

April 17, 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>4000 - PUBLIC WORKS ADMIN</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	30,290.38	40,088.00	20,874.93	52	32,642.00	32,642.00	(19)
51 5040	Shared Utility Payments	366.16	600.00	239.04	40	600.00	600.00	
51 5050	Personnel Cost	2,618.41	.00	.00		.00	.00	
51 5190	Medicare	435.02	650.00	300.40	46	473.00	473.00	(27)
<i>Personnel Services Totals</i>		<b>\$33,709.97</b>	<b>\$41,338.00</b>	<b>\$21,414.37</b>	<b>52%</b>	<b>\$33,715.00</b>	<b>\$33,715.00</b>	<b>(18%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	4,925.33	6,631.00	2,806.92	42	4,881.00	4,881.00	(26)
51 5161	Life Insurance	1,143.52	54.00	21.42	40	37.00	37.00	(31)
51 5163	ST Disability Insurance	72.79	78.00	40.26	52	78.00	78.00	
51 5164	LT Disability Insurance	72.25	79.00	38.44	49	79.00	79.00	
51 5165	Health Insurance	5,740.66	5,945.00	1,607.20	27	3,068.00	3,068.00	(48)
51 5166	Dental Insurance	152.62	280.00	64.74	23	94.00	94.00	(66)
<i>Employee Benefits Totals</i>		<b>\$12,107.17</b>	<b>\$13,067.00</b>	<b>\$4,578.98</b>	<b>35%</b>	<b>\$8,237.00</b>	<b>\$8,237.00</b>	<b>(37%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	1,204.07	727.00	715.00	98	1,272.00	1,272.00	75
<i>Communications &amp; Util. Totals</i>		<b>\$1,204.07</b>	<b>\$727.00</b>	<b>\$715.00</b>	<b>98%</b>	<b>\$1,272.00</b>	<b>\$1,272.00</b>	<b>75%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	.00	250.00	.00		250.00	250.00	
52 5720	R&M Communication Equip	266.66	200.00	.00		200.00	200.00	
52 5730	R&M - D/P Equipment	.00	3,616.00	2,994.24	83	4,783.00	4,706.00	30
53 5680	Tires	.00	400.00	262.00	66	400.00	400.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$266.66</b>	<b>\$4,466.00</b>	<b>\$3,256.24</b>	<b>73%</b>	<b>\$5,633.00</b>	<b>\$5,556.00</b>	<b>24%</b>
<i>Training &amp; Education</i>								
52 6200	Training	49.00	600.00	217.32	36	600.00	600.00	
52 6210	Dues	426.00	350.00	.00		350.00	350.00	
52 6230	Conventions/Meetings	1,000.00	1,000.00	829.00	83	1,000.00	1,000.00	
<i>Training &amp; Education Totals</i>		<b>\$1,475.00</b>	<b>\$1,950.00</b>	<b>\$1,046.32</b>	<b>54%</b>	<b>\$1,950.00</b>	<b>\$1,950.00</b>	<b>0%</b>
<i>Other Services &amp; Charges</i>								
52 6000	Advertising Expense	1,801.74	500.00	4,354.37	871	500.00	500.00	
52 6110	Other Insurance	1,636.76	1,956.00	1,174.74	60	3,299.00	3,299.00	69
52 6170	Contractual Services	.00	1,881.00	4,273.22	227	.00	.00	(100)
52 6510	Claims Not Workmans Comp.	6,716.00	.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 4000 - PUBLIC WORKS ADMIN								
Other Services & Charges								
52 6560	Workers Comp/Administrati	400.32	610.00	943.60	155	687.00	687.00	13
52 6600	Claims Workers Comp.	7,544.70	143.00	1,332.58	932	143.00	143.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$18,099.52</b>	<b>\$5,090.00</b>	<b>\$12,078.51</b>	237%	<b>\$4,629.00</b>	<b>\$4,629.00</b>	(9%)
<i>Materials &amp; Supplies</i>								
52 7300	Postage	56.55	100.00	12.38	12	100.00	100.00	
52 7320	Stationery & Printing	19.05	100.00	.00		100.00	100.00	
53 7050	Medical Services/Supplies	62.55	100.00	183.50	184	100.00	100.00	
53 7121	Computer Hardware	.00	200.00	189.15	95	200.00	200.00	
53 7122	Computer Supplies	336.96	350.00	350.00	100	350.00	350.00	
53 7310	Office Supplies	93.86	100.00	100.00	100	100.00	100.00	
53 7360	Other Admin. Supplies	132.21	200.00	260.70	130	200.00	200.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$701.18</b>	<b>\$1,150.00</b>	<b>\$1,095.73</b>	95%	<b>\$1,150.00</b>	<b>\$1,150.00</b>	0%
Department 4000 - PUBLIC WORKS ADMIN Totals		<b>\$67,563.57</b>	<b>\$67,788.00</b>	<b>\$44,185.15</b>	65%	<b>\$56,586.00</b>	<b>\$56,509.00</b>	(17%)
EXPENSE TOTALS		<b>\$67,563.57</b>	<b>\$67,788.00</b>	<b>\$44,185.15</b>	65%	<b>\$56,586.00</b>	<b>\$56,509.00</b>	(17%)
Fund 100 - GENERAL FUND Totals		<b>\$67,563.57</b>	<b>\$67,788.00</b>	<b>\$44,185.15</b>	65%	<b>\$56,586.00</b>	<b>\$56,509.00</b>	(17%)
EXPENSE TOTALS		<b>\$67,563.57</b>	<b>\$67,788.00</b>	<b>\$44,185.15</b>	65%	<b>\$56,586.00</b>	<b>\$56,509.00</b>	(17%)
Fund 100 - GENERAL FUND Totals		<b>(\$67,563.57)</b>	<b>(\$67,788.00)</b>	<b>(\$44,185.15)</b>	65%	<b>(\$56,586.00)</b>	<b>(\$56,509.00)</b>	(17%)
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$67,563.57	\$67,788.00	\$44,185.15	65%	\$56,586.00	\$56,509.00	(17%)
Net Grand Totals		<b>(\$67,563.57)</b>	<b>(\$67,788.00)</b>	<b>(\$44,185.15)</b>	65%	<b>(\$56,586.00)</b>	<b>(\$56,509.00)</b>	(17%)

# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 4000 - PUBLIC WORKS ADMIN				
Account 52 5240 - Telephone				
100 4000 52 5240	Verizon Data Plan	12.0000	39.00	468.00
100 4000 52 5240	Verizon Smart Phones	12.0000	67.00	804.00
Account 52 5240 - Telephone Totals		Transactions	2	<u>\$1,272.00</u>
Account 52 5700 - R&M - Vehicles				
100 4000 52 5700	Repair/maintenance Director's vehicle	1.0000	250.00	250.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	1	<u>\$250.00</u>
Account 52 5720 - R&M Communication Equip				
100 4000 52 5720	Unforeseen communication repairs for desktop & cell phones	1.0000	200.00	200.00
Account 52 5720 - R&M Communication Equip Totals		Transactions	1	<u>\$200.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 4000 52 5730	CivicLive	1.0000	606.26	606.26
100 4000 52 5730	Mimecast	1.0000	1,104.74	1,104.74
100 4000 52 5730	Tyler NW	1.0000	2,994.24	2,994.24
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	3	<u>\$4,705.24</u>
Account 52 6000 - Advertising Expense				
100 4000 52 6000	Request for Proposal Advertisements	1.0000	500.00	500.00
Account 52 6000 - Advertising Expense Totals		Transactions	1	<u>\$500.00</u>
Account 52 6110 - Other Insurance				
100 4000 52 6110	Apex Insurance	1.0000	3,298.76	3,298.76
Account 52 6110 - Other Insurance Totals		Transactions	1	<u>\$3,298.76</u>
Account 52 6200 - Training				
100 4000 52 6200	Training: SWANA, Ga APWA, GRWA	1.0000	600.00	600.00
Account 52 6200 - Training Totals		Transactions	1	<u>\$600.00</u>
Account 52 6210 - Dues				
100 4000 52 6210	Dues: APWA, AWWA, GAWP, GRWA, IMSA, SWANA	1.0000	350.00	350.00
Account 52 6210 - Dues Totals		Transactions	1	<u>\$350.00</u>
Account 52 6230 - Conventions/Meetings				
100 4000 52 6230	Meetings & Conferences: APWA, GAWP, SWANA	1.0000	1,000.00	1,000.00
Account 52 6230 - Conventions/Meetings Totals		Transactions	1	<u>\$1,000.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 4000 52 6560	Workers Comp	1.0000	686.25	686.25
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$686.25</u>
Account 52 7300 - Postage				
100 4000 52 7300	Mail Correspondence	1.0000	100.00	100.00
Account 52 7300 - Postage Totals		Transactions	1	<u>\$100.00</u>



# Budget Transaction Report

Report by Budget Transactions

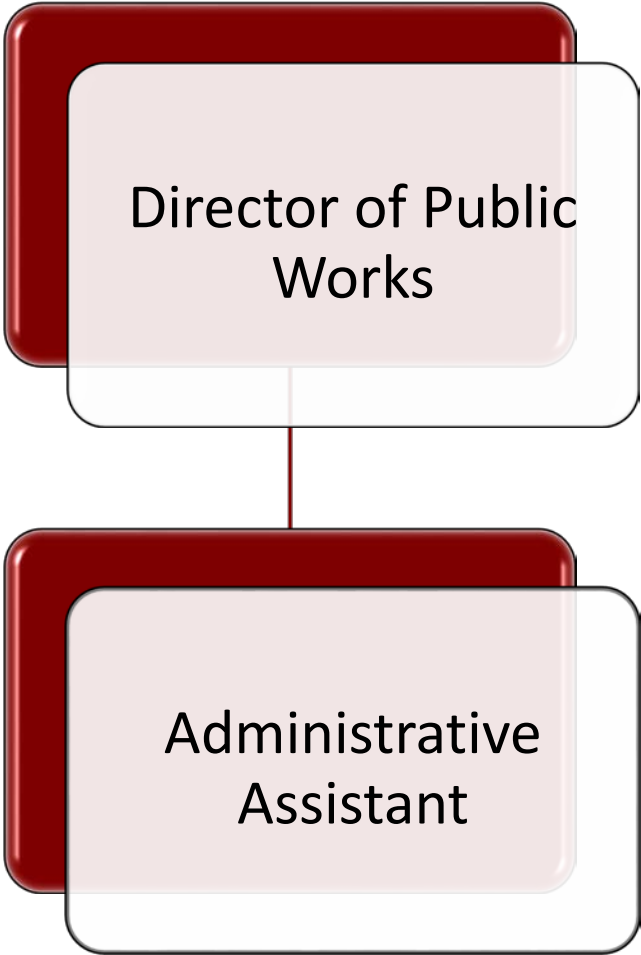
Budget Year of 2020

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 4000 - PUBLIC WORKS ADMIN				
Account 52 7320 - Stationery & Printing				
100 4000 52 7320	Letterhead/business cards/reports binders	1.0000	100.00	100.00
Account 52 7320 - Stationery & Printing Totals		Transactions	1	\$100.00
Account 53 5680 - Tires				
100 4000 53 5680	Replacement tires for Unit # 488	1.0000	400.00	400.00
Account 53 5680 - Tires Totals		Transactions	1	\$400.00
Account 53 7050 - Medical Services/Supplies				
100 4000 53 7050	Flu shots and medical supplies for administration	1.0000	100.00	100.00
Account 53 7050 - Medical Services/Supplies Totals		Transactions	1	\$100.00
Account 53 7121 - Computer Hardware				
100 4000 53 7121	Expenses for New World System	1.0000	200.00	200.00
Account 53 7121 - Computer Hardware Totals		Transactions	1	\$200.00
Account 53 7122 - Computer Supplies				
100 4000 53 7122	Printers, cartridges, privacy screen for administration	1.0000	350.00	350.00
Account 53 7122 - Computer Supplies Totals		Transactions	1	\$350.00
Account 53 7310 - Office Supplies				
100 4000 53 7310	Office supplies for daily use in Administration	1.0000	100.00	100.00
Account 53 7310 - Office Supplies Totals		Transactions	1	\$100.00
Account 53 7360 - Other Admin. Supplies				
100 4000 53 7360	Expenses for "Employee of the Month"	1.0000	200.00	200.00
Account 53 7360 - Other Admin. Supplies Totals		Transactions	1	\$200.00
Department 4000 - PUBLIC WORKS ADMIN Totals		Transactions	21	\$14,412.25
Fund 100 - GENERAL FUND Totals		Transactions	21	\$14,412.25
<b>EXPENSES Totals</b>		<b>Transactions</b>	<b>21</b>	<b>\$14,412.25</b>
Grand Totals		Transactions	21	\$14,412.25



City of College Park, Georgia  
**Public Works Administration Division Organizational Chart**





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

Department and Number: **Public Works /Administration 4000**

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

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title: (No Request for Public Works Administration Division)**

**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: Public Works /Admin - 4000

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

*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:

Account Number	Description/Justification	Suggested Funding Source	Suggested Funding				
			2019-20	2020-21	2021-22	2022-23	2023-24
54-7520	Architectural Design of New Public Works Office and Maintenance Building	General			\$50,000		
<b>Totals</b>			0	0	\$50,000	0	0

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

Department: Public Works Administration

Fund: 100

Division: Administration

Department Number: 4000

Item/Project Name: N/A

Item/Project Manager: Mike Mason

Priority Rating:

Units Requested: **NO REQUESTS**

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:**

Public Works / Administration

**Project Name or Title:**

Public Works Facility

**Project Description:**

Architectural and Design of New Public Works Facility.

**Project Justification and Impact:**

Current Public Works facility is out dated ad does not provide adequate accommodations for employees.

**Project Costs: \$ 0**

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

**Useful Life:** 10 - 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

### Public Works / Admin

#### Program Description:

The Public Works Administration program manages Public Works operational, budget and financial activities. It also provides leadership, direction and customer service support for all Divisions in Public Works. The Administration program coordinates all staffing requests, department contracts, intergovernmental agreements (IGA), policies, procedures (SOP) and long and short term capital improvement projects (CIP).

#### Trends:

The Department of Public Works administrative office provides leadership and administrative support for six very diverse Divisions. Continued challenges for the Department are limited funding and decrease in personnel. To meet these challenges, the Department is adapting new policies and procedures in improving services with limited resources.

#### Program Broad Goals:

Provide leadership and management to ensure the most effective delivery of services by each Division within the Department in support of the City Council's goals. Closely manage the Divisional operating budget to ensure fiscal responsibility. This consists of Monitor Solid Waste, Water & Sewer, Storm Water Utility Enterprise funds and general funded Highways & Streets, Buildings & Grounds and Parks to ensure sufficient long term funding of the Department's services to meet the needs of the community. Coordinate strategic planning and implementation of Departmental Capital Improvement Projects.

#### Program 18/19 Objectives:

Provide necessary resources to the Departments for efficient delivery of service. Coordinate preparation and implementation of the Department's budgets. Closely monitor Division's monthly expenditures/revenues. Coordinate Department's Capital Improvement Projects and contract execution. Coordinate the function of all deliverable services provided by each Division.

#### Performance Measures

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

Provide leadership and support to the community and address all concerns within a 24 hour period or less.

Estimated 19/20

100%



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

**Estimated 19/20**

Coordinate strategic planning and implement Departmental  
Capital Improvement Projects (CIP) 100%

**Performance Measures**

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

**Actual 18/19**

Provide leadership and support to the community and address  
all concerns within a 24 hour period or less. 100%

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

**Actual 18/19**

Coordinate strategic planning and implement Departmental  
Capital Improvement Projects (CIP) 100%

**Prior Year Highlights:**

- Ensured all divisional budgets comply with Mayor and Council's expectations in being fiscal responsible in maintaining approved expenditures.
- Applied for and received \$170,067.91 in funding from the Georgia Department of Transportation (GDOT) Local Maintenance Improvement Grant Program for the city's annual street resurfacing program.
- Administered April Clean-up month in College Park along with House Hold Hazardous Waste Collection Day.
- Conducted a Community Shredder Day for College Park residents.
- Executed contract with Fulton County Animal Control for Animal Control Services.
- Completed 2018 LMIG Street Resurfacing Contract on Phoenix Boulevard from W. Fayetteville Road to Riverdale Road.
- Completed Princeton Avenue Street Resurfacing Project relating to recent water line upgrade.
- Executed 42 work orders to repair sewer deficiencies using the On-Demand Contractors.
- Completed storm water improvements at 3564 Herschel Road related to the links subdivision storm water run-off.
- Completed emergency repair of the damaged storm sewer pipes at 1669 Phoenix Boulevard.
- Completed Harvard Avenue Alleyway Improvement Project.
- Completed sidewalk and curbing on Herschel Road from Phillips Park to Roosevelt Highway.
- Completed the Greensprings Road Drainage Improvement Project.
- Negotiated Bulk Water Agreement with the City of East Point.

- Initiated new sidewalk installation along Harris Drive from Lyle Avenue to Rugby Avenue and Rugby Avenue from Flowers Street to Washington Road.
- Completed fence and electronic gate installation to secure the employee parking lot.
- Completed turf renovation for soccer field at Charles Phillips Park.
- Completed Phase II of replanting trees at Barrett Park.
- Replaced 501 ft. of storm sewer pipe at the ball field in Zupp Park

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: Public Works Admin 4000**

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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 4200 - Highways and Streets								
Personnel Services								
51 5010	Salary/Operating	258,029.82	339,032.00	212,886.54	63	346,788.00	346,788.00	2
51 5016	Salary On-Call	5,625.00	6,000.00	3,675.00	61	5,600.00	5,600.00	(7)
51 5020	Salary/Overtime	8,258.60	5,000.00	3,870.68	77	5,000.00	5,000.00	
51 5040	Shared Utility Payments	2,533.06	2,400.00	1,699.84	71	2,400.00	2,400.00	
51 5190	Medicare	3,524.86	6,760.00	2,857.59	42	5,028.00	5,028.00	(26)
<i>Personnel Services Totals</i>		<b>\$277,971.34</b>	<b>\$359,192.00</b>	<b>\$224,989.65</b>	<b>63%</b>	<b>\$364,816.00</b>	<b>\$364,816.00</b>	<b>2%</b>
Employee Benefits								
51 5150	City Pension Contribution	58,776.00	68,486.00	48,073.87	70	71,126.00	71,126.00	4
51 5161	Life Insurance	4,426.27	450.00	301.87	67	472.00	472.00	5
51 5163	ST Disability Insurance	620.22	1,230.00	486.02	40	1,230.00	1,230.00	
51 5164	LT Disability Insurance	527.34	1,050.00	440.88	42	1,050.00	1,050.00	
51 5165	Health Insurance	59,423.04	68,603.00	39,434.94	57	58,846.00	58,846.00	(14)
51 5166	Dental Insurance	1,212.31	2,727.00	966.03	35	1,504.00	1,504.00	(45)
51 5180	Uniforms	4,739.13	4,500.00	4,620.13	103	4,500.00	4,500.00	
<i>Employee Benefits Totals</i>		<b>\$129,724.31</b>	<b>\$147,046.00</b>	<b>\$94,323.74</b>	<b>64%</b>	<b>\$138,728.00</b>	<b>\$138,728.00</b>	<b>(6%)</b>
Communications & Util.								
52 5240	Telephone	15,373.13	3,200.00	11,374.18	355	17,160.00	17,160.00	436
<i>Communications &amp; Util. Totals</i>		<b>\$15,373.13</b>	<b>\$3,200.00</b>	<b>\$11,374.18</b>	<b>355%</b>	<b>\$17,160.00</b>	<b>\$17,160.00</b>	<b>436%</b>
Repair & Maintenance								
52 5700	R&M - Vehicles	65,430.35	43,556.00	29,541.31	68	39,000.00	39,000.00	(10)
52 5710	R&M Furn. & Equip.	4,516.81	200.00	.00		200.00	200.00	
52 5720	R&M Communication Equip	266.67	.00	.00		.00	.00	
52 5730	R&M - D/P Equipment	.00	626.00	.00		626.00	626.00	
52 5751	Streets	41,945.40	54,672.00	32,884.75	60	40,000.00	40,000.00	(27)
52 5760	Curbs&Sidewalks	26,851.94	25,000.00	13,711.71	55	25,000.00	25,000.00	
53 5680	Tires	2,410.50	4,500.00	3,389.95	75	4,500.00	4,500.00	
54 7840	Street Resurfacing	.00	165,000.00	8,950.00	5	165,000.00	165,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$141,421.67</b>	<b>\$293,554.00</b>	<b>\$88,477.72</b>	<b>30%</b>	<b>\$274,326.00</b>	<b>\$274,326.00</b>	<b>(7%)</b>
Building Maintenance								
52 5740	R&M-Buildings	2,966.66	.00	.00		.00	.00	
52 5745	R&M Bldg-Hwy/Street	.00	6,400.00	6,400.00	100	.00	.00	(100)
<i>Building Maintenance Totals</i>		<b>\$2,966.66</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>	<b>100%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>



# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 4200 - Highways and Streets								
Training & Education								
52 6200	Training	.00	1,300.00	842.00	65	1,000.00	1,000.00	(23)
52 6210	Dues	165.00	.00	.00		.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$165.00</b>	<b>\$1,300.00</b>	<b>\$842.00</b>	<b>65%</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>(23%)</b>
<i>Other Services &amp; Charges</i>								
52 6000	Advertising Expense	500.00	500.00	.00		500.00	500.00	
52 6100	Auto Insurance	20,910.02	16,274.00	21,135.73	130	23,749.00	23,749.00	46
52 6110	Other Insurance	9,002.23	9,311.00	6,461.06	69	9,994.00	9,994.00	7
52 6170	Contractual Services	339.83	.00	.00		.00	.00	
52 6510	Claims Not Workmans Comp.	3,000.00	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	1,467.82	.00	3,459.87		2,517.00	2,517.00	
52 6600	Claims Workers Comp.	7,644.00	500.00	736.77	147	500.00	500.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$42,863.90</b>	<b>\$26,585.00</b>	<b>\$31,793.43</b>	<b>120%</b>	<b>\$37,260.00</b>	<b>\$37,260.00</b>	<b>40%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	92.73	25.00	.00		25.00	25.00	
52 7330	Copy Expense	1.38	.00	.85		.00	.00	
53 7000	Gas & Oil	13,587.28	12,500.00	7,396.09	59	12,500.00	11,500.00	(8)
53 7010	Tools/Shop Supplies	3,018.94	2,500.00	1,563.79	63	2,500.00	2,500.00	
53 7020	Janitorial Supplies	25.87	100.00	255.15	255	100.00	100.00	
53 7050	Medical Services/Supplies	175.50	200.00	58.50	29	200.00	200.00	
53 7091	Road Signs & Delineators	24,597.30	20,000.00	14,293.61	71	26,095.00	26,095.00	30
53 7100	Lubricants & Chemicals	2,999.24	3,000.00	2,681.01	89	3,000.00	3,000.00	
53 7110	Safety Supplies	1,330.62	2,250.00	1,015.60	45	2,250.00	2,000.00	(11)
53 7121	Computer Hardware	.00	.00	.00		1,200.00	1,200.00	
53 7122	Computer Supplies	.00	200.00	.00		200.00	200.00	
53 7150	Other Operating Supplies	3,479.98	2,100.00	2,152.95	103	2,100.00	2,100.00	
53 7310	Office Supplies	304.09	350.00	239.62	68	350.00	350.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$49,612.93</b>	<b>\$43,225.00</b>	<b>\$29,657.17</b>	<b>69%</b>	<b>\$50,520.00</b>	<b>\$49,270.00</b>	<b>14%</b>
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	27,720.00	26,795.00	97	.00	.00	(100)
54 7630	Other Equipment - New	7,402.00	.00	.00		.00	.00	
54 7640	Other Equipment - Replace	.00	59,300.00	.00		.00	.00	(100)

# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 4200 - Highways and Streets								
Capital Outlay								
	Capital Outlay Totals	\$7,402.00	\$87,020.00	\$26,795.00	31%	\$0.00	\$0.00	(100%)
Department	4200 - Highways and Streets Totals	\$667,500.94	\$967,522.00	\$514,652.89	53%	\$883,810.00	\$882,560.00	(9%)
	<b>EXPENSE TOTALS</b>	\$667,500.94	\$967,522.00	\$514,652.89	53%	\$883,810.00	\$882,560.00	(9%)
Fund	100 - GENERAL FUND Totals							
	<b>EXPENSE TOTALS</b>	\$667,500.94	\$967,522.00	\$514,652.89	53%	\$883,810.00	\$882,560.00	(9%)
Fund	100 - GENERAL FUND Totals	(\$667,500.94)	(\$967,522.00)	(\$514,652.89)	53%	(\$883,810.00)	(\$882,560.00)	(9%)
Net Grand Totals								
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$667,500.94	\$967,522.00	\$514,652.89	53%	\$883,810.00	\$882,560.00	(9%)
	Net Grand Totals	(\$667,500.94)	(\$967,522.00)	(\$514,652.89)	53%	(\$883,810.00)	(\$882,560.00)	(9%)

# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 4200 - Highways and Streets				
Account 52 5240 - Telephone				
100 4200 52 5240	Verizon Cell iPhone	12.0000	230.00	2,760.00
100 4200 52 5240	Windstream	12.0000	1,200.00	14,400.00
Account 52 5240 - Telephone Totals		Transactions	2	\$17,160.00
Account 52 5700 - R&M - Vehicles				
100 4200 52 5700	Annual Moody's Garage Vehicles & Equipment Repairs Charge	1.0000	29,000.00	29,000.00
100 4200 52 5700	Vehicle & Equipment Repairs Outside Moody's Annual Charge	1.0000	10,000.00	10,000.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	2	\$39,000.00
Account 52 5710 - R&M Furn. & Equip.				
100 4200 52 5710	R&M office, sign shop and breakroom furniture	1.0000	200.00	200.00
Account 52 5710 - R&M Furn. & Equip. Totals		Transactions	1	\$200.00
Account 52 5730 - R&M - D/P Equipment				
100 4200 52 5730	Civic Live	1.0000	185.80	186.00
100 4200 52 5730	Northstart Maintenance	1.0000	399.80	400.00
100 4200 52 5730	Windstream	1.0000	39.80	40.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	3	\$626.00
Account 52 5751 - Streets				
100 4200 52 5751	Dead Tree Removal	1.0000	10,000.00	10,000.00
100 4200 52 5751	R&M Streets	1.0000	30,000.00	30,000.00
Account 52 5751 - Streets Totals		Transactions	2	\$40,000.00
Account 52 5760 - Curbs&Sidewalks				
100 4200 52 5760	R&M of existing sidewalks and curb lines.	1.0000	25,000.00	25,000.00
Account 52 5760 - Curbs&Sidewalks Totals		Transactions	1	\$25,000.00
Account 52 6000 - Advertising Expense				
100 4200 52 6000	Bid Advertisements	1.0000	500.00	500.00
Account 52 6000 - Advertising Expense Totals		Transactions	1	\$500.00
Account 52 6100 - Auto Insurance				
100 4200 52 6100	Auto Insurance Allocation	1.0000	23,748.87	23,748.87
Account 52 6100 - Auto Insurance Totals		Transactions	1	\$23,748.87
Account 52 6110 - Other Insurance				
100 4200 52 6110	Apex Insurance	1.0000	9,993.44	9,993.44
Account 52 6110 - Other Insurance Totals		Transactions	1	\$9,993.44
Account 52 6200 - Training				
100 4200 52 6200	Chemical Spill Response Training	3.0000	100.00	300.00
100 4200 52 6200	Field Safety Training Classes	10.0000	70.00	700.00
Account 52 6200 - Training Totals		Transactions	2	\$1,000.00





# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 4200 - Highways and Streets				
Account 52 6560 - Workers Comp/Administrati Workers Comp		1.0000	2,516.27	2,516.27
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>\$2,516.27</u>
Account 52 6600 - Claims Workers Comp. Worker's 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 Correspondence with outside agencies.		1.0000	25.00	25.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$25.00</u>
Account 53 5680 - Tires Tire replacement for rolling stock.		1.0000	4,500.00	4,500.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$4,500.00</u>
Account 53 7000 - Gas & Oil Diesel and Unleaded Fuel Expense		1.0000	11,500.00	11,500.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$11,500.00</u>
Account 53 7010 - Tools/Shop Supplies Replacement of Expendable Tools		1.0000	2,500.00	2,500.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$2,500.00</u>
Account 53 7020 - Janitorial Supplies Cleaning supplies		1.0000	100.00	100.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>\$100.00</u>
Account 53 7050 - Medical Services/Supplies First Aid Supplies and Treatment of on the job injuries.		1.0000	200.00	200.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$200.00</u>
Account 53 7091 - Road Signs & Delineators City Sign Shop Operation.		1.0000	20,000.00	20,000.00
Account 53 7091 - Road Signs & Delineators New Graphtec 64 inch Cutter Plotter		1.0000	6,095.00	6,095.00
	Account 53 7091 - Road Signs & Delineators Totals	Transactions	2	<u>\$26,095.00</u>
Account 53 7100 - Lubricants & Chemicals Lubra-seal Chemicals For Salt spreader (Rust free)		2.0000	1,500.00	3,000.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	<u>\$3,000.00</u>
Account 53 7110 - Safety Supplies Employee Personal Protective Equipment		1.0000	1,000.00	1,000.00
Account 53 7110 - Safety Supplies Workzone Barricades or Safety Cones		1.0000	1,000.00	1,000.00
	Account 53 7110 - Safety Supplies Totals	Transactions	2	<u>\$2,000.00</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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 4200 - Highways and Streets				
Account 53 7121 - Computer Hardware				
100 4200 53 7121	Sign Shop New Computer and Monitor	1.0000	1,200.00	1,200.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	\$1,200.00
Account 53 7122 - Computer Supplies				
100 4200 53 7122	Account used for printer and computer supplies.	1.0000	200.00	200.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	\$200.00
Account 53 7150 - Other Operating Supplies				
100 4200 53 7150	Account used for landscape supplies, mail boxes, saw blades.	1.0000	2,100.00	2,100.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	\$2,100.00
Account 53 7310 - Office Supplies				
100 4200 53 7310	Annual office supplies related to administrative duties	1.0000	350.00	350.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$350.00
Account 54 7840 - Street Resurfacing				
100 4200 54 7840	GDOT Off System Striping Project 30% match	1.0000	15,000.00	15,000.00
100 4200 54 7840	Street Resurfacing	1.0000	150,000.00	150,000.00
	Account 54 7840 - Street Resurfacing Totals	Transactions	2	\$165,000.00
	Department 4200 - Highways and Streets Totals	Transactions	35	\$379,014.58
	Fund 100 - GENERAL FUND Totals	Transactions	35	\$379,014.58
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>35</b>	<b>\$379,014.58</b>
	Grand Totals	Transactions	35	\$379,014.58

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

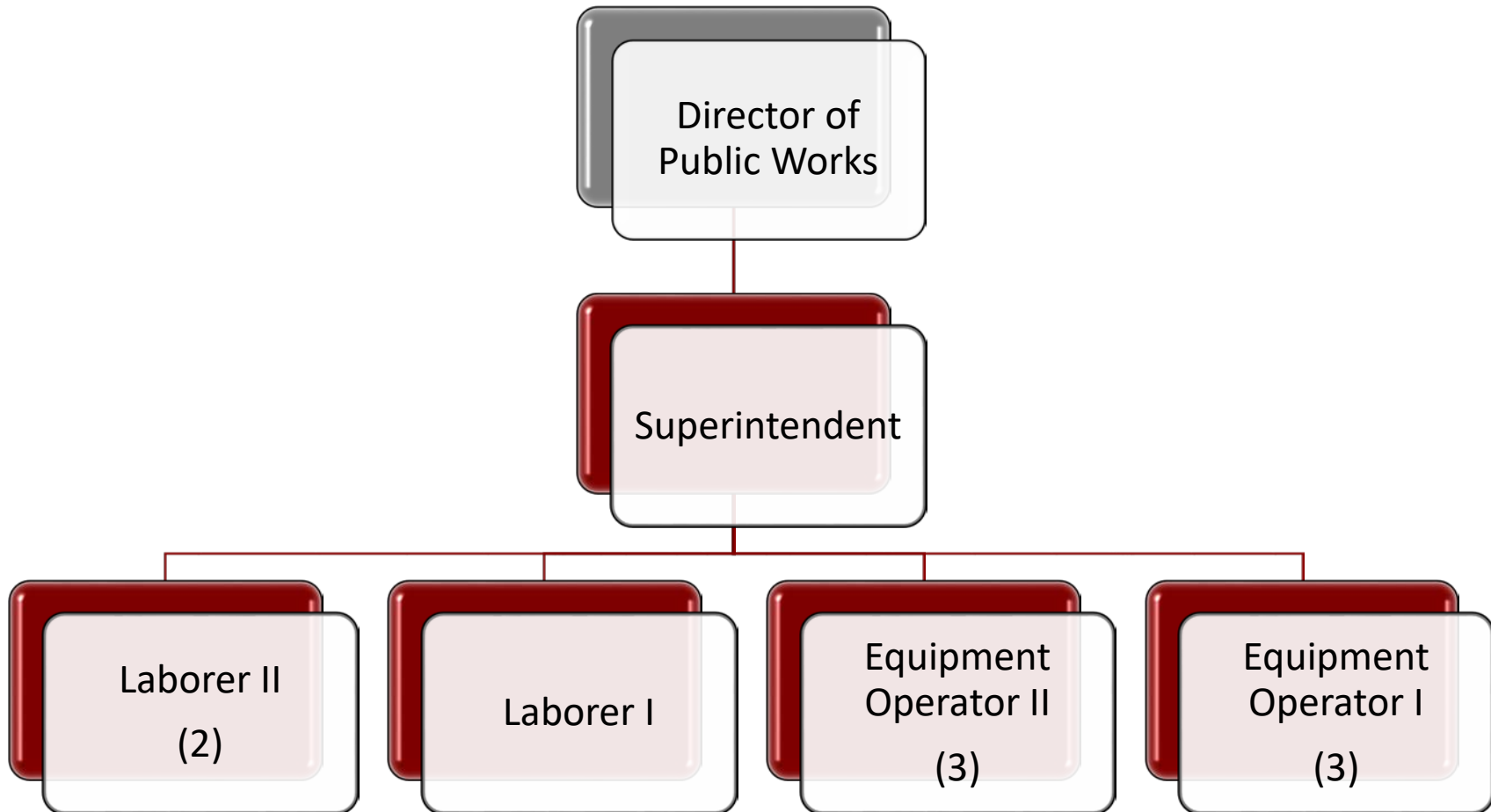
Fund: 100 Department and Number: Public Works Highways & Streets-4200

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	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Superintendent	1	1	1	1	1
Equipment Operator II	3	3	3	3	3
Equipment Operator I	3	3	3	3	3
Laborer II	2	2	2	2	2
Laborer I	1	1	1	1	1
Total Personnel:	10	10	10	10	10

50% of the Superintendent's salary is paid in Highways & Streets budget.

City of College Park, Georgia  
**Highways & Streets - Public Works Division Organizational Chart**



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

Department and Number: **Public Works- Highways and Streets**

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)				
<b>NOT APPLICABLE</b>				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	<b>Total (5211 Proposed New Personnel – Benefits)</b>			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	<b>Total (5212 Proposed New Personnel – Training/ Education)</b>			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	<b>Total (5213 Proposed New Personnel – Supplies)</b>			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	<b>Total (5215 New Personnel – Vehicles)</b>			-
	<b>Total</b>			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

Job Title: N/A

**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

<b>Fund: 100</b>		<b>Department and Number:</b>		<b>Public Works/Highways and Streets- 4200</b>	
New Replacement for Vehicle/Equipment No. Unit #		Priority:			
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Pickup Truck _____ 1 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2018-19 Maintenance Cost _____ Actual FYE 2018-19 Operating Cost _____ Estimated FYE 2019-20 Maintenance Cost _____ Estimated FYE 2019-20 Operating Cost _____			
List of Special Features, Standard:		Specific Description & Condition of Item Being Replace			
Justification/Description:  Make: Model: Year:		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other (Trade In)			
Purchase Option New Vehicle/Equipment _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2019-20 _____ 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:** Highways and Streets **Fuel Type:** Gas / Diesel

<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/Hours</i>	<i>Curr Year Mileage/Hours</i>	<i>Tag #.</i>
201	2009	GMC	A7000	1GDM7F1B09F405815	148,500.00	2/20/2009	32,803	33,136	133081
206	2003	Komatsu	WB140-2	A20663	43,000.00	11/1/2003	4,605	4,811	N/A
207	1996	J/Deere	300D	T0300DA816789	45,000.00	N/A	6,901	6,904	133066
210	1994	CAT	924-F	5NN00203	24,739.92	11/30/1994	6,276	6,559	N/A
235	1998	Bobcat	863	514419364	27,000.00	N/A	983	1066	
236	1999	Cronkhite	Trailer	473271928X1101191	N/A	4/11/199	N/A	N/A	N/A
240	1992	Atlas	XAS90JD	H0L600020	9,500.00	11/1/1992	735	736	N/A
245	1983	Hudson	Trailer	10HHTD1D2D1000008	N/A	11/7/1983	N/A	N/A	N/A
246		County Boy	Trailer		N/A	N/A	N/A	N/A	N/A
255	2005	J/Deere	550J-Track	T0550JX114582	78,000.00	8/1/2005	1,381	1,383	N/A
269	2019	Ford	F-350	1FT8W3A67KEC90104	26,795.00	9/18/2018	25	2,407	GV8639L
270	2012	WACKER	RD 12A	2012580	14,497.00	11/20/2012	133	151	N/A
275	2001	FORD	F-450	1FDXF46F21ECO8784	12,569.00	4/25/1990	102,632	112,841	133126
284	2008	F-LINER	Patch Truck	1FVACXDT38DAC1098	97,230.00	4/1/2008	11,985	12,945	N/A
285	2000	FORD	F-750	3FDXF755XYMA37717	39,928.00		59,675	60,760	133127
286	2004	FORD	F-750	3FRXF75A25V122092	43,000.00	8/31/2004	29,042	30,426	133125
287	2006	Ford	F-350	1FDWF36P56EB19359	19,927.00	10/12/2005	71,152	76,848	133128
289	1997	FORD	F-150	1FTZF18W3WNA73816	17,868.00	10/27/1997	152,325	Pending Replace	133129
290	2002	FORD/AF	F-150	2FDPF17M52CA43168	19,485.00	3/1/2002	74,668	75,727	133122

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**



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

Department: Highways and Streets Fund: 100 Department Number 4200

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: **Highway and Streets**

Fund :100

Division:

Department Number: 4200

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:**  
Highways and Streets

**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 Name:**

Highways & Streets Asphalt Operations

### **Program Description:**

The Highways & Streets Asphalt (street maintenance and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Asphalt program protects and maintains the expected service life of an asphalt street by providing asphalt and concrete street maintenance and repair, street resurfacing, street patching of potholes, asphalt street overlaying for deficiencies on all City streets and road ways, and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the street pavement and concrete. The program daily targets street deficiencies such as potholes, cave-ins, and depressions that are caused by street failure. The program also performs pre and post inspections for the LMIG (Local Maintenance and Improvement Grant Program) and execute the 2019-2020 LMIG schedules in accordance with the State Contract.

### **Trends:**

The General workload is increasing due to the increase number of asphalt road deficiencies within the City. Citizen's service request is also increasing due to the number of road deficiencies. As a result of an increase in service, more money will be spent on material for repairs.

### **Program Broad Goals:**

Implement and maintain a preventive maintenance program that adequately protects the pavement asset through an aggressive pro-active approach for repair and maintenance on all existing and new road surfaces.

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

Protect and maintain the expected service life of the City's asphalt streets and pavement through an aggressive preventive maintenance program.

## **Performance Measures**

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

**Estimated 19 /20  
98%**

- Respond to 98% of request and or complaints for pothole repairs, cave-ins and road depressions after they are reported within 24 hours.
- Respond to 98% of utility cut repairs after they are reported from internal and or external sources within one (1) week of the report.

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

**Estimated 19/20  
98%**

- Address 98% of request and or complaints for pothole repairs, cave-ins and road depressions after they are reported within 24 hours.
- Address 98% of utility cut repairs after they are reported from internal and or external sources within one (1) week of the report.

## **Performance Measures**

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

**Actual 19/20  
98%**

- Responded to 98% of request and or complaints for pothole repairs, cave -ins and road depressions after they are reported within 24 hours.
- Responded to 98% of utility cut repairs after they are reported from internal and external sources within one (1) week of report.

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

**Actual 19/20  
98%**

- Restored 98% of request and or complaints for pothole repairs, cave –ins and road depressions that were reported within 24 hours.
- Restored 98% of utility cut repairs that were reported from internal and external sources within one (1) week of report.

## **Prior Year Highlights:**

- Herschel Road from Old National Hwy to Camp Creek PKWY Road Resurfaced
- Patched an average of Fifteen (15) potholes a month
- Restored an average of five (5) utility cuts and street deficiencies a month
- Respond to all citizens complaints / internal and External
- Phillip Park install and graded new soccer Field and haul 250 ton of Dirt
- Cut down and Removed a total of 15 dead trees city wide

## **EXHIBIT I-BUDGET PERFORMANCE**

### **Program Name:**

Highways & Streets Concrete Operations

### **Program Description:**

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

### **Trends:**

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

### **Program Broad Goals:**

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

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

Protect and maintain the expected service life of the City's concrete assets such as pavement, sidewalks and curbing through an aggressive preventive maintenance program.

## **Performance Measures**

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

**Estimated 19/20  
100%**

- Respond to 100% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Respond to 100% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (2) week of the report.

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

**Estimated 19/20  
100%**

- Address 100% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Address 100% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

## **Performance Measures**

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

**Actual 19/20  
98%**

- Responded to 98% of request and or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Responded to 98% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

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

**Actual 19/20  
98%**

- Restored 98% of request and or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Restored 98% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (1) week of the report.

**Prior Year Highlights:**

- Replace broken damage sidewalk on Princeton Ave 150 feet of Sidewalk
- Replace 125 feet of broken damage Sidewalk on Hemphill Street.
- Repaired damage sidewalk on West Fayetteville Road
- Reset and adjust curb on Lyle Ter
- Repaired Radius on West Point/ Embassy Drive due to tractor trailers
- Replace 125 feet of broken Sidewalk on Walker Ave
- 
- Poured several concrete meter pit box for the water/Sewer Department at several locations Citywide.



## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name:**

Highways & Streets Sign Shop Operations

### **Program Description:**

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

### **Trends:**

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

### **Program Broad Goals:**

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

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

Maintain the expected service life of the City's street signs and road markings.

### **Performance Measures**

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

**Estimated 19/20  
98%**

- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year
- Address identified deficiencies for roadway striping, crosswalks, stop bars and other signage within forty eight (48) hours after it has been identified.
- Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually.

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

**Estimated 19/20**

**98%**

- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year at 98%
- Restore identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it has been identified.
- Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually at 98%

**Performance Measures**

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

**Actual 19/20**

**98%**

- Restore identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it has been identified at 98%
- Complete a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year at 98%
- Maintain traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually at 98%

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

**Actual 19/20**

**98%**

- Restored identified deficiencies for roadway striping, crosswalks, stop bars and other signage within five (5) days after it had been identified.40%
- Completed a comprehensive inventory of signs in the City, noting locations, type, and condition of each signs at least once per year at 20%
- Maintained traffic signs to a minimum level of retro reflectivity which is required to maintain compliance with federal regulations annually at 30%

**Prior Year Highlights:**

- Fabricate and Installed 30% of New special signs for internal customers, fire department, police Department, councilman's
- Reestablished identified deficiencies of (5) Stop signs and (6) local signs Citywide concerning citizens/ internal complaints 25%
- Restored or reset street signage at an average of three (3) signs per month
- Fabricated and installed an average of thirty-six (36) signs per year 30%
- Contracted out the striping project City Wide to install handicap cross walk, stop bars, Centerlines, pavement markings, Edge lines.30%
- Installed (8) new Tractor trailers signs in ward four per Councilman Gay request.
- Install (2) Special Street Sign Request for Hardin Cir. (Mayor and Councilman approved)

- Install (4) Special Sign Request for the Fire Dept. New Born baby Drop off location
- Install New Stop Bars and Center Lines Striping on Princeton Ave
- Install New Safety Tubes at the Rail Road crossing at Harvard Ave and Main Street.
- Install new Safety Tubes on Highway (29) 150 feet South Of Herschel Road

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

Fund: 100

Department and Number: 4200

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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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>5195 - Buildings &amp; Grounds</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	450,717.26	465,000.00	315,561.32	68	493,000.00	480,511.00	3
51 5020	Salary/Overtime	13,160.64	15,000.00	7,569.05	50	16,000.00	15,000.00	
51 5030	Salary/Parttime	10,850.78	14,000.00	11,434.65	82	.00	12,189.00	(13)
51 5040	Shared Utility Payments	.00	.00	685.35		.00	1,200.00	
51 5190	Medicare	6,032.17	6,400.00	4,421.34	69	6,400.00	7,144.00	12
51 5200	Fica	622.03	5,500.00	725.84	13	5,500.00	756.00	(86)
<i>Personnel Services Totals</i>		<b>\$481,382.88</b>	<b>\$505,900.00</b>	<b>\$340,397.55</b>	<b>67%</b>	<b>\$520,900.00</b>	<b>\$516,800.00</b>	<b>2%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	91,744.19	94,183.00	70,903.93	75	94,183.00	98,553.00	5
51 5161	Life Insurance	6,900.69	600.00	488.96	81	600.00	745.00	24
51 5163	ST Disability Insurance	673.98	1,000.00	437.00	44	1,000.00	1,000.00	
51 5164	LT Disability Insurance	644.08	900.00	418.81	47	900.00	900.00	
51 5165	Health Insurance	105,337.85	111,357.00	62,563.98	56	111,357.00	96,792.00	(13)
51 5166	Dental Insurance	2,741.72	3,300.00	1,998.06	61	3,300.00	2,973.00	(10)
51 5180	Uniforms	10,047.19	8,800.00	9,026.83	103	9,800.00	8,800.00	
<i>Employee Benefits Totals</i>		<b>\$218,089.70</b>	<b>\$220,140.00</b>	<b>\$145,837.57</b>	<b>66%</b>	<b>\$221,140.00</b>	<b>\$209,763.00</b>	<b>(5%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	3,762.16	2,400.00	2,340.94	98	2,800.00	3,216.00	34
52 5260	Heat & Power	1,096.45	2,000.00	.00		2,000.00	2,000.00	
<i>Communications &amp; Util. Totals</i>		<b>\$4,858.61</b>	<b>\$4,400.00</b>	<b>\$2,340.94</b>	<b>53%</b>	<b>\$4,800.00</b>	<b>\$5,216.00</b>	<b>19%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	58,279.00	34,000.00	32,496.33	96	40,424.00	40,424.00	19
52 5710	R&M Fum. & Equip.	6,981.42	6,000.00	24,787.78	413	10,000.00	10,000.00	67
52 5720	R&M Communication Equip	.00	.00	.00		600.00	600.00	
52 5730	R&M - D/P Equipment	1,359.63	1,055.00	420.73	40	1,055.00	1,055.00	
52 5780	Grounds	5,180.05	6,000.00	2,771.15	46	13,500.00	17,500.00	192
53 5680	Tires	3,595.54	3,000.00	3,763.41	125	4,000.00	3,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$75,395.64</b>	<b>\$50,055.00</b>	<b>\$64,239.40</b>	<b>128%</b>	<b>\$69,579.00</b>	<b>\$72,579.00</b>	<b>45%</b>
<i>Building Maintenance</i>								
52 5741	R&M Bldg-Parks	.00	14,400.00	11,572.95	80	10,000.00	10,000.00	(31)
<i>Building Maintenance Totals</i>		<b>\$0.00</b>	<b>\$14,400.00</b>	<b>\$11,572.95</b>	<b>80%</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>(31%)</b>



# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 5195 - Buildings & Grounds								
Training & Education								
52 6200	Training	418.95	500.00	405.00	81	3,000.00	3,000.00	500
52 6210	Dues	150.00	500.00	150.00	30	500.00	500.00	
<i>Training &amp; Education Totals</i>		<b>\$568.95</b>	<b>\$1,000.00</b>	<b>\$555.00</b>	<b>56%</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>250%</b>
<i>Other Services &amp; Charges</i>								
52 6100	Auto Insurance	18,296.26	16,615.00	18,493.76	111	16,615.00	20,781.00	25
52 6110	Other Insurance	13,094.15	13,547.00	9,397.90	69	13,547.00	15,326.00	13
52 6170	Contractual Services	40,288.36	37,000.00	21,775.77	59	37,000.00	37,000.00	
52 6510	Claims Not Workmans Comp.	.00	1,432.00	.00		1,432.00	1,432.00	
52 6560	Workers Comp/Administrati	6,730.45	3,000.00	5,347.07	178	3,000.00	3,889.00	30
52 6580	Unemployment Compensation	.00	596.00	.00		596.00	.00	(100)
52 6600	Claims Workers Comp.	19,486.08	2,000.00	5,635.22	282	2,000.00	.00	(100)
<i>Other Services &amp; Charges Totals</i>		<b>\$97,895.30</b>	<b>\$74,190.00</b>	<b>\$60,649.72</b>	<b>82%</b>	<b>\$74,190.00</b>	<b>\$78,428.00</b>	<b>6%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	33.43	.00	9.24		.00	.00	
53 7000	Gas & Oil	27,126.21	20,000.00	14,039.65	70	20,000.00	18,000.00	(10)
53 7010	Tools/Shop Supplies	4,201.73	5,000.00	5,314.43	106	4,000.00	4,000.00	(20)
53 7020	Janitorial Supplies	1,152.27	1,000.00	331.07	33	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	464.80	400.00	108.50	27	400.00	400.00	
53 7100	Lubricants & Chemicals	2,047.85	5,000.00	4,623.05	92	6,500.00	6,500.00	30
53 7110	Safety Supplies	660.29	1,400.00	1,249.80	89	1,400.00	1,400.00	
53 7121	Computer Hardware	.00	.00	.00		1,000.00	1,000.00	
53 7150	Other Operating Supplies	5,630.84	7,000.00	4,685.15	67	7,000.00	4,000.00	(43)
53 7170	Trash Bags	2,034.23	1,500.00	1,041.48	69	1,500.00	1,500.00	
53 7310	Office Supplies	552.17	500.00	312.87	63	500.00	500.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$43,903.82</b>	<b>\$41,800.00</b>	<b>\$31,715.24</b>	<b>76%</b>	<b>\$43,300.00</b>	<b>\$38,300.00</b>	<b>(8%)</b>
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	.00	.00		.00	27,000.00	
54 7640	Other Equipment - Replace	.00	8,100.00	8,100.00	100	61,400.00	34,400.00	325
<i>Capital Outlay Totals</i>		<b>\$0.00</b>	<b>\$8,100.00</b>	<b>\$8,100.00</b>	<b>100%</b>	<b>\$61,400.00</b>	<b>\$61,400.00</b>	<b>658%</b>
Department 5195 - Buildings & Grounds Totals		<b>\$922,094.90</b>	<b>\$919,985.00</b>	<b>\$665,408.37</b>	<b>72%</b>	<b>\$1,008,809.00</b>	<b>\$995,986.00</b>	<b>8%</b>
<b>EXPENSE TOTALS</b>		<b>\$922,094.90</b>	<b>\$919,985.00</b>	<b>\$665,408.37</b>	<b>72%</b>	<b>\$1,008,809.00</b>	<b>\$995,986.00</b>	<b>8%</b>
<b>Fund 100 - GENERAL FUND Totals</b>								



# 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
	<b>EXPENSE TOTALS</b>	\$922,094.90	\$919,985.00	\$665,408.37	72%	\$1,008,809.00	\$995,986.00	8%
Fund 100 - GENERAL FUND	Totals	(\$922,094.90)	(\$919,985.00)	(\$665,408.37)	72%	(\$1,008,809.00)	(\$995,986.00)	8%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$922,094.90	\$919,985.00	\$665,408.37	72%	\$1,008,809.00	\$995,986.00	8%
	Net Grand Totals	(\$922,094.90)	(\$919,985.00)	(\$665,408.37)	72%	(\$1,008,809.00)	(\$995,986.00)	8%



# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 5195 - Buildings & Grounds				
Account 52 5240 - Telephone				
100 5195 52 5240	Iphone For Supervisor and Superintendent	12.0000	134.00	1,608.00
100 5195 52 5240	Phone upgrades for Maint. Leader and Community Service	12.0000	134.00	1,608.00
Account 52 5240 - Telephone Totals		Transactions	2	\$3,216.00
Account 52 5700 - R&M - Vehicles				
100 5195 52 5700	Moody's Maintenance Contract	1.0000	25,424.00	25,424.00
100 5195 52 5700	Repair and Maintenance all B & G trucks and tractors	1.0000	15,000.00	15,000.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	2	\$40,424.00
Account 52 5710 - R&M Furn. & Equip.				
100 5195 52 5710	Building Supplies and Materials	1.0000	10,000.00	10,000.00
Account 52 5710 - R&M Furn. & Equip. Totals		Transactions	1	\$10,000.00
Account 52 5741 - R&M Bldg-Parks				
100 5195 52 5741	Pole Barn Repair falling roof/leaning poles	1.0000	10,000.00	10,000.00
Account 52 5741 - R&M Bldg-Parks Totals		Transactions	1	\$10,000.00
Account 52 5780 - Grounds				
100 5195 52 5780	Annual Flowers, trees, mulch and plants	1.0000	6,500.00	6,500.00
100 5195 52 5780	Hershel Rd corners project-Hwy 29 & Camp Creek	1.0000	3,500.00	3,500.00
100 5195 52 5780	Large flower pots-replacements/new additions	10.0000	350.00	3,500.00
100 5195 52 5780	Tracy Wyatt Rec- Parking lot landscape revamp	1.0000	4,000.00	4,000.00
Account 52 5780 - Grounds Totals		Transactions	4	\$17,500.00
Account 52 6100 - Auto Insurance				
100 5195 52 6100	Auto Insurance Allocation	1.0000	20,780.26	20,780.26
Account 52 6100 - Auto Insurance Totals		Transactions	1	\$20,780.26
Account 52 6110 - Other Insurance				
100 5195 52 6110	Apex Insurance	1.0000	15,325.47	15,325.47
Account 52 6110 - Other Insurance Totals		Transactions	1	\$15,325.47
Account 52 6170 - Contractual Services				
100 5195 52 6170	Ballfield Cutting	1.0000	15,000.00	15,000.00
100 5195 52 6170	Detention Ponds	1.0000	22,000.00	22,000.00
Account 52 6170 - Contractual Services Totals		Transactions	2	\$37,000.00
Account 52 6200 - Training				
100 5195 52 6200	Education seminars	1.0000	3,000.00	3,000.00
Account 52 6200 - Training Totals		Transactions	1	\$3,000.00
Account 52 6210 - Dues				
100 5195 52 6210	Association Dues	1.0000	500.00	500.00
Account 52 6210 - Dues Totals		Transactions	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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 5195 - Buildings & Grounds				
100 5195 52 6560	Account 52 6560 - Workers Comp/Administrati Workers Comp	1.0000	3,888.78	3,888.78
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	\$3,888.78
100 5195 53 5680	Account 53 5680 - Tires Purchase tires for B&G trucks and tractors	1.0000	3,000.00	3,000.00
	Account 53 5680 - Tires Totals	Transactions	1	\$3,000.00
100 5195 53 7000	Account 53 7000 - Gas & Oil Gas and oil for all B&G trucks, tractors, and equipment	1.0000	18,000.00	18,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	\$18,000.00
100 5195 53 7010	Account 53 7010 - Tools/Shop Supplies Shop supplies-grinding stones, ziz wheels, shop rags,	1.0000	2,000.00	2,000.00
100 5195 53 7010	Tools for shop	1.0000	2,000.00	2,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	2	\$4,000.00
100 5195 53 7020	Account 53 7020 - Janitorial Supplies Cleansers, paper towels, toilet paper and deorderizers	1.0000	1,000.00	1,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	\$1,000.00
100 5195 53 7100	Account 53 7100 - Lubricants & Chemicals ROW pesticides, pre-emergents and fuel treatments	1.0000	6,500.00	6,500.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	\$6,500.00
100 5195 53 7110	Account 53 7110 - Safety Supplies Purchase gloves, safety vests, ear plugs, safety kits, etc.	1.0000	1,400.00	1,400.00
	Account 53 7110 - Safety Supplies Totals	Transactions	1	\$1,400.00
100 5195 53 7150	Account 53 7150 - Other Operating Supplies Mower belts, batteries,engine repair kits, filters, etc.	1.0000	4,000.00	4,000.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	\$4,000.00
100 5195 53 7170	Account 53 7170 - Trash Bags Trash bags for city wide use	1.0000	1,500.00	1,500.00
	Account 53 7170 - Trash Bags Totals	Transactions	1	\$1,500.00
100 5195 53 7310	Account 53 7310 - Office Supplies Office material	1.0000	500.00	500.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	\$500.00
100 5195 54 7590	Account 54 7590 - Vehicles - Replace Replacement Truck Unit #181	1.0000	27,000.00	27,000.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	1	\$27,000.00



# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 5195 - Buildings & Grounds				
Account 54 7640 - Other Equipment - Replace				
100 5195 54 7640	Replacement Tractor unit #131	1.0000	24,000.00	24,000.00
100 5195 54 7640	Replacement Exmark 60" Lazer S Mower	1.0000	10,400.00	10,400.00
Account 54 7640 - Other Equipment - Replace Totals		Transactions	2	\$34,400.00
Department 5195 - Buildings & Grounds Totals		Transactions	30	\$262,934.51
Fund 100 - GENERAL FUND Totals		Transactions	30	\$262,934.51
<b>EXPENSES Totals</b>		<b>Transactions</b>	<b>30</b>	<b>\$262,934.51</b>
Grand Totals		Transactions	30	\$262,934.51

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

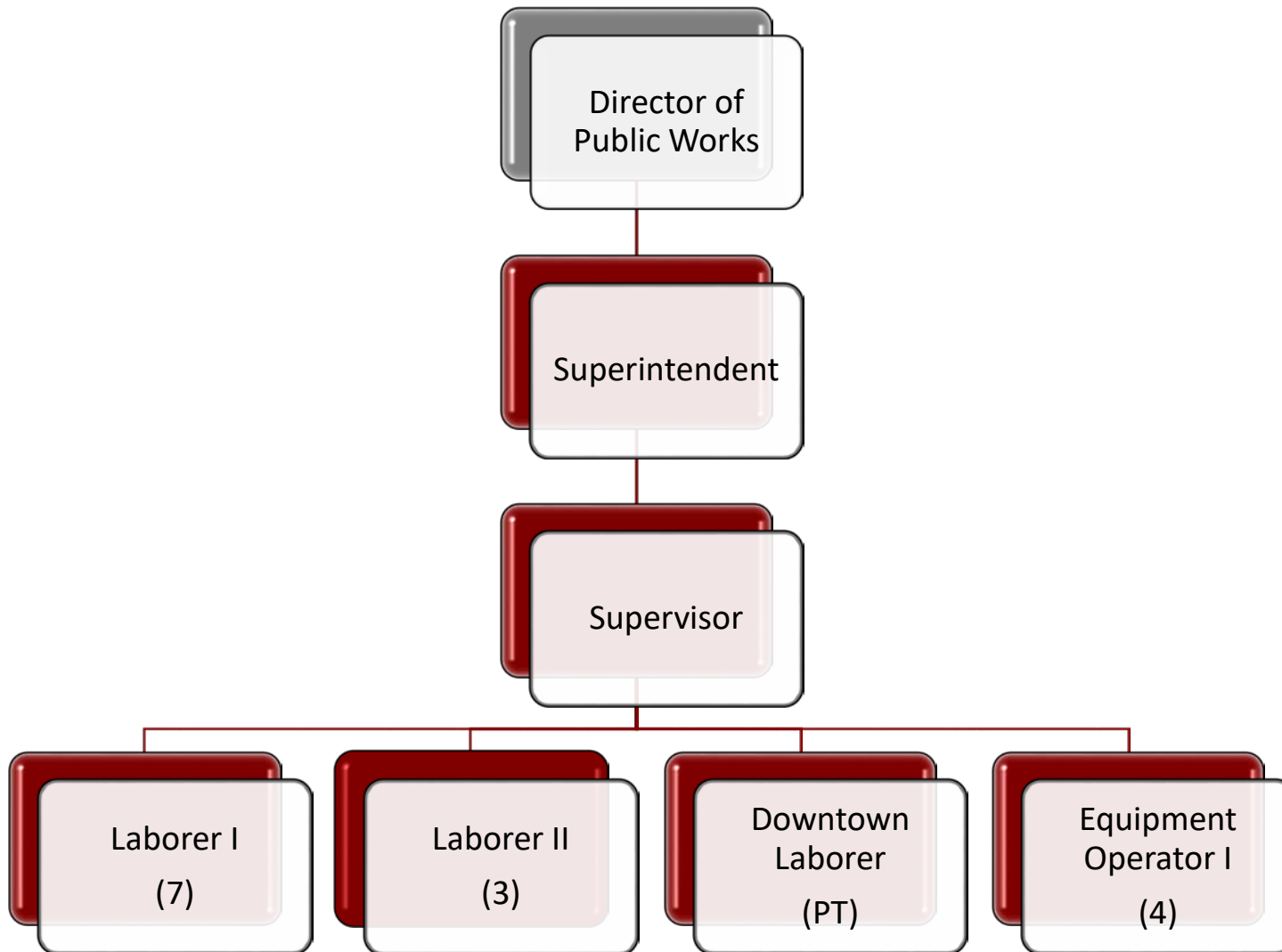
Budget Year 2019-20

Fund: 100 Department and Number: Buildings and Grounds 5195

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	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Superintendent	1	1	1	1	1
Supervisor	1	1	1	1	1
Laborer II	2	2	2	2	2
Laborer II/ Ball Field Tech	1	1	1	1	1
Equip. Operator II	0	0	3	3	3
Equip. Operator I	4	4	1	1	1
Laborer I	2	2	3	4	3
Laborer I (6 Months)	0	0	4	4	4
Part Time	1	1	1	0	1
Positions:					
Seasonal					
Positions:					
Laborer I (6 months)	7	7	0	0	0
Total Personnel:	19	19	17	17	17

City of College Park, Georgia  
**Buildings & Grounds – Public Works Division Organizational Chart**



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

Department and Number: **Buildings and Grounds-5195** Fund: **100**

Number of Positions Requested:	Position Title:	Present Number of Positions:	Changed Number of Positions:	Salary Grade and Step
1	<b>Laborer I</b>	8	1	
<p>Additional Positions: <b>Laborer I</b>                      Additional Position:                      Reclassified Position: <b>Full Time Downtown Laborer I</b>                      From: <b>Part Time Downtown Laborer I</b></p>				
<b>Justification (including assignment and responsibilities of position requested):</b>				
<b>To change the current position of Part-Time Downtown Laborer 1 to Full Time Downtown Laborer 1 position (see attachment).</b>				
<p>Wages                      Regular</p>				25,049
<p>Overtime</p>				-
<p>Medicare (1.45%)</p>				-
<p>FICA (6.2%) part- time only</p>				-
<p align="center">Total (5210 Proposed New Personnel – Personnel Services)</p>				-
<p>Fringe Benefits                      Group Life and AD &amp; D \$350 per year</p>				350
<p>Health Insurance \$7,800 per position per year</p>				7,800
<p>Pensions (18%)*</p>				465
<p>Uniforms</p>				-
<p align="center">Total (5211 Proposed New Personnel – Benefits)</p>				-
<p>Training and Education                      Training</p>				-
<p>Dues/ Memberships</p>				-
<p>Other</p>				-
<p align="center">Total (5212 Proposed New Personnel – Training/ Education)</p>				-
<p>Material and Supplies                      Office Supplies</p>				-
<p>Safety Clothing and Equipment</p>				-
<p>Other</p>				-
<p align="center">Total (5213 Proposed New Personnel – Supplies)</p>				-
<p>Capital Outlay (Needed if position is approved)                      Furniture and Fixtures</p>				-
<p>Office Machines and Equipment</p>				-
<p>Other</p>				-
<p align="center">Total (5214 Proposed New Personnel – Capital Outlay)</p>				-
<p>Vehicle (Additional Needed if Position Approved)                      Vehicle Type and Cost</p>				-
<p>Vehicle Service Costs</p>				-
<p align="center">Total (5215 New Personnel – Vehicles)</p>				-
<p align="center"><b>Total</b></p>				<b>33,664</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:** Downtown Laborer I

**Job Summary:**

This position is responsible for litter control downtown areas, installation of landscaped pots downtown, Pocket park landscaping, ROW and various maintenance needs to maintain beautification areas within the city.

**Major Duties:**

Litter control in downtown areas and throughout city  
Assist with installation of annual flowers beds (2x yearly) new and existing  
Trim trees as needed in Downtown, ROW, Parks and other areas as needed  
Install new landscaping projects as proposed downtown  
Maintain weed management program as instructed by Superintendent in Downtown areas  
Assist will all other aspects within department as needed

**Knowledge Required by the Position:**

Proper Litter pick-up and disposal  
Knowledge tree care and installation  
Knowledge of shrub care and installation  
Knowledge on annual bed installation and care  
Ability to work within environmentally sound manage practices  
Ability to make sound and accurately estimate priority on maintenance practices

**Supervisory Controls:** Works under the direct supervision the Supervisor/Superintendent

**Complexity:** The work consists of a variety of landscaping install and litter maintenance

**Scope and Effect:** The purpose of this position is to create and maintain a better presentation of city grounds and parks.

**Minimum Qualifications:**

High School diploma or equivalent; GA Drivers license, background in landscaping.

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

Fund: 5195		Department and Number:	Buildings and Grounds
New Replacement for Vehicle/Equipment No.181		Priority:	1
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
Sedan 2 Door		Age of Vehicle/Equipment Being Replaced	14ys
Sedan 4 Door		Units of Use to Date (hours, miles, etc.)	103,013
Cruiser		Total Operating/Maintenance Costs to Date	12,000
Station Wagon		Actual FYE 2018-19 Maintenance Cost	3,000
Van		Actual FYE 2018-19 Operating Cost	3,000
Ford F-150	1/2 ton Truck		
	3/4 ton Truck		
	Sanitation Front Loader	Estimated FYE 2019-20 Maintenance Cost	3,000
	Sanitation Rear Loader	Estimated FYE 2019-20 Operating Cost	3,000
	Other		
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::	
Crew Cab SWB, Power windows/locks, Trailer Tow Pkg		#181 - 2005 Ford F-150 Truck- Poor Condition 1FTRF12215NB39672	
Justification/Description:		Recommended Disposition of Replaced Item:	
Truck 181 is in poor condition. The truck has high mileage of over 100K miles. The chassis is worn out and costs of repairs are being more regular. The truck has become unreliable and a replacement is needed.		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	
27,000	Purchase Price	Rental/Lease Cost per Year	
10yrs	Estimated Useful Life	Estimated Length of Rental/Lease	
5000 miles	Estimated Use During 2019-20	Estimated Use During 2019-20	
200-PM	Estimated Operating Cost During 2019-2020	Estimated Operating Cost During 2019-20	

\*PM=Preventative Maintenance



**EXHIBIT F**  
City of College Park, Georgia  
Vehicle Request  
Budget Year 2019-2020

Fund: 5195		Department and Number:	Buildings and Grounds 5195
New Replacement for Vehicle/Equipment No. 131		Priority: 2	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
Sedan 2 Door		Age of Vehicle/Equipment Being Replaced	
Sedan 4 Door		<u>25yrs</u>	Units of Use to Date (hours, miles, etc.)
Cruiser		<u>10,870hrs</u>	Total Operating/Maintenance Costs to Date
Station Wagon		<u>8,000</u>	Actual FYE 2018-19 Maintenance Cost
Van		<u>2,000</u>	Actual FYE 2018-19 Operating Cost
1/2 ton Truck		<u>3,000</u>	Estimated FYE 2019-20 Maintenance Cost
3/4 ton Truck			Estimated FYE 2019-20 Operating Cost
Sanitation Front Loader		<u>4,000</u>	
Sanitation Rear Loader		<u>8,000</u>	
John Deere 5075E Tractor	Other		
List of Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#::	
		#131 -1994 John Deere 5200 Tractor- Poor Condition LV5200D321236	
Justification/Description:		Recommended Disposition of Replaced Item:	
Tractor 131 is poor condition. Tractor is 25 yrs. old and has very high hour usage over 10,000 hrs.; which equates to around 325k miles. The tractor is very old and has become unreliable for operations. Tractor has a failing fuel injection pump, need of clutch replacement and loss of engine power.		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		
<u>24000</u> Purchase Price	<u>          </u> Rental/Lease Cost per Year		
<u>10-12yrs</u> Estimated Useful Life	<u>          </u> Estimated Length of Rental/Lease		
<u>1000Hrs</u> Estimated Use During 2019-20	<u>          </u> Estimated Use During 2019-20		
<u>300-PM</u> Estimated Operating Cost During 2019-20	<u>          </u> Estimated Operating Cost During 2019-20		

\*PM=Preventative Maintenance

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

Fund: 5195 Department and Number: Buildings and Grounds 5195

<p>New Replacement for Vehicle/Equipment No.</p> <p>Vehicle Type</p> <p>Sedan 2 Door</p> <p>Sedan 4 Door</p> <p>Cruiser</p> <p>Station Wagon</p> <p>Van</p> <p>1/2 ton Truck</p> <p>3/4 ton Truck</p> <p>Sanitation Front Loader</p> <p>Sanitation Rear Loader</p> <p>Exmark 60" Lazer Zero Turn Mower</p> <p>Other</p>	<p>Priority: 3</p> <p>Information on Vehicle/Equipment Being Replaced</p> <table border="0"> <tr> <td style="width: 30%;"><u>9 yrs</u></td> <td>Age of Vehicle/Equipment Being Replaced</td> </tr> <tr> <td><u>5376 hours</u></td> <td>Units of Use to Date (hours, miles, etc.)</td> </tr> <tr> <td><u>4800</u></td> <td>Total Operating/Maintenance Costs to Date</td> </tr> <tr> <td><u>1200</u></td> <td>Actual FYE 2018-19 Maintenance Cost</td> </tr> <tr> <td><u>1200</u></td> <td>Actual FYE 2018-19 Operating Cost</td> </tr> <tr> <td></td> <td>Estimated FYE 2019-20 Maintenance Cost</td> </tr> <tr> <td><u>1200</u></td> <td>Estimated FYE 2019-20 Operating Cost</td> </tr> </table>	<u>9 yrs</u>	Age of Vehicle/Equipment Being Replaced	<u>5376 hours</u>	Units of Use to Date (hours, miles, etc.)	<u>4800</u>	Total Operating/Maintenance Costs to Date	<u>1200</u>	Actual FYE 2018-19 Maintenance Cost	<u>1200</u>	Actual FYE 2018-19 Operating Cost		Estimated FYE 2019-20 Maintenance Cost	<u>1200</u>	Estimated FYE 2019-20 Operating Cost
<u>9 yrs</u>	Age of Vehicle/Equipment Being Replaced														
<u>5376 hours</u>	Units of Use to Date (hours, miles, etc.)														
<u>4800</u>	Total Operating/Maintenance Costs to Date														
<u>1200</u>	Actual FYE 2018-19 Maintenance Cost														
<u>1200</u>	Actual FYE 2018-19 Operating Cost														
	Estimated FYE 2019-20 Maintenance Cost														
<u>1200</u>	Estimated FYE 2019-20 Operating Cost														

<p>List of Special Features, Not Standard:</p>	<p>Specific Description &amp; Condition of Item Being Replaced including VIN#::</p> <p>2008-Exmark Zero Turn- Poor condition Serial #800909</p>
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<p>Justification/Description:</p> <p>Currently Lazer 60" Zero Turn mower is old, has high use hours of 5300hrs and prone to frequent break downs. The frame is worn and broken 2x. The engine is worn out and burns excessive amounts oil when it is operational. Hydraulic drive motors are extremely worn and make steering difficult. The mower is unreliable and has impeded work, creating slowdowns in work productivity on regular basis.</p>	<p>Recommended Disposition of Replaced Item:</p> <p>Sell by Sealed Bid</p> <p>Sell at Auction</p> <p>Retain as Backup</p> <p>Dismantle and Use for Parts</p> <p>Junk</p> <p>Other</p>
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<p>Purchase Option New Vehicle/Equipment</p> <p><u>10,400.00</u> Purchase Price</p> <p><u>5-8yrs</u> Estimated Useful Life</p> <p><u>800Hrs</u> Estimated Use During 2019-20</p> <p><u>200-PM</u> Estimated Operating Cost During 2019-20</p>	<p>Rental Option New Vehicle/Equipment</p> <p><u>          </u> Rental/Lease Cost per Year</p> <p><u>          </u> Estimated Length of Rental/Lease</p> <p><u>          </u> Estimated Use During 2019-20</p> <p><u>          </u> Estimated Operating Cost During 2019-20</p>
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\*PM- Preventive Maintenance

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

**Dept: Parks & Grounds      Fuel Type: Gas and Diesel**

<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/Hrs</i>	<i>Curr Year Mileage/Hrs</i>	<i>Tag #.</i>
100-D	2008	John Deere	Tractor	K-17A-330949	97,200.00	12/15/2008	2853hrs	3288hrs	
101-D	1997	John Deere	Tractor	LV5200E621123	14,292.00	8/5/1997	7711hrs	7933hrs	
102-D	2007	John Deere	Tractor	LV5325S430019	21,808.00	11/5/2007	1948hrs	2447hrs	
128-D	2004	Ford	F-350	1FDWW36P84EB04125	28,548.00	9/11/2003	92,466 miles	98,243 miles	133077
131-D	1994	John Deere	Tractor	LV5200D321236	14,161.00	10/28/1994	10304hrs	10870hrs	
135-D	2006	John Deere	Tractor	LV5325S230600	19,400.00	10/502006	3470hrs	3761hrs	
144-G	2011	Ford	F-350 4x4	1FTRF3B66CEA82199	23,141.00	12/8/2011	40,033miles	46,191miles	GV9755B
150-D	2008	MADVAC	LN-50	SERIAL # 4127	40,000.00	1/28/2009	345.9Hrs	350hrs	
165-G	2018	Ford	F-150	1FTEW1CB8JFE78253	25,715.00	11/9/2018	N/A	1,216miles	GV3809M
166-G	2006	Ford	F-150	1FTRF12226NB40380	13,000.00	1/1/2006	110,211miles	117,269 miles	GV19230
167-G	2007	Ford	F-150	1FTRF12257NA26455	12,786.00	1/3/2007	90,035miles	101,535miles	133135
174-D	2005	Ford	F-350	1FDWW36P46EC74193	30,548.00	12/1/2005	64,828miles	68,880miles	GV9754B
181-G	2005	Ford	F-150	1FTRF12215NB39672	12,786.00	4/11/2005	91,006miles	103,001miles	133067
184-D	2010	Ford	F-350	1FDWF3GR8AEB09109	39,787.00	1/22/2010	75,555miles	83,394miles	133134
195-D	2001	Ford	Van	1FBSS31L81HB04739	24,201.00	3/1/2001	93,810miles	103,026miles	133131
Gas	2002	Exmark	Zero Turn	552324	8,799.00	8/15/2002	1278.1Hrs	1363hrs	N/A
Gas	2010	Exmark	Zero Turn	821608	10,250.00	5/25/2015	2102.5Hrs	2406hrs	N/A
Gas	2018	Exmark	Zero Turn	403121760	8,100.00	7/13/2018	NA	139hrs	N/A
Gas	2008	Exmark	Zero Turn	800909	10,250.00	7/8/2015	2043.9Hrs	2376hrs	N/A
131-G	2018	John Deere	825M Gator	41001644	15,709.00	10/13/2018	N/A	42Hrs	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: Public Works    Division: Build and Grounds    Department Number: 5195

Account Number	Description/Justification	Suggested Funding Source	Suggested Funding				
			2019-20	2020-21	2021-22	2022-23	2023-24
54-7640	Exmark 60" Lazer Zero Turn	General	\$10,400				
54-7640	Crew Cab Ford F-150	General	\$27,000	\$28,000	\$28,000		
54-7640	John Deere 5075 Tractor	General	\$24,000	\$25,000	\$25,000		
<b>Totals</b>			<b>\$61,400</b>	<b>\$53,000</b>	<b>\$53,000</b>	<b>\$0</b>	<b>\$0</b>

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

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: 2019 Exmark 60" Zero Turn Mower

Item/Project Manager:

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand: 4

Description of Item/Project:

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 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:

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

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	<u>15-20 Yrs</u>
Estimated Cost	<u>\$10,400</u>
Less: Trade In	<u>                    </u>
Net Cost	<u>                    </u>

Comparable Quotes:

Vendor Name

Vendor Quote

1. Jack Peeks Lawnmower sales
2. Campbells Lawn Equipment
- 3

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

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

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

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

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

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

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$9,100	\$10,400	\$ -	\$ -	\$ -	\$ -	\$10,400

**Useful Life:** 7yrs

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

**Funding Source:** General

**Relationship to Other Primary Projects:** None

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

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: Ford F-150 Truck

Item/Project Manager:

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 4

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:

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

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10 Yrs

Estimated Cost \$27,000

Less: Trade In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

1. Allen Vigil Ford

2.

3

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

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

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

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$25,715	\$27,000	\$28,000	\$28,000	\$ -	\$ -	\$83,000

**Useful Life:** 8-12yrs

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

**Funding Source:** General Fund



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

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: John Deere 5075 Tractor

Item/Project Manager:

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 3

---

Description of Item/Project: Tractor Replacement

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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If replacement, describe item to be replaced:

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

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Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

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Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 15-20 Yrs

Estimated Cost \$24,000

Less: Trade In \_\_\_\_\_

Net Cost \_\_\_\_\_

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Comparable Quotes:

Vendor Name

Vendor Quote

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1. Ag-Pro

2.

3

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

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

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

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

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

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

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

**Useful Life:** 15-20yrs

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

**Funding Source:** General

**Relationship to Other Primary Projects:** None

# EXHIBIT I-BUDGET PERFORMANCE

## Department of Public Works / BUILDINGS and GROUNDS

### Program Description:

The Buildings and Grounds program manages all landscaping and grounds contracts for the City, including detention ponds, sports facilities maintenance, Public Safety Complex and the walking trails maintenance, code enforcement homes, and fertilization and herbicide management. Also, the program generates requisitions for the purchase of materials related to these contracts. In addition, this program provides training for staff in the related fields. The website has FAQ's and citizen complaints are responded to through emails, City hall, administrative staff of Public Works, and Mini Track.

### Trends:

The continuous additions of new programs, continued training in the services of grass cutting, sidewalk maintenance, tree trimming, and detailed landscaping in designated areas.

### Program Broad Goals:

Manage all mowing, manicuring, and pesticide city wide. Provide grounds and maintenance in all City Parks, Historical Society, Recreation Centers, and Public Safety Complex. Making necessary plans to maintain Buildings and Grounds Division at the highest standards to ensure the citizens are satisfied.

### Program 18/19 Objectives:

- Continually evaluate maintenance contracts to ensure compliance of agreements. Also monitor grass cutting and grounds maintenance to ensure time efficiency and professionalism is kept at highest standards.
- Continue working with the City of College Park Courts and the community service workers.
- Continued comprehensive cutting schedule.
- Monitor and control cost associated with Buildings and Grounds daily operations.
- Improve landscaping at Historical Society, Public Safety Complex, City parks, and other designated right of ways in the city.
- Increase Annual Color landscapes thru out city.

### Performance Measures

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

	Estimated 19/20
Pine Straw and mulch landscape beds in all City parks	6
Install seasonal plants in City planters	22
Plant summer flowers in landscape beds city wide	45

Ensure Detention ponds are cut and maintained	9
Landscape revamping in City parks	6

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

**Estimated 19/20**

Customer Service	100%
Workforce Development	80%
Landscape Maintenance	80%
Effective Schedule Management	100%

**Performance Measures**

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

**Actual 18/19**

Wood chips in swing and playground areas in City parks	5
Install seasonal plants in City planters	14
Plant summer flowers in landscape beds city wide	12
Ensure Retention Ponds are cut and maintained	9

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

**Actual 18/19**

Customer Service	100%
Workforce Development	80%
Landscape Maintenance	80%
Effective Schedule Management	100%

**Prior Year Highlights:**

- Constructed and completed new soccer field at Phillips park
- Continued Chemical mowing program to improve ROW
- Installed new compost to annual color beds
- Installed sod along Hershel road sidewalk; Campcreek to Riverdale Rd.
- Installed new landscape at Zupp Park-next to Bathrooms
- Completed Phase I of tree replacement at Barrett Park
- Completed Phase II of tree replacement at Barrett Park
- Installed new planters at Hershel Rd and Hwy 29
- Installed trees at Willis Park
- Installed new landscape at Phillips Park- Riverdale Rd entrance
- Installed sod at Football fields
- Installed new bench and landscape at Phillips Park

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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**Fund: 100**

**Department and Number: Buildings & Grounds 1512**

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Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

NOVA

**Parks**

# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>6200 - Parks</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	71,506.77	69,804.00	49,275.30	71	72,363.00	72,363.00	4
51 5020	Salary/Overtime	811.49	2,500.00	591.74	24	2,500.00	2,500.00	
51 5030	Salary/Parttime	51,374.13	68,829.00	13,122.28	19	26,000.00	26,000.00	(62)
51 5190	Medicare	1,615.92	2,000.00	820.27	41	1,049.00	1,049.00	(48)
51 5200	Fica	3,071.05	2,200.00	813.60	37	1,612.00	1,612.00	(27)
<i>Personnel Services Totals</i>		<b>\$128,379.36</b>	<b>\$145,333.00</b>	<b>\$64,623.19</b>	<b>44%</b>	<b>\$103,524.00</b>	<b>\$103,524.00</b>	<b>(29%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	15,273.53	13,260.00	10,092.01	76	14,842.00	14,842.00	12
51 5161	Life Insurance	3,049.55	150.00	66.85	45	99.00	99.00	(34)
51 5163	ST Disability Insurance	95.42	191.00	66.06	35	191.00	191.00	
51 5164	LT Disability Insurance	154.06	238.00	106.03	45	238.00	238.00	
51 5165	Health Insurance	22,270.14	17,261.00	9,895.16	57	15,284.00	15,284.00	(11)
51 5166	Dental Insurance	711.36	923.00	478.80	52	755.00	755.00	(18)
51 5180	Uniforms	5,361.83	3,500.00	3,506.99	100	3,500.00	3,500.00	
<i>Employee Benefits Totals</i>		<b>\$46,915.89</b>	<b>\$35,523.00</b>	<b>\$24,211.90</b>	<b>68%</b>	<b>\$34,909.00</b>	<b>\$34,909.00</b>	<b>(2%)</b>
<i>Communications &amp; Util.</i>								
52 5260	Heat & Power	371.22	500.00	.00		500.00	500.00	
52 5280	Other Communication/Util	225.00	.00	827.00		.00	.00	
<i>Communications &amp; Util. Totals</i>		<b>\$596.22</b>	<b>\$500.00</b>	<b>\$827.00</b>	<b>165%</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>0%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	9,806.91	8,000.00	8,455.58	106	17,164.00	9,300.00	16
52 5730	R&M - D/P Equipment	12.20	.00	195.00		2,500.00	2,500.00	
52 5780	Grounds	3,983.16	10,000.00	9,967.12	100	17,200.00	17,200.00	72
53 5680	Tires	725.97	900.00	707.56	79	1,000.00	900.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$14,528.24</b>	<b>\$18,900.00</b>	<b>\$19,325.26</b>	<b>102%</b>	<b>\$37,864.00</b>	<b>\$29,900.00</b>	<b>58%</b>
<i>Training &amp; Education</i>								
52 6200	Training	268.40	500.00	220.50	44	1,000.00	500.00	
52 6210	Dues	.00	.00	.00		150.00	150.00	
<i>Training &amp; Education Totals</i>		<b>\$268.40</b>	<b>\$500.00</b>	<b>\$220.50</b>	<b>44%</b>	<b>\$1,150.00</b>	<b>\$650.00</b>	<b>30%</b>
<i>Other Services &amp; Charges</i>								
52 6100	Auto Insurance	5,227.51	4,747.00	5,283.93	111	5,938.00	5,938.00	25
52 6110	Other Insurance	6,547.08	6,119.00	4,698.95	77	7,842.00	7,842.00	28



# 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
<b>Fund 100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department 6200 - Parks								
Other Services & Charges								
52 6130	Miscellaneous Services	114.98	.00	.00		.00	.00	
52 6170	Contractual Services	339.83	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	1,067.51	2,000.00	2,516.27	126	1,831.00	1,831.00	(8)
52 6580	Unemployment Compensation	9,749.73	3,816.00	.00		.00	.00	(100)
52 6600	Claims Workers Comp.	96.70	400.00	.00		400.00	400.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$23,143.34</b>	<b>\$17,082.00</b>	<b>\$12,499.15</b>	<b>73%</b>	<b>\$16,011.00</b>	<b>\$16,011.00</b>	<b>(6%)</b>
<i>Materials &amp; Supplies</i>								
53 7010	Tools/Shop Supplies	763.59	600.00	573.71	96	600.00	600.00	
53 7020	Janitorial Supplies	1,262.34	500.00	86.11	17	500.00	500.00	
53 7050	Medical Services/Supplies	287.53	400.00	125.00	31	400.00	400.00	
53 7100	Lubricants & Chemicals	1,190.70	900.00	816.33	91	1,500.00	1,000.00	11
53 7110	Safety Supplies	496.40	400.00	394.42	99	400.00	400.00	
53 7150	Other Operating Supplies	768.36	700.00	463.94	66	700.00	700.00	
53 7170	Trash Bags	1,303.88	1,200.00	128.00	11	500.00	500.00	(58)
<i>Materials &amp; Supplies Totals</i>		<b>\$6,072.80</b>	<b>\$4,700.00</b>	<b>\$2,587.51</b>	<b>55%</b>	<b>\$4,600.00</b>	<b>\$4,100.00</b>	<b>(13%)</b>
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	25,720.00	25,718.00	100	.00	.00	(100)
54 7630	Other Equipment - New	.00	16,000.00	15,709.00	98	.00	.00	(100)
54 7920	Recreation Capitol Projec	111,608.16	.00	.00		.00	.00	
<i>Capital Outlay Totals</i>		<b>\$111,608.16</b>	<b>\$41,720.00</b>	<b>\$41,427.00</b>	<b>99%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>
Department 6200 - Parks Totals		<b>\$331,512.41</b>	<b>\$264,258.00</b>	<b>\$165,721.51</b>	<b>63%</b>	<b>\$198,558.00</b>	<b>\$189,594.00</b>	<b>(28%)</b>
<b>EXPENSE TOTALS</b>		<b>\$331,512.41</b>	<b>\$264,258.00</b>	<b>\$165,721.51</b>	<b>63%</b>	<b>\$198,558.00</b>	<b>\$189,594.00</b>	<b>(28%)</b>
<b>Fund 100 - GENERAL FUND Totals</b>								
<b>EXPENSE TOTALS</b>		<b>\$331,512.41</b>	<b>\$264,258.00</b>	<b>\$165,721.51</b>	<b>63%</b>	<b>\$198,558.00</b>	<b>\$189,594.00</b>	<b>(28%)</b>
Fund 100 - GENERAL FUND Totals		<b>(\$331,512.41)</b>	<b>(\$264,258.00)</b>	<b>(\$165,721.51)</b>	<b>63%</b>	<b>(\$198,558.00)</b>	<b>(\$189,594.00)</b>	<b>(28%)</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$331,512.41</b>	<b>\$264,258.00</b>	<b>\$165,721.51</b>	<b>63%</b>	<b>\$198,558.00</b>	<b>\$189,594.00</b>	<b>(28%)</b>
Net Grand Totals		<b>(\$331,512.41)</b>	<b>(\$264,258.00)</b>	<b>(\$165,721.51)</b>	<b>63%</b>	<b>(\$198,558.00)</b>	<b>(\$189,594.00)</b>	<b>(28%)</b>



# 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 6200 - Parks				
Account 52 5700 - R&M - Vehicles				
100 6200 52 5700	Moody's	1.0000	7,300.00	7,300.00
100 6200 52 5700	Repair and Maint. for Parks vehicles/equipment	1.0000	2,000.00	2,000.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	2	<u>\$9,300.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 6200 52 5730	Water Fountain Repair	1.0000	2,500.00	2,500.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	1	<u>\$2,500.00</u>
Account 52 5780 - Grounds				
100 6200 52 5780	Flowers, plants, trees and other planting materials	1.0000	6,000.00	6,000.00
100 6200 52 5780	Pinestraw/ Mulch for parks	1.0000	2,500.00	2,500.00
100 6200 52 5780	Project- Barrett Park - Phase III of Tree revamping	1.0000	3,200.00	3,200.00
100 6200 52 5780	Project- Phillips Park- Bench Landscape/	1.0000	1,500.00	1,500.00
100 6200 52 5780	Project- Willis Park- installation of Shade trees	1.0000	2,000.00	2,000.00
100 6200 52 5780	Project- Zupp Park-plants, mulch and materials	1.0000	2,000.00	2,000.00
Account 52 5780 - Grounds Totals		Transactions	6	<u>\$17,200.00</u>
Account 52 6100 - Auto Insurance				
100 6200 52 6100	Auto Insurance Allocation	1.0000	5,937.22	5,937.22
Account 52 6100 - Auto Insurance Totals		Transactions	1	<u>\$5,937.22</u>
Account 52 6110 - Other Insurance				
100 6200 52 6110	Apex Insurance	1.0000	7,841.20	7,841.20
Account 52 6110 - Other Insurance Totals		Transactions	1	<u>\$7,841.20</u>
Account 52 6200 - Training				
100 6200 52 6200	Green industry seminars (2x\$250)	1.0000	500.00	500.00
Account 52 6200 - Training Totals		Transactions	1	<u>\$500.00</u>
Account 52 6210 - Dues				
100 6200 52 6210	GGCSA dues	1.0000	150.00	150.00
Account 52 6210 - Dues Totals		Transactions	1	<u>\$150.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 6200 52 6560	Workers Comp	1.0000	1,830.01	1,830.01
Account 52 6560 - Workers Comp/Administrati Totals		Transactions	1	<u>\$1,830.01</u>
Account 53 5680 - Tires				
100 6200 53 5680	Tires for Park Division Vehicles	1.0000	900.00	900.00
Account 53 5680 - Tires Totals		Transactions	1	<u>\$900.00</u>
Account 53 7010 - Tools/Shop Supplies				
100 6200 53 7010	Tools and supplies needed for maint./repairs at parks	1.0000	600.00	600.00
Account 53 7010 - Tools/Shop Supplies 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
<b>EXPENSES</b>				
Fund 100 - GENERAL FUND				
Department 6200 - Parks				
Account 53 7020 - Janitorial Supplies				
100 6200 53 7020	Janitorial Supplies Needed For Restrooms In The Parks	1.0000	500.00	500.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	\$500.00
Account 53 7100 - Lubricants & Chemicals				
100 6200 53 7100	Lubricants & Chemicals Used For Equipment Maintenance	1.0000	1,000.00	1,000.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	\$1,000.00
Account 53 7110 - Safety Supplies				
100 6200 53 7110	Safety Vest, Glasses , Gloves, etc.	1.0000	400.00	400.00
	Account 53 7110 - Safety Supplies Totals	Transactions	1	\$400.00
Account 53 7150 - Other Operating Supplies				
100 6200 53 7150	Various supplies for park maintenance-i.e paint, nuts and bolts	1.0000	700.00	700.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	\$700.00
Account 53 7170 - Trash Bags				
100 6200 53 7170	Trash Bags Used By Community Service	1.0000	500.00	500.00
	Account 53 7170 - Trash Bags Totals	Transactions	1	\$500.00
	Department 6200 - Parks Totals	Transactions	21	\$49,858.43
	Fund 100 - GENERAL FUND Totals	Transactions	21	\$49,858.43
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>21</b>	<b>\$49,858.43</b>
	Grand Totals	Transactions	21	\$49,858.43

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

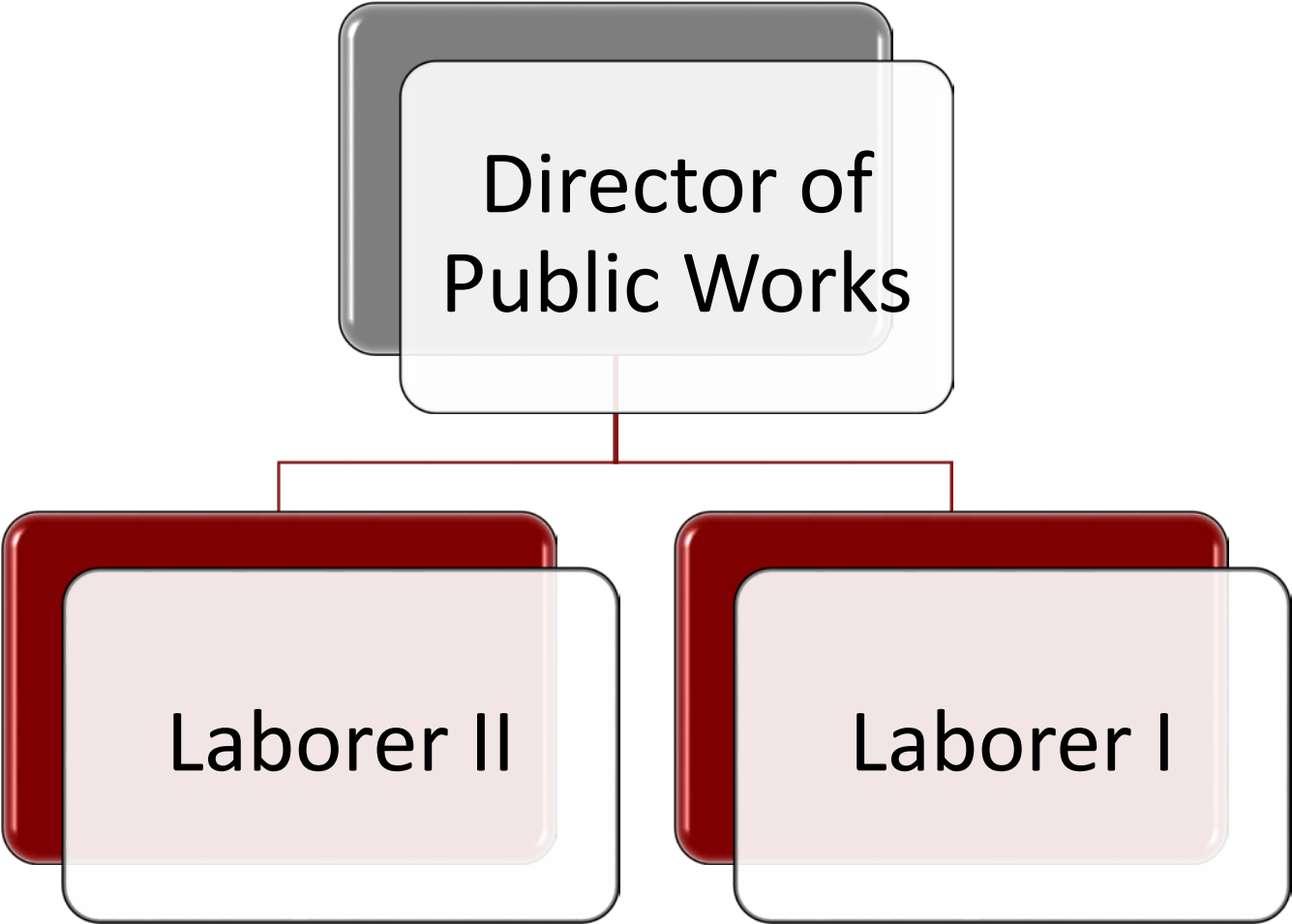
Budget Year 2019-20

Fund: 100 Department and Number: Parks 6200

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	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>
Laborer I	1	1	1	1	1
Laborer II	1	1	1	1	1
Total Personnel:	2	2	2	2	2

City of College Park, Georgia  
**Parks - Public Works Division Organizational Chart**



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

Department and Number: **Parks 6200** Fund: **100**

Number of Positions Requested: 4	Position Title: Part Time Laborer I	Present Number of Positions: 0	Changed Number of Positions: 4	Salary Grade and Step
----------------------------------	-------------------------------------	--------------------------------	--------------------------------	-----------------------

Additional Positions: **4- Part-Time Laborer I**  
Additional Position:  
Reclassified Position:  
From:

**Justification (including assignment and responsibilities of position requested):**

With the city in close proximity of Hartsfield Jackson Airport, the city has an abundance high traffic and people from areas other the City of College Park. The need for 4 additional part-time employees would be to establish a litter crew to keep the demands of the city clean. The newly established Litter Crew, under the supervision of the crew leader; would be responsible for cleaning up loose litter in all ROW, emptying litter cans and another duties necessary to keep the city right of ways and streets clean of loose litter.

Wages				
Regular				75,712
Overtime				-
Medicare (1.45%)				-
FICA (6.2%) part-time only				-
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>				<b>-</b>
Fringe Benefits				
Group Life and AD & D \$350 per year				
Health Insurance \$7,800 per position per year				
Pensions (18%)*				
Uniforms				3,000
<b>Total (5211 Proposed New Personnel – Benefits)</b>				<b>-</b>
Training and Education				
Training				-
Dues/ Memberships				-
Other				-
<b>Total (5212 Proposed New Personnel – Training/ Education)</b>				<b>-</b>
Material and Supplies				
Office Supplies				-
Safety Clothing and Equipment				-
Other				-
<b>Total (5213 Proposed New Personnel – Supplies)</b>				<b>-</b>
Capital Outlay (Needed if position is approved)				
Furniture and Fixtures				-
Office Machines and Equipment				-
Other				-
<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>				<b>-</b>
Vehicle (Additional Needed if Position Approved)				
Vehicle Type and Cost				-
Vehicle Service Costs				-
<b>Total (5215 New Personnel – Vehicles)</b>				<b>-</b>
<b>Total</b>				<b>78,712</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:** Part-Time/ Litter Crew Position

**Job Summary:**

This position is responsible for litter control right of way areas, litter can clean up, loose litter disposal, assisting with parks in litter clean-up and other various maintenance needs to maintain beautification areas within the city.

**Major Duties:**

Litter control in right of ways throughout city  
Assist with emptying trash receptacles  
Park litter control  
Debris removal from sidewalks and right of ways  
Assist will all other aspects within department as needed

**Knowledge Required by the Position:**

Proper Litter pick-up and disposal  
Ability to work within environmentally sound manage practices  
Ability to make sound and accurately estimate priority on maintenance practices

**Supervisory Controls:**

Works under the direct supervision of Crew Leader and Supervisor/Superintendent

**Complexity:** The work consists of a variety of litter maintenance and litter control

**Scope and Effect:** The purpose of this position is to create and maintain a better presentation of city right of ways, grounds and parks.

**Minimum Qualifications:**

High School diploma or equivalent; GA Drivers license.



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

**Dept: Parks & Grounds      Fuel Type:Gas and Diesel**

<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/Hrs</i>	<i>Curr Year Mileage/Hrs</i>	<i>Tag #.</i>
100-D	2008	John Deere	Tractor	K-17A-330949	97,200.00	12/15/2008	2853hrs	3288hrs	
101-D	1997	John Deere	Tractor	LV5200E621123	14,292.00	8/5/1997	7711hrs	7933hrs	
102-D	2007	John Deere	Tractor	LV5325S430019	21,808.00	11/5/2007	1948hrs	2447hrs	
128-D	2004	Ford	F-350	1FDWW36P84EB04125	28,548.00	9/11/2003	92,466 miles	98,243 miles	133077
131-D	1994	John Deere	Tractor	LV5200D321236	14,161.00	10/28/1994	10304hrs	10870hrs	
135-D	2006	John Deere	Tractor	LV5325S230600	19,400.00	10/502006	3470hrs	3761hrs	
144-G	2011	Ford	F-350 4x4	1FTRF3B66CEA82199	23,141.00	12/8/2011	40,033miles	46,191miles	GV9755B
150-D	2008	MADVAC	LN-50	SERIAL # 4127	40,000.00	1/28/2009	345.9Hrs	350hrs	
165-G	2018	Ford	F-150	1FTEW1CB8JFE78253	25,715.00	11/9/2018	N/A	1,216miles	GV3809M
166-G	2006	Ford	F-150	1FTRF12226NB40380	13,000.00	1/1/2006	110,211miles	117,269 miles	GV19230
167-G	2007	Ford	F-150	1FTRF12257NA26455	12,786.00	1/3/2007	90,035miles	101,535miles	133135
174-D	2005	Ford	F-350	1FDWW36P46EC74193	30,548.00	12/1/2005	64,828miles	68,880miles	GV9754B
181-G	2005	Ford	F-150	1FTRF12215NB39672	12,786.00	4/11/2005	91,006miles	103,001miles	133067
184-D	2010	Ford	F-350	1FDWF3GR8AEB09109	39,787.00	1/22/2010	75,555miles	83,394miles	133134
195-D	2001	Ford	Van	1FBSS31L81HB04739	24,201.00	3/1/2001	93,810miles	103,026miles	133131
Gas	2002	Exmark	Zero Turn	552324	8,799.00	8/15/2002	1278.1Hrs	1363hrs	N/A
Gas	2010	Exmark	Zero Turn	821608	10,250.00	5/25/2015	2102.5Hrs	2406hrs	N/A
Gas	2018	Exmark	Zero Turn	403121760	8,100.00	7/13/2018	NA	139hrs	N/A
Gas	2008	Exmark	Zero Turn	800909	10,250.00	7/8/2015	2043.9Hrs	2376hrs	N/A
131-G	2018	John Deere	825M Gator	41001644	15,709.00	10/13/2018	N/A	42Hrs	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

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Department:      Parks                                      Fund:              100                                      Department Number: 6200

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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: **Parks**

Fund :100

Division:

Department Number: **6200**

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:**

Parks

**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

### **Department of Public Works/ PARKS**

#### **Program Description:**

The Parks Division provides a comprehensive equipment and ball field maintenance program. Other services performed include park landscape, litter removal, shrub and tree grooming, seasonal planting and removal as needed. The management staff offers direction, leadership, and support for all Parks employees. We also have the community service to help service the downtown areas. We also use a motorized trash dispenser in and around the downtown corridor to police the area.

#### **Trends:**

Repairing and maintaining equipment used to cut, trim and maintain the City parks. Ensure the tennis courts and walking trails are clear of debris. Line, drag, and paint six baseball fields, paint two football fields and soccer field. Ensure restrooms at all parks are clean.

#### **Programs Broad Goals:**

Improve the cleanliness and appearance of all city parks, downtown area, Virginia Avenue corridor, and Old National Highway corridor through the maintenance services. Continue good public relationships with the residence that come to the parks, and keep our parks policed and cleaned. Upkeep of sports facility fields throughout the City of College Park.

#### **Programs 2019/20 Objectives:**

- Maintain landscape beds at the Parks, Public Safety, Historical Society, Auditorium, and the Recreation Centers
- Ensure that the parks are clean of trash and debris.
- Keep planters maintained in the downtown corridor.
- Maintain trash cans throughout the City of College Park.
- Ensure that all parks flower beds are trimmed and cut.
- Maintain the upkeep of the restroom in the parks and sports facilities.
- Ensure sports fields are in great appearance and condition for all sports events.

#### **Performance Measures**

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

	<b>Estimated 19/20</b>
Repairing playground equipment in the City parks	5
Cut and trim bushes, shrubs, and trees in the City parks	4
Replace all dead or withered plants in the City parks	50+
Maintain the cleanliness of the playground areas, shelters and bathrooms	25
Empty trash cans -city wide	190
Ensure sports facilities are clean in great condition for sports events	9
Cut, blow and trim all walking trails citywide	5

**Programs/Services Outcomes: (based on program objectives)**

	<b>Estimated 19/20</b>
Landscape Maintenance in Parks	100%
Parks Equipment Maintenance	80%
Restroom Management	80%
Drag and Line All Baseball, Football, and Softball Fields	100%
Police and clean Downtown, Virginia Ave, and Old National Corridor	100%

**Performance Measures**

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

	<b>Actual 18/19</b>
Repairing playground equipment in the City parks	5
Cut and trim bushes, shrubs, and trees in the City parks	75
Replace all dead or withered plants in the City parks	3
Maintain the cleanliness of the playground areas, shelters and bathrooms	25
Empty trash cans City wide	175

**Programs/Services Outcomes: (based on program objectives)**

	<b>Actual 18/19</b>
Landscape Maintenance in Parks	100%
Parks Equipment Maintenance	80%
Restroom Management	100%
Drag and Line All Baseball, Football, and Softball Fields	100%

**Prior Year High Lights:**

Completed the following projects

- Trimmed and replanted flowers in all flower beds throughout the city parks.
- Installed new plants at Phillips Park
- Installed annual beds at entrance of Zupp and Barrett Parks
- Completed Phase I of Tree Replacement at Barrett Park
- Replaced parts on playground equipment in all the parks.
- Completed Phase II of Tree Replacement at Barrett Park
- Removed dead trees and shrubs from all the parks.
- Installed New landscape at Zupp Park Pavillion entrance
- Installed additional new fitness equipment Phillips Park
- Implemented a downtown schedule for trash pickup and policing.
- Added additional planters along Main St.
- Maintain and cleaned Phoenix Trail.
- Maintain and cleared Brady Trail
- Cleared additional areas for Brady Trail addition
- Installed New fence along Brady Trail
- Installed New Soccer field at Phillips Park

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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Fund: 100

Department and Number: Public Works Parks 6200

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
<b>Fund 540 - SANITATION FUND</b>								
<b>REVENUE</b>								
Department 4300 - Sanitation								
Charges For Services								
34 4110	Sales To Residential Cust	1,233,774.36	1,270,974.00	888,878.92	70	1,300,000.00	1,300,000.00	2
34 4112	Sales To Commercial Cust.	1,372,934.55	1,326,000.00	979,409.91	74	1,420,000.00	1,420,000.00	7
34 4330	Sales Convention Center	55,140.98	27,433.00	38,218.65	139	27,433.00	27,433.00	
34 4340	Other City Sales	158,935.17	50,000.00	26,382.00	53	50,000.00	50,000.00	
<i>Charges For Services Totals</i>		<b>\$2,820,785.06</b>	<b>\$2,674,407.00</b>	<b>\$1,932,889.48</b>	<b>72%</b>	<b>\$2,797,433.00</b>	<b>\$2,797,433.00</b>	<b>5%</b>
Other Income								
34 1900	Miscellaneous Income	4,166.98	4,000.00	17,762.13	444	4,000.00	4,000.00	
34 4130	Sales - Recycled Material	44,247.42	40,000.00	19,510.51	49	20,000.00	20,000.00	(50)
<i>Other Income Totals</i>		<b>\$48,414.40</b>	<b>\$44,000.00</b>	<b>\$37,272.64</b>	<b>85%</b>	<b>\$24,000.00</b>	<b>\$24,000.00</b>	<b>(45%)</b>
Interest								
36 1000	Interest - Nonrestricted	244.49	735.00	2.00		735.00	735.00	
<i>Interest Totals</i>		<b>\$244.49</b>	<b>\$735.00</b>	<b>\$2.00</b>	<b>0%</b>	<b>\$735.00</b>	<b>\$735.00</b>	<b>0%</b>
Department 4300 - Sanitation Totals		<b>\$2,869,443.95</b>	<b>\$2,719,142.00</b>	<b>\$1,970,164.12</b>	<b>72%</b>	<b>\$2,822,168.00</b>	<b>\$2,822,168.00</b>	<b>4%</b>
<b>REVENUE TOTALS</b>		<b>\$2,869,443.95</b>	<b>\$2,719,142.00</b>	<b>\$1,970,164.12</b>	<b>72%</b>	<b>\$2,822,168.00</b>	<b>\$2,822,168.00</b>	<b>4%</b>
<b>EXPENSE</b>								
Department 4300 - Sanitation								
Personnel Services								
51 5010	Salary/Operating	812,916.36	911,025.00	595,746.60	65	925,320.00	858,999.00	(6)
51 5016	Salary On-Call	3,750.00	3,900.00	2,700.00	69	3,900.00	3,900.00	
51 5020	Salary/Overtime	125,436.96	70,000.00	73,045.96	104	70,000.00	85,000.00	21
51 5040	Shared Utility Payments	4,169.19	7,200.00	4,076.34	57	7,200.00	7,200.00	
51 5190	Medicare	11,583.10	12,000.00	8,260.52	69	11,890.00	12,455.00	4
51 5200	Fica	.00	1,700.00	.00		.00	.00	(100)
<i>Personnel Services Totals</i>		<b>\$957,855.61</b>	<b>\$1,005,825.00</b>	<b>\$683,829.42</b>	<b>68%</b>	<b>\$1,018,310.00</b>	<b>\$967,554.00</b>	<b>(4%)</b>
Employee Benefits								
51 5150	City Pension Contribution	79,949.35	190,000.00	123,052.07	65	163,536.00	160,835.00	(15)
51 5161	Life Insurance	13,001.51	1,158.00	800.43	69	1,216.00	1,216.00	5
51 5163	ST Disability Insurance	1,364.27	767.00	789.54	103	767.00	767.00	
51 5164	LT Disability Insurance	1,240.00	1,819.00	738.95	41	1,819.00	1,819.00	
51 5165	Health Insurance	174,491.47	174,499.00	97,662.27	56	156,164.00	156,164.00	(11)
51 5166	Dental Insurance	4,134.90	5,218.00	2,969.97	57	4,554.00	4,554.00	(13)
51 5180	Uniforms	11,586.77	11,000.00	9,339.14	85	11,000.00	11,000.00	





# 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 540 - SANITATION FUND								
EXPENSE								
Department 4300 - Sanitation								
Employee Benefits								
	<i>Employee Benefits Totals</i>	\$285,768.27	\$384,461.00	\$235,352.37	61%	\$339,056.00	\$336,355.00	(13%)
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,285.29	2,724.00	2,404.06	88	1,657.00	3,324.00	22
52 5260	Heat & Power	11,750.42	10,000.00	6,869.98	69	10,000.00	8,000.00	(20)
52 5270	Water	11,729.68	2,500.00	1,818.23	73	2,500.00	2,500.00	
52 5280	Other Communication/Util	5,904.40	4,000.00	3,772.80	94	4,000.00	4,000.00	
	<i>Communications &amp; Util. Totals</i>	\$31,669.79	\$19,224.00	\$14,865.07	77%	\$18,157.00	\$17,824.00	(7%)
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	157,205.62	150,000.00	112,241.15	75	140,000.00	140,000.00	(7)
52 5720	R&M Communication Equip	266.67	1,000.00	.00		1,000.00	1,000.00	
52 5730	R&M - D/P Equipment	.00	2,207.00	1,283.25	58	4,372.00	10,470.00	374
52 5780	Grounds	5,612.34	11,400.00	11,085.19	97	7,000.00	7,000.00	(39)
52 5810	R&M-Sanitation Containers	7,342.24	6,000.00	5,679.64	95	6,000.00	6,000.00	
53 5680	Tires	33,105.41	32,000.00	29,861.16	93	32,000.00	32,000.00	
	<i>Repair &amp; Maintenance Totals</i>	\$203,532.28	\$202,607.00	\$160,150.39	79%	\$190,372.00	\$196,470.00	(3%)
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	12,061.18	7,000.00	6,562.57	94	7,000.00	7,000.00	
	<i>Building Maintenance Totals</i>	\$12,061.18	\$7,000.00	\$6,562.57	94%	\$7,000.00	\$7,000.00	0%
<i>Training &amp; Education</i>								
52 6200	Training	129.54	1,500.00	.00		1,475.00	1,475.00	(2)
52 6210	Dues	165.00	670.00	323.00	48	630.00	630.00	(6)
52 6220	Subscription/Publications	.00	300.00	.00		300.00	300.00	
52 6230	Conventions/Meetings	.00	1,000.00	.00		1,000.00	1,000.00	
	<i>Training &amp; Education Totals</i>	\$294.54	\$3,470.00	\$323.00	9%	\$3,405.00	\$3,405.00	(2%)
<i>Other Services &amp; Charges</i>								
52 6000	Advertising Expense	500.00	2,000.00	991.00	50	2,000.00	2,000.00	
52 6100	Auto Insurance	27,296.09	31,531.00	30,382.61	96	34,139.00	34,139.00	8
52 6110	Other Insurance	25,671.60	14,821.00	17,087.07	115	31,484.00	31,484.00	112
52 6130	Miscellaneous Services	1,455.56	2,000.00	3,318.65	166	2,000.00	2,000.00	
52 6140	Dog Pound Fees	7,831.68	7,000.00	3,512.02	50	7,000.00	7,000.00	
52 6170	Contractual Services	339.48	1,881.00	3,988.22	212	.00	.00	(100)

# 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
<b>Fund 540 - SANITATION FUND</b>								
<b>EXPENSE</b>								
Department 4300 - Sanitation								
Other Services & Charges								
52 6510	Claims Not Workmans Comp.	11,842.47	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	9,710.03	2,500.00	10,065.07	403	7,321.00	7,321.00	193
52 6590	Contingencies	.00	.00	.00		.00	195,723.00	
52 6600	Claims Workers Comp.	58,514.02	7,341.00	20,248.42	276	7,341.00	7,341.00	
52 7190	Recycling Expense	2,947.13	10,000.00	6,400.53	64	10,000.00	10,000.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$146,108.06</b>	<b>\$79,074.00</b>	<b>\$95,993.59</b>	<b>121%</b>	<b>\$101,285.00</b>	<b>\$297,008.00</b>	<b>276%</b>
Materials & Supplies								
52 7300	Postage	224.37	300.00	.00		300.00	300.00	
52 7320	Stationery & Printing	1,303.83	1,000.00	.00		1,000.00	1,000.00	
52 7330	Copy Expense	4,201.03	4,000.00	2,348.46	59	4,000.00	4,000.00	
53 7000	Gas & Oil	91,379.40	85,000.00	44,705.85	53	80,000.00	80,000.00	(6)
53 7010	Tools/Shop Supplies	7,993.56	5,500.00	3,724.01	68	5,500.00	5,500.00	
53 7020	Janitorial Supplies	2,266.34	2,000.00	1,054.28	53	2,000.00	2,000.00	
53 7050	Medical Services/Supplies	578.13	500.00	839.50	168	500.00	500.00	
53 7100	Lubricants & Chemicals	4,307.53	4,000.00	1,430.34	36	4,000.00	4,000.00	
53 7110	Safety Supplies	3,488.95	4,000.00	2,963.81	74	4,000.00	4,000.00	
53 7150	Other Operating Supplies	5,865.31	5,000.00	4,147.41	83	5,000.00	5,000.00	
53 7310	Office Supplies	945.51	1,000.00	261.37	26	1,000.00	1,000.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$122,553.96</b>	<b>\$112,300.00</b>	<b>\$61,475.03</b>	<b>55%</b>	<b>\$107,300.00</b>	<b>\$107,300.00</b>	<b>(4%)</b>
Cost Of Sales								
52 6120	Landfill Charges	597,172.17	555,000.00	320,742.49	58	592,800.00	592,800.00	7
<i>Cost Of Sales Totals</i>		<b>\$597,172.17</b>	<b>\$555,000.00</b>	<b>\$320,742.49</b>	<b>58%</b>	<b>\$592,800.00</b>	<b>\$592,800.00</b>	<b>7%</b>
Operating Transfers Out								
61 1100	Oper. Transfer Out Gen	.00	69,229.00	.00		.00	.00	(100)
<i>Operating Transfers Out Totals</i>		<b>\$0.00</b>	<b>\$69,229.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>
Capital Outlay								
54 7580	Vehicles - New	38,313.00	.00	.00		.00	.00	
54 7590	Vehicles - Replace	.00	180,000.00	.00		202,500.00	202,500.00	13
54 7680	Sanitation Cont. Replace	44,048.00	37,000.00	.00		30,000.00	30,000.00	(19)
<i>Capital Outlay Totals</i>		<b>\$82,361.00</b>	<b>\$217,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$232,500.00</b>	<b>\$232,500.00</b>	<b>7%</b>
Debt Service								
58 1200	CAPITAL LEASE PRINCIPAL	58,952.42	58,952.00	58,952.00	100	58,952.00	58,952.00	



# 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 540	<b>SANITATION FUND</b>							
	<b>EXPENSE</b>							
	Department 4300 - Sanitation							
	Debt Service							
58 2200	CAPITAL LEASE INTEREST	3,363.52	5,000.00	4,558.12	91	5,000.00	5,000.00	
	<i>Debt Service Totals</i>	<u>\$62,315.94</u>	<u>\$63,952.00</u>	<u>\$63,510.12</u>	99%	<u>\$63,952.00</u>	<u>\$63,952.00</u>	0%
Department 4300	- Sanitation Totals	<u>\$2,501,692.80</u>	<u>\$2,719,142.00</u>	<u>\$1,642,804.05</u>	60%	<u>\$2,674,137.00</u>	<u>\$2,822,168.00</u>	4%
	<b>EXPENSE TOTALS</b>	<u>\$2,501,692.80</u>	<u>\$2,719,142.00</u>	<u>\$1,642,804.05</u>	60%	<u>\$2,674,137.00</u>	<u>\$2,822,168.00</u>	4%
Fund 540	<b>SANITATION FUND Totals</b>							
	<b>REVENUE TOTALS</b>	\$2,869,443.95	\$2,719,142.00	\$1,970,164.12	72%	\$2,822,168.00	\$2,822,168.00	4%
	<b>EXPENSE TOTALS</b>	\$2,501,692.80	\$2,719,142.00	\$1,642,804.05	60%	\$2,674,137.00	\$2,822,168.00	4%
Fund 540	<b>SANITATION FUND Totals</b>	<u>\$367,751.15</u>	<u>\$0.00</u>	<u>\$327,360.07</u>	+++	<u>\$148,031.00</u>	<u>\$0.00</u>	+++
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$2,869,443.95	\$2,719,142.00	\$1,970,164.12	72%	\$2,822,168.00	\$2,822,168.00	4%
	<b>EXPENSE GRAND TOTALS</b>	\$2,501,692.80	\$2,719,142.00	\$1,642,804.05	60%	\$2,674,137.00	\$2,822,168.00	4%
	Net Grand Totals	<u>\$367,751.15</u>	<u>\$0.00</u>	<u>\$327,360.07</u>	+++	<u>\$148,031.00</u>	<u>\$0.00</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
<b>EXPENSES</b>				
Fund 540	<b>- SANITATION FUND</b>			
Department 4300	<b>- Sanitation</b>			
Account 52 5240	<b>- Telephone</b>			
540 4300 52 5240	Verizon Cell Phones	12.0000	277.00	3,324.00
	Account 52 5240 - Telephone Totals	Transactions	1	<u>\$3,324.00</u>
Account 52 5260	<b>- Heat &amp; Power</b>			
540 4300 52 5260	Heat & Power Public Works	1.0000	8,000.00	8,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$8,000.00</u>
Account 52 5270	<b>- Water</b>			
540 4300 52 5270	Fees for water and sewer at Public Works facility	1.0000	2,500.00	2,500.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$2,500.00</u>
Account 52 5280	<b>- Other Communication/Util</b>			
540 4300 52 5280	City Allocated Fund	1.0000	4,000.00	4,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$4,000.00</u>
Account 52 5700	<b>- R&amp;M - Vehicles</b>			
540 4300 52 5700	Moody's Allocation	1.0000	56,300.00	56,300.00
540 4300 52 5700	Vehicle Maintenance and Communications System	1.0000	15,600.00	15,600.00
540 4300 52 5700	Vehicle Repair & Manintenance	1.0000	68,100.00	68,100.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	3	<u>\$140,000.00</u>
Account 52 5720	<b>- R&amp;M Communication Equip</b>			
540 4300 52 5720	Replacement equipment for land line & cell phones	1.0000	1,000.00	1,000.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	<u>\$1,000.00</u>
Account 52 5730	<b>- R&amp;M - D/P Equipment</b>			
540 4300 52 5730	CivicLive	1.0000	606.26	606.26
540 4300 52 5730	Mimecast	1.0000	1,104.74	1,104.74
540 4300 52 5730	Northstar Maintenance	1.0000	7,475.00	7,475.00
540 4300 52 5730	Tyler NW	1.0000	1,283.25	1,283.25
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>\$10,469.25</u>
Account 52 5740	<b>- R&amp;M-Buildings</b>			
540 4300 52 5740	Public Works Building Maintenance	1.0000	5,000.00	5,000.00
540 4300 52 5740	Repair / Replace flooring in Building	1.0000	2,000.00	2,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	2	<u>\$7,000.00</u>
Account 52 5780	<b>- Grounds</b>			
540 4300 52 5780	Maintenance for Security Fence PW Parking Lot	1.0000	2,000.00	2,000.00
540 4300 52 5780	Public Works Pest Control Service	1.0000	2,500.00	2,500.00
540 4300 52 5780	Under ground tank maintenance (gas pumps)	1.0000	2,500.00	2,500.00
	Account 52 5780 - Grounds Totals	Transactions	3	<u>\$7,000.00</u>
Account 52 5810	<b>- R&amp;M-Sanitation Containers</b>			
540 4300 52 5810	Paint and Equipment Rental	1.0000	1,000.00	1,000.00



# 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
<b>EXPENSES</b>				
<b>Fund 540 - SANITATION FUND</b>				
<b>Department 4300 - Sanitation</b>				
<b>Account 52 5810 - R&amp;M-Sanitation Containers</b>				
540 4300 52 5810	Signs and marking for Containers ( no parking)	1.0000	1,000.00	1,000.00
540 4300 52 5810	Steel purchased to repair containers	1.0000	4,000.00	4,000.00
<b>Account 52 5810 - R&amp;M-Sanitation Containers Totals</b>		Transactions	3	<u>\$6,000.00</u>
<b>Account 52 6000 - Advertising Expense</b>				
540 4300 52 6000	Advertisement for Bid Items in the News Paper	1.0000	2,000.00	2,000.00
<b>Account 52 6000 - Advertising Expense Totals</b>		Transactions	1	<u>\$2,000.00</u>
<b>Account 52 6100 - Auto Insurance</b>				
540 4300 52 6100	Auto Insurance Allocation	1.0000	34,139.00	34,139.00
<b>Account 52 6100 - Auto Insurance Totals</b>		Transactions	1	<u>\$34,139.00</u>
<b>Account 52 6110 - Other Insurance</b>				
540 4300 52 6110	Apex Insurance	1.0000	31,483.76	31,483.76
<b>Account 52 6110 - Other Insurance Totals</b>		Transactions	1	<u>\$31,483.76</u>
<b>Account 52 6120 - Landfill Charges</b>				
540 4300 52 6120	Household Hazardous Waste Day	1.0000	15,000.00	15,000.00
540 4300 52 6120	Landfill Charges	1.0000	577,800.00	577,800.00
<b>Account 52 6120 - Landfill Charges Totals</b>		Transactions	2	<u>\$592,800.00</u>
<b>Account 52 6130 - Miscellaneous Services</b>				
540 4300 52 6130	City appreciation awards, programs & benevolent	1.0000	1,000.00	1,000.00
540 4300 52 6130	Public Works Week	1.0000	1,000.00	1,000.00
<b>Account 52 6130 - Miscellaneous Services Totals</b>		Transactions	2	<u>\$2,000.00</u>
<b>Account 52 6140 - Dog Pound Fees</b>				
540 4300 52 6140	Fees paid to Fulton County	1.0000	7,000.00	7,000.00
<b>Account 52 6140 - Dog Pound Fees Totals</b>		Transactions	1	<u>\$7,000.00</u>
<b>Account 52 6200 - Training</b>				
540 4300 52 6200	Flagger Training	13.0000	75.00	975.00
540 4300 52 6200	Supervisor Training	1.0000	500.00	500.00
<b>Account 52 6200 - Training Totals</b>		Transactions	2	<u>\$1,475.00</u>
<b>Account 52 6210 - Dues</b>				
540 4300 52 6210	APWA	1.0000	200.00	200.00
540 4300 52 6210	EPD - Dog Shelter Fees	1.0000	200.00	200.00
540 4300 52 6210	Solid Waste Association of N. Amer SWANA	1.0000	230.00	230.00
<b>Account 52 6210 - Dues Totals</b>		Transactions	3	<u>\$630.00</u>
<b>Account 52 6220 - Subscription/Publications</b>				
540 4300 52 6220	Mailouts and flyer for Saintation Services	1.0000	300.00	300.00
<b>Account 52 6220 - Subscription/Publications Totals</b>		Transactions	1	<u>\$300.00</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
<b>EXPENSES</b>				
Fund	<b>540 - SANITATION FUND</b>			
Department	<b>4300 - Sanitation</b>			
Account	<b>52 6230 - Conventions/Meetings</b>			
540 4300 52 6230	APWA Conference	1.0000	500.00	500.00
540 4300 52 6230	Solid Waste Association of North America SWANA	1.0000	500.00	500.00
	<b>Account 52 6230 - Conventions/Meetings Totals</b>	Transactions	2	<u>\$1,000.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
540 4300 52 6560	Workers Comp/ Administration	1.0000	7,320.05	7,320.05
	<b>Account 52 6560 - Workers Comp/Administrati Totals</b>	Transactions	1	<u>\$7,320.05</u>
Account	<b>52 7190 - Recycling Expense</b>			
540 4300 52 7190	Purchase recycling lids & plugs for frontload container	1.0000	4,000.00	4,000.00
540 4300 52 7190	Purchase rolling recycling containers	1.0000	2,000.00	2,000.00
540 4300 52 7190	Tire Disposall Fees	1.0000	4,000.00	4,000.00
	<b>Account 52 7190 - Recycling Expense Totals</b>	Transactions	3	<u>\$10,000.00</u>
Account	<b>52 7300 - Postage</b>			
540 4300 52 7300	Public Works Postage and mailing fees	1.0000	300.00	300.00
	<b>Account 52 7300 - Postage Totals</b>	Transactions	1	<u>\$300.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
540 4300 52 7320	Stationery and Printing for Sanitation Events	1.0000	1,000.00	1,000.00
	<b>Account 52 7320 - Stationery &amp; Printing Totals</b>	Transactions	1	<u>\$1,000.00</u>
Account	<b>52 7330 - Copy Expense</b>			
540 4300 52 7330	Copy machine lease	1.0000	4,000.00	4,000.00
	<b>Account 52 7330 - Copy Expense Totals</b>	Transactions	1	<u>\$4,000.00</u>
Account	<b>53 5680 - Tires</b>			
540 4300 53 5680	Purchase of new tires	1.0000	32,000.00	32,000.00
	<b>Account 53 5680 - Tires Totals</b>	Transactions	1	<u>\$32,000.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
540 4300 53 7000	Purchase of diesel fuel, unleaded, and CNG	1.0000	80,000.00	80,000.00
	<b>Account 53 7000 - Gas &amp; Oil Totals</b>	Transactions	1	<u>\$80,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
540 4300 53 7010	Purchase of tools & equipment	1.0000	5,500.00	5,500.00
	<b>Account 53 7010 - Tools/Shop Supplies Totals</b>	Transactions	1	<u>\$5,500.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
540 4300 53 7020	Purchase of supplies for building	1.0000	2,000.00	2,000.00
	<b>Account 53 7020 - Janitorial Supplies Totals</b>	Transactions	1	<u>\$2,000.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
540 4300 53 7050	Purchase of medical supplies	1.0000	500.00	500.00
	<b>Account 53 7050 - Medical Services/Supplies Totals</b>	Transactions	1	<u>\$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
<b>EXPENSES</b>				
Fund 540 - SANITATION FUND				
Department 4300 - Sanitation				
Account 53 7100 - Lubricants & Chemicals				
540 4300 53 7100	Cleaning chemical and lubs all City vehicles	1.0000	2,000.00	2,000.00
540 4300 53 7100	Def chemicals required for new vehicles	1.0000	2,000.00	2,000.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	2	<u>\$4,000.00</u>
Account 53 7110 - Safety Supplies				
540 4300 53 7110	Purchase of safety items	1.0000	4,000.00	4,000.00
	Account 53 7110 - Safety Supplies Totals	Transactions	1	<u>\$4,000.00</u>
Account 53 7150 - Other Operating Supplies				
540 4300 53 7150	Purchase of bagged Ice	1.0000	1,200.00	1,200.00
540 4300 53 7150	Purchase of supplies maintenance and services	1.0000	3,800.00	3,800.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	2	<u>\$5,000.00</u>
Account 53 7310 - Office Supplies				
540 4300 53 7310	Purchase of office supplies	1.0000	1,000.00	1,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account 54 7590 - Vehicles - Replace				
540 4300 54 7590	Replacement of unit 472 2000 F-150 Pickup	1.0000	27,000.00	27,000.00
540 4300 54 7590	Replacement of Unit 476 2003 Rear Loader	1.0000	175,500.00	175,500.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	2	<u>\$202,500.00</u>
Account 54 7680 - Sanitation Cont. Replace				
540 4300 54 7680	New replacement container 3,4,6,8 yards - citywide	1.0000	30,000.00	30,000.00
	Account 54 7680 - Sanitation Cont. Replace Totals	Transactions	1	<u>\$30,000.00</u>
	Department 4300 - Sanitation Totals	Transactions	57	<u>\$1,251,241.06</u>
	Fund 540 - SANITATION FUND Totals	Transactions	57	<u>\$1,251,241.06</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>57</b>	<b><u>\$1,251,241.06</u></b>
	Grand Totals	Transactions	57	<u>\$1,251,241.06</u>

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

Fund: 540

Department and Number: Sanitation 4300

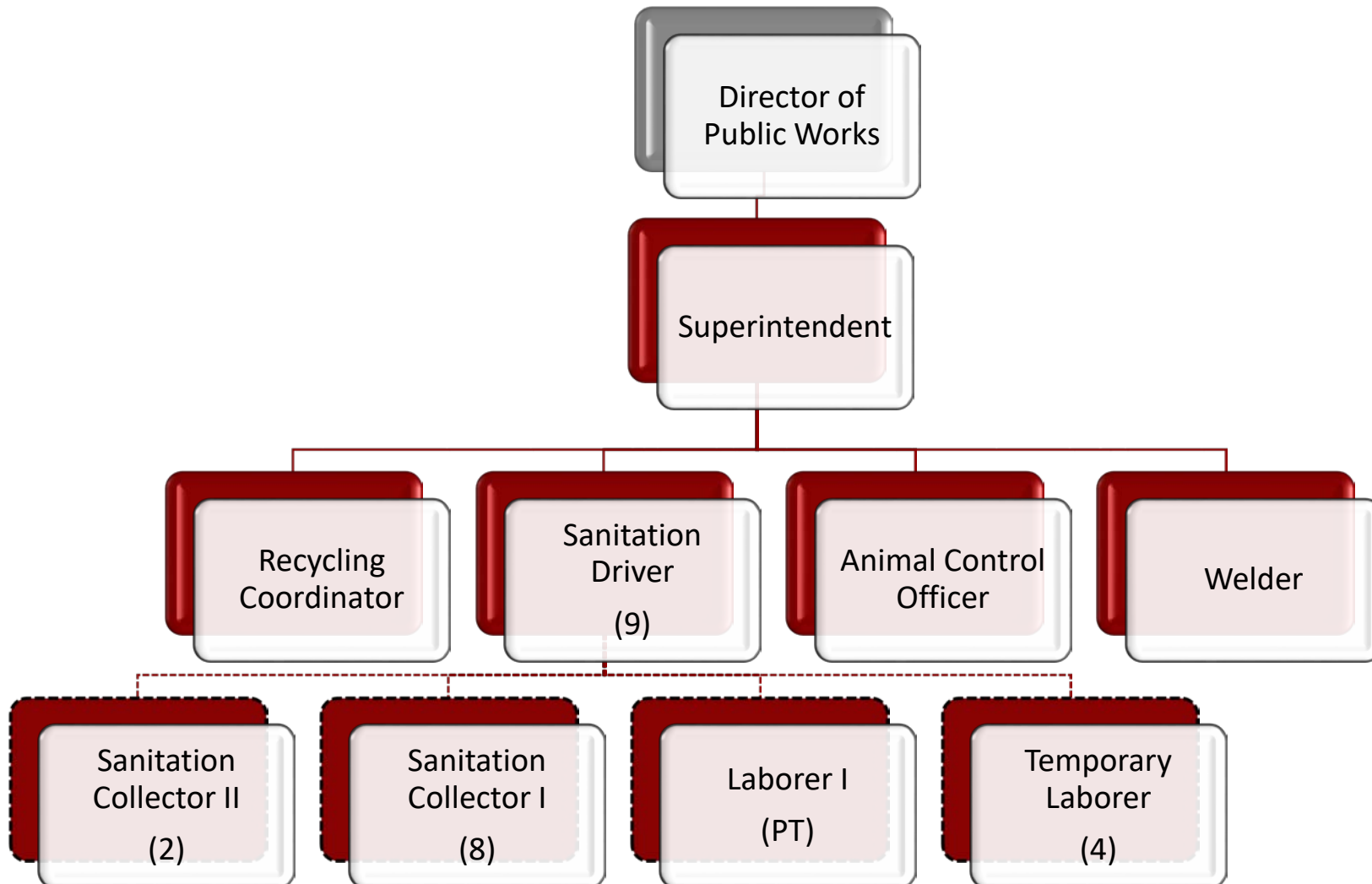
	2016-17	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
<b>Positions:</b>	Actual	Actual	Current	Requested	Recommend
Superintendent	1	1	1	1	1
Supervisor	0	0	0	1	0
Welder	0	1	1	1	1
Recycling Coordinator	1	1	1	1	1
Sanitation Collector II	2	1	1	2	2
Sanitation Driver II	10	10	10	9	9
Animal Control Officer	1	1	1	1	1
Sanitation Collector I	10	10	10	8	8
6 Month Collector I	0	0	4	4	4
<b>Part Time Positions:</b>					
Temporary Laborer I's	0	4	0	1	1
<b>Total Personnel:</b>	<b>25</b>	<b>29</b>	<b>29</b>	<b>28</b>	<b>28</b>

Sanitation Division Pay 25% of the following Salaries

Public Works Director	(1) 25%	(1) 25%	(1) 25%	(1) 25%	(1) 25%
PW Admin. Assistant	(1) 25%	(1) 25%	(1) 25%	(1) 25%	(1) 25%
Budget Analyst	(1) 25%	(1) 25%	(1) 25%	(1) 25%	(1) 25%



City of College Park, Georgia  
**Sanitation – Public Works Division Organizational Chart**



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

Department and Number: **Sanitation Division- 4300**

Fund: 540

Number of 1 Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Sanitation Supervisor	0	1	64 / 16-17
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions			
	From:			
Justification (This position is needed to assist with the day to day operations of sanitation services, yard debris maintenance, welding shop, animal control. See attached)				
<hr/>				
<b>Wages</b>				
	Regular			\$44,500
	Overtime			-
	Medicare (1.45%)			645
	FICA (6.2%) part- time only			-
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			<b>-</b>
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			350
	Health Insurance \$7,800 per position per year			7,800
	Pensions (18%)*			8,018
	Uniforms			-
	<b>Total (5211 Proposed New Personnel – Benefits)</b>			<b>-</b>
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	<b>Total (5212 Proposed New Personnel – Training/ Education)</b>			<b>-</b>
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	<b>Total (5213 Proposed New Personnel – Supplies)</b>			<b>-</b>
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>			<b>-</b>
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	<b>Total (5215 New Personnel – Vehicles)</b>			<b>-</b>
	<b>Total</b>			<b>\$61,737</b>

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title: Sanitation Supervisor**

**Job Summary:** This supervisory position, works under the Sanitation Superintendent is responsible for the overall collection of trash, garbage and other refuse, recycling and sanitation related inspections for the City.

**Major Duties:** Supervises the activities of subordinates in the proper collection of City sanitation assignments and scheduled work activities.

**Knowledge Required by the Position:**

- Recruit, hire and train sanitation personnel.
- Performs field inspections and resolves problems deemed necessary.
- Responsible for maintenance and operational readiness of sanitation trucks.
- Coordinates equipment repairs with City garbage.
- Performs other related duties as necessary.
- Operate refuse trucks of all types and related apparatus.

**Supervisory Controls:**

**Guidelines:** Guidelines include City codes, department policies and procedures, State and Federal rules, OASHS laws and DOT rules and regulations. These guidelines are generally clear and specific, but required some judgment and interpretation in application.

**Complexity:** This position consists of a variety of task, including daily operation, planning and supervising sanitation crews.

**Scope and Effect:** The purpose of this position is to manage the daily operations of the Sanitation division. Successful performance contributes to the efficient and effective operation of the Sanitation division, and, by extension, Public Works Department.

**Personal Contacts:** Contacts are typically with elected officials, co-workers, other City employees and the general public.

**Purpose of Contacts:** Contacts are typically accessed to give and exchange information, resolve problems, negotiate or settle matters and provide services.

**Physical Demands:** The work is typically performed with intermittent standing, walking, bending, crouching and crawling. The employee must occasionally lift heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity and distinguish between shades of color.

**Work Environment:** The work is typically performed outdoors, near moving mechanical parts and in high, precarious places. The employee is exposed to loud noise, inclement weather conditions, fumes or airborne particles, and toxic or caustic chemicals.

**Supervisory and Management Responsibility:** This position oversees the work of the subordinate Sanitation Personnel, but the final evaluating, hiring, promoting and disciplining falls within the

purview of the Sanitation Superintendent.

**Minimum Qualifications:** Bachelor's degree required; five (5) years of experience in a related work environment, with at least two (2) years in a supervisory position; State of Georgia Class A Commercial Driver's License; prefer flagging instructor certification; prefer membership in National Safety Council and SWANA; equivalent combination of education and experience.

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

Fund: 540		Department and Number: Sanitation Division 4300	
New Replacement for Vehicle/Equipment Unit 472		Priority: 3	
Vehicle Type		Information on Vehicle/Equipment Being Replaced	
Sedan 2 Door		Age of Vehicle/Equipment Being Replaced	19 ys
Sedan 4 Door		Units of Use to Date (hours, miles, etc.)	165,003
Cruiser		Total Operating/Maintenance Costs to Date	8,000
Station Wagon		Actual FYE 2018-19 Maintenance Cost	5,000
Van		Actual FYE 2018-19 Operating Cost	3,000
Ford F-150	1/2 ton Truck	Estimated FYE 2018-19 Maintenance Cost	N/A
	3/4 ton Truck	Estimated FYE 2018-19 Operating Cost	N/A
	Sanitation Front Loader		
	Sanitation Rear Loader		
	Other		
List of Special Features, Not Standard:	Crew Cab SWB, Power windows/locks, Trailer Tow Pkg	Specific Description & Condition of Item Being Replaced including VIN#: Unit 472	
Justification/Description:	Truck 472 is in poor condition. This truck has high mileage of over 165,003 miles. The chassis is worn out and costs of repairs are being more regular. The truck has become unreliable and a replacement is needed.	2000 Ford F-150 Pick-up Poor Condition VIN# 1FTZF17291NB02842	
Purchase Option New Vehicle/Equipment	Rental Option New Vehicle/Equipment	Recommended Disposition of Replaced Item:	
27,000 Purchase Price	Rental/Lease Cost per Year	Sell by Sealed Bid	
10yrs Estimated Useful Life	Estimated Length of Rental/Lease	Sell at Auction Yes	
2300Hrs Estimated Use During 2019-20	Estimated Use During 2017-18	Retain as Backup	
500-PM Estimated Operating Cost During 2019-2020	Estimated Operating Cost During 2017-18	Dismantle and Use for Parts	
		Junk	
		Other	

\*PM=Preventative Maintenance

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

Fund: 540		Department and Number: Sanitation Division 4300	
<input checked="" type="checkbox"/> x	New Yes Replacement for Vehicle/Equipment No. 476	Priority:	2
<b>Vehicle Type</b> <input type="checkbox"/> Sedan 2 Door <input 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 checked="" type="checkbox"/> Freightliner Sanitation Rear Loader <input type="checkbox"/> Other		<b>Information on Vehicle/Equipment Being Replaced</b> Age of Vehicle/Equipment Being Replaced 16 yrs Units of Use to Date (hours, miles, etc.) 137,565 ml Total Operating/Maintenance Costs to Date Actual FYE 2018-19 Maintenance Cost Actual FYE 2018-19 Operating Cost Estimated FYE 2018-19 Maintenance Cost Estimated FYE 2018-19 Operating Cost	
List of Special Features, Not Standard: None		<b>Specific Description &amp; Condition of Item Being Replaced including VIN#:</b> 2003 F-Liner FL80 1FVH BXAK44MD78656 It has become costly to maintain this unit due to seals and packing issues.	
<b>Justification/Description:</b> This unit is needed to maintain high level of service for our growing residential services.		<b>Recommended Disposition of Replaced Item:</b> Sell by Sealed Bid Sell at Auction (Yes) Retain as Backup (No) Dismantle and Use for Parts Junk Other	
<b>Purchase Option New Vehicle/Equipment</b> \$175,500 Purchase Price 10 years Estimated Useful Life Estimated Use During 2019-20 Estimated Operating Cost During 2019-20		<b>Rental Option New Vehicle/Equipment</b> 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: Sanitation Division Fuel Type: Gas and Diesel**

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Current Mileage</i>	<i>Tag #.</i>
401-D	2008	F-Liner	F-750	3FRXF75UX8V050251	146,274.00	4/25/2008	50,900	52,002	GV19217
403-D	2011	Hino	H-338	5PVNV8JV9B4S51885	102,540.00	5/31/2012	31,385	35,611	GV1297E
404-D	2006	Ford	F_750	3FRXF75S86V350706	127,200.00	2/15/2006	44,774	47,463	GV1298E
405-D	2011	Hino	H-338	5PVNV8JT4B4S51968	99,944.00	2/24/2011	39,259	51,049	GV1296E
431-D	2006	F-Liner	M2-106	1FVACWCS96HV54390	61,500.00	2/25/2006	47,027	51,379	133092
445 -D	2016	Mack	MRU613	1M2AV04CXGM014609	252,200.00	11/16/2015	51,254	72,592	133096
446 -D	2016	Mack	MRU613	1M2AV04C8GM014608	252,200.00	10/13/2015	53,720	75,005	GV1296E
448-AF	2010	Wayne	ACX 64	5VCALLE4AH210661	252,200.00	3/30/2010	89,708	92,833	GV1299E
450-AF	2010	Wayne	ACX 64	5VCALLE4AH210660	252,200.00	3/30/2010	76,309	84,190	GV3110E
455-AF	2010	Peterbilt	PB320	3BPZH28XXBF118042	207,411	8/1/2010	62,426	65,334	GV129E5
459-D	2007	F-Liner	F-750	1FVACXCS3714HY70908	94,600.00	1/2/2008	110,529	115,398	GV19235
465-D	2009	F-Liner	FL80	1FVHC5V59HAM2267	220,000.00	3/1/2009	74,881	82,483	133163
468-G	2018	Ford	F-250	1FDBF2A61JEB02842	37,000.00	3/15/2018	1,200	14,790	133161
472-G	2000	Ford	F-150	1FTZF17291NB02842	14,500.00	2/8/2001	143,318	165,003	133160
475-D	2001	F-liner	FL80	1FVHBK62HJ60348	88,050.00	1/31/2002	122,777	127,950	133178
476-D	2003	F-liner	FL80	1FVHBXAK44DM78656	90,000.00	1/1/2003	130,865	137,565	133148
478-D	2006	F-Liner	M2106	1FVAWCS06H054391	51,500.00	2/25/2006	66,128	71,242	GV19234
488-G	2007	Chev	Impala	2G1WB58K379191168	18,913.00	9/29/2006	41,203	44,685	133101
466-G	2010	Ford	F150	1FTMF1CW0AKB68250	15,805.00	1/14/2010	88,350	96,868	133093
498-D	2006	Ford	F-350	1FTWW33P96ED47454	28,891.00	3/23/2006	100,894	108,473	133085

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

Department: PW    Division: Sanitation Divisic Fund: 540 Department Number: 4300

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54-7520	Engineering / Design Public Works Building	Sanitation Fund		50,000			
54-7580	Commercial Front Loader Garbage Truck	Sanitation Fund		238,000	238,000		
54-7580	F-150 Pickup Truck	Sanitation Fund	27,000		27,000		27,000
54-7580	F-750 Boom Truck	Sanitation Fund			100,500		
54-7580	Leaf Collection Truck	Sanitation Fund		171,500			
54-7580	Residential Garbage Truck	Sanitation Fund	175,500			180,000	
54-7680	Commercial & Recycling Containers	Sanitation Fund	30,000	45,000	45,000	45,000	45,000
<b>Totals</b>			<b>232,500</b>	<b>504,500</b>	<b>410,500</b>	<b>225,000</b>	<b>72,000</b>



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

Department: Public Works

Fund: 540

Division: Sanitation Division

Department Number: 4300

Item/Project Name: Ford F-150 Pick-up Truck

Item/Project Manager:

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand: 2

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:

Unit # 472 is in poor condition. The truck has high mileage of over 165,003 miles. The chassis is worn out and costs of repairs are being more regular. The truck has become unreliable and a replacement is needed. This unit is used by the recycling program for hand pick-up city wide.

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 Yrs

Estimated Cost \$27,000

Less: Trade In \_\_\_\_\_

Net Cost \_\_\_\_\_

Comparable Quotes:

Vendor Name

Vendor Quote

1. Allen Vigil Ford on State Contract

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

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

**Project Name or Title:**  
Pick-up Truck Replacement

**Project Description:**  
To replace old and worn out pick-up truck.

**Project Justification and Impact:**  
Replacement of worn equipment to maintain professional service. Unit 472 is in poor condition. This has 165,000 miles.

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

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

**Useful Life:** 15 years.

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

**Funding Source:** Sanitation Division

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Rear Loader Refuse Truck

Item/Project Manager: Ada Caston

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 3

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: 2003 Residential Rear Load Collection vehicle.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: This unit is used to service the residential garbage and yard waste collection program. The vehicle has become worn and harder to maintain. The seals are bad causing spillage from the sides of the vehicle. Replacing this 2003 vehicle will allow the division to keep up with the growth of the City.

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$175,500

Less: Trade In \$0.00

Net Cost \$175,500

Comparable Quotes:

Vendor Name

Vendor Quote

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

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

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

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

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

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

<u>Prior Year</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Total</u>
\$ -	\$175,500	\$ -	\$ -	\$180,000	\$ -	\$360,000

**Useful Life:** 10 years.

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

**Funding Source:** Sanitation Division

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Metal Commercial Dumpsters

Item/Project Manager: Ada Caston

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand:

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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

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If replacement, describe item to be replaced: Replacement of dumpsters in the system that can no longer be repaired. The purchases of new dumpsters are required to maintain the City's commercial and recycling collection program.

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Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

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Justify need for this item, including use: The dumpster replacement program was put in place to ensure that the City is managing it equipment properly. Keeping the City looking neat and clean .

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$30,000

Less: Trade In \$0.00

Net Cost \$30,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

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

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

**Project Name or Title:**  
Commercial and Recycling Container Replacement Program

**Project Description:**  
To replace old (3) (4) (6) (8) yard dumpsters.

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

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

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

**Useful Life:** 10 years.

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

**Funding Source:** Sanitation Division

**Relationship to Other Primary Projects:** None

## EXHIBIT I - BUDGET PERFORMANCE

### Department of Public Works/Animal Control

#### Program Description:

The Sanitation Division provides animal control services to the entire City of College Park. Animal Control Officer maintains and enforces all animal control codes and regulations.

#### Trends:

The number of pet owners in the City.

#### Program Goals:

1. Provide immediate response to calls from CPPD, citizens, and other departments
2. Remove all dead animals from City ROW
3. Maintain law and order dealing with vicious animals
4. Educate citizens on city codes dealing with owning animals

#### Performance Measures:

Residential Routes	(Maintained)
Citations Issued	32
Live animal pickups	160
Dead animal removal	744

#### Prior Year Highlights:

- Responded to over 2,310 calls for service during and after hours as well as weekends regarding issues with animal control
- Active participant in animal rights
- Held (4) two Potentially Dangerous Dog Registrations
- Found and returned over 100 lost or missing pets to owners

## EXHIBIT I - BUDGET PERFORMANCE

### Department of Public Works /Commercial Collection

#### Program Description:

The Sanitation Division serves as the only collection service for all commercial and apartment trash in College Park.

#### Trends:

There are many growing businesses throughout the City. With the addition of the new hotels, car rental facilities, and new office buildings in the City, Sanitation has seen growth in our daily routes.

#### Program Goals:

1. To provide prompt and efficient collection service
2. Reduce the number of missed garbage call by 99% yearly
3. Maintain weekly schedule on all commercial routes
4. Collect all large apartments two times a week
5. Maintain, repair, and replace all commercial dumpsters

#### Performance Measures:

Commercial Routes	(Maintained)
Commercial Businesses	100%
Commercial Hand Pickups	100%
City Public Parks	100%
Apartments	100%

#### Prior Year Highlights:

- Provided new containers to all new commercial accounts
- Removed over 13,513.0 tons of trash
- Repaired / Replaced over 90% of worn containers



## EXHIBIT I - BUDGET PERFORMANCE

### Department of Public Works/Recycling Collection

#### Program Description:

The Sanitation Division provides recycling services to all business that chooses to participate in our recycling program. Sanitation provides 2 recycling drop-off centers throughout the City for the citizens of College Park. We accept cardboard, glass, paper, magazines, newspaper, and plastic at these site. For our commercial customers, we offer free cardboard and paper collection weekly and or bi-weekly.

#### Trends:

There are many growing businesses throughout the City. With the addition of the new hotels, car rental facilities, and new office buildings in the City, Sanitation has seen a growth in our commercial businesses wanting to recycle.

#### Program Goals:

1. To provide prompt and efficient collection service
2. Offer recycling service to all businesses
3. Maintain weekly schedule on all recycling routes
4. Educate all commercial and residential customers on the advantages of recycling
5. Maintain, repair, and replace all cardboard dumpsters

#### Performance Measures:

<b>Residential Routes</b>	<b>(Maintained)</b>
Commercial Businesses	100%
Recycling Hand Pickups	100%
City Recycling Site	100%

#### Prior Year Highlights:

- Removed over 266.6 tons of recycling material
- Held Recycling Day events at College Park Elementary School.
- Held annual Household Hazardous Waste Day

## EXHIBIT I - BUDGET PERFORMANCE

### Department of Public Works /Residential Collection

#### Program Description:

The Sanitation Division provides backdoor refuse and curbs side yard waste collections to all residential customers in College Park.

#### Trends:

With the housing market turning around the City has experienced much growth bring in a higher demand for services.

#### Program Goals:

1. To provide prompt and efficient collection service
2. Reduce the number of missed garbage call by 98% yearly
3. Maintain weekly schedule on all residential routes
4. Collect all apartment furniture sit-outs

#### Performance Measures:

<b>Residential Routes</b>	<b>(Maintained)</b>
Homes	100%
Commercial Hand Pickups	100%
Illegal Dump Sites	100%

#### Prior Year Highlights:

- Removed over 13,500 tons of trash
- April Cleanup Month
- Located a grant to pay to 70.00 tons of tires dumped on Abbott Street
- Cleared (22) illegal dump sites in the City
- Held a City wide Shred –It Day
- Collected over 205,500cubic yards of leaves throughout the year and during Leaf Season
- Collected over 35.0 tons of sticks and brush throughout the City
- Collect furniture evictions from apartments and around the City

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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Fund: 100

Department and Number: Public Works Sanitation 4300

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Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

NOVA



# 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
<b>Fund 560 - STORM WATER UTILITY FUND</b>								
<b>REVENUE</b>								
Department 4250 - Storm Water Utility								
Charges For Services								
34 4110	Sales To Residential Cust	158,077.30	155,000.00	103,204.67	67	152,415.00	155,000.00	
34 4112	Sales To Commercial Cust.	834,318.97	820,000.00	577,683.19	70	805,416.00	820,000.00	
34 4330	Sales Convention Center	8,923.18	3,824.00	5,736.33	150	7,646.00	7,646.00	100
34 4340	Other City Sales	13,758.59	6,317.00	8,813.99	140	11,751.00	11,751.00	86
<i>Charges For Services Totals</i>		<b>\$1,015,078.04</b>	<b>\$985,141.00</b>	<b>\$695,438.18</b>	<b>71%</b>	<b>\$977,228.00</b>	<b>\$994,397.00</b>	<b>1%</b>
Department 4250 - Storm Water Utility Totals		<b>\$1,015,078.04</b>	<b>\$985,141.00</b>	<b>\$695,438.18</b>	<b>71%</b>	<b>\$977,228.00</b>	<b>\$994,397.00</b>	<b>1%</b>
<b>REVENUE TOTALS</b>		<b>\$1,015,078.04</b>	<b>\$985,141.00</b>	<b>\$695,438.18</b>	<b>71%</b>	<b>\$977,228.00</b>	<b>\$994,397.00</b>	<b>1%</b>
<b>EXPENSE</b>								
Department 4250 - Storm Water Utility								
Personnel Services								
51 5010	Salary/Operating	161,858.48	161,241.00	77,291.11	48	134,982.00	134,982.00	(16)
51 5016	Salary On-Call	1,950.00	2,000.00	1,350.00	68	2,000.00	2,000.00	
51 5020	Salary/Overtime	2,844.07	3,000.00	1,766.63	59	3,000.00	3,000.00	
51 5040	Shared Utility Payments	753.73	2,400.00	197.75	8	.00	.00	(100)
51 5190	Medicare	2,092.24	1,525.00	1,021.31	67	1,957.00	1,957.00	28
<i>Personnel Services Totals</i>		<b>\$169,498.52</b>	<b>\$170,166.00</b>	<b>\$81,626.80</b>	<b>48%</b>	<b>\$141,939.00</b>	<b>\$141,939.00</b>	<b>(17%)</b>
Employee Benefits								
51 5150	City Pension Contribution	33,246.57	28,866.00	15,743.43	55	27,685.00	27,685.00	(4)
51 5161	Life Insurance	1,279.07	224.00	87.77	39	174.00	174.00	(22)
51 5163	ST Disability Insurance	376.22	290.00	151.65	52	290.00	290.00	
51 5164	LT Disability Insurance	383.38	251.00	177.29	71	251.00	251.00	
51 5165	Health Insurance	36,945.90	27,552.00	15,306.70	56	31,289.00	31,289.00	14
51 5166	Dental Insurance	1,132.22	927.00	387.55	42	781.00	781.00	(16)
51 5180	Uniforms	2,790.43	2,000.00	2,021.28	101	2,000.00	2,000.00	
<i>Employee Benefits Totals</i>		<b>\$76,153.79</b>	<b>\$60,110.00</b>	<b>\$33,875.67</b>	<b>56%</b>	<b>\$62,470.00</b>	<b>\$62,470.00</b>	<b>4%</b>
Communications & Util.								
52 5240	Telephone	661.29	500.00	489.49	98	492.00	492.00	(2)
<i>Communications &amp; Util. Totals</i>		<b>\$661.29</b>	<b>\$500.00</b>	<b>\$489.49</b>	<b>98%</b>	<b>\$492.00</b>	<b>\$492.00</b>	<b>(2%)</b>
Rentals								
52 5360	Other Equipment Rental	1,800.00	1,800.00	2,991.82	166	1,800.00	1,800.00	
<i>Rentals Totals</i>		<b>\$1,800.00</b>	<b>\$1,800.00</b>	<b>\$2,991.82</b>	<b>166%</b>	<b>\$1,800.00</b>	<b>\$1,800.00</b>	<b>0%</b>
Repair & Maintenance								
52 5700	R&M - Vehicles	30,442.49	24,328.00	7,741.90	32	17,328.00	17,328.00	(29)



# 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
<b>Fund 560 - STORM WATER UTILITY FUND</b>								
<b>EXPENSE</b>								
Department 4250 - Storm Water Utility								
Repair & Maintenance								
52 5710	R&M Furn. & Equip.	.00	6,400.00	6,400.00	100	.00	.00	(100)
52 5730	R&M - D/P Equipment	266.66	.00	.00		.00	7,475.00	
52 5820	R&M-Storm Sewers	21,005.28	20,000.00	4,742.29	24	35,000.00	35,000.00	75
53 5680	Tires	122.12	1,500.00	500.00	33	1,500.00	1,500.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$51,836.55</b>	<b>\$52,228.00</b>	<b>\$19,384.19</b>	<b>37%</b>	<b>\$53,828.00</b>	<b>\$61,303.00</b>	<b>17%</b>
Training & Education								
52 6200	Training	.00	800.00	.00		800.00	800.00	
52 6220	Subscription/Publications	500.00	.00	.00		.00	.00	
52 6230	Conventions/Meetings	100.00	.00	.00		.00	.00	
<i>Training &amp; Education Totals</i>		<b>\$600.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>0%</b>
Other Services & Charges								
52 6000	Advertising Expense	575.00	300.00	.00		300.00	300.00	
52 6100	Auto Insurance	5,227.51	5,000.00	5,283.93	106	5,938.00	5,938.00	19
52 6110	Other Insurance	2,406.71	2,371.00	1,601.91	68	3,342.00	3,342.00	41
52 6170	Contractual Services	339.48	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	400.32	754.00	943.60	125	687.00	687.00	(9)
52 6590	Contingencies	23,436.00	200,000.00	68,984.00	34	213,553.00	199,751.00	
52 6600	Claims Workers Comp.	6,917.73	200.00	736.77	368	245.00	245.00	23
<i>Other Services &amp; Charges Totals</i>		<b>\$39,302.75</b>	<b>\$208,625.00</b>	<b>\$77,550.21</b>	<b>37%</b>	<b>\$224,065.00</b>	<b>\$210,263.00</b>	<b>1%</b>
Materials & Supplies								
53 7000	Gas & Oil	3,550.44	3,500.00	(1,909.44)	(55)	3,500.00	3,500.00	
53 7010	Tools/Shop Supplies	382.87	700.00	478.77	68	700.00	700.00	
53 7020	Janitorial Supplies	.00	100.00	.00		100.00	100.00	
53 7050	Medical Services/Supplies	.00	250.00	.00		250.00	250.00	
53 7110	Safety Supplies	997.50	1,500.00	.00		1,500.00	1,500.00	
53 7121	Computer Hardware	203.40	626.00	.00		626.00	626.00	
53 7150	Other Operating Supplies	1,024.87	1,000.00	1,517.79	152	1,000.00	1,000.00	
53 7310	Office Supplies	.00	250.00	.00		250.00	250.00	
<i>Materials &amp; Supplies Totals</i>		<b>\$6,159.08</b>	<b>\$7,926.00</b>	<b>\$87.12</b>	<b>1%</b>	<b>\$7,926.00</b>	<b>\$7,926.00</b>	<b>0%</b>
Operating Transfers Out								
61 1100	Oper. Transfer Out Gen	.00	216,456.00	.00		.00	.00	(100)
<i>Operating Transfers Out Totals</i>		<b>\$0.00</b>	<b>\$216,456.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(100%)</b>

# 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
<b>Fund 560 - STORM WATER UTILITY FUND</b>								
<b>EXPENSE</b>								
Department 4250 - Storm Water Utility								
Capital Outlay								
54 7590	Vehicles - Replace	.00	.00	.00		31,700.00	31,700.00	
54 7770	Improvements-Storm Sewers	746,638.00	133,426.00	143,167.00	107	287,600.00	287,600.00	116
<i>Capital Outlay Totals</i>		<b>\$746,638.00</b>	<b>\$133,426.00</b>	<b>\$143,167.00</b>	<b>107%</b>	<b>\$319,300.00</b>	<b>\$319,300.00</b>	<b>139%</b>
Debt Service								
58 1200	CAPITAL LEASE PRINCIPAL	.00	.00	.00		30,000.00	55,000.00	
58 2305	Debt Svc. Interest - AARA	44,831.09	54,775.00	24,916.75	45	54,775.00	54,775.00	
58 2306	Note Payable - Principal	88,272.31	78,329.00	52,726.90	67	78,329.00	78,329.00	
<i>Debt Service Totals</i>		<b>\$133,103.40</b>	<b>\$133,104.00</b>	<b>\$77,643.65</b>	<b>58%</b>	<b>\$163,104.00</b>	<b>\$188,104.00</b>	<b>41%</b>
Department 4250 - Storm Water Utility Totals		<b>\$1,225,753.38</b>	<b>\$985,141.00</b>	<b>\$436,815.95</b>	<b>44%</b>	<b>\$975,724.00</b>	<b>\$994,397.00</b>	<b>1%</b>
<b>EXPENSE TOTALS</b>		<b>\$1,225,753.38</b>	<b>\$985,141.00</b>	<b>\$436,815.95</b>	<b>44%</b>	<b>\$975,724.00</b>	<b>\$994,397.00</b>	<b>1%</b>
Fund 560 - STORM WATER UTILITY FUND Totals								
<b>REVENUE TOTALS</b>		<b>\$1,015,078.04</b>	<b>\$985,141.00</b>	<b>\$695,438.18</b>	<b>71%</b>	<b>\$977,228.00</b>	<b>\$994,397.00</b>	<b>1%</b>
<b>EXPENSE TOTALS</b>		<b>\$1,225,753.38</b>	<b>\$985,141.00</b>	<b>\$436,815.95</b>	<b>44%</b>	<b>\$975,724.00</b>	<b>\$994,397.00</b>	<b>1%</b>
Fund 560 - STORM WATER UTILITY FUND Totals		<b>(\$210,675.34)</b>	<b>\$0.00</b>	<b>\$258,622.23</b>	<b>+++</b>	<b>\$1,504.00</b>	<b>\$0.00</b>	<b>+++</b>
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		<b>\$1,015,078.04</b>	<b>\$985,141.00</b>	<b>\$695,438.18</b>	<b>71%</b>	<b>\$977,228.00</b>	<b>\$994,397.00</b>	<b>1%</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$1,225,753.38</b>	<b>\$985,141.00</b>	<b>\$436,815.95</b>	<b>44%</b>	<b>\$975,724.00</b>	<b>\$994,397.00</b>	<b>1%</b>
Net Grand Totals		<b>(\$210,675.34)</b>	<b>\$0.00</b>	<b>\$258,622.23</b>	<b>+++</b>	<b>\$1,504.00</b>	<b>\$0.00</b>	<b>+++</b>

# 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
<b>EXPENSES</b>				
Fund 560	<b>- STORM WATER UTILITY FUND</b>			
Department 4250	<b>- Storm Water Utility</b>			
Account 52 5240	<b>- Telephone</b>			
560 4250 52 5240	City Phone Crew Leader personnel	12.0000	41.00	492.00
	Account 52 5240 - Telephone Totals	Transactions	1	<u>492.00</u>
Account 52 5360	<b>- Other Equipment Rental</b>			
560 4250 52 5360	Storm Water equipment rental	1.0000	1,800.00	1,800.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	1	<u>1,800.00</u>
Account 52 5700	<b>- R&amp;M - Vehicles</b>			
560 4250 52 5700	Monthly vehicle repair and maintenance to (Moody's )	12.0000	605.33	7,264.00
560 4250 52 5700	Vehicle Maintenance Specialized Vendors	1.0000	10,064.00	10,064.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>17,328.00</u>
Account 52 5730	<b>- R&amp;M - D/P Equipment</b>			
560 4250 52 5730	Northstar Maintenance	1.0000	7,475.00	7,475.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	1	<u>7,475.00</u>
Account 52 5820	<b>- R&amp;M-Storm Sewers</b>			
560 4250 52 5820	Engineering Retention Basins GICC (Silt Removal) (J)	1.0000	15,000.00	15,000.00
560 4250 52 5820	Storm Sewer Operations and Maintenance repairs	1.0000	10,000.00	10,000.00
560 4250 52 5820	Storm Sewer Pipe Rehabilitation ( unforseen ) repairs	1.0000	10,000.00	10,000.00
	Account 52 5820 - R&M-Storm Sewers Totals	Transactions	3	<u>35,000.00</u>
Account 52 6100	<b>- Auto Insurance</b>			
560 4250 52 6100	Auto Insurance Allocation	1.0000	5,937.22	5,937.22
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>5,937.22</u>
Account 52 6110	<b>- Other Insurance</b>			
560 4250 52 6110	Apex Insurance	1.0000	3,341.99	3,341.99
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>3,341.99</u>
Account 52 6200	<b>- Training</b>			
560 4250 52 6200	Falgger - Confind Space	3.0000	50.00	150.00
560 4250 52 6200	Haz. Material	2.0000	125.00	250.00
560 4250 52 6200	NPDES Inspector Certification	1.0000	400.00	400.00
	Account 52 6200 - Training Totals	Transactions	3	<u>800.00</u>
Account 52 6560	<b>- Workers Comp/Administrati</b>			
560 4250 52 6560	Workers Comp/ Administration	1.0000	686.25	686.25
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	1	<u>686.25</u>
Account 53 5680	<b>- Tires</b>			
560 4250 53 5680	Replacement tires for city vehicles	1.0000	1,500.00	1,500.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>1,500.00</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
<b>EXPENSES</b>				
Fund <b>560 - STORM WATER UTILITY FUND</b>				
Department <b>4250 - Storm Water Utility</b>				
560 4250 53 7000	Account <b>53 7000 - Gas &amp; Oil</b> Diesel and unleaded fuel expense	1.0000	3,500.00	3,500.00
	Account <b>53 7000 - Gas &amp; Oil Totals</b>	Transactions	1	<u>\$3,500.00</u>
560 4250 53 7010	Account <b>53 7010 - Tools/Shop Supplies</b> Replacement of expendable tools	1.0000	700.00	700.00
	Account <b>53 7010 - Tools/Shop Supplies Totals</b>	Transactions	1	<u>\$700.00</u>
560 4250 53 7020	Account <b>53 7020 - Janitorial Supplies</b> Cleaning supplies for Public Works Building	1.0000	100.00	100.00
	Account <b>53 7020 - Janitorial Supplies Totals</b>	Transactions	1	<u>\$100.00</u>
560 4250 53 7050	Account <b>53 7050 - Medical Services/Supplies</b> First aid kits and employee drug screening	1.0000	250.00	250.00
	Account <b>53 7050 - Medical Services/Supplies Totals</b>	Transactions	1	<u>\$250.00</u>
560 4250 53 7110	Account <b>53 7110 - Safety Supplies</b> Employees safety supplies	1.0000	1,500.00	1,500.00
	Account <b>53 7110 - Safety Supplies Totals</b>	Transactions	1	<u>\$1,500.00</u>
560 4250 53 7121	Account <b>53 7121 - Computer Hardware</b> Civic Live	1.0000	185.80	186.00
560 4250 53 7121	Northstar Maintenance	1.0000	399.80	400.00
560 4250 53 7121	Windsteam	1.0000	39.80	40.00
	Account <b>53 7121 - Computer Hardware Totals</b>	Transactions	3	<u>\$626.00</u>
560 4250 53 7150	Account <b>53 7150 - Other Operating Supplies</b> Landscape material and miscellaneous supplies	1.0000	1,000.00	1,000.00
	Account <b>53 7150 - Other Operating Supplies Totals</b>	Transactions	1	<u>\$1,000.00</u>
560 4250 53 7310	Account <b>53 7310 - Office Supplies</b> Annual office supplies for Storm Water reports	1.0000	250.00	250.00
	Account <b>53 7310 - Office Supplies Totals</b>	Transactions	1	<u>\$250.00</u>
560 4250 54 7590	Account <b>54 7590 - Vehicles - Replace</b> 2019 Ford F-350	1.0000	31,700.00	31,700.00
	Account <b>54 7590 - Vehicles - Replace Totals</b>	Transactions	1	<u>\$31,700.00</u>
560 4250 54 7770	Account <b>54 7770 - Improvements-Storm Sewers</b> College Street at Lyle Ave	1.0000	32,000.00	32,000.00
560 4250 54 7770	Retore Detention Pound Princeton Ave (FAA)1	1.0000	50,000.00	50,000.00
560 4250 54 7770	Virginia Ave and Hemphill Street	1.0000	40,000.00	40,000.00
560 4250 54 7770	Zupp Park Spin Cast 36 inch CMP	1.0000	165,600.00	165,600.00
	Account <b>54 7770 - Improvements-Storm Sewers Totals</b>	Transactions	4	<u>\$287,600.00</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
<b>EXPENSES</b>				
Fund 560 - STORM WATER UTILITY FUND				
Department 4250 - Storm Water Utility				
Account 58 1200 - CAPITAL LEASE PRINCIPAL				
560 4250 58 1200	To Lease a Street Sweeper	1.0000	55,000.00	55,000.00
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	1	<u>\$55,000.00</u>
Account 58 2305 - Debt Svc. Interest - AARA				
560 4250 58 2305	ARRA Interest for Loan Stormwater Fund	1.0000	54,775.00	54,775.00
	Account 58 2305 - Debt Svc. Interest - AARA Totals	Transactions	1	<u>\$54,775.00</u>
Account 58 2306 - Note Payable - Principal				
560 4250 58 2306	ARRA Principle for Loan Stormwater Fund	1.0000	78,329.00	78,329.00
	Account 58 2306 - Note Payable - Principal Totals	Transactions	1	<u>\$78,329.00</u>
Account 61 1100 - Oper. Transfer Out Gen				
560 4250 61 1100	Xfer to General Fund	1.0000	216,456.00	216,456.00
	Account 61 1100 - Oper. Transfer Out Gen Totals	Transactions	1	<u>\$216,456.00</u>
	Department 4250 - Storm Water Utility Totals	Transactions	34	<u>\$806,146.46</u>
	Fund 560 - STORM WATER UTILITY FUND Totals	Transactions	34	<u>\$806,146.46</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>34</b>	<b><u>\$806,146.46</u></b>
	Grand Totals	Transactions	34	<u>\$806,146.46</u>

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

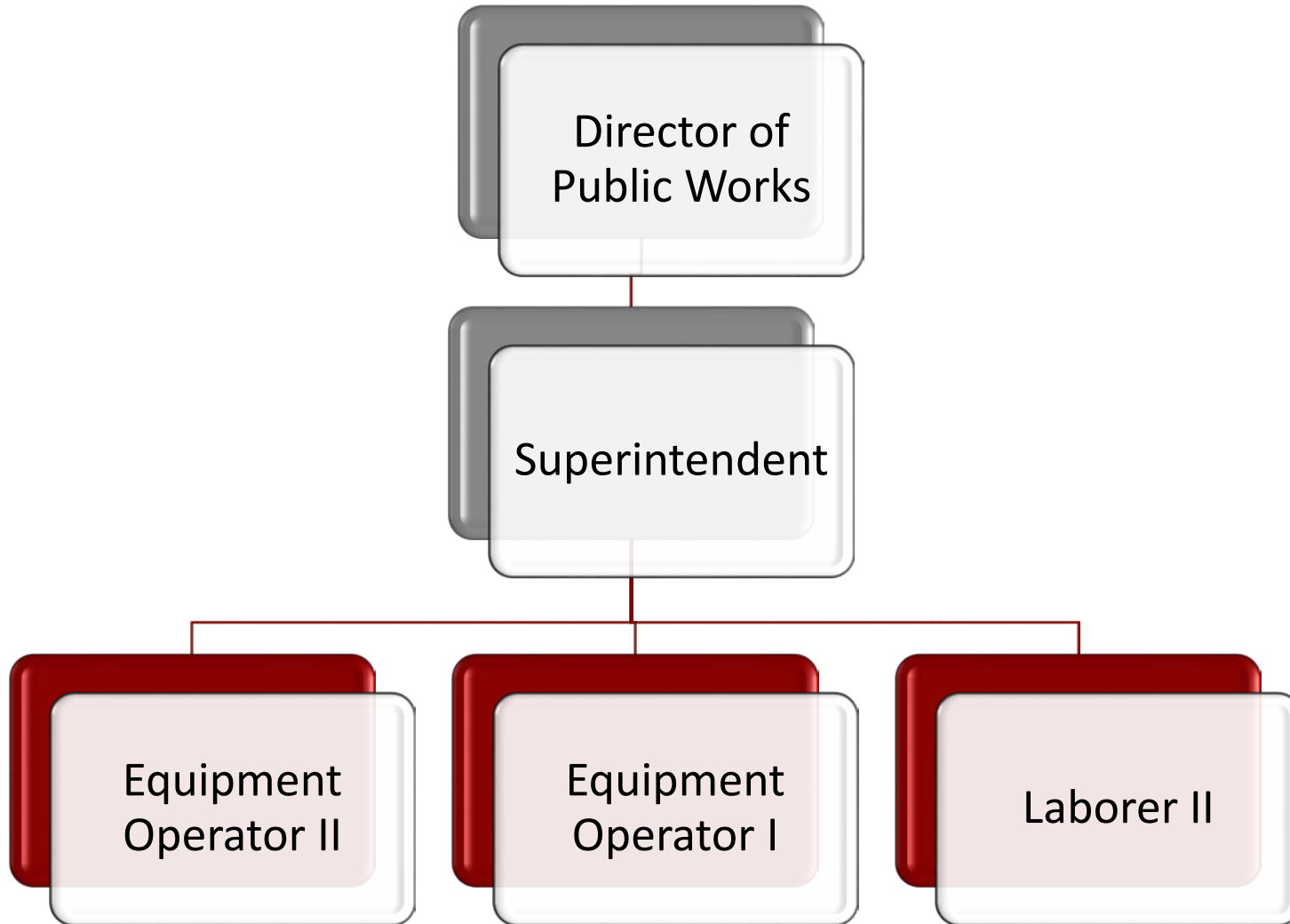
Fund: 560 Department and Number: Storm Water Utility Division 4250

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	2016-2017	2017-18	2018-19	2019-20	2019-20
Full Time				Department	City Manager
Positions:	Actual	Actual	Current	Requested	Recommend
Superintendent	1	1	1	1	1
Equipment Operator II	1	1	1	1	1
Equipment Operator I	1	1	1	1	1
Laborer II	1	1	1	1	1
Part Time					
Positions:					
Administrative Coordinator					
Seasonal					
Positions:					
Total Personnel:	4	4	4	4	4

50% of the Superintendent's salary is paid from Storm Water Utility budget

City of College Park, Georgia  
**Stormwater Utility – Public Works Division Organizational Chart**



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

Department and  
 Number: **Storm Water Utility- 4250**

Fund: 560

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			
Justification (including assignment and responsibilities of position requested) <b>No Request</b>				
See attached				
<b>Wages</b>				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part-time only			-
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			-
<b>Fringe Benefits</b>				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
	<b>Total (5211 Proposed New Personnel – Benefits)</b>			-
<b>Training and Education</b>				
	Training			-
	Dues/ Memberships			-
	Other			-
	<b>Total (5212 Proposed New Personnel – Training/ Education)</b>			-
<b>Material and Supplies</b>				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	<b>Total (5213 Proposed New Personnel – Supplies)</b>			-
<b>Capital Outlay (Needed if position is approved)</b>				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	<b>Total (5214 Proposed New Personnel – Capital Outlay)</b>			-
<b>Vehicle (Additional Needed if Position Approved)</b>				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	<b>Total (5215 New Personnel – Vehicles)</b>			-
	<b>Total</b>			-

**EXHIBIT D-1**  
**JOB DESCRIPTION**

**Job Title:** N/A

**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**

<b>Fund: 560</b>		<b>Department and Number: Public Works/Storm Water Utility-4250</b>	
<input checked="" type="checkbox"/>	New Replacement for Vehicle/Equipment No. Unit #293	Priority: 1	
<b>Vehicle Type</b>		Information on Vehicle/Equipment Being Replaced	
<input type="checkbox"/> Sedan 2 Door		<u>11 years</u>	Age of Vehicle/Equipment Being Replaced
<input type="checkbox"/> Sedan 4 Door		<u>131,130</u>	Units of Use to Date (hours, miles, etc.)
<input type="checkbox"/> Cruiser			Total Operating/Maintenance Costs to Date
<input type="checkbox"/> Station Wagon			Actual FYE 2018-19 Maintenance Cost
<input type="checkbox"/> Pickup Truck			Actual FYE 2018-19 Operating Cost
<input checked="" type="checkbox"/> 1 ton Truck			Estimated FYE 2019-20 Maintenance Cost
<input type="checkbox"/> 3/4 ton Truck			Estimated FYE 2019-20 Operating Cost
<input type="checkbox"/> Sanitation Front Loader			
<input type="checkbox"/> Sanitation Rear Loader			
<input type="checkbox"/> Other			
List of Special Features, Standard: 4X4 6 speed auto transmission, factory A/C AM-FM Radio, power steering, power Abs Brakes, Rear View Camera, Trailer wiring harness, full size spare tire, solar tinted Glass 40/20/40 Vinyl Bench Seat.		Specific Description & Condition of Item Being Replaced including VIN#3FRXF75H9V098028 Vehicle is 11years old and requires continuous maintenance, which now exceeds its operational value.	
Justification/Description: The new 2019 Ford F-350 Gas V-8 Pickup Crew cab will replace the Old 2008 Ford F-350 Diesel Crew cab that is presently in the fleet with over 131,130 miles, this will minimize cost associated with repairing an old vehicle.		Recommended Disposition of Replaced Item:	
Make: TBA		Sell by Sealed Bid	
Mode: Ford F-350 Long bed Crew cab		Sell at Auction	
Year: 2019		Retain as Backup	
		Dismantle and Use for Parts	
		Junk	
		<input checked="" type="checkbox"/>	Other (Trade In)
Purchase Option New Vehicle/Equipment		Rental Option New Vehicle/Equipment	
<u>\$31,700.00</u>	Purchase Price	<input type="checkbox"/>	Rental/Lease Cost per Year
<u>11 years</u>	Estimated Useful Life	<input type="checkbox"/>	Estimated Length of Rental/Lease
<input type="checkbox"/>	Estimated Use During 2019-20	<input type="checkbox"/>	Estimated Use During 2019-20
<input type="checkbox"/>	Estimated Operating Cost During 2019-20	<input type="checkbox"/>	Estimated Operating Cost During 2019-20

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

**Dept:** Storm Water - 4250 **Fuel Type:** Gas / Diesel

<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>Hours</i>	<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>		
204	2008	Sterling	L8500 / D	2FZZAWBS08AY09665	42,582.00	5/9/2008	5,762	6,193	N/A	133081
291	2008	Ford	F-150 / G	1FTRF1228KD69668	14,630.00	3/7/2008	58,014	64,035	N/A	GV19232
292	2008	Ford	F-350 / D	1FTWW32R58ED92591	27,952.00	4/1/2008	123,422	131,130	N/A	GV19218
293	2008	Ford - Dump	F-750 / D	3FRXF75H9V098028	61,300.00	4/1/2008	13,421	15,588	N/A	133063

**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: PW    Division: Storm Water Utility    Fund: 560    Department Number 4250

Account Number	Description/Justification	Suggested Funding Source	Suggested			
			2019-20	2020-21	2021-22	2022-23
54-7770	College Street/Lyle Ave Improvement	Stormwater Utility	32,000	100,000	250,000	275,000
54-7770	Restore Detention Pound (FAA)	Stormwater Utility	50,000			
54-7770	Virginia Ave/Hemphill St Improvement	Stormwater Utility	40,000			
54-7770	Zupp Park Storm Sewer Improvement	Stormwater Utility	165,600			
54-7590	Vehicles-Replace # 292	Stormwater Utility	31,700			
<b>Totals</b>			<b>319,300</b>	<b>100,000</b>	<b>250,000</b>	<b>275,000</b>

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project Name: College Street before Lyle Ave Drainage improvement

Item/Project Manager: Raymond Cotton

Priority Rating: 5

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: Installing additional Drop inlets and catch basin to prevent flooding

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: : None

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, To provide installation of additional catch basins and Drop inlets is needed in order to reduce the amount of surface water collecting from additional City Streets thus causing flooding condition on College Street and Lyle Ave

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \_\_\_\_\_

Less: Trade In \_\_\_\_\_

Net Cost 32,000

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

1.

2.

3.

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

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

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

**Project Description:** Storm Sewer improvement projects

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

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

<u>Prior Year</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>Total</u>
\$ -	\$32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000

**Useful Life:** 50 years

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project Name: Detention on Princeton Ave at the FAA Building

Item/Project Manager: Raymond Cotton

Priority Rating: 4

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: Clean and Restore Detention on Princeton Ave at the FAA Building

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, This Detention Pound has failed due to its original uses by overgrowth of weeds and silt over the year and needs to be restored to allow the department to maintain the up keeping and maintenance.

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \_\_\_\_\_

Less: Trade In \_\_\_\_\_

Net Cost \$ 50,000

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

1.

2.

3

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

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

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

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

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

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

**Useful Life:** 50 years  
**Estimated Cost Beyond Five Year Program:**

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project Name: Virginia Avenue Improvement project

Item/Project Manager: Raymond Cotton

Priority Rating: 3

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: Additional catch basin and Piping insulation Improvement 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: : None

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, The insulation of additional catch basins and pipes insulation is needed in order to reduce the amount of surface water collecting from additional City Streets thus causing flooding condition on Virginia Ave and Hemphill Street

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \_\_\_\_\_

Less: Trade In \_\_\_\_\_

Net Cost 40,000

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

1.

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3.

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

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

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

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

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

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

**Useful Life:** 50 years  
**Estimated Cost Beyond Five Year Program:**

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project Name: College Street and Princeton Ave Drainage Improvement

Item/Project Manager: Raymond Cotton

Priority Rating: 2

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: To spin cast 36inch pipe at Zupp park

---

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

---

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \_\_\_\_\_

Less: Trade In \_\_\_\_\_

Net Cost \$ 165,600,

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

---

1.

2.

3



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

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

**Project Name or Title:**  
Zupp Park Storm Sewer CMP  
Pipe Spin Cast

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

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

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

**Useful Life:** 50 years

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** Storm Water Utility

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project Name: New Ford Crew Cab F-350

Item/Project Manager: Raymond Cotton

Priority Rating: 1

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: 2019 Ford F-350 Gasoline V-8 long Bed Crew Cab 4x4 Pickup Truck

---

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: : Vehicle is a 2008 F-350 Diesel that is 11 years old and have been in and out of the shop at Allan Vigil Ford due too major repairs that Moody's garage was unable to repair. This vehicle has 131,130 miles and has met the requirement for replacement.

---

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item,

---

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \$ 31,700.00

Less: Trade In \$ 9,500.00

Net Cost \$ 22,200.00

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

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

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

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

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

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

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

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

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

**Useful Life: 7 – 10 years**

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

**Funding Source: Storm Water Utility**

**Relationship to Other Primary Projects: None**

## EXHIBIT I-BUDGET PERFORMANCE

**Program Name: Department of Public Works / Storm Water Utility Division**

**Program Description:** The Storm Water Utility Division provides a comprehensive maintenance program of scheduled and unscheduled, inspections, cleaning, repairing and replacing of storm water structures such as catch basins, headwalls and drop inlets, corroded pipe segments, and herbicide spraying in the gutter line and right of ways to manage weed control. The program allows the city to stay in compliance with federal and state water quality regulations and city codes. Another essential activity performed in the division is creek, channel, and detention pond inspection and maintenance.

**Trends:** An increase in inspection and maintenance of the storm sewer system has proven an affected best management practice. As a result of this more aggressive program we have exceeded this year's state mandated reporting requirements.

**Program Broad Goals:**

- Comply with the National Pollutant Discharge Elimination System (NPDES) by maintaining the Phase 1 Municipal Storm Water (MS4) permit through drainage structure inspection and maintenance.
- Locate drainage way (floodplain areas) to convey required floodwater through periodic inspection and maintenance.
- Continue a storm sewer box rehabilitation program up-dating old lid with new manhole lid covers. ( with City of College Park on each lid)

**Program 19/20 Objectives:  
Performance Measures**

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

Debris Removal

**Estimated 19/20**  
1 Tons

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

	(Inspected)	Estimated 19/20 (Maintained)
Catch Basins / Grates	75%	95%
Ditches	35%	95%
Detention Ponds	9	9
Storm Drain Lines	75 LF	75 LF

**Performance Measures**

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

Debris Removal

**Actual 19/20**  
20.0 Tons

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

	Inspected)	Actual 19/20 (Maintained)
Catch Basins / Grates	75%	95%
Ditches	35%	95%
Detention Ponds	9	9
Storm Drain Lines	75 LF	75 LF

**Prior Year Highlights:**

1. Maintain the Phase I MS4 permit issued by Georgia EPD.
2. Clean all assigned storm grates within two (2) day following rain event.
3. Clean and inspect 75% of catch basins and inlet grates City Wide.
4. Replace (40 feet) of 36inch corrugated metal pipe at Zupp Park Baseball Field
5. Restored the Creek Bed on Lakeshore Drive (100 feet)
6. Repair / replace (9) damage catch basins City Wide.
7. Inspected and Clean (9) detention ponds City Wide
8. Inspected 35% of storm drains Headwall City wide.
9. Restored the Creek Bed on Greenspring Road Construction (Project)
10. Herschel Road Drainage Improvement Construction (Project)
11. Restored and Replace three sections of corrugated pipes on phoenix Pkwy
12. Installed 100 feet of plastic pipes to install French Drainage at Serbia wills Park

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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Fund: 100

Department and Number: Public Works Storm Water 4250

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Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

NOVA



# 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
<b>Fund 505 - WATER/SEWER FUND</b>								
<b>REVENUE</b>								
Department 4400 - WATER/SEWER DEPT								
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	1,271,526.91	1,900,000.00	1,192,808.54	63	1,900,000.00	1,900,000.00	
34 4112	Sales To Commercial Cust.	2,515,208.17	3,500,000.00	2,320,714.97	66	3,700,000.00	3,700,000.00	6
34 4201	Sales/Resid. Sewer	1,743,105.10	1,600,000.00	1,123,273.01	70	1,700,000.00	1,700,000.00	6
34 4222	Sales/Comm. Sewer	2,957,580.50	2,800,000.00	1,792,423.38	64	3,100,000.00	3,100,000.00	11
34 4230	Water Taps	52,253.37	10,000.00	42,848.79	428	15,000.00	15,000.00	50
34 4258	Sewer Surcharge	190,634.25	200,000.00	139,678.87	70	200,000.00	200,000.00	
34 4270	Sewer Taps	25,900.00	5,000.00	7,100.00	142	5,000.00	5,000.00	
34 4330	Sales Convention Center	91,014.46	.00	63,318.57		60,000.00	60,000.00	
34 4340	Other City Sales	305,861.64	.00	(171,278.61)	(17,127,861)	20,000.00	20,000.00	
<i>Charges For Services Totals</i>		<b>\$9,153,084.40</b>	<b>\$10,015,000.00</b>	<b>\$6,510,887.52</b>	<b>65%</b>	<b>\$10,700,000.00</b>	<b>\$10,700,000.00</b>	<b>7%</b>
<i>Other Income</i>								
34 1900	Miscellaneous Income	1,783.39	2,500.00	.00		2,500.00	2,500.00	
<i>Other Income Totals</i>		<b>\$1,783.39</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>0%</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	.00	3,000.00	.00		3,000.00	3,000.00	
<i>Interest Totals</i>		<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
Department 4400 - WATER/SEWER DEPT Totals		<b>\$9,154,867.79</b>	<b>\$10,020,500.00</b>	<b>\$6,510,887.52</b>	<b>65%</b>	<b>\$10,705,500.00</b>	<b>\$10,705,500.00</b>	<b>7%</b>
<b>REVENUE TOTALS</b>		<b>\$9,154,867.79</b>	<b>\$10,020,500.00</b>	<b>\$6,510,887.52</b>	<b>65%</b>	<b>\$10,705,500.00</b>	<b>\$10,705,500.00</b>	<b>7%</b>
<b>EXPENSE</b>								
Department 4400 - WATER/SEWER DEPT								
<i>Personnel Services</i>								
51 5010	Salary/Operating	729,785.19	768,378.00	505,638.51	66	771,527.00	797,527.00	4
51 5016	Salary On-Call	15,600.00	15,600.00	10,800.00	69	15,600.00	15,600.00	
51 5020	Salary/Overtime	44,123.29	32,000.00	27,086.13	85	32,000.00	32,000.00	
51 5040	Shared Utility Payments	5,562.18	7,200.00	2,390.04	33	2,400.00	2,400.00	(67)
51 5060	Salary-Holiday Pay	.00	.00	3,280.80		.00	.00	
51 5190	Medicare	10,374.53	10,539.00	7,260.66	69	11,187.00	11,564.00	10
<i>Personnel Services Totals</i>		<b>\$805,445.19</b>	<b>\$833,717.00</b>	<b>\$556,456.14</b>	<b>67%</b>	<b>\$832,714.00</b>	<b>\$859,091.00</b>	<b>3%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	113,574.40	147,900.00	107,979.48	73	146,785.00	159,946.00	8
51 5161	Life Insurance	7,526.28	1,078.00	573.99	53	968.00	993.00	(8)
51 5162	AD&D Insurance	.00	131.00	.00		131.00	131.00	





# 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 505 - WATER/SEWER FUND								
EXPENSE								
Department 4400 - WATER/SEWER DEPT								
<i>Employee Benefits</i>								
51 5163	ST Disability Insurance	1,587.04	1,892.00	1,000.51	53	1,892.00	1,892.00	
51 5164	LT Disability Insurance	1,421.14	1,582.00	894.32	57	1,582.00	1,582.00	
51 5165	Health Insurance	140,947.89	133,531.00	85,640.00	64	127,072.00	130,500.00	(2)
51 5166	Dental Insurance	4,174.64	5,844.00	2,425.22	41	3,730.00	4,037.00	(31)
51 5180	Uniforms	18,533.59	14,800.00	10,812.47	73	14,800.00	14,800.00	
	<i>Employee Benefits Totals</i>	<b>\$287,764.98</b>	<b>\$306,758.00</b>	<b>\$209,325.99</b>	<b>68%</b>	<b>\$296,960.00</b>	<b>\$313,881.00</b>	<b>2%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	16,206.61	19,570.00	10,506.48	54	12,480.00	14,496.00	(26)
52 5260	Heat & Power	70,917.23	50,000.00	41,634.76	83	50,000.00	50,000.00	
52 5261	Golf Course Utilities	.00	.00	.00		1,620.00	1,620.00	
52 5270	Water	5,115.47	5,000.00	.00		5,000.00	5,000.00	
52 5280	Other Communication/Util	26,992.53	10,000.00	10,519.46	105	10,000.00	10,000.00	
	<i>Communications &amp; Util. Totals</i>	<b>\$119,231.84</b>	<b>\$84,570.00</b>	<b>\$62,660.70</b>	<b>74%</b>	<b>\$79,100.00</b>	<b>\$81,116.00</b>	<b>(4%)</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	4,052.20	4,000.00	3,406.25	85	4,000.00	4,000.00	
52 5360	Other Equipment Rental	4,037.41	4,000.00	5,562.15	139	4,000.00	4,000.00	
	<i>Rentals Totals</i>	<b>\$8,089.61</b>	<b>\$8,000.00</b>	<b>\$8,968.40</b>	<b>112%</b>	<b>\$8,000.00</b>	<b>\$8,000.00</b>	<b>0%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	49,073.58	47,000.00	37,836.37	81	53,792.00	50,292.00	7
52 5720	R&M Communication Equip	1,864.03	2,500.00	.00		2,500.00	2,500.00	
52 5730	R&M - D/P Equipment	.00	2,500.00	4,277.49	171	16,034.00	15,144.00	506
52 5790	R&M-Distribution System	160,066.03	136,307.00	97,657.81	72	136,307.00	136,307.00	
52 5800	R&M-Sewers	309,859.85	498,200.00	248,272.81	50	498,200.00	498,200.00	
53 5680	Tires	8,377.60	5,000.00	4,728.31	95	5,000.00	5,000.00	
	<i>Repair &amp; Maintenance Totals</i>	<b>\$529,241.09</b>	<b>\$691,507.00</b>	<b>\$392,772.79</b>	<b>57%</b>	<b>\$711,833.00</b>	<b>\$707,443.00</b>	<b>2%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	7,906.43	25,000.00	17,765.70	71	5,000.00	5,000.00	(80)
	<i>Building Maintenance Totals</i>	<b>\$7,906.43</b>	<b>\$25,000.00</b>	<b>\$17,765.70</b>	<b>71%</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>(80%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	639.85	3,280.00	2,775.00	85	3,500.00	3,500.00	7
52 6210	Dues	15,159.82	15,000.00	14,273.42	95	15,000.00	15,000.00	
52 6220	Subscription/Publications	.00	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
<b>Fund 505 - WATER/SEWER FUND</b>								
<b>EXPENSE</b>								
Department 4400 - WATER/SEWER DEPT								
Training & Education								
52 6230	Conventions/Meetings	2,760.39	5,000.00	4,072.11	81	5,000.00	5,000.00	
<i>Training &amp; Education Totals</i>		<b>\$18,560.06</b>	<b>\$23,580.00</b>	<b>\$21,120.53</b>	<b>90%</b>	<b>\$23,800.00</b>	<b>\$23,800.00</b>	<b>1%</b>
<i>Other Services &amp; Charges</i>								
52 1205	Administrative/Legal	.00	.00	6,028.31		.00	.00	
52 5450	Legal Fees	15,266.65	5,000.00	4,409.33	88	5,000.00	5,000.00	
52 5460	Audit Fees	.00	3,500.00	.00		3,500.00	3,500.00	
52 6000	Advertising Expense	9,144.21	3,500.00	4,774.78	136	5,000.00	5,000.00	43
52 6100	Auto Insurance	15,682.51	12,205.00	15,851.80	130	17,812.00	17,812.00	46
52 6110	Other Insurance	14,440.27	13,857.00	9,611.49	69	18,030.00	18,030.00	30
52 6130	Miscellaneous Services	859.91	1,000.00	(1,301.16)	(130)	2,000.00	2,000.00	100
52 6141	Custodial Service	1,980.00	2,200.00	1,266.00	58	2,200.00	2,200.00	
52 6150	Engineering Services	320,028.92	100,000.00	26,324.34	26	389,052.00	389,052.00	289
52 6170	Contractual Services	59,841.70	55,762.00	50,080.24	90	93,000.00	93,000.00	67
52 6510	Claims Not Workmans Comp.	2,849.41	10,000.00	.00		10,000.00	10,000.00	
52 6560	Workers Comp/Administrat	7,393.89	4,413.00	5,661.60	128	4,118.00	4,118.00	(7)
52 6590	Contingencies	.00	606,818.00	134,415.00	22	620,030.00	525,894.00	(13)
52 6600	Claims Workers Comp.	7,198.36	1,500.00	736.77	49	1,500.00	1,500.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$454,685.83</b>	<b>\$819,755.00</b>	<b>\$257,858.50</b>	<b>31%</b>	<b>\$1,171,242.00</b>	<b>\$1,077,106.00</b>	<b>31%</b>
<i>Materials &amp; Supplies</i>								
52 7300	Postage	126.58	500.00	221.15	44	200.00	200.00	(60)
52 7320	Stationery & Printing	854.00	2,000.00	44.03	2	2,000.00	2,000.00	
52 7330	Copy Expense	.00	.00	.67		.00	.00	
53 7000	Gas & Oil	16,338.26	20,000.00	10,456.60	52	20,000.00	17,500.00	(13)
53 7010	Tools/Shop Supplies	10,347.12	8,000.00	3,219.02	40	14,000.00	14,000.00	75
53 7020	Janitorial Supplies	1,553.76	2,000.00	2,034.89	102	1,500.00	1,500.00	(25)
53 7050	Medical Services/Supplies	1,808.62	1,200.00	865.80	72	1,200.00	1,200.00	
53 7100	Lubricants & Chemicals	806.81	1,500.00	48.56	3	1,500.00	1,500.00	
53 7110	Safety Supplies	2,021.63	1,500.00	1,247.21	83	1,500.00	1,500.00	
53 7121	Computer Hardware	3,140.24	2,100.00	1,651.38	79	2,500.00	2,500.00	19
53 7150	Other Operating Supplies	3,707.40	3,000.00	2,858.68	95	4,860.00	4,860.00	62
53 7310	Office Supplies	1,415.97	2,400.00	3,037.42	127	2,400.00	2,400.00	



# 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 505 - WATER/SEWER FUND								
<b>EXPENSE</b>								
Department 4400 - WATER/SEWER DEPT								
<i>Materials &amp; Supplies</i>								
	<i>Materials &amp; Supplies Totals</i>	\$42,120.39	\$44,200.00	\$25,685.41	58%	\$51,660.00	\$49,160.00	11%
<i>Cost Of Sales</i>								
53 6010	Water Purchases	3,917,431.28	3,700,000.00	2,218,213.36	60	4,090,000.00	4,090,000.00	11
53 6020	Sewer Purchases	1,843,582.29	2,000,000.00	768,727.91	38	2,000,000.00	2,000,000.00	
	<i>Cost Of Sales Totals</i>	\$5,761,013.57	\$5,700,000.00	\$2,986,941.27	52%	\$6,090,000.00	\$6,090,000.00	7%
<i>Operating Transfers Out</i>								
61 1100	Oper. Transfer Out Gen	.00	75,555.00	.00		.00	75,555.00	
	<i>Operating Transfers Out Totals</i>	\$0.00	\$75,555.00	\$0.00	0%	\$0.00	\$75,555.00	0%
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	65,000.00	140,490.00	216	.00	.00	(100)
54 7640	Other Equipment - Replace	.00	.00	.00		80,000.00	80,000.00	
54 7720	Water Line Extensions	174,577.77	.00	.00		.00	.00	
54 7730	Water Line Replacements	1,212,610.37	250,000.00	.00		300,000.00	300,000.00	20
54 7850	Other System Improvements	.00	50,000.00	.00		.00	.00	(100)
	<i>Capital Outlay Totals</i>	\$1,387,188.14	\$365,000.00	\$140,490.00	38%	\$380,000.00	\$380,000.00	4%
<i>Debt Service</i>								
58 1100	Bond Principal	460,000.00	450,000.00	475,000.00	106	490,000.00	490,000.00	9
58 1200	CAPITAL LEASE PRINCIPAL	.00	169,117.00	67,388.93	40	169,117.00	169,117.00	
58 2000	Bond Interest	236,711.98	228,381.00	104,356.25	46	188,337.00	188,337.00	(18)
58 2200	CAPITAL LEASE INTEREST	89,105.94	187,894.00	65,280.55	35	187,894.00	187,894.00	
58 2306	Note Payable - Principal	.00	7,466.00	.00		.00	.00	(100)
	<i>Debt Service Totals</i>	\$785,817.92	\$1,042,858.00	\$712,025.73	68%	\$1,035,348.00	\$1,035,348.00	(1%)
Department 4400 - WATER/SEWER DEPT Totals		\$10,207,065.05	\$10,020,500.00	\$5,392,071.16	54%	\$10,685,657.00	\$10,705,500.00	7%
	<b>EXPENSE TOTALS</b>	\$10,207,065.05	\$10,020,500.00	\$5,392,071.16	54%	\$10,685,657.00	\$10,705,500.00	7%
Fund 505 - WATER/SEWER FUND Totals								
	<b>REVENUE TOTALS</b>	\$9,154,867.79	\$10,020,500.00	\$6,510,887.52	65%	\$10,705,500.00	\$10,705,500.00	7%
	<b>EXPENSE TOTALS</b>	\$10,207,065.05	\$10,020,500.00	\$5,392,071.16	54%	\$10,685,657.00	\$10,705,500.00	7%
Fund 505 - WATER/SEWER FUND Totals		(\$1,052,197.26)	\$0.00	\$1,118,816.36	+++	\$19,843.00	\$0.00	+++
<i>Net Grand Totals</i>								
	<b>REVENUE GRAND TOTALS</b>	\$9,154,867.79	\$10,020,500.00	\$6,510,887.52	65%	\$10,705,500.00	\$10,705,500.00	7%
	<b>EXPENSE GRAND TOTALS</b>	\$10,207,065.05	\$10,020,500.00	\$5,392,071.16	54%	\$10,685,657.00	\$10,705,500.00	7%



# Budget Worksheet Report

Budget Year 2020

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Net Grand Totals	(\$1,052,197.26)	\$0.00	\$1,118,816.36	+++	\$19,843.00	\$0.00	+++
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# 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
<b>EXPENSES</b>				
Fund 505	<b>- WATER/SEWER FUND</b>			
Department 4400	<b>- WATER/SEWER DEPT</b>			
Account 52 5240	<b>- Telephone</b>			
505 4400 52 5240	AT&T	12.0000	82.00	984.00
505 4400 52 5240	AT&T Water Lift Station	12.0000	168.00	2,016.00
505 4400 52 5240	Verizon Cell Phones	12.0000	548.00	6,576.00
505 4400 52 5240	Verizon Data Plan	12.0000	39.00	468.00
505 4400 52 5240	Windstream	12.0000	371.00	4,452.00
	Account 52 5240 - Telephone Totals	Transactions	5	\$14,496.00
Account 52 5260	<b>- Heat &amp; Power</b>			
505 4400 52 5260	Heat&Power Exp for Water/Sewer Facilities,Pump Stations etc.	1.0000	50,000.00	50,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	\$50,000.00
Account 52 5270	<b>- Water</b>			
505 4400 52 5270	Water&Sewer Exp for all W&S Facilities:bldgs,tanks,lift stations	1.0000	5,000.00	5,000.00
	Account 52 5270 - Water Totals	Transactions	1	\$5,000.00
Account 52 5280	<b>- Other Communication/Util</b>			
505 4400 52 5280	Refuse/Storm Water Exp for W&S Facilities	1.0000	10,000.00	10,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	\$10,000.00
Account 52 5330	<b>- Office Equipment Rental</b>			
505 4400 52 5330	Water/Sewer Copy Machine Rental	1.0000	4,000.00	4,000.00
	Account 52 5330 - Office Equipment Rental Totals	Transactions	1	\$4,000.00
Account 52 5360	<b>- Other Equipment Rental</b>			
505 4400 52 5360	Rental for Equipment; Excavators, Pumps, Steel Plates, etc.....	1.0000	4,000.00	4,000.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	1	\$4,000.00
Account 52 5450	<b>- Legal Fees</b>			
505 4400 52 5450	As Determined By The City Manager on Water/Sewer Issues	1.0000	5,000.00	5,000.00
	Account 52 5450 - Legal Fees Totals	Transactions	1	\$5,000.00
Account 52 5460	<b>- Audit Fees</b>			
505 4400 52 5460	Annual Georgia EPD Water Audit Fees	1.0000	3,500.00	3,500.00
	Account 52 5460 - Audit Fees Totals	Transactions	1	\$3,500.00
Account 52 5700	<b>- R&amp;M - Vehicles</b>			
505 4400 52 5700	Moody's Allocation	12.0000	1,815.99	21,792.00
505 4400 52 5700	Repair/Maintenance of Water/Sewer Vehicles and Equipment	1.0000	25,000.00	25,000.00
505 4400 52 5700	Unit #306 CAT Backhoe - replacement of windows	1.0000	3,500.00	3,500.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	3	\$50,292.00
Account 52 5720	<b>- R&amp;M Communication Equip</b>			
505 4400 52 5720	Repair/Maintenance of Water/Sewer Facilities and SCADA System	1.0000	2,500.00	2,500.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	\$2,500.00



# 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
<b>EXPENSES</b>				
Fund <b>505 - WATER/SEWER FUND</b>				
Department <b>4400 - WATER/SEWER DEPT</b>				
Account <b>52 5730 - R&amp;M - D/P Equipment</b>				
505 4400 52 5730	CivicLive	1.0000	606.26	606.26
505 4400 52 5730	Comcast	12.0000	140.00	1,680.00
505 4400 52 5730	Mimecast	1.0000	1,104.74	1,104.74
505 4400 52 5730	Northstar Maintenance	1.0000	7,475.00	7,475.00
505 4400 52 5730	Tyler NW	1.0000	4,277.49	4,277.49
Account <b>52 5730 - R&amp;M - D/P Equipment Totals</b>		Transactions	5	<u>\$15,143.49</u>
Account <b>52 5740 - R&amp;M-Buildings</b>				
505 4400 52 5740	Repair/Maintenance (Shared Cost With Power Dept.)	1.0000	5,000.00	5,000.00
Account <b>52 5740 - R&amp;M-Buildings Totals</b>		Transactions	1	<u>\$5,000.00</u>
Account <b>52 5790 - R&amp;M-Distribution System</b>				
505 4400 52 5790	EPA (Unregulated Contaminated Water Samples)-every 5 yrs.	1.0000	12,000.00	12,000.00
505 4400 52 5790	EPD Stream Samples	1.0000	2,500.00	2,500.00
505 4400 52 5790	Preventive Maintenance - Pump Stations	1.0000	10,000.00	10,000.00
505 4400 52 5790	R&M of Pump Station (Jackson, Lyle, W. Fayetteville & Mass.)	1.0000	20,000.00	20,000.00
505 4400 52 5790	R&M Water Distribution System (Valves, Fire Hydrants, Etc...)	1.0000	61,000.00	61,000.00
505 4400 52 5790	Tank Maintenance for Charlestown and West Fayetteville	1.0000	30,807.00	30,807.00
Account <b>52 5790 - R&amp;M-Distribution System Totals</b>		Transactions	6	<u>\$136,307.00</u>
Account <b>52 5800 - R&amp;M-Sewers</b>				
505 4400 52 5800	Annual Cost for Flow Meter Calibration (FC & EP)	1.0000	10,000.00	10,000.00
505 4400 52 5800	Chemical Feed System	1.0000	192,000.00	192,000.00
505 4400 52 5800	Material for Sewer Replacement/Repairs (City Wide)	1.0000	50,000.00	50,000.00
505 4400 52 5800	On-Demand Water/Sewer Construction Services	1.0000	200,000.00	200,000.00
505 4400 52 5800	Preventative Maintenance (Generator at S.E. L.S)	1.0000	1,200.00	1,200.00
505 4400 52 5800	Preventative Maintenance Lift Stations (City Wide)	1.0000	10,000.00	10,000.00
505 4400 52 5800	R&M for Lift Station's	1.0000	30,000.00	30,000.00
505 4400 52 5800	Toilet Rebate	1.0000	5,000.00	5,000.00
Account <b>52 5800 - R&amp;M-Sewers Totals</b>		Transactions	8	<u>\$498,200.00</u>
Account <b>52 6000 - Advertising Expense</b>				
505 4400 52 6000	Water/Sewer RFP's, Public Awareness	1.0000	5,000.00	5,000.00
Account <b>52 6000 - Advertising Expense Totals</b>		Transactions	1	<u>\$5,000.00</u>
Account <b>52 6100 - Auto Insurance</b>				
505 4400 52 6100	Insurance on all Water/Sewer Vehicles	1.0000	17,811.66	17,811.66
Account <b>52 6100 - Auto Insurance Totals</b>		Transactions	1	<u>\$17,811.66</u>
Account <b>52 6110 - Other Insurance</b>				
505 4400 52 6110	Apex Insurance	1.0000	18,029.36	18,029.36
Account <b>52 6110 - Other Insurance Totals</b>		Transactions	1	<u>\$18,029.36</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
<b>EXPENSES</b>				
Fund 505 - WATER/SEWER FUND				
Department 4400 - WATER/SEWER DEPT				
Account 52 6130 - Miscellaneous Services				
505 4400 52 6130	Flowers, W/S Functions, Incentive Program, Public Work Wee	1.0000	1,000.00	1,000.00
505 4400 52 6130	Kid Fest	1.0000	1,000.00	1,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	2	\$2,000.00
Account 52 6141 - Custodial Service				
505 4400 52 6141	Custodial Services for Water/Sewer Building	1.0000	2,200.00	2,200.00
	Account 52 6141 - Custodial Service Totals	Transactions	1	\$2,200.00
Account 52 6150 - Engineering Services				
505 4400 52 6150	Design for Public Works Building	1.0000	50,000.00	50,000.00
505 4400 52 6150	Sanitary Sewer Evaluation Study (SSES)	1.0000	289,052.00	289,052.00
505 4400 52 6150	Update Water Module Study	1.0000	50,000.00	50,000.00
	Account 52 6150 - Engineering Services Totals	Transactions	3	\$389,052.00
Account 52 6170 - Contractual Services				
505 4400 52 6170	Alarm System for Water & Sewer facilities- System 5	1.0000	3,000.00	3,000.00
505 4400 52 6170	O & M for Production Well- J.T. Environ	1.0000	90,000.00	90,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	2	\$93,000.00
Account 52 6200 - Training				
505 4400 52 6200	Georgia Utility contractors (Erosion & Confine Space	4.0000	275.00	1,100.00
505 4400 52 6200	Sanitary Sewer Collection System Operator Class	6.0000	200.00	1,200.00
505 4400 52 6200	Water Distribution System Operator Class	6.0000	200.00	1,200.00
	Account 52 6200 - Training Totals	Transactions	3	\$3,500.00
Account 52 6210 - Dues				
505 4400 52 6210	APWA	1.0000	700.00	700.00
505 4400 52 6210	AWWA (American Water Works Association)	1.0000	641.00	641.00
505 4400 52 6210	EPD and Utility Protection	1.0000	350.00	350.00
505 4400 52 6210	GAWP	1.0000	600.00	600.00
505 4400 52 6210	Georgia Rural Water Association	1.0000	749.00	749.00
505 4400 52 6210	Georgia UPC Locates - Annual Membership	1.0000	2,760.00	2,760.00
505 4400 52 6210	State of Georgia/DNR With New Rate Fees	1.0000	9,200.00	9,200.00
	Account 52 6210 - Dues Totals	Transactions	7	\$15,000.00
Account 52 6220 - Subscription/Publications				
505 4400 52 6220	Subscriptions/Publications; Water Enviroment & Technology, etc..	1.0000	300.00	300.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	\$300.00
Account 52 6230 - Conventions/Meetings				
505 4400 52 6230	GAWP (Superintendent & PW Director)	2.0000	1,500.00	3,000.00
505 4400 52 6230	GRWA (Superintendent & Supervisor)	2.0000	1,000.00	2,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	2	\$5,000.00



# 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
<b>EXPENSES</b>				
Fund <b>505 - WATER/SEWER FUND</b>				
Department <b>4400 - WATER/SEWER DEPT</b>				
505 4400 52 6510	Account <b>52 6510 - Claims Not Workmans Comp.</b> Insurance Claims/Deductible for Water and Sewer Damages	<b>1.0000</b>	<b>10,000.00</b>	<b>10,000.00</b>
	Account <b>52 6510 - Claims Not Workmans Comp. Totals</b>	Transactions	1	<u>\$10,000.00</u>
505 4400 52 6560	Account <b>52 6560 - Workers Comp/Administrati</b> Workers Comp.	<b>1.0000</b>	<b>4,117.53</b>	<b>4,117.53</b>
	Account <b>52 6560 - Workers Comp/Administrati Totals</b>	Transactions	1	<u>\$4,117.53</u>
505 4400 52 6600	Account <b>52 6600 - Claims Workers Comp.</b> Water/Sewer-Claims Workers Comp	<b>1.0000</b>	<b>1,500.00</b>	<b>1,500.00</b>
	Account <b>52 6600 - Claims Workers Comp. Totals</b>	Transactions	1	<u>\$1,500.00</u>
505 4400 52 7300	Account <b>52 7300 - Postage</b> Mailings of Public Notices, CCR Reports & Public Works Week	<b>1.0000</b>	<b>200.00</b>	<b>200.00</b>
	Account <b>52 7300 - Postage Totals</b>	Transactions	1	<u>\$200.00</u>
505 4400 52 7320	Account <b>52 7320 - Stationery &amp; Printing</b> Printing of Water Quality/CCR Reports	<b>1.0000</b>	<b>2,000.00</b>	<b>2,000.00</b>
	Account <b>52 7320 - Stationery &amp; Printing Totals</b>	Transactions	1	<u>\$2,000.00</u>
505 4400 53 5680	Account <b>53 5680 - Tires</b> New Tires for Water/Sewer Division's Equipment and Vehicles	<b>1.0000</b>	<b>5,000.00</b>	<b>5,000.00</b>
	Account <b>53 5680 - Tires Totals</b>	Transactions	1	<u>\$5,000.00</u>
505 4400 53 6010	Account <b>53 6010 - Water Purchases</b> Water Purchases From East Point, COA and Clayton County	<b>1.0000</b>	<b>4,090,000.00</b>	<b>4,090,000.00</b>
	Account <b>53 6010 - Water Purchases Totals</b>	Transactions	1	<u>\$4,090,000.00</u>
505 4400 53 6020	Account <b>53 6020 - Sewer Purchases</b> Annual Sewer Treatment From COA, Clayton County, Fulton County	<b>1.0000</b>	<b>1,900,000.00</b>	<b>1,900,000.00</b>
505 4400 53 6020	Account <b>53 6020 - Sewer Purchases</b> Capital Contribution for City of Atlanta	<b>1.0000</b>	<b>100,000.00</b>	<b>100,000.00</b>
	Account <b>53 6020 - Sewer Purchases Totals</b>	Transactions	2	<u>\$2,000,000.00</u>
505 4400 53 7000	Account <b>53 7000 - Gas &amp; Oil</b> Gas and Oil for Water/Sewer Division Vehicles/Equipment	<b>1.0000</b>	<b>17,500.00</b>	<b>17,500.00</b>
	Account <b>53 7000 - Gas &amp; Oil Totals</b>	Transactions	1	<u>\$17,500.00</u>
505 4400 53 7010	Account <b>53 7010 - Tools/Shop Supplies</b> Hydraulic Motor and Pack for Valve Insertion Machine	<b>1.0000</b>	<b>12,000.00</b>	<b>12,000.00</b>
505 4400 53 7010	Account <b>53 7010 - Tools/Shop Supplies</b> Purchase of Hand Tools, and Other Equipment; E.L. Johnson, etc..	<b>1.0000</b>	<b>2,000.00</b>	<b>2,000.00</b>
	Account <b>53 7010 - Tools/Shop Supplies Totals</b>	Transactions	2	<u>\$14,000.00</u>
505 4400 53 7020	Account <b>53 7020 - Janitorial Supplies</b> Cleaning/Janitorial Supplies for Water/Sewer Division	<b>1.0000</b>	<b>1,500.00</b>	<b>1,500.00</b>
	Account <b>53 7020 - Janitorial Supplies Totals</b>	Transactions	1	<u>\$1,500.00</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
<b>EXPENSES</b>				
Fund	<b>505 - WATER/SEWER FUND</b>			
Department	<b>4400 - WATER/SEWER DEPT</b>			
Account	<b>53 7050 - Medical Services/Supplies</b>			
505 4400 53 7050	Random Drug Test Screening	1.0000	250.00	250.00
505 4400 53 7050	Restock of medical supplies for building & trucks	1.0000	700.00	700.00
505 4400 53 7050	Vaccinations for Water/Sewer Personnel; Tetnus, Hepatitis A & B	1.0000	250.00	250.00
	<b>Account 53 7050 - Medical Services/Supplies Totals</b>	Transactions	3	<u>\$1,200.00</u>
Account	<b>53 7100 - Lubricants &amp; Chemicals</b>			
505 4400 53 7100	Lubricants & Chemicals for Liftstation, Odor/Root Control	1.0000	1,500.00	1,500.00
	<b>Account 53 7100 - Lubricants &amp; Chemicals Totals</b>	Transactions	1	<u>\$1,500.00</u>
Account	<b>53 7110 - Safety Supplies</b>			
505 4400 53 7110	Safety Supplies for Water/Sewer; Hard Hats, Goggles, etc.....	1.0000	1,500.00	1,500.00
	<b>Account 53 7110 - Safety Supplies Totals</b>	Transactions	1	<u>\$1,500.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
505 4400 53 7121	Gorrie & Regan (Maintenance & Annual Contract)	1.0000	500.00	500.00
505 4400 53 7121	Miscellaneous computer repair/items	1.0000	500.00	500.00
505 4400 53 7121	New computer for W&S Superintendent. Per IT Dept.	1.0000	1,500.00	1,500.00
	<b>Account 53 7121 - Computer Hardware Totals</b>	Transactions	3	<u>\$2,500.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
505 4400 53 7150	AlSCO	12.0000	100.00	1,200.00
505 4400 53 7150	Artic Ice	12.0000	35.00	420.00
505 4400 53 7150	Bug Busters additional funds were added for rodent treatment	12.0000	30.00	360.00
505 4400 53 7150	Hayes Coffee	12.0000	200.00	2,400.00
505 4400 53 7150	Quench	12.0000	40.00	480.00
	<b>Account 53 7150 - Other Operating Supplies Totals</b>	Transactions	5	<u>\$4,860.00</u>
Account	<b>53 7310 - Office Supplies</b>			
505 4400 53 7310	Office Supplies for Water/Sewer Division	1.0000	2,400.00	2,400.00
	<b>Account 53 7310 - Office Supplies Totals</b>	Transactions	1	<u>\$2,400.00</u>
Account	<b>54 7640 - Other Equipment - Replace</b>			
505 4400 54 7640	Replacement of unit# 318 Premier 6"Sewer Pump	1.0000	50,000.00	50,000.00
505 4400 54 7640	Replacement of unit# 334 ACME 4" Water Pump	1.0000	30,000.00	30,000.00
	<b>Account 54 7640 - Other Equipment - Replace Totals</b>	Transactions	2	<u>\$80,000.00</u>
Account	<b>54 7730 - Water Line Replacements</b>			
505 4400 54 7730	Replacing 1 1/2" - 2" water main on Hardin and Virginia Avenue )	1.0000	300,000.00	300,000.00
	<b>Account 54 7730 - Water Line Replacements Totals</b>	Transactions	1	<u>\$300,000.00</u>
Account	<b>58 1100 - Bond Principal</b>			
505 4400 58 1100	2015 W&S \$8720000 COA Settle	1.0000	490,000.00	490,000.00
	<b>Account 58 1100 - Bond Principal Totals</b>	Transactions	1	<u>\$490,000.00</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
<b>EXPENSES</b>				
Fund 505 - WATER/SEWER FUND				
Department 4400 - WATER/SEWER DEPT				
Account 58 1200 - CAPITAL LEASE PRINCIPAL				
505 4400 58 1200	Anticipated GEFA Loan Production Well per J.Myers FY16-17	1.0000	74,117.00	74,117.00
505 4400 58 1200	GEFA Loan Payment (Water/Sewer Projects)	1.0000	95,000.00	95,000.00
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	2	<u>\$169,117.00</u>
Account 58 2000 - Bond Interest				
505 4400 58 2000	2015 W&S \$8720000 COA Settle	1.0000	97,635.00	97,635.00
505 4400 58 2000	2015 W&S \$8720000 COA Settle	1.0000	90,701.50	90,701.50
	Account 58 2000 - Bond Interest Totals	Transactions	2	<u>\$188,336.50</u>
Account 58 2200 - CAPITAL LEASE INTEREST				
505 4400 58 2200	GEFA Loans(Water and Sewer Projects)	1.0000	128,894.00	128,894.00
505 4400 58 2200	Interest on Anticipated GEFA Loan for Well per J.Myers FY16-17	1.0000	59,000.00	59,000.00
	Account 58 2200 - CAPITAL LEASE INTEREST Totals	Transactions	2	<u>\$187,894.00</u>
Account 61 1100 - Oper. Transfer Out Gen				
505 4400 61 1100	Xfer to General Fund	1.0000	75,555.00	75,555.00
	Account 61 1100 - Oper. Transfer Out Gen Totals	Transactions	1	<u>\$75,555.00</u>
	Department 4400 - WATER/SEWER DEPT Totals	Transactions	98	<u>\$9,005,011.54</u>
	Fund 505 - WATER/SEWER FUND Totals	Transactions	98	<u>\$9,005,011.54</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>98</b>	<b><u>\$9,005,011.54</u></b>
	Grand Totals	Transactions	98	<u>\$9,005,011.54</u>

**EXHIBIT C – PERSONNEL**

City of College Park, Georgia

Budget Year 2019-20

Fund: 505                      Department and Number: 4400                      Public Works/Water and Sewer 4400

	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>
Water/Sewer Superintendent	1	1	1	1	1
Water/Sewer Supervisor	1	1	1	1	1
Environmental Compliance Officer	1	1	1	1	1
Equipment Operator II	1	1	2	2	2
Water/Sewer Foreman	0	0	0	1	1
Lift Station Operator I	2	2	2	2	2
Laborer II	5	5	5	4	4
Water/Sewer Coordinator	1	1	1	1	1
Equipment Operator I	2	2	1	2	2
Laborer I	4	4	4	3	3

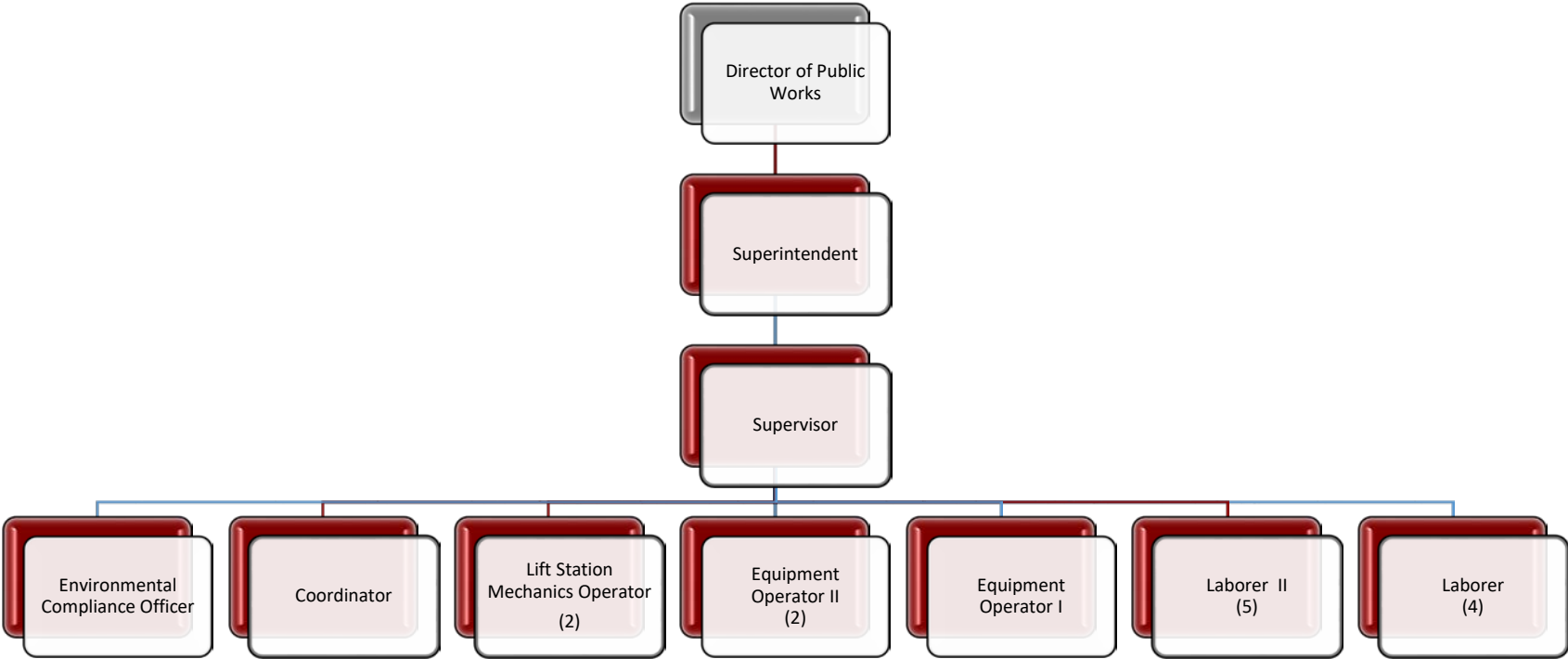
50% of Public Works Director's salary is paid from the Water/Sewer Budget

25% of the Budget Analyst salary is paid from the Water/Sewer Budget

50% of Public Works Administrative Assistant's salary is paid form Water/Sewer Budget

**Total Personnel:                      18                      18                      18                      18                      18**

City of College Park, Georgia  
**Water & Sewer – Public Works Division Organizational Chart**



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

Department and Number: **Public Works/ Water and Sewer - 4400** Fund: **505**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
0	Water/Sewer Foremen	0	1	58

Justification (including assignment and responsibilities of position requested):  
**RECLASSIFICATION – From Laborer II to a Water/Sewer Foreman.. (See Attachment for Justification)**

<b>Wages</b>				
Regular				\$2,226.02
Overtime				-
Medicare (1.45%)				-
FICA (6.2%) part-time only				-
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>				<b>\$2,226.02</b>

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

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

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

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

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

**Total** **\$2,226.02**

**EXHIBIT D-1**  
**City of College Park, Georgia**  
**JOB DESCRIPTION**

**Job Title:** Water/Sewer Foreman

**Job Summary:**

The "Water/Sewer Foreman" will be an advanced level position responsible for coordinating and assigning the daily activities of other crew members under the Supervisor/Superintendent's direction. The Water/Sewer Foreman monitors and oversees the work of the crew in the field and ensures a high performance work environment that supports achieving the City and division's mission, strategic plans, objectives and values. Performs a variety of skilled maintenance work/equipment in the construction, operation, repair, maintenance and replacement of the City's Water Distribution systems.

**Major Duties:**

Assists the Supervisor/Superintendent in the planning/scheduling of overall work projects and assigning work projects. Trains employees in work assignments and safe work practices and ensures the timely completion of preventative and predictive maintenance programs. Maintains and repairs various components of the water distribution system and sanitary sewer collection system including: installing and maintaining water valves, cuts, fits, lays, cleans and flushes water mains, valves and fittings on repair of mains, installation of services, meters, locating and marking water mains; shutting down mainlines for maintenance or emergency reasons; servicing hydrants, exercising valves and landscapes. Preventative maintenance work on assigned lift stations, equipment, sewer lines and pumps. Maintains grinders, float, wet wells, pumps and motors. Landscapes areas disturbed after repairs/installations. Makes sewer connections to sewer mains/truck lines; by using equipment to install service lines and connections. Maintains files on scheduled maintenance or repair work to be performed and records of all work completed. Position will be placed on the SCADA emergency (24 hour) respond list which includes; (3) three lift stations, (2) elevated water tanks and (3) water pump stations. Maintains files on scheduled maintenance or repair work to be performed and records of all work completed. Performs related duties as required.

**Knowledge Required by the Position:**

Knowledge of City and division policies and procedures; Knowledge of safety rules and regulations; Knowledge of the material commonly used in construction, maintenance and repair activities as related to assigned areas; Knowledge of the occupational hazards and safety standards and practices applicable to work being conducted; Skills in the operation, maintenance, and routine repair of equipment used in Water construction and maintenance; Skills in performing various manual labor assignments as needed; Ability to perform general equipment/tool maintenance duties; Ability to perform tasks involving heavy manual labor; Ability to interpret instructions and efficiently carry them out with minimum supervision; Ability to communicate effectively with co-workers, the general public and member of diverse cultural backgrounds.

**Supervisory Controls:**

The Supervisor/Superintendent will assign work.

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**Guidelines:**

Guidelines include City and departmental safety policies and procedures; as well as supervisory instructions. These guideline are clear and specific, but may require some interpretation in application.

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**Complexity:**

The work consists of related water, sewer, and maintenance duties.

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**Scope and Effect:**

The purpose of this position is to perform heavy, manual labor in the areas of water maintenance. Successful performance helps ensure safe and efficient Public Works services; as well as a positive image for the City.

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**Personal Contacts:**

Contacts are typically with co-workers, public utility workers and the general public.

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**Purpose of Contacts:**

Contacts are typically access to give and exchange information and provide services.

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**Physical Demands:**

This work is typically performed outdoors with the employee setting, standing, walking, bending, crouching, pulling, balance, kneeling or stooping, and may require physical exerting over moderately long periods of time. The employee must frequently lift light and heavy objects, equipment/material, climb ladders, and use tools or equipment requiring a moderate degree of dexterity.

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**Work Environment:**

Work is performed primarily in an outdoor environment. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts. Employee will have sustained periods in hot, cold or inclement weather. The work may require use of protective devices, such as, gloves and safety gear.

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**Supervisory and Management Responsibility:**

None

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**Minimum Qualifications:**

High school diploma and five (5) years in water distribution system and sanitary sewer collection system operations; possess Water Distribution System Operator's License and Sanitary Sewer Collection System; possess a valid State of Georgia C driver's license (CDL Class A desirable) and a satisfactory Motor Vehicle Record (MVR); and combination of education or experience is acceptable.

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**EXHIBIT - D**  
**JUSTIFICATION LETTER**  
**LABORER II (GRADE-57)**

The Water and Sewer Division is requesting to reclassify (1) one "Laborer II" position (Pay Grade-57) \$44,520.32 to a "Water and Sewer Foreman" (Pay Grade-58). This will bring the total annual salary position to \$46,746.34. Currently, the Water & Sewer Division does not have a "Foreman" title to distinguish field work assignments. Therefore, the duties of the requested position have been performed by a Laborer II; which does not include field supervision/training.

The Water & Sewer's "Foreman" position will allow the division to be more efficient by assisting with daily field supervision, maintenance, maintaining water/sewer supplies and various components of the water distribution system and sanitary sewer collection system. These components include, but not limited to: installing and maintaining water valves, mains, services, meters, shutting down mainlines for maintenance/emergency purposes, servicing hydrants, sewer manholes, sewer mains, services, sewer flow meters, lift stations, high pressure cleaning sewer mainlines for maintenance/emergency purposes, for preventative maintenance within the water distribution system/sanitary sewer system and other procedures as required.

**Qualifications:**

High school diploma or equivalent, five (5) years in Water Distribution System/Sanitary sewer Collection System or related experience; must be able to obtain a State of Georgia Water Distribution License and also be able to obtain a valid State of Georgia Commercial Driver's License (Class A) within (1) one year. Have a satisfactory Motor Vehicle Record (MVR); and combination of education or experience is acceptable.

By the reclassification of this position, it will; ensure safety, designate responsibility in daily tasks and enhance the quality/quantity of work. Also, this position will assist with training new personnel.



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

Department and Number: **Public Works/ Water and Sewer - 4400** Fund: **505**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
0	Equipment Operator I	1	1	55

Justification (including assignment and responsibilities of position requested):  
**RECLASSIFICATION – From laborer I to an Equipment Operator I. (See Attachment for Justification)**

<b>Wages</b>				
Regular				\$2,364.00
Overtime				-
Medicare (1.45%)				-
FICA (6.2%) part-time only				-
<b>Total (5210 Proposed New Personnel – Personnel Services)</b>				<b>\$2,364.00</b>

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

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

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

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

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

**Total** **\$2,364.00**

**EXHIBIT D-1**  
**City of College Park, Georgia**  
**JOB DESCRIPTION**

**Job Title:** Equipment Operator I

**Job Summary:**

Operates a variety of City's equipment and trucks utilized in construction, maintenance and repairs related to the water distribution and sewer collection systems; perform a variety of tasks including water and sewer maintenance related to construction.

**Major Duties:**

Operates backhoes, excavators, single axle dump trucks, dual axle dump trucks with automatic and manual transmission, loaders, roller and compactors, tractors, sprayers, sweepers, snowplows and salters and forklifts. May operate heavy equipment on a training basis, example, grader, track loader. Assignment to this position presumes the operation of such equipment as a regular assignment. Performs required manual labor in construction and maintenance project; checks and services assigned equipment. Performs routine maintenance and emergency repairs, reports complex mechanical problems for shop repairs. May assist in loading and unloading of trucks, laying of pipe, using air tools and jackhammers, and other hand tools related to job. Trains less skilled employees in operation and care of equipment. Have considerable knowledge of safety procedures and hazards related to construction, maintenance and equipment operation. May function as a crew leader. Performs related duties as required.

**Knowledge Required by the Position:**

Knowledge of City and division policies and procedures; Knowledge of safety rules and regulations; Knowledge of the material commonly used in construction, maintenance and repair activities as related to assigned areas; Knowledge of the occupational hazards and safety standards and practices applicable to work being conducted; Skills in the operation, maintenance, and routine repair of equipment used in Water construction and maintenance; Skills in performing various manual labor assignments as needed; Ability to perform general equipment/tool maintenance duties; Ability to perform tasks involving heavy manual labor; Ability to interpret instructions and efficiently carry them out with minimum supervision; Ability to communicate effectively with co-workers, the general public and member of diverse cultural backgrounds.

**Supervisory Controls:**

Receive general supervision from the Water and Sewer Supervisor/Superintendent.

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**Guidelines:**

Work is assigned by the Water and Sewer Supervisor/Superintendent.

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**Complexity:**

The work consists of manual labor and technical duties involving the proper use of a variety of equipment.

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**Scope and Effect:**

The purpose of this position is to perform heavy, manual labor in the areas of water maintenance. Successful performance operating a variety of equipment and heavy duty trucks throughout the City.

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**Personal Contacts:**

Contacts are typically with co-workers, public utility workers and the general public.

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**Purpose of Contacts:**

Contacts are typically access to give and exchange information and provide services.

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**Physical Demands:**

This work is typically performed outdoors with the employee setting, standing, walking, bending, crouching, pulling, balance, kneeling or stooping, and may require physical exerting over moderately long periods of time. Use equipment requiring a high degree of dexterity.

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**Work Environment:**

Work is performed primarily in an outdoor environment where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts. Employee will have sustained periods in hot, cold or inclement weather. The work may require use of protective devices, such as, gloves and safety gear.

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**Supervisory and Management Responsibility:**

None

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**Minimum Qualifications:**

Equipment Operator I; High school diploma or equivalent; (3) three years' related experience; must have the ability to possess and maintain a valid State of Georgia CDL Class B license; equivalent combination of education and experience.

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**EXHIBIT - D**  
**JUSTIFICATION LETTER**  
**LABORER I (GRADE-52)**

The Water and Sewer Division is requesting to reclassify (1) one "Laborer I" position (Pay Grade-52) \$27,934.40 to an "Equipment Operator I" (Pay Grade-55). This will bring the total annual salary position to \$30,298.00.

The Water & Sewer's "Equipment Operator I" position will allow the division to be more efficient with completing daily operations, maintenance, operating a variety of equipment, and various components of the water distribution system and sanitary sewer collection system. These components include, but not limited to: installing and maintaining water valves, mains, services, meters, shutting down mainlines for maintenance/emergency purposes, servicing hydrants, sewer manholes, sewer mains, services, sewer flow meters, lift stations, high pressure cleaning sewer mainlines for maintenance/emergency purposes, for preventative maintenance within the water distribution system/sanitary sewer system and other procedures as required.

**Qualifications:**

High school diploma or equivalent, three (3) years of operating heavy equipment in the Water Distribution System/Sanitary sewer Collection System or related experience; must be able to obtain a State of Georgia Water Distribution License and also be able to obtain a valid State of Georgia Commercial Driver's License (Class B) within (1) one year. Have a satisfactory Motor Vehicle Record (MVR); and combination of education or experience is acceptable.

By the reclassification of this position, it will; ensure safety, accountability, designate responsibility in daily tasks and enhance the quality/quantity of work. Also, this position will assist with training new personnel.

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

<b>Fund: 505</b>		<b>Department and Number: Public Works /Water Sewer 4400</b>	
New Replacement for Vehicle/Equipment No.		Priority:	
<b>Vehicle Type</b> _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other		<b>Information on Vehicle/Equipment Being Replaced</b> _____ Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2018-19 Maintenance Cost _____ Actual FYE 2018-19 Operating Cost _____ Estimated FYE 2019-20 Maintenance Cost _____ Estimated FYE 2019-20 Operating Cost	
<b>List of Special Features, Not Standard:</b>		<b>Specific Description &amp; Condition of Item Being Replaced including VIN#:</b>	
<b>Justification/Description:</b>		<b>Recommended Disposition of Replaced Item:</b> Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
<b>Purchase Option New Vehicle/Equipment</b> _____ Purchase Price _____ Estimated Useful Life _____ Estimated Use During 2019-20 _____ Estimated Operating Cost During 2019-20		<b>Rental Option New Vehicle/Equipment</b> _____ 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: Public Works Water & Sewer Division      Fuel Type: Gas/ Diesel**

<b>Unit #</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Vin Number</b>	<b>Cost</b>	<b>D.O.P.</b>	<b>Prior Year Mileage/Hours</b>	<b>Current Year Mileage/Hours</b>	<b>Tag #.</b>
305-D	2002	Case	580-M	JJG0309262	49,175.00	1/7/2002	6,456	6,705	N/A
306-D	2005	Cat	430-D	CAT0430DCBNK06655	0.00	2/20/2005	4,913	6,037	N/A
316-D	1997	Air/Comp	P50WJF	271608ULH359	12,558.00	11/7/1996	354	413	N/A
317-D	2007	Air/Comp	185PSI	4FVCBBAA17U384502	N/A	N/A	420	491	N/A
318-D	2005	Premier Pump	6" Water Pump	PE4045D447872	N/A	11/15/2006	121	STOLEN	N/A
319-D	2004	Multiquip	Night Hawk	4GNLT09144B901565	6,908.00	11/11/2004	164	185	N/A
320-G	2010	Valve Exerciser	E-V150GT	4027401761	35,000.00	12/20/2010	166	197	N/A
321-D	2016	Portable Generator	Tradewinds 350 P	TGBF7157N02097A	110,500.00	12/7/2015	2	4	N/A
334-D	1998	4" Water Pump	AP100-60	9728627-2E	14,985.00	7/24/1998	1,260	1261	N/A
335-D	2005	Ford	F-450	1FDXE45P55HB30051	176,868.00	2/24/2005	20,920	SHOP	GV8021F
336-D	2004	Ford	F-700	3FRWF75234V600197	0.00	12/12/2003	26,500	27,403	GV6484E
337-G	2008	Ford	F-150	1FTRF12258KF07079	14,605.00	10/30/2008	40,327	64,100	GV3157E
340-G	2019	Ford	F-150	1FTFX1E57JFE78267	27,000.00	12/1/2018	-	325	GV1769M
341-D	2019	Ford	F-750	1FDWF7DE4JDEF4094	86,000.00	12/1/2018	-	528	GV3808M
342-D	2002	Ford	F-650	3FDWF65503MB04629	35,371.00	8/29/2002	54,823	64,933	GV3173E
344-G	2008	Ford	F150	1FTRF12288KF07075	14,605.00	10/30/2008	61,363	80,292	GV3158E
345-G	2008	Ford	F-250	1FDSW21528ED07371	34,700.00	2/7/2008	60,338	69,987	GV19221
350-D	1998	Ford	F-800	3FEWF80C2XMA00355	34,137.00	1/5/1999	31,362	32,906	GV3171E
351-D	2017	Freightliner	M2106	1FVACWDT1HHHK6957	75,826.00	5/12/2016	2,740	7,061	GV64935
370-G	2017	Ford	F-150	1FTEX1E83HFA88492	24,707.00	1/25/2017	76	15,270	GV4502K
380-D	2019	Ford	F-250	1FT7W2B68KE039945	25,104.00	12/1/2018	-	885	GV1770M

G=GAS

D-DIESEL

N/A=NOT AVAILABLE

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

Department: Public Works      Divison: Water and Sewer      Fund: 505      Department Number: 4400

Account Number	Description/Justification	Suggested Funding Source	2019-20	2020-21	2021-22	2022-23	2023-24
54-7590	Replacement of Unit 342	Water/Sewer					\$45,000
54-7590	Replacement of Unit 350	Water/Sewer		\$80,000			
54-7590	Replacement of Unit 335	Water/Sewer			\$250,000		
54-7590	Replacement of Unit 336	Water/Sewer				\$200,000	
54-7590	Replacement of Unit 344	Water/ Sewer				\$35,000	
54-7590	Replacement of Unit 337	Water/ Sewer			\$30,000		
54-7640	Equipment Replace Unit 305	Water/ Sewer			\$150,000		
54-7640	Equipment Replace Unit 306	Water/ Sewer				\$170,000	
54-7640	Equipment Replace Unit 334	Water/Sewer	\$30,000				
54-7640	Equipment Replace Unit 318	Water/Sewer	\$50,000				
54-7730	Water Line Replacement	Water/Sewer	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000
<b>Totals</b>			<b>\$380,000</b>	<b>\$330,000</b>	<b>\$680,000</b>	<b>\$655,000</b>	<b>\$295,000</b>

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

Department: Public Works

Fund: 505

Division: Water/Sewer

Department Number: 4400

Item/Project Name: 1998 ACME 4" Water Pump

Item/Project Manager: Water and Sewer Staff

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand:

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Description of Item/Project: 1998 ACME 4" Water Pump

Explain need for this expenditure:

<input checked="" type="checkbox"/> Scheduled Replacement	<input type="checkbox"/> Expanded Service
<input checked="" type="checkbox"/> Replace Worn out Equipment	<input type="checkbox"/> New Operation
<input 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: Equipment Unit # 334 -1998 ACME 4" Water Pump.

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Disposition of item replaced:

Sale       Trade In       Scrap       Other Department Use

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Justify need for this item, including use: Unit # 334 is a 1998 ACME 4" Water Pump. During emergency repairs/replacement, this pump is use to control the flow when the GPM exceeds our 2" pump.

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

Cost Breakdown:

Estimated Useful Life	<u>10 yrs.</u>
Estimated Cost	<u>\$30,000</u>
Less: Trade In	<u>N/A</u>
Net Cost	<u>\$30,000</u>

Comparable Quotes: N/A

Vendor Name

Vendor Quote

---

1.

2.



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

**Department/Division:**  
Public Works /Water and Sewer

**Project Name or Title:**  
Equipment Replacement

**Project Description:**  
Replacement of Unit #334, 1998 4" AMCE Water Pump

**Project Justification and Impact:**

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

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

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

**Useful Life: 15**

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

**Funding Source:** Water & Sewer Fund

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 505

Division: Water/Sewer

Department Number: 4400

Item/Project Name: Equipment Replacement

Item/Project Manager: Water and Sewer Staff

Priority Rating: 1

Units Requested: N/A

Number of Similar Units on Hand: 0

---

Description of Item/Project: Replacement of a 2005 Premier 6" Sewer Pump.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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If replacement, describe item to be replaced: 2005 Premier 6" Sewer Pump.

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Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

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Justify need for this item, including use: Equipment (*Unit*) # 318 - 2005 Premier 6" Sewer Pump needs to be replaced. This pump will be utilized for bypass pumping to repair/replace sanitary sewer mains.

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

Cost Breakdown:

Estimated Useful Life 5-10 yrs.

Estimated Cost \$50,000

Less: Trade In N/A

Net Cost \$50,000

Comparable Quotes: N/A

Vendor Name

Vendor Quote

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

**Department/Division:**

Public Works /Water and Sewer

**Project Name or Title:**

Equipment Replacement

**Project Description:**

Replacement of 6" Premier Sewer Pump

**Project Justification and Impact:**

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

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

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

**Useful Life: 15**

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

**Funding Source:** Water & Sewer Fund

**Relationship to Other Primary Projects:** None

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

Department: Public Works

Fund: 505

Division: Water/Sewer

Department Number: 4400

Item/Project Name: Water Line Replacement

Item/Project Manager: Water and Sewer Staff

Priority Rating: 2

Units Requested: N/A

Number of Similar Units on Hand: N/A

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Description of Item/Project: Hardin and Virginia Avenue Water Main Improvement.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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If replacement, describe item to be replaced: Replacing deteriorated 1 1/2" and 2" galvanized water main on Hardin and Virginia Avenue 8" ductile iron pipe.

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Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

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Justify need for this item, including use: The Water & Sewer Division will be replacing the deteriorated 1 1/2" and 2" galvanized water mains identified throughout the city's Water Distribution System. These lines will up upsized to an 8" ductile iron pipe in the following areas; Hardin and Virginia Avenue were identified in the field and from the Water Module Improvements.

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

Cost Breakdown:

Estimated Useful Life 100 yrs.

Estimated Cost \$300,000

Less: Trade In N/A

Net Cost \$300,000

Comparable Quotes: N/A

Vendor Name

Vendor Quote

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

**Department/Division:**

Public Works /Water and Sewer

**Project Name or Title:**

Water Line Replacement

**Project Description:**

Hardin and Virginia Avenue Water Main Improvement Project

**Project Justification and Impact:**

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

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

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

**Useful Life: 100**

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

**Funding Source:** Water & Sewer Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name: Public Works/Water and Sewer Division – Water Administration**

#### **Program Description:**

The Water/Sewer Administration program provides leadership, direction, and support for all the Operations programs including Water Distribution and Wastewater Collection System in the City of College Park. Duties include, but are not limited to; Update standby board at Police Department – Maintain Daily Reports, Submit Monthly reports to Public Works daily and weekly activities (which includes projected activities for upcoming daily/monthly for monthly reports) – Submit daily/bi-weekly attendance and payroll. Prepare Budget – Processing Invoices – Answering incoming calls – Call in locates requested by UPC – Assist in Preparing Agenda Items.

#### **Trends:**

The Water/Sewer Administration program is responsible for the distribution of an increasing number of work orders; related to operations and phone calls to help rectify customer complaints.

#### **Program Broad Goals:**

Provide leadership, direction, and management to the Operations program to ensure the delivery of safe, reliable, and efficient services.

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

Manage the City Water and Wastewater Operations to provide safe/reliable services and maintain compliance with all federal and state requirements. Monitor and update the High Performance Work System, which promotes efficient use of the various disciplines within the Operation's program.

#### **Performance Measures**

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

	<b>Estimated 19/20</b>
Phone inquiries processed	9,000
Prepare Work Orders (Customer Service Requests/ Inter-office)	5,000
Prepare Reports (Monthly/Weekly, Leak Detection, Water Loss, Etc.)	12
Prepare Bi-Weekly Payroll	26
Prepare Daily Attendance Log	332
Prepare Invoice's	1,500
Input Water Meter Information in Harris System	350

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

**Estimated 19/20**

Effective Asset Management	40%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

**Performance Measures**

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

**Actual 18/19**

Phone inquiries processed	5500
Prepare Work Orders (Customer Service Requests/ Inter-office)	2600
Prepare Reports (Monthly/Weekly, Leak Detection, Water Loss, Etc.)	12
Prepare Bi-Weekly Payroll	26
Prepare Daily Attendance Log	365
Prepare Invoices	900
Input Water Meter Information in Harris System	261

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

**Actual 18/19**

Effective Asset Management	40%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

**Prior Year Highlights:**

- Updated and maintained SOP's
- Filed and organized sanitary sewer reports
- Filed and organized in-house work orders
- Maintained Inventory for office and water/sewer supplies
- Assisted in budget preparation
- Prepared COA Clayton County and Fulton County bills
- Compiles Fulton County Data Flow (Monthly)
- Prepare payroll for Division; gather monthly late accruals for Division
- Prepared Invoices for payment
- Assisted with AMI Infrastructure with Meter endpoint information
- Copied and scanned utility service orders from Customer Service
- Prepared monthly/daily reports for Public Works Director
- Maintenance "temporary hydrant" accounts; set up accounts/ gather monthly reads for billing
- Assist Customer Service on Billing, Rereads, Service Start-Up, Trouble Code Reports, Rereads and Customer Complaints

## EXHIBIT I-BUDGET PERFORMANCE

### Program Name: Public Works/Water and Sewer Division – Water and Sewer Compliance

#### Program Description:

The Water/Sewer Compliance Program promotes water conservation to citizens through education and incentives, and maintains compliance with the Georgia Environmental Protection Division (GaEPD) and the Metropolitan North Georgia Water Planning District. This program maintains industrial surcharge and inspections of sewers for: erosion and sewer spill violations, along with issuing Citations for City of College Park ordinance violations. Water/Sewer Compliance Program represents ARC Storm water Task Force, ARC Clearwater Campaign. Water/Sewer Compliance Program also offers Report's (CCR) to GaEPD and College Park Customers, and prepares annual Storm water reports for GaEPD.

#### Trends:

The City will continue to promote and encourage water conservation and grease control to our customers. The City will also continue to meet all of the conservation measures under the Georgia Environmental Protection Division. Also, the City participates in an active toilet rebate program under the guidelines of the Metropolitan North Georgia Water Planning District.

#### Program Broad Goals:

Maintain compliance with the State Conservation program. Promote water conservation, grease control and sewer spills to customers, especially in the context of larger sustainability issues.

#### Program 19/20 Objectives:

Meet or surpass the conservation measures required under the guidelines of the Metropolitan North Georgia Water Planning District and Georgia Environmental Protection division (EPD). Provide information on water conservation best management practices to citizen through public outreach education, workshops, the City's website and literature.

#### Performance Measures

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

	Estimated 19/20
Number of oil and grease traps inspected	28
Number of Streams Inspected for Sewer Spills	10
Number of Manholes Inspected (Troubled Areas)	25
Operation of SCADA and other Controls for the Water Distribution System	Yes



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

	<b>Estimated 19/20</b>
Effective Asset Management	60%
Customer Service	100%
Workforce Development	80%
Financial Viability and Enhanced Communication	90%

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

	<b>Actual 18/19</b>
Number of oil and grease traps inspected	28
Number of Streams Inspected for Sewer Spills	10
Number of Manholes Inspected (Troubled Areas)	25
Operation of SCADA and other Controls for the Water Distribution System	Yes

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

	<b>Actual 18/19</b>
Effective Asset Management	60%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	90%

**Prior Year Highlights:**

- Identified Problem Sewer Areas to Prevent Sewer Spills
- Monthly Grease Control Program by Checking Grease Traps
- City Wide
- Citywide checking of pollution of streams
- Assisted in preparing Stormwater MS4 Report
- Industrial Surcharge and Sanitary Sewer Billing
- Monitoring of the SCADA System
- Monitoring of the Chemical System
- Maintained/ Updated Water Usage Report

## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name: Public Works/Water and Sewer Division – Wastewater Maintenance**

#### **Program Description:**

Water and Sewer Wastewater Maintenance Program is responsible for the maintenance and operations of the Waste Water Collection System and Sewer Services connections; for residential and commercial customers. The Sewer Collection System services approximately ten (10) square miles with a total of 78.3 miles of sewer mains.

#### **Trends:**

The Water and Sewer Division has established an aggressive Sanitary Sewer Evaluation Study (SSES); to provide the City with a comprehensive map of its sanitary sewer system while identifying defects and inefficiencies in the system. The results of the SSES will be used to identify portions of the system requiring repairs and/or maintenance to improve the efficiency of the system while reducing the City's waste water treatment cost.

#### **Program Broad Goals:**

Operate and maintain Sewer Lift Stations without spills or odor complaints. Meet or surpass all state and federal regulatory requirements. Also, provide safe continuous transport of all wastewater within the City of College Park. Ensure correct sewer line operation conditions to avoid odor complaints. Reduce the number of sewer spill in wastewater collection system.

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

Operate the sewer Lift Station in an effective and efficient manner; without sewer spills or odor complaints. Provide preventative maintenance and quick responses to operational needs. Reduce odor and chemical costs within the sewer system by evaluating alternative chemicals to control odors.

#### **Performance Measures**

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

	<b>Estimated 19-20</b>
Sewer Lift Station Maintenance/Repairs	2
High Pressure Cleaned Sanitary Sewer Main (Blockages)	50
Sewer Manholes Located and Repaired	10
Sanitary Sewer Repair/Replacement	300 LF
Sewer Flow Meter for Repair/ Replacement	4

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

	<b>Estimated 19-20</b>
Effective Asset Management	30%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	70%

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

	<b>Actual 18/19</b>
Sewer Lift Station Maintenance/Repairs	5
High Pressure Cleaned Sanitary Sewer Main (Blockages)	40
Sewer Manholes Located and Repaired	4
Sanitary Sewer Repair/Replacement	200 LF
Sewer Flow Meter for Repair/ Replacement	2

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

	<b>Actual 18/19</b>
Effective Asset Management	25%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

**Prior Year Highlights:**

- Replaced sanitary sewer service at 1845 Rugby Avenue
- Replaced sanitary sewer service at 1515 Virginia Avenue
- Installed (2) sanitary sewer laterals and (2) sewer taps
- Main Street Sanitary Sewer Alleyway Project
- Rebuilt Pump(s) #2, and #4 at the S.E. Lift Station
- Unclogged sanitary sewer mains (CITYWIDE)
- Check problem sanitary sewer mains (CITYWIDE)
- Replaced motor for pump#2 at S.E. Lift Station
- Located 8 manholes, Repaired 2 manholes (CITYWIDE)
- Replaced 100 LF of damaged sanitary sewer pipe on English Lane
- Sanitary Sewer Point Repairs identified from SSES Deficiencies – Repaired approximately 16 point repairs
- Build temporary road for access to CCTV 11,000 LF of sanitary sewer mains
- SSES Program CCTV sewer mains (CITYWIDE)

## EXHIBIT I-BUDGET PERFORMANCE

### Program Name: Public Works/Water and Sewer Division – Water Distribution Maintenance

#### Program Description:

The Water Distribution System program provides for maintenance, repair, installation and replacement of the City Water Distribution System. This system has approximately 94.4 miles of water mains, approximately 1,000 fire hydrants, 3,000 water service lines (meters) and approximately 5,000 main line valves. Also, the program is responsible for operations, maintenance, repair and the replacement of the four (4) booster Pump Stations, two (2) Elevated Water Tank sites and 750,000 storage capacities.

#### Trends:

The Water and Sewer Division has established an aggressive replacement of aging water lines through Capital Improvement which will result reduction in emergency main and service line repairs. The rapid growth of development in the City has improved; which allows staff to focus on preventative/productive maintenance and increasing the efficiency of life in the primary equipment. Also, the City has an active Leak Detection Program that has proven beneficial to the City. This program has identified many leaks in the City; which is cost savings. The City is considering the possibility of establishing ground water wells for alternative water use.

#### Program Broad Goals:

Deliver safe and reliable potable water to City water customer's through the Water Distribution System. Provide proper maintenance for the Distribution System and Production System components to prevent service disruptions. Also, a meter replacement program has been established to increase revenues and water loss accountability.

#### Program 19/20 Objectives:

Minimize service disruptions through preventative maintenance of production equipment and proper underground utility identification and markings. Deliver the highest level of service to customers. Continue with the aggressive meter replacement program to increase revenues and water accountability. Complete budget capital infra-structure improvements.

#### Performance Measures

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

	Estimated 19/20
Water Meter Replacement	100
Leak Detection (Reported Leaks)	10
Fire Hydrant Repair/Replacement	12
Valve Vacuum/Exerciser	24
Valve Insertion	6
Water Main Replacement (LF)	1000 LF
Elevated Tank Maintenance	2
Water Pump Station Maintenance/Repair	2

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

	<b>Estimated 19/20</b>
Effective Asset Management	30%
Customer Service	100%
Workforce Development	80%
Financial Viability and Enhanced Communication	70%

**Performance Measures**

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

	<b>Actual 18/19</b>
Water Meter Replacement	100
Leak Detection (Reported Leaks)	0
Fire Hydrant Repair/Replacement	5
Valve Vacuum/Exerciser	12
Valve Insertion	2
Water Main Replacement (LF)	200 LF
Elevated Tank Maintenance	2
Water Pump Station Maintenance/Repair	2

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

	<b>Actual 18/19</b>
Effective Asset Management	25%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	50%

**Prior Year Highlights:**

- Installed Water Taps: Oxford Walk, Renaissance Hotel, Parking Deck on Roosevelt Highway, AC Hotel and Police Department on Godby Road
- Installed 2,200 LF of 8” Ductile Iron Pipe on the Godby Road Widening Project
- Citywide Fire Hydrant Repair/Replacement – Repaired/Replaced 8 fire hydrants
- Citywide Meter Replacement Program – Installed/ Replaced approximately 100 water meters
- Citywide Valve Exercise/Vacuum Program – Exercised/Cleaned approximately (12) valves/boxes (Citywide)
- Water Leaks – Repaired approximately (12) water main breaks and (20) water services
- Installed (5) five new water services and taps at 1728 Cambridge Avenue
- Installed (4) four new water services and taps at 4263 Riverdale Road
- Installed (21) twenty one new water services and taps at 1818 Vesta Avenue
- Installed (2) two new water services and taps at 2070 and 2080 Cambridge Avenue
- Installed (5) five new water services and taps at 1728 Cambridge Avenue
- Inserted 12” water valve on West Point Avenue

- Installed new 8" water main on Roosevelt Highway from Brown Road to Hospitality Way

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2019-20

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Fund: **505**

Department and Number: **Public Works, Water/Sewer 4400**

Department Submitting Request: **No Requests at This Time**

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement: