

April 10, 2019

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1570 - Public Information								
Personnel Services								
51 5010	Salary/Operating	124,869.96	109,557.00	102,538.47	94	173,285.00	126,485.00	15
51 5020	Salary/Overtime	12,277.92	3,000.00	2,214.89	74	3,000.00	3,000.00	
51 5040	Shared Utility Payments	1,813.13	2,400.00	1,792.39	75	2,400.00	2,400.00	
51 5190	Medicare	1,836.22	1,530.00	1,452.55	95	2,513.00	1,834.00	20
<i>Personnel Services Totals</i>		\$140,797.23	\$116,487.00	\$107,998.30	93%	\$181,198.00	\$133,719.00	15%
Employee Benefits								
51 5150	City Pension Contribution	22,043.33	20,400.00	15,768.03	77	29,293.00	23,443.00	15
51 5161	Life Insurance	787.22	103.00	50.14	49	149.00	89.00	(14)
51 5163	ST Disability Insurance	204.10	317.00	62.80	20	317.00	317.00	
51 5164	LT Disability Insurance	151.58	267.00	46.64	17	267.00	267.00	
51 5165	Health Insurance	19,082.44	17,345.00	10,885.31	63	21,420.00	15,932.00	(8)
51 5166	Dental Insurance	736.06	869.00	321.97	37	378.00	378.00	(57)
<i>Employee Benefits Totals</i>		\$43,004.73	\$39,301.00	\$27,134.89	69%	\$51,824.00	\$40,426.00	3%
Communications & Util.								
52 5240	Telephone	4,519.37	3,790.00	2,389.89	63	4,224.00	4,224.00	11
52 5260	Heat & Power	1,473.11	1,200.00	1,076.27	90	1,200.00	1,200.00	
52 5270	Water	52.98	160.00	230.19	144	160.00	160.00	
52 5280	Other Communication/Util	205.91	300.00	131.04	44	300.00	300.00	
<i>Communications & Util. Totals</i>		\$6,251.37	\$5,450.00	\$3,827.39	70%	\$5,884.00	\$5,884.00	8%
Repair & Maintenance								
52 5720	R&M Communication Equip	.00	6,100.00	.00		1,100.00	1,100.00	(82)
52 5730	R&M - D/P Equipment	.00	1,794.00	3,724.64	208	4,246.00	4,246.00	137
<i>Repair & Maintenance Totals</i>		\$0.00	\$7,894.00	\$3,724.64	47%	\$5,346.00	\$5,346.00	(32%)
Training & Education								
52 6200	Training	1,250.00	1,250.00	6,458.22	517	3,000.00	3,000.00	140
52 6210	Dues	1,160.45	894.00	19.99	2	900.00	900.00	1
52 6230	Conventions/Meetings	3,792.93	3,500.00	48.79	1	3,500.00	3,500.00	
<i>Training & Education Totals</i>		\$6,203.38	\$5,644.00	\$6,527.00	116%	\$7,400.00	\$7,400.00	31%
Other Services & Charges								
52 3505	Mileage Reimbursement	121.56	250.00	.00		250.00	250.00	
52 5510	Consulting Fees	1,946.67	19,050.00	150.00	1	6,900.00	6,900.00	(64)
52 6000	Advertising Expense	23,443.00	17,100.00	8,429.94	49	37,100.00	37,100.00	117

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Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1570 - Public Information								
Other Services & Charges								
52 6110	Other Insurance	1,636.76	1,304.00	1,174.74	90	2,110.00	2,110.00	62
52 6170	Contractual Services	43,084.11	47,670.00	41,985.96	88	47,670.00	47,670.00	
52 6560	Workers Comp/Administrati	266.88	181.00	629.07	348	458.00	458.00	153
52 6600	Claims Workers Comp.	24.17	.00	.00		.00	.00	
<i>Other Services & Charges Totals</i>		\$70,523.15	\$85,555.00	\$52,369.71	61%	\$94,488.00	\$94,488.00	10%
<i>Materials & Supplies</i>								
52 7300	Postage	1.84	50.00	.94	2	50.00	50.00	
52 7320	Stationery & Printing	54.00	368.00	.00		368.00	368.00	
52 7330	Copy Expense	.00	250.00	.00		250.00	250.00	
53 7050	Medical Services/Supplies	.00	.00	75.00		.00	.00	
53 7121	Computer Hardware	2,999.00	1,550.00	417.50	27	4,000.00	4,000.00	158
53 7122	Computer Supplies	2,342.06	1,360.00	2,017.82	148	1,360.00	1,360.00	
53 7150	Other Operating Supplies	3,484.19	3,545.00	6,216.77	175	4,800.00	4,800.00	35
53 7310	Office Supplies	1,846.74	1,250.00	2,409.85	193	1,250.00	1,250.00	
53 7360	Other Admin. Supplies	(303.01)	1,000.00	808.01	81	1,000.00	1,000.00	
<i>Materials & Supplies Totals</i>		\$10,424.82	\$9,373.00	\$11,945.89	127%	\$13,078.00	\$13,078.00	40%
Department 1570 - Public Information Totals		\$277,204.68	\$269,704.00	\$213,527.82	79%	\$359,218.00	\$300,341.00	11%
EXPENSE TOTALS		\$277,204.68	\$269,704.00	\$213,527.82	79%	\$359,218.00	\$300,341.00	11%
Fund 100 - GENERAL FUND Totals		\$277,204.68	\$269,704.00	\$213,527.82	79%	\$359,218.00	\$300,341.00	11%
EXPENSE TOTALS		\$277,204.68	\$269,704.00	\$213,527.82	79%	\$359,218.00	\$300,341.00	11%
Fund 100 - GENERAL FUND Totals		(\$277,204.68)	(\$269,704.00)	(\$213,527.82)	79%	(\$359,218.00)	(\$300,341.00)	11%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$277,204.68	\$269,704.00	\$213,527.82	79%	\$359,218.00	\$300,341.00	11%
Net Grand Totals		(\$277,204.68)	(\$269,704.00)	(\$213,527.82)	79%	(\$359,218.00)	(\$300,341.00)	11%

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1570 - Public Information				
Account 52 3505 - Mileage Reimbursement				
100 1570 52 3505	Staff use our personal vehicles for shoots,videos etc	1.0000	250.00	250.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions 1		<u>\$250.00</u>
Account 52 5240 - Telephone				
100 1570 52 5240	AT&T	12.0000	8.00	96.00
100 1570 52 5240	Verizon Cell Phones	12.0000	162.00	1,944.00
100 1570 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions 3		<u>\$4,224.00</u>
Account 52 5260 - Heat & Power				
100 1570 52 5260	PIO Office - City Hall Utility allocation	1.0000	1,200.00	1,200.00
	Account 52 5260 - Heat & Power Totals	Transactions 1		<u>\$1,200.00</u>
Account 52 5270 - Water				
100 1570 52 5270	City Hall Water Sewer Expense	1.0000	160.00	160.00
	Account 52 5270 - Water Totals	Transactions 1		<u>\$160.00</u>
Account 52 5280 - Other Communication/Util				
100 1570 52 5280	City Hall Utility Allocation	1.0000	300.00	300.00
	Account 52 5280 - Other Communication/Util Totals	Transactions 1		<u>\$300.00</u>
Account 52 5510 - Consulting Fees				
100 1570 52 5510	Ikon Filmworks - Hootsuite/Live Distribution TV-23	1.0000	450.00	450.00
100 1570 52 5510	Ikon Filmworks - Leightronix CP TV-023 Design Incorporation	1.0000	450.00	450.00
100 1570 52 5510	Leightronix	1.0000	6,000.00	6,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions 3		<u>\$6,900.00</u>
Account 52 5720 - R&M Communication Equip				
100 1570 52 5720	Leightronix Maintenance-TV23	1.0000	1,100.00	1,100.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions 1		<u>\$1,100.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 1570 52 5730	CivicLive	1.0000	606.26	606.26
100 1570 52 5730	Comcast	12.0000	33.00	396.00
100 1570 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 1570 52 5730	Tyler NW	1.0000	2,138.74	2,138.74
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions 4		<u>\$4,245.74</u>
Account 52 6000 - Advertising Expense				
100 1570 52 6000	Business Georgia	1.0000	8,900.00	8,900.00
100 1570 52 6000	Georgia Trend Magazine	1.0000	16,200.00	16,200.00
100 1570 52 6000	Newcomer Magazine	2.0000	3,000.00	6,000.00
100 1570 52 6000	Trade and Industry Development	2.0000	3,000.00	6,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions 4		<u>\$37,100.00</u>

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1570 - Public Information				
Account 52 6110 - Other Insurance				
100 1570 52 6110	Apex Insurance	1.0000	2,109.02	2,109.02
		Account 52 6110 - Other Insurance Totals	Transactions	1
				<u>2,109.02</u>
Account 52 6170 - Contractual Services				
100 1570 52 6170	Adobe CC Apps Annual Fee (x2 Licenses)	2.0000	1,000.00	2,000.00
100 1570 52 6170	CivicLive Annual Maintenance	1.0000	605.00	605.00
100 1570 52 6170	Comcast Media/Web/TV monitor	12.0000	215.00	2,580.00
100 1570 52 6170	Comcast Streaming Svcs.	12.0000	154.00	1,848.00
100 1570 52 6170	Digital Juice/Particular Upgrade	1.0000	300.00	300.00
100 1570 52 6170	Leightronix Pegstream SD-2 Hardware	1.0000	749.00	749.00
100 1570 52 6170	Leightronix PEGstreamVieBit Streaming	1.0000	2,388.00	2,388.00
100 1570 52 6170	Leightronix Zoned Total Info	1.0000	1,200.00	1,200.00
100 1570 52 6170	Phase 3 Marketing & Communications	12.0000	3,000.00	36,000.00
		Account 52 6170 - Contractual Services Totals	Transactions	9
				<u>\$47,670.00</u>
Account 52 6200 - Training				
100 1570 52 6200	Additional Staff Training	1.0000	1,750.00	1,750.00
100 1570 52 6200	Red Giant (Robyn) - Adobe Certification Updates	1.0000	1,250.00	1,250.00
		Account 52 6200 - Training Totals	Transactions	2
				<u>\$3,000.00</u>
Account 52 6210 - Dues				
100 1570 52 6210	Gerald Walker - Atlanta Association of Black Journalists	1.0000	46.00	46.00
100 1570 52 6210	Gerald Walker - National Association of Black Journalists	1.0000	100.00	100.00
100 1570 52 6210	Gerald Walker - National Association of Govt. Communicators	1.0000	125.00	125.00
100 1570 52 6210	Gerald Walker - National Association of Public Info Officers	1.0000	84.00	84.00
100 1570 52 6210	Robyn Mizelle - Atlanta Cutters	1.0000	50.00	50.00
100 1570 52 6210	Robyn Mizelle - Government Video Conf.	1.0000	495.00	495.00
		Account 52 6210 - Dues Totals	Transactions	6
				<u>\$900.00</u>
Account 52 6230 - Conventions/Meetings				
100 1570 52 6230	Gerald Walker - NAB Conference	1.0000	1,300.00	1,300.00
100 1570 52 6230	Gerald Walker - National Info Officers Association	1.0000	1,200.00	1,200.00
100 1570 52 6230	Robyn Mizelle - Government Video Conference (DC)	1.0000	1,000.00	1,000.00
		Account 52 6230 - Conventions/Meetings Totals	Transactions	3
				<u>\$3,500.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 1570 52 6560	Worker Comp	1.0000	457.50	457.50
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1
				<u>\$457.50</u>
Account 52 7300 - Postage				
100 1570 52 7300	Marketing Mailers	1.0000	50.00	50.00
		Account 52 7300 - Postage Totals	Transactions	1
				<u>\$50.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1570 - Public Information				
Account 52 7320 - Stationery & Printing				
100 1570 52 7320	Ad campaign large poster prints	3.0000	80.00	240.00
100 1570 52 7320	Business Cards	2.0000	64.00	128.00
Account 52 7320 - Stationery & Printing Totals		Transactions	2	<u>\$368.00</u>
Account 53 7121 - Computer Hardware				
100 1570 53 7121	Dell XPS 27-inch all-in-one	1.0000	1,450.00	1,450.00
100 1570 53 7121	Recording Devices	1.0000	1,550.00	1,550.00
100 1570 53 7121	Software Upgrade	1.0000	1,000.00	1,000.00
Account 53 7121 - Computer Hardware Totals		Transactions	3	<u>\$4,000.00</u>
Account 53 7122 - Computer Supplies				
100 1570 53 7122	Adobe Cloud Premiere Pro - New XPS 27" All in One	1.0000	820.00	820.00
100 1570 53 7122	Microsoft Office Business Premium License - Mac	2.0000	180.00	360.00
100 1570 53 7122	Microsoft Office Business Premium License - XPS 27"	1.0000	180.00	180.00
Account 53 7122 - Computer Supplies Totals		Transactions	3	<u>\$1,360.00</u>
Account 53 7150 - Other Operating Supplies				
100 1570 53 7150	HP Paper	6.0000	50.00	300.00
100 1570 53 7150	Miscellaneous Supplies	1.0000	900.00	900.00
100 1570 53 7150	Pens, Folders, tape, other supplies	4.0000	50.00	200.00
100 1570 53 7150	San Disk 64GB Extreme Pro SDXC UHS-1 Memory Card	4.0000	50.00	200.00
100 1570 53 7150	Sony PXW Z150 4k Ultra XD Camcorder	1.0000	3,200.00	3,200.00
Account 53 7150 - Other Operating Supplies Totals		Transactions	5	<u>\$4,800.00</u>
Account 53 7310 - Office Supplies				
100 1570 53 7310	Broadcast Equipment Supplies - Office, Storage, printing, etc.	1.0000	1,250.00	1,250.00
Account 53 7310 - Office Supplies Totals		Transactions	1	<u>\$1,250.00</u>
Account 53 7360 - Other Admin. Supplies				
100 1570 53 7360	Copy Ink	8.0000	125.00	1,000.00
Account 53 7360 - Other Admin. Supplies Totals		Transactions	1	<u>\$1,000.00</u>
Department 1570 - Public Information Totals		Transactions	57	<u>\$125,944.26</u>
Fund 100 - GENERAL FUND Totals		Transactions	57	<u>\$125,944.26</u>
EXPENSES Totals		Transactions	57	<u>\$125,944.26</u>
Grand Totals		Transactions	57	<u>\$125,944.26</u>

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100

Department and Number: Public Information 1570

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Director Admin. Services	1	1	1	1	1
Communication Specialist	0	0	1	1	1
Media Editor	1	1	1	1	1

Part Time

Positions:

Seasonal

Positions:

Total Personnel: 2 2 3 3 3

City of College Park, Georgia
Public Information/Communications Organizational Chart



EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019-20

Department and Number: **Public Information** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Communication Specialist – Full Time			
Justification (including assignment and responsibilities of position requested)				
<u>See attached</u>				
Wages				
	Regular			\$ 44,969.00
	Overtime			-
	Medicare (1.45%)			-
	<u>FICA (6.2%) part-time only</u>			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	<u>Uniforms</u>			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	<u>Other</u>			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	<u>Other</u>			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	<u>Other</u>			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	<u>Vehicle Service Costs</u>			-
	Total (5215 New Personnel – Vehicles)			-
	Total			<u>\$44,969.00</u>

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Communication Specialist

Job Summary: This position is responsible for reporting to the Director of Administrative Services establishes positive associations with the public, city departments and mass media on behalf of the City of College Park. This to include: Businesses, governmental agencies and individuals. The job incorporates a number of skills from different fields including, marketing, journalism, business administration and any other assigned duties. Works close with the Director of Administrative Services to develop multimedia materials and other collateral materials for Web, Cable TV and any other supporting alternatives. Supports media coverage for all departments, special events, utilizing still and/or video cameras.

Major Duties:

Plans and supports the City's Communication programs; researches and recommends strategies for each departmental component. Drafts and send press releases that contain important updates about their clients to print and broadcast media outlets. Organize events at which their clients can meet with the public to increase product awareness of knowledge of their services or recent developments. Proposing and manage advertising on behalf of their clients is included in the job description. In addition to controlling information output, communications specialist handles incoming requests for the information from media outlets. Works close with Media Photographer/Editor Producer on various tasks.

Knowledge Required by the Position:

Knowledge of communication and/or public relations information output, press releases and media request, social media and/or advertising for a wide variety of organizations. Must be confidential as information flows externally or internally with the City.

Supervisory Controls: Work is assigned by Director of Administrative Services

Guidelines: Guidelines include the city website, social media and media outlets

Complexity: The work consists of a variety of administrative and bookkeeping duties.

Scope and Effect: The purpose of this position is to provide positive association with the public, city departments and mess media outlets.

Job Title: Communication Specialist

Personal Contacts: Contacts are typically with co-workers and the general public.

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

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

Work Environment: The work is typically performed in an office sitting at a desk. Employee is

exposed to a moderate amount of noise.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

Associate's degree required in Business Administration, Accounting or related field; Bachelor's degree preferred; four (4) years' experience in accounting and financial reporting; prefer knowledge of and experience in municipal government financial operations; equivalent combination of education and experience.

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2019-20

Fund: 100		Department and Number: Public Information 1570	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2019-20 Maintenance Cost <hr/> Estimated FYE 2019-20 Operating Co	
List of Special Features, Not Standard: <hr/>		Specific Description & Condition of Item Being Replaced including VIN#: <hr/>	
Justification/Description: <hr/>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20	

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

Dept: Public Information Fuel Type:

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

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

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department:	Division:	Fund:	Department Number:
Public Information			1570

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
		NA					
Totals			0	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Public Information

Fund: 100

Division:

Department Number:

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Public Information

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

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

Useful Life: 10 - 20 years.

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

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I - BUDGET PERFORMANCE FY2019/20

Communications/Marketing Department

Program Description:

The Communications department serves as the initial line of external communications to general public and media contacts via the new LED signage on Main Street in front of City Hall, via email, the collegeparkga.com website, social media (Facebook, Twitter, Flickr, Vimeo, telephony, in-person briefings, media contacts, etc.

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

Trends:

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

Program Broad Goals:

The goal of the Communications Office is to create direct and indirect marketing materials to assist the City's Economic Development unit in its quest to attract business and development. Also, the Communications Department seeks to produce an atmosphere for the honest, open flow of information to the general public, citizens, media, and business interests in the city. It is imperative to utilize every resource possible, and to convincingly build the public expectation that the city of College Park is on the cutting edge of technology – social media, video, email, and other external means of communication.

Program Objectives:

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

- Serves as a point of contact for citizens and the community when they are seeking information or wanting to share a suggestion or concern.
- Works with city departments to promote the positive accomplishments of employees.
- Maintains the city's website.
- Produces publications and marketing materials (ad campaigns).
- Serves as the media's liaison to the city.
- Coordinates media releases for local newspapers/TV/radio/collegeparkga.com/social media.
- Produces video photography to chronicle special events for broadcast on College Park's Comcast TV-23 channel.
- Writes, narrates and programs video segments for College Park TV-23.
- Provides guidance for various city departments regarding media inquiries.

Performance Measures

Program/Service Output: (goods, services, units produced)	Estimated 19/20
# of readers for local, statewide and national publications	(avg 30,000 per magazine)
# of likes on Facebook, twitter page	(appx 1000 followers)
# of viewers on College Park TV-23/Streaming via web	(up to 5,000 daily)
# of views College Park video-on-demand – Youtube/Vimeo	(appx. 5500 views annually)
# of programs produced for College Park TV-23	(300+ video reports – YTD)
# of press releases/media alerts to be produced	(65+ appx.)
# of print ad campaigns produced	(appx. 4 new campaigns)

Program/Service Expectations, New Initiatives

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

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

Greater challenges are just over the horizon; a city newsletter, aimed at inside and outside communications is among the new endeavors, and have become policy during the 2012 - 13 fiscal year. Also, program offerings on College Park TV-23, the city's government television channel will become more varied and broad, with emphasis on helpful documentaries for College Park citizens. Recent developments, specifically, College Park's new designation as an Opportunity Zone have resulted in a concerted effort to help market the city by developing narrated video stories regarding available land, business incubator programs and positive quality-of-life stories to help attract new corporate interests. Many of the video vignettes have been viewed during engagements for the Airport Area Chamber, the College Park Destination Marketing Organization, various city-supported ribbon cuttings, and professional workshops or out of town Development/Airport Director conferences.

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

Performance Measures (additional)

Program/Service Outputs: (goods, services, unit produced)	Estimated 19/20
Video story creation	50
Press Releases	55
Facebook/Twitter Followers	2500
Newsletters	4

Program/Service Outcomes: (based on program objectives) **Estimated 19/20**
Continue to build fans of the city's web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on collegeparkga.com.

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: Public Information 1570

Department Submitting Request: Public Information

Division Submitting Request: 1570

Department Requested For: Public Information

Prepared By: C. Cook

Description of Item:

Computer Software Upgrade for (1) PC

Recording Devices (2)

Wireless Microphones (2)

Reason for Requesting:

Improving Communication Capabilities.

Cost Estimate/Revenue Enhancement:

\$2500.00

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 520 - GOLF COURSE								
REVENUE								
Department 0000 - Revenues								
<i>Leases & Other Rent</i>								
34 7900	Golf Course Lease	8,823.14	31,755.00	.00		31,755.00	31,755.00	
38 1000	Other Rental Income	.00	6,000.00	.00		6,000.00	7,245.00	21
<i>Leases & Other Rent Totals</i>		\$8,823.14	\$37,755.00	\$0.00	0%	\$37,755.00	\$39,000.00	3%
Department 0000 - Revenues Totals		\$8,823.14	\$37,755.00	\$0.00	0%	\$37,755.00	\$39,000.00	3%
REVENUE TOTALS		\$8,823.14	\$37,755.00	\$0.00	0%	\$37,755.00	\$39,000.00	3%
EXPENSE								
Department 6122 - Recreation Facilities								
<i>Repair & Maintenance</i>								
52 5780	Grounds	38,501.55	24,000.00	23,941.26	100	24,000.00	24,000.00	
<i>Repair & Maintenance Totals</i>		\$38,501.55	\$24,000.00	\$23,941.26	100%	\$24,000.00	\$24,000.00	0%
<i>Building Maintenance</i>								
52 5746	R&M Bldg-Recreation	85.00	.00	3,136.89		.00	.00	
<i>Building Maintenance Totals</i>		\$85.00	\$0.00	\$3,136.89	+++	\$0.00	\$0.00	+++
<i>Capital Outlay</i>								
54 7920	Recreation Capitol Projec	.00	13,755.00	.00		15,000.00	15,000.00	9
<i>Capital Outlay Totals</i>		\$0.00	\$13,755.00	\$0.00	0%	\$15,000.00	\$15,000.00	9%
Department 6122 - Recreation Facilities Totals		\$38,586.55	\$37,755.00	\$27,078.15	72%	\$39,000.00	\$39,000.00	3%
EXPENSE TOTALS		\$38,586.55	\$37,755.00	\$27,078.15	72%	\$39,000.00	\$39,000.00	3%
Fund 520 - GOLF COURSE Totals								
REVENUE TOTALS		\$8,823.14	\$37,755.00	\$0.00	0%	\$37,755.00	\$39,000.00	3%
EXPENSE TOTALS		\$38,586.55	\$37,755.00	\$27,078.15	72%	\$39,000.00	\$39,000.00	3%
Fund 520 - GOLF COURSE Totals		(\$29,763.41)	\$0.00	(\$27,078.15)	+++	(\$1,245.00)	\$0.00	+++
Net Grand Totals								
REVENUE GRAND TOTALS		\$8,823.14	\$37,755.00	\$0.00	0%	\$37,755.00	\$39,000.00	3%
EXPENSE GRAND TOTALS		\$38,586.55	\$37,755.00	\$27,078.15	72%	\$39,000.00	\$39,000.00	3%
Net Grand Totals		(\$29,763.41)	\$0.00	(\$27,078.15)	+++	(\$1,245.00)	\$0.00	+++



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 520 - GOLF COURSE				
Department 6122 - Recreation Facilities				
Account 52 5780 - Grounds				
520 6122 52 5780	Grounds Upkeep and Fertilization	1.0000	24,000.00	24,000.00
	Account 52 5780 - Grounds Totals	Transactions	1	<u>24,000.00</u>
Account 54 7920 - Recreation Capitol Projec				
520 6122 54 7920	HVAC	9,000.0000	1.00	9,000.00
520 6122 54 7920	Ice Machine	6,000.0000	1.00	6,000.00
	Account 54 7920 - Recreation Capitol Projec Totals	Transactions	2	<u>15,000.00</u>
	Department 6122 - Recreation Facilities Totals	Transactions	3	<u>39,000.00</u>
	Fund 520 - GOLF COURSE Totals	Transactions	3	<u>39,000.00</u>
	EXPENSES Totals	Transactions	3	<u>39,000.00</u>
	Grand Totals	Transactions	3	<u>39,000.00</u>

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6100 - Recreational Admin								
Personnel Services								
51 5010	Salary/Operating	92,089.59	115,000.00	106,692.32	93	121,014.00	121,014.00	5
51 5030	Salary/Parttime	29,064.00	.00	26,157.40		.00	.00	
51 5040	Shared Utility Payments	678.04	4,800.00	1,227.26	26	4,800.00	2,400.00	(50)
51 5190	Medicare	1,542.60	.00	1,831.90		1,542.00	1,755.00	
51 5200	Fica	1,808.69	.00	1,595.37		.00	.00	
<i>Personnel Services Totals</i>		\$125,182.92	\$119,800.00	\$137,504.25	115%	\$127,356.00	\$125,169.00	4%
Employee Benefits								
51 5150	City Pension Contribution	17,687.56	24,330.00	22,601.21	93	18,812.00	24,820.00	2
51 5161	Life Insurance	811.47	149.00	97.41	65	92.00	92.00	(38)
51 5163	ST Disability Insurance	96.99	349.00	137.40	39	349.00	349.00	
51 5164	LT Disability Insurance	83.93	344.00	118.25	34	344.00	344.00	
51 5165	Health Insurance	6,223.45	17,617.00	9,222.75	52	6,137.00	6,137.00	(65)
51 5166	Dental Insurance	102.88	611.00	290.16	47	123.00	123.00	(80)
51 5180	Uniforms	620.96	.00	.00		300.00	300.00	
<i>Employee Benefits Totals</i>		\$25,627.24	\$43,400.00	\$32,467.18	75%	\$26,157.00	\$32,165.00	(26%)
Communications & Util.								
52 5240	Telephone	25,860.08	8,084.00	13,575.28	168	924.00	924.00	(89)
52 5260	Heat & Power	2,209.66	2,067.00	1,614.40	78	2,067.00	2,067.00	
52 5270	Water	79.45	200.00	72.45	36	200.00	200.00	
52 5280	Other Communication/Util	308.90	250.00	196.56	79	250.00	250.00	
<i>Communications & Util. Totals</i>		\$28,458.09	\$10,601.00	\$15,458.69	146%	\$3,441.00	\$3,441.00	(68%)
Repair & Maintenance								
52 5700	R&M - Vehicles	2,930.04	2,000.00	1,244.64	62	2,000.00	2,000.00	
52 5710	R&M Furn. & Equip.	3,613.10	1,100.00	.00		1,500.00	1,000.00	(9)
52 5730	R&M - D/P Equipment	160.00	4,710.00	.00		4,872.00	4,872.00	3
52 5780	Grounds	(848.33)	.00	683.23		.00	.00	
52 5680	Tires	.00	400.00	182.92	46	400.00	400.00	
<i>Repair & Maintenance Totals</i>		\$5,854.81	\$8,210.00	\$2,110.79	26%	\$8,772.00	\$8,272.00	1%
Training & Education								
52 6200	Training	.00	597.00	.00		600.00	600.00	1
52 6210	Dues	3,167.17	1,400.00	.00		2,200.00	2,200.00	57
52 6230	Conventions/Meetings	2,442.24	4,375.00	3,325.00	76	5,675.00	5,675.00	30

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6100 - Recreational Admin								
Training & Education								
<i>Training & Education Totals</i>		\$5,609.41	\$6,372.00	\$3,325.00	52%	\$8,475.00	\$8,475.00	33%
<i>Other Services & Charges</i>								
52 6100	Auto Insurance	3,920.63	3,561.00	3,962.95	111	4,453.00	4,453.00	25
52 6110	Other Insurance	1,636.76	1,539.00	1,174.74	76	3,418.00	3,418.00	122
52 6160	Instructor & Official Fee	2,011.75	.00	.00		.00	.00	
52 6170	Contractual Services	339.83	304.00	.00		.00	.00	(100)
52 6193	City Wide Events	.00	.00	.00		4,000.00	4,000.00	
52 6240	Auto Allowance	.00	6,000.00	.00		6,000.00	6,000.00	
52 6560	Workers Comp/Administrati	266.88	442.00	629.07	142	458.00	458.00	4
52 6600	Claims Workers Comp.	24.17	.00	.00		.00	.00	
<i>Other Services & Charges Totals</i>		\$8,200.02	\$11,846.00	\$5,766.76	49%	\$18,329.00	\$18,329.00	55%
<i>Materials & Supplies</i>								
52 7300	Postage	140.28	400.00	220.79	55	400.00	400.00	
52 7330	Copy Expense	133.18	500.00	72.19	14	500.00	500.00	
53 7000	Gas & Oil	32.03	.00	60.47		.00	.00	
53 7010	Tools/Shop Supplies	343.06	.00	124.62		.00	.00	
53 7020	Janitorial Supplies	26.88	.00	.00		.00	.00	
53 7050	Medical Services/Supplies	117.00	.00	.00		.00	.00	
53 7080	Recreational Supplies	1,059.15	.00	654.48		.00	.00	
53 7122	Computer Supplies	.00	.00	.00		2,800.00	2,800.00	
53 7150	Other Operating Supplies	.00	.00	939.99		.00	.00	
53 7310	Office Supplies	57.41	.00	.00		.00	.00	
<i>Materials & Supplies Totals</i>		\$1,908.99	\$900.00	\$2,072.54	230%	\$3,700.00	\$3,700.00	311%
<i>Cost Of Sales</i>								
53 7030	Food & Dietary Supplies	528.54	3,000.00	1,876.26	63	3,000.00	3,000.00	
<i>Cost Of Sales Totals</i>		\$528.54	\$3,000.00	\$1,876.26	63%	\$3,000.00	\$3,000.00	0%
Department 6100 - Recreational Admin Totals		\$201,370.02	\$204,129.00	\$200,581.47	98%	\$199,230.00	\$202,551.00	(1%)
EXPENSE TOTALS		\$201,370.02	\$204,129.00	\$200,581.47	98%	\$199,230.00	\$202,551.00	(1%)
Fund 100 - GENERAL FUND Totals		\$201,370.02	\$204,129.00	\$200,581.47	98%	\$199,230.00	\$202,551.00	(1%)
EXPENSE TOTALS		\$201,370.02	\$204,129.00	\$200,581.47	98%	\$199,230.00	\$202,551.00	(1%)
Fund 100 - GENERAL FUND Totals		(\$201,370.02)	(\$204,129.00)	(\$200,581.47)	98%	(\$199,230.00)	(\$202,551.00)	(1%)



Budget Worksheet Report

Budget Year 2020

Net Grand Totals							
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS	\$201,370.02	\$204,129.00	\$200,581.47	98%	\$199,230.00	\$202,551.00	(1%)
Net Grand Totals	(\$201,370.02)	(\$204,129.00)	(\$200,581.47)	98%	(\$199,230.00)	(\$202,551.00)	(1%)

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 6100 - Recreational Admin					
Account 52 5240 - Telephone					
100 6100 52 5240	AT&T	12.0000	10.00	120.00	
100 6100 52 5240	I-Phone	12.0000	67.00	804.00	
		Account 52 5240 - Telephone Totals	Transactions	2	<u>924.00</u>
Account 52 5260 - Heat & Power					
100 6100 52 5260	Heat&Power Allocation	1.0000	2,067.00	2,067.00	
		Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$2,067.00</u>
Account 52 5280 - Other Communication/Util					
100 6100 52 5280	Allocation for Water, Sanitation, Stormwater	1.0000	250.00	250.00	
		Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$250.00</u>
Account 52 5700 - R&M - Vehicles					
100 6100 52 5700	Moodys-R&M Vehicles	1.0000	2,000.00	2,000.00	
		Account 52 5700 - R&M - Vehicles Totals	Transactions	1	<u>\$2,000.00</u>
Account 52 5710 - R&M Furn. & Equip.					
100 6100 52 5710	Holiday Office Decor	1.0000	1,000.00	1,000.00	
		Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	<u>\$1,000.00</u>
Account 52 5730 - R&M - D/P Equipment					
100 6100 52 5730	Civic Plus (Website)	1.0000	607.00	607.00	
100 6100 52 5730	New World (One time upgrade)	1.0000	437.00	437.00	
100 6100 52 5730	NWS-Fin Mgmt	1.0000	2,658.00	2,658.00	
100 6100 52 5730	NWS-HR	1.0000	894.50	895.00	
100 6100 52 5730	NWS-Site Lic	1.0000	274.50	274.50	
		Account 52 5730 - R&M - D/P Equipment Totals	Transactions	5	<u>\$4,871.50</u>
Account 52 6100 - Auto Insurance					
100 6100 52 6100	Auto Insurance Allocation	1.0000	4,452.91	4,452.91	
		Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$4,452.91</u>
Account 52 6110 - Other Insurance					
100 6100 52 6110	APEX Insurance	1.0000	3,417.74	3,417.74	
		Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$3,417.74</u>
Account 52 6193 - City Wide Events					
100 6100 52 6193	Christmas Parade	1.0000	1,000.00	1,000.00	
100 6100 52 6193	Lighting for Light Up College Park	1.0000	3,000.00	3,000.00	
		Account 52 6193 - City Wide Events Totals	Transactions	2	<u>\$4,000.00</u>
Account 52 6200 - Training					
100 6100 52 6200	Fred Pryor Membership	1.0000	200.00	200.00	
100 6100 52 6200	Fred Pryor Training	2.0000	200.00	400.00	
		Account 52 6200 - Training Totals	Transactions	2	<u>\$600.00</u>

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 6100 - Recreational Admin					
Account 52 6210 - Dues					
100 6100 52 6210	Americas For the Arts	1.0000	400.00	400.00	
100 6100 52 6210	Corporate Membership	1.0000	400.00	400.00	
100 6100 52 6210	GRPA Agency Dues	1.0000	400.00	400.00	
100 6100 52 6210	GRPA District Dues	1.0000	600.00	600.00	
100 6100 52 6210	NRPA Dues	1.0000	400.00	400.00	
		Account 52 6210 - Dues Totals	Transactions	5	<u>2,200.00</u>
Account 52 6230 - Conventions/Meetings					
100 6100 52 6230	Americans for the Arts Conf. (Minneapolis, MN)	1.0000	2,400.00	2,400.00	
100 6100 52 6230	GRPA Dalton, GA	1.0000	1,200.00	1,200.00	
100 6100 52 6230	NRPA (Directors School) Chicago, IL	1.0000	2,075.00	2,075.00	
		Account 52 6230 - Conventions/Meetings Totals	Transactions	3	<u>5,675.00</u>
Account 52 6240 - Auto Allowance					
100 6100 52 6240	Auto Allowance	1.0000	6,000.00	6,000.00	
		Account 52 6240 - Auto Allowance Totals	Transactions	1	<u>6,000.00</u>
Account 52 6560 - Workers Comp/Administrati					
100 6100 52 6560	Workers Comp/ Administration-Pru	1.0000	457.50	457.50	
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>457.50</u>
Account 52 7300 - Postage					
100 6100 52 7300	Postage	1.0000	400.00	400.00	
		Account 52 7300 - Postage Totals	Transactions	1	<u>400.00</u>
Account 52 7330 - Copy Expense					
100 6100 52 7330	Copy Expense	1.0000	500.00	500.00	
		Account 52 7330 - Copy Expense Totals	Transactions	1	<u>500.00</u>
Account 53 5680 - Tires					
100 6100 53 5680	Tires for vehicles	2.0000	200.00	400.00	
		Account 53 5680 - Tires Totals	Transactions	1	<u>400.00</u>
Account 53 7122 - Computer Supplies					
100 6100 53 7122	Portable Computers	2.0000	1,400.00	2,800.00	
		Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>2,800.00</u>
		Department 6100 - Recreational Admin Totals	Transactions	31	<u>42,015.65</u>
		Fund 100 - GENERAL FUND Totals	Transactions	31	<u>42,015.65</u>
		EXPENSES Totals	Transactions	31	<u>42,015.65</u>
		Grand Totals	Transactions	31	<u>42,015.65</u>

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-2020

Fund: 100

Department and Number: Recreation Admin 6100

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions:</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Director	1	1	1	1	1
Assistant Director	0	0	0	0	0
Administrative Assistant	1	1	1	1	1

Total Personnel: 2 2 2 2 2

City of College Park, Georgia
Recreation & Cultural Arts Office Organizational Chart



EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019-20

Department and Number: **Recreation & Cultural Arts- 6100** Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

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

Dept: Recreation & Cultural Arts **Fuel Type:** Gas

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year	Curr Year	Tag #.
							Mileage	Mileage	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	100,140	97,838	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA514001BB68865	21,649.00	4/15/2001	76,158	91,178	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	50,214	52,637	GV19220
994-G	2017	FORD	F-150	1FTMF1C80HFA27490	19,918.00	11/8/2016	4,784	9,787	GV4239K
995-G	2017	FORD	T-350	1FBAXZCGXHKA34973	36,060.00	11/28/2016	2,987	3,840	GV4240K

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Recreation Admin Fund: 100 Department Number: 6100

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
		N/A					
Totals							

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-2020

Department: Recreation

Fund: 100

Division:

Department Number: 6100

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Recreation Administration

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs: \$ -

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

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects:

EXHIBIT I-BUDGET PERFORMANCE

Program Description:

The Department of Recreation and Cultural Arts is committed to building strong vibrant communities and improving the quality of life of its citizens through a variety of recreational and cultural arts initiatives. Located in the city's center, the Department promotes and advances the rich history and heritage of its parks and recreational facilities. Lush green space, innovative programming, and inclusiveness and recreation equality are all hallmarks of the Department of Recreation and Cultural Arts. We also offer pavilions at our parks for activities as well as our Historic College Park Auditorium. In addition, the Historic College Park Golf Course offers an added resource to our program.

Trends:

The many facilities are offered to City of College Park residents and surrounding communities for their recreational, cultural arts, and community activities.

Program Broad Goals:

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

Program 2019-20 Objectives:

Improve by increasing participation from youth and adults. Increase the cultural arts activities offered. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources such as social media, billboard marketing, etc.

Performance Measures

Program Goals and Objectives:

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

Create more of a community involvement with all of the promotions the bridge the community with the recreation & cultural arts.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts.

Continue the growth of the youth sporting programs to alternative sports (volleyball, flag football, and kickball) as an outlet.

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

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

Form a community chorale that will be looked as a great method for those who have a gift of singing to bring it forth with other community voices.

With the formulation of the Cultural Arts Council, gain a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city.

Prior Year Highlights:

- Programs such as dance and zumba continued to grow and enhanced the programs offered by the recreation department.
- Through Community Development Block Grants, we were able to do significant upgrading to Badgett Stadium. The upgrades included lights, restroom renovation, and an upgraded concession stand.
- The baseball dugouts at Zupp Park and bleachers went under renovations.
- New rooftops were placed on the pavilions at Phillips Park.
- Senior Citizens Program "Wisdom for All Seasons" at the Tracey Wyatt Recreation Complex continued to thrive and grow.
- Added lighting to playground which creates a safer environment for the playground area.
- Partnered with ABI Prep School in helping young men from overseas fulfill their dreams of competing in basketball in the United States. As a result eight (8) college scholarships were gained to deserving young men. Also, with the history of this program has produced its first year of graduates from college.
- Continued the book bag and back to school workshop that fed over 1500 people and gave school supplies to over 800. The workshops included were at Wyatt and Conley Centers and included Zupp Park.
- Youth basketball continued its dominance with district and state victories.
- Summer camp and the swimming pool was another success with hosting events at our local parks

- Partnerships grew and they got acknowledged on the sponsorship wall and on the football fields and within the recreation facilities.
- Added a 10gig fiber line for faster internet service which was offered by Virtual Citadel, Inc., which resides next door to the facility.
- Created “pop-up” parties in various areas of the community to create more outreach and activity at Brady Center.
- Volleyball camps and clinics were offered with a partnership with “Do Work” volleyball featuring Shautez Jennings. This season volleyball dominated with its victories with two teams from College Park and two teams from a Fairburn facility to create an intramural league.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Christmas “Toy Drive” was another success in providing toys for over 150 families and with the help of “Big Daddy’s Dish”, we were able to feed over 400 people.
- Dancing Jewels grew and participated in numerous parades and showcases.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- Kirkland Arnold was hired as a Recreation Leader.
- Mr. Samuel Scott was hired as a full time custodian.
- Mary McDay was hired as a part time custodian
- The Hugh C. Conley Recreation Center offers a variety of programs to include a weight room, ASAP Tutoring program, Men’s Adult Basketball League, Youth Baseball, Favor Track Team, Youth Football and Cheerleading Program, Elite Atlanta Performers, Zumba, StepN2TheBeat Line Dancing, E3D Performance Fitness, Ferguson Performance Fitness, Ferguson Karate Studio, Elevated Places Dance Company, Cambridge Tutoring Services, Young at Heart Senior Adult Leisure, College Park Municipal Golf Course and College Park Gymnastics.
- The Adult Basketball team won both the 35 and over and open GRPA State basketball championship.
- The College Park T-ball baseball team won the South Metro Baseball League.
- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.

-
- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.
- 
-

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: Recreation Administration

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Recreation Programs

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6110 - Recreation Programs								
<i>Personnel Services</i>								
51 5010	Salary/Operating	374,370.05	458,588.00	356,517.19	78	432,255.00	432,255.00	(6)
51 5020	Salary/Overtime	.00	.00	1,024.73		.00	.00	
51 5030	Salary/Partime	384,453.38	416,364.00	288,652.14	69	416,364.00	416,364.00	
51 5040	Shared Utility Payments	2,832.75	2,400.00	2,665.28	111	2,400.00	2,400.00	
51 5041	Shared Personnel Costs	28,520.00	25,000.00	28,945.00	116	49,140.00	49,140.00	97
51 5190	Medicare	10,364.60	9,767.00	9,236.32	95	12,305.00	12,305.00	26
51 5200	Fica	22,790.01	28,783.00	17,610.81	61	25,815.00	25,815.00	(10)
<i>Personnel Services Totals</i>		\$823,330.79	\$940,902.00	\$704,651.47	75%	\$938,279.00	\$938,279.00	0%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	74,660.20	69,360.00	71,428.86	103	99,864.00	99,864.00	44
51 5161	Life Insurance	5,907.95	509.00	351.44	69	546.00	546.00	7
51 5163	ST Disability Insurance	643.96	1,000.00	567.19	57	1,000.00	1,000.00	
51 5164	LT Disability Insurance	658.34	808.00	531.06	66	808.00	808.00	
51 5165	Health Insurance	82,122.88	73,413.00	57,363.20	78	90,707.00	90,707.00	24
51 5166	Dental Insurance	2,187.32	2,103.00	2,053.91	98	3,103.00	3,103.00	48
51 5180	Uniforms	12,985.06	3,500.00	5,706.56	163	4,200.00	4,200.00	20
<i>Employee Benefits Totals</i>		\$179,165.71	\$150,693.00	\$138,002.22	92%	\$200,228.00	\$200,228.00	33%
<i>Communications & Util.</i>								
52 5240	Telephone	648.13	.00	2,736.52		.00	.00	
<i>Communications & Util. Totals</i>		\$648.13	\$0.00	\$2,736.52	+++	\$0.00	\$0.00	+++
<i>Rentals</i>								
52 5330	Office Equipment Rental	17,114.41	13,000.00	12,122.00	93	13,000.00	13,000.00	
52 5340	Vehicle Rental	281.89	.00	.00		.00	.00	
<i>Rentals Totals</i>		\$17,396.30	\$13,000.00	\$12,122.00	93%	\$13,000.00	\$13,000.00	0%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	3,672.27	3,632.00	3,863.87	106	3,632.00	3,632.00	
52 5730	R&M - D/P Equipment	.00	.00	5,132.99		6,844.00	6,844.00	
52 5780	Grounds	132,193.91	80,000.00	55,212.92	69	80,000.00	80,000.00	
<i>Repair & Maintenance Totals</i>		\$135,866.18	\$83,632.00	\$64,209.78	77%	\$90,476.00	\$90,476.00	8%
<i>Training & Education</i>								
52 6200	Training	120.00	1,000.00	1,337.82	134	1,000.00	1,000.00	
52 6210	Dues	930.00	608.00	3,091.00	508	1,008.00	1,008.00	66

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6110 - Recreation Programs								
Training & Education								
52 6220	Subscription/Publications	.00	795.00	1,003.88	126	795.00	795.00	
52 6230	Conventions/Meetings	986.56	2,000.00	1,653.62	83	2,000.00	2,000.00	
<i>Training & Education Totals</i>		\$2,036.56	\$4,403.00	\$7,086.32	161%	\$4,803.00	\$4,803.00	9%
<i>Other Services & Charges</i>								
52 6100	Auto Insurance	.00	1,669.00	.00		1,669.00	1,669.00	
52 6110	Other Insurance	22,096.38	23,000.00	15,858.95	69	24,487.00	24,487.00	6
52 6160	Instructor & Official Fee	307,992.17	230,885.00	283,296.08	123	235,885.00	235,885.00	2
52 6170	Contractual Services	5,489.83	25,000.00	15,650.00	63	.00	.00	(100)
52 6530	Tournament Fees	15,577.17	14,500.00	18,253.35	126	14,500.00	14,500.00	
52 6560	Workers Comp/Administrati	2,001.58	3,607.00	4,718.00	131	3,432.00	3,432.00	(5)
52 6580	Unemployment Compensation	7,193.00	1,132.00	.00		1,132.00	1,132.00	
52 6600	Claims Workers Comp.	6,586.30	1,000.00	58.23	6	1,000.00	1,000.00	
<i>Other Services & Charges Totals</i>		\$366,936.43	\$300,793.00	\$337,834.61	112%	\$282,105.00	\$282,105.00	(6%)
<i>Materials & Supplies</i>								
52 6070	Swimming Pool Supplies & Service	286.01	.00	.00		.00	.00	
52 7330	Copy Expense	(95.91)	.00	.00		.00	.00	
53 7000	Gas & Oil	3,852.16	2,500.00	3,700.54	148	2,500.00	2,500.00	
53 7050	Medical Services/Supplies	670.50	900.00	1,746.00	194	900.00	900.00	
53 7080	Recreational Supplies	67,321.78	52,210.00	55,570.27	106	52,210.00	52,210.00	
53 7121	Computer Hardware	1,622.35	2,000.00	3,822.28	191	2,000.00	2,000.00	
53 7150	Other Operating Supplies	74,447.23	45,435.00	48,203.65	106	50,335.00	50,335.00	11
<i>Materials & Supplies Totals</i>		\$148,104.12	\$103,045.00	\$113,042.74	110%	\$107,945.00	\$107,945.00	5%
<i>Cost Of Sales</i>								
53 6420	Concessions Purchased	.00	450.00	.00		450.00	450.00	
53 7030	Food & Dietary Supplies	1,783.35	1,500.00	2,215.37	148	5,200.00	5,200.00	247
<i>Cost Of Sales Totals</i>		\$1,783.35	\$1,950.00	\$2,215.37	114%	\$5,650.00	\$5,650.00	190%
Department 6110 - Recreation Programs Totals		\$1,675,267.57	\$1,598,418.00	\$1,381,901.03	86%	\$1,642,486.00	\$1,642,486.00	3%
EXPENSE TOTALS		\$1,675,267.57	\$1,598,418.00	\$1,381,901.03	86%	\$1,642,486.00	\$1,642,486.00	3%
Fund 100 - GENERAL FUND Totals		\$1,675,267.57	\$1,598,418.00	\$1,381,901.03	86%	\$1,642,486.00	\$1,642,486.00	3%
EXPENSE TOTALS		\$1,675,267.57	\$1,598,418.00	\$1,381,901.03	86%	\$1,642,486.00	\$1,642,486.00	3%
Fund 100 - GENERAL FUND Totals		(\$1,675,267.57)	(\$1,598,418.00)	(\$1,381,901.03)	86%	(\$1,642,486.00)	(\$1,642,486.00)	3%
Net Grand Totals								



Budget Worksheet Report

Budget Year 2020

REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS	\$1,675,267.57	\$1,598,418.00	\$1,381,901.03	86%	\$1,642,486.00	\$1,642,486.00	3%
Net Grand Totals	(\$1,675,267.57)	(\$1,598,418.00)	(\$1,381,901.03)	86%	(\$1,642,486.00)	(\$1,642,486.00)	3%

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 52 5330 - Office Equipment Rental				
100 6110 52 5330	Lease for Brady Copier	1.0000	1,100.00	1,100.00
100 6110 52 5330	Lease for Conley Xerox	1.0000	1,200.00	1,200.00
100 6110 52 5330	Lease for Godby Road Xerox Machines	2.0000	3,850.00	7,700.00
100 6110 52 5330	Overage for printing	1.0000	3,000.00	3,000.00
Account 52 5330 - Office Equipment Rental Totals		Transactions	4	<u>\$13,000.00</u>
Account 52 5700 - R&M - Vehicles				
MOODY'S ALLOCATION				
100 6110 52 5700		1.0000	3,631.97	3,632.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	1	<u>\$3,632.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 6110 52 5730	Civic Live	1.0000	606.26	606.26
100 6110 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 6110 52 5730	Tyler NW	1.0000	5,132.99	5,132.99
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	3	<u>\$6,843.99</u>
Account 52 5780 - Grounds				
Account for maintaining athletic fields and parks				
100 6110 52 5780		1.0000	80,000.00	80,000.00
Account 52 5780 - Grounds Totals		Transactions	1	<u>\$80,000.00</u>
Account 52 6100 - Auto Insurance				
Auto Insurance				
100 6110 52 6100		1.0000	1,669.00	1,669.00
Account 52 6100 - Auto Insurance Totals		Transactions	1	<u>\$1,669.00</u>
Account 52 6110 - Other Insurance				
Apex Insurance				
100 6110 52 6110		1.0000	24,486.09	24,486.09
Account 52 6110 - Other Insurance Totals		Transactions	1	<u>\$24,486.09</u>
Account 52 6160 - Instructor & Official Fee				
100 6110 52 6160	Adult Basketball Officials & Scorekeepers	1.0000	6,000.00	6,000.00
100 6110 52 6160	Cultural Arts (Pianos, Chorale, Drawing, and Sound)	1.0000	16,000.00	16,000.00
100 6110 52 6160	Dance Classes - Elevated, Ballet, Jazz & Hip Hop, Zumba	1.0000	41,210.00	41,210.00
100 6110 52 6160	Football Officials & Support Staff	1.0000	21,870.00	21,870.00
100 6110 52 6160	Forefiture Fees	2.0000	250.00	500.00
100 6110 52 6160	Gymnastics Judges & Scorekeepers	1.0000	3,000.00	3,000.00
100 6110 52 6160	Gymnastics/Kids Gym USA	1.0000	106,390.00	106,390.00
100 6110 52 6160	Karate Classes - Conley & Godby	1.0000	4,880.00	4,880.00
100 6110 52 6160	Tutoring	1.0000	1,885.00	1,885.00
100 6110 52 6160	Volleyball	1.0000	4,000.00	4,000.00
100 6110 52 6160	Youth Baseball Umpires & Scorekeepers	1.0000	8,000.00	8,000.00
100 6110 52 6160	Youth Basketball Officials, Scorekeepers, & Clock Operators	1.0000	22,150.00	22,150.00
Account 52 6160 - Instructor & Official Fee Totals		Transactions	12	<u>\$235,885.00</u>

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
EXPENSES					
Fund 100 - GENERAL FUND					
Department 6110 - Recreation Programs					
Account 52 6200 - Training					
100 6110 52 6200	Day Camp Workshop	4.0000	50.00	200.00	
100 6110 52 6200	GRPA District Workshop	5.0000	80.00	400.00	
100 6110 52 6200	Summer Staff Training	20.0000	10.00	200.00	
100 6110 52 6200	Volunteer Coaches	10.0000	20.00	200.00	
		Account 52 6200 - Training Totals	Transactions	4	<u>1,000.00</u>
Account 52 6210 - Dues					
100 6110 52 6210	BJ's	1.0000	233.00	233.00	
100 6110 52 6210	Cosco	1.0000	75.00	75.00	
100 6110 52 6210	GRPA Memberships	14.0000	50.00	700.00	
		Account 52 6210 - Dues Totals	Transactions	3	<u>\$1,008.00</u>
Account 52 6220 - Subscription/Publications					
100 6110 52 6220	Coaches Magazine	1.0000	100.00	100.00	
100 6110 52 6220	Referees Magazine	1.0000	100.00	100.00	
100 6110 52 6220	SportsEngine Website	1.0000	595.00	595.00	
		Account 52 6220 - Subscription/Publications Totals	Transactions	3	<u>\$795.00</u>
Account 52 6230 - Conventions/Meetings					
100 6110 52 6230	GRPA State Conference - Columbus, GA Nov. 5-8 Jekyll Island	2.0000	500.00	1,000.00	
100 6110 52 6230	Gymnastics Workshop	8.0000	125.00	1,000.00	
		Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$2,000.00</u>
Account 52 6530 - Tournament Fees					
100 6110 52 6530	Basketball	1.0000	6,250.00	6,250.00	
100 6110 52 6530	Volleyball	1.0000	2,000.00	2,000.00	
100 6110 52 6530	Youth Track	1.0000	6,250.00	6,250.00	
		Account 52 6530 - Tournament Fees Totals	Transactions	3	<u>\$14,500.00</u>
Account 52 6560 - Workers Comp/Administrati					
100 6110 52 6560	Workers Comp/ Administration-Pru	1.0000	3,431.27	3,431.27	
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$3,431.27</u>
Account 52 6600 - Claims Workers Comp.					
100 6110 52 6600	Claims Workers Comp	1.0000	1,000.00	1,000.00	
		Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>\$1,000.00</u>
Account 53 6420 - Concessions Purchased					
100 6110 53 6420	Coutertop Food Warmer TWRC	1.0000	450.00	450.00	
		Account 53 6420 - Concessions Purchased Totals	Transactions	1	<u>\$450.00</u>
Account 53 7000 - Gas & Oil					
100 6110 53 7000	Gas & Oil	1.0000	2,500.00	2,500.00	
		Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$2,500.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 53 7030 - Food & Dietary Supplies				
100 6110 53 7030	Cultural Arts Black History Event	1.0000	2,500.00	2,500.00
100 6110 53 7030	Track Banquet	1.0000	1,200.00	1,200.00
100 6110 53 7030	Youth Sports Banquet	1.0000	1,500.00	1,500.00
Account 53 7030 - Food & Dietary Supplies Totals		Transactions	3	\$5,200.00
Account 53 7050 - Medical Services/Supplies				
100 6110 53 7050	Supplies for Centers, Pools & Sports Activities	6.0000	150.00	900.00
Account 53 7050 - Medical Services/Supplies Totals		Transactions	1	\$900.00
Account 53 7080 - Recreational Supplies				
100 6110 53 7080	Adult Basketball	1.0000	900.00	900.00
100 6110 53 7080	Baseball	2.0000	1,000.00	2,000.00
100 6110 53 7080	Brady Center Basketball Equipment/Athletics	1.0000	4,000.00	4,000.00
100 6110 53 7080	Conley Center Weight Room Shirts	1.0000	3,000.00	3,000.00
100 6110 53 7080	Conley Center Weightroom Equipment	1.0000	10,000.00	10,000.00
100 6110 53 7080	Football & cheerleading	2.0000	1,000.00	2,000.00
100 6110 53 7080	Track - Spring	1.0000	4,895.00	4,895.00
100 6110 53 7080	Track/Favor Track Club/ Summer	1.0000	7,500.00	7,500.00
100 6110 53 7080	TWRC Basketball Equipment/Athletic Supplies	1.0000	4,915.00	4,915.00
100 6110 53 7080	TWRC Weight Room Shirts	1.0000	3,000.00	3,000.00
100 6110 53 7080	Youth Basketball Uniforms	1.0000	10,000.00	10,000.00
Account 53 7080 - Recreational Supplies Totals		Transactions	11	\$52,210.00
Account 53 7121 - Computer Hardware				
100 6110 53 7121	Computers for offices at Conley	2.0000	1,000.00	2,000.00
Account 53 7121 - Computer Hardware Totals		Transactions	1	\$2,000.00
Account 53 7150 - Other Operating Supplies				
100 6110 53 7150	Brady and Conley Center Camp Supplies	1.0000	3,500.00	3,500.00
100 6110 53 7150	Chair Covers (Events)	1.0000	800.00	800.00
100 6110 53 7150	Cultural Arts "Pop up Party" Initiatives	5.0000	750.00	3,750.00
100 6110 53 7150	Cultural Arts (Sound and Lighting Supplies)	1.0000	2,000.00	2,000.00
100 6110 53 7150	Cultural Arts Council Events	4.0000	650.00	2,600.00
100 6110 53 7150	Day Camp Field Trips/Transportation	1.0000	3,000.00	3,000.00
100 6110 53 7150	Day Camp Supplies for Conley & TWRC	1.0000	3,500.00	3,500.00
100 6110 53 7150	Day Camp T-Shirts for Conley & TWRC	1.0000	3,185.00	3,185.00
100 6110 53 7150	Easter Egg Hunt	1.0000	1,000.00	1,000.00
100 6110 53 7150	Light Up / Christmas Parade	1.0000	3,500.00	3,500.00
100 6110 53 7150	Light Up Decorations	1.0000	3,000.00	3,000.00
100 6110 53 7150	Seasonal Festival Godby	1.0000	3,500.00	3,500.00
100 6110 53 7150	Senior Thanksgiving Luncheon	1.0000	1,500.00	1,500.00

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6110 - Recreation Programs				
Account 53 7150 - Other Operating Supplies				
100 6110 53 7150	Tri-Cities 10K & 5K Road Race	1.0000	1,000.00	1,000.00
100 6110 53 7150	TWRC Afer-school Supplies	1.0000	4,000.00	4,000.00
100 6110 53 7150	TWRC Supplies	1.0000	4,000.00	4,000.00
100 6110 53 7150	Weight Room Shirts	1.0000	4,000.00	4,000.00
100 6110 53 7150	Young at Heart & Wisdom for All Seasons Seniors	1.0000	2,500.00	2,500.00
Account 53 7150 - Other Operating Supplies Totals		Transactions	18	\$50,335.00
Department 6110 - Recreation Programs Totals		Transactions	76	\$502,845.35
Fund 100 - GENERAL FUND Totals		Transactions	76	\$502,845.35
EXPENSES Totals		Transactions	76	\$502,845.35
Grand Totals		Transactions	76	\$502,845.35

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: Recreation Programs 6110

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Athletic Coordinator	1	1	1	1	1
Gymnastics Coordinator	1	1	1	1	1
Assistant Gymnastics Cord.	0	0	1	1	1
Program Coordinator	0	1	1	1	1
Recreation Leader	5	4	5	5	5
Administrative Coordinator	1	0	0	0	0
Receptionist	2	2	2	3	3
Gymnastic Coach	1	1	1	1	1
Gymnastic Staff	3	3	3	3	3
Part Time					
Assistant Recreation Leader	1	2	2	2	2
Night Activity Supervisor	2	2	2	1	1
Weight Room Monitor	2	2	2	2	2
Gymnastic Instructor	2	2	2	2	2
Seasonal					
Total Personnel:	15	15	17	23	23

City of College Park, Georgia
Recreation Programs Division Organizational Chart

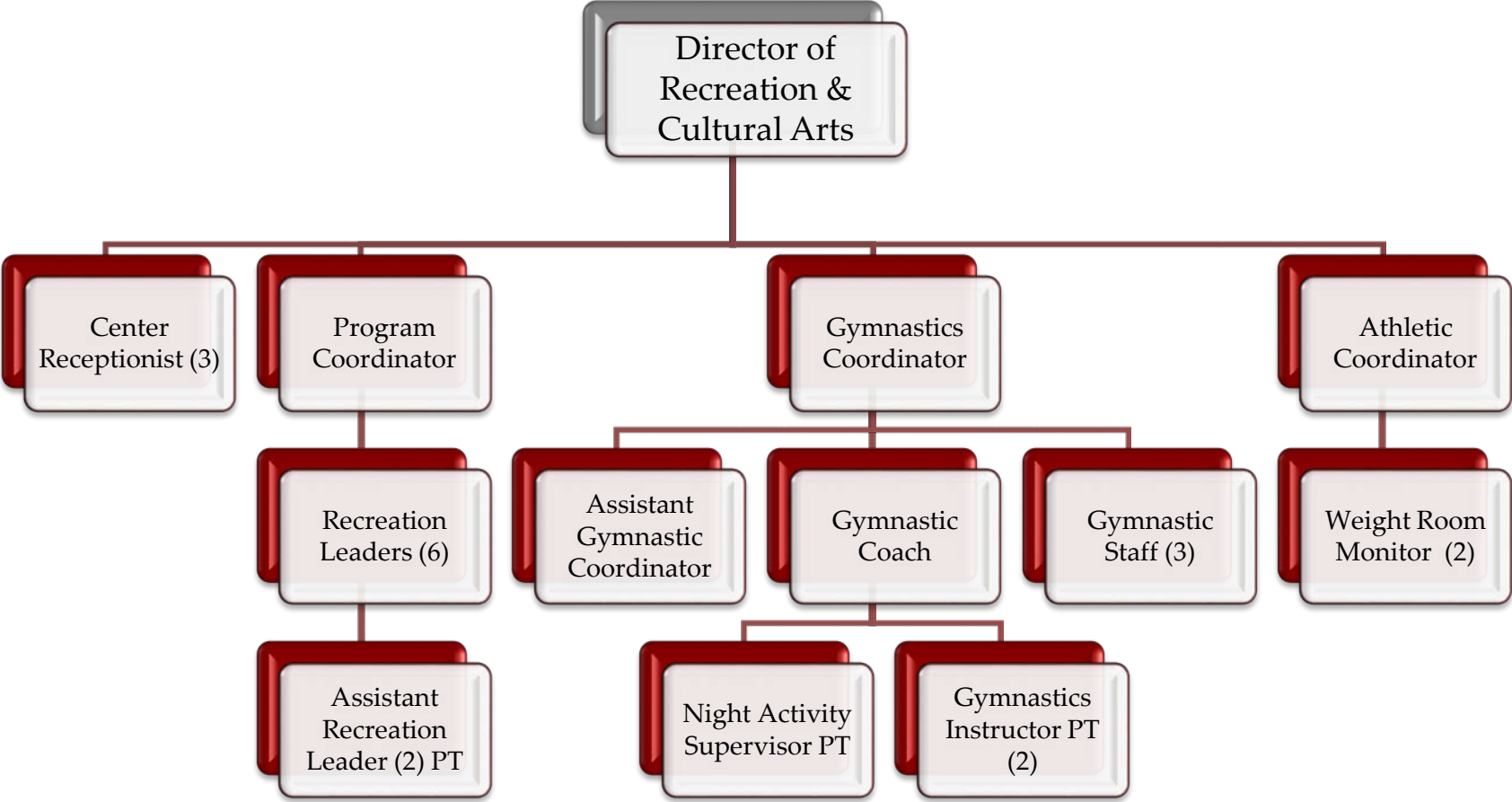


EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019-20

Department and Number: **Recreation & Cultural Arts- 6110** Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2019-20

Fund: 100		Department and Number: Recreation Programs/6110	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>	Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc) Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2019-20 Maintenance Cost <hr/> Estimated FYE 2019-20 Operating Co:		
List of Special Features, Not Standard: <hr/>	Specific Description & Condition of Item Being Replaced including VIN#:: <hr/>		
Justification/Description: <hr/>	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other		
Purchase Option New Vehicle/Equipment Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>	Rental Option New Vehicle/Equipment Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>		

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

Dept: Recreation & Cultural Art: **Fuel Type:** Gas

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year</i>	<i>Curr Year</i>	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	100,140	97,838	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA514001BB68865	21,649.00	4/15/2001	76,158	91,178	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	50,214	52,637	GV19220
994-G	2017	FORD	F-150	1FTMF1C80HFA27490	19,918.00	11/8/2016	4,784	9,787	GV4239K
995-G	2017	FORD	T-350	1FBAXZCGXHKA34973	36,060.00	11/28/2016	2,987	3,840	GV4240K

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Recreation Programs Fund: 100 Department Number: 6110

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
		N/A					

Totals

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Recreation

Fund: 100

Division:

Department Number: 6110

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Recreation Programs 6110

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

<u>PriorYear</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects:

EXHIBIT I-BUDGET PERFORMANCE

Program Description:

The Department of Recreation and Cultural Arts is committed to building strong vibrant communities and improving the quality of life of its citizens through a variety of recreational and cultural arts initiatives. Located in the city's center, the Department promotes and advances the rich history and heritage of its parks and recreational facilities. Lush green space, innovative programming, and inclusiveness and recreation equality are all hallmarks of the Department of Recreation and Cultural Arts. We also offer pavilions at our parks for activities as well as our Historic College Park Auditorium. In addition, the Historic College Park Golf Course offers an added resource to our program.

Trends:

The many facilities are offered to City of College Park residents and surrounding communities for their recreational, cultural arts, and community activities.

Program Broad Goals:

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

Program 2019-20 Objectives:

Improve by increasing participation from youth and adults. Increase the cultural arts activities offered. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources such as social media, billboard marketing, etc.

Performance Measures

Program Goals and Objectives:

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

Create more of a community involvement with all of the promotions the bridge the community with the recreation & cultural arts.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts.

Continue the growth of the youth sporting programs to alternative sports (volleyball, flag football, and kickball) as an outlet.

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

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

Form a community chorale that will be looked as a great method for those who have a gift of singing to bring it forth with other community voices.

With the formulation of the Cultural Arts Council, gain a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city.

Prior Year Highlights:

- Programs such as dance and zumba continued to grow and enhanced the programs offered by the recreation department.
- Through Community Development Block Grants, we were able to do significant upgrading to Badgett Stadium. The upgrades included lights, restroom renovation, and an upgraded concession stand.
- The baseball dugouts at Zupp Park and bleachers went under renovations.
- New rooftops were placed on the pavilions at Phillips Park.
- Senior Citizens Program "Wisdom for All Seasons" at the Tracey Wyatt Recreation Complex continued to thrive and grow.
- Added lighting to playground which creates a safer environment for the playground area.
- Partnered with ABI Prep School in helping young men from overseas fulfill their dreams of competing in basketball in the United States. As a result eight (8) college scholarships were gained to deserving young men. Also, with the history of this program has produced its first year of graduates from college.
- Continued the book bag and back to school workshop that fed over 1500 people and gave school supplies to over 800. The workshops included were at Wyatt and Conley Centers and included Zupp Park.
- Youth basketball continued its dominance with district and state victories.
- Summer camp and the swimming pool was another success with hosting events at our local parks

- Partnerships grew and they got acknowledged on the sponsorship wall and on the football fields and within the recreation facilities.
- Added a 10gig fiber line for faster internet service which was offered by Virtual Citadel, Inc., which resides next door to the facility.
- Created “pop-up” parties in various areas of the community to create more outreach and activity at Brady Center.
- Volleyball camps and clinics were offered with a partnership with “Do Work” volleyball featuring Shautez Jennings. This season volleyball dominated with its victories with two teams from College Park and two teams from a Fairburn facility to create an intramural league.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Christmas “Toy Drive” was another success in providing toys for over 150 families and with the help of “Big Daddy’s Dish”, we were able to feed over 400 people.
- Dancing Jewels grew and participated in numerous parades and showcases.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- Kirkland Arnold was hired as a Recreation Leader.
- Mr. Samuel Scott was hired as a full time custodian.
- Mary McDay was hired as a part time custodian
- The Hugh C. Conley Recreation Center offers a variety of programs to include a weight room, ASAP Tutoring program, Men’s Adult Basketball League, Youth Baseball, Favor Track Team, Youth Football and Cheerleading Program, Elite Atlanta Performers, Zumba, StepN2TheBeat Line Dancing, E3D Performance Fitness, Ferguson Performance Fitness, Ferguson Karate Studio, Elevated Places Dance Company, Cambridge Tutoring Services, Young at Heart Senior Adult Leisure, College Park Municipal Golf Course and College Park Gymnastics.
- The Adult Basketball team won both the 35 and over and open GRPA State basketball championship.
- The College Park T-ball baseball team won the South Metro Baseball League.
- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.

-
- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.



EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

N/A

Fund: 100

Department and Number: Recreation 6110

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Recreation Facilities

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6122 - Recreation Facilities								
Personnel Services								
51 5010	Salary/Operating	130,877.65	163,816.00	99,782.57	61	163,238.00	163,238.00	
51 5030	Salary/Partime	18,607.73	32,435.00	7,912.27	24	38,782.00	38,782.00	20
51 5040	Shared Utility Payments	3,248.49	2,400.00	2,422.94	101	4,800.00	4,800.00	100
51 5190	Medicare	1,976.44	2,561.00	1,439.36	56	2,929.00	2,929.00	14
51 5200	Fica	1,047.21	1,204.00	429.00	36	1,850.00	1,850.00	54
<i>Personnel Services Totals</i>		\$155,757.52	\$202,416.00	\$111,986.14	55%	\$211,599.00	\$211,599.00	5%
Employee Benefits								
51 5150	City Pension Contribution	27,654.83	33,563.00	20,957.25	62	34,222.00	34,222.00	2
51 5161	Life Insurance	2,360.32	198.00	112.69	57	199.00	199.00	1
51 5163	ST Disability Insurance	357.01	505.00	223.00	44	505.00	505.00	
51 5164	LT Disability Insurance	254.53	344.00	178.56	52	344.00	344.00	
51 5165	Health Insurance	27,093.39	40,363.00	16,588.20	41	29,842.00	29,842.00	(26)
51 5166	Dental Insurance	651.20	1,368.00	441.76	32	755.00	755.00	(45)
51 5180	Uniforms	20.07	.00	37.43		.00	.00	
<i>Employee Benefits Totals</i>		\$58,391.35	\$76,341.00	\$38,538.89	50%	\$65,867.00	\$65,867.00	(14%)
Communications & Util.								
52 5240	Telephone	41,339.77	31,473.00	23,444.05	74	58,560.00	58,560.00	86
52 5260	Heat & Power	165,667.59	86,400.00	145,111.41	168	100,000.00	100,000.00	16
52 5270	Water	245,747.60	24,000.00	(80,513.79)	(335)	24,000.00	24,000.00	
52 5280	Other Communication/Util	40,786.07	28,000.00	27,307.00	98	28,000.00	28,000.00	
<i>Communications & Util. Totals</i>		\$493,541.03	\$169,873.00	\$115,348.67	68%	\$210,560.00	\$210,560.00	24%
Repair & Maintenance								
52 5700	R&M - Vehicles	2.85	.00	.00		.00	.00	
52 5730	R&M - D/P Equipment	.00	.00	.00		2,904.00	2,904.00	
52 5780	Grounds	6,180.56	.00	6,960.19		.00	.00	
<i>Repair & Maintenance Totals</i>		\$6,183.41	\$0.00	\$6,960.19	+++	\$2,904.00	\$2,904.00	+++
Building Maintenance								
52 5746	R&M Bldg-Recreation	164,744.75	100,000.00	163,059.06	163	100,000.00	100,000.00	
<i>Building Maintenance Totals</i>		\$164,744.75	\$100,000.00	\$163,059.06	163%	\$100,000.00	\$100,000.00	0%
Other Services & Charges								
52 6110	Other Insurance	5,728.69	5,926.00	4,111.58	69	7,679.00	7,679.00	30
52 6170	Contractual Services	339.83	.00	.00		.00	.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 6122 - Recreation Facilities								
Other Services & Charges								
52 6560	Workers Comp/Administrati	800.63	1,353.00	1,887.20	139	1,373.00	1,373.00	1
52 6600	Claims Workers Comp.	7,577.92	.00	877.68		.00	.00	
<i>Other Services & Charges Totals</i>		\$14,447.07	\$7,279.00	\$6,876.46	94%	\$9,052.00	\$9,052.00	24%
Materials & Supplies								
52 6070	Swimming Pool Supplies & Service	68,720.22	34,000.00	30,457.96	90	34,000.00	34,000.00	
52 7320	Stationery & Printing	12,457.17	5,000.00	5,031.86	101	5,000.00	5,000.00	
53 7010	Tools/Shop Supplies	5,581.20	2,000.00	2,060.91	103	2,000.00	2,000.00	
53 7020	Janitorial Supplies	57,482.64	50,000.00	43,266.68	87	50,000.00	50,000.00	
53 7050	Medical Services/Supplies	234.00	.00	58.50		10,719.00	10,719.00	
53 7310	Office Supplies	17,708.08	10,000.00	15,771.41	158	10,000.00	10,000.00	
<i>Materials & Supplies Totals</i>		\$162,183.31	\$101,000.00	\$96,647.32	96%	\$111,719.00	\$111,719.00	11%
Capital Outlay								
54 7520	Buildings	.00	39,500.00	35,509.83	90	80,000.00	80,000.00	103
54 7620	Office Equipment-Replace	.00	25,000.00	.00		.00	.00	(100)
54 7630	Other Equipment - New	5,220.00	8,000.00	.00		8,000.00	8,000.00	
54 7851	Parks	14,779.39	9,000.00	956.00	11	9,000.00	9,000.00	
<i>Capital Outlay Totals</i>		\$19,999.39	\$81,500.00	\$36,465.83	45%	\$97,000.00	\$97,000.00	19%
Department 6122 - Recreation Facilities Totals		\$1,075,247.83	\$738,409.00	\$575,882.56	78%	\$808,701.00	\$808,701.00	10%
EXPENSE TOTALS		\$1,075,247.83	\$738,409.00	\$575,882.56	78%	\$808,701.00	\$808,701.00	10%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$1,075,247.83	\$738,409.00	\$575,882.56	78%	\$808,701.00	\$808,701.00	10%
Fund 100 - GENERAL FUND Totals		(\$1,075,247.83)	(\$738,409.00)	(\$575,882.56)	78%	(\$808,701.00)	(\$808,701.00)	10%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$1,075,247.83	\$738,409.00	\$575,882.56	78%	\$808,701.00	\$808,701.00	10%
Net Grand Totals		(\$1,075,247.83)	(\$738,409.00)	(\$575,882.56)	78%	(\$808,701.00)	(\$808,701.00)	10%

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6122 - Recreation Facilities				
Account 52 5240 - Telephone				
100 6122 52 5240	AT&T Auditorium	1.0000	1,675.00	1,675.00
100 6122 52 5240	AT&T TWRC Alarm	1.0000	3,349.00	3,349.00
100 6122 52 5240	AT&T-Brady	1.0000	1,675.00	1,675.00
100 6122 52 5240	AT&T-Conley	1.0000	1,675.00	1,675.00
100 6122 52 5240	AT&T-Historic Bldg	1.0000	959.00	959.00
100 6122 52 5240	Repairs	1.0000	1,755.00	1,755.00
100 6122 52 5240	Verizon	12.0000	67.00	804.00
100 6122 52 5240	Windstream (Brady)	12.0000	1,218.00	14,616.00
100 6122 52 5240	Windstream (Conley)	12.0000	1,803.00	21,636.00
100 6122 52 5240	Windstream (Godby Road)	12.0000	868.00	10,416.00
		Account 52 5240 - Telephone Totals	Transactions 10	\$58,560.00
Account 52 5260 - Heat & Power				
100 6122 52 5260	Gas South	1.0000	25,500.00	25,500.00
100 6122 52 5260	Heat & Power Alloc Recreation Bldgs. Fields, and Parks	1.0000	74,500.00	74,500.00
		Account 52 5260 - Heat & Power Totals	Transactions 2	\$100,000.00
Account 52 5270 - Water				
100 6122 52 5270	Water for pools and facilities	1.0000	24,000.00	24,000.00
		Account 52 5270 - Water Totals	Transactions 1	\$24,000.00
Account 52 5280 - Other Communication/Util				
100 6122 52 5280	Recreation portion of sanitation/storm water charges	1.0000	28,000.00	28,000.00
		Account 52 5280 - Other Communication/Util Totals	Transactions 1	\$28,000.00
Account 52 5730 - R&M - D/P Equipment				
100 6122 52 5730	Comcast	12.0000	242.00	2,904.00
		Account 52 5730 - R&M - D/P Equipment Totals	Transactions 1	\$2,904.00
Account 52 5746 - R&M Bldg-Recreation				
100 6122 52 5746	TWRC, Brady, Conley, Archives,Zupp, Concession, Evans & Badgett	1.0000	100,000.00	100,000.00
		Account 52 5746 - R&M Bldg-Recreation Totals	Transactions 1	\$100,000.00
Account 52 6070 - Swimming Pool Supplies & Service				
100 6122 52 6070	Chemicals, contracts, permits, repairs and equipment	2.0000	17,000.00	34,000.00
		Account 52 6070 - Swimming Pool Supplies & Service Totals	Transactions 1	\$34,000.00
Account 52 6110 - Other Insurance				
100 6122 52 6110	Apex Insurance	1.0000	7,679.00	7,679.00
		Account 52 6110 - Other Insurance Totals	Transactions 1	\$7,679.00
Account 52 6560 - Workers Comp/Administrati				
100 6122 52 6560	Workers Comp/ Administration-Pru	1.0000	1,372.51	1,372.51
		Account 52 6560 - Workers Comp/Administrati Totals	Transactions 1	\$1,372.51



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6122 - Recreation Facilities				
100 6122 52 7320	Account 52 7320 - Stationery & Printing Brady, Conley, Godby and Administrative Office	1.0000	5,000.00	5,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	\$5,000.00
100 6122 53 7010	Account 53 7010 - Tools/Shop Supplies Enables maintenance to make minor repairs	1.0000	2,000.00	2,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	\$2,000.00
100 6122 53 7020	Account 53 7020 - Janitorial Supplies Janitorial supplies for all our facilities	10.0000	5,000.00	50,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	\$50,000.00
100 6122 53 7050	Account 53 7050 - Medical Services/Supplies Automatic External Defibrillator	5.0000	2,143.76	10,718.80
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	\$10,718.80
100 6122 53 7310	Account 53 7310 - Office Supplies Various Facility Supplies	1.0000	10,000.00	10,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$10,000.00
100 6122 54 7520	Account 54 7520 - Buildings Parking lot renovation	1.0000	70,000.00	70,000.00
100 6122 54 7520	Restroom Upgrade Wyatt Center	1.0000	10,000.00	10,000.00
	Account 54 7520 - Buildings Totals	Transactions	2	\$80,000.00
100 6122 54 7630	Account 54 7630 - Other Equipment - New Office Furniture	1.0000	8,000.00	8,000.00
	Account 54 7630 - Other Equipment - New Totals	Transactions	1	\$8,000.00
100 6122 54 7851	Account 54 7851 - Parks Maintenance at Parks (Zupp, Phillips, and Barrett)	3.0000	3,000.00	9,000.00
	Account 54 7851 - Parks Totals	Transactions	1	\$9,000.00
	Department 6122 - Recreation Facilities Totals	Transactions	28	\$531,234.31
	Fund 100 - GENERAL FUND Totals	Transactions	28	\$531,234.31
	EXPENSES Totals	Transactions	28	\$531,234.31
	Grand Totals	Transactions	28	\$531,234.31

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100

Department and Number: Recreation 6122

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions:</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Center Supervisor	2	2	2	2	2
Building Maintenance Specialist	0	0	0	1	0
Custodian	3	3	3	3	3
Part Time					
Positions:					
Custodian	2	2	2	1	2
Total Personnel:	7	7	7	7	7

City of College Park, Georgia
Recreation Facilities Division Organizational Chart

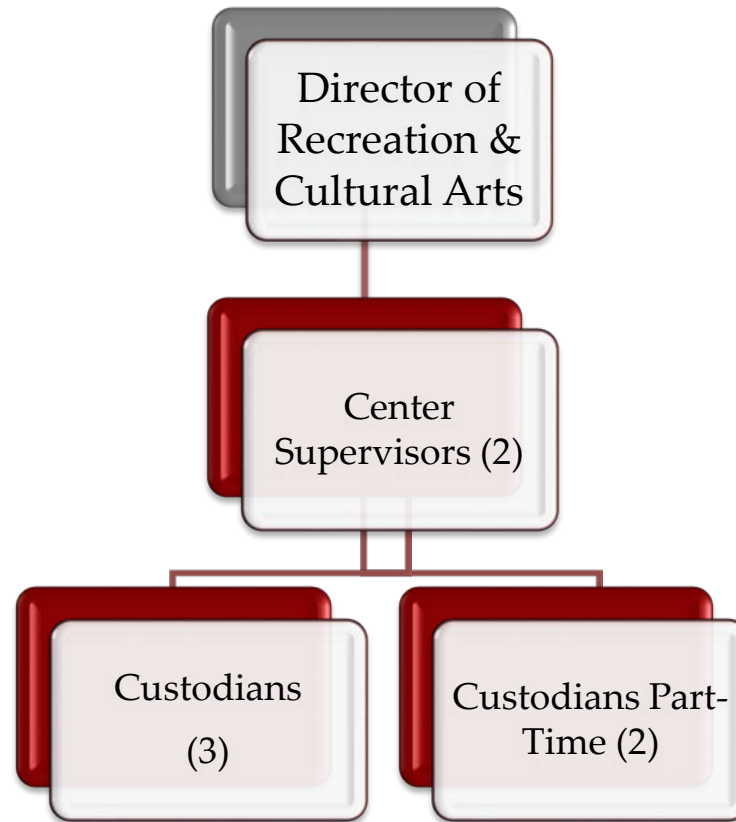


EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019-20

Department and Number: **Recreation 6122** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Building Maintenance Specialist	0	1	\$31,970

Additional Positions – Full Time Custodian
Additional Positions –
Reclassified Positions
From: Part time to Full Time

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

Wages			
Regular			\$31,970.00
Overtime			-
Medicare (1.45%)			-
<u>FICA (6.2%) part-time only</u>			-
Total (5210 Proposed New Personnel – Personnel Services)			\$31,970.00 -

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

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

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

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

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

Total \$31,970.00

EXHIBIT D-1
Building Maintenance Specialist

Job Title: Building Maintenance Specialist

Job Summary: This position is responsible for the general maintenance and repair of City facilities. Duties include the routine and regular cleaning sanitizing, sweeping mopping and vacuuming of floors and making minor equipment and facility repairs which may include plumbing, roofing, and electrical repairs.

Major Duties: Repairs or constructs articles and structures of wood and metal, such as room additions, partitions, counters, desks, chairs, cabinets, countertops, tables, fences, wood framing and metal stud framing, steel structures, and assembles pre-fabricated structures. Able to monitor HVAC units for repair and maintenance.

Knowledge required by the Position: Considerable knowledge of equipment, materials and supplies used in general maintenance and construction and related facilities.

Supervisory Controls: Must supervise custodians located on premises

Guidelines: Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment. Also must be able to maintain tools within a work environment

Complexity: Ability to understand and carry out oral and written instructions; Ability to perform routine, repetitive tasks on a continuous basis; Ability to work independently in maintaining a clean and orderly area after a sufficient training period

Scope and Effect: While performing the duties of this job, the employee regularly works near moving mechanical parts and equipment and may work outside weather conditions.

Job Title: Custodian

Personal Contacts: N/A

Purpose of Contacts: N/A

Physical Demands: The employee must frequently lift and /or move objects up to 50 pounds and occasionally lift and or move heavy objects up to 100 pounds or more. Specific vision abilities are required by this job including close vision, distance vision, peripheral vision, and depth perception and the ability to focus.

Work Environment: May work indoors and outdoors.

Supervisory and Management Responsibility: Occasionally may be asked to supervise community service as well as custodian staff.

Minimum Qualifications: Must obtain H.S. Diploma or equivalent.

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019-20

Department and Number: **Recreation 6122** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Full Time Custodian	3	4	\$25,000.00

Additional Positions – Full Time Custodian
Additional Positions –
Reclassified Positions
From: Part time to Full Time

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

Wages		
Regular		\$25,000.00
Overtime		-
Medicare (1.45%)		-
FICA (6.2%) part-time only		-
Total (5210 Proposed New Personnel – Personnel Services)		\$25,000.00 -

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

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

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

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

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

Total **\$25,000.00**

EXHIBIT D-1

Custodian

Job Title: Custodian

Job Summary: This position is responsible for the general maintenance and cleaning of City facilities. Duties include the routine and regular cleaning sanitizing, sweeping mopping and vacuuming of floors and making minor equipment and facility repairs.

Major Duties: Daily garbage collection and disposal; Wet and dry mops floors; vacuums, strips, waxes and buffs floors; operates power-cleaning equipment, mechanical cleaners and polishers and mixes cleaning agents as directed; Vacuums, spot-cleans and shampoos carpets; empties and cleans waste receptacles; dusts, waxes, washes and polishes furniture, counters, woodwork, and metalwork;

Knowledge Required by the Position: Knowledge of, or ability to learn, standard cleaning methods and equipment used in custodial work such as brooms, mops, dust mops, vacuums, scouring devices, and wax applicators; Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment

Supervisory Controls: N/A

Guidelines: Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment.

Complexity: Ability to understand and carry out oral and written instructions; Ability to perform routine, repetitive tasks on a continuous basis; Ability to work independently in maintaining a clean and orderly area after a sufficient training period

Scope and Effect: Cleans and washes windows, walls, windowsills and screens, as assigned; Cleans restrooms and replenishes supplies; Moves and arranges furniture and equipment as required; Performs basic maintenance repairs on building; Orders and maintains inventory of custodial supplies as directed; Perform other related duties as required.

Job Title: Custodian

Personal Contacts: N/A

Purpose of Contacts: N/A

Physical Demands: Ability to exert continuous physical effort including frequent bending, walking, manipulating and heavy lifting of equipment

Work Environment: May work indoors and outdoors.

Supervisory and Management Responsibility: Occasionally may be asked to supervise community service.

Minimum Qualifications: Must obtain H.S. Diploma or equivalent.

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2019-20

Fund: 100		Department and Number: Recreation Facilities/6122	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader Sanitation Rear Loader Other		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2019-20 Maintenance Cost <hr/> Estimated FYE 2019-20 Operating Co:	
List of Special Features, Not Standard: <hr/>		Specific Description & Condition of Item Being Replaced including VIN#:: <hr/>	
Justification/Description: <hr/>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>		Rental Option New Vehicle/Equipment Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2019-20 <hr/> Estimated Operating Cost During 2019-20 <hr/>	

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

Dept: Recreation & Cultural Art: **Fuel Type:** Gas

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year</i>	<i>Curr Year</i>	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	100,140	97,838	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA514001BB68865	21,649.00	4/15/2001	76,158	91,178	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	50,214	52,637	GV19220
994-G	2017	FORD	F-150	1FTMF1C80HFA27490	19,918.00	11/8/2016	4,784	9,787	GV4239K
995-G	2017	FORD	T-350	1FBAXZCGXHKA34973	36,060.00	11/28/2016	2,987	3,840	GV4240K

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Recreation Division: Facilities Fund: General Department Number: : 6122

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54 7520	Parking Lot Resurface	General	70,000				
54 7520	Restroom Upgrade Wyatt Center	General	10,000				
54 7520	Replace Cast Iron Drain			21,000			
54 7520	Restroom Upgrade (Brady)	General					
54 7520	Gymnastics Scoring System	General					
54 7520	Sign For Facility	General			6,000		
54 7520	Playground renovation (tree removal)	General		68,000			
54 7851	Maintenance at Zupp,Phillips/Barrett	General	9,000		25,000		
54 7630	Office Furniture	General	8,000				
Totals			97,000	89,000	31,000	0	

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Recreation

Fund: Capital Out

Division:

Department Number: 6122

Item/Project Name: Parking lot Repair at Wyatt Center

Item/Project Manager: C

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

The parking lot is damaged and beginning to be damaged in many areas

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown: \$ 70,000

Estimated Useful Life 15 years

Estimated Cost \$70,000

Less: Trade In N/A

Net Cost \$70,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Mullins Paving \$79,000

2. M. Mitchell Group \$70,000

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Recreation Facilities 6122

Project Name or Title:
Parking Lot Resurfacing for Tracey Wyatt Recreation Center

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

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

Project Costs: \$70,000

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

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects:

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Recreation & Cultural Arts

Fund: Capital Outlay

Division:

Department Number: 100 6122 54 7630

Item/Project Name: Rest room Upgrade

Item/Project Manager: Countertops for Restrooms

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$10,000

Less: Trade In N/A

Net Cost \$10,000

Comparable Quotes:

Vendor Name

Vendor Quote

- | | |
|--------------------------|----------|
| 1. JP Baker | \$10,000 |
| 2. Mitchell & Associates | \$11,500 |
| 3. Fleming Carpentry | \$11,200 |

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Recreation Facilities 6122

Project Name or Title:
Restroom Upgrades

Project Description:
Replace restroom countertops.

Project Justification and Impact:
Units are outdated and have to be replaced.

Project Costs: \$10,000

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

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects:

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Various Park Improvements

Fund: Capital Outlay

Division:

Department Number: 100 6122 54 7851

Item/Project Name: Parks

Item/Project Manager: Park Maintenance

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

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

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Need repair of trail system at Phillips, roof repair at Barrett, and tennis court repair at Zupp

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

Cost Breakdown: \$9,000

Estimated Useful Life 10+ years

Estimated Cost \$9,000

Less: Trade In _____

Net Cost \$9,000

Comparable Quotes:

Vendor Name

Vendor Quote

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Recreation Facilities 6122

Project Name or Title:
Park Maintenance

Project Description:
Continue to beautify Zupp, Phillips, and Barrett Parks.

Project Justification and Impact:
Need repair of trail system at Phillips, roof repair at Barrett, and tennis court repair at Zupp

Project Costs: \$9,000

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

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects:

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Office Equipment

Fund: Capital Outlay

Division:

Department Number: 100 6122 54 7630

Item/Project Name: Recreation

Item/Project Manager: Office Furniture

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown: \$8,000

Estimated Useful Life 15 years

Estimated Cost \$8,000

Less: Trade In N/A

Net Cost \$8,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Furniture Depot

\$8,000

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Recreation Facilities 6122

Project Name or Title:
Office Furniture

Project Description:
Replace office furniture.

Project Justification and Impact:
Unit is outdated and has to be replaced.

Project Costs: \$8,000

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

Useful Life:

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

Funding Source: General Fund

Relationship to Other Primary Projects:

EXHIBIT I-BUDGET PERFORMANCE

Program Description:

The Department of Recreation and Cultural Arts is committed to building strong vibrant communities and improving the quality of life of its citizens through a variety of recreational and cultural arts initiatives. Located in the city's center, the Department promotes and advances the rich history and heritage of its parks and recreational facilities. Lush green space, innovative programming, and inclusiveness and recreation equality are all hallmarks of the Department of Recreation and Cultural Arts. We also offer pavilions at our parks for activities as well as our Historic College Park Auditorium. In addition, the Historic College Park Golf Course offers an added resource to our program.

Trends:

The many facilities are offered to City of College Park residents and surrounding communities for their recreational, cultural arts, and community activities.

Program Broad Goals:

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

Program 2019-20 Objectives:

Improve by increasing participation from youth and adults. Increase the cultural arts activities offered. Be more innovative in the approach for communicating with the patrons and citizens by using additional resources such as social media, billboard marketing, etc.

Performance Measures

Program Goals and Objectives:

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

Create more of a community involvement with all of the promotions the bridge the community with the recreation & cultural arts.

Educate the community, employees and City Officials of all the benefits recreation & cultural arts.

Continue the growth of the youth sporting programs to alternative sports (volleyball, flag football, and kickball) as an outlet.

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

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

Form a community chorale that will be looked as a great method for those who have a gift of singing to bring it forth with other community voices.

With the formulation of the Cultural Arts Council, gain a massive influence of cultural arts projects to enhance the awareness and participation within the city's livelihood of culture.

Grow the Cultural Art within the city.

Prior Year Highlights:

- Programs such as dance and zumba continued to grow and enhanced the programs offered by the recreation department.
- Through Community Development Block Grants, we were able to do significant upgrading to Badgett Stadium. The upgrades included lights, restroom renovation, and an upgraded concession stand.
- The baseball dugouts at Zupp Park and bleachers went under renovations.
- New rooftops were placed on the pavilions at Phillips Park.
- Senior Citizens Program "Wisdom for All Seasons" at the Tracey Wyatt Recreation Complex continued to thrive and grow.
- Added lighting to playground which creates a safer environment for the playground area.
- Partnered with ABI Prep School in helping young men from overseas fulfill their dreams of competing in basketball in the United States. As a result eight (8) college scholarships were gained to deserving young men. Also, with the history of this program has produced its first year of graduates from college.
- Continued the book bag and back to school workshop that fed over 1500 people and gave school supplies to over 800. The workshops included were at Wyatt and Conley Centers and included Zupp Park.
- Youth basketball continued its dominance with district and state victories.
- Summer camp and the swimming pool was another success with hosting events at our local parks

- Partnerships grew and they got acknowledged on the sponsorship wall and on the football fields and within the recreation facilities.
- Added a 10gig fiber line for faster internet service which was offered by Virtual Citadel, Inc., which resides next door to the facility.
- Created “pop-up” parties in various areas of the community to create more outreach and activity at Brady Center.
- Volleyball camps and clinics were offered with a partnership with “Do Work” volleyball featuring Shautez Jennings. This season volleyball dominated with its victories with two teams from College Park and two teams from a Fairburn facility to create an intramural league.
- Guitar lessons along with piano lessons thrived at the Wyatt and Conley Centers.
- Christmas “Toy Drive” was another success in providing toys for over 150 families and with the help of “Big Daddy’s Dish”, we were able to feed over 400 people.
- Dancing Jewels grew and participated in numerous parades and showcases.
- Senior Line Dancing class continues to grow and perform at local events.
- Girl Scouts troop remain and has become active again through this year.
- Kirkland Arnold was hired as a Recreation Leader.
- Mr. Samuel Scott was hired as a full time custodian.
- Mary McDay was hired as a part time custodian
- The Hugh C. Conley Recreation Center offers a variety of programs to include a weight room, ASAP Tutoring program, Men’s Adult Basketball League, Youth Baseball, Favor Track Team, Youth Football and Cheerleading Program, Elite Atlanta Performers, Zumba, StepN2TheBeat Line Dancing, E3D Performance Fitness, Ferguson Performance Fitness, Ferguson Karate Studio, Elevated Places Dance Company, Cambridge Tutoring Services, Young at Heart Senior Adult Leisure, College Park Municipal Golf Course and College Park Gymnastics.
- The Adult Basketball team won both the 35 and over and open GRPA State basketball championship.
- The College Park T-ball baseball team won the South Metro Baseball League.
- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.

- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: Recreation Facilities 6122

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
REVENUE								
Department 4600 - Electric/Line Taxes								
31 9110	Penalties/Int on Delinque	(200.00)	500,000.00	403,421.72	81	700,000.00	800,000.00	60
<i>Taxes Totals</i>		(\$200.00)	\$500,000.00	\$403,421.72	81%	\$700,000.00	\$800,000.00	60%
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	7,236,473.91	8,000,000.00	6,013,784.75	75	8,500,000.00	8,750,000.00	9
34 4112	Sales To Commercial Cust.	17,689,933.90	20,500,000.00	12,773,778.17	62	20,500,000.00	21,250,000.00	4
34 4330	Sales Convention Center	1,456,215.16	1,200,000.00	1,020,044.90	85	1,200,000.00	1,200,000.00	
34 4340	Other City Sales	445,923.82	300,000.00	305,748.41	102	400,000.00	400,000.00	33
34 4380	Meters And Bases	30,916.00	5,000.00	18,058.50	361	27,000.00	27,000.00	440
<i>Charges For Services Totals</i>		\$26,859,462.79	\$30,005,000.00	\$20,131,414.73	67%	\$30,627,000.00	\$31,627,000.00	5%
<i>Commissions</i>								
34 5515	CNG Fuel Facility	21,233.95	22,000.00	21,450.77	98	22,000.00	22,000.00	
<i>Commissions Totals</i>		\$21,233.95	\$22,000.00	\$21,450.77	98%	\$22,000.00	\$22,000.00	0%
<i>Leases & Other Rent</i>								
38 1000	Other Rental Income	122,703.66	100,000.00	65,819.62	66	110,000.00	110,000.00	10
38 1001	Gas South Alliance	.00	.00	.00		14,400.00	14,400.00	
<i>Leases & Other Rent Totals</i>		\$122,703.66	\$100,000.00	\$65,819.62	66%	\$124,400.00	\$124,400.00	24%
<i>Other Income</i>								
32 2990	Administrative Charge	41,758.37	100,000.00	40,400.00	40	55,000.00	55,000.00	(45)
34 1900	Miscellaneous Income	274,445.19	1,700,000.00	291,706.69	17	100,000.00	100,000.00	(94)
34 4130	Sales - Recycled Material	12,805.16	7,000.00	1,299.48	19	7,000.00	7,000.00	
34 9300	Returned Check Fees	4,187.78	16,000.00	3,425.00	21	16,000.00	16,000.00	
<i>Other Income Totals</i>		\$333,196.50	\$1,823,000.00	\$336,831.17	18%	\$178,000.00	\$178,000.00	(90%)
<i>Interest</i>								
36 1000	Interest - Nonrestricted	72,854.54	.00	64,840.99		.00	.00	
<i>Interest Totals</i>		\$72,854.54	\$0.00	\$64,840.99	+++	\$0.00	\$0.00	+++
Department 4600 - Electric/Line Totals		\$27,409,251.44	\$32,450,000.00	\$21,023,779.00	65%	\$31,651,400.00	\$32,751,400.00	1%
REVENUE TOTALS		\$27,409,251.44	\$32,450,000.00	\$21,023,779.00	65%	\$31,651,400.00	\$32,751,400.00	1%
EXPENSE								
Department 4600 - Electric/Line Personnel Services								
51 5010	Salary/Operating	678,176.23	732,125.00	483,010.96	66	742,456.00	719,659.00	(2)
51 5016	Salary On-Call	8,362.50	9,000.00	8,775.00	98	9,000.00	9,000.00	
51 5020	Salary/Overtime	56,368.69	50,000.00	53,461.25	107	50,000.00	50,000.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4600 - Electric/Line								
Personnel Services								
51 5040	Shared Utility Payments	2,373.84	2,400.00	1,744.49	73	2,400.00	2,400.00	
51 5190	Medicare	9,589.82	8,324.00	7,329.31	88	8,324.00	8,324.00	
<i>Personnel Services Totals</i>		\$754,871.08	\$801,849.00	\$554,321.01	69%	\$812,180.00	\$789,383.00	(2%)
Employee Benefits								
51 5150	City Pension Contribution	80,814.73	113,196.00	104,608.62	92	129,292.00	124,616.00	10
51 5161	Life Insurance	4,361.75	595.00	483.56	81	695.00	695.00	17
51 5163	ST Disability Insurance	1,327.47	1,331.00	762.72	57	1,331.00	1,331.00	
51 5164	LT Disability Insurance	1,128.48	1,304.00	667.92	51	1,304.00	1,304.00	
51 5165	Health Insurance	90,906.90	96,530.00	47,752.94	49	86,686.00	86,686.00	(10)
51 5166	Dental Insurance	3,008.76	3,315.00	1,762.97	53	2,449.00	2,449.00	(26)
51 5180	Uniforms	15,847.10	14,200.00	12,913.90	91	14,200.00	14,200.00	
<i>Employee Benefits Totals</i>		\$197,395.19	\$230,471.00	\$168,952.63	73%	\$235,957.00	\$231,281.00	0%
Communications & Util.								
52 5240	Telephone	43,615.65	26,607.00	20,335.76	76	25,044.00	25,044.00	(6)
52 5260	Heat & Power	135,343.08	60,000.00	77,647.94	129	60,000.00	60,000.00	
52 5261	Golf Course Utilities	.00	.00	.00		10,380.00	10,380.00	
52 5270	Water	121.08	5,000.00	121.14	2	5,000.00	5,000.00	
52 5280	Other Communication/Util	4,228.01	10,000.00	1,131.13	11	10,000.00	10,000.00	
<i>Communications & Util. Totals</i>		\$183,307.82	\$101,607.00	\$99,235.97	98%	\$110,424.00	\$110,424.00	9%
Rentals								
52 5330	Office Equipment Rental	1,477.98	2,500.00	.00		2,500.00	2,500.00	
52 5340	Vehicle Rental	240.53	500.00	350.00	70	500.00	500.00	
<i>Rentals Totals</i>		\$1,718.51	\$3,000.00	\$350.00	12%	\$3,000.00	\$3,000.00	0%
Repair & Maintenance								
52 5700	R&M - Vehicles	54,336.46	40,000.00	48,235.64	121	60,000.00	60,000.00	50
52 5720	R&M Communication Equip	4,652.37	5,000.00	640.29	13	5,000.00	5,000.00	
52 5730	R&M - D/P Equipment	4,832.81	13,592.00	2,945.00	22	14,245.00	14,245.00	5
52 5780	Grounds	209,145.73	200,000.00	126,993.50	63	200,000.00	200,000.00	
52 5790	R&M-Distribution System	784,032.63	425,000.00	306,641.51	72	425,000.00	425,000.00	
53 5680	Tires	1,940.22	3,000.00	1,955.30	65	3,000.00	3,000.00	
<i>Repair & Maintenance Totals</i>		\$1,058,940.22	\$686,592.00	\$487,411.24	71%	\$707,245.00	\$707,245.00	3%

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4600 - Electric/Line								
Building Maintenance								
52 5740	R&M-Buildings	7,804.50	7,400.00	4,954.00	67	7,400.00	7,400.00	
<i>Building Maintenance Totals</i>		\$7,804.50	\$7,400.00	\$4,954.00	67%	\$7,400.00	\$7,400.00	0%
Training & Education								
52 6200	Training	25,474.18	33,700.00	18,850.13	56	33,700.00	33,700.00	
52 6210	Dues	15,121.81	13,890.00	9,663.17	70	15,000.00	15,000.00	8
52 6220	Subscription/Publications	191.02	400.00	353.00	88	400.00	400.00	
52 6230	Conventions/Meetings	13,529.19	9,000.00	8,800.80	98	9,000.00	9,000.00	
<i>Training & Education Totals</i>		\$54,316.20	\$56,990.00	\$37,667.10	66%	\$58,100.00	\$58,100.00	2%
Other Services & Charges								
52 3505	Mileage Reimbursement	.00	200.00	45.34	23	200.00	200.00	
52 5450	Legal Fees	940.00	1,500.00	3,922.50	262	1,500.00	1,500.00	
52 5510	Consulting Fees	117,738.50	105,000.00	27,365.75	26	105,000.00	105,000.00	
52 6000	Advertising Expense	12,216.04	10,000.00	8,186.86	82	10,000.00	10,000.00	
52 6050	Bank Charges	.00	1,000.00	15.00	2	1,000.00	1,000.00	
52 6100	Auto Insurance	23,523.77	19,325.00	23,777.70	123	26,718.00	26,718.00	38
52 6110	Other Insurance	9,626.85	5,928.00	6,407.66	108	12,536.00	12,536.00	111
52 6130	Miscellaneous Services	36,890.29	25,400.00	28,647.72	113	25,400.00	25,400.00	
52 6141	Custodial Service	5,583.12	6,000.00	3,338.17	56	6,000.00	6,000.00	
52 6150	Engineering Services	48,957.00	25,000.00	20,278.50	81	25,000.00	25,000.00	
52 6170	Contractual Services	836,675.59	680,000.00	257,001.70	38	680,000.00	680,000.00	
52 6510	Claims Not Workmans Comp.	2,597.43	2,000.00	.00		2,000.00	2,000.00	
52 6550	Consulting Fees - Edp	750.00	750.00	250.00	33	750.00	750.00	
52 6560	Workers Comp/Administrati	1,334.39	1,671.00	3,145.34	188	2,288.00	2,288.00	37
52 6580	Unemployment Compensation	.00	2,500.00	.00		2,500.00	2,500.00	
52 6590	Contingencies	.00	1,195,686.00	.00		.00	51,643.00	(96)
52 6600	Claims Workers Comp.	2,577.79	500.00	8.00	2	500.00	500.00	
53 6460	Sales Tax	9,027.82	.00	.00		.00	.00	
<i>Other Services & Charges Totals</i>		\$1,108,438.59	\$2,082,460.00	\$382,390.24	18%	\$901,392.00	\$953,035.00	(54%)
Materials & Supplies								
52 7300	Postage	228.03	600.00	22.62	4	600.00	600.00	
52 7320	Stationery & Printing	998.90	300.00	.00		300.00	300.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510	ELECTRIC/POWER FUND							
EXPENSE								
Department 4600 - Electric/Line								
Materials & Supplies								
52 7330	Copy Expense	.00	.00	1.58		1.00	.00	
53 7000	Gas & Oil	15,525.86	15,000.00	10,750.66	72	15,000.00	15,000.00	
53 7010	Tools/Shop Supplies	17,937.86	20,000.00	20,019.86	100	39,596.00	39,596.00	98
53 7020	Janitorial Supplies	1,854.21	1,000.00	605.81	61	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	370.50	1,100.00	75.00	7	1,100.00	1,100.00	
53 7091	Road Signs & Delineators	64,700.00	60,000.00	26,750.00	45	60,000.00	60,000.00	
53 7100	Lubricants & Chemicals	75.58	.00	.00		.00	.00	
53 7110	Safety Supplies	23,867.27	20,895.00	7,400.65	35	20,895.00	20,895.00	
53 7121	Computer Hardware	203.40	3,000.00	1,820.18	61	3,000.00	3,000.00	
53 7122	Computer Supplies	.00	200.00	36.73	18	200.00	200.00	
53 7310	Office Supplies	8,900.36	8,580.00	6,596.32	77	8,580.00	8,580.00	
<i>Materials & Supplies Totals</i>		\$134,661.97	\$130,675.00	\$74,079.41	57%	\$150,272.00	\$150,271.00	15%
<i>Cost Of Sales</i>								
53 6030	Power Purchases	24,332,880.20	24,200,000.00	12,516,770.03	52	28,000,000.00	26,500,000.00	10
53 6031	Solar Power Purchases	66.37	1,000.00	(366.23)	(37)	1,000.00	1,000.00	
<i>Cost Of Sales Totals</i>		\$24,332,946.57	\$24,201,000.00	\$12,516,403.80	52%	\$28,001,000.00	\$26,501,000.00	10%
<i>Operating Transfers Out</i>								
61 1100	Oper. Transfer Out Gen	.00	115,182.00	.00		115,182.00	115,182.00	
61 1558	Transfer BIDA	500,000.00	.00	.00		.00	.00	
<i>Operating Transfers Out Totals</i>		\$500,000.00	\$115,182.00	\$0.00	0%	\$115,182.00	\$115,182.00	0%
<i>Accounting Charges</i>								
57 4001	Utility Assistance	.00	.00	.00		.00	64,400.00	
<i>Accounting Charges Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$64,400.00	+++
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	261,000.00	25,840.00	10	21,000.00	21,000.00	(92)
54 7650	Communications	5,000.00	5,000.00	.00		5,000.00	5,000.00	
54 7700	Capital Improvement Fund	108,743.83	125,000.00	15,467.00	12	150,000.00	125,000.00	
54 7710	Electric Improvements	727,559.48	1,935,000.00	1,172,104.94	61	1,565,000.00	865,000.00	(55)
54 7850	Other System Improvements	180,141.85	244,000.00	71,630.25	29	470,000.00	345,000.00	41
54 7860	Street Lighting	241,685.50	260,000.00	169,657.50	65	460,000.00	360,000.00	38
<i>Capital Outlay Totals</i>		\$1,263,130.66	\$2,830,000.00	\$1,454,699.69	51%	\$2,671,000.00	\$1,721,000.00	(39%)
Department 4600 - Electric/Line Totals		\$29,597,531.31	\$31,247,226.00	\$15,780,465.09	51%	\$33,773,152.00	\$31,411,721.00	1%

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
	EXPENSE TOTALS	\$29,597,531.31	\$31,247,226.00	\$15,780,465.09	51%	\$33,773,152.00	\$31,411,721.00	1%
Fund 510 - ELECTRIC/POWER FUND	Totals							
	REVENUE TOTALS	\$27,409,251.44	\$32,450,000.00	\$21,023,779.00	65%	\$31,651,400.00	\$32,751,400.00	1%
	EXPENSE TOTALS	\$29,597,531.31	\$31,247,226.00	\$15,780,465.09	51%	\$33,773,152.00	\$31,411,721.00	1%
Fund 510 - ELECTRIC/POWER FUND	Totals	(\$2,188,279.87)	\$1,202,774.00	\$5,243,313.91	436%	(\$2,121,752.00)	\$1,339,679.00	11%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$27,409,251.44	\$32,450,000.00	\$21,023,779.00	65%	\$31,651,400.00	\$32,751,400.00	1%
	EXPENSE GRAND TOTALS	\$29,597,531.31	\$31,247,226.00	\$15,780,465.09	51%	\$33,773,152.00	\$31,411,721.00	1%
	Net Grand Totals	(\$2,188,279.87)	\$1,202,774.00	\$5,243,313.91	436%	(\$2,121,752.00)	\$1,339,679.00	11%

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510	ELECTRIC/POWER FUND			
Department 4600	Electric/Line			
Account 52 5240	Telephone			
510 4600 52 5240	AT&T	12.0000	344.00	4,128.00
510 4600 52 5240	Verizon Cell Phones	12.0000	943.00	11,316.00
510 4600 52 5240	Verizon Data Plan	12.0000	252.00	3,024.00
510 4600 52 5240	Windstream	12.0000	548.00	6,576.00
	Account 52 5240 - Telephone Totals	Transactions 4		\$25,044.00
Account 52 5260	Heat & Power			
510 4600 52 5260	Allocated by Accounting	1.0000	60,000.00	60,000.00
	Account 52 5260 - Heat & Power Totals	Transactions 1		\$60,000.00
Account 52 5270	Water			
510 4600 52 5270	Allocation Determined by Accounting	1.0000	5,000.00	5,000.00
	Account 52 5270 - Water Totals	Transactions 1		\$5,000.00
Account 52 5280	Other Communication/Util			
510 4600 52 5280	Sanitation Charges 50% Split with W&S Fund	1.0000	5,000.00	5,000.00
510 4600 52 5280	Storm Sewer Charges 50% Split with W&S Fund	1.0000	5,000.00	5,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions 2		\$10,000.00
Account 52 5330	Office Equipment Rental			
510 4600 52 5330	Lease and maintenance for 1 copy machine	1.0000	2,500.00	2,500.00
	Account 52 5330 - Office Equipment Rental Totals	Transactions 1		\$2,500.00
Account 52 5340	Vehicle Rental			
510 4600 52 5340	Crane for heavy lifting, & other specialized eq as needed	1.0000	500.00	500.00
	Account 52 5340 - Vehicle Rental Totals	Transactions 1		\$500.00
Account 52 5450	Legal Fees			
510 4600 52 5450	Allocation Estimated by Accounting	1.0000	1,500.00	1,500.00
	Account 52 5450 - Legal Fees Totals	Transactions 1		\$1,500.00
Account 52 5510	Consulting Fees			
510 4600 52 5510	Consulting for Major Projects and Developments	1.0000	27,000.00	27,000.00
510 4600 52 5510	ECG Marketing, Business and Econ Devel Contract Services	1.0000	75,000.00	75,000.00
510 4600 52 5510	Mapping Service	12.0000	250.00	3,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions 3		\$105,000.00
Account 52 5700	R&M - Vehicles			
510 4600 52 5700	Allocated fees to Moody's Garage	1.0000	44,504.00	44,504.00
510 4600 52 5700	R&M for 9 Heavy Construction, 3 Psgr, & 2 Trailer vehicles	1.0000	15,496.00	15,496.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions 2		\$60,000.00
Account 52 5720	R&M Communication Equip			
510 4600 52 5720	Comcast for Wireless Access Points	1.0000	1,440.00	1,440.00



Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 52 5720 - R&M Communication Equip				
510 4600 52 5720	Recloser Batteries	1.0000	3,560.00	3,560.00
		Transactions	2	<u>\$5,000.00</u>
	Account 52 5720 - R&M Communication Equip Totals			
Account 52 5730 - R&M - D/P Equipment				
510 4600 52 5730	CivicLive	1.0000	606.26	606.26
510 4600 52 5730	Comcast	12.0000	172.00	2,064.00
510 4600 52 5730	Mimecast	1.0000	1,104.74	1,104.74
510 4600 52 5730	NorthStar Maintenance	1.0000	7,475.00	7,475.00
510 4600 52 5730	Tyler NW	1.0000	2,994.24	2,994.24
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	5	<u>\$14,244.24</u>
Account 52 5740 - R&M-Buildings				
510 4600 52 5740	Carpet Cleaning for the offices	9.0000	100.00	900.00
510 4600 52 5740	Pest Control	1.0000	750.00	750.00
510 4600 52 5740	R&M for HVAC systems, and structural, electrical and plumbing	1.0000	5,000.00	5,000.00
510 4600 52 5740	Safety and Door Mat service	1.0000	750.00	750.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	4	<u>\$7,400.00</u>
Account 52 5780 - Grounds				
510 4600 52 5780	Contract Power line right-of-way clearing & tTree trimming	1.0000	200,000.00	200,000.00
	Account 52 5780 - Grounds Totals	Transactions	1	<u>\$200,000.00</u>
Account 52 5790 - R&M-Distribution System				
510 4600 52 5790	3-Ph Metering Equip - PTs, CTs, cabinets, bases and supplies	1.0000	12,200.00	12,200.00
510 4600 52 5790	35'5 wooden utility poles	80.0000	180.00	14,400.00
510 4600 52 5790	45'3 wooden utility poles	100.0000	325.00	32,500.00
510 4600 52 5790	50'2 wooden utility poles	25.0000	390.00	9,750.00
510 4600 52 5790	55'2 wooden utility poles	20.0000	525.00	10,500.00
510 4600 52 5790	Cable - Metering and Signal Control	3.0000	1,000.00	3,000.00
510 4600 52 5790	Construction hardware, material and supplies	1.0000	48,350.00	48,350.00
510 4600 52 5790	Electrical Repair and assistant for other departments	1.0000	10,000.00	10,000.00
510 4600 52 5790	Gang Opearted - 3-phase overhead	4.0000	3,000.00	12,000.00
510 4600 52 5790	Godby Road Lighting - Georgia Power	12.0000	750.00	9,000.00
510 4600 52 5790	Meter Base Replacement & Repair	1.0000	20,000.00	20,000.00
510 4600 52 5790	Miscellaneous material - rope, tape, PVC glue, cable clean, etc	1.0000	6,000.00	6,000.00
510 4600 52 5790	Primary Voltage PT and CT equipment	1.0000	6,000.00	6,000.00
510 4600 52 5790	Regulator Control Panel Fiber Optic - Spare	1.0000	2,000.00	2,000.00
510 4600 52 5790	Roadway lighting material and supplies	1.0000	10,000.00	10,000.00
510 4600 52 5790	Transformer and Switchgear Repair	1.0000	25,000.00	25,000.00

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
510 4600 52 5790	Account 52 5790 - R&M-Distribution System Wire and cable	1.0000	194,300.00	194,300.00
	Account 52 5790 - R&M-Distribution System Totals	Transactions 17		<u>\$425,000.00</u>
510 4600 52 6000	Account 52 6000 - Advertising Expense Marketing APPA, CP Econ Dev promoting CP	1.0000	10,000.00	10,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions 1		<u>\$10,000.00</u>
510 4600 52 6100	Account 52 6100 - Auto Insurance Auto Insurance Allocation	1.0000	26,717.48	26,717.48
	Account 52 6100 - Auto Insurance Totals	Transactions 1		<u>\$26,717.48</u>
510 4600 52 6110	Account 52 6110 - Other Insurance Apex Insurance	1.0000	12,535.13	12,535.13
	Account 52 6110 - Other Insurance Totals	Transactions 1		<u>\$12,535.13</u>
510 4600 52 6130	Account 52 6130 - Miscellaneous Services Commercial Revenue Meter Testing - ECG	56.0000	125.00	7,000.00
510 4600 52 6130	Haz Mat Consulting and Analysis	1.0000	7,500.00	7,500.00
510 4600 52 6130	Haz Mat Testing and Disposal	1.0000	7,500.00	7,500.00
510 4600 52 6130	PCB Tracking Software annual license renewal	1.0000	400.00	400.00
510 4600 52 6130	Underground Protection Center Annual Fees	1.0000	3,000.00	3,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions 5		<u>\$25,400.00</u>
510 4600 52 6141	Account 52 6141 - Custodial Service Annual Janitorial Service	1.0000	6,000.00	6,000.00
	Account 52 6141 - Custodial Service Totals	Transactions 1		<u>\$6,000.00</u>
510 4600 52 6150	Account 52 6150 - Engineering Services Engineering for distribution, substation, large service, etc	1.0000	25,000.00	25,000.00
	Account 52 6150 - Engineering Services Totals	Transactions 1		<u>\$25,000.00</u>
510 4600 52 6170	Account 52 6170 - Contractual Services AMI Contract with ECG/GE	1.0000	582,000.00	582,000.00
510 4600 52 6170	Contract Line Construction Services	1.0000	88,000.00	88,000.00
510 4600 52 6170	Pole attachment monitoring and billing service (ECG)	1.0000	10,000.00	10,000.00
	Account 52 6170 - Contractual Services Totals	Transactions 3		<u>\$680,000.00</u>
510 4600 52 6200	Account 52 6200 - Training Admin and Professional Staff Training - ECG	1.0000	350.00	350.00
510 4600 52 6200	Advanced Traffic Control Workshop	1.0000	850.00	850.00
510 4600 52 6200	Apprentice Lineman - ECG	1.0000	2,500.00	2,500.00
510 4600 52 6200	ECG - Annual Training, Safety, and Education Services	1.0000	30,000.00	30,000.00
	Account 52 6200 - Training Totals	Transactions 4		<u>\$33,700.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 52 6210 - Dues				
510 4600 52 6210	APPA Annual Dues and Membeship	1.0000	15,000.00	15,000.00
	Account 52 6210 - Dues Totals	Transactions 1		<u>\$15,000.00</u>
Account 52 6220 - Subscription/Publications				
510 4600 52 6220	Business, Professional, Econ Dev and Trade Publications	1.0000	400.00	400.00
	Account 52 6220 - Subscription/Publications Totals	Transactions 1		<u>\$400.00</u>
Account 52 6230 - Conventions/Meetings				
510 4600 52 6230	Departmental Overview Meetings	1.0000	1,850.00	1,850.00
510 4600 52 6230	ECG Annual Engineering & Operations Conference	1.0000	1,500.00	1,500.00
510 4600 52 6230	ECG Annual Foreman and Supervisors Conference	1.0000	600.00	600.00
510 4600 52 6230	ECG Annual Meeting & Economic Development Conference	1.0000	1,500.00	1,500.00
510 4600 52 6230	ECG Quarterly meetings	1.0000	200.00	200.00
510 4600 52 6230	Host Luncheon - Regional Utility Coordination Council	1.0000	1,000.00	1,000.00
510 4600 52 6230	MEAG Annual Meeting	1.0000	1,500.00	1,500.00
510 4600 52 6230	MEAG Monthly Board Meetings	1.0000	600.00	600.00
510 4600 52 6230	South Fulton Chamber of Commerce Meetings	1.0000	250.00	250.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions 9		<u>\$9,000.00</u>
Account 52 6510 - Claims Not Workmans Comp.				
510 4600 52 6510	Allocated by Others	1.0000	2,000.00	2,000.00
	Account 52 6510 - Claims Not Workmans Comp. Totals	Transactions 1		<u>\$2,000.00</u>
Account 52 6550 - Consulting Fees - Edp				
510 4600 52 6550	DLT/AutoCAD Annual License renewal (2 years)	1.0000	750.00	750.00
	Account 52 6550 - Consulting Fees - Edp Totals	Transactions 1		<u>\$750.00</u>
Account 52 6560 - Workers Comp/Administrati				
510 4600 52 6560	Allocated by Others	1.0000	2,287.52	2,287.52
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions 1		<u>\$2,287.52</u>
Account 52 6580 - Unemployment Compensation				
510 4600 52 6580	Allocated	1.0000	2,500.00	2,500.00
	Account 52 6580 - Unemployment Compensation Totals	Transactions 1		<u>\$2,500.00</u>
Account 52 6600 - Claims Workers Comp.				
510 4600 52 6600	Workers Comp Claims	1.0000	500.00	500.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions 1		<u>\$500.00</u>
Account 52 7300 - Postage				
510 4600 52 7300	Letters and package delivery	1.0000	600.00	600.00
	Account 52 7300 - Postage Totals	Transactions 1		<u>\$600.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510	- ELECTRIC/POWER FUND			
Department 4600	- Electric/Line			
Account 52 7320	- Stationery & Printing			
510 4600 52 7320	Business cards and letterhead	1.0000	300.00	300.00
	Account 52 7320 - Stationery & Printing Totals	Transactions 1		\$300.00
Account 53 5680	- Tires			
510 4600 53 5680	3 passenger vehicles and 2 pickup trucks	8.0000	125.00	1,000.00
510 4600 53 5680	9 Construction vehicles plus trailers and specialty units	1.0000	2,000.00	2,000.00
	Account 53 5680 - Tires Totals	Transactions 2		\$3,000.00
Account 53 6030	- Power Purchases			
510 4600 53 6030	Power Purchases minus \$1.3M discount to rate payers/customer	1.0000	26,500,000.00	26,500,000.00
	Account 53 6030 - Power Purchases Totals	Transactions 1		\$26,500,000.00
Account 53 7000	- Gas & Oil			
510 4600 53 7000	Gasoline and Diesel for 12 vehicles	1.0000	15,000.00	15,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions 1		\$15,000.00
Account 53 7010	- Tools/Shop Supplies			
510 4600 53 7010	2/0 Mac jumpers 15'	1.0000	1,800.00	1,800.00
510 4600 53 7010	Bucket Rescue Kit	4.0000	250.00	1,000.00
510 4600 53 7010	Chain Saw - 26 " Bar	1.0000	1,000.00	1,000.00
510 4600 53 7010	Compression Tool - MD-6-7	2.0000	325.00	650.00
510 4600 53 7010	Compression Tool MD-67-8	2.0000	325.00	650.00
510 4600 53 7010	Digging Tools - Shovels, Hand Diggers, Rock Bar, Tamp, etc	5.0000	300.00	1,500.00
510 4600 53 7010	Fiberglass Ladder - 6' (Tech Svc)	1.0000	250.00	250.00
510 4600 53 7010	Hammer Drill - 1/2" Drive	1.0000	525.00	525.00
510 4600 53 7010	Hand Tools - Side cutters, sockets, screw drivers	12.0000	85.00	1,020.00
510 4600 53 7010	Hydraulic Ground Rod Driver	1.0000	550.00	550.00
510 4600 53 7010	Hydraulic Impact Wrench	3.0000	825.00	2,475.00
510 4600 53 7010	Hydraulic Kubota Thumb Kit	1.0000	3,096.00	3,096.00
510 4600 53 7010	Hydraulic Tamp	1.0000	1,000.00	1,000.00
510 4600 53 7010	Line Hose	1.0000	500.00	500.00
510 4600 53 7010	Lineman Skinning knife	10.0000	80.00	800.00
510 4600 53 7010	Lineman Wrench	5.0000	60.00	300.00
510 4600 53 7010	Lowell Wrench	3.0000	175.00	525.00
510 4600 53 7010	Phase Sticks	1.0000	900.00	900.00
510 4600 53 7010	Ratchet Cutter - ACSR Hand Held - Tech Svc +1	4.0000	275.00	1,100.00
510 4600 53 7010	Rotation Meter	2.0000	325.00	650.00
510 4600 53 7010	Tag 200 Voltage Detector	2.0000	365.00	730.00
510 4600 53 7010	Trencher trailer	1.0000	2,500.00	2,500.00
510 4600 53 7010	Two Ton Hoist	2.0000	250.00	500.00

Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 53 7010 - Tools/Shop Supplies				
510 4600 53 7010	Volt Meter - True RMS	2.0000	225.00	450.00
510 4600 53 7010	Walk behind trencher	1.0000	14,000.00	14,000.00
510 4600 53 7010	Wire Grips 20-30 & 10, Guy Grips	5.0000	225.00	1,125.00
Account 53 7010 - Tools/Shop Supplies Totals		Transactions	26	<u>\$39,596.00</u>
Account 53 7020 - Janitorial Supplies				
510 4600 53 7020	House keeping cleaning supplies & paper goods	1.0000	1,000.00	1,000.00
Account 53 7020 - Janitorial Supplies Totals		Transactions	1	<u>\$1,000.00</u>
Account 53 7050 - Medical Services/Supplies				
510 4600 53 7050	AED Supplies - batteries, leads and annual medical directive	1.0000	500.00	500.00
510 4600 53 7050	Employee physicals and first aid supplies	1.0000	600.00	600.00
Account 53 7050 - Medical Services/Supplies Totals		Transactions	2	<u>\$1,100.00</u>
Account 53 7091 - Road Signs & Delineators				
510 4600 53 7091	Detector Loop repair	2.0000	2,000.00	4,000.00
510 4600 53 7091	Pedestrian Signal Equipment	1.0000	3,850.00	3,850.00
510 4600 53 7091	Railroad Crossing Blank out Signs	2.0000	2,700.00	5,400.00
510 4600 53 7091	Signal Equipment - Head assemblies, LEDs, Flashers,	1.0000	5,000.00	5,000.00
510 4600 53 7091	Signal Repair	1.0000	38,000.00	38,000.00
510 4600 53 7091	USDOT Grade Crossing - Quiet Zone per Engineering	1.0000	3,750.00	3,750.00
Account 53 7091 - Road Signs & Delineators Totals		Transactions	6	<u>\$60,000.00</u>
Account 53 7110 - Safety Supplies				
510 4600 53 7110	Boom and Derrick Truck Annual Testing	6.0000	350.00	2,100.00
510 4600 53 7110	Cold Weather Gear Replacement Sets	4.0000	250.00	1,000.00
510 4600 53 7110	FR Safety Vests	5.0000	150.00	750.00
510 4600 53 7110	Personal Protective Eq- Hard Hats, glasses, Bucket Harnesses etc	10.0000	700.00	7,000.00
510 4600 53 7110	Rain Gear replacement - Flame resistant	3.0000	225.00	675.00
510 4600 53 7110	Regular Blankets 30 KV	8.0000	140.00	1,120.00
510 4600 53 7110	Rubber Goods Testing and Replacement	1.0000	4,400.00	4,400.00
510 4600 53 7110	Safety Cones and Flags	4.0000	250.00	1,000.00
510 4600 53 7110	Split Blankets 30 KV	8.0000	150.00	1,200.00
510 4600 53 7110	Tool Apron	2.0000	125.00	250.00
510 4600 53 7110	Utility Work Ahead Signs	8.0000	175.00	1,400.00
Account 53 7110 - Safety Supplies Totals		Transactions	11	<u>\$20,895.00</u>
Account 53 7121 - Computer Hardware				
510 4600 53 7121	Laptop Replacement	1.0000	1,500.00	1,500.00
510 4600 53 7121	PC Replacement	1.0000	1,500.00	1,500.00
Account 53 7121 - Computer Hardware Totals		Transactions	2	<u>\$3,000.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 53 7310 - Office Supplies				
510 4600 53 7310	Plotter Ink, replacement pens, paper	1.0000	1,200.00	1,200.00
510 4600 53 7310	Replacement printer Cartridges for 2 HP Color Laser 1600	24.0000	120.00	2,880.00
510 4600 53 7310	Standard Office Supplies	1.0000	4,500.00	4,500.00
Account 53 7310 - Office Supplies Totals		Transactions	3	<u>\$8,580.00</u>
Account 54 7590 - Vehicles - Replace				
510 4600 54 7590	New Car	1.0000	21,000.00	21,000.00
Account 54 7590 - Vehicles - Replace Totals		Transactions	1	<u>\$21,000.00</u>
Account 54 7650 - Communications				
510 4600 54 7650	Cameras-Security	5.0000	1,000.00	5,000.00
Account 54 7650 - Communications Totals		Transactions	1	<u>\$5,000.00</u>
Account 54 7700 - Capital Improvement Fund				
510 4600 54 7700	Large Cust. Line Extensions and switch/transformer installations	1.0000	125,000.00	125,000.00
Account 54 7700 - Capital Improvement Fund Totals		Transactions	1	<u>\$125,000.00</u>
Account 54 7710 - Electric Improvements				
510 4600 54 7710	ATL West Parking Deck	1.0000	175,000.00	175,000.00
510 4600 54 7710	College Street Conductor Replacement	1.0000	215,000.00	215,000.00
510 4600 54 7710	Distribution Automation	1.0000	100,000.00	100,000.00
510 4600 54 7710	Hospitality Way Development	1.0000	225,000.00	225,000.00
510 4600 54 7710	Transformers - New and Replacement	1.0000	150,000.00	150,000.00
Account 54 7710 - Electric Improvements Totals		Transactions	5	<u>\$865,000.00</u>
Account 54 7850 - Other System Improvements				
510 4600 54 7850	Global gateway & Riverdale traffic upgrade	1.0000	65,000.00	65,000.00
510 4600 54 7850	Godby Rd. & Scofield Signal Upgrade	1.0000	65,000.00	65,000.00
510 4600 54 7850	Leslie & Main traffic upgrade	1.0000	85,000.00	85,000.00
510 4600 54 7850	Riverdale Rd & I-85N Signal Upgrade	1.0000	65,000.00	65,000.00
510 4600 54 7850	Riverdale RD & Sullivan Upgrade	1.0000	65,000.00	65,000.00
Account 54 7850 - Other System Improvements Totals		Transactions	5	<u>\$345,000.00</u>
Account 54 7860 - Street Lighting				
510 4600 54 7860	Decorative Lighting	1.0000	50,000.00	50,000.00
510 4600 54 7860	Godby Road Decorative Lighting	1.0000	50,000.00	50,000.00
510 4600 54 7860	LED Lighting Upgrades	1.0000	250,000.00	250,000.00
510 4600 54 7860	Private Lighting	1.0000	10,000.00	10,000.00
Account 54 7860 - Street Lighting Totals		Transactions	4	<u>\$360,000.00</u>

Budget Transaction Report

Report by Budget Transactions
 Budget Year of 2020
 Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4600 - Electric/Line				
Account 61 1100 - Oper. Transfer Out Gen				
510 4600 61 1100	Xfer to General Fund to Cover Oper Exp	1.0000	115,182.00	115,182.00
	Account 61 1100 - Oper. Transfer Out Gen Totals	Transactions	1	\$115,182.00
	Department 4600 - Electric/Line Totals	Transactions	153	\$30,262,231.37
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	153	\$30,262,231.37
	EXPENSES Totals	Transactions	153	\$30,262,231.37
	Grand Totals	Transactions	153	\$30,262,231.37

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-2020

Fund: 510

Department and Number: Power – Line 4600

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Power Director	1	1	1	1	1
Assistant Power Director	0	0	0	0	0
Power Superintendent	1	1	1	0	0
Distribution Engineer	1	1	1	1	1
Lineman/Electrical Worker	4	4	4	4	4
Administrative Assistant	1	1	1	0	0
Executive Assistant	0	0	0	1	1
Accounts Payable Technician	0	0	0	0	0
Electrical Technician	1	1	1	1	1
Appr./Electrical Worker I	0	0	0	0	0
Appr./Electrical Worker II	0	0	0	0	0
Appr./Electrical Worker III	0	0	0	0	0
Laborer/Electrical Helper	4	4	4	4	4
Energy Services Advisor	1	1	1	1	1
Part Time Positions:	0	0	0	0	0
Seasonal Positions:	0	0	0	0	0
Total Personnel:	14	14	14	13	13

City of College Park, Georgia
Power Line Division Organizational Chart

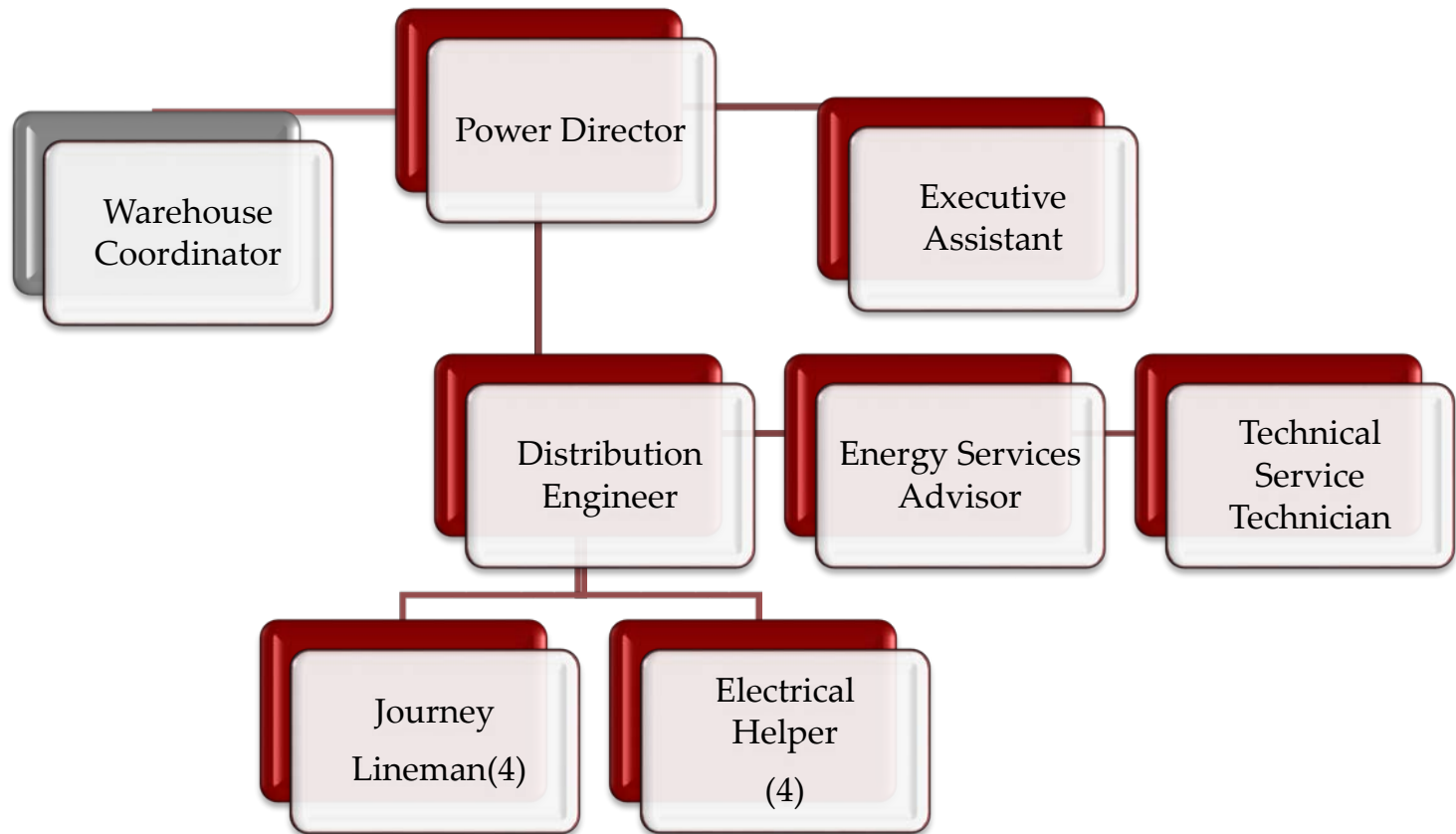


EXHIBIT D
 City of College Park, Georgia
 Personnel Request Worksheet
 Budget Year 2019-20

N/A

Department and Number: **Power/Line - 4600** Fund: **510**

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

EXHIBIT D-1
JOB DESCRIPTION

N/A

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Job Title:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2019-20

Fund: 510	Department and Number:	Power/Line - 4600
<input checked="" type="checkbox"/> New Replacement for Vehicle/Equipment No.533		Priority: 14
Vehicle Type <input type="checkbox"/> Sedan 2 Door <input checked="" type="checkbox"/> Sedan 4 Door <input type="checkbox"/> Cruiser <input type="checkbox"/> Station Wagon <input type="checkbox"/> Van <input type="checkbox"/> 1/2 ton Truck <input type="checkbox"/> 3/4 ton Truck <input type="checkbox"/> Sanitation Front Loader <input type="checkbox"/> Sanitation Rear Loader <input type="checkbox"/> Other		Information on Vehicle/Equipment Being Replaced <u>17 years</u> Age of Vehicle/Equipment Being Replaced <u>78620</u> Units of Use to Date (hours, miles, etc.) <u>\$7000.00</u> Total Operating/Maintenance Costs to Date <u>\$1040.00</u> Actual FYE 2018-19 Maintenance Cost <u>\$675.00</u> Actual FYE 2018-19 Operating Cost <u>\$1100.00</u> Estimated FYE 2019-20 Maintenance Cost <u>\$1500.00</u> Estimated FYE 2019-20 Operating Cost
List of Special Features, Not Standard: N/A		Specific Description & Condition of Item Being Replaced including VIN#:: 1FAFP53U02A155054 2002 Ford Taurus: Fair/Poor Condition
Justification/Description: Unit 533 is 17 years old and it has 78620 miles of hard city and highway driving and has been used for area trips training classes, seminars and etc. It has broken down on the highway, hose busted out on the road, heater went out, steering pump went out and is no longer reliable for out of the area travel. Unit# 533 has also had several brake jobs, and the light stays on. The heating coil, the steering pump and the radiator has been replaced and sometimes the vehicle still has problems and don't warm up, the body of the vehicle is showing wear and tear after years of hard driving.		Recommended Disposition of Replaced Item: <input checked="" type="checkbox"/> Sell by Sealed Bid <input type="checkbox"/> Sell at Auction <input type="checkbox"/> Retain as Backup <input type="checkbox"/> Dismantle and Use for Parts <input type="checkbox"/> Junk <input type="checkbox"/> Other
Purchase Option New Vehicle/Equipment <u>21,000</u> Purchase Price <u>17 years</u> Estimated Useful Life <u>daily</u> Estimated Use During 2019-20 <u>none</u> Estimated Operating Cost During		Rental Option New Vehicle/Equipment <u> </u> Rental/Lease Cost per Year <u> </u> Estimated Length of Rental/Lease <u> </u> Estimated Use During 2019-20 <u> </u> Estimated Operating Cost During 2019-20

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

Dept: Power/Line Fuel Type:

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year	Curr Year	Hours	Tag #.
							Mileage	Mileage		
<i>All Departments are required to submit a vehicle inventory list.</i>										
512-D	2008	Ford	F-450	1FDXF46RX8EB69267	59,000.00	8/6/2007	7,815	8,296		GV19226
517-G	2008	Ford	F-250	1FTSW21YX8EC00468	26,754.00	8/14/2007	74,065	79,678		GV19225
523-G	2017	Ford	Fusion	3FA6P0G70HR358144	23,000.00	4/25/2017	603	1,597		GV8330K
530-G	2018	Ford	F-150	1FTEX1CB9JFE78260	25,840.00	11/30/2018	0	363		GV1757M
533-G	2002	Ford	Taurus	1FAFP53U02A155054	14,943.00	12/18/2001	75,232	78,649		133111
534-G	2008	Chev	Impala	2G1WTS8K081313658	21,962.00	5/13/2008	43,959	47,722		GV19211
536-D	2007	Inter.	4300SBA	1HTMMAAN37H534985	133,793.00	4/17/2007	34,335	35,284		136722
538-D	2013	Inter.	7300/SBA	1HTZZAAR0DJ196136	182,534.00	1/19/2013	33,578	41,038		133113
539-D	2006	Inter.	4300SBA	1HTMMAAN46H340917	125,258.00	8/2/2005	76,730	79,678	8465	133115
540-D	2011	Inter.	4300SBA	1HTMMAAN8BH289934	188,824.00	12/30/2010	36,681	41,139	4589	133114
542	2006	Altec	Trailer	5TP6830226H00648	85,000.00	9/1/2006	N/A	N/A		N/A
543-D	2013	Inter.	7400	1HTWHAAT0DH405352	236,106.00	9/13/2012	5,038	5,580		133112
545-D	2007	Inter.	4300/D	1HTMMAAN27H441942	125,818.00	7/28/2006	59,446	63,652	8139	133098
550	1987	Butler	Trailer	1BUC20204H1002074	6,050.00	12/22/1987	N/A	N/A		N/A
551	1999	Trailer	Trailer	123WM2429XIT12068	38,310.00	1/7/2000	N/A	N/A		N/A
555	1995	Puller	Trailer	123WM141151T20153	29,100.00	2/13/1995	N/A	N/A		133118
556	2009	Butler	Trailer	1BUC2020291005368	12,648.00	5/13/2009	N/A	N/A		N/A
559	2003	Altec	Trailer	4HAABZ003B0000001	19,000.00	9/1/2003	N/A	N/A		N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

Salvage

EXHIBIT G
City of College Park, Georgia
5 Year Capital Improvement Program
Budget Year 2019-20

Department: Power Division: Line Fund: 510 Department Number: 4600

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54-7590	Vehicles - Replace	Electric Fund	\$21,000 Unit 533	\$0	\$21,000 Unit 534	\$0	\$0
	Large Vehicles - Replace	Electric Fund	\$0	\$250,000 Unit 545	\$0	\$250,000 Unit 536	\$0
54-7700	Capital Improvement Large Customer Line Extension and switch/transformer installations	Electric Fund	\$125,000	\$150,000	\$150,000	\$150,000	\$150,000
54-7710	Electric Improvements						
	Transformer Stock	Electric Fund	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Distribution Automation	Electric Fund	\$100,000	\$200,000	\$200,000	\$200,000	\$200,000
	Hospitality Way Development	Electric Fund	\$225,000	\$0	\$0	\$0	\$0
	ATL West Parking Deck	Electric Fund	\$175,000	\$0	\$0	\$0	\$0
	College St. Conductor Replacement 2	Electric Fund	\$215,000	\$0	\$0	\$0	\$0
54-7850	Other System Improvements						
	Leslie & Main Traffic Upgrade	Electric Fund	\$85,000	\$0	\$0	\$0	\$0
	Global Gateway & Riverdale Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Riverdale Road & Sullivan Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Godby Road & Scofield Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Riverdale Road & I-85 N. Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
54-7860	Street Lighting						
	Private Lighting - LED Upgrades	Electric Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Decorative Lighting	Electric Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	LED Lighting Upgrades	Electric Fund	\$250,000	\$350,000	\$350,000	\$50,000	\$50,000
	Godby Road Decorative Lighting	Electric Fund	\$50,000	\$0	\$0	\$0	\$0
Totals			\$1,716,000	\$1,160,000	\$931,000	\$860,000	\$610,000

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power

Fund: 510 - 54- 7590

Division: Line

Department Number: 4600

Item/Project Name: Unit# 533 Vehicle Replacement

Item/Project Manager: Glenn Spivey

Priority Rating: 13

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project: Replacement of 2002 Ford Taurus

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

2002 Ford Taurus Unit# 533

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown: \$21,000

Estimated Useful Life 15 years

Estimated Cost \$21,000

Less: Trade In _____

Net Cost \$21,000

Comparable Quotes:

Vendor Name

Vendor Quote

1. Unit will be purchased form the lowest price vent meeting the City's established standard specifications

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Vehicle Unit# 533 Replacement

Project Description:

Replacement of 17 years old Ford Taurus Sedan.

Project Justification and Impact:

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

Project Costs: \$21,000

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

Useful Life: 17 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7700
Division: Line Department Number: 4600
Item/Project Name: Large Customer Line Extension
Item/Project Manager: Glenn Spivey Priority Rating: 17
Units Requested: 1
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$125,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$125,000</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Power/Line

Project Name or Title:
Large Customer Line Extension

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

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

Project Costs: \$125,000

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

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Transformers - New and Replacement
Item/Project Manager: Glenn Spivey Priority Rating: 3
Units Requested: N/A
Number of Similar Units on Hand: N/A

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

Explain need for this expenditure:

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

If replacement, describe item to be replaced: see above section: "Description of Item/Project"

Disposition of item replaced:

Sale Trade In Scrap Other Department Use: Repair

Justify need for this item, including use: Stock transformers for growth and replacements.

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

Cost Breakdown: Estimated Useful Life 30 years
Estimated Cost \$150,000.00
Less: Trade In _____
Net Cost \$150,000.00

Comparable Quotes: Vendor Name Vendor Quote

Purchase to be made from the lowest qualified bidder meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Transformers - New and Replacement

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$150,000

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ 180,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Distribution Automation System
Item/Project Manager: Glenn Spivey Priority Rating: 9
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Installation of software and automated switches on the distribution system to transfer and restore power to sections of the power lines – self healing process.

Explain need for this expenditure: Improved reliability of service to customers.

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

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

Disposition of item replaced: N/A

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This is materials and labor required to install the automated system.

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

Cost Breakdown:	Estimated Useful Life	<u>20 years</u>
	Estimated Cost	<u>\$100,000.00</u>
	Less: Trade In	<u>\$0</u>
	Net Cost	<u>\$100,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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I. Purchase to be made with lowest qualified bidder meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Distribution Automation System

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$100,000

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

Useful Life: 20 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Hospitality Way Development
Item/Project Manager: Glenn Spivey Priority Rating: 5
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Install new underground service and transformer to a proposed hotel and retail located off Hospitality Way.

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will add a new underground service to a large power load hotel.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$225,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$225,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Hospitality Way Development

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$225,000

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

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: Atlanta West Parking Deck Service
Item/Project Manager: Glenn Spivey Priority Rating: 2
Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: Install new underground primary circuit and transformer capacity with underground switching cabinets to a new large power customer.

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will add a new underground service to a parking deck serving the Hartsfield Jackson Atlanta International Airport.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$175,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$175,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Atlanta West Parking Deck Underground Service

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$175,000

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

Useful Life: 30 years.

Estimated Cost Beyond Five Year Program:

Routine repair and maintenance expenses will be incurred.

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7710
Division: Line Department Number: 4600
Item/Project Name: College St. Conductor Replacement
Item/Project Manager: Glenn Spivey Priority Rating: 18
Units Requested: N/A
Number of Similar Units on Hand: N/A

Description of Item/Project: Replace old undersized conductor with heavier 336 MCM ACSR for approximately 1/2 miles of line length.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: Undersized and old conductor replacement and upgrade.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will replace conductor that's been in place for over 20 years and needs replacing for both reliability and load growth.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$215,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$215,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase will be made from the lowest price qualified bidder meeting College Park specifications.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

College St. Conductor Replacement

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$215,000

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

Useful Life: 30 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Leslie Drive & Main St. Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 12
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Upgrade existing traffic signals, wiring and poles.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: Traffic signals, secondary wiring, poles, pedestrian buttons.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will replace old existing wiring and equipment.

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$85,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$85,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Leslie Drive & Main St.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$85,000

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

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Global Gateway & Riverdale Road Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 13
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Upgrade existing traffic signals, wiring and poles.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: Traffic signals, secondary wiring and pedestrian buttons.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will replace old existing wiring and equipment.

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Global Gateway and Riverdale Road.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$65,000

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

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Riverdale Road and Sullivan Road Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 14

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: Upgrade existing traffic signals, wiring and poles.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: Traffic signals, secondary wiring and pedestrian buttons.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will replace old existing wiring and equipment.

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Riverdale Road and Sullivan Road.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$65,000

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

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Godby Road and Scofield Road Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 15
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Upgrade existing traffic signals, wiring and poles.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: Traffic signals, secondary wiring and pedestrian buttons.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will replace old existing wiring and equipment.

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
--------------------	-------------	--------------

1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Traffic Signal Upgrades for Godby Road & Scofield Road.

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$65,000

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

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7850
Division: Line Department Number: 4600
Item/Project Name: Riverdale Road and I85 N Traffic Signal Upgrade
Item/Project Manager: Michael Sturkey Priority Rating: 16
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Upgrade existing traffic signals, wiring and poles.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: Traffic signals, secondary wiring and pedestrian buttons.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This project will replace old existing wiring and equipment.

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
--------------------	-------------	--------------

1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

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

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$65,000

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

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power

Fund: 510-54-7860

Division: Line

Department Number: 4600

Item/Project Name: Private Lighting

Item/Project Manager: Glenn Spivey

Priority Rating: 11

Units Requested: 50

Number of Similar Units on Hand: 20

Description of Item/Project: Customer requested lighting to provide safety and security. Lighting increases off-peak power sales.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: New and replacement security lighting for customers.

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

Cost Breakdown: Materials include directional flood and cobrahead

Estimated Useful Life 10 years

Fixtures of various standard wattages as well as required material,

Estimated Cost \$10,000.00

Hardware, lamps and wire.

Less: Trade In _____

Net Cost \$10,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

1. Purchase will be made from lowest price vendor meeting College Park Power specifications.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Private Lighting

Project Description:

Customer requested lighting to provide safety and security.

Project Justification and Impact:

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

Project Costs: \$10,000

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power Fund: 510-54-7860
Division: Line Department Number: 4600
Item/Project Name: Godby Road Decorative Lighting
Item/Project Manager: Glenn Spivey Priority Rating: 1
Units Requested: 1
Number of Similar Units on Hand: 0

Description of Item/Project: Install 35 new LED decorative post top lights with underground service at the Godby Road widening project.

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: This will be the installation of the decorative lights for the Godby Road widening project.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$50,000.00</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$50,000.00</u>

Comparable Quotes:	Vendor Name	Vendor Quote
--------------------	-------------	--------------

1. Purchase to be made from the lowest qualified bidders meeting College Park specifications for item(s) bid.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Godby Rd. Decorative Lighting

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$ 50,000

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

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power

Fund: 510-54-7860

Division: Line

Department Number: 4600

Item/Project Name: LED Lighting Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 4

Units Requested: 1000

Number of Similar Units on Hand: 55

Description of Item/Project: Customer requested lighting to provide safety and security. Lighting increases off-peak power sales.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: Existing HPS lights.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Improved and more efficient lighting throughout the City.

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

Cost Breakdown: Materials include pole mount LED lights.

Estimated Useful Life 15 years

Fixtures of various standard wattages as well as required material,

Estimated Cost \$250,000.00

Hardware, lamps and wire.

Less: Trade In 0

Net Cost \$250,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

1. Purchase will be made from lowest price vendor meeting College Park Power specifications.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Power/Line

Project Name or Title:
LED Lighting Upgrades

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

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

Project Costs: \$250,000

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$355,000	\$250,000	\$350,000	\$350,000	\$50,000	\$50,000	\$1,050,000

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power

Fund: 510-54-7860

Division: Line

Department Number: 4600

Item/Project Name: Decorative Lighting

Item/Project Manager: Glenn Spivey

Priority Rating: 10

Units Requested: 25

Number of Similar Units on Hand: 6

Description of Item/Project: Decorative lighting for street beautification and safety.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

N/A

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Improved lighting and beautification for certain areas of the City.

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

Cost Breakdown: 28 Units at \$1750 each.

Estimated Useful Life 20 years

Estimated Cost \$50,000.00

Less: Trade In _____

Net Cost \$50,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

1. Units will be purchased from the lowest price vendor meeting the city's established standard specifications.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Line

Project Name or Title:

Decorative Lighting

Project Description:

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

Project Justification and Impact:

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

Project Costs: \$50,000

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

Useful Life: 10 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Power Department – Line Division

Program Description: The line division program includes the overall department administration function and is responsible for operational, budget, purchasing, financial, and staffing activities for all divisions of the Power Department. The management staff provides leadership, direction and support for all divisions. Senior staff participates in and interacts with joint agency, MEAG Power, state electric utility agencies, Electric Cities of Georgia, and other professional and industry organizations to maximize the efficiency of the operation and revenue from the sale of excess power to external customers, local utilities, and regional and national power grids.

The line division is responsible for engineering, design, construction, installation, and maintenance of the City's electric power distribution system and traffic signals. This distribution system includes eight power distribution substations, 27 feeder circuits, and approximately 152 miles of overhead and underground line serving approximately 8,000 electric utility customers. There are 42 traffic signals in the City with 24 owned and operated by the Power Department.

Trends: Economic conditions continue to influence budget priorities and require vigilant and aggressive budget management to ensure maximum benefit from budgeted expenditures. Annual Power Department projects continue to focus on infrastructure improvements for reliability to its customers.

Commercial customer prospects are increasing and should result in more projected revenue in the near future.

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

Program 19/20 Objectives: Complete budgeted capital infrastructure improvements within the fiscal year that include:

- Begin Phase 1 of a distribution automation system
- Replace underground primary conductor at Alexander Landing apartments.
- Install new underground service to the Atlanta West Parking Deck
- Complete the College St. conductor upgrade project.
- Install 35 new decorative lights at the Godby Road widening project
- Upgrade traffic signals at Leslie & Main and at Global Gateway & Riverdale Road
- Continue to upgrade all street lighting to more efficient LED and for better coverage
- Provide underground service and lighting to the proposed 3 new subdivisions
- Provide underground service and switching for the Hospitality Way development
- Upgrade traffic signals at Riverdale Road & Sullivan Road

- Upgrade traffic signals at Godby Road and Scofield Road
- Upgrade traffic signals at Riverdale Road & I85 N

Performance Measures

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

Complete all projects as planned within the budget constraints.

Estimated 19/20
13

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections.

Estimated 19/20
5%

Performance Measures

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

Complete projects as budgeted

Estimated 18/19
12

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections

Estimated 18/19
6%

Performance Measures

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

Goals of project completion.

Actual 18/19
16

Program/Service Outcomes: (based on program objectives)

Maintain projects at or below budget projections

Actual 18/19
8%

Program Name: Power Department – Line Division

Prior Year Highlights:

- Continued replacing existing HPS lights with more efficient LED lighting throughout the City – presently at about 20% completed
- Upgraded the Badgett Park football field lighting with LED fixtures to an average of 55 footcandles
- Upgraded the Bill Evans Field lighting upgrade to LED
- Provided new underground service to the Sysco Foods expansion
- Provided new underground service and lighting for the new Police Precinct
- Provided new underground service to the Gateway Center 2 office building
- Completed the capacitor bank installations on the distribution system for improved power factor
- Completed phase 2 for the Virtual Citadel project for up to 15 MW of capacity
- Completed the underground conduit installation for The Alley project.
- Installed the underground feeder and auto transfer switch to the Multipurpose Arena
- Installed decorative lighting Southampton Road portion of the Godby Road widening project
- Provided new underground service to the AC Choice Marriot Hotel

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 510

Department and Number: Customer Service - 4630

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Customer Service

Prepared By: Aurelia Gray

Description of Item: 100% Cotton Unisex Shirts with Standard Power or City logo embroidered on front.

Reason for Requesting: To promote Public/Green Power Week, City employees along with Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote awareness and use of Green Power in College Park.

Cost Estimate/Revenue Enhancement: 16 Employees @ \$40.00 ea. -----\$ 640.00

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 510

Department and Number: Meter - 4620

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Meter

Prepared By: Aurelia Gray

Description of Item: 100% Cotton Unisex Shirts with Standard Power or City logo embroidered on front.

Reason for Requesting: To promote Public/Green Power Week, City employees along with Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote awareness and use of Green Power in College Park.

Cost Estimate/Revenue Enhancement: 3 Employees @ \$50.00 ea. -----\$ 150.00

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4610 - Warehouse								
Personnel Services								
51 5010	Salary/Operating	43,675.09	43,476.00	31,383.10	72	47,784.00	47,784.00	10
51 5020	Salary/Overtime	.00	500.00	.00		500.00	500.00	
51 5190	Medicare	511.58	614.00	374.80	61	693.00	693.00	13
<i>Personnel Services Totals</i>		\$44,186.67	\$44,590.00	\$31,757.90	71%	\$48,977.00	\$48,977.00	10%
Employee Benefits								
51 5150	City Pension Contribution	8,915.26	9,112.00	6,395.12	70	9,800.00	9,800.00	8
51 5161	Life Insurance	418.44	50.00	34.38	69	50.00	50.00	
51 5163	ST Disability Insurance	129.48	130.00	89.64	69	130.00	130.00	
51 5164	LT Disability Insurance	95.94	96.00	66.42	69	96.00	96.00	
51 5165	Health Insurance	12,126.97	10,644.00	7,633.80	72	11,432.00	11,432.00	7
51 5166	Dental Insurance	613.34	226.00	424.62	188	356.00	356.00	58
51 5180	Uniforms	700.36	800.00	308.46	39	800.00	800.00	
<i>Employee Benefits Totals</i>		\$22,999.79	\$21,058.00	\$14,952.44	71%	\$22,664.00	\$22,664.00	8%
Communications & Util.								
52 5240	Telephone	302.38	.00	162.37		2,124.00	2,124.00	
52 5270	Water	1,592.30	3,000.00	2,340.28	78	3,000.00	3,000.00	
<i>Communications & Util. Totals</i>		\$1,894.68	\$3,000.00	\$2,502.65	83%	\$5,124.00	\$5,124.00	71%
Repair & Maintenance								
52 5700	R&M - Vehicles	5,421.47	6,948.00	3,632.00	52	6,948.00	6,948.00	
52 5720	R&M Communication Equip	.00	1,500.00	.00		1,500.00	1,500.00	
52 5730	R&M - D/P Equipment	.00	948.00	2,994.24	316	948.00	948.00	
53 5680	Tires	.00	1,630.00	.00		1,630.00	1,630.00	
<i>Repair & Maintenance Totals</i>		\$5,421.47	\$11,026.00	\$6,626.24	60%	\$11,026.00	\$11,026.00	0%
Building Maintenance								
52 5740	R&M-Buildings	3,707.40	2,700.00	1,741.18	64	2,700.00	2,700.00	
<i>Building Maintenance Totals</i>		\$3,707.40	\$2,700.00	\$1,741.18	64%	\$2,700.00	\$2,700.00	0%
Training & Education								
52 6200	Training	.00	400.00	158.82	40	400.00	400.00	
<i>Training & Education Totals</i>		\$0.00	\$400.00	\$158.82	40%	\$400.00	\$400.00	0%
Other Services & Charges								
52 6100	Auto Insurance	3,920.63	3,051.00	3,962.95	130	4,453.00	4,453.00	46
52 6110	Other Insurance	802.23	593.00	533.97	90	996.00	996.00	68
52 6130	Miscellaneous Services	10,812.01	7,700.00	6,274.46	81	7,700.00	7,700.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4610 - Warehouse								
Other Services & Charges								
52 6170	Contractual Services	339.48	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	133.44	300.00	314.53	105	229.00	229.00	(24)
52 6600	Claims Workers Comp.	12.09	.00	.00		.00	.00	
<i>Other Services & Charges Totals</i>		\$16,019.88	\$11,644.00	\$11,085.91	95%	\$13,378.00	\$13,378.00	15%
Materials & Supplies								
53 7000	Gas & Oil	20.75	400.00	.00		400.00	400.00	
53 7010	Tools/Shop Supplies	28.89	150.00	.00		150.00	150.00	
53 7020	Janitorial Supplies	386.22	300.00	.00		300.00	300.00	
53 7310	Office Supplies	175.05	200.00	.00		200.00	200.00	
<i>Materials & Supplies Totals</i>		\$610.91	\$1,050.00	\$0.00	0%	\$1,050.00	\$1,050.00	0%
Capital Outlay								
54 7590	Vehicles - Replace	.00	.00	.00		26,000.00	26,000.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$26,000.00	\$26,000.00	+++
Department 4610 - Warehouse Totals		\$94,840.80	\$95,468.00	\$68,825.14	72%	\$131,319.00	\$131,319.00	38%
EXPENSE TOTALS		\$94,840.80	\$95,468.00	\$68,825.14	72%	\$131,319.00	\$131,319.00	38%
Fund 510 - ELECTRIC/POWER FUND Totals		\$94,840.80	\$95,468.00	\$68,825.14	72%	\$131,319.00	\$131,319.00	38%
EXPENSE TOTALS		\$94,840.80	\$95,468.00	\$68,825.14	72%	\$131,319.00	\$131,319.00	38%
Fund 510 - ELECTRIC/POWER FUND Totals		(\$94,840.80)	(\$95,468.00)	(\$68,825.14)	72%	(\$131,319.00)	(\$131,319.00)	38%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$94,840.80	\$95,468.00	\$68,825.14	72%	\$131,319.00	\$131,319.00	38%
Net Grand Totals		(\$94,840.80)	(\$95,468.00)	(\$68,825.14)	72%	(\$131,319.00)	(\$131,319.00)	38%

Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4610 - Warehouse				
Account 52 5240 - Telephone				
510 4610 52 5240	Verizon Cell Phones	12.0000	177.00	2,124.00
	Account 52 5240 - Telephone Totals	Transactions	1	\$2,124.00
Account 52 5270 - Water				
510 4610 52 5270	Clayton County Sewer	12.0000	40.00	480.00
510 4610 52 5270	Clayton County Storm Water	12.0000	170.00	2,040.00
510 4610 52 5270	Clayton County Water Minimum	12.0000	40.00	480.00
	Account 52 5270 - Water Totals	Transactions	3	\$3,000.00
Account 52 5700 - R&M - Vehicles				
510 4610 52 5700	Moody's Garage Allocation	1.0000	5,447.96	5,448.00
510 4610 52 5700	Normal R&M for 2 forklifts and 1 pickup truck	1.0000	1,500.00	1,500.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	\$6,948.00
Account 52 5720 - R&M Communication Equip				
510 4610 52 5720	R&M for Automatic Electronic Gate Opener	1.0000	1,500.00	1,500.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	\$1,500.00
Account 52 5730 - R&M - D/P Equipment				
510 4610 52 5730	Civic Plus	1.0000	445.00	445.00
510 4610 52 5730	NWS-Fin Mgmt	1.0000	502.50	503.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	\$948.00
Account 52 5740 - R&M-Buildings				
510 4610 52 5740	Normal R&M for HVAC, Plumbing, automatic gate	1.0000	2,500.00	2,500.00
510 4610 52 5740	Pest Control @ 10%	1.0000	100.00	100.00
510 4610 52 5740	Safety Floor Mats @ 10%	1.0000	100.00	100.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	3	\$2,700.00
Account 52 6100 - Auto Insurance				
510 4610 52 6100	Auto Insurance	1.0000	4,452.91	4,452.91
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$4,452.91
Account 52 6110 - Other Insurance				
510 4610 52 6110	Apex Insurance	1.0000	995.02	995.02
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$995.02
Account 52 6130 - Miscellaneous Services				
510 4610 52 6130	Commercial Dumpster Service for 1060 Forest Pkwy	12.0000	350.00	4,200.00
510 4610 52 6130	Hyper-Web Inventory Sys. Annual Subscription - ECG	1.0000	2,500.00	2,500.00
510 4610 52 6130	Portable Toilet Service for 1060 Forest Pkwy	1.0000	1,000.00	1,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	3	\$7,700.00

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4610 - Warehouse				
Account 52 6200 - Training				
510 4610 52 6200	Inventory Control Systems - Local	1.0000	400.00	400.00
	Account 52 6200 - Training Totals	Transactions 1		\$400.00
Account 52 6560 - Workers Comp/Administrati				
510 4610 52 6560	Workers Comp/ Administration	1.0000	228.75	228.75
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions 1		\$228.75
Account 53 5680 - Tires				
510 4610 53 5680	1 Tire for Pickup truck as precaution	1.0000	130.00	130.00
510 4610 53 5680	Tires for Forklift	4.0000	375.00	1,500.00
	Account 53 5680 - Tires Totals	Transactions 2		\$1,630.00
Account 53 7000 - Gas & Oil				
510 4610 53 7000	Propane for 2 forklifts and Gasoline for 1 pickup truck	1.0000	400.00	400.00
	Account 53 7000 - Gas & Oil Totals	Transactions 1		\$400.00
Account 53 7010 - Tools/Shop Supplies				
510 4610 53 7010	Warehouse shop supplies	1.0000	150.00	150.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions 1		\$150.00
Account 53 7020 - Janitorial Supplies				
510 4610 53 7020	Basic cleaning supplies for housekeeping maintenance	1.0000	300.00	300.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions 1		\$300.00
Account 53 7310 - Office Supplies				
510 4610 53 7310	Standard Office Supplies	1.0000	200.00	200.00
	Account 53 7310 - Office Supplies Totals	Transactions 1		\$200.00
	Department 4610 - Warehouse Totals	Transactions 25		\$33,676.68
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions 25		\$33,676.68
	EXPENSES Totals	Transactions 25		\$33,676.68
	Grand Totals	Transactions 25		\$33,676.68

City of College Park, Georgia
Power Warehouse Division Organizational Chart

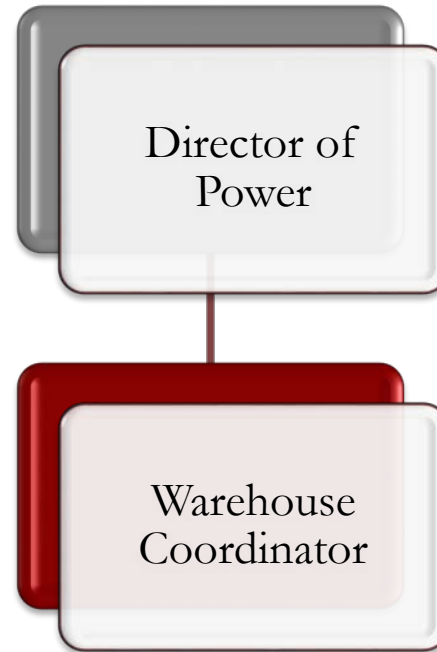


EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019-20

Department and Number: **Power/Warehouse - 4610** Fund: **510**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Job Title:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2019-20

Fund: 510 Department and Number: Warehouse-4610

New Replacement for Vehicle/Equipment No. 537	Priority:14
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van <u>X</u> _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>2003 F-150</u> 62,142.3 Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date <u>737.98</u> Actual FYE 2018-19 Maintenance Cost _____ Actual FYE 2018-19 Operating Cost _____ Estimated FYE 2019-20 Maintenance Cost _____ Estimated FYE 2019-20 Operating Cost
_____ of Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#: 1FTRF17203KA21250 2003 Ford F-150
Justification/Description: Unit# 537 is 16 years old and it has ding, dents, passenger door can't open, interior is badly worn, can't get a title because the Insurance company salvaged it, the body is rusty and the vehicle has 62,142.3 miles.	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
Purchase Option New Vehicle/Equipment <u>\$26,000</u> Purchase Price <u>15 years</u> Estimated Useful Life <u>daily</u> Estimated Use During 2019-20 <u>none</u> Estimated Operating Cost During 2019-20	Rental Option New Vehicle/Equipment _____ Rental/Lease Cost per Year _____ Estimated Length of Rental/Lease _____ Estimated Use During 2019-20 _____ Estimated Operating Cost During 2019-20

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

Dept: Power/Warehouse **Fuel Type:**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<i>All Departments are required to submit a vehicle inventory list.</i>										
537	2003	Ford	F-150	1FTRF17203KA21250		8/30/2002	59,817	62,142.30		Salvage
93-P	1993	Forklift	Yale	GLP110MCNSBV108		7/31/1997	896		896	
94-P	2006	Forklift	Yale	GLP070VXEGSE087		11/30/2006	900		977	

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

Salvage

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Power Division: Warehouse Fund: 510 Department Number 4610

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54-7590	Vehicle - Replace	Electric Fund	26,000 Unit 537	\$0.00	\$0.00	\$0.00	\$0.00
Totals			\$26,000	0	0	0	0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Power

Fund:510

Division: Warehouse

Department Number: 4610

Item/Project Name: Unit# 537 Vehicle Replacement

Item/Project Manager: Samuel Martin

Priority Rating: 21

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project: replacement of 2000 Ford F-150

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

2003 Ford F-150 Unit# 537

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$26,000.00

Less: Trade In

Net Cost \$26,000.00

Comparable Quotes:

Vendor Name

Vendor Quote

1. Unit will be purchased form the lowest price vent meeting the City's established standard specifications

2.

3

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:

Power/Warehouse

Project Name or Title:

Vehicle Unit# 537 replacement

Project Description:

Replacement of 16 year old Ford F-150 Pickup

Project Justification and Impact:

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

Project Costs: \$26,000

<u>PriorYear</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ 0.00	\$26,000	\$ -	-	\$ -	\$ -	\$26,000

Useful Life: 15 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT I – BUDGET PERFORMANCE

Power Department – Warehouse Division

Program Description:

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

Trends:

With the advent of internet technology, the warehouse has worked with the Power Department to match materials stocked with Power Department work orders, which has helped to add material descriptions and pricing to work orders through an internet based inventory/work order system offered by ECG.

Program Broad Goals:

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

Program Objectives:

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

Performance Measures

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

of Budgeted Capital Projects/Programs

Estimated 19/20
0

Prior Year Highlights:

- Prepared monthly reports in a timely manner.
- Performed and prepared and the annual inventory report.
- Worked with Power Department to add in-stock material pricing to work orders using the Hiperweb inventory database

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 510

Department and Number: Warehouse – 4610

Department Submitting Request: Power

Division Submitting Request: Line

Department Requested For: Power and Green Power week

Prepared By: Aurelia Gray

Description of Item: 100% Cotton unisex shirt with standard Power or City logo embroidered on front.

Reason for Requesting: To promote Public/Green Power, City employees along with Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote awareness and use of Green Power in College Park.

Cost Estimate/Revenue Enhancement: 1 employee @ 50.00 ea..... \$50.00

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4620 - Meter Reading								
Personnel Services								
51 5010	Salary/Operating	80,910.87	76,440.00	74,536.31	98	115,357.00	115,357.00	51
51 5020	Salary/Overtime	29,501.17	8,000.00	20,843.94	261	8,000.00	8,000.00	
51 5040	Shared Utility Payments	2,067.51	2,400.00	1,518.52	63	2,400.00	2,400.00	
51 5190	Medicare	1,429.69	1,450.00	1,261.08	87	1,673.00	1,673.00	15
<i>Personnel Services Totals</i>		\$113,909.24	\$88,290.00	\$98,159.85	111%	\$127,430.00	\$127,430.00	44%
Employee Benefits								
51 5150	City Pension Contribution	22,766.77	19,000.00	19,515.28	103	23,660.00	23,660.00	25
51 5161	Life Insurance	1,211.39	144.00	93.07	65	149.00	149.00	3
51 5163	ST Disability Insurance	96.98	116.00	67.14	58	116.00	116.00	
51 5164	LT Disability Insurance	97.50	115.00	67.50	59	115.00	115.00	
51 5165	Health Insurance	20,682.82	15,375.00	12,852.08	84	17,569.00	17,569.00	14
51 5166	Dental Insurance	897.54	1,080.00	647.35	60	2,776.00	2,776.00	157
51 5180	Uniforms	2,329.71	1,500.00	3,673.57	245	1,500.00	1,500.00	
<i>Employee Benefits Totals</i>		\$48,082.71	\$37,330.00	\$36,915.99	99%	\$45,885.00	\$45,885.00	23%
Communications & Util.								
52 5240	Telephone	4,771.89	3,128.00	2,842.79	91	2,701.00	2,701.00	(14)
<i>Communications & Util. Totals</i>		\$4,771.89	\$3,128.00	\$2,842.79	91%	\$2,701.00	\$2,701.00	(14%)
Repair & Maintenance								
52 5700	R&M - Vehicles	15,154.68	10,000.00	10,178.12	102	17,000.00	17,000.00	70
52 5730	R&M - D/P Equipment	3,063.95	900.00	.00		900.00	900.00	
53 5680	Tires	516.76	900.00	1,048.28	116	2,400.00	2,400.00	167
<i>Repair & Maintenance Totals</i>		\$18,735.39	\$11,800.00	\$11,226.40	95%	\$20,300.00	\$20,300.00	72%
Training & Education								
52 6200	Training	.00	1,000.00	.00		3,500.00	.00	(100)
52 6230	Conventions/Meetings	.00	.00	.00		1,000.00	1,000.00	
<i>Training & Education Totals</i>		\$0.00	\$1,000.00	\$0.00	0%	\$4,500.00	\$1,000.00	0%
Other Services & Charges								
52 3505	Mileage Reimbursement	.00	100.00	.00		100.00	100.00	
52 6100	Auto Insurance	9,148.14	8,307.00	9,246.88	111	10,391.00	10,391.00	25
52 6110	Other Insurance	2,406.71	2,086.00	1,601.91	77	3,461.00	3,461.00	66
52 6130	Miscellaneous Services	.00	80.00	142.04	178	100.00	100.00	25
52 6170	Contractual Services	339.48	.00	741.84		.00	.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 510 - ELECTRIC/POWER FUND								
EXPENSE								
Department 4620 - Meter Reading								
Other Services & Charges								
52 6510	Claims Not Workmans Comp.	.00	200.00	.00		200.00	200.00	
52 6560	Workers Comp/Administrati	400.32	1,040.00	943.60	91	687.00	687.00	(34)
52 6580	Unemployment Compensation	.00	320.00	.00		320.00	320.00	
52 6600	Claims Workers Comp.	36.26	200.00	.00		200.00	200.00	
<i>Other Services & Charges Totals</i>		\$12,330.91	\$12,333.00	\$12,676.27	103%	\$15,459.00	\$15,459.00	25%
Materials & Supplies								
52 7300	Postage	.00	100.00	.00		100.00	100.00	
52 7320	Stationery & Printing	.00	500.00	336.44	67	500.00	500.00	
52 7330	Copy Expense	.00	.00	14.26		500.00	500.00	
53 7000	Gas & Oil	2,580.75	4,000.00	2,439.95	61	4,000.00	4,000.00	
53 7010	Tools/Shop Supplies	503.30	1,500.00	104.12	7	1,500.00	1,500.00	
53 7020	Janitorial Supplies	148.48	300.00	83.64	28	300.00	300.00	
53 7050	Medical Services/Supplies	.00	300.00	117.00	39	500.00	500.00	67
53 7110	Safety Supplies	.00	1,850.00	.00		3,150.00	3,150.00	70
53 7121	Computer Hardware	.00	5,000.00	.00		5,000.00	4,000.00	(20)
53 7150	Other Operating Supplies	1,315.53	2,431.00	284.95	12	2,431.00	2,431.00	
53 7310	Office Supplies	2.56	600.00	325.62	54	1,200.00	1,200.00	100
<i>Materials & Supplies Totals</i>		\$4,550.62	\$16,581.00	\$3,705.98	22%	\$19,181.00	\$18,181.00	10%
Department 4620 - Meter Reading Totals		\$202,380.76	\$170,462.00	\$165,527.28	97%	\$235,456.00	\$230,956.00	35%
EXPENSE TOTALS		\$202,380.76	\$170,462.00	\$165,527.28	97%	\$235,456.00	\$230,956.00	35%
Fund 510 - ELECTRIC/POWER FUND Totals		\$202,380.76	\$170,462.00	\$165,527.28	97%	\$235,456.00	\$230,956.00	35%
EXPENSE TOTALS		\$202,380.76	\$170,462.00	\$165,527.28	97%	\$235,456.00	\$230,956.00	35%
Fund 510 - ELECTRIC/POWER FUND Totals		(\$202,380.76)	(\$170,462.00)	(\$165,527.28)	97%	(\$235,456.00)	(\$230,956.00)	35%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$202,380.76	\$170,462.00	\$165,527.28	97%	\$235,456.00	\$230,956.00	35%
Net Grand Totals		(\$202,380.76)	(\$170,462.00)	(\$165,527.28)	97%	(\$235,456.00)	(\$230,956.00)	35%

Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4620 - Meter Reading				
Account 52 5240 - Telephone				
510 4620 52 5240	911 Alarm & back up 1/3			
510 4620 52 5240	AT&T Landline	1.0000	540.00	540.00
510 4620 52 5240	Cell Phone Mobility services	12.0000	74.00	888.00
510 4620 52 5240	IPhone - Supervisor	3.0000	191.00	573.00
		1.0000	700.00	700.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>\$2,701.00</u>
Account 52 5700 - R&M - Vehicles				
510 4620 52 5700	Annual R&M for 3 vehicles	3.0000	2,500.00	7,500.00
510 4620 52 5700	Miscellaneous Items	1.0000	2,500.00	2,500.00
510 4620 52 5700	Moody's Allocation	1.0000	7,000.00	7,000.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	3	<u>\$17,000.00</u>
Account 52 5730 - R&M - D/P Equipment				
510 4620 52 5730	Civic Plus	1.0000	445.00	445.00
510 4620 52 5730	NWS-Fin Mgmt	1.0000	455.00	455.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	<u>\$900.00</u>
Account 52 6100 - Auto Insurance				
510 4620 52 6100	Auto Insurance - Accounting Auto Insurance Allocation	1.0000	10,390.13	10,390.13
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$10,390.13</u>
Account 52 6110 - Other Insurance				
510 4620 52 6110	Apex Insurance	1.0000	3,460.96	3,460.96
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$3,460.96</u>
Account 52 6560 - Workers Comp/Administrati				
510 4620 52 6560	Allocated by Others	1.0000	686.25	686.25
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$686.25</u>
Account 52 6600 - Claims Workers Comp.				
510 4620 52 6600	Allocated	1.0000	200.00	200.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>\$200.00</u>
Account 52 7320 - Stationery & Printing				
510 4620 52 7320	Pre-printed Warning Letters,Business Cards and Door Hangers	1.0000	500.00	500.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$500.00</u>
Account 52 7330 - Copy Expense				
510 4620 52 7330	Desk Printer Replacement	1.0000	250.00	250.00
510 4620 52 7330	Printer Paper Expense	1.0000	250.00	250.00
	Account 52 7330 - Copy Expense Totals	Transactions	2	<u>\$500.00</u>
Account 53 5680 - Tires				
510 4620 53 5680	R&M for 3 Pickup trucks	16.0000	150.00	2,400.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$2,400.00</u>

Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4620 - Meter Reading				
510 4620 53 7000	Account 53 7000 - Gas & Oil Fuel for 3 Gasoline passenger Vehicles	1.0000	4,000.00	4,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions 1		<u>\$4,000.00</u>
510 4620 53 7010	Account 53 7010 - Tools/Shop Supplies AMI Meter Locking Devices for new services	1.0000	950.00	950.00
510 4620 53 7010	Barrel Lock Cleaning Tool	7.0000	20.00	140.00
510 4620 53 7010	Hand Tools - Replacement	1.0000	200.00	200.00
510 4620 53 7010	Lock Ring Key Replacements	7.0000	30.00	210.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions 4		<u>\$1,500.00</u>
510 4620 53 7020	Account 53 7020 - Janitorial Supplies Normal house keeping supplies and paper goods	1.0000	300.00	300.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions 1		<u>\$300.00</u>
510 4620 53 7050	Account 53 7050 - Medical Services/Supplies First Aid Supplies	1.0000	200.00	200.00
510 4620 53 7050	New employee physicals and associated expenses	1.0000	300.00	300.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions 2		<u>\$500.00</u>
510 4620 53 7110	Account 53 7110 - Safety Supplies Cold Weather Gear Replacement Sets	3.0000	350.00	1,050.00
510 4620 53 7110	Die-electric Rain gear - replacement	3.0000	275.00	825.00
510 4620 53 7110	Footwear - Annual Replacement	3.0000	125.00	375.00
510 4620 53 7110	Personal safety gear- hard hats and overshoes	3.0000	100.00	300.00
510 4620 53 7110	Rubber Gloves Testing and replacement	3.0000	200.00	600.00
	Account 53 7110 - Safety Supplies Totals	Transactions 5		<u>\$3,150.00</u>
510 4620 53 7121	Account 53 7121 - Computer Hardware WorkBook and Software	1.0000	4,000.00	4,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions 1		<u>\$4,000.00</u>
510 4620 53 7150	Account 53 7150 - Other Operating Supplies Anchor Rings, Meter Covers and Blanks	1.0000	500.00	500.00
510 4620 53 7150	Demand Seals - 5K	5.0000	90.00	450.00
510 4620 53 7150	Disconnect Sleeves - 150 Gross	37.0000	18.00	666.00
510 4620 53 7150	Meter Seals - All colors - 20K	10.0000	81.50	815.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions 4		<u>\$2,431.00</u>
510 4620 53 7310	Account 53 7310 - Office Supplies Standard Office Supplies	1.0000	600.00	600.00



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 510 - ELECTRIC/POWER FUND				
Department 4620 - Meter Reading				
Account 53 7310 - Office Supplies				
510 4620 53 7310	Workstation Items - New Meter Reader	1.0000	600.00	600.00
	Account 53 7310 - Office Supplies Totals	Transactions	2	\$1,200.00
	Department 4620 - Meter Reading Totals	Transactions	37	\$55,819.34
	Fund 510 - ELECTRIC/POWER FUND Totals	Transactions	37	\$55,819.34
	EXPENSES Totals	Transactions	37	\$55,819.34
	Grand Totals	Transactions	37	\$55,819.34

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 510 Department and Number: Meter 4620

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Meter Service Man	1	1	1	1	1
Meter Readers	0	0	1	1	1
Meter Lead	1	1	1	1	1
Part Time Positions:	0	0	0	0	0
Seasonal Positions:	0	0	0	0	0
Total Personnel:	2	2	3	3	3

City of College Park, Georgia
Power Meter Reading Division Organizational Chart

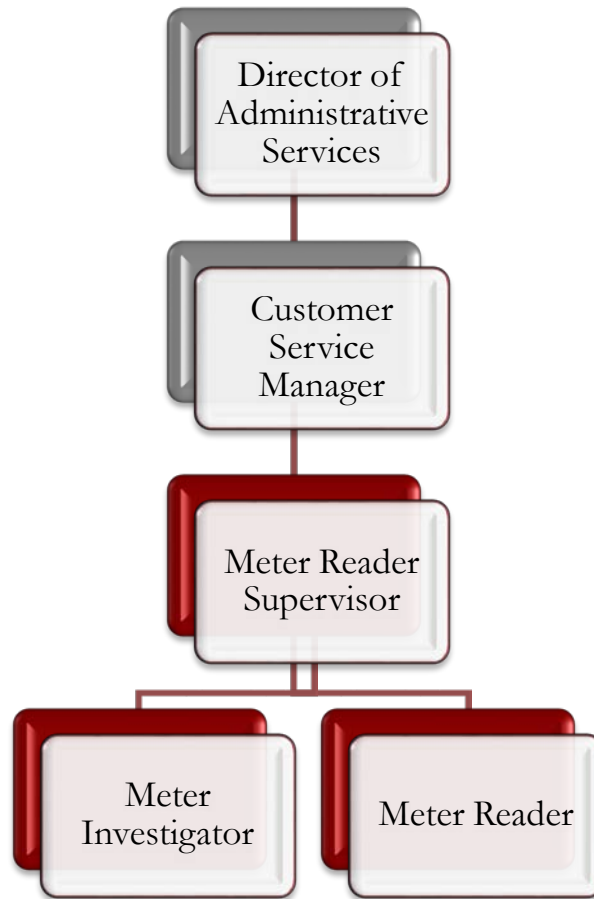


EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019- 20

Department and Number: Information & Technology – Meter – 4620 Fund: 510

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Job Title:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2019-20

Fund: 510	Department and Number:	Meter- 4620
New Replacement for Vehicle/Equipment No.	Priority:	
Vehicle Type	Information on Vehicle/Equipment Being Replaced	
_____ Sedan 2 Door	_____ Age of Vehicle/Equipment Being Replaced	
_____ Sedan 4 Door	_____ Units of Use to Date (hours, miles, etc.)	
_____ Cruiser	_____ Total Operating/Maintenance Costs to Date	
_____ Station Wagon	_____ Actual FYE 2018-19 Maintenance Cost	
_____ Van	_____ Actual FYE 2018-19 Operating Cost	
_____ 1/2 ton Truck	_____ Estimated FYE 2019-20 Maintenance Cost	
_____ 3/4 ton Truck	_____ Estimated FYE 2019-20 Operating Cost	
_____ Sanitation Front Loader		
_____ Sanitation Rear Loader		
_____ Other		
Special Features, Not Standard:	Specific Description & Condition of Item Being Replaced including VIN#:	
Justification/Description:	Recommended Disposition of Replaced Item:	
	Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment	Rental Option New Vehicle/Equipment	
_____ Purchase Price	_____ Rental/Lease Cost per Year	
_____ Estimated Useful Life	_____ Estimated Length of Rental/Lease	
_____ Estimated Use During 2019-20	_____ Estimated Use During 2019-20	
_____ Estimated Operating Cost During 2019-20	_____ Estimated Operating Cost During 2019-20	

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

Dept: Meter **Fuel Type:** Gasoline

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Mileage</i>	<i>Current Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
521-G	2010	Ford	F-150	1FTMF1CWAKB36406	14,935.00	11/2/2009	99,805	109,820		133105
522-G	2011	Ford	F-150	1FTMFKM2BFB85477	15,542.00	4/12/2011	32,334	66,526		133109
531-G	2001	Chev	Blazer	1GNNDT13W61K204314	25,487.00	5/29/2001	98,196			133103
541-G	2000	Ford	F-150	1FTMF1CWAKB36405	14,935.00	11/2/2009	91,615	94,922		133104

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

Salvaged to It Dept.... No longer Meter

EXHIBIT G
 City of College Park, Georgia
 5 Year Capital Improvement Program
 Budget Year 2019-20

Department: Cust. Serv Division: Meter Fund: 510 Department Number: 4620

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54-7590	Vehicle - Replace	Elec. Fund		\$26,000 Unit# 521			
Totals			\$0	\$26,000	\$0	\$0	\$0

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Customer Service

Fund: 510-

Division: Meter

Department Number: 4620

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: To expand the meter reading system to the advanced stage of complete remote reading and two-way communication.

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Customer Service/Meter

Project Name or Title:
Vehicle Unit#521 Replacement

Project Description:
Replacement of 10 year old Ford F-150 Truck.

Project Justification and Impact:
This unit is becoming unreliable and requires more maintenance.

Project Costs:

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

Useful Life: 10 - 20 years.

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

Funding Source: Power Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Customer Service Department – Meter Division

Program Description: The Customer Service Department's Meter Division is responsible for accurately reading all electric and water meters in the City for utility billing purposes. In addition, this includes the customers that are outside the City, but receive power from the system. These matters and other primary activities include daily connects and disconnects, completion of miscellaneous work and service orders, "cut-offs" and "cut-ons", re-reads, meter installation & replacements, and theft of service investigation.

Trends: Due to the weak economy, business downsizing, reduced customer base, and other economic pressures, there has been very little change in the total number of electric and power meters being read each month. The installation of the AMI (*Automated Metering Infrastructure*) water/electric meters, to AMR standards, is improving the efficiency of the meter reading process.

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

Program 19/20 Objectives: Maintain a high rate of accuracy at 98% or better; complete all service cut-ons within 24 hours of issue; complete miscellaneous work orders within 2 days of request; complete billing requests and rereads in a timely manner within the billing schedule dates; identify/rectify non-communicating endpoints; investigate power fails and illegal power tampering. Being that the AMI installation has been completed, the activity of the meters (reading/disconnections/reconnections, etc.) will be monitored closer

Program Name: Power Department – Meter Division

Performance Measures

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

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

Estimated 19/20
95%

Program/Service Outcomes: (based on program objectives)

Completed projects within budget constraints.

Estimated 19/20
5

Performance Measures

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

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

Actual 18/19
90%

Program/Service Outcomes: (based on program objectives)

Completed projects within budget constraints.

Actual 18/19

3

Prior Year Highlights:

- Completed 98% of the AMI installation citywide
- Identified discrepancies with incorrect information on water endpoints
- Identified all of the “non-working” electric meters
- Identified and investigated more theft of services
- Ability to gather all water and electric rereads/data needed for Utility billing to ensure timely statements

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 510

Department and Number: Meter- 4620

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Meter

Prepared By: Aurelia Gray

Description of Item: 100% Cotton Unisex Shirts with Standard Power or City logo embroidered on front.

Reason for Requesting: To promote Public Power and Green Power Week, City employees, along with Power Department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote awareness and use of Green Power in College Park.

Cost Estimate/Revenue Enhancement: 3 employees @ \$50.00 ea ----- Total \$150.00

Purchasing

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1517 - Purchasing								
Personnel Services								
51 5010	Salary/Operating	49,353.58	50,000.00	34,323.18	69	49,296.00	49,296.00	(1)
51 5190	Medicare	655.56	700.00	465.37	66	715.00	715.00	2
51 5200	Fica	643.70	.00	1,989.88		3,056.00	3,056.00	
<i>Personnel Services Totals</i>		\$50,652.84	\$50,700.00	\$36,778.43	73%	\$53,067.00	\$53,067.00	5%
Employee Benefits								
51 5150	City Pension Contribution	9,801.04	8,000.00	6,995.25	87	10,111.00	10,111.00	26
51 5161	Life Insurance	410.80	50.00	34.38	69	50.00	50.00	
51 5163	ST Disability Insurance	97.92	160.00	.00		160.00	160.00	
51 5164	LT Disability Insurance	82.88	135.00	.00		135.00	135.00	
51 5165	Health Insurance	4,630.40	8,374.00	.00		.00	.00	(100)
51 5166	Dental Insurance	227.57	400.00	424.62	106	613.00	613.00	53
<i>Employee Benefits Totals</i>		\$15,250.61	\$17,119.00	\$7,454.25	44%	\$11,069.00	\$11,069.00	(35%)
Communications & Util.								
52 5240	Telephone	2,998.46	2,918.00	1,568.52	54	1,657.00	3,504.00	20
52 5260	Heat & Power	1,473.11	1,378.00	1,076.27	78	1,378.00	1,378.00	
52 5270	Water	52.98	100.00	48.30	48	100.00	100.00	
52 5280	Other Communication/Util	205.91	160.00	131.04	82	160.00	160.00	
<i>Communications & Util. Totals</i>		\$4,730.46	\$4,556.00	\$2,824.13	62%	\$3,295.00	\$5,142.00	13%
Repair & Maintenance								
52 5730	R&M - D/P Equipment	.00	1,960.00	3,798.04	194	3,500.00	3,500.00	79
<i>Repair & Maintenance Totals</i>		\$0.00	\$1,960.00	\$3,798.04	194%	\$3,500.00	\$3,500.00	79%
Training & Education								
52 6200	Training	.00	400.00	.00		400.00	400.00	
52 6210	Dues	.00	205.00	170.00	83	230.00	230.00	12
52 6220	Subscription/Publications	.00	50.00	.00		.00	.00	(100)
<i>Training & Education Totals</i>		\$0.00	\$655.00	\$170.00	26%	\$630.00	\$630.00	(4%)
Other Services & Charges								
52 3505	Mileage Reimbursement	26.54	50.00	.00		250.00	250.00	400
52 6110	Other Insurance	818.39	846.00	587.37	69	1,114.00	1,114.00	32
52 6170	Contractual Services	10,600.88	240.00	.00		.00	.00	(100)
52 6560	Workers Comp/Administrati	133.44	304.00	314.53	103	229.00	229.00	(25)
52 6600	Claims Workers Comp.	12.09	.00	.00		.00	.00	

Budget Worksheet Report

Budget Year 2020

Account	Account Description	2018 Actual Amount	2019 Amended Budget	2019 Actual Amount	Used	2020 Dept Head Requested	2020 City Mgr Recommended	% Chg 2020 CM to 2019 Amend
Fund 100 - GENERAL FUND								
EXPENSE								
Department 1517 - Purchasing								
Other Services & Charges								
	Other Services & Charges Totals	\$11,591.34	\$1,440.00	\$901.90	63%	\$1,593.00	\$1,593.00	11%
Materials & Supplies								
52 7300	Postage	.92	325.00	.94		50.00	50.00	(85)
52 7320	Stationery & Printing	65.00	400.00	100.62	25	300.00	300.00	(25)
52 7330	Copy Expense	219.22	550.00	753.03	137	550.00	550.00	
53 7150	Other Operating Supplies	1,586.54	400.00	1,531.38	383	1,500.00	1,500.00	275
53 7310	Office Supplies	2,886.25	300.00	229.47	76	750.00	750.00	150
	Materials & Supplies Totals	\$4,757.93	\$1,975.00	\$2,615.44	132%	\$3,150.00	\$3,150.00	59%
Department	1517 - Purchasing Totals	\$86,983.18	\$78,405.00	\$54,542.19	70%	\$76,304.00	\$78,151.00	0%
	EXPENSE TOTALS	\$86,983.18	\$78,405.00	\$54,542.19	70%	\$76,304.00	\$78,151.00	0%
Fund	100 - GENERAL FUND Totals	\$86,983.18	\$78,405.00	\$54,542.19	70%	\$76,304.00	\$78,151.00	0%
	EXPENSE TOTALS	\$86,983.18	\$78,405.00	\$54,542.19	70%	\$76,304.00	\$78,151.00	0%
Fund	100 - GENERAL FUND Totals	(\$86,983.18)	(\$78,405.00)	(\$54,542.19)	70%	(\$76,304.00)	(\$78,151.00)	0%
Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$86,983.18	\$78,405.00	\$54,542.19	70%	\$76,304.00	\$78,151.00	0%
	Net Grand Totals	(\$86,983.18)	(\$78,405.00)	(\$54,542.19)	70%	(\$76,304.00)	(\$78,151.00)	0%

Budget Transaction Report

Report by Budget Transactions
Budget Year of 2020
Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1517 - Purchasing				
Account	52 3505 - Mileage Reimbursement			
100 1517 52 3505	Fulton County Tag Office	1.0000	250.00	250.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	<u>\$250.00</u>
Account	52 5240 - Telephone			
100 1517 52 5240	AT&T	12.0000	10.00	120.00
100 1517 52 5240	Comcast	12.0000	33.00	396.00
100 1517 52 5240	Verizon	12.0000	67.00	804.00
100 1517 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>\$3,504.00</u>
Account	52 5260 - Heat & Power			
100 1517 52 5260	Shared Cost for Heat and Power	1.0000	1,378.00	1,378.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$1,378.00</u>
Account	52 5280 - Other Communication/Util			
100 1517 52 5280	Shared cost for water, sanitation, etc.	1.0000	160.00	160.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$160.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 1517 52 5730	Civic Plus (Website)	1.0000	606.26	606.26
100 1517 52 5730	Comcast	1.0000	77.61	77.61
100 1517 52 5730	Mimecast-Online Archive System	1.0000	1,104.74	1,104.74
100 1517 52 5730	Tyler Technology	1.0000	1,711.01	1,711.01
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>\$3,499.62</u>
Account	52 6110 - Other Insurance			
100 1517 52 6110	Apex Insurance	1.0000	1,114.00	1,114.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$1,114.00</u>
Account	52 6200 - Training			
100 1517 52 6200	Carl Vincent Training-Purchasing	2.0000	200.00	400.00
	Account 52 6200 - Training Totals	Transactions	1	<u>\$400.00</u>
Account	52 6210 - Dues			
100 1517 52 6210	Annual dues for GPAG	1.0000	40.00	40.00
100 1517 52 6210	Annual Dues for NIGP	1.0000	190.00	190.00
	Account 52 6210 - Dues Totals	Transactions	2	<u>\$230.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 1517 52 6560	Workers Comp/ Administration	1.0000	228.75	228.75
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$228.75</u>
Account	52 7300 - Postage			
100 1517 52 7300	Mailing of Bid, applications, etc.	1.0000	50.00	50.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$50.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - GENERAL FUND				
Department 1517 - Purchasing				
Account 52 7320 - Stationery & Printing				
100 1517 52 7320	Bid forms, cards, applications, etc.	1.0000	300.00	300.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$300.00</u>
Account 52 7330 - Copy Expense				
100 1517 52 7330	Annual maintenance agreement for Laser Printer	1.0000	250.00	250.00
100 1517 52 7330	Shared cost for lease of copy machine and paper, etc.	1.0000	300.00	300.00
	Account 52 7330 - Copy Expense Totals	Transactions	2	<u>\$550.00</u>
Account 53 7150 - Other Operating Supplies				
100 1517 53 7150	Additional computer items	1.0000	1,500.00	1,500.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	<u>\$1,500.00</u>
Account 53 7310 - Office Supplies				
100 1517 53 7310	General office supplies as required; pens, folders, paper, etc.	1.0000	750.00	750.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$750.00</u>
	Department 1517 - Purchasing Totals	Transactions	22	<u>\$13,914.37</u>
	Fund 100 - GENERAL FUND Totals	Transactions	22	<u>\$13,914.37</u>
	EXPENSES Totals	Transactions	22	<u>\$13,914.37</u>
	Grand Totals	Transactions	22	<u>\$13,914.37</u>

EXHIBIT C – PERSONNEL

City of College Park, Georgia

Budget Year 2019-20

Fund: 100 Department and Number: Purchasing 1517

	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<u>Positions:</u>	<u>Actual</u>	<u>Actual</u>	<u>Current</u>	<u>Requested</u>	<u>Recommend</u>
Purchasing Coordinator	1	1	1	1	1

Total Personnel: **1** **1** **1** **1** **1**

City of College Park, Georgia
Purchasing Division Organizational Chart



EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2019- 20

Department and
 Number: Purchasing 1517

Fund: 100

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:
Major Duties:

Knowledge Required by the Position:

Supervisory Controls:
Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:
Physical Demands:
Work Environment:
Supervisory and Management Responsibility:

Minimum Qualifications:

EXHIBIT F
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2019-20

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

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

Dept: Purchasing **Fuel Type:**

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

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

EXHIBIT G-1
City of College Park, Georgia
Capital Outlay Request
Budget Year 2019-20

Department: Purchasing

Fund: 100

Division:

Department Number: 1517

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life _____

Estimated Cost _____

Less: Trade In _____

Net Cost _____

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

Exhibit H
City of College Park, Georgia
CAPITAL PROJECTS
FISCAL YEAR 2019-20 BUDGET

Department/Division:
Purchasing/1517

Project Name or Title:

Project Description:

Project Justification and Impact:

Project Costs:

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

Useful Life:

Estimated Cost Beyond Five Year Program:

Funding Source:

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Purchasing Department

Program Description:

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

Trends:

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

Program Broad Goals:

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

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

Program 19/20 Objectives:

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

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

Performance Measures

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

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

Prior Year Highlights:

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

--Manage and oversee the RFP bidding processes;

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

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number:

Purchasing Department-1517

Department Submitting Request: N/A

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement: