Parking	1.0000	18,000.00	18,000.00
	Account 52 6050 - Bank Charges Totals	Transactions	3	<u>\$94,000.00</u>
Account	52 6100 - Auto Insurance			
555 4970 52 6100	Apex Auto Liability (Allocation)	1.0000	2,742.00	2,742.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$2,742.00</u>
Account	52 6110 - Other Insurance			
555 4970 52 6110	Apex Insurance Allocation	1.0000	163,285.00	163,285.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$163,285.00</u>
Account	52 6170 - Contractual Services			
555 4970 52 6170	Temporary Labor for Operations, Housekeeping, Bldg SVCS	1.0000	100,000.00	100,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	1	<u>\$100,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	52 6171 - Security Services			
555 4970 52 6171	Building Security Services	1.0000	300,000.00	300,000.00
555 4970 52 6171	Clayton County Sheriffs Department	1.0000	110,000.00	110,000.00
555 4970 52 6171	Outside Security Services	1.0000	35,000.00	35,000.00
	Account 52 6171 - Security Services Totals	Transactions	3	<u>\$445,000.00</u>
Account	52 6193 - City Wide Events			
555 4970 52 6193	City Fest	1.0000	70,000.00	70,000.00
555 4970 52 6193	College Park Joint Marketing	1.0000	30,000.00	30,000.00
	Account 52 6193 - City Wide Events Totals	Transactions	2	<u>\$100,000.00</u>
Account	52 6200 - Training			
555 4970 52 6200	Amadeus Delphi Training	1.0000	2,800.00	2,800.00
555 4970 52 6200	Ariel Work Platform Training	1.0000	1,000.00	1,000.00
555 4970 52 6200	Cisco Training MIS Manager	1.0000	5,800.00	5,800.00
555 4970 52 6200	Continuing Ed Sales Managers	1.0000	700.00	700.00
555 4970 52 6200	Crown Management	25.0000	15.00	375.00
555 4970 52 6200	Electrid Training and Licence Renewals	2.0000	300.00	600.00
555 4970 52 6200	Emergency Management Conference	1.0000	1,000.00	1,000.00
555 4970 52 6200	Event Coordinators Training	4.0000	300.00	1,200.00
555 4970 52 6200	IAEE SE Classic	1.0000	1,800.00	1,800.00
555 4970 52 6200	IAVM Public Assembly Managers School	2.0000	4,000.00	8,000.00
555 4970 52 6200	LEED AP and Maintenance	1.0000	600.00	600.00
555 4970 52 6200	Mediation Training	1.0000	300.00	300.00
555 4970 52 6200	Mis Training Ops, Housekeeping, Parking , Accounting	1.0000	1,500.00	1,500.00
	Account 52 6200 - Training Totals	Transactions	13	<u>\$25,675.00</u>
Account	52 6210 - Dues			
555 4970 52 6210	Airport Area Chamber of Commerce	1.0000	675.00	675.00
555 4970 52 6210	American Society of Assn. Executives	1.0000	500.00	500.00
555 4970 52 6210	Americsn Marketing Association	1.0000	280.00	280.00
555 4970 52 6210	Atlanta Convention and Visitors Bureau	1.0000	3,889.00	3,889.00
555 4970 52 6210	Building Owners and Managers of Atl.	1.0000	250.00	250.00
555 4970 52 6210	Clayton County Chamber of Commerce	1.0000	650.00	650.00
555 4970 52 6210	Convention Sales Professionals	1.0000	400.00	400.00
555 4970 52 6210	GA Hotel and Lodging Assn	1.0000	1,000.00	1,000.00
555 4970 52 6210	GA Society of Assn Executives	1.0000	300.00	300.00
555 4970 52 6210	GEMA CEM	1.0000	350.00	350.00
555 4970 52 6210	HSMAI	1.0000	385.00	385.00
555 4970 52 6210	IAEE	1.0000	1,200.00	1,200.00
555 4970 52 6210	IEEE Adv Tech for Humanity	1.0000	360.00	360.00



Budget Transaction Report

Report by Budget Transactions

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Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	52 6210 - Dues			
555 4970 52 6210	Int'l Assn of Venue Managers	4.0000	495.00	1,980.00
555 4970 52 6210	Meeting Planners Int'l	1.0000	479.00	479.00
555 4970 52 6210	Ntional Fire Protection Agency	1.0000	500.00	500.00
555 4970 52 6210	OUT Georgia	1.0000	1,000.00	1,000.00
555 4970 52 6210	Professional Convention Management Assn	1.0000	485.00	485.00
555 4970 52 6210	Religious Conference Management	1.0000	275.00	275.00
555 4970 52 6210	South Fulton Chamber of Commerce	1.0000	485.00	485.00
	Account 52 6210 - Dues Totals	Transactions	20	\$15,443.00
Account	52 6220 - Subscription/Publications			
555 4970 52 6220	Journal of Emergency Management	1.0000	350.00	350.00
555 4970 52 6220	USAE	1.0000	175.00	175.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	2	\$525.00
Account	52 6230 - Conventions/Meetings			
555 4970 52 6230	IAVM Convention Center Conference	1.0000	2,800.00	2,800.00
555 4970 52 6230	IAVM Mid Manager Meeting	1.0000	3,000.00	3,000.00
555 4970 52 6230	IAVM Senior Executive Symposium	1.0000	2,500.00	2,500.00
555 4970 52 6230	IAVM Venue Connect	1.0000	3,400.00	3,400.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	4	\$11,700.00
Account	52 6240 - Auto Allowance			
555 4970 52 6240	Directors Auto Allowance	1.0000	6,000.00	6,000.00
	Account 52 6240 - Auto Allowance Totals	Transactions	1	\$6,000.00
Account	52 6260 - Management Fee			
555 4970 52 6260	Fixed Management Fee	1.0000	60,000.00	60,000.00
555 4970 52 6260	Vriable Management Fee	1.0000	235,000.00	235,000.00
	Account 52 6260 - Management Fee Totals	Transactions	2	\$295,000.00
Account	52 6280 - Contract Labor			
555 4970 52 6280	Net Labor Associated with Food and Beverage	1.0000	1,250,000.00	1,250,000.00
	Account 52 6280 - Contract Labor Totals	Transactions	1	\$1,250,000.00
Account	52 6290 - Contract Miscellaneous			
555 4970 52 6290	Direct Event Expenses	1.0000	200,000.00	200,000.00
555 4970 52 6290	Indirect Operation Expenses	1.0000	18,000.00	18,000.00
555 4970 52 6290	Miscellaneous Expenses	1.0000	27,000.00	27,000.00
555 4970 52 6290	Operating Expenses	1.0000	85,000.00	85,000.00
555 4970 52 6290	Trash Removal	1.0000	20,000.00	20,000.00
	Account 52 6290 - Contract Miscellaneous Totals	Transactions	5	\$350,000.00
Account	52 6560 - Workers Comp/Administrati			
555 4970 52 6560	Apex Insurance Workers Comp Allocation	1.0000	14,880.00	14,880.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	52 6560 - Workers Comp/Administrati			
555 4970 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	2,025.00	2,025.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$16,905.00</u>
Account	52 6600 - Claims Workers Comp.			
555 4970 52 6600	Workers Comp Claims	1.0000	9,600.00	9,600.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>\$9,600.00</u>
Account	52 7300 - Postage			
555 4970 52 7300	Business Correspondence	1.0000	150.00	150.00
555 4970 52 7300	Shipping, Fed Ex ad Courier Service	1.0000	350.00	350.00
	Account 52 7300 - Postage Totals	Transactions	2	<u>\$500.00</u>
Account	52 7320 - Stationery & Printing			
555 4970 52 7320	Business Cards	1.0000	1,400.00	1,400.00
555 4970 52 7320	Business Stationary	1.0000	1,700.00	1,700.00
555 4970 52 7320	Lanyards and Badges	1.0000	1,000.00	1,000.00
555 4970 52 7320	Logo Cards and Pens	1.0000	600.00	600.00
555 4970 52 7320	SAles Collateral	1.0000	1,400.00	1,400.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	5	<u>\$6,100.00</u>
Account	52 7330 - Copy Expense			
555 4970 52 7330	Allocation to Proof	12.0000	(600.00)	(7,200.00)
555 4970 52 7330	Copy Machine Rental (@ machines)	1.0000	10,000.00	10,000.00
555 4970 52 7330	Copy Overage	1.0000	4,000.00	4,000.00
555 4970 52 7330	Copy Paper	1.0000	6,000.00	6,000.00
555 4970 52 7330	County Taxes	1.0000	1,000.00	1,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	5	<u>\$13,800.00</u>
Account	53 5961 - Expendable Reserve			
555 4970 53 5961	Per Contract 2.5% of Revenue	1.0000	140,000.00	140,000.00
	Account 53 5961 - Expendable Reserve Totals	Transactions	1	<u>\$140,000.00</u>
Account	53 5962 - Marketing Reserve			
555 4970 53 5962	Per Contract 2% of Revenue	1.0000	112,000.00	112,000.00
	Account 53 5962 - Marketing Reserve Totals	Transactions	1	<u>\$112,000.00</u>
Account	53 5963 - Kitchen Equipment Reserve			
555 4970 53 5963	Per Contract 1.5% of Revenue	1.0000	84,000.00	84,000.00
	Account 53 5963 - Kitchen Equipment Reserve Totals	Transactions	1	<u>\$84,000.00</u>
Account	53 5964 - Bad Debt Reserve			
555 4970 53 5964	Per Contract .25% of Revenue	1.0000	14,000.00	14,000.00
	Account 53 5964 - Bad Debt Reserve Totals	Transactions	1	<u>\$14,000.00</u>



Budget Transaction Report

Report by Budget Transactions

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Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	53 6420 - Concessions Purchased			
555 4970 53 6420	Payments to Third Party Vendors	1.0000	180,000.00	180,000.00
	Account 53 6420 - Concessions Purchased Totals	Transactions	1	<u>\$180,000.00</u>
Account	53 7000 - Gas & Oil			
555 4970 53 7000	Gas for Police Vehicle and City Van	12.0000	500.00	6,000.00
555 4970 53 7000	Gas, Oil, Propane & Mechnicle Fluids	1.0000	4,000.00	4,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions	2	<u>\$10,000.00</u>
Account	53 7010 - Tools/Shop Supplies			
555 4970 53 7010	Tool and Supplies for Building Services	1.0000	1,000.00	1,000.00
555 4970 53 7010	Tools and Supplies for Operations	1.0000	500.00	500.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	2	<u>\$1,500.00</u>
Account	53 7020 - Janitorial Supplies			
555 4970 53 7020	Air Freshners	1.0000	3,840.00	3,840.00
555 4970 53 7020	Chair Cleaning	1.0000	6,500.00	6,500.00
555 4970 53 7020	Paper Products/Chemicals	1.0000	92,800.00	92,800.00
555 4970 53 7020	REplacement Vaccums	6.0000	1,000.00	6,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	4	<u>\$109,140.00</u>
Account	53 7030 - Food & Dietary Supplies			
555 4970 53 7030	Food and Beverage for Events	1.0000	1,150,000.00	1,150,000.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	1	<u>\$1,150,000.00</u>
Account	53 7050 - Medical Services/Supplies			
555 4970 53 7050	Employee Physicals	1.0000	1,000.00	1,000.00
555 4970 53 7050	Medical Supplies	1.0000	600.00	600.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	2	<u>\$1,600.00</u>
Account	53 7121 - Computer Hardware			
555 4970 53 7121	Cisco Network Switches	1.0000	12,300.00	12,300.00
555 4970 53 7121	Client Switch Controllers	1.0000	2,500.00	2,500.00
555 4970 53 7121	Closet Switches	1.0000	8,500.00	8,500.00
555 4970 53 7121	Document Scnner/Off Site Storage	1.0000	1,500.00	1,500.00
555 4970 53 7121	Fiber Hardware	1.0000	9,500.00	9,500.00
555 4970 53 7121	Parts, Receptacles and Dyes	1.0000	1,200.00	1,200.00
555 4970 53 7121	Security Hardware	1.0000	5,000.00	5,000.00
555 4970 53 7121	Server, Controllers, Hard Disk, Et.	1.0000	4,000.00	4,000.00
555 4970 53 7121	Software Upgrades and Licencing	1.0000	12,500.00	12,500.00
555 4970 53 7121	Tape Devise/Backup	1.0000	1,500.00	1,500.00
555 4970 53 7121	Wireless Controllers, Aps, Management	1.0000	7,200.00	7,200.00
	Account 53 7121 - Computer Hardware Totals	Transactions	11	<u>\$65,700.00</u>



Budget Transaction Report

Report by Budget Transactions

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G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	53 7122 - Computer Supplies			
555 4970 53 7122	Cables and Accessories	1.0000	2,500.00	2,500.00
555 4970 53 7122	Network Tools/Tester/Fiber Kits	1.0000	2,500.00	2,500.00
555 4970 53 7122	Printer CARtridges	1.0000	4,700.00	4,700.00
555 4970 53 7122	Replacement Printers	4.0000	500.00	2,000.00
555 4970 53 7122	Software Security Monitoring	1.0000	3,800.00	3,800.00
	Account 53 7122 - Computer Supplies Totals	Transactions	5	<u>\$15,500.00</u>
Account	53 7150 - Other Operating Supplies			
555 4970 53 7150	Cocktail Tables	1.0000	5,000.00	5,000.00
555 4970 53 7150	Coffee and Supplies	1.0000	2,000.00	2,000.00
555 4970 53 7150	Linen Replacement	1.0000	20,000.00	20,000.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	3	<u>\$27,000.00</u>
Account	53 7310 - Office Supplies			
555 4970 53 7310	General Office Supplies	1.0000	3,000.00	3,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$3,000.00</u>
Account	54 7580 - Vehicles - New			
555 4970 54 7580	Ford Transportation Van	1.0000	50,000.00	50,000.00
	Account 54 7580 - Vehicles - New Totals	Transactions	1	<u>\$50,000.00</u>
Account	54 7640 - Other Equipment - Replace			
555 4970 54 7640	Carpet Instalation Salons	1.0000	121,475.00	121,475.00
555 4970 54 7640	Combi Oven	1.0000	88,000.00	88,000.00
555 4970 54 7640	Digital Cable and Filter	1.0000	198,400.00	198,400.00
555 4970 54 7640	Fire Alarm system Upgrate	1.0000	250,000.00	250,000.00
555 4970 54 7640	Folding Risers	1.0000	62,000.00	62,000.00
555 4970 54 7640	HVAC Cooling Tower Repairs	1.0000	175,000.00	175,000.00
555 4970 54 7640	KaiVac Machines	2.0000	5,000.00	10,000.00
555 4970 54 7640	Meeting Matrix?Delphi Diagrams	1.0000	96,000.00	96,000.00
555 4970 54 7640	Riding Carpet Vaccum	1.0000	20,000.00	20,000.00
	Account 54 7640 - Other Equipment - Replace Totals	Transactions	9	<u>\$1,020,875.00</u>
Account	58 1100 - Bond Principal			
555 4970 58 1100	2005 Bida 01bond	1.0000	3,775,000.00	3,775,000.00
555 4970 58 1100	2013 Series 2001 CC Refunding	1.0000	1,290,000.00	1,290,000.00
	Account 58 1100 - Bond Principal Totals	Transactions	2	<u>\$5,065,000.00</u>
Account	58 2000 - Bond Interest			
555 4970 58 2000	2005 BIDA Civic Ctr Bond	1.0000	292,919.00	292,919.00
555 4970 58 2000	2005 BIDA Civic CTR Bonds	1.0000	337,841.00	337,841.00
555 4970 58 2000	2013 Series 2001 CC Refunding	1.0000	96,581.00	96,581.00



Budget Transaction Report

Report by Budget Transactions

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Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	555 - CONVENTION CENTER FUND			
Department	4970 - CONVENTION CENTER			
Account	58 2000 - Bond Interest			
555 4970 58 2000	2013 Series 2001 CC Refunding	1.0000	83,616.00	83,616.00
	Account 58 2000 - Bond Interest Totals	Transactions	4	<u>\$810,957.00</u>
	Department 4970 - CONVENTION CENTER Totals	Transactions	192	<u>\$14,384,630.26</u>
	Fund 555 - CONVENTION CENTER FUND Totals	Transactions	192	<u>\$14,384,630.26</u>
	EXPENSES Totals	Transactions	192	<u>\$14,384,630.26</u>
	Grand Totals	Transactions	201	<u><u>\$21,597,780.26</u></u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

Department and Number: **Convention Center - 4970** Fund: **555**

Number of Positions Requested	1	Position Title	MIS TECHNCIAN	Present Number of Positions	"0"	Changed Number of Positions	Salary Grade and Step	61
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Additional Positions – Full Time
 Additional Positions – Part Time
 Reclassified Positions: From LABOR 1 to MIS TECHNICIAN

Justification (including assignment and responsibilities of position requested)
 See attached

Wages		
Regular		\$ 8,000.00
Overtime		\$ 1,000.00
Medicare (1.45%)		\$ 130.50
FICA (6.2%) part- time only		\$.00
Total (5210 Proposed New Personnel – Personnel Services)		\$9,,130.50

Fringe Benefits		
Group Life and AD & D \$350 per year		\$
Health Insurance \$7,800 per position per year		\$
Pensions (18%)*		\$1,620.00
Uniforms		\$
Total (5211 Proposed New Personnel – Benefits)		\$1,620.00

Training and Education		
Training		\$2,000.00
Dues/ Memberships		\$.00
Other		\$.00
Total (5212 Proposed New Personnel – Training/ Education)		\$ 2,000.00

Material and Supplies		
Office Supplies		\$
Safety Clothing and Equipment		-
Other		-
Total (5213 Proposed New Personnel – Supplies)		\$

Capital Outlay (Needed if position is approved)		
Furniture and Fixtures		\$.00
Office Machines and Equipment		\$.00
Other		\$.00
Total (5214 Proposed New Personnel – Capital Outlay)		\$.00

Vehicle (Additional Needed if Position Approved)		
Vehicle Type and Cost		\$.00
Vehicle Service Costs		\$.00
Total (5215 New Personnel – Vehicles)		\$.00

Total **\$12,750.50**

EXHIBIT D-1
JOB DESCRIPTION

Job Title: MIS Technician

Job Summary: Provide IT support for GICC & ARENA

Major Duties:

- Provide IT support for the GICC and New Gateway Center Arena
- Works closely with Atlanta Hawks G League to ensure network conductivity
- Monitor networking equipment and servers.
- Assist with the design, implementation, and ongoing support of new software and features.
- Keep systems up-to-date through operating systems upgrades.
- Monitor Wi-Fi performance, network availability, and security.
- Troubleshooting for system errors.
- Provide helpdesk support
- Provide technical support either by phone, remote access or site visits as needed.
- Respond to IT issues; hardware maintenance, software, networking, etc.
- Evaluate connectivity issues, equipment, and software.
- Modify configurations, utilities, software, etc.
- Set up equipment for new users.
- Install and test new software.
- Perform data backups.
- Install and update network system improvements as needed.
- Assist with computer repair/troubleshooting software, networks, virus protection.
- Assist with Wi-Fi technology, and more.

Knowledge Required by the Position:

Proficient in solving complex IT problems. Demonstrated abilities to perform various client technological issues. Formal training in IT Technology. Proficient in Microsoft products, personal computer hardware, setup and troubleshooting. Ability to read, understand and analyze technical information to make decisions. The ability to develop and maintain effective working relationships with City Staff.

Supervisory Controls:

Work is performed under the direct supervision of the Sr. MIS Manager and Executive Director.

Guidelines:

Includes the City personnel handbook, City codes and ordinances, and other applicable laws and regulations and GICC Policies and Procedures.

Complexity:

Work requires analysis and judgement in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect:

The purpose of this position is to provide technical information systems work to the Convention Center and Arena staff and clients.

Personal Contacts:

Contacts are typically with Convention Center and Arena staff, vendors, City employees, and the general public.

Purpose of Contacts:

Contacts are typically to give and exchange information, resolve problems, and provide customer services.

Physical Demands:

Work involves walking, talking, hearing, using hands to handle, feel or operate machinery, tools, or controls and reach with hands and arms. Vision

Work Environment:

Work is performed in an office environment, with the employee typically sitting at a desk.

Supervisory and Management Responsibility:

The MIS Technician does not have an internal supervisory role but, may have to oversee that work of contracted vendors and their employees.

Minimum Qualifications:

Associate degree or two years of college course work in Management or Computer Information Systems, four (4) years of Managing Information Systems, Network Administration, or related work experiences; or equivalent combination of direct computer training and experience.

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2020-21

Fund: **555**

Department and Number:

Convention Center 4970

x New Replacement for Vehicle/Equipment No.

Priority: **1**

Vehicle Type

Sedan 2 Door

Sedan 4 Door

Cruiser

Station Wagon

Van

1/2 ton Truck

Ford Transport

3/4 ton Truck

Sanitation Front Loader

Sanitation Rear Loader

Other

Information on Vehicle/Equipment Being Replaced
Age of Vehicle/Equipment Being Replaced
Units of Use to Date (hours, miles, etc.)
Total Operating/Maintenance Costs to Date
Actual FYE 2019-20 Maintenance Cost
Actual FYE 2019-20 Operating Cost
Estimated FYE 2020-21 Maintenance Cost
Estimated FYE 2020-21 Operating Cost

List of Special Features, Not Standard:

Specific Description & Condition of Item Being Replaced including VIN#:

Justification/Description:
For moving equipment.

Recommended Disposition of Replaced Item:
Sell by Sealed Bid
Sell at Auction
Retain as Backup
Dismantle and Use for Parts
Junk
Other

Purchase Option New Vehicle/Equipment

\$50,000

Purchase Price

10 + years

Estimated Useful Life

5,000 miles

Estimated Use During 2020-21

\$,2500

Estimated Operating Cost During 2020-21

Rental Option New Vehicle/Equipment

Rental/Lease Cost per Year

Estimated Length of Rental/Lease

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

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

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

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Current Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
91	2001	Ford	E-150	1FMRE11231HB04740	19,506.00	1/1/2001	34,524	35,628	389	133121
	2007	Ford	Crown Victoria	2FAFP71W77X147175	10,000.00	11/16/2016	89,067	109,072	6,505	GV183B

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

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2020-21

Department: GICC Division: 555 Fund: 555 Department Number: 4970

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
54 5640	Carpet Installation Salons	GICC Fund	\$121,475				
54 5640	Combi Oven	GICC Fund	\$88,000				
54 5640	Digital Cable & Fiber Install	GICC Fund	\$198,400				
54 7640	Fire Alarm System Upgrade	GICC Fund	\$250,000				
54 5640	Folding Risers 6' by 8' (20)	GICC Fund	\$62,000				
54 7550	Ford Transportation Box Truck	GICC Fund	\$50,000				
54 7640	HVAC Cooling Tower Repair	GICC Fund	\$175,000				
54 5640	KaiVac Machines (2)	GICC Fund	\$10,000				
54 7640	Meeting Matrix/Delphi Diagrams	GICC Fund	\$96,000				
54 5640	Riding Carpet Vacuum	GICC Fund	\$20,000				
54 7640	Exterior Light Posts	GICC Fund		\$100,000			
54 7640	Sail Tower Refurbish	GICC Fund		\$100,000			
54 7640	Ball Room Milwork and Door Re	GICC Fund		\$80,000			
54 7640	Ballroom Lighting Retrofit	GICC Fund		\$500,000			
54 7640	VMWare IT Infrastructure Backu	GICC Fund		\$140,000			
54 7640	HVAC Bypass Valve	GICC Fund		\$100,000			
54 40	Suite Lighting Retrofit	GICC Fund		\$50,000			
54 7580	VAN Replacement	GICC Fund		\$35,000			
54 7640	Lobby Lighting Retrofit	GICC Fund			\$1,000,000		
54 7640	Parking Lot Repaving and Restrip	GICC Fund			\$1,000,000		
54 7640	Operable Wall Refurbish - Halls	GICC Fund			\$500,000		
54 7640	Refurbish Restroom - Halls	GICC Fund			\$500,000		
54 7640	Glass Replacement	GICC Fund			\$100,000		
54 7640	Carpet Replace (Lobby/Suites)	GICC Fund				\$750,000	
54 7640	Ball Room Airwalls Refurbish	GICC Fund				\$1,500,000	
54 7640	Roof Coating	GICC Fund				\$1,000,000	
54 7640	Chiller Replacement	GICC Fund				\$500,000	
54 7640	Kitchen Refurbish	GICC Fund					\$2,000,000
Totals			\$1,070,875	\$1,105,000	\$3,100,000	\$3,750,000	\$2,000,000

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: New Ford Transport Van

Item/Project Manager: GICC

Priority Rating: 4

Units Requested: 1

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: GICC requires a van to move equipment.

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

Cost Breakdown:

Estimated Useful Life: 10+ Years

Estimated Cost: \$50,000

Less: Trade-In: NA

Net Cost: \$50,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Gene Evans \$50,000

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: Ford Box Truck/Van

Project Description: This project will provide resources for moving equipment and materials from the Convention Center to the Arena.

Project Justification and Impact: This vehicle will be used to transport equipment, food and beverage, and other materials between the Convention Center and the arena. It will also be used to pick up supplies purchased locally. This project is in conformity with the Master Plan in maintaining and efficient and safe operating facility for the City of College Park.

Project Costs: \$50,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

Useful Life: 10+ years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Building Maintenance (Carpet Install)

Item/Project Manager: GICC

Priority Rating: 1

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life: 10+ Years

Estimated Cost: \$121,475

Less: Trade-In: NA

Net Cost: \$121,475

Comparable Quotes:

Vendor Name

Vendor Quote

1. Vision Installations \$121,475

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Convention Center

Project Name or Title: Carpet Installation in the Salons

Project Description: Replace existing Carpet in the Salons (1-8) with the carpet purchased in the 19/20 budget.

Project Justification and Impact: This project will replace the existing carpet that was installed when the building opened in 2003

Project Costs: \$121,475

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 121,475	\$ -	\$ -	\$ -	\$ -	\$ 121,475

Useful Life: 10+ Years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division:

Department Number: 4970

Item/Project Name: Combi Oven

Item/Project Manager: Kitchen/ Matt Finley

Priority Rating: 2

Units Requested: 3

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$88,000

Less: Trade-In

Net Cost \$88,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Edward Don- \$88,000

2. Webstaurantstore.com-\$95,000

3. KaTom Restaurant supply- \$107,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: Combi Oven

Project Description: The Combi ovens are very durable and a great multipurpose tool taking the place of old and out dated equipment in the case of a steamer and separate deck oven.

Project Justification and Impact: We have 12 Deck ovens 4 of which are routinely malfunctioning. We have spent thousands of dollars in repairs over the last calendar year and will continue to Spend money into this if we don't replace the malfunctioning units.

Project Costs: \$88,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 88,000	\$ -	\$ -	\$ -	\$ -	\$ 88,000

Useful Life: 15 years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Convention Center

Fund:555 4970 54 7620

Division: MIS DEPARTMENT

Department Number:

Item/Project Name: Digital Cable and Fiber Installation

Item/Project Manager: Robert Ligon

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Scheduled Replacement | <input type="checkbox"/> Expanded Service |
| <input checked="" type="checkbox"/> Replace Worn Out Equipment | <input type="checkbox"/> New Operation |
| <input checked="" type="checkbox"/> Obsolete Equipment | <input type="checkbox"/> Increased Safety Replacement |
| <input type="checkbox"/> Reduce Personnel Time | <input type="checkbox"/> Additional |

If replacement, describe item to be replaced:

Replace old RG59 cabling and current MDTA analog controller.

Disposition of item replaced:

- Sale Trade In Scrap Other Department Use

Justify need for this item, including use: The current media topology was provision in year 2003. All cabling is obsolete. Currently we are having major difficulties servicing clients who wish to have digital services. New cabling will need to be installed to deliver digital content. This capital purchase is required in order to continue in providing client services and increasing revenues for the City of College Park

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

Cost Breakdown: \$185,900	Estimated Useful Life	5 Years
Wiring and Customs: \$5,500	Estimated Cost	\$198,400
PC's, Server, UPS & Software: \$7,000	Less: Trade In	
	Net Cost	\$ 198,400

Comparable Quotes:	Vendor Name	Vendor Quote
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1. <u>Comcast</u>	<u>Comcast</u>	<u>\$198,400.00</u>
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2.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Convention Center – MIS Department

Project Name or Title:

Capital Improvement – DIGITAL CABLE & FIBER INSTALLATION

Project Description:

This capital Improvement item is to provide resources necessary to obtain and maintain client servicing requirements. The system will pay for itself through up selling digital services that we have established.

Project Justification and Impact:

The current media topology was provision in year 2003. All cabling is obsolete. Currently we are having major difficulties services clients who wish to have digital services. New cabling will need to be installed to deliver digital content. This capital purchase is required in order to continue in providing client services and increasing revenues for the City of College Park.

Project Costs: \$ 198,400

<u>PriorYear</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 198,400	\$ -	\$ -	\$ -	\$ -	\$ 198,400

Useful Life: 5+ years

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

Funding Source: General Fund

Relationship to Other Primary Projects: Critical

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Fire Alarm System Upgrade

Item/Project Manager: GICC

Priority Rating: 4

Units Requested: 1

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If the item is a replacement, please describe the item that needs replaced. Existing Fire Alarm panels.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: Old Fire Alarm system panels are no longer supported.

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

Cost Breakdown:

Estimated Useful Life: 10+ Years

Estimated Cost: \$250,000

Less: Trade-In: NA

Net Cost: \$250,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. JCI \$250,000

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: Fire Alarm System Upgrade

Project Description: This project is to replace the outdated Fire Alarm Panels

Project Justification and Impact: The old panels are outdated and no longer supported.

Project Costs: \$250,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Useful Life: 7-10 years

Estimated Cost Beyond Five Year Program: General maintenance & cleaning expenses will be incurred.

Funding Source: Convention Center Fund

Relationship to other Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Operations (6'x8' Folding Risers) and Steps

Item/Project Manager: GICC

Priority Rating: 1

Units Requested: 20

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life: 5+ Years

Estimated Cost: \$62,000

Less: Trade-In: NA

Net Cost: \$62,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. SICO \$62,000

2.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: 6'x8' Folding Risers and Steps

Project Description: Replace some of the 6'X8' Folding Risers. We need 20 new risers and Steps

Project Justification and Impact: Due to normal wear and tear it will be necessary to replace some of the current inventory of Risers. Some are in poor shape and would directly impact our guests experience, as well as present a safety hazard to the staff.

Project Costs: \$62,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 62,000	\$	\$ -	\$ -	\$ -	\$ 62,000

Useful Life: 3+ Years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: BM (HVAC Colling Tower Repair)

Item/Project Manager: GICC

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use: The HVAC Cooling Tower Deck & Fill needs to be replaced.

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

Cost Breakdown:

Estimated Useful Life: 10+ Years

Estimated Cost: \$175,000

Less: Trade-In: NA

Net Cost: \$175,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. JM Pleasants Co. \$175,000

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: HVAC Cooling Tower Repair

Project Description: This project will provide resources for the Repairs of the HVAC Cooling Towers for the Central Plant.

Project Justification and Impact: The Existing cooling tower is 15+ years old and in need of some large repairs.

Project Costs: \$175,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

Useful Life: 10+ years

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

Funding Source: Convention Center Fund

Relationship to other Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: KiaVac 27 gal Bathroom Cleaners

Item/Project Manager: GICC

Priority Rating: 1

Units Requested: 2

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

2 Units at \$5,000 Each

Estimated Useful Life: 5+ Years

Estimated Cost: \$10,000

Less: Trade-In: NA

Net Cost: \$10,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. San-A-Care Inc \$10,000

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: KaiVac Bathroom Cleaners

Project Description: The KiaVac Machines will be used to Clean the Restrooms.

Project Justification and Impact: These machines are necessary to adequately and safely clean bathrooms and other areas where sanitation and health issues may be of a concern.

Project Costs: \$10,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Useful Life: 3+ Years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Convention Center and Arena

Fund: 556 & 555

Division:

Department Number:

Item/Project Name: Meeting Matrix/Delphi Diagrams

Item/Project Manager: Robert Ligon

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project:

Explain need for this expenditure:

- | | |
|---|---|
| <input type="checkbox"/> Scheduled Replacement | <input checked="" type="checkbox"/> Expanded Service |
| <input type="checkbox"/> Replace Worn Out Equipment | <input checked="" type="checkbox"/> New Operation |
| <input type="checkbox"/> Obsolete Equipment | <input type="checkbox"/> Increased Safety Replacement |
| <input type="checkbox"/> Reduce Personnel Time | <input type="checkbox"/> Additional |

If replacement, describe item to be replaced:

N/A

Disposition of item replaced:

- Sale Trade In Scrap Other Department Use

Justify need for this item, including use: The ARENA is a new operation and will require Delphi Diagrams to depict drawing details of the facility. Clients will need those details to complete their setup. This project will be split funding between the GICC and the ARENA. The GICC use the same software and is in need of an upgrade. Licensing is depleted for the current software being utilized. This project is scheduled for replacement and is necessary in servicing our clients. Also, this project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park in the event of an emergency.

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

Cost Breakdown: \$71,500	Estimated Useful Life	5 Years
Wiring and Customs: \$4,500	Estimated Cost	\$96,000
PC's, Server, UPS & Software: \$20,000	Less: Trade In	
	Net Cost	\$ 96,000

Comparable Quotes:	Vendor Name	Vendor Quote
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1. GICC Cost of Upgrade -	Amadeus Delphi FDC	\$62,900.00
2. ARENA Cost of Upgrade -	Amadeus Delphi FDC	\$33,100.00
<u>Meeting Matrix/Delphi Diagrams</u>	Amadeus Delphi FDC	Total Cost <u>\$96,000.00</u>

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Convention Center and Arena

Project Name or Title:

Capital Improvement – MEETING MATRIX/DELPHI DIAGRAMS

Project Description:

This capital Improvement item is to provide resources necessary to obtain and maintain client servicing requirements. The system will pay for itself through up selling facility and rental services.

Project Justification and Impact:

The GICC have not upgraded the Meeting Matrix platform since 2010. The current system licensing is assaulted. This project is scheduled for replacement and is necessary in servicing our clients. Also, this project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park in the event of an emergency.

Project Costs: \$ 96,000

<u>PriorYear</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 96,000	\$ -	\$ -	\$ -	\$ -	\$ 96,000

Useful Life: 5+ years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-2021

Department: Convention Center

Fund: 555

Division: 555

Department Number: 4970

Item/Project Name: Riding Carpet Vacuum

Item/Project Manager: GICC

Priority Rating: 1

Units Requested: 2

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life: 10+ Years

Estimated Cost: \$20,000

Less: Trade-In: NA

Net Cost: \$20,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Grainger \$20,000

2.

3.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Convention Center

Project Name or Title: Janitorial Equipment

Project Description: Purchase of New Riding Vacuum

Project Justification and Impact: This machine will be utilized to clean and maintain all carpeted areas through the building. Due to the volume of use we do anticipate some performance deterioration or perhaps even failures with some units, thus the need for periodic replace throughout the year.

Project Costs: \$20,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

Useful Life: 5+ Years

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

Funding Source: Convention Center Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name:

Georgia International Convention Center

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

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

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

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

Program History:

In 1983 the city of College Park established the Business and Industrial Development Authority (BIDA) to solicit major hotels and start work on a public assembly facility owned and operated by College Park through BIDA. In 1983, the first Georgia International Convention & Trade Center (GICTC) opened with 136,000 total square feet. In 1993 GICTC opened Phase 2 expansion and changed the name to the Georgia International Convention Center (GICC) with 329,000 square feet, including 5 exhibit halls totaling 120,000 square feet, 35 meeting rooms and 2 ballrooms, and an in-house food and beverage provider Proof of the Pudding.

In 2003, the GICC relocated to a new 400,000 square foot facility with a 40,000 square foot ballroom, Georgia's largest. The facility included 150,000 square feet of exhibition space, 15,000 square feet of flexible meeting space, three executive boardrooms, a VIP Green Room, and a Culinary Arts Center. The new facility is located on Camp Creek Parkway, about ¼ mile from the airport.

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

EXHIBIT I-BUDGET PERFORMANCE

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

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

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

Trends:

Program 20/21 Objectives:

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

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

Performance Measures

Number of Events

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

Booking Accomplishments

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

EXHIBIT I-BUDGET PERFORMANCE

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

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

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

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

ATL Airport District (DMO)

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

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

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

EXHIBIT I-BUDGET PERFORMANCE

Key Groups Booked

ISA Southern Chapter

Total Room Nights: 1320

Economic Impact: 1.0 Million

FreightWaves

Total Room Nights: 1510

Economic Impact: 1.9 Million

Chick-fil-A

Total Room Nights: 3080

Economic Impact: 5.3 Million

USA Weightlifting

Total Room Nights: 1155

Economic Impact: 1.0 Million

CRU Publishing Ltd.

Total Room Nights: 1326

Economic Impact: 1.8 Million

Varsity Spirit

Total Room Nights: 2284

Economic Impact: 2.1 Million

July 1, 2019 – January 2020

Sales Leads: 416

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

The theme for tis year was "Let the Revolution Begin" featuring Arrested Development

Sponsorship

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

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

Accomplishments

Completed renovation of Ballroom wallcovering

Purchased new carpet for the ballroom with SPLOST money

EXHIBIT I-BUDGET PERFORMANCE

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

Hired Jason Causey as Convention Center Manager

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 20/21

Fund: 555

Department and Number: Convention Center 4970

Department Submitting Request: Convention Center

Division Submitting Request: Convention Center

Department Requested For: Tourist Product Development

Prepared By: Mercedes Miller

Description of Item:

1. Transfer the cost for Director of Security at the Convention Center \$ 90,500

Total \$ 90,500

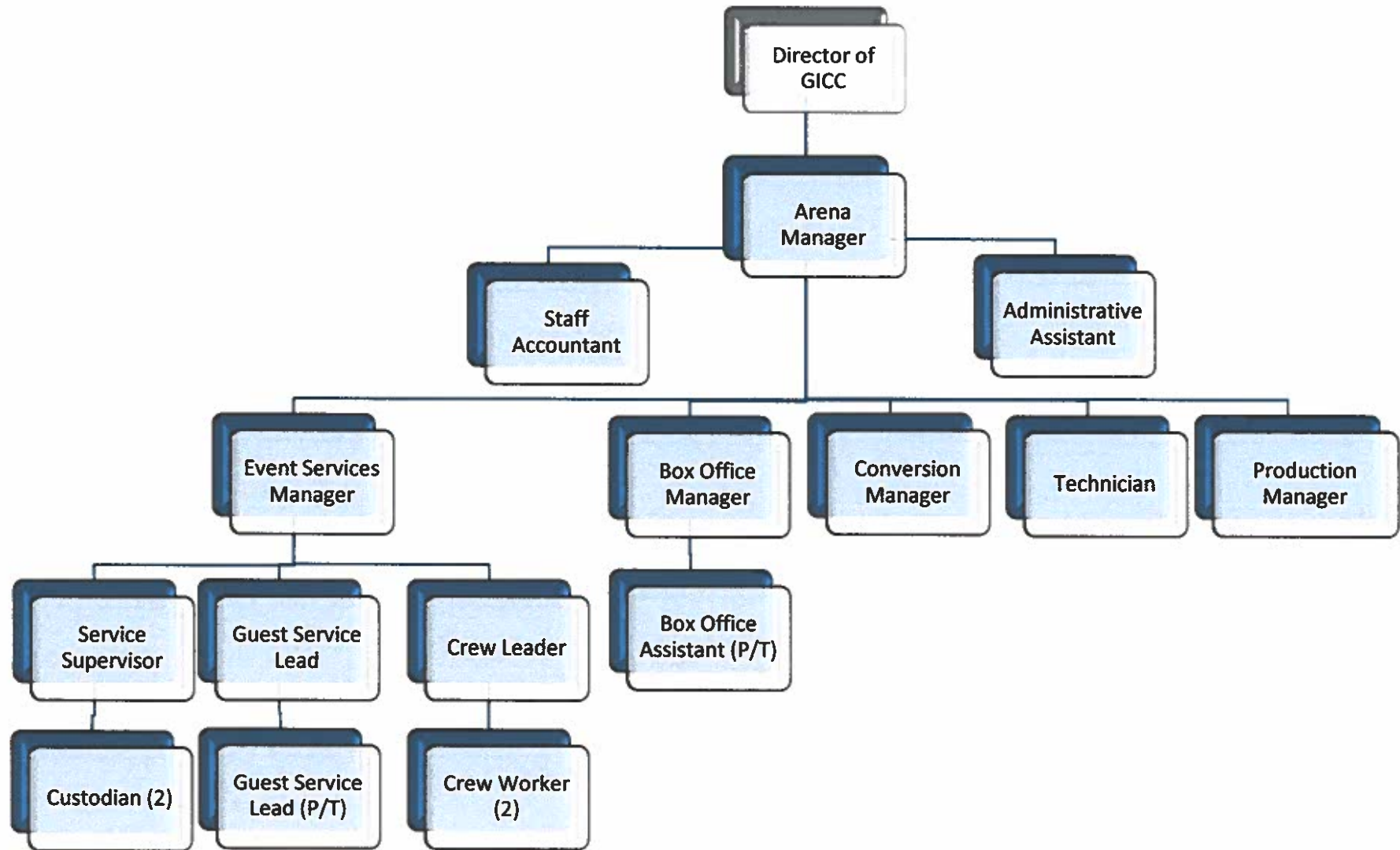
Reason for Requesting:

1. To provide a uniform police officer presence at the GICC. Additional security measure for patrons and clients visiting the GICC.

Cost Estimate/Revenue Enhancement:

Total Cost \$90,500

GATEWAY ARENA ORGANIZATIONAL CHART



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET**

Fund: 556

Department and Number: Gateway Arena 4969

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Arena Manager	0	0	1	1	1
Arena Box Office Mgr.	0	0	1	1	1
Arena Event Services Mgr.	0	0	1	1	1
Arena Conversion Mgr.	0	0	1	1	1
Arena Staff Accountant	0	0	1	1	1
Arena Administrative Asst.	0	0	1	1	1
Arena Technician	0	0	1	1	1
Arena Production Manager	0	0	0	1	1
Arena Custodian	0	0	2	4	4
Arena Crew Leader	0	0	1	1	1
Arena Crew Worker	0	0	2	2	2
Arena Service Supervisor	0	0	1	1	1
Arena Guest Service Lead	0	0	1	0	0
Total Full Time Personnel:	0	0	14	16	16
Part Time Positions:					
Arena Guest Service Lead	0	0	1	3	3
Arena Box Office Assistant	0	0	1	1	1
Arena Part Time Crew Worker	0	0	0	2	2
Total Part Time Personnel:	0	0	2	6	6
Total	0	0	16	22	22



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	556 - GICC - ARENA							
REVENUE								
Department 0000 - Revenues								
<i>Charges For Services</i>								
34 5100	Sales Food & Beverage	.00	2,220,000.00	365,273.73	16	1,500,000.00	2,375,000.00	7
34 5110	Security Revenue	.00	75,000.00	65,103.36	87	90,000.00	90,000.00	20
34 5120	Parking Rental	.00	200,000.00	2,265.00	1	.00	.00	(100)
34 5140	Meeting Rooms	.00	400,000.00	236,485.32	59	1,500,000.00	1,800,000.00	350
34 5150	Equipment Rental	.00	50,000.00	10,610.00	21	50,000.00	50,000.00	
34 5160	Electrical Rental	.00	50,000.00	15,500.00	31	50,000.00	50,000.00	
34 5170	Telecommunications Rental	.00	50,000.00	5,150.00	10	50,000.00	50,000.00	
<i>Charges For Services Totals</i>		\$0.00	\$3,045,000.00	\$700,387.41	23%	\$3,240,000.00	\$4,415,000.00	45%
<i>Commissions</i>								
34 5180	Audio/Visual Commissions	.00	100,000.00	.00		.00	.00	(100)
<i>Commissions Totals</i>		\$0.00	\$100,000.00	\$0.00	0%	\$0.00	\$0.00	(100%)
<i>Other Income</i>								
34 1900	Miscellaneous Income	.00	300,000.00	76,346.43	25	350,000.00	350,000.00	17
<i>Other Income Totals</i>		\$0.00	\$300,000.00	\$76,346.43	25%	\$350,000.00	\$350,000.00	17%
<i>Interest</i>								
36 1000	Interest - Nonrestricted	725,522.60	.00	.00		.00	74,808.00	
<i>Interest Totals</i>		\$725,522.60	\$0.00	\$0.00	+++	\$0.00	\$74,808.00	+++
<i>Operating Transfers In</i>								
39 1228	Administrative/Hospitalit	975,000.00	.00	.00		.00	.00	
39 1255	Transfers In	6,722,765.98	.00	.00		.00	2,869,819.00	
<i>Operating Transfers In Totals</i>		\$7,697,765.98	\$0.00	\$0.00	+++	\$0.00	\$2,869,819.00	+++
Department 0000 - Revenues Totals		\$8,423,288.58	\$3,445,000.00	\$776,733.84	23%	\$3,590,000.00	\$7,709,627.00	124%
REVENUE TOTALS		\$8,423,288.58	\$3,445,000.00	\$776,733.84	23%	\$3,590,000.00	\$7,709,627.00	124%
EXPENSE								
Department 4969 - GATEWAY ARENA								
<i>Personnel Services</i>								
51 5010	Salary/Operating	.00	336,576.00	242,908.64	72	748,935.00	550,840.00	64
51 5020	Salary/Overtime	.00	.00	.00		5,000.00	5,000.00	
51 5030	Salary/Partime	.00	.00	2,985.00		58,500.00	104,049.00	
51 5040	Shared Utility Payments	.00	.00	1,718.85		5,800.00	5,800.00	
51 5041	Shared Personnel Costs	.00	5,000.00	.00		5,000.00	5,000.00	
51 5190	Medicare	.00	5,997.00	3,292.72	55	10,860.00	9,496.00	58
51 5200	Fica	.00	.00	185.07		3,650.00	2,663.00	



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	556 - GICC - ARENA							
	EXPENSE							
	Department 4969 - GATEWAY ARENA							
	Personnel Services							
	<i>Personnel Services Totals</i>	\$0.00	\$347,573.00	\$251,090.28	72%	\$837,745.00	\$682,848.00	96%
	<i>Employee Benefits</i>							
51 5150	City Pension Contribution	.00	82,550.00	49,673.68	60	145,176.00	125,581.00	52
51 5161	Life Insurance	.00	397.00	248.15	63	795.00	695.00	75
51 5163	ST Disability Insurance	.00	1,000.00	220.88	22	1,000.00	1,000.00	
51 5164	LT Disability Insurance	.00	1,200.00	184.49	15	1,200.00	1,200.00	
51 5165	Health Insurance	.00	49,409.00	20,127.90	41	115,410.00	113,954.00	131
51 5166	Dental Insurance	.00	1,288.00	1,103.06	86	3,094.00	2,716.00	111
51 5180	Uniforms	.00	20,000.00	3,646.65	18	20,000.00	20,000.00	
	<i>Employee Benefits Totals</i>	\$0.00	\$155,844.00	\$75,204.81	48%	\$286,675.00	\$265,146.00	70%
	<i>New Personnel Costs</i>							
51 5210	Position Consideration	.00	.00	.00		127,707.00	84,517.00	
51 5211	Fringe Benefits A/P	.00	.00	.00		32,310.00	.00	
51 5212	Training/New Personnel	.00	.00	.00		1,000.00	.00	
51 5213	Material/Supplies New Per	.00	.00	.00		3,500.00	.00	
	<i>New Personnel Costs Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$164,517.00	\$84,517.00	+++
	<i>Communications & Util.</i>							
52 5240	Telephone	.00	225,000.00	47,568.53	21	289,400.00	289,400.00	29
52 5260	Heat & Power	.00	150,000.00	4,487.47	3	545,000.00	245,000.00	63
52 5270	Water	.00	10,000.00	.00		100,000.00	75,000.00	650
52 5280	Other Communication/Util	.00	25,000.00	.00		22,000.00	22,000.00	(12)
	<i>Communications & Util. Totals</i>	\$0.00	\$410,000.00	\$52,056.00	13%	\$956,400.00	\$631,400.00	54%
	<i>Rentals</i>							
52 5360	Other Equipment Rental	.00	5,000.00	2,073.62	41	40,000.00	20,000.00	300
	<i>Rentals Totals</i>	\$0.00	\$5,000.00	\$2,073.62	41%	\$40,000.00	\$20,000.00	300%
	<i>Repair & Maintenance</i>							
52 5710	R&M Furn. & Equip.	.00	.00	7,668.00		12,000.00	12,000.00	
52 5730	R&M - D/P Equipment	279.83	29,840.00	10,897.32	37	36,908.00	108,908.00	265
52 5780	Grounds	.00	.00	5,792.00		35,000.00	25,000.00	
	<i>Repair & Maintenance Totals</i>	\$279.83	\$29,840.00	\$24,357.32	82%	\$83,908.00	\$145,908.00	389%



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 556 - GICC - ARENA								
EXPENSE								
Department 4969 - GATEWAY ARENA								
Building Maintenance								
52 5740	R&M-Buildings	.00	.00	2,203.11		195,000.00	150,000.00	
<i>Building Maintenance Totals</i>		\$0.00	\$0.00	\$2,203.11	+++	\$195,000.00	\$150,000.00	+++
Training & Education								
52 6200	Training	.00	6,300.00	.00		12,000.00	6,300.00	
52 6210	Dues	.00	600.00	500.00	83	3,585.00	3,585.00	498
<i>Training & Education Totals</i>		\$0.00	\$6,900.00	\$500.00	7%	\$15,585.00	\$9,885.00	43%
Other Services & Charges								
52 3505	Mileage Reimbursement	.00	400.00	22.49	6	400.00	400.00	
52 5451	Audit Fees	.00	.00	29,000.00		.00	.00	
52 6000	Advertising Expense	.00	65,000.00	49,399.99	76	350,000.00	250,000.00	285
52 6050	Bank Charges	.00	8,000.00	49.95	1	10,000.00	8,000.00	
52 6110	Other Insurance	25,764.60	145,648.00	51,680.40	35	.00	.00	(100)
52 6170	Contractual Services	5,216.50	70,000.00	237,958.55	340	565,000.00	500,000.00	614
52 6171	Security Services	.00	155,000.00	142,471.08	92	525,000.00	400,000.00	158
52 6172	Contractual Services for Projects	2,304,569.89	77,000.00	1,118,916.17	1,453	92,250.00	77,250.00	
52 6193	City Wide Events	.00	.00	.00		70,000.00	10,000.00	
52 6560	Workers Comp/Administrati	.00	.00	2,143.19		2,181.00	2,181.00	
52 6590	Contingencies	.00	2,445.00	.00		.00	84,173.00	3,343
<i>Other Services & Charges Totals</i>		\$2,335,550.99	\$523,493.00	\$1,631,641.82	312%	\$1,614,831.00	\$1,332,004.00	154%
Materials & Supplies								
52 7300	Postage	.00	.00	57.44		200.00	200.00	
52 7320	Stationery & Printing	.00	3,000.00	5,476.86	183	1,850.00	1,850.00	(38)
52 7330	Copy Expense	.00	7,000.00	982.54	14	10,000.00	5,000.00	(29)
53 7000	Gas & Oil	.00	.00	.00		25,000.00	10,000.00	
53 7010	Tools/Shop Supplies	.00	.00	412.27		3,000.00	1,000.00	
53 7020	Janitorial Supplies	.00	55,000.00	39,947.99	73	111,000.00	100,000.00	82
53 7050	Medical Services/Supplies	.00	600.00	.00		1,700.00	1,000.00	67
53 7121	Computer Hardware	.00	65,000.00	47,369.60	73	66,950.00	45,000.00	(31)
53 7122	Computer Supplies	.00	10,000.00	2,676.00	27	15,300.00	15,300.00	53
53 7150	Other Operating Supplies	.00	30,450.00	43,245.18	142	74,050.00	50,000.00	64
53 7310	Office Supplies	.00	2,500.00	10,742.63	430	11,000.00	10,000.00	300



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 556 - GICC - ARENA								
EXPENSE								
Department 4969 - GATEWAY ARENA								
Materials & Supplies								
<i>Materials & Supplies Totals</i>		\$0.00	\$173,550.00	\$150,910.51	87%	\$320,050.00	\$239,350.00	38%
<i>Cost Of Sales</i>								
52 6260	Management Fee	.00	176,900.00	35,000.00	20	160,000.00	160,000.00	(10)
52 6280	Contract Labor	.00	375,000.00	189,158.48	50	255,000.00	255,000.00	(32)
52 6290	Contract Miscellaneous	.00	175,000.00	75,002.45	43	125,000.00	125,000.00	(29)
53 5961	Expendable Reserve	.00	25,000.00	48,766.38	195	37,500.00	37,500.00	50
53 5962	Marketing Reserve	.00	41,400.00	47,397.76	114	30,000.00	30,000.00	(28)
53 5963	Kitchen Equipment Reserve	.00	3,000.00	462.20	15	22,500.00	22,500.00	650
53 5964	Bad Debt Reserve	.00	.00	.00		3,750.00	3,750.00	
53 6420	Concessions Purchased	.00	35,000.00	73,769.19	211	20,000.00	20,000.00	(43)
53 7030	Food & Dietary Supplies	.00	400,000.00	93,607.37	23	375,000.00	375,000.00	(6)
<i>Cost Of Sales Totals</i>		\$0.00	\$1,231,300.00	\$563,163.83	46%	\$1,028,750.00	\$1,028,750.00	(16%)
<i>Capital Outlay</i>								
54 7520	Buildings	23,511,817.00	.00	15,835,279.62		.00	.00	
54 7550	Furniture/Fixtures New	.00	453,000.00	204,243.44	45	810,000.00	240,000.00	(47)
54 7630	Other Equipment - New	854,389.41	108,500.00	426,960.28	394	180,000.00	10,000.00	(91)
<i>Capital Outlay Totals</i>		\$24,366,206.41	\$561,500.00	\$16,466,483.34	2933%	\$990,000.00	\$250,000.00	(55%)
<i>Debt Service</i>								
58 1100	Bond Principal	.00	.00	.00		.00	1,735,000.00	
58 2000	Bond Interest	.00	.00	.00		.00	1,134,819.00	
<i>Debt Service Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$2,869,819.00	+++
Department 4969 - GATEWAY ARENA Totals		\$26,702,037.23	\$3,445,000.00	\$19,219,684.64	558%	\$6,533,461.00	\$7,709,627.00	124%
EXPENSE TOTALS		\$26,702,037.23	\$3,445,000.00	\$19,219,684.64	558%	\$6,533,461.00	\$7,709,627.00	124%
Fund 556 - GICC - ARENA Totals								
REVENUE TOTALS		\$8,423,288.58	\$3,445,000.00	\$776,733.84	23%	\$3,590,000.00	\$7,709,627.00	124%
EXPENSE TOTALS		\$26,702,037.23	\$3,445,000.00	\$19,219,684.64	558%	\$6,533,461.00	\$7,709,627.00	124%
Fund 556 - GICC - ARENA Totals		(\$18,278,748.65)	\$0.00	(\$18,442,950.80)	+++	(\$2,943,461.00)	\$0.00	+++
Net Grand Totals								
REVENUE GRAND TOTALS		\$8,423,288.58	\$3,445,000.00	\$776,733.84	23%	\$3,590,000.00	\$7,709,627.00	124%
EXPENSE GRAND TOTALS		\$26,702,037.23	\$3,445,000.00	\$19,219,684.64	558%	\$6,533,461.00	\$7,709,627.00	124%
Net Grand Totals		(\$18,278,748.65)	\$0.00	(\$18,442,950.80)	+++	(\$2,943,461.00)	\$0.00	+++



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
REVENUES				
Fund	556 - GICC - ARENA			
Department	0000 - Revenues			
Account	34 1900 - Miscellaneous Income			
556 0000 34 1900	Coke Sponsorship	1.0000	25,000.00	25,000.00
556 0000 34 1900	Naming Rights Sponsorship	1.0000	250,000.00	250,000.00
556 0000 34 1900	Sponsorship Inside Arena	1.0000	75,000.00	75,000.00
	Account 34 1900 - Miscellaneous Income Totals	Transactions	3	<u>\$350,000.00</u>
Account	34 5100 - Sales Food & Beverage			
556 0000 34 5100	Sales Food and Beverage	1.0000	2,375,000.00	2,375,000.00
	Account 34 5100 - Sales Food & Beverage Totals	Transactions	1	<u>\$2,375,000.00</u>
Account	34 5110 - Security Revenue			
556 0000 34 5110	Event Security	1.0000	30,000.00	30,000.00
556 0000 34 5110	Event Staffing	1.0000	60,000.00	60,000.00
	Account 34 5110 - Security Revenue Totals	Transactions	2	<u>\$90,000.00</u>
Account	34 5140 - Meeting Rooms			
556 0000 34 5140	Basketball Facility Fee	76.0000	2,000.00	152,000.00
556 0000 34 5140	Concert Facility Fee and Ticket Sales	1.0000	650,000.00	650,000.00
556 0000 34 5140	Room Rental	1.0000	998,000.00	998,000.00
	Account 34 5140 - Meeting Rooms Totals	Transactions	3	<u>\$1,800,000.00</u>
Account	34 5150 - Equipment Rental			
556 0000 34 5150	Equipment Rental	1.0000	50,000.00	50,000.00
	Account 34 5150 - Equipment Rental Totals	Transactions	1	<u>\$50,000.00</u>
Account	34 5160 - Electrical Rental			
556 0000 34 5160	Special Electrical for Events	1.0000	50,000.00	50,000.00
	Account 34 5160 - Electrical Rental Totals	Transactions	1	<u>\$50,000.00</u>
Account	34 5170 - Telecommunications Rental			
556 0000 34 5170	Equipment Rental	1.0000	50,000.00	50,000.00
	Account 34 5170 - Telecommunications Rental Totals	Transactions	1	<u>\$50,000.00</u>
Account	39 1255 - Transfers In			
556 0000 39 1255	Transfer from Car Rental to Cover Bond Debt Service	1.0000	2,869,818.75	2,869,818.75
	Account 39 1255 - Transfers In Totals	Transactions	1	<u>\$2,869,818.75</u>
	Department 0000 - Revenues Totals	Transactions	13	<u>\$7,634,818.75</u>
	Fund 556 - GICC - ARENA Totals	Transactions	13	<u>\$7,634,818.75</u>
	REVENUES Totals	Transactions	13	<u>\$7,634,818.75</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	556 - GICC - ARENA			
Department	4969 - GATEWAY ARENA			
Account	51 5210 - Position Consideration			
556 4969 51 5210	New Personnell Salary	1.0000	84,517.00	84,517.00
	Account 51 5210 - Position Consideration Totals	Transactions	1	<u>\$84,517.00</u>
Account	52 3505 - Mileage Reimbursement			
556 4969 52 3505	Sales and Operating Employee Mileage	1.0000	400.00	400.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	<u>\$400.00</u>
Account	52 5240 - Telephone			
556 4969 52 5240	AT&T Bandwidth Circuits	1.0000	225,900.00	225,900.00
556 4969 52 5240	Cell Service	1.0000	7,000.00	7,000.00
556 4969 52 5240	Comcast	1.0000	6,500.00	6,500.00
556 4969 52 5240	VoIP+Subscriber Fees	1.0000	50,000.00	50,000.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>\$289,400.00</u>
Account	52 5260 - Heat & Power			
556 4969 52 5260	Electric	1.0000	200,000.00	200,000.00
556 4969 52 5260	HVAC/Plumbing	1.0000	45,000.00	45,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	2	<u>\$245,000.00</u>
Account	52 5270 - Water			
556 4969 52 5270	Water	1.0000	75,000.00	75,000.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$75,000.00</u>
Account	52 5280 - Other Communication/Util			
556 4969 52 5280	Dumpster for Clients	1.0000	10,000.00	10,000.00
556 4969 52 5280	Sanitation Services	1.0000	12,000.00	12,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	2	<u>\$22,000.00</u>
Account	52 5360 - Other Equipment Rental			
556 4969 52 5360	Equipment Rental for Events	1.0000	10,000.00	10,000.00
556 4969 52 5360	Equipment Rental for Maintaining Services	1.0000	10,000.00	10,000.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	2	<u>\$20,000.00</u>
Account	52 5710 - R&M Furn. & Equip.			
556 4969 52 5710	Daktronics Signs-Display Maintenance	1.0000	12,000.00	12,000.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	<u>\$12,000.00</u>
Account	52 5730 - R&M - D/P Equipment			
556 4969 52 5730	Access Point and Wifi equipment	1.0000	5,500.00	5,500.00
556 4969 52 5730	Delphi FDC Services and Support	1.0000	4,000.00	4,000.00
556 4969 52 5730	Fiber Upgrade	12.0000	6,000.00	72,000.00
556 4969 52 5730	LOGOS Licensing	1.0000	1,200.00	1,200.00
556 4969 52 5730	Meeting Matrix Servicing	1.0000	1,980.00	1,980.00
556 4969 52 5730	Microsoft Service Subscription	1.0000	2,500.00	2,500.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	556 - GICC - ARENA			
Department	4969 - GATEWAY ARENA			
Account	52 5730 - R&M - D/P Equipment			
556 4969 52 5730	Mimecast	1.0000	1,488.00	1,488.00
556 4969 52 5730	Misc. Service and Repairs	1.0000	2,500.00	2,500.00
556 4969 52 5730	Palto Firewall Subscription	1.0000	12,200.00	12,200.00
556 4969 52 5730	Tyler Technologies	1.0000	3,540.00	3,540.00
556 4969 52 5730	Volunteer Hub Subscription	1.0000	2,000.00	2,000.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	11	\$108,908.00
Account	52 5740 - R&M-Buildings			
556 4969 52 5740	Building Maintenance	1.0000	80,000.00	80,000.00
556 4969 52 5740	Electrical Repairs	1.0000	50,000.00	50,000.00
556 4969 52 5740	Fire and Sprinkler System	1.0000	20,000.00	20,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	3	\$150,000.00
Account	52 5780 - Grounds			
556 4969 52 5780	Landmark Landscapes	1.0000	10,000.00	10,000.00
556 4969 52 5780	Parking Lot Painting	1.0000	15,000.00	15,000.00
	Account 52 5780 - Grounds Totals	Transactions	2	\$25,000.00
Account	52 6000 - Advertising Expense			
556 4969 52 6000	Client Entertainment	1.0000	2,500.00	2,500.00
556 4969 52 6000	Crisis Communication Plan	1.0000	11,000.00	11,000.00
556 4969 52 6000	Local and National Marketing and Advertising	1.0000	20,000.00	20,000.00
556 4969 52 6000	Promotional Items	1.0000	50,000.00	50,000.00
556 4969 52 6000	Radio Advertising	1.0000	100,000.00	100,000.00
556 4969 52 6000	Social Media Services	1.0000	46,250.00	46,250.00
556 4969 52 6000	Website Maintenance	1.0000	20,250.00	20,250.00
	Account 52 6000 - Advertising Expense Totals	Transactions	7	\$250,000.00
Account	52 6050 - Bank Charges			
556 4969 52 6050	Visa/MC/Discover and AMEX	1.0000	8,000.00	8,000.00
	Account 52 6050 - Bank Charges Totals	Transactions	1	\$8,000.00
Account	52 6170 - Contractual Services			
556 4969 52 6170	American Servco	1.0000	100,000.00	100,000.00
556 4969 52 6170	Argus Security Staff	1.0000	200,000.00	200,000.00
556 4969 52 6170	Contract Labor Technical Staff	1.0000	110,000.00	110,000.00
556 4969 52 6170	IP International	1.0000	90,000.00	90,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	4	\$500,000.00
Account	52 6171 - Security Services			
556 4969 52 6171	Building Security	1.0000	100,000.00	100,000.00
556 4969 52 6171	Clayton County Officers	1.0000	100,000.00	100,000.00
556 4969 52 6171	Grady EMS	1.0000	100,000.00	100,000.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund	556 - GICC - ARENA				
Department	4969 - GATEWAY ARENA				
Account	52 6171 - Security Services				
556 4969 52 6171	Retired College Park Officers	1.0000	100,000.00	100,000.00	
	Account	52 6171 - Security Services Totals	Transactions	4	<u>400,000.00</u>
Account	52 6172 - Contractual Services for Projects				
556 4969 52 6172	Fox Theatre Consulting Fee	1.0000	77,250.00	77,250.00	
	Account	52 6172 - Contractual Services for Projects Totals	Transactions	1	<u>77,250.00</u>
Account	52 6193 - City Wide Events				
556 4969 52 6193	Fan Fest	1.0000	10,000.00	10,000.00	
	Account	52 6193 - City Wide Events Totals	Transactions	1	<u>10,000.00</u>
Account	52 6200 - Training				
556 4969 52 6200	Daktronics Training	1.0000	1,500.00	1,500.00	
556 4969 52 6200	IAVM	1.0000	1,500.00	1,500.00	
556 4969 52 6200	Misc Training- Crowd Mgmt, First Aid, CPR, EVAC	1.0000	1,500.00	1,500.00	
556 4969 52 6200	New World (Tyler)	1.0000	1,800.00	1,800.00	
	Account	52 6200 - Training Totals	Transactions	4	<u>6,300.00</u>
Account	52 6210 - Dues				
556 4969 52 6210	Cascade Business Association	1.0000	600.00	600.00	
556 4969 52 6210	Clayton County Chamber of Commerce	1.0000	500.00	500.00	
556 4969 52 6210	IAVM	3.0000	495.00	1,485.00	
556 4969 52 6210	Old National Merchants Assn.	1.0000	500.00	500.00	
556 4969 52 6210	South Fulton County Chamber of Commerce	1.0000	500.00	500.00	
	Account	52 6210 - Dues Totals	Transactions	5	<u>3,585.00</u>
Account	52 6260 - Management Fee				
556 4969 52 6260	POP Management Fee	1.0000	60,000.00	60,000.00	
556 4969 52 6260	Variable Management Fee	1.0000	100,000.00	100,000.00	
	Account	52 6260 - Management Fee Totals	Transactions	2	<u>160,000.00</u>
Account	52 6280 - Contract Labor				
556 4969 52 6280	Food & Beverage Contract Labor	1.0000	255,000.00	255,000.00	
	Account	52 6280 - Contract Labor Totals	Transactions	1	<u>255,000.00</u>
Account	52 6290 - Contract Miscellaneous				
556 4969 52 6290	Direct Operating Expenses	1.0000	60,000.00	60,000.00	
556 4969 52 6290	Indirect Operating Expenses	1.0000	15,000.00	15,000.00	
556 4969 52 6290	Misc. Expenses	1.0000	6,000.00	6,000.00	
556 4969 52 6290	Operating Expenses	1.0000	31,000.00	31,000.00	
556 4969 52 6290	Trash Removal	1.0000	13,000.00	13,000.00	
	Account	52 6290 - Contract Miscellaneous Totals	Transactions	5	<u>125,000.00</u>



Budget Transaction Report

Report by Budget Transactions

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Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	556 - GICC - ARENA			
Department	4969 - GATEWAY ARENA			
Account	52 6560 - Workers Comp/Administrati			
556 4969 52 6560	Apex Insurance Workers Comp Allocation	1.0000	1,920.00	1,920.00
556 4969 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	261.00	261.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$2,181.00</u>
Account	52 7300 - Postage			
556 4969 52 7300	Postage	1.0000	200.00	200.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$200.00</u>
Account	52 7320 - Stationery & Printing			
556 4969 52 7320	Business Cards	1.0000	750.00	750.00
556 4969 52 7320	Stationary, Envelopes, etc	1.0000	1,100.00	1,100.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	2	<u>\$1,850.00</u>
Account	52 7330 - Copy Expense			
556 4969 52 7330	Paper	1.0000	3,000.00	3,000.00
556 4969 52 7330	Sharp USA Copier	1.0000	2,000.00	2,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	2	<u>\$5,000.00</u>
Account	53 5961 - Expendable Reserve			
556 4969 53 5961	Expendable Reserve	1.0000	37,500.00	37,500.00
	Account 53 5961 - Expendable Reserve Totals	Transactions	1	<u>\$37,500.00</u>
Account	53 5962 - Marketing Reserve			
556 4969 53 5962	Marketing Reserve	1.0000	30,000.00	30,000.00
	Account 53 5962 - Marketing Reserve Totals	Transactions	1	<u>\$30,000.00</u>
Account	53 5963 - Kitchen Equipment Reserve			
556 4969 53 5963	Kitchen Reserve	1.0000	22,500.00	22,500.00
	Account 53 5963 - Kitchen Equipment Reserve Totals	Transactions	1	<u>\$22,500.00</u>
Account	53 5964 - Bad Debt Reserve			
556 4969 53 5964	Bad Debt Reserve	1.0000	3,750.00	3,750.00
	Account 53 5964 - Bad Debt Reserve Totals	Transactions	1	<u>\$3,750.00</u>
Account	53 6420 - Concessions Purchased			
556 4969 53 6420	Third Party Vendors	1.0000	20,000.00	20,000.00
	Account 53 6420 - Concessions Purchased Totals	Transactions	1	<u>\$20,000.00</u>
Account	53 7000 - Gas & Oil			
556 4969 53 7000	Gas	1.0000	10,000.00	10,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$10,000.00</u>
Account	53 7010 - Tools/Shop Supplies			
556 4969 53 7010	Magnetic Paint	1.0000	1,000.00	1,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$1,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	556 - GICC - ARENA			
Department	4969 - GATEWAY ARENA			
Account	53 7020 - Janitorial Supplies			
556 4969 53 7020	Air Fresheners	1.0000	3,800.00	3,800.00
556 4969 53 7020	Basketball Floor Cleaning Supplies	1.0000	7,200.00	7,200.00
556 4969 53 7020	Cleaning Supplies/Chemicals	1.0000	40,000.00	40,000.00
556 4969 53 7020	Paper Products	1.0000	49,000.00	49,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	4	\$100,000.00
Account	53 7030 - Food & Dietary Supplies			
556 4969 53 7030	F&B Expense	1.0000	375,000.00	375,000.00
	Account 53 7030 - Food & Dietary Supplies Totals	Transactions	1	\$375,000.00
Account	53 7050 - Medical Services/Supplies			
556 4969 53 7050	AED Supplies	1.0000	700.00	700.00
556 4969 53 7050	First Aid Replenishment	1.0000	300.00	300.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	2	\$1,000.00
Account	53 7121 - Computer Hardware			
556 4969 53 7121	Additional Computers and accessories	1.0000	5,000.00	5,000.00
556 4969 53 7121	Backup Data Storage System	1.0000	5,500.00	5,500.00
556 4969 53 7121	Cisco Network Switches	1.0000	5,500.00	5,500.00
556 4969 53 7121	Closet Switches	1.0000	2,500.00	2,500.00
556 4969 53 7121	Document Scanner Off Site Storage	1.0000	1,500.00	1,500.00
556 4969 53 7121	Firber Hardware	1.0000	1,500.00	1,500.00
556 4969 53 7121	Graphics Development Software	1.0000	1,500.00	1,500.00
556 4969 53 7121	Lighting Panel Controls	1.0000	5,500.00	5,500.00
556 4969 53 7121	Network System Repairs	1.0000	4,500.00	4,500.00
556 4969 53 7121	Parts Receptacles and Dyes	1.0000	1,200.00	1,200.00
556 4969 53 7121	Security Hardware	1.0000	5,000.00	5,000.00
556 4969 53 7121	Server, Controllers, Hard Disk, etc.	1.0000	1,000.00	1,000.00
556 4969 53 7121	Software Upgrades and Microsoft Licensing`	1.0000	2,500.00	2,500.00
556 4969 53 7121	Wireless Controllers, APS, Mgmt	1.0000	2,300.00	2,300.00
	Account 53 7121 - Computer Hardware Totals	Transactions	14	\$45,000.00
Account	53 7122 - Computer Supplies			
556 4969 53 7122	Cables and Accessories	1.0000	2,500.00	2,500.00
556 4969 53 7122	Network Tools/ Testers/ Fiber Kits/ Misc.	1.0000	4,500.00	4,500.00
556 4969 53 7122	Printer Cartridges	1.0000	3,500.00	3,500.00
556 4969 53 7122	Printers	1.0000	2,000.00	2,000.00
556 4969 53 7122	Software Security Monitoring and Licensing	1.0000	2,800.00	2,800.00
	Account 53 7122 - Computer Supplies Totals	Transactions	5	\$15,300.00
Account	53 7150 - Other Operating Supplies			
556 4969 53 7150	10 ft Pole Extension	1.0000	1,500.00	1,500.00



Budget Transaction Report

Report by Budget Transactions

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Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund	556 - GICC - ARENA				
Department	4969 - GATEWAY ARENA				
Account	53 7150 - Other Operating Supplies				
556 4969 53 7150	Basketball floor carpet	1.0000	8,450.00	8,450.00	
556 4969 53 7150	Chair Dollies	1.0000	3,500.00	3,500.00	
556 4969 53 7150	Flat Bed Dollies	1.0000	2,500.00	2,500.00	
556 4969 53 7150	Goal Padding	1.0000	3,000.00	3,000.00	
556 4969 53 7150	Hydraulic Jack	1.0000	2,500.00	2,500.00	
556 4969 53 7150	Logo Stanchions	1.0000	3,500.00	3,500.00	
556 4969 53 7150	Magnetometer Purchase/Repair	1.0000	5,900.00	5,900.00	
556 4969 53 7150	Pipe and Drape	1.0000	5,900.00	5,900.00	
556 4969 53 7150	Propane Cabinet	1.0000	2,500.00	2,500.00	
556 4969 53 7150	Rim Leveler	1.0000	800.00	800.00	
556 4969 53 7150	Rim Tester	1.0000	750.00	750.00	
556 4969 53 7150	Riser Steps	1.0000	5,500.00	5,500.00	
556 4969 53 7150	Shelves for Box Office	1.0000	2,500.00	2,500.00	
556 4969 53 7150	Tool Sets	4.0000	300.00	1,200.00	
	Account	53 7150 - Other Operating Supplies Totals	Transactions	15	<u>\$50,000.00</u>
Account	53 7310 - Office Supplies				
556 4969 53 7310	Misc. Office Supplies	1.0000	3,500.00	3,500.00	
556 4969 53 7310	Ticket Stock and Envelopes	1.0000	6,500.00	6,500.00	
	Account	53 7310 - Office Supplies Totals	Transactions	2	<u>\$10,000.00</u>
Account	54 7550 - Furniture/Fixtures New				
556 4969 54 7550	Basketball Ramp	1.0000	30,000.00	30,000.00	
556 4969 54 7550	Portable-Merchandise Sales	1.0000	10,000.00	10,000.00	
556 4969 54 7550	Production Ramp	1.0000	48,000.00	48,000.00	
556 4969 54 7550	Stage Handicap Lift	1.0000	42,000.00	42,000.00	
556 4969 54 7550	Storage Unit	1.0000	110,000.00	110,000.00	
	Account	54 7550 - Furniture/Fixtures New Totals	Transactions	5	<u>\$240,000.00</u>
Account	54 7630 - Other Equipment - New				
556 4969 54 7630	Radios	1.0000	10,000.00	10,000.00	
	Account	54 7630 - Other Equipment - New Totals	Transactions	1	<u>\$10,000.00</u>
Account	58 1100 - Bond Principal				
556 4969 58 1100	2018 BIDA Arena Bonds	1.0000	1,735,000.00	1,735,000.00	
	Account	58 1100 - Bond Principal Totals	Transactions	1	<u>\$1,735,000.00</u>
Account	58 2000 - Bond Interest				
556 4969 58 2000	2018 BIDA Arena Bonds	1.0000	581,506.25	581,506.25	
556 4969 58 2000	2018 BIDA Arena Bonds	1.0000	553,312.50	553,312.50	
	Account	58 2000 - Bond Interest Totals	Transactions	2	<u>\$1,134,818.75</u>



Budget Transaction Report

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Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	556 - GICC - ARENA			
	Department 4969 - GATEWAY ARENA Totals	Transactions	131	<u>\$6,677,459.75</u>
	Fund 556 - GICC - ARENA Totals	Transactions	131	<u>\$6,677,459.75</u>
	EXPENSES Totals	Transactions	131	<u>\$6,677,459.75</u>
	Grand Totals	Transactions	144	<u><u>\$14,312,278.50</u></u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020-21

Department and Number: **Arena- 4969** Fund: 556

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Production Manager	0	1	
1	Additional Positions – Full Time			
0	Additional Positions – Part Time			
0	Reclassified Positions			

Justification (including assignment and responsibilities of position requested)

The Production Manager will also oversee and assist in the installation and operation of courtside technology for basketball events as well as special event technology requirements for all other events and manage the maintenance and operation of the arena bowl audio systems and theatrical lighting systems.

Wages	
Regular	\$84,517
Overtime	-
Medicare (1.45%)	-
FICA (6.2%) part-time only	-
Total (5210 Proposed New Personnel – Personnel Services)	\$84,517

Fringe Benefits	
Group Life and AD & D \$350 per year	-
Health Insurance \$7,800 per position per year	-
Pensions (18%)*	-
Uniforms	-
Total (5211 Proposed New Personnel – Benefits)	-

Training and Education	
Training	-
Dues/ Memberships	-
Other	-
Total (5212 Proposed New Personnel – Training/ Education)	-

Material and Supplies	
Office Supplies	-
Safety Clothing and Equipment	-
Other	-
Total (5213 Proposed New Personnel – Supplies)	-

Capital Outlay (Needed if position is approved)	
Furniture and Fixtures	-
Office Machines and Equipment	-
Other	-
Total (5214 Proposed New Personnel – Capital Outlay)	-

Vehicle (Additional Needed if Position Approved)	
Vehicle Type and Cost	-
Vehicle Service Costs	-
Total (5215 New Personnel – Vehicles)	-

Total **\$84,517**

EXHIBIT D-1

JOB DESCRIPTION

Job Title: Production Manager

Job Summary: This position is responsible for the programming, operation and maintenance of the arena scoreboards, video boards and scoring system. The Production Manager will also oversee and assist in the installation and operation of courtside technology for basketball events as well as special event technology requirements for all other events and manage the maintenance and operation of the arena bowl audio systems and theatrical lighting systems.

Major Duties:

Manage the operation and maintenance of the arena audio systems; includes the arena bowl and satellite audio systems;

Maintain a preventive maintenance schedule for all systems managed;

Manage and coordinate event requirements for phone, data and internet access;

Responsible for processing orders and coordinate the billing for technology services used by events;

Assist in the development and management of the Arena Operations, IT and Capital Improvement Project budgets as requested;

Responsible for working with other Arena Operations personnel with regards to event planning and scheduling;

Scheduling of an Audio Operator for games and events; includes managing and supervising part time staff during events;

Review timesheets, work schedules and wage computation for accuracy;

Assist with day-to-day issues and support requests as needed;

Assist Broadcast with internal utilities needs as required;

Involved in the planning and implementation of special events and promotional activities requiring services

Participate in build and load in as needed

Create and maintain technical documentation and inventories

Knowledge Required by the Position:

A thorough knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery, lighting systems

Extensive knowledge of Audio / Video / Scoreboard systems, with experience in the maintenance and operation of Daktronics systems preferred

Thorough knowledge of the NBA Technical requirements

Exceptional communication and collaborative skills with a demonstrated ability to lead and motivate people

Ability to multitask and meet deadlines.

Ability to handle multiple tasks with accuracy and to establish and meet deadlines in a timely manner

Supervisory Controls: Work is assigned by the Arena Manager in terms of department goals and objectives.

Guidelines: Guidelines include performing work of a recurring and regular nature in accordance with established and well-known policies, procedures, and practices.

Complexity: The work consists of some physical effort and includes a variety of administrative duties.

Scope and Effect: The purpose of this position is for the general maintenance of special event technology requirements for all events.

Personal Contacts: Contacts are typically with co-workers and contracted employees.

Job Title: Production Manager (continued)

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in staging area of the arena and in an office environment.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

Bachelor's degree in related field or equivalent combination of education and experience

Five years of experience with large scale events or arena operations

Excellent people skills, with an ability to interact effectively and in a professional, diplomatic and mature manner with internal and external clients at all levels within an organization

Must be able to work evenings, weekends and holidays, as required

Ability to manage multiple activities during a single event and under time constraints

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: **556** Department and Number: **Gateway Arena 4969**

New Replacement for Vehicle/Equipment No.

Priority:

Vehicle Type

Sedan 2 Door

Information on Vehicle/Equipment Being Replaced

Sedan 4 Door

Age of Vehicle/Equipment Being Replaced

Cruiser

Units of Use to Date (hours, miles, etc.)

Station Wagon

Total Operating/Maintenance Costs to Date

Van

Actual FYE 2019-20 Maintenance Cost

1/2 ton Truck

Actual FYE 2019-20 Operating Cost

3/4 ton Truck

Estimated FYE 2020-21 Maintenance Cost

Sanitation Front Loader

Estimated FYE 2020-21 Operating Cost

Sanitation Rear Loader

Other

Specific Description & Condition of Item Being Replaced including VIN#:

List of Special Features, Not Standard:

Justification/Description:

Recommended Disposition of Replaced Item:

- Sell by Sealed Bid
- Sell at Auction
- Retain as Backup
- Dismantle and Use for Parts
- Junk
- Other

Purchase Option New Vehicle/Equipment

Purchase Price

Estimated Useful Life

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

Rental Option New Vehicle/Equipment

Rental/Lease Cost per Year

Estimated Length of Rental/Lease

Estimated Use During 2020-21

Estimated Operating Cost During 2020-21

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

Dept: Gateway Arena **Fuel Type:**

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

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

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2020-21

Department: Gateway Arena		Fund: 556		Department Number: 4969				
Account Number	Description/Justification	Suggested Funding	2020-21	2021-22	2022-23	2023-24	2024-25	
		Source						
54 7550	Storage Unit		\$110,000		\$60,000			
54 7550	Stage Handicap Lift		\$42,000			\$42,000		
54 7550	Stage Production Ramp		\$48,000			\$48,000		
54 7550	Merchandise Portable		\$10,000					
54 7550	Basketball Floor Ramps		\$30,000					
54 7630	Resealing Flooring				\$75,000		\$75,000	
54 7630	Radios		\$10,000			\$20,000		
Totals			\$250,000	\$0	\$135,000	\$110,000	\$75,000	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Gateway Arena

Fund:556

Division:

Department Number: 4969

Item/Project Name: Storage Unit

Item/Project Manager: Yanous Barner

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: N/A

Disposition of item replaced: N/A

Sale

Trade In

Scrap

Other Department Use

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

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

Cost Breakdown:

Estimated Useful Life _____ 10yrs _____

Estimated Cost _____ \$110,000 _____

Less: Trade In _____

Net Cost _____ \$110,000 _____

Comparable Quotes:

Vendor Name

Vendor Quote

1. Cube Depot

\$105,600.00

2. Port-A-Store

\$111,850.00

3. TEG Lease

\$109,900.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Gateway Center Arena/556

Project Name or Title:

Capital Improvement- Storage Unit

Project Description:

Storage Unit is an exterior building needed to store large equipment that will not fit in the storage built into the Arena.

Project Justification and Impact:

There is an increased need for storage space as the services provided and equipment is increased.

Project Costs: \$110,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 110,000	\$ -	\$ 60,000	\$ -	\$ -	\$ 170,000

Useful Life: 10 years

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

Funding Source: Gateway Arena Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Gateway Arena

Fund:556

Division:

Department Number: 4969

Item/Project Name: Stage Handicap Lift

Item/Project Manager: Yanous Barner

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: The stage handicap lift is a lift system meant to assist those with limited mobility getting off and on a stage. It is ADA compliant.

Explain need for this expenditure:

<input type="checkbox"/> Scheduled Replacement	<input checked="" type="checkbox"/> Expanded Service
<input type="checkbox"/> Replace Worn Out Equipment	<input type="checkbox"/> New Operation
<input type="checkbox"/> Obsolete Equipment	<input type="checkbox"/> Increased Safety Replacement
<input type="checkbox"/> Reduce Personnel Time	<input type="checkbox"/> Additional

If replacement, describe item to be replaced: N/A

Disposition of item replaced: N/A

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This will allow the Arena to be compliant with ADA rules with assisting those with limited mobility to be able to access the stage.

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

Cost Breakdown:

Estimated Useful Life	<u>5 yrs</u>
Estimated Cost	<u>\$42,000</u>
Less: Trade In	<u> </u>
Net Cost	<u>\$42,000</u>

Comparable Quotes:

Vendor Name

Vendor Quote

1. Handi – Ramp	\$47,750.00
2. Ascension Lift	\$52,543.00
3. RAM Elevators & Lifts	\$49,125.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Gateway Center Arena/556

Project Name or Title:
Capital Improvement- Stage Handicap Lift

Project Description:

The stage handicap lift is a lift system meant to assist those with limited mobility getting off and on a stage. It is ADA compliant.

Project Justification and Impact:

The stage handicap lift is necessary for making the stage handicap accessible and ADA compliant

Project Costs: \$42,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 42,000	\$ -	\$ -	\$ 42,000	\$ -	\$ 84,000

Useful Life: 5 years

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

Funding Source: Gateway Arena Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Gateway Arena

Fund:556

Division:

Department Number: 4969

Item/Project Name: Stage Production Ramp

Item/Project Manager: Yanous Barner

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: The stage production ramp is a ramp that angles to allow easier transport of all stage/production equipment.

Explain need for this expenditure:

Scheduled Replacement Expanded Service
 Replace Worn Out Equipment New Operation
 Obsolete Equipment Increased Safety Replacement
 Reduce Personnel Time Additional

If replacement, describe item to be replaced: N/A

Disposition of item replaced: N/A

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: The stage production ramp is necessary for load-in of concert production equipment on to the stage. This will increase the safety of all those transporting items back and forth on the stage.

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

Cost Breakdown:

Estimated Useful Life 5 yrs
 Estimated Cost \$48,000
 Less: Trade In _____
 Net Cost \$48,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Cooperloy	\$40,780.00
2. Spectrum Production Services	\$43,200.00
3. Staging Concepts	\$39,600.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Gateway Center Arena/556

Project Name or Title:
Capital Improvement- Stage Production Ramp

Project Description:
The stage production ramp is a ramp that angles to allow easier transport of all stage/production equipment.

Project Justification and Impact:
The stage production ramp is necessary for load-in of concert production equipment on to the stage. This will increase the safety of all those transporting items back and forth on the stage.

Project Costs: \$48,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 48,000	\$ -	\$ -	\$ 48,000	\$ -	\$ 96,000

Useful Life: 5 years

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

Funding Source: Gateway Arena Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Gateway Arena

Fund:556

Division:

Department Number: 4969

Item/Project Name: Merchandise Portable

Item/Project Manager: Yanous Barner

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: This merchandise portable is a portable storage area for all merchandise that is sold at Arena events and games.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: N/A

Disposition of item replaced: N/A

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: This will provide a profitable and portable option for the merchandise that is to be sold at events and concerts.

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

Cost Breakdown:

Estimated Useful Life 10 Years

Estimated Cost \$10,000

Less: Trade In _____

Net Cost \$10,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Cart-Kings

\$28,000.00

2. Vollrath

\$30,050.00

3. GST Retail

\$29,890.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Gateway Center Arena/556

Project Name or Title:
Capital Improvement-Merchandise Sales Portable

Project Description:

This merchandise portable is a portable storage area for all merchandise that is sold at Arena events and games.

Project Justification and Impact:

This will provide a profitable and portable option for the merchandise that is to be sold at events and concerts.

Project Costs: \$10,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000

Useful Life: 10 years

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

Funding Source: Gateway Arena Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Gateway Arena

Fund:556

Division:

Department Number: 4969

Item/Project Name: Basketball Floor Ramps

Item/Project Manager: Yanous Barner

Priority Rating: 1

Units Requested: 3

Number of Similar Units on Hand: 0

Description of Item/Project: Basketball Floor Ramps used to provide a smooth transition from the floor onto the basketball floor for accessibility.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: N/A

Disposition of item replaced: N/A

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Basketball Floor Ramps are needed to stabilize entry and exit from the basketball floor to the Arena floor and minimize risk of fall hazards.

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

Cost Breakdown:

Estimated Useful Life 5 Years

Estimated Cost \$30,000

Less: Trade In _____

Net Cost \$30,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Safepath Products \$26,550.00

2. Sports Floors, Inc. \$29,800.00

3. Bauer Sports Floors \$31,000.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Gateway Center Arena/556

Project Name or Title:
Capital Improvement-Basketball Floor Ramps

Project Description:
Basketball Floor Ramps used to provide a smooth transition from the floor onto the basketball floor for accessibility.

Project Justification and Impact:
Basketball Floor Ramps are needed to stabilize entry and exit from the basketball floor to the Arena floor and minimize risk of fall hazards.

Project Costs: \$30,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Useful Life: 10 years

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

Funding Source: Gateway Arena Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2020-21

Department: Gateway Arena

Fund: 556

Division:

Department Number: 4969

Item/Project Name: Radios

Item/Project Manager: Yanous Barner

Priority Rating: 1

Units Requested: 30

Number of Similar Units on Hand: 12

Description of Item/Project: Radios are used for quick communication between multiple parties at once. They can be used from long distances.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: N/A

Disposition of item replaced: N/A

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: These radios will be used by all pertinent staff to communicate with each other during games and events in order to increase efficiency.

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

Cost Breakdown:

Estimated Useful Life 5 Years

Estimated Cost \$10,000

Less: Trade In _____

Net Cost \$10,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Diversified Electronics \$19,250.00

2. Grainger \$21,845.00

3. HiTech Wireless \$19,600.00

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Gateway Center Arena/556

Project Name or Title:
Capital Improvement- Radios

Project Description:
Radios are used for quick communication between multiple parties at once. They can be used from long distances.

Project Justification and Impact:
These radios will be used by all pertinent staff to communicate with each other during games and events in order to increase efficiency.

Project Costs: \$10,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 10,000	\$ -	\$ -	\$ 20,000	\$ -	\$ 30,000

Useful Life: 10 years

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

Funding Source: Gateway Arena Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Gateway Arena Center @ College Park

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

The season tips off was Nov. 8 with the Skyhawks on the road, playing the first game of the inaugural season in Erie, Pa. against former Atlanta Hawks G League affiliate, the Erie BayHawks. The Skyhawks then made stops in Long Island, N.Y. (Reigning Eastern Conference Champions), Lakeland, Fla. and Fort Wayne, Ind. before returning to College Park for the home opener on Nov. 21, where the Skyhawks took on the Delaware Blue Coats in a 7 p.m. start at Gateway Center Arena @ College Park. The games are filmed live on Peachtree TV.

The Atlanta Dream is excited to call the Gateway Center Arena @ College Park home. The Dream began a new chapter to bring a championship to the state of Georgia and to our loyal supporters on the South side. The Atlanta Dream games will begin May 2020. The games will be live on ESPN.

The 100,000 square foot arena, which had been in progress since February 2018, was funded by the City of College Park and is located next door to the GICC and nearby Hartsfield-Jackson International Airport. With 3,500 seats – expandable to 5,000 for live events and concerts – the open concept allows for 360-degree views throughout the space and can host graduations, conferences, conventions and more. The premiere Arena at South Atlanta's Gateway Center hopes to serve as a new destination with approachable pricing, convenient proximity and entertaining events.

Program History:

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

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

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

EXHIBIT I-BUDGET PERFORMANCE

The Gateway Arena @ College Park had a week of Celebratory events November 9-11, 2019.

Program 20/21 Objectives:

We have a 5 year sponsorship commitment from 2 Chainz for \$375,000 in the Gateway Arena, we also have a 5 year commitment from Coca Cola of \$100,000 to date.

The Gateway Arena @ College Park have several inquiries regarding sponsorship and is still seeking a "Naming Rights" contracts of \$350,000 per year.

Performance Measures

	Actual 19/20	Projected 20/21
Number of Events	45	100
Total Attendance	54,000	160,000
Ex Hall/Mtg Room Revenue	\$250,000	\$500,000
Food & Beverage Revenue	\$850,000	\$1,500,000
Parking Revenue	\$250,000	\$ 500,000

Accomplishments

The ribbon cutting and grand opening was a success!

The Atlanta Journal & Constitution named the Gateway Arena Center @ College Park "Atlanta's 2020 things to do to kick of 2020"

· The Arena is was featured on the front page of today's *Atlanta Journal-Constitution* and continued on page A7. As a result of the hard hat media tour Arena Manager Yanous Barner and Executive Director Mercedes gave Arielle Kass a few weeks ago.

· WSB-TV came to the Arena last night for "first look" live shots that also aired this morning.

· CBS46 conducted a handful of live hits with 2Chainz, Steve Koonin and Yanous, along with a taped Arena tour with Yanous. They will be returning to the Arena for live hits to preview the story at 4, 5, and 6 p.m. today.

The Gateway Center Arena was featured in the following publications:

Atlanta Business Chronicle
Clayton News

EXHIBIT I-BUDGET PERFORMANCE

AD PRO (Architectural Digest)
Southeast Real Estate Business
Curbed Atlanta
Henry Herald

- (11.8.19) Atlanta Magazine
 - (11.8.19) 11 Alive Online
 - (11.8.19) Atlanta Business Chronicle
 - (11.7.19) Arena Digest
 - (11.7.19) South Metro Neighbor
 - (11.7.19) CBS 46 Online
-
- (11.25.19) Curbed Atlanta - Versatile, soundproof Gateway Center Arena is now open near Atlanta airport
 - (11.25.19) CBS 46 Online - Gateway Center Arena Opens on Atlanta's Southside
 - (11.25.19) Patch - Gateway Center Arena Opens on Atlanta's Southside
 - (11.24.19) What Now Atlanta - Gateway Center Arena, The Atlanta Dream and Skyhawks' New Home, is Now Open in College Park
 - (11.22.19) The Signal Online - Skyhawks lose home opener, but prove worth to College Park community
 - (11.22.19) REBusiness - City of College Park Opens 5,000-Seat Gateway Center Arena
 - (11.21.19) Clayton News Daily - Gateway Center Arena @ College Park now open
 - (11.20.19) Fox 5 Online - College Park Skyhawks aim for winning home opener
 - Broadcast segments featured throughout the morning (live at 8 a.m.)

The Atlanta Dream were featured in the following press:

Atlanta Dream announcement

- (10.23.19) Sports Logo History
- (10.24.19) Hero Sports
- (10.21.19) Metro Atlanta CEO
- (10.20.19) Georgia Public Broadcasting Network
- (10.20.19) Sports Travel Magazine
- (10.20.19) Sports Business
- (10.20.19) 11 Alive
- (10.19.19) FOX 5
- (10.19.19) USA Today
- (10.19.19) Gwinnett Daily Post
- (10.19.19) Swish Appeal
- (10.19.19) WNBA.com
- (10.18.19) ESPN
- (10.18.19) Yahoo Sports
- (10.18.19) Atlanta Journal Constitution

EXHIBIT I-BUDGET PERFORMANCE

- (10.18.19) Shrimp Tank Podcast
- (10.18.19) The Athletic
- (10.18.19) High Post Hoops
- (10.18.19) OurSports Central Online
- (10.18.19) Arena Digest
- (10.18.19) Atlanta Business Chronicle

EXHIBIT J
City of College Park, Georgia
Budget Suggestions for Other Than Originating Department
Budget Year 2020-21

Fund: 556

Department and Number: Gateway Arena / 4969

Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 9980 - MULTI DEPARTMENTAL COSTS								
<i>Other Services & Charges</i>								
52 6050	Bank Charges	1,048.04	.00	3,704.83		.00	.00	
52 6193	City Wide Events	13,410.23	.00	1,210.50		.00	.00	
52 6194	Classification & Compensation Study	.00	.00	.00		.00	350,000.00	
52 6590	Contingencies	.00	1,173,058.00	.00		.00	.00	(100)
57 2001	Grants/Aid	.00	.00	78,526.00		128,526.00	128,526.00	
<i>Other Services & Charges Totals</i>		\$14,458.27	\$1,173,058.00	\$83,441.33	7%	\$128,526.00	\$478,526.00	(59%)
<i>Operating Transfers Out</i>								
61 1000	Operating Trans.	.00	126,755.00	.00		.00	.00	(100)
61 1100	Oper. Transfer Out Gen	.00	.00	.00		.00	62,985.00	
61 1215	Operating Trans./E911	481,248.00	483,957.00	.00		.00	516,156.00	7
61 1220	Transfer To CDBG	220,686.00	.00	.00		.00	.00	
61 1221	Oper. Tran. In Grant	80,516.00	.00	.00		.00	.00	
<i>Operating Transfers Out Totals</i>		\$782,450.00	\$610,712.00	\$0.00	0%	\$0.00	\$579,141.00	(5%)
<i>Accounting Charges</i>								
57 4000	Bad Debt Expense	31,369.00	.00	.00		.00	.00	
<i>Accounting Charges Totals</i>		\$31,369.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
Department 9980 - MULTI DEPARTMENTAL COSTS Totals		\$828,277.27	\$1,783,770.00	\$83,441.33	5%	\$128,526.00	\$1,057,667.00	(41%)
EXPENSE TOTALS		\$828,277.27	\$1,783,770.00	\$83,441.33	5%	\$128,526.00	\$1,057,667.00	(41%)
Fund 100 - GENERAL FUND Totals		\$828,277.27	\$1,783,770.00	\$83,441.33	5%	\$128,526.00	\$1,057,667.00	(41%)
EXPENSE TOTALS		\$828,277.27	\$1,783,770.00	\$83,441.33	5%	\$128,526.00	\$1,057,667.00	(41%)
Fund 100 - GENERAL FUND Totals		(\$828,277.27)	(\$1,783,770.00)	(\$83,441.33)	5%	(\$128,526.00)	(\$1,057,667.00)	(41%)
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$828,277.27	\$1,783,770.00	\$83,441.33	5%	\$128,526.00	\$1,057,667.00	(41%)
Net Grand Totals		(\$828,277.27)	(\$1,783,770.00)	(\$83,441.33)	5%	(\$128,526.00)	(\$1,057,667.00)	(41%)



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	9980 - MULTI DEPARTMENTAL COSTS			
Account	57 2001 - Grants/Aid			
100 9980 57 2001	Community Programs Support	1.0000	50,000.00	50,000.00
100 9980 57 2001	DDI Enhancement Payment	1.0000	78,526.00	78,526.00
	Account 57 2001 - Grants/Aid Totals	Transactions	2	<u>\$128,526.00</u>
Account	61 1100 - Oper. Transfer Out Gen			
100 9980 61 1100	Transfer To Golf Course to cover operating expenses	1.0000	62,985.00	62,985.00
	Account 61 1100 - Oper. Transfer Out Gen Totals	Transactions	1	<u>\$62,985.00</u>
Account	61 1215 - Operating Trans./E911			
100 9980 61 1215	Transfer To E911 to cover operating expenses	1.0000	516,156.00	516,156.00
	Account 61 1215 - Operating Trans./E911 Totals	Transactions	1	<u>\$516,156.00</u>
Department	9980 - MULTI DEPARTMENTAL COSTS Totals	Transactions	4	<u>\$707,667.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	4	<u>\$707,667.00</u>
	EXPENSES Totals	Transactions	4	<u>\$707,667.00</u>
	Grand Totals	Transactions	4	<u>\$707,667.00</u>