



City of East Point
Annual Budget

Achieving
Fiscal Health

2013

Mayor and City Council



Mayor
Earnestine D. Pittman

WARD A



Sharonda D. Hubbard
At-Large



Alexander Gothard

WARD B



Pat Langford
At-Large

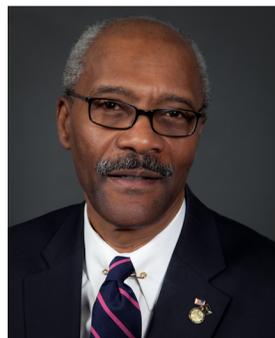


Lance Rhodes

WARD C



Marcel L. Reed
At-Large



Myron Cook

WARD D



Jacqueline Slaughter-Gibbons
At-Large

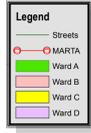


LaTonya Martin

The City of East Point is divided into 4 wards. Each ward is represented by
2 elected Council Members



City of East Point Ward Map



Mayor
Earnestine Pittman

East Point City Council
Ward A

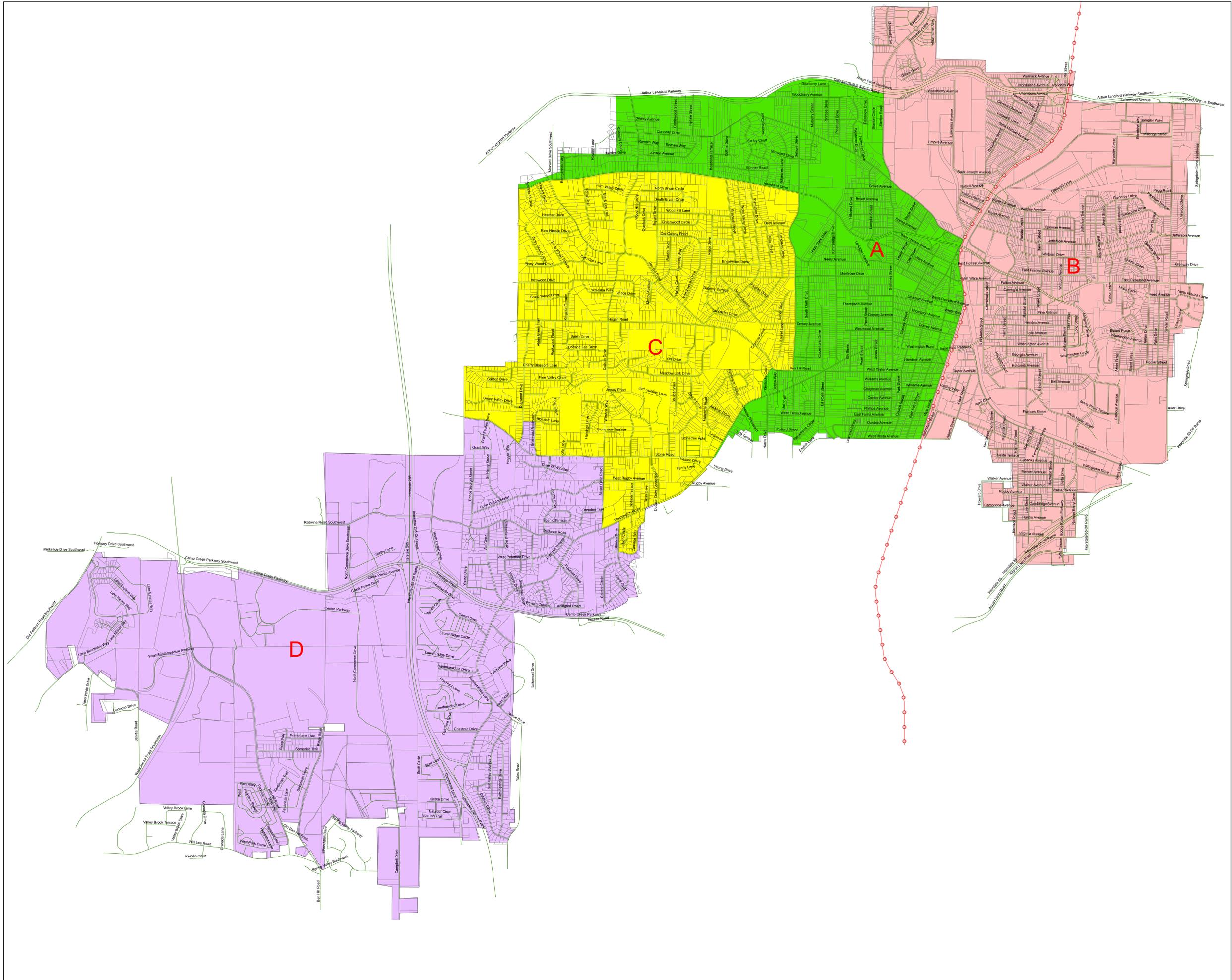
Sharonda Hubbard
Alexander Gothard

Ward B
Patricia Langford
Lance Rhodes

Ward C
Marcel L. Reed
Myron Cook

Ward D
Jacqueline Slaughter-Gibbons
LaTonya Martin

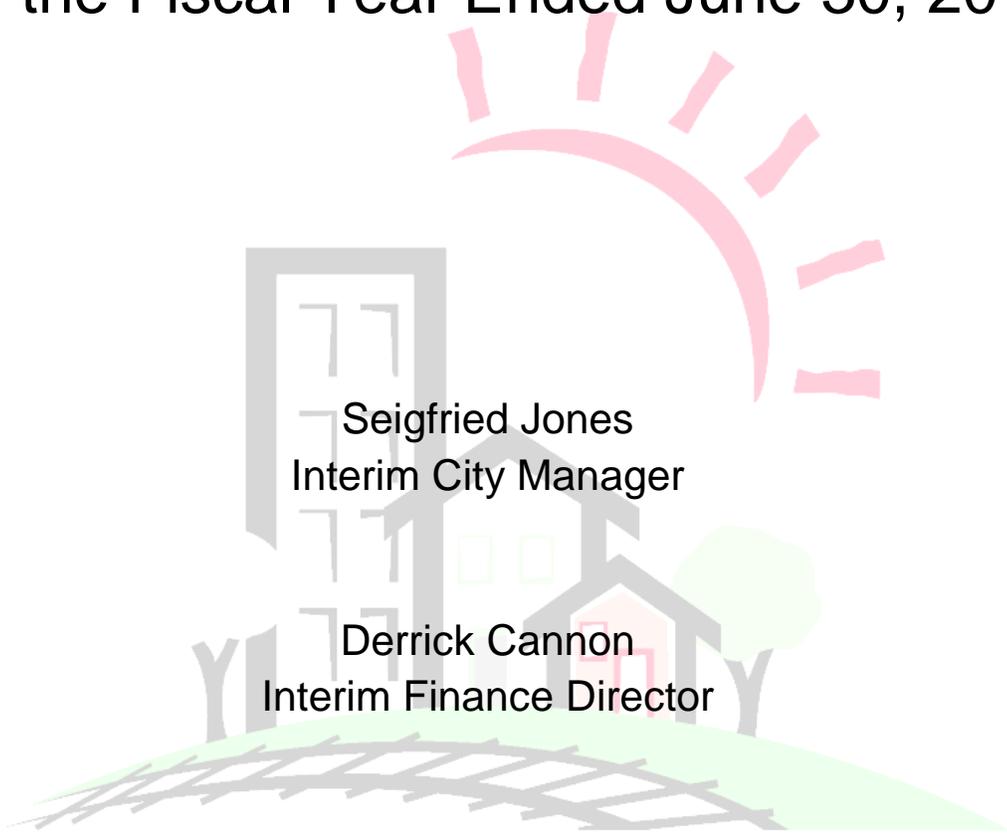
Interim City Manager
Seigfried Jones



City of East Point, Georgia

Annual Budget

For the Fiscal Year Ended June 30, 2013



Seigfried Jones
Interim City Manager

Derrick Cannon
Interim Finance Director

Julie R. Keener
Budget Manager

The City of
EAST POINT

Georgia

City of East Point
2777 East Point Street
East Point, GA 30344
404-669-4301



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of East Point
Georgia**

For the Fiscal Year Beginning

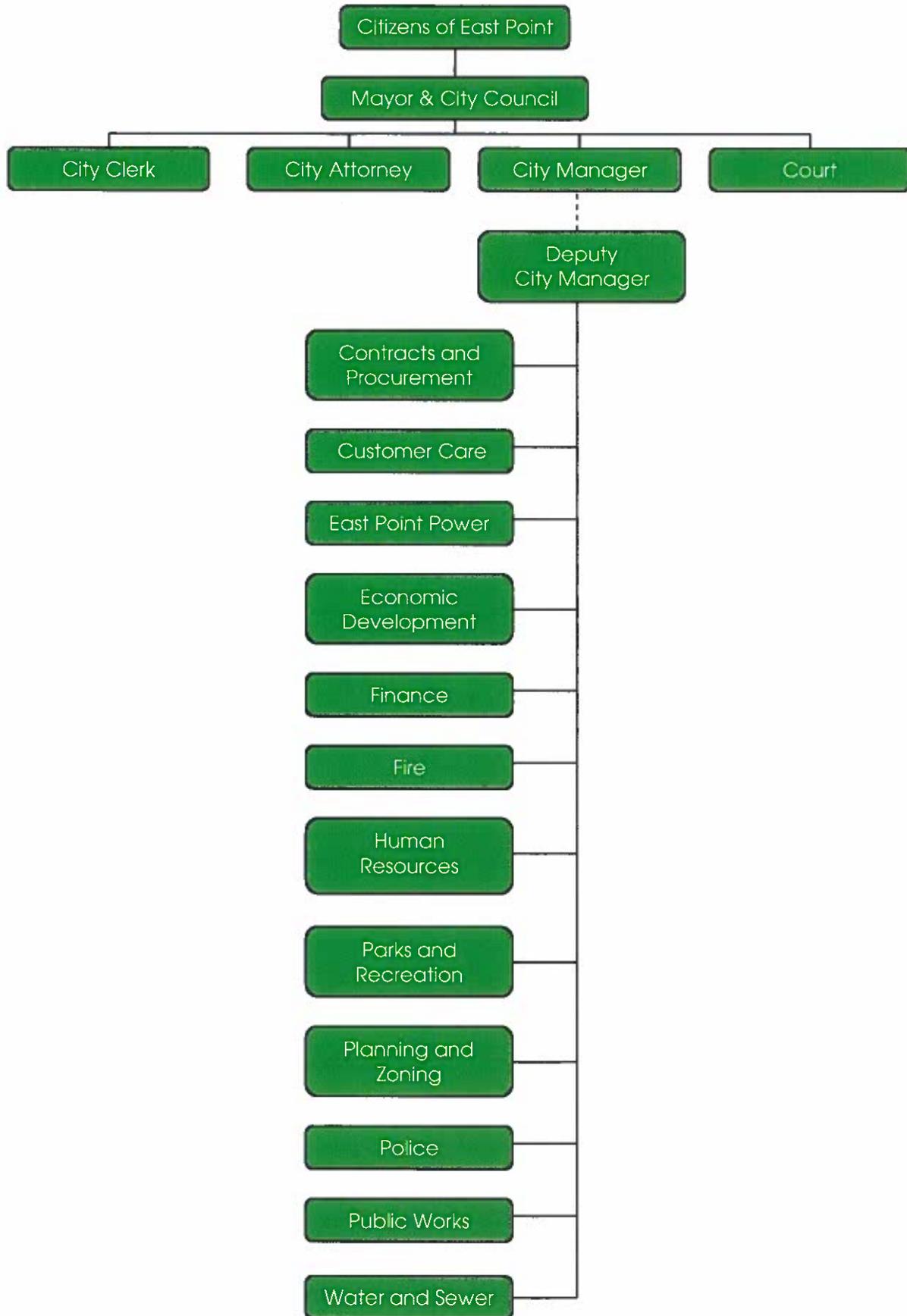
July 1, 2011

Linda C. Danson Jeffrey R. Egan

President

Executive Director

City of East Point Organization Chart



STRATEGIC DIRECTION

Mission and Vision Statement

To provide exceptional city services in the most professional, courteous and effective manner to enhance the quality of life in the City of East Point. East Point is a City of excellence in providing housing and business development opportunities, public safety, recreational and cultural activities.

Standards for Public Service Delivery: Five Strategic Principles

Effective Business Management

We pledge to make ethical, cost-effective use of the resources available to us in carrying out our duties.

Advocacy for The City of East Point

We take pride in working for the City of East Point, value our service to the community and seek opportunities to show it.

Focus on Employee and Customer Safety

We pledge to value safe working conditions for ourselves, our co-workers and those we serve in the community.

Excellence In Employee Development

We pledge to continuously pursue professional excellence for ourselves and the City of East Point through fostering service, training, mentoring, coaching, teaming and leadership among all employees.

Exceptional Customer Service

We pledge to deliver exceptional service to all our customers - internal & external – to continually seek ways to improve our service delivery and to foster a “customer first” mind-set in the City of East Point.

The city of
EAST POINT
Georgia

Table of Contents

FINE PRINT

This section includes the City Manager's Transmittal letter, the City of East Point's vision for the future, policies and procedures and specific budgetary goals for FY 2013. Discussion of the budget plan and process provides insight into the operation of the City of East Point.

City Manager's Transmittal Letter	1
How to Use this Budget.....	7
Budget Process.....	10
Budget Calendar	14
Policies & Procedures	17

JUST THE FACTS

This section provides selected demographics, economic statistics and general information about the City of East Point. Also included in this section is a summary of recent accomplishments. This section is intended to inform the reader of the relationship between local government and its residents.

All About East Point	23
History East Point.....	28
Prior Year Highlights	31

ON THE JOB

This section describes the City's workforce and changes that have occurred this fiscal year.

Personnel & Benefits Summary	38
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THE BOTTOM LINE

The final budgets that are a product of the policy outlined in the *Fine Print* section are presented here. The following are included for each fund: Fund Structure; Issues & Trends; Revenue & Expenditure Summary; Sources of Revenue; Debt Summary; Fund Balance Summary; and Budget Basis. These sections demonstrate the significance of each operating budget to the City of East Point.

Revenue Assumptions	58
Operating Budgets Summary.....	64
Debt Service Summary	75

BEHIND THE SCENES

This section provides information relative to each department. The following elements make up the department's profile: Mission Statement; Description; FY 2013 Goals and Objectives; Key Performance Objective; Key Performance Measure; Performance Measures; Personnel structure; and a Budget Summary.

GENERAL FUND:

City Attorney.....	84
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Table of Contents

City Clerk.....	86
City Council & Mayor.....	89
City Manager.....	91
Communications	93
Contracts & Procurement.....	95
Economic Development	110
Finance	112
Fire.....	115
Human Resources	122
Information Services	125
Municipal Court	127
Parks & Recreation	132
Planning & Zoning.....	136
Police - Administration	139
Police - Code Enforcement	141
Police - Jail.....	143
Property Tax	145
Public Works	147

OTHER OPERATING FUNDS:

Confiscated Assets	129
E911.....	129
East Point Customer Care	96
East Point Power.....	99
East Point Solid Waste	102
East Point Stormwater	104
East Point Water & Sewer.....	106
Fleet Maintenance	118
Grants	120
Hotel/Motel.....	131

CAPITAL IDEAS

This section describes City of East Point's capital funds. While The *Bottom Line* section provides an overview of the budgets at the fund level, this section gives a more detailed description of the capital projects in the capital fund. Specific operating impacts of capital projects are discussed and then summarized for all funds affected.

Introduction and Overview.....	150
Capital Summary.....	154

DEFINING TERMS

This section defines the terms, both budgetary and department specific, that need clarification for the general public.

Glossary.....	160
Abbreviations	167



EARNESTINE D. PITTMAN
MAYOR

COUNCIL MEMBERS

SHARONDA D. HUBBARD
ALEXANDER GOTHARD

PAT LANGFORD
LANCE RHODES

MARCEL L. REED
MYRON B. COOK

J. SLAUGHTER-GIBBONS
LATONYA MARTIN

CITY MANAGER

SEIGFRIED JONES
INTERIM CITY MANAGER



July 1, 2012

Honorable Mayor, Members of the City Council, and Residents:

Transmitted herewith is the City of East Point's balanced budget for fiscal year 2013. This budget was developed with input from elected officials, the community, and city departments.

Budget Goals

As in previous years, we continue to compensate for the significant loss of tax revenues along with sharp increases in utility wholesale supply and debt service costs, which made preparing this year's budget exceptionally challenging.

Fiscal year 2013 budget includes the implementation of new financial policies in keeping with sound business management, fiscal responsibility, long-term sustainability and good governance. This includes:

- Allocating administrative and general expenses to the utilities to discontinue indirect subsidy from the General Fund;
- Budgeting administrative and general costs that will be allocated as revenue in the General Fund;
- Funding capital purchases made during previous fiscal years through capital leases; and
- Establishing a commercial trash hauler's franchise fee.

Funding for the Capital Fund

The utilities' capital requirements will be funded through the revenue produced from the rates.

General Fund capital projects total \$3,321,189.00, which uses MEAG Municipal Competitive Trust (MCT) funding. Capital projects include, but are not limited to:

- 50 Worst Properties Program
- Personal Protective Equipment Replacement (Fire Department)
- Sidewalk Repair Program

- Road Resurfacing Program
- Streetscape and Gateway Projects
- Police Vehicle Replacement
- Park Improvements:
 - Restroom facilities at Brookdale, Rantin and Sykes parks
 - Installation of picnic shelters
 - Drainage and erosion improvements at Colonial Unity Park

BUDGET AT-A-GLANCE

The overall adopted budget is \$117,539,824. This is a 3.5 percent decrease over the fiscal year 2012 adopted budget. The budget is delineated as follows:

General Fund: \$33,436,220 - 11.1% decrease

East Point Power: \$41,244,139 - 2.3% decrease

Water & Sewer Utility: \$21,539,207 - 8.5% decrease

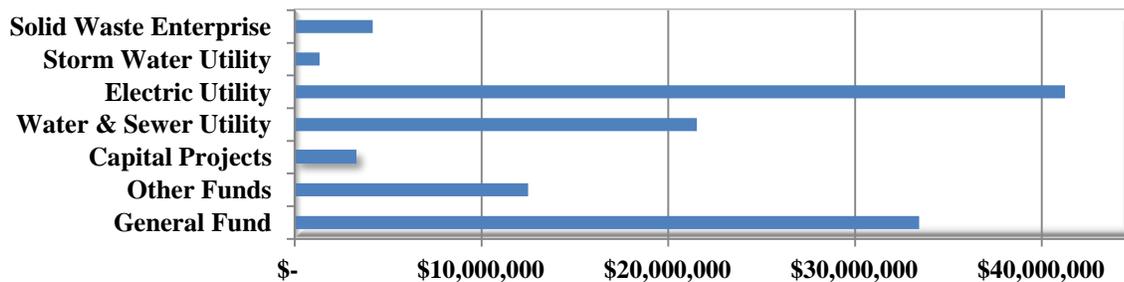
Solid Waste: \$4,168,174 - 6.7% decrease

Storm Water (funded by Water & Sewer): \$1,329,281

Other Funds: \$12,501,614 - 16.3% increase

Capital Projects (MEAG MCT-funded for capital improvement): \$3,321,189

FY13 Operating Budgets



Personnel

For Fiscal Year 2013, one new position was added to improve efficiency in the Public Works and Water and Sewer departments. This position is the GIS Manager position where the responsibilities are divided between both the Public Works and Water and Sewer departments.

Operating Funds

The following is a breakdown of the General Fund revenue and expenditures budget.

General Fund	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Budget	FY13 Budget
Revenues					
Property Taxes	\$ 28,977,173	\$ 26,617,235	\$ 28,362,200	\$ 25,390,200	\$ 26,623,051
Licenses and Permits	\$ 1,531,733	\$ 1,376,269	\$ 696,600	\$ 1,436,000	\$ 2,013,500
Intergovernmental Revenues	\$ 28,502	\$ 5,040	\$ 5,040	\$ 5,040	\$ 8,299
Charges for Services	\$ 242,630	\$ 296,130	\$ 161,656	\$ 208,000	\$ 342,610
Fines and Forfeitures	\$ 2,119,186	\$ 1,397,035	\$ 2,132,000	\$ 1,902,000	\$ 1,500,800
Investment Income	\$ 23,264	\$ 109,523	\$ 40	\$ -	\$ -
Miscellaneous Revenue	\$ 110,652	\$ 4,214,822	\$ 65,250	\$ 93,000	\$ 781,600
Other Financing Sources	\$ 2,332,393	\$ 4,494,519	\$ 1,808,522	\$ 3,316,442	\$ 2,166,360
Total Revenues	\$ 35,365,533	\$ 38,510,573	\$ 33,231,308	\$ 32,350,682	\$ 33,436,220
Expenditures:					
Personal Services	\$ 20,616,115	\$ 22,066,288	\$ 24,111,924	\$ 26,664,879	\$ 24,020,762
Purchased Supplies/Contracted	\$ 5,156,526	\$ 5,216,870	\$ 5,764,448	\$ 6,674,052	\$ 6,072,192
Supplies	\$ 839,441	\$ 838,590	\$ 1,102,043	\$ 1,162,638	\$ 955,716
Capital	\$ 281,536	\$ 571,191	\$ 241,580	\$ 303,156	\$ 120,650
Indirect Costs	\$ 704,953	\$ 343,801	\$ (2,304,254)	\$ (4,993,238)	\$ 226,542
Other Costs	\$ 2,698,817	\$ 1,318,807	\$ 1,119,048	\$ 2,089,642	\$ 521,832
Debt Service	\$ 2,578,407	\$ 2,413,536	\$ 2,404,981	\$ 449,554	\$ 1,094,459
Transfers In/Out	\$ (1,469,219)	\$ 186,691	\$ 25,000	\$ -	\$ 424,067
Total Expenditures	31,406,576	32,955,774	32,464,770	32,350,682	33,436,220

Storm Water Fund

We anticipate a storm water utility will be implemented during fiscal year 2013. Allocated within the budget is \$1.2 million for qualified storm water activities. Water & Sewer will provide a subsidy until the storm water utility is approved by the City Council. The General Fund will cover the \$801K in debt service.

East Point Power Fund

Historically, we have balanced the East Point Power deficits by using the MCT fund. We are pleased to say that no MCT funds will be utilized during fiscal year 2013.

In addition, increases in wholesale power cost will result in an additional \$3.3 million to the overall operating budget. As a result of City Council's approval of the new Indirect Cost, the electrical portion to the General Fund decreased by \$1.9 million. The City also paid off the \$1.1 million debt service allowing the critically needed annual system maintenance/improvement and capital maintenance to be funded.

Upcoming capital projects and improvements for FY13 include the following:

- Replacement of high voltage electrical apparatus
- Installation of electrical distribution services:
 - RaceTrac
 - Martin –Brower
 - Kuehne and Nagel

East Point Water & Sewer Fund

Revenues must meet three major expenditure categories annually:

- Operating expenses
- Debt service payments
- Funding of renewals and replacements and minor capital outlays

Appreciable decreases in certain cost components are projected to occur during fiscal year 2013. The most significant of these items are:

- Budgeted A&G allocation – from \$2.2 million to \$378K
- Decrease in debt service payments – from \$7.0 million to \$5.8M due to the 2007 restructuring of the bond payment schedule

Upcoming capital projects and improvements for FY13 include the following:

- Retrofit Existing Res (w/Dual Check)
- Replacing the Tri Axle Drop Tractor Trailer
- Meter Replacement Program
- Emergency/Disaster Water Supply Program
- Upgrade the Motor Control Center
- Improve the flow meters, pump & vibration monitoring

BUDGET SUMMARY

The 2013 fiscal budget primarily maintains the current level of effort. It sustains all of East Point's existing services and programs, most specifically law enforcement and emergency fire services. Under this budget, no services have been added or expanded.

Like other municipal governments across the country, East Point continues to look for ways to address the issues that arise as a result of the economic recession that began in 2008. We continue to adjust to reduced revenues and increased service demands in an uncertain operating environment. We developed and implemented numerous initiatives to address redundancy and waste.

By continuously evaluating our organizational structure, adopting sound fiscal policies/ordinances, we will be able to sustain efficient and effective municipal services now and well into the future.

LOOKING FORWARD

This year, the City of East Point celebrates its 125th anniversary. Through the years and moving forward, our continued focus will be providing excellent municipal service and increasing economic development opportunities to meet the growing demands of our city.

Discussions about the new government center have continued and this fiscal year our focus will be on approving a design and developing financing alternatives. The City will solicit responses through an RFP, as we look forward to the opportunity to spur economic development by investing in the heart of our downtown area. We currently spend nearly \$460,000 a year on rented space for our government offices, in addition to approximately \$100,000 for operating a city hall that does not meet the needs of our organization or residents.

A performing arts center, a much needed amenity, will be considered as part of the government center project. A performing arts center would add to the revitalization of downtown East Point and be a welcome addition to many of the current city-sponsored programs. Additionally, we have strategically partnered with the Atlanta Convention & Visitors Bureau (ACVB) as our direct marketing organization to maximize our opportunities with an increased hotel/motel tax, which will yield an additional \$2 million annually. The increased revenues associated with the tax will not only go towards highlighting the many great things East Point has to offer, but will also fund the construction of the performing arts center. With only 22 percent of hotel/motel tax revenue going to the ACVB, we will use 78 percent of our hotel/motel tax revenues on actual projects and marketing East Point as a metro area destination.

Additionally, the City looks forward to energizing our economic development plan with opportunities that exist with the Fort McPherson Military Base Redevelopment; as well as a comprehensive plan that includes our downtown corridors. The Economic Development Department has been working aggressively to take advantage of prime opportunities on the horizon for the City of East Point and its stakeholders.

Lastly, with our focus on improving the way we do business, our leadership team has been charged with defining new, innovative ways to provide the many city services we offer. Throughout the development and adoption of this year's budget, our leadership has been asked to do more with less.

As with the budget preparation and implementation from years past, our entire team has continuously worked to provide excellent services at minimal cost. I applaud them in their efforts and look forward to seeing the full strength of our senior leadership team which now includes two new department directors – Customer Care and the East Point Police Department.

Respectfully,



Seigfried Jones
Interim City Manager

HOW TO USE THIS BUDGET

WHAT IS A BUDGET?

A budget is a financial plan for a city. It includes both estimates of resources available, including revenues and fund balance, and appropriations that are the authority to spend money for specific purposes. After extensive input from the various departments, as well as the public, the budget is prepared by the Finance Department. The City Manager presents the budget for adoption to the Mayor & City Council.

The document begins with a transmittal letter from the City Manager. This letter summarizes the contents of the budget and provides an explanation of the rationale used by the City Manager during the budget development process. The City Manager also outlines the administration's work program for the upcoming year.

The following information is provided in the sections of this document:

- An explanation of the financial budgetary structure and policies of the City;
- Detailed financial data and summaries;
- Detailed explanations of major capital expenditures (the capital budget), including operating cost impacts;
- The departmental budgets, which are subdivided into programs to account for the costs associated with specific activities or to account for the use of funds received from specific revenue sources;
- An appendix, which includes a glossary to assist the reader in understanding this document.

The budget document is prepared to provide information about the City, both financial information and operational/policy information from a variety of perspectives and degree of detail. The reader should first review the Table of Contents and the Glossary and then read the Transmittal letter. The Financial Summary Section should then be reviewed. Finally, the specific department and program budgets provide the detailed information as to what purposes the City's resources will be utilized during the fiscal year. When reading this document, it is useful to remember that it has been developed based on both organizational structure and financial structure. The organizational structure is reflected in the departmental budgets. The financial structure is reflected in the reporting of expenditures and revenues by fund. A fund is a self-balancing set of accounts designed to track specific revenues and the uses of those revenues. Each fund is independent of all other funds and money cannot be transferred from one fund to another without the approval of the City Council.

QUESTIONS & ANSWERS

Q: What is the purpose of the City Budget?

A: The budget is an annual financial plan for the City of East Point. It specifies the level of municipal services to be provided in the coming year and the resources, including personnel positions, capital expenditures and operating expenses needed to provide these services. It reflects the policies and priorities set by the Mayor and City Council.

Q: How and when is the budget prepared?

HOW TO USE THIS BUDGET

A: Each December, City departments submit their capital projects and improvements for the upcoming year. The City Manager presents the preliminary capital budget to City Council in January. Each February, City departments submit their plans and needs for the coming year to Finance. Finance presents all the requests to the City Manager. The City Manager meets with all departments to review requests and make necessary adjustments. Finance consolidates them into the proposed budget. The City Manager then submits his recommended operating and capital budgets to the City Council in April. The City Council reviews the budget, holds two (2) public hearings to obtain citizen input and then adopts the final budget along with an ordinance establishing the property tax rate required to fund the budget.

Q: What is a fiscal year?

A: A fiscal year is a 12-month operating cycle that comprises a budget and financial reporting period. The City's fiscal year begins on July 1st and ends on June 30th.

Q: From where does the City obtain its revenues?

A: From local, state and federal grants, taxes, and licenses, in addition to payments for municipal services, such as water & sewer, electric, solid waste, and storm water.

Q: How is the revenue obtained by the City used?

A: It is used to provide services to residents, operating supplies, other operating costs such as utilities and insurance, and capital purchases such as buildings, vehicles, and equipment as specified in the City budget.

Q: What is a millage rate?

A: When the City adopts its annual budget, it determines the tax rate that must be applied on property in order to generate the necessary revenue in addition to all other sources that are available. The adopted tax rate for the City of East Point for the 2013 tax year is 15.00 mills, or \$15.00 per \$1,000 of taxable value. The Fulton County Tax Assessor establishes the taxable value of all property in the City. The City has no control over the taxable value of property; it only has control over the tax rate that is levied.

Q: What is homestead exemption?

A: City of East Point residents are eligible for a \$2,000 homestead exemption for the 2013 tax year. After property is appraised by the County Tax Assessor, \$2,000 is subtracted from the assessed value leaving what is known as the taxable value. The taxable value is that amount based upon which the property tax rate is applied. The assessed value is 40% of the appraised value. Homeowners are only eligible for the exemption if the home is their primary residence. Vacation and rental properties are not eligible for homestead exemption.

Q: What is a mill of tax?

A: One mill is equal to \$1 for each \$1,000 of assessed property value. Property taxes on a \$100,000 home to which the \$2,000 homestead exemption is applied would be, with a millage rate of 15.00 mills, \$570.00.

HOW TO USE THIS BUDGET

Q: What is a fund?

A: A fund is a separate accounting entity within the City that receives revenues from a specific source and expends them on a specific activity or activities. The City is comprised of eleven (11) separate funds, all of which perform distinct activities.

Q: What is the difference between Ad Valorem Tax and Property Tax?

A: There is no difference. They are different names for the same tax.

Q: What is an operating budget?

A: An operating budget is an annual financial plan for recurring expenditures, such as salaries, utilities, and supplies.

Q: What is a capital improvement budget?

A: A capital improvement budget is both a short and long-range plan for the construction of physical assets, such as buildings, streets, sewers, as well as vehicles and equipment.

Q: What is an enterprise fund?

A: An enterprise fund earns its own revenues by charging customers for the services that it provides. It receives no tax funds.

Q: What is a budget appropriation?

A: A budget appropriation is a specific amount of money that has been approved by the City Council for use in a particular manner.

Q: What is a budget amendment?

A: A budget amendment is an ordinance adopted by the City Council which alters the adopted budget by appropriating additional monies to a particular department, decreasing appropriations to a particular department, or transferring funds from one department to another.

Q: Who establishes the rules by which the City of East Point adopts its annual budget and property taxes?

A: The property tax rate and budget adoption processes are governed by both the City Charter and State Statutes.

Q: Who is the Chief Administrative Officer of the City of East Point?

A: The City Manager is the Chief Administrative Officer of the City of East Point. This individual is hired by and reports directly to the City Council. All employees except the City Clerk, City Judge and City Attorney report to the City Manager.

Q: What are franchise fees, and why does the City of East Point levy them?

A: The franchise fee is a charge levied by the City on a utility to operate within the City and to use the City's rights-of-way and other properties for locating pipes, wires, etc.

BUDGET PROCESS

The FY 2013 City of East Point Annual Budget, created to support short and long-range planning, focuses on the use of financial resources over the next fiscal year. Annually, The City of East Point receives and accounts for more than \$117 million from a variety of sources. The City of East Point is committed to providing low cost, high quality products and services to its residents, businesses, employees and visitors. The City of East Point is bound by a basic obligation to prudently oversee the collection and disbursement of all public funds. At the direction of the City Manager, the city's policies and procedures are strictly enforced to ensure that all financial and management decisions result in actions that reflect the best interests of the City of East Point.

This Annual Budget process varied much from prior annual cycles for several reasons. The national economic recession and, most significantly, the severe decline in real estate valuations led city management to modify the process with respect to deadlines and the overall sequence of the planning. It became clear in early 2009 that the City's Tax Digest for subsequent fiscal years would be significantly decreased for the first time in several years. These forecasted decreases would be large enough to lead management to consider potential cut-backs in most departments. Because of these actions and the projected decrease in FY 2013 revenues, the budget process was amended to fit management's need to restrict, constrain or contract budgets.

The Finance Department played a significant role in the FY 2013 Annual Budget process. Beginning this budget year, the Budget Manager of the Finance Department served as liaison and facilitator for the City Manager, working with all city departments. The FY 2013 process incorporated new procedures that encouraged departments to work closely with the Budget Manager at the outset to establish fiscally sound budget requests. The Budget Manager assisted the City Manager in conducting several informational sessions to educate and guide department managers concerning the FY 2013 annual process. The most significant session was the first annual Budget Retreat meeting in October 2011. The major efforts of the Budget Manager and the departments began in early November 2011 and concluded in mid April 2012.

The budget process is organized into these four segments:

- (1) Management Plan**
- (2) Financial Plan**
- (3) Capital Plan**
- (4) Consolidation**

BUDGET PROCESS

Management Plan

Each department is required to prepare and submit a Management Plan. In a normal budget cycle, once their Management Plan has been submitted, the Budget division distributes the Financial and Capital Plans. The Financial and Capital Plans are not distributed to departments until their Management Plans are received. However, for the FY 13 Annual process these Management Plans would be submitted after the Financial and Capital Plans. Management Plans were due to the Finance Office on July 6, 2012. Depending on the outcome of the budget compilation, it may be necessary to amend specific departments' management plans prior to publication to account for changes in mission, goals, performance measures, etc.

The Management Plan provides both narrative and performance statistical information, which lends support to the department's operations. This is helpful when considering staffing and funding levels. Additionally, this information provides an overview of how taxpayer dollars are being spent. The Management Plan includes the following components: mission statement, department description, goals and objectives, key performance objective, key performance measure and performance measures. Management Plans are reviewed and edited by the Finance Department for incorporation into the Annual Budget Book.

In an effort to assist departments with the development of an effective and useful Management Plan, the Finance Department distributed a comprehensive instruction booklet that included a budget calendar, key points to remember and specific related examples. In addition to the booklet, departments requiring additional assistance with their management plans could schedule individual work sessions with the Budget Manager.

Financial Plan

The Financial Plan outlines the funding levels required to carry out planned activities during the upcoming fiscal years. State law mandates a balanced Financial Plan, which means budgeted expenditures must equal budgeted revenues. Although departments within funds are not required to have balanced budgets, each fund as a whole must be balanced.

The City of East Point employs the traditional Line-Item (objects of expenditure and sources of revenue) method of budgeting at departmental level. Some departments budget activities or programs. However, each department eventually accounts for its financial resources within the framework of their departmental line-item budget. Although the city tracks activity and program performance, it is not directly tied to budgeted dollars in the budget system.

BUDGET PROCESS

On February 8, 2012 departmental continuation budgets (Financial Plan) and justification/explanation forms were due to the Budget Manager. All Financial Plan information, draft Management Plans, three-year history of spending patterns, and city directives were used to formulate the Budget recommendations for FY 2013 budgets.

During February and March 2012, the Finance staff met with each department to review the budget recommendations and outstanding issues. At the direction of the City Manager, approved outstanding items were incorporated into, and other disapproved items were deleted from, the department's recommendations. The City Manager reviewed the changes in departments' discretionary budgets.

Capital Plan

The Capital Plan by City Charter is due to City Council three months prior to the submission of the Operating Budget. Departments were asked to submit their Capital requests to Finance by November 15, 2011. The City Manager and Finance reviewed all requests and made changes prior to submitting to City Council. The Capital Plan was then discussed again during department budget meetings for final consideration.

Consolidation

After the first three budget segments were complete, Finance compiled the information and completed the FY 2013 Annual Budget Book. This document included all elements contained in the Management, Financial and Capital Plans used to formulate the Operating and Capital Budgets.

On April 20, 2012 the FY 2013 Proposed Budget was transmitted electronically to the Mayor and City Council. On April 21, 2012, the City Manager presented the FY 2013 Proposed Budget to the Mayor and Council at their Council Retreat.

The Operating and Capital Budgets were advertised in the South Fulton Neighbor on May 9th and May 16th, 2012. Public hearings were held on May 21th and June 4th, 2012. At these hearings, citizens were invited to comment on the FY 2013 Proposed Budget. Consistent with Georgia law, the FY 2013 Operating and Capital Budgets were adopted, and were approved at the City Council's regularly scheduled meeting on July 2, 2012.

BUDGET AMENDMENTS

From time to time, it becomes necessary to modify the adopted budget. The procedure for amending the budget depends upon the type of change that is needed. One type of change (budget adjustment) does not affect the "bottom line" total for a department. The City Manager may authorize these adjustments, mainly transfers from one line-item to another within a department's operating budget.

BUDGET PROCESS

The second type of change is a budget amendment which alters the total appropriation for a department or fund.

Circumstances requiring an amendment include, but are not limited to:

- the acceptance of additional grant money.
- the appropriation of additional funding if expenditures are projected to exceed budgeted amounts.
- the re-appropriation of monies from one department to another when deemed necessary. Budget amendments, as opposed to adjustments, require Council approval in the form of an ordinance.

KEY ACTORS

While all employees are a part of the budget process at some point, there are several people who play more intricate roles in this process.

Mayor & City Council: The Mayor and City Council set policies which drives the development of the budget, appoints a Budget Committee (which consists of the Mayor, Council members and one appointed resident), conduct public hearings and the first reading of the budget ordinance.

City Manager: The City Manager conducts meetings with each department to go over the budget line item by line item accordingly. The City Manager presents budget document to Mayor and City Council for approval.

Department Directors: Department Directors have to review previous capital improvement plan forms and make necessary changes. Then they must submit capital improvement requests for the next 5 years. Department Directors must then submit requests for additional personnel. Finally, the department budget request is submitted to Finance.

Finance Director: The Finance Director is primarily responsible for providing direction for the Budget Analyst and overseeing the budget process.

Budget Manager: The Budget Manager is primarily responsible for coordinating, developing and putting the actual budget document together. The Budget Analyst is involved in all departmental budget meetings and completes the data entry changes needed on all aspects of the budget document for the upcoming year. The Budget Analyst works closely with the City Manager and all other Department Directors to make certain the budget document properly reflects the correct information for the new fiscal year. The Budget Analyst also completes revenue projections for all funds, coordinates both the capital improvement plan and personnel request process, and prepares the operating budget request packets to department directors. The budget document must be completed for the City Manager to present to City Council. If revisions are required, they must be completed. Once the budget is approved, the budget book is prepared and submitted to the GFOA for the distinguished budget award.

BUDGET CALENDAR

ACTIVITY	TIME FRAME	PARTICIPANTS
Budget Retreat	10-14-2011	Departments, City Manager
Capital Budget forms released	10-25-2011	Departments
Capital Budgets Due	11-14-2011	Departments
CITY MANAGER REVIEW OF DEPARTMENTAL BUDGET CAPITAL REQUESTS Begins	11-15-2011-12-15-2011	City Manager, Departments & Finance
Capital Budget Meeting with City Manager	11-22-2011	Fire, City Manager, Finance
Capital Budget Meeting with City Manager	11-29-2011	Court, City Manager, Finance
Capital Budget Meeting with City Manager	12-01-2011	P&Z, Public Works, City Manager, Finance
Capital Budget Meeting with City Manager	12-02-2011	Electric, City Manager, Finance
Capital Budget Meeting with City Manager	12-08-2011	Communications, City Manager, Finance
Capital Budget Meeting with City Manager	12-09-2011	Finance, City Manager
Capital Budget Meeting with City Manager	12-12-2011	Parks & Recreation, City Manager, Finance
Capital Budget Meeting with City Manager	12-15-2011	Water & Sewer, Customer Care, City Manager, Finance
Draft of Capital Budget Proposal	12-23-2011	Finance
Prepare Agenda and submit report	12-30-2011	Finance
TRANSMITTAL SUBMITTED OF THE PRELIMINARY CAPITAL BUDGET REQUESTS: TO MAYOR, CITY COUNCIL (PER CITY CHARTER SECTION: 5-104)	01-10-2012	CITY MANAGER
Load H.T.E. Access to Departments	01-19-2012	Finance
Set up H.T.E. FY13 Budget Module	01-20-2012	Finance
Generate Personnel Roster with Fringe Benefits	01-23-2012	Human Resources
H.T.E. Budget Training	01-24-2012	Finance, Departments
Generate and distribute FY2013 Department Budget Worksheets to Department Heads	01-25-2012	Finance
Enter FY2013 departmental budget requests	01-25-2012 through 02-08-2012	Departments
Meet with Department Heads for personnel roster review (current and new hires)	01-30-2012 through 02-03-2012	Human Resources
Capital Budget Workshop	End of January	MAYOR, CITY COUNCIL
BUDGET ENTRY PERIOD ENDS	02-08-2012	
Upload personnel roster and benefit costs to the FY13 Budget Preparation module	02-10-2012	Human Resources
Budget Manager review of Departmental request	02-09-2012 through 02-16-2012	Finance

BUDGET CALENDAR

Departments meet with Budget Manager to review Budget Requests	02-17-2012 through 02-24-2012 02/13/12 – 10:00 – 10:30 a.m. 02/15/12 – 2:00 – 4:00 p.m. 02/17/12 – 2:00 – 3:00 p.m. 02/20/12 – 10:00-11:00 a.m. 02/20/12 – 2:00 – 2:30 p.m. 02/21/12 – 10:00 – 10:30 a.m. 02/21/12 – 2:00 – 3:00 p.m. 02/22/12 – 10:30 – 11:30 a.m. 02/22/12 - 1:00 – 2:00 p.m. 02/23/12 – 9:30 – 10:00 a.m. 02/23/11 – 2:00 – 3:00 p.m. 02/23/12 – 3:00 – 5:00 p.m. 02/24/12 – 1:00 – 2:00 p.m. 02/27/12 – 10:00 – 12:00 p.m. 02/27/12 – 2:00 – 5:00 p.m.	Departments, Finance Economic Development CMO, Communications, Finance Customer Care Parks & Recreation Purchasing Property Tax Electric Legal Fire City Clerk HR Public Works Planning & Zoning Police Water
CITY MANAGER REVIEW OF DEPARTMENTAL PERSONNEL BUDGET REQUESTS Begins	03-05-2012 through 03-31-2012	City Manager, Departments, Finance, HR
Revenue Projections Review	03-09-2012	City Manager, Finance
CITY MANAGER BUDGET ENTRY PERIOD ENDS	03-31-2012	
TRANSMITTAL OF PROPOSED FY2013 BUDGET & COMPLETED STANDARDIZED BUDGET FORMS VIA EMAIL: TO BUDGET COMMITTEE, CC: CITY COUNCIL (PER SECTION 2-2003 OF CITY ORDINANCE)	04-20-2012	CITY MANAGER
Presentation of FY2013 Budget at Council Retreat	04-21-2012	CITY MANAGER
REVIEW OF RECOMMENDED BUDGET: MAYOR, CITY COUNCIL, BUDGET & FINANCE COMMITTEES	04-20-2012 through 05-09-2012	MAYOR, CITY COUNCIL, BUDGET AND FINANCE COMMITTEES
BUDGET WORKSHOP	05-01-12	CITY COUNCIL
Budget Ad in South Fulton	05-09-12	CITY CLERK, Finance
PREPARATION OF BUDGET ORDINANCE	05-11-2012	FINANCE
FIRST READING OF BUDGET & PUBLIC HEARING	05-21-2012	CITY COUNCIL
Budget Ad in South Fulton	05-16-12	CITY CLERK, Finance
SECOND READING OF BUDGET & PUBLIC HEARING	06-04-2012	CITY COUNCIL
FINAL ADOPTION OF FY2013 BUDGET (PER SECTION 5-101 OF CITY CHARTER)	07-02-2012	CITY COUNCIL
TAX PROCESS: Receive Property Tax Digest	TBD	Fulton County Tax Assessor

BUDGET CALENDAR

Millage ads: Millage Hearing 1	TBD	Tax, Finance
Millage ads: Millage Hearing 2	TBD	Tax, Finance, City Clerk
File Property Tax Millage	TBD	Tax, Finance
FINANCE DEPARTMENT EDITS BUDGET	06-20-2012 through 06-22-2012	Finance
FINANCE DEPARTMENT LOADS BUDGET	06-25-2012 through 06-29-2012	Finance
FINANCE DEPARTMENT CREATES ACCOUNTS	06-25-2012 through 06-29-2012	Finance
Generate and distribute FY2013 Department Management Plan forms to Department Heads	06-25-2012	Finance
Management Plans due to Finance	07-09-2012	Departments
Budget Book submitted to GFOA	10-02-2012	Finance
SUBSEQUENT AMENDMENT – Final Digest	TBD	
SUBSEQUENT AMENDMENT – Final Millage	TBD	
SUBSEQUENT AMENDMENT – Taxes	TBD	

FINANCIAL POLICIES

GENERAL BUDGET AND FINANCIAL POLICIES

These policies, once approved by City Council, will govern the way the City operates its operating budget. They are in place to ensure that the City of East Point will be able to realize its ultimate goal of ensuring the City's long-term financial ability to deliver quality services.

ANNUAL BUDGET ADOPTION REQUIREMENTS

An annual budget and an appropriations ordinance shall be adopted by the city council on or before the first city council meeting in June. However, if for good and sufficient reasons the budget cannot be adopted by this date, the amount appropriated for current operations for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the city council adopts a budget for the ensuing fiscal year.

BALANCED BUDGET REQUIREMENTS

The Georgia State law requires an annual balanced budget. The adopted budget shall be a balanced budget with anticipated revenues (including appropriated unencumbered surplus) equal to or greater than appropriated expenditures. All funds within the budget shall also be balanced.

CURRENT BUDGET POLICIES

For the current budget, departments were asked to limit their spending increases due to revenue projections being very conservative due to the slow economy.

OPERATING POLICES

- 1) The City will pay for all current expenditures with current revenues and fund balance;
- 2) The City will avoid budgetary procedures that balance expenditures at the expense of future years, such as postponing expenditures, underestimating expenditures, overestimating revenues, or utilizing short-term borrowing to balance the budget;
- 3) Where possible, the City will integrate performance measurement, service level, and productivity indicators within the budget.

REVENUE POLICIES

- 1) The City will aggressively seek state and federal funds that are available for capital projects. The City will not rely heavily on these funds, nor will it utilize funds for general operations;
- 2) The City will give high priority to one-time revenues;
- 3) Property tax collection will continue to be in the high 90s;
- 4) Revenues from user charges will continue to cover 100 percent of the costs of providing services;
- 5) A Proportionate-Change Method of forecasting will be implemented. This method calls for projecting each individual source of revenue by analyzing previous years' collection to obtain an average annual rate of change in order to project the next year's revenues;

FINANCIAL POLICIES

6) The City will monitor its revenue collections on a monthly basis through reports, which compare actual receipts to monthly allotments. In the event a department is not realizing their projection, Finance will contact the department to inquire as to the extenuating circumstances that may have affected revenues. If the problem is of a serious nature, Finance will work with the department in resolving the problem. The Finance Director makes the determination as to whether the City Manager and City Council need to be involved.

EXPENDITURE POLICIES

- 1) An operational control of departmental budgets is maintained by preliminary check of funds availability on a line-item basis;
- 2) The City of East Point's purchasing system assures budget availability prior to the issuance of purchase orders. Budgetary expenditure printouts are available on the financial system anytime that a department director needs to review;
- 3) Encumbrances are established on the basis of the issuance of purchase orders. In the event of insufficient funds within the account, purchase orders are not issued until an interdepartmental budget transfer is approved, or until additional funds are made available by the City Council.

It is the responsibility of each department to control expenditures, and expend funds only for items that have been budgeted. The Budget Ordinance stipulates that expenditures shall not exceed the appropriation authorized by the budget. The City Manager has the authority to allow departments to transfer sums from one budget line item to another within the same department, without the necessity of the adoption of a new budget ordinance. However, no increase in the overall budget for any one department shall be made without the approval of the City Council and amendment to the budget.

ACCOUNTING POLICIES

Receivables and Payables

Each year, receivables at June 30th, consists of taxes, accounts (billings for user charges) and intergovernmental receivables arising from grants.

Receivables and payables are recorded on the City's financial statements to the extent that the amounts are determined to be material and substantiated not only by supporting documentation, but also by a reasonable, systematic method of determining their existence, completeness, valuation, and in the case of receivables, collectability.

Property taxes for June 30, 2012 fiscal year were levied July 1, 2012, based on property values assess as of January 1, 2012. The taxes were billed October 1st and payable within 60 days of the billing date. An interest penalty of 10% per annum is charged on property taxes not paid within 90 days of the due date. Property taxes become an enforceable lien on January 31st.

FINANCIAL POLICIES

CAPITAL POLICIES

- 1) The budget will provide for adequate maintenance and repair of capital assets and for their orderly replacement;
- 2) The City aggressively seeks state and federal funds that are available for capital projects.

Capital Improvement vs. Capital Outlay: The City of East Point's capital budget includes equipment, land and construction projects costing \$5,000 or more. The budget for a capital item remains in effect until completion of the item and does not expire automatically at the end of the fiscal year. Capital Outlay defines other machinery and equipment items costing less than \$5,000, which is provided for within departmental operating budgets.

Each department is required to develop and annually update a comprehensive Capital Improvement Plan. The plan provides a five-year expenditure analysis of a department's need for improvements to land, buildings and for the purchase of major machinery and equipment. This allows the City to plan ahead for expenditures that will have a major budgetary impact.

FUND ACCOUNTING

The accounts of the City are organized and operated on the basis of funds and account groups. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

Major Funds:

Major funds represent the significant activities of the City. The breakdown of the City's fund structure is as follows:

The City has the following major governmental funds:

– General Fund:

The *General Fund* is the primary operating fund of the City. It accounts for all financial resources of the general government, except those that are required to be accounted for in another fund. It is considered a Governmental Fund.

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources, and the related liabilities (except those accounted for in proprietary funds) are accounted for through governmental funds. The modified accrual basis is followed in the General Fund.

FINANCIAL POLICIES

– **Capital Projects Fund:** Budgets for capital projects shall lapse at the end of a fiscal year. The project can remain in effect until project completion, but re-appropriation by City Council ordinance is required.

Additionally, the City has the following non-major Special Revenue Funds:

– **Confiscated Assets Fund:** The confiscated assets fund accounts for funds received from the enforcement of drug laws and shared revenues resulting from the confiscation of property from drug offenders' arrests.

– **E-911 Fund:** The E-911 fund accounts for system fee collections, and the operation of the Emergency 911 System within the City of East Point.

– **Restricted Grant Fund:** Grants that have a grantor requirement to have funds deposited into a separate bank account from the General Fund.

–**Hotel/Motel Fund:**

The Hotel/Motel Fund is a Special Revenue Fund for the purpose of promoting tourism. Revenues for the fund are raised from a 8% hotel motel tax placed on hotels/motels conducting business within the City limits. Expenditures are strictly directed to the promotion of tourism.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

The City has the following major Proprietary Funds:

–**Water & Sewer Enterprise Fund:**

The Water & Sewer Fund is used to account for provision of water, the collection and disposal of water & wastewater services of the City.

–**Electric Enterprise Fund:**

The Electric Fund is used to account for the collection of electricity services of the City.

–**Sanitation Enterprise Fund:**

The Sanitation Fund is used to account for the collection and disposal of solid waste services of the City.

–**Stormwater Management Enterprise Fund:**

The Stormwater Management Fund is used to account for the Stormwater Management Program.

–**Fleet Maintenance Internal Fund:**

The Fleet Maintenance Fund supports all vehicle repair and maintenance to all City departments.

FINANCIAL POLICIES

-Customer Care Internal Fund:

The Customer Care Fund collects all revenues received for the City.

Proprietary Funds are used to account for operations that are financed and operated in a manner similar to private business enterprise - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or another purpose. The Water & Sewer, Electric, Sanitation, and Stormwater Enterprise Funds are considered Proprietary Funds and budgeted for using the full accrual basis for accounting.

-Fiduciary Funds:

Fiduciary fund reporting focuses on net assets. The City's fiduciary funds include a pension trust fund and an agency fund. The pension trust fund provides pensions to City employees and City elected officials. The agency fund collects municipal court fines and forwards them to the General Fund. The agency fund is custodial in nature (assets=liabilities) and does not involve measurement of results of operations.

An independent accounting firm performs an annual audit of the financial statements of the City and does publicly issue an opinion thereon.

BUDGETARY BASIS

The modified accrual basis is followed in all governmental funds. Under this method, revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized when the obligation is incurred, with the exception of principal and interest on general long-term debt which is recognized when due. Annual appropriated budgets are adopted for all funds at the department level. Budgets are adopted on a non-GAAP basis. All appropriations that have not been encumbered at the end of the fiscal year will lapse. Expenditures may not legally exceed budgeted appropriations at the department level. Encumbrances represent commitments related to unfulfilled contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation, is utilized in the governmental funds. Encumbrances outstanding at year-end are reported as reservations of fund balance and are carried forward to the forthcoming year. They do not constitute expenditures or liabilities until the related goods or services are received during the subsequent year. The following process is used by the City in establishing the budgetary data reflected in the financial statements.

FINANCIAL POLICIES

All Proprietary Funds are budgeted for using the accrual basis of accounting.

Whereby, revenues are recognized when incurred. Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

GAAP BASIS vs. BUDGET BASIS

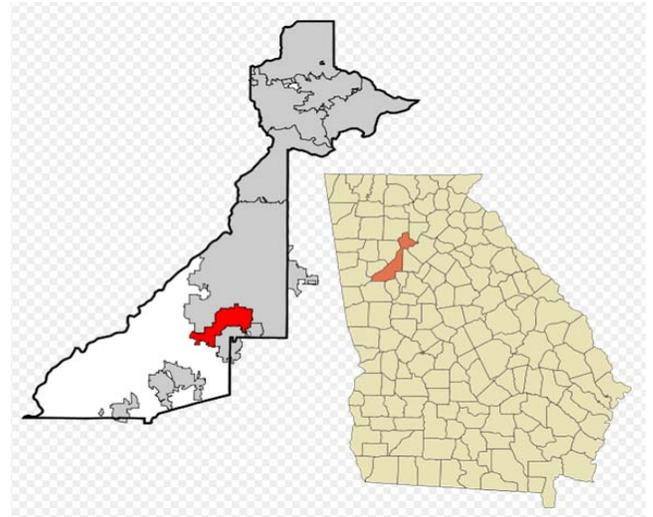
Budgets are adopted on a basis consistent with GAAP with the exception of the capital projects fund, which have project length budgets, rather than annual budgets. The City adopts budgets for its enterprise funds and internal service funds; however, the reporting of the budget to actual comparison is not required.

TAX MILLAGE RATE

As a part of the normal budget process, the governing authority adopts a millage rate to provide property tax revenue to the General Fund. The adopted millage rate for tax year 2013 is 15.00 mills which reflect an increase from the previous year.

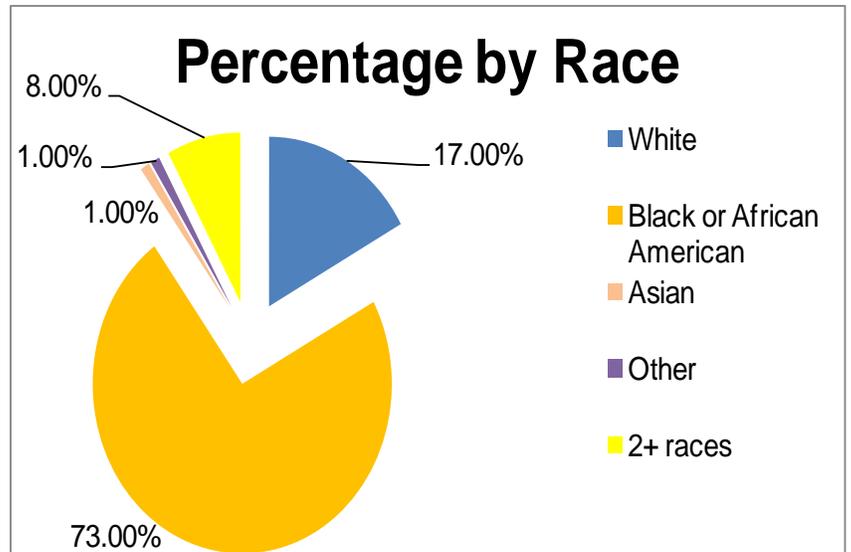
Just the Facts

State of Georgia Population 9,687,653
 East Point Population 33,712



Percentage by Race

Black or African American
 73.00%
 White
 17.00%
 Asian
 1.0%
 Other
 1.0%
 2+ races
 8.0%
 Male – 47.4%
 Female – 52.6%

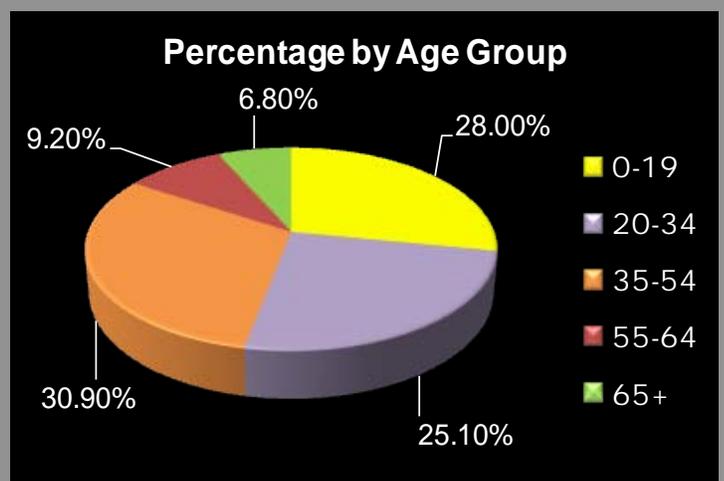


Percentage by Ethnicity

Hispanic or Latino
 18.0%
 Other
 82%

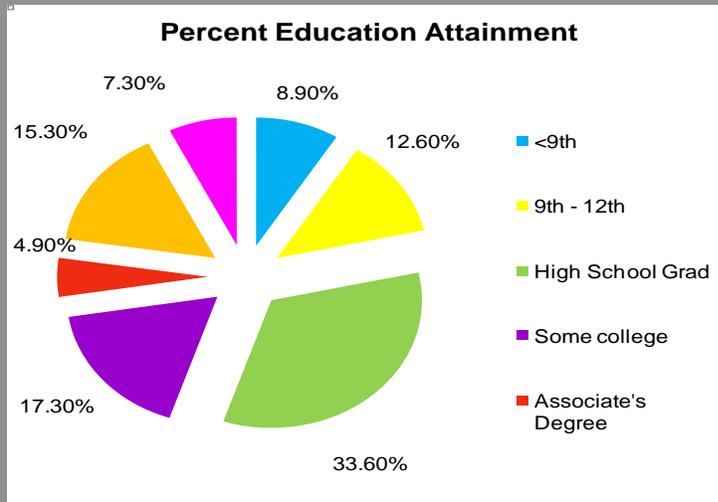
Median Age 31.5 years

Age 0-18 28%
 Age 20-34 25.1%
 Age 35-54 30.9%
 Age 55-64 9.2%
 Age 65+ 6.8%



Source: U.S. Census Bureau December 2010

Just the Facts



East Point - Population 25 years and older

Less than 9th Grade	9.8%
9th thru 12th Grade (no diploma)	17.9%
High School Graduate	29.9%
Some college (no degree)	19.9%
Associate's Degree	4.5%
Bachelor's Degree	12.8%
Graduate/professional degree	5.2%

Household Income & Benefits

Median	\$40,637
Mean	\$51,913

Family Income

Median	\$38,800
Mean	\$57,060
Per capita	\$21,266



% Houses built between

Before 1939	5%
1940-1949	9%
1950-1979	63%
1980-1999	9%
After 2000	14%

Total Housing Units: 17,225

Vacant	3,892
Occupied	13,333
owner	48.2%
renter	51.8%

Homeowner vacancy rate	5.6%
Rental vacancy rate	19%
Average household size	
owner-occupied	2.34
renter-occupied	2.65

Median house value	\$146,100
Median gross rent	\$822

Source: U.S. Census Bureau December 2010



Introduction to East Point

www.twitter.com/cityofeastpoint
www.facebook.com/cityofeastpoint

East Point was established due to an 1847 Act incorporating the Atlanta & LaGrange RR (now the Atlanta & West Point RR). It stated that its eastern most terminus should be at a convenient point along the Macon & Western RR (now Central of Georgia RR) between “the City of Griffin and the Town of Atlanta”. This exact location is marked by a bronze disk set in a concrete post. This point of reference was used, as a part of East Point’s charter in 1887, to establish the limits of the town, all beginning from this point. East Point is sometimes referred to as “The Point” by locals.

<u>City of East Point Top Employers</u>	
Tenet - South Fulton Medical Center	600
Newell Recycling	600
City of East Point	523
Dicks Sporting Goods	248
Federal Aviation Administration	200
Lowe's	155
Worldpay US	150
CEVA Logistics	142
Crowne Plaza Hotel - Atlanta Airport	133
Bonterra Nursing Center	105

East Point boasts what many cities long for . . . location, location, location. Located next to the busiest airport in the world, Atlanta Hartsfield-Jackson International Airport, just nine miles from downtown Atlanta, situated between four major interstates: I-75, I-85, I-20 & I-285 and boasting its own MARTA train stop, East Point’s location is hard to rival! In addition, East Point is located in the sought after ITP area (Inside The Perimeter) with abundant quality, affordable housing stock.



East Point is only 7 miles from Downtown Atlanta and right around the corner from Atlanta Hartsfield-Jackson International Airport!



CONVENIENT. ENTERTAINING. SMART.

East Point: Experience small town charm in the big city, just 5 miles from downtown Atlanta.

- Quality education including the new Main Street Academy Public Charter School
- Both historic & new neighborhoods with unique architecture and tree lined charm
- Minutes to downtown and the airport on MARTA rail service
- Exciting recreational opportunities at the Georgia Sports Park, Dick Lane Velodrome and numerous parks
- A large variety of restaurants to satisfy everyone's taste
- Year round family events including 4th of July Fireworks, Carnivals, Festivals and Farmer's Market



404.270.7217
www.eastpointcity.org



Discover something new using our online restaurant, shopping and service guide
www.downtowneastpoint.com

Just the Facts

DOWNTOWN HAS A "SMALL TOWN" FEEL



UNIQUE SPORTING VENUE: VELODROME



SHOPPING: CAMP CREEK MARKETPLACE



LARGE SPORTING VENUE: GA SPORTS COMPLEX



HISTORICAL SOCIETY MUSEUM



EVENTS



All About East Point

History of East Point

The land on which East Point is located once belonged to the Creek Indians. In January 1821 the United States government purchased the land for approximately \$120,000. Five counties were created from the land and East Point has been included in the formation of three counties at various times: Henry County in 1821, DeKalb County in 1822 and Fulton County in 1853.

East Point's land was granted to 48 residents through a lottery system. These residents were not required to cultivate the land, and most of the original owners promptly sold their property to others. Families soon moved into the area and established farms and plantations.

Railroads came to East Point on their way to Atlanta in the 1840's and 50's. In 1845 the Macon and Western Railroad (later the Central of Georgia Railroad) completed construction of its line from Macon into Atlanta. The Atlanta and LaGrange Railroad (later the Atlanta and West Point Railroad) played an important role in giving East Point its name. This line gave the area additional rail service and created a boom for industries located in East Point. The area around the junction of the two railroads became known as east point because the location was the eastern point of construction of the Atlanta and LaGrange Railroad's tracks. There was no formal name, but was simply a geographical reference in the Chief Engineer's report. The name East Point first occurred in the records indicating that a United States Post Office was established there in 1851.

During the Civil War, occupation of East Point by the Federal Army helped to destroy many homes and buildings. Fields were also devastated and little remained other than the water and wood tanks of the town's railroads. Churches were burned, but at least one gristmill was left standing. Many people left the area before the army occupation began and returned to their home sites only after the occupation had ended, but it would be impossible for them to resume their normal lifestyle for some time to come. Union soldiers had constructed a great number of shacks large enough to quarter one or two soldiers and citizens lived in these mud-floored shacks until materials could be procured to build new homes. Food was in short supply because the fields had been destroyed. Soon new homes were constructed and farming life resumed with cotton, wheat, corn, oats and garden vegetables being grown. Individuals began founding businesses in the 1860's and 70's --including a general store, three or four saloons, a shoe repair shop, blacksmith shop and one doctor built a drug store in 1869.

By the 1870's, a number of churches had come into existence -Mount Olive, Utoy and Flat Creek Baptist; Mount Gilead and Mount Zion Methodist. In 1873, the Nellie Chapel Methodist Episcopal Church was built. Later known as the East Point Avenue Methodist Church, it still stands across the street from City Hall. One of the oldest cemeteries in

All About East Point

East Point is located behind the church. (*Historical Note:* The original sanctuary was destroyed by a fire in 1998 and had to be completely rebuilt. It was re-dedicated in an Easter Morning service in 1999.)

The Shady Grove Methodist Church, burned by Sherman's Army, reorganized in 1866 as the East Point Methodist Episcopal Church (later known as the First United Methodist Church) and was located at the corner of Church Street and Forrest Avenue. In 1894, the First Baptist Church building was erected. Thomas W. Connally's private school served the people of East Point without competition from 1845 until 1867 when Professor William C. Parker opened an academy. Approximately one hundred (100) pupils between the ages of five and twenty-five paid from \$2.00 to \$3.50 to attend the academy. The private school existed until the citizens established a free school system in 1891.

The town of East Point received its charter on August 10, 1887. The town's boundaries formed a rectangle extending three-fourths of a mile north of the junction of the railroads, five-eighths of a mile south of the junction and a half-mile east and west of this point. The government was to consist of a board of seven aldermen to be chosen annually in elections conforming to those by which members of the Georgia General Assembly were elected. The townspeople were to elect a chairman of the first Board of Alderman and any other officer needed to govern the town, such as a Marshal or Treasurer. The Marshal was to be the only paid officer.

The charter did not define the divisions between legislative and executive authority but listed responsibilities of the Board of Alderman. It granted the board the power to "pass and enact all laws which may seem to be proper and just, not repugnant to the laws of this state and the United States; to tax real and personal property exhibition and games; to punish offender; and to provide for the working and repairing of the streets and sidewalks. The board also possessed the right to sue and be sued. In addition, the Charter levied a street tax of \$2.50 on all men between the ages of sixteen and 50 who were unable or unwilling to work on the streets five days of the year. The act that created the municipality named the seven (7) men who were to compromise the first Board of Alderman: L.M. Hill, I.F. Allison, S.L. Holcomb, S.N. Thompson, I.W. Buck, J.B. Moore and Dr. S.A. Taylor. L.M. Hill was later elected chairman. Official records prior to 1896 are missing, but State records for the period show an Act was approved that established the Mayor and Council system of government and expressly granted Council powers that had not been delineated in the original charter. These included: ability to establish and regulate trade, to issue licenses and to regulate weights and measures. The Charter provided for the election of a Clerk and a Treasurer and defined the duties and powers of the Mayor, Marshal and Clerk. It also provided for the compensation of the Mayor and Clerk. Furthermore, the Act established a free school system for the municipality to be enacted upon the peoples' approval in a referendum, and a school fund to be supported with the revenue from business licenses.

All About East Point

The Charter also gave City fathers the right to provide or authorize the erection of gas works, water works, and electric power plants. The ad valorem tax was raised and the street tax and annual elections were continued.

The new charter for East Point reflected the town's growth. In contrast to the 1887 Act, this charter enumerated in depth the responsibilities and powers of the municipality. In the late 1890's, the town council regularly exercised these powers and responsibilities in governing the town. The Council was divided into seven (7) committees, which attended to the town's finances, streets, schools, police, ordinances, sanitary conditions and park affairs. The Marshal inspected yards and outdoor toilets in this campaign and ordered persons to put their premises in a clean and healthy condition. The city had no organized fire department before 1899 and neighbors helped each other extinguish fires with the use of bucket lines. In 1899 the town council appointed a Chief of Volunteer Fire Department and instructed him to advise the Council in the organization of a fire department. The Council then organized the volunteer fire department that served the City well into the 20th century.

The free school system was an important step in the growth of the City. The Council encouraged every child between the ages of six and 16 to attend school. It maintained a separate school for Negro students. As in most places in the South, the white school was better equipped than the Negro school, and white teachers were paid better than Negro teachers were. Needing a new white school, the town held its first bond issue in 1894 to float \$10,000 bonds for construction of the same. The school was built and, in 1896, the city's white students transferred to the *Central School*, a modern and well-equipped building. The Negro pupils attended school in a church and lodge hall. The Council operated the *Central School* as a grammar school prior to 1899; in that year, it expanded the school to include the tenth (10th) grade. Non-resident students paid \$1.25 to \$2.50 tuition per month and all scholars in the higher grades paid from \$1.00 to \$2.00 per month. In 1898, 220 white children and 139 Negro children between the ages of six and 16 attended school in East Point. A wide variety of subjects were taught including spelling, reading, writing, arithmetic, grammar, rhetoric, geography, literature, Latin, geometry, algebra, astronomy and physical geography.

In summary, East Point by 1900 had grown from an Indian Territory to a town of 1,315 people. It had become a small municipality closely tied to a large city, but it had also developed an efficient government and good schools of its own. Despite its independent development in some areas, the town was already becoming a suburb of Atlanta. All of these developments would have lasting effects on East Point's future. A good transportation system, an abundant supply of open land and an active citizenry promised the town great possibilities in the 20th century.

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Prior Year Highlights

City Clerk's Office

- Implemented a paperless agenda software resulting in annual cost savings of \$42,000
- Transitioned to an in-house mailing system which will save \$1,000 per month
- Improved Records Management by scanning over 5,000 documents

City Manager's Office

- Deputy City Manager's Portfolio was expanded to include all City Departments
- Required cost-savings measures
- Revised Take-Home Vehicle Policy
- Completed College Park Water Contract negotiations
- Oversaw issuance of Performance Audit RFP
- Prepared proposed FY2013 budget
- Reduced scope of work for CDM "core staff"
- Requested audit of Fleet Management, credit card usage, Procurement
- Oversaw negotiations with Fulton County regarding wastewater treatment
- Supervised preparation of proposed Stormwater Utility Ordinance

Contracts & Procurement

- Completed the purchase and installation of the Fixed Asset Inventory warehouse system
- Worked with Legal to complete proposed revision of the City's Procurement Municipal Code
- Enforced tighter compliance with monitoring of Field PO's and Purchasing procedures
- Drafted Field PO Policy and Procedures
- Stronger compliance of all contracting procedures
- Completed a successful FY12 on-line Auction, netting \$102,345

Court

- Made advances toward a paperless environment to decrease operating cost

Customer Care

- Updated the design of the utility bill
- Transitioned to printing and mailing utility bills in-house
- Implemented Interactive Voice Response System (IVR)
- Developed an all-inclusive Customer Care training curriculum
- Reviewed processes with Finance Department to insure adherence to accounting principles

East Point Power

- Secured contract from Martin-Brower as their electrical power supplier

Prior Year Highlights

Economic Development

- Commenced Strategic Economic Development Plan
- Awarded \$3.9 million streetscape grant and began scoping phase
- Developed draft Main Street Corridor TOD Plan
- Started Access-to-Success Small Business Seminar series, held monthly since January
- Developed Scope of Services and RFP for Commons Redevelopment Project Manager
- Coordinated 4 film shoots
- Martin-Brower groundbreaking
- Department of Revenue relocation
- CEVA Logistics relocation
- Assisted 2 downtown businesses find new space close by
- Assisted in development of the East Point Visitor's Guide
- Helped develop East Point presence on Atlanta.net
- Resubmitted Corridors TAD Opportunity Zone application
- Successful Taste of East Point and South Metro Area

Finance

- Received an Unqualified Audit from the External Auditor
- Completed the first CAFR in recent COEP history
- Completed various internal audits
 - Fleet Management
 - Credit Card Audits - Monthly
- Inventory Tagging of the Warehouse and initial stages Citywide
- Executime Time Management System Purchase and planning for implementation
- Paid off all Banc of America (formerly KOCH) leases, which produced a savings of \$725,000
- Secured \$8,000,000 TAN
- Identified overpayment of Camp Creek TAD of \$1,500,000
- Debt restructuring plan in process

Finance – Grants

- National PAL 2012 grant - \$15,000
- HUD CDBG grant - \$60,000
- Ga. Dept. of Natural Resources Recreational Trails grant - \$100,000
- ECG Energy Efficient Grant - \$285,000

Finance – Accounting

- Enhanced monthly close-out process for more timely reporting to the Budget and Finance committees
- FY '12 amendment
- Received 1st Budget Award for FY '12
- 1st successful budget retreat

Prior Year Highlights

- FY '13 budget submission

Finance – IT

- Installed IVR (pay-by-phone) feature
- Installed email security filter (spam/virus reductions)

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Fire Department

- Participated in White House Community Partnership Summit
- Rescued toddler from storm drain and initiated extensive local and national media coverage
- Initiated fire station improvement projects, including painting and cabinet refurbishing
- Completed NFPA aerial and ground ladder testing
- Updated frequency for all portable and handheld radios
- Created a second 50 Worst Properties List
- CPR and AED recertification given to 71 Fire personnel and courses given to 31 City employees and 3 City businesses with a total of 28 employees
- Installed 22 smoke alarms and 19 carbon monoxide detectors
- Passed the State Office of EMS License renewal
- Completed 823 Inspections and 70 Certificates of Occupancy
- Held 7th Annual Health Fair with 88 vendors and 568 participants
- 7 Fire personnel certified as CPR instructors; 6 Paramedics recertified in Advanced Cardiac Life Support Training
- 9 Fire Inspectors and 3 Investigators sworn in by State Fire Marshal's Office
- Firefighter Montecia Paige named as Firefighter of the Year by the Atlanta Airport Rotary Club

Human Resources

- Implemented NeoGov Applicant Tracking System
- Re-communicated the Fraud Hotline to City employees
- Participated in National Benefits Day on 4/2/2011
- Police Recruitment Fair held at Jefferson Park Recreation Center
- Redistributed Violence in the Workplace memo and took measures to secure JS Building
- Organized Violence in the Workplace Training for City Staff (no cost)
- Organized EEOC Training for Supervisors and Managers (no cost)
- Re-posted EAP posters and send out monthly EAP topics to employees
- Facilitated AED – CPR Courses for staff in collaboration with the Fire Department
- Safety Training
 - Flagger Safety
 - Defensive Driving
 - Back Injury Prevention
- Reduced our Fiscal Year 2012 Operating Budget

Prior Year Highlights

- Met Fiscal Year 2013 Budget Calendar deadlines for Personnel Projection Roster
- Updated Labor Law Posters were distributed to every location throughout the City
- Revised the Worker's Compensation Panel of Physicians
- Revamped New Hire Orientation
- Participated in the Georgia Department of Community Affairs Wage & Salary Survey

Parks & Recreation

- Initiated/organized the Youth Basketball Alliance League with the City of College Park and the City of Hapeville
- Hosted **2012 GRPA District Youth Basketball Tournament** for District 4
 - Winners of **2012 GRPA District Youth Basketball Tournament** in 8 and under Category for District 4
- Increased Men's Basketball League teams by 20%
- Increased Track and Field participation among youth by 50%
- Recognized as **2012 KaBOOM! Playful City USA** for the third consecutive year
- Introduced **Youth Fitness program** to the city resident in order to combat the national obesity crisis with America's youth
- 33% of youth participants in Track & Field advanced to the **GRPA State Track Meet**

Park Services

- **Jefferson Recreation Center**
 - Repaved and re-stripped of parking lot & installed parking lot pole lights (eco-friendly L.E.D lights)
 - Constructed retainer wall with new landscaping (trees, variety of plants, pine straw)
 - Installed new interior doors
 - Installed upgraded alarm system
 - Purchased L.E.D building sign (eco-friendly L.E.D lights)
- **Sykes Park**
 - Hosted special project Global Youth Day to develop and clear path for a pedestrian trail
 - Installed engineered wood at upper and lower playgrounds
- **Tennis Courts**
 - Replaced netting on 6 courts
- **John D. Milner Sports Complex**
 - Rebuilt 8 and under infield to improve playability and drainage
 - Converted the scoreboard from a digital to wireless system on 14 and under field
- **Brookdale Park**
 - Hosted tree planting project in conjunction with Trees Atlanta

Prior Year Highlights

Planning & Zoning

- Generated revenues twenty-three (23%) percent above Department's approved budget (as of April 30, 2012)
- Department facilitated maintenance of City's *Qualified Local Government* (QLG) status:
 - Completed an approved 2011-2016 Short Term Work Program in accordance with State guidelines
 - Completed an approved Mission 2036 Comprehensive Plan Update in accordance with State guidelines
- Successfully implemented and completed the *Energy Conservation Block Grant Program* (EECBG)
 - Community Energy Fair – approx. 300 households participated free of charge
 - Energy and water conservation education in all four (4) wards- energy/water conservation items given away free of charge
 - Residential Retrofit Program: Tankless Water Heater, HVAC, Weatherization, Spray Foam Insulation – Forty-eight (48) residents participated
 - Purchased full-service energy audit equipment (commercial & residential). Three (3) free residential energy audits given as door prizes
 - Inspections Division made a "How To" video for installing items distributed
 - 3700 *Saving Energy & Water* coloring books and boxes of crayons distributed free of charge to:
 - All six (6) elementary schools with the City limits
 - East Point Parks & Recreation
 - DHR – Child Support Services
- Completed draft of Energy Efficiency Strategy for city-owned buildings (to be submitted to Council for review and approval)
- Received GA-DOT approval to start the acquisition process for the Main Street TE Grant
- Instituted the *Planning & Development 101 Series*
- Revised and improved quality of Business License/Occupational Tax certificate
- Maintained continuous access to updated information on the Department's web pages
- Continued participation as a part of the core team for the *50 Worst Properties Program*

Police

The following major cases were solved

- Charged Andrew Neloms for the Murder of Robert Davis
- Charged Roderick Watkins for the Murder of Ashley Clark
- Charged Kevin Middleton for the Murder of Jovan Suggs

The Police Department conducted the following activities

- Safe Prom Night
- Citizens Police Academy

Prior Year Highlights

- Hotel Safety Meeting
- 335th Army Reserve Job Fair
- Hotel Safety Meeting
- Girl's Empowerment Meeting
- Safety Presentation Camp Creek Marketplace
- GA Tech Presentation
- Generated approximately 6200 police reports
- Have established and implemented a plan for monitoring complaints against Uniform officers and to ensure that the complaints are handled in a consistent manner

Public Works – Solid Waste

- Continued service providing weekly garbage and trash removal
- Successfully implemented and completed Bulk Amenity Program this Spring
- Implemented Street Sweeping program citywide on a quarterly basis

Public Works – Buildings & Grounds

- Completed Phase I of the 50 Worst Property clean-up projects at the city

Public Works – Stormwater

- Completed the design and obtained all state and federal permits for Center Park / Pearl Street Stormwater improvement project
- Successfully facilitated the SWAC Meetings to obtain recommendations for a Stormwater Utility
- Successfully completed the mandated public outreach to introduce the new FEMA floodplain maps
- Initiated talks with FEMA regarding having the City enrolled into the Community Rating System “CRS”

Public Works - Fleet Maintenance

- On-line auction and vehicle / scrap metal sales. With assistance from purchasing personnel, we engaged the auction process and helped to bring in revenues that exceeded \$100,000.00. Also, this process removed more than thirty-five units that were an eyesore at the fleet maintenance shop.

Public Works – Transportation

- GDOT approval to begin right of way acquisition on the Semmes Streetscape project
- New sidewalk constructed on Stone Road
- Completion of 19,000 square feet of sidewalk repair
- Procurement of a roadway striping contractor

Public Works – Roads & Drainage

- Established a routine schedule for storm drain maintenance program, which meets the MS4 requirements

Prior Year Highlights

- First phase of the winter storm preparedness plan - Purchased a new Salt & Sand Spreader w/Snow Plow attachment to better manage a critical winter storm event

Water & Sewer

- Lowered the Alum chemical dosage by 50%
- Enhanced coagulation process by using Potassium Permanganate
- Cut customer complaints by 90% by controlling tank levels and flushing fire hydrants at dead end lines
- Received continuing educational points by requesting Vendors to conduct state certified training for certification points
- Septic Tank Verification Project
- Replaced 250ft 8" sewer on Delowe Drive
- Replaced 300ft of 10" sewer line under Mimms Creek
- Installed new manhole on Leith Drive
- Replaced 7 fire hydrants.
- Certified 2 people with backflow certification
- CCTV 5400 feet of sewer lines.
- Replaced 6895ft of 2 and 4 inch mains. Completed 10 out of 15 streets.
- Relocated 550ft of 8 inch sewer pipe from under hwy 166 and installed new manhole
- 12 people certified in cross connection control
- Installed 980 Backflows

Positions and Benefits

The Personal Services component of the budget consists of employee salaries and benefits. The largest portion of the Personal Services budget is made up of employee salaries. Salary accounts include regular salaries for full-time employees and part-time employee salaries.

Health Benefit

The City's goal is to develop a comprehensive approach to healthcare management, realizing that it can best be achieved through partnering with vendors who can provide services with local network providers, improved health practices, disease management solutions, and offering cost containing measures for a diverse population.

	<u>Monthly Premium</u>	Employee Payroll deduction	Employee Monthly Cost	Employer Monthly Cost	Employer Payroll deduction
<u>Open Access HMO</u>					
Employee	377.55	18.88	37.76	339.79	169.90
Employee + 1	730.57	146.11	292.22	438.35	219.18
Employee + 2 or more	1,217.61	243.52	487.04	730.57	365.29
<u>POS</u>					
Employee	534.63	97.42	194.84	339.79	169.90
Employee + 1	1,034.52	298.09	596.18	438.34	219.17
Employee + 2 or more	1,724.20	496.82	993.64	730.56	365.28
<u>DENTAL INSURANCE (Aetna)</u>					
<u>Low Plan</u>					
Employee	21.80	2.40	4.80	17.00	8.50
Employee+Family	56.32	12.31	24.62	31.70	15.85
<u>High Plan</u>					
Employee	25.29	3.27	6.54	18.75	9.38
Employee+Family	68.35	15.31	30.62	37.73	18.87
<u>DMO Plan</u>					
Employee	15.25	0.76	1.52	13.73	6.87
Employee+Family	35.50	7.10	14.20	21.30	10.65

Positions and Benefits

<u>Monthly Premium</u>	Employee Payroll deduction	Employee Monthly Cost	Employer Monthly Cost	Employer Payroll deduction
<u>Vision Plan</u>				
Employee	7.43	3.72	7.44	0.00
Employee+Family	17.83	8.92	17.84	0.00

AFLAC GROUP

VOLUNTARY ACCIDENT

Employee					\$8.10
Employee + Spouse					\$11.59
Employee + Child(ren)					\$15.45
Employee + Family					\$18.94

Pension

The minimum recommendation contribution needed to cover the normal actuarial cost and amortization of the unfunded actuarial accrued liability is 46.51% of covered payroll for the fiscal year beginning July 1, 2012. The City is currently contributing 37.6% of covered payroll and the employees are contributing 6%. The City will need to increase contributions effective July 1, 2012, by at least 2.91% of covered payroll to satisfy the State's minimum funding requirements.

In FY12, the City implemented the Lunch and Learn series. The following are some of the topics discussed.

Diabetes 101 – South Fulton Medical Center

The speaker focused on Diabetes prevention and ways to stay healthy by eating right and taking care of your body.

Money Matters – World Financial Group, LLC

This was a presentation geared toward giving out tons of money saving tips for the average everyday working individual.

Computer Vision Syndrome – Eye Specialist of Georgia

Educational session filled simple solutions to avoid (CVS) from prolonged computer use.

Freedom from Fibroids – Interventional Center of Georgia

A health discussion on the effects of Fibroids and an alternative to surgery; Dr. John Lipman introduced a non-surgical fibroid treatment.

Positions and Benefits

Auto Safety – Liberty Mutual

This session focused on having proper maintenance on your vehicle in order to help prevent auto accidents and be well prepared for roadside emergencies.

Medicare 101 & Medicare Advantage – WellCare

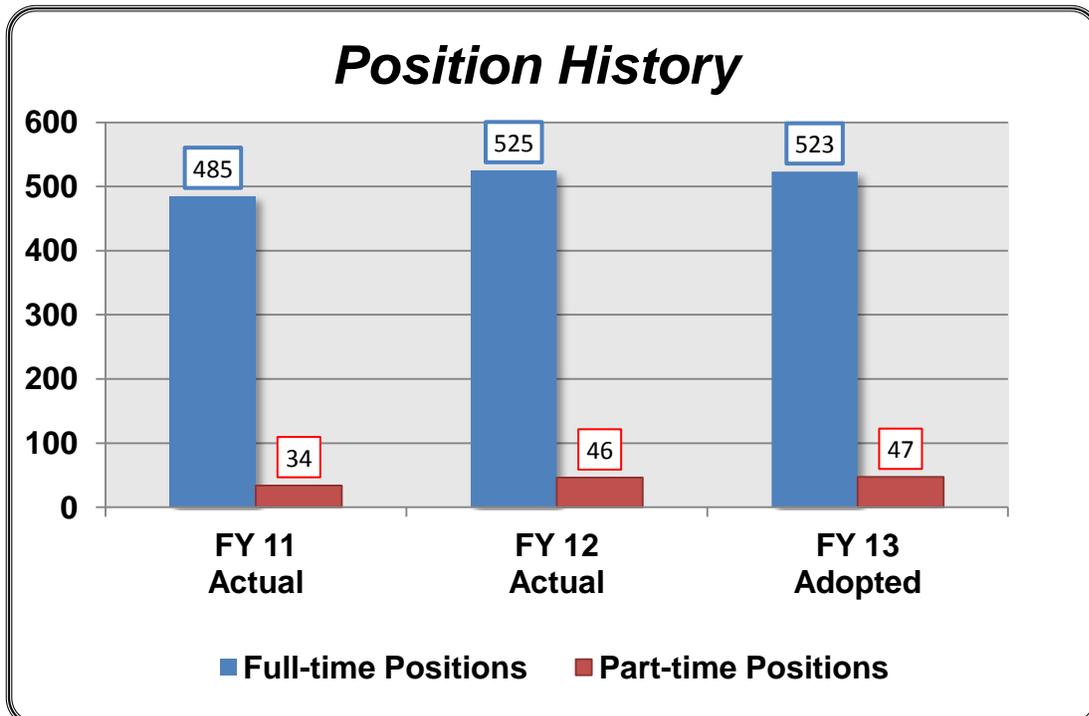
Informative session for family members who care for seniors and the options they have.

Dental Care – MLK Dental

Employees learned how important the maintenance of healthy teeth is and how dental care can impact heart disease.

Human Resources Highlights

The following graph displays the history of full-time and part-time employment positions over the last 3 fiscal years. A narrative is also provided discussing major positions changes for FY13.



For Fiscal Year 2013, one new position was added to improve efficiency in the Public Works and Water and Sewer departments. This position is the GIS Manager position where the responsibilities are split between both the Public Works and Water and Sewer Departments.

Positions and Benefits

Classification Plan – The following amended Classification plan will be effective July 1, 2012.

<u>Grade</u>	<u>Position</u>	<u>Code</u>
71	Accountant	7101
59	Customer Service Supervisor	5903
63	Senior Systems Control Technician	5904
64	Water Mechanic	6402
60	Accounting Clerk	6001
66	Accounting Coordinator	6601
61	Accounting Technician	6121
61	Accounts Payable Specialist	6101
61	Administrative Assistant	6102
57	Administrative Clerk	5701
73	Administrative Project Specialist	7305
60	Apprentice Line Worker	7306
78	Assistant City Attorney	7801
65	Assistant City Clerk	6501
74	Assistant Director, HR	7402
72	Assistant Director, Human Resources	7403
72	Assistant Director, Planning & Zoning	7201
71	Assistant Director, Public Utilities	7202
72	Assistant Fire Marshall	7203
59	Assistant Permit Coordinator	5901
78	Assistant Police Chief	7802
66	Assistant Water Superintendent	7803
61	Auto Body Worker	6103
61	Auto Mechanic	6104
58	Auto Service Worker	5801
62	Back Flow Prevention Technician	6201
62	Benefits Specialist	6202
61	Billing Coordinator	6203
71	Budget Analyst	7113
65	Building and Grounds Supervisor	7114
66	Building Inspector	7115
58	Building Maintenance Technician	7116
66	Buildings & Grounds Manager	7117
61	Business License Specialist	7118
65	Buyer	7119
66	Cashier & Business License Coordinator	7120
61	Cashier Coordinator	7121

Positions and Benefits

<u>Grade</u>	<u>Position</u>	<u>Code</u>
55	Cashier I	5501
56	Cashier II	5601
57	Cashier III	5709
72	Chief Accountant	7207
69	Chief Building Official	6908
85	City Attorney*	8501
77	City Clerk	7701
71	City Engineer	7702
90	City Manager*	9001
69	City Manager's Assistant	6906
81	City Solicitor	8101
70	Clerk of Court	7010
65	Code Enforcement Manager	7011
61	Code Enforcement Officer I	7012
63	Code Enforcement Officer II	7013
68	Collections Manager	6815
65	Communication Shift Supervisor	6816
66	Communications Coordinator	6618
70	Communications Manager	7001
60	Communications Operator	7002
68	Construction Manager	6801
68	Contract Compliance Administrator/Supervisor	6818
66	Contract Specialist	6819
54	Cook	5401
63	Corporal, Detention	5402
59	Court Clerk	5902
65	Court Liaison	6518
77	Court Services Director	6519
65	Court Supervisor	6520
61	Crime Scene Technician	6521
54	Custodian	6522
77	Customer Care Director	7712
61	Customer Resources Specialist	6122
56	Customer Service Representative I	6123
57	Customer Service Representative II	5710
65	Customer Service Supervisor	6521
68	Customer Services Manager	6522
57	Data Entry Clerk	5707
76	Deputy Chief Administration, Fire	7601
76	Deputy Chief Operations, Fire	7602
76	Deputy Chief, Police	7603

Positions and Benefits

<u>Grade</u>	<u>Position</u>	<u>Code</u>
80	Deputy City Manager	8001
65	Deputy Clerk of Court	8002
76	Deputy Finance Director	8003
61	Detention Officer	8004
65	Detention, Sergeant	8005
79	Director of Government Operations	8006
77	Director, Parks & Recreation	8007
59	Distribution System Operator	5905
77	Economic Development Director	5906
68	Economic Development Specialist	5907
65	Electric Line Worker	5908
65	Electric Line Worker	6517
70	Electric Operations Manager	6518
70	Electric Superintendent	7009
69	Electric/Line Superintendent	6901
77	Electrical Utilities Director	7711
72	EMS Training Officer	7712
70	Engineer II	7206
72	Engineer II	7206
57	Equipment Operator	5702
63	Executive Assistant	5703
66	FAO, EMT	5704
67	FAO, Paramedic	5705
79	Finance Director	5706
73	Fire Battalion Chief	7301
71	Fire Captain	7302
71	Fire Captain/EMT	7109
71	Fire Captain/Paramedic	7110
79	Fire Chief	7111
62	Fire Fighter	7112
69	Fire Inspector	7113
69	Fire Lieutenant	7114
69	Fire Lieutenant/Paramedic	6907
73	Fire Marshal	7303
72	Fire Prevention Inspector	7208
62	Fire Safety Education Specialist	6211
63	Fire Safety Officer	6315
63	Firefighter EMT	6316
65	Firefighter Paramedic	6317
68	Fleet Superintendent	6318
66	Floodplain Coordinator	6616

Positions and Benefits

62	Foreman	6617
<u>Grade</u>	<u>Position</u>	<u>Code</u>
66	Garage Foreman	6614
65	GCIC Coordinator/TAC	6520
68	GIS Coordinator	6814
61	GIS/ CAD Operator	6815
63	Grants Facilitator	6816
70	Grants Manager	6817
61	Heavy Equipment Mechanic	6117
61	HR Assistant	6120
63	HR Coordinator	6301
62	HR Generalist	6212
66	HR Generalist	6617
68	HR Generalist	6816
74	HR Manager	7403
77	Human Resources Director	7404
90	Interim City Manager	9002
70	Internal Accountant	7011
69	Internal Auditor	6909
63	Inventory Control Specialist	6910
71	IT Administrator	6911
76	IT Manager	7607
65	IT Technician	7608
61	Lab Analyst	7609
71	Labor Relations Specialist	7610
54	Laborer I	7611
55	Laborer II	5502
56	Laborer III	5503
62	Lead Auto Mechanic	5504
63	Lead Customer Resource Specialist	6316
59	Lead Meter Repair Worker	5904
60	Lead Meter Repair Worker	5905
65	LEC Mechanic Supervisor	5906
63	Legal Secretary	6314
67	Lieutenant, Detention/Jail Supervisor	6315
66	Line Crew Supervisor	6613
54	Line Worker Laborer	6614
68	Logistics Officer, Fire	6615
68	Main Street Coordinator	6616
57	Meter Clerk	5708
56	Meter Field Service Rep.	5709
65	Meter Lead	6519

Positions and Benefits

<u>Grade</u>	<u>Position</u>	<u>Code</u>
54	Meter Reader I	6520
55	Meter Reader II	5503
58	Meter Repair Worker	5504
68	Meter Service Manager	6817
62	Meter Specialist	6213
68	Meter Superintendent	6214
85	Municipal Judge*	6215
62	Office Manager	6216
70	Paralegal	7008
70	Parks & Recreation Program Director	7009
65	Parks Maintenance Supervisor	7010
68	Parks Services Administrator	7011
58	Parts Inventory Clerk	7012
61	Payroll Specialist	7013
60	Permit Coordinator	7014
68	Permits Manager	6812
77	Planning & Zoning Director	6813
61	Police Building Mechanic	6814
71	Police Captain	6815
79	Police Chief	7901
69	Police Lieutenant	7902
73	Police Major	7302
62	Police Officer I	7303
63	Police Officer II (Certified)	7304
64	Police Officer III/Corporal	6401
56	Police Records Clerk	6402
67	Police Sergeant	6403
77	Prec. Prin. Director (Closed)	7710
61	Probation Officer	7711
68	Program Services Administrator	7712
70	Project Manager-Electrical Utilities	7013
71	Property Accountant	7108
66	Provisional FAO/EMT	6611
67	Public Education Manager, Fire	6612
70	Public Information Officer	6613
77	Public Utilities Director	6614
77	Public Works Director	6615
77	Purchasing Director	6616
68	Purchasing Officer	6617
56	Receptionist	6618
63	Recreation Center Supervisor	6619
57	Recreation Leader	5706

Positions and Benefits

<u>Grade</u>	<u>Position</u>	<u>Code</u>
51	Recreation Temporary	5103
51	Reserve Officer Coordinator	5105
51	Reserve Police Officer	5104
71	Risk Manager	7111
66	Safety Coordinator	7112
54	Sanitation Collector	7113
58	Sanitation Driver	7114
61	Sanitation Inspector	7115
76	Sanitation Officer	7116
68	Sanitation Superintendent	7117
67	Senior Building Inspector	6701
62	Senior Communications Operator	6702
66	Senior Environmental Inspector	6615
68	Senior Planner	6813
69	Senior Planner	6814
60	Solid Waste Specialist	6009
72	Special Asst CM's Office	7205
64	Sr. Water Mechanic	6404
71	Sr. HR Generalist	7112
63	Storm Water Coordinator	6311
66	Systems Control Supervisor	6312
62	Systems Control Technician	6313
57	Tax Clerk	5703
66	Tax Coordinator	5704
63	Tax Representative	6312
73	Technical Services Officer, Fire	7304
51	Temporaries-Clerical	5101
51	Temporaries-Laborer	5102
56	Tree Trimmer	5608
54	Tree Trimmer Helper	5609
65	Tree Trimmer Supervisor	5610
63	UCR Records Supervisor	6313
57	Utility Clerk	5704
60	Utility Dispatcher	5705
60	Utility Locator	5706
56	Utility Operator	5607
66	Video Production Specialist	6612
57	Videographer	5705
54	Warehouse Clerk	5706
58	Warehouse Logistics Specialist	5807
65	Warehouse Logistics Supervisor	6522
77	Water & Sewer Director	7713

Positions and Benefits

70	Water & Sewer Superintendent	7714
<u>Grade</u>	<u>Position</u>	<u>Code</u>
58	Water Maintenance Technician	7715
65	Water Mechanic Supervisor	7716
59	Water Meter Mechanic	5906
61	Water Plant Operator Trainee	6118
64	Water Plant Operator I	6403
65	Water Plant Operator I	6404
62	Water Plant Operator II	6405
60	Water Plant Operator III	6406
61	Water Plant Operator III	6119
70	Water Superintendent	6120

* Appointed positions- allocation is at the discretion of Mayor and Council

Departmental Position Listing – the following pages provide personnel position summaries for each department. Funding level for personal services can be found for each department in the Operating Budgets section.

A = Appointed; E = Elected

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
<i>Buildings & Grounds</i>				
BUILDING MAINTENANCE TECH	58	3	3	3
BUILDINGS & GROUNDS MANAGER	66	2	2	2
FOREMAN	62	2	2	2
LABORER I	54	5	6	6
LABORER II	55	1	1	1
TEMPORARY LABORER	51	4	0	0
TEMPORARY LABORER	51	1	10	10
Total Full-Time Positions		17	14	14
Total Part-time Positions		1	10	10
<i>City Clerk</i>				
CITY CLERK	77	1	1	1
ASSISTANT CITY CLERK	65	1	1	1
ADMINISTRATIVE CLERK	57	1	1	1
ADMINISTRATIVE ASSISTANT	61	1	1	1
Total Full-Time Positions		4	4	4

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
<i>City Manager</i>				
CITY MANAGER'S ASSISTANT	69	1	1	1
SPECIAL ASSISTANT-CM'S OFFICE	72	1	1	0
COMMUNICATIONS COORDINATOR	66	1	0	0
CITY MANAGER	90	1	1	1
DEPUTY CITY MANAGER	80	1	1	1
Total Full-Time Positions		5	4	3
<i>Communications</i>				
COMMUNICATIONS COORDINATOR	66	0	1	1
Total Full-Time Positions		0	1	1
<i>Customer Care</i>				
ADMINISTRATIVE ASSISTANT	61	1	1	1
BILLING COORDINATOR	61	3	4	4
CASHIER II	56	5	3	3
CASHIER COORDINATOR	61	0	1	1
COLLECTIONS MANAGER	68	1	1	1
CUSTOMER CARE DIRECTOR	77	0	1	1
CUSTOMER SERVICE REP I	56	7	7	7
CUSTOMER SERVICE MANAGER	68	1	1	1
CUSTOMER SERVICE SUPERVISOR	59	1	1	1
CUSTOMER RESOURCES SPECIALIST	61	0	5	5
LEAD CUSTOMER RESOURCES SPECIALIST	63	0	1	1
METER CLERK	57	0	1	1
METER FIELD SERVICE REP	56	2	2	2
METER LEAD	65	1	2	2
METER READER I	54	6	5	5
METER READER II	55	2	2	2
METER SERVICES MANAGER	68	1	1	1
METER SPECIALIST	62	1	1	1
CUSTOMER SERVICE REP I	56	0	2	2
Total Full-Time Positions		32	40	40
Total Part-time Positions		0	2	2

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
E-911				
COMMUNICATION SHIFT SUPERVISOR	65	3	3	3
COMMUNICATIONS MANAGER	70	1	1	1
COMMUNICATIONS OPERATOR	60	0	5	5
SR COMMUNICATIONS OPERATOR	60	2	2	2
Total Full-Time Positions		6	11	11
Economic Development				
OFFICE MANAGER	62	1	1	1
ECONOMIC DEVELOPMENT DIRECTOR	77	1	1	1
ECONOMIC DEVELOPMENT SPECIALIST	68	0	1	1
MAIN STREET COORDINATOR	68	1	1	1
Total Full-Time Positions		3	4	4
Electric				
ACCOUNT CLERK	60	1	1	1
ADMINISTRATIVE ASSISTANT	61	1	1	1
ADMINISTRATIVE PROJECT SPECIAL	73	1	1	1
APPRENTICE LINE WORKER	60	1	1	1
ELECTRIC LINE WORKER	65	6	8	8
ELECTRIC SUPERINTENDENT	70	1	1	1
ELECTRICAL UTILITY DIRECTOR	77	1	1	1
EQUIPMENT OPERATOR	57	1	1	1
FOREMAN	62	2	2	2
LABORER I	54	3	4	4
LINE CREW SUPERVISOR	66	2	2	2
LINE WORKER LABORER	54	2	2	2
PROJECT MANAGER-ELECTRIC UTIL	70	1	1	1
SYSTEM CONTROL SUPERVISOR	66	1	1	1
SYSTEMS CONTROL TECHNICIAN	62	3	3	3
TREE TRIMMER	56	2	2	2
TREE TRIMMER HELPER	54	1	2	2
TREE TRIMMER SUPERVISOR	65	1	1	1
UTILITY DISPATCHER	60	1	0	0
Total Full-Time Positions		32	35	35

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
Finance				
EXECUTIVE ASSISTANT	63	1	1	1
FINANCE DIRECTOR	79	1	1	1
CHIEF ACCOUNTANT	72	0	0	0
BUDGET ANALYST	71	1	0	0
BUDGET MANAGER	71	0	1	1
INTERNAL AUDITOR	69	0	1	1
ACCOUNTING COORDINATOR	66	1	1	1
GRANTS MANAGER	70	1	1	1
PAYROLL SPECIALIST	61	1	1	1
PROPERTY ACCOUNTANT	71	1	1	1
SENIOR ACCOUNTANT	71	1	1	1
ACCOUNTS PAYABLE SPECIALIST	61	1	1	1
Total Full-Time Positions		9	10	10
Fire				
ASSISTANT FIRE MARSHAL	73	1	1	1
EMS TRAINING OFFICER	72	1	1	1
FAO/EMT	66	12	12	12
FAO/PARAMEDIC	67	1	0	0
FIRE BATTALION CHIEF	69	3	3	3
FIRE CHIEF	79	1	1	1
FIRE FIGHTER	62	7	10	10
FIRE FIGHTER/EMT	63	30	29	29
FIRE FIGHTER/PARAMEDIC	65	1	0	0
FIRE LIEUTENANT/EMT	69	8	8	8
FIRE LIEUTENANT/PARAMEDIC	69	4	4	4
FIRE PREVENTION INSPECTOR	72	1	1	1
FIRE SAFETY OFFICER	63	1	0	0
OFFICE MANAGER	62	1	1	1
OPERATIONS DEPUTY CHIEF	76	1	1	1
TECHNICAL SERVICES OFFICER	73	1	1	1
Total Full-Time Positions		74	73	73
Fleet				
AUTO MECHANIC	61	4	4	4
FOREMAN	62	1	1	1
Total Full-Time Positions		5	5	5

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
<i>Human Resources</i>				
ASSISTANT DIRECTOR, HR	77	1	0	0
RECEPTIONIST	56	1	1	1
HR GENERALIST	66	1	1	1
HUMAN RESOURCES MANAGER	74	0	1	1
HUMAN RESOURCES DIRECTOR	77	0	1	1
ADMINISTRATIVE CLERK	57	0	1	1
HR ASSISTANT	61	1	1	1
SENIOR HR GENERALIST	71	1	0	0
Total Full-Time Positions		5	6	6
<i>Information Resources</i>				
IT TECHNICIAN	65	1	2	2
IT MANAGER	76	1	1	1
IT ADMINISTRATOR	71	2	2	2
Total Full-Time Positions		4	5	5
<i>Legal</i>				
PARALEGAL	70	1	1	1
ASSISTANT CITY ATTORNEY	78	1	1	0
CITY ATTORNEY	85	1	1	1
EXECUTIVE ASSISTANT	63	1	1	1
Total Full-Time Positions		4	4	3
<i>Mayor & City Council</i>				
COUNCIL PERSON	E	8	8	8
ADMINISTRATIVE ASSISTANT	61	2	1	2
MAYOR	E	1	1	1
Total Full-Time Positions		9	9	9
Total Part-time Positions		2	1	2
<i>Municipal Court</i>				
CLERK OF COURT	70	1	1	1
COURT CLERK	56	1	3	3
COURT LIAISON	65	1	1	1
DATA ENTRY CLERK	59	1	0	0
DEPUTY CLERK OF COURT	65	1	1	1
RECEPTIONIST	57	1	1	1
JUDGE	C	1	1	1
JUDGE	C	3	3	3
Total Full-Time Positions		7	8	8
Total Part-time Positions		3	3	3

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
Parks & Recreation				
ADMINISTRATIVE ASSISTANT	61	1	1	1
ATHLETIC COORDINATOR	65	0	1	1
DIRECTOR, PARKS & RECREATION	77	1	1	1
LABORER I	54	3	4	4
LABORER II	55	2	2	2
P & R PROGRAM DIRECTOR	70	1	1	1
PARK SERVICES ADMINISTRATOR	68	1	1	1
PARK MAINTENANCE SUPERVISOR	65	0	1	1
RECREATION LEADER	57	5	3	3
RECREATION TEMPORARY	51	1	1	1
TEMPORARY LABORER	51	1	2	2
RECREATION TEMPORARY	51	10	10	10
Total Full-Time Positions		16	18	18
Total Part-time Positions		10	10	10
Planning & Zoning				
ADMINISTRATIVE ASSISTANT	61	1	1	1
ASSISTANT PERMIT COORDINATOR	59	1	0	0
BUILDING INSPECTOR	66	2	2	2
BUSINESS LICENSE SPECIALIST	61	1	1	1
CHEIF BUILDING OFFICIAL	69	1	1	1
PERMIT COORDINATOR	60	1	1	1
PERMITS MANAGER	68	1	1	1
PLANNING & ZONING DIRECTOR	77	1	1	1
SENIOR BUILDING INSPECTOR	67	1	1	1
SENIOR PLANNER	68	2	2	2
Total Full-Time Positions		12	11	11
Police				
ADMINISTRATIVE CLERK	57	1	1	1
CODE ENFORCEMENT OFF II	63	2	2	2
CODE ENFORCEMENT OFFICER I	61	4	4	4
CODE ENFORCEMENT SUPERVISOR	65	1	1	1
CRIME SCENE TECHNICIAN	61	4	4	4

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
ER/HOMELAND SECURITY MANAGER	66	0	1	1
DEPUTY CHIEF, POLICE	76	1	1	1
DETENTION LIEUTENANT	67	1	2	2
DETENTION OFFICER	61	9	7	7
DETENTION SERGEANT	65	5	5	5
GCIC/TAC COORDINATOR	65	1	1	1
LEC BUILDING MAINT SUPERVISOR	65	1	1	1
OFFICE MANAGER	62	1	1	1
POLICE BUILDING MECHANIC	61	1	0	0
POLICE CAPTAIN	71	6	7	7
POLICE CHIEF	79	1	1	1
POLICE LIEUTENANT	69	6	6	6
POLICE MAJOR	73	3	3	3
POLICE OFFICER I	62	21	25	25
POLICE OFFICER II (CERTIFIED)	63	27	29	29
POLICE OFFICER III	64	36	29	29
POLICE RECORDS CLERK	56	2	2	2
POLICE SERGEANT	67	18	18	18
UCR/RECORDS SUPERVISOR	63	1	1	1
REGISTERED NURSE	74	1	1	1
RESERVE OFFICER COORDINATOR	51	1	1	1
RESERVE POLICE OFFICER	51	13	15	15
SCHOOL CROSSING GUARD	SCG	3	3	3
Total Full-Time Positions		154	153	153
Total Part-time Positions		18	20	20

Public Works

ADMINISTRATIVE ASSISTANT	61	1	0	0
CONSTRUCTION MANAGER	68	1	0	0
ENGINEER II	72	1	1	1
OFFICE MANAGER	62	0	1	1
EQUIPMENT OPERATOR	57	1	2	2
FOREMAN	62	1	1	1
LABORER I	54	3	3	3
LABORER II	55	1	2	2
LABORER III	56	2	1	1
PUBLIC WORKS DIRECTOR	77	1	1	1
Total Full-Time Positions		12	12	12

Purchasing

ADMINISTRATIVE ASSISTANT	61	1	1	1
BUYER	65	1	1	1

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
PROCUREMENT DIRECTOR	77	1	1	1
LABORER II	55	1	1	1
WAREHOUSE LOGISTICS SPECIALIST	58	1	1	1
CONTRACT SPECIALIST	66	1	1	1
Total Full-Time Positions		6	6	6

Sanitation

EQUIPMENT OPERATOR	57	2	2	2
SANITATION COLLECTOR	54	13	13	13
SANITATION DRIVER	58	0	14	14
SOLID WASTE SPECIALIST	60	0	1	1
SANITATION OFFICER	76	1	1	1
SANITATION SUPERINTENDENT	68	1	1	1
Total Full-Time Positions		17	32	32

Stormwater

FLOODPLAIN COORDINATOR	66	1	1	1
ENGINEER II	72	0	2	2
SENIOR ENVIRONMENTAL INSPECTOR	66	2	0	0
Total Full-Time Positions		3	3	3

Tax

TAX COORDINATOR	66	1	1	1
TAX REPRESENTATIVE	63	1	1	1
Total Full-Time Positions		2	2	2

Water & Sewer

ASSISTANT WATER SUPERINTENDENT	66	1	1	1
BACKFLOW PREVENTION TECHNICIAN	62	1	1	1
CITY ENGINEER	71	1	1	1
CONSTRUCTION MANAGER	68	0	1	1
DIRECTOR, WATER AND SEWER	77	0	1	1
EQUIPMENT OPERATOR	57	2	2	2
FOREMAN	62	4	5	5
LAB ANALYST	61	1	1	1
LABORER I	54	9	10	10
LABORER II	55	1	2	2
LABORER III	56	3	4	4
MECHANIC-WATER DEPARTMENT	64	1	1	1
METER REPAIR WORKER	58	6	0	0

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
METER REPAIR MANAGER	68	0	1	1
WATER METER MECHANIC	59	0	6	6
METER SUPERINTENDENT	68	1	1	1
WATER & SEWER CONSTRUCTION AND OFFICE MANAGER	70	0	1	1
SENIOR WATER MECHANIC	64	1	1	1
TEMPORARY LABORER	54	1	1	1
UTILITY LOCATOR	60	1	1	1
WATER & SEWER SUPERINTENDENT	70	1	1	1
WATER MAINTENANCE TECHNICIAN	58	1	1	1
WATER PLANT OPERATOR I	64	3	2	2
WATER PLANT OPERATOR II	62	1	1	1
WATER PLANT OPERATOR III	60	4	6	6
WATER SUPERINTENDENT	70	1	1	1
Total Full-Time Positions		47	55	55

City of East Point

Total Full-Time Positions	485	525	523
Total Part-time Positions	34	46	47

Department Position Summary

This table summarizes the three-year history of full and part-time positions in each of the City of East Point's department and fund.

Department/Fund	Totals	FY 11 Actual	FY 12 Actual	FY 13 Adopted
Building and Grounds	Full-time Positions	17	14	14
	Part-time Positions	1	10	10
City Clerk	Full-time Positions	4	4	4
City Manager	Full-time Positions	5	4	3
Communications	Full-time Positions	0	1	1
Customer Care	Full-time Positions	32	40	40
	Part-time Positions	0	2	2

Positions and Benefits

Position Title	Grade	FY 11 Actual	FY 12 Actual	FY 13 Adopted
E-911	Full-time Positions	6	11	11
Economic Development	Full-time Positions	3	4	4
Electric	Full-time Positions	32	35	35
Finance	Full-time Positions	9	10	10
Fire	Full-time Positions	74	73	73
Fleet	Full-time Positions	5	5	5
Human Resources	Full-time Positions	5	6	6
Information Resources	Full-time Positions	4	5	5
Legal	Full-time Positions	4	4	3
Mayor & City Council	Full-time Positions	9	9	9
	Part-time Positions	2	1	2
Municipal Court	Full-time Positions	7	8	8
	Part-time Positions	3	3	3
Parks & Recreation	Full-time Positions	16	18	18
	Part-time Positions	10	10	10
Planning & Zoning	Full-time Positions	12	11	11
Police	Full-time Positions	154	153	153
	Part-time Positions	18	20	20
Public Works	Full-time Positions	12	12	12
Purchasing	Full-time Positions	6	6	6
Sanitation	Full-time Positions	17	32	32

Positions and Benefits

Department/Fund	Totals	FY 11 Actual	FY 12 Actual	FY 13 Adopted
Stormwater	Full-time Positions	3	3	3
Tax	Full-time Positions	2	2	2
Water & Sewer	Full-time Positions	47	55	55
City of East Point	Full-time Positions	485	525	523
	Part-time Positions	34	46	47

Revenue Assumptions

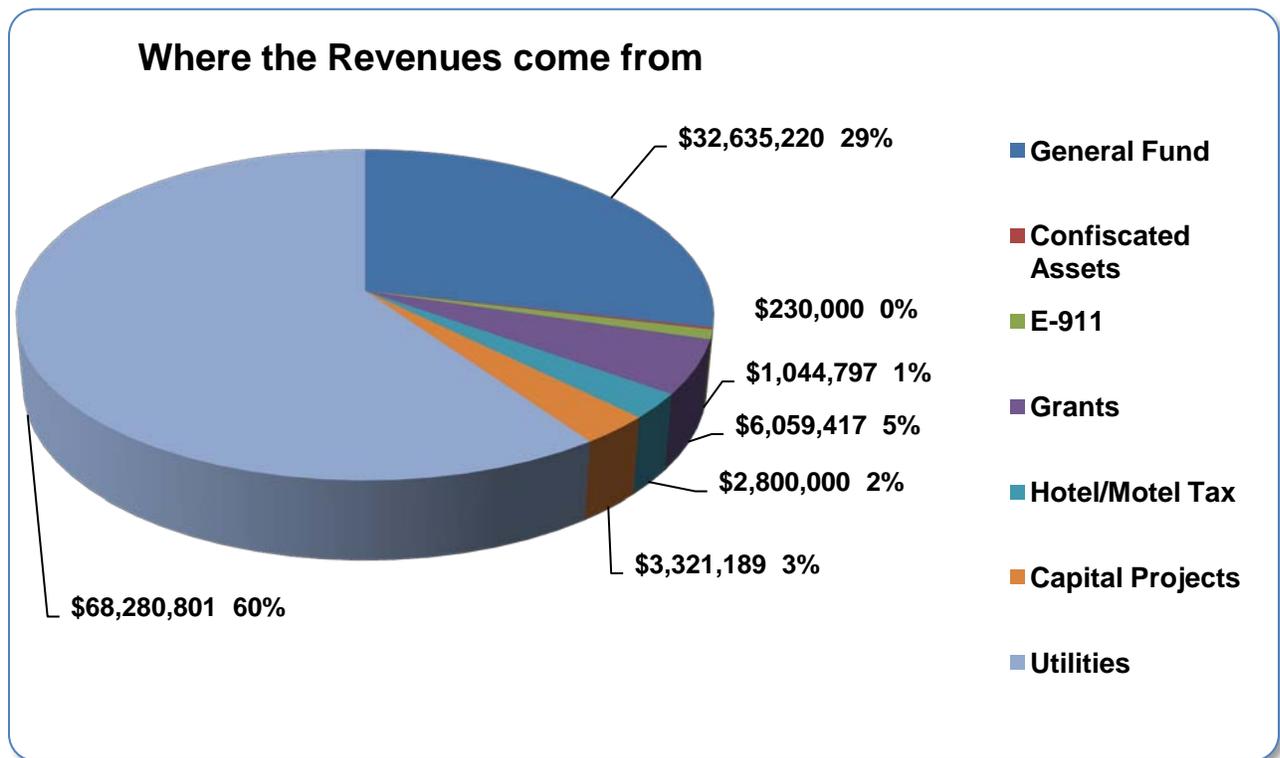
MAJOR REVENUE SOURCES

The proposed budget for fiscal year 2012-2013 reflects revenues of \$117,539,824, an decrease in projected revenues of \$4.4M from last year. This is mainly due to decrease in the General Fund. In preparing revenue projections, which directly impact the estimated available fund balance, the following information was considered:

- Departmental projections of year-end expenditures.
- Prior year experience with regard to the unexpected budget remaining at year-end.
- Analysis of actual revenue and expenditure experience as of April 30.

The following is a discussion of the City's primary revenue sources and some of the underlying assumptions used in projecting fiscal year 2013 revenues.

Revenues/Sources

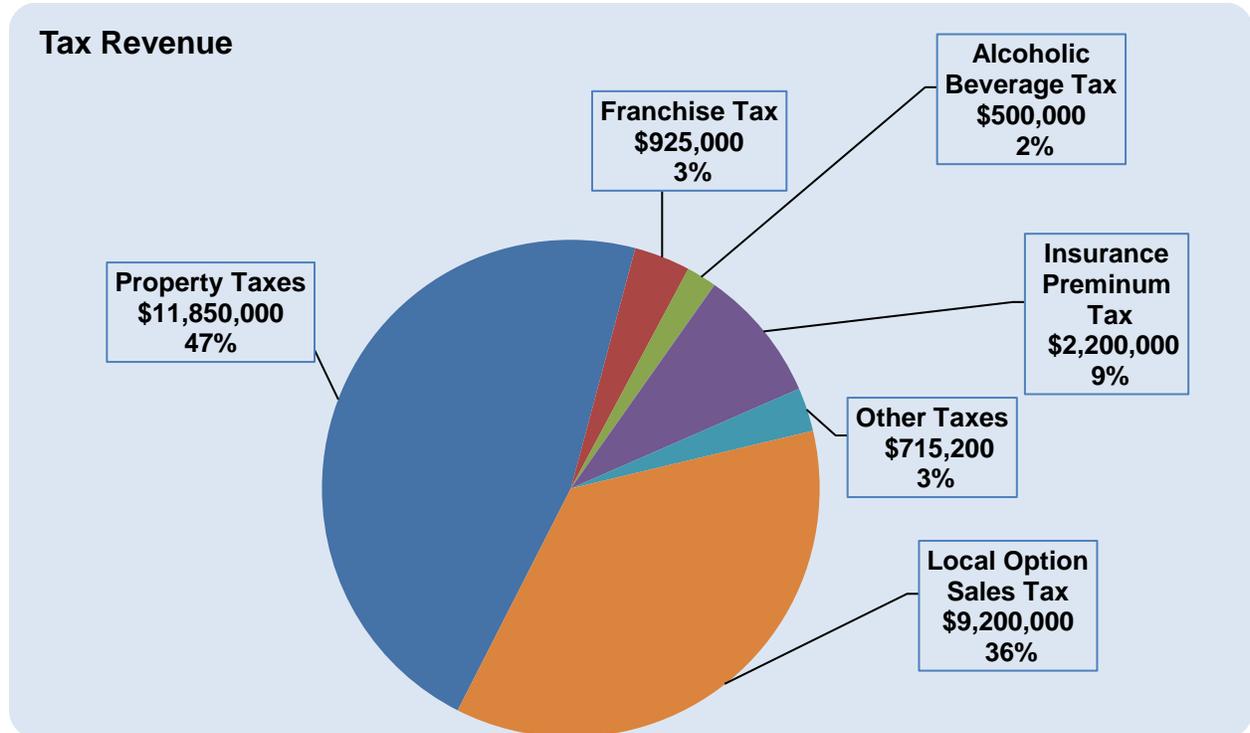


PRIMARY REVENUE SOURCES (ALL FUNDS)

TAXES

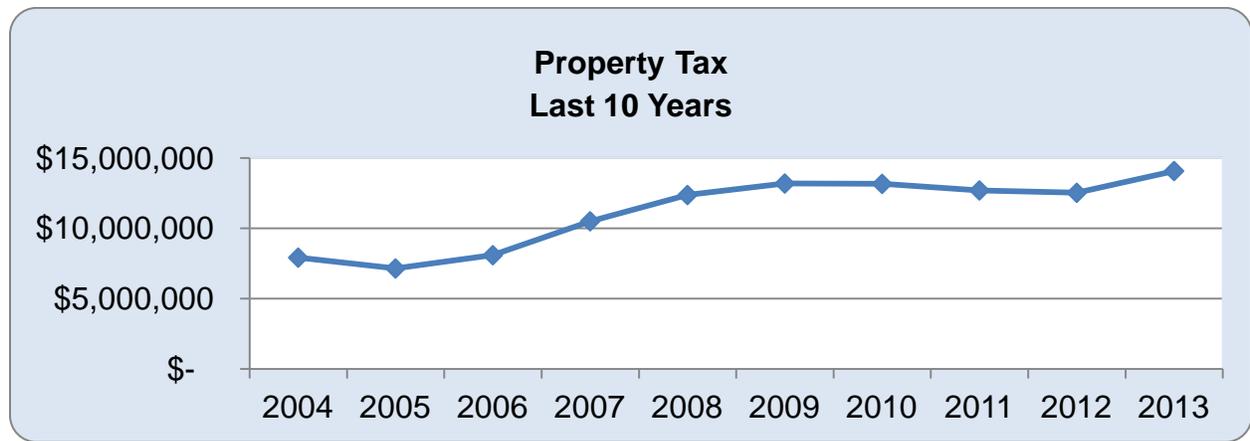
Property taxes make up about 9% of the total revenues for the City of East Point. The General Fund has the following categories of taxes: Property Tax (Ad Valorem Tax), Insurance Premium Tax, Alcoholic Beverage Tax, Franchise Fees, and Other Fees.

Revenue Assumptions



This is revenue derived from a tax levy on real and personal property within the corporate limits of East Point. Bills are mailed each fall, after the tax digest has been reviewed and approved by Fulton County. The Tax Commissioner of Fulton County is responsible for preparing the annual digest and submitting it to the state. The City of East Point has adopted a homestead exemption for year 2013 of \$2,000 for all residences of East Point that are occupied by the property homeowner. Each year, the East Point City Council adopts a property tax rate for the ensuing fiscal year. Property taxes are 34% of the total tax revenue in the General Fund.

The following graph shows the property tax trend for the past ten years. City leadership has opted to increase the tax burden on citizens and businesses in FY2013.

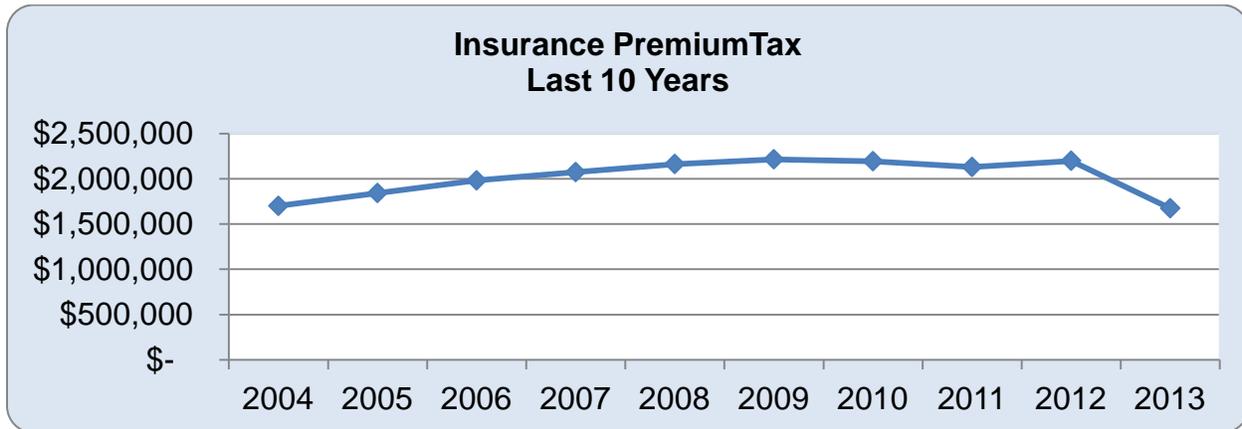


*Year 2013 budgeted

Revenue Assumptions

Insurance Premium Tax

The State of Georgia levies a tax on insurance premiums collected within the City limits. Revenue from this tax is then distributed back to the City each October. It has been gradually increasing over the last ten years. It is expected to decrease slightly in FY 2013, albeit at a lower rate in prior years due to the national economic downturn.



*Year 2013 budgeted

Hotel/Motel Tax

Georgia State Law allows municipalities to levy and collect an excise tax upon the furnishing for value to the public of any room or rooms, lodgings, or accommodations. The City implemented this tax of 3% as a way of raising additional revenue for the General Fund without increasing the tax burden of the residential community.

In February 2010, Council adopted a resolution supporting a request to the General Assembly for an increase to 8%. The General Assembly approved the new rate and it was authorized by the Governor in June 2010. In October 2010, Council approved moving forward with soliciting bids for a Destination Marketing Organization (DMO) through a competitive RFP process. Pursuant to Georgia law, the increase hotel tax revenue must be accounted for, administer and spent in specific ways: the first 3% will continue to go to the General Fund. The next 2% can be used for tourism promotion dollar for a broad range of activities that promote tourism, convention and trade shows. The remaining dollars collected, up to 1.5%, are restricted and must be spent on tourism development projects, defined as the expenditure of fund for the creation or expansion of physical attractions which are available and open to the public and which improve destination appeal to visitors.

In FY12, the Hotel/Motel grossed over \$2.4M. It is expected to grow to \$2.8M in FY13.

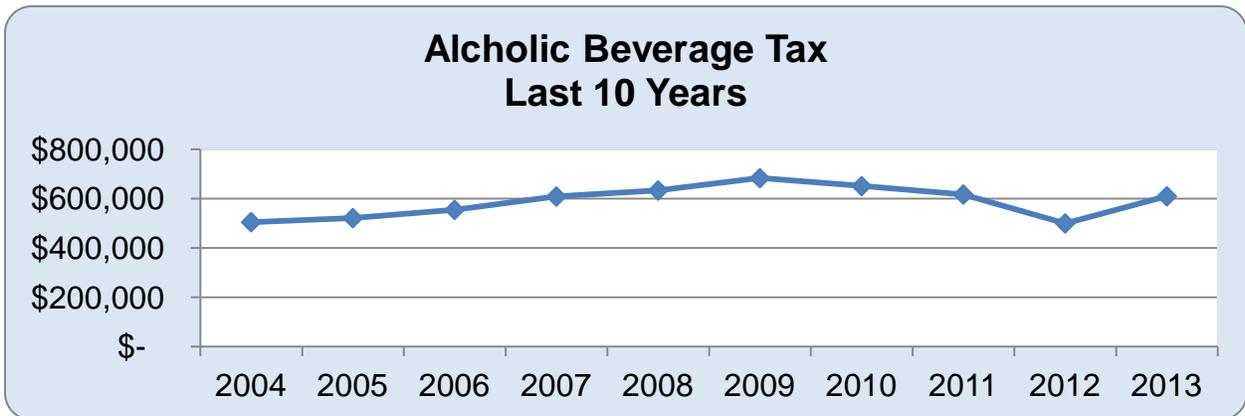
Revenue Assumptions



*Year 2013 budgeted

Alcoholic Beverage Tax

This is revenue derived from a tax levy on distributors. Distributors pay a set price for each liter of alcohol delivered within the corporate limits of East Point. It has been gradually increasing over the last ten years. However, revenues from this tax are expected to increase or remain constant as there is an upward trend in the economy and new businesses in the City of East Point.

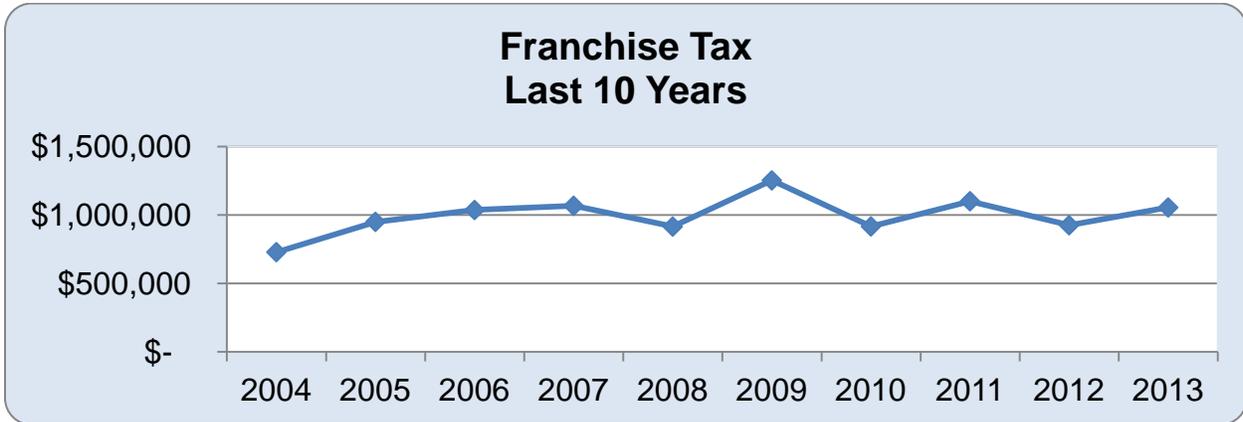


*Year 2013 budgeted

Franchise Fee

Public utilities operating within the City of East Point must pay to the City a franchise fee in return for the right to do business within the City and for the right to use public rights-of-way for transmission lines, pipes, wires, etc. Franchise tax projections are \$1,055,000 for fiscal year 2013.

Revenue Assumptions



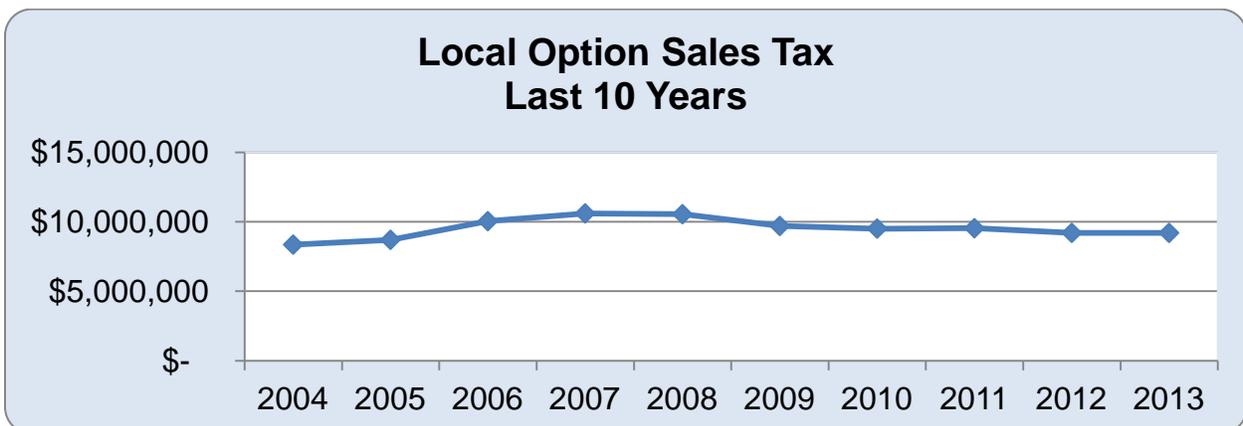
*Year 2013 budgeted

Other Fees

Other taxes include motor vehicle tax, mobile homes tax, intangible tax, and Fi Fa collections tax. These are all expected to change at an immaterial rate.

LOST REVENUES

Local Option Sales Tax can be used for general government support. It becomes permanent once approved unless there is a referendum to remove it. Proceeds can be used to fund operating expenses, the law requires that the property tax millage rate be "rolled back" or reduced to offset the amount of revenue generated by the sales tax.



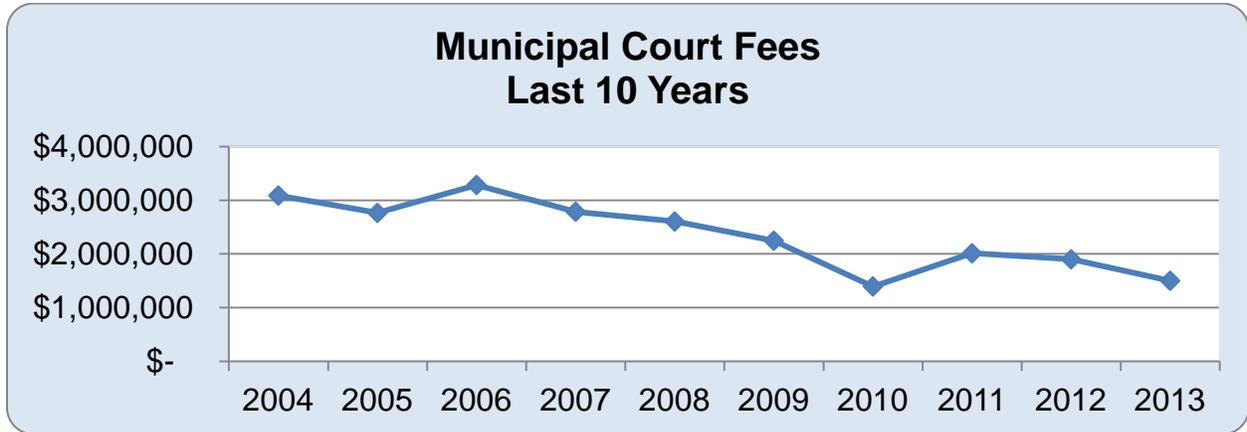
*Year 2013 budgeted

FINES & FORFEITURES

Municipal Court Revenue

This revenue is generated from fines and forfeitures in the East Point Municipal Court. State law and local ordinance govern these bond/fine schedules. Overall municipal court revenue is expected to decrease in fiscal year 2013.

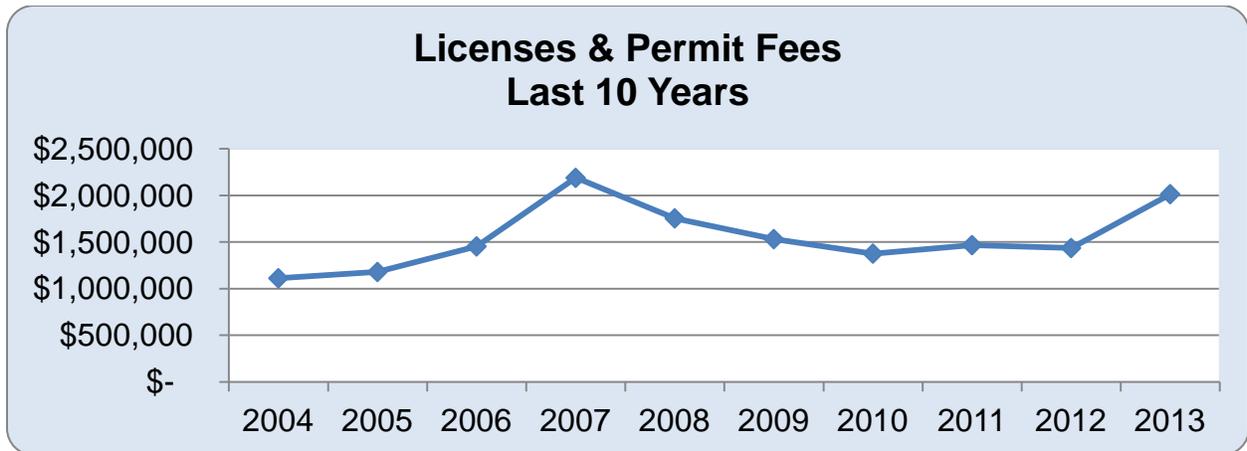
Revenue Assumptions



*Year 2013 budgeted

LICENSES & PERMITS

This section contains business licenses, non-business licenses and permits, regulatory fees and penalties and interest. Due to the current troubled economy, construction has nearly come to a halt resulting in a continued steady decrease in the expected revenue derived from permits in fiscal year 2013.



*Year 2013 budgeted

Operating Budgets Summary

FY 2013 BUDGET - OPERATING & CAPITAL FUNDS

The FY 2013 Budget consists of two major components: 1) operating funds budgets and 2) capital funds budgets. The operating funds provide funding for the daily operations of the city government such as police, fire, courts, water & sewer and parks. The capital funds include funding for major capital items and projects such as transportation improvements, wastewater treatment facilities and the recapitalization plan. In FY 13 the operating budgets total more than \$114.2 million and the capital budgets total \$3.3 million, for a combined budget in excess of \$117.5 million.

OPERATING BUDGETS - BY FUND

The FY 2013 operating budgets are a combination of multiple operating funds. The operating budgets account for about 97% of the total FY 13 budget of \$117.5 million. The table below summarizes East Point's operating budget expenditures for FY09 through FY13.

Operating Funds	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
General Fund	\$ 31,406,576	\$ 32,955,774	\$ 32,464,770	\$ 37,628,568	\$ 33,436,220
Confiscated Assets	\$ 155,546	\$ 352,571	\$ 485,175	\$ 833,777	\$ 230,000
E911	\$ 614,664	\$ 899,401	\$ 937,531	\$ 1,077,446	\$ 1,044,797
Restricted Grant Funds	\$ 79,694	\$ 182,500	\$ 189,508	\$ 3,854,371	\$ 5,857,234
General Grant Funds	\$ 77,385	\$ 385,759	\$ 201,158	\$ 707,296	\$ 202,183
Camp Creek TAD A District	\$ 2,109,876	\$ -	\$ -	\$ -	\$ 1,755,600
Corridors TAD B District	\$ 548,600	\$ 2,612,470	\$ 2,332,800	\$ 2,360,800	\$ 611,800
TAD Bonds	\$ -	\$ -	\$ 68	\$ 950,000	\$ -
Hotel/Motel Tax	\$ 1,139,224	\$ 961,040	\$ 1,110,805	\$ 960,000	\$ 2,800,000
Bond Construction	\$ -	\$ -	\$ 980,195	\$ -	\$ -
Capital Improvements	\$ -	\$ -	\$ 1,814,211	\$ 2,615,652	\$ 3,321,189
Water & Sewer Utility	\$ 15,315,701	\$ 15,050,937	\$ 14,052,549	\$ 23,539,207	\$ 21,539,207
Electric Utility	\$ 30,360,885	\$ 33,631,654	\$ 37,875,784	\$ 42,244,139	\$ 41,244,139
Storm Water Utility	\$ 161,122	\$ 300,169	\$ (784,820)	\$ 670,710	\$ 1,329,281
Solid Waste Enterprise	\$ 3,746,501	\$ 3,932,454	\$ 3,846,115	\$ 4,467,911	\$ 4,168,174
Customer Care	\$ 1,927,573	\$ 0	\$ (3)	\$ -	\$ -
Internal Service	\$ 1,145,065	\$ (405,472)	\$ 22,464	\$ -	\$ -
Total	\$ 88,788,412	\$ 90,859,258	\$ 95,528,308	\$ 121,909,877	\$ 117,539,824

Operating Budgets Summary

OPERATING BUDGETS - BY CATEGORY

This table presents revenues and expenditures by category for all operating funds combined. It provides a five-year comparison of actual and adopted budgets.

Note: The capital outlays or expenditures in the operating funds is considered “routine” in nature, and is therefore part of the departments’ and funds’ on-going operations. We often refer to it as “operating-capital” because it is different in size, scope and purpose from the “non-routine” major capital expenditures found in capital funds.

Category	FY 09 Actual	FY10 Actual	FY11 Actual	FY12 Adopted	FY13 Adopted
Revenues					
Property Taxes	\$ 32,266,970	\$ 31,968,534	\$ 31,052,985	\$ 29,661,000	\$ 31,790,451
Licenses and Permits	\$ 1,531,733	\$ 1,376,269	\$ 1,467,098	\$ 1,436,000	\$ 2,013,500
Intergovernmental Revenues	\$ 185,937	\$ 571,720	\$ 357,775	\$ 4,566,707	\$ 6,067,716
Charges for Services	\$ 53,401,863	\$ 53,830,147	\$ 54,087,994	\$ 68,208,202	\$ 67,914,860
Fines and Forfeitures	\$ 2,355,410	\$ 2,299,758	\$ 2,395,684	\$ 2,735,777	\$ 1,730,800
Investment Income	\$ 1,337,743	\$ 133,860	\$ 839,718	\$ -	\$ -
Miscellaneous Revenue	\$ 130,867	\$ 8,308,681	\$ 5,504,936	\$ 3,708,652	\$ 4,102,789
Other Financing Sources	\$ 4,259,871	\$ 4,681,210	\$ 5,214,965	\$ 6,315,653	\$ 3,919,708
Total Revenues	\$ 95,470,394	\$ 103,170,179	\$ 100,921,155	\$ 116,631,992	\$ 117,539,824
Expenditures:					
Personal Services	\$ 26,923,385	\$ 31,227,080	\$ 33,945,162	\$ 37,398,467	\$ 35,937,083
Purchased Supplies/Contracted	\$ 11,845,798	\$ 12,989,079	\$ 12,624,602	\$ 22,260,943	\$ 21,323,015
Supplies	\$ 26,631,959	\$ 26,059,924	\$ 29,774,226	\$ 32,445,428	\$ 35,519,912
Capital	\$ 626,212	\$ 1,211,335	\$ 3,586,921	\$ 3,792,530	\$ 8,541,477
Indirect Costs	\$ 1,069,117	\$ (11,743)	\$ (529,233)	\$ 13,525	\$ 1,425,348
Other Costs	\$ 5,504,716	\$ 3,217,665	\$ 2,083,501	\$ 6,007,839	\$ 3,371,240
Debt Service	\$ 8,389,350	\$ 6,370,903	\$ 6,604,208	\$ 12,069,338	\$ 9,293,401
Depreciation	\$ 4,791,428	\$ 4,837,477	\$ 4,488,563	\$ 2,283,923	\$ -
Other Financing Uses	\$ 3,066,702	\$ 4,957,541	\$ 2,950,358	\$ 360,000	\$ 2,128,348
Total Expenditures	88,848,668	90,859,260	95,528,308	116,631,992	117,539,824

This table consolidates the FY 13 operating budgets by fund type and presents revenues and expenses/expenditures by category. Below that is a listing of the operating funds included in each fund type.

Operating Budgets Summary

FY13 Adopted	Business-Type Funds	Governmental-Type Fund	Internal Service Funds	Total
Revenues				
Property Taxes	\$ -	\$ 31,790,451	\$ -	\$ 31,790,451
Licenses and Permits	\$ -	\$ 2,013,500	\$ -	\$ 2,013,500
Intergovernmental Revenues	\$ -	\$ 6,067,716	\$ -	\$ 6,067,716
Charges for Services	\$ 66,951,520	\$ 963,340	\$ -	\$ 67,914,860
Fines and Forfeitures	\$ -	\$ 1,730,800	\$ -	\$ 1,730,800
Miscellaneous Revenue	\$ -	\$ 4,102,789	\$ -	\$ 4,102,789
Other Financing Sources	\$ 1,329,281	\$ 2,590,427	\$ -	\$ 3,919,708
Total Revenues	\$ 68,280,801	\$ 49,259,023	\$ -	\$ 117,539,824
Expenditures:				
Personal Services	\$ 8,471,506	\$ 24,898,516	\$ 2,499,383	\$ 35,869,405
Purchased Supplies/Contracted	\$ 10,186,403	\$ 10,700,487	\$ 553,983	\$ 21,440,873
Supplies	\$ 33,859,011	\$ 962,831	\$ 692,060	\$ 35,513,902
Capital	\$ 795,608	\$ 7,687,889	\$ 287,861	\$ 8,771,358
Indirect Costs	\$ 5,089,199	\$ 226,542	\$ (4,166,979)	\$ 1,148,762
Other Costs	\$ 2,718,251	\$ 521,832	\$ 133,692	\$ 3,373,775
Debt Service	\$ 5,831,542	\$ 3,461,859	\$ -	\$ 9,293,401
Transfers In/Out	\$ 1,329,281	\$ 799,067	\$ -	\$ 2,128,348
Total Expenditures	\$ 68,280,801	\$ 49,259,023	\$ (0)	\$ 117,539,824

<u>Business-Type Funds</u>	<u>Governmental-Type Funds</u>	<u>Internal Service Funds</u>
Solid Waste	General Fund	Fleet
Electric	Grants	Customer Care
Water & Sewer	Debt Service	
Stormwater	E911	
	Hotel/Motel	
	Confiscated Assets	
	Capital Improvements	

Operating Budgets Summary

General Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
	\$				
Beginning Balance	\$ (6,251,857)	(2,232,301)	\$ 4,543,434	\$ 4,079,309	\$ 4,079,309
Revenues:					
Property Taxes	\$28,977,173	\$26,617,235	\$25,631,825	\$25,390,200	\$26,623,051
Licenses and Permits	1,531,733	1,376,269	1,468,036	1,436,000	2,013,500
Intergovernmental Revenues	28,502	5,040	-	5,040	8,299
Charges for Services	242,630	296,130	300,762	208,000	342,610
Fines and Forfeitures	2,119,186	1,397,035	2,032,081	1,902,000	1,500,800
Miscellaneous Revenue	110,652	4,214,822	1,004,006	93,000	781,600
Other Financing Sources	2,332,393	4,494,519	2,009,932	3,316,442	2,166,360
Total	\$35,365,533	\$38,401,050	\$32,446,642	\$32,350,682	\$33,436,220
Expenditures:					
Personnel Services	\$20,371,841	\$22,085,343	\$24,111,924	\$26,398,433	\$24,020,762
Operating	9,644,012	4,934,115	5,267,064	5,191,040	7,776,282
Capital	269,711	571,191	-	311,656	120,650
Debt Service	2,512,504	2,413,536	3,077,049	449,554	1,094,459
Transfers In/Out	202,966	271,452	(454,736)	-	424,067
Total	\$33,001,034	\$30,275,637	\$32,001,301	\$32,350,682	\$33,436,220
Ending Balance					
Reserved Fund Balance	\$ 175,528	\$ 31,887	\$ 274,481	\$ 274,481	\$ 274,481
Unreserved Fund Balance	(2,407,829)	4,511,547	3,804,828	3,804,828	3,804,828
Total	\$ (2,232,301)	\$ 4,543,434	\$ 4,079,309	\$ 4,079,309	\$ 4,079,309

Community Development Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ 290,980	\$ -	\$ -	\$ -	\$ -
Revenues:					
Investment Income	\$ 3,719	\$ 1,580	\$ 37,967	\$ -	\$ -
Intergovernmental Revenues	79,694	180,920	151,541	3,854,371	5,857,234
Total	\$ 83,413	\$ 182,500	\$ 189,508	\$ 3,854,371	\$ 5,857,234
Expenditures:					
Operating	\$ 79,694	\$ 182,500	\$ 189,508	\$ 3,854,371	\$ 5,857,234
Total	\$ 79,694	\$ 182,500	\$ 189,508	\$ 3,854,371	\$ 5,857,234

Operating Budgets Summary

Ending Balance

Invested in capital assets, net of related debt	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	-	-	-	-	-
Total	\$ -				

General Grant Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ 97,688	\$ -	\$ -	\$ -	\$ -

Revenues:

Investment Income	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental revenues	\$ 77,386	\$ 385,760	\$ 201,158	\$ 707,296	\$ 202,183
Total	\$ 77,386	\$ 385,760	\$ 201,158	\$ 707,296	\$ 202,183

Expenditures:

Operating	77,386	385,760	201,158	707,296	202,183
Total	\$ 77,386	\$ 385,760	\$ 201,158	\$ 707,296	\$ 202,183

Ending Balance

Invested in capital assets, net of related debt	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	-	-	-	-	-
Total	\$ -				

E-911 Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Revenues:

Other Taxes	\$ 607,178	\$ 710,030	\$ 505,446	\$ 1,077,446	\$ 1,044,797
Investment Income	7,485	2,681	2,349	-	-
Total	\$ 614,663	\$ 712,711	\$ 507,795	\$ 1,077,446	\$ 1,044,797

Expenditures:

Operating	817,629	899,402	937,531	1,077,446	1,044,797
Transfer In	(202,966)	(186,691)	(429,736)	-	-
Total	\$ 614,663	\$ 712,711	\$ 507,795	\$ 1,077,446	\$ 1,044,797

Operating Budgets Summary

Ending Balance

Invested in capital assets, net of related debt	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	-	-	-	-	-
Total	\$ -				

Confiscated Assets Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
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Beginning Balance	\$ 239,364	\$ -	\$ 550,521	\$ 429,394	\$ 550,521
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Revenues:

Investment Income	\$ 1,796	\$ 369	\$ 445	\$ -	\$ -
Intergovernmental revenues	236,224	902,722	363,604	833,777	230,000
Total	\$ 238,020	\$ 903,091	\$ 364,049	\$ 833,777	\$ 230,000

Expenditures:

Operating	155,546	352,570	485,176	833,777	230,000
Total	\$ 155,546	\$ 352,570	\$ 485,176	\$ 833,777	\$ 230,000

Ending Balance

Reserved Fund Balance	\$ -	\$ 550,521	\$ 429,394	\$ 429,394	\$ 429,394
Unreserved Fund Balance	-	-	-	-	-
Total	\$ -	\$ 550,521	\$ 429,394	\$ 550,521	\$ 429,394

East Point Water & Sewer Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
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Beginning Balance	\$ 5,783,519	\$ 6,854,716	\$ 6,377,972	\$ 5,957,551	\$ 5,957,551
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Revenues:

Charges for Services	\$14,161,059	\$13,946,968	\$14,545,177	\$21,539,207	\$21,539,207
Miscellaneous	\$ -	5,197	9,508	\$ -	\$ -
Other Sources	(1,571,437)	(1,022,991)	(2,380,657)	2,000,000	-
Total	\$12,589,622	\$12,929,174	\$12,174,028	\$23,539,207	\$21,539,207

Expenditures:

Personnel Services	\$ 2,587,366	\$ 2,707,714	\$ 3,731,253	\$ 2,967,687	\$ 3,416,713
Operating	6,276,878	7,379,010	5,660,101	18,764,778	14,811,751
Depreciation	3,521,546	3,557,626	3,203,095	1,806,742	-
Transfers In/Out	(867,365)	-	-	-	3,310,743
Total	\$11,518,425	\$13,644,350	\$12,594,449	\$23,539,207	\$21,539,207

Ending Balance

Reserved Fund Balance	\$21,298,016	\$ -	\$ -	\$ -	\$ -
Invested in capital assets, net of related debt	(190,633)	\$ 4,348,502	\$ 7,446,195	\$ 7,446,195	\$ 7,446,195

Operating Budgets Summary

Unreserved Fund Balance	(14,252,667)	2,029,470	(1,488,644)	(1,488,644)	(1,488,644)
Total	\$ 6,854,716	\$ 6,377,972	\$ 5,957,551	\$ 5,957,551	\$ 5,957,551

East Point Electric Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ 1,585,529	\$ 2,585,686	\$ 9,327,949	\$12,033,660	\$12,033,660
Revenues:					
Charges for Services	\$33,265,335	\$33,645,100	\$35,163,036	\$41,244,139	\$41,244,139
Miscellaneous	-	38,611	734,909	-	-
Other Sources	1,998,967	3,717,066	-	1,000,000	-
Total	\$35,264,302	\$37,400,777	\$35,897,945	\$42,244,139	\$41,244,139
Expenditures:					
Personnel Services	\$ 2,543,268	\$ 2,157,184	\$ 2,868,972	\$ 2,306,946	\$ 2,627,094
Wholesale Electric	24,281,014	24,071,231	27,440,860	29,304,963	32,677,041
Operating	1,465,513	1,754,824	5,028,458	10,264,053	3,402,957
Depreciation	962,552	981,843	994,905	368,177	-
Transfers In/Out	5,011,798	3,809,809	(1,814,553)	-	2,537,047
Total	\$34,264,145	\$32,774,891	\$34,518,642	\$42,244,139	\$41,244,139
Ending Balance					
Invested in capital assets, net of related debt	3,861,818	\$ 6,051,535	\$ 4,060,109	\$ 4,060,109	\$ 4,060,109
Unreserved Fund Balance	(1,276,132)	3,276,414	7,973,551	7,973,551	7,973,551
Total	\$ 2,585,686	\$ 9,327,949	\$12,033,660	\$12,033,660	\$12,033,660

East Point Solid Waste Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ -	\$ 432,886	\$ 169,010	\$ 354,159	\$ 354,159
Revenues:					
Charges for Services	\$ 3,986,641	\$ 3,814,636	\$ 3,620,752	\$ 3,468,700	\$ 3,988,174
Miscellaneous	-	142,632	-	-	-
Other Sources	(24,803)	(25,348)	-	999,211	180,000
Total	\$ 3,961,838	\$ 3,931,920	\$ 3,620,752	\$ 4,467,911	\$ 4,168,174
Expenditures:					
Personnel Services	\$ 1,598,881	\$ 1,780,974	\$ 1,971,055	\$ 1,861,596	\$ 2,024,850
Operating	1,849,648	1,755,296	1,328,025	2,556,026	1,785,213
Depreciation	273,171	274,161	264,362	40,289	-
Transfers In/Out	(192,748)	-	-	-	358,111

Operating Budgets Summary

Total	\$ 3,528,952	\$ 3,810,431	\$ 3,563,442	\$ 4,457,911	\$ 4,168,174
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Ending Balance

Invested in capital assets, net of related debt	728,536	\$ 557,665	\$ 542,784	\$ 542,784	\$ 542,784
Unreserved Fund Balance	(295,650)	(388,655)	(188,625)	(188,625)	(188,625)
Total	\$ 432,886	\$ 169,010	\$ 354,159	\$ 354,159	\$ 354,159

East Point Stormwater Fund

	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues:					
Charges for Services	\$ -	\$ -	\$ -	\$ 670,710	\$ -
Miscellaneous	-	-	-	-	-
Other Sources	-	-	-	-	1,329,281
Total	\$ -	\$ -	\$ -	\$ 670,710	\$ 1,329,281

Expenditures:

Personnel Services	\$ 160,975	\$ 123,039	\$ 143,407	\$ 214,975	\$ 402,849
Operating	147	177,130	3,782	387,080	608,853
Capital	-	-	-	-	105,000
Depreciation	-	-	-	68,715	-
Transfers In/Out	-	-	(932,009)	-	212,579
Total	\$ 161,122	\$ 300,169	\$ (784,820)	\$ 670,770	\$ 1,329,281

Ending Balance

Invested in capital assets, net of related debt	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	-	-	-	-	-
Total	\$ -				

Internal Service Fund

	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ (363,936)	\$ (405,472)	\$ (405,472)	\$ (405,472)	\$ (405,472)
Revenues:					
Charges for Services	\$ 1,103,529	\$ 1,424,220	\$ 1,137,289	\$ -	\$ -
Miscellaneous	-	-	-	-	\$ -
Other Sources	-	-	-	-	-
Total	\$ 1,103,529	\$ 1,424,220	\$ 1,137,289	\$ -	\$ -

Operating Budgets Summary

Expenditures:

Personnel Services	\$ 42,894	\$ 416,128	\$ 339,253	\$ 2,499,383	\$ 3,890,393
Operating	1,068,012	578,773	771,834	(2,499,383)	(3,890,393)
Depreciation	34,159	23,847	26,202	-	-
Transfers In/Out	-	-	-	-	-
Total	\$ 1,145,065	\$ 1,018,748	\$ 1,137,289	\$ -	\$ -

Ending Balance

Invested in capital assets, net of related debt	\$ 362,797	\$ 338,950	\$ -	\$ -	\$ -
Unreserved Fund Balance	(768,269)	(338,950)	-	-	-
Total	\$ (405,472)	\$ -	\$ -	\$ -	\$ -

Hotel/Motel Fund	FY 09 Actual	FY 10 Actual	FY 11 Actual	FY12 Adopted	FY13 Adopted
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Revenues:

Hotel Taxes	\$ 1,139,224	\$ 961,040	\$ 1,110,805	\$ 960,000	\$ 2,800,000
Total	\$ 1,139,224	\$ 961,040	\$ 1,110,805	\$ 960,000	\$ 2,800,000

Expenditures:

Operating	1,139,224	961,040	1,110,805	960,000	2,800,000
Total	\$ 1,139,224	\$ 961,040	\$ 1,110,805	\$ 960,000	\$ 2,800,000

Ending Balance

Invested in capital assets, net of related debt	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	-	-	-	-	-
Total	\$ -				

Operating Budgets Summary

Changes in Fund Balance						
ALL Funds						
Fiscal Year 2012*						
Fund	Beginning Balance	Revenues	Expenditures	Ending Balance	% Change in Fund Balance	\$ Change in Fund Balance
General Fund	\$ 4,079,309	\$30,258,844	\$ 31,597,576	\$ 2,740,577	-32.82%	\$ (1,338,732)
Confiscated Assets	\$ 429,394	\$ 250,700	\$ 302,586	\$ 377,509	-12.08%	\$ (51,886)
E-911	\$ -	\$ 336,123	\$ 822,128	\$ (486,005)	-100.00%	\$ (486,005)
Restricted Grant Funds	\$ -	\$ 273,649	\$ 606,202	\$ (332,553)	-100.00%	\$ (332,553)
General Grant Funds	\$ -	\$ 229,499	\$ 370,823	\$ (141,324)	-100.00%	\$ 141,324
Camp Creek TAD A District	\$ 2,757,740	\$ -	\$ -	\$ 2,757,740	0.00%	\$ -
Corridors TAD B District	\$ 1,070,872	\$ 3,497,767	\$ 2,360,800	\$ 2,207,839	106.17%	\$(1,136,967)
TAD Bonds	\$ -	\$ 446,802	\$ -	\$ 446,802	0.00%	\$ (446,802)
Hotel/Motel	\$ -	\$ 2,640,364	\$ 2,064,553	\$ 575,811	0.00%	\$ (575,811)
Capital Improvements	\$ -	\$ 946,490	\$ 946,490	\$ -	0.00%	\$ -
Water & Sewer Utility	\$ 5,957,551	\$21,545,266	\$ 14,117,293	\$13,385,524	124.68%	\$ 7,427,973
Electric Utility	\$12,033,660	\$40,690,883	\$ 42,438,095	\$10,286,448	-14.52%	\$(1,747,212)
Solid Waste	\$ 354,159	\$ 4,044,028	\$ 3,943,103	\$ 455,084	28.50%	\$ 100,925

* Unaudited numbers

The fund balance of the **General Fund** decreased by 32.8% or \$1.3 M. The primary reason for the decrease is the lower than expected property tax collections due to foreclosures and bankruptcies.

The fund balance of the **E-911 Fund** decreased by 100% or \$486K. This fund is subsidized by the General Fund, because 911 fees are not sufficient to cover all of the communication expenses.

The fund balance of the **Confiscated Assets Fund** decreased by 12.0% or \$51K. This fund is a result of federal and local funds received from the enforcement of drug laws and shared revenues resulting from the confiscation of property from drug offenders' arrests.

The net assets of the **Water & Sewer Fund** increased by 124.2% or \$7.1M. This is due to the increase in rates approved by Council in FY12.

Operating Budgets Summary

The net assets of the ***Electric Fund*** decreased by 14.5% or \$1.7 M due to increased costs in Wholesale power during the fiscal year.

The net assets of the ***Sanitation Fund*** increased by 28.4% or \$100K due to decrease in landfill expenses.

Debt Service Summary

Debt service represents principal and interest payment on outstanding debt for all funds, (general, special revenue, and enterprise). The City of East Point's debt is divided into three categories: lease purchases, TAD Bonds, and revenue bonds. Revenue bonds consist of general fund and Water & Sewer fund. The City of East Point has no long-term general obligation bond debt, and therefore, does not have a current bond rating. The last general obligation bond was in 2004 and the City had a credit rating of AAA by the credit rating agency of Standard & Poor's Investors Service.

2002A Tax Allocation Bonds

In 2002, the City issued tax allocation bonds, Series A, in the amount of \$16,305,000 at an interest rate of 8%. Annual principal installments range from \$70,000 to \$1,665,000 with principal maturing February 1, 2026.

Tax Allocation Bonds were issued to undertake certain redevelopment projects within a tax allocation district established by the City to be used for site preparation, infrastructure construction and improvements for Camp Creek TAD.

Year	Principal	Interest	Total
07	\$ -	\$ 652,200.00	\$ 652,200.00
	\$ -	\$ 652,200.00	\$ 652,200.00
08	\$ -	\$ 652,200.00	\$ 652,200.00
	\$ 70,000.00	\$ 652,200.00	\$ 722,200.00
09	\$ -	\$ 649,400.00	\$ 649,400.00
	\$ 270,000.00	\$ 649,400.00	\$ 919,400.00
10	\$ -	\$ 638,600.00	\$ 638,600.00
	\$ 375,000.00	\$ 638,600.00	\$ 1,013,600.00
11		\$ 623,600.00	\$ 623,600.00
	\$ 480,000.00	\$ 623,600.00	\$ 1,103,600.00
12		\$ 604,400.00	\$ 604,400.00
	\$ 540,000.00	\$ 604,400.00	\$ 1,144,400.00
13		\$ 582,800.00	\$ 582,800.00
	\$ 590,000.00	\$ 582,800.00	\$ 1,172,800.00
14		\$ 559,200.00	\$ 559,200.00
	\$ 635,000.00	\$ 559,200.00	\$ 1,194,200.00
15		\$ 533,800.00	\$ 533,800.00
	\$ 690,000.00	\$ 533,800.00	\$ 1,223,800.00
16		\$ 506,200.00	\$ 506,200.00
	\$ 745,000.00	\$ 506,200.00	\$ 1,251,200.00
17		\$ 476,400.00	\$ 476,400.00
	\$ 810,000.00	\$ 476,400.00	\$ 1,286,400.00
18		\$ 444,000.00	\$ 444,000.00
	\$ 875,000.00	\$ 444,000.00	\$ 1,319,000.00
19		\$ 409,000.00	\$ 409,000.00

Debt Service Summary

	\$ 950,000.00	\$ 409,000.00	\$ 1,359,000.00
20		\$ 371,000.00	\$ 371,000.00
	\$ 1,030,000.00	\$ 371,000.00	\$ 1,401,000.00
21		\$ 329,800.00	\$ 329,800.00
	\$ 1,115,000.00	\$ 329,800.00	\$ 1,444,800.00
22		\$ 285,200.00	\$ 285,200.00
	\$ 1,205,000.00	\$ 285,200.00	\$ 1,490,200.00
23		\$ 237,000.00	\$ 237,000.00
	\$ 1,310,000.00	\$ 237,000.00	\$ 1,547,000.00
24		\$ 184,600.00	\$ 184,600.00
	\$ 1,415,000.00	\$ 184,600.00	\$ 1,599,600.00
25		\$ 128,000.00	\$ 128,000.00
	\$ 1,535,000.00	\$ 128,000.00	\$ 1,663,000.00
26		\$ 66,600.00	\$ 66,600.00
	\$ 1,665,000.00	\$ 66,600.00	\$ 1,731,600.00
	\$ 16,305,000.00	\$ 17,868,000.00	\$ 34,173,000.00

2002B Tax Allocation Bonds

In 2002, the City issued tax allocation bonds, Series B, in the amount of \$5,695,000 at an interest rate of 8%. Annual principal installments range from \$25,000 to \$805,000 with principal maturing February 1, 2026.

Tax Allocation Bonds were issued to undertake certain redevelopment projects within a tax allocation district established by the City to be used for site preparation, infrastructure construction and improvements for Camp Creek TAD.

Year	Principal	Interest	Total
07	\$ -	\$ 227,800.00	\$ 227,800.00
	\$ -	\$ 227,800.00	\$ 227,800.00
08	\$ -	\$ 227,800.00	\$ 227,800.00
	\$ 25,000.00	\$ 227,800.00	\$ 252,800.00
09		\$ 226,800.00	\$ 226,800.00
	\$ 95,000.00	\$ 226,800.00	\$ 321,800.00
10		\$ 223,000.00	\$ 223,000.00
	\$ 130,000.00	\$ 223,000.00	\$ 353,000.00
11		\$ 217,800.00	\$ 217,800.00
	\$ 170,000.00	\$ 217,800.00	\$ 387,800.00
12		\$ 211,000.00	\$ 211,000.00
	\$ 190,000.00	\$ 211,000.00	\$ 401,000.00
13		\$ 203,400.00	\$ 203,400.00

Debt Service Summary

	\$ 205,000.00	\$ 203,400.00	\$ 408,400.00
14		\$ 195,200.00	\$ 195,200.00
	\$ 225,000.00	\$ 195,200.00	\$ 420,200.00
15		\$ 186,200.00	\$ 186,200.00
	\$ 240,000.00	\$ 186,200.00	\$ 426,200.00
16		\$ 176,600.00	\$ 176,600.00
	\$ 260,000.00	\$ 176,600.00	\$ 436,600.00
17		\$ 166,200.00	\$ 166,200.00
	\$ 285,000.00	\$ 166,200.00	\$ 451,200.00
18		\$ 154,800.00	\$ 154,800.00
	\$ 305,000.00	\$ 154,800.00	\$ 459,800.00
19		\$ 142,600.00	\$ 142,600.00
	\$ 330,000.00	\$ 142,600.00	\$ 472,600.00
20		\$ 129,400.00	\$ 129,400.00
	\$ 360,000.00	\$ 129,400.00	\$ 489,400.00
21		\$ 115,000.00	\$ 115,000.00
	\$ 390,000.00	\$ 115,000.00	\$ 505,000.00
22		\$ 99,400.00	\$ 99,400.00
	\$ 420,000.00	\$ 99,400.00	\$ 519,400.00
23		\$ 82,600.00	\$ 82,600.00
	\$ 455,000.00	\$ 82,600.00	\$ 537,600.00
24		\$ 64,400.00	\$ 64,400.00
	\$ 495,000.00	\$ 64,400.00	\$ 559,400.00
25		\$ 44,600.00	\$ 44,600.00
	\$ 535,000.00	\$ 44,600.00	\$ 579,600.00
26		\$ 23,200.00	\$ 23,200.00
	\$ 580,000.00	\$ 23,200.00	\$ 603,200.00
	\$ 5,695,000.00	\$ 6,235,600.00	\$ 11,930,600.00

Revenue Bonds

2006 Building Authority Revenue Bonds

In June 2006, the City issued revenue bonds in the amount of \$50,195,000 at an interest rate ranging from 4% - 5%. Annual principal installments range from \$790,000 to \$3,190,000 with principal maturing in 2035.

This bond was issued for improvements to the City's water, sanitary sewer and stormwater systems in order to keep pace with the City's economic development growth and meet regulatory and public demands for reliable and safe drinking water and to provide sanitary sewer and stormwater improvements to serve the citizens and businesses in the City.

Debt Service Summary

Year	Principal	Interest	Total
07			\$ -
	\$ -	\$ 1,590,730.00	\$ 1,590,730.00
08		\$ 1,193,048.00	\$ -
	\$ 790,000.00	\$ 1,193,048.00	\$ 3,176,095.00
09		\$ 1,177,248.00	\$ -
	\$ 820,000.00	\$ 1,177,248.00	\$ 3,174,495.00
10		\$ 1,159,822.50	\$ -
	\$ 845,000.00	\$ 1,159,822.50	\$ 3,164,645.00
11		\$ 1,141,866.25	\$ 1,141,866.25
	\$ 1,055,000.00	\$ 1,141,866.25	\$ 2,196,866.25
12		\$ 1,119,447.50	\$ 1,119,447.50
	\$ 1,100,000.00	\$ 1,119,447.50	\$ 2,219,447.50
13		\$ 1,091,948.00	\$ 1,091,948.00
	\$ 1,150,000.00	\$ 1,091,948.00	\$ 2,241,948.00
14		\$ 1,063,198.00	\$ 1,063,198.00
	\$ 1,210,000.00	\$ 1,063,198.00	\$ 2,273,198.00
15		\$ 1,038,998.00	\$ 1,038,998.00
	\$ 1,260,000.00	\$ 1,038,998.00	\$ 2,298,998.00
16		\$ 1,013,798.00	\$ 1,013,798.00
	\$ 1,310,000.00	\$ 1,013,798.00	\$ 2,323,798.00
17		\$ 987,598.00	\$ 987,598.00
	\$ 1,360,000.00	\$ 987,598.00	\$ 2,347,598.00
18		\$ 960,398.00	\$ 960,398.00
	\$ 1,415,000.00	\$ 960,398.00	\$ 2,375,398.00
19		\$ 925,023.00	\$ 925,023.00
	\$ 1,485,000.00	\$ 925,023.00	\$ 2,410,023.00
20		\$ 887,898.00	\$ 887,898.00
	\$ 1,560,000.00	\$ 887,898.00	\$ 3,335,795.00
21		\$ 1,697,795.00	\$ 3,337,795.00
	\$ 1,640,000.00	\$ 1,697,795.00	\$ 3,337,795.00
22		\$ 1,627,275.00	\$ 3,337,275.00
	\$ 1,710,000.00	\$ 1,627,275.00	\$ 3,337,275.00
23		\$ 1,552,462.50	\$ 3,337,462.50
	\$ 1,785,000.00	\$ 1,552,462.50	\$ 3,337,462.50
24		\$ 1,463,212.50	\$ 3,338,212.50
	\$ 1,875,000.00	\$ 1,463,212.50	\$ 3,338,212.50
25		\$ 1,369,462.50	\$ 3,334,462.50
	\$ 1,965,000.00	\$ 1,369,462.50	\$ 3,334,462.50
26		\$ 1,281,037.50	\$ 3,336,037.50
	\$ 2,055,000.00	\$ 1,281,037.50	\$ 3,336,037.50
27		\$ 1,178,287.50	\$ 3,338,287.50
	\$ 2,160,000.00	\$ 1,178,287.50	\$ 3,338,287.50

Debt Service Summary

28	\$ 2,265,000.00	\$ 1,070,287.50	\$ 3,335,287.50
29	\$ 2,380,000.00	\$ 957,037.50	\$ 3,337,037.50
30	\$ 2,500,000.00	\$ 838,037.50	\$ 3,338,037.50
31	\$ 2,625,000.00	\$ 713,037.50	\$ 3,338,037.50
32	\$ 2,755,000.00	\$ 581,787.50	\$ 3,336,787.50
33	\$ 2,895,000.00	\$ 444,037.50	\$ 3,339,037.50
34	\$ 3,035,000.00	\$ 299,287.50	\$ 3,334,287.50
35	\$ 3,190,000.00	\$ 147,537.50	\$ 3,337,537.50

\$ 50,195,000.00	\$ 44,331,885.00	\$ 94,526,885.00
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2007 Building Authority Revenue Refunding Bond

In 2007, the City issued refunding bonds in the amount of \$27,595,000 at an interest rate ranging from 4% - 5%, to advance refund the \$22,923,407 of outstanding purchase U.S. Government securities the Refund EPBA Revenue Bond Series 2000. Annual principal installments range from \$360,000 to \$3,160,000 with principal maturing in 2020.

Year	Principal	Interest	Total
	\$ -	\$ -	\$ -
11		\$ 615,375.00	\$ 615,375.00
	\$ 360,000.00	\$ 615,375.00	\$ 975,375.00
12		\$ 608,175.00	\$ 608,175.00
	\$ 2,540,000.00	\$ 608,175.00	\$ 3,148,175.00
13		\$ 557,375.00	\$ 557,375.00
	\$ 2,640,000.00	\$ 557,375.00	\$ 3,197,375.00
14		\$ 504,575.00	\$ 504,575.00
	\$ 2,750,000.00	\$ 504,575.00	\$ 3,254,575.00
15		\$ 449,575.00	\$ 449,575.00
	\$ 2,860,000.00	\$ 449,575.00	\$ 3,309,575.00
16		\$ 378,075.00	\$ 378,075.00
	\$ 3,000,000.00	\$ 378,075.00	\$ 3,378,075.00
17		\$ 318,075.00	\$ 318,075.00
	\$ 3,120,000.00	\$ 318,075.00	\$ 3,438,075.00
18		\$ 240,075.00	\$ 240,075.00
	\$ 3,275,000.00	\$ 240,075.00	\$ 3,515,075.00
19		\$ 158,200.00	\$ 158,200.00
	\$ 3,440,000.00	\$ 158,200.00	\$ 3,598,200.00

Debt Service Summary

20		\$ 72,200.00	\$ 72,200.00
	\$ 3,610,000.00	\$ 72,200.00	\$ 3,682,200.00
	\$ 27,595,000.00	\$ 7,803,400.00	\$ 35,398,400.00

Business & Industrial Development Authority (BIDA)

In 2011, the City issued a revenue bond in the amount of \$1,150,000 at an interest rate of 6.1%. Annual principal installments range from \$61,675 to \$94,117 with principal maturing in December 2025.

The bond was issued to purchase the Wachovia Building on East Point Street to relocate the Customer Care and Property Tax Departments. The future use will ultimately be the new government center.

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
3/30/2011				
6/1/2011		\$ 12,276.25	\$ 12,276.25	
12/1/2011	\$ 61,375.93	\$ 35,659.58	\$ 97,035.51	\$ 109,311.76
6/1/2012		\$ 33,756.42	\$ 33,756.42	
12/1/2012	\$ 63,279.09	\$ 33,756.42	\$ 97,035.51	\$ 130,791.93
6/1/2013		\$ 31,620.50	\$ 31,620.50	
12/1/2013	\$ 65,241.27	\$ 31,794.24	\$ 97,035.51	\$ 128,656.01
6/1/2014		\$ 29,608.53	\$ 29,608.53	
12/1/2014	\$ 67,264.29	\$ 29,771.22	\$ 97,035.51	\$ 126,644.04
6/1/2015		\$ 27,534.18	\$ 27,534.18	
12/1/2015	\$ 69,350.05	\$ 27,685.46	\$ 97,035.51	\$ 124,569.69
6/1/2016		\$ 25,535.03	\$ 25,535.03	
12/1/2016	\$ 71,500.48	\$ 25,535.03	\$ 97,035.51	\$ 122,570.54
6/1/2017		\$ 23,190.50	\$ 23,190.50	
12/1/2017	\$ 73,717.59	\$ 23,317.92	\$ 97,035.51	\$ 120,226.01
6/1/2018		\$ 20,917.13	\$ 20,917.13	
12/1/2018	\$ 76,003.45	\$ 21,032.06	\$ 97,035.51	\$ 117,952.64
6/1/2019		\$ 18,573.27	\$ 18,573.27	
12/1/2019	\$ 78,360.19	\$ 18,675.32	\$ 97,035.51	\$ 115,608.78
6/1/2020		\$ 16,245.50	\$ 16,245.50	
12/1/2020	\$ 80,790.01	\$ 16,245.50	\$ 97,035.51	\$ 113,281.01

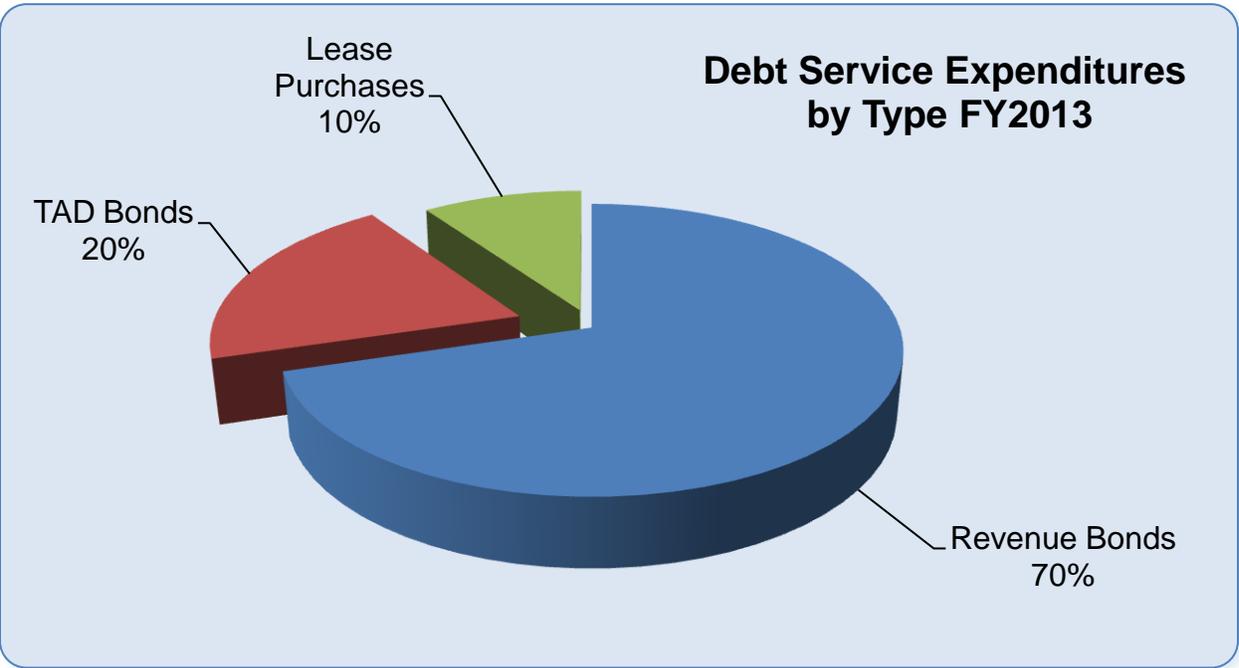
Debt Service Summary

6/1/2021		\$ 13,665.26			
12/1/2021	\$ 83,295.17	\$ 13,740.34	\$ 97,035.51	\$ 97,035.51	
6/1/2022		\$ 11,096.53			
12/1/2022	\$ 85,878.01	\$ 11,157.50	\$ 97,035.51	\$ 97,035.51	
6/1/2023		\$ 8,448.14			
12/1/2023	\$ 88,540.95	\$ 8,494.56	\$ 97,035.51	\$ 97,035.51	
6/1/2024		\$ 5,749.05			
12/1/2024	\$ 91,286.46	\$ 5,749.05	\$ 97,035.51	\$ 97,035.51	
6/1/2025		\$ 2,902.47			
12/1/2025	\$ 94,117.06	\$ 2,918.45	\$ 97,035.51	\$ 97,035.51	
		\$ 1,150,000.00	\$ 586,651.41	\$ 1,694,789.96	\$ 1,694,789.96

Debt Service Summary

Projected Debt Service Expenditure by Type

	<u>FY2013</u>	<u>FY2014</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>
Revenue Bonds	\$ 5,567,979	\$ 5,654,417	\$ 5,733,143	\$ 5,824,444	\$ 5,905,899
TAD Bonds	\$ 1,581,200	\$ 1,614,400	\$ 1,650,000	\$ 1,687,800	\$ 1,737,600
Lease Purchases	\$ 773,184	\$ 725,530	\$ 723,456	\$ 721,458	\$ 120,226
Total Debt Service by FY	\$ 7,922,363	\$ 7,994,347	\$ 8,106,599	\$ 8,233,702	\$ 7,763,725



Note: Revenue bonds figures include both the Water & Sewer bonds and refunding bonds debt service for all years.

Debt Service Summary

Lease Purchases (Vehicle/Equipment Purchases)

Lease Schedule

Lease #	Department	Description	Original Date	Original Lease	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Lease Balance
100-01	Parks and Rec	Ford 350 Crew Cab	1/11/2011	28,486	9,243					9,243
100-02	Customer Care	Wachovia Building Lease	3/30/2011	1,150,000	128,656	126,644	124,570	122,571	120,226	622,666
100-03	Fire	(2) Fire Pumpers	8/1/2011	734,101	139,177	139,177	139,177	139,177		556,707
100-04	Solid Waste	(2) McNeilus Front Loader	9/23/2011	381,861	78,527	78,527	78,527	78,527		314,108
100-05	Police	Evidence Collection Vehicle	9/26/2011	109,866	36,399					36,399
100-06	Solid Waste	New Rear-Load Refuse Truck	11/22/2011	138,000	28,174	28,174	28,174	28,174		112,695
100-07	Public Works	(2) Tymco Street Sweepers	1/20/2012	330,430	68,611	68,611	68,611	68,611		274,444
100-08	Solid Waste	McNeilus Auto Side Loader	2/11/2012	215,746	48,028	48,028	48,028	48,028		192,111
100-09	Public Works	John Deere Tractor w/Tiger HD Mower	7/10/2012	86,507	17,711	17,711	17,711	17,711		70,845
100-10	Public Works	Truck w/Body, Plow & Salt/Sand Spreader	7/10/2012	154,157	34,422	34,422	34,422	34,422		137,687
100-11	Public Works	Truck with Spalding Asphalt Equipment	7/10/2012	126,839	28,322	28,322	28,322	28,322		113,288
100-12	Solid Waste	Mack GU713 w/Galbreath Roll of Hoist & Pioneer Tarper	7/10/2012	155,500	31,128	31,128	31,128	31,127		124,510
100-13	Solid Waste	Mack GU713 w/Lemco Brush Loader with 20' Bed	7/10/2012	198,807	39,769	39,769	39,769	39,769		159,076
100-14	Solid Waste	Mack LEU713 w/McNeilus Streetforce Autoreach 31 YD	7/10/2012	234,543	46,900	46,900	46,900	46,900		187,599
100-15	Solid Waste	Mack GU713 w/McNeilus 25 YD Rear Loader	7/10/2012	190,538	38,119	38,119	38,119	38,119		152,476
				\$4,235,380	\$773,184	\$725,530	\$723,456	\$721,458	\$120,226	\$3,063,853

MISSION & GOALS

To provide exceptional city services in the most professional, courteous and effective manner to enhance the quality of life in the City of East Point

Department Goals:

The City Attorney's Office is committed to providing excellent legal services to the City of East Point. It is our goal to be viewed as a "first-class" municipal legal department.

We will provide excellent legal advice, representation and perform legal work that is timely, thorough and in the best interest of The City of East Point.

OBJECTIVES

1. To do more legal work in-house in an effort to reduce the cost paid for outside counsel
2. Continue to provide preventive counseling to reduce legal liability
3. To develop a more efficient claims process
4. To continue to provide reporting on trends impacting the City from a legal standpoint

FY 13 ISSUES

- Redistricting arising out of 2010 census
- Large number of storm water flood cases
- Direct handling of claims
- Continued support to the Civil Service Board, Ethics Board, Finance Committee, Budget Committee and other Council approved Task Forces
- Providing legal support for special projects such as the proposed New City Government Center, Corridor's TAD, Commons Development, Legislative initiatives and "50 Worst Properties" filings in Superior Court, challenge to Census counts
- Litigation Prevention Training for Council and Senior Staff members
- Continued support of EPD Consent Order and compliance activities
- Handling increasing number of Chapter 7 and 11 bankruptcy petitions
- Increased number of contracts for review

PERFORMANCE MEASURES

1. Respond to all claims within 45 days (averages 72 claims a year)
2. With the exception of litigation matters which insurance companies require to be handled by outside counsel, matters requiring an expertise that does not exist in the department and matters which cannot be handled by in-house counsel due to conflicts-of-interest as defined by the Georgia Bar Rules of Professional Conduct, reduce the usage of outside counsel and the attendant legal fees;
3. Review all contracts which are fully documented within 72 hours;

City Attorney

4. Review Open Records Requests responses, subpoenas and other legal requests for documents within the timeframes required by law;
5. Prepare ordinances and resolutions requested by Council Members within 20 days;
6. When notified, review ordinances and resolutions prepared by others within 20 days;
7. Attend the 10 regularly scheduled monthly meetings of Council, Council committees, Planning and Zoning Commission (including the work session and Agenda meetings) and Senior Staff (This does not include ad hoc meetings scheduled by and on behalf of Department Heads, federal, state and local agencies, etc.);
8. Attend all court ordered mediations, hearings, some depositions as the Client Representative (averages 12 per year);
9. Provide legal opinions (written and oral) at Council request regarding procedural issues, internal disputes and other legal questions, unless prohibited by the Georgia Bar Rules of Professional Conduct within 96 hours.
10. Provides legal coverage for personnel and grievance hearings assists in preparing written decision and schedules hearings as well as provide legal coverage for the Citizens Review Board hearings for appeals.

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 404,695	\$ 450,425	\$ 451,577	\$ 316,169
Operating	\$ 1,246,122	\$ 1,571,188	\$ 1,881,249	\$ 1,606,775
Capital	\$ 4,362	\$ -	\$ -	\$ 1,650
TOTAL	\$ 1,655,179	\$ 2,022,014	\$ 2,332,826	\$ 1,924,594

CITY CLERK

MISSION & GOALS

The City Clerk's Office strives to provide courteous and professional service to elected officials, city staff and most importantly the citizens of East Point. We protect and preserve official records and distribute information concerning policy and legislative issues of the East Point City Council.

Primary Responsibilities of the City Clerk's Office is to:

Primary Responsibilities of the City Clerk's Office is to:

- Provides administrative services to the City Council
- Serve as Qualifying Officer for the Municipal Election
- Assist Fulton County Registration and Election with the Municipal Election;
- Review and approve sample ballots, acts as a liaison between candidates, citizens, council, staff and the Election's office, manage the process from election pre-planning to certification of election results.
- Qualifying Filing Officer for the State Ethics Commission
- Custodian of the City's seal
- Records official minutes of Council
- Type municipal correspondence
- Prepare and compile meeting agendas
- Monitor City's online Agenda and Minutes webpage
- Oversees the management and maintenance of the permanent Council adopted Ordinances, Resolutions, Contracts/Agreements and Public Meeting Notices
- Advertise Public Meeting and Legal notices
- Records Oaths of Office
- Coordinates and complete Public Records Requests in compliance with Georgia Open Record laws
- Filing Department for general liability claims
- Certification of City documents
- Notary services
- Serves as secretary for the Ethics Board, Building Authority Commission, Budget Committee and Finance Committee
- Provide service to internal and external customers' requests for records as well as assisting Departments with research, and document retrieval

OBJECTIVES

1. To continue to seek new concepts and technologies to improve in the following areas:

Objective 1 - Improve on how we distribute policies and legislative information to City staff and the public.

Objective 2 – Amend the current records retention management schedule to be consistent with the State of Georgia Archive Department and continue to work with

CITY CLERK

each department for the best way to classify, store, and secure permanent documents.

Objective 3 – Improve our central records storage area or seek an outside document storage company for archival of city records.

Objective 4 – Implement a Boards and Commission Manual to include guidelines, introduction of City Government, bylaws, vacancies and other important information.

Objective 5 – Provide certification training through the Carl Vinson Institute of Georgia, International Institute of Municipal Clerks, and the Georgia Municipal Association for the City Clerk and Assistant City Clerk.

Objective 6 – Effectively coordinate municipal elections with Fulton County Department of Elections and Registration to ensure an expeditious, effective and complete process of the 2013 election.

FY 13 ISSUES

The lack of filing storage for our historical legislative records and other city document records continues to be the significant issue facing the department. Last year, the City Clerk's Office started a scanning project to electronically organize the historical documents. The warehouse facility is lacking security, climate control, and is not fully protected from fire, flood, or building damage. Although such events are unlikely, they could result in a devastating loss of our archives contents.

Due to the uncertainties of the warehouse, we started scanning documents into our computer files to ensure against sudden information loss. As a result of scanning the documents, it has allowed us the capability to view the files faster and eliminate the handling of original documents. This will significantly reduce wear and tear of the original documents. The scanning project is ongoing and will take another two years to complete. This, however, does not eliminate the need for proper shelving, equipment and environmental controls in the city's warehouse. Proper investment of the city's warehouse should be a priority in FY2013 to store vital records in a secure, safe place.

CITY CLERK

PERFORMANCE MEASURES				
Measurement Description	FY09	FY11	FY12	FY13
	Actual	Actual	Target	Target
Workload Measurement				
Open Records processed	\$10,018	\$6,007	\$8,136	\$10,000
Notaries processed	280	337	355	375
City Councils Meetings Attended	49	41	61	73
Claims processed	103	74	50	45

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$240,969	\$223,810	\$275,880	\$229,302
Operating	\$63,355	\$186,707	\$98,217	\$170,918
Capital	\$1,266	\$108	\$0	\$0
TOTAL	\$307,590	\$410,625	\$374,097	\$400,220

City Council & Mayor

Mission

To provide a vision and the policies necessary to meet the needs of the citizens of East Point.

Department Description

The Mayor and City Council are responsible for overseeing the City. Their duties include, but are not limited to:

- Adopting all annual appropriations for the City and any supplements or amendments.
- Adopting ordinances providing for all governmental reorganizations including the establishment, alteration, or abolishment of any and all non-elective offices, positions, departments, and agencies of the city.
- Adopting ordinances establishing any and all personnel policies.
- Establishing, by resolution, committees of its members for legislative, investigative, and study purposes.
- Appointing the City Manager.
- Vision planning.
- Holding public meetings.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
# of Council Meetings	24	24	24	24
# of Work Session	12	12	12	12
# of Special Called Meetings	12	21	10	10
# of Workshop	24	7	13	15
# of contracts awarded	18	67	80	92
# of ordinance adopted	20	23	19	25
# of resolutions adopted	27	34	25	30

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 190,878	\$ 186,910	\$ 185,442	\$ 185,653
Operating	\$ 220,902	\$ 260,149	\$ 327,446	\$ 117,355
TOTAL	\$ 411,780	\$ 447,059	\$ 512,888	\$ 303,008

City Manager

MISSION & GOALS

To manage City of East Point operations in accordance with the charter, state and federal law, local ordinances and policies adopted by the East Point City Council.

Department Goals

1. Provide effective oversight of city functions to ensure service provision to citizens and customers;
2. Advise the Mayor and City Council regarding the management of the City, as well as on policy issues;
3. Work with all departments to ensure effective management of department budgets;
4. Meet with Council, Finance and Budget Committees to effectively communicate financial concerns and provide updates on budget performance;
5. See that all laws, provisions of the charter and acts of the City Council are faithfully executed;
6. Prepare and submit the annual operating budget and capital budget to the City Council;
7. Encourage and provide staff support for regional and intergovernmental cooperation;
8. Promote partnerships among City Council, staff and citizens in developing public policy and building a sense of community;
9. Effectively manage public information and communication;
10. Recruit and retain the best possible employees that have a high level of knowledge and skills and a commitment to superior performance; and
11. Maintain the highest standards of fiscal accountability of public funds.

OBJECTIVES

1. Oversee implementation of Capital projects approved by City Council
2. Aggressively pursue cost reduction opportunities
3. Produce Monthly Executive Report to communicate departmental activity
4. Facilitate Citizens Leadership Academy program

FY 13 ISSUES

- Maintaining adequate staffing levels needed to provide excellent service
- Compensating for the decline in revenue resulting from decreased property taxes, permits and fees
- Promoting creative management of departments in tough economic times and finding innovative ways to provide services
- Implementing much-needed capital projects and items that enhance city services and quality of life

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Actual	Target
Workload Measures				
Host Management Retreats	1	1	0	1
Host NHA Presidents' Roundtable	3	3	2	2
Host Corporate Roundtable	N/A	2	2	1

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 311,332	\$ 448,678	\$ 445,878	\$ 284,078
Operating	\$ 141,458	\$ 191,807	\$ 166,950	\$ 18,589
TOTAL	\$ 452,790	\$ 640,486	\$ 612,828	\$ 302,667

Communications

MISSION & GOALS

The City of East Point Communications Division's overall goal is to ensure communication between the City and citizens to foster a more productive, mutually beneficial relationship.

- To provide useful information to East Point residents about the East Point Government.
- To encourage citizen involvement and participation in government and community activities.
- To reinforce the city's identity and community pride among East Point's growing population.
- To promote a stronger, positive city image outside East Point among specific target publics that are vital to the community's well-being.
- To support the City Council and administration in achieving goals and specific community programs.

OBJECTIVES

1. Responding to the needs of the East Point Residents is the Communications Division's highest priority
2. Truth, Accuracy and candor in all government communications are essential.
3. The Communications Division is committed to the highest possible level of quality and professionalism in all its undertakings
4. It is essential to maintain a work environment that is adaptable to the changing needs of citizens and to the continuous evolution of the technology available to meet those needs.
5. Develop and enhance playback schedule that minimizes replays while increasing the appearance of East Point specific programs in primetime slots.

FY 13 ISSUES

- Station Facilities (Repair/Remove/Improve)
- Aging Computer equipment

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Departments utilizing communications division(tv and web)	-	8	10	14
Departments Utilizing Social Media Blasts	-	2	5	8
Workload Measures				
EPTV Field Produced Programs (Monthly Average)	-	3	4	6
Social Media Messages(Monthly Average)	-	60	70	70

Communications

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ -	\$ -	\$ 60,904	\$ 66,880
Operating	\$ -	\$ -	\$ 27,550	\$ 18,997
Capital	\$ -	\$ -	\$ -	\$ 7,000
TOTAL	\$ -	\$ -	\$ 88,454	\$ 92,877

Contracts & Procurement

MISSION & GOALS

Contracts and Procurement is devoted to serving our customers in the most efficient and professional manner possible by procuring the highest quality of goods and services at the lowest price available all within the City's procurement guidelines.

OBJECTIVES

1. Improve Compliance and Accountability
2. Increase Cost Avoidance and Cost Savings
3. Reduce warehouse maximum stock levels
4. Increase City Revenue through Auction Sales
5. Improve Procurement Efficiencies
6. Provide Excellent Customer Service
7. Promote Green Procurement

FY 13 ISSUES

- One of the main is operating with an antiquated procurement software system. The current HTE- Sunguard system is antiquated and needs to be upgraded to insure efficiency and compliance
- It is critical that temporary seasonal demand help is budgeted in order to compensate for seasonal and year-end workload demands. Contracted Services (temporary help) is needed during peak work demands to maintain efficiency standards.
- Staff needs a budget for professional development to stay current with procurement industry standards and certifications.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Decrease number of formal protest	1	1	1	0
Workload Measures				
Increase the number of annual requirement contracts	75	110	130	130
Increase cost savings and avoidance	\$515,000	\$600,000	\$750,000	\$750,000

Contracts & Procurement

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 367,912	\$ 387,757	\$ 407,228	\$ 393,728
Operating	\$ 33,116	\$ 29,274	\$ 38,855	\$ 25,199
Capital	\$ 1,069	\$ 2,071	\$ 1,500	\$ 3,000
TOTAL	\$ 402,097	\$ 419,102	\$ 447,583	\$ 421,927

East Point Customer Care

MISSION & GOALS

To provide exceptional city services in the most professional, courteous and effective manner to enhance the quality of life in the City of East Point.

Our department goals are outlined in our 5 Standards for Public Service Delivery

1. Effective business management.
2. Advocacy for the City of East Point.
3. Focus on employee and customer safety.
4. Excellence in employee development
5. Exceptional customer service.

OBJECTIVES

1. Serve as advocates for utility customers
2. Train and educate our employees
3. Enhance ways to communicate and strengthen the relationship between our utility customers
4. Introduce Payment Options that include:
 - a. Online recurring payments
 - b. IVR System capable of processing payments over the phone
5. Enhance communication between department divisions and internal departmental stakeholders
6. Continuously audit utility accounts to ensure proper billing practices
7. Increase revenue by enhancing collections process on past due and closed accounts
8. Implement a new system that will rate customer satisfaction

FY 13 ISSUES

- 1) Probability of replacing or continually repairing the roof. We have had ongoing issues with leaks in the Wachovia building. Building and Grounds has repaired the roof on several occasions. The approximate cost of continual repair for FY13 is \$5000.00 as indicated in our Repair and Maintenance line item, 599-4705-522-22-02.
- 2) Replacement of the old Mosler drive thru system. Currently we only have one drive thru lane that is functional. We have had several companies evaluate the existing Mosler system and we have been advised that the system has been discontinued and that replacement parts are unavailable for this model. The approximate cost of replacement is \$22,000.00 as indicated in our Maintenance Equipment line item, 599-4705-522-22-01.

East Point Customer Care

Performance Measures: Meter Division				
	FY 2010	FY 2011	FY 2012	FY 2013
Measurement Description	Actual	Actual	Projected	Target
Demand Measure				
Meter Reading Accuracy	99.50%	99.80%	99.80%	99.82%
Unauthorized consumption recovery	99.50%	99.80%	99.72%	99.80%
Workload Measure				
Number of residential and commercial meters to be read per year	216,000	216,000	216,000	216,000
# of residential and commercial instances of unauthorized consumption captured	1,300	1,040	1,280	1,500
Efficiency Measure				
Number of mis-reads per year	1,040	520	480	400
% of unauthorized consumption instances identified per assigned personnel	99.80%	99.80%	99.72%	99.80%
Effectiveness Measure				
% of identified unauthorized consumption instances versus meters read	0.60%	0.40%	0.66%	0.50%
Percentage of customers who have their meters read correctly on the first attempt.	0.48%	0.24%	0.22%	0.18%

Performance Measures: Customer Service				
	FY 2010	FY 2011	FY 2012	FY 2013
Measurement Description	Actual	Actual	Projected	Target
Demand Measure				
Cash Drawer overages/shortages	99.70%	99.80%	99.80%	99.85%
Workload Measure				
# of cashier/cash transactions per year	78,000	78,000	78,000	78,000
# of errors per staffed hours	52	52	47	40
Total transaction accuracy	99.93%	99.93%	99.94%	99.95%

East Point Customer Care

Performance Measures: Call Center				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Adherence	-	-	-	90%
Workload Measures				
Average Handling Time (seconds)	-	-	-	180
Efficiency Measures				
Service Level (80% of calls answered within 120 seconds)	-	-	-	80/120
Effectiveness Measures				
Call Quality (utilizing call evaluation form)	-	-	-	93.00%

Performance Measures: Collections				
Measurement Description	FY 2010	FY 2011	FY 2012	FY 2013
	Actual	Actual	Projected	Target
Demand Measure				
% of delinquent notices sent to customers	-	-	-	100%
Efficiency Measure				
% of delinquent accounts sent to Collections within 45 days after final bill	-	-	-	100%
Effectiveness Measure				
% collected	-	-	-	3.00%

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 1,438,781	\$ 1,566,518	\$ 2,214,217	\$ 2,267,983
Operating	\$ 218,353	\$ 386,735	\$ 569,285	\$ 484,152
Capital	\$ 9,247	\$ -	\$ 27,861	\$ 5,550
Transfer In	\$ (1,666,380)	\$ (1,953,256)	\$ (2,811,363)	\$ (2,757,685)
TOTAL	\$ -	\$ (3)	\$ -	\$ -

MISSION & GOALS

To provide excellent electrical energy service to our citizens and customers in a safe, reliable, and cost effective manner.

Department Goals.

- Continually improve the department/city safety record by promoting safe work practices and a safe work environment for all Employees, Citizens, and Customers.
- Improve the overall quality of electrical energy and related service provided by the department to our Citizens and Customers.
- Continue to demonstrate effective utilization of department resources while improving the quality of service delivery to our Citizens and Customers.
- Promote excellence in Customer service through continuous employee training and development.
- Support the City Economic Development efforts through establishing a Customer and citizen friendly business plan.

OBJECTIVES

Implement the following actions to improve overall system performance:

1. Continue to perform safety inspections for all vehicles and personal protective equipment. Have at least ten to twelve safety meetings thru the fiscal year, update all safety manuals and ensure all safe work practices are followed.
2. Continue system tree trimming thru utilization of 2 in-house right crews.
3. Complete overhead system visual inspection so all circuits are patrolled by December 2012 and all documented repairs completed by the end of FY 2013.
4. Continue to perform night patrols on major streets in the City to document non-working streetlights.
5. Implement outage tracking documentation and database with assistance from ECG and have at least one quarter of data available by June, 2013.
6. Continue to support Citizens Leadership and Employee ambassador programs.
7. Continue implementation of pole attachment management services.
8. Continue utility pole inspection program and replacement of all reject poles.

East Point Power

FY 13 ISSUES

*Major storms (wind, ice, snow) could cause major damage to the electrical distribution system requiring additional material and labor costs.

*New large customers moving into our service area and requiring special electrical distribution system to service them.

*Electrical substation equipment failure requiring costly replacements and repairs.

*Personnel shortage (pay issue regarding overtime).

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
*Monitor major load additions (For new/existing customers.) I.E. Martin-Brower, Duke Weeks.	Not available	Not available	1.2-2 %	5%
*Monitor security lights added.			100%	100%
Workload Measures				
*Minimize outstanding work orders.	Not available	Not available	<5%	<5%
*Patrol 50% of all security/street lights.			50%	50%
*Patrol 100% of circuits.			100%	100%
Efficiency Measures				
*Realize a 10-20% savings in material through ECG Joint Purchasing Membership.	Not available	Not available	10-20%	10-20%
Effectiveness Measures				
Respond to all after hour outage calls.	Not available	Not available	Less than 1 hour	Less than 1 hour

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 1,978,267	\$ 2,307,147	\$ 2,306,946	\$ 2,627,094
Operating	\$ 25,377,526	\$28,097,553	\$ 33,349,580	\$ 35,529,597
Capital	\$ 75,076	\$ 295,678	\$ 582,261	\$ 550,401
Debt Service	\$ 302,977	\$ 157,339	\$ 1,213,739	\$ -
Depreciation	\$ 981,843	\$ 994,905	\$ 368,177	\$ -
Transfers Out	\$ 4,915,965	\$ 6,023,161	\$ 4,423,437	\$ 2,537,047
TOTAL	\$ 33,631,654	\$37,875,784	\$ 42,244,139	\$ 41,244,139

East Point Solid Waste

MISSION & GOALS

To provide the highest level of service for Solid Waste Division.

Department Goals:

The Solid Waste Division's goal is to continue to offer the highest level of service to the city residents regardless of the level of complexity & associated challenges.

OBJECTIVES

To provide code enforcement of City Ordinances.

FY 13 ISSUES

- The implementation of the curbside loose leaf pick up service.
- Upgrade/replace the Solid Waste building.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY1
	Actual	Actual	Projected	Target
Demand Measures				
Verify that all employees are present using daily	260 daily reports	260 daily reports	260 daily reports	260 daily reports
Conduct daily equipment and vehicle inspections	260 inspections	260 inspections	260 inspections	260 inspections
Number of Customer Complaints	225	250	175	175
Number of Recycling tons collected	2,400	2,400	2,000	2,000
Street Sweeping (Citywide)	NA	NA	Every two (2) months	Bi-weekly
Workload Measures				
Verify that all employees are present using daily	260 daily reports	260 daily reports	260 daily reports	260 daily reports
Conduct daily equipment and vehicle inspections	260 inspections	260 inspections	260 inspections	260 inspections
Number of Customer Complaints	225	250	175	175
Number of Recycling tons collected	2,400	2,400	2,000	2,000
Street Sweeping (Citywide)	NA	NA	Every two (2) months	Bi-weekly
Efficiency Measures				
Weekly Garbage Collections	100%	100%	100%	100%
Number of Recycling tons collected	2,400	2,400	2,000	2,000

East Point Solid Waste

Street Sweeping (Citywide)	NA	NA	Every Two (2) months	Bi-weekly
Effectiveness Measures				
Weekly Garbage Collections	100%	100%	100%	100%
Street Sweeping (Citywide)	NA	NA	45%	80%

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personal Services	\$ 1,751,568	\$ 1,777,806	\$ 1,861,596	\$ 2,024,850
Operating	\$ 1,383,981	\$ 1,495,015	\$ 1,965,898	\$ 1,785,213
Depreciation	\$ 274,161	\$ 264,362	\$ 40,289	\$ -
Transfers Out	\$ 522,745	\$ 308,933	\$ 600,128	\$ 358,111
TOTAL	\$ 3,932,454	\$ 3,846,115	\$ 4,467,911	\$ 4,168,174

East Point Stormwater

MISSION & GOALS

It is the mission of the Stormwater Division to protect and enhance the quality of life of all the citizens in the City of East Point. Provide for the collection, and conveyance of Stormwater runoff and Flood Management service in accordance with all federal, state and local regulations in the safest, most efficient, and cost effective manner possible.

Department Goals

- Treat our customers, the citizens of East Point; respectfully and proactively address their concerns by providing the services necessary to meet their needs in the most efficient manner possible.
- Build, operate, and maintain a quality infrastructure that promotes and protects the public health, safety, and welfare by efficiently collecting, and conveying storm water runoff.
- Develop, promote, and enforce sound engineering design and construction practices within the City that promote and encourage "No Adverse Impact".
- Protect and nurture the environment by enhancing the water quality in the City and surrounding area through the use of innovative practices and standards.
- Meet and/or exceed all federal, state, and local regulations and water quality standards.

OBJECTIVES

1. Manage the proposed Stormwater Utility program
2. Implement a Community Rating System
3. Meet Federal and State Compliance of the NPDES Phase I MS4 requirements
4. Oversee the City Ordinance for Floodplain / Post Development Stormwater
5. Prohibiting development in the 100-year floodplain
6. Mitigating repetitive loss properties,
7. Acquiring and relocating flood prone structures
8. Protecting and restoring open space
9. City wide Floodplain Home Ranking & Evaluation
10. Implement a Rip Rap Program

FY 13 ISSUES

Illicit Discharge Detection and Elimination Program; The City has drafted a comprehensive ordinance that facilitates capital improvement implementation and a storm water fee, which is currently pending Council consideration and approval.

East Point Stormwater

Performance Measures			
Measurement Description	FY 11	FY12	FY13
	Actual	Projected	Target
Demand Measures			
Stream Assessment Survey	100%	100%	100%
Illicit Discharge and Illegal Connection Screening	100%	100%	100%
Water Quality Sampling and Monitoring	100%	100%	100%
Industrial Site Inspections	100%	100%	100%
Two hundred forty six (246) Highly Visible Pollutant Source Inspections.	100%	100%	100%
Inspections of LDP sites	100%	100%	100%
Re-inspections of LDP sites	100%	100%	100%
Workload Measures			
Stream Assessment Survey	100%	100%	100%
Industrial Site Inspections	100%	100%	100%
Two hundred forty six (246) Highly Visible Pollutant Source Inspections.	20%	20%	20%
Inspections of LDP sites	100%	100%	100%
Re-inspections	100%	100%	100%
Concept Plan Review	100%	100%	100%
Industrial Site Inspections	20%	20%	20%
Illicit Discharge Inspections and Screening	100%	100%	100%

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 123,039	\$ 143,407	\$ 214,915	\$ 402,849
Operating	\$ 177,130	\$ 3,782	\$ 387,080	\$ 508,646
Capital	\$ -	\$ -	\$ -	\$ 205,207
Depreciation	\$ -	\$ -	\$ 68,715	\$ -
Transfers In/Out	\$ -	\$ (932,009)	\$ 220,408	\$ 212,579
TOTAL	\$ 300,169	\$ (784,820)	\$ 670,710	\$ 1,329,281

East Point Water & Sewer

MISSION & GOALS

The Water and Sewer Department provides municipal water and wastewater management services. Strives to provide progressive administrative oversight and management of resources to:

Maximize enterprise revenue growth.

Protect the City of East Point from regulatory non-compliance.

Optimize operational efficiency.

Achieve the organizational alignment and visibility needed to drive performance excellence.

Promote customer goodwill and satisfaction.

Department Goals:

Over the next several years the Water & Sewer Department envisions a program that meets the needs of an aging system and provides the product and services to those we serve. The challenge will be met with a renewed commitment to improve and expand operations and maintenance and C.I.P services through comprehensive strategic planning and implementation designed to meet fully funded short-term and long-term goals.

OBJECTIVES

1. To implement a work program based on 90% FY'2012 budget resources allocation.
2. To reduce and / or eliminate consent orders, fines and compliance issues.
3. To conduct timely and detailed plan review to assure that city requirements are met and comprehensive inspections to assure that infrastructure accepted for City of East Point maintenance meets required specifications and standards.
4. To provide code compliance and enforcement of City Ordinances.
5. To improve productivity by providing oversight and management of personnel finance, procurement and budget matters necessary to insure goals, objectives and strategies are successfully implemented and on target.

FY 13 ISSUES

- Several requested CIP projects, upgrades, repairs and plant improvements to satisfy state Regulatory compliance
- Security upgrades: Water plant, Intermediate pumping station, Ben hill and SWC intake pumping station
- Laboratory and equipment upgrades for state compliance rules
- Sedimentation basin valves replacement
- Water plant & maintenance building improvement
- Settled solids facility upgrades

East Point Water & Sewer

- Pumps, valves and pump motors repairs and upgrades
- Chemical applications changes and upgrades for state Regulatory compliance rules
- Construction and Operations - inspections of construction projects in progress to determine with the original site plans and with proper codes and ordinances
- Attends pre-construction meetings; review all plans for the construction sites with contractors; developers and other concerned parties, to insure that the construction meets code
- Processes customer complaints and assigns qualified personnel to service these complaints
- Collaborates with DOT, EPD, EPA and other agencies as dictated by each project to insure that the health, safety, and welfare for the citizens of the City of East Point are met

Water & Sewer - Sewer line Maintenance Division

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Linear ft. mains/service line installation /repair	500 Lin. Ft.	500 Lin. Ft.	500 Lin. Ft.	1500 Lin. Ft.
Linear Ft. (ML) Cleaned/Per Month	5000 Lin. Ft.	5000 Lin. Ft.	5000 Lin. Ft.	5000 Lin. Ft.
Linear Ft. CCTV/Per month	1500 Lin. Ft.	1500 Lin. Ft.	1500 Lin. Ft.	1500 Lin. Ft.
Sewer Taps/Service Lines Installed per month	25	25	25	25
Workload Measures				
Linear ft. mains/service line installation /repair	500 Lin. Ft.	500 Lin. Ft.	1500 Lin. Ft.	1500 Lin. Ft.
Linear Ft. (ML) Cleaned/Per Month	5000 Lin. Ft.	5000 Lin. Ft.	5000 Lin. Ft.	5000 Lin. Ft.
Linear Ft. CCTV/Per Month	1500 Lin. Ft.	1500 Lin. Ft.	1500 Lin. Ft.	1500 Lin. Ft.
Sewer Taps/ Service lines Installed per month	25	25	25	25
Efficiency Measures				
Emergency Service 24hrs mobilization time 2 hours	100%	100%	100%	100%

East Point Water & Sewer

Water & Sewer - Water Treatment Plant

Performance Measures ; Microbiological Contaminants				
Measurement Description; Water Quality for health and aesthetic standards	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures; MCL Filter Turbidity, @ 95% of time	100%	100%	100%	100%
Workload Measures				
8760 Filtered Water Samples Tested	100%	100%	100%	100%
Efficiency Measures				
8754 Filtered Water Samples<0.3	99.9%	100%	100%	100%
Effectiveness Measures				
EPA/EPD Compliance- Yes				

Water & Sewer - Waterline Maintenance Division

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
500 Linear Ft. Mains/Service Line Installation Repair	500 Lin. Ft	500 Lin. Ft	500 Lin. Ft.	1000 Lin. Ft.
200 Linear Ft. Leak Detection and Repair	200 Lin. Ft.	200 Lin. Ft.	200 Lin. Ft.	500 Lin. Ft.
30 Water Valves Repair/ Replace/ Installation	30	30	30	60
10 Fire Hydrant Repair/Replace/Installation	10	10	10	25
25 Water Taps/Service Lines Installed per Month	25	25	25	25
Workload Measures				
500 Linear Ft. Mains/Service Line Installation/ Repair	500 Lin. Ft.	500 Lin. Ft.	500 Lin. Ft.	1000 Lin. Ft.
200 Linear Ft. Leak Detection and Repair	200 Lin. Ft.	200 Lin. Ft.	200 Lin. Ft.	500 Lin. Ft.
30 Water Valves Repair/Replace/ Installation	30	30	30	60
10 Fire Hydrant Repair/Replace/Installation	10	10	10	25
25 Water Taps/Service Lines Installed per Month	25	25	25	25
Efficiency Measures				
Emergency Service 24hrs mobilization time 2 hours		100%	100%	100%

East Point Water & Sewer

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 2,670,202	\$ 2,891,869	\$ 2,967,687	\$ 3,416,713
Operating	\$ 6,653,880	\$ 4,958,209	\$ 7,739,764	\$ 8,940,209
Capital	\$ 21,154	\$ 10,253	\$ -	\$ 40,000
Debt Service	\$ 1,041,920	\$ 1,709,088	\$ 7,095,245	\$ 5,831,542
Depreciation	\$ 3,557,626	\$ 3,205,095	\$ 1,806,742	\$ -
Transfers Out	\$ 1,106,156	\$ 1,280,034	\$ 3,929,769	\$ 1,981,462
TOTAL	\$ 15,050,937	\$ 14,052,549	\$ 23,539,207	\$ 21,539,207

Economic Development

MISSION & GOALS

To provide resources and actively pursue opportunities in the areas of business retention, expansion and attraction as a means of stimulating the local economy and expanding the local sales and property tax base.

Department Goals:

- Develop and implement a Citywide, Strategic Economic Development Action Plan
- Development and implement a Downtown Development Plan
- Market the City as a quality environment for residential, office, commercial and industrial development and job creation
- Ensure that existing businesses remain in East Point
- Promote downtown East Point development
- Engage in small business development activities
- Be a resource for information and assistance to individuals and businesses interested in East Point

OBJECTIVES

1. To enhance a business friendly environment in order to stimulate new and increased business activity for the benefit of the business and residential communities
2. To diversify and enhance East Point's tax base
3. To encourage meaningful, new employment opportunities in East Point
4. Preparation of an incentive policy for consideration and adoption by Council
5. Development of strategic marketing materials in different media
6. Initiate a more formal Business Retention and Expansion Program
7. Better engage existing business community
8. Facilitate community building through events and programs

FY 13 ISSUES

The Economic Development Department prepared the \$3.9 million ARC Streetscape grant that was awarded and will be managing the required Scoping Phase Report with Public Works during the remaining months of FY2012 through December 31, 2012. Based on a meeting with ARC, GDOT and MARTA, the City will need to retain a transportation consultant to prepare a traffic plan and further refine and improve the initial streetscape design. It is anticipated to cost \$50,000-\$70,000. To meet the required September 30, 2012 in which to have the report completed, staff proposes to retain a consultant in FY2012 and partially fund the work with remaining funds, but approximately \$50,000 will be needed in FY2013.

Economic Development Department staff firmly believe that implementing a Façade Grant Program will be a tremendous benefit to the aesthetics and appeal of downtown to residents, visitors and business owners alike. This type of program is used in thousands of cities, with much success, to help revitalize deteriorated areas. Staff is proposing a \$20,000 allocation that will be administered by BIDA and overseen by ED staff. Business/property owners will have to apply for the grant and include drawings

Economic Development

and photos of the proposed improvements. Improvements have to, at a minimum, meet the Architectural Overlay standards. Maximum award amount will be \$4000. Recipients will contribute 50%.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Vacancy rate (Industrial and Commercial)		20%/20%	15%/15%	11%/13%
Workload Measures				
Businesses/individuals assisted	NA	50	60	75
Events/projects initiated	5	6	10	15
Leads developed/worked on	2	4	10	10
Business/community meetings held	NA	5	15	25
Newsletters/materials/marketing materials created	NA	14	17	20
Business/community surveys administered	NA	200	200	225
Business site visits/interviews	NA	150	160	175
Efficiency Measures				
Cost per new job (dept. budget/number of new jobs)	NA	NA	\$1932	\$710
Cost per new business (dept. budget/new businesses)	NA	NA	\$2415	\$1893
Business visit per employee	NA	37.5	45.7	43.8
Effectiveness Measures				
Number of new businesses	NA	NA	200	225
Number of new jobs	NA	NA	250	600

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 275,964	\$ 247,731	\$ 330,869	\$ 319,659
Operating	\$ 35,520	\$ 53,767	\$ 152,460	\$ 160,502
Capital	\$ 1,265	\$ 1,438	\$ -	\$ -
TOTAL	\$ 312,739	\$ 302,936	\$ 483,329	\$ 480,161

Finance

MISSION

To provide the overall financial service to the City of East Point government in a professional, efficient, and cost-effective manner. The department will operate under established management principles, and adhere to established policies, procedures and Generally Accepted Accounting Principles (GAAP) to protect the integrity of East Point's assets.

DESCRIPTION

Serving the needs of the City Manager, all City departments, and the citizens and business community, the Finance Department is separated into the following: Administration, Payroll, Accounts Payables, General Accounting/Grants, Information Resources and Budget.

All departments work together to measure and report on financial position and results of operations; project and manage cost; plan, recommend, and manage all short/long-term financial needs including City debt; and to maintain records of properties and inventories. The Finance Department is also responsible for advising the City Manager on financial matters; examining all casualty and liability claims against the City; and providing accurate, relevant financial/operational information to user departments on a timely basis.

FY 13 GOALS

GOAL #1 - Maintain Triple-A credit ratings.

- Maintain open communication with the rating agencies through timely submission of annual disclosure requirements (i.e. Comprehensive Annual Financial Report (CAFR) by October each year.)
- Communicate with the rating agencies every December in association with the annual Tax Anticipation Note issuance.
- Conduct open discussion each spring with rating agencies' personnel regarding annual financial results and the City's financial direction.
- Obtain counsel of City's financial advisor in preparing the above requirements and discussion points as needed.

GOAL #2 - Maintain the City's Five-Year Capital Plan.

- Coordinate with City departments by December each year to ensure the ten-year capital plan is updated and consistent with City and departmental long-term goals.
- Present updated model at annual management retreat each winter.
- Update plan by March each year with annual audited numbers to provide a current base-year cost for future projections.

GOAL #3 - Continually monitor revisions to generally accepted accounting principles as well as key City policies for possible updates/revisions.

- Review all Governmental Accounting Standards Board activities and issue statements for its possible effects on East Point on an ongoing basis each year.

Finance

GOAL #4 - Receive the Certificate of Achievement for Excellence in Financial Reporting and meet all financial and budgetary deadlines.

- Accounting Staff to prepare and submit the comprehensive Annual Financial Report within six months of the end of the fiscal year to GFOA, the State Department of Audits, and any granting agencies.
- Submit all state reports such as the Department of Community Affairs' Report of Local Government Finances, Authority Registration, Government Management Indicators Survey, Report of Registered Authority Finance, Hotel/Motel Tax Report, and the Solid Waste Management Report by the required deadlines.
- Submit the single audit to necessary granting agencies as required by the Single Audit Act of 1984, P.L. 98-502, and complete the SF-SAC Data Collection Form for Reporting on Audits of States, Local Governments.
- Submit the Annual Report of 911 Collections and Expenditures Form as required in compliance with the expenditure requirements of the Official Code of Georgia Annotated, Section 46-5-134.
- Submit the Budget Book within ninety days of adoption to GFOA.

FY 2013 KEY PERFORMANCE OBJECTIVE

Continue to increase the accounts payable transactions per employee by 1% in FY13.

PERFORMANCE MEASURES				
Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Actual	Target
Effectiveness Measurement				
Accounts Payable Transactions Processed	4,560	7,679	7,502	
Workload Measurement				
Paychecks Issued (Including Election Payroll)	5,588	5,796	4,939	

Finance

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 587,683	\$ 716,954	\$ 1,040,182	\$ 992,604
Operating	\$ 234,952	\$ 278,865	\$ 166,527	\$ 78,045
TOTAL	\$ 822,635	\$ 995,818	\$ 1,206,709	\$ 1,070,649

MISSION & GOALS

To prevent disastrous incidents from occurring and minimize damages to life, property and the environment

Department Goals

The Fire Department provides a wide variety of emergency and community risk reduction services for the City of East Point community.

Goal#1: Maintain and refine emergency operations to ensure the highest level of emergency services are being delivered, which includes minimizing or eliminating all hazards including protection from homeland security threats, and to continue satisfying the community's demand for core fire service delivery.

Goal #2: Maintain an exceptional level of customer service principles and practices whereby the organization is committed to our community outreach through our twenty (20) successful community-based fire safety education programs.

Goal #3: Maintain a safe, efficient and effective work environment along with meet local and national training mandates for all East Point Fire-Rescue personnel.

OBJECTIVES

1. Hire and train sworn fire personnel to fill all vacancies that occur in FY13 (G1)
2. Continue the ARP (Apparatus Replacement Program) to refine our fleet (G1)
3. Upgrade fire stations via maintenance & replacement of furnishings (G1)
4. Continue to provide smoke alarms, Co2 detectors & Home Inspections (G2)
5. Conduct annual inspections to all 1950 businesses and industries (G2)
6. Attend all HOA/NHA meetings and provide educational material & BP eval (G2)
7. Maintain a safe and healthy environment by continuing our Wellness program (G3)
8. Ensures all fire personnel are trained to State & National standards (G3)
9. Implement "English as a Second Language" Program (G2)

FY13 ISSUES

- FLSA Overtime
- Equipment – Fire Trucks/Rescue Units
- Personal Protective Equipment (PPE)
- Station Facilities (Repair/Improve/Replace)
- Additional Exhaust Removal System (Fire Station #1 & #2)
- Educational Incentives
- Apparatus Maintenance (Outsourcing)
- Computer Replacement Cycle
- Erosion of Fire Station (Station #3)
- Drug Testing
- Fitness for Duty Testing

Fire

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Emergency dispatched calls which require EMS, Fire and all hazardous-related incidents	6415	6500	6500	6500
Annual Inspections, Pre-Fire Planning, Certificate of Occupancy (CO): 100% Inspections required per ISO recommendations	1562	1750	1933	1928
Workload Measures				
Fire & EMS Personnel Training Hours	14200	14500	14500	14500
Fire Prevention Activities: Community Risk Reduction Programs, Fire Safety Education Programs	10758	11000	11000	11000
Efficiency Measures				
Total Training classes conducted	60	50	50	60
Inspections of 50 Worst properties and existing dilapidated and/or abated buildings/structures	187	290	365	360
Effectiveness Measures				
Respond to all 911 emergency calls within 6 minutes	73%	70%	77%	100%
Reduction of Structure Fires	62	57	50	45
Customer Service: Respond to all community/customer service requests within 24 hours	99%	100%	100%	100%
Provide free home inspections & smoke and carbon monoxide detectors within 3 days of request 100% of the time	98%	100%	100%	100%

Fire

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 5,015,388	\$ 5,515,889	\$ 5,858,285	\$ 5,486,063
Operating	\$ 549,988	\$ 583,009	\$ 520,689	\$ 528,495
Capital	\$ 155,143	\$ -	\$ -	\$ -
Debt Service	\$ 377,611	\$ 322,359	\$ 421,634	\$ 139,178
TOTAL	\$ 6,098,130	\$ 6,421,257	\$ 6,800,608	\$ 6,153,736

Fleet Maintenance

MISSION & GOALS

The Fleet Maintenance Division's primary purpose is to provide preventive maintenance and repair service to 257 vehicles and 50 pieces of equipment within the City of East Point... i.e., earth moving equipment, sanitation trucks, fire engines and rescue trucks, utility trucks, sewage trucks, bush-hog, lawn-mowers, weed eaters, leaf blowers, portable generators.

Department Goals:

Give satisfactory assessment of vehicle/equipment before repairing.

Practice safety at all times.

Assign priority to emergency vehicles.

Provide outstanding customer service.

OBJECTIVES

1. The core values may summarize as follows: BE PROFICIENT, BE SAFE, and BE COURTEOUS.
2. Practice safety at all times.

FY 13 ISSUES

- High Equipment To Mechanic Ratio
- Project Management And Task Management Needs To Be Based An Comprehensive Operation And Maintenance Plan
- Aging Fleet
- Fleet Replacement Policy
- Establish Funding Schedules
- Compliance with Stormwater Pollution Prevention Plan(SWP3) for Fleet Facility

Fleet Maintenance

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Preventive Maintenance	100%	100%	100%	100%
Heavy Mechanic & Body Works	100%	100%	0%	0%

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 416,129	\$ 339,253	\$ 285,166	\$ 299,078
Operating	\$ 570,277	\$ 794,298	\$ 810,450	\$ 781,200
Capital	\$ 8,496	\$ -	\$ 260,000	\$ 52,430
Depreciation	\$ 23,847	\$ 26,202	\$ -	\$ -
Transfers In	\$ (1,424,220)	\$ (1,137,289)	\$ (1,355,616)	\$ (1,132,708)
TOTAL	\$ (405,472)	\$ 22,464	\$ -	\$ -

Grant Fund

MISSION & GOALS

MISSION

To meet municipal fundraising goals through grant writing and to properly steward funds granted and programs funded.

Goals

1. Research all grant programs that meet municipal funding needs.
2. Write and submit applications for grants to support municipal funding needs.
3. Properly administer and facilitate grants from award notification to closure.
4. Fulfill all audit and reporting requirements.

OBJECTIVES

1. Fully load and implement eCivis Grants Management System.
2. Assist award departments in facilitating grant programs and ensure adherence to audit, finance and legal requirement.
3. Manage performance of grant programs and evaluate outcomes.
4. Increase expertise of grant personnel.
5. Complete required tasks for successful annual financial audit, single audit and grantor audits.
6. Ensure that all procurement requirements are met.

FY 13 ISSUES

Presently there are not significant issues facing the department that could impact the FY13 budget.

Performance Measures	
Measurement Description	FY13
Performance Measure: (Grants Research)	<ul style="list-style-type: none">• Locate grants to support a communications center.• Locate grants to support land purchase for flood mitigation.• Locate grants to support water resource needs.• Locate grants to support park & recreation needs as outlined in the 10-Year Master Plan.• Locate grants to support Economic Development priorities.• Interview all department head to ascertain their funding priorities for FY13• Set up search agents in eCivis for department head funding priorities for FY13.

Grant Fund

Performance Measure: (Grant Writing)	<ul style="list-style-type: none"> • 100% award rate for grant applications. • Meet all grant application deadlines.
Efficiency Measures (Grant Audits)	<ul style="list-style-type: none"> • Annual Audit – No findings • Single Audit – No findings • Grantor Audits (DOJ, CDBG, etc.) - No findings
Effectiveness Measures (System Expertise)	<ul style="list-style-type: none"> • Grant personnel proficient with eCivis Grants Management System. • Grant personnel proficient with HTE Project Management Module.

Restricted Grants:

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Operating	\$ 36,160	\$ 159,884	\$ 3,854,371	\$ 2,286,184
Capital	\$ 146,340	\$ 29,624	\$ -	\$ 3,571,050
TOTAL	\$ 182,500	\$ 189,508	\$ 3,854,371	\$ 5,857,234

Grants Fund:

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating	\$ 98,860	\$ 117,524	\$ 707,296	\$ 202,183
Capital	\$ 286,899	\$ 83,634	\$ -	\$ -
TOTAL	\$ 385,759	\$ 201,158	\$ 707,296	\$ 202,183

Human Resources

MISSION & GOALS

Human Resources Mission is to support the goals and challenges of the City of East Point by providing services which promote a work environment that is characterized by fair treatment of staff, open communications, personal accountability, trust and mutual respect. We will seek and provide solutions to workplace issues that support and optimize the operating principles of the City.

Department Goals

To continue to provide a service-oriented environment focusing on our most valuable resource - our employees. Our goal is to add value to the goals and objectives of the City of East Point while being responsive, courteous and supportive to our internal and external customers.

Some of our departmental services include:

- ❖ Supporting 15 municipal departments, a workforce of approximately 550 employees and 360 retired employees.
- ❖ Providing Customer Service to our internal employees for benefits, pension, compensation, employee relations issues, etc.
- ❖ Offering additional training, development and educational opportunities to our employees.
- ❖ Recruiting for open positions to keep the City at an optimum level of service.
- ❖ On boarding new employees and providing a clear benefits and policy overview of the City.
- ❖ Providing a fair and equitable salary plan for our employees.
- ❖ Ensuring a safe, protected and drug-free work place for our employees.
- ❖ Updating policies and procedures to stay current and in compliance with all federal regulations and guidelines.
- ❖ Implementing a City-wide Safety Training Program.
- ❖ Workers Compensation and Risk Management services.
- ❖ Continuously improving and updating the ADA Transition Plan for the City.

OBJECTIVES

Recruitment, Selection and Retention:

- Maximizing the potential of NeoGov by providing access directly to hiring managers, streamlining the recruitment process.
- Development of Exit Interview Process to improve turnover throughout the City, with a focus on the Public Safety departments.

Compensation and Classification Administration:

- Completing a current Salary Review Survey to ensure that our salaries are competitive with the market.

Human Resources

Training and Career Development:

- Streamlining the Safety Training program to enhance our safety and risk management compliance.
- Development of a Mid-Level Management Training curriculum on basic Human Resources Processes and Procedures, to include: Recruitment, FMLA, Corrective Disciplinary Actions and Workers' Compensation.
- Establishing an Online and Onsite curriculum based training to ensure that our employees will maintain labor and employment law compliance in addition to personal development.

Benefits Development and Administration:

- Updating the employee intranet with events and benefit notices that will allow greater communication of City offerings.
- Providing monthly educational and wellness offerings to our employees in the form of lunch-n-learns, brown bag sessions and breakfast clubs.
- Establishing quarterly pension education session offerings for employees.
- Streamline Pension processes and procedures.
- Creation of an Employee Discount Program.
- Providing an annual Health Fair to employees.

Risk Management:

- Continuous education offerings specific to departmental safety compliance needs.
- Streamlining the Accident Reporting and Claims process by requiring use of Accident Reporting Forms.
- Developing a schedule for site visits throughout the City to ensure safety compliance.

FY13 ISSUES

- Limited funds for training and development
- Limited funding for employee ongoing employee recognition (birthday cards – welcome cards)
- Limited funding for morale boosters including Service Award Recognition and Employee Appreciation Functions.

Human Resources

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Job Vacancies	83	90	65	50
Workers Compensation Cases	125	153	140	120

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 968,846	\$ 896,445	\$ 501,687	\$ 415,663
Operating	\$ 40,892	\$ 61,164	\$ 153,750	\$ 57,844
Capital	\$ 2,226	\$ 4,467	\$ 8,600	\$ 2,500
TOTAL	\$ 1,011,964	\$ 962,077	\$ 664,037	\$ 476,007

Information Resources

MISSION & GOALS

The City of East Point Division of Information Technology is committed to providing excellent support to all clients of city government and implementing new solutions to better equip employees with up to date technologies.

Department Goals.

- Begin installation of upgraded SunGard software for Public Safety & Public Administration
- Implement a true Disaster Recovery Plan to protect the City in case of an emergency
- Complete timekeeping & Kiosk projects
- Redesign City network to lower network and telephony costs

OBJECTIVES

1. Install SunGard hardware, along with SunGard OSSI/ONESolution software
2. Redesign of City network
3. Complete Timekeeping installation
4. Install Kiosk
5. Begin phase one of disaster recovery plan
6. Upgrade Click2Gov Website
7. Implement printing accounting software to save paper and charge departments
8. Upgrade vdi.eastpointcity.org access for remote users
9. Upgrade email archiving system
10. Install new SAN

FY 13 ISSUES

The network and telephone costs are rising. We intend to find a new provider for network connectivity and telephone access. The SunGard installation for Public Administration and Public Safety will begin. This project should take 12-18 months. In addition, there will be a new stormwater fee to add into SunGard. This may take more time and money. There will also be a new City website and disaster recovery plan implemented this year as well. This project could possibly affect the budget.

Finally, we are out of server room space, and the air conditioning for the servers needs to be replaced at Jefferson Station. In fact, there needs to be some installation of a pipe to allow for condensation to flow out of the building to the outside. Currently, the condensation flows into water buckets that must be dumped daily during the summer months.

Information Resources

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Users supported	500	509	550	565
PCs, Laptops, Servers (Hardware & Virtual) supported	350	380	400	450
Copiers, Printers supported	68	53	58	55
Workload Measures				
Helpdesk Requests Opened	2,801	3,692	4,872	5,000
Efficiency Measures				
Percentage of Requests Closed	79%	95%	98%	95%
Effectiveness Measures				
Requests resolved within 1 business day	245	1,863	2,052	3,000
Requests resolved after 1 business day	2,556	1,829	2,722	2,000

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 295,604	\$ 345,168	\$ 405,269	\$ 374,259
Operating	\$ 749,383	\$ 478,707	\$ 523,885	\$ 489,481
Capital	\$ 147,139	\$ 141,251	\$ 177,000	\$ 73,300
TOTAL	\$ 1,192,126	\$ 965,125	\$ 1,106,154	\$ 937,040

Municipal Court

MISSION & GOALS

The mission of the City of East Point Municipal Court is to provide prompt & courteous service in an efficient professional manner while promoting justice fairly and impartially.

Departmental goals:

1. Continue to educate the public about the rules and procedures of Municipal court.
2. Continued enhancements in access to the courts with appropriate audio and visual upgrades.
3. Disseminate information pertaining to rehabilitative programs to at risk persons for recidivism.
4. Encouraging of professional educational training for staff to ensure the highest level of customer service to the public

OBJECTIVES

1. Audio and visual upgrades to the courtroom
2. Continued advancement of staff through training
3. Enhancement of web access to the court
4. Continued progress to paperless court procedures
5. Evaluate grant opportunities for the reduction of recidivism and aiding the mentally infirm.

FY 13 ISSUES

The number of defendants requiring indigent representation continues to trend upwards which annually has the most significant impact on the court's budget as these trends result in increased expenditures from the Professional/Misc Legal Expenses line item. As stated in previous years, this line item supports state mandated indigent defense and adherence to the ADA requirements for court access for language barriers and hearing impaired individuals. Staffing shortage & the current inability to import electronic tickets continues to create a backlog of critical tasks due to the high volume of tickets that have to be manually entered on a daily basis.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Workload Measures				
# of jail citations cases	1413	2282	2694	3450
# of traffic cases	8761	10503	13052	14500
# of local ordinance cases	3032	3671	4315	4800
# of drug cases	34	64	93	125
# of DUI cases	55	107	120	160
# of Probated Cases	902	967	1130	1350
# of Court Appointed Council Cases	1239	1448	1398	1450

Municipal Court

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 438,709	\$ 518,862	\$ 544,869	\$ 468,539
Operating	\$ 106,534	\$ 135,514	\$ 128,650	\$ 131,300
Capital	\$ -	\$ 9,195	\$ -	\$ -
TOTAL	\$ 545,243	\$ 663,570	\$ 673,519	\$ 599,839

Other Operating Funds

Confiscated Assets

The City currently operates on 3 different Confiscated Assets accounts. The break down is Federal, US Customs and State. The Federal and US Customs accounts use East Point officers that are assigned to a Task Force Unit that concentrates on drug seizures on a large scale. The City obtains a percentage of the money and property that is confiscated from these statewide seizures after the courts condemn them. Once this condemnation takes place it can be used by the Police Department. The State confiscated account operates from the East Point Special Operations Unit. Special Ops conducts street level investigations such as controlled drug buys in order to make cases. Once these cases are made money and property can be confiscated and condemned through the court system. Once the condemnation takes place the City obtains these funds for the Police Department use.

The condemned funds can be used by the Police Department under certain restrictions. Permissible uses are law enforcement investigations, law enforcement training, law enforcement equipment, law enforcement awards and memorials, etc. Condemned fund monies are to supplement the Police Departments budget but not replace portions of it. All uses must be logged and accounted for in order to show proper justifications of the moneys use.

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating	\$ 259,640	\$ 353,477	\$ 833,777	\$ 230,000
Capital	\$ 92,931	\$ 131,698	\$ -	\$ -
TOTAL	\$ 352,571	\$ 485,175	\$ 833,777	\$ 230,000

E911 Fund

Mission:

The mission of the City of East Point 911 Communications Center is to provide optimum quality emergency dispatch service to the citizens of East Point in the most cost effective manner.

Goals:

1. Reduce crime by 5%
2. Enhance professionalism of Communications personnel
3. Improve delivery of customer service

Other Operating Funds

OBJECTIVES

1. To provide high quality, efficient and cost effective communications support for the operations and administrative functions of the Police Department, which will aid in the reduction of crime by 5% by the end of the fiscal year.
2. To provide callers with prompt, courteous, and competent service, which will enhance the quality of life in the City of East Point.
3. To facilitate the development of highly trained, proficient personnel by ensuring Communications personnel attend training specific to Communications and dispatch functions. This will allow for continuous improvement of service delivery and steadfast quality customer service.
4. To constantly identify ways to enhance the quality of services delivered to citizens by E-911 Communications personnel.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
911 calls received	Unknown	44,739	47,604	47,604
Workload Measures				
Police dispatched calls	56,236	61,257	66,708	72,645
Officer initiated calls	20,595	26,176	33,243	42,218
Fire dispatched calls	6,419	6,595	6,773	6,955
Open Records request processed	184	135	156	179

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 782,807	\$ 807,238	\$ 883,061	\$ 877,754
Operating	\$ 116,594	\$ 130,246	\$ 190,785	\$ 167,043
Capital	\$ -	\$ 47	\$ 3,600	\$ -
Transfer In	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 899,401	\$ 937,531	\$ 1,077,446	\$ 1,044,797

Other Operating Funds

Hotel/Motel Fund

This Fund collects all tourism revenues for the City. The Governor approved the City's rate increase from 3% to 8% last fall. There are several steps that we have to do before the new rate can actually go into effect, namely, retaining a destination marketing organization to administer 3.5% of the 8% rate. At the end of the each fiscal year, monies from Hotel/Motel Tax will be transferred to the General Fund. In FY13, a portion of the monies will be allocated for a new Government Center.

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Operating	\$ -	\$ -	\$ 600,000	\$ 1,750,000
Capital	\$ -	\$ -	\$ -	\$ 675,000
Transfer Out	\$ 961,040	\$ 1,110,805	\$ 360,000	\$ 375,000
TOTAL	\$ 961,040	\$ 1,110,805	\$ 960,000	\$ 2,800,000

Parks & Recreation

MISSION & GOALS

The City of East Point Department of Parks and Recreation is committed to enhancing the quality of life of its residents through broad-based recreational and cultural opportunities which include providing well maintained facilities, park land acquisition and preservation of resources while working in concert with the City's leadership.

Vision

The vision of the City of East Point Department of Parks & Recreation is to promote a healthy community where all residents participate in a broad range of parks, recreation and cultural enrichment activities offered at various well-maintained public facilities. Thereby, residents will be physically and mentally healthy and better connected to their neighbors and the community.

The programs offered will:

- Be accessible
- Promote the efficient use of City facilities
- Be seen as a trusted community resource, and
- Be well coordinated with other recreational services

And the facilities will:

- Be accessible
- Be attractive
- Meet the recreation needs of a diverse population, and
- Be well-maintained

“Our Motto”

Active Citizens * Healthy Lifestyles
* Livable Communities

Department Goals

1. Installation of picnic shelter/pavilions within City park
2. Construct restroom facility at Sykes Park (may be accomplished in FY'12)
3. Complete phase II renovation at Rantin Park;
 - a. Install walking trail
 - b. Install lighting
4. Acquisition of park land for park and facility construction
5. Initiate the 1st leg of the East Point Trail system
6. Installation of walking path providing greater accessibility to the playground
7. Update surveillance system at various parks and facilities
8. Installation of shade structures at Sports Complex
9. Secure landscape architect for project management responsibilities relating to the 2011 – 2020 Master Plan

Parks & Recreation

OBJECTIVES

Objectives (expected results) that support the Parks and Recreation goals are:

General Benefits

Improved quality of life.

Improved childhood obesity – a national concern.

Increased desirability as a place to live and work.

Increased tourism due to increase in number of events.

Increased opportunity for events by schools, Parks and Recreation Departments, wildlife viewing groups, and other outdoor enthusiasts.

Eventually the trail system could provide alternate means of transportation, which means energy conservation.

Increased facility rentals.

1. Installation of picnic shelters\pavilions within City parks would encourage citizens to utilize the parks more, increase facility rentals, and also support general benefits (see above).
2. Construct restroom facility at Sykes Park would add a needed and useful amenity encouraging citizens to utilize the park more, increase facility rentals, and also support general benefits (see above).
3. With the completion of phase II renovations at Rantin Park, to include installation of a walking trail and installation of lighting, park usage would increase, it would be an incredible amenity for walking, encouraging and motivating citizens to live more healthy lifestyles, and take leaps toward alleviating childhood obesity – a national concern, as well as support general benefits (see above).
4. Acquisition of park land for park and facility construction would put the City in closer alignment with national park land ratio standards, and also support many of the general benefits (see above).
5. Initiation of the 1st leg of the East Point Trail system would link East Point's assets to neighboring cities, promote East Point as a forward-thinking city, add an incredible amenity for walking and biking, encouraging and motivating citizens to live more healthy lifestyles, and take leaps toward alleviating childhood obesity – a national concern, and also support general benefits (see above).
6. Installation of a walking path provides greater accessibility to the playground encouraging and motivating citizens to live more healthy lifestyles, and take leaps toward alleviating childhood obesity – a national concern, and also support many of the general benefits (see above).
7. Update surveillance system at various parks and facilities provides the opportunity to monitor activity within the park, including theft, vandalism and unwanted graffiti, as well as support some of the general benefits (see above).

Parks & Recreation

- 8. Installation of shade structures at Sports Complex could block up to 98% of the UV rays, and mean the difference for some to be outdoors or not.

Secure landscape architect for project management responsibilities relating to the 2011 – 2020 Master Plan will allow the city the best opportunity for excellence for intended park improvements.

FY 13 ISSUES

- * Need access to certified landscape architect to manage projects, programs, and plan review process: more specifically, to manage projects contained in the 2011-2012 Master Plan.
- * Lack of facilities in parks: shelters, restrooms, water fountains, ADA accessible features, and grills.
- * One (1) recreation center in our inventory creating a challenge to meet current and future community needs.
- * Park staff at low levels creating a challenge to provide the proper level of service and maintenance of City parks.
- * Mini-park parcels and green spaces remain in a natural state.
- * No Park-Land Acquisition Program in place to meet 2011-2012 Master Plan recommendations.
- * No Capital Maintenance funds available to address outstanding needs.
- * No aquatic facilities in City parks.

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Workload Measures				
Develop & implement a fee policy & standard that encourage rentals/reservations	100%	100%	100%	100%
General training for staff & volunteers	5	19	20	20
# of rentable facilities - Recreation	9	15	16	16
# of rentable facilities – Park Services	9	15	15	18
# of reservations/rentals	75	177	250	275
Training for staff & volunteers	8	5	19	20
# of sports specific training activities for volunteers				

Parks & Recreation

# of CPR & First Aid certificates granted	40	54	12	15
# of volunteers completing sports specific training	85	67	30	50
# of volunteer applications accepted	150	95	69	145
# of volunteers	250	94	67	140
# of background checks denied	8	1	2	5
# of volunteer hours documented	7,000	7,261	11,222	13,500
Value of volunteer hours documented	\$131,390	\$151,392	\$233,979	\$281,475
# of volunteer program opportunities	21	9	10	12
Operating procedures implemented	75%	10%	15%	15%
# of facilities maintained	6	4	4	4
# of acres maintained	187	187	200	210
# of acres mowed	74	74	82	97
# of playgrounds inspected	9	9	9	9

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Adopted	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 788,348	\$ 813,208	\$ 945,588	\$ 766,292
Operating	\$ 277,388	\$ 302,737	\$ 339,340	\$ 237,763
Capital	\$ 250,171	\$ 36,099	\$ 2,236	\$ 9,700
Debt Service	\$ 15,560	\$ 20,199	\$ 27,920	\$ 9,244
TOTAL	\$ 1,331,467	\$ 1,172,243	\$ 1,315,084	\$ 1,022,999

Planning & Zoning

MISSION & GOALS

The Department of Planning & Development Services facilitates and supports all development processes and activities in the City of East Point by exhibiting an expertise in the areas of Administration, Planning, Permitting, Inspections and Licensing while providing a customer-friendly environment.

Planning Division

Vision: The Planning Division is a progressive division of the Department of Planning & Development Services which promotes balanced policies and regulations that create sustainable development and communities within the City of East Point for current and future citizens.

Mission: The purpose of the Planning Division is to recommend policies that support existing communities while promoting future development and growth via the Comprehensive Plan and Future Development Map which serve as guides for the decision making body of the City of East Point.

Permits Division

Vision: The Permits Division is an innovative division of the Department of Planning & Development Services which effectively and efficiently coordinates all permitting and plan review processes regarding renovations, tenant build-out and new construction development activities in the City of East Point.

Mission: The purpose of the Permits Division is to ensure plan review coordination occurs between the City's service delivery departments and issue permits in a timely and efficient manner.

Inspections Division

Vision: The Inspections Division is an efficient division of the Department of Planning & Development Services which provides customer-friendly building inspections and remains abreast of current industry standards and modern technologies.

Mission: The purpose of the Inspections Division is to safeguard the public health, safety and general welfare of the built environment in the City of East Point.

Business License Division

Vision: The Business License Division is an effective division of the Department of Planning & Development Services which creates and maintains a pleasant environment that fosters business registration and retention in the City.

Mission: The purpose of the Business License Division is to assess and track all existing and new businesses operating in the City of East Point via licensing and regulatory fees.

Planning & Zoning

Department Goals

- ✓ Re-brand Department to reflect the true services offered; Name change from Department of Planning & Zoning to Department of Planning & Development Services
- ✓ Continue to implement procedures and policies that support FY 2013 goals
- ✓ Establish on-line permitting and inspection services
- ✓ Identify digital format system for scanning approved plans stored in the Department's office and City's Warehouse
- ✓ Continue commitment to efficient customer service
- ✓ Continue to inform the community (at-large) of planning tools, techniques and processes
- ✓ Maintain website as a user-friendly and efficient information tool
- ✓ Continue cross-training of personnel
- ✓ Continue existing and establish departmental activities that boost employee morale
- ✓ Enhance Department's reference library to remain abreast of current topics
- ✓ Support continuing education and training for staff
- ✓ Support continuing education and training for Planning & Zoning Commissioners

OBJECTIVES

1. Applicants will be able to submit and pay for trade permits and inspections on-line (electronically)
2. Paper copies of approved plans will be scanned to ensure the City's official records for building construction are secure and accessible
3. Provide correct requested information to customers in a timely manner
4. Continuously update website, forms and applications available in office
5. Operations continue in the absence of personnel
6. Present new and innovative tools that can be implemented in East Point

FY 13 ISSUES

1. Adequate and accessible storage facility for approved, permitted plans
2. Digitally stored capability for approved, permitted plans
3. Developing online permitting process
4. Staff members not having access to the same Micro-Soft software packages
5. Implementation of planning-related projects that require reimbursable funding mechanisms
6. Promoting enthusiasm for the City's Public Arts Program

Planning & Zoning

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Total of all applications, inspections and licenses processed.	9,007	7,695	4,860	7,000
Efficiency Measures				
Zoning, Permitting, Inspections & Licensing occur annually	12-months	12-months	12-months	12-months
Effectiveness Measures				
Zoning (90-days), Permitting (3-weeks), Inspections (next day), Licensing (1-day)	completed	completed	completed	completed

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Adopted	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 805,516	\$ 834,341	\$ 856,472	\$ 811,334
Operating	\$ 49,692	\$ 109,095	\$ 191,700	\$ 113,544
Capital	\$ -	\$ 933	\$ 3,500	\$ 3,500
TOTAL	\$ 855,208	\$ 944,369	\$ 1,051,672	\$ 928,378

Police - Administration

MISSION & GOALS

To reduce crime in an ethical and cost effective manner; to provide a safe and secure environment for the community and police staff while promoting excellence in the delivery of police services.

Goals:

1. Reduce crime by 5% in the most cost effective manner.
2. Maximize the delivery of customer service to enhance quality of life.
3. Advance the professional development of police department personnel.

OBJECTIVES

1. Deploy patrol and investigative personnel based on an analysis of crime patterns and trends to reduce the occurrence of criminal activity.
2. Increase police visibility to deter illegal activities in high crime areas by utilizing administrative patrol assignments.
3. Employ a proactive approach to crime prevention and reduction through professional reporting, skilled investigation, apprehension, and aggressive prosecution of offenders.
4. Investigators will contact victims within 48 hours of receiving crime reports to provide exceptional customer service that contributes to a better quality of life.
5. To provide callers and visitors with prompt, courteous, and competent service to avoid and / or reduce complaints.
6. Enhance the professional development of personnel by facilitating requests to attend general, specialized, and advanced training that will increase the effectiveness and efficiency of the police department.

FY 13 ISSUES

1. Purchase of 10 (ten) new police vehicles – with an aging police fleet and an increasing maintenance cost, the Police Department will need to purchase 10 new police vehicles at an approximate cost of \$ 478,340. Police vehicles are operated 24 hours 7 days a week and with high mileage maintenance costs come into play as well as safety factors. If the fleet is replenished, the Police Department has identified 10 vehicles that can be auctioned or used within other departments.

Police - Administration

2. Refurbish / Replacement of the LEC Elevator – The LEC Elevator is the original elevator from when the building was built in 1990. Problems are occurring on a consistent basis requiring multiple repairs. Due to the aging technology, the inefficient functioning and the cost of repairs, the elevator needs to be replaced with a modern, up to date unit.

Performance Measures				
Measurement Description	FY10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Calls for Service	56,236	61,257	66,770	72,712
Officer Initiated Calls	20,595	26,176	33,243	42,218
Workload Measures				
Arrests	2,968	3,713	4,641	5,801
Murders Investigated	7	5	3	2
Robberies Investigated	221	207	194	184
Burglaries Investigated	1,102	1,198	1,302	1,236
Auto Thefts Investigated	435	547	683	648

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Adopted	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 8,933,983	\$ 9,789,985	\$ 11,289,080	\$ 10,074,632
Operating	\$ 880,590	\$ 981,068	\$ 990,607	\$ 981,724
Capital	\$ 250	\$ 3,830	\$ -	\$ -
TOTAL	\$ 9,814,823	\$ 10,774,883	\$ 12,279,687	\$ 11,056,356

Police - Code Enforcement

MISSION & GOALS

Committed to a clean, safe, and beautiful East Point City for all to enjoy.

Goals:

- 1. Reduce crime by 5% to create a safer community
- 2. Maximize the delivery of customer service to enhance quality of life
- 3. Advance professional development of Code Enforcement personnel

OBJECTIVES

- 1. Identify areas that contribute to crime (i.e. dilapidated houses, overgrown lots, and abandoned automobiles) and enforce the appropriate city code to aid in a 3% reduction in crime.
- 2. Report to the Field Operations Division criminal activity observed while conducting inspections to aid in the 5% crime reduction.
- 3. Respond to inquiries and complaints within 48 hours of receipt to provide excellent customer service that improves the quality of life for all citizens.
- 4. Increase positive interaction with property and business owners to encourage an environment conducive to voluntary compliance.
- 5. Annually, at least one member of the unit will attend code enforcement specific training to further enhance professional development.

FY 13 ISSUES

No issues facing the department in FY13 that could significantly impact the budget

Performance Measures				
Measurement Description	FY10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Workload Measures				
Inspections Conducted	18,670	20,072	21,577	23,195
Inspections Resolved	6,354	7,138	8,018	9,006

Police - Code Enforcement

BUDGET SUMMARY				
Category Description	FY10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 244,275	\$ 228,320	\$ 238,266	\$ 254,914
Operating	\$ 5,745	\$ 8,840	\$ 11,700	\$ 11,825
TOTAL	\$ 246,543	\$ 237,161	\$ 249,966	\$ 266,739

Police – Jail Division

MISSION & GOALS

The mission of the City of East Point Municipal Jail is to ensure that the jail is operated in a safe, secure, humane, and legal manner.

Goals:

1. To maintain effective security and control of the inmates
2. To improve jail operation
3. To provide training for jail staff
4. To improve delivery of customer service

OBJECTIVES

1. To ensure that the Municipal Jail is in compliance with state guidelines pertaining to jail operations.
2. To inspect the Municipal Jail and review incident reports, inmate grievances, disciplinary actions, and related operational reports to identify problem areas on an annual basis.
3. To facilitate the development of highly trained, proficient personnel by having jailers attend courses specific to jail operations. This will allow for continuous improvement of the service delivery and steadfast quality customer service.

FY 13 ISSUES

No issues facing the department in FY 13 that could significantly impact the budget.

Performance Measures				
Measurement Description	FY10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Workload Measures				
Inmates Booked	2,968	3,713	4,641	5,801
Inmate Meals Served	36,056	40,657	45,840	51,340
Inmate Sick Call	361	256	181	128
Inmate Court Arraignment	2,508	2,350	2,209	2,076

Police – Jail Division

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Adopted	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 763,603	\$ 857,407	\$ 1,014,418	\$ 776,508
Operating	\$ 103,268	\$ 124,257	\$ 477,740	\$ 1,136,890
TOTAL	\$ 866,871	\$ 981,664	\$ 1,492,158	\$ 1,913,398

Property Tax

MISSION & GOALS

This office will utilize current technology to enhance services and improve the reach by those services throughout the city. We will operate efficiently to deliver the highest quality services at the lowest possible cost to the taxpayers of East Point.

Department Goals.

To maintain the ability to collect property taxes in an efficient and effective manner while still providing excellent customer service to the taxpayers.

OBJECTIVES

1. To meet or exceed the current collection rate.
2. Increase property tax payment through the use of online payment
3. Increase billing through correction on purging the homestead roll.

FY13 ISSUES

- Reduction in property values – Decrease in property valuation = lesser amount billed and collected.
- Large number of foreclosures -Vacant properties and slower response from mortgage companies = lesser taxes collected
- Unemployment - Reduce customers ability to pay property taxes.
- Rollback of millage rate – Reduction in property tax billing and collections.

Performance Measures				
Measurement Description	FY10	FY 11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Digest Evaluation	12,675,391	11,606,759	10,792,344	10,250,200
Workload Measures				
# of payments	9,846	9,000	9150	9139
Efficiency Measures				
Tax Collections	11,896,659	10,828,027	10,013,612	9,471,468
Effectiveness Measures				
# of payments by mail	9496	8950	9025	8992

Property Tax

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Adopted	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 140,704	\$ 122,675	\$ 153,548	\$ 138,901
Operating	\$ 45,099	\$ 57,637	\$ 51,675	\$ 26,200
Capital	\$ -	\$ -	\$ 1,500	\$ -
TOTAL	\$ 185,803	\$ 180,312	\$ 206,723	\$ 165,101

Public Works

MISSION & GOALS

To enhance the quality of lives of our citizens.

Department Goals:

- To offer the highest level of service to the city residents regardless of the level of complexity & challenges.
- To continue to perform the highest level of comprehensive maintenance, repairs and emergency response task within the city roadways and right of ways. This will be performed in accordance with established performance standards and the level of required service.
- Accountability of work being performed and improvement/enhancement of operations.

OBJECTIVES

1. Customer Service/Citizen Complaints
2. Contract Management
3. Bulk Waste Amnesty Program
4. Street Sweeping Program
5. Stormwater Infrastructure Operations & Maintenance (storm drains, culverts, streams, curbs)
6. Roadway Operations & Maintenance (paving, repair, sidewalks, signs, potholes)
7. Building General Maintenance & Services
8. R.O.W. Mowing
9. City Fleet Maintenance & Upkeep
10. Transportation Engineering & Construction Project Management
11. Roadway Project Management for Resurfacing, Restriping, Sidewalks, and Implementation of the Pavement Management Plan (PMP)
12. Review and Issue Utility Permits
13. Transportation Plan Review
14. Coordination with Georgia Department of Transportation
15. Traffic Studies
16. Securing Grants through Georgia Department of Transportation
17. Oversee the City's Stormwater Compliance Program with Georgia Environmental Protection Division
18. Oversee the City's Requirements to the Georgia Soil and Erosion Agency
19. Oversee Land Disturbance Permitting
20. Implementation of the GIS Program
21. Oversee Regulating the Use of the Floodplains
22. Enrolling the City in the Credit Rating System (CRS) Program for Flood Insurance
23. Regulating the New Flood Maps

Public Works

FY 13 ISSUES

Buildings & Grounds Division:

The Operating Supplies request is to meet the needs for maintain public right of ways and ground maintenance to meet acceptable quality and productivity standards. The impacts of failing to implement this program would be poor administration and resource management; ineffective project planning and implementation; increased citizen complaints and inability to meet level of service goals.

A pay market study is needed for the Buildings and Grounds Labor I position temporary and permanent status.

The allocated FY-13 budget varies from the requested budget in the following areas. This may create a shortfall of funds in these line items:

Administration & Transportation Divisions: Education & Travel.

Roads & Drainage Division: Rental Equipment, Rental Vehicle, Education & Travel, Uniform & Towel Services, Operating Supplies, Construction Supplies, Street & Roads.

Public Works Buildings & Grounds Division

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Non-Commercial Areas mowing	60%	60%	70%	85%
Commercial/Industrial Mowing	60%	60%	70%	85%
Weekly grounds maintenance City Hall	100%	100%	100%	100%
Routine Building Maintenance	70%	70%	85%	85%
Daily Janitorial Service – 7 Buildings	100%	100%	100%	100%
Workload Measures				
Non-Commercial Areas 1 mowing every 6 weeks	60%	60%	70%	85%
Commercial/Industrial 1 mowing every 4 weeks	60%	60%	70%	85%
Weekly grounds maintenance City Hall	100%	100%	100%	100%
Routine Building Maintenance	70%	70%	85%	85%
Daily Janitorial Service 7 Buildings	100%	100%	100%	100%
DOT right-of-way	0%	0%	1/month	1/month
Effectiveness Measures				
Work Order Requests Completed	50%	50%	75%	80%

Public Works

Public Works - Transportation Division

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
New Sidewalk Installation	N/A	N/A	1 mi.	7.1 mi.
Roadway Rehabilitation Program	N/A	N/A	30%	70%
Roadway Striping	N/A	N/A	12 mi.	23 mi.
Gateway Improvements	N/A	N/A	25%	25%

Public Works – Roads & Drainage

Performance Measures				
Measurement Description	FY 10	FY11	FY12	FY13
	Actual	Actual	Projected	Target
Demand Measures				
Pothole Repair	100%	100%	100%	100%
Sidewalk Replacement & Repairs	100%	100%	100%	100%
Storm Drain Maintenance and Repairs	100%	100%	100%	100%
Street Sign Replacement	100%	100%	100%	100%

BUDGET SUMMARY				
Category Description	FY 10	FY 11	FY 12	FY 13
	Actual	Actual	Adopted	Adopted
Expenditure Category				
Personnel Services	\$ 1,241,334	\$ 1,518,365	\$ 1,653,137	\$ 1,584,284
Operating	\$ 811,240	\$ 771,456	\$ 1,050,218	\$ 207,269
Capital	\$ 8,300	\$ 42,189	\$ 108,820	\$ 20,000
Debt Service	\$ -	\$ -	\$ -	\$ 145,037
Transfers Out	\$ 356,055	\$ 619,596	\$ 284,648	\$ 226,542
TOTAL	\$ 2,416,930	\$ 2,951,606	\$ 3,270,158	\$ 2,527,383

Capital Improvement Program

CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2013-2017

DEFINITION OF A CAPITAL IMPROVEMENT

The classification of items as capital expenses is based on two criteria - cost and frequency. Capital expenses have the following characteristics:

- They are relatively expensive.
- They usually don't recur annually.
- They last a long time.
- They result in fixed assets.

INTRODUCTION

Planning for capital maintenance and improvements is a matter of prudent financial management as well as a sound development practice. The following Capital Improvements Program (CIP) represents a framework for planning the maintenance and replacement of existing capital equipment and facilities and for planning major investments in acquiring and building new public facilities. These improvements are approved each year through the budget process and funded thru the City's MCT funds. The City also has a Water & Sewer CIP. These projects are funded through the issuance of bonds.

RELATIONSHIP

The operating budget and capital budget are closely linked. The operating budget must cover the cost of financing, maintaining, and operating new equipment facilities that are built. The operating budget, through debt service must pay interest expense and principal payments on all bonded debt.

PROCESS

Before formulating a plan for new equipment facilities, the City must identify and inventory the present capital stock, determine facility condition and create a replacement and maintenance strategy. A CIP can then be formulated for capital acquisition and development. The CIP links the community's comprehensive plan and fiscal plan to physical development. It provides a mechanism for estimating capital requirements, scheduling all projects over a fixed period with appropriate planning and implementation, budgeting high priority projects and developing a project revenue policy for proposed improvements, coordinating the activities of various departments in meeting project schedules and monitoring and evaluating the progress of capital projects. In general, capital items should have a useful life of at least five years and an acquisition cost of \$5,000 or more. As a rule, all outlays financed by long-term debt should be included, as well as expenditures on other capital assets such as land, buildings, or major improvements and renovations.

Examples of capital projects include:

- New physical facilities which are relatively large and expensive;

Capital Improvement Program

- Large-scale rehabilitation, replacement, or expansion of existing facilities;
- Major pieces of equipment which are expensive and have a relatively long period of usefulness;
- Purchase of equipment for any public improvements when first erected or acquired;
- The cost of engineering or architectural studies and services related to a public improvement; and
- The acquisition of land for a community facility such as a park, street, or sewer line.

ESTABLISHING CIP PRORORITES

The following criteria were considered in evaluating and prioritizing capital projects. Projects were grouped by type - i.e., rolling stock, equipment, construction, and land. The projects were then evaluated against both primary and secondary criteria and given points according to whether they fulfilled the criteria or not. Total primary and secondary criteria points score determined ultimate ranking.

PRIMARY CRITERIA

- The project prevents or eliminates a public hazard.
- The project eliminates existing capacity deficits.
- The project is required by City ordinance, other laws, or federal/state agencies.
- The project is essential to maintain current service levels affecting public health, safety, and welfare.

SECONDARY CRITERIA

- The project is necessary to maintain current nonessential service levels.
- The project accommodates the public facility demands and vocational needs of new development or redevelopment based on projected growth patterns.
- The project is financially feasible - i.e., there is a funding source available and a verifiable cost estimate is provided.
- The project provides for special needs or enhances facilities/services.
- The project contributes to or furthers the objectives of the City Council and Administration - e.g., administrative policies, efficiency and effectiveness criteria, etc.

CAPITAL MAINTENANCE

An important way to ease the financial burden of capital investment decisions in a period of scarce resources is to establish a facility maintenance schedule. The purpose is to target both capital and operating budget financial resources to the maintenance of buildings, major pieces of equipment, roads, etc. Routine preventive maintenance, such as painting and patching, as well as rehabilitation, may reduce the need for future, more expensive replacement. Furthermore, it will limit the economic disruption, inconvenience and dangers to health and safety that result when a capital item breaks down or must be replaced unexpectedly. The decision to invest operating funds in the maintenance of existing facilities must be based, in part, on the potential capital cost savings and the possible cost consequences of deferring maintenance. The City must take into account future maintenance and repair requirements when designing or purchasing new capital items. Improved design and higher quality materials may significantly reduce future maintenance and repair costs. When a community chooses between maintenance,

Capital Improvement Program

repair, replacement or abandonment of an existing facility, it is essential to know the facility's current condition, the rate of its deterioration, and the cost and benefits to be obtained from various investment strategies. These considerations must then be compared with the need for a new capital facility.

BENEFITS OF A CAPITAL IMPROVEMENTS PROGRAM

The basic question, fundamental to the format and scope of the CIP, is why should such a study be undertaken in the first place? Probably the most important benefit that such a program, if properly prepared, will provide any municipality is that it will require all those who are involved with capital expenditures to plan beyond next year's budget and project future needs. If careful thought is given to such projections and they are realistic, a comprehensive municipal needs list for the time period of the program will be developed. Especially in larger municipalities where there can be a certain lack of communication from one department to another or even within a single department, no one person can possibly have an insight into all the capital projects which will be needed. The Capital Improvements Program thus serves as a mechanism of coordination. Once these needs are related to the fiscal capacity of the local unit of government, their financial feasibility will be apparent (i.e., whether all of them can be financed with the anticipated future revenues, or whether reductions in either the capital or operating expenditures or both will have to occur before certain capital improvements can be undertaken). The other benefits of a systematic approach to programming capital projects include:

Focusing Attention on Community Goals, Needs and Capabilities

Capital projects can be brought into line with community objectives, anticipated growth and financial capabilities. Considered by itself, a new park may be a great idea and so may sewer improvements, street widening, and any number of other improvements. But, a project may look quite different when it is forced to compete directly with other projects for limited funds in the CIP process.

Achieving Optimum Use of the Taxpayer's Dollar

Advance programming of public works on an orderly basis will help avoid costly mistakes. The program will guide local officials in making sound annual budget decisions. In addition, a listing of future construction projects may encourage the selection of needed land well in advance of actual construction and thus permit acquisition at lower costs. Furthermore, the existence of a CIP may be looked upon favorably by investors in municipal bonds. This can save the community a considerable amount in interest costs, due to a favorable bond rating, if bond financing is used.

Guiding Future Community Growth and Development

Road network and sewer system locations and capacities shape the growth of the community. Local officials can use the CIP effectively to provide leadership in guiding future residential and economic development.

Serving Wider Community Interest

Capital Improvement Program

The CIP, once accepted, keeps the public informed about future construction plans of the community and helps reduce the pressures on local officials to fund projects far down the priority list.

Encourage a More Efficient Governmental Administration

Coordination of capital improvements programming by the departments of a municipality can reduce scheduling problems, conflicting and overlapping projects, and overemphasis on any single municipal function.

Improving the Basis for Intergovernmental and Regional Cooperation

Capital improvements programming offers public officials of all governmental units an opportunity to plan the location, timing and financing of needed improvements in the interest of the community as a whole.

Maintaining a Sound and Stable Financial Program

Having to make frequent or large unplanned expenditures can endanger the financial well being of any community. Sharp changes in the tax structure and bonded indebtedness may be avoided when the projects to be constructed are planned in advance and spaced over a number of years. When there is ample time for planning, the most economical means of financing each project can be selected in advance. Furthermore, a CIP can help the community avoid commitments and debts that would limit the initiation of more important projects at a later date.

Repairing or Replacing Existing Facilities and Equipment

There has been considerable national attention given to the disrepair of the country's infrastructure. A CIP process requires local officials to focus attention on the existing condition of the streets, bridges, public buildings, equipment, and so on, before expanding the capital inventory.

In summary, capital improvements programming is one of the most important tools available for guiding urban development. Providing public improvements when they are needed, adequately financed and in proper locations, should be the goal of every official. When city officials can point to the results of the Capital Improvements Program, improvements provided in an orderly, logical, financially prudent manner, they can do so knowing that the studies and discussions and meetings on the programming process were worthwhile in the long run politically sound in the present.

Capital Improvement Program

Summary of FY13 Proposed Capital	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	Total
General Fund	\$3,321,189	\$ 2,839,700	\$ 617,000	\$ 621,000	\$ 435,000	\$ 7,833,889
Stormwater Fund	\$ 654,382	\$ 1,064,500	\$ 902,000	\$ 899,500	\$ 894,500	\$ 4,414,882
Sanitation Fund	\$ 63,585	\$ 48,500	\$ 48,500	\$ 48,500	\$ 48,500	\$ 257,585
Customer Care Fund	\$ 52,160	\$ 25,000	\$ -	\$ -	\$ -	\$ 77,160
Fleet Fund	\$ 23,930	\$ -	\$ -	\$ -	\$ -	\$ 23,930
Water & Sewer Fund	\$1,598,769	\$ 760,769	\$ 428,269	\$ 203,269	\$ 203,269	\$ 3,194,345
Electric Fund	\$ 330,027	\$ 7,468	\$ -	\$ -	\$ -	\$ 337,495
Projects Proposed to be Funded:	\$6,044,042	\$ 4,745,937	\$1,995,769	\$ 1,772,269	\$1,581,269	\$16,139,286

General Fund Summary

Fire	\$ 189,501	\$ 39,200	\$ 32,000	\$ 61,000	\$ -	\$ 321,701
Planning & Zoning	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Court	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ 42,500
Non-Departmental	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ -	\$ 500,000
Buildings & Grounds	\$ 76,948	\$ -	\$ -	\$ -	\$ -	\$ 76,948
Public Works - Roads & Drainage	\$ 95,590	\$ -	\$ -	\$ -	\$ -	\$ 95,590
Public Works - Transportation	\$1,995,000	\$ 2,183,000	\$ 460,000	\$ 435,000	\$ 435,000	\$ 5,508,000
Parks & Recreation	\$ 307,000	\$ 217,500	\$ -	\$ -	\$ -	\$ 524,500
Police	\$ 339,650	\$ -	\$ -	\$ -	\$ -	\$ 339,650
IT	\$ 110,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 360,000
Communications	\$ 30,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 55,000
Total - General Fund	\$3,321,189	\$ 2,839,700	\$ 617,000	\$ 621,000	\$ 435,000	\$ 7,833,889

Water Summary

Flow Monitoring Program	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000
Retrofit Existing Res (W/Dual Check)	\$ 138,024	\$ 138,024	\$ 138,024	\$ 138,024	\$ 138,024	\$ 690,120
Meter Replacement Program	\$ 65,245	\$ 65,245	\$ 65,245	\$ 65,245	\$ 65,245	\$ 326,225
Backflow Testing	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Upgrade Motor Control Center	\$ 260,000	\$ 15,000	\$ -	\$ -	\$ -	\$ 275,000
Sweet Water Pump #4 Equipment	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Vehicle & Equipment replacement	\$ 707,500	\$ 112,500				\$ 820,000
Flow Meters, pump & Vibration Monitoring	\$ 70,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 170,000
Hach Source Water Monitoring	\$ 50,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 200,000
Emergency/Disaster Water Supply Program	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
Pave Intack & Reservoir Driveways	\$ 80,000	\$ 55,000	\$ 75,000	\$ -	\$ -	\$ 210,000
Intrusion & Video Surveillance	\$ 50,000	\$ 200,000	\$ 75,000	\$ -	\$ -	\$ 325,000
Total -Water & Sewer	\$1,598,769	\$ 760,769	\$ 428,269	\$ 203,269	\$ 203,269	\$ 3,194,345

Capital Improvement Program

Electric Summary

Kennelworth Dr./Regency Apts	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ 39,000
Infrastructure - Southmeadow Drive	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Camp Creek/North Commerce Dr.	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Puller & Tensioner	\$ 19,118	\$ -	\$ -	\$ -	\$ -	\$ 19,118
Eight Phase Traffic Signal Controllers	\$ 11,113	\$ -	\$ -	\$ -	\$ -	\$ 11,113
Pole Trailers (2)	\$ 7,170	\$ -	\$ -	\$ -	\$ -	\$ 7,170
Vehicle & Equipment replacement	\$ 142,626	\$ 7,468	\$ -	\$ -	\$ -	\$ 150,094
Crimp Tools	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ 6,000
Total - Electric	\$ 330,027	\$ 7,468	\$ -	\$ -	\$ -	\$ 337,495

Stormwater Summary

Culvert Maintenance & Replacement	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,250,000
Stormwater Infrastructure Retrofit Program	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,250,000
Vehicles (2)	\$ 17,382	\$ -	\$ -	\$ -	\$ -	\$ 17,382
Meadowlark Stormwater Drainage System	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
Floodplain Management Program	\$ 137,000	\$ 144,500	\$ 152,000	\$ 149,500	\$ 144,500	\$ 727,500
Total - Stormwater	\$ 654,382	\$ 1,064,500	\$ 902,000	\$ 899,500	\$ 894,500	\$ 4,414,882

Solid Waste Summary

Dumpsters (21)	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 105,000
Roll-Off Containers (30 yd)	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ 5,500
Garbage Carts (500)	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 137,500
Vehicle (1)	\$ 9,585	\$ -	\$ -	\$ -	\$ -	\$ 9,585
Total - Solid Waste	\$ 63,585	\$ 48,500	\$ 48,500	\$ 48,500	\$ 48,500	\$ 257,585

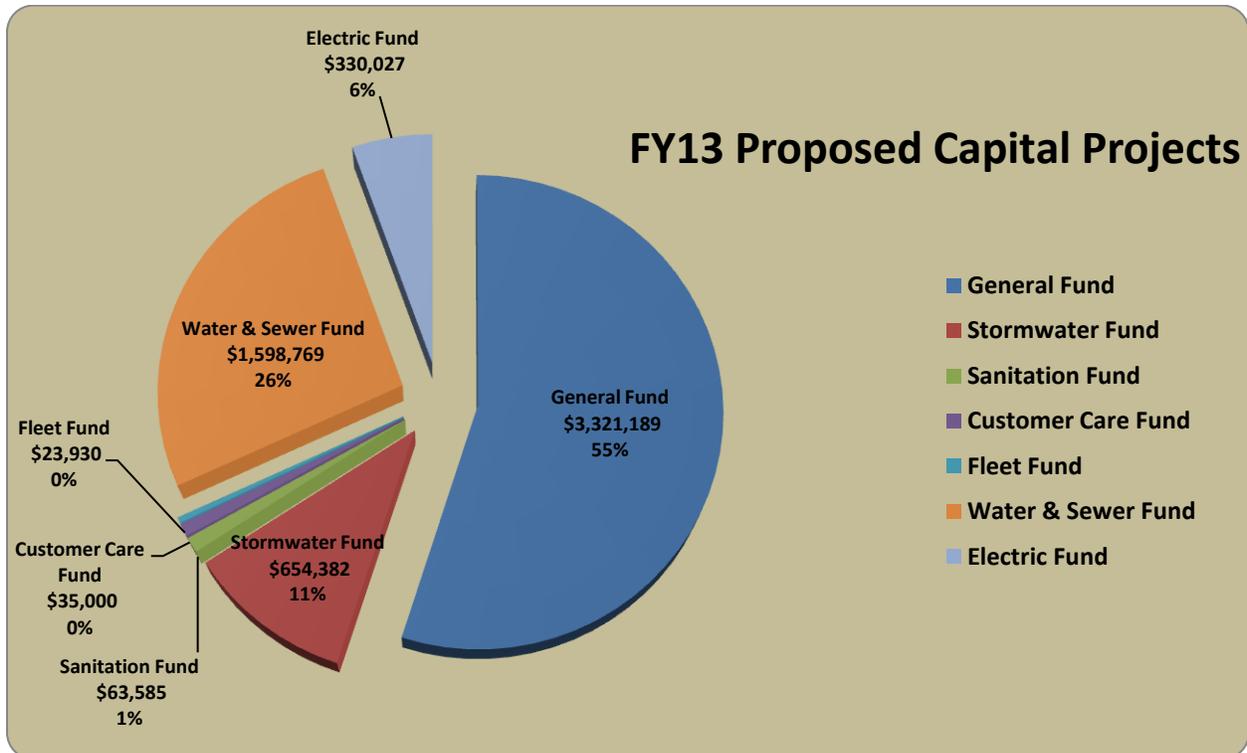
Fleet Summary

Alignment Machine	\$ 23,930	\$ -	\$ -	\$ -	\$ -	\$ 23,930
Total - Fleet	\$ 23,930	\$ -	\$ -	\$ -	\$ -	\$ 23,930

Customer Care Summary

Kiosk machine	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
Curbside Collection Box (4)	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Vehicles (1)	\$ 17,160	\$ -	\$ -	\$ -	\$ -	\$ 17,160
Cisco Call Center - Software	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Total - Customer Care	\$ 52,160	\$ 25,000	\$ -	\$ -	\$ -	\$ 77,160

Capital Improvement Program

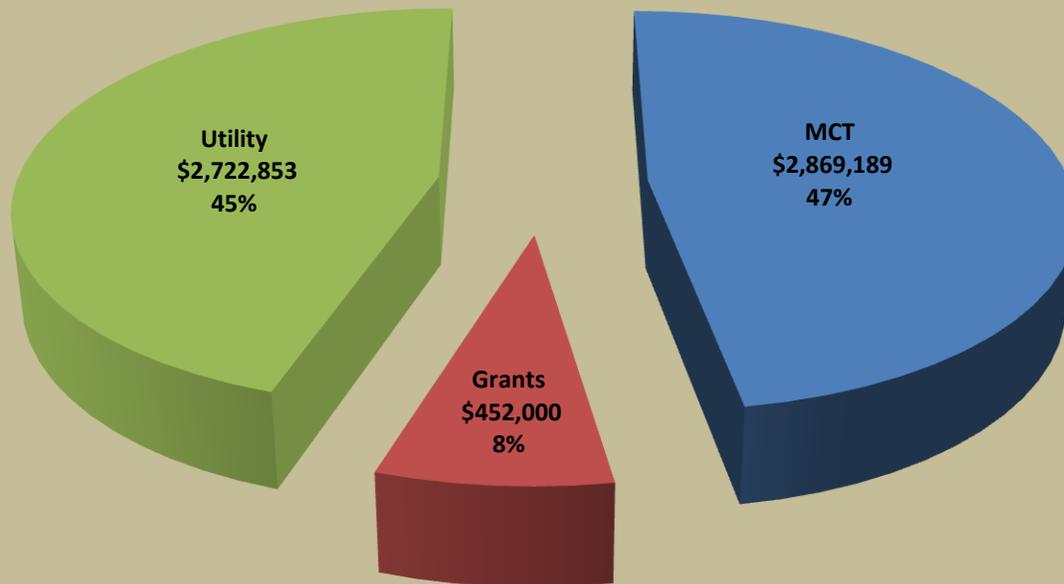


Funding for FY13 Capital Projects

	MCT	Grants	Utility	Comment
General Fund	\$ 2,869,189	\$ 452,000	\$ -	LMI Grant, Regional Transportation Tax and Federal funding for Transportation projects
Water & Sewer	\$ -	\$ -	\$ 1,598,769	All projects will be funded based on rate study
Electric	\$ -	\$ -	\$ 330,027	All projects will be funded based on rate study
Stormwater	\$ -	\$ -	\$ 654,382	All projects will be funded from new utility rate
Solid Waste	\$ -	\$ -	\$ 63,585	All projects will be funded from rates
Fleet	\$ -	\$ -	\$ 23,930	Internal Funds
Customer Care	\$ -	\$ -	\$ 52,160	Internal Funds
Total	\$ 2,869,189	\$ 452,000	\$ 2,722,853	

Capital Improvement Program

How are we funding?



Estimated Impact of FY13 Proposed Capital on Operating Budget:

Fund	Department	Project	Summary of Impact	Estimated Operating Impact
General Fund	Communications	Website Redesign	Maintenance	\$ 15,000
General Fund	Fire	Air Conditioning Unit	Maintenance	\$ 5,000
General Fund	Planning & Zoning	Laminating Machine	Laminating Film	\$ 2,300
General Fund	Planning & Zoning	Laminating Machine	Training	\$ 500
General Fund	Zoning	Laminating Machine	Maintenance	\$ 2,850
General Fund	Transportation	City Gateway Improvements	Engineering	\$ 35,000
General Fund	Transportation	Semmes Streetscape	Engineering	\$ 134,000
General Fund	Transportation	Sidewalk Contruction	Engineering	\$ 75,000
Stormwater Fund	Stormwater	CAD/GIS Equipment & Licenses	GIS Support consultant	\$ 12,500
Stormwater Fund	Stormwater	Vehicle	Yellow bars front & rear	\$ 1,200
Total				\$ 283,350

Capital Improvement Program

Vehicle Replacement

Fund	Department	Vehicle Replacement	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	Total
Customer Care	Administration	Chevy Impala Altec Bucket Truck - Model AA755	\$17,160	\$0	\$0	\$0	\$0	\$17,160
Electric	Electric	Altec Bucket Truck - Model AA755	\$49,290	\$0	\$0	\$0	\$0	\$49,290
Electric	Electric	Altec Bucket Truck - Model AA755	\$0	\$49,290	\$0	\$0	\$0	\$49,290
Electric	Electric	AT37G Altec Digger	\$0	\$29,872	\$0	\$0	\$0	\$29,872
Electric	Electric	Derrick Truck Ford F-150 Extended Cab Pickup	\$53,772	\$0	\$0	\$0	\$0	\$53,772
Electric	Electric	Ford F-150 Extended Cab Pickup	\$7,468	\$0	\$0	\$0	\$0	\$7,468
Electric	Electric	Ford F-150 Extended Cab Pickup	\$7,468	\$0	\$0	\$0	\$0	\$7,468
Electric	Electric	Ford F-150 Extended Cab Pickup	\$0	\$7,468	\$0	\$0	\$0	\$7,468
Electric	Electric	Ford F-350 Flat Bed Truck	\$0	\$0	\$0	\$7,468	\$0	\$7,468
Electric	Electric	Ford F-350 Flat Bed Truck	\$7,468	\$0	\$0	\$0	\$0	\$7,468
General	Buildings & Grounds	John Deere Gator	\$15,000	\$0	\$0	\$0	\$0	\$15,000
General	Buildings & Grounds	F150-Crew Cab 4x4	\$13,216	\$0	\$0	\$0	\$0	\$13,216
General	Buildings & Grounds	Backhoe 14 ft x 4WD	\$48,732	\$0	\$0	\$0	\$0	\$48,732
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Police	Ford Police Interceptor	\$24,165	\$0	\$0	\$0	\$0	\$24,165
General	Public Works - R&D	Tri Axle Drop Tracer Trailer	\$40,000	\$0	\$0	\$0	\$0	\$40,000
General	Public Works - R&D	Street Sweeper F-150 Pick up Truck	\$55,590	\$0	\$0	\$0	\$0	\$55,590
Solid Waste	Solid Waste	2013 Ford Escape	\$9,585	\$0	\$0	\$0	\$0	\$9,585
Stormwater	Stormwater	2013 Ford Escape	\$8,691	\$0	\$0	\$0	\$0	\$8,691
Stormwater	Stormwater	2013 Ford Escape	\$8,691	\$0	\$0	\$0	\$0	\$8,691

Capital Improvement Program

Water	Water	Boom Truck (Winch)	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Water	Water	Front End Loader Tri Axle Drop	\$190,000	\$0	\$0	\$0	\$0	\$190,000
Water	Water	Tracer Trailer	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Water	Water	Crew Vehicles	\$75,000	\$0	\$0	\$0	\$0	\$75,000
Water	Water	Crew Vehicles	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Water	Water	Crew Vehicles	\$37,500	\$0	\$0	\$0	\$0	\$37,500
Water	Water	Crew Vehicles	\$0	\$37,500	\$0	\$0	\$0	\$37,500
Water	Water	Vac-Con Jet	\$290,000	\$0	\$0	\$0	\$0	\$290,000
Total			\$1,291,281	\$199,130	\$0	\$7,468	\$0	\$1,497,879

Citywide Building Maintenance

Fund	Department	Equipment /Maintenance	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed	Total
General	Court	HVAC -LEC Bldg	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$30,000
General	Fire	HVAC - FS #4	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$10,000
General	Police	Jail - Ceiling	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$10,000
General	Police	Jail - Shower stalls	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
General	Police	HVAC - LEC	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$15,000
General	Police	Elevator - LEC	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$50,000
General	Police	Security Cameras	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$15,000
General	Parks & Rec	Lawn Mowers (2)	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$17,000
Fleet	Fleet	Alignment Machine	\$ 23,930	\$ -	\$ -	\$ -	\$ -	\$23,930
Total			\$ 178,930					

Glossary & Definition Guide

Account Number: A system of numbering used to categorize or "group" accounting transactions into common areas, such as salaries, rent, and utilities expense. Account numbers are the numerical equivalent of descriptive terms; e.g., the number 512 represents the account number for regular salaries.

Accounting Period: A period at the end of which and for which financial statements, budgets, or other reports are prepared, typically an annual period. The City's annual accounting period begins July 1 and ends June 30.

Accounting Procedures: All processes which identify, record, classify and summarize financial information to produce financial records.

Accounting System: The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accounts Payable: A liability account reflecting amounts on open accounts owed to others for goods and services received by the City.

Accounts Receivable: An asset account reflecting amounts owed on open accounts from others for goods and services furnished by a government.

Accrual Basis: The basis of accounting under which transactions are recognized when they occur, regardless of the timing or related cash flows.

Ad Valorem Tax: A tax levied on the assessed value of real property. This tax is also known as property tax.

Amortization: (1) Gradual reduction, redemption or liquidation of the balance of an intangible asset or liability according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of periodic payments.

Appraise: To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

Appropriation: An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

Assessed Valuation: A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assessment: (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

Glossary & Definition Guide

Audit: A methodical examination of the utilization and changes in resources. It concludes in a written report of the findings. A financial audit is a test of management's financial statements and internal accounting control procedures to determine the extent to which: internal accounting controls are both available and being used; and to determine whether the financial statements fairly present the City's financial condition and results of operations.

Authority: A government or public agency created to perform a single function of a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers.

Available (Undesignated) Fund Balance: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balanced Budget: A budget in which planned funds available equal planned expenditures.

Bond: A written promise to repay a specified sum of borrowed money, called the face value of principal amount, at a specified date or does in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter typically runs for a longer period of time.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budget Adjustment: A legal procedure utilized by City staff to revise a budget appropriation. The Finance Director has the authority to adjust expenditures within departmental budgets according to budget policy, but no change in the total budget can occur without approval of the East Point City Council.

Budget Calendar: The schedule of key dates or milestones, which the City follows in the preparation, adoption, and administration of the budget.

Budgetary Basis: This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budgetary Control: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Glossary & Definition Guide

Capital Improvement Plan: A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Outlay: An expenditure for the acquisition of, or addition to, a fixed asset. Items acquired for less than \$ 5,000 are not considered capital outlay.

Consumer Price Index (CPI): A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living - i.e., economic inflation.

Contingency: Funds set aside for future appropriation with the approval of the East Point City Council.

Cost Allocation: A method used to charge Internal Service Funds and Enterprise Funds for their share of central administration costs.

Current Assets: Those assets, which are available or can be made available to finance current operations or to pay current liabilities. Those assets, which will be used or converted into cash within one year. Some examples are cash, short-term investments and taxes receivable which will be collected within one year.

Debt Limit: The maximum amount of gross or net debt which is legally permitted.

Debt Service: The payment of principal and interest on borrowed funds, such as bonds.

Debt Service Requirement: The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

Deficit: An excess of liabilities and reserves of a fund over its assets.

Department: A major administrative division of the City which indicates overall management responsibility for operations within a functional area.

Depreciation: The decrease in value of physical assets due to use and the passage of time.

Distinguished Budget Presentation Program: A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents, and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Glossary & Definition Guide

Eminent Domain: The power of a government to acquire private property for public purposes. It is frequently used to obtain real property which cannot be purchased from owners in a voluntary transaction. Where the power of eminent domain is exercised, owners are compensated by the government in an amount determined by the courts.

Encumbrance: An amount of money committed for the payment of goods and services not yet received or paid for.

Enterprise Fund: A self-supporting fund designated to account for activities supported by user charges. Examples are water, solid waste and sewer funds.

Entitlement: The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

Expenditure: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

Financial and Compliance Audit: An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with generally accepted accounting principles (GAAP), and (2) the audited entity's compliance with the various finance related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.

Fiscal Year: A 12-month period to which the operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City, the fiscal year begins on July 1 and ends on June 30.

Fixed Assets: Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, improvements other than buildings, machinery, and equipment.

Franchise: A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Fund: A set of interrelated accounts to record assets, liabilities, equity, revenues, and expenditures associated with a specific purpose.

Fund Balance: The fund equity (excess of assets over liabilities) of governmental funds and trust funds.

Glossary & Definition Guide

Fund Type: In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

GAAP: Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.
General Fund: A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include, City Administration, Economic Development, Planning & Zoning, Parks & Recreation, and Police.

General Obligation Bonds: Bonds for the payment of which the full faith and credit of the issuing government is pledged.

Grants: Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

H.T.E.: software used to track all day-to-day City activities (i.e., accounts payable, HR, budget, purchasing).

Interfund Transfers: Contributions and operating transfers made to another fund of the City.

Line Item Budget: A budget that lists each expenditure category (salary, materials, services, etc.) separately, along with the dollar amount budgeted for each specified category.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Audit: An independent appraisal activity within an organization for the review of operations as a service to management. It is a managerial control which functions by measuring and evaluating the effectiveness of other controls.

Investments: Securities, bonds and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.

Lease-Purchase Agreements: Contractual agreements which are termed "leases" but, which in substance amount to installment purchase contracts.

Levy: (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

Glossary & Definition Guide

Liabilities: Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Millage: The tax rate on real property based value.

Modified Accrual Basis: The accrual basis of accounting adopted to the governmental fund type. It is a modified version of the full accrual basis of accounting that, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Obligations: Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Costs: Outlays for such current period items as expendable supplies, contractual services, and utilities.

Ordinance: A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which must be by resolution.

Performance Budget: A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

Personnel Costs: Refers to all costs directly associated with employees, including salaries and fringe benefits.

Professional Services: Expenditures incurred by the City to obtain the services of recognized, licensed professionals such as doctors, engineers, certified public accountants, etc.

Program: A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit which is budgeted as a subunit of a department. A program budget utilizes the separate program budgets as its basic component.

Property Tax: A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

Purchase Order: A document which authorizes the delivery of specified merchandise or the rendering of certain services, establishes their cost, and creates a commitment on both the provider and receiver of the product or service.

Glossary & Definition Guide

Reclassification: The moving of an existing position from one personnel classification (title) to another based on a study by the Human Resources Department that the person is performing the duties of a classification other than that in which the employee is currently placed.

Requisition: A written demand or request, usually from one department to the purchasing officer or to another department, for specified products or services.

Reserve: (1) An account used to earmark a portion of fund balance to indicate that it has been earmarked for a particular purpose; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Retained Earnings: An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

Statute: A written law enacted by a duly organized and constituted legislative body.

Surplus: An excess of the assets of a fund over its liabilities and reserved equity.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the Fulton County are approved by the City Council and are within limits determined by the State.

Tax Rate: The amount of tax stated in terms of a unit of the tax base. For example, 25 mills per dollar of assessed valuation of taxable property.

Taxable Value: The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

Temporary Position: A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular City benefits.

User Charges: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Glossary & Definition Guide

ACVB: Atlanta Convention & Visitors Bureau
ADA: American Disabilities Act
AED: Automatic External Defibrillator
ARP: Apparatus Replacement Program
C&P: Contracts and Procurement
CAFR: Comprehensive Annual Financial Report
CDBG: Community Development Block Grant
CIP: Capital Improvement Program
CO: Certificate of Occupancy
CPR: Cardiopulmonary resuscitation
CRS: Community Rating System
DCA: Department of Cultural Affairs
DMO: Direct Marketing Organization
DOJ: Department of Justice
DOT: Department of Transportation
ECG: Electric Cities of Georgia
EMS: Emergency Medical System
EMT: Emergency Medical Technician
EPMSA: East Point Main Street Association
EPTV: East Point Television
FAO: Fire Apparatus Operator
FY: Fiscal Year
GAAP: Generally Accepted Accounting Principles
GEARS: Georgia Electronic Accident Reporting System
GFOA: Government Finance Officers Association
HOA: Homeowners Association
HR: Human Resources
HRIS: Human Resources Information System
ISO: Insurance Service Office
ITB: Invitation for bids
ITP: Inside the Perimeter
IT: Information Technology
IVR: Interactive Voice Response System
LWCF: Land and Water Conservation Fund
MARTA: Metropolitan Atlanta Rapid Transit Authority
MCT: Municipal Corporate Trust
MDP: Management Development Program
MEAG: Municipal Electric Authority of Georgia
MS4: Municipal Separate Storm Sewer System
NHA: Neighborhood Association
NPDES: National Pollutant Elimination System
PAL: Police Athletic League
PPE: Personal Protective Equipment
RFP: Request for proposal
SAN: Storage Area Network
SCADA: Supervisory Control and Data Acquisition

Glossary & Definition Guide

SWP3: Stormwater Pollution Prevention Plan
TAD: Tax Allocation Bond
TAN: Tax Anticipation Note
TMSA: Total Molecular Surface Area
WTP: Weight Time Priority

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