

# City of College Park, Georgia



## Annual Financial Budget For Fiscal Year Ending June 30, 2020

## TABLE OF CONTENTS

Mayor and Council	i
Administrative Staff	ii
City of College Park Map	iii
GFOA Distinguished Budget Presentation Award	iv
Organizational Chart	v
Just the Facts	vi-xv
Budget Message	1-25
Adopted Budgets:	
Budget Process	26-38
Approved Capital Outlay	39-40
Capital Projects	41-123
Adopted Budget Tables & Graphs	
Table 1 City Wide	124-125
Table 2 General Fund Fiscal 2020	126-127
Table 3 Community Development	128
Table 4 Hospitality Fund	128-129
Table 5 Car Rental	130
Table 6 Emergency-911 (E911)	130
Table 7 Electric Fund	131
Table 8 Water & Sewer	131
Table 9 Sanitation	132
Table 10 Convention Center	132
Table 11 Federal Aviation Administration (FAA)	132
Personnel Summary	133
Expense By Category	134
General Fund Revenues	135
General Government	
Legislative	136-139
Executive	140-142
General Administration	
Financial Administration	143-146
Accounting	147-150
Business License	151-153
Purchasing	154-157
Information Technology	158-163
Human Resources	164-166
Communication/Public Information	167-171

## TABLE OF CONTENTS

Engineering	172-175
Public Safety	
Municipal Court-Judicial	176-179
Police Administration	180-184
Police Patrol	185-188
Police Investigations	189-192
Corrections	193-196
Fire Administration	197-198
Fire Suppression	199-200
Emergency Medical Services	201-202
Fire Department Performance Measures	203-208
Public Works	
Administration	209-213
Highways and Streets	214-223
Buildings and Grounds	224-227
Parks	228-231
Recreation Dept/Cultural Arts	
Recreation Administration	232-233
Recreation Programs	234-235
Recreation Facilities	236-237
Recreation Department Performance Measures	238-241
Housing and Development	
Inspections	242-244
Economic Development	245-248
Main Street	249-252
Multi-Department/General Fund Summary	253
Special Revenue Funds Definition	254
Emergency 911 Fund	255-258
Confiscated, State Drug Funds	259
Newton Estates Improvement Fund, Hospitality	260
Car Rental Tax	260
Capital Projects Funds Definition	261
Special Purpose Local Option Sales Tax (SPLOST)	262
Transportation Special Purpose Local Option Sales Tax (TSPLOST)	262
Enterprise Funds	
Water and Sewer Fund	263-273
Power Line	274-278
Power Meter Reading	279-282
Power Warehouse	283-285
Customer Service	286-289

## TABLE OF CONTENTS

Golf Course Fund	290
Sanitation Fund	291-296
Convention Center	297-304
Gateway Arena	305-306
Federal Aviation Administration	307
Business Industrial Development Authority	307
Storm Water	308-311
Debt Management Summary	312-315
Supplemental Schedules	
Schedule 1 Operating Indicators by Function	316
Schedule 2 Capital Asset Statistics by Function	317
Schedule 3 Demographic and Economic Statistics	318
Schedule 4 Principal Employers	319
Schedule 5 Legal Debt Margin	320
City Financial Policies	321-328
Budget Meeting Information	329
Budget Calendar	330
Defining Terms: Glossary	331-338





# City of College Park, Georgia

Mayor and Council



Mayor Jack P. Longino



Councilman Ambrose Clay, Ward I



Councilman Derrick Taylor, Ward II



Councilman Tracey Wyatt, Ward III



Councilman Roderick Gay, Ward IV



**Annual Budget**

**Approved for the fiscal year ending June 30, 2020**

**Terrence Moore, ICMA-CM**

City Manager

**Althea Philord-Bradley**

Director of Finance and Accounting

**Cleshette Davis**

Budget Analyst

### VOTING PRECINCTS

AUDITORIUM  
WARD 1, WARD 3 NORTH, WARD 2 NORTH

CAMP TRUITT SENIOR CTR.  
WARD 2 MIDDLE, WARD 2 SOUTH  
WARD 4 NORTH

Gooby Road Community Bldg.  
WARD 4 SOUTH, WARD 3 MIDDLE,  
WARD 3 SOUTH, WARD 2 CLAYTON CO.



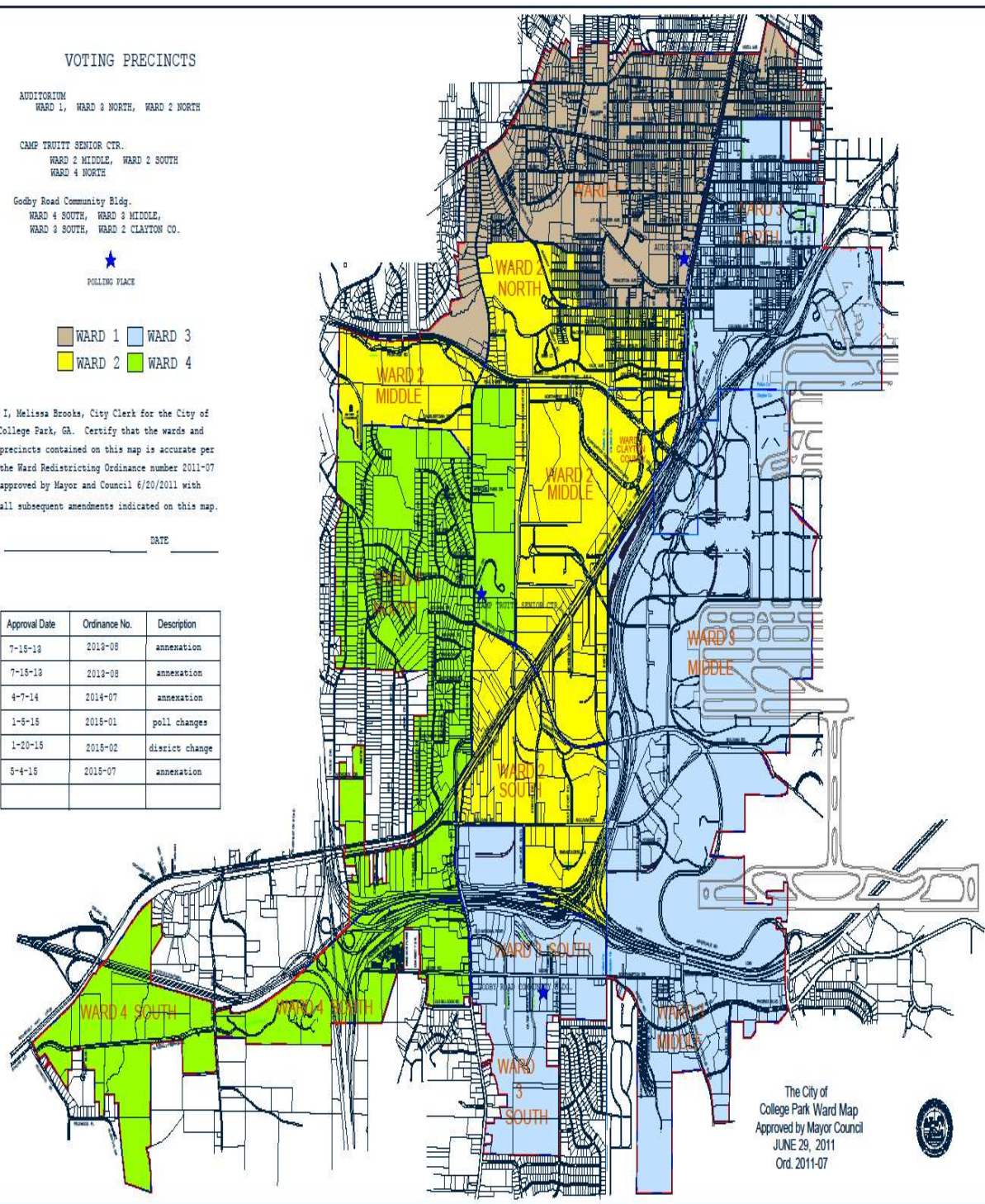
POLLING PLACE

WARD 1
  WARD 3  
 WARD 2
  WARD 4

I, Melissa Brooks, City Clerk for the City of College Park, GA. Certify that the wards and precincts contained on this map is accurate per the Ward Redistricting Ordinance number 2011-07 approved by Mayor and Council 6/20/2011 with all subsequent amendments indicated on this map.

DATE \_\_\_\_\_

Approval Date	Ordinance No.	Description
7-16-13	2013-08	annexation
7-16-13	2013-08	annexation
4-7-14	2014-07	annexation
1-5-15	2015-01	poll changes
1-20-15	2015-02	district change
5-4-15	2015-07	annexation



The City of  
College Park Ward Map  
Approved by Mayor Council  
JUNE 29, 2011  
Ord. 2011-07





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished Budget  
Presentation Award*

PRESENTED TO

**City of College Park  
Georgia**

For the Fiscal Year Beginning

**July 1, 2018**

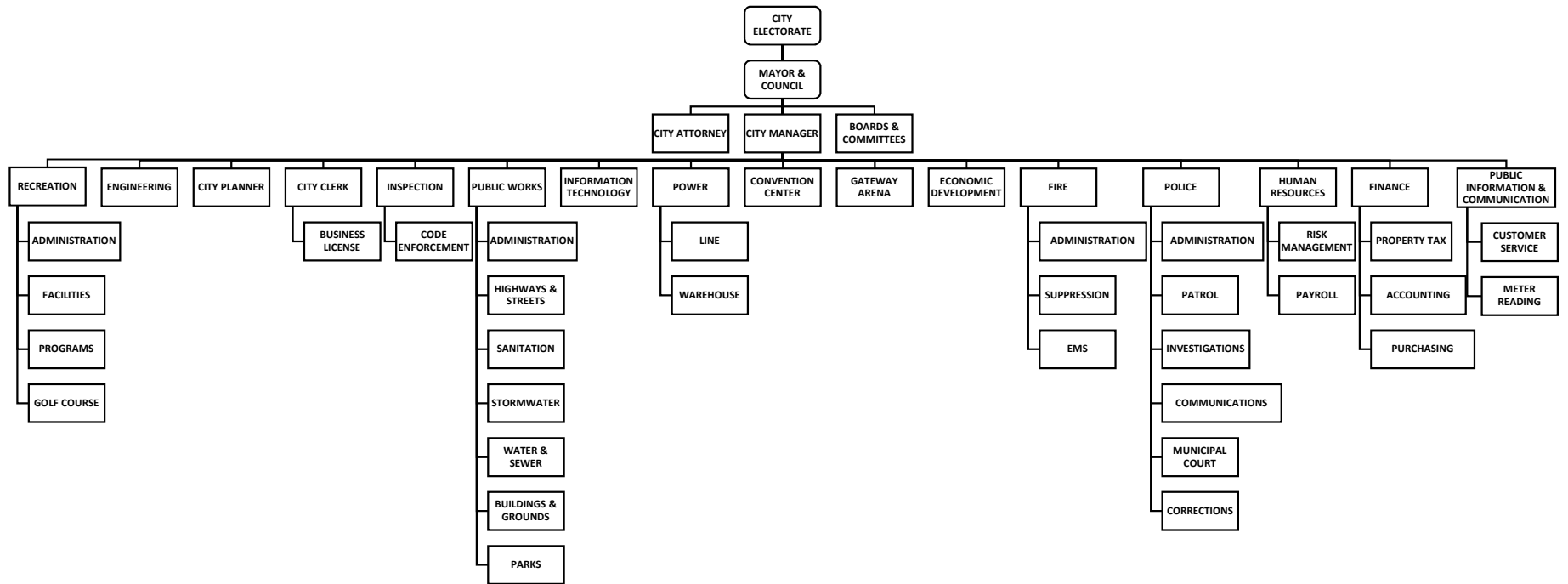
*Christopher P. Morrill*

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of College Park, Georgia**, for its Annual Budget for the fiscal year beginning **July 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# City of College Park Organization Chart



# **JUST THE FACTS**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Government**

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

**More Facts**

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

**Geographic Characteristics of College Park, Georgia**

	<b>Land Area</b>	<b>Climate</b>	<b>Topography</b>
Square Miles	11.01 Sq/Miles		
Average Annual Temperature		64 Degrees	
Average Annual Rainfall		4.18 Inches	
Elevation			1,050 Feet

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Demographics**

<b>Age, Race &amp; Gender Composition</b>	
Non-Hispanic Black	79%
Non-Hispanic White	15%
Hispanic	4%
Native American	1%
Asian	1%
Male	47%
Female	53%
Age 19 & Under	14.0%
Age 20 - 24	7.9%
Age 25 - 44	31.0%
Age 45 - 64	23.0%
Age 65 +	7.0%

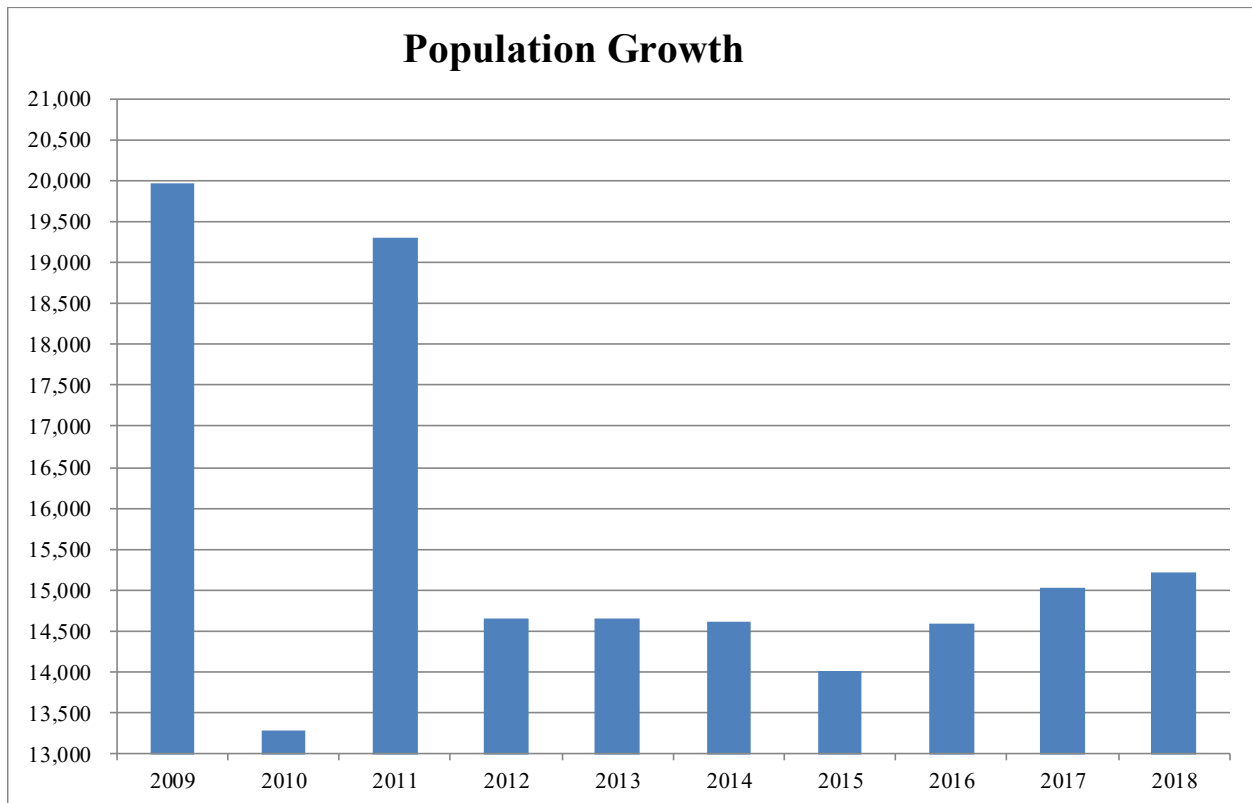


CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

The following table depicts information related to the population of College Park, Georgia.

**All About College Park, Georgia**

**Just the Facts**



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Economy**

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

<b>Top Ten Employers in College Park, Georgia</b>	
<b>Company</b>	<b>Employees</b>
#1 Chick-Fil-A Inc.	1,691
#2 Federal Aviation Administration	1,300
#3 Sysco Corporation	833
#4 Coca Cola Bottling	610
#5 Southwest Airlines	584
#6 Zodiac Services Americas	358
#7 Express Jet Airlines	355
#8 SoutheastTrans, Inc.	300
#9 Logistics Care Solutions	296
#10 Atlanta Airport Marriott Hotel	250

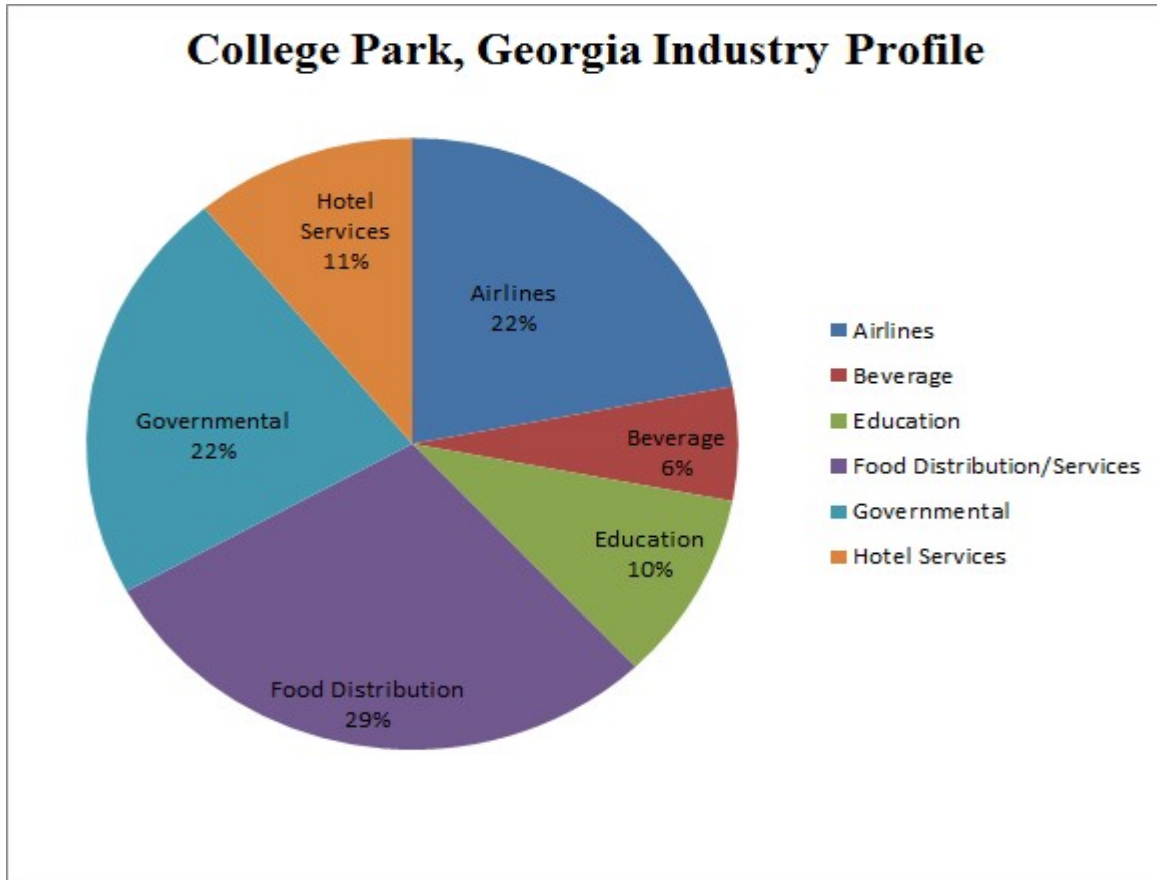
<b>College Park has over 1,500 licensed businesses.</b>
---

<b>Unemployment within College Park is the same as the state and national rates.</b>	
<b>2018</b>	
U.S.....	<b>3.9%</b>
Georgia.....	<b>3.9%</b>
CollegePark.....	<b>3.9%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

All About College Park, Georgia

Just the Facts



#### Housing Statistics 2018

Number of Housing Units-----	7,759
Single Family Housing Units-----	30%
Multi-Family Housing Units-----	70%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

**Service Statistics:**

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

<b>Public Safety 2018</b>	
<b>Fire Protection</b>	<b>Police Protection</b>
Fire Stations.....3	Police Stations.....2
Sworn Employees.....70	Sworn Employees...90
Civilian Employees....3	Civilian Employees...44

<b>Highways and Streets</b>	
Miles of Road Maintained.....	71.2
Traffic Signals.....	25

The City owns and operates a water distribution system.

<b>Water and Sewer 2018 Statistics</b>	
Customer Accounts Served.....	2,880
Miles of Water Lines.....	99
Fire Hydrants.....	957
Water Storage Capacity (Gallons).....	1.25 million

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

The City owns and operates a retail electric distribution system.

**Electric System 2018 Statistics**

Electric Customers-----	7,149
Average Consumption-----	705 megawatts per day

**Educational System**

Elementary Schools-----	2
Middle Schools-----	0
High School-----	0
Alternative School-----	1
Private School-----	1

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

<b>Parks, Recreation &amp; Cultural Affairs</b>	
City Park Properties-----	6
City-Owned Golf Course-----	1
Golf Academy-----	1
Recreation Centers-----	3
Gymnastic Center-----	1
Lighted Tennis Courts-----	10
Multi-Purpose Fields-----	6
Football Stadium-----	1
Swimming Pools-----	2
Play Grounds-----	8
Basket Ball/Volley Ball Courts-----	4
Picnic Areas-----	8
City Auditorium-----	1
Georgia International Convention Center-----	1
Library(Fulton County)-----	1
Senior Center-----	1
Health Center-----	1

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**All About College Park, Georgia**

**Just the Facts**

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

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

**Historic Sites**

College Park Auditorium

College Park Historical Society

College Park's Women's Club

Historic College Park Neighborhood  
Association

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Georgia International Convention Center**

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

**Gateway Center Arena @ College Park**

The new arena in College Park, which will become Atlanta Hawks new G-League development team, will bring a "whole new tone" to metro Atlanta cities along with another partnership with Fox Theater. This facility will be known as the Gateway Center Arena @ College Park, and is scheduled to open in November 7, 2019. The 5000-seat arena will cost \$44 million. This 98,000-square-foot sports arena, is the first of its kind south of I-20 in terms of access and capacity. It will host graduations, concerts, high school and college tournaments.

**For More Information**

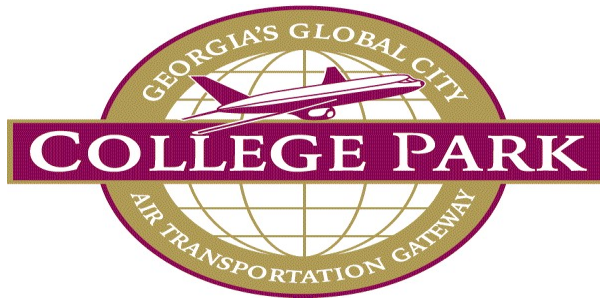
If you would like more information about College Park, Georgia, please visit the College Park, Georgia website at [www.collegeparkga.com](http://www.collegeparkga.com), call City of College Park 404-767-1537.



# **BUDGET MESSAGE**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**



July 31, 2019

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

Dear Mayor and City Council:

I am pleased to submit for your review and consideration, the Adopted Budget for Fiscal Year 2019-2020, in compliance with provisions of the City of College Park Charter and State of Georgia Statutes. In addition to my detailed discussion regarding the budget, I have included an Executive Summary version.

### **Executive Summary**

The City of College Park has taken major steps to execute continued efficiencies in the operations in municipal services. With new initiatives such as the opening of the new Gateway Arena @College Park, the City continues to strive for efficiencies while maintaining quality service.

1. Fiscal Year 2019-2020 operating budget shows a significant decrease of 26% in cost (\$36,179,308). The significant decrease is primarily due to the reduction in capital expenditures (\$26,808,251) and Interfund Transfers (\$19,777,719) related to the Gateway Arena @College Park.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

2. The FY 2019-20 adopted budget includes the opening and introduction of the new Gateway Arena @College Park. The facility is scheduled to open for business in October 2019. The operating budget is estimated to be \$3,445,000.

**Strategic Goals and Initiatives**

The mission of the City of College Park and stakeholders is “to cultivate a community where businesses, families and individuals can thrive in a safe and diverse environment.” The purpose of this document is to provide Mayor and City Council, citizens and staff with information on performance in order to enhance public transparency, show what we will accomplish using public funds, assist with decision making and enhance the delivery of public services.

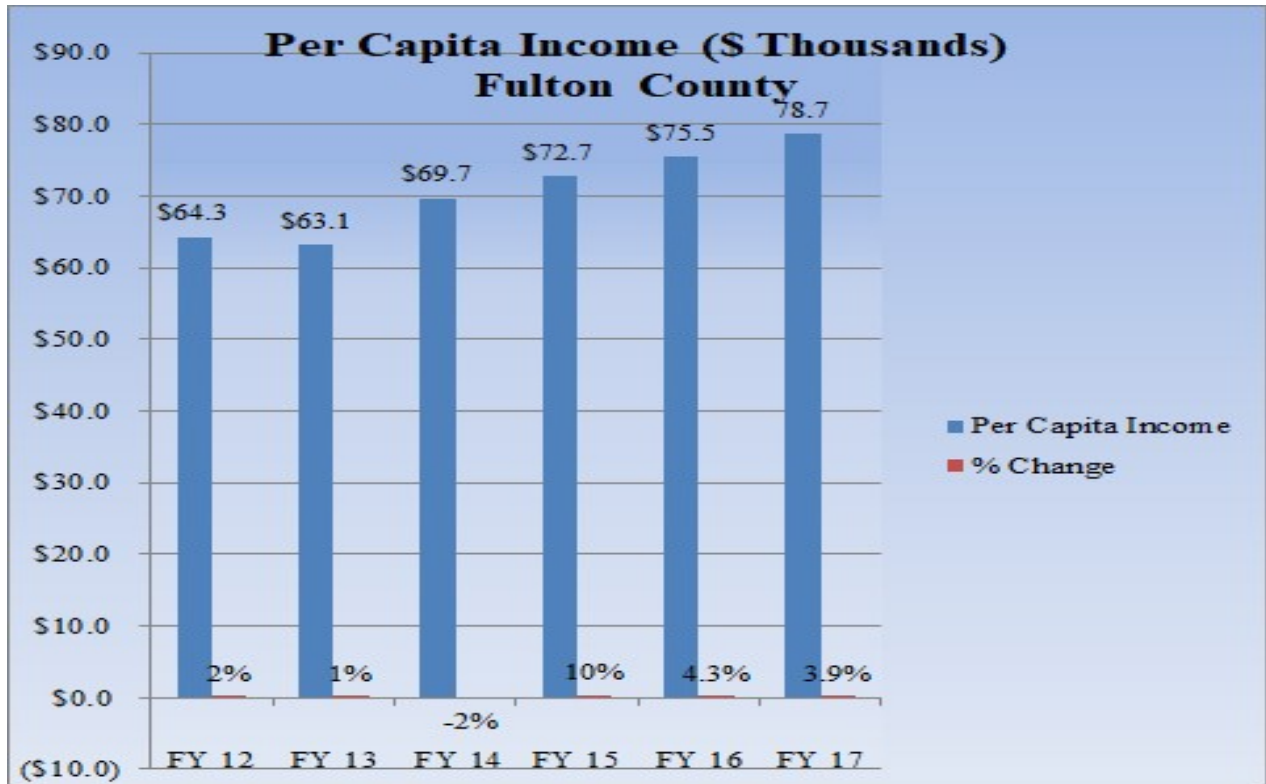
All departments are charged with implementing and maintaining programs and services which support the mission, vision, values and goals of the City. Each department has developed and monitors specific performance measures which allow Mayor, City Council and citizens to more accurately measure outputs and efficiencies accordingly. The Fiscal Year 2019-2020 Adopted Budget clearly aligns the City’s mission, goals and initiatives with spending, and shows the impact on operations the budgeted capital projects will have.

The City of College Park has initiated processes to provide for the future, and plan for services, programs and facilities to meet the needs of citizens, visitors and businesses in the community. The budget process likewise addresses both revenues and expenditures for its operating programs for the current year. The five-year Capital Improvement Plan (CIP) is developed to address future needs and project financial trends in order to plan for the long-term requirement for the City, including personnel, equipment, facilities, operations and maintenance.

**Economic Climate**

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

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**



**Summary of the FY 2019-2020 Budget**

The adopted expenditure budget for FY 2019-2020 is \$138,280,993. This represents a 26% decrease and \$36,179,308 more than the amended FY 2018-2019 budget of \$174,460,301. Below is the summary of the total All Funds Budget:

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Budget Format**

The College Park budget worksheet format has been structured to address Council’s requests from previous years’ budget meetings. The FY 2018 Actual Expenses are presented, 2019 Amended Budget, 2019 Actual Expenses (year to date through June 30, 2019), Percent Used (percentage of 2019 Actual expenses over 2019 Amended Budget), 2020 Department Head Requested, 2020 City Manager Recommended, and Percentage (2020 City Manager Recommended to 2019 Amended Budget). Also, in response to Council’s requests is a summary for department directors with budgets comprised of multiple departments. The College Park Adopted Budget is prepared to conform to the modified accrual accounting basis, which is also used in our accounting system and procedures.

	<b>Amended Budget FY2018-2019</b>	<b>Adopted Budget FY2019-2020</b>	<b>Increase (Decrease)</b>	<b>Percent Change %</b>
General Fund	\$ 29,985,451	\$ 33,707,167	\$ 3,721,716	0.11
Confiscated Drugs	28,000	10,000	(18,000)	(1.80)
State Drugs	50,000	14,000	(36,000)	(2.57)
E911 Fund	939,703	969,891	30,188	0.03
TSPLOST Fund	2,000,000	2,000,000	-	-
GICC Special District Fund	105,000	121,650	16,650	0.14
Hospitality Fund	12,615,477	12,280,691	(334,786)	(0.03)
Car Rental Fund	3,300,300	3,600,300	300,000	0.08
Main Street Fund	146,112	-	(146,112)	-
SPLOST Fund	217,000	225,600	8,600	0.04
Capital Projects Fund	-	2,000,000	2,000,000	1.00
Water and Sewer Fund	10,020,500	10,705,500	685,000	0.06
Electric Fund	32,450,000	32,751,400	301,400	0.01
Golf Course Fund	37,755	39,000	1,245	0.03
Sanitation Fund	2,719,142	2,822,168	103,026	0.04
Convention Center Fund	17,113,230	17,749,806	636,576	0.04
Gateway Arena	25,975,000	3,445,000	(22,530,000)	(6.54)
FAA Fund	3,100,600	3,100,600	-	-
BIDA Fund	32,671,890	11,743,823	(20,928,067)	(1.78)
Storm Water Fund	985,141	994,397	9,256	0.01
<b>Total</b>	<b>\$ 174,460,301</b>	<b>\$ 138,280,993</b>	<b>\$ (36,179,308)</b>	<b>(0.26)</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

The adopted FY 2019-20 General Fund Budget summarized as follows:

	Mayor & Council Adopted
Revenues	
Taxes	19,331,206
Fee, Licenses & Permits	4,260,800
Charges for Services	60,000
Fines and Forfeitures	600,000
Interest	105,000
Other Income	1,833,971
Operating Transfer In	7,516,190
Total Revenue	33,707,167
Expenditures	
Personal Services *	21,842,711
Operating Expenses **	8,379,220
Materials & Supplies	1,130,159
Capital Outlay	1,181,699
Cost of Sales	30,650
Non-Operating ***	1,142,728
Total Appropriations	33,707,167

\*Personnel Services include salaries and employee benefits.

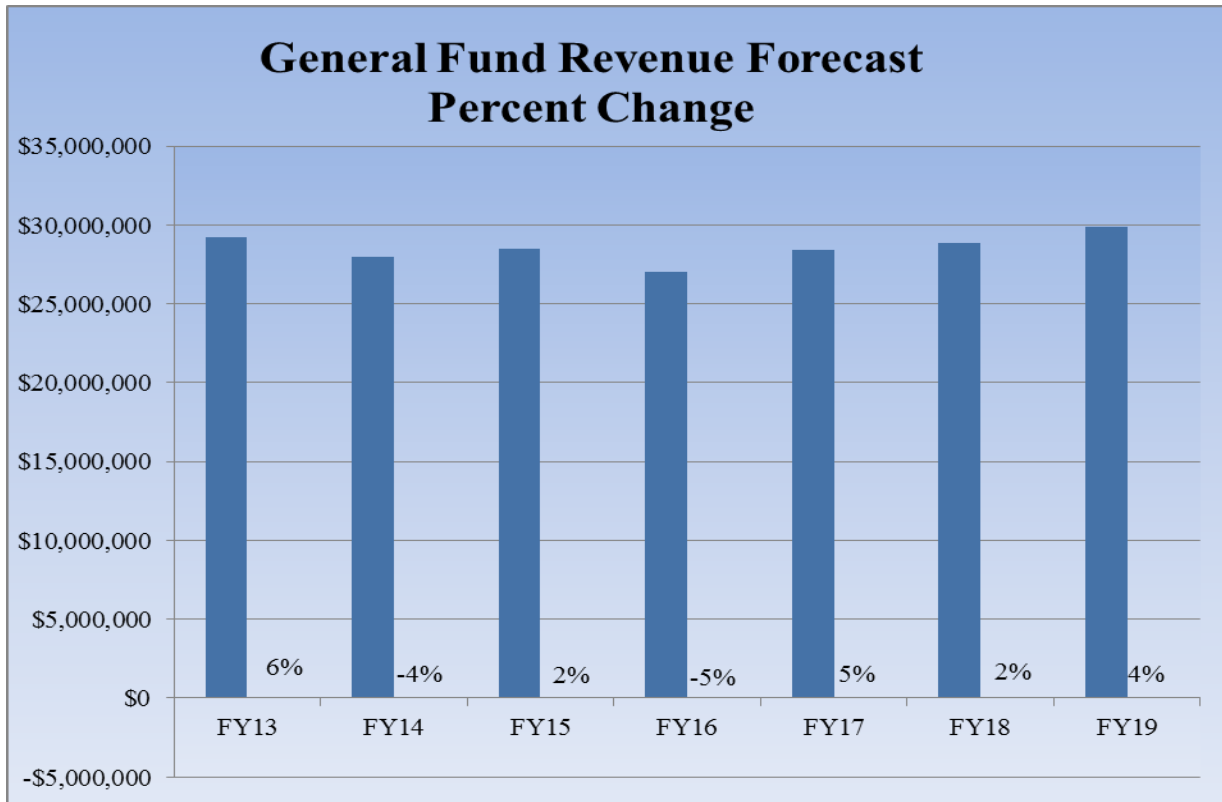
\*\*Operating Expenses include communications/utilities, rentals, repairs and maintenance, training and education, and other services and charges.

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

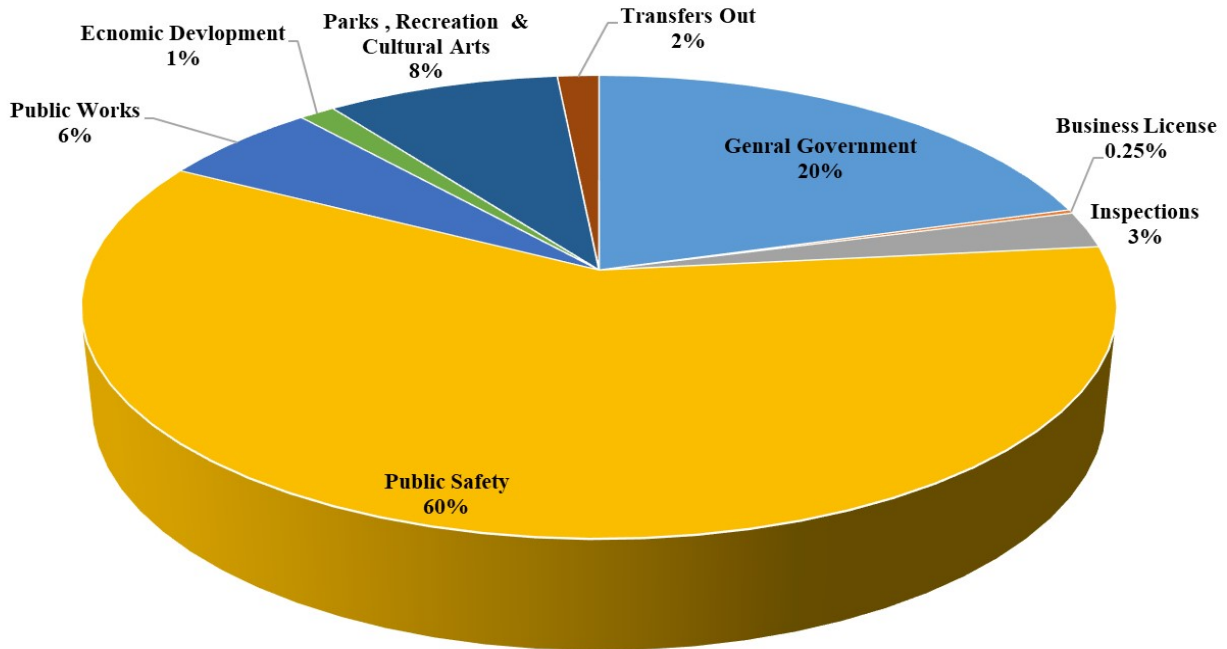
FY 2019-20 General Fund Summary  
Dollars Millions

	Projected <u>FY 19</u>	Proposed <u>FY 20</u>
Beginning	<u>\$21.1</u>	<u>\$21.1</u>
Revenue	29.5	33.7
Expenditures	<u>29.5</u>	<u>33.7</u>
Ending Balance	<u><u>\$21.1</u></u>	<u><u>\$21.1</u></u>
*Req. Unassigned Fund Balance 30%-60%	\$6.3	\$6.3
Unassigned Fund Balance	\$14.8	\$14.8



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**General Fund Expenditure by Function**



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

The General Fund unassigned balance remains neutral when FY 2018-2019 is compared to FY 2019-2020. In the past, the fund balance has been used to fund capital improvements and one-time basic services. General Fund between 30%-60% based upon annual expenditures. As of June 30, 2019, the City's unassigned fund balance is 44% of total General Fund expenditures.

The General Fund has the following transfers: (1) Golf Course of \$26,755 for contractual services and operating expenditures and (2) E911 of \$483,957 for salaries and operating expenditures.

Included in General Fund Revenues is Operating Transfers In–Hospitality Fund in the amount of \$2,526,316. This amount is dedicated to economic development efforts in the City (the costs of the Business Development and Main Street Departments) as well as an appropriation to further the general purposes of the City government. The funds are included in the General Fund Revenues for the following reasons:



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

Also included in revenues are operating transfers from Enterprise Funds that represents funds allocated costs for shared computer services, administrative costs, operating expenses and payment in lieu of taxes:

- FAA Fund-\$1,138,330
- Car Rental - \$1,602,374
- Water & Sewer Fund - \$75,555
- Electric Fund - \$115,182
- BIDA - \$2,058,433

**REVENUES**

**Ad Valorem (Property Tax)**

The FY 2019-20 General Fund (Operating Budget) proposes a flat millage rate of 12.619 mills, as adopted during FY 2018-2019.

	<u>2018-2019</u>	<u>2019-2020</u>	% Change +/- (-)
General Fund (mills) (General Operating)	12.619	12.619	0%

The tax rate levied against the City’s new assessed valuation (taking into consideration the application of homestead exemption and the assessment ratio of 40% of taxable value for all properties) is expected to yield an increase for FY 2019-2020 over the amended budget for FY 2018-2019. This anticipated increase of the tax digest is predominantly due to an estimation of the revaluations of existing properties throughout the City.

The City’s total assessed valuation of properties of all types, residential and commercial throughout the City has increased from \$948,036,435 in 2018 to \$1,091,003,092 in 2019. Projected Freeport Inventory Tax initiative at 60% will yield a reduction of taxable assessment of \$25,560,672.

The Flight Equipment Tax, computed on the value of the airplanes and related equipment parked on the airport concourses within College Park’s jurisdiction as of January 1st, is projected to

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

increase from \$1,700,000 to \$2,300,000 in the FY 2019-2020 Budget. The collections are based on actual billings for the calendar year 2018. Valuations are self-reported by the airlines to the Department of Revenue and are listed in the Utility Digest. Additional factors that affect the valuation include aging fleets, depreciated values and a decline in the number of airlines with fleets based at the Atlanta airport when not in operation.

The GICC Special District Tax is presently a 7.5 mills tax rate applied to businesses operating in the defined special district. This tax was imposed to recover amounts from the economic benefits enjoyed by these entities provided by the Georgia International Convention Center. All of the tax collections are used to supplement facility-generated revenues and to provide for debt service. This revenue is projected to be \$115,800 in FY2019-2020.

**Ad Valorem (Vehicles)**

The assessed valuation of vehicles has decreased from \$5.8 million in 2018 to \$4.61 million in 2019. The decrease is a result of the new Title Ad Valorem Tax (TAVT) revenue recognition process. The car rental companies remit taxes on their inventory based on an alphabet/ month schedule, i.e. Alamo would submit taxes in January (A-B), Enterprise in March (E-H), Hertz in May.

**Other Revenues**

The economy is continuing to experience significant growth. For example, new businesses and construction activities is increasing rapidly. Several revenue sources such as business license occupation taxes, inspection fees, permits, planning and zoning fees are anticipated to increase.

During FY 2013-14, College Park finalized negotiations with Clayton County for their share of local option sales tax (LOST). Clayton County LOST distributions to College Park will increase for FY 2019-2020 by \$300,000. The proportionate share of College Park LOST allocation from Fulton County is much smaller due to the number of cities in Fulton County. College Park is anticipating a decrease in LOST distribution from Fulton County. Fulton County LOST distributions budgeted amount is estimated to decrease slightly in FY2019-2020 by \$60,000 when compared to FY2018-2019 actuals. Municipalities receive LOST distributions from the County based on eight criteria. The agreement for LOST distributions is for 10 years.

Other projected revenues are expected to remain constant in the FY 2019-2020 budget year as compared to the FY 2018–2019 amended budgets.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**EXPENDITURES**

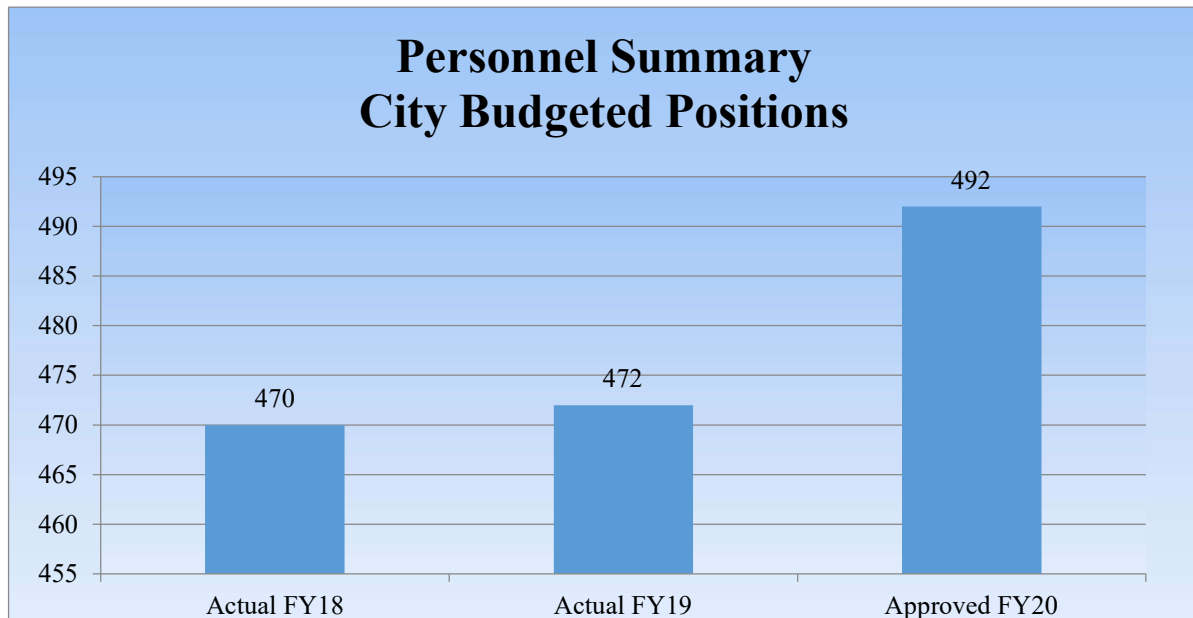
The adopted general fund expenditures budget for FY 2019-20 will be \$3,721,716 more than the amended FY 2018-19 Budget, representing an increase of 12%. In general, Operating Expenses increased 21%, Personnel Costs increased 7%, Materials/Supplies increased 2%, and Cost of Sales in the General fund increased by 25%. Capital Outlay budget increased by 126% and Operating Transfers decreased by 19%.

**Personnel Costs**

The Personnel Costs (salaries, wages and employee benefits) in the proposed 2019-2020 Budget Year will equal approximately 65% of the General Fund (Operating Budget) net of Operating Transfers. This budget will sustain the current level of municipal services to the City of College Park.

The total personnel count for the overall budget program (All Funds) for the Adopted FY 2019-2020 is 492 positions. For the General Fund Budget, the total personnel count is 327 positions and reflects a change in personnel count from FY 2019-20. For the Other Funds Budget the total personnel count is 165 positions.

The City's recommended pension contribution increased slightly to 19.96% based on the results of the most recent Georgia Municipal Association actuarial computation. For FY 2019-2020, the City will continue its Healthy City Initiative Program for City employees.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Operating Expenditures**

The total cost of operating expenditures reflects an increase in the FY 2019-2020 Approved General Fund budget of \$1,508,908 compared to the FY 2018-2019 amended budget.

The increase is comprised of the following object accounts:

Communications/Utilities	113,892
Rentals	(3,240)
Repairs & Maintenance	202,225
Building & Maintenance	(29,580)
Training & Education	92,392
Other Services & Charges	<u>1,134,019</u>
	<u><u>1,509,708</u></u>

**Materials and Supplies**

The total cost of Materials and Supplies reflects an increase in the proposed FY 2019-20 General Fund budget of \$22,841 over that of the FY 2018-2019 amended budget.

**Capital Outlay**

Overall, the cost of Capital Outlay increased from \$583,536 in the Amended FY 2018-19 General Fund budget to \$1,315,966 in the adopted FY 2019-2020 Budget, an increase of \$732,430.

A comprehensive listing and explanation of these Capital Improvement items appropriated under All Funds FY 2019-20 are provided in the Capital Improvement listing.

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

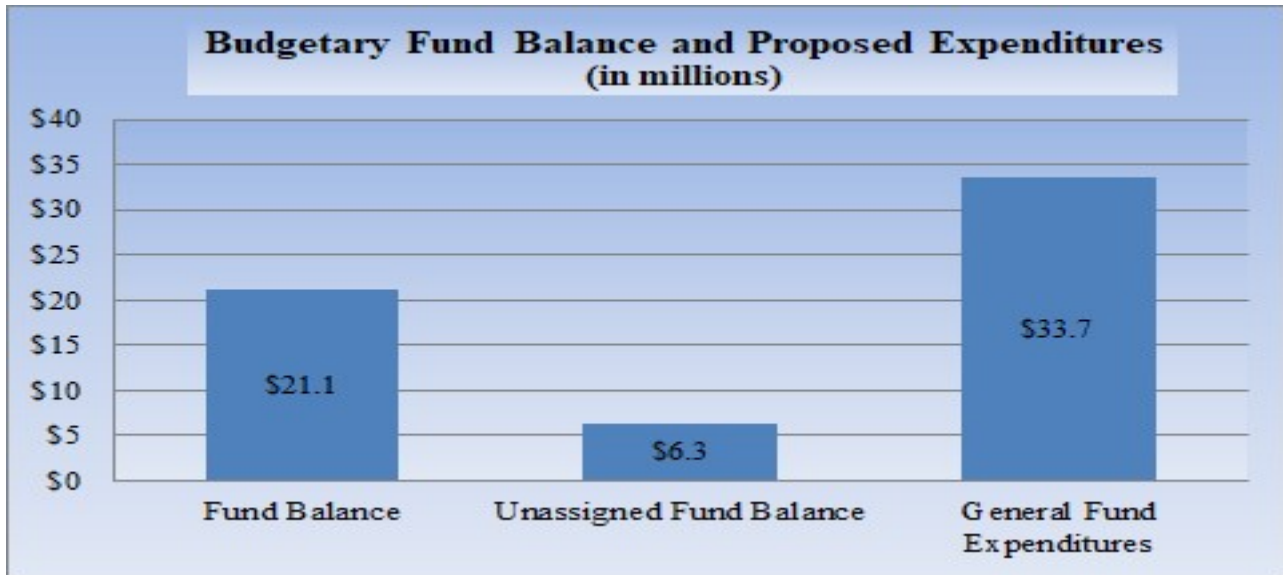
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Capital Outlay Summary by Fund**

	<b>Amended Budget FY2018-2019</b>	<b>Proposed Budget FY2019-2020</b>	<b>Increase (Decrease)</b>
General Fund	\$ 583,536	\$ 1,315,966	\$ 732,430
CDBG	205,230	-	
Car Rental Fund	989,961	-	
TSPLOST Fund	2,000,000	2,000,000	-
Water and Sewer Fund	365,000	380,000	15,000
Electric Fund	2,830,000	1,747,000	(1,083,000)
Golf Course Fund	13,755	15,000	1,245
Sanitation Fund	217,000	232,500	15,500
Convention Center Fund	1,446,700	1,570,800	124,100
Gateway Arena	25,975,000	561,500	(25,413,500)
FAA Fund	25,976	27,636	1,660
BIDA Fund	660,572	660,572	-
Storm Water Fund	325,795	319,300	(6,495)
<b>Total</b>	<b>\$ 35,638,525</b>	<b>\$ 8,830,274</b>	<b>\$ (26,808,251)</b>

**Fund Balance**

The graph below illustrates the Unassigned General Fund Balance and Total General Fund Balance as a percentage of General Fund Expenditures projected for June 30, 2019. The City’s GASB 54 Fund Balance Policy requires the City to maintain an Unassigned General Fund Balance between 30%-60% based upon annual budgeted expenditures. The Unassigned General Fund Balance is at 70%.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Debt Service**

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

**Summary**

To summarize the General Fund, the budget basically maintains the current level of municipal services and programs. There is no increase to the millage rate. The FY 2019-2020 Adopted Budget includes a staff increase of one position in the General Fund. The city's recommend pension contribution has remained the same.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

### BUDGET BY FUNCTION

#### POWER ENTERPRISE FUND

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

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

- College Park Power in conjunction with MEAG has established the above-mentioned "Municipal Competitive Trust Fund", which is administered by MEAG for the benefit of each MEAG participant. The purpose of this fund is to offset future wholesale power cost increases, which allow each MEAG participant to stabilize rates and become increasingly competitive with surrounding public and private utilities.
- A comprehensive cost of service study was completed based on data collected for Fiscal Year End June 30, 2009 and showed that overall rates are continuing to adequately recover all operating costs plus a reasonable margin. It also showed that College Park Power has some of the lowest rates in the State of Georgia. Georgia's 94 electrical companies participated in a 2014 rate analysis, performed by the Georgia Public Service Commission, which disclosed that College Park Power's winter rates were the 13<sup>th</sup> lowest and their summer rates were the 35<sup>th</sup> lowest in the State.
- The College Park Power has completed transitioning all electric meters and water meters to the advanced stage of remote reading, connections, and disconnections. The process involves a pilot project, full deployment of meters, and a parallel read period. Once completed, College Park Power and the Customer Service Department will have remote access to all meters for real time data and re-reads to expedite customer service needs.
  - All City departments contribute to the revenue stream by paying for their actual costs of electricity. The estimated revenue from Other City Sales is \$400,000 for FY 2019-2020
  - The Georgia International Convention Center (GICC) power will remain constant at \$1.2 million for FY 2019-2020.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

The Power Fund has included a 3 mil Power Cost Adjustment (PCA) for FY 2019-2020. The increase is required to offset an anticipated increase in power cost to be passed on to the City by MEAG in 2020. The increase in PCA is necessary for the Power Fund to continue to generate sufficient revenues necessary to contribute to cash reserves.

Power Fund operating transfers for FY 2019-2020 are as follows:

- Operating the General Fund of \$115,182

**WATER AND SEWER FUND ENTERPRISE FUND**

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

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

During FY 2012-13, the City began construction to develop groundwater wells to supplement their existing water supply. Well No. 1 was completed and has a pumping capacity of 70 gallons per minute or 100,000 gallons per day. To treat more than one well with the filters, flows can be blended with finished water. Also, chemical feed capacity can be increased easily to treat up to 300,000 gallons per day at facility. During FY 2017-2018, the City performed exploration for additional water wells and will continue those explorations during FY 2019-2020.

**STORM WATER UTILITY FUND ENTERPRISE FUND**

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

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



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

existing (CPM) comprehensive preventive maintenance program, construction and general maintenance.

This is the eleventh year of the program and we are addressing infrastructure needs; cost effective design and construction of the necessary improvements; providing leadership through implementation of best management practices (BPMs) that will enhance water quality throughout the City improving the overall quality of life for our citizens. During FY 2018-2019 the Storm Water Utility fund will continue making debt service payments on the \$2,000,000 of stimulus funds received from Georgia Environmental Finance Authority. The outstanding loan balance at June 30, 2018 was \$1,446,336. There is no increase in the storm water fee for FY 2019-2020.

**SANITATION ENTERPRISE FUND**

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

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

There is no increase in the solid waste management fee for FY 2019-2020. Capital Expenses recommended budget of \$232,500 for vehicle and container replacement purchases should insure continued effective and efficient collection services for the citizens of College Park.

**CONVENTION CENTER ENTERPRISE FUND**

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

The total revenue budget for the GICC reflects an increase in the FY 2019-2020 Adopted Budget of \$636,576 above the amended budget for FY 2018-2019. The increase in revenue is primarily due to providing first class space for holding conventions and meetings, parking and food and beverage for FY 2019-2020. Total revenue reflects the transfer of Hospitality Funds and GICC Special District Fund taxes to the GICC for bonded indebtedness for the Convention Center and infrastructure.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

<b>Convention Center-Change in Revenues</b>	Increase/(Decrease)
Sales Food and Beverage	100,000
Security	5,000
Parking	100,000
Meeting Rooms	200,000
Telecommunications	20,000
Interest	1,000
Operating Transer In	90,023
Administrative/Hospitality	103,903
Transfer-GICC	16,650
<b>Total Net Change in Revenue</b>	<b><u>636,576</u></b>

Adopted Budget expenditures for FY 2019-2020 indicate an overall increase in personal services, employee benefits, cost of sales, and capital expenditures of \$636,576. This increase is comprised of the following object accounts:

<b>Convention Center-Change in Expenses</b>	Increase/(Decrease)
Personal Services	234,113
Employee Benefits	88,469
Cost of Sales	324,680
General Operating Expenses	(128,720)
Capital Outlay	124,100
Debt Service	(6,066)
<b>Total Net Change in Expenses</b>	<b><u>636,576</u></b>

**FEDERAL AVIATION ADMINISTRATION ENTERPRISE FUND**

The Federal Aviation Administration (FAA) Fund is used to account for the lease of office buildings to the General Services Administration of the federal government regional headquarters. This fund also accounts for the operating activities of these buildings as well. Its revenue sources are derived from projected facility rental income of \$3,100,000 and interest income of \$600.

The 2011 FAA Taxable Refunding Revenue Bonds retired in FY 2013-2014 which substantially reduce the expenditures budget for FY 2015-2016. In addition, as per the agreement with the General Services Administration the rental rate for the Phase I Building was renegotiated during FY 2013-2014. In the original agreement, the rental rate was \$17.97 per square foot and was agreed to be reduced to \$7.78 on October 1, 2013, however, the final rental rate was negotiated to \$11.28 per square foot over a ten year period. The 1993 Revenue Bonds were retired in FY

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

2015. In addition, as per the agreement, the rental rate for the Phase II Building was renegotiated in FY 2015.

**BUSINESS INDUSTRIAL AND DEVELOPMENT AUTHORITY**

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

BIDA's budget decreased from \$32,671,890 in the Amended FY 2018-19 to \$11,743,823 in the Adopted FY 2019-2020. The adopted budget decrease is due to the transfer out for the FY 2019-2020 is less than the previous year.

**GOLF COURSE ENTERPRISE FUND**

The Golf Course Fund is used to report the revenues and expenses generated or incurred through golf course activities. Its revenue sources are derived from fees and equipment rental. The Golf Course operating budget for FY 2019-2020 is \$39,000.

**SPECIAL REVENUE FUNDS**

**HOSPITALITY FUND**

The total revenue budget for the Hospitality Fund reflects a decrease in the FY 2019-2020 budget of \$334,786 under the amended budget for FY 2018-19.

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

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

The distribution of these tax collections is as follows:

- General Fund – \$2,526,316

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

This transfer covers the costs of the Main Street and Business Development departments, as well as the portion of collections not necessary for bond debt or other purposes from funds other than the General Fund.

- GICC – \$6,726,156  
This amount is transferred to pay principal and interest on bond debt, as well as to cover operational costs associated with the GICC facility. \$20,000 is budgeted for legal fees related to the Hospitality Fund as well.
- CP-DMO – \$2,000,000  
This amount is distributed to the CP-DMO to promote tourism, conventions, and trade shows by the CP-DMO.
- CP-TPD – \$631,579  
This amount is allocated for tourism/convention product development.

**GICC SPECIAL DISTRICT FUND**

This fund is set up to pay the bond interest and principal expenses for the Gateway development (including the GICC) and the Global Gateway Connector infrastructure through a transfer to the GICC fund. A special district tax was established in late 2001 for the entire project in anticipation that the tax revenues generated from new development within the redevelopment area (7.5 mills) would pay the annual debt service. Due to a lack of development, an infusion of funds from the Hospitality Fund will need to occur to make up the balance due on the annual payment. The Automated People Mover (APM) and hotel development opened in this tax district in December 2009. We anticipate that sufficient revenues would be collected to pay the annual debt service. The primary revenue source for the GICC Special District Fund in FY 2019-2020 is fund income of Special District Taxes estimated at \$121,650.

**COMMUNICATIONS (E911) FUND**

The E-911 Fund accounts for monthly user charges on telephone service for operation and maintenance of the E-911 System, as well as for capital equipment purchases. This fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community. Its revenue sources are derived as an Operating Transfer In from the General Fund of \$483,957, as well as the projected E911 collections and interest of \$485,934.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**CAR RENTAL FUND**

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

Car Rental Tax collections for the FY 2019-2020 have been budgeted upon the settlement of the funding formula litigation. This fund is projected to receive \$3,600,000 in FY 2019-2020. Collections for prior years are as follows:

<u>Fiscal Year</u>	<u>Amount</u>	<u>Fiscal Year</u>	<u>Amount</u>
2010	\$2,454,827	2015	\$2,921,337
2011	\$2,467,323	2016	\$3,173,391
2012	\$2,668,779	2017	\$3,161,590
2013	\$2,602,801	2018	\$3,511,614
2014	\$2,712,754	2019	\$3,847,611

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

Projected disbursements from this fund for FY 2019-2020 are for costs associated with bonded indebtedness, operating expenditures and recreation and public safety projects.

**GRANT FUNDS**

This fund accounts for activities carried out by the City under the terms of various intergovernmental grants. Numerous federal and state grants comprise the Grants Funds. Most grants require either local match funds or soft (in-kind) contributions. Below are the amounts budgeted for FY 2019-2020.

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

**Confiscated Drug Funds \$10,000** - This Fund records the proceeds from confiscated drug funds and the expenditures of those funds on police-related operations, supplies and/or capital items.

**State Drug Fund \$14,000** – This Fund reports the City share of State Drug monies that are confiscated by the City.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**CAPITAL PROJECT FUNDS**

**Main Street Fund** \$0– This Fund accounts for the purpose of redevelopment of College Park Main Street.

**Special Local Option Sales Tax Fund (SPLOST) Fund** \$225,600 – This fund accounts for proceeds of a sales tax levied in Clayton County, which will be used by the City for the exclusive purpose of capital outlay projects.

**TSPLOST Fund** \$2,000,000- This fund accounts for various Capital Projects for infrastructure throughout the City.

**AGENCY FUND**

**Municipal Court Fund** \$497,408 – This fund accounts for the receipt and disbursement of bonds (posted to secure release of individuals charged with various crimes) and court-ordered fines and fees made on behalf of third parties. There are no funds budgeted for the Municipal Court for FY 2019-20.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Long-Term Financial Planning**

In February 2018, the City of College Park's Business and Industrial Development Authority (BIDA) issued \$35,785,000 in debt for the construction of a multi-purpose arena providing a new source of revenue for the City of College Park. The multipurpose arena will be known as the "Gateway Center @ College Park" and will be adjacent to the existing Georgia International Convention Center. The 5,000-seat arena will house the Atlanta Hawks development team and will host an array of various events such as: concerts, convocations, athletic events, and other programs. Total cost of the approximate 91,990 square foot arena is estimated at \$44.8 million, with the General Fund contributing \$9 million during fiscal year 2018 and the remaining balance funded by newly issued revenue bonds. This project is scheduled for completion in October of 2019 and is estimated to create over 600 jobs.

College Park's BIDA is also scheduled to refinance outstanding debt related to the Automated People Mover System (APM) in the immediate future. In October 2005, the City entered into an agreement with the City of Atlanta to share the cost of building an APM system for the purpose of transporting passengers to and from Hartsfield-Jackson International Airport. The original debt of \$8,000,000 accrued interest until the first payment was due in 2015. As a result, the current outstanding debt is \$10,640,000. The City of Atlanta has agreed to contribute \$3.5 million dollars, which will be applied against the outstanding balance. Coupled with an improved interest rate, the transaction will ultimately result in cost savings of future principal and interest payments.

Future development of the newly acquired property is envisioned as mixed use to exclude residential development to complement what was started south of Camp Creek Parkway at the Gateway Center which is home to our 400,000 sf Georgia International Convention Center, two hotels and a 130,000 of class A office building, now more than 97% leased. On the horizon at the Gateway Center are two additional hotels. The first hotel will be a full service Marriott Renaissance with 220 rooms and it will have retail operations on the first floor. The second hotel will have approximately 200 rooms and be located adjacent to the Renaissance and GICC. An additional office building of about 100,000 sf is also proposed for the Gateway Center area beside the existing Springhill Suites Hotel site. The opportunity to control the property in the surrounding area is important to its future development such that we can maintain a high standard of quality that matches or surpasses what we've already established at the Gateway Center.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**SUMMARY**

There are many numbers, indicators, projections, charts and graphs in the Adopted Fiscal Year 2019-2020 Budget document. This is rightfully so, since this Adopted Budget also reflects College Park's vision and focus on improving the quality of life for our residents, businesses and visitors. This Adopted Budget reflects community values, goals, objectives and ideas, all of which are indicative and consistent with the expectations articulated by Mayor and City Council.

The Fiscal Year 2019-2020 Adopted Budget represents the character of a city whose unique identity distinguishes itself from other geographical areas of Southwest Fulton County and the overall Atlanta Metropolitan Area. City administration began finalizing its recommendations for next year's budget with 58% of the current fiscal year completed, 68% of the approved budget expended, and 77% of anticipated revenues collected. Staff is likewise working to promote and establish an unassigned fund balance that remains healthy.

Total General Fund expenditures are up 12%, as a result of increased personnel services. The pension contributions will remain constant. Fiscal Year 2019-2020 will also mark the ninth consecutive year of administering a performance budget, enabling our ability to again secure recognition from the Government Finance Officers Association of the United States and Canada for best budget format. However, make no mistake that this effort represents a continuous process, as more work is required to truly solidify our belief that we are moving in the right direction.

Total local property tax millage for City operations will result in neutral revenues. Total expenditure appropriation for all funds is recommended to be \$138,280,993. As such, the overall Fiscal Year 2019-2020 Adopted Budget is financially sound and delivers quality services our residents have come to expect.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<b>Amended Budget</b>	<b>Adopted Budget</b>	<b>Increase</b>	<b>Percent</b>
	<b>FY2018-2019</b>	<b>FY2019-2020</b>	<b>(Decrease)</b>	<b>Change %</b>
General Fund	\$ 29,985,451	\$ 33,707,167	\$ 3,721,716	0.11
Confiscated Drugs	28,000	10,000	(18,000)	(1.80)
State Drugs	50,000	14,000	(36,000)	(2.57)
E911 Fund	939,703	969,891	30,188	0.03
TSPLOST Fund	2,000,000	2,000,000	-	-
GICC Special District Fund	105,000	121,650	16,650	0.14
Hospitality Fund	12,615,477	12,280,691	(334,786)	(0.03)
Car Rental Fund	3,300,300	3,600,300	300,000	0.08
Main Street Fund	146,112	-	(146,112)	-
SPLOST Fund	217,000	225,600	8,600	0.04
Capital Projects Fund	-	2,000,000	2,000,000	1.00
Water and Sewer Fund	10,020,500	10,705,500	685,000	0.06
Electric Fund	32,450,000	32,751,400	301,400	0.01
Golf Course Fund	37,755	39,000	1,245	0.03
Sanitation Fund	2,719,142	2,822,168	103,026	0.04
Convention Center Fund	17,113,230	17,749,806	636,576	0.04
Gateway Arena	25,975,000	3,445,000	(22,530,000)	(6.54)
FAA Fund	3,100,600	3,100,600	-	-
BIDA Fund	32,671,890	11,743,823	(20,928,067)	(1.78)
Storm Water Fund	985,141	994,397	9,256	0.01
<b>Total</b>	<b>\$ 174,460,301</b>	<b>\$ 138,280,993</b>	<b>\$ (36,179,308)</b>	<b>(0.26)</b>

The College Park Executive team enjoyed working with Mayor and City Council during the budget workshops and public hearings, as well as welcomes the opportunity to address questions and concerns, accordingly. In summary, the Fiscal Year 2019-20 Adopted Budget outlines and supports the City's good financial position, continues to engage various scale infrastructure improvements, encourages well-managed growth management policies and principles, and is supportive of expanding private/public collaborations and economic development.

I wish to offer a special and very personal thanks to the Director of Finance and Accounting, Althea P. Bradley and the Finance and Accounting staff and to all Department Directors, Supervisors and Section Administrators who contributed invaluable in preparing the budget document. This year's submittal of an enhanced performance-oriented budget will enable us to continue to exercise factually to ascertain how the organization is doing in terms of productivity and how well we are responding to meet goals and objectives. We all must therefore operate on the premise that if you cannot measure output, you cannot improve it. Our efforts to more thoroughly benchmark municipal services, as well as highlight both performance indicators and accomplishments, will direct continuous improvement accordingly. We also hope the City and General Public will avail themselves of the many facts and figures contained in this budget

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

document so that we can better meet the challenges and expectations of our residents and other stakeholders. The City's administration and organization are up to the challenge and we look forward to a very productive year for our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Terrence R. Moore", with a long horizontal flourish extending to the right.

Terrence R. Moore, ICMA-CM  
City Manager

# **BUDGET PROCESS**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

### BUDGET PROCESS

#### Basis of Budgeting

The City budgets for governmental funds based on the modified accrual basis of accounting. Under this method, revenues (income) are recognized in the period they become measurable and available to finance expenditures of the period and expenditures (expenses) are recorded when incurred with the exception of principal and interest on long term debt, which are recorded when due.

Exceptions to the modified accrual basis of accounting are as follows:

- Encumbrances are treated as expenditures in the year they are encumbered, not when the expenditure occurs.
- Grants are considered as revenue when awarded, not when earned.
- Sales and use taxes are considered to be revenue when received rather than when earned.

The budgets for all proprietary funds, which include Enterprise Funds and Internal Service Funds, are prepared using the accrual basis of accounting, with exceptions listed below. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

- Capital outlay is budgeted as expenditure in the year purchased.
- Depreciation is not budgeted.
- Interest capitalized on construction projects is budgeted as interest expense.
- Proceeds from the issuance of debt are considered to be revenues, not an increase in liabilities.
- Encumbrances are treated as expenditures in the year they are encumbered, not when the expense occurs.
- Grants obtained for the construction of assets are considered to be revenues, not capital contributions.
- Receipts of long-term receivables are considered to be revenues, not reductions of the receivable.
- Proceeds from the sale of assets are recognized as revenue; however, the related gain or loss is not.
- Purchases of inventory are considered to be expenditures when purchased, not when sold or used.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of College Park, like other state and local governments, uses funds accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three (3) categories: Governmental Funds, Proprietary Funds and Fiduciary Funds.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

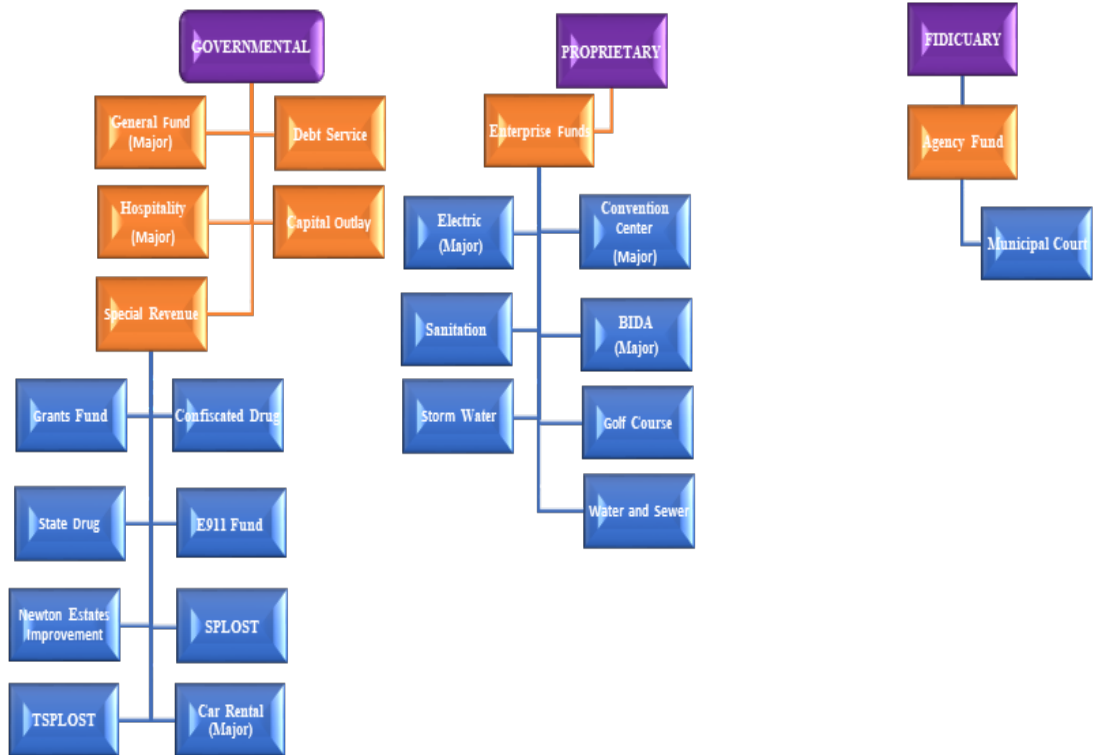
**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

**Proprietary Funds.** The City's enterprise funds are considered proprietary funds and are used to report the same functions presented as business-type activities in the government-wide financial statements. Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the Electric, Water and Sewer, Convention Center, Redevelopment, FAA projects, Sanitation, Storm Water and Golf Course operations.

**Fiduciary Funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

# Fund Financial Statement



## Budget Definition

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

A good budget process is characterized by several essential features:

- Incorporates a long-term perspective
- Establishes linkages to broad goals
- Focuses budget decisions on results and outcomes

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

- Involves and promotes effective communication with stakeholders

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

### **Mission of the Budget Process**

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

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

- Involve stakeholders
- Identify stakeholder issues and concerns
- Obtain stakeholder support for the overall budgeting process
- Achieve stakeholder acceptance of decisions related to goals, services, and resource utilization
- Report to stakeholders on services and resource utilization, and serve generally to enhance the stakeholders' view of government

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

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

### **Principles and Elements of the Budget Process**

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

- 1) Establish Broad Goals to Guide Government Decision-Making - A government should have broad goals that provide overall direction for the government and serve as a basis for decision making.
  - a) Assess community needs, priorities, challenges and opportunities
  - b) Identify opportunities and challenges for government services, capital assets, and management
  - c) Develop and disseminate broad goals
  
- 2) Develop Approaches to Achieve Goals – A government should have specific policies, plans, programs, and management strategies to define how it will achieve its long-term goals.
  - a) Adopt financial policies
  - b) Develop programmatic, operating, and capital policies and plans
  - c) Develop programs and services that are consistent with policies and plans
  - d) Develop management strategies
  
- 3) Develop a Budget Consistent with Approaches to Achieve Goals - A financial plan and budget that moves toward achievement of goals, within the constraints of available resources, should be prepared and adopted.
  - a) Develop a process for preparing and adopting a budget
  
  - b) Develop and evaluate financial options
  
  - c) Make choices necessary to adopt a budget
  
- 4) Evaluate Performance and Make Adjustments - Program and financial performance should be continually evaluated, and adjustments made, to encourage progress toward achieving goals.
  - a) Monitor, measure, and evaluate performance
  
  - b) Make adjustments, as needed

### **Budget Roles and Responsibilities**

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



## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

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

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

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

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

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

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

The **Mayor and City Council** set the policy direction for staff related to the forthcoming budget by establishing broad goals for the organization, which serve as a basis for decision-making. The Council reviews key aspects of the City Manager's proposed budget including an examination of the revenue forecast and related assumptions, employee compensation including healthcare and retirement costs, changes to rates and fees, comprehensive financial policies, debt schedules, property tax rate and the

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

capital budget. The budget process culminates in late spring with the Mayor and City Council holding two public budget hearings. The Mayor and City Council are ultimately responsible for the review of the City Manager's proposed budget, tentative budget adoption and final adoption of the budget. All Council budget hearings are open to the public for comment.

### **City of College Park's Traditional Budget Process**

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

### **Policy/Strategy Development and Prioritization Process Phase**

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

### **Budget Development and Prioritization Process Phase**

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

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

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

service level changes to offset inflation, contractual, compensation, and benefit cost increases. Traditionally any proposed changes in service levels, new programs, population/service growth, additional staff, and program trade-offs resulting in service level reductions/increases must be submitted to the Finance and Accounting Department in the preliminary budget.

### **City Management Review and Modification Phase**

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

### **Mayor and City Council Budget Review and Adoption Phase**

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

### **Implementing, Monitoring, and Amending the Budget Phase**

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

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

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

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

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

### **Basis of Accounting**

Modified Accrual for revenues means recognizing in the period when they become both measurable and available for finance expenditures of the current period. On the other-hand, for expenditures/expenses are generally recorded when a liability is incurred; however, debt service expenditures related to compensated absences and claims and judgements, are recognized to the extent they are due and payable.

Full Accrual recorded when they are earned(whether or not cash received at the time). For expenditures/expenses are recorded when goods and services are received(whether cash disbursements are made at the time or not).

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

### **CAPITAL IMPROVEMENT PROGRAMMING**

#### **INTRODUCTION**

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

#### **The Capital Improvement Program (CIP)**

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

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

The CIP is primarily a planning document. As such, it is subject to change each year as the needs of the community become more defined and projects move closer to final implementation. The adoption of the Capital Improvement Program is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects and capital financing, the CIP is a key element in planning and controlling future debt service requirements. For this reason, the CIP includes some projects where needs have been defined, but specific solutions or funding amounts have not been identified. When adopted, the CIP provides the framework for the City Manager, Mayor and Council with respect to managing bond sales, investment planning and project planning.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

### **What is Capital Improvement Plan (CIP)?**

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

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

Three key elements constitute a CIP:

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

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

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

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

### **CIP Linkages**

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

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

The Annual Capital Budget serves to appropriate funds for specific facilities, equipment and improvements. For projects supported by the General Fund (Paydown Projects), the first year included in the CIP reflects the approved annual capital budget funding level. Funding for subsequent years in the program are included for planning purposes only and do not receive ultimate expenditure authority until

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

they are eventually incorporated into the annual Capital Budget. In general, General Obligation Bond funded projects and projects supported by other financing, are reflected in the 5-year program as approved for funding and the cash flow required for spending is reflected in each year. The CIP is a “rolling” process and subsequent year items in the CIP are evaluated annually and advanced each fiscal year.

### **The CIP Process**

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

### **Principles of Sound Capital Improvement Planning**

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

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

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

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

The CIP shall support the City's efforts to encourage the development of affordable and effective multi-use public facilities as feasible.

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

### **The CIP Review**

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

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

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

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



# **CAPITAL OUTLAY**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
MIS-Info Technology	Other Equipment/New	1	324,479	324,479
<b>Subtotal - MIS-Info Technology</b>				<b>324,479</b>
Fire Administration	Vehicles Replace	1	34,000	34,000
<b>Subtotal - Fire Administration</b>				<b>34,000</b>
Fire Suppression	Other Equipment New	1	134,267	134,267
<b>Subtotal - Fire Suppression</b>				<b>134,267</b>
Emergency Medical Services	Other Equipment/New	1	28,000	28,000
<b>Subtotal - Emergency Medical Services</b>				<b>28,000</b>
Muni Court	Office Equipment Replace	1	32,000	32,000
<b>Subtotal - Muni-Court</b>				<b>32,000</b>
Police Investigation	Vehicles Replace	1	29,500	29,500
	Office Equipment - Replace	1	8,000	8,000
<b>Subtotal - Police Investigation</b>				<b>37,500</b>
Police Patrol	Vehicles Replace	1	120,000	120,000
	Vehicles Replace	1	347,320	347,320
	Other Equipment - New	1	100,000	100,000
<b>Subtotal - Police Patrol</b>				<b>567,320</b>
Buildings and Grounds	Vehicles Replace	1	27,000	27,000
	Other Equipment Replace	1	34,400	34,400
<b>Subtotal - Buildings and Grounds</b>				<b>61,400</b>
Recreation Facilities	Buildings	1	80,000	80,000
	Other Equipment/New	1	8,000	8,000
	Parks	1	9,000	9,000
<b>Subtotal - Recreation Facilities</b>				<b>97,000</b>
<b>Grand Total - General Fund</b>				<b>1,315,966</b>
T-SPLOST	Capital Improvement	1	2,000,000	2,000,000
<b>Subtotal - T-SPLOST Fund</b>				<b>2,000,000</b>
Water and Sewer Fund	Other Equipment - Replace	1	80,000	80,000
	Water Line Replacement	1	300,000	300,000
<b>Subtotal - Water and Sewer Fund</b>				<b>380,000</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

DEPARTMENTS	DESCRIPTION	NUMBER OF UNITS	COST PER UNIT	COUNCIL APPROVED
Electric/Power Fund				
Electric/Line	Vehicle Replace	1	21,000	21,000
	Communications	1	5,000	5,000
	Capital Improvement Fund	1	125,000	125,000
	Electric Improvements	1	865,000	865,000
	Other System Improvements	1	345,000	345,000
	Street Lighting	1	360,000	360,000
<b>Subtotal - Electric/Line</b>				<b>1,721,000</b>
Electric/Warehouse	Vehicles - Replace	1	26,000	26,000
<b>Subtotal - Electric/Warehouse</b>				<b>26,000</b>
<b>Total - Electric/Power Fund</b>				<b>1,747,000</b>
Golf Course Fund	Recreation Capital Project	1	15,000	15,000
<b>Subtotal -Golf Course Fund</b>				<b>15,000</b>
Sanitation	Vehicle Replace	1	202,500	202,500
	Sanitation Containers	1	30,000	30,000
<b>Subtotal - Sanitation Fund</b>				<b>232,500</b>
Convention Center	Furnitures/Fixtures Replace	1	361,000	361,000
	Office Equipment/Replace	1	198,400	198,400
	Other Equipment/Replace	1	1,011,400	1,011,400
<b>Subtotal - Convention Center</b>				<b>1,570,800</b>
GICC Arena	Furnitures/Fixtures New	1	453,000	453,000
	Other Equipment - New	1	108,500	108,500
<b>Subtotal - GICC Arena</b>				<b>561,500</b>
Federal Aviation Administration (FAA)	Other Equipment	1	27,636	27,636
<b>Subtotal - FAA</b>				<b>27,636</b>
Business Industrial Development (BIDA)	Land Purchase Cost	1	660,572	660,572
<b>Subtotal -BIDA</b>				<b>660,572</b>
Stormwater Utility	Vehicles - Replace	1	31,700	31,700
	Improvements Stormwater	1	287,600	287,600
<b>Subtotal- Stormwater Utility Fund</b>				<b>319,300</b>
<b>Grand Total - Other Funds</b>				<b>7,514,308</b>
<b>Grand Total - General and Other Funds</b>				<b>8,830,274</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:** Dell 84TB SAN Upgrade

**Project Description:**  
Dell SAN upgrade

Reason for Requesting:

WE currently have an 84 TB DELL SAN storage array, we have to keep current with upgrades, patches, and software versions.

This new platform would facilitate the following:

- Allow City Technology to store files safely on SAN
- Faster collaboration between end users
- Approximate cost for software, installation, integration \$8,944

**Project Justification and Impact:**

- SAN is crucial for data storage, and file storage
- Upgraded SAN allows for greater flexibility
- 21<sup>st</sup> Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$8,944**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$8,944	\$8,944	\$8,944	\$8,944	\$8,944	\$44,720

**Useful Life:** 9 years

**Estimated Cost Beyond Five Year Program:** Yes

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:** Backup Solution Vcitadel

**Project Description:**  
Disaster Recovery/Business Continuity Project

Reason for Requesting:

The City of College Park is has partnered with a data center hosting company (Vcitadel). They have provided a quote to host a replica of our critical servers in their data center in the event of a failure in Public safety. This quote includes all enterprise servers (Police, Fire, City Hall). This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow Backup in the event of a major outage.
- In line with our COOP plan
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration \$16,615

**Project Justification and Impact:**

- Disaster Recovery is an emergency plan that we need to have in place immediately.
- Citizen engagement is rapidly taking priority based on College Park Transparency.
- 21<sup>st</sup>. Century technology is rapidly changing the scope of how we do business in CCPK.

**Project Costs: \$16,615**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$16,615	\$16,615	\$16,615	\$ -	\$ -	\$49,845

**Useful Life:** 10 Years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Information Technology

**Project Name or Title:** Cyber Security Initiative

**Project Description:** Cyber Security

Reason for Requesting:

The City of College Park is rapidly moving toward protecting all citizen and staff data. In the age of hacking, security breaches, and ransom ware, we must be equipped to handle these issues.

This new platform would facilitate the following:

- Allow City Technology team to protect all critical data.
- Part of Smart City initiative
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration 29,600

**Project Justification and Impact:**

- Other Municipalities has been breached
- Cyber Security is a must.
- National plan to ensure we are secure
- 21<sup>st</sup> Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$29,600**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$29,600	\$ -	\$ -	\$ -	\$ -	\$29,600

**Useful Life:** 5 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Information Technology

**Project Name or Title:**

(2) Dell Networking N4032 Switches + (3) Dell FC630 Servers

**Project Description:**

The Dell N4032 switches are from a family of energy-efficient and cost-effective 10GbE units that are designed for modernizing and scaling networking infrastructure. They promote greater interoperability through interfaces with Cisco’s Rapid Per VLAN Spanning Tree (RPVST+) 1 and devices using CDP (Cisco Discovery Protocol). These switches also feature advanced IPv4 and IPv6 Layer 3 routing, security and scalability features. Built to keep operating costs down, the N4000 series has fresh air capability, enabling them to operate at temperatures up to 113 degrees F (45 degrees C) to help reduce cooling costs. It features include: 24 10GbE RJ45 auto-sensing (10Gb/1GB) fixed ports, up to 32 10GbE port using breakout cables and option QSFP+ module, one hot swap expansion module bay and dual hot-swappable redundant power supplies (460W).

With powerful processors, impressive large memory and highly scalable I/O capabilities, the PowerEdge FC630 excels at running applications for midsize businesses, like the City of College Park. Combining exceptional performance and functional flexibility, the FC630 is also ideal for large databases or substantial virtualization environments. Powered by up to two 18-core Intel® Xeon® E5-2600 v3 processors, each FC630 has 24 DIMMs of memory, two 2.5 inch or four 1.8-inch front-access drives, a 10GB SNA and access to two PCI Express® (PCIe) expansion slots in the shared chassis. With the capability to handle demanding business applications and the databases that support them, the future FC630 is the perfect building block for the core of a corporate data center. Offering exceptional performance and rich set of storage options, including the FD332 storage block with up to 16 direct attached drives, the FX architecture enables you to building an infrastructure that is tailor-made to suite your unique IT requirements.

Dell offers Pro Support Plus: Mission Critical 4-Hour 24X7 on-site service with emergency dispatch for their Dell N4032 switches and PowerEdge FC630 servers, as well as, Agile Consulting for deployments & initial setups.

**Project Justification and Impact:**

The city continues to accumulate more virtualized servers and application requests that must be stored, processed and remain accessible to internal and external users. The above recommended units will provide the needed backend server and switch capabilities for our environment and far exceeds the outdated equipment of its type that we are currently using.

**Project Costs: \$ 11,880**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$11,880	\$11,880	\$11,880	\$11,880	\$11,880	\$59,400

**Useful Life:** 5+ years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Information Technology

**Project Name or Title:** Microsoft 365 Email Upgrade - Installation

**Project Description:** Email Upgrade - Installation

Reason for Requesting

The City of College Park is in the final year of support for Microsoft exchange services. Our enterprise license is with CDWG and they have provided a path to move from exchange to Microsoft 365. This quote includes all location that uses email (Police, Fire, City Hall etc.). This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow staff to use email more efficiently
- In line with our COOP plan as a Disaster Hosted solution
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration \$25,000

**Project Justification and Impact:**

- Email needs to be upgraded
- 21<sup>st</sup> Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$25,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$25,000	\$ -	\$ -	\$ -	\$ -	\$25,000

**Useful Life:** 5- 10 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**  
Information Technology

**Project Name or Title:** Microsoft 365 Email Upgrade - Licenses

**Project Description:** Email Upgrade - Licenses

Reason for Requesting

The City of College Park is in the final year of support for Microsoft exchange services. Our enterprise license is with CDWG and they have provided a path to move from exchange to Microsoft 365. This quote includes all location that uses email (Police, Fire, City Hall etc.). This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow staff to use email more efficiently
- In line with our COOP plan as a Disaster Hosted solution
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration \$118,000

**Project Justification and Impact:**

- Email needs to be upgraded
- 21<sup>st</sup> Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$118,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$118,000	\$ -	\$ -	\$ -	\$ -	\$118,000

**Useful Life:** 5- 10 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Information Technology

**Project Name or Title:**

ESRI GIS SOFTWARE

**Project Description:**

ESRI GIS (Geographic Information)

The ESRI System is an international standard that will enhance GIS functionality and facilitate integration with a variety of other applications including video surveillance system(s), tax information, and enterprise software applications. Our GIS software is over 20 years old and cannot be upgraded from its current package. We are forced to move to a new platform.

This new platform would facilitate the following:

- Inspectors could see delinquent business license information in the field
- Parcel data would be entered one time and updated in GIS and New World
- Infrastructure (water and sewer lines, power poles, fiber, etc.) would be directly linked to parcel locations on map for tracking
- Public Safety can view relevant infrastructure and parcel information while in the field
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration and parcel and business license database cleanup \$34,000

**Project Justification and Impact:**

- Inspectors could see delinquent business license information in the field
- Parcel data would be entered one time and updated in GIS and New World
- Infrastructure (water and sewer lines, power poles, fiber, etc.) would be directly linked to parcel locations on map for tracking
- Public Safety can view relevant infrastructure and parcel information while in the field
- We could also add other parcels and locations immediately to our city with the opportunity for an enterprise view.

**Project Costs: \$34,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$34,000	\$25,000	\$25,000	\$25,000	\$25,000	\$134,000

**Useful Life:**

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Information Technology

**Project Name or Title:** Vcitadel Fiber Ring to City Hall

**Project Description:** Vcitadel Fiber to City Hall

Reason for Requesting:

The City of College Park is in the process of completing phase 2 of the fiber ring. This phase will install fiber from Vcitadel to City Hall.

This new platform would facilitate the following:

- Allow City Technology to increase bandwidth performance
  - faster collaboration between end users
  - Part of Smart City initiative
- Approximate cost for software, installation, integration \$40,000

**Project Justification and Impact:**

- Cost savings from current vendor
- Internal fiber ring allows for greater flexibility
- 21<sup>st</sup> Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$40,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

**Useful Life:** 20 years

**Estimated Cost Beyond Five Year Program:** No

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Information Technology

**Project Name or Title:** Comcast Wireless Enterprise Wireless/Mainstreet

**Project Description:** Mainstreet Wireless project

Reason for Requesting:

The City of College Park is rapidly moving toward citizen engagement. Wireless communication will allow our citizens and visitors to stay engaged and download instant information, complete surveys and increase commercial patronage. This will also lead to Citizens confidence.

This new platform would facilitate the following:

- Allow citizens and visitors to gain instant wireless access on Main Street
- Add to citizen engagement
- Part of Smart City initiative
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration \$40,440

**Project Justification and Impact:**

- Greater knowledge of all city functions due to citizen engagement
- See Something say Something instant access via wireless
- Citizen engagement is rapidly taking priority based on College Park Transparency
- 21<sup>st</sup> Century technology is rapidly changing the scope of how we do business in CCPK

**Project Costs: \$40,440**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$40,440	\$80,880	\$80,880	\$80,880	\$80,880	\$363,960

**Useful Life:** 10 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** Potentially Fiber project

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Fire Administration

**Project Name or Title:** SUV for Fire Chief

**Project Description:** Funding for the project will be utilized to purchase a SUV for the Fire Chief

**Project Justification and Impact:** This project is to provide a suitable safe vehicle for use for the Fire Chief and Incident Command. The vehicle will be designed to provide operational support to the incident commander in communications, accountability and command presence. The Fire Chief currently responds to various calls and is in need of more space for essential equipment and staff transport. The current vehicle does not feature the assets needed for emergencies and has some safety issues when used on interstate incidents.

**Project Costs: \$34,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$34,000	\$ -	\$ -	\$ -	\$ -	\$34,000

**Useful Life:** 10 Years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Fire Suppression

**Project Name or Title:** Extractor/Washer

**Project Description:** Extractor/Washer for Station 2

**Project Justification and Impact:** The washer at station 2 is broken and is beyond repair. The extractor will aid in cleaning the heavy turn-out gear and the cancer causing contaminants.

**Project Costs:** \$8,027

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$8,027	\$ -	\$ -	\$ -	\$ -	\$8,027

**Useful Life:** 10-15 years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:** Mattresses

**Project Description:** Mattresses for Station 1

**Project Justification and Impact:** The current mattresses at station 1 are worn and haven't been replaced in the last 10 years.

**Project Costs:** \$5,700

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$5,700	\$ -	\$ -	\$ -	\$ -	\$5,700

**Useful Life:** 10 Years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:** Jaws of Life

**Project Description:** Jaws of Life

**Project Justification and Impact:** Three sets of jaws are 9+ years old and are becoming obsolete. Manufacturers are preparing to discontinue repairs and replacement parts.

**Project Costs:** \$55,000

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$55,000	\$ -	\$ -	\$ -	\$ -	\$55,000

**Useful Life:** 10-15 years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:** SCBA Regulators

**Project Description:** Self Contained Breathing Apparatus (SCBA) Regulators are attached to the face piece of each unit.

**Project Justification and Impact:** This is for the purchase of individual regulators to prevent cross contamination of employees

**Project Costs:** \$49,540

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$49,540	\$21,769	\$ -	\$ -	\$ -	\$71,309

**Useful Life:** 10  
years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Fire Suppression

**Project Name or Title:** Thermal Imaging Cameras

**Project Description:** TICS (Thermal Imaging Cameras) used to detect heat and people inside burning buildings.

**Project Justification and Impact:** TICS are used for search and rescue operations and to measure heat temperatures. Currently we only have two operational units.

**Project Costs:** \$16,000

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$16,000	\$ -	\$ -	\$ -	\$ -	\$16,000

**Useful Life:** 10-15 Years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

EMS

**Project Name or Title:** Defibrillator replacements

**Project Description:** Funds for this project will be utilized for the purchase of 2 LifePak 15 Defibrillators.

**Project Justification and Impact:** This funding will complete the replacement of the LifePak 12 defibrillators currently in EMS inventory

**Project Costs: \$ 28,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$28,000	\$ -	\$ -	\$ -	\$ -	\$28,000

**Useful Life:** 10 years

**Estimated Cost Beyond Five Year Program:** \$15,000

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police/Muni Court

**Project Name or Title:**

Capital Improvement- Replace X-Ray Machine for Court and add a unit for City Hall

**Project Description:**

This capital improvement item is to provide resources for the purchase of two (2) X-Ray screening machines for security purposes.

**Project Justification and Impact:** The current unit is obsolete. Add additional unit for City Hall security.

**Project Costs: \$32,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$32,000	\$ -	\$ -	\$ -	\$ -	\$32,000

**Useful Life:** 7-10 years.

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police/Investigations

**Project Name or Title:**

Replace CID Vehicle

**Project Description:**

This capital improvement project is to replace vehicle for the Criminal Investigation Division.

**Project Justification and Impact:**

A number of CID vehicle are high mileage, in rough condition, and involved in a number of accidents and are in need of replacement.

**Project Costs: \$29,500**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 29,500	\$ -	\$ -	\$ -	\$ -	\$29,500

**Useful Life:** 7-10 years.

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police/Investigations

**Project Name or Title:**

Replace Forensic Drying Cabinet

**Project Description:**

This capital improvement project is to replace a forensic drying cabinet for evidence preservation and processing.

**Project Justification and Impact:**

A number of crimes against persons leaves evidence behind containing bodily fluids or other liquids. The forensic drying cabinet facilitates drying those pieces of evidence in a safe manner while filtering contaminants from fluid evidence.

**Project Costs: \$8,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$8,000

**Useful Life:** 10-12 years.

**Estimated Cost Beyond Five Year Program:** Regular maintenance costs, filter replacements, seal inspections, etc..

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police/Patrol

**Project Name or Title:**

Replace Police Motorcycle

**Project Description:**

This capital improvement project is to replace Traffic Motorcycle for the Patrol Division's Traffic Unit

**Project Justification and Impact:**

One motorcycle, in rough condition, mechanical issues, involved in a number of accidents and are in need of replacement.

**Project Costs: \$27,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 27,000	\$ -	\$ -	\$ -	\$ -	\$27,000

**Useful Life:** 5-10 years.

**Estimated Cost Beyond Five Year Program:** Major repair and maintenance expenses will be incurred above normal operating costs.

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police/Patrol

**Project Name or Title:**

(3) New Take Home Vehicles

**Project Description:**

This capital improvement project is to purchase (3) New take home vehicles for the Patrol Division.

**Project Justification and Impact:** (3) New Vehicles to address take home vehicle issues.

**Project Costs: \$120,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$120,000	\$ -	\$ -	\$ -	\$ -	\$120,000

**Useful Life:** 3-6 years.

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police Patrol for Information Technology

**Project Name or Title:** Surveillance Camera System

**Project Description:**

Reason for Requesting:

To replace and repair the enterprise camera system equipment citywide.

This new platform would facilitate the following:

- Inspectors could see delinquent business license information in the field
- Public Safety can view relevant infrastructure and parcel information while in the field
- Cost Estimate/Revenue Enhancement:  
Approximate cost for software, installation, integration and parcel and business license database cleanup - \$100,000

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

**Useful Life:** N/A

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Police/Patrol

**Project Name or Title:**

Replace 7 Patrol Vehicles

**Project Description:**

This capital improvement project is to replace (7) patrol vehicles for the Patrol Division.

**Project Justification and Impact:**

A number of patrol vehicles are high mileage, in rough condition, and involved in a number of accidents and are in need of replacement.

**Project Costs: \$320,320**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$320,320	\$ -	\$ -	\$ -	\$ -	\$320,320

**Useful Life:** 3-6 years.

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Public Works/ Buildings  
and Grounds

**Project Name or Title:**  
2019 Ford F-150 Truck

**Project Description:**  
2019 Ford F-150 Truck

**Project Justification and Impact:**

Truck 181 is in poor condition. The truck has high mileage of over 100K miles. The chassis is worn out and costs of repairs are being more regular. The truck has become unreliable and a replacement is needed.

**Project Costs: \$27,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$27,000	\$ -	\$ -	\$ -	\$ -	\$27,000

**Useful Life:** 8-12yrs

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division**  
Public Works/ Buildings  
and Grounds

**Project Name or Title:**  
2019 Exmark 60” Lazer Zero Turn Mower

**Project Description:**  
2019 Exmark 60” Lazer Zero Turn Mower

**Project Justification and Impact:**  
The Lazer 60” Zero Turn mower is old, has high use hours of 5300hrs and prone to frequent break downs. The frame is worn and broken 2x. The engine is worn out and burns excessive amounts oil when it is operational. Hydraulic drive motors are extremely worn and make steering difficult. The mower is unreliable and has impeded work, creating slowdowns in work productivity on regular basis. A new mower is needed to maintain efficient operations.

**Project Costs: \$10,400**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$10,400	\$ -	\$ -	\$ -	\$ -	\$10,400

**Useful Life:** 7yrs

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General

**Relationship to Other Primary Projects:** None

Recreation Facilities

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division**  
Public Works/ Buildings  
and Grounds

**Project Name or Title:**  
2019 John Deere 5075 Tractor

**Project Description:**  
2019 John Deere 5075 Tractor

**Project Justification and Impact:**  
Tractor 131 is poor condition. Tractor is 25 yrs. old and has very high hour usage over 10,000 hrs; which equates to around 325k miles. The tractor is very old and has become unreliable for operations. Tractor has a failing fuel injection pump, need of clutch replacement and loss of engine power.

**Project Costs: \$24,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$24,000	\$25,000	\$25,000	\$ -	\$ -	\$74,000

**Useful Life:** 15-20yrs

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** General

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Recreation Facilities

**Project Name or Title:**

Parking Lot Resurfacing for Tracey Wyatt Recreation Center

**Project Description:**

Re-do the black top for the parking lot at recreation center.

**Project Justification and Impact:**

Parking lot is in need of resurfacing with all of the traffic it endures. It is beginning to show signs of weak areas that will in time crumble and become even more of an eye sore.

**Project Costs: \$70,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$70,000	\$ -	\$ -	\$ -	\$ -	\$70,000

**Useful Life:** N/A

**Estimated Cost Beyond Five Year Program:** This is something that should be revisited every 15-20 years.

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Recreation Facilities

**Project Name or Title:**

Office Furniture

**Project Description:**

Replace office furniture.

**Project Justification and Impact:**

Unit is outdated and has to be replaced.

**Project Costs: \$8,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$8,000	\$ -	\$ -	\$ -	\$ -	\$8,000

**Useful Life:** N/A

**Estimated Cost Beyond Five Year Program:** This is something that should be revisited every 15 years.

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Recreation Facilities

**Project Name or Title:**

Restroom Upgrades

**Project Description:**

Replace restroom countertops.

**Project Justification and Impact:**

Units are outdated and have to be replaced.

**Project Costs: \$10,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$10,000	\$ -	\$ -	\$ -	\$ -	\$10,000

**Useful Life:** N/A

**Estimated Cost Beyond Five Year Program:** This is something that should be revisited every 15 years.

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Recreation Facilities

**Project Name or Title:**

Park Maintenance

**Project Description:**

Continue to beautify Zupp, Phillips, and Barrett Parks.

**Project Justification and Impact:**

Need repair of trail system at Phillips, roof repair at Barrett, and tennis court repair at Zupp

**Project Costs: \$9,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$ -	\$ -	\$ -	\$9,000

**Useful Life:** N/A

**Estimated Cost Beyond Five Year Program:** This is something that should be revisited every 15 years.

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

TSPLOST

**Project Name or Title:**

Capital Projects

**Project Description:**

Various Capital Projects for infrastructure throughout the City.

**Project Justification and Impact:**

Many of the infrastructure components in the City need to be replaced or improved such as roadways and distribution systems.

**Project Costs: \$2,000,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$2,000,000	\$ -	\$ -	\$ -	\$ -	\$2,000,000

**Useful Life:** 30 years.

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

**Funding Source:** TSPLOST Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Water and Sewer

**Project Name or Title:**

Equipment Replacement

**Project Description:**

Replacement of 6" Premier Sewer Pump

**Project Justification and Impact:**

Replacement of Unit#318 (2005 Premier 6" Sewer Pump) need to be replace. This pump is utilized for bypass pumping to make sanitary sewer repairs.

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

**Useful Life:** 15

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

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Water and Sewer

**Project Name or Title:**

Equipment Replacement

**Project Description:**

Replacement of Unit #334, 1998 4" AMCE Water Pump

**Project Justification and Impact:** Unit # 334 is a 1998 ACME 4" Water Pump. During emergency repairs/replacement, this pump is use to control the flow when the GPM exceeds our 2" pump.

**Project Cost: \$30,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$30,000	\$ -	\$ -	\$ -	\$ -	\$30,000

**Useful Life:** 15

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

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Water and Sewer

**Project Name or Title:**

Water Line Replacement

**Project Description:**

Hardin and Virginia Avenue Water Main Improvement Project

**Project Justification and Impact:**

We will be replacing the deteriorated water main identified throughout the city's Water Distribution System. These are following areas; Hardin and Virginia Avenue were identified from the field and in the Water Module Improvements.

**Project Costs: \$300,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$300,000	\$ -	\$ -	\$ -	\$ -	\$300,000

**Useful Life:** 100

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

**Funding Source:** Water and Sewer Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Atlanta West Parking Deck Underground Service

**Project Description:**

Install new underground power system, switching cabinets, and transformers for a new parking deck.

**Project Justification and Impact:**

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

**Project Costs: \$175,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$175,000	\$ -	\$ -	\$ -	\$ -	\$175,000

**Useful Life:** 30 years

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

College St. Conductor Replacement

**Project Description:**

Replace old undersized conductor with heavier 336 MCM ACSR conductor for approximately ¼ mile of line length.

**Project Justification and Impact:**

This project will provide better tensile strength during storms and better ampacity for refeeding circuits during storm restorations or emergencies.

**Project Costs: \$215,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$215,000	\$ -	\$ -	\$ -	\$ -	\$215,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Decorative Lighting

**Project Description:**

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

**Project Justification and Impact:**

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

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

**Useful Life:** 10 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Distribution Automation System

**Project Description:**

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

**Project Justification and Impact:**

This is software, materials and labor required to install the Distribution Automation to improve reliability of power and power restoration to the customers. One circuit will be completed in 2019-2020 and two circuits per year afterwards.

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 900,000

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Godby Rd. Decorative Lighting

**Project Description:**

Install 35 new LED post top decorative lights during the Godby Road widening project.

**Project Justification and Impact:**

This project will enhance the safety and beauty of the Godby Road and Southampton road areas and extend existing decorative lighting from the west end of the road. The Southampton section was completed in the 2018-2019 fiscal year.

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Godby Road & Scofield Road.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: \$65,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$65,000	\$ -	\$ -	\$ -	\$ -	\$65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Global Gateway and Riverdale Road.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: \$65,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$65,000	\$ -	\$ -	\$ -	\$ -	\$65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Large Customer Line Extension

**Project Description:**

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

**Project Justification and Impact:**

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

**Project Costs: \$125,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$725,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Hospitality Way Development

**Project Description:**

Install new underground power system for a new hotel and retail development on Hospitality Way.

**Project Justification and Impact:**

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

**Project Costs: \$225,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$225,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

LED Lighting Upgrades

**Project Description:**

Upgrades of existing high pressure sodium (HPS) and metal halide street lighting to LED design.

**Project Justification and Impact:**

LED lighting is a more economical light and requires less maintenance. LED is also a whiter light and provides a better spread of coverage. Approximately 20% of the existing HPS fixtures have been replaced with LED.

**Project Costs: \$250,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$250,000	\$350,000	\$350,000	\$50,000	\$50,000	\$1,050,00

**Useful Life:** 15 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Leslie Drive & Main St.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: \$85,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$85,000	\$ -	\$ -	\$ -	\$ -	\$85,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Private Lighting

**Project Description:**

Customer requested lighting to provide safety and security.

**Project Justification and Impact:**

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

**Project Costs: \$10,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000

**Useful Life:** 10 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Riverdale Road and I-85N.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: \$65,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$65,000	\$ -	\$ -	\$ -	\$ -	\$65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Riverdale Road and Sullivan Road.

**Project Description:**

Replace existing traffic signals, controls, arms, control loops, and pedestrian buttons.

**Project Justification and Impact:**

This project will provide newer LED traffic signals and better controls and timing for this intersection.

**Project Costs: \$65,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$65,000	\$ -	\$ -	\$ -	\$ -	\$65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Transformers - New and Replacement

**Project Description:**

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

**Project Justification and Impact:**

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

**Project Costs: \$150,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Vehicle Unit# 533 Replacement

**Project Description:**

Replacement of 17 years old Ford Taurus Sedan.

**Project Justification and Impact:**

This unit is becoming unreliable for any trips and is in fair/poor condition.

**Project Costs: \$21,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$21,000	\$ -	\$ -	\$ -	\$ -	\$21,000

**Useful Life:** 17 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Power/Warehouse

**Project Name or Title:**

Vehicle Unit# 537 replacement

**Project Description:**

Replacement of 16 year old Ford F-150 Pickup

**Project Justification and Impact:**

This unit is not reliable, do not have and cannot get a tag, the passenger door cannot open and the vehicle is requiring more maintenance.

**Project Costs: \$26,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$26,000	\$ -	\$ -	\$ -	\$ -	\$26,000

**Useful Life:** 15 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Golf Course Facilities

**Project Name or Title:**

Ice Machine

**Project Description:**

Replace existing Ice Machine unit inside golf course clubhouse.

**Project Justification and Impact:**

Unit is outdated and has to be replaced.

**Project Costs: \$6,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$6,000	\$ -	\$ -	\$ -	\$ -	\$6,000

**Useful Life:** 10 Years.

**Estimated Cost Beyond Five Year Program:** This is something that should be revisited every 10 years.

**Funding Source:** Golf Course Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Golf Course Facilities

**Project Name or Title:**

HVAC

**Project Description:**

Replace existing HVAC unit inside golf course.

**Project Justification and Impact:**

Unit is in major need of repairs. The current repairs will cost as much as a new unit.

**Project Costs: \$9,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$ -	\$ -	\$ -	\$9,000

**Useful Life:** 10 Years.

**Estimated Cost Beyond Five Year Program:** This is something that should be revisited every 10 years.

**Funding Source:** Golf Course Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Public Works/Sanitation

**Project Name or Title:**  
Rear Loader Garbage Collection Vehicle Replacement

**Project Description:**  
To replace a (16) year old Residential Garbage Collection (Rear Loader) vehicle.

**Project Justification and Impact:**  
Replacement of worn equipment to maintain a high level of professional service.

**Project Costs: \$175,500**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$175,500	\$ -	\$ -	\$180,000	\$ -	\$355,500

**Useful Life:** 10 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Sanitation Division

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Public Works/Sanitation

**Project Name or Title:**

Pick-up Truck Replacement

**Project Description:**

To replace old and worn out pick-up truck.

**Project Justification and Impact:**

Replacement of worn equipment to maintain professional service. Unit 472 is in poor condition. This has 165,000 miles.

**Project Costs: \$27,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$27,000	\$ -	\$27,000	\$ -	\$27,000	\$81,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Sanitation Division

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Public Works/Sanitation

**Project Name or Title:**

Commercial and Recycling Container Replacement Program

**Project Description:**

To replace old (3) (4) (6) (8) yard dumpsters.

**Project Justification and Impact:**

Replacement of worn equipment to maintain a high level of professional service.

**Project Costs: \$30,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$30,000	\$45,000	\$45,000	\$45,000	\$45,000	\$210,000

**Useful Life:** 10 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Sanitation Division

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Acoustic Fabric Replacement - Ballroom

**Project Description:**

This capital improvement item is to replace existing acoustic fabric in the ballrooms.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing fabric is worn out and stained. It needs to be replaced.

**Project Costs: \$150,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$150,000	\$ -	\$ -	\$ -	\$ -	\$150,000

**Useful Life:** 10+ years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – AVAYA-CISCO TELECOMMUNICATION UPGRADE

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of our telecommunication platform.

**Project Justification and Impact**

The GICC have not upgraded its telecommunication platform since 1997. The current system resources is depleted. The system is difficult to maintain - current system is obsolete. Equipment is outdated and requires immediate attention. Replacement is essential for continuous use of revenue generated services. This project is scheduled for replacement and is necessary in servicing the administrative staff and clients. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$198,400**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</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.

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement-Narrow Scissor Lift

**Project Description:**

This capital improvement item is to provide resources for the purchase of a narrow scissor lift.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing scissor lift is worn out, and unreliable. The new lift is smaller, and more versatile. It will have access to both large and small areas where a lift is required throughout the facility. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$40,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$40,000	\$ -	\$ -	\$ -	\$ -	\$40,000

**Useful Life:** 10 + years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement-Boom Lift

**Project Description:**

This capital improvement item is to provide resources for the purchase of a narrow boom lift.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The existing boom lift is worn out, and unreliable. The new boom lift will be reliable and able to fulfill client needs expeditiously when requested. It will have access to all areas where a lift is required throughout the facility. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$80,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$80,000	\$ -	\$ -	\$ -	\$ -	\$80,000

**Useful Life:** 10 + years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

CCTV Camera Replacement

**Project Description:**

This capital improvement item is to replace worn out equipment

**Project Justification and Impact:**

Old signage is worn out and in need of replacement.

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – Cushion Sports Chairs

**Project Description:**

This capital improvement item better service our clients’ needs by providing additional chairs.

**Project Justification and Impact:**

The GICC is in need of additional chairs to replace and increase our chairs for events.

**Project Costs: \$300,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$300,000	\$ -	\$ -	\$ -	\$ -	\$300,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 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: \$191,400**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 191,400	\$ -	\$ -	\$ -	\$ -	\$ 191,400

**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:** Convention Center

**Relationship to Other Primary Projects:** Critical

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Exterior Sign Repair

**Project Description:**

This capital improvement item is to replace worn out equipment

**Project Justification and Impact:**

Old signage is worn out and in need of replacement.

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$100,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Capital Improvement – INTERNAL ROOM DISPLAYS

**Project Description:**

This capital improvement item is to provide resources for the purchase/replacement of 41 room displays, 6 concierge’s displays.

**Project Justification and Impact:**

The Georgia International Convention Center (GICC) has been operating at its new location since April 2003. The GICC upgraded the internal display units that were most visible in 2012/2013 budget year. The current displays are no-longer available. Parts are obsolete. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$211,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$211,000	\$ -	\$ -	\$ -	\$ -	\$211,000

**Useful Life:** 5+ years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Convention Center

**Project Name or Title:**

Parking Lot Paving + Repairs

**Project Description:**

This capital improvement item is to repave and repair the parking lots.

**Project Justification and Impact:**

Old lots are cracked and broken. Lots D & E need to be repaved.

**Project Costs: \$250,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$250,000	\$ -	\$ -	\$ -	\$ -	\$250,000

**Useful Life:** 10+ years

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

**Funding Source:** Convention Center

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Cocktail Tables

**Project Description:**

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

**Project Justification and Impact:**

The Gateway Center is a New Arena and need to serve our clients. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$35,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$35,000	\$9,000	\$10,500	\$ -	\$ -	\$54,500

**Useful Life:** 10+ years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement - Cushion Sports Chairs

**Project Description:**

This capital improvement item is to provide resources for the purchase Cushion Sports Chairs.

**Project Justification and Impact:**

The Gateway Center Arena will open in October 2019. The Chairs will be for Clients usage on the Basketball Court and for Concerts.

This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$100,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$100,000	\$ -	\$300,000	\$ -	\$ -	\$400,000

**Useful Life:** 8-10 years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Electric Pallet Jack

**Project Description:**

This capital improvement item is to provide resources for the purchase of Electric Pallet Jack

**Project Justification and Impact:**

The Gateway Center Arena will open in October 2019. The Electric Pallet Jack will be used for moving equipment around the Arena. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$9,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$9,000	\$ -	\$ -	\$18,000

**Useful Life:** 10+ years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Forklift

**Project Description:**

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

**Project Justification and Impact:**

The Gateway Center Arena will be opening in October 2019. The forklift will be use to service our clients and to move heavy equipment. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$30,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$30,000	\$ -	\$ -	\$ -	\$ -	\$30,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Stage Decks

**Project Description:**

This capital improvement item is to provide resources for the purchase of stage decks.

**Project Justification and Impact:**

The Gateway Center Arena. The stage decks are used for client events. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$300,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$300,000	\$ -	\$ -	\$400,000	\$ -	\$700,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Sweeper Scrubber

**Project Description:**

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

**Project Justification and Impact:**

The Gateway Center Arena will be opening in October 2019. The Sweeper Scrubber will be used to clean the floor in the Arena. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$71,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$71,000	\$ -	\$ -	\$ -	\$ -	\$71,000

**Useful Life:** 10+ years

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

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Portable Barricade

**Project Description:**

This capital improvement item is to provide resources for the purchase of Portable Barricade

**Project Justification and Impact:**

The Gateway Center Arena will open in October 2019. The Portable Barricade will be used to block off certain area of the Arena and for VIP area. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$7,500**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$7,500	\$ -	\$7,500	\$ -	\$ -	\$15,000

**Useful Life:** 10+ years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Gateway Center Arena

**Project Name or Title:**

Capital Improvement – Restroom Cleaner

**Project Description:**

This capital improvement item is to provide resources for the purchase of Restroom Cleaner

**Project Justification and Impact:**

The Gateway Center Arena will open in October 2019. The Restroom Cleaner will be used for cleaning the Arena. This project is in conformity with the Master Plan in maintaining an efficient and safe operating facility for the City of College Park.

**Project Costs: \$9,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$9,000	\$ -	\$ -	\$ -	\$ -	\$9,000

**Useful Life:** 10+ years

**Estimated Cost Beyond Five Year Program:** None

**Funding Source:** GICC Arena

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Federal Aviation Administration

**Project Name or Title:**

Capital Improvement – AHU-5A VFD Installation

**Project Description:**

Installation of a (25 HP) AHU-5A.

**Project Justification and Impact:**

The (25 HP) VFD for AHU-5A will modulate the motor and increase the life of the motor.

**Project Costs: \$7,268**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$7,268	\$ -	\$ -	\$ -	\$ -	\$7,268

**Useful Life:** 15 - 20 years.

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

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Federal Aviation Administration

**Project Name or Title:**

Capital Improvement – AHU-5B VFD Installation

**Project Description:**

Installation of a (20 HP) AHU-5B.

**Project Justification and Impact:**

The (20 HP) VFD for AHU-5B will modulate the motor and increase the life of the motor.

**Project Costs: \$5,968**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$5,968	\$ -	\$ -	\$ -	\$ -	\$5,968

**Useful Life:** 15-20 years

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

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Federal Aviation Administration

**Project Name or Title:**

Capital Improvement – Switchgear Circuit Breaker Testing

**Project Description:**

Clean and Test the switchgear circuit breakers.

**Project Justification and Impact:**

The switchgear circuit breaker test is required by GE, the manufacture, every 10 years.

**Project Costs: \$14,400**

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$14,400	\$ -	\$ -	\$ -	\$ -	\$14,400

**Useful Life:** 5-10 years.

**Estimated Cost Beyond Five Year Program:** Switchgear will need replacing within the next 5 years primarily due to not being able to purchase parts for repairs.

**Funding Source:** FAA Fund

**Relationship to Other Primary Projects:** None



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Business Industrial Development Authority

**Project Name or Title:**

Land Purchase

**Project Description:**

This capital improvement is purchase land.

.

**Project Justification and Impact:**

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

**Project Costs: \$660,572**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$660,572	\$ -	\$ -	\$ -	\$ -	\$660,572

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** BIDA Fund

**Relationship to Other Primary Projects:** None

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Department/Division:**  
Storm Water Utility Division

**Project Name or Title:**  
Virginia Avenue/ Hemphill  
Street Storm Sewer  
Drainage Improvement  
Project

**Project Description:** To install two additional double wing catch basins and forty-eight feet 18inch pipe is needed in order to reduce the amount of surface water collecting from additional City Streets thus causing flooding condition on Virginia Ave and Hemphill Street.

**Project Costs: \$40,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$40,000	\$ -	\$ -	\$ -	\$ -	\$40,000

**Useful Life:** 50 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Storm Water Utility Division

**Project Name or Title:**  
Restore Detention Pond  
Princeton Ave (FAA)

**Project Description:** This Detention Pond has failed due to its original use by overgrowth of weeds and silt over the year and needs to be restored to allow the department to maintain the up keeping and maintenance.

**Project Costs: \$50,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$50,000	\$ -	\$ -	\$ -	\$ -	\$50,000

**Useful Life:** 50 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Storm Water Utility Division

**Project Name or Title:** New  
2019 F-350 Crew Cab Truck

**Capital Improvement** – Ford F-350 Crew Cab Long Bed Truck

**Project Description:**  
2019 Ford F-350 Crew Cab Pickup Truck is to haul employees, material and equipment, traffic control signs hand tools to job sites.

**Project Justification and Impact:**  
The 2019 Ford F-350 Gas Crew Cab Pickup Truck will replace the 2008 Ford F-350 Diesel Dually Pickup Truck that is presently in the fleet with over 131,131 miles, and will save funds on repairs maintenance and fuel cost. By Budgeting for replacement vehicles and equipment will minimize cost associated with repairing an old vehicle and fuel cost due to its age 11 years old.

**Project Costs: \$31,700**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$31,700	\$ -	\$ -	\$ -	\$ -	\$31,700

**Useful Life:** 7 – 10 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**

Storm Water Utility Division

**Project Name or Title:**

Zupp Park Storm Sewer CMP  
Pipe Spin Cast

**Project Description:** To perform a spin cast inside a 36inch Corrugated Metal Pipe 400 feet from Hawthorne Ave to Temple Ave crossing both Baseball fields this will prevent further damages and corrosion inside the existing structure.

**Project Costs: \$165,600**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$165,600	\$ -	\$ -	\$ -	\$ -	\$165,600

**Useful Life:** 50 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department/Division:**  
Storm Water Utility Division

**Project Name or Title:**  
College Street/ Lyle Ave Storm  
Sewer Improvement

**Project Description:** Storm Sewer improvement projects

- (1) College Street at Lyle Ave requesting to install one single Catch basin and 30Feet of 18inch RCP pipe to prevent flooding in Roadway.

**Project Costs: \$32,000**

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$32,000	\$ -	\$ -	\$ -	\$ -	\$32,000

**Useful Life:** 50 years

**Estimated Cost Beyond Five Year Program:** N/A

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

# **ADOPTED BUDGET TABLES & GRAPHS**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

**TABLE 1**  
**CITY WIDE ADOPTED BUDGET**

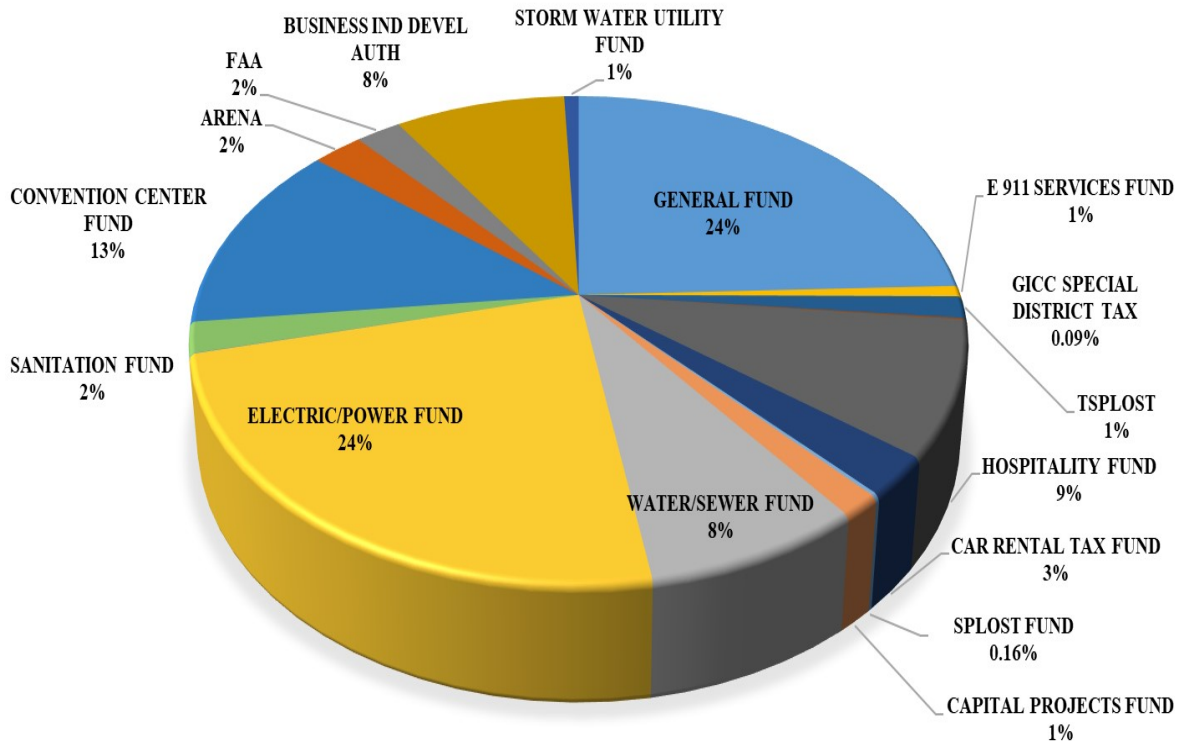
	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Change 2019 to 2020	Percent Change 2019 to 2020
<b>REVENUES</b>						
General Fund	32,394,306	31,329,479	29,985,451	33,707,167	3,721,716	12.4%
Special Revenue Funds:						
Community Development	110,000	75,841	-	-	-	0.0%
Hospitality	13,098,678	13,702,318	12,615,477	12,280,691	(334,786)	-2.7%
TAD (Tax Allocation District)	-	193,664	-	-	-	0.0%
Grants	401,649	503,787	-	-	-	0.0%
Confiscated Drug	134	-	28,000	10,000	(18,000)	-64.3%
State Drug Fund	263	(10,527)	50,000	14,000	(36,000)	-72.0%
Car Rental	3,169,258	3,700,000	3,300,300	3,600,300	300,000	9.1%
Main Street	112,990	65,323	146,112	-	(146,112)	-100.0%
E-911	1,050,031	974,171	939,703	969,891	30,188	3.2%
Newton Estates Improvement	99,950	102,262	105,000	121,650	16,650	15.9%
SPLOST Fund	220,558	235,295	217,000	225,600	8,600	4.0%
T-SPLOST Fund	509,742	2,224,541	2,000,000	2,000,000	-	100.0%
Capital Projects Fund	-	52,500	-	2,000,000	2,000,000	100.0%
Enterprise Funds:						
Electric	26,286,158	27,465,550	32,450,000	32,751,400	301,400	0.9%
Water and Sewer	9,059,243	9,154,868	10,020,500	10,705,500	685,000	6.8%
Sanitation	2,224,635	2,910,920	2,719,142	2,822,168	103,026	3.8%
Convention	15,847,007	16,980,656	17,113,230	17,749,806	636,576	3.7%
Arena	-	-	25,975,000	3,445,000	(22,530,000)	-86.7%
FAA	4,263,395	3,274,383	3,100,600	3,100,600	-	0.0%
BIDA Redevelopment	5,113,147	13,398,814	32,671,890	11,743,823	(20,928,067)	-64.1%
Storm Water Utility	878,636	1,015,078	985,141	994,397	9,256	0.9%
Golf Course	26,248	8,823	37,755	39,000	1,245	3.3%
<b>TOTAL REVENUES</b>	<b>114,866,028</b>	<b>127,357,746</b>	<b>174,460,301</b>	<b>138,280,993</b>	<b>(36,179,308)</b>	<b>-20.7%</b>
<b>EXPENDITURES</b>						
General Fund	32,923,031	40,164,423	29,985,451	33,707,167	3,721,716	12.4%
Special Revenue Funds:						
Community Development	90,098	387,763	-	-	-	0.0%
Hospitality	11,577,224	11,259,293	12,615,477	12,280,691	(334,786)	-2.7%
TAD (Tax Allocation District)	-	1,486	-	-	-	0.0%
Grants	641,853	352,139	-	-	-	0.0%
Confiscated Drug	8,382	22,797	28,000	10,000	(18,000)	-64.3%
State Drug Fund	16,257	22,907	50,000	14,000	(36,000)	0.0%
E-911	1,081,363	978,650	939,703	969,891	30,188	3.2%
Newton Estates Improvement	100,116	105,850	105,000	121,650	16,650	15.9%
Car Rental	2,197,125	2,831,420	3,300,300	3,600,300	300,000	9.1%
Main Street	113,806	52,392	146,112	-	(146,112)	-100.0%
SPLOST Fund	891,831	1,252,747	217,000	225,600	8,600	4.0%
T-SPLOST Fund	-	-	-	2,000,000	2,000,000	100.0%
Capital Projects Fund	-	86,958	2,000,000	2,000,000	2,000,000	100.0%
Enterprise Funds:						
Electric	30,510,948	31,479,478	32,450,000	32,751,400	301,400	0.9%
Water and Sewer	10,427,168	9,145,009	10,020,500	10,705,500	685,000	6.8%
Sanitation	3,329,087	2,103,862	2,719,142	2,822,168	103,026	3.8%
Convention	12,475,875	13,592,724	17,113,230	17,749,806	636,576	3.7%
Arena	-	-	25,975,000	3,445,000	(22,530,000)	-86.7%
FAA	3,344,190	4,321,881	3,100,600	1,962,270	(1,138,330)	-36.7%
BIDA Redevelopment	8,776,967	9,790,856	32,671,890	11,743,823	(20,928,067)	-64.1%
Storm Water Utility	912,448	636,992	985,141	994,397	9,256	0.9%
Golf Course	58,902	79,660	37,755	39,000	1,245	3.3%
<b>TOTAL EXPENSES</b>	<b>119,476,670</b>	<b>128,669,287</b>	<b>174,460,301</b>	<b>137,142,663</b>	<b>(37,317,638)</b>	<b>-21.4%</b>
<b>NET GRAND TOTALS</b>	<b>(4,610,642)</b>	<b>(1,311,541)</b>		<b>1,138,330</b>	<b>1,138,330</b>	



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

GRAPH 1

ADOPTED BUDGET BY FUND FISCAL YEAR 2020



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

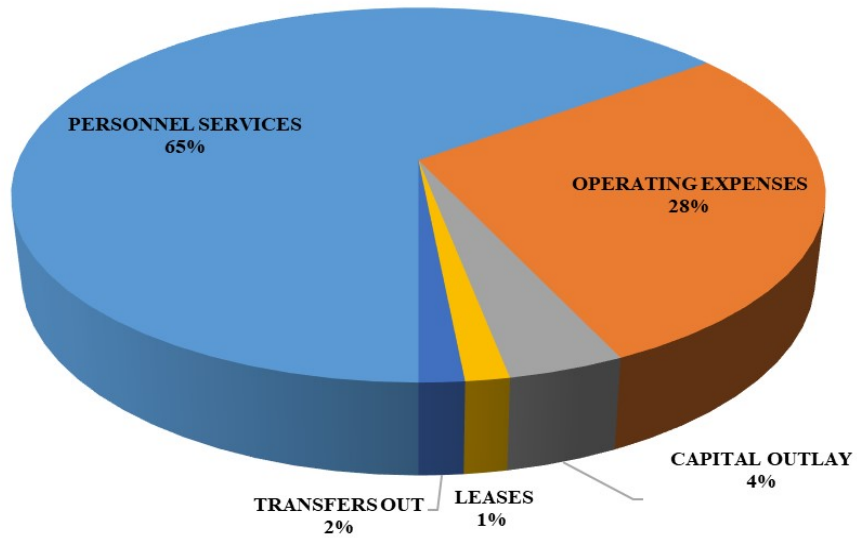
**TABLE 2  
GENERAL FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Taxes	17,819,844	19,102,266	\$ 18,145,701	\$ 19,331,206	\$ 1,185,505	7%
Licenses and Permits	5,328,551	4,573,261	3,957,800	4,260,800	303,000	8%
Fines and Forfeitures	762,474	649,617	600,000	600,000	-	0%
Charges for Services	68,027	59,355	60,000	60,000	-	0%
Interest	138,579	338,199	16,000	105,000	89,000	0%
Other	1,673,177	2,078,128	1,802,687	1,833,971	31,284	2%
<b>Total Revenues</b>	<b>25,790,651</b>	<b>26,800,826</b>	<b>24,582,188</b>	<b>26,190,977</b>	<b>1,608,789</b>	<b>7%</b>
<b>EXPENDITURES</b>						
Legislative	839,724	963,137	872,355	795,731	(76,624)	-9%
Executive	1,985,147	2,007,657	1,593,978	1,631,898	37,920	2%
Financial Administration	378,242	542,816	348,044	342,176	(5,868)	-2%
Accounting	305,938	486,305	363,311	451,825	88,514	24%
Business License	68,339	63,292	73,221	85,188	11,967	16%
Purchasing	88,700	86,983	78,405	85,306	6,901	9%
Information Technology	827,985	878,942	859,179	1,594,604	735,425	86%
Human Resources	345,839	349,934	358,558	367,715	9,157	3%
Public Information	198,842	277,205	269,704	287,557	17,853	7%
Engineering	311,187	611,338	243,374	184,089	(59,285)	-24%
Municipal Court	442,066	424,575	445,817	497,408	51,591	12%
Police Administration	1,743,652	1,993,081	2,103,295	1,907,100	(196,195)	-9%
Police Investigations	907,492	930,450	1,047,861	1,157,639	109,778	10%
Police Patrol	7,346,752	7,774,489	7,391,589	8,725,000	1,333,411	18%
Corrections	556,542	459,386	560,974	535,349	(25,625)	-5%
Fire Administration	545,564	559,325	602,337	663,626	61,289	10%
Fire Suppression	5,226,345	5,287,809	5,660,719	6,283,944	623,225	11%
Emergency Medical Services	331,503	286,556	287,577	295,077	7,500	3%
Public Works Administration	62,973	67,564	67,788	57,305	(10,483)	-15%
Highways and Streets	966,431	667,471	967,522	893,784	(73,738)	-8%
Buildings and Grounds	870,568	922,095	919,985	1,014,895	94,910	10%
Recreation Administration	234,386	201,370	204,129	202,876	(1,253)	-1%
Recreation Programs	1,579,844	1,675,148	1,573,418	1,647,366	73,948	5%
Recreation Facilities	959,852	1,075,368	738,409	819,292	80,883	11%
Parks	233,084	331,512	264,258	192,778	(71,480)	-27%
Inspections	1,139,733	937,270	1,056,774	862,372	(194,402)	-18%
Economic Development	904,185	503,263	405,510	298,549	(106,961)	-26%
Main Street Development	-	33,558	-	142,948	142,948	0%
<b>Debt Service</b>						
Principal payment on capital lease	172,561	-	-	-	-	0%
Interest	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>29,573,475</b>	<b>30,397,899</b>	<b>29,358,091</b>	<b>32,023,397</b>	<b>2,665,306</b>	<b>9%</b>
<b>OTHER FINANCING SOURCES</b>						
Operating transfers in	6,603,655	4,528,653	5,403,263	7,516,190	2,112,927	39%
Operating transfers out	(3,349,556)	(9,766,524)	(627,360)	(510,712)	116,648	-19%
<b>TOTAL OTHER</b>	<b>3,254,099</b>	<b>(5,237,871)</b>	<b>4,775,903</b>	<b>7,005,478</b>	<b>2,229,575</b>	<b>47%</b>
<b>Net change in fund balance</b>	<b>(528,725)</b>	<b>(8,834,944)</b>	<b>-</b>	<b>1,173,058</b>	<b>1,173,058</b>	<b>0%</b>
<b>Fund balance (deficit), beginning</b>	<b>30,606,830</b>	<b>30,078,105</b>	<b>21,243,161</b>	<b>21,243,161</b>	<b>22,416,219</b>	<b>0%</b>
<b>Fund balance (deficit), end of year</b>	<b>\$ 30,078,105</b>	<b>\$ 21,243,161</b>	<b>\$ 21,243,161</b>	<b>\$ 22,416,219</b>	<b>\$ 23,589,277</b>	<b>6%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

GRAPH 2

GENERAL FUND EXPENDITURE SUMMARY  
BY CATEGORY



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**TABLE 3  
COMMUNITY DEVELOPMENT ADOPTED BUDGET**

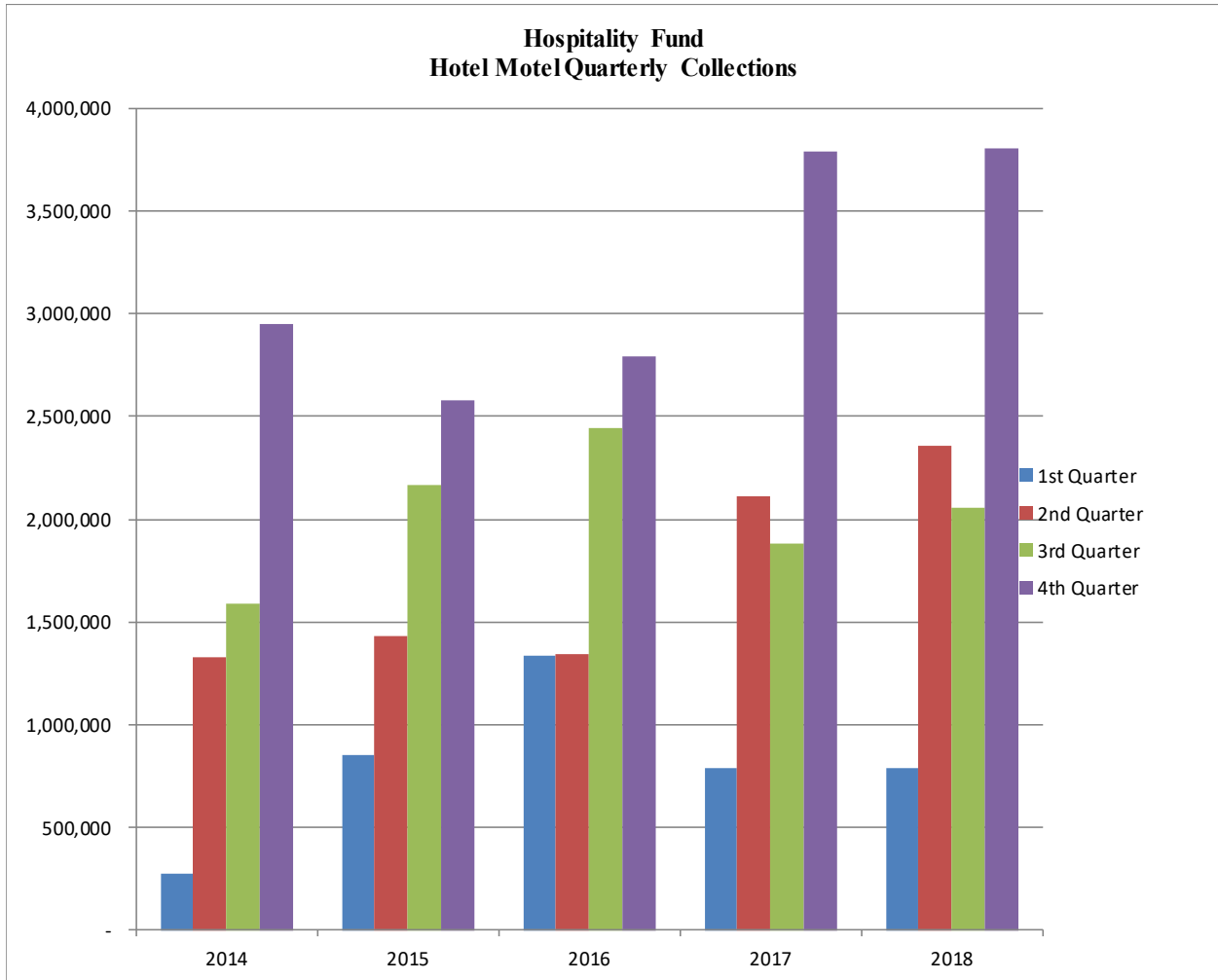
	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Intergovernmental Revenue	110,000	-	-	-	-	-100%
Interest Income	-	3	-	-	-	
Operating Transfers In	(90,098)	75,838				
<b>Total Revenue</b>	<b>19,902</b>	<b>75,841</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-100%</b>
<b>EXPENSES</b>						
Repair & Maintenance	-	3,550	-	-	-	
Building Maintenance	-	4,030	-	-	-	
Other Services & Charges	-	703	-	-	-	
Capital Outlay	-	379,480	205,230	-	-	-100%
		387,763	205,230			
<b>Net change in fund balance</b>	<b>19,902</b>	<b>(311,922)</b>	<b>(205,230)</b>	<b>-</b>	<b>205,230</b>	<b>0%</b>
<b>Fund balance, beginning of year</b>	<b>90,080</b>	<b>109,982</b>	<b>(201,940)</b>	<b>(201,940)</b>	<b>-</b>	<b>0%</b>
<b>Fund balance, end of year</b>	<b>109,982</b>	<b>(201,940)</b>	<b>(201,940)</b>	<b>(201,940)</b>	<b>-</b>	<b>0%</b>

**TABLE 4  
HOSPITALITY FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Taxes	13,008,825	13,669,014	11,536,872	12,247,086	710,214	6%
Other Income	87,915	33,305	33,305	33,305	-	
Interest	1,939	-	300	300	-	0%
Budget Carryforward	-	-	1,045,000	-	(1,045,000)	
	13,098,678	13,702,318	12,615,477	12,280,691	710,214	-3%
<b>EXPENDITURES</b>						
Other Services and Charges	2,328,471	2,463,181	2,681,405	3,028,219	346,814	13%
<b>Total Expenditures</b>	<b>2,328,471</b>	<b>2,463,181</b>	<b>2,681,405</b>	<b>3,028,219</b>	<b>346,814</b>	<b>13%</b>
Transfer In	-	-	-	-	-	0%
Transfers Out	(9,248,753)	(8,796,112)	(9,934,072)	(9,252,472)	681,600	-7%
<b>Net change in fund balance</b>	<b>1,521,454</b>	<b>2,443,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b></b>
<b>Fund balance (deficit), beginning</b>	<b>1,404,631</b>	<b>2,926,085</b>	<b>5,369,111</b>	<b>5,369,111</b>	<b>-</b>	<b>0%</b>
<b>Fund balance (deficit), ending</b>	<b>2,926,085</b>	<b>5,369,111</b>	<b>5,369,111</b>	<b>5,369,111</b>	<b>-</b>	<b>0%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**GRAPH 3**



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**TABLE 5**

**CAR RENTAL FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Taxes	3,161,590	3,700,000	3,300,000	3,600,000	300,000	9%
Interest	7,668	-	300	300	-	0%
Other	-	-	-	-	-	-
<b>Total Revenue</b>	<b>3,169,258</b>	<b>3,700,000</b>	<b>3,300,300</b>	<b>3,600,300</b>	<b>300,000</b>	<b>9%</b>
<b>EXPENDITURES</b>						
Other Services & Charges	10,292	442	227,675	7,500	(220,175)	-97%
Capital Outlay	231,436	848,511	989,961	-	(989,961)	-100%
Debt Service	720,000	902,561	720,000	-	(720,000)	-100%
<b>Total Expenditures</b>	<b>961,728</b>	<b>1,751,514</b>	<b>1,937,636</b>	<b>7,500</b>	<b>(1,930,136)</b>	<b>-100%</b>
Transfer In	-	-	-	-	-	-
Transfer Out	(1,952,597)	(1,802,597)	(1,400,000)	(3,592,800)	(2,192,800)	157%
<b>Net change in fund balances</b>	<b>254,933</b>	<b>145,889</b>	<b>(37,336)</b>	<b>-</b>	<b>37,336</b>	<b>1%</b>
<b>Fund balance (deficit), beginning</b>	<b>1,559,358</b>	<b>1,814,291</b>	<b>1,960,180</b>	<b>1,960,180</b>	<b>-</b>	<b>0%</b>
<b>Fund balance (deficit), ending</b>	<b>1,814,291</b>	<b>1,960,180</b>	<b>1,960,180</b>	<b>1,960,180</b>	<b>-</b>	<b>0%</b>

**TABLE 6**

**E-911 FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Service	495,974	504,171	458,334	485,813	27,479	6%
Interest	1,353	-	121	121	-	100%
<b>Total Revenues</b>	<b>497,327</b>	<b>504,171</b>	<b>458,455</b>	<b>485,934</b>	<b>27,479</b>	<b>6%</b>
<b>EXPENDITURES</b>						
Current	1,081,365	978,648	939,703	969,891	30,188	3%
Transfer In	552,705	470,000	481,248	483,957	2,709	1%
<b>Net change in fund balance</b>	<b>(31,333)</b>	<b>(4,478)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Fund balance (deficit), beginning</b>	<b>551,588</b>	<b>520,255</b>	<b>515,778</b>	<b>515,778</b>	<b>-</b>	<b>0%</b>
<b>Fund balance (deficit), ending</b>	<b>520,255</b>	<b>515,778</b>	<b>515,778</b>	<b>515,778</b>	<b>-</b>	<b>0%</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**TABLE 7**

**ELECTRIC FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Services	25,660,106	26,859,463	30,005,000	31,627,000	1,622,000	5%
Interest	41,979	72,855	-	-	-	0%
Other Income	519,926	476,934	2,445,000	1,124,400	(1,320,600)	-54%
<b>Total Revenues</b>	<b>26,222,011</b>	<b>27,409,251</b>	<b>32,450,000</b>	<b>32,751,400</b>	<b>301,400</b>	<b>1%</b>
<b>EXPENSES</b>						
Electric	31,941,314	30,386,354	32,334,818	32,636,218	301,400	1%
<b>Total Expenses</b>	<b>31,941,314</b>	<b>30,386,354</b>	<b>32,334,818</b>	<b>32,636,218</b>	<b>301,400</b>	<b>1%</b>
<b>Transfers:</b>						
Transfer In	-	-	-	-	-	0%
Transfer Out	(1,718,463)	(500,000)	(115,182)	(115,182)	-	0%
<b>Change in net assets</b>	<b>(7,437,766)</b>	<b>(3,477,103)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total net assets, beginning</b>	<b>33,856,798</b>	<b>26,419,032</b>	<b>22,941,929</b>	<b>22,941,929</b>	<b>-</b>	<b>0%</b>
<b>Total net assets, ending</b>	<b>26,419,032</b>	<b>22,941,929</b>	<b>22,941,929</b>	<b>22,941,929</b>	<b>-</b>	<b>0%</b>

**TABLE 8**

**WATER FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Services	9,779,489	9,153,084	10,015,000	10,700,000	685,000	7%
Interest	14,845	-	3,000	3,000	-	0%
Other Income	130	1,783	2,500	2,500	-	0%
<b>Total Revenues</b>	<b>9,794,464</b>	<b>9,154,868</b>	<b>10,020,500</b>	<b>10,705,500</b>	<b>685,000</b>	<b>7%</b>
<b>EXPENSES</b>						
Water	11,175,032	10,207,065	9,944,945	10,629,945	685,000	7%
<b>Total Expenses</b>	<b>11,175,032</b>	<b>10,207,065</b>	<b>9,944,945</b>	<b>10,629,945</b>	<b>685,000</b>	<b>7%</b>
<b>Transfers:</b>						
Transfer In	-	-	-	-	-	0%
Transfer Out	(218,463)	-	(75,555)	(75,555)	-	100%
<b>Change in net assets</b>	<b>(1,599,031)</b>	<b>(1,052,197)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total net assets, beginning</b>	<b>16,739,442</b>	<b>15,140,411</b>	<b>14,088,214</b>	<b>14,088,214</b>	<b>-</b>	<b>0%</b>
<b>Total net assets (deficit), ending</b>	<b>15,140,411</b>	<b>14,088,214</b>	<b>14,088,214</b>	<b>14,088,214</b>	<b>-</b>	<b>0%</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**TABLE 9  
SANITATION FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Charges for Services	2,318,898	2,820,785	2,674,407	2,797,433	123,026	5%
Interest	1,251	244	735	735	-	0%
Other Income	29,523	48,414	44,000	24,000	(20,000)	-45%
<b>Total Revenue</b>	<b>2,349,671</b>	<b>2,869,444</b>	<b>2,719,142</b>	<b>2,822,168</b>	<b>103,026</b>	<b>4%</b>
<b>EXPENSES</b>						
Sanitation	2,796,820	2,501,187	2,719,142	2,822,168	103,026	-1%
Transfers In	-	-	-	-	-	0%
Change in net assets	(447,149)	368,257	-	-	-	0%
Total net assets (deficit), beginning	(359,824)	(806,973)	(438,716)	(438,716)	-	0%
Total net assets (deficit), ending	(806,973)	(438,716)	(438,716)	(438,716)	-	0%

**TABLE 10  
CONVENTION CENTER FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Dollar Increase (Decrease)	Percent Increase (Decrease)
<b>REVENUES</b>						
Sales	8,525,773	9,349,449	9,980,000	10,405,000	425,000	4%
Commissions	334,863	251,754	350,000	350,000	-	0%
Interest	6,434	4,866	1,000	2,000	1,000	100%
Other Income	138,022	99,822	145,000	145,000	-	0%
<b>Total Revenue</b>	<b>9,005,093</b>	<b>9,705,892</b>	<b>10,476,000</b>	<b>10,902,000</b>	<b>426,000</b>	<b>4%</b>
<b>EXPENSES</b>						
Convention	16,042,706	16,355,438	17,113,230	17,749,806	636,576	4%
Transfers In	6,551,792	7,275,347	6,637,230	6,847,806	210,576	3%
Transfer Out	(257,656)	-	-	-	-	0%
Change in net assets	(743,477)	625,801	-	-	-	0%
Change in net assets (deficit), beginning	17,063,088	16,319,611	16,945,411	16,945,411	-	0%
Change in net assets (deficit), ending	16,319,611	16,945,411	16,945,411	16,945,411	-	0%

**TABLE 11  
FAA FUND ADOPTED BUDGET**

	Actual Fiscal 2017	Actual Fiscal 2018	Amended Fiscal 2019	Adopted Fiscal 2020	Increase (Decrease)	Increase (Decrease)
<b>REVENUES</b>						
FAA Facility	3,090,529	3,134,933	3,100,000	3,100,000	-	0%
Interest	52,189	701	600	600	-	100%
<b>Total Revenue</b>	<b>3,142,718</b>	<b>3,135,634</b>	<b>3,100,600</b>	<b>3,100,600</b>	<b>-</b>	<b>0%</b>
<b>EXPENSES</b>						
FAA	2,887,069	3,865,328	3,100,600	3,100,600	-	0%
Transfers In	-	-	-	-	-	0%
Change in net assets	255,650	(729,695)	-	-	-	0%
Change net assets (deficit), beginning	13,674,216	13,929,866	13,200,171	13,200,171	-	0%
Change net assets (deficit), ending	13,929,866	13,200,171	13,200,171	13,200,171	-	0%



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**PERSONNEL SUMMARY**

<b>Fund</b>	<b>Department</b>	<b>FY 2017-2018</b>	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>Difference</b>
		<b>Actual Positions</b>	<b>Actual Positions</b>	<b>Council Adopted</b>	
General	Legislative	11	11	11	0
	Executive	5.5	5.5	6	0.5
	Financial Admin.	3.5	3.5	3	-0.5
	Accounting	5	5	6	1
	Public Information	2	2	3	1
	Business License	1	1	1	0
	Purchasing	1	1	1	0
	Information Technology	7	8	10	2
	Human Resources	3	3	3	0
	Buildings/Grounds	22	22	17	-5
	Engineering	2	2	1	-1
	Municipal Court	10	10	10	0
	Police Admin.	15	15	14	-1
	Police Patrol	82	82	97	15
	Police Investigations	12	12	12	0
	Corrections (Jail)	6	6	6	0
	Fire Admin.	5	5	5	0
	Fire Suppression	67	67	67	0
	EMS	1	1	1	0
	Public Works Admin.	2.5	2.5	2	-0.5
	Highways/Streets	10	10	10	0
	Parks	8	8	2	-6
	Recreation Admin.	2	2	2	0
	Recreation Programs	15	15	24	9
	Recreation Facilities	7	7	7	0
	Inspection	5	6	3	-3
	Economic Development	3.5	3.5	3	-0.5
<b>Total General Fund</b>		<b>314</b>	<b>316</b>	<b>327</b>	<b>11</b>
	Electric				
	Line Section	14	14	13	-1
	Warehouse	1	1	1	0
	Meter Reading	2	2	3	1
	Customer Service	12	12	12	0
	Water and Sewer	18	18	18	0
	Sanitation	28	28	28	0
	Convention Center	61	61	62	1
	Gateway Arena	-	-	8	0
	Communications (E911)	17	17	17	0
	Storm Water Utility	3	3	3	0
<b>Total Other Funds</b>		<b>156</b>	<b>156</b>	<b>165</b>	<b>1</b>
<b>TOTAL ALL FUNDS</b>		<b>470</b>	<b>472</b>	<b>492</b>	<b>12</b>

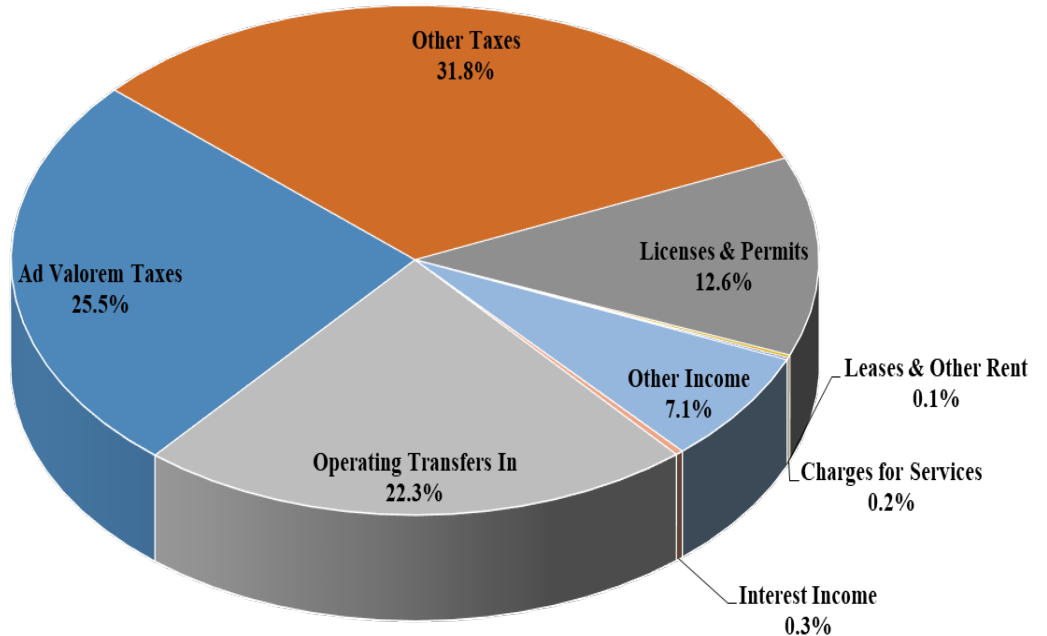
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

<b>EXPENDITURES BY CATEGORY</b>								
	<b>Personnel</b>	<b>Other Operating Expenditures</b>	<b>Materials and Supplies</b>	<b>Capital</b>	<b>Cost of Sales</b>	<b>Debt Service</b>	<b>Operating Transfers</b>	<b>Total</b>
Legislative	\$ 462,591	\$ 284,893	\$ 42,747	-	\$ 5,500	-	-	\$ 795,731
Executive	530,179	1,067,519	24,700	-	9,500	-	-	1,631,898
Financial	260,900	70,676	10,600	-	-	-	-	342,176
Public Information & Comm	177,561	96,918	13,078	-	-	-	-	287,557
Accounting	308,426	128,449	14,950	-	-	-	-	451,825
Engineering	136,269	38,470	9,350	-	-	-	-	184,089
Human Resources	257,068	97,097	13,550	-	-	-	-	367,715
Purchasing	71,291	10,865	3,150	-	-	-	-	85,306
Business License	64,475	13,313	7,400	-	-	-	-	85,188
Economic Development	242,627	50,972	4,950	-	-	-	-	298,549
Inspections	259,242	592,280	10,850	-	-	-	-	862,372
Main Street	72,432	68,066	2,450	-	-	-	-	142,948
Police								
Administration	944,103	902,877	60,120	-	-	-	-	1,907,100
Patrol	6,805,119	846,976	332,985	567,320	-	172,600	-	8,725,000
Investigations	975,868	117,436	26,835	37,500	-	-	-	1,157,639
Fire								
Administration	416,315	195,811	15,500	34,000	2,000	-	-	663,626
Suppression	5,291,264	391,564	139,700	-	2,000	134,267	325,149	6,283,944
EMS	102,162	116,415	48,500	28,000	-	-	-	295,077
Corrections	248,254	273,895	10,200	-	3,000	-	-	535,349
Municipal Court	347,437	102,111	15,860	32,000	-	-	-	497,408
Recreation								
Administration	159,059	38,517	2,300	-	3,000	-	-	202,876
Programs	1,143,387	390,384	107,945	-	5,650	-	-	1,647,366
Facilities	288,057	322,516	111,719	97,000	-	-	-	819,292
Parks	141,617	47,061	4,100	-	-	-	-	192,778
Public Works Admin	42,748	13,407	1,150	-	-	-	-	57,305
Buildings and Grounds	745,472	169,723	38,300	61,400	-	-	-	1,014,895
Highways and Streets	514,768	329,746	49,270	-	-	-	-	893,784
Information Technology	834,020	428,205	7,900	324,479	-	-	-	1,594,604
Multi Departmental	-	1,173,058	-	-	-	-	510,712	1,683,770
<b>Subtotal General Funds</b>	<b>21,842,711</b>	<b>8,379,220</b>	<b>1,130,159</b>	<b>1,181,699</b>	<b>30,650</b>	<b>306,867</b>	<b>835,861</b>	<b>33,707,167</b>
Electric								
Line Section	1,039,040	1,856,295	150,271	1,721,000	26,501,000	-	115,182	31,382,788
Warehouse	73,738	32,628	1,050	26,000	-	-	-	133,416
Meter Reading	177,021	39,460	18,181	-	-	-	-	234,662
Customer Service	741,212	188,028	71,294	-	-	-	-	1,000,534
Water and Sewer	1,197,721	1,877,716	49,160	380,000	6,090,000	1,035,348	75,555	10,705,500
Sanitation	1,388,558	437,058	107,300	232,500	592,800	63,952	-	2,822,168
Convention Center	3,346,198	3,325,059	257,390	1,570,800	3,380,000	5,870,359	-	17,749,806
Gateway Arena	580,417	898,233	173,550	561,500	1,231,300	-	-	3,445,000
Confiscated Drugs	-	6,000	4,000	-	-	-	-	10,000
State Drug Fund	-	9,000	5,000	-	-	-	-	14,000
E911	834,741	127,375	7,775	-	-	-	-	969,891
Hospitality	-	3,028,219	-	-	-	-	9,252,472	12,280,691
GICC Special District	-	-	-	-	-	-	121,650	121,650
FAA Building	-	1,325,634	-	27,636	609,000	-	1,138,330	3,100,600
BIDA	-	956,253	10,100	660,572	-	8,058,465	2,058,433	11,743,823
Car Rental Tax	-	7,500	-	-	-	-	3,592,800	3,600,300
Golf Course	-	24,000	-	15,000	-	-	-	39,000
Capital Projects Fund	-	-	-	2,000,000	-	-	-	2,000,000
SPLOST	-	225,600	-	-	-	-	-	225,600
TSPLOST	-	-	-	-	-	-	2,000,000	2,000,000
Storm Water Utility	210,055	269,012	7,926	319,300	-	188,104	-	994,397
<b>Subtotal Other Funds</b>	<b>9,588,701</b>	<b>14,633,070</b>	<b>862,997</b>	<b>7,514,308</b>	<b>38,404,100</b>	<b>15,216,228</b>	<b>18,354,422</b>	<b>104,573,826</b>
<b>Grand Total</b>	<b>\$ 31,431,412</b>	<b>\$ 23,012,290</b>	<b>\$ 1,993,156</b>	<b>\$ 8,696,007</b>	<b>\$ 38,434,750</b>	<b>\$ 15,523,095</b>	<b>\$ 19,190,283</b>	<b>\$ 138,280,993</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

<b>GENERAL FUND</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Adopted Budget</b>	<b>% of Total General fund Revenues</b>
Revenue					
Taxes	\$17,819,844	\$19,102,266	\$18,145,701	\$19,331,206	57.4%
Fees, Licenses, Permits	5,328,551	4,573,261	3,957,800	4,260,800	12.6%
Charges For Services	68,027	59,355	60,000	60,000	0.2%
Fines and Forfeitures	762,474	649,617	600,000	600,000	1.8%
Intergovernmental	-	20,000	-	-	0.0%
Other Income	1,673,177	2,058,128	1,779,824	1,833,971	5.4%
Interest	138,579	338,199	16,000	105,000	0.3%
Operating Transfers In	6,603,655	4,528,653	5,403,263	7,516,190	22.3%
Budget Carryforward	-	-	22,863	-	0.0%
<b>Total GENERAL FUND</b>	<b>\$32,394,306</b>	<b>\$31,329,479</b>	<b>\$29,985,451</b>	<b>\$33,707,167</b>	

**GENERAL FUND REVENUE SUMMARY**

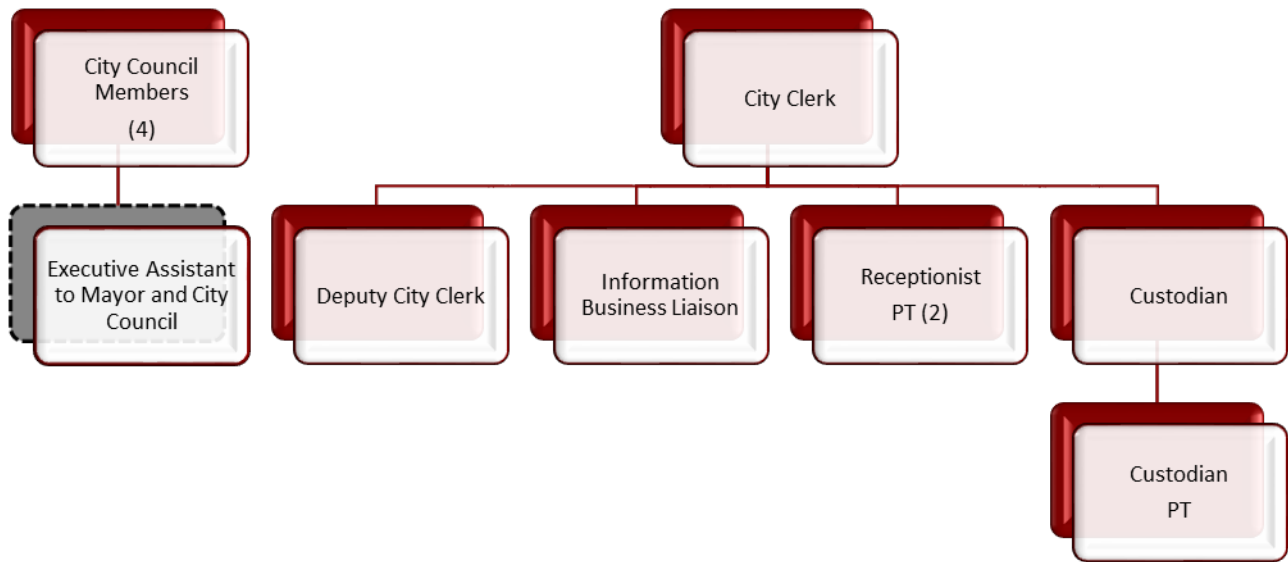


# **GENERAL FUND**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

# Legislative Office Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Legislative</b>					
Expenditures					
Personnel - Personnel Services	\$ 317,942	\$ 332,912	\$ 338,728	\$ 357,408	6%
Employee B - Employee Benefits	110,328	117,437	107,893	105,183	-3%
Communications & Util.	34,311	55,836	35,421	51,518	45%
Repair & Maintenance	9,276	108	15,081	14,476	-4%
Building Maintenance	54,855	95,991	50,000	50,000	19%
Training & Education	45,717	49,236	51,423	61,123	19%
Other Services & Charges	206,427	247,733	198,425	107,776	-46%
Materials & Supplies	54,581	57,978	69,884	42,747	-39%
Cost Of Sales	6,286	5,906	5,500	5,500	0%
<b>Legislative Expenditure Total</b>	<b>\$ 839,724</b>	<b>\$ 963,137</b>	<b>\$ 872,355</b>	<b>\$ 795,731</b>	<b>-9%</b>

**Legislative Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Council Members	4	4	4	4
City Clerk	1	1	1	1
Deputy City Clerk	-	-	-	1
Assistant to City Clerk	1	1	1	-
Receptionist	1	1	-	-
Information Business Liason	1	1	1	1
Custodian	1	1	1	1
<b>Part Time Positions:</b>				
Custodian	1	1	1	1
Receptionist	-	1	2	2
Laserfische Clerk	1	-	-	-
<b>Total Personnel</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Legislative Department |City Clerk**

**Program Description:**

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

**Trends:**

Increase in airport businesses due to renovations on concourses B & T.  
Continual improvement in Organizational Processes.  
Create Standard Operating Procedures within the City Clerk’s Office.  
Create a process to eliminate businesses operating without an Occupation Tax Certificate; especially non-profit organizations.

**Program Broad Goals:**

Maintain Open and Responsive Government by encouraging participation in the democratic process and preserving the integrity of elections process. Remain in compliance with the Open Meetings and Open Records laws. Implement on-line payment for Occupation Tax Certificates. Continue to provide a high level of professional customer care to businesses, citizens, and employees.

**Program 19/20 Objectives:**

Implementation of on-line payments for Occupation Taxes.  
Implementation of on-line Open Records Request.  
Provide exceptional Customer Service.

Performance Measures

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

Estimated 19/20

Number of Open Records processed during the fiscal year

Direct amount of “face to face” contact with citizens and customers 50%

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

Implement new and improved method of handling open records request.

Implement new sign in procedure for customers visiting city hall for added security measures.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Performance Measures**

**Program / Service Outputs: (goods, services, units produced) Actual 18/19**

Election – November 6, 2018

# of College Park registered voters (Ward 1)	2027
# of College Park registered voters (Ward 2)	269
# of College Park registered voters (Ward 3)	695
# of College Park registered voters (Ward 4)	1302
# of ballots casted in November 6, 2018 Election	4310

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

**Actual 18/19**

# of open records request processed	472
-------------------------------------	-----

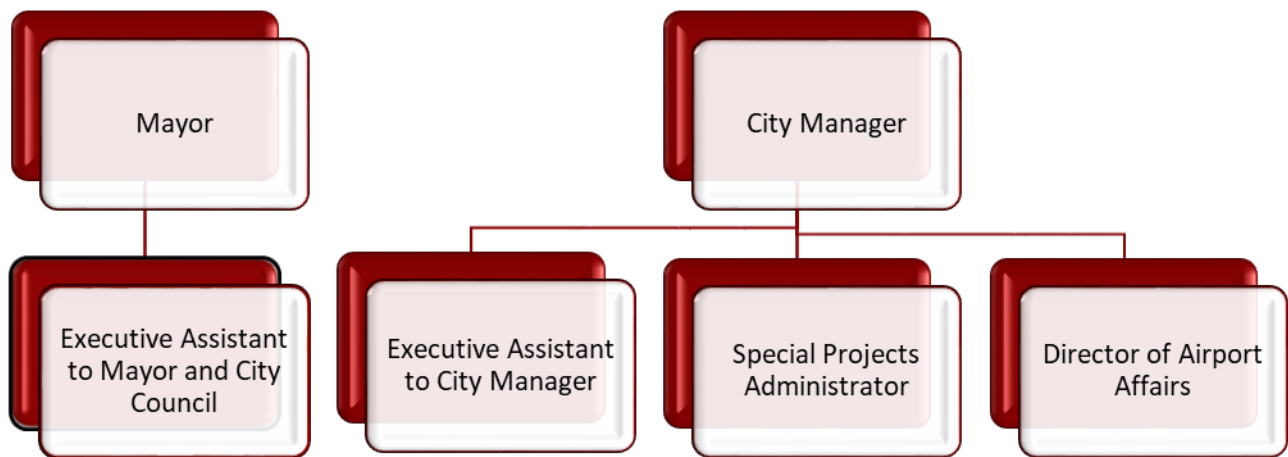
**Estimated 19/20**

**Prior Year Highlights**

1. Progress in the implementation of a records management program.
2. Responded to 472 open record requests in a timely manner.
3. Successful election process.
4. Cross trained staff on agenda processes in the City Manager's Department.
5. Updated the City Clerks' Webpage – offering more helpful information.



# Executive Office Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Executive</b>					
Expenditures					
Personnel Services	\$ 415,378	\$ 420,726	\$ 404,200	\$ 428,958	6%
Employee Benefits	110,223	108,476	115,135	101,221	-12%
Communications & Util.	11,598	12,738	15,671	12,528	-20%
Rentals	14,472	15,078	19,240	17,600	-9%
Repair & Maintenance	7,176	7,366	11,968	19,796	65%
Training & Education	36,518	32,463	39,124	65,499	67%
Other Services & Charges	1,366,602	1,388,419	958,014	952,096	-1%
Materials & Supplies	12,272	8,892	22,626	24,700	9%
Cost Of Sales	10,909	13,499	8,000	9,500	19%
<b>Executive Total</b>	<b>\$ 1,985,148</b>	<b>\$ 2,007,657</b>	<b>\$ 1,593,978</b>	<b>\$ 1,631,898</b>	<b>2%</b>

**Executive Personnel**

<b>Full Time Positions:</b>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
Mayor	1	1	1	1
City Manager	1	1	1	1
Airport Affairs Director	1	1	1	1
Executive Assistant to Mayor&Council	1	1	1	1
Special Projects Administrator	-	-	1	1
Executive Assistant	1	1	1	1
Administrative Assistant/Floater	1	1	-	-
<b>Total Personnel</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Executive Division – Office of the City Manager**

**Program Description:**

The Office of the City Manager directly manages and oversees all City operating departments. The Office of the City Manager also ensures the efficient and effective delivery of City services and implements policy direction of the Mayor and City Council.

**Trends:**

The City of College Park enjoys a position of strength unparalleled in its long history serving as a catalyst agency promoting economic development activities resulting in the recruitment, expansion and retention of businesses thereby creating opportunities for job growth.

**Program Broad Goals:**

Implementation of the College Park Strategic Plan to guide our City forward by incorporating a multi-year strategic plan and multi-year citywide action plan focusing on building and facilitating a new kind of community – a community where businesses, families, and individuals can work, play, and live in a safe and diverse environment.

**Program 19/20 Objectives:**

1. Establishment of a sales tax exemption for the Gateway Center Arena @ College Park.
2. Continued legislative efforts to allow the City to seek approval of the voters of College Park for the collection of a one cent sales tax (M.O.S.T.) devoted to repair and development of water/sewer infrastructure.

**Performance Measures:**

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

AA bond rating maintained	Yes	<b>Estimated 19/20</b>
---------------------------	-----	------------------------

**Prior Year Highlights:**

1. Intergovernmental agreements executed with the City of Atlanta governing revenue sharing outcomes associated with the Rental Car Tax Program.
2. Development and construction of the Gateway Center Arena @ College Park project which will be the site for the Atlanta Hawks Class D League team with meeting rooms and amenities for special events.
3. Development and successful completion of College Park Fire Department Station #3 located on 5131 West Fayetteville Road.
4. Development and construction of the College Park Police Southside Precinct located at 2330 Godby Road.

# Financial Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Finance</b>					
Expenditures					
Personnel Services	\$ 210,737	\$ 184,699	\$ 218,153	\$ 199,303	-9%
Employee Benefits	50,695	42,598	53,264	61,597	16%
Communications & Util.	5,974	4,962	6,931	7,010	1%
Repair & Maintenance	12,105	12,207	15,710	21,561	37%
Training & Education	4,159	1,159	6,074	7,500	23%
Other Services & Charges	86,173	286,869	37,862	34,605	-9%
Materials & Supplies	8,399	10,324	10,050	10,600	5%
<b>Financial Administration Total</b>	<b><u>\$ 378,242</u></b>	<b><u>\$ 542,816</u></b>	<b><u>\$ 348,044</u></b>	<b><u>\$ 342,176</u></b>	<b><u>-2%</u></b>

**Financial Administration**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Director of Finance	1	1	1	1
Tax Clerk	1	1	1	1
Administrative Assistant	1	1	-	-
Budget Analyst	-	1	1	1
Utility Accountant	1	-	-	-
<b>Total Personnel</b>	<b><u>4</u></b>	<b><u>4</u></b>	<b><u>3</u></b>	<b><u>3</u></b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Finance Department | Financial Administration**

**Program Description:**

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

**Trends:**

Local property values continue to rise, resulting in increased ad valorem revenues. Consumer spending is very good, with the general focus having shifted from saving to spending. Consequently, local governments are experiencing an increase in expenditures due to consumer spending. Overall, economic growth in the public sector has been spurred by revenue gains and increases in expenditures.

**Program Broad Goals:**

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

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

**Finance Department | Financial Administration**

**Program 19/20 Objectives:**

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

**Performance Measures**

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

**Estimated 19/20**

Budget meets or exceeds all requirements and GFOA reporting excellence benchmarks

Yes

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Program/Service Outcomes: (based on program objectives)** **Estimated 19/20**

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

**Program/Service Outputs: (goods, services, units produced)** **Actual 18/19**

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

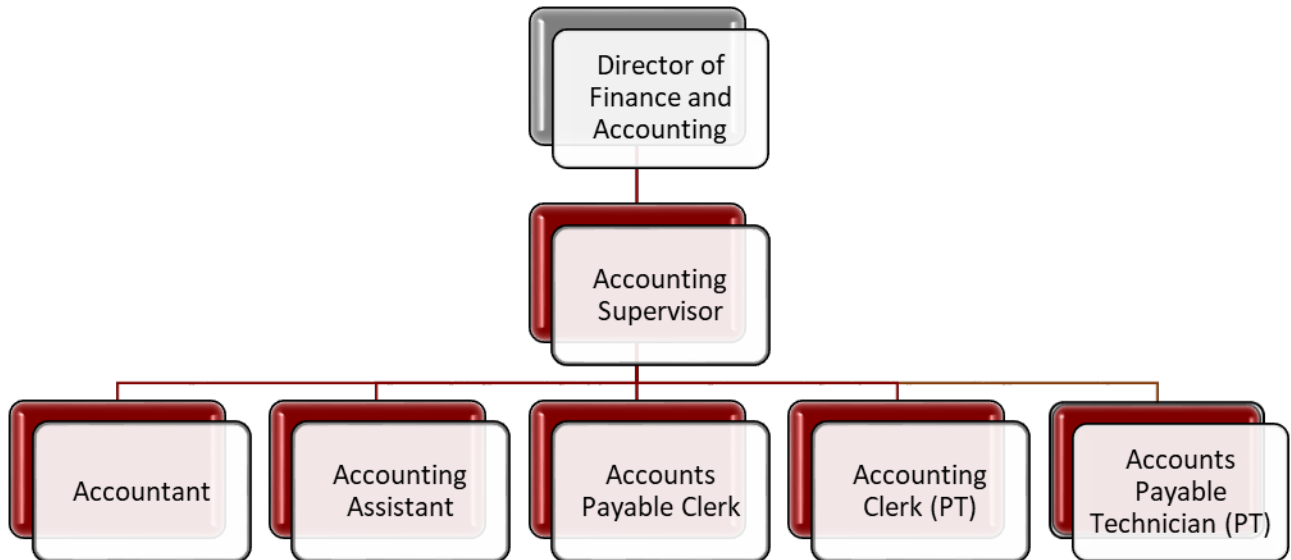
**Program/Service Outcomes: (based on program objectives)** **Actual 18/19**

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

**Prior Year Highlights:**

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the City's FY2018/19.
- Bond rating upgrade received due to Financial Policies and 5 Year Capital Improvement Plan

# Accounting Department Organizational Chart





CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Accounting</b>					
Expenditures					
Personnel Services	159,676	215,517	\$ 198,921	\$ 254,386	28%
Employee Benefits	41,489	48,493	56,351	54,040	-4%
Communications & Util.	5,457	11,360	6,275	6,684	7%
Rentals	3,658	440	4,500	4,500	0%
Repair & Maintenance	2,144	1,032	4,599	4,200	-9%
Building Maintenance	-	-	300	300	0%
Training & Education	3,603	2,408	5,645	6,950	23%
Other Services & Charges	79,923	193,656	75,620	105,815	40%
Materials & Supplies	9,988	13,398	11,100	14,950	35%
<b>Accounting Total</b>	<b>\$ 305,938</b>	<b>\$ 486,305</b>	<b>\$ 363,311</b>	<b>\$ 451,825</b>	<b>24%</b>

**Accounting Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Accounting Supervisor	1	1	1	1
Accountant	-	-	1	1
Accounting Assistant	1	1	1	1
Accounts Payable Clerk	1	1	1	1
<b>Part Time Positions:</b>				
Accounts Payable Clerk	1	1	1	1
Accounting Clerk	1	1	1	1
<b>Total Personnel</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Finance Department | Accounting**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program 19/20**

**Objectives:**

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

**Performance Measures**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 18/19</b>
% of monthly closes within 20 working days of month-end	0%
# of journal entries processed annually	3,538

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

# of accounts payable checks issued	6,360
<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Actual 18/19</b>
Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20 <sup>th</sup> or prior	12/31/2018
Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks	Yes
<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Estimated 19/20</b>
% of monthly closes within 20 working days of month-end	n/a%
# of journal entries processed annually	5,000
# of accounts payable checks issued	8,000
<b>Program/Service Outcomes: (based on program objectives)</b>	<b>Estimated 19/20</b>
Annual audit and single audit opinions from external auditors are unqualified with an opinion date of December 20 <sup>th</sup> or prior	12/31/2019
Comprehensive Annual Financial Report in conformance with GAAP and meets GFOA financial reporting excellence benchmarks	Yes

# Business License Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Business License</b>					
Expenditures					
Personnel Services	\$ 37,566	\$ 34,673	\$ 40,677	\$ 43,327	7%
Employee Benefits	15,099	15,931	15,117	21,148	40%
Communications & Util.	4,695	6,424	5,437	5,575	3%
Repair & Maintenance	1,798	-	3,176	3,818	0%
Training & Education	1,500	(153)	1,555	1,555	0%
Other Services & Charges	1,700	2,283	2,159	2,365	10%
Materials & Supplies	5,980	4,135	5,100	7,400	45%
<b>Business License Total</b>	<b>\$ 68,339</b>	<b>\$ 63,292</b>	<b>\$ 73,221</b>	<b>\$ 85,188</b>	<b>16%</b>

**Business License Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Tax Clerk	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Business License | Occupation Tax**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

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

**Performance Measures**

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

Number of active licenses during the fiscal year	<b>Estimated 19/20</b> 962
--	-------------------------------

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

Direct amount of “face to face” contact with customers	<b>Estimated 19/20</b> 50%
--	-------------------------------

**Performance Measures**

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

Number of active licenses during the fiscal year	<b>Actual 18/19</b> 1636
--	-----------------------------

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

Direct amount of “face to face” contact with customers	<b>Actual 18/19</b> 45%
--	----------------------------

**Prior Year Highlights:**

- Successfully issued Occupation Tax Certificates and collected 99% of the tax revenue budgeted.
- Strict implementation of providing proof of gross revenue. This requirement must be met in order to renew the occupation tax certificate.

# Purchasing Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Purchasing</b>					
Expenditures					
Personnel Services	\$ 60,929	\$ 50,653	\$ 50,700	\$ 59,225	17%
Employee Benefits	20,008	15,251	17,119	12,066	-30%
Communications & Util.	4,153	4,730	4,556	5,142	13%
Repair & Maintenance	978	-	1,960	3,500	79%
Training & Education	25	-	655	630	-4%
Other Services & Charges	1,336	11,591	1,440	1,593	11%
Materials & Supplies	1,271	4,758	1,975	3,150	59%
<b>Purchasing Total</b>	<b>\$ 88,700</b>	<b>\$ 86,983</b>	<b>\$ 78,405</b>	<b>\$ 85,306</b>	<b>9%</b>

**Purchasing Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Purchasing Coordinator	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

## **Purchasing Department**

### **Program Description:**

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

### **Trends:**

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

### **Program Broad Goals:**

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

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

### **Program 19/20 Objectives:**

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

Purchasing Policy Manual, when required, to adhere to current changes in laws or policy changes.

**Performance Measures**

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

	<b>Actual 18/19</b>
# of Purchase Orders processed	85
\$ value of Purchase Orders	\$37,761,471.90
# of long term contracts in place	

**Prior Year Highlights:**

--Continue to provide training opportunities to various City departments during the year for processing of requisitions;

--Manage and oversee the RFP bidding processes;

--Vendor applications, bid information and RFPs are provided online with continual updates as needed;

# Information Technology Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Information Technology</b>					
Expenditures					
Personnel Services	\$ 359,249	\$ 397,020	\$ 350,638	\$ 634,889	81%
Employee Benefits	112,559	119,238	104,456	199,131	91%
Communications & Util.	12,698	17,725	13,433	23,112	72%
Repair & Maintenance	235,029	214,374	204,292	353,026	73%
Training & Education	10,000	13,637	15,550	37,950	144%
Other Services & Charges	12,289	10,699	13,214	14,117	7%
Materials & Supplies	4,262	6,963	9,400	7,900	-16%
Capital Outlay	81,900	99,285	148,196	324,479	0%
<b>Human Resources Total</b>	<b>\$ 827,985</b>	<b>\$ 878,942</b>	<b>\$ 859,179</b>	<b>\$ 1,594,604</b>	<b>86%</b>

**Information Technology Personnel**

<b>Full Time Positions:</b>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
Chief Information Officer	1	1	1	1
Administrative Assistant	1	1	1	1
Network Administrator	1	1	1	1
Assistant Network Administrator	1	1	1	1
Computer Operations Specialists	1	1	1	1
MIS Technician	1	1	1	1
GIS CAD Technician	-	-	1	1
System Analyst	-	-	1	1
Communication & Information Tech	-	-	1	1
AV Technician	-	-	-	1
<b>Total Personnel</b>	<b>6</b>	<b>6</b>	<b>9</b>	<b>10</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

## **Information Technology and Telecommunications Department**

### **Program Description:**

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

The IT Department is responsible for:

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

### **Trends:**

Plans for the upcoming Fiscal year include the continuation of VM-ware upgrades (hardware), network Storage(SAN). These capital expenses are based on 5 year contracts that are already in place. Future implementation will include the following: **Email Upgrade** (Microsoft 0365) a cloud based email system that will allow all users greater features/functionality. All staff will have an email address and will be able to communicate citywide, currently they do not have an email address. The discussion has begun to include GICC staff. Additional implementation will be to move our critical servers to Vcitadel as our hosting site for **Disaster Recovery/Business Continuity**. Since the addition of Police technology staff member, I have combined all servers. The second phase of our **fiber ring** (City Hall) will also be implemented. This will pave the way to give us greater performance, and control of our bandwidth. The overlay of this fiber will allow us to add city wide wifi- and other Smart City Initiatives. The other initiative is “Smart City” Technology. As local municipalities see the value in citizen engagement technology will play a vital role in bridging the gap between up to date information and city leadership goals/objectives.

### **Program Broad Goals:**

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Program 19/20 Objectives:**

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

Strategic Goals/Objectives for Department of Information Technology 2017-2021

**MISSION:** The mission for The Department of Information Technology is to provide innovative and quality solutions that enhance the functions of the city, citizenship and community as a whole.

**VISION:** To become the premier model for all technology departments locally and regionally while moving our citizen's base to 21<sup>st</sup> century self-services.

I. Provide state-of-the-art technology and infrastructure for staff and administrative use:

1. Move from a physical to virtual infrastructure Cloud/Hosting solution for Disaster Recover purposes.
2. Deploy technology that is in line with "Smart City" concept
3. Move to a paperless environment by scanning documents to the cloud for historical purposes and going green concept.
4. Upgrade enterprise email system from exchange to Microsoft 365 for a more feature rich environment.
5. Install Wi-Fi Connectivity at several locations citywide to increase citizen's use of technology.

Tentative Date: (Public Safety/City Hall) –

II. Implement a citywide technology-monitoring group (Technology Monitoring/Advisory Committee

1. Allow departments to do collaborative work across the enterprise by learning technology concepts
2. Help drive technology process and improvements
3. To increase citizen involvement in technology for the City of College Park.
4. To help increase public safety visibility for the citizens by upgrading the several enterprise systems.
5. Install Single Sign On portal for instant access to information

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

III. Establish Enterprise Resource Planning system to ensure 100% utilization of all modules within enterprise software packages

1. Establish quarterly upgrades of North/Star and New World Systems for seamless integration to other software packages.
2. Increase citizen's accessibility for instant transactions
3. To minimize customer issues by providing a more integrated utilities solution.
4. Utilize all entities of e-Suites (e-Bill, e-Timesheet and e-HR)
5. Install Microsoft SharePoint for greater department use of documents anywhere anytime.

IV. Provide professional development opportunities for all staff

1. To provide cross training for all software application currently used by the City of College Park (North/Star, New World, RMS, OSSI, GE AMI and GTA).
2. To ensure all IT staff are trained and are kept current with certifications and documents that is relative to our environment.
3. To establish communication quarterly to keep the community abreast of the ongoing projects (Develop brochure)
4. Ensure staff is trained on Microsoft latest version suite of products(Word, Excel, PowerPoint, Access).
5. Empower technology team members to host training classes for other department staff on a specific platform.

**Performance Measures**

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

- |  | <b>Estimated 19/20</b> |
|--|------------------------|
| 1. Move from a physical to virtual infrastructure<br>Cloud/Hosting solution for Disaster Recover purposes. | 75%                    |
| 2. Upgrade enterprise email system from exchange to<br>Microsoft 365 for a more feature rich environment   | 0% in progress         |

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

1. . Install Wi-Fi Connectivity at several locations citywide to increase citizen’s use of technology. Tentative Date: (Public Safety/City Hall) – 100% needs improvement coverage
  
  2. Help drive technology process and improvements
  
  3. Install Microsoft SharePoint for greater department use of documents anywhere anytime.
  
  4. To increase citizen involvement in technology for the City of College Park.
  
  5. Implement city wide fiber ring
  
  6. Implement Single Sign On Portal
  
  - 7.
- Estimated 19/20**
1. Target 100% savings of Cell phones and telephone bills 0% in progress

**Prior Year Highlights:**

- Hired new Computer Support Specialist
- Promoted Paul Bennett to Assistant Network Administrator
- Added team members Wade Ingram(GIS) and Mike Whittle (Police I.T.) staff increased from (6) to (8) and also provide support to GICC technician
- Partnered with new vendor Presidio to perform Network Assessment
- Upgraded both enterprise software packages (New World/North Star)
- Supported Public Safety mobile deployments and video surveillance projects
- Supported Customer service smart meter devices
- Planned and implemented city first “Information Technology Week”



# Human Resources Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Human Resources</b>					
Expenditures					
Personnel Services	\$ 203,789	\$ 141,985	\$ 210,432	\$ 189,596	-10%
Employee Benefits	52,026	39,103	49,732	67,472	36%
Communications & Util.	6,710	8,780	10,701	8,516	-20%
Repair & Maintenance	3,428	5,265	18,231	15,789	-13%
Training & Education	12,457	12,517	12,000	11,000	-8%
Other Services & Charges	53,170	122,832	42,862	61,792	44%
Materials & Supplies	14,259	19,453	14,600	13,550	-7%
<b>Human Resources Total</b>	<b>\$ 345,839</b>	<b>\$ 349,934</b>	<b>\$ 358,558</b>	<b>\$ 367,715</b>	<b>3%</b>

**Human Resources Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Human Resources Director	1	1	1	1
Administrative Assistant	1	1	1	1
Human Resources Specialist	1	1	1	1
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Human Resources**

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

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

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

**Program 19/20 Objectives:** Design and execute a citywide succession and workforce development plan for all operating divisions. This will include maintaining a competitive position in the southern region market in terms of compensation and benefits.

**Performance Measures**

<b>Program/Service Outputs:</b> (goods, services, units produced)	Estimated 19/20
# of Purchase Orders processed Part Time Equivalents	0%
HR Operating Cost as a Percentage of City payroll	0%

**Prior Year Highlights:**

- Continue to provide training opportunities to various City departments during the year for processing of requisitions;
- Manage and oversee the RFP bidding processes;
- Vendor applications, bid information and RFPs are provided online with continual updates as needed;

# Public Information and Communication Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Public Information Office</b>					
Expenditures					
Personnel Services	\$ 103,497	\$ 140,797	\$ 116,487	\$ 135,002	16%
Employee Benefits	32,174	43,005	39,301	42,559	8%
Communications & Util.	5,362	6,251	5,450	5,884	8%
Repair & Maintenance	-	-	7,894	5,346	-32%
Training & Education	1,324	6,203	5,644	7,400	31%
Other Services & Charges	47,801	70,523	85,555	78,288	-8%
Materials & Supplies	8,684	10,425	9,373	13,078	40%
<b>Public Information Total</b>	<b>\$ 198,841</b>	<b>\$ 277,205</b>	<b>\$ 269,704</b>	<b>\$ 287,557</b>	<b>7%</b>

**Public Information Office Personnel**

<b>Full Time Positions:</b>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
Director of Communications	1	1	1	1
Media Editor	1	1	1	1
Communications Specialist	-	-	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

## **Communications/Marketing Department**

### **Program Description:**

The Communications department serves as the initial line of external communications to general public and media contacts via the new LED signage on Main Street in front of City Hall, via email, the collegeparkga.com website, social media (Facebook, Twitter, Flickr, Vimeo, telephony, in-person briefings, media contacts, etc.

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

### **Trends:**

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

### **Program Broad Goals:**

The goal of the Communications Office is to create direct and indirect marketing materials to assist the City's Economic Development unit in its quest to attract business and development. Also, the Communications Department seeks to produce an atmosphere for the honest, open flow of information to the general public, citizens, media, and business interests in the city. It is imperative to utilize every resource possible, and to convincingly build the public expectation that the city of College Park is on the cutting edge of technology – social media, video, email, and other external means of communication.

### **Program Objectives:**

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

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

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

- Writes, narrates and programs video segments for College Park TV-23
- Provides guidance for various city departments regarding media inquiries.

**Performance Measures**

<b>Program/Service Output: (goods, services, units produce)</b>	<b>Estimated 19/20</b>
# of readers for local, statewide and national publications	(avg 30,000 per magazine)
# of likes on Facebook, twitter page	(appx 1000 followers)
# of viewers on College Park TV-23/Streaming via web	(up to 5,000 daily)
# of views College Park video-on-demand – Youtube/Vimeo	(appx. 5500 views annually)
# of programs produced for College Park TV-23	(300+ video reports – YTD)
# of press releases/media alerts to be produced	(65+ appx.)
# of print ad campaigns produced	(appx. 4 new campaigns)

**Program/Service Expectations, New Initiatives**

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

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

Greater challenges are just over the horizon; a city newsletter, aimed at inside and outside communications is among the new endeavors, and have become policy during the 2012 -

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

13 fiscal year. Also, program offerings on College Park TV-23, the city’s government television channel will become more varied and broad, with emphasis on helpful documentaries for College Park citizens. Recent developments, specifically, College Park’s new designation as an Opportunity Zone have resulted in a concerted effort to help market the city by developing narrated video stories regarding available land, business incubator programs and positive quality-of-life stories to help attract new corporate interests. Many of the video vignettes have been viewed during engagements for the Airport Area Chamber, the College Park Destination Marketing Organization, various city-supported ribbon cuttings, and professional workshops or out of town Development/Airport Director conferences.

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

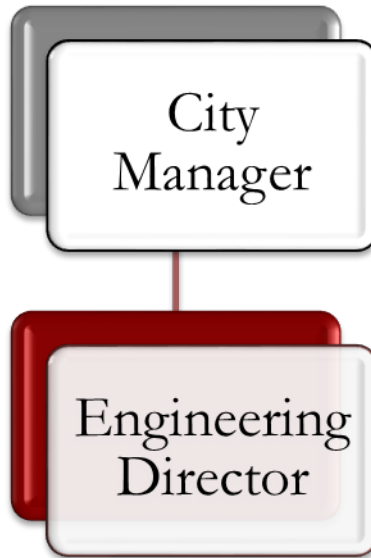
**Performance Measures (additional)**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Estimated</b>
<b>19/20</b>	
Video story creation	50
Press Releases	55
Facebook/Twitter Followers	2500
Newsletters	4

**Program/Service Outcomes: (based on program objectives)      Estimated 19/20**  
Continue to build fans of the city’s web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on collegeparkga.com.



# Engineering Division Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Engineering</b>					
Expenditures					
Personnel Services	\$ 113,041	\$ 122,261	\$ 170,923	\$ 113,695	-33%
Employee Benefits	24,364	27,149	23,443	22,574	-4%
Communications & Util.	8,891	10,943	9,694	7,662	-21%
Repair & Maintenance	9,360	3,805	10,990	7,728	-30%
Training & Education	2,564	6,317	3,600	3,200	-11%
Other Services & Charges	145,258	130,145	15,274	19,880	30%
Materials & Supplies	7,709	8,395	9,450	9,350	-1%
Capital Outlay	-	302,323	-	-	0%
<b>Engineering Total</b>	<b>\$ 311,187</b>	<b>\$ 611,338</b>	<b>\$ 243,374</b>	<b>\$ 184,089</b>	<b>-24%</b>

**Engineering Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Engineering Director	1	1	1	1
City Engineer	1	-	-	-
GIS/CAD Technician	1	1	-	-
<b>Total Personnel</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Engineering Department**

**Program Description:**

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

**Trends:**

Building our Global Gateway to sustain the demands of The World’s Busiest Airport in the world at Hartsfield Jackson Atlanta International Airport with 38 hotels having 6,000 rooms while preserving the small town atmosphere of Historic College Park (Fourth largest Urban Historic District in Georgia after Savannah, Macon, and Atlanta). Providing the best possible customer services by anticipating their desires before they can communicate their request with a quick turnaround in reviewing Site Plans for engineering and storm water issues.

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

Complete all Plan Reviews within 2 weeks. Maintain the CRS rating at 6.

**Performance Measures**

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

Number of plans to be submitted.	<b>Estimated 19-20</b> +300
----------------------------------	--------------------------------

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

Review site plans with 2 weeks	<b>Estimated 19-20</b> 90%
--------------------------------	-------------------------------

**Performance Measures**

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

Number of plans submitted during the fiscal year	<b>Actual 18-19</b> 52
--	---------------------------

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

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

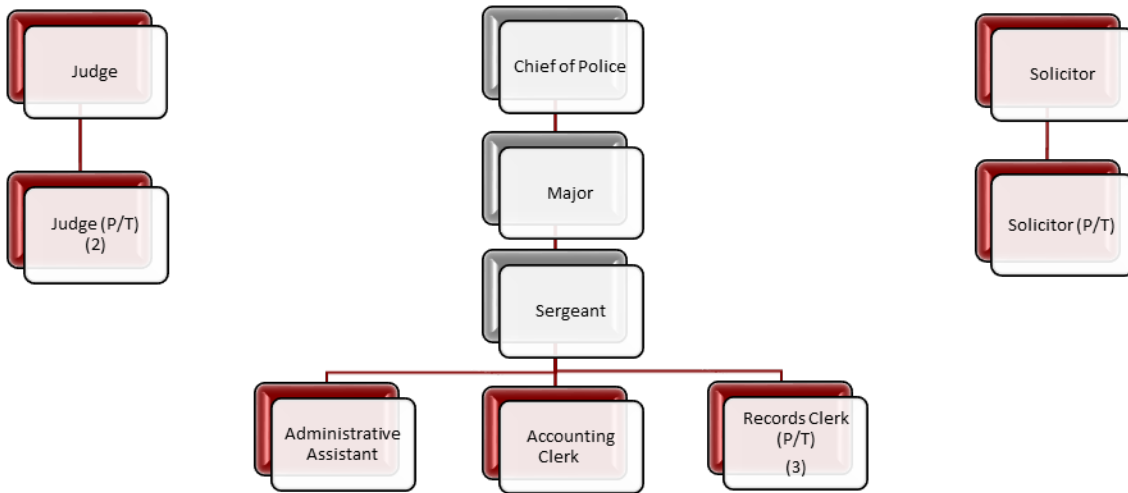
Review site plans within 2 weeks.

**Actual 18-19**  
90%

**Prior Year Highlights:**

- Old National Highway pedestrian enhancements greatly decreased traffic congestion..
- Verizon paid \$103,000 in telecommunications fees and completed the Airport Loop which College Park (CP) on all 18 projects.
- Fire Station #3 completed and final check provided.
- Temple Square started.
- Yorktowne Place restarted.
- Princeton Village restarted (Beazer Homes is having the same problem in Hapeville as D R Horton had at the Links that they can not build the homes as fast as they are selling.)
- WallyPark traffic signal is installed with a median crossing on Camp Creek Parkway culminating 4 years effort.
- Gateway Office Building II is completed.
- Herschel Road sidewalk is designed and built using Fulton County Transportation Special Purpose Local Option Sales Tax (FC TSPLOST) Quick Relief funds.
- Federal Emergency Management Agency (1) Community Assisted Visit (first in twenty years), (2)Community Rating System (CRS) Five Year Recertification completed and requests responded.
- Atlanta Department of Aviation was reinstalled as responsible for erosion control plan review and inspection.
- Greenspring Road drainage maintenance completed despite the need for State stream buffer conditional permit and overcoming a Stop Work Order.
- Main Street alley redesigned with Kemi completing construction.
- BMW completed.
- Rental Car Center emergency gate opened for exits north to Downtown and south to Old National Highway after nine years of negotiation.
- GDOT funding for 13 streets to be restriped with Off System Safety funding.

# Municipal Court Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>Municipal Court</b>					
Expenditures					
Personnel Services	\$ 291,557	\$ 294,675	\$ 300,177	\$ 313,369	4%
Employee Benefits	42,500	33,133	28,753	34,068	16%
Repair & Maintenance	300	880	605	5861	0%
Training & Education	2,650	1,949	4,480	4,480	0%
Other Services & Charges	93,278	82,654	93,542	91,770	-2%
Materials & Supplies	11,780	11,285	18,260	15,860	-15%
Debt Service	-	-	-	32,000	0%
<b>Municipal Court Expenditure Total</b>	<b>\$ 442,066</b>	<b>\$ 424,575</b>	<b>\$ 445,817</b>	<b>\$ 497,408</b>	<b>12%</b>

**Municipal Court Personnel**

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted
<b>Full Time Positions:</b>				
Administrative Assistant	1	1	1	1
Judge	1	1	1	1
Accounting Clerk	1	1	1	1
Solicitor	1	1	1	1
<b>Part Time Positions:</b>				
Clerk	3	3	3	3
Judge	2	2	2	2
Solicitor	1	1	2	2
<b>Total Personnel</b>	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Municipal Court**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program Objectives:**

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

Utilize technology to disseminate essential information.

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

Develop specific court calendars to address code enforcement/environmental violations by creating a special environmental court. This project is in line with current trends in addressing these various types of violations.

**Performance Measures**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 18/19</b>
Court cases handled and citations entered for previous year.	
Court Cases	19,671
Citations	13,037

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

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

\*Provide training for court software for employees.

\*Provide cross training in all software applications to court staff for a more efficient court system.

**Prior Year Highlights:**

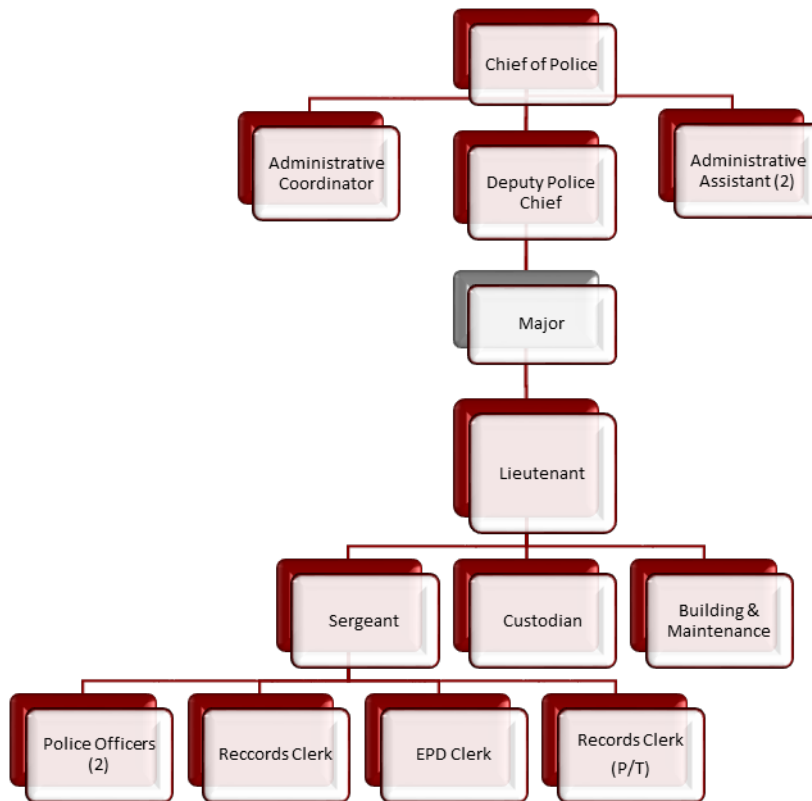
- The Court Division provides equal access to a fair and effective system of justice for all without excess cost, inconvenience, or delay, with sensitivity to all members of society
- The Court Division re-established two-night court sessions per month to aid in providing a higher adjudication rate.

**Goals**

- Achieve and maintain 100% accuracy with court and citation entries and customer service interaction.
- Achieve and maintain 100% accountability on all monies received, ensuring accurate balancing with receipts.



# Police Administration Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Police Administration</b>					
<b>Expenditures</b>					
Personnel Services	\$ 692,342	\$ 666,157	\$ 795,798	\$ 714,504	-10%
Employee Benefits	269,663	210,566	255,665	229,599	-10%
Communications & Util.	109,363	6,882	170,080	116,704	-31%
Repair & Maintenance	15,630	13,407	38,356	37,718	-2%
Building Maintenance	72,292	107,163	125,050	108,450	-13%
Training & Education	4,291	26,844	17,043	21,393	26%
Other Services & Charges	525,731	898,508	632,233	618,612	-2%
Materials & Supplies	54,338	63,554	69,070	60,120	-13%
<b>Police Administration Total</b>	<b>\$ 1,743,651</b>	<b>\$ 1,993,081</b>	<b>\$ 2,103,295</b>	<b>\$ 1,907,100</b>	<b>-9%</b>

**Police Administration Personnel**

<b>Full Time Positions</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
Chief	1	1	1	1
Deputy Chief	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Officer	3	3	3	3
EDP Tech	1	1	1	1
Administrative Assistant	2	2	2	2
Administrative Coordinator	2	2	1	1
Custodian (Building Maint Specialist)	1	1	1	1
Building Maint Specialist	1	1	1	1
<b>Part Time Positions:</b>				
Clerk	1	1	1	1
<b>Total Personnel</b>	<b>15</b>	<b>15</b>	<b>14</b>	<b>14</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Police Administration**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

Coordinate the structure of the Police Department for effective and timely services to the community and unity of command. Create positive community partnerships and enhance quality communication with our citizens. In order to continue providing quality law enforcement services to the City of College Park and in order to enhance our services and mitigate concerns of liability claims, focus on annual training specifically on Stop, Arrest and Search of persons; Search and Seizure; Criminal Procedure; Constitutional Law; Legal Updates and Scenario Training. Additional elements include enhanced supervision, improved documentation, more use of force alternatives and a broader deployment of technical equipment.

**Program Objectives:**

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

**Performance Measures**

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

	<b>Actual:</b>	<b>18/19</b>
# of community meetings attended		36

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

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

**Actual: 18/19**

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

400

Ensure College Park Uniform Crime Report, Part I crimes are  
well below (75%) East Point's crime numbers.

East Point  
4,617

College Park  
1,226

**Prior Year Highlights**

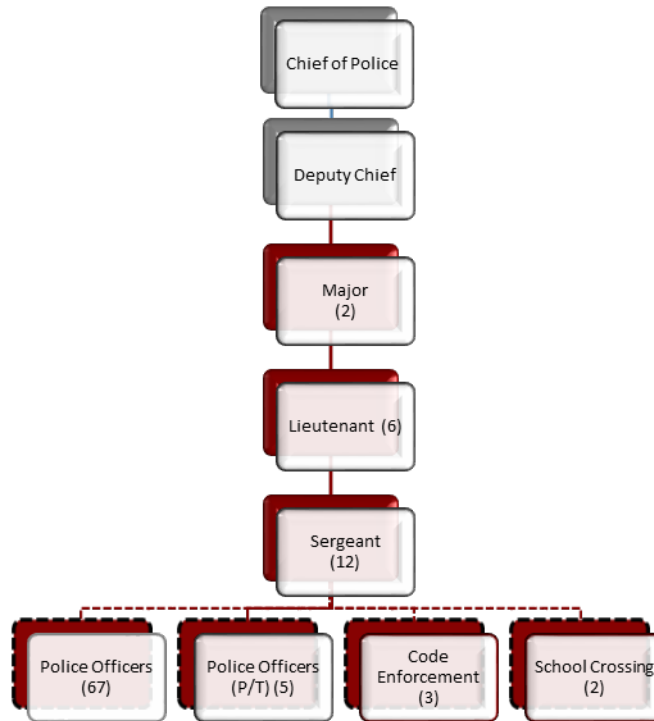
- As we have hired some of the best and brightest our community has to offer, we had a number of officers leave this agency for other career paths this year. The trend of creating new cities throughout the Metro Atlanta Area continues to have an adverse impact on retention as these new entities tend to recruit experienced management and line level personnel. This trend is not isolated to our agency however; in speaking with neighboring police departments; we find they are experiencing it as well. These comparisons reflect a trend in the area where new cities are being established. The trend does provide the opportunity to recruit, employ and train new officers, and better mold them into accomplishing our mission of providing a more highly effective College Park Police Department.
- During our in-service training period we ensured that all personnel received the training mandated. With us having several instructors within the department, several assisted in the training as well as utilizing online courses hosted by the Georgia Public Safety Training Center. As a result, personnel were exposed to a wide range of knowledge and experiences.
- As we continue to strive to hold ourselves accountable for our actions and instill an atmosphere of fair and equitable discipline, the department entertains all citizen complaints and investigations are conducted when necessary. In doing so, we ensure that the concerned citizens and the involved agency personnel receive fair and impartial treatment.
- The Department obtained State Accreditation in July of 2010 and we are consistently updating and making policy changes to maintain compliance with Accreditation requirements and will undergo an Accreditation update inspection later this year.
- The Department began tracking open record requests in an effort to assess effectiveness of handling requests and continuous quality improvement of those processes.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Goals**

- Continue the use of Body Cameras to be used by all officers. This will assist with officer accountability in reviewing critical incidents.
- Continue to integrate the use of tasers. This equipment can aid officers when encountering combative persons where force may be necessary.
- Continue to track open record requests related to police activities and meet state mandated requirements.
- Implement an effort to reduce the number of motor vehicle accidents with a more aggressive Defensive Driving training approach and more stringent disciplinary actions for at fault employee drivers.
- Encourage participation in career development and leadership training for management and supervisory staff; FBI LEEDA, FBI Academy, etc.

# Police Patrol Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>Police Patrol</b>					
<b>Expenditures</b>					
Personnel Services	\$ 4,258,674	\$ 4,665,595	\$ 4,626,049	\$ 5,097,735	10%
Employee Benefits	1,541,750	1,663,471	1,524,395	1,707,384	12%
Communications & Util.	72,662	158,368	88,242	167,326	90%
Repair & Maintenance	323,028	274,448	277,127	269,443	-3%
Building Maintenance	445	69	-	-	0%
Training & Education	6,554	23,819	18,910	26,685	41%
Other Services & Charges	520,696	444,117	389,781	383,522	-2%
Materials & Supplies	218,002	232,887	294,485	332,985	13%
Capital Outlay	404,942	311,713	-	567,320	0%
Debt Services	-	-	172,600	172,600	100%
<b>Police Patrol Total</b>	<b>\$ 7,346,752</b>	<b>\$ 7,774,489</b>	<b>\$ 7,391,589</b>	<b>\$ 8,725,000</b>	<b>18%</b>

**Police Patrol Personnel**

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted
<b>Full Time Positions:</b>				
Major	-	1	1	2
Captain	1	1	1	-
Lieutenant	5	5	6	6
Sergeant	9	9	12	12
Police Officer	70	62	67	67
Code Enforcement	-	-	3	3
<b>Part Time Positions:</b>				
School Crossing Guards	2	2	2	2
Police Officers (Foot Patrol)	2	2	5	5

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Police Patrol**

**Program Description:**

The Uniform Patrol Division consists of four Patrol shifts, whose primary responsibility is to deter crime by enforcing state law and city ordinances while responding to calls for service, Traffic, who investigate serious motor vehicle accidents and conduct enforcement of traffic laws, Special Operations, which conducts crime suppression as well as narcotics investigations, and Community Oriented Policing, who act as a liaison between the Police Department and the community. The Police Department recently acquired three Code Enforcement officers, and they are attached to the Community Policing Unit.

**Trends:**

Retaining the open lines of communication with the community remains vital to our public safety mission. Identify and implement strategies, initiatives and staffing needs assessments to ensure the department continues to meet service demands during economic challenges. Continuing to improve the quality of training our personnel receives; we will be better equipped to meet the ever evolving demand for police accountability and transparency.

**Program Broad Goals:**

Coordinate the structure of the Police Department for effective and timely services to the community and unity of command. Create positive community partnerships and enhance quality communication with our citizens. In order to continue providing quality law enforcement services to the City of College Park and in order to enhance our services and mitigate concerns of liability claims, annual in-service training is conducted. This training focuses on subjects such as high liability topics such as The Use of Force, Sexual Harassment, and Pursuits. In addition, Criminal Procedure, Legal Updates, Search and Seizure, as well as others are covered. Our department continues to host attend FBI LEEDA supervisory courses, which focuses on law enforcement leadership.

**Program Objectives:**

It is the primary objective of the Patrol Division to deter criminal activity throughout the City of College Park. The Patrol Division responds to calls for service, enforces traffic laws, and works diligently to identify persons attempting to commit offences. Through aggressive narcotics investigations, specific directed patrols, and strategic deployment of personnel to hot spot areas, we look to improve upon our accomplishments of years past.

**Performance Measures**

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

	<b>Actual:</b>	<b>18/19</b>
# of criminal cases charged		11,705



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

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

# of custodial arrests	<b>Actual: 18/19</b> 2,943
Ensure College Park Uniform Crime Report, Part I crimes are well below (45%) East Point's crime numbers.	<b>East Point</b> 4,617  <b>College Park</b> 1,226

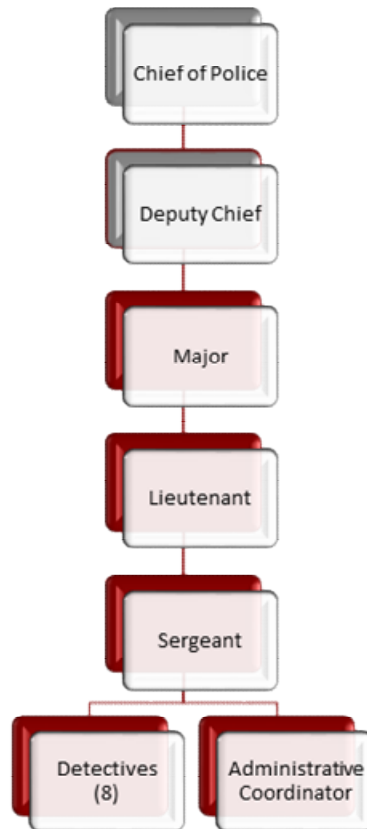
**Prior Year Highlights**

- The College Park Police Department was successful in reducing crime for a fourth straight year. In 2015, we achieved a 3% reduction in crime, 2016 we had a 17% reduction, 2017 crime was reduced by 13%, and in 2018 we reached a 12% reduction in crime.
- During 2018, the city experienced zero homicides. This is a major accomplishment, for which we are extremely proud.
- During our in-service training period we continued to ensure that all personnel received the training mandated. With us having several instructors within the department, several assisted in the training as well as utilizing online courses hosted by the Georgia Public Safety Training Center. As a result, personnel were exposed to a wide range of knowledge and experiences. Personnel have also begun to attend training outside of the traditional venues.

**Goals**

- To continue with the trend of reducing criminal activity, we have set a goal of achieving a 10% reduction in crime for 2019. We will accomplish this by continuing to employ strategies that have proven successful in the past, as well as identify new ones. We will also increase our education efforts of the citizenry, to better insulate them against being victimized.
- We will continue our efforts to better train personnel through encouraged reading, on-line courses, and traditional classroom instruction. We will also identify line level personnel who have demonstrated a desire to advance and proven history of exemplary performance. These individuals will be selected for specialized training in an effort to better prepare them for future leadership roles with our agency.

# Police Investigations Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>Police Investigations</b>					
<b>Expenditures</b>					
Personnel Services	\$ 579,867	\$ 571,166	\$ 694,033	\$ 713,712	3%
Employee Benefits	222,924	224,939	215,642	262,156	22%
Communications & Util.	35,230	35,635	38,200	42,612	12%
Rentals	-	4,054	3,600	2,000	0%
Repair & Maintenance	17,830	22,081	22,528	22,528	0%
Training & Education	5,302	3,790	13,780	14,230	3%
Other Services & Charges	27,393	40,898	27,253	36,066	32%
Materials & Supplies	18,947	27,887	32,825	26,835	-18%
Capital Outlay	-	-	-	37,500	0%
<b>Police Investigations Total</b>	<b>\$ 907,492</b>	<b>\$ 930,450</b>	<b>\$ 1,047,861</b>	<b>\$ 1,157,639</b>	<b>10%</b>

**Police Investigations Personnel**

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted
<b>Full Time Positions:</b>				
Major	-	-	-	1
Captain	1	1	1	0
Lieutenant	1	1	1	1
Sergeant	1	1	1	1
Police Investigators	8	8	8	8
Administrative Coordinator	1	1	1	1
<b>Total Personnel</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Police Investigations**

**Program Description:**

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

**Trends:**

Crimes involving thefts of and from vehicles have continued to drive our crime statistics. In response, the Criminal Investigations Division continued to implement the Motor Vehicle Theft Unit, who worked closely with the Special Operations Division, the Intelligence Unit (F.I.T.T.), as well as C.I.D. to continue enforcement operations aimed at reducing the number of quality of life issues (prostitution, loitering, etc.), and theft from vehicles throughout the city.

**Program Broad Goals:**

Conduct thorough and complete investigations in a timely manner with an emphasis of targeting repeat offenders in order to exceed Uniform Crime Report clearance rates. Utilize a multi-disciplinary approach to burglary and property crime investigation through intelligence, crime analysis, investigation and crime prevention, in an effort to increase the burglary and property crime clearance rates and obtain a reduction in these same crimes. Use of the Fugitive Intelligence Tactical Team and Motor Vehicle Theft Unit to aid the department in apprehending numerous violent offenders and identify and target offenders responsible for multiple thefts from vehicles throughout our jurisdiction and others. Collaborate with other jurisdictions in a continuous effort to establish a pattern of criminal activity throughout the metro area, thereby compelling the courts to impose stricter sentences. Continue to work with multi-jurisdictions, specifically the Marshal's Office, to reduce property crimes by apprehending multi-jurisdictional offenders, targeting burglars and car thieves. Following apprehension, collaborate with the Fulton and Clayton County District Attorney's Offices to ensure appropriate attention is given to repeat offenders and to influence the participation of Court Watch during scheduled court hearings.

**Program Objectives:**

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Performance Measures**

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

<b>Actual:</b>	<b>2017</b>	<b>2018</b>
# of property crimes	1173	1049
# of violent crimes	231	177
Case clearance rate:	18%	21%

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

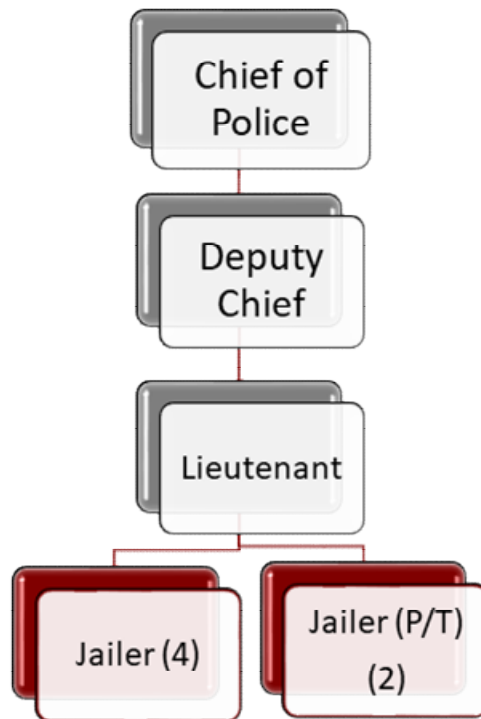
Achieve a 26% clearance rate for property crimes and violent crimes combined. This goal is consistent with the national average. Our overall crime clearance rate is at 43%; a 2% increase over 2017.

**POLICE CRIMINAL INVESTIGATION DIVISION (Continued)**

**Prior Year Highlights**

- The number of residential burglaries was decreased from 175 the previous year to 146 (a 17% decrease) throughout the city, due to both aggressive patrol efforts and aggressive investigations. We had 57 robbery cases in 2018 compared to 91 in 2017, giving us a 37% decrease. There were 198 motor vehicle theft cases in 2018 compared to 227 in 2016, giving us a 13% decrease.
- There were no reported homicides reported for 2018.
- Aggressive investigations and intelligence information sharing between ourselves and other jurisdictions in our area has resulted in the identification and arrests of several multi-jurisdictional offenders for property crimes, most specifically burglary and motor vehicle theft and illegal business practices.

# Police Corrections Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Corrections</b>					
<b>Expenditures</b>					
Personnel Services	\$ 159,807	\$ 175,436	\$ 192,591	\$ 192,299	0%
Employee Benefits	72,596	62,744	78,147	55,955	-28%
Repair & Maintenance	8,260	2,577	4,500	3,516	-22%
Training & Education	500	-	600	450	-25%
Other Services & Charges	299,780	207,567	268,336	269,929	1%
Materials & Supplies	10,598	9,690	13,800	10,200	-26%
Cost Of Sales	5,001	1,373	3,000	3,000	0%
<b>Corrections Total</b>	<b>\$ 556,542</b>	<b>\$ 459,386</b>	<b>\$ 560,974</b>	<b>\$ 535,349</b>	<b>-5%</b>

**Corrections Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
<b>Full Time Positions</b>				
Jailer	4	4	4	4
<b>Part Time Positions:</b>				
Jailer	2	2	2	2
<b>Total Personnel</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Police Corrections**

**Program Description:**

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

**Trends:**

Detention continues to a large volume in the number of bookings, which drives workload activities. The unit is also experiencing more hearings in which our prisoners housed at the East Point city jail have to be brought back to City Court. Current costs are \$65 a day per inmate to house at the East Point city jail.

**Program Broad Goals:**

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

**Program Objectives:**

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

**Performance Measures**

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

	<b>Actual:</b>	<b>18/19</b>
# of bookings performed fiscal year to date		2,080
# of prisoner transports completed fiscal year to date		774

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

	<b>Estimated:</b>	<b>19/20</b>
Continue to reduce prisoner processing time.		30%



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Prior Year Highlights**

The Corrections Division has continued to meet the required guidelines for the State Certification.

Data collection and the efficiency of booking procedures for inmates have improved.

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

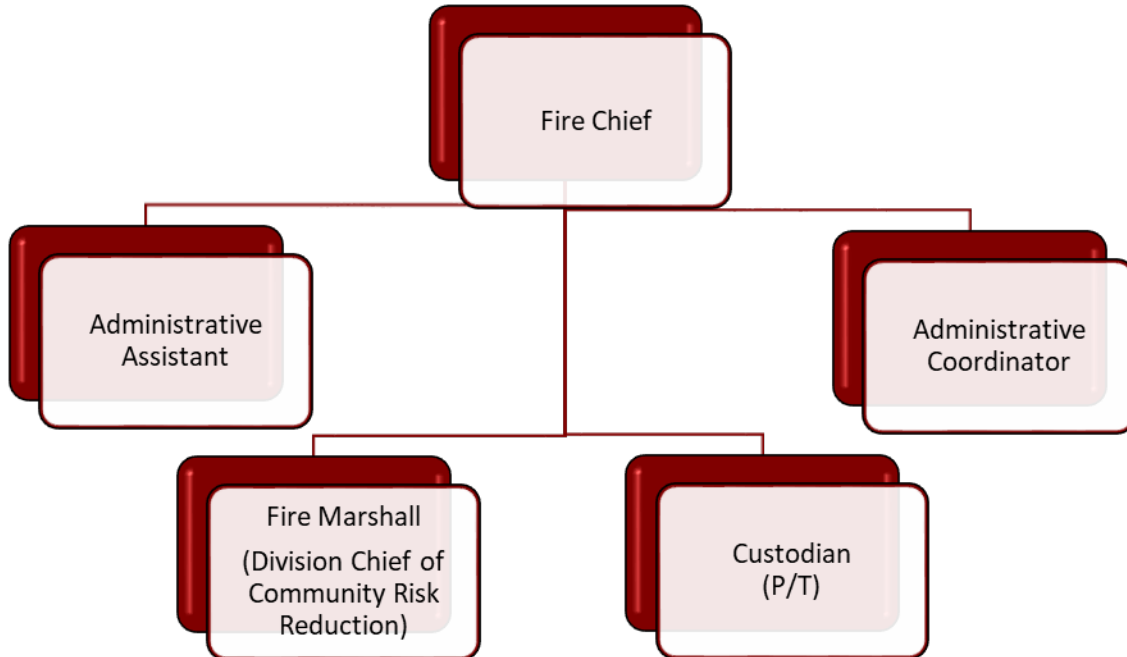
Each jailer is equipped with a Taser for defense purposes with violent arrestees.

**Goals**

Establish a jail supervisor position to increase accountability and efficiency of jail operations.

Continue to decrease the booking time for inmates processed into our facility.

# Fire Administration Organizational Chart



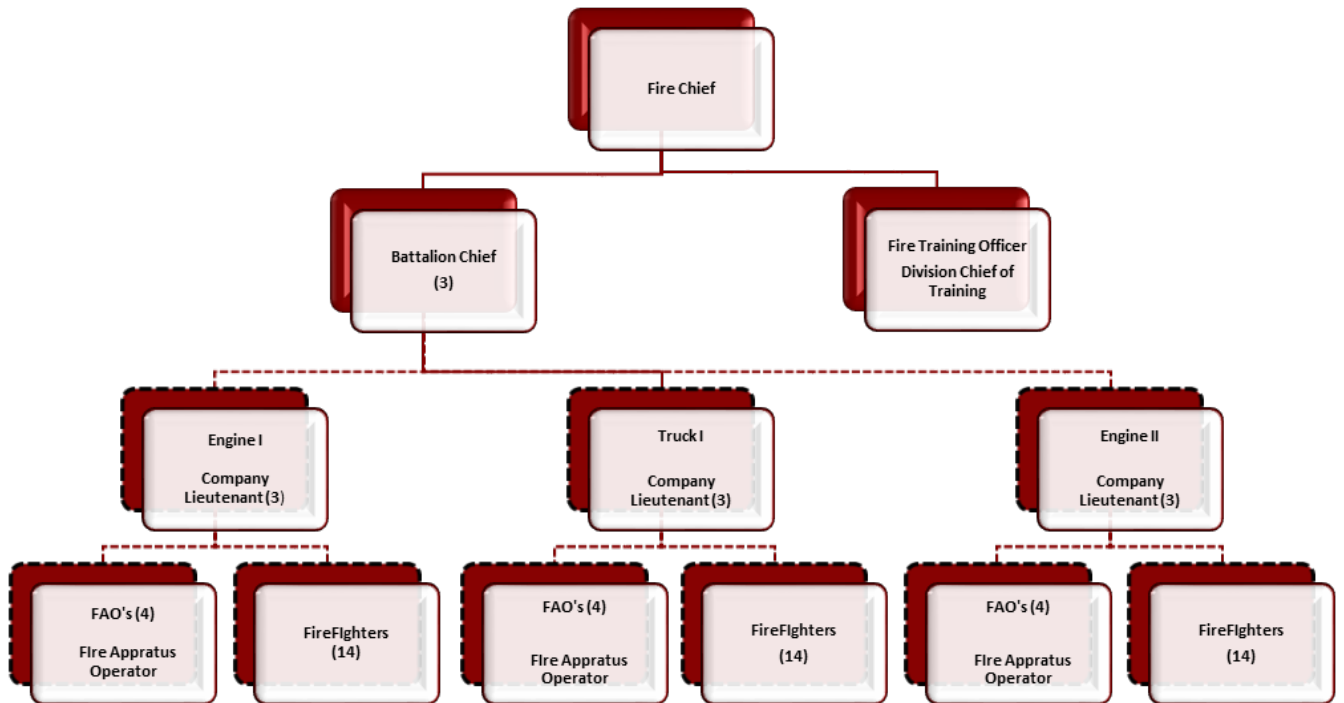
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Fire Administration</b>					
Expenditures					
Personnel Services	\$ 286,543	\$ 297,847	\$ 302,648	\$ 312,408	3%
Employee Benefits	90,500	103,639	93,960	103,907	10%
Communications & Util.	37,167	10,601	65,682	70,446	7%
Repair & Maintenance	23,936	28,832	37,193	36,305	-2%
Building Maintenance	35,973	49,129	42,000	38,000	-11%
Training & Education	16,335	17,531	19,129	20,129	5%
Other Services & Charges	39,003	35,132	24,724	30,931	20%
Materials & Supplies	14,607	15,132	15,500	15,500	0%
Cost of Sales	1,500	1,483	1,500	2,000	25%
Capital Outlay	-	-	-	34,000	
<b>Fire Administration Total</b>	<b>\$ 545,564</b>	<b>\$ 559,325</b>	<b>\$ 602,336</b>	<b>\$ 663,626</b>	<b>10%</b>

**Fire Administration Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
<b>Full Time Positions:</b>				
Fire Chief	1	1	1	1
Administrative Assistant	1	1	1	1
Fire Marshal	1	1	1	1
Administrative Coordinator	-	-	1	1
<b>Part Time Positions:</b>				
Records Clerk	1	1	-	-
Custodian	1	1	1	1
<b>Total Personnel</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

# Fire Suppression Organizational Chart



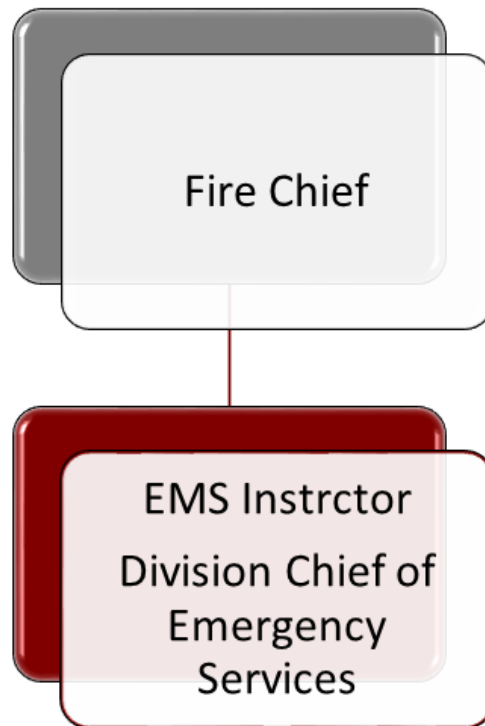
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Fire Suppression</b>					
Expenditures					
Personnel Services	\$ 3,255,464	\$ 3,391,712	\$ 3,593,619	\$ 3,912,621	8%
Employee Benefits	1,255,879	1,312,671	1,257,176	1,378,643	9%
Communications & Util.	34,516	28,153	60,342	67,900	11%
Repair & Maintenance	141,475	155,802	121,196	151,618	20%
Building Maintenance	-	51	-	-	0%
Training & Education	11,337	10,306	14,750	14,750	0%
Other Services & Charges	199,063	158,995	133,287	157,296	15%
Materials & Supplies	166,156	141,831	138,700	139,700	1%
Cost of Sales	1,500	1,077	1,500	2,000	25%
Debt Service	-	-	172,149	325,149	47%
Capital Outlay	160,955	87,210	168,000	134,267	0%
<b>Fire Suppression Total</b>	<b>\$ 5,226,345</b>	<b>\$ 5,287,809</b>	<b>\$ 5,660,719</b>	<b>\$ 6,283,944</b>	<b>11%</b>

**Fire Suppression Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
<b>Full Time Positions:</b>				
Battalion Chief	3	3	3	3
Lieutenant	9	9	9	9
Driver Engineer (FAO)	21	12	12	12
Firefighter	37	42	42	42
Fire Training Instructor	0	1	1	1
<b>Total Personnel</b>	<b>70</b>	<b>67</b>	<b>67</b>	<b>67</b>

# Emergency Medical Services Organizational Services



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Emergency Medical Services</b>					
Expenditures					
Personnel Services	\$ 89,906	\$ 70,521	\$ 72,715	\$ 73,341	1%
Employee Benefits	54,069	46,204	26,056	28,821	10%
Repair & Maintenance	16,051	15,428	17,905	17,905	0%
Training & Education	44,777	54,070	52,100	52,244	0%
Other Services & Charges	52,326	50,254	42,301	46,266	9%
Materials & Supplies	45,286	50,079	48,500	48,500	0%
Capital Outlay	29,087	-	28,000	28,000	0%
<b>Emergency Medical Services Total</b>	<b>\$ 331,503</b>	<b>\$ 286,556</b>	<b>\$ 287,577</b>	<b>\$ 295,077</b>	<b>3%</b>

**Emergency Medical Services Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
<b>Full Time Positions:</b>				
EMS Training Instructor	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

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



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Objectives:**

1. Accurately identify and validate the Standards of Response and ensure it is publicized to our members and the community.
2. Improve our communication and strengthen relationships between divisions in the department; between supervisors and employees assigned to operational shifts, and between operations and other administrative elements.
3. Continue collaborating with Dispatch personnel and work towards improving dispatch process time.

**Performance Measures:**

1. Update our Standards of Response to form the basis for fiscal planning, resource management, training requirements, and our pre-incident planning process by October 2019.
2. Conduct and evaluate a minimum of one (1) College Park Disaster Preparedness Exercise by December 2019.
3. Rotate personnel to various shifts that will includes all company officers. This will allow personnel to work with all members of the department. All supervisors will discuss future events; conduct and document regular staff and department meetings and briefings.
4. Maintain accurate data that captures the time of call and time of dispatch for every incident 90% of the time.

**Fire Suppression**

**Goals:**

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

**Objectives:**

1. Comply with the validated the Standards of Response.

**Performance Measures:**

1. All structural firefighting operations will have a minimum of 22 personnel on scene 100% of the time.
2. Provide training and equipment to ensure all major hazardous materials events will have a minimum of 12 appropriately trained personnel on scene 100% of the time.
3. All EMS incidents will have a minimum of 2 personnel on scene 100% of the time.
4. Explore the cost impact and evaluate the efficacy of the following for potential submission in future budgets: increase the number of minimum on-duty firefighters per shift (work towards NFPA 1710 standards).

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Emergency Medical Services (EMS)**

**Goals:**

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

- Upgrade city defibrillators
- Increase health awareness in the community
- Pursue Emergency Transport License
- All employee CPR/AED training program

**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 TRAINING HOURS**

	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>EMS*</b>	1358	2104	2813

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

**Fire Marshal/Community Risk Reduction**

**Goals:**

Work aggressively to reduce the loss of life and property to fire incidences in the community by providing fire prevention and safety information and education to help prevent fires and limit life risk.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

<b>Investigations &amp; Inspections 2016-2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Investigations (Fire &amp; Code Enforcement)</b>	<b>113</b>	<b>103</b>	<b>97</b>
<b>Inspections (New &amp; Existing Structures)</b>	<b>627</b>	<b>603</b>	<b>613</b>

<b>Plan Reviews 2016-2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>New Construction, ADA Life Safety Codes, etc.</b>	<b>229</b>	<b>221</b>	<b>220</b>

<b>Public Education /Fire Safety Education 2016-2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Community Presentations, Schools, Fire Prevention Week</b>	<b>40</b>	<b>37</b>	<b>46</b>

<b>Arrests 2016-2018</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Arrests (charges) resulting from arson fires, code violations</b>	<b>9</b>	<b>12</b>	<b>14</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**THREE YEAR HISTORY OF TRAINING HOURS**

<b>Year</b>	2016	2017	2018
<b>Fire Training</b>	10458 hours	11980 hours	9216 hours

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

**Training and Support Services**

**Goals:**

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Program/Service Output:**

**CPFR THREE YEAR CALL HISTORY**

	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Fire Calls</b>	1370	1395	1432
<b>EMS Calls</b>	5607	5468	6128
<b>Total Calls</b>	6977	6863	7560

**Prior Year Highlights**

**Fire Suppression**

Completed the Construction of Fire Station #3, it is now servicing the community.  
 Strategies and Tactics for Initial Company Officers NFA Class  
 Completed Driver Operator II (Aerial Operator Class) (4 new Truck Drivers)  
 All supervisors completed the Diversity training  
 Terrorism Awareness  
 Incident Safety Officer (NFA)  
 Incident Safety Officer Class for the Department  
 Administered a New Hire Physical Agility Test and process  
 Administered the Driver Operator I x 2 training, (6 new Engine Drivers)  
 Completed the annual Live Fire training at Dekalb County

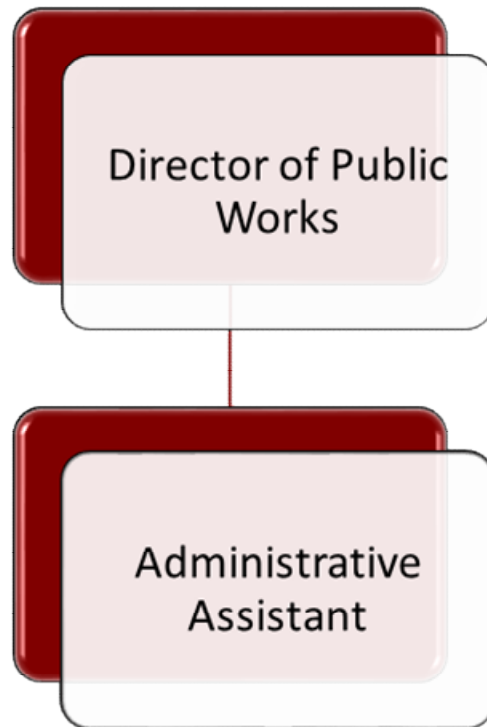
**Emergency Medical Services**

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

**Administration**

Started a Car Seat program, the department distributes and install car new born and infant car seats.  
 All Fire Stations Are Safe Havens for mothers who are not able to care for their new born babies.  
 (They can drop their newborns off at the stations) with no questions asked.

# Public Works Administration Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Public Works Administration</b>					
Expenditures					
Personnel Services	\$ 42,837	\$ 33,710	\$ 41,338	\$ 34,046	-18%
Employee Benefits	15,150	12,107	13,067	8,702	-33%
Communications & Utility	778	1,204	727	1,272	75%
Repair & Maintenance	(1,879)	267	4,466	5,556	24%
Training & Education	1,895	1,475	1,950	1,950	0%
Other Services & Charges	3,082	18,100	5,090	4,629	-9%
Materials & Supplies	1,110	701	1,150	1,150	0%
<b>Public Works Administration Total</b>	<b>\$ 62,973</b>	<b>\$ 67,564</b>	<b>\$ 67,788</b>	<b>\$ 57,305</b>	<b>-15%</b>

**Public Works Administration Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Public Works Director	1	1	1	1
Administrative Assistant*	1	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Administration**

**Program Description:**

The Public Works Administration program manages Public Works operational, budget and financial activities. It also provides leadership, direction and customer service support for all Divisions in Public Works. The Administration program coordinates all staffing requests, department contracts, intergovernmental agreements (IGA), policies, procedures (SOP) and long and short term capital improvement projects (CIP).

**Trends:**

The Department of Public Works administrative office provides leadership and administrative support for six very diverse Divisions. Continued challenges for the Department are limited funding and decrease in personnel. To meet these challenges, the Department is adapting new policies and procedures in improving services with limited resources.

**Program Broad Goals:**

Provide leadership and management to ensure the most effective delivery of services by each Division within the Department in support of the City Council's goals. Closely manage the Divisional operating budget to ensure fiscal responsibility. This consists of Monitor Solid Waste, Water & Sewer, Storm Water Utility Enterprise funds and general funded Highways & Streets, Buildings & Grounds and Parks to ensure sufficient long term funding of the Department's services to meet the needs of the community. Coordinate strategic planning and implementation of Departmental Capital Improvement Projects.

**Program 18/19 Objectives:**

Provide necessary resources to the Departments for efficient delivery of service. Coordinate preparation and implementation of the Department's budgets. Closely monitor Division's monthly expenditures/revenues. Coordinate Department's Capital Improvement Projects and contract execution. Coordinate the function of all deliverable services provided by each Division.

**Performance Measures**

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

**Estimated 19/20**

Provide leadership and support to the community and address all concerns within a 24 hour period or less.

100%



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

**Estimated 19/20**

Coordinate strategic planning and implement Departmental Capital Improvement Projects (CIP)	100%
---	------

**Performance Measures**

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

**Actual 18/19**

Provide leadership and support to the community and address all concerns within a 24 hour period or less.	100%
---	------

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

**Actual 18/19**

Coordinate strategic planning and implement Departmental Capital Improvement Projects (CIP)	100%
---	------

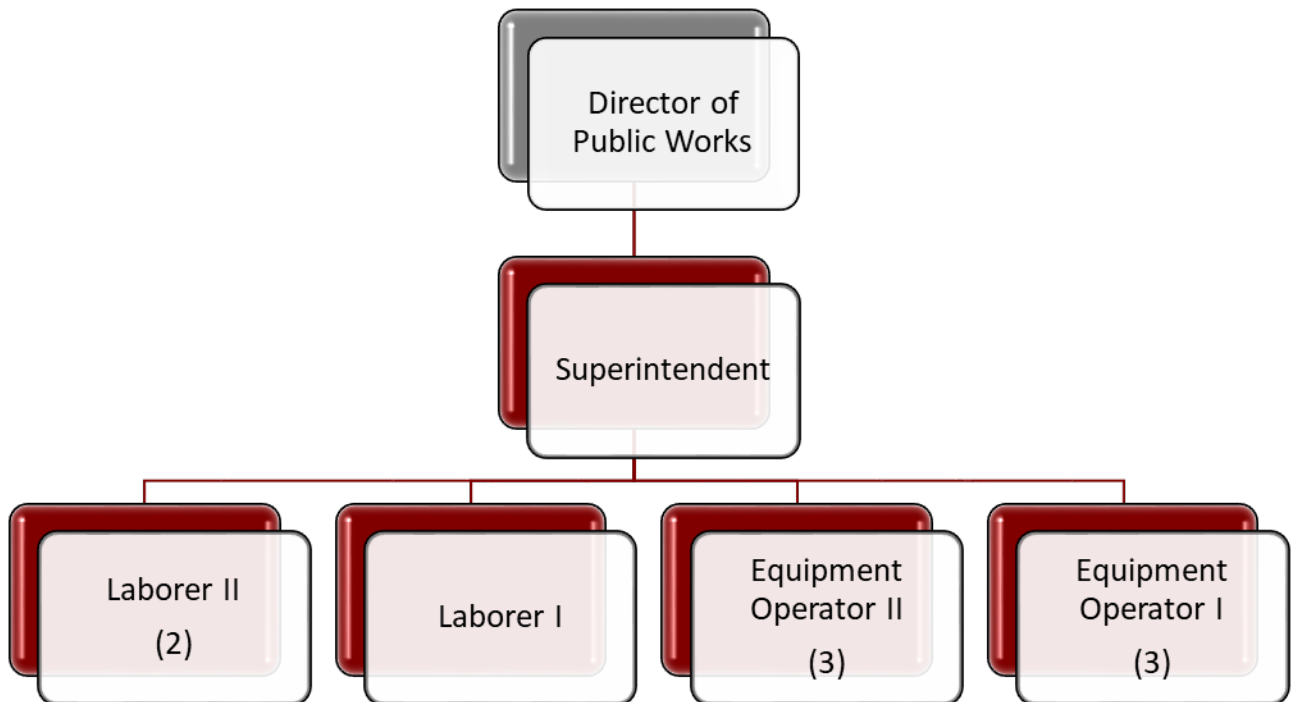
**Prior Year Highlights:**

- Ensured all divisional budgets comply with Mayor and Council’s expectations in being fiscal responsible in maintaining approved expenditures.
- Applied for and received \$170,067.91 in funding from the Georgia Department of Transportation (GDOT) Local Maintenance Improvement Grant Program for the city’s annual street resurfacing program.
- Administered April Clean-up month in College Park along with House Hold Hazardous Waste Collection Day.
- Conducted a Community Shredder Day for College Park residents.
- Executed contract with Fulton County Animal Control for Animal Control Services.
- Completed 2018 LMIG Street Resurfacing Contract on Phoenix Boulevard from W. Fayetteville Road to Riverdale Road.
- Completed Princeton Avenue Street Resurfacing Project relating to recent water line upgrade.
- Executed 42 work orders to repair sewer deficiencies using the On-Demand Contractors.
- Completed storm water improvements at 3564 Herschel Road related to the links subdivision storm water run-off.
- Completed emergency repair of the damaged storm sewer pipes at 1669 Phoenix Boulevard.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- Completed Harvard Avenue Alleyway Improvement Project.
- Completed sidewalk and curbing on Herschel Road from Phillips Park to Roosevelt Highway.
- Completed the Greensprings Road Drainage Improvement Project.
- Negotiated Bulk Water Agreement with the City of East Point.
  
- Initiated new sidewalk installation along Harris Drive from Lyle Avenue to Rugby Avenue and Rugby Avenue from Flowers Street to Washington Road.
- Completed fence and electronic gate installation to secure the employee parking lot.
- Completed turf renovation for soccer field at Charles Phillips Park.
- Completed Phase II of replanting trees at Barrett Park.
- Replaced 501 ft. of storm sewer pipe at the ball field in Zupp Park

# Highways and Streets Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Highway and Streets</b>					
Expenditures					
Personnel Services	\$ 355,480	\$ 277,971	\$ 359,192	\$ 368,335	3%
Employee Benefits	153,291	129,724	147,046	146,433	0%
Communications & Util.	12,961	15,373	3,200	17,160	436%
Repair & Maintenance	295,207	141,422	293,554	274,326	-7%
Building Maintenance	59,500	2,967	6,400	-	0%
Training & Education	1,631	165	1,300	1,000	-23%
Other Services & Charges	34,234	42,864	26,585	37,260	40%
Materials & Supplies	54,128	49,583	43,225	49,270	14%
Capital Outlay	-	7,402	87,020	-	0%
<b>Highway and Streets Total</b>	<b>\$ 966,432</b>	<b>\$ 667,471</b>	<b>\$ 967,522</b>	<b>\$ 893,784</b>	<b>-8%</b>

**Highway and Streets Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Superintendent	1	1	1	1
Supervisor	-	-	-	-
Equipment Operator II	3	3	3	3
Equipment Operator I	3	2	2	2
Laborer II	3	3	3	3
Laborer I	2	1	1	1
<b>Total Personnel</b>	<b>12</b>	<b>10</b>	<b>10</b>	<b>10</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Highways and Streets**

**Asphalt Operations**

**Program Description:**

The Highways & Streets Asphalt (street maintenance and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Asphalt program protects and maintains the expected service life of an asphalt street by providing asphalt and concrete street maintenance and repair, street resurfacing, street patching of potholes, asphalt street overlaying for deficiencies on all City streets and road ways, and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the street pavement and concrete. The program daily targets street deficiencies such as potholes, cave-ins, and depressions that are caused by street failure. The program also performs pre and post inspections for the LMIG (Local Maintenance and Improvement Grant Program) and execute the 2019-2020 LMIG schedules in accordance with the State Contract.

**Trends:**

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

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

Protect and maintain the expected service life of the City's asphalt streets and pavement through an aggressive preventive maintenance program.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Performance Measures**

**Program/Service Outputs: (goods, services, units produced) Estimated 19 /20**

- Respond to 98% of request and or complaints for pothole repairs, cave-ins and road depressions after they are reported within 24 hours.
- Respond to 98% of utility cut repairs after they are reported from internal and or external sources within one (1) week of the report.

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

**Estimated 19/20**

- Address 98% of request and or complaints for pothole repairs, cave-ins and road depressions after they are reported within 24 hours.
- Address 98% of utility cut repairs after they are reported from internal and or external sources within one (1) week of the report.

**Performance Measures**

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

**Actual 18/19**

- Responded to 98% of request and or complaints for pothole repairs, cave -ins and road depressions after they are reported within 24 hours.
- Responded to 98% of utility cut repairs after they are reported from internal and external sources within one (1) week of report.

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

**Actual 18/19**

- Restored 98% of request and or complaints for pothole repairs, cave –ins and road depressions that were reported within 24 hours.
- Restored 98% of utility cut repairs that were reported from internal and external sources within one (1) week of report.

**Prior Year Highlights:**

- Herschel Road from Old National Hwy to Camp Creek PKWY Road Resurfaced Patched an average of Fifteen (15) potholes a month
- Restored an average of five (5) utility cuts and street deficiencies a month
- Respond to all citizens complaints / internal and External
- Phillip Park install and graded new soccer Field and haul 250 ton of Dirt
- Cut down and Removed a total of 15 dead trees city wide

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Highways and Streets**

**Concrete Operations**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

Protect and maintain the expected service life of the City's concrete assets such as pavement, sidewalks and curbing through an aggressive preventive maintenance program.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Performance Measures**

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

**Estimated 19/20  
100%**

- Respond to 100% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Respond to 100% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (2) week of the report.

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

**Estimated 19/20  
100%**

- Address 100% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Address 100% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

**Performance Measures**

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

**Actual 18/19  
98%**

- Responded to 98% of request and or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Responded to 98% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

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

**Actual 18/19  
98%**

- Restored 98% of request and or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Restored 98% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Prior Year Highlights:**

- Replace broken damage sidewalk on Princeton Ave 150 feet of Sidewalk
- Replace 125 feet of broken damage Sidewalk on Hemphill Street.
- Repaired damage sidewalk on West Fayetteville Road
- Reset and adjust curb on Lyle Ter
- Repaired Radius on West Point/ Embassy Drive due to tractor trailers
- Replace 125 feet of broken Sidewalk on Walker Ave
- 
- Poured several concrete meter pit box for the water/Sewer Department at several locations Citywide.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Highways and Streets**

**Sign Shop Operations**

**Program Description:**

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

**Trends:**

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

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

Maintain the expected service life of the City's street signs and road markings.

**Performance Measures**

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

**Estimated 19/20**

- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year
- Address identified deficiencies for roadway striping, crosswalks, stop bars and other signage within forty eight (48) hours after it has been identified.

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

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

**Estimated 19/20**

**98%**

- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year at 98%
- Restore identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it has been identified.
- Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually at 98%

**Performance Measures**

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

**Actual 18/19**

**98%**

- Restore identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it has been identified at 98%
- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year at 98%
- Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually at 98%

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

**Actual 18/19**

**98%**

- Restored identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it had been identified.40%
- Completed a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year at 20%
- Maintained traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually at 30%

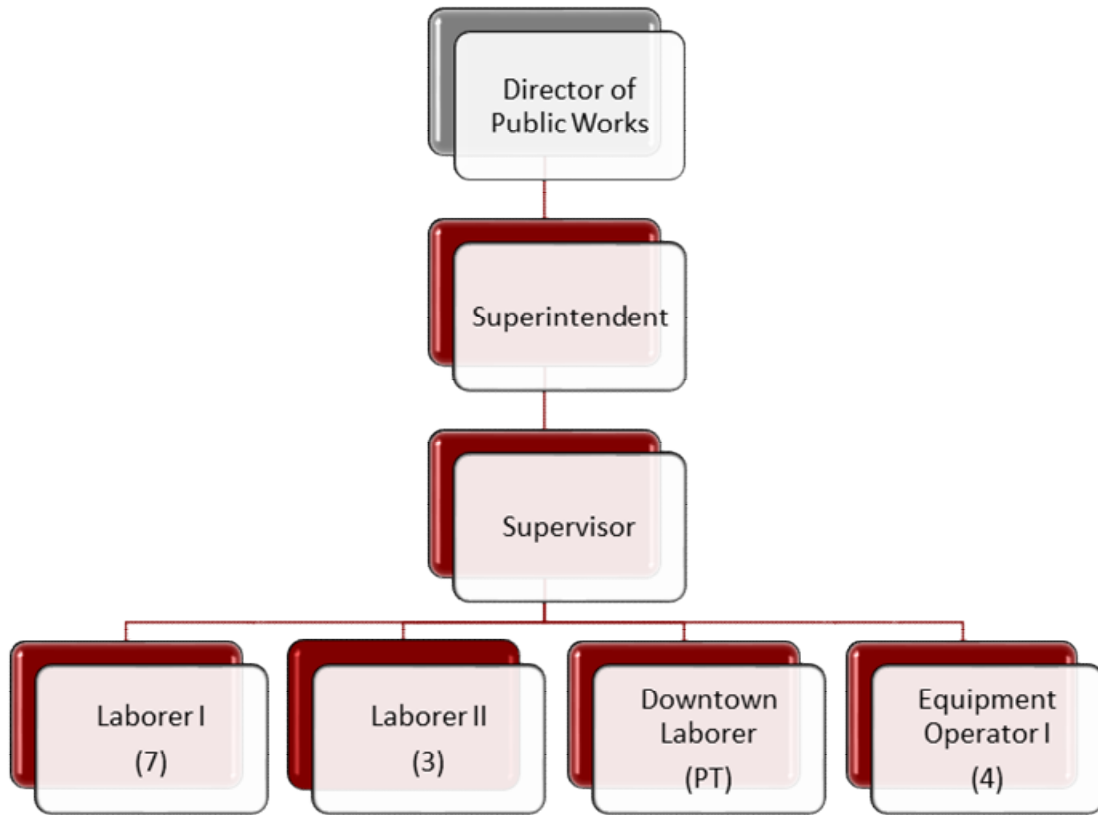
**Prior Year Highlights:**

- Fabricate and Installed 30% of New special signs for internal customers, fire department, police Department, councilman's
- Reestablished identified deficiencies of (5) Stop signs and (6) local signs Citywide concerning citizens/ internal complaints 25%
- Restored or reset street signage at an average of three (3) signs per month
- Fabricated and installed an average of thirty-six (36) signs per year 30%
- Contracted out the striping project City Wide to install handicap cross walk, stop bars, Centerlines, pavement markings, Edge lines.30%
- Installed (8) new Tractor trailers signs in ward four per Councilman Gay request.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- Install (2) Special Street Sign Request for Hardin Cir. (Mayor and Councilman approved)
- Install (4) Special Sign Request for the Fire Dept. New Born baby Drop off location
- Install New Stop Bars and Center Lines Striping on Princeton Ave
- Install New Safety Tubes at the Rail Road crossing at Harvard Ave and Main Street.
- Install new Safety Tubes on Highway (29) 150 feet South Of Herschel Road

# Buildings and Grounds Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Building and Grounds</b>					
Expenditures					
Personnel Services	\$ 419,797	\$ 481,383	\$ 505,900	\$ 539,057	7%
Employee Benefits	178,452	218,090	220,140	206,415	-6%
Communications & Util.	4,787	4,859	4,400	5,216	19%
Repair & Maintenance	55,275	75,396	50,055	72,579	45%
Building Maintenance	-	-	14,400	10,000	100%
Training & Education	500	569	1,000	3,500	250%
Other Services & Charges	165,352	97,895	74,190	78,428	6%
Materials & Supplies	46,404	43,904	41,800	38,300	-8%
Capital Outlay	-	-	8,100	61,400	100%
<b>Building and Grounds Total</b>	<b>\$ 870,568</b>	<b>\$ 922,095</b>	<b>\$ 919,985</b>	<b>\$ 1,014,895</b>	<b>10%</b>

**Building and Grounds**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Superintendent	1	1	1	1
Supervisor	1	1	1	1
Laborer II	2	2	2	2
Laborer II/Ballfield Tech	-	1	1	1
Equipment Operator I	4	4	4	4
Laborer I	4	3	2	7
<b>Part Time Positions:</b>				
Downtown Laborer	3	3	4	1
Seasonal Positions	3	3	3	-
<b>Total Personnel</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>17</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Building and Grounds**

**Program Description:**

The Buildings and Grounds program manages all landscaping and grounds contracts for the City, including detention ponds, sports facilities maintenance, Public Safety Complex and the walking trails maintenance, code enforcement homes, and fertilization and herbicide management. Also, the program generates requisitions for the purchase of materials related to these contracts. In addition, this program provides training for staff in the related fields. The website has FAQ's and citizen complaints are responded to through emails, City hall, administrative staff of Public Works, and Mini Track.

**Trends:**

The continuous additions of new programs, continued training in the services of grass cutting, sidewalk maintenance, tree trimming, and detailed landscaping in designated areas.

**Program Broad Goals:**

Manage all mowing, manicuring, and pesticide city wide. Provide grounds and maintenance in all City Parks, Historical Society, Recreation Centers, and Public Safety Complex. Making necessary plans to maintain Buildings and Grounds Division at the highest standards to ensure the citizens are satisfied.

**Program 19/20 Objectives:**

- Continually evaluate maintenance contracts to ensure compliance of agreements. Also monitor grass cutting and grounds maintenance to ensure time efficiency and professionalism is kept at highest standards.
- Continue working with the City of College Park Courts and the community service workers.
- Continued comprehensive cutting schedule.
- Monitor and control cost associated with Buildings and Grounds daily operations.
- Improve landscaping at Historical Society, Public Safety Complex, City parks, and other designated right of ways in the city.
- Increase Annual Color landscapes thru out city.

**Performance Measures**

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

	<b>Estimated 19/20</b>
Pine Straw and mulch landscape beds in all City parks	6
Install seasonal plants in City planters	22
Plant summer flowers in landscape beds city wide	45
Ensure Detention ponds are cut and maintained	9
Landscape revamping in City parks	6

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

	<b>Estimated 19/20</b>
Customer Service	100%
Workforce Development	80%
Landscape Maintenance	80%
Effective Schedule Management	100%

**Performance Measures**

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

	<b>Actual 18/19</b>
Wood chips in swing and playground areas in City parks	5
Install seasonal plants in City planters	14
Plant summer flowers in landscape beds city wide	12
Ensure Retention Ponds are cut and maintained	9

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

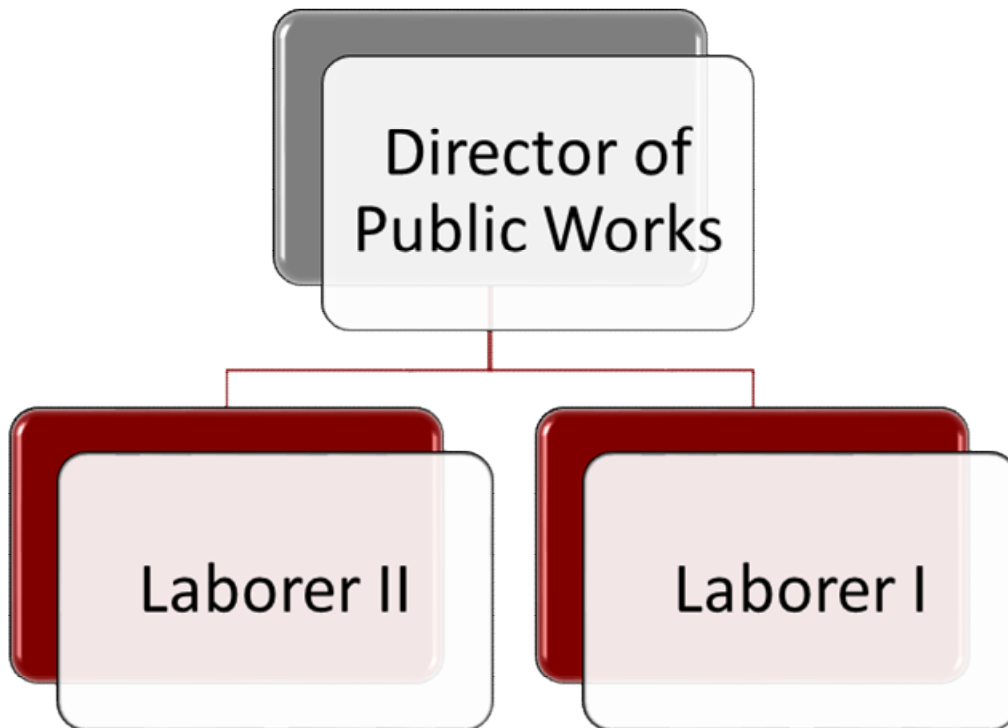
	<b>Actual 18/19</b>
Customer Service	100%
Workforce Development	80%
Landscape Maintenance	80%
Effective Schedule Management	100%

**Prior Year Highlights:**

- Constructed and completed new soccer field at Phillips park
- Continued Chemical mowing program to improve ROW
- Installed new compost to annual color beds
- Installed sod along Hershel road sidewalk; Campcreek to Riverdale Rd.
- Installed new landscape at Zupp Park-next to Bathrooms
- Completed Phase I of tree replacement at Barrett Park
- Completed Phase II of tree replacement at Barrett Park
- Installed new planters at Hershel Rd and Hwy 29
- Installed trees at Willis Park
- Installed new landscape at Phillips Park- Riverdale Rd entrance
- Installed sod at Football fields
- Installed new bench and landscape at Phillips Park



# Parks Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Parks</b>					
Expenditures					
Personnel Services	\$ 137,922	\$ 128,379	\$ 145,333	\$ 104,598	-28%
Employee Benefits	41,717	46,916	35,523	37,019	4%
Communications & Util.	-	596	500	500	0%
Repair & Maintenance	14,144	14,528	18,900	29,900	58%
Training & Education	338	268	500	650	30%
Other Services & Charges	34,470	23,143	17,082	16,011	-6%
Materials & Supplies	4,493	6,073	4,700	4,100	-13%
Capital Outlay	-	111,608	41,720	-	0%
<b>Parks Total</b>	<b>\$ 233,084</b>	<b>\$ 331,512</b>	<b>\$ 264,258</b>	<b>\$ 192,778</b>	<b>-27%</b>

**Parks Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Laborer I	1	1	1	1
Laborer II	1	1	1	1
<b>Part Time Positions:</b>				
Laborer 1	2	2	2	-
Park Rangers	6	3	3	-
<b>Total Personnel</b>	<b>10</b>	<b>7</b>	<b>7</b>	<b>2</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works/ Parks**

**Program Description:**

The Parks Division provides a comprehensive equipment and ball field maintenance program. Other services performed include park landscape, litter removal, shrub and tree grooming, seasonal planting and removal as needed. The management staff offers direction, leadership, and support for all Parks employees. We also have the community service to help service the downtown areas. We also use a motorized trash dispenser in and around the downtown corridor to police the area.

**Trends:**

Repairing and maintaining equipment used to cut, trim and maintain the City parks. Ensure the tennis courts and walking trails are clear of debris. Line, drag, and paint six baseball fields, paint two football fields and soccer field. Ensure restrooms at all parks are clean.

**Programs Broad Goals:**

Improve the cleanliness and appearance of all city parks, downtown area, Virginia Avenue corridor, and Old National Highway corridor through the maintenance services. Continue good public relationships with the residence that come to the parks, and keep our parks policed and cleaned. Upkeep of sports facility fields throughout the City of College Park.

**Programs 19/20 Objectives:**

- Maintain landscape beds at the Parks, Public Safety, Historical Society,
- Auditorium, and the Recreation Centers
- Ensure that the parks are clean of trash and debris.
- Keep planters maintained in the downtown corridor.
- Maintain trash cans throughout the City of College Park.
- Ensure that all parks flower beds are trimmed and cut.
- Maintain the upkeep of the restroom in the parks and sports facilities.
- Ensure sports fields are in great appearance and condition for all sports events.

**Performance Measures**

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

	<b>Estimated 19/20</b>
Repairing playground equipment in the City parks	5
Cut and trim bushes, shrubs, and trees in the City parks	4
Replace all dead or withered plants in the City parks	50+
Maintain the cleanliness of the playground areas, shelters and bathrooms	25
Empty trash cans -city wide	190
Ensure sports facilities are clean in great condition for sports events	9
Cut, blow and trim all walking trails citywide	5

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Programs/Services Outcomes: (based on program objectives)**

	<b>Estimated 19/20</b>
Landscape Maintenance in Parks	100%
Parks Equipment Maintenance	80%
Restroom Management	80%
Drag and Line All Baseball, Football, and Softball Fields	100%
Police and clean Downtown, Virginia Ave, and Old National Corridor	100%

**Performance Measures**

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

	<b>Actual 18/19</b>
Repairing playground equipment in the City parks	5
Cut and trim bushes, shrubs, and trees in the City parks	75
Replace all dead or withered plants in the City parks	3
Maintain the cleanliness of the playground areas, shelters and bathrooms	25
Empty trash cans City wide	175

**Programs/Services Outcomes: (based on program objectives)**

	<b>Actual 18/19</b>
Landscape Maintenance in Parks	100%
Parks Equipment Maintenance	80%
Restroom Management	100%
Drag and Line All Baseball, Football, and Softball Fields	100%

**Prior Year High Lights:**

Completed the following projects

- Trimmed and replanted flowers in all flower beds throughout the city parks.
- Installed new plants at Phillips Park
- Installed annual beds at entrance of Zupp and Barrett Parks
- Completed Phase I of Tree Replacement at Barrett Park
- Replaced parts on playground equipment in all the parks.
- Completed Phase II of Tree Replacement at Barrett Park
- Removed dead trees and shrubs from all the parks.
- Installed New landscape at Zupp Park Pavillion entrance
- Installed additional new fitness equipment Phillips Park
- Implemented a downtown schedule for trash pickup and policing.
- Added additional planters along Main St.
- Maintain and cleaned Phoenix Trail.
- Maintain and cleared Brady Trail
- Cleared additional areas for Brady Trail addition
- Installed New fence along Brady Trail
- Installed New Soccer field at Phillips Park

# Recreation Administration and Cultural Arts Department Organizational Chart



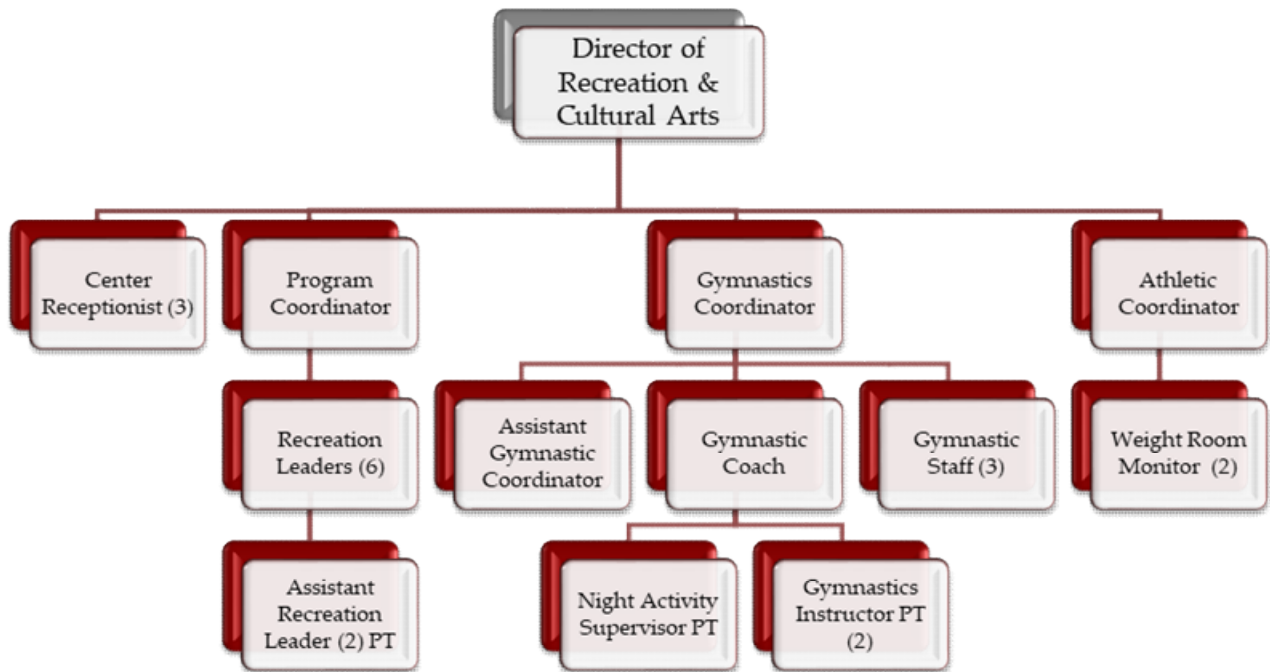
**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Recreation Administration</b>					
Expenditures					
Personnel Services	\$ 155,349	\$ 125,183	\$ 119,800	\$ 126,697	5%
Employee Benefits	44,169	25,627	43,400	32,362	-34%
Communications & Util.	14,491	28,458	10,601	3,441	-208%
Repair & Maintenance	4,080	5,735	8,210	8,272	1%
Training & Education	2,330	5,609	6,372	8,475	25%
Other Services & Charges	13,419	8,320	11,846	18,329	35%
Cost of Sales	-	528.54	3,000.00	3,000	0%
Materials & Supplies	548	1,909	900	2,300	61%
<b>Recreation Administration Total</b>	<b>\$ 234,386</b>	<b>\$ 201,370</b>	<b>\$ 204,129</b>	<b>\$ 202,876</b>	<b>-1%</b>

**Recreation Administration Personnel**

<b>Full Time Positions:</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
Director	1	1	1	1
Executive Secretary	1	1	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

# Recreation Programs Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

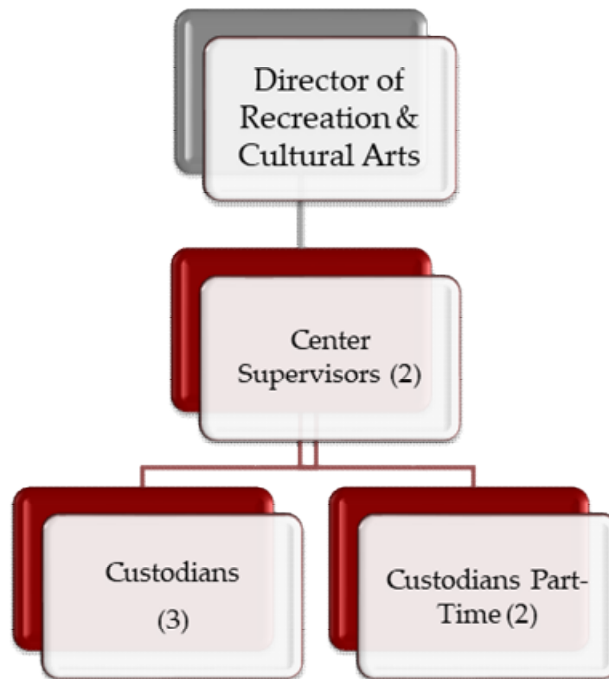
	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>Recreation Programs</b>					
Expenditures					
Personnel Services	\$ 843,892	\$ 823,331	\$ 940,902	\$ 930,623	-1%
Employee Benefits	169,118	179,166	150,693	212,764	29%
Communications & Util.	60	648	-	-	0%
Rentals	13,487	17,396	13,000	13,000	0%
Repair & Maintenance	110,737	135,866	83,632	90,476	8%
Building Maintenance	5,010	-	-	-	
Training & Education	687	2,037	4,403	4,803	8%
Other Services & Charges	346,046	366,937	275,793	282,105	2%
Materials & Supplies	89,307	148,104	103,045	107,945	5%
Cost of Sales	1,500	1,663	1,950	5,650	65%
<b>Recreation Programs Total</b>	<b>\$ 1,579,844</b>	<b>\$ 1,675,148</b>	<b>\$ 1,573,418</b>	<b>\$ 1,647,366</b>	<b>5%</b>

**Recreation Programs Personnel**

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted
<b>Full Time Positions:</b>				
Athletic Coordinator	1	1	1	1
Program Coordinator	1	1	1	1
Gymnastic Coach	1	1	1	1
Gymnastics Coordinator	1	1	1	1
Gymnastic Staff	3	3	3	3
Recreation Leader	4	4	6	6
Assistant Gymnastic Coordinator	-	-	1	1
Receptionist	2	2	3	3
<b>Part Time Positions:</b>				
Gymnastic Instructor	2	2	2	2
Night Activity Supervisor	2	2	1	1
Weight Room Monitor	2	2	2	2
Assistant Recreation Leader	2	2	2	2
<b>Total Personnel</b>	<b>21</b>	<b>21</b>	<b>24</b>	<b>24</b>



# Recreation Facilities Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Recreation Facilities</b>					
Expenditures					
Personnel Services	\$ 172,380	\$ 155,758	\$ 202,416	\$ 218,225	7%
Employee Benefits	69,030	58,391	76,341	69,832	-9%
Communications & Util.	247,474	493,541	169,873	210,560	19%
Repair & Maintenance	17,000	6,183	-	2,904	0%
Building Maintenance	146,270	164,745	100,000	100,000	0%
Other Services & Charges	43,489	14,447	7,279	9,052	20%
Materials & Supplies	144,895	162,303	101,000	111,719	10%
Capital Outlay	119,315	19,999	81,500	97,000	0%
<b>Recreation Facilities Total</b>	<b>\$ 959,852</b>	<b>\$ 1,075,368</b>	<b>\$ 738,409</b>	<b>\$ 819,292</b>	<b>11%</b>

**Recreation Facilities Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
<b>Full Time Positions:</b>				
Center Director	2	2	2	2
Building Maintenance Mechanic	-	-	-	-
Custodian	3	3	3	3
<b>Part Time Positions:</b>				
Custodian	2	2	2	2
<b>Total Personnel</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Recreation Department**

**Program Description:**

The Department of Recreation and Cultural Arts is committed to building strong vibrant communities and improving the quality of life of its citizens through a variety of recreational and cultural arts initiatives. Located in the city's center, the Department promotes and advances the rich history and heritage of its parks and recreational facilities. Lush green space, innovative programming, and inclusiveness and recreation equality are all hallmarks of the Department of Recreation and Cultural Arts. We also offer pavilions at our parks for activities as well as our Historic College Park Auditorium. In addition, the Historic College Park Golf Course offers an added resource to our program.

**Trends:**

The many facilities are offered to City of College Park residents and surrounding communities for their recreational, cultural arts, and community activities.

**Program Broad Goals:**

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

**Program 2019-20 Objectives:**

Improve by increasing participation from youth and adults. Increase the cultural arts activities offered. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources such as social media, billboard marketing, etc.

**Performance Measures**

**Program Goals and Objectives:**

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

Create more of a community involvement with all of the promotions the bridge the community with the recreation & cultural arts.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

Continue the growth of the youth sporting programs to alternative sports (volleyball, flag football, and kickball) as an outlet.

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

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

Form a community chorale that will be looked as a great method for those who have a gift of singing to bring it forth with other community voices.

With the formulation of the Cultural Arts Council, gain a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city.

**Prior Year Highlights:**

- Programs such as dance and zumba continued to grow and enhanced the programs offered by the recreation department.
- Through Community Development Block Grants, we were able to do significant upgrading to Badgett Stadium. The upgrades included lights, restroom renovation, and an upgraded concession stand.
- The baseball dugouts at Zupp Park and bleachers went under renovations.
- New rooftops were placed on the pavilions at Phillips Park.
- Senior Citizens Program "Wisdom for All Seasons" at the Tracey Wyatt Recreation Complex continued to thrive and grow.
- Added lighting to playground which creates a safer environment for the playground area.
- Partnered with ABI Prep School in helping young men from overseas fulfill their dreams of competing in basketball in the United States. As a result eight (8) college scholarships were gained to deserving young men. Also, with the history of this program has produced its first year of graduates from college.

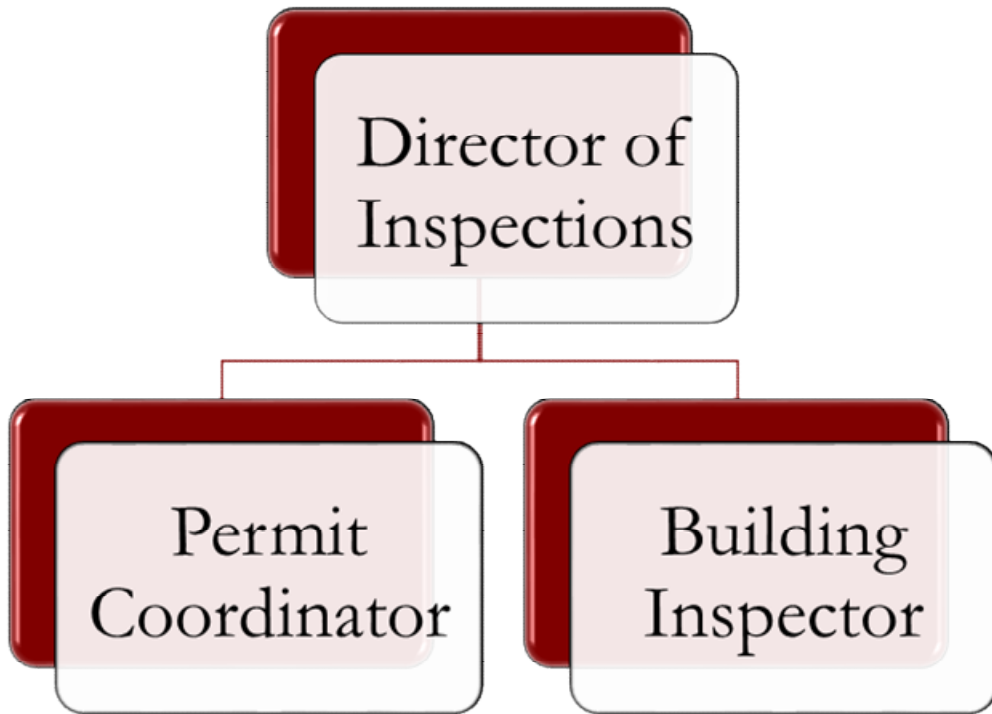
CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- Continued the book bag and back to school workshop that fed over 1500 people and gave school supplies to over 800. The workshops included were at Wyatt and Conley Centers and included Zupp Park.
- Youth basketball continued its dominance with district and state victories.
- Summer camp and the swimming pool was another success with hosting events at our local parks
- Partnerships grew and they got acknowledged on the sponsorship wall and on the football fields and within the recreation facilities.
- Added a 10gig fiber line for faster internet service which was offered by Virtual Citadel, Inc., which resides next door to the facility.
- Created “pop-up” parties in various areas of the community to create more outreach and activity at Brady Center.
- Volleyball camps and clinics were offered with a partnership with “Do Work” volleyball featuring Shautez Jennings. This season volleyball dominated with its victories with two teams from College Park and two teams from a Fairburn facility to create an intramural league.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Christmas “Toy Drive” was another success in providing toys for over 150 families and with the help of “Big Daddy’s Dish”, we were able to feed over 400 people.
- Dancing Jewels grew and participated in numerous parades and showcases.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- Kirkland Arnold was hired as a Recreation Leader.
- Mr. Samuel Scott was hired as a full time custodian.
- Mary McDay was hired as a part time custodian

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- The Hugh C. Conley Recreation Center offers a variety of programs to include a weight room, ASAP Tutoring program, Men’s Adult Basketball League, Youth Baseball, Favor Track Team, Youth Football and Cheerleading Program, Elite Atlanta Performers, Zumba, StepN2TheBeat Line Dancing, E3D Performance Fitness, Ferguson Performance Fitness, Ferguson Karate Studio, Elevated Places Dance Company, Cambridge Tutoring Services, Young at Heart Senior Adult Leisure, College Park Municipal Golf Course and College Park Gymnastics.
- The Adult Basketball team won both the 35 and over and open GRPA State basketball championship.
- The College Park T-ball baseball team won the South Metro Baseball League.
- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.
- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.

# Inspections Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Inspections</b>					
Expenditures					
Personnel Services	257,583	265,505	\$ 300,199	\$ 199,835	-33%
Employee Benefits	87,564	89,225	111,691	59,407	-47%
Communications & Util.	11,066	20,388	11,811	10,480	-11%
Repair & Maintenance	8,777	7,821	24,526	18,596	-24%
Building Maintenance	-	1,531	3,000	3,000	0%
Training & Education	19,146	10,088	18,400	18,400	0%
Other Services & Charges	743,319	532,842	554,297	541,804	-2%
Materials & Supplies	12,278	9,870	11,850	10,850	-8%
Capital Outlay	-	-	21,000	-	0%
<b>Purchasing Total</b>	<b>\$ 1,139,733</b>	<b>\$ 937,270</b>	<b>\$ 1,056,774</b>	<b>\$ 862,372</b>	<b>-18%</b>

**Inspections Personnel**

<b>Full Time Positions:</b>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
Director of Inspections	1	1	1	1
Senior Building Inspector	1	1	1	1
Permit Coordinator	1	1	1	1
Code Enforcement Officer Senior	1	1	-	-
Code Enforcement Officer	1	1	-	-
Code Enforcement/Compliance Officer	-	-	-	-
<b>Total Personnel</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**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 19/20 Objectives:**

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

**Performance Measures**

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

	<b>Estimated 19/20</b>
Maintain overall case cycle time of 30 days or less	100%

**Performance Measures**

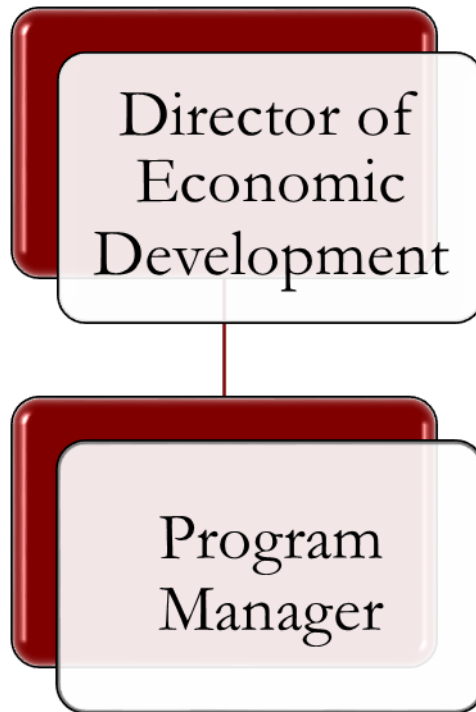
**Program/Service Outputs: (goods, services, units produced)**

	<b>Actual 18/19</b>
Permits Issued	1207

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

	<b>Actual 18/19</b>
Direct amount of “face to face” contact with customers	80%

# Economic Development Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Economic Development</b>					
Expenditures					
Personnel Services	\$ 181,547	\$ 189,692	\$ 222,338	\$ 197,061	-13%
Employee Benefits	48,534	48,040	54,112	45,566	-19%
Communications & Util.	10,590	11,011	10,985	8,429	-30%
Repair & Maintenance	-	-	2,966	5,102	42%
Training & Education	21,456	23,678	14,360	19,593	27%
Other Services & Charges	70,292	221,210	95,799	17,848	-437%
Materials & Supplies	5,403	9,633	4,950	4,950	0%
Capital Outlay	566,363	-	-	-	0%
<b>Economic Development Total</b>	<b>\$ 904,185</b>	<b>\$ 503,263</b>	<b>\$ 405,510</b>	<b>\$ 298,549</b>	<b>-36%</b>

**Economic Development Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Director of Development	1	1	1	1
Economic Dev. Proj Manager	1	1	1	1
Economic Dev. Proj Asst.	-	-	-	-
Administrative Asst.	1	1	-	-
<b>Total Personnel</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**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, new residential and 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 19/20 Objectives:**

Economic Development will target attainable housing developers, retail, hospitality and tourism in our 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 strategies and 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.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Performance Measures**

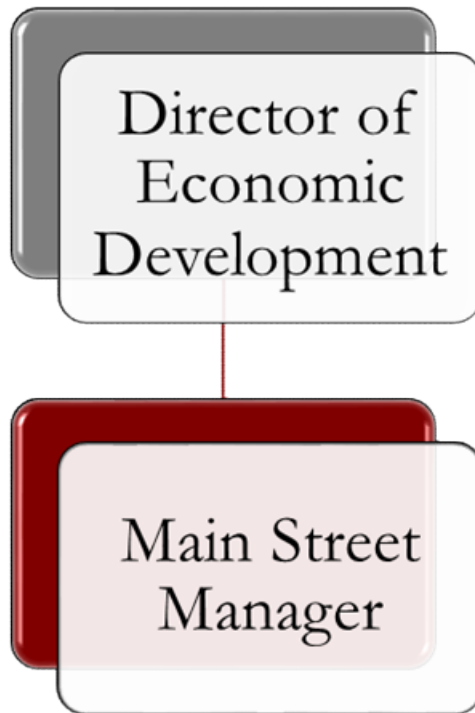
**Program/Service Outcomes: (based on program objectives)**

	<b>Estimated 19/20</b>
Hotel/Motel Avg Occupancy Rate	75%
# Existing Business Visits	5
New Business License Issued	25
Ribbon Cutting Ceremonies	12

**Prior Year Highlights:**

- During 2018-2019, Economic Development focused on the development of the Airport City, a 400acre master planned mixed- use development that will include residential Class A office, retail, hospitality, and entertainment venues.
- Development of 50K sqft Class A office building at the Gateway Center.
- Development of a new Marriott AC Hotel at the Gateway Center that is part of a new mixed use development at the Gateway Center. This new development will include Class A office, a full service hotel with restaurant and retail.
- The Arena @ Gateway Center started construction of a new 100Ksqft multipurpose facility that will serve as the home court of the Atlanta Hawks G League Team. This facility will also house concerts, collegiate events, convocations, plays and other noteworthy events.

# Main Street Development Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Expenditures</b>					
Personnel Services	\$ -	\$ -	\$ -	\$ 60,102	100%
Benefits	-	-	-	12,330	100%
Communications & Util.	-	5,846	-	6,427	100%
Repair & Maintenance	-	-	-	-	0%
Building Maintenance	-	1,526	-	1,820	100%
Training & Education	-	8,200	-	7,200	100%
Other Services & Charges	-	15,535	-	52,619	100%
Operating Transfers Out	-	-	-	-	0%
Materials & Supplies	-	2,450	-	2,450	100%
<b>Expenditure Total</b>	<b>-</b>	<b>\$ 33,557</b>	<b>-</b>	<b>\$ 142,948</b>	<b>100%</b>

**Main Street Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
Main Street Manager	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**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 with the City of College Park's Economic Development Department in attracting revenue and employment generators to the City, and providing effective and 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 19/20 Objectives:**

The Main Street program will target restaurants, retail, hospitality, small office, and residential 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.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Prior Year Highlights:**

During 2018-2019, the Main Street organization worked with existing property owners and city staff to complete the alley project to address flooding in the alley behind 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. Other investments realized within several private buildings in the Main Street and Virginia Avenue Business District include:

- 3693 Main Street (Noodle Restaurant) \$50k +/- investment
- 3755 Main Street (Falconer Building) \$1mm+ investment
- 1515 Virginia Avenue (Drip Thru) \$58k +/- investment
- 1624 Virginia Avenue (AICA Orthopedics) \$3k +/- investment
- 3707 Main Street (Club E) \$7k +/- investment
- 3807 Main Street (Atlanta Barbecue) \$17k +/- investment

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.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Multi Departmental Costs Total</b>					
Expenditures					
Operating Transfers Out	2,298,721	9,740,612	627,360	510,712	-19%
<b>Multi Departmental Costs Total</b>	<b>2,298,721</b>	<b>9,740,612</b>	<b>627,360</b>	<b>510,712</b>	<b>-19%</b>

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
General Fund Total					
Revenue Totals	\$ 32,394,306	\$ 31,329,479	\$ 29,985,451	\$ 33,707,167	
Expenditure Totals	31,868,015	40,138,672	30,006,251	33,707,167	
<b>Revenues/(Expenditures)</b>	<b>\$ 526,291</b>	<b>(8,809,193)</b>	<b>(20,800)</b>	<b>-</b>	<b>-100%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**SPECIAL REVENUE FUNDS**

**Program Description:**

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

**Car Rental Fund:**

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

**Confiscated Drug Fund:**

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

**State Drug Fund:**

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

**E911 Fund:**

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

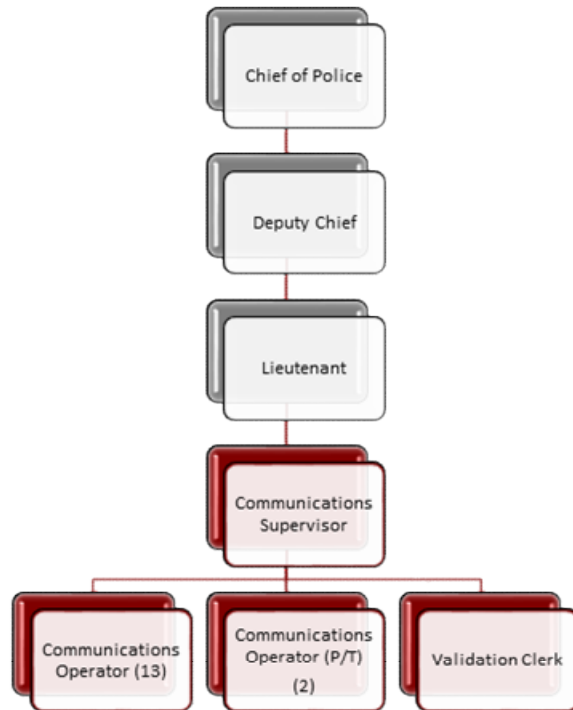
**Newton Estates Improvement Fund:**

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

**TSPLOST Fund:**

This funds accounts for the 25% discretionary portion of the tax proceeds in a special revenue fund. Three of the 12 regions in Georgia passed the TSPLOST as part of Transportation Investment Act.

# Police E911 Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>E911 Communications Fund</b>					
Revenue					
Other Income	\$ 495,974	\$ 504,171	\$ 458,334	\$ 485,813	6%
Interest	1,353	-	121	121	0%
Operating Transfers In	552,705	470,000	481,248	483,957	1%
<b>E911 Communications Revenue Total</b>	<b>1,050,032</b>	<b>974,171</b>	<b>939,703</b>	<b>969,891</b>	<b>3%</b>
Expenditures					
Personnel Services	563,683	521,874	586,353	598,866	2%
Employee Benefits	228,796	218,304	219,536	235,875	7%
Communications & Util.	81,841	204,903	95,859	95,859	0%
Repair & Maintenance	6,695	2,109	8,104	4,200	-48%
Training & Education	6,391	1,688	6,430	6,430	0%
Other Services & Charges	28,060	23,334	15,646	20,886	33%
Materials & Supplies	2,215	6,438	7,775	7,775	0%
Operatig Transfers Out	163,681	-	-	-	0%
<b>E911 Communications Expenditures</b>	<b>1,081,363</b>	<b>978,650</b>	<b>939,703</b>	<b>969,891</b>	<b>3%</b>
<b>E911 Communications Net Revenues/ (Expenditures)</b>	<b>\$ (31,331)</b>	<b>\$ (4,479)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**E911 Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
Full Time Positions:				
Communications Supervisor	1	1	1	1
Communications Shift-Supv				
Communications Operator	13	13	13	13
Vaidation Clerk	1	1	1	1
<b>Part Time Positions:</b>				
Communications Operator	2	2	2	2
<b>Total Personnel</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**E911 Communications**

**Program Description:**

The E911 Communications Center receives all calls for police, fire, and EMS services. Calls are then processed and dispatched to the appropriate unit/s for service. The Communications Center also provides pre-arrival instructions for appropriate EMS calls. They are also the record keepers of GCIC/NCIC entries for persons, guns, vehicles and articles.

**Trends:**

Most E911 Communications Centers are holding themselves to a higher standard to ensure the quickest and most appropriate responses to their citizens and people within their jurisdictions. This is a trend that the College Park E911 Center sees as vital to our public safety mission. Nationally, E911 dispatching is considered one of the most stressful jobs in the nation; we have not been immune to the national trend of high turnover rates. While maintaining staffing levels is a challenge, CPPD strives to select individuals that are most suited for the stressful environment and for meeting the needs of College Park.

**Program Broad Goals:**

Create positive community awareness, educating them of the appropriate use of E911 versus utilization of non-emergency lines. Provide a positive work environment to reduce stress and subsequently reduce the dispatcher turnover rate. Increase training to provide prompt, accurate and appropriate processing of emergency and non-emergency calls for service. Provide training and resources for 911 personnel to reduce stress and fatigue. Continue to provide educational opportunities in the area of emergency dispatching.

**Program Objectives:**

Maintain a Quality Assurance Program to ensure proper telephone etiquette, EMD and proper information is obtained from caller by communications operators. Continue community outreach efforts to educate the public on the use of 911. Develop a continuing education program for emergency dispatchers. Maintain call processing times as they have an impact on response times.

**Performance Measures**

**Program / Service Outputs: (goods, services, units produced):      Actual 18/19**

Calls Received –      75,402 - Administrative  
                                  38,719 - 911

Calls Dispatched –    75,427 - Police  
                                  4,020 - Fire/EMS

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Program / Service Outcomes: (based on program objectives):      Actual 18/19**

- Weekly Quality Assurance Reviews
- Attend neighborhood meetings and community events to provide community awareness and education on E911 capabilities and use.
- Monthly reviews of average dispatch time on all calls.

**Prior Year Highlights**

- Created positive community awareness educating them as to the proper calls which should go to 911 and which calls should be routed to non-emergency lines.
- Inspections were maintained of validation entries in order to ensure accuracy and timely processing. There were no errors during the last year.
- We maintained our adherence to GCIC/NCIC standards set by the State of Georgia. Communications Supervisor ensured that upon hire all sworn officers and dispatch personnel completed a GCIC/NCIC workbook as required.
- E911 Standard Operating Procedures in compliance with accreditation standards were maintained. This was confirmed through the audit process.

**Goals**

- Update the E911 Communications Center by updating existing hardware and software.
- Send Dispatchers to relevant training, including the Dispatch Supervisor, in order increase skill sets and knowledge base.
- Track call taking and response times each week for quality control and improvement.
- Conduct pay comparisons with other agencies to determine if adjustments are needed.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>Confiscated Drugs Fund</b>					
Revenues					
Other Income	\$ -	\$ -	\$ 18,000	-	0%
Interest	134	-	-	-	0%
Budget Carryforward	-	-	10,000	10,000	0%
<b>Confiscated Drugs Revenue Total</b>	<b>134</b>	<b>-</b>	<b>28,000</b>	<b>10,000</b>	<b>-64%</b>
Expenditures					
Rentals	\$ -	\$ 3,736	\$ -	\$ -	0%
Training & Education	-	3,018	8,000	5,000	100%
Other Services & Charges	7,313	16,043	20,000	1,000	-95%
Materials & Supplies	1,068	-	-	4,000	0%
<b>Confiscated Drugs Expenditure Total</b>	<b>8,381</b>	<b>22,797</b>	<b>28,000</b>	<b>10,000</b>	<b>-64%</b>
<b>Confiscated Drugs Net Revenues/ (Expenditures)</b>	<b>\$ (8,247)</b>	<b>\$ (22,797)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>State Drugs Fund Revenue</b>					
Revenues					
Other Income	\$ -	\$ (10,527)	\$ 46,000	\$ -	-100%
Interest	263	-	-	-	0%
Budget Carryforward	-	-	4,000	14,000	0%
<b>State Drug Revenue Total</b>	<b>263</b>	<b>(10,527)</b>	<b>50,000</b>	<b>14,000</b>	<b>0%</b>
Expenditures					
Rentals	\$ 13,806	\$ 9,736	\$ 5,000	\$ 1,000	0%
Training & Education	2,055	5,764	5,000	5,000	100%
Other Services & Charges	396	7,408	40,000	3,000	-93%
Materials & Supplies	-	-	-	5,000	0%
<b>State Drug Expenditure Total</b>	<b>16,257</b>	<b>22,907</b>	<b>50,000</b>	<b>14,000</b>	<b>0%</b>
<b>State Drug Net Revenues/ (Expenditures)</b>	<b>\$ (15,994)</b>	<b>\$ (33,434)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Special District Tax Fund</b>					
Revenues					
Taxes	\$ 99,950	\$ 102,262	\$ 105,000	\$ 121,650	16%
Other Income	-	-	-	-	0%
Interest	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Newton Estates Improvement Revenue Total</b>	<b>99,950</b>	<b>102,262</b>	<b>105,000</b>	<b>121,650</b>	<b>16%</b>
Expenditures					
Other Services & Charges	-	-	-	-	0%
Operating Transfers Out	100,116	105,850	105,000	121,650	16%
<b>Newton Estates Improvement Expenditure</b>	<b>100,116</b>	<b>105,850</b>	<b>105,000</b>	<b>121,650</b>	<b>16%</b>
<b>Newton Estates Improvement Fund Total</b>	<b>\$ (166)</b>	<b>\$ (3,588)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Hospitality Fund</b>					
Revenues					
Taxes	\$ 13,008,825	\$ 13,669,014	\$ 11,536,872	\$ 12,247,086	6%
Other Income	87,915	33,305	33,305	33,305	0%
Interest	1,939	-	300	300	0%
Budget Carryforward	-	-	1,045,000	-	0%
<b>Hospitality Revenue Total</b>	<b>13,098,678</b>	<b>13,702,318</b>	<b>12,615,477</b>	<b>12,280,691</b>	<b>-3%</b>
Expenditures					
Other Services & Charges	2,328,471	2,463,181	2,681,405	3,028,219	13%
Operating Transfers Out	9,248,753	8,796,112	9,934,072	9,252,472	-7%
<b>Hospitality Expenditure Total</b>	<b>11,577,224</b>	<b>11,259,293</b>	<b>12,615,477</b>	<b>12,280,691</b>	<b>-3%</b>
<b>Hospitality Net Revenue/(Expenditures)</b>	<b>\$ 1,521,454</b>	<b>\$ 2,443,026</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>0%</b>
<b>Car Rental Tax Fund</b>					
Revenues					
Taxes	\$ 3,161,590	\$ 3,700,000	\$ 3,300,000	\$ 3,600,000	9%
Interest	7,668	-	300	300	0%
<b>Car Rental Revenue Total</b>	<b>3,169,258</b>	<b>3,700,000</b>	<b>3,300,300</b>	<b>3,600,300</b>	<b>9%</b>
Expenditures					
Other Services & Charges	13,092	180,312	1,345,055	7,500	0%
Operating Transfers Out	1,952,597	1,802,597	1,400,000	3,592,800	157%
Capital Outlay	231,436	848,511	555,245	-	-100%
Debt Service	-	-	-	-	0%
<b>Car Rental Expenditure Total</b>	<b>2,197,125</b>	<b>2,831,420</b>	<b>3,300,300</b>	<b>3,600,300</b>	<b>9%</b>
<b>Car Rental Net Revenues/(Expenditures)</b>	<b>\$ 972,133</b>	<b>\$ 868,580</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>0%</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**CAPITAL PROJECTS FUND**

**Program Description:**

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

**SPLOST Fund:**

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

**TPLOST Fund:**

This funds accounts for the 25% discretionary portion of the tax proceeds in a special revenue fund that can be utilized for capital projects. Three of the 12 regions in Georgia passed the TSPLOST as part of Transportation Investment Act.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

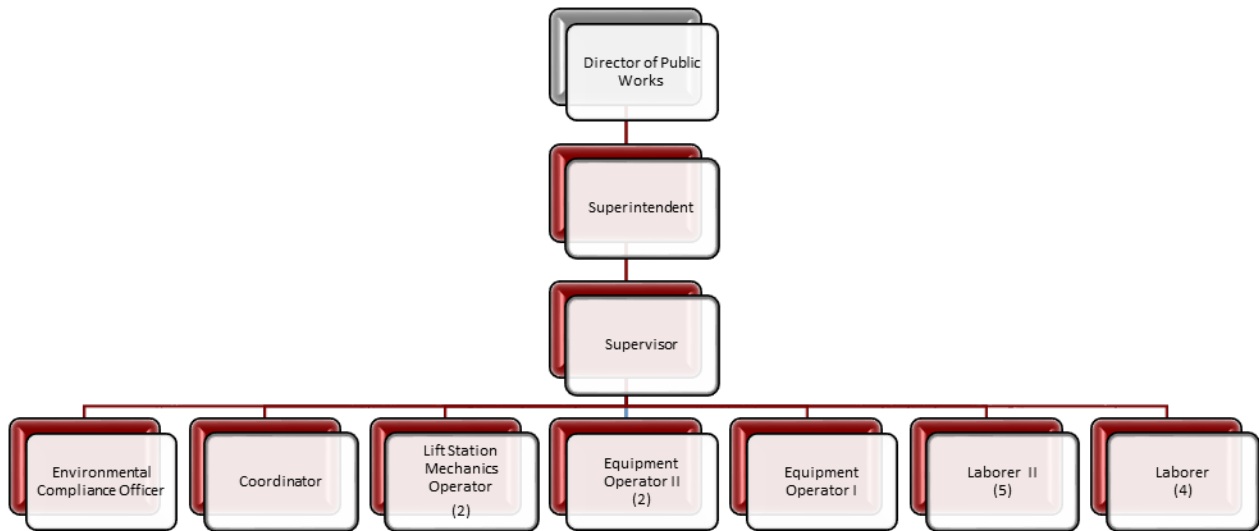
	2017 Actual	2018 Actual	2019 Amended Budget	2020 Council Adopted	% Change 2019 to 2020
<b>SPLOST Fund</b>					
Revenues					
Taxes	\$ 219,769	\$ 234,739	\$ 216,000	225,000	0%
Interest	789	556	1,000	600	0%
<b>SPLOST Revenue Total</b>	<b>220,558</b>	<b>235,295</b>	<b>217,000</b>	<b>225,600</b>	<b>4%</b>
Expenditures					
Other Services & Charges	\$ 44,322	\$ 24,387	\$ 217,000	\$ 225,600	0%
Capital Outlay	847,509	1,228,359	-	-	100%
<b>SPLOST Expenditure Total</b>	<b>891,831</b>	<b>1,252,747</b>	<b>217,000</b>	<b>225,600</b>	<b>4%</b>
<b>SPLOST Net Revenues/Expenditures</b>	<b>\$ (671,273)</b>	<b>\$ (1,017,452)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>TSPLOST Fund</b>					
Revenues					
Taxes	\$ 509,742	\$ 2,224,541	\$ 2,000,000	\$ 2,000,000	0%
<b>TSPLOST Revenue Total</b>	<b>509,742</b>	<b>2,224,541</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0%</b>
Expenditures					
Operating Transfers Out	\$ -	\$ -	\$ -	\$ 2,000,000	0%
<b>TSPLOST Expenditure Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 2,000,000</b>	<b>0%</b>
<b>TSPLOST Net Revenues/ (Expenditures)</b>	<b>\$ 509,742</b>	<b>\$ 2,224,541</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Capital Projects Fund</b>					
Revenues					
Operating Transfers In	\$ -	\$ 52,500	\$ -	\$ 2,000,000	0%
<b>Capital Projects Fund</b>	<b>-</b>	<b>52,500</b>	<b>-</b>	<b>2,000,000</b>	<b>0%</b>
Expenditures					
Capital Improvement Fund	\$ -	\$ 86,958	\$ 2,000,000	\$ 2,000,000	0%
<b>Capital Projects Expenditure Total</b>	<b>-</b>	<b>86,958</b>	<b>2,000,000</b>	<b>\$ 2,000,000</b>	<b>0%</b>
<b>Capital Projects Net Revenues/ (Expenditures)</b>	<b>\$ -</b>	<b>\$ (34,458)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

# **ENTERPRISE FUNDS**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

# Water and Sewer Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Water and Sewer</b>					
Revenues					
Charges For Services	\$ 9,044,268	\$ 9,153,084	\$ 10,015,000	\$ 10,700,000	6%
Other Income	130	1,783	2,500	2,500	0%
Interest	14,845	-	3,000	3,000	0%
<b>Revenue Total</b>	<b>9,059,243</b>	<b>9,154,868</b>	<b>10,020,500</b>	<b>10,705,500</b>	<b>7%</b>
Expenditures					
Personnel Services	775,966	805,445	833,717	866,520	4%
Employee Benefits	325,535	287,765	306,758	331,201	7%
Communications & Util.	87,310	119,232	84,570	81,116	-4%
Rentals	8,734	8,090	8,000	8,000	0%
Repair & Maintenance	766,607	529,241	691,507	707,443	2%
Building Maintenance	5,610	7,906	25,000	5,000	-400%
Training & Education	20,030	18,560	23,580	23,800	1%
Other Services & Charges	1,028,383	1,565,636	819,755	1,052,357	22%
Materials & Supplies	32,526	42,120	44,200	49,160	10%
Cost Of Sales	6,422,783	5,761,014	5,700,000	6,090,000	6%
Operating Transfers Out	218,463	-	75,555	75,555	-100%
Accounting Charges	735,221	-	-	-	0%
Capital Outlay	-	-	365,000	380,000	4%
Debt Service	-	-	1,042,858	1,035,348	-1%
<b>Water &amp; Sewer Expenditure Total</b>	<b>10,427,168</b>	<b>9,145,009</b>	<b>10,020,500</b>	<b>10,705,500</b>	<b>7%</b>
<b>Water and Sewer Net Revenues (Expenditures)</b>					
	<b>(1,367,925)</b>	<b>\$ 9,859</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**Water and Sewer Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Public Works Director*	1	1	1	-
Water/Sewer Superintendent	1	1	1	1
Water/Sewer Supervisor	1	1	1	1
Environmental Compliance Coordinator	1	1	1	1
Equipment Operator II	1	1	2	2
Equipment Operator I	1	1	1	1
Lift Station Operator	2	2	2	2
Water/Sewer Coordinator	1	1	1	1
Laborer II	5	5	5	5
Laborer I	4	4	3	4
<b>Total Personnel</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>

\*50 % Public Works Director.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Water and Sewer Division**

**Water Administration**

**Program Description:**

The Water/Sewer Administration program provides leadership, direction, and support for all the Operations programs including Water Distribution and Wastewater Collection System in the City of College Park. Duties include, but are not limited to; Update standby board at Police Department – Maintain Daily Reports, Submit Monthly reports to Public Works daily and weekly activities (which includes projected activities for upcoming daily/monthly for monthly reports) – Submit daily/bi-weekly attendance and payroll. Prepare Budget – Processing Invoices – Answering incoming calls – Call in locates requested by UPC – Assist in Preparing Agenda Items.

**Trends:**

The Water/Sewer Administration program is responsible for the distribution of an increasing number of work orders; related to operations and phone calls to help rectify customer complaints.

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

Manage the City Water and Wastewater Operations to provide safe/reliable services and maintain compliance with all federal and state requirements. Monitor and update the High Performance Work System, which promotes efficient use of the various disciplines within the Operation’s program.

**Performance Measures**

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

	<b>Estimated 19/20</b>
Phone inquiries processed	9,000
Prepare Work Orders (Customer Service Requests/ Inter-office)	5,000
Prepare Reports (Monthly/Weekly, Leak Detection, Water Loss, Etc.)	12
Prepare Bi-Weekly Payroll	26
Prepare Daily Attendance Log	332
Prepare Invoice’s	1,500
Input Water Meter Information in Harris System	350

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

	<b>Estimated 19/20</b>
Effective Asset Management	40%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

**Performance Measures**

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

	<b>Actual 18/19</b>
Phone inquiries processed	5500
Prepare Work Orders (Customer Service Requests/ Inter-office)	2600
Prepare Reports (Monthly/Weekly, Leak Detection, Water Loss, Etc.)	12
Prepare Bi-Weekly Payroll	26
Prepare Daily Attendance Log	365
Prepare Invoices	900
Input Water Meter Information in Harris System	261

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

	<b>Actual 18/19</b>
Effective Asset Management	40%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

**Prior Year Highlights:**

- Updated and maintained SOP's
- Filed and organized sanitary sewer reports
- Filed and organized in-house work orders
- Maintained Inventory for office and water/sewer supplies
- Assisted in budget preparation
- Prepared COA Clayton County and Fulton County bills
- Compiles Fulton County Data Flow (Monthly)
- Prepare payroll for Division; gather monthly late accruals for Division
- Prepared Invoices for payment
- Assisted with AMI Infrastructure with Meter endpoint information
- Copied and scanned utility service orders from Customer Service
- Prepared monthly/daily reports for Public Works Director
- Maintenance "temporary hydrant" accounts; set up accounts/ gather monthly reads for billing
- Assist Customer Service on Billing, Rereads, Service Start-Up, Trouble Code Reports, Rereads and Customer Complaints



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Water and Sewer Division**

**Water Distribution Maintenance**

**Program Description:**

The Water Distribution System program provides for maintenance, repair, installation and replacement of the City Water Distribution System. This system has approximately 94.4 miles of water mains, approximately 1,000 fire hydrants, 3,000 water service lines (meters) and approximately 5,000 main line valves. Also, the program is responsible for operations, maintenance, repair and the replacement of the four (4) booster Pump Stations, two (2) Elevated Water Tank sites and 750,000 storage capacities.

**Trends:**

The Water and Sewer Division has established an aggressive replacement of aging water lines through Capital Improvement which will result reduction in emergency main and service line repairs. The rapid growth of development in the City has improved; which allows staff to focus on preventative/productive maintenance and increasing the efficiency of life in the primary equipment. Also, the City has an active Leak Detection Program that has proven beneficial to the City. This program has identified many leaks in the City; which is cost savings. The City is considering the possibility of establishing ground water wells for alternative water use.

**Program Broad Goals:**

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

**Program 19/20 Objectives:**

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

**Performance Measures**

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

	<b>Estimated 19/20</b>
Water Meter Replacement	100
Leak Detection (Reported Leaks)	10
Fire Hydrant Repair/Replacement	12
Valve Vacuum/Exerciser	24
Valve Insertion	6

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

Water Main Replacement (LF)	1000 LF
Elevated Tank Maintenance	2
Water Pump Station Maintenance/Repair	2

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

**Estimated 19/20**

Effective Asset Management	30%
Customer Service	100%
Workforce Development	80%
Financial Viability and Enhanced Communication	70%

**Performance Measures**

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

**Actual 18/19**

Water Meter Replacement	100
Leak Detection (Reported Leaks)	0
Fire Hydrant Repair/Replacement	5
Valve Vacuum/Exerciser	12
Valve Insertion	2
Water Main Replacement (LF)	200 LF
Elevated Tank Maintenance	2
Water Pump Station Maintenance/Repair	2

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

**Actual 18/19**

Effective Asset Management	25%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	50%

**Prior Year Highlights:**

- Installed Water Taps: Oxford Walk, Renaissance Hotel, Parking Deck on Roosevelt Highway, AC Hotel and Police Department on Godby Road
- Installed 2,200 LF of 8” Ductile Iron Pipe on the Godby Road Widening Project
- Citywide Fire Hydrant Repair/Replacement – Repaired/Replaced 8 fire hydrants
- Citywide Meter Replacement Program – Installed/ Replaced approximately 100 water meters
- Citywide Valve Exercise/Vacuum Program – Exercised/Cleaned approximately (12) valves/boxes (Citywide)
- Water Leaks – Repaired approximately (12) water main breaks and (20) water services

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- Installed (5) five new water services and taps at 1728 Cambridge Avenue
- Installed (4) four new water services and taps at 4263 Riverdale Road
- Installed (21) twenty one new water services and taps at 1818 Vesta Avenue
  
- Installed (2) two new water services and taps at 2070 and 2080 Cambridge Avenue
- Installed (5) five new water services and taps at 1728 Cambridge Avenue
- Inserted 12" water valve on West Point Avenue
- Installed new 8" water main on Roosevelt Highway from Brown Road to Hospitality Way

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Water and Sewer Division**

**Water and Sewer Compliance**

**Program Description:**

The Water/Sewer Compliance Program promotes water conservation to citizens through education and incentives, and maintains compliance with the Georgia Environmental Protection Division (GaEPD) and the Metropolitan North Georgia Water Planning District. This program maintains industrial surcharge and inspections of sewers for: erosion and sewer spill violations, along with issuing Citations for City of College Park ordinance violations. Water/Sewer Compliance Program represents ARC Storm water Task Force, ARC Clearwater Campaign. Water/Sewer Compliance Program also offers Report's (CCR) to GaEPD and College Park Customers, and prepares annual Storm water reports for GaEPD.

**Trends:**

The City will continue to promote and encourage water conservation and grease control to our customers. The City will also continue to meet all of the conservation measures under the Georgia Environmental Protection Division. Also, the City participates in an active toilet rebate program under the guidelines of the Metropolitan North Georgia Water Planning District.

**Program Broad Goals:**

Maintain compliance with the State Conservation program. Promote water conservation, grease control and sewer spills to customers, especially in the context of larger sustainability issues.

**Program 19/20 Objectives:**

Meet or surpass the conservation measures required under the guidelines of the Metropolitan North Georgia Water Planning District and Georgia Environmental Protection division (EPD). Provide information on water conservation best management practices to citizen through public outreach education, workshops, the City's website and literature.

**Performance Measures**

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

	<b>Estimated 19/20</b>
Number of oil and grease traps inspected	28
Number of Streams Inspected for Sewer Spills	10
Number of Manholes Inspected (Troubled Areas)	25
Operation of SCADA and other Controls for the Water Distribution System	Yes

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

	<b>Estimated 19/20</b>
Effective Asset Management	60%
Customer Service	100%
Workforce Development	80%
Financial Viability and Enhanced Communication	90%

**Performance Measures**

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

	<b>Actual 18/19</b>
Number of oil and grease traps inspected	28
Number of Streams Inspected for Sewer Spills	10
Number of Manholes Inspected (Troubled Areas)	25
Operation of SCADA and other Controls for the Water Distribution System	Yes

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

	<b>Actual 18/19</b>
Effective Asset Management	60%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	90%

**Prior Year Highlights:**

- Identified Problem Sewer Areas to Prevent Sewer Spills
- Monthly Grease Control Program by Checking Grease Traps
- City Wide
- Citywide checking of pollution of streams
- Assisted in preparing Stormwater MS4 Report
- Industrial Surcharge and Sanitary Sewer Billing
- Monitoring of the SCADA System
- Monitoring of the Chemical System
- Maintained/ Updated Water Usage Report

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Water and Sewer Division**

**Wastewater Maintenance**

**Program Description:**

Water and Sewer Wastewater Maintenance Program is responsible for the maintenance and operations of the Waste Water Collection System and Sewer Services connections; for residential and commercial customers. The Sewer Collection System services approximately ten (10) square miles with a total of 78.3 miles of sewer mains.

**Trends:**

The Water and Sewer Division has established an aggressive Sanitary Sewer Evaluation Study (SSES); to provide the City with a comprehensive map of its sanitary sewer system while identifying defects and inefficiencies in the system. The results of the SSES will be used to identify portions of the system requiring repairs and/or maintenance to improve the efficiency of the system while reducing the City's waste water treatment cost.

**Program Broad Goals:**

Operate and maintain Sewer Lift Stations without spills or odor complaints. Meet or surpass all state and federal regulatory requirements. Also, provide safe continuous transport of all wastewater within the City of College Park. Ensure correct sewer line operation conditions to avoid odor complaints. Reduce the number of sewer spill in wastewater collection system.

**Program 19/20 Objectives:**

Operate the sewer Lift Station in an effective and efficient manner; without sewer spills or odor complaints. Provide preventative maintenance and quick responses to operational needs. Reduce odor and chemical costs within the sewer system by evaluating alternative chemicals to control odors.

**Performance Measures**

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

	<b>Estimated 19-20</b>
Sewer Lift Station Maintenance/Repairs	2
High Pressure Cleaned Sanitary Sewer Main (Blockages)	50
Sewer Manholes Located and Repaired	10
Sanitary Sewer Repair/Replacement	300 LF
Sewer Flow Meter for Repair/ Replacement	4

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

	<b>Estimated 19-20</b>
Effective Asset Management	30%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	70%

**Performance Measures**

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

	<b>Actual 18/19</b>
Sewer Lift Station Maintenance/Repairs	5
High Pressure Cleaned Sanitary Sewer Main (Blockages)	40
Sewer Manholes Located and Repaired	4
Sanitary Sewer Repair/Replacement	200 LF
Sewer Flow Meter for Repair/ Replacement	2

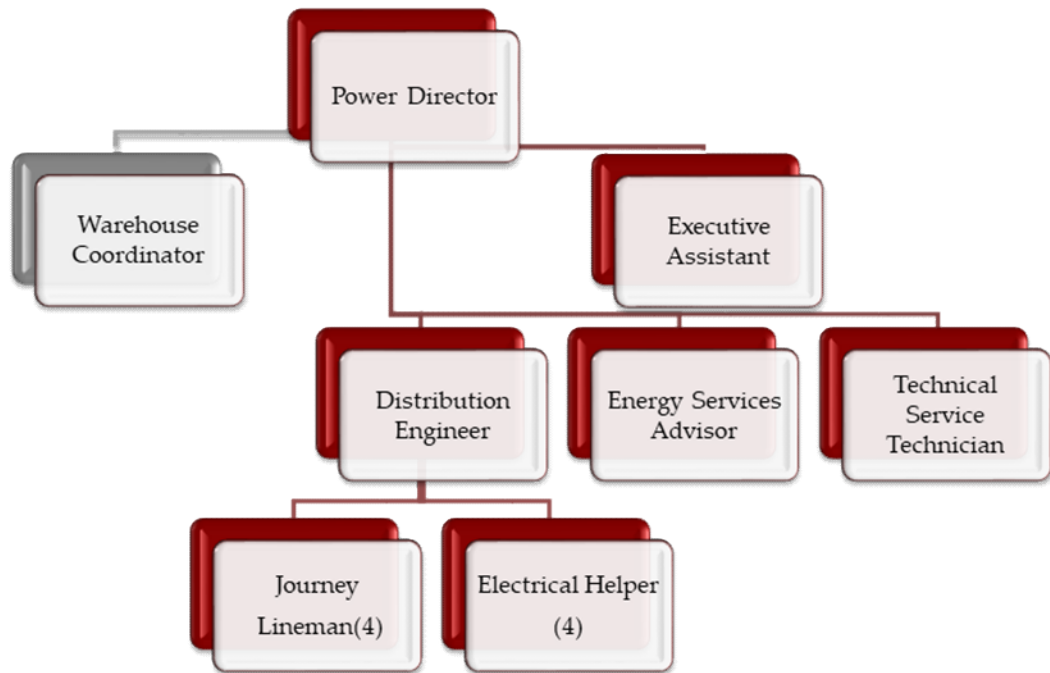
**Program/Service Outcomes: (based on program objectives)**

	<b>Actual 18/19</b>
Effective Asset Management	25%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

**Prior Year Highlights:**

- Replaced sanitary sewer service at 1845 Rugby Avenue
- Replaced sanitary sewer service at 1515 Virginia Avenue
- Installed (2) sanitary sewer laterals and (2) sewer taps
- Main Street Sanitary Sewer Alleyway Project
- Rebuilt Pump(s) #2, and #4 at the S.E. Lift Station
- Unclogged sanitary sewer mains (CITYWIDE)
- Check problem sanitary sewer mains (CITYWIDE)
- Replaced motor for pump#2 at S.E. Lift Station
- Located 8 manholes, Repaired 2 manholes (CITYWIDE)
- Replaced 100 LF of damaged sanitary sewer pipe on English Lane
- Sanitary Sewer Point Repairs identified from SSES Deficiencies – Repaired approximately 16 point repairs
- Build temporary road for access to CCTV 11,000 LF of sanitary sewer mains
- SSES Program CCTV sewer mains (CITYWIDE)

# Power Line Organizational Chart





**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Electric Line</b>					
Revenues					
Charges For Services	\$ 25,959,834	\$ 26,915,762	\$ 30,005,000	\$ 31,627,000	5%
Taxes	(37,752)	(200)	500,000	800,000	60%
Leases & Other Rent	110,403	122,704	100,000	124,400	24%
Commissions	18,020	21,234	22,000	22,000	0%
Other Income	193,673	333,197	1,823,000	178,000	-90%
Interest	41,979	72,855	-	-	0%
<b>Electric Line Revenue Total</b>	<b>26,286,158</b>	<b>27,465,551</b>	<b>32,450,000</b>	<b>32,751,400</b>	<b>1%</b>
Expenditures					
Personnel Services	705,885	754,871	801,849	796,580	-1%
Employee Benefits	393,994	197,395	230,471	242,460	5%
Communications & Util.	139,565	183,308	101,607	110,424	9%
Rentals	2,250	1,719	3,000	3,000	0%
Repair & Maintenance	866,669	1,058,940	686,592	707,245	3%
Building Maintenance	10,781	7,805	7,400	7,400	0%
Training & Education	132,946	54,316	56,990	58,100	2%
Other Services & Charges	724,758	1,108,439	2,082,460	905,726	-57%
Materials & Supplies	122,648	134,662	130,675	150,271	15%
Cost Of Sales	20,782,747	26,189,200	24,201,000	26,501,000	10%
Accounting Charges	3,397,738	-	-	64,400	0%
Operating Transfers Out	2,009,608	500,000	115,182	115,182	0%
Capital Outlay	-	-	2,830,000	1,721,000	-39%
<b>Electric Line Expenditure Total</b>	<b>29,289,588</b>	<b>30,190,654</b>	<b>31,247,226</b>	<b>31,382,788</b>	<b>0%</b>
<b>Electric Line Net Revenues/(Expenditures)</b>	<b>\$ (3,003,430)</b>	<b>\$ (2,725,103)</b>	<b>\$ 1,202,774</b>	<b>\$ 1,368,612</b>	<b>14%</b>

**Electric Line Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Power Director	1	1	1	1
Power Superintendent	1	1	1	-
Distribution Engineer	1	1	1	1
Energy Service Advisor	1	1	1	1
Journey Lineman	2	4	4	4
Technical Service Technician	1	1	1	1
Electrical Helper	2	4	4	4

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Power Department – Line Division**

**Program Description:** The line division program includes the overall department administration function and is responsible for operational, budget, purchasing, financial, and staffing activities for all divisions of the Power Department. The management staff provides leadership, direction and support for all divisions. Senior staff participates in and interacts with joint agency, MEAG Power, state electric utility agencies, Electric Cities of Georgia, and other professional and industry organizations to maximize the efficiency of the operation and revenue from the sale of excess power to external customers, local utilities, and regional and national power grids.

The line division is responsible for engineering, design, construction, installation, and maintenance of the City's electric power distribution system and traffic signals. This distribution system includes eight power distribution substations, 27 feeder circuits, and approximately 152 miles of overhead and underground line serving approximately 8,000 electric utility customers. There are 42 traffic signals in the City with 24 owned and operated by the Power Department.

**Trends:** Economic conditions continue to influence budget priorities and require vigilant and aggressive budget management to ensure maximum benefit from budgeted expenditures. Annual Power Department projects continue to focus on infrastructure improvements for reliability to its customers.

Commercial customer prospects are increasing and should result in more projected revenue in the near future.

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

**Program 19/20 Objectives:** Complete budgeted capital infrastructure improvements within the fiscal year that include:

- Begin Phase 1 of a distribution automation system
- Replace underground primary conductor at Alexander Landing apartments.
- Install new underground service to the Atlanta West Parking Deck
- Complete the College St. conductor upgrade project.
- Install 35 new decorative lights at the Godby Road widening project
- Upgrade traffic signals at Leslie & Main and at Global Gateway & Riverdale Road
- Continue to upgrade all street lighting to more efficient LED and for better coverage
- Provide underground service and lighting to the proposed 3 new subdivisions
- Provide underground service and switching for the Hospitality Way development
- Upgrade traffic signals at Riverdale Road & Sullivan Road

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- Upgrade traffic signals at Godby Road and Scofield Road
- Upgrade traffic signals at Riverdale Road & I85 N

**Performance Measures**

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

Complete all projects as planned within the budget constraints.

**Estimated 19/20**

13

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

Maintain projects at or below budget projections.

**Estimated 19/20**

5%

**Performance Measures**

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

Complete projects as budgeted

**Estimated 19/20**

12

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

Maintain projects at or below budget projections

**Estimated 19/20**

6%

**Performance Measures**

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

Goals of project completion.

**Actual 18/19**

16

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

Maintain projects at or below budget projections

**Actual 18/19**

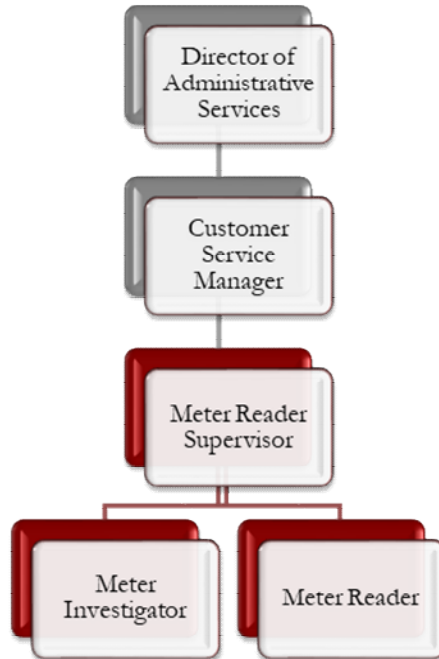
8%

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Prior Year Highlights:**

- Continued replacing existing HPS lights with more efficient LED lighting throughout the City – presently at about 20% completed
- Upgraded the Badgett Park football field lighting with LED fixtures to an average of 55 footcandles
- Upgraded the Bill Evans Field lighting upgrade to LED
- Provided new underground service to the Sysco Foods expansion
- Provided new underground service and lighting for the new Police Precinct
- Provided new underground service to the Gateway Center 2 office building
- Completed the capacitor bank installations on the distribution system for improved power factor
- Completed phase 2 for the Virtual Citadel project for up to 15 MW of capacity
- Completed the underground conduit installation for The Alley project.
- Installed the underground feeder and auto transfer switch to the Multipurpose Arena
- Installed decorative lighting Southampton Road portion of the Godby Road widening project
- Provided new underground service to the AC Choice Marriot Hotel

# Power Meter Reading Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Electric Meter</b>					
Expenditures					
Personnel Services	\$ 118,497	\$ 113,909	\$ 88,290	\$ 128,599	46%
Employee Benefits	49,224	48,083	37,330	48,422	30%
Communications & Util.	3,958	4,772	3,128	2,701	-14%
Repair & Maintenance	19,282	18,735	11,800	20,300	72%
Training & Education	-	-	1,000	1,000	0%
Other Services & Charges	14,165	12,331	12,333	15,459	25%
Materials & Supplies	9,185	4,551	16,581	18,181	10%
<b>Electric Meter Expenditure Total</b>	<b>\$ 214,311</b>	<b>\$ 202,381</b>	<b>\$ 170,462</b>	<b>\$ 234,662</b>	<b>38%</b>

**Electric Meter Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Meter Reader Supervisor	1	1	1	1
Meter Investigator	1	1	1	1
Meter Reader	-	-	1	1
<b>Total Personnel</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department of Administrative Services – Meter Division**

**Program Description:** The Customer Service Department’s Meter Division is responsible for accurately reading all electric and water meters in the City for utility billing purposes. In addition, this includes the customers that are outside the City, but receive power from the system. These matters and other primary activities include daily connects and disconnects, completion of miscellaneous work and service orders, “cut-offs” and “cut-ons”, re-reads, meter installation & replacements, and theft of service investigation.

**Trends:** Due to the weak economy, business downsizing, reduced customer base, and other economic pressures, there has been very little change in the total number of electric and power meters being read each month. The installation of the AMI (*Automated Metering Infrastructure*) water/electric meters, to AMR standards, is improving the efficiency of the meter reading process.

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

**Program 19/20 Objectives:** Maintain a high rate of accuracy at 98% or better; complete all service cut-ons within 24 hours of issue; complete miscellaneous work orders within 2 days of request; complete billing requests and rereads in a timely manner within the billing schedule dates; identify/rectify non-communicating endpoints; investigate power fails and illegal power tampering. Being that the AMI installation has been completed, the activity of the meters (reading/disconnections/reconnections, etc.) will be monitored closer

**Performance Measures**

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

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

**Estimated 19/20**  
95%

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

Completed projects within budget constraints.

**Estimated 19/20**  
5

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

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

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

**Actual 18/19**  
90%

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

Completed projects within budget constraints.

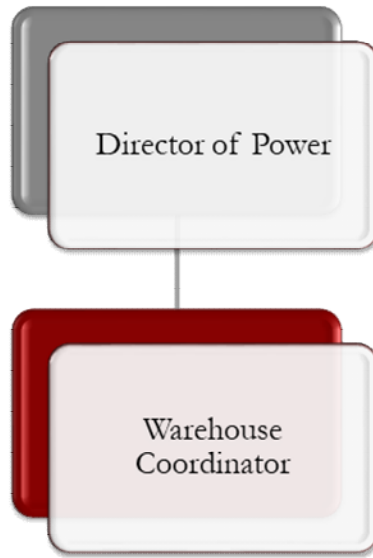
**Actual 18/19**  
3

**Prior Year Highlights:**

- Completed 98% of the AMI installation citywide
- Identified discrepancies with incorrect information on water endpoints
- Identified all of the “non-working” electric meters
- Identified and investigated more theft of services
- Ability to gather all water and electric rereads/data needed for Utility billing to ensure timely statements



# Power Warehouse Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Electric Warehouse</b>					
Expenditures					
Personnel Services	\$ 45,502	\$ 44,187	\$ 44,590	\$ 49,462	11%
Employee Benefits	22,881	23,000	21,058	24,276	15%
Communications & Util.	2,404	1,895	3,000	5,124	71%
Repair & Maintenance	15,333	5,421	11,026	11,026	0%
Building Maintenance	3,363	3,707	2,700	2,700	0%
Training & Education	-	-	400	400	0%
Other Services & Charges	14,708	16,020	11,644	13,378	15%
Materials & Supplies	612	611	1,050	1,050	0%
Vehicles	-	-	-	26,000	0%
<b>Warehouse Expenditure Total</b>	<b>\$ 104,804</b>	<b>\$ 94,842</b>	<b>\$ 95,468</b>	<b>\$ 133,416</b>	<b>40%</b>

**Electric Warehouse Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Warehouse Coordinator	1	1	1	1
<b>Total Personnel</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Power Department – Warehouse Division**

**Program Description:**

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

**Trends:**

With the advent of internet technology, the warehouse has worked with the Power Department to match materials stocked with Power Department work orders, which has helped to add material descriptions and pricing to work orders through an internet based inventory/work order system offered by ECG.

**Program Broad Goals:**

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

**Program Objectives:**

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

**Performance Measures**

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

**Estimated 19/20**

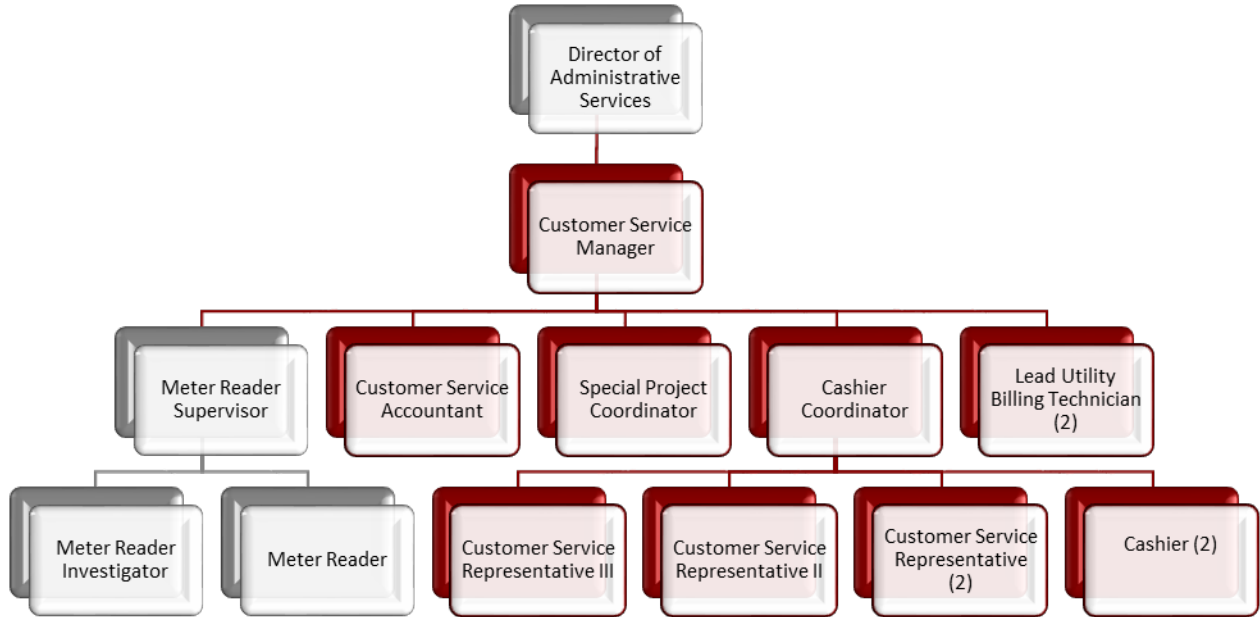
# of Budgeted Capital Projects/Programs

0

**Prior Year Highlights:**

- Prepared monthly reports in a timely manner.
- Performed and prepared and the annual inventory report.
- Worked with Power Department to add in-stock material pricing to work orders using the Hiperweb inventory database

# Customer Service Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Electric Customer Service</b>					
Personnel Services	\$ 416,615	\$ 389,388	\$ 451,277	\$ 530,898	18%
Employee Benefits	151,394	153,028	117,925	204,314	73%
Expenditures	-	-	-	-	100%
Communications & Util.	22,757	25,954	14,868	33,242	124%
Repair & Maintenance	43,994	63,227	43,085	23,822	-45%
Training & Education	4,154	8,447	11,505	7,455	-35%
Other Services & Charges	174,346	211,486	208,814	122,509	-41%
Materials & Supplies	82,842	84,285	62,370	71,294	14%
Accounting Charges	6,142	2,595	7,000	7,000	0%
Capital Outlay	-	-	20,000	-	
Debt Service	-	53,193	-	-	0%
<b>Customer Service Expenditure Total</b>	<b>\$ 902,244</b>	<b>\$ 991,601</b>	<b>\$ 936,844</b>	<b>\$ 1,000,534</b>	<b>7%</b>

**Customer Service Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Customer Service Manager	1	1	1	1
Customer Service Accountant	-	1	1	1
Utility Cashier Coordinator	1	1	1	1
Lead Utility Billing Technician	-	-	-	1
Utility Billing Technician	1	1	1	1
Special Project Coordinator	-	-	1	1
Customer Service Representative I	3	1	2	1
Customer Service Representative II	2	2	2	2
Customer Service Representative III	1	1	1	1
Utility Clerk/Cashier	-	2	2	2
<b>Part Time Positions:</b>				
Utility Clerk/Cashier	2	2	-	-
<b>Total Personnel</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>12</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Department of Administrative Services – Customer Service**

**Program Description:**

The Customer Service Division is responsible for providing accurate and timely billing of the City's electric, water, sewer, storm water, and sanitation services. In accordance with Section 10 of the City's ordinances. In addition, the staff is equipped to assist customers with establishing and disconnecting utility services while responding to billing inquiries and processing payments. These payments include: utility bills, property taxes, business licenses, permits and other payments that are remitted to the City. Revenue recovery is a function of this program as well.

**Trends:**

The City's utility customer base had decreased over the past several years as a result of airport expansion, but has leveled over the past 7 years. With the improvement in the economic environment, recent annexations, coupled with the efforts of the City's Economic Development department, the customer service division expects to service more commercial and residential customers. Simultaneously, the existing and new customers are demanding more online information and improved accuracy in the information that they receive. The partnership with GE and ECG will continue to provide the technology associated with the Automated Meter Infrastructure to meet the customers' needs while providing faster and more reliable information.

**Program Broad Goals:**

To prepare and produce bills that reflect the electric, water, meter, sanitation, storm water services and associated taxes/fees in a more timely and accurate manner; respond to all customer calls and inquiries in a consistent and timely manner with a high level of expertise; process daily cash and electronic payments with a high level of accuracy; increase in-house professionalism by providing employees with the tools and training necessary to empower staff with the knowledge and skills necessary to perform at peak efficiency; stronger customer service performance that could strengthen the relationship the City shares with employees, vendors, customers, citizens and constituents.

**Program 19/20 Objectives:**

To fully utilize the new AMI Utility billing and meter reading technology; To improve the delivery of utility bills in a timely manner; implement more efficient ways to communicate and engage with the Community; implement more sources for customer interactions; continue to process utility billing in a timely manner; recover outstanding debt on utility accounts.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Performance Measures**

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

**Estimated 19/20**

Bill all Existing and new account	160,000
Total dollars billed	\$50,000.000

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

**Estimated 19/20**

Utility bills mailed accurately	98%
Utility bills mailed timely	90%
Customer call answered timely	95%
Customer signed up for on-line payment/account access.	2,000

**Performance Measures**

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

**Actual 18/19**

Bill all Existing and new accounts	147,278
Total dollars billed	\$25,000.000

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

**Actual 18/19**

Utility bills mailed accurately	95%
Utility bills mailed timely	85%
Customer call answered timely	90%
Customer signed up for on-line payment/account access.	2,000

**Prior Year Highlights:**

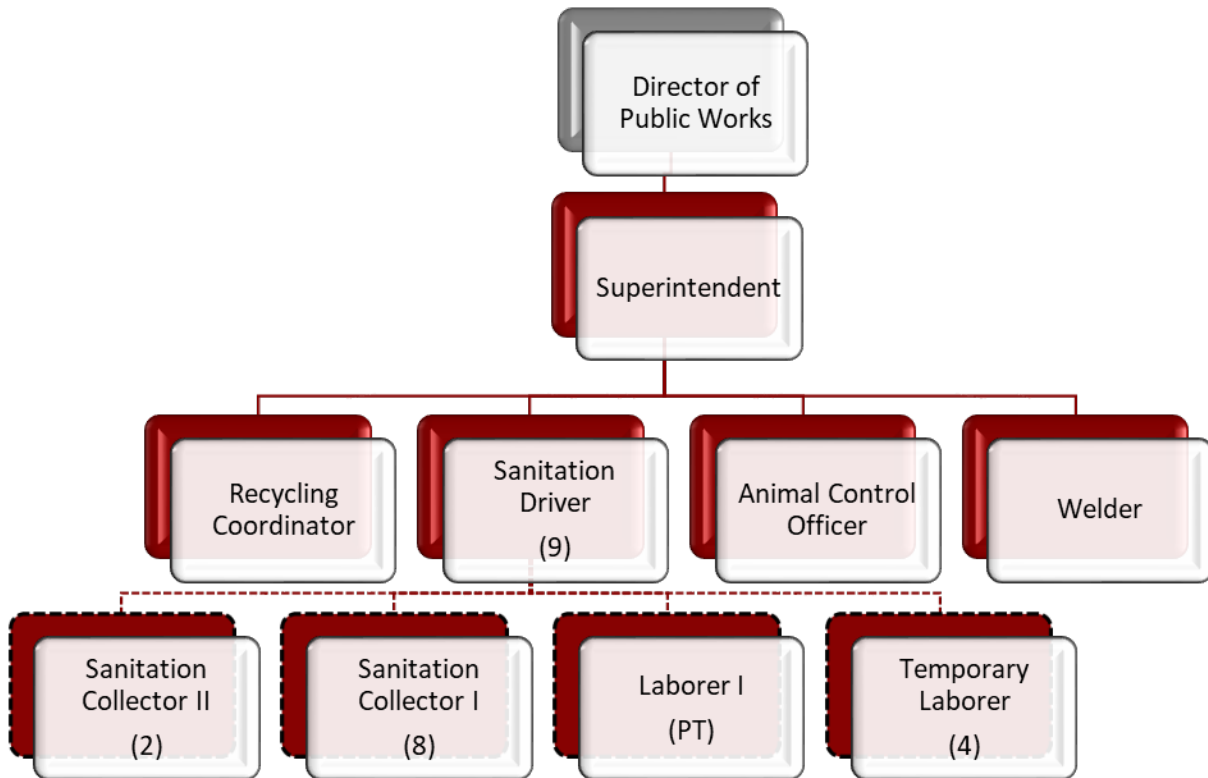
- Improved phone correspondence weekly report (*handling of incoming calls*)
- Improved Customer Service interactions (*social media platform, bill messages, etc.*)
- Improved collections of delinquent and past due accounts; resumed accessing late penalties (*after 2-year delay*)
- Improved Utility Billing process and gathered monthly statistics in a timely manner
- Identified and fixed anomalies found in the field/system with the AMI software (Beacon/OTV)
- Cross train of key personnel complete to allow for continuity of corporate knowledge providing better business processes and efficiency
- Conduct weekly interdepartmental collaboration meetings facilitated by the Customer Service team to address and resolve outstanding technical issues associated with various operating systems
- Initiated Community Engagement (*Holiday Raffles, etc.*)
- Improved Team Building

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Golf Course Fund</b>					
Revenues					
Leases & Other Rent	\$ 26,248	\$ 8,823	\$ 37,755	\$ 12,245	-68%
Other Income	-	-	-	-	-100%
Operating Transfers In	-	-	-	26,755	0%
<b>Golf Course Fund Revenue Total</b>	<b>26,248</b>	<b>8,823</b>	<b>37,755</b>	<b>39,000</b>	<b>3%</b>
Expenditures					
Repair & Maintenance	\$ 35,158	\$ 79,575	\$ 24,000	\$ 24,000	0%
Building Maintenance	13,769	85	-	-	0%
Capital Outlay	9,975	-	13,755	15,000	9%
<b>Golf Course Fund Expenditure Total</b>	<b>58,902</b>	<b>79,660</b>	<b>37,755</b>	<b>39,000</b>	<b>3%</b>



# Sanitation Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2019 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Sanitation Fund</b>					
Revenues					
Charges for Services	\$ 2,193,862	\$ 2,862,261	\$ 2,674,407	\$ 2,797,433	5%
Other Income	29,523	48,414	44,000	24,000	-45%
Interest	1,251	244	735	735	100%
Operataing Transfer In	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Sanitation Fund Revenue Total</b>	<b>2,224,635</b>	<b>2,910,920</b>	<b>2,719,142</b>	<b>2,822,168</b>	<b>4%</b>
Expenditures					
Personnel Services	949,204	957,856	1,005,825	1,023,260	2%
Employee Benefits	328,366	285,768	384,461	365,298	-5%
Communications & Util.	21,339	31,670	19,224	17,824	-7%
Repair & Maintenance	275,189	203,532	202,607	196,470	-3%
Building Maintenance	20,489	12,061	7,000	7,000	0%
Training & Education	808	295	3,470	3,405	-2%
Other Services & Charges	252,942	146,108	79,074	212,359	169%
Materials & Supplies	272,383	187,711	112,300	107,300	-4%
Cost of Sales	588,741	278,861	555,000	592,800	7%
Transfers Out	-	-	69,229	-	100%
Accounting Charges	619,625	-	-	-	0%
Capital Outlay	-	-	217,000	232,500	79%
Debt Service	-	-	63,952	63,952	-51%
<b>Sanitation Fund Expenditure Total</b>	<b>3,329,087</b>	<b>2,103,862</b>	<b>2,719,142</b>	<b>2,822,168</b>	<b>1%</b>
<b>Sanitation Net Revenues/ (Expenditures)</b>	<b>\$ (1,104,452)</b>	<b>807,058</b>	<b>\$ -</b>	<b>\$ -</b>	

**Sanitation Personnel**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>
<b>Full Time Positions:</b>				
Superintendent	1	1	1	1
Recycle Coordinator	1	1	1	1
Sanitation Collector II	2	2	2	2
Sanitation Driver II	10	10	10	9
Welder	-	-	-	1
Animal Control Officer	1	1	1	1
Sanitation Collector I	10	10	10	8
<b>Part Time Positions:</b>				
Laborer I	-	-	-	1
Temporary Laborers	-	-	-	4
<b>Total Personnel</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>28</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Sanitation**

**Animal Control**

**Program Description:**

The Sanitation Division provides animal control services to the entire City of College Park. Animal Control Officer maintains and enforces all animal control codes and regulations.

**Trends:**

The number of pet owners in the City.

**Program Goals:**

1. Provide immediate response to calls from CPPD, citizens, and other departments
2. Remove all dead animals from City ROW
3. Maintain law and order dealing with vicious animals
4. Educate citizens on city codes dealing with owning animals

**Performance Measures:**

<b>Residential Routes</b>	<b>(Maintained)</b>
Citations Issued	32
Live animal pickups	160
Dead animal removal	744

**Prior Year Highlights:**

- Responded to over 2,310 calls for service during and after hours as well as weekends regarding issues with animal control
- Active participant in animal rights
- Held (4) two Potentially Dangerous Dog Registrations
- Found and returned over 100 lost or missing pets to owners

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Sanitation**

**Commercial Collection**

**Program Description:**

The Sanitation Division serves as the only collection service for all commercial and apartment trash in College Park.

**Trends:**

There are many growing businesses throughout the City. With the addition of the new hotels, car rental facilities, and new office buildings in the City, Sanitation has seen growth in our daily routes.

**Program Goals:**

1. To provide prompt and efficient collection service
2. Reduce the number of missed garbage call by 99% yearly
3. Maintain weekly schedule on all commercial routes
4. Collect all large apartments two times a week
5. Maintain, repair, and replace all commercial dumpsters

**Performance Measures:**

<b>Commercial Routes</b>	<b>(Maintained)</b>
Commercial Businesses	100%
Commercial Hand Pickups	100%
City Public Parks	100%
Apartments	100%

**Prior Year Highlights:**

- Provided new containers to all new commercial accounts
- Removed over 13,513.0 tons of trash
- Repaired / Replaced over 90% of worn containers

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Sanitation**

**Recycling Collection**

**Program Description:**

The Sanitation Division provides recycling services to all business that chooses to participate in our recycling program. Sanitation provides 2 recycling drop-off centers throughout the City for the citizens of College Park. We accept cardboard, glass, paper, magazines, newspaper, and plastic at these site. For our commercial customers, we offer free cardboard and paper collection weekly and or bi-weekly.

**Trends:**

There are many growing businesses throughout the City. With the addition of the new hotels, car rental facilities, and new office buildings in the City, Sanitation has seen a growth in our commercial businesses wanting to recycle.

**Program Goals:**

1. To provide prompt and efficient collection service
2. Offer recycling service to all businesses
3. Maintain weekly schedule on all recycling routes
4. Educate all commercial and residential customers on the advantages of recycling
5. Maintain, repair, and replace all cardboard dumpsters

**Performance Measures:**

<b>Residential Routes</b>	<b>(Maintained)</b>
Commercial Businesses	100%
Recycling Hand Pickups	100%
City Recycling Site	100%

**Prior Year Highlights:**

- Removed over 266.6 tons of recycling material
- Held Recycling Day events at College Park Elementary School.
- Held annual Household Hazardous Waste Day

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Public Works / Sanitation**

**Residential Collection**

**Program Description:**

The Sanitation Division provides backdoor refuse and curbs side yard waste collections to all residential customers in College Park.

**Trends:**

With the housing market turning around the City has experienced much growth bring in a higher demand for services.

**Program Goals:**

1. To provide prompt and efficient collection service
2. Reduce the number of missed garbage call by 98% yearly
3. Maintain weekly schedule on all residential routes
4. Collect all apartment furniture sit-outs

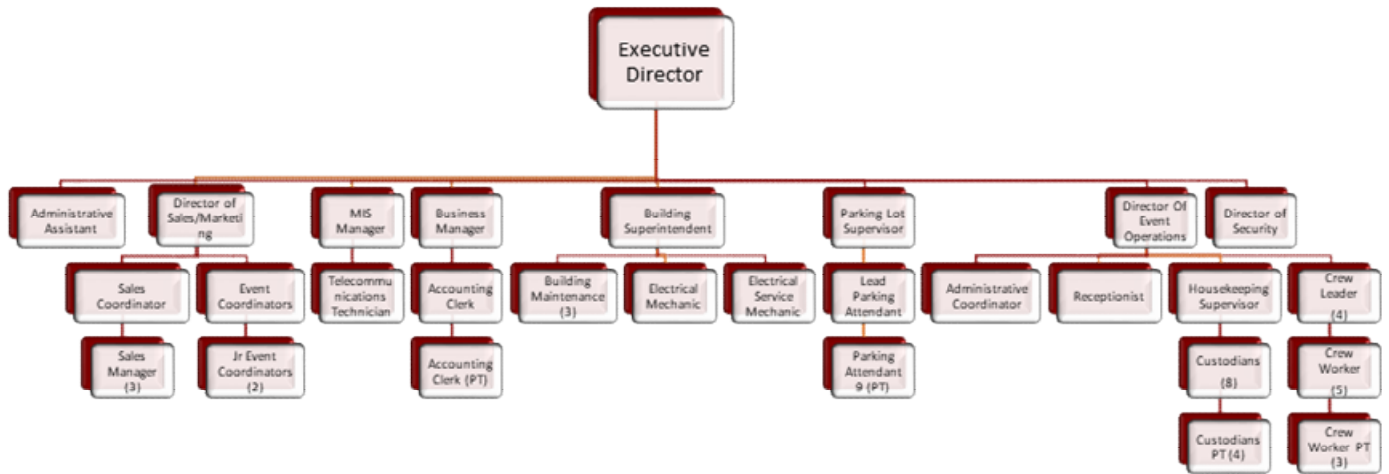
**Performance Measures:**

<b>Residential Routes</b>	<b>(Maintained)</b>
Homes	100%
Commercial Hand Pickups	100%
Illegal Dump Sites	100%

**Prior Year Highlights:**

- Removed over 13,500 tons of trash
- April Cleanup Month
- Located a grant to pay to 70.00 tons of tires dumped on Abbott Street
- Cleared (22) illegal dump sites in the City
- Held a City wide Shred –It Day
- Collected over 205,500cubic yards of leaves throughout the year and during Leaf Season
- Collected over 35.0 tons of sticks and brush throughout the City
- Collect furniture evictions from apartments and around the City

# Georgia International Convention Center Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Convention Center</b>					
<b>Revenues</b>					
Charges for Services	\$ 8,815,895	\$ 9,348,866	\$ 9,980,000	\$ 10,405,000	4%
Rentals and Commissions	334,863	251,754	350,000	350,000	0%
Other Income	138,022	99,822	145,000	145,000	0%
Interest	6,434	4,866	1,000	2,000	100%
Operating Transfers In	6,551,792	7,275,347	6,637,230	6,847,806	3%
<b>Convention Center Revenue Total</b>	<b>15,847,007</b>	<b>16,980,656</b>	<b>17,113,230</b>	<b>17,749,806</b>	<b>4%</b>
<b>Expenditures</b>					
Personnel Services	\$ 2,083,317	\$ 2,234,089	\$ 2,342,500	\$ 2,395,171	2%
Employee Benefits	750,196	604,407	681,116	732,676	8%
New Personnel Costs	-	-	291,287	100,000	
Communicat - Communications & Util.	1,529,405	1,779,732	1,420,850	1,635,850	15%
Rentals - Rentals	12,137	21,975	35,000	30,000	-14%
Repair & Maintenance	252,531	300,675	556,833	388,102	-30%
Building Maintenance	239,312	308,975	255,000	276,500	8%
Training & Education	24,999	36,976	40,153	44,887	12%
Other Services & Charges	856,066	954,765	885,546	1,068,071	21%
Materials & Supplies	191,576	272,773	226,500	257,390	14%
Cost Of Sales	6,278,679	7,078,354	3,055,320	3,380,000	11%
Operating Transfers Out	257,656	-	-	-	0%
Capital Outlay	-	-	1,446,700	1,570,800	9%
Debt Service	-	-	5,876,425	5,870,359	0%
<b>Convention Center Expenditure Total</b>	<b>12,475,874</b>	<b>13,592,724</b>	<b>17,113,230</b>	<b>17,749,806</b>	<b>4%</b>
<b>Convention Center Net Revenues/ (Expenditures)</b>	<b>\$ 3,371,133</b>	<b>\$ 3,387,931</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Convention Center Personnel**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Actual</b>	<b>Amended</b>	<b>Council</b>
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Director	1	1	1	1
Assistant Director	-	-	-	1
Director of Event Operations	1	1	1	1
Director of Marketing and Public Relations	1	1	1	1
Director of Sales/Marketing	1	1	1	1
Director of Security	-	1	1	1
Building Superintendent	1	1	1	1
Sales Coordinator	1	1	1	1
Event Coordinator	3	3	1	1
Business Manager	1	1	1	1
Parking Lot Manager	1	1	1	1
Sales Manager	3	3	3	3
Jr. Event Coordinator	-	-	2	2
Administrative Assistant	1	1	1	1
MIS Technician	1	-	-	-
MIS Manager	-	1	1	1
Housekeeping Supervisor	1	1	1	1
Administrative Coordinator	1	1	1	1
Accounting Clerk	1	1	1	1
Lead Parking Attendant	1	1	1	1
Receptionist	1	1	1	1
Building Maintenance Mechanic	2	2	3	3
Electrical Services Mechanic	1	1	1	1
Telecommunications Technician	1	1	1	1
Electric Mechanic	2	1	1	1
Crew Worker	5	5	5	5
Crew Leader	3	3	4	4
Custodian	7	7	8	8
<b>Part Time Positions:</b>				
Custodian	2	5	4	4
Crew Worker	-	2	2	2
Accounting Clerk	-	1	1	1
Parking Attendant	11	11	9	9
<b>Total Personnel</b>	<b>55</b>	<b>61</b>	<b>61</b>	<b>62</b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

## **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.

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

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

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

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

### **Program History:**

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

In 2003, the GICC relocated to a new facility with 400,000 square foot facility with a 40,000 square foot ballroom, Georgia's largest. The facility included 150,000 square feet of exhibition space, 15,000 square feet of flexible meeting space, three executive

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

boardrooms, a VIP Green Room, and a Culinary Arts Center. The new facility is located on Camp Creek Parkway, about ¼ mile from the airport.

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

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

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

**Program 19/20 Objectives:**

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

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

**Performance Measures**

	Actual 16/17	Actual 17/18	Estimate 18/19	Projected 19/20
Number of Events	5,122	5,900	6,100	6,400
Total Attendance	417,222	425,000	470,000	525,000
Ex Hall/Mtg Room Revenue	\$2,010,018	\$2,128,799	\$2,400,000	2,600,000
Food & Beverage Revenue	\$4,579,072	\$5,328,799	\$5,500,000	5,500,000
Parking Revenue	\$ 799,736	\$ 807,347	\$ 800,000	900,000

**Booking Accomplishments**

BiTa Transparency 2018 the transportation industry's most exciting format for exploring essential FreightTech solutions took place over three days. Attendees had an opportunity to see Demo Day: quick (timed) presentations demonstrating

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- actual tech solutions and mock ups. The Demo Day served as an important opportunity for organizations and individuals to meet, learn what's new and emerging, and collaborate on ways to propel the industry forward. The event encompassed both keynote speakers and breakout sessions in a traditional summit format. The estimated economic impact for this event was 1,700,000.00.
- Badcock Home Furniture & more Annual Dealer Meeting. Badcock's extended family of more than 1,000 dealers, store managers, corporate executives and vendors gathered for their annual fall meeting, a combination business review, merchandise preview and pep rally. The estimated economic impact for this event was 850,000.00.
- World System Builders is a community of financial professionals on a mission to deliver the best financial education and revolutionize the financial service industry through a reliable, build-able system. They want to bring Wall Street to Main Street, and vice versa. World System Builder uphold the professionalism of a proper institution without the confusing and complex jargon. World System Builders remembers where they came from, keeping the authenticity and excitement of a grass-roots movement. There were approximately 13,000 in attendance. The estimated economic impact for this event was 1,836,000.00.
- Hacker Halted the worlds most advanced ethical hacking course with 20 of the most current security domains an ethical hacker will want to know when planning to beef up the information security posture of their organization. In 20 comprehensive modules, the course covers over 270 attack technologies, commonly used by hackers. Our security experts have designed over 140 labs which mimic real time scenarios in the course to help you "live" through an attack as if it were real and provide you with access to over 2200 commonly used hacking tools to immerse you into the hacker world. The goal of this course is to help you master an ethical hacking methodology that can be used in a penetration testing or ethical hacking situation. You walk out the door with ethical hacking skills that are highly in demand, as well as the globally recognized Certified Ethical Hacker certification. There were approximately 1,400 in attendance. The estimated economic impact for this event was 1,900,000.00.
- 2018 International WFTDA Playoffs (Roller Derby). The International WFTDA Playoffs and Championship showcased the top 28 teams in the world based on global rankings. The top 4 ranked teams automatically received an invitation and top seeding at the International WFTDA Championships in Atlanta. There were approximately 1,100 in attendance. The estimated economic impact for this event was 1,200,000.00.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

- Clayton County Public Schools Commencement Ceremonies 2019. Over the course of 3 days we will host 11 commencement ceremonies. The estimated attendance 85,000.

**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 to promote the GICC and services of the hotels and the attractions within the area.

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

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

Key Groups Booked

**Home Depot Supply**

Total Room Nights: 2,065  
Economic Impact: \$1.6 Million

**Skills USA Conference**

Room Nights: 3,996  
Economic Impact: \$2.9 Million

**EPSN Challenge Kick-off**

Total Room Nights: 1,179  
Economic Impact: \$12.8 Million

World Pet Expo

Total Room Nights: 1,118  
Economic Impact: \$1.6 Million

Southern Volleyball Tournament

Total Room Nights: 3,709  
Economic Impact: \$2.8 Million

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

July 1, 2018 – January 2019

Sales Leads: **459**

Tax Receipt Increase: 13.2%

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

**Sponsorship**

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

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

**Accomplishments**

Completed renovation of the Boardrooms and suites Meeting rooms.

Completed the Ballroom bathroom renovation

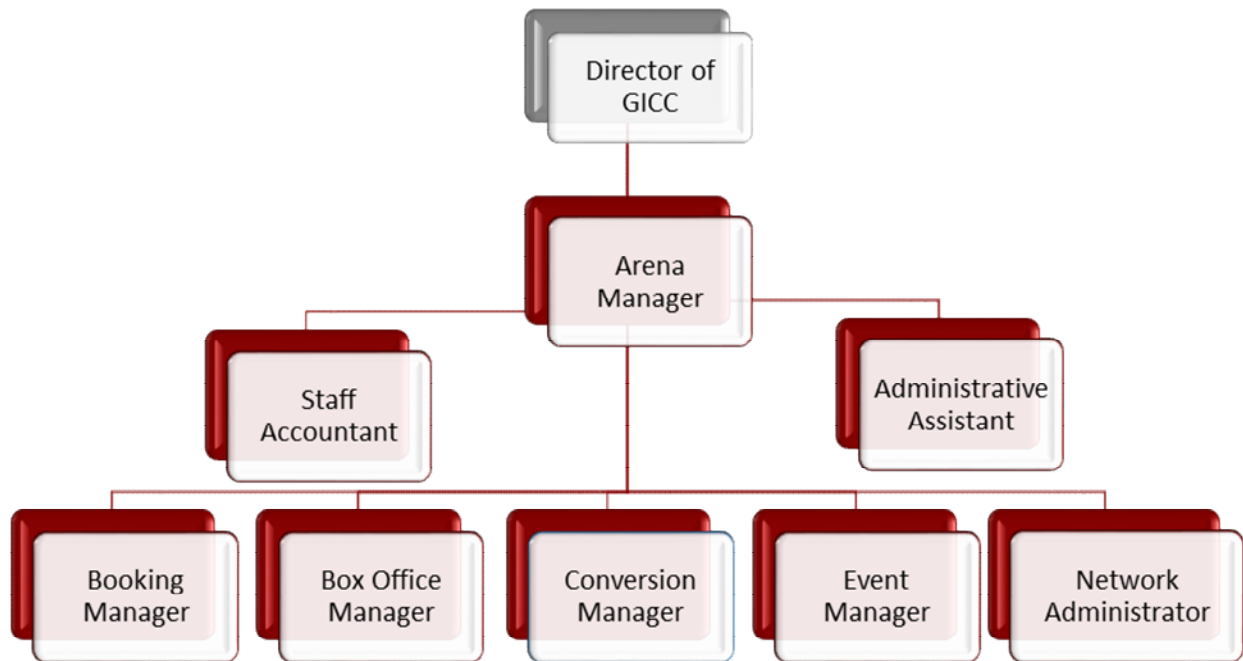
Mercedes Miller listed in Atlanta Business Chronicle as 100 Leaders in Atlanta Hospitality Industry.

Promoted Yanous Barner as Arena Manager

We established an agreement with Media Brokers International to pursue a Naming Rights Agreemnt for the new Arena.

Hosted 2018 Kidsfest with over 3,800 people

# Gateway Center Arena Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Gateway Center Arena</b>					
<b>Revenues</b>					
Charges for Sevices	-	-	-	\$ 3,045,000	0%
Rentals and Commissions	-	-	-	100,000	0%
Other Income	-	-	-	300,000	0%
OperatingTransfers In	-	-	25,975,000	-	-100%
<b>Gateway Arena Revenue Total</b>	-	-	<b>25,975,000</b>	<b>3,445,000</b>	<b>-87%</b>
<b>Expenditures</b>					
Personnel Services	-	-	-	\$ 423,761	0%
Employee Benefits	-	-	-	151,429	0%
Communicat - Communications & Util.	-	-	-	410,000	0%
Rentals - Rentals	-	-	-	5,000	0%
Repair & Maintenance	-	-	-	29,840	0%
Training & Education	-	-	-	6,900	0%
Other Services & Charges	-	-	-	451,720	0%
Materials & Supplies	-	-	-	173,550	0%
Cost Of Sales	-	-	-	1,231,300	0%
Capital Outlay	-	-	25,975,000	561,500	-98%
<b>Gateway Arena Expenditure Total</b>	-	-	<b>25,975,000</b>	<b>3,445,000</b>	<b>-87%</b>
<b>Gateway Arena Net Revenues/ (Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

**Gateway Arena Personnel**

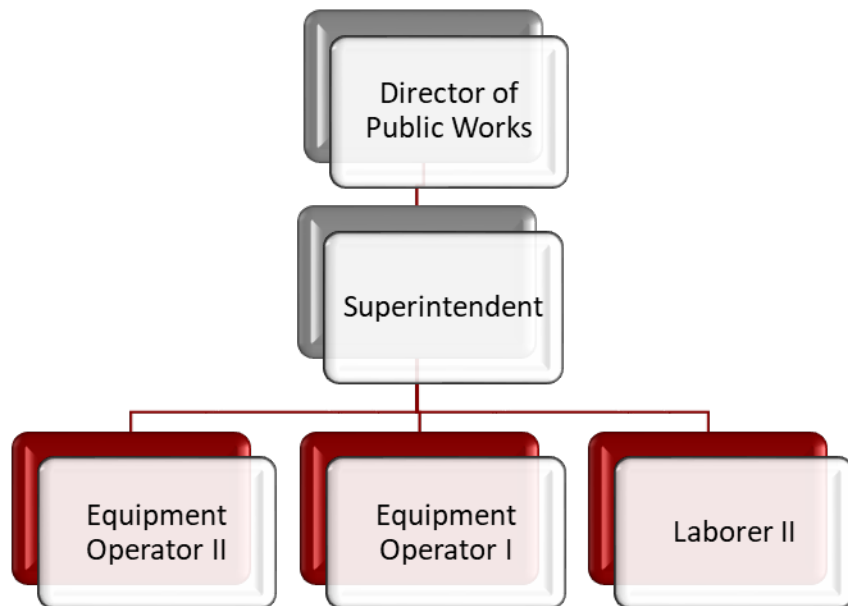
	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Arena Manager	-	-	-	1
Administrative Assistant	-	-	-	1
Staff Accountant	-	-	-	1
Booking Manager	-	-	-	1
Box Office Manager	-	-	-	1
Conversion Manager	-	-	-	1
Event Manager	-	-	-	1
Network Administrator	-	-	-	1
<b>Total Personnel</b>	-	-	-	<b>8</b>



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Federal Aviation Administration</b>					
Revenues					
Leases & Other Rent	\$ 4,211,206	\$ 3,273,682	\$ 3,100,000	\$ 3,100,000	0%
Interest	52,189	701	600	600	0%
Operating Transfers In	-	-	-	-	0%
<b>Federal Aviation Administration Revenue Total</b>					
	<b>4,263,395</b>	<b>3,274,383</b>	<b>3,100,600</b>	<b>3,100,600</b>	<b>0%</b>
Expenditures					
Communications & Util.	628,203	775,641	686,456	714,518	4%
Repair & Maintenance	145,130	174,056	138,306	153,115	11%
Building Maintenance	46,404	64,446	70,000	57,432	-18%
Other Services & Charges	1,011,587	900,713	516,215	400,569	-22%
Cost Of Sales	547,344	576,248	563,647	609,000	8%
Operating Transfers Out	965,523	1,830,778	1,100,000	-	-1%
Capital Outlay	-	-	25,976	27,636	52%
Debt Service	-	-	-	-	0%
<b>Federal Aviation Administration Expenditure Total</b>					
	<b>3,344,191</b>	<b>4,321,882</b>	<b>3,100,600</b>	<b>1,962,270</b>	<b>-37%</b>
<b>Federal Aviation Administration Net Revenues/(Expenditures)</b>					
	<b>\$ 919,205</b>	<b>\$ (1,047,499)</b>	<b>\$ -</b>	<b>\$ 1,138,330</b>	<b>0%</b>
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Amended Budget</b>	<b>2020 Council Adopted</b>	<b>% Change 2019 to 2020</b>
<b>Business Ind Develop Authority</b>					
Revenues					
Taxes	\$ 1,727,147	\$ 1,753,855	\$ 1,852,996	\$ 1,852,996	0%
Charges For Services	-	(500)	5,000,000	6,500,000	30%
Leases & Other Rent	1,066,950	879,765	818,427	818,427	0%
Other Income	98,972	535,416	-	-	0%
Interest	78	278	467	467	0%
Operating Transfers In	2,220,000	10,230,000	-	1,990,426	0%
Budget Carryforward	-	-	25,000,000	581,507	0%
<b>Business Ind Develop Authority Revenue Total</b>					
	<b>5,113,147</b>	<b>13,398,814</b>	<b>32,671,890</b>	<b>11,743,823</b>	<b>-64%</b>
Expenditures					
Repair & Maintenance	722,690	764,713	520,000	520,000	0%
Training & Education	75,787	57,989	58,950	72,753	23%
Other Services & Charges	3,730,418	3,463,463	363,500	363,500	55%
Materials & Supplies	418	327	15,100	10,100	-33%
Cost of Sales	-	-	-	-	98%
Operating Transfers Out	-	-	25,000,000	2,058,433	
Capital Outlay	-	-	660,572	660,572	0%
Debt Service	4,247,655	5,504,364	6,053,768	8,058,465	33%
<b>Business Ind Develop Authority Expenditure Total</b>					
	<b>8,776,967</b>	<b>9,790,856</b>	<b>32,671,890</b>	<b>11,743,823</b>	<b>-64%</b>
<b>Business Ind Develop Authority Net Revenues/(Expenditures)</b>					
	<b>\$ (3,663,820)</b>	<b>\$ 3,607,958</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

# Stormwater Department Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>	<u>% Change 2019 to 2020</u>
<b>Storm Water Utility Fund</b>					
Charges for Services	\$ 878,636	\$ 1,015,078	\$ 985,141	\$ 994,397	1%
Other Income	-	-	-	-	0%
Interest	-	-	-	-	0%
Budget Carryforward	-	-	-	-	0%
<b>Storm Water Utility Fund Revenue Total</b>	<b>878,636</b>	<b>1,015,078</b>	<b>985,141</b>	<b>994,397</b>	<b>1%</b>
<b>Expenditures</b>					
Personnel Services	121,827	169,499	170,166	143,308	-16%
Employee Benefits	58,522	76,154	60,110	66,747	11%
Communications & Util.	373	661	500	492	-2%
Rental	1,390	1,800	1,800	1,800	0%
Repair & Maintenance	45,778	51,837	52,228	61,303	17%
Training & Education	325	600	800	800	0%
Other Services & Charges	371,480	330,283	208,625	204,617	-2%
Materials & Supplies	7,354	6,159	7,926	7,926	0%
Operating Transfer Out	218,463	-	216,456	-	0%
Accounting Charges	86,937	-	-	-	0%
Capital Outlay	-	-	133,426	319,300	139%
Debt Service	-	-	133,104	188,104	41%
<b>Storm Water Utility Fund Expenditure Total</b>	<b>912,448</b>	<b>636,992</b>	<b>985,141</b>	<b>994,397</b>	<b>1%</b>
<b>Storm Water Utility Fund Net Revenues/(Expenditures)</b>	<b>\$ (33,812)</b>	<b>\$ 378,086</b>	<b>\$ -</b>	<b>\$ -</b>	

**Storm Water Utility Personnel**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Amended Budget</u>	<u>2020 Council Adopted</u>
<b>Full Time Positions:</b>				
Superintendent	1	1	1	-
Equipment Operator II	1	1	1	1
Equipment Operator I	1	1	1	1
Laborer II	1	1	1	1
<b>Total Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Public Works / Storm Water Utility Division**

**Program Description:** The Storm Water Utility Division provides a comprehensive maintenance program of scheduled and unscheduled, inspections, cleaning, repairing and replacing of storm water structures such as catch basins, headwalls and drop inlets, corroded pipe segments, and herbicide spraying in the gutter line and right of ways to manage weed control. The program allows the city to stay in compliance with federal and state water quality regulations and city codes. Another essential activity performed in the division is creek, channel, and detention pond inspection and maintenance.

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

**Program Broad Goals:**

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through drainage structure inspection and maintenance.
- Locate drainage way (floodplain areas) to convey required floodwater through periodic inspection and maintenance.
- Continue a storm sewer box rehabilitation program up-dating old lid with new manhole lid covers. (with City of College Park on each lid)

**Program 19/20 Objectives:**

**Performance Measures**

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

	<b>Estimated 19/20</b>
Debris Removal	1 Tons

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

	<b>(Inspected)</b>	<b>Estimated 19/20</b>
		<b>(Maintained)</b>
Catch Basins / Grates	75%	95%
Ditches	35%	95%
Detention Ponds	9	9
Storm Drain Lines	75 LF	75 LF

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**Performance Measures**

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

	<b>Actual 18/19</b>
Debris Removal	20.0 Tons

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

	<b>(Inspected)</b>	<b>Actual 18/19</b>
		<b>(Maintained)</b>
Catch Basins / Grates	75%	95%
Ditches	35%	95%
Detention Ponds	9	9
Storm Drain Lines	75 LF	75 LF

**Prior Year Highlights:**

1. Maintain the Phase I MS4 permit issued by Georgia EPD.
2. Clean all assigned storm grates within two (2) day following rain event.
3. Clean and inspect 75% of catch basins and inlet grates City Wide.
4. Replace (40 feet) of 36inch corrugated metal pipe at Zupp Park Baseball Field
5. Restored the Creek Bed on Lakeshore Drive (100 feet)
6. Repair / replace (9) damage catch basins City Wide.
7. Inspected and Clean (9) detention ponds City Wide
8. Inspected 35% of storm drains Headwall City wide.
9. Restored the Creek Bed on Greenspring Road Construction (Project)
10. Herschel Road Drainage Improvement Construction (Project)
11. Restored and Replace three sections of corrugated pipes on phoenix Pkwy
12. Installed 100 feet of plastic pipes to install French Drainage at Serbia wills Park

# **DEBT MANAGEMENT SUMMARY**



**Fiscal Year 2019-2020 Budget  
City of College Park, Georgia**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**DEBT MANAGEMENT SUMMARY**

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

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

The City's revenue obligations currently outstanding are the following:

- Series 2013, Civic Center Refunding Bonds
- Series 2016, Civic Center Refunding Bonds
- Series 2008A, Economic Development Tax Rev Bonds
- Series 2013A, 2004 Public Safety Refunding
- Series 2014, Masterland Acquisitions
- Series 2014, 2006 Refunding
- Series 2014A, Refunding 2008 Dev Tax Rev Bonds
- Series 2018, APM Revenue Refunding Bonds
- Series 2018, Arena Revenue Bond
- 2009 Clean Water Loan - GEFA Loan
- Series 2015, Water Pollution Bonds
- Series 2016 Drinking Water Loan - GEFA Loan
- Series 2011 Sanitary Sewer Loan - GEFA Loan

The City has established a practice of paying for capital projects and capital improvements on a "pay-as-you-go" basis using current revenues whenever possible. However, if a project or improvements cannot be financed within the current revenues, the issuance of long-term debt may be utilized to finance the improvements. The City considers the cost versus the benefits of financing and only when the benefits outweigh the costs is the issuance of debt recommended. The City also attempts to refinance outstanding debt if it is determined that the benefit to the City will be realized by reduced interest expense over the remaining life of the debt.

During FY19, the City refinanced revenue bonds, which were issued for the purpose of refunding the original note for the City's share of the Automated People Mover System located between the City and Hartsfield/Jackson International Airport. On September 10, 2018, the City of College Park's Business and Industrial Development Authority(BIDA) issued \$7,460,000, 2.95%. Debt service for the loan is pledged by Car Rental Tax Revenues, an estimated \$3.6M annual revenue source. All outstanding debt obligations are included in this document and are summarized in the following Schedule of Debt Service Requirements.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**DEBT SERVICE SUMMARY**

Description	Original Amount	Interest Rate	Final Maturity	Pledged Source	Purpose	Current Balance
<b><u>BIDA - Convention Center</u></b>						
Series 2013, Civic Ctr Refunding Bonds	\$ 17,090,000	2.01%	9/1/2026	secured by full faith and credit and pledge of the non-ad valorem tax revenues and any other revenue appropriated by the City	Issued for the purpose of refunding a portion of the Series 2001 Bonds for the Multi-use Coliseum Civic Center Facility (GICC)	\$ 10,870,000
Series 2016, Civic Ctr Refunding Bonds	\$ 39,815,000	2.38%	9/1/2036	secured by full faith and credit and pledge of the non-ad valorem tax revenues and any other revenue appropriated by the City	Issued for the purpose of advance refunding a portion of the Series 2005 Revenue Bonds for the Multi-use Coliseum Civic Center Facility (GICC)	\$ 32,075,000
<b><u>BIDA - Redevelopment Authority</u></b>						
Series 2008A, Economic Development Tax Rev Bonds	\$ 7,445,000	4%-5.375%	2/1/2038	secured by full faith and credit and pledged PILOT payments	Issued for the purpose of financing a portion of the cost of acquiring, constructing, and installing a 4 story office building and related parking adjacent to the GICC	\$ 5,870,000
Series 2013A, 2004 Public Safety Refunding	\$ 7,960,000	1.91%	9/1/2024	secured by full faith and credit and pledge of the non-ad valorem tax revenues and any other revenue appropriated by the City	Issued for the purpose of refunding a portion of the Public Safety Building Project Bonds(Series 2004)	\$ 4,770,000
Series 2014, Masterland Acquisitions	\$ 4,220,000	3.51%	4/1/2024	secured by full faith and credit and pledge of the non-ad valorem tax revenues and any other revenue appropriated by the City	Issued for the purpose of financing acquisitions of land from the City of Atlanta	\$ 2,285,000
Series 2014, 2006 Refunding	\$ 24,885,000	4%-5%	9/1/2036	secured by full faith and credit and pledge of the non-ad valorem tax revenues and any other revenue appropriated by the City	Issued for the purpose of advance refunding a portion of the Series 2006 Revenue Bonds to finance the acquisition of land for hotelm retail and office complex	\$ 22,745,000
Series 2014A, Refunding 2008 Dev Tax Rev Bonds	\$ 37,175,000	4%-4.625%	2/1/2038	secured by full faith and credit and pledged PILOT payments	Issued for the purpose of advance refunding a portion of the Series 2008 Revenue Bonds for the development of the Gateway Project	\$ 34,825,000
Series 2018, APM Revenue Refunding Bonds	\$ 7,460,000	2.95%	6/1/2036	Car Rental Tax Revenue	Issued for the purpose of advance refunding a portion of the Series 2008 Revenue Bonds for the development of the Gateway Project	\$ 7,460,000



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**DEBT SERVICE SUMMARY**

<u>Description</u>	<u>Original Amount</u>	<u>Interest Rate</u>	<u>Final Maturity</u>	<u>Pledged Source</u>	<u>Purpose</u>	<u>Current Balance</u>
Series 2018, Arena Revenue Bond	\$ 35,785,000	3.25%	9/1/2035	Car Rental Tax Revenue, Anticipated Cost \$44M. The project is also funded by a \$9 million transfer from General Fund, Fund Balance.	Issued for the purpose of financing the construction of the Multi-Purpose Arena	\$ 35,785,000
<b><u>Stormwater Fund</u></b>						
2009 Clean Water Loan - GEFA Loan	\$ 5,000,000	3.00%	8/1/2018	secured by pledge of stormwater fund revenues	Issued for the purpose of upgrading the City's stormwater system and municipal golf course	\$ 1,355,379
<b><u>Water &amp; Sewer Fund</u></b>						
Series 2015, Water Pollution Bonds	\$ 8,720,000	2.83%	10/1/2030	secured by pledge of water and sewer fund revenues	Issued for the purpose of financing the cost of water pollution control	\$ 6,900,000
Series 2016 Drinking Water Loan - GEFA Loan	\$ 1,908,516	1.89%	11/1/2038	secured by pledge of water and sewer fund revenues	Drinking Water Improvements	\$ 1,892,887
Series 2011 Sanitary Sewer Loan - GEFA Loan	\$ 2,658,224	3.81%	7/1/2034	secured by pledge of water and sewer fund revenues	Sewer Improvements	\$ 2,178,691
<b>Total debt obligation in form of bonds and notes:</b>	<b><u>200,121,740</u></b>					<b><u>169,011,957</u></b>

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**SCHEDULE OF DEBT SERVICE REQUIREMENTS**

Description	Loan Amount	Fund	FY 2019-2020 Principal Payment	FY 2019-2020 Interest Payment	FY 2019-2020 Totals
<b><u>BIDA - Convention Center</u></b>					
Series 2013, Civic Ctr Refunding Bonds	\$ 17,090,000	555	1,260,000	205,825	1,465,825
Series 2016, Civic Ctr Refunding Bonds	\$ 39,815,000	555	3,685,000	719,534	4,404,534
<b><u>BIDA - Redevelopment Authority</u></b>					
Series 2008A, Economic Development Tax Rev Bonds	\$ 7,445,000	558	195,000	288,338	483,338
Series 2013A, 2004 Public Safety Refunding	\$ 7,960,000	558	760,000	83,849	843,849
Series 2014, Masterland Acquisitions	\$ 4,220,000	558	425,000	80,204	505,204
Series 2014, 2006 Refunding	\$ 24,885,000	558	900,000	913,023	1,813,023
Series 2014A, Refunding 2008 Dev Tax Rev Bonds	\$ 37,175,000	558	1,205,000	1,479,969	2,684,969
Series 2018, APM Revenue Refunding Bonds	\$ 7,460,000	558	345,000	220,070	565,070
Series 2018, Arena Revenue Bond	\$ 35,785,000	558	-	1,163,013	1,163,013
<b><u>Stormwater Fund</u></b>					
2009 Clean Water Loan - GEFA Loan	\$ 5,000,000	560	93,724	39,380	133,103
<b><u>Water &amp; Sewer Fund</u></b>					
Series 2015, Water Pollution Bonds	\$ 8,720,000	505	490,000	188,337	678,337
Series 2016 Drinking Water Loan - GEFA Loan	\$ 1,908,516	505	81,055	35,076	116,131
Series 2011 Sanitary Sewer Loan - GEFA Loan	\$ 2,658,224	505	109,056	81,117	190,173
<b>Total Debt Obligation FY2019-2020:</b>			<b>9,548,834</b>	<b>5,497,733</b>	<b>15,046,567</b>

# **SUPPLEMENTAL SCHEDULES**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**SCHEDULE 1  
City of College Park, Georgia  
Operating Indicators by Function  
Last Ten Calendar Years**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
<b>Function</b>										
<b>Police:</b>										
Physical arrests	3,559	2,850	4,645	4,694	3,850	3,862	4,000	4,095	3,731	3,138
Traffic violations	12,608	11,008	23,006	29,032	19,681	12,511	17,988	10,002	12,018	12,378
<b>Fire:</b>										
Number of fire calls answered	923	897	1,101	2,012	848	946	971	1,160	689	126
Number of rescue calls answered	3,062	4,016	3,959	2,012	4,812	4,938	5,385	5,547	5,568	5,482
Inspections	955	678	876	2,012	646	947	825	645	546	103
<b>Highways and streets</b>										
Streets resurfacing (miles)	1.0	0.1	1.5	0.9	1.4	1.3	1.2	0.9	1.4	1.2
<b>Sanitation</b>										
Refuse collected (tons/yr)	18,009	17,176	11,978	16,895	13,042	13,430	13,284	14,503	16,650	13,397
Recyclables collected (tons/yr)	7,264	6,928	6,110	1,438	591.31	569.95	595.00	533.00	594.12	577.00
<b>Water</b>										
New connections	13	8	7	5	7	4	8	6	13	7
Water main breaks	15	15	25	25	9	7	15	14	9	7
Daily average consumption in gallons	3.3	3.5	3	3	3.3	2.8	2.3	3.1	3.1	3.2
<b>Sewer</b>										
Sanitary sewers (miles)	73	74	74	74	74	74	74	74	74.25	75
Number of service connections	2,800	2,750	2,800	3,143	3,336	2,570	2,598	2,638	2,687	2,902
<b>Electric</b>										
Miles of power lines	135	135	150	152	152	152	152	152	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,060	8,000	7,699	7,639	7,613	7,657	7,755	7,720	7,149	7,720
Daily average consumption in MWH	738	825	825	764	764.2	776.9	778.2	749	705.2	749
<b>Convention Center</b>										
Number of meeting rooms	35	35	35	36	36	36	36	36	35	35
Occupancy	31%	42%	37%	34%	34%	35%	34%	37%	64%	37%
Meeting Rooms Square footage	40,000	54,600	54,600	75,000	53,602	56,000	53,602	53,602	72,000	72,000
Total Square footage	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000

Source: Various College Park City Departments

Note: Indicators not available for recreation, inspections, building and grounds, parks, redevelopment, golf course, and FAA functions.

# CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

## SCHEDULE 2 City of College Park, Georgia Capital Asset Statistics by Function Last Ten Fiscal Years

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Function										
Public Safety										
Police:										
Stations	1	1	1	1	1	1	1	1	1	1
Patrol units	46	65	65	48	54	54	65	65	39	39
Fire stations	2	2	2	2	2	2	2	2	2	3
Sanitation										
Collection Trucks	21	23	23	23	23	23	20	19	8	8
Highways and streets										
Streets (miles)	75	75.0	75.0	75.0	75.0	75.0	75.0	75.0	71.2	76.0
Streetlights	2,924	2,924	2,924	2,924	2,924	2,924	2,924	2,924	4,500	4,200
Traffic signals	37	37	37	37	37	37	37	37	25	42
Culture and recreation										
Parks acreage	279	279	279	279	279	279	279	279	279	229
Parks	7	9	9	9	5	5	5	5	5	5
Swimming pools	2	4	4	4	2	2	2	2	2	2
Tennis courts	10	10	10	10	10	10	10	10	10	10
Community centers	3	3	3	3	3	3	3	3	3	3
Water										
Water mains (miles)	94	94	94	94	94	94	94	94	99	99
Fire hydrants	900	950	950	1,000	956	956	956	956	957	957
Number of service connections	2,969	2,800	2,800	3,340	3,353	3,353	2,775	2,826	2,880	2,880
Daily average consumption in gallons (MGD)	3.2	3.3	3.3	3.0	3.0	3.0	3.0	3.1	3.1	3.1
Sewer										
Sanitary sewers (miles)	72.6	72.6	74.0	74.0	74.0	74.0	74.0	74.0	74.3	74.3
Number of service connections	2,500	2,800	2,800	3,143	3,143	3,143	2,598	2,638	2,880	2,880
Electric										
Miles of power lines	135	135	150	152	152	152	152	152	152	152
Number of substations	8	8	8	8	8	8	8	8	8	8
Number of service connections	8,130	8,060	7,699	7,639	7,613	7,613	7,755	7,720	7,149	7,900
Daily average consumption in (MWH)	759.8	738.0	825.0	764.0	764.0	764.0	778.0	749.0	705.2	767.0
Convention Center										
Number of meeting rooms	35	24	24	36	36	36	36	36	35	35
Exhibit Hall square footage	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Occupancy	32%	31%	28%	25%	25%	28%	37%	61%	64%	65%
Total Square footage	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000

Source: Various College Park City Departments

Note: Indicators not available for inspections, building and grounds, parks, redevelopment, golf course, and FAA functions.

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**SCHEDULE 3**

**City of College Park, Georgia**

**Demographic and Economic Statistics Information**

**Last Ten Fiscal Years**

---

<b>Fiscal Year</b>	<b>Population(1)</b>	<b>Personal</b>	<b>Per Capita</b>	<b>Education</b>		<b>School Enrollment (1)</b>	<b>Unemployment Rate (2)</b>
		<b>Income (amounts in thousands)</b>	<b>Personal Income (1)</b>	<b>Median Age (1)</b>	<b>Level in % completed High School (1)</b>		
2009	19,969	334,161	16,734	31.5	78.7	8,939	9.40%
2010	13,292	345,106	16,907	30.4	77.1	5,835	10.50%
2011	19,299	353,751	18,330	31.1	81.2	3,695	15.80%
2012	14,649	297,292	19,708	30.7	85.4	4,124	9.60%
2013	14,649	281,656	19,227	31.7	77.1	3,749	9.40%
2014	14,621	250,399	17,126	30.8	83.0	3,949	8.30%
2015	14,019	242,711	17,313	30.9	78.3	3,963	10.10%
2016	14,601	260,657	17,752	31.0	78.6	3,800	7.80%
2017	15,035	293,814	19,542	32.1	76.9	2,611	9.40%
2018	14,959	272,134	18,192	32.1	82.3	3,580	4.01%

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

(2) Source: Georgia Department of Labor

(3) Source: Factfinder.census.gov

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

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

<b>Employer</b>	<b>2018</b>			<b>Employer</b>	<b>2009</b>		
	<b>Employees</b>	<b>Rank</b>	<b>Percentage Employment</b>		<b>Employees</b>	<b>Rank</b>	<b>Percentage Employment</b>
Chick-Fil-A Inc.	1,691	1	26%	Federal Aviation Administration	1,400	1	26%
Federal Aviation Administration	1,300	2	20%	Eagle Group International	830	2	15%
Sysco Corporation	833	3	13%	Sysco Corporation	656	3	12%
Coca-Cola Bottling Company Co	610	4	9%	Woodward Academy	639	4	12%
Southwest Airlines Co	584	5	9%	Atlantic Southeast Airlines Inc	395	5	7%
Zodiac Services Americas LLC	358	6	5%	Air Tran Airlines	390	6	7%
Express Jet Airlines Inc	355	7	5%	Marriott Hotel	325	7	6%
Southeasterns Inc	300	8	5%	John Wieland Homes	307	8	6%
Logisticare Solutions LLC	296	9	5%	Atlanta Coca-Cola Enterprise	250	9	5%
Atlanta Airport Marriott	250	10	4%	Westin Atlanta Airport	225	10	4%
<b>Total</b>	<b>6,577</b>		<b>100.00%</b>		<b>5,417</b>		<b>100.00%</b>

**CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET**

**SCHEDULE 5  
City of College Park, Georgia  
Legal Debt Margin Information  
Last Ten Fiscal Years  
(amounts expressed in thousands)**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Debt limit	\$ 120,845	\$ 129,298	\$ 158,381	\$ 151,466	\$ 133,715	\$ 151,996	\$ 217,714	\$ 221,291	\$ 219,307	\$ 224,604
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	<u>\$ 120,845</u>	<u>\$ 129,298</u>	<u>\$ 158,381</u>	<u>\$ 151,466</u>	<u>\$ 133,715</u>	<u>\$ 151,996</u>	<u>\$ 217,714</u>	<u>\$ 221,291</u>	<u>\$ 219,307</u>	<u>\$ 224,604</u>
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Legal Debt Margin Calculation for FY2018**

Assessed value	\$ 1,180,292
Add back: exempt real property	<u>1,065,751</u>
Total assessed value	2,246,043
Debt limit (10% of total assessed value)	224,604
Debt applicable to limit	
General obligation bonds	<u>-</u>
Legal debt margin	<u>\$ 224,604</u>



# **FINANCIAL POLICIES**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**FINANCIAL PLANNING POLICIES**

**Balanced Budget**

The City of College Park will finance all current on-going expenditures with current recurring revenues. One-time revenue can be used to increase the unassigned fund balance or be used for one-time expenses without impacting service levels. The City of College Park makes every effort to avoid budgetary procedures that balance current expenditures through the obligation of future resources. Any year-end surplus should be directed to the unassigned fund balance and not be used to finance recurring expenses in the following fiscal year. All unencumbered operating budget appropriations lapse at year-end. Encumbered balances are carried over to the following fiscal period and paid from the reserve for encumbrances account. Should it be determined that actual revenues may be less than the adopted budget, the elected body will be notified immediately, procedures put in place to reduce expenditures and a plan implemented to cover the potential loss in revenues. The elected body will also be notified if a deviation from a balanced operating budget is planned.

All Operating Funds are adopted during the annual budget process. Total anticipated revenues and other funding sources available must equal total estimated expenditures for each fund. The legal level of budgetary control is the department level, with the Council being the only body authorized to make amendments to the budget. Revisions that alter the total expenditures of any department or fund must be approved by the Mayor and City Council. Budgets for the governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are legally adopted for the General Fund, each Special Revenue Fund and each Enterprise Fund. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

**Budget Policies**

Expenditures may not exceed the total budget for any department within a fund. Department heads and management personnel are directed to operate within budget limitations. Transfers between departments or funds or an increase in departmental appropriations or authorized positions shall require the approval of the elected body.

Enterprise Fund budgets will be self supporting. Rates charged within such Enterprise budgets will be examined annually to determine their self sufficiency. Every effort will be made to plan for long term price adjustments by suppliers of goods and services to the Enterprise funds.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

The City of College Park will maintain a budgetary control system and will prepare on a monthly basis a summary report comparing actual revenues, expenditures and encumbrances with budgeted amounts.

The City of College Park will comply with all state laws applicable to budget hearings, public notices, public inspections, and budget adoption.

**LONG-RANGE PLANNING**

**Capital Improvements**

The operating budget will provide for adequate maintenance of capital equipment and facilities. Capital improvements should be financed from current revenues, but may be financed by debt instruments that provide for a pay back period that does not exceed the life of the improvement. Once the City has borrowed for such improvements, debt service becomes a current expense to be covered by recurring revenue.

A five year Capital Improvement Plan for Capital Outlay expenditures greater than \$5,000 will be submitted by each department during the budget process. A five year Capital Improvement Program that determines the cash needs for Capital Projects will be submitted to the Planning Commission and the elected body for approval to determine cash future cash needs. Once the five year Capital Improvement Program is adopted by the elected body, every effort will be made to budget for capital expenditures within the outlined program. Modifications to the Capital Improvement Program will be submitted to the elected body on an annual basis.

The City will seek public and private grants, and other sources of revenue to fund projects included in the Capital Improvement Program.

**Cash Management Policy**

Funds for day to day operations, payroll, accounts payable and other immediate cash needs are maintained in Depository accounts. Holding accounts are maintained for investments not needed on an immediate basis. Maturity scheduling is timed according to anticipated needs. Maturity limitations depend on whether the funds being invested are considered short or long term funds.

**Cash and Cash Equivalents**

Cash equivalents are short-term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. The City of College Park considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

### **Deposits and Investments**

State statutes authorize the City to invest in obligations of the U.S. Government and agencies of corporations of the U.S. Government; obligations of any state; obligations of any political subdivision of any state; certificates of deposit or time deposits of any national state bank or savings and loan which have deposits insured by the FDIC or FSLIC; prime bankers acceptances; repurchase agreements; and the Local Government Investment Pool of the State of Georgia (“Georgia Fund 1”). Investments are reported at fair value. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair values.

### **Short-Term Interfund Receivables/Payables**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.” Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources. More information on City Financial Policies is in Investment and Portfolio Policies Section II.

### **ASSET INVENTORY**

On an annual basis all major capital assets are inventoried and the condition of the asset is assessed. Inventory is valued at cost, using the first-in, first-out method. The cost of governmental fund type inventory is recorded as an expenditure when consumed rather than when purchased. Prepaid items are accounted for using the consumption method. A prepaid item is recognized when cash expenditure is made for goods or services that were purchased for consumption, but not consumed as of June 30. Capital Asset schedules are prepared for the Comprehensive Annual Financial Report with the disposition of acquired or disposed of assets noted along with depreciation schedules for major capital items. The City of College Park undertakes and maintains an on-going viable Capital Outlay Program yearly because these costs in total are usually the heaviest in any budget document and the ongoing financial commitment is required to maximize the public’s benefit. Proper scheduling of Capital Outlay, as well as levelized appropriation (i.e., an equal dollar allocation each fiscal year), prevents excessive costs in any one budget year. Capital Outlay appropriations help to maintain the current level of service, updates equipment/service standards and needs, and increases productivity in the work assignment areas.

# CITY OF COLLEGE PARK, GEORGIA

## FISCAL YEAR 2020 BUDGET

### **REVENUE POLICIES**

#### **Revenue Diversification**

The City of College Park has a wide variety of revenue streams that fund City General and other operations. The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Property taxes currently comprise approximately one third of General fund revenues. Other Taxes, Grants and contributions make up about half of General Fund Revenues. Charges for services are roughly fifteen per cent of General Fund Revenues and Interest Income accounts for another one to two percent of General Fund Revenues. Other City tax revenues include Car Rental, Hotel-Motel, Sales, Franchise, Insurance Premiums, Alcohol, Mixed Drink, and Real Estate Transfer. The diversity of revenue streams enables the City of College Park to not be overly financially dependent on any one source of revenue. If a downturn is experienced in one area, contingency plans will be implemented to reduce revenues and increase transfers from permissible funding sources until funding levels have stabilized.

The City of College Park has two major governmental funds other than the General: Hospitality and the Car Rental Fund. The Hospitality Fund is a special revenue fund that receives income from the levy of a special district tax as well as a percentage of gross rentals of all hotels operating within the City. Funds are used to pay the debt service on the convention center owned and operated by the City, as well as a portion being dedicated to general governmental administration and services.

The Car Rental Fund is a special revenue fund that is used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in the City. The proceeds of this tax are restricted for construction of convention centers, public safety and recreation facilities.

The City of College Park has five major enterprise funds: the Electric, Water and Sewer, Convention Center, FAA Project, and the Redevelopment Authority Fund. The Water and Sewer Fund is established for the furnishing of environmentally sound water and sewer services to the City residents and businesses. The Convention Center Fund is for the operations of the Georgia International Convention Center (GICC). The FAA Project Fund accounts for the lease of office buildings to the General Services Administration of the federal government and used for the FAA regional headquarters. This fund also accounts for the operating activities of these buildings as well. The Redevelopment Authority Fund accounts for the administrative activities of the College Park Business and Industrial Development Authority as well as property acquisitions and sales for the purpose of redeveloping land within the City.

Two non-major governmental funds exist for the City of College Park: special revenue and capital projects funds. The special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes. The capital projects funds account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

## CITY OF COLLEGE PARK, GEORGIA FISCAL YEAR 2020 BUDGET

Two non-major governmental funds exist for the City of College Park: special revenue and capital projects funds. The special revenue funds account for revenue sources that are legally restricted to expenditure for specific purposes. The capital projects funds account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

### **Fees and Charges**

Inspection, Recreation, Police Fees and Charges are implemented to help offset the burden to the General Fund for services provided. Building Inspection Fees and Permits have been gradually increased in recent years in order to bring the City more up-to-date with neighboring jurisdictions fees and permit charges. Recreation fees are collected to help offset staff and operating expenses. Other fees are charged as permissible by state statute to cover copy and employee expenses. Enterprise Fund Fees and Charges are designed such that each fund is to be wholly self sufficient and require no transfers from the General fund for normal operations. The principal operating revenues of the enterprise funds are charges to customers for sales and services provided. The City also recognizes as revenues the portion of tap fees intended to recover the cost of connecting new customers to the system.

### **Use of One-time and Unpredictable Revenues**

Revenues that are unique to a particular year and considered one-time are not used for ongoing expenditures. Rather, the income is restored to the General and other Enterprise Fund balances to cover any potential future revenue shortfalls. Only major revenue sources that are steady in nature and non-fluctuating are used for budgetary purposes.

## **EXPENDITURE POLICIES**

### **Debt Capacity, Issuance, and Management**

Currently in the General Fund Budget there are no General Obligation Bonds outstanding, however, there are debt service payment on capital lease purchases.

All of the long-term obligations of the City are in the form of Intergovernmental Contract backed Revenue Bonds issued by BIDA. In general, Revenue Bonds are repaid from the revenues paid by users of the service for which the bonds were issued to finance (such as water and sewer revenue bonds), as opposed to General Obligation Bonds, which are tax supported. The outstanding BIDA Revenue Bonds are backed by Intergovernmental Contracts between BIDA and the City pursuant to which the full, faith, and credit of the City and its property taxing authority are pledged to make the contract payments in amounts sufficient to pay the principal and interest of such bonds. The City has historically utilized various excise taxes and sources other than property taxed to make such contract payments.

Bond issues should, generally, be scheduled to level annual debt service requirements so that cash flow requirements are generally level and borrowing costs are minimized. The City will constantly seek to maintain and improve its municipal bond ratings issued by the appropriate nationally recognized rating agencies in New York City. With each bond offering and annually as required, the City will disclose its financial position and fiscal management policies to such rating agencies and the applicable municipal bond insurance companies.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

A summary of the City’s bond ratings for outstanding long-term obligations is as follows:

	<u>BOND RATING</u>	
	Standard &Poor’s	Moody’s
Economic Development Series 2008	AA	Aa3
Economic Development Series 2008A	AA	Aa3
Economic Development Series 2014	AA-	Aa3
Public Safety Series 2013	AA-	Aa3
GICC Series 2013	AA-	Aa3
GICC Series 2005 (refunded 2000:2011-2026 maturities)	AA-	Aa3
GICC Series 2006 (Hotel Project)	AA	Aa3

AAA-Extremely strong capacity to meet financial commitments. AA-/Aa3-Best ability to repay short-term debt. BBB-Adequate capacity to meet its financial commitments. Baa2-High ability or acceptable ability to repay short-term debt. Insured, reflecting the triple rating. Ratings prior to insurance for all GICC issues and Public Safety Series 2004 were S&P A+, Moody’s A2. GICC Series 2005 included a negative outlook that was removed with the GICC Series 2006 issuance.

**Fund Balance**

The Mayor and Council recognize that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City of College Park (the City) and is fiscally advantageous for both the City and the taxpayer. This policy establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by the City and the management of fund balance levels and is applicable only to the General Fund. Fund balance is a measurement of available financial resources defined as the difference between total assets and total liabilities in each fund.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**GASB STATEMENT NO. 54 FUND BALANCE POLICY**

**Purpose**

The Mayor and Council recognize that the maintenance of a fund balance is essential to the preservation of the financial integrity of the City of College Park (the City) and is fiscally advantageous for both the City and the taxpayer. This policy establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by the City and the management of fund balance levels and is applicable only to the General Fund of the City.

Fund balance is a measurement of available financial resources defined as the difference between total assets and total liabilities in each fund.

The Governmental Accounting Standards (GASB) Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

1. Non spendable Fund Balance – Fund balance reported as “non spendable” represents fund balance associated with inventory, prepaid items, long-term amounts of loans and notes receivable, property held for resale (however, if the use of the proceeds from the collection of receivables or sale of the property is restricted, committed, or assigned, then the receivables or property should be reported in those categories), and corpus of a permanent fund (legally/contractually required to be maintained).
2. Restricted Fund Balance – Fund balance reported as “restricted” represents amounts that can be spent only on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions and covenants and SPLOST referendums, E911, and Hotel/Motel Tax Fund).
3. Committed Fund Balance – Fund balance reported as “committed” includes amounts that can be used only for the specific purposes determined by a formal action of the Mayor and Council. The Mayor and Council as the highest level of decision making authority will have the sole authority to commit fund balance. Constraints can be removed or changed only by the Mayor and Council. Actions to constrain resources should occur prior to the end of the City of College Parks fiscal year, though the exact amount may be determined subsequently.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

1. Assigned Fund Balance – Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. The intent is expressed either by the Mayor and Council or a high level body (budget or finance committee) or individual authorized by the Mayor and Council (i.e., City Manager or Finance Director). Assigned fund balance also includes residual fund balance amounts in the special revenue funds, capital projects funds, and debt service funds. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The Mayor and Council will have the authority under this policy to assign funds for a particular purpose.
  
2. Unassigned Fund Balance – Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications. The Mayor and Council will strive to maintain an unassigned fund balance in the General Fund of between 30%-60% based upon annual budgeted expenditures. The balance may be drawn down in the event of an unexpected decrease in the property tax digest or a reduction to state funding.

Unassigned fund balance is reported only in the General Fund except in cases of negative fund balances in other governmental funds. If expenditures incurred exceed the amounts that have been restricted, committed, and assigned to a specific purpose and results in a negative residual amount for that specific purpose, amounts assigned to other purposes in that governmental fund are reduced to eliminate the deficit.

When an expenditure is incurred that would qualify as an expenditure of either Restricted or Unrestricted fund balance those expenditures will first be applied to the Restricted Fund Balance category. When expenditures are incurred that would qualify as a use of any of the Unrestricted Fund Balance categories (Committed, Assigned, Unassigned), those expenditures will be applied in the order of Assigned first, then unassigned, and then Committed.

# **BUDGET MEETINGS AND CALENDARS**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**BUDGET MEETING INFORMATION**

Pursuant to Georgia Code, Section 36-81-5(e), the local government shall publish in a newspaper of general circulation in the local unit a statement advising the residents of the availability of the budget and also give notice of the time and place of the budget meeting (public hearing). The notice may be a displayed advertisement or news article, not displayed in the legal notices section of the paper, and shall be published at least one (1) week before the budget hearing. Said notice and statement appeared in the South Fulton Neighbor Newspaper on May 6, 2019 properly advising the residents that the College Park Fiscal Year 2019-2020 Budget Public Hearing would be held on Monday, May 20, 2019 at 7:30 p.m. and Monday, June 3, 2019 at 7:30 p.m.

Further, in accordance with Section 36-81-5(f) at least one week prior to the adoption of the budget the governing authority (Mayor and City Council) shall conduct a public hearing at which time any persons wishing to be heard on the budget may appear. Again, said public hearing was held Monday, May 20, 2019 and another public hearing for final was held Monday, June 3, 2019 at 7:30 p.m. Per Section 36-81-6, on a date after the conclusion of the hearing the governing authority shall adopt a budget at a public meeting making appropriations for the fiscal year. This public meeting was held Monday, June 3, 2019. Georgia law requires each municipality to operate under an annual balanced budget; and, a municipality may amend its budget during the fiscal year to adapt to changing governmental needs.

Budget workshop sessions were held on March 27, 2019 and April 3, 10, 17, 22 and 24, 2019 to review each departmental budget, specifically personnel, capital outlay, and any significant proposed expenditure on a departmental expense or contractual service. The updated Five Year Capital Improvement Plan was distributed to Council along with the Fiscal Year 2019-2020 Budget Worksheet Report for the first Public Hearing held May 20, 2019. Mayor and Council adopted the Fiscal Year 2019-2020 Operating Budget and Capital Improvement Budget at the June 3, 2019 Mayor and Council Meeting. The Five Year Capital Improvement Plan will be adopted by the Mayor and Council at the September 23, 2019 Mayor and Council Meeting.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**BUDGET CALENDAR**

**January 15, 2019**

Departmental Access to New World software available to begin implementation of budget process.

**January 29, 2019**

The Human Resources Department submits personnel position and cost packages to the Finance and Accounting Department. Distribution to Department Directors.

**February 5, 2019**

Department Directors submit their completed budget forms for FY2019-2020 to the Finance and Accounting Department for review.

**February 15, 2019**

The Finance and Accounting Department submits Budget to the City Manager.

**February 18, 2019 – March 13, 2019**

The City Manager, Director of Finance and Accounting and other Budget team members meet with Department Directors on their budget request for FY2019-2020.

**March 22, 2019**

Proposed Budget submitted to the Mayor and City Council.

**March 27, 2019 – April 24, 2019**

The City Manager and Department Directors holds a Budget work session with the Mayor and City Council on Preliminary FY2019-2020 Budget. The General Public is welcome to attend.

**May 6, 2019**

Advertise Public Hearings in South Fulton Neighbor Newspaper.

**May 20, 2019**

First Public Hearing on FY2019-2020 Proposed Budget.

**June 3, 2019**

Second Public Hearing on FY2019-2020 Proposed Budget.

**June 3, 2019**

Adopt Budget for FY2019-2020.

**July 1, 2019**

Effective date for Budget FY2019-2020.

# **GLOSSARY**



## **Fiscal Year 2019-2020 Budget City of College Park, Georgia**

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Defining Terms**

**A**

**Accrual Basis:** The basis of an accounting under which transactions are recognized when they occur, regardless of when related cash is actually received or spent.

**Adopted Budget:** Appropriation of funds approved by the governing body at the beginning of each fiscal year.

**Ad Valorem Tax:** Tax levied on the assessed value of real and personal property.

**Amended Budget:** The original adopted budget plus any amendments passed as of a certain date.

**Appraised Value:** The anticipated fair market value of property.

**Appropriation:** A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

**Assessed Value:** The value placed on property as a basis for levying taxes. Fulton County assesses real and personal property at forty percent (40%) of the appraised fair market value in accordance with Georgia Law.

**Audit:** An official inspection of an organization's accounts, typically by an independent body.

**B**

**Balanced Budget:** Revenues equal expenses.

**BIDA:** Business Industry Development Authority created to attract development, industry and employment opportunities.

**Bond:** A Certificate of debt issued by a government to finance a capital expenditure or other liability, in which payment of the original investment plus interest is guaranteed by a specified future date.

**Bond Rating:** A system of appraising and rating the investment value of individual bond issues.

**Budget:** A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Budget Amendment:** The increase, decrease, or transfer of appropriations requiring the approval of the governing body.

**Budget Calendar:** The schedule of key dates which the city follows in the preparation, adoption, and administration of the budget.

**Budget Message:** A general discussion of the proposed budget, presented in writing as part of the budget document. The message explains current budget issues compared to recent financial history and presents recommendations made by the governing body and City Manager.

**Budget Resolution or Ordinance:** The official enactment by the Board of Commissioners authorizing the appropriation of revenues for specified purposes, functions, or activities during the fiscal year.

C

**CAFR:** Comprehensive Annual Financial Report- a report compiled annually which provides detailed information on an organization's financial status.

**Capital Assets:** See Fixed Assets.

**Capital Budget:** A financial plan of proposed capital expenditures and the means of financing them.

**Capital Expenditures:** Expenses or expenditures for non-consumable items or projects that have a useful life of one year or more and a unit cost of \$5,000 or more.

**Capital Improvement Program (CIP):** A multi-year plan used to identify new and/or additional capital items or projects. The CIP threshold is \$5,000 or more per unit cost.

**Capital Outlay:** Expenditures for the acquisition of capital assets.

**Capital Projects Fund:** Accounts for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

**Car Rental Fund:** A special revenue fund used to record the revenue and expenditure of taxes collected from the excise tax levied on rental cars in College Park, Georgia.

**Cash Reserves:** An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation or subsequent spending.

**CDBG:** Community Development Block Grant

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Communications (E911) Fund:** This fund contains the Police Dispatchers as well as E911 Operators and the costs of providing those services to the community.

**Comprehensive Plan:** A long-term plan to control and direct the use and development of property in the city. It is also used to make strategic decisions regarding water and sewage lines, infrastructure, and roads.

**Confiscated Drug Funds:** This fund records the proceeds from confiscated drug funds and expenditures of those funds on Police-related operations, supplies and/or capital items.

**CONRAC:** Consolidated Car Rental Facility.

**Contingency:** Funds set aside to be used on an as needed basis for either a specific purpose or unexpected emergencies.

**Convention Center Fund:** Accounts for the operations of the Georgia International Convention Center.

**D**

**Debt Limit:** The maximum amount of debt that can be legally incurred.

**Debt Service:** Costs associated with the interest, principal, or other expense payments related to bond issues or capital leases.

**Disbursement:** Funds paid out for goods or services received which results in a decrease in net financial resources; also referred to as an expenditure or expense.

**E**

**Encumbrance:** Funds that have been committed for disbursement for a specific purpose.

**Enterprise Funds:** Proprietary Funds used to account for operations that are financed/operated in a manner similar to private business enterprises where the intent of the governing body is to finance/recover the costs of providing certain goods or services to the general public primarily through user charges.

**Expenditures:** Decreases in net financial resources. Expenditures include current operating expenses requiring use of the net current assets, debt service, or capital outlays.



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Expenses:** Outflows or obligations of assets from delivering or producing goods, rendering services or carrying out other activities that constitute the entity’s ongoing major or central operations.

**F**

**FAA:** Federal Aviation Administration-an agency charged with regulating air commerce to foster aviation safety, promoting civil aviation and a national system of airports, achieving uses of navigable airspace, and developing and operating a common system of air traffic control and air navigation for both civilian and military aircrafts.

**Fiduciary Fund:** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the City’s own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Fines & Forfeitures:** Revenue received from bond forfeitures and authorized fines such as library and parking violation fines.

**G**

**General Fund:** A fund used to account for financial resources and liabilities except those which are required to be accounted for in another fund.

**General Property Tax:** A category of county revenue from taxes levied on property located in or owned by the residents and business of Fulton County. This includes taxes on real and personal property, motor vehicles, mobile homes, intangibles, timber sales, and railroad equipment.

**GICC:** Georgia International Convention Center.

**GICC Special District Fund:** This fund is set up to pay the bond interest and principal expenses for the Gateway Development and the Global Gateway Connector infrastructure through a transfer to the GICC Fund.

**Goal:** A statement that describes the purpose toward which an endeavor is directed, such as a target or target area.

**Governmental Fund:** A fund category used to account for a government’s governmental-type activities. This category includes four fund types: general fund, special revenue fund, debt service fund, and capital projects fund.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Grant:** A contribution of assets from one organization to another to support a particular function or purpose.

**H**

**Homestead Exemption:** A tax relief whereby state law permits local governments to exempt a fixed dollar amount of the appraised value of the qualifying residential.

**Hospitality Fund:** This fund is setup to collect Hotel/Motel and Special District Taxes.

**I**

**Infrastructure:** The basic facilities, equipment, and installations needed for the functioning of a system or organization (e.g., roads, bridges, water/sewer lines, public buildings).

**Interest Income:** Revenue generated from city investments.

**J**

**K**

**L**

**Licenses & Permits:** Fees collected for the issuance of licenses and permits such as business licenses and sign permits.

**M**

**MEAG:** Municipal Electrical Authority of Georgia

**Millage Rate:** The property tax rate which is set by the governing body.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**Miscellaneous Revenue:** All revenue received, not otherwise classified into another line item, such as interest, concessions, and rental of property/equipment.

**Modified Accrual Basis:** The basis of accounting under which transactions are recognized when they become both measurable and available.

N

O

**Objective:** A defined method to accomplish an established goal.

**Occupation Tax:** Taxes levied on occupations, businesses, trades, and professions.

**Operating Budget:** Plans of current expenditures and the proposed means to finance them. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, supplies, training, utilities, fuel, various services, repair and maintenance, rentals and leases, and capital outlay.

**Operating Expenses:** Costs associated with the non-capitalized materials and services required in the daily operation of service delivery such as office supplies, maintenance supplies, professional services, and rental fees.

P

**Penalties & Interest:** Fees collected for violations or delinquent payments.

**Personal Services:** Costs associated with wages, salaries, retirement and other fringe benefits for City of College Park employees.

**Power Fund:** The City owns and operates an electrical distribution system serving its corporate limits.

**Proprietary Fund:** A fund category used to account for the business type activities within a government. This category includes two fund types: enterprise fund and internal service fund.

Q

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**R**

**Real Property:** Immobile property such as land, natural resources (above and below the ground) and fixed improvements to land.

**Reserves:** Monies set aside and restricted for a specific purpose. Any unspent reserves revert back to the appropriate Fund Balance at year end.

**Revenue:** Income which represents an increase in governmental fund type net current assets.

**Revenue Bond:** A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.

**S**

**Sanitation Fund:** Established for providing solid waste collection services for the citizens of College Park.

**SSES:** Sanitary Sewer Evaluation System.

**SOP:** Standard Operating Procedures.

**Special District Tax:** Tax collections from hotels operating in the legally defined Special District.

**Special Revenue:** A governmental fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specific purpose.

**SPLOST:** Special Purpose Local Option Sales Tax-a sales tax imposed in the county for a predetermined period to be used for a specific purpose.

**State Drug Fund:** This fund reports the Grant Income from the Department of Justice Grant for Tri-City Narcotics and the expenditure of those funds.

**Storm Water Utility Fund:** This program allows the City to collect a monthly fee from residential and commercial utility customers for the amount impervious surface that allows storm water run-off from their property to convey into the City's storm sewer system.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2020 BUDGET

**I**

**Tax Digest:** A listing of all property owners within the city, their property's assessed value, and amount of taxes due.

**Tax Rate Limit:** The maximum legal rate at which a locality may levy a tax. The limit may apply to taxes raised for a particular purpose or for general purposes.