

**April 8, 2020**

**Public Information  
Office**

# Public Information and Communication Organizational Chart



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

Fund: 100

Department and Number: Public Information 1570

	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Director Admin. Services	1	1	1	1	1
Communication Specialist	0	1	1	1	1
Media Editor	1	1	1	1	1
<b>Total Personnel:</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1570 - Public Information</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	156,837.43	127,750.00	106,093.30	83	188,302.00	188,302.00	47
51 5020	Salary/Overtime	2,214.89	3,000.00	.00		3,000.00	.00	(100)
51 5040	Shared Utility Payments	2,505.90	2,400.00	2,785.89	116	2,400.00	4,800.00	100
51 5190	Medicare	2,262.19	1,852.00	1,473.99	80	1,403.00	2,730.00	47
<i>Personnel Services Totals</i>		<b>\$163,820.41</b>	<b>\$135,002.00</b>	<b>\$110,353.18</b>	<b>82%</b>	<b>\$195,105.00</b>	<b>\$195,832.00</b>	<b>45%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	25,813.42	23,148.00	19,047.75	82	19,318.00	31,290.00	35
51 5161	Life Insurance	95.90	89.00	74.66	84	50.00	50.00	(44)
51 5163	ST Disability Insurance	62.80	317.00	15.70	5	317.00	317.00	
51 5164	LT Disability Insurance	46.64	267.00	11.66	4	267.00	267.00	
51 5165	Health Insurance	22,186.83	18,322.00	14,047.18	77	22,000.00	24,750.00	35
51 5166	Dental Insurance	488.29	416.00	327.64	79	378.00	495.00	19
<i>Employee Benefits Totals</i>		<b>\$48,693.88</b>	<b>\$42,559.00</b>	<b>\$33,524.59</b>	<b>79%</b>	<b>\$42,330.00</b>	<b>\$57,169.00</b>	<b>34%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	4,501.35	5,224.00	6,613.65	127	4,620.00	4,620.00	(12)
52 5260	Heat & Power	1,639.92	1,200.00	1,236.69	103	.00	1,400.00	17
52 5270	Water	245.10	160.00	48.41	30	.00	160.00	
52 5280	Other Communication/Util	196.56	300.00	147.42	49	.00	300.00	
<i>Communications &amp; Util. Totals</i>		<b>\$6,582.93</b>	<b>\$6,884.00</b>	<b>\$8,046.17</b>	<b>117%</b>	<b>\$4,620.00</b>	<b>\$6,480.00</b>	<b>(6%)</b>
<i>Repair &amp; Maintenance</i>								
52 5720	R&M Communication Equip	.00	1,100.00	13,272.57	1,207	.00	.00	(100)
52 5730	R&M - D/P Equipment	4,490.18	4,246.00	3,650.59	86	3,684.00	3,684.00	(13)
<i>Repair &amp; Maintenance Totals</i>		<b>\$4,490.18</b>	<b>\$5,346.00</b>	<b>\$16,923.16</b>	<b>317%</b>	<b>\$3,684.00</b>	<b>\$3,684.00</b>	<b>(31%)</b>
<i>Training &amp; Education</i>								
52 6200	Training	6,458.22	3,000.00	45.26	2	3,000.00	500.00	(83)
52 6210	Dues	19.99	900.00	412.99	46	900.00	900.00	
52 6230	Conventions/Meetings	48.79	3,500.00	.00		3,500.00	2,500.00	(29)
<i>Training &amp; Education Totals</i>		<b>\$6,527.00</b>	<b>\$7,400.00</b>	<b>\$458.25</b>	<b>6%</b>	<b>\$7,400.00</b>	<b>\$3,900.00</b>	<b>(47%)</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	314.71	250.00	338.26	135	.00	.00	(100)
52 5510	Consulting Fees	551.21	6,900.00	5,555.16	81	.00	.00	(100)
52 6000	Advertising Expense	18,392.43	19,900.00	10,581.28	53	50,000.00	30,000.00	51



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
EXPENSE								
Department <b>1570 - Public Information</b>								
<i>Other Services &amp; Charges</i>								
52 6110	Other Insurance	1,432.04	2,110.00	2,830.30	134	3,180.00	3,180.00	51
52 6130	Miscellaneous Services	(59.40)	.00	.00		.00	.00	
52 6170	Contractual Services	54,721.79	47,670.00	28,262.00	59	63,600.00	118,300.00	148
52 6560	Workers Comp/Administrati	687.32	458.00	745.44	163	820.00	820.00	79
<i>Other Services &amp; Charges Totals</i>		\$76,040.10	\$77,288.00	\$48,312.44	63%	\$117,600.00	\$152,300.00	97%
<i>Materials &amp; Supplies</i>								
52 7300	Postage	.94	50.00	.00		50.00	50.00	
52 7320	Stationery & Printing	.00	368.00	630.54	171	5,000.00	1,000.00	172
52 7330	Copy Expense	.00	250.00	.00		250.00	250.00	
53 7050	Medical Services/Supplies	75.00	.00	58.50		.00	.00	
53 7121	Computer Hardware	1,801.70	4,000.00	.00		10,000.00	6,000.00	50
53 7122	Computer Supplies	2,017.82	1,360.00	1,133.98	83	2,180.00	2,180.00	60
53 7150	Other Operating Supplies	6,216.77	4,800.00	8,621.75	180	5,000.00	5,000.00	4
53 7310	Office Supplies	3,772.17	1,250.00	48.99	4	9,500.00	4,250.00	240
53 7360	Other Admin. Supplies	921.99	1,000.00	.00		1,000.00	1,000.00	
<i>Materials &amp; Supplies Totals</i>		\$14,806.39	\$13,078.00	\$10,493.76	80%	\$32,980.00	\$19,730.00	51%
Department <b>1570 - Public Information Totals</b>		\$320,960.89	\$287,557.00	\$228,111.55	79%	\$403,719.00	\$439,095.00	53%
<b>EXPENSE TOTALS</b>		\$320,960.89	\$287,557.00	\$228,111.55	79%	\$403,719.00	\$439,095.00	53%
Fund <b>100 - GENERAL FUND Totals</b>								
<b>EXPENSE TOTALS</b>		\$320,960.89	\$287,557.00	\$228,111.55	79%	\$403,719.00	\$439,095.00	53%
Fund <b>100 - GENERAL FUND Totals</b>								
		(\$320,960.89)	(\$287,557.00)	(\$228,111.55)	79%	(\$403,719.00)	(\$439,095.00)	53%
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$320,960.89	\$287,557.00	\$228,111.55	79%	\$403,719.00	\$439,095.00	53%
Net Grand Totals		(\$320,960.89)	(\$287,557.00)	(\$228,111.55)	79%	(\$403,719.00)	(\$439,095.00)	53%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1570 - Public Information</b>			
Account	<b>52 5240 - Telephone</b>			
100 1570 52 5240	AT&T	1.0000	96.00	96.00
100 1570 52 5240	Comcast	1.0000	396.00	396.00
100 1570 52 5240	Verizon Cell Phone	12.0000	162.00	1,944.00
100 1570 52 5240	WIndstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>\$4,620.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1570 52 5730	Email License	1.0000	671.00	671.00
100 1570 52 5730	Mimecast	1.0000	180.00	180.00
100 1570 52 5730	Tyler NW	1.0000	2,833.00	2,833.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	<u>\$3,684.00</u>
Account	<b>52 6000 - Advertising Expense</b>			
100 1570 52 6000	Ad's for Communications & Eco. Development (magazines & radio)	10.0000	3,000.00	30,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$30,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1570 52 6110	Apex Insurance Personnel Allocation	1.0000	3,180.00	3,180.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$3,180.00</u>
Account	<b>52 6170 - Contractual Services</b>			
100 1570 52 6170	Ikon Filmworks Livestream TV-23 & livestream social media	22.0000	2,650.00	58,300.00
100 1570 52 6170	Phase III	1.0000	60,000.00	60,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	2	<u>\$118,300.00</u>
Account	<b>52 6200 - Training</b>			
100 1570 52 6200	REd Giant -Adobe Certification Updates	1.0000	500.00	500.00
	Account 52 6200 - Training Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 6210 - Dues</b>			
100 1570 52 6210	Atlanta Association of Black Journalists	1.0000	40.00	40.00
100 1570 52 6210	Atlanta Cutters	1.0000	50.00	50.00
100 1570 52 6210	Government Video Conf.	1.0000	495.00	495.00
100 1570 52 6210	National Association of Black Journalists	1.0000	100.00	100.00
100 1570 52 6210	National Association of Govt. Communications	1.0000	125.00	125.00
100 1570 52 6210	National Association of Public Info Officers	1.0000	90.00	90.00
	Account 52 6210 - Dues Totals	Transactions	6	<u>\$900.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
100 1570 52 6230	NAB Conference	1.0000	1,300.00	1,300.00
100 1570 52 6230	National Info Offivers Association	1.0000	1,200.00	1,200.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$2,500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1570 - Public Information</b>			
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1570 52 6560	Apex Insurance Workers Comp Allocation	1.0000	720.00	720.00
100 1570 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	100.00	100.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$820.00</u>
Account	<b>52 7300 - Postage</b>			
100 1570 52 7300	Mail newsletters	1.0000	50.00	50.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$50.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
100 1570 52 7320	City Quarterly Newsletters	1.0000	1,000.00	1,000.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>52 7330 - Copy Expense</b>			
100 1570 52 7330	mailers	1.0000	250.00	250.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$250.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 1570 53 7121	Dell XPS 27-inch all-in-one & printer	1.0000	4,000.00	4,000.00
100 1570 53 7121	Recording Devices & Software upgrades	1.0000	2,000.00	2,000.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	2	<u>\$6,000.00</u>
Account	<b>53 7122 - Computer Supplies</b>			
100 1570 53 7122	Adobe Cloud Premiere Pro-New XPS 27" All in One	2.0000	820.00	1,640.00
100 1570 53 7122	Microsoft Office Business Premium License - XPS 27"	1.0000	180.00	180.00
100 1570 53 7122	Microsoft Office Business Premium License-Mac	2.0000	180.00	360.00
	Account <b>53 7122 - Computer Supplies</b> Totals	Transactions	3	<u>\$2,180.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
100 1570 53 7150	HP Paper	7.0000	50.00	350.00
100 1570 53 7150	Miscellaneous Supplies	1.0000	1,000.00	1,000.00
100 1570 53 7150	Pens, Folders, tape, other supplies	4.0000	50.00	200.00
100 1570 53 7150	Scan Disk 64GB Extreme Pro SDXC UHS-1 Memory Card	4.0000	50.00	200.00
100 1570 53 7150	Sony PXW Z150 4k Ultra XD Camcorder	1.0000	3,250.00	3,250.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	5	<u>\$5,000.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 1570 53 7310	Broadcast Equipment Supplies- Office, Storage, printing	1.0000	4,250.00	4,250.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$4,250.00</u>
Account	<b>53 7360 - Other Admin. Supplies</b>			
100 1570 53 7360	Copy Ink	8.0000	125.00	1,000.00
	Account <b>53 7360 - Other Admin. Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
	Department <b>1570 - Public Information</b> Totals	Transactions	37	<u>\$184,234.00</u>





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	37	<u>\$184,234.00</u>
	EXPENSES Totals	Transactions	37	<u>\$184,234.00</u>
	Grand Totals	Transactions	37	<u>\$184,234.00</u>

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

Department and  
 Number:

**Public Information Officer - 1570**

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

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

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

Fund: 100 Department and Number: Public Information Officer 1570

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

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

**Dept: Public Information Fuel Type:**

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

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**

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

Department: Public Information Officer      Fund: 100      Department Number: 1570

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

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

Department: Public Information Officer

Fund: 100

Division:

Department Number: 1570

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Public Information Officer

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

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

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



## EXHIBIT I - BUDGET PERFORMANCE

### Performance Measures

<b>Program/Service Output: (goods, services, units produced)</b>	<b>Estimated 20/21</b>
# of readers for local, statewide and national publications	(avg 30,000 per magazine)
# of likes on Facebook, twitter page	(appx 1000 followers)
# of viewers on College Park TV-23/Streaming via web	(up to 5,000 daily)
# of views College Park video-on-demand – Youtube/Vimeo	(appx. 5500 views annually)
# of programs produced for College Park TV-23	(300+ video reports – YTD)
# of press releases/media alerts to be produced	(65+ appx.)
# of print ad campaigns produced	(appx. 4 new campaigns)

### Program/Service Expectations, New Initiatives

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

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

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

# EXHIBIT I - BUDGET PERFORMANCE

## Communications/Marketing Department

### Program Description:

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

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

### Trends:

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

### Program Broad Goals:

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

### Program Objectives:

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

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

## EXHIBIT I - BUDGET PERFORMANCE

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

### Performance Measures (additional)

<b>Program/Service Outputs: (goods, services, unit produced)</b>	<b>Estimated 20/21</b>
Video story creation	50
Press Releases	55
Facebook/Twitter Followers	2500
Newsletters	4

**Program/Service Outcomes: (based on program objectives)** **Estimated 20/21**  
Continue to build fans of the city's web page by populating or tweeting new messages across a broad range of issues of great interest to citizens, staff and businesses in College Park. Measurement rated by number of new fans, hits, or responses to request tracker page on [collegeparkga.com](http://collegeparkga.com).

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

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**Fund: 100**

**Department and Number: Public information / 1570**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# Golf Course Organizational Chart



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

**Fund: 520**

**Department and Number: Golf Course 6122**

	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Golf Manager	0	0	1	1	1
Receptionist	0	0	1	1	1
Grounds Superintendent	0	0	1	1	1
Grounds Keeper	0	0	1	1	1
<b>Part Time Positions:</b>					
Receptionist	0	0	1	1	1
Grounds Keeper	0	0	1	1	1
<b>Total Personnel:</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>6</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>520 - GOLF COURSE</b>							
	<b>REVENUE</b>							
	Department <b>0000 - Revenues</b>							
	<i>Charges For Services</i>							
34 5201	Green Fees	.00	.00	36,813.48		.00	81,837.00	
34 5202	Golf Cart Rentals	.00	.00	19,959.71		.00	35,912.00	
34 5203	Bucket Sales	.00	.00	7,994.70		.00	11,843.00	
	<i>Charges For Services Totals</i>	\$0.00	\$0.00	\$64,767.89	+++	\$0.00	\$129,592.00	+++
	<i>Leases &amp; Other Rent</i>							
34 7900	Golf Course Lease	.00	5,000.00	.00		.00	.00	(100)
38 1000	Other Rental Income	.00	7,245.00	1,101.14	15	.00	33,000.00	355
	<i>Leases &amp; Other Rent Totals</i>	\$0.00	\$12,245.00	\$1,101.14	9%	\$0.00	\$33,000.00	169%
	<i>Other Income</i>							
34 1900	Miscellaneous Income	.00	.00	5,109.78		.00	8,750.00	
	<i>Other Income Totals</i>	\$0.00	\$0.00	\$5,109.78	+++	\$0.00	\$8,750.00	+++
	<i>Operating Transfers In</i>							
39 1200	Operating Transfers In	.00	26,755.00	.00		.00	62,985.00	135
	<i>Operating Transfers In Totals</i>	\$0.00	\$26,755.00	\$0.00	0%	\$0.00	\$62,985.00	135%
	<i>Sales</i>							
34 5204	Merchandise Sales	.00	.00	3,183.69		.00	10,400.00	
34 5205	Concession Sales	.00	.00	4,271.24		.00	16,960.00	
34 5206	Liquor Sales	.00	.00	1,644.30		.00	16,219.00	
	<i>Sales Totals</i>	\$0.00	\$0.00	\$9,099.23	+++	\$0.00	\$43,579.00	+++
	Department <b>0000 - Revenues Totals</b>	\$0.00	\$39,000.00	\$80,078.04	205%	\$0.00	\$277,906.00	613%
	<b>REVENUE TOTALS</b>	\$0.00	\$39,000.00	\$80,078.04	205%	\$0.00	\$277,906.00	613%
	<b>EXPENSE</b>							
	Department <b>6122 - Recreation Facilities</b>							
	<i>Personnel Services</i>							
51 5010	Salary/Operating	.00	.00	58,068.18		.00	108,618.00	
51 5020	Salary/Overtime	.00	.00	.00		108,618.00	.00	
51 5030	Salary/Partime	.00	.00	28,875.00		64,800.00	64,800.00	
51 5190	Medicare	.00	.00	1,199.38		2,515.00	2,515.00	
51 5200	Fica	.00	.00	1,804.40		4,018.00	4,018.00	
	<i>Personnel Services Totals</i>	\$0.00	\$0.00	\$89,946.96	+++	\$179,951.00	\$179,951.00	+++
	<i>Employee Benefits</i>							
51 5150	City Pension Contribution	.00	.00	11,738.05		21,680.00	22,277.00	
51 5161	Life Insurance	.00	.00	68.76		149.00	149.00	





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 520	<b>GOLF COURSE</b>							
	<b>EXPENSE</b>							
	Department <b>6122 - Recreation Facilities</b>							
	<i>Employee Benefits</i>							
51 5163	ST Disability Insurance	.00	.00	.00		174.00	124.00	
51 5164	LT Disability Insurance	.00	.00	.00		290.00	290.00	
51 5165	Health Insurance	.00	.00	6,515.52		14,117.00	15,882.00	
51 5166	Dental Insurance	.00	.00	217.20		245.00	245.00	
51 5180	Uniforms	.00	.00	.00		1,500.00	.00	
	<i>Employee Benefits Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,539.53</b>	<b>+++</b>	<b>\$38,155.00</b>	<b>\$38,967.00</b>	<b>+++</b>
	<i>Communications &amp; Util.</i>							
52 5240	Telephone	.00	.00	1,136.41		3,960.00	3,960.00	
52 5260	Heat & Power	.00	.00	.00		1,000.00	1,000.00	
52 5270	Water	.00	.00	.00		1,000.00	1,000.00	
52 5280	Other Communication/Util	.00	.00	.00		500.00	500.00	
	<i>Communications &amp; Util. Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,136.41</b>	<b>+++</b>	<b>\$6,460.00</b>	<b>\$6,460.00</b>	<b>+++</b>
	<i>Repair &amp; Maintenance</i>							
52 5700	R&M - Vehicles	.00	.00	.00		202,000.00	.00	
52 5710	R&M Furn. & Equip.	.00	.00	.00		3,500.00	.00	
52 5730	R&M - D/P Equipment	.00	.00	.00		8,528.00	8,528.00	
52 5780	Grounds	43,821.27	24,000.00	56,290.26	235	30,500.00	.00	(100)
	<i>Repair &amp; Maintenance Totals</i>	<b>\$43,821.27</b>	<b>\$24,000.00</b>	<b>\$56,290.26</b>	<b>235%</b>	<b>\$244,528.00</b>	<b>\$8,528.00</b>	<b>(64%)</b>
	<i>Building Maintenance</i>							
52 5746	R&M Bldg-Recreation	3,830.70	.00	36,578.44		15,000.00	.00	
	<i>Building Maintenance Totals</i>	<b>\$3,830.70</b>	<b>\$0.00</b>	<b>\$36,578.44</b>	<b>+++</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>+++</b>
	<i>Training &amp; Education</i>							
52 6200	Training	.00	.00	.00		1,500.00	1,500.00	
52 6210	Dues	.00	.00	.00		800.00	800.00	
52 6220	Subscription/Publications	.00	.00	399.00		500.00	500.00	
52 6230	Conventions/Meetings	.00	.00	.00		1,500.00	1,500.00	
	<i>Training &amp; Education Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$399.00</b>	<b>+++</b>	<b>\$4,300.00</b>	<b>\$4,300.00</b>	<b>+++</b>
	<i>Other Services &amp; Charges</i>							
52 6130	Miscellaneous Services	.00	.00	.00		1,500.00	1,500.00	
52 6170	Contractual Services	.00	.00	.00		35,000.00	.00	
	<i>Other Services &amp; Charges Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$36,500.00</b>	<b>\$1,500.00</b>	<b>+++</b>
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	.00	.00	.00		100.00	100.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>520 - GOLF COURSE</b>							
	<b>EXPENSE</b>							
	Department <b>6122 - Recreation Facilities</b>							
	<i>Materials &amp; Supplies</i>							
52 7320	Stationery & Printing	.00	.00	.00		1,000.00	1,000.00	
53 7010	Tools/Shop Supplies	.00	.00	7,357.50		10,500.00	5,250.00	
53 7020	Janitorial Supplies	.00	.00	.00		1,500.00	1,500.00	
53 7110	Safety Supplies	.00	.00	.00		750.00	750.00	
53 7122	Computer Supplies	.00	.00	.00		1,000.00	1,000.00	
53 7310	Office Supplies	.00	.00	.00		1,000.00	1,000.00	
	<i>Materials &amp; Supplies Totals</i>	\$0.00	\$0.00	\$7,357.50	+++	\$15,850.00	\$10,600.00	+++
	<i>Cost Of Sales</i>							
53 1591	Merchandise - Cost of Goods	.00	.00	3,882.16		12,000.00	4,000.00	
53 1592	Concession - Cost of Goods	.00	.00	1,260.04		30,000.00	10,600.00	
53 1593	Liquor Sales - Cost of Goods	.00	.00	265.61		.00	6,000.00	
53 1599	Miscellaneous Expenses - Cost of Sales	.00	.00	741.71		5,000.00	5,000.00	
53 7030	Food & Dietary Supplies	.00	.00	1,950.10		2,000.00	2,000.00	
	<i>Cost Of Sales Totals</i>	\$0.00	\$0.00	\$8,099.62	+++	\$49,000.00	\$27,600.00	+++
	<i>Capital Outlay</i>							
54 7530	Building/Improvement	.00	.00	.00		3,500.00	.00	
54 7580	Vehicles - New	.00	.00	.00		24,000.00	.00	
54 7630	Other Equipment - New	.00	.00	932.08		.00	.00	
54 7920	Recreation Capitol Projec	.00	15,000.00	3,525.00	24	210,004.00	.00	(100)
	<i>Capital Outlay Totals</i>	\$0.00	\$15,000.00	\$4,457.08	30%	\$237,504.00	\$0.00	(100%)
	Department <b>6122 - Recreation Facilities Totals</b>	\$47,651.97	\$39,000.00	\$222,804.80	571%	\$827,248.00	\$277,906.00	613%
	<b>EXPENSE TOTALS</b>	\$47,651.97	\$39,000.00	\$222,804.80	571%	\$827,248.00	\$277,906.00	613%
	Fund <b>520 - GOLF COURSE Totals</b>							
	<b>REVENUE TOTALS</b>	\$0.00	\$39,000.00	\$80,078.04	205%	\$0.00	\$277,906.00	613%
	<b>EXPENSE TOTALS</b>	\$47,651.97	\$39,000.00	\$222,804.80	571%	\$827,248.00	\$277,906.00	613%
	Fund <b>520 - GOLF COURSE Totals</b>	(\$47,651.97)	\$0.00	(\$142,726.76)	+++	(\$827,248.00)	\$0.00	+++
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$39,000.00	\$80,078.04	205%	\$0.00	\$277,906.00	613%
	<b>EXPENSE GRAND TOTALS</b>	\$47,651.97	\$39,000.00	\$222,804.80	571%	\$827,248.00	\$277,906.00	613%
	Net Grand Totals	(\$47,651.97)	\$0.00	(\$142,726.76)	+++	(\$827,248.00)	\$0.00	+++



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>REVENUES</b>				
Fund <b>520 - GOLF COURSE</b>				
Department <b>0000 - Revenues</b>				
Account <b>39 1200 - Operating Transfers In</b>				
520 0000 39 1200	Transfer From General to cover operating expenses	1.0000	62,985.00	62,985.00
	Account <b>39 1200 - Operating Transfers In</b> Totals	Transactions	1	<u>\$62,985.00</u>
	Department <b>0000 - Revenues</b> Totals	Transactions	1	<u>\$62,985.00</u>
	Fund <b>520 - GOLF COURSE</b> Totals	Transactions	1	<u>\$62,985.00</u>
	<b>REVENUES</b> Totals	Transactions	1	<u>\$62,985.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>520 - GOLF COURSE</b>			
Department	<b>6122 - Recreation Facilities</b>			
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
520 6122 52 5730	Irrigation Software Upgrade	1.0000	3,500.00	3,500.00
520 6122 52 5730	Mimecast	1.0000	1,488.00	1,488.00
520 6122 52 5730	Tyler Technologies	1.0000	3,540.00	3,540.00
Account	<b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>\$8,528.00</u>
Department	<b>6122 - Recreation Facilities</b> Totals	Transactions	3	<u>\$8,528.00</u>
Fund	<b>520 - GOLF COURSE</b> Totals	Transactions	3	<u>\$8,528.00</u>
	<b>EXPENSES Totals</b>	Transactions	3	<u>\$8,528.00</u>
	Grand Totals	Transactions	4	<u>\$71,513.00</u>

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

Department and  
 Number:

**Golf Course - 6122**

Fund: **520**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<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:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

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

Fund: **520** Department and Number: **Golf Course 6122**

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

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

**Dept:** Golf Course      **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>Tag #.</i>
<b>NA</b>									

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



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

Department: Golf Course		Fund: 520		Department Number: 6122				
Account Number	Description/Justification	Suggested Funding Source						
		2020-21	2021-22	2022-23	2023-24	2024-25		
	#5 Green Replacement		\$12,500					
	#3 Green Replacement		\$10,500				\$10,500	
	#4 Green Replacement		\$12,500				\$12,500	
	#7 Green Replacement		\$13,200				\$13,200	
	#8 Green Replacemnt		\$13,300					
	#9 Green Replacement		\$13,500					
	Restroom Update		\$10,500			\$12,500		
<b>N/A</b>								
	Fairway Mower		\$12,500					
	Greens Mower		\$13,200		\$35,000		\$37,000	
	Roller		\$10,500		\$14,000		\$15,000	
	Sprayer		\$12,500					
	Aerator		\$13,200					
	Workman-2wd Util.		\$23,537					
	Cart Barn- Refurb		\$25,400			\$50,000		
	Event Center Update		\$11,000					
	#6 Green Replacement		\$12,500				\$12,500	
	Parking Lot Paving		\$16,100					
	Pumphouse				\$60,000			
	Bridge Repair/Repl		\$9,000		\$9,000	\$12,000		
	Cart Path- Paving		\$15,000			\$15,000		
	Driving Range Lighting		\$45,000					
	Clubhouse Roof				\$35,000			
	Utility Vehicle		\$24,000					
Totals			\$0	\$329,437	\$153,000	\$89,500	\$100,700	

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

Department: Golf Course

Fund: 520

Division:

Department Number: 6122

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Golf Course

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

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

**Useful Life:**

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

**Funding Source:** Golf Course Fund

**Relationship to Other Primary Projects:** None

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

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Fund: **520**

Department and Number: **Golf Course / 6122**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



# Recreation Administration and Cultural Arts Department Organizational Chart



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

**Fund: 100**

**Department and Number: Recreation Admin 6100**

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

<b>Total Personnel:</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
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# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>6100 - Recreational Admin</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	145,973.38	122,225.00	97,034.55	79	169,186.00	173,986.00	42
51 5020	Salary/Overtime	1,942.46	.00	.00		2,000.00	1,000.00	
51 5030	Salary/Partime	46,626.43	.00	61,631.85		.00	.00	
51 5040	Shared Utility Payments	1,809.65	4,800.00	3,080.82	64	2,400.00	2,400.00	(50)
51 5190	Medicare	2,733.18	1,772.00	2,256.10	127	2,453.00	2,523.00	42
51 5200	Fica	3,114.74	300.00	3,476.24	1,159	300.00	300.00	
<i>Personnel Services Totals</i>		<b>\$202,199.84</b>	<b>\$129,097.00</b>	<b>\$167,479.56</b>	<b>130%</b>	<b>\$176,339.00</b>	<b>\$180,209.00</b>	<b>40%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	30,987.49	24,396.00	18,252.10	75	25,147.00	25,840.00	6
51 5161	Life Insurance	127.97	92.00	72.58	79	92.00	92.00	
51 5163	ST Disability Insurance	170.76	349.00	79.23	23	349.00	349.00	
51 5164	LT Disability Insurance	147.13	344.00	73.43	21	344.00	344.00	
51 5165	Health Insurance	14,251.41	7,058.00	5,455.42	77	7,058.00	7,941.00	13
51 5166	Dental Insurance	327.92	123.00	258.16	210	348.00	348.00	183
<i>Employee Benefits Totals</i>		<b>\$46,012.68</b>	<b>\$32,362.00</b>	<b>\$24,190.92</b>	<b>75%</b>	<b>\$33,338.00</b>	<b>\$34,914.00</b>	<b>8%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	27,789.45	924.00	3,014.67	326	1,608.00	1,608.00	74
52 5260	Heat & Power	2,459.89	2,067.00	1,855.03	90	2,500.00	2,500.00	21
52 5270	Water	94.79	200.00	72.59	36	150.00	150.00	(25)
52 5280	Other Communication/Util	294.84	250.00	221.13	88	250.00	250.00	
<i>Communications &amp; Util. Totals</i>		<b>\$30,638.97</b>	<b>\$3,441.00</b>	<b>\$5,163.42</b>	<b>150%</b>	<b>\$4,508.00</b>	<b>\$4,508.00</b>	<b>31%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	1,839.96	2,000.00	1,546.94	77	2,000.00	2,000.00	
52 5710	R&M Furn. & Equip.	.00	1,000.00	304.00	30	3,000.00	1,000.00	
52 5730	R&M - D/P Equipment	236.13	4,872.00	1,180.63	24	7,468.00	7,468.00	53
52 5780	Grounds	1,253.25	.00	.00		500.00	500.00	
53 5680	Tires	446.52	400.00	.00		500.00	500.00	25
<i>Repair &amp; Maintenance Totals</i>		<b>\$3,775.86</b>	<b>\$8,272.00</b>	<b>\$3,031.57</b>	<b>37%</b>	<b>\$13,468.00</b>	<b>\$11,468.00</b>	<b>39%</b>
<i>Training &amp; Education</i>								
52 6200	Training	.00	600.00	50.50	8	600.00	600.00	
52 6210	Dues	.00	2,200.00	.00		2,200.00	2,200.00	
52 6230	Conventions/Meetings	3,325.00	5,675.00	214.41	4	5,675.00	3,600.00	(37)





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>6100 - Recreational Admin</b>							
	Training & Education							
	<i>Training &amp; Education Totals</i>	\$3,325.00	\$8,475.00	\$264.91	3%	\$8,475.00	\$6,400.00	(24%)
	<i>Other Services &amp; Charges</i>							
52 6100	Auto Insurance	4,517.63	6,103.00	6,101.53	100	6,856.00	6,856.00	12
52 6110	Other Insurance	1,346.27	3,418.00	1,886.86	55	2,120.00	2,120.00	(38)
52 6193	City Wide Events	.00	4,000.00	.00		23,000.00	4,000.00	
52 6560	Workers Comp/Administrati	667.91	508.00	496.96	98	545.00	545.00	7
	<i>Other Services &amp; Charges Totals</i>	\$6,531.81	\$14,029.00	\$8,485.35	60%	\$32,521.00	\$13,521.00	(4%)
	<i>Materials &amp; Supplies</i>							
52 7300	Postage	437.11	400.00	360.60	90	400.00	400.00	
52 7330	Copy Expense	108.74	2,250.00	1,875.80	83	2,000.00	2,000.00	(11)
53 7000	Gas & Oil	101.53	250.00	107.49	43	150.00	150.00	(40)
53 7010	Tools/Shop Supplies	255.87	250.00	165.29	66	250.00	250.00	
53 7050	Medical Services/Supplies	1,308.50	150.00	167.00	111	500.00	500.00	233
53 7080	Recreational Supplies	654.48	1,500.00	2,715.87	181	1,500.00	1,500.00	
53 7122	Computer Supplies	.00	1,400.00	.00		.00	.00	(100)
53 7150	Other Operating Supplies	939.99	.00	880.94		500.00	500.00	
53 7310	Office Supplies	.00	1,000.00	.00		500.00	500.00	(50)
	<i>Materials &amp; Supplies Totals</i>	\$3,806.22	\$7,200.00	\$6,272.99	87%	\$5,800.00	\$5,800.00	(19%)
	<i>Cost Of Sales</i>							
53 7030	Food & Dietary Supplies	828.75	.00	.00		.00	.00	
	<i>Cost Of Sales Totals</i>	\$828.75	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	Department <b>6100 - Recreational Admin Totals</b>	\$297,119.13	\$202,876.00	\$214,888.72	106%	\$274,449.00	\$256,820.00	27%
	<b>EXPENSE TOTALS</b>	\$297,119.13	\$202,876.00	\$214,888.72	106%	\$274,449.00	\$256,820.00	27%
	Fund <b>100 - GENERAL FUND Totals</b>	\$297,119.13	\$202,876.00	\$214,888.72	106%	\$274,449.00	\$256,820.00	27%
	<b>EXPENSE TOTALS</b>	\$297,119.13	\$202,876.00	\$214,888.72	106%	\$274,449.00	\$256,820.00	27%
	Fund <b>100 - GENERAL FUND Totals</b>	(\$297,119.13)	(\$202,876.00)	(\$214,888.72)	106%	(\$274,449.00)	(\$256,820.00)	27%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$297,119.13	\$202,876.00	\$214,888.72	106%	\$274,449.00	\$256,820.00	27%
	Net Grand Totals	(\$297,119.13)	(\$202,876.00)	(\$214,888.72)	106%	(\$274,449.00)	(\$256,820.00)	27%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>6100 - Recreational Admin</b>			
Account	<b>52 5240 - Telephone</b>			
100 6100 52 5240	AT&T	1.0000	120.00	120.00
100 6100 52 5240	Comcast	1.0000	684.00	684.00
100 6100 52 5240	Verizon Cell Phone	12.0000	67.00	804.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	3	<u>\$1,608.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
100 6100 52 5700	Moody's R & M Vehicles	1.0000	2,000.00	2,000.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
100 6100 52 5710	Office Furniture for Assistant Recreation Director	1.0000	1,000.00	1,000.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 6100 52 5730	Email License	1.0000	1,078.00	1,078.00
100 6100 52 5730	Mimecast	1.0000	479.00	479.00
100 6100 52 5730	Tyler Technologies	1.0000	5,911.00	5,911.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>\$7,468.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
100 6100 52 6100	Apex Auto Liability (Allocation)	1.0000	6,856.00	6,856.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$6,856.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 6100 52 6110	Apex Insurance Personnel Allocation	1.0000	2,120.00	2,120.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$2,120.00</u>
Account	<b>52 6193 - City Wide Events</b>			
100 6100 52 6193	Black History	1.0000	1,000.00	1,000.00
100 6100 52 6193	Cultural Arts Council Meetings	1.0000	1,000.00	1,000.00
100 6100 52 6193	Cultural Arts Pop Up Party	1.0000	1,000.00	1,000.00
100 6100 52 6193	Jazz on the Lawn	1.0000	1,000.00	1,000.00
	Account <b>52 6193 - City Wide Events</b> Totals	Transactions	4	<u>\$4,000.00</u>
Account	<b>52 6200 - Training</b>			
100 6100 52 6200	Fred Pryor Membership & Training	3.0000	200.00	600.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>\$600.00</u>
Account	<b>52 6210 - Dues</b>			
100 6100 52 6210	Americas for the Arts	1.0000	400.00	400.00
100 6100 52 6210	Corporate Membership	1.0000	400.00	400.00
100 6100 52 6210	GRPA Agency Dues	1.0000	400.00	400.00
100 6100 52 6210	GRPA District Dues	1.0000	600.00	600.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund <b>100 - GENERAL FUND</b>					
Department <b>6100 - Recreational Admin</b>					
Account <b>52 6210 - Dues</b>					
100 6100 52 6210	NRPA Dues	1.0000	400.00	400.00	
		Account <b>52 6210 - Dues</b> Totals	Transactions	5	<u>2,200.00</u>
Account <b>52 6230 - Conventions/Meetings</b>					
100 6100 52 6230	Americas for the Arts Conference	1.0000	2,400.00	2,400.00	
100 6100 52 6230	GRPA Conference	1.0000	1,200.00	1,200.00	
		Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	2	<u>\$3,600.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>					
100 6100 52 6560	Apex Insurance Workers Comp Allocation	1.0000	480.00	480.00	
100 6100 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	65.00	65.00	
		Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$545.00</u>
Account <b>52 7300 - Postage</b>					
100 6100 52 7300	Postage	1.0000	400.00	400.00	
		Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$400.00</u>
Account <b>52 7330 - Copy Expense</b>					
100 6100 52 7330	Copy Expense	1.0000	2,000.00	2,000.00	
		Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account <b>53 5680 - Tires</b>					
100 6100 53 5680	Tires	2.0000	250.00	500.00	
		Account <b>53 5680 - Tires</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>53 7000 - Gas &amp; Oil</b>					
100 6100 53 7000	Gas for Vehicle	1.0000	150.00	150.00	
		Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$150.00</u>
Account <b>53 7010 - Tools/Shop Supplies</b>					
100 6100 53 7010	Tools & Supplies	1.0000	250.00	250.00	
		Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	1	<u>\$250.00</u>
Account <b>53 7050 - Medical Services/Supplies</b>					
100 6100 53 7050	Medical Supplies	1.0000	500.00	500.00	
		Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>53 7080 - Recreational Supplies</b>					
100 6100 53 7080	Other Recreational Supplies	1.0000	1,500.00	1,500.00	
		Account <b>53 7080 - Recreational Supplies</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account <b>53 7150 - Other Operating Supplies</b>					
100 6100 53 7150	Other Operating Supplies	1.0000	500.00	500.00	
		Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	1	<u>\$500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>6100 - Recreational Admin</b>			
Account	<b>53 7310 - Office Supplies</b>			
100 6100 53 7310	Office Supplies	1.0000	500.00	500.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
	Department <b>6100 - Recreational Admin</b> Totals	Transactions	33	<u>\$38,297.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	33	<u>\$38,297.00</u>
	<b>EXPENSES Totals</b>	Transactions	33	<u>\$38,297.00</u>
	Grand Totals	Transactions	33	<u>\$38,297.00</u>

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

Department and Number: **Recreation Admin -6100** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<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:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

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

Fund: 100 Department and Number: Recreation Admin 6100

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

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

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

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Curr Year</i>		<i>Tag #.</i>
							<i>Mileage</i>	<i>Mileage</i>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	97,838	103,718	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA51401BB68865	21,649.00	4/15/2001	91,178	106,592	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	52,637	55,224	GV19220
994-G	2017	FORD	F-150	1FTMF1C8OHFA27490	19,918.00	11/8/2016	9,787	16,861	GV4239K
995-G	2017	FORD	T-350	1F1BAX2CGXHKA34973	36,060.00	11/28/2016	3,840	7,615	GV4240K

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**





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

Department: Recreation Admin

Fund: 100

Division:

Department Number: 6100

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET  
CAPITAL PROJECTS  
EXHIBIT H

**Department/Division:**  
Recreation Admin.

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

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

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## **EXHIBIT I-BUDGET PERFORMANCE**

### **Program Description: RECREATION DEPARTMENTS**

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

#### **Trends:**

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

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

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

#### **Program 2020-21 Objectives:**

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

#### **Performance Measures**

##### **Program Goals and Objectives:**

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

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

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

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

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

## **EXHIBIT I-BUDGET PERFORMANCE**

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

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

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

Grow the Cultural Art within the city.

### **Prior Year Highlights:**

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

## **EXHIBIT I-BUDGET PERFORMANCE**

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

## EXHIBIT I-BUDGET PERFORMANCE

- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.
- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.

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

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Fund: **100**

Department and Number: **Recreation Admin / 6100**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

Reason for Requesting:

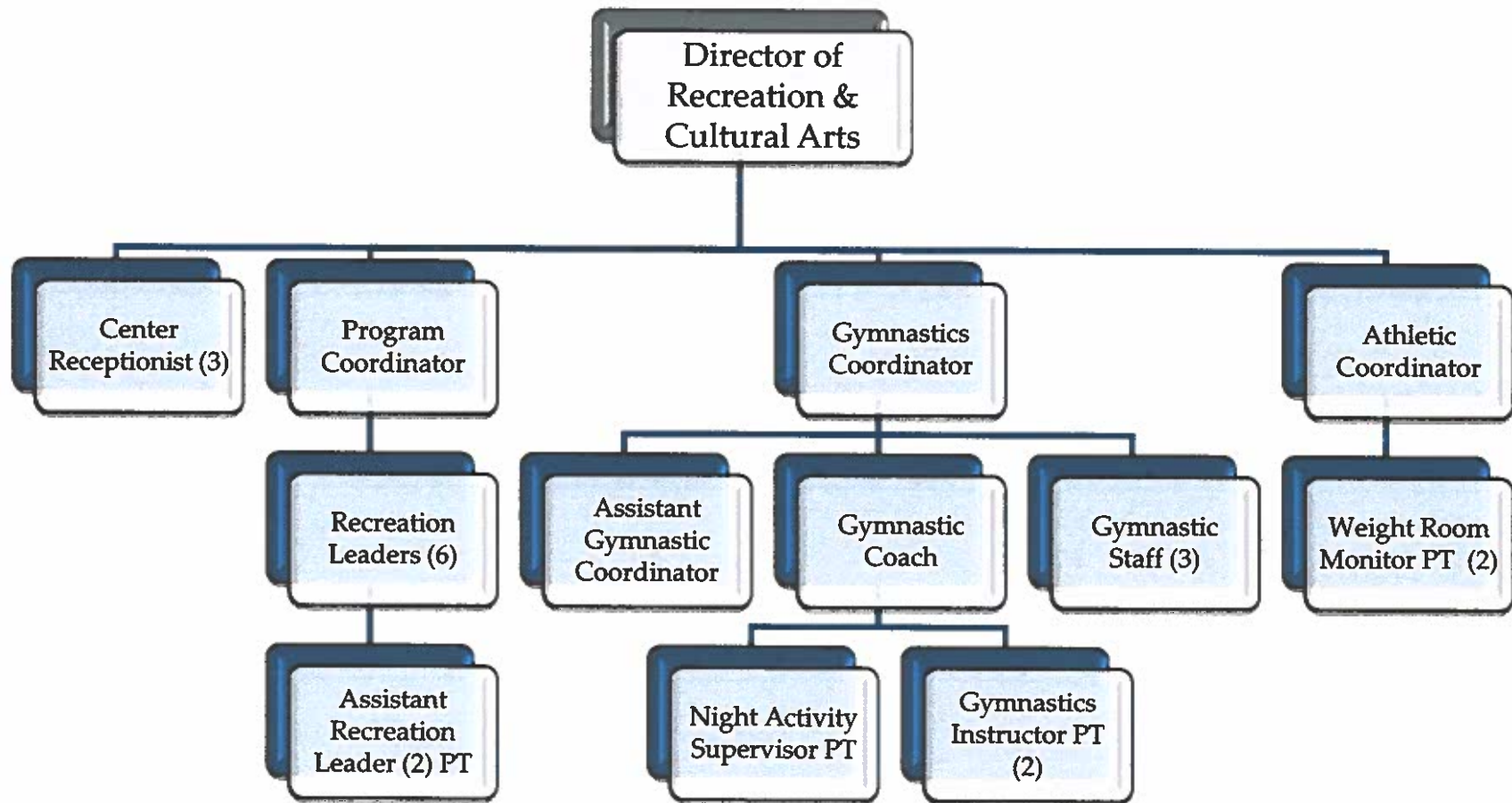
Cost Estimate/Revenue Enhancement:



## Recreation Programs

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# Recreation Programs Organizational Chart



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

**Fund: 100**                      **Department and Number: Recreation Programs 6110**

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	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Athletic Coordinator	1	1	1	1	1
Gymnastics Coordinator	1	1	1	1	1
Assistant Gymnastics Cord.	0	1	1	1	1
Program Coordinator	0	1	1	1	1
Recreation Leader	5	5	5	6	6
Administrative Coordinator	1	0	0	0	0
Receptionist	2	2	3	3	3
Gymnastic Coach	1	1	1	1	1
Gymnastic Staff	3	3	3	3	3
<b>Part Time Positions:</b>					
Assistant Recreation Leader	1	2	2	2	2
Night Activity Supervisor	2	2	1	1	1
Weight Room Monitor	2	2	2	2	2
Gymnastic Instructor	2	2	2	2	2
<b>Total Personnel:</b>	<b>15</b>	<b>17</b>	<b>23</b>	<b>24</b>	<b>24</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>6110 - Recreation Programs</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	524,661.92	424,708.00	378,882.90	89	310,954.00	435,053.00	2
51 5020	Salary/Overtime	1,024.73	.00	627.73		.00	.00	
51 5030	Salary/Partime	394,316.92	416,364.00	349,290.71	84	416,364.00	416,364.00	
51 5040	Shared Utility Payments	3,763.54	2,400.00	5,798.26	242	2,400.00	2,400.00	
51 5041	Shared Personnel Costs	32,445.00	49,140.00	24,850.00	51	49,140.00	49,140.00	
51 5190	Medicare	13,494.29	12,196.00	10,330.81	85	10,546.00	10,981.00	(10)
51 5200	Fica	25,360.00	25,815.00	21,328.91	83	25,815.00	25,815.00	
<i>Personnel Services Totals</i>		<b>\$995,066.40</b>	<b>\$930,623.00</b>	<b>\$791,109.32</b>	<b>85%</b>	<b>\$815,219.00</b>	<b>\$939,753.00</b>	<b>1%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	108,552.04	98,379.00	75,852.11	77	73,684.00	75,472.00	(23)
51 5161	Life Insurance	519.52	546.00	368.63	68	397.00	397.00	(27)
51 5163	ST Disability Insurance	808.40	1,000.00	517.17	52	1,000.00	1,000.00	
51 5164	LT Disability Insurance	759.45	808.00	487.95	60	808.00	808.00	
51 5165	Health Insurance	105,477.33	104,286.00	77,363.40	74	88,518.00	99,583.00	(5)
51 5166	Dental Insurance	3,013.79	3,545.00	2,522.14	71	3,471.00	3,471.00	(2)
51 5180	Uniforms	9,569.84	4,200.00	11,089.00	264	4,200.00	4,200.00	
<i>Employee Benefits Totals</i>		<b>\$228,700.37</b>	<b>\$212,764.00</b>	<b>\$168,200.40</b>	<b>79%</b>	<b>\$172,078.00</b>	<b>\$184,931.00</b>	<b>(13%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,736.52	.00	.00		.00	.00	
<i>Communications &amp; Util. Totals</i>		<b>\$2,736.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	16,300.05	13,000.00	9,771.38	75	13,000.00	13,000.00	
<i>Rentals Totals</i>		<b>\$16,300.05</b>	<b>\$13,000.00</b>	<b>\$9,771.38</b>	<b>75%</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>	<b>0%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	5,846.54	3,632.00	10,225.02	282	4,000.00	4,000.00	10
52 5730	R&M - D/P Equipment	5,662.40	6,844.00	5,629.79	82	21,444.00	21,444.00	213
52 5780	Grounds	81,783.02	80,000.00	108,561.44	136	150,000.00	120,000.00	50
<i>Repair &amp; Maintenance Totals</i>		<b>\$93,291.96</b>	<b>\$90,476.00</b>	<b>\$124,416.25</b>	<b>138%</b>	<b>\$175,444.00</b>	<b>\$145,444.00</b>	<b>61%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	300.00	.00	192.12		.00	.00	
<i>Building Maintenance Totals</i>		<b>\$300.00</b>	<b>\$0.00</b>	<b>\$192.12</b>	<b>+++</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
<i>Training &amp; Education</i>								
52 6200	Training	4,811.04	1,000.00	4,540.25	454	1,420.00	1,420.00	42



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>6110 - Recreation Programs</b>								
<i>Training &amp; Education</i>								
52 6210	Dues	3,472.99	1,008.00	3,761.85	373	1,058.00	1,058.00	5
52 6220	Subscription/Publications	1,003.88	795.00	.00		1,390.00	1,390.00	75
52 6230	Conventions/Meetings	1,653.62	2,000.00	916.40	46	2,000.00	1,000.00	(50)
<i>Training &amp; Education Totals</i>		<b>\$10,941.53</b>	<b>\$4,803.00</b>	<b>\$9,218.50</b>	<b>192%</b>	<b>\$5,868.00</b>	<b>\$4,868.00</b>	<b>1%</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	.00	.00	300.00		.00	.00	
52 6100	Auto Insurance	.00	1,669.00	.00		.00	.00	(100)
52 6110	Other Insurance	17,917.35	24,487.00	22,642.38	92	25,442.00	25,442.00	4
52 6130	Miscellaneous Services	1,089.80	.00	.00		.00	.00	
52 6160	Instructor & Official Fee	357,798.22	235,885.00	269,563.97	114	276,265.00	276,265.00	17
52 6170	Contractual Services	15,650.00	.00	.00		20,000.00	.00	
52 6530	Tournament Fees	21,613.51	14,500.00	750.00	5	14,500.00	14,500.00	
52 6560	Workers Comp/Administrati	5,184.02	3,432.00	5,963.55	174	6,544.00	6,544.00	91
52 6580	Unemployment Compensation	.00	1,132.00	.00		.00	.00	(100)
52 6600	Claims Workers Comp.	11,101.10	1,000.00	34,521.24	3,452	.00	.00	(100)
<i>Other Services &amp; Charges Totals</i>		<b>\$430,354.00</b>	<b>\$282,105.00</b>	<b>\$333,741.14</b>	<b>118%</b>	<b>\$342,751.00</b>	<b>\$322,751.00</b>	<b>14%</b>
<i>Materials &amp; Supplies</i>								
52 6070	Swimming Pool Supplies & Service	.00	.00	800.00		1,000.00	1,000.00	
52 7330	Copy Expense	522.09	.00	.00		.00	.00	
53 7000	Gas & Oil	8,714.98	2,500.00	3,251.65	130	.00	.00	(100)
53 7010	Tools/Shop Supplies	.00	.00	19.12		.00	.00	
53 7020	Janitorial Supplies	.00	.00	495.00		500.00	500.00	
53 7050	Medical Services/Supplies	2,855.50	900.00	267.00	30	500.00	500.00	(44)
53 7080	Recreational Supplies	55,333.06	52,210.00	44,948.67	86	38,210.00	38,210.00	(27)
53 7121	Computer Hardware	6,660.01	2,000.00	8,441.64	422	2,200.00	2,200.00	10
53 7150	Other Operating Supplies	134,829.90	50,335.00	60,705.24	121	68,400.00	58,000.00	15
<i>Materials &amp; Supplies Totals</i>		<b>\$208,915.54</b>	<b>\$107,945.00</b>	<b>\$118,928.32</b>	<b>110%</b>	<b>\$110,810.00</b>	<b>\$100,410.00</b>	<b>(7%)</b>
<i>Cost Of Sales</i>								
53 6420	Concessions Purchased	.00	450.00	.00		450.00	450.00	
53 7030	Food & Dietary Supplies	4,259.82	5,200.00	11,801.59	227	10,000.00	5,200.00	
<i>Cost Of Sales Totals</i>		<b>\$4,259.82</b>	<b>\$5,650.00</b>	<b>\$11,801.59</b>	<b>209%</b>	<b>\$10,450.00</b>	<b>\$5,650.00</b>	<b>0%</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	EXPENSE							
Department	<b>6110 - Recreation Programs</b> Totals	\$1,990,866.19	\$1,647,366.00	\$1,567,379.02	95%	\$1,645,620.00	\$1,716,807.00	4%
	EXPENSE TOTALS	\$1,990,866.19	\$1,647,366.00	\$1,567,379.02	95%	\$1,645,620.00	\$1,716,807.00	4%
Fund	<b>100 - GENERAL FUND</b> Totals							
	EXPENSE TOTALS	\$1,990,866.19	\$1,647,366.00	\$1,567,379.02	95%	\$1,645,620.00	\$1,716,807.00	4%
Fund	<b>100 - GENERAL FUND</b> Totals	(\$1,990,866.19)	(\$1,647,366.00)	(\$1,567,379.02)	95%	(\$1,645,620.00)	(\$1,716,807.00)	4%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$1,990,866.19	\$1,647,366.00	\$1,567,379.02	95%	\$1,645,620.00	\$1,716,807.00	4%
	Net Grand Totals	(\$1,990,866.19)	(\$1,647,366.00)	(\$1,567,379.02)	95%	(\$1,645,620.00)	(\$1,716,807.00)	4%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>6110 - Recreation Programs</b>			
Account	<b>52 5330 - Office Equipment Rental</b>			
100 6110 52 5330	Lease for Brady Copier	1.0000	1,100.00	1,100.00
100 6110 52 5330	Lease for Conley Xerox	1.0000	1,200.00	1,200.00
100 6110 52 5330	Lease for Wyatt Xerox	2.0000	3,850.00	7,700.00
100 6110 52 5330	Overage for printing	1.0000	3,000.00	3,000.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	4	<u>\$13,000.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
100 6110 52 5700	Moody's	1.0000	4,000.00	4,000.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	1	<u>\$4,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 6110 52 5730	Email License	1.0000	10,495.00	10,495.00
100 6110 52 5730	Mimecast	1.0000	5,210.00	5,210.00
100 6110 52 5730	Tyler NW	1.0000	5,739.00	5,739.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>\$21,444.00</u>
Account	<b>52 5780 - Grounds</b>			
100 6110 52 5780	Field & Park Maintenance	1.0000	120,000.00	120,000.00
	Account <b>52 5780 - Grounds</b> Totals	Transactions	1	<u>\$120,000.00</u>
Account	<b>52 6070 - Swimming Pool Supplies &amp; Service</b>			
100 6110 52 6070	Swimming Supplies	1.0000	1,000.00	1,000.00
	Account <b>52 6070 - Swimming Pool Supplies &amp; Service</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 6110 52 6110	Apex Insurance Personnel Allocation	1.0000	25,442.00	25,442.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$25,442.00</u>
Account	<b>52 6160 - Instructor &amp; Official Fee</b>			
100 6110 52 6160	Adult Basketball Officials & Scorekeepers	1.0000	18,000.00	18,000.00
100 6110 52 6160	Cultural Arts (Piano, Chorale, Drawing & Sound)	1.0000	16,000.00	16,000.00
100 6110 52 6160	Dance Class (Elevated, Ballet, Jazz & Hip Hop, Zumba, Yoga)	1.0000	42,000.00	42,000.00
100 6110 52 6160	Football Officials & Support Staff	1.0000	25,000.00	25,000.00
100 6110 52 6160	Forfeiture Fees	2.0000	250.00	500.00
100 6110 52 6160	Gymnastics Contractor KiDsGym USA	1.0000	110,000.00	110,000.00
100 6110 52 6160	Gymnastics Judges & Scorekeepers	1.0000	4,000.00	4,000.00
100 6110 52 6160	Karate Classes at Conley & Godby	1.0000	4,880.00	4,880.00
100 6110 52 6160	Police Officers for Adult Basketball (\$ 35 per hour for 96 game)	1.0000	19,000.00	19,000.00
100 6110 52 6160	Tutoring	1.0000	1,885.00	1,885.00
100 6110 52 6160	Volleyball	1.0000	4,000.00	4,000.00
100 6110 52 6160	Youth Baseball Umpires & Scorekeepers	1.0000	8,000.00	8,000.00
100 6110 52 6160	Youth Basketball Officials & Scorekeepers	1.0000	23,000.00	23,000.00
	Account <b>52 6160 - Instructor &amp; Official Fee</b> Totals	Transactions	13	<u>\$276,265.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>6110 - Recreation Programs</b>				
Account <b>52 6200 - Training</b>				
100 6110 52 6200	Day Camp Workshop	4.0000	50.00	200.00
100 6110 52 6200	GRPA District Workshop	5.0000	80.00	400.00
100 6110 52 6200	Summer Staff Training for Counselors, Lifegaurds, Instructors	62.0000	10.00	620.00
100 6110 52 6200	Volunteer Coaches	10.0000	20.00	200.00
Account <b>52 6200 - Training</b> Totals		Transactions	4	<u>\$1,420.00</u>
Account <b>52 6210 - Dues</b>				
100 6110 52 6210	BJ's	1.0000	233.00	233.00
100 6110 52 6210	Costco	1.0000	75.00	75.00
100 6110 52 6210	GRPA	15.0000	50.00	750.00
Account <b>52 6210 - Dues</b> Totals		Transactions	3	<u>\$1,058.00</u>
Account <b>52 6220 - Subscription/Publications</b>				
100 6110 52 6220	Coaches Magazine	1.0000	100.00	100.00
100 6110 52 6220	Referee Magazine	1.0000	100.00	100.00
100 6110 52 6220	SportsEngine website	2.0000	595.00	1,190.00
Account <b>52 6220 - Subscription/Publications</b> Totals		Transactions	3	<u>\$1,390.00</u>
Account <b>52 6230 - Conventions/Meetings</b>				
100 6110 52 6230	GRPA State Conference	2.0000	250.00	500.00
100 6110 52 6230	Gymnastics Workshop	8.0000	62.50	500.00
Account <b>52 6230 - Conventions/Meetings</b> Totals		Transactions	2	<u>\$1,000.00</u>
Account <b>52 6530 - Tournament Fees</b>				
100 6110 52 6530	Basketball	1.0000	6,250.00	6,250.00
100 6110 52 6530	Volleyball	1.0000	2,000.00	2,000.00
100 6110 52 6530	Youth Track	1.0000	6,250.00	6,250.00
Account <b>52 6530 - Tournament Fees</b> Totals		Transactions	3	<u>\$14,500.00</u>
Account <b>52 6560 - Workers Comp/Administrati</b>				
100 6110 52 6560	Apex Insurance Workers Comp Allocation	1.0000	5,760.00	5,760.00
100 6110 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	784.00	784.00
Account <b>52 6560 - Workers Comp/Administrati</b> Totals		Transactions	2	<u>\$6,544.00</u>
Account <b>53 7080 - Recreational Supplies</b>				
100 6110 53 7080	Adult Basketball Championship shirts & awards	1.0000	900.00	900.00
100 6110 53 7080	Baseball	2.0000	1,000.00	2,000.00
100 6110 53 7080	Brady Center Basketball Equipment	1.0000	4,000.00	4,000.00
100 6110 53 7080	Conley Center Weight Room Shirts	1.0000	3,000.00	3,000.00
100 6110 53 7080	Day Camp T-shirts for Brady, Conley & Godby	1.0000	4,000.00	4,000.00
100 6110 53 7080	Summer Day Camp Participants & Staff t-shirts	1.0000	4,000.00	4,000.00
100 6110 53 7080	Tack Favor Track Club/Summer	1.0000	7,500.00	7,500.00
100 6110 53 7080	Track Spring	1.0000	4,895.00	4,895.00





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>6110 - Recreation Programs</b>			
Account	<b>53 7080 - Recreational Supplies</b>			
100 6110 53 7080	TWRC Equipment/Athletic Supplies	1.0000	4,915.00	4,915.00
100 6110 53 7080	TWRC Weight Room t-shirts	1.0000	3,000.00	3,000.00
	Account <b>53 7080 - Recreational Supplies</b> Totals	Transactions	10	<u>\$38,210.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
100 6110 53 7121	Conference Room set up with computer/TV/projector	1.0000	2,000.00	2,000.00
100 6110 53 7121	Phone for Conference Room	1.0000	200.00	200.00
	Account <b>53 7121 - Computer Hardware</b> Totals	Transactions	2	<u>\$2,200.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
100 6110 53 7150	After School Supplies	1.0000	4,000.00	4,000.00
100 6110 53 7150	Camp Supplies Brady, Conley & TWRC	1.0000	5,000.00	5,000.00
100 6110 53 7150	Chair Covers (Events)	1.0000	1,000.00	1,000.00
100 6110 53 7150	Cultural Arts "Pop Up Party" Initiatives	5.0000	1,000.00	5,000.00
100 6110 53 7150	Cultural Arts (Sound and Lighting Supplies)	1.0000	4,600.00	4,600.00
100 6110 53 7150	Cultural Arts Council	4.0000	800.00	3,200.00
100 6110 53 7150	Cultural Arts Events	4.0000	800.00	3,200.00
100 6110 53 7150	Day Camp Transportation (Spring & Summer for all Centers)	1.0000	5,000.00	5,000.00
100 6110 53 7150	Easter Egg Hunt	1.0000	2,000.00	2,000.00
100 6110 53 7150	Light Up Decorations	1.0000	4,000.00	4,000.00
100 6110 53 7150	Light Up/Christmas Parade	1.0000	3,500.00	3,500.00
100 6110 53 7150	Seasonal Festival Godby	1.0000	4,000.00	4,000.00
100 6110 53 7150	Senior Thanksgiving	1.0000	2,000.00	2,000.00
100 6110 53 7150	Tri Cities 10K Road & 5K Road Race	1.0000	1,000.00	1,000.00
100 6110 53 7150	TWRC After School Supplies	1.0000	4,000.00	4,000.00
100 6110 53 7150	TWRC Supplies	1.0000	4,000.00	4,000.00
100 6110 53 7150	Young at Heart & Windom for All Seasons Seniors	1.0000	2,500.00	2,500.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	17	<u>\$58,000.00</u>
	Department <b>6110 - Recreation Programs</b> Totals	Transactions	70	<u>\$585,473.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	70	<u>\$585,473.00</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	70	<u>\$585,473.00</u>
	Grand Totals	Transactions	70	<u>\$585,473.00</u>

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

Department and Number: **Recreation Programs-6110** Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<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:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**



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

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

<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 Curr Year</b>		<b>Tag #.</b>
							<b>Mileage</b>	<b>Mileage</b>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	97,838	103,718	GV133061
986-G	2001	FORD	WINDSTAR	2FMZA51401BB68865	21,649.00	4/15/2001	91,178	106,592	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	52,637	55,224	GV19220
994-G	2017	FORD	F-150	1FTMF1C80HFA27490	19,918.00	11/8/2016	9,787	16,861	GV4239K
995-G	2017	FORD	T-350	1F1BAX2CGXHKA34973	36,060.00	11/28/2016	3,840	7,615	GV4240K

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**



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

Department: Recreation Programs

Fund: 100

Division:

Department Number: 6110

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Recreation Programs

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

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

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None



## **EXHIBIT I-BUDGET PERFORMANCE**

### **Program Description: RECREATION DEPARTMENTS**

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

#### **Trends:**

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

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

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

#### **Program 2020-21 Objectives:**

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

#### **Performance Measures**

##### **Program Goals and Objectives:**

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

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

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

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

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

## **EXHIBIT I-BUDGET PERFORMANCE**

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

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

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

Grow the Cultural Art within the city.

### **Prior Year Highlights:**

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

## **EXHIBIT I-BUDGET PERFORMANCE**

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

## **EXHIBIT I-BUDGET PERFORMANCE**

- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.
- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.

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

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Fund: **100**

Department and Number: **Recreation Programs / 6110**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

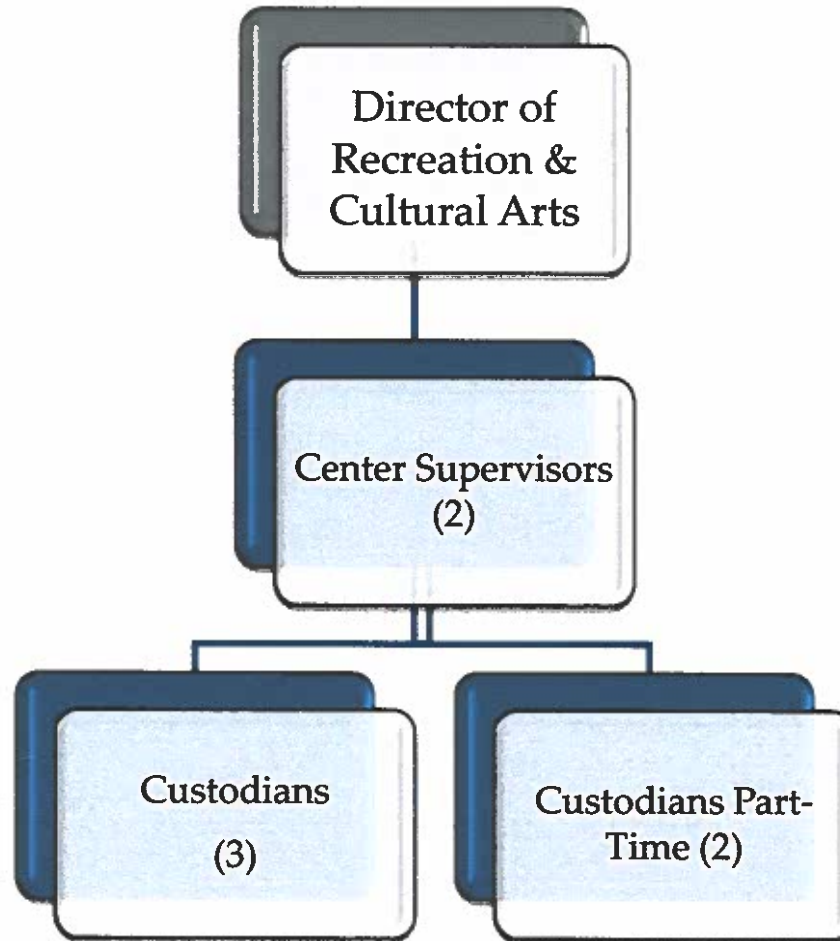
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

## Recreation Facilities

# Recreation Facilities Organizational Chart



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

Fund: 100

Department and Number: Recreation 6122

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Center Supervisor	2	2	2	2	2
Bldg. Maintenance Spec.	0	0	1	1	0
Custodian	3	3	3	3	3
Part Time Positions:					
Custodian	2	2	2	2	2
<b>Total Personnel:</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>6122 - Recreation Facilities</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	144,671.49	160,904.00	103,923.34	65	160,877.00	141,378.00	(12)
51 5020	Salary/Overtime	.00	.00	235.83		.00	.00	
51 5030	Salary/Partime	14,564.87	46,621.00	22,597.32	48	46,623.00	46,623.00	
51 5040	Shared Utility Payments	3,156.78	4,800.00	2,315.20	48	4,800.00	4,800.00	
51 5190	Medicare	2,162.59	3,009.00	1,713.40	57	3,009.00	2,726.00	(9)
51 5200	Fica	918.77	2,891.00	1,505.24	52	2,891.00	2,891.00	
<i>Personnel Services Totals</i>		<b>\$165,474.50</b>	<b>\$218,225.00</b>	<b>\$132,290.33</b>	<b>61%</b>	<b>\$218,200.00</b>	<b>\$198,418.00</b>	<b>(9%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	31,614.53	33,638.00	19,561.12	58	33,633.00	34,560.00	3
51 5161	Life Insurance	173.81	199.00	133.70	67	248.00	248.00	25
51 5163	ST Disability Insurance	279.88	505.00	122.58	24	505.00	505.00	
51 5164	LT Disability Insurance	242.80	344.00	140.50	41	344.00	344.00	
51 5165	Health Insurance	31,733.27	34,313.00	17,782.58	52	27,255.00	30,661.00	(11)
51 5166	Dental Insurance	595.68	833.00	307.12	37	500.00	500.00	(40)
51 5180	Uniforms	37.43	.00	.00		.00	.00	
<i>Employee Benefits Totals</i>		<b>\$64,677.40</b>	<b>\$69,832.00</b>	<b>\$38,047.60</b>	<b>54%</b>	<b>\$62,485.00</b>	<b>\$66,818.00</b>	<b>(4%)</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	37,998.83	58,560.00	39,206.00	67	61,976.00	56,976.00	(3)
52 5260	Heat & Power	215,180.99	100,000.00	251,458.19	251	220,000.00	220,000.00	120
52 5270	Water	(46,952.68)	24,000.00	36,938.56	154	35,000.00	35,000.00	46
52 5280	Other Communication/Util	42,140.14	28,000.00	35,704.97	128	35,000.00	35,000.00	25
<i>Communications &amp; Util. Totals</i>		<b>\$248,367.28</b>	<b>\$210,560.00</b>	<b>\$363,307.72</b>	<b>173%</b>	<b>\$351,976.00</b>	<b>\$346,976.00</b>	<b>65%</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	.00	.00	.00		.00	4,000.00	
52 5730	R&M - D/P Equipment	.00	2,904.00	1,855.00	64	1,700.00	1,700.00	(41)
52 5780	Grounds	7,466.50	.00	6,877.55		10,000.00	16,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$7,466.50</b>	<b>\$2,904.00</b>	<b>\$8,732.55</b>	<b>301%</b>	<b>\$11,700.00</b>	<b>\$21,700.00</b>	<b>647%</b>
<i>Building Maintenance</i>								
52 5741	R&M Bldg-Parks	5,565.00	.00	.00		.00	.00	
52 5746	R&M Bldg-Recreation	238,077.12	100,000.00	216,403.94	216	250,000.00	.00	(100)
<i>Building Maintenance Totals</i>		<b>\$243,642.12</b>	<b>\$100,000.00</b>	<b>\$216,403.94</b>	<b>216%</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>(100%)</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 100 - GENERAL FUND								
<b>EXPENSE</b>								
Department 6122 - Recreation Facilities								
Other Services & Charges								
52 6110	Other Insurance	4,711.95	7,679.00	6,604.03	86	7,421.00	7,421.00	(3)
52 6130	Miscellaneous Services	(138.60)	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	2,023.12	1,373.00	1,739.37	127	1,909.00	1,909.00	39
52 6600	Claims Workers Comp.	1,368.84	.00	57,409.86		.00	.00	
<i>Other Services &amp; Charges Totals</i>		\$7,965.31	\$9,052.00	\$65,753.26	726%	\$9,330.00	\$9,330.00	3%
<i>Materials &amp; Supplies</i>								
52 6070	Swimming Pool Supplies & Service	69,608.03	34,000.00	32,831.94	97	70,000.00	70,000.00	106
52 7320	Stationery & Printing	7,716.80	5,000.00	5,333.78	107	8,000.00	8,000.00	60
53 7010	Tools/Shop Supplies	2,901.12	2,000.00	11,375.14	569	3,000.00	3,000.00	50
53 7020	Janitorial Supplies	55,531.32	50,000.00	28,434.86	57	50,000.00	50,000.00	
53 7050	Medical Services/Supplies	58.50	10,719.00	225.50	2	1,000.00	1,000.00	(91)
53 7310	Office Supplies	18,114.95	10,000.00	15,923.91	159	20,000.00	15,000.00	50
<i>Materials &amp; Supplies Totals</i>		\$153,930.72	\$111,719.00	\$94,125.13	84%	\$152,000.00	\$147,000.00	32%
<i>Capital Outlay</i>								
54 7520	Buildings	61,474.00	80,000.00	33,339.00	42	.00	.00	(100)
54 7590	Vehicles - Replace	.00	.00	.00		40,000.00	.00	
54 7610	Office Equipment - New	.00	.00	.00		8,000.00	.00	
54 7630	Other Equipment - New	.00	8,000.00	.00		5,500.00	.00	(100)
54 7640	Other Equipment - Replace	.00	.00	.00		25,400.00	7,500.00	
54 7851	Parks	6,020.00	9,000.00	.00		9,000.00	.00	(100)
<i>Capital Outlay Totals</i>		\$67,494.00	\$97,000.00	\$33,339.00	34%	\$87,900.00	\$7,500.00	(92%)
Department 6122 - Recreation Facilities Totals		\$959,017.83	\$819,292.00	\$951,999.53	116%	\$1,143,591.00	\$797,742.00	(3%)
<b>EXPENSE TOTALS</b>		\$959,017.83	\$819,292.00	\$951,999.53	116%	\$1,143,591.00	\$797,742.00	(3%)
Fund 100 - GENERAL FUND Totals								
<b>EXPENSE TOTALS</b>		\$959,017.83	\$819,292.00	\$951,999.53	116%	\$1,143,591.00	\$797,742.00	(3%)
Fund 100 - GENERAL FUND Totals		(\$959,017.83)	(\$819,292.00)	(\$951,999.53)	116%	(\$1,143,591.00)	(\$797,742.00)	(3%)
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$959,017.83	\$819,292.00	\$951,999.53	116%	\$1,143,591.00	\$797,742.00	(3%)
Net Grand Totals		(\$959,017.83)	(\$819,292.00)	(\$951,999.53)	116%	(\$1,143,591.00)	(\$797,742.00)	(3%)



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>6122 - Recreation Facilities</b>			
Account	<b>52 5240 - Telephone</b>			
100 6122 52 5240	AT&T Club (Auditorium Way Alarm)	12.0000	82.00	984.00
100 6122 52 5240	AT&T Club (Brady Rec)	12.0000	82.00	984.00
100 6122 52 5240	AT&T Club (Conley Rec)	12.0000	252.00	3,024.00
100 6122 52 5240	AT&T Club (Godby VPN)	12.0000	122.00	1,464.00
100 6122 52 5240	AT&T Club (Historical Bldg)	12.0000	41.00	492.00
100 6122 52 5240	AT&T Club (Rec Alarm)	12.0000	163.00	1,956.00
100 6122 52 5240	Cisco Phone (Brady)	2.0000	291.66	583.32
100 6122 52 5240	Cisco Phone (Conley)	6.0000	291.66	1,749.96
100 6122 52 5240	Cisco Phone (Godby)	4.0000	291.66	1,166.64
100 6122 52 5240	Comcast	1.0000	2,908.00	2,908.00
100 6122 52 5240	Windstream (Brady)	12.0000	1,218.00	14,616.00
100 6122 52 5240	Windstream (Conley)	12.0000	1,386.00	16,632.00
100 6122 52 5240	Windstream (Godby)	12.0000	868.00	10,416.00
	Account 52 5240 - Telephone Totals	Transactions	13	\$56,975.92
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
100 6122 52 5710	Office furniture for Conference Room at Conley	1.0000	4,000.00	4,000.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	\$4,000.00
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 6122 52 5730	Email License	1.0000	1,281.00	1,281.00
100 6122 52 5730	Mimecast	1.0000	419.00	419.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	\$1,700.00
Account	<b>52 5780 - Grounds</b>			
100 6122 52 5780	Cutting and Chemicals for Baseball/Football Fields & Rec Centers	1.0000	7,000.00	7,000.00
100 6122 52 5780	Maintenance for Parks (Zupp, Phillips & Barrett)	3.0000	3,000.00	9,000.00
	Account 52 5780 - Grounds Totals	Transactions	2	\$16,000.00
Account	<b>52 6070 - Swimming Pool Supplies &amp; Service</b>			
100 6122 52 6070	Annual Chemicals, maintenance, repair for pools yearly	1.0000	70,000.00	70,000.00
	Account 52 6070 - Swimming Pool Supplies & Service Totals	Transactions	1	\$70,000.00
Account	<b>52 6110 - Other Insurance</b>			
100 6122 52 6110	Apex Insurance Personnel Allocation	1.0000	7,421.00	7,421.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$7,421.00
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 6122 52 6560	Apex Insurance Workers Comp Allocation	1.0000	1,680.00	1,680.00
100 6122 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	229.00	229.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	\$1,909.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>6122 - Recreation Facilities</b>			
Account	<b>53 7020 - Janitorial Supplies</b>			
100 6122 53 7020	Cleaning and janitorial supplies for Parks & facilities	1.0000	50,000.00	50,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>50,000.00</u>
Account	<b>53 7310 - Office Supplies</b>			
100 6122 53 7310	Office supplies	1.0000	15,000.00	15,000.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>15,000.00</u>
Account	<b>54 7640 - Other Equipment - Replace</b>			
100 6122 54 7640	Air conditioner replace for Conley	1.0000	7,500.00	7,500.00
	Account <b>54 7640 - Other Equipment - Replace</b> Totals	Transactions	1	<u>7,500.00</u>
	Department <b>6122 - Recreation Facilities</b> Totals	Transactions	25	<u>\$230,505.92</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	25	<u>\$230,505.92</u>
	<b>EXPENSES Totals</b>	<b>Transactions</b>	25	<u>\$230,505.92</u>
	Grand Totals	Transactions	25	<u>\$230,505.92</u>

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

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

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<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:**

**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:**

**NOVA**

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

Fund: 100 Department and Number: Recreation Facilities 6122

New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> x 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other	Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2020-21 Maintenance Cost <hr/> Estimated FYE 2020-21 Operating Cost
--	---

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

Justification/Description: Need a vehicle for transportation for events, senior, day camps and program for the Conley Recreation Center.	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 40,000 Purchase Price 20 years Estimated Useful Life daily Estimated Use During 2020-21 Estimated Operating Cost During 2020-21	Rental Option New Vehicle/Equipment Rental/Lease Cost per Year Estimated Length of Rental/Lease Estimated Use During 2020-21 Estimated Operating Cost During 2020-21
---	--

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

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

<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</b>	<b>Curr Year</b>	<b>Tag #.</b>
							<b>Mileage</b>	<b>Mileage</b>	
972-G	1997	FORD	F150	1FTDF1723VNB83952	14,238.00	12/5/1996	97,838	103,718	GV133061
986-G	2001	FORD	WINDSTAR	2FMZAS1401BB68865	21,649.00	4/15/2001	91,178	106,592	GV3783M
996-G	2008	FORD	E-350	1FBSS31L68DB08449	22,283.00	3/6/2008	52,637	55,224	GV19220
994-G	2017	FORD	F-150	1FTMF1C80HFA27490	19,918.00	11/8/2016	9,787	16,861	GV4239K
995-G	2017	FORD	T-350	1F1BAX2CGXHKA34973	36,060.00	11/28/2016	3,840	7,615	GV4240K

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**





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

Department: Recreation Facilities

Fund: 100

Division:

Department Number: 6122

Item/Project Name: Air Conditioner & Heat Unit

Item/Project Manager: Lance Terry

Priority Rating:

Units Requested: 1

Number of Similar Units on Hand: 2

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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

---

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

There are 2 units at Conley Recreation Center that are over 15 years old. They have been repaired several times and need to be replaced.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 15 years

Estimated Cost \$7,500

Less: Trade-In N/A

Net Cost \$7,500

Comparable Quotes:

Vendor Name

Vendor Quote

---

1. Basic Services \$ 7500

2.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Recreation Facilities

**Project Name or Title:** Air Conditioner & Heat Unit Replacement

**Project Description:**

The current AC/heating unit has been repaired multiple times and have been advised that it could go out at any time and needs to be replaced. We have two units on hand at the Conley Recreation Center.

**Project Justification and Impact:**

Justification to replace worn out 17 year-old units with new AC/heating unit. The impact would be to have continued heat and air during operating hours for the programs.

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500

**Useful Life:** 15 years

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## **EXHIBIT I-BUDGET PERFORMANCE**

### **Program Description: RECREATION DEPARTMENTS**

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

### **Trends:**

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

### **Program Broad Goals:**

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

### **Program 2020-21 Objectives:**

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

### **Performance Measures**

#### **Program Goals and Objectives:**

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

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

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

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

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

## **EXHIBIT I-BUDGET PERFORMANCE**

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

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

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

Grow the Cultural Art within the city.

### **Prior Year Highlights:**

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

## **EXHIBIT I-BUDGET PERFORMANCE**

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

## **EXHIBIT I-BUDGET PERFORMANCE**

- The College Park Football YFA won the 9 year champion and the 7 year age group was runner up along with the 5 year Flag Football champion.
- The College Park Tumbleweeds Summer Training Team offered a performance and luncheon for all City of College Park employees.
- Partnered with Luke Sports Project to offer Charter Middles School basketball and flag football.

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

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Fund: 100

Department and Number: **Recreation Facilities / 6122**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

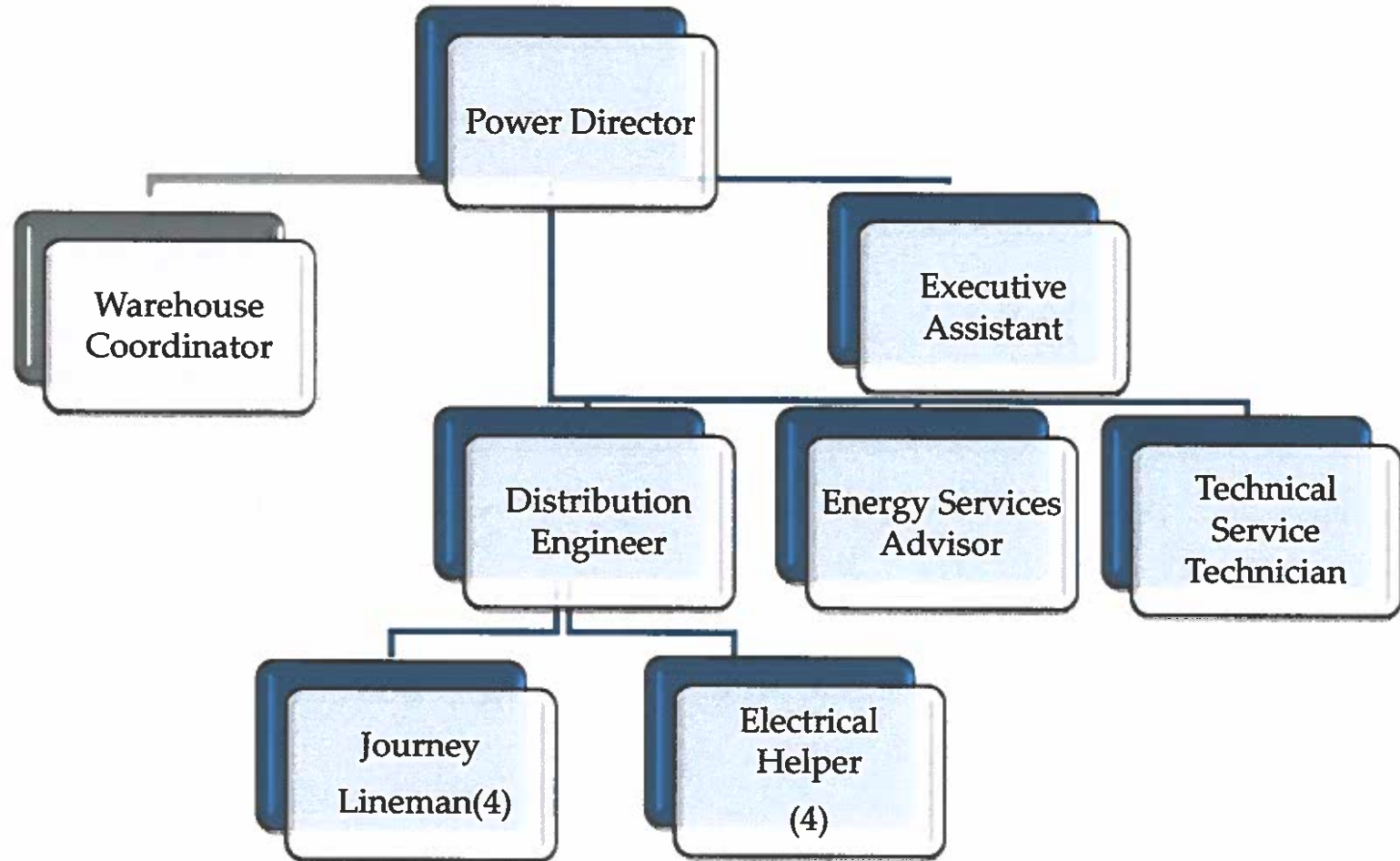
Reason for Requesting:

Cost Estimate/Revenue Enhancement:





# Power Line Organizational Chart



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

Fund: 510

Department and Number: Power – Line 4600

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Power Director	1	1	1	1	1
Assistant Power Director	0	0	0	0	0
Power Superintendent	1	1	0	0	0
Distribution Engineer	1	1	1	1	1
Lineman/Electrical Worker	4	4	4	4	4
Administrative Assistant	1	1	0	0	0
Executive Assistant	0	0	1	1	1
Accounts Payable Technician	0	0	0	0	0
Electrical Technician	1	1	1	1	1
Appr./Electrical Worker I	0	0	0	0	0
Appr./Electrical Worker II	0	0	0	0	0
Appr./Electrical Worker III	0	0	0	0	0
Laborer/Electrical Helper	4	4	4	4	4
Energy Services Advisor	1	1	1	1	1
<b>Total Personnel:</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>	<b>13</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>REVENUE</b>								
Department <b>4600 - Electric/Line Taxes</b>								
31 9110	Penalties/Int on Delinque	397,701.31	800,000.00	459,001.23	57	600,000.00	600,000.00	(25)
<i>Taxes Totals</i>		<b>\$397,701.31</b>	<b>\$800,000.00</b>	<b>\$459,001.23</b>	<b>57%</b>	<b>\$600,000.00</b>	<b>\$600,000.00</b>	<b>(25%)</b>
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	7,336,870.94	8,750,000.00	6,299,881.51	72	9,000,000.00	9,180,000.00	5
34 4112	Sales To Commercial Cust.	18,271,435.73	21,250,000.00	14,153,144.04	67	23,000,000.00	23,545,000.00	11
34 4330	Sales Convention Center	1,360,826.80	1,200,000.00	1,104,272.40	92	1,500,000.00	1,500,000.00	25
34 4340	Other City Sales	401,838.12	400,000.00	429,547.68	107	500,000.00	500,000.00	25
34 4380	Meters And Bases	27,848.50	27,000.00	20,946.00	78	27,000.00	27,000.00	
34 4396	Utility Settlement Credit	(122,123.12)	.00	.00		.00	.00	
<i>Charges For Services Totals</i>		<b>\$27,276,696.97</b>	<b>\$31,627,000.00</b>	<b>\$22,007,791.63</b>	<b>70%</b>	<b>\$34,027,000.00</b>	<b>\$34,752,000.00</b>	<b>10%</b>
<i>Commissions</i>								
34 5515	CNG Fuel Facility	27,976.94	22,000.00	20,985.60	95	22,000.00	22,000.00	
<i>Commissions Totals</i>		<b>\$27,976.94</b>	<b>\$22,000.00</b>	<b>\$20,985.60</b>	<b>95%</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>0%</b>
<i>Leases &amp; Other Rent</i>								
38 1000	Other Rental Income	115,243.61	110,000.00	103,547.22	94	112,000.00	112,000.00	2
38 1001	Gas South Alliance	.00	14,400.00	7,942.72	55	140,000.00	14,000.00	(3)
<i>Leases &amp; Other Rent Totals</i>		<b>\$115,243.61</b>	<b>\$124,400.00</b>	<b>\$111,489.94</b>	<b>90%</b>	<b>\$252,000.00</b>	<b>\$126,000.00</b>	<b>1%</b>
<i>Other Income</i>								
32 2990	Administrative Charge	67,300.00	55,000.00	107,787.49	196	150,000.00	55,000.00	
34 1900	Miscellaneous Income	370,557.47	100,000.00	124,765.32	125	150,000.00	200,000.00	100
34 4130	Sales - Recycled Material	1,299.48	7,000.00	.00		7,000.00	7,000.00	
34 9300	Returned Check Fees	4,150.00	16,000.00	4,050.00	25	6,000.00	6,000.00	(63)
<i>Other Income Totals</i>		<b>\$443,306.95</b>	<b>\$178,000.00</b>	<b>\$236,602.81</b>	<b>133%</b>	<b>\$313,000.00</b>	<b>\$268,000.00</b>	<b>51%</b>
<i>Interest</i>								
36 1000	Interest - Nonrestricted	122,062.22	.00	46,547.65		40,000.00	70,000.00	
<i>Interest Totals</i>		<b>\$122,062.22</b>	<b>\$0.00</b>	<b>\$46,547.65</b>	<b>+++</b>	<b>\$40,000.00</b>	<b>\$70,000.00</b>	<b>+++</b>
Department <b>4600 - Electric/Line Totals</b>		<b>\$28,382,988.00</b>	<b>\$32,751,400.00</b>	<b>\$22,882,418.86</b>	<b>70%</b>	<b>\$35,254,000.00</b>	<b>\$35,838,000.00</b>	<b>9%</b>
<b>REVENUE TOTALS</b>		<b>\$28,382,988.00</b>	<b>\$32,751,400.00</b>	<b>\$22,882,418.86</b>	<b>70%</b>	<b>\$35,254,000.00</b>	<b>\$35,838,000.00</b>	<b>9%</b>
<b>EXPENSE</b>								
Department <b>4600 - Electric/Line Personnel Services</b>								
51 5010	Salary/Operating	676,178.32	726,856.00	495,651.59	68	689,874.00	689,874.00	(5)
51 5016	Salary On-Call	12,225.00	9,000.00	7,800.00	87	9,000.00	9,000.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4600 - Electric/Line</b>								
<i>Personnel Services</i>								
51 5020	Salary/Overtime	68,285.26	50,000.00	35,453.34	71	50,000.00	50,000.00	
51 5040	Shared Utility Payments	2,039.23	2,400.00	1,942.79	81	2,400.00	4,800.00	100
51 5190	Medicare	10,333.13	8,324.00	7,153.49	86	8,324.00	8,324.00	
<i>Personnel Services Totals</i>		<b>\$769,060.94</b>	<b>\$796,580.00</b>	<b>\$548,001.21</b>	<b>69%</b>	<b>\$759,598.00</b>	<b>\$761,998.00</b>	<b>(4%)</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	137,873.06	122,487.00	103,610.87	85	115,105.00	118,277.00	(3)
51 5161	Life Insurance	666.85	695.00	471.59	68	645.00	645.00	(7)
51 5163	ST Disability Insurance	1,019.97	1,331.00	661.50	50	1,331.00	1,331.00	
51 5164	LT Disability Insurance	896.33	1,304.00	587.34	45	1,304.00	1,304.00	
51 5165	Health Insurance	86,313.84	99,678.00	60,681.38	61	98,700.00	111,038.00	11
51 5166	Dental Insurance	2,415.38	2,765.00	1,717.70	62	2,420.00	2,420.00	(12)
51 5180	Uniforms	19,021.70	14,200.00	15,743.69	111	14,200.00	14,200.00	
<i>Employee Benefits Totals</i>		<b>\$248,207.13</b>	<b>\$242,460.00</b>	<b>\$183,474.07</b>	<b>76%</b>	<b>\$233,705.00</b>	<b>\$249,215.00</b>	<b>3%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	33,001.38	25,044.00	19,109.78	76	31,698.00	31,698.00	27
52 5260	Heat & Power	116,304.47	60,000.00	87,246.50	145	115,000.00	115,000.00	92
52 5261	Golf Course Utilities	.00	10,380.00	.00		10,380.00	10,380.00	
52 5270	Water	1,333.61	5,000.00	1,253.87	25	5,000.00	5,000.00	
52 5280	Other Communication/Util	1,696.69	10,000.00	1,272.51	13	10,000.00	10,000.00	
<i>Communications &amp; Util. Totals</i>		<b>\$152,336.15</b>	<b>\$110,424.00</b>	<b>\$108,882.66</b>	<b>99%</b>	<b>\$172,078.00</b>	<b>\$172,078.00</b>	<b>56%</b>
<i>Rentals</i>								
52 5330	Office Equipment Rental	193.35	2,500.00	972.30	39	2,500.00	2,500.00	
52 5340	Vehicle Rental	350.00	500.00	.00		500.00	500.00	
<i>Rentals Totals</i>		<b>\$543.35</b>	<b>\$3,000.00</b>	<b>\$972.30</b>	<b>32%</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>0%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	72,382.43	60,000.00	55,408.74	92	60,000.00	60,000.00	
52 5720	R&M Communication Equip	958.69	5,000.00	373.18	7	5,000.00	5,000.00	
52 5730	R&M - D/P Equipment	3,181.13	14,245.00	4,553.40	32	16,350.00	16,350.00	15
52 5780	Grounds	181,722.44	200,000.00	128,175.57	64	200,000.00	200,000.00	
52 5790	R&M-Distribution System	411,762.09	425,000.00	241,847.14	57	425,000.00	425,000.00	
53 5680	Tires	4,122.27	3,000.00	1,757.44	59	3,000.00	3,000.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$674,129.05</b>	<b>\$707,245.00</b>	<b>\$432,115.47</b>	<b>61%</b>	<b>\$709,350.00</b>	<b>\$709,350.00</b>	<b>0%</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
EXPENSE								
Department <b>4600 - Electric/Line</b>								
Building Maintenance								
52 5740	R&M-Buildings	4,992.43	7,400.00	276.55	4	7,400.00	7,400.00	
<i>Building Maintenance Totals</i>		<b>\$4,992.43</b>	<b>\$7,400.00</b>	<b>\$276.55</b>	<b>4%</b>	<b>\$7,400.00</b>	<b>\$7,400.00</b>	<b>0%</b>
Training & Education								
52 6200	Training	31,226.75	33,700.00	15,473.16	46	34,200.00	34,200.00	1
52 6210	Dues	17,389.63	15,000.00	9,635.28	64	15,000.00	15,000.00	
52 6220	Subscription/Publications	503.00	400.00	108.00	27	400.00	400.00	
52 6230	Conventions/Meetings	11,889.54	9,000.00	9,220.44	102	10,000.00	10,000.00	11
<i>Training &amp; Education Totals</i>		<b>\$61,008.92</b>	<b>\$58,100.00</b>	<b>\$34,436.88</b>	<b>59%</b>	<b>\$59,600.00</b>	<b>\$59,600.00</b>	<b>3%</b>
Other Services & Charges								
52 3505	Mileage Reimbursement	45.34	200.00	.00		200.00	200.00	
52 5450	Legal Fees	3,922.50	1,500.00	.00		1,500.00	1,500.00	
52 5510	Consulting Fees	69,005.10	105,000.00	49,735.95	47	105,000.00	105,000.00	
52 6000	Advertising Expense	10,891.12	10,000.00	14,770.66	148	10,000.00	10,000.00	
52 6050	Bank Charges	15.00	1,000.00	148.16	15	1,000.00	1,000.00	
52 6100	Auto Insurance	25,774.58	26,718.00	21,965.52	82	24,681.00	24,681.00	(8)
52 6110	Other Insurance	8,637.59	12,536.00	11,149.65	89	13,781.00	13,781.00	10
52 6130	Miscellaneous Services	34,975.85	25,400.00	30,900.81	122	25,400.00	25,400.00	
52 6141	Custodial Service	5,718.17	6,000.00	2,700.00	45	6,000.00	6,000.00	
52 6150	Engineering Services	37,777.50	25,000.00	35,421.11	142	40,000.00	25,000.00	
52 6170	Contractual Services	696,243.92	680,000.00	376,345.72	55	752,000.00	752,000.00	11
52 6193	City Wide Events	.00	.00	.00		20,000.00	20,000.00	
52 6510	Claims Not Workmans Comp.	.00	2,000.00	.00		2,000.00	2,000.00	
52 6550	Consulting Fees - Edp	750.00	750.00	395.00	53	750.00	750.00	
52 6560	Workers Comp/Administrati	3,397.77	2,288.00	3,230.26	141	3,545.00	3,545.00	55
52 6580	Unemployment Compensation	.00	2,500.00	.00		2,500.00	2,500.00	
52 6590	Contingencies	.00	4,334.00	.00		.00	72,132.00	1,564
52 6600	Claims Workers Comp.	8.00	500.00	.00		500.00	500.00	
<i>Other Services &amp; Charges Totals</i>		<b>\$897,162.44</b>	<b>\$905,726.00</b>	<b>\$546,762.84</b>	<b>60%</b>	<b>\$1,008,857.00</b>	<b>\$1,065,989.00</b>	<b>18%</b>
Materials & Supplies								
52 7300	Postage	109.85	600.00	38.51	6	600.00	600.00	
52 7320	Stationery & Printing	.00	300.00	289.96	97	300.00	300.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>510 - ELECTRIC/POWER FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4600 - Electric/Line</b>							
	<i>Materials &amp; Supplies</i>							
52 7330	Copy Expense	210.10	.00	199.69		.00	.00	
53 7000	Gas & Oil	24,190.58	15,000.00	6,577.17	44	15,000.00	15,000.00	
53 7010	Tools/Shop Supplies	20,700.72	39,596.00	32,569.21	82	39,596.00	39,596.00	
53 7020	Janitorial Supplies	1,278.22	1,000.00	1,740.87	174	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	158.50	1,100.00	25.00	2	1,100.00	1,100.00	
53 7091	Road Signs & Delineators	37,716.36	60,000.00	12,525.00	21	60,000.00	60,000.00	
53 7110	Safety Supplies	21,351.14	20,895.00	20,371.10	97	20,895.00	20,895.00	
53 7121	Computer Hardware	2,971.24	3,000.00	.00		3,000.00	3,000.00	
53 7122	Computer Supplies	969.51	200.00	.00		200.00	200.00	
53 7150	Other Operating Supplies	2,960.15	.00	.00		.00	.00	
53 7310	Office Supplies	8,096.89	8,580.00	8,743.55	102	8,580.00	8,580.00	
	<i>Materials &amp; Supplies Totals</i>	\$120,713.26	\$150,271.00	\$83,080.06	55%	\$150,271.00	\$150,271.00	0%
	<i>Cost Of Sales</i>							
53 6030	Power Purchases	25,490,880.79	26,500,000.00	18,151,511.41	68	27,500,000.00	28,600,000.00	8
53 6031	Solar Power Purchases	(141.04)	1,000.00	614.26	61	1,000.00	1,000.00	
	<i>Cost Of Sales Totals</i>	\$25,490,739.75	\$26,501,000.00	\$18,152,125.67	68%	\$27,501,000.00	\$28,601,000.00	8%
	<i>Operating Transfers Out</i>							
61 1100	Oper. Transfer Out Gen	115,182.00	115,182.00	.00		.00	115,182.00	
61 1558	Transfer BIDA	500,000.00	.00	.00		.00	.00	
	<i>Operating Transfers Out Totals</i>	\$615,182.00	\$115,182.00	\$0.00	0%	\$0.00	\$115,182.00	0%
	<i>Accounting Charges</i>							
57 4001	Utility Assistance	58,200.00	64,400.00	625.00	1	64,400.00	64,400.00	
	<i>Accounting Charges Totals</i>	\$58,200.00	\$64,400.00	\$625.00	1%	\$64,400.00	\$64,400.00	0%
	<i>Capital Outlay</i>							
54 7590	Vehicles - Replace	25,840.00	21,000.00	.00		261,000.00	71,000.00	238
54 7650	Communications	.00	5,000.00	.00		4,500.00	4,500.00	(10)
54 7700	Capital Improvement Fund	133,671.92	125,000.00	17,190.00	14	150,000.00	150,000.00	20
54 7710	Electric Improvements	1,947,691.95	865,000.00	845,316.27	98	1,420,000.00	1,145,000.00	32
54 7850	Other System Improvements	253,221.02	345,000.00	.00		595,000.00	470,000.00	36
54 7860	Street Lighting	287,073.78	360,000.00	90,579.00	25	530,000.00	530,000.00	47
	<i>Capital Outlay Totals</i>	\$2,647,498.67	\$1,721,000.00	\$953,085.27	55%	\$2,960,500.00	\$2,370,500.00	38%
	Department <b>4600 - Electric/Line Totals</b>	\$31,739,774.09	\$31,382,788.00	\$21,043,837.98	67%	\$33,629,759.00	\$34,329,983.00	9%



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>510 - ELECTRIC/POWER FUND</b>							
	EXPENSE TOTALS	\$31,739,774.09	\$31,382,788.00	\$21,043,837.98	67%	\$33,629,759.00	\$34,329,983.00	9%
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals							
	REVENUE TOTALS	\$28,382,988.00	\$32,751,400.00	\$22,882,418.86	70%	\$35,254,000.00	\$35,838,000.00	9%
	EXPENSE TOTALS	\$31,739,774.09	\$31,382,788.00	\$21,043,837.98	67%	\$33,629,759.00	\$34,329,983.00	9%
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals	(\$3,356,786.09)	\$1,368,612.00	\$1,838,580.88	134%	\$1,624,241.00	\$1,508,017.00	10%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$28,382,988.00	\$32,751,400.00	\$22,882,418.86	70%	\$35,254,000.00	\$35,838,000.00	9%
	EXPENSE GRAND TOTALS	\$31,739,774.09	\$31,382,788.00	\$21,043,837.98	67%	\$33,629,759.00	\$34,329,983.00	9%
	Net Grand Totals	(\$3,356,786.09)	\$1,368,612.00	\$1,838,580.88	134%	\$1,624,241.00	\$1,508,017.00	10%





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 5240 - Telephone</b>			
510 4600 52 5240	AT&T Club (CP Power)	12.0000	82.00	984.00
510 4600 52 5240	AT&T Club (Power Dept Meter)	12.0000	163.00	1,956.00
510 4600 52 5240	AT&T Club (Power Dept)	12.0000	262.00	3,144.00
510 4600 52 5240	Cisco Phone	8.0000	291.66	2,333.28
510 4600 52 5240	Comcast	1.0000	2,064.00	2,064.00
510 4600 52 5240	Verizon Cell Phones	12.0000	968.00	11,616.00
510 4600 52 5240	Verizon Data Plan	12.0000	252.00	3,024.00
510 4600 52 5240	Windstream	12.0000	548.00	6,576.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	8	<u>\$31,697.28</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
510 4600 52 5260	Allocation by Accounting	1.0000	115,000.00	115,000.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>\$115,000.00</u>
Account	<b>52 5270 - Water</b>			
510 4600 52 5270	Allocations Determine by Accounting	1.0000	5,000.00	5,000.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>\$5,000.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
510 4600 52 5280	Sanitation Charges 50% split with W&S Fund	1.0000	5,000.00	5,000.00
510 4600 52 5280	Storm Sewer Charges 50% split with W& S Fund	1.0000	5,000.00	5,000.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	2	<u>\$10,000.00</u>
Account	<b>52 5330 - Office Equipment Rental</b>			
510 4600 52 5330	Lease and Maintenance for 1 copy machine	1.0000	2,500.00	2,500.00
	Account <b>52 5330 - Office Equipment Rental</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account	<b>52 5340 - Vehicle Rental</b>			
510 4600 52 5340	Crane for heavy lifting & other specialized as needed	1.0000	500.00	500.00
	Account <b>52 5340 - Vehicle Rental</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 5450 - Legal Fees</b>			
510 4600 52 5450	Allocation Estimated by Accounting	1.0000	1,500.00	1,500.00
	Account <b>52 5450 - Legal Fees</b> Totals	Transactions	1	<u>\$1,500.00</u>
Account	<b>52 5510 - Consulting Fees</b>			
510 4600 52 5510	Consulting for Major Projects and Developments	1.0000	13,000.00	13,000.00
510 4600 52 5510	ECG Marketing, Business and Econ Devel Contract Svcs.	1.0000	89,000.00	89,000.00
510 4600 52 5510	Mapping Service	12.0000	250.00	3,000.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	3	<u>\$105,000.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4600 52 5700	Allocated for Moodys Garage	1.0000	44,504.00	44,504.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4600 52 5700	R&M for 9 Heavy Constr, 3 psgr & 2 trailer vehicles	1.0000	15,496.00	15,496.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	2	<u>\$60,000.00</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
510 4600 52 5720	Comcast for Wireless Access Points	1.0000	1,440.00	1,440.00
510 4600 52 5720	Recloser Batteries	1.0000	3,560.00	3,560.00
	Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	2	<u>\$5,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4600 52 5730	Civic Live	1.0000	606.26	606.26
510 4600 52 5730	Comcast	12.0000	172.00	2,064.00
510 4600 52 5730	Email License	1.0000	1,770.00	1,770.00
510 4600 52 5730	Mimecast	1.0000	778.00	778.00
510 4600 52 5730	Northstar Maintenance	1.0000	7,475.00	7,475.00
510 4600 52 5730	Tyler NW	1.0000	3,656.00	3,656.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	6	<u>\$16,349.26</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
510 4600 52 5740	Carpet Cleaning for the Offices	9.0000	100.00	900.00
510 4600 52 5740	Pest Control	1.0000	750.00	750.00
510 4600 52 5740	R&M for HVAC system, structural, electrical & plumbing	1.0000	5,000.00	5,000.00
510 4600 52 5740	Safety and door mat service	1.0000	750.00	750.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	4	<u>\$7,400.00</u>
Account	<b>52 5780 - Grounds</b>			
510 4600 52 5780	Contract Power line right-of-way clearing & tree trimmig	1.0000	200,000.00	200,000.00
	Account <b>52 5780 - Grounds</b> Totals	Transactions	1	<u>\$200,000.00</u>
Account	<b>52 5790 - R&amp;M-Distribution System</b>			
510 4600 52 5790	3-Ph Metering Equip	1.0000	12,200.00	12,200.00
510 4600 52 5790	35'/wooden utility poles	80.0000	180.00	14,400.00
510 4600 52 5790	45'/3 wooden utility poles	100.0000	325.00	32,500.00
510 4600 52 5790	50'/2 wooden utility poles	25.0000	390.00	9,750.00
510 4600 52 5790	55'/2 wooden utility poles	20.0000	525.00	10,500.00
510 4600 52 5790	Cable - Metering and Signal Control	3.0000	1,000.00	3,000.00
510 4600 52 5790	Construction hardware, material and supplies	1.0000	48,350.00	48,350.00
510 4600 52 5790	Electrical Repair and assistant for other departments	1.0000	10,000.00	10,000.00
510 4600 52 5790	Gang Operated - 3-phase overhead	4.0000	3,000.00	12,000.00
510 4600 52 5790	Godby Road lighting - Georgia Power	12.0000	750.00	9,000.00
510 4600 52 5790	Meter base replacement & repair	1.0000	20,000.00	20,000.00
510 4600 52 5790	Misc material - rope, glue, cable clean, etc.	1.0000	6,000.00	6,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 5790 - R&amp;M-Distribution System</b>			
510 4600 52 5790	Primary voltage PT and CT equipment	1.0000	6,000.00	6,000.00
510 4600 52 5790	Regulator Control Panel Fiber Optic-Spare	1.0000	2,000.00	2,000.00
510 4600 52 5790	Roadway Lighting material and supplies	1.0000	10,000.00	10,000.00
510 4600 52 5790	Transformer and Switchgear repair	1.0000	25,000.00	25,000.00
510 4600 52 5790	Wire and Cable	1.0000	194,300.00	194,300.00
	Account 52 5790 - R&M-Distribution System Totals	Transactions	17	\$425,000.00
Account	<b>52 6000 - Advertising Expense</b>			
510 4600 52 6000	Marketing APPA, CP Econ Dev promoting CP	1.0000	10,000.00	10,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	\$10,000.00
Account	<b>52 6100 - Auto Insurance</b>			
510 4600 52 6100	Apex Auto Liability (Allocation)	1.0000	24,681.00	24,681.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	\$24,681.00
Account	<b>52 6110 - Other Insurance</b>			
510 4600 52 6110	Apex Insurance Personnel Allocation	1.0000	13,781.00	13,781.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	\$13,781.00
Account	<b>52 6130 - Miscellaneous Services</b>			
510 4600 52 6130	Commercial Revenue Meter Testing - ECG	56.0000	125.00	7,000.00
510 4600 52 6130	Haz mat Consulting and Analysis	1.0000	7,500.00	7,500.00
510 4600 52 6130	Haz mat testing and Disposal	1.0000	7,500.00	7,500.00
510 4600 52 6130	PCB Tracking software annual license renewal	1.0000	400.00	400.00
510 4600 52 6130	Underground Production Center Annual Fees	1.0000	3,000.00	3,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	5	\$25,400.00
Account	<b>52 6141 - Custodial Service</b>			
510 4600 52 6141	Annual Janitorial Service	1.0000	6,000.00	6,000.00
	Account 52 6141 - Custodial Service Totals	Transactions	1	\$6,000.00
Account	<b>52 6150 - Engineering Services</b>			
510 4600 52 6150	Engineering for distribution, substation, large service, etc-ECG	1.0000	25,000.00	25,000.00
	Account 52 6150 - Engineering Services Totals	Transactions	1	\$25,000.00
Account	<b>52 6170 - Contractual Services</b>			
510 4600 52 6170	AMI Contract with ECG/GE	1.0000	650,000.00	650,000.00
510 4600 52 6170	Contract Line Construction Service	1.0000	88,000.00	88,000.00
510 4600 52 6170	Pole attachment monitoring and billing service (ECG)	1.0000	14,000.00	14,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	3	\$752,000.00
Account	<b>52 6193 - City Wide Events</b>			
510 4600 52 6193	Assistance with Ward/City wide events	1.0000	20,000.00	20,000.00
	Account 52 6193 - City Wide Events Totals	Transactions	1	\$20,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 6200 - Training</b>			
510 4600 52 6200	Admin and Professional Staff Training - EGC	1.0000	350.00	350.00
510 4600 52 6200	Advance traffic Control Workshop	1.0000	850.00	850.00
510 4600 52 6200	Apprentice Lineman - EGC	1.0000	3,000.00	3,000.00
510 4600 52 6200	EGC- Annual Training, Safety and Education Services	1.0000	30,000.00	30,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	4	<u>\$34,200.00</u>
Account	<b>52 6210 - Dues</b>			
510 4600 52 6210	APPA Annual Dues and Membership	1.0000	15,000.00	15,000.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	1	<u>\$15,000.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
510 4600 52 6220	Business, Professional, Econ Dev and Trade Publication	1.0000	400.00	400.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>\$400.00</u>
Account	<b>52 6230 - Conventions/Meetings</b>			
510 4600 52 6230	Departmental Overview Meetings	1.0000	2,850.00	2,850.00
510 4600 52 6230	ECG Annual Engineering & Operations Conference	1.0000	1,500.00	1,500.00
510 4600 52 6230	ECG Annual Mtg	1.0000	1,500.00	1,500.00
510 4600 52 6230	EGC Econ Dev Summit	1.0000	1,400.00	1,400.00
510 4600 52 6230	Host Luncheon - Regional Utility Council	1.0000	1,000.00	1,000.00
510 4600 52 6230	MEAG Annual Mtg	1.0000	1,500.00	1,500.00
510 4600 52 6230	South Fulton Chamber of Commerce Mtg	1.0000	250.00	250.00
	Account <b>52 6230 - Conventions/Meetings</b> Totals	Transactions	7	<u>\$10,000.00</u>
Account	<b>52 6510 - Claims Not Workmans Comp.</b>			
510 4600 52 6510	Allocated by Others	1.0000	2,000.00	2,000.00
	Account <b>52 6510 - Claims Not Workmans Comp.</b> Totals	Transactions	1	<u>\$2,000.00</u>
Account	<b>52 6550 - Consulting Fees - Edp</b>			
510 4600 52 6550	DLT/AutoCAD Annual License renewal (2years)	1.0000	750.00	750.00
	Account <b>52 6550 - Consulting Fees - Edp</b> Totals	Transactions	1	<u>\$750.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4600 52 6560	Apex Insurance Workers Comp Allocation	1.0000	3,120.00	3,120.00
510 4600 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	425.00	425.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$3,545.00</u>
Account	<b>52 6580 - Unemployment Compensation</b>			
510 4600 52 6580	Allocated	1.0000	2,500.00	2,500.00
	Account <b>52 6580 - Unemployment Compensation</b> Totals	Transactions	1	<u>\$2,500.00</u>
Account	<b>52 6600 - Claims Workers Comp.</b>			
510 4600 52 6600	Workers Comp Claims	1.0000	500.00	500.00
	Account <b>52 6600 - Claims Workers Comp.</b> Totals	Transactions	1	<u>\$500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>52 7300 - Postage</b>			
510 4600 52 7300	Letters and Package delivery	1.0000	600.00	600.00
		Transactions	1	<u>600.00</u>
	Account	<b>52 7300 - Postage Totals</b>		
				<u>\$600.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
510 4600 52 7320	Business cards and letterhead	1.0000	300.00	300.00
		Transactions	1	<u>300.00</u>
	Account	<b>52 7320 - Stationery &amp; Printing Totals</b>		
				<u>\$300.00</u>
Account	<b>53 5680 - Tires</b>			
510 4600 53 5680	3 passenger vehicles and 2 pickup trucks	8.0000	125.00	1,000.00
510 4600 53 5680	9 Construction vehicles plus trailers and specialty units	1.0000	2,000.00	2,000.00
		Transactions	2	<u>\$3,000.00</u>
	Account	<b>53 5680 - Tires Totals</b>		
				<u>\$3,000.00</u>
Account	<b>53 6030 - Power Purchases</b>			
510 4600 53 6030	Power Purchases includes 1 mil YES, 1.2 mil Sandersville credits	1.0000	28,600,000.00	28,600,000.00
		Transactions	1	<u>\$28,600,000.00</u>
	Account	<b>53 6030 - Power Purchases Totals</b>		
				<u>\$28,600,000.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
510 4600 53 7000	Gasoline and Diesel for 12 vehicles	1.0000	15,000.00	15,000.00
		Transactions	1	<u>\$15,000.00</u>
	Account	<b>53 7000 - Gas &amp; Oil Totals</b>		
				<u>\$15,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
510 4600 53 7010	1/2 Ton Lift	4.0000	420.00	1,680.00
510 4600 53 7010	12 Ton Press tool	1.0000	5,000.00	5,000.00
510 4600 53 7010	2/0 Mac Jumpers 15'	1.0000	1,800.00	1,800.00
510 4600 53 7010	Bucket Rescue Kit	4.0000	250.00	1,000.00
510 4600 53 7010	Chain saw - 26' Bar	1.0000	1,000.00	1,000.00
510 4600 53 7010	Compression Tool - MD-6-7	2.0000	325.00	650.00
510 4600 53 7010	Compression Tool -MD-67-8	2.0000	325.00	650.00
510 4600 53 7010	Digging Tools - Shovels, hand diggers,Rock bar, tamp, etc	5.0000	300.00	1,500.00
510 4600 53 7010	Equipment trailer	1.0000	4,800.00	4,800.00
510 4600 53 7010	Excavator Kit	1.0000	2,600.00	2,600.00
510 4600 53 7010	Fiberglass Ladder - 6' (Tech Svc)	1.0000	250.00	250.00
510 4600 53 7010	Hammer Drill - 1/2' Drive	1.0000	525.00	525.00
510 4600 53 7010	Hand Tools - Side cutters, sockets, screw drivers	12.0000	85.00	1,020.00
510 4600 53 7010	Harness/Laynyards	4.0000	525.00	2,100.00
510 4600 53 7010	Hydraulic Ground Rod Driver	1.0000	550.00	550.00
510 4600 53 7010	Hydraulic Impact Wrench	3.0000	825.00	2,475.00
510 4600 53 7010	Hydraulic Kubota Thumb Kit	1.0000	3,096.00	3,096.00
510 4600 53 7010	Hydraulic Tamp	1.0000	1,000.00	1,000.00
510 4600 53 7010	Line Hose	1.0000	500.00	500.00
510 4600 53 7010	Lineman Skinning Knife	10.0000	80.00	800.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>53 7010 - Tools/Shop Supplies</b>			
510 4600 53 7010	Lineman Wrench	5.0000	60.00	300.00
510 4600 53 7010	Lowell Wrench	3.0000	175.00	525.00
510 4600 53 7010	Phase Sticks	1.0000	900.00	900.00
510 4600 53 7010	Ratcher Cutter - ASCR Hand Held - Tech Svc +1	4.0000	275.00	1,100.00
510 4600 53 7010	Rotation Meter	2.0000	325.00	650.00
510 4600 53 7010	STIHL Saw	1.0000	320.00	320.00
510 4600 53 7010	Tag 200 Voltage Detector	2.0000	365.00	730.00
510 4600 53 7010	Two Ton Hoist	2.0000	250.00	500.00
510 4600 53 7010	Volt Meter - True RMS	2.0000	225.00	450.00
510 4600 53 7010	Wire grips 20-30 & 10, Guy Grips	5.0000	225.00	1,125.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	30	<u>\$39,596.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
510 4600 53 7020	House Keeping cleaning supplies & paper goods	1.0000	1,000.00	1,000.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
510 4600 53 7050	AED Supplies - batteries, leads and annual medical directives	1.0000	500.00	500.00
510 4600 53 7050	Employee physicals and first aid supplies	1.0000	600.00	600.00
	Account <b>53 7050 - Medical Services/Supplies</b> Totals	Transactions	2	<u>\$1,100.00</u>
Account	<b>53 7091 - Road Signs &amp; Delineators</b>			
510 4600 53 7091	Detector Loop repair	2.0000	2,000.00	4,000.00
510 4600 53 7091	Pedestrian Signal Equipment	1.0000	3,850.00	3,850.00
510 4600 53 7091	Railroad Crossing Blank out Signs	2.0000	2,700.00	5,400.00
510 4600 53 7091	Signal Equipment - Head assemblies, LED, Flashers	1.0000	5,000.00	5,000.00
510 4600 53 7091	Signal Repair	1.0000	38,000.00	38,000.00
510 4600 53 7091	USDOT Grade Crossing - Quiet Zone per Engineering	1.0000	3,750.00	3,750.00
	Account <b>53 7091 - Road Signs &amp; Delineators</b> Totals	Transactions	6	<u>\$60,000.00</u>
Account	<b>53 7110 - Safety Supplies</b>			
510 4600 53 7110	Boom and Derrick Truck Annual Testing	6.0000	350.00	2,100.00
510 4600 53 7110	Cold Weather Gear Replacement Sets	4.0000	250.00	1,000.00
510 4600 53 7110	FR Safety Vests	5.0000	150.00	750.00
510 4600 53 7110	Personal Protective Eq-Hard hats, glasses, bucket harness,etc.	10.0000	700.00	7,000.00
510 4600 53 7110	Rain Gear replacement - Flame resistant	3.0000	225.00	675.00
510 4600 53 7110	Regular Blankets 30 KV	8.0000	140.00	1,120.00
510 4600 53 7110	Rubber Goods Testing and replacement	1.0000	4,400.00	4,400.00
510 4600 53 7110	Safety Cones and Flags	4.0000	250.00	1,000.00
510 4600 53 7110	Split Blankets 30 KV	8.0000	150.00	1,200.00
510 4600 53 7110	Tool Apron	2.0000	125.00	250.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>53 7110 - Safety Supplies</b>			
510 4600 53 7110	Utility Work Ahead Signs	8.0000	175.00	1,400.00
	Account 53 7110 - Safety Supplies Totals	Transactions	11	<u>\$20,895.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
510 4600 53 7121	Laptop Replacement	1.0000	1,500.00	1,500.00
510 4600 53 7121	PC Replacement	1.0000	1,500.00	1,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	<u>\$3,000.00</u>
Account	<b>53 7310 - Office Supplies</b>			
510 4600 53 7310	Plotter Ink, replacement pens, paper	1.0000	1,200.00	1,200.00
510 4600 53 7310	Replacement printer Cartridges for 2 HP Color laser M477	24.0000	120.00	2,880.00
510 4600 53 7310	Standard Office Supplies	1.0000	4,500.00	4,500.00
	Account 53 7310 - Office Supplies Totals	Transactions	3	<u>\$8,580.00</u>
Account	<b>54 7590 - Vehicles - Replace</b>			
510 4600 54 7590	Bucket Truck Unit # 545	1.0000	50,000.00	50,000.00
510 4600 54 7590	New Car Unit# 534	1.0000	21,000.00	21,000.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	2	<u>\$71,000.00</u>
Account	<b>54 7650 - Communications</b>			
510 4600 54 7650	Camera - Security	1.0000	4,500.00	4,500.00
	Account 54 7650 - Communications Totals	Transactions	1	<u>\$4,500.00</u>
Account	<b>54 7700 - Capital Improvement Fund</b>			
510 4600 54 7700	Large Customer Line Ext. & switch/transformer installations	1.0000	150,000.00	150,000.00
	Account 54 7700 - Capital Improvement Fund Totals	Transactions	1	<u>\$150,000.00</u>
Account	<b>54 7710 - Electric Improvements</b>			
510 4600 54 7710	Airport City Subdivision	1.0000	265,000.00	265,000.00
510 4600 54 7710	Distribution Automation	1.0000	350,000.00	350,000.00
510 4600 54 7710	Hawthorne Subdivision	1.0000	155,000.00	155,000.00
510 4600 54 7710	Sheraton Hotel Service	1.0000	225,000.00	225,000.00
510 4600 54 7710	Transformer Stock	1.0000	150,000.00	150,000.00
	Account 54 7710 - Electric Improvements Totals	Transactions	5	<u>\$1,145,000.00</u>
Account	<b>54 7850 - Other System Improvements</b>			
510 4600 54 7850	Diplomat Apt. cable Upgrades	1.0000	125,000.00	125,000.00
510 4600 54 7850	Global Gateway & Riverdale Upgrade	1.0000	65,000.00	65,000.00
510 4600 54 7850	Godby Road & Scofield Upgrade	1.0000	65,000.00	65,000.00
510 4600 54 7850	Leslie & Main Traffic Upgrade	1.0000	85,000.00	85,000.00
510 4600 54 7850	Riverdale Road & I 85-S. Upgrade	1.0000	65,000.00	65,000.00



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4600 - Electric/Line</b>			
Account	<b>54 7850 - Other System Improvements</b>			
510 4600 54 7850	Riverdale Road & I-85 N. Upgrade	1.0000	65,000.00	65,000.00
	Account <b>54 7850 - Other System Improvements</b> Totals	Transactions	6	<u>\$470,000.00</u>
Account	<b>54 7860 - Street Lighting</b>			
510 4600 54 7860	Decorative Lighting	1.0000	50,000.00	50,000.00
510 4600 54 7860	Lakeshore decorative Lighting	1.0000	120,000.00	120,000.00
510 4600 54 7860	LED Street Lighting Upgrades	1.0000	350,000.00	350,000.00
510 4600 54 7860	Private Lighting - LED Upgrades	1.0000	10,000.00	10,000.00
	Account <b>54 7860 - Street Lighting</b> Totals	Transactions	4	<u>\$530,000.00</u>
	Department <b>4600 - Electric/Line</b> Totals	Transactions	163	<u>\$33,054,274.54</u>
	Fund <b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	163	<u>\$33,054,274.54</u>
	<b>EXPENSES Totals</b>	Transactions	163	<u>\$33,054,274.54</u>
	Grand Totals	Transactions	163	<u>\$33,054,274.54</u>



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

Department and  
 Number: **Electric Line -4600**

Fund: **510**

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

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

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

<b>Fund: 510</b>	<b>Department and Number:</b>	<b>Power/Line - 4600</b>
<input checked="" type="checkbox"/> <b>New Replacement for Vehicle/Equipment No.534</b>		<b>Priority: 13</b>
<b>Vehicle Type</b>		<b>Information on Vehicle/Equipment Being Replaced</b>
<input type="checkbox"/> Sedan 2 Door		<u>17 years</u> Age of Vehicle/Equipment Being Replaced
<input checked="" type="checkbox"/> Sedan 4 Door		<u>78620</u> Units of Use to Date (hours, miles, etc.)
<input type="checkbox"/> Cruiser		<u>\$7000.00</u> Total Operating/Maintenance Costs to Date
<input type="checkbox"/> Station Wagon		<u>\$1040.00</u> Actual FYE 2016-17 Maintenance Cost
<input type="checkbox"/> Van		<u>\$675.00</u> Actual FYE 2016-17 Operating Cost
<input type="checkbox"/> 1/2 ton Truck		
<input type="checkbox"/> 3/4 ton Truck		
<input type="checkbox"/> Sanitation Front Loader		<u>\$1100.00</u> Estimated FYE 2017-18 Maintenance Cost
<input type="checkbox"/> Sanitation Rear Loader		<u>\$1500.00</u> Estimated FYE 2017-18 Operating Cost
<input type="checkbox"/> Other		
<b>List of Special Features, Not Standard: N/A</b>		<b>Specific Description &amp; Condition of Item Being Replaced including VIN#::1FAFP53U02A155054</b> 2008 Chevrolet Impala: Fair/Poor Condition
<b>Justification/Description:</b>		<b>Recommended Disposition of Replaced Item:</b>
Unit 534 is 13 years old and it has 78620 miles of hard city and highway driving and has been used for area trips training classes, seminars and etc. It has broken down on the highway, hose busted out on the road, heater went out, steering pump went out and is no longer reliable for out of the area travel. Unit# 533 has also had several brake jobs, and the light stays on. The heating coil, the steering pump and the radiator has been replaced and sometimes the vehicle still has problems and don't warm up, the body of the vehicle is showing wear and tear after years of hard driving.	<input checked="" type="checkbox"/>	Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other
<b>Purchase Option New Vehicle/Equipment</b>		<b>Rental Option New Vehicle/Equipment</b>
<u>21,000</u> Purchase Price		<u>          </u> Rental/Lease Cost per Year
<u>13 years</u> Estimated Useful Life		<u>          </u> Estimated Length of Rental/Lease
<u>daily</u> Estimated Use During 2019-20		<u>          </u> Estimated Use During 2018-19
<u>none</u> Estimated Operating Cost During		<u>          </u> Estimated Operating Cost During 2018-19

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

<b>Fund: 510</b>		<b>Department and Number:</b>		<b>Power/Line - 4600</b>	
<input checked="" type="checkbox"/>	New Replacement for Vehicle/Equipment No.545	<b>Priority:</b>			
<b>Vehicle Type</b>		<b>Information on Vehicle/Equipment Being Replaced</b>			
<input type="checkbox"/>	Sedan 2 Door	<u>2007</u>	<u>/4300D</u>	<u>76,730</u>	Age of Vehicle/Equipment Being Replaced
<input type="checkbox"/>	Sedan 4 Door				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 2019-20 Maintenance Cost
<input type="checkbox"/>	Van				Actual FYE 2019-20 Operating Cost
<input type="checkbox"/>	1/2 ton Truck				Estimated FYE 2020-21 Maintenance Cost
<input type="checkbox"/>	3/4 ton Truck				Estimated FYE 2020-21 Operating Cost
<input type="checkbox"/>	Sanitation Front Loader				
<input type="checkbox"/>	Sanitation Rear Loader				
<input checked="" type="checkbox"/>	Other				
<b>List of Special Features, Not Standard:</b>		<b>Specific Description &amp; Condition of Item Being Replaced including VIN#1HTMMAA27H441942</b>			
n/a		2007 International 4300D			
<b>Justification/Description:</b>		<b>Recommended Disposition of Replaced Item:</b>			
Unit 545 is 13 years old bucket truck that is requiring more maintenance and less reliable/safe.		Sell by Sealed Bid			
		Sell at Auction			
		Retain as Backup			
		Dismantle and Use for Parts			
		Junk			
		Other			
<b>Purchase Option New Vehicle/Equipment</b>		<b>Rental Option New Vehicle/Equipment</b>			
<u>\$50,000</u>	Purchase Price	<u></u>	<u></u>	<u></u>	Rental/Lease Cost per Year
<u>12 years</u>	Estimated Useful Life	<u></u>	<u></u>	<u></u>	Estimated Length of Rental/Lease
<u>daily</u>	Estimated Use During 2020-21	<u></u>	<u></u>	<u></u>	Estimated Use During 2020-21
<u>none</u>	Estimated Operating Cost During	<u></u>	<u></u>	<u></u>	Estimated Operating Cost During 2020-21

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

**Dept:** Power/Line      **Fuel Type:**

<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</b>	<b>Curr Year Mileage</b>	<b>Hours</b>	<b>Tag #.</b>
<i>All Departments are required to submit a vehicle inventory list.</i>										
512-D	2008	Ford	F-450	1FDXF46RX8EB69267	59,000.00	8/6/2007	8,296	8639		GV19226
517-G	2008	Ford	F-250	1FTSW21YX8EC00468	26,754.00	8/14/2007	79,678	85,190		GV19225
523-G	2017	Ford	Fusion	3FA6P0G70HR358144	23,000.00	4/25/2017	1,597	3273.5		GV8330K
530-G	2018	Ford	F-150	1FTEX1CB9JFE78260	25,840.00	11/30/2018	363	3638.6		GV1757M
533-G	2002	Ford	Taurus	1FAFP53U02A155054	14,943.00	12/18/2001	78,649	82,326		133111
534-G	2008	Chev	Impala	2G1WT58K081313658	21,962.00	5/13/2008	47,722	51,671		GV19211
536-D	2007	Inter.	4300SBA	1HTMMAAN37H534985	133,793.00	4/17/2007	35,284	35,495	4,551	136722
538-D	2013	Inter.	7300/SBA	1HTZZAAR0DJ196136	182,534.00	1/19/2013	41,038	46,900	5809	133113
539-D	2006	Inter.	4300SBA	1HTMMAAN46H340917	125,258.00	8/2/2005	79,678	83,199	9932	133115
540-D	2011	Inter.	4300SBA	1HTMMAAN8BH289934	188,824.00	12/30/2010	41,139	44710	6481	133114
542	2006	Altec	Trailer	5TP6830226H00648	85,000.00	9/1/2006	N/A	N/A		N/A
543-D	2013	Inter.	7400	1HTWHAAT0DH405352	236,106.00	9/13/2012	5,580	7139	1,000	133112
545-D	2007	Inter.	4300/D	1HTMMAAN27H441942	125,818.00	7/28/2006	63,652	68,164	10,519	133098
550	1987	Butler	Trailer	1BUC20204H1002074	6,050.00	12/22/1987	N/A	N/A		N/A
551	1999	Trailer	Trailer	123WM2429X1T12068	38,310.00	1/7/2000	N/A	N/A		N/A
555	1995	Puller	Trailer	123WM141151T20153	29,100.00	2/13/1995	N/A	N/A		133118
556	2009	Butler	Trailer	1BUC2020291005368	12,648.00	5/13/2009	N/A	N/A		N/A
559	2003	Altec	Trailer	4HAABZ003B0000001	19,000.00	9/1/2003	N/A	N/A		N/A
560	2015	Kubota	Track hoe		44,749.00	3/16/2015		22782	569	
561	2019	Ditchwitch	Trencher	DWPC24XAVK0001709	15,323.00	11/25/2019		35495	5	

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

Salvage

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

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

Account Number	Description/Justification	Suggested Funding Source	Suggested Funding				
			2020-21	2021-22	2022-23	2023-24	2024-25
54-7590	<b>Vehicles - Replace</b>	Electric Fund	\$21,000	\$21,000	\$0	\$0	\$0
		Unit 534		Unit 517			
	<b>Large Vehicles - Replace</b>	Electric Fund	\$50,000	\$240,000	\$0	\$240,000	\$240,000
		Unit 545		Unit 536		Unit 538	Unit 543
54-7700	<b>Capital Improvement</b>						
	Large Customer Line Extension and switch/transformer installations	Electric Fund	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
54-7710	<b>Electric Improvements</b>						
	Transformer Stock	Electric Fund	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
	Distribution Automation	Electric Fund	\$350,000	\$200,000	\$200,000	\$200,000	\$200,000
	Hawthorne Subdivision	Electric Fund	\$155,000	\$0	\$0	\$0	\$0
	Airport City Subdivision	Electric Fund	\$265,000	\$0	\$0	\$0	\$0
	Sheraton Hotel Service	Electric Fund	\$225,000	\$0	\$0	\$0	\$0
54-7850	<b>Other System Improvements</b>						
	Diplomat Apt. Cable Upgrades	Electric Fund	\$125,000	\$0	\$0	\$0	\$0
	Global Gateway & Riverdale Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Leslie & Main Traffic Upgrade	Electric Fund	\$85,000	\$0	\$0	\$0	\$0
	Godby Road & Scofield Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Riverdale Road & I-85 N. Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
	Riverdale Road & I-85 S. Upgrade	Electric Fund	\$65,000	\$0	\$0	\$0	\$0
54-7860	<b>Street Lighting</b>						
	Private Lighting - LED Upgrades	Electric Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Decorative Lighting	Electric Fund	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Lakeshore Decorative Lighting	Electric Fund	\$120,000	\$0	\$0	\$0	\$0
	LED Street Lighting Upgrades	Electric Fund	\$350,000	\$50,000	\$50,000	\$50,000	\$50,000
Totals			\$2,370,500	\$871,000	\$610,000	\$850,000	\$850,000

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

Department: Power Fund: 510-54-7590  
Division: Line Department Number: 4600  
Item/Project Name: Replacement of 2008 Chevrolet Impala Unit 534  
Item/Project Manager: Hugh Richardson Priority Rating: 18  
Units Requested: 1  
Number of Similar Units on Hand: 1

---

Description of Item/Project: Replace 2008 Chevrolet Impala utilized by the Department Director

Explain need for this expenditure:

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

---

If replacement, describe item to be replaced: 13 year old vehicle that is becoming less reliable.

---

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

---

Justify need for this item, including use: The vehicle will be 13-14 years old when replaced.

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

Cost Breakdown: Estimated Useful Life 12 Years  
Estimated Cost \$21,000  
Less: Trade In N/A  
Net Cost \$21,000

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Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase will be made from a government sales contract with the Ford dealer.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Replacement of 2008 Chevrolet Impala Unit 534

**Project Description:**

Replace 13 year old vehicle utilized by the Department Director

**Project Justification and Impact:**

Replacement will reduce maintenance cost and increase reliability.

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 18,000	\$ 21,000	\$ 21,000	\$ -	\$ -	\$ -	\$ 60,000

**Useful Life:** 12 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



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

Department: Power Fund: 510-4600-54-7590  
Division: Line Department Number: 4600  
Item/Project Name: Replacement of 2007 Ford International Bucket Truck Unit 545  
Item/Project Manager: Hugh Richardson Priority Rating: 10  
Units Requested: 1  
Number of Similar Units on Hand: 1

Description of Item/Project: Replace 2007 Ford International Bucket Truck utilized by the line crew.

Explain need for this expenditure:

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

If replacement, describe item to be replaced: 15 year old bucket truck that is becoming less reliable and less safe.

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

Justify need for this item, including use: The vehicle will be 15 years old when replaced, assuming a 12-month delivery.

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

Cost Breakdown:	Estimated Useful Life	<u>15 Years</u>
	Estimated Cost	<u>\$50,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$50,000</u>

Comparable Quotes:	Vendor Name	Vendor Quote
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1. Purchase will be made from a government sales contract with the bucket truck dealer.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Replacement of 2007 International Bucket Truck Unit 545

**Project Description:**

Replace 15 year old vehicle utilized by the power line crews.

**Project Justification and Impact:**

Replacement will reduce maintenance cost and increase reliability & safety.

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 50,000	\$ 240,000	\$ -	\$ 240,000	\$ 240,000	\$ 770,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-4600-54-7700  
Division: Line Department Number: 4600  
Item/Project Name: Large Customer Line Extension  
Item/Project Manager: Glenn Spivey Priority Rating: 20  
Units Requested: 1  
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$150,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$150,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Large Customer Line Extension

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 900,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Transformers - New and Replacement  
Item/Project Manager: Glenn Spivey Priority Rating: 7  
Units Requested: N/A  
Number of Similar Units on Hand: N/A

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use: Repair

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

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

Cost Breakdown: Estimated Useful Life 30 years  
Estimated Cost \$150,000  
Less: Trade In \_\_\_\_\_  
Net Cost \$150,000

Comparable Quotes: Vendor Name Vendor Quote

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Transformers - New and Replacement

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ 370,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$1,120,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Distribution Automation System  
Item/Project Manager: Glenn Spivey Priority Rating: 6  
Units Requested: 9  
Number of Similar Units on Hand: 0

Description of Item/Project: Installation of automated switches on the distribution system to transfer and restore power to sections of the power lines – self healing process. Three circuits of the existing 26 will be scheduled.

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

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

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

Disposition of item replaced: N/A

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown: 9 units at \$33,000 each plus \$50K installation	Estimated Useful Life	<u>20 years</u>
	Estimated Cost	<u>\$350,000</u>
	Less: Trade In	<u>\$0</u>
	Net Cost	<u>\$350,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Distribution Automation System

**Project Description:**

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

**Project Justification and Impact:**

Materials and labor required to install the Distribution Automation to improve reliability of power and power restoration to the customers. Three circuits will be completed in 2020-2021 and two circuits per year afterwards.

**Project Costs: \$350,000**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 350,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$1,150,000

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None



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

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Folio – Ward 4 Subdivision  
Item/Project Manager: Glenn Spivey Priority Rating: 3  
Units Requested: 1  
Number of Similar Units on Hand: 0

Description of Item/Project: Install new underground, transformers, and lighting for a 308 new homes development.

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

Justify need for this item, including use: This project will add over 300 additional customers.

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$155,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$155,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Hawthorne Subdivision

**Project Description:**

Install new underground power system and lighting for 308 new homes planned for Ward 4.

**Project Justification and Impact:**

This project will result in over 300 extra customers.

**Project Costs: \$ 155,000**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ 155,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Airport City Subdivision  
Item/Project Manager: Glenn Spivey Priority Rating: 2  
Units Requested: 1  
Number of Similar Units on Hand: 0

Description of Item/Project: Install new underground, transformers, and lighting for a 510 new homes development.

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

Justify need for this item, including use: This project will add over 500 additional customers.

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

Cost Breakdown: Estimated Useful Life 30 Years  
Estimated Cost \$265,000  
Less: Trade In N/A  
Net Cost \$265,000

Comparable Quotes: Vendor Name Vendor Quote

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Airport City Subdivision

**Project Description:**

Install new underground power system and lighting for 510 new homes planned for the Airport City Development

**Project Justification and Impact:**

This project will result in over 500 extra customers.

**Project Costs: \$265,000**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ 265,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-4600-54-7710  
Division: Line Department Number: 4600  
Item/Project Name: Sheraton Hotel Underground Service  
Item/Project Manager: Glenn Spivey Priority Rating: 1  
Units Requested: 1  
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$225,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$225,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Sheraton Hotel Underground Service

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>PriorYear</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

**Useful Life:** 30 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power

Fund: 510-4600-54-7850

Division: Line

Department Number: 4600

Item/Project Name: Diplomat Apartment URD Cable Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 16

Units Requested:

Number of Similar Units on Hand: N/A

Description of Item/Project: Replace underground primary cable that is deteriorated at several apartments.

Explain need for this expenditure: Several apartments have underground primary cable that is deteriorated and has become unreliable. Upgrades and replacements will decrease repairs and increase reliability to these customers.

Scheduled Replacement

Expanded Service

Replace Worn out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional: Improve system reliability.

Replacement, describe item to be replaced: 20,000 ft of 1/0 underground primary conductor.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: This project will replace exposed neutral underground primary conductor with jacketed neutral conductor in conduit for better reliability.

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

Cost Breakdown:

Estimated Useful Life 30 Years

Estimated Cost \$125,000

Less: Trade In N/A

Net Cost \$125,000

Comparable Quotes:

Vendor Name

Vendor Quote

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Diplomat Apartment URD Cable Upgrades

**Project Description:**

Replace deteriorated underground primary cable to apartment complexes.

**Project Justification and Impact:**

Several apartment services, especially those at Diplomat, have old and deteriorated underground primary conductor. These installations were made 15 or more years ago and have an exposed neutral that is corroding and has had several repairs made over the years. In order to provide the best reliable service to these apartments, the underground conductor needs replacing.

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

**Useful Life:** 20 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None



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

Department: Power Fund: 510-4600-54-7850  
Division: Line Department Number: 4600  
Item/Project Name: Global Gateway & Riverdale Road Traffic Signal Upgrade  
Item/Project Manager: Michael Sturkey Priority Rating: 11  
Units Requested: 1  
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale       Trade In       Scrap       Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Global Gateway and Riverdale Road.

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

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

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

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

Explain need for this expenditure:

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: Traffic signals, secondary wiring, poles, pedestrian buttons.

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$85,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$85,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Leslie Drive & Main St.

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

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

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

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

Explain need for this expenditure:

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: Traffic signals, secondary wiring and pedestrian buttons.

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Traffic Signal Upgrades for Godby Road & Scofield Road.

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-4600-54-7850  
Division: Line Department Number: 4600  
Item/Project Name: Riverdale Road and I85 N Traffic Signal Upgrade  
Item/Project Manager: Michael Sturkey Priority Rating: 14  
Units Requested: 1  
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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

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

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000</u>

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

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

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

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None



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

Department: Power Fund: 510-4600-54-7850  
Division: Line Department Number: 4600  
Item/Project Name: Riverdale Road and I85 S Traffic Signal Upgrade  
Item/Project Manager: Michael Sturkey Priority Rating: 15  
Units Requested: 1  
Number of Similar Units on Hand: 0

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

Explain need for this expenditure:

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: Traffic signals, secondary wiring and pedestrian buttons.

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown:	Estimated Useful Life	<u>10 Years</u>
	Estimated Cost	<u>\$65,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$65,000</u>

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

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

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

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power

Fund: 510-4600-54-7860

Division: Line

Department Number: 4600

Item/Project Name: Private Lighting

Item/Project Manager: Glenn Spivey

Priority Rating: 8

Units Requested: 30

Number of Similar Units on Hand: 10

---

Description of Item/Project: Customer requested lighting, new and replacement, to provide safety and security.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

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

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

Cost Breakdown: Estimated Useful Life 10 years

30 units x \$330 each.

Estimated Cost \$10,000

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

Net Cost \$10,000

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Comparable Quotes:

Vendor Name

Vendor Quote

---

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

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Private Lighting

**Project Description:**

Customer requested lighting to provide safety and security.

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$12,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$62,000

**Useful Life:** 15 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power

Fund: 510-4600-54-7860

Division: Line

Department Number: 4600

Item/Project Name: Decorative Lighting

Item/Project Manager: Glenn Spivey

Priority Rating: 9

Units Requested: 28

Number of Similar Units on Hand: 12

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

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

NA

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: Improved lighting and beautification for certain areas of the City or replacement of existing damaged lights.

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

Cost Breakdown: 28 Units at \$1785 each.

Estimated Useful Life 20 years

Estimated Cost \$50,000

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

Net Cost \$50,000

Comparable Quotes:

Vendor Name

Vendor Quote

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Decorative Lighting

**Project Description:**

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

**Project Justification and Impact:**

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

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$36,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$286,000

**Useful Life:** 10 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

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

Department: Power Fund: 510-4600-54-7860  
Division: Line Department Number: 4600  
Item/Project Name: Lakeshore Drive Decorative Lighting  
Item/Project Manager: Glenn Spivey Priority Rating: 4  
Units Requested: 40  
Number of Similar Units on Hand: 0

Description of Item/Project: Install 40 new LED decorative post top lights with underground service at the Lakeshore Drive sidewalk 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: N/A

Disposition of item replaced:

Sale  Trade In  Scrap  Other Department Use

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

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

Cost Breakdown: 40 at \$2000 each = \$80,000 plus \$40,000 install.	Estimated Useful Life	<u>30 Years</u>
	Estimated Cost	<u>\$120,000</u>
	Less: Trade In	<u>N/A</u>
	Net Cost	<u>\$120,000</u>

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

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**

Power/Line

**Project Name or Title:**

Lakeshore Drive Decorative Lighting

**Project Description:**

Install 40 new LED post top decorative lights during the Lakeshore Drive sidewalk project.

**Project Justification and Impact:**

This project will enhance the safety and beauty of Lakeshore Drive from Herschel Road to Janice Drive.

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

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000

**Useful Life:** 15 years.

**Estimated Cost Beyond Five Year Program:**

Routine repair and maintenance expenses will be incurred.

**Funding Source:**

Power Fund

**Relationship to Other Primary Projects:** None



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

Department: Power

Fund: 510-4600-54-7860

Division: Line

Department Number: 4600

Item/Project Name: LED Lighting Upgrades

Item/Project Manager: Glenn Spivey

Priority Rating: 5

Units Requested: 1000

Number of Similar Units on Hand: 25

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Description of Item/Project: LED lighting upgrades for street lighting to complete the upgrades underway since 2018.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

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

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

---

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

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

Cost Breakdown: 1000 lights x \$350 each

Estimated Useful Life 15 years

Estimated Cost \$350,000

Less: Trade In 0

Net Cost \$350,000

Comparable Quotes:

Vendor Name

Vendor Quote

---

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

2.

3.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Power/Line

**Project Name or Title:**  
LED Lighting Upgrades

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

**Project Justification and Impact:**  
LED lighting is a more economical light and requires less maintenance. LED is also a whiter light and provides a better spread of coverage. Approximately 60% of the existing HPS fixtures have been replaced with LED.

**Project Costs: \$350,000**

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$275,000	\$350,000	\$50,000	\$50,000	\$50,000	\$50,000	\$778,000

**Useful Life:** 15 years.

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I-BUDGET PERFORMANCE

### **Program Name: Power Department – Line Division**

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

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

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

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

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

**Program 20/21 Objectives:** Complete budgeted capital infrastructure improvements within the fiscal year that include:

- Begin Phase 1 of a distribution automation system
- Replace underground primary conductor at Alexander Landing apartments.
- Replace underground primary conductor at the Diplomat apartments
- Install new underground service to the Sheraton Hotel
- Complete the College St. conductor upgrade project.
- Install 40 new decorative lights at the Lakeshore Drive sidewalk project
- Upgrade traffic signals at Leslie & Main
- Upgrade traffic signals at Global Gateway & Riverdale Road
- Upgrade traffic signals at Godby Road & Scofield Road
- Upgrade traffic signals at Riverdale Road & I85N

- Upgrade traffic signals at Riverdale Road & I85S
- Continue to upgrade all street lighting to more efficient LED and for better coverage
- Provide underground service and lighting to the proposed 2 new subdivisions

**Performance Measures**

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

Complete all projects as planned within the budget constraints.

**Estimated 20/21**  
14

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

Maintain projects at or below budget projections.

**Estimated 20/21**  
5%

**Performance Measures**

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

Complete projects as budgeted

**Actual 19/20**  
12

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

Maintain projects at or below budget projections

**Actual 19/20**  
6%

**Performance Measures**

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

Goals of project completion.

**Actual 19/20**  
12

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

Maintain projects at or below budget projections

**Actual 19/20**  
7%

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## **Program Name: Power Department – Line Division**

### **Prior Year Highlights:**

- Continued replacing existing HPS lights with more efficient LED lighting throughout the City – presently at about 60% completed
- Provided new underground services to the Princeton Village housing expansion
- Provided new underground service to the AC Choice Hotel
- Provided new underground service to the ATL West Parking Deck
- Installed the underground feeder and auto transfer switch to the Multipurpose Arena
- Installed decorative lighting at Southampton Road and Godby Road as a part of the widening project
- Provided new underground service to the AC Choice Marriot Hotel
- Provided new underground service to the Synergy Data Center
- Provided new underground service and decorative lighting to Temple Square (17 units)

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2020-21

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**Fund: 510**

**Department and Number: Customer Service - 4630**

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Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Customer Service

Prepared By: Aurelia Gray

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

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

Cost Estimate/Revenue Enhancement: 12 Employees @ \$50.00 ea. -----\$ 600.00

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2020-21

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**Fund: 510**

**Department and Number: Meter - 4620**

Department Submitting Request: Power Department

Division Submitting Request: Line

Department Requested For: Meter

Prepared By: Aurelia Gray

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

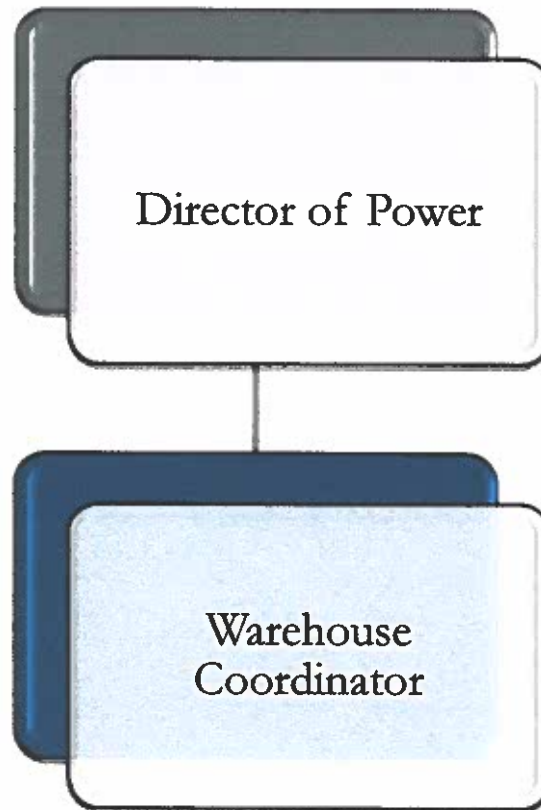
Reason for Requesting: To promote Public/Green Power Week, City employees along with Power department employees are being encouraged to participate in this special promotion by wearing the shirts while at work, attending City functions, events and other meetings during this period in order to promote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

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





# Power Warehouse Organizational Chart







# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4610 - Warehouse</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	46,258.30	48,262.00	33,595.54	70	48,256.00	48,256.00	
51 5020	Salary/Overtime	.00	500.00	69.61	14	500.00	500.00	
51 5190	Medicare	562.42	700.00	398.24	57	700.00	700.00	
<i>Personnel Services Totals</i>		<b>\$46,820.72</b>	<b>\$49,462.00</b>	<b>\$34,063.39</b>	<b>69%</b>	<b>\$49,456.00</b>	<b>\$49,456.00</b>	<b>0%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	9,410.56	9,633.00	6,863.11	71	9,632.00	9,897.00	3
51 5161	Life Insurance	49.66	50.00	34.38	69	50.00	50.00	
51 5163	ST Disability Insurance	129.48	130.00	89.64	69	130.00	130.00	
51 5164	LT Disability Insurance	95.94	96.00	66.42	69	96.00	96.00	
51 5165	Health Insurance	11,151.32	13,138.00	9,095.22	69	13,138.00	14,780.00	12
51 5166	Dental Insurance	613.34	429.00	424.62	99	613.00	613.00	43
51 5180	Uniforms	453.92	800.00	590.60	74	800.00	800.00	
<i>Employee Benefits Totals</i>		<b>\$21,904.22</b>	<b>\$24,276.00</b>	<b>\$17,163.99</b>	<b>71%</b>	<b>\$24,459.00</b>	<b>\$26,366.00</b>	<b>9%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	162.37	2,124.00	330.45	16	2,124.00	2,124.00	
52 5270	Water	2,771.06	3,000.00	1,257.75	42	3,000.00	3,000.00	
<i>Communications &amp; Util. Totals</i>		<b>\$2,933.43</b>	<b>\$5,124.00</b>	<b>\$1,588.20</b>	<b>31%</b>	<b>\$5,124.00</b>	<b>\$5,124.00</b>	<b>0%</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	5,448.00	6,948.00	3,881.30	56	6,948.00	6,948.00	
52 5720	R&M Communication Equip	.00	1,500.00	477.58	32	3,000.00	3,000.00	100
52 5730	R&M - D/P Equipment	3,523.65	948.00	.00		1,232.00	1,232.00	30
53 5680	Tires	.00	1,630.00	.00		1,630.00	1,630.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$8,971.65</b>	<b>\$11,026.00</b>	<b>\$4,358.88</b>	<b>40%</b>	<b>\$12,810.00</b>	<b>\$12,810.00</b>	<b>16%</b>
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	3,306.67	2,700.00	2,400.00	89	2,700.00	2,700.00	
<i>Building Maintenance Totals</i>		<b>\$3,306.67</b>	<b>\$2,700.00</b>	<b>\$2,400.00</b>	<b>89%</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>	<b>0%</b>
<i>Training &amp; Education</i>								
52 6200	Training	158.82	400.00	.00		400.00	400.00	
<i>Training &amp; Education Totals</i>		<b>\$158.82</b>	<b>\$400.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$400.00</b>	<b>\$400.00</b>	<b>0%</b>
<i>Other Services &amp; Charges</i>								
52 6100	Auto Insurance	4,184.82	4,453.00	2,440.61	55	2,742.00	2,742.00	(38)
52 6110	Other Insurance	1,220.10	996.00	857.67	86	1,060.00	1,060.00	6
52 6130	Miscellaneous Services	12,177.64	7,700.00	7,729.17	100	7,700.00	7,700.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>510 - ELECTRIC/POWER FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4610 - Warehouse</b>							
	<i>Other Services &amp; Charges</i>							
52 6560	Workers Comp/Administrati	333.95	229.00	248.48	109	273.00	273.00	19
	<i>Other Services &amp; Charges Totals</i>	\$17,916.51	\$13,378.00	\$11,275.93	84%	\$11,775.00	\$11,775.00	(12%)
	<i>Materials &amp; Supplies</i>							
53 7000	Gas & Oil	400.00	400.00	522.71	131	500.00	500.00	25
53 7010	Tools/Shop Supplies	.00	150.00	.00		150.00	150.00	
53 7020	Janitorial Supplies	361.55	300.00	39.63	13	300.00	300.00	
53 7150	Other Operating Supplies	.00	.00	196.37		.00	.00	
53 7310	Office Supplies	167.97	200.00	52.21	26	200.00	200.00	
	<i>Materials &amp; Supplies Totals</i>	\$929.52	\$1,050.00	\$810.92	77%	\$1,150.00	\$1,150.00	10%
	<i>Capital Outlay</i>							
54 7590	Vehicles - Replace	.00	26,000.00	25,045.00	96	.00	.00	(100)
	<i>Capital Outlay Totals</i>	\$0.00	\$26,000.00	\$25,045.00	96%	\$0.00	\$0.00	(100%)
	Department <b>4610 - Warehouse Totals</b>	\$102,941.54	\$133,416.00	\$96,706.31	72%	\$107,874.00	\$109,781.00	(18%)
	<b>EXPENSE TOTALS</b>	\$102,941.54	\$133,416.00	\$96,706.31	72%	\$107,874.00	\$109,781.00	(18%)
Fund	<b>510 - ELECTRIC/POWER FUND Totals</b>							
	<b>EXPENSE TOTALS</b>	\$102,941.54	\$133,416.00	\$96,706.31	72%	\$107,874.00	\$109,781.00	(18%)
Fund	<b>510 - ELECTRIC/POWER FUND Totals</b>	(\$102,941.54)	(\$133,416.00)	(\$96,706.31)	72%	(\$107,874.00)	(\$109,781.00)	(18%)
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$102,941.54	\$133,416.00	\$96,706.31	72%	\$107,874.00	\$109,781.00	(18%)
	Net Grand Totals	(\$102,941.54)	(\$133,416.00)	(\$96,706.31)	72%	(\$107,874.00)	(\$109,781.00)	(18%)



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4610 - Warehouse</b>			
Account	<b>52 5240 - Telephone</b>			
510 4610 52 5240	Verizon telephone	12.0000	177.00	2,124.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	1	<u>\$2,124.00</u>
Account	<b>52 5270 - Water</b>			
510 4610 52 5270	Clayton County Sewer	12.0000	40.00	480.00
510 4610 52 5270	Clayton county Storm Water	12.0000	170.00	2,040.00
510 4610 52 5270	Clayton County Water Minimum	12.0000	40.00	480.00
	Account <b>52 5270 - Water</b> Totals	Transactions	3	<u>\$3,000.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4610 52 5700	Moody's Garage	1.0000	5,448.00	5,448.00
510 4610 52 5700	Normal R&M for 2 forklifts and 1 pickup truck	1.0000	1,500.00	1,500.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	2	<u>\$6,948.00</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
510 4610 52 5720	R&M for Automatic Electronic Gate Opener	2.0000	1,500.00	3,000.00
	Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4610 52 5730	Civic Plus	1.0000	445.00	445.00
510 4610 52 5730	Email License	1.0000	224.00	224.00
510 4610 52 5730	Mimecast	1.0000	60.00	60.00
510 4610 52 5730	NWS-Fin Mgmt	1.0000	503.00	503.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	4	<u>\$1,232.00</u>
Account	<b>52 5740 - R&amp;M-Buildings</b>			
510 4610 52 5740	Normal R&M for HVAC, Plumbing, manual security gate	1.0000	2,500.00	2,500.00
510 4610 52 5740	Pest Control @ 10%	1.0000	100.00	100.00
510 4610 52 5740	Safety Floor Mats @ 10%	1.0000	100.00	100.00
	Account <b>52 5740 - R&amp;M-Buildings</b> Totals	Transactions	3	<u>\$2,700.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
510 4610 52 6100	Apex Auto Liability (Allocation)	1.0000	2,742.00	2,742.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$2,742.00</u>
Account	<b>52 6110 - Other Insurance</b>			
510 4610 52 6110	Apex Insurance Personnel Allocation	1.0000	1,060.00	1,060.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$1,060.00</u>
Account	<b>52 6130 - Miscellaneous Services</b>			
510 4610 52 6130	Commercial Dumpster Service for 1060 Forest Pkwy	12.0000	350.00	4,200.00
510 4610 52 6130	Hyper-Web Inventory System Annual Subscription - EGC	1.0000	2,500.00	2,500.00
510 4610 52 6130	Portable Toilet Service for 1060 Forest Pkwy	1.0000	1,000.00	1,000.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	3	<u>\$7,700.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4610 - Warehouse</b>			
Account	<b>52 6200 - Training</b>			
510 4610 52 6200	Inventory Control Systems - Local	1.0000	400.00	400.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>400.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4610 52 6560	Apex Insurance Workers Comp Allocation	1.0000	240.00	240.00
510 4610 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	33.00	33.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$273.00</u>
Account	<b>53 5680 - Tires</b>			
510 4610 53 5680	1 Tire for Pickup truck as precaution	1.0000	130.00	130.00
510 4610 53 5680	Tires for forklift	4.0000	375.00	1,500.00
	Account <b>53 5680 - Tires</b> Totals	Transactions	2	<u>\$1,630.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
510 4610 53 7000	Propane for 2 forklifts and Gasoline for 1 pickup truck	1.0000	500.00	500.00
	Account <b>53 7000 - Gas &amp; Oil</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
510 4610 53 7010	Warehouse Tool and Shop supplies	1.0000	150.00	150.00
	Account <b>53 7010 - Tools/Shop Supplies</b> Totals	Transactions	1	<u>\$150.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
510 4610 53 7020	Basic Cleaning supplies for housekeeping maintenance	1.0000	300.00	300.00
	Account <b>53 7020 - Janitorial Supplies</b> Totals	Transactions	1	<u>\$300.00</u>
Account	<b>53 7310 - Office Supplies</b>			
510 4610 53 7310	Standard Office Supplies	1.0000	200.00	200.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$200.00</u>
	Department <b>4610 - Warehouse</b> Totals	Transactions	28	<u>\$33,959.00</u>
	Fund <b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	28	<u>\$33,959.00</u>
	<b>EXPENSES</b> Totals	<b>Transactions</b>	28	<u>\$33,959.00</u>
	Grand Totals	Transactions	28	<u>\$33,959.00</u>

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

Department and  
 Number: **Electric Warehouse - 4610**

Fund: **510**

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

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**



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

Fund: **510** Department and Number: **Electric Warehouse 4610**

New Replacement for Vehicle/Equipment No.	Priority:
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Van _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced _____ Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ Actual FYE 2019-20 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost

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

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

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

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

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

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
<i>All Departments are required to submit a vehicle inventory list.</i>										
<b>537</b>	<b>2003</b>	<b>Ford</b>	<b>F-150</b>	<b>1FTRF17203KA21250</b>		<b>8/30/2002</b>	<b>59,817</b>	<b>62,142.30</b>		<b>Salvage</b>
<b>93-P</b>	<b>1993</b>	<b>Forklift</b>	<b>Yale</b>	<b>GLP110MCNSBV108</b>		<b>7/31/1997</b>	<b>896</b>		<b>896</b>	
<b>94-P</b>	<b>2006</b>	<b>Forklift</b>	<b>Yale</b>	<b>GLPO70VXEGSE087</b>		<b>11/30/2006</b>	<b>900</b>		<b>977</b>	

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**

**Salvage**



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

Department: Electric Warehouse

Fund: 510

Division:

Department Number: 4610

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

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

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

1.

3

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Electric Warehouse

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

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

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I – BUDGET PERFORMANCE

### Power Department – Warehouse Division

#### Program Description:

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

#### Trends:

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

#### Program Broad Goals:

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

#### Program Objectives:

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

#### Performance Measures

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

# of Budgeted Capital Projects/Programs

Estimated 20/21

0

#### Prior Year Highlights:

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

**EXHIBIT J**

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

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**Fund: 510**

**Department and Number: Electric Warehouse 4610**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

Description of Item:

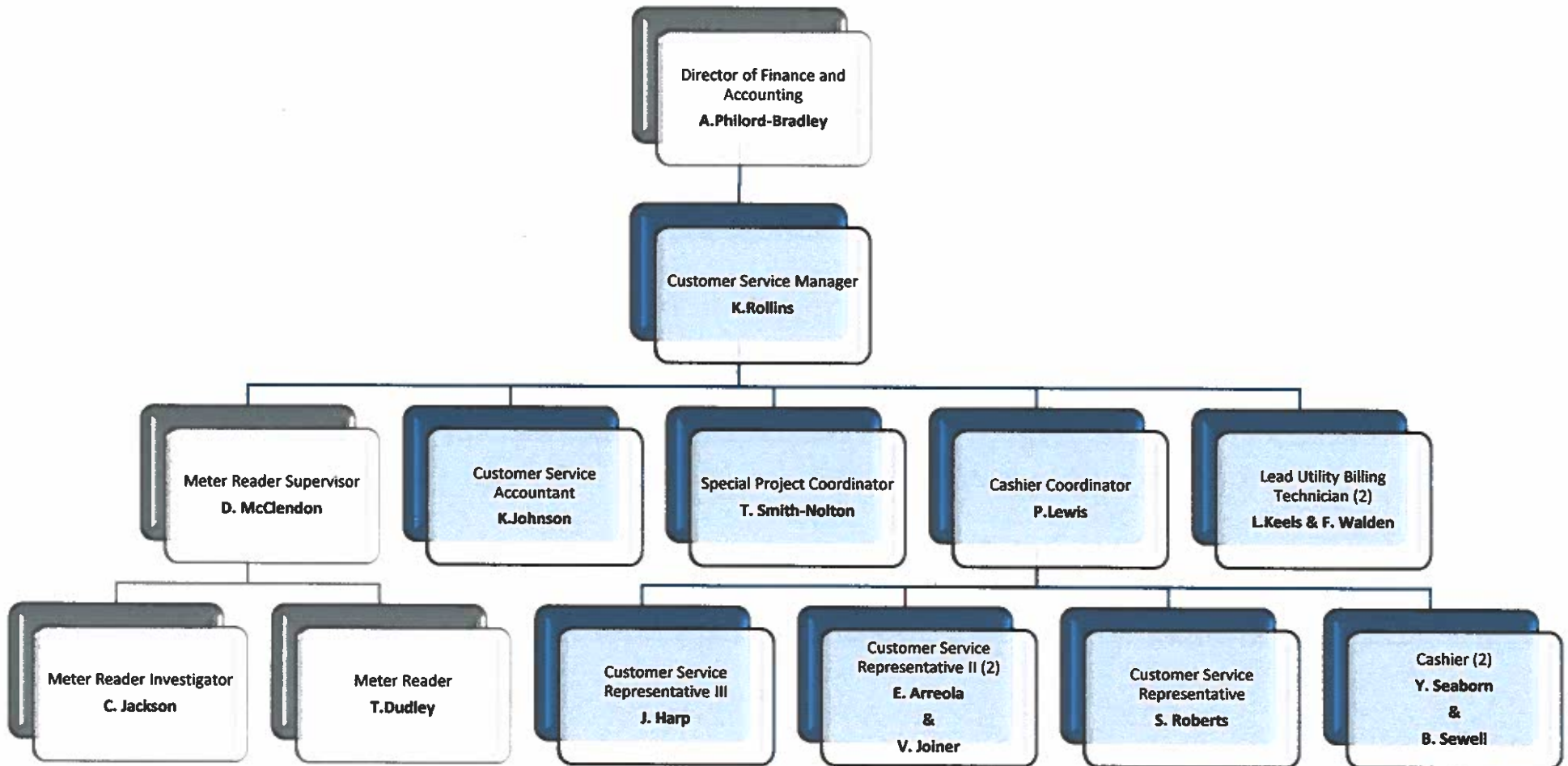
Reason for Requesting:

Cost Estimate/Revenue Enhancement:





# Customer Service Organizational Chart



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

**Fund: 510**

**Department and Number: Customer Service 4630**

	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions:</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Customer Service Manager	1	1	1	1	1
Special Projects Coordinator	0	1	1	1	1
Cashier Coordinator	1	1	1	1	1
Cashier	2	2	2	2	2
Customer Service Rep I	1	2	1	1	1
Customer Service Rep II	2	2	2	2	2
Customer Service Rep III	1	1	1	1	1
Utility Billing Technician	1	1	1	1	1
Lead Billing Technician	0	0	1	1	1
Customer Service Accountant	1	1	1	1	1
Part Time Positions	2	2	0	1	1
<b>Total Personnel:</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>	<b>13</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4630 - Customer Service</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	433,957.83	503,793.00	318,009.89	63	528,965.00	528,965.00	5
51 5020	Salary/Overtime	24,528.37	15,000.00	19,854.23	132	15,000.00	15,000.00	
51 5030	Salary/Partime	.00	.00	.00		23,400.00	.00	
51 5040	Shared Utility Payments	5,467.47	4,800.00	1,586.48	33	4,800.00	4,800.00	
51 5060	Salary-Holiday Pay	112.69	.00	.00		.00	.00	
51 5190	Medicare	6,141.50	7,305.00	4,443.11	61	7,670.00	7,670.00	5
<i>Personnel Services Totals</i>		<b>\$470,207.86</b>	<b>\$530,898.00</b>	<b>\$343,893.71</b>	<b>65%</b>	<b>\$579,835.00</b>	<b>\$556,435.00</b>	<b>5%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	95,471.15	97,031.00	68,938.46	71	94,621.00	97,228.00	
51 5161	Life Insurance	534.25	655.00	370.54	57	655.00	655.00	
51 5163	ST Disability Insurance	568.16	820.00	333.36	41	820.00	820.00	
51 5164	LT Disability Insurance	443.62	681.00	253.62	37	681.00	681.00	
51 5165	Health Insurance	91,681.44	102,036.00	60,134.08	59	94,381.00	106,179.00	4
51 5166	Dental Insurance	2,398.60	3,091.00	1,456.55	47	2,009.00	2,009.00	(35)
51 5180	Uniforms	.00	6,000.00	1,954.97	33	5,000.00	3,000.00	(50)
<i>Employee Benefits Totals</i>		<b>\$191,097.22</b>	<b>\$210,314.00</b>	<b>\$133,441.58</b>	<b>63%</b>	<b>\$198,167.00</b>	<b>\$210,572.00</b>	<b>0%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	25,260.05	24,192.00	17,176.28	71	27,776.00	33,517.00	39
52 5260	Heat & Power	8,199.64	7,400.00	6,183.46	84	.00	8,100.00	9
52 5270	Water	315.91	450.00	241.88	54	.00	450.00	
52 5280	Other Communication/Util	982.79	1,200.00	737.10	61	.00	1,000.00	(17)
<i>Communications &amp; Util. Totals</i>		<b>\$34,758.39</b>	<b>\$33,242.00</b>	<b>\$24,338.72</b>	<b>73%</b>	<b>\$27,776.00</b>	<b>\$43,067.00</b>	<b>30%</b>
<i>Repair &amp; Maintenance</i>								
52 5710	R&M Furn. & Equip.	.00	600.00	9,777.00	1,630	25,000.00	25,000.00	4,067
52 5720	R&M Communication Equip	3,444.90	300.00	637.20	212	3,822.00	3,822.00	1,174
52 5730	R&M - D/P Equipment	22,471.76	22,922.00	10,421.64	45	81,877.00	62,917.00	174
<i>Repair &amp; Maintenance Totals</i>		<b>\$25,916.66</b>	<b>\$23,822.00</b>	<b>\$20,835.84</b>	<b>87%</b>	<b>\$110,699.00</b>	<b>\$91,739.00</b>	<b>285%</b>
<i>Training &amp; Education</i>								
52 6200	Training	5,736.71	5,000.00	750.00	15	7,935.00	5,100.00	2
52 6210	Dues	.00	255.00	.00		255.00	255.00	
52 6220	Subscription/Publications	.00	200.00	.00		200.00	200.00	
52 6230	Conventions/Meetings	.00	2,000.00	.00		.00	.00	(100)



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
EXPENSE								
Department <b>4630 - Customer Service</b>								
Training & Education								
<i>Training &amp; Education Totals</i>		\$5,736.71	\$7,455.00	\$750.00	10%	\$8,390.00	\$5,555.00	(25%)
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	.00	300.00	69.46	23	300.00	300.00	
52 5510	Consulting Fees	.00	3,000.00	.00		8,000.00	3,000.00	
52 6050	Bank Charges	72,903.85	75,000.00	78,653.00	105	75,000.00	75,000.00	
52 6110	Other Insurance	8,466.06	11,703.00	10,291.99	88	12,721.00	12,721.00	9
52 6130	Miscellaneous Services	2,365.80	5,000.00	2,490.22	50	5,000.00	3,000.00	(40)
52 6170	Contractual Services	180,999.71	16,360.00	140,818.63	861	11,465.00	11,465.00	(30)
52 6510	Claims Not Workmans Comp.	312.37	600.00	.00		.00	.00	(100)
52 6560	Workers Comp/Administrati	7,167.03	2,746.00	2,981.77	109	3,272.00	3,272.00	19
52 6600	Claims Workers Comp.	7,638.20	300.00	944.65	315	.00	.00	(100)
<i>Other Services &amp; Charges Totals</i>		\$279,853.02	\$115,009.00	\$236,249.72	205%	\$115,758.00	\$108,758.00	(5%)
<i>Materials &amp; Supplies</i>								
52 7300	Postage	62,689.85	46,000.00	37,729.07	82	46,180.00	46,180.00	
52 7320	Stationery & Printing	874.70	1,500.00	591.04	39	5,000.00	5,000.00	233
52 7330	Copy Expense	13,281.34	13,020.00	6,232.95	48	14,000.00	14,000.00	8
53 7050	Medical Services/Supplies	622.43	1,000.00	442.50	44	1,000.00	1,000.00	
53 7120	D/P Forms & Supplies	1,248.36	1,000.00	205.46	21	1,000.00	1,000.00	
53 7121	Computer Hardware	2,850.34	1,500.00	3,626.79	242	2,500.00	2,500.00	67
53 7122	Computer Supplies	794.57	1,000.00	159.93	16	1,000.00	1,000.00	
53 7150	Other Operating Supplies	2,169.62	4,274.00	3,793.72	89	3,300.00	3,300.00	(23)
53 7310	Office Supplies	6,086.88	3,500.00	6,014.29	172	13,815.00	13,815.00	295
<i>Materials &amp; Supplies Totals</i>		\$90,618.09	\$72,794.00	\$58,795.75	81%	\$87,795.00	\$87,795.00	21%
<i>Accounting Charges</i>								
57 4000	Bad Debt Expense	232,761.85	7,000.00	431.51	6	17,000.00	7,000.00	
<i>Accounting Charges Totals</i>		\$232,761.85	\$7,000.00	\$431.51	6%	\$17,000.00	\$7,000.00	0%
<i>Capital Outlay</i>								
54 7630	Other Equipment - New	.00	.00	.00		27,575.00	27,575.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$27,575.00	\$27,575.00	+++



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>510 - ELECTRIC/POWER FUND</b>							
	<b>EXPENSE</b>							
	Department <b>4630 - Customer Service</b>							
	Debt Service							
58 2300	Other Debt	50.00	.00	.00		.00	.00	
	<i>Debt Service Totals</i>	<u>\$50.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	+++
Department	<b>4630 - Customer Service Totals</b>	<u>\$1,330,999.80</u>	<u>\$1,000,534.00</u>	<u>\$818,736.83</u>	82%	<u>\$1,172,995.00</u>	<u>\$1,138,496.00</u>	14%
	<b>EXPENSE TOTALS</b>	<u>\$1,330,999.80</u>	<u>\$1,000,534.00</u>	<u>\$818,736.83</u>	82%	<u>\$1,172,995.00</u>	<u>\$1,138,496.00</u>	14%
Fund	<b>510 - ELECTRIC/POWER FUND Totals</b>							
	<b>EXPENSE TOTALS</b>	<u>\$1,330,999.80</u>	<u>\$1,000,534.00</u>	<u>\$818,736.83</u>	82%	<u>\$1,172,995.00</u>	<u>\$1,138,496.00</u>	14%
Fund	<b>510 - ELECTRIC/POWER FUND Totals</b>	<u>(\$1,330,999.80)</u>	<u>(\$1,000,534.00)</u>	<u>(\$818,736.83)</u>	82%	<u>(\$1,172,995.00)</u>	<u>(\$1,138,496.00)</u>	14%
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	+++	<u>\$0.00</u>	<u>\$0.00</u>	+++
	<b>EXPENSE GRAND TOTALS</b>	<u>\$1,330,999.80</u>	<u>\$1,000,534.00</u>	<u>\$818,736.83</u>	82%	<u>\$1,172,995.00</u>	<u>\$1,138,496.00</u>	14%
	Net Grand Totals	<u>(\$1,330,999.80)</u>	<u>(\$1,000,534.00)</u>	<u>(\$818,736.83)</u>	82%	<u>(\$1,172,995.00)</u>	<u>(\$1,138,496.00)</u>	14%



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4630 - Customer Service</b>			
Account	<b>52 5240 - Telephone</b>			
510 4630 52 5240	AT&T	1.0000	252.00	252.00
510 4630 52 5240	AT&T Club (City Hall Dumbwaiter)	12.0000	165.00	1,980.00
510 4630 52 5240	Cisco Phone	2.0000	291.66	583.32
510 4630 52 5240	Comcast	12.0000	141.00	1,692.00
510 4630 52 5240	Verizon Cell Phone	12.0000	575.45	6,905.40
510 4630 52 5240	Windstream	12.0000	1,842.00	22,104.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	6	<u>\$33,516.72</u>
Account	<b>52 5510 - Consulting Fees</b>			
510 4630 52 5510	Northstar Constultant	1.0000	3,000.00	3,000.00
	Account <b>52 5510 - Consulting Fees</b> Totals	Transactions	1	<u>\$3,000.00</u>
Account	<b>52 5710 - R&amp;M Furn. &amp; Equip.</b>			
510 4630 52 5710	New cashier station equipment	5.0000	5,000.00	25,000.00
	Account <b>52 5710 - R&amp;M Furn. &amp; Equip.</b> Totals	Transactions	1	<u>\$25,000.00</u>
Account	<b>52 5720 - R&amp;M Communication Equip</b>			
510 4630 52 5720	Cisco License for A. Bradley, and 2 phone reps	3.0000	852.94	2,558.82
510 4630 52 5720	Cisco Software Support for 3 reps	3.0000	209.12	627.36
510 4630 52 5720	New Cisco telephone- T.Smith-Nolton	1.0000	335.00	335.00
510 4630 52 5720	Replacement Headsets	1.0000	300.00	300.00
	Account <b>52 5720 - R&amp;M Communication Equip</b> Totals	Transactions	4	<u>\$3,821.18</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4630 52 5730	AMI Prepay Fees Contract	1.0000	6,000.00	6,000.00
510 4630 52 5730	Attendance Enterprise 2.0 Clock In System	1.0000	1,388.00	1,388.00
510 4630 52 5730	CivicPlus	1.0000	445.00	445.00
510 4630 52 5730	Email License	1.0000	2,685.00	2,685.00
510 4630 52 5730	HP Design Jet Maintenance 800	1.0000	900.00	900.00
510 4630 52 5730	Mimecast	1.0000	719.00	719.00
510 4630 52 5730	Northstar Annual Renewal	1.0000	37,000.00	37,000.00
510 4630 52 5730	Presidio Phone Recording Upgrade	1.0000	8,000.00	8,000.00
510 4630 52 5730	Tyler NW	1.0000	5,780.00	5,780.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	9	<u>\$62,917.00</u>
Account	<b>52 6050 - Bank Charges</b>			
510 4630 52 6050	Debit/ Credit Card Fees for processing	12.0000	6,250.00	75,000.00
	Account <b>52 6050 - Bank Charges</b> Totals	Transactions	1	<u>\$75,000.00</u>
Account	<b>52 6110 - Other Insurance</b>			
510 4630 52 6110	Apex Insurance Personnel Allocation	1.0000	12,721.00	12,721.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$12,721.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4630 - Customer Service</b>			
Account	<b>52 6130 - Miscellaneous Services</b>			
510 4630 52 6130	Customer Service Weeks	1.0000	1,500.00	1,500.00
510 4630 52 6130	Holiday Customer Giveback	1.0000	1,500.00	1,500.00
	Account <b>52 6130 - Miscellaneous Services</b> Totals	Transactions	2	<u>\$3,000.00</u>
Account	<b>52 6170 - Contractual Services</b>			
510 4630 52 6170	Expenditures for Temp Services	1.0000	11,465.00	11,465.00
	Account <b>52 6170 - Contractual Services</b> Totals	Transactions	1	<u>\$11,465.00</u>
Account	<b>52 6200 - Training</b>			
510 4630 52 6200	New World Training	1.0000	2,500.00	2,500.00
510 4630 52 6200	Northstar -Customer Service Training	1.0000	2,600.00	2,600.00
	Account <b>52 6200 - Training</b> Totals	Transactions	2	<u>\$5,100.00</u>
Account	<b>52 6210 - Dues</b>			
510 4630 52 6210	Dues for GGFOA	1.0000	50.00	50.00
510 4630 52 6210	Dues for NFBPA	1.0000	205.00	205.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	2	<u>\$255.00</u>
Account	<b>52 6220 - Subscription/Publications</b>			
510 4630 52 6220	Subscription Renewals	1.0000	200.00	200.00
	Account <b>52 6220 - Subscription/Publications</b> Totals	Transactions	1	<u>\$200.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4630 52 6560	Apex Insurance Workers Comp Allocation	1.0000	2,880.00	2,880.00
510 4630 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	392.00	392.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$3,272.00</u>
Account	<b>52 7300 - Postage</b>			
510 4630 52 7300	Invertor Rental for PB Machince	12.0000	19.29	231.48
510 4630 52 7300	Pitney Bowes - Postage Machine	12.0000	878.33	10,539.96
510 4630 52 7300	Pitney Bowes Equipment Rental	12.0000	2,950.68	35,408.16
	Account <b>52 7300 - Postage</b> Totals	Transactions	3	<u>\$46,179.60</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
510 4630 52 7320	Envelopes for in house bill printing	1.0000	2,500.00	2,500.00
510 4630 52 7320	Staitionery, Forms, Literature for customers	1.0000	2,500.00	2,500.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	2	<u>\$5,000.00</u>
Account	<b>52 7330 - Copy Expense</b>			
510 4630 52 7330	Monthly Cost for Billing Equipment- Pitney Bowes	1.0000	5,300.00	5,300.00
510 4630 52 7330	Monthly Cost for copier- Toshiba	1.0000	6,600.00	6,600.00
510 4630 52 7330	Monthly Cost for copier- Xerox	1.0000	2,100.00	2,100.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	3	<u>\$14,000.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount	
<b>EXPENSES</b>					
Fund	<b>510 - ELECTRIC/POWER FUND</b>				
Department	<b>4630 - Customer Service</b>				
Account	<b>53 7050 - Medical Services/Supplies</b>				
510 4630 53 7050	Medical Examinations for new employees	1.0000	1,000.00	1,000.00	
	Account	53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>1,000.00</u>
Account	<b>53 7120 - D/P Forms &amp; Supplies</b>				
510 4630 53 7120	DP Forms and DP forms for Harris	1.0000	1,000.00	1,000.00	
	Account	53 7120 - D/P Forms & Supplies Totals	Transactions	1	<u>1,000.00</u>
Account	<b>53 7121 - Computer Hardware</b>				
510 4630 53 7121	Credit Clover for back office counter for payments	1.0000	500.00	500.00	
510 4630 53 7121	Replacement Computer for Customer Service	1.0000	1,000.00	1,000.00	
510 4630 53 7121	Replacement of 5 Receipt Printer for Cashiers	5.0000	100.00	500.00	
510 4630 53 7121	Supplies for Register Printers	1.0000	500.00	500.00	
	Account	53 7121 - Computer Hardware Totals	Transactions	4	<u>2,500.00</u>
Account	<b>53 7122 - Computer Supplies</b>				
510 4630 53 7122	Toner, Printer Cartridges, keyboards, mice	1.0000	1,000.00	1,000.00	
	Account	53 7122 - Computer Supplies Totals	Transactions	1	<u>1,000.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>				
510 4630 53 7150	Miscellaneous supplies	1.0000	1,500.00	1,500.00	
510 4630 53 7150	Paper & Ribbons for debit machines	1.0000	500.00	500.00	
510 4630 53 7150	Promotional items for Customer Service Week	1.0000	700.00	700.00	
510 4630 53 7150	Shirts for Public Power & Green Power Week	12.0000	50.00	600.00	
	Account	53 7150 - Other Operating Supplies Totals	Transactions	4	<u>3,300.00</u>
Account	<b>53 7310 - Office Supplies</b>				
510 4630 53 7310	Paper,pens, calendars, & other supplies	12.0000	715.00	8,580.00	
510 4630 53 7310	Pitney Bowes Postage Machine Ink replacement	3.0000	311.99	935.97	
510 4630 53 7310	Pitney Bowes Sealer	1.0000	98.99	98.99	
510 4630 53 7310	Pitney Printer Ink Cartridges	8.0000	525.00	4,200.00	
	Account	53 7310 - Office Supplies Totals	Transactions	4	<u>13,814.96</u>
Account	<b>54 7630 - Other Equipment - New</b>				
510 4630 54 7630	Renovation for Front/Back Counter - ADA compatible	1.0000	27,575.00	27,575.00	
	Account	54 7630 - Other Equipment - New Totals	Transactions	1	<u>27,575.00</u>
Account	<b>57 4000 - Bad Debt Expense</b>				
510 4630 57 4000	Payments to Collection Agency/ Follow up on Bad Debt	1.0000	7,000.00	7,000.00	
	Account	57 4000 - Bad Debt Expense Totals	Transactions	1	<u>7,000.00</u>
	Department	4630 - Customer Service Totals	Transactions	58	<u>\$361,637.46</u>
	Fund	510 - ELECTRIC/POWER FUND Totals	Transactions	58	<u>\$361,637.46</u>
		<b>EXPENSES Totals</b>	<b>Transactions</b>	<b>58</b>	<u><u>\$361,637.46</u></u>
		<b>Grand Totals</b>	<b>Transactions</b>	<b>58</b>	<u><u>\$361,637.46</u></u>



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

Department and Number: **Customer Services -4630** Fund: **510**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	<b>Customer Service Rep</b>	1	0	
	Additional Positions – Full Time			
	Additional Positions – Part Time 1			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
<b>Wages</b>				
	Regular			\$23,400
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			\$1,451
	<b>Total (5210 Proposed New Personnel – Personnel Services)</b>			<b>\$24,851</b>
<b>Fringe Benefits</b>				
	Group Life and AD & D \$150 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	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>\$24,851</b>

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

**Job Title:** Part-time Customer Service Rep II/ Cashier (Floater)

**Job Summary:** This is a clerical position responsible for receiving cash from customers or employees in payment for goods or services. Work involves greeting and assisting customers either personally or by phone. Work also involves serving as a central telephone operator for the City.

**Major Duties:** Assisting with the phones from 8 am-1 pm Monday-Friday. Occasional cashiering when we are short staffed or during days when we do disconnections. Assists residential and commercial utility customers. Establishes new utility accounts and makes payment agreements for utility accounts. Ensures that all work orders have been completed; re-issues work order when necessary; Makes adjustments to correct billing discrepancies; Processes and maintains accounts reported to collection agencies; notifies the collection agency in writing as well as verbally when the debt is paid; Assists customers in person and on the phone with questions regarding utility bills; Respond to high bill complaints from customer in person and on the telephone; Answers inquiries or requests and explain the city's ordinances, policies and procedures; Evaluates inquiries in order to determine the appropriate follow up to resolve issues with the public, other departments and elected officials; Process, reconcile, adjust and close out tax payments; Explains, in general terms, procedures, office hours, and location of various local, City, state and federal offices and makes proper referrals to the public; Process monthly employee/retiree utility credit; Performs routine general clerical and filing duties; May relieve or fill in for employees at other work locations as needed; Performs account maintenance; Perform other customer service related duties as assigned.

**Knowledge Required by the Position:** Knowledge of modern office procedures and practices; Knowledge of general bookkeeping and general office practices; Knowledge of City ordinances, policies and procedures; such as excel and word. Skill in dealing with the public. Skill in performing mathematical Knowledge of computerized systems for maintaining financial records; Proficient in use of PC programs calculations. Skill in oral and written communication; Ability to maintain accounting and clerical records and prepare reports from such records; Ability to work with a certain degree of independence; Ability to interpret and apply City policies to operations.

**Supervisory Controls:** The Customer Service Manager supervises this position.

**Guidelines:** Guidelines include the City personnel handbook, City codes and ordinances, and other applicable laws and regulations.

**Complexity:** This position requires detailed knowledge of hardware and software systems, up to

including, the ability to address the majority of client issues/ problems.

**Scope and Effect:** To enhance the efficiency and productivity of City departments by enabling employees to focus on specific assignments rather on computer and network –related issues.

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

**Purpose of Contacts:** Contacts are to give or exchange information, resolve problems, or negotiate and settle

**Physical Demands:** Work involves walking, talking, hearing using hands to handle, feel or operate objects, tools or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The incumbent may be required to push, pull, lift or carry up to 50 pounds.

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

**Supervisory and Management Responsibility:** None

**Minimum Qualifications:** High School diploma or equivalent; Associate's degree preferred; one (1) to two (2) years of related experience.

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

Fund: **510** Department and Number: **Customer Service 4630**

New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other <hr/>	Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) <hr/> Total Operating/Maintenance Costs to Date <hr/> Actual FYE 2019-20 Maintenance Cost <hr/> Actual FYE 2019-20 Operating Cost <hr/> Estimated FYE 2020-21 Maintenance Cost <hr/> Estimated FYE 2020-21 Operating Cost <hr/>
---	--

List Special Features, Not Standard: <hr/>	Specific Description & Condition of Item Being Replaced including VIN#: <hr/>
---	--

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

Purchase Option New Vehicle/Equipment Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21 <hr/>	Rental Option New Vehicle/Equipment Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21 <hr/>
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**EXHIBIT F-1**  
**City of College Park, Georgia**  
**Vehicle Inventory List**

**Dept: Customer Service 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>
<b>N/A</b>										

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**

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

Department: Customer Service

Department Number: 4630

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
54 7630	Renovation to front and back	Power Fund	\$27,575				
<b>Totals</b>			\$27,575	\$0	\$0	\$0	\$0

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

Department: Customer Service

Fund: 510

Division:

Department Number: 4630

Item/Project Name: Front & Back Counter Construction

Item/Project Manager:

Priority Rating: 1

Units Requested 3

Number of Similar Units on Hand: 3

---

Description of Item/Project: Front & Back Counter Renovation

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

---

If the item is a replacement, please describe the item that needs replaced. Front and Back Countertops, Cashiering Stations, and Desk areas

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

---

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 10-20 years

Estimated Cost \$27,575

Less: Trade-In N/A

Net Cost \$27,575

Comparable Quotes:

Vendor Name

Vendor Quote

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1. J.D. Crozby & Associates

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Customer Service

**Project Name or Title:** Front & Back Counter Renovations , Billing Room Expansion

**Project Description:** Renovations to the lower front and back counters and expansion of the office space for the new bill equipment.

**Project Justification and Impact:** By lowering the front and back counters, this will allow the city to become compliant with Federal ADA standards. Currently the office space that is housing the billing equipment needs to be expanded to house additional equipment for in-house billing.

**Project Costs:** \$27,575

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 27,575	\$ -	\$ -	\$ -	\$ -	\$ 27,575

**Useful Life:**

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

**Funding Source:** Power Fund

**Relationship to Other Primary Projects:** None



# EXHIBIT I-BUDGET PERFORMANCE

## Program Name: Customer Service

### Program Description:

The Customer Service Division is responsible for providing accurate and timely billing of the City's electric, water, sewer, storm water, and sanitation services. In accordance with Section 10 of the City's ordinances. In addition, the staff is equipped to assist customers with establishing and disconnecting utility services while responding to billing inquiries and processing payments. These payments include utility bills, property taxes, business licenses, permits and other payments that are remitted to the City. Revenue recovery is a function of this program as well.

### Trends:

The City's utility customer base had decreased over the past several years because of airport expansion, but has leveled over the past 7 years. With the improvement in the economic environment, recent annexations, coupled with the efforts of the City's Economic Development department, the customer service division expects to service more commercial and residential customers. Simultaneously, the existing and new customers are demanding more online information and improved accuracy in the information that they receive. The partnership with GE and ECG will continue to provide the technology associated with the Automated Meter Infrastructure to meet the customers' needs while providing faster and more reliable information.

### Program Broad Goals:

To prepare and produce bills that reflect the electric, water, meter, sanitation, storm water services and associated taxes/fees in a more timely and accurate manner; respond to all customer calls and inquiries in a consistent and timely manner with a high level of expertise; process daily cash and electronic payments with a high level of accuracy; increase in-house professionalism by providing employees with the tools and training necessary to empower staff with the knowledge and skills necessary to perform at peak efficiency; stronger customer service performance that could strengthen the relationship the City shares with employees, vendors, customers, citizens and constituents.

### Program 20/21 Objectives:

To fully utilize the new AMI Utility billing and meter reading technology; To improve the delivery of utility bills in a timely manner; implement more efficient ways to communicate and engage with the Community; implement more sources for customer interactions; continue to process utility billing in a timely manner; recover outstanding debt on utility accounts.

### Performance Measures

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

	Estimated 20/21
Bill all Existing and new account	160,000
Total dollars billed	\$50,000.000

## EXHIBIT I-BUDGET PERFORMANCE

### Program Name: Customer Service

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

	Estimated 20/21
Utility bills mailed accurately	98%
Utility bills mailed timely	90%
Customer call answered timely	95%
Customer signed up for on-line payment/account access.	2,000
In-House Bill Printing	95%

#### Performance Measures

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

	Actual 19/20
Bill all Existing and new accounts	147,278
Total dollars billed	\$25,000.000

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

	Actual 19/20
Utility bills mailed accurately	95%
Utility bills mailed timely	85%
Customer call answered timely	90%
Customer signed up for on-line payment/account access.	2,000

#### Prior Year Highlights:

- Improved phone correspondence weekly report (*handling of incoming calls*)
- Improved Customer Service interactions (*social media platform, bill messages, etc.*)
- Improved collections of delinquent and past due accounts; resumed accessing late penalties (*after 2-year delay*)
- Improved Utility Billing process and gathered monthly statistics in a timely manner
- Identified and fixed anomalies found in the field/system with the AMI software (Beacon/OTV)
- Cross train of key personnel complete to allow for continuity of corporate knowledge providing better business processes and efficiency
- Conduct weekly interdepartmental collaboration meetings facilitated by the Customer Service team to address and resolve outstanding technical issues associated with various operating systems
- Initiated Community Engagement (*Holiday Raffles, etc.*)
- Improved Team Building

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

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**Fund: 510**

**Department and Number: Customer Service / 4630**

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Department Submitting Request: Power Department

Division Submitting Request: Line

Requested For Department: Meter

Prepared By: Aurelia Gray

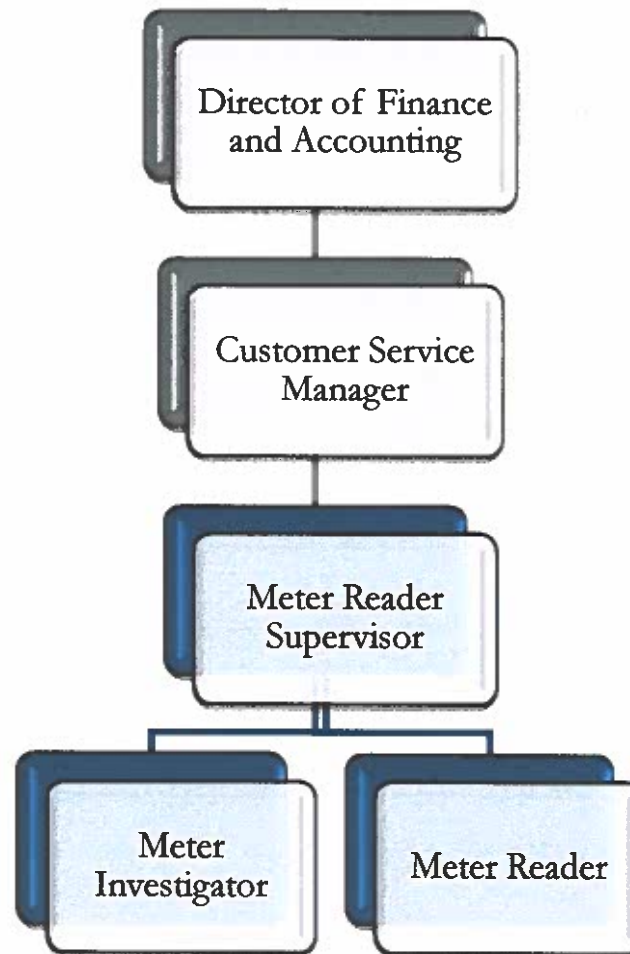
Description of Item: 100% Cotton Unisex Shirts with Standard Power or City Logo embroidered on front.

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

Cost Estimate/Revenue Enhancement: 13 Employees@ \$50.00.....\$650.00

**Meter Reading**

# Power Meter Reading Organizational Chart



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

**Fund: 510**                      **Department and Number: Finance- Meter 4620**

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	2017-18	2018-19	2019-20	2020-21	2020-21
<b>Full Time Positions</b>	<b>Actual</b>	<b>Actual</b>	<b>Current</b>	<b>Department Requested</b>	<b>City Manager Recommend</b>
Meter Service Man	1	1	1	1	1
Meter Readers	0	1	1	1	1
Meter Lead	1	1	1	1	1
<b>Total Personnel:</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>510 - ELECTRIC/POWER FUND</b>								
<b>EXPENSE</b>								
Department <b>4620 - Meter Reading</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	110,583.33	116,510.00	80,518.55	69	116,501.00	116,501.00	
51 5020	Salary/Overtime	29,919.43	8,000.00	17,445.83	218	8,000.00	8,000.00	
51 5030	Salary/Partime	.00	.00	722.52		.00	.00	
51 5040	Shared Utility Payments	1,833.53	2,400.00	1,414.82	59	2,400.00	2,400.00	
51 5190	Medicare	1,889.55	1,689.00	1,129.98	67	1,689.00	1,689.00	
<i>Personnel Services Totals</i>		<b>\$144,225.84</b>	<b>\$128,599.00</b>	<b>\$101,231.70</b>	<b>79%</b>	<b>\$128,590.00</b>	<b>\$128,590.00</b>	<b>0%</b>
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	29,666.94	23,255.00	20,405.93	88	23,254.00	23,894.00	3
51 5161	Life Insurance	138.91	149.00	103.14	69	149.00	149.00	
51 5163	ST Disability Insurance	96.98	116.00	67.14	58	116.00	116.00	
51 5164	LT Disability Insurance	97.50	115.00	67.50	59	115.00	115.00	
51 5165	Health Insurance	22,968.48	20,196.00	5,897.22	29	20,196.00	22,721.00	13
51 5166	Dental Insurance	914.47	3,091.00	601.02	19	2,009.00	2,009.00	(35)
51 5180	Uniforms	6,668.81	1,500.00	4,433.36	296	1,500.00	1,500.00	
<i>Employee Benefits Totals</i>		<b>\$60,552.09</b>	<b>\$48,422.00</b>	<b>\$31,575.31</b>	<b>65%</b>	<b>\$47,339.00</b>	<b>\$50,504.00</b>	<b>4%</b>
<i>Communications &amp; Util.</i>								
52 5240	Telephone	5,007.25	2,701.00	5,734.94	212	2,100.00	2,100.00	(22)
<i>Communications &amp; Util. Totals</i>		<b>\$5,007.25</b>	<b>\$2,701.00</b>	<b>\$5,734.94</b>	<b>212%</b>	<b>\$2,100.00</b>	<b>\$2,100.00</b>	<b>(22%)</b>
<i>Repair &amp; Maintenance</i>								
52 5700	R&M - Vehicles	14,654.52	17,000.00	10,500.96	62	17,000.00	17,000.00	
52 5730	R&M - D/P Equipment	.00	900.00	3,003.82	334	1,751.00	1,751.00	95
53 5680	Tires	1,048.28	2,400.00	339.40	14	2,400.00	2,400.00	
<i>Repair &amp; Maintenance Totals</i>		<b>\$15,702.80</b>	<b>\$20,300.00</b>	<b>\$13,844.18</b>	<b>68%</b>	<b>\$21,151.00</b>	<b>\$21,151.00</b>	<b>4%</b>
<i>Training &amp; Education</i>								
52 6200	Training	.00	.00	.00		3,500.00	3,500.00	
52 6230	Conventions/Meetings	.00	1,000.00	.00		.00	.00	(100)
<i>Training &amp; Education Totals</i>		<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>250%</b>
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	.00	100.00	.00		100.00	100.00	
52 6100	Auto Insurance	9,579.69	10,391.00	3,660.92	35	4,114.00	4,114.00	(60)
52 6110	Other Insurance	1,601.91	3,461.00	2,573.00	74	3,180.00	3,180.00	(8)
52 6130	Miscellaneous Services	142.04	100.00	12.54	13	100.00	100.00	



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund 510 - ELECTRIC/POWER FUND								
<b>EXPENSE</b>								
Department 4620 - Meter Reading								
<i>Other Services &amp; Charges</i>								
52 6170	Contractual Services	741.84	.00	.00		1,000.00	1,000.00	
52 6510	Claims Not Workmans Comp.	.00	200.00	.00		.00	.00	(100)
52 6560	Workers Comp/Administrati	1,001.85	687.00	745.44	109	820.00	820.00	19
52 6580	Unemployment Compensation	.00	320.00	.00		.00	.00	(100)
52 6600	Claims Workers Comp.	.00	200.00	.00		.00	.00	(100)
<i>Other Services &amp; Charges Totals</i>		\$13,067.33	\$15,459.00	\$6,991.90	45%	\$9,314.00	\$9,314.00	(40%)
<i>Materials &amp; Supplies</i>								
52 7300	Postage	.00	100.00	.00		100.00	100.00	
52 7320	Stationery & Printing	336.44	500.00	.00		500.00	500.00	
52 7330	Copy Expense	14.26	500.00	.00		500.00	500.00	
53 7000	Gas & Oil	4,440.70	4,000.00	1,386.59	35	4,000.00	4,000.00	
53 7010	Tools/Shop Supplies	588.10	1,500.00	.00		1,500.00	1,500.00	
53 7020	Janitorial Supplies	187.04	300.00	79.63	27	300.00	300.00	
53 7050	Medical Services/Supplies	117.00	500.00	.00		500.00	500.00	
53 7110	Safety Supplies	133.75	3,150.00	965.20	31	3,150.00	3,150.00	
53 7121	Computer Hardware	2,925.23	4,000.00	.00		5,000.00	5,000.00	25
53 7150	Other Operating Supplies	284.95	2,431.00	1,753.00	72	2,431.00	2,431.00	
53 7310	Office Supplies	853.28	1,200.00	65.52	5	600.00	600.00	(50)
<i>Materials &amp; Supplies Totals</i>		\$9,880.75	\$18,181.00	\$4,249.94	23%	\$18,581.00	\$18,581.00	2%
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	.00	.00		26,000.00	26,000.00	
<i>Capital Outlay Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$26,000.00	\$26,000.00	+++
Department 4620 - Meter Reading Totals		\$248,436.06	\$234,662.00	\$163,627.97	70%	\$256,575.00	\$259,740.00	11%
<b>EXPENSE TOTALS</b>		\$248,436.06	\$234,662.00	\$163,627.97	70%	\$256,575.00	\$259,740.00	11%
Fund 510 - ELECTRIC/POWER FUND Totals		\$248,436.06	\$234,662.00	\$163,627.97	70%	\$256,575.00	\$259,740.00	11%
<b>EXPENSE TOTALS</b>		\$248,436.06	\$234,662.00	\$163,627.97	70%	\$256,575.00	\$259,740.00	11%
Fund 510 - ELECTRIC/POWER FUND Totals		(\$248,436.06)	(\$234,662.00)	(\$163,627.97)	70%	(\$256,575.00)	(\$259,740.00)	11%
Net Grand Totals								
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<b>EXPENSE GRAND TOTALS</b>		\$248,436.06	\$234,662.00	\$163,627.97	70%	\$256,575.00	\$259,740.00	11%
Net Grand Totals		(\$248,436.06)	(\$234,662.00)	(\$163,627.97)	70%	(\$256,575.00)	(\$259,740.00)	11%





# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4620 - Meter Reading</b>			
Account	<b>52 5240 - Telephone</b>			
510 4620 52 5240	Verizon Cell Phone	12.0000	175.00	2,100.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	1	<u>\$2,100.00</u>
Account	<b>52 5700 - R&amp;M - Vehicles</b>			
510 4620 52 5700	Annual R& M for 3 vehicles	3.0000	2,500.00	7,500.00
510 4620 52 5700	Miscellaneous Items	1.0000	2,500.00	2,500.00
510 4620 52 5700	Moody's Allocation	1.0000	7,000.00	7,000.00
	Account <b>52 5700 - R&amp;M - Vehicles</b> Totals	Transactions	3	<u>\$17,000.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
510 4620 52 5730	Civic Plus	1.0000	445.00	445.00
510 4620 52 5730	Email License	1.0000	671.00	671.00
510 4620 52 5730	Mimecast	1.0000	180.00	180.00
510 4620 52 5730	NWS-Fin Mgmt	1.0000	455.00	455.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	4	<u>\$1,751.00</u>
Account	<b>52 6100 - Auto Insurance</b>			
510 4620 52 6100	Apex Auto Liability (Allocation)	1.0000	4,114.00	4,114.00
	Account <b>52 6100 - Auto Insurance</b> Totals	Transactions	1	<u>\$4,114.00</u>
Account	<b>52 6110 - Other Insurance</b>			
510 4620 52 6110	Apex Insurance Personnel Allocation	1.0000	3,180.00	3,180.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>\$3,180.00</u>
Account	<b>52 6200 - Training</b>			
510 4620 52 6200	Meter Safety Training	1.0000	1,000.00	1,000.00
510 4620 52 6200	Meter Supervisor Training	1.0000	1,500.00	1,500.00
510 4620 52 6200	Theft of Service Investigations Training	1.0000	1,000.00	1,000.00
	Account <b>52 6200 - Training</b> Totals	Transactions	3	<u>\$3,500.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
510 4620 52 6560	Apex Insurance Workers Comp Allocation	1.0000	720.00	720.00
510 4620 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	100.00	100.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>\$820.00</u>
Account	<b>52 7320 - Stationery &amp; Printing</b>			
510 4620 52 7320	Pre-Printed Warning Letters, Business Cards, and Door Hangers	1.0000	500.00	500.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$500.00</u>
Account	<b>52 7330 - Copy Expense</b>			
510 4620 52 7330	Desk Printer Replacement	1.0000	250.00	250.00
510 4620 52 7330	Printer Paper Expense	1.0000	250.00	250.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	2	<u>\$500.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4620 - Meter Reading</b>			
Account	<b>53 5680 - Tires</b>			
510 4620 53 5680	R & M for 3 Pickup trucks	16.0000	150.00	2,400.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$2,400.00</u>
Account	<b>53 7000 - Gas &amp; Oil</b>			
510 4620 53 7000	Fuel for 3 Gasoline Passenger Vehicles	1.0000	4,000.00	4,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$4,000.00</u>
Account	<b>53 7010 - Tools/Shop Supplies</b>			
510 4620 53 7010	AMI Meter Locking Devices for new services	1.0000	950.00	950.00
510 4620 53 7010	Barrel Lock Cleaning Tool	7.0000	20.00	140.00
510 4620 53 7010	Hand Tools-Placement	1.0000	200.00	200.00
510 4620 53 7010	Lock Ring Key Replacements	7.0000	30.00	210.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	4	<u>\$1,500.00</u>
Account	<b>53 7020 - Janitorial Supplies</b>			
510 4620 53 7020	Normal house keeping supplies and paper goods	1.0000	300.00	300.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>\$300.00</u>
Account	<b>53 7050 - Medical Services/Supplies</b>			
510 4620 53 7050	First Aid Supplies	1.0000	200.00	200.00
510 4620 53 7050	New Employee Physicals & Associated Expenses	1.0000	300.00	300.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	2	<u>\$500.00</u>
Account	<b>53 7110 - Safety Supplies</b>			
510 4620 53 7110	Cold Weather Gear Replacement Sets	3.0000	350.00	1,050.00
510 4620 53 7110	Die-Electric Rain Gear - Replacement	3.0000	275.00	825.00
510 4620 53 7110	Footwear- Annual Replacement	3.0000	125.00	375.00
510 4620 53 7110	Personal Safety gear- hard hats and overshoes	3.0000	100.00	300.00
510 4620 53 7110	Rubber Gloves Testing and replacement	3.0000	200.00	600.00
	Account 53 7110 - Safety Supplies Totals	Transactions	5	<u>\$3,150.00</u>
Account	<b>53 7121 - Computer Hardware</b>			
510 4620 53 7121	Workbook & Software	1.0000	5,000.00	5,000.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>\$5,000.00</u>
Account	<b>53 7150 - Other Operating Supplies</b>			
510 4620 53 7150	Anchor Rings, Meter Covers and Blankets	1.0000	500.00	500.00
510 4620 53 7150	Demand Seals- 5K	5.0000	90.00	450.00
510 4620 53 7150	Disconnect Sleeves-150 Gross	37.0000	18.00	666.00
510 4620 53 7150	Meter Seals- All Colors 20k	10.0000	81.50	815.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	4	<u>\$2,431.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>510 - ELECTRIC/POWER FUND</b>			
Department	<b>4620 - Meter Reading</b>			
Account	<b>54 7590 - Vehicles - Replace</b>			
510 4620 54 7590	Vehicle is not passing emissions and very high in mileage	1.0000	26,000.00	26,000.00
Account	<b>54 7590 - Vehicles - Replace</b> Totals	Transactions	1	<u>\$26,000.00</u>
Department	<b>4620 - Meter Reading</b> Totals	Transactions	38	<u>\$78,746.00</u>
Fund	<b>510 - ELECTRIC/POWER FUND</b> Totals	Transactions	38	<u>\$78,746.00</u>
	<b>EXPENSES Totals</b>	Transactions	38	<u>\$78,746.00</u>
	Grand Totals	Transactions	38	<u>\$78,746.00</u>

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

Department and  
 Number: **Meter Reading -4620**

Fund: **510**

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

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**



**EXHIBIT F-1**

**City of College Park, Georgia  
Vehicle Inventory List**

**Dept: Meter Fuel Type: Gasoline**

<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 Mileage</b>	<b>Current Mileage</b>	<b>Hours</b>	<b>Tag #.</b>
521-G	2010	Ford	F-150	1FTMF1CWAKB36406	14,935.00	11/2/2009	99,805	109,820		133105
522-G	2011	Ford	F-150	1FTMFKM2BFB85477	15,542.00	4/12/2011	32,334	66,526		133109
531-G	2001	Chev	Blazer	1GNDT13W61K204314	25,487.00	5/29/2001	98,196			133103
541-G	2000	Ford	F-150	1FTMF1CWAKB36405	14,935.00	11/2/2009	91,615	94,922		133104

**G=Gas**

**D=Diesel**

**AF=Alternative Fuel**

**N/A=Not Available or Required**

**Salvaged to It Dept.... No longer Meter**

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

Department: Meter Reading

Department Number: 4620

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



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET  
CAPITAL PROJECTS  
EXHIBIT H

**Department/Division:**  
Meter Reading

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:**

<u>Prior Year</u>	<u>FY2031</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Useful Life:**

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

**Funding Source:** General Fund

**Relationship to Other Primary Projects:** None

## EXHIBIT I-BUDGET PERFORMANCE

### Program Name: Customer Service Department – Meter Division

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

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

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

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

### Program Name: Power Department – Meter Division

#### Performance Measures

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

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

Estimated 20/21  
95%

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

Completed projects within budget constraints.

Estimated 20/21  
5

### Program Name: Customer Service Department – Meter Division

## EXHIBIT I-BUDGET PERFORMANCE

### Performance Measures

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

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

Actual 19/20  
90%

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

Completed projects within budget constraints.

Actual 19/20

3

### Prior Year Highlights:

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

**EXHIBIT J**

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

---

**Fund: 510**

**Department and Number: Meter Reading / 4620**

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Department Submitting Request:

Division Submitting Request:

Requested For Department:

Prepared By:

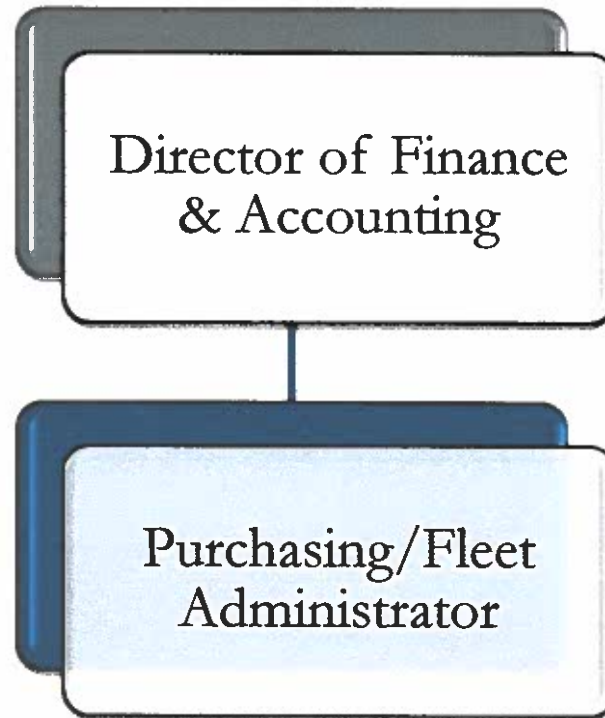
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

**Purchasing**

# Purchasing Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

Fund: 100

Department and Number: Purchasing/1517

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Purchasing/Fleet Administrator	1	1	1	1	1

Total Personnel: 1 1 1 1 1



# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund <b>100 - GENERAL FUND</b>								
<b>EXPENSE</b>								
Department <b>1517 - Purchasing</b>								
<i>Personnel Services</i>								
51 5010	Salary/Operating	49,929.47	55,016.00	38,332.89	70	54,995.00	54,995.00	
51 5190	Medicare	688.37	798.00	520.03	65	797.00	797.00	
51 5200	Fica	2,943.37	3,411.00	739.02	22	3,410.00	.00	(100)
<i>Personnel Services Totals</i>		\$53,561.21	\$59,225.00	\$39,591.94	67%	\$59,202.00	\$55,792.00	(6%)
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	10,151.49	10,981.00	7,820.48	71	10,977.00	11,280.00	3
51 5161	Life Insurance	49.66	50.00	34.38	69	50.00	50.00	
51 5163	ST Disability Insurance	.00	160.00	.00		160.00	160.00	
51 5164	LT Disability Insurance	.00	135.00	.00		135.00	135.00	
51 5166	Dental Insurance	613.34	740.00	424.62	57	613.00	613.00	(17)
<i>Employee Benefits Totals</i>		\$10,814.49	\$12,066.00	\$8,279.48	69%	\$11,935.00	\$12,238.00	1%
<i>Communications &amp; Util.</i>								
52 5240	Telephone	2,689.12	2,004.00	1,570.14	78	2,700.00	2,700.00	35
52 5260	Heat & Power	1,639.92	1,378.00	1,236.69	90	1,500.00	1,500.00	9
52 5270	Water	63.21	100.00	48.41	48	100.00	100.00	
52 5280	Other Communication/Util	196.56	160.00	147.42	92	200.00	200.00	25
<i>Communications &amp; Util. Totals</i>		\$4,588.81	\$3,642.00	\$3,002.66	82%	\$4,500.00	\$4,500.00	24%
<i>Repair &amp; Maintenance</i>								
52 5730	R&M - D/P Equipment	3,798.04	3,500.00	2,739.21	78	2,857.00	2,857.00	(18)
<i>Repair &amp; Maintenance Totals</i>		\$3,798.04	\$3,500.00	\$2,739.21	78%	\$2,857.00	\$2,857.00	(18%)
<i>Training &amp; Education</i>								
52 6200	Training	.00	400.00	300.00	75	1,100.00	1,100.00	175
52 6210	Dues	170.00	790.00	790.00	100	810.00	810.00	3
<i>Training &amp; Education Totals</i>		\$170.00	\$1,190.00	\$1,090.00	92%	\$1,910.00	\$1,910.00	61%
<i>Other Services &amp; Charges</i>								
52 3505	Mileage Reimbursement	52.83	250.00	111.71	45	450.00	450.00	80
52 6110	Other Insurance	673.14	1,114.00	943.43	85	1,060.00	1,060.00	(5)
52 6130	Miscellaneous Services	(19.80)	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	333.95	229.00	248.48	109	273.00	273.00	19
<i>Other Services &amp; Charges Totals</i>		\$1,040.12	\$1,593.00	\$1,303.62	82%	\$1,783.00	\$1,783.00	12%
<i>Materials &amp; Supplies</i>								
52 7300	Postage	(394.60)	50.00	17.00	34	25.00	25.00	(50)
52 7320	Stationery & Printing	156.76	100.00	.00		150.00	150.00	50





# Budget Worksheet Report

Budget Year 2021

Account	Account Description	2019 Actual Amount	2020 Amended Budget	2020 Actual Amount	% Used	2021 Dept Head Requested	2021 City Mgr Recommended	% Chg 2021 CM to 2020 Amend
Fund	<b>100 - GENERAL FUND</b>							
	<b>EXPENSE</b>							
	Department <b>1517 - Purchasing</b>							
	<i>Materials &amp; Supplies</i>							
52 7330	Copy Expense	754.03	550.00	443.04	81	1,000.00	1,000.00	82
53 7121	Computer Hardware	.00	590.00	578.13	98	.00	.00	(100)
53 7150	Other Operating Supplies	1,159.65	800.00	205.46	26	500.00	500.00	(38)
53 7310	Office Supplies	229.47	2,000.00	1,261.60	63	1,500.00	1,500.00	(25)
	<i>Materials &amp; Supplies Totals</i>	\$1,905.31	\$4,090.00	\$2,505.23	61%	\$3,175.00	\$3,175.00	(22%)
Department	<b>1517 - Purchasing Totals</b>	\$75,877.98	\$85,306.00	\$58,512.14	69%	\$85,362.00	\$82,255.00	(4%)
	<b>EXPENSE TOTALS</b>	\$75,877.98	\$85,306.00	\$58,512.14	69%	\$85,362.00	\$82,255.00	(4%)
Fund	<b>100 - GENERAL FUND Totals</b>	\$75,877.98	\$85,306.00	\$58,512.14	69%	\$85,362.00	\$82,255.00	(4%)
	<b>EXPENSE TOTALS</b>	\$75,877.98	\$85,306.00	\$58,512.14	69%	\$85,362.00	\$82,255.00	(4%)
Fund	<b>100 - GENERAL FUND Totals</b>	(\$75,877.98)	(\$85,306.00)	(\$58,512.14)	69%	(\$85,362.00)	(\$82,255.00)	(4%)
	Net Grand Totals							
	<b>REVENUE GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	<b>EXPENSE GRAND TOTALS</b>	\$75,877.98	\$85,306.00	\$58,512.14	69%	\$85,362.00	\$82,255.00	(4%)
	Net Grand Totals	(\$75,877.98)	(\$85,306.00)	(\$58,512.14)	69%	(\$85,362.00)	(\$82,255.00)	(4%)



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund	<b>100 - GENERAL FUND</b>			
Department	<b>1517 - Purchasing</b>			
Account	<b>52 3505 - Mileage Reimbursement</b>			
100 1517 52 3505	Travel reimbursement to Meetings, DMV and Training	1.0000	450.00	450.00
	Account <b>52 3505 - Mileage Reimbursement</b> Totals	Transactions	1	<u>450.00</u>
Account	<b>52 5240 - Telephone</b>			
100 1517 52 5240	AT&T	1.0000	120.00	120.00
100 1517 52 5240	Comcast	1.0000	396.00	396.00
100 1517 52 5240	Windstream	12.0000	182.00	2,184.00
	Account <b>52 5240 - Telephone</b> Totals	Transactions	3	<u>2,700.00</u>
Account	<b>52 5260 - Heat &amp; Power</b>			
100 1517 52 5260	Shared Cost for Heat & Power	1.0000	1,500.00	1,500.00
	Account <b>52 5260 - Heat &amp; Power</b> Totals	Transactions	1	<u>1,500.00</u>
Account	<b>52 5270 - Water</b>			
100 1517 52 5270	Shared Cost for Water	1.0000	100.00	100.00
	Account <b>52 5270 - Water</b> Totals	Transactions	1	<u>100.00</u>
Account	<b>52 5280 - Other Communication/Util</b>			
100 1517 52 5280	Shared Cost for Other Utilities	1.0000	200.00	200.00
	Account <b>52 5280 - Other Communication/Util</b> Totals	Transactions	1	<u>200.00</u>
Account	<b>52 5730 - R&amp;M - D/P Equipment</b>			
100 1517 52 5730	Email License	1.0000	224.00	224.00
100 1517 52 5730	Mimecast	1.0000	60.00	60.00
100 1517 52 5730	Tyler NW	1.0000	2,573.00	2,573.00
	Account <b>52 5730 - R&amp;M - D/P Equipment</b> Totals	Transactions	3	<u>2,857.00</u>
Account	<b>52 6110 - Other Insurance</b>			
100 1517 52 6110	Apex Insurance Personnel Allocation	1.0000	1,060.00	1,060.00
	Account <b>52 6110 - Other Insurance</b> Totals	Transactions	1	<u>1,060.00</u>
Account	<b>52 6200 - Training</b>			
100 1517 52 6200	Procurement Conference	1.0000	1,100.00	1,100.00
	Account <b>52 6200 - Training</b> Totals	Transactions	1	<u>1,100.00</u>
Account	<b>52 6210 - Dues</b>			
100 1517 52 6210	GPAG annual dues	1.0000	50.00	50.00
100 1517 52 6210	Natl Assoc of Minority Contracts dues	1.0000	570.00	570.00
100 1517 52 6210	NIGP annual dues	1.0000	190.00	190.00
	Account <b>52 6210 - Dues</b> Totals	Transactions	3	<u>810.00</u>
Account	<b>52 6560 - Workers Comp/Administrati</b>			
100 1517 52 6560	Apex Insurance Workers Comp Allocation	1.0000	240.00	240.00
100 1517 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	33.00	33.00
	Account <b>52 6560 - Workers Comp/Administrati</b> Totals	Transactions	2	<u>273.00</u>



# Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
<b>EXPENSES</b>				
Fund <b>100 - GENERAL FUND</b>				
Department <b>1517 - Purchasing</b>				
Account <b>52 7300 - Postage</b>				
100 1517 52 7300	Mailing bids and applications	1.0000	25.00	25.00
	Account <b>52 7300 - Postage</b> Totals	Transactions	1	<u>\$25.00</u>
Account <b>52 7320 - Stationery &amp; Printing</b>				
100 1517 52 7320	Business cards, envelopes	1.0000	150.00	150.00
	Account <b>52 7320 - Stationery &amp; Printing</b> Totals	Transactions	1	<u>\$150.00</u>
Account <b>52 7330 - Copy Expense</b>				
100 1517 52 7330	Shared cost for mailroom copier lease/paper	1.0000	1,000.00	1,000.00
	Account <b>52 7330 - Copy Expense</b> Totals	Transactions	1	<u>\$1,000.00</u>
Account <b>53 7150 - Other Operating Supplies</b>				
100 1517 53 7150	Cleaning materials, Computer items, etc.	1.0000	500.00	500.00
	Account <b>53 7150 - Other Operating Supplies</b> Totals	Transactions	1	<u>\$500.00</u>
Account <b>53 7310 - Office Supplies</b>				
100 1517 53 7310	General Office supplies: Pens, Folders, Stationery, etc.	1.0000	1,500.00	1,500.00
	Account <b>53 7310 - Office Supplies</b> Totals	Transactions	1	<u>\$1,500.00</u>
	Department <b>1517 - Purchasing</b> Totals	Transactions	22	<u>\$14,225.00</u>
	Fund <b>100 - GENERAL FUND</b> Totals	Transactions	22	<u>\$14,225.00</u>
	<b>EXPENSES</b> Totals	Transactions	22	<u>\$14,225.00</u>
	Grand Totals	Transactions	22	<u><u>\$14,225.00</u></u>

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

Department and  
 Number: **Purchasing 1517**

Fund: **100**

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

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

**Job Title:**

**Job Summary:**

**Major Duties:**

**Knowledge Required by the Position:**

**Supervisory Controls:**

**Guidelines:**

**Complexity:**

**Scope and Effect:**

**Personal Contacts:**

**Purpose of Contacts:**

**Physical Demands:**

**Work Environment:**

**Supervisory and Management Responsibility:**

**Minimum Qualifications:**

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

Fund: 100

Department and Number: **Purchasing**

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

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

**Dept:** Purchasing      **Fuel Type:**

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

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

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

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Purchasing 100 Department Number: 1517

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



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

Department: **Purchasing**

Fund: **100**

Division:

Department Number: **1517**

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life \_\_\_\_\_

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

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

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

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

CITY OF COLLEGE PARK, GEORGIA  
FISCAL YEAR 2021 BUDGET

**Department/Division:**  
Purchasing

**Project Name or Title:**

**Project Description:**

**Project Justification and Impact:**

**Project Costs:** \$ -

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

**Useful Life:**

**Estimated Cost Beyond Five Year Program:**

**Funding Source:** General Fund

**Relationship to Other Primary Projects:**

# EXHIBIT I-BUDGET PERFORMANCE

## Purchasing Department

### **Program Description:**

The Purchasing program is responsible for the timely and best value acquisition and/or facilitation of all materials, services, and construction required by the City and provides assistance to the various contractor administrators throughout the City staff. It analyzes goods and services from many aspects to insure that best value is provided to the City and promotes an open and public procurement process, including seeking environmentally friendly products and opportunities for various small businesses including minority, women-owned and disadvantaged.

### **Trends:**

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

### **Program Broad Goals:**

Education in terms of outreach to our City staff and end users is a key strategic goal of the Purchasing Department. Combining increased meaningful training along with best practices will provide a stronger foundation throughout the City for procurement activity. Establishing a strong and consistent commitment to best value procurements is another strategic goal for Purchasing. By providing the functional expertise to the City to be able to properly solicit and procure using a best procurement methodology (RFP - "request for proposal", RFQ - "request for quotation", RFQC - "request for qualified contractors" or ITB – Invitation to Bid) to determine the most responsive that will yield a better long term result for the City.

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

### **Program 20/21 Objectives:**

Continue to educate and improve the processing time for requisitions so that the goods and services needed by the City staff are available in a timely manner. Improve the solicitation process so that it represents the City's needs for best value procurements in acquiring the multitude of various goods and services the City needs to operate. Continue the seven-year purchasing document retention program, which will continue to lead us to an on-line set of data that will be more accessible to City staff. Continue to

## EXHIBIT I-BUDGET PERFORMANCE

provide education to City staff through various means. Continue to update and revise the Purchasing Policy Manual, when required, to adhere to current changes in laws or policy changes.

### Performance Measures

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>Actual 20/21</b>
<b>No. of Purchase Orders processed</b>	<b>705</b>
<b>\$ value of Purchase Orders</b>	<b>\$20,962,224</b>
<b>No. of long term contracts in place</b>	<b>N/A</b>

### Prior Year Highlights:

- Continue to provide training opportunities to various City departments during the year for processing of requisitions.
- Manage and oversee the solicitation process
  - More streamlined solicitation process
  - More vendors solicited
  - More proposals received
- Registered 20 new vendors with the City of College Park
- Increased purchase order entries 8.29% from 2018/2019

## **EXHIBIT I-BUDGET PERFORMANCE**

### **Fleet Administration**

#### **Program Description:**

The Fleet Administration Division, under the Purchasing Department is responsible for the administrative function(s) for the City fleet vehicles. This includes monitoring State of Georgia Contracts to purchase new vehicles, once the department has placed vehicle(s) on their surplus list. Registering and licensing all vehicles with the Fulton County Tax Commissioners Office to be in compliance with the State of Georgia. In completing this process, the City of College Park takes ownership of the vehicle. Overseeing commissioning or surplus of vehicles. Generate reports of out of service vehicles and determine a period of return to service.

#### **Prior Year Highlights:**

- Registered the City fleet (198 of 200) vehicles with the state of Georgia.
- Conducted a fall surplus auction, with a return of \$40,000.00 to the City.

**EXHIBIT J**

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2020-21

---

Fund: **100**

Department and Number: **Purchasing / 1517**

---

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

**INVA**