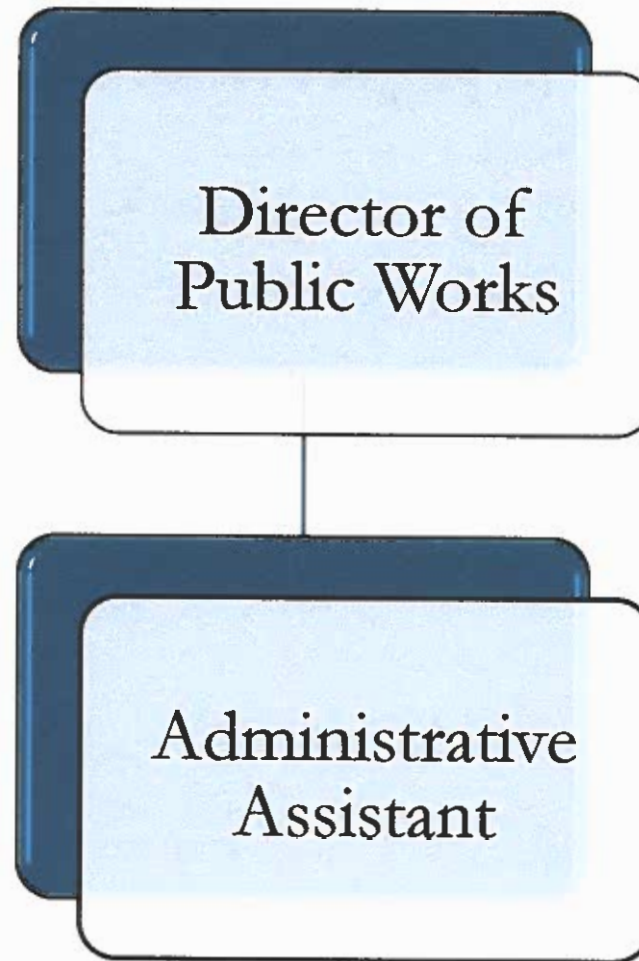


April 15, 2020

Public Works Administration Organizational Chart



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

Fund: 100 Department and Number: Public Works / Administration 4000

	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
Administrative Assistant	1	1	1	1	1
Total Personnel	2	2	2	2	2
Director's Salary	25%	25%	25%	25%	25%



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								
EXPENSE								
Department 4000 - PUBLIC WORKS ADMIN								
<i>Personnel Services</i>								
51 5010	Salary/Operating	33,698.92	32,968.00	23,445.05	71	34,107.00	34,107.00	3
51 5040	Shared Utility Payments	341.55	600.00	281.37	47	600.00	600.00	
51 5050	Personnel Cost	(2,618.41)	.00	.00		.00	.00	
51 5190	Medicare	479.83	478.00	333.89	70	495.00	495.00	4
<i>Personnel Services Totals</i>		\$31,901.89	\$34,046.00	\$24,060.31	71%	\$35,202.00	\$35,202.00	3%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	4,934.86	4,875.00	3,473.66	71	5,017.00	5,072.00	4
51 5161	Life Insurance	32.86	37.00	25.74	70	37.00	37.00	
51 5163	ST Disability Insurance	56.42	78.00	36.36	47	78.00	78.00	
51 5164	LT Disability Insurance	53.56	79.00	34.00	43	79.00	79.00	
51 5165	Health Insurance	5,691.78	3,529.00	2,443.32	69	3,529.00	3,970.00	12
51 5166	Dental Insurance	93.78	104.00	65.34	63	94.00	94.00	(10)
<i>Employee Benefits Totals</i>		\$10,863.26	\$8,702.00	\$6,078.42	70%	\$8,834.00	\$9,330.00	7%
<i>Communications & Util.</i>								
52 5240	Telephone	1,198.44	1,272.00	1,081.37	85	3,022.00	3,022.00	138
<i>Communications & Util. Totals</i>		\$1,198.44	\$1,272.00	\$1,081.37	85%	\$3,022.00	\$3,022.00	138%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	.00	250.00	.00		250.00	250.00	
52 5720	R&M Communication Equip	.00	200.00	88.89	44	200.00	200.00	
52 5730	R&M - D/P Equipment	3,847.85	4,706.00	4,553.40	97	5,693.00	5,693.00	21
53 5680	Tires	342.01	400.00	.00		400.00	400.00	
<i>Repair & Maintenance Totals</i>		\$4,189.86	\$5,556.00	\$4,642.29	84%	\$6,543.00	\$6,543.00	18%
<i>Training & Education</i>								
52 6200	Training	934.02	600.00	255.00	43	600.00	600.00	
52 6210	Dues	350.00	350.00	224.33	64	350.00	350.00	
52 6230	Conventions/Meetings	935.57	1,000.00	929.00	93	1,000.00	1,000.00	
<i>Training & Education Totals</i>		\$2,219.59	\$1,950.00	\$1,408.33	72%	\$1,950.00	\$1,950.00	0%
<i>Other Services & Charges</i>								
52 6000	Advertising Expense	3,718.53	500.00	9,909.91	1,982	500.00	500.00	
52 6110	Other Insurance	1,346.27	3,299.00	1,886.86	57	2,120.00	2,120.00	(36)
52 6170	Contractual Services	4,273.22	.00	.00		50,000.00	.00	
52 6560	Workers Comp/Administrati	982.44	687.00	496.96	72	545.00	545.00	(21)



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								
EXPENSE								
Department 4000 - PUBLIC WORKS ADMIN								
Other Services & Charges								
52 6600	Claims Workers Comp.	1,823.76	143.00	245.59	172	150.00	150.00	5
<i>Other Services & Charges Totals</i>		<u>\$12,144.22</u>	<u>\$4,629.00</u>	<u>\$12,539.32</u>	<u>271%</u>	<u>\$53,315.00</u>	<u>\$3,315.00</u>	<u>(28%)</u>
<i>Materials & Supplies</i>								
52 7300	Postage	16.13	100.00	2.50	3	100.00	100.00	
52 7320	Stationery & Printing	.00	100.00	.00		100.00	100.00	
53 7000	Gas & Oil	266.83	.00	.00		.00	.00	
53 7050	Medical Services/Supplies	242.00	100.00	.00		100.00	100.00	
53 7121	Computer Hardware	538.72	200.00	.00		200.00	200.00	
53 7122	Computer Supplies	350.00	350.00	.00		350.00	350.00	
53 7310	Office Supplies	100.00	100.00	89.00	89	300.00	300.00	200
53 7360	Other Admin. Supplies	260.70	200.00	184.59	92	200.00	200.00	
<i>Materials & Supplies Totals</i>		<u>\$1,774.38</u>	<u>\$1,150.00</u>	<u>\$276.09</u>	<u>24%</u>	<u>\$1,350.00</u>	<u>\$1,350.00</u>	<u>17%</u>
Department 4000 - PUBLIC WORKS ADMIN Totals		<u>\$64,291.64</u>	<u>\$57,305.00</u>	<u>\$50,086.13</u>	<u>87%</u>	<u>\$110,216.00</u>	<u>\$60,712.00</u>	<u>6%</u>
EXPENSE TOTALS		<u>\$64,291.64</u>	<u>\$57,305.00</u>	<u>\$50,086.13</u>	<u>87%</u>	<u>\$110,216.00</u>	<u>\$60,712.00</u>	<u>6%</u>
Fund 100 - GENERAL FUND Totals		<u>\$64,291.64</u>	<u>\$57,305.00</u>	<u>\$50,086.13</u>	<u>87%</u>	<u>\$110,216.00</u>	<u>\$60,712.00</u>	<u>6%</u>
EXPENSE TOTALS		<u>\$64,291.64</u>	<u>\$57,305.00</u>	<u>\$50,086.13</u>	<u>87%</u>	<u>\$110,216.00</u>	<u>\$60,712.00</u>	<u>6%</u>
Fund 100 - GENERAL FUND Totals		<u>(\$64,291.64)</u>	<u>(\$57,305.00)</u>	<u>(\$50,086.13)</u>	<u>87%</u>	<u>(\$110,216.00)</u>	<u>(\$60,712.00)</u>	<u>6%</u>
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$64,291.64	\$57,305.00	\$50,086.13	87%	\$110,216.00	\$60,712.00	6%
Net Grand Totals		<u>(\$64,291.64)</u>	<u>(\$57,305.00)</u>	<u>(\$50,086.13)</u>	<u>87%</u>	<u>(\$110,216.00)</u>	<u>(\$60,712.00)</u>	<u>6%</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	100 - GENERAL FUND			
Department	4000 - PUBLIC WORKS ADMIN			
Account	52 5240 - Telephone			
100 4000 52 5240	Cisco Phone	6.0000	291.66	1,749.96
100 4000 52 5240	Verizon Cell Phone	12.0000	67.00	804.00
100 4000 52 5240	Verizon Wireless Data Plan	1.0000	468.00	468.00
	Account 52 5240 - Telephone Totals	Transactions	3	<u>\$3,021.96</u>
Account	52 5700 - R&M - Vehicles			
100 4000 52 5700	Repair/ Maintenance Director's Vehicle	1.0000	250.00	250.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	1	<u>\$250.00</u>
Account	52 5720 - R&M Communication Equip			
100 4000 52 5720	Unforeseen communication repairs for desktops & cell phones	1.0000	200.00	200.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	<u>\$200.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 4000 52 5730	CivicLive	1.0000	607.00	607.00
100 4000 52 5730	Email License	1.0000	447.00	447.00
100 4000 52 5730	Mimecast	1.0000	120.00	120.00
100 4000 52 5730	Tyler NW	1.0000	4,519.00	4,519.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	4	<u>\$5,693.00</u>
Account	52 6000 - Advertising Expense			
100 4000 52 6000	Request for Proposal Advertisements	1.0000	500.00	500.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$500.00</u>
Account	52 6110 - Other Insurance			
100 4000 52 6110	Apex Insurance Personnel Allocation	1.0000	2,120.00	2,120.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$2,120.00</u>
Account	52 6200 - Training			
100 4000 52 6200	Training: SWANA, APWA, GRWA	1.0000	600.00	600.00
	Account 52 6200 - Training Totals	Transactions	1	<u>\$600.00</u>
Account	52 6210 - Dues			
100 4000 52 6210	Dues: APWA, AWWA, GAWP, GRWA, IMSA, SWANAN	1.0000	350.00	350.00
	Account 52 6210 - Dues Totals	Transactions	1	<u>\$350.00</u>
Account	52 6230 - Conventions/Meetings			
100 4000 52 6230	Meeting & Conferences: APWA, GAWP, SWANA	1.0000	1,000.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	<u>\$1,000.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 4000 52 6560	Apex Insurance Workers Comp Allocation	1.0000	480.00	480.00
100 4000 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	65.00	65.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$545.00</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	100 - GENERAL FUND			
Department	4000 - PUBLIC WORKS ADMIN			
Account	52 7300 - Postage			
100 4000 52 7300	Mail Corrospondences	1.0000	100.00	100.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$100.00</u>
Account	52 7320 - Stationery & Printing			
100 4000 52 7320	Letterhead/Business Cards/Report Binders	1.0000	100.00	100.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$100.00</u>
Account	53 5680 - Tires			
100 4000 53 5680	Replacement Tires for Unit #408	1.0000	400.00	400.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$400.00</u>
Account	53 7050 - Medical Services/Supplies			
100 4000 53 7050	Flu Shots and Medical Supplies for Administration	1.0000	100.00	100.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$100.00</u>
Account	53 7121 - Computer Hardware			
100 4000 53 7121	Expenses for New World System	1.0000	200.00	200.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>\$200.00</u>
Account	53 7122 - Computer Supplies			
100 4000 53 7122	Printers, Cartridges, Privacy Screens for Administration	1.0000	350.00	350.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>\$350.00</u>
Account	53 7310 - Office Supplies			
100 4000 53 7310	Office Supplies for Daily Use in Administration	1.0000	300.00	300.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$300.00</u>
Account	53 7360 - Other Admin. Supplies			
100 4000 53 7360	Expenses for "Employee of the Month"	1.0000	200.00	200.00
	Account 53 7360 - Other Admin. Supplies Totals	Transactions	1	<u>\$200.00</u>
	Department 4000 - PUBLIC WORKS ADMIN Totals	Transactions	24	<u>\$16,029.96</u>
	Fund 100 - GENERAL FUND Totals	Transactions	24	<u>\$16,029.96</u>
	EXPENSES Totals	Transactions	24	<u>\$16,029.96</u>
	Grand Totals	Transactions	24	<u>\$16,029.96</u>

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

Department and
 Number: **PW Admin - 4000**

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

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

Fund: 100		Department and Number: Public Works/Admin 4000	
New Replacement for Vehicle/Equipment No. <hr/> Vehicle Type <hr/> Sedan 2 Door <hr/> Sedan 4 Door <hr/> Cruiser <hr/> Station Wagon <hr/> Van <hr/> 1/2 ton Truck <hr/> 3/4 ton Truck <hr/> Sanitation Front Loader <hr/> Sanitation Rear Loader <hr/> Other		Priority: <hr/> Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <hr/> Units of Use to Date (hours, miles, etc.) 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: <hr/>		Specific Description & Condition of Item Being Replaced including VIN#: <hr/>	
Justification/Description: <hr/>		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <hr/> Purchase Price <hr/> Estimated Useful Life <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21		Rental Option New Vehicle/Equipment <hr/> Rental/Lease Cost per Year <hr/> Estimated Length of Rental/Lease <hr/> Estimated Use During 2020-21 <hr/> Estimated Operating Cost During 2020-21	

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

Dept: PW Administration **Fuel Type:**

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

All Departments are required to submit a vehicle inventory list.

N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

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

Department: PW Administration		Fund: 100		Department Number: 4000				
Account Number	Description/Justification	Suggested Funding		2020-21	2021-22	2022-23	2023-24	2024-25
		Source						
54-7590	Vehicle Replacement	General			\$25,000			
Totals				\$0	\$25,000	\$0	\$0	\$0

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

Department: PW Administration

Fund: 100

Division:

Department Number: 4000

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.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
PW Administration

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

Public Works / Admin

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

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

Estimated 20/21

100%

Program/Service Outcomes: (based on program objectives)

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

Estimated 20/21

100%

EXHIBIT I-BUDGET PERFORMANCE

Performance Measures

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

Actual 19/20

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

100%

Program/Service Outcomes: (based on program objectives)

Actual 19/20

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

100%

Prior Year Highlights:

- Received \$170,067.91 grant funding through the Georgia Department of Transportation Local Maintenance Improvement Grant to resurface Herschel Road from Camp Creek Parkway to Washington Road.
- Received \$696,873 SPLOST funding to resurface the following streets: Ruby Avenue from College Street to Washington Road, Cambridge Avenue from Napoleon Street to College Street and Ridgeway Avenue from Parkview Drive to Rugby Avenue.
- Initiated new sidewalk installation on Harris Drive.
- Participated in negotiating a new 6 year Water Purchase Agreement between the City of College Park and the City of East Point.
- Completed the City annual MS4 report submitted to the Georgia's Environmental Protection Division.
- Participated in the Smart City installation of electronic monitoring of trash receptacles in the downtown area.
- Arranged for Public Works staff to assist with the African-American Cemetery vegetation overgrowth behind Mount Calvary Missionary Baptist Church. This included the use of goats.
- Initiated the first phase to revise the city's water model study
- Initiated landscape improvements along the Harvard Avenue Alleyway Improvement Project
- Participated in the city's Strategic Plan Meetings.
- Conducted monthly department wide meetings and awarded employees of the month I each division.
- Hosted Public Works Week for the entire department to include lunch and outreach programs to local schools.
- Initiated the annual contract for solid waste disposal.
- Proposed curbside recycling option for Mayor and City Council consideration.
- Initiated the City's On-Demand Contractual Services for water, sewer and storm water infrastructure repairs.

EXHIBIT J

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

Fund: **100**

Department and Number: **PW Administration / 4000**

Department Submitting Request:

Division Submitting Request:

Requested For Department:

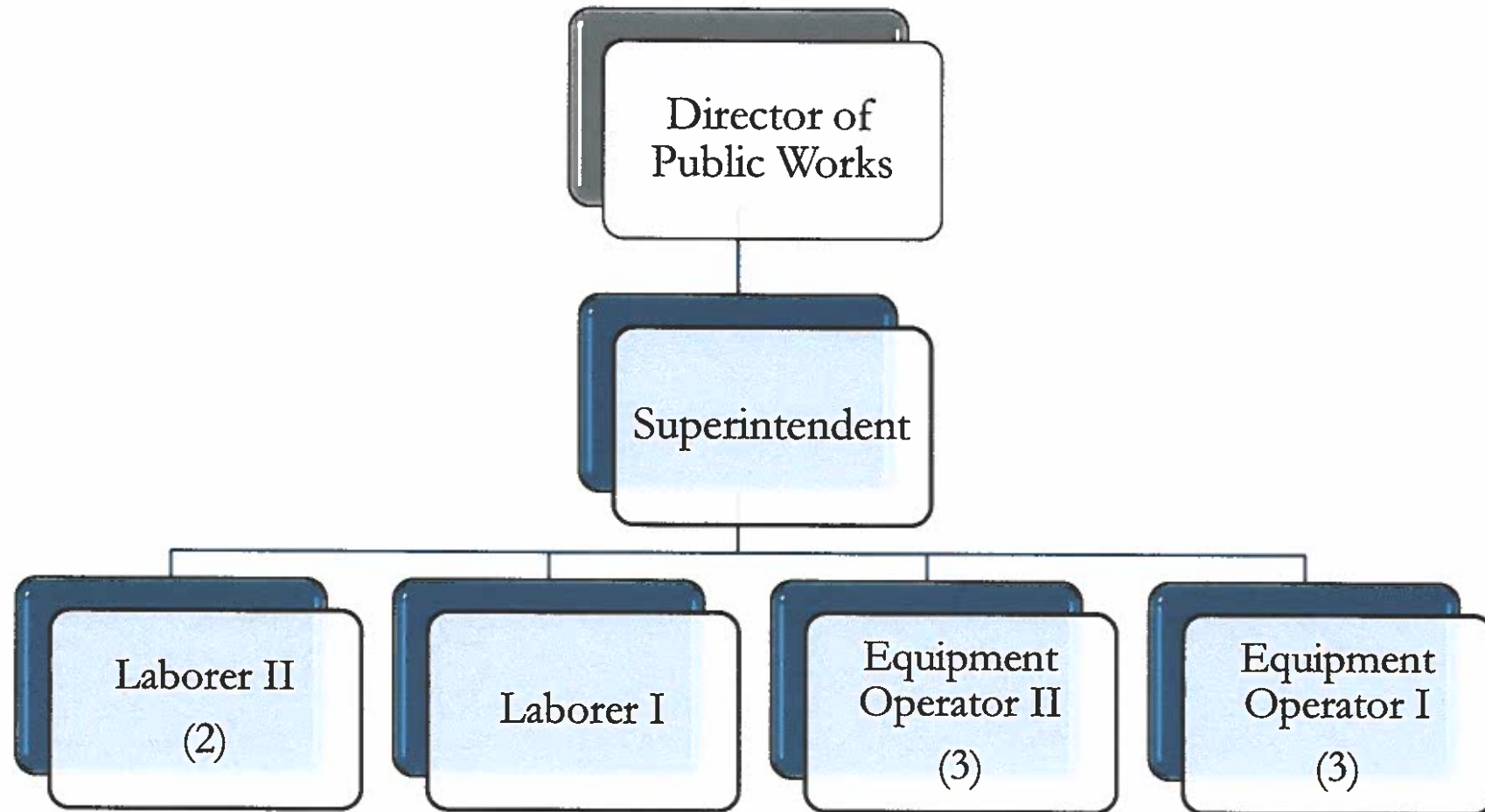
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Highways and Streets Department Organizational Chart



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

Fund: 100

Department and Number: Public Works Highways & Streets-4200

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Superintendent	1	1	1	1	1
Equipment Operator II	3	3	3	3	3
Equipment Operator I	3	3	3	3	3
Laborer II	2	2	2	2	2
Laborer I	1	1	1	1	1

Total Personnel: 10 10 10 10 10

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



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								
EXPENSE								
Department 4200 - Highways and Streets								
<i>Personnel Services</i>								
51 5010	Salary/Operating	302,875.82	350,256.00	189,879.91	54	377,410.00	377,410.00	8
51 5016	Salary On-Call	5,400.00	5,600.00	3,750.00	67	5,600.00	5,600.00	
51 5020	Salary/Overtime	6,169.26	5,000.00	1,157.87	23	5,000.00	5,000.00	
51 5040	Shared Utility Payments	2,779.23	2,400.00	3,003.86	125	2,400.00	4,800.00	100
51 5190	Medicare	4,156.41	5,079.00	2,546.17	50	5,472.00	5,472.00	8
<i>Personnel Services Totals</i>		\$321,380.72	\$368,335.00	\$200,337.81	54%	\$395,882.00	\$398,282.00	8%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	69,810.24	69,911.00	45,038.81	64	75,331.00	77,407.00	11
51 5161	Life Insurance	424.15	472.00	271.12	57	521.00	521.00	10
51 5163	ST Disability Insurance	700.83	1,230.00	409.79	33	1,230.00	1,230.00	
51 5164	LT Disability Insurance	625.81	1,050.00	377.06	36	1,050.00	1,050.00	
51 5165	Health Insurance	68,691.42	67,651.00	41,431.09	61	74,709.00	84,048.00	24
51 5166	Dental Insurance	1,362.11	1,619.00	812.69	50	1,627.00	1,627.00	
51 5180	Uniforms	6,766.37	4,500.00	3,080.24	68	4,500.00	4,500.00	
<i>Employee Benefits Totals</i>		\$148,380.93	\$146,433.00	\$91,420.80	62%	\$158,968.00	\$170,383.00	16%
<i>Communications & Util.</i>								
52 5240	Telephone	21,432.58	17,160.00	14,228.03	83	24,132.00	24,132.00	41
<i>Communications & Util. Totals</i>		\$21,432.58	\$17,160.00	\$14,228.03	83%	\$24,132.00	\$24,132.00	41%
<i>Rentals</i>								
52 5340	Vehicle Rental	.00	.00	.00		2,000.00	1,500.00	
<i>Rentals Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$2,000.00	\$1,500.00	+++
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	44,474.20	39,000.00	40,407.34	104	39,000.00	39,000.00	
52 5710	R&M Furn. & Equip.	.00	200.00	.00		200.00	200.00	
52 5730	R&M - D/P Equipment	.00	626.00	.00		2,183.00	2,183.00	249
52 5751	Streets	45,921.59	40,000.00	23,164.36	58	40,000.00	40,000.00	
52 5760	Curbs&Sidewalks	27,145.64	25,000.00	15,490.47	62	25,000.00	25,000.00	
52 5820	R&M-Storm Sewers	516.24	.00	.00		.00	.00	
53 5680	Tires	3,661.27	4,500.00	306.48	7	4,500.00	3,500.00	(22)
54 7840	Street Resurfacing	92,524.83	165,000.00	77,002.09	47	500,000.00	.00	(100)
<i>Repair & Maintenance Totals</i>		\$214,243.77	\$274,326.00	\$156,370.74	57%	\$610,883.00	\$109,883.00	(60%)



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								
EXPENSE								
Department 4200 - Highways and Streets								
<i>Building Maintenance</i>								
52 5745	R&M Bldg-Hwy/Street	6,400.00	.00	.00		.00	.00	
<i>Building Maintenance Totals</i>		\$6,400.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
<i>Training & Education</i>								
52 6200	Training	395.00	1,000.00	.00		1,000.00	1,000.00	
<i>Training & Education Totals</i>		\$395.00	\$1,000.00	\$0.00	0%	\$1,000.00	\$1,000.00	0%
<i>Other Services & Charges</i>								
52 6000	Advertising Expense	.00	500.00	.00		2,000.00	1,000.00	100
52 6100	Auto Insurance	18,278.58	23,749.00	23,185.83	98	26,052.00	26,052.00	10
52 6110	Other Insurance	7,318.73	9,994.00	9,434.32	94	10,601.00	10,601.00	6
52 6130	Miscellaneous Services	(198.00)	.00	.00		.00	.00	
52 6150	Engineering Services	.00	.00	.00		50,000.00	.00	
52 6560	Workers Comp/Administrati	3,654.05	2,517.00	2,484.82	99	2,727.00	2,727.00	8
52 6600	Claims Workers Comp.	1,227.95	500.00	245.59	49	595.00	595.00	19
<i>Other Services & Charges Totals</i>		\$30,281.31	\$37,260.00	\$35,350.56	95%	\$91,975.00	\$40,975.00	10%
<i>Materials & Supplies</i>								
52 7300	Postage	7.41	25.00	2.65	11	25.00	25.00	
52 7330	Copy Expense	1.23	.00	.00		.00	.00	
53 7000	Gas & Oil	12,740.00	11,500.00	6,766.44	59	11,500.00	11,500.00	
53 7010	Tools/Shop Supplies	2,810.27	2,500.00	1,495.40	60	2,500.00	2,500.00	
53 7020	Janitorial Supplies	255.15	100.00	39.16	39	100.00	100.00	
53 7050	Medical Services/Supplies	117.00	200.00	.00		200.00	200.00	
53 7091	Road Signs & Delineators	19,419.88	26,095.00	18,621.98	71	20,000.00	20,000.00	(23)
53 7100	Lubricants & Chemicals	2,681.01	3,000.00	2,054.00	68	1,500.00	1,500.00	(50)
53 7110	Safety Supplies	1,638.65	2,000.00	1,807.50	90	2,000.00	2,000.00	
53 7121	Computer Hardware	.00	1,200.00	1,113.37	93	.00	.00	(100)
53 7122	Computer Supplies	.00	200.00	.00		200.00	200.00	
53 7150	Other Operating Supplies	2,167.44	2,100.00	1,724.52	82	2,100.00	2,100.00	
53 7310	Office Supplies	268.02	350.00	307.20	88	350.00	350.00	
<i>Materials & Supplies Totals</i>		\$42,106.06	\$49,270.00	\$33,932.22	69%	\$40,475.00	\$40,475.00	(18%)
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	26,795.00	.00	.00		27,900.00	27,900.00	
54 7630	Other Equipment - New	.00	.00	.00		15,000.00	15,000.00	



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	100 - GENERAL FUND							
	EXPENSE							
	Department 4200 - Highways and Streets							
	Capital Outlay							
54 7640	Other Equipment - Replace	59,300.00	.00	.00		.00	.00	
	<i>Capital Outlay Totals</i>	\$86,095.00	\$0.00	\$0.00	+++	\$42,900.00	\$42,900.00	+++
	Debt Service							
58 1200	CAPITAL LEASE PRINCIPAL	.00	.00	.00		47,005.00	47,005.00	
	<i>Debt Service Totals</i>	\$0.00	\$0.00	\$0.00	+++	\$47,005.00	\$47,005.00	+++
	Department 4200 - Highways and Streets Totals	\$870,715.37	\$893,784.00	\$531,640.16	59%	\$1,415,220.00	\$876,535.00	(2%)
	EXPENSE TOTALS	\$870,715.37	\$893,784.00	\$531,640.16	59%	\$1,415,220.00	\$876,535.00	(2%)
	Fund 100 - GENERAL FUND Totals	\$870,715.37	\$893,784.00	\$531,640.16	59%	\$1,415,220.00	\$876,535.00	(2%)
	Fund 100 - GENERAL FUND Totals	(\$870,715.37)	(\$893,784.00)	(\$531,640.16)	59%	(\$1,415,220.00)	(\$876,535.00)	(2%)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$870,715.37	\$893,784.00	\$531,640.16	59%	\$1,415,220.00	\$876,535.00	(2%)
	Net Grand Totals	(\$870,715.37)	(\$893,784.00)	(\$531,640.16)	59%	(\$1,415,220.00)	(\$876,535.00)	(2%)



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	100 - GENERAL FUND			
Department	4200 - Highways and Streets			
Account	52 5240 - Telephone			
100 4200 52 5240	Verizon Cell Phone and I-phone service	12.0000	186.00	2,232.00
100 4200 52 5240	Windstream	12.0000	1,825.00	21,900.00
	Account 52 5240 - Telephone Totals	Transactions	2	<u>\$24,132.00</u>
Account	52 5340 - Vehicle Rental			
100 4200 52 5340	Equipment Rental outside fleet	1.0000	1,500.00	1,500.00
	Account 52 5340 - Vehicle Rental Totals	Transactions	1	<u>\$1,500.00</u>
Account	52 5700 - R&M - Vehicles			
100 4200 52 5700	Annual Moody's Garage Vehicles Repair and Service	1.0000	29,000.00	29,000.00
100 4200 52 5700	Vehicle and Equipment repairs outside Moody's Charges	1.0000	10,000.00	10,000.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>\$39,000.00</u>
Account	52 5710 - R&M Furn. & Equip.			
100 4200 52 5710	R&M Office and Sign Shop break room Furniture	1.0000	200.00	200.00
	Account 52 5710 - R&M Furn. & Equip. Totals	Transactions	1	<u>\$200.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 4200 52 5730	Civic Live	1.0000	186.00	186.00
100 4200 52 5730	Email License	1.0000	1,078.00	1,078.00
100 4200 52 5730	Mimecast	1.0000	479.00	479.00
100 4200 52 5730	North Star Maintenance	1.0000	400.00	400.00
100 4200 52 5730	Windstream	1.0000	40.00	40.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	5	<u>\$2,183.00</u>
Account	52 5751 - Streets			
100 4200 52 5751	Dead Tree Removal City Wide	1.0000	10,000.00	10,000.00
100 4200 52 5751	R&M Street Roadway repairs and Maintenance	1.0000	30,000.00	30,000.00
	Account 52 5751 - Streets Totals	Transactions	2	<u>\$40,000.00</u>
Account	52 5760 - Curbs&Sidewalks			
100 4200 52 5760	R&M of Existing Sidewalk and Curb lines Repairs	1.0000	25,000.00	25,000.00
	Account 52 5760 - Curbs&Sidewalks Totals	Transactions	1	<u>\$25,000.00</u>
Account	52 6000 - Advertising Expense			
100 4200 52 6000	RFP for Bid Advertisements for one month	1.0000	1,000.00	1,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$1,000.00</u>
Account	52 6100 - Auto Insurance			
100 4200 52 6100	Apex Auto Liability (Allocation)	1.0000	26,052.00	26,052.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$26,052.00</u>
Account	52 6110 - Other Insurance			
100 4200 52 6110	Apex Insurance Personnel Allocation	1.0000	10,601.00	10,601.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$10,601.00</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	100 - GENERAL FUND			
Department	4200 - Highways and Streets			
Account	52 6200 - Training			
100 4200 52 6200	Chemical Spill Training	3.0000	100.00	300.00
100 4200 52 6200	Field Safety Training	10.0000	70.00	700.00
	Account 52 6200 - Training Totals	Transactions	2	<u>\$1,000.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 4200 52 6560	Apex Insurance Workers Comp Allocation	1.0000	2,400.00	2,400.00
100 4200 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	327.00	327.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$2,727.00</u>
Account	52 7300 - Postage			
100 4200 52 7300	Certified Mail postage service	1.0000	25.00	25.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$25.00</u>
Account	53 5680 - Tires			
100 4200 53 5680	Tires Replacement Vehicle and Equipment	1.0000	3,500.00	3,500.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$3,500.00</u>
Account	53 7000 - Gas & Oil			
100 4200 53 7000	Diesel and Unleaded Fuel Expense	1.0000	11,500.00	11,500.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$11,500.00</u>
Account	53 7010 - Tools/Shop Supplies			
100 4200 53 7010	Replacement of Expendable Tools	1.0000	2,500.00	2,500.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$2,500.00</u>
Account	53 7020 - Janitorial Supplies			
100 4200 53 7020	Cleaning Supplies	1.0000	100.00	100.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>\$100.00</u>
Account	53 7050 - Medical Services/Supplies			
100 4200 53 7050	First Aid Kit for on the Job Site Injuries	1.0000	200.00	200.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$200.00</u>
Account	53 7091 - Road Signs & Delineators			
100 4200 53 7091	City Sign Shop Operation	1.0000	20,000.00	20,000.00
	Account 53 7091 - Road Signs & Delineators Totals	Transactions	1	<u>\$20,000.00</u>
Account	53 7100 - Lubricants & Chemicals			
100 4200 53 7100	Lubra Seal Chemical For Salt Spreader (Rust Free)	1.0000	1,500.00	1,500.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	<u>\$1,500.00</u>
Account	53 7110 - Safety Supplies			
100 4200 53 7110	Employee's Personal Protective Equipment	1.0000	1,000.00	1,000.00
100 4200 53 7110	Work zone Barricades and Safety Cones	1.0000	1,000.00	1,000.00
	Account 53 7110 - Safety Supplies Totals	Transactions	2	<u>\$2,000.00</u>



Budget Transaction Report

Report by Budget Transactions

Budget Year of 2021

Budget Level at City Mgr Recommended

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund	100 - GENERAL FUND			
Department	4200 - Highways and Streets			
Account	53 7122 - Computer Supplies			
100 4200 53 7122	Printer and Computer Supplies	1.0000	200.00	200.00
	Account 53 7122 - Computer Supplies Totals	Transactions	1	<u>200.00</u>
Account	53 7150 - Other Operating Supplies			
100 4200 53 7150	Landscape / Saw Blades replacement and Supplies	1.0000	2,100.00	2,100.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	<u>\$2,100.00</u>
Account	53 7310 - Office Supplies			
100 4200 53 7310	Annual Office Supplies related to administrative duties	1.0000	350.00	350.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$350.00</u>
Account	54 7590 - Vehicles - Replace			
100 4200 54 7590	New Ford F-150 Pickup Truck	1.0000	27,900.00	27,900.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	1	<u>\$27,900.00</u>
Account	54 7630 - Other Equipment - New			
100 4200 54 7630	13 foot Utility Trailer	1.0000	15,000.00	15,000.00
	Account 54 7630 - Other Equipment - New Totals	Transactions	1	<u>\$15,000.00</u>
Account	58 1200 - CAPITAL LEASE PRINCIPAL			
100 4200 58 1200	Lease Paymnet to Suntrust Bank (New Sweeper)	1.0000	47,005.00	47,005.00
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	1	<u>\$47,005.00</u>
	Department 4200 - Highways and Streets Totals	Transactions	37	<u>\$307,275.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	37	<u>\$307,275.00</u>
	EXPENSES Totals	Transactions	37	<u>\$307,275.00</u>
	Grand Totals	Transactions	37	<u>\$307,275.00</u>

EXHIBIT D
City of College Park, Georgia
Personnel Request Worksheet
Budget Year 2020- 2021

Department and Number: **Highways & Streets- 4200**

Fund: **100**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Job Title:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

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

Fund: 100	Department and Number:	Public Works/Highways and Streets-4200
New Replacement for Vehicle/Equipment No. Unit #289		Priority: 1
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Pickup Truck <u>x</u> _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>23 years</u> Units of Use to Date (hours, miles, etc.) <u>128,463</u> Total Operating/Maintenance Costs to Date _____ Actual FYE 2020-21 Maintenance Cost _____ Actual FYE 2020-21 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost _____	
List Special Features, Standard: 4x4 6 speed auto transmission, factory A/C AM-FM Radio, power steering, power Abs Brakes, Rear View Camera, full size spare tire.		Specific Description & Condition of Item Being Replace including Vin# 1FTZF18W3WNA73816 old and worm out, 23 years old with a 128,463 Miles and requires continuous maintenance, which will exceed its operational value.
Justification/Description: Ford F-150 Pickup Truck 4X4 V-8 Regular Cab Justification/Description: The new 2020 Ford F-150 Gas V-8 Pickup truck will replace the Old 1997 Ford F-150 that is presently in the fleet with over 128,463 miles, this will minimize cost associated with repairing an old vehicle.		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction <u> X </u> Retain as Backup Dismantle and Use for Parts Junk Other (Trade In)
Purchase Option New Vehicle/Equipment <u>27,900</u> Purchase Price <u>10 years</u> 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
 City of College Park, Georgia
 Vehicle Request
 Budget Year 2020-21

Fund: 100	Department and Number:	Public Works/Highways and Streets-4200
New Replacement for Vehicle/Equipment No. Unit #245		Priority: 2
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Pickup Truck _____ 1/2 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ X Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced <u>37 years</u> Units of Use to Date (hours, miles, etc.) <u>N/A</u> Total Operating/Maintenance Costs to Date _____ Actual FYE 2020-21 Maintenance Cost _____ Actual FYE 2020-21 Operating Cost _____ Estimated FYE 2020-21 Maintenance Cost _____ Estimated FYE 2020-21 Operating Cost _____	
List of Special Features, Standard: 13 foot Utility Trailer	Specific Description & Condition of Item Being Replace including Vin# 10HHTD1D2D1000008	
Justification/Description: low profile trailer 13 foot Justification/Description: The new 2020 Utility Trailer will replace the old 1983 trailer that is presently in our fleet	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction <u> X </u> Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment <u>15,000</u> Purchase Price <u>10 years</u> 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:** Highways and Streets **Fuel Type:** Gas / Diesel

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year Mileage/Hours	Curr Year Mileage/Hours	Tag #.
201	2020	Freightliner	M2-106	1FVACXFC6LHLB2884	248,943.00	1/7/2020	914	1,100	N/A
206	2003	Komatsu	WB140-2	A20663	43,000.00	11/1/2003	4,811	5,092	N/A
207	2018	J/Deere	60G	1FF060GXKJJ289567	59,035.00	9/28/2018	25	100	N/A
210	1994	CAT	924-F	5NN00203	24,739.92	11/30/1994	6,559	6,741	N/A
235	1998	Bobcat	863	514419364	27,000.00	N/A	1066	1140	N/A
236	1999	Cronkhite	Trailer	473271928X1101191	N/A	4/11/199	N/A	N/A	GV9711M
240	1992	Atlas	XAS90JD	H0L600020	9,500.00	11/1/1992	736	736	N/A
245	1983	Hudson	Trailer	10HHTD1D2D1000008	N/A	11/7/1983	N/A	N/A	GV6366M
246		County Boy	Trailer		N/A	N/A	N/A	N/A	GV9708M
255	2005	J/Deere	550J-Track	T0550JX114582	78,000.00	8/1/2005	1,383	1,632	N/A
269	2018	Ford	F-350	1FT8W3A67KEC90104	26,795.00	9/18/2018	2,407	14,387	GV8639L
270	2012	WACKER	RD 12A	2012580	14,497.00	11/20/2012	151	180	N/A
275	2001	FORD	F-450	1FDXF46F21ECO8784	12,569.00	4/25/1990	112,841	117,477	GV6367M
284	2008	F-LINER	Patch Truck	1FVACXDT38DAC1098	97,230.00	4/1/2008	12,945	14,081	GV6374M
285	2000	FORD	F-750	3FDXF755XYMA37717	39,928.00		60,760	62,162	GV6368M
286	2004	FORD	F-750	3FRXF75A25V122092	43,000.00	8/31/2004	30,426	30,886	GV6369M
287	2006	Ford	F-350	1FDWF36P56EB19359	19,927.00	10/12/2005	76,848	80,420	133128
289	1997	FORD	F-150	1FTZF18W3WNA73816	17,868.00	10/27/1997	123,420	128,463	133129
290	2002	FORD/AF	F-150	2FDPF17M52CA43168	19,485.00	3/1/2002	75,727	79,450	GV6371M

G=Gas

D=Diesel

AF=Alternative Fuel

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

Department: Public Works

Fund: 100

Division: Highways & Streets

Department Number: 4200

Item/Project Name: New Ford Crew Cab F-150

Item/Project Manager:

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project: 2020 Ford F-150 V-6 Short Bed (1ton) Pickup Truck

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: Replacement Vehicle is a 1997 F-150 that is 23 years old and is worn out due to age and now is developing mechanical issue with the tie rod end, upper ball joint, front upper strut's which is some major repairs issues for a vehicle this old with 128,463 miles. Unit # 289

Disposition of item replaced: NA

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 7 - 10 years

Estimated Cost \$27,900

Less: Trade in \$0

Net Cost \$27,900

Comparable Quotes: Government sale

Vendor Name: Allan Vigil

Vendor Quote: 27,900

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/ Highways &
Streets Division

Project Name or Title: New Vehicle # 289 - Ford F-150 Pickup Truck

Project Description:
1997 Ford F-150 Pickup Truck to haul employees, material and equipment to job sites.

Project Justification and Impact:
The new Ford F-150 Pickup Truck will replace the 1997 Ford F-150 Pickup Truck that is presently in the fleet with over 128,463 miles, and will save money in the repair and maintenance budget for vehicles and equipment by minimizing cost associated with repairing an old vehicle.

Project Costs: \$27,900

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$27,900	\$ -	\$ -	\$ -	\$ -	\$27,900

Useful Life: 7 – 10 years

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 100

Division: Highways & Streets

Department Number: 4200

Item/Project Name: New Utility Trailer

Item/Project Manager:

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 2

Description of Item/Project: New 2020 Utility Trailer

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

X Replace Worn Out Equipment

New Operation

Obsolete Equipment

X Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: Replacement Equipment is a 1983 Hudson trailer that is 37 years old and is worn out due to age safety issue that is too high to load our excavator on Unit # 245

Disposition of item replaced: NA

X 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 7 - 10 years

Estimated Cost \$15,000

Less: Trade in \$0

Net Cost \$15,000

Comparable Quotes: Government sale

Vendor Name: Allan Vigil

Vendor Quote:

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/ Highways &
Streets Division

Project Name or Title: New Vehicle # 245 -Utility Trailer

Project Description:
To Transfer Heavy equipment and material to job sites.

Project Justification and Impact:
The new Utility Trailer will replace the old 1983 Hudson Trailer that is presently in the fleet and will save money in the repairs and maintenance budget for equipment by minimizing cost associated with repairing old piece equipment.

Project Costs: \$15,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$15,000	\$ -	\$ -	\$ -	\$ -	\$15,000

Useful Life: 7 – 10 years

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 100

Division: Highways & Streets

Department Number: 4200

Item/Project Name: Street Resurfacing for GDOT LMIG Program

Item/Project Manager:

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 0

Description of Item/Project: This capital improvement item is to allocate funds so that the Street Division can address City Street that need resurfacing or overlay due to pavement age and street surface failure from inspections.

Explain need for this expenditure:

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

replacement, describe item to be replaced: NA

Disposition of item replaced: NA

Sale Trade In Scrap Other Department Use

Justify need for this item, including use: The allocated funds for street resurfacing will allow the street division to address additional City street in each wards that is in need for resurfacing due to potholes, load cracking, block cracking, alligator cracking, as an additional funds under the Georgia Department of Transportation Local maintenance Improvement Grant Fund.

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

Cost Breakdown:

Estimated Useful Life	_____
Estimated Cost	_____ \$250,000
Less: Trade in	_____ \$0
Net Cost	_____ \$250,000

Comparable Quotes: NA

Vendor Name: NA

Vendor Quote: NA

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:

Public Works/ Highways &
Streets Division

Project Name or Title:

GDOT LMIG Program

Capital Improvement – Street Resurfacing for GDOT Local Maintenance and Improvement Grant Program

Project Description:

This capital improvement item is to allocate funds so that the list of streets with Potholes, load cracking, and pavement failure can be resurfaced under the GDOT LMIG Program.

Project Justification and Impact:

The allocated funds for street resurfacing will allow the street division to address City to address additional street in each ward's that is in need for resurfacing or overlay due to potholes, load cracking, block cracking, alligator cracking, as an additional funds under the Georgia Department of Transportation Local Maintenance and Improvement Grant Fund

Project Costs: \$250,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$250,000	\$500,000	\$ 500,000	\$ 500,000	\$500,000	\$2,250,000

Useful Life: 7 – 10 years

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Highways & Streets Asphalt Operations

Program Description:

The Highways & Streets Asphalt (street maintenance and repair) program is responsible for responding to the Public, the Public Works Director, City Council, the Mayor, and all Internal and External customers in regards to complaints or concerns about problems or deficiencies in relative to the prospective program. The Street Asphalt program protects and maintains the expected service life of an asphalt street by providing asphalt and concrete street maintenance and repair, street resurfacing, street patching of potholes, asphalt street overlaying for deficiencies on all City streets and road ways, and repairing utility cuts as reported by the Water/ Sewer Resource. A significant portion of this work is accomplished in support of the Water/ Sewer Resource activities that impact the street pavement and concrete. The program daily targets street deficiencies such as potholes, cave-ins, and depressions that are caused by street failure. The program also performs pre and post inspections for the LMIG (Local Maintenance and Improvement Grant Program) and execute the 2020-2021 LMIG schedules in accordance with the State Contract.

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

Estimated 20 /21
98%

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

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

Estimated 20/21

98%

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

Performance Measures

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

Actual 19/20

98%

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

Program/Service Outcomes: (based on program objectives)

Actual 19/20

98%

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

Prior Year Highlights:

- Herschel Road from Camp Creek Pkwy to Washington Road Resurfaced
- Rugby Ave from College Street to Washington Road Resurfaced
- Pierce Street from Lyle Ave to Rugby Ave Resurfaced
- Park Terrace from Rugby Terrace to Cambridge Ave Resurfaced
- College Street from Princeton Ave to Rugby Ave Resurfaced
- Cambridge Ave from Napoleon Street to College Street Resurfaced
- Ridgeway Ave from Parkview Drive to Rugby Ave Resurfaced
- Patched an average of twenty five (25) potholes a month
- Restored an average of five (5) utility cuts and street deficiencies a month
- Respond to all citizens complaints / internal and External
- Install five Speed hump City wide per Councilman's approval
- Cut down and Removed a total of 6 dead trees city wide

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Highways & Streets Concrete Operations

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

EXHIBIT I-BUDGET PERFORMANCE

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

**Estimated 20/21
98%**

- Respond to 98% of request or complaints for sidewalks, curbing and driveway apron deficiencies after they are reported within 24 hours.
- Respond to 98% of all complaints regarding brick or concrete structures as they relate to Highways & Streets within the City of College Park after they are reported from an internal or external source within one (2) week of the report.

Program/Service Outcomes: (based on program objectives)

**Estimated 20/21
100%**

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

Performance Measures

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

**Actual 19/20
98%**

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

Program/Service Outcomes: (based on program objectives)

**Actual 19/20
98%**

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

Prior Year Highlights:

- Replace broken damage sidewalk on Rugby Ave 50 feet of Sidewalk
-

EXHIBIT I-BUDGET PERFORMANCE

- Installed 2,100 feet of Sidewalk on Harris Drive.
- Installed 125feet of curbs on Atlanta Street
- Installed 100 feet of curbs on Pierce Street
- Repaired 75 feet of broken sidewalk on East Main Street in front of City hall
- Repaired 50 feet of broken Sidewalk on Walker Ave
- Repaired broken damage curbs and sidewalk City Wide from Utility Cuts

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Highways & Streets Sign Shop Operations

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

Estimated 20/21
98%

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

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

Estimated 20/21

98%

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

Performance Measures

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

Actual 19/20

98%

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

Program/Service Outcomes: (based on program objectives)

Actual 19/20

98%

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

Prior Year Highlights:

- Fabricate and Installed 30% of New special signs for internal customers, fire department, police Department, councilman's
 - Reestablished identified deficiencies of (3) Stop signs and (12) local signs Citywide concerning citizens/ internal complaints 25%
 - Restored or reset street signage at an average of six (6) signs per month
 - Fabricated and installed an average of eight-teen (18) signs per year 30%
 - Off system striping project City Wide to install handicap cross walk, stop bars, Centerlines, pavement markings, Edge lines.40%
 - Install Words symbol Speed hump ahead City wide for five locations
-

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2020-21

Fund: 100 _____ **Department and Number: Highways & Streets /4200** _____

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

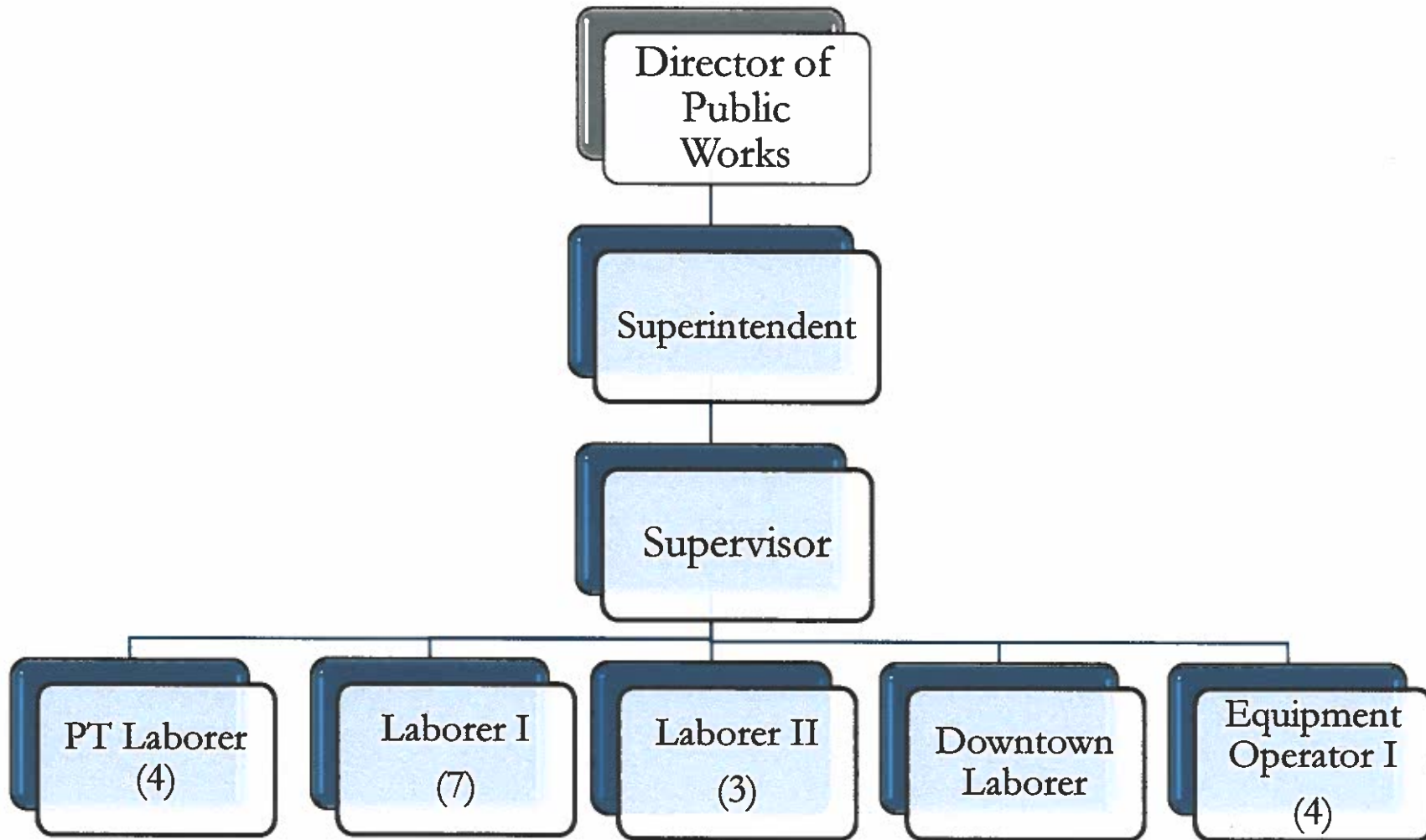
Reason for Requesting:

Cost Estimate/Revenue Enhancement:

INVA

Buildings & Grounds

Buildings and Grounds Organizational Chart



**CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2020-21 BUDGET**

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

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Superintendent	1	1	1	1	1
Supervisor	1	1	1	1	1
Laborer II	2	2	2	2	2
Laborer II/ Ball Field Tech	1	1	1	1	1
Equip. Operator II	0	3	3	3	3
Equip. Operator I	4	1	1	1	1
Laborer I	2	3	3	3	4
Laborer I (6 Months)	4	4	4	4	4
 Part Time Positions:	 1	 1	 3	 4	 4
 Total Personnel:	 17	 17	 19	 21	 21



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								
EXPENSE								
Department 5195 - Buildings & Grounds								
<i>Personnel Services</i>								
51 5010	Salary/Operating	469,440.42	432,617.00	311,921.70	72	485,555.00	485,555.00	12
51 5020	Salary/Overtime	13,554.58	15,000.00	12,129.64	81	15,000.00	15,000.00	
51 5030	Salary/Partime	18,265.02	78,000.00	27,802.31	36	73,403.00	73,403.00	(6)
51 5040	Shared Utility Payments	753.28	1,200.00	128.00	11	1,200.00	1,200.00	
51 5190	Medicare	6,733.13	7,404.00	4,667.06	63	8,105.00	8,105.00	9
51 5200	Fica	942.99	4,836.00	1,312.83	27	4,551.00	4,551.00	(6)
<i>Personnel Services Totals</i>		\$509,689.42	\$539,057.00	\$357,961.54	66%	\$587,814.00	\$587,814.00	9%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	110,580.92	81,038.00	76,549.12	94	91,603.00	94,127.00	16
51 5161	Life Insurance	710.52	546.00	494.88	91	745.00	745.00	36
51 5163	ST Disability Insurance	625.68	1,000.00	396.65	40	1,000.00	1,000.00	
51 5164	LT Disability Insurance	599.71	900.00	386.61	43	900.00	900.00	
51 5165	Health Insurance	116,400.31	111,323.00	71,654.53	64	110,651.00	124,483.00	12
51 5166	Dental Insurance	2,917.42	2,808.00	1,978.21	70	2,973.00	2,973.00	6
51 5180	Uniforms	11,852.74	8,800.00	9,581.31	109	8,800.00	8,800.00	
<i>Employee Benefits Totals</i>		\$243,687.30	\$206,415.00	\$161,041.31	78%	\$216,672.00	\$233,028.00	13%
<i>Communications & Util.</i>								
52 5240	Telephone	4,071.14	3,216.00	2,353.38	73	7,380.00	4,500.00	40
52 5260	Heat & Power	.00	2,000.00	.00		2,000.00	1,500.00	(25)
<i>Communications & Util. Totals</i>		\$4,071.14	\$5,216.00	\$2,353.38	45%	\$9,380.00	\$6,000.00	15%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	46,766.90	40,424.00	38,577.34	95	41,000.00	41,000.00	1
52 5710	R&M Furn. & Equip.	24,891.70	10,000.00	957.99	10	9,000.00	5,000.00	(50)
52 5720	R&M Communication Equip	.00	600.00	.00		600.00	300.00	(50)
52 5730	R&M - D/P Equipment	952.77	1,055.00	697.57	66	2,686.00	2,686.00	155
52 5780	Grounds	6,889.33	17,500.00	15,266.10	87	55,500.00	50,000.00	186
53 5680	Tires	3,763.41	3,000.00	2,707.98	90	6,600.00	3,600.00	20
<i>Repair & Maintenance Totals</i>		\$83,264.11	\$72,579.00	\$58,206.98	80%	\$115,386.00	\$102,586.00	41%
<i>Building Maintenance</i>								
52 5741	R&M Bldg-Parks	14,382.02	10,000.00	391.98	4	9,500.00	8,000.00	(20)
<i>Building Maintenance Totals</i>		\$14,382.02	\$10,000.00	\$391.98	4%	\$9,500.00	\$8,000.00	(20%)



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								
EXPENSE								
Department 5195 - Buildings & Grounds								
Training & Education								
52 6200	Training	405.00	3,000.00	2,371.01	79	2,750.00	2,750.00	(8)
52 6210	Dues	380.00	500.00	285.00	57	500.00	500.00	
<i>Training & Education Totals</i>		\$785.00	\$3,500.00	\$2,656.01	76%	\$3,250.00	\$3,250.00	(7%)
<i>Other Services & Charges</i>								
52 6100	Auto Insurance	19,825.00	20,781.00	14,643.68	70	16,454.00	16,454.00	(21)
52 6110	Other Insurance	10,855.91	15,326.00	16,038.40	105	18,021.00	18,021.00	18
52 6170	Contractual Services	28,995.77	37,000.00	24,762.50	67	58,500.00	46,500.00	26
52 6510	Claims Not Workmans Comp.	.00	1,432.00	.00		.00	.00	(100)
52 6560	Workers Comp/Administrati	3,385.17	3,889.00	4,224.18	109	4,635.00	4,635.00	19
52 6600	Claims Workers Comp.	11,808.51	.00	12,400.90		.00	.00	
<i>Other Services & Charges Totals</i>		\$74,870.36	\$78,428.00	\$72,069.66	92%	\$97,610.00	\$85,610.00	9%
<i>Materials & Supplies</i>								
52 7300	Postage	9.24	.00	.50		.00	.00	
53 7000	Gas & Oil	32,728.97	18,000.00	12,746.59	71	17,000.00	17,000.00	(6)
53 7010	Tools/Shop Supplies	6,859.69	4,000.00	3,260.61	82	18,600.00	8,900.00	123
53 7020	Janitorial Supplies	1,349.70	1,000.00	133.92	13	1,000.00	1,000.00	
53 7050	Medical Services/Supplies	320.50	400.00	25.00	6	400.00	400.00	
53 7100	Lubricants & Chemicals	4,934.25	6,500.00	5,516.50	85	6,500.00	6,500.00	
53 7110	Safety Supplies	1,624.84	1,400.00	584.79	42	1,800.00	1,400.00	
53 7121	Computer Hardware	.00	1,000.00	866.35	87	3,200.00	3,200.00	220
53 7150	Other Operating Supplies	7,101.75	4,000.00	2,108.90	53	4,000.00	4,000.00	
53 7170	Trash Bags	2,310.38	1,500.00	1,134.52	76	2,000.00	1,500.00	
53 7310	Office Supplies	411.67	500.00	428.77	86	500.00	500.00	
<i>Materials & Supplies Totals</i>		\$57,650.99	\$38,300.00	\$26,806.45	70%	\$55,000.00	\$44,400.00	16%
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	27,000.00	27,000.00	100	30,000.00	.00	(100)
54 7640	Other Equipment - Replace	17,024.00	34,400.00	23,616.03	69	25,000.00	34,700.00	1
<i>Capital Outlay Totals</i>		\$17,024.00	\$61,400.00	\$50,616.03	82%	\$55,000.00	\$34,700.00	(43%)
Department 5195 - Buildings & Grounds Totals		\$1,005,424.34	\$1,014,895.00	\$732,103.34	72%	\$1,149,612.00	\$1,105,388.00	9%
EXPENSE TOTALS		\$1,005,424.34	\$1,014,895.00	\$732,103.34	72%	\$1,149,612.00	\$1,105,388.00	9%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$1,005,424.34	\$1,014,895.00	\$732,103.34	72%	\$1,149,612.00	\$1,105,388.00	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	100 - GENERAL FUND Totals	(\$1,005,424.34)	(\$1,014,895.00)	(\$732,103.34)	72%	(\$1,149,612.00)	(\$1,105,388.00)	9%
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$1,005,424.34	\$1,014,895.00	\$732,103.34	72%	\$1,149,612.00	\$1,105,388.00	9%
	Net Grand Totals	(\$1,005,424.34)	(\$1,014,895.00)	(\$732,103.34)	72%	(\$1,149,612.00)	(\$1,105,388.00)	9%



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 100 - GENERAL FUND				
Department 5195 - Buildings & Grounds				
Account 52 5240 - Telephone				
100 5195 52 5240	Phone upgrade	1.0000	1,608.00	1,608.00
100 5195 52 5240	Superintendent, Supervisor phones	1.0000	1,608.00	1,608.00
100 5195 52 5240	Verizon Wireless Cell Phone	1.0000	1,284.00	1,284.00
Account 52 5240 - Telephone Totals		Transactions	3	<u>\$4,500.00</u>
Account 52 5700 - R&M - Vehicles				
100 5195 52 5700	Moody's Maintenance Contract	1.0000	26,000.00	26,000.00
100 5195 52 5700	Repair and Maintenance Trucks and Tractors	1.0000	15,000.00	15,000.00
Account 52 5700 - R&M - Vehicles Totals		Transactions	2	<u>\$41,000.00</u>
Account 52 5710 - R&M Furn. & Equip.				
100 5195 52 5710	Falling wall repair/paint- Public Works Building office	1.0000	3,000.00	3,000.00
100 5195 52 5710	Public Works Building- Replace/Repair roof leaks	1.0000	2,000.00	2,000.00
Account 52 5710 - R&M Furn. & Equip. Totals		Transactions	2	<u>\$5,000.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 5195 52 5730	Email License	1.0000	1,668.00	1,668.00
100 5195 52 5730	Mimecast	1.0000	1,018.00	1,018.00
Account 52 5730 - R&M - D/P Equipment Totals		Transactions	2	<u>\$2,686.00</u>
Account 52 5741 - R&M Bldg-Parks				
100 5195 52 5741	Fuel pump reader- Diesel/ Gas	1.0000	4,000.00	4,000.00
100 5195 52 5741	Gas pump shed- painting/safety stickers/ warning signs	1.0000	4,000.00	4,000.00
Account 52 5741 - R&M Bldg-Parks Totals		Transactions	2	<u>\$8,000.00</u>
Account 52 5780 - Grounds				
100 5195 52 5780	Annual Flowers, trees, plants, mulch	1.0000	4,000.00	4,000.00
100 5195 52 5780	East Main St.- Revamp landscape	1.0000	2,000.00	2,000.00
100 5195 52 5780	Lee St/ Main St- Landscape Project	1.0000	40,000.00	40,000.00
100 5195 52 5780	Washington Rd/Fairway drive- New landscape project	1.0000	2,000.00	2,000.00
100 5195 52 5780	Yates Rd./Janice Rd.- New landscape	1.0000	2,000.00	2,000.00
Account 52 5780 - Grounds Totals		Transactions	5	<u>\$50,000.00</u>
Account 52 6100 - Auto Insurance				
100 5195 52 6100	Apex Auto Liability (Allocation)	1.0000	16,454.00	16,454.00
Account 52 6100 - Auto Insurance Totals		Transactions	1	<u>\$16,454.00</u>
Account 52 6110 - Other Insurance				
100 5195 52 6110	Apex Insurance Personnel Allocation	1.0000	18,021.00	18,021.00
Account 52 6110 - Other Insurance Totals		Transactions	1	<u>\$18,021.00</u>
Account 52 6170 - Contractual Services				
100 5195 52 6170	Detention Pond Mowing	5.0000	6,700.00	33,500.00



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
EXPENSES				
Fund	100 - GENERAL FUND			
Department	5195 - Buildings & Grounds			
Account	52 6170 - Contractual Services			
100 5195 52 6170	Street ROW Canopy trimming(New Program start)	1.0000	13,000.00	13,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	2	<u>\$46,500.00</u>
Account	52 6200 - Training			
100 5195 52 6200	Green Industry training for employees-Saftey, Landscaping	1.0000	1,500.00	1,500.00
100 5195 52 6200	GSWCC Training certification	2.0000	250.00	500.00
100 5195 52 6200	ISA Risk manageent certification	1.0000	750.00	750.00
	Account 52 6200 - Training Totals	Transactions	3	<u>\$2,750.00</u>
Account	52 6210 - Dues			
100 5195 52 6210	GGCSA dues	1.0000	150.00	150.00
100 5195 52 6210	ISA Arborist Dues	1.0000	350.00	350.00
	Account 52 6210 - Dues Totals	Transactions	2	<u>\$500.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 5195 52 6560	Apex Insurance Workers Comp Allocation	1.0000	4,080.00	4,080.00
100 5195 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	555.00	555.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$4,635.00</u>
Account	53 5680 - Tires			
100 5195 53 5680	Tractor #100 Tires -rear and front	1.0000	1,800.00	1,800.00
100 5195 53 5680	Truck, Equipment and Tractor Tires	1.0000	1,800.00	1,800.00
	Account 53 5680 - Tires Totals	Transactions	2	<u>\$3,600.00</u>
Account	53 7000 - Gas & Oil			
100 5195 53 7000	Fuel & oil for equipment and vehicles	1.0000	17,000.00	17,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$17,000.00</u>
Account	53 7010 - Tools/Shop Supplies			
100 5195 53 7010	Rear Discharge Mower (Flail mower replacement)	1.0000	4,900.00	4,900.00
100 5195 53 7010	Shop supplies-sharpping stones, nuts,bolts, rags	1.0000	2,000.00	2,000.00
100 5195 53 7010	Tools for shop operations	1.0000	2,000.00	2,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	3	<u>\$8,900.00</u>
Account	53 7020 - Janitorial Supplies			
100 5195 53 7020	Cleaners, paper towels, toilet paper and sanitizes	1.0000	1,000.00	1,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>\$1,000.00</u>
Account	53 7050 - Medical Services/Supplies			
100 5195 53 7050	First aid kit supplies	1.0000	400.00	400.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$400.00</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	100 - GENERAL FUND			
Department	5195 - Buildings & Grounds			
Account	53 7100 - Lubricants & Chemicals			
100 5195 53 7100	ROW pesticides, pre-emergents, and fuel treatments	1.0000	6,500.00	6,500.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	<u>\$6,500.00</u>
Account	53 7110 - Safety Supplies			
100 5195 53 7110	Fire Exstigisher Service-Cintas	1.0000	400.00	400.00
100 5195 53 7110	PPE- gloves, eye protection, vests, safety kits	1.0000	1,000.00	1,000.00
	Account 53 7110 - Safety Supplies Totals	Transactions	2	<u>\$1,400.00</u>
Account	53 7121 - Computer Hardware			
100 5195 53 7121	Computer for Superintendent	1.0000	1,600.00	1,600.00
100 5195 53 7121	Computer for Supervisor	1.0000	1,600.00	1,600.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	<u>\$3,200.00</u>
Account	53 7150 - Other Operating Supplies			
100 5195 53 7150	Mower belts, batteries, engine pm, filters	1.0000	4,000.00	4,000.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	<u>\$4,000.00</u>
Account	53 7170 - Trash Bags			
100 5195 53 7170	Trash bags for city wide litter recepticles	1.0000	1,500.00	1,500.00
	Account 53 7170 - Trash Bags Totals	Transactions	1	<u>\$1,500.00</u>
Account	53 7310 - Office Supplies			
100 5195 53 7310	Office operations materials	1.0000	500.00	500.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>\$500.00</u>
Account	54 7640 - Other Equipment - Replace			
100 5195 54 7640	60" Exmark Zero Turn Mower (Replacement)	1.0000	9,700.00	9,700.00
100 5195 54 7640	Replacement Tractor #101	1.0000	25,000.00	25,000.00
	Account 54 7640 - Other Equipment - Replace Totals	Transactions	2	<u>\$34,700.00</u>
	Department 5195 - Buildings & Grounds Totals	Transactions	45	<u>\$282,746.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	45	<u>\$282,746.00</u>
	EXPENSES Totals	Transactions	45	<u>\$282,746.00</u>
	Grand Totals	Transactions	45	<u>\$282,746.00</u>

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

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

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Part-Time Laborer/ Litter Collector I		4	

Additional Positions – **Part-Time Laborer/ Litter Collector I**
Additional Positions –
Reclassified Positions
From:

Justification (including assignment and responsibilities of position requested)

With the city in close proximity of Hartsfield Jackson Airport, the city has an abundance high traffic and people from areas other the City of College Park. The need for 1 additional part-time employees would be to establish a litter crew to keep the demands of the city clean. The newly established litter crew, under the supervision of the superintendent; would be responsible for cleaning up loose litter in all ROW, emptying litter cans and another duties necessary to keep the city right of ways and streets clean of loose litter.

Wages		
Regular		\$23,630
Overtime		-
Medicare (1.45%)		-
FICA (6.2%) part-time only		\$1,465
Total (5210 Proposed New Personnel – Personnel Services)		\$25,095
Fringe Benefits		
Group Life and AD & D \$350 per year		
Health Insurance \$7,800 per position per year		
Pensions (18%)*		
Uniforms		\$540
Total (5211 Proposed New Personnel – Benefits)		-
Training and Education		
Training		-
Dues/ Memberships		-
Other		-
Total (5212 Proposed New Personnel – Training/ Education)		-
Material and Supplies		
Office Supplies		-
Safety Clothing and Equipment		-
Other		-
Total (5213 Proposed New Personnel – Supplies)		-
Capital Outlay (Needed if position is approved)		
Furniture and Fixtures		-
Office Machines and Equipment		-
Other		-
Total (5214 Proposed New Personnel – Capital Outlay)		-
Vehicle (Additional Needed if Position Approved)		
Vehicle Type and Cost		-
Vehicle Service Costs		-
Total (5215 New Personnel – Vehicles)		-
Total		\$25,635

EXHIBIT D-1

Job Title: Part-Time Litter Collector/ Laborer I Position

Job Summary:

This position is responsible for the work of a routine nature as a member of the Buildings, Grounds and Parks Division(s) Team. Position will be responsible for litter control throughout the City of College Park. This position is under the direct supervision of superintendent. Position will require the detailed maintenance litter clean up to maintain a clean environment within the City of College Park.

Duties:

- Detail litter clean-up of/ not limited to city right of ways, park areas, bus stops and other various areas.
- Maintain proper handling of loose litter.
- Maintain proper disposal and bag count of litter.
- Labor work with use of hand tools and various other tools as needed.
- Operate blowers, weed eaters, hand tools and other grounds maintenance equipment.
- Make aware to supervisor of anything needed to maintain cleanliness.
- Work with other divisions as needed
- May perform other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of City and department policies and procedures;
- Demonstrate proper work safety and uniform etiquette.
- Knowledge of the occupational hazards and safety standards and practices applicable to work being conducted;
- Skill in performing various manual labor assignments as needed;
- Ability to perform general equipment/tool maintenance duties;
- Ability to interpret instructions and efficiently carry them out with general supervision;
- Ability to perform tasks involving manual labor;
- Ability to communicate effectively with co-workers, the general public and members of diverse cultural and linguistic backgrounds.

Work Requirements:

Work is typically performed outdoors. The employee will be exposed to noise, dust, dirt, machinery with moving parts, and occasional hot, cold or inclement weather. Work will require walking, stand and/or stooping for periods of time. Work will require the ability to lift 50lbs. This work may require the use of protective devices such as masks, goggles or gloves.

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

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

Number of Positions Requested:	Position Title:	Present Number of Positions:	Changed Number of Positions:	Salary Grade and Step
1	Laborer 1	8	1	

Additional Positions: **Laborer I**
Additional Position:
Reclassified Position: **Full Time Downtown Laborer 1**
From: **Part Time Downtown Laborer 1**

Justification (including assignment and responsibilities of position requested):

To change the current position of Part-Time Downtown Laborer 1 to Full Time Downtown Laborer 1 position (see attachment).

Wages	
Regular	\$25,049
Overtime	-
Medicare (1.45%)	-
FICA (6.2%) part-time only	-
Total (5210 Proposed New Personnel – Personnel Services)	-
Fringe Benefits	
Group Life and AD & D \$350 per year	
Health Insurance \$7,800 per position per year	
Pensions (18%)*	\$350
Uniforms	-
Total (5211 Proposed New Personnel – Benefits)	-
Training and Education	
Training	-
Dues/ Memberships	-
Other	-
Total (5212 Proposed New Personnel – Training/ Education)	-
Material and Supplies	
Office Supplies	-
Safety Clothing and Equipment	-
Other	-
Total (5213 Proposed New Personnel – Supplies)	-
Capital Outlay (Needed if position is approved)	
Furniture and Fixtures	-
Office Machines and Equipment	-
Other	-
Total (5214 Proposed New Personnel – Capital Outlay)	-
Vehicle (Additional Needed if Position Approved)	
Vehicle Type and Cost	-
Vehicle Service Costs	-
Total (5215 New Personnel – Vehicles)	-
Total	\$25,399

EXHIBIT D-1

JOB DESCRIPTION

Job Title: Downtown Laborer I

Job Summary:

This position is responsible for the work of a routine nature as a member of the Building and Grounds team for litter control and other various maintenances of downtown areas of College Park. This position is under the direct supervision of Supervisor. Position will require the detailed maintenance of downtown College Park to create a serene environment within the City of College Park.

Duties:

- Detail litter clean-up of/ not limited to City Hall, Downtown College Park, Virginia Ave. and areas surrounding.
- Maintain proper landscape management within downtown area.
- Labor work with use of hand tools and various other tools.
- Operate blowers, weed eaters, hand tools and other grounds maintenance equipment.
- Make aware to supervisor of any needed equipment repair or maintenance.
- Work with other divisions as needed
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of City and department policies and procedures;
- Demonstrate proper work safety and uniform etiquette.
- Knowledge of the occupational hazards and safety standards and practices applicable to work being conducted;
- Skill in performing various manual labor assignments as needed;
- Ability to perform general equipment/tool maintenance duties;
- Ability to interpret instructions and efficiently carry them out with general supervision;
- Ability to perform tasks involving heavy manual labor;
- Ability to communicate effectively with co-workers, the general public and members of diverse cultural and linguistic backgrounds.

Minimum Qualifications:

High School diploma or equivalent. Must possess a valid State of Georgia Driver's License.

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

Fund: 100

Department and Number:

Buildings & Grounds 5195

New Replacement for Vehicle/Equipment No. 101

Priority: 2

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

John Deere

5075E Tractor

Other

Information on Vehicle/Equipment Being Replaced

<u>22 yrs</u>	Age of Vehicle/Equipment Being Replaced
<u>12,000 hrs</u>	Units of Use to Date (hours, miles, etc)
<u>8000</u>	Total Operating/Maintenance Costs to Date
<u>3500</u>	Actual FYE 2019-20 Maintenance Cost
<u>3000</u>	Actual FYE 2019-20 Operating Cost
<u>4000</u>	Estimated FYE 2020-21 Maintenance Cost
<u>4000</u>	Estimated FYE 2020-21 Operating Co

List of Special Features, Not Standard:

Specific Description & Condition of Item Being Replaced including VIN#:

#101 1997 John Deere 5200 - Poor Condition
LV5200E621123

Justification/Description:

Tractor 101 is in poor condition. Tractor is 22yrs old and has very high usage over 12,000hrs; which equates to around 325,000 miles. The tractor is very old and has become unreliable for operations. Tractor has a failing fuel injection pump, needs axle repairs and loss of engine power.

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

\$25,000

Purchase Price

10-12yrs

Estimated Useful Life

1500hrs

Estimated Use During 2020-21

400-PM

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: Buildings & Grounds Fuel Type: Gas and Diesel

Unit #	Year	Make	Model	Vin Number	Cost	D.O.P.	Prior Year Mileage/Hrs	Curr Year Mileage/Hrs	Tag #.
100-D	2008	John Deere	Tractor	K-17A-330949	97,200.00	12/15/2008	3288hrs	3530	
101-D	1997	John Deere	Tractor	LV5200E621123	14,292.00	8/5/1997	7933hrs	8273	
102-D	2007	John Deere	Tractor	LV5325S430019	21,808.00	11/5/2007	2447hrs	2870	
128-D	2004	Ford	F-350	1FDWW36P84EB04125	28,548.00	9/11/2003	98,243 miles	103221	133077
131-D	2019	John Deere	Tractor	1PY5075EEKK108503	23,617.00	7/28/2019		330	
135-D	2006	John Deere	Tractor	LV5325S230600	19,400.00	10/502006	3761hrs	3874	
144-G	2011	Ford	F-350 4x4	1FTRF3B66CEA82199	23,141.00	12/8/2011	46,191miles	52481	GV9755B
150-D	2008	MADVAC	LN-50	SERIAL # 4127	40,000.00	1/28/2009	350hrs	363	
165-G	2018	Ford	F-150	1FTEW1CB8JFE78253	25,715.00	11/9/2018	1,216miles	9704	GV3809M
166-G	2006	Ford	F-150	1FTRF12226NB40380	13,000.00	1/1/2006	117,269 miles	124624	GV19230
167-G	2007	Ford	F-150	1FTRF12257NA26455	12,786.00	1/3/2007	101,535miles	112510	133135
174-D	2005	Ford	F-350	1FDWW36P46EC74193	30,548.00	12/1/2005	68,880miles	72839	GV9754B
181-G	2019	Ford	F-150	1FTEW1CB6KFD15179	27,000.00	11/1/2019		3291	133067
184-D	2010	Ford	F-350	1FDWF3GR8AEB09109	39,787.00	1/22/2010	83,394miles	87989	133134
195-D	2001	Ford	Van	1FBSS31L81HB04739	24,201.00	3/1/2001	103,026miles	113726	133131
Gas	2002	Exmark	Zero Turn	552324	8,799.00	8/15/2002	1363hrs	1399	N/A
Gas	2019	Exmark	Zero Turn	404361853	8,924.00	7/5/2019		133	N/A
Gas	2018	Exmark	Zero Turn	403121760	8,100.00	7/13/2018	139hrs	395	N/A
Gas	2008	Exmark	Zero Turn	800909	10,250.00	7/8/2015	2376hrs	2293	N/A
131-G	2018	John Deere	825M Gator	41001644	15,709.00	10/13/2018	42Hrs	282	N/A

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

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

Department: Buildings & Grounds		Department Number: 5195					
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
			54-7640	John Deere 5075E Tractor	General	\$25,000	\$26,000
54-7640	60" Exmark Zero Turn	General	\$9,700				
54-7640	Crew Cab Ford F-350	General				\$58,000	\$58,000
54-7640	Crew Cab Ford F-350 Dump	General				\$40,000	
54-7640	Super Cab Ford-350 SRW	General			\$45,000		
54-7640	Ford passenger van	General		\$45,000			
Totals			\$34,700	\$71,000	\$72,000	\$98,000	\$58,000

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

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: 2020 John Deere 5075E Tractor

Item/Project Manager:

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 4

Description of Item/Project: Tractor Replacement

Explain need for this expenditure:

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

If replacement, describe item to be replaced:

Tractor 101 is poor condition. Tractor is 22 yrs. old and has very high hour usage over 12,000 hrs.; which equates to around 325k miles. The tractor is very old and has become unreliable for operations. Tractor has a failing fuel injection pump, need of clutch replacement and loss of engine power.

Disposition of item replaced:

Sale Trade In Scrap Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life	<u>10-12 yrs</u>
Estimated Cost	<u>\$25,000</u>
Less: Trade In	<u> </u>
Net Cost	<u>\$25,000</u>

Comparable Quotes:

Vendor Name

Vendor Quote

Ag-Pro-(State Agency price)

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

Department/Division
Public Works/ Buildings
and Grounds

Project Name or Title: 2020 John Deere 5075 Tractor

Project Description:
2020 John Deere 5075 Tractor

Project Justification and Impact:

Tractor 101 is poor condition. Tractor is 22 yrs. old and has very high hour usage over 10,000 hrs; which equates to around 325k miles. The tractor is very old and has become unreliable for operations. Tractor has a failing fuel injection pump and loss of engine power.

Project Costs: \$25,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$24,000	\$25,000	\$25,000	\$26,000	\$ -	\$ -	\$100,000

Useful Life: 15-20yrs

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General

Relationship to Other Primary Projects: None

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

Department: Buildings and Grounds

Fund: 100

Division: Public Works

Department Number: 5195

Item/Project Name: 2020 Exmark 60" Zero Turn Mower

Item/Project Manager:

Priority Rating: 2

Units Requested: 1

Number of Similar Units on Hand: 4

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced:

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

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use:

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

Cost Breakdown:

Estimated Useful Life 15-20 Yrs

Estimated Cost \$9,700

Less: Trade In _____

Net Cost \$9,700

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division
Public Works/ Buildings
and Grounds

Project Name or Title:
2020 Exmark 60" Lazer Zero Turn Mower (Replacement)

Project Description:
2020 Exmark 60" Lazer Zero Turn Mower (Replacement)

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

Project Costs: \$9,700

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$9,700	\$ -	\$ -	\$ -	\$ -	\$9,700

Useful Life: 7yrs

Estimated Cost Beyond Five Year Program: N/A

Funding Source: General

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Department of Public Works / BUILDINGS and GROUNDS

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Pine Straw and mulch landscape beds in all City parks	6
Install seasonal plants in City planters	22
Plant summer flowers in landscape beds city wide	45
Ensure Detention ponds are cut and maintained	9
Landscape revamping in City parks	6

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

	Estimated 20/21
Customer Service	100%
Workforce Development	80%
Landscape Maintenance	80%
Effective Schedule Management	100%

Performance Measures

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

	Actual 19/20
Wood chips in swing and playground areas in City parks	5
Install seasonal plants in City planters	14
Plant summer flowers in landscape beds city wide	12
Ensure Retention Ponds are cut and maintained	9

Program/Service Outcomes: (based on program objectives)

	Actual 19/20
Customer Service	100%
Workforce Development	80%
Landscape Maintenance	80%
Effective Schedule Management	100%

Prior Year Highlights:

- Reconstructed and completed rock island on Winthrop and Green Springs
 - Revamped landscape at Winthrop detention pond entrance
 - Continued Chemical mowing program to improve ROW
 - Installed new compost to annual color beds
 - Installed sod along Hershel road sidewalk; Riverdale Rd. to Hwy 29
 - Landscape project installed in the Main St. alleyway
 - Install pine straw and lanscape rock in the Main St. alleyway
 - Installed new planters at Hershel Rd and Hwy 29
 - Landscape project installed at Hershel Rd. and Camp Creek Pkwy
 - Installed sod at Football fields
 - Revamp landscape at Tracy Wyatt Recreation parking lot
-

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2020-21

Fund: 100

Department and Number: Buildings & Grounds / 5195

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

Description of Item:

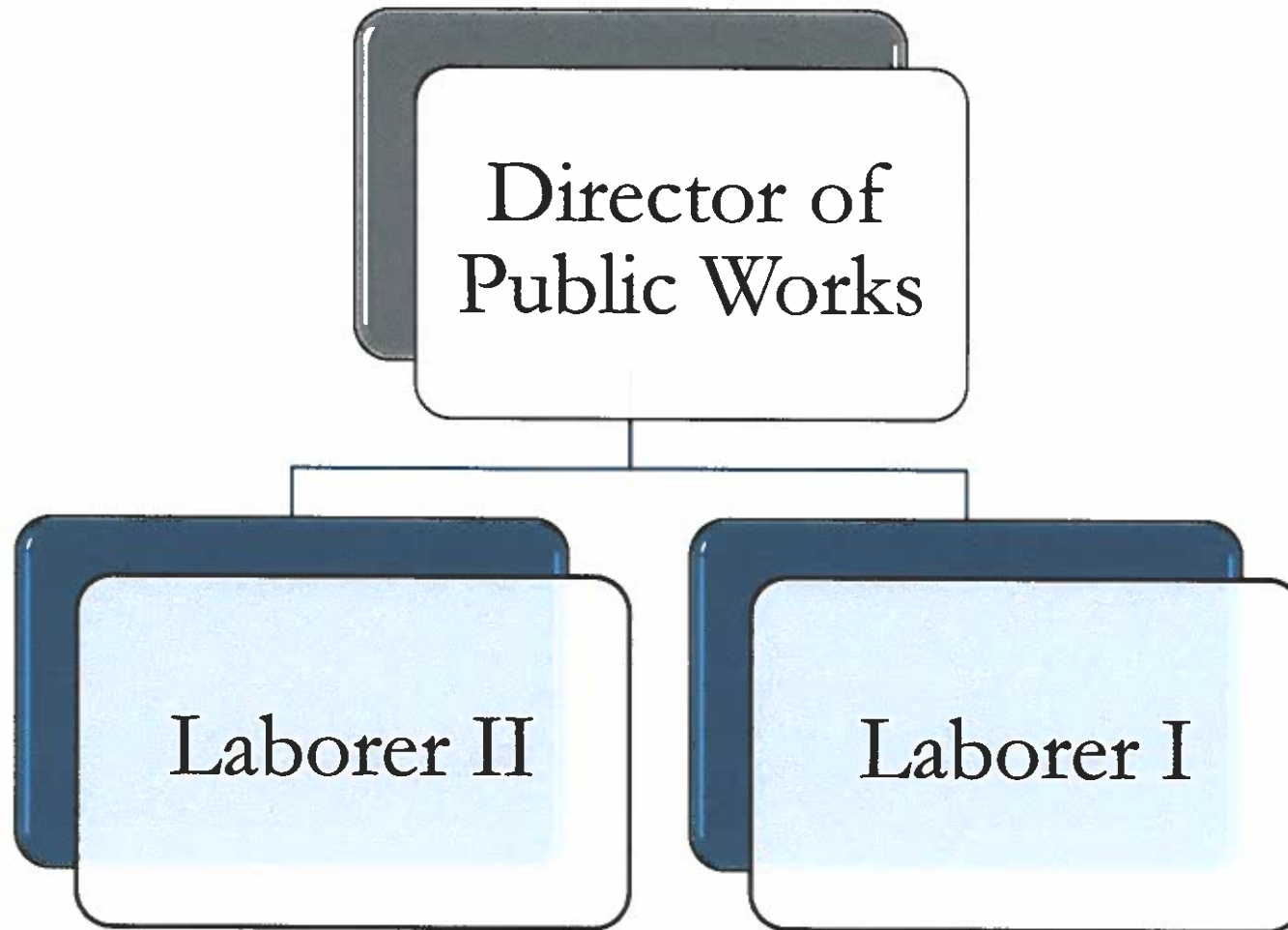
Reason for Requesting:

Cost Estimate/Revenue Enhancement:

DRAFT

Parks

Parks Department Organizational Chart



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

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

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Maintenance Leader II	1	1	1	1	1
Laborer I	1	1	1	1	1

Total Personnel: 8 2 2 2 2



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								
EXPENSE								
Department 6200 - Parks								
<i>Personnel Services</i>								
51 5010	Salary/Operating	70,490.20	73,087.00	51,126.47	70	73,091.00	73,091.00	
51 5020	Salary/Overtime	1,198.58	2,500.00	1,400.56	56	2,500.00	2,500.00	
51 5030	Salary/Partime	10,643.60	26,000.00	.00		26,000.00	26,000.00	
51 5190	Medicare	1,128.54	1,399.00	657.56	47	1,060.00	1,060.00	(24)
51 5200	Fica	833.51	1,612.00	18.42	1	1,612.00	1,612.00	
<i>Personnel Services Totals</i>		\$84,294.43	\$104,598.00	\$53,203.01	51%	\$104,263.00	\$104,263.00	0%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	14,734.72	14,588.00	10,581.55	73	14,589.00	14,991.00	3
51 5161	Life Insurance	97.41	99.00	68.76	69	99.00	99.00	
51 5163	ST Disability Insurance	95.42	191.00	66.06	35	191.00	191.00	
51 5164	LT Disability Insurance	154.43	238.00	108.24	45	238.00	238.00	
51 5165	Health Insurance	14,597.80	17,570.00	12,164.04	69	17,570.00	19,767.00	13
51 5166	Dental Insurance	697.68	833.00	492.48	59	500.00	500.00	(40)
51 5180	Uniforms	3,799.54	3,500.00	3,422.28	98	3,500.00	3,500.00	
<i>Employee Benefits Totals</i>		\$34,177.00	\$37,019.00	\$26,903.41	73%	\$36,687.00	\$39,286.00	6%
<i>New Personnel Costs</i>								
51 5213	Material/Supplies New Per	.00	.00	.00		12,000.00	.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$12,000.00	\$0.00	+++
<i>Communications & Util.</i>								
52 5260	Heat & Power	.00	500.00	.00		500.00	500.00	
52 5280	Other Communication/Util	827.00	.00	.00		.00	.00	
<i>Communications & Util. Totals</i>		\$827.00	\$500.00	\$0.00	0%	\$500.00	\$500.00	0%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	11,475.41	9,300.00	7,035.39	76	9,300.00	9,300.00	
52 5730	R&M - D/P Equipment	195.00	2,500.00	1,466.34	59	3,424.00	424.00	(83)
52 5780	Grounds	10,015.68	17,200.00	21,029.73	122	18,500.00	16,500.00	(4)
53 5680	Tires	707.56	900.00	(1,632.38)	(181)	1,000.00	900.00	
<i>Repair & Maintenance Totals</i>		\$22,393.65	\$29,900.00	\$27,899.08	93%	\$32,224.00	\$27,124.00	(9%)
<i>Building Maintenance</i>								
52 5741	R&M Bldg-Parks	.00	.00	.00		1,000.00	1,000.00	
<i>Building Maintenance Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$1,000.00	\$1,000.00	+++
<i>Training & Education</i>								
52 6200	Training	220.50	500.00	125.00	25	750.00	750.00	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 100 - GENERAL FUND								
EXPENSE								
Department 6200 - Parks Training & Education								
52 6210	Dues	.00	150.00	.00		150.00	150.00	
<i>Training & Education Totals</i>		\$220.50	\$650.00	\$125.00	19%	\$900.00	\$900.00	38%
<i>Other Services & Charges</i>								
52 6100	Auto Insurance	5,283.93	5,938.00	.00		5,938.00	5,938.00	
52 6110	Other Insurance	3,514.41	7,842.00	1,886.86	24	2,120.00	2,120.00	(73)
52 6130	Miscellaneous Services	(39.60)	.00	.00		2,000.00	.00	
52 6560	Workers Comp/Administrati	2,555.11	1,831.00	496.96	27	545.00	545.00	(70)
52 6600	Claims Workers Comp.	.00	400.00	.00		400.00	400.00	
<i>Other Services & Charges Totals</i>		\$11,313.85	\$16,011.00	\$2,383.82	15%	\$11,003.00	\$9,003.00	(44%)
<i>Materials & Supplies</i>								
53 7010	Tools/Shop Supplies	599.55	600.00	504.87	84	4,600.00	4,600.00	667
53 7020	Janitorial Supplies	662.78	500.00	135.26	27	500.00	500.00	
53 7050	Medical Services/Supplies	300.50	400.00	.00		400.00	400.00	
53 7100	Lubricants & Chemicals	816.33	1,000.00	169.88	17	1,000.00	1,000.00	
53 7110	Safety Supplies	394.42	400.00	190.97	48	400.00	400.00	
53 7150	Other Operating Supplies	915.78	700.00	590.60	84	700.00	700.00	
53 7170	Trash Bags	1,176.14	500.00	397.95	80	500.00	500.00	
<i>Materials & Supplies Totals</i>		\$4,865.50	\$4,100.00	\$1,989.53	49%	\$8,100.00	\$8,100.00	98%
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	25,718.00	.00	.00		.00	.00	
54 7630	Other Equipment - New	15,709.00	.00	.00		.00	.00	
54 7920	Recreation Capitol Projec	.00	.00	.00		.00	100,000.00	
<i>Capital Outlay Totals</i>		\$41,427.00	\$0.00	\$0.00	+++	\$0.00	\$100,000.00	+++
Department 6200 - Parks Totals		\$199,518.93	\$192,778.00	\$112,503.85	58%	\$206,677.00	\$290,176.00	51%
EXPENSE TOTALS		\$199,518.93	\$192,778.00	\$112,503.85	58%	\$206,677.00	\$290,176.00	51%
Fund 100 - GENERAL FUND Totals								
EXPENSE TOTALS		\$199,518.93	\$192,778.00	\$112,503.85	58%	\$206,677.00	\$290,176.00	51%
Fund 100 - GENERAL FUND Totals								
		(\$199,518.93)	(\$192,778.00)	(\$112,503.85)	58%	(\$206,677.00)	(\$290,176.00)	51%
Net Grand Totals								
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
EXPENSE GRAND TOTALS		\$199,518.93	\$192,778.00	\$112,503.85	58%	\$206,677.00	\$290,176.00	51%
Net Grand Totals		(\$199,518.93)	(\$192,778.00)	(\$112,503.85)	58%	(\$206,677.00)	(\$290,176.00)	51%



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 100 - GENERAL FUND				
Department 6200 - Parks				
Account 52 5700 - R&M - Vehicles				
100 6200 52 5700	Moody's maintenance contract	1.0000	7,300.00	7,300.00
100 6200 52 5700	Repairs and maintenance for Parks vehicles/equipment	1.0000	2,000.00	2,000.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>\$9,300.00</u>
Account 52 5730 - R&M - D/P Equipment				
100 6200 52 5730	Email License	1.0000	244.00	244.00
100 6200 52 5730	Mimecast	1.0000	180.00	180.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	2	<u>\$424.00</u>
Account 52 5741 - R&M Bldg-Parks				
100 6200 52 5741	Park equipment repairs-structures, benches, receptacles	1.0000	1,000.00	1,000.00
	Account 52 5741 - R&M Bldg-Parks Totals	Transactions	1	<u>\$1,000.00</u>
Account 52 5780 - Grounds				
100 6200 52 5780	Flowers,plants, trees and other planting materials	1.0000	5,000.00	5,000.00
100 6200 52 5780	Pinestraw and mulch for parks	1.0000	2,500.00	2,500.00
100 6200 52 5780	Project- Barrett Park-install fescue (seed) and trees	1.0000	2,000.00	2,000.00
100 6200 52 5780	Project- Phillips Park- landscape pavers repair/plants	1.0000	4,000.00	4,000.00
100 6200 52 5780	Project- Zupp Park- sod and plant install	1.0000	3,000.00	3,000.00
	Account 52 5780 - Grounds Totals	Transactions	5	<u>\$16,500.00</u>
Account 52 6110 - Other Insurance				
100 6200 52 6110	Apex Insurance Personnel Allocation	1.0000	2,120.00	2,120.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$2,120.00</u>
Account 52 6200 - Training				
100 6200 52 6200	ISA tree risk assessment training	1.0000	750.00	750.00
	Account 52 6200 - Training Totals	Transactions	1	<u>\$750.00</u>
Account 52 6210 - Dues				
100 6200 52 6210	ISA member dues	1.0000	150.00	150.00
	Account 52 6210 - Dues Totals	Transactions	1	<u>\$150.00</u>
Account 52 6560 - Workers Comp/Administrati				
100 6200 52 6560	Apex Insurance Workers Comp Allocation	1.0000	480.00	480.00
100 6200 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	65.00	65.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$545.00</u>
Account 53 5680 - Tires				
100 6200 53 5680	Tires for Park division vehicles/equipment	1.0000	900.00	900.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$900.00</u>
Account 53 7010 - Tools/Shop Supplies				
100 6200 53 7010	Landscape trailer/ for pinestraw and mulch hauling	1.0000	4,000.00	4,000.00



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
EXPENSES				
Fund 100 - GENERAL FUND				
Department 6200 - Parks				
Account 53 7010 - Tools/Shop Supplies				
100 6200 53 7010	Tools and supplies for maintenace/repairs in parks	1.0000	600.00	600.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	2	<u>\$4,600.00</u>
Account 53 7150 - Other Operating Supplies				
100 6200 53 7150	Supplies for park maintenance-paint,nuts, bolts etc.	1.0000	700.00	700.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	<u>\$700.00</u>
Account 54 7920 - Recreation Capitol Projec				
100 6200 54 7920	Match Contribution for CDBG sponsored projects	1.0000	100,000.00	100,000.00
	Account 54 7920 - Recreation Capitol Projec Totals	Transactions	1	<u>\$100,000.00</u>
	Department 6200 - Parks Totals	Transactions	20	<u>\$136,989.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	20	<u>\$136,989.00</u>
	EXPENSES Totals	Transactions	20	<u>\$136,989.00</u>
	Grand Totals	Transactions	20	<u>\$136,989.00</u>

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

Department and Number: **Parks - 6200** 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				
Wages				
	Regular			-
	Overtime			-
	Medicare (1.45%)			-
	FICA (6.2%) part- time only			-
Total (5210 Proposed New Personnel – Personnel Services)				-
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			-
	Pensions (18%)*			-
	Uniforms			-
Total (5211 Proposed New Personnel – Benefits)				-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
Total (5212 Proposed New Personnel – Training/ Education)				-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
Total (5213 Proposed New Personnel – Supplies)				-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
Total (5214 Proposed New Personnel – Capital Outlay)				-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
Total (5215 New Personnel – Vehicles)				-
Total				-

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

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

Fund: **100**

Department and Number: **Parks 6200**

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: Buildings & Grounds Fuel Type: Gas and Diesel**

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

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

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

Department: Parks Fund: 100 Department Number: 6200

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

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

Department: Parks

Fund: 100

Division:

Department Number: 6200

Item/Project Name:

Item/Project Manager:

Priority Rating:

Units Requested:

Number of Similar Units on Hand:

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If 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:
Parks

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

Department of Public Works/ PARKS

Program Description:

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

Trends:

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

Programs Broad Goals:

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

Programs 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Repairing playground equipment in the City parks	5
Cut and trim bushes, shrubs, and trees in the City parks	4
Replace all dead or withered plants in the City parks	50+
Maintain the cleanliness of the playground areas, shelters and bathrooms	25
Empty trash cans -city wide	190
Ensure sports facilities are clean in great condition for sports events	9
Cut, blow and trim all walking trails citywide	5

Programs/Services Outcomes: (based on program objectives)

Estimated 20/21

EXHIBIT I – BUDGET PERFORMANCE

Landscape Maintenance in Parks	100%
Parks Equipment Maintenance	80%
Restroom Management	80%
Drag and Line All Baseball, Football, Soccer and Softball Fields	100%
Police and clean Downtown, Virginia Ave, and Old National Corridor	100%

Performance Measures

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

Actual 19/20

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

Programs/Services Outcomes: (based on program objectives)

Actual 19/20

Landscape Maintenance in Parks	100%
Parks Equipment Maintenance	80%
Restroom Management	100%
Drag and Line All Baseball, Football, Soccer and Softball Fields	100%

Prior Year High Lights:

Completed the following projects

- Installed seasonal flower beds throughout the city parks.
- Installed new landscape at Phillips Park entrance way
- Installed annual beds at entrance of Zupp and Barrett Parks
- Installed New landscape around Zupp Park tennis courts
- Repaired/installed at Phillips Park walkway pavers
- Installed new landscape to Brady Trail entrance at Hershel Rd.
- Design, build and install new Soccer Field at Phillips Park
- Design and installed irrigation system- Phillips Soccer Field
- Install landscape -Carl Harper Memorial Garden at Phillips Park
- New shade trees and ornamentals installed at Sabrina Willis Park
- Install new mulch to all city playground areas

EXHIBIT J

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

Fund: **100**

Department and Number: **Parks / 6200**

Department Submitting Request:

Division Submitting Request:

Requested For Department:

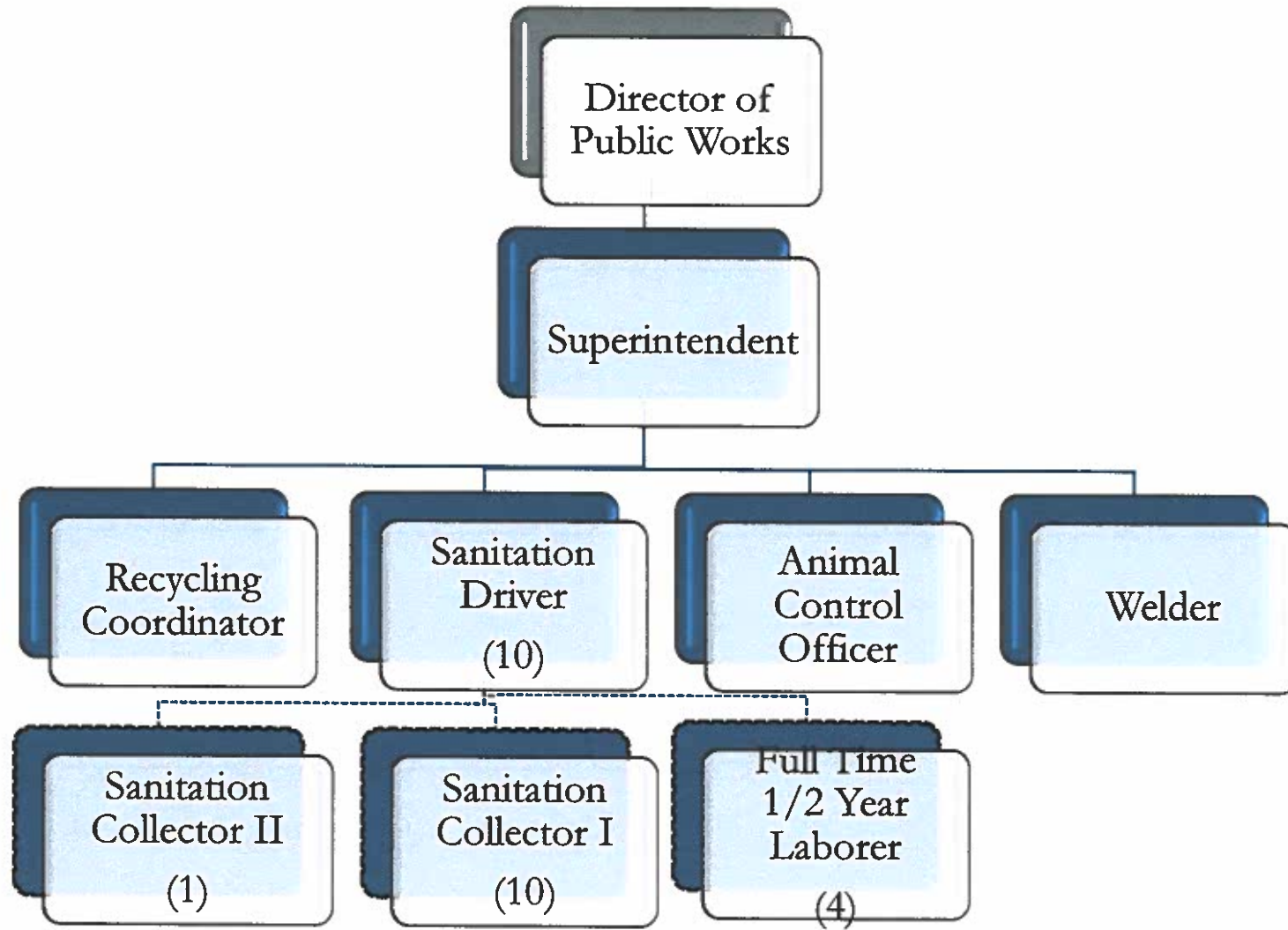
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Sanitation Department Organizational Chart



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

Fund: 540

Department and Number: Sanitation 4300

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Superintendent	1	1	1	1	1
Supervisor	0	0	0	1	0
Welder	0	1	1	1	1
Recycling Coordinator	1	1	1	1	1
Sanitation Collector II	1	1	1	1	1
Sanitation Driver II	10	10	10	11	10
Animal Control Officer	1	1	1	1	1
Sanitation Collector I	10	10	10	13	10
Month Collector I	0	0	4	4	4
Part Time Positions:					
Temporary Laborer I's	4	4	0	0	0
Total Personnel:	29	29	29	34	29
Sanitation Division Pay 25% of the following Salaries					
Public Works Director	(1) 25%	(1) 25%	(1) 25%	(1) 25%	(1) 25%
PW Admin. Assistant	(1) 25%	(1) 25%	(1) 25%	(1) 25%	(1) 25%
Budget Analyst	(1) 25%	(1) 25%	(1) 25%	(1) 25%	(1) 25%



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 540 - SANITATION FUND								
REVENUE								
Department 4300 - Sanitation								
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	1,305,956.35	1,300,000.00	910,855.38	70	1,320,000.00	1,320,000.00	2
34 4112	Sales To Commercial Cust.	1,410,052.30	1,420,000.00	994,104.39	70	1,430,000.00	1,430,000.00	1
34 4330	Sales Convention Center	50,747.17	27,433.00	39,252.05	143	50,000.00	50,000.00	82
34 4340	Other City Sales	54,284.26	50,000.00	63,871.04	128	54,284.00	54,284.00	9
<i>Charges For Services Totals</i>		\$2,821,040.08	\$2,797,433.00	\$2,008,082.86	72%	\$2,854,284.00	\$2,854,284.00	2%
<i>Other Income</i>								
34 1900	Miscellaneous Income	18,272.13	4,000.00	.00		500.00	500.00	(88)
34 4130	Sales - Recycled Material	26,019.18	20,000.00	7,925.23	40	8,000.00	8,000.00	(60)
<i>Other Income Totals</i>		\$44,291.31	\$24,000.00	\$7,925.23	33%	\$8,500.00	\$8,500.00	(65%)
<i>Interest</i>								
36 1000	Interest - Nonrestricted	2.00	735.00	.00		.00	.00	(100)
<i>Interest Totals</i>		\$2.00	\$735.00	\$0.00	0%	\$0.00	\$0.00	(100%)
Department 4300 - Sanitation Totals		\$2,865,333.39	\$2,822,168.00	\$2,016,008.09	71%	\$2,862,784.00	\$2,862,784.00	1%
REVENUE TOTALS		\$2,865,333.39	\$2,822,168.00	\$2,016,008.09	71%	\$2,862,784.00	\$2,862,784.00	1%
EXPENSE								
Department 4300 - Sanitation								
<i>Personnel Services</i>								
51 5010	Salary/Operating	838,890.82	913,908.00	576,209.40	63	991,961.00	940,693.00	3
51 5016	Salary On-Call	3,900.00	3,900.00	2,700.00	69	3,900.00	3,900.00	
51 5020	Salary/Overtime	92,667.67	85,000.00	108,780.48	128	85,000.00	85,000.00	
51 5040	Shared Utility Payments	5,865.89	7,200.00	4,638.32	64	7,200.00	7,200.00	
51 5190	Medicare	11,786.24	13,252.00	8,521.23	64	14,383.00	13,640.00	3
<i>Personnel Services Totals</i>		\$953,110.62	\$1,023,260.00	\$700,849.43	68%	\$1,102,444.00	\$1,050,433.00	3%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	34,624.32	164,264.00	123,119.15	75	174,100.00	177,096.00	8
51 5161	Life Insurance	1,149.78	1,179.00	777.92	66	1,279.00	1,279.00	8
51 5163	ST Disability Insurance	1,113.97	767.00	744.93	97	767.00	767.00	
51 5164	LT Disability Insurance	1,040.82	1,819.00	669.70	37	1,819.00	1,819.00	
51 5165	Health Insurance	171,464.14	181,334.00	112,153.52	62	198,753.00	219,712.00	21
51 5166	Dental Insurance	4,269.39	4,935.00	2,772.02	56	4,655.00	4,747.00	(4)
51 5180	Uniforms	11,927.58	11,000.00	9,634.51	88	11,000.00	11,000.00	
<i>Employee Benefits Totals</i>		\$225,590.00	\$365,298.00	\$249,871.75	68%	\$392,373.00	\$416,420.00	14%



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 540	SANITATION FUND							
EXPENSE								
Department 4300 - Sanitation								
<i>Communications & Util.</i>								
52 5240	Telephone	3,788.66	3,324.00	3,627.26	109	7,186.00	7,186.00	116
52 5260	Heat & Power	9,239.76	8,000.00	5,219.28	65	10,000.00	10,000.00	25
52 5270	Water	2,662.06	2,500.00	1,873.23	75	2,500.00	2,500.00	
52 5280	Other Communication/Util	5,659.20	4,000.00	4,244.40	106	4,000.00	4,000.00	
<i>Communications & Util. Totals</i>		\$21,349.68	\$17,824.00	\$14,964.17	84%	\$23,686.00	\$23,686.00	33%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	220,873.61	140,000.00	128,280.97	92	129,400.00	129,400.00	(8)
52 5720	R&M Communication Equip	1,000.00	1,000.00	167.99	17	1,000.00	1,000.00	
52 5730	R&M - D/P Equipment	4,633.17	10,470.00	5,103.72	49	11,567.00	11,567.00	10
52 5780	Grounds	12,446.54	7,000.00	1,928.34	28	7,500.00	7,500.00	7
52 5810	R&M-Sanitation Containers	6,016.62	6,000.00	5,074.33	85	6,000.00	6,000.00	
53 5680	Tires	40,728.90	32,000.00	29,535.16	92	32,000.00	32,000.00	
<i>Repair & Maintenance Totals</i>		\$285,698.84	\$196,470.00	\$170,090.51	87%	\$187,467.00	\$187,467.00	(5%)
<i>Building Maintenance</i>								
52 5740	R&M-Buildings	7,176.49	7,000.00	4,159.24	59	5,000.00	5,000.00	(29)
<i>Building Maintenance Totals</i>		\$7,176.49	\$7,000.00	\$4,159.24	59%	\$5,000.00	\$5,000.00	(29%)
<i>Training & Education</i>								
52 6200	Training	65.00	1,475.00	1,191.00	81	875.00	875.00	(41)
52 6210	Dues	670.00	630.00	568.33	90	860.00	860.00	37
52 6220	Subscription/Publications	.00	300.00	.00		300.00	300.00	
52 6230	Conventions/Meetings	84.02	1,000.00	500.00	50	1,000.00	1,000.00	
<i>Training & Education Totals</i>		\$819.02	\$3,405.00	\$2,259.33	66%	\$3,035.00	\$3,035.00	(11%)
<i>Other Services & Charges</i>								
52 6000	Advertising Expense	5,675.68	2,000.00	.00		2,000.00	2,000.00	
52 6100	Auto Insurance	32,823.22	34,139.00	26,846.75	79	30,166.00	30,166.00	(12)
52 6110	Other Insurance	21,890.00	31,484.00	24,014.64	76	29,682.00	29,682.00	(6)
52 6130	Miscellaneous Services	2,034.53	2,000.00	1,774.52	89	2,000.00	2,000.00	
52 6140	Dog Pound Fees	13,180.20	7,000.00	6,648.84	95	15,000.00	15,000.00	114
52 6150	Engineering Services	.00	.00	.00		50,000.00	.00	
52 6170	Contractual Services	3,988.22	.00	.00		.00	.00	
52 6560	Workers Comp/Administrati	5,168.77	7,321.00	6,957.48	95	7,635.00	7,635.00	4
52 6590	Contingencies	.00	11,074.00	.00		.00	32,199.00	191



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	540 - SANITATION FUND							
EXPENSE								
Department 4300 - Sanitation								
<i>Other Services & Charges</i>								
52 6600	Claims Workers Comp.	30,643.50	7,341.00	14,436.69	197	.00	.00	(100)
52 7190	Recycling Expense	10,325.72	10,000.00	451.86	5	3,000.00	3,000.00	(70)
<i>Other Services & Charges Totals</i>		\$125,729.84	\$112,359.00	\$81,130.78	72%	\$139,483.00	\$121,682.00	8%
<i>Materials & Supplies</i>								
52 7300	Postage	1.86	300.00	.50		300.00	300.00	
52 7320	Stationery & Printing	.00	1,000.00	45.02	5	1,000.00	1,000.00	
52 7330	Copy Expense	4,384.08	4,000.00	3,325.74	83	4,500.00	4,500.00	13
53 7000	Gas & Oil	101,151.87	80,000.00	41,481.61	52	80,000.00	80,000.00	
53 7010	Tools/Shop Supplies	6,556.72	5,500.00	3,579.17	65	5,500.00	5,500.00	
53 7020	Janitorial Supplies	6,727.54	2,000.00	921.26	46	2,000.00	2,000.00	
53 7050	Medical Services/Supplies	1,151.00	500.00	562.50	113	500.00	500.00	
53 7100	Lubricants & Chemicals	4,371.70	4,000.00	3,426.10	86	5,500.00	4,000.00	
53 7110	Safety Supplies	3,847.51	4,000.00	3,962.41	99	4,100.00	4,000.00	
53 7150	Other Operating Supplies	5,256.84	5,000.00	4,252.33	85	.00	.00	(100)
53 7310	Office Supplies	877.75	1,000.00	484.67	48	1,000.00	1,000.00	
<i>Materials & Supplies Totals</i>		\$134,326.87	\$107,300.00	\$62,041.31	58%	\$104,400.00	\$102,800.00	(4%)
<i>Cost Of Sales</i>								
52 6120	Landfill Charges	563,856.07	592,800.00	495,294.67	84	690,000.00	690,000.00	16
<i>Cost Of Sales Totals</i>		\$563,856.07	\$592,800.00	\$495,294.67	84%	\$690,000.00	\$690,000.00	16%
<i>Operating Transfers Out</i>								
61 1000	Operating Trans.	.00	100,000.00	.00		.00	69,571.00	(30)
61 1100	Oper. Transfer Out Gen	69,229.00	.00	.00		.00	.00	
<i>Operating Transfers Out Totals</i>		\$69,229.00	\$100,000.00	\$0.00	0%	\$0.00	\$69,571.00	(30%)
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	179,851.00	202,500.00	26,997.00	13	710,834.00	157,690.00	(22)
54 7680	Sanitation Cont. Replace	36,334.00	30,000.00	.00		35,000.00	35,000.00	17
<i>Capital Outlay Totals</i>		\$216,185.00	\$232,500.00	\$26,997.00	12%	\$745,834.00	\$192,690.00	(17%)
<i>Debt Service</i>								
58 1200	CAPITAL LEASE PRINCIPAL	58,952.00	58,952.00	58,924.60	100	.00	.00	(100)
58 2200	CAPITAL LEASE INTEREST	3,750.78	5,000.00	4,585.42	92	.00	.00	(100)
<i>Debt Service Totals</i>		\$62,702.78	\$63,952.00	\$63,510.02	99%	\$0.00	\$0.00	(100%)
Department 4300 - Sanitation Totals		\$2,665,774.21	\$2,822,168.00	\$1,871,168.21	66%	\$3,393,722.00	\$2,862,784.00	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	540 - SANITATION FUND							
	EXPENSE TOTALS	\$2,665,774.21	\$2,822,168.00	\$1,871,168.21	66%	\$3,393,722.00	\$2,862,784.00	1%
Fund	540 - SANITATION FUND Totals							
	REVENUE TOTALS	\$2,865,333.39	\$2,822,168.00	\$2,016,008.09	71%	\$2,862,784.00	\$2,862,784.00	1%
	EXPENSE TOTALS	\$2,665,774.21	\$2,822,168.00	\$1,871,168.21	66%	\$3,393,722.00	\$2,862,784.00	1%
Fund	540 - SANITATION FUND Totals	\$199,559.18	\$0.00	\$144,839.88	+++	(\$530,938.00)	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$2,865,333.39	\$2,822,168.00	\$2,016,008.09	71%	\$2,862,784.00	\$2,862,784.00	1%
	EXPENSE GRAND TOTALS	\$2,665,774.21	\$2,822,168.00	\$1,871,168.21	66%	\$3,393,722.00	\$2,862,784.00	1%
	Net Grand Totals	\$199,559.18	\$0.00	\$144,839.88	+++	(\$530,938.00)	\$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
EXPENSES				
Fund	540 - SANITATION FUND			
Department	4300 - Sanitation			
Account	52 5240 - Telephone			
540 4300 52 5240	AT&T	1.0000	344.00	344.00
540 4300 52 5240	Verizon	4.0000	387.00	1,548.00
540 4300 52 5240	Verizon Cell Phone	12.0000	277.00	3,324.00
540 4300 52 5240	Verizon Data Plan	4.0000	348.00	1,392.00
540 4300 52 5240	Windstream	1.0000	578.00	578.00
	Account 52 5240 - Telephone Totals	Transactions	5	<u>\$7,186.00</u>
Account	52 5260 - Heat & Power			
540 4300 52 5260	Heat and Power Public Works	1.0000	10,000.00	10,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$10,000.00</u>
Account	52 5270 - Water			
540 4300 52 5270	Fees for Water and Sewer at the Public Works Facility	1.0000	2,500.00	2,500.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$2,500.00</u>
Account	52 5280 - Other Communication/Util			
540 4300 52 5280	City Allocated Fund	1.0000	4,000.00	4,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$4,000.00</u>
Account	52 5700 - R&M - Vehicles			
540 4300 52 5700	Moody's Allocation	1.0000	56,300.00	56,300.00
540 4300 52 5700	Vehicle Highway Impact Fees and Taxes	1.0000	5,000.00	5,000.00
540 4300 52 5700	Vehicle Repair and Maintenance	1.0000	68,100.00	68,100.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	3	<u>\$129,400.00</u>
Account	52 5720 - R&M Communication Equip			
540 4300 52 5720	Replacement Equipment for Landline and Cell Phones	1.0000	1,000.00	1,000.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	<u>\$1,000.00</u>
Account	52 5730 - R&M - D/P Equipment			
540 4300 52 5730	Civiclive	1.0000	606.00	606.00
540 4300 52 5730	Comcast	1.0000	77.00	77.00
540 4300 52 5730	Email License	1.0000	1,912.00	1,912.00
540 4300 52 5730	Fuel Pump Communication System	1.0000	3,900.00	3,900.00
540 4300 52 5730	Mimecast	1.0000	1,198.00	1,198.00
540 4300 52 5730	Northstar Maintenance	1.0000	1,300.00	1,300.00
540 4300 52 5730	Tyler NW	1.0000	2,574.00	2,574.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	7	<u>\$11,567.00</u>
Account	52 5740 - R&M-Buildings			
540 4300 52 5740	Public Works Building Maintenance	1.0000	5,000.00	5,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	1	<u>\$5,000.00</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
EXPENSES				
Fund	540 - SANITATION FUND			
Department	4300 - Sanitation			
Account	52 5780 - Grounds			
540 4300 52 5780	Maintenance for Security Fence - Public Works Parking Lot	1.0000	2,000.00	2,000.00
540 4300 52 5780	Public Works Pest Control Service	1.0000	3,000.00	3,000.00
540 4300 52 5780	Underground Tank Maintenance (Gas Pumps)	1.0000	2,500.00	2,500.00
	Account 52 5780 - Grounds Totals	Transactions	3	<u>\$7,500.00</u>
Account	52 5810 - R&M-Sanitation Containers			
540 4300 52 5810	Paint and Equipment Rental	1.0000	1,000.00	1,000.00
540 4300 52 5810	Signs and Marking for Containers (No Parking)	1.0000	1,000.00	1,000.00
540 4300 52 5810	Steel Purchased to Repair Containers	1.0000	4,000.00	4,000.00
	Account 52 5810 - R&M-Sanitation Containers Totals	Transactions	3	<u>\$6,000.00</u>
Account	52 6000 - Advertising Expense			
540 4300 52 6000	Advertisement for Bid Items in the Newspaper	1.0000	2,000.00	2,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$2,000.00</u>
Account	52 6100 - Auto Insurance			
540 4300 52 6100	Apex Auto Liability (Allocation)	1.0000	30,166.00	30,166.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$30,166.00</u>
Account	52 6110 - Other Insurance			
540 4300 52 6110	Apex Insurance Personnel Allocation	1.0000	29,682.00	29,682.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$29,682.00</u>
Account	52 6120 - Landfill Charges			
540 4300 52 6120	Household Hazardous Waste Day	1.0000	15,000.00	15,000.00
540 4300 52 6120	Landfill Charges	1.0000	675,000.00	675,000.00
	Account 52 6120 - Landfill Charges Totals	Transactions	2	<u>\$690,000.00</u>
Account	52 6130 - Miscellaneous Services			
540 4300 52 6130	City Appreciation Awards, Programs and Benevolent	1.0000	1,000.00	1,000.00
540 4300 52 6130	Public Works Week	1.0000	1,000.00	1,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	2	<u>\$2,000.00</u>
Account	52 6140 - Dog Pound Fees			
540 4300 52 6140	Fees Paid to Fulton County	1.0000	15,000.00	15,000.00
	Account 52 6140 - Dog Pound Fees Totals	Transactions	1	<u>\$15,000.00</u>
Account	52 6200 - Training			
540 4300 52 6200	Flagger Training	5.0000	75.00	375.00
540 4300 52 6200	Supervisor Training	1.0000	500.00	500.00
	Account 52 6200 - Training Totals	Transactions	2	<u>\$875.00</u>
Account	52 6210 - Dues			
540 4300 52 6210	APWA	1.0000	200.00	200.00
540 4300 52 6210	EPD - Dog Shelter Feed	1.0000	200.00	200.00



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
EXPENSES				
Fund	540 - SANITATION FUND			
Department	4300 - Sanitation			
Account	52 6210 - Dues			
540 4300 52 6210	Solid Waste Association of North America - SWANA	1.0000	460.00	460.00
	Account 52 6210 - Dues Totals	Transactions	3	<u>\$860.00</u>
Account	52 6220 - Subscription/Publications			
540 4300 52 6220	Mailouts and Flyers for Sanitation Services	1.0000	300.00	300.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$300.00</u>
Account	52 6230 - Conventions/Meetings			
540 4300 52 6230	APWA Conference	1.0000	500.00	500.00
540 4300 52 6230	Solid Wast Association of North America SWANA	1.0000	500.00	500.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$1,000.00</u>
Account	52 6560 - Workers Comp/Administrati			
540 4300 52 6560	Apex Insurance Workers Comp Allocation	1.0000	6,720.00	6,720.00
540 4300 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	915.00	915.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$7,635.00</u>
Account	52 7190 - Recycling Expense			
540 4300 52 7190	Purchase Recycling Lids & Plugs for Front L1oad Containers	1.0000	1,000.00	1,000.00
540 4300 52 7190	Purchase Rolling Recycling Containers	1.0000	1,000.00	1,000.00
540 4300 52 7190	Tire Disposal Fee	1.0000	1,000.00	1,000.00
	Account 52 7190 - Recycling Expense Totals	Transactions	3	<u>\$3,000.00</u>
Account	52 7300 - Postage			
540 4300 52 7300	Public Works Postage and Mailing Fees	1.0000	300.00	300.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$300.00</u>
Account	52 7320 - Stationery & Printing			
540 4300 52 7320	Stationery and Printing for the Sanitation Department	1.0000	1,000.00	1,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$1,000.00</u>
Account	52 7330 - Copy Expense			
540 4300 52 7330	Copy Machine Lease	1.0000	4,500.00	4,500.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$4,500.00</u>
Account	53 5680 - Tires			
540 4300 53 5680	Purchase of New Tires	1.0000	32,000.00	32,000.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$32,000.00</u>
Account	53 7000 - Gas & Oil			
540 4300 53 7000	Purchase of Diesel Fuel, Unleaded and CNG	1.0000	80,000.00	80,000.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$80,000.00</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
EXPENSES				
Fund	540 - SANITATION FUND			
Department	4300 - Sanitation			
Account	53 7010 - Tools/Shop Supplies			
540 4300 53 7010	Purchase of Tools and Equipment	1.0000	5,500.00	5,500.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>5,500.00</u>
Account	53 7020 - Janitorial Supplies			
540 4300 53 7020	Purchase of Supplies for Building	1.0000	2,000.00	2,000.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>2,000.00</u>
Account	53 7050 - Medical Services/Supplies			
540 4300 53 7050	Purchase of Medical Supplies	1.0000	500.00	500.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>500.00</u>
Account	53 7100 - Lubricants & Chemicals			
540 4300 53 7100	Cleaning Chemical and Lubricants- All City Vehicles	1.0000	2,000.00	2,000.00
540 4300 53 7100	Def Chemical Required for New Vehicles	1.0000	2,000.00	2,000.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	2	<u>4,000.00</u>
Account	53 7110 - Safety Supplies			
540 4300 53 7110	Purchase of Bagged Ice	1.0000	1,200.00	1,200.00
540 4300 53 7110	Purchase of Supplies Maintenance and Serice	1.0000	2,800.00	2,800.00
	Account 53 7110 - Safety Supplies Totals	Transactions	2	<u>4,000.00</u>
Account	53 7310 - Office Supplies			
540 4300 53 7310	Purchase of Office Supplies	1.0000	1,000.00	1,000.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>1,000.00</u>
Account	54 7590 - Vehicles - Replace			
540 4300 54 7590	5yr Lease pymt for (2) Front Load Garbage @\$290,237	2.0000	58,048.00	116,096.00
540 4300 54 7590	5yr Lease pymt for Leaf Vacuum @\$207,972	1.0000	41,594.00	41,594.00
	Account 54 7590 - Vehicles - Replace Totals	Transactions	2	<u>157,690.00</u>
Account	54 7680 - Sanitation Cont. Replace			
540 4300 54 7680	New Replacement Containers 3, 4, 6, 8 Yards - Citywide	1.0000	35,000.00	35,000.00
	Account 54 7680 - Sanitation Cont. Replace Totals	Transactions	1	<u>35,000.00</u>
	Department 4300 - Sanitation Totals	Transactions	63	<u>1,294,161.00</u>
	Fund 540 - SANITATION FUND Totals	Transactions	63	<u>1,294,161.00</u>
	EXPENSES Totals	Transactions	63	<u>1,294,161.00</u>
	Grand Totals	Transactions	63	<u>1,294,161.00</u>

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

Department and
 Number:

Sanitation Division- 4300

Fund: 540

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Sanitation Supervisor	0	1	
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (This position is needed to assist with daily inspection supervision of sanitation collection services, yard debris collection, welding shop maintenance, animal control. <u>See attached</u>)				
Wages				
	Regular			\$47,500
	Overtime			-
	Medicare (1.45%)			688
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			350
	Health Insurance \$7,800 per position per year			7,800
	Pensions (18%)*			8,550
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			\$64,845

EXHIBIT D-1 JOB DESCRIPTION

Job Title: Sanitation Supervisor

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

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

Knowledge Required by the Position:

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

Supervisory Controls:

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

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

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

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

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

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

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

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

purview of the Sanitation Superintendent.

Job Title: Sanitation Supervisor (Continued)

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

SWANA

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

Department and
 Number:

Sanitation Division- 4300

Fund: 540

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Sanitation Collector Driver II	10	11	
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (This position is required due to the growth of residential homes. A third route is required to maintain services to the 100 additional homes and the 300 new homes coming in late 2020. <u>See attached</u>				
<hr/>				
Wages				
	Regular			\$33,270
	Overtime			-
	Medicare (1.45%)			482
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			<hr/> -
Fringe Benefits				
	Group Life and AD & D \$350 per year			350
	Health Insurance \$7,800 per position per year			7,800
	Pensions (18%)*			5,988
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			<hr/> -
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			<hr/> -
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			<hr/> -
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			<hr/> -
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			<hr/> -
	Total			<hr/> \$47,890 <hr/>

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Sanitation Collector Driver II

Job Summary: This position is responsible for operating an automated, leaf vacuuming, rear loading sanitation truck to collect refuse along assigned residential routes. Work is performed under the direct supervision of the Sanitation Supervisor.

Major Duties:

- Drives a rear-loading sanitation truck to collect contents of residential carts on assigned routes throughout the City;
- May participate as needed in refuse collection activities and truck cleaning;
- Performs routine maintenance checks on trucks and/or performs minor truck maintenance; informs Sanitation Supervisor of necessary repairs or problems;
- Ensures truck is properly cleaned, serviced, equipped and in proper operating order before leaving on route;
- Instructs new Sanitation Laborers in proper and safe refuse collection procedures;
- Performs other related duties as required.

Knowledge Required by the Position:

- Knowledge of geographical layout of City streets and roads and of assigned truck routes;
- Knowledge of refuse collection procedures and City codes pertaining to refuse collections;
- Knowledge of the occupational hazards involved and the safety precautions necessary to accomplish division objectives;
- Knowledge of traffic laws, rules and the safety precautions necessary to accomplish division objectives;
- Skill in the safe operation of assigned vehicles, even under adverse weather and road conditions;
- Skill in identifying equipment problems and malfunctions;
- Skill in effective and clear oral and written communication;
- Skill in dealing appropriately with occasional hostile or irate customers;
- Ability to work independently;
- Ability to observe and follow necessary safety precautions in all areas of assignment;
- Ability to work well with co-workers and be courteous to the general public.

Supervisory Controls: The position is supervised by the Sanitation Supervisor.

Guidelines: Guidelines include City and departmental policies and procedures and other local and State laws and regulations. Guidelines are clear and specific.

Job Title: Sanitation Collector Driver II (continued)

Complexity: The work requires heavy manual labor of a routine manner.

Scope and Effect: The position is responsible for collecting refuse throughout the City, which reflects a positive image of the Public Works Department and the City, and it ensures a clean and safe environment for all customers and citizens.

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

Purpose of Contacts: The purpose of the contacts is to exchange information and resolve problems.

Physical Demands: The position requires the incumbent to continuously walk, stand, carry, pull, reach, kneel and crawl. The incumbent is required to consistently lift heavy objects, sometimes up to 50 pounds.

Work Environment: The work is typically completed outdoors near moving mechanical parts. The employee is often exposed to fumes or airborne particles and must be prepared to perform duties in both hot, cold and other inclement weather conditions.

Supervisory and Management Responsibility: In the absence of the Sanitation Supervisor, the Sanitation Driver has general supervision over the Sanitation Collectors.

Minimum Qualifications:

SANITATION DRIVER I: High School diploma or equivalent; minimum of one (1) year experience in a sanitation or related public works position; must possess and maintain a valid State of Georgia CDL license; equivalent combination of education and experience.

SANITATION DRIVER II: High School diploma or equivalent; at least three (3) years related experience; must possess and maintain a valid State of Georgia CDL license; equivalent combination of education and experience

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

Department and
Number:

Sanitation Division- 4300

Fund: 540

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
3	Sanitation Collector I	10	13	
	Additional Positions – Full Time Additional Positions – Part Time Reclassified Positions From:			
Justification (This position is required due to the growth of residential homes. A third route is required to maintain services to the 100 additional homes and the 300 new homes coming in late 2020. See attached				
Wages				
	Regular			\$26,353
	Overtime			-
	Medicare (1.45%)			395
	FICA (6.2%) part-time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			-
Fringe Benefits				
	Group Life and AD & D \$350 per year			350
	Health Insurance \$7,800 per position per year			7,800
	Pensions (18%)*			4,743
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			-
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			\$31,841

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Sanitation Collector I

Job Summary: This position is responsible for manual work of a routine nature that involves heavy physical labor as a member of a sanitation crew. Work is performed under the direct supervision of the Sanitation Supervisor.

CLASS CHARACTERISTICS:

SANITATION COLLECTOR I: This is the entry-level position.

Major Duties:

- Delivers garbage carts for new City residential sanitation customers; retrieves carts when service is discontinued;
- Picks up household and bulk yard debris and loads contents onto a sanitation truck; may handle special refuse collection requests as directed by the Sanitation Superintendent;
- Cleans sanitation truck daily;
- May assist other Public Works divisions in the maintenance of City grounds and streets;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of City and departmental policies and procedures;
- Knowledge of occupational hazards, safety rules and regulations;
- Knowledge of refuse collection procedures and applicable codes pertaining to refuse collection;
- Skill in performing general equipment maintenance duties;
- Ability to interpret instructions and efficiently carry them out with minimal supervision;
- Ability to perform heavy manual labor;
- Ability to deal courteously and tactfully with residential customers and the general public;
- Ability to follow necessary safety precautions in all areas of assignment.

Supervisory Controls: The Sanitation Superintendent assigns work in terms of general instructions. The supervisor spot-checks work in progress and reviews completed work for the nature and propriety of the final results.

Guidelines: Guidelines include City codes, departmental and safety policies and procedures, and supervisory instructions. These guidelines are clear and specific, but may require some interpretation in application.

Complexity: The work consists of related sanitation, refuse collection and street maintenance duties.

Scope and Effect: The purpose of this position is to maintain sanitation and refuse collection. Successful performance helps ensure timely collection of garbage and a positive public image for the City.

Personal Contacts: Contacts are typically with co-workers and customers.

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

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects, climb ladders, and use tools or equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed outdoors. The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, and occasional inclement weather. This work may require the use of protective devices such as masks, goggles or gloves.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

SANITATION COLLECTOR I: High School diploma or equivalent; one (1) to three (3) years of related experience; valid State of Georgia Driver's License.

SECRET

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

Fund: 540	Department and Number:	Sanitation 4300
1	New Replacement for Vehicle/Equipment No.448 Commercial Front Load	Priority: 1
Vehicle Type		Information on Vehicle/Equipment Being Replaced
_____ Sedan 2 Door		_____ Age of Vehicle/Equipment Being Replaced
_____ Sedan 4 Door		_____ 2010
_____ Cruiser		_____ 1,000
_____ Station Wagon		_____ 50,000
_____ Van		_____ 50,000
_____ 1/2 ton Truck		_____ Unknown
_____ 3/4 ton Truck		_____ Unknown
1 _____ Sanitation Front Loader		_____ Unknown
_____ Sanitation Rear Loader		_____ Unknown
_____ Other		
List Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#: 5VCALLE4H210660 Inoperable and parts are hard to locate.
Justification/Description: Vehicle needed to maintain commercial and Recycling routes.		Recommended Disposition of Replaced Item: Retain as Backup Dismantle and Use for Parts Junk Other
Front Load Garbage Truck 5yr Lease payment for \$290,240 (\$58,048 yearly)		
Purchase Option New Vehicle/Equipment \$58,048 10 Years 12 Hours 500.00	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
City of College Park, Georgia
Vehicle Request
Budget Year 2020-21

Fund: 540		Department and Number: Sanitation 4300	
New Replacement for Vehicle/Equipment No. 450 Commercial Front Load		Priority: 1	
Vehicle Type Sedan 2 Door Sedan 4 Door Cruiser Station Wagon Van 1/2 ton Truck 3/4 ton Truck 1 Sanitation Front Loader Sanitation Rear Loader Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced 2010 Units of Use to Date (hours, miles, etc.) 2500 Total Operating/Maintenance Costs to Date 15,000 Actual FYE 2019-20 Maintenance Cost 15,000 Actual FYE 2019-20 Operating Cost 15,000 Estimated FYE 2020-21 Maintenance Cost Unknown Estimated FYE 2020-21 Operating Cost Unknown		
List Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#: 5VCALLE4H210661 Inoperable and parts are hard to locate.	
Justification/Description: Vehicle needed to maintain commercial and Recycling routes. Front Load Garbage Truck 5yr Lease payment for \$290,240 (\$58,048 yearly)		Recommended Disposition of Replaced Item: Sell at Auction (Yes) Retain as Backup Dismantle and Use for Parts Junk Other	
Purchase Option New Vehicle/Equipment \$58,048 Purchase Price 10 years Estimated Useful Life 12 hours Estimated Use During 2020-21 500.00 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
City of College Park, Georgia
Vehicle Request
Budget Year 2020-21

Fund: 540	Department and Number: Sanitation 4300	
New Replacement for Vehicle/Equipment No. 402 Leaf Vacuum Truck		Priority: 1
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 1 Other Leaf Vacuum	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced 2001 N/A Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Unknown Actual FYE 2019-20 Maintenance Cost Unknown Actual FYE 2019-20 Operating Cost Unknown Estimated FYE 2020-21 Maintenance Cost Unknown Estimated FYE 2020-21 Operating Cost	
List Special Features, Not Standard:		Specific Description & Condition of Item Being Replaced including VIN#: 1FVABWAK92DJ61724 Inoperable and unit has been auction off.
Justification/Description: Vehicle needed to maintain leaf and grass clipping collection routes. Leaf Vacuum 5yr Lease payment for \$207,972 (\$41,594 yearly)		Recommended Disposition of Replaced Item: Sell at Auction (Yes) Retain as Backup Dismantle and Use for Parts Junk Other
Purchase Option New Vehicle/Equipment \$41,594 Purchase Price 15 Years Estimated Useful Life 8 hours Estimated Use During 2020-21 500.00 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: Sanitation Division *Fuel Type:* Gas and Diesel

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Current Mileage</i>	<i>Tag #.</i>
401-D	2008	F-Liner	F-750	3FRXF75UX8V050251	146,274.00	4/25/2008	32,297	34,500	GV19217
403-D	2011	Hino	H-338	5PVNV8JV9B4S51885	102,540.00	5/31/2012	35,611	39,532	GV1297E
404-D	2006	Ford	F 750	3FRXF75S86V350706	127,200.00	2/15/2006	47,463	51,500	GV1298E
405-D	2011	Hino	H-338	5PVNV8JT4B4S51968	99,944.00	2/24/2011	51,049	54,484	GV1296E
431-D	2006	F-Liner	M2-106	1FVACWCS96HV54390	61,500.00	2/25/2006	51,379	54,623	133092
445 -D	2016	Mack	MRU613	1M2AV04CXGM014609	252,200.00	11/16/2015	75,592	98,655	133096
446 -D	2016	Mack	MRU613	1M2AV04C8GM014608	252,200.00	10/13/2015	75,005	98,772	GV1296E
448-AF	2010	Wayne	ACX 64	5VCALLE4AH210661	252,200.00	3/30/2010	92,833	97,748	GV1299E
450-AF	2010	Wayne	ACX 64	5VCALLE4AH210660	252,200.00	3/30/2010	84,190	101,051	GV3110E
455-AF	2010	Peterbuilt	PB320	3BPZH28XXBF118042	207,411	8/1/2010	65,334	69,254	GV129E5
465-D	2009	F-Liner	FL80	1FVHC5V59HAM2267	220,000.00	3/1/2009	82,483	85,275	133163
468-G	2018	Ford	F-250	1FDBF2A61JEB02842	37,000.00	3/15/2018	14,790	29,861	133161
472-G	2020	Ford	F-150	1FTEW1CB2LFA28486	37,500.00	11/26/2019	0	1,590	GV9475M
475-D	2020	F-liner	FL80	1FVHCYFEXLHLT3019	180,000.00	5/25/2019	0	9,004	GV0562N
478-D	2006	F-Liner	M2106	1FVAWCS06H054391	51,500.00	2/25/2006	66,128	71,242	GV19234
488-G	2007	Chev	Impala	2G1WB58K379191168	18,913.00	9/29/2006	44,685	48,681	133101
466-G	2010	Ford	F150	1FTMF1CW0AKB68250	15,805.00	1/14/2010	96,868	107,388	133093
498-D	2006	Ford	F-350	1FTWW33P96ED47454	28,891.00	3/23/2006	108,473	117,247	133085

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

Department: Sanitation		Fund: 540	Department Number: 4300				
Account Number	Description/Justificati	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
			54-7580	Commercial Front Garbage Truck	Sanitation Fund	\$58,048	\$58,048
54-7580	Commercial Front Garbage Truck	Sanitation Fund	\$58,048	\$58,048	\$58,048	\$58,048	\$58,048
54-7580	Leaf Vacuum Truck	Sanitation Fund	\$41,594	\$41,594	\$41,594	\$41,594	\$41,594
54-7580	F-150 Pickup Truck	Sanitation Fund		\$38,000			
54-7580	Residential Garbage Truck	Sanitation Fund		\$185,000			
54-7680	Replace Dumpsters	Sanitation Fund	\$35,000	\$40,000	\$45,000	\$35,000	\$40,000
Totals			\$192,690	\$420,690	\$202,690	\$192,690	\$197,690

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

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Commercial Front Loader Refuse Truck

Item/Project Manager: Ada Caston

Priority Rating: 1

Units Requested 2

Number of Similar Units on Hand: 4

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: 2010 CNG Commercial Front Load Refuse Truck.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: These trucks are inoperable due to many issues with the packing system and chassis making it harder to locate parts and shops to repair them. Replacing these trucks will allow the division to keep up with the growth of the City. Maintaining a safe and efficient response to city services.

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

Cost Breakdown:

Estimated Useful Life 10 years

(2)Front Load Garbage Truck 5yr Lease payment @ \$290,240 each (\$116,096 yearly)

Estimated Cost \$116,096

Less: Trade In Unknown

Net Cost \$580,480

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/Sanitation

Project Name or Title:
Vehicle Replacement Program

Project Description:
Replace Commercial Front Load Garbage Trucks Unit #448

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

Project Costs: \$58,048

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$58,048	\$58,048	\$58,048	\$58,048	\$58,048	\$290,240

Useful Life: 10 years

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

Funding Source: Sanitation Fund

Relationship to Other Primary Projects: None

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/Sanitation

Project Name or Title:
Vehicle Replacement Program

Project Description:
Replace Commercial Front Load Garbage Trucks Unit #450

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

Project Costs: \$58,048

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 58,048	\$ 58,048	\$ 58,048	\$ 58,048	\$ 58,048	\$290,240

Useful Life: 10 years

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

Funding Source: Sanitation Fund

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Leaf Vacuum Truck

Item/Project Manager: Ada Caston

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand: 4

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn Out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

Replacement, describe item to be replaced: 2003 Residential Rear Load Collection vehicle.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, including use: This unit is used to service the citywide yard waste (grass and leaves) collection program. The vehicle has become inoperable and unrepairable due to longtime use. Replacing this vehicle will allow the division to keep up with the growth of the City with little down time for maintenance and or repairs.

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$41,594

Less: Trade In \$0.00

Net Cost \$207,972

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Work/Sanitation

Project Name or Title:
Vehicle Replacement Program

Project Description:
Replace Leaf Vacuum Truck

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

Project Costs: \$41,594

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
	\$41,594	\$41,594	\$41,594	\$41,594	\$41,594	\$207,970

Useful Life: 15 years

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

Funding Source: Sanitation Fund

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 540

Division: Sanitation

Department Number: 4300

Item/Project Name: Commercial Dumpsters Replacement

Item/Project Manager: Ada Caston

Priority Rating: 3

Units Requested: 1

Number of Similar Units on Hand: 500

Description of Item/Project: Commercial Dumpster Replacement Plan

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. Commercial dumpsters in the system that can't be repaired. The purchase of new dumpsters are required to keep up with growing business and annexation.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

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

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

Cost Breakdown:

Estimated Useful Life 10 years

Estimated Cost \$35,000

Less: Trade-In _____

Net Cost \$35,000

Comparable Quotes:

Vendor Name

Vendor Quote

1.

2.

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/Sanitation

Project Name or Title:
Commercial Container Replacement Program

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

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

Project Costs: \$35,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 35,000	\$ 40,000	\$ 45,000	\$ 35,000	\$ 40,000	\$ 195,000

Useful Life:

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

Funding Source: Sanitation Fund

Relationship to Other Primary Projects: None

EXHIBIT I - BUDGET PERFORMANCE

Department of Public Works/Animal Control

Program Description:

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

Trends:

The number of pet owners in the City.

Program Goals:

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

Performance Measures:

Maintained Residential and Commercial Route

Citations Issued	29
Live animal pickups	178
Dead animal removal	802

Prior Year Highlights:

- Responded to over 2,900 calls for service during and after hours as well as weekends regarding issues with animal control
- Active participant in animal rights
- Held (2) two Potentially Dangerous Dog Registrations
- Found and returned over 123 lost or missing pets to owners

EXHIBIT I - BUDGET PERFORMANCE

Department of Public Works /Commercial Collection

Program Description:

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

Trends:

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

Program Goals:

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

Performance Measures:

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

Prior Year Highlights:

- Provided new containers to all new commercial accounts
- Removed over 12,235.0 tons of trash
- Repaired / Replaced over 89% of worn containers

EXHIBIT I - BUDGET PERFORMANCE

Department of Public Works/Recycling Collection

Program Description:

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

Trends:

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

Program Goals:

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

Performance Measures:

Commercial Routes	(Maintained)
Commercial Businesses	100%
Recycling Hand Pickups	100%
City Recycling Site	100%

Prior Year Highlights:

- Removed over 325.3 tons of recycling material
- Held Recycling Day event at public works facility (2) two times a year
- Held annual Household Hazardous Waste Day to recycle electronics

EXHIBIT I - BUDGET PERFORMANCE

Department of Public Works /Residential Collection

Program Description:

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

Trends:

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

Program Goals:

1. To provide prompt and efficient collection service
2. Reduce the number of missed garbage call by 99% yearly
3. Maintain weekly schedule on all residential routes
4. Collect all apartment furniture sit-outs

Performance Measures:

Residential Routes	(Maintained)
Homes	100%
Commercial Hand Pickups	100%
Illegal Dump Sites	100%

Prior Year Highlights:

- Removed over 12,235 tons of trash
- April Cleanup Month
- Cleared (45) illegal dump sites in the City
- Collected over 198,700 cubic yards of leaves throughout the year and during Leaf Season
- Collected over 765.0 tons of sticks and brush throughout the City
- Collect furniture evictions from apartments and around the City

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

Fund: 540

Department and Number: Sanitation / 4300

Department Submitting Request:

Division Submitting Request:

Requested For Department:

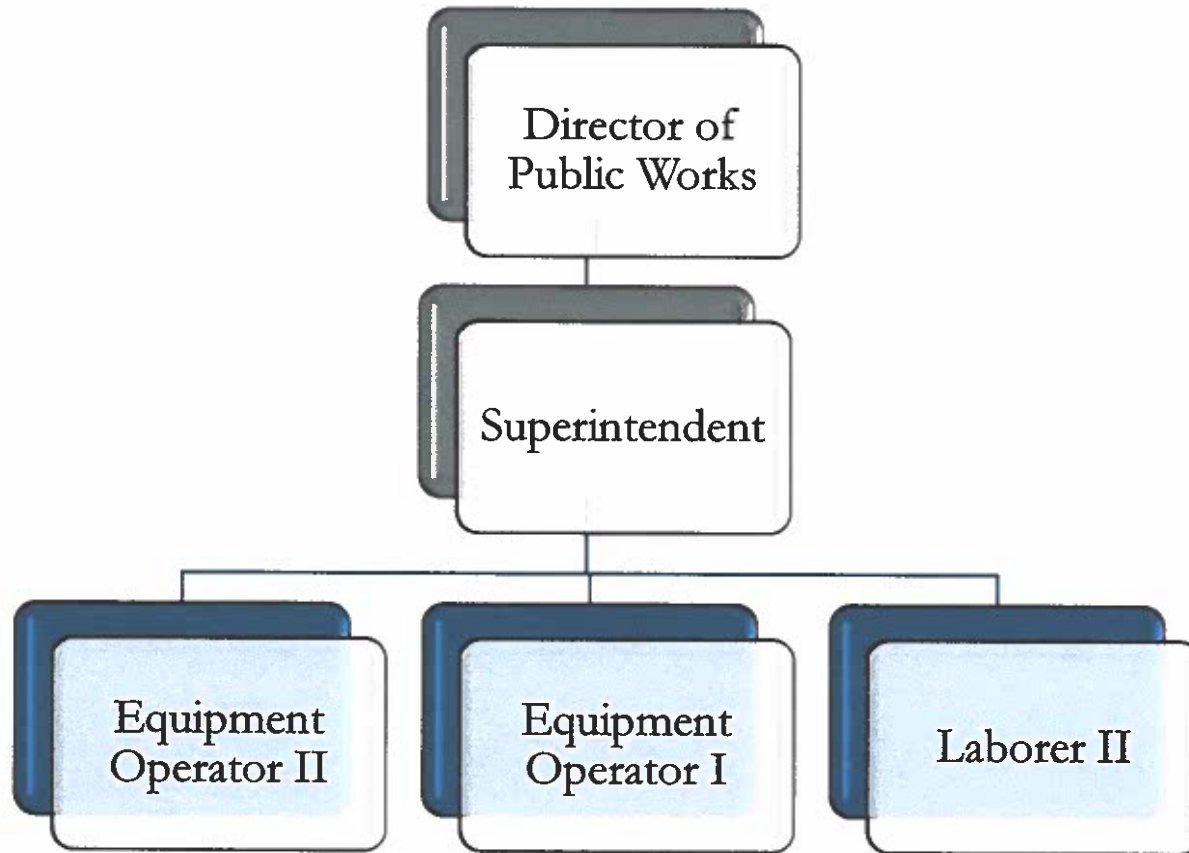
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Stormwater Department Organizational Chart



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

Fund: 560

Department and Number: Storm Water Utility Division 4250

	2017-2018	2018-19	2019-20	2020 -2021	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Equipment Operator II	1	1	1	1	1
Equipment Operator I	1	1	1	1	1
Laborer II	1	1	1	1	1

Total Personnel: 3 3 3 3 3

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



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 560 - STORM WATER UTILITY FUND								
REVENUE								
Department 4250 - Storm Water Utility								
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	141,139.97	155,000.00	102,936.15	66	155,000.00	155,000.00	
34 4112	Sales To Commercial Cust.	749,792.15	820,000.00	549,132.36	67	820,000.00	820,000.00	
34 4330	Sales Convention Center	7,648.44	7,646.00	5,736.33	75	7,646.00	7,646.00	
34 4340	Other City Sales	11,751.98	11,751.00	8,813.97	75	11,751.00	11,751.00	
<i>Charges For Services Totals</i>		\$910,332.54	\$994,397.00	\$666,618.81	67%	\$994,397.00	\$994,397.00	0%
Department 4250 - Storm Water Utility Totals		\$910,332.54	\$994,397.00	\$666,618.81	67%	\$994,397.00	\$994,397.00	0%
REVENUE TOTALS		\$910,332.54	\$994,397.00	\$666,618.81	67%	\$994,397.00	\$994,397.00	0%
EXPENSE								
Department 4250 - Storm Water Utility								
<i>Personnel Services</i>								
51 5010	Salary/Operating	111,882.75	136,331.00	71,397.04	52	137,100.00	110,238.00	(19)
51 5016	Salary On-Call	2,100.00	2,000.00	1,650.00	83	2,000.00	2,000.00	
51 5020	Salary/Overtime	2,266.45	3,000.00	309.26	10	3,000.00	3,000.00	
51 5040	Shared Utility Payments	197.75	.00	.00		.00	.00	
51 5190	Medicare	1,498.77	1,977.00	917.58	46	1,988.00	1,598.00	(19)
<i>Personnel Services Totals</i>		\$117,945.72	\$143,308.00	\$74,273.88	52%	\$144,088.00	\$116,836.00	(18%)
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	22,327.17	27,212.00	13,986.98	51	27,365.00	22,610.00	(17)
51 5161	Life Insurance	125.93	174.00	78.22	45	174.00	124.00	(29)
51 5163	ST Disability Insurance	218.29	290.00	119.61	41	290.00	290.00	
51 5164	LT Disability Insurance	259.21	251.00	160.34	64	251.00	251.00	
51 5165	Health Insurance	22,119.66	35,964.00	15,599.40	43	35,964.00	28,633.00	(20)
51 5166	Dental Insurance	549.31	856.00	329.32	38	781.00	526.00	(39)
51 5180	Uniforms	2,670.48	2,000.00	1,374.68	69	2,000.00	2,000.00	
<i>Employee Benefits Totals</i>		\$48,270.05	\$66,747.00	\$31,648.55	47%	\$66,825.00	\$54,434.00	(18%)
<i>Communications & Util.</i>								
52 5240	Telephone	1,051.24	492.00	359.38	73	1,356.00	1,356.00	176
<i>Communications & Util. Totals</i>		\$1,051.24	\$492.00	\$359.38	73%	\$1,356.00	\$1,356.00	176%
<i>Rentals</i>								
52 5360	Other Equipment Rental	2,991.82	1,800.00	1,795.50	100	1,800.00	1,800.00	
<i>Rentals Totals</i>		\$2,991.82	\$1,800.00	\$1,795.50	100%	\$1,800.00	\$1,800.00	0%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	23,972.81	17,328.00	17,105.48	99	18,000.00	18,000.00	4



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 560 - STORM WATER UTILITY FUND								
EXPENSE								
Department 4250 - Storm Water Utility								
<i>Repair & Maintenance</i>								
52 5710	R&M Furn. & Equip.	6,400.00	.00	.00		.00	.00	
52 5730	R&M - D/P Equipment	616.13	7,475.00	1,180.63	16	7,758.00	7,758.00	4
52 5820	R&M-Storm Sewers	158,806.83	35,000.00	15,412.88	44	20,000.00	20,000.00	(43)
53 5680	Tires	1,398.58	1,500.00	.00		1,500.00	1,500.00	
<i>Repair & Maintenance Totals</i>		\$191,194.35	\$61,303.00	\$33,698.99	55%	\$47,258.00	\$47,258.00	(23%)
<i>Training & Education</i>								
52 6200	Training	545.00	800.00	.00		800.00	800.00	
<i>Training & Education Totals</i>		\$545.00	\$800.00	\$0.00	0%	\$800.00	\$800.00	0%
<i>Other Services & Charges</i>								
52 6000	Advertising Expense	1,225.00	300.00	.00		900.00	300.00	
52 6100	Auto Insurance	5,727.68	5,938.00	4,881.23	82	5,485.00	5,485.00	(8)
52 6110	Other Insurance	2,116.51	3,342.00	2,573.00	77	3,180.00	3,180.00	(5)
52 6150	Engineering Services	.00	.00	.00		50,000.00	.00	
52 6560	Workers Comp/Administrati	1,001.85	687.00	745.44	109	820.00	820.00	19
52 6590	Contingencies	.00	194,105.00	8,000.00	4	194,105.00	233,748.00	20
52 6600	Claims Workers Comp.	1,227.95	245.00	245.59	100	350.00	350.00	43
<i>Other Services & Charges Totals</i>		\$11,298.99	\$204,617.00	\$16,445.26	8%	\$254,840.00	\$243,883.00	19%
<i>Materials & Supplies</i>								
53 7000	Gas & Oil	3,489.00	3,500.00	599.81	17	3,500.00	3,500.00	
53 7010	Tools/Shop Supplies	507.05	700.00	345.25	49	700.00	700.00	
53 7020	Janitorial Supplies	.00	100.00	16.20	16	100.00	100.00	
53 7050	Medical Services/Supplies	.00	250.00	149.34	60	250.00	250.00	
53 7110	Safety Supplies	605.66	1,500.00	1,087.99	73	1,500.00	1,500.00	
53 7121	Computer Hardware	94.47	626.00	.00		626.00	626.00	
53 7150	Other Operating Supplies	1,527.33	1,000.00	281.59	28	1,000.00	1,000.00	
53 7310	Office Supplies	.00	250.00	152.43	61	250.00	250.00	
<i>Materials & Supplies Totals</i>		\$6,223.51	\$7,926.00	\$2,632.61	33%	\$7,926.00	\$7,926.00	0%
<i>Operating Transfers Out</i>								
61 1100	Oper. Transfer Out Gen	216,456.00	.00	.00		.00	157,832.00	
<i>Operating Transfers Out Totals</i>		\$216,456.00	\$0.00	\$0.00	+++	\$0.00	\$157,832.00	+++
<i>Capital Outlay</i>								
54 7590	Vehicles - Replace	.00	31,700.00	23,700.00	75	.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	560 - STORM WATER UTILITY FUND							
	EXPENSE							
	Department 4250 - Storm Water Utility							
	Capital Outlay							
54 7770	Improvements-Storm Sewers	194,536.00	287,600.00	.00		175,000.00	175,000.00	(39)
	<i>Capital Outlay Totals</i>	\$194,536.00	\$319,300.00	\$23,700.00	7%	\$175,000.00	\$175,000.00	(45%)
	<i>Debt Service</i>							
58 1200	CAPITAL LEASE PRINCIPAL	.00	55,000.00	248,943.00	453	.00	47,005.00	(15)
58 2200	CAPITAL LEASE INTEREST	.00	.00	.00		.00	7,163.00	
58 2305	Debt Svc. Interest - AARA	42,126.98	54,775.00	26,565.63	48	54,775.00	36,529.00	(33)
58 2306	Note Payable - Principal	90,976.42	78,329.00	62,169.97	79	78,329.00	96,575.00	23
	<i>Debt Service Totals</i>	\$133,103.40	\$188,104.00	\$337,678.60	180%	\$133,104.00	\$187,272.00	0%
	Department 4250 - Storm Water Utility Totals	\$923,616.08	\$994,397.00	\$522,232.77	53%	\$832,997.00	\$994,397.00	0%
	EXPENSE TOTALS	\$923,616.08	\$994,397.00	\$522,232.77	53%	\$832,997.00	\$994,397.00	0%
Fund	560 - STORM WATER UTILITY FUND Totals							
	REVENUE TOTALS	\$910,332.54	\$994,397.00	\$666,618.81	67%	\$994,397.00	\$994,397.00	0%
	EXPENSE TOTALS	\$923,616.08	\$994,397.00	\$522,232.77	53%	\$832,997.00	\$994,397.00	0%
Fund	560 - STORM WATER UTILITY FUND Totals	(\$13,283.54)	\$0.00	\$144,386.04	+++	\$161,400.00	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$910,332.54	\$994,397.00	\$666,618.81	67%	\$994,397.00	\$994,397.00	0%
	EXPENSE GRAND TOTALS	\$923,616.08	\$994,397.00	\$522,232.77	53%	\$832,997.00	\$994,397.00	0%
	Net Grand Totals	(\$13,283.54)	\$0.00	\$144,386.04	+++	\$161,400.00	\$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
EXPENSES				
Fund	560 - STORM WATER UTILITY FUND			
Department	4250 - Storm Water Utility			
Account	52 5240 - Telephone			
560 4250 52 5240	Verizon Cell Phone	12.0000	113.00	1,356.00
	Account 52 5240 - Telephone Totals	Transactions	1	<u>1,356.00</u>
Account	52 5360 - Other Equipment Rental			
560 4250 52 5360	Storm Water Equipment Rental (Not in Feet)	1.0000	1,800.00	1,800.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	1	<u>1,800.00</u>
Account	52 5700 - R&M - Vehicles			
560 4250 52 5700	Monthly Vehicle repair and Maintenance to (Moody's)	4.0000	1,816.00	7,264.00
560 4250 52 5700	Vehicle Maintenance Specialized Vendors	4.0000	2,684.00	10,736.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>18,000.00</u>
Account	52 5730 - R&M - D/P Equipment			
560 4250 52 5730	Email License	1.0000	163.00	163.00
560 4250 52 5730	Mimecast	1.0000	120.00	120.00
560 4250 52 5730	North-star Maintenance Service	1.0000	7,475.00	7,475.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	<u>7,758.00</u>
Account	52 5820 - R&M-Storm Sewers			
560 4250 52 5820	Storm Sewer Operations and Maintenance Repairs	1.0000	10,000.00	10,000.00
560 4250 52 5820	Storm Sewer pipe Rehabilitation (unforeseen) Repairs	1.0000	10,000.00	10,000.00
	Account 52 5820 - R&M-Storm Sewers Totals	Transactions	2	<u>20,000.00</u>
Account	52 6000 - Advertising Expense			
560 4250 52 6000	RFP Advertising Expenses for two weeks	1.0000	300.00	300.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>300.00</u>
Account	52 6100 - Auto Insurance			
560 4250 52 6100	Apex Auto Liability (Allocation)	1.0000	5,485.00	5,485.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>5,485.00</u>
Account	52 6110 - Other Insurance			
560 4250 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	52 6200 - Training			
560 4250 52 6200	Confine Space Training	2.0000	125.00	250.00
560 4250 52 6200	Flagging Training	3.0000	50.00	150.00
560 4250 52 6200	NPDES Inspector Certification	1.0000	400.00	400.00
	Account 52 6200 - Training Totals	Transactions	3	<u>800.00</u>
Account	52 6560 - Workers Comp/Administrati			
560 4250 52 6560	Apex Insurance Workers Comp Allocation	1.0000	720.00	720.00
560 4250 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	100.00	100.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>820.00</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	560 - STORM WATER UTILITY FUND			
Department	4250 - Storm Water Utility			
Account	53 5680 - Tires			
560 4250 53 5680	Replacement Tires For Fleet Equipment	4.0000	375.00	1,500.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>1,500.00</u>
Account	53 7000 - Gas & Oil			
560 4250 53 7000	Diesel and Unleaded Fuel Expense	1.0000	3,500.00	3,500.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>3,500.00</u>
Account	53 7010 - Tools/Shop Supplies			
560 4250 53 7010	Replacement of Expendable Tools	1.0000	700.00	700.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>700.00</u>
Account	53 7020 - Janitorial Supplies			
560 4250 53 7020	Cleaning Supplies for Public Building	1.0000	100.00	100.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>100.00</u>
Account	53 7050 - Medical Services/Supplies			
560 4250 53 7050	First Aid Kits and Drug Screening	1.0000	250.00	250.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>250.00</u>
Account	53 7110 - Safety Supplies			
560 4250 53 7110	Employee's Safety Supplies	1.0000	1,500.00	1,500.00
	Account 53 7110 - Safety Supplies Totals	Transactions	1	<u>1,500.00</u>
Account	53 7121 - Computer Hardware			
560 4250 53 7121	Civic Live	1.0000	186.00	186.00
560 4250 53 7121	North star Maintenance	1.0000	400.00	400.00
560 4250 53 7121	Wind-steam	1.0000	40.00	40.00
	Account 53 7121 - Computer Hardware Totals	Transactions	3	<u>626.00</u>
Account	53 7150 - Other Operating Supplies			
560 4250 53 7150	Landscape Material and Supplies	1.0000	1,000.00	1,000.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	1	<u>1,000.00</u>
Account	53 7310 - Office Supplies			
560 4250 53 7310	Annual Office Supplies for Storm Water Reports	1.0000	250.00	250.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>250.00</u>
Account	54 7770 - Improvements-Storm Sewers			
560 4250 54 7770	Frontage Road Drainage Improvement	1.0000	50,000.00	50,000.00
560 4250 54 7770	West Fayetteville Road Storm Drainage Improvement	1.0000	125,000.00	125,000.00
	Account 54 7770 - Improvements-Storm Sewers Totals	Transactions	2	<u>175,000.00</u>
Account	58 1200 - CAPITAL LEASE PRINCIPAL			
560 4250 58 1200	GEFA Lease	1.0000	47,004.99	47,004.99
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	1	<u>47,004.99</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	560 - STORM WATER UTILITY FUND			
Department	4250 - Storm Water Utility			
Account	58 2200 - CAPITAL LEASE INTEREST			
560 4250 58 2200	GEFA Leasee	1.0000	7,162.09	7,162.09
	Account 58 2200 - CAPITAL LEASE INTEREST Totals	Transactions	1	<u>7,162.09</u>
Account	58 2305 - Debt Svc. Interest - AARA			
560 4250 58 2305	Debt- Svc. Interest- AARA	1.0000	36,528.96	36,528.96
	Account 58 2305 - Debt Svc. Interest - AARA Totals	Transactions	1	<u>\$36,528.96</u>
Account	58 2306 - Note Payable - Principal			
560 4250 58 2306	Note: Payable -Principal /ARRA Storm water Fund	1.0000	96,574.44	96,574.44
	Account 58 2306 - Note Payable - Principal Totals	Transactions	1	<u>\$96,574.44</u>
	Department 4250 - Storm Water Utility Totals	Transactions	34	<u>\$431,195.48</u>
	Fund 560 - STORM WATER UTILITY FUND Totals	Transactions	34	<u>\$431,195.48</u>
	EXPENSES Totals	Transactions	34	<u>\$431,195.48</u>
	Grand Totals	Transactions	34	<u>\$431,195.48</u>

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

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

Fund: 560

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

Job Title:

Personal Contacts:

Purpose of Contacts:

Physical Demands:

Work Environment:

Supervisory and Management Responsibility:

Minimum Qualifications:

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

Fund: 560 Department and Number: Public Works/Storm Water Utility-4250

New Replacement for Vehicle/Equipment No. Unit #	Priority:
Vehicle Type _____ Sedan 2 Door _____ Sedan 4 Door _____ Cruiser _____ Station Wagon _____ Pickup Truck _____ 1 ton Truck _____ 3/4 ton Truck _____ Sanitation Front Loader _____ Sanitation Rear Loader _____ Other	Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ Units of Use to Date (hours, miles, etc.) Total Operating/Maintenance Costs to Date Actual FYE 2020-21 Maintenance Cost Actual FYE 2020-21 Operating Cost Estimated FYE 2020-21 Maintenance Cost Estimated FYE 2020-21 Operating Cost
List of Special Features, Standard:	Specific Description & Condition of Item Being Replaced including Vin#
Justification/Description: Make: Mode: Year:	Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk Other (Trade In)
Purchase Option New Vehicle/Equipment Purchase Price Estimated Useful Life Estimated Use During 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: Storm Water - 4250 **Fuel Type:** Gas / Diesel

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage</i>	<i>Curr Year Mileage</i>	<i>Hours</i>	<i>Tag #.</i>
204	2008	Sterling	L8500 / D	2FZZAWBS08AY09665	42,582.00	5/9/2008	6,193	6,468	N/A	GV6373M
291	2008	Ford	F-150 / G	1FTRF1228KD69668	14,630.00	3/7/2008	64,035	68,954	N/A	GV19232
292	2019	Ford	F-350 / G	1FTEW1CB6KFD15179	31,700.00	9/13/2019	35	4,102	N/A	GV19218
293	2008	Ford - Dump	F-750 / D	3FRXF75H9V098028	61,300.00	4/1/2008	15,588	17,530	N/A	GV6364M

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

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

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

Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-2025
			54-7770	Improvements Storm Water	General	175,000	100,000
Totals			175,000	100,000	250,000	200,000	100,000

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project Name: Frontage Road Drainage Improvement

Item/Project Manager: Raymond Cotton

Priority Rating: 2

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: the 18 inch Pipe has separated from surface drainage and causing damage to back slope

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: : To install a new 18 inch pipe and a new single wing catch basin to prevent further damage to slope.

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, to remove approx. 125 feet of 18 inches of CMP pipe to prevent further roadway damages hillside slope

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \$50,000

Less: Trade In _____

Net Cost \$50,000

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division: Public Works
Storm Water Utility Division

Project Name or Title: Frontage Road Storm Drainage Improvement

Project Description To install 125 feet of 18inches HDP and one single wing catch Basin to prevent further damages to roadway and back slope

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	\$ -	\$ -	\$ -	\$ -	\$ 50,000

Useful Life: 50 years

Estimated Cost Beyond Five Year Program:

Funding Source: Storm Water Utility

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 560

Division: Storm water utility

Department Number: 4250

Item/Project: West Fayetteville Road Water Discharge Storm Drainage improvement

Item/Project Manager: Raymond Cotton

Priority Rating: 1

Units Requested: None

Number of Similar Units on Hand:

Description of Item/Project: To install two additional Man holes and two hundred and twenty eight feet of 18inch of pipes to prevent flooding on West Fayetteville Road from where the water tank discharge into our storm water structure.

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn out Equipment

New Operation

Obsolete Equipment

Increased Safety Replacement

Reduce Personnel Time

Additional

If replacement, describe item to be replaced: None

Disposition of item replaced:

Sale

Trade In

Scrap

Other Department Use

Justify need for this item, upgrading our old storm structure to prevent flooding on west Fayetteville when the City water tank is discharging its causing flooding in to the surface streets due to our existing storm pipe is too small

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

Cost Breakdown:

Estimated Useful Life 50 plus Years

Estimated Cost \$125,000

Less: Trade In

Net Cost \$125,000

Comparable Quotes: N/A

Vendor Name N/A

Vendor Quote N/A

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division: Public Works
Storm Water Utility Division

Project Name or Title: West Fayetteville Road Storm Sewer drainage
improvement

Project Description: To install two additional man holes and two hundred and twenty eight feet of 18 inch of
Pipes to prevent flooding on West Fayetteville Road.

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: 50 years

Estimated Cost Beyond Five Year Program:

Funding Source: Storm Water Utility

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

Program Name: Storm Water Utility Division

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

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

Program Broad Goals:

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

Program 20/21 Objectives: Performance Measures

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

	Estimated 20/21
Debris Removal	4 Tons

Program/Service Outcomes: (based on program objectives)

	(Inspected)	Estimated 20/21 (Maintained)
Catch Basins / Grates	75%	95%
Ditches	35%	95%
Detention Ponds	9	9
Storm Drain Lines	75 LF	75 LF

EXHIBIT I-BUDGET PERFORMANCE

Performance Measures

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

Debris Removal

Actual 19/20

20.0 Tons

Program/Service Outcomes: (based on program objectives)

	Inspected)	Actual 19/20 (Maintained)
Catch Basins / Grates	85%	95%
Ditches	45%	95%
Detention Ponds	9	9
Storm Drain Lines	100 LF	100 LF

Prior Year Highlights:

1. Maintain the Phase I MS4 permit issued by Georgia EPD.
2. Clean all assigned storm grates within two (2) day following rain event.
3. Clean and inspect 75% of catch basins and inlet grates City Wide.
4. Replace (40 feet) of 36inch corrugated metal pipe at Zupp Park Baseball Field
5. Restored the Creek Bed on Lakeshore Drive (100 feet)
6. Repair / replace (12) damage catch basins City Wide.
7. Inspected and Clean (9) detention ponds City Wide
8. Inspected 35% of storm drains Headwall City wide.

EXHIBIT J

City of College Park, Georgia

Budget Suggestions for Other Than Originating Department

Budget Year 2020-21

Fund: **560**

Department and Number: **Storm Water / 4250**

Department Submitting Request:

Division Submitting Request:

Department Requested For:

Prepared By:

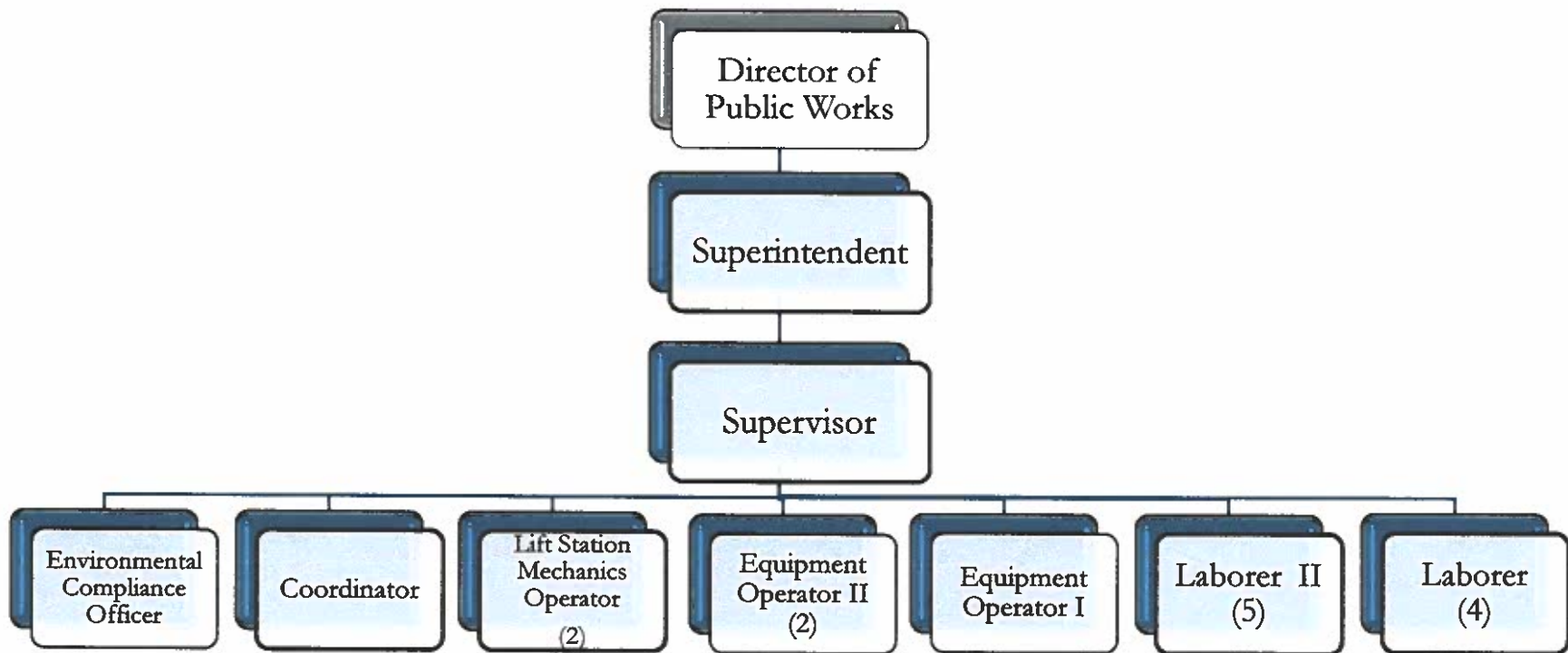
Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:



Water and Sewer Department Organizational Chart



CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Fund: 505

Department and Number: Water & Sewer 4400

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Water/Sewer Superintendent	1	1	1	1	1
Water/Sewer Supervisor	1	1	1	1	1
Environmental Compliance Officer	1	1	1	1	1
Equipment Operator II	1	1	2	2	2
Water/Sewer Foreman	0	0	0	0	0
Lift Station Operator I	2	2	2	2	2
Laborer II	5	5	5	5	5
Water/Sewer Coordinator	1	1	1	1	1
Equipment Operator I	2	2	1	1	1
Laborer I	4	4	4	4	4
Total Personnel:	18	18	18	18	18



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 505 - WATER/SEWER FUND								
REVENUE								
Department 4400 - WATER/SEWER DEPT								
<i>Charges For Services</i>								
34 4110	Sales To Residential Cust	1,813,406.92	1,900,000.00	1,186,262.19	62	1,900,000.00	1,900,000.00	
34 4112	Sales To Commercial Cust.	3,406,054.53	3,700,000.00	2,239,118.66	61	3,700,000.00	3,700,000.00	
34 4201	Sales/Resid. Sewer	1,602,425.99	1,700,000.00	1,017,021.42	60	1,700,000.00	1,700,000.00	
34 4222	Sales/Comm. Sewer	2,621,738.80	3,100,000.00	1,668,642.92	54	3,100,000.00	3,100,000.00	
34 4230	Water Taps	63,466.79	15,000.00	18,763.54	125	15,000.00	15,000.00	
34 4258	Sewer Surcharge	215,427.13	200,000.00	144,647.58	72	200,000.00	200,000.00	
34 4270	Sewer Taps	8,450.00	5,000.00	1,200.00	24	5,000.00	5,000.00	
34 4330	Sales Convention Center	82,379.71	60,000.00	64,533.02	108	60,000.00	60,000.00	
34 4340	Other City Sales	(150,393.34)	20,000.00	26,501.08	133	20,000.00	20,000.00	
<i>Charges For Services Totals</i>		\$9,662,956.53	\$10,700,000.00	\$6,366,690.41	60%	\$10,700,000.00	\$10,700,000.00	0%
<i>Other Income</i>								
34 1900	Miscellaneous Income	.00	2,500.00	.00		2,500.00	2,500.00	
<i>Other Income Totals</i>		\$0.00	\$2,500.00	\$0.00	0%	\$2,500.00	\$2,500.00	0%
<i>Interest</i>								
36 1000	Interest - Nonrestricted	15,149.80	3,000.00	.00		3,000.00	3,000.00	
<i>Interest Totals</i>		\$15,149.80	\$3,000.00	\$0.00	0%	\$3,000.00	\$3,000.00	0%
Department 4400 - WATER/SEWER DEPT Totals		\$9,678,106.33	\$10,705,500.00	\$6,366,690.41	59%	\$10,705,500.00	\$10,705,500.00	0%
REVENUE TOTALS		\$9,678,106.33	\$10,705,500.00	\$6,366,690.41	59%	\$10,705,500.00	\$10,705,500.00	0%
EXPENSE								
Department 4400 - WATER/SEWER DEPT								
<i>Personnel Services</i>								
51 5010	Salary/Operating	735,100.64	804,850.00	510,918.24	63	785,426.00	720,689.00	(10)
51 5016	Salary On-Call	15,600.00	15,600.00	10,800.00	69	15,600.00	15,600.00	
51 5020	Salary/Overtime	30,688.17	32,000.00	24,452.76	76	32,000.00	32,000.00	
51 5040	Shared Utility Payments	2,877.49	2,400.00	1,323.31	55	2,400.00	2,400.00	
51 5060	Salary-Holiday Pay	3,280.80	.00	.00		.00	.00	
51 5190	Medicare	10,575.02	11,670.00	7,073.05	61	11,389.00	10,450.00	(10)
<i>Personnel Services Totals</i>		\$798,122.12	\$866,520.00	\$554,567.36	64%	\$846,815.00	\$781,139.00	(10%)
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	57,936.82	157,270.00	106,775.98	68	153,189.00	143,967.00	(8)
51 5161	Life Insurance	839.48	993.00	590.19	59	993.00	894.00	(10)
51 5162	AD&D Insurance	.00	131.00	.00		131.00	131.00	



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	505 - WATER/SEWER FUND							
	EXPENSE							
	Department 4400 - WATER/SEWER DEPT							
	<i>Employee Benefits</i>							
51 5163	ST Disability Insurance	1,414.27	1,892.00	871.62	46	1,892.00	1,892.00	
51 5164	LT Disability Insurance	1,267.44	1,582.00	786.93	50	1,582.00	1,582.00	
51 5165	Health Insurance	152,789.99	150,059.00	101,105.00	67	156,138.00	159,774.00	6
51 5166	Dental Insurance	3,488.69	4,474.00	2,185.93	49	3,352.00	2,974.00	(34)
51 5180	Uniforms	16,424.38	14,800.00	16,072.13	109	14,800.00	14,800.00	
	<i>Employee Benefits Totals</i>	\$234,161.07	\$331,201.00	\$228,387.78	69%	\$332,077.00	\$326,014.00	(2%)
	<i>Communications & Util.</i>							
52 5240	Telephone	17,371.37	14,496.00	13,355.26	92	18,635.00	18,635.00	29
52 5260	Heat & Power	63,278.31	50,000.00	43,906.16	88	50,000.00	50,000.00	
52 5261	Golf Course Utilities	.00	1,620.00	.00		1,620.00	1,620.00	
52 5270	Water	.00	2,500.00	612.79	25	5,000.00	2,500.00	
52 5280	Other Communication/Util	15,779.18	10,000.00	11,834.37	118	10,000.00	10,000.00	
	<i>Communications & Util. Totals</i>	\$96,428.86	\$78,616.00	\$69,708.58	89%	\$85,255.00	\$82,755.00	5%
	<i>Rentals</i>							
52 5330	Office Equipment Rental	5,140.97	4,000.00	3,964.64	99	4,000.00	4,000.00	
52 5360	Other Equipment Rental	5,692.15	12,500.00	22,458.49	180	4,000.00	4,000.00	(68)
	<i>Rentals Totals</i>	\$10,833.12	\$16,500.00	\$26,423.13	160%	\$8,000.00	\$8,000.00	(52%)
	<i>Repair & Maintenance</i>							
52 5700	R&M - Vehicles	83,347.72	50,292.00	41,564.09	83	50,000.00	50,000.00	(1)
52 5720	R&M Communication Equip	.00	2,500.00	1,100.05	44	2,500.00	2,500.00	
52 5730	R&M - D/P Equipment	4,513.62	15,144.00	6,389.73	42	16,135.00	16,135.00	7
52 5790	R&M-Distribution System	135,853.80	136,307.00	47,401.36	35	136,307.00	136,307.00	
52 5800	R&M-Sewers	212,366.94	498,200.00	320,285.66	64	748,200.00	748,200.00	50
53 5680	Tires	4,830.31	5,000.00	258.00	5	5,000.00	5,000.00	
	<i>Repair & Maintenance Totals</i>	\$440,912.39	\$707,443.00	\$416,998.89	59%	\$958,142.00	\$958,142.00	35%
	<i>Building Maintenance</i>							
52 5740	R&M-Buildings	19,583.25	5,300.00	5,265.01	99	5,000.00	5,000.00	(6)
	<i>Building Maintenance Totals</i>	\$19,583.25	\$5,300.00	\$5,265.01	99%	\$5,000.00	\$5,000.00	(6%)
	<i>Training & Education</i>							
52 6200	Training	3,850.00	3,500.00	160.00	5	3,500.00	3,500.00	
52 6210	Dues	15,512.42	10,000.00	5,629.29	56	15,000.00	15,000.00	50
52 6220	Subscription/Publications	.00	300.00	.00		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	505 - WATER/SEWER FUND							
	EXPENSE							
	Department 4400 - WATER/SEWER DEPT							
	<i>Training & Education</i>							
52 6230	Conventions/Meetings	5,693.49	5,000.00	2,579.37	52	5,000.00	5,000.00	
	<i>Training & Education Totals</i>	<u>\$25,055.91</u>	<u>\$18,800.00</u>	<u>\$8,368.66</u>	45%	<u>\$23,800.00</u>	<u>\$23,800.00</u>	27%
	<i>Other Services & Charges</i>							
52 1205	Administrative/Legal	6,028.31	.00	.00		.00	.00	
52 5450	Legal Fees	4,409.33	5,000.00	.00		5,000.00	5,000.00	
52 5460	Audit Fees	.00	2,200.00	.00		3,500.00	3,500.00	59
52 6000	Advertising Expense	9,429.44	5,000.00	3,138.06	63	5,000.00	5,000.00	
52 6100	Auto Insurance	17,183.04	17,812.00	14,643.68	82	16,454.00	16,454.00	(8)
52 6110	Other Insurance	12,699.10	18,030.00	15,437.98	86	19,081.00	19,081.00	6
52 6130	Miscellaneous Services	(3,043.43)	2,000.00	490.10	25	2,000.00	2,000.00	
52 6141	Custodial Service	1,806.00	2,400.00	1,268.00	53	2,200.00	2,200.00	(8)
52 6150	Engineering Services	117,724.34	339,052.00	4,060.00	1	210,000.00	210,000.00	(38)
52 6170	Contractual Services	78,929.89	93,000.00	29,294.06	31	93,000.00	93,000.00	
52 6510	Claims Not Workmans Comp.	.00	5,000.00	.00		10,000.00	10,000.00	100
52 6560	Workers Comp/Administrati	1,019.12	4,118.00	4,472.66	109	4,908.00	4,908.00	19
52 6590	Contingencies	223,925.00	551,145.00	.00		551,145.00	622,884.00	13
52 6600	Claims Workers Comp.	1,227.95	1,500.00	245.59	16	1,500.00	1,500.00	
	<i>Other Services & Charges Totals</i>	<u>\$471,338.09</u>	<u>\$1,046,257.00</u>	<u>\$73,050.13</u>	7%	<u>\$923,788.00</u>	<u>\$995,527.00</u>	(5%)
	<i>Materials & Supplies</i>							
52 7300	Postage	485.39	200.00	32.59	16	200.00	200.00	
52 7320	Stationery & Printing	1,965.83	2,000.00	.00		2,000.00	2,000.00	
52 7330	Copy Expense	.97	.00	.00		.00	.00	
53 7000	Gas & Oil	24,739.01	17,500.00	9,102.73	52	17,500.00	17,500.00	
53 7010	Tools/Shop Supplies	4,663.21	14,000.00	3,330.37	24	2,000.00	2,000.00	(86)
53 7020	Janitorial Supplies	2,712.56	1,500.00	2,285.66	152	1,500.00	1,500.00	
53 7050	Medical Services/Supplies	1,237.50	1,300.00	984.55	76	1,200.00	1,200.00	(8)
53 7100	Lubricants & Chemicals	48.56	1,500.00	121.61	8	1,500.00	1,500.00	
53 7110	Safety Supplies	6,560.65	2,500.00	2,927.95	117	1,500.00	1,500.00	(40)
53 7121	Computer Hardware	4,182.57	2,500.00	1,664.55	67	1,000.00	1,000.00	(60)
53 7150	Other Operating Supplies	3,952.39	7,360.00	3,939.46	54	4,860.00	4,860.00	(34)
53 7310	Office Supplies	3,131.17	2,400.00	1,530.35	64	2,400.00	2,400.00	



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	505 - WATER/SEWER FUND							
	EXPENSE							
	Department 4400 - WATER/SEWER DEPT							
	Materials & Supplies							
	<i>Materials & Supplies Totals</i>	\$53,679.81	\$52,760.00	\$25,919.82	49%	\$35,660.00	\$35,660.00	(32%)
	<i>Cost Of Sales</i>							
53 6010	Water Purchases	3,796,203.06	4,091,200.00	1,648,427.07	40	4,000,000.00	4,000,000.00	(2)
53 6020	Sewer Purchases	2,040,849.71	2,000,000.00	735,299.12	37	2,000,000.00	2,000,000.00	
	<i>Cost Of Sales Totals</i>	\$5,837,052.77	\$6,091,200.00	\$2,383,726.19	39%	\$6,000,000.00	\$6,000,000.00	(1%)
	<i>Operating Transfers Out</i>							
61 1100	Oper. Transfer Out Gen	75,555.00	75,555.00	.00		.00	184,326.00	144
	<i>Operating Transfers Out Totals</i>	\$75,555.00	\$75,555.00	\$0.00	0%	\$0.00	\$184,326.00	144%
	<i>Capital Outlay</i>							
54 7590	Vehicles - Replace	140,490.00	.00	.00		30,000.00	30,000.00	
54 7640	Other Equipment - Replace	.00	80,000.00	.00		108,000.00	24,108.00	(70)
54 7730	Water Line Replacements	19,825.00	300,000.00	92,786.00	31	200,000.00	200,000.00	(33)
	<i>Capital Outlay Totals</i>	\$160,315.00	\$380,000.00	\$92,786.00	24%	\$338,000.00	\$254,108.00	(33%)
	<i>Debt Service</i>							
58 1100	Bond Principal	475,000.00	490,000.00	490,000.00	100	490,000.00	505,000.00	3
58 1200	CAPITAL LEASE PRINCIPAL	144,942.33	169,117.00	129,015.43	76	182,772.00	195,885.00	16
58 2000	Bond Interest	110,894.26	188,337.00	104,351.97	55	188,337.00	174,258.00	(7)
58 2200	CAPITAL LEASE INTEREST	212,988.55	187,894.00	68,469.84	36	194,361.00	175,886.00	(6)
	<i>Debt Service Totals</i>	\$943,825.14	\$1,035,348.00	\$791,837.24	76%	\$1,055,470.00	\$1,051,029.00	2%
	Department 4400 - WATER/SEWER DEPT Totals	\$9,166,862.53	\$10,705,500.00	\$4,677,038.79	44%	\$10,612,007.00	\$10,705,500.00	0%
	EXPENSE TOTALS	\$9,166,862.53	\$10,705,500.00	\$4,677,038.79	44%	\$10,612,007.00	\$10,705,500.00	0%
	Fund 505 - WATER/SEWER FUND Totals							
	REVENUE TOTALS	\$9,678,106.33	\$10,705,500.00	\$6,366,690.41	59%	\$10,705,500.00	\$10,705,500.00	0%
	EXPENSE TOTALS	\$9,166,862.53	\$10,705,500.00	\$4,677,038.79	44%	\$10,612,007.00	\$10,705,500.00	0%
	Fund 505 - WATER/SEWER FUND Totals	\$511,243.80	\$0.00	\$1,689,651.62	+++	\$93,493.00	\$0.00	+++
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$9,678,106.33	\$10,705,500.00	\$6,366,690.41	59%	\$10,705,500.00	\$10,705,500.00	0%
	EXPENSE GRAND TOTALS	\$9,166,862.53	\$10,705,500.00	\$4,677,038.79	44%	\$10,612,007.00	\$10,705,500.00	0%
	Net Grand Totals	\$511,243.80	\$0.00	\$1,689,651.62	+++	\$93,493.00	\$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
EXPENSES				
Fund	505 - WATER/SEWER FUND			
Department	4400 - WATER/SEWER DEPT			
Account	52 5240 - Telephone			
505 4400 52 5240	AT&T Club (Public Works)	12.0000	82.00	984.00
505 4400 52 5240	AT&T Club (Water Lift Station)	12.0000	168.00	2,016.00
505 4400 52 5240	Cisco Phone	3.0000	291.66	874.98
505 4400 52 5240	Comcast	1.0000	1,680.00	1,680.00
505 4400 52 5240	Verizon Cell Phone	12.0000	680.00	8,160.00
505 4400 52 5240	Verizon Data Plan	1.0000	468.00	468.00
505 4400 52 5240	Windstream	12.0000	371.00	4,452.00
	Account 52 5240 - Telephone Totals	Transactions	7	<u>\$18,634.98</u>
Account	52 5260 - Heat & Power			
505 4400 52 5260	Heat & Power Exp for Water/Sewer Facilities, Pump Stations, etc.	1.0000	50,000.00	50,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>\$50,000.00</u>
Account	52 5270 - Water			
505 4400 52 5270	W&S Exp for all W&S Facilities: bldgs, tanks, lift stations	1.0000	2,500.00	2,500.00
	Account 52 5270 - Water Totals	Transactions	1	<u>\$2,500.00</u>
Account	52 5280 - Other Communication/Util			
505 4400 52 5280	Refuse/Storm Water Exp for W & S Facilities	1.0000	10,000.00	10,000.00
	Account 52 5280 - Other Communication/Util Totals	Transactions	1	<u>\$10,000.00</u>
Account	52 5330 - Office Equipment Rental			
505 4400 52 5330	Water/Sewer Copy Machine Rental	1.0000	4,000.00	4,000.00
	Account 52 5330 - Office Equipment Rental Totals	Transactions	1	<u>\$4,000.00</u>
Account	52 5360 - Other Equipment Rental			
505 4400 52 5360	Rental for Equipment, Excavators, Pumps, Steel Plates, etc.	1.0000	4,000.00	4,000.00
	Account 52 5360 - Other Equipment Rental Totals	Transactions	1	<u>\$4,000.00</u>
Account	52 5450 - Legal Fees			
505 4400 52 5450	As Determined by the City Manager on W/S Issues	1.0000	5,000.00	5,000.00
	Account 52 5450 - Legal Fees Totals	Transactions	1	<u>\$5,000.00</u>
Account	52 5460 - Audit Fees			
505 4400 52 5460	Annual Georgia EPD Water Audit Fees	1.0000	3,500.00	3,500.00
	Account 52 5460 - Audit Fees Totals	Transactions	1	<u>\$3,500.00</u>
Account	52 5700 - R&M - Vehicles			
505 4400 52 5700	Moody's Allocation	1.0000	25,000.00	25,000.00
505 4400 52 5700	Repair/Maintenance of W&S Vehicles and Equipment	1.0000	25,000.00	25,000.00
	Account 52 5700 - R&M - Vehicles Totals	Transactions	2	<u>\$50,000.00</u>
Account	52 5720 - R&M Communication Equip			
505 4400 52 5720	Repair/Maintenance of W&S Facilities and SCADA System	1.0000	2,500.00	2,500.00
	Account 52 5720 - R&M Communication Equip Totals	Transactions	1	<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
EXPENSES				
Fund	505 - WATER/SEWER FUND			
Department	4400 - WATER/SEWER DEPT			
Account	52 5730 - R&M - D/P Equipment			
505 4400 52 5730	CivicLive	1.0000	606.26	606.26
505 4400 52 5730	Comcast	12.0000	140.00	1,680.00
505 4400 52 5730	Email License	1.0000	2,522.00	2,522.00
505 4400 52 5730	Mimecast	1.0000	1,018.00	1,018.00
505 4400 52 5730	Northstar maintenance	1.0000	7,475.00	7,475.00
505 4400 52 5730	Tyler NW	1.0000	2,833.00	2,833.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	6	<u>\$16,134.26</u>
Account	52 5740 - R&M-Buildings			
505 4400 52 5740	Repair/Maintenance (Shared Cost with Power Dept.)	1.0000	5,000.00	5,000.00
	Account 52 5740 - R&M-Buildings Totals	Transactions	1	<u>\$5,000.00</u>
Account	52 5790 - R&M-Distribution System			
505 4400 52 5790	EPA (Unregulated Contaminated Water Samples) Every 5 Years	1.0000	12,000.00	12,000.00
505 4400 52 5790	EPD Stream Samples	1.0000	2,500.00	2,500.00
505 4400 52 5790	Preventive Maintenance - Pump Stations	1.0000	10,000.00	10,000.00
505 4400 52 5790	R&M of Pump Station (Jackson Lyle, W. Fayetteville & Mass.)	1.0000	20,000.00	20,000.00
505 4400 52 5790	R&M Water Distribution System (Valves, Fire Hydrants, Etc.)	1.0000	61,000.00	61,000.00
505 4400 52 5790	Tank Maintenance for Charlestown and West Fayetteville	1.0000	30,807.00	30,807.00
	Account 52 5790 - R&M-Distribution System Totals	Transactions	6	<u>\$136,307.00</u>
Account	52 5800 - R&M-Sewers			
505 4400 52 5800	Annual Cost for Flow Meter Calibration (FC & EP)	1.0000	10,000.00	10,000.00
505 4400 52 5800	Chemical Feed System	1.0000	192,000.00	192,000.00
505 4400 52 5800	Material for Sewer Replacement, Repairs (Citywide)	1.0000	50,000.00	50,000.00
505 4400 52 5800	On-Demand Water/Sewer Construction Services	1.0000	250,000.00	250,000.00
505 4400 52 5800	Preventive Maintenance Lift Stations (Citywide)	1.0000	10,000.00	10,000.00
505 4400 52 5800	Preventive Maintenance (Generator at S.E. L.S.)	1.0000	1,200.00	1,200.00
505 4400 52 5800	R&M for Lift Stations	1.0000	30,000.00	30,000.00
505 4400 52 5800	Rehabilitation - Southeast Lift Station	1.0000	200,000.00	200,000.00
505 4400 52 5800	Toilet Rebate	1.0000	5,000.00	5,000.00
	Account 52 5800 - R&M-Sewers Totals	Transactions	9	<u>\$748,200.00</u>
Account	52 6000 - Advertising Expense			
505 4400 52 6000	Water/Sewer RFP's Public Awareness	1.0000	5,000.00	5,000.00
	Account 52 6000 - Advertising Expense Totals	Transactions	1	<u>\$5,000.00</u>
Account	52 6100 - Auto Insurance			
505 4400 52 6100	Apex Auto Liability (Allocation)	1.0000	16,454.00	16,454.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>\$16,454.00</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	505 - WATER/SEWER FUND			
Department	4400 - WATER/SEWER DEPT			
Account	52 6110 - Other Insurance			
505 4400 52 6110	Apex Insurance Personnel Allocation	1.0000	19,081.00	19,081.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>\$19,081.00</u>
Account	52 6130 - Miscellaneous Services			
505 4400 52 6130	Flowers, Functions, Incentives, Pub Works Week, Kids Feast	1.0000	2,000.00	2,000.00
	Account 52 6130 - Miscellaneous Services Totals	Transactions	1	<u>\$2,000.00</u>
Account	52 6141 - Custodial Service			
505 4400 52 6141	Custodial Services for Water & Sewer Building	1.0000	2,200.00	2,200.00
	Account 52 6141 - Custodial Service Totals	Transactions	1	<u>\$2,200.00</u>
Account	52 6150 - Engineering Services			
505 4400 52 6150	Design for Public Works Building	1.0000	50,000.00	50,000.00
505 4400 52 6150	Sanitary Sewer Evaluation Study (SSES)	1.0000	100,000.00	100,000.00
505 4400 52 6150	Update Water Module Study - 2nd Phase	1.0000	60,000.00	60,000.00
	Account 52 6150 - Engineering Services Totals	Transactions	3	<u>\$210,000.00</u>
Account	52 6170 - Contractual Services			
505 4400 52 6170	Alarm System for Water & Sewer Facilities - System 5	1.0000	3,000.00	3,000.00
505 4400 52 6170	O & M for Production Well J.T. Environ	1.0000	90,000.00	90,000.00
	Account 52 6170 - Contractual Services Totals	Transactions	2	<u>\$93,000.00</u>
Account	52 6200 - Training			
505 4400 52 6200	Georgia Utility Contractors (Erosion & Confined Space)	4.0000	275.00	1,100.00
505 4400 52 6200	Sanitary Sewer Collection System Operator Class	6.0000	200.00	1,200.00
505 4400 52 6200	Water Distribution System Operator Class	6.0000	200.00	1,200.00
	Account 52 6200 - Training Totals	Transactions	3	<u>\$3,500.00</u>
Account	52 6210 - Dues			
505 4400 52 6210	APWA	1.0000	700.00	700.00
505 4400 52 6210	AWWA (American Water Works Association)	1.0000	641.00	641.00
505 4400 52 6210	EPD and Utility Protection	1.0000	350.00	350.00
505 4400 52 6210	GAWP	1.0000	600.00	600.00
505 4400 52 6210	Georgia Rural Water Association	1.0000	749.00	749.00
505 4400 52 6210	Georgia UPC Locates - Annual Membership	1.0000	2,760.00	2,760.00
505 4400 52 6210	State of Georgia/DNR with New Rate Fees	1.0000	9,200.00	9,200.00
	Account 52 6210 - Dues Totals	Transactions	7	<u>\$15,000.00</u>
Account	52 6220 - Subscription/Publications			
505 4400 52 6220	Subscriptions/Publications, Water Environment & Technology, etc.	1.0000	300.00	300.00
	Account 52 6220 - Subscription/Publications Totals	Transactions	1	<u>\$300.00</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	505 - WATER/SEWER FUND			
Department	4400 - WATER/SEWER DEPT			
Account	52 6230 - Conventions/Meetings			
505 4400 52 6230	GAWP (Superintendent & Public Works Director)	2.0000	1,500.00	3,000.00
505 4400 52 6230	GRWA (Superintendent & Supervisor)	2.0000	1,000.00	2,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	2	<u>\$5,000.00</u>
Account	52 6510 - Claims Not Workmans Comp.			
505 4400 52 6510	Insurance Claims/Deductible for Water & Sewer Damages	1.0000	10,000.00	10,000.00
	Account 52 6510 - Claims Not Workmans Comp. Totals	Transactions	1	<u>\$10,000.00</u>
Account	52 6560 - Workers Comp/Administrati			
505 4400 52 6560	Apex Insurance Workers Comp Allocation	1.0000	4,320.00	4,320.00
505 4400 52 6560	GA Subsequent Injury Assesment Adjustment	1.0000	588.00	588.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$4,908.00</u>
Account	52 6600 - Claims Workers Comp.			
505 4400 52 6600	Water & Sewer - Claims Workers' Compensation	1.0000	1,500.00	1,500.00
	Account 52 6600 - Claims Workers Comp. Totals	Transactions	1	<u>\$1,500.00</u>
Account	52 7300 - Postage			
505 4400 52 7300	Mailing of Public Notices, CCR Reports & Pub Wks Week	1.0000	200.00	200.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$200.00</u>
Account	52 7320 - Stationery & Printing			
505 4400 52 7320	Printing of Water Quality/CCR Reports	1.0000	2,000.00	2,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$2,000.00</u>
Account	53 5680 - Tires			
505 4400 53 5680	New Tires for W&S Division's Equipment and Vehicles	1.0000	5,000.00	5,000.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$5,000.00</u>
Account	53 6010 - Water Purchases			
505 4400 53 6010	Water Purchases from East Point, COA and Clayton County	1.0000	4,000,000.00	4,000,000.00
	Account 53 6010 - Water Purchases Totals	Transactions	1	<u>\$4,000,000.00</u>
Account	53 6020 - Sewer Purchases			
505 4400 53 6020	Annual Sewer Treatment from COA, Clayton & Fulton Counties	1.0000	1,900,000.00	1,900,000.00
505 4400 53 6020	Capital Contribution for the City of Atlanta	1.0000	100,000.00	100,000.00
	Account 53 6020 - Sewer Purchases Totals	Transactions	2	<u>\$2,000,000.00</u>
Account	53 7000 - Gas & Oil			
505 4400 53 7000	Gas and Oil for W&S Division's Equipment & Vehicles	1.0000	17,500.00	17,500.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>\$17,500.00</u>
Account	53 7010 - Tools/Shop Supplies			
505 4400 53 7010	Purchase of Hand Tools and Other Equipment, E.L. Johnston, etc.	1.0000	2,000.00	2,000.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$2,000.00</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
EXPENSES				
Fund	505 - WATER/SEWER FUND			
Department	4400 - WATER/SEWER DEPT			
Account	53 7020 - Janitorial Supplies			
505 4400 53 7020	Cleaning/Janitorial Supplies for W&S Division	1.0000	1,500.00	1,500.00
	Account 53 7020 - Janitorial Supplies Totals	Transactions	1	<u>1,500.00</u>
Account	53 7050 - Medical Services/Supplies			
505 4400 53 7050	Random Drug Test Screening	1.0000	250.00	250.00
505 4400 53 7050	Restock of Medical Supplies for Building and Trucks	1.0000	700.00	700.00
505 4400 53 7050	Vaccinations for W&S Personnel, Tetanus, Hepatitis A & B	1.0000	250.00	250.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	3	<u>1,200.00</u>
Account	53 7100 - Lubricants & Chemicals			
505 4400 53 7100	Lubricants & Chemicals for Lift Station, Odor/Root Control	1.0000	1,500.00	1,500.00
	Account 53 7100 - Lubricants & Chemicals Totals	Transactions	1	<u>1,500.00</u>
Account	53 7110 - Safety Supplies			
505 4400 53 7110	Safety Supplies for W&S - Hard Hats, Goggles, etc.	1.0000	1,500.00	1,500.00
	Account 53 7110 - Safety Supplies Totals	Transactions	1	<u>1,500.00</u>
Account	53 7121 - Computer Hardware			
505 4400 53 7121	Gorrie & Reagan (Maintenance & Annual Contract)	1.0000	500.00	500.00
505 4400 53 7121	Miscellaneous Computer Repair Items	1.0000	500.00	500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	2	<u>1,000.00</u>
Account	53 7150 - Other Operating Supplies			
505 4400 53 7150	AlSCO	12.0000	100.00	1,200.00
505 4400 53 7150	Artic Ice	12.0000	35.00	420.00
505 4400 53 7150	Bug Busters additional funds were added for rodent treatment	12.0000	30.00	360.00
505 4400 53 7150	Hayes Coffee	12.0000	200.00	2,400.00
505 4400 53 7150	Quench	12.0000	40.00	480.00
	Account 53 7150 - Other Operating Supplies Totals	Transactions	5	<u>4,860.00</u>
Account	53 7310 - Office Supplies			
505 4400 53 7310	Office Supplies for Water & Sewer Division	1.0000	2,400.00	2,400.00
	Account 53 7310 - Office Supplies Totals	Transactions	1	<u>2,400.00</u>
Account	54 7730 - Water Line Replacements			
505 4400 54 7730	Water Line Replacements	1.0000	200,000.00	200,000.00
	Account 54 7730 - Water Line Replacements Totals	Transactions	1	<u>200,000.00</u>
Account	58 1100 - Bond Principal			
505 4400 58 1100	2015 W&S COA Settle	1.0000	505,000.00	505,000.00
	Account 58 1100 - Bond Principal Totals	Transactions	1	<u>505,000.00</u>
Account	58 1200 - CAPITAL LEASE PRINCIPAL			
505 4400 58 1200	GEFA Loan #2011-L01WJ	1.0000	113,284.19	113,284.19



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	505 - WATER/SEWER FUND			
Department	4400 - WATER/SEWER DEPT			
Account	58 1200 - CAPITAL LEASE PRINCIPAL			
505 4400 58 1200	GEFA Loan #DW2016044	1.0000	82,600.19	82,600.19
	Account 58 1200 - CAPITAL LEASE PRINCIPAL Totals	Transactions	2	<u>\$195,884.38</u>
Account	58 2000 - Bond Interest			
505 4400 58 2000	2015 W&S \$8720000 COA Settle	1.0000	90,701.50	90,701.50
505 4400 58 2000	2015 W&S \$8720000 COA Settle	1.0000	83,555.75	83,555.75
	Account 58 2000 - Bond Interest Totals	Transactions	2	<u>\$174,257.25</u>
Account	58 2200 - CAPITAL LEASE INTEREST			
505 4400 58 2200	GEFA Loan #2011-L01WJ	1.0000	76,888.45	76,888.45
505 4400 58 2200	GEFA Loan #DW2016044	1.0000	33,530.53	33,530.53
505 4400 58 2200	Interest on Anticipated GEFA Loan for Well per J. Myers FY16-17	1.0000	59,000.00	59,000.00
505 4400 58 2200	Southeast Lift Station Rehabilitation	1.0000	6,467.00	6,467.00
	Account 58 2200 - CAPITAL LEASE INTEREST Totals	Transactions	4	<u>\$175,885.98</u>
	Department 4400 - WATER/SEWER DEPT Totals	Transactions	98	<u>\$8,735,406.85</u>
	Fund 505 - WATER/SEWER FUND Totals	Transactions	98	<u>\$8,735,406.85</u>
	EXPENSES Totals	Transactions	98	<u>\$8,735,406.85</u>
	Grand Totals	Transactions	98	<u>\$8,735,406.85</u>

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

Department and
 Number: **Water & Sewer 4400**

Fund: **505**

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

EXHIBIT D-1
JOB DESCRIPTION

Job Title:

Job Summary:

Major Duties:

Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

Complexity:

Scope and Effect:

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: **505** Department and Number: **Water Sewer 4400**

<p align="center">New <input checked="" type="checkbox"/> Replacement for Vehicle/Equipment No. 342</p> <p>Vehicle Type</p> <p><input type="checkbox"/> Sedan 2 Door</p> <p><input type="checkbox"/> Sedan 4 Door</p> <p><input type="checkbox"/> Cruiser</p> <p><input type="checkbox"/> Station Wagon</p> <p><input type="checkbox"/> Van</p> <p><input type="checkbox"/> 1/2 ton Truck</p> <p><input checked="" type="checkbox"/> 3/4 ton Truck</p> <p><input type="checkbox"/> Sanitation Front Loader</p> <p><input type="checkbox"/> Sanitation Rear Loader</p> <p><input type="checkbox"/> Other</p>	<p>Priority:</p> <p>Information on Vehicle/Equipment Being Replaced</p> <p>Age of Vehicle/Equipment Being Replaced <u>18</u></p> <p>Units of Use to Date (hours, miles, etc.) <u>172,357</u></p> <p>Total Operating/Maintenance Costs to Date <u>Unknown</u></p> <p>Actual FYE 2019-20 Maintenance Cost <u>\$4,000</u></p> <p>Actual FYE 2019-20 Operating Cost</p> <p>Estimated FYE 2020-21 Maintenance Cost</p> <p>Estimated FYE 2020-21 Operating Cost</p>
--	---

<p>List of Special Features, Not Standard: Of <input checked="" type="checkbox"/> d 4 x 4 Power windows and locks Emergency lights</p>	<p>Specific Description & Condition of Item Being Replaced including VIN#: 3FDWF65503MB04629 Ford F-650 continues to experience engine problems.</p>
---	---

<p>Justification/Description: This vehicle is needed to transport work crew and equipment to and from the job site with the 4 x4 capability of operating in off road situations.</p>	<p>Recommended Disposition of Replaced Item:</p> <p><input type="checkbox"/> Sell by Sealed Bid</p> <p><input type="checkbox"/> Sell at Auction</p> <p><input type="checkbox"/> Retain as Backup</p> <p><input type="checkbox"/> Dismantle and Use for Parts</p> <p><input type="checkbox"/> Junk</p> <p><input checked="" type="checkbox"/> Other - Trade-In</p>
---	---

<p>Purchase Option New Vehicle/Equipment</p> <p><u>\$30,000</u> Purchase Price</p> <p><u>10-15 years</u> Estimated Useful Life</p> <p>Estimated Use During 2020-21</p> <p>Estimated Operating Cost During 2020-21</p> <p><u>\$500</u></p>	<p>Rental Option New Vehicle/Equipment</p> <p>_____ Rental/Lease Cost per Year</p> <p>_____ Estimated Length of Rental/Lease</p> <p>_____ Estimated Use During 2020-21</p> <p>_____ Estimated Operating Cost During 2020-21</p>
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EXHIBIT F
City of College Park, Georgia
Vehicle Request
Budget Year 2020-21

Fund: 505		Department and Number: Water Sewer 4400	
New <input checked="" type="checkbox"/> Replacement for Vehicle/Equipment No. 305		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 <input checked="" type="checkbox"/> Other _____ Backhoe		Information on Vehicle/Equipment Being Replaced Age of Vehicle/Equipment Being Replaced _____ 18 _____ 9,500 Units of Use to Date (hours, miles, etc.) _____ Total Operating/Maintenance Costs to Date _____ Actual FYE 2019-20 Maintenance Cost _____ \$4,000 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: This backhoe is needed for the excavating of pavement and/or soil to reach underground utilities in order to perform necessary repairs. This also includes loading materials and back filling. 5 year lease payment @\$24,108 = \$120,540		Recommended Disposition of Replaced Item: Sell by Sealed Bid Sell at Auction Retain as Backup Dismantle and Use for Parts Junk <input checked="" type="checkbox"/> Other - Trade-In	
Purchase Option New Vehicle/Equipment \$24,108 Purchase Price 10-20 years Estimated Useful Life _____ Estimated Use During 2020-21 _____ Estimated Operating Cost During 2020-21 \$200 - \$300		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: Water & Sewer

Fuel Type: Gas and Diesel

<i>Unit #</i>	<i>Year</i>	<i>Make</i>	<i>Model</i>	<i>Vin Number</i>	<i>Cost</i>	<i>D.O.P.</i>	<i>Prior Year Mileage/Hrs</i>	<i>Curr Year Mileage/Hrs</i>	<i>Tag #.</i>
305-D	2002	Case	580-M	JJG0309262	49,175.00	1/17/2002	6,705	9,500	N/A
306-D	2005	Cat	430-D	CAT0430DCBNK06655	0.00	2/20/2005	6,037	6,512	N/A
316-D	1997	Air/Come.	P50WJF	271608ULH359	12,558.00 1	12/15/2008	413	413	N/A
317-D	2007	Air/Comp	185PSI	4FVCBBAA170384501	NIA	NIA	491	526	N/A
318-D	2005	Premier Pump	6" Water Pump	PE4045D447872	NIA	11/15/2006	121	STOLEN	N/A
319-D	2004	Multiquip	Night Hawk	4GNLT09144B901565	6,908.00	11/11/2004	185	185	N/A
320-G	2010	Valve Exerciser	E-VISOGT	4027401761	35,000.00	12/20/2010	197	407	N/A
321-D	2016	Portable Generator	Tradewinds 350-p	TGBF7157N02097A	110,500.00	12/7/2015	4	6	N/A
334-D	1998	4" Water Pump	API00-60	9728627-2E	14,985.00	7/24/1998	1,260	1,260	N/A
335-D	2005	Ford	F-450	1FDXE45P55HB30051	176,868.00	2/24/2005	SHOP	3,097.30	GV8021F
336-D	2004	Ford	F-700	3FRWF75234V600197	0.00	12/12/2003	27,403	28,084	GV6484E
337-G	2008	Ford	F-150	1FTRF12258KF07079	14,605.00	10/30/2008	64,100	73,436	GV3157E
340-G	2019	Ford	F-150	1FTFXIE57JFE78267	27,000.00	12/1/2018	325	5,273	GV1769M
341-D	2019	Ford	F-750	1FDWF7DE4JDEF4094	86,000.00	12/1/2018	528	3,328	GV3808M
342-D	2002	Ford	F-650	3FDWF65503MB04629	35,371.00	8/29/2002	64,933	72,357	GV3173E
344-G	2008	Ford	F-150	1FTRFJ 2288KF07075	14,605.00	10/30/2008	80,292	88,264	GV3158E
345-G	2008	Ford	F-250	1 FDSW21528ED07371	34,700.00	2/7/2008	69,987	76,905	GV19221
350-D	1998	Ford	F-800	3FEWF80C2XMA00355	34,137.00	1/5/1999	32,906	33,386	GV3171E
351-D	2017	Freightliner	M2106	1 FVACWDT1HHHK6957	75,826.00	5/12/2016	7,061	9,423	GV64935
370-G	2017	Ford	F-150	1 FTXEJE83HF A88492	24,707.00	1/25/2017	15,270	21,863	GV4502K
380-D	2019	Ford	F-250	1 FT7W2B68KE039945	25,104.00	12/2/2018	885	8926	GV1770M

G=Gas

D=Diesel

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: Water & Sewer		Fund: 505	Department Number: 4400				
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25
			54-7590	Replacement of Unit 342	Water/Sewer	\$30,000	
54-7590	Replacement of Unit 350	Water/Sewer		\$30,000			
54-7590	Replacement of Unit 335	Water/Sewer			\$30,000		
54-7590	Replacement of Unit 336	Water/Sewer				\$70,000	
54-7590	Replacement of Unit 344	Water/Sewer				\$35,000	
54-7590	Replacement of Unit 337	Water/Sewer			\$30,000		
54-7640	Equipment Replace Unit 305	Water/Sewer	\$24,108	\$24,108	\$24,108	\$24,108	\$24,108
54-7640	Equipment Replace Unit 306	Water/Sewer				\$170,000	
54-7640	Equipment Replace Unit 334	Water/Sewer					
54-7640	Equipment Replace Unit 318	Water/Sewer					
54-7730	Water Line Replacement	Water/Sewer	\$200,000	\$250,000	\$250,000	\$250,000	
Totals			\$254,108	\$304,108	\$334,108	\$549,108	\$24,108

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

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: Backhoe Replacement Unit #305

Item/Project Manager: Mike Mason

Priority Rating: 1

Units Requested: 1

Number of Similar Units on Hand: 1

Description of Item/Project:

Explain need for this expenditure:

Scheduled Replacement

Expanded Service

Replace Worn-Out 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.

Unit #305 is a 2002 Case Backhoe model 580-M with 6,456 hours.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

This unit will be used for excavating during water/sewer repairs.

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

Cost Breakdown:

5 year lease pymt @\$24,108 = \$120,540

Estimated Useful Life 10-15

Estimated Cost \$24,108

Less: Trade-In

Net Cost \$120,540

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/Water&Sewer

Project Name or Title:
Backhoe Replacement Unit #305

Project Description:

Project Justification and Impact:

This backhoe is needed for the excavating of pavement and/or soil to reach underground utilities in order to perform necessary repairs. This also includes loading materials and back filling.

Project Costs: \$ 24,108

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 24,108	\$ 24,108	\$ 24,108	\$ 24,108	\$ 24,108	\$ 120,540

Useful Life: 10-15 years

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

Funding Source: Water & Sewer Fund

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: Vehicle Replacement Unit 342

Item/Project Manager: Mike Mason

Priority Rating: 2

Units Requested: 1

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.

This vehicle is a 2002 For F-650 with 64,933 miles.

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

The Water & Sewer Division is in need of a smaller utility truck with the capability of transporting crews and equipment to and from, on and off road areas.

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

Cost Breakdown:

Estimated Useful Life 10-15

Estimated Cost \$30,000

Less: Trade-In \$4,000

Net Cost \$26,000

Comparable Quotes:

Vendor Name

Vendor Quote

1.

Allan Vigil Ford

\$30,000

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/Water&Sewer

Project Name or Title:
Vehicle Replacement Unit #342

Project Description:

Project Justification and Impact:

This vehicle is needed to transport work crew and equipment to and from the job site with the 4 x 4 capability of operating in off road situations

Project Costs: \$30,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Useful Life: 10-15 years

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

Funding Source: Water & Sewer Fund

Relationship to Other Primary Projects: None

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

Department: Public Works

Fund: 505

Division: Water & Sewer

Department Number: 4400

Item/Project Name: Water Line Replacement

Item/Project Manager: Mike Mason

Priority Rating: 3

Units Requested: 1

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.

1-1/2" galvanized waterline

Disposition of item replaced:

Sale

Trade-In

Scrap

Other Department Use

Justify need for this item, including use:

The 1-1/2" galvanized waterlines have begun to corrode and can cause a drop in pressure to users of the lines.

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

Cost Breakdown:

Estimated Useful Life 30

Estimated Cost \$200,000

Less: Trade-In _____

Net Cost \$200,000

Comparable Quotes:

Vendor Name

Vendor Quote

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division:
Public Works/Water&Sewer

Project Name or Title:
Waterline Replacement/Upgrade

Project Description:
The removal of 1-1/2" galvanized water main to 8" ductile iron at various locations.

Project Justification and Impact:
The 1-1/2" galvanized water lines have begun to corrode and can cause a drop in pressure to users of the lines.

Project Costs: \$200,000

<u>Prior Year</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Total</u>
\$ -	\$200,000	\$250,000	\$250,000	\$250,000	\$ -	\$1,000,000

Useful Life:

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

Funding Source: Water & Sewer Fund

Relationship to Other Primary Projects: None

EXHIBIT I-BUDGET PERFORMANCE

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

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Phone inquiries processed	9,000
Prepare Work Orders (Customer Service Requests/ Inter-office)	5,000
Prepare Reports (Monthly/Weekly, Leak Detection, Water Loss, Etc.)	12
Prepare Bi-Weekly Payroll	26
Prepare Daily Attendance Log	332
Prepare Invoice's	1,500
Input Water Meter Information in Harris System	350

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

	Estimated 20/21
Effective Asset Management	40%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

Performance Measures

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

	Actual 19/20
Phone inquiries processed	5500
Prepare Work Orders (Customer Service Requests/ Inter-office)	2600
Prepare Reports (Monthly/Weekly, Leak Detection, Water Loss, Etc.)	12
Prepare Bi-Weekly Payroll	26
Prepare Daily Attendance Log	365
Prepare Invoices	900
Input Water Meter Information in Harris System	261

Program/Service Outcomes: (based on program objectives)

	Actual 19/20
Effective Asset Management	40%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

Prior Year Highlights:

- Filed and organized sanitary sewer reports
- Filed and organized in-house work orders
- Maintained Inventory for office and water/sewer supplies
- Prepared COA Clayton County and Fulton County bills
- Compiles Fulton County Data Flow (Monthly)
- Prepare payroll for Division; gather monthly late accruals for Division
- Prepared Invoices for payment
- Assisted with AMI Infrastructure with Meter endpoint information
- Copied and scanned utility service orders from Customer Service
- Prepared monthly/daily reports for Public Works Director
- Maintenance "temporary hydrant" accounts; set up accounts/ gather monthly reads for billing
- Assist Customer Service on Billing, Rereads, Service Start-Up, Trouble Code Reports, Rereads and Customer Complaints
- Performed meter and electronic radio transmitter (ERT) change outs associated with the city's AMI Project
- Oversaw the construction of the Virginia Avenue Waterline Replacement Project that consisted of the replacement of a 300 lf of corroded 1½" water main
- Replaced 1,040 ft. of 4" pipe with 8" ductile iron pipe along Roosevelt Highway

EXHIBIT I-BUDGET PERFORMANCE

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

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Number of oil and grease traps inspected	28
Number of Streams Inspected for Sewer Spills	10
Number of Manholes Inspected (Troubled Areas)	25
Operation of SCADA and other Controls for the Water Distribution System	Yes

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

	Estimated 20/21
Effective Asset Management	60%
Customer Service	100%
Workforce Development	80%
Financial Viability and Enhanced Communication	90%

Performance Measures

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

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

Program/Service Outcomes: (based on program objectives)

	Actual 19/20
Effective Asset Management	60%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	90%

Prior Year Highlights:

- Identified Problem Sewer Areas to Prevent Sewer Spills
- Monthly Grease Control Program by Checking Grease Traps
- Citywide checking of pollution of streams
- Assisted in preparing Stormwater MS4 Report
- Industrial Surcharge and Sanitary Sewer Billing
- Monitoring of the SCADA System
- Monitoring of the Chemical System
- Maintained/ Updated Water Usage Report
- Completed access road construction at (4) locations to provide access to remote sewer manholes
- Provided oversight of the city's Sanitary Sewer Evaluation Study involving cleaning and CCTV of the sanitary sewer system
- Completed water & sewer service at the new AC Hotel, Sysco Foods and Wally Park

EXHIBIT I-BUDGET PERFORMANCE

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

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Sewer Lift Station Maintenance/Repairs	2
High Pressure Cleaned Sanitary Sewer Main (Blockages)	50
Sewer Manholes Located and Repaired	10
Sanitary Sewer Repair/Replacement	300 LF
Sewer Flow Meter for Repair/ Replacement	4

Program/Service Outcomes: (based on program objectives)

EXHIBIT I-BUDGET PERFORMANCE

	Estimated 20/21
Effective Asset Management	30%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	70%

Performance Measures

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

	Actual 19/20
Sewer Lift Station Maintenance/Repairs	5
High Pressure Cleaned Sanitary Sewer Main (Blockages)	40
Sewer Manholes Located and Repaired	4
Sanitary Sewer Repair/Replacement	200 LF
Sewer Flow Meter for Repair/ Replacement	2

Program/Service Outcomes: (based on program objectives)

	Actual 19/20
Effective Asset Management	25%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	80%

Prior Year Highlights:

- Rebuilt Pump(s) #2, and #4 at the S.E. Lift Station
- Unclogged sanitary sewer mains (CITYWIDE)
- Check problem sanitary sewer mains (CITYWIDE)
- Replaced motor for pump#2 at S.E. Lift Station
- Located 8 manholes, Repaired 2 manholes (CITYWIDE)
- Build temporary road for access to CCTV 11,000 LF of sanitary sewer mains
- SSES Program CCTV sewer mains (CITYWIDE)

EXHIBIT I-BUDGET PERFORMANCE

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

Program Description:

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

Trends:

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

Program Broad Goals:

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

Program 20/21 Objectives:

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

Performance Measures

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

	Estimated 20/21
Water Meter Replacement	130
Leak Detection (Reported Leaks)	10
Fire Hydrant Repair/Replacement	12
Valve Vacuum/Exerciser	24
Valve Insertion	6
Water Main Replacement (LF)	1,348 LF
Elevated Tank Maintenance	2
Water Pump Station Maintenance/Repair	2

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

	Estimated 20/21
Effective Asset Management	30%
Customer Service	100%
Workforce Development	80%
Financial Viability and Enhanced Communication	70%

Performance Measures

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

	Actual 19/20
Water Meter Replacement	100
Leak Detection (Reported Leaks)	0
Fire Hydrant Repair/Replacement	5
Valve Vacuum/Exerciser	12
Valve Insertion	2
Water Main Replacement (LF)	200 LF
Elevated Tank Maintenance	2
Water Pump Station Maintenance/Repair	2

Program/Service Outcomes: (based on program objectives)

	Actual 19/20
Effective Asset Management	25%
Customer Service	100%
Workforce Development	85%
Financial Viability and Enhanced Communication	50%

Prior Year Highlights:

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

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

Fund: **505**

Department and Number: **Water & Sewer / 4400**

Department Submitting Request:

Division Submitting Request:

Requested For Department:

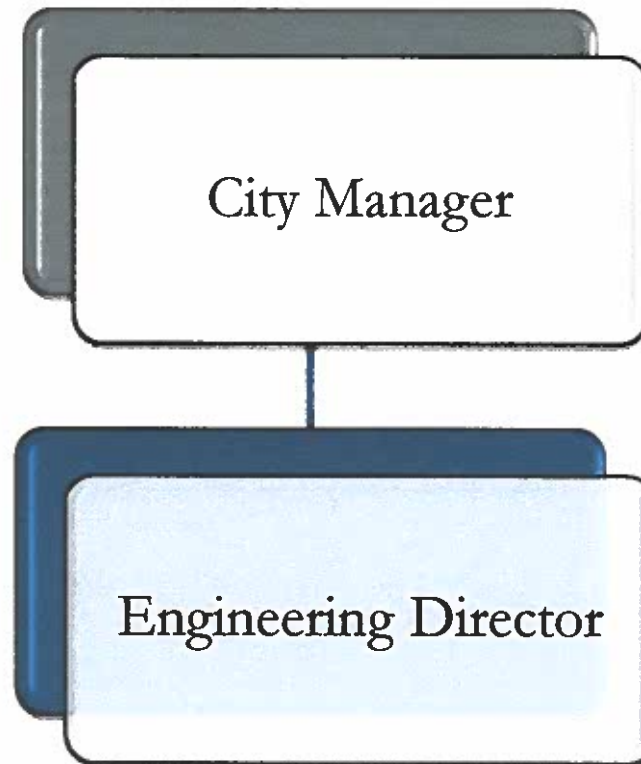
Prepared By:

Description of Item:

Reason for Requesting:

Cost Estimate/Revenue Enhancement:

Engineering Division Organizational Chart



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

Fund: 100 Department and Number: Engineering /1575

	2017-18	2018-19	2019-20	2020-21	2020-21
Full Time Positions:	Actual	Actual	Current	Department Requested	City Manager Recommend
Engineering Director	1	1	1	0	0
City Engineer	0	0	0	1	1
GIS/CAD	1	1	0	0	0
Stormwater Compliance	0	0	0	1	0
Total Personnel:	2	2	1	2	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 100 - GENERAL FUND								
EXPENSE								
Department 1575 - Engineering								
<i>Personnel Services</i>								
51 5010	Salary/Operating	151,159.94	39,704.00	20,708.02	52	110,801.00	100,000.00	152
51 5040	Shared Utility Payments	1,283.61	2,400.00	263.78	11	2,400.00	2,400.00	
51 5190	Medicare	2,169.84	1,591.00	302.11	19	1,607.00	1,450.00	(9)
<i>Personnel Services Totals</i>		\$154,613.39	\$43,695.00	\$21,273.91	49%	\$114,808.00	\$103,850.00	138%
<i>Employee Benefits</i>								
51 5150	City Pension Contribution	22,316.14	13,713.00	1,578.95	12	13,850.00	12,500.00	(9)
51 5161	Life Insurance	135.35	99.00	15.24	15	99.00	99.00	
51 5163	ST Disability Insurance	210.08	200.00	32.32	16	200.00	200.00	
51 5164	LT Disability Insurance	232.70	250.00	35.80	14	250.00	250.00	
51 5165	Health Insurance	11,130.13	7,883.00	1,212.80	15	7,883.00	8,869.00	13
51 5166	Dental Insurance	344.48	429.00	39.20	9	356.00	356.00	(17)
<i>Employee Benefits Totals</i>		\$34,368.88	\$22,574.00	\$2,914.31	13%	\$22,638.00	\$22,274.00	(1%)
<i>New Personnel Costs</i>								
51 5212	Training/New Personnel	.00	.00	.00		1,200.00	.00	
51 5213	Material/Supplies New Per	.00	.00	.00		100.00	.00	
<i>New Personnel Costs Totals</i>		\$0.00	\$0.00	\$0.00	+++	\$1,300.00	\$0.00	+++
<i>Communications & Util.</i>								
52 5240	Telephone	6,300.72	3,216.00	3,169.87	99	10,644.00	7,044.00	119
52 5260	Heat & Power	5,873.34	3,656.00	4,436.01	121	4,000.00	4,000.00	9
52 5270	Water	221.10	164.00	169.30	103	164.00	164.00	
52 5280	Other Communication/Util	687.96	626.00	515.97	82	.00	.00	(100)
<i>Communications & Util. Totals</i>		\$13,083.12	\$7,662.00	\$8,291.15	108%	\$14,808.00	\$11,208.00	46%
<i>Repair & Maintenance</i>								
52 5700	R&M - Vehicles	3,631.92	3,600.00	2,830.99	79	.00	.00	(100)
52 5730	R&M - D/P Equipment	10,904.28	3,928.00	3,650.59	93	2,555.00	2,555.00	(35)
53 5680	Tires	136.30	200.00	.00		300.00	300.00	50
<i>Repair & Maintenance Totals</i>		\$14,672.50	\$7,728.00	\$6,481.58	84%	\$2,855.00	\$2,855.00	(63%)
<i>Training & Education</i>								
52 6200	Training	187.80	400.00	.00		250.00	1,450.00	263
52 6210	Dues	370.00	500.00	.00		500.00	500.00	
52 6220	Subscription/Publications	.00	300.00	2,972.97	991	.00	.00	(100)
52 6230	Conventions/Meetings	37.38	2,000.00	22.00	1	2,000.00	1,000.00	(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 100 - GENERAL FUND								
EXPENSE								
Department 1575 - Engineering								
Training & Education								
<i>Training & Education Totals</i>		\$595.18	\$3,200.00	\$2,994.97	94%	\$2,750.00	\$2,950.00	(8%)
<i>Other Services & Charges</i>								
52 3505	Mileage Reimbursement	.00	200.00	.00		200.00	200.00	
52 5510	Consulting Fees	6,695.00	72,000.00	65,537.23	91	10,000.00	10,000.00	(86)
52 6100	Auto Insurance	2,863.84	2,969.00	2,440.61	82	2,742.00	2,742.00	(8)
52 6110	Other Insurance	1,847.88	3,224.00	943.43	29	1,060.00	1,060.00	(67)
52 6130	Miscellaneous Services	(19.80)	100.00	.00		.00	.00	(100)
52 6150	Engineering Services	7,646.70	10,000.00	1,194.05	12	10,000.00	11,000.00	10
52 6170	Contractual Services	.00	.00	.00		12,000.00	.00	
52 6240	Auto Allowance	.00	.00	.00		2,000.00	.00	
52 6510	Claims Not Workmans Comp.	.00	200.00	.00		.00	.00	(100)
52 6520	Easement Fees	.00	500.00	.00		500.00	500.00	
52 6560	Workers Comp/Administrati	963.02	687.00	248.48	36	273.00	273.00	(60)
<i>Other Services & Charges Totals</i>		\$19,996.64	\$89,880.00	\$70,363.80	78%	\$38,775.00	\$25,775.00	(71%)
<i>Materials & Supplies</i>								
52 7300	Postage	16.88	100.00	2.10	2	250.00	250.00	150
52 7320	Stationery & Printing	.00	200.00	.00		1,000.00	1,000.00	400
52 7330	Copy Expense	2,107.31	3,000.00	3,446.47	115	3,000.00	3,000.00	
53 7000	Gas & Oil	1,600.00	1,500.00	161.26	11	2,000.00	500.00	(67)
53 7010	Tools/Shop Supplies	43.41	200.00	19.29	10	250.00	250.00	25
53 7050	Medical Services/Supplies	.00	50.00	.00		130.00	130.00	160
53 7121	Computer Hardware	3,545.97	1,500.00	.00		2,500.00	2,500.00	67
53 7122	Computer Supplies	.00	1,400.00	.00		.00	.00	(100)
53 7150	Other Operating Supplies	.00	200.00	.00		.00	.00	(100)
53 7310	Office Supplies	.00	1,000.00	765.93	77	.00	.00	(100)
53 7340	Microfilm Supplies	.00	.00	.00		1,500.00	1,500.00	
53 7360	Other Admin. Supplies	.00	200.00	.00		.00	.00	(100)
<i>Materials & Supplies Totals</i>		\$7,313.57	\$9,350.00	\$4,395.05	47%	\$10,630.00	\$9,130.00	(2%)
<i>Capital Outlay</i>								
54 7940	Flood Mitigation	.00	.00	.00		1,000.00	.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	100 - GENERAL FUND							
	EXPENSE							
	Department 1575 - Engineering							
	Capital Outlay							
	Capital Outlay Totals	\$0.00	\$0.00	\$0.00	+++	\$1,000.00	\$0.00	+++
Department	1575 - Engineering Totals	\$244,643.28	\$184,089.00	\$116,714.77	63%	\$209,564.00	\$178,042.00	(3%)
	EXPENSE TOTALS	\$244,643.28	\$184,089.00	\$116,714.77	63%	\$209,564.00	\$178,042.00	(3%)
Fund	100 - GENERAL FUND Totals	\$244,643.28	\$184,089.00	\$116,714.77	63%	\$209,564.00	\$178,042.00	(3%)
	EXPENSE TOTALS	\$244,643.28	\$184,089.00	\$116,714.77	63%	\$209,564.00	\$178,042.00	(3%)
Fund	100 - GENERAL FUND Totals	(\$244,643.28)	(\$184,089.00)	(\$116,714.77)	63%	(\$209,564.00)	(\$178,042.00)	(3%)
	Net Grand Totals							
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	+++	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$244,643.28	\$184,089.00	\$116,714.77	63%	\$209,564.00	\$178,042.00	(3%)
	Net Grand Totals	(\$244,643.28)	(\$184,089.00)	(\$116,714.77)	63%	(\$209,564.00)	(\$178,042.00)	(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
EXPENSES				
Fund	100 - GENERAL FUND			
Department	1575 - Engineering			
Account	52 3505 - Mileage Reimbursement			
100 1575 52 3505	Locate travels for meeting outside our city limits	1.0000	200.00	200.00
	Account 52 3505 - Mileage Reimbursement Totals	Transactions	1	<u>200.00</u>
Account	52 5240 - Telephone			
100 1575 52 5240	AT&T	1.0000	168.00	168.00
100 1575 52 5240	Comcast	1.0000	396.00	396.00
100 1575 52 5240	Verizon Cell Phone	12.0000	358.00	4,296.00
100 1575 52 5240	Windstream	12.0000	182.00	2,184.00
	Account 52 5240 - Telephone Totals	Transactions	4	<u>7,044.00</u>
Account	52 5260 - Heat & Power			
100 1575 52 5260	City Hall Department Share	1.0000	4,000.00	4,000.00
	Account 52 5260 - Heat & Power Totals	Transactions	1	<u>4,000.00</u>
Account	52 5270 - Water			
100 1575 52 5270	Water and Sewer Charges at City Hall	1.0000	164.00	164.00
	Account 52 5270 - Water Totals	Transactions	1	<u>164.00</u>
Account	52 5510 - Consulting Fees			
100 1575 52 5510	Support other Departments and Grant Application	1.0000	10,000.00	10,000.00
	Account 52 5510 - Consulting Fees Totals	Transactions	1	<u>10,000.00</u>
Account	52 5730 - R&M - D/P Equipment			
100 1575 52 5730	Email License	1.0000	224.00	224.00
100 1575 52 5730	Mimecast	1.0000	60.00	60.00
100 1575 52 5730	Tyler NW	1.0000	2,271.00	2,271.00
	Account 52 5730 - R&M - D/P Equipment Totals	Transactions	3	<u>2,555.00</u>
Account	52 6100 - Auto Insurance			
100 1575 52 6100	Apex Auto Liability (Allocation)	1.0000	2,742.00	2,742.00
	Account 52 6100 - Auto Insurance Totals	Transactions	1	<u>2,742.00</u>
Account	52 6110 - Other Insurance			
100 1575 52 6110	Apex Insurance Personnel Allocation	1.0000	1,060.00	1,060.00
	Account 52 6110 - Other Insurance Totals	Transactions	1	<u>1,060.00</u>
Account	52 6150 - Engineering Services			
100 1575 52 6150	Flood Mitigation	1.0000	1,000.00	1,000.00
100 1575 52 6150	Support various Department with Construction	1.0000	10,000.00	10,000.00
	Account 52 6150 - Engineering Services Totals	Transactions	2	<u>11,000.00</u>
Account	52 6200 - Training			
100 1575 52 6200	Erosion and Sedimentation for Inspection and Review Drawings	2.0000	125.00	250.00
100 1575 52 6200	Erosion and Sedimentation Training	1.0000	1,200.00	1,200.00
	Account 52 6200 - Training Totals	Transactions	2	<u>1,450.00</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	100 - GENERAL FUND			
Department	1575 - Engineering			
Account	52 6210 - Dues			
100 1575 52 6210	PE Lic. membership Public Works-Engineering	1.0000	500.00	500.00
	Account 52 6210 - Dues Totals	Transactions	1	<u>500.00</u>
Account	52 6230 - Conventions/Meetings			
100 1575 52 6230	Travel to Washington DC, APWA Engineer	4.0000	250.00	1,000.00
	Account 52 6230 - Conventions/Meetings Totals	Transactions	1	<u>\$1,000.00</u>
Account	52 6520 - Easement Fees			
100 1575 52 6520	Recording Final Plats with both Counties	1.0000	500.00	500.00
	Account 52 6520 - Easement Fees Totals	Transactions	1	<u>500.00</u>
Account	52 6560 - Workers Comp/Administrati			
100 1575 52 6560	Apex Insurance Workers Comp Allocation	1.0000	240.00	240.00
100 1575 52 6560	GA Subsequent Injury Assessment Adjustment	1.0000	33.00	33.00
	Account 52 6560 - Workers Comp/Administrati Totals	Transactions	2	<u>\$273.00</u>
Account	52 7300 - Postage			
100 1575 52 7300	Correspondence and FEMA Letters	1.0000	250.00	250.00
	Account 52 7300 - Postage Totals	Transactions	1	<u>\$250.00</u>
Account	52 7320 - Stationery & Printing			
100 1575 52 7320	Printing paper and inks	1.0000	1,000.00	1,000.00
	Account 52 7320 - Stationery & Printing Totals	Transactions	1	<u>\$1,000.00</u>
Account	52 7330 - Copy Expense			
100 1575 52 7330	Paper and various supplies	1.0000	3,000.00	3,000.00
	Account 52 7330 - Copy Expense Totals	Transactions	1	<u>\$3,000.00</u>
Account	53 5680 - Tires			
100 1575 53 5680	Vehicle Tires	4.0000	75.00	300.00
	Account 53 5680 - Tires Totals	Transactions	1	<u>\$300.00</u>
Account	53 7000 - Gas & Oil			
100 1575 53 7000	Fuel for Engineering Vehicle	1.0000	500.00	500.00
	Account 53 7000 - Gas & Oil Totals	Transactions	1	<u>500.00</u>
Account	53 7010 - Tools/Shop Supplies			
100 1575 53 7010	Manhole puller-Mirrow-Safety equipment-tree tap	1.0000	250.00	250.00
	Account 53 7010 - Tools/Shop Supplies Totals	Transactions	1	<u>\$250.00</u>
Account	53 7050 - Medical Services/Supplies			
100 1575 53 7050	First Aid Kits and Fire Extinguishers for City Vehicle	2.0000	65.00	130.00
	Account 53 7050 - Medical Services/Supplies Totals	Transactions	1	<u>\$130.00</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 100 - GENERAL FUND				
Department 1575 - Engineering				
Account 53 7121 - Computer Hardware				
100 1575 53 7121	Upgrade Computer which is over 5 years	1.0000	2,500.00	2,500.00
	Account 53 7121 - Computer Hardware Totals	Transactions	1	<u>2,500.00</u>
	Account 53 7340 - Microfilm Supplies			
100 1575 53 7340	Download Engineering Documents	1.0000	1,500.00	1,500.00
	Account 53 7340 - Microfilm Supplies Totals	Transactions	1	<u>1,500.00</u>
	Department 1575 - Engineering Totals	Transactions	31	<u>\$51,918.00</u>
	Fund 100 - GENERAL FUND Totals	Transactions	31	<u>\$51,918.00</u>
	EXPENSES Totals	Transactions	31	<u>\$51,918.00</u>
	Grand Totals	Transactions	31	<u>\$51,918.00</u>

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

Department and
 Number: **Engineering -1575**

Fund: **100**

Number of Positions Requested	Position Title	Present Number of Positions	Changed Number of Positions	Salary Grade and Step
1	Stormwater Compliance			
	Additional Positions – Full Time			
	Additional Positions – Part Time			
	Reclassified Positions:			
	From:			
Justification (including assignment and responsibilities of position requested)				
See attached				
Wages				
	Regular			\$41,210
	Overtime			-
	Medicare (1.45%)			\$60.00
	FICA (6.2%) part- time only			-
	Total (5210 Proposed New Personnel – Personnel Services)			\$41,270
Fringe Benefits				
	Group Life and AD & D \$350 per year			-
	Health Insurance \$7,800 per position per year			\$7,800
	Pensions (18%)*			\$7,418
	Uniforms			-
	Total (5211 Proposed New Personnel – Benefits)			\$56,488
Training and Education				
	Training			-
	Dues/ Memberships			-
	Other			-
	Total (5212 Proposed New Personnel – Training/ Education)			-
Material and Supplies				
	Office Supplies			-
	Safety Clothing and Equipment			-
	Other			-
	Total (5213 Proposed New Personnel – Supplies)			-
Capital Outlay (Needed if position is approved)				
	Furniture and Fixtures			-
	Office Machines and Equipment			-
	Other			-
	Total (5214 Proposed New Personnel – Capital Outlay)			-
Vehicle (Additional Needed if Position Approved)				
	Vehicle Type and Cost			-
	Vehicle Service Costs			-
	Total (5215 New Personnel – Vehicles)			-
	Total			\$56,488

EXHIBIT D-1
JOB DESCRIPTION

Job Title: Stormwater Compliance \$41,210 - \$54,947 a year

Job Summary: Storm Water Compliance, will assist in the development of site-specific O&M Plans, we inspect the entire stormwater collection system, coordinate all maintenance activities, and provide a post-construction check of the stormwater management system in order to ensure that the site is in compliance with all state and local stormwater requirements.

Major Duties: The Storm Water Compliance, will:

- Implement a site-specific Inspection and Maintenance Program to ensure stormwater compliance with State standards
- Protect your investment
- Provide annual reporting
- Simplify stormwater for property managers

With stormwater management designs becoming more and more sophisticated, the days of installing and then forgetting about your stormwater collection system have passed. Increasingly, states and municipalities are not only requiring that a Stormwater Operation & Maintenance (O&M) Plan be in place, but they are actually taking enforcement measures against those who do not comply.

Storm Water Compliance, will assist in the development of site-specific O&M Plans, we inspect the entire stormwater collection system, coordinate all maintenance activities, and provide a post-construction check of the stormwater management system in order to ensure that the site is in compliance with all state and local stormwater requirements.

We make life easy for property managers by coordinating all work related to the inspection and maintenance of the stormwater management system. All you have to do is call – we'll take care of the rest.

Knowledge Required by the Position: Person must be certified by the State Soil and Water Conservation District (GSWCD) (16-hour training class) and possess a "red" card issued by the GSWCD to inspect land disturbing activities. He/She must have a thorough knowledge of the "Green" book (Manual for Erosion and Sediment Control in Georgia).

Supervisory Controls: This person will be supervised by the City Engineer

Guidelines: The selected person will be responsible to hold contractors and developers responsible for the designs permitted. This includes erosion control on the site as required by the Georgia Environmental Protection Division. Often Contractors/Developers will obtain permits for their project but then want to cut corners to reduce cost. This inspector will help ensure that the plans permitted by the City is constructed by the Contractor. This will include erosion and sediment control, stormwater detention, water quality, parking, ADA compliance and landscape ordinance mandates.

Complexity: The job does require some level of training and knowledge of the construction industry.

Scope and Effect: Provide inspection oversight of all land disturbing activities in accordance with the City

Stormwater ordinance.

Personal Contacts: This individual will be representing the City's interest with developers of various projects.

Purpose of Contacts: Notify developer of any discrepancies, concerns or improvements needed to ensure compliance with the City's ordinance.

Physical Demands: The position's responsibilities require the ability to assume responsibilities, deal effectively with problems, and exercise proper judgment when making decisions. The position is primarily office-based but the employee must be comfortable working in the field. The candidate must be well organized and have an attention to detail. The physical duties include: sitting at a desk primarily with fieldwork at least one day per average week which requires walking and standing on uneven surfaces, bending, kneeling, squatting, and lifting up to 35 pounds.

Work Environment: Office and construction site environment.

Supervisory and Management Responsibility: None

Minimum Qualifications:

- Bachelor's Degree **with** 1-3 years of experience in environmental compliance and/or site inspections
 - Associate's Degree **with** 4-7 years of experience in environmental compliance and/or site inspections
- Experience with Microsoft Office (i.e. Word, Outlook, PowerPoint)

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

Fund: 100 Department and Number: **Engineering 1575**

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: Engineering **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>										
770-G	1998	Ford	E150	1FTRE140WHA41281	16,000.00	10/13/1997	19,852 *	19,852*	NA	133146
777-G	2008	Ford	F250	1FSOX21588EA28598	24,696.00	3/5/2007	25,527	28,965	NA	GV19224

G=Gas

D=Diesel

AF=Alternative Fuel

N/A=Not Available or Required

*** Mileage gage has been broken**

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

Department: Engineering		Fund: 100		Department Number: 1575				
Account Number	Description/Justification	Suggested Funding Source	2020-21	2021-22	2022-23	2023-24	2024-25	
	Water Model Study of the entire City	Public Works & Engineering	\$100,000					
	Water Rate Study	Public Works		\$50,000				
	Sewer Model Study	Public Works		\$100,000				
	Sanitary Sewer Rate Study	Public Works			\$10,000			
	Quiet Crossing Study at Lesley Drive (Note: Construction for airplane nosie per our city ordinance should have been inforced)	BIDA/ General Funds	\$50,000	\$250,000				
	Complete roadway design north of Camp Creek Parkway and stop at Yale Avenue. Waiting on site development plans for transportation crossing.	BIDA/General Funds	\$1,500,000	\$2,000,000				
	Ridership Cost Allocation Study at the GICC Automatic Train Station AMP	GICC/BIDA/General Funds	\$30,000					
	DDO update for all Hotels, BMW and Office Space (Home Owners) Street Lights, Landscaping, new oneway signs, bus stops and Roadway Improvement	General Funds		\$30,000				
	Stormwater Fee's inventory (Properly charging rates)	General Funds		\$20,000	\$10,000	\$10,000		
	New Residential and Commercial Stormwater Charges Rates on Customer Service Bills	General Funds		\$20,000	\$10,000	\$10,000		
	Global Gateway Bridge improvements starting at Main Street and John Wesley to our city GICC (New let date Feb., 2020)	General Funds	\$6,000,000	\$3,000,000				
	1 Million Gallon Elevated Water Storage Tank and Booster Pump	Public Works		\$2,750,000				
Totals			\$7,680,000	\$8,220,000	\$30,000	\$20,000	\$0	

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

Department: Engineering

Fund: 100

Division:

Department Number: 1575

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.

3

CITY OF COLLEGE PARK, GEORGIA
FISCAL YEAR 2021 BUDGET

Department/Division: Engineering

Project Name or Title: Global Gateway Bridge improvements starting at Main Street and John Wesley to our City GICC

Project Description: Pedestrian Trail starting at the College Park MARTA Station and ending at ATL Sky Train next to the GICC

Project Justification and Impact: Atlanta Regional Commission that our Global Gateway Connector Bridge has made the 2015 STP-Urban and Transportation Alternatives Program (TAP). Recommendations Final List –Federal Share Grant Funds in the amount of \$7,100,000 College Park Matching Share \$1,900,000 with a combined total \$9,000,000.00. To help city businesses and to make it safer to cross Georgia Highway 6 (Camp Creek Parkway) by building a new bridge

Project Costs: \$6,000,000

<u>Prior Year</u>	<u>FY 2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>TOTAL</u>
\$ -	\$6,000,000	\$3,000,000	\$ -	\$ -	\$ -	\$9,000,000

Useful Life: 50 years

Estimate cost Beyond Five Year Program: Routine repair and maintenance expenses will be incurred as new development is constructed.

Funding Source: Public Works – ARC/GDOT coming from TAP Funding -Economic Development on the sales of BIDA property.

Relationship to Other Primary Projects: Airport City Development West of Downtown

EXHIBIT I-BUDGET PERFORMANCE

Engineering Department

Program Description:

The Engineering Department provides Technical Services to the Citizens, Mayor, Council, City Manager, Department Heads, Staff and other Government Agencies on the Federal, State, County, and Municipal levels. These technical services include but are not limited to Plan Review, Storm Water Review, Geographic Information Systems (GIS), Records, and Construction Administration to insure compliance with Federal, State, and County, and City rules and regulations.

Trends:

Building our Global Gateway to sustain the demands of The World's Busiest Airport in the world at Hartsfield Jackson Atlanta International Airport with 38 hotels having 6,000 rooms while preserving the small town atmosphere of Historic College Park (Fourth largest Urban Historic District in Georgia after Savannah, Macon, and Atlanta). Providing the best possible customer services by anticipating their desires before they can communicate their request with a quick turnaround in reviewing Site Plans for engineering and storm water issues.

Program Broad Goals:

Provide timely review of all Site Plans concerning all Engineering issues. Provide quality and timely inspections. Ensure that the City complies with all mandates of Storm Water Management including National Flood Insurance Program (NFIP), Community Rating System (CRS), and National Discharge Elimination System (NPDES).

Program 20/21 Objectives:

Complete all Plan Reviews within 2 weeks. Maintain the CRS rating at 6.

Performance Measures

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

Number of plans to be submitted.

Estimated 20-21
+300

Program/Service Outcomes: (based on program objectives)

Review site plans with 2 weeks

Estimated 20-21
90%

Performance Measures

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

Number of plans submitted during the fiscal year

Actual 19-20
52

EXHIBIT I-BUDGET PERFORMANCE

Program/Service Outcomes: (based on program objectives)

Review site plans within 2 weeks.

Actual 19/20
90%

Prior Year Highlights:

- College Park Arena was completed on time and opened November 2019
- AC Hotel was completed November 2019
- Temple Square condominium completed January 2020.
- Yorktowne Place has restarted.
- Princeton Village restarted
- Gateway Office Building II is completed.
- Main Street sidewalk has been designed and is being constructed by Construction 57 using Fulton County Transportation Special Purpose Local Option Sales Tax (FC TSPLOST) Quick Relief funds.
- Federal Emergency Management Agency (1) Community Assisted Visit (first in twenty years), (2) Community Rating System (CRS) Five Year Recertification completed and requests responded.
- Atlanta Department of Aviation parking deck had it topping off in January 23, 2020 and construction will be complete by late summer 2020.
- Working on sidewalk design and construction for Lakeshore Drive.

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

Fund: 100

Department and Number: Engineering / 1575

Department Submitting Request: Engineering

Division Submitting Request:

Requested For Department: Public Works

Prepared By: Jackson Myers

Description of Item: The Water Master Plan (WMP) Update shall include water demand analysis, calibration of the hydraulic model of the City's water distribution system, identification of infrastructure needs, and development of capital improvement plan with cost estimates for future improvements. These shall be coordinated with the Public Works Department.

Reason for Requesting: Water Model Study of the entire City by developing hydrologic and hydraulic Model. The City intends for the updated Water Model Study to be a dynamic and useful planning and implementation document. Review existing water distribution systems model to determine criteria for the update. Review and analyze the condition and capacities of the existing water distribution facilities.

Cost Estimate/Revenue Enhancement: \$100,000

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

Fund: 100

Department and Number: Engineering / 1575

Department Submitting Request: Engineering

Division Submitting Request:

Requested For Department: Public Works

Prepared By: Jackson Myers

Description of Item: Elevated Water Storage Tank and Booster to hold 1 Million Gallon.

Reason for Requesting: Plan and simple, you need to be ready to take care of your city water needs.

Cost Estimate/Revenue Enhancement: \$2,750,000

EXHIBIT J

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

Fund: 100

Department and Number: Engineering 1575

Department Submitting Request: Engineering

Division Submitting Request:

Requested For Department: Economic Development - GICC

Prepared By: Jackson Myers

Description of Item: Ridership Cost allocation study at the GICC Automatic People Mover Station (APM)

Reason for Requesting:

Cost Estimate/Revenue Enhancement: \$30,000

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

Fund: 100

Department and Number: Engineering -1575

Department Submitting Request: Engineering

Division Submitting Request:

Requested For Department: Public Works-Economic Development

Prepared By: Jackson Myers

Description of Item: Roadway design and Construction North of Camp Creek Parkway (Rhodes Street)

Reason for Requesting: New roads also boost a community's economy. Improving transportation networks provides economic benefits to nearby properties. By reducing the time it takes to travel, people in local communities can reduce fuel costs and vehicle depreciation. Using basic urban economic theory, these cost savings benefit local property values. In other words, property values increase when you build up the surrounding infrastructure. Highways are improved to meet general traffic needs, to eliminate or reduce negative impacts caused by traffic or when changes in land use so require. A new highway shall be constructed when the existing highway network no longer meets the requirements of traffic or land use, and these requirements cannot be satisfactorily met or eliminated through road improvements or other transport system develop.

Cost Estimate/Revenue Enhancement: \$1,500,000 and income from the sales of vacant property owned by BIDA

EXHIBIT J

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

Fund: 100

Department and Number: **Engineering - 1575**

Department Submitting Request: Engineering

Division Submitting Request:

Requested For Department: Public Works

Prepared By: Jackson Myers

Description of Item: Sanitary Sewer Rate Study

Sanitary Sewer Enterprise Fund must be self-supporting. The cost of operating and maintaining the sanitary sewer system must be supported by sewer fees and charges collected from sewer customers. Likewise, the cost of operating and maintaining the water system must be supported by water fees and charges collected from water customers.

Reason for Requesting: City utilities Public Works staff needs work on the water rate/fee structures to determine if they are producing intend outcomes. The study has also will explored possible changes to the rate structures for the water division of Public Works Department.

Cost Estimate/Revenue Enhancement: \$100,000

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

Fund: 100

Department and Number: Engineering - 1575

Department Submitting Request: Engineering

Division Submitting Request:

Requested For Department: Public Works

Prepared By: Jackson Myers

Description of Item: Water Rate Study

Water Enterprise Funds must each be self-supporting. The cost of operating and maintaining the water system must be supported by water fees and charges collected from water customers. Likewise, the cost of operating and maintaining the sewer system must be supported by sewer fees and charges collected from sewer customers.

Reason for Requesting: City utilities Public Works staff needs work on the water rate/fee structures to determine if they are producing intend outcomes. The study has also will explored possible changes to the rate structures for the water division of Public Works Department.

Cost Estimate/Revenue Enhancement: \$50,000